



OCTO Biz

Transaction

Inhouse Transfer

Website

TUTORIALOCTOBIZ2025

KEJAR MIMPI

Transaction

Inhouse Transfer

Transaction - Inhouse Transfer adalah modul untuk melakukan mode pembayaran bagi nasabah untuk melakukan transfer ke rekening CIMB lainnya & OCTOPay

Transaction - Inhouse Transfer module to facilitate payment mode for customers to **transfer to other** CIMB accounts & OCTOPay

03

Create
Transaction

47

Approve
Transaction

Inhouse Transfer

Create Transaction

Maker-Approver Flow

Single-Access User

Multiple Beneficiary Submissions

Inhouse Transfer

Create Transaction

Maker-Approver Flow

Transaksi menggunakan **Inhouse Transfer** dengan skema transaksi ***maker*** dan ***approver***

Transaction using Inhouse Transfer using maker and approver flow



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

Maker login using User & Company ID

2 Klik **Next**

Click Next

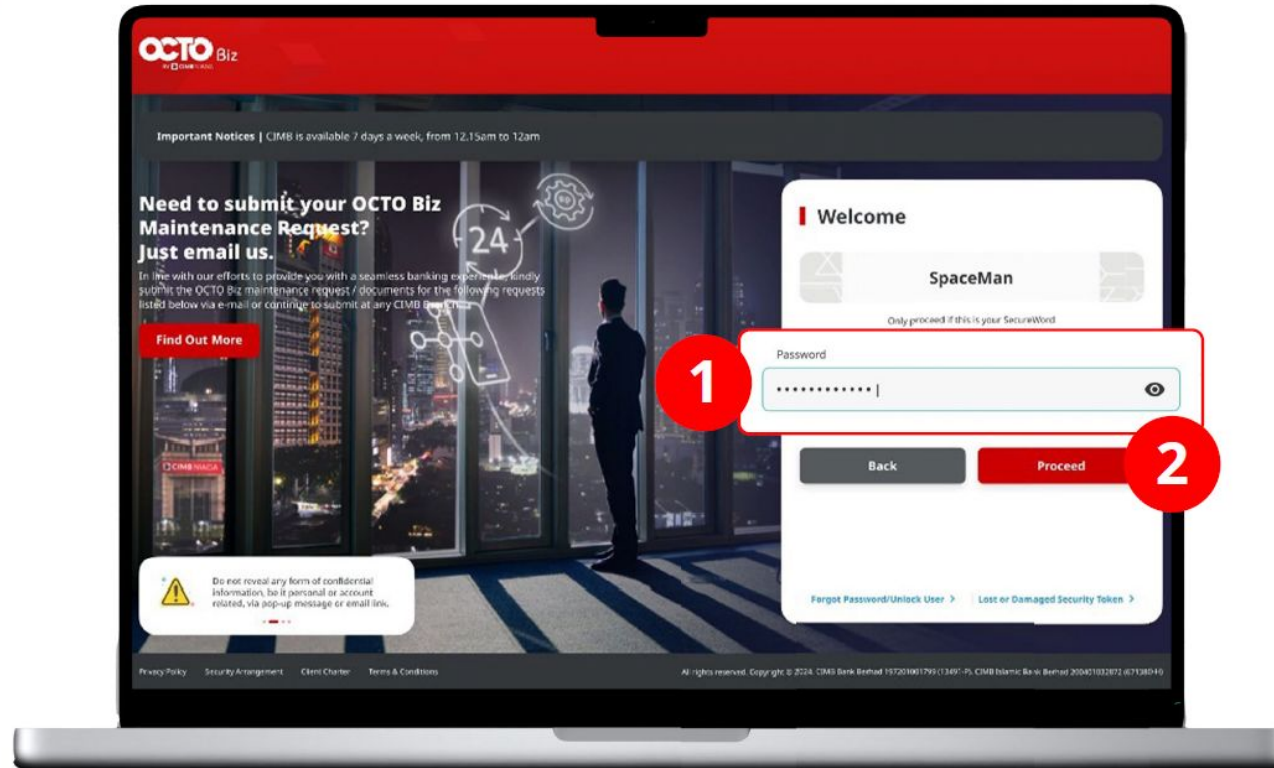
LANGKAH

02

MAKER

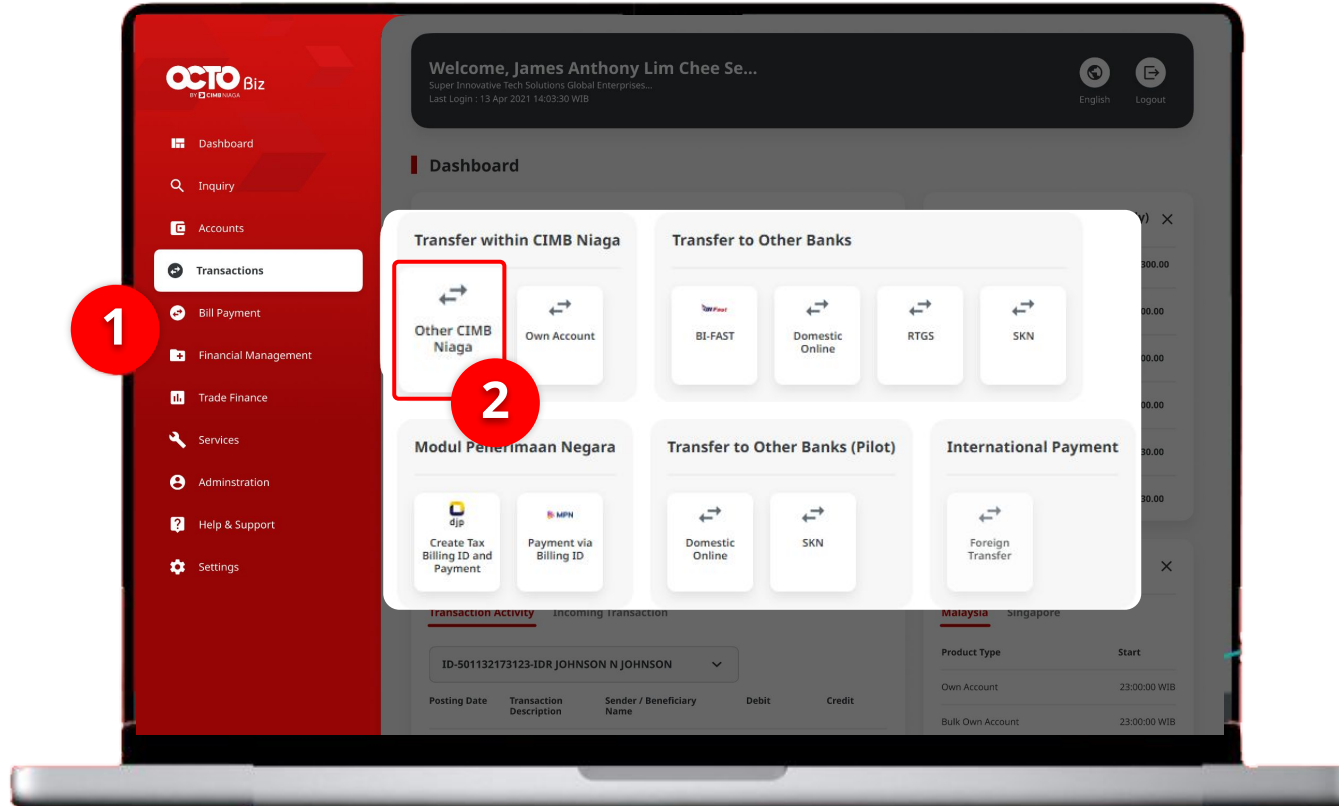
Maker-Approver Flow | Inhouse Transfer

Menu: Transaction > Other CIMB Niaga



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 cursor to **Transaction**

2 Pilih **Other CIMB Niaga**
Choose **Other CIMB Niaga**

Other CIMB Niaga

Transaction Group Saved Templates

Transaction Group *
Transfer within CIMB Niaga

From Account *
Select

Payment Mode *
Other CIMB Niaga

Payment Date *
08 Jun 2026

Beneficiary Details Save Beneficiary

Account Type *
CIMB Niaga Account

Beneficiary Account No. *

Transaction Details

Transaction Currency *
Select

Amount *
Enter

Other Details

Customer Reference No. *
Enter

Other Payment Details *
Enter

Payment Advice
No Advice Simple Advice

Add Another Transaction Save as Draft Next

Your Account Listing

Search By
Account Name Account No. Search

Account Name	Account No.	Account Balance
<input type="radio"/> NGR ID SIT FUNG LONG DESCRIPTION ACCOUNT	1232313123213456	IDR 0.00
<input type="radio"/> DNTBM WAHYU	703057606100	IDR 1,883,242,330,088.76
<input type="radio"/> GL ACCT 01110	70089333800	IDR 0.00
<input type="radio"/> GL ACCT 2010	70189460500	IDR 47,839,875.15
<input type="radio"/> GL ACCT 20A	70191586400	IDR 34,015,308.00
<input type="radio"/> GL ACCT 20B	70191691600	IDR 595,642.00
<input type="radio"/> BANGUN PERSADA SEKALI	70194657400	IDR 101,677,644.48
<input type="radio"/> IDR ACCT 01	76083613000	IDR 72,333,185.05
<input type="radio"/> BANGUN PERSADA SEKALI	760837442500	IDR 8,808,812,541,065.69
<input type="radio"/> GL ACCT 0111E	76084035100	IDR 0.00
<input type="radio"/> GL ACCT 01110	80000332501	IDR 0.00
<input type="radio"/> GL ACCT 20D	80000332502	IDR 0.00

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

Other CIMB Niaga Account

Transaction Group Saved Templates

Transaction Group *

InHouse Transfer

Sender Details

From Account *

Select

Payment Mode *

Other CIMB Niaga Account

Payment Date *

11 Sep 2023 Recurring transfer **1**

Beneficiary Details Saved Beneficiary

Account Type *

CIMB Niaga Account

Beneficiary Account No. *

Transaction Details

Transaction Currency *

IDR - INDONESIA RU...

Amount *

Enter

Other Details

Customer Reference No.

Other Payment Details

Payment Advice

No Advice Simple Advice

Add Another Transaction Save as Draft Next

1 Pilih Tanggal yang Sesuai

Choose *Transaction Date*

Other CIMB Niaga Account

Transaction Group Saved Templates

Transaction Group *

InHouse Transfer

Sender Details

From Account *

Payment Mode *

Select Other CIMB Niaga Account

Payment Date *

07 Nov 2023 Recurring transfer

Beneficiary Details Saved Beneficiary

Account Type *

CIMB Niaga Account

CIMB Niaga Account

OCTO Pay

Beneficiary Account No. *

Other Details

Customer Reference No.

Other Payment Details

Payment Advice

No Advice Simple Advice

Add Another Transaction Save as Draft Next

- 1 Pilih **Beneficiary Account Type**
Choose **Beneficiary Account Type**

LANGKAH

06a

MAKER

OPSIONAL

Other CIMB Niaga Account

Transaction Group Saved Templates

Transaction Group *

InHouse Transfer

Sender Details

From Account * Payment Mode *

Select Other CIMB Niaga Account

Payment Date *

07 Nov 2023 Recurring transfer

Beneficiary Details Saved Beneficiary

Account Type * Beneficiary Account No. *

CIMB Niaga Account

1

IDR - INDONESIA RU... Enter

Other Details

Customer Reference No. * Other Payment Details *

Enter Enter

Payment Advice

No Advice Simple Advice

Add Another Transaction Save as Draft Next

1 Jika Tipe akun = **CIMB Niaga Account**,
isi **Beneficiary Account Number**

*If account type: CIMB Niaga Account,
fill in the **Beneficiary Account
Number***

LANGKAH

06b

MAKER

OPSIONAL

Other CIMB Niaga Account

Transaction Group Saved Templates

Transaction Group *

InHouse Transfer

Sender Details

From Account * Payment Mode *

Select Other CIMB Niaga Account

Payment Date *

07 Nov 2023 Recurring transfer

Beneficiary Details Saved Beneficiary

Account Type * Mobile No. *

OCTO Pay +62

Transaction Details

Transaction Currency * Amount *

IDR - INDONESIA RU... Enter

Other Details

Customer Reference No. * Other Payment Details *

Enter Enter

Payment Advice

No Advice Simple Advice

Add Another Transaction Save as Draft Next

1 Jika Tipe Akun = **OCTO Pay**, Isi **Mobile Number**

*If account type: **OCTOPay**, fill in the **Mobile Number***

LANGKAH

07

MAKER

Other CIMB Niaga Account

Transaction Group Saved Templates

Transaction Group *
InHouse Transfer

Sender Details

From Account *
Select

Payment Mode *
Other CIMB Niaga Account

Payment Date *
07 Nov 2023

Recurring transfer

Beneficiary Details Saved Beneficiary

Account Type *
CIMB Niaga Account

Beneficiary Account No. *

Transaction Details

Transaction Currency *
IDR - INDONESIA RUPIAH

Amount *
Enter

Other Details

Customer Reference No. *
Reference

Other Payment Details *
OPD

Payment Advice

Other CIMB Niaga Account > Review Details

Transaction Group
Transaction Group
InHouse Transfer

Sender Details

From Account
IDR INTBM WAHYU - 783057606100

Payment Mode
Other CIMB Niaga Account

Payment Date
14 Sep 2023

Beneficiary Details

Account Type
CIMB Niaga Account

Beneficiary Account No.
IDR 800152204200

Beneficiary Name
BANGUN PERSADA SEKALI

Beneficiary Account Currency
IDR - INDONESIA RUPIAH

Transaction Details

Transaction Currency	Amount	Bank Charges
IDR - INDONESIA RUPIAH	600.000.00	IDR 0.00

Other Details

Customer Reference No.
RR

Other Payment Details
OPD

Maker-Approver Flow | Inhouse Transfer

Menu: Transaction > Other CIMB Niaga

1 Lengkapi bagian **Mandatory Fields**
*Complete the **Mandatory Fields***

2 Klik **Next**

*Click **Next***

3 Lalu akan menampilkan halaman Review Details, **Klik **Submit****

*System will show the Review Details page, Click **Submit***

Other CIMB Niaga Account > Acknowledgement

Task has been sent for approval

Reference No. : IIT23091400000083 Submitted On : 14 Sep 2023 17:41:09 WIB

Transaction Group

Transaction Group
InHouse Transfer

Sender Details

From Account IDR INTBM WAHYU - 703057606100	Payment Mode Other CIMB Niaga Account
Payment Date 14 Sep 2023	

Beneficiary Details

Account Type CIMB Niaga Account	Beneficiary Account No. IDR 800152204200
Beneficiary Name BANGUN PERSADA SEKALI	Beneficiary Account Currency IDR - INDONESIA RUPIAH

Transaction Details

Transaction Currency IDR - INDONESIA RUPIAH	Amount 600,000.00	Bank Charges IDR 0.00
--	----------------------	--------------------------

Other Details

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

Print Save As Template Save As Beneficiary Make Another Transaction

Sistem Lalu menampilkan **Halaman Acknowledgement**

System will show the **acknowledgement page**

Langkah melakukan Approve Transaction Kunjungi Halaman

To approve transaction, go to page:

48 Mobile Token

55 Hard Token

Inhouse Transfer

Create Transaction

Single-Access User

Transaksi menggunakan **Inhouse Transfer** dengan skema transaksi ***Single access user***

*Transaction using **Inhouse Transfer** with **Single access user flow***

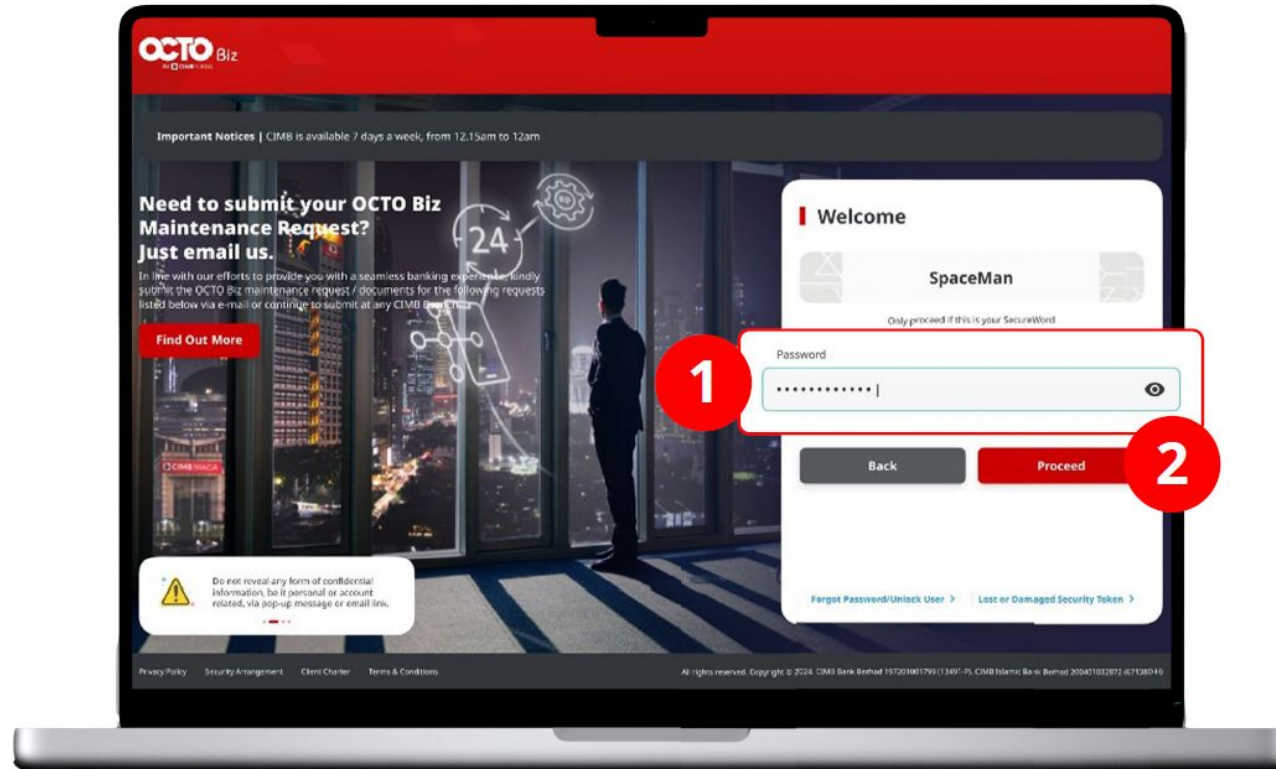


- 1 **User SAU** Masuk dengan menggunakan **User & Company ID**

User SAU login using User & Company ID

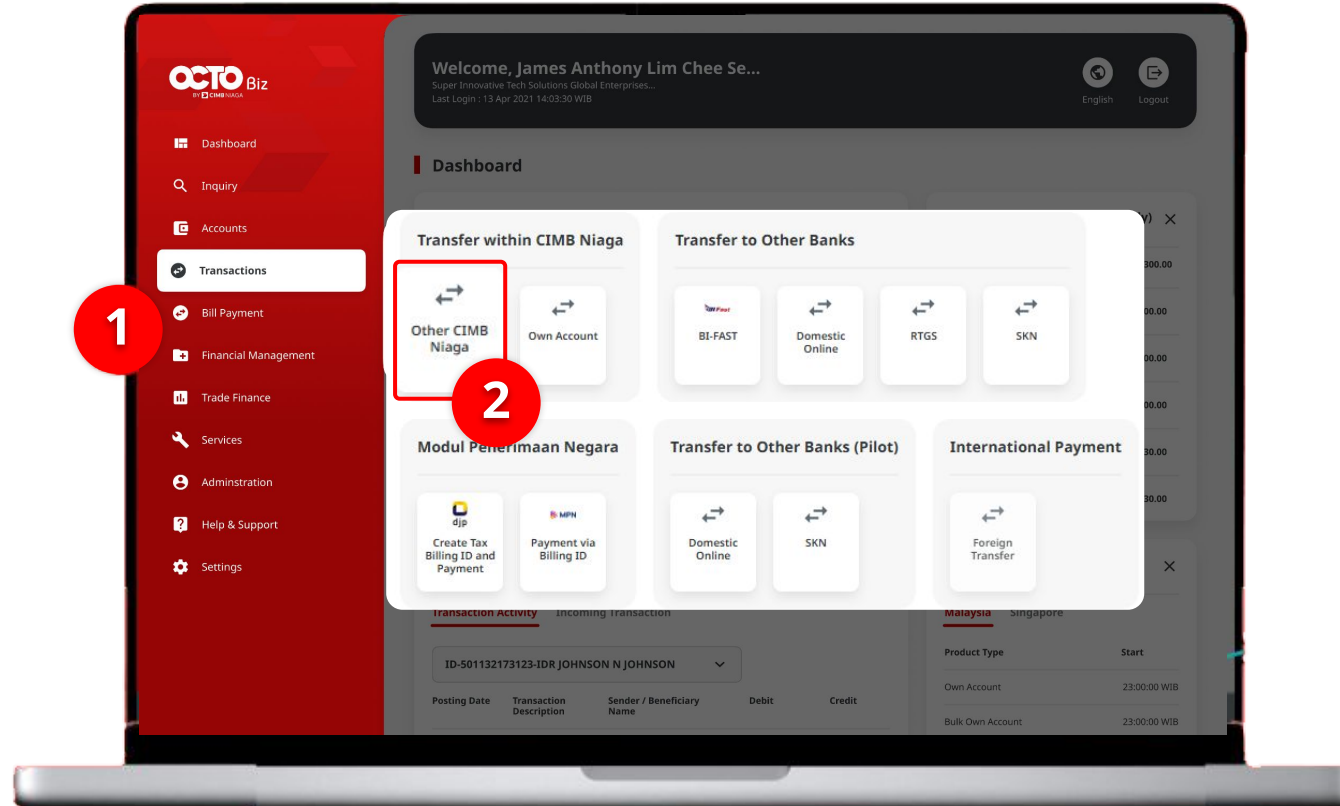
- 2 Klik **Next**

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 cursor to Transaction
- 2 Pilih **Other CIMB Niaga**
Choose Other CIMB Niaga

1 Other CIMB Niaga Account

Transaction Group: InHouse Transfer

Sender Details: From Account * (highlighted with '1')

Beneficiary Details: CIMB Niaga Account

Transaction Details: IDR - INDONESIA RU...

Other Details: Customer Reference No., Other Payment Details

Buttons: Add Another Transaction, Save as Draft, Next

2

3 Next

Account Name	Account No.	Account Balance
INTBM WAHYU	703057606100	IDR 1,883,242,330,088.76
GL ACCT 0110	70089932880	IDR 0.00
GL ACCT 2010	70185655500	IDR 47,038,875.15
GL ACCT 20A	70219126400	IDR 34,613,308.00
GL ACCT 20B	70319491600	IDR 506,642.00
BANGUN PERSADA SEXALI	702196374000	IDR 101,477,244.46
IDR ACCT 01	700936413000	IDR 72,333,185.85
BANGUN PERSADA SEXALI	700937442000	IDR 6,526,812,563,066.89
GL ACCT 011E	700440381100	IDR 0.00
GL ACCT 011D	800000322001	IDR 0.00
GL ACCT 200	800000322002	IDR 0.00

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

Other CIMB Niaga Account Saved Templates

Transaction Group Transaction Group *
InHouse Transfer

Sender Details

From Account * Payment Mode *
Select Other CIMB Niaga Account

Payment Date * Recurring transfer
11 Sep 2023

Beneficiary Details Saved Beneficiary

Account Type * Beneficiary Account No. *
CIMB Niaga Account

Transaction Details

Transaction Currency * Amount *
IDR - INDONESIA RU... Enter

Other Details

Customer Reference No. Other Payment Details
Enter Enter

Payment Advice

- 1 **Pilih Tanggal yang Sesuai**
*Choose **Transaction Date***

Other CIMB Niaga Account

Transaction Group Saved Templates

Transaction Group *

InHouse Transfer

Sender Details

From Account *

Select

Payment Mode *

Other CIMB Niaga Account

Payment Date *

07 Nov 2023

Recurring transfer

Beneficiary Details Saved Beneficiary

Account Type *

CIMB Niaga Account

CIMB Niaga Account

OCTO Pay

Beneficiary Account No. *

Other Details

Customer Reference No. •

Enter

Other Payment Details •

Enter

Payment Advice

No Advice Simple Advice

Add Another Transaction Save as Draft Next

1 Pilih **Beneficiary Account Type**
Choose **Beneficiary Account Type**

LANGKAH

06a

USER SAU

OPSIONAL

Other CIMB Niaga Account Saved Templates

Transaction Group *

Transaction Group *

InHouse Transfer

Sender Details

From Account *

Select

Payment Mode *

Other CIMB Niaga Account

Payment Date *

07 Nov 2023

Recurring transfer

Beneficiary Details Saved Beneficiary

Account Type *

CIMB Niaga Account

Beneficiary Account No. *

1

IDR - INDONESIA RU... Enter

Other Details

Customer Reference No. *

Enter

Other Payment Details *

Enter

Payment Advice

No Advice Simple Advice

Add Another Transaction Save as Draft Next

1 Jika Tipe akun = **CIMB Niaga Account**, isi **Beneficiary Account Number**

*If account type: CIMB Niaga Account, fill in the **Beneficiary Account Number***

LANGKAH

06b

USER SAU

OPSIONAL

Other CIMB Niaga Account

Transaction Group Saved Templates

Transaction Group *

Inhouse Transfer

Sender Details

From Account * Payment Mode *

Select Other CIMB Niaga Account

Payment Date *

07 Nov 2023 Recurring transfer

Beneficiary Details Saved Beneficiary

Account Type * Mobile No. *

OCTO Pay +62

Transaction Details

Transaction Currency * Amount *

IDR - INDONESIA RU... Enter

Other Details

Customer Reference No. * Other Payment Details *

Enter Enter

Payment Advice

No Advice Simple Advice

Add Another Transaction Save as Draft Next

1 Jika Tipe Akun = **OCTO Pay**, Isi **Mobile Number**

*If account type: **OCTOPay**, fill in the **Mobile Number***

LANGKAH

07

USER SAU

Other CIMB Niaga Account

Transaction Group Save Templates

Transaction Group *
InHouse Transfer

Sender Details

From Account *
Select

Payment Mode *
Other CIMB Niaga Account

Payment Date *
07 Nov 2023 Recurring transfer

Beneficiary Details Save Beneficiary

Account Type *
CIMB Niaga Account

Beneficiary Account No. *

Transaction Details

Transaction Currency *
IDR - INDONESIA RU...

Amount *
Enter

Other Details

Customer Reference No.

Reference

Other Payment Details

OPD

Payment Advice

Other CIMB Niaga Account > Review Details

Transaction Group

Transaction Group
InHouse Transfer

Sender Details

From Account
IDR INTBM WAHYU - 703057606100

Payment Mode
Other CIMB Niaga Account

Payment Date
14 Sep 2023

Beneficiary Details

Account Type
CIMB Niaga Account

Beneficiary Account No.
IDR 800152304200

Beneficiary Name
BANGUN PERSADA SEKALI

Beneficiary Account Currency
IDR - INDONESIA RUPIAH

Transaction Details

Transaction Currency	Amount	Bank Charges
IDR - INDONESIA RUPIAH	600,000.00	IDR 0.00

Other Details

Customer Reference No.
RR

Other Payment Details
OPD

Single-Access User | Inhouse Transfer

Menu: Transaction > Other CIMB Niaga

1 Lengkapi bagian **Mandatory Fields**
*Complete the **Mandatory Fields***

2 Klik **Next**

*Click **Next***

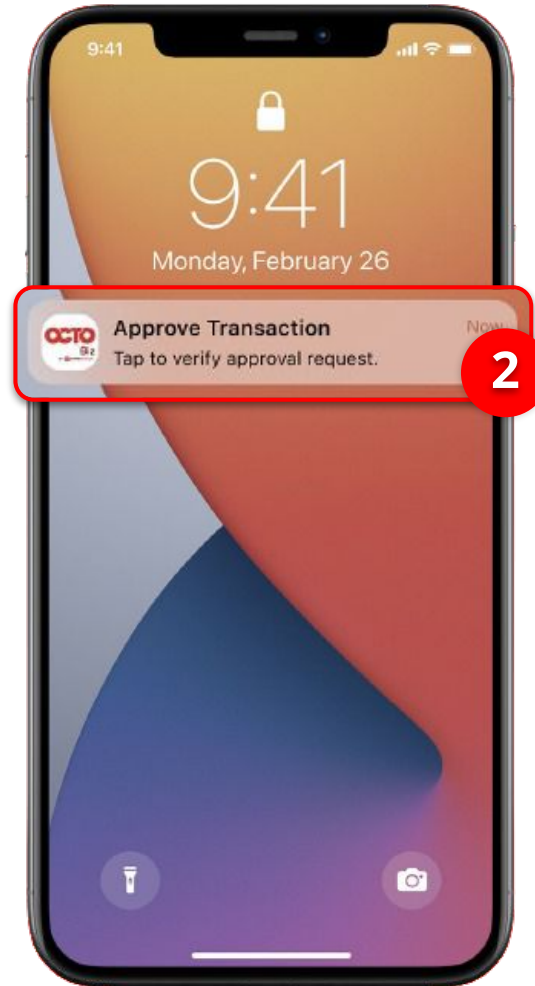
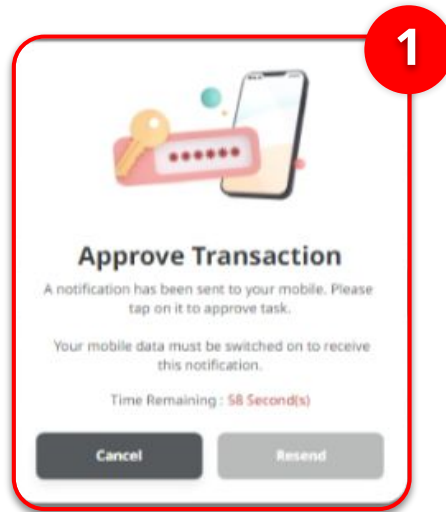
3 Lalu akan menampilkan halaman
Review Details, **Klik **Submit****

*System will show the Review Details
page, Click **Submit***

LANGKAH

08

USER SAU



Single-Access User | Inhouse Transfer

Menu: Transaction > Other CIMB Niaga

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

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

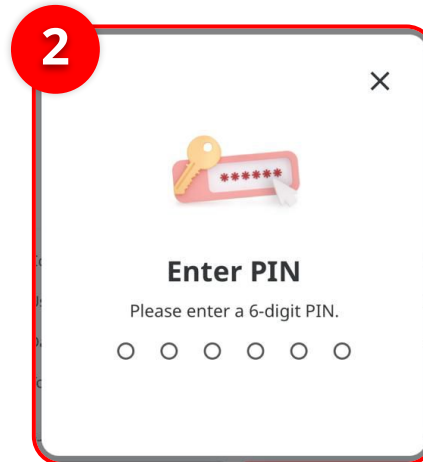
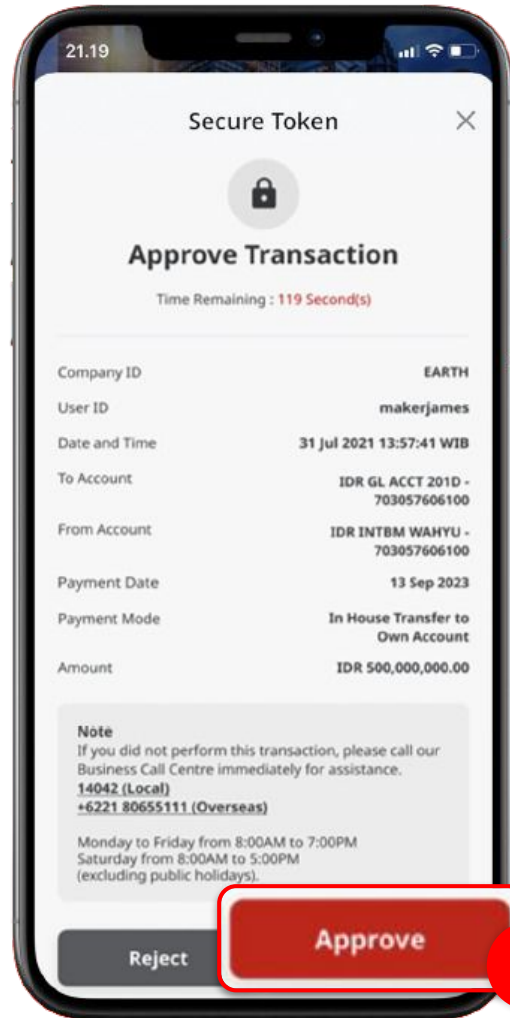
- 2 Sistem akan **mengirimkan notifikasi** di perangkat *mobile*. Buka perangkat *mobile*, **Klik Bar Notifikasi**

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

LANGKAH

09

USER SAU

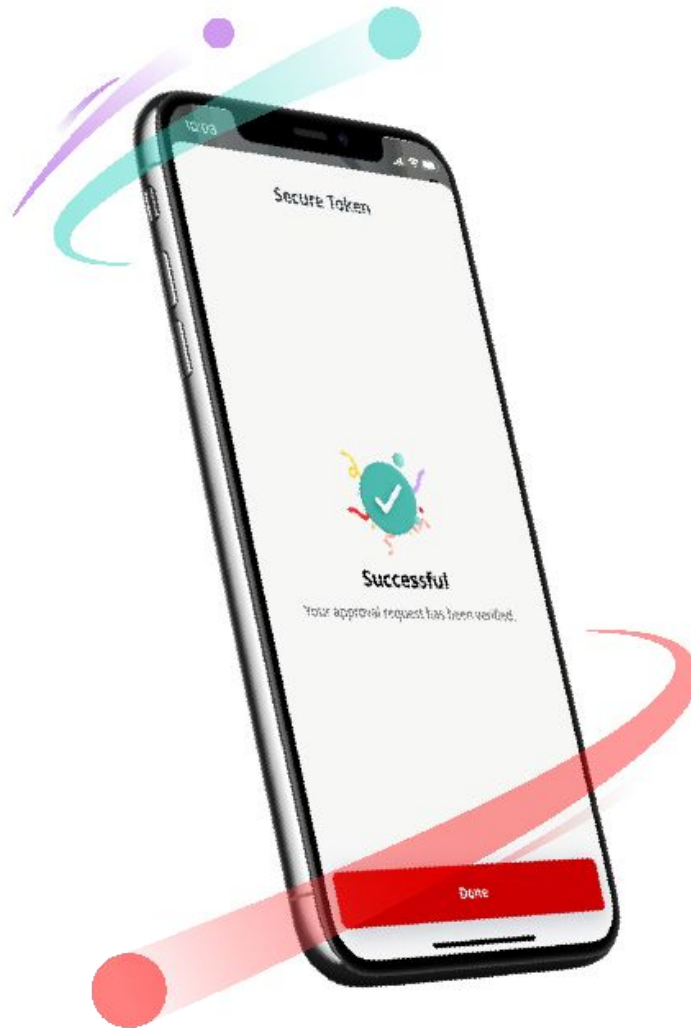


1 Klik **Tombol Approve**

Click Approve

2 Isi **6-Digit Pin**

Input 6-Digit Pin



Jika Transaksi Sukses, Sistem akan menampilkan **pesan notifikasi Acknowledgement** di **Perangkat Mobile**

Once succeed, system will show the Acknowledgement message on device

Other CIMB Niaga Account > Acknowledgement

Successful
Reference No. : IIT23091400000089 Submitted On : 14 Sep 2023 18:38:28 WIB

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

Transaction Group
Transaction Group
InHouse Transfer

Sender Details
From Account: IDR INTBM WAHYU - 703057606100 Payment Mode: Other CIMB Niaga Account
Payment Date: 14 Sep 2023

Beneficiary Details
Account Type: OCTO Pay Mobile No.: +62 87723456789
Beneficiary Name: ANYA FORGER

Transaction Details
Transaction Currency: IDR - INDONESIAN RUPIAH Amount: 40,000.00 Bank Charges: IDR 0.00

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

Print Save As Template Save As Beneficiary Make Another Transaction

Pada Website, Sistem juga akan mengarahkan ke **Halaman Acknowledgement**.

On the *website*, system also will show the *acknowledgement page*

Other CIMB Niaga Account > Acknowledgement

Successful

Reference No. : IIT23091400000089 Submitted On : 14 Sep 2023 18:38:28 WIB

Status : **Successful**

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

Transaction Group

Transaction Group
InHouse Transfer

Sender Details

From Account IDR INTBM WAHYU - 703057606100	Payment Mode Other CIMB Niaga Account
Payment Date 14 Sep 2023	

Beneficiary Details

Account Type OCTO Pay	Mobile No. +62 87723456789
Beneficiary Name ANYA FORGER	

Transaction Details

Transaction Currency IDR - INDONESIAN RUPIAH	Amount 40,000.00	Bank Charges IDR 0.00
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Other Details

Customer Reference No. RR	Other Payment Details OPD
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Print Save As Template Save As Beneficiary Make Another Transaction

Ketika Proses pembayaran selesai, Status transaksi akan berubah menjadi **“Successful”**

Transaction status will change into “Successful”

Inhouse Transfer

Create Transaction

Multiple Beneficiary Submissions

Transaksi menggunakan **Inhouse Transfer** ke **lebih dari satu rekening penerima**

*Transaction using **Inhouse Transfer** to **multiple beneficiaries***

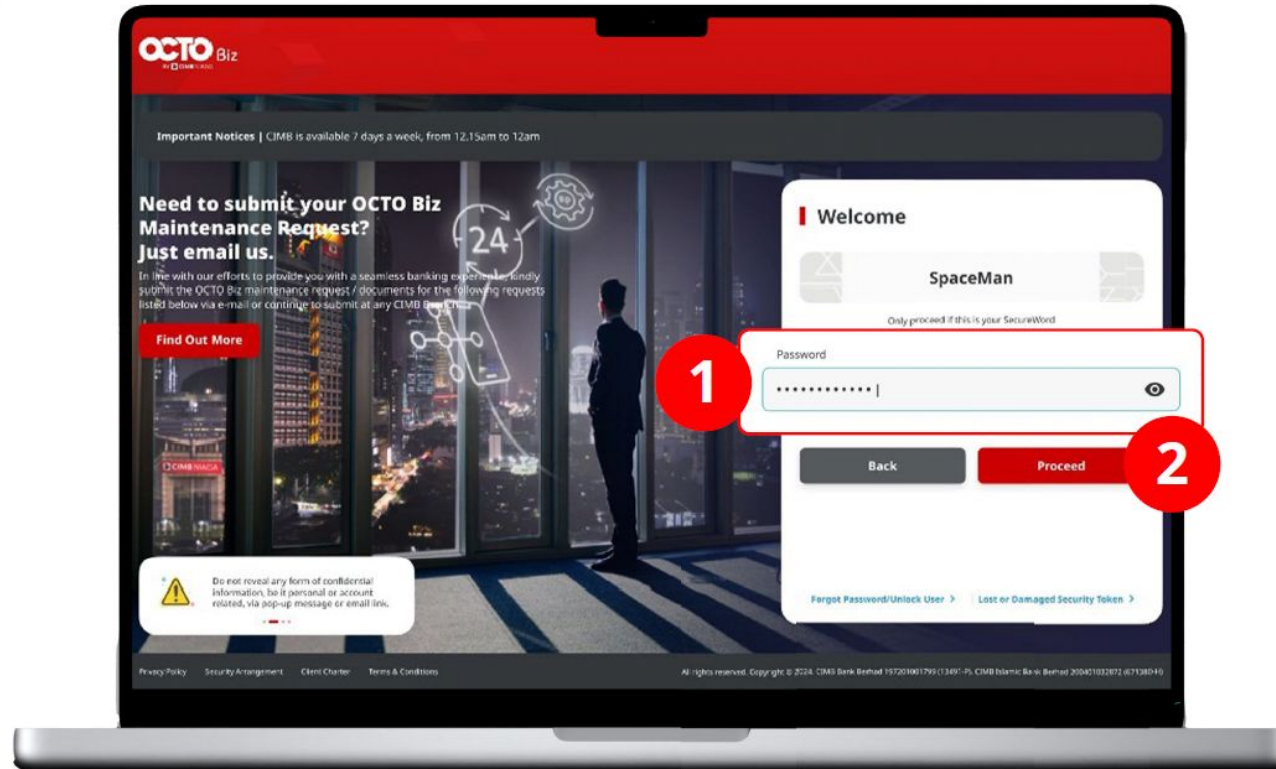


- 1 **User SAU** Masuk dengan menggunakan **User & Company ID**

User SAU login using User & Company ID

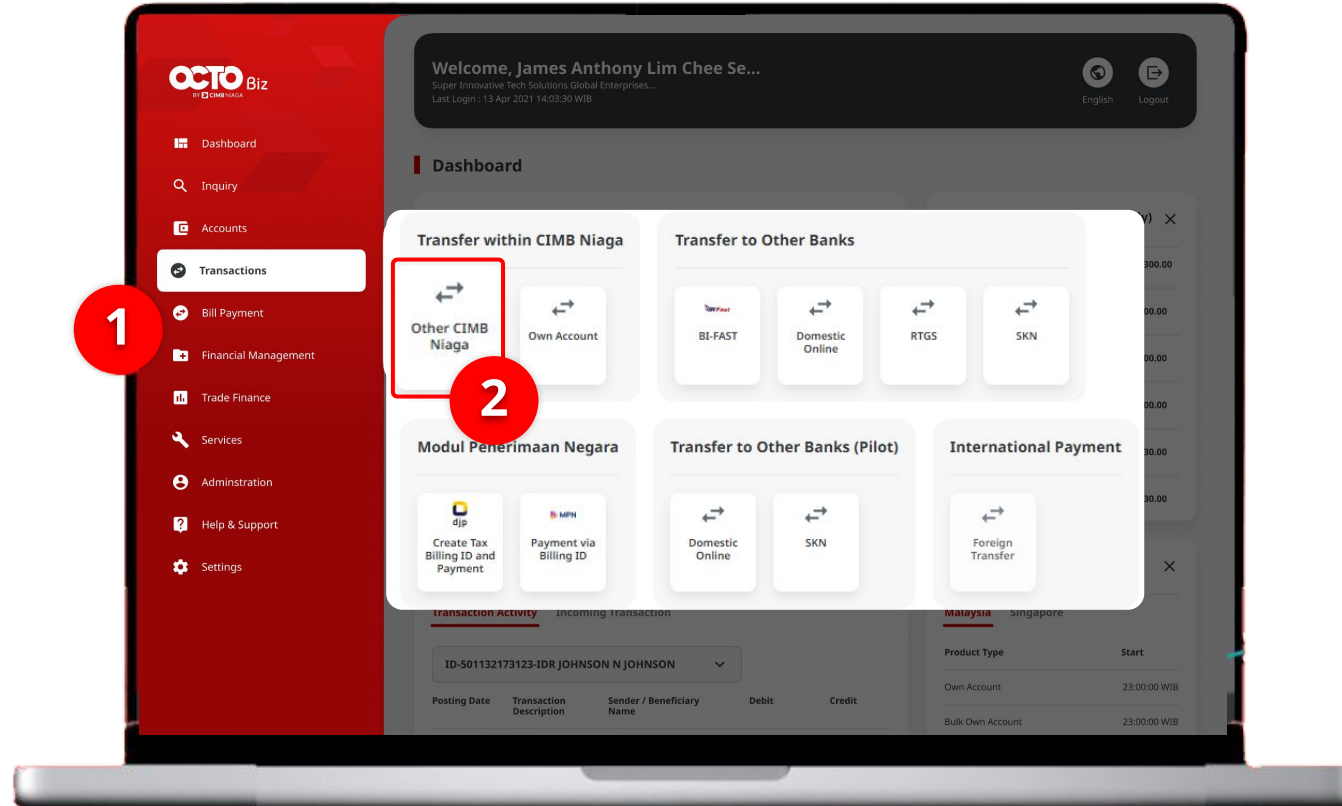
- 2 Klik **Next**

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 cursor to **Transaction**

2 Pilih **Other CIMB Niaga**
Choose **Other CIMB Niaga**

Other CIMB Niaga Account

Transaction Group: InHouse Transfer

Sender Details: From Account * (highlighted with 1)

Beneficiary Details: CIMB Niaga Account

Transaction Details: IDR - INDONESIA RU...

Other Details: Customer Reference No., Other Payment Details

Buttons: Add Another Transaction, Save as Draft, Next

From Account Listing

Account Name	Account No.	Account Balance
INTBM WAHYU	703057606100	IDR 1,883,242,330,088.76
GL ACCT 0111D	700889328800	IDR 0.00
GL ACCT 201D	701856555000	IDR 47,038,875.15
GL ACCT 20A	702191264400	IDR 34,613,308.00
GL ACCT 20B	703194916400	IDR 506,642.00
BANGUN PERSADA SEXALI	702196374800	IDR 101,477,244.46
IDR ACCT 01	700195613000	IDR 72,333,185.85
BANGUN PERSADA SEXALI	700291742000	IDR 6,526,912,563,966.89
GL ACCT 0111E	700440381100	IDR 0.00
GL ACCT 0111D	800000322001	IDR 0.00
GL ACCT 20D	800000322002	IDR 0.00

Buttons: Next (highlighted with 3)

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

Other CIMB Niaga Account Saved Templates

Transaction Group Transaction Group *
InHouse Transfer

Sender Details

From Account * Payment Mode *
Select Other CIMB Niaga Account

Payment Date * Recurring transfer
11 Sep 2023

Beneficiary Details Saved Beneficiary

Account Type * Beneficiary Account No. *
CIMB Niaga Account

Transaction Details

Transaction Currency * Amount *
IDR - INDONESIA RU... Enter

Other Details

Customer Reference No. Other Payment Details
Enter Enter

Payment Advice

1 Pilih Tanggal yang Sesuai

Choose *Transaction Date*

Other CIMB Niaga Account

Transaction Group Saved Templates

Transaction Group *

InHouse Transfer

Sender Details

From Account *

Select

Payment Mode *

Other CIMB Niaga Account

Payment Date *

07 Nov 2023

Recurring transfer

Beneficiary Details Saved Beneficiary

Account Type *

CIMB Niaga Account

CIMB Niaga Account

OCTO Pay

Beneficiary Account No. *

Other Details

Customer Reference No. ●

Enter

Other Payment Details ●

Enter

Payment Advice

No Advice Simple Advice

Add Another Transaction Save as Draft Next

1 Pilih **Beneficiary Account Type**

Choose **Beneficiary Account Type**

LANGKAH

06a

MAKER

OPSIONAL

The screenshot shows a multi-step form for an in-house transfer. The top section, 'Other CIMB Niaga Account', includes a 'Transaction Group' dropdown set to 'InHouse Transfer' and a 'Saved Templates' button. Below this is the 'Sender Details' section with fields for 'From Account' (set to 'Select'), 'Payment Mode' (set to 'Other CIMB Niaga Account'), 'Payment Date' (set to '07 Nov 2023'), and a 'Recurring transfer' checkbox. The middle section, 'Beneficiary Details', is highlighted with a red box and a red circle containing the number '1'. It features an 'Account Type' dropdown set to 'CIMB Niaga Account' and a 'Beneficiary Account No.' input field. Below this is a currency selection dropdown set to 'IDR - INDONESIA RU...' with an 'Enter' button. The bottom section, 'Other Details', includes 'Customer Reference No.' and 'Other Payment Details' input fields, both with 'Enter' buttons, and a 'Payment Advice' section with 'No Advice' and 'Simple Advice' buttons. At the bottom of the form are three buttons: 'Add Another Transaction', 'Save as Draft', and 'Next'.

1 Jika Tipe akun = **CIMB Niaga Account**,
isi **Beneficiary Account Number**

*If account type: CIMB Niaga Account,
fill in the **Beneficiary Account
Number***

LANGKAH

06b

MAKER

OPSIONAL

Multiple Beneficiary Submission | Inhouse Transfer

Menu: Transaction > Other CIMB Niaga

Other CIMB Niaga Account Saved Templates

Transaction Group
Transaction Group *
InHouse Transfer

Sender Details
From Account *
Select
Payment Mode *
Other CIMB Niaga Account
Payment Date *
07 Nov 2023
 Recurring transfer

Beneficiary Details Saved Beneficiary

Account Type *
OCTO Pay
Mobile No. *
+62

Transaction Details
Transaction Currency *
IDR - INDONESIA RU...
Amount *
Enter

Other Details
Customer Reference No. *
Enter
Other Payment Details *
Enter
Payment Advice

1 Jika Tipe Akun = **OCTO Pay**, Isi **Mobile Number**

*If account type: **OCTOPay**, fill in the **Mobile Number***

The screenshot shows a web form titled "Other CIMB Niaga Account" with several sections:

- Transaction Group:** A dropdown menu set to "InHouse Transfer".
- Sender Details:** Includes "From Account" (703057606100-IDR INTBM WAHYU), "Payment Mode" (Other CIMB Niaga Account), "Payment Date" (14 Sep 2023), and a checkbox for "Recurring transfer".
- Beneficiary Details:** Includes "Account Type" (CIMB Niaga Account), "Beneficiary Account No." (800152204200), "Beneficiary Name" (BANGUN PERSADA SEKALI), and "Beneficiary Account Currency" (IDR - INDONESIA RUPIAH).
- Transaction Details:** Includes "Transaction Currency" (IDR - INDONESIA RU...) and "Amount" (600,000.00).
- Other Details:** Includes "Customer Reference No." (Reference), "Other Payment Details" (OPD), and "Payment Advice" (No Advice, Simple Advice).

Red annotations highlight two key elements:

- A red circle with the number "1" is placed over the "Other Details" section.
- A red circle with the number "2" is placed over the "Add Another Transaction" button at the bottom of the form.

1 Lengkapi bagian **Mandatory Fields**

*Complete the **Mandatory Fields***

2 Klik **Add another transaction**

*Click **Add another transaction***

In House Transfer to Third Party

Product Group Saved Templates

Product Group *

InHouse Transfer

Sender Details

Your Account *

Select

Payment Mode *

Inhouse Transfer to 3rd Party Account

Value Date *

14 Sep 2023

Bank Charges: IDR 0.00

Recurring transfer

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

Add Another Transaction

1 item(s)

Beneficiary Account No./Mobile No.	Beneficiary Name	Account Type	Amount	Bank Charges	Action
<input type="checkbox"/> 80013204200	BANGUN PERSADA SEKALI	CIMB Niaga Account	IDR 50,000.00	IDR 0.00	Delete Edit

Save as Draft Next

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

If the **add transaction is successful**, system will navigate to **batch online mode**

1 Lengkapi **Beneficiary Details**
Fill in the **Beneficiary Details**

2 Klik **Add Another Transaction**
Click **Add Another Transaction**

LANGKAH

09a

MAKER

OPSIONAL

Own Account (Multiple)

Transaction Group Save templates

Transaction Group *
InHouse Transfer

Sender Details

From Account *
703057606100-IDR INTBM WAHYU

Payment Mode *
Own Account

Payment Date *
13 Sep 2023

Recurring transfer

Payment Date will be applied 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 Details *
Enter

Payment Advice

2 item(s)

<input type="checkbox"/>	Beneficiary Account No. / Mobile No.	Beneficiary Name	Account Type	Amount	Bank Charges	Action
<input type="checkbox"/>	703191691600		OCTO Pay	IDR 40,000.00	IDR 0.00	Delete Edit
<input type="checkbox"/>	890132204200	SANON PERSADA SEKALI	CIMB Niaga Account	IDR 50,000.00	IDR 0.00	Delete Edit

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

Click **Hyperlink Beneficiary Record** to see the **Transaction Details**

Transaction Details

Beneficiary Details

Account Type
OCTO Pay

Mobile No.
+62 87723456789

Beneficiary Name
ANVA FORGER

Transaction Details

Transaction Currency	Amount	Bank Charges
IDR - INDONESIAN RUPIAH	40,000.00	IDR 0.00

Other Details

Customer Reference No.
RR2

Other Payment Details
OPD2

LANGKAH

09b

MAKER

OPSIONAL

Multiple Beneficiary Submission | Inhouse Transfer

Menu: Transaction > Other CIMB Niaga

In House Transfer to Own Account (Multiple)

Product Group: InHouse Transfer

Sender Details: Year Account: 703057606100-IDR INTBM WAHYU, Payment Mode: Inhouse Transfer to Own Account, Value Date: 13 Sep 2023

Beneficiary Details: To Account: Select

Transaction Details: Transaction Currency: IDR - INDONESIA RUP..., Amount: Enter

Other Details: Customer Reference No.: Enter, Other Payment Details: Enter

Payment Advice: No Advice, Simple Advice

2 Item(s)

Beneficiary Account No./Mobile No.	Beneficiary Name	Account Type	Amount	Bank Charges	Action
+62 87723456789	ANYA FORGER	OCTO Pay	IDR 40,000.00	IDR 0.00	Delete Edit
80015204200	BANGUN PERSADA SEKALI	CIMB Niaga Account	IDR 50,000.00	IDR 0.00	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

Beneficiary Details: Account Type: OCTO Pay, Mobile No.: +62 87723456789, Beneficiary Name: ANYA FORGER

Transaction Details: Transaction Currency: IDR - INDONESIA RUP..., Amount: 40,000.00

Other Details: Customer Reference No.: RR2, Other Payment Details: OPD2

Payment Advice: No Advice, Simple Advice

Close Done

LANGKAH

09c

MAKER

OPSIONAL

Multiple Beneficiary Submission | Inhouse Transfer

Menu: Transaction > Other CIMB Niaga

In House Transfer to Own Account (Multiple)

Product Group Saved Template

Product Group *
InHouse Transfer

Sender Details

Your Account *
703057606100-IDR INTBM WAHYU

Payment Mode *
Inhouse Transfer to Own Account
Bank Charge: IDR 0.00

Value Date *
13 Sep 2023

Recurring transfer

Beneficiary Details

To Account *
Select

Transaction Details

Transaction Currency *
IDR - INDONESIA RU...

Amount *
Enter

Other Details

Customer Reference No. *
Enter

Other Payment Detail *
Enter

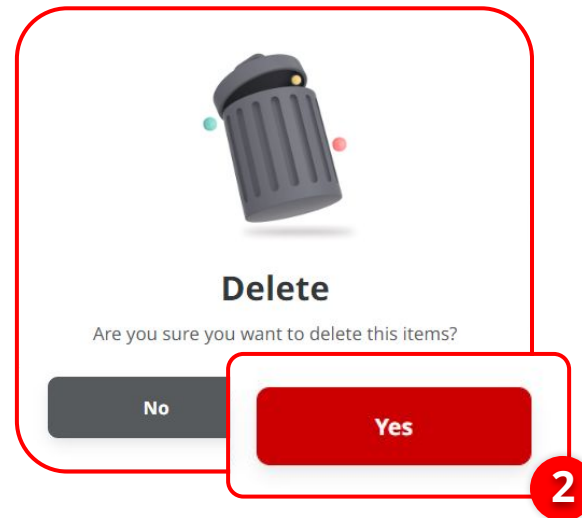
Payment Advice
 No Advice Simple Advice

Add Another Transaction

2 item(s)

Beneficiary Account No./Mobile No.	Beneficiary Name	Account Type	Amount	Bank Charges	Action
+62 8722456639	ANVA FORGER	OCTO Pay	IDR 40,000.00	IDR 0.00	Delete 1
800152204200	BANGUN PERSADA SEKALI	CIMB Niaga Account	IDR 50,000.00	IDR 0.00	Delete

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

In House Transfer to Own Account (Multiple)

Product Group: InHouse Transfer

Sender Details: Your Account: 703057606100-IDR INTBM WAHYU, Payment Mode: Inhouse Transfer to Own Account, Value Date: 13 Sep 2023

Beneficiary Details: To Account: Select

Transaction Details: Transaction Currency: IDR - INDONESIA RU..., Amount: Enter

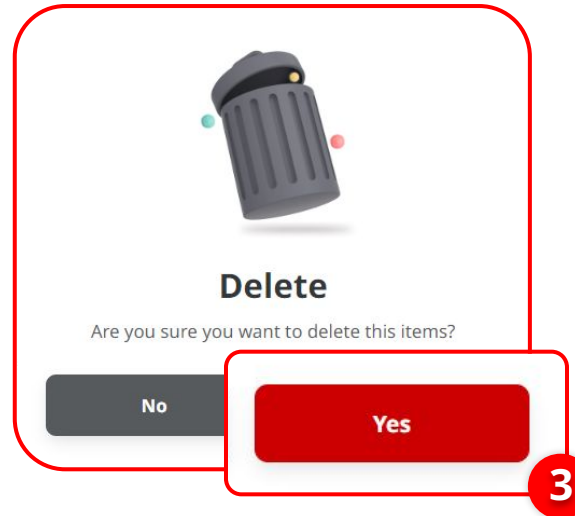
Other Details: Customer Reference No: Enter, Other Payment Details: Enter

Payment Advice: No Advice, Simple Advice

Beneficiary Account No./Mobile No.	Beneficiary Name	Account Type	Amount	Bank Charges	Action
2.2722456789	ANYA FORGER	OCTO Pay	IDR 40,000.00	IDR 0.00	Delete Edit
0132264200	BANGUN PERSADA SEKALI	CIMB Niaga Account	IDR 50,000.00	IDR 0.00	Delete Edit

Delete Selected

Save as Draft Next



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

Multiple Beneficiary Submission | Inhouse Transfer

Menu: Transaction > Other CIMB Niaga

In House Transfer to Own Account (Multiple)

Product Group: Inhouse Transfer

Sender Details: Your Account: 703057606100-IDR INTBM WAHYU, Payment Mode: Inhouse Transfer to Own Account, Value Date: 13 Sep 2023, Recurring transfer:

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. / Mobile No.	Beneficiary Name	Account Type	Amount	Bank Charges	Action
+62 87723456789	ANVA FORGER	OCTO Pay	IDR 40,000.00	IDR 0.00	Delete Edit
800152204200	BANGLIN PERSADA SEKALI	CIMB Niaga Account	IDR 50,000.00	IDR 0.00	Delete Edit

1 Next

Other CIMB Niaga Account (Multiple) > Review Details

Transaction Group: InHouse Transfer

Sender Details: From Account: IDR INTBM WAHYU - 703057606100, Payment Mode: Other CIMB Niaga Account, Payment Date: 14 Sep 2023

2 item(s)

Beneficiary Account No. / Mobile No.	Beneficiary Name	Account Type	Amount	Bank Charges
+62 87723456789	ANVA FORGER	OCTO Pay	IDR 40,000.00	IDR 0.00
800152204200	BANGLIN PERSADA SEKALI	CIMB Niaga Account	IDR 50,000.00	IDR 0.00

Total Amount: IDR 90,000.00 | Total Charges: IDR 0.00

2 Submit

1 Klik **Next**

Click Next

2 Lalu akan menampilkan halaman Review Details, **Klik Submit**

*System will show the Review Details page, Click **Submit***

LANGKAH

11

MAKER

Other CIMB Niaga Account (Multiple) > Acknowledgement

Task has been sent for approval

Reference No. : IFL23091400000084 Submitted On : 14 Sep 2023 18:33:22 WIB

Transaction Group

Transaction Group
InHouse Transfer

Sender Details

From Account
IDR INTBM WAHYU - 703057606100

Payment Mode
Other CIMB Niaga Account

Payment Date
14 Sep 2023

2 item(s)

Reference No.	Beneficiary Account No. / Mobile No.	Beneficiary Name	Account Type	Amount	Bank Charges
IIT230914000000088	+62 87723456789	ANYA FORGER	OCTO Pay	IDR 40,000.00	IDR 0.00
IIT230914000000087	800152204200	BANGUN PERSADA SEKALI	CIMB Niaga Account	IDR 50,000.00	IDR 0.00

Total Amount : IDR 90,000.00 | Total Charges : IDR 0.00

Print Save As Template Make Another Transaction

Multiple Beneficiary Submission | Inhouse Transfer

Menu: Transaction > Other CIMB Niaga

Sistem Lalu menampilkan **Halaman Acknowledgement**

System will show the *acknowledgement page*

Langkah melakukan Approve Transaction Kunjungi Halaman

To approve transaction, go to page:

48 Mobile Token

55 Hard Token

Inhouse Transfer

Approve Transaction

Mobile Token

Hard Token

Inhouse Transfer

Approve Transaction

Mobile Token

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

Approval Transaction process using mobile token

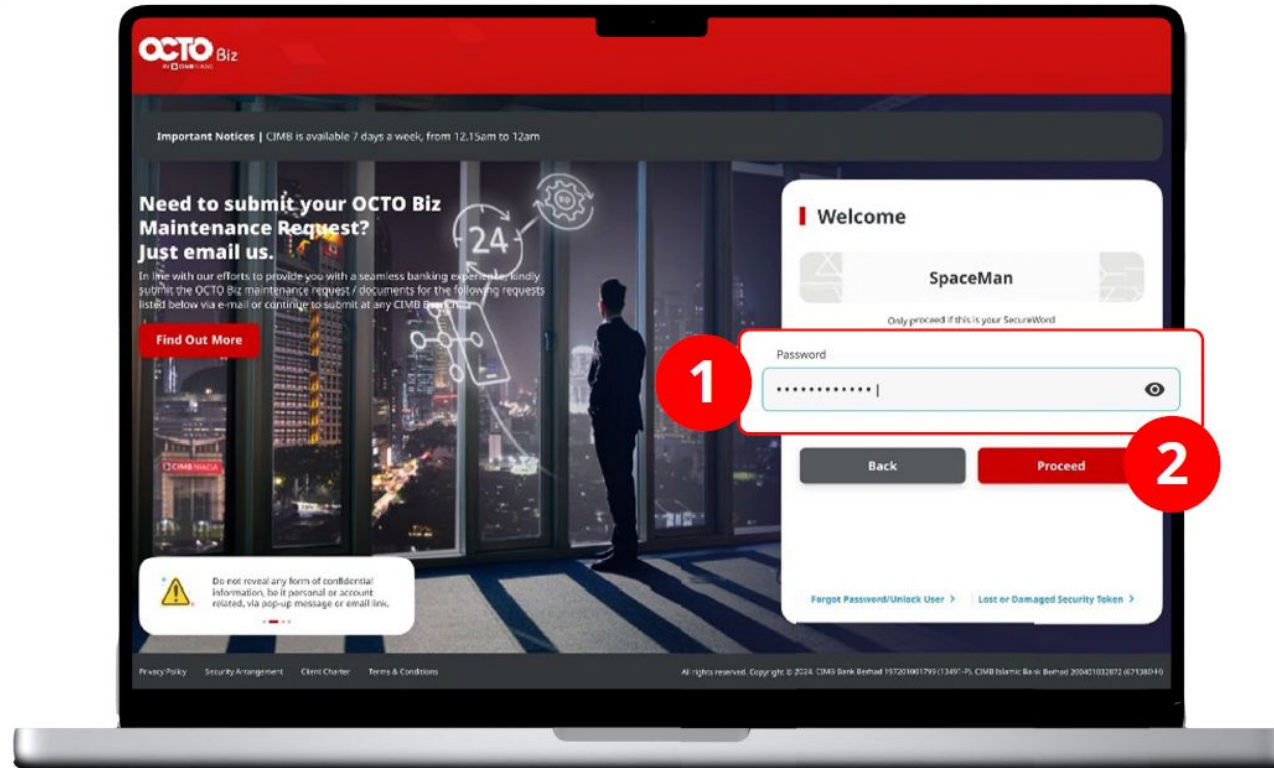
LANGKAH

01

APPROVER

Approve Transaction | Inhouse Transfer

Menu: Task List > Approve



Login sebagai **Approver**

Login as *approver*

1 Isi **Password**
Input password

2 Klik **Proceed**
Click Proceed

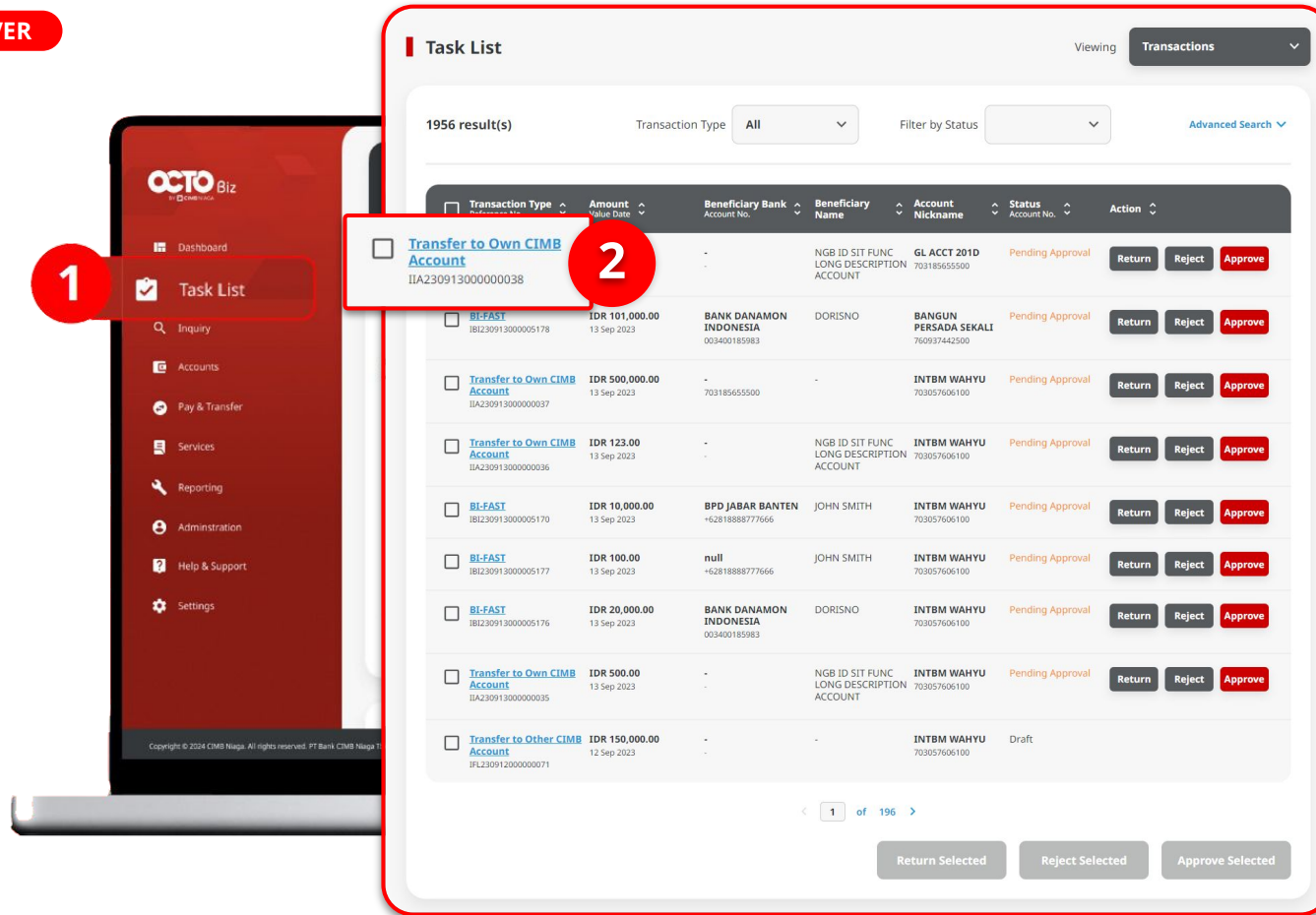
LANGKAH

01

APPROVER

Approve Transaction | Inhouse Transfer

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 13:16:52 WIB | Reference No.: IB1230925000008738

Transaction Group: Domestic Transfer

Sender Details: From Account: 703057606100-IDR INTBM WAHYU | Payment Mode: RTGS | Payment Date: 25 Sep 2023

2 Item(s)

Reference No.	Beneficiary Account No.	Beneficiary Bank Name	Beneficiary Name	Amount	Bank Charges
IR123092500000020	123213123213456	PT BANK AMAR INDONESIA-LOMAID1	Kristanto Haryadi	IDR 200,000,000.00	IDR 0.00
IR123092500000019	6417279045	PT BANK AMAR INDONESIA-LOMAID1	Yip Wan San	IDR 1,000,000,000.00	IDR 0.00

Total Amount : IDR 1,200,000,000.00 | Total Charges : IDR 0.00

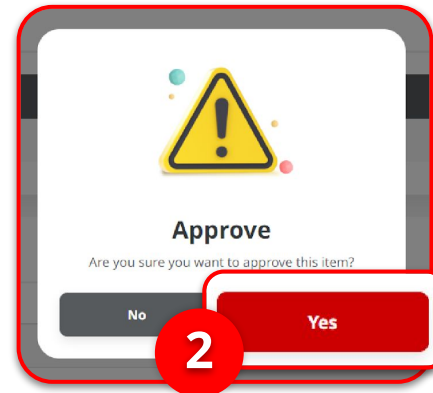
User Activities

User	Activities	Date / Time	Remark
MAKER7	Submit	25 Sep 2023 13:16:53 WIB	

Remark

Remarks: Enter (Maximum 100 characters)

Back | Return | Approve **1**



Approve Transaction | Inhouse Transfer

Menu: Task List > Approve

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

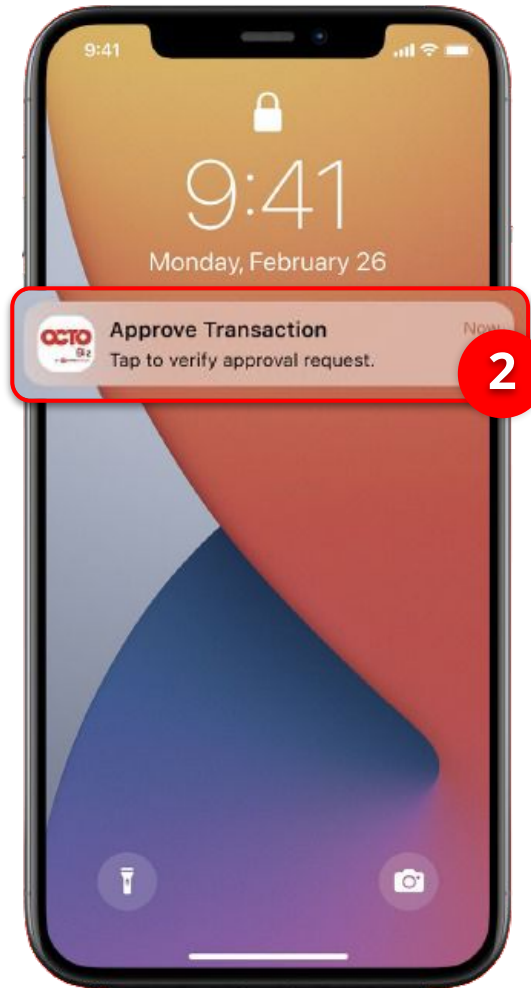
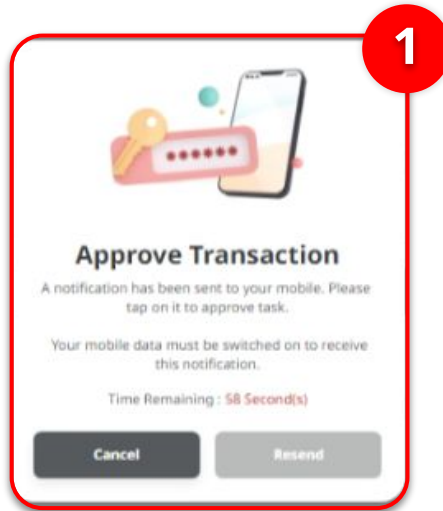
Review Transaction

1 Jika sudah sesuai, klik **Approve**

Click Approve

2 Klik **Yes**

Click Yes



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

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

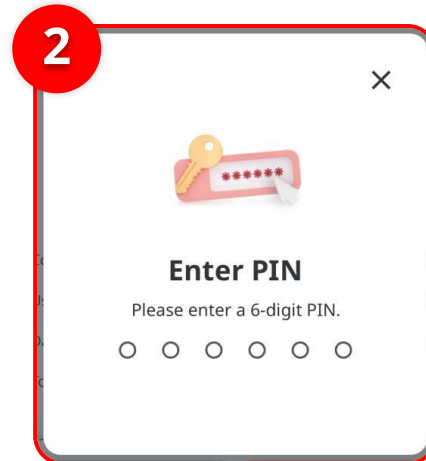
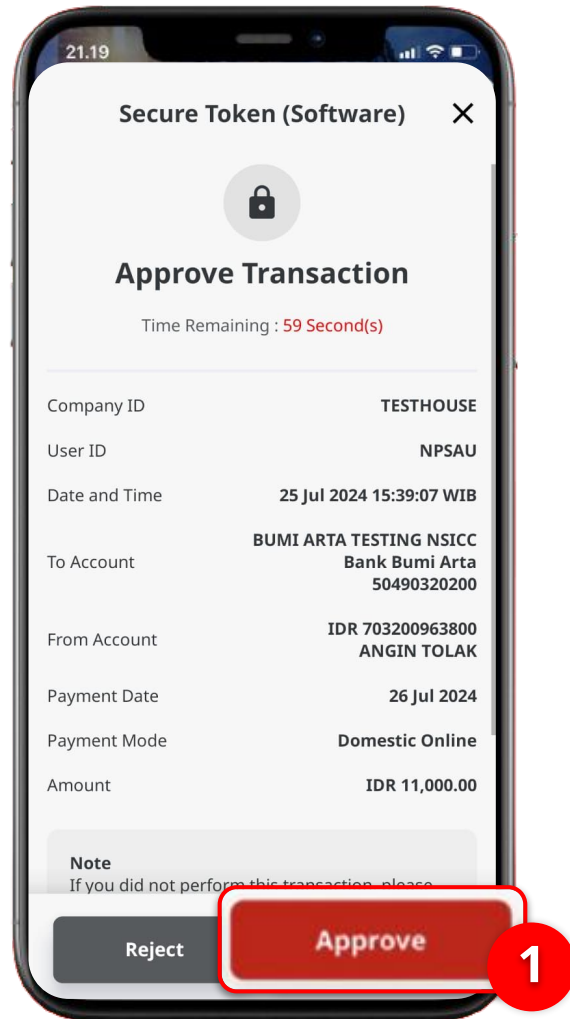
- 2 Sistem akan **mengirimkan notifikasi** di perangkat *mobile*. Buka perangkat *mobile*, **Klik Bar Notifikasi**

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

LANGKAH

05

APPROVER

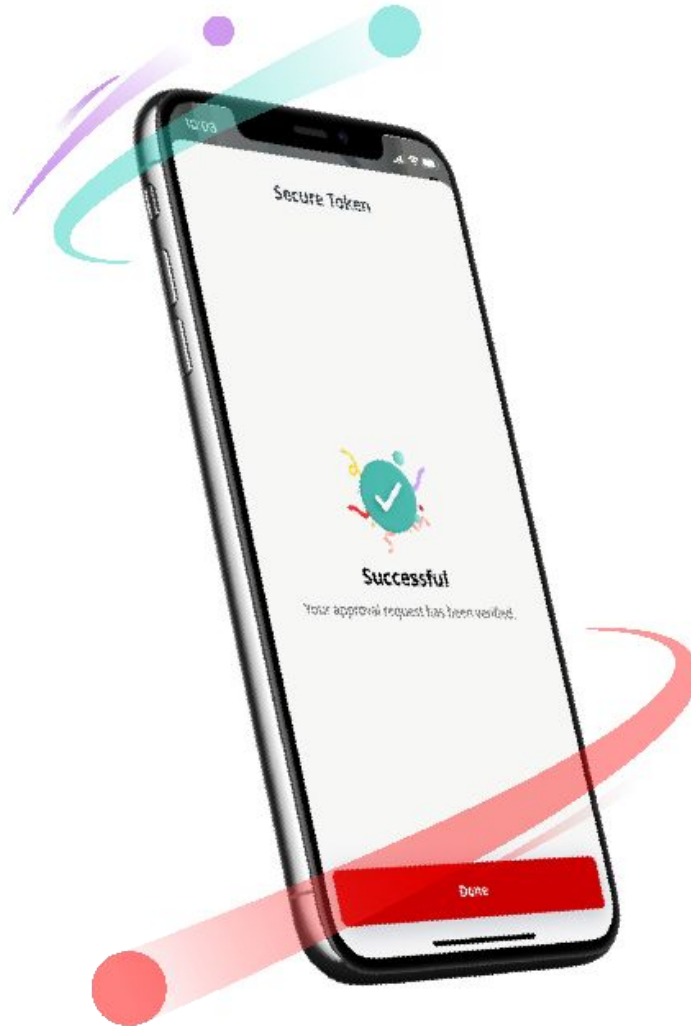


1 Klik Tombol **Approve**

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***

Inhouse Transfer

Approve Transaction

Hard Token

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

Approval Transaction process using hard token

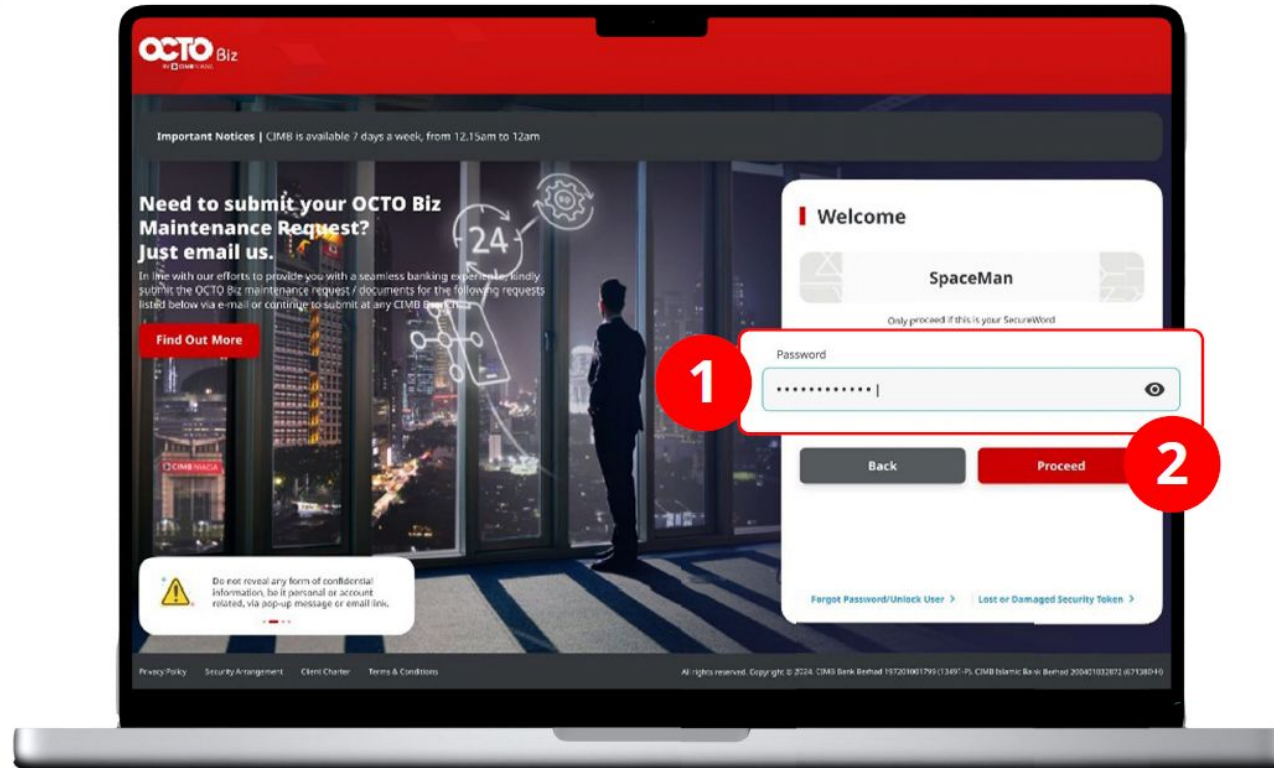
LANGKAH

01

APPROVER

Approve Transaction | Inhouse Transfer

Menu: Task List > Approve



Login sebagai **Approver**

Login as *approver*

1 Isi **Password**
Input password

2 Klik **Proceed**
Click Proceed

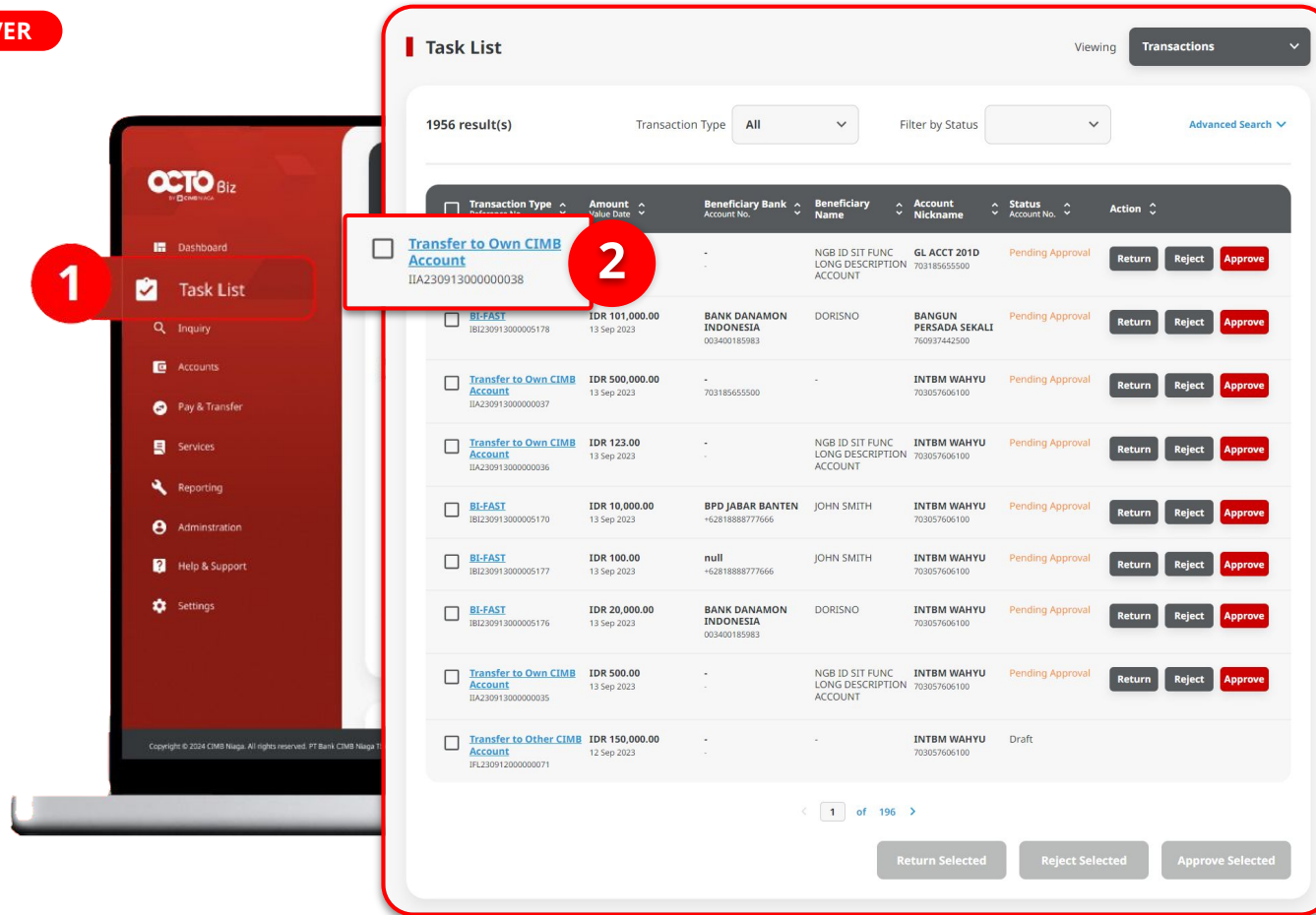
LANGKAH

01

APPROVER

Approve Transaction | Inhouse Transfer

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 | Inhouse Transfer

Menu: Task List > Approve

Task List > Details

Transaction Status: Pending Approval

Creation Date: 2023-09-25 13:16:52 WIB | Reference No.: IB1230925000008738

Transaction Group: Domestic Transfer

Sender Details: From Account: 703057606100-IDR INTBM WAHYU | Payment Mode: RTGS | Payment Date: 25 Sep 2023

2 Item(s)

Reference No.	Beneficiary Account No.	Beneficiary Bank Name	Beneficiary Name	Amount	Bank Charges
IB1230925000000020	123211123211456	PT BANK AMAR INDONESIA - LOMANGI	Krisanto Haryadi	IDR 200,000,000.00	IDR 0.00
IB1230925000000019	6417278845	PT BANK AMAR INDONESIA - LOMANGI	Yip Wan San	IDR 1,000,000,000.00	IDR 0.00

Total Amount: IDR 1,200,000,000.00 | Total Charges: IDR 0.00

User Activities

User	Activities	Date / Time	Remark
MAKER1	Submit	25 Sep 2023 13:16:53 WIB	

Remark: Enter

Maximum 100 characters

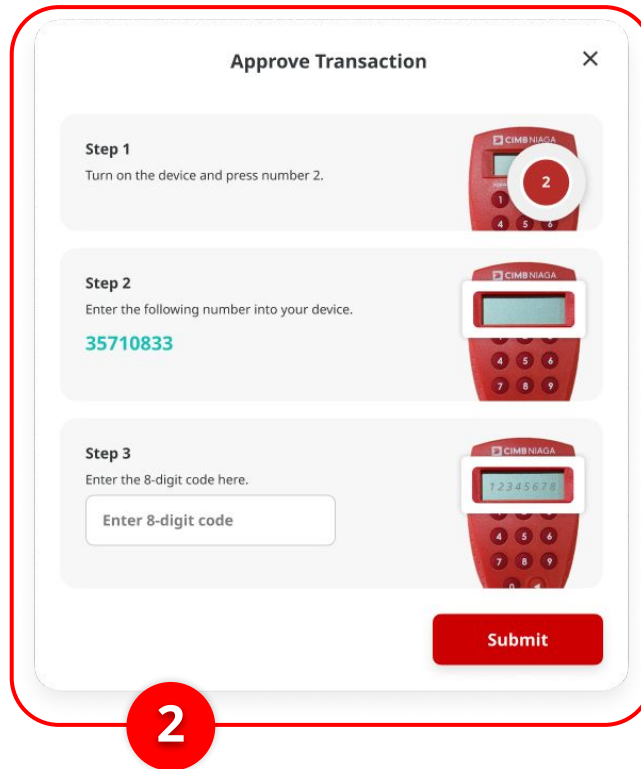
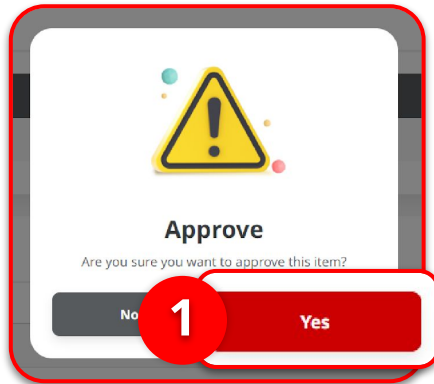
Back Return Approve **1**

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

LANGKAH

05

APPROVER



Approve Transaction | Inhouse Transfer

Menu: Task List > Approve

- 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

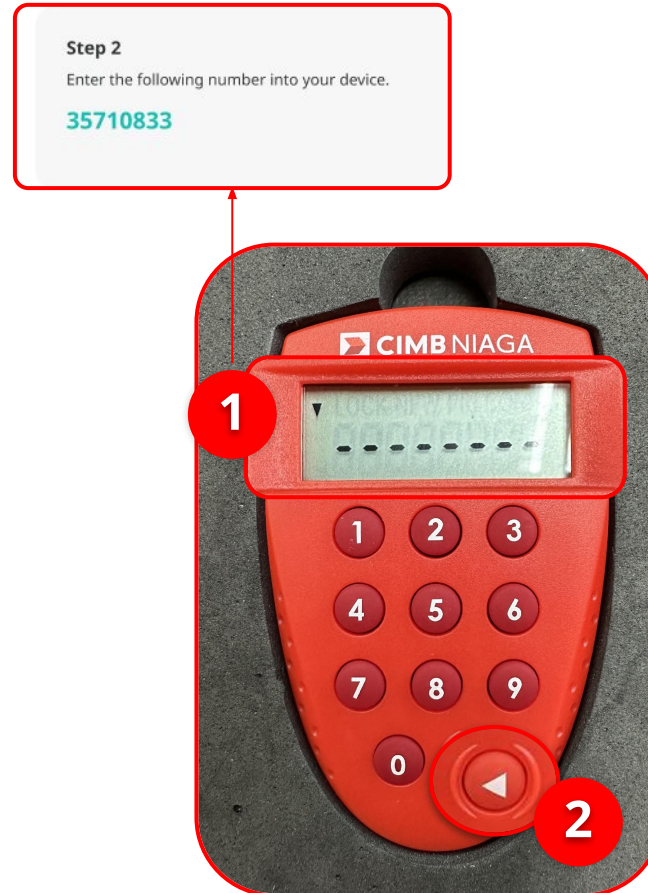
- 4 Klik **Tombol 2** untuk masuk ke fitur **Transaction Signing**

Click 2 to turn on the transaction signing mode

LANGKAH

06

APPROVER



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

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

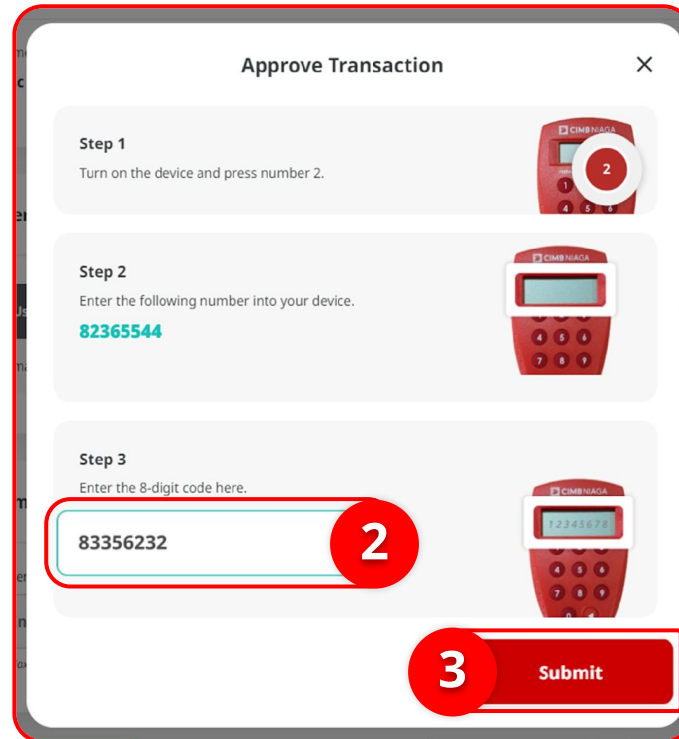
- 2 Klik **Tombol Play**

*Click **Play***

LANGKAH

07

APPROVER



Approve Transaction | Inhouse Transfer

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

Task List > Acknowledgement

Transaction(s) approved

Reference No.: 1IA2391300000037 Approved On: 13 Sep 2023 15:52:38 WIB

Status: **Authorised**

Note: Refer to Transaction Status Inquiry Module for latest details updated status.

Transaction Group

Transaction Group
InHouse Transfer

Sender Details

From Account	Payment Mode	Payment Date
IDR INTBM WAHYU - 703057606100	Inhouse Transfer to Own Account	13 Sep 2023

Beneficiary Details

To Account
IDR GL ACCT 2010-703185655500

Transaction Details

Transaction Currency	Amount	Bank Charges
IDR - INDOONESIAN RUPIAH	500.000.00	IDR 0.00

Other Details

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

Print Done

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

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



OCTO Biz
BY  **CIMB NIAGA**

