



OCTOBIZ

Account & Dashboard

Portfolio Foreign Currency Account

Website

TUTORIALOCTOBIZ2025

KEJAR MIMPI

Account & Dashboard

Portfolio Foreign Currency Account

Account & Dashboard - Portfolio Foreign Currency Account berfungsi untuk memeriksa akun ***Foreign Currency*** pada Portfolio

Account & Dashboard - Portfolio Foreign Currency Account is used to check the ***Foreign Currency Account*** activity on portfolio



- 1 Kunjungi Website OCTO Biz di:
www.octobiz.co.id

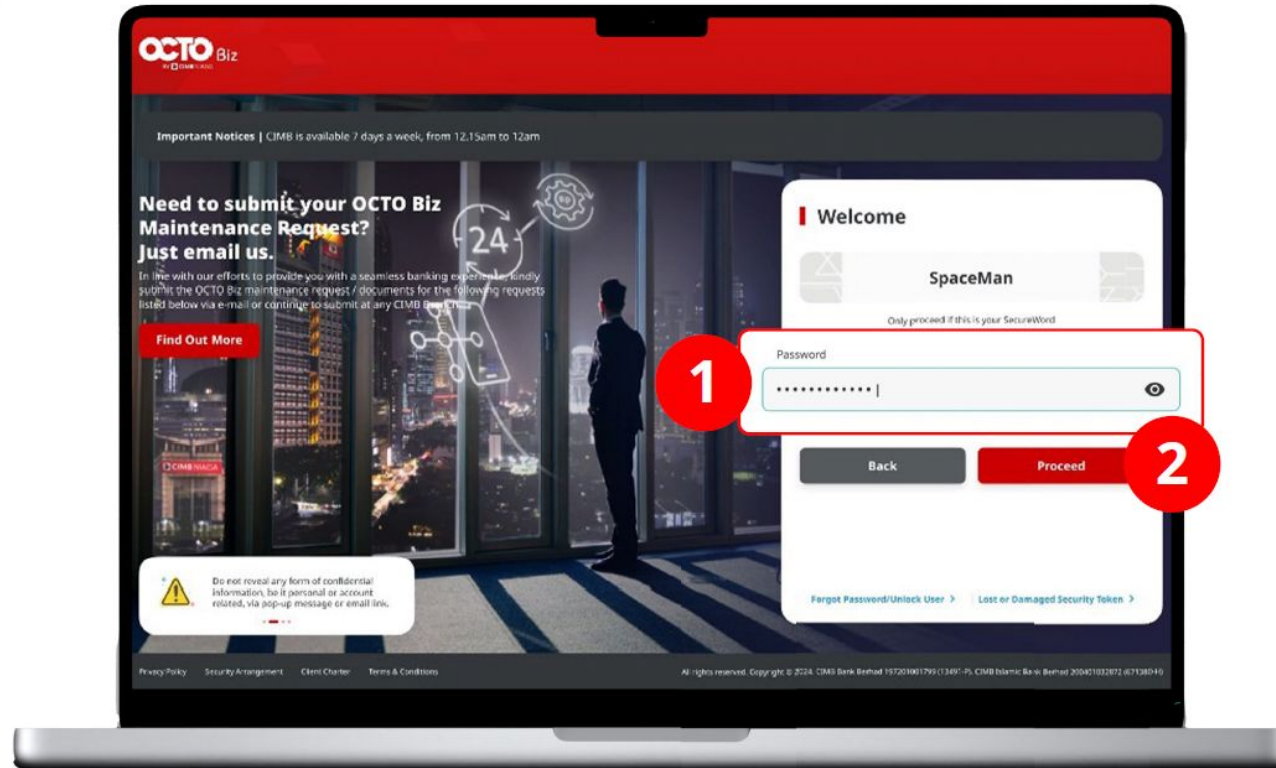
Visit OCTO Biz website on:
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- 2 Masuk dengan menggunakan
User & Company ID

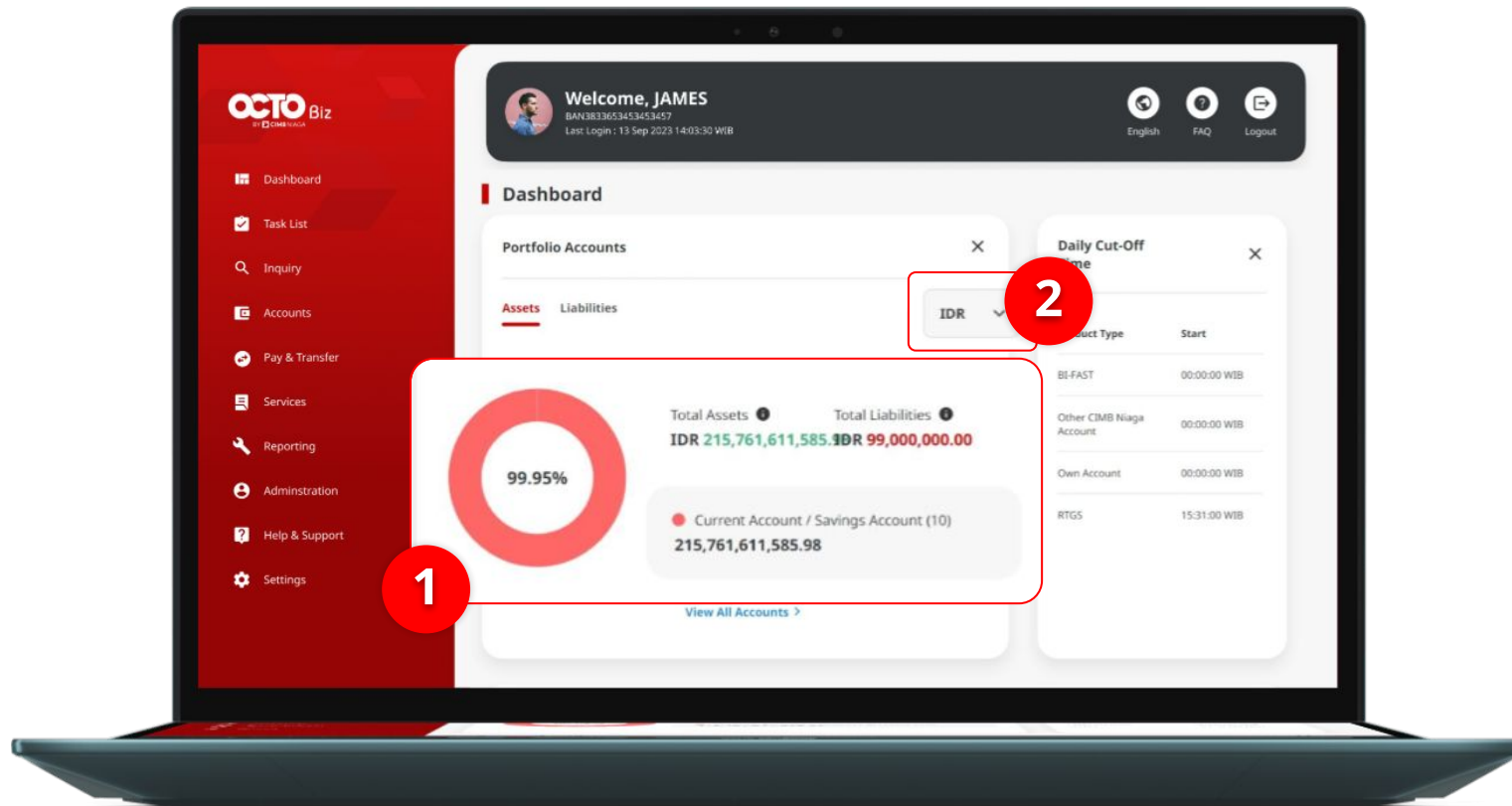
Login using **User & Company ID**

- 3 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 Sistem akan menampilkan **Portfolio Summary** pada **Dashboard**

*System will show **Portfolio summary** on Dashboard*

- 2 User dapat mengganti **Currency** sesuai dengan kebutuhan

*User can change the **currency***

Portfolio Overview

Konversi Currency

Assets Tab

Liabilities Tab

Portfolio Overview

Konversi Currency

Assets Tab

Catatan: Setelah pengguna mengubah **Currency** lalu berpindah-pindah tab di modul **Accounts**, maka mata uang akan tetap **sesuai perubahan**. Kecuali saat **mengubah menu** dan kembali ke halaman **dashboard**, maka mata uang akan **kembali ke IDR**

NOTES: After the user changes the **Currency** and then switches between tabs in the **Accounts module**, the **selected currency will remain as updated**. However, when **switching to another menu** and returning to the **dashboard page**, the currency will **reset back to IDR**.



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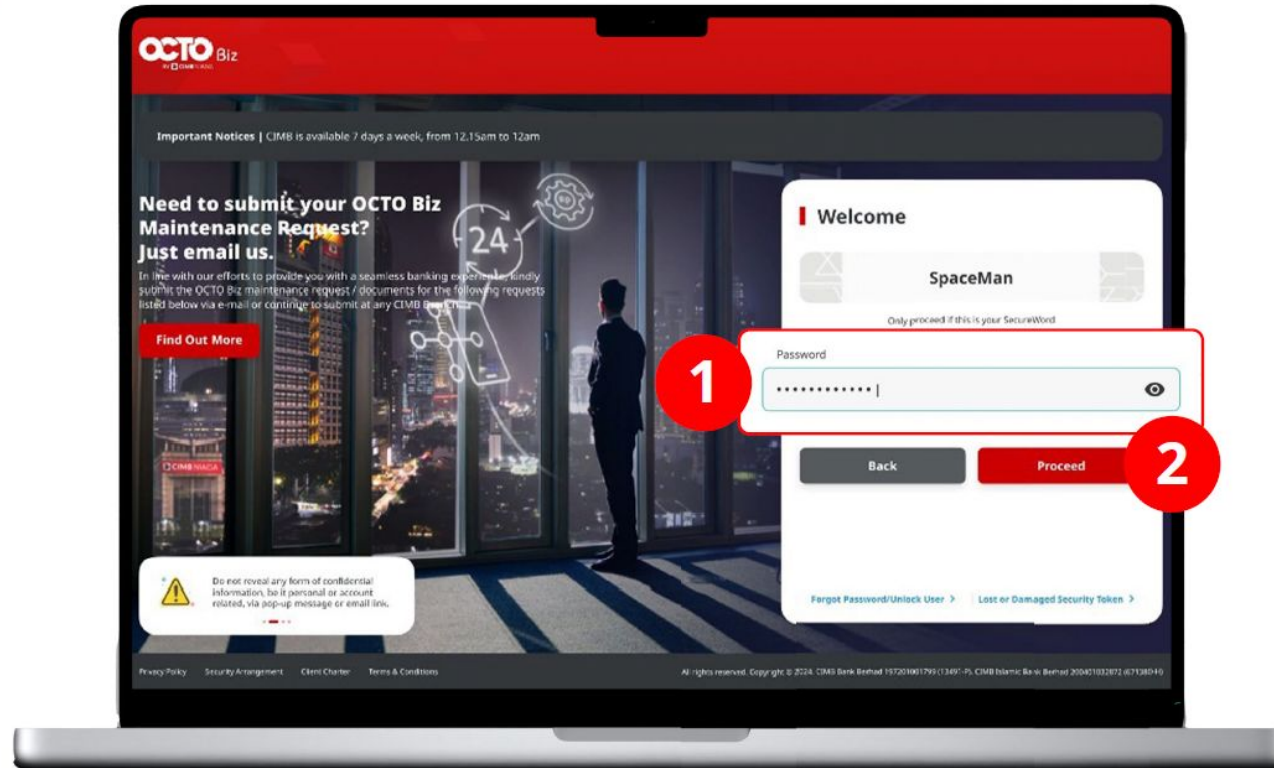
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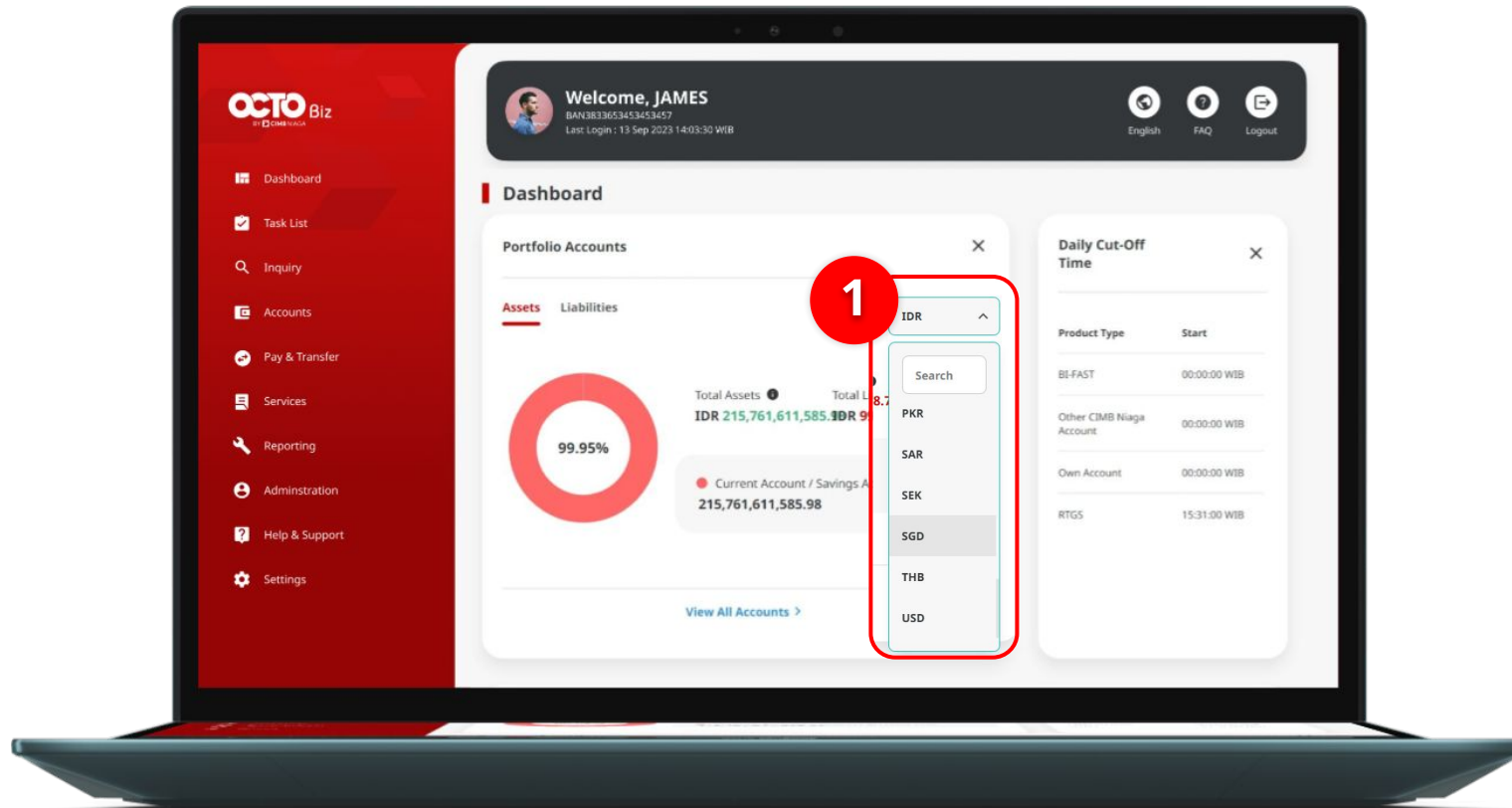
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Sistem akan menampilkan halaman **Dashboard**

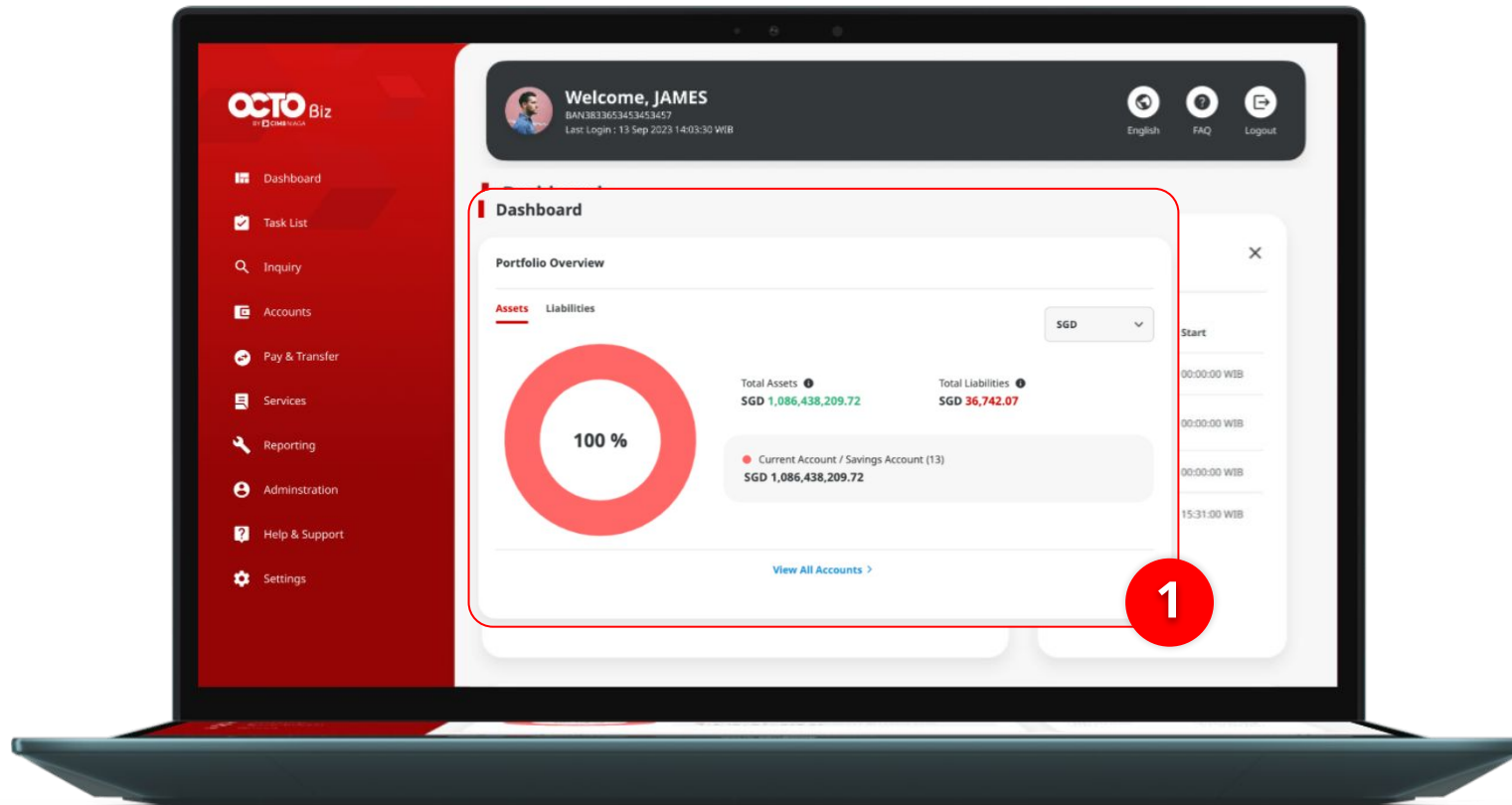
System will show the **Dashboard** page

- 1 Pilih **Currency** pada **List Dropdown**

Choose **Currency** in **Dropdown List**

Catatan: Sampel untuk SGD

Notes: Sample for SGD



Sistem akan kembali **menampilkan halaman *Dashboard***

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

- 1 Sistem akan melakukan **konversi** pada **total Value**

*System will show the **conversion rate** on **Total Value***

Catatan: Konversi *Currency* **hanya applicable** untuk **Total Amount (Total aset, total Liabilities, Current Account/Saving Account dan Financing)**

*Note: Currency conversion is **only applicable** to the **Total Amount (Total Assets, Total Liabilities, Current Account/Savings Account, and Financing)**.*

Portfolio Overview

Konversi Currency

Liabilities Tab

Catatan: Setelah pengguna mengubah **Currency** lalu berpindah-pindah tab di modul **Accounts**, maka mata uang akan tetap **sesuai perubahan**. Kecuali saat **mengubah menu** dan kembali ke halaman **dashboard**, maka mata uang akan **kembali ke IDR**

NOTES: After the user changes the **Currency** and then switches between tabs in the **Accounts module**, the **selected currency will remain as updated**. However, when **switching to another menu** and returning to the **dashboard page**, the currency will **reset back to IDR**.



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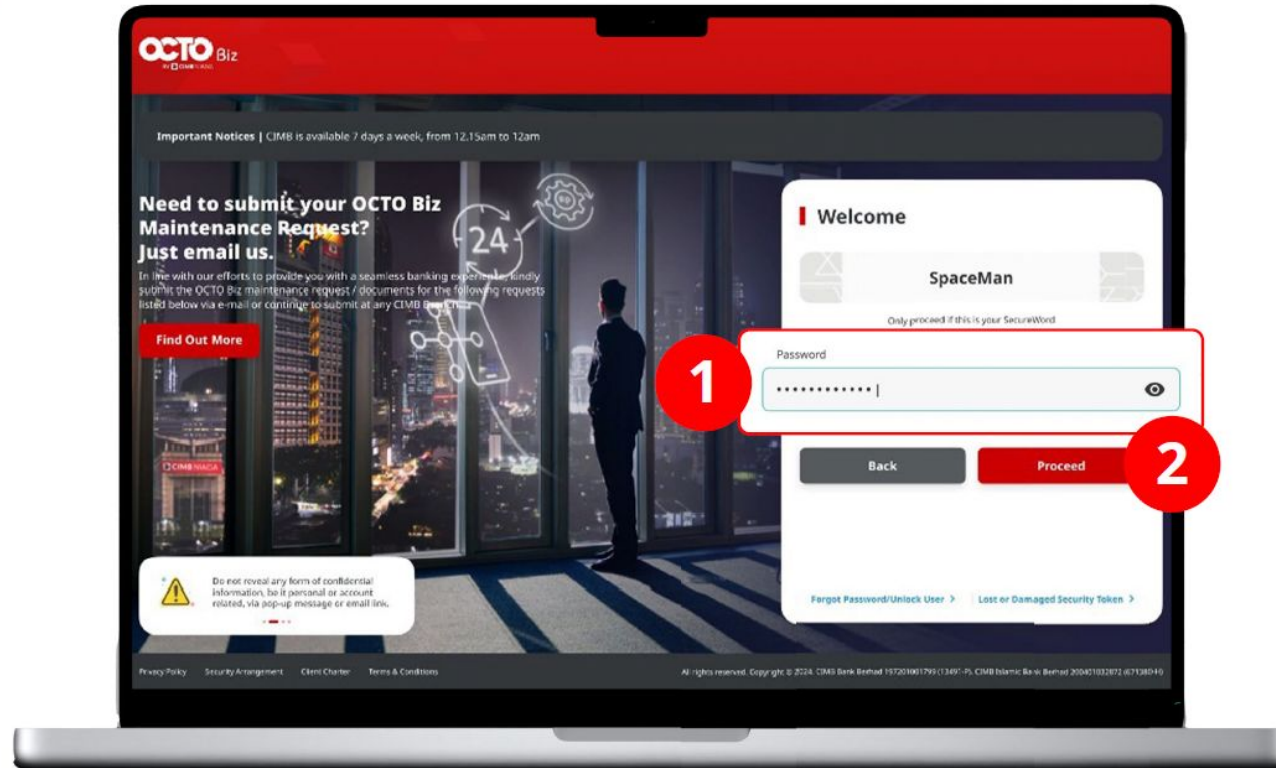
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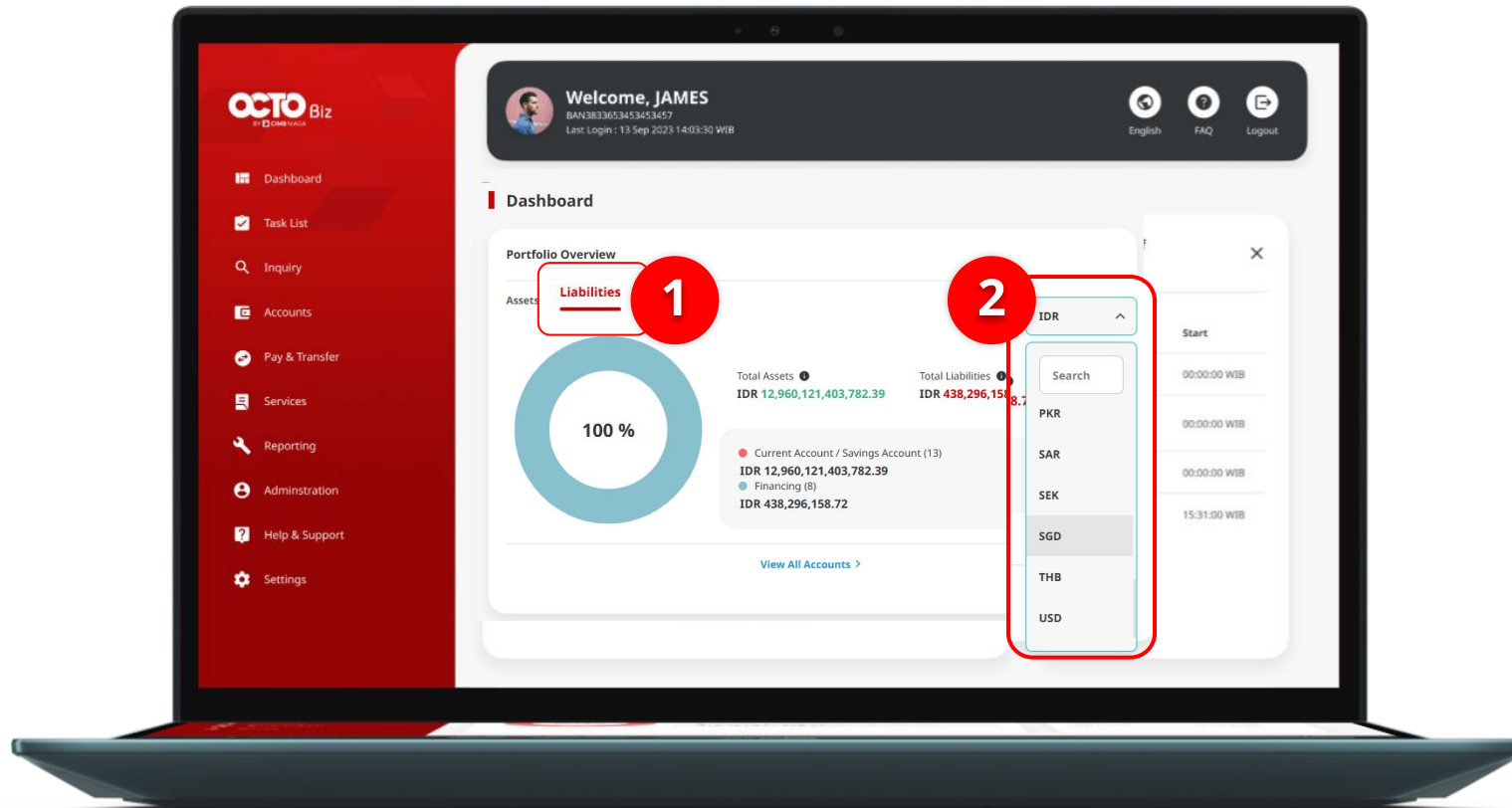
Login using **User & Company ID**

- 3 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 Klik **Liabilities** pada **Portfolio Overview**

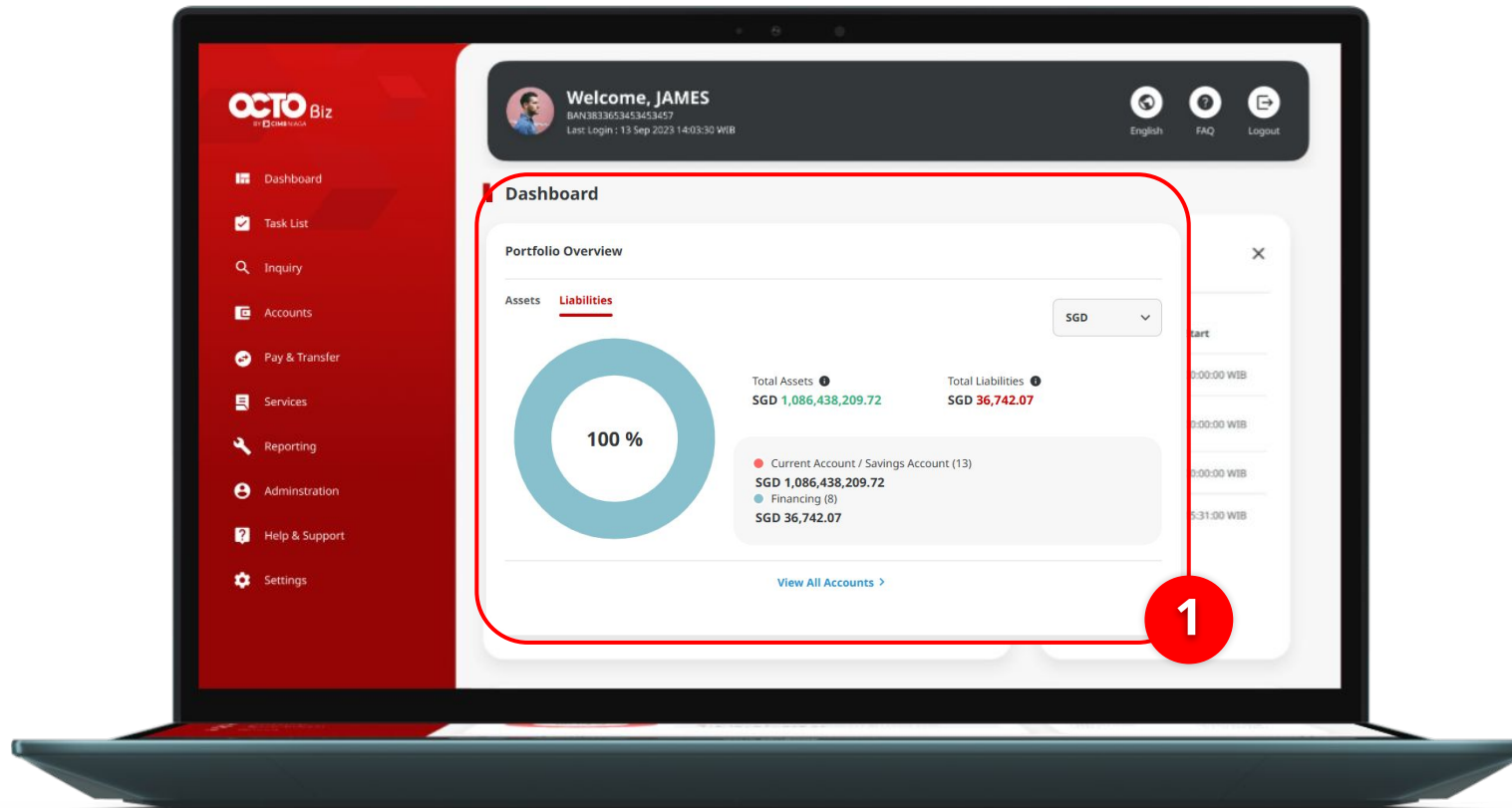
Choose **Liabilities** on the **Portfolio Overview**

2 Pilih **Currency** pada **List Dropdown**

Choose **Currency** on the **Dropdown List**

Catatan: Sampel untuk SGD

Notes: Sample for SGD



Sistem akan kembali **menampilkan halaman Dashboard**

System will show the Dashboard page

- 1 Sistem akan melakukan **konversi pada total Value**

System will show the conversion on Total Value

Catatan: Konversi *Currency* **hanya applicable** untuk **Total Amount (Total aset, total Liabilities, Current Account/Saving Account dan Financing)**

NOTE: Currency conversion is only applicable to the Total Amount (Total Assets, Total Liabilities, Current Account/Savings Account, and Financing).

Tab Pada

Portfolio Overview

Summary

Current Account/Saving Account

Financing

E-Statement

Other Banks Account Page

Tab Pada

Portfolio Overview

Summary

Current Account/Saving Account

Financing

E-Statement

Other Banks Account Page



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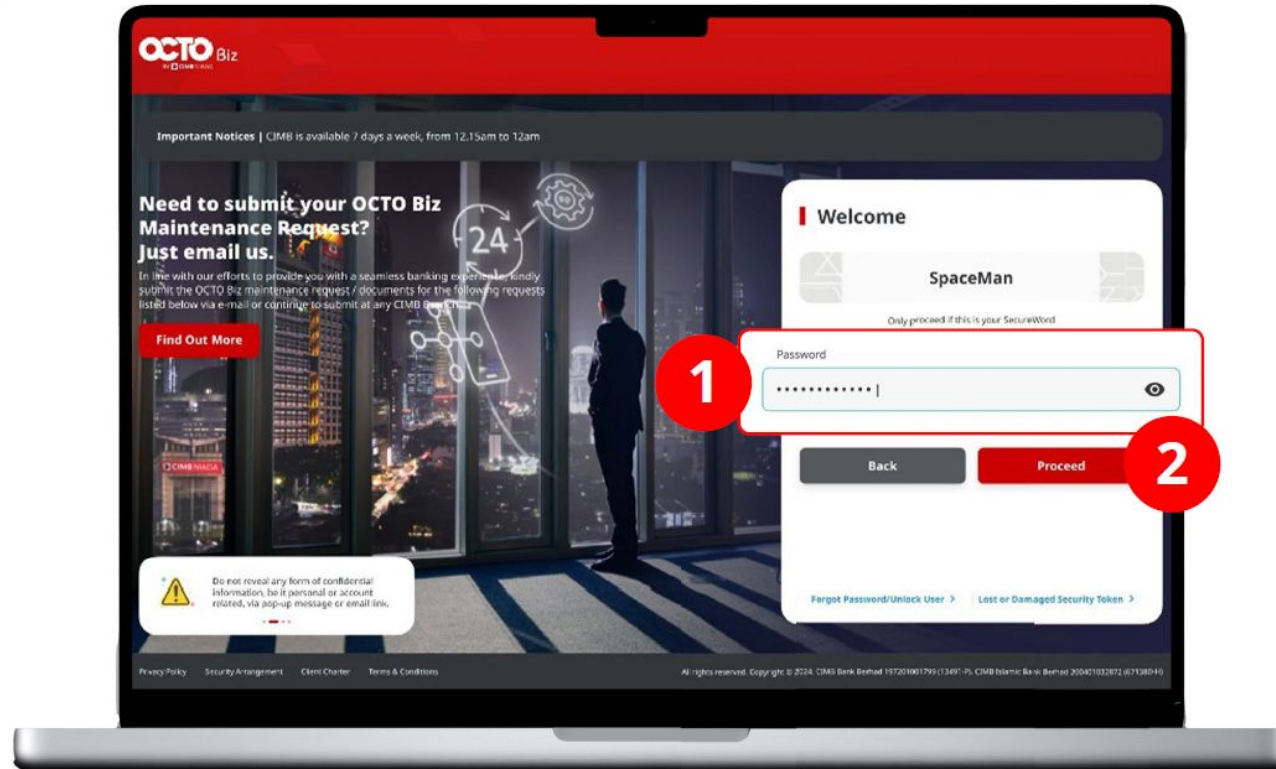
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User & Company ID

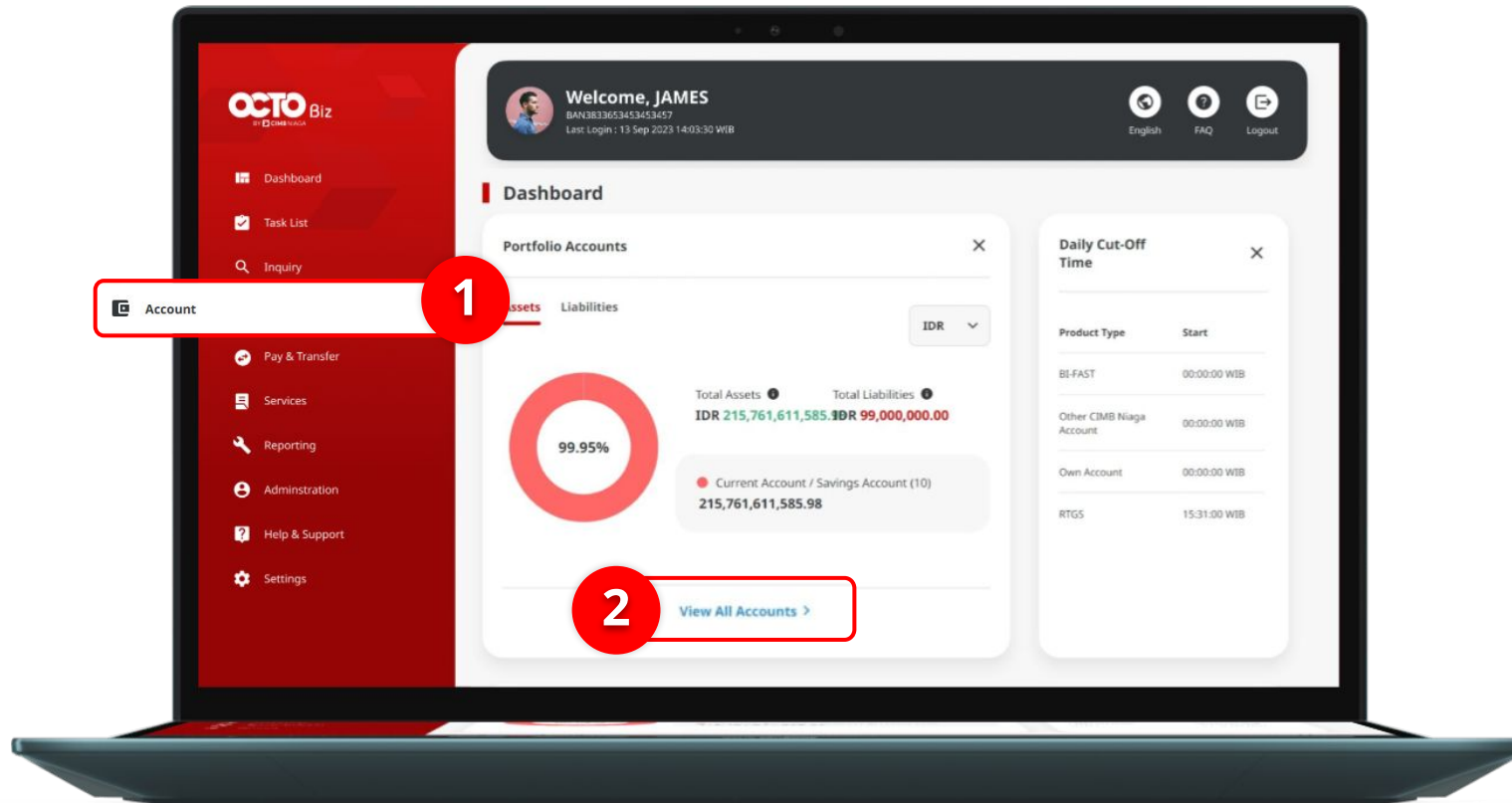
Login using **User & Company ID**

3 Klik **Next**

Click **Next**



- 1 Isi **Password**
Input Password
- 2 Klik **Proceed**
Click Proceed



Sistem akan menampilkan halaman **Dashboard**

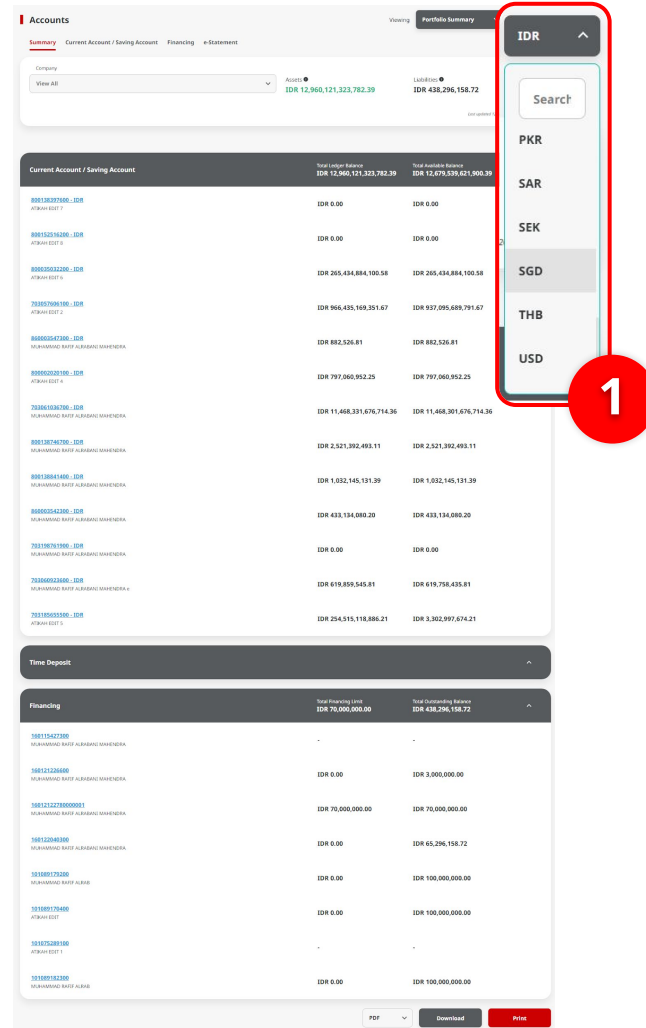
System will show the **Dashboard page**

1 Klik **Account** pada *side menu*

Click Account on Side menu

2 Atau Klik **View All Account** pada *Portfolio Overview*

Or Click View All Account on portfolio overview page



Sistem akan menampilkan halaman **Account**

System will show the Account page

1 Pilih **Currency** untuk di konversi

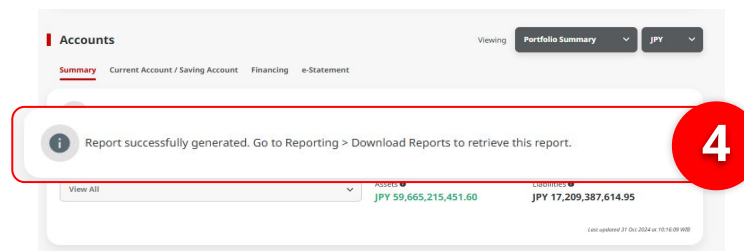
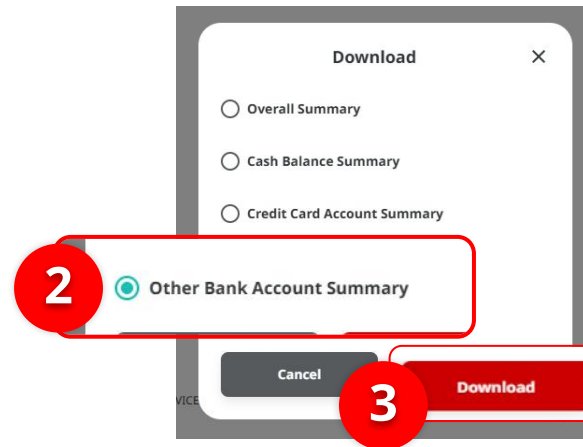
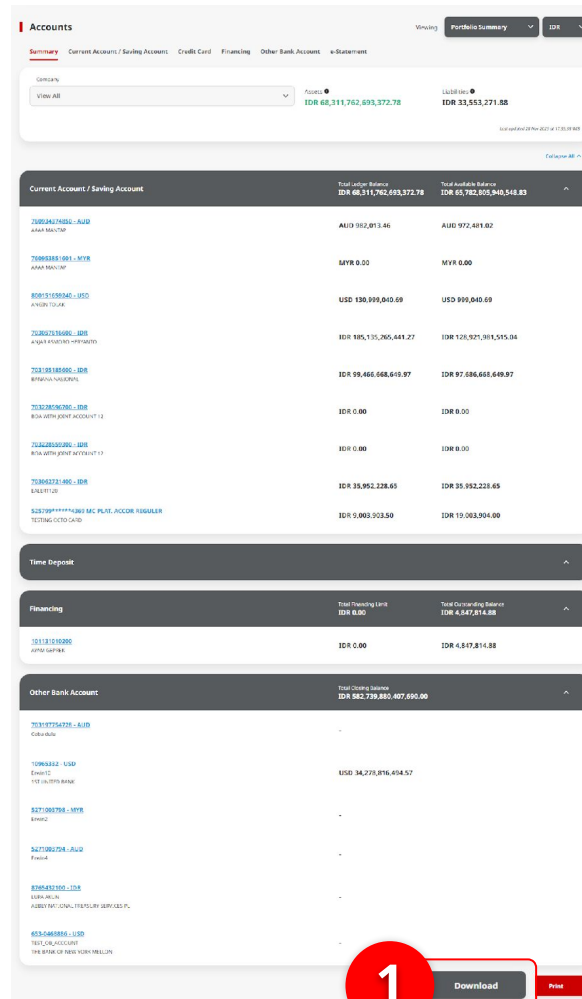
Choose currency

LANGKAH

05

Summary | Portfolio Foreign Currency Account

Menu: Dashboard > Portfolio



1 Pilih **Currency** untuk di konversi

Choose **currency**

2 Pilih **Jenis Summary**

Choose **Summary Type**

3 Klik tombol **Download**

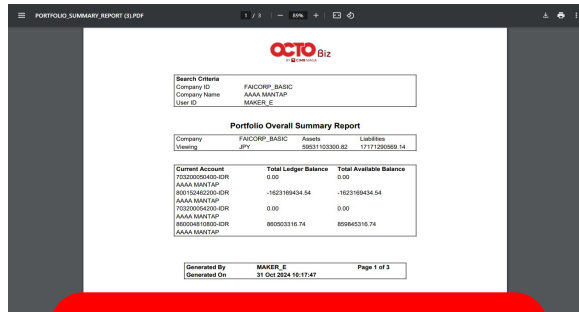
Click **Download**

4 Sistem akan menampilkan **Notifikasi Acknowledgement**

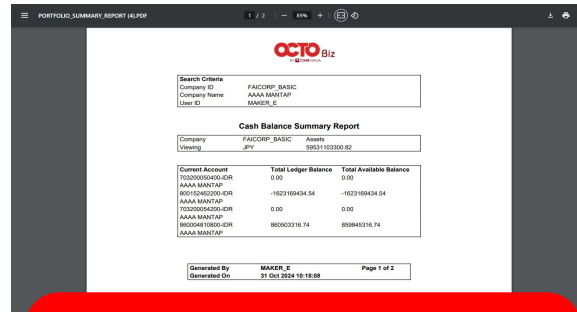
System will show **Notification Acknowledgement**

Download Report pada menu Reporting

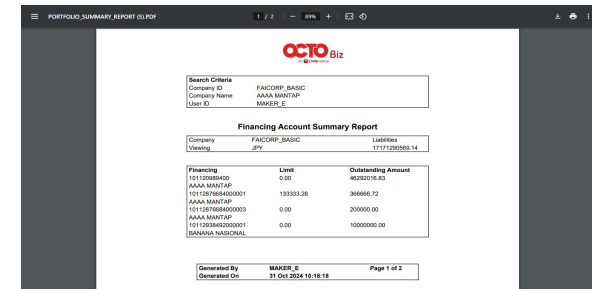
Download Report on Reporting menu



Overall Summary Report



Cash Balance Summary Report



Financing Account Summary Report



Other Bank Account Summary Report

Tab Pada

Portfolio Overview

Summary

Current Account/Saving Account

Financing

E-Statement

Other Banks Account Page



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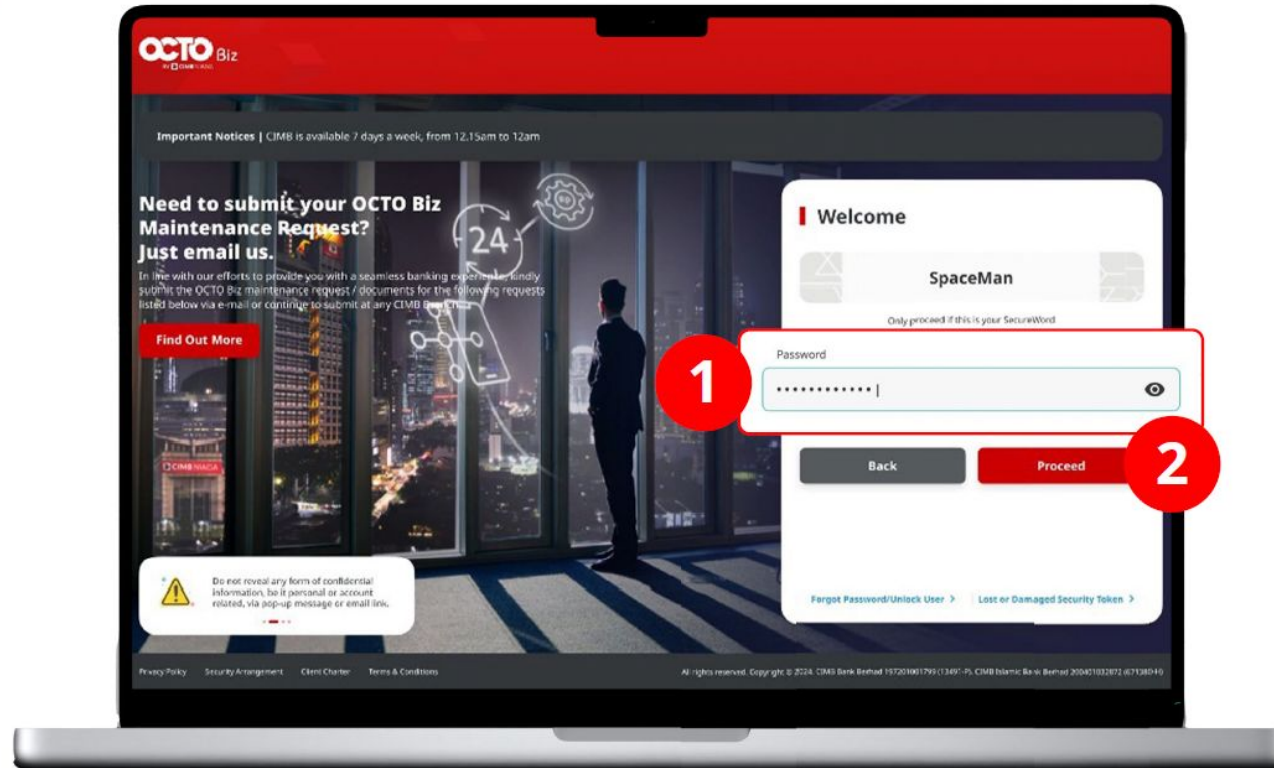
Login using **User & Company ID**

- 3 Klik **Next**

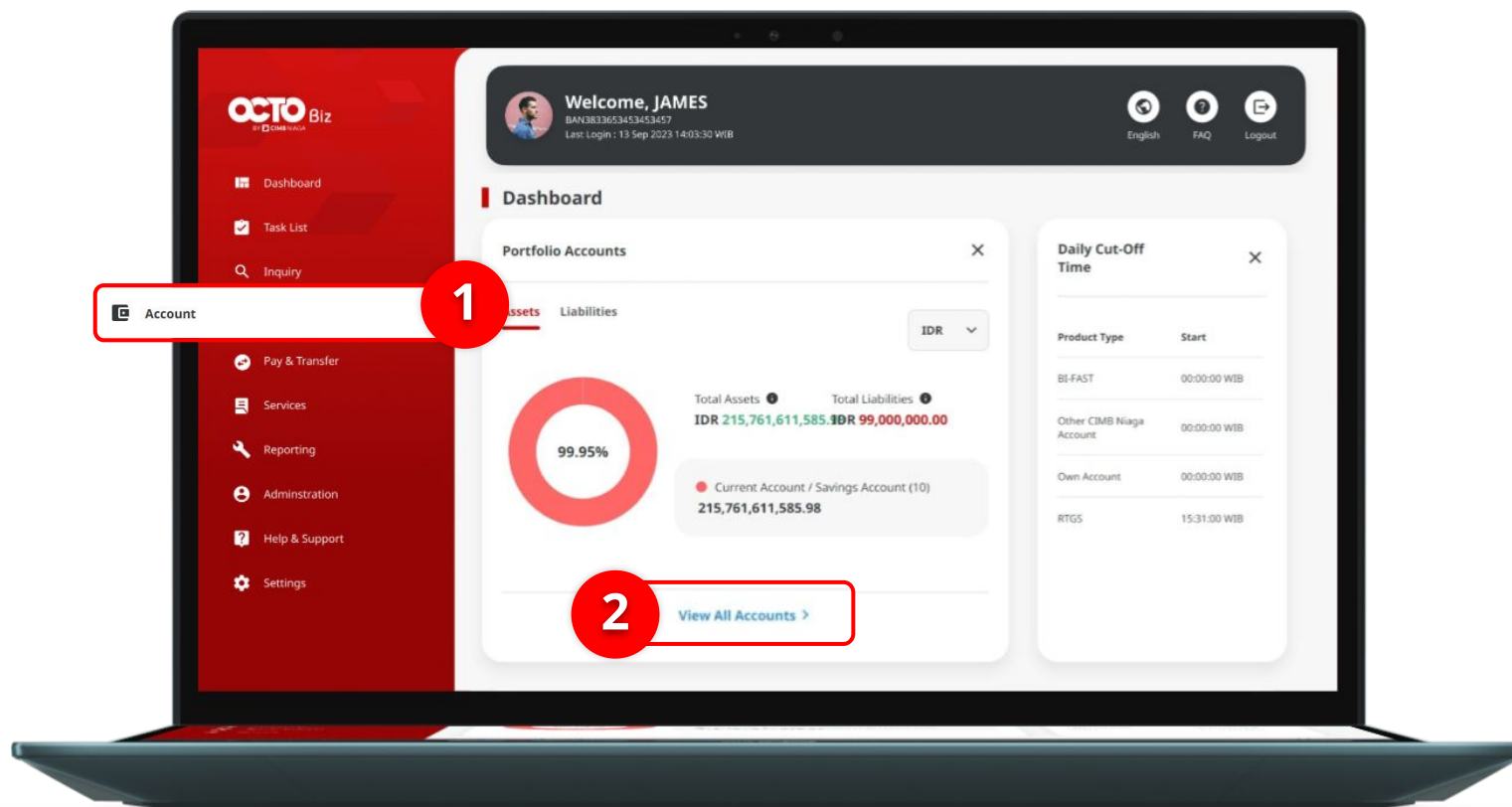
Click **Next**

LANGKAH

02



- 1 Isi **Password**
Input Password
- 2 Klik **Proceed**
Click Proceed



Sistem akan menampilkan halaman **Dashboard**

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

1 Klik **Account** pada *side menu*

*Click **Account** on **Side menu***

2 Atau Klik **View All Account** pada *Portfolio Overview*

*Or Click **View All Account** on **portfolio overview** page*

LANGKAH

04

The screenshot displays the 'Account Details & Transaction History' page for a 'Current Account / Saving Account'. The account ID is 703057606100-IDR-ATIKAH EDIT 2. The page shows various account balances and transaction history. Three red circles with numbers 1, 2, and 3 indicate the steps for currency conversion:

- 1**: Selecting the 'Current Account / Saving Account' tab.
- 2**: Selecting the target currency (e.g., SGD) from the dropdown menu.
- 3**: The system displays account balances in the selected currency (e.g., SGD 81,016,709.55 for Ledger Balance).

The transaction history table below shows the following data:

Post Date	Payment Date	Payment Type	Other Reference	Bank Reference	Debit Amount	Credit Amount	Balance
Total Debit: 0							
Total Credit: 0							
Total Debit Amount: IDR 0.00							
Total Credit Amount: IDR 0.00							

Sistem akan menampilkan halaman **Account**

System will show **Account page**

- 1 Pilih **Current Account/Saving Account Tab**

Choose **Current Account/ Saving Account tab**

- 2 Pilih **Currency** untuk di **konversi**

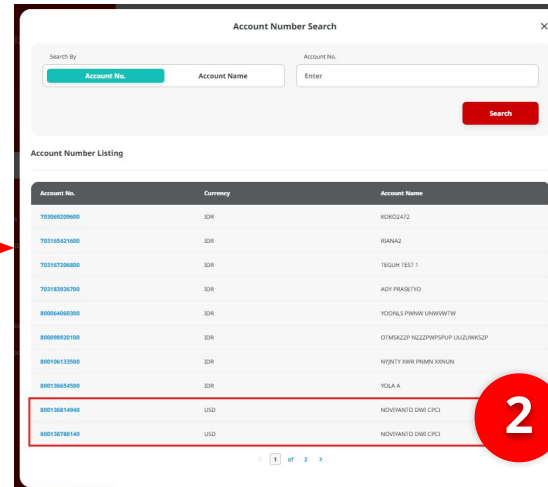
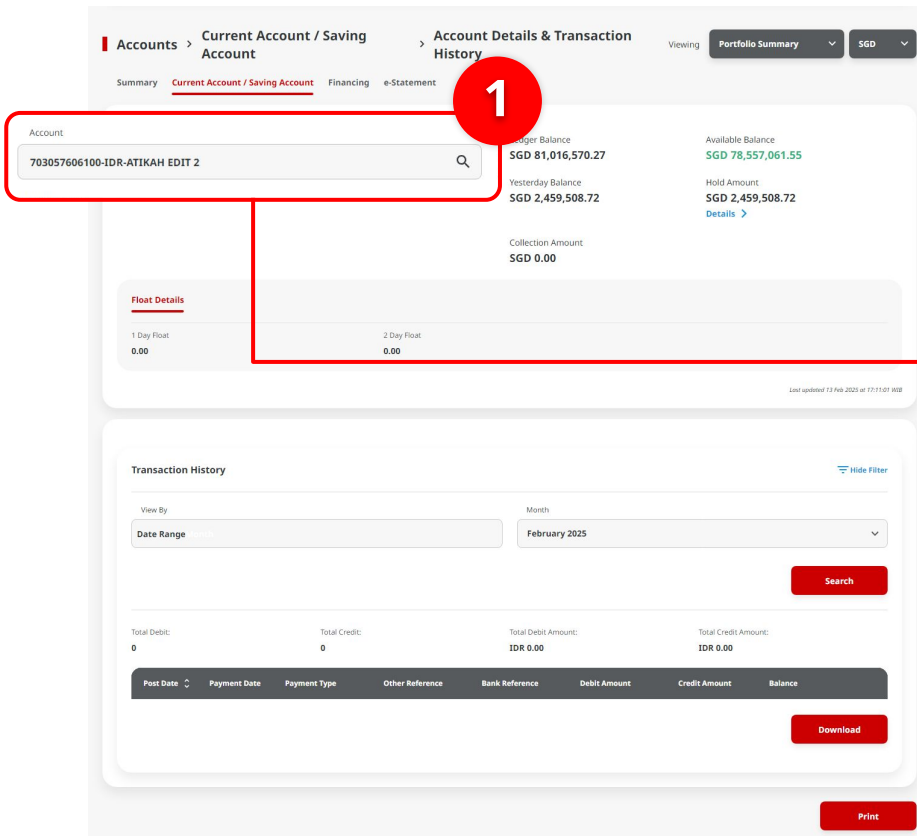
Choose **Currency**

- 3 Konversi **Currency** hanya **applicable** untuk **amount total** (Ledger Balance, Available Balance, Yesterday Balance, Hold Amount, dan Collection Amount)

Currency conversion is only applicable to the total amount (Ledger Balance, Available Balance, Yesterday Balance, Hold Amount, and Collection Amount).

LANGKAH

05



Sistem akan menampilkan halaman **Account**

System will show the **Account page**

- 1 Jika akun yang dipilih memiliki **Foreign Currency Account**, maka sistem akan **menampilkan Foreign Currency Account** didalam **list**

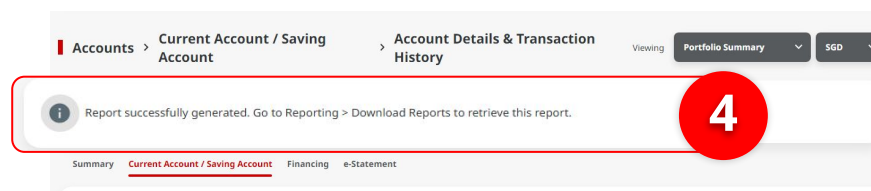
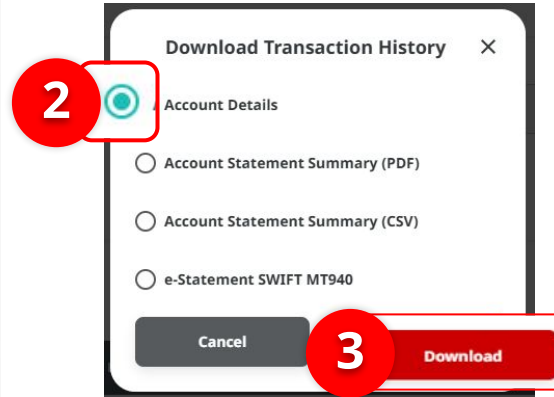
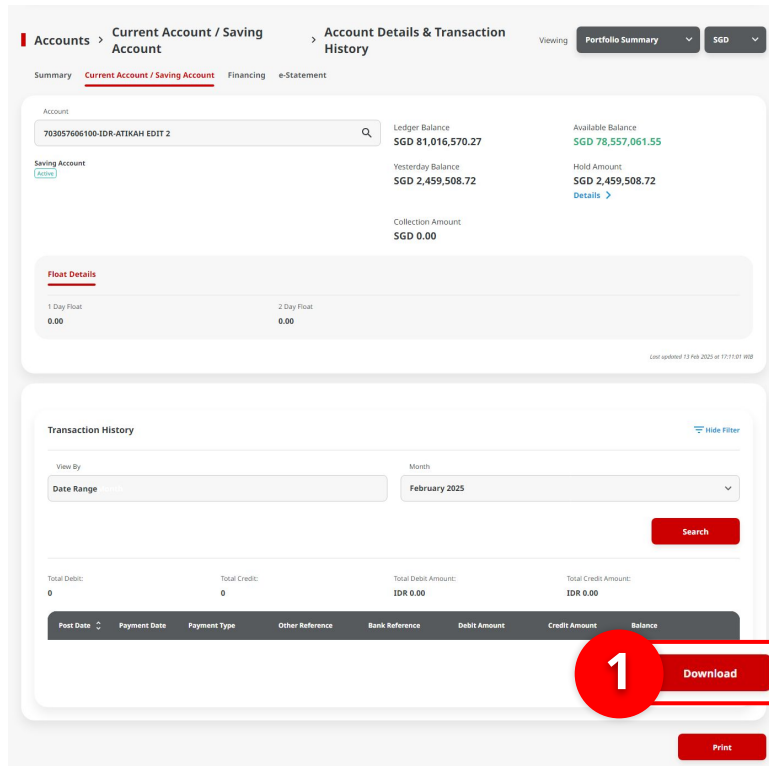
*If the selected account has a **Foreign Currency Account**, the system will display the **Foreign Currency Account** in the list.*

- 2 List Account berdasarkan **account tagging** dari **Onboarding /Company Maintenance /Manage Company Module**

*The Account List is based on **account tagging** from the **Onboarding / Company Maintenance / Manage Company module**.*

LANGKAH

06



1 Pilih **Currency** untuk di **konversi**

*Choose **Currency***

2 Pilih **Jenis Summary**

*Choose **Summary Type***

3 Klik tombol **Download**

*Click **Download***

4 Sistem akan menampilkan **Notifikasi Acknowledgement**

*System will show the **Acknowledgement Notification***

Tab Pada

Portfolio Overview

Summary

Current Account/Saving Account

Financing

E-Statement

Other Banks Account Page



- 1 Kunjungi Website OCTO Biz di:
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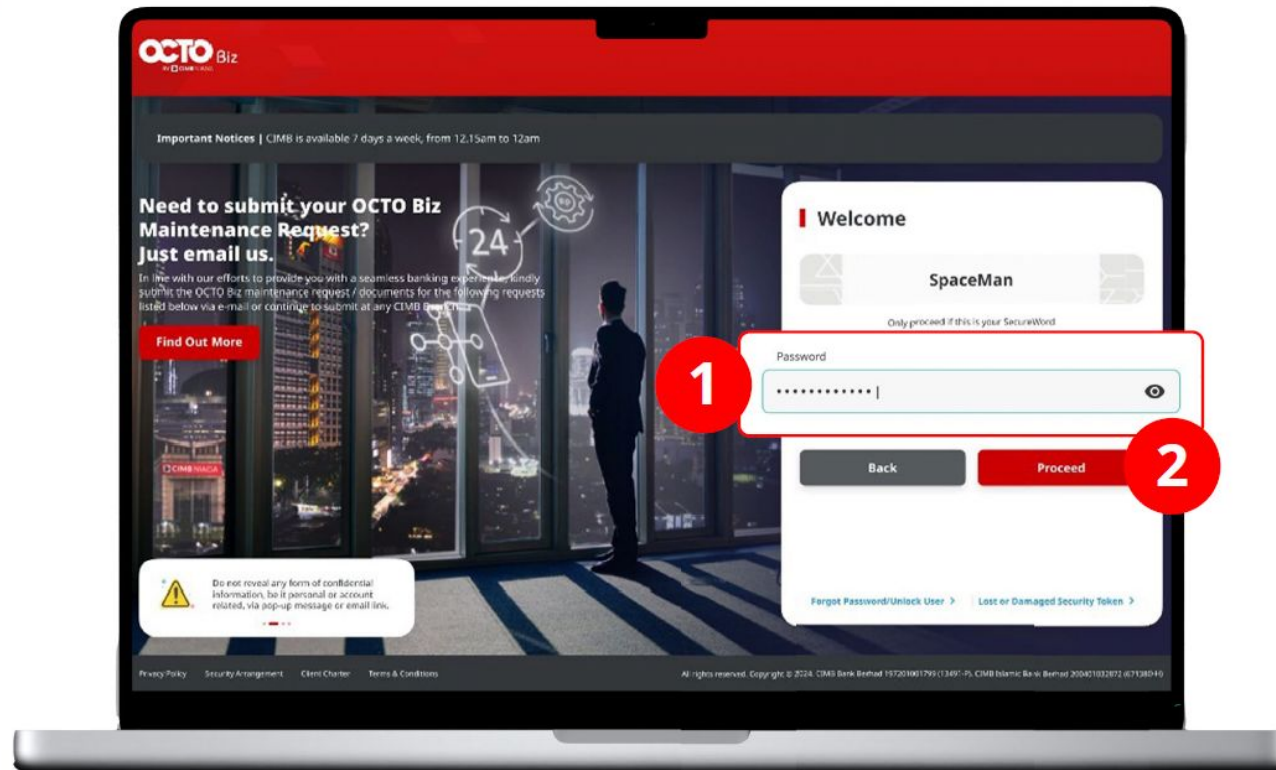
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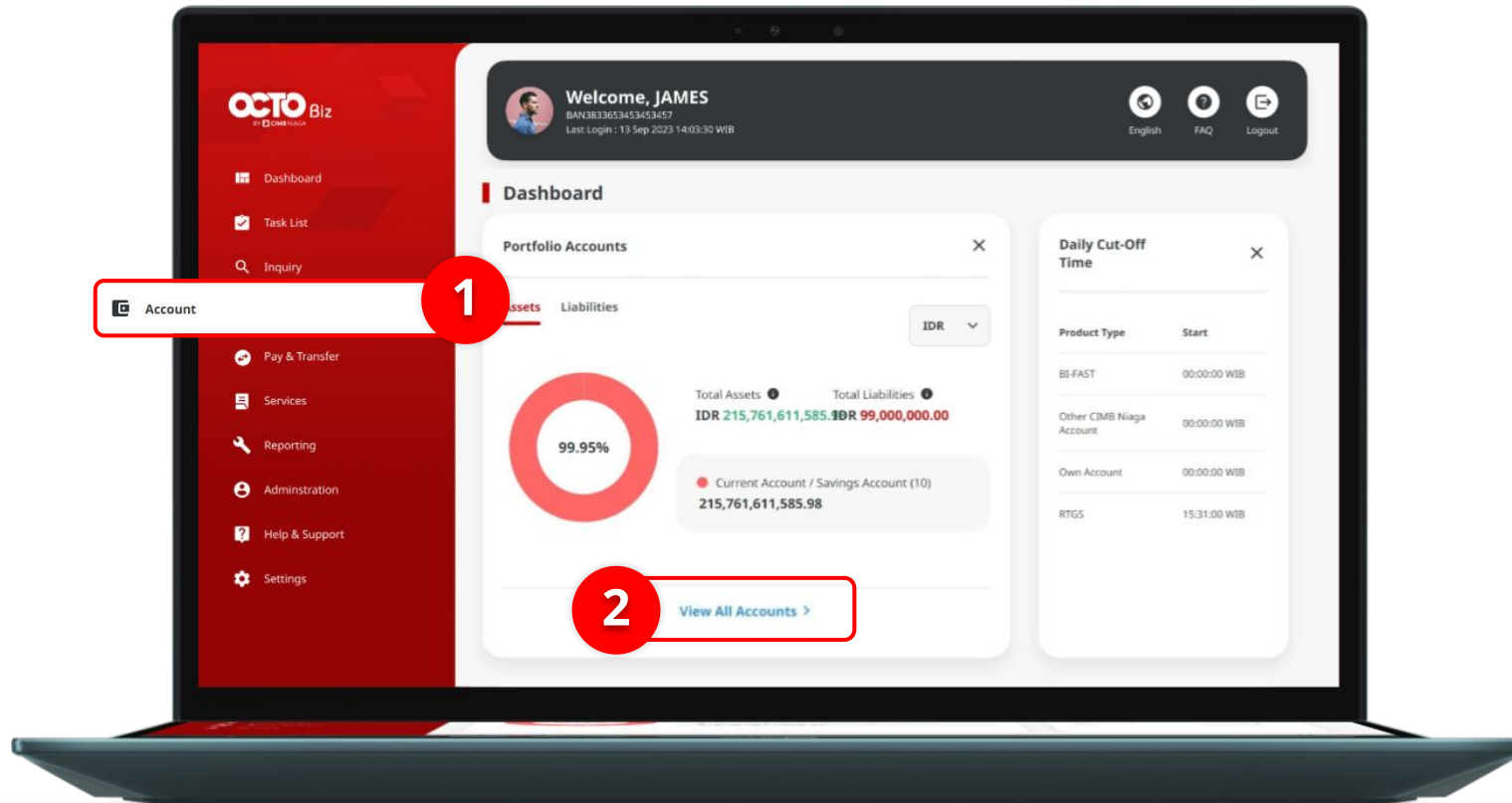
Login using **User & Company ID**

- 3 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 Klik **Account** pada *side menu*

*Click **Account** on **Side menu***

2 Atau Klik **View All Account** pada *Portfolio Overview*

*Or Click **View All Account** on **portfolio overview** page*

Sistem akan **menampilkan halaman Account**

System will show the Account page

1 Klik **Financing Tab**

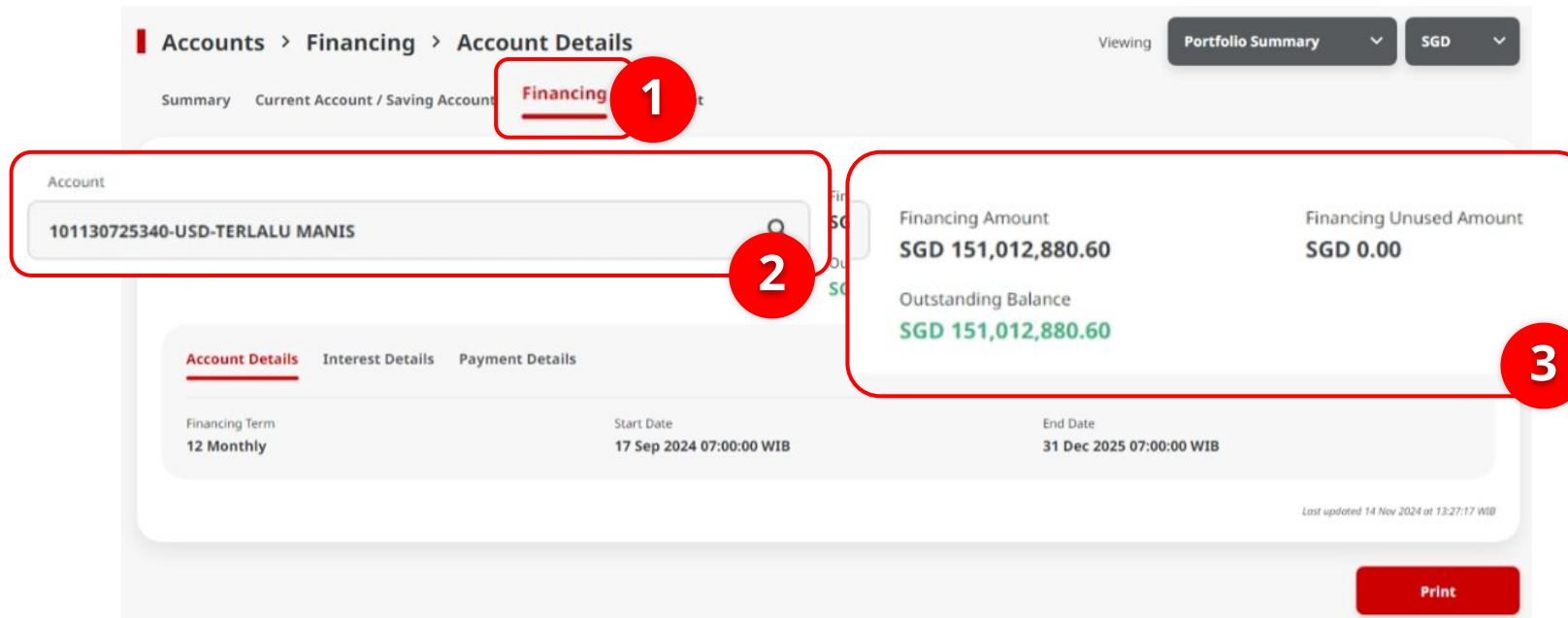
Click Financing Tab

2 Konversi **Currency** hanya berlaku untuk **Total Amount (Financing Account, Financing Unused Amount, and Outstanding Balance)**

*Currency conversion is **only applicable** to the **Total Amount (Financing Account, Financing Unused Amount, and Outstanding Balance)**.*

3 **Account** yang dipilih akan menampilkan **Foreign Account** dalam list

*The **selected account** will display the **Foreign Account** in the list.*



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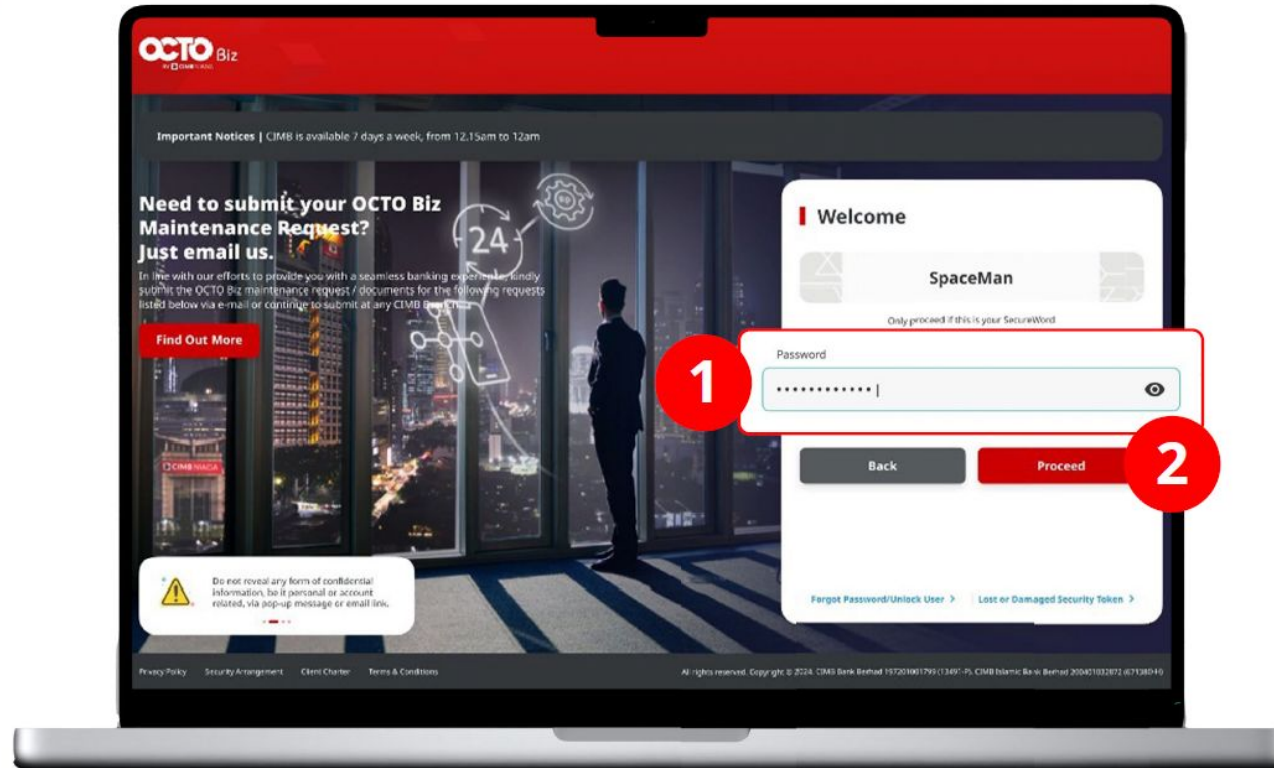
Visit OCTO Biz website on:
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User & Company ID

Login using **User & Company ID**

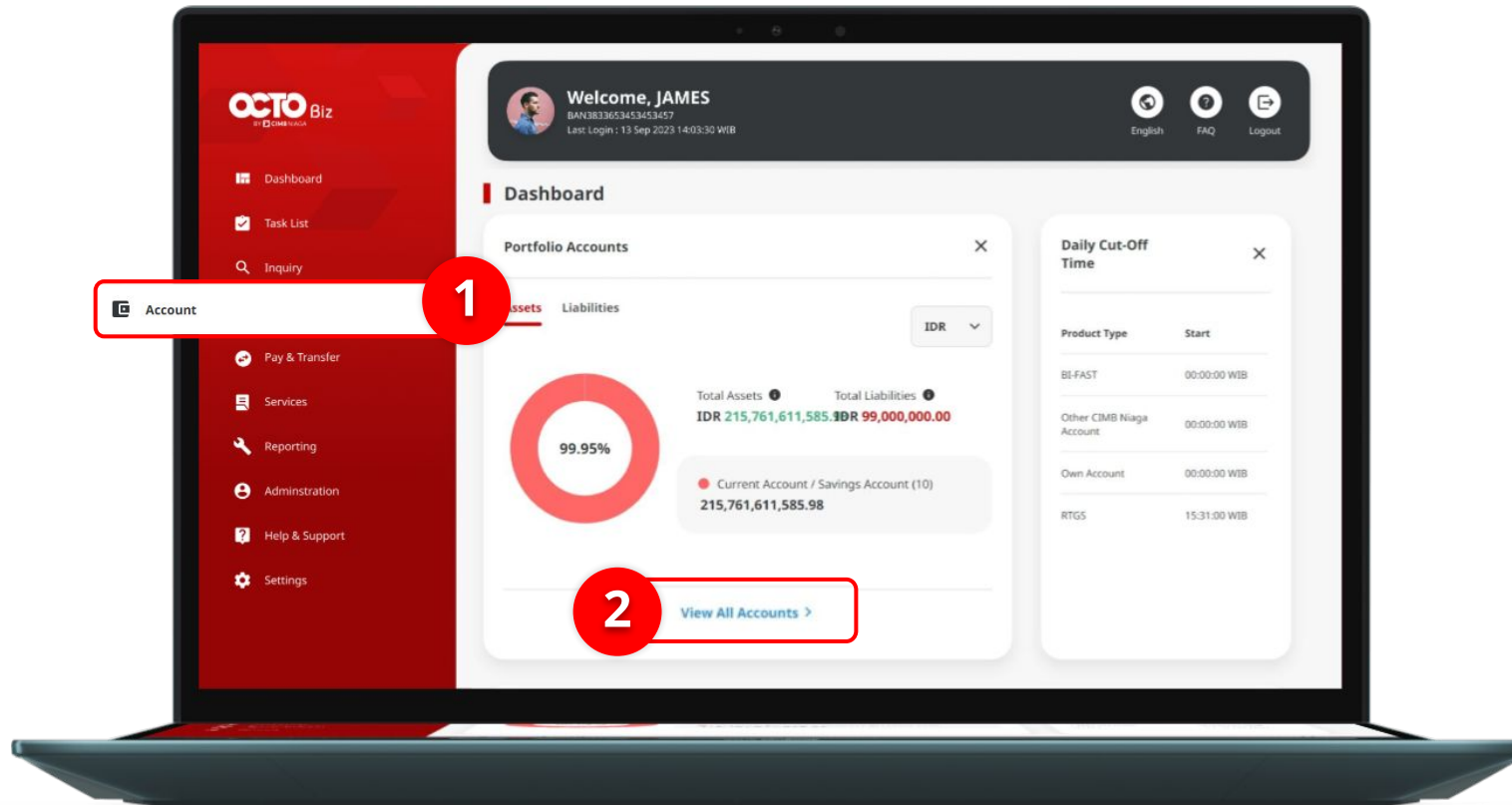
3 Klik **Next**

Click **Next**



1 Isi **Password**
Input Password

2 Klik **Proceed**
Click Proceed



Sistem akan menampilkan halaman **Dashboard**

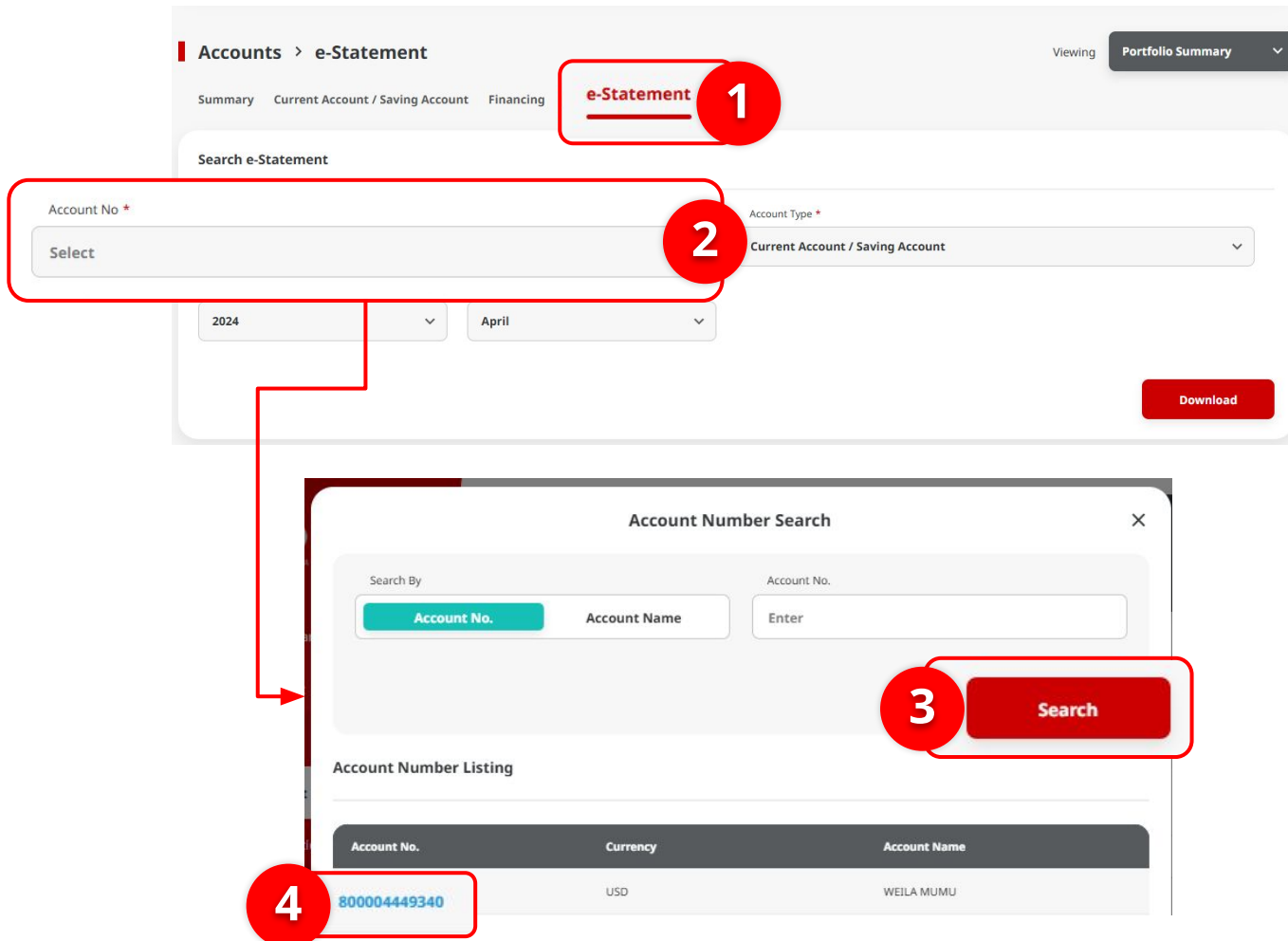
*System will show the **Dashboard** page*

1 Klik **Account** pada *side menu*

*Click **Account** on **Side menu***

2 Atau Klik **View All Account** pada *Portfolio Overview*

*Or Click **View All Account** on **portfolio overview** page*



Sistem akan menampilkan halaman **Account**

System will show Account page

- 1 Klik **E-Statement**
Click E-Statement
- 2 Klik **Account No**
Click Account No
- 3 Klik **Search**
Click Search
- 4 Pilih **akun**
Choose Account

Accounts > e-Statement

Viewing Portfolio Summary

Summary Current Account / Saving Account Financing **e-Statement**

Search e-Statement

Account No * 800004449340-USD-WEILA MUMU

Account Type * Current Account / Saving Account

Year * 2024

Month * April

Download

1 Masukkan **Account No**

Input Account No

2 Klik tombol **Download**

Click Download

Sistem akan menampilkan ***banner Success, File akan otomatis terdownload***
*System will show **Success Banner**, file will **automatically downloaded** by system*

The screenshot shows a web interface for generating an e-Statement. At the top, there is a breadcrumb trail: "Accounts > e-Statement". To the right, there is a "Viewing" dropdown menu set to "Portfolio Summary". Below this, there are navigation tabs: "Summary", "Current Account / Saving Account", "Financing", and "e-Statement" (which is highlighted with a red underline). A large teal banner with a white checkmark icon and the text "Success! e-Statement report has been generated successfully" is displayed. Below the banner is a "Search e-Statement" section with four input fields: "Account No *" containing "800004449340-USD-WEILA MUMU", "Account Type *" set to "Current Account / Saving Account", "Year *" set to "2024", and "Month *" set to "April". A red "Download" button is located at the bottom right of the search section.

Contoh **E-Statement Report**

CIMB NIAGA

Kepada / To
 TN/BPK/SDR WEILA MUMU
 JL IKAN LOHAN
 002 001 10160
 PETOJO SELATAN
 GAMBIR
 0391 WIL KOTA JAKARTA PUS

Laporan Transaksi
Account Statement

Tanggal Laporan / *Statement Date* : 30 APR 2024
 Tgl. Pembukaan / *Opening Date* : 20 DEC 1990
 Periode / *Period* : 01 APR 2024 - 30 APR 2024

No. Rekening / *Account Number* : 800004449340
 Nama Produk / *Product Name* : Giro Perusahaan Commercial
 Mata Uang / *Currency* : USD
 Nomor CIF / *CIF Number* : 11330000188025

Tgl. Txn <i>Txn. Date</i>	Tgl. Valuta <i>Val. Date</i>	Uraian Transaksi <i>Description</i>	No. Cek/BG <i>Cheque No.</i>	Debet <i>Debit</i>	Kredit <i>Credit</i>	Saldo <i>Balance</i>
		SALDO AWAL				1,551,072,839.54
01/04	01/04	PAYMENT TO FACILITY TO:10112907294000001 FR:800004449340		941.92		1,551,071,897.62

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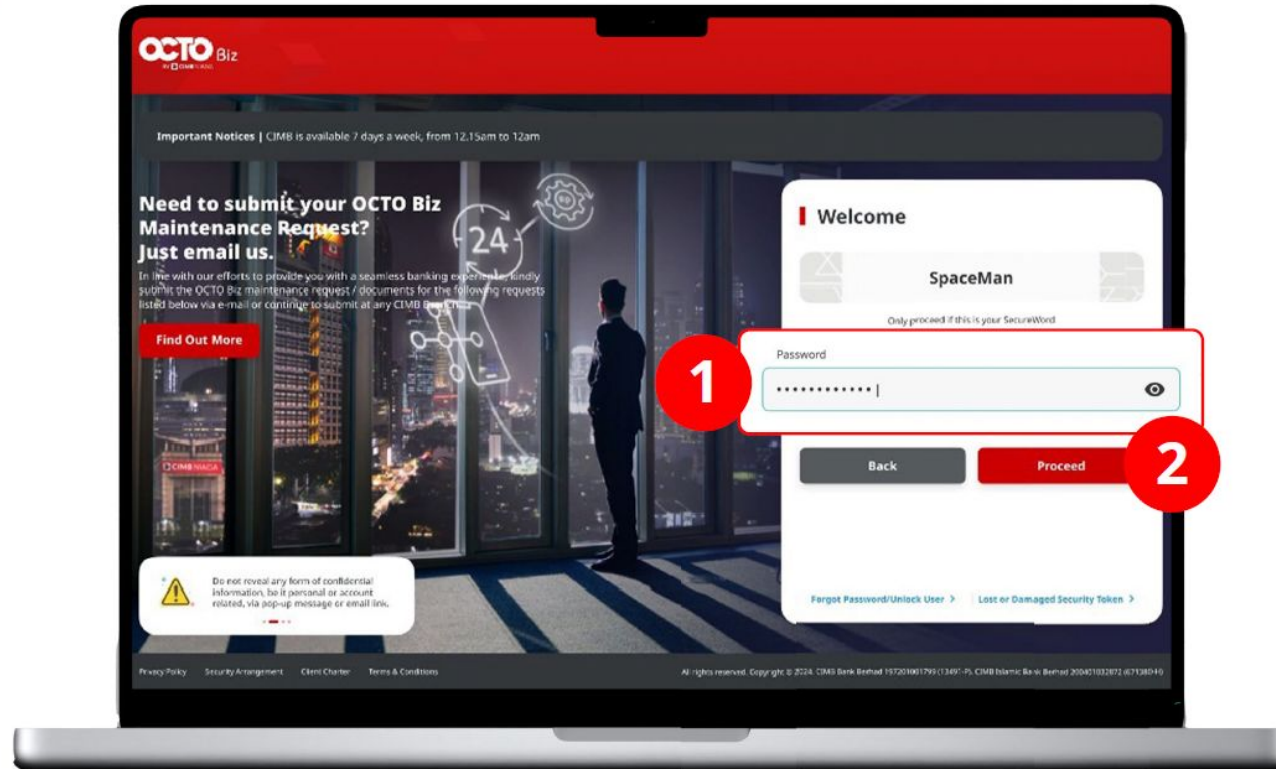
Login using **User & Company ID**

- 3 Klik **Next**

Click **Next**

LANGKAH

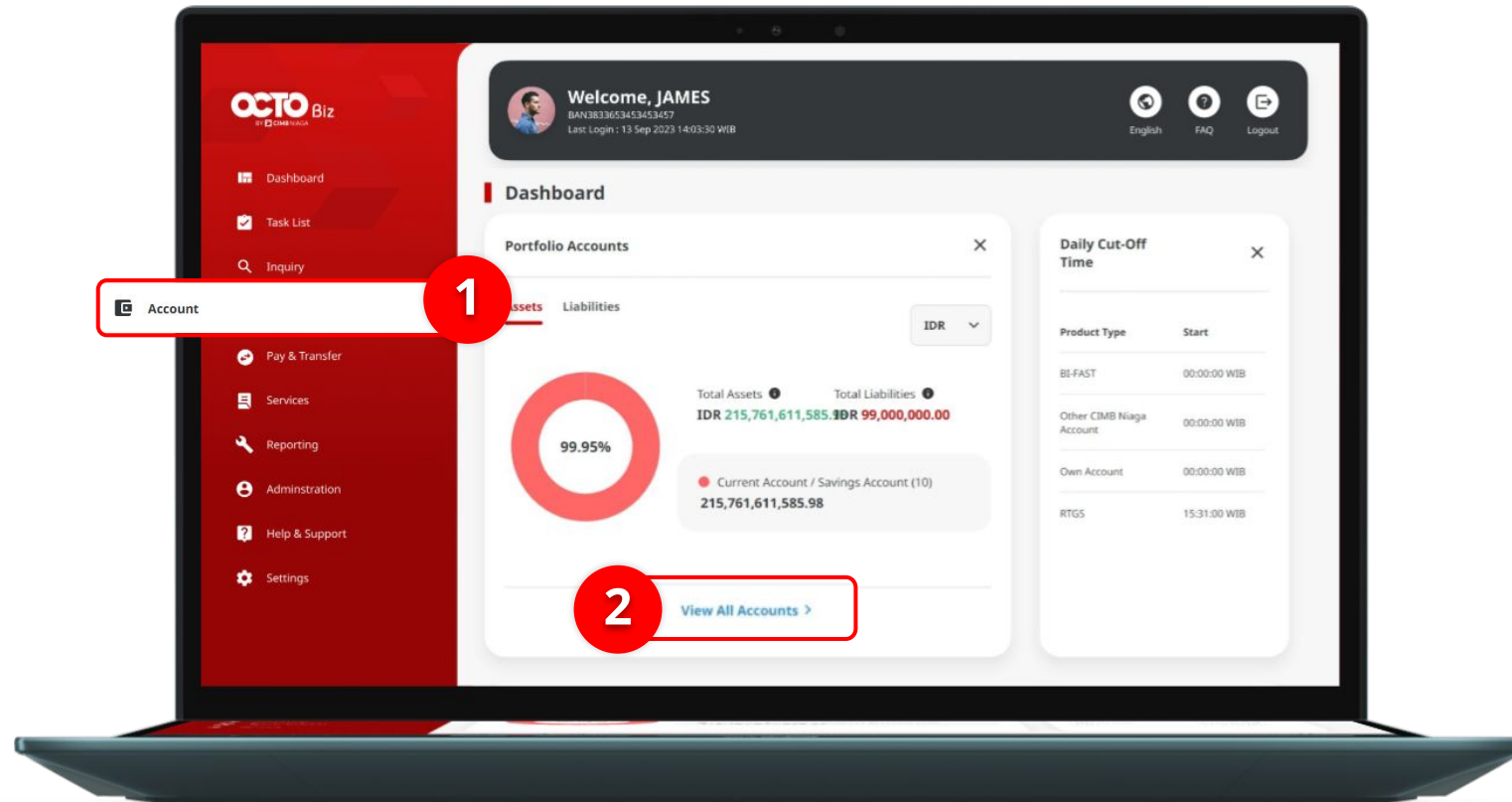
02



- 1 Isi **Password**
Input Password
- 2 Klik **Proceed**
Click Proceed

LANGKAH

03



Sistem akan menampilkan halaman **Dashboard**

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

1 Klik **Account** pada *side menu*

*Click **Account** on **Side menu***

2 Atau Klik **View All Account** pada *Portfolio Overview*

*Or Click **View All Account** on **portfolio overview** page*

LANGKAH

04

Sistem akan **menampilkan halaman Account**

System will show Account page

Accounts > Other Bank Account

Summary Current Accounts **1 Other Bank Account** Statement

Account: 10965332-USD-Erwin10

Closing Balance: **2 IDR 128,508,889,322,880.00**

Transaction History

View By: Date Range Month August 2025

Total Debit: 1 Total Credit: 4

Post Date	Effective Date	Cheque No.	Description	Debit	Credit	Balance	Transaction Code	Reference No.
14 Aug 2025	14 Aug 2025	0461/00001	INTEREST POSTING	USD 0.00	USD 2,245.09	USD 8,082,320,083.20	TRF	MSC
12 Aug 2025	12 Aug 2025	0459/00001	INTEREST POSTING	USD 0.00	USD 2,244.98	USD 8,062,721,006.72	TRF	MSC
12 Aug 2025	12 Aug 2025	0459/00001	B/O CIMB BANK BEHAD	USD 0.00	USD 19,204,680.36	USD 8,101,130,367.44	TRF	MXD52529790000
12 Aug 2025	12 Aug 2025	0459/00001	NONFINANCIAL BACKVALUE	USD 0.00	USD 19,204,680.36	USD 8,139,539,728.16	TRF	NMSC
12 Aug 2025	12 Aug 2025	0459/00001		USD 19,204,680.36	USD 0.00	USD 8,101,130,367.44		NMSC

Download

Download Transaction History

Account Statement Summary (PDF)
 Account Statement Summary (CSV)
 e-Statement SWIFT MT940

Cancel **4 Download**

1 Klik **Other Bank Account**

Click Other Bank Account

2 Konversi **currency** hanya berlaku untuk **Closing Balance**

Currency conversion only applicable for Closing Balance

3 Klik **Download**

Click Download

4 Pilih **jenis transaction History**, lalu klik **Download**

Choose Transaction History type, click Download

Contoh *Account Statement Summary Report*



Daily Statement of Account - Summary
From 01 Aug 2025 To 31 Aug 2025

Company ID	TMDMVP2	Closing Balance	8,082,320,083.20
Company Name	TERLALU MANIS		
Account No.	10965332		
Account Name	Erwin10		

Post Date	Effective Date	Cheque No.	Description
Debit	Credit	Balance	Transaction Code
Reference No.			

Generated By	ERWINSAU12	Page 1 of 9
Generated On	21 Aug 2025 15:20:26	



Daily Statement of Account - Summary
From 01 Aug 2025 To 31 Aug 2025

14 Aug 2025	14 Aug 2025	0461/00001	INTEREST POSTING
0.00	2,245.09	8,082,320,083.20	N
MSC			
12 Aug 2025	12 Aug 2025	0459/00001	INTEREST POSTING
0.00	2,244.98	8,062,721,006.72	N
MSC			
12 Aug 2025	12 Aug 2025	0459/00001	B/O CIMB BANK BERHAD
0.00	19,204,680.36	8,101,130,367.44	N
MFXD52529790000			

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