

The OCTO Biz logo is prominently displayed in the center-right. 'OCTO' is in a large, bold, white, rounded sans-serif font, and 'Biz' is in a smaller, white, sans-serif font to its right.

Account & Dashboard

# Portfolio Credit Card

Website

TUTORIALOCTOBIZ2025

KEJAR MIMPI

**Account & Dashboard**

# Portfolio Credit Card

***Account & Dashboard – Portfolio Credit Card*** berfungsi untuk **memeriksa** akun ***Credit Card*** pada Portfolio

## Portfolio Overview

# Credit Card

*User Corporate Card*

*Credit Card*

**Portfolio Overview**

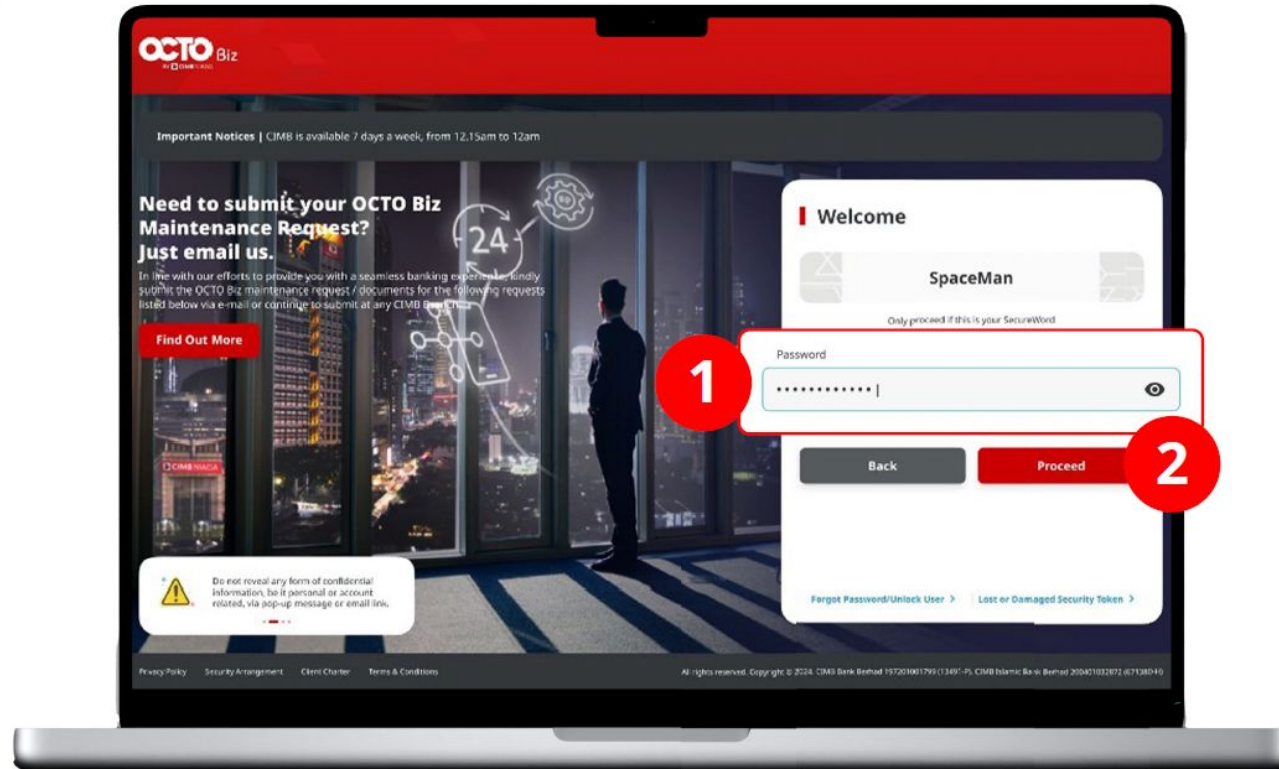
# Credit Card

*User Corporate Card*



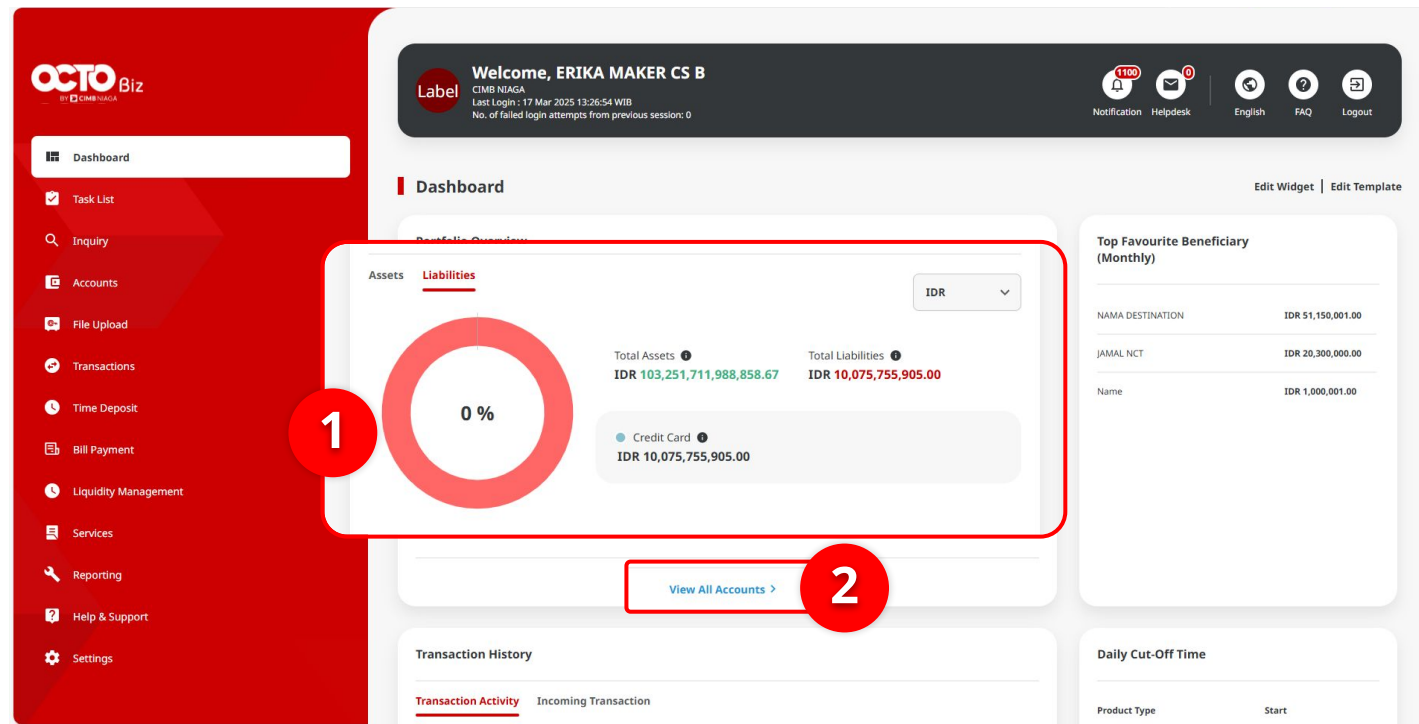


- 1 Kunjungi Website OCTO Biz di: [www.octobiz.co.id](http://www.octobiz.co.id)
- 2 Masuk dengan menggunakan **User & Company ID**
- 3 Klik **Next**



