

The OCTO Biz logo is positioned in the upper right area. 'OCTO' is written in a large, bold, white, rounded sans-serif font. 'Biz' is written in a smaller, white, sans-serif font to the right of 'OCTO'.The background of the slide features a night-time photograph of a tall, modern skyscraper with many lit windows. The building is partially obscured by a large, diagonal, semi-transparent red and white graphic element that runs from the top left towards the center. In the top left corner, there are abstract, flowing shapes in shades of red, orange, and purple, along with a grid of small white dots.

Transaction

Bulk Payment & Payroll

TUTORIALOCTOBIZ2025

KEJAR MIMPI

Transaction

Bulk Payment & Payroll

Transaction – Bulk Payment & Payroll adalah modul untuk melakukan pembuatan Transfer dengan menggunakan metode **Upload File**

*Transaction – Bulk Payment & Payroll is a module for creating Transfers using the **File Upload** method*

CATATAN PENTING/ IMPORTANT NOTE:

Bulk File Upload mengandung **DATA SENSITIF**. **Jangan Lupa** untuk **mengatur tipe user** apa saja yang dapat **mengakses data sensitif** ini

Bulk file uploads contain sensitive data. Don't forget to specify which user types can access this sensitive data.

Pengaturan User Dapat dilakukan Melalui Modul **Manage Company**/ *User settings can be done through the **Manage Company** module:*
User Group > Details > Action List > View Sensitive Data

cimb.id/tb/panduanumumoctobiz

05

Single-Access User

32

Maker-Approver Flow

File Format

Bulk Payment

- CIMB Niaga Account CSV Encrypted
- CIMB Niaga Account TXT Encrypted
- CIMB Niaga Account CSV Non-Encrypted
- CIMB Niaga Account TXT Non-Encrypted
- SKN CSV Encrypted
- SKN TXT Encrypted
- SKN CSV Non-Encrypted
- SKN TXT Non-Encrypted
- RTGS CSV Encrypted
- RTGS TXT Encrypted
- BI-FAST CSV Encrypted
- BI-FAST TXT Encrypted
- BI-FAST CSV Non-Encrypted
- BI-FAST TXT Non-Encrypted
- Domestic Online CSV Encrypted
- Domestic Online CSV Non-Encrypted
- Domestic Online TXT Encrypted
- Domestic Online TXT Non-Encrypted
- RTGS CSV Non-Encrypted
- RTGS TXT Non-Encrypted

File Format

Payroll

- CIMB Niaga Account CSV Encrypted
- CIMB Niaga Account TXT Encrypted
- CIMB Niaga Account CSV Non-Encrypted
- CIMB Niaga Account TXT Non-Encrypted
- SKN CSV Encrypted
- SKN TXT Encrypted
- SKN CSV Non-Encrypted
- SKN TXT Non-Encrypted
- RTGS CSV Encrypted
- RTGS TXT Encrypted
- RTGS CSV Non-Encrypted
- RTGS TXT Non-Encrypted

