

The OCTO Biz logo, with 'OCTO' in a large, bold, white sans-serif font and 'Biz' in a smaller, white sans-serif font.

Account & Dashboard

Liquidity Management - Cash Sweeps

TUTORIALOCTOBIZ2025

KEJAR MIMPI

Account & Dashboard

Liquidity Management - Cash Sweeps

Account & Dashboard – Liquidity Management - Cash Sweeps merupakan salah satu fitur pada Octobiz yang dapat digunakan oleh Perusahaan untuk mengelola arus kas (cash flow), saldo rekening, dan kebutuhan dana harian secara otomatis dan efisien.

Fitur ini memudahkan untuk mengatur ketersediaan dana untuk operasional Perusahaan, serta mengoptimalkan kelebihan dana pada suatu rekening agar tidak menganggur

Account & Dashboard

Liquidity Management - Cash Sweeps

Create Cash Sweeps

Create Cash Sweeps - Sweep back

Approve Transaction

Account & Dashboard

Liquidity Management - Cash Sweeps

Create Cash Sweeps

Create Cash Sweeps - Sweep back

Approve Transaction

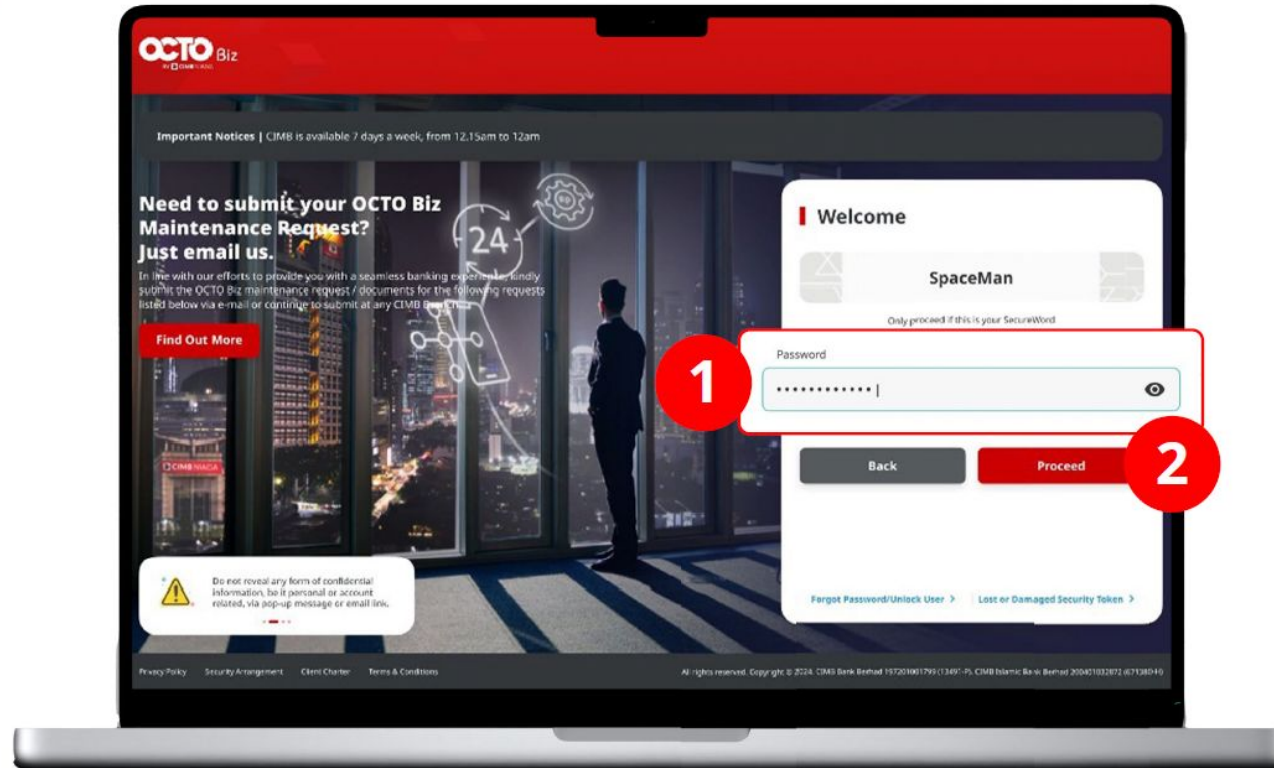


- 1 Kunjungi Website OCTO Biz di: www.octobiz.co.id
- 2 Masuk dengan menggunakan **User & Company ID**
- 3 Klik **Next**

