

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.

Transaction

Bulk Payment - Bill Payment

TUTORIALOCTOBIZ2025

KEJAR MIMPI

Transaction

Bulk Payment - Bill Payment

Transaction – Bulk Payment/ Bill Payment adalah modul untuk melakukan pembayaran bill dengan menggunakan metode **Upload File**

Transaction – Bulk Payment/ Bill Payment is a module for billing payment transaction 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

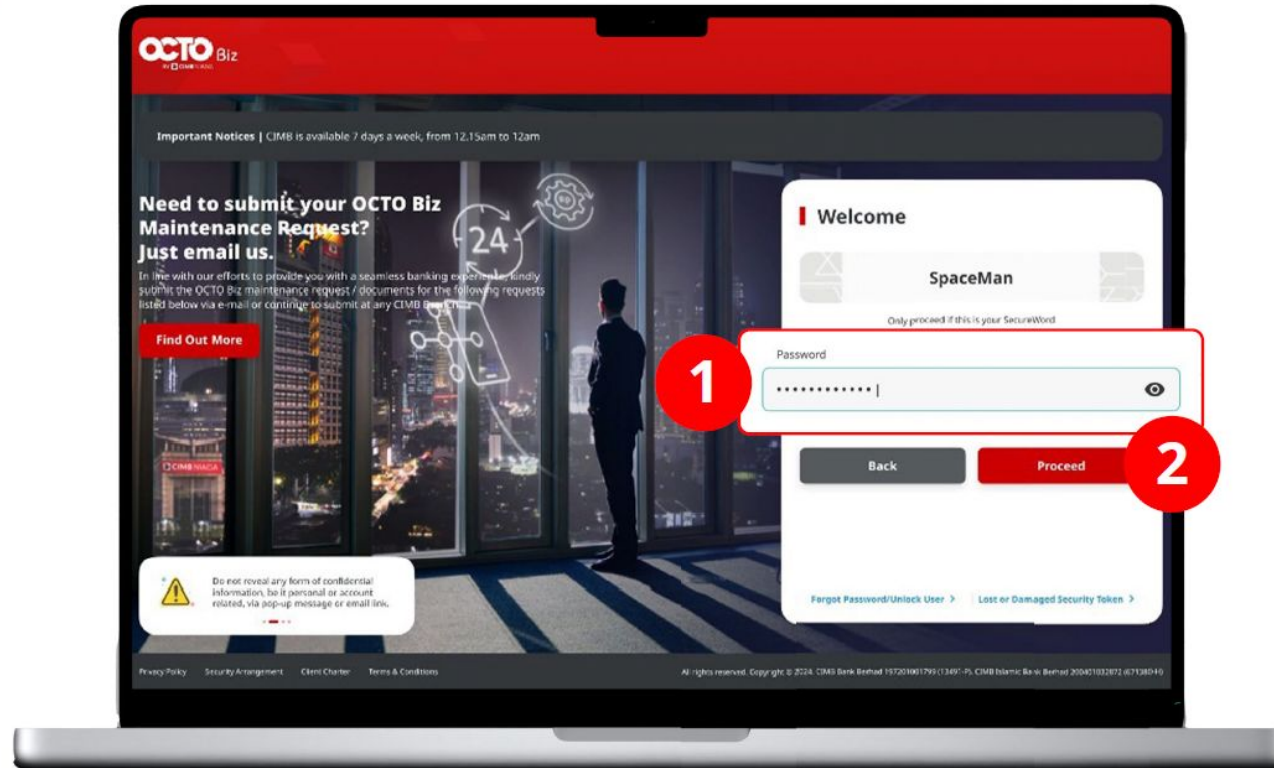


- 1 Masuk dengan menggunakan **User & Company ID**

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

- 2 Klik **Next**

*Click **Next***

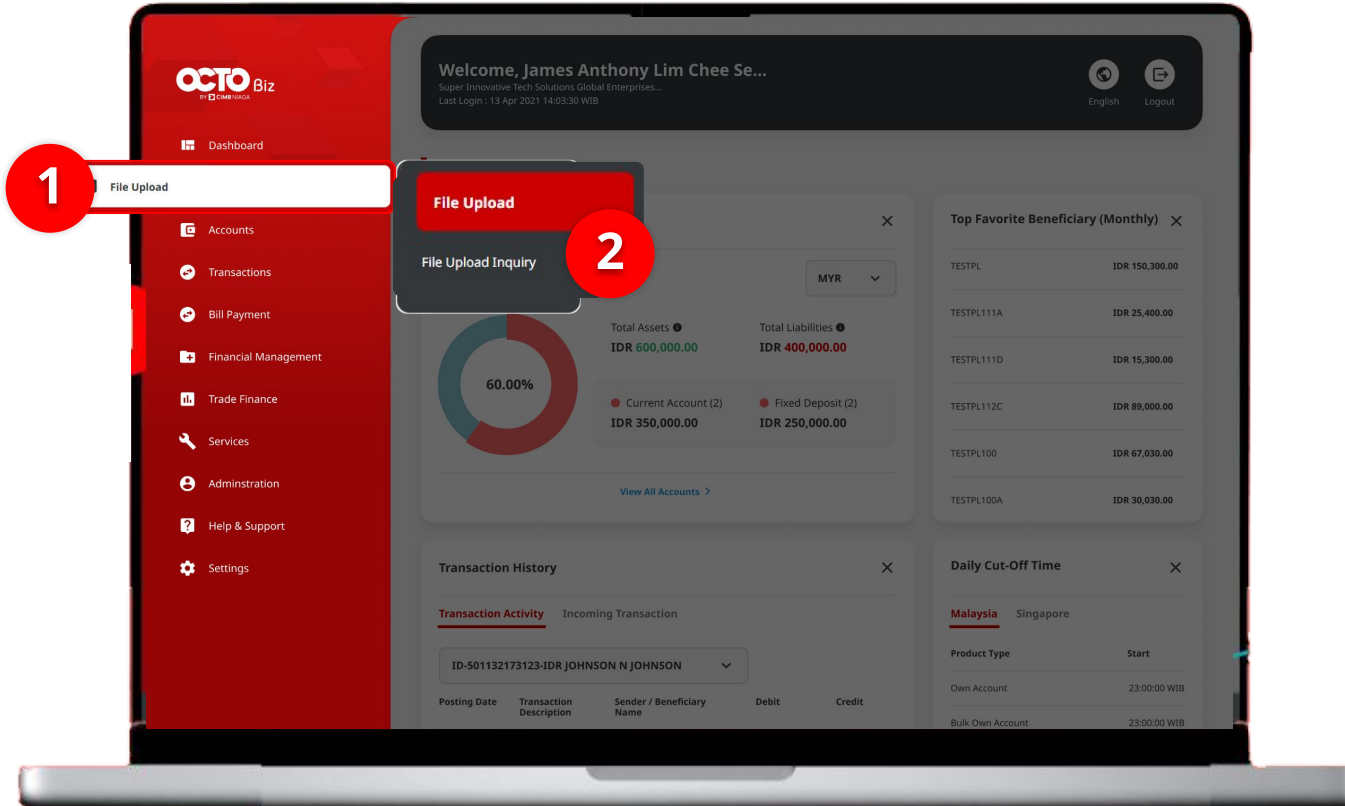


1 Isi **Password**

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 *

Bill Payment Upload

File Format *

Please Select

Search

Bill Payment CSV Encrypted

Bill Payment CSV Non-Encrypted

Bill Payment TXT Encrypted

Bill Payment TXT Non-Encrypted

Sistem akan menampilkan halaman **Bulk File Upload**

System will show **Bulk File Upload page**

- 1 Pilih **Bill Payment** sebagai **Transaction Group**

Choose **Bill 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]**

Bulk File Upload

File Upload ⓘ

Transaction Group *

Bill Payment Upload

File Format *

Bill Payment CSV Non-Encrypted

1

Biller Category *

Please Select

Biller Name *

Please Select

2

Payment Date * ⓘ

10 Mar 2025

Auto Retry *

No Yes

Receipt Notification

Send Don't Send

☐ Recurring transfer

Attachment *

Choose File

Upload

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

Email Address *

Enter

Proceed

Sistem akan menampilkan bagian tambahan

System will show the additional part

1 Pilih **Biller category & Biller Name**

*Choose **Biller category & Biller Name***

2 Lengkapi bagian **Mandatory**

*Complete the **Mandatory Details***

Bulk File Upload

File Upload

Transaction Group *

Bill Payment Upload

File Format *

Bill Payment CSV Non-Encrypted

Bill Category *

Please Select

Bill Name *

Please Select

Payment Date *

10 Mar 2025

Auto Retry *

No Yes

Recurring transfer

Attachment *

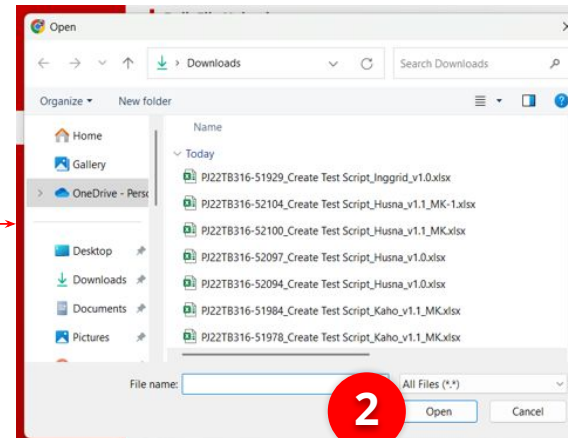
Choose File

Upload

Receipt Notification

Send Don't Send

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 *

Bill Payment Upload

File Format *

Bill Payment CSV Non-Encrypted

Bill Category *

Internet / Cable TV

Bill Name *

FIRST MEDIA

Payment Date *

17 Feb 2025

☐ Recurring transfer

Auto Retry *

No

Attachment *

billpaymentupload_First media_success.csv

Upload

Receipt Notification

Send

Don't Send

Proceed

- 1 Sistem akan secara otomatis memasukan **attachment** ke **box**

*System will automatically sent **attachment***

- 2 Klik tombol **Upload**

*Click **Upload***

File Upload

Transaction Group *
Bill Payment Upload

File Format *
Bill Payment CSV Non-Encrypted

Bill Category *
Internet / Cable TV

Bill Name *
FIRST MEDIA

Payment Date *
17 Feb 2025

☐ Recurring transfer

Auto Retry *
No Yes

Attachment *
Choose File Upload

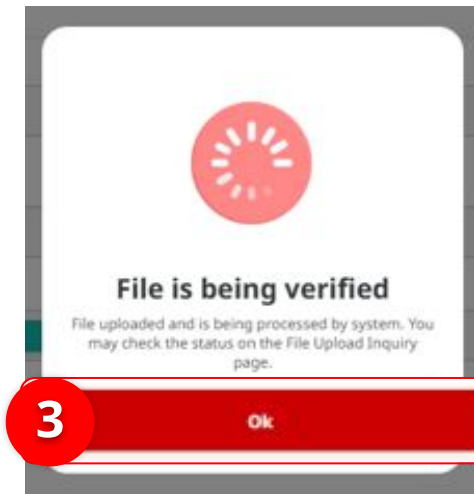
Maximum size of 15 MB, please upload a file with correct extension as per selected File Format.

Attachment
billpaymentupload_First media_success.csv
on 17 Feb 2025

Receipt Notification
Send Don't Send

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

File Name

Enter

File Reference No.

Enter

File Upload Status

Select

File Upload Date From *

17 Feb 2025

To *

17 Feb 2025

Payment Date

Select

Maker Name/ID

Enter

Search

Sistem akan menampilkan halaman **File upload Inquiry**

System will show **File Upload Inquiry** page

1 Pilih **Bill Payment Upload** sebagai *Transaction group*

Choose **Bill Payment Upload** as *Transaction Group*

2 Klik tombol **Search**

Click **Search**

Listing

File Ref. No.	Transaction Group	File Name	File Format	File Upload Date	File Upload Status	Maker Name/ID
IFL250218000000171	Bill Payment Upload	billpaymentupload_master card_success2.csv	Bill Payment CSV Non-Encrypted	18 Feb 2025 18:04:47 WIB	File is being verified	MAKER1 - maker1
IFL250218000000167	Bill Payment Upload	billpaymentupload_master card_success1.csv	Bill Payment CSV Non-Encrypted	18 Feb 2025 17:47:40 WIB	Uploaded successfully	KKSAU1 - sau1
IFL250218000000019	Bill Payment Upload	billpaymentupload_master card_success.csv	Bill Payment CSV Non-Encrypted	18 Feb 2025 08:39:04 WIB	File is being verified	KKSAU1 - sau1

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**

Detail Inquiry

File Name billpaymentupload_master card_success2.csv	File Ref. No. IFL250218000000171	File Upload Date 18 Feb 2025 18:04:47 WIB
Maker Name/ID MAKER1 - maker1	Payment Date 18 Feb 2025	Company ID KAHOADVANCE
Company Name MAHES	Transaction Group Bill Payment Upload	File Format Bill Payment CSV Non-Encrypted
Bill Category Credit Card	Bill Name CC	Auto Retry No
Receipt Notification Send	Email Address ngb10@mylab.local	File Upload Status File is being verified

Close

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

User can see the File Status as **"Uploaded Successfully"**

File Upload Status

Uploaded successfully

1

File Name

visa_success7.txt

File Ref. No

IFL250227000000062

File Upload Date

27 Feb 2025 13:18:42 WIB

Maker Name/ID

KKSAU1 - sau1

Frequency

Monthly

Recurring Description

test2

Start Date

28 Feb 2025

End Date

28 Apr 2025

No. of Times

3

Company ID

KAHOADVANCE

Company Name

MAHES

Transaction Group

Bill Payment Upload

File Format

Bill Category

Credit Card

Bill Name

CIMB NIAGA VISA CARD

Receipt Notification

Send

Email Address

ngb10@mylab.local

File Listing (1)

Reference No.	From Account	Payment Mode	Total Amount	Total Count	Workflow Status
IDB250227000000145	-	Bill Payment	646.00	2	Draft
Total			646.00	2	

2

3

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
☐	Bill Payment Upload Bill Payment	IFL250227000000062	visa_success7.txt IDB250227000000145	-	IDR 646.00 28 Feb 2025	Draft	Delete Submit

Delete Selected

Submit Selected

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

System will show the task list page, click Task Hyperlink

Task List > Details

Transaction Status : Draft

Creation Date: 25 Feb 2025 16:14:49 WIB | Reference No: IDR250225000000065 | File Reference No: FPL250225000000120

Transaction Group

Transaction Group: Bill Payment Upload | File Name: BP1.csv | File Format: Bill Payment CSV Non-Encrypted

Auto Retry: No

Sender Details

Payment Mode: Bill Payment | Payment Date: 25 Feb 2025

Billers Details

Billers Category: Internet / Cable TV | Billers Name: FIRST MEDIA

2 Item(s)

Reference No.	From Account	Billing ID	Amount	Administration Charges
IBP250225000000104	IDR ANJAR ASMORO HERIYANTO-703957816800	2027367441	IDR 100,003.00	IDR 0.00
IBP250225000000105	IDR ANJAR ASMORO HERIYANTO-703957816800	2323370235	IDR 100,004.00	IDR 0.00
Total Amount: IDR 200,007.00 Total Charges: 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
SAUL_SQPT - Soft Token 1	Save	25 Feb 2025 16:14:49 WIB	

Back | Delete | **Submit**



Tinjau ulang transaksi

Review Transaction

1 Jika sudah sesuai,
klik *Submit*

*Click **Submit***

2 Klik **Yes**

*Click **Yes***

Task List > Acknowledgement

Successful

Reference No. : 3F724121500000609 Approved On : 20 Mar 2025 14:14:46 WIB

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

Transaction Group

Transaction Group	File Name	File Format
Bill Payment Upload	BP.1.csv	Bill Payment CSV Non-Encrypted
Auto Retry	No	

Sender Details

Payment Mode	Payment Date
Bill Payment	20 Mar 2025

Billers Details

Billers Category	Billers Name
Internet / Cable TV	FIRST MEDIA

2 Item(s)

Reference No.	From Account	Billing ID	Amount	Administration Charges	Status	Reason
BP250225000000104	IDR ANUAR ASMORO HERVIAN TD-793027618609	2027367441	IDR 100,003.00	IDR 0.00	Successful	-
BP250225000000105	IDR ANUAR ASMORO HERVIAN TD-793027618609	2323370235	IDR 100,004.00	IDR 0.00	Successful	-
Total Amount: IDR 200,007.00 Total Charges: 0.00						

User Activities

User	Activities	Date / Time	Remark
SAU_SOFT - Soft Token 1	Save	25 Feb 2025 16:14:49 WIB	
SAU_SOFT - Soft Token 1	Edit	20 Mar 2025 14:13:46 WIB	
SAU_SOFT - Soft Token 1	Submit	20 Mar 2025 14:13:46 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 *
Bill Payment Upload

File Name
s02

File Format
Select

File Reference No.
Enter

File Upload Status
Select

File Upload Date From *
04 Mar 2025

To *
20 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		s02.csv	Bill Payment CSV Non-Encrypted	05 Mar 2025 10:48:13 WIB	Uploaded successfully	MAKER_ND - Maker No Dept

3

Print Download

Sistem akan menampilkan halaman **File upload Inquiry**

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

1 Pilih **Bill Payment Upload** sebagai **Transaction group**
Choose **Bill Payment Upload** 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

BP.1.csv

File Ref. No

IFL250225000000120

File Upload Date

25 Feb 2025 16:14:39 WIB

Maker Name/ID

SAU_SOFT - Soft Token 1

Payment Date

25 Feb 2025

Company ID

CORPGRITE_ADVANCE

Company Name

JURJ LOTSPUPWX POOZVWXYV

Transaction Group

Bill Payment Upload

File Format

Bill Payment CSV Non-Encrypted

Bill Category

Internet / Cable TV

Bill Name

FIRST MEDIA

Auto Retry

No

Receipt Notification

Don't Send

Email Address

File Upload Status

Uploaded successfully

File Listing (1)

Reference No.	From Account	Payment Mode	Total Amount	Total Count	Workflow Status
IDB250225000000065	-	Bill Payment	IDR 200,007.00	2	Successful
Total			IDR 200,007.00	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

Bulk File Upload

Payroll

Maker-Approver Flow

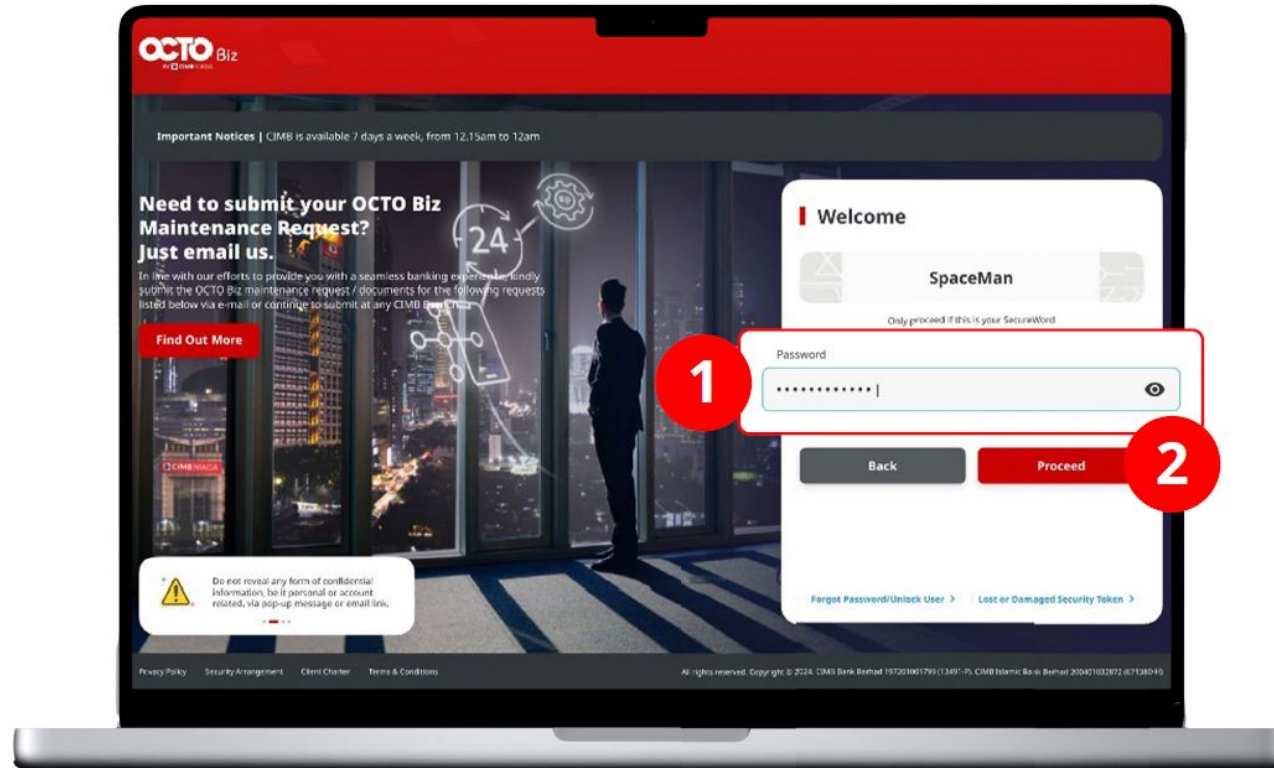


- 1 **Maker** Masuk dengan menggunakan **User & Company ID**

Maker login using User & Company ID

- 2 Klik **Next**

Click Next

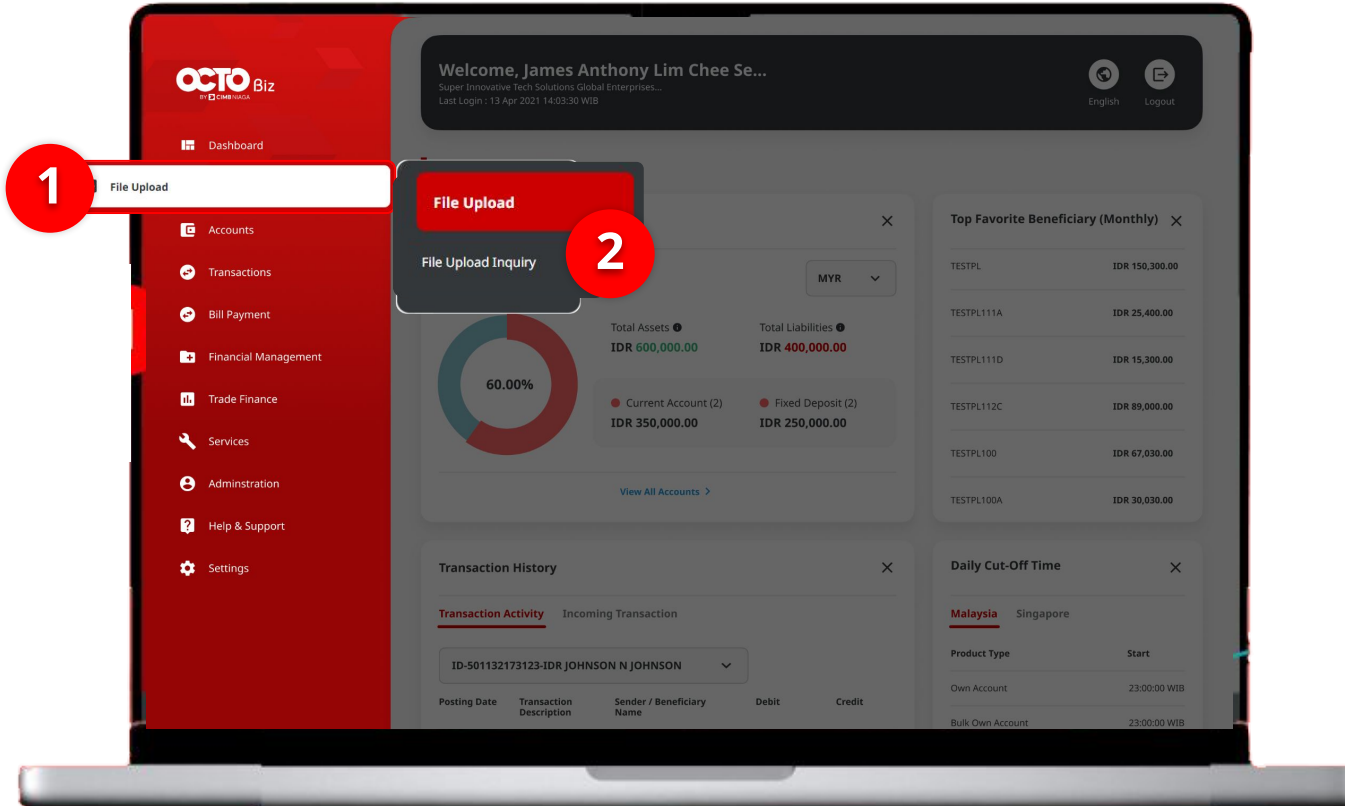


1 Isi **Password**

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 *

Bill Payment Upload

File Format *

Please Select

Search

Bill Payment CSV Encrypted

Bill Payment CSV Non-Encrypted

Bill Payment TXT Encrypted

Bill Payment TXT Non-Encrypted

Sistem akan menampilkan halaman **Bulk File Upload**

System will show **Bulk File Upload** page

- 1 Pilih **Bill Payment Upload** sebagai **Transaction Group**

Choose **Bill Payment Upload** 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]**

Bulk File Upload

File Upload ⓘ

Transaction Group *

Bill Payment Upload

File Format *

Bill Payment CSV Non-Encrypted

1

Biller Category *

Please Select

Biller Name *

Please Select

2

Payment Date * ⓘ

10 Mar 2025

Auto Retry *

No Yes

Receipt Notification

Send Don't Send

☐ Recurring transfer

Attachment *

Choose File

Upload

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

Email Address *

Enter

Proceed

Sistem akan menampilkan bagian tambahan

System will show the additional part

1 Pilih **Biller category & Biller Name**

*Choose **Biller category & Biller Name***

2 Lengkapi bagian **Mandatory**

*Complete the **Mandatory Details***

Bulk File Upload

File Upload

Transaction Group *

Bill Payment Upload

File Format *

Bill Payment CSV Non-Encrypted

Bill Category *

Please Select

Bill Name *

Please Select

Payment Date *

10 Mar 2025

Auto Retry *

No Yes

Recurring transfer

Attachment *

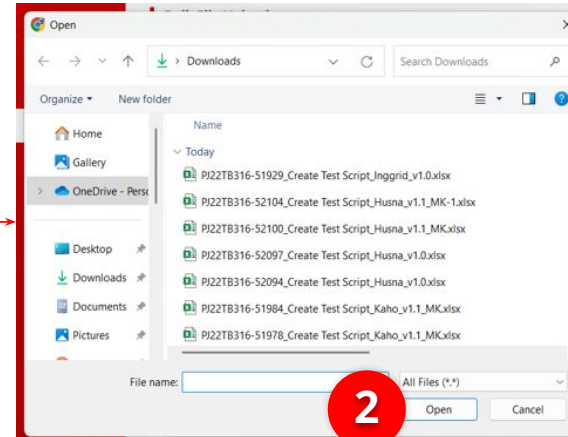
Choose File

Upload

Receipt Notification

Send Don't Send

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 *

Bill Payment Upload

File Format *

Bill Payment CSV Non-Encrypted

Bill Category *

Internet / Cable TV

Bill Name *

FIRST MEDIA

Payment Date *

17 Feb 2025

☐ Recurring transfer

Auto Retry *

No

Attachment *

billpaymentupload_First media_success.csv

Maximum size of 16 MB, please upload a file with correct extension as per selected File Format

Upload

Receipt Notification

Send

Don't Send

Proceed

- 1 Sistem akan secara otomatis memasukan **attachment** ke **box**

*System will automatically sent **attachment***

- 2 Klik tombol **Upload**

*Click **Upload***

File Upload

Transaction Group *
Bill Payment Upload

File Format *
Bill Payment CSV Non-Encrypted

Bill Category *
Internet / Cable TV

Bill Name *
FIRST MEDIA

Payment Date *
17 Feb 2025

☐ Recurring transfer

Auto Retry *
No Yes

Attachment *
Choose File Upload

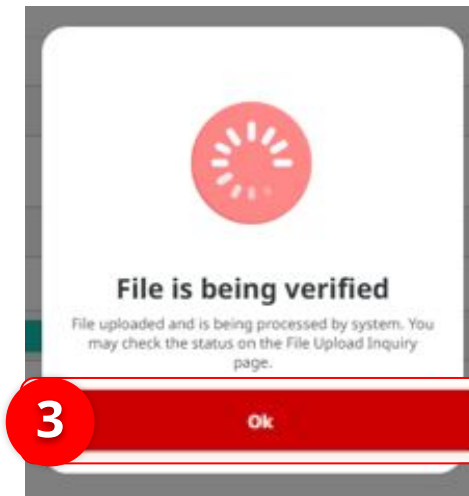
Maximum size of 15 MB, please upload a file with correct extension as per selected File Format.

Attachment
billpaymentupload_First media_success.csv
on 17 Feb 2025

Receipt Notification
Send Don't Send

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

Sistem akan menampilkan halaman **File upload Inquiry**

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

File Upload Inquiry > Inquiry Listing

Search

Transaction Group *
Select

File Name
Enter

File Reference No.
Enter

File Upload Status
Select

File Upload Date From *
18 Feb 2025

To *
18 Feb 2025

Payment Date
Select

Maker Name/ID
Enter

Search

Listing

File Ref. No.	Transaction Group	File Name	File Format	File Upload Date	File Upload Status	Maker Name/ID
IFL250218000000171	Bill Payment Upload	billpaymentupload_master card_success2.csv	Bill Payment CSV Non-Encrypted	18 Feb 2025 18:04:47 WIB	File is being verified	MAKER1 - maker1
	Bill Payment Upload	billpaymentupload_master card_success1.csv	Bill Payment CSV Non-Encrypted	18 Feb 2025 17:47:40 WIB	Uploaded successfully	KKSAU1 - sau1
IFL250218000000019	Bill Payment Upload	billpaymentupload_master card_success.csv	Bill Payment CSV Non-Encrypted	18 Feb 2025 08:39:04 WIB	File is being verified	KKSAU1 - sau1

- 1 Pilih **Bill Payment Upload** sebagai Transaction group

Choose **Bill Payment Upload** as Transaction Group

- 2 Klik tombol **Search**

Click **Search**

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

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

Detail Inquiry

File Name

billpaymentupload_master card_success2 .csv

File Ref. No

IFL250218000000171

File Upload Date

18 Feb 2025 18:04:47 WIB

Maker Name/ID

MAKER1 - maker1

Payment Date

18 Feb 2025

Company ID

KAHOADVANCE

Company Name

MAHES

Transaction Group

Bill Payment Upload

File Format

Bill Payment CSV Non-Encrypted

Biller Category

Credit Card

Biller Name

CC

Auto Retry

No

Receipt Notification

Send

Email Address

ngb10@mylab.local

File Upload Status

Uploaded successfully

File Listing (1)

Reference No.	From Account	Payment Mode	Total Amount	Total Count	Workflow Status
IDB250218000000138	-	Bill Payment	300.00	2	Pending Approval
Total			300.00	2	

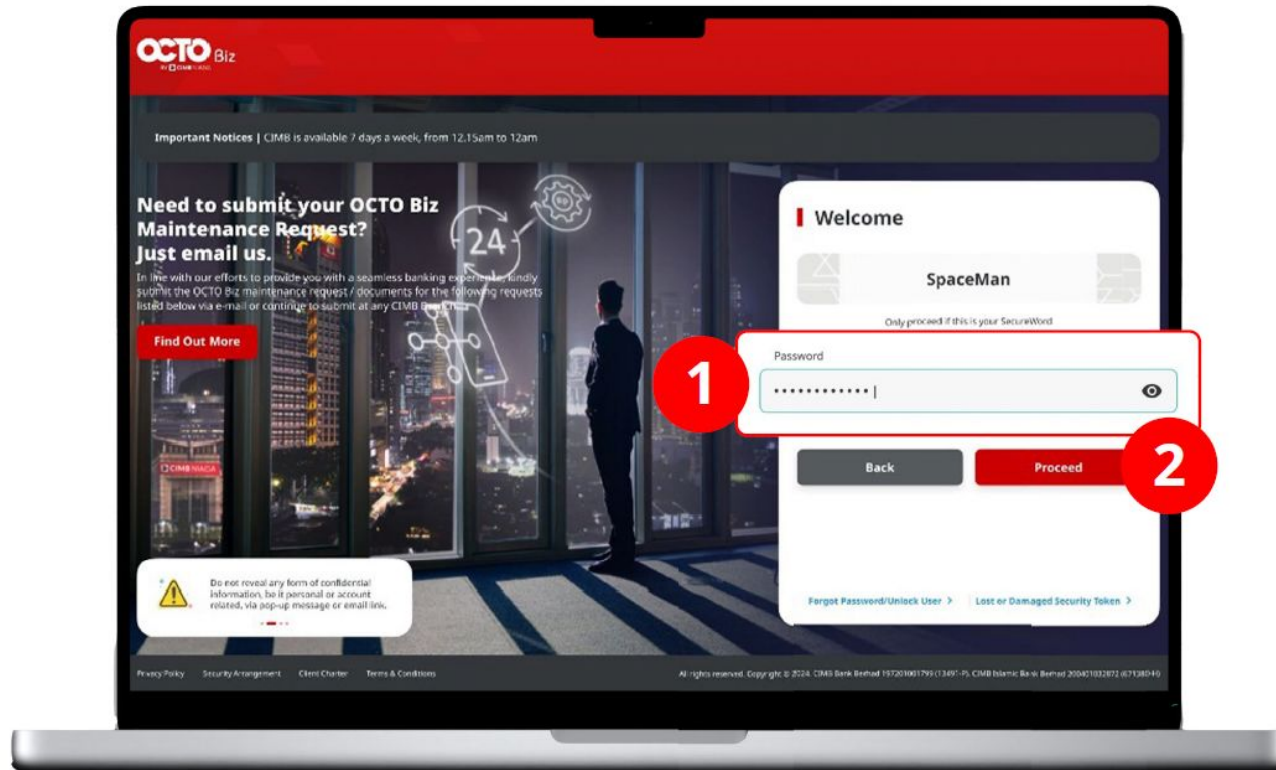
Close

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**

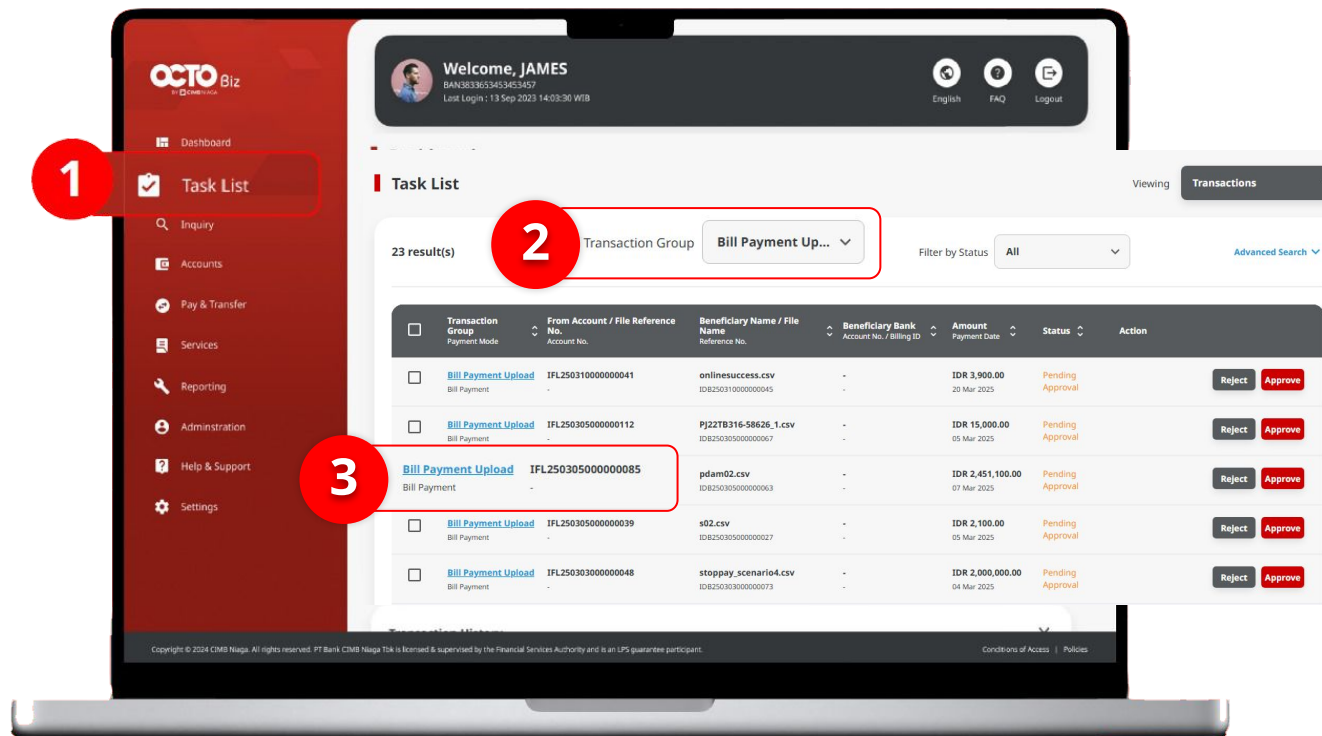
Login as **Approver**

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 Pilih **Bill Payment Upload** sebagai Transaction Group

Choose Bill Payment Upload as Transaction Group

- 3 Klik **Hyperlink** transaksi yang diinginkan

Click Transaction Hyperlink

Task List > Details

Transaction Status : Pending Approval

Creation Date: 05 Mar 2025 10:48:27 WIB | Reference No: ID6250305000000027 | File Reference No: 371250305000000039

Transaction Group

Transaction Group: Bill Payment Upload | File Name: 002.csv | File Format: Bill Payment CSV Non-Encrypted

Auto Retry: No

Sender Details

Payment Mode: Bill Payment | Payment Date: 05 Mar 2025

Billers Details

Billers Category: Internet / Cable TV | Billers Name: FIRST MEDIA

2 Item(s)

Reference No.	From Account	Billing ID	Amount	Administration Charges
IBP2503050000000047	IDR ANUAR ASMORO HERVANTO.70305761 5000	1222933441	IDR 2.000.00	IDR 0.00
IBP2503050000000048	IDR ANUAR ASMORO HERVANTO.70305761 5000	3429333441	IDR 100.00	IDR 0.00
Total Amount: IDR 2.100.00 Total Charges: 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).

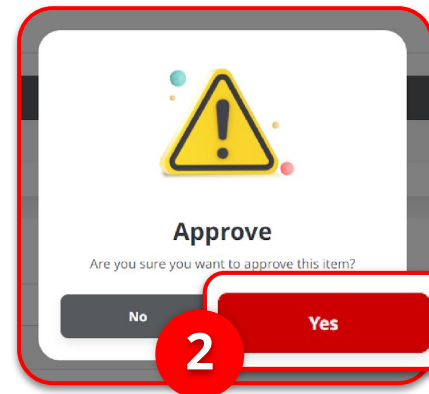
User Activities

User	Activities	Date / Time	Remark
MAKER, ND - Maker No Dept	Submit	05 Mar 2025 10:48:27 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

Successful

Reference No. : IPT24121900000609
Approved On : 20 Mar 2025 14:14:46 WIB

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

Transaction Group

Transaction Group	File Name	File Format
Bill Payment Upload	s82.csv	Bill Payment CSV Non-Encrypted
Auto Retry	No	

Sender Details

Payment Mode	Payment Date
Bill Payment	20 Mar 2025

Billier Details

Billier Category	Billier Name
Internet / Cable TV	FIRST MEDIA

2 Item(s)

Reference No.	From Account	Billing ID	Amount	Administration Charges	Status	Reason
IBP250305000000047	IDR ANJAR ASMORO HERYAN TO-793657616609	1222913441	IDR 2,000.00	IDR 0.00	Successful	-
IBP250305000000048	IDR ANJAR ASMORO HERYAN TO-793657616609	3429913441	IDR 100.00	IDR 0.00	Successful	-
Total Amount: IDR 2,100.00 Total Charges: 0.00						

User Activities

User	Activities	Date / Time	Remark
MAKER_ND - Maker No Dept	Submit	05 Mar 2025 10:48:27 WIB	
APPROVER_DEPT - Approver Dept A	Edit	20 Mar 2025 14:49:56 WIB	
APPROVER_DEPT - Approver Dept A	Approve	20 Mar 2025 14:49:56 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 *
Bill Payment Upload

File Name
s02

File Format
Select

File Reference No.
Enter

File Upload Status
Select

File Upload Date From *
04 Mar 2025

To *
20 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		s02.csv	Bill Payment CSV Non-Encrypted	05 Mar 2025 10:48:13 WIB	Uploaded successfully	MAKER_ND - Maker No Dept

3

Print Download

Sistem akan menampilkan halaman **File upload Inquiry**

System will show **File Upload Inquiry** page

1 Pilih **Bill Payment Upload** sebagai *Transaction group*

Choose **Bill Payment Upload** 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

s02.csv

Maker Name/ID

MAKER_ND - Maker No Dept

Company Name

JURJ LOTSPUPWX POOZVWXYV

Bill Category

Internet / Cable TV

Receipt Notification

Don't Send

File Ref. No

IFL250305000000039

Payment Date

05 Mar 2025

Transaction Group

Bill Payment Upload

Bill Name

FIRST MEDIA

Email Address

File Upload Date

05 Mar 2025 10:48:13 WIB

Company ID

CORPGRITE_ADVANCE

File Format

Bill Payment CSV Non-Encrypted

Auto Retry

No

File Upload Status

Uploaded successfully

File Listing (1)

Reference No.	From Account	Payment Mode	Total Amount	Total Count	Workflow Status
IDB250305000000027	-	Bill Payment	IDR 2,100.00	2	Successful
Total			IDR 2,100.00	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



OCTO Biz
BY  **CIMB NIAGA**