Bulk File Upload

Payroll

Single Access User

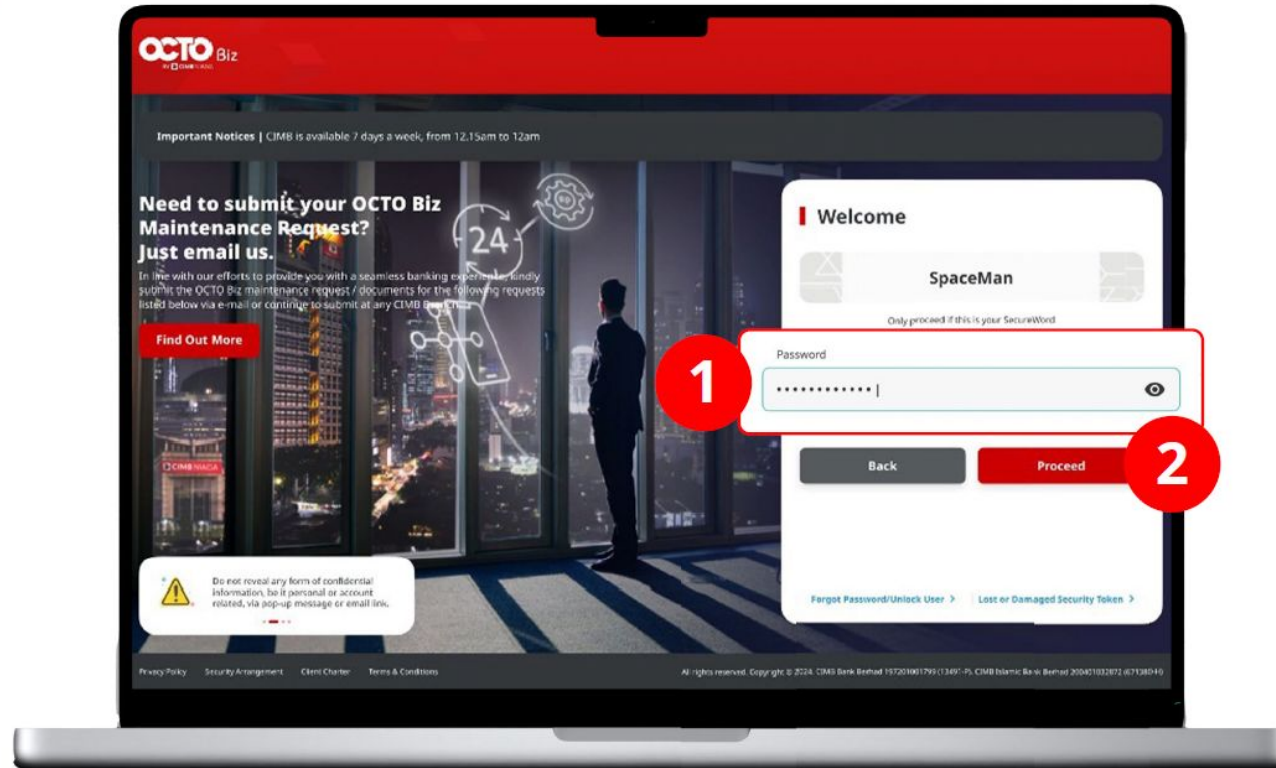


- 1 Masuk dengan menggunakan **User & Company ID**

*Login using **User & Company ID***

- 2 Klik **Next**

*Click **Next***

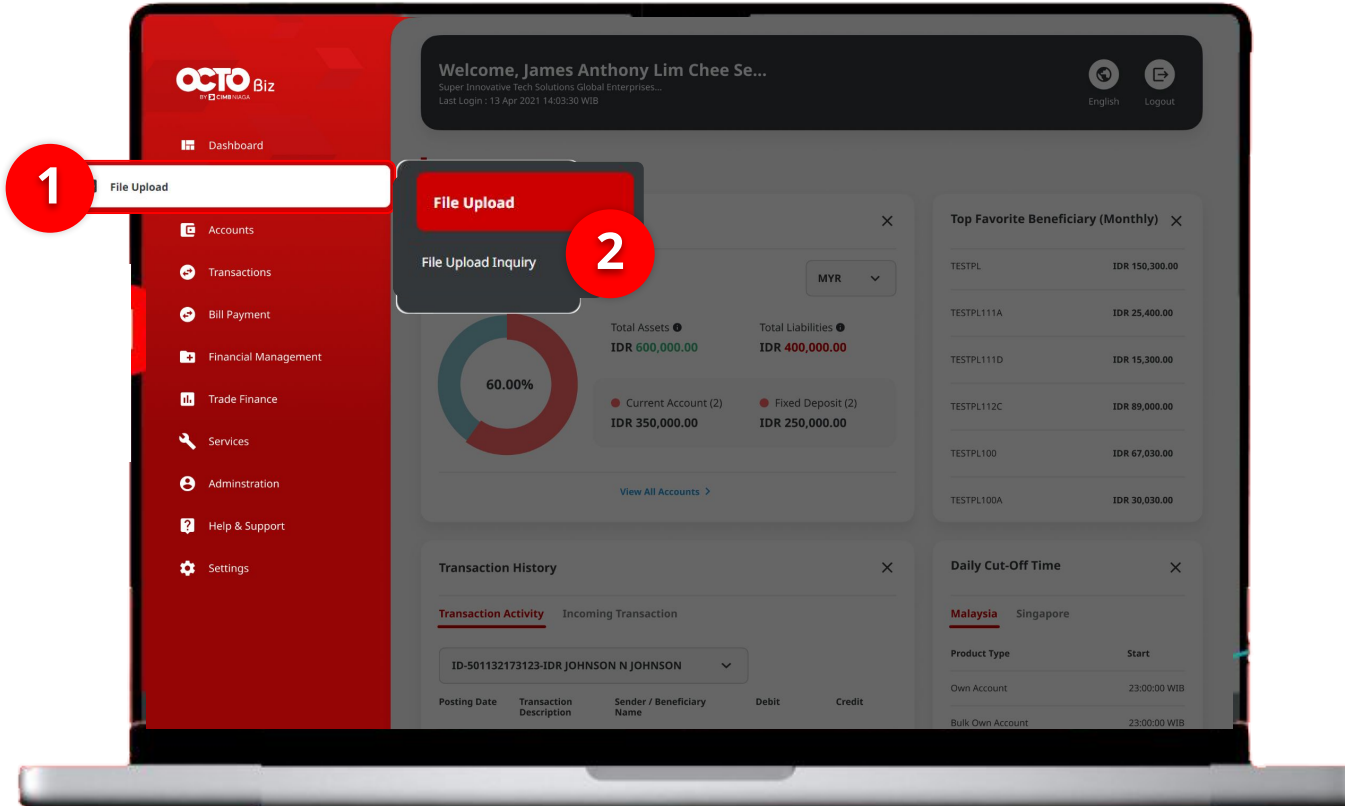


1 Isi **Password**

Input **Password**

2 Klik **Proceed**

Click **Proceed**



Sistem akan menampilkan Halaman ***Dashboard***

System will show ***Dashboard*** page

1 Arahkan **Kursor ke File Upload**

Navigate to File Upload

2 Klik ***File Upload***

Click File Upload

Bulk File Upload

File Upload ⓘ

Transaction Group *

Bulk Payment

File Format *

Please Select

For more details on the file format and other information, download the guideline [here](#).

File Format *

Please Select

Search

BI-FAST CSV Encrypted

BI-FAST CSV Non-Encrypted

BI-FAST TXT Encrypted

BI-FAST TXT Non-Encrypted

CIMB Niaga Account CSV Encrypted

CIMB Niaga Account CSV Non-Encrypted

Sistem akan menampilkan halaman **Bulk File Upload**

System will show **Bulk File Upload** page

- 1 Pilih **Payroll / Bulk Payment** sebagai **Transaction Group**

Choose **Payroll/ Bulk Payment** as **Transaction Group**

- 2 Sistem akan menampilkan bagian **File Format**, Klik dan pilih **Format** yang digunakan

System will show the **File Format** section, click and choose **Format**

CATATAN: untuk **template file** yang akan di **upload**, silahkan klik "**Here**" pada bagian bawah **box file format** [2]

NOTES: to choose **file template**, click "**Here**" on the bottom side of **box file format** [2]

1

System will show the additional part

Complete the Mandatory Details

Bulk File Upload

File Upload

Transaction Group *

Bulk Payment

File Format *

SKN CSV Non-Encrypted

For more details on the file format and other information, download the guideline [here](#).

Payment Date *

26 Mar 2025

Single Debit Flag *

No Yes

Recurring transfer

Charges Borne by (If Any) *

Applicant (OUR) Beneficiary (BEN)

Auto Retry *

No Yes

Attachment *

Choose File

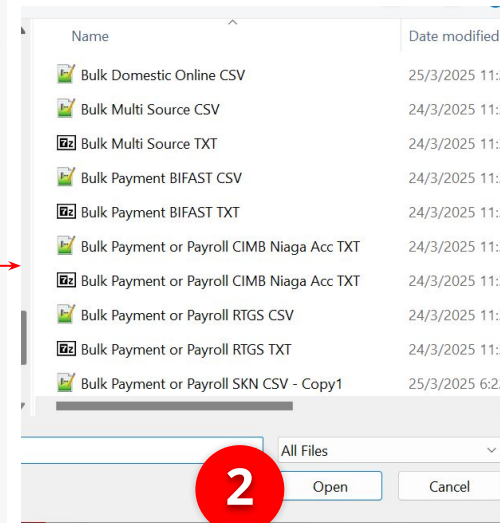
Upload

Maximum size of 15 MB, please upload a file with correct File Format

Note

- Bulk Payment BI-FAST Cut Off Time: 00:00 WIB.
- Bulk Payment Domestic Online Cut Off Time: 00:00 WIB.
- Bulk Payment RTGS Cut Off Time: 14:59 WIB.
- Bulk Payment SKN Cut Off Time: 00:00 WIB.

Proceed



Sistem akan menampilkan halaman **Review Details**

System will show **Review Details page**

1 Klik tombol **Search**, dan sistem akan menampilkan **pop-up** untuk **file explorer**

Click **search**, and system will show the **file explorer pop up**

2 Pilih **File** terkait, Lalu klik **Open**

Choose **file**, and click **open**

Bulk File Upload

File Upload ⓘ

Transaction Group *

Bulk Payment

File Format *

SKN CSV Non-Encrypted

Single Debit Flag *

No

Yes

Payment Date * ⓘ

26 Mar 2025

For more details on the file format and other information, download the guideline [here](#).

Auto Retry *

No

Yes

Charges Borne by (If Any) *

Applicant (OUR)

Beneficiary (BEN)

Attachment *

Bulk Payment or Payroll SKN CSV_Testing.csv

Upload

Note

- Bulk Payment BI-FAST Cut Off Time: 00:00 WIB.
- Bulk Payment Domestic Online Cut Off Time: 00:00 WIB.
- Bulk Payment RTGS Cut Off Time: 14:59 WIB.
- Bulk Payment SKN Cut Off Time: 00:00 WIB.

