

The OCTO Biz logo is prominently displayed in the center-right. 'OCTO' is in a large, bold, white sans-serif font, and 'Biz' is in a smaller, white sans-serif font.The text 'Transaction Task List' is centered below the OCTO Biz logo. 'Transaction' is in a smaller white font, and 'Task List' is in a larger, bold white font.

TUTORIALOCTOBIZ2025

KEJAR MIMPI

Transaction

Task List

Task List adalah modul *to-do list* yang menampilkan daftar transaksi berjalan yang memerlukan tindakan pengguna (*Maker/Approver*) sebelum diserahkan ke bank. Pengguna akan melihat dan dapat mengambil tindakan (*Approve, Reject, atau Return*) berdasarkan peran yang ditetapkan.

Task List is a to-do list module that displays a list of ongoing transactions that require user action (Maker/Approver) before submission to the bank. Users will see and can take action (Approve, Reject, or Return) based on their assigned role.

03

**Individual
Approval**

20

Bulk Approval

Task List

Individual Approval

Approve

Reject

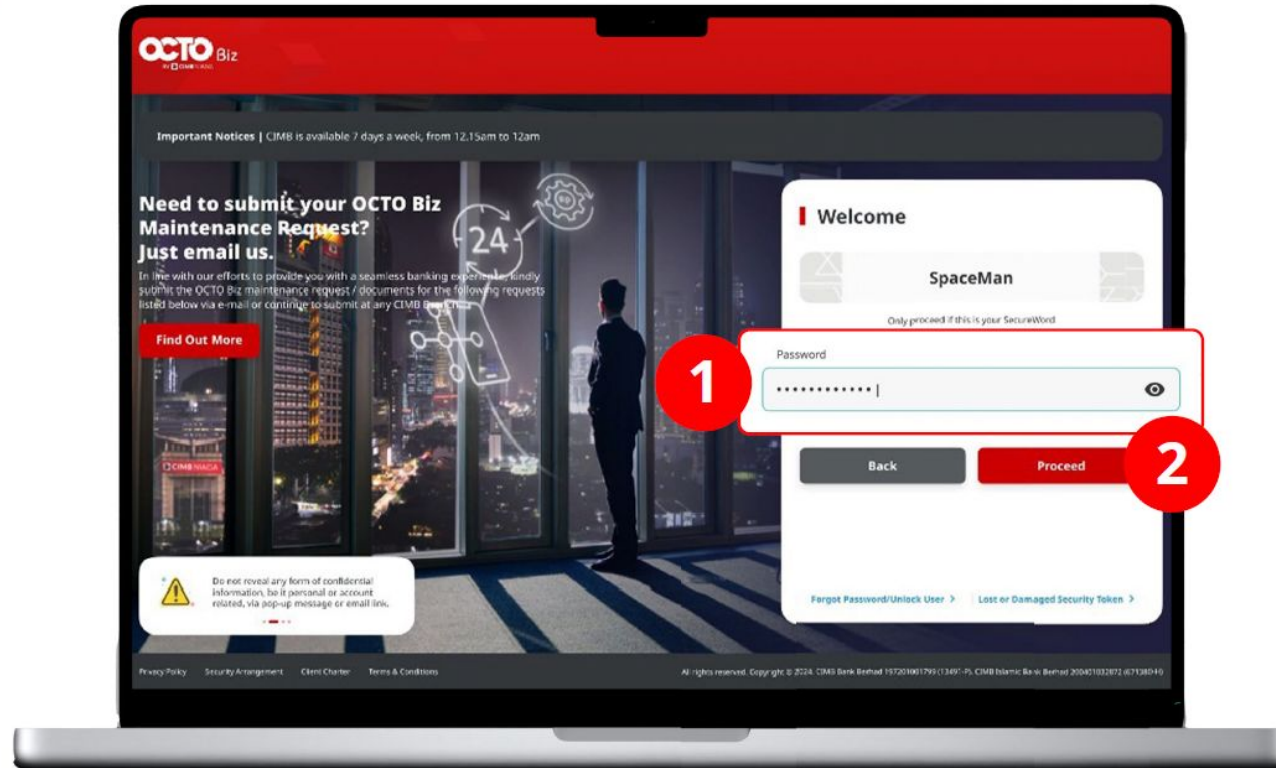
Return

Recall

Task List

Individual Approval

Approve



Login sebagai **Approver**

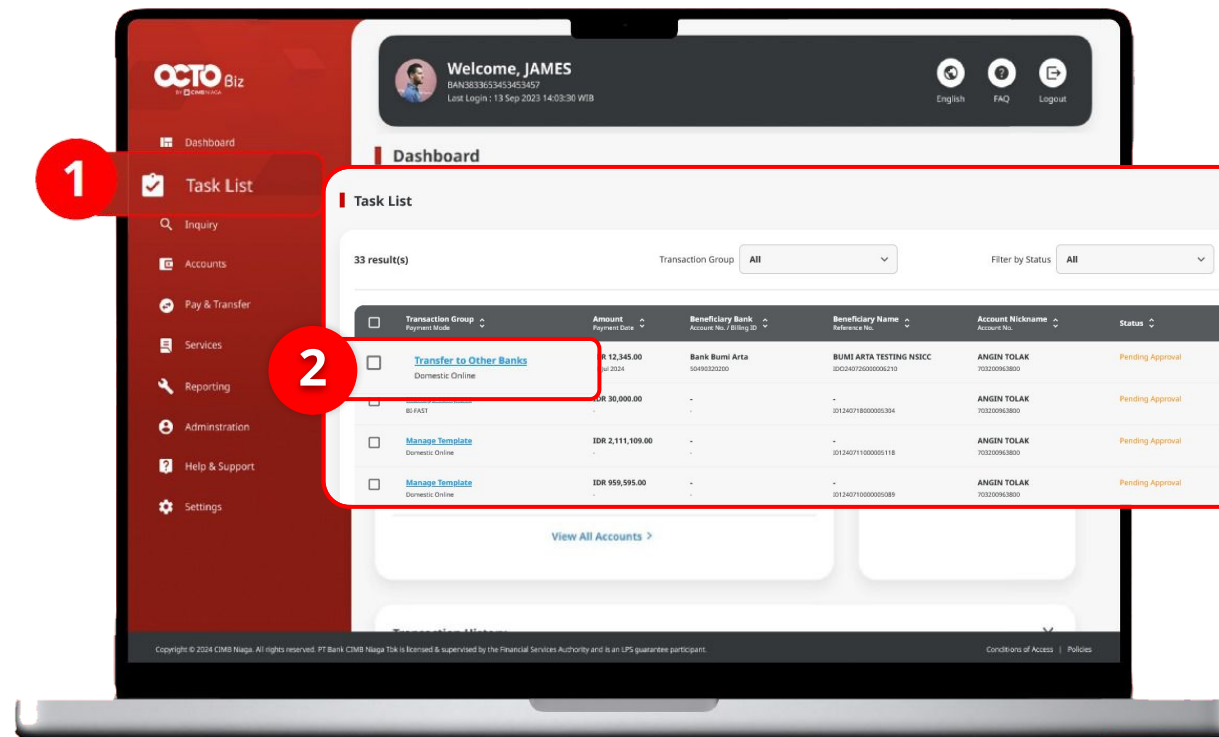
Login as **approver**

1 Isi **Password**

Input **password**

2 Klik **Proceed**

Click **Proceed**



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

*Navigate to side menu, click **Task List***

2 Klik **Hyperlink** transaksi yang diinginkan

*Click **hyperlink transaction***

Task List > Details

Transaction Status : **Pending Approval**

Creation Date: 26 Jul 2024 15:12:27 WIB Reference No: IDQ24072600006210

Transaction Group

Transaction Group: Transfer to Other Banks

Sender Details

From Account: 70320093800-IGR ANGIN TOLAK Payment Mode: Domestic Online Payment Date: 26 Jul 2024

Beneficiary Details

Beneficiary Bank Name: Bank Bumi Arta - 076 Beneficiary Account No: 50490330200 Beneficiary Name: BUMI ARTA TESTING HSEC

Transaction Details

Transaction Currency: IDR - INDONESIA RUPIAH Amount: 12,345.00 Bank Charges: IDR 5,000.00

Other Details

Customer Reference No: Other Payment Details: Payment Advice: No Advice

User Activities

User	Activities	Date / Time	Remark
NPMKR - Nabil Makar	Submit	26 Jul 2024 15:12:27 WIB	-

Remark

Remarks: Enter (Maximum 100 characters)

Approve



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

Review Transaction

1 Jika sudah sesuai, klik ***Approve***

Click Approve

2 Klik ***Yes***

Click Yes

Task List > Acknowledgement

Transaction(s) approved

Reference No. : IIA240203000000000

Approved On : 29 Feb 2024 10:17:27 WIB

Status : Successful

Note: View details on this item via Transaction Status Inquiry.

