CIMB NIAGA

OCTO Biz

Transaction

Bulk Payment - Domestic Online

TUTORIALOCTOBIZ2025

KEJAR MIMPI

Transaction

Bulk Payment - Domestic Online

Transaction – Bulk Payment Domestic Online adalah modul untuk melakukan transfer *domestic online* dengan menggunakan metode ***Upload File***

Transaction – Bulk Payment Domestic Online *is a module for domestic online transfer 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***

KEJAR MIMPI

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

Domestic Online

Single Access User

KEJAR MIMPI

LANGKAH

01

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

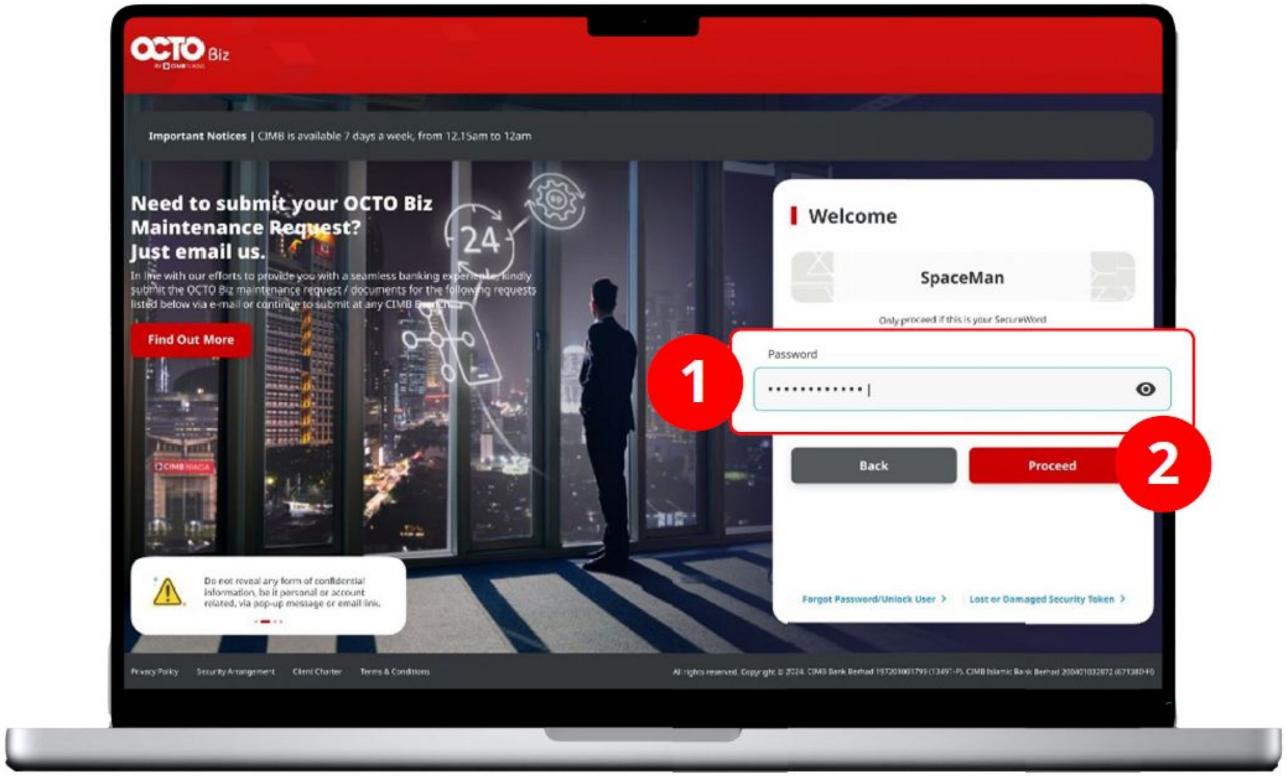
*Login using **User & Company ID***

2 Klik ***Next***

*Click **Next***

LANGKAH

02



1 Isi ***Password***

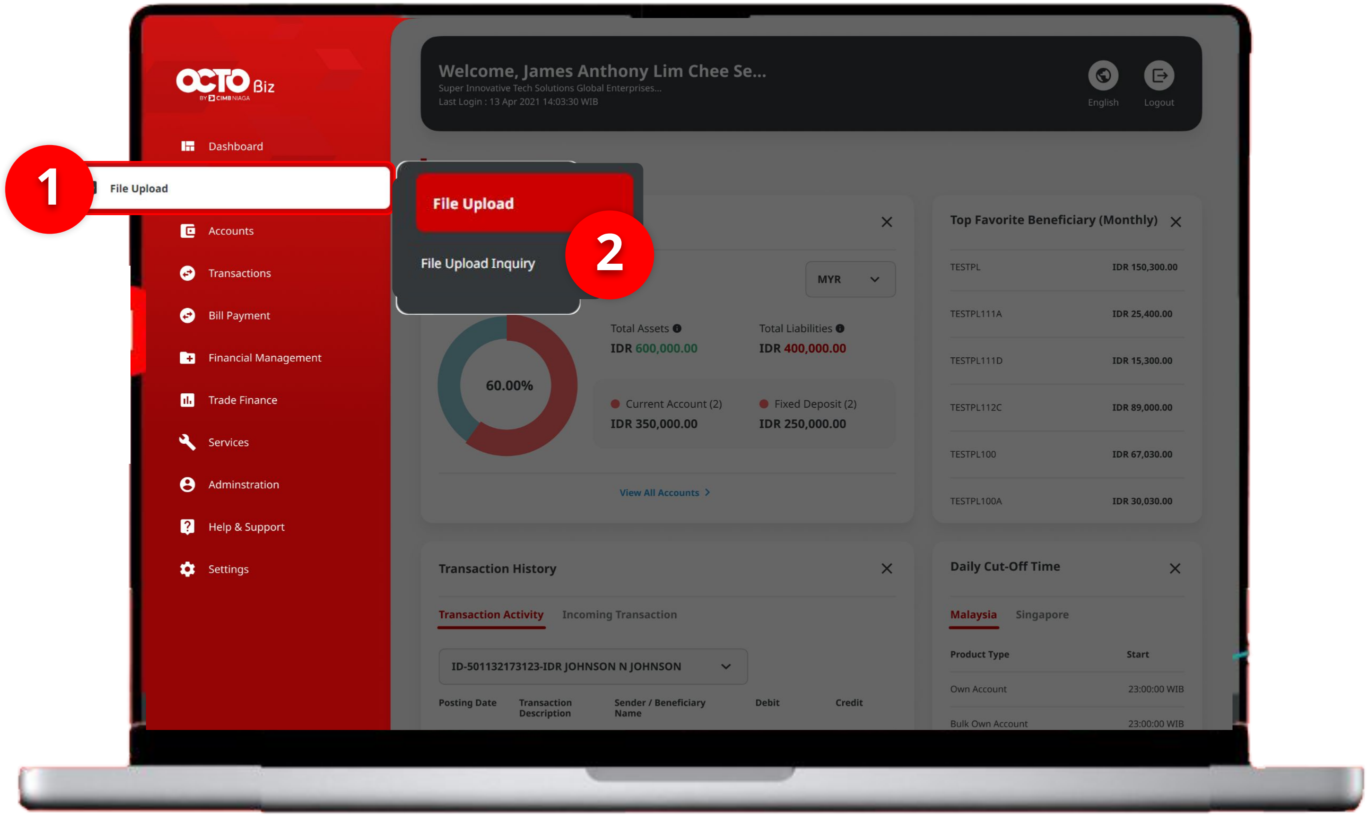
*Input **Password***

2 Klik ***Proceed***

*Click **Proceed***

LANGKAH

03



Sistem akan menampilkan Halaman ***Dashboard***

*System will show **Dashboard page***

1 Arahkan **Kursor ke *File Upload***

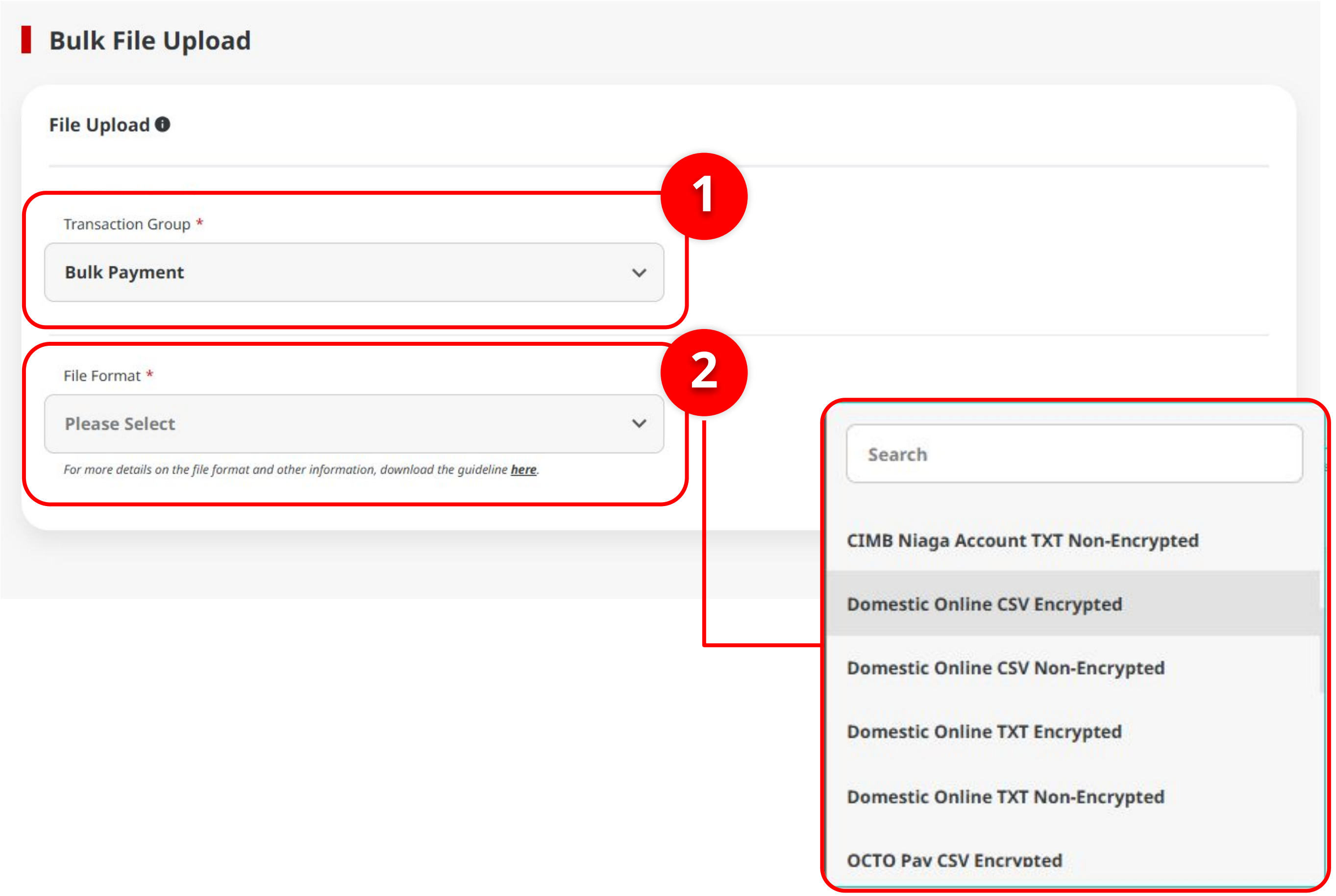
*Navigate to **File Upload***

2 Klik ***File Upload***

*Click **File Upload***

