

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

Transaction

Save as Draft

Website

TUTORIALOCTOBIZ2025

KEJAR MIMPI

Transaction

Save as Draft

Transaction – Save as Draft adalah modul untuk Menyimpan detail transaksi sebelum dijalankan (*submit*).

Transaction – Save as Draft is a module for saving transaction details before executing (*submitting*).

03

Save as Draft

34

Draft Action

Save as Draft

Save As Draft

Single Beneficiary Submission

Multiple Beneficiary Submissions

Save as Draft

Create Transaction

Single Beneficiary Submission

LANGKAH

01

MAKER



Single Beneficiary Submission | Save as Draft

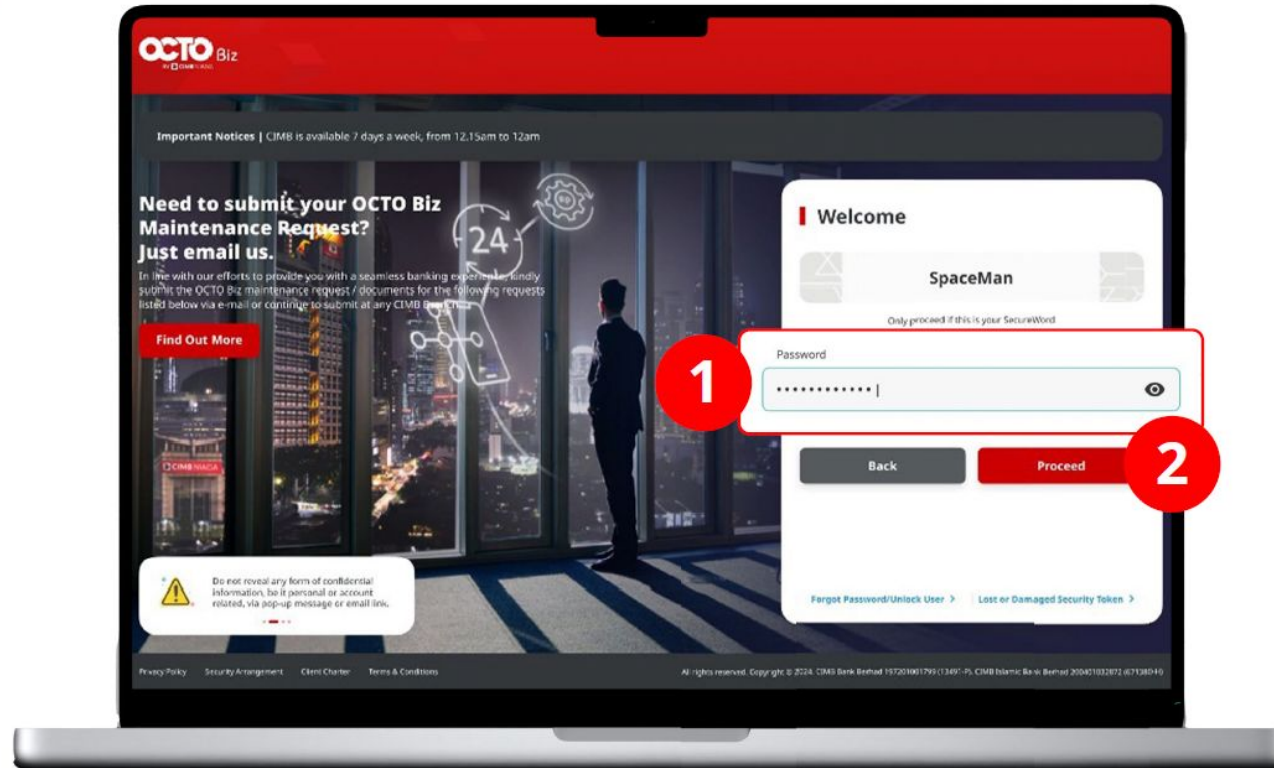
Menu: Transaction > Save as Draft

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

Maker login using User & Company ID

- 2 Klik **Next**

Click Next

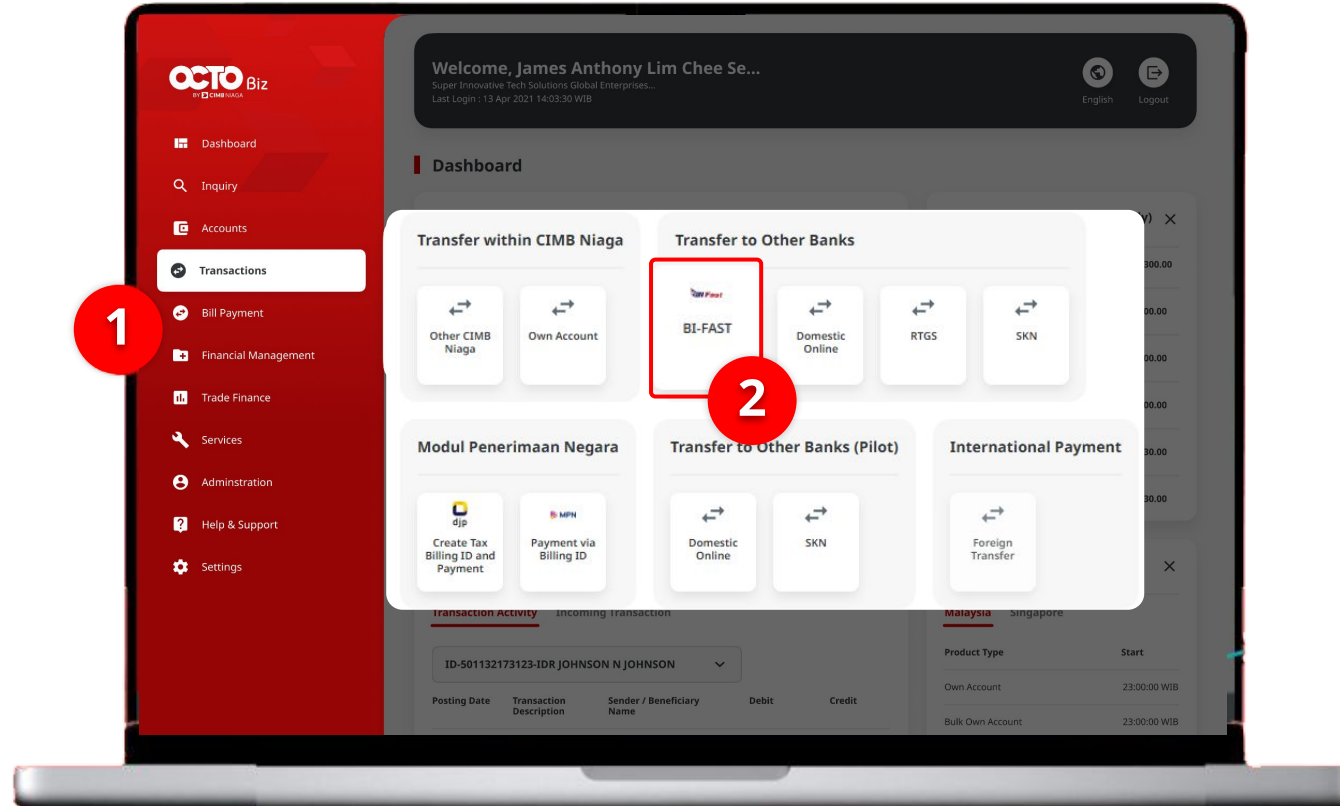


1 Isi **Password**

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**

1

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

2

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	703089332800	IDR 0.00
GL ACCT 2010	703189403000	IDR 47,830,875.15
GL ACCT 20A	703191580400	IDR 34,015,308.00
GL ACCT 20B	703191691600	IDR 596,642.00
BANGUN PERSADA SEKALI	703196374000	IDR 101,677,644.48
IDR ACCT 01	760036413000	IDR 72,333,185.05
BANGUN PERSADA SEKALI	703037442000	IDR 6,826,812,563,063.09
GL ACCT 0111E	760040301100	IDR 0.00
GL ACCT 0111D	800000332001	IDR 0.00
GL ACCT 20D	800000332002	IDR 0.00

1 of 2

3 Next

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

Single Beneficiary Submission | Save as Draft

Menu: Transaction > Save as Draft

The screenshot shows the BI-FAST transaction form. A date picker is open over the 'Value Date' field, showing the month of September 2023. The date '25' is selected. A red circle with the number '1' is placed over the date picker. The form includes sections for Product Group (Domestic Transfer), Sender Details (Your Account, Payment Mode), Recurring transfer, Beneficiary Bank Name, and Other Details (Customer Reference No., Other Payment Details, Category Purpose Code, Charges Borne by (If Any)).

BI-FAST

Product Group

Product Group *

Domestic Transfer

Sender Details

Your Account *

Select

Payment Mode *

BI-FAST

Bank Charges: IDR 0.00

Value Date *

25 Sep 2023

September 2023

Sun Mon Tue Wed Thu Fri Sat

27 28 29 30 31 1 2

3 4 5 6 7 8 9

10 11 12 13 14 15 16

17 18 19 20 21 22 23

24 25 26 27 28 29 30

Recurring transfer

Beneficiary Bank Name *

Select

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

- 1 Pilih Tanggal yang Sesuai
Choose Transaction Date

MAKER

Single Beneficiary Submission | Save as Draft

Menu: Transaction > Save as Draft

BI-FAST

Product Group

Product Group *

Domestic Transfer

Sender Details

Your Account *

Select

Payment Mode *

BI-FAST

Value Date *

25 Sep 2023

Bank Charges: IDR 0.00

☐ Recurring transfer

Beneficiary Details

Transfer Money Via *

Bank Account

Bank Account

Mobile No.

Email Address

Beneficiary Bank Name *

Select

Other Details

Customer Reference No. ①

Enter

Other Payment Details ①

Enter

Category Purpose Code *

02 - Transfer of Wealth

Charges Borne by (If Any)

Select

Add Another Transaction

Save as Draft

Next

- ### 1 Pilih Jenis Penerima menggunakan Tombol *"Transfer Money via"*

Choose **Beneficiary type** on
"Transfer Money via" button

The screenshot shows the BI-FAST transaction form with the following sections and annotations:

- Product Group:** Includes a "Product Group *" dropdown menu set to "Domestic Transfer" and a "Saved Templates" button.
- Sender Details:** Includes "Your Account *" (dropdown set to "Select"), "Payment Mode *" (dropdown set to "BI-FAST"), "Value Date *" (calendar set to "25 Sep 2023"), and a "Recurring transfer" checkbox.
- Beneficiary Details:** Includes "Transfer Money Via *" (dropdown set to "Bank Account") and "Beneficiary Bank Name *" (dropdown set to "BANK DANAMON INDONESIA - BDINIDJA"). Annotation 1 points to this field.
- Beneficiary Account No. *** (Text input field set to "003400078155"). Annotation 2 points to this field.
- Transaction Details:** Includes "Transaction Currency *" (dropdown set to "IDR - INDONESIA RU...") and "Amount *" (text input field set to "Enter").
- Other Details:** Includes "Customer Reference No. *" (text input field set to "Enter"), "Other Payment Details *" (text input field set to "Enter"), "Category Purpose Code *" (dropdown set to "02 - Transfer of Wealth"), and "Charges Borne by (If Any)" (dropdown set to "Select").
- Buttons:** "Add Another Transaction", "Save as Draft", and "Next".