Transaction Group

Transaction Group

Transfer within CIMB

Sender Details

From Account

703057606100-IDR ANJAR ASMORO HERYANTO

Payment Date

29 Feb 2024

Payment Mode

Own Account

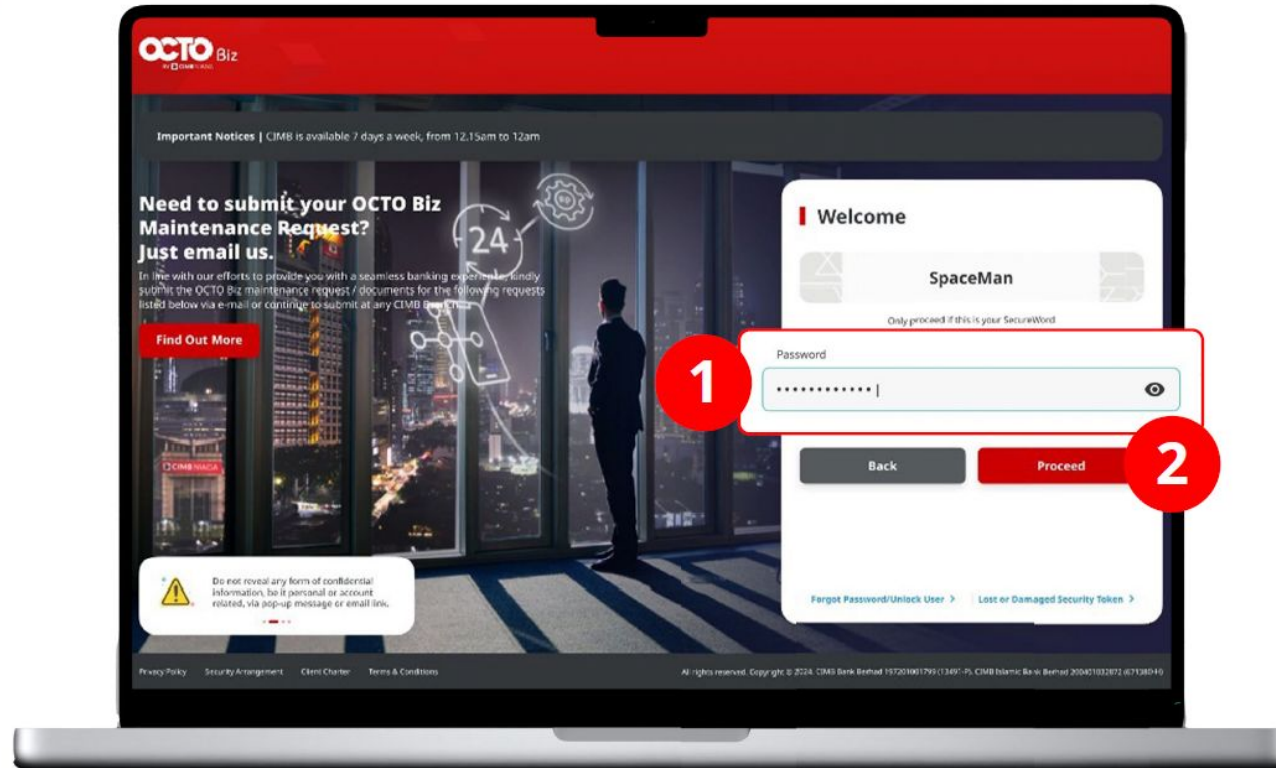
Jika transaksi Berhasil, sistem akan menampilkan **halaman Acknowledgement**

*Once succeed, system will show the **acknowledgement** page*

Task List

Individual Approval

Reject



Login sebagai **Approver**

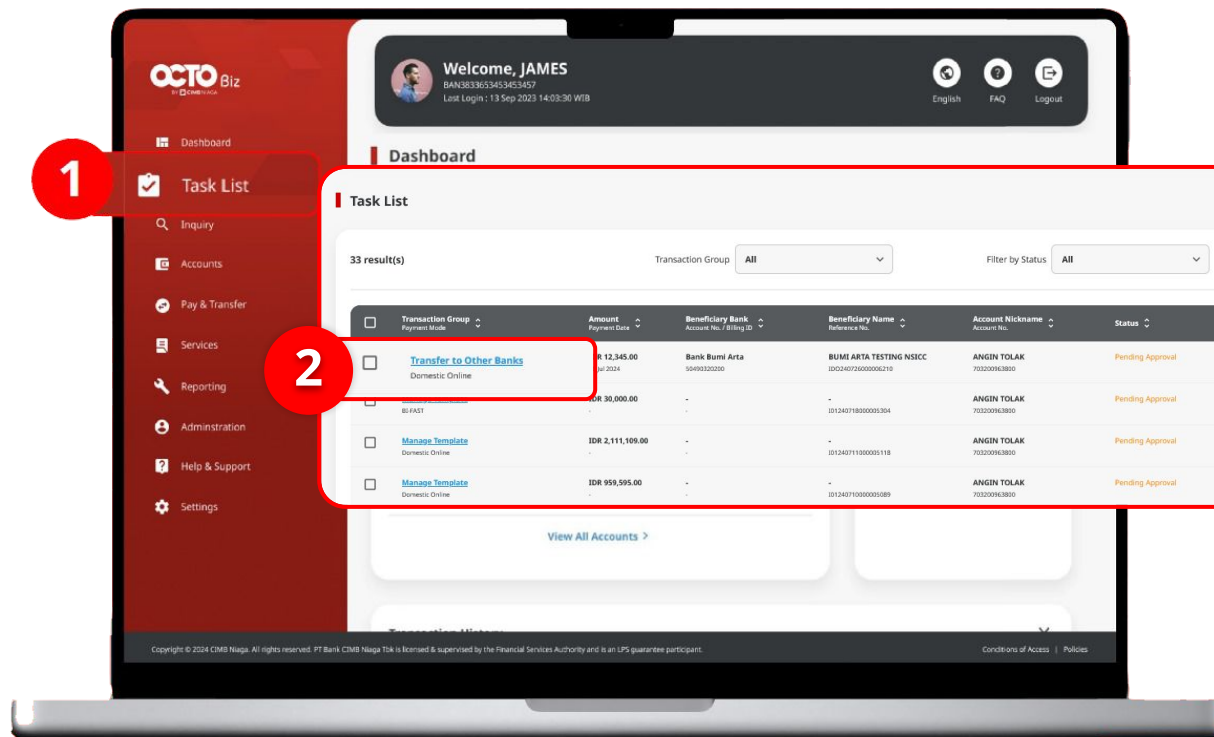
Login as **approver**

1 Isi **Password**

Input **password**

2 Klik **Proceed**

Click **Proceed**



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

*Navigate to side menu, click **Task List***

- 2 Klik **Hyperlink** transaksi yang diinginkan

*Click **hyperlink transaction***

Task List > Details

Transaction Status: Pending Approval

Creation Date:
26 Jul 2024 15:12:27 WIB

Reference No:
IDQ34073600006210

Transaction Group

Transaction Group
Transfer to Other Banks

Sender Details

From Account:
703200903800-IDR ANGIN TOLAK

Payment Mode:
Domestic Online

Payment Date:
26 Jul 2024

Beneficiary Details

Beneficiary Bank Name:
Bank Bumi Arta - 076

Beneficiary Account No:
50490320200

Beneficiary Name:
BUMI ARTA TESTING RESEC

Transaction Details

Transaction Currency:
IDR - INDONESIA RUPIAH

Amount:
12,345.00

Bank Charges:
IDR 5,000.00

Other Details

Customer Reference No:
-

Other Payment Details:
-

Payment Advice:
No Advice

User Activities

User	Activities	Date / Time	Remark
NPMOR - Nabil Mulya	Submit	26 Jul 2024 15:12:27 WIB	-

Remark

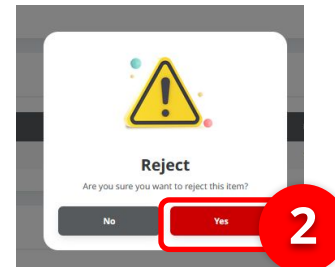
Remarks

Enter

Maximum 100 characters

Back

Reject



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

Review Transaction

1 Jika **tidak** sesuai, klik **Reject**

Click Reject

2 Klik **Yes**

Click Yes

Task List > Acknowledgement

Request successfully rejected

Reference No.: IDBFAST_ALIAS_REG2306160000000333
Rejected on : 16 Jun 2023 05:26:04 PM

Details

Account No.
1231231234-IDR Industrial ACCT 123

Alias Type
Mobile No.