LANGKAH

04



Sistem akan **menampilkan halaman *Bulk File Upload***

*System will show **Bulk File Upload page***

1 Pilih ***Domestic Online* sebagai *Transaction Group***

*Choose **Domestic Online** as **Transaction Group***

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

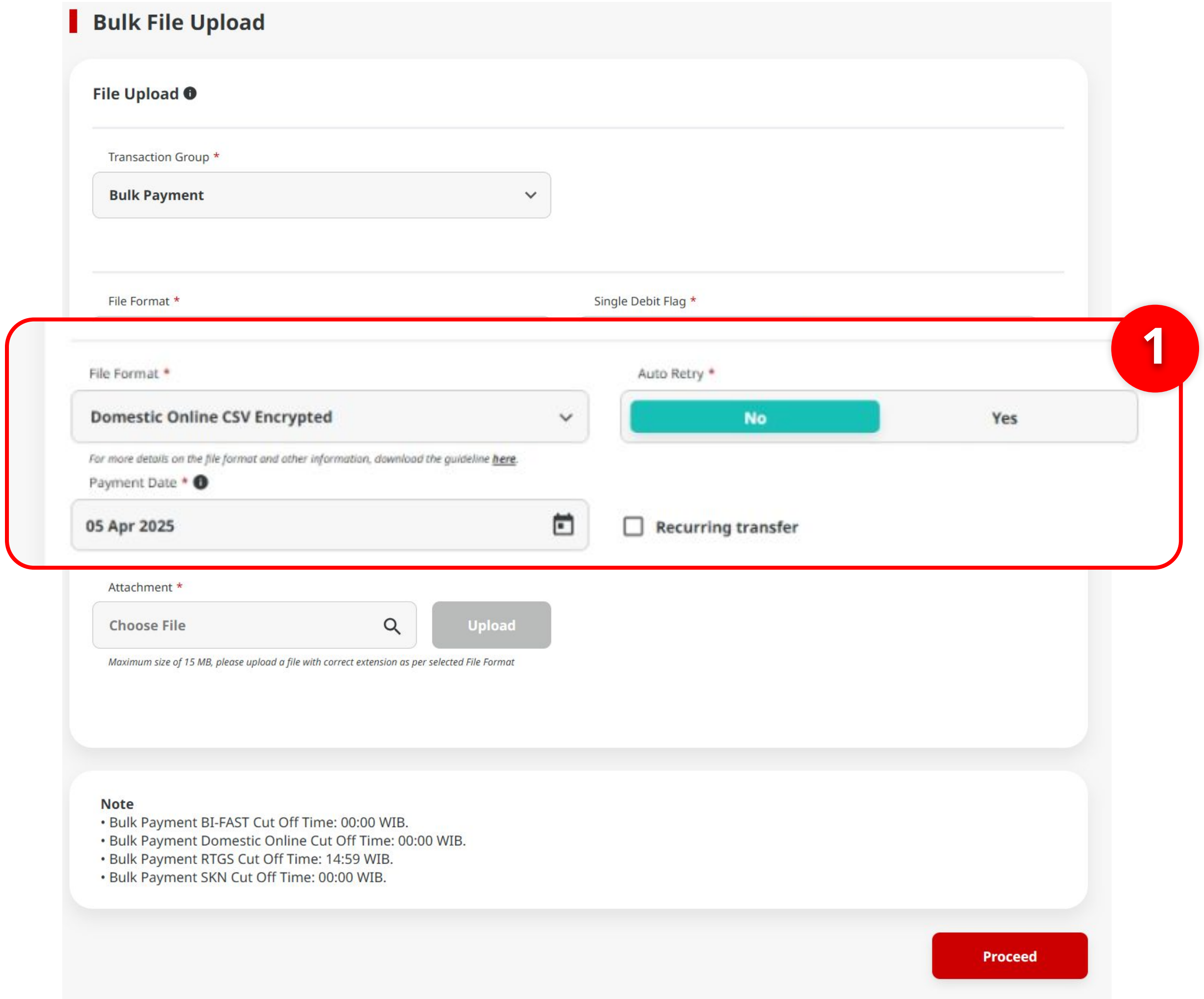
*System will show the **File Format section**, **click** and **choose Format***

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]

LANGKAH

05



Sistem akan menampilkan bagian tambahan

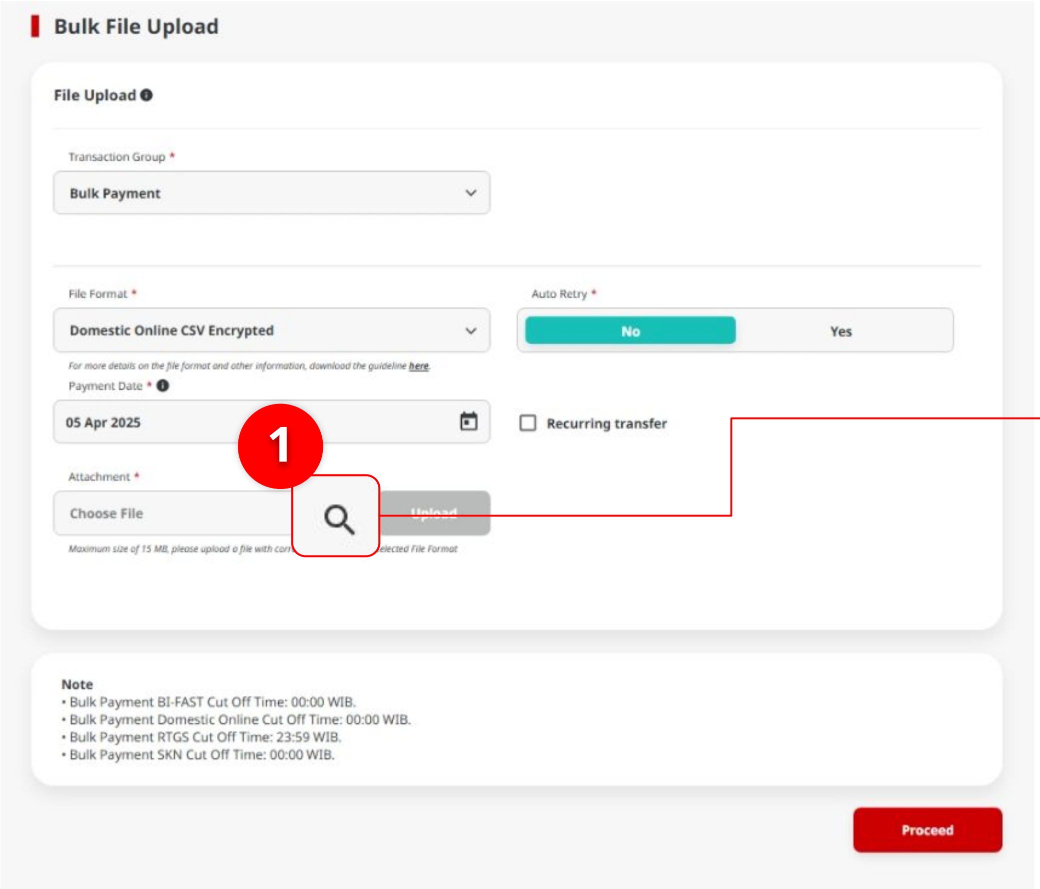
System will show the additional part

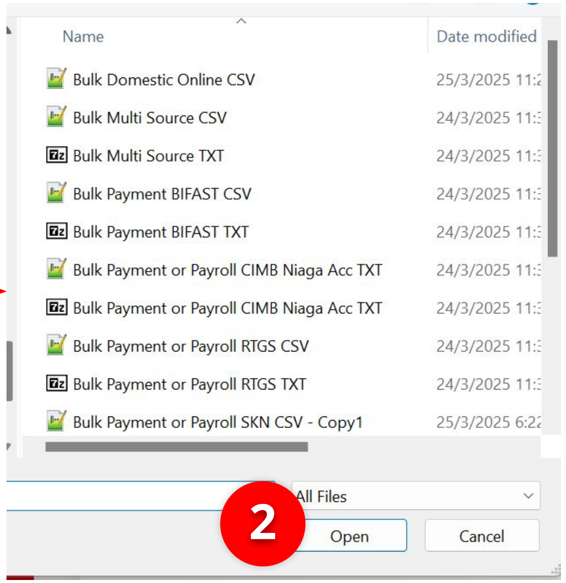
1 Lengkapi bagian ***Mandatory***

*Complete the **Mandatory Details***

LANGKAH

06





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***

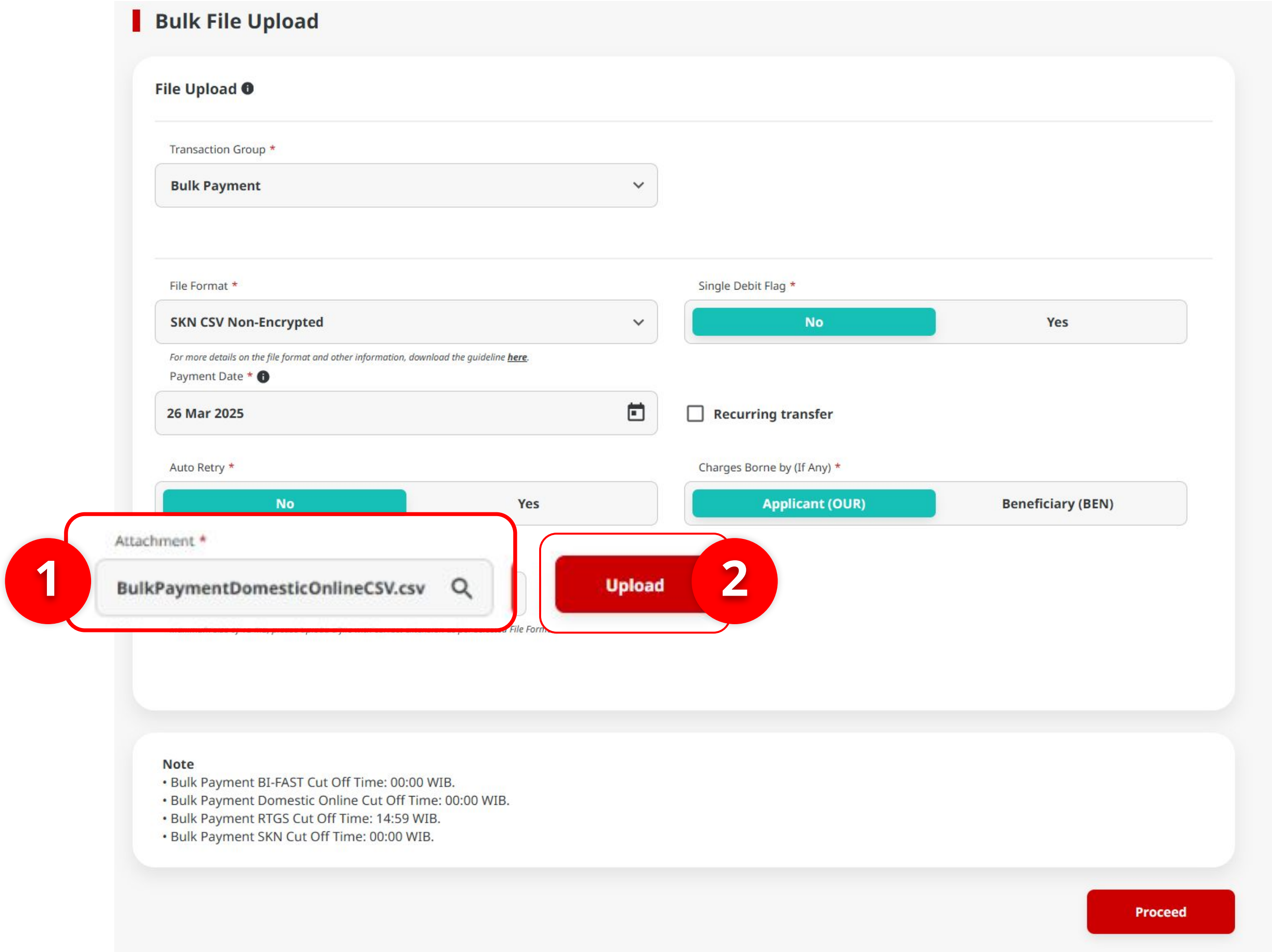
*Click **search**, and system will show the **file explorer pop up***

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

Choose file**, and click **open

LANGKAH

07



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

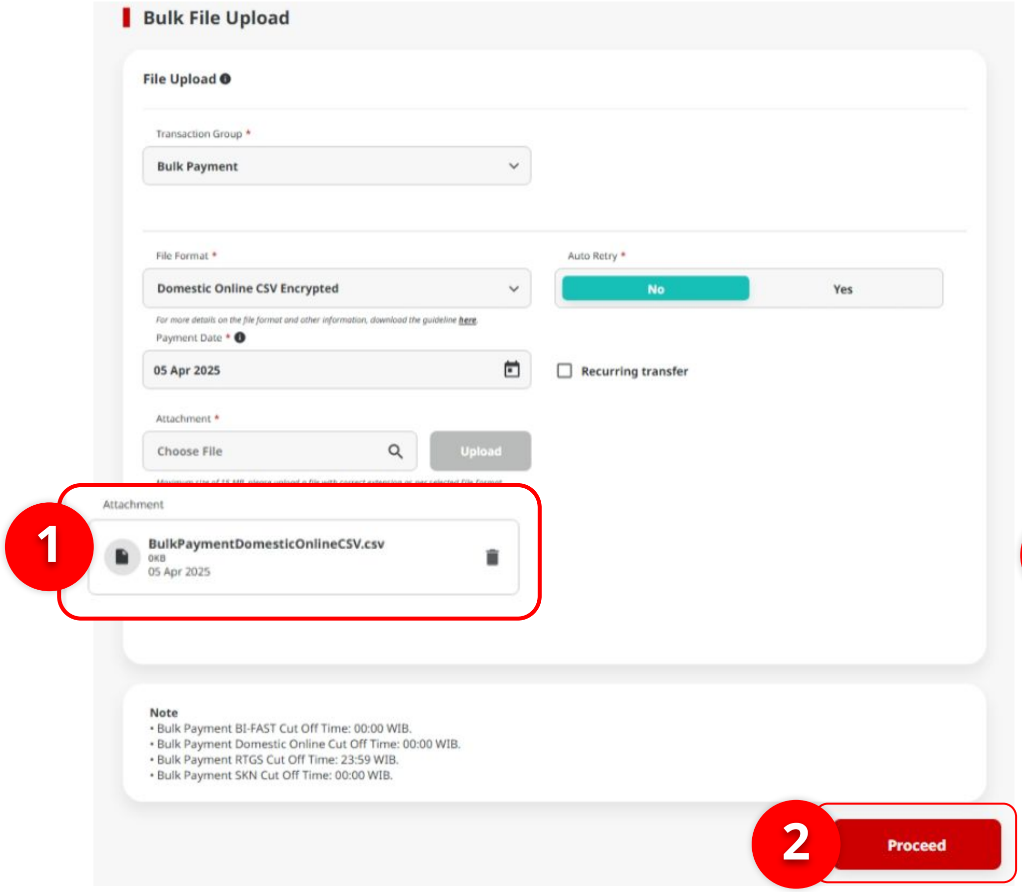
System will automatically sent ***attachment***