- 1 Jika Tipe akun = **Bank Account**, Pilih **Beneficiary Bank Name**

*If Account Type = Bank Account, choose **Beneficiary Bank Name***

- 2 Isi **Nomor Akun Penerima**

*Input **Beneficiary account number***

LANGKAH

06b

MAKER

OPSIONAL

Single Beneficiary Submission | Save as Draft

Menu: Transaction > Save as Draft

The screenshot shows the BI-FAST transaction form. The 'Beneficiary Details' section is highlighted with a red box. A red circle with the number '1' is positioned next to the 'Mobile No.' input field in this section. The form includes sections for Product Group, Sender Details, Beneficiary Details, Transaction Details, and Other Details. At the bottom, there are buttons for 'Add Another Transaction', 'Save as Draft', and 'Next'.

BI-FAST

Product Group Saved Templates

Product Group *

Domestic Transfer

Sender Details

Your Account *

Select

Payment Mode *

BI-FAST

Bank Charges: IDR 0.00

Value Date *

25 Sep 2023

☐ Recurring transfer

Beneficiary Details Saved Beneficiary

Transfer Money Via *

Mobile No.

Mobile No. *

+62 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

1 Jika Tipe Akun = **Mobile No**, Isi **Mobile Number Penerima**

If Account type = Mobile Number, Input Beneficiary mobile number

LANGKAH

06c

MAKER

OPSIONAL

Single Beneficiary Submission | Save as Draft

Menu: Transaction > Save as Draft

The screenshot shows a multi-step transaction form. The first section, 'BI-FAST', includes a 'Product Group' dropdown set to 'Domestic Transfer' and a 'Sender Details' section with fields for 'Your Account' (set to 'Select'), 'Payment Mode' (set to 'BI-FAST'), 'Value Date' (set to '25 Sep 2023'), and a 'Recurring transfer' checkbox. The second section, 'Beneficiary Details', is highlighted with a red box and contains a 'Transfer Money Via' dropdown set to 'Email Address' and an 'Email Address' input field with the placeholder 'Enter'. A red circle with the number '1' is positioned to the right of this section. The third section, 'Transaction Details', includes 'Transaction Currency' (set to 'IDR - INDONESIA RU...') and an 'Amount' input field. The final section, 'Other Details', includes 'Customer Reference No.' and 'Category Purpose Code' (set to '02 - Transfer of Wealth'). At the bottom are three buttons: 'Add Another Transaction', 'Save as Draft', and 'Next'.

- 1 Jika Tipe Akun = **Email Address**, Isi **Alamat Email Penerima**

*If Account type = Email Address,
input beneficiary email address*

LANGKAH

07

MAKER

Single Beneficiary Submission | Save as Draft

Menu: Transaction > Save as Draft

The screenshot shows the BI-FAST transaction form with the following sections and annotations:

- Product Group:** A dropdown menu showing "Domestic Transfer". A red box highlights this section.
- Sender Details:** Includes fields for "Your Account" (703057606100-IDR INTBM WAHYU), "Payment Mode" (BI-FAST), "Value Date" (25 Sep 2023), and a checkbox for "Recurring transfer". A red box highlights this section.
- Beneficiary Details:** Includes fields for "Transfer Money Via" (Bank Account), "Beneficiary Bank Name" (BANK DANAMON INDONESIA - BOJINIDJA), and "Beneficiary Account No." (003400078155). A red box highlights this section.
- Transaction Details:** Includes fields for "Transaction Currency" (IDR - INDONESIA RU...) and "Amount" (200,000.00). A red box highlights this section.
- Other Details:** Includes fields for "Customer Reference No." (Enter), "Other Payment Details" (Enter), "Category Purpose Code" (02 - Transfer of Wealth), and "Charges Borne by (if Any)" (Select). A red box highlights this section.
- Bottom Bar:** Includes buttons for "Add to", "Save as Draft", and "Next". A red box highlights the "Save as Draft" button.

Red annotations include a large red circle with the number "1" pointing to the "Other Details" section and a red circle with the number "2" pointing to the "Save as Draft" button.

1 Lengkapi bagian **Mandatory Fields**

*Complete the **Mandatory Fields***

2 Klik **Save as Draft**

*Click **Save as Draft***

In House Transfer to Own Account

Draft saved
 Reference No. : IDA230913000000075 Submitted On : 15 Sep 2023 18:27:51 WIB

Product Group Save Templates

Product Group *
 InHouse Transfer

Sender Details

Your Account *
 703057606100-IDR-INTBM WAHYU

Payment Mode *
 Inhouse Transfer to Own Account

Value Date *
 15 Sep 2023

☐ Recurring transfer

Beneficiary Details

To Account *
 IDR GL ACCT 2010 - 703185655500

Transaction Details

Transaction Currency *
 IDR - INDONESIA RU...

Amount *
 450,000.00

Other Details

Customer Reference No. *
 RR

Other Payment Detail *
 OPD

Payment Advice
 No Advice Simple Advice

Save as Draft Next

Sistem Lalu menampilkan
Halaman Acknowledgement

*System will show the
 Acknowledgement page*

Langkah melakukan **Approve
 Transaction** Kunjungi Halaman:

To Approve transaction visit:

34 Draft Action

Save as Draft

Create Transaction

Multiple Beneficiary Submissions

Transaksi ke **lebih dari satu rekening penerima**

Transaction to multi beneficiaries

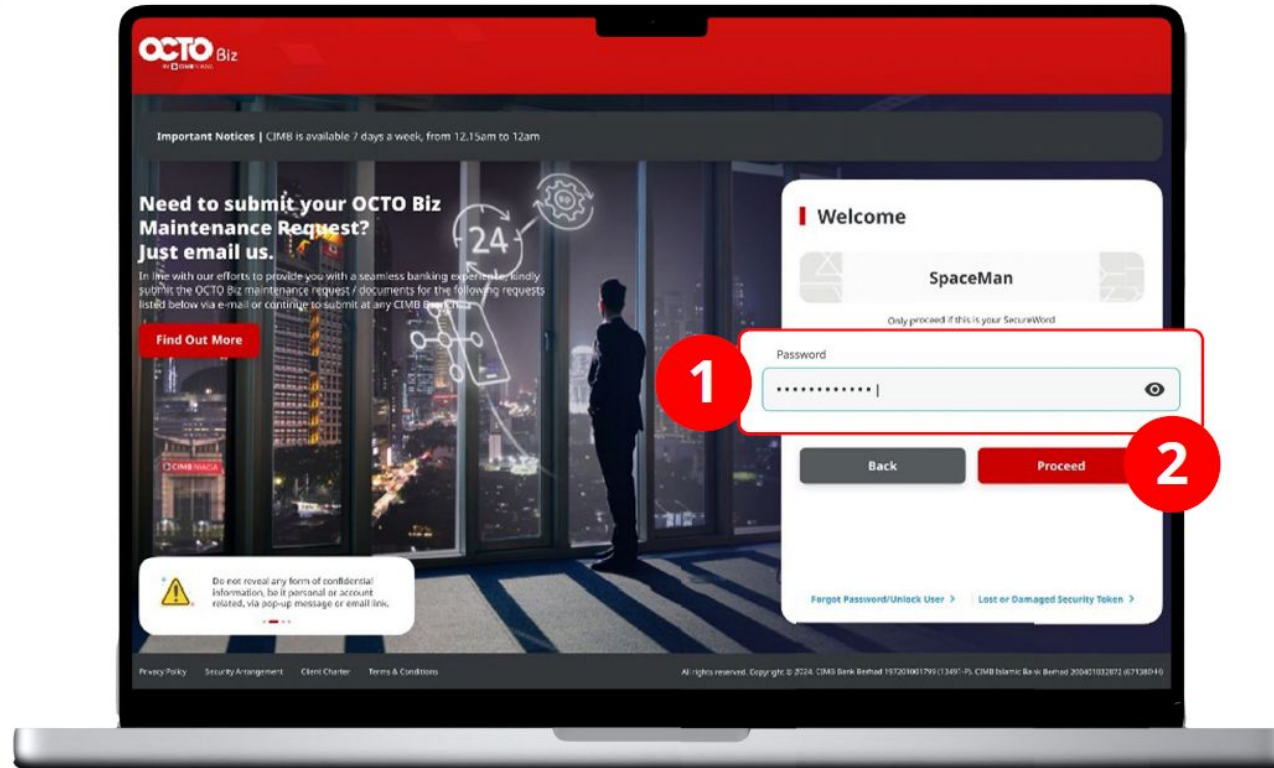


- 1 ***Maker*** Masuk dengan menggunakan ***User & Company ID***

Maker login using User & Company ID

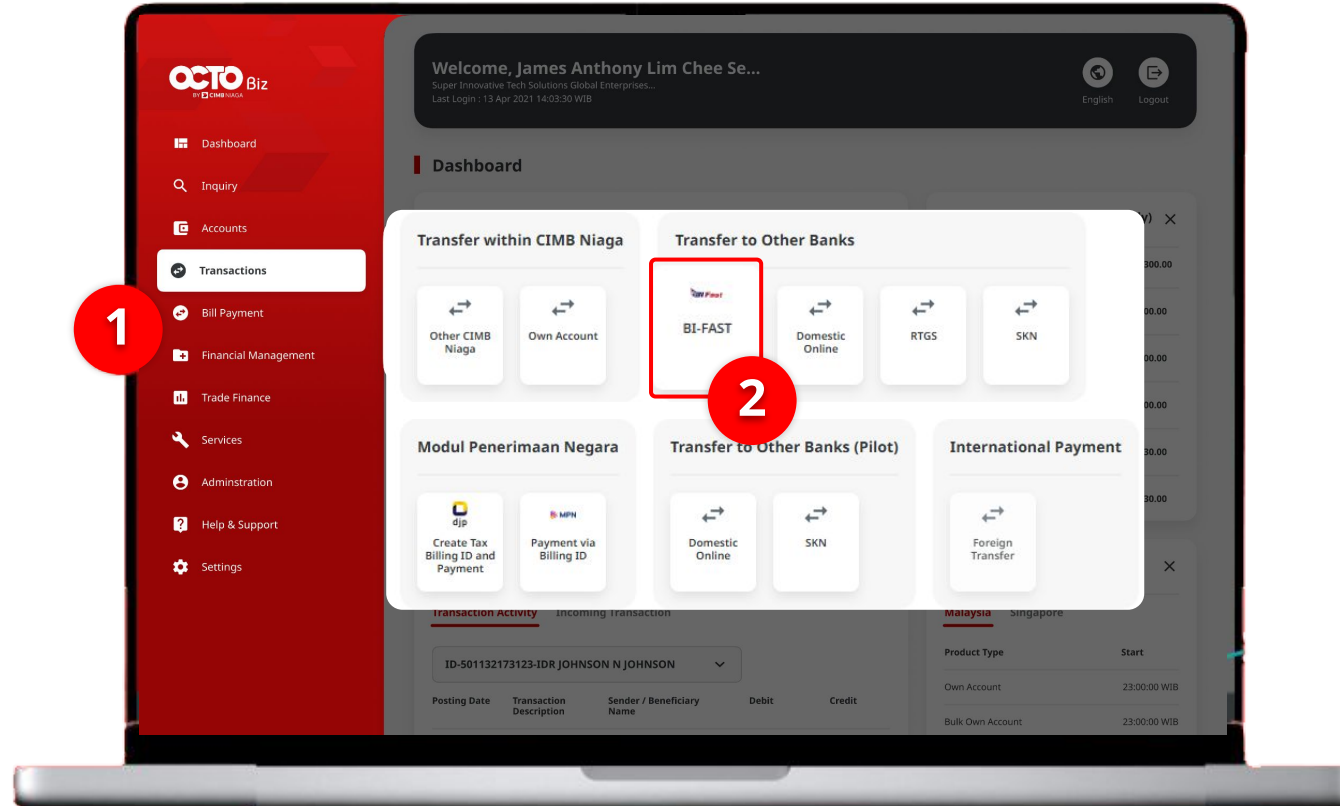
- 2 Klik ***Next***

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**

1

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

2

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	703089332800	IDR 0.00
GL ACCT 2010	703183403300	IDR 47,838,875.15
GL ACCT 20A	703191586400	IDR 34,015,308.00
GL ACCT 20B	703191691600	IDR 596,642.00
BANGUN PERSADA SEKALI	703196574800	IDR 101,677,644.48
IDR ACCT 01	760836413000	IDR 72,333,185.05
BANGUN PERSADA SEKALI	703037442300	IDR 8,826,812,563,063.09
GL ACCT 0111E	760840301100	IDR 0.00
GL ACCT 0111D	800000332001	IDR 0.00
GL ACCT 20D	800000332502	IDR 0.00

1 of 2

3 Next

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

Multiple Beneficiary Submission | Save as Draft

Menu: Transaction > Save as Draft

The screenshot shows the BI-FAST transaction form. A date picker is open over the 'Value Date' field, showing the month of September 2023. The date '25' is highlighted. A red circle with the number '1' is placed over the date picker. The form includes sections for Product Group, Sender Details, Recurring transfer, and Other Details. At the bottom, there are buttons for 'Add Another Transaction', 'Save as Draft', and 'Next'.

BI-FAST

Product Group

Product Group *

Domestic Transfer

Sender Details

Your Account *

Select

Payment Mode *

BI-FAST

Bank Charges: IDR 0.00

Value Date *

25 Sep 2023

September 2023

Sun Mon Tue Wed Thu Fri Sat

27 28 29 30 31 1 2

3 4 5 6 7 8 9

10 11 12 13 14 15 16

17 18 19 20 21 22 23

24 25 26 27 28 29 30

Recurring transfer

Beneficiary Bank Name *

Select

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

1 Pilih Tanggal yang Sesuai

Choose *Transaction Date*

MAKER

Multiple Beneficiary Submission | Save as Draft

Menu: Transaction > Save as Draft

BI-FAST

Product Group

Product Group *

Domestic Transfer

Sender Details

Your Account *

Select

Payment Mode *

BI-FAST

Value Date *

25 Sep 2023

Bank Charges: IDR 0.00

☐ Recurring transfer

Beneficiary Details

Beneficiary Bank Name *

Select

Beneficiary Details

Transfer Money Via *

Bank Account

Bank Account

Mobile No.

Email Address

Other Details

Customer Reference No. ①

Enter

Other Payment Details ①

Enter

Category Purpose Code *

02 - Transfer of Wealth

Charges Borne by (If Any)

Select

Add Another Transaction

Save as Draft

Next

- ### 1 Pilih Jenis Penerima menggunakan Tombol ***"Transfer Money via"***

Choose **Beneficiary type** on
"Transfer Money via" button

LANGKAH

06a

MAKER

OPSIONAL

Multiple Beneficiary Submission | Save as Draft

Menu: Transaction > Save as Draft

The screenshot shows the BI-FAST transaction form with the following sections and callouts:

- Product Group:** Includes a "Product Group *" dropdown menu set to "Domestic Transfer" and a "Saved Templates" button.
- Sender Details:** Includes "Your Account *" (a "Select" dropdown), "Payment Mode *" (a dropdown set to "BI-FAST"), "Value Date *" (set to "25 Sep 2023"), "Bank Charges: IDR 0.00", and a "Recurring transfer" checkbox.
- Beneficiary Details:** Includes "Transfer Money Via *" (a dropdown set to "Bank Account") and "Beneficiary Bank Name *" (a dropdown set to "BANK DANAMON INDONESIA - BDINIDJA"). Callout 1 points to this field.
- Beneficiary Account No. *:** A text field containing "003400078155". Callout 2 points to this field.
- Transaction Details:** Includes "Transaction Currency *" (a dropdown set to "IDR - INDONESIA RU...") and an "Amount *" input field.
- Other Details:** Includes "Customer Reference No." (an "Enter" input field), "Other Payment Details" (an "Enter" input field), "Category Purpose Code *" (a dropdown set to "02 - Transfer of Wealth"), and "Charges Borne by (If Any)" (a dropdown set to "Select").
- Buttons:** "Add Another Transaction" (teal), "Save as Draft" (grey), and "Next" (red).

- 1 Jika Tipe akun = **Bank Account**, Pilih **Beneficiary Bank Name**

*If account type = Bank Account.
Choose **Beneficiary Bank Name***

- 2 Isi **Nomor Akun Penerima**

*Input **Beneficiary account number***

LANGKAH

06b

MAKER

OPSIONAL

Multiple Beneficiary Submission | Save as Draft

Menu: Transaction > Save as Draft

The screenshot shows a three-step transaction form for BI-FAST. The first step, 'Product Group', is partially visible. The second step, 'Sender Details', includes fields for 'Your Account' (set to 'Select'), 'Payment Mode' (set to 'BI-FAST'), 'Value Date' (set to '25 Sep 2023'), and a 'Recurring transfer' checkbox. The third step, 'Beneficiary Details', is highlighted with a red box and a red circle containing the number '1'. It includes a 'Transfer Money Via' dropdown (set to 'Mobile No.') and a 'Mobile No.' field (set to '+62 Enter'). Below this is the 'Transaction Details' section with 'Transaction Currency' (set to 'IDR - INDONESIA RU...') and an 'Amount' field. The 'Other Details' section includes 'Customer Reference No.' and 'Other Payment Details' (both set to 'Enter'), 'Category Purpose Code' (set to '02 - Transfer of Wealth'), and 'Charges Borne by (If Any)' (set to 'Select'). At the bottom are three buttons: 'Add Another Transaction' (teal), 'Save as Draft' (grey), and 'Next' (red).

1 Jika Tipe Akun = **Mobile No**, Isi **Mobile Number Penerima**

*If Account type = Mobile Number,
Input Beneficiary mobile number*

LANGKAH

06c

MAKER

OPSIONAL

Multiple Beneficiary Submission | Save as Draft

Menu: Transaction > Save as Draft

The screenshot shows the BI-FAST transaction form. A red box highlights the 'Beneficiary Details' section, which is labeled with a red circle containing the number '1'. The form is divided into several sections: 'BI-FAST' (Product Group: Domestic Transfer), 'Sender Details' (Your Account: Select, Payment Mode: BI-FAST, Value Date: 25 Sep 2023, Recurring transfer: unchecked), 'Beneficiary Details' (Transfer Money Via: Email Address, Email Address: Enter), 'Transaction Details' (Transaction Currency: IDR - INDONESIA RU..., Amount: Enter), and 'Other Details' (Customer Reference No.: Enter, Other Payment Details: Enter, Category Purpose Code: 02 - Transfer of Wealth, Charges Borne by (if Any): Select). At the bottom, there are three buttons: 'Add Another Transaction', 'Save as Draft', and 'Next'.

1 Jika Tipe Akun = **Email Address**, Isi **Alamat Email Penerima**

If Account type = Email Address, input beneficiary email address

LANGKAH

07

MAKER

Multiple Beneficiary Submission | Save as Draft

Menu: Transaction > Save as Draft

The screenshot shows a mobile application interface for a BI-FAST transaction. The form is divided into several sections: Product Group, Sender Details, Beneficiary Details, Transaction Details, and Other Details. Red annotations highlight specific parts of the form:

- A red box labeled '1' encompasses the entire form, indicating the first step: "Lengkapi bagian **Mandatory Fields**" (Complete the **Mandatory Fields**).
- A red box labeled '2' highlights the "Add Another Transaction" button at the bottom, indicating the second step: "Klik **Add Another Transaction**" (Click **Add Another Transaction**).

The form fields include:

- Product Group:** Product Group * (Dropdown menu: Domestic Transfer)
- Sender Details:** Your Account * (Text field: 703057606100-IDR INTBM WAHYU), Payment Mode * (Dropdown menu: BI-FAST), Value Date * (Text field: 25 Sep 2023), Recurring transfer (Checkbox)
- Beneficiary Details:** Transfer Money Via * (Dropdown menu: Bank Account), Beneficiary Bank Name * (Dropdown menu: BANK DANAMON INDONESIA - BDINIDJA), Beneficiary Account No. * (Text field: 003400078155)
- Transaction Details:** Transaction Currency * (Dropdown menu: IDR - INDONESIA RU...), Amount * (Text field: 200,000.00)
- Other Details:** Customer Reference No. * (Text field: Enter), Other Payment Details * (Text field: Enter), Category Purpose Code * (Dropdown menu: 02 - Transfer of Wealth), Charges Borne by (If Any) (Dropdown menu: Select)

Buttons at the bottom: Add Another Transaction (highlighted with red box 2), Save as Draft, Next.

- 1 Lengkapi bagian **Mandatory Fields**

Complete the **Mandatory Fields**

- 2 Klik **Add Another Transaction**

Click **Add Another Transaction**

LANGKAH

08

MAKER

Multiple Beneficiary Submission | Save as Draft

Menu: Transaction > Save as Draft

The screenshot shows the 'BI-FAST' transaction form. It is divided into several sections: 'Product Group' (with a 'Saved Templates' button), 'Sender Details' (with 'Your Account' and 'Payment Mode' dropdowns), 'Beneficiary Details' (with 'Transfer Money Via', 'Beneficiary Bank Name', and 'Beneficiary Account No.' fields), 'Transaction Details' (with 'Transaction Currency' and 'Amount' fields), and 'Other Details' (with 'Customer Reference No.', 'Other Payment Details', 'Category Purpose Code', and 'Charges Borne by (If Any)' fields). A red circle with the number '1' is placed over the 'Beneficiary Details' section. Below the form, there is a table with 1 item(s) and a red button labeled 'Add Another Transaction' with a red circle and the number '2' next to it. The table has columns for Beneficiary Account No./ Mobile No. / Email Address, Beneficiary Name, Transfer Money Via, Amount, and Action. The table contains one row with the following data: Beneficiary Account No./ Mobile No. / Email Address: +62.89636536387, Beneficiary Name: NINGS NURIHABIBAH, Transfer Money Via: Mobile No., Amount: IDR 100,000.00, and Action: Delete, Edit. At the bottom of the form, there are 'Save as Draft' and 'Next' buttons.

1

2

Jika **penambahan akun berhasil**, Sistem akan masuk ke mode **Batch online**

Once succeed, system will show the Batch Online mode

- 1 Lengkapi **Beneficiary Details**
Complete the Beneficiary Details
- 2 Klik **Add Another Transaction**
Click Add Another Transaction

09a

LANGKAH

MAKER

OPSIONAL

BI-FAST

Product Group

Product Group *

Domestic Transfer

Save Templates

Sender Details

Your Account *

Select

Payment Mode *

BI-FAST

Bank Charges: IDR 0.00

Value Date *

25 Sep 2023

☐ Recurring transfer

Beneficiary Details

Transfer Money Via *

Bank Account

Beneficiary Bank Name *

Select

Beneficiary Account No. *

Enter

Save Beneficiary

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

☐	Beneficiary Account No. / Mobile No. / Email Address	Beneficiary Name	Transfer Money Via	Amount	Action
☐	703191691600	NATI	Bank Account	IDR 200,000.00	Delete Edit
☐	052 89636536397	NUNIG NURHABIBAH	Mobile No.	IDR 100,000.00	Delete Edit

Save as DraftNext

1

Multiple Beneficiary Submission | Save as Draft

Menu: Transaction > Save as Draft

1 Klik **Hyperlink Beneficiary Record** untuk melihat **Detail Transaksi**

Click **Transaction Hyperlink** to see the **transaction details**

Transaction Details

Beneficiary Details

Transfer Money Via

Bank Account

Beneficiary Account No.

IDR 003400078155

Beneficiary Bank Name

BANK DANAMON INDONESIA - BDINIDJA

Beneficiary Name

M KHANAFI

Transaction Details

Transaction Currency

IDR - INDONESIAN RUPIAH

Amount

200,000.00

Bank Charges

IDR 0.00

Other Details

Customer Reference No.

-

Category Purpose Code

02 - Transfer of Wealth

Other Payment Details

-

Payment Advice

No Advice

Close

LANGKAH

09b

MAKER

OPSIONAL

Multiple Beneficiary Submission | Save as Draft

Menu: Transaction > Save as Draft

BI-FAST

Product Group Save Template

Product Group *

Domestic Transfer

Sender Details

Your Account *

Select

Payment Mode *

BI-FAST

Value Date *

25 Sep 2023

Bank Charges: IDR 0.00

☐ Recurring transfer

Beneficiary Details Save Beneficiary

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

	Beneficiary Account No. / Mobile No. / Email Address	Beneficiary Name	Transfer Money Via	Amount	Action
☐	003400078155	M KHANAFI	Bank Account	IDR 200,000.00	1 Edit
☐	emailtesting@gmail.com	DEALHUB CURRENT ACCT 14	Email Address	IDR 200,000.00	Delete Edit
☐	+62 89636536397	NONG NURIHABAH	Mobile No.	IDR 100,000.00	Delete Edit

Save as Draft **Next**

1 Jika terdapat kekeliruan data, **Klik Edit** untuk melakukan perbaikan

*If there's an **error on data**, Click **Edit** to change and update the data*

Edit Transaction Details Save Beneficiary

Beneficiary Details

Transfer Money Via *

Bank Account

Beneficiary Bank Name *

BANK DANAMON INDONESIA - BOJONEJARA

Beneficiary Account No. *

003400078155

Beneficiary Name

M KHANAFI

Transaction Details

Transaction Currency *

IDR - INDONESIA RUP...

Amount *

200,000.00

Other Details

Customer Reference No. *

Enter

Other Payment Details *

Enter

Category Purpose Code *

02-Transfer of Wealth

Charges Borne by (If Any)

Select

Close **Done**

LANGKAH

09c

MAKER

OPSIONAL

Multiple Beneficiary Submission | Save as Draft

Menu: Transaction > Save as Draft

BI-FAST

Product Group

Product Group *

Domestic Transfer

Sender Details

Your Account *

Select

Payment Mode *

BI-FAST

Value Date *

25 Sep 2023

Bank Charges: IDR 0.00

☐ 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)

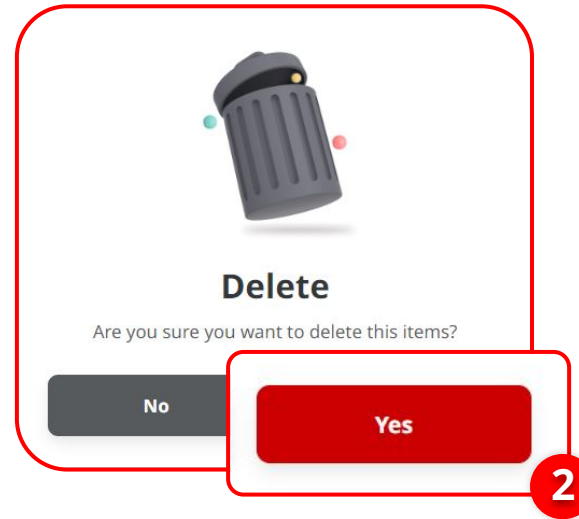
Select

Add Another Transaction

☐	Beneficiary Account No. / Mobile No. / Email Address	Beneficiary Name	Transfer Money Via	Amount	Action
☐	003400078155	M KHANAFI	Bank Account	IDR 200,000.00	Delete
☐	emailtesting4@gmail.com	DEALHUB CURRENT ACCT 14	Email Address	IDR 200,000.00	Delete Edit
☐	+62 89636536397	NINUG NURHABIBAH	Mobile No.	IDR 100,000.00	Delete Edit

Save as Draft

Next



Jika ingin **menghapus** data **Penerima**,

*If user want to **delete** the transaction,*

1 Klik **Delete**

*Click **Delete***

2 Klik **yes**

*Click **Yes***

LANGKAH 09d

MAKER

OPSIONAL

Multiple Beneficiary Submission | Save as Draft

Menu: Transaction > Save as Draft

BI-FAST

Product Group Save Template

Product Group *

Domestic Transfer

Sender Details

Your Account *

Select

Payment Mode *

BI-FAST

Bank Charges: IDR 0.00

Value Date *

25 Sep 2023

☐ Recurring transfer

Beneficiary Details Save Beneficiary

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

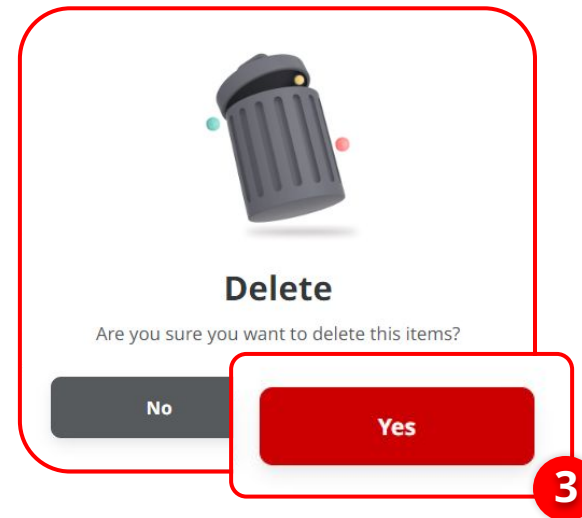
Charges Borne by (If Any)

Select

Add Another Transaction

☐	Beneficiary Account No. / Mobile No. / Email Address	Beneficiary Name	Transfer Money Via	Amount	Action
☐	001400078155	M KHANAFI	Bank Account	IDR 200,000.00	Delete Edit
☐	emailtesting4@gmail.com	DEALHUB CURRENT ACCT 14	Email Address	IDR 200,000.00	Delete Edit
☐	+62 89636538397	NING NURHABIBAH	Mobile No.	IDR 100,000.00	Delete Edit

Delete Selected



Jika ingin **menghapus list data Penerima**,

*If user want to **delete the transaction list**,*

1 Pilih **Transaksi** yang ingin di hapus

*Select **transaction***

2 Klik **Delete Selection**

*Click **Delete Selection***

3 Klik **yes**

*Click **Yes***

LANGKAH

10

MAKER

BI-FAST

Product Group

Product Group *

Domestic Transfer

Saved Template

Sender Details

Your Account *

Select

Payment Mode *

BI-FAST

Bank Charges: IDR 0.00

Value Date *

25 Sep 2023

☐ Recurring transfer

Beneficiary Details

Transfer Money Via *

Bank Account

Beneficiary Bank Name *

Select

Beneficiary Account No. *

Enter

Saved Beneficiary

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

	Beneficiary Account No. / Mobile No. / Email Address	Beneficiary Name	Transfer Money Via	Amount	Action
☐	003400078153	M KHANAFI	Bank Account	IDR 200,000.00	Delete Edit
☐	emailtesting@gmail.com	DEALHUB CURRENT ACCT 14	Email Address	IDR 200,000.00	Delete Edit
☐	+62 89636363297	NUNG NURHAIDSAH	Mobile No.	IDR 100,000.00	Delete Edit

1

Save as Draft

Next

Multiple Beneficiary Submission | Save as Draft

Menu: Transaction > Save as Draft

1 Klik **Next**

*Click **Next***

2 Lalu akan menampilkan halaman Review Details, Klik **Save as Draft**

*System will show the Review Details page, Click **Save as Draft***

LANGKAH

11

MAKER

Multiple Beneficiary Submission | Save as Draft

Menu: Transaction > Save as Draft

In House Transfer to Own Account (Multiple)

Draft saved
Reference No.: SPL20915005000049 Submitted On: 15 Sep 2023 18:46:56 WIB

Product Group Save Template

Product Group *
Inhouse Transfer

Sender Details

Your Account *
703057606100-IDR-DNTBM-SBANK

Payment Mode *
Inhouse Transfer to Own Account

Bank Charge: IDR 0.00

Value Date *
15 Sep 2023

☐ Recurring transfer

Your Date will be updated for all the batches.

Beneficiary Details

To Account *
Select

Transaction Details

Transaction Currency *
IDR - INDONESIA RU...

Amount *
Enter

Other Details

Customer Reference No. *
Enter

Other Payment Detail *
Enter

Payment Advice
☒ No Advice ☐ Simple Advice

2 item(s)

☐	Beneficiary Account No.	Beneficiary Name	Amount	Bank Charge	Action
☐	703100276000	BANGUN PERSADA SEPAJ	IDR 600,000.00	IDR 0.00	Delete Save
☐	703100050000	GL ACCT 2010	IDR 500,000.00	IDR 0.00	Delete Save

Save as Draft Next

Sistem Lalu menampilkan **Halaman Acknowledgement**

System will show the acknowledgement page

Langkah melakukan Approve Transaction Kunjungi Halaman

To approve transaction, go to page:

34

Draft Action

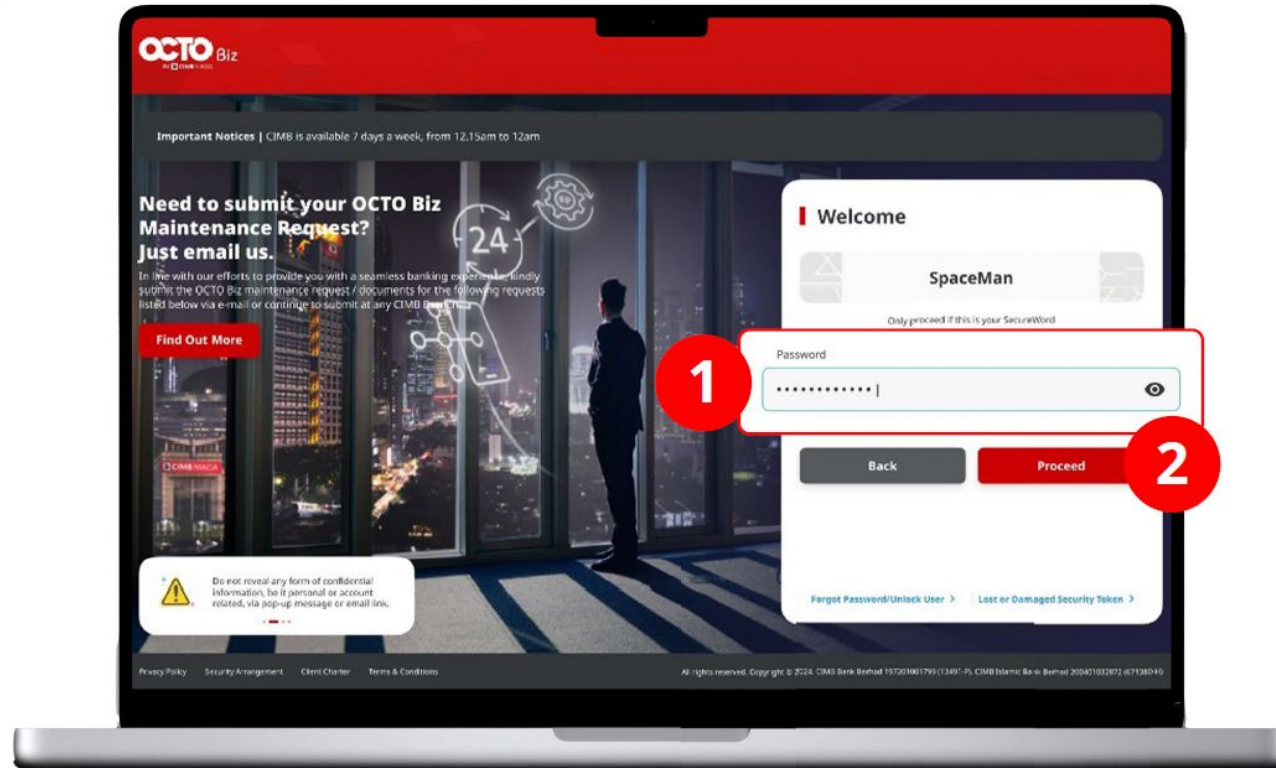
Save as Draft

Draft Action

Submit

Edit

Delete



Login sebagai **Maker**

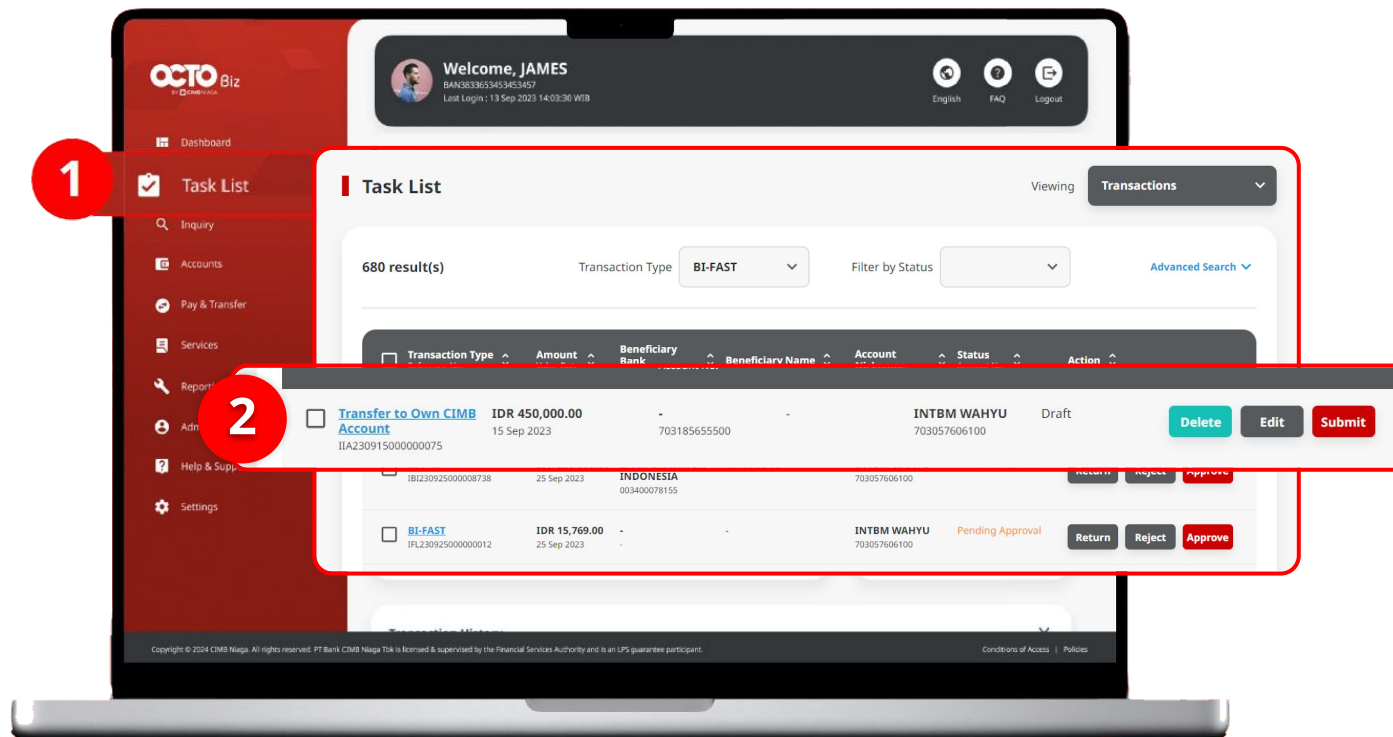
Login as **Maker**

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** dengan status **Draft**

Click Transaction Hyperlink with Draft status

Task List > Details

Transaction Status : Draft

Creation Date

Reference No.

2023-09-15 18:27:51 WIB

IIA230915000000075

Product Group

Product Group

InHouse Transfer

Sender Details

Your Account

Payment Mode

Value Date

IDR INTBM WAHYU - 703057606100

Inhouse Transfer to Own Account

15 Sep 2023

Beneficiary Details

To Account

IDR GL ACCT 201D-70318565500

Transaction Details

Transaction Currency

Amount

Bank Charges

IDR - INDONESIAN RUPIAH

450,000.00

IDR 0.00

Other Details

Customer Reference No.

Other Payment Details

RR

OPD

User Activities

User	Activities	Date / Time	Remark
MAKER7	Save	15 Sep 2023 18:27:51 WIB	

Back

Delete

Edit

Submit

Sistem akan menampilkan details

System will show details

Task List > Details

Transaction Status : Draft

Creation Date: 2023-09-15 18:27:51 WIB | Reference No.: IIA230915000000075

Product Group: Inhouse Transfer

Sender Details: Your Account: IDR DNTBM WAHYU - 703057606100 | Payment Mode: Inhouse Transfer to Own Account | Value Date: 15 Sep 2023

Beneficiary Details: To Account: IDR GL ACCT 2010-70318565500

Transaction Details: Transaction Currency: IDR - INDONESIAN RUPIAH | Amount: 450,000.00 | Bank Charges: IDR 0.00

Other Details: Customer Reference No.: RR | Other Payment Details: OPD

User Activities: User: MAKER7 | Activities: Save | Date / Time: 15 Sep 2023 18:27:51 WIB

Buttons: Back, Delete, Edit, **Submit** (1)

IDR - INDONESIAN RUPIAH | 450,000.00 | IDR 0.00

Other Details: Customer Reference No.: RR

User Activities: User: MAKER7 | Activities: Save | Date / Time: 15 Sep 2023 18:27:51 WIB

Submit Dialog: Are you sure you want to submit this item? | No | **Yes** (2)

Untuk melakukan **Submit Transaksi**

To submit transaction

1 Klik **Submit**

Click **Submit**

2 Klik **Yes**

Click **Yes**

LANGKAH 04b MAKER

Task List > Details

Transaction Status : Draft

Creation Date: 2023-09-15 18:27:51 WIB | Reference No.: IIA230915000000075

Product Group

Product Group: Inhouse Transfer

Sender Details

Your Account: IDR INTBM WAHYU - 703057006100 | Payment Mode: Inhouse Transfer to Own Account | Value Date: 15 Sep 2023

Beneficiary Details

To Account: IDR GL ACCT 2010 - 703185655500

Transaction Details

Transaction Currency	Amount	Bank Charges
IDR - INDONESIA RUPIAH	450,000.00	IDR 0.00

Other Details

Customer Reference No.: RR | Other Payment Details: OPD

User Activities

User	Activities	Date / Time
MAKER7	Save	15 Sep 2023 18:27:51 WIB

Buttons: Back, Delete, **Edit** (highlighted), Submit

In House Transfer to Own Account

Product Group

Product Group: Inhouse Transfer

Sender Details

Your Account: 703057006100-IDR INTBM WAHYU | Payment Mode: Inhouse Transfer to Own Account | Value Date: 15 Sep 2023 | Bank Charges: IDR 45000.00 | Recurring transfer: ☐

Beneficiary Details

To Account: IDR GL ACCT 2010 - 703185655500

Transaction Details

Transaction Currency: IDR - INDONESIA RUPIAH | Amount: 450,000.00

Other Details

Customer Reference No.: RR | Other Payment Details: OPD

Payment Advice: No Advice | Simple Advice

Buttons: Back, Save as Draft, **Next** (highlighted)

Approve Transaction | Save as Draft

Menu: Task List > Approve

Untuk melakukan **Edit Transaksi**

To *edit transaction*

1 Klik **Edit**

Click **Edit**

2 **Edit** bagian yang dibutuhkan

Edit intended part

3 Jika sudah sesuai, klik **next**

Once done, click **Next**

Task List > Details

Transaction Status : Draft

Creation Date: 21 Nov 2023 12:16:41 WIB Reference No: IDA23112100000030

Product Group

Product Group: Transfer within CIMB

Sender Details

Your Account: IDR ANJAR ASMORO HERVANTO - 703057606100 Payment Mode: In House Transfer to Own Account

Value Date: 21 Nov 2023

Beneficiary Details

To Account: IDR JLUPJOLY JPPYON UUJQJ YOSZOWLY-800035032200

Transaction Details

Transaction Currency	Amount	Bank Charges
IDR - INDONESIA RUPIAH	100,000.00	IDR 0.00

Other Details

Customer Reference No: Other Payment Details

User Activities

User	Activities	Date / Time	Remark
EARTHMAKER2	Save	21 Nov	

Back Save Edit Submit

Sender Details

Your Account: IDR ANJAR ASMORO HERVANTO - 703057606100 Payment Mode: In House Transfer to Own Account

Value Date: 21 Nov 2023

Beneficiary Details

To Account: IDR JLUPJOLY JPPYON UUJQJ YOSZOWLY-800035032200

Transaction Details

Transaction Currency	Amount	Bank Charges
IDR - INDONESIA RUPIAH	100,000.00	IDR 0.00

Delete

Are you sure you want to delete this item?

No Yes

Untuk melakukan Delete Transaksi

To delete transaction

1 Klik **Delete**

Click **Delete**

2 Klik **Yes**

Click **Yes**

Task List > Acknowledgement

Transaction(s) deleted

Reference No. : IIA231121000000030 Deleted On : 21 Nov 2023 12:17:13 WIB

Product Group

Product Group
Transfer within CIMB

Sender Details

Your Account
IDR ANJAR ASMORO HERYANTO - 703057606100

Payment Mode
In House Transfer to Own Account

Value Date
21 Nov 2023

Beneficiary Details

To Account
IDR JLUPJOLY JPPYJON UUJOJ YOSZOWLJY-800035032200

Transaction Details

Transaction Currency	Amount	Bank Charges
IDR - INDONESIA RUPIAH	100,000.00	IDR 0.00

Other Details

Customer Reference No.
-

Other Payment Details
-

Print Done

Sistem akan menampilkan
acknowledgement

*System will show
acknowledgement*

Lakukan approve transaksi
pada **halaman
selanjutnya**

*Do transaction approval **on the
next page***

Save as Draft

Approve Transaction

Mobile Token

Hard Token

Save as Draft

Approve Transaction

Mobile Token

Proses **approval transaksi** untuk user yang memiliki atau menggunakan **Mobile Token**

Approval Transaction process using mobile token

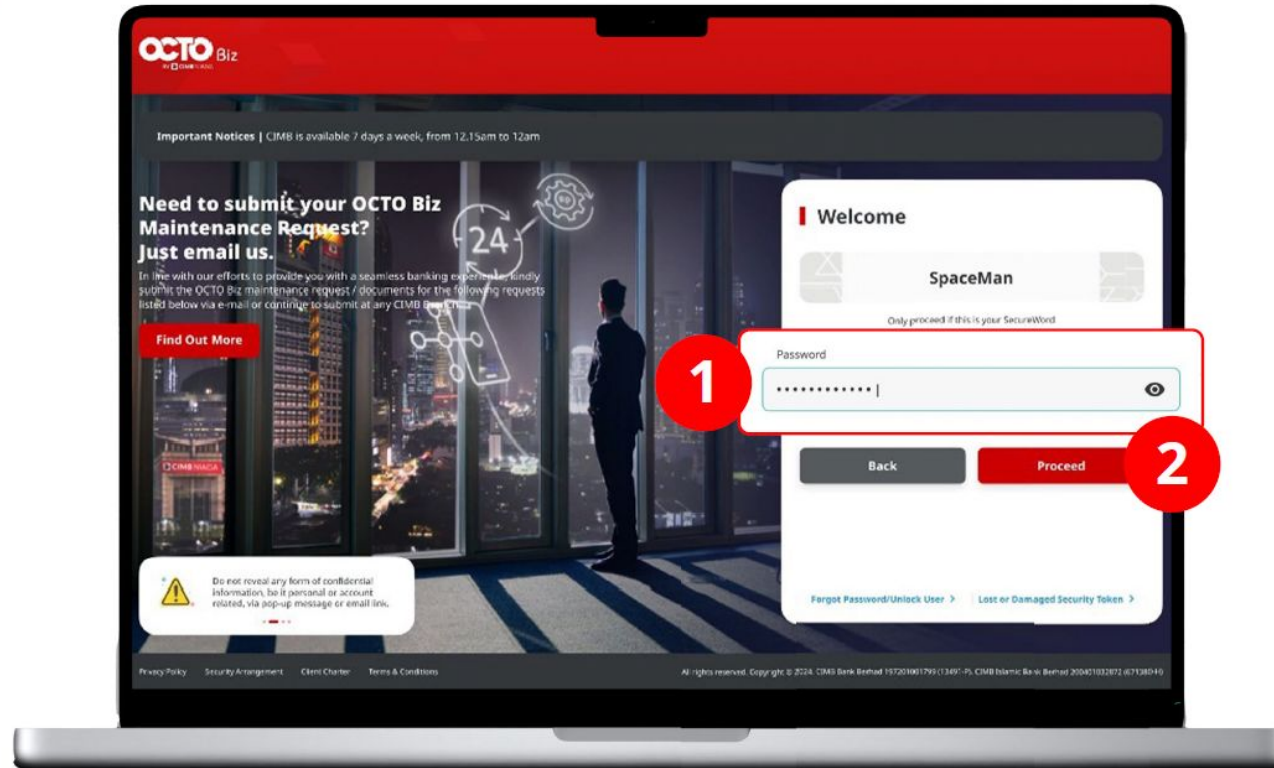
LANGKAH

01

APPROVER

Approve Transaction | Save as Draft

Menu: Task List > Approve



Login sebagai **Approver**

Login as **approver**

1 Isi **Password**

Input **password**

2 Klik **Proceed**

Click **Proceed**

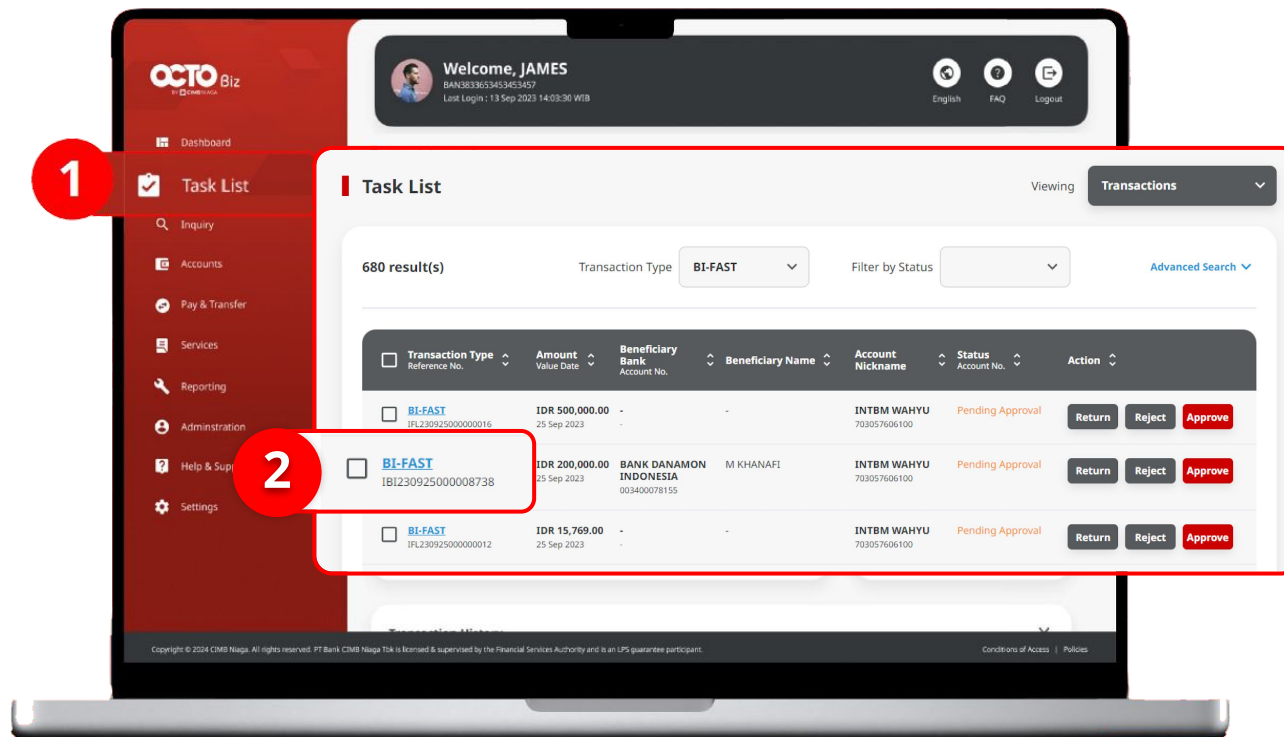
LANGKAH

01

APPROVER

Approve Transaction | Save as Draft

Menu: Task List > Approve



- 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

Transaction Status: Pending Approval

Creation Date
2023-09-25 12:16:52 WIB

Reference No.
101220925000000730

Product Group

Product Group
Domestic Transfer

Sender Details

Your Account
IDR INTBN WANHYU - 703057600100

Payment Mode
BL-FAST

Value Date
25 Sep 2023

Beneficiary Details

Transfer Money Via
Bank Account

Beneficiary Bank Name
BANK DANAMON INDONESIA - BDNMIDJA

Beneficiary Account No.
IDR 003400078155

Beneficiary Name
M KHANAFI

Transaction Details

Transaction Currency
IDR - INDONESIAN
RUPIAH

Amount
200,000.00

Bank Charges
IDR 0.00

Other Details

Customer Reference No.
-

Other Payment Details
-

Category Purpose Code
02 - Transfer of Wealth

Payment Advice
No Advice

User Activities

User	Activities	Date / Time	Remark
MAK817	Submit	25 Sep 2023 13:16:53 WIB	

Remark

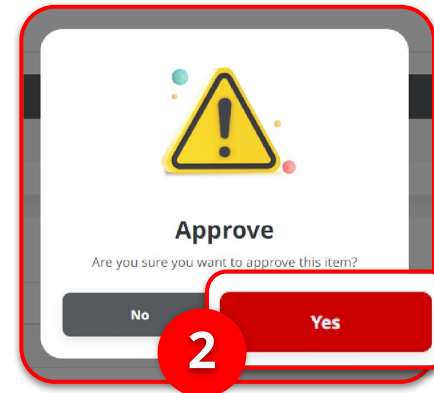
Remarks
Enter

Maximum 100 characters

Back

Return

Approve



Approve Transaction | Save as Draft

Menu: Task List > Approve

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

Review Transaction

1 Jika sudah sesuai, klik **Approve**

Click Approve

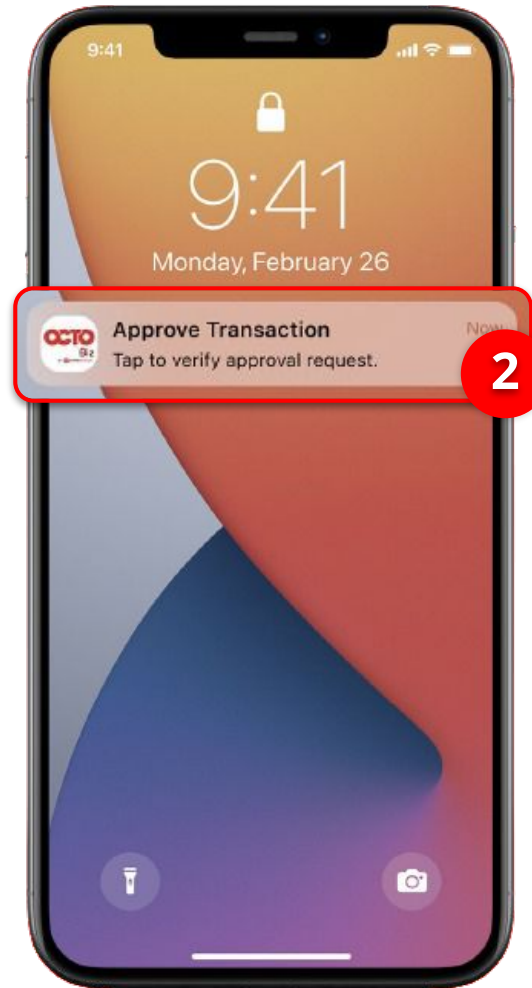
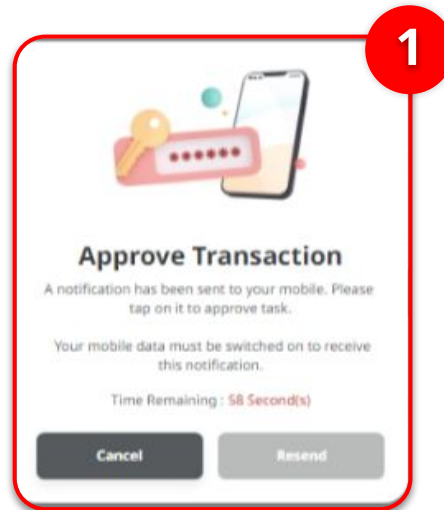
2 Klik **Yes**

Click Yes

LANGKAH

04

APPROVER



Approve Transaction | Save as Draft

Menu: Task List > Approve

- 1 Sistem akan menampilkan **Pop-Up Approver transaksi pada Website**

*System will show the **Approve Transaction pop up** on website*

- 2 Sistem akan **mengirimkan notifikasi** di perangkat *mobile*. Buka perangkat *mobile*, **Klik Bar Notifikasi**

*System will **send notification** on mobile device. Open device, and click **notification bar***

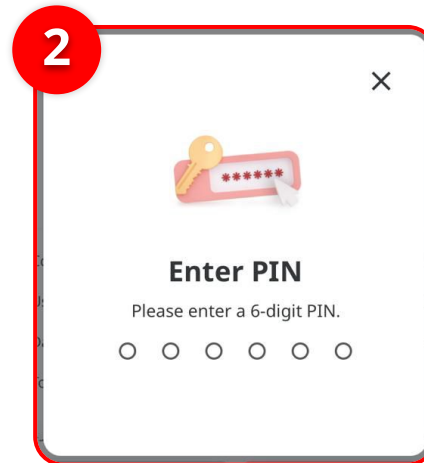
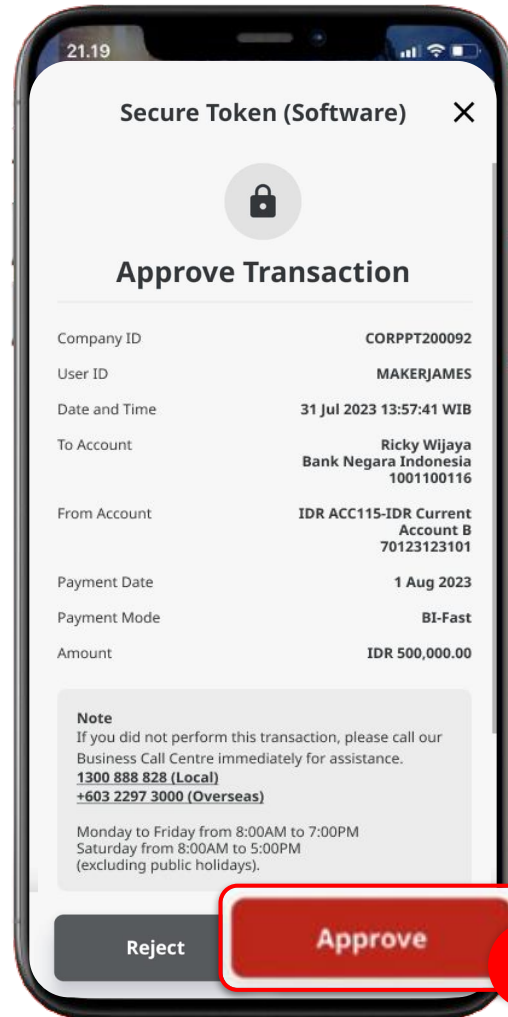
LANGKAH

05

APPROVER

Approve Transaction | Save as Draft

Menu: Task List > Approve

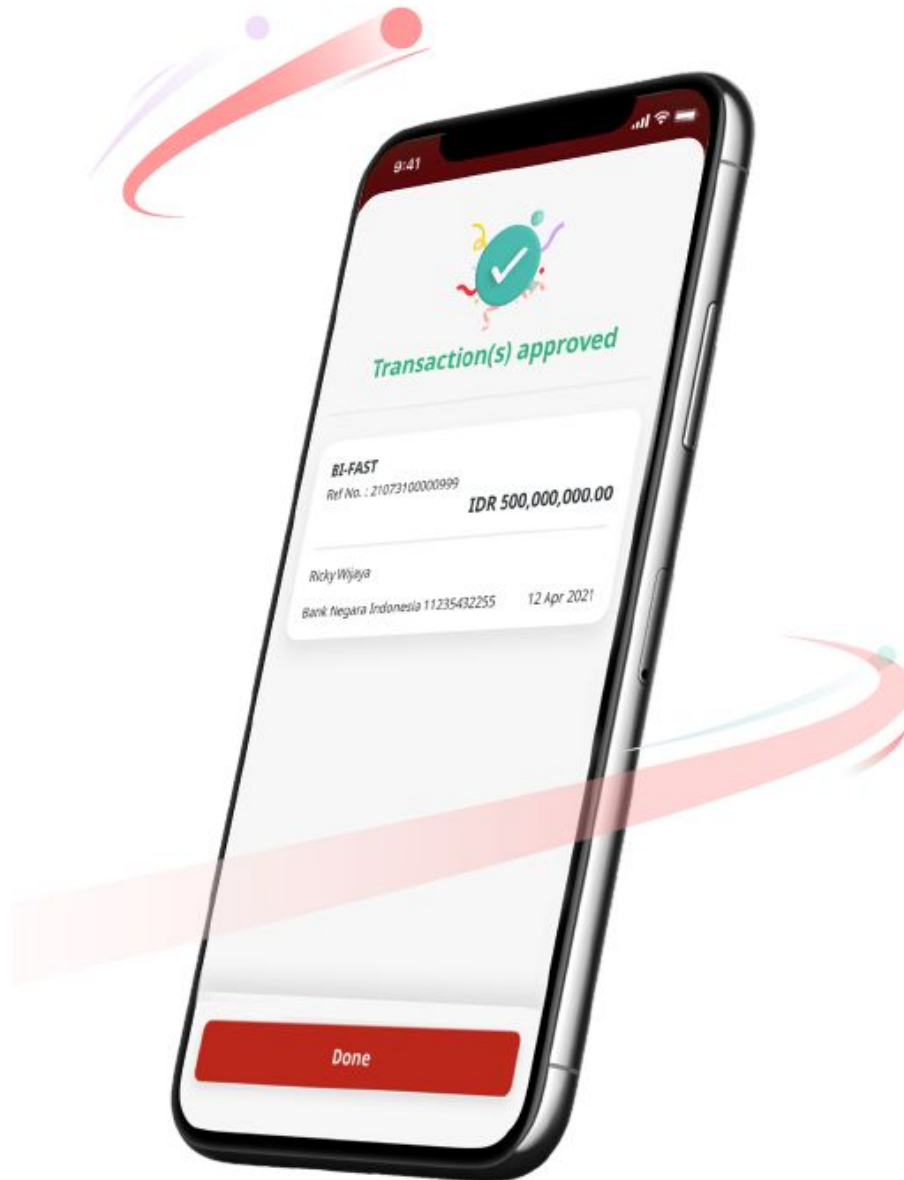


1 Klik **Tombol Approve**

Click Approve

2 Isi **6-Digit Pin**

Input 6-Digit Pin



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

Once succeed, system will show the acknowledgement page

Save as Draft

Approve Transaction

Hard Token

Proses **approval transaksi** untuk user yang memiliki atau menggunakan **Hard Token**

Approval Transaction process using hard token

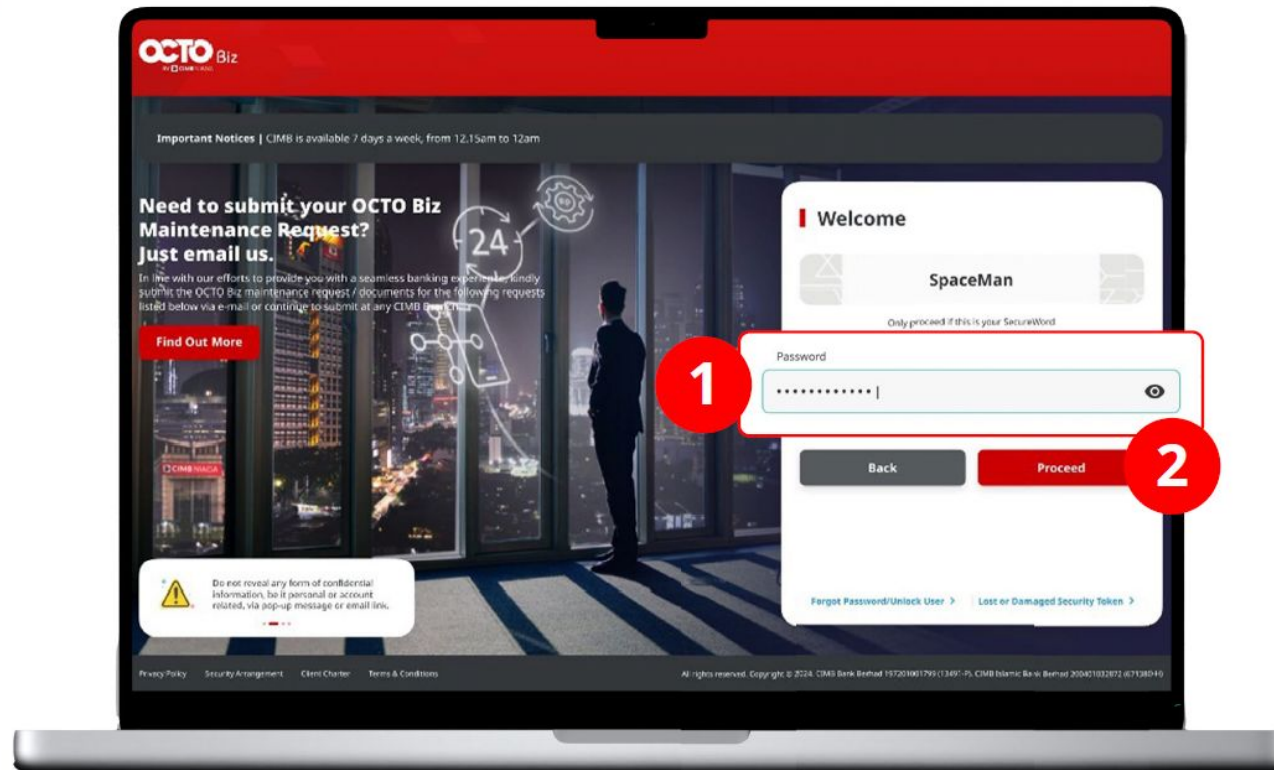
LANGKAH

01

APPROVER

Approve Transaction | Save as Draft

Menu: Task List > Approve



Login sebagai **Approver**

Login as **approver**

1 Isi **Password**

Input **password**

2 Klik **Proceed**

Click **Proceed**

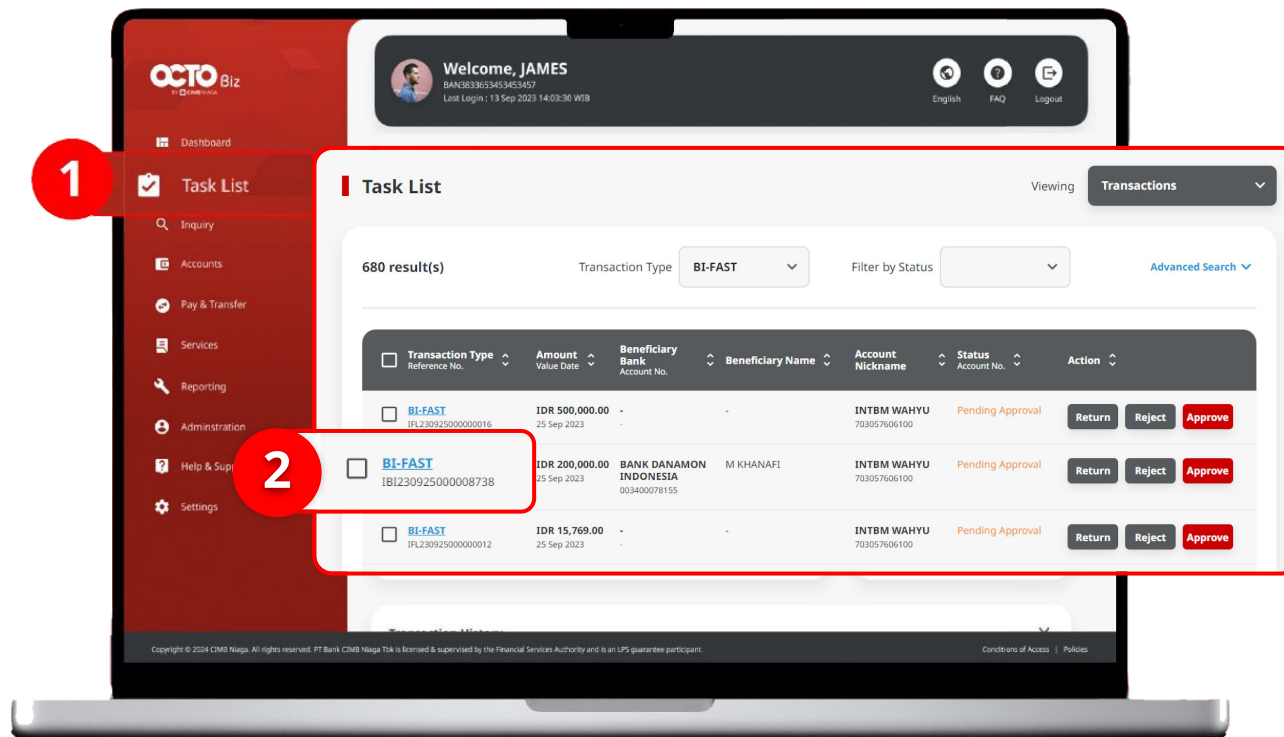
LANGKAH

01

APPROVER

Approve Transaction | Save as Draft

Menu: Task List > Approve



- 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

Approve Transaction | Save as Draft

Menu: Task List > Approve

Task List > Details

Transaction Status : Pending Approval

Creation Date

2023-09-25 12:16:52 WIB

Reference No.

IDB123092500008738

Product Group

Product Group

Domestic Transfer

Sender Details

Yout Account

IDR INTBM WAHYU - 703057606100

Payment Mode

B1-FAST

Valid Date

25 Sep 2023

Beneficiary Details

Transfer Money Via

Bank Account

Beneficiary Name

M. KHANAFI

Beneficiary Bank Name

BANK DANAMON INDONESIA - BDNIDJA

Beneficiary Account No.

IDR 003400078155

Transaction Details

Transaction Currency

IDR - INDONESIAN RUPIAH

Amount

200,000.00

Bank Charges

IDR 0.00

Other Details

Customer Reference No.

-

Other Payment Details

-

Category Purpose Code

02 - Transfer of Wealth

Payment Advice

No Advice

User Activities

User	Activities	Date / Time	Remark
BAK0917	Submit	25 Sep 2023 13:16:53 WIB	

Remark

Remarks

Enter

Maximum 100 characters

Back

Return

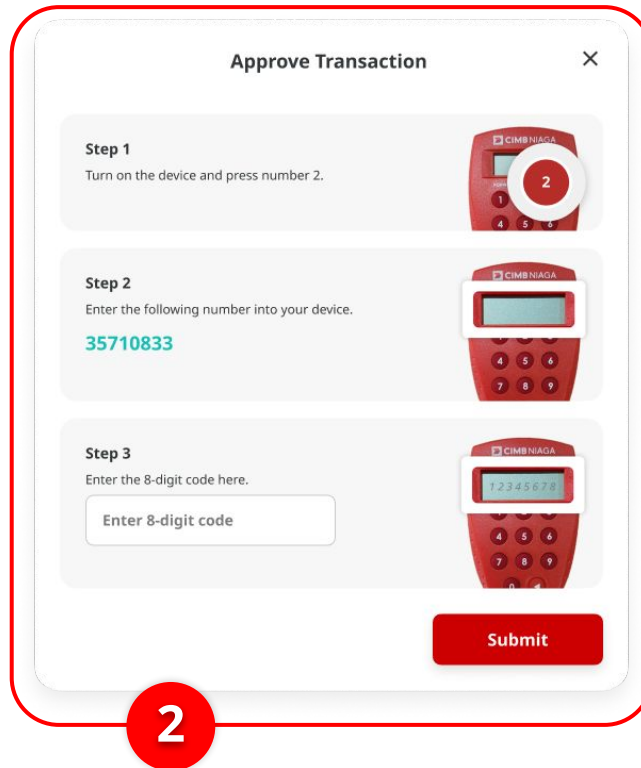
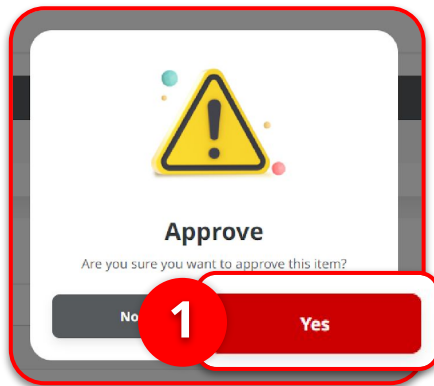
Approve

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

Review **Transaction**

1 Jika sudah sesuai, klik **Approve**

Click **Approve**



1 Klik **Yes**

Click Yes

2 Sistem akan memunculkan **Box Approve Transaction**

*System will show the **approve transaction pop up box***



- 1 Hidupkan Perangkat dengan Klik tombol **Play** pada perangkat **Hard-Token**

Turn on Hard-Token device, click Play button

- 2 Masukan **Secure Pin Number**

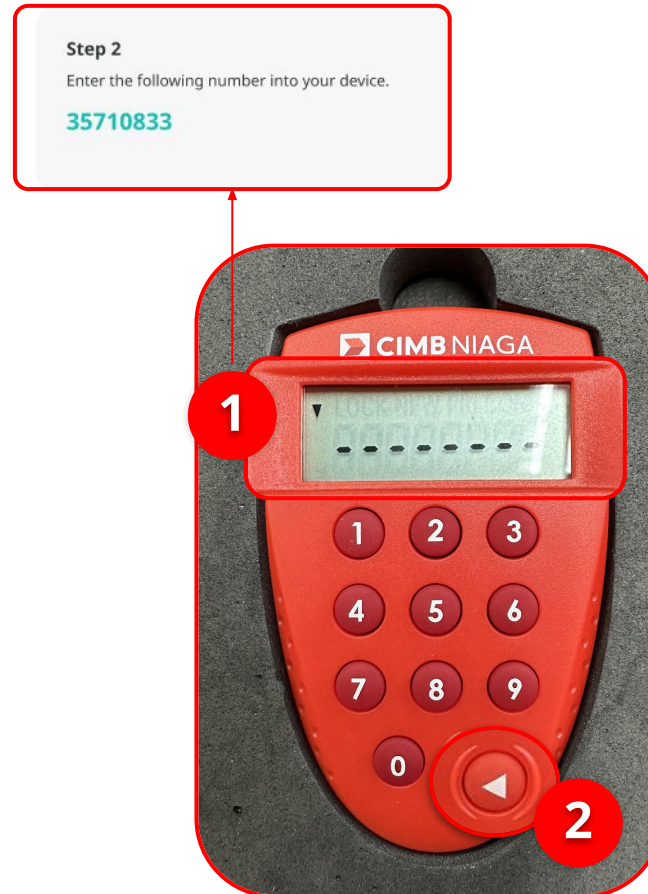
Input Secure Pin Number

- 3 Jika **Pin Benar**, sistem akan menampilkan **"APPLI"** pada layar perangkat.

System will show the "APPLI" on device's screen

- 4 Klik **Tombol 2** untuk masuk ke fitur **Transaction Signing**

Click 2 to turn on the transaction signing mode



- 1 Masukan **Kode** yang muncul di **Pop-Up Box Website**

*Input **code** that shown on **Website pop up box***

- 2 Klik Tombol **Play**

*Click **Play***

LANGKAH

07

APPROVER



Approve Transaction

Step 1

Turn on the device and press number 2.



Step 2

Enter the following number into your device.

82365544



Step 3

Enter the 8-digit code here.



3

Submit

Approve Transaction | Save as Draft

Menu: Task List > Approve

- 1 Perangkat **Hard Token** akan menampilkan **8-Digit Kode**
Hard Token device will show the 8-Digit code
- 2 Masukkan **Kode** ke **Box Approve Transaction**
Input code to Approve transaction box
- 3 Klik **Submit**
Click Submit

BI-FAST Alias Registration > Acknowledgement

Change(s) approved

Reference No. : 106231013000000008
Submitted On : 2023-10-13 11:35:54 WIB

Status : Successful

Note: View details on this item via Transaction Status Inquiry.

Details

Account No.	Alias Type	Alias Name
56456456-IDR Dutch Lady 01	Mobile No.	6287877416401

Print
Done

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

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



OCTO Biz
BY  **CIMB NIAGA**

