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OCTOBIZ

Transaction

File Upload - Register Virtual Account

TUTORIALOCTOBIZ2026

KEJAR MIMPI

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Transaction
File Upload - Register Virtual Account

Transaction – File Upload Register Virtual Account adalah modul untuk melakukan **pendaftaran rekening** penerima *Virtual Account* dengan menggunakan metode *Upload File*

*Transaction – File Upload Register Virtual Account is a module for **create** the **Virtual Account number** 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

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05 *Single-Access User*

32 *Maker-Approver Flow*

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Bulk File Upload

Register Virtual Account

Single Access User

KEJAR MIMPI

LANGKAH

01

1 Masuk dengan menggunakan *User & Company ID*

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

2 Klik *Next*

*Click **Next***
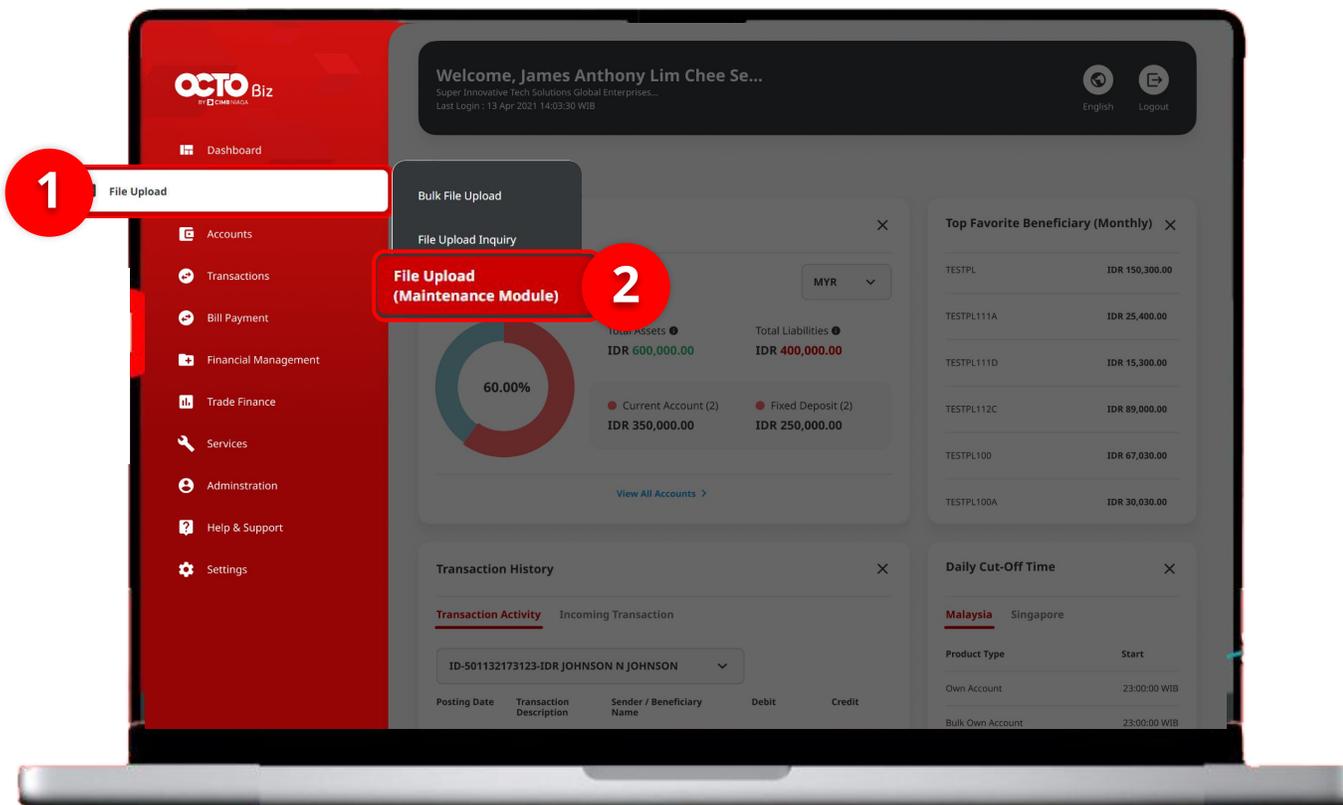
LANGKAH

02
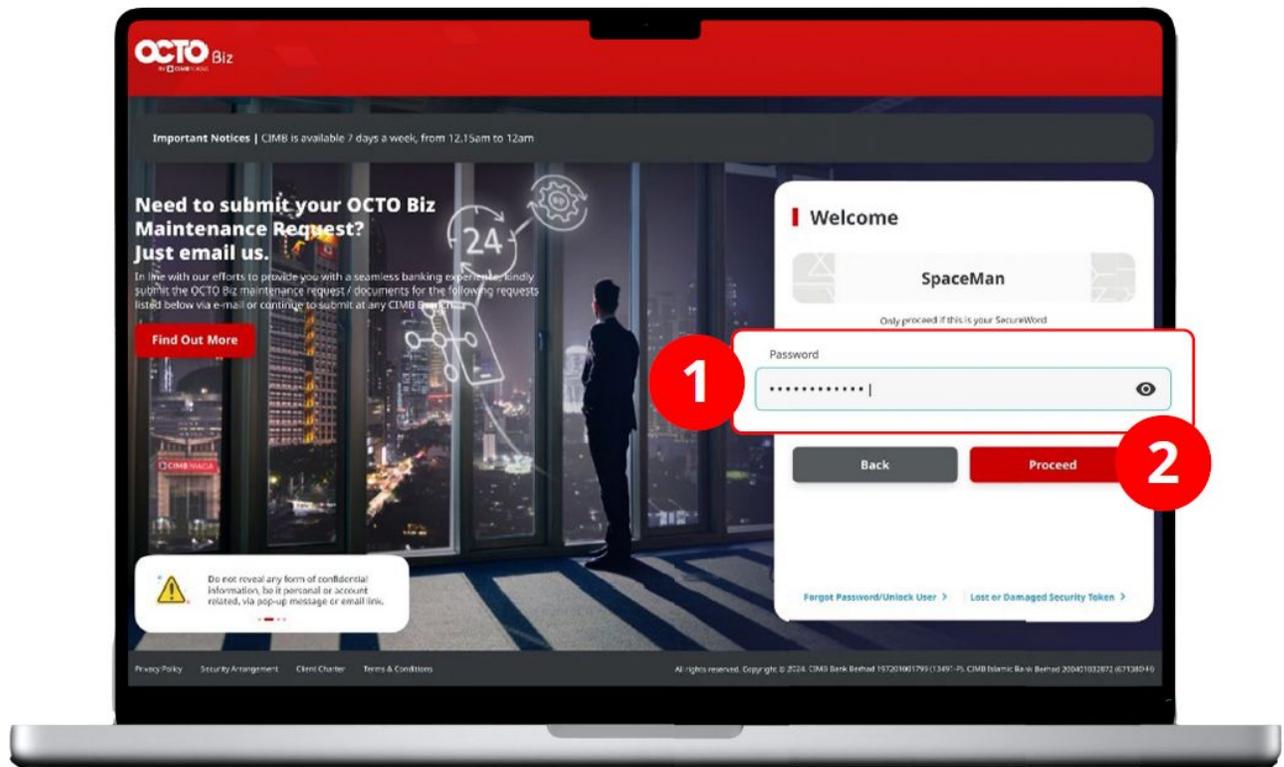
1 Isi *Password*

*Input **Password***

2 Klik *Proceed*

*Click **Proceed***

LANGKAH

03

Sistem akan menampilkan Halaman **Dashboard**

*System will show **Dashboard page***
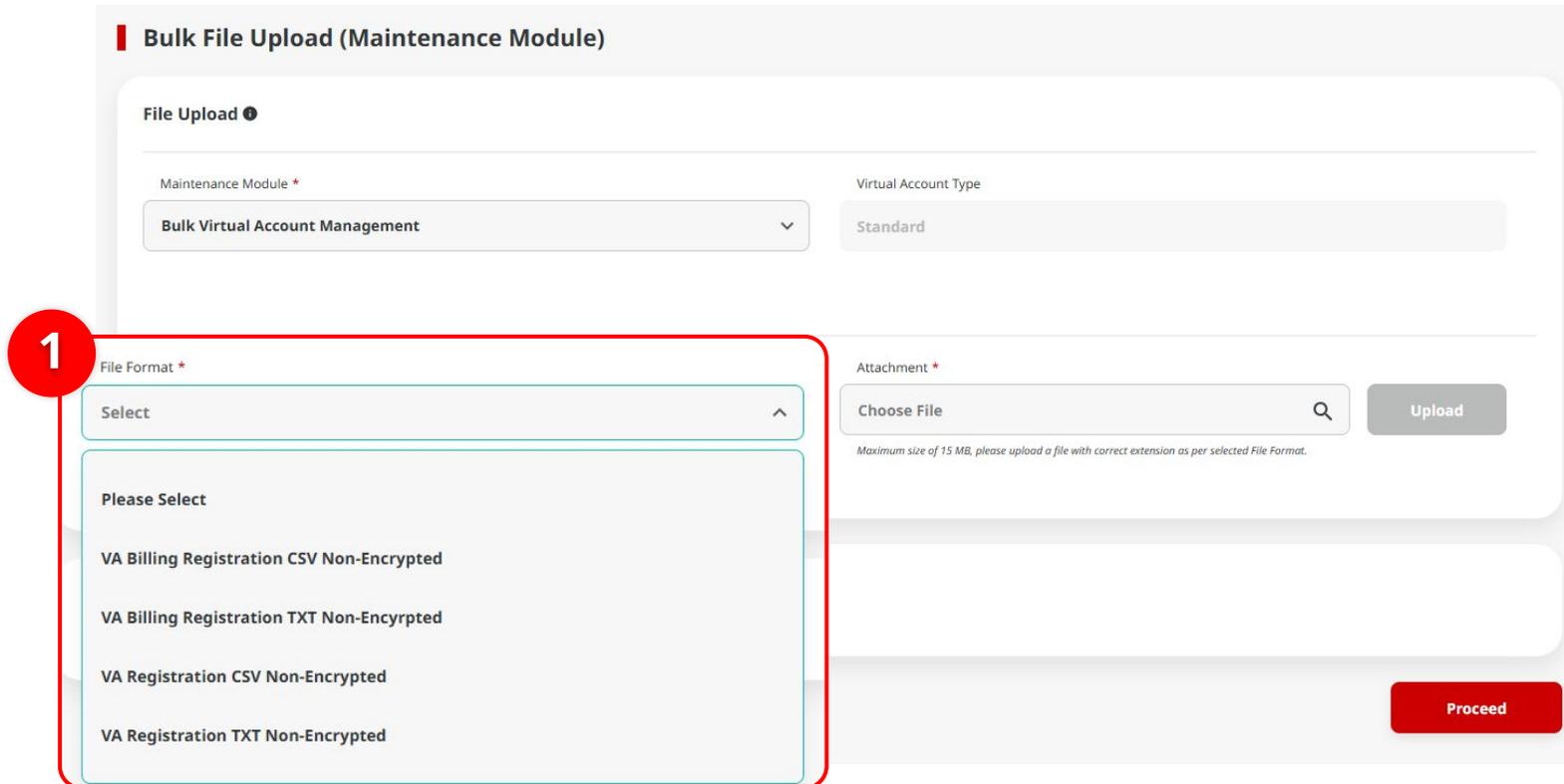
1   Arahkan **Kursor ke *File Upload***

     *Navigate to **File Upload***

2   Klik ***File Upload (Maintenance Module)***

     *Click **File Upload (Maintenance Module)***

LANGKAH

04

Bulk File Upload (Maintenance Module)

File Upload ⓘ

Maintenance Module *

Bulk Virtual Account Management

Virtual Account Type

Standard

1

File Format *

Select ⌃

Please Select

VA Billing Registration CSV Non-Encrypted

VA Billing Registration TXT Non-Encyrpted

VA Registration CSV Non-Encrypted

VA Registration TXT Non-Encrypted

Attachment *

Choose File 🔍

Upload

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

Proceed

Sistem akan **menampilkan halaman Bulk File Upload (Maintenance Module)**