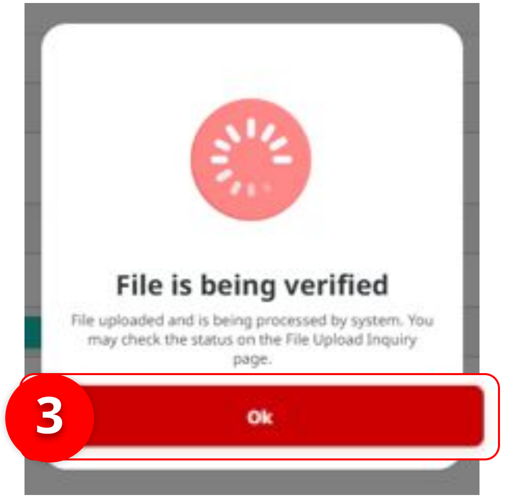
2 Klik tombol ***Upload***

Click ***Upload***

LANGKAH

08





1 Sistem akan menampilkan ***file attachment***

*System will show the **file attachment***

2 Klik tombol ***Proceed***

*Click **Proceed***

Sistem akan menampilkan ***Pop-up Verified***

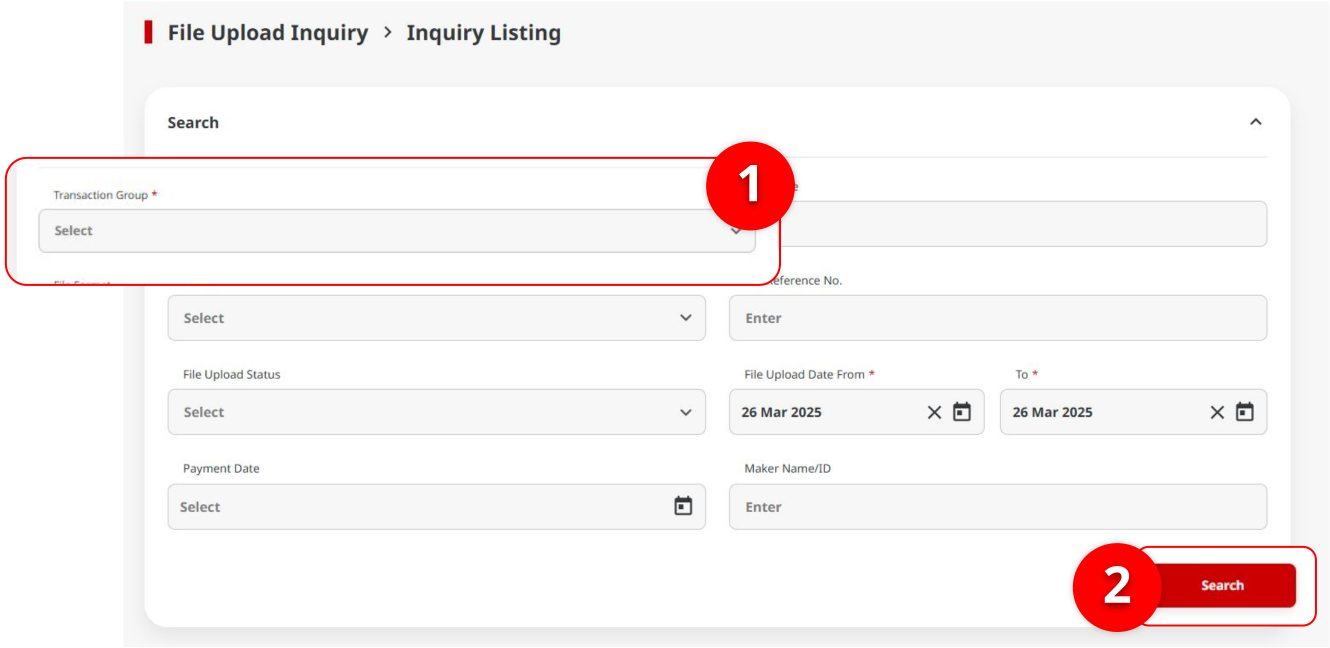
*System will show **File verification pop up box***

3 Klik tombol ***OK***

*Click **OK***

LANGKAH

09



Sistem akan menampilkan halaman ***File upload Inquiry***

*System will show **FIle Upload Inquiry page***

1 Pilih ***Domestic Online Upload*** sebagai *Transaction group*

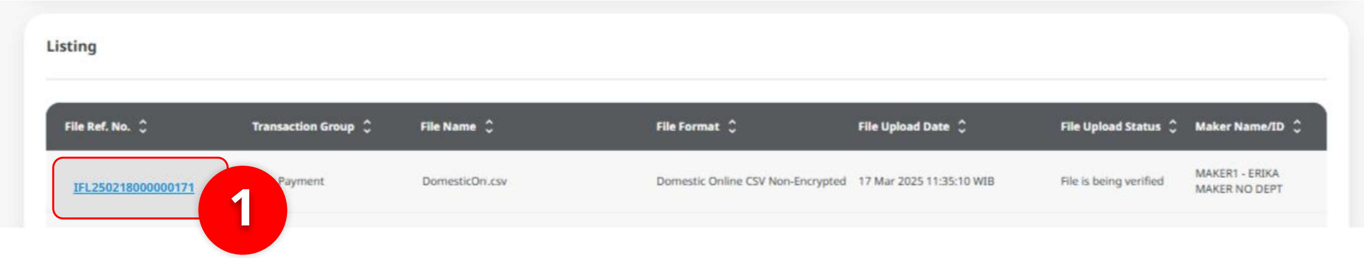
*Choose **Domestic Online Upload** as Transaction Group*

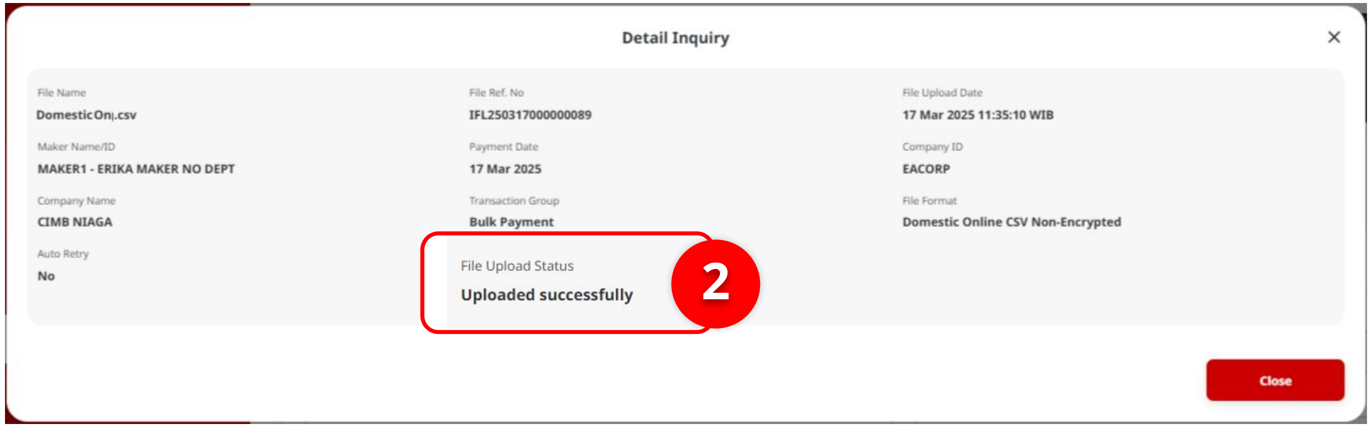
2 Klik tombol ***Search***

*Click **Search***

LANGKAH

10





Sistem akan menampilkan ***Listing***

*System will show **listing***

1 Pilih ***Task Hyperlink***

*Choose **Task Hyperlink***

Sistem akan menampilkan Box berisi *detail Inquiry*

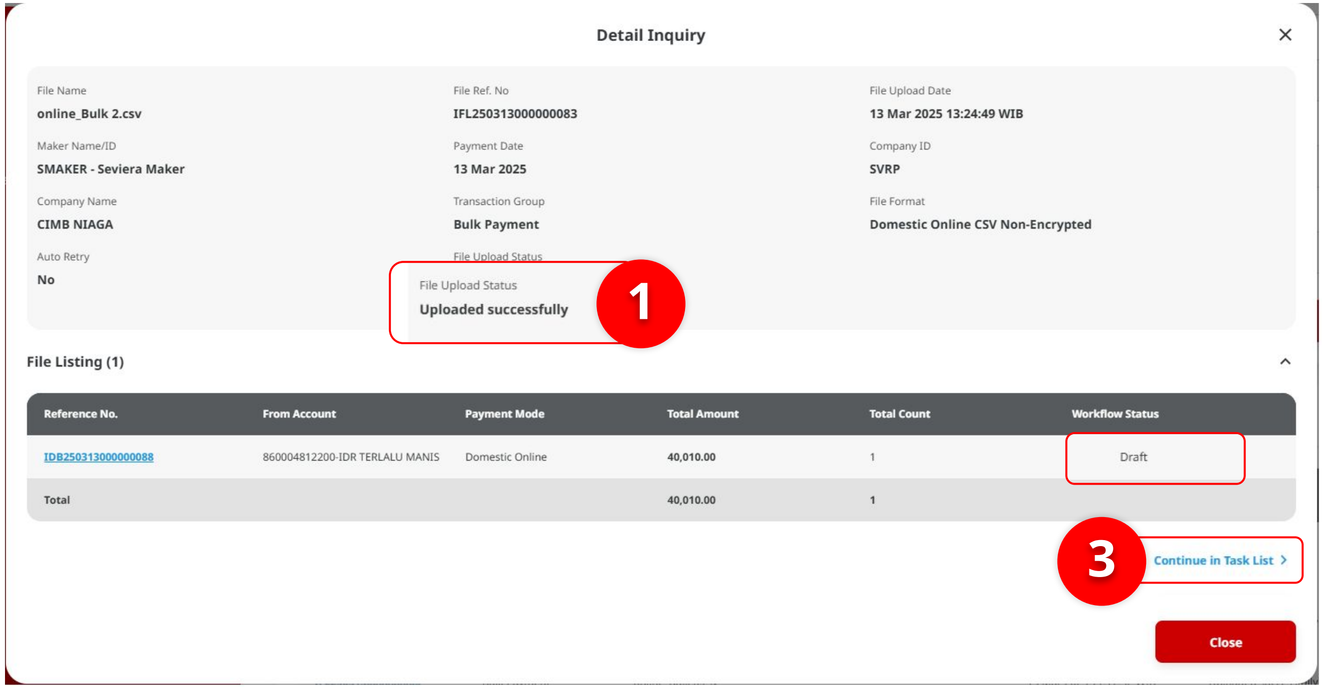
System will show Detail Inquiry pop up box