Proceed

- 1 Sistem akan secara otomatis memasukkan **attachment** ke **box**
*System will automatically sent **attachment***
- 2 Klik tombol **Upload**
*Click **Upload***

Bulk File Upload

File Upload

Transaction Group *

Bulk Payment

File Format *

SKN CSV Non-Encrypted

Single Debit Flag *

No

Yes

Payment Date *

26 Mar 2025

Auto Retry *

No

Yes

Charges Borne by (If Any) *

Applicant (OUR)

Beneficiary (BEN)

Attachment *

Choose File

Upload

Attachment

Bulk Payment or Payroll SKN CSV_Testing.csv

OKB

26 Mar 2025

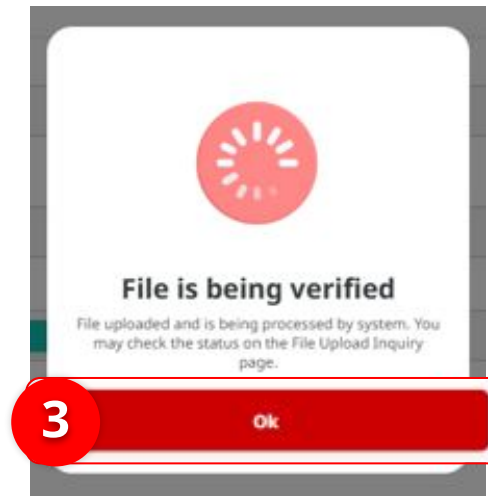
Note

- Bulk Payment BI-FAST Cut Off Time: 00:00 WIB.
- Bulk Payment Domestic Online Cut Off Time: 00:00 WIB.
- Bulk Payment RTGS Cut Off Time: 14:59 WIB.
- Bulk Payment SKN Cut Off Time: 00:00 WIB.

1

2

Proceed



1 Sistem akan menampilkan **file attachment**

System will show the file attachment

2 Klik tombol **Proceed**

Click Proceed

Sistem akan menampilkan **Pop-up Verified**

System will show File verification pop up box

3 Klik tombol **OK**

Click OK

File Upload Inquiry > Inquiry Listing

Search

Transaction Group *

Select

Reference No.

Select

Enter

File Upload Status

Select

File Upload Date From *

26 Mar 2025

To *

26 Mar 2025

Payment Date

Select

Maker Name/ID

Enter

2 Search

Sistem akan menampilkan halaman **File upload Inquiry**

System will show **File Upload Inquiry** page

1 Pilih **Bulk Payment/ Payroll** sebagai Transaction group

Choose **Bulk Payment/ Payroll** as Transaction Group

2 Klik tombol **Search**

Click **Search**

The screenshot displays the 'Listing' table for bulk payments. A red circle with the number '1' highlights the 'File Ref. No.' column. Below the table, a 'Detail Inquiry' pop-up box is shown, with a red circle and the number '2' highlighting the 'File Upload Status' field, which indicates 'Uploaded successfully'.

File Ref. No.	Transaction Group	File Name	File Format	File Upload Date	File Upload Status	Maker Name/ID
IFL250218000000171	Bulk Payment	Bulk Payment or Payroll S KN CSV_Testing.csv	SKN CSV Non-Encrypted	26 Mar 2025 11:17:55 WIB	Uploaded successfully	RICKYMAKER - Ricky Maker

Detail Inquiry		
File Name	File Ref. No	File Upload Date
Bulk Payment or Payroll SKN CSV_Testing.csv	IFL250326000000009	26 Mar 2025 11:17:55 WIB
Maker Name/ID	Payment Date	Company ID
RICKYMAKER - Ricky Maker	26 Mar 2025	ZKCORP
Company Name	Transaction Group	File Format
ANGIN TOLAK	Bulk Payment	SKN CSV Non-Encrypted
Single Debit Flag	Auto Retry	Charges Borne by (If Any)
	No	Applicant (OUR)
File Upload Status		
Uploaded successfully		

Sistem akan menampilkan **Listing**

System will show listing

1 Pilih **Task Hyperlink**

Choose Task Hyperlink

Sistem akan menampilkan Box berisi **detail Inquiry**

System will show Detail Inquiry pop up box

2 User dapat melihat **File Status "Uploaded Successfully"**

User can see the File Status as "Uploaded Successfully"

Detail Inquiry

File Name

Bulk Payment or Payroll SKN CSV_Testing1.csv

File Ref. No

IFL250326000000012

File Upload Date

26 Mar 2025 13:58:01 WIB

Maker Name/ID

RICKYSAU - Ricky SAU

Payment Date

26 Mar 2025

Company ID

ZKCORP

Company Name

ANGIN TOLAK

Transaction Group

Bulk Payment

File Format

SKN CSV Non-Encrypted

Single Debit Flag

No

Auto Retry

No

Charges Borne by (If Any)

Applicant (OUR)

File Upload Status

Uploaded successfully

File Listing (1)

Reference No.	From Account	Payment Mode	Total Amount	Total Count	Workflow Status
IDB250326000000004	703200873600-IDR CIKI	SKN	IDR 1,100,000.00	2	Draft
Total			IDR 1,100,000.00	2	

Continue in Task List >

Close

1 File Status Upload berubah menjadi **"Uploaded Successfully"**

File Upload Status change into **"Uploaded Successfully"**

2 Workflow status **"Draft"**

Workflow status **"Draft"**

3 Klik **Continue in Task List**

Click **Continue in Task List**

Task List

Viewing Transactions

1 result(s)

Transaction Group All

Filter by Status All

Advanced Search

Transaction Group Payment Mode	From Account / File Reference No. Account No.	Beneficiary Name / File Name Reference No.	Beneficiary Bank Account No. / Billing ID	Amount Payment Date	Status	Action
1 ☐ Bulk Payment SKN	IFL250326000000012	Bulk Payment or Payroll SKN CSV_Testing1.csv IDB250326000000004	-	IDR 1,100,000.00 26 Mar 2025	Draft	Delete Submit

- 1 Sistem akan menampilkan halaman *Task List*, Klik **Task Hyperlink**

System will show the task list page, click Task Hyperlink

LANGKAH

13

Task List > Details

Transaction Status : Draft

Creation Date

26 Mar 2025 13:58:03 WIB

Reference No.

IDB250326000000004

File Reference No.

IFL250326000000012

Transaction Group

Transaction Group

Bulk Payment

File Name

Bulk Payment or Payroll SKN CSV_Testing1.csv

File Format

SKN CSV Non-Encrypted

Single Debit Flag

No

Auto Retry

No

Sender Details

From Account

703200873600-IDR CIMI

Payment Mode

SKN

Payment Date

26 Mar 2025

2 item(s)

Reference No.	Beneficiary Account No.	Beneficiary Bank Name	Beneficiary Name	Amount	Bank Charges	Status	Reason
ISK250326000000004	100001	BANK MANDIRI	usr1	IDR 500,000.00	IDR 0.00	Draft	-
ISK250326000000005	100002	BANK MANDIRI	usr2	IDR 600,000.00	IDR 0.00	Draft	-

Total Amount IDR 1,100,000.00 | Total Charges IDR 0.00

Note

- Please submit transaction before 12:31 AM on a business day. Transactions approved past cut-off time will be executed during office hours.

- 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).

