

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

Service

Manage Recurring

TUTORIALOCTOBIZ2025

KEJAR MIMPI

Transaction

Manage Recurring

Manage Recurring - Fungsi ini digunakan untuk **menghentikan** pembayaran tanggal mendatang (***Recurring Transaction***)

03

Transaction

19

Approve
Transaction

Transaction

Manage Recurring

Create Recurring Transaction

Stop Recurring Transaction

Transaction

Manage Recurring

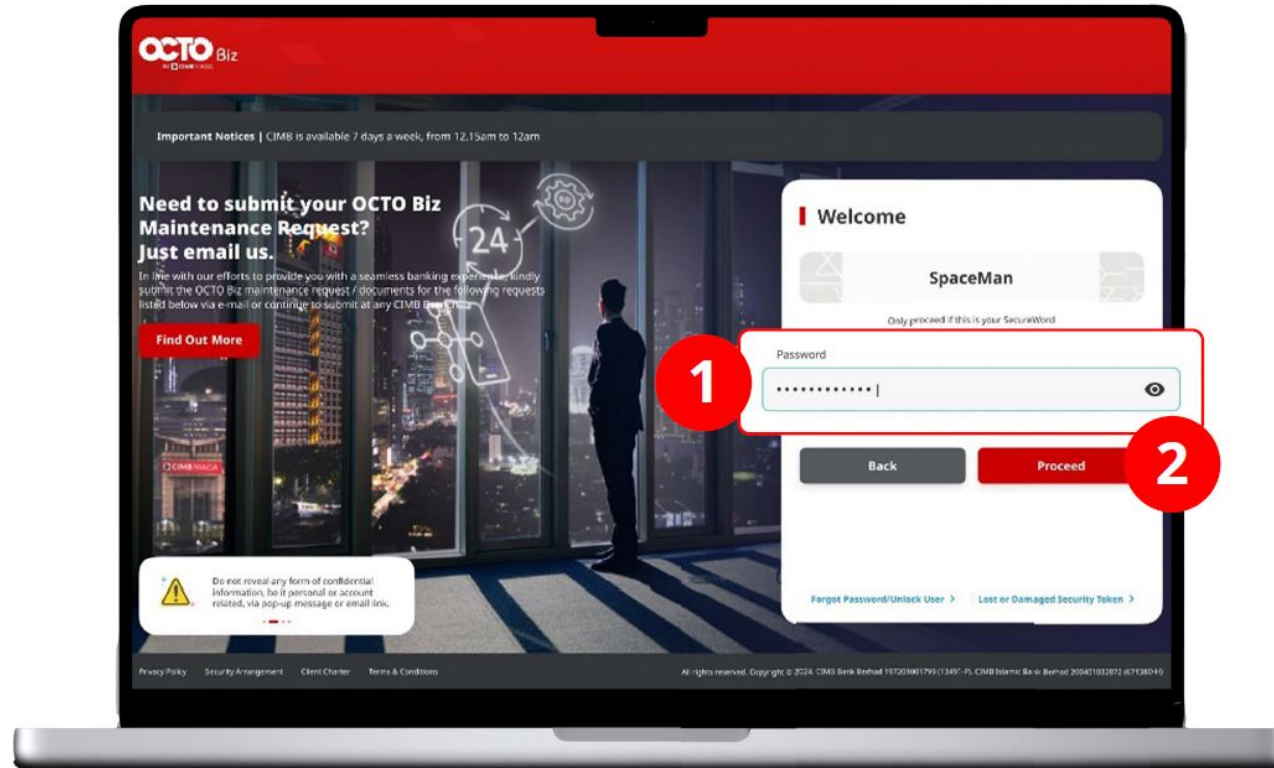
Create Recurring Transaction

Stop Recurring Transaction



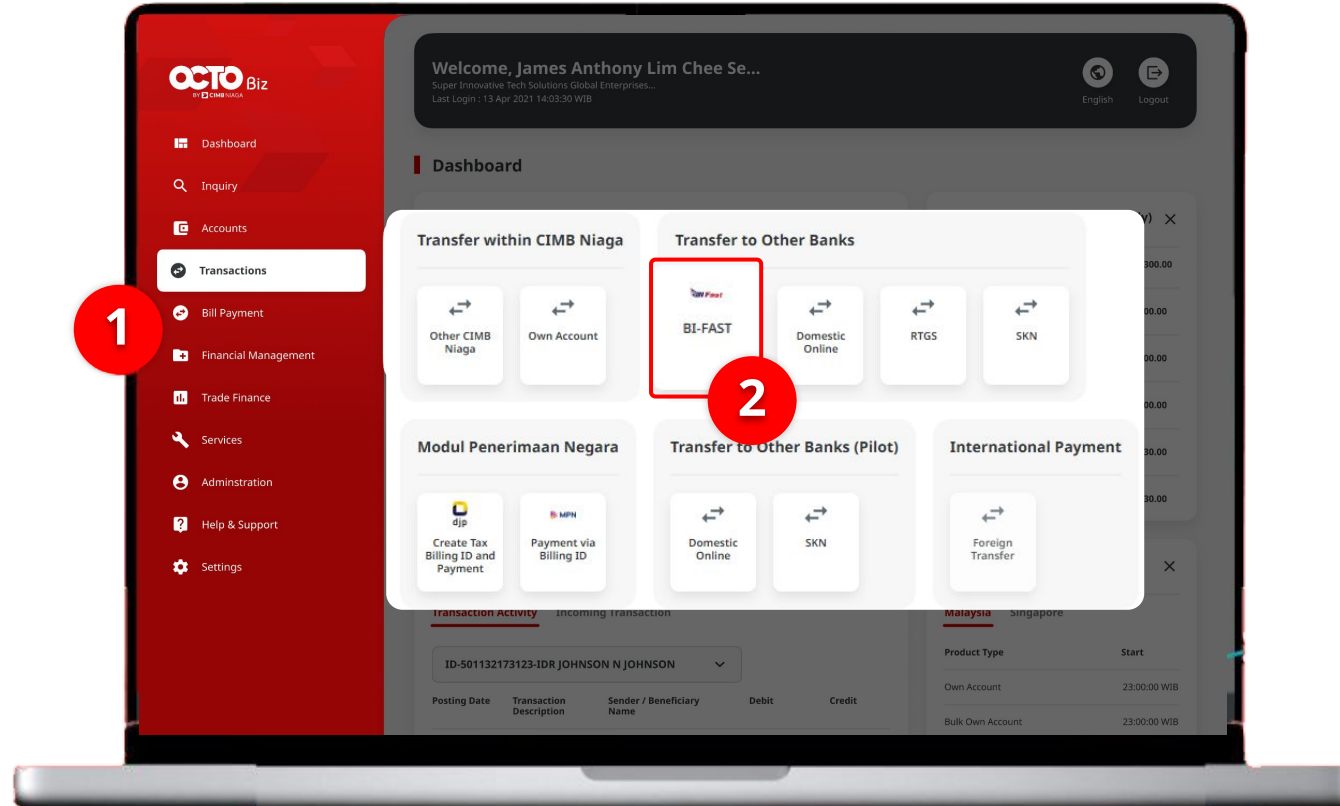
1 **Maker** Masuk dengan menggunakan **User & Company ID**

2 Klik **Next**



1 Isi **Password**

2 Klik **Proceed**



Sistem akan menampilkan Halaman ***Dashboard***

1 Arahkan kursor ke ***Transaction***

2 Pilih ***BI-Fast***

LANGKAH

04

MAKER

Create Recurring Transaction

Menu: Transaction > BI-Fast

1

BI-FAST

Product Group

Product Group *

Domestic Transfer

Sender Details

From Account *

Select

Payment Mode *

BI-FAST

Bank Charges (IDR 0.00)

25 Sep 2023

☐ Recurring transfer

Beneficiary Details

Transfer Money Via *

Bank Account

Beneficiary Bank Name *

Select

Beneficiary Account No. *

Enter

Transaction Details

Transaction Currency *

IDR - INDONESIA RU...

Amount *

Enter

Other Details

Customer Reference No. *

Enter

Other Payment Details *

Enter

Category Purpose Code *

02 - Transfer of Wealth

Charges Borne by (If Any)

Select

Add Another Transaction Save as Draft Next

2

Your Account Listing

Search By

Account Name Account No.

Search

Account Name	Account No.	Account Balance
RGB ID SIT FUNC LONG DESCRIPTION ACCOUNT	1232313123213456	IDR 0.00
INTBM WAHYU	703057606100	IDR 1,883,242,330,088.76
GL ACCT 01110	703080323800	IDR 0.00
GL ACCT 2010	703180403300	IDR 47,838,875.15
GL ACCT 20A	703191086400	IDR 34,013,308.00
GL ACCT 20B	703191091600	IDR 596,642.00
BANGLUN PERSADA SEKALI	703196378000	IDR 101,677,644.48
IDR ACCT 01	760836413000	IDR 72,333,185.05
BANGLUN PERSADA SEKALI	703037442000	IDR 8,826,812,563,063.09
GL ACCT 0111E	760840301100	IDR 0.00
GL ACCT 0111D	800000332001	IDR 0.00
GL ACCT 20D	800000332002	IDR 0.00

1 of 2

3 Next

1 Pada halaman *Data Payment Entry*, **Pilih From Account**

2 Pilih **Sumber Dana**

3 Klik **Next**

LANGKAH

05

MAKER

Create Recurring Transaction

Menu: Transaction > BI-Fast

The screenshot displays the BI-FAST transaction creation form. The form is divided into several sections: Product Group, Sender Details, and Other Details. The 'Product Group' section has a dropdown menu for 'Domestic Transfer'. The 'Sender Details' section includes fields for 'Your Account' (a searchable dropdown), 'Payment Mode' (a dropdown menu with 'BI-FAST' selected), and 'Beneficiary Bank Name' (a dropdown menu). A calendar widget is open over the 'Value Date' field, showing the date '25 Sep 2023' selected. The 'Other Details' section includes fields for 'Customer Reference No.', 'Category Purpose Code' (set to '02 - Transfer of Wealth'), and 'Charges Borne by (If Any)'. At the bottom, there are three buttons: 'Add Another Transaction', 'Save as Draft', and 'Next'. Two red circles with numbers 1 and 2 highlight specific actions: circle 1 points to the date selection calendar, and circle 2 points to the 'Recurring transfer' option in the 'Payment Mode' dropdown.

1 Pilih Tanggal yang Sesuai

2 Pilih *Recurring Transfer*

The screenshot shows the 'Own Account' transaction form with the following sections and numbered steps:

- Transaction Group:** A dropdown menu showing 'Transfer within CIMB'.
- Sender Details:**
 - From Account:** A search bar showing '703057606100-IDR ANJAR ASMORO HERYANTO'.
 - Payment Mode:** A dropdown menu showing 'Own Account'.
 - Payment Date:** A date selector.
 - Frequency:** A dropdown menu showing 'Daily' (Step 1).
 - No. Of Times:** A text input field showing '5' (Step 2).
 - Start Date:** A date selector showing '01-12-2023' (Step 3).
 - End Date:** A date selector showing '05-12-2023' (Step 3).
 - Recurring Description:** A text input field showing 'my daily recurring 001' (Step 4).
- Beneficiary Details:** A search bar showing 'IDR TB LIABILITY 2 - 703185655500' (Step 5).
- Transaction Details:**
 - Transaction Currency:** A dropdown menu showing 'IDR - INDONESIA RUPI...'.
 - Amount:** A text input field showing '100,000.00'.
- Customer Reference No.:** A text input field with a placeholder 'Enter'.
- Other Payment Details:** A text input field with a placeholder 'Enter'.
- Payment Advice:** Two buttons: 'No Advice' and 'Simple Advice'.
- Bottom Bar:** Three buttons: 'Add Another Transaction', 'Save as Draft', and 'Next' (Step 6).

- 1 Pilih **Frekuensi Transaksi**
- 2 Masukkan **jumlah transaksi**
- 3 Pilih **tanggal awal** dan **tanggal akhir** transaksi
- 4 Lengkapi **Recurring Description**
- 5 Lengkapi seluruh **detail transaksi**
- 6 Jika sudah sesuai, klik **next**

Own Account > Review Details

Transaction Group

Transaction Group

Transfer within CIMB

Sender Details

From Account

IDR ANJAR ASMORO HERYANTO - 703057606100

Payment Mode

Own Account

Frequency

Daily

No. Of Times

5

Start Date

01 Dec 2023

End Date

05 Dec 2023

Recurring Description

my daily recurring 001

Beneficiary Details

To Account

IDR TB LIABILITY 2-703185655500

Transaction Details

Transaction Currency

IDR -

Amount

100,000.00

Bank Charges

IDR 0.00

Other Details

Customer Reference No.

*

Other Payment Details

*

Back

Submit

Sistem akan menampilkan halaman **Review Details**

1 Jika sudah sesuai,
Klik **Submit**

Own Account > Acknowledgement

Submitted for approval 

Reference No.: IIA231130000000337 Submitted On: 30 Nov 2023 10:29:29 WIB

Transaction Group

Transaction Group
Transfer within CIMB

Sender Details

From Account IDR ANJAR ASMORO HERYANTO - 703057606100	Payment Mode Own Account
Frequency Daily	No. Of Times 5
Start Date 01 Dec 2023	End Date 05 Dec 2023
Recurring Description my daily recurring 001	

Beneficiary Details

To Account
IDR TB LIABILITY 2-703185655500

Transaction Details

Transaction Currency IDR -	Amount 100,000.00	Bank Charges IDR 0.00
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Other Details

Customer Reference No. -	Other Payment Details -
-----------------------------	----------------------------

[Print](#) [Save As Template](#) [Make Another Transaction](#)

Sistem Lalu menampilkan
Halaman Acknowledgement

Langkah melakukan
Approve Transaction
Kunjungi Halaman:

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Mobile Token

42

Hard Token

Transaction

Manage Recurring

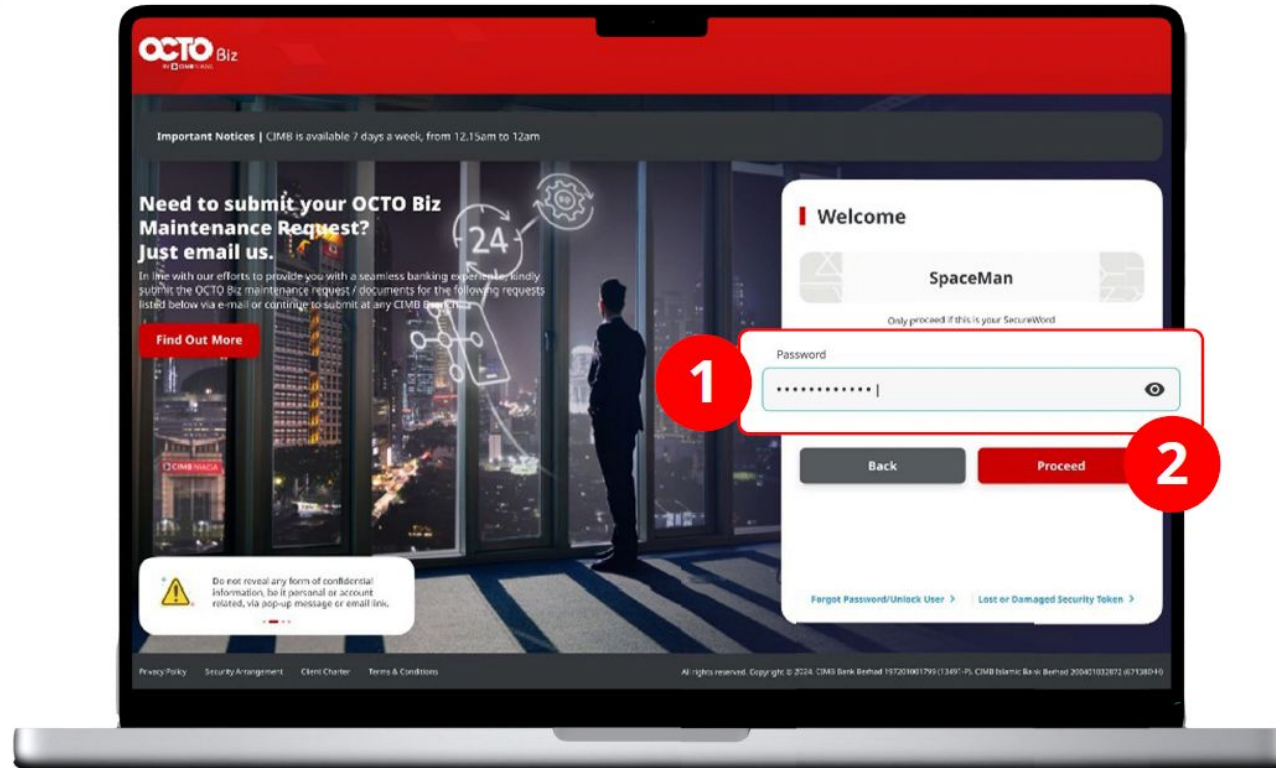
Create Recurring Transaction

Stop Recurring Transaction



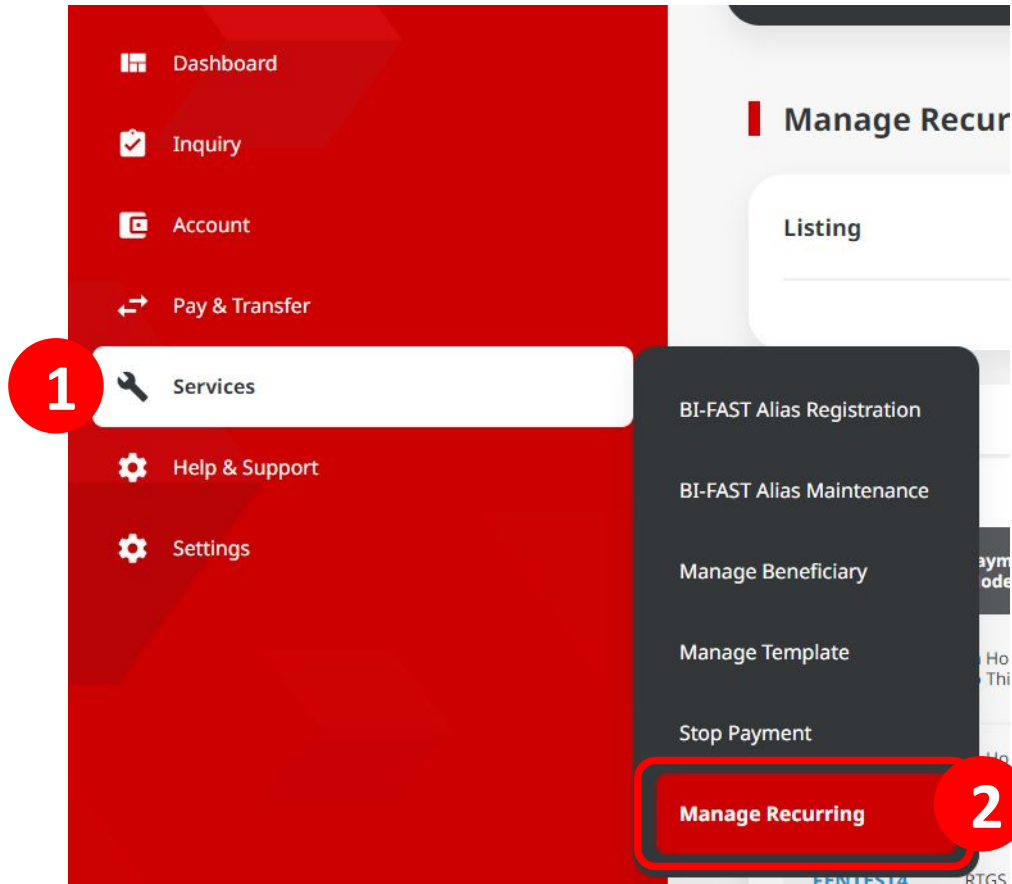
1 **Maker** Masuk dengan menggunakan **User & Company ID**

2 Klik **Next**



1 Isi **Password**

2 Klik **Proceed**



Sistem akan menampilkan Halaman ***Dashboard***

- 1 Arahkan kursor ke ***Services***
- 2 Klik **Manage Recurring**

Manage Recurring > Inquiry & Listing

Listing

Search

Payment Mode

All

Recurring Description

Enter

Frequency

All

Your Account

Enter

Status

All

Date

Start Date

End Date

Amount From

Enter

To

Enter

Date From

Select

To

Select

Search

Recurring Description	Payment Mode	Your Account	Beneficiary Name / Account No.	Transaction Amount	Frequency	Start / End Date	Next Payment Date	Status
RECTESTA	In House Transfer to Third Party	703196574000 - IDR BANGUN PERSADA SEKALI	BANGUN PERSADA SEKALI/703196574000	IDR 10,000,000.00	Daily	05 Dec 2023 / 06 Dec 2023	06 Dec 2023	Active
RECURTEST	In House Transfer to Own Account	703185655500 - IDR TB LIABILITY 2	JLUPJOLY JPPYJON UUIJOI YOSZOWLY/800035032200	IDR 20,000,000.00	Daily	05 Dec 2023 / 06 Dec 2023	06 Dec 2023	Active
FENTEST4	RTGS	800035032200 - IDR JLUPJOLY JPPYJON UUIJOI YOSZOWLY	RECURTEST/2378237328	IDR 5,000,000.00	Daily	30 Nov 2023 / 01 Dec 2023	01 Dec 2023	Active

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

- Klik **Hyperlink transaksi** yang ingin dihentikan

LANGKAH

05

MAKER

Manage Recurring

Menu: Service > Manage Recurring

Manage Recurring > Details

Details

Reference No. IRT231124000000023	Product Group Transfer to Other Banks	Your Account 800035032200 - IDR_JLUPJOLY JPPYJON UUUJOJ YOSZOWLYJ
Payment Mode RTGS	Amount IDR 5,000,000.00	Frequency Daily
Status Active	Recurring Description FENTEST4	Beneficiary Name / Account No. RECURTEST/2378237328
Start Date 30 Nov 2023	End Date 01 Dec 2023	No. of Times 2
Next Payment Date 01 Dec 2023		

Note

If you would like to stop only the next payment, please navigate to Services > Stop Payment. Clicking the "Stop" button on this screen will result in this recurring payment setup being cancelled completely.

[Back](#) [Stop](#)



Stop Recurring

Are you sure you want to stop the recurring transfer?

[No](#) [Yes](#)

Sistem akan menampilkan halaman **Details**

1 Klik **Stop**

2 Klik **Yes**

Manage Recurring > Acknowledgement

Submitted for approval

Reference No. : I04231130000000225

Submitted On : 30 Nov 2023 12:46:10 WIB

Details

Reference No. IRT231124000000023	Product Group Transfer to Other Banks	Your Account 800035032200 - IDR JLUPJOLY JPPYJON UUJOJ YOSZOWLJ
Payment Mode RTGS	Amount IDR 5,000,000.00	Frequency Daily
Status Active	Recurring Description FENTEST4	Beneficiary Name / Account No. RECURTEST/2378237328
Start Date 30 Nov 2023	End Date 01 Dec 2023	No. of Times 2
Next Payment Date 01 Dec 2023		

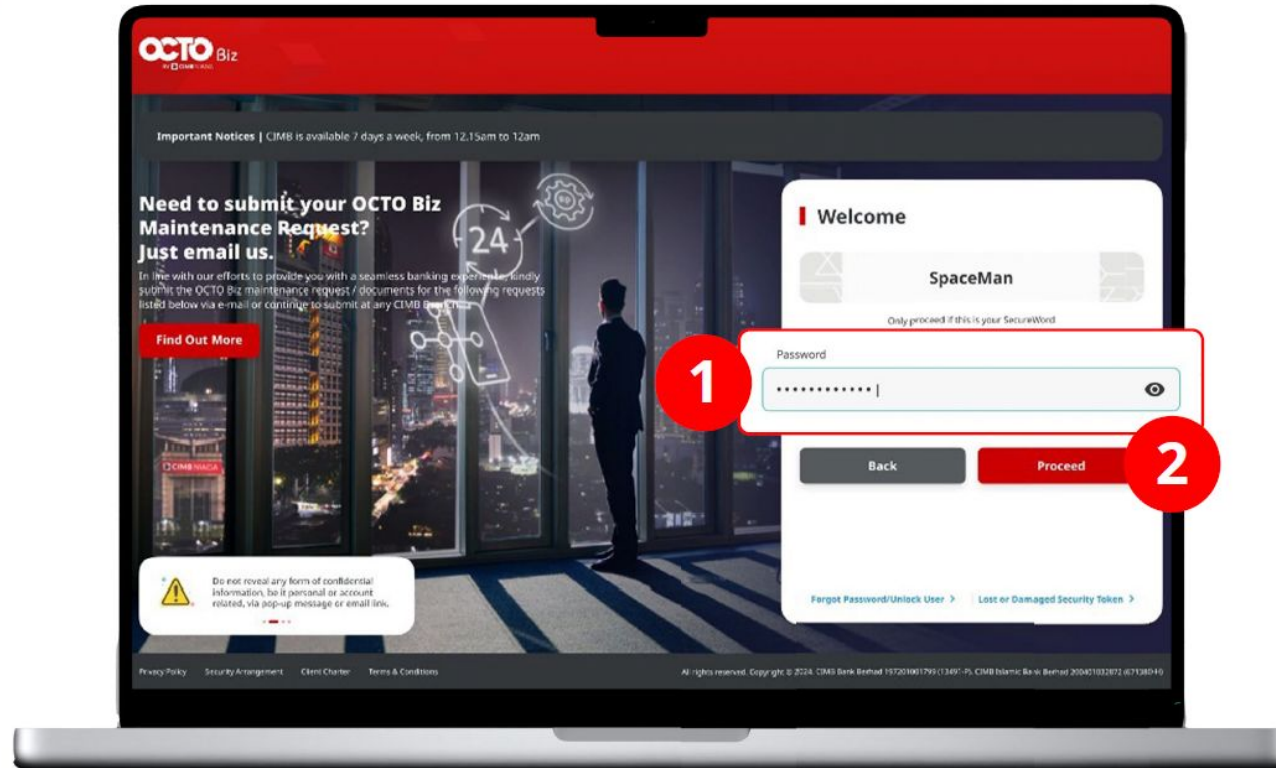
Print

Done

Sistem Lalu menampilkan
Halaman Acknowledgement

Approve Transaction

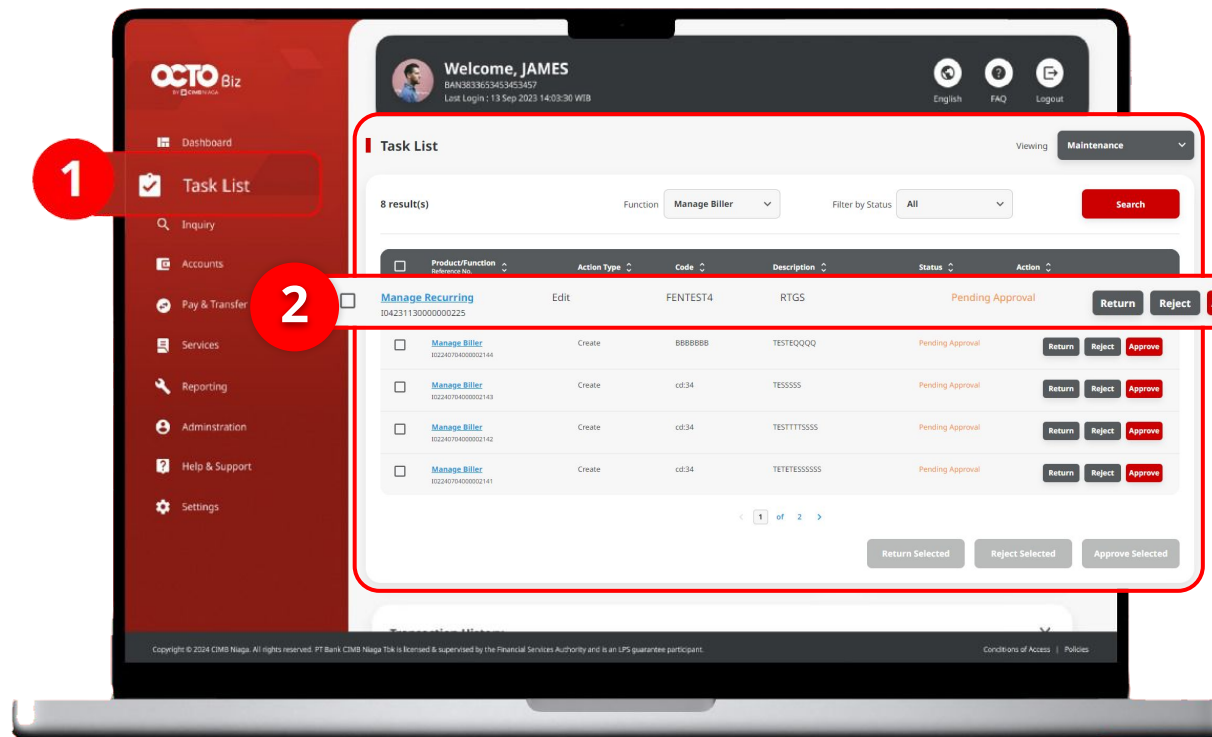
Manage Recurring



Login sebagai **Approver**

1 Isi **Password**

2 Klik **Proceed**



1 Arahkan pada menu disamping, **klik Task List**

2 Klik **Hyperlink** transaksi yang diinginkan

Task List > Details

Transaction Status: Pending Approval

Creation Date 30 Nov 2023 12:46:10 WIB	Workflow Type edit	Reference No. 104231130000000225
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Details

Reference No. IRT231124000000023	Product Group Transfer to Other Banks	Your Account 800035032200 - IDR JLUPJOLY JPPYJON UUJOJ YOSZOWLWJ
Payment Mode RTGS	Amount IDR 5,000,000.00	Frequency Daily
Status Active	Recurring Description FENTEST4	Beneficiary Name / Account No. RECUREST/2378237328
Start Date 30 Nov 2023	End Date 01 Dec 2023	No. of Times 2
Next Payment Date 01 Dec 2023		

User Activities

User	Activities	Date / Time	Remark
ZKMAUSER1	Edit	30 Nov 2023 12:46:10 WIB	

Remark

Remarks

Enter

Maximum 100 characters

Back Return Reject **Approve** 1



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

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

Task List > Acknowledgement

Request successfully approved

Reference No. : ID4231130000000225 Approved On : 30 Nov 2023 13:07:15 WIB

Details

Reference No. IRT231124000000023	Product Group Transfer to Other Banks	Your Account 800035032200 - IDR JLUPJOLY JPPYJON UUJOJ YOSZOWLYJ
Payment Mode RTGS	Amount IDR 5,000,000.00	Frequency Daily
Status Active	Recurring Description FENTEST4	Beneficiary Name / Account No. RECURTEST/2378237328
Start Date 30 Nov 2023	End Date 01 Dec 2023	No. of Times 2
Next Payment Date 01 Dec 2023		

User Activities

User	Activities	Date / Time	Remark
ZKMAUUSER1	Edit	30 Nov 2023 12:46:10 WIB	

Done

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



OCTO Biz
BY  **CIMB NIAGA**