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

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

LANGKAH

11



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

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

2 *Workflow status **"Draft"***

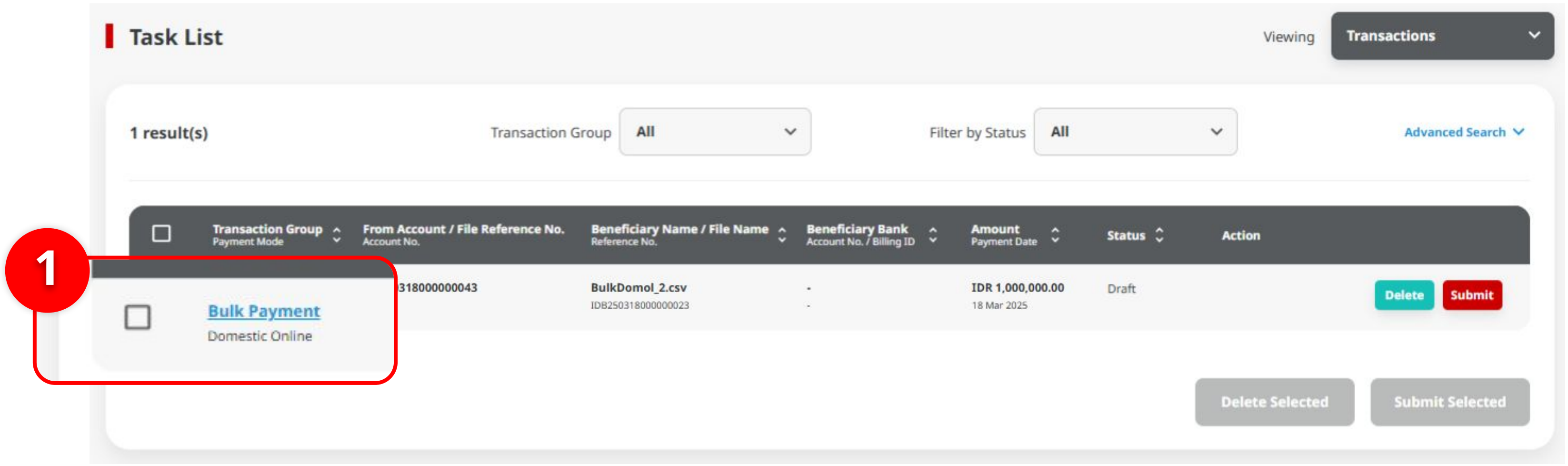
*Workflow status **"Draft"***

3 Klik ***Continue in Task List***

*Click **Continue in Task List***

LANGKAH

12

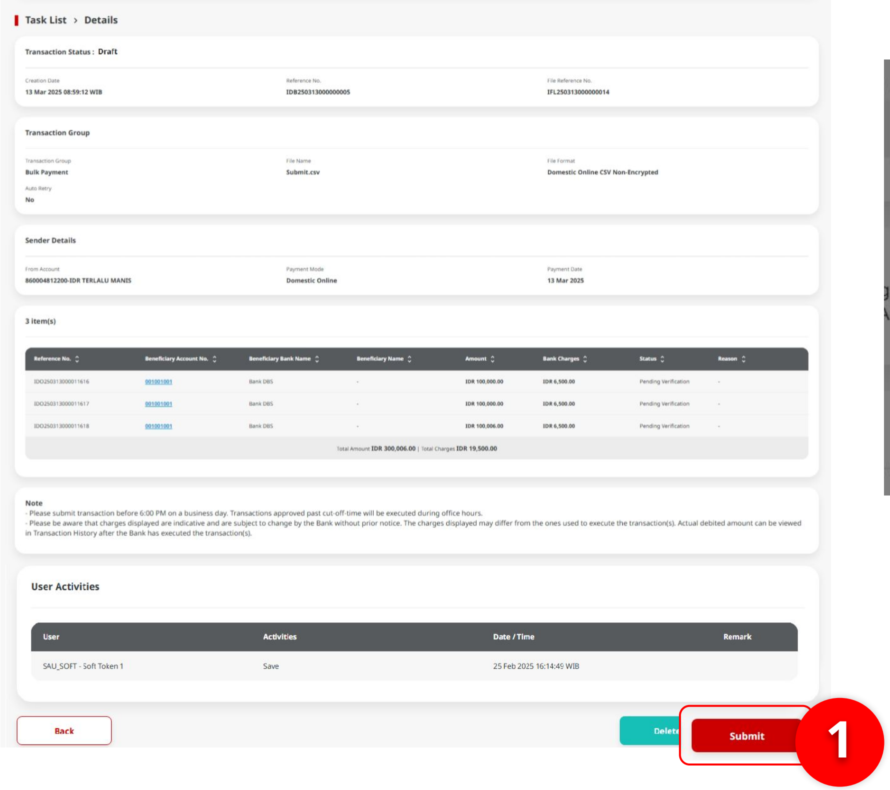


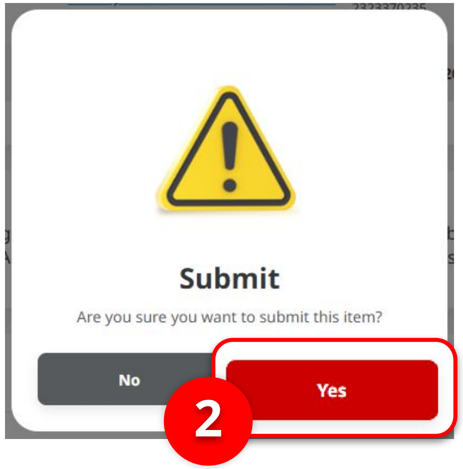
1 Sistem akan menampilkan halaman *Task List*, Klik ***Task Hyperlink***

*System will show the task list page, click **Task Hyperlink***

LANGKAH

13





Tinjau ulang transaksi

Review Transaction

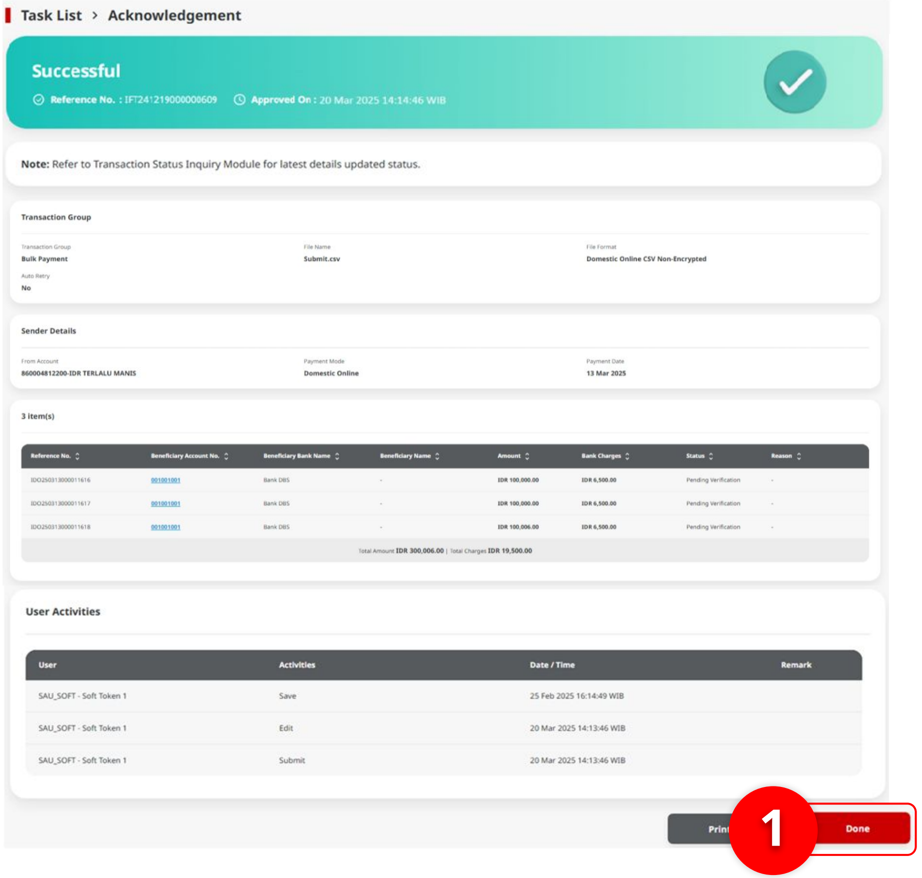
1. Jika sudah sesuai, **klik *Submit***

   *Click **Submit***

2. Klik ***Yes***

   *Click **Yes***

LANGKAH
14



Sistem akan menampilkan halaman ***Acknowledgement***

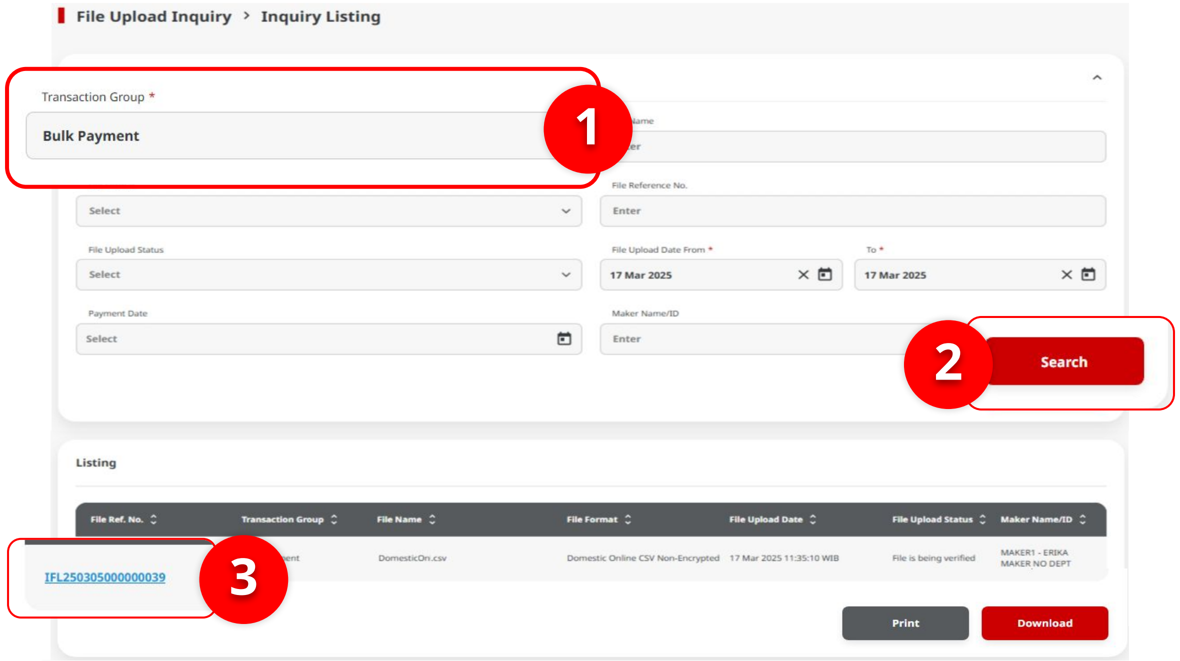
System will show the ***Acknowledgement page***