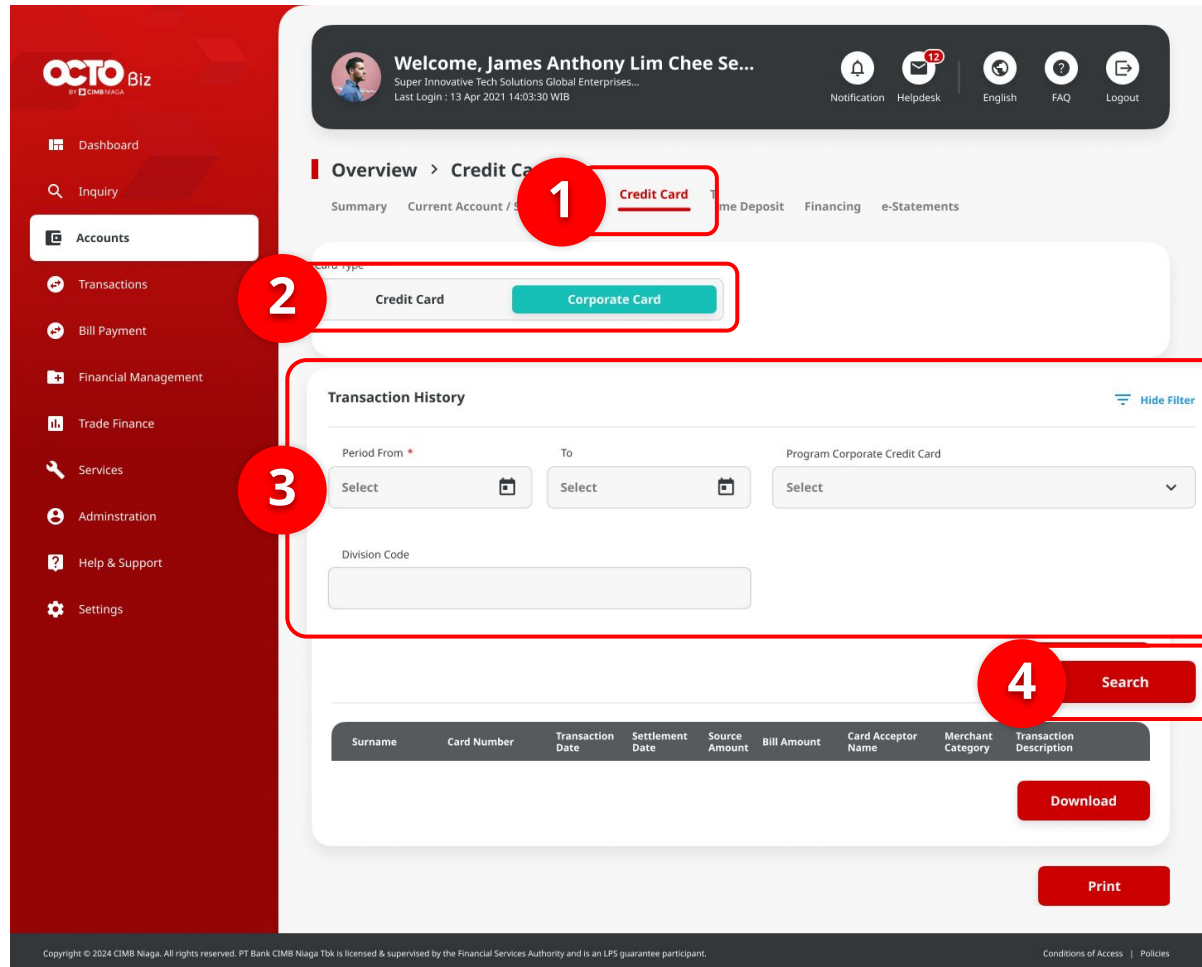
1 Isi **Password**

2 Klik **Proceed**



Sistem akan menampilkan halaman **Dashboard**

- 1 Pada tab Liabilities, Sistem akan menampilkan **Portfolio Overview Credit card**
- 2 Klik **View All Accounts**



Sistem akan menampilkan halaman **Accounts - Summary**

- 1 Pilih **Tab Credit Card**
- 2 Pilih **Corporate Card** sebagai **Card Type**
- 3 Lengkapi bagian **Transaction History**
- 4 Klik **Search**



