

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

Transaction

Bill Payment

Website

TUTORIALOCTOBIZ2025

KEJAR MIMPI

Transaction

Bill Payment

Transaction – Bill Payment Fungsi ini adalah mode pembayaran bagi pelanggan untuk melakukan Pembayaran Tagihan untuk **Online Merchant**

Transaction – Bill Payment is a payment mode for customers to make bill payments to online merchants.

- Termasuk tanda *Download* melalui TSI
Include Download through TSI
- *Send* dan *Retrigger* email + tanda terima
Send & Retrigger email + receipt

05

Transaction

38

Non-Transaction
Share & Download Email Receipt

Bill Payment

Transaction

Credit Card Payment

BPJS Ketenagakerjaan

Approval Process

Bill Payment

Create Transaction

Credit Card Payment

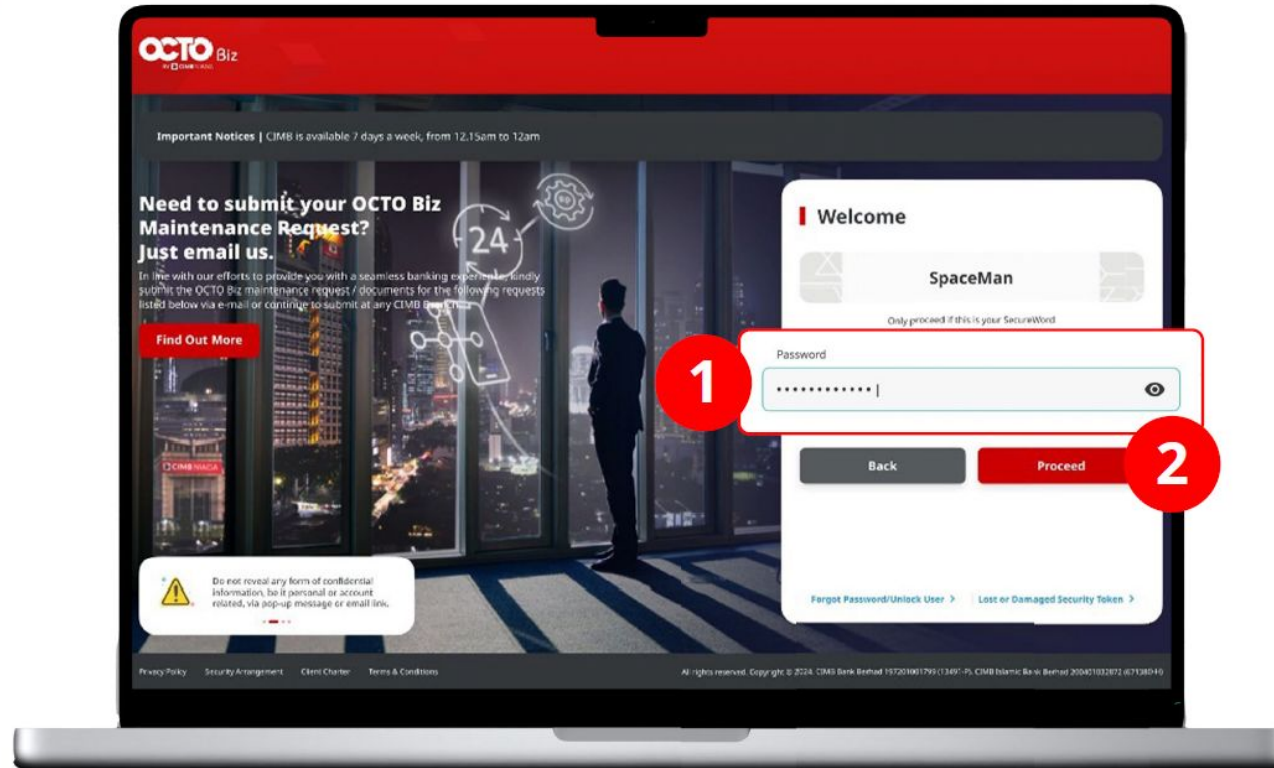


- 1 ***Maker*** Masuk dengan menggunakan ***User & Company ID***

Maker login using User & Company ID

- 2 Klik ***Next***

Click Next

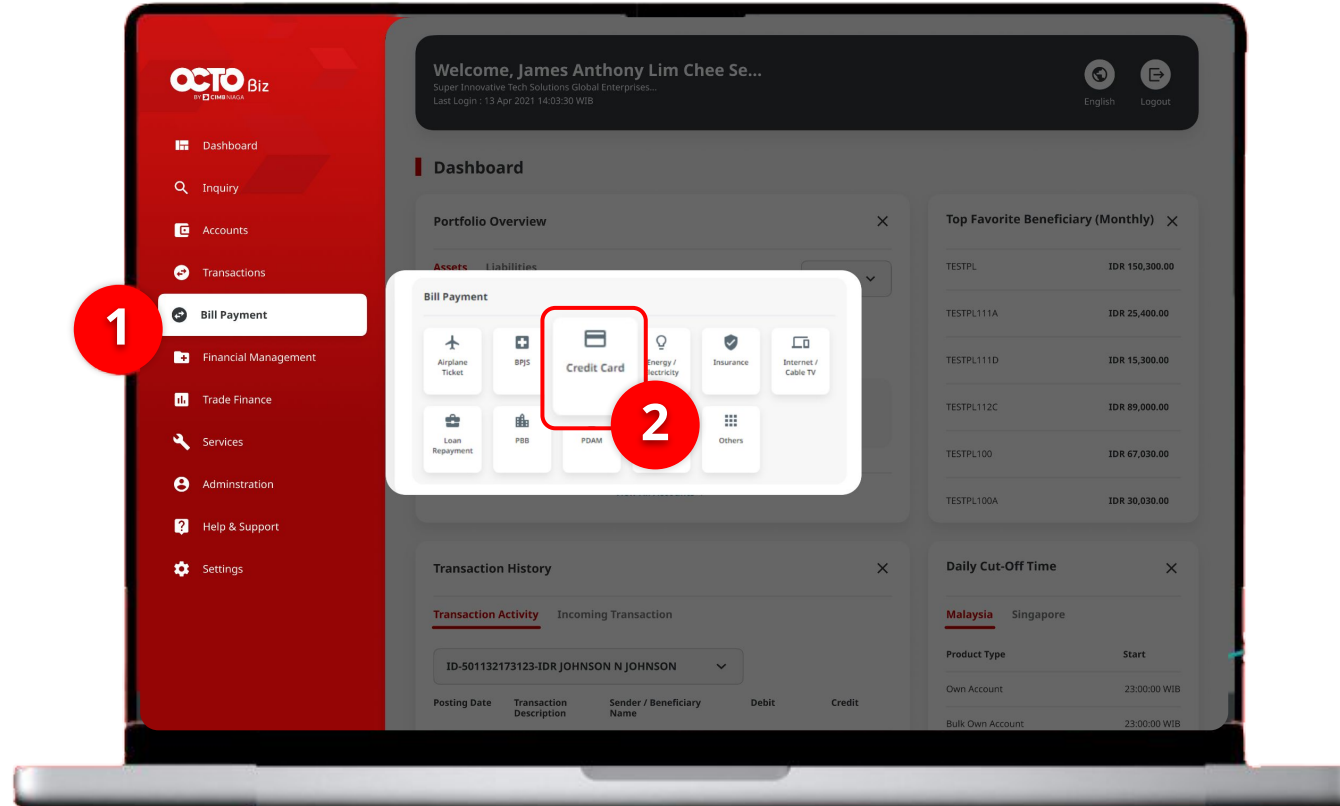


1 Isi **Password**

Input **Password**

2 Klik **Proceed**

Click **Proceed**



Sistem akan **menampilkan halaman Dashboard**

System will show the Dashboard page

1 Arahkan **Kursor ke Bill Payment**

*Navigate to **Bill Payment***

2 Klik **Credit Card**

*Click **Credit Card***

Bill Payment

Transaction Group Saved Templates

Transaction Group *
Bill Payment

Sender Details

From Account *
Select

Payment Mode *
Bill Payment

Payment Date *
19 Jun 2024

☐ Recurring transfer

Your Account Listing

Search By
Account Name Account No. Account Name

Search

Account Name	Account No.	Account Balance
INTBM WAHYU	703057606100	IDR 1,883,242,330,088.76
ANGIN TOLAK	800152518600	IDR 39,939,720,962.35
ANGIN TOLAK	800152538600	IDR 676,799,649.85
ANGIN TOLAK	800152541700	IDR 1,128,901,523.04
ANGIN TOLAK	800152553600	IDR 296,843,138.01

Cancel Next

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

On Data Payment Entry page, choose From Account

2 Pilih **Sumber Dana**

Choose Source of Funds

3 Klik **Next**

Click Next

The screenshot shows the OCTO Biz Bill Payment interface. The left sidebar contains navigation options: Dashboard, Task List, Inquiry, Account, File Upload, Transactions, Bill Payment (highlighted), Services, Reporting, Help & Support, and Settings. The main content area is titled 'Welcome, MAKER' and shows the 'Bill Payment' form. The form is divided into several sections: Transaction Group, Sender Details, Biller Details, Transaction Details, and Other Details. Four red boxes with numbers 1 through 4 highlight specific fields: 1. Payment Date (01 Oct 2025), 2. Biller Name (CMB NIAGA MASTER CARD), 3. Credit Card Type (Own Credit Card), and 4. Credit Card No. (528919003944436-SDR JADA ZZZZZ RAYMOND). The form also includes fields for Transaction Currency (IDR - Indonesia Rupiah), Amount (250,000.00), Payment Due Date (2025-10-01), and a 'Send' button. A note at the bottom states: 'Please be aware that charges displayed are indicative and are subject to change by the Bank without prior notice. The charges displayed may differ from the ones used to execute the transaction(s). Actual debited amount can be viewed in Transaction History after the Bank has executed the transaction(s).' At the bottom right, there are buttons for 'Add Another Transaction', 'Save as Draft', and 'Next'.

1 Masukan **tanggal transaksi**

Input Transaction Date

2 Pilih **Biller name** yang sesuai

Choose Biller Name

3 Pilih **Credit Card type**

Choose Credit Card Type

4 Masukkan **Credit Card no***

*Input Credit card no**

CATATAN:

* Jika memilih **Own Credit Card** pada **Credit Card type**, silahkan **pilih** nomor **credit card** yang teraut

* If you select **Own Credit Card** under **Credit Card Type**, please **choose** the linked credit card number.

Jika memilih **3rd Party Credit Card, silahkan **masukkan nomor credit card**

If you select **3rd Party Credit Card, please enter the **credit card number**.

Bill Payment

Transaction Group

Transaction Group *

Bill Payment

Sender Details

From Account *

760952842006-008 ANA MELANI PUSPITASARI

Payment Mode *

Bill Payment

Payment Date *

01 Oct 2025

☐ Recurring transfer

Biller Details

Biller Category *

Credit Card

Biller Name *

CIMB NIAGA MASTER CARD

Credit Card Type *

Own Credit Card

Transaction Details

Credit Card No. *

528919000344436-008 JADA ZZZZZ BAYMOND

Transaction Currency *

IDR - Indonesia Rupiah

Amount *

250,000.00

Customer Name *

SKD PRASETYO

Other Details

Customer Reference No. *

Enter

Other Payment Details *

Enter

Resend Notification

Send

Don't Send

Note

- Please be aware that charges displayed are indicative and are subject to change by the Bank without prior notice. The charges displayed may differ from the ones used to execute the transaction(s). Actual debited amount can be viewed in Transaction History after the Bank has executed the transaction(s).