1 Klik tombol ***Done***

Click ***Done***

LANGKAH

15



Sistem akan menampilkan halaman ***File upload Inquiry***

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

1. Pilih ***Domestic Online Upload*** sebagai *Transaction group*

   *Choose **Domestic Online Upload** as Transaction Group*

2. Klik tombol ***Search***

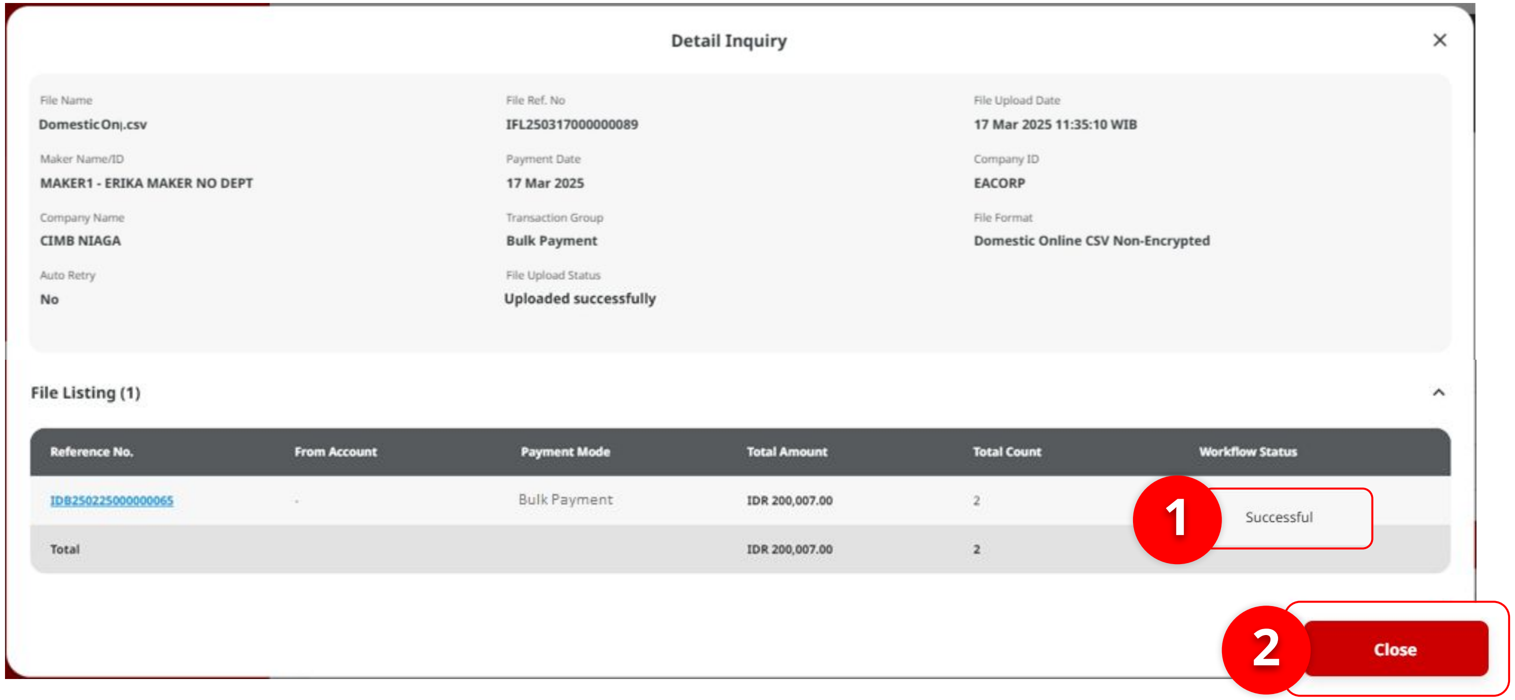
   *Click **Search***

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

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

LANGKAH

16



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

Bulk File Upload

Domestic Online

Maker-Approver Flow

KEJAR MIMPI

LANGKAH

01

MAKER

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

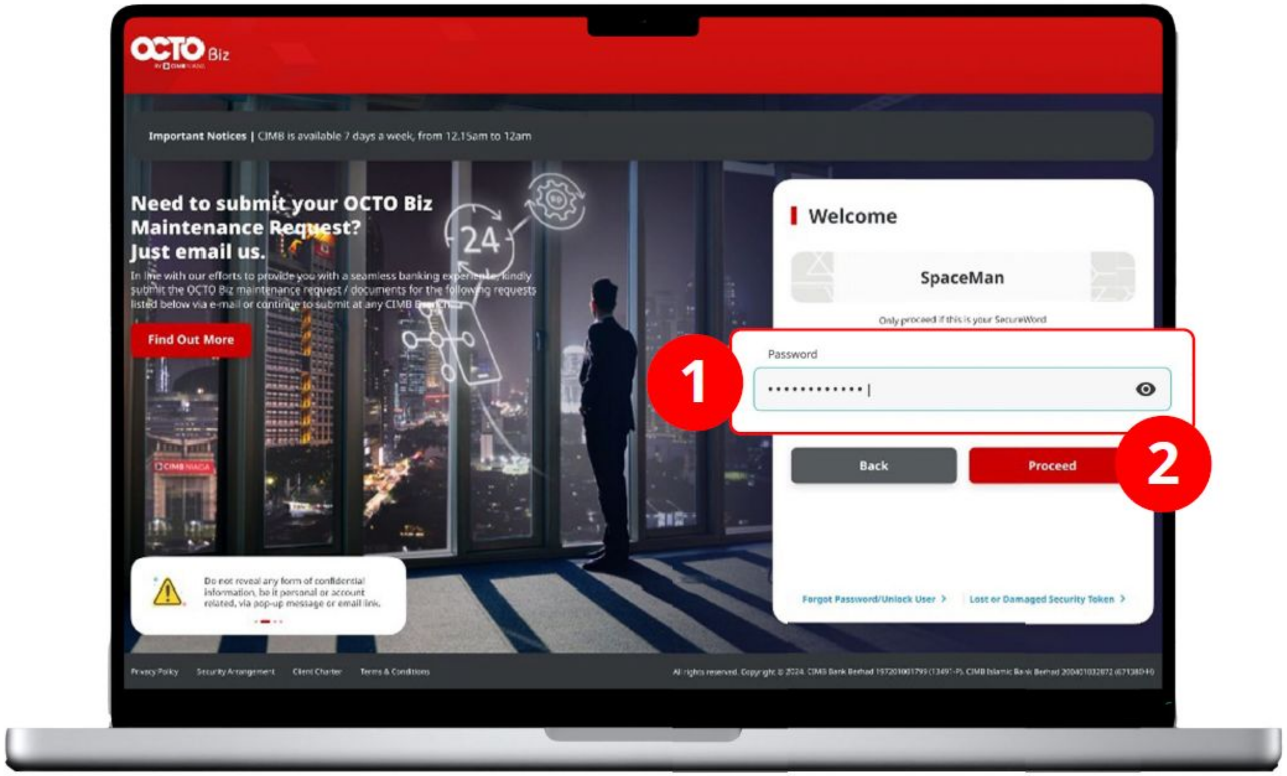
Maker login using ***User & Company ID***

2 Klik ***Next***

Click ***Next***

LANGKAH

02



1 Isi ***Password***

*Input **Password***

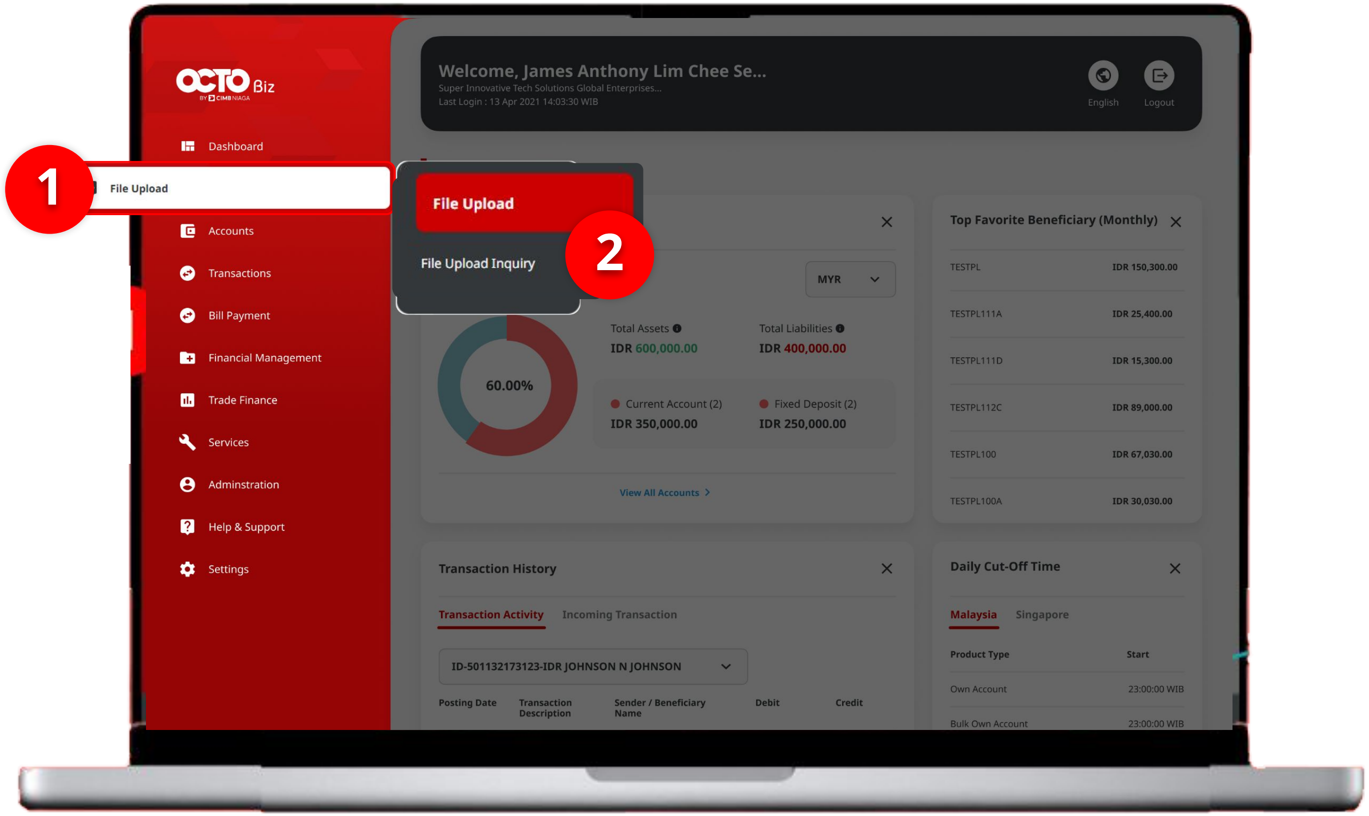
2 Klik ***Proceed***

*Click **Proceed***

LANGKAH

03

MAKER



Sistem akan menampilkan Halaman ***Dashboard***

*System will show **Dashboard page***

1. Arahkan **Kursor ke *File Upload***

   *Navigate to **File Upload***

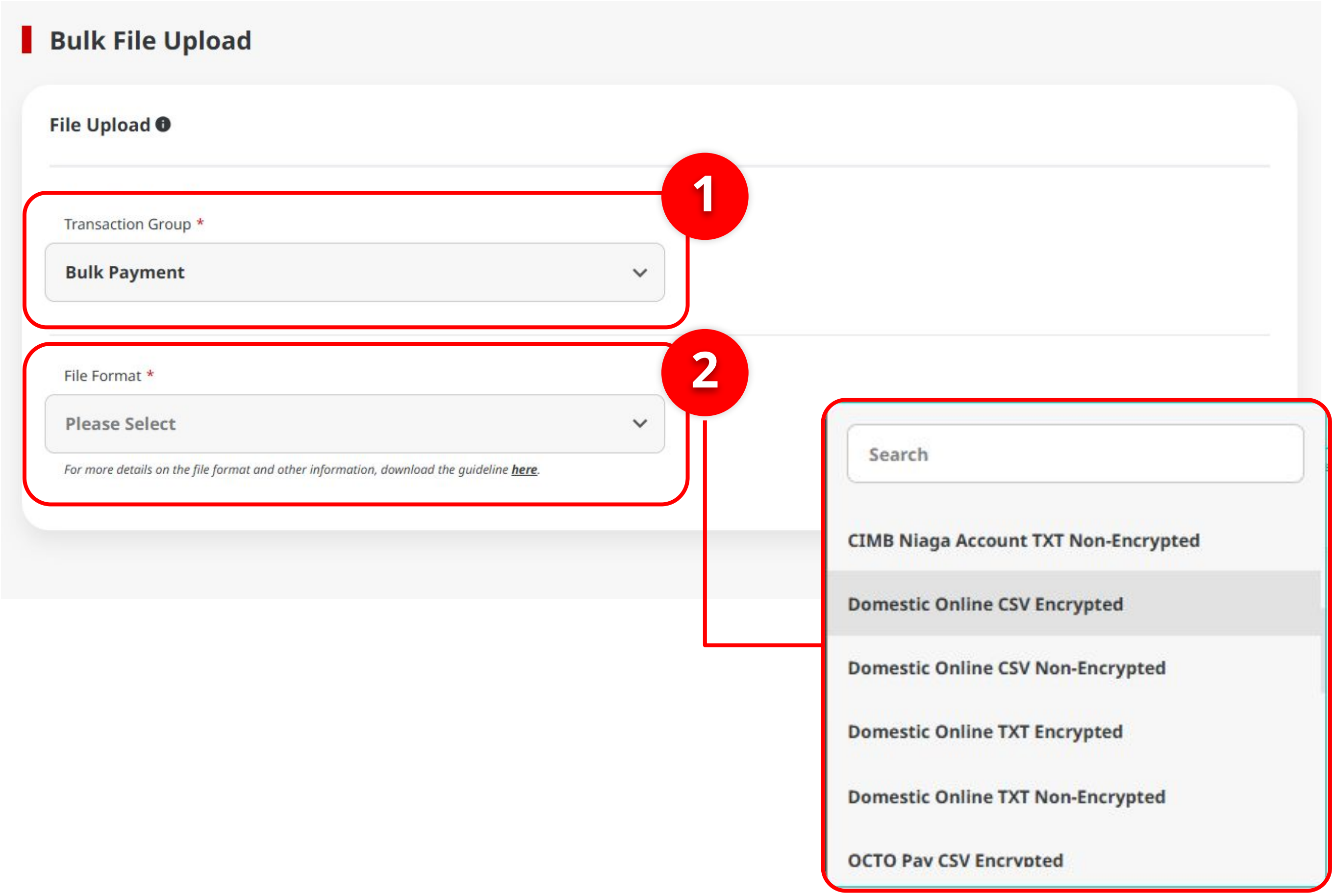
2. Klik ***File Upload***

   *Click **File Upload***

LANGKAH

04

MAKER



Sistem akan **menampilkan halaman *Bulk File Upload***

*System will show **Bulk File Upload page***

1. Pilih ***Domestic Online* sebagai *Transaction Group***

   *Choose **Domestic Online** 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***

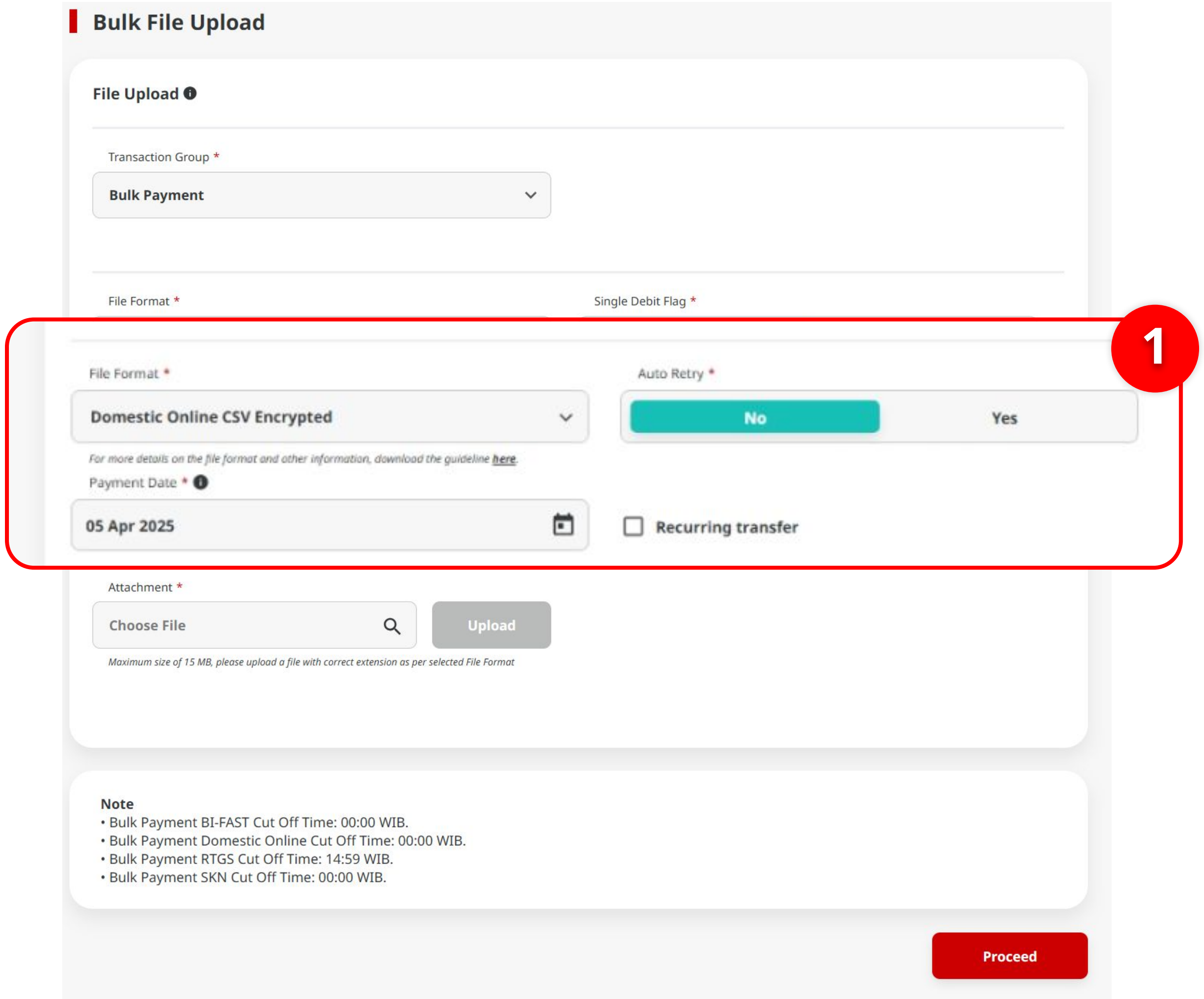
CATATAN: untuk ***template file*** yang akan di *upload*, silahkan klik "***Here***" pada bagian bawah ***box file format*** [2]