| Surname                                                                                                                                                                                                                              | Card Number          | Transaction Date | Settlement Date | Source Amount | Bill Amount    | Card Acceptor Name       | City    | Country Code | Merchant Category | Transaction Description  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|------------------|-----------------|---------------|----------------|--------------------------|---------|--------------|-------------------|--------------------------|
| PUNYA WA TNE DUASATU                                                                                                                                                                                                                 | 00055281003 01003513 | 30 Nov 2023      | 30 Nov 2023     | IDR 0.00      | IDR 100,000.00 | SPORT STATION            | Jakarta | +62          | MOOSTER REJ       | SPORT STATION            |
| <div> <div>VCN Number<br/>1234567890</div> <div>Approval/Authorisation Code<br/>9999</div> <div>ARN Number<br/>9999</div> <div>Description of Merchant Category Code<br/>Payment</div> <div>Division Code<br/>123456789</div> </div> |                      |                  |                 |               |                |                          |         |              |                   |                          |
| PUNYA WA TNE DUASATU                                                                                                                                                                                                                 | 00055281003 01003513 | 30 Nov 2023      | 30 Nov 2023     | IDR 0.00      | IDR 100,000.00 | SPORT STATION            | Jakarta | +62          | MOOSTER REJ       | SPORT STATION            |
| PUNYA WA TNE DUASATU                                                                                                                                                                                                                 | 00055281003 01003513 | 30 Nov 2023      | 30 Nov 2023     | IDR 0.00      | IDR 100,000.00 | SPORT STATION            | Jakarta | +62          | MOOSTER REJ       | SPORT STATION            |
| PUNYA WA TNE DUASATU                                                                                                                                                                                                                 | 00055281003 01003513 | 30 Nov 2023      | 30 Nov 2023     | IDR 0.00      | IDR 100,000.00 | SPORT STATION            | Jakarta | +62          | MOOSTER REJ       | SPORT STATION            |
| PUNYA WA TNE DUASATU                                                                                                                                                                                                                 | 00055281003 01003513 | 30 Nov 2023      | 30 Nov 2023     | IDR 0.00      | IDR 100,000.00 | SPORT STATION            | Jakarta | +62          | MOOSTER REJ       | SPORT STATION            |
| PUNYA WA TNE DUASATU                                                                                                                                                                                                                 | 00055281003 01003513 | 30 Nov 2023      | 30 Nov 2023     | IDR 0.00      | IDR 100,000.00 | SPORT STATION            | Jakarta | +62          | MOOSTER REJ       | SPORT STATION            |
| PUNYA WA TNE DUASATU                                                                                                                                                                                                                 | 00055281003 01003513 | 30 Nov 2023      | 30 Nov 2023     | IDR 0.00      | IDR 100,000.00 | ATM CIMB 7611            | Jakarta | +62          | MOOSTER REJ       | ATM CIMB 7611            |
| PUNYA WA TNE DUASATU                                                                                                                                                                                                                 | 00055281003 01003513 | 30 Nov 2023      | 30 Nov 2023     | IDR 0.00      | IDR 100,000.00 | Cash Advance Fee Debt Ad | Jakarta | +62          | MOOSTER REJ       | Cash Advance Fee Debt Ad |
| PUNYA WA TNE DUASATU                                                                                                                                                                                                                 | 00055281003 01003513 | 30 Nov 2023      | 30 Nov 2023     | IDR 0.00      | IDR 100,000.00 | Cash Advance Fee Debt Ad | Jakarta | +62          | MOOSTER REJ       | Cash Advance Fee Debt Ad |

1 Download

4 Print

2

Download Transaction History

☒ Corporate Card Account History (PDF)
 ☐ Corporate Card Account History (CSV)

Cancel

3 Download

1 Untuk melakukan **download Report**, klik **Download**

2 Sistem akan **menampilkan Pop Up**, pilih **report** yang diinginkan

3 Jika sudah, klik **Download**

**CATATAN:** [4] Tombol **print** untuk **mencetak tampilan layar**

The screenshot shows the OCTO Biz Corporate Card dashboard. A red box highlights a notification message: "Report successfully generated. Go to Reporting > Download Reports to retrieve this report." The notification is accompanied by an information icon (i) and a red circle with the number 1. The dashboard includes a sidebar with navigation options like Dashboard, Task List, Inquiry, Accounts, File Upload, Transactions, Time Deposit, Bill Payment, Liquidity Management, Services, Reporting, Help & Support, and Settings. The main content area shows the "Accounts > Credit Card" section with tabs for "Credit Card" and "Corporate Card". Below the tabs, there's a "Transaction History" section with filters for "Period From" (01 Feb 2025), "To" (03 Mar 2025), and "Program Corporate Credit Card" (Travel and Entertainment). A "Search" button is located at the bottom right of the filters. The transaction history table lists several transactions with columns for Surname, Card Number, Transaction Date, Settlement Date, Source Amount, Bill Amount, Card Acceptor Name, City, Country Code, Merchant Category, and Transaction Description.