Alias Name
62819777899992

Print
Done

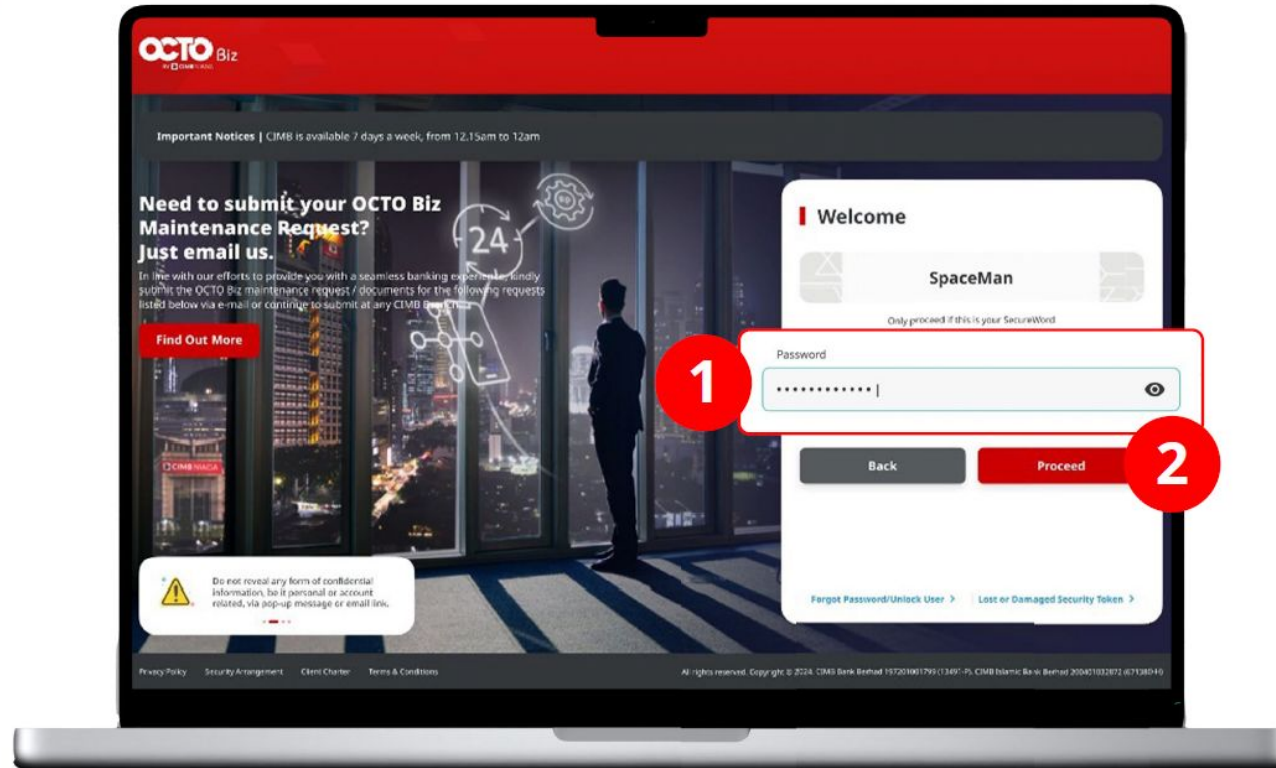
Jika transaksi Berhasil, sistem akan menampilkan **halaman Acknowledgement**

*Once succeed, system will show the **acknowledgement** page*

Task List

Individual Approval

Return



Login sebagai **Approver**

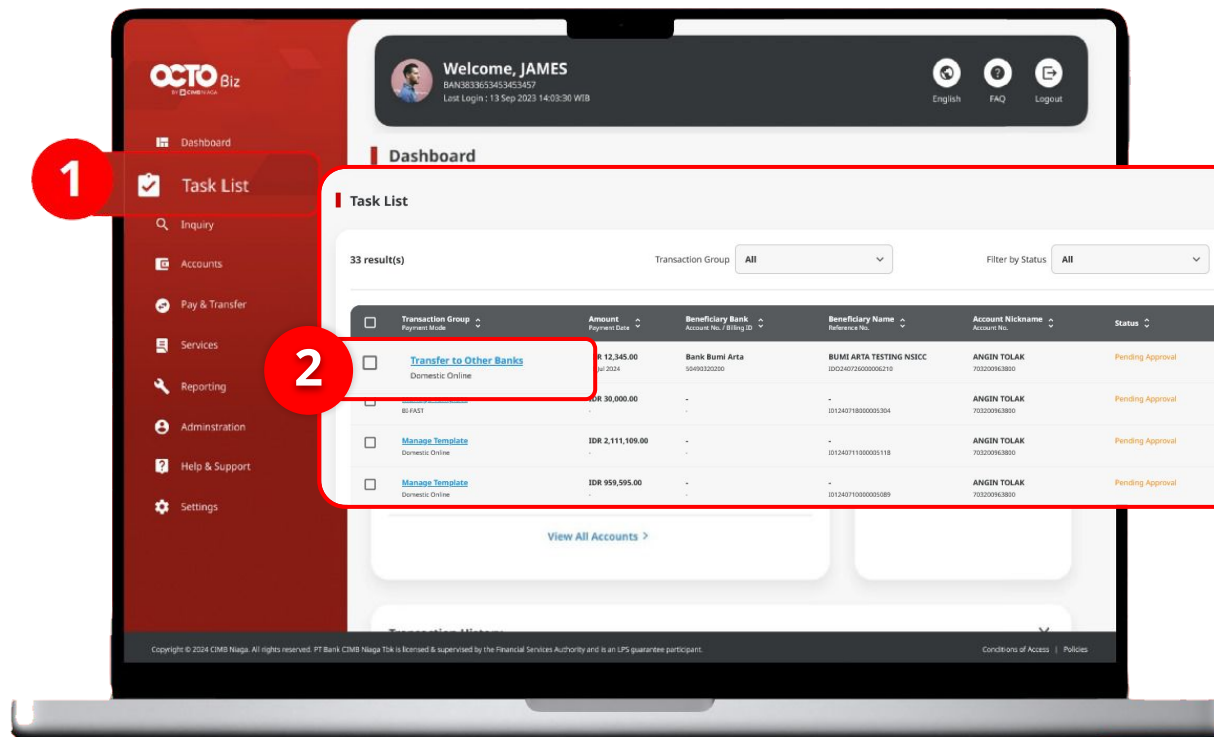
Login as **approver**

1 Isi **Password**

Input **password**

2 Klik **Proceed**

Click **Proceed**



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

*Navigate to side menu, click **Task List***

- 2 Klik **Hyperlink** transaksi yang diinginkan

*Click **hyperlink transaction***

LANGKAH

03

APPROVER

Task List

Menu: Task List > Approve

Task List > Details

Transaction Status: **Pending Approval**

Creation Date: 26 Jul 2024 15:12:27 WIB | Reference No: ID0240736000006210

Transaction Group

Transaction Group: Transfer to Other Banks

Sender Details

From Account: 70320903800-ISR ANGIN TOLAK | Payment Mode: Domestic Online | Payment Date: 26 Jul 2024

Beneficiary Details

Beneficiary Bank Name: Bank Bumi Arta - 076 | Beneficiary Account No.: 50490320200 | Beneficiary Name: BUMI ARTA TESTING RESEC

Transaction Details

Transaction Currency: IDR - INDONESIA RUPIAH | Amount: 12,345.00 | Bank Charges: IDR 5,000.00

Other Details

Customer Reference No.: - | Other Payment Details: - | Payment Advice: No Advice

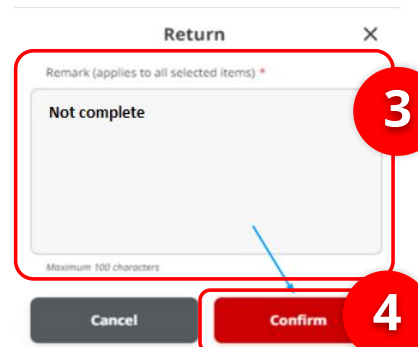
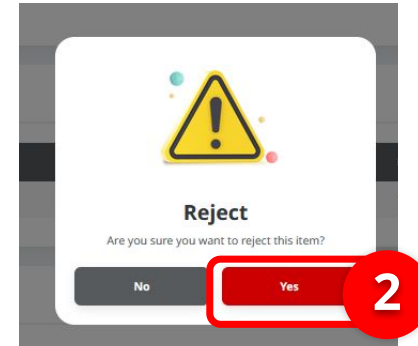
User Activities

User	Activities	Date / Time	Remark
NPMOR - Nabil Mulya	Submit	26 Jul 2024 15:12:27 WIB	-

Remark

Remarks: Enter (Maximum 100 characters)

Back | **Return** 1



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

Review *Transaction*

- 1 Jika Transaksi Tidak sesuai, klik **Return**

*If the Transaction **doesn't match**, click **Return***

- 2 Klik **Yes**

*Click **Yes***

- 3 Masukkan **Remarks**

*Input **Remarks***

- 4 Klik **Confirm**

*Click **Confirm***

Task List > Acknowledgement

Request successfully returned

Reference No.: IDBFAST_ALIAS_REG2306190000000346

Returned on : 19 Jun 2023 10:49:01 AM

Details

Account No.
22233333-IDR GL ACCT 03

Alias Type
Mobile No.