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

LANGKAH

05

MAKER



Sistem akan menampilkan bagian tambahan

System will show the additional part

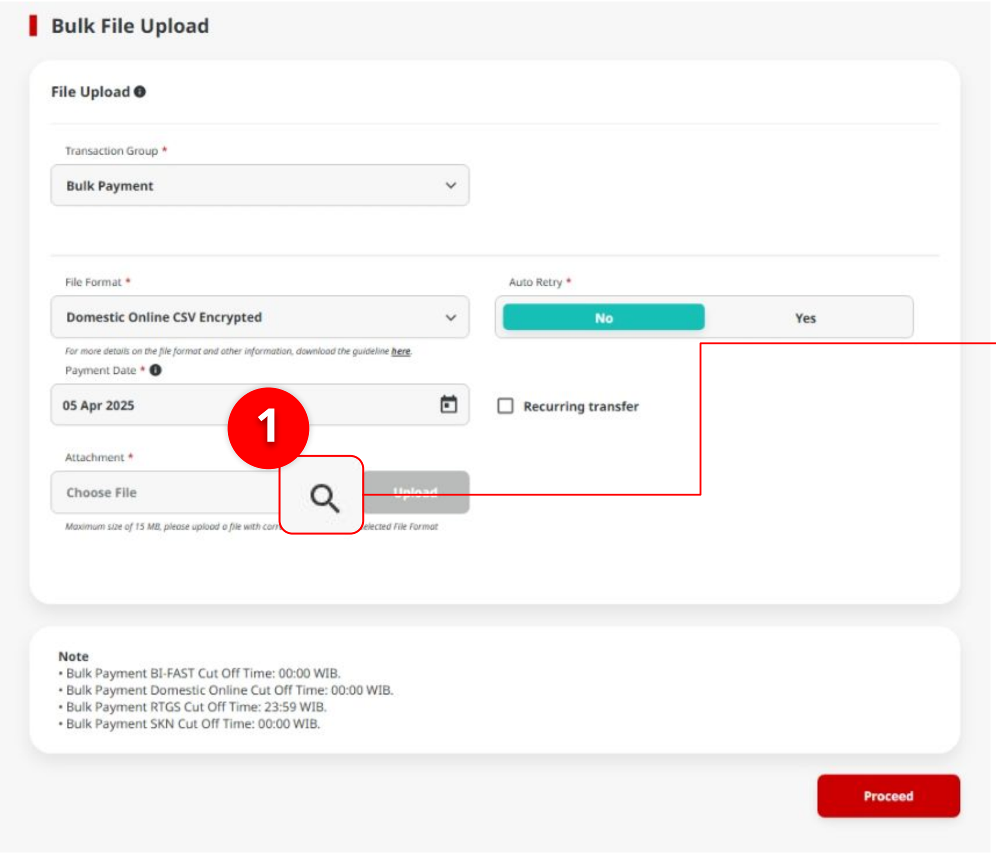
1 Lengkapi bagian ***Mandatory***

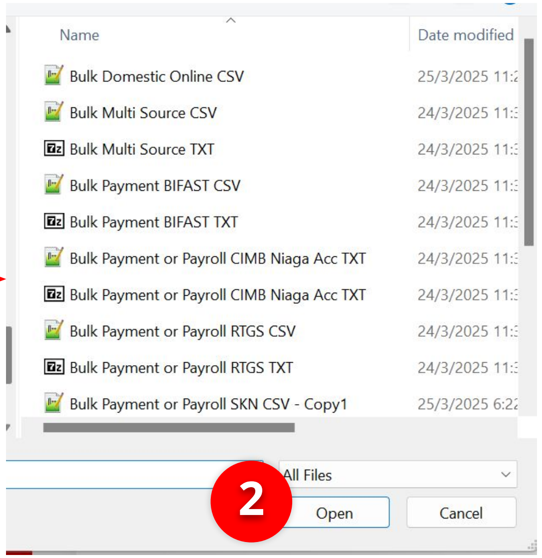
Complete the ***Mandatory Details***

LANGKAH

06

MAKER





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***

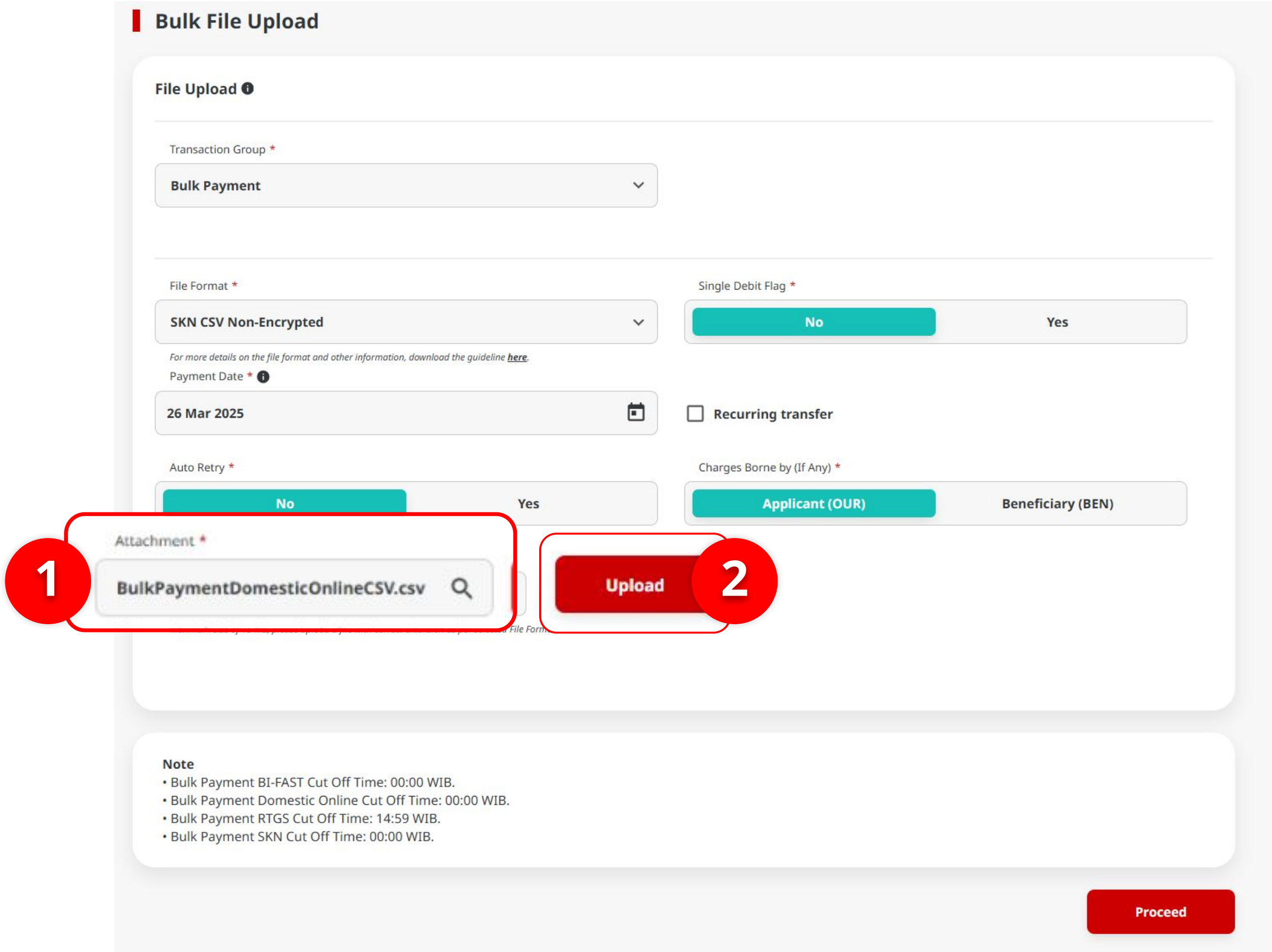
2 Pilih ***File*** terkait, Lalu klik ***Open***

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

LANGKAH

07

MAKER



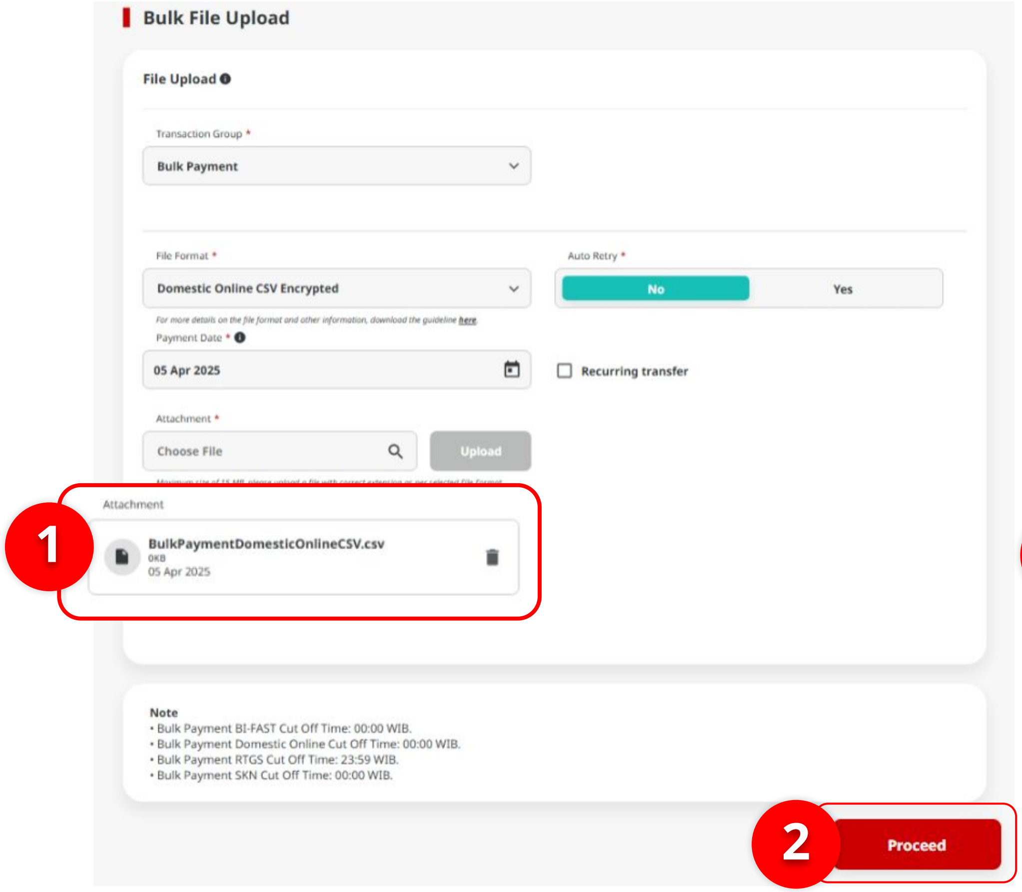
1 Sistem akan secara otomatis memasukan ***attachment*** ke ***box***

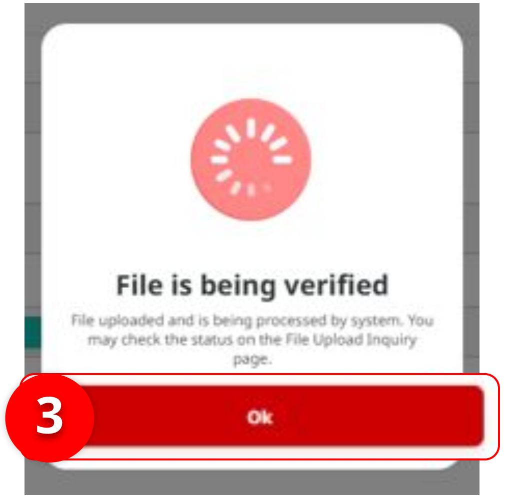
*System will automatically sent **attachment***