LANGKAH

02

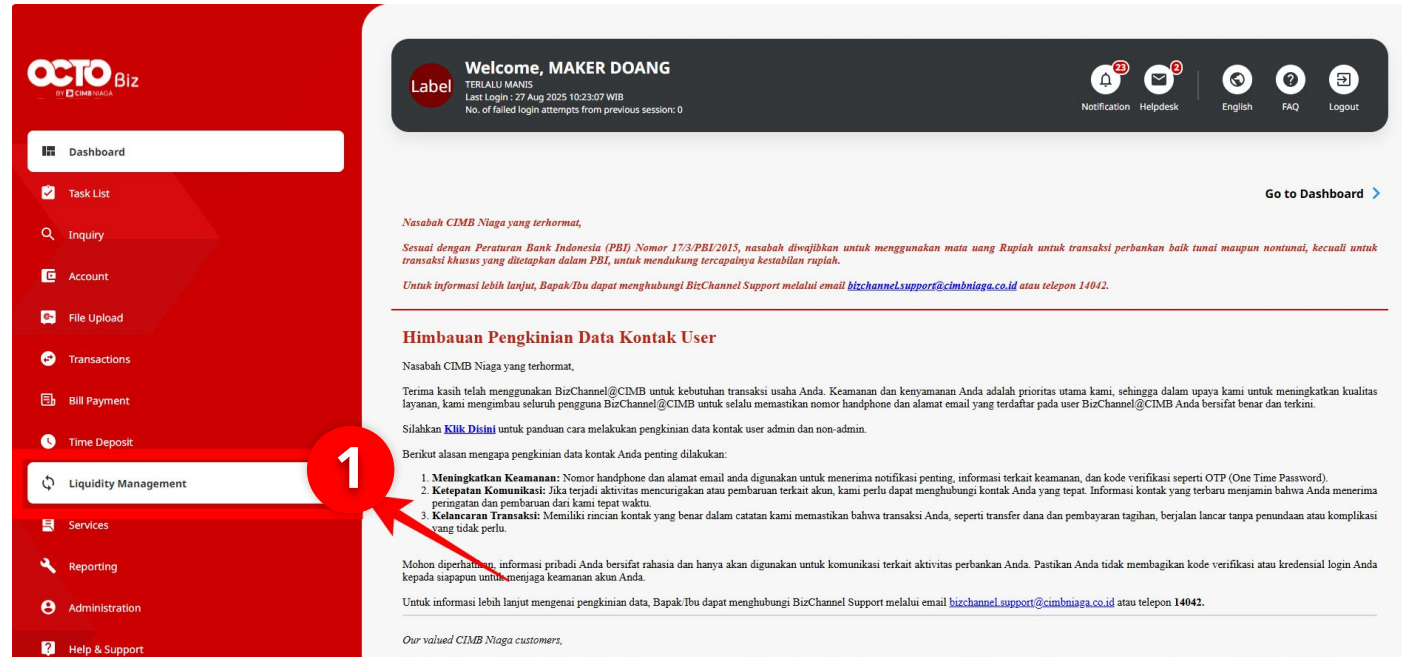
MAKER

**1** Isi *Password***2** Klik *Proceed*

LANGKAH

03

MAKER



Sistem akan menampilkan halaman **Dashboard**

1 Arahkan Kursor ke bagian **Liquidity Management**

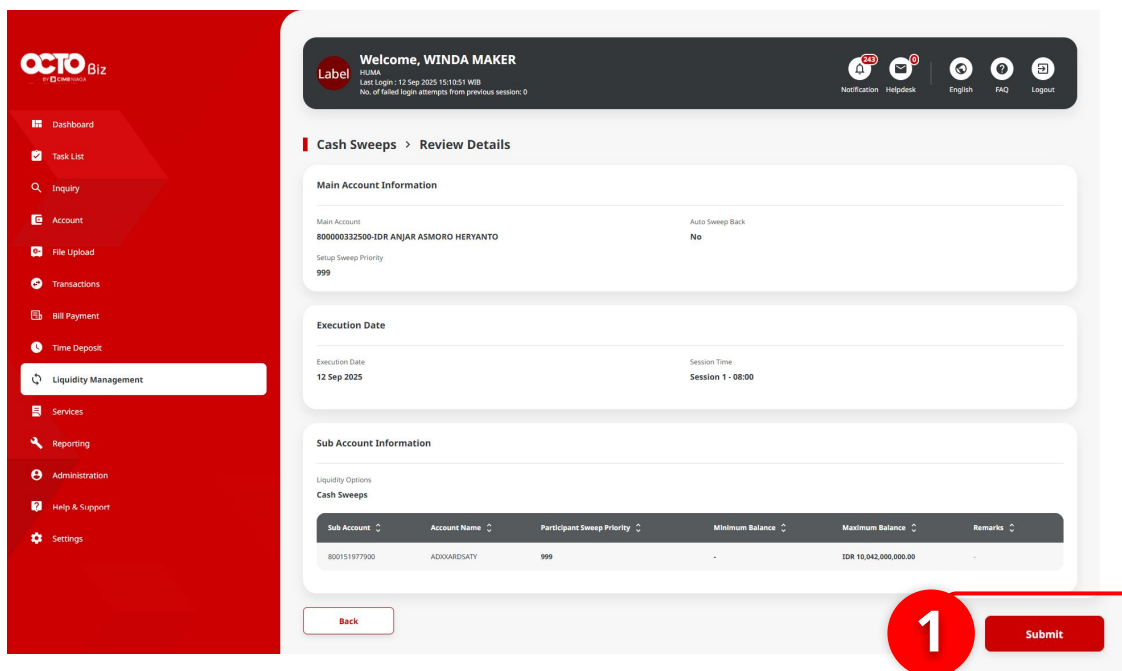
The screenshot shows the OCTO Biz Cash Sweeps interface. The left sidebar contains navigation options: Dashboard, Task List, Inquiry, Account, File Upload, Transactions, Bill Payment, Time Deposit, Liquidity Management (highlighted), Services, Reporting, Administration, Help & Support, and Settings. The main content area is titled 'Cash Sweeps' and includes a 'Save Template' button. The interface is divided into several sections: 1. 'Main Account' dropdown menu. 2. 'Execution Date' section with 'Options' (One Time Transaction, Recurring Transaction) and 'Execution Date' (27 Aug 2025). 3. 'Sub Account Information' section with 'Liquidity Options' (Cash Sweeps, Cash Distribution) and 'Sub Account' (80015197990-IDR ADXKARDSATY). 4. 'Currency' and 'Minimum Balance' (1,000,000.00) and 'Maximum Balance' (10,042,000,000.00) fields. 5. 'Add Another Sub Account', 'Save as Draft', and 'Next' buttons at the bottom.