*System will show **Bulk File Upload (Maintenance Module) page***

1 Pilih **Format File** yang ingin **digunakan**

*Choose **Format File***

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]***

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LANGKAH

05

Bulk File Upload (Maintenance Module)

File Upload ⓘ

Maintenance Module *
Bulk Virtual Account Management

Virtual Account Type
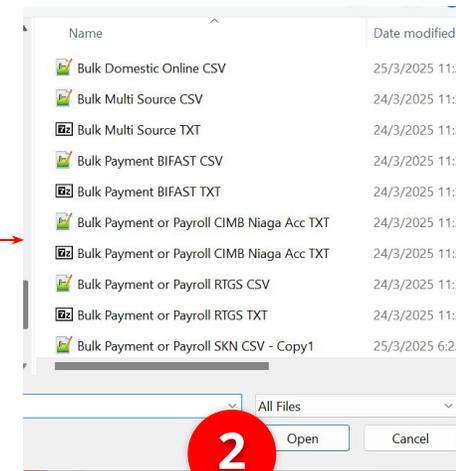Standard

File Format *
VA Registration CSV Non-Encrypted

For more details on the file format and other information, download the guideline *here*.

Attachment *
Choose File

Maximum size of 15 MB, please upload a file with correct extension

1 🔍

Upload

Note
- Bulk File Upload allows you to perform bulk maintenance via file upload.
- Bulk Virtual Account Management allows up to 0 records per file.

Proceed

Name	Date modified
Bulk Domestic Online CSV	25/3/2025 11:2
Bulk Multi Source CSV	24/3/2025 11:3
Bulk Multi Source TXT	24/3/2025 11:3
Bulk Payment BIFAST CSV	24/3/2025 11:3
Bulk Payment BIFAST TXT	24/3/2025 11:3
Bulk Payment or Payroll CIMB Niaga Acc TXT	24/3/2025 11:3
Bulk Payment or Payroll CIMB Niaga Acc TXT	24/3/2025 11:3
Bulk Payment or Payroll RTGS CSV	24/3/2025 11:3
Bulk Payment or Payroll RTGS TXT	24/3/2025 11:3
Bulk Payment or Payroll SKN CSV - Copy1	25/3/2025 6:2

All Files

2 Open   Cancel

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***

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LANGKAH

06

Bulk File Upload (Maintenance Module)

File Upload ⓘ

Maintenance Module *
Bulk Virtual Account Management ⌄

Virtual Account Type
Standard

File Format *
VA Registration CSV Non-Encrypted

For more details on the file format and other information, download the guideline here.

Attachment *
test-registration-va.csv 🔍

1

2 Upload

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

Note
• Bulk File Upload allows you to perform bulk maintenance via file upload.
• Bulk Virtual Account Management allows up to 0 records per file.