2 Klik tombol ***Upload***

*Click **Upload***

LANGKAH
08
MAKER





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***

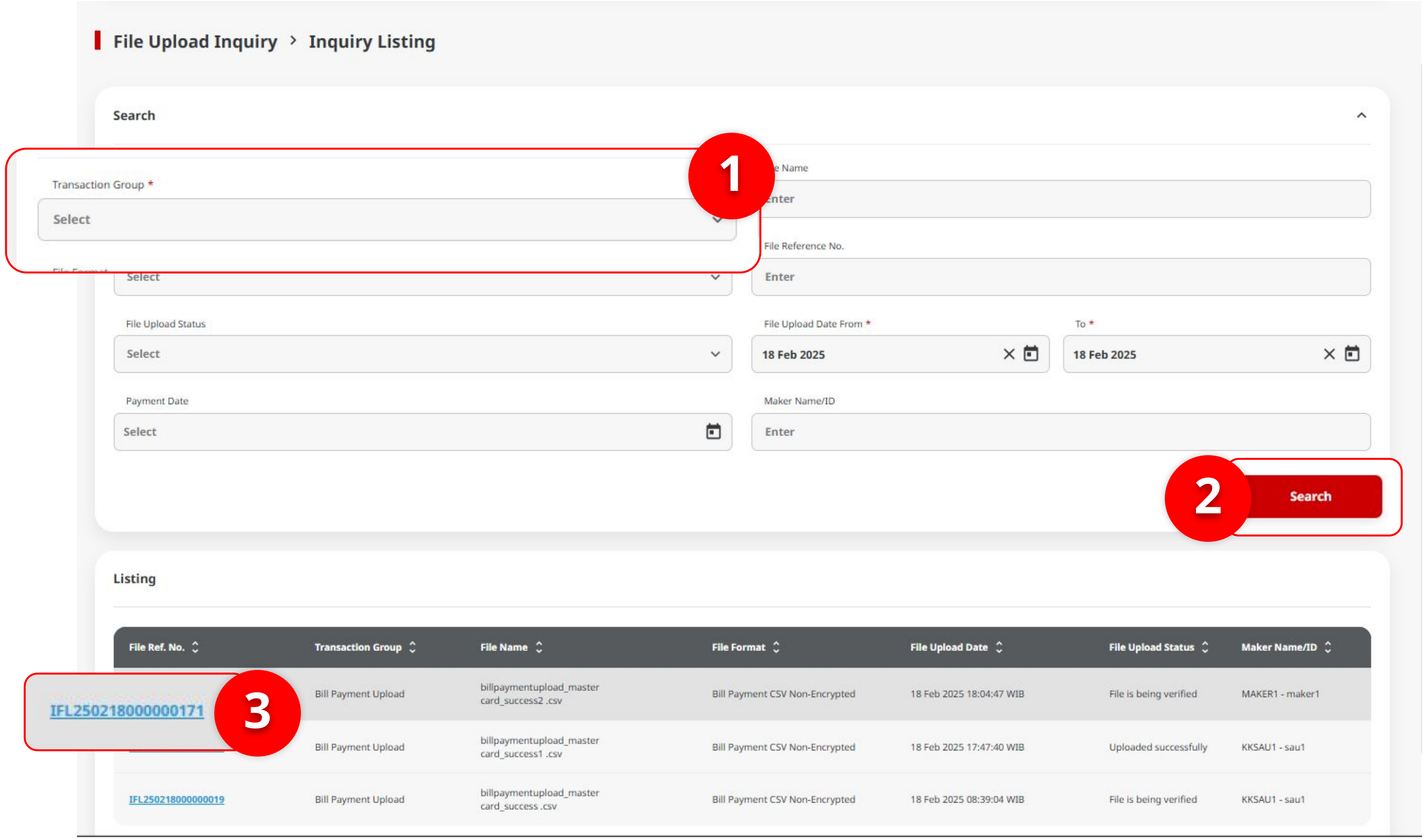
3 Klik tombol ***OK***

Click ***OK***

LANGKAH

09

MAKER



Sistem akan menampilkan halaman ***File upload Inquiry***

*System will show **FIle Upload Inquiry page***

1 Pilih ***Domestic Online Upload*** sebagai *Transaction group*

*Choose **Domestic Online Upload** as Transaction Group*

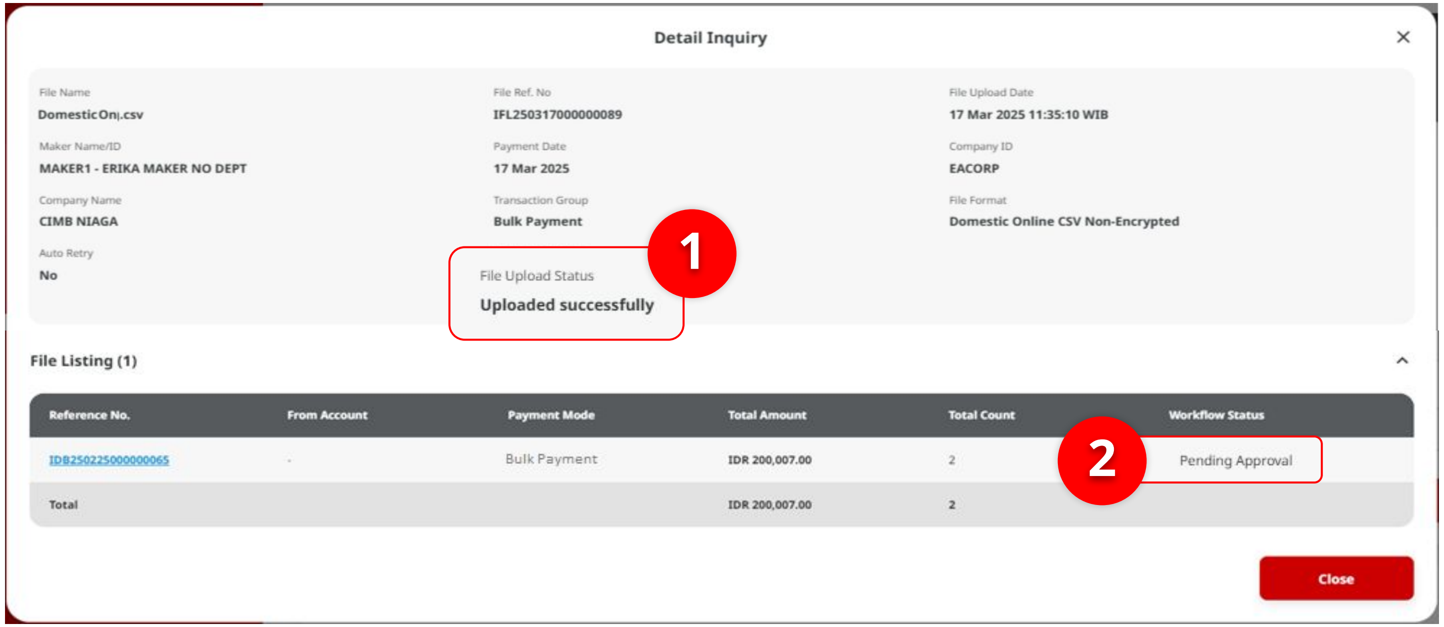
2 Klik tombol ***Search***

*Click **Search***

LANGKAH

10

MAKER



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

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

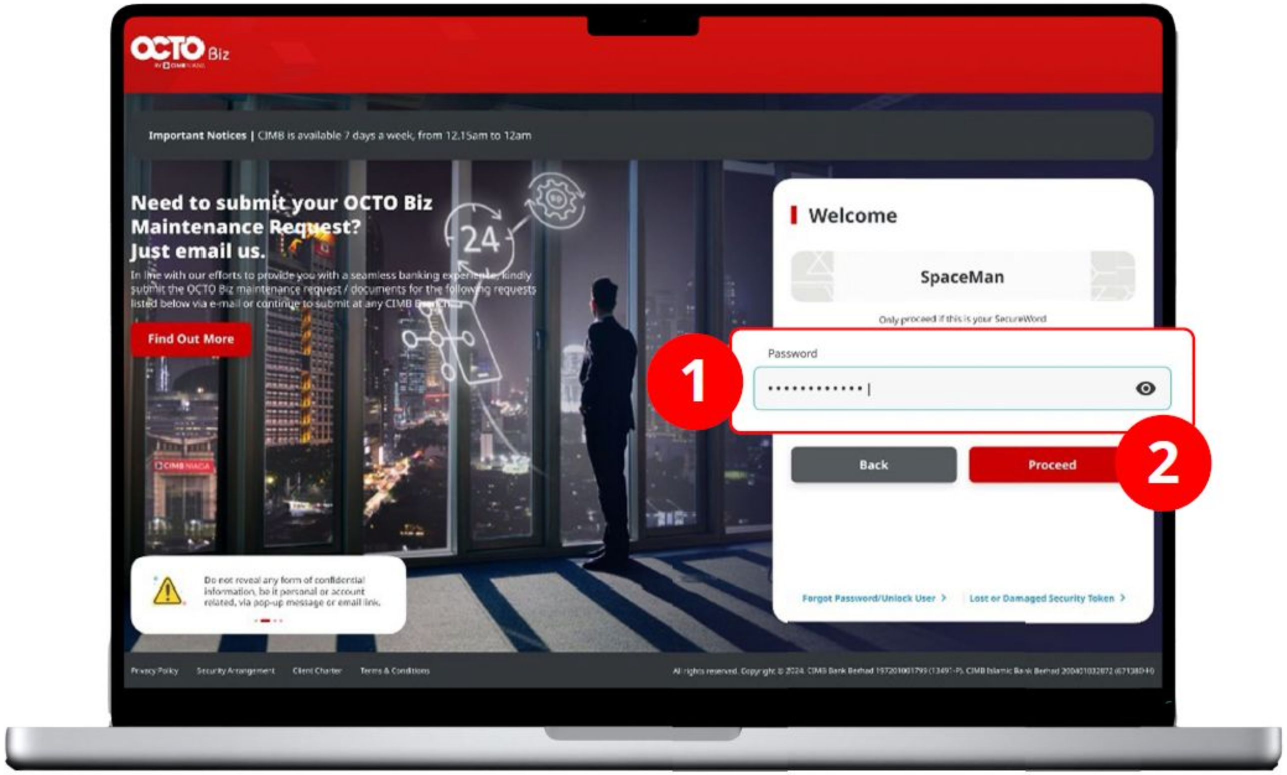
2 *Workflow status* berubah menjadi ***"Pending Approval"***