Alias Name
628123456598988

Print

Done

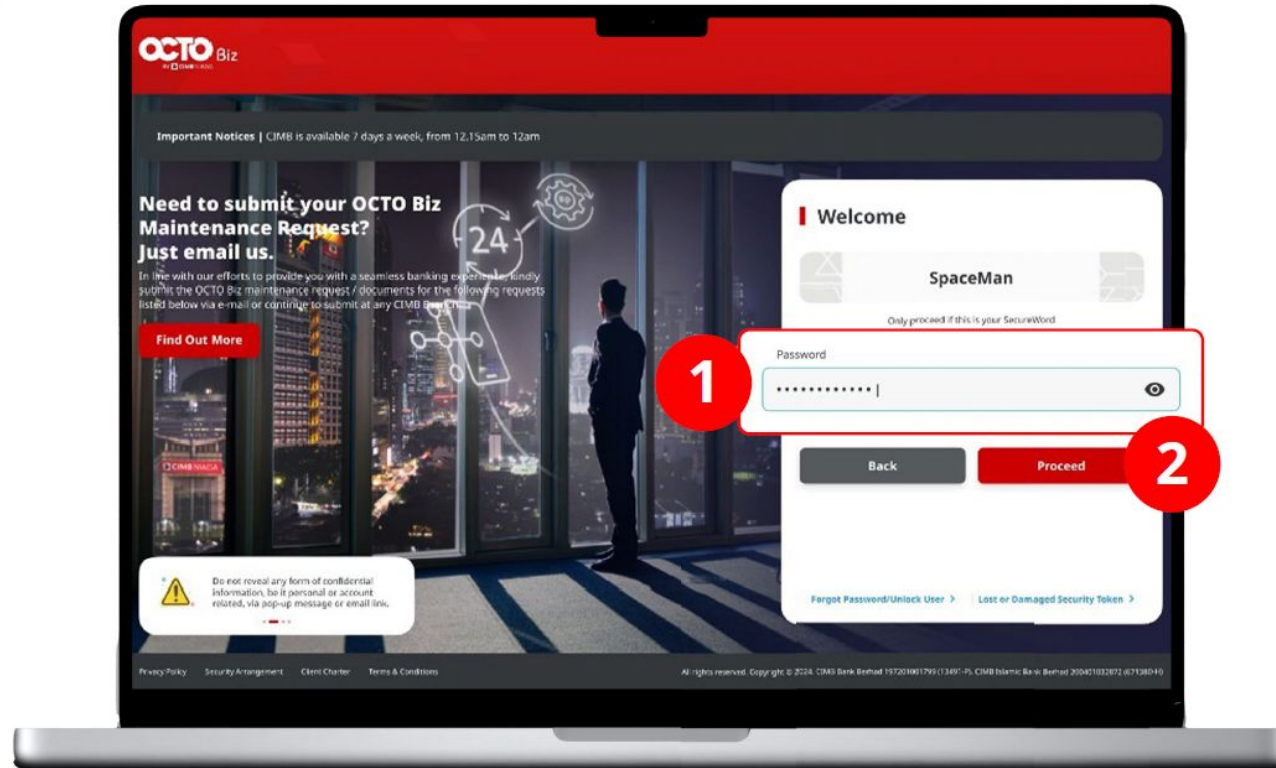
Jika transaksi Berhasil, sistem akan menampilkan **halaman Acknowledgement**

*Once succeed, system will show the **acknowledgement** page*

Task List

Individual Approval

Recall



Login sebagai **Approver**

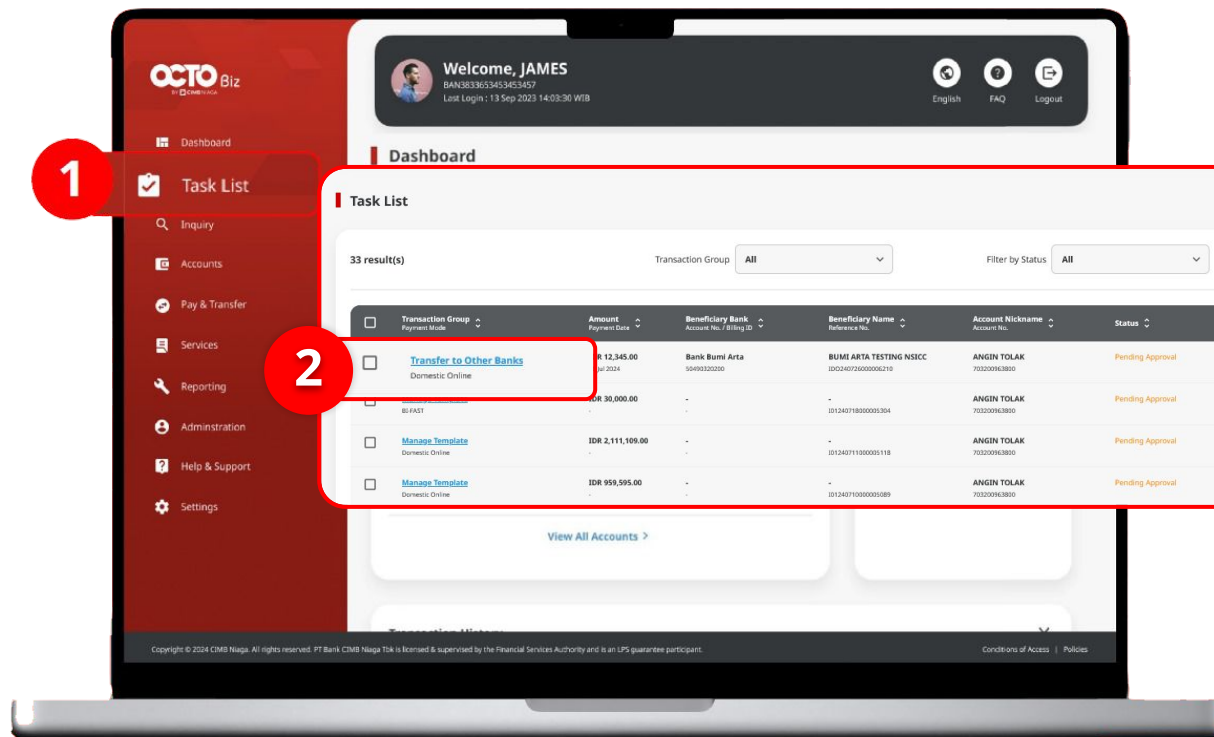
Login as **approver**

1 Isi **Password**

Input **password**

2 Klik **Proceed**

Click **Proceed**



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

*Navigate to side menu, click **Task List***

- 2 Klik **Hyperlink** transaksi yang diinginkan

*Click **hyperlink transaction***

Task List > Details

Transaction Status : Pending Approval

Creation Date

Reference No.

26 Jul 2024 15:12:27 WIB

ID024072600006210

Transaction Group

Transfer to Other Banks

Sender Details

From Account

Payment Mode

Payment Date

701200963800-IDR ANGIN TOLAK

Domestic Online

26 Jul 2024

Beneficiary Details

Beneficiary Bank Name

Beneficiary Account No.

Beneficiary Name

Bank Bumi Arta - 076

50490320200

BUMI ARTA TESTING NSICC

Transaction Details

Transaction Currency

Amount

Bank Charges

IDR - INDONESIA RUPIAH

12,345.00

IDR 5,000.00

Other Details

Customer Reference No.

Other Payment Details

Payment Advice

-

-

No Advice

User Activities

User	Activities	Date / Time	Remark
NPW000 - Naldi Maker	Submit	26 Jul 2024 15:12:27 WIB	-

Remark

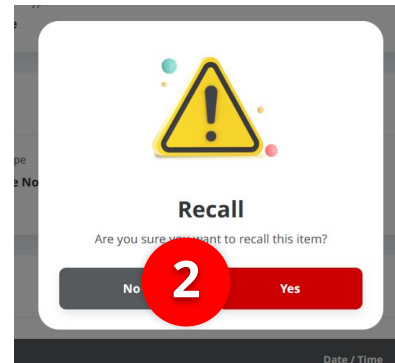
Remarks

Enter

Maximum 100 characters

Back

Recall



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

Review Transaction

1 Klik **Recall**
Click Recall

2 Klik **Yes**
Click Yes

Task List > Acknowledgement

Request successfully recalled

Reference No.: IDBFAST_ALIAS_REG2306160000000330

Recalled on : 16 Jun 2023 04:11:35 PM

Details

Account No.
1111999993-IDR GL ACCT 20C

Alias Type
Mobile No.