Proceed

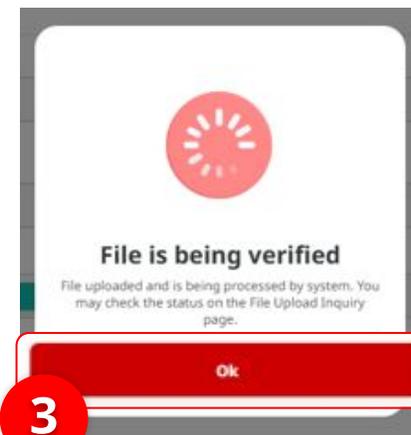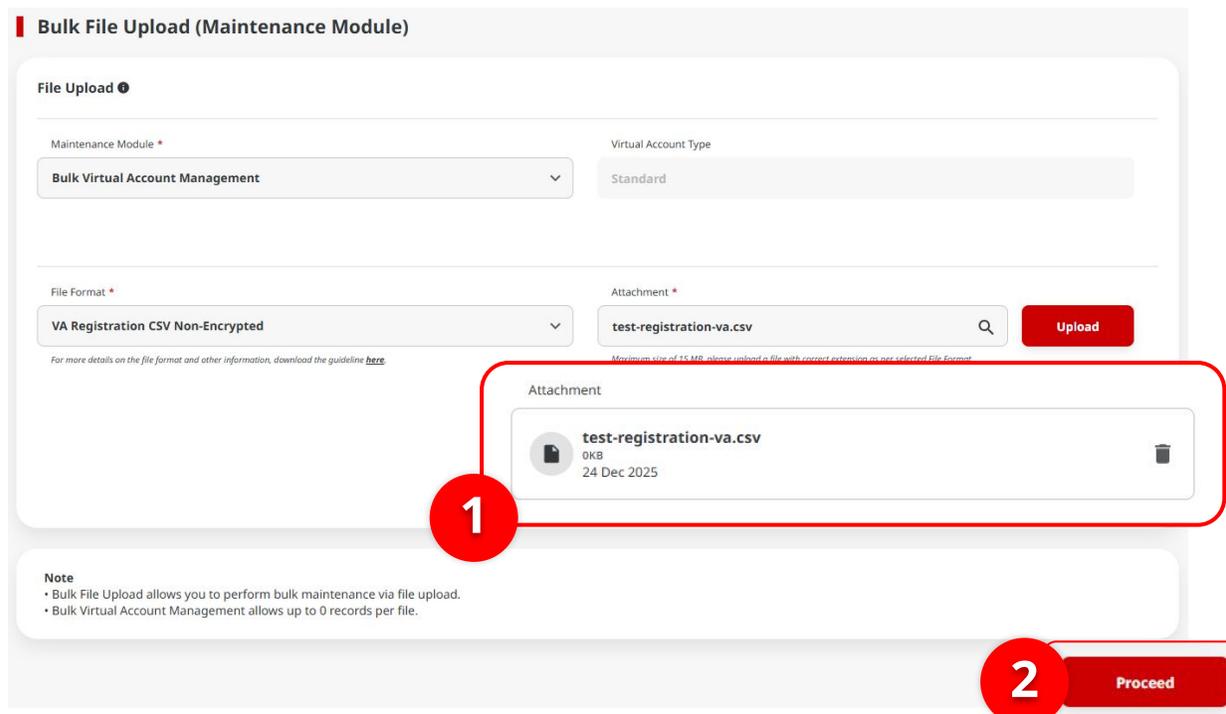**1** Sistem akan secara otomatis memasukan *attachment* ke *box*

System will automatically sent attachment

2 Klik tombol *Upload*

Click Upload

LANGKAH

07

Bulk File Upload (Maintenance Module)

File Upload ●

Maintenance Module *
Bulk Virtual Account Management ▾

Virtual Account Type
Standard

File Format *
VA Registration CSV Non-Encrypted ▾

Attachment *
test-registration-va.csv 🔍   **Upload**

For more details on the file format and other information, download the guideline _here_.   Maximum size of 15 MB, please upload a file with correct extension as per selected File Format.

Attachment

📄 **test-registration-va.csv**
0KB
24 Dec 2025   🗑

(1)

Note
• Bulk File Upload allows you to perform bulk maintenance via file upload.
• Bulk Virtual Account Management allows up to 0 records per file.

(2) **Proceed**

File is being verified

File uploaded and is being processed by system. You may check the status on the File Upload Inquiry page.

Ok

(3)

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

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LANGKAH

08

File Upload Inquiry > Inquiry Listing

Search

Transaction Group / Maintenance Module *
1 Bulk Virtual Account Management

File Name
Enter

File Format
Select

File Reference No.
Enter

File Upload Status
Select

File Upload Date From *
24 Dec 2025

To *
24 Dec 2025

Payment Date
Select

Maker Name/ID
Enter

2 Search

Listing

File Ref. No.	Transaction Group / Maintenance Module	File Name	File Format	File Upload Date	File Upload Status	Maker Name/ID	Source
3 IFL250218000000171	Virtual Account gement	test-registration-va.csv	VA Registration CSV Non-Encrypted	24 Dec 2025 18:17:35 WIB	Uploaded successfully	ERWINMD1 - Erwin Maker	OCTO Biz (Web)
	Virtual Account Management	va-logic-web.txt	VA Registration TXT Non-Encrypted	24 Dec 2025 18:13:01 WIB	Uploaded failed	ERWINMD1 - Erwin Maker	OCTO Biz (Web)
IFL251224000000765	Bulk Virtual Account Management	va-logic-web.txt	VA Registration TXT Non-Encrypted	24 Dec 2025 18:10:58 WIB	Uploaded failed	ERWINMD1 - Erwin Maker	OCTO Biz (Web)
IFL251224000000764	Bulk Virtual Account Management	test-registration.csv	VA Registration CSV Non-Encrypted	24 Dec 2025 18:06:15 WIB	Uploaded successfully	ERWINMD1 - Erwin Maker	OCTO Biz (Web)
IFL251224000000759	Bulk Virtual Account Management	test-registration-va-bulk.csv	VA Registration CSV Non-Encrypted	24 Dec 2025 16:58:06 WIB	Uploaded successfully	ERWINMD1 - Erwin Maker	OCTO Biz (Web)

Print   Download

Sistem akan menampilkan halaman *File upload Inquiry*

System will show FIle Upload Inquiry page

1 Pilih *Bulk Virtual Account Management* sebagai *Transaction group*

Choose Bulk Virtual Account Management as Transaction Group

2 Klik tombol *Search*

Click Search

3 Klik *hyperlink* transaksi

Click transaction hyperlink

LANGKAH

09

Detail Inquiry

File Name	File Ref. No.	File Upload Date
test-registration-VA.csv	**IFL251224000000768**	**24 Dec 2025 18:20:37 WIB**
Maker Name/ID	Company	Company Name
Erwin Maker	**ERWINMVP3**	**TERLALU MANIS**
Transaction Group / Maintenance Module	File Format	File Upload Status
Bulk Virtual Account Management	**VA Registration CSV Non-Encrypted**	**Uploaded successfully** 1
Source		
OCTO Biz (Web)		

File Listing (1)

Reference No.	Total Count	Workflow Status
IDB251224000000436	2	Draft 2
Total	2	

3 Continue in Task List >

Close

IFL251224000000765   Bulk Virtual Account   va-logic-web.txt   VA Registration TXT Non-   24 Dec 2025 18:10:58 WIB   Uploaded failed   ERWINMD1 - Erwin Maker

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

File Upload Status change into **"Uploaded Successfully"**
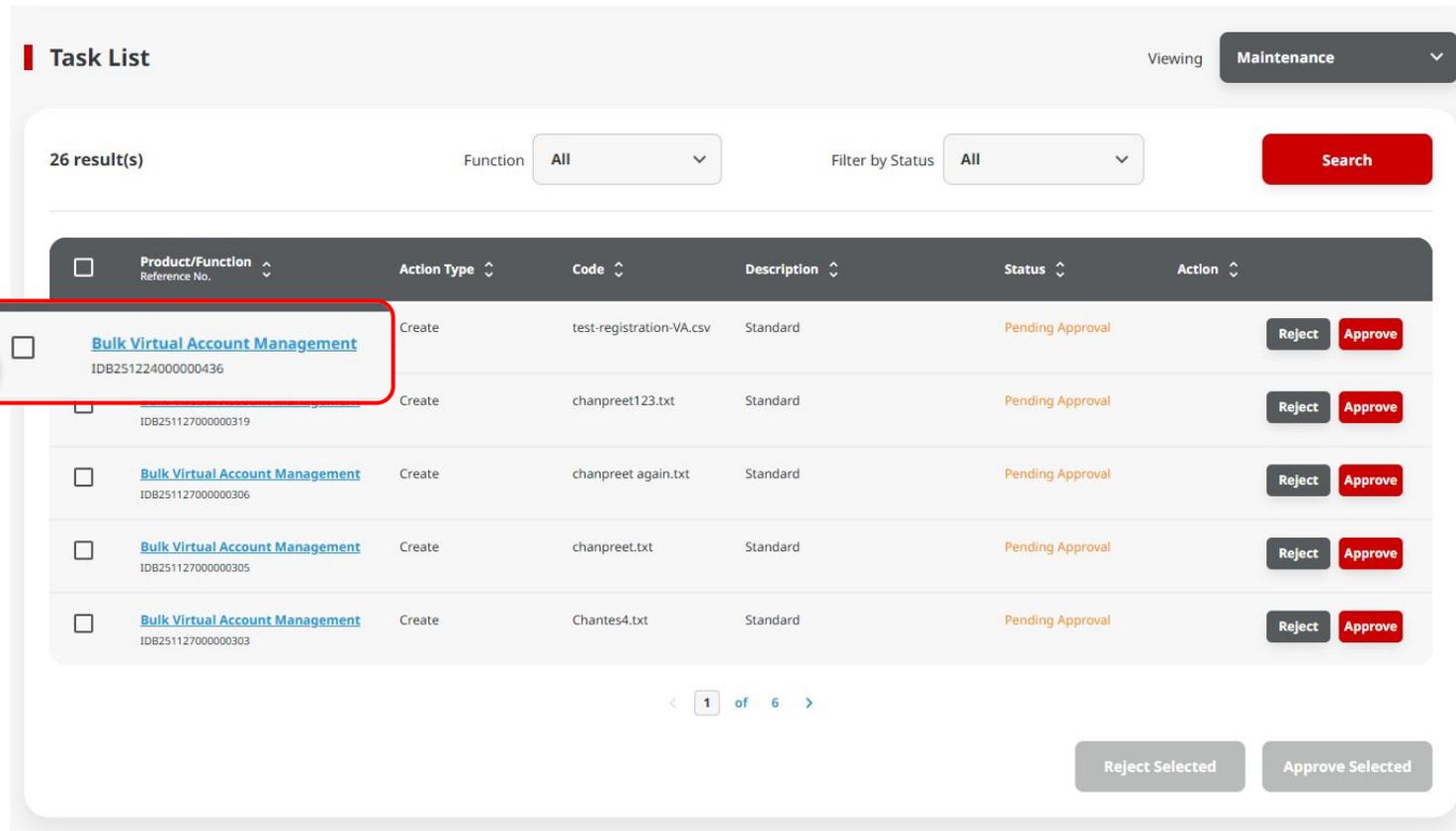
2 *Workflow status* **"Draft"**

Workflow status **"Draft"**

3 Klik **Continue in Task List**

Click **Continue in Task List**

LANGKAH

10

Task List

Viewing **Maintenance** ▾

26 result(s)

Function **All** ▾   Filter by Status **All** ▾   **Search**

	Product/Function Reference No. ⌄	Action Type ⌄	Code ⌄	Description ⌄	Status ⌄	Action ⌄
☐	**Bulk Virtual Account Management** IDB251224000000436	Create	test-registration-VA.csv	Standard	Pending Approval	Reject Approve
☐	~~Bulk Virtual Account Management~~ IDB251127000000319	Create	chanpreet123.txt	Standard	Pending Approval	Reject Approve
☐	**Bulk Virtual Account Management** IDB251127000000306	Create	chanpreet again.txt	Standard	Pending Approval	Reject Approve
☐	**Bulk Virtual Account Management** IDB251127000000305	Create	chanpreet.txt	Standard	Pending Approval	Reject Approve
☐	**Bulk Virtual Account Management** IDB251127000000303	Create	Chantes4.txt	Standard	Pending Approval	Reject Approve

‹ **1** of 6 ›

Reject Selected   **Approve Selected**

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

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

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LANGKAH

11

Task List > Details

Status : Pending Approval

Creation Date	Workflow Type	Reference No.
24 Dec 2025 18:20:50 WIB	**Create**	**IDB251224000000436**
File Reference No.		
IFL251224000000768		

Maintenance Module

Maintenance Module	File Name	File Format
Bulk Virtual Account Management	**test-registration-VA.csv**	**VA Registration CSV Non-Encrypted**
Virtual Account Type		
Standard		

Details

Reference No.	Virtual Account Number	Account Name	Start Date	End Date	Amount	Description	Delete
I26251224000001900	6000120925002102	Test Name 1	-	-	-	-	No
I26251224000001901	6000120925002103	Test Name 2	-	-	-	-	No

User Activities

User	Activities	Date / Time	Remark
ERWINMD1 - Erwin Maker	Submit	24 Dec 2025 18:20:51 WIB	-

Remark

Remarks

Enter

Maximum 100 characters

Back   Reject   Submit **1**

Submit

Are you sure you want to submit this item?

No   Yes **2**

Tinjau ulang transaksi

Review Transaction

1 Jika sudah sesuai, **klik Submit**

Click Submit

2 Klik **Yes**

Click Yes

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LANGKAH

12

Task List > **Acknowledgement**

Successful
⊘ Reference No. : IDB251224000000436   ⏱ Approved On : 24 Dec 2025 18:20:50 WIB   ✓

Maintenance Module

Maintenance Module	File Name	File Format
Bulk Virtual Account Management	**test-registration-VA.csv**	**VA Registration CSV Non-Encrypted**

Virtual Account Type
Standard

Details

Note: Your request is being processed. Kindly refer to Transaction Status Inquiry or Reports for final status.

Reference No.	Virtual Account Number	Account Name	Start Date	End Date	Amount	Description	Delete	Status	Reason
I2625122400001901	6000120925002103	Test Name 2	-	-	-	-	No	Successful	-
I2625122400001900	6000120925002102	Test Name 1	-	-	-	-	No	Successful	-

User Activities

User	Activities	Date / Time	Remark
ERWINMD1 - Erwin Maker	Submit	24 Dec 2025 18:20:51 WIB	-
ERWINAD1 - Erwin Approver	Approve	24 Dec 2025 18:22:38 WIB	-

Pri...   **1**   **Done**

Sistem akan menampilkan halaman ***Acknowledgement***

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

1   Klik tombol ***Done***

*Click **Done***

LANGKAH

13

File Upload Inquiry > Inquiry Listing

Search

Transaction Group / Maintenance Module *
Bulk Virtual Account Management

1

Select

File Upload Status
Select

Payment Date
Select

File Name
Enter

File Reference No.
Enter

File Upload Date From *
24 Dec 2025

To *
24 Dec 2025

Maker Name/ID
Enter

2 Search

Listing

File Ref. No.	Transaction Group / Maintenance Module	File Name	File Format	File Upload Date	File Upload Status	Maker Name/ID	Source
3 IFL250218000000171	al Account ent	test-registration-VA.csv	VA Registration CSV Non-Encrypted	24 Dec 2025 18:20:37 WIB	Uploaded successfully	ERWINMD1 - Erwin Maker	OCTO Biz (Web)
IFL251224000000767	al Account Management	test-registration-va.csv	VA Registration CSV Non-Encrypted	24 Dec 2025 18:17:35 WIB	Uploaded successfully	ERWINMD1 - Erwin Maker	OCTO Biz (Web)
IFL251224000000766	Bulk Virtual Account Management	va-logic-web.txt	VA Registration TXT Non-Encrypted	24 Dec 2025 18:13:01 WIB	Uploaded failed	ERWINMD1 - Erwin Maker	OCTO Biz (Web)
IFL251224000000765	Bulk Virtual Account Management	va-logic-web.txt	VA Registration TXT Non-Encrypted	24 Dec 2025 18:10:58 WIB	Uploaded failed	ERWINMD1 - Erwin Maker	OCTO Biz (Web)
IFL251224000000764	Bulk Virtual Account Management	test-registration.csv	VA Registration CSV Non-Encrypted	24 Dec 2025 18:06:15 WIB	Uploaded successfully	ERWINMD1 - Erwin Maker	OCTO Biz (Web)

< 1 of 2 >

Print   Download

Sistem akan menampilkan halaman **File upload Inquiry**

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

1 Pilih **Bulk Virtual Account Management** sebagai *Transaction group*

*Choose **Bulk Virtual Account Management** as Transaction Group*

2 Klik tombol **Search**

*Click **Search***

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

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

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LANGKAH

14

Detail Inquiry ×

File Name
test-registration-VA.csv

File Ref. No.
IFL251224000000768

File Upload Date
24 Dec 2025 18:20:37 WIB

Maker Name/ID
Erwin Maker

Company
ERWINMVP3

Company Name
TERLALU MANIS

Transaction Group / Maintenance Module
Bulk Virtual Account Management

File Format
VA Registration CSV Non-Encrypted

File Upload Status
Uploaded successfully

Source
OCTO Biz (Web)

File Listing (1) ︿

Reference No.	Total Count	Workflow Status
IDB251224000000436	2	Successful
Total	2	

1

2 Close

Sistem akan menampilkan Box berisi **detail Inquiry**

System will show the Detail Inquiry box

1 *Workflow Status berubah menjadi "Successful"*

Workflow status will change to "Successful"

2 *Klik tombol "Close"*

Click "Close" button

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LANGKAH

15

Virtual Account Management

Listing

Upload

Master Account Number

Select 🔍

Business Identification Number

Enter

Search

Master Account Number ↕	Business Identification Number ↕	Company ID ↕	Virtual Account Type ↕
703057616600-IDR	1039000001	ERWINMVP3	Standard
703057616600-IDR	1039	ERWINMVP3	Standard
703200808100-IDR	2435	ERWINMVP3	Standard
800000131900-IDR	**1** 6000	ERWINMVP3	Standard

Nasabah mengarahkan ke Halaman *Virtual Account Management*

User navigate to Virtual Account Management page

1 Klik **BIN Hyperlink**

Click BIN Hyperlink

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LANGKAH

16

Nasabah mengarahkan ke Halaman *Virtual Account Management > Details*

*User navigate to **Virtual Account Management > Details** page*

1 Sistem akan otomatis **menambahkan item** pada *List*

*System will **automatically added item** on the **list***

LANGKAH

01

MAKER

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

*Maker login using **User & Company ID***
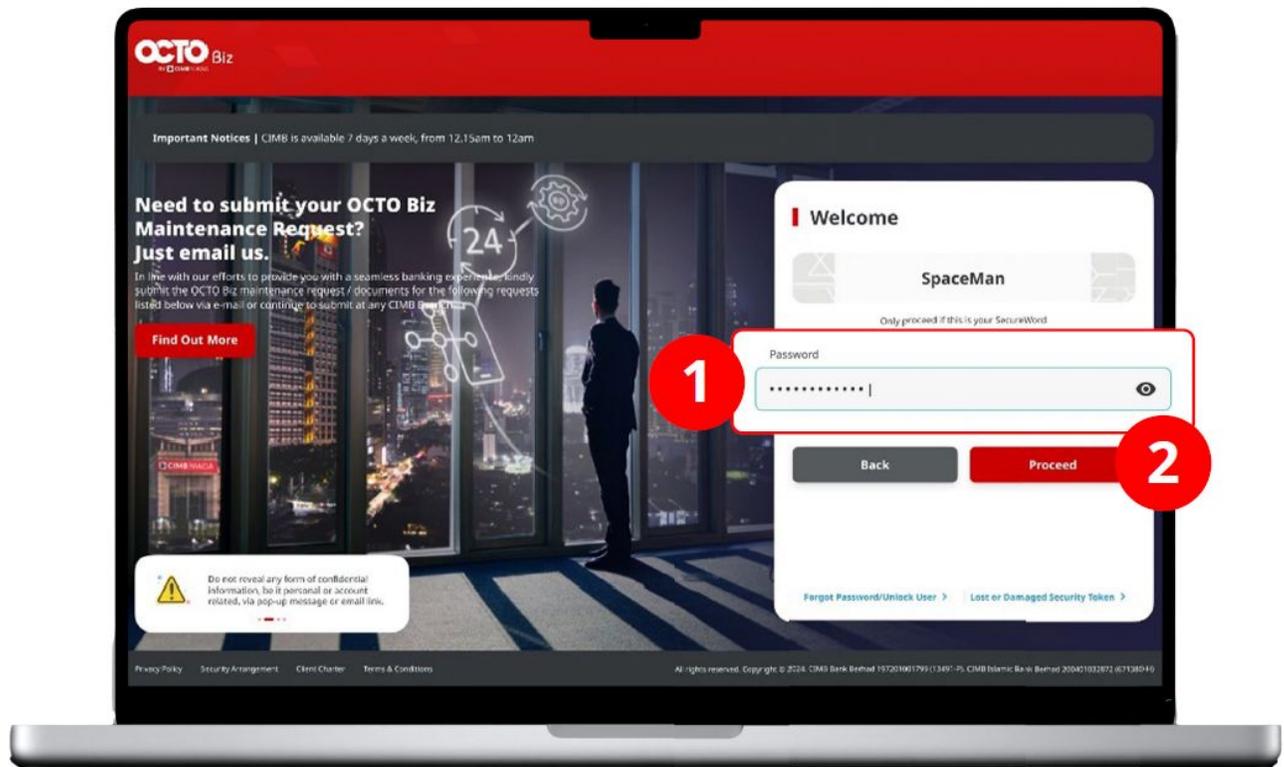
2 Klik *Next*

*Click **Next***

LANGKAH

02

1 Isi *Password*

Input Password

2 Klik *Proceed*

Click Proceed

LANGKAH

03
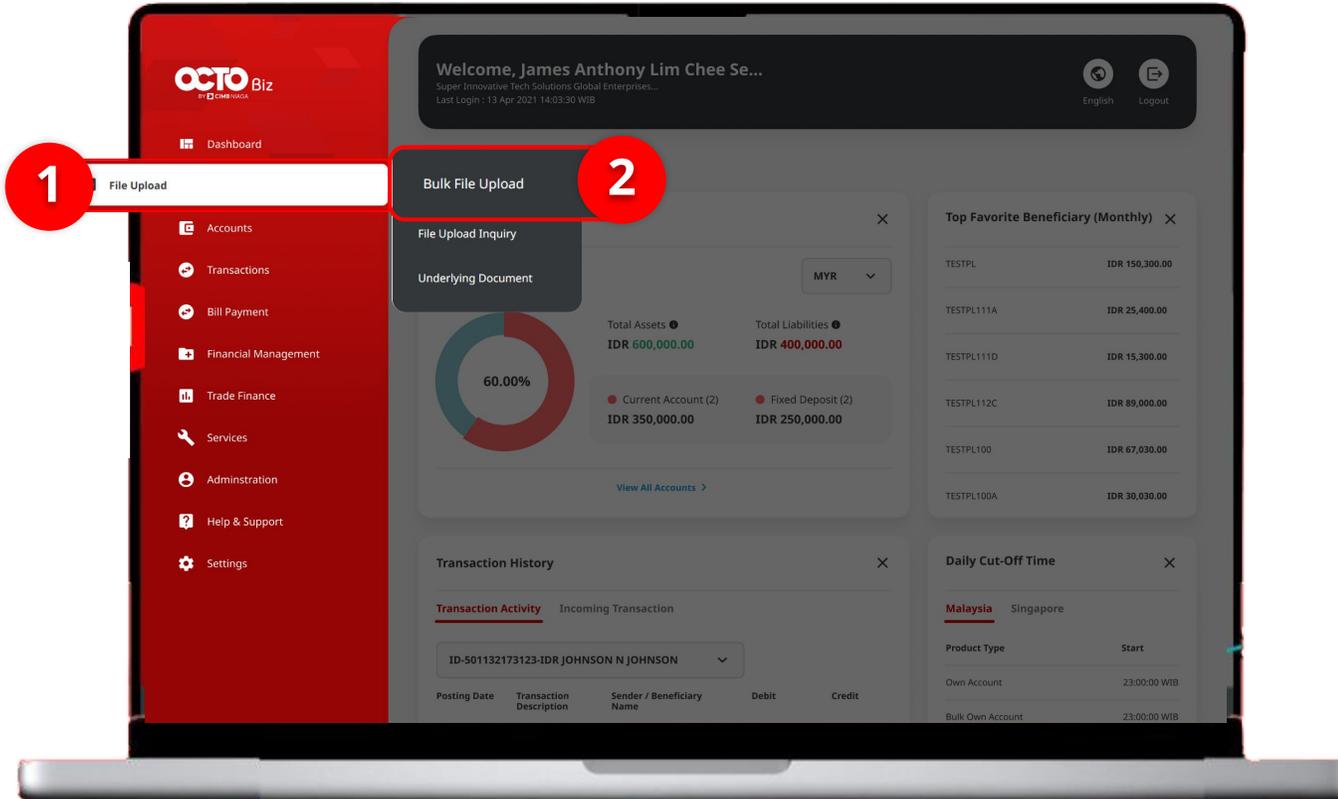
MAKER

Sistem akan menampilkan Halaman *Dashboard*

*System will show **Dashboard page***

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

*Navigate to **File Upload***

2 Klik ***Bulk File Upload***

*Click **File Upload***

LANGKAH

04

MAKER

Bulk File Upload (Maintenance Module)

File Upload ⓘ

Maintenance Module *
| Bulk Virtual Account Management ⌄ |

Virtual Account Type
| Standard |

1

File Format *
| Select ⌃ |

| Please Select |
| VA Billing Registration CSV Non-Encrypted |
| VA Billing Registration TXT Non-Encyrpted |
| VA Registration CSV Non-Encrypted |
| VA Registration TXT Non-Encrypted |

Attachment *
| Choose File 🔍 | Upload |

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

Proceed

Sistem akan **menampilkan halaman Bulk File Upload (Maintenance Module)**

System will show Bulk File Upload (Maintenance Module) page

1 Pilih **Format File** yang ingin **digunakan**

Choose Format File

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

Bulk File Upload (Maintenance Module)

File Upload ⓘ

Maintenance Module *
Bulk Virtual Account Management ⌄

Virtual Account Type
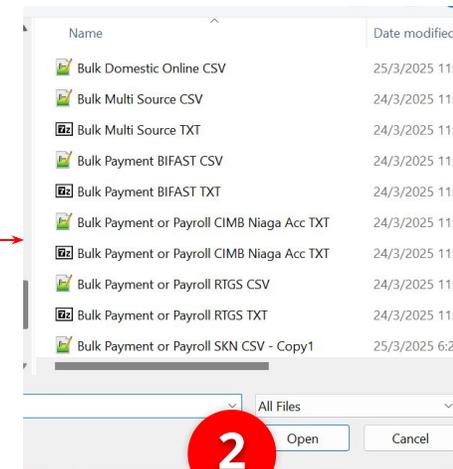Standard

File Format *
VA Registration CSV Non-Encrypted ⌄

For more details on the file format and other information, download the guideline here.

Attachment *
Choose File

🔍 **1**

Upload

Maximum size of 15 MB, please upload a file with correct extension

Note
• Bulk File Upload allows you to perform bulk maintenance via file upload.
• Bulk Virtual Account Management allows up to 0 records per file.

Proceed

Name	Date modified
Bulk Domestic Online CSV	25/3/2025 11:2
Bulk Multi Source CSV	24/3/2025 11:3
Bulk Multi Source TXT	24/3/2025 11:3
Bulk Payment BIFAST CSV	24/3/2025 11:3
Bulk Payment BIFAST TXT	24/3/2025 11:3
Bulk Payment or Payroll CIMB Niaga Acc TXT	24/3/2025 11:3
Bulk Payment or Payroll CIMB Niaga Acc TXT	24/3/2025 11:3
Bulk Payment or Payroll RTGS CSV	24/3/2025 11:3
Bulk Payment or Payroll RTGS TXT	24/3/2025 11:3
Bulk Payment or Payroll SKN CSV - Copy1	25/3/2025 6:2

All Files ⌄

2 Open   Cancel

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

06

MAKER

Bulk File Upload (Maintenance Module)

File Upload ⓘ

Maintenance Module *

Bulk Virtual Account Management ⌄

Virtual Account Type

Standard

File Format *

VA Registration CSV Non-Encrypted

For more details on the file format and other information, download the guideline here.

Attachment *

test-registration-va.csv 🔍

Upload

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

Note
• Bulk File Upload allows you to perform bulk maintenance via file upload.
• Bulk Virtual Account Management allows up to 0 records per file.

Proceed

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

System will automatically sent attachment

2 Klik tombol **Upload**

Click Upload

LANGKAH

07

MAKER

Bulk File Upload (Maintenance Module)

File Upload ❶

Maintenance Module *
Bulk Virtual Account Management ▼

Virtual Account Type
Standard

File Format *
VA Registration CSV Non-Encrypted ▼

Attachment *
test-registration-va.csv 🔍   **Upload**

For more details on the file format and other information, download the guideline here.

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

Attachment

📄 **test-registration-va.csv**
0KB
24 Dec 2025   🗑

1

Note
• Bulk File Upload allows you to perform bulk maintenance via file upload.
• Bulk Virtual Account Management allows up to 0 records per file.

2 **Proceed**

File is being verified

File uploaded and is being processed by system. You may check the status on the File Upload Inquiry page.

Ok

3

---

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***

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LANGKAH

08

MAKER

Sistem akan menampilkan halaman **File upload Inquiry**

System will show FIle Upload Inquiry page

1 Pilih **Bulk Virtual Account Management** sebagai *Transaction group*

*Choose **Bulk Virtual Account Management** as Transaction Group*

2 Klik tombol **Search**

*Click **Search***

3 Klik **hyperlink** transaksi

*Click **transaction hyperlink***

LANGKAH

09

MAKER

Detail Inquiry

File Name	File Ref. No.	File Upload Date
test-registration-VA.csv	**IFL251224000000768**	**24 Dec 2025 18:20:37 WIB**
Maker Name/ID	Company	Company Name
Erwin Maker	**ERWINMVP3**	**TERLALU MANIS**
Transaction Group / Maintenance Module	File Format	File Upload Status
Bulk Virtual Account Management	**VA Registration CSV Non-Encrypted**	**Uploaded successfully** ❶
Source		
OCTO Biz (Web)		

File Listing (1)

Reference No.	Total Count	Workflow Status
IDB251224000000436	2	Pending Approval ❷
Total	**2**	

Close

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

File Upload Status change into "Uploaded Successfully"

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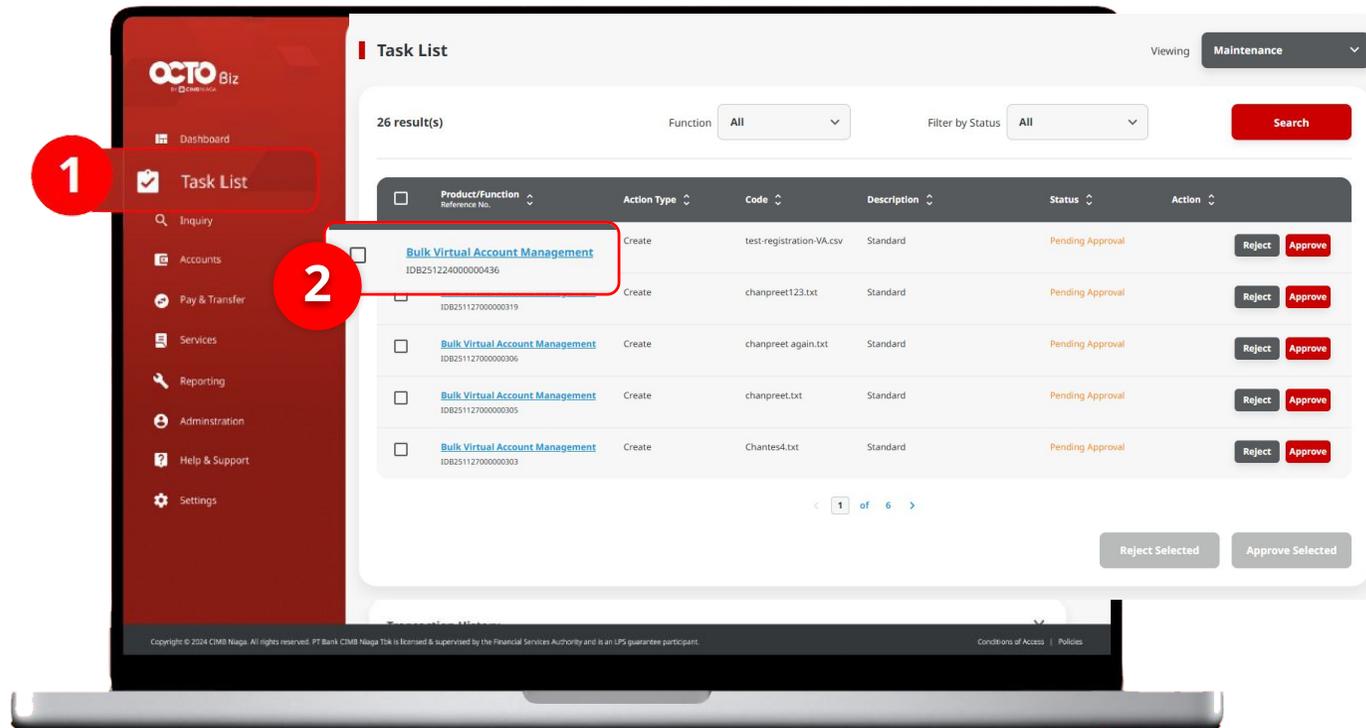
Workflow status change to "Pending Approval"

LANGKAH

10
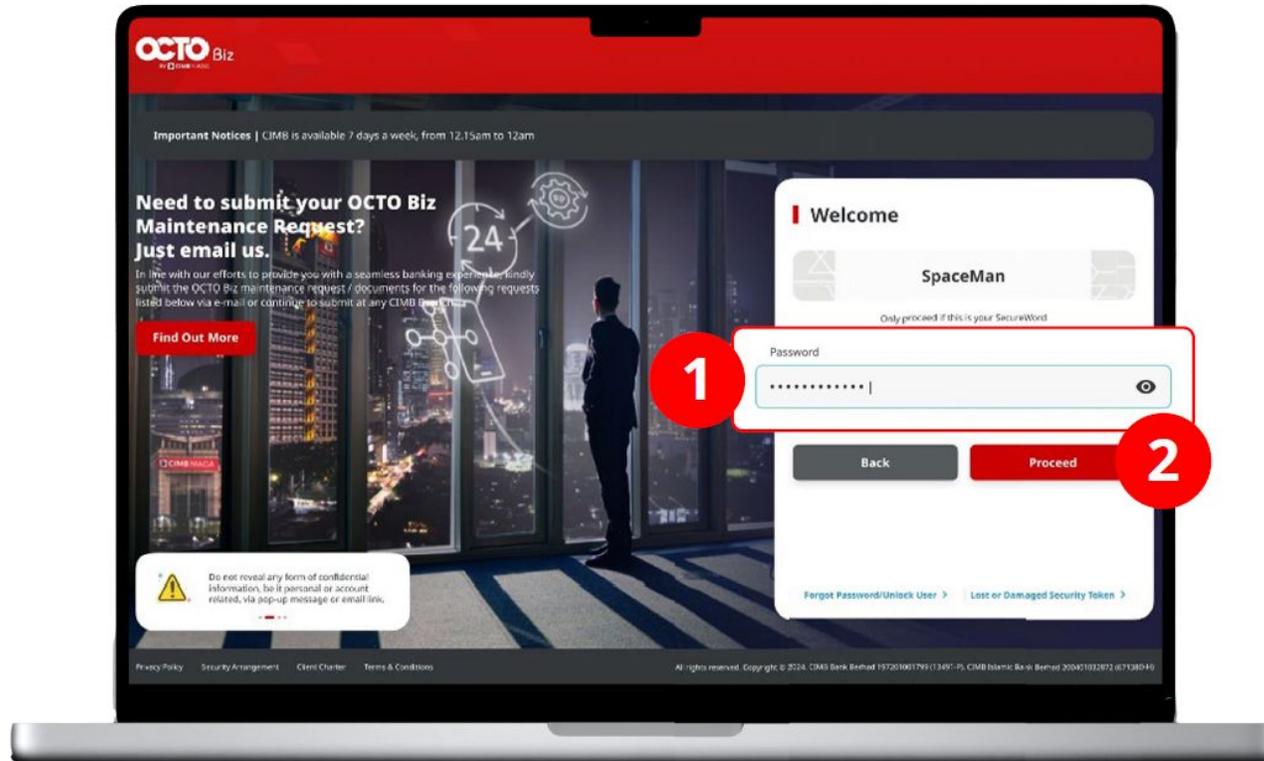
APPROVER

Login sebagai **Approver**

*Login as **Approver***

1   Isi **Password**

*Input **Password***

2   Klik **Proceed**

*Click **Proceed***

LANGKAH

11

APPROVER

Task List

Viewing **Maintenance**

26 result(s)

Function **All**   Filter by Status **All**   **Search**

	Product/Function Reference No.	Action Type	Code	Description	Status	Action
☐	**Bulk Virtual Account Management** IDB251224000000436	Create	test-registration-VA.csv	Standard	Pending Approval	Reject Approve
☐	IDB251127000000319	Create	chanpreet123.txt	Standard	Pending Approval	Reject Approve
☐	**Bulk Virtual Account Management** IDB251127000000306	Create	chanpreet again.txt	Standard	Pending Approval	Reject Approve
☐	**Bulk Virtual Account Management** IDB251127000000305	Create	chanpreet.txt	Standard	Pending Approval	Reject Approve
☐	**Bulk Virtual Account Management** IDB251127000000303	Create	Chantes4.txt	Standard	Pending Approval	Reject Approve

‹ **1** of 6 ›

Reject Selected   Approve Selected

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

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

2 Klik ***Hyperlink*** transaksi yang diinginkan

*Click Transaction **Hyperlink***

LANGKAH

12

APPROVER

Task List > Details

Status : **Pending Approval**

Creation Date
24 Dec 2025 18:20:50 WIB

Workflow Type:
Create

Reference No.
IDB251224000000436

File Reference No.
IFL251224000000768

Maintenance Module

Maintenance Module
Bulk Virtual Account Management

File Name
test-registration-VA.csv

File Format
VA Registration CSV Non-Encrypted

Virtual Account Type
Standard

Details

Reference No.	Virtual Account Number	Account Name	Start Date	End Date	Amount	Description	Delete
I26251224000001900	6000120925002102	Test Name 1	-	-	-	-	No
I26251224000001901	6000120925002103	Test Name 2	-	-	-	-	No

User Activities

User	Activities	Date / Time	Remark
ERWINMD1 - Erwin Maker	Submit	24 Dec 2025 18:20:51 WIB	-

Remark

Remarks

Enter

Maximum 100 characters

Back   Reject   Approve   **1**

Approve

Are you sure you want to approve this item?

No   Yes   **2**

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

Review transaction

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

*Click **Approve***

2 Klik *Yes*

*Click **Yes***

LANGKAH

13

APPROVER

Task List > Acknowledgement

Successful

⊘ Reference No. : IDB251224000000436   ⏱ Approved On : 24 Dec 2025 18:20:50 WIB   ✓

Maintenance Module

Maintenance Module	File Name	File Format
Bulk Virtual Account Management	**test-registration-VA.csv**	**VA Registration CSV Non-Encrypted**

Virtual Account Type
Standard

Details

Note: Your request is being processed. Kindly refer to Transaction Status Inquiry or Reports for final status.

Reference No.	Virtual Account Number	Account Name	Start Date	End Date	Amount	Description	Delete	Status	Reason
I262512240000001901	6000120925002103	Test Name 2	-	-	-	-	No	Successful	-
I262512240000001900	6000120925002102	Test Name 1	-	-	-	-	No	Successful	-

User Activities

User	Activities	Date / Time	Remark
ERWINMD1 - Erwin Maker	Submit	24 Dec 2025 18:20:51 WIB	-
ERWINAD1 - Erwin Approver	Approve	24 Dec 2025 18:22:38 WIB	-

Pri...   **1**   **Done**

Sistem akan menampilkan halaman *Acknowledgement*

System will show the Acknowledgement page

1   Klik tombol *Done*

Click Done

LANGKAH

14

APPROVER

File Upload Inquiry > Inquiry Listing

Search

Transaction Group / Maintenance Module *

Bulk Virtual Account Management

1

Select

File Upload Status

Select

Payment Date

Select

File Name

Enter

File Reference No.

Enter

File Upload Date From *

24 Dec 2025

To *

24 Dec 2025

Maker Name/ID

Enter

2 Search

Listing

File Ref. No.	Transaction Group / Maintenance Module	File Name	File Format	File Upload Date	File Upload Status	Maker Name/ID	Source
3 IFL250218000000171	al Account ent	test-registration-VA.csv	VA Registration CSV Non-Encrypted	24 Dec 2025 18:20:37 WIB	Uploaded successfully	ERWINMD1 - Erwin Maker	OCTO Biz (Web)
IFL251224000000767	al Account Management	test-registration-va.csv	VA Registration CSV Non-Encrypted	24 Dec 2025 18:17:35 WIB	Uploaded successfully	ERWINMD1 - Erwin Maker	OCTO Biz (Web)
IFL251224000000766	Bulk Virtual Account Management	va-logic-web.txt	VA Registration TXT Non-Encrypted	24 Dec 2025 18:13:01 WIB	Uploaded failed	ERWINMD1 - Erwin Maker	OCTO Biz (Web)
IFL251224000000765	Bulk Virtual Account Management	va-logic-web.txt	VA Registration TXT Non-Encrypted	24 Dec 2025 18:10:58 WIB	Uploaded failed	ERWINMD1 - Erwin Maker	OCTO Biz (Web)
IFL251224000000764	Bulk Virtual Account Management	test-registration.csv	VA Registration CSV Non-Encrypted	24 Dec 2025 18:06:15 WIB	Uploaded successfully	ERWINMD1 - Erwin Maker	OCTO Biz (Web)

< 1 of 2 >

Print   Download

Sistem akan menampilkan halaman **File upload Inquiry**

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

1 Pilih **Bulk Virtual Account Management** sebagai *Transaction group*

*Choose **Bulk Virtual Account Management** as Transaction Group*

2 Klik tombol **Search**

*Click **Search***

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

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

BY CIMB NIAGA

LANGKAH

15

APPROVER

Detail Inquiry

File Name
test-registration-VA.csv

File Ref. No.
IFL251224000000768

File Upload Date
24 Dec 2025 18:20:37 WIB

Maker Name/ID
Erwin Maker

Company
ERWINMVP3

Company Name
TERLALU MANIS

Transaction Group / Maintenance Module
Bulk Virtual Account Management

File Format
VA Registration CSV Non-Encrypted

File Upload Status
Uploaded successfully

Source
OCTO Biz (Web)

File Listing (1)

Reference No.	Total Count	Workflow Status
IDB251224000000436	2	**1** Successful
Total	2	

2 Close

Sistem akan menampilkan Box berisi *detail Inquiry*

System will show the Detail Inquiry box

1 *Workflow Status berubah menjadi "Successful"*

Workflow status will change to "Successful"

2 *Klik tombol "Close"*

Click "Close" button

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LANGKAH

16

APPROVER

Virtual Account Management

Listing

Upload

Master Account Number

Select 🔍

Business Identification Number

Enter

Search

Master Account Number	Business Identification Number	Company ID	Virtual Account Type
703057616600-IDR	1039000001	ERWINMVP3	Standard
703057616600-IDR	1039	ERWINMVP3	Standard
703200808100-IDR	2435	ERWINMVP3	Standard
800000131900-IDR	**1** 6000	ERWINMVP3	Standard

Nasabah mengarahkan ke Halaman *Virtual Account Management*

User navigate to Virtual Account Management page

1 Klik *BIN Hyperlink*

Click BIN Hyperlink

LANGKAH

17

APPROVER

Nasabah mengarahkan ke Halaman ***Virtual Account Management > Details***

*User navigate to **Virtual Account Management > Details** page*

1 Sistem akan otomatis **menambahkan item** pada *List*

*System will **automatically added item** on the **list***