

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 Template

Website

TUTORIALOCTOBIZ2025

KEJAR MIMPI

Service

Manage Template

Manage Template - Fungsi ini digunakan untuk mengelola (*Add, Edit, Delete*) Template pembayaran

03

Create
Transaction

43

Approve
Transaction

Manage Template

Create Transaction

Add

Modify

Delete

Payment - Saved Template

Payment Save as Template

Manage Template

Create Transaction

Add

Modify

Delete

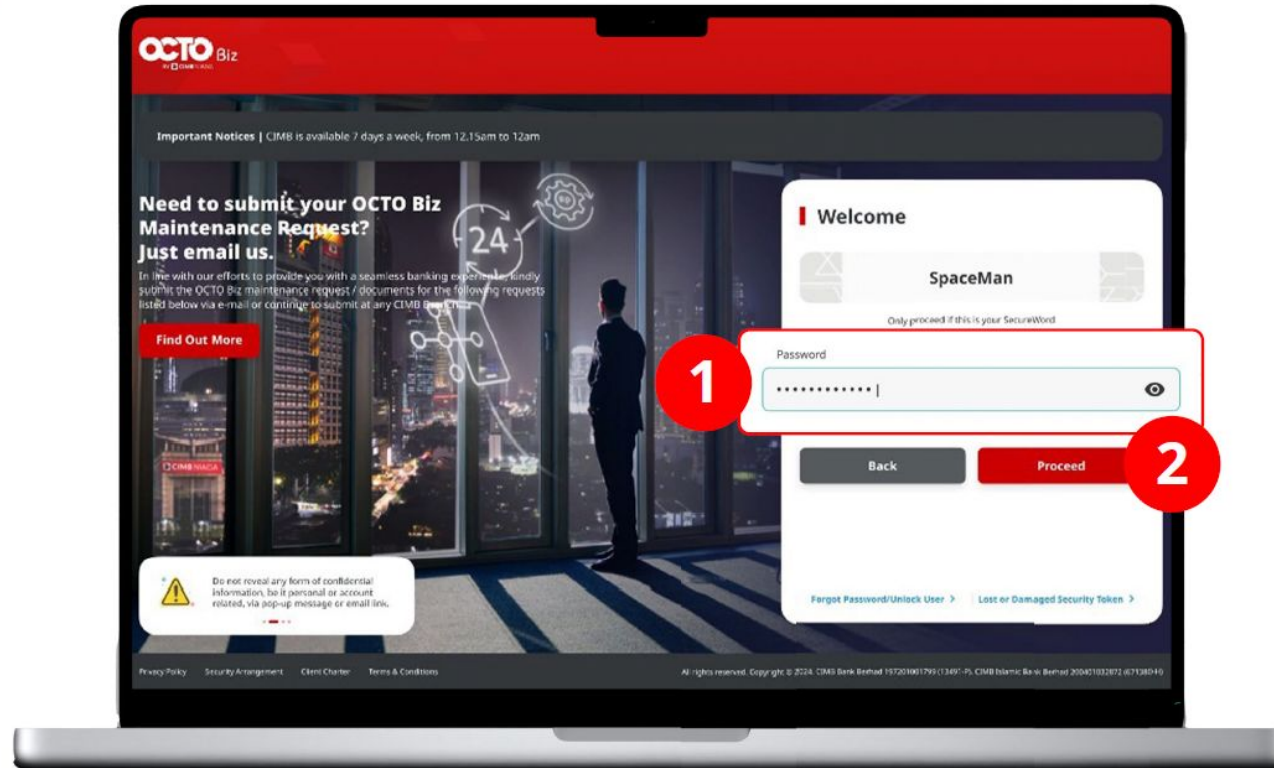
Payment - Saved Template

Payment Save as Template



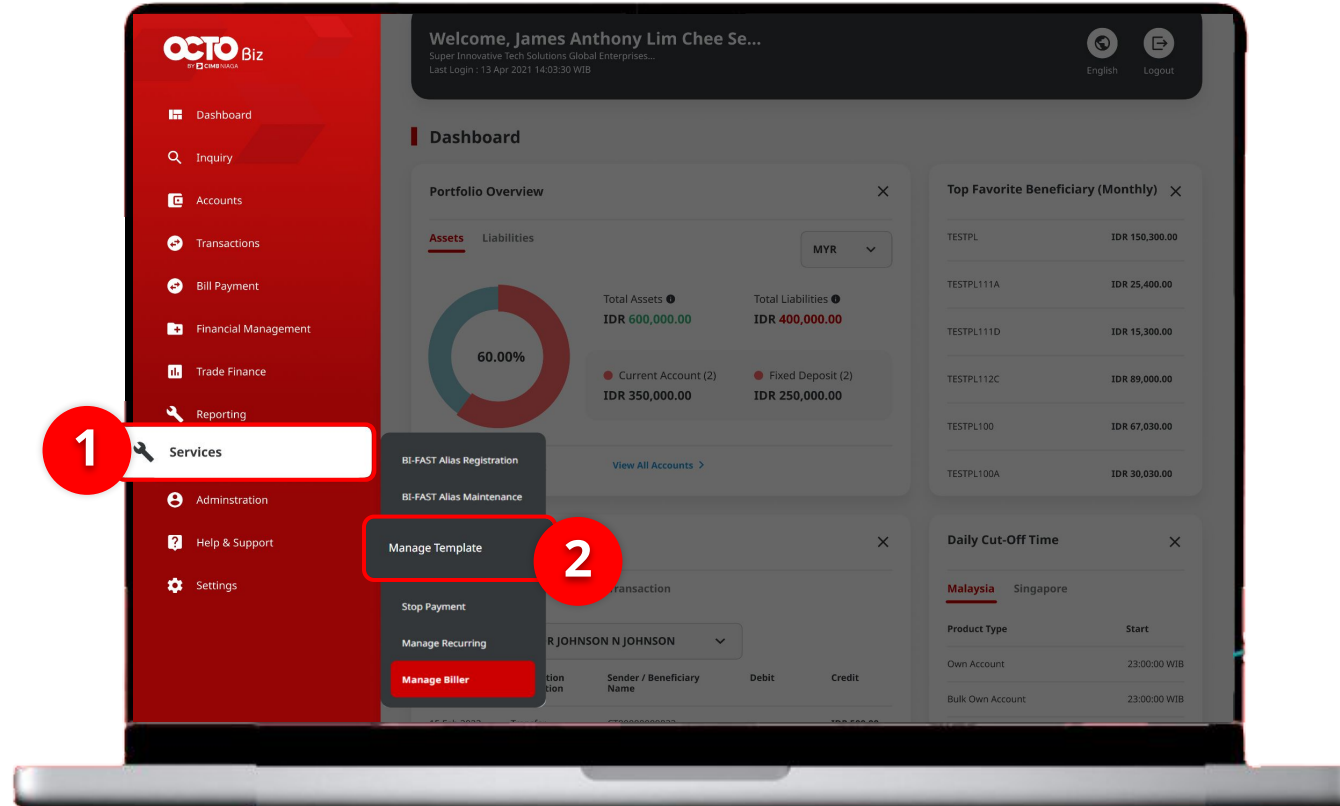
1 **Maker** Masuk dengan menggunakan **User & Company ID**

2 Klik **Next**



1 Isi **Password**

2 Klik **Proceed**



Sistem akan menampilkan Halaman ***Dashboard***

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

☐	IHT3RDPARTYB	Transfer within CIMB	In House Transfer to Third Party	22 Dec 2023 10:46:13 AM	Edit
☐	IIA240227000000012_VALUEDATE	Transfer within CIMB Niaga	Own Account	27 Feb 2024 02:02:45 PM	Edit
☐	IZ RTGS BULK	Domestic Transfer	RTGS	20 Jan 2024 01:29:04 PM	Edit
☐	IZZ 26112023	Transfer to Other Banks	BI-FAST	30 Jan 2024 10:59:28 AM	Edit
☐	IZZ 3RD 26112023	Transfer within CIMB	In House Transfer to Third Party	26 Nov 2023 02:41:39 PM	Edit
☐	IZZU3RDPARTY 10	InHouse Transfer	Inhouse Transfer to 3rd Party Account	04 Jan 2024 11:56:36 AM	

< 1 of 4 >

Download Delete Selected **Add**

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

1 Klik **Add**

Manage Template > Add

Template Details

Template Name *

IHT_FAV_TEMPLATE1

Product Group

Product Group *

InHouse Transfer

Sender Details

Your Account *

IDR D utchlady ACCT 0111C-4555354534

Payment Mode *

Select

Back

1 Isi **Template name**

2 Isi **Bank Product**

3 Lengkapi **sender details**

Manage Template > Add

Template Details

Template Name *

DHT_FAV_TEMPLATE1

Product Group

Product Group *

InHouse Transfer

Sender Details

Your Account *

IDR D utchladly ACCT 0111C-4555354534

Payment Mode *

Inhouse Transfer to Own Account

Bank Charges: IDR 0.00

Beneficiary Details

To Account *

Select

Transaction Details

Transaction Currency *

IDR - INDONESIA RU...