Add Another Transaction

Save as Draft

Next

1 Sistem akan menampilkan nominal transaksi

System will show the Transaction amount

2 Jika sudah sesuai, klik **Next**

Click Next

Welcome, MAKER

Label

Dashboard Inquiry English FAQ Logout

Bill Payment

Transaction Group

Transaction Group *

Bill Payment

Save Template

Sender Details

From Account *

70093282000 IDR ANA MELANI PUSHTASARI

Payment Mode *

Bill Payment

Payment Date *

01 Oct 2025

Recurring transfer

Biller Details

Biller Category *

Credit Card

Biller Name *

CTMB NDAGA MASTER CARD

Credit Card Type *

Own Credit Card

Transaction Details

Credit Card No. *

5281900304436 IDR JADA ZZZZZ RAYMOND

Transaction Currency *

IDR - Indonesia Rupiah

Amount *

250,000.00

Customer Name *

END PRAJITIO

Payment Due Date *

2025-10-01

Other Details

Customer Reference No. *

Enter

Other Payment Details *

Enter

Receipt Notification

Send

Don't Send

Note

Please be aware that charges displayed are indicative and are subject to change by the Bank without prior notice. The charges displayed may differ from the ones used to execute the transaction(s). Actual debited amount can be viewed in Transaction History after the Bank has executed the transaction(s).

Add Account/Transaction

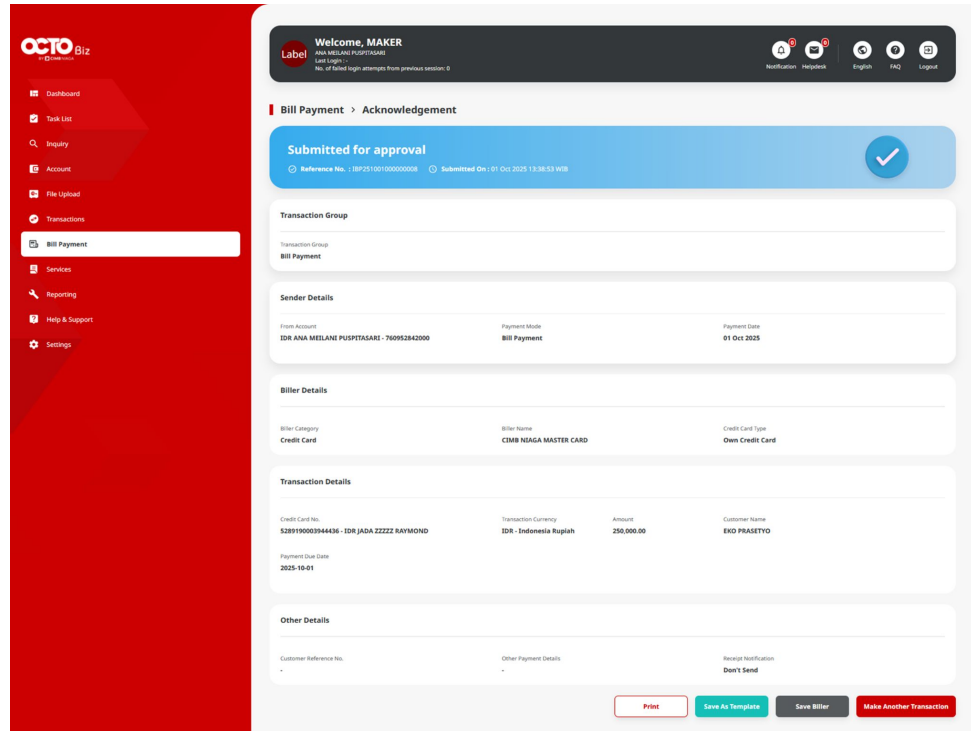
1 Submit

Tinjau Ulang Transaksi

Review Transaction

1 Klik **Submit**

Click **Submit**



Sistem Lalu menampilkan
Halaman Acknowledgement

*System will show
Acknowledgement page*

**Langkah melakukan Approve
Transaction Kunjungi Halaman:**

To Approve transaction, visit:

33 Mobile Token

42 Hard Token

Bill Payment

Create Transaction

BPJS Ketenagakerjaan

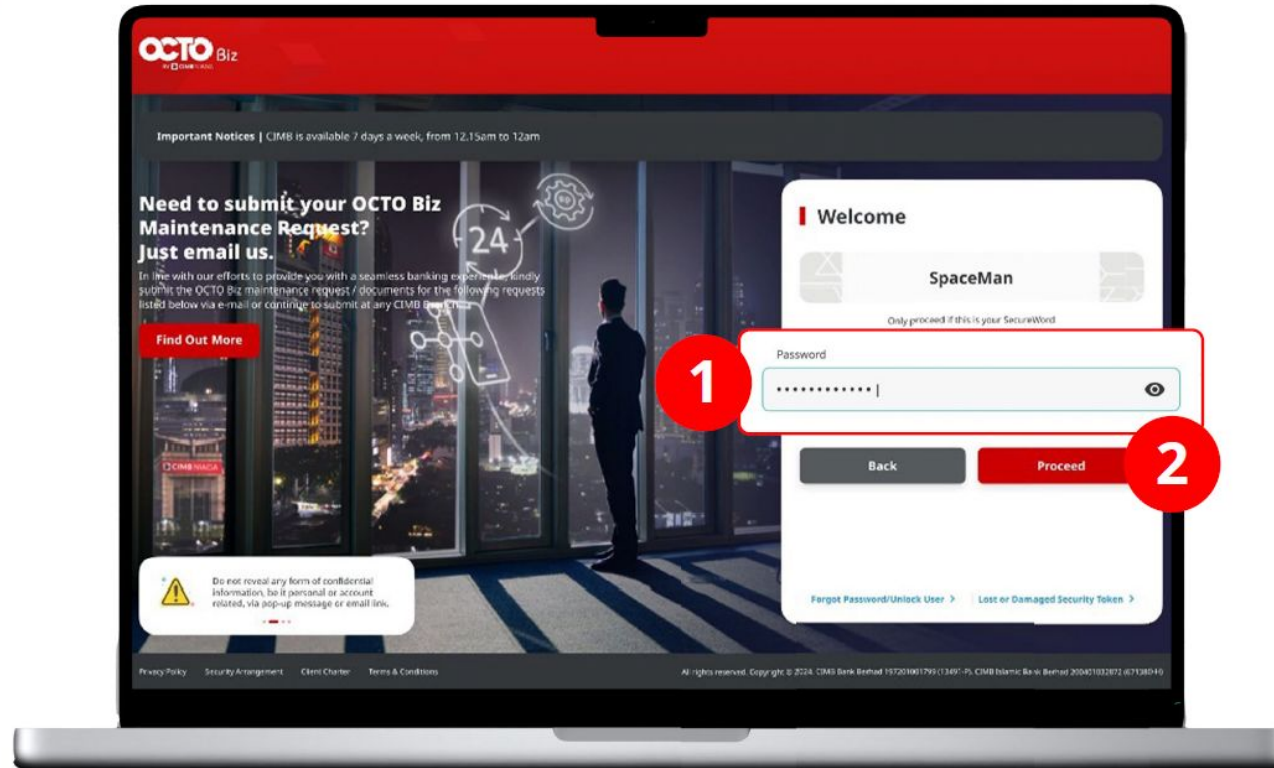


- 1 ***Maker*** Masuk dengan menggunakan ***User & Company ID***

*Maker login using **User & Company ID***

- 2 Klik ***Next***

*Click **Next***

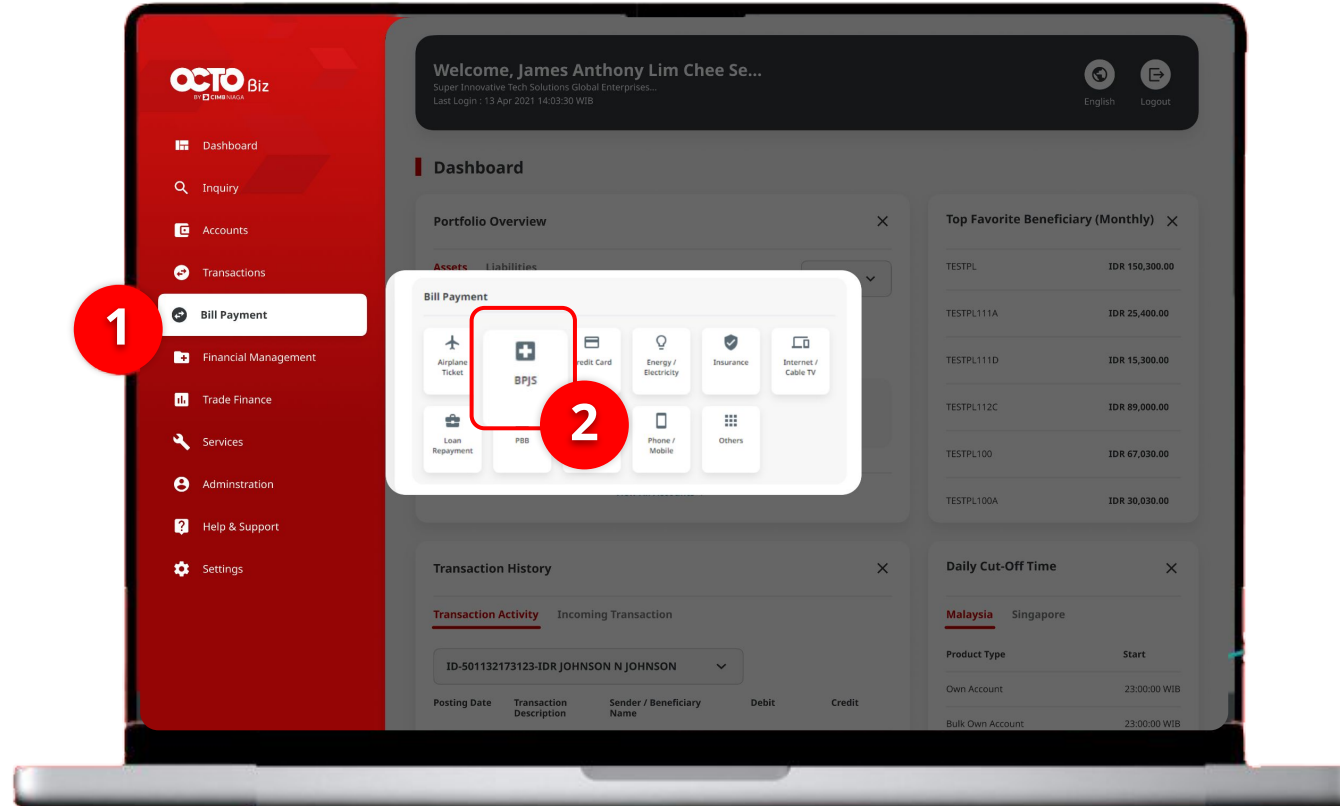


1 Isi **Password**

Input **Password**

2 Klik **Proceed**

Click **Proceed**



Sistem akan menampilkan halaman **Dashboard**

System will show the Dashboard page

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

Navigate to Transaction

2 Klik **BPJS**

Click BPJS

The screenshot shows the 'Bill Payment' interface. Step 1 highlights the 'From Account' dropdown menu. Step 2 highlights the 'Your Account Listing' modal, specifically the first row of the account table. Step 3 highlights the 'Next' button at the bottom right of the modal.

Transaction Group

Transaction Group *
Bill Payment

Sender Details

From Account *
Select

Payment Mode *
Bill Payment

Payment Date *
19 Jun 2024

☐ Recurring transfer

Your Account Listing

Search By
Account Name Account No. Account Name

Search

Account Name	Account No.	Account Balance
INTBM WAHYU	703057606100	IDR 1,883,242,330,088.76
ANGIN TOLAK	800152518600	IDR 39,939,720,962.35
ANGIN TOLAK	800152538600	IDR 676,799,649.85
ANGIN TOLAK	800152541700	IDR 1,128,901,523.04
ANGIN TOLAK	800152553600	IDR 296,843,138.01

Cancel Next

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

On *Data Payment Entry* page, choose *From Account*

2 Pilih **Sumber Dana**

Choose *Source of Funds*

3 Klik **Next**

Click *Next*

Bill Payment

Welcome, James Anthony Lim Chee Se...

Transaction Group

Transaction Group *

Bill Payment

Sender Details

From Account *

IDR ACC115-1001100115

Payment Mode *

Bill Payment

Payment Date *

10 Jan 2023

☐ Recurring transfer

Biller Details

Biller Category *

BPJS

Biller Name *

BPJS Ketenagakerjaan - Individu

Transaction Details

NIK *

621141

Division

000

Customer Name

Crystal Natalia

Payment Period

2024/02

Total BPJS Ketenagakerjaan

IDR 600,000.00

JHT Nominal

IDR 0.00

JHT Nominal

IDR 300,000.00

JHT Nominal

IDR 300,000.00

JHT Nominal

IDR 0.00

Total Billing

IDR 600,000.00

Administration Charges

IDR 0.00

Transaction Currency

IDR - INDONESIA...