| Surname           | Card Number        | Transaction Date | Settlement Date | Source Amount | Bill Amount   | Card Acceptor Name | City | Country Code | Merchant Category | Transaction Description |
|-------------------|--------------------|------------------|-----------------|---------------|---------------|--------------------|------|--------------|-------------------|-------------------------|
| CORP SYARIA 13    | 5528100699067377   | 28 Feb 2025      | 28 Feb 2025     | IDR 0.00      | IDR 3,884.00  | Net Kafalah Fee    | -    | -            | 0000              | Net Kafalah Fee         |
| CORP CONVEN VCN 5 | 000555032109002407 | 19 Feb 2025      | 25 Feb 2025     | IDR 50,005.00 | IDR 50,005.00 | Merchant name      | -    | -            | 4784              | Merchant name           |
| CORP CONVEN VCN 5 | 000555032109002407 | 19 Feb 2025      | 25 Feb 2025     | IDR 50,004.00 | IDR 50,004.00 | Merchant name      | -    | -            | 4784              | Merchant name           |
| CORP CONVEN VCN 5 | 000555032109002407 | 19 Feb 2025      | 25 Feb 2025     | IDR 50,003.00 | IDR 50,003.00 | Merchant name      | -    | -            | 4784              | Merchant name           |

- 1 Sistem akan menampilkan **notifikasi** pada **halaman Accounts**, dan masuk ke **menu Download report** untuk melakukan **download report**

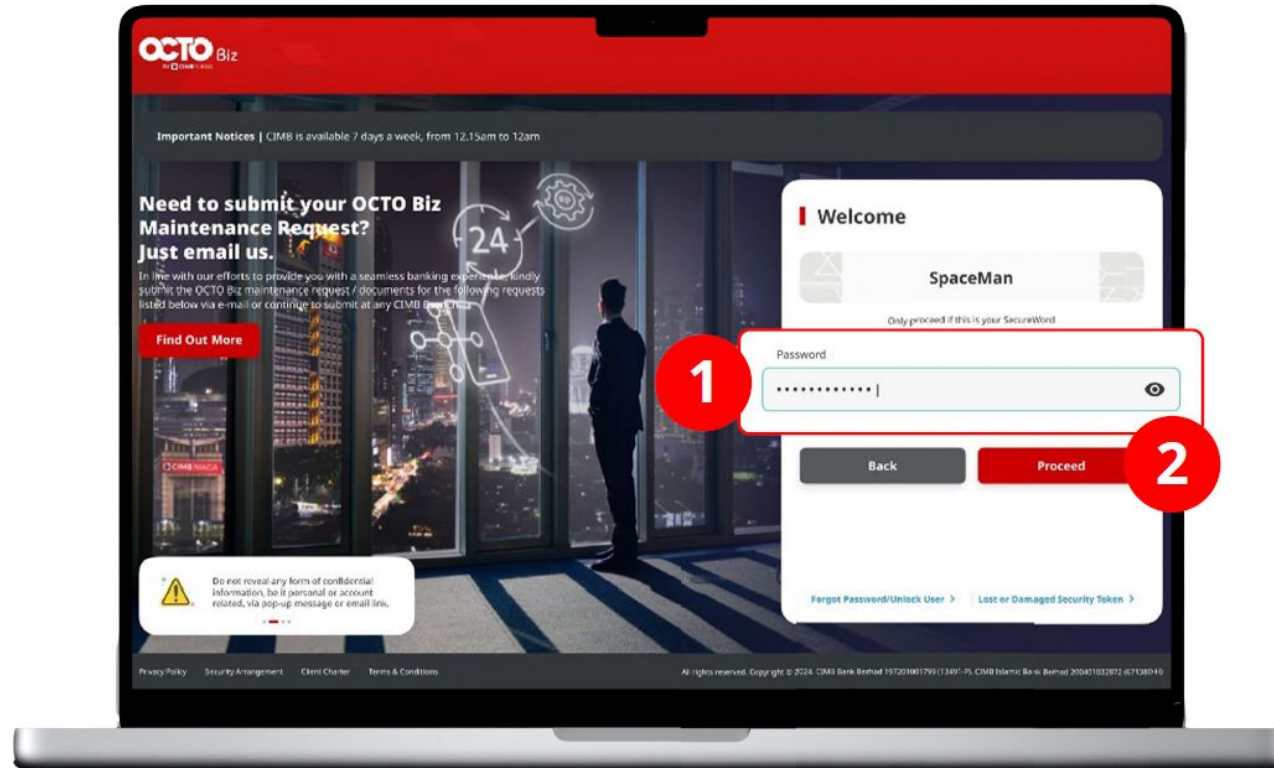
**Portfolio Overview**

# Credit Card

*Credit Card*



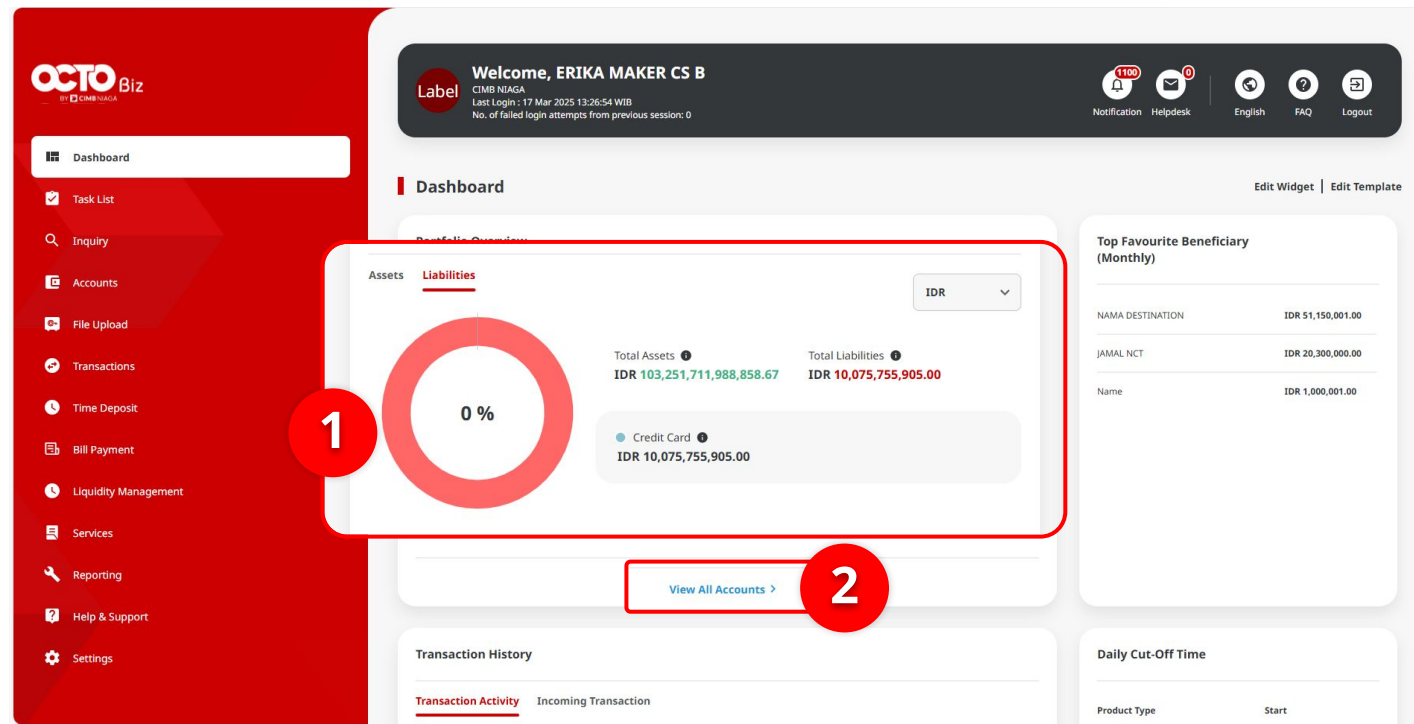
- 1 Kunjungi Website OCTO Biz di: **www.octobiz.co.id**
- 2 Masuk dengan menggunakan **User & Company ID**
- 3 Klik **Next**



1 Isi ***Password***

2 Klik ***Proceed***





Sistem akan menampilkan halaman **Dashboard**

- 1 Pada tab Liabilities, Sistem akan menampilkan **Portfolio Overview Credit card**
- 2 Klik **View All Accounts**

The screenshot shows the OCTO Biz Credit Card Portfolio page. The left sidebar contains a menu with items: Dashboard, Inquiry, Accounts, Transactions, Bill Payment, Financial Management, Trade Finance, Services, Administration, Help & Support, and Settings. The main content area has a header with the user's name, profile picture, and last login time. Below the header, there's a navigation bar with tabs: Overview, Credit Card, Current Account / Savings, Time Deposit, Financing, and e-Statements. The 'Credit Card' tab is selected and highlighted with a red circle and the number 1. Below the tabs, there's a section for 'Card Type' with two options: 'Credit Card' (selected) and 'Corporate Card'. This section is also highlighted with a red circle and the number 2. Below the 'Card Type' section, there's a 'Transaction History' section. It includes a 'Hide Filter' button and a form with three dropdown menus: 'Period From \*', 'To', and 'Program Corporate Credit Card'. The 'Period From \*' dropdown is selected and highlighted with a red circle and the number 3. Below the dropdowns, there's a 'Division Code' input field. At the bottom of the 'Transaction History' section, there's a red 'Search' button highlighted with a red circle and the number 4. Below the search button, there's a table with columns: Surname, Card Number, Transaction Date, Settlement Date, Source Amount, Bill Amount, Card Acceptor Name, Merchant Category, and Transaction Description. At the bottom right of the table, there are two buttons: 'Download' and 'Print'.

Sistem akan menampilkan halaman **Accounts - Summary**

- 1 Pilih **Tab Credit Card**
- 2 Pilih **Credit Card** sebagai **Card Type**
- 3 Lengkapi bagian **Transaction History**
- 4 Klik **Search**

The screenshot shows the 'Accounts > Credit Card' section. At the top, there's a welcome message for ERIKA MAKER CS B. Below this, there are tabs for 'Summary', 'Current Account / Saving Account', 'Credit Card' (selected), 'Time Deposit', 'Time Deposit Sharia', and 'e-Statement'. The 'Credit Card' tab shows details for a JCB ULTIMATE REGULER card, including the card number 356536009997388, the cardholder's name MEIDINA SUSAN, and various balance and payment information. Below the card details, there's a 'Transaction History' table with columns for Surname, Card Number, Transaction Date, Source Currency, Bill Amount, and Transaction Description. The table lists several transactions from February to March 2025. At the bottom of the page, there are two red buttons: 'Download' (callout 1) and 'Print' (callout 4). A red box highlights the 'Download Transaction History' pop-up window (callout 2), which contains options for 'Credit Card Account History (PDF)' and 'Credit Card Account History (CSV)', and a red 'Download' button (callout 3).

- 1 Untuk melakukan **download Report**, klik **Download**
- 2 Sistem akan **menampilkan Pop Up**, pilih **report** yang diinginkan
- 3 Jika sudah, **klik Download**

**CATATAN: [4]** Tombol **print** untuk **mencetak tampilan layar**

**OCTO Biz**  
BY CIMB NIAGA

Dashboard  
Task List  
Inquiry  
**Accounts**  
File Upload  
Transactions  
Time Deposit  
Bill Payment  
Liquidity Management  
Services  
Reporting  
Help & Support

Welcome, ERIKA MAKER CS B  
CIMB NIAGA  
Last Login : 17 Mar 2025 13:43:58 WIB  
No. of failed login attempts from previous session: 0

Notification 1100 Helpdesk English FAQ Logout

Accounts > Credit Card

Viewing Portfolio Summary IDR

**1** Report successfully generated. Go to Reporting > Download Reports to retrieve this report.

| Card Type      | Outstanding Balance | Statement Balance |
|----------------|---------------------|-------------------|
| Credit Card    | IDR 75,636,333.00   | IDR 436,332.00    |
| Corporate Card |                     |                   |

| Credit Card                         | Minimum Payment | Payment Due Date |
|-------------------------------------|-----------------|------------------|
| 5289190090031014 Connor ZZZZ Fields | IDR 0.00        | 10 Mar 2025      |

| Statement Date | Available Limit   |
|----------------|-------------------|
| 18 Feb 2025    | IDR 75,000,000.00 |

MC PLATINUM VIP/REFF.  
Active

Total Usage  
IDR 646,333.00

Transaction History

- 1 Sistem akan menampilkan **notifikasi** pada **halaman Accounts**, dan masuk ke **menu Download report** untuk melakukan **download report**



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

