

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

Service

Manage Recurring

TUTORIALOCTOBIZ2025

KEJAR MIMPI

Transaction

Manage Recurring

Manage Recurring - Fungsi ini digunakan untuk **menghentikan** pembayaran tanggal mendatang (***Recurring Transaction***)

03

Transaction

19

Approve
Transaction

Transaction

Manage Recurring

Create Recurring Transaction

Stop Recurring Transaction

Transaction

Manage Recurring

Create Recurring Transaction

Stop Recurring Transaction

LANGKAH

01

MAKER



Create Recurring Transaction

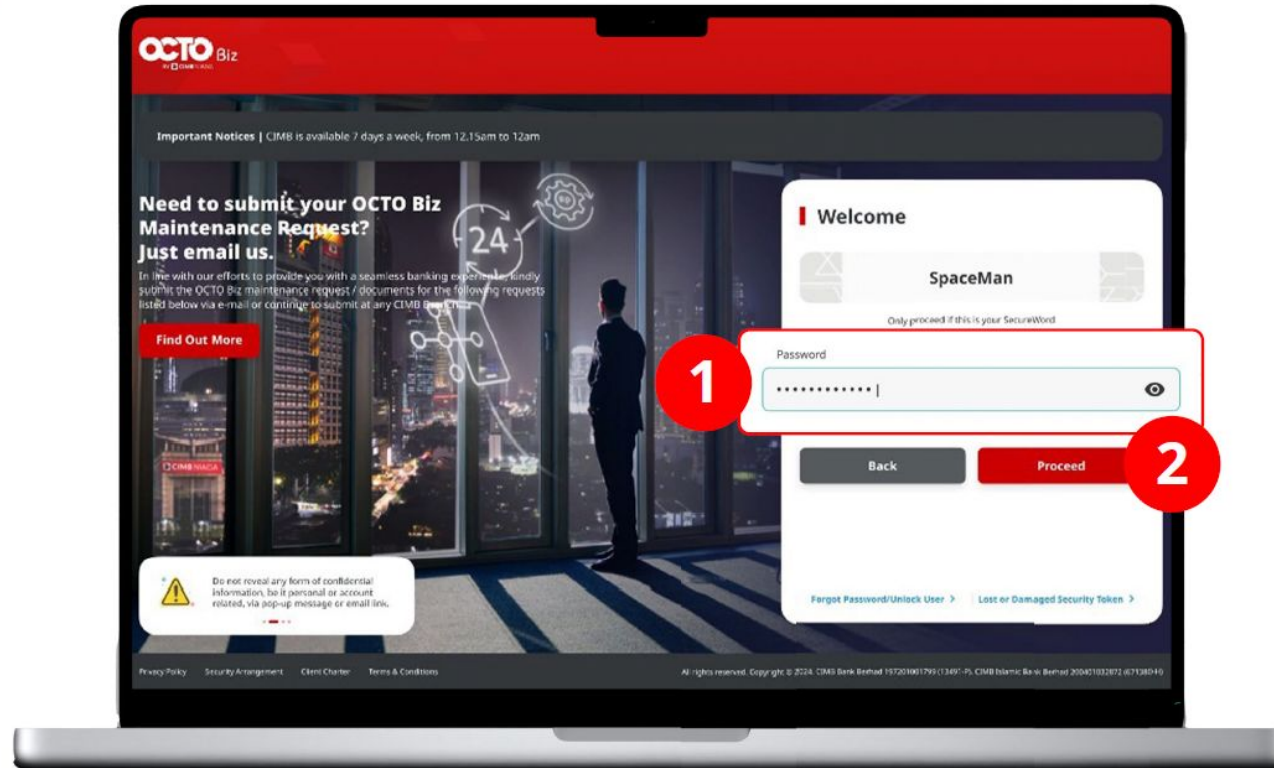
Menu: Transaction > BI-Fast

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

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

- 2 Klik **Next**

*Click **Next***

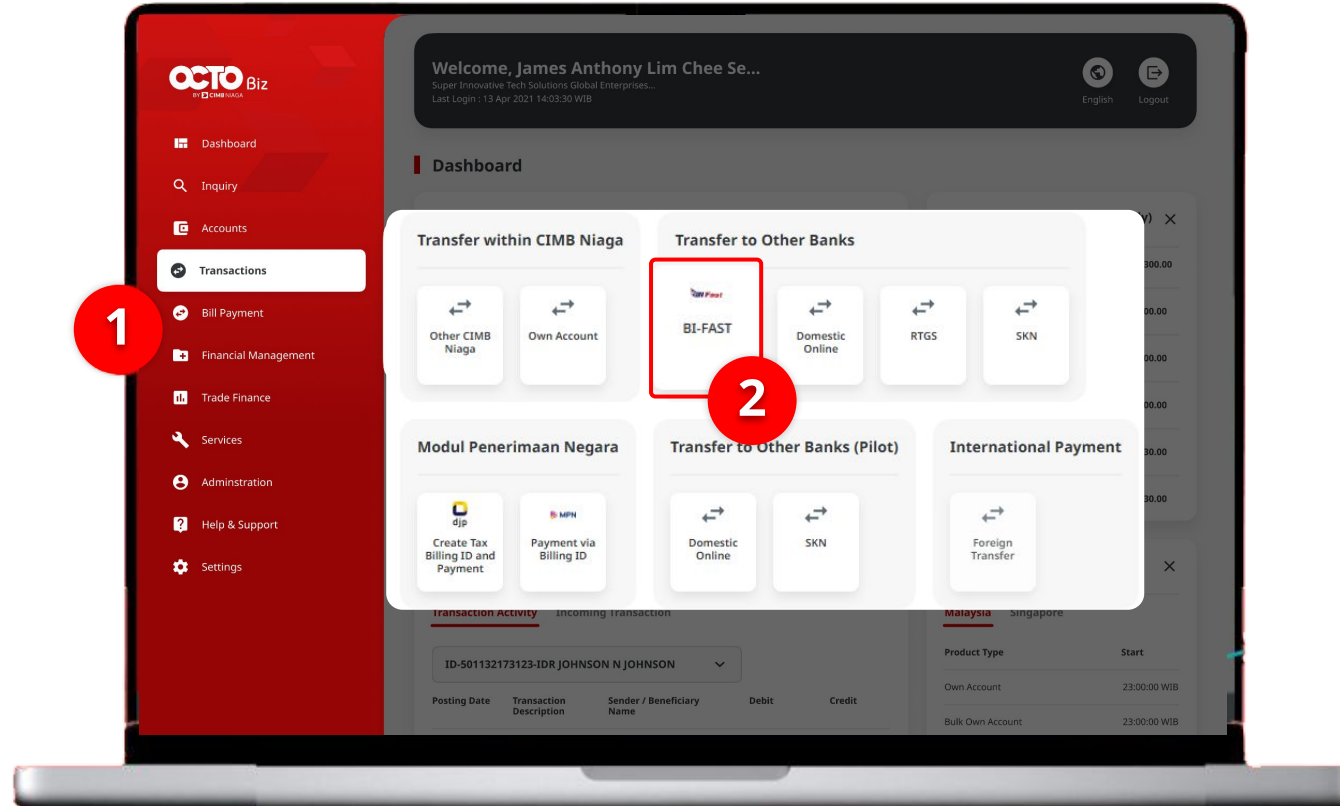


1 Isi **Password**

Input **Password**

2 Klik **Proceed**

Click **Proceed**



Sistem akan menampilkan Halaman **Dashboard**

System will show **Dashboard** page

1 Arahkan kursor ke **Transaction**

Navigate to **Transaction**

2 Pilih **BI-Fast**

Choose **BI-Fast**

LANGKAH

04

MAKER

BI-FAST

Product Group

Product Group *

Domestic Transfer

Sender Details

From Account *

Select

Payment Mode *

BI-FAST

Bank Charges (IDR 0.00)

25 Sep 2023

☐ Recurring transfer

Beneficiary Details

Transfer Money Via *

Bank Account

Beneficiary Bank Name *

Select

Beneficiary Account No. *

Enter

Transaction Details

Transaction Currency *

IDR - INDONESIA RU...

Amount *

Enter

Other Details

Customer Reference No. *

Enter

Other Payment Details *

Enter

Category Purpose Code *

02 - Transfer of Wealth

Charges Borne by (If Any)

Select

Add Another Transaction Save as Draft Next

Your Account Listing

Search By

Account Name Account No.

Search

Account Name	Account No.	Account Balance
INTBM WAHYU	703057606100	IDR 1,883,242,330,088.76
GL ACCT 01110	703080323800	IDR 0.00
GL ACCT 2010	703180403000	IDR 47,830,875.15
GL ACCT 20A	703191080400	IDR 34,015,308.00
GL ACCT 20B	703191081000	IDR 596,642.00
BANGUN PERSADA SEKALI	703196374000	IDR 101,677,644.48
IDR ACCT 01	703030413000	IDR 72,333,185.05
BANGUN PERSADA SEKALI	703037402000	IDR 8,826,812,563,063.09
GL ACCT 0111E	703040301100	IDR 0.00
GL ACCT 0111D	800000322001	IDR 0.00
GL ACCT 20D	800000322002	IDR 0.00

1 of 2

Next

Create Recurring Transaction

Menu: Transaction > BI-Fast

- 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***

LANGKAH

05

MAKER

Create Recurring Transaction

Menu: Transaction > BI-Fast

The screenshot displays the 'BI-FAST' transaction creation form. It is divided into several sections: 'Product Group' (with a 'Product Group *' dropdown set to 'Domestic Transfer'), 'Sender Details' (with 'Your Account *' set to 'Select' and 'Payment Mode *' set to 'BI-FAST'), and 'Other Details' (with 'Customer Reference No.' and 'Category Purpose Code *' set to '02 - Transfer of Wealth'). A date picker is open, showing '25 Sep 2023' selected. A red box highlights the 'Recurring transfer' option under the 'Payment Mode' dropdown. Red numbers 1 and 2 indicate the steps: 1 for selecting the date and 2 for selecting the recurring transfer option.

1 Pilih **Tanggal yang Sesuai**

*Choose **Transaction Date***

2 Pilih **Recurring Transfer**

*Choose **Recurring Transfer***

The screenshot shows the 'Own Account' transaction form with the following sections and numbered steps:

- Transaction Group:** Includes a dropdown menu and a 'Saved Templates' button.
- Sender Details:** Includes fields for 'From Account' (703057606100-IDR ANJAR ASMORO HERYANTO), 'Payment Mode' (Own Account), and 'Payment Date'.
- Frequency:** A dropdown menu set to 'Daily' (Step 1).
- No. Of Times:** A text input field set to '5' (Step 2).
- Start Date:** A date picker set to '01-12-2023' (Step 3).
- End Date:** A date picker set to '05-12-2023' (Step 3).
- Recurring Description:** A text input field set to 'my daily recurring 001' (Step 4).
- Beneficiary Details:** Includes a 'To Account' field set to 'IDR TB LIABILITY 2 - 703185655500' (Step 5).
- Transaction Details:** Includes fields for 'Transaction Currency' (IDR - INDONESIA RUPI...) and 'Amount' (100,000.00).
- Customer Reference No.:** A text input field.
- Other Payment Details:** A text input field.
- Payment Advice:** Includes buttons for 'No Advice' and 'Simple Advice'.
- Bottom Bar:** Includes buttons for 'Add Another Transaction', 'Save as Draft', and 'Next' (Step 6).

- 1 Pilih **Frekuensi Transaksi**
*Choose the **Transaction Frequency***
- 2 Masukan **jumlah transaksi**
*Input **Transaction Amount***
- 3 Pilih **tanggal awal** dan **tanggal akhir** transaksi
*Choose **Start and End** transaction date*
- 4 Lengkapi **Recurring Description**
*Complete the **Recurring Description***
- 5 Lengkapi seluruh **detail transaksi**
*Complete all **transaction details***
- 6 Jika sudah sesuai, klik **next**
*Once ok, click **Next***

Own Account > Review Details

Transaction Group

Transaction Group

Transfer within CIMB

Sender Details

From Account

IDR ANJAR ASMORO HERYANTO - 703057606100

Payment Mode

Own Account

Frequency

Daily

No. Of Times

5

Start Date

01 Dec 2023

End Date

05 Dec 2023

Recurring Description

my daily recurring 001

Beneficiary Details

To Account

IDR TB LIABILITY 2-703185655500

Transaction Details

Transaction Currency

IDR -

Amount

100,000.00

Bank Charges

IDR 0.00

Other Details

Customer Reference No.

*

Other Payment Details

*

Back

Submit

Sistem akan menampilkan halaman **Review Details**

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

1 Jika sudah sesuai, **Klik Submit**

*Click **Submit***

Own Account > Acknowledgement

Submitted for approval

Reference No.: IIA231130000000337 Submitted On: 30 Nov 2023 10:29:29 WIB

Transaction Group

Transaction Group
Transfer within CIMB

Sender Details

From Account IDR ANJAR ASMORO HERYANTO - 703057606100	Payment Mode Own Account
Frequency Daily	No. Of Times 5
Start Date 01 Dec 2023	End Date 05 Dec 2023
Recurring Description my daily recurring 001	

Beneficiary Details

To Account
IDR TB LIABILITY 2-703185655500

Transaction Details

Transaction Currency IDR -	Amount 100,000.00	Bank Charges IDR 0.00
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Other Details

Customer Reference No. -	Other Payment Details -
-----------------------------	----------------------------

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:

20

**Approve
Transaction**

Transaction

Manage Recurring

Create Recurring Transaction

Stop Recurring Transaction

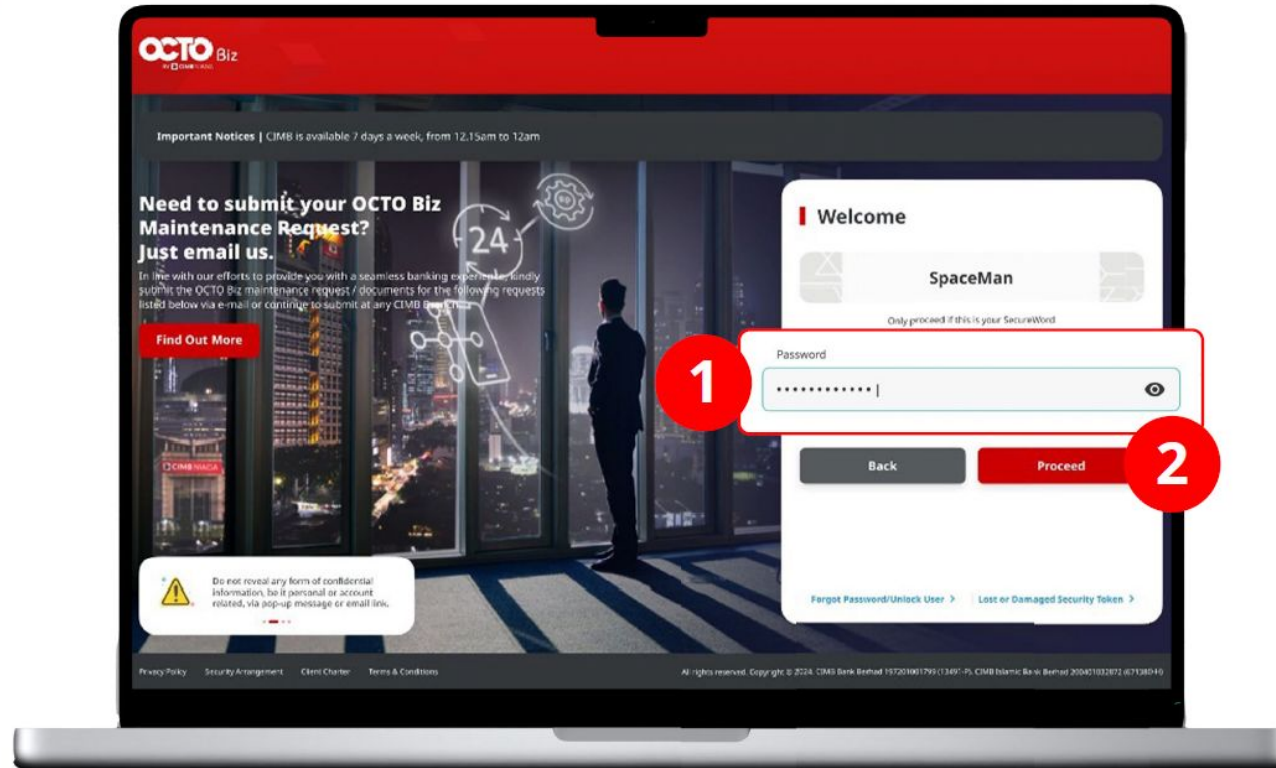


- 1 ***Maker*** Masuk dengan menggunakan ***User & Company ID***

Maker login using User & Company ID

- 2 Klik ***Next***

Click Next

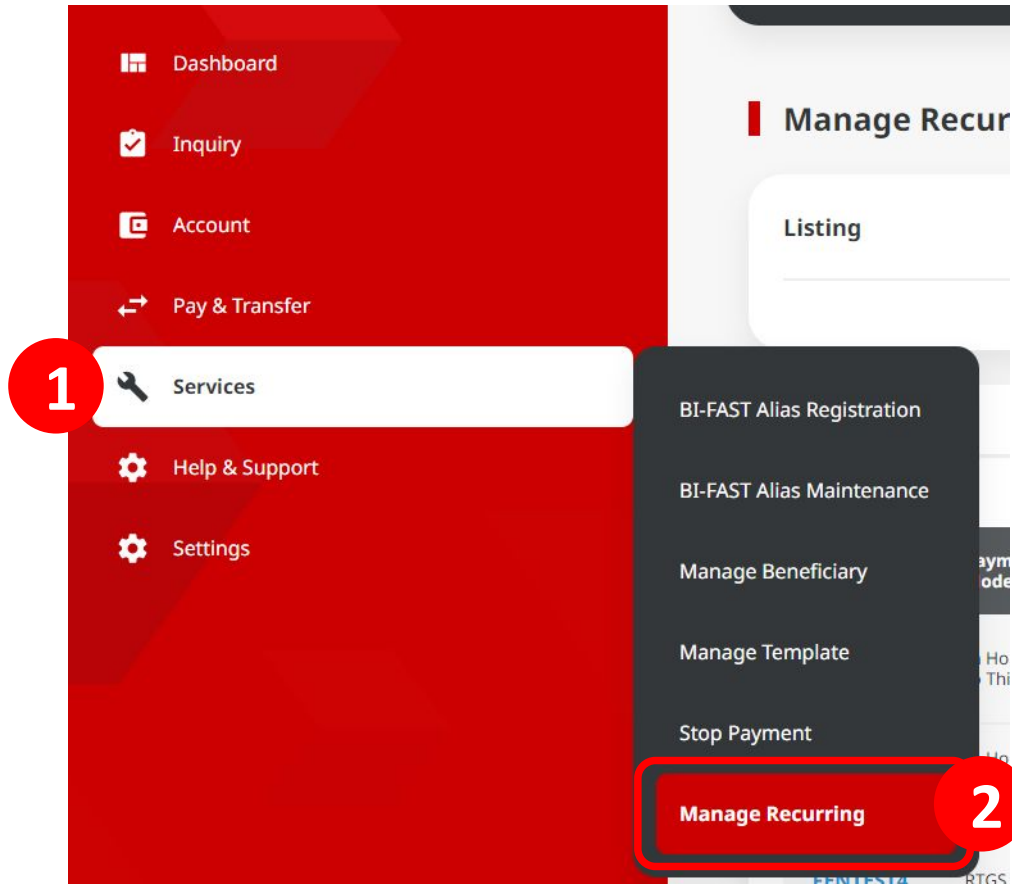


1 Isi **Password**

Input **Password**

2 Klik **Proceed**

Click **Proceed**



Sistem akan menampilkan Halaman **Dashboard**

*System will show the **Dashboard** page*

1 Arahkan kursor ke **Services**
*Navigate to **Service***

2 Klik **Manage Recurring**
*Click **Manage Recurring***

Manage Recurring > Inquiry & Listing

Listing

Search

Payment Mode
All

Recurring Description
Enter

Frequency
All

Your Account
Enter

Status
All

Date
Start Date End Date

Amount From
Enter

To
Enter

Date From
Select

To
Select

Search

Recurring Description	Payment Mode	Your Account	Beneficiary Name / Account No.	Transaction Amount	Frequency	Start / End Date	Next Payment Date	Status
RECTESTA	In House Transfer to Third Party	703196574000 - IDR BANGUN PERSADA SEKALI	BANGUN PERSADA SEKALI/703196574000	IDR 10,000,000.00	Daily	05 Dec 2023 / 06 Dec 2023	06 Dec 2023	Active
RECURTEST	In House Transfer to Own Account	703185655500 - IDR TB LIABILITY 2	JLUPJOLY JPPYJON UUIJOI YOSZOWLY/800035032200	IDR 20,000,000.00	Daily	05 Dec 2023 / 06 Dec 2023	06 Dec 2023	Active
FENTEST4	RTGS	800035032200 - IDR JLUPJOLY JPPYJON UUIJOI YOSZOWLY	RECURTEST/2378237328	IDR 5,000,000.00	Daily	30 Nov 2023 / 01 Dec 2023	01 Dec 2023	Active

Sistem akan menampilkan halaman **Manage Recurring > Inquiry & Listing**

System will show the **Manage Recurring > Inquiry & Listing** page

- Klik **Hyperlink transaksi** yang ingin **dihentikan**

Click **Transaction Hyperlink** that needed to **Stop**

LANGKAH

05

MAKER

Manage Recurring

Menu: Service > Manage Recurring

Manage Recurring > Details

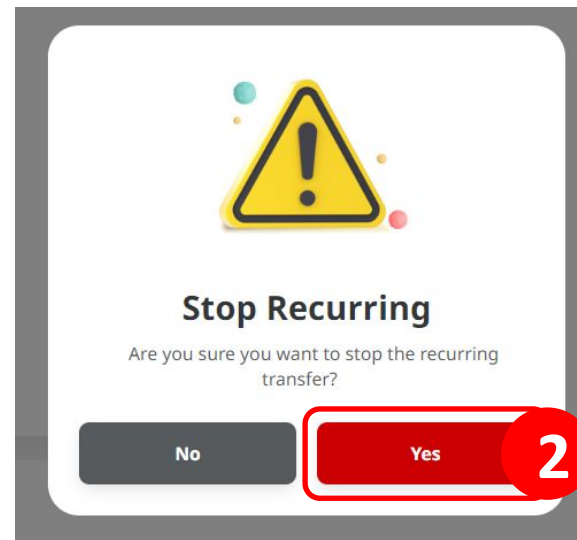
Details

Reference No. IRT23112400000023	Product Group Transfer to Other Banks	Your Account 800035032200 - IDR_JLUPJOLY_JPPYJON_UUJOJ_YOSZOWLJY
Payment Mode RTGS	Amount IDR 5,000,000.00	Frequency Daily
Status Active	Recurring Description FENTEST4	Beneficiary Name / Account No. RECURTEST1/2378237328
Start Date 30 Nov 2023	End Date 01 Dec 2023	No. of Times 2
Next Payment Date 01 Dec 2023		

Note

If you would like to stop only the next payment, please navigate to Services > Stop Payment. Clicking the "Stop" button on this screen will result in this recurring payment setup being cancelled completely.

[Back](#) [Stop](#)



Sistem akan menampilkan halaman **Details**

System will show the **Details** page

1 Klik **Stop**
Click **Stop**

2 Klik **Yes**
Click **Yes**

Manage Recurring > Acknowledgement

Submitted for approval

Reference No. : I04231130000000225 Submitted On : 30 Nov 2023 12:46:10 WIB

Details

Reference No. IRT231124000000023	Product Group Transfer to Other Banks	Your Account 800035032200 - IDR JLUPJOLY JPPYJON UUJOJ YOSZOWLJ
Payment Mode RTGS	Amount IDR 5,000,000.00	Frequency Daily
Status Active	Recurring Description FENTEST4	Beneficiary Name / Account No. RECURTEST/2378237328
Start Date 30 Nov 2023	End Date 01 Dec 2023	No. of Times 2
Next Payment Date 01 Dec 2023		

Print Done

Sistem Lalu menampilkan
Halaman Acknowledgement

*System will show
Acknowledgement page*

**Langkah melakukan Approve
Transaction Kunjungi Halaman:**

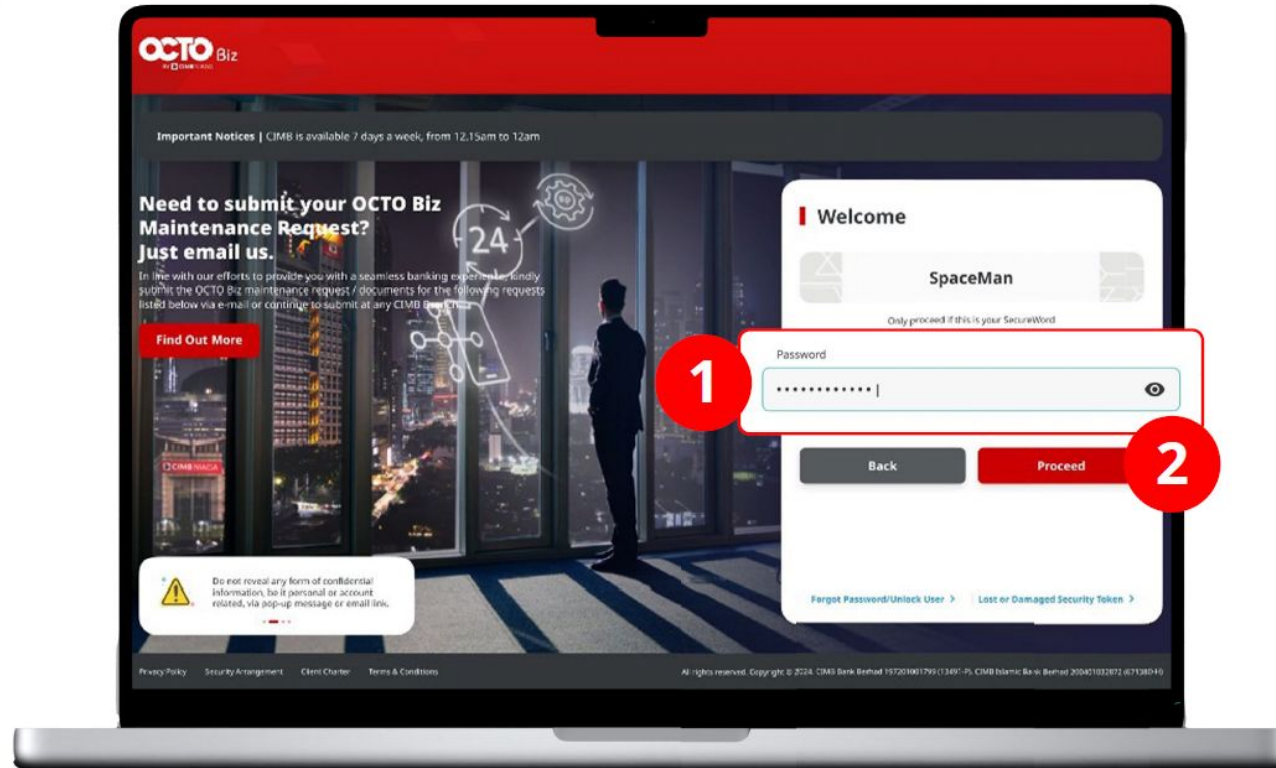
To Approve transaction, visit:

20

**Approve
Transaction**

Approve Transaction

Manage Recurring



Login sebagai **Approver**

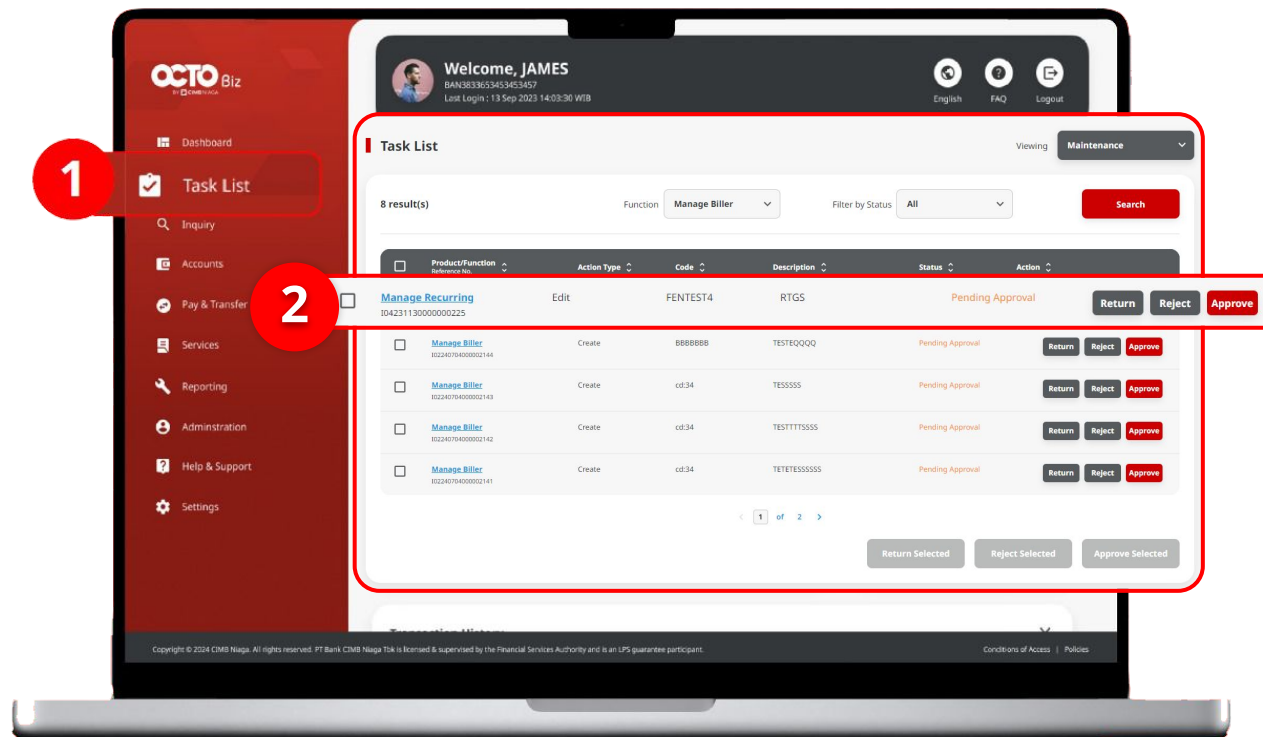
Login as **Approver**

1 Isi **Password**

Input **Password**

2 Klik **Proceed**

Click **Proceed**



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

Navigate to side menu, click Task List

2 Klik **Hyperlink** transaksi yang diinginkan

Click hyperlink transaction

Task List > Details

Transaction Status: Pending Approval

Creation Date 30 Nov 2023 12:46:10 WIB	Workflow Type edit	Reference No. 10423113000000225
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Details

Reference No. IRT23112400000023	Product Group Transfer to Other Banks	Your Account 800035032200 - IDR JLUPJOLY JPPYJON UUUJ YOSZOWLWJ
Payment Mode RTGS	Amount IDR 5,000,000.00	Frequency Daily
Status Active	Recurring Description FENTEST4	Beneficiary Name / Account No. RECURTEST/2378237328
Start Date 30 Nov 2023	End Date 01 Dec 2023	No. of Times 2
Next Payment Date 01 Dec 2023		

User Activities

User	Activities	Date / Time	Remark
ZKMAUSER1	Edit	30 Nov 2023 12:46:10 WIB	

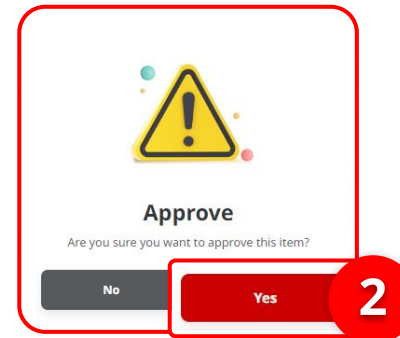
Remark

Remarks

Enter

Maximum 100 characters

Back Return Reject 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

Request successfully approved

Reference No. : ID4231130000000225 Approved On : 30 Nov 2023 13:07:15 WIB

Details

Reference No. IRT231124000000023	Product Group Transfer to Other Banks	Your Account 800035032200 - IDR JLUPJOLY JPPYJON UUJOJ YOSZOWLYJ
Payment Mode RTGS	Amount IDR 5,000,000.00	Frequency Daily
Status Active	Recurring Description FENTEST4	Beneficiary Name / Account No. RECURTEST/2378237328
Start Date 30 Nov 2023	End Date 01 Dec 2023	No. of Times 2
Next Payment Date 01 Dec 2023		

User Activities

User	Activities	Date / Time	Remark
ZKMAUUSER1	Edit	30 Nov 2023 12:46:10 WIB	

Done

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

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



OCTO Biz
BY  **CIMB NIAGA**