Sistem akan menampilkan halaman **Cash Sweeps**

- 1 Pilih **Main Account** yang digunakan sebagai rekening penyalur
- 2 Pilih **Execution Option***
- 3 Pilih **opsi likuiditas** yang akan digunakan
- 4 Untuk opsi Cash Sweeps, pilih Sub Account
- 5 Input **minimum** dan atau **maksimum balance**
- 6 Jika sudah sesuai, klik **Next**

CATATAN:

* **One time Transaction** untuk **satu kali** eksekusi transaksi, dan **Recurring transaction** untuk **transaksi berulang**, sesuai dengan pilihan opsi (harian, bulanan, dan akhir bulan)



OCTO Biz

Welcome, WINDA MAKER

Label HUMAN Last Login: 12 Sep 2025 15:10:51 WIB No. of failed login attempts from previous session: 0

Notification Helpdesk English FAQ Logout

Cash Sweeps > Review Details

Main Account Information

Main Account: 800000332500-IDR ANJAR ASMORO HERVANTO Auto Sweep Back: No

Setup Sweep Priority: 999

Execution Date

Execution Date: 12 Sep 2025 Session Time: Session 1 - 08:00

Sub Account Information

Liquidity Options

Cash Sweeps

Sub Account	Account Name	Participant Sweep Priority	Minimum Balance	Maximum Balance	Remarks
80015187900	ADIXARDIATY	999	-	IDR 10,042,000,000.00	-

Back Submit

Sistem akan menampilkan halaman **Review Details**

1 Periksa seluruh **detail**, jika sudah sesuai klik **Submit**

The screenshot displays the OCTO Biz web application interface. On the left is a red sidebar with a navigation menu. The main content area shows a 'Welcome, WINDA MAKER' header with user details and session information. Below this, the 'Cash Sweeps > Acknowledgement' section is active, showing a 'Submitted for approval' status with a blue checkmark icon. The transaction details include a 'Submitted On' date of 12 Sep 2025. The 'Main Account Information' section shows the main account as 800000332500-IDR ANJAR ASMORO HERYANTO and the auto sweep back as 'No'. The 'Execution Date' section shows the execution date as 12 Sep 2025 and the session time as Session 1 - 08:00. The 'Sub Account Information' section shows the liquidity options for cash sweeps. At the bottom, there are buttons for 'Print', 'Save As Template', and 'Make Another Transaction'.

Navigation Menu:

- Dashboard
- Task List
- Inquiry
- Account
- File Upload
- Transactions
- Bill Payment
- Time Deposit
- Liquidity Management**
- Services
- Reporting
- Administration
- Help & Support
- Settings

Header:

Welcome, WINDA MAKER
 HUNDA
 Last Login: 12 Sep 2025 15:10:51 WIB
 No. of failed login attempts from previous session: 0

Cash Sweeps > Acknowledgement

Submitted for approval ✓

Reference No.: ILM250912000001824 Submitted On: 12 Sep 2025 18:06:29 WIB

Liquidity Reference No.: ILS250912000000264

Main Account Information

Main Account: 800000332500-IDR ANJAR ASMORO HERYANTO Auto Sweep Back: No
 Setup Sweep Priority: 999

Execution Date

Execution Date: 12 Sep 2025 Session Time: Session 1 - 08:00

Sub Account Information

Liquidity Options
 Cash Sweeps

Reference No.	Sub Account	Account Name	Participant Sweep Priority	Minimum Balance	Maximum Balance	Remarks	Status	Reason
ILS250912000002320	800151977900	ADIXARDGATY	999	-	IDR 10,042,000,000.00	-	Pending Approval	-

Print Save As Template Make Another Transaction

Sistem akan menampilkan halaman **acknowledgement**

Untuk melakukan **approval transaksi** kunjungi:

