



OCTOBIZ

Proxy

Proxy Task List

TUTORIALOCTOBIZ2026

KEJAR MIMPI

Proxy

Proxy Task List

Proxy - Proxy Task List merupakan fitur untuk *Proxy User* melakukan pengumpulan ***task*** atas nama ***Approver***

Proxy - Proxy Task List is a feature for ***Proxy User*** to ***perform task collection*** on behalf ***Approver***

Proxy Task List Flow

Task Collection on Behalf of Specific Approver tied to Proxy User



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

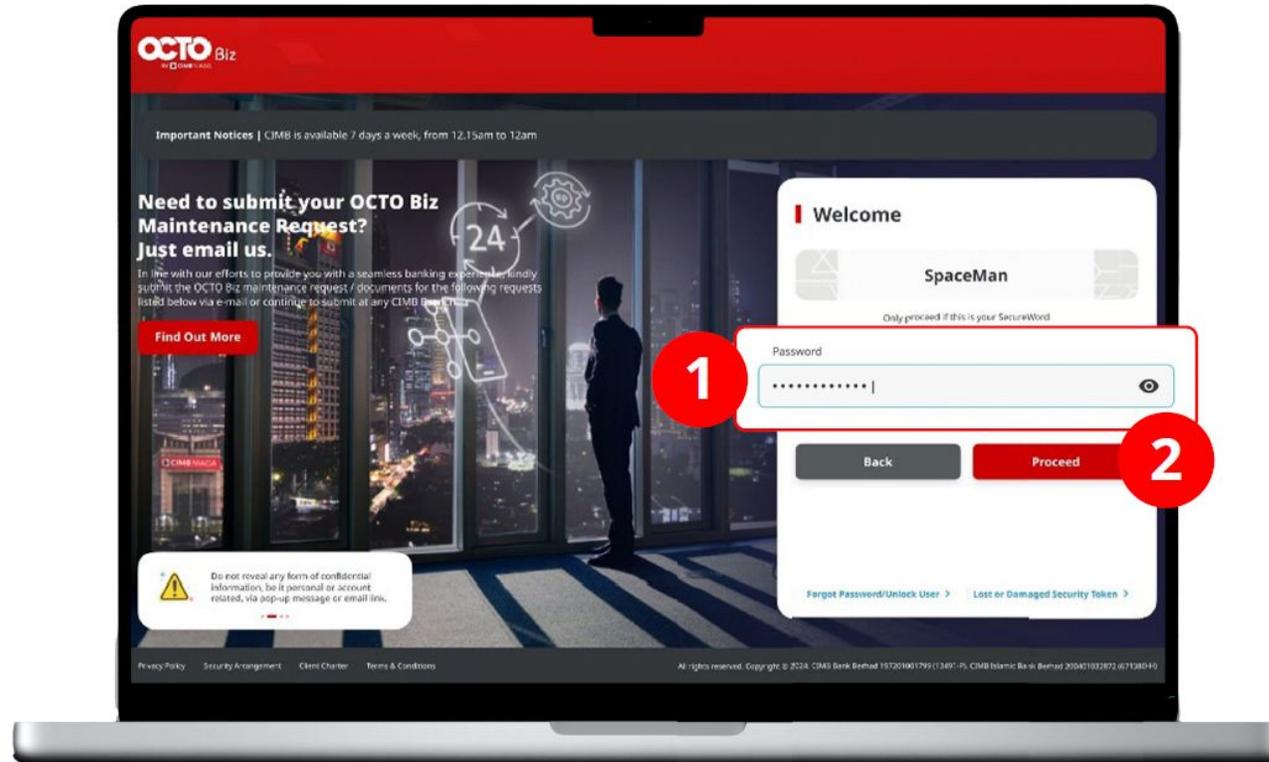
Visit OCTO Biz:
www.octobiz.co.id

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



- 1** Arahkan pada menu disamping, **klik Proxy Task**

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

- 2** Pilih **Proxy Task List**

*Choose **Proxy Task List***

Proxy Task List

1 Transaction Group **All** 2 Approver **PROXYAPPROVER1 - PROXYAPPROVER1**

<input type="checkbox"/>	Transaction Group Payment Mode	From Account /File Reference No. Account No.	Beneficiary Name / File Name Reference No.	Beneficiary Bank Account No. / Billing ID	Amount Payment Date	Created Date	Status	Approver
<input type="checkbox"/>	Time Deposit Placement Time Deposit-Placement	TERLALU MANIS 860004812200	Time Deposit ITD251110000002801	- -	IDR 8,000,001.00 10 Nov 2025	10 Nov 2025 13:04:02 WIB	Pending Approval	View Approver
<input type="checkbox"/>	Multi Debit Inhouse Direct Debit	IFL251110000000039 -	LAIEELOONCORT_10112025_DD_C - SV_000005.CSV IDB251110000000022	- -	IDR 3,000,006.00 10 Nov 2025	10 Nov 2025 13:01:56 WIB	Pending Approval	View Approver
<input type="checkbox"/>	International Payment Foreign Transfer	TERLALU MANIS 860004812200	BAE ROO NA IF7251110000007558	ARAB BANKING CORPORATION 703196724940	USD 35.00 10 Nov 2025	10 Nov 2025 12:58:01 WIB	Pending Approval	View Approver
<input type="checkbox"/>	Payroll Other CIMB Niaga	IFL251110000000038 -	LAIEELOONCORT_10112025_PYR - INH_CSV_000005.CSV IDB251110000000021	- -	IDR 90,000.00 10 Nov 2025	10 Nov 2025 12:55:32 WIB	Pending Approval	View Approver
<input type="checkbox"/>	International Payment Foreign Transfer	TERLALU MANIS 860004812200	Izzuddin Remittance IF7251110000007555	ARAB BANKING CORPORATION 778899	USD 25.00 10 Nov 2025	10 Nov 2025 11:09:30 WIB	Pending Approval	View Approver
<input type="checkbox"/>	Transfer to Other Banks RTGS	TERLALU MANIS 860004812200	Izzuddin RTGS IRT251110000000016	BANK MANDIRI 112233	IDR 112,100,000.00 10 Nov 2025	10 Nov 2025 11:09:29 WIB	Pending Approval	View Approver
<input type="checkbox"/>	Transfer to Other Banks SKN	TERLALU MANIS 860004812200	Izzuddin SKN ISK251110000000020	BANK MANDIRI 445566	IDR 324,000.00 10 Nov 2025	10 Nov 2025 11:09:27 WIB	Pending Approval	View Approver
<input type="checkbox"/>	Transfer within CIMB Niaga Other CIMB Niaga	TERLALU MANIS 860004812200	AAA## IF7251110000000024	CIMB Niaga +6280801010254	IDR 2,210.00 10 Nov 2025	10 Nov 2025 11:09:24 WIB	Pending Approval	View Approver
<input type="checkbox"/>	Transfer within CIMB Niaga Other CIMB Niaga	TERLALU MANIS 860004812200	TERLALU MANIS IF7251110000000023	CIMB Niaga 800153439400	IDR 122,000.00 10 Nov 2025	10 Nov 2025 11:09:22 WIB	Pending Approval	View Approver
<input type="checkbox"/>	MPN Upload Create Tax Billing ID and Payment	IFL251110000000028 -	LAIEELOONCORT_10112025_MPN - _TI_CSV_000005.CSV IDB251110000000016	- -	IDR 5,200,002.00 10 Nov 2025	10 Nov 2025 11:02:26 WIB	Pending Approval	View Approver

1 of 16 >

Sistem akan menampilkan **halaman Proxy Task List Listing**

System will show the Proxy Task List listing page

1 Pilih **Transaction Group** yang dibutuhkan

Choose Transaction Group

2 Pilih **Approver** spesifik

Choose Specific Approver

LANGKAH

05

Proxy Task List

156 result(s) Transaction Group All Approver PROXYAPPROVER1 - PROXYAPPROVER1

<input type="checkbox"/>	Transaction Group Payment Mode	From Account / File Reference No. Account No.	Beneficiary Name / File Name Reference No.	Beneficiary Bank Account No. / Billing ID	Amount Payment Date	Created Date	Status	Approver
<input checked="" type="checkbox"/>	Time Deposit Placement Time Deposit Placement	TERLALU MANIS 860004812200	Time Deposit ITD251110000002801	- -	IDR 8,000,001.00 10 Nov 2025	10 Nov 2025 13:04:02 WIB	Pending Approval	View Approver
<input checked="" type="checkbox"/>	Multi Debit Inhouse Direct Debit	IFL251110000000039 -	LAIIELOONCORT_10112025_DD_C SV_000005.CSV IDB251110000000022	- -	IDR 3,000,006.00 10 Nov 2025	10 Nov 2025 13:01:56 WIB	Pending Approval	View Approver
<input checked="" type="checkbox"/>	International Payment Foreign Transfer	TERLALU MANIS 860004812200	BAE ROO NA IFT251110000007558	ARAB BANKING CORPORATION 703196724940	USD 35.00 10 Nov 2025	10 Nov 2025 12:58:01 WIB	Pending Approval	View Approver
<input checked="" type="checkbox"/>	Payroll Other CIMB Niaga	IFL251110000000038 -	LAIIELOONCORT_10112025_PYR INH_CSV_000005.CSV IDB251110000000021	- -	IDR 90,000.00 10 Nov 2025	10 Nov 2025 12:55:32 WIB	Pending Approval	View Approver
<input type="checkbox"/>	International Payment Foreign Transfer	TERLALU MANIS 860004812200	Izzuddin Remittance IFT251110000007555	ARAB BANKING CORPORATION 778899	USD 25.00 10 Nov 2025	10 Nov 2025 11:09:30 WIB	Pending Approval	View Approver
<input type="checkbox"/>	Transfer to Other Banks RTGS	TERLALU MANIS 860004812200	Izzuddin RTGS IRT251110000000016	BANK MANDIRI 112283	IDR 112,100,000.00 10 Nov 2025	10 Nov 2025 11:09:29 WIB	Pending Approval	View Approver
<input type="checkbox"/>	Transfer to Other Banks SKN	TERLALU MANIS 860004812200	Izzuddin SKN ISK251110000000020	BANK MANDIRI 445566	IDR 324,000.00 10 Nov 2025	10 Nov 2025 11:09:27 WIB	Pending Approval	View Approver
<input type="checkbox"/>	Transfer within CIMB Niaga Other CIMB Niaga	TERLALU MANIS 860004812200	AA## ITT251110000000024	CIMB Niaga +6280801010254	IDR 2,210.00 10 Nov 2025	10 Nov 2025 11:09:24 WIB	Pending Approval	View Approver
<input type="checkbox"/>	Transfer within CIMB Niaga Other CIMB Niaga	TERLALU MANIS 860004812200	TERLALU MANIS ITT251110000000023	CIMB Niaga 800153439400	IDR 122,000.00 10 Nov 2025	10 Nov 2025 11:09:22 WIB	Pending Approval	View Approver
<input type="checkbox"/>	MPN Upload Create Tax Billing ID and Payment	IFL251110000000028 -	LAIIELOONCORT_10112025_MPN _TL_CSV_000005.CSV IDB251110000000016	- -	IDR 5,200,002.00 10 Nov 2025	10 Nov 2025 11:02:26 WIB	Pending Approval	View Approver

1 of 16

Collect Selected



1 Pilih Transaksi yang ingin di **Collect**

Choose **Transactions to Collect**

2 Klik **Collect Selected**

Click **Collect Selected**

3 Klik **Proceed**

Click **Proceed**

Welcome, PROXYMAKER1
 TERLAKU MANDI
 Level Login: 18 Nov 2025 12:52:44 WIB
 No. of failed login attempts from previous session: 0

Notification Helpdesk English FAQ Logout

Proxy Task List > Review Details

You are collecting 37 task(s)

Collected Task(s) for PROXYAPPROVER1

Approver: PROXYAPPROVER1 - PROXYAPPROVER1

Collection Description* **1**

Summary of Financial Maintenance Task

Manage Template

Reference No.	File Reference No.	Product	Transaction Group	Payment Mode	Payment Date	Created Date	Number of Transactions	Currency	Total Transaction Amount
101251110000007938	-	Manage Template	Bill Payment	Bill Payment	-	10 Nov 2025 09:34:15 WIB	1	IDR	200,000.00
101251110000007939	-	Manage Template	International Payment	Foreign Transfer	-	10 Nov 2025 09:36:18 WIB	1	USD	33.00
101251110000007937	-	Manage Template	Transfer to Other Banks	SKN	-	10 Nov 2025 09:30:11 WIB	1	IDR	100,211.00
101251110000007936	-	Manage Template	Transfer within CMB Niaga	Own Account	-	10 Nov 2025 09:02:47 WIB	1	IDR	120,010.00
Total by Currency							3	IDR	420,221.00
							1	USD	33.00

Stop Payment

Reference No.	File Reference No.	Product	Transaction Group	Payment Mode	Payment Date	Created Date	Number of Transactions	Currency	Total Transaction Amount
108251110000469529	1FL25111000000010	Stop Payment	Bulk Payment	RTGS	14 Nov 2025	10 Nov 2025 10:05:37 WIB	2	IDR	400,000,004.00
108251110000469535	1FL25111000000013	Stop Payment	Bulk Payment (Multi Source)	-	14 Nov 2025	10 Nov 2025 10:11:40 WIB	3	IDR	200,004,000.00
108251110000469532	1FL25111000000012	Stop Payment	Payroll	Other CMB Niaga	14 Nov 2025	10 Nov 2025 10:09:04 WIB	2	IDR	90,000.00
108251110000469525	-	Stop Payment	Transfer to Other Banks	Domestic Online	14 Nov 2025	10 Nov 2025 09:47:47 WIB	1	IDR	100,988.00
108251110000469527	-	Stop Payment	Transfer within CMB Niaga	Other CMB Niaga	14 Nov 2025	10 Nov 2025 09:50:30 WIB	1	IDR	123,123.00
Total by Currency							9	IDR	600,318,115.00

Summary of Financial Transaction

Reference No.	File Reference No.	Transaction Group	Payment Mode	Payment Date	Created Date	Number of Transactions	Currency	Total Transaction Amount
1BP25111000000006	-	Bill Payment	Bill Payment	10 Nov 2025	10 Nov 2025 10:28:06	1	IDR	120,003.00
1DR25111000000010	1FL25111000000021	Bill Payment Upload	Bill Payment	10 Nov 2025	10 Nov 2025 10:45:26	3	IDR	45,007.00
1DR25111000000013	1FL25111000000025	Bulk Payment	SKN	10 Nov 2025	10 Nov 2025 10:57:43	2	IDR	590,000.00
1DR25111000000012	1FL25111000000024	Bulk Payment (Multi Source)	-	10 Nov 2025	10 Nov 2025 10:56:13	3	IDR	200,004,000.00
1FT251110000007555	-	International Payment	Foreign Transfer	10 Nov 2025	10 Nov 2025 11:09:30	1	USD	25.00
1FT251110000007558	-	International Payment	Foreign Transfer	10 Nov 2025	10 Nov 2025 12:58:01	1	USD	35.00
1DR251110000000016	1FL25111000000028	MPN Upload	Create Tax Billing ID and Payment	10 Nov 2025	10 Nov 2025 11:02:26	2	IDR	5,200,002.00
1DR251110000000022	1FL25111000000039	Multi Debit	Inhouse Direct Debit	10 Nov 2025	10 Nov 2025 13:01:56	2	IDR	3,000,006.00
1DR251110000000021	1FL25111000000038	Payroll	Other CMB Niaga	10 Nov 2025	10 Nov 2025 12:55:32	2	IDR	90,000.00
1TD251110000002801	-	Time Deposit Placement	Time Deposit Placement	10 Nov 2025	10 Nov 2025 13:04:02	1	IDR	8,000,001.00
1RT251110000000016	-	Transfer to Other Banks	RTGS	10 Nov 2025	10 Nov 2025 11:09:29	1	IDR	112,100,000.00
1SK251110000000005	-	Transfer to Other Banks	SKN	10 Nov 2025	10 Nov 2025 10:27:06	1	IDR	120,002.00
1SK251110000000020	-	Transfer to Other Banks	SKN	10 Nov 2025	10 Nov 2025 11:09:27	1	IDR	324,000.00
1DA251110000000003	-	Transfer within CMB Niaga	Own Account	10 Nov 2025	10 Nov 2025 10:25:44	1	IDR	120,001.00
1T251110000000023	-	Transfer within CMB Niaga	Other CMB Niaga	10 Nov 2025	10 Nov 2025 11:09:22	1	IDR	122,000.00
1T251110000000024	-	Transfer within CMB Niaga	Other CMB Niaga	10 Nov 2025	10 Nov 2025 11:09:24	1	IDR	3,210.00
Total by Currency						22	IDR	329,837,232.00
						2	USD	60.00

Collected Grand Total by Currency

34 IDR 930,575,568.00
3 USD 93.00

Back Confirm **2**

Sistem akan menampilkan Halaman **Review Details**

System will show the **Review Details** page

1 Masukkan **Collection Description**

Input **Collection Description**

Periksa seluruh **Detail Transaksi**

Check all **transaction details**

2 Klik **Confirm**

Click **Confirm**

The screenshot shows the OCTO Biz interface. On the left is a sidebar menu with options like Dashboard, Task List, Inquiry, Accounts, File Upload, Transactions, Bill Payment, Time Deposit, Liquidity Management, FX Rate Booking, Services, Reporting, Help & Support, and Settings. The main content area is titled 'Welcome, PROXYMAKER1' and shows 'Proxy Task List > Acknowledgement'. A green banner at the top says 'Task(s) collected'. Below it is a table with 37 items collected. At the bottom, there is a red button labeled 'View QR Code' with a red circle '1' next to it, and a 'Done' button.

Transaction Group	From Account / File Reference No.	Beneficiary Name / File Name	Beneficiary Bank	Amount	Created Date	Status
Time Deposit Placement	TERLALU MANIS	Time Deposit		IDR 2,000,000.00	10 Nov 2025 13:04:02	Pending Approval
Multi Debit	IFL2511000000020	LABELONCORT_10112025_D0_CV1_0		IDR 3,000,000.00	10 Nov 2025 13:01:56	Pending Approval
International Payment	TERLALU MANIS	BAE KOD NA	ANAB BANKING CORPORATION	USD 35.00	10 Nov 2025 12:58:01	Pending Approval
Payroll	IFL2511000000024	LABELONCORT_10112025_P19_IH1_CV1_000001.CSV		IDR 90,000.00	10 Nov 2025 12:55:32	Pending Approval
International Payment	TERLALU MANIS	Isuaini Remittance	ANAB BANKING CORPORATION	USD 25.00	10 Nov 2025 11:09:30	Pending Approval
Transfer to Other Banks	TERLALU MANIS	Isuaini RTGS	BANK MANDIRI	IDR 112,300,000.00	10 Nov 2025 11:09:29	Pending Approval
Transfer to Other Banks	TERLALU MANIS	Isuaini SWN	BANK MANDIRI	IDR 324,000.00	10 Nov 2025 11:09:27	Pending Approval
Transfer within CIMB Nisga	TERLALU MANIS	AAR#	CIMB Nisga	IDR 2,210.00	10 Nov 2025 11:09:24	Pending Approval
Transfer within CIMB Nisga	TERLALU MANIS	TERLALU MANIS	CIMB Nisga	IDR 123,000.00	10 Nov 2025 11:09:22	Pending Approval
MPL Upload	IFL2511000000020	LABELONCORT_10112025_MPL_TLC_01_000001.CSV		IDR 1,000,000.00	10 Nov 2025 11:02:26	Pending Approval
Bulk Payment	IFL2511000000025	LABELONCORT_10112025_OAR_BLA_SIN_CV1_000001.CSV		IDR 590,000.00	10 Nov 2025 10:57:43	Pending Approval
Bulk Payment (Multi Source)	IFL2511000000024	LABELONCORT_10112025_OAR_BLA_MULTI_CV1_000004.CSV		IDR 200,004,000.00	10 Nov 2025 10:56:13	Pending Approval
Bill Payment Upload	IFL2511000000021	LABELONCORT_10112025_V19_BP_C3_V_000001.CSV		IDR 45,007.00	10 Nov 2025 10:45:26	Pending Approval
Bill Payment	TERLALU MANIS	Z3051	Internet / Cable TV	IDR 120,000.00	10 Nov 2025 10:28:06	Pending Approval
Transfer to Other Banks	ANJAN ASMORO HERIYANTO	ANJAN ASMORO HERIYANTO	BANK RAKYAT INDONESIA (BRI)	IDR 120,000.00	10 Nov 2025 10:27:30	Pending Approval
Transfer within CIMB Nisga	TERLALU MANIS	ANJAN ASMORO HERIYANTO	CIMB Nisga	IDR 120,001.00	10 Nov 2025 10:25:44	Pending Approval
Step Payment	IFL2511000000013	LABELONCORT_10112025_OAR_BLA_MULTI_CV1_000001.CSV		IDR 200,004,000.00	10 Nov 2025 10:11:47	Pending Approval
Step Payment	IFL2511000000012	LABELONCORT_10112025_P19_IH1_CV1_000001.CSV		IDR 90,000.00	10 Nov 2025 10:09:04	Pending Approval
Step Payment	IFL2511000000010	LABELONCORT_10112025_OAR_BLA_RTGS_CV1_000001.CSV		IDR 400,000,004.00	10 Nov 2025 10:00:37	Pending Approval
Step Payment	TERLALU MANIS	ANJAN ASMORO HERIYANTO	CIMB Nisga	IDR 121,122.00	10 Nov 2025 09:50:30	Pending Approval
Step Payment	TERLALU MANIS	NANA DESTIANTON	Bank Bhankart Indonesia	IDR 100,000.00	10 Nov 2025 09:47:47	Pending Approval
Manage Template	TERLALU MANIS	BAE KOD NA	ANAB BANKING CORPORATION	USD 33.00	10 Nov 2025 09:36:18	Pending Approval
Manage Template	TERLALU MANIS	ISEA	Internet / Cable TV	200,000.00	10 Nov 2025 09:34:15	Pending Approval
Manage Template	TERLALU MANIS	ANJAN ASMORO HERIYANTO	BANK RAKYAT INDONESIA (BRI)	IDR 100,210.00	10 Nov 2025 09:30:11	Pending Approval
Manage Template	TERLALU MANIS	ANJAN ASMORO HERIYANTO	CIMB Nisga	IDR 120,010.00	10 Nov 2025 09:02:47	Pending Approval

2



3

Sistem akan menampilkan Halaman **Acknowledgement**
System will show the **Acknowledgement page**

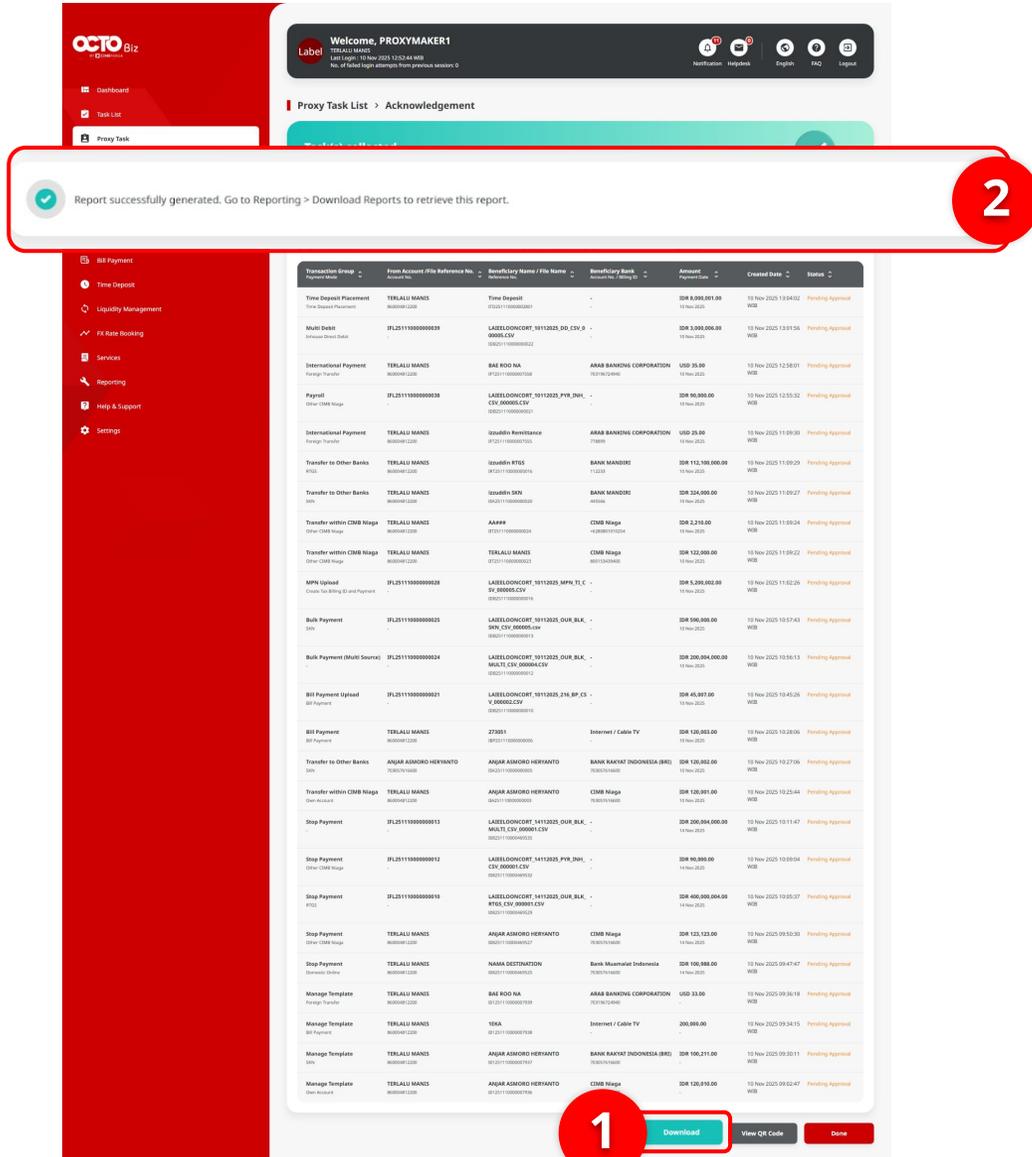
[OPTIONAL]
User dapat melihat **QR Code** transaksi
User can see the **Transaction QR Code**

1 Klik **View QR Code**
Click **View QR Code**

2 Sistem akan menampilkan box **QR Code**

System will show the **QR Code box**

3 Jika sudah, klik **Done**
Once OK, click **Done**



User dapat melakukan **Download report** pada Halaman **Acknowledgement**
User can Download the Report on Acknowledgement page

1 Klik **Download**

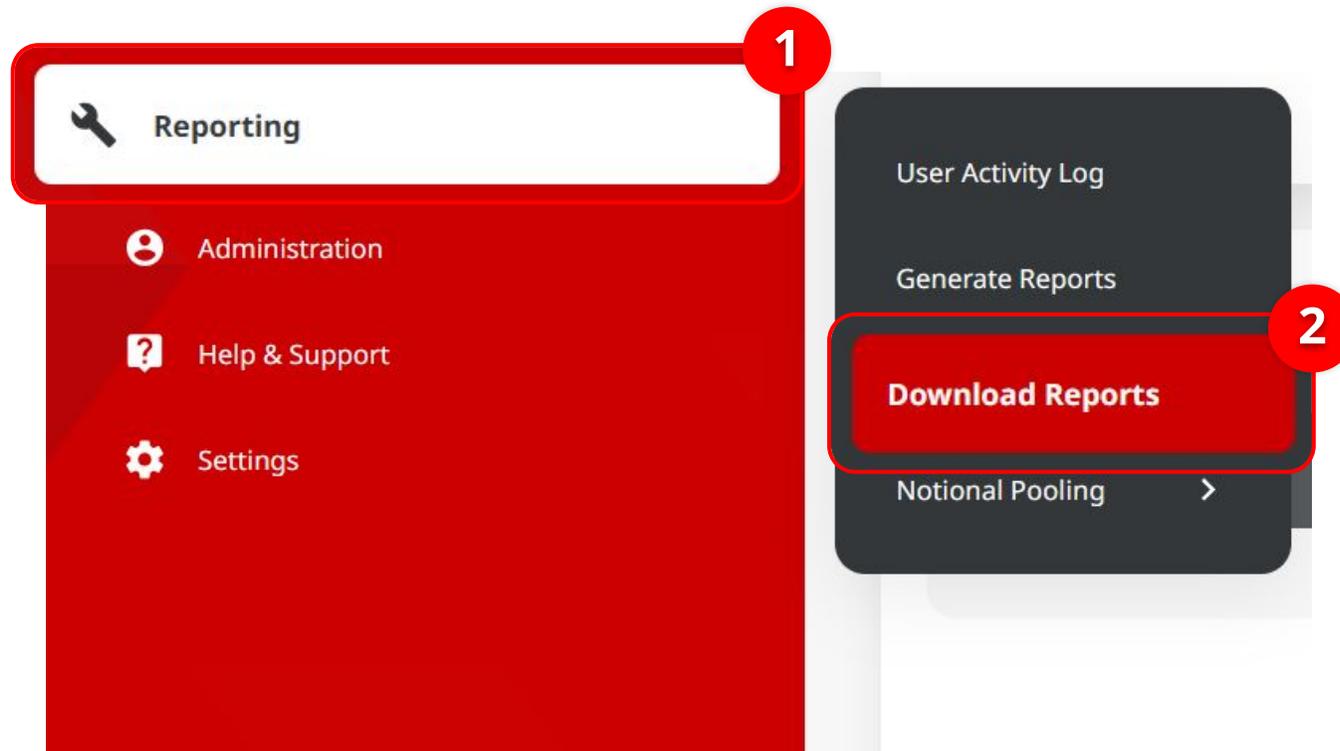
Click Download

2 Sistem akan **menampilkan pop up** di bagian atas **listing**

System will show the pop up on the top of listing page

LANGKAH

09



User dapat kembali ke **halaman dashboard**

User can navigate back to dashboard page

1 Klik **Reporting**

Click Reporting

2 Pilih **Download Report**

Choose Download Report

LANGKAH

10

1 Report Type *

Proxy Task

2 Report Name

Proxy Task - Download

3 Search

4

Report Type	Report Name	File Type	Account No.	Report Date / Timestamp	File Size	Created By
Proxy Task	Proxy Task - Download	PDF		10 Nov 2025 13:46:44 WIB	38.016 KB	PROXYMAKER1

5 Download

Sistem akan menampilkan halaman **Download Reports > Inquiry & Listing**

System will show the **Download Reports > Inquiry & Listing** page

- 1** Pilih **Proxy Task** sebagai **Report type**
Choose **Proxy Task** as **Report Type**
- 2** Pilih **Proxy Task - Download** sebagai **Report Name**
Choose **Proxy Task - Download** as **Report Name**
- 3** Klik **Search**
Click **Search**
- 4** Pilih **report**
Choose **Report**
- 5** Klik **Download**
Click **Download**

1

2

Proxy Task List

OCTO Biz
BY CIMB NIAGA

To: PROXYAPPROVER1 - PROXYAPPROVER1
ngb19@mylab.local

Please be advised that the following task(s) have been collected for approval.

Collected By: PROXYMAKER1 - PROXYMAKER1
Collected On: 10 Nov 2025 13:38:15 WIB
Collection Description: aadisaah
Collection Reference No.: IPT28115000000797

Transaction Group	Payment Mode	No. of task(s)	Total Amount
Bill Payment	Bill Payment	1	IDR 120,003.00
Bill Payment Upload	Bill Payment	3	IDR 43,007.00
Bulk Payment	SKN	2	IDR 590,000.00

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Bulk Payment (Multi Source)	-	3	IDR 200,004,000.00
International Payment	Foreign Transfer	2	USD 80.00
Manage Template	Bill Payment	1	IDR 200,000.00
Manage Template	Foreign Transfer	1	USD 53.00

1 Sistem akan otomatis melakukan **Download Report**

System will **automatically download** the report

2 Contoh untuk **Report Proxy Task List**

Example for **Proxy Task List Report**

Proxy Task Collected (Collection Ref. No.: IPT25111000000797)

 noreply-octobiz@cimbniaga.co.id
Today, 1:39 PM
NGB10

Reply all

 Proxy Task_IPT25111000...
37 KB

Download

Dear PROXYAPPROVER1 - PROXYAPPROVER1,

This is to inform you that remote proxy PROXYMAKER1 - PROXYMAKER1 has collected the following transaction task(s) on your behalf for approval.

Collection Summary

Collected By: PROXYMAKER1 - PROXYMAKER1
Collected On: 10 Nov 2025 13:39:15 WIB
Collection Description: asdasds
Collection Reference No.: IPT25111000000797

Transaction Group	Payment Mode	No. of task(s)	Total Amount
Bill Payment	Bill Payment	1	IDR 120,003.00
Bill Payment Upload	Bill Payment	3	IDR 45,007.00
Bulk Payment	SKN	2	IDR 590,000.00

Bill Payment Upload	Bill Payment	3	IDR 45,007.00
Bulk Payment	SKN	2	IDR 590,000.00
Bulk Payment (Multi Source)	-	3	IDR 200,004,000.00
International Payment	Foreign Transfer	2	USD 60.00
Manage Template	Bill Payment	1	IDR 200,000.00
Manage Template	Foreign Transfer	1	USD 33.00
Manage Template	Own Account	1	IDR 120,010.00
Manage Template	SKN	1	IDR 100,211.00
MPN Upload	Create Tax Billing ID and Payment	2	IDR 5,200,002.00
Multi Debit	Inhouse Direct Debit	2	IDR 3,000,006.00
Payroll	Other CIMB Niaga	2	IDR 90,000.00
Stop Payment	-	3	IDR 200,004,000.00
Stop Payment	Domestic Online	1	IDR 100,988.00
Stop Payment	Other CIMB Niaga	3	IDR 213,123.00
Stop Payment	RTGS	2	IDR 400,000,004.00
Time Deposit Placement	Time Deposit Placement	1	IDR 8,000,001.00
Transfer to Other Banks	RTGS	1	IDR 112,100,000.00
Transfer to Other Banks	SKN	2	IDR 444,002.00
Transfer within CIMB Niaga	Other CIMB Niaga	2	IDR 124,210.00

Multi Debit	Inhouse Direct Debit	2	IDR 3,000,006.00
Payroll	Other CIMB Niaga	2	IDR 90,000.00
Stop Payment	-	3	IDR 200,004,000.00
Stop Payment	Domestic Online	1	IDR 100,988.00
Stop Payment	Other CIMB Niaga	3	IDR 213,123.00
Stop Payment	RTGS	2	IDR 400,000,004.00
Time Deposit Placement	Time Deposit Placement	1	IDR 8,000,001.00
Transfer to Other Banks	RTGS	1	IDR 112,100,000.00
Transfer to Other Banks	SKN	2	IDR 444,002.00
Transfer within CIMB Niaga	Other CIMB Niaga	2	IDR 124,210.00
Transfer within CIMB Niaga	Own Account	1	IDR 120,001.00

What You Can Do

Scan the QR code on the attached document to approve directly from your mobile app. If any transaction in the collection has already been processed or resubmitted with changes, the system will guide you accordingly during approval.

To learn more about OCTO Biz, [Click here](#)

Thank you for being a loyal CIMB Niaga customer.

Sincerely,
PT Bank CIMB Niaga Tbk

Please note that this email was generated by the system and does not require a physical signature.

Sistem akan otomatis mengirimkan **notifikasi email** ke **approver** untuk **Successful Task Collection**

*System will automatically send the **email notification** to approver on **Successful Task Collection***

Proxy Task List Flow

**Task collection on behalf
of all Approvers tied to
the Proxy user**



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

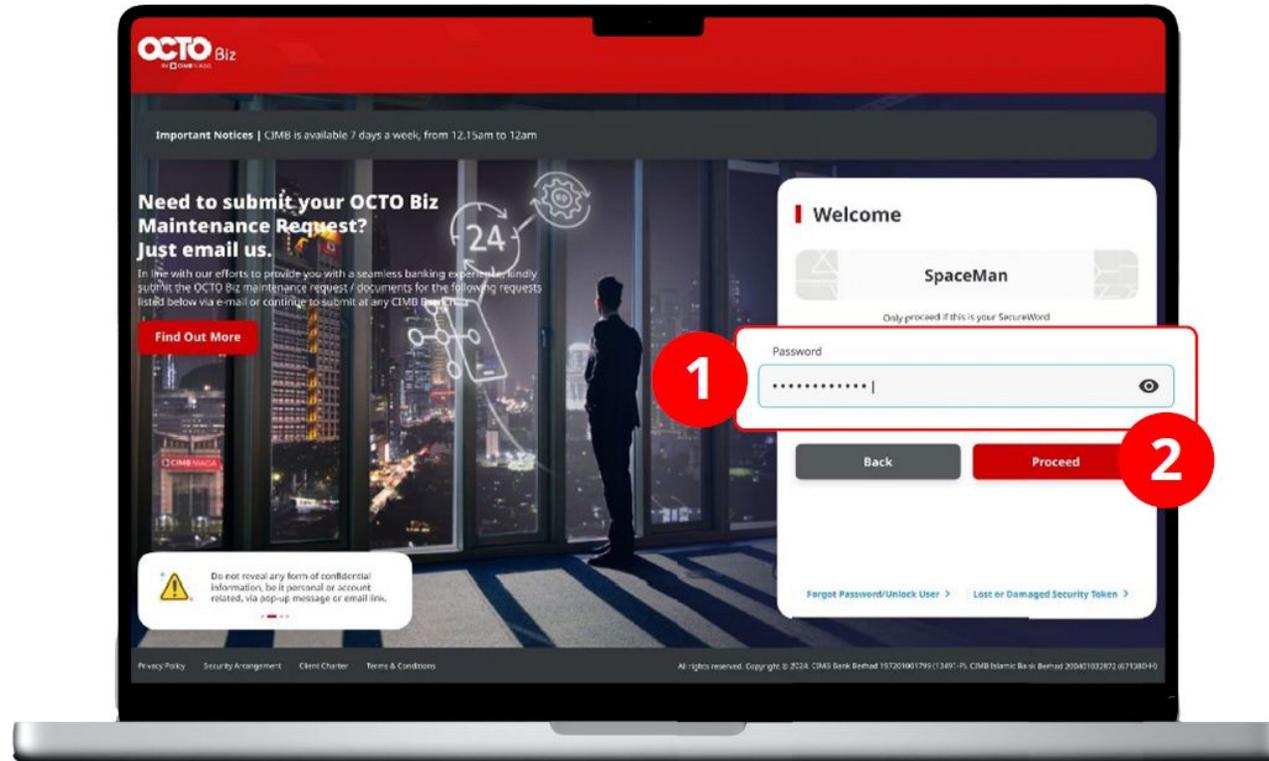
Visit OCTO Biz:
www.octobiz.co.id

- 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



- 1 Arahkan pada menu disamping, **klik Proxy Task**

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

- 2 Pilih **Proxy Task List**

*Choose **Proxy Task List***

Proxy Task List

1 Transaction Group All

Approver PROXYAPPROVER1 - PROXYAPPROVER1 2

Transaction Group Payment Mode	From Account /File Reference No. Account No.	Beneficiary Name / File Name Reference No.	Beneficiary Bank Account No. / Billing ID	Amount Payment Date	Created Date	Status	Approver
Manage Template Own Account	ANJAR ASMORO HERYANTO 703057616600	A JOHANES 01251106000007927	CIMB Niaga 703060021900	IDR 46,000.00 -	06 Nov 2025 04:49:39 WIB	Pending Approval	View Approver
Stop Payment SKN	ANJAR ASMORO HERYANTO 703057616600	The Cab ISK251106000000012	STANDARD CHARTERED BANK 7123911967291	IDR 300,000,000.00 28 Nov 2025	06 Nov 2025 04:45:06 WIB	Pending Approval	View Approver
Transfer within CIMB Niaga Own Account	A JOHANES 703060021900	TERLALU MANIS IA251106000000001	CIMB Niaga 703217723600	IDR 120,000,000.00 06 Nov 2025	06 Nov 2025 04:41:05 WIB	Pending Approval	View Approver
Transfer to Other Banks RTGS	ANJAR ASMORO HERYANTO 703057616600	OOR IRT251106000000010	MUFG 76238819191	IDR 200,000,000.00 06 Nov 2025	06 Nov 2025 04:39:07 WIB	Pending Approval	View Approver
Bulk Payment (Multi Source)	IFL251106000000022 -	00 - MS - 02.csv ID0251106000000012	- -	IDR 172,000,000.00 06 Nov 2025	06 Nov 2025 04:36:24 WIB	Pending Approval	View Approver
Bulk Payment SKN	IFL251106000000021 -	00 - BP - 02.csv ID0251106000000011	- -	IDR 162,000.00 06 Nov 2025	06 Nov 2025 04:33:57 WIB	Pending Approval	View Approver
Multi Debit Inhouse Direct Debit	IFL251106000000020 -	00 - MD - 02.csv ID0251106000000010	- -	IDR 2,000,000.00 06 Nov 2025	06 Nov 2025 04:31:31 WIB	Pending Approval	View Approver
International Payment Foreign Transfer	ANJAR ASMORO HERYANTO 703057616600	ARIANA IFT251106000007927	HSBC BANK ARGENTINA SA 7265387153	USD 500.00 06 Nov 2025	06 Nov 2025 04:27:49 WIB	Pending Approval	View Approver
MPN Upload Create Tax Billing ID and Payment	IFL251106000000019 -	00 - MPN - 02.csv ID0251106000000009	- -	IDR 30,000.00 06 Nov 2025	06 Nov 2025 04:25:45 WIB	Pending Approval	View Approver

Collect Selected

Sistem akan menampilkan halaman **Proxy Task List Listing**

System will show the **Proxy Task List listing page**

1 Pilih **Transaction Group** yang dibutuhkan

Choose **Transaction Group**

2 Pilih **All Approver**

Choose **All Approver**

LANGKAH

05

1

Proxy Task List

result(s) Transaction Group: All Approver: All

Transaction Group / Payment Mode	From Account / File Reference No. / Account No.	Beneficiary Name / File Name / Reference No.	Beneficiary Bank / Account No. / Billing ID	Amount / Payment Date	Created Date	Status	Approver
<input checked="" type="checkbox"/> Manage Template Own Account	ANJAR ASMORO HERYANTO 703057616600	A JOHANES 801251106000007927	CIMB Niaga 703060021900	IDR 46,000.00 -	06 Nov 2025 04:49:39 WIB	Pending Approval	View Approver
<input checked="" type="checkbox"/> Stop Payment SKN	ANJAR ASMORO HERYANTO 703057616600	The Cab 854251106000000012	STANDARD CHARTERED BANK 7123911967291	IDR 300,000,000.00 -	06 Nov 2025 04:45:06 WIB	Pending Approval	View Approver
<input checked="" type="checkbox"/> Transfer within CIMB Niaga Own Account	A JOHANES 703060021900	TERLALU MANIS 804251106000000001	CIMB Niaga 703217723600	IDR 120,000,000.00 06 Nov 2025	06 Nov 2025 04:41:05 WIB	Pending Approval	View Approver
<input checked="" type="checkbox"/> Transfer to Other Banks RTGS	ANJAR ASMORO HERYANTO 703057616600	ODR 807251106000000010	MUFG 70238819191	IDR 200,000,000.00 -	06 Nov 2025 04:39:07 WIB	Pending Approval	View Approver
<input checked="" type="checkbox"/> Bulk Payment (Multi Source)	IFL251106000000022 -	00 - MS - 02.csv 808251106000000012	- -	IDR 172,000,000.00 06 Nov 2025	06 Nov 2025 04:36:24 WIB	Pending Approval	View Approver
<input checked="" type="checkbox"/> Bulk Payment SKN	IFL251106000000021 -	00 - BP - 02.csv 808251106000000011	- -	IDR 162,000.00 06 Nov 2025	06 Nov 2025 04:33:57 WIB	Pending Approval	View Approver
<input checked="" type="checkbox"/> Multi Debit Inhouse Direct Debit	IFL251106000000020 -	00 - MD - 02.csv 808251106000000010	- -	IDR 2,000,000.00 06 Nov 2025	06 Nov 2025 04:31:31 WIB	Pending Approval	View Approver
<input checked="" type="checkbox"/> International Payment Foreign Transfer	ANJAR ASMORO HERYANTO 703057616600	ARIANA 807251106000007927	HSBC BANK ARGENTINA SA 7265387153	USD 500.00 06 Nov 2025	06 Nov 2025 04:27:49 WIB	Pending Approval	View Approver
<input checked="" type="checkbox"/> MPN Upload Create Tax Billing ID and Payment	IFL251106000000019 -	00 - MPN - 02.csv 808251106000000009	- -	IDR 30,000.00 06 Nov 2025	06 Nov 2025 04:25:45 WIB	Pending Approval	View Approver

2

Collect Selected

3

Collect

Are you sure you want to collect the selected items?

Cancel Proceed

1 Pilih Transaksi yang ingin di **Collect**

Choose *Transactions to Collect*

2 Klik **Collect Selected**

Click *Collect Selected*

3 Klik **Proceed**

Click *Proceed*

Proxy Task List > Review Details

You are collecting 27 task(s)

Collected Task(s) for APPROVER SATU

Approver: APPROVER1 - APPROVER SATU

Collection Description* **1**

Summary of Financial Transaction

Reference No.	File Reference No.	Transaction Group	Payment Mode	Payment Date	Created Date	Number of Transactions	Currency	Total Transaction Amount
IDB251106000000011	PL251106000000021	Bulk Payment	SKN	05 Nov 2025	05 Nov 2025 04:33:57 WIB	2	IDR	162,000.00
IDB251106000000012	PL251106000000022	Bulk Payment (Multi Source)	-	05 Nov 2025	06 Nov 2025 04:36:24 WIB	3	IDR	172,000,000.00
IFT251106000007527	-	International Payment	Foreign Transfer	05 Nov 2025	06 Nov 2025 04:27:49 WIB	1	USD	500.00
IDB251106000000010	PL251106000000020	Multi Debit	Inhouse Direct Debit	05 Nov 2025	06 Nov 2025 04:31:31 WIB	5	IDR	2,000,000.00
IFT251106000000010	-	Transfer to Other Banks	RTGS	05 Nov 2025	06 Nov 2025 04:39:07 WIB	1	IDR	200,000,000.00
Total by Currency						11	IDR USD	374,162,000.00 500.00

Collected Grand Total by Currency

11	1	IDR USD	374,162,000.00 500.00
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Collected Task(s) for APPROVER 3

Approver: APPROVER3 - APPROVER 3

Collection Description* [Collapse All](#)

Summary of Financial Transaction

Reference No.	File Reference No.	Transaction Group	Payment Mode	Payment Date	Created Date	Number of Transactions	Currency	Total Transaction Amount
IFT251106000007527	-	International Payment	Foreign Transfer	05 Nov 2025	06 Nov 2025 04:27:49 WIB	1	USD	500.00
IDB251106000000009	PL251106000000019	MPN Upload	Create Tax Billing ID and Payment	05 Nov 2025	06 Nov 2025 04:25:45 WIB	2	IDR	30,000.00
IDB251106000000010	PL251106000000020	Multi Debit	Inhouse Direct Debit	05 Nov 2025	06 Nov 2025 04:31:31 WIB	5	IDR	2,000,000.00
Total by Currency						1	USD	500.00
						7	IDR	2,030,000.00

Summary of Financial Transaction

Reference No.	File Reference No.	Transaction Group	Payment Mode	Payment Date	Created Date	Number of Transactions	Currency	Total Transaction Amount
IDP251110000000006	-	Bill Payment	Bill Payment	10 Nov 2025	10 Nov 2025 10:28:06 WIB	1	IDR	120,003.00
IDB251110000000010	IFL251110000000021	Bill Payment Upload	Bill Payment	10 Nov 2025	10 Nov 2025 10:45:26 WIB	3	IDR	45,007.00
IDB251110000000013	IFL251110000000025	Bulk Payment	SKN	10 Nov 2025	10 Nov 2025 10:57:43 WIB	2	IDR	590,000.00
IDB251110000000012	IFL251110000000024	Bulk Payment (Multi Source)	-	10 Nov 2025	10 Nov 2025 10:56:13 WIB	3	IDR	200,004,000.00
IFT251110000007555	-	International Payment	Foreign Transfer	10 Nov 2025	10 Nov 2025 11:09:30 WIB	1	USD	25.00
IFT251110000007558	-	International Payment	Foreign Transfer	10 Nov 2025	10 Nov 2025 12:58:01 WIB	1	USD	35.00
IDB251110000000016	IFL251110000000028	MPN Upload	Create Tax Billing ID and Payment	10 Nov 2025	10 Nov 2025 11:02:26 WIB	2	IDR	5,200,002.00
IDB251110000000022	IFL251110000000039	Multi Debit	Inhouse Direct Debit	10 Nov 2025	10 Nov 2025 13:01:56 WIB	2	IDR	3,000,006.00
IDB251110000000021	IFL251110000000038	Payroll	Other CMB Niaga	10 Nov 2025	10 Nov 2025 12:55:32 WIB	2	IDR	90,000.00
ITD251110000002801	-	Time Deposit Placement	Time Deposit Placement	10 Nov 2025	10 Nov 2025 13:04:02 WIB	1	IDR	8,000,001.00
IFT251110000000016	-	Transfer to Other Banks	RTGS	10 Nov 2025	10 Nov 2025 11:09:29 WIB	1	IDR	112,100,000.00
ISK251110000000005	-	Transfer to Other Banks	SKN	10 Nov 2025	10 Nov 2025 10:27:06 WIB	1	IDR	120,002.00
ISK251110000000020	-	Transfer to Other Banks	SKN	10 Nov 2025	10 Nov 2025 11:09:27 WIB	1	IDR	324,000.00
IA251110000000003	-	Transfer within CMB Niaga	Own Account	10 Nov 2025	10 Nov 2025 10:25:44 WIB	1	IDR	120,001.00
IFT251110000000023	-	Transfer within CMB Niaga	Other CMB Niaga	10 Nov 2025	10 Nov 2025 11:09:22 WIB	1	IDR	122,000.00
IFT251110000000024	-	Transfer within CMB Niaga	Other CMB Niaga	10 Nov 2025	10 Nov 2025 11:09:24 WIB	1	IDR	3,210.00
Total by Currency						22	IDR USD	329,837,232.00 60.00

Collected Grand Total by Currency

34	3	IDR USD	930,575,568.00 93.00
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[Back](#) [Confirm](#) **2**

Sistem akan menampilkan Halaman **Review Details**

System will show the **Review Details** page

1 Masukkan **Collection Description**

Input **Collection Description**

Periksa seluruh **Detail Transaksi**

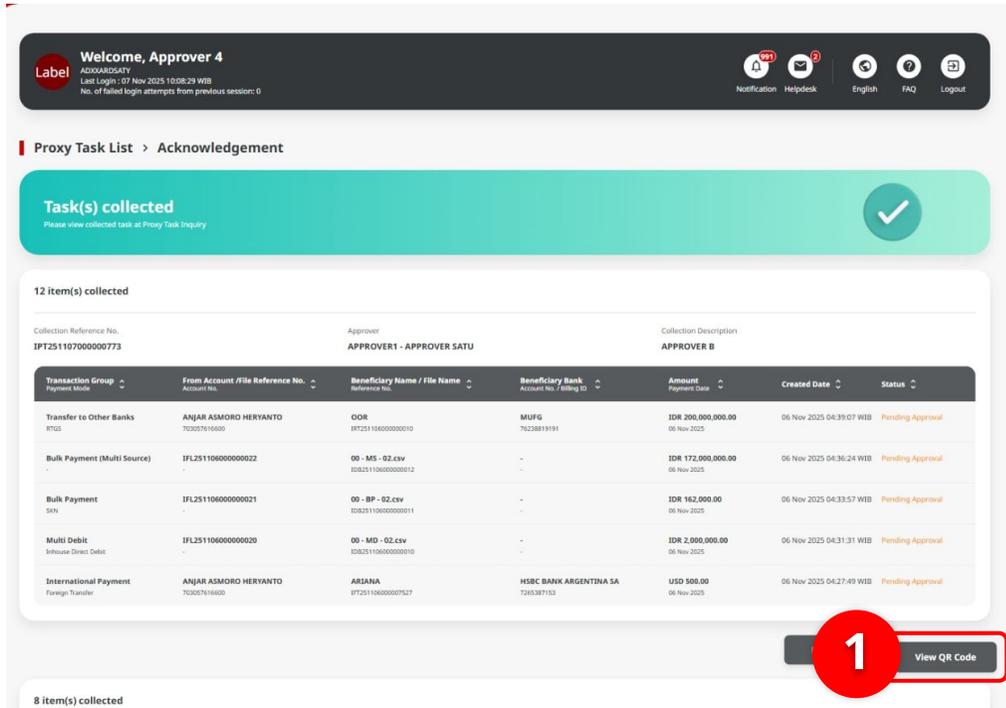
Check all **transaction details**

2 Klik **Confirm**

Click **Confirm**

LANGKAH

07



Sistem akan menampilkan Halaman **Acknowledgement**
System will show the **Acknowledgement page**

[OPTIONAL]
User dapat melihat **QR Code** transaksi
User can see the **Transaction QR Code**

- 1 Klik **View QR Code**
Click **View QR Code**
- 2 Sistem akan menampilkan box **QR Code**
System will show the **QR Code box**
- 3 Jika sudah, klik **Done**
Once OK, click **Done**

Welcome, Approver 4
ADIKARDISATY
Last Login: 07 Nov 2025 10:08:29 WIB
No. of failed login attempts from previous session: 0

Proxy Task List > Acknowledgement

Task(s) collected

Report successfully generated. Go to Reporting > Download Reports to retrieve this report.

Transaction Group / Payment Mode	From Account / File Reference No. / Account No.	Beneficiary Name / File Name / Reference No.	Beneficiary Bank / Account No. / Billing ID	Amount / Payment Date	Created Date	Status
Transfer to Other Banks / RTGS	ANJAR ASMORO HERYANTO / 703057616600	ODR / IPT25110600000010	MUGG / 76238819191	IDR 200,000,000.00 / 06 Nov 2025	06 Nov 2