

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 Template

Website

TUTORIALOCTOBIZ2025

KEJAR MIMPI

Service

Manage Template

Manage Template - Fungsi ini digunakan untuk mengelola (***Add, Edit, Delete***) ***Template*** pembayaran

Manage Template - *this function is used to manage (add, edit, delete) the Payment Template*

03

Create
Transaction

43

Approve
Transaction

Manage Template

Create Transaction

Add

Modify

Delete

Payment - Saved Template

Payment Save as Template

Manage Template

Create Transaction

Add

Modify

Delete

Payment - Saved Template

Payment Save as Template

LANGKAH

01

MAKER



Add | Manage Template

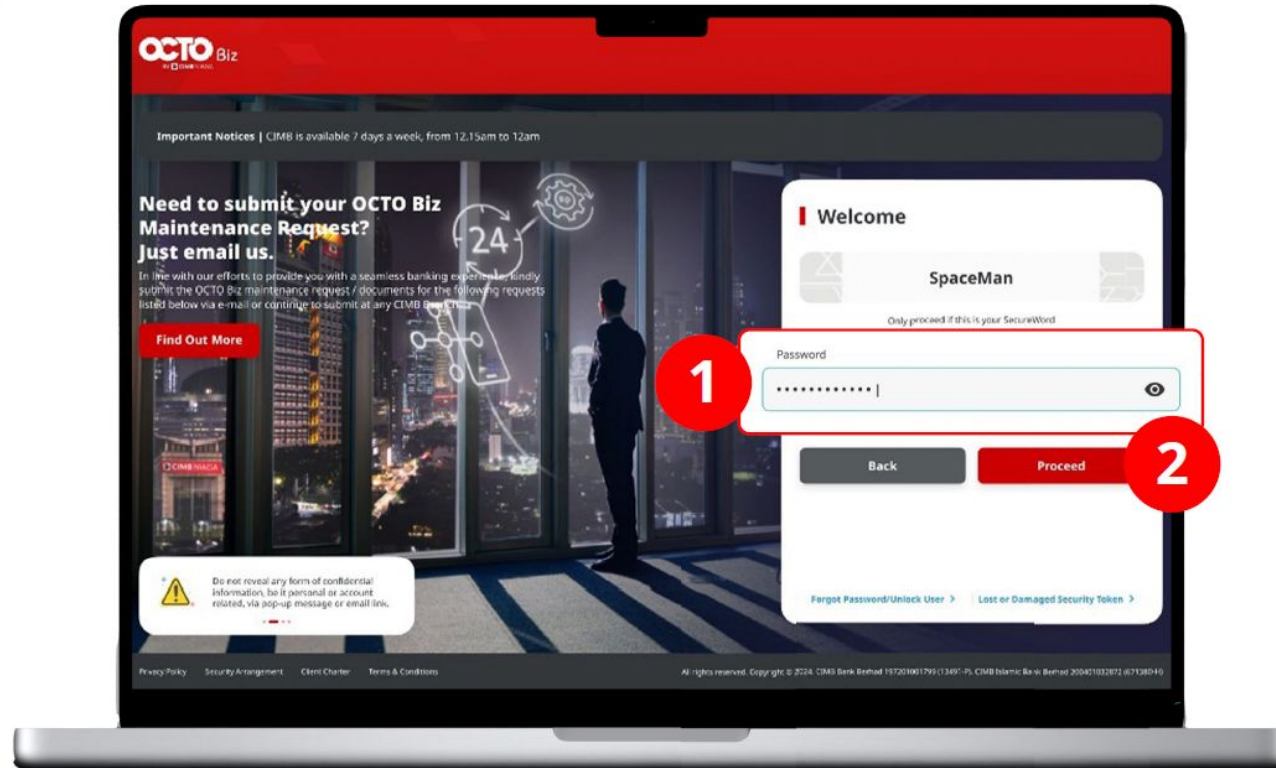
Menu: Service > Manage Template

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

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

- 2 Klik **Next**

*Click **Next***

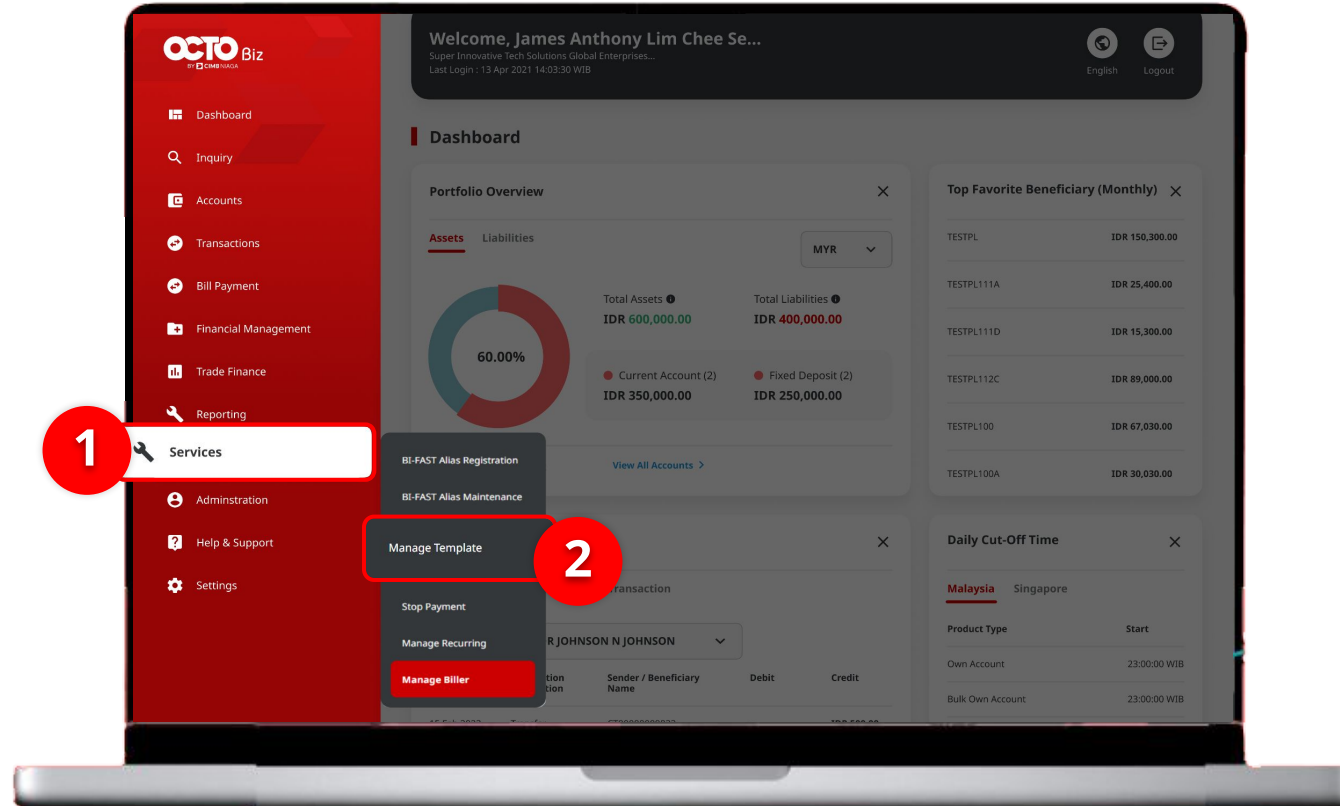


1 Isi **Password**

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 Services

2 Klik ***Manage Template***

Click Manage Template

☐	IHT3RDPARTYB	Transfer within CIMB	In House Transfer to Third Party	22 Dec 2023 10:46:13 AM	Edit
☐	IIA240227000000012_VALUEDATE	Transfer within CIMB Niaga	Own Account	27 Feb 2024 02:02:45 PM	Edit
☐	IZ RTGS BULK	Domestic Transfer	RTGS	20 Jan 2024 01:29:04 PM	Edit
☐	IZZ 26112023	Transfer to Other Banks	BI-FAST	30 Jan 2024 10:59:28 AM	Edit
☐	IZZ 3RD 26112023	Transfer within CIMB	In House Transfer to Third Party	26 Nov 2023 02:41:39 PM	Edit
☐	IZZU3RDPARTY 10	InHouse Transfer	Inhouse Transfer to 3rd Party Account	04 Jan 2024 11:56:36 AM	

< 1 of 4 >

Download Delete Selected Add

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

System will show the Manage Template > Inquiry & Listing page

1 Klik **Add**

Click Add

Manage Template > Add

Template Details

Template Name *

IHT_FAV_TEMPLATE1

Product Group

Product Group *

InHouse Transfer

Sender Details

Your Account *

IDR D utchlady ACCT 0111C-4555354534

Payment Mode *

Select

Back

1 Isi **Template name**

input Template Name

2 Isi **Bank Product**

Input Bank Product

3 Lengkapi **sender details**

Complete the Sender Details

Manage Template > Add

Template Details

Template Name *

IHT_FAV_TEMPLATE1

Product Group

Product Group *

InHouse Transfer

Sender Details

Your Account *

IDR D utchladly ACCT 0111C-455354534

Payment Mode *

Inhouse Transfer to Own Account

Bank Charges: IDR 0.00

Beneficiary Details

To Account *

Select

Transaction Details

Transaction Currency *

IDR - INDONESIA RU...