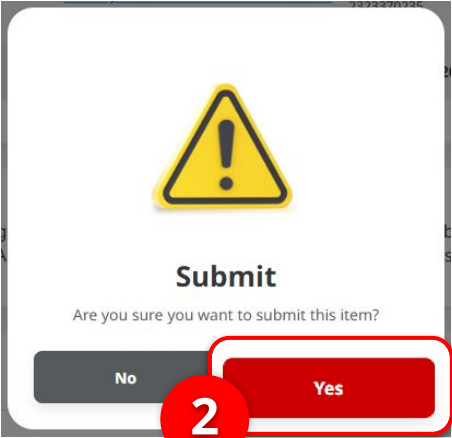
User Activities

User	Activities	Date / Time	Remark
RICKYSAU - Ricky SAU	Save	26 Mar 2025 13:58:03 WIB	-

Back

Delete

Submit



Tinjau ulang transaksi

Review Transaction

- 1

Jika sudah sesuai,
klik **Submit**

Click **Submit**
- 2

Klik **Yes**

Click **Yes**

LANGKAH

14

Task List > Acknowledgement

Your transaction is being processed

Reference No. : IDK250326000000004

Submitted On : 26 Mar 2025 15:15:05 WIB

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

Transaction Group

Transaction Group	File Name	File Format
Bulk Payment	Bulk Payment or Payroll SKN CSV_Testing1.csv	SKN CSV Non-Encrypted
Single Debit Flag	Auto Retry	
No	No	

Sender Details

From Account	Payment Mode	Payment Date
703200873600-IDR CNI	SKN	26 Mar 2025

2 Item(s)

Reference No.	Beneficiary Account No.	Beneficiary Bank Name	Beneficiary Name	Amount	Bank Charges	Status	Reason
ISA250326000000004	100001	BANK MANDIRI	usr1	IDR 500,000.00	IDR 0.00	Authorised	-
ISA250326000000005	100002	BANK MANDIRI	usr2	IDR 600,000.00	IDR 0.00	Authorised	-
Total Amount IDR 1,100,000.00 Total Charges IDR 0.00							

Note

- Please submit transaction before 12:31 AM on a business day. Transactions approved past cut-off-time will be executed during office hours.

- 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	Date / Time	Remark
RICKYSAU - Ricky SAU	Save	26 Mar 2025 13:58:03 WIB	-
RICKYSAU - Ricky SAU	Submit	26 Mar 2025 15:15:05 WIB	-

1

Done

Sistem akan menampilkan halaman **Acknowledgement**

System will show the **Acknowledgement page**

1 Klik tombol **Done**

Click **Done**

File Upload Inquiry > Inquiry Listing

Search

Transaction Group * **1**

Bulk Payment

File Name

Enter

File Reference No.

Enter

File Upload Status

Select

File Upload Date From *

26 Mar 2025

To *

26 Mar 2025

Payment Date

Select

Maker Name/ID

Enter

2 Search

Listing

3

File Ref. No.	Transaction Group	File Name	File Format	File Upload Date	File Upload Status	Maker Name/ID
IFL250305000000039	Bulk Payment	Bulk Payment or Payroll S KN CSV_Testing1.csv	SKN CSV Non-Encrypted	26 Mar 2025 13:58:01 WIB	Uploaded successfully	RICKYSAU - Ricky SAU
IFL250326000000009	Bulk Payment	Bulk Payment or Payroll S KN CSV_Testing.csv	SKN CSV Non-Encrypted	26 Mar 2025 11:17:55 WIB	Uploaded successfully	RICKYMAKER - Ricky Maker

Print Download

Sistem akan menampilkan halaman **File upload Inquiry**

System will show the **File Upload Inquiry** page

1 Pilih **Bulk Payment/ Payroll Transaction group**

Choose **Bulk Payment/ Payroll** as Transaction Group

2 Klik tombol **Search**

Click **Search**

3 Sistem akan menampilkan **listing**, klik **Hyperlink Transaksi**

System will show listing, click **transaction hyperlink**

Detail Inquiry

File Name

Bulk Payment or Payroll SKN CSV_Testing1.csv

File Ref. No

IFL250326000000012

File Upload Date

26 Mar 2025 13:58:01 WIB

Maker Name/ID

RICKYSAU - Ricky SAU

Payment Date

26 Mar 2025

Company ID

ZKCORP

Company Name

ANGIN TOLAK

Transaction Group

Bulk Payment

File Format

SKN CSV Non-Encrypted

Single Debit Flag

No

Auto Retry

No

Charges Borne by (If Any)

Applicant (OUR)

File Upload Status

Uploaded successfully

File Listing (1)

Reference No.	From Account	Payment Mode	Total Amount	Total Count	Workflow Status
IDB250326000000004	703200873600-IDR CIKI	SKN	IDR 1,100,000.00	2	Successful
Total			IDR 1,100,000.00	2	

Close

Sistem akan menampilkan Box berisi **detail Inquiry**

System will show the **Detail Inquiry** box

1 Workflow Status berubah menjadi **"Successful"**

Workflow status will change to **"Successful"**

2 Klik tombol **"Close"**

Click **"Close"** button



by CIMB NIAGA

Dashboard

Task List

Q

Inquiry

Account

File Upload

Transactions

Bill Payment

Services

Reporting

Administration

Help & Support

Settings

Welcome, MAUREN1

Label

mauren1

Last Login: 05 Mar 2025 12:43:55 WIB

No. of failed login attempts from previous session: 0

Notification

Helpdesk

English

FAQ

Logout

Transaction Status Inquiry > Details

Status : Successful

Creation Date

05 Mar 2025 11:18:33 WIB

Reference No.

802503050000000001

File Reference No.

FI_2503050000000000

Transaction Group

Transaction Group

Bulk Payment

Single Debit Flag

Yes

File Name

bulkSKNweekly05.csv

File Format

SKN CSV Non-Encrypted

Auto Retry

No

Sender Details

From Account

800010500100-IDR HUNI

Payment Mode

SKN

Payment Date

05 Mar 2025

Frequency

Weekly

No. Of Times

2

Start Date

05 Mar 2025

End Date

12 Mar 2025

Recurring Description

weekly SKN RC

2 Item(s)

Reference No.	Beneficiary Account No.	Beneficiary Bank Name	Beneficiary Name	Amount	Bank Charges	Submit Time	Reason
15K2503050000000001	013018986411	BDA	Gran 1	IDR 14,000.00	IDR 0.00	Successful 11:41:30 WIB	-
15K2503050000000002	013018986412	BDA	Gran 2	IDR 15,000.00	IDR 0.00	Successful 11:41:30 WIB	-
Total Amount IDR 29,000.00 Total Charges IDR 0.00							

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	Date / Time	Remark
MAUREN1 - MAUREN1	Submit	05 Mar 2025 11:18:33 WIB	-
RENTAAPP01 - RENTAAPP01	Approve	05 Mar 2025 11:28:58 WIB	-

Back

Dapat juga melakukan pengecekan status transaksi melalui **Transaction Status Inquiry**

To see the transaction status, user can see through **Transaction Status Inquiry** menu