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

LANGKAH

11

APPROVER



Login sebagai ***Approver***

*Login as **Approver***

1 Isi ***Password***

*Input **Password***

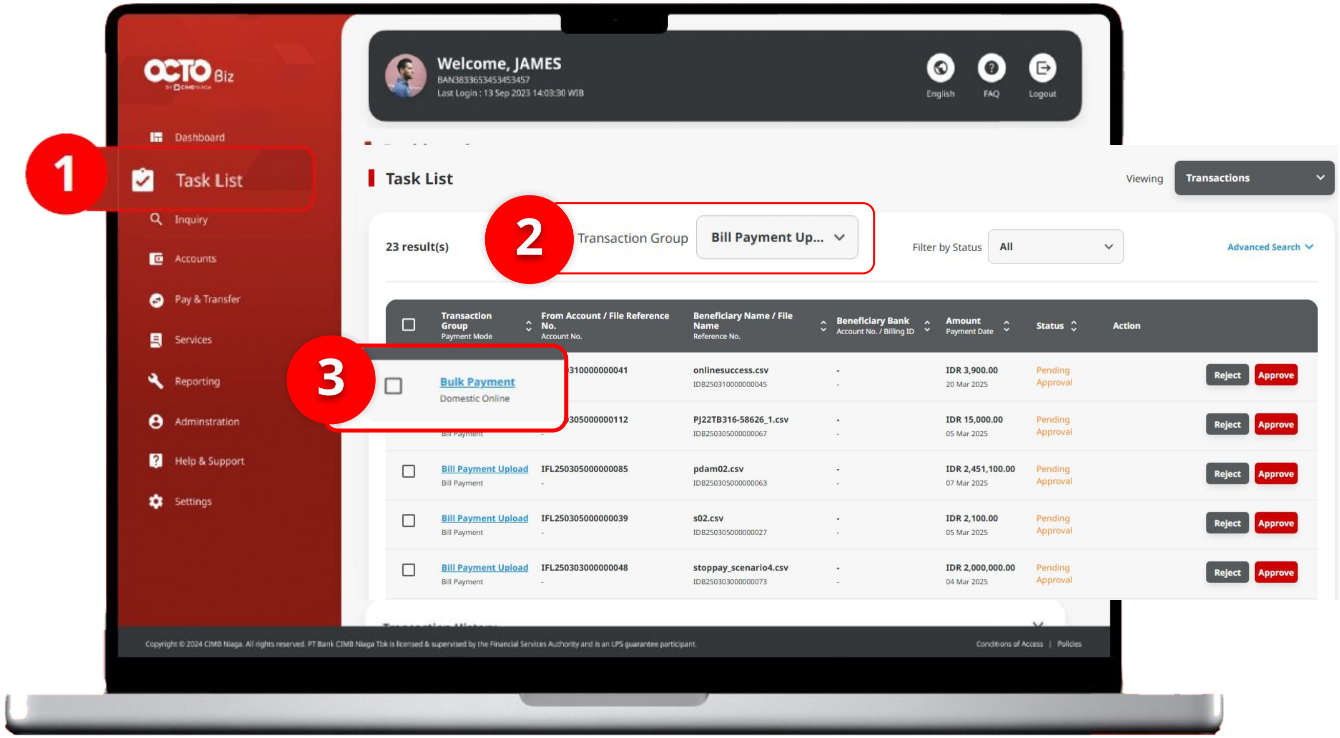
2 Klik ***Proceed***

*Click **Proceed***

LANGKAH

12

APPROVER



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

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

2 Pilih ***Domestic Online*** sebagai *Transaction Group*

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

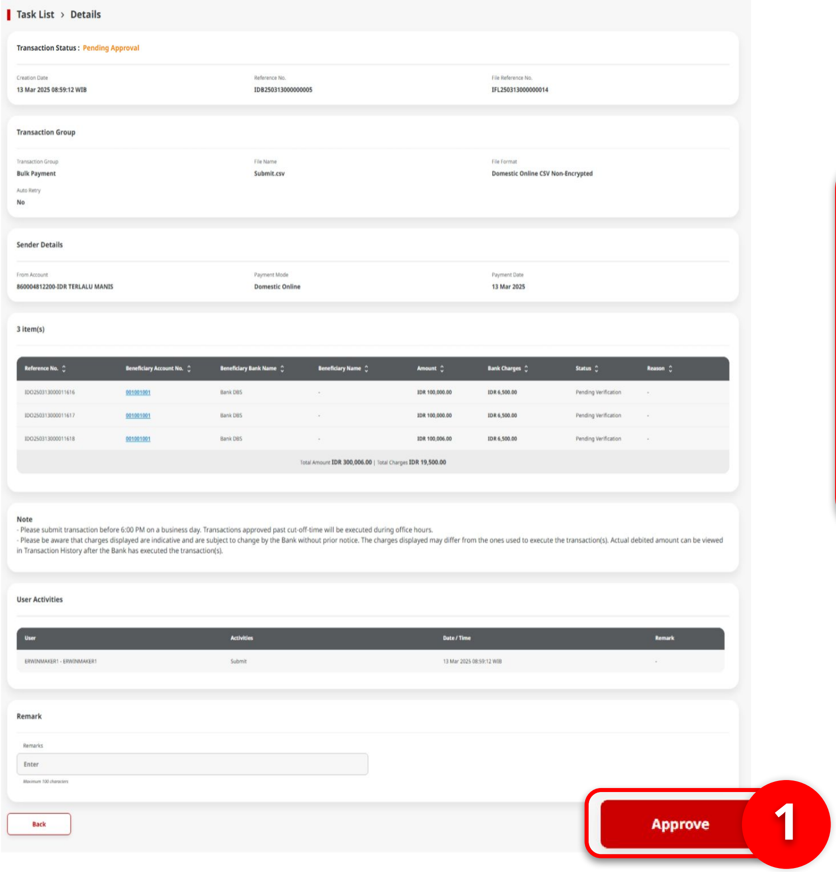
3 Klik ***Hyperlink*** transaksi yang diinginkan

*Click Transaction **Hyperlink***

LANGKAH

13

APPROVER



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

***Review** transaction*

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

   *Click **Approve***

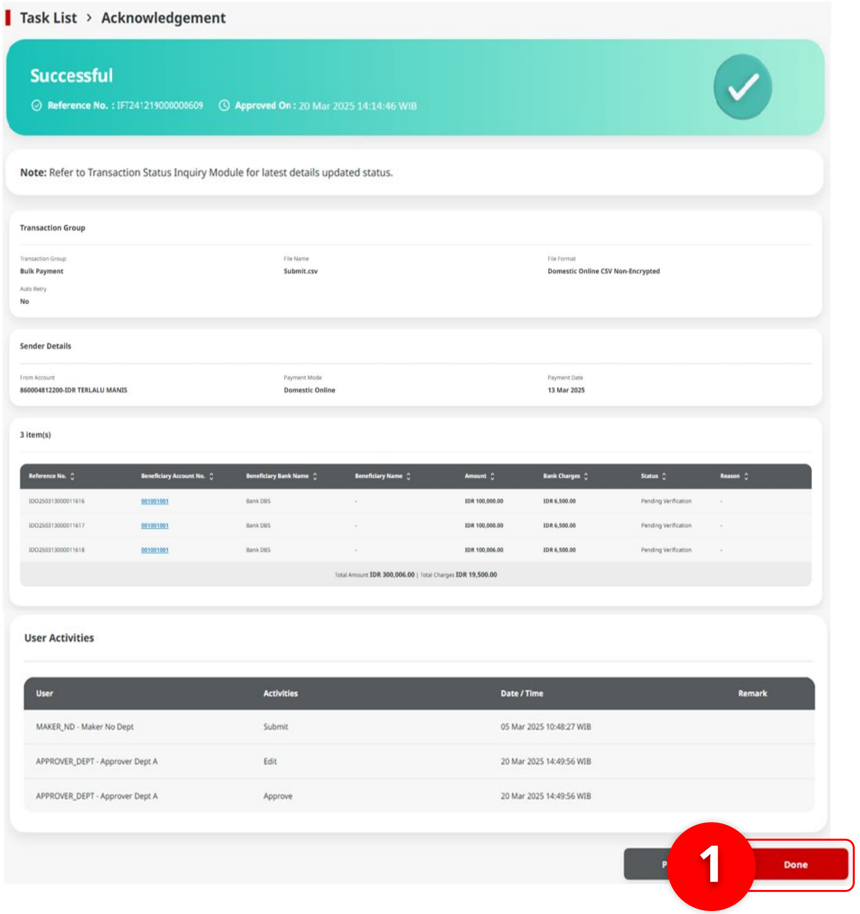
2. Klik ***Yes***

   *Click **Yes***

LANGKAH

14

APPROVER



Sistem akan menampilkan halaman ***Acknowledgement***

System will show the ***Acknowledgement*** *page*

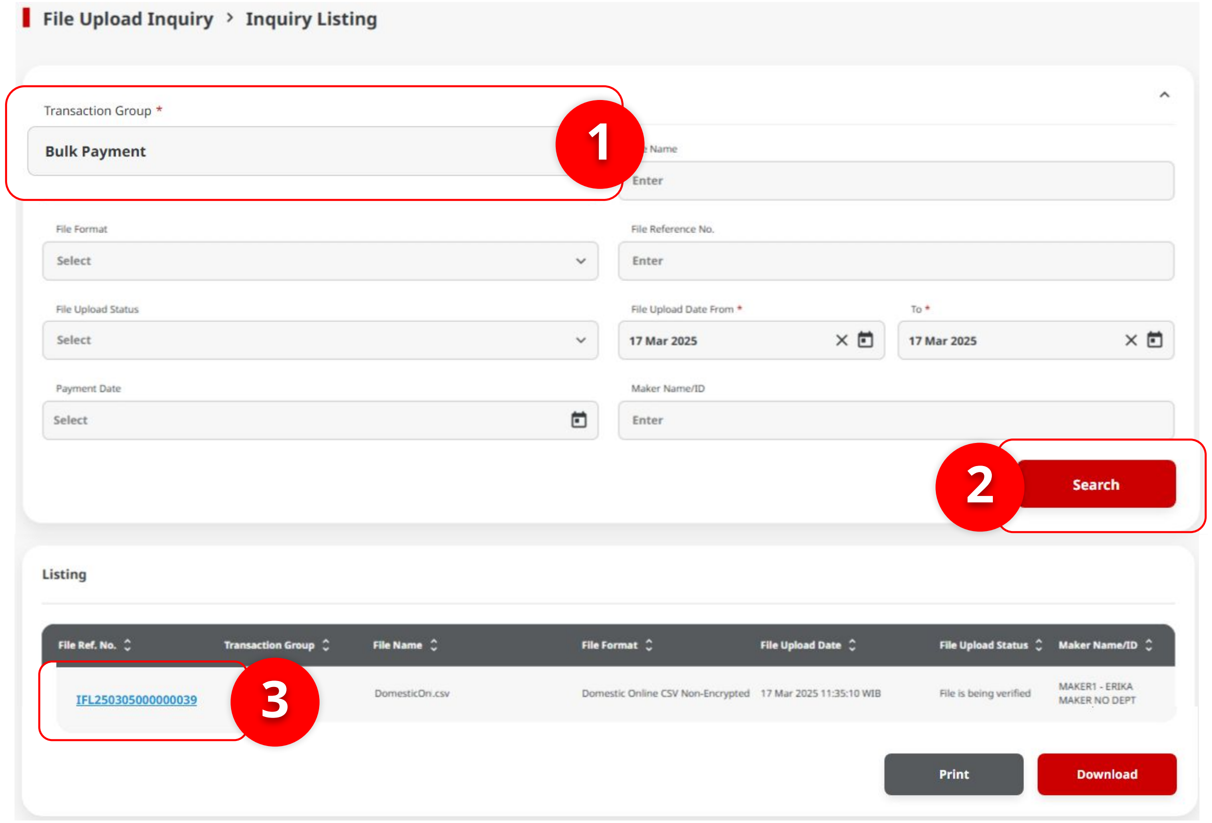
1 Klik tombol ***Done***

Click ***Done***

LANGKAH

15

APPROVER



Sistem akan menampilkan halaman ***File upload Inquiry***

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

1 Pilih ***Domestic Online Upload*** sebagai *Transaction group*

*Choose **Domestic Online Upload** as **Transaction Group***

2 Klik tombol ***Search***

*Click **Search***

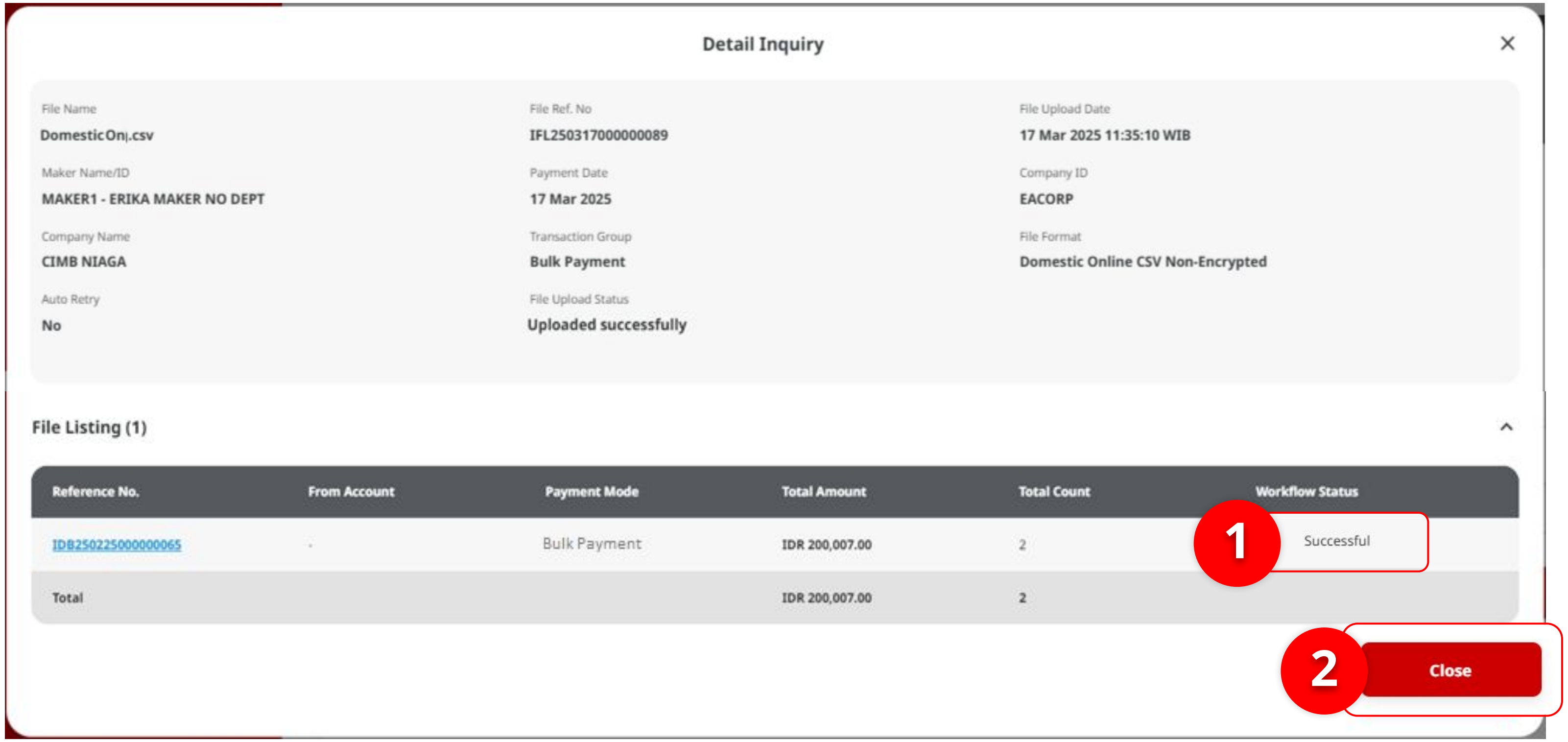
3 Sistem akan menampilkan *listing*, klik ***Hyperlink* Transaksi**

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

LANGKAH

16

APPROVER



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