Amount *

Enter

Other Details

Customer Reference No. *

Enter

Other Payment Details *

Enter

Payment Advice

No Advice Simple Advice

Back Add Another Transaction Save as Draft Next

Manage Template > Add

Template Details

Template Name *

IHT_FAV_TEMPLATE1

Product Group

Product Group *

InHouse Transfer

Sender Details

Your Account *

IDR D utchladly ACCT 0111C-455354534

Payment Mode *

Inhouse Transfer to Own Account

Bank Charges: IDR 0.00

Beneficiary Details

To Account *

IDR - 703057606100

Transaction Details

Transaction Currency *

IDR - INDONESIA RU...

Amount *

200,000.00

Other Details

Customer Reference No. *

Enter

Other Payment Details *

Enter

Payment Advice

No Advice Simple Advice

Back Add Another Transaction Save as Draft Next

Sistem akan menampilkan Bagian **detail transaksi**

System will show the *Transaction Details*

1 Lengkapi **Seluruh detail**

Complete *All Details*

2 Jika sudah sesuai, klik **Next**

Once ok, click *Next*

Manage Template > Review Details

Template Details

Template Name

IHT_FAV_TEMPLATE1

Product Group

Product Group

InHouse Transfer

Sender Details

Your Account

IDR GL ACCT 04 - 4999977878

Payment Mode

Inhouse Transfer to Own Account

Beneficiary Details

To Account

IDR ANJAR ASMORO HERYANTO-703057606100

Transaction Details

Transaction Currency	Amount	Bank Charges
IDR - INDONESIAN RUPIAH	200,000.00	IDR 0.00

Other Details

Customer Reference No.

Other Payment Details

Back

Submit

Sistem akan menampilkan halaman **Review Details** Tinjau Ulang Transaksi

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

1 Klik **Submit**

*Click **Submit***

Manage Template > Acknowledgement

Submitted for approval

Reference No.: 101231107000001696 Submitted On: 07 Nov 2023 14:30:05 WIB

Template Details

Template Name: IHT_FAV_TEMPLATE1 Creation Date: 07 Nov 2023 14:30:04 WIB

Product Group

Product Group: InHouse Transfer

Sender Details

Your Account: IDR GL ACCT 04 - 4999977878 Payment Mode: Inhouse Transfer to Own Account

Beneficiary Details

To Account: IDR ANJAR ASMORO HERYANTO-703057606100

Transaction Details

Transaction Currency: IDR - INDONESIAN RUPIAH Amount: 200,000.00 Bank Charges: IDR 0.00

Other Details

Customer Reference No.: Other Payment Details:

Print Done

Sistem Lalu menampilkan
Halaman Acknowledgement

System will show
Acknowledgement page

Langkah melakukan **Approve Transaction** Kunjungi Halaman:

To Approve transaction, visit:

43

Approve Transaction

Manage Template

Create Transaction

Add

Modify

Delete

Payment - Saved Template

Payment Save as Template

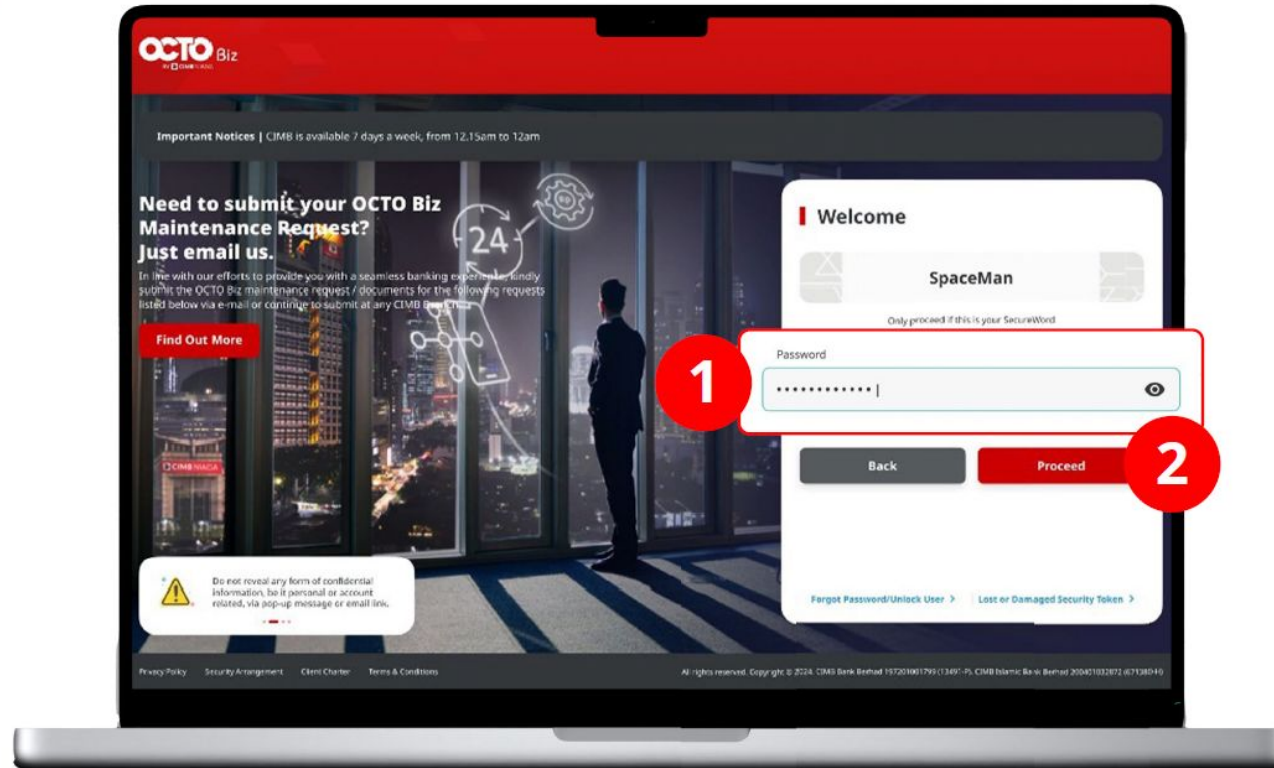


- 1 ***Maker*** Masuk dengan menggunakan ***User & Company ID***

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

- 2 Klik ***Next***

*Click **Next***

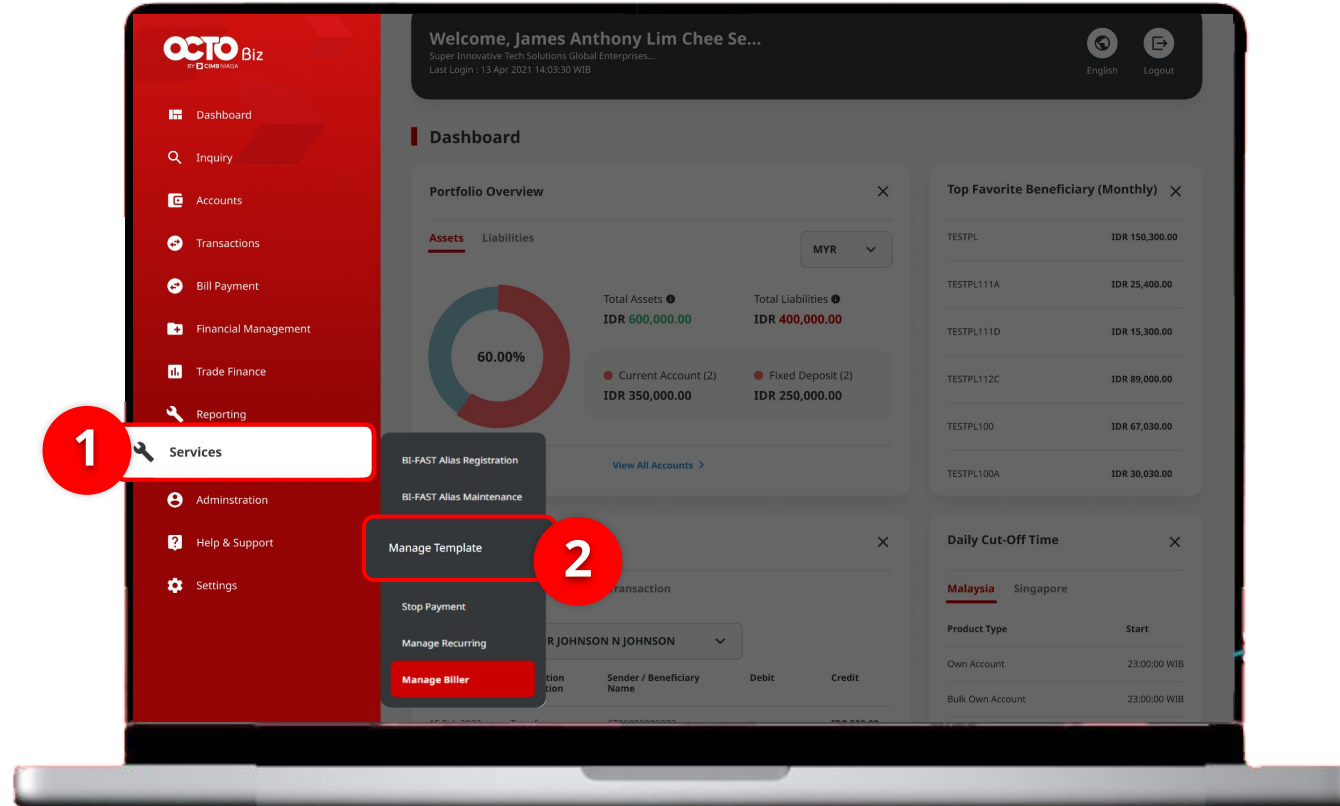


1 Isi **Password**

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 Services

2 Klik ***Manage Template***

Click Manage Template

☐	DT-BIFAST-BACTH-2	Domestic Transfer	BI-FAST	08 Nov 2023 09:49:13 AM	Edit
☐	DT-RTGS-SINGLE	Domestic Transfer	RTGS	12 Jan 2024 05:08:52 PM	
☐	GG123	Transfer within CIMB	Own Account	02 Feb 2024 09:41:34 AM	Edit
☐	GG4	Transfer to Other Banks	BI-FAST	02 Feb 2024 10:07:16 AM	Edit
☐	HELLO ALDY TL	Transfer to Other Banks	BI-FAST	05 Feb 2024 11:34:53 AM	Edit

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

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

1 Pilih Transaksi yang ingin di **Edit**, Klik **Edit**

*Choose Transaction that needed to edit, Click **Edit***

Manage Template > Edit

Template Details

Template Name: ALTESTSAU3RD01
Creation Date: 01 Nov 2023 10:30:58 +08

Product Group

Product Group: InHouse Transfer

Sender Details

Your Account: IDR GL ACCT 203D-800000332500
Payment Mode: Inhouse Transfer to 3rd Party Account
Bank Charges: IDR 0.00

Beneficiary Details Save Beneficiary

Account Type *: OCTO Pay
Mobile No. *: +62 81266554433
Beneficiary Name: MExxxx ANxxxx

Transaction Details

Transaction Currency *: IDR - INDONESIA RU...
Amount *: 100,000

Other Details

Customer Reference No.: Enter
Other Payment Details: Enter
Payment Advice: No Advice Simple Advice

Back Add Another Transaction Save as Draft **Next**

Manage Template > Review Details

Template Details

Template Name: ALTESTSAU3RD01
Creation Date: 01 Nov 2023 09:30:58 WIB

Product Group

Product Group: InHouse Transfer

Sender Details

Your Account: IDR GL ACCT 203D - 800000332500
Payment Mode: Inhouse Transfer to 3rd Party Account

Beneficiary Details

Account Type: OCTO Pay
Mobile No.: +62 81266554433
Beneficiary Name: MExxxx ANxxxx

Transaction Details

Transaction Currency: IDR - INDONESIA RUPIAH
Amount: 101,000.00
Bank Charges: IDR 0.00

Other Details

Customer Reference No.:
Other Payment Details:

Back Submit

Sistem akan mengarahkan ke **Halaman Details**

System will show the **Details page**

1 **Edit** bagian yang diinginkan

Edit transaction

2 Jika sudah sesuai, klik **Next**

Once OK, click Next

3 Klik **Submit**

Click Submit

Manage Template > Acknowledgement

Submitted for approval

Reference No. : ID1240304000002750
Submitted On : 04 Mar 2024 14:50:30 WIB

Template Details

Template Name
GG123

Creation Date
02 Feb 2024 08:41:34 WIB

Transaction Group

Transaction Group
Transfer within CIMB

Sender Details

From Account
IDR JLUPJOLY JPPYJON UUJOJ YOSZOWLYJ - 800035032200

Payment Mode
Own Account

3 item(s)

Beneficiary Account No.	Beneficiary Name	Amount	Bank Charges
703185655500	TB LIABILITY 2	IDR 222,221.00	IDR 0.00
703185655500	TB LIABILITY 2	IDR 100,000.00	IDR 0.00
703185655500	TB LIABILITY 2	IDR 100,001.00	IDR 0.00
Total Amount : IDR 422,222.00		Total Charges : IDR 0.00	

Print
Done

Sistem Lalu menampilkan
Halaman Acknowledgement

System will show
Acknowledgement page

Langkah melakukan **Approve Transaction** Kunjungi Halaman:

To Approve transaction, visit:

43

Approve
Transaction

Manage Template

Create Transaction

Add

Modify

Delete

Payment - Saved Template

Payment Save as Template

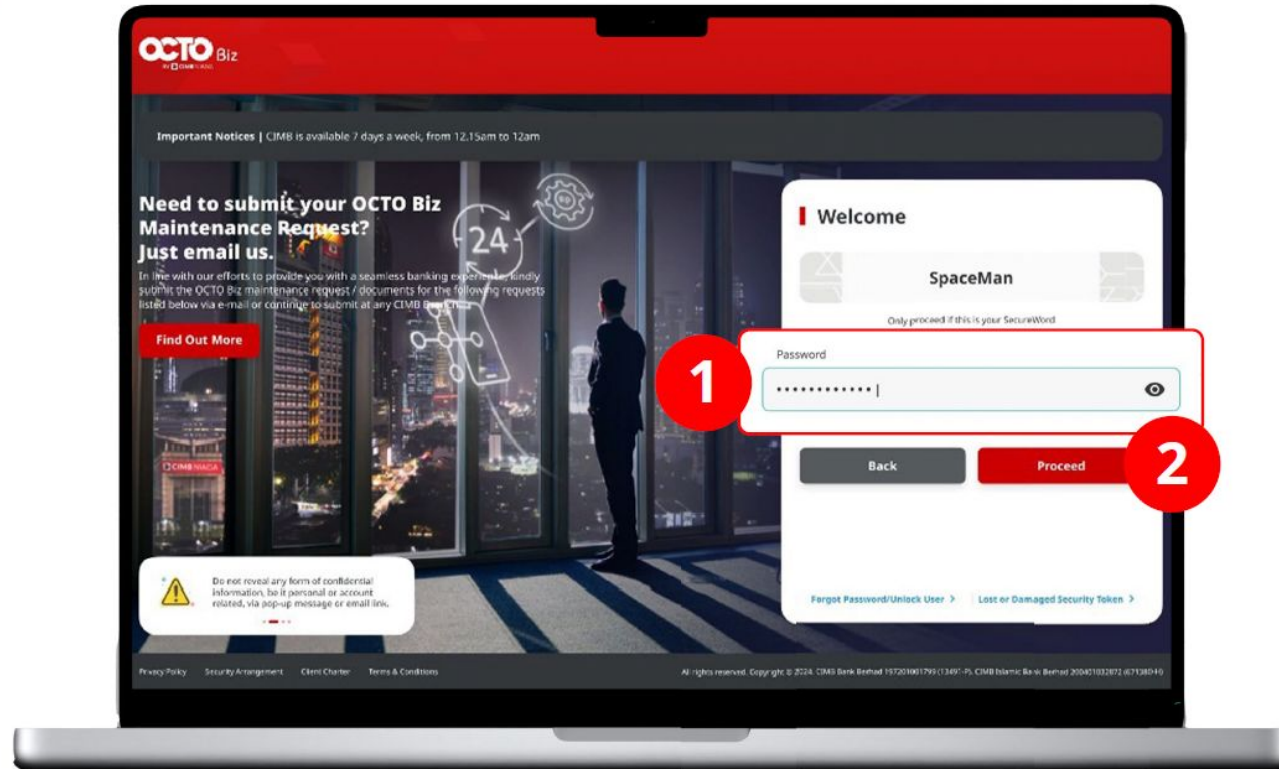


- 1 ***Maker*** Masuk dengan menggunakan ***User & Company ID***

Maker login using User & Company ID

- 2 Klik ***Next***

Click Next

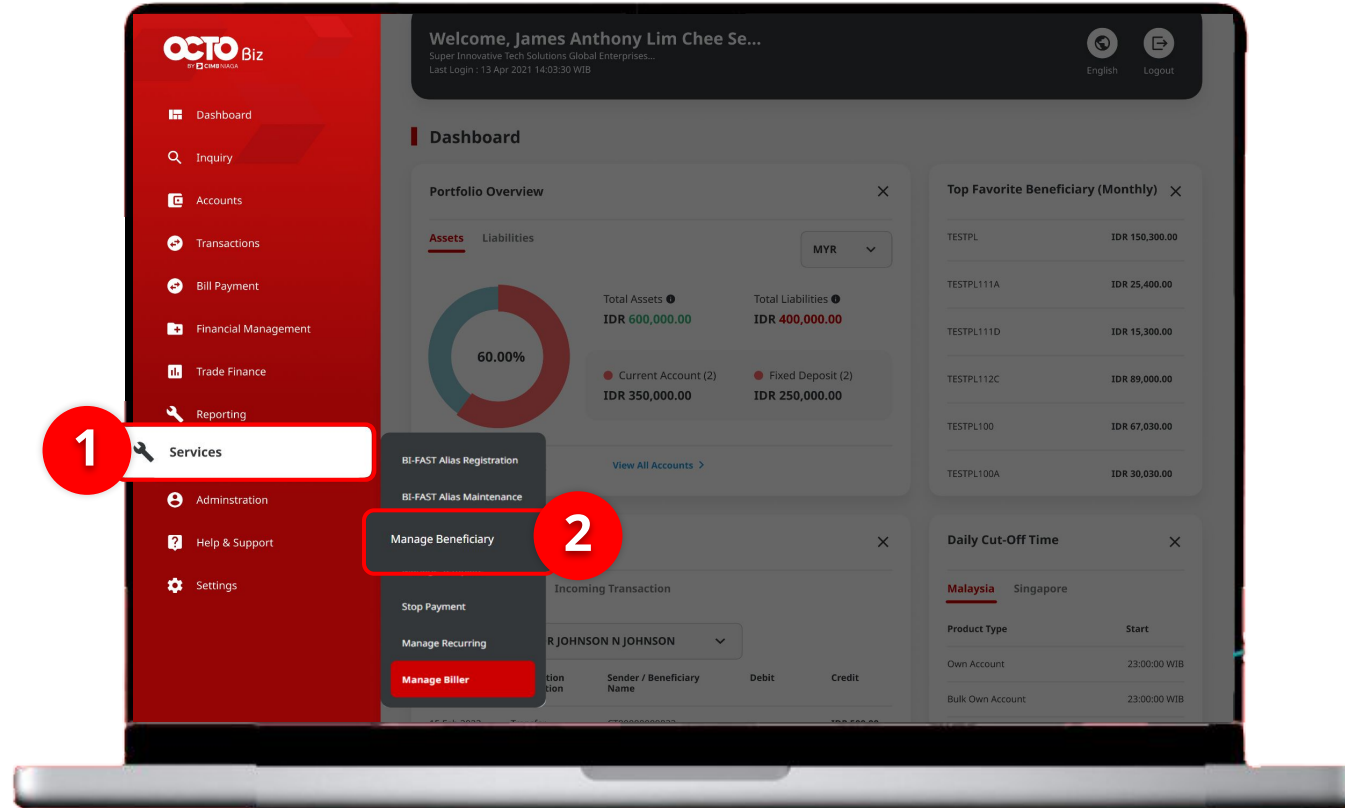


1 Isi **Password**

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 Services

2 Klik ***Manage Template***

Click Manage Template

75 item(s)

☐	Template Name ↕	Transaction Group ↕	Payment Mode ↕	Last Updated Date ↕	Action
☐	1231231222AAAAAA22	Transfer to Other Banks	BI-FAST	22 Dec 2023 07:19:46 AM	
☐	991	InHouse Transfer	Inhouse Transfer to 3rd Party Account	08 Jan 2024 01:34:48 PM	
☐	ANJAR TEMPLATE WITH OTHER DETAILS	Transfer to Other Banks	RTGS	19 Jan 2024 10:55:27 AM	Edit
☐	AQQ	Transfer to Other Banks	RTGS	26 Jan 2024 02:06:20 PM	Edit
☐	BATCH 1220 MIX V INV	Transfer to Other Banks	BI-FAST	15 Jan 2024 05:20:14 PM	
☐	BI-FAST AF1	Transfer to Other Banks	BI-FAST	25 Nov 2023 03:00:23 PM	Edit
☐	BIFASTTRUY	Transfer to Other Banks	BI-FAST	24 Jan 2024 10:23:02 AM	Edit

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

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

1 Pilih Transaksi yang ingin di **Delete**

Choose Transaction that needed to Delete

Manage Template > Details

Template Details

Template Name DT-RTGS-SINGLE	Creation Date 08 Nov 2023 09:41:50 WIB
---------------------------------	---

Product Group

Product Group Domestic Transfer

Sender Details

Your Account IDR JLUPJOLV JPPYJON UUUJY YOSZOWLJ - 800035032200	Payment Mode RTGS
--	----------------------

Beneficiary Details

Beneficiary Bank Name Bank Kehidupan - 310723	Beneficiary Account No. 234324233335	Beneficiary Name DENNY
Beneficiary Citizenship Indonesian	Beneficiary Resident Status Resident	Beneficiary Type Individual
Beneficiary Address JAKARTA BARAT	Beneficiary City / District 0300 - JAKARTA2	

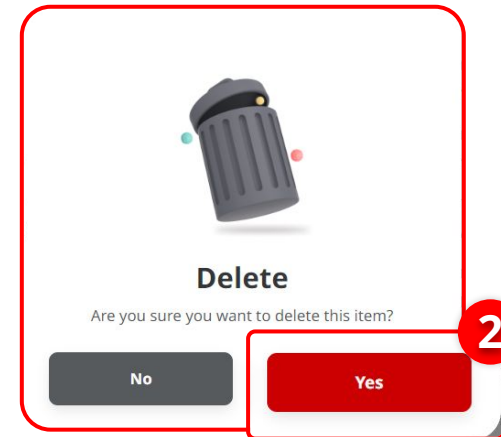
Transaction Details

Transaction Currency IDR - INDONESIAN RUPIAH	Amount 123,456,789.00	Bank Charges IDR 0.00
---	--------------------------	--------------------------

Other Details

Customer Reference No. -	Other Payment Details -	Charges Borne by -
Payment Advice No Advice		

Back Delete Edit



Sistem akan mengarahkan ke **Halaman *Details***

System will show the *Details* page

1 Klik **Delete**

Click **Delete**

2 Klik **Yes**

Click **Yes**

Manage Template > Acknowledgement

Item(s) Deleted

Reference No. : 1017402304030002751 Submitted On : 04 Mar 2024 14:56:46 WIB

Template Details

Template Name

ANJAR TEMPLATE WITH OTHER DETAILS

Creation Date

16 Jan 2024 12:48:23 WIB

Transaction Group

Transaction Group

Transfer to Other Banks

Sender Details

From Account

IDR TB LIABILITY 2 - 70318565500

Payment Mode

RTGS

Beneficiary Details

Beneficiary Bank Name

BANK SYARIAH INDONESIA - BSMIDIDJA

Beneficiary Account No.

80000332500

Beneficiary Name

Anjar Asmoro Heryanto

Beneficiary Citizenship

Indonesian

Beneficiary Resident Status

Resident

Beneficiary Type

Individual

Beneficiary Address

Jln Baturaden NO.42

Beneficiary City / District

0900 - JAWA TENGAH

Transaction Details

Transaction Currency

IDR - INDONESIA RUPIAH

Amount

145,000,000.00

Bank Charges

IDR 30,000.00

Other Details

Customer Reference No.

AJR-42156-2024

Other Payment Details

Sample Aja

Charges Borne by

Applicant (OUR)

Payment Advice

Beneficiary Email Address

NGB1@mylab.local

Message to Beneficiary

Halo its me ajr

Print

Done

Sistem Lalu menampilkan
Halaman Acknowledgement

*System will show
Acknowledgement page*

Langkah melakukan *Approve Transaction* Kunjungi Halaman:

To Approve transaction, visit:

43

Approve Transaction

Manage Template

Create Transaction

Add

Modify

Delete

Payment - Saved Template

Payment Save as Template

LANGKAH

01

MAKER



Payment - Saved Template | Manage Template

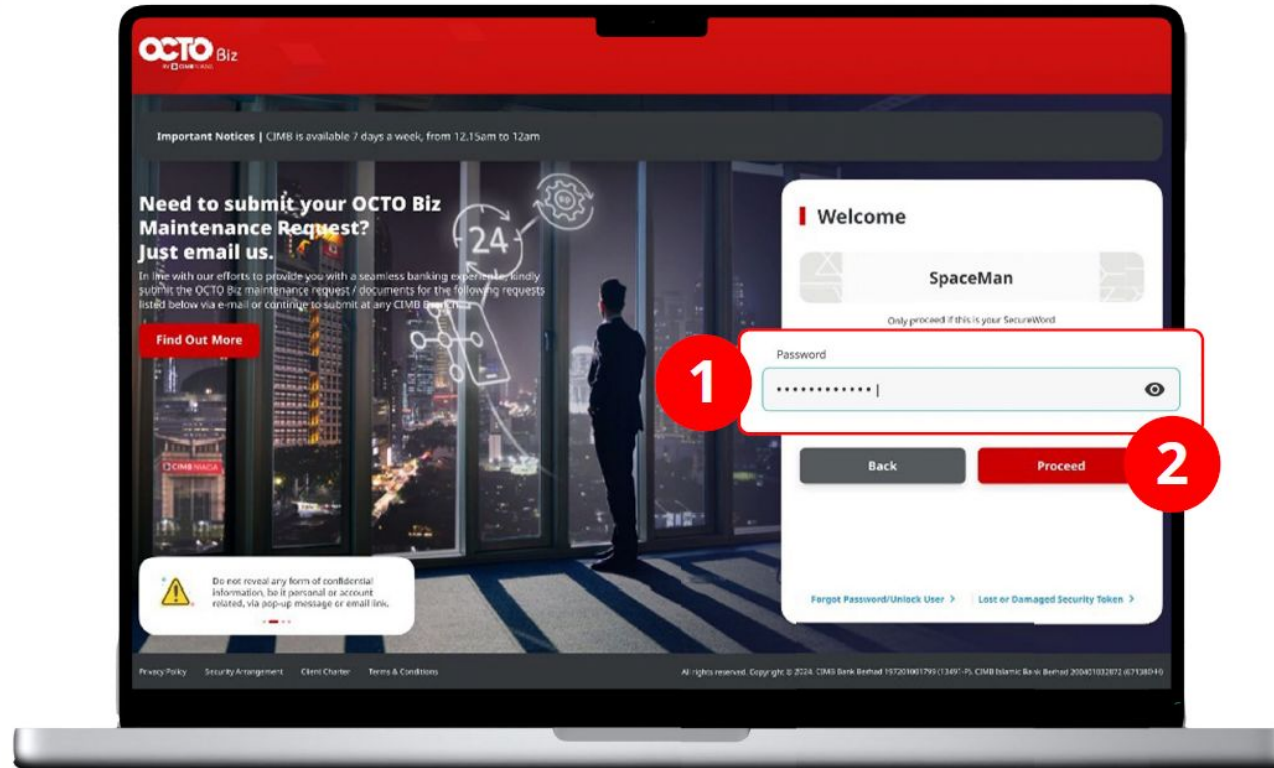
Menu: Service > Create Task Billing ID & Payment

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

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

- 2 Klik **Next**

*Click **Next***

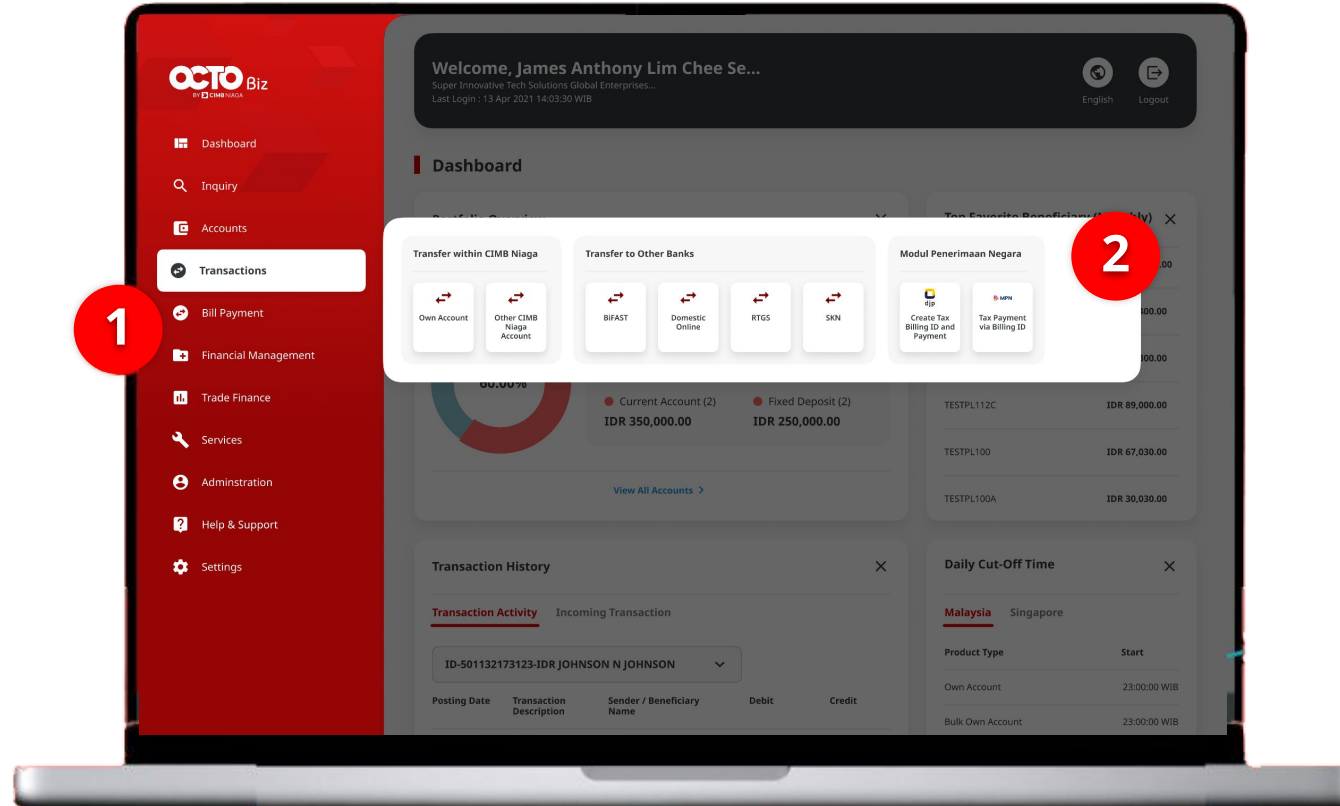


1 Isi **Password**

Input **Password**

2 Klik **Proceed**

Click **Proceed**



Sistem akan menampilkan Halaman ***Dashboard***

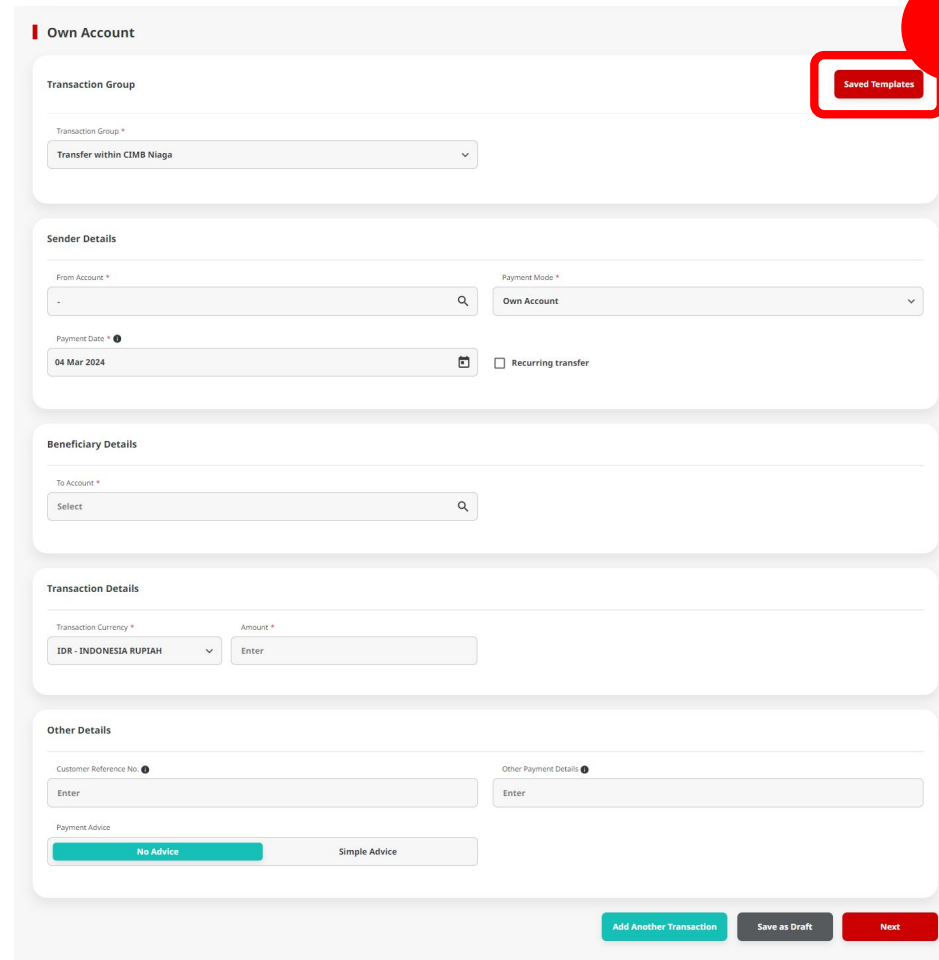
System will show the Dashboard page

1 Arahkan kursor ke ***Transaction***

Navigate to Transaction

2 Pilih **Transaksi** yang ingin **Dilakukan**

Choose Transaction



The screenshot shows a web form titled "Own Account" for creating a transaction. A red circle with the number "1" highlights the "Saved Templates" button in the top right corner of the form. The form is divided into several sections:

- Transaction Group:** A dropdown menu currently showing "Transfer within CIMB Niaga".
- Sender Details:** Includes a "From Account" dropdown (showing "-"), a "Payment Mode" dropdown (showing "Own Account"), a "Payment Date" field (showing "04 Mar 2024"), and a checkbox for "Recurring transfer".
- Beneficiary Details:** Includes a "To Account" dropdown (showing "Select").
- Transaction Details:** Includes a "Transaction Currency" dropdown (showing "IDR - INDONESIA RUPIAH") and an "Amount" input field (showing "Enter").
- Other Details:** Includes a "Customer Reference No." input field (showing "Enter"), an "Other Payment Details" input field (showing "Enter"), and a "Payment Advice" section with two buttons: "No Advice" (highlighted in teal) and "Simple Advice".

At the bottom right of the form, there are three buttons: "Add Another Transaction" (teal), "Save as Draft" (grey), and "Next" (red).

1 Klik ***Saved Template*** pada bagian ***Create Transaction***

*Click **Saved Template** on **Create Transaction** page*

Saved Template

Payment Mode

Own Account

Template Name

Enter

Search

Template Name	Transaction Group	Payment Mode	Date
☐ SINGLE_LOCK	Transfer within CIMB	Own Account	20 Jan 2024

[View Past Transactions >](#)
[View All Template >](#)

Cancel

Load

Setelah Transaksi di **Load**,
Seluruh **Transaction Details** akan otomatis
Terisi

Once **Transaction is Load**,
all of the **Transaction details**

- 1 Klik **Template** yang di inginkan

Click **Template**

- 2 Klik **Load**

Click **Load**

Own Account

Transaction Group

Transaction Group *

Transfer within CIMB Niaga

Sender Details

From Account *

703185655500-IDR TB LIABILITY 2

Payment Mode *

Own Account

Payment Date *

04 Mar 2024

☐ Recurring transfer

Beneficiary Details

To Account *

IDR_JLUPJOLYJPPYJON UUJQJ YDSZOWLJ - 800635032200

Transaction Details

Transaction Currency *

IDR - INDONESIA RUPIAH

Amount *

500,000

Other Details

Customer Reference No.

REF

Other Payment Details

OTH

Payment Advice

No Advice

Simple Advice

Beneficiary Email Address *

erwin@cimbniaga.co.id

Message to Beneficiary

123abc

Preview Payment Advice

Add Another Transaction

Save as Draft

Next

Setelah klik load, sistem akan menampilkan Transaction **Template**

After click Load, system will show the Transaction Template

1 Jika sudah sesuai, klik **Next**

*Once OK, click **Next***

Manage Template

Create Transaction

Add

Modify

Delete

Payment - Saved Template

Payment Save as Template

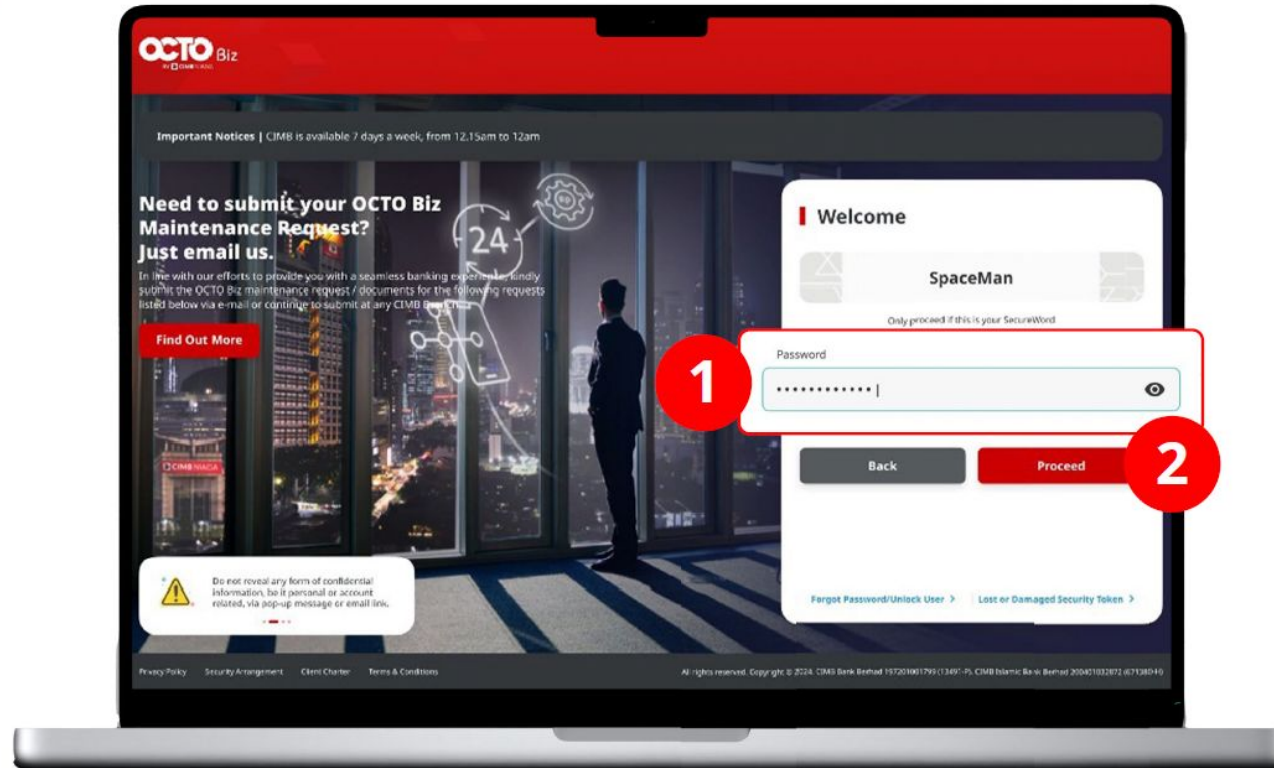


- 1 **Maker** Masuk dengan menggunakan **User & Company ID**

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

- 2 Klik **Next**

*Click **Next***

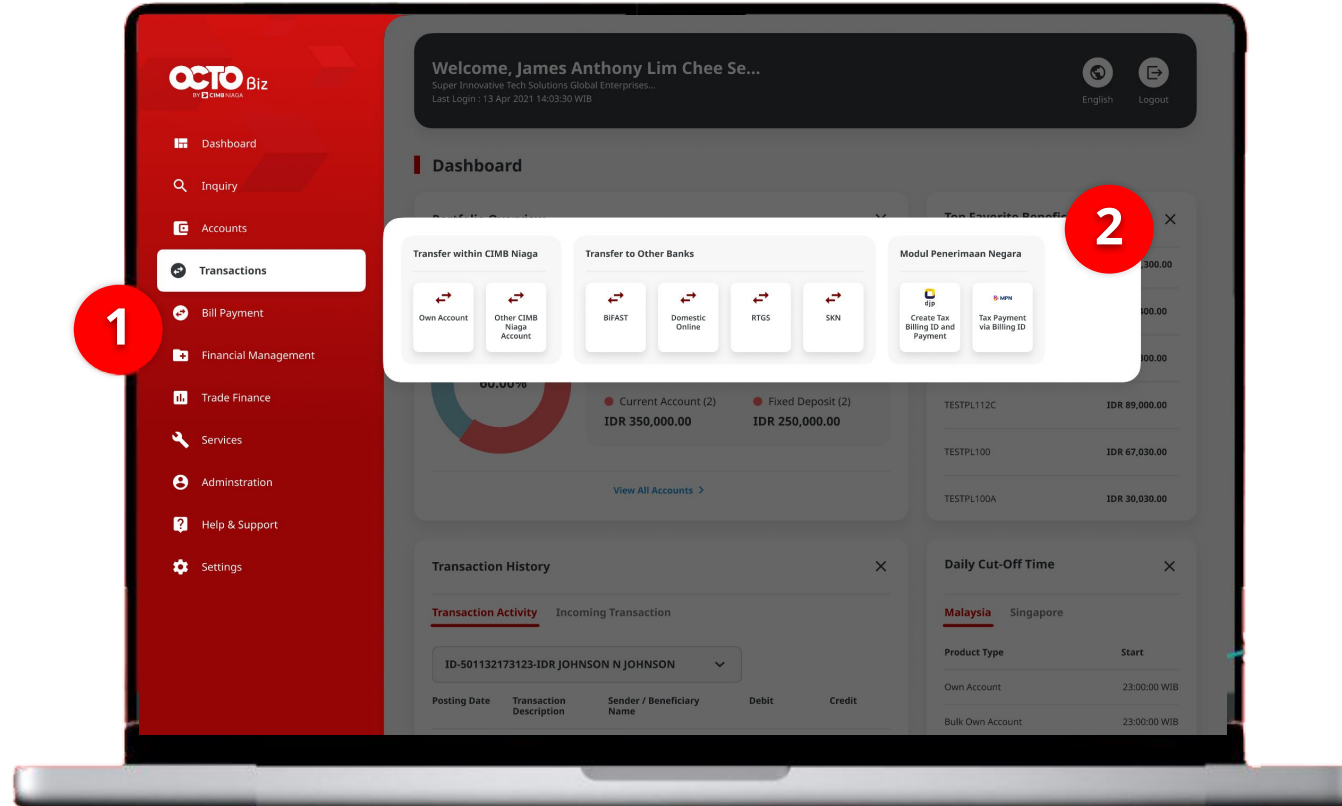


1 Isi **Password**

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 Pilih **Transaksi** yang ingin **Dilakukan**

Choose **Transaction**

1

Other CIMB Niaga Account

Transaction Group

Transaction Group *

Transfer within CIMB Niaga

Saved Templates

Sender Details

From Account *

703196574000-IDR BANGUN PERSADA SEKALI

Payment Mode *

Other CIMB Niaga Account

Payment Date *

04 Mar 2024

☐ Recurring transfer

Beneficiary Details

Account Type *

CIMB Niaga Account

Beneficiary Account No. *

760937442500

Beneficiary Name

TWUWVMX RTTRRLMZXT UTPLLMUWU

Beneficiary Account Currency

IDR - INDONESIA RUPIAH

Saved Beneficiary

Transaction Details

Transaction Currency *

IDR - INDONESIA RUPIAH

Amount *

210,000.00

Other Details

Customer Reference No. *

Enter

Other Payment Details *

Enter

Payment Advice

No Advice

Simple Advice

Add Another Transaction

Save as D

Next

2

1 Lengkapi seluruh
Detail Transaksi

*Complete all
Transaction Details*

2 Klik **Next**

Click Next

OCTO Biz
BY CIMB NIAGA

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Other CIMB Niaga Account > Review Details

Transaction Group

Transaction Group

Transfer within CIMB Niaga

Sender Details

From Account

IDR BANGUN PERSADA SEKALI - 703196574000

Payment Mode

Other CIMB Niaga Account

Payment Date

04 Mar 2024

Beneficiary Details

Account Type

CIMB Niaga Account

Beneficiary Account No.

IDR 760937442500

Beneficiary Name

TWUWVMX RTTRTLMZXT UTPLLMUWU

Beneficiary Account Currency

IDR - INDONESIA RUPIAH

Transaction Details

Transaction Currency

IDR - INDONESIA RUPIAH

Amount

210,000.00

Bank Charges

IDR 0.00

Other Details

Customer Reference No.

-

Other Payment Details

-

Back

Submit

Tinjau Ulang Transaksi

Review Transaction

1 Klik **Submit**

*Click **Submit***

Other CIMB Niaga Account > Acknowledgement

Submitted for approval 

Reference No. : ITT740304000000003 Submitted On : 04 Mar 2024 14:27:43 WIB

Transaction Group

Transaction Group
Transfer within CIMB Niaga

Sender Details

From Account
IDR BANGUN PERSADA SEKALI - 703196574000

Payment Mode
Other CIMB Niaga Account

Payment Date
04 Mar 2024

Beneficiary Details

Account Type
CIMB Niaga Account

Beneficiary Account No.
IDR 760937442500

Beneficiary Name
TWUWVMX RTTRRLMXZT UTPLLMUWU

Beneficiary Account Currency
IDR - INDONESIA RUPIAH

Transaction Details

Transaction Currency	Amount	Bank Charges
IDR - INDONESIA RUPIAH	210,000.00	IDR 0.00

Other Details

Customer Reference No.
-

Other Payment Details
-

Print **1** Save As Template  Make Another Transaction

Sistem akan mengarahkan ke **Halaman Acknowledgement** setelah **Submit** berhasil

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

1 Klik **Save as template**

Click **Save as Template**

The screenshot shows a 'Save As Template' form with the following sections and annotations:

- Annotation 1:** Points to the 'Template Name' input field at the top of the form.
- Annotation 2:** A large red box encompasses the 'Sender Details', 'Beneficiary Details', 'Transaction Details', and 'Other Details' sections, indicating that all these fields must be completed.
- Annotation 3:** Points to the 'Submit' button at the bottom right of the form.

The form sections include:

- Sender Details:** 'Your Account' (703057606100-IDR ANJAR ASMORO HERVANTO) and 'Payment Mode' (Inhouse Transfer to Own Account).
- Beneficiary Details:** 'To Account' (IDR JLUPJOLY JPPYJON UUJOJ YOSZOWLYJ - 800035032200).
- Transaction Details:** 'Transaction Currency' (IDR - INDONESIA RUP...) and 'Amount' (100,000.00).
- Other Details:** 'Customer Reference No.' and 'Other Payment Details' (both with 'Enter' placeholders).

Sistem akan mengarahkan ke
Halaman *Pop-Up Save as Template*

*System will navigate to **Save as Template** pop up page*

- 1** Lengkapi **Template Name**
*Complete the **Template Name***
- 2** Lengkapi seluruh **Details**
*Complete the **Details***
- 3** Jika sudah sesuai, Klik **Submit**
*Once OK, click **Submit***

Save As Template

Submitted for approval

Reference No. : 101240304000002752

Submitted On : 04 Mar 2024 15:03:28 WIB

Beneficiary Details

Template Name

Creation Date

SAVEASTEMP

04 Mar 2024 03:03:28 PM

Sender Details

From Account

Payment Mode

IDR TB LIABILITY 2 - 703185655500

Own Account

Payment Date

04 Mar 2024

Beneficiary Details

To Account

IDR J LUPJOLY JPPYJON UUJOJ YOSZOWLYJ-800035032200

Transaction Details

Transaction Currency

Amount

Bank Charges

IDR - INDONESIA RUPIAH

22,222.00

IDR 0.00

Other Details

Customer Reference No.

Other Payment Details

Done

Sistem Lalu menampilkan
Halaman Acknowledgement

*System will show
Acknowledgement page*

**Langkah melakukan Approve
Transaction Kunjungi Halaman:**

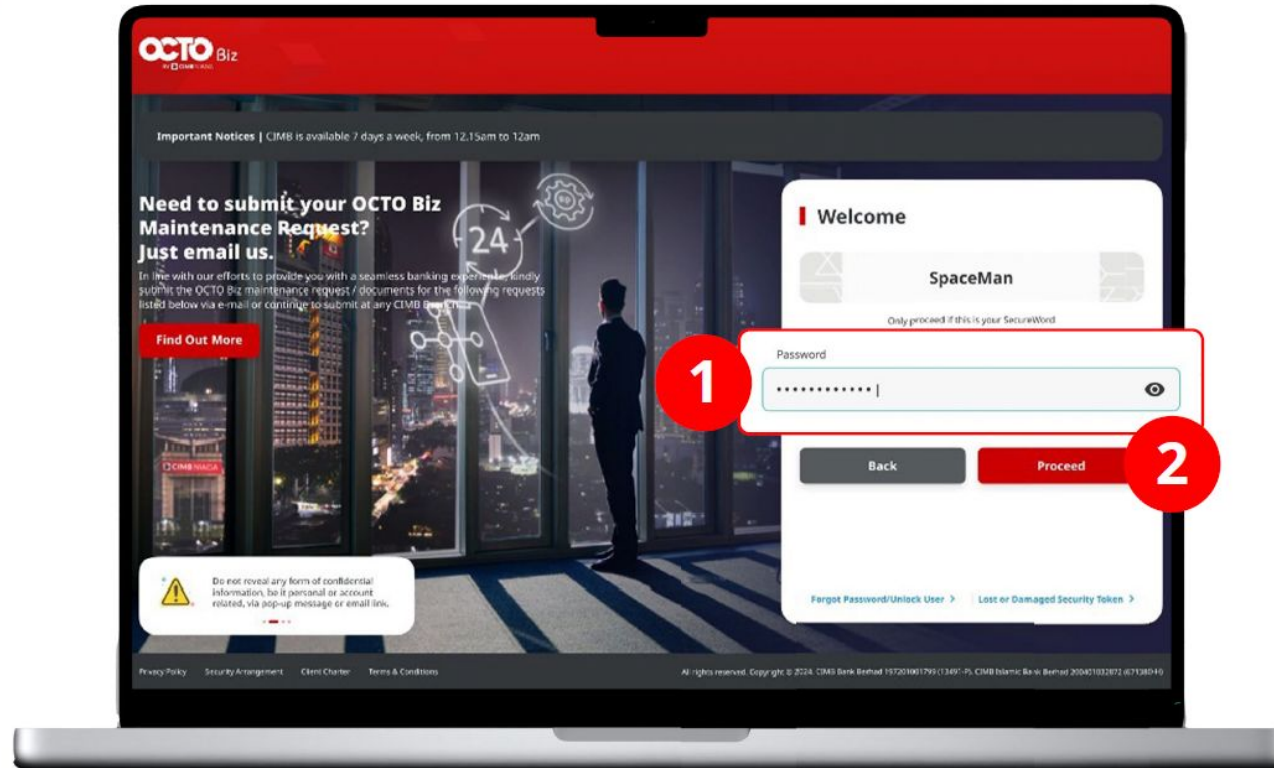
To Approve transaction, visit:

43

Approve
Transaction

Manage Template

Approve Transaction



Login sebagai **Approver**

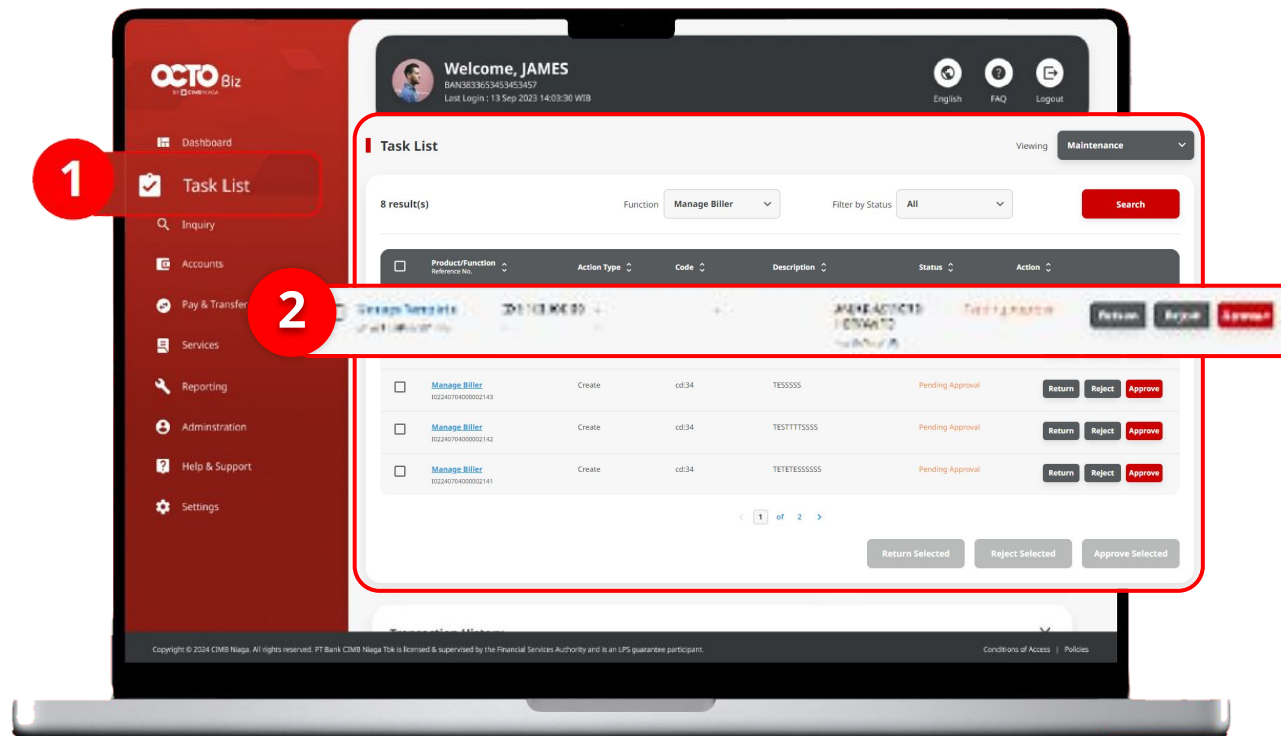
Login as **Approver**

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

Task List > Details

Template Details

Template Name

BATCH IHT OWN WIN

Creation Date

07 Nov 2023 15:05:30 WIB

Product Group

Product Group

InHouse Transfer

Sender Details

Your Account

IDR ANJAR ASMORO HERYANTO - 703057606100

Payment Mode

Inhouse Transfer to Own Account

2 item(s)

Reference No.	Beneficiary Account No.	Beneficiary Name	Amount	Bank Charges
IA231107000000042	800035032200	[LUPJOLY JPPJON UUD] YOSZOWLY	IDR 23,000.00	IDR 0.00
IA231107000000041	800035032200	[LUPJOLY JPPJON UUD] YOSZOWLY	IDR 21,000.00	IDR 0.00
Total Amount: 44,000.00			Total Charges: 0.00	

User Activities

User	Activities	Date / Time	Remark
EARTHMAKER14	Submit	07 Nov 2023 15:05:30 WIB	

Remark

Remarks

Enter

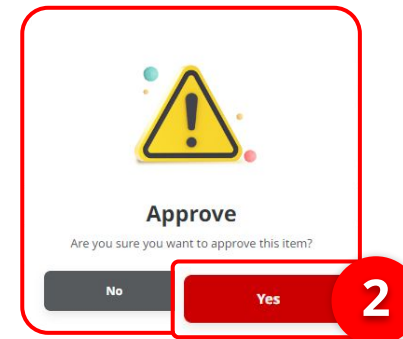
Maximum 100 characters

Back

Reject

Approve

1



Approve Transaction | Manage Template

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

Manage Template > Acknowledgement

Transaction(s) approved

Reference No. : 101231107000001699 Approved On : 08 Nov 2023 16:09:08 WIB

Template Details

Template Name
BATCH IHT OWN WIN

Creation Date
07 Nov 2023 15:05:30 WIB

Product Group

Product Group
InHouse Transfer

Sender Details

Your Account
IDR ANJAR ASMORO HERYANTO - 703057606100

Payment Mode
Inhouse Transfer to Own Account

2 item(s)

Reference No.	Beneficiary Account No.	Beneficiary Name	Amount	Bank Charges
IA231107000000042	800035032200	JLIPOLY (PPYON UJQ) YOSZOWLY	IDR 23,000.00	IDR 0.00
IA231107000000041	800035032200	JLIPOLY (PPYON UJQ) YOSZOWLY	IDR 21,000.00	IDR 0.00
Total Amount : 44,000.00			Total Charges : 0.00	

Print

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

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



OCTO Biz
BY  **CIMB NIAGA**