Amount *

Enter

Other Details

Customer Reference No. *

Enter

Other Payment Details *

Enter

Payment Advice

No Advice Simple Advice

Back Add Another Transaction Save as Draft Next

1

Manage Template > Add

Template Details

Template Name *

DHT_FAV_TEMPLATE1

Product Group

Product Group *

InHouse Transfer

Sender Details

Your Account *

IDR D utchladly ACCT 0111C-4555354534

Payment Mode *

Inhouse Transfer to Own Account

Bank Charges: IDR 0.00

Beneficiary Details

To Account *

IDR - 703057606100

Transaction Details

Transaction Currency *

IDR - INDONESIA RU...

Amount *

200,000.00

Other Details

Customer Reference No. *

Enter

Other Payment Details *

Enter

Payment Advice

No Advice Simple Advice

Back Add Another Transaction Save as Draft Next

2

Sistem akan menampilkan Bagian **detail transaksi**

1 Lengkapi **Seluruh detail**

2 Jika sudah sesuai, klik **Next**

Manage Template > Review Details

Template Details

Template Name

IHT_FAV_TEMPLATE1

Product Group

Product Group

InHouse Transfer

Sender Details

Your Account	Payment Mode
IDR GL ACCT 04 - 4999977878	Inhouse Transfer to Own Account

Beneficiary Details

To Account

IDR ANJAR ASMORO HERYANTO-703057606100

Transaction Details

Transaction Currency	Amount	Bank Charges
IDR - INDONESIAN RUPIAH	200,000.00	IDR 0.00

Other Details

Customer Reference No.	Other Payment Details
*	*

Back

Submit

Sistem akan menampilkan halaman **Review Details** Tinjau Ulang Transaksi

1 Klik **Submit**

Manage Template > Acknowledgement

Submitted for approval

Reference No.: 101231107000001696
Submitted On: 07 Nov 2023 14:30:05 WIB

Template Details

Template Name
IHT_FAV_TEMPLATE1

Creation Date
07 Nov 2023 14:30:04 WIB

Product Group

Product Group
InHouse Transfer

Sender Details

Your Account
IDR GL ACCT 04 - 4999977878

Payment Mode
Inhouse Transfer to Own Account

Beneficiary Details

To Account
IDR ANJAR ASMORO HERYANTO-703057606100

Transaction Details

Transaction Currency
IDR - INDONESIAN RUPIAH

Amount
200,000.00

Bank Charges
IDR 0.00

Other Details

Customer Reference No.

Other Payment Details

Print Done

Sistem Lalu menampilkan
Halaman Acknowledgement

Langkah melakukan
Approve Transaction
Kunjungi Halaman:

43

Approve
Transaction

Manage Template

Create Transaction

Add

Modify

Delete

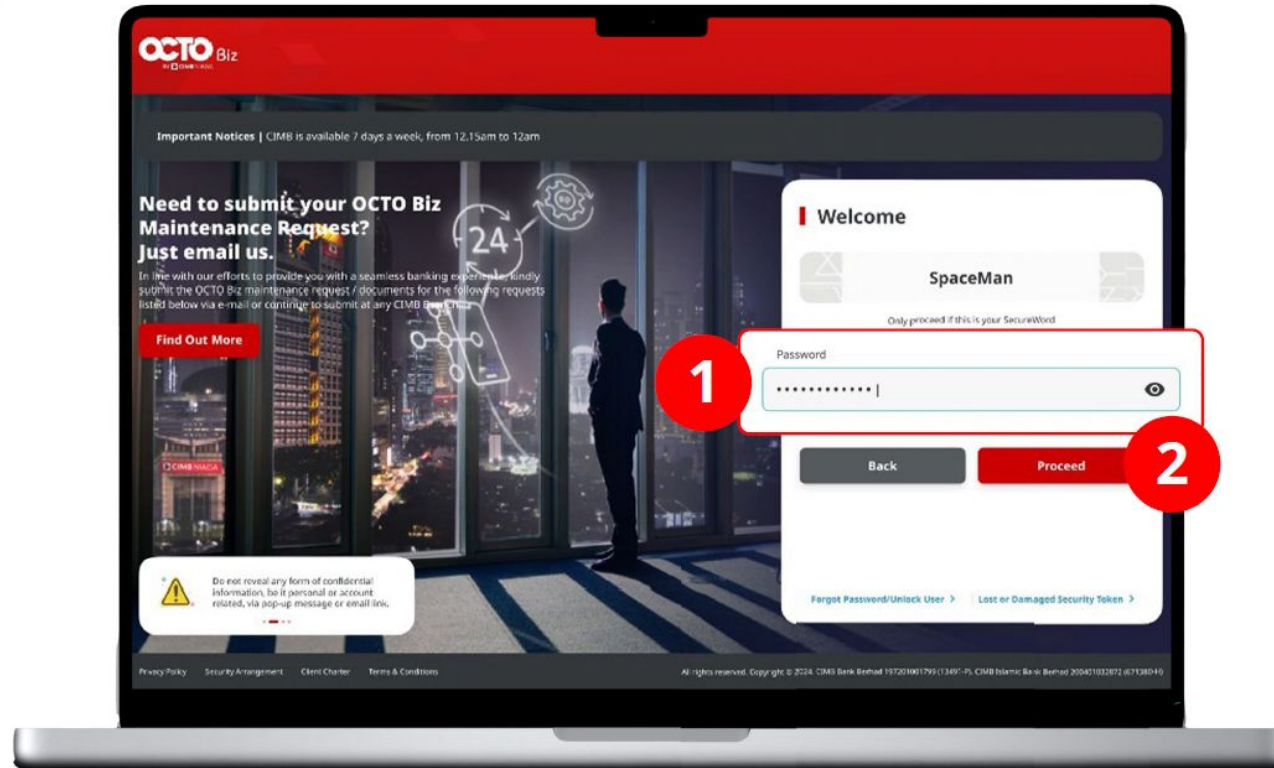
Payment - Saved Template

Payment Save as Template



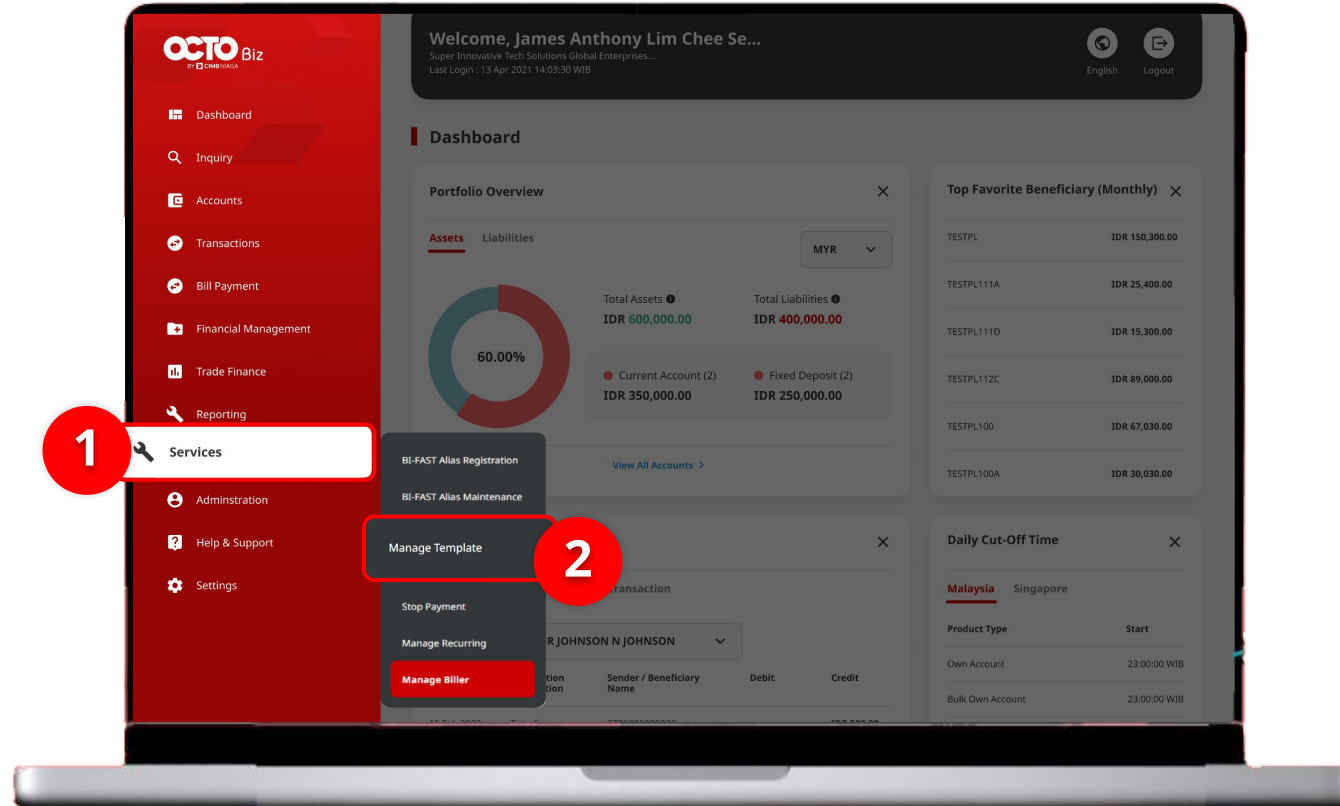
1 Masuk dengan menggunakan **User & Company ID**

2 Klik **Next**



1 Isi **Password**

2 Klik **Proceed**



Sistem akan menampilkan Halaman ***Dashboard***

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

☐	DT-BIFAST-BACTH-2	Domestic Transfer	BI-FAST	08 Nov 2023 09:49:13 AM	Edit
☐	DT-RTGS-SINGLE	Domestic Transfer	RTGS	12 Jan 2024 05:08:52 PM	
☐	GG123	Transfer within CIMB	Own Account	02 Feb 2024 09:41:34 AM	Edit
☐	GG4	Transfer to Other Banks	BI-FAST	02 Feb 2024 10:07:16 AM	Edit
☐	HELLO ALDY TL	Transfer to Other Banks	BI-FAST	05 Feb 2024 11:34:53 AM	Edit

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

1 Pilih **Transaksi** yang ingin di *Edit*, Klik **Edit**

Manage Template > Edit

Template Details

Template Name: ALTESTSAU3RD01
Creation Date: 01 Nov 2023 10:30:58 +08

Product Group

Product Group: InHouse Transfer

Sender Details

Your Account: IDR GL ACCT 203D-800000332500
Payment Mode: Inhouse Transfer to 3rd Party Account
Bank Charges: IDR 0.00

Beneficiary Details

Account Type: OCTO Pay
Mobile No.: +62 81266554433
Beneficiary Name: MExxxx ANxxx

Transaction Details

Transaction Currency: IDR - INDONESIA RU...
Amount: 100,000

Other Details

Customer Reference No.: Enter
Other Payment Details: Enter
Payment Advice: No Advice / Simple Advice

Back Add Another Transaction Save as Draft Next

Manage Template > Review Details

Template Details

Template Name: ALTESTSAU3RD01
Creation Date: 01 Nov 2023 09:30:58 WIB

Product Group

Product Group: InHouse Transfer

Sender Details

Your Account: IDR GL ACCT 203D - 800000332500
Payment Mode: Inhouse Transfer to 3rd Party Account

Beneficiary Details

Account Type: OCTO Pay
Mobile No.: +62 81266554433
Beneficiary Name: MExxxx ANxxx

Transaction Details

Transaction Currency: IDR - INDONESIAN RUPIAH
Amount: 101,000.00
Bank Charges: IDR 0.00

Other Details

Customer Reference No.:
Other Payment Details:

Back Submit

Sistem akan mengarahkan ke **Halaman Details**

- 1 **Edit** bagian yang diinginkan
- 2 Jika sudah sesuai, klik **Next**
- 3 Klik **Submit**

Manage Template > Acknowledgement

Submitted for approval

Reference No. : ID1240304000002750
Submitted On : 04 Mar 2024 14:50:30 WIB

Template Details

Template Name
GG123

Creation Date
02 Feb 2024 08:41:34 WIB

Transaction Group

Transaction Group
Transfer within CIMB

Sender Details

From Account
IDR JLUPJOLY JPPYJON UUJOJ YOSZOWLYJ - 800035032200

Payment Mode
Own Account

3 item(s)

Beneficiary Account No.	Beneficiary Name	Amount	Bank Charges
703185655500	TB LIABILITY 2	IDR 222,221.00	IDR 0.00
703185655500	TB LIABILITY 2	IDR 100,000.00	IDR 0.00
703185655500	TB LIABILITY 2	IDR 100,001.00	IDR 0.00
Total Amount : IDR 422,222.00 Total Charges : IDR 0.00			

Print
Done

Sistem Lalu menampilkan
Halaman Acknowledgement

Langkah melakukan
Approve Transaction
Kunjungi Halaman:

43

Approve
Transaction

Manage Template

Create Transaction

Add

Modify

Delete

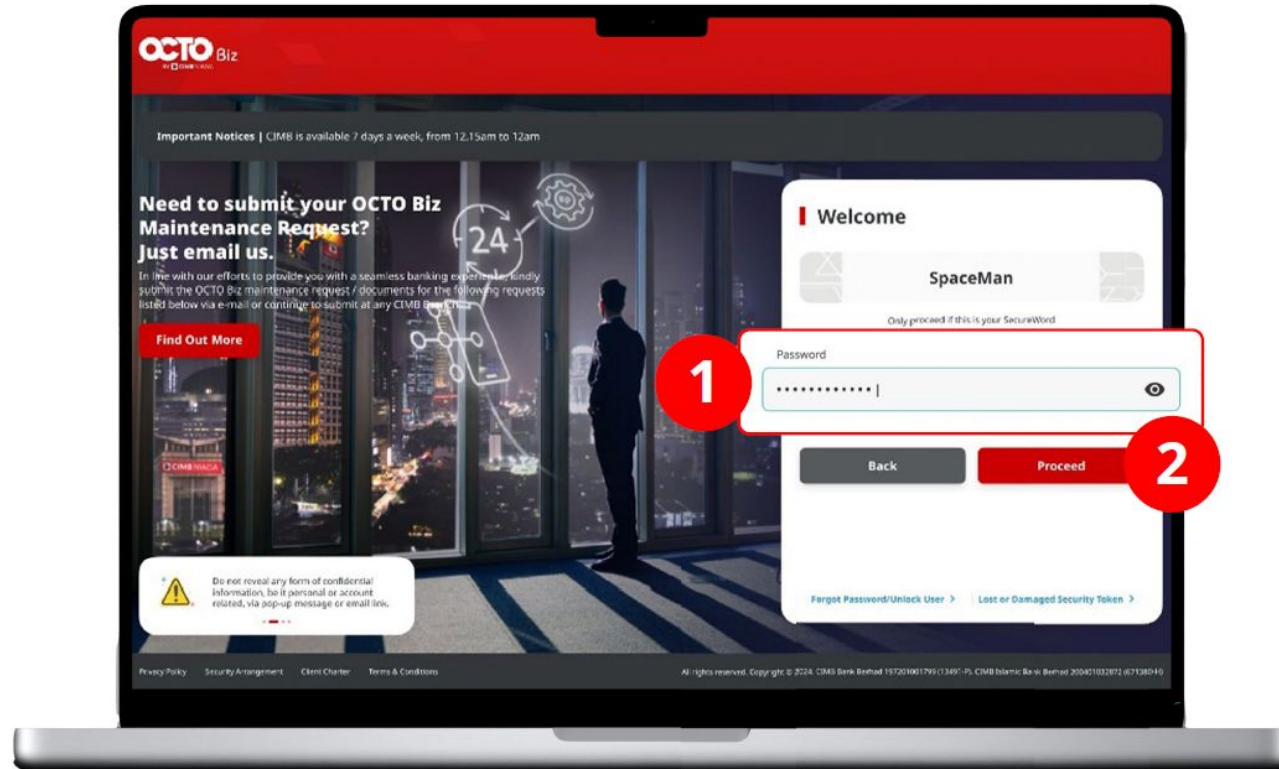
Payment - Saved Template

Payment Save as Template



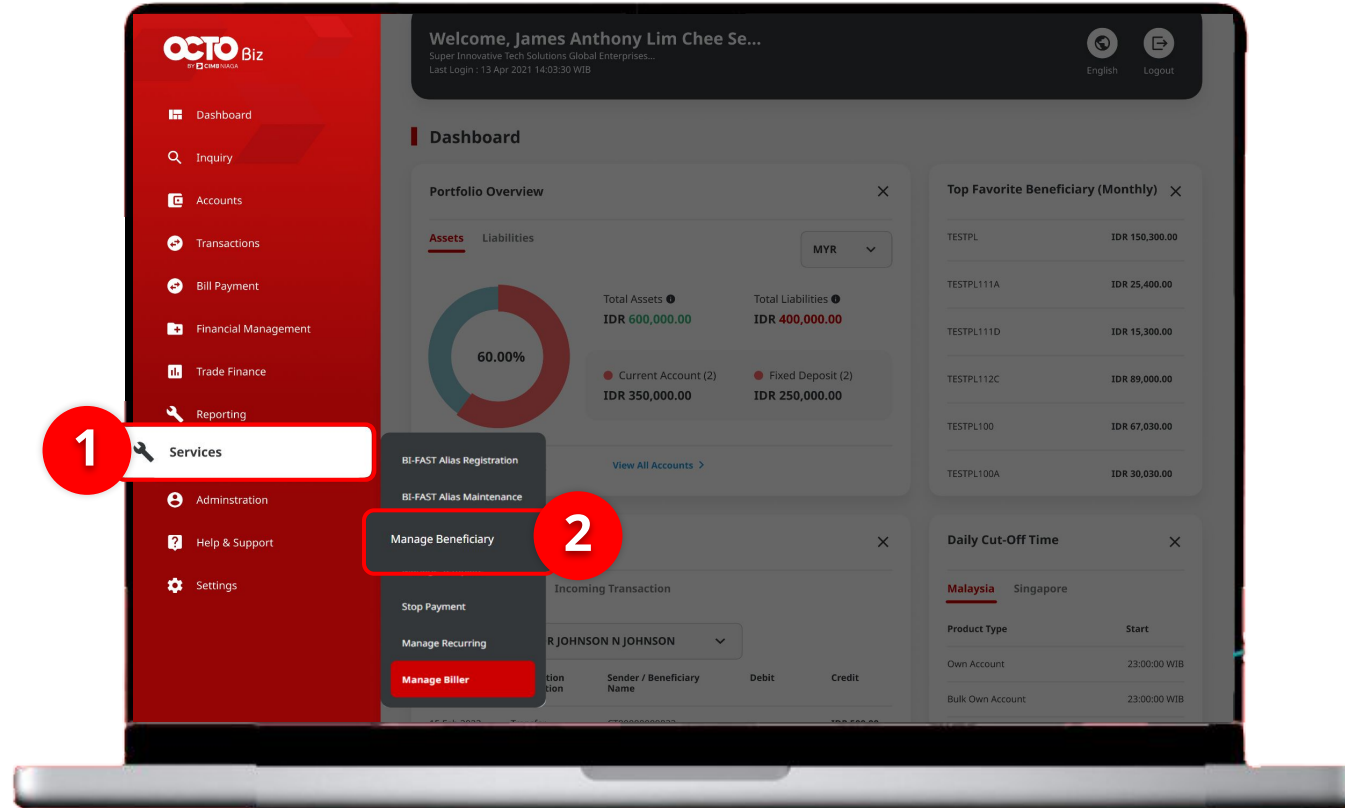
1 Masuk dengan menggunakan **User & Company ID**

2 Klik **Next**



1 Isi **Password**

2 Klik **Proceed**



Sistem akan menampilkan Halaman ***Dashboard***

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

75 item(s)

☐	Template Name	Transaction Group	Payment Mode	Last Updated Date	Action
☐	1231231222AAAAAA22	Transfer to Other Banks	BI-FAST	22 Dec 2023 07:19:46 AM	
☐	991	InHouse Transfer	Inhouse Transfer to 3rd Party Account	08 Jan 2024 01:34:48 PM	
☐	ANJAR TEMPLATE WITH OTHER DETAILS	Transfer to Other Banks	RTGS	19 Jan 2024 10:55:27 AM	<button>Edit</button>
☐	AQO	Transfer to Other Banks	RTGS	26 Jan 2024 02:06:20 PM	<button>Edit</button>
☐	BATCH 1220 MIX V INV	Transfer to Other Banks	BI-FAST	15 Jan 2024 05:20:14 PM	
☐	BI-FAST AF1	Transfer to Other Banks	BI-FAST	25 Nov 2023 03:00:23 PM	<button>Edit</button>
☐	BIFASTTRUY	Transfer to Other Banks	BI-FAST	24 Jan 2024 10:23:02 AM	<button>Edit</button>

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

1 Klik **Hyperlink Transaksi** yang ingin di **Delete**

Manage Template > Details

Template Details

Template Name DT-RTGS-SINGLE	Creation Date 08 Nov 2023 09:41:50 WIB
---------------------------------	---

Product Group

Product Group Domestic Transfer

Sender Details

Your Account IDR_JLUPJOLV JPPYJON UUUJY YOSZOWLJ - 800035032200	Payment Mode RTGS
--	----------------------

Beneficiary Details

Beneficiary Bank Name Bank Kehidupan - 310723	Beneficiary Account No. 234324233335	Beneficiary Name DENNY
Beneficiary Citizenship Indonesian	Beneficiary Resident Status Resident	Beneficiary Type Individual
Beneficiary Address JAKARTA BARAT	Beneficiary City / District 0300 - JAKARTA2	

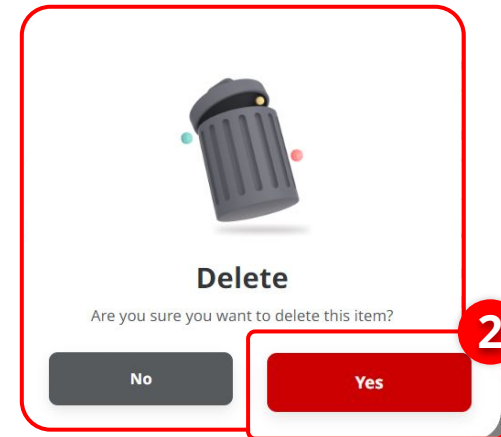
Transaction Details

Transaction Currency IDR - INDONESIA RUPIAH	Amount 123,456,789.00	Bank Charges IDR 0.00
---	--------------------------	--------------------------

Other Details

Customer Reference No. -	Other Payment Details -	Charges Borne by -
Payment Advice No Advice		

Back Delete Edit



Sistem akan mengarahkan ke **Halaman Details**

1 Klik **Delete**

2 Klik **Yes**

Manage Template > Acknowledgement

Item(s) Deleted

Reference No. : 1017402304030002751 Submitted On : 04 Mar 2024 14:54:46 WIB

Template Details

Template Name

ANJAR TEMPLATE WITH OTHER DETAILS

Creation Date

16 Jan 2024 12:48:23 WIB

Transaction Group

Transaction Group

Transfer to Other Banks

Sender Details

From Account

IDR TB LIABILITY 2 - 70318565500

Payment Mode

RTGS

Beneficiary Details

Beneficiary Bank Name

BANK SYARIAH INDONESIA - BSMIDIDJA

Beneficiary Account No.

800000332500

Beneficiary Name

Anjar Asmoro Heryanto

Beneficiary Citizenship

Indonesian

Beneficiary Resident Status

Resident

Beneficiary Type

Individual

Beneficiary Address

Jln Baturaden NO.42

Beneficiary City / District

0900 - JAWA TENGAH

Transaction Details

Transaction Currency

IDR - INDONESIA RUPIAH

Amount

145,000,000.00

Bank Charges

IDR 30,000.00

Other Details

Customer Reference No.

AJR-42156-2024

Other Payment Details

Sample Aja

Charges Borne by

Applicant (OUR)

Payment Advice

Beneficiary Email Address

NGB1@mylab.local

Message to Beneficiary

Halo its me ajr

Print

Done

Sistem Lalu menampilkan
Halaman Acknowledgement

Langkah melakukan
Approve Transaction
Kunjungi Halaman:

43 Approve Transaction

Manage Template

Create Transaction

Add

Modify

Delete

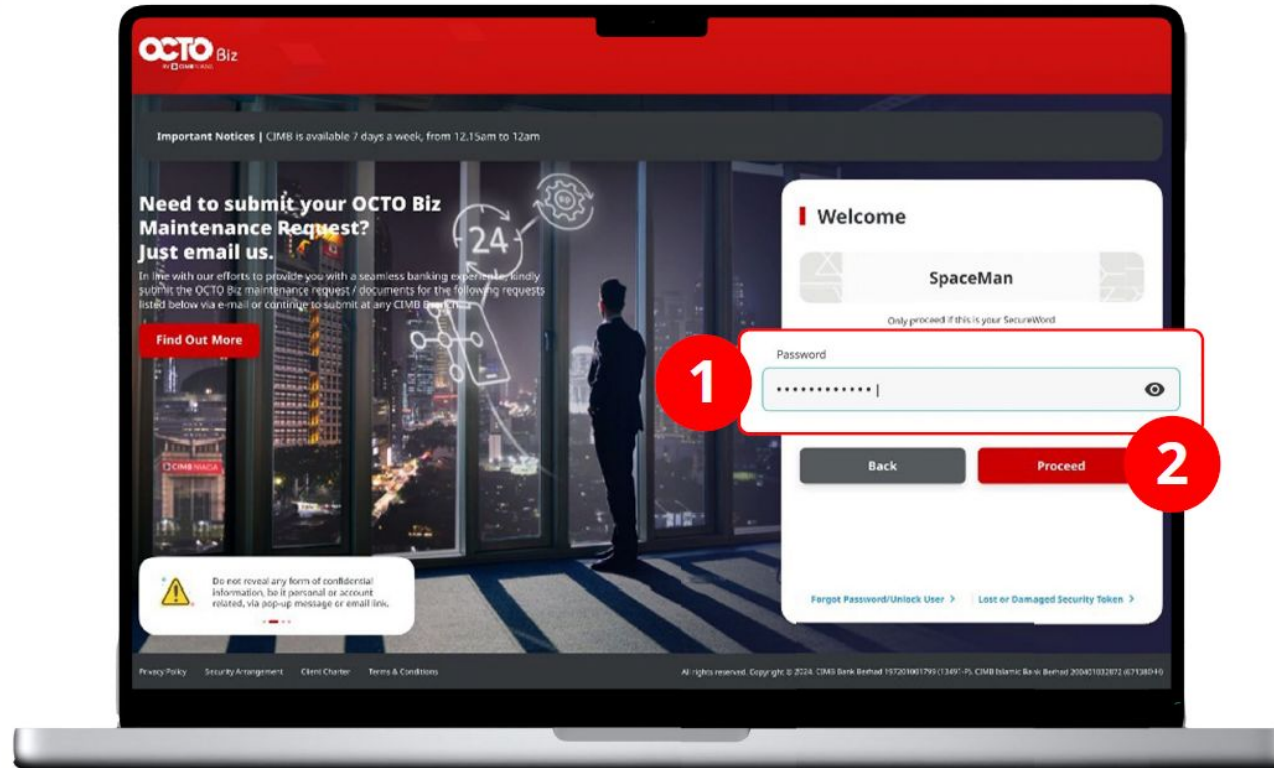
Payment - Saved Template

Payment Save as Template



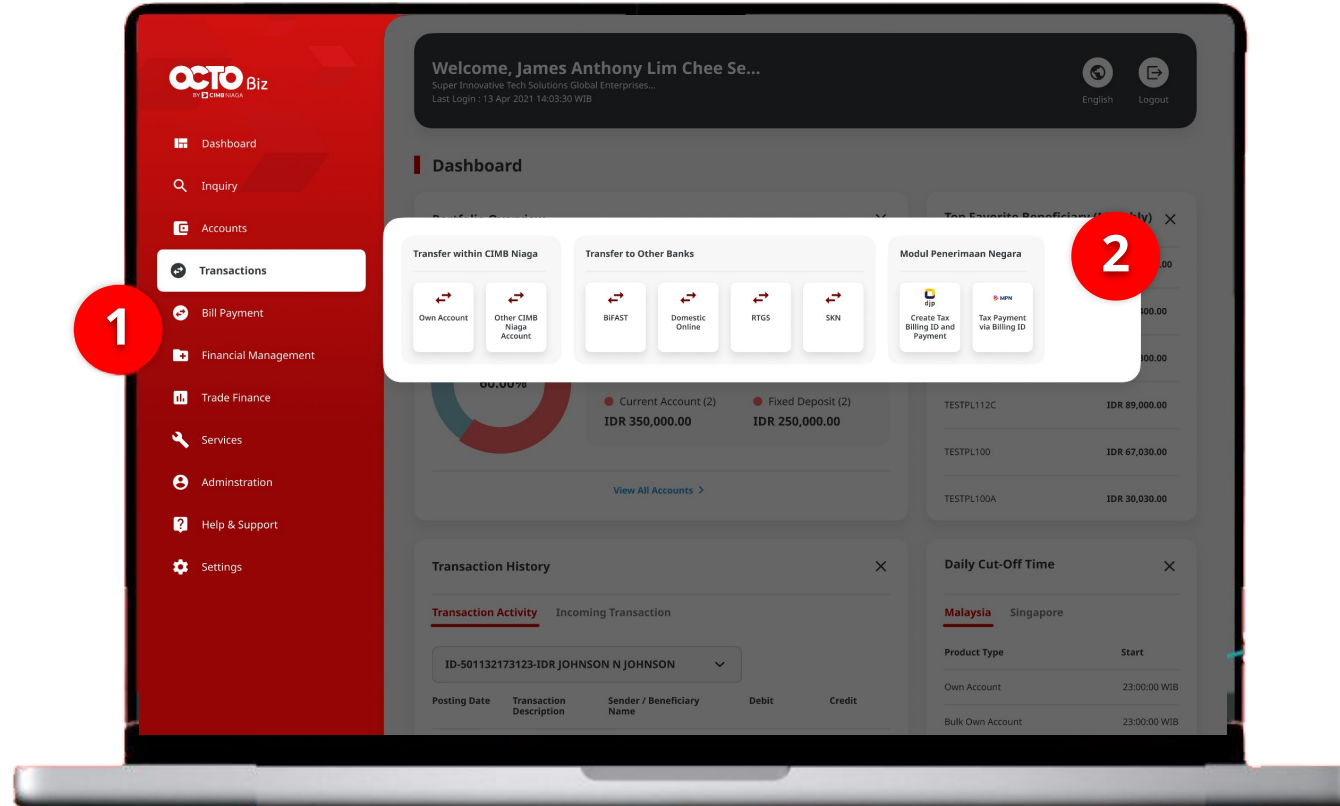
1 Masuk dengan menggunakan **User & Company ID**

2 Klik **Next**



1 Isi **Password**

2 Klik **Proceed**



Sistem akan menampilkan Halaman ***Dashboard***

- 1 Arahkan kursor ke ***Transaction***
- 2 Pilih **Transaksi** yang ingin **Dilakukan**

Own Account

Transaction Group

Transaction Group *

Transfer within CIMB Niaga

Sender Details

From Account *

Payment Mode *

Own Account

Payment Date *

04 Mar 2024

☐ Recurring transfer

Beneficiary Details

To Account *

Select

Transaction Details

Transaction Currency *

IDR - INDONESIA RUPIAH

Amount *

Enter

Other Details

Customer Reference No. *

Enter

Other Payment Details *

Enter

Payment Advice

No Advice

Simple Advice

Add Another Transaction

Save as Draft

Next

2

1 Klik ***Saved Template*** pada bagian ***Create Transaction***

Saved Template

Payment Mode

Own Account

Template Name

Enter

Search

Template Name	Transaction Group	Payment Mode	Date
☐ SINGLE_LOCK	Transfer within CIMB	Own Account	20 Jan 2024

[View Past Transactions >](#) | [View All Template >](#)

Cancel

Load

Setelah Transaksi di **Load**,
Seluruh **Transaction Details**
akan otomatis Terisi

- 1 Klik **Template** yang di inginkan
- 2 Klik **Load**

Own Account

Transaction Group

Transaction Group *

Transfer within CIMB Niaga

Sender Details

From Account *

703185655500-IDR TB LIABILITY 2

Payment Mode *

Own Account

Payment Date *

04 Mar 2024

☐ Recurring transfer

Beneficiary Details

To Account *

IDR_JLUPJOLY_JPPYJON_UUJQJ_YDSZOWLYJ - 800635032200

Transaction Details

Transaction Currency *

IDR - INDONESIA RUPIAH

Amount *

500,000

Other Details

Customer Reference No. *

REF

Other Payment Details *

OTH

Payment Advice

No Advice

Simple Advice

Beneficiary Email Address *

erwin@cimbniaga.co.id

Message to Beneficiary

123abc

Preview Payment Advice

Add Another Transaction

Save as Draft

Next

Setelah klik load, sistem akan menampilkan Transaction **Template**

1 Jika sudah sesuai, klik **Next**

Manage Template

Create Transaction

Add

Modify

Delete

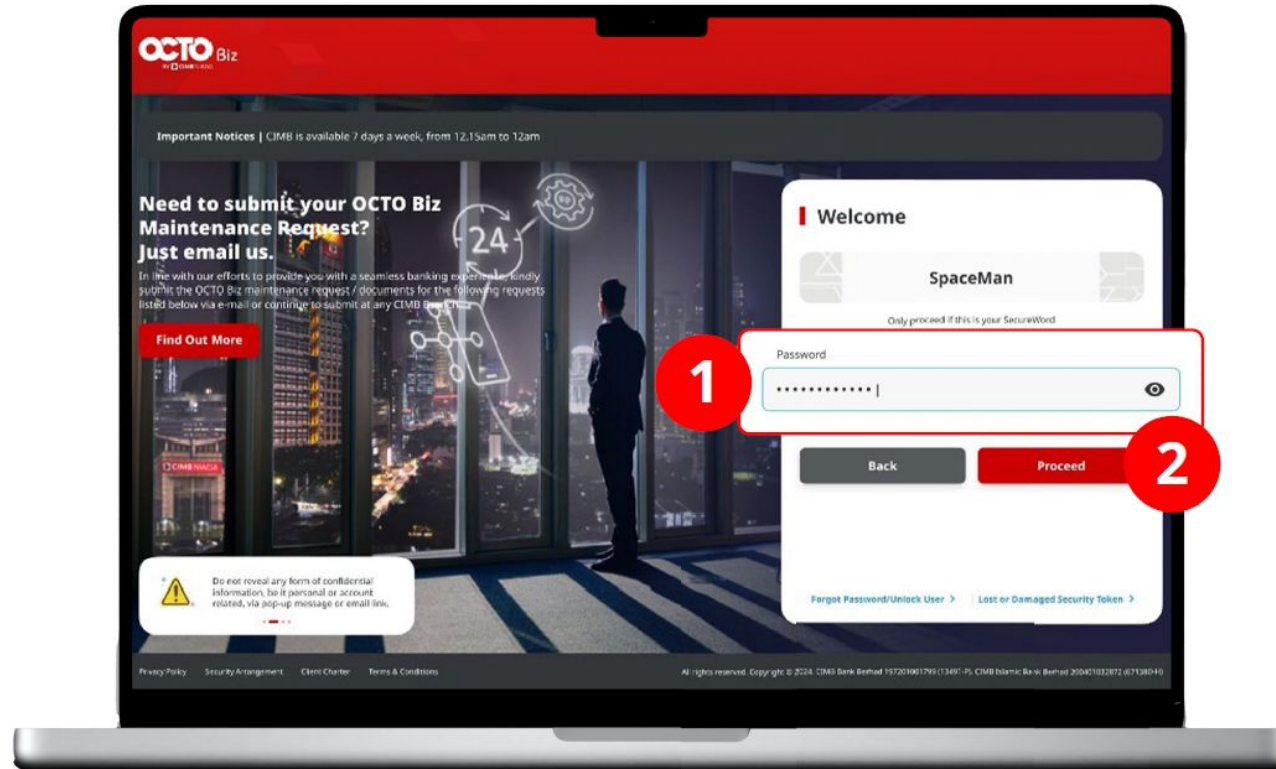
Payment - Saved Template

Payment Save as Template



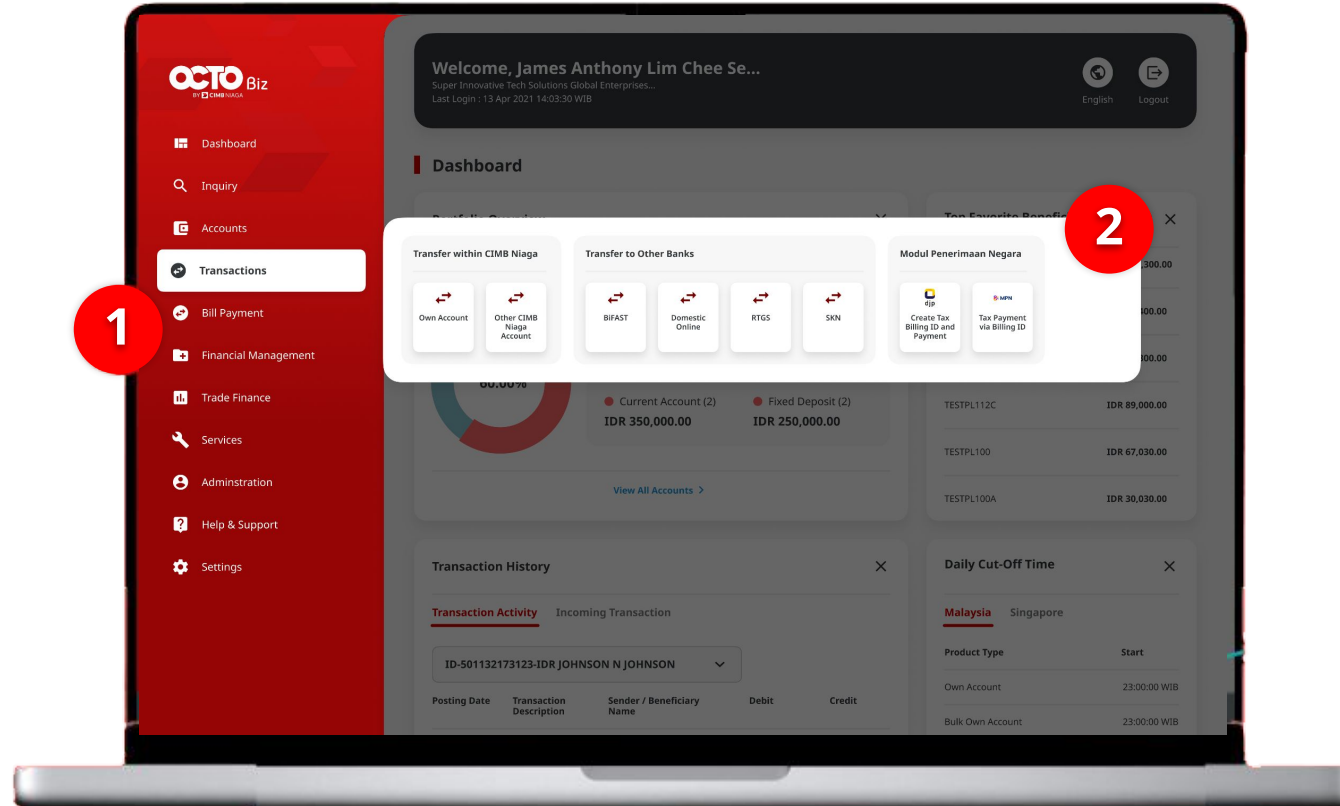
1 Masuk dengan menggunakan **User & Company ID**

2 Klik **Next**



1 Isi **Password**

2 Klik **Proceed**



Sistem akan menampilkan Halaman ***Dashboard***

1 Arahkan **Kursor** ke ***Transaction***

2 Pilih **Transaksi** yang ingin **Dilakukan**

1

Other CIMB Niaga Account

Transaction Group

Transaction Group *

Transfer within CIMB Niaga

Saved Templates

Sender Details

From Account *

703196574000-IDR BANGUN PERSADA SEKALI

Payment Mode *

Other CIMB Niaga Account

Payment Date *

04 Mar 2024

☐ Recurring transfer

Beneficiary Details

Account Type *

CIMB Niaga Account

Beneficiary Account No. *

760937442500

Beneficiary Name

TWUWVMX RTTRRLMZXT UTPLLMUWU

Beneficiary Account Currency

IDR - INDONESIA RUPIAH

Saved Beneficiary

Transaction Details

Transaction Currency *

IDR - INDONESIA RUPIAH

Amount *

210,000.00

Other Details

Customer Reference No. *

Enter

Other Payment Details *

Enter

Payment Advice

No Advice

Simple Advice

Add Another Transaction

Save as D

Next

2

1 Lengkapi seluruh **Detail Transaksi**

2 Klik **Next**

OCTO Biz
BY CIMB NIAGA

TUTORIALOCTOBIZ2025

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Other CIMB Niaga Account > Review Details

Transaction Group

Transaction Group

Transfer within CIMB Niaga

Sender Details

From Account

IDR BANGUN PERSADA SEKALI - 703196574000

Payment Mode

Other CIMB Niaga Account

Payment Date

04 Mar 2024

Beneficiary Details

Account Type

CIMB Niaga Account

Beneficiary Account No.

IDR 760937442500

Beneficiary Name

TWUWVMX RTTRTLMZXT UTPLLMUWU

Beneficiary Account Currency

IDR - INDONESIA RUPIAH

Transaction Details

Transaction Currency

IDR - INDONESIA RUPIAH

Amount

210,000.00

Bank Charges

IDR 0.00

Other Details

Customer Reference No.

-

Other Payment Details

-

Back

Submit

Tinjau Ulang Transaksi

1 Klik **Submit**

Other CIMB Niaga Account > Acknowledgement

Submitted for approval 

Reference No. : ITT740304000000003 Submitted On : 04 Mar 2024 14:27:43 WIB

Transaction Group

Transaction Group
Transfer within CIMB Niaga

Sender Details

From Account
IDR BANGUN PERSADA SEKALI - 703196574000

Payment Mode
Other CIMB Niaga Account

Payment Date
04 Mar 2024

Beneficiary Details

Account Type
CIMB Niaga Account

Beneficiary Account No.
IDR 760937442500

Beneficiary Name
TWUWVMX RTTRRLMXZT UTPLLMUWU

Beneficiary Account Currency
IDR - INDONESIA RUPIAH

Transaction Details

Transaction Currency	Amount	Bank Charges
IDR - INDONESIA RUPIAH	210,000.00	IDR 0.00

Other Details

Customer Reference No.
-

Other Payment Details
-

Print **1** Save As Template  eficiary Make Another Transaction

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

1 Klik *as template*

The screenshot shows a 'Save As Template' form with the following sections and callouts:

- Callout 1:** Points to the 'Template Name' input field at the top of the form.
- Callout 2:** A large red box encompasses the 'Sender Details', 'Beneficiary Details', 'Transaction Details', and 'Other Details' sections, indicating that all these fields must be filled out.
- Callout 3:** Points to the 'Submit' button at the bottom right of the form.

The form sections include:

- Sender Details:** Fields for 'Your Account' (703057606100-IDR ANJAR ASMORO HERVANTO) and 'Payment Mode' (Inhouse Transfer to Own Account).
- Beneficiary Details:** Field for 'To Account' (IDR JLUPJOLY JPPYJON UUJOJ YOSZOWLYJ - 800035032200).
- Transaction Details:** Fields for 'Transaction Currency' (IDR - INDONESIA RUP...) and 'Amount' (100,000.00).
- Other Details:** Fields for 'Customer Reference No.' and 'Other Payment Details'.

Sistem akan mengarahkan ke **Halaman *Pop-Up Save as Template***

- 1** Lengkapi ***Template Name***
- 2** Lengkapi seluruh ***Details***
- 3** Jika sudah sesuai, Klik ***Submit***

Save As Template

Submitted for approval

Reference No. : 101240304000002752

Submitted On : 04 Mar 2024 15:03:28 WIB

Beneficiary Details

Template Name

Creation Date

SAVEASTEMP

04 Mar 2024 03:03:28 PM

Sender Details

From Account

Payment Mode

IDR TB LIABILITY 2 - 703185655500

Own Account

Payment Date

04 Mar 2024

Beneficiary Details

To Account

IDR J LUPJOLY JPPYJON UUJOJ YOSZOWLYJ-800035032200

Transaction Details

Transaction Currency

Amount

Bank Charges

IDR - INDONESIA RUPIAH

22,222.00

IDR 0.00

Other Details

Customer Reference No.

Other Payment Details

Done

Sistem Lalu menampilkan
Halaman Acknowledgement

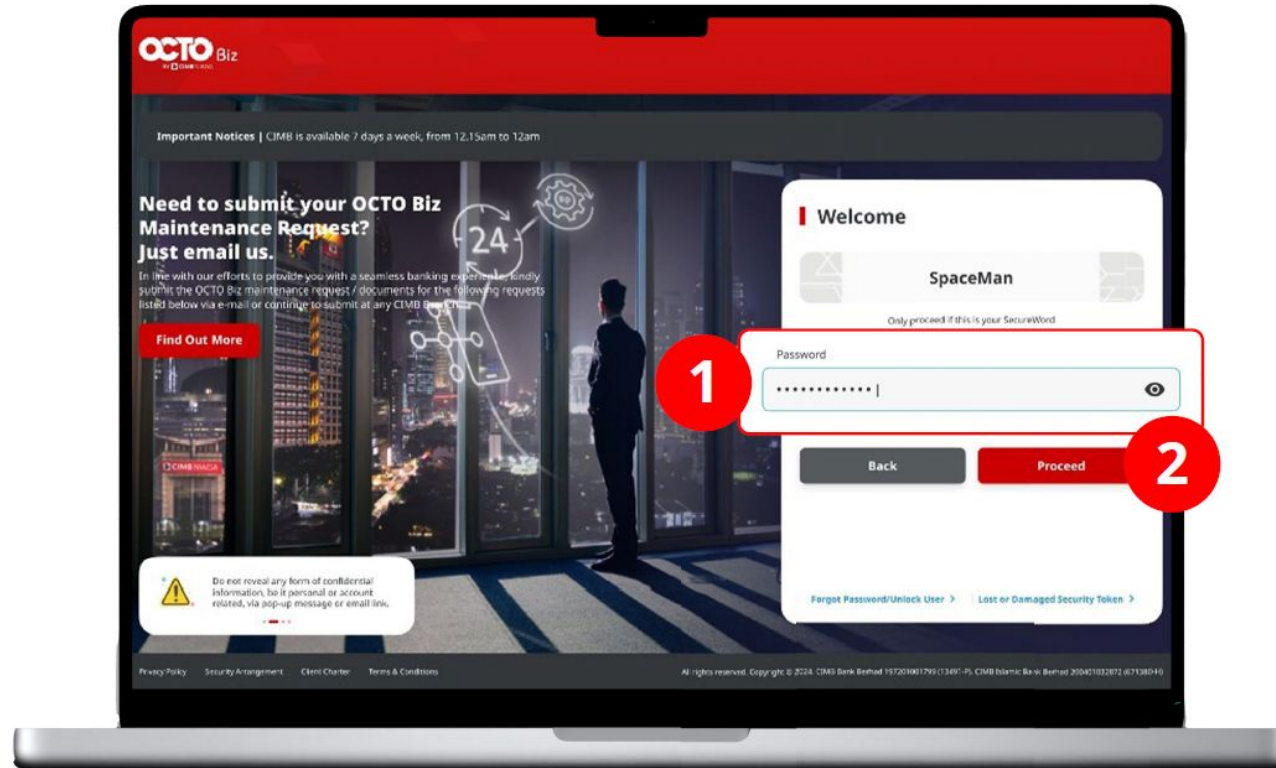
Langkah melakukan
Approve Transaction
Kunjungi Halaman:

43

Approve
Transaction

Manage Template

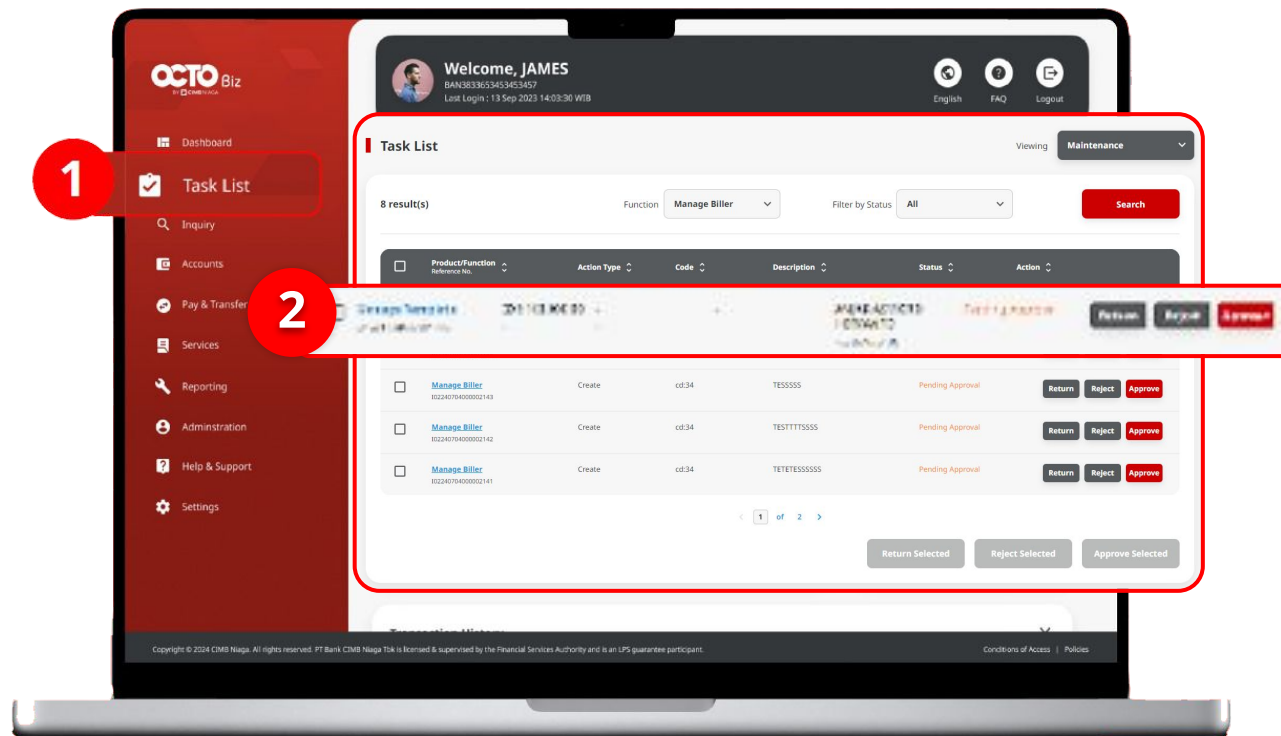
Approve Transaction



Login sebagai **Approver**

1 Isi **Password**

2 Klik **Proceed**



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

2 Klik **Hyperlink** transaksi yang diinginkan

LANGKAH

03

APPROVER

Approve Transaction | Manage Template

Menu: Task List > Approve

Task List > Details

Template Details

Template Name: BATCH IHT OWN WIN
Creation Date: 07 Nov 2023 15:05:30 WIB

Product Group

Product Group: InHouse Transfer

Sender Details

Your Account: IDR ANJAR ASMORO HERYANTO - 703057606100
Payment Mode: Inhouse Transfer to Own Account

2 item(s)

Reference No.	Beneficiary Account No.	Beneficiary Name	Amount	Bank Charges
IA231107000000042	800035032200	[LUPOLY [PPN ON UUD] YOSZOWLY]	IDR 23,000.00	IDR 0.00
IA231107000000041	800035032200	[LUPOLY [PPN ON UUD] YOSZOWLY]	IDR 21,000.00	IDR 0.00
Total Amount: 44,000.00 Total Charges: 0.00				

User Activities

User	Activities	Date / Time	Remark
EARTHMAKER14	Submit	07 Nov 2023 15:05:30 WIB	

Remark

Remarks
Enter
Maximum 100 characters

Back **Reject** **Approve**



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

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

Manage Template > Acknowledgement

Transaction(s) approved

Reference No. : 101231107000001699
Approved On : 08 Nov 2023 16:09:08 WIB

Template Details

Template Name
BATCH IHT OWN WIN

Creation Date
07 Nov 2023 15:05:30 WIB

Product Group

Product Group
InHouse Transfer

Sender Details

Your Account
IDR ANJAR ASMORO HERVANTO - 703057606100

Payment Mode
Inhouse Transfer to Own Account

2 item(s)

Reference No.	Beneficiary Account No.	Beneficiary Name	Amount	Bank Charges
IA231107000000042	800035032200	(JLUPOLV JPPYON UUIQJ) YOSZOWLY	IDR 23,000.00	IDR 0.00
IA231107000000041	800035032200	(JLUPOLV JPPYON UUIQJ) YOSZOWLY	IDR 21,000.00	IDR 0.00
Total Amount :			44,000.00	Total Charges : 0.00

Print

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



OCTO Biz
BY  **CIMB NIAGA**