Total Payment

600,000.00

Other Details

Customer Reference No. *

Enter

Other Payment Details *

Enter

Receipt Notification

Email Address *

random@hotmail.com

- 1 Pilih **Biller Name** yang sesuai. Sebagai Contoh: **BPJS Ketenagakerjaan - Individu**

*Choose **Biller Name**, for example: **BPJS Ketenagakerjaan-Individu***

- 2 Masukan **NIK Transaksi** yang ingin dilakukan. **Sistem akan Otomatis** mengisi seluruh **Detail** pada Bagian **Transaction Detail**

*Input **NIK** as **transaction number**. System will **automatically** fill in all the **Transaction Details***

- 3 Lengkapi Bagian **Other Details**

*Complete the **Other Details** part*

- 4 Klik **Add Another Payment**

*Click **Add Another Payment***

The screenshot shows the 'Bill Payment (Multiple)' form. It is divided into several sections: 'Transaction Group' at the top, 'Sender Details' below it, 'Biller Details' in the middle, and 'Other Details' at the bottom. A table at the very bottom lists transactions. Red boxes and numbers 1 through 4 highlight specific areas: 1 points to the 'Biller Details' section, 2 points to the 'Add Another Transaction' button, 3 points to the transaction table, and 4 points to the 'Next' button at the bottom right.

Transaction Group

Transaction Group *

Bill Payment

Sender Details

From Account *

Payment Made *

Payment Date *

Recurring transfer

Biller Details

Biller Category *

Biller Name *

Other Details

Customer Reference No. *

Other Payment Details *

Receipt Notification

Email Address *

Table:

	Biller Name	Billing ID	Amount	Action
☐	BPJS Ketenagakerjaan - Zelfbetalend	3002215105140002	1.000.000	Delete Edit
☐	BPJS Ketenagakerjaan - Zelfbetalend	3210062501950015	3.000.000	Delete Edit

Save as Draft Next

Sistem akan menampilkan halaman **Bill Payment (Multiple)**

System will show the **Bill Payment (Multiple)** page

1 Isi Seluruh bagian **Biller Details**
Complete all the **Biller Details**

2 Klik **Add Another Transaction**
Click **Add Another Transaction**

3 Transaksi akan secara otomatis bertambah pada tabel

Transaction will **automatically added on listing**

4 Klik **Next**
Click **Next**

Bill Payment (Multiple) > Review Details

Transaction Group

Transaction Group

Bill Payment

Sender Details

From Account

IDR TERLALU MANIS - 703165835700

Payment Mode

Bill Payment

Payment Date

22 May 2024

2 item(s)

Billers Name	Billing ID	Amount	Administration Charges
BPJS Ketenagakerjaan - Individual	3602215105740002	IDR 1,680,000.00	IDR 0
BPJS Ketenagakerjaan - Individual	3216062501950015	IDR 3,680,000.00	IDR 0
Total Amount : IDR 5,360,000.00		Total Charges : IDR 0.00	

Back

1 Submit

Sistem akan mengarahkan ke Halaman **Review Details**, Tinjau Ulang Transaksi

System will show the **Review Details** page. **Review the Transaction**

1 Klik **Submit**

Click **Submit**

Bill Payment (Multiple) > Acknowledgement

Submitted for approval 

Reference No. : IFL240522000000066 Submitted On : 22 May 2024 12:56:19 WIB

Transaction Group

Transaction Group
Bill Payment

Sender Details

From Account
IDR TERLALU MANIS - 703165835700

Payment Mode
Bill Payment

Payment Date
22 May 2024

2 item(s)

Reference No.	Billor Name	Billing ID	Amount	Administration Charges
IBP240522000000096	BPJS Ketenagakerjaan - Individual	3602215105740002	IDR 1,680,000.00	IDR 0
IBP240522000000095	BPJS Ketenagakerjaan - Individual	3216062501950015	IDR 3,680,000.00	IDR 0

Total Amount : IDR 5,360,000.00 | Total Charges : IDR 0.00

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

Sistem Lalu menampilkan
Halaman Acknowledgement

System will show
Acknowledgement page

**Langkah melakukan Approve
Transaction Kunjungi Halaman:**

To Approve transaction, visit:

33

Mobile Token

42

Hard Token

Bill Payment

Approve Transaction

Mobile Token

Hard Token

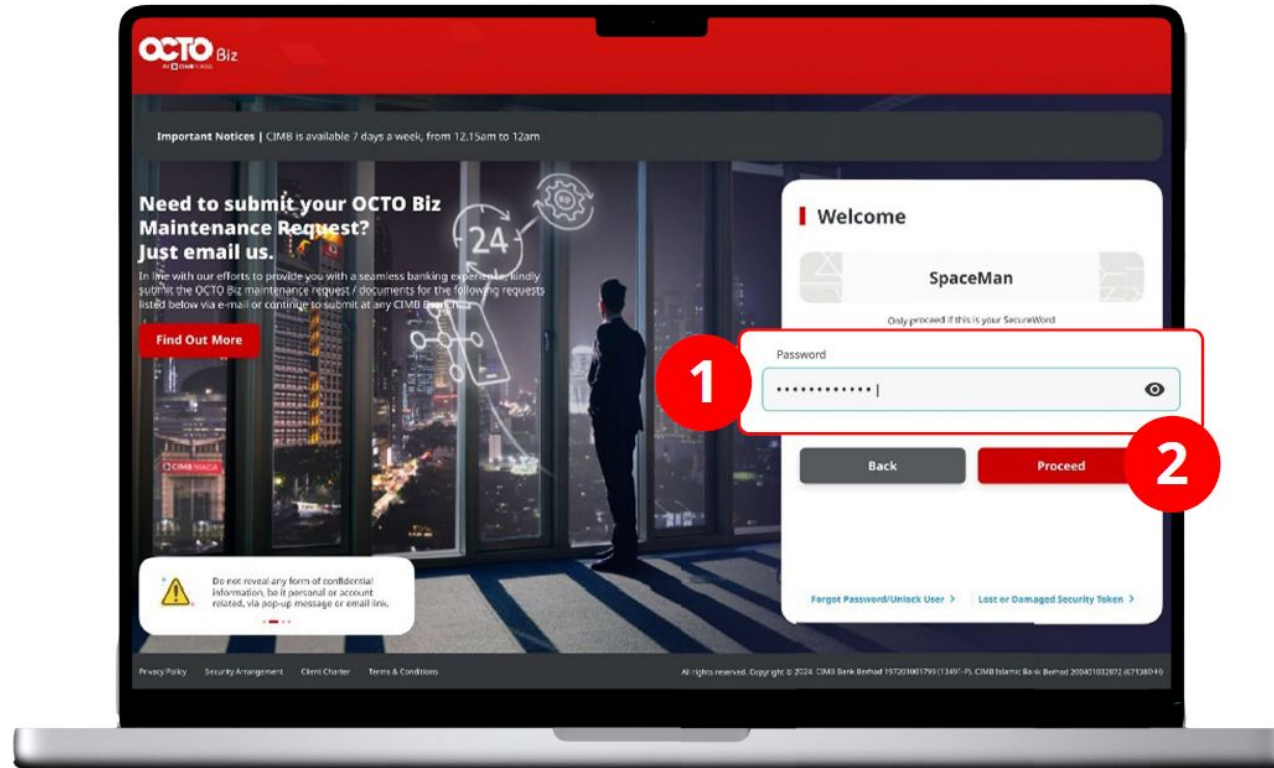
Bill Payment

Approve Transaction

Mobile Token

Proses **approval transaksi** untuk user yang memiliki atau menggunakan **Mobile Token**

Approval Transaction process using mobile token



Login sebagai **Approver**

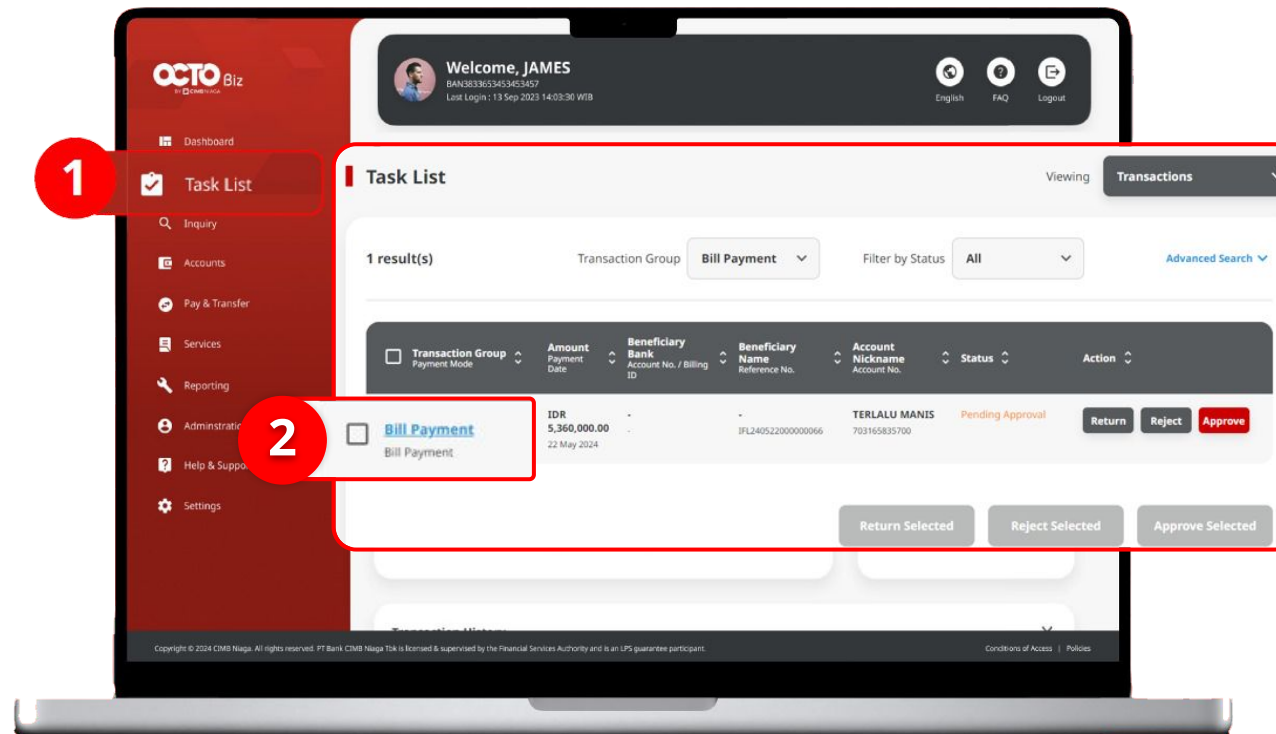
Login as **approver**

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

Welcome, APPROVER

Task List > Details

Transaction Status: **Pending Approval**

Creation Date: 01 Oct 2025 13:38:53 WIB

Reference No: BPFS1001000000000

Transaction Group: BRI Payment

Sender Details

From Account: 70092543000-001 ANA MELANI PUSPITASARI	Payment Mode: BRI Payment	Payment Date: 01 Oct 2025
--	---------------------------	---------------------------

Biller Details

Biller Category: Credit Card	Biller Name: CIMB NIAGA MASTER CARD	Credit Card Type: Own Credit Card
------------------------------	-------------------------------------	-----------------------------------

Transaction Details

Credit Card No: 5189190003944430 - 001 JADA ZZZZ BAYUNOH	Transaction Currency: IDR - Indonesia Rupiah	Amount: 250,000.00	Customer Name: END PRASETIO
Payment Due Date: 2025-10-01			

Other Details

Customer Reference No: 1	Other Payment Details: 1	Receipt No/Ref: Bank's Bank
--------------------------	--------------------------	-----------------------------

Note

Please be aware that charges displayed are indicative and are subject to change by the Bank without prior notice. The charges displayed may differ from the ones used to execute the transaction(s). Actual debited amount can be viewed in Transaction History after the Bank has executed the transaction(s).

User Activities

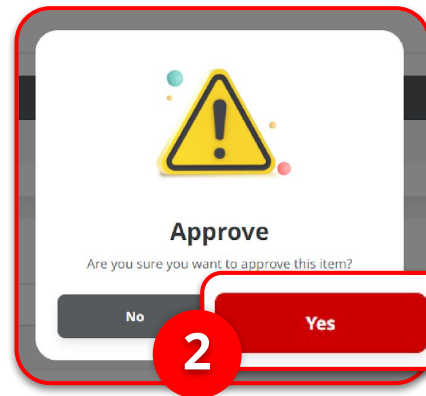
User	Activities	Status / Time	Remark
MAKSI - MAKSI	Submit	01 Oct 2025 13:38:53 WIB	

Remark

Remarks

Enter

Approve



Approve Transaction | Bill Payment

Menu: Task List > Approve

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

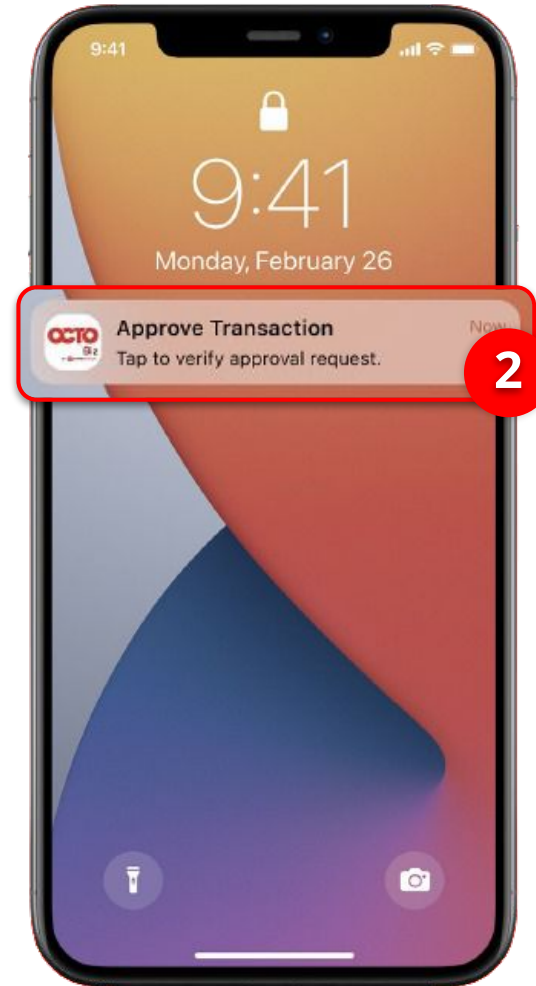
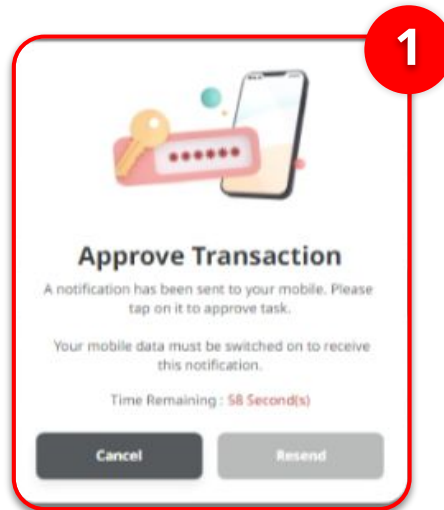
Review Transaction

1 Jika sudah sesuai, klik **Approve**

Click Approve

2 Klik **Yes**

Click Yes

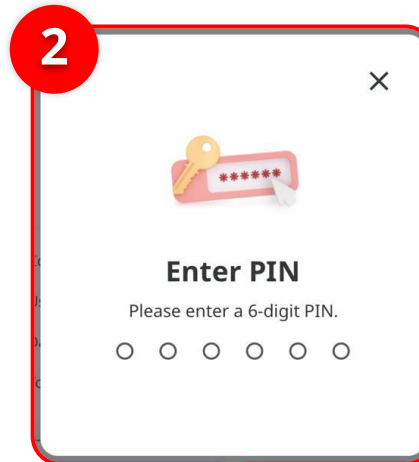
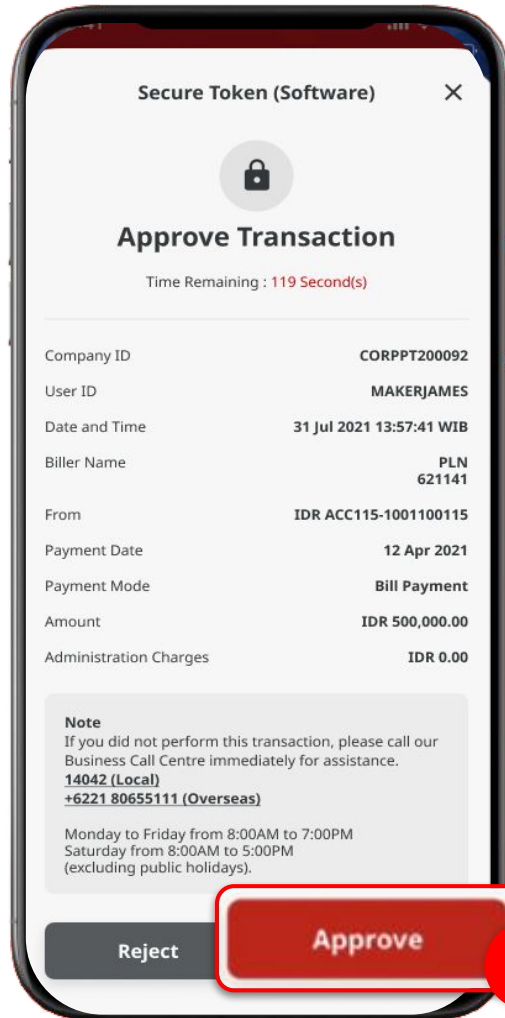


- 1 Sistem akan menampilkan **Pop-Up Approver** transaksi pada **Website**

*System will show the **Approve Transaction pop up** on website*

- 2 Sistem akan **mengirimkan notifikasi** di perangkat *mobile*. Buka perangkat *mobile*, **Klik Bar Notifikasi**

*System will send you notification on mobile device, Open device and **click notification bar***

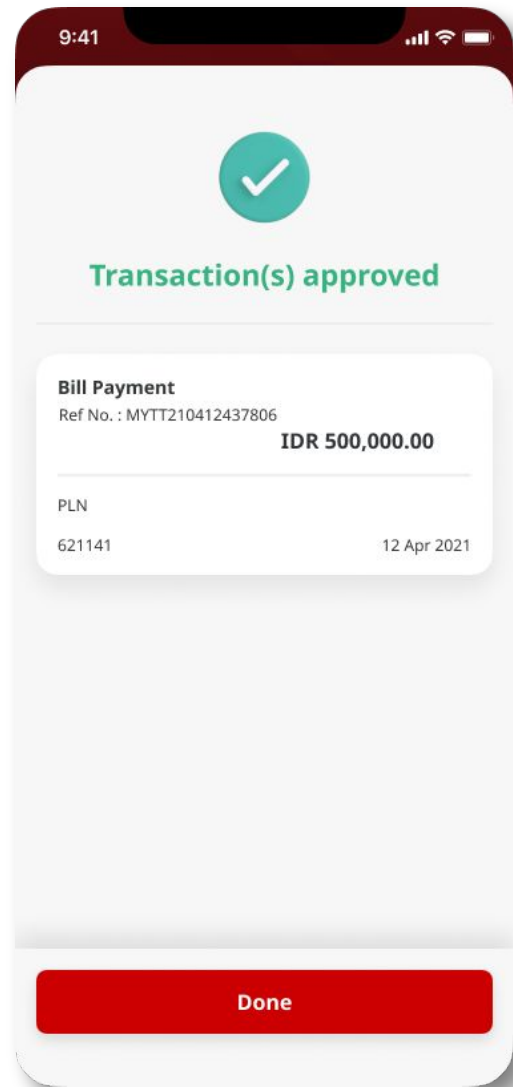


1 Klik **Tombol Approve**

*Click **Approve***

2 Isi **6-Digit Pin**

*Input **6-Digit Pin***



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

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

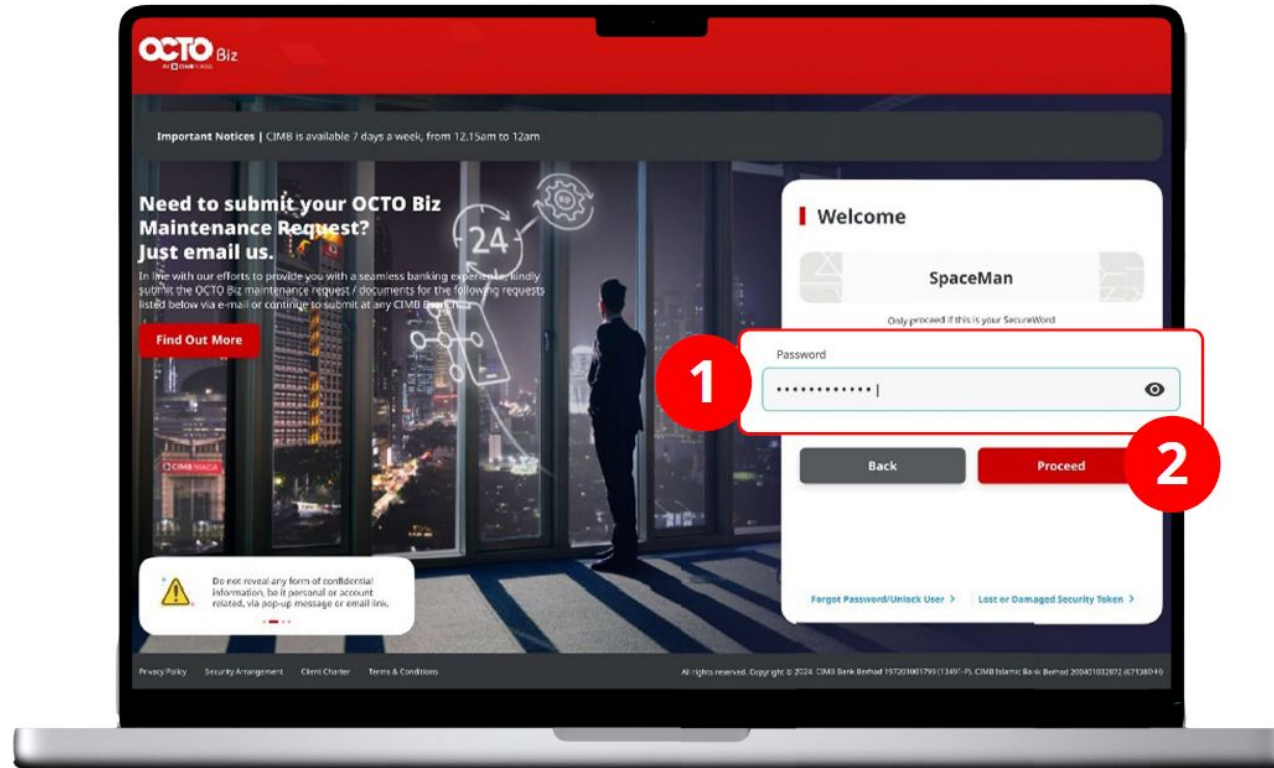
Bill Payment

Approve Transaction

Hard Token

Proses **approval transaksi** untuk user yang memiliki atau menggunakan **Hard Token**

Approval Transaction process using hard token



Login sebagai **Approver**

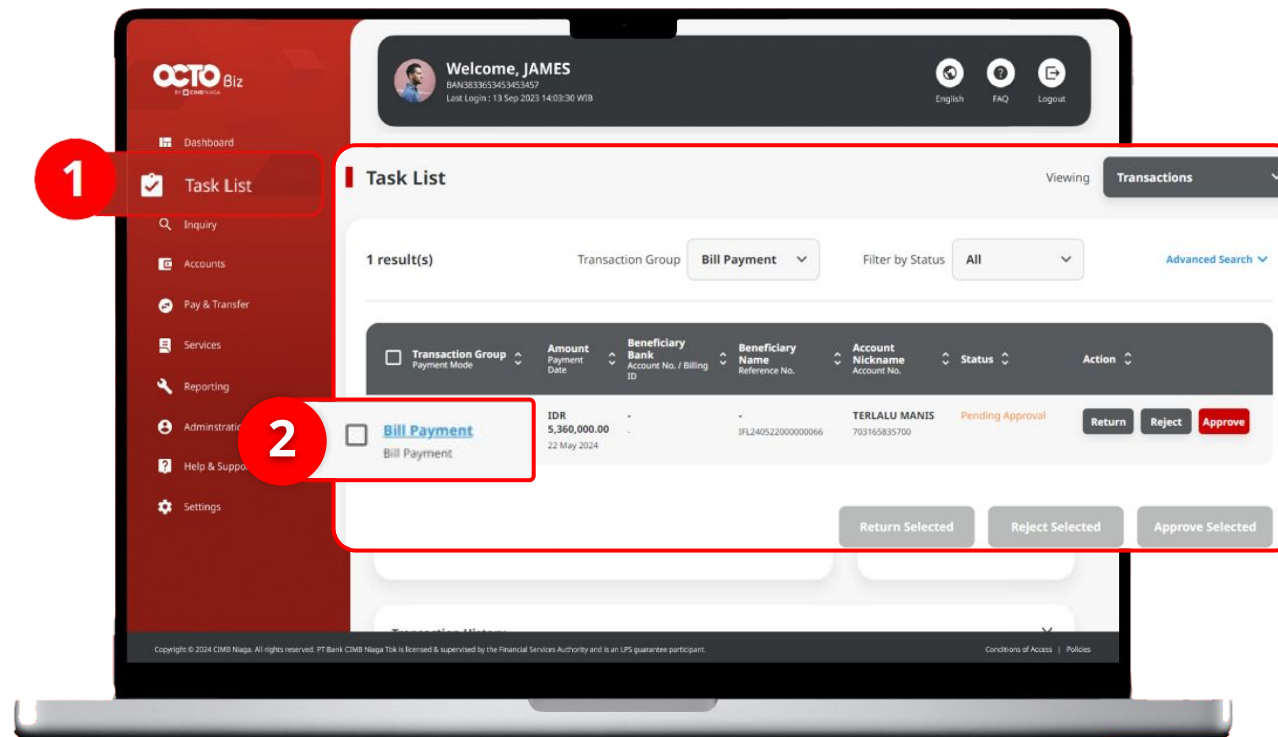
Login as **approver**

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***

OCTO Biz

Dashboard

Task List

Inquiry

Account

File Upload

Transactions

Bill Payment

Cardless

Reporting

Help & Support

Settings

Welcome, APPROVER

Label

ANA MELANE PURPTASARI

44114411

No. of Failed Login Attempts from previous session: 0

Notification

Helpdesk

English

INQ

Login

Task List > Details

Transaction Status : Pending Approval

Creation Date

Reference No.

01 Oct 2025 13:38:53 WIB

38P251001000000000

Transaction Group

Transaction Detail

Bill Payment

Sender Details

From Account

Payment Mode

Payment Date

760952842000-IDR ANA MELANE PURPTASARI

Bill Payment

01 Oct 2025

Bill Details

Bill Category

Bill Name

Credit Card Type

Credit Card

CIMB NIAGA MASTER CARD

Open Credit Card

Transaction Details

Credit Card No.

Transaction Currency

Amount

Customer Name

520919000384436 - IDR JADA ZEEZZ RAYMOND

IDR - Indonesia Rupiah

250,000.00

END PRASETYO

Payment Due Date

2025-10-01

Other Details

Customer Reference No.

Other Payment Detail

Sender Notification

-

-

Don't Send

Note

Please be aware that charges displayed are indicative and are subject to change by the Bank without prior notice. The charges displayed may differ from the ones used to execute the transaction(s). Actual debited amount can be viewed in Transaction History after the Bank has executed the transaction(s).

User Activities

User

Action/Menu

Date / Time

Remark

MAK001 - 684443

Submit

01-Oct-2025 13:38:52 WIB

Remark

Remarks

Enter

Maximum 100 characters

Back

Return

Approve

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

Review **Transaction**

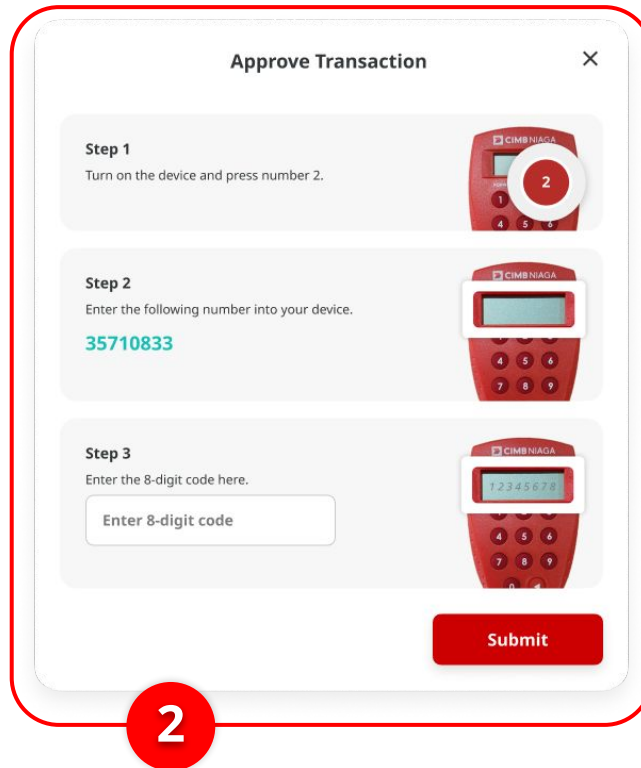
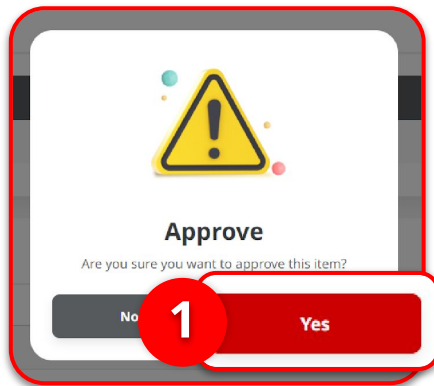
1 Jika sudah sesuai, klik **Approve**

Click **Approve**

OCTO Biz
BY CIMB NIAGA

TUTORIALOCTOBIZ2025

33



1 Klik **Yes**

Click Yes

2 Sistem akan memunculkan **Box Approve Transaction**

*System will show the **approve transaction pop up box***



- 1 Hidupkan Perangkat dengan Klik tombol **Play** pada perangkat **Hard-Token**

Turn on Hard-Token device, click Play button

- 2 Masukan **Secure Pin Number**

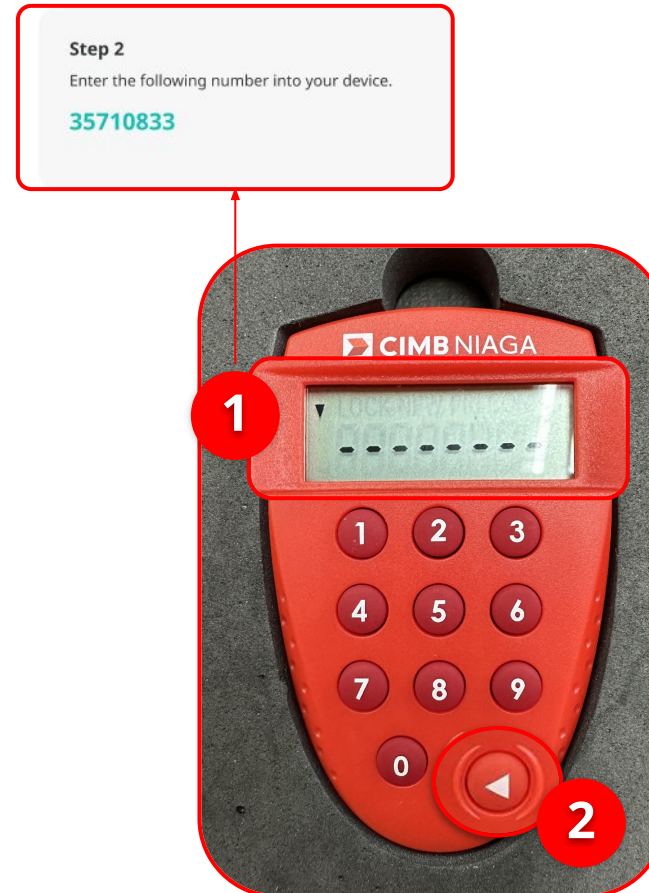
Input Secure Pin Number

- 3 Jika **Pin Benar**, sistem akan menampilkan **"APPLI"** pada layar perangkat.

System will show the "APPLI" on device's screen

- 4 Klik **Tombol 2** untuk masuk ke fitur **Transaction Signing**

Click 2 to turn on the transaction signing mode



- 1 Masukan **Kode** yang muncul di **Pop-Up Box Website**

*Input **code** that shown on **Website pop up box***

- 2 Klik Tombol **Play**

*Click **Play***



Approve Transaction

×

Step 1

Turn on the device and press number 2.

Step 2

Enter the following number into your device.

82365544

Step 3

Enter the 8-digit code here.

3

Submit

- 1 Perangkat **Hard Token** akan menampilkan **8-Digit Kode**

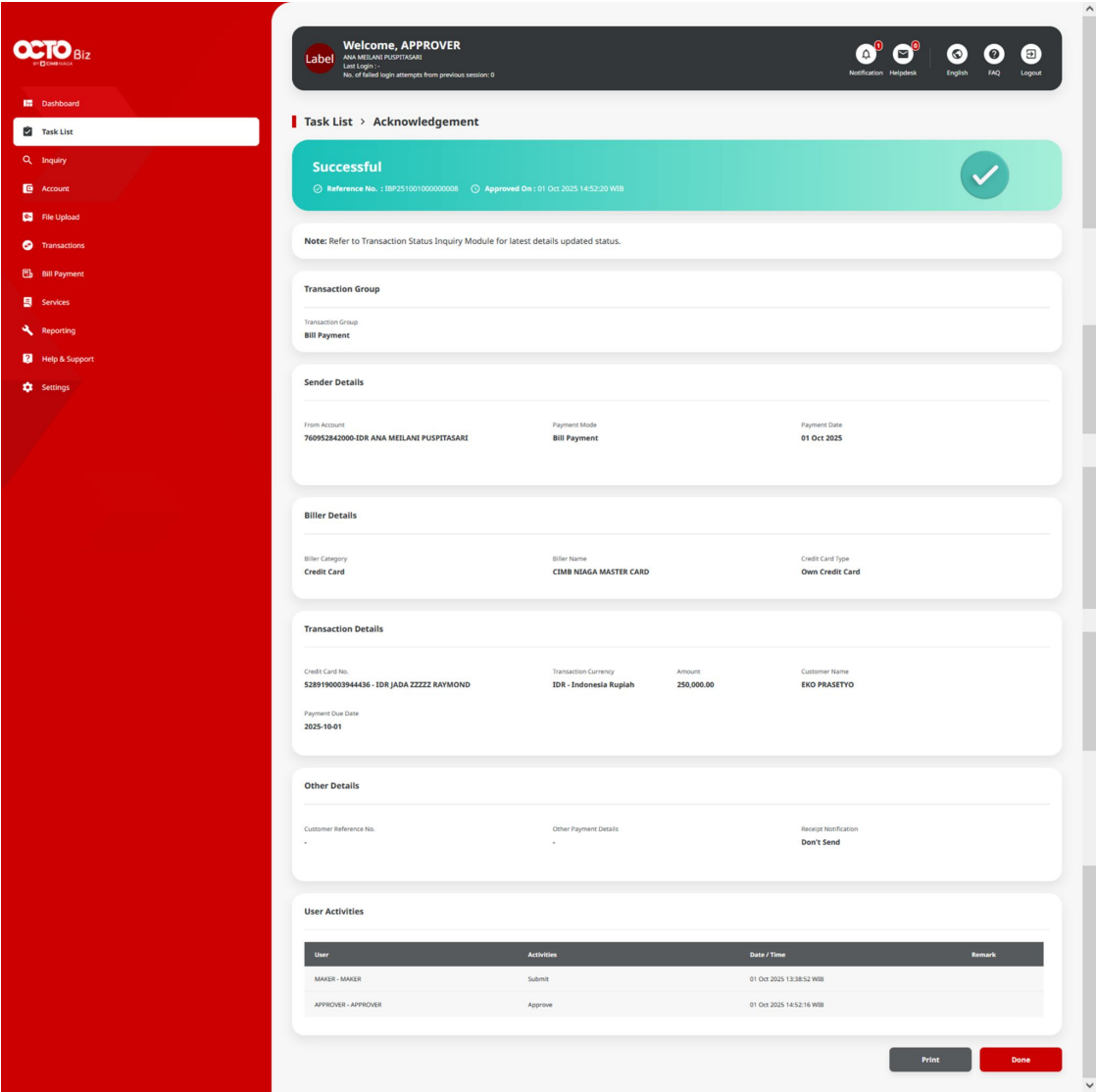
Hard Token device will show the 8-Digit code

- 2 Masukkan **Kode** ke **Box Approve Transaction**

Input code to Approve transaction box

- 3 Klik **Submit**

Click Submit



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

Once Succeed, system will show the Acknowledgement page

Bill Payment

Non-Transaction

Download Receipt

Send & Retrigger Email

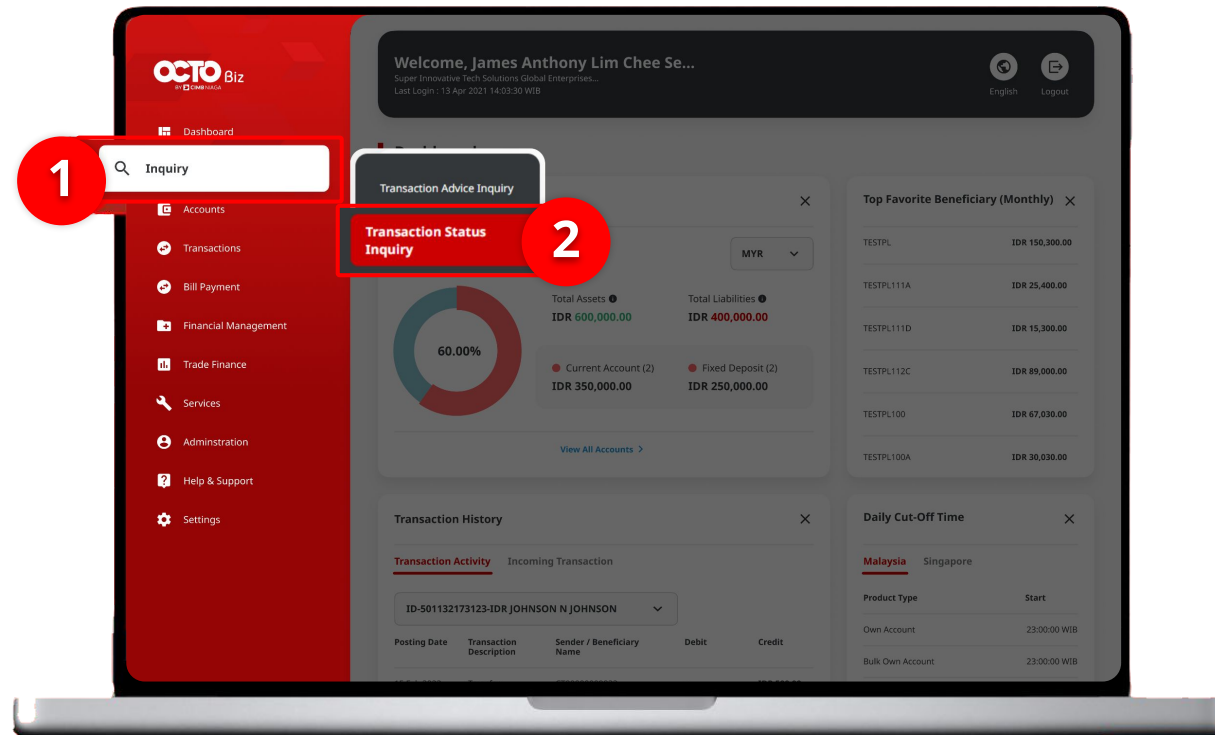
Bill Payment

Non-Transaction

Download Receipt

Single Batch

Multiple Batch



Setelah **Approve Transaksi** berhasil,

Once *succeed*,

- 1 Arahkan pada menu disamping, klik **Inquiry**

Navigate to side menu, click Inquiry

- 2 Klik **Transaction Status Inquiry**

Click Transaction Status Inquiry

LANGKAH

02

The screenshot shows the 'Transaction Status Inquiry' interface. It includes a search bar, filters for 'Payment Date From' and 'To', 'Transaction Group', 'Payment Mode', 'Debit Account No.', 'Beneficiary Name', 'Beneficiary Bank / Billing ID', 'Currency', 'Amount From', 'To', 'File Name', and 'Filter by Status'. A table displays 5 items with columns for Transaction Group, Amount, Beneficiary Bank / Billing ID, Beneficiary Name, Payment Date, Created Date, and Status. The first item is selected with a checkbox. At the bottom, there are buttons for 'Download Selected Receipt(s)', 'Download All Receipt(s)', 'Print', and 'Download'.

1. Viewing: Transactions

2. Payment Date From: 29 May 2024

3. Payment Mode: Bill Payment

4. Search

5. Transaction Group: All

6. Download Selected Receipt(s)

Transaction Group	Amount	Beneficiary Bank / Billing ID	Beneficiary Name	Payment Date	Created Date	Status
Bill Payment	IDR 1,680,000.00	BPJS 3402215103740002	BPJS Ketenagakerjaan - Individual	29 May 2024	29 May 2024	Successful
Bill Payment	IDR 3,680,000.00	BPJS 321606201900016	BPJS Ketenagakerjaan - Individual	29 May 2024	29 May 2024	Successful
Bill Payment	IDR 3,680,000.00	BPJS 321606201900015	BPJS Ketenagakerjaan - Individual	29 May 2024	29 May 2024	Successful
Bill Payment	IDR 3,680,000.00	BPJS 321606201900015	BPJS Ketenagakerjaan - Individual	29 May 2024	29 May 2024	Successful
Bill Payment	IDR 3,680,000.00	BPJS 321606201900015	BPJS Ketenagakerjaan - Individual	29 May 2024	29 May 2024	Successful

1 Pilih **Transaction** sebagai **Viewing**
Choose **Transaction** as **Viewing**

2 Pilih **Payment Date From**
Choose **Payment Date From**

3 Pilih **Bill Payment** sebagai **Payment Mode**
Choose **Bill Payment** as **Payment Mode**

4 Klik **Search**
Click **Search**

5 Pilih **Receipt** yang akan di **Download**
Choose **Receipt**

6 Klik **Download Selected Receipts**
Click **Download Selected Receipts**

Transaction Status Inquiry

Viewing Transactions

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

Search

Payment Date From * To *

29 May 2024 29 May 2024

Your Reference Number

Enter

Transaction Group *

All

Payment Mode

Bill Payment

Debit Account No.

Enter

Beneficiary Account No.

Enter

Beneficiary Name

Enter

Beneficiary Bank / Billing ID

Enter

Currency

All

Amount From To

Enter Enter

File Name

Enter

Filter by Status *

All

Search

5 item(s)

☐	Transaction Group Payment Mode	Amount	Beneficiary Bank / Billing ID Account No.	Beneficiary Name Your Reference Number	Payment Date Transaction Date	Created Date	Status
☒	Bill Payment Bill Payment	IDR 1,680,000.00	BPJS 30221910140002	BPJS Ketenagakerjaan - Individual BPJ401240000000177	29 May 2024 Immediate	29 May 2024	Successful
☐	Bill Payment Bill Payment	IDR 1,680,000.00	BPJS 321400201900015	BPJS Ketenagakerjaan - Individual BPJ401240000000175	29 May 2024 Immediate	29 May 2024	Successful
☐	Bill Payment Bill Payment	IDR 1,680,000.00	BPJS 321400201900015	BPJS Ketenagakerjaan - Individual BPJ401240000000176	29 May 2024 Immediate	29 May 2024	Successful
☐	Bill Payment Bill Payment	IDR 1,680,000.00	BPJS 321400201900015	BPJS Ketenagakerjaan - Individual BPJ401240000000177	29 May 2024 Immediate	29 May 2024	Successful
☐	Bill Payment Bill Payment	IDR 1,680,000.00	BPJS 321400201900015	BPJS Ketenagakerjaan - Individual BPJ401240000000178	29 May 2024 Immediate	29 May 2024	Successful

Download Selected Receipt(s)

Download All Receipt(s)

Print

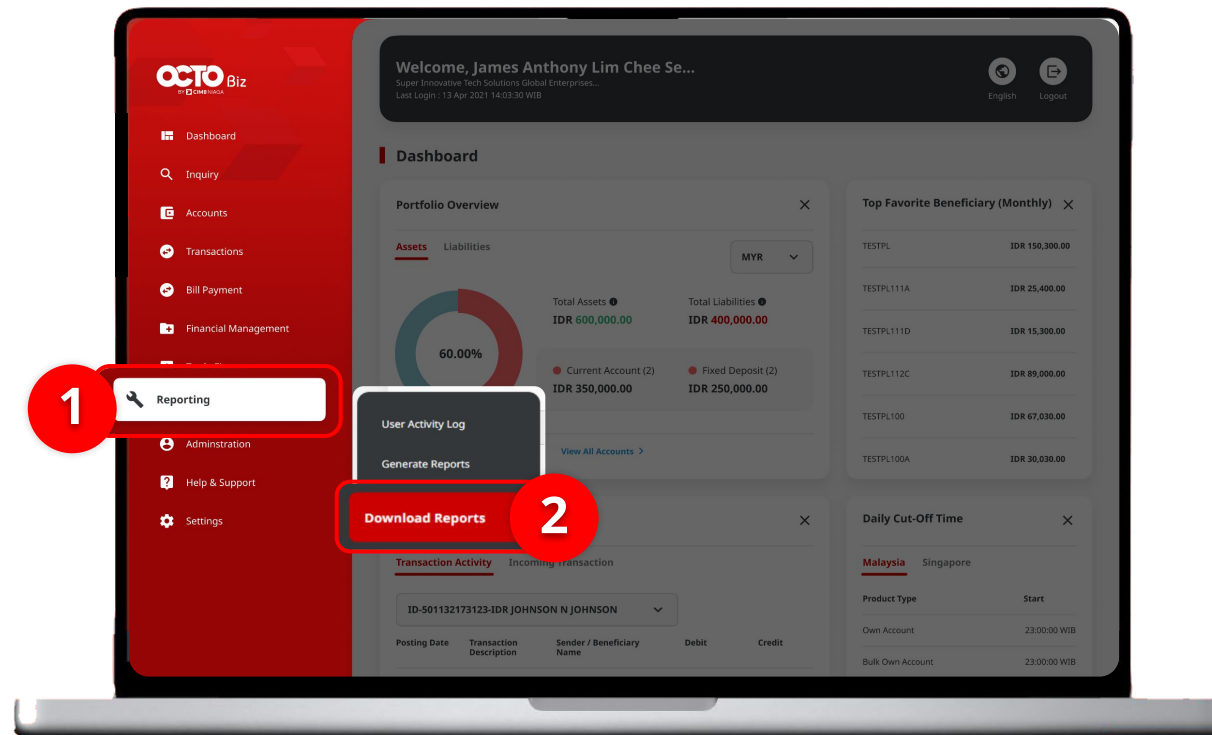
Download

Sistem akan menampilkan **Pop-Up Successfully Generated**

System will show the **Successfully Generated Pop-up**

User dapat menuju **menu Reporting** dan melakukan **Download Report**

User can visit **Reporting menu** and do the **Download report**



- 1 Arahkan pada menu disamping, **klik Reporting**

Navigate to Reporting

- 2 Klik **Download Reports**

Click Download Reports

Download Reports > Inquiry & Listing

Search

Company ID

Report Type *

Transaction

Report Name

Bill Payment Receipt

File Type

Select

Account Number

Select

Created By

Select

Report Date *

25 Jun 2024

To

26 Jun 2024

Search

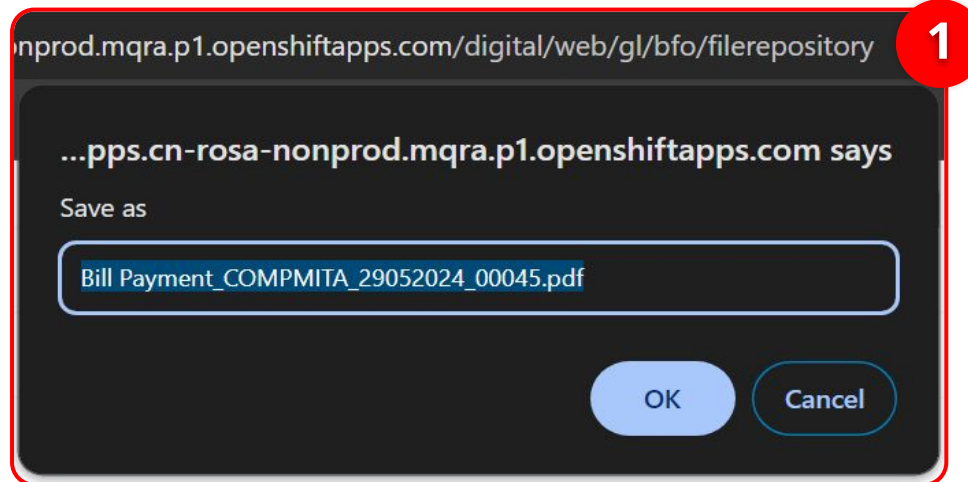
Listing

	Report Type	Report Name	File Type	Account No.	Report Date / Timestamp	File Size	Created By
☐	Transaction	Bill Payment Receipt	PDF	-	26 Jun 2024 15:43:46 WIB	19.037 KB	SYS ADMIN MAKER 6

Download

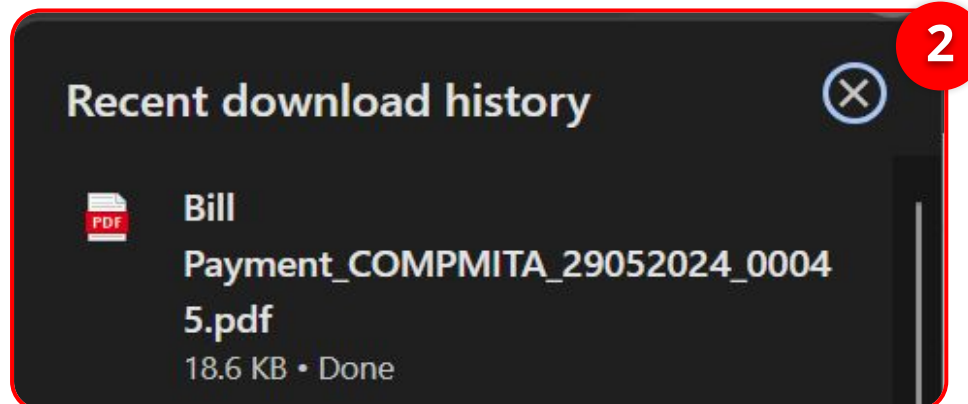
Sistem akan mengarahkan ke Halaman **Download Reports Inquiry & Listing Page**

- 1 Pilih **Transaction** sebagai **Report Type**
Choose Transaction as Report Type
- 2 Pilih **Bill Payment Receipt** sebagai **Report Name**
Choose Bill Payment Receipt as Report Name
- 3 Pilih **Report Date**
Choose Report Date
- 4 Klik **Search**
Click Search
- 5 Pilih Transaksi yang ingin dilakukan **Download Receipt**
Choose Transaction
- 6 Klik **Download**
Click Download



- 1 Sistem akan menampilkan *Box Pop-Up Save As*, Ubah Nama sesuai kebutuhan, Klik **OK**

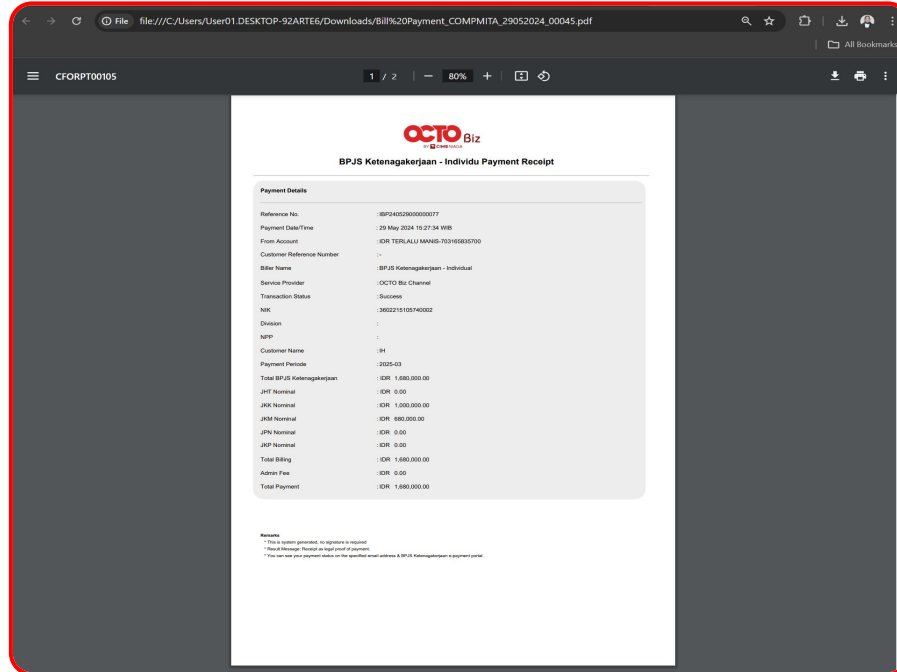
*System will show the **Save As** Pop-Up Box. Change Name as needed. Click **OK***



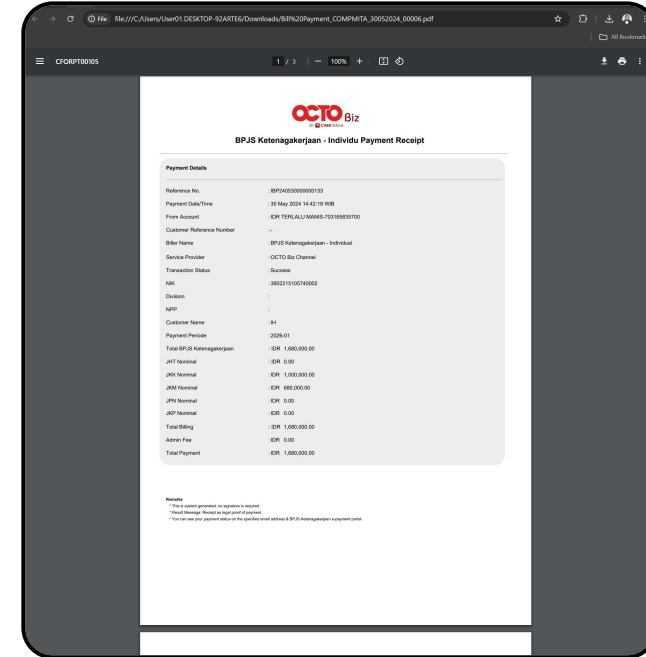
- 2 Pada menu **Download**, akan muncul Notifikasi File telah ter *Download*

*In the **Download** menu, a notification will appear indicating that the file has been successfully downloaded.*

Single Batch



Multiple Batch



Untuk **Multi Batch Transaction**, **Receipt** akan **tergabung di dalam 1 file PDF yang sama**

*For **Multi Batch Transactions**, the receipts will be **combined into a single PDF file***

Bill Payment

Non-Transaction

Send & Retrigger Email Receipt

Send Receipt

Retrigger Receipt

Bill Payment

Non-Transaction

Send & Retrigger Email Receipt

Send Receipt

Retrigger Receipt

LANGKAH

01

MAKER

The screenshot shows the OCTO Biz Bill Payment interface. The left sidebar contains navigation options: Dashboard, Inquiry, Accounts, Transactions, Bill Payment (selected), Financial Management, Trade Finance, Services, Administration, Help & Support, and Settings. The main content area is titled 'Bill Payment' and includes sections for Transaction Group, Sender Details, Biller Details, Transaction Details, and Other Details. At the bottom, there are three numbered callouts: 1 points to the 'Send Receipt Notification' checkbox and 'Send' button; 2 points to the 'Email Address' field; and 3 points to the 'Next' button.

Send & Retrigger Email Receipt | Bill Payment

Menu: Task List > Approve

- 1 Saat membuat transaksi, pastikan **Klik *Send Receipt Notification*** di bagian ***Other Details***

*While create the Transaction, make sure to **click the Send Receipt Notification** on **Other Details** part*

- 2 Masukan **Email** pengiriman **Receipt Notification**

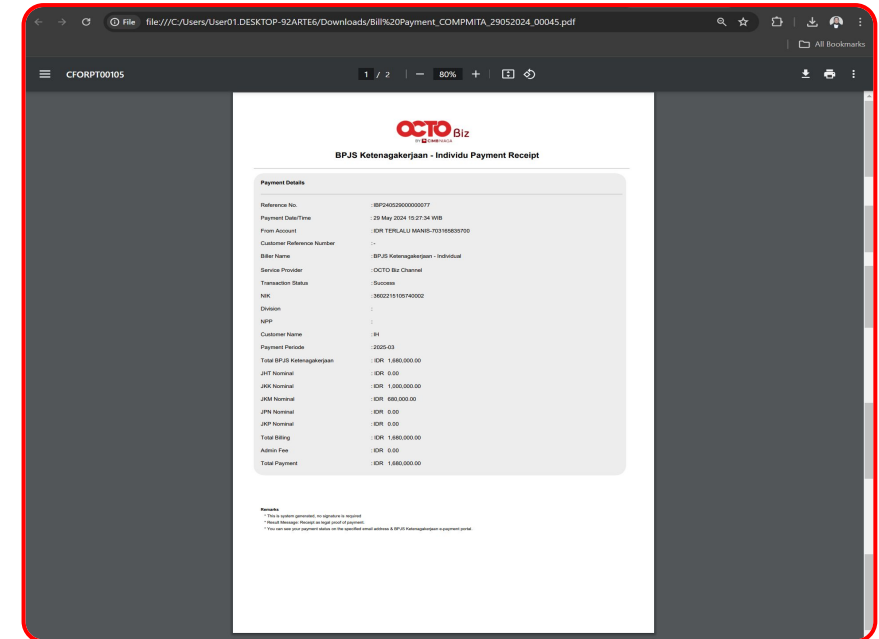
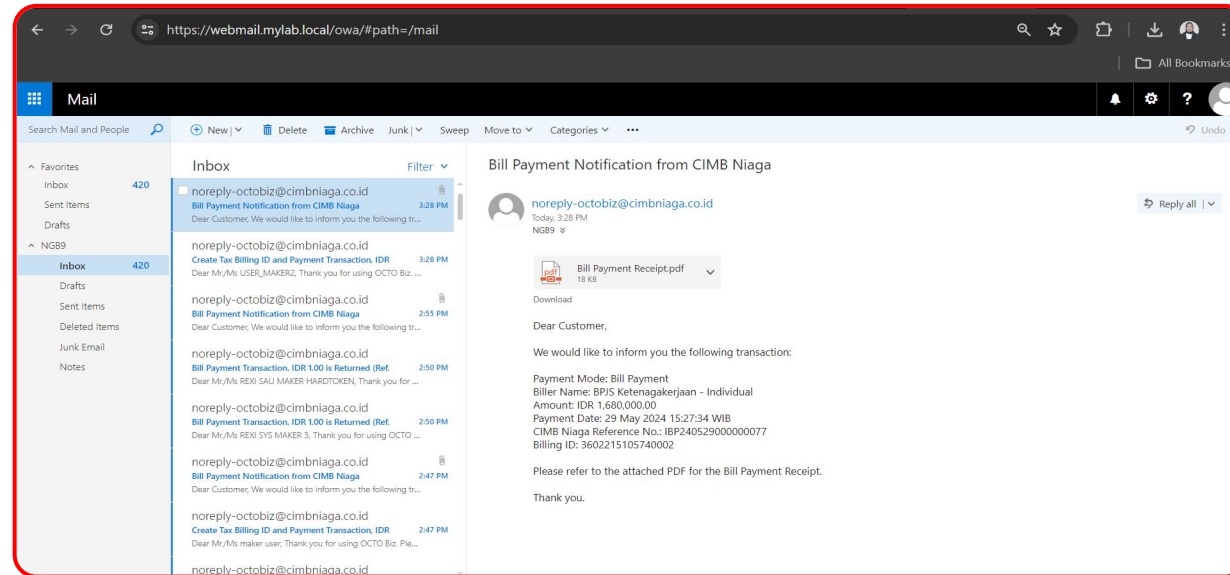
*Enter the **email address** for sending the **Receipt Notification***

- 3 Klik **Next**

*Click **Next***

Jika melakukan **Multi Batch Transaction**, Pastikan selalu klik **Send Receipt** di setiap penambahan **Transaksi**

*If performing a **Multi Batch Transaction**, make sure to click **Send Receipt** for every transaction added.*



Sistem akan mengirimkan **Receipt** melalui **Email** yang di Input, Klik untuk melihat **Receipt**

*The system will send the **Receipt** to the email that was entered. Click to **view the Receipt**.*

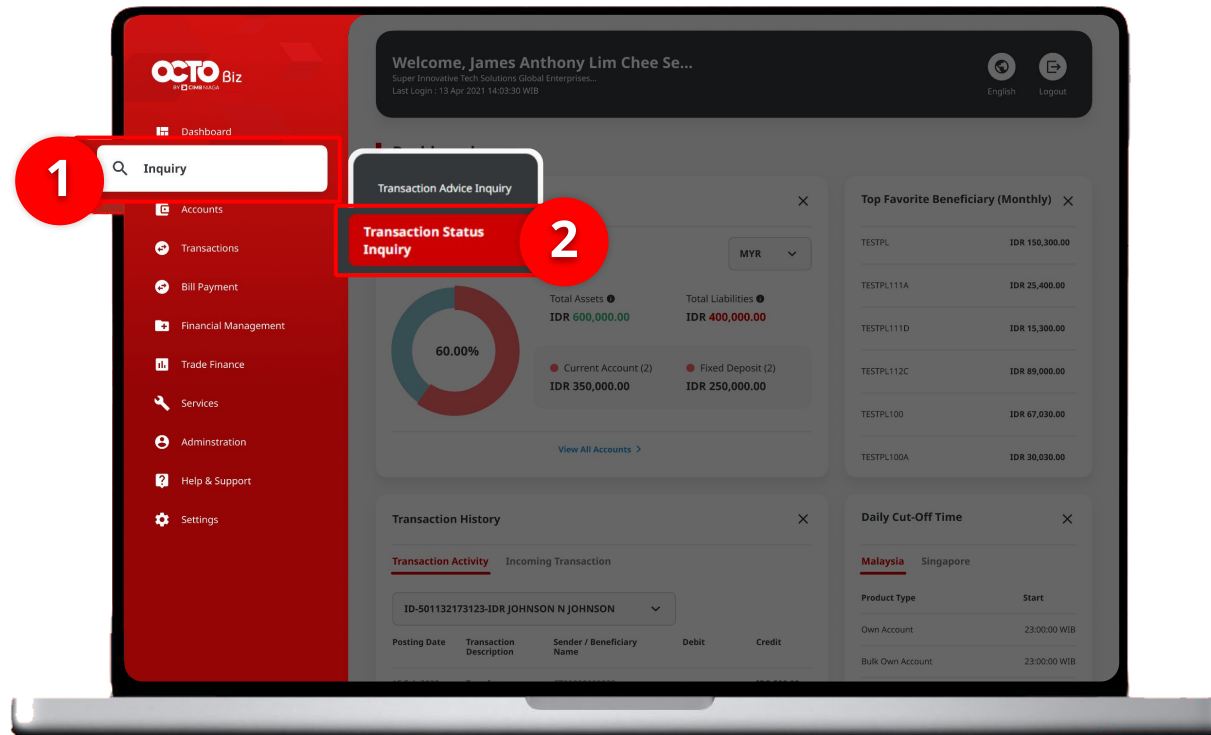
Bill Payment

Non-Transaction

Send & Retrigger Email Receipt

Send Receipt

Retrigger Receipt



Setelah **Approve Transaksi** berhasil,

Once *succeed*,

- 1 Arahkan pada menu disamping, klik **Inquiry**

Navigate to side menu, click Inquiry

- 2 Klik **Transaction Status Inquiry**

Click Transaction Status Inquiry

The screenshot shows the 'Transaction Status Inquiry' page. A red box highlights the 'Viewing' dropdown menu, which is set to 'Transactions' (callout 1). Another red box highlights the 'Payment Mode' dropdown menu, which is set to 'Bill Payment' (callout 2). A third red box highlights the 'Search' button (callout 3). A fourth red box highlights the first row of the transaction list, which is a 'Bill Payment' transaction (callout 4).

Transaction Status Inquiry

Viewing: Transactions

Search

Payment Date From: 29 May 2024 To: 29 May 2024 Your Reference Number: Enter

Transaction Group: All Payment Mode: Bill Payment

Debit Account No.: Enter Beneficiary Bank / Billing ID: Enter

Beneficiary Name: Enter

Currency: All Amount From: Enter To: Enter File Name: Enter

Filter by Status: All

5 item(s)

Transaction Group	Amount	Beneficiary Bank / Billing ID / Account No.	Beneficiary Name / Head Reference Number	Payment Date / Instruction Mode	Created Date	Status
Bill Payment Bill Payment	IDR 1,680,000.00	BPJS 3402215105740002	BPJS Ketenagakerjaan - Individual BP240529000000077	29 May 2024 Immediate	29 May 2024	Successful
Bill Payment Bill Payment	IDR 3,680,000.00	BPJS 321406201900015	BPJS Ketenagakerjaan - Individual BP240529000000070	29 May 2024 Immediate	29 May 2024	Successful
Bill Payment Bill Payment	IDR 3,680,000.00	BPJS 321406201900015	BPJS Ketenagakerjaan - Individual BP240529000000056	29 May 2024 Immediate	29 May 2024	Successful
Bill Payment Bill Payment	IDR 3,680,000.00	BPJS 321406201900015	BPJS Ketenagakerjaan - Individual BP240529000000037	29 May 2024 Immediate	29 May 2024	Successful
Bill Payment Bill Payment	IDR 3,680,000.00	BPJS 321406201900015	BPJS Ketenagakerjaan - Individual BP240529000000005	29 May 2024 Immediate	29 May 2024	Successful

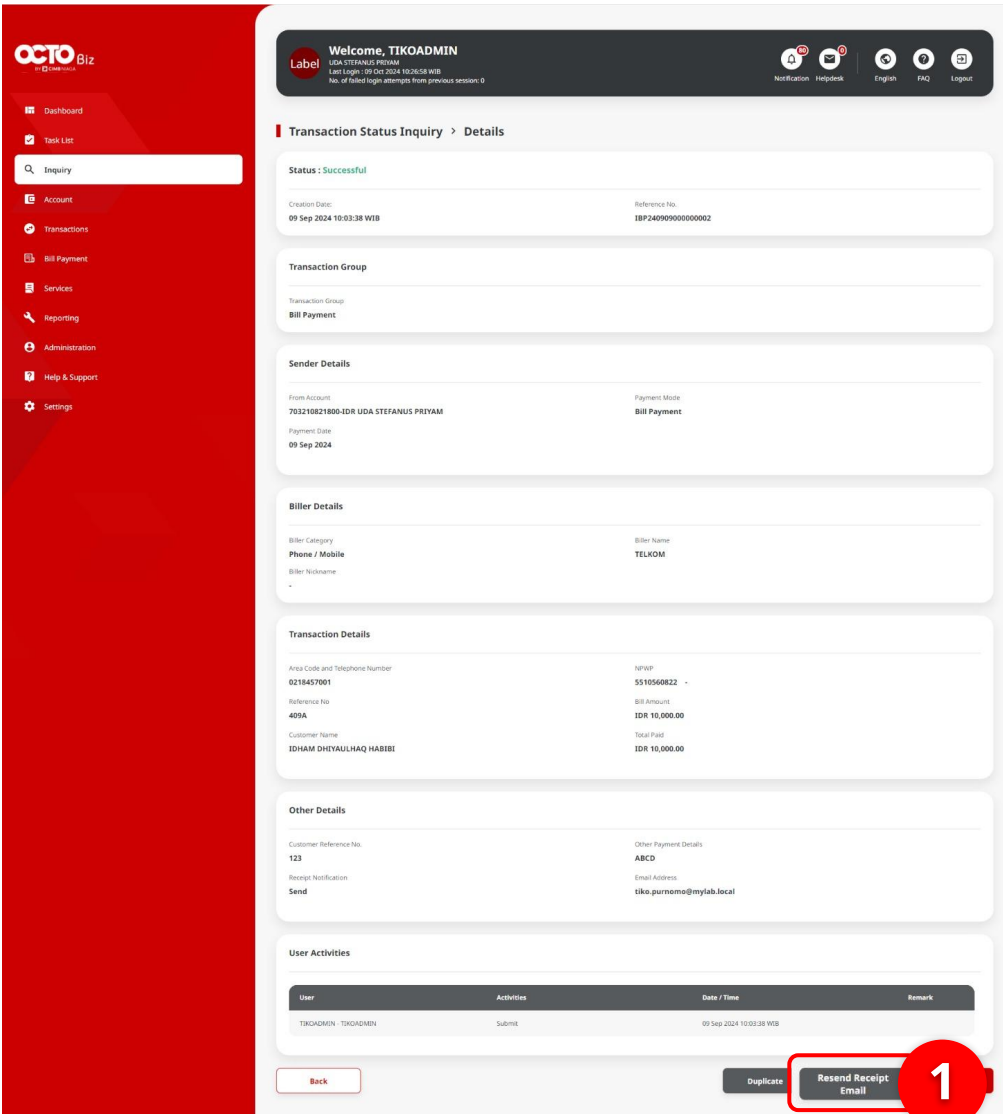
Download Selected Receipt(s) Download All Receipt(s)

Print Download

- 1 Pilih **Transaction** sebagai **Viewing**
Choose **Transaction as Viewing**
- 2 Pilih **Payment Date From**
Choose **Payment Date From**
- 3 Pilih **Bill Payment** sebagai **Payment Mode**
Choose **Bill Payment as Payment Mode**
- 4 Klik **Search**
Click **Search**
- 5 Pilih **Receipt** yang akan di **Download**
Choose **Receipt**
- 6 Klik **Download Selected Receipts**
Click **Download Selected Receipts**

LANGKAH

03



Send & Retrigger Email Receipt | Bill Payment

Menu: Task List > Approve

Sistem akan menampilkan halaman **Details**

System will show the **Details** page

1 Klik **Resend Receipt Email**

Click **Resend Receipt Email**

Receipt Email Notification

Status : **Successfully** sent to ngb7@mylab.local

Creation Date

05 Jun 2024 15:32:04 WIB

Activity Log

Resend Receipt Email

Email Address *

ngb7@mylab.local

Please separate out multiple email addresses by semicolon.

Close

Resend

1 Masukan **Email***

*Input Email**

2 Klik **Resend**

Click Resend

*Jika ingin mengirimkan **Receipt ke Email** lain, silahkan isi bagian **Email Address** yang berbeda

** If you want to send the **Receipt to a different email**, please **fill in a different Email Address**.*



OCTO Biz
BY  **CIMB NIAGA**