OCTO Biz
BY CIMB NIAGA

TUTORIALOCTOBIZ2025

22

Bulk File Upload

Payroll

Maker-Approver Flow

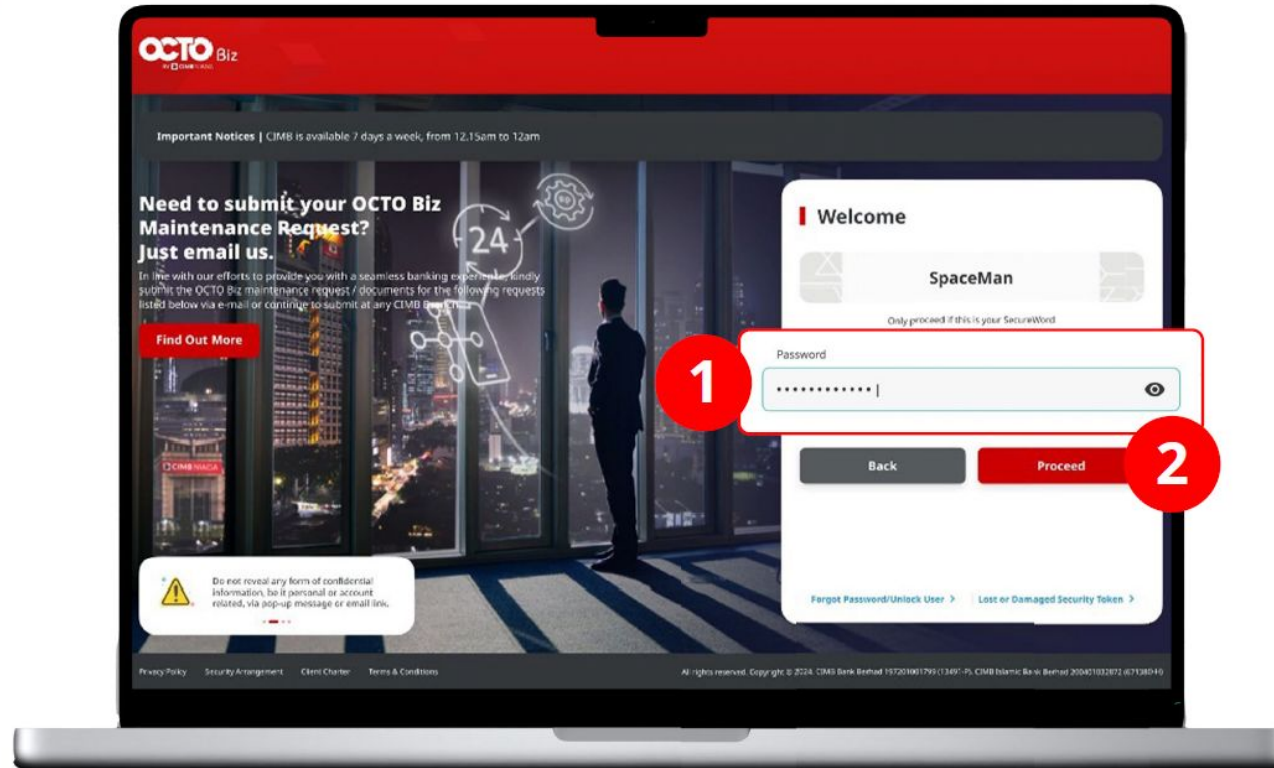


- 1 **Maker** Masuk dengan menggunakan **User & Company ID**

Maker login using User & Company ID

- 2 Klik **Next**

Click Next

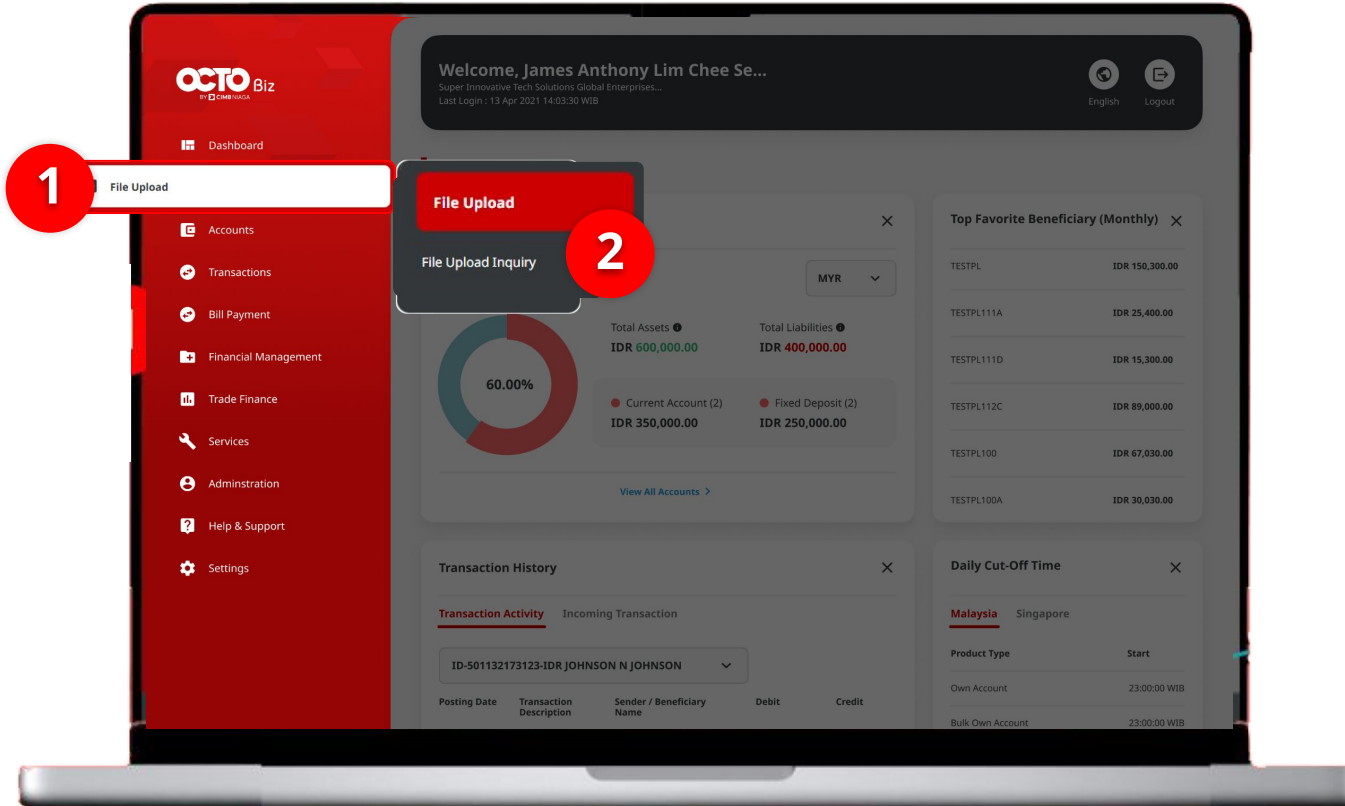


1 Isi **Password**

Input **Password**

2 Klik **Proceed**

Click **Proceed**



Sistem akan menampilkan Halaman ***Dashboard***

System will show ***Dashboard*** page

1 Arahkan **Kursor ke File Upload**

Navigate to ***File Upload***

2 Klik ***File Upload***

Click ***File Upload***

Bulk File Upload

File Upload ⓘ

Transaction Group *

Bulk Payment

File Format *

Please Select

For more details on the file format and other information, download the guideline [here](#).

File Format *

Please Select

Search

BI-FAST CSV Encrypted

BI-FAST CSV Non-Encrypted

BI-FAST TXT Encrypted

BI-FAST TXT Non-Encrypted

CIMB Niaga Account CSV Encrypted

CIMB Niaga Account CSV Non-Encrypted

Sistem akan menampilkan halaman **Bulk File Upload**

System will show **Bulk File Upload** page

- 1 Pilih **Payroll / Bulk Payment** sebagai **Transaction Group**

Choose **Payroll/ Bulk Payment** as **Transaction Group**

- 2 Sistem akan menampilkan bagian **File Format**, Klik dan pilih **Format** yang digunakan

System will show the **File Format** section, click and choose **Format**

CATATAN: untuk **template file** yang akan di **upload**, silahkan klik "**Here**" pada bagian bawah **box file format** [2]

NOTES: to choose **file template**, click "**Here**" on the bottom side of **box file format** [2]

File Upload ⓘ

Transaction Group *
Bulk Payment ▼

File Format *
SKN CSV Non-Encrypted ▼
For more details on the file format and other information, download the guideline [here](#).

Payment Date * ⓘ
26 Mar 2025 📅

Auto Retry *
No Yes

Attachment *
Choose File 🔍 Upload
Maximum size of 15 MB, please upload a file with correct extension as per selected File Format

Single Debit Flag *
No Yes

☐ Recurring transfer

Charges Borne by (If Any) *
Applicant (OUR) Beneficiary (BEN)

Note

- Bulk Payment BI-FAST Cut Off Time: 00:00 WIB.
- Bulk Payment Domestic Online Cut Off Time: 00:00 WIB.
- Bulk Payment RTGS Cut Off Time: 14:59 WIB.
- Bulk Payment SKN Cut Off Time: 00:00 WIB.

Proceed

Sistem akan menampilkan bagian tambahan

System will show the additional part

1 Lengkapi bagian ***Mandatory***

Complete the Mandatory Details

Bulk File Upload

File Upload

Transaction Group *

Bulk Payment

File Format *

SKN CSV Non-Encrypted

For more details on the file format and other information, download the guideline [here](#).

Payment Date *

26 Mar 2025

Single Debit Flag *

No Yes

Recurring transfer

Charges Borne by (If Any) *

Applicant (OUR) Beneficiary (BEN)

Auto Retry *

No Yes

Attachment *

Choose File

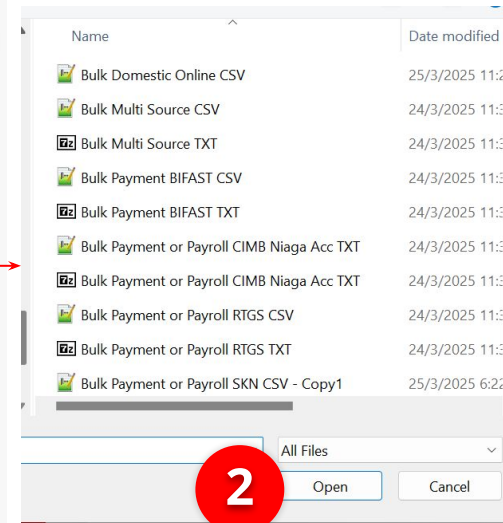
Upload

Maximum size of 15 MB, please upload a file with correct File Format

Note

- Bulk Payment BI-FAST Cut Off Time: 00:00 WIB.
- Bulk Payment Domestic Online Cut Off Time: 00:00 WIB.
- Bulk Payment RTGS Cut Off Time: 14:59 WIB.
- Bulk Payment SKN Cut Off Time: 00:00 WIB.

Proceed



Sistem akan menampilkan halaman **Review Details**

System will show **Review Details page**

1 Klik tombol **Search**, dan sistem akan menampilkan **pop-up** untuk **file explorer**

Click **search**, and system will show the **file explorer pop up**

2 Pilih **File** terkait, Lalu klik **Open**

Choose **file**, and click **open**

Bulk File Upload

File Upload ⓘ

Transaction Group *

Bulk Payment

File Format *

SKN CSV Non-Encrypted

Single Debit Flag *

No

Yes

Payment Date * ⓘ

26 Mar 2025

Auto Retry *

No

Yes

Charges Borne by (If Any) *

Applicant (OUR)

Beneficiary (BEN)

Payment or Payroll SKN CSV_Testing.csv

Upload

Note

- Bulk Payment BI-FAST Cut Off Time: 00:00 WIB.
- Bulk Payment Domestic Online Cut Off Time: 00:00 WIB.
- Bulk Payment RTGS Cut Off Time: 14:59 WIB.
- Bulk Payment SKN Cut Off Time: 00:00 WIB.

- 1 Sistem akan secara otomatis memasukan **attachment** ke **box**
*System will automatically sent **attachment***
- 2 Klik tombol **Upload**
*Click **Upload***

08

Bulk File Upload

File Upload ⓘ

Transaction Group *

Bulk Payment

File Format

SKN CSV Non-Encrypted

For more details on the file format and other information, download the guideline [here](#).

Payment Date * ⓘ

26 Mar 2025

Auto Retry *

100

Attachment

Choose File

Maximum size of 15 MB, please upload a file with correct extension as per selected File Format

Attachment

Bulk Payment or Payroll SKN CSV_Testing.csv

0KB

26 Mar 2025

Note

- Bulk Payment BI-FAST Cut Off Time: 00:00 WIB.
- Bulk Payment Domestic Online Cut Off Time: 00:00 WIB.
- Bulk Payment RTGS Cut Off Time: 14:59 WIB.
- Bulk Payment SKN Cut Off Time: 00:00 WIB.

2

Proceed

3

Ok

File Upload Inquiry > Inquiry Listing

Search

Transaction Group *

Select

Reference No.

Select

Enter

File Upload Status

Select

File Upload Date From *

26 Mar 2025

To *

26 Mar 2025

Payment Date

Select

Maker Name/ID

Enter

2 Search

Sistem akan menampilkan halaman **File upload Inquiry**

System will show **File Upload Inquiry** page

- 1 Pilih **Bulk Payment/ Payroll** sebagai Transaction group

Choose **Bulk Payment/ Payroll** as Transaction Group

- 2 Klik tombol **Search**

Click **Search**

Detail Inquiry

File Name

Bulk Payment or Payroll SKN CSV_Testing.csv

File Ref. No

IFL250326000000009

File Upload Date

26 Mar 2025 11:17:55 WIB

Maker Name/ID

RICKYMAKER - Ricky Maker

Payment Date

26 Mar 2025

Company ID

ZKCORP

Company Name

ANGIN TOLAK

Transaction Group

Bulk Payment

File Format

SKN CSV Non-Encrypted

Single Debit Flag

No

Auto Retry

No

Charges Borne by (If Any)

Applicant (OUR)

File Upload Status

File Upload Status

Uploaded successfully

Reference No.	From Account	Payment Mode	Total Amount	Total Count	Workflow Status
IDB250326000000002	703200873600-IDR CIKI	SKN	IDR 1,100,000.00	2	Pending Approval
Total			IDR 1,100,000.00	2	