Alias Name
628123456598988

Print

Done

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

*Once succeed, system will show the **acknowledgement** page*

Task List

Bulk Approval

Approve

Reject

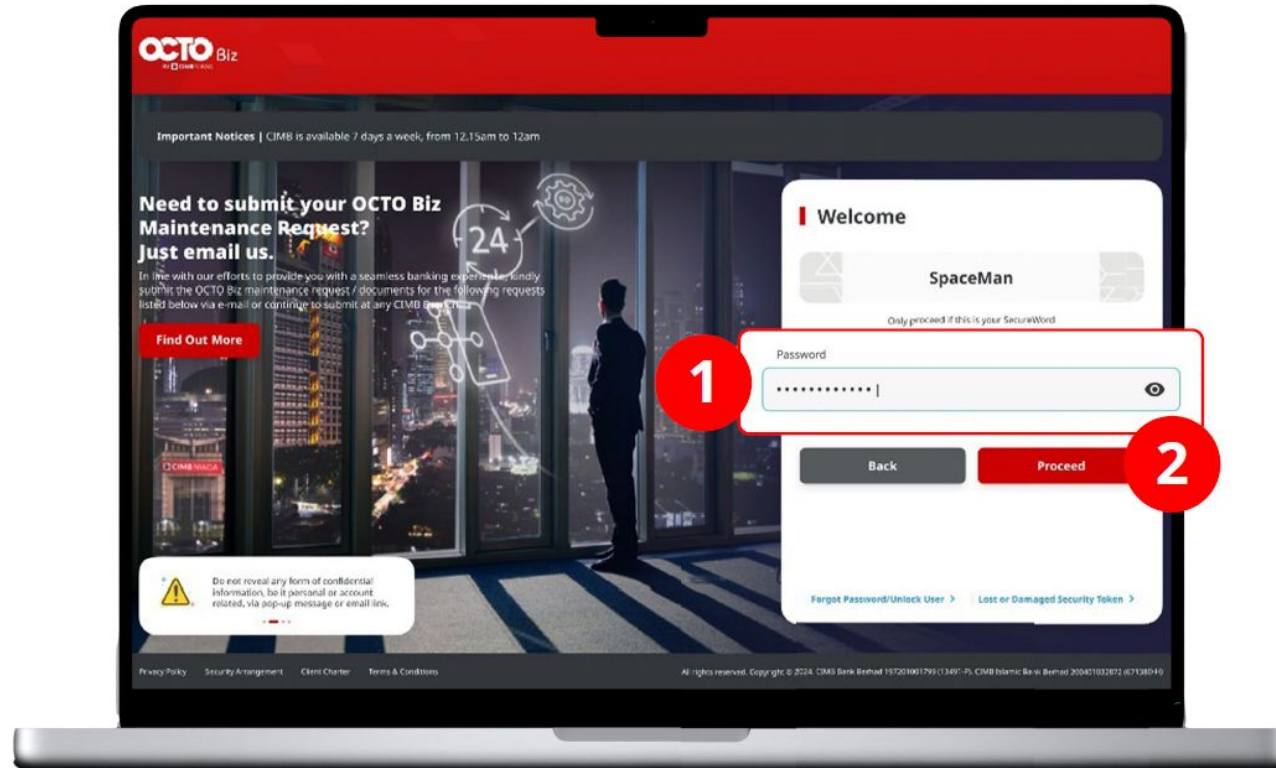
Return

Recall

Task List

Bulk Approval

Approve



Login sebagai **Approver**

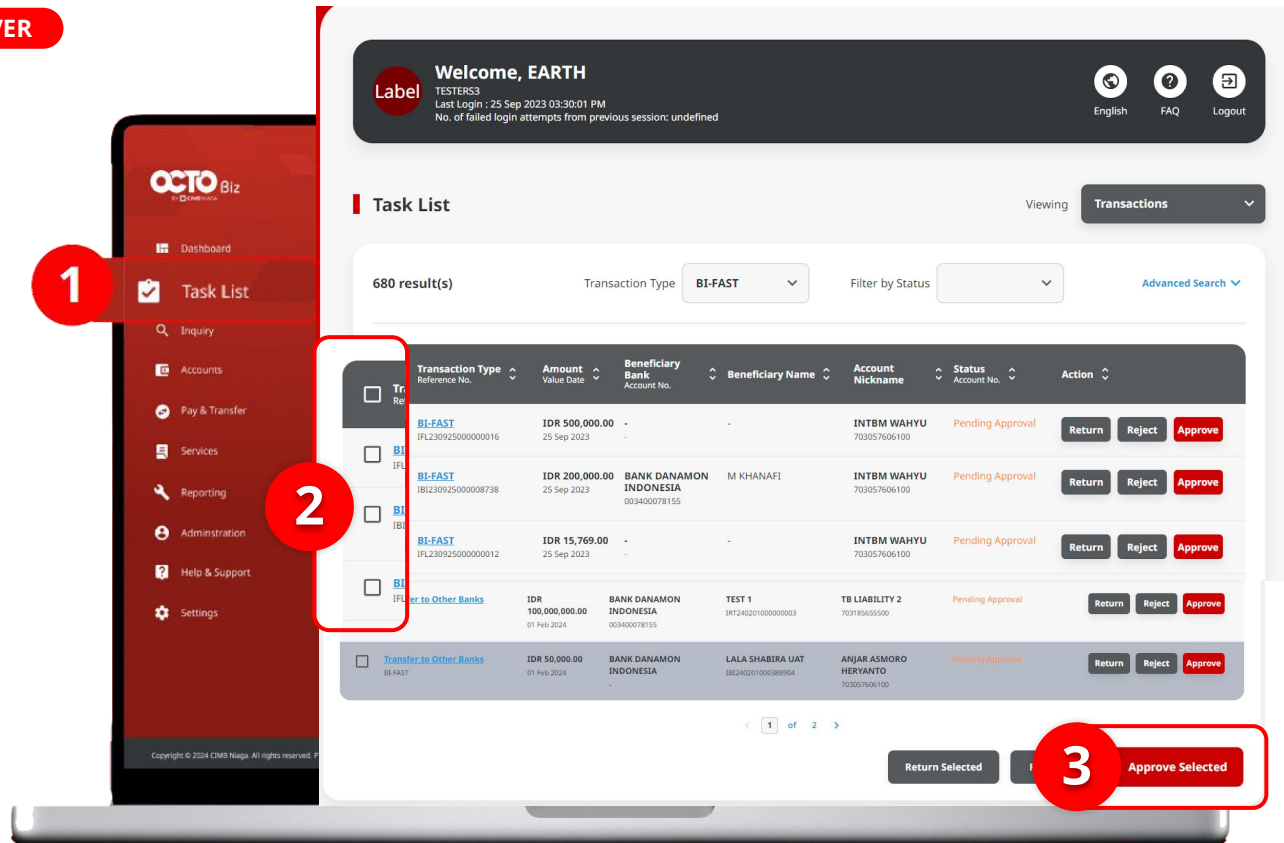
Login as **approver**

1 Isi **Password**

Input **password**

2 Klik **Proceed**

Click **Proceed**



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

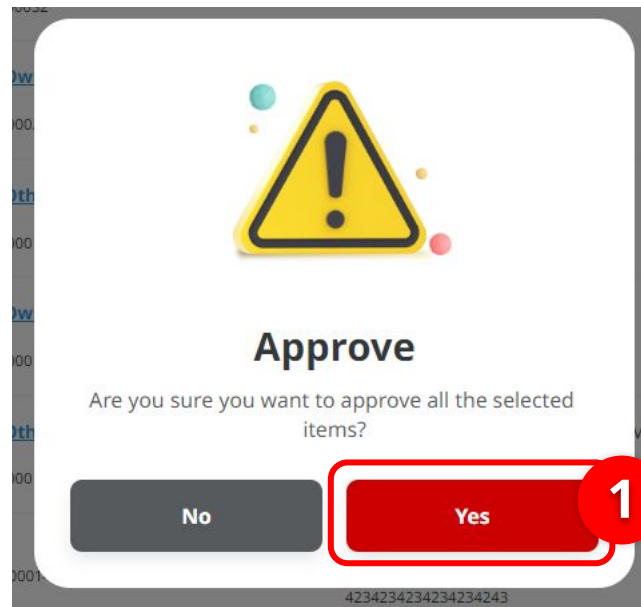
*Navigate to side menu, click **Task List***

- 2 Klik **Hyperlink** transaksi yang diinginkan

*Click **hyperlink transaction***

- 3 Klik **Approve Selected**

*Click **Approve Selected***



- 1 Klik **Approve**
Click Approve

Task List > Acknowledgement

Transaction(s) approved



2 item(s)

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

Transaction Type Reference No.	Amount Payment Date	Beneficiary Bank Account No.	Beneficiary Name	Account Nickname Account No.	Status	Reason
Transfer to Other Banks IRT240229000000001	IDR 120,023,000.00 29 Feb 2024	BANK DANAMON INDONESIA 1234567890987654321	Testing1	ANJAR ASMORO HERYANTO 703057606100-IDR	Successful	-
Transfer to Other Banks IRT240229000000002	IDR 120,023,000.00 29 Feb 2024	BANK DANAMON INDONESIA 1234567890987654321	Testing1	ANJAR ASMORO HERYANTO 703057606100-IDR	Successful	-

Print

Done

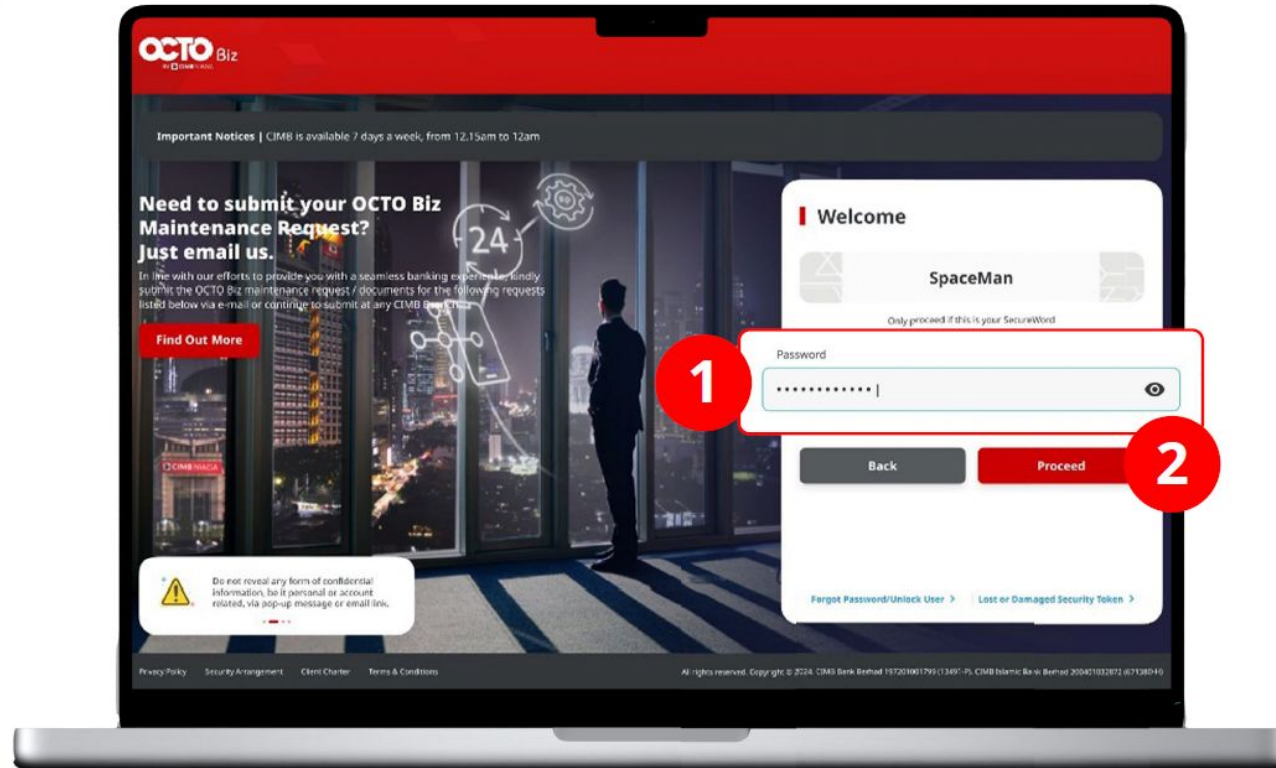
Jika transaksi Berhasil, sistem akan menampilkan **halaman Acknowledgement**

*Once succeed, system will show the **acknowledgement** page*

Task List

Bulk Approval

Reject



Login sebagai **Approver**

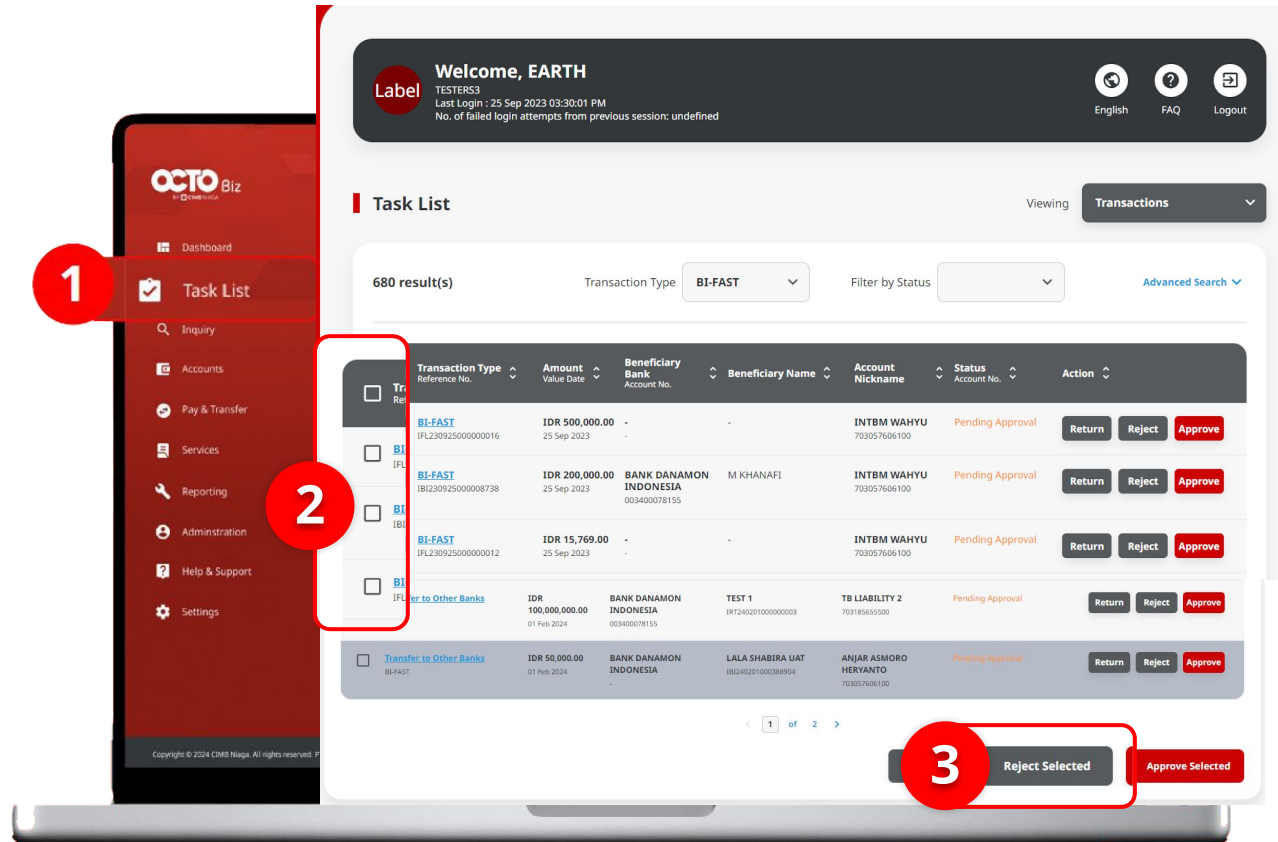
Login as **approver**

1 Isi **Password**

Input **password**

2 Klik **Proceed**

Click **Proceed**



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

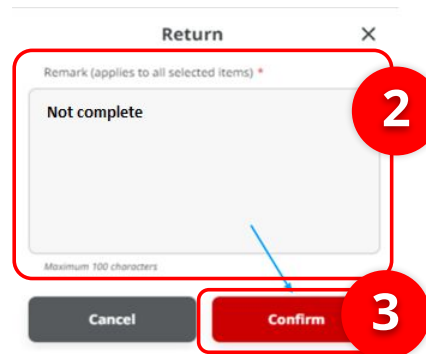
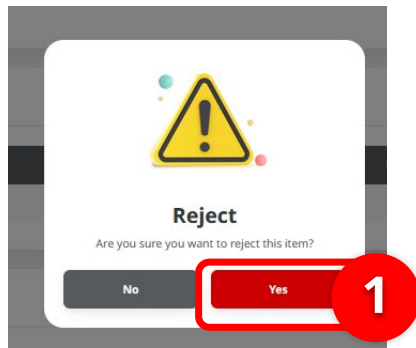
*Navigate to side menu, click **Task List***

- 2 Klik **Hyperlink** transaksi yang ingin di **Reject**

*Click **hyperlink transaction to Reject***

- 3 Klik **Reject Selected**

*Click **Reject Selected***



1 Klik **Yes**

*Click **Yes***

2 Masukkan **Remarks**

*Input **Remarks***

3 Klik **Confirm**

*Click **Confirm***

Task List > Acknowledgement

Change(s) rejected

2 item(s)

Product/Function Reference No.	Action Type	Code	Description	Provider	Reason
BI-FAST Alias Maintenance 107230920000000026	Edit	BFAST_ALIAS_MT	BI-FAST Alias Maintenance	MAKER7	Incomplete
BI-FAST Alias Maintenance 107230920000000025	Edit	BFAST_ALIAS_MT	BI-FAST Alias Maintenance	MAKER7	Incomplete

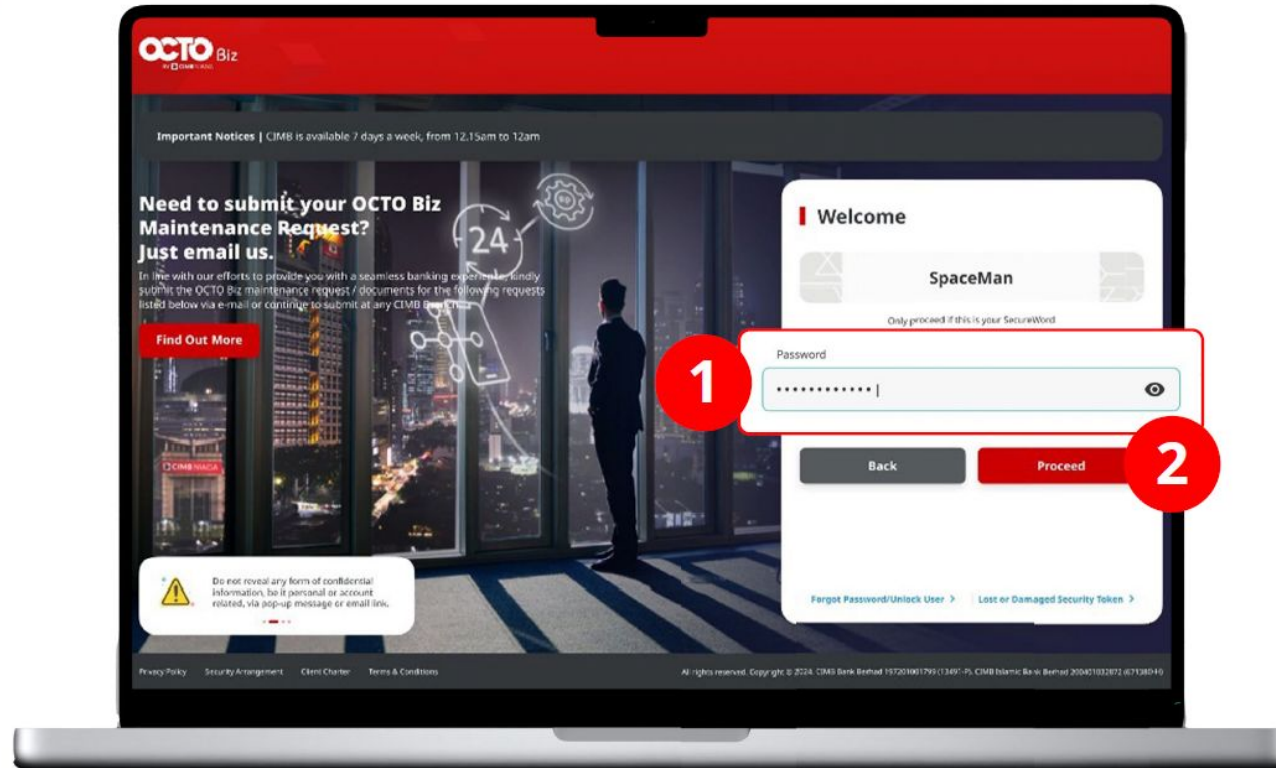
Jika transaksi Berhasil, sistem akan menampilkan **halaman Acknowledgement**

*Once succeed, system will show the **acknowledgement** page*

Task List

Bulk Approval

Return



Login sebagai **Approver**

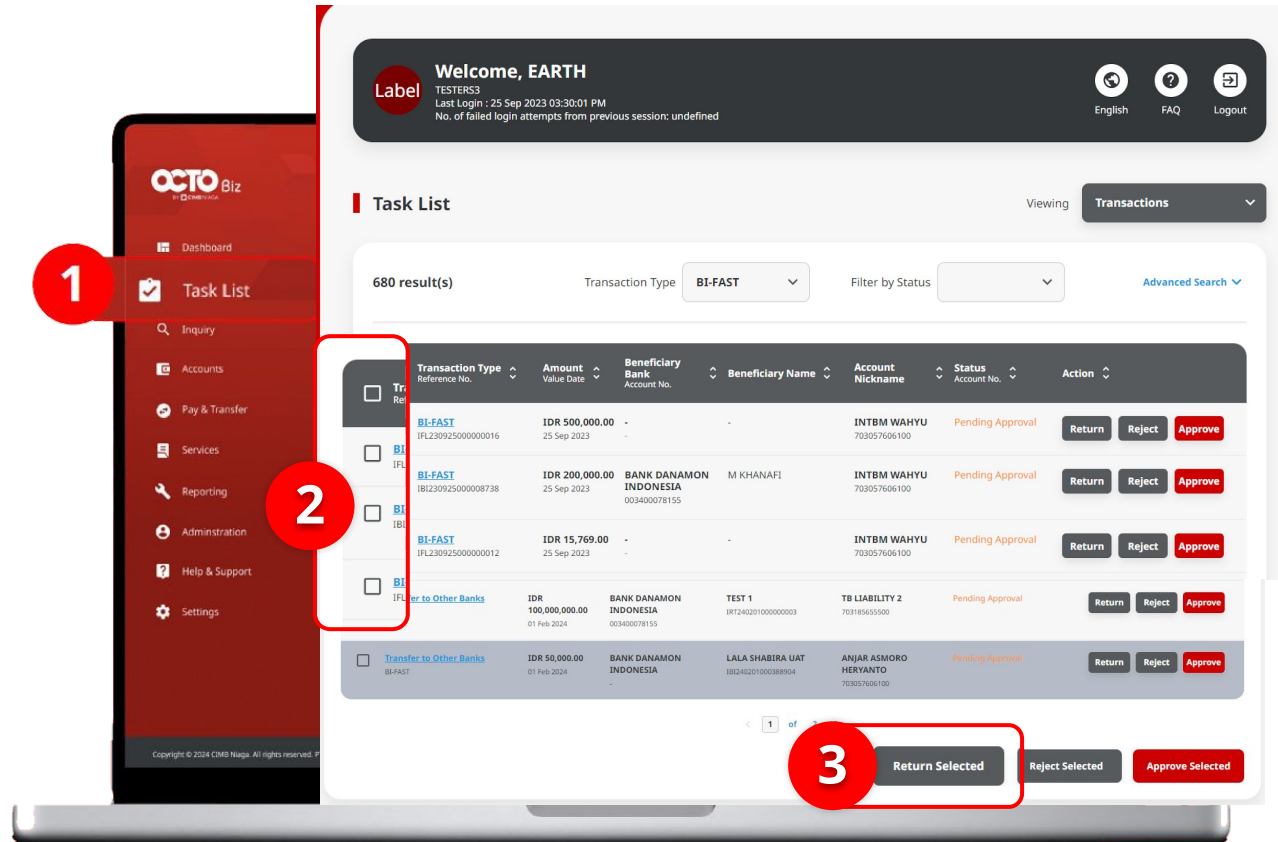
Login as **approver**

1 Isi **Password**

Input **password**

2 Klik **Proceed**

Click **Proceed**



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

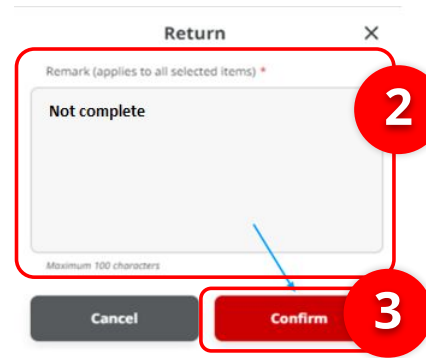
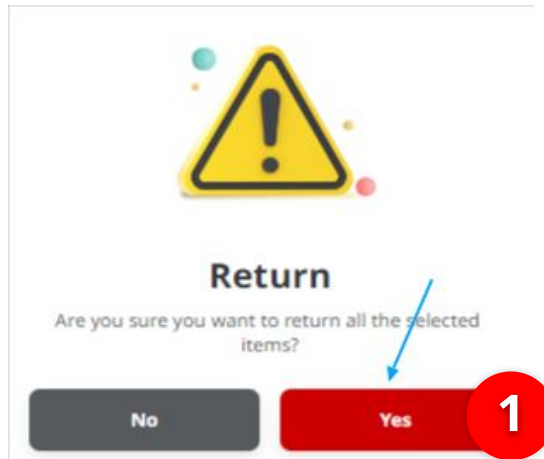
*Navigate to side menu, click **Task List***

2 Klik **Hyperlink** transaksi yang ingin di **Return**

*Click **hyperlink transaction to Return***

3 Klik **Return Selected**

*Click **Return Selected***



1 Klik **Yes**

*Click **Yes***

2 Masukkan **Remarks**

*Input **Remarks***

3 Klik **Confirm**

*Click **Confirm***

Task List > Acknowledgement

Transaction(s) returned

2 item(s)

Transaction Type Reference No.	Amount Value Date	Beneficiary Bank Account No.	Beneficiary Name	Account Nickname Account No.	Reason
Stop Payment IIT231108000000001	151,514.00 13 Nov 2023	CIMB Niaga 800000332500	ANJAR ASMORO HERYANTO	ANJAR ASMORO HERYANTO 703057606100-IDR	Not complete
Stop Payment IBI231108000212224	50,127.00 16 Nov 2023	BANK MESTIKA -	AGRO JAYA PERDANA PT	ANJAR ASMORO HERYANTO 703057606100-IDR	Not complete

Print Done

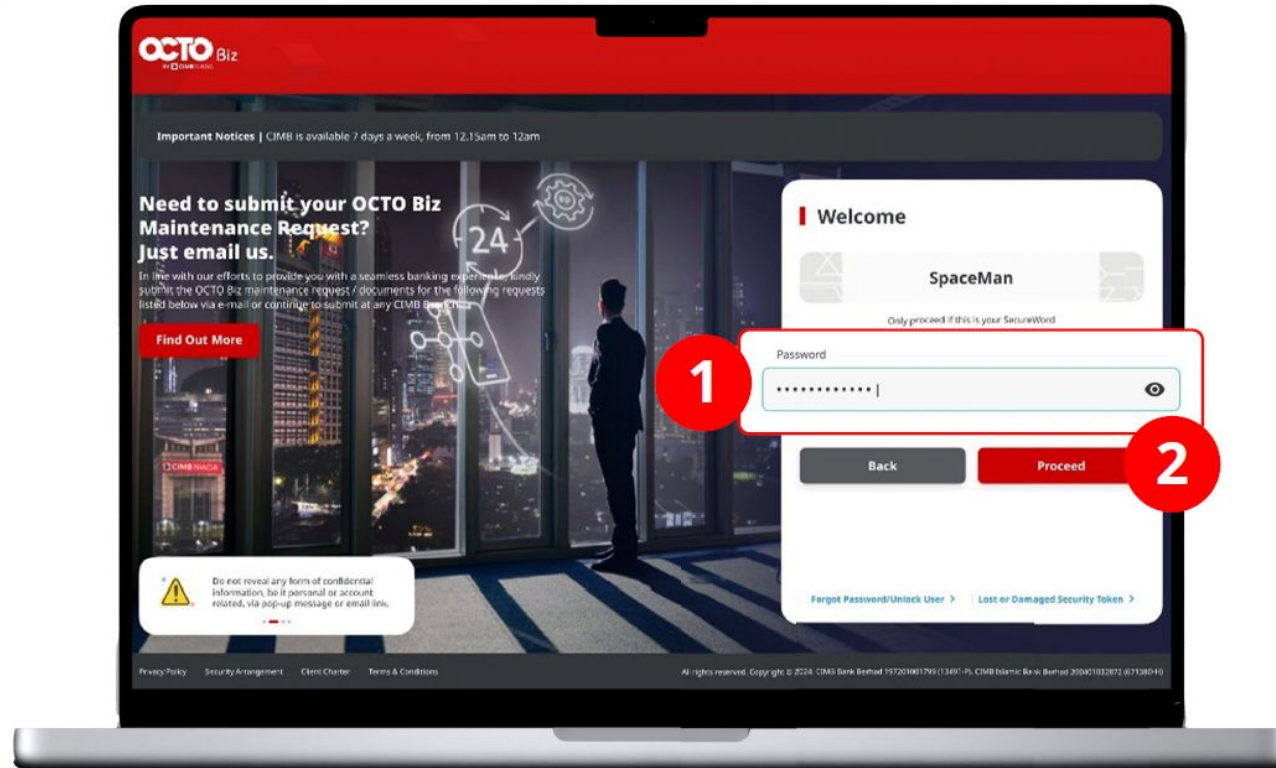
Jika transaksi Berhasil, sistem akan menampilkan **halaman Acknowledgement**

*Once succeed, system will show the **acknowledgement** page*

Task List

Individual Approval

Recall



Login sebagai **Approver**

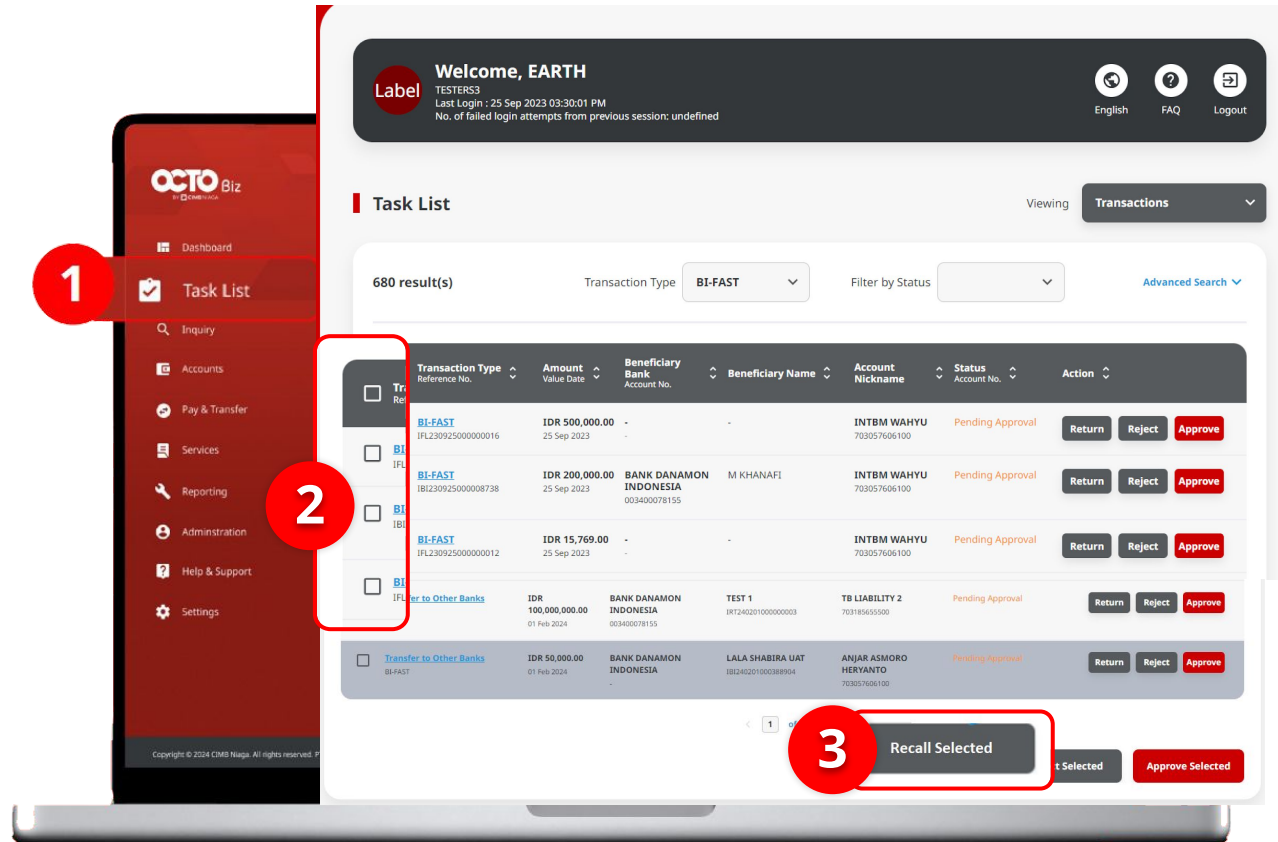
Login as **approver**

1 Isi **Password**

Input **password**

2 Klik **Proceed**

Click **Proceed**



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

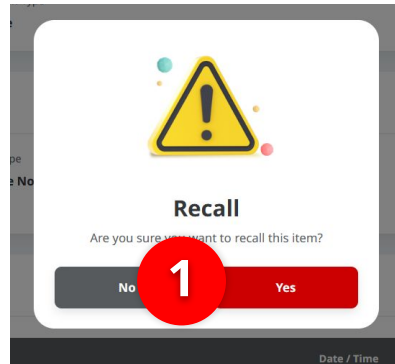
*Navigate to side menu, click **Task List***

2 Klik **Hyperlink** transaksi yang ingin di **Recall**

*Click **hyperlink transaction to Recall***

3 Klik **Recall Selected**

*Click **Recall Selected***



1 Klik **Yes**

*Click **Yes***

Task List > Acknowledgement

Task(s) recalled

1 item(s)

Product/Function Reference No.	Action Type	Code	Description	Provider	Reason
BI-FAST Alias Maintenance 1072309200000000034	Edit	BIFAST_ALIAS_MT	BI-FAST Alias Maintenance	MAKER7	-

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

*Once succeed, system will show the **acknowledgement** page*



OCTO Biz
BY  **CIMB NIAGA**