20 Mobile Approval

42 Website Approval

Account & Dashboard

Liquidity Management - Cash Sweeps

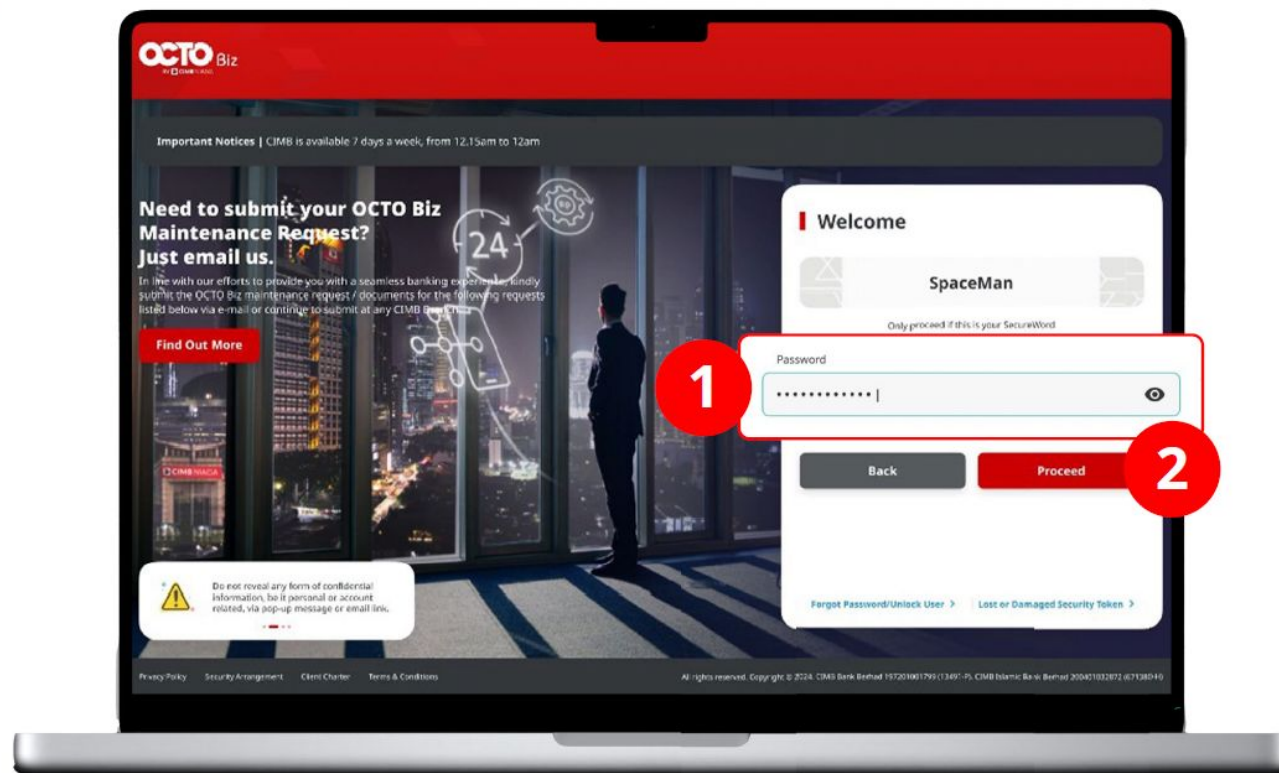
Create Cash Sweeps

Create Cash Sweeps - Sweep back

Approve Transaction

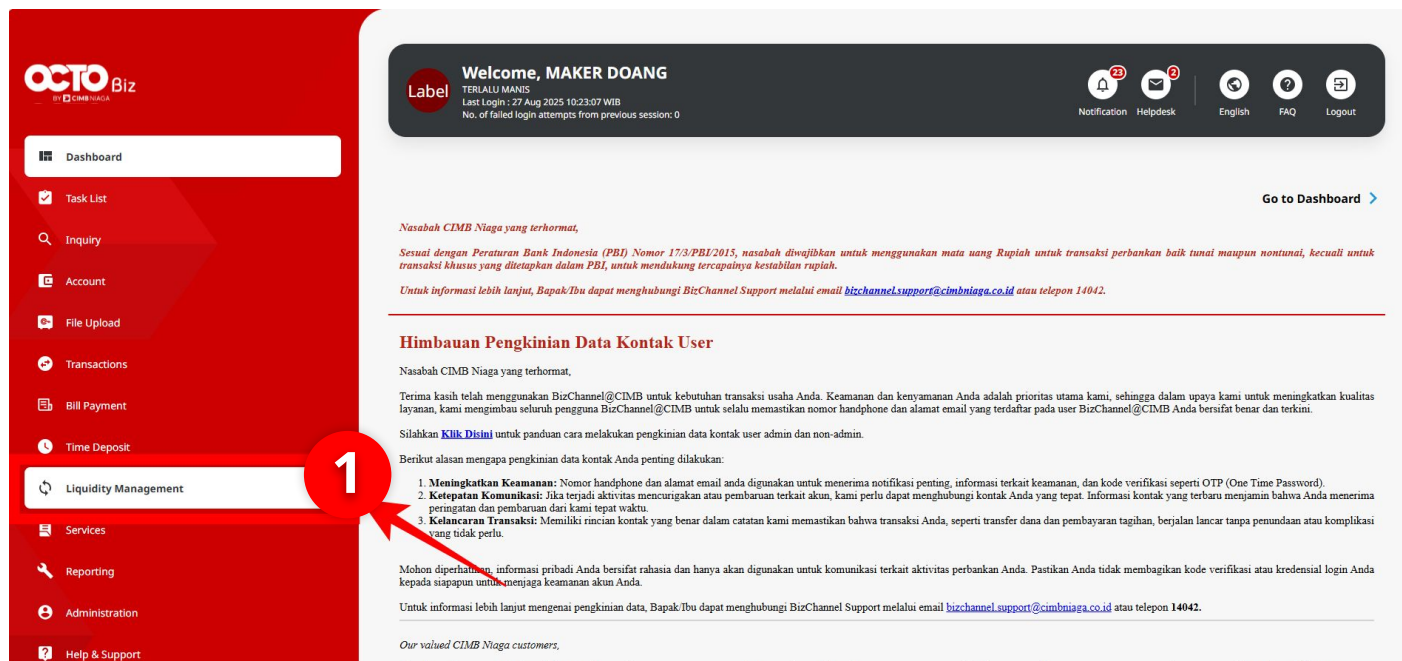


- 1 Kunjungi Website OCTO Biz di: www.octobiz.co.id
- 2 Masuk dengan menggunakan **User & Company ID**
- 3 Klik **Next**



1 Isi **Password**

2 Klik **Proceed**



Sistem akan menampilkan halaman **Dashboard**

1 Arahkan Kursor ke bagian **Liquidity Management**

The screenshot shows the OCTO Biz Cash Sweeps interface. The left sidebar contains a menu with items like Dashboard, Task List, Inquiry, Account, File Upload, Transactions, Bill Payment, Time Deposit, Liquidity Management (highlighted), Services, Reporting, Administration, Help & Support, and Settings. The main content area is titled 'Cash Sweeps' and includes a 'Saved Template' button. The interface is divided into sections: 'Main Account Information' with a 'Main Account' field (800000332500-IDR ANJAR ASMORO HERYANTO) and an 'Auto Sweep Back' checkbox; 'Sweep Back Account Options' with 'To One Account' and 'To Debited Account' buttons, a 'Sweep Back Account' field (800010500100-IDR ERNA ERNAAAA), and a 'Setup Sweep Priority' field; 'Options' with 'One Time Transaction' and 'Recurring Transaction' buttons; and 'Sub Account Information' with 'Liquidity Options' (Cash Sweeps and Cash Distribution), 'Sub Account' (800147731000-IDR MUCACA MUCO), 'Participant Sweep Priority', 'Currency' (IDR - INDONESIA R.), 'Minimum Balance' (140,000.00), and 'Maximum Balance' fields. A 'Remarks' field is also present. At the bottom, there are buttons for 'Add Another Sub Account', 'Save as Draft', and 'Next'.

Sistem akan menampilkan halaman **Cash Sweeps**

- 1 Pilih **Main Account** yang digunakan sebagai rekening penyalur dan centang bagian **Auto Sweep Back**
- 2 Masukan **detail Sweep back Account**
- 3 Pilih **Execution Option***

CATATAN:

* **One time Transaction** untuk **satu kali** eksekusi transaksi, dan **Recurring transaction** untuk **transaksi berulang**, sesuai dengan pilihan opsi (harian, bulanan, dan akhir bulan)

The screenshot shows the OCTO Biz Cash Sweeps interface. The left sidebar contains navigation options: Dashboard, Task List, Inquiry, Account, File Upload, Transactions, Bill Payment, Time Deposit, Liquidity Management (highlighted), Services, Reporting, Administration, Help & Support, and Settings. The main content area is titled 'Cash Sweeps' and includes a 'Saved Template' button. The interface is divided into several sections: 'Main Account Information' with fields for 'Main Account' (80000032500-IDR ANJAR ASMORO HERYANTO) and 'Sweep Back Account' (80010500100-IDR ERNA ERNAAAA), with an 'Auto Sweep Back' checkbox; 'Execution Date' with 'One Time Transaction' and 'Recurring Transaction' options; and 'Sub Account Information' with 'Liquidity Options' (Cash Sweeps, Cash Distribution) and 'Sub Account' (80014731000-IDR MUCACA MUCO). The 'Sub Account Information' section also includes 'Currency' (IDR - INDONESIA R...) and 'Minimum Balance' (140,000.00) fields. At the bottom, there are buttons for 'Add Another Sub Account', 'Save as Draft', and 'Next'.

1. Pilih opsi likuiditas yang akan digunakan

2. Untuk opsi Cash Sweeps, pilih Sub Account

3. Input minimum dan atau maksimum balance

4. Jika sudah sesuai, klik Next

OCTO Biz
BY CIMB NIAGA

Dashboard
Task List
Inquiry
Account
File Upload
Transactions
Bill Payment
Time Deposit
Liquidity Management
Services
Reporting
Administration
Help & Support
Settings

Welcome, WINDA MAKER
HUMA
Last Login : 13 Sep 2025 01:43:30 WIB
No. of failed login attempts from previous session: 0

Notification Helpdesk English FAQ Logout

Cash Sweeps > Review Details

Main Account Information

Main Account
800000332500-IDR ANJAR ASMORO HERYANTO
Auto Sweep Back
Yes

Sweep Back Account Options
To One Account
Sweep Back Account
800010500100-IDR ERNA ERNAAA
Setup Sweep Priority
999

Execution Date

Execution Date
13 Sep 2025

Sub Account Information

Liquidity Options
Cash Sweeps

Sub Account	Account Name	Participant Sweep Priority	Minimum Balance	Maximum Balance	Remarks
800147731000	MUCACA MUCO	999	IDR 140,000.00	-	-

Back Submit

Sistem akan menampilkan halaman **Review Details**

1 Periksa seluruh **detail**, jika sudah sesuai klik **Submit**

OCTO Biz

Welcome, WINDA MAKER

Cash Sweeps > Acknowledgement

Submitted for approval

Reference No. : ILM2509130000006345 Submitted On : 13 Sep 2025 23:31:41 WIB

Liquidity Reference No.
ILS2509130000000006

Main Account Information

Main Account 800000332500-IDR ANJAR ASMORO HERVANTO	Auto Sweep Back Yes
Sweep Back Account Options	
To One Account	
Sweep Back Account 800010500100-IDR ERNA ERNAAAA	Setup Sweep Priority 999

Execution Date

Execution Date
13 Sep 2025

Sub Account Information

Liquidity Options
Cash Sweeps

Reference No.	Sub Account	Account Name	Participant Sweep Priority	Minimum Balance	Maximum Balance	Remarks	Status	Reason
ILS2509130000000006	800147731000	MUCACA MUCO	999	IDR 140,000.00	-	-	Pending Approval	-

Print Save As Template Make Another Transaction

Sistem akan menampilkan halaman **acknowledgement**

Untuk melakukan **approval transaksi** kunjungi:

20

Mobile Approval

42

Website Approval

Account & Dashboard

Liquidity Management - Cash Sweeps

Create Cash Sweeps

Create Cash Sweeps - Sweep back

Approve Transaction

Account & Dashboard

Liquidity Management - Cash Sweeps

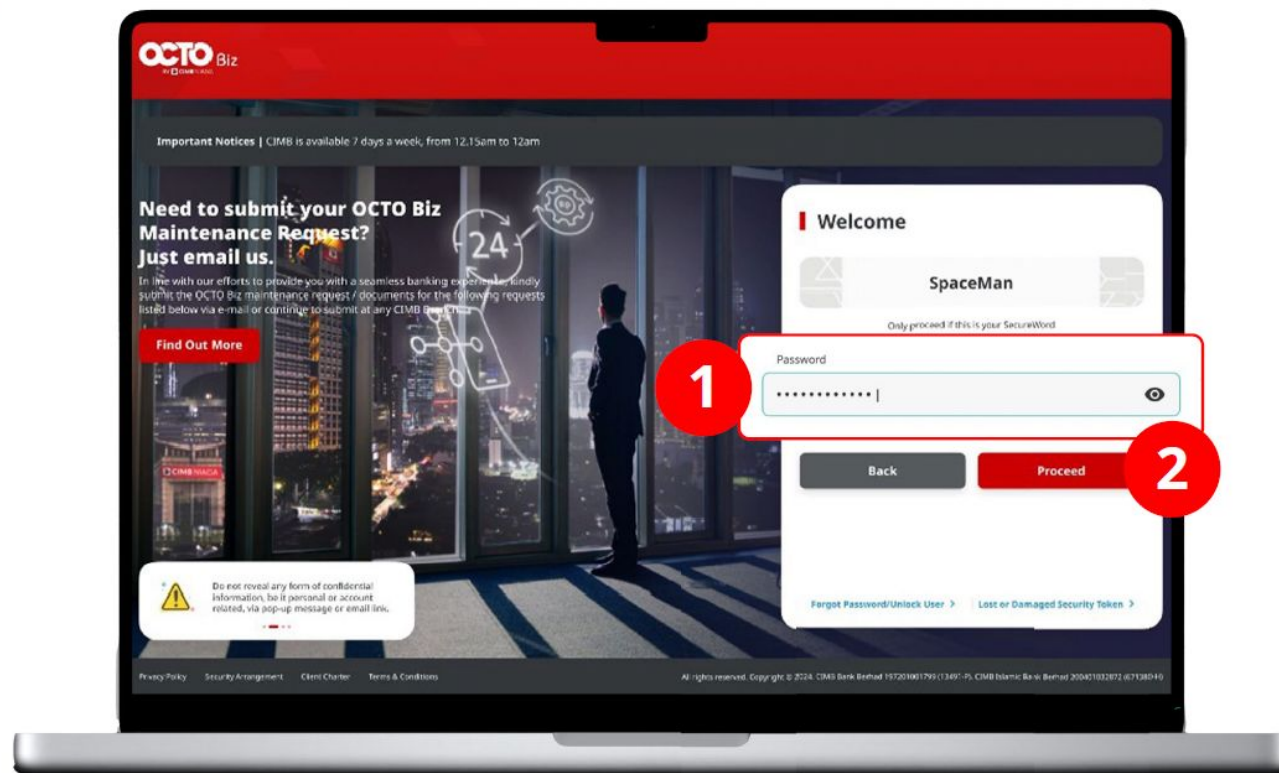
Approve Transaction

*Website
Approval*

*Mobile
Approval*



- 1 Kunjungi Website OCTO Biz di: www.octobiz.co.id
- 2 Masuk sebagai **Approver** dengan menggunakan **User & Company ID**
- 3 Klik **Next**



1 Isi **Password**

2 Klik **Proceed**

LANGKAH

03

APPROVER

The screenshot shows the OCTO Biz Testing MVP3 App interface. On the left is a red sidebar with a menu. The main area is a white dashboard. Red annotations indicate the following steps:

- 1**: Click **Task List** in the sidebar menu.
- 2**: Select **Transactions** in the **Viewing** dropdown menu.
- 3**: Click the **Search** button.
- 4**: Click the **Liquidity Management** hyperlink in the table.

The dashboard header includes a welcome message, user information (TERLALU MANIS), and navigation icons (Notification, Helpdesk, English, FAQ, Logout). The **Task List** section shows 2 results with filters for Function (All) and Filter by Status (All). The table lists transactions with columns: Product/Function Reference No., Action Type, Code, Description, Status, and Action. The first transaction is a 'Create' action for 'HAHA123' with a status of 'Pending Approval'. The second transaction is a 'Create' action for 'TEST1234' with a status of 'Pending Approval'. The table includes 'Return', 'Reject', and 'Approve' buttons for each transaction. At the bottom of the table are buttons for 'Return Selected', 'Reject Selected', and 'Approve Selected'.

Sistem akan menampilkan halaman **Dashboard**

- 1** Klik **Task List**
- 2** Pilih **Transaction** sebagai **viewing**
- 3** Klik **Search**
- 4** Klik **hyperlink Transaksi**

OCTO Biz

Dashboard
Task List
Inquiry
Account
File Upload
Transactions
Bill Payment
Time Deposit
Liquidity Management
Services
Reporting
Administration
Help & Support
Settings

Welcome, Winda Approval

Task List > Details

Transaction Status : Pending Approval

Creation Date

Reference No.

Liquidity Reference No.

12 Sep 2025 16:06:30 WIB

BLJMS20412000001824

BLJMS20412000000204

Main Account Information

Main Account

Auto Sweep Back

80000031250-IDR ANJAN ASMORO HERIANTO

No

Setup Sweep Priority

999

Execution Date

Execution Date

12 Sep 2025

Sub Account Information

Liquidity Options

Cash Sweeps

Reference No.	Sub Account	Account Name	Participant Sweep Priority	Minimum Balance	Maximum Balance	Remarks
1232041200000220	80011107700	ADHARASDART	999	-	IDR 10,042,000,000.00	

User Activities

User	Action/Item	Date / Time	Remark
WINDAANA - WINDA MANAS	Submit	12 Sep 2025 16:06:29 WIB	

Remark

Remarks

Enter

Maximum 100 characters

Back

Recall

Return

Reject

Approve

1



2

Tinjau ulang transaksi yang telah di kirim **maker**,

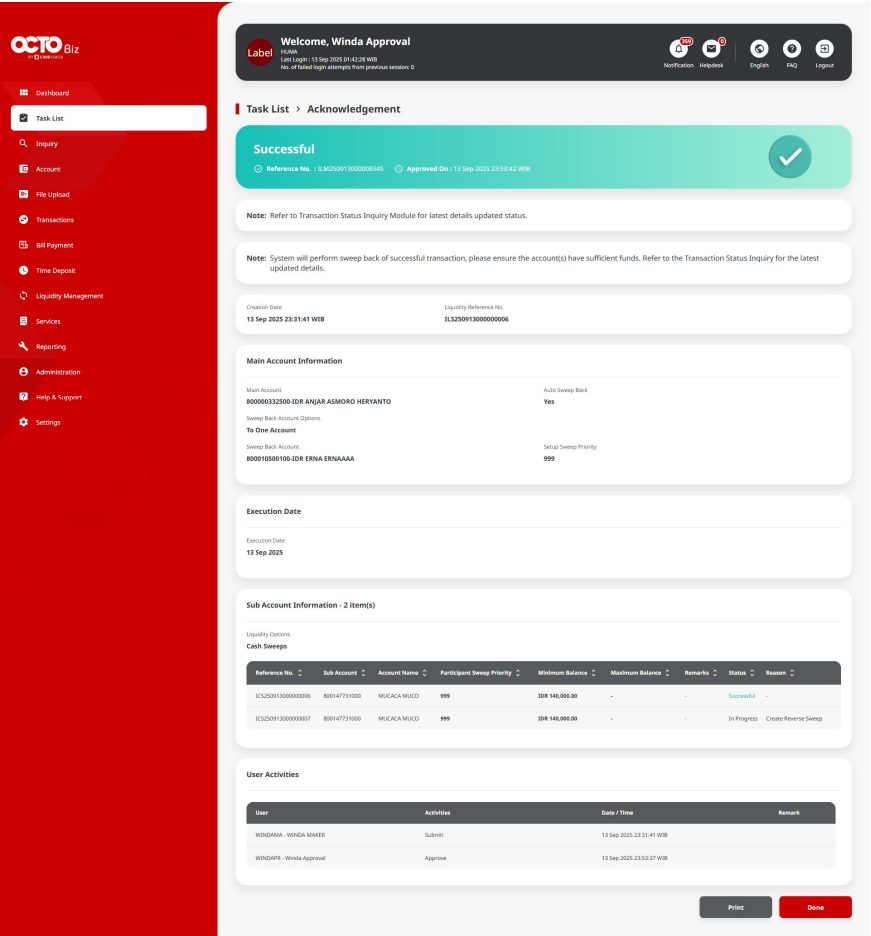
1 Jika sudah sesuai, klik **Approve**

2 Klik **Yes**

LANGKAH

05

APPROVER



Jika proses approval transaksi berhasil, sistem akan menampilkan halaman **Acknowledgement**

Account & Dashboard

Liquidity Management - Cash Sweeps

Approve Transaction

*Website
Approval*

*Mobile
Approval*

LANGKAH

01

APPROVER

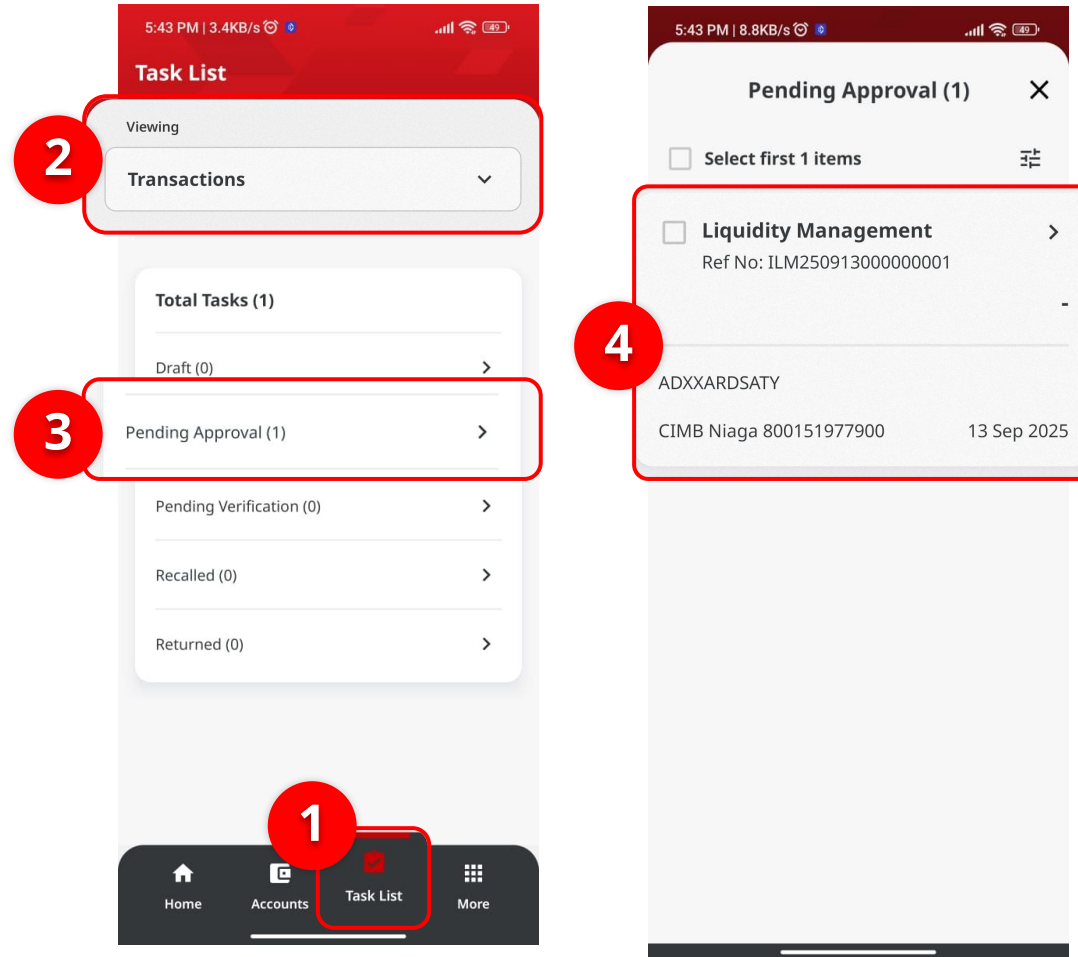


- 1 **Login** sebagai **approver** dengan Klik **Password Login**
- 2 Masukan **Password**
- 3 Klik **Proceed**

LANGKAH

02

APPROVER

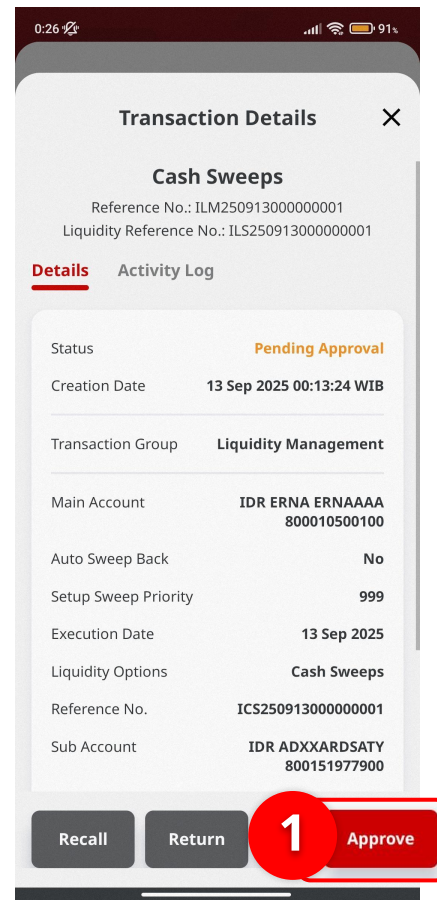


- 1 Klik **Task list**
- 2 Pilih **Transaction** sebagai **viewing**
- 3 Klik **Pending Approval**
- 4 Klik **transaksi** yang akan di **approve**

LANGKAH

03

APPROVER



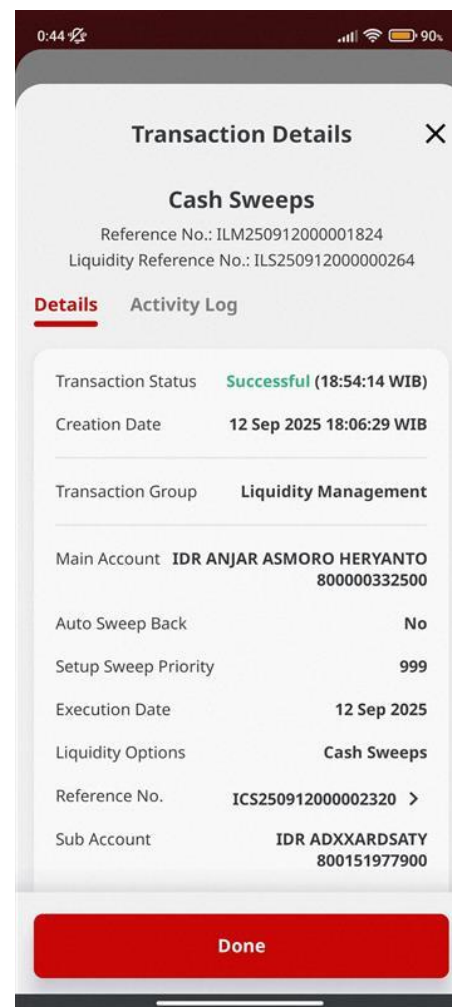
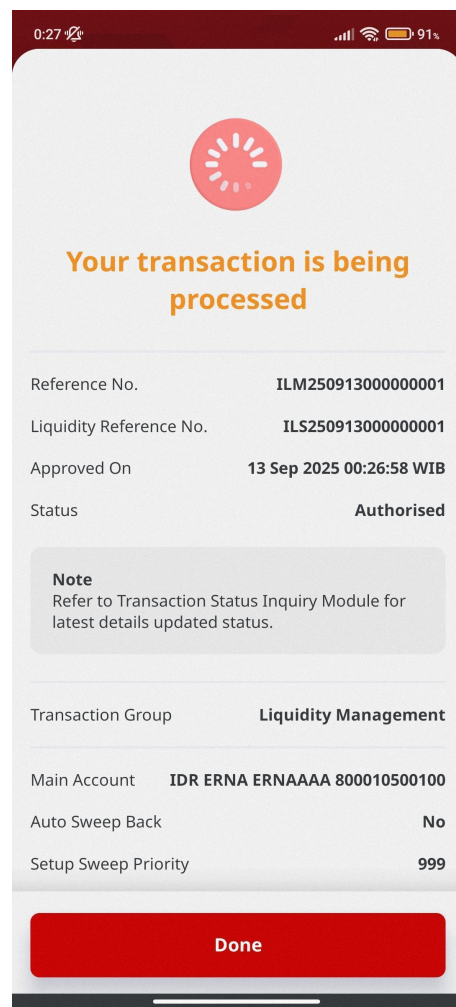
Tinjau ulang transaksi yang telah di kirim **maker**,

- 1 Jika sudah sesuai, klik **Approve**
- 2 Klik **Yes**

LANGKAH

04

APPROVER



Sistem akan menampilkan
**Halaman
Acknowledgement**

**Status transaksi akan
berubah**



OCTO Biz
BY  **CIMB NIAGA**