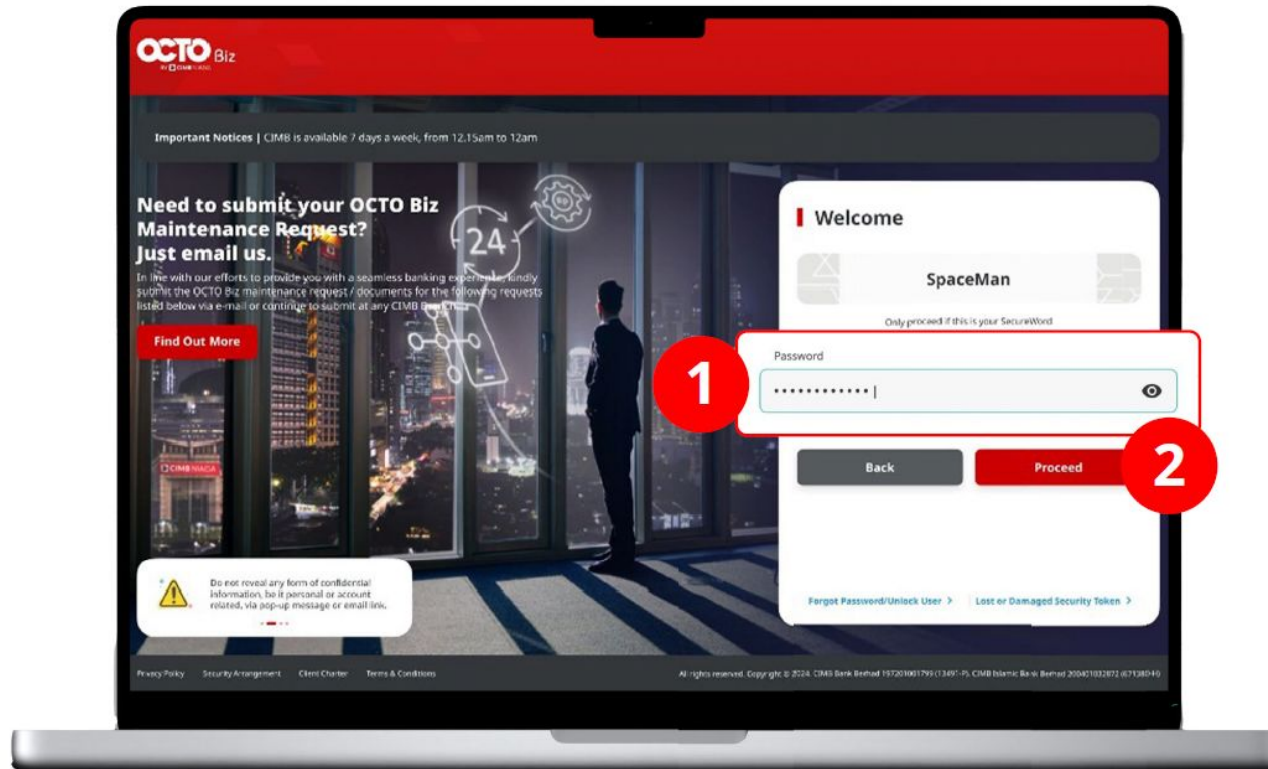
Close

1 File Status Upload berubah menjadi **"Uploaded Successfully"**

File Upload Status change into **"Uploaded Successfully"**

2 Workflow status berubah menjadi **"Pending Approval"**

Workflow status change to **"Pending Approval"**



Login sebagai **Approver**

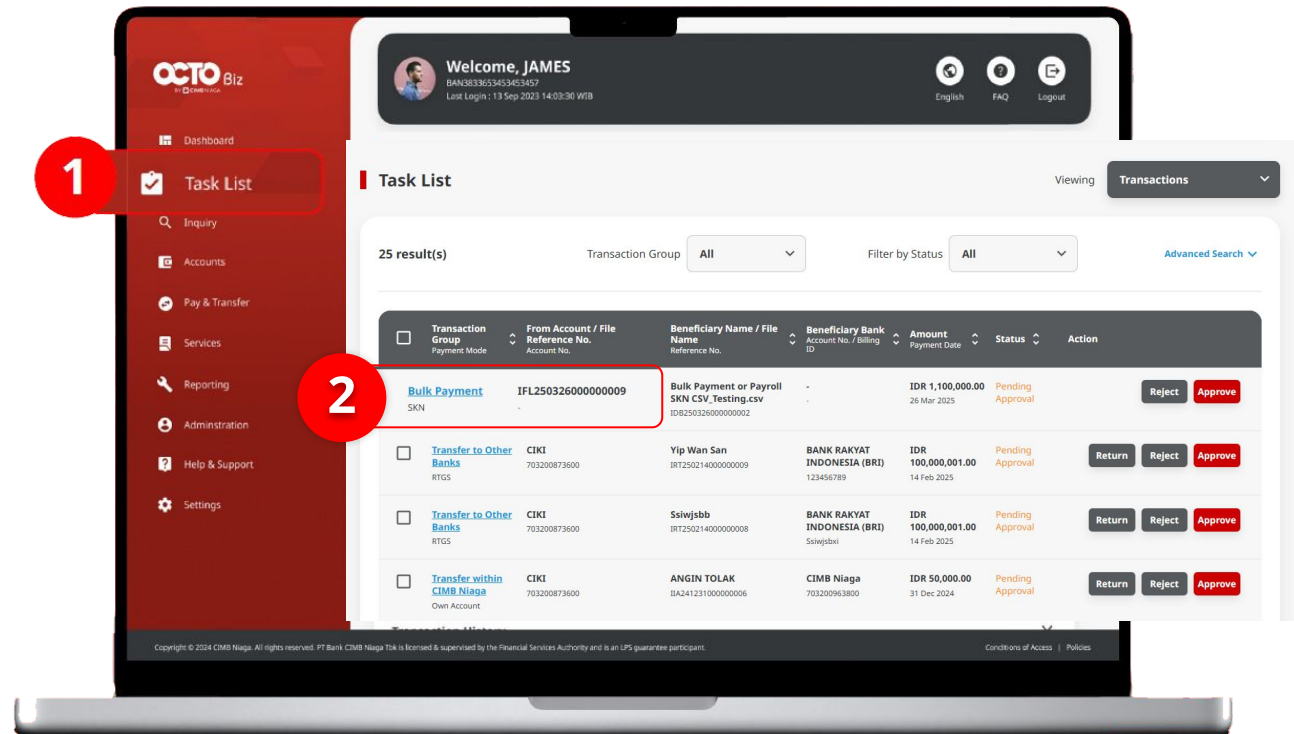
Login as **Approver**

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 Transaction Hyperlink

Task List > Details

Transaction Status: Pending Approval

Creation Date

Reference No.

File Reference No.

26 Mar 2025 11:18:02 WIB

IDB250326000000002

IFL250326000000009

Transaction Group

Transaction Group

File Name

File Format

Bulk Payment

Bulk Payment or Payroll SKN CSV_Testing.csv

SKN CSV Non-Encrypted

Single Debit Flag

Auto Retry

No

No

Sender Details

From Account

Payment Mode

Payment Date

703200873600-IDR CIMB

SKN

26 Mar 2025

2 Item(s)

Reference No.	Beneficiary Account No.	Beneficiary Bank Name	Beneficiary Name	Amount	Bank Charges	Status	Reason
ISK250326000000001	100001	BANK MANDIRI	usr1	IDR 500,000.00	IDR 0.00	Pending Approval	-
ISK250326000000002	100002	BANK MANDIRI	usr2	IDR 600,000.00	IDR 0.00	Pending Approval	-

Total Amount IDR 1,100,000.00 | Total Charges IDR 0.00

Note

- Please submit transaction before 12:31 AM on a business day. Transactions approved past cut-off-time will be executed during office hours.
- 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	Date / Time	Remark
RICKYMAKER - Ricky Maker	Submit	26 Mar 2025 11:18:01 WIB	-

Remark

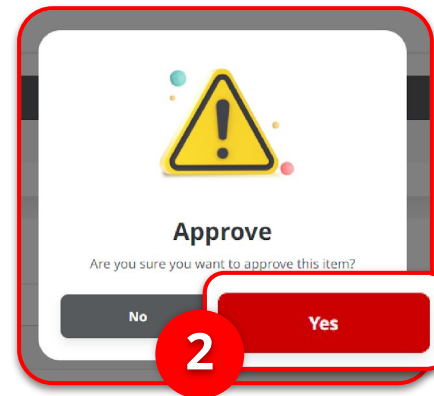
Remarks

Enter

Maximum 100 characters

Back

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

Your transaction is being processed

Reference No. : 1D8250326000000002 Approved On : 26 Mar 2025 14:58:06 WIB

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

Transaction Group

Transaction Group	File Name	File Format
Bulk Payment	Bulk Payment or Payroll SKN CSV Testing.csv	SKN CSV Non-Encrypted
Single Debit Flag	Auto Retry	
No	No	

Sender Details

From Account	Payment Mode	Payment Date
703200873600-IDR CKB	SKN	26 Mar 2025

2 Item(s)

Reference No.	Beneficiary Account No.	Beneficiary Bank Name	Beneficiary Name	Amount	Bank Charges	Status	Reason
ISK2503260000000001	100001	BANK MANDIRI	usr1	IDR 500,000.00	IDR 0.00	Authorised	-
ISK2503260000000002	100002	BANK MANDIRI	usr2	IDR 600,000.00	IDR 0.00	Authorised	-
Total Amount IDR 1,100,000.00 Total Charges IDR 0.00							

Note

- Please submit transaction before 12:31 AM on a business day. Transactions approved past cut-off time will be executed during office hours.

- 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	Date / Time	Remark
RICKYMAKER - Ricky Maker	Submit	26 Mar 2025 11:18:01 WIB	-
RICKYAPPROVER - Ricky Approver	Approve	26 Mar 2025 14:58:06 WIB	-

1

Done

Sistem akan menampilkan halaman **Acknowledgement**

System will show the **Acknowledgement** page

- 1
- Klik tombol **Done**
- Click **Done**

File Upload Inquiry > Inquiry Listing

Search

Transaction Group * **1**

Bulk Payment

File Name

Enter

File Reference No.

Enter

File Upload Status

Select

File Upload Date From *

26 Mar 2025

To *

26 Mar 2025

Payment Date

Select

Maker Name/ID

Enter

2 Search

Listing

File Ref. No.	Transaction Group	File Name	File Format	File Upload Date	File Upload Status	Maker Name/ID
IFL250305000000039 3	payment	Bulk Payment or Payroll S KN CSV_Testing.csv	SKN CSV Non-Encrypted	26 Mar 2025 11:17:55 WIB	Uploaded successfully	RICKYMAKER - Ricky Maker

Print Download

Sistem akan menampilkan halaman **File upload Inquiry**

System will show **File Upload Inquiry** page

1 Pilih **Bulk Payment/ Payroll** Transaction group

Choose **Bulk Payment/ Payroll** as **Transaction Group**

2 Klik tombol **Search**

Click **Search**

3 Sistem akan menampilkan **listing**, klik **Hyperlink Transaksi**

System will show **Listing**, click **transaction hyperlink**

Detail Inquiry

File Name

Bulk Payment or Payroll SKN CSV_Testing.csv

File Ref. No

IFL250326000000009

File Upload Date

26 Mar 2025 11:17:55 WIB

Maker Name/ID

RICKYMAKER - Ricky Maker

Payment Date

26 Mar 2025

Company ID

ZKCORP

Company Name

ANGIN TOLAK

Transaction Group

Bulk Payment

File Format

SKN CSV Non-Encrypted

Single Debit Flag

No

Auto Retry

No

Charges Borne by (If Any)

Applicant (OUR)

File Upload Status

Uploaded successfully

File Listing (1)

Reference No.	From Account	Payment Mode	Total Amount	Total Count	Workflow Status
IDB250326000000002	703200873600-IDR CIKI	SKN	IDR 1,100,000.00	2	Successful
Total			IDR 1,100,000.00	2	

Sistem akan menampilkan Box berisi **detail Inquiry**

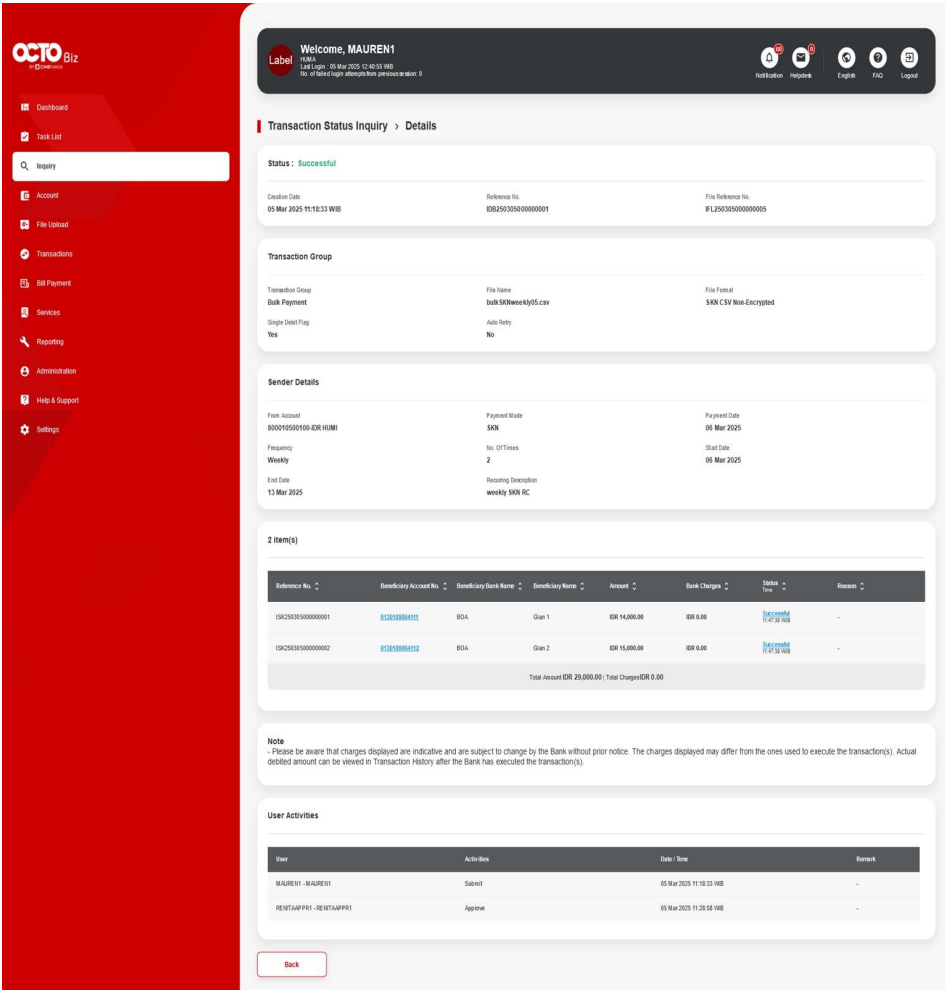
System will show the **Detail Inquiry** box

1 Workflow Status berubah menjadi **"Successful"**

Workflow status will change to **"Successful"**

2 Klik tombol **"Close"**

Click **"Close"** button



Dapat juga melakukan pengecekan status transaksi melalui **Transaction Status Inquiry**

To see the transaction status, user can see through **Transaction Status Inquiry** menu



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