

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

Transaction

# Manage Biller

Website

TUTORIALOCTOBIZ2025

KEJAR MIMPI

## Transaction

# Manage Biller

**Transaction – Manage Biller** Fungsi ini digunakan untuk mengelola (membuat, mengedit, menghapus) **Favorite Beneficiary**

**03**

Create  
Transaction

**37**

Approve  
Transaction

Manage Biller

# Create Transaction

*Add*

*Edit*

*Delete*

Manage Biller

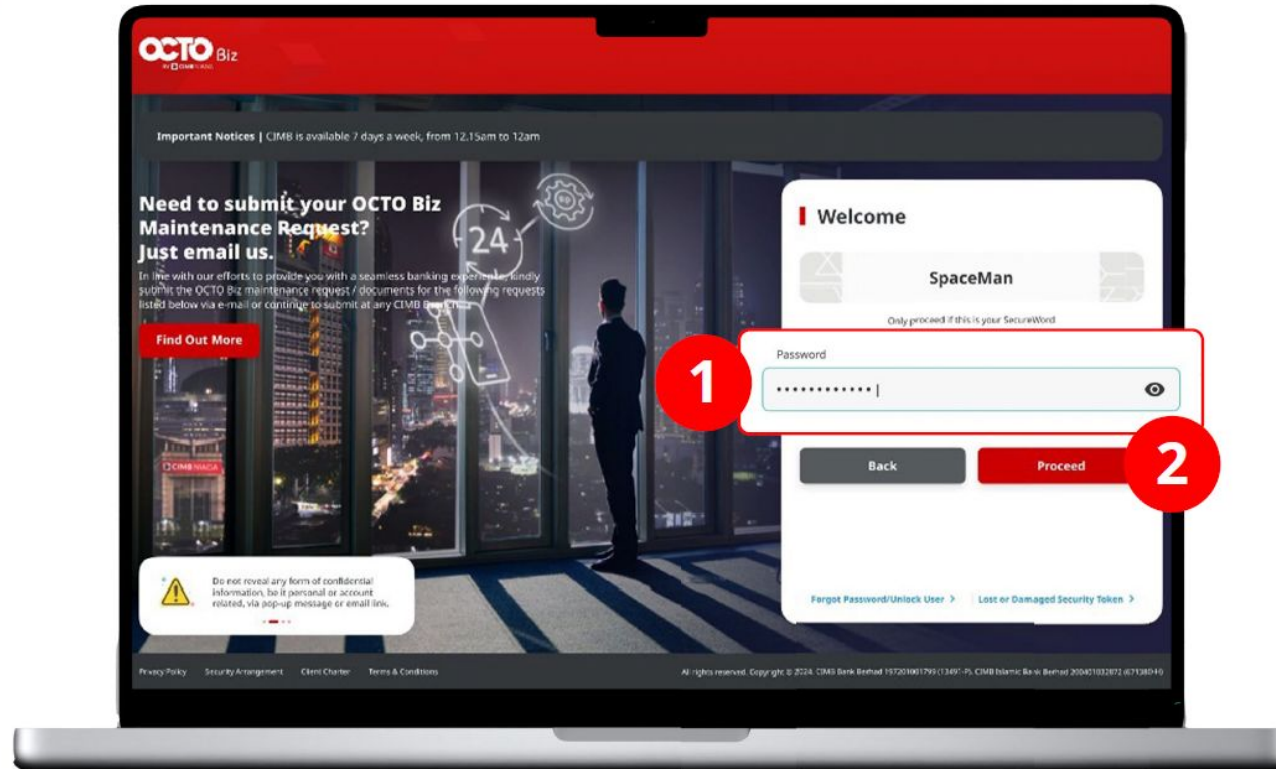
# Create Transaction

*Add*



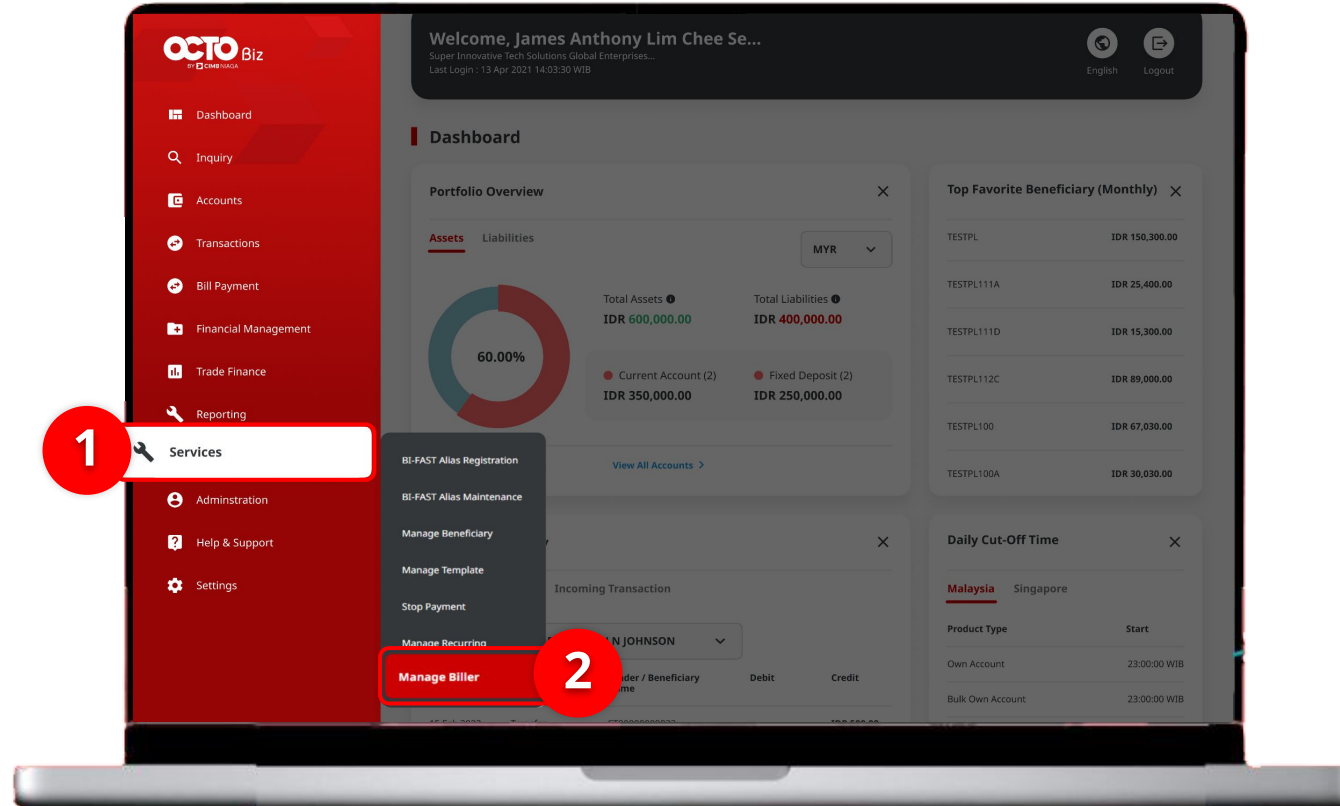
**1** **Maker** Masuk dengan menggunakan **User & Company ID**

**2** Klik **Next**



1 Isi **Password**

2 Klik **Proceed**



Sistem akan menampilkan halaman ***Dashboard***

**1** Arahkan **Kursor** ke ***Services***

**2** Klik ***Manage Biller***

Manage Biller > Inquiry & Listing

Search

Biller Nickname

Enter

Biller Category

Select

Biller Name

Select

Billing ID

Enter

Search

Listing

|  | Biller Nickname | Biller Category | Biller Name | Billing ID | Action |
|--|-----------------|-----------------|-------------|------------|--------|
|  |                 |                 |             |            |        |

No record

Download

Delete

Add

Sistem akan menampilkan halaman **Manage Biller > Inquiry & Listing**

**1** Klik **Add**

**Manage Biller > Add**

**Biller Details**

**1** Biller Nickname \*  
tts

Biller Name \*  
Select

Back

**2** Biller Category \*  
Select

- Airplane Ticket
- BPJS
- Credit Card
- Energy / Electricity
- Insurance
- Internet / Cable TV

**1** Masukkan **Biller Nickname**

**2** Pilih **Biller Category**

The screenshot shows a web form titled "Manage Biller > Add". The form is divided into two main sections: "Biller Details" and "Handphone Number".

- Biller Details:**
  - Biller Nickname \***: A text input field containing "tts".
  - Biller Category \***: A dropdown menu with "Phone / Mobile" selected.
- Handphone Number \*:** A text input field containing "12345678900".

At the bottom of the form, there are three buttons: "Back", "Save as draft", and "Next".

Numbered annotations (1, 2, 3) are placed on the form:

- 1**: Points to the "Biller Name \*" dropdown menu, which currently shows "XL POSTPAID".
- 2**: Points to the "Handphone Number \*" input field.
- 3**: Points to the "Next" button.

**1** Masukan **Biller Name**

**2** Masukan **Phone Number**

**3** Klik **Next**

Manage Biller > Review Details

Biller Details

Biller Nickname

tts

Biller Category

Phone / Mobile

Biller Name

XL POSTPAID

Handphone Number

12345678900

Back

1
Submit

Tinjau ulang transaksi

1 Klik **Submit**

**Manage Beneficiary > Add**

**Manage Beneficiary**

Beneficiary Nickname \*  
nickname1

Email Address  
Enter

Status  
Activate

Transaction Group \*  
Select

| Transaction Group     | Transaction Group Description |
|-----------------------|-------------------------------|
| International Payment | International Payment         |

Select Transaction Type \*  
☒ Foreign Transfer

**Beneficiary Information**

Beneficiary Information

Foreign Transfer

**Beneficiary Details**

Beneficiary Account No. \*  
Enter

Beneficiary Address \*  
Enter  
Enter  
Enter

Beneficiary Name \*  
Enter

Beneficiary Phone No. \*  
Enter

**Beneficiary Bank Details**

Beneficiary Bank Information \*

Bank List Other

SWIFT Code \*  
Enter

Back Save as Draft Next

Jika saat proses *input beneficiary* tidak terdapat **bank information**, dapat melakukan **input manual**

- 1 Pilih **Other**
- 2 Masukan **SWIFT Code** dengan 11 digit angka
- 3 Klik **Next**

Manage Biller > Acknowledgement

Submitted for approval



Reference No. : I02240715000002287

Biller Details

|                 |                  |
|-----------------|------------------|
| Biller Nickname | Biller Category  |
| tts             | Phone / Mobile   |
| Biller Name     | Handphone Number |
| XL POSTPAID     | 12345678900      |

Print

Done

Sistem akan mengarahkan ke **Halaman Acknowledgement** setelah **Submit** berhasil

Manage Biller

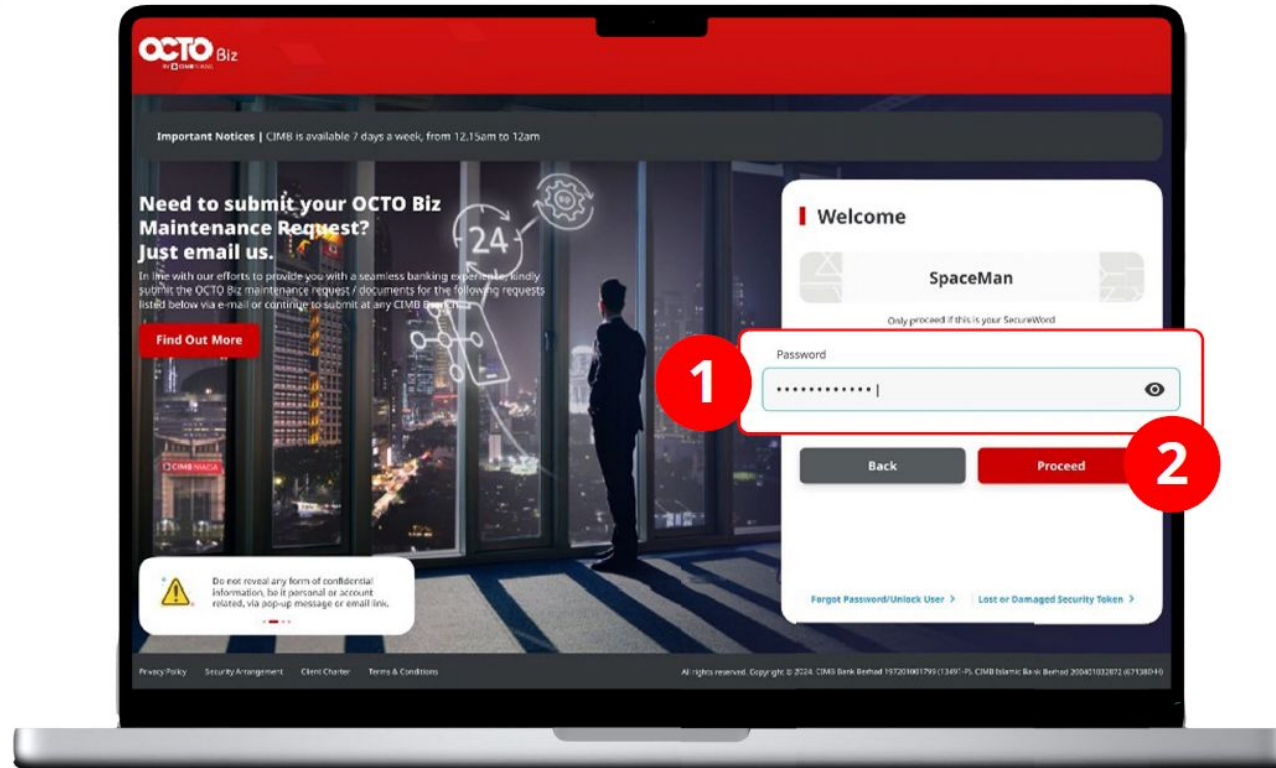
# Create Transaction

*Edit*



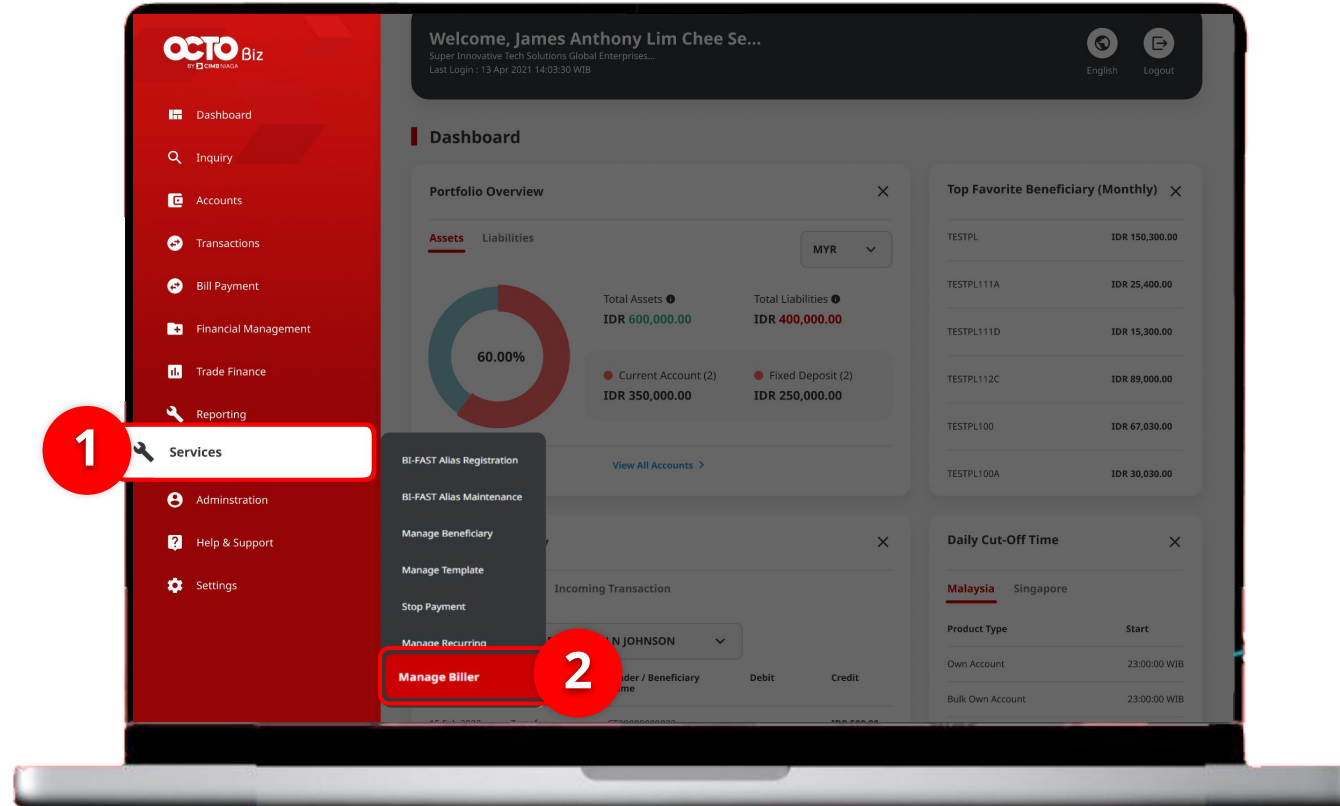
**1** **Maker** Masuk dengan menggunakan **User & Company ID**

**2** Klik **Next**



1 Isi **Password**

2 Klik **Proceed**



Sistem akan menampilkan halaman ***Dashboard***

**1** Arahkan **Kursor** ke ***Services***

**2** Klik ***Manage Biller***

Manage Biller > Inquiry & Listing

Search

Biller Nickname

Enter

Biller Category

Select

Biller Name

Select

Billing ID

Enter

Search

Listing

| <input type="checkbox"/> | Biller Nickname   | Biller Category     | Biller Name     | Billing ID    | Action |
|--------------------------|-------------------|---------------------|-----------------|---------------|--------|
| <input type="checkbox"/> | its               | Phone / Mobile      | XL POSTPAID     | 12345678900   | Delete |
| <input type="checkbox"/> | INDOSAT PRE VALID | Phone / Mobile      | PREPAID INDOSAT | 0857001999900 | Delete |
| <input type="checkbox"/> | INDO PRE INVALID  | Phone / Mobile      | PREPAID INDOSAT | 0856012345614 | Delete |
| <input type="checkbox"/> | Bill Wifi         | Internet / Cable TV | FIRST MEDIA     | 0909089738423 | Delete |
| <input type="checkbox"/> | Biller Internet 1 | Internet / Cable TV | FIRST MEDIA     | 0909089738423 | Delete |

<

1

of

3

>

Download

Delete

Add

Sistem akan menampilkan halaman **Manage Biller > Inquiry & Listing**

1 Klik **Hyperlink Transaksi**

Manage Biller > Details

Biller Details

Biller Nickname

tts

Biller Name

XL POSTPAID

Biller Category

Phone / Mobile

Handphone Number

12345678900

Back

Print

Delete

Edit

Sistem akan mengarahkan ke **Halaman *Details***

**1** Klik ***Edit***

Manage Biller > Add

1

Biller Details

Biller Nickname \*

tts

Biller Category \*

Phone / Mobile

Biller Name \*

XL POSTPAID

Handphone Number \* ⓘ

12345678900

999999-9999999999999999

Back

Save as draft

2

Next

1 Edit bagian yang dibutuhkan\*

2 Klik *Next*

\**Biller Nickname* tidak dapat di edit

## Tinjau ulang transaksi

**1** Klik **Submit**

Manage Biller > Acknowledgement

Submitted for approval

Reference No. : I02240715000002287



Biller Details

|                                   |                                          |
|-----------------------------------|------------------------------------------|
| Biller Nickname<br><b>tts</b>     | Biller Category<br><b>Phone / Mobile</b> |
| Biller Name<br><b>XL POSTPAID</b> | Handphone Number<br><b>12345678900</b>   |

Print
Done

Sistem akan mengarahkan ke **Halaman Acknowledgement** setelah **Submit** berhasil

Manage Biller

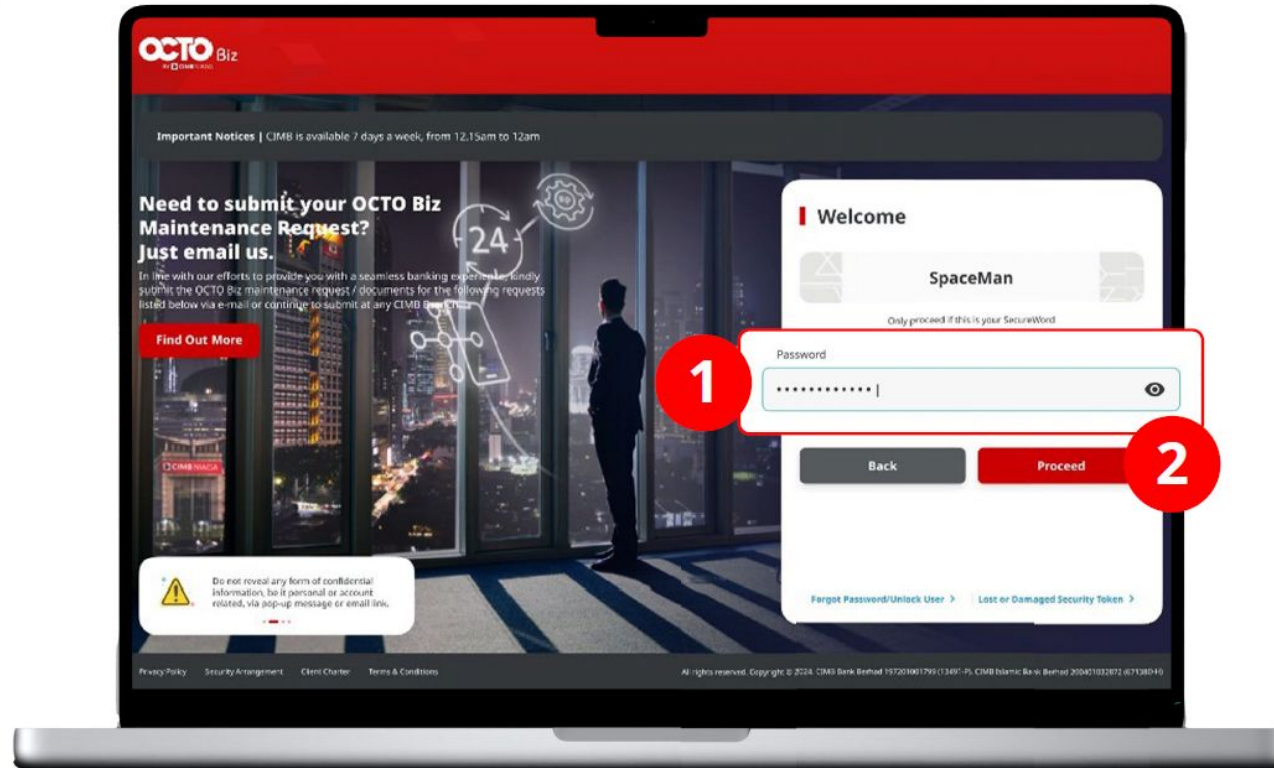
# Create Transaction

*Delete dari Halaman Listing*



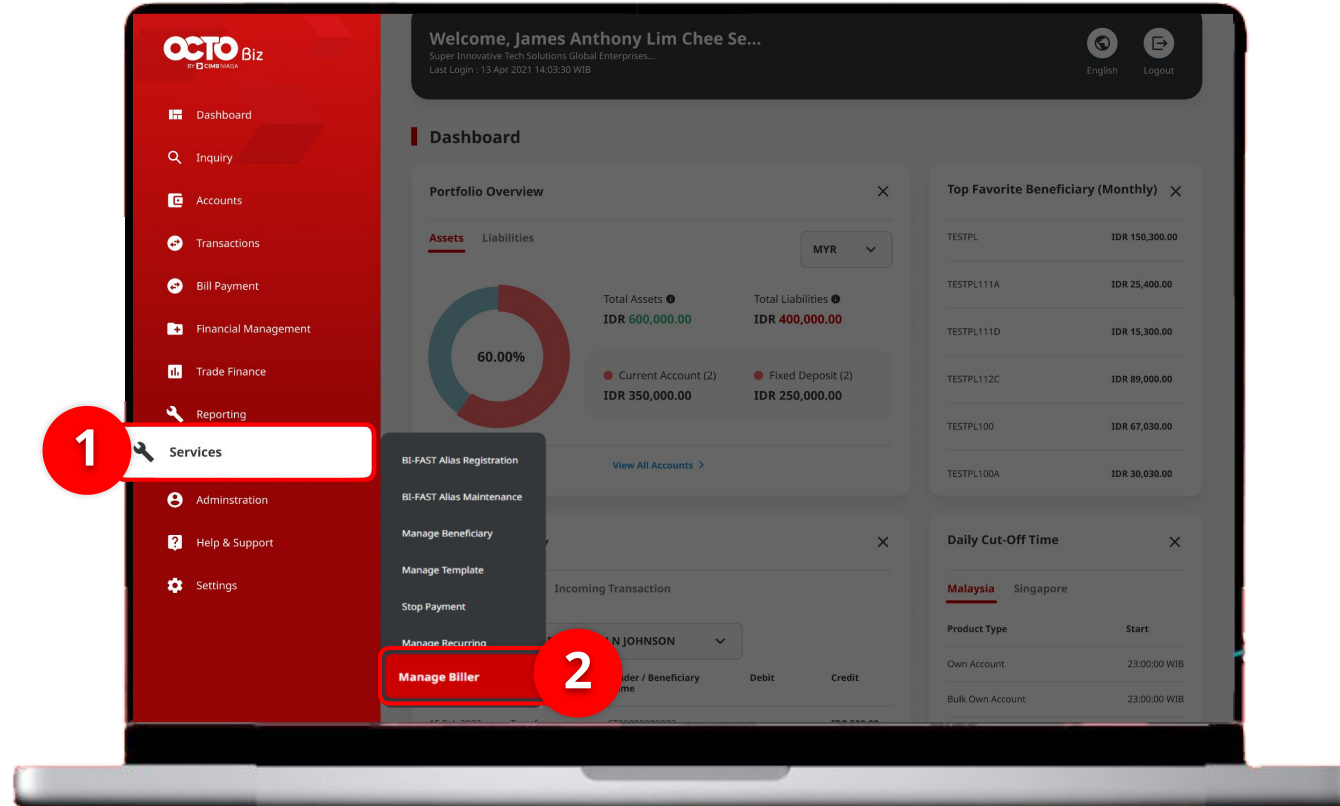
1 Masuk dengan menggunakan **User & Company ID**

2 Klik **Next**



1 Isi **Password**

2 Klik **Proceed**



Sistem akan menampilkan halaman ***Dashboard***

**1** Arahkan **Kursor** ke ***Services***

**2** Klik ***Manage Biller***

## LANGKAH

## 04a

**Manage Biller > Inquiry & Listing**

**Search**

Biller Nickname:  Biller Category:

Biller Name:  Billing ID:

**Search**

**Listing**

| <input type="checkbox"/> | Biller Nickname   | Biller Category     | Biller Name     | Billing ID    | Action        |
|--------------------------|-------------------|---------------------|-----------------|---------------|---------------|
| <input type="checkbox"/> | ITS               | Phone / Mobile      | XL POSTPAID     | 12345678900   | <b>Delete</b> |
| <input type="checkbox"/> | INDOSAT PRE VALID | Phone / Mobile      | PREPAID INDOSAT | 0857001999900 | <b>Delete</b> |
| <input type="checkbox"/> | INDO PRE INVALID  | Phone / Mobile      | PREPAID INDOSAT | 0856012345614 | <b>Delete</b> |
| <input type="checkbox"/> | Bill Wifi         | Internet / Cable TV | FIRST MEDIA     | 0909089738423 | <b>Delete</b> |
| <input type="checkbox"/> | Biller Internet 1 | Internet / Cable TV | FIRST MEDIA     | 0909089738423 | <b>Delete</b> |

< 1 of 3 >

**Download** **Delete** **Add**

**Delete**

Are you sure you want to delete this item?

**No** **Yes**

Sistem akan menampilkan halaman **Manage Biller > Inquiry & Listing**

- 1 Klik **Delete** pada Transaksi yang ingin di **Hapus**
- 2 Sistem akan menampilkan box Konfirmasi, **Klik Yes**

## LANGKAH

## 04b

**Manage Biller > Inquiry & Listing**

**Search**

Biller Nickname:  Biller Category:

Biller Name:  Billing ID:

**Search**

**Listing**

| <input type="checkbox"/> | Biller Nickname   | Biller Category     | Biller Name     | Billing ID    | Action                                |
|--------------------------|-------------------|---------------------|-----------------|---------------|---------------------------------------|
| <input type="checkbox"/> | its               | Phone / Mobile      | XL POSTPAID     | 12345678900   | <input type="button" value="Delete"/> |
| <input type="checkbox"/> | INDOSAT PRE VALID | Phone / Mobile      | PREPAID INDOSAT | 0857001999900 | <input type="button" value="Delete"/> |
| <input type="checkbox"/> | INDO PRE INVALID  | Phone / Mobile      | PREPAID INDOSAT | 0856012345614 | <input type="button" value="Delete"/> |
| <input type="checkbox"/> | Bill Wifi         | Internet / Cable TV | FIRST MEDIA     | 0909089738423 | <input type="button" value="Delete"/> |
| <input type="checkbox"/> | Biller Internet 1 | Internet / Cable TV | FIRST MEDIA     | 0909089738423 | <input type="button" value="Delete"/> |

< 1 of 3 >



**Delete**

Are you sure you want to delete this item?

Sistem akan menampilkan halaman **Manage Biller > Inquiry & Listing**

- 1 Klik **Edit**
- 2 Klik **Delete**
- 3 Sistem akan menampilkan box Konfirmasi, **Klik Yes**

Manage Biller > Acknowledgement

Item(s) deleted

Reference No. : 102240716000002306

Biller Nickname

tts

Biller Name

XL POSTPAID

Biller Category

Phone / Mobile

Handphone Number

1234567890021

Print

1

Done

Sistem akan menampilkan halaman **Acknowledgement**

**1** Klik **Done**

Manage Biller

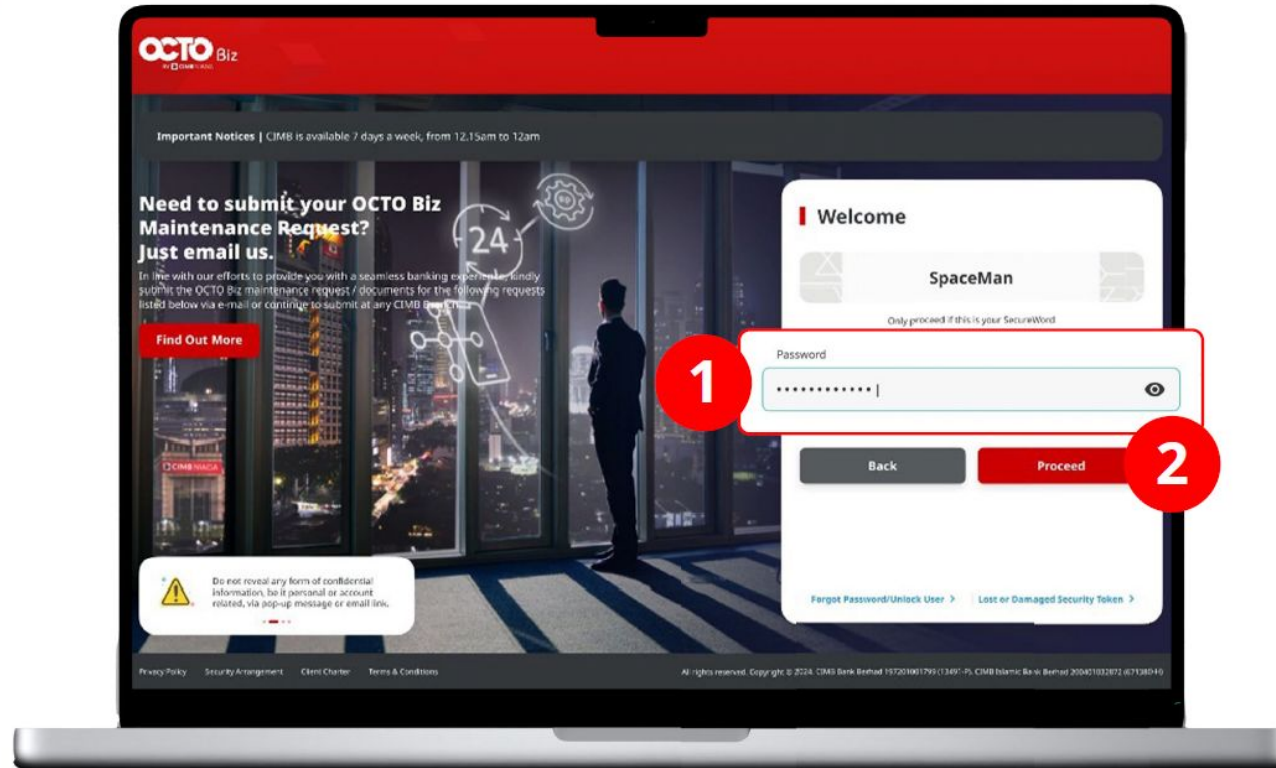
# Create Transaction

*Delete dari Halaman Detail*



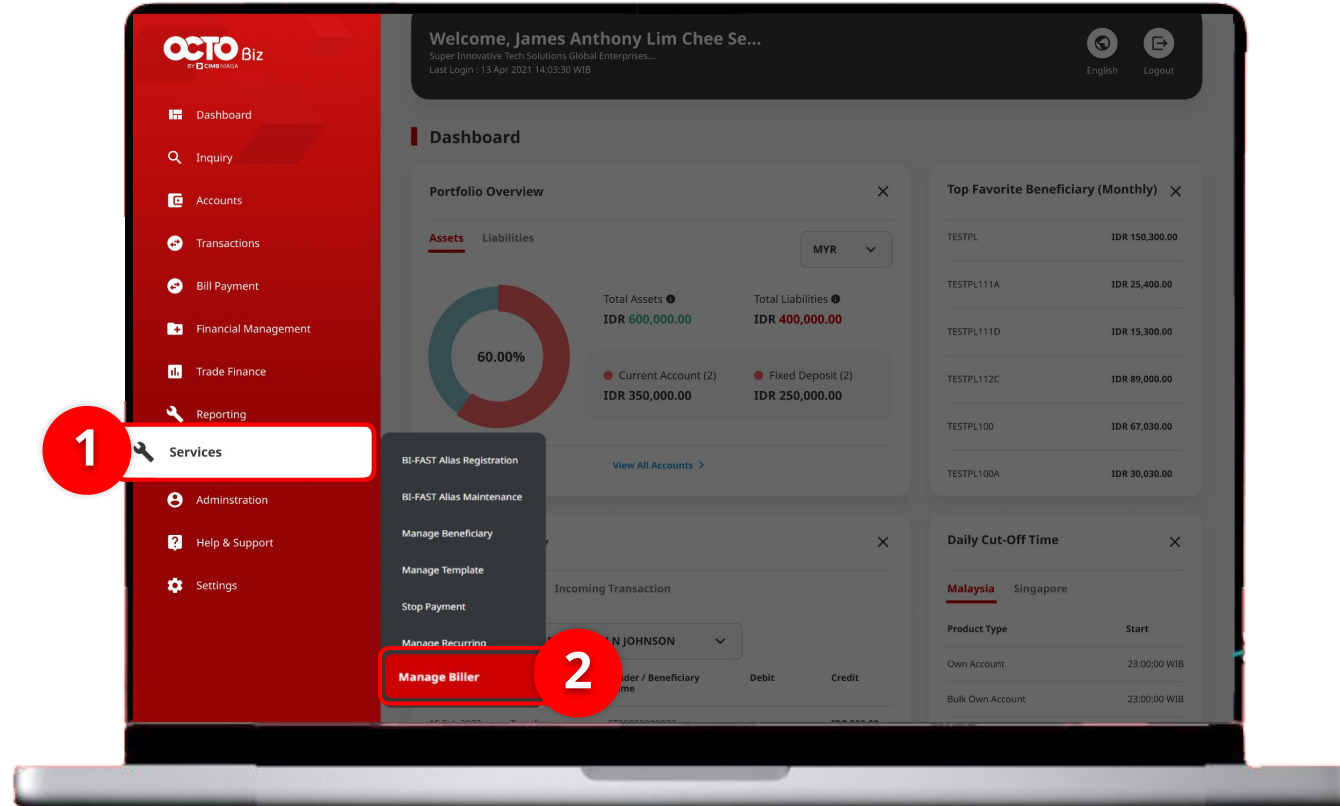
**1** Masuk dengan menggunakan **User & Company ID**

**2** Klik **Next**



1 Isi **Password**

2 Klik **Proceed**



Sistem akan menampilkan halaman ***Dashboard***

**1** Arahkan **Kursor** ke ***Services***

**2** Klik ***Manage Biller***

Manage Biller > Inquiry & Listing

Search

Biller Nickname

Enter

Biller Category

Select

Biller Name

Select

Billing ID

Enter

Search

Listing

| <input type="checkbox"/> | Biller Nickname                                     | Biller Category     | Biller Name     | Billing ID    | Action |
|--------------------------|-----------------------------------------------------|---------------------|-----------------|---------------|--------|
| <input type="checkbox"/> | <a href="#">tts</a>                                 | Phone / Mobile      | XL POSTPAID     | 12345678900   | Delete |
| <input type="checkbox"/> | <a href="#">Manage Biller</a><br>102240704000002144 | Phone / Mobile      | PREPAID INDOSAT | 0857001999900 | Delete |
| <input type="checkbox"/> | <a href="#">INDO PRE INVALID</a>                    | Phone / Mobile      | PREPAID INDOSAT | 0856012345614 | Delete |
| <input type="checkbox"/> | <a href="#">Bill Wifi</a>                           | Internet / Cable TV | FIRST MEDIA     | 0909089738423 | Delete |
| <input type="checkbox"/> | <a href="#">Biller Internet 1</a>                   | Internet / Cable TV | FIRST MEDIA     | 0909089738423 | Delete |

< 1 of 3 >

Download

Delete

Add

Sistem akan menampilkan halaman **Manage Biller > Inquiry & Listing**

- Klik **Hyperlink Transaksi** pada Transaksi yang ingin di **Hapus**

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34

Manage Biller > Details

Biller Details

|                 |                  |
|-----------------|------------------|
| Biller Nickname | Biller Category  |
| tts             | Phone / Mobile   |
| Biller Name     | Handphone Number |
| XL POSTPAID     | 1234567890021    |

Back

Print

Delete

Edit

Sistem akan menampilkan halaman **Manage Biller > Details**

- 1 Klik **Delete**
- 2 Sistem akan menampilkan box Konfirmasi, **Klik Yes**

**Delete**

Are you sure you want to delete this item?

No

Yes

Manage Biller > Acknowledgement

Item(s) deleted

Reference No. : I02240716000002306

Biller Details

Biller Nickname  
tts

Biller Name  
XL POSTPAID

Biller Category  
Phone / Mobile

Handphone Number  
1234567890021

Print

1

Done

Sistem akan menampilkan halaman **Acknowledgement**

1 Klik **Done**

Manage Biller

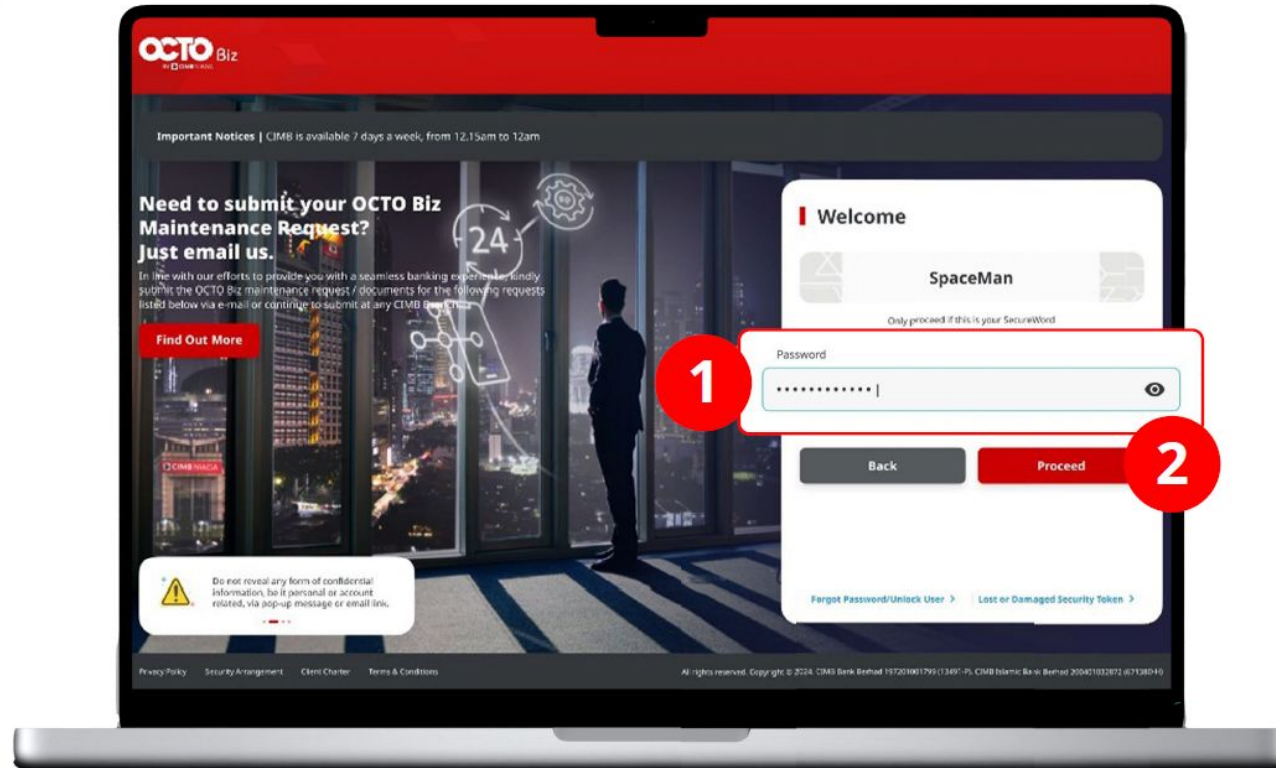
# Approval Process

**Approval Process** pada kegiatan **Non-Transaksional** seperti **Add, Edit, dan Delete**



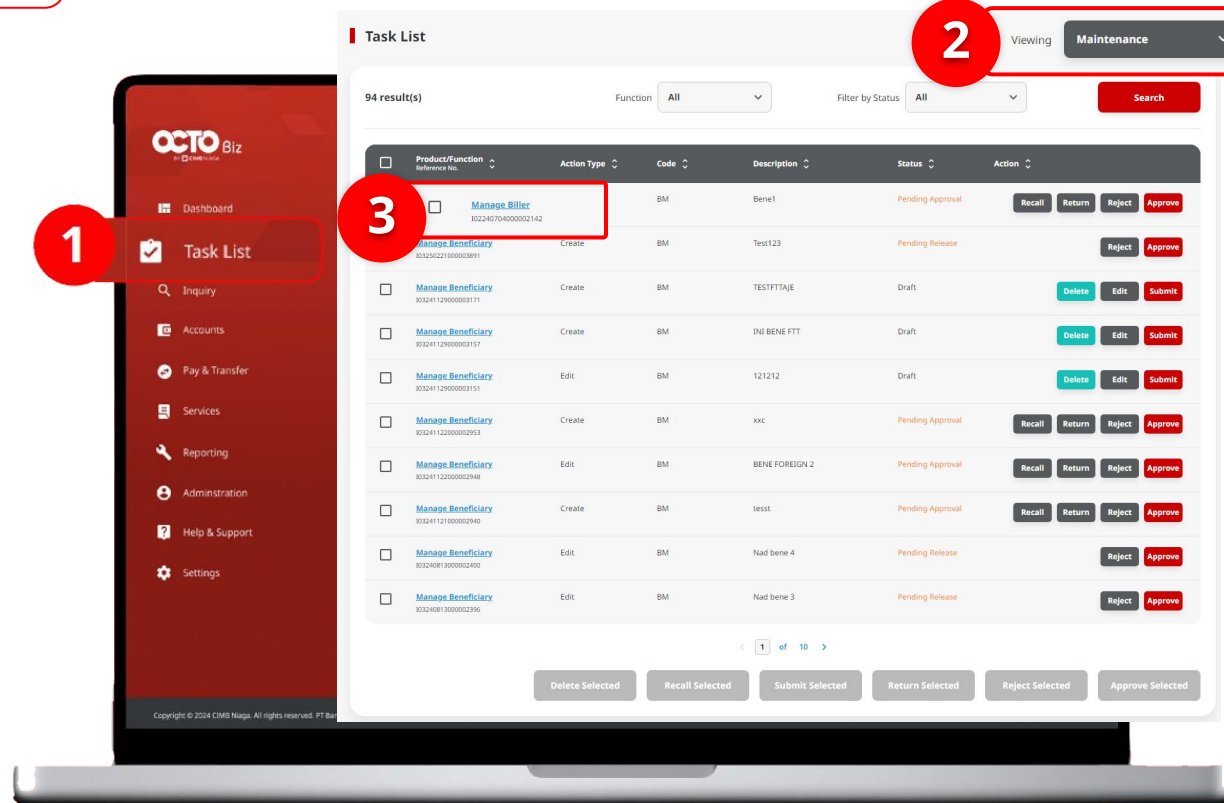
**1** **Maker** Masuk dengan menggunakan **User & Company ID**

**2** Klik **Next**



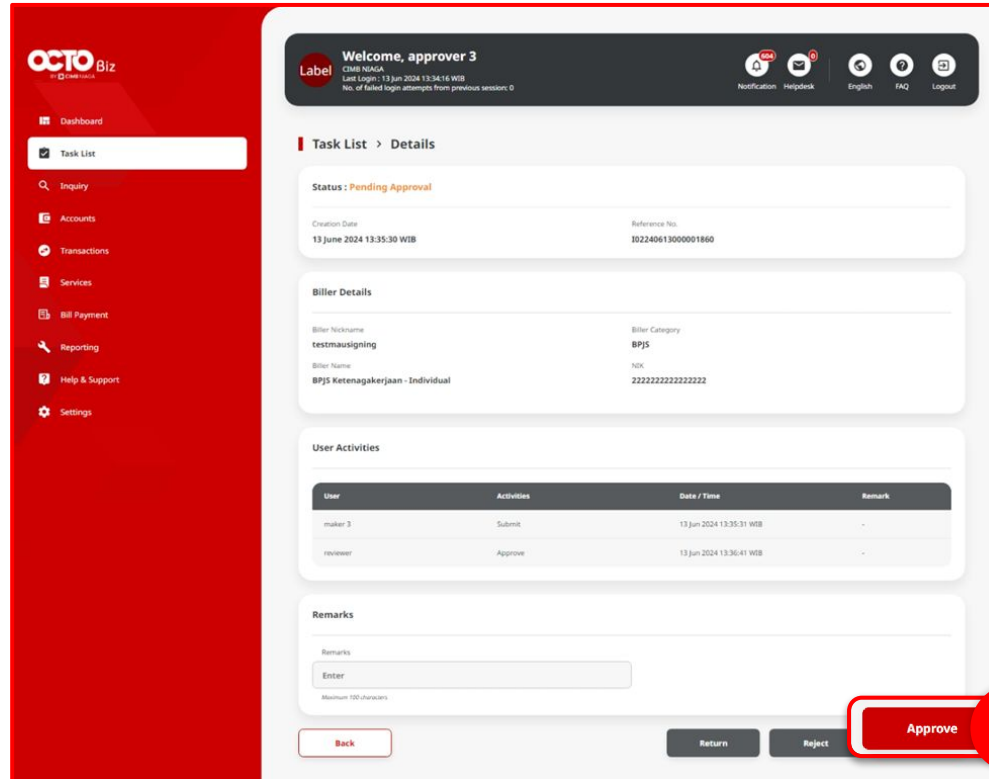
1 Isi **Password**

2 Klik **Proceed**



Sistem akan menampilkan halaman ***Dashboard***

- 1 Arahkan **Kursor** ke ***Task List***
- 2 Pilih ***Maintenance*** sebagai ***Viewing***
- 3 Klik ***Hyperlink*** transaksi yang diinginkan



The screenshot shows the OCTO Biz interface for an approver. The left sidebar contains navigation links: Dashboard, Task List (selected), Inquiry, Accounts, Transactions, Services, Bill Payment, Reporting, Help & Support, and Settings. The main content area is titled 'Task List > Details' and shows a task with the status 'Pending Approval'. The task details include a creation date of '13 June 2024 13:35:30 WIB' and a reference number '302240613000001860'. The biller details show 'Biller Nickname: testmausignig', 'Biller Category: BPJS', 'Biller Name: BPJS Ketenagakerjaan - Individual', and 'NIK: 2222222222222222'. The user activities table shows a 'maker' user submitting the task and a 'reviewer' user approving it. The remarks section has a text input field with 'Enter' and a 'Maximum 100 characters' limit. At the bottom, there are buttons for 'Back', 'Return', 'Reject', and 'Approve' (highlighted with a red circle and the number 1).



The confirmation dialog has a yellow warning triangle icon with an exclamation mark. The title is 'Approve' and the text is 'Are you sure you want to approve this item?'. At the bottom, there are two buttons: 'No' and 'Yes' (highlighted with a red circle and the number 2).

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

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

**OCTO Biz**  
BY CIMB NIAGA

Dashboard

**Task List**

Inquiry

Accounts

Transactions

Services

Bill Payment

Reporting

Help & Support

Settings

Welcome, approver 3  
CIMB NIAGA  
Last Login: 13 Jun 2024 13:34:16 WIB  
No. of failed login attempts from previous session: 0

Notification Helpdesk English FAQ Logout

**Task List > Acknowledgement**

**Change(s) approved**  
Reference No.: 102240613000001860 Approved On: 13 Jun 2024 13:51:06 WIB

**Biller Details**

| Biller Nickname                   | Biller Category  |
|-----------------------------------|------------------|
| testmausigning                    | BPJS             |
| Biller Name                       | NOK              |
| BPJS Ketenagakerjaan - Individual | 2222222222222222 |

**Note:** Refer to Transaction Status Inquiry Module for latest details updated status.

**User Activities**

| User       | Activities | Date / Time              | Remark |
|------------|------------|--------------------------|--------|
| maker 3    | Submit     | 13 Jun 2024 13:35:31 WIB | -      |
| reviewer   | Approve    | 13 Jun 2024 13:36:41 WIB | -      |
| approver 3 | Approve    | 13 Jun 2024 13:51:06 WIB | -      |

Print Done

Jika transaksi Berhasil, sistem akan menampilkan **halaman Acknowledgement**



**OCTO** Biz  
BY  **CIMB NIAGA**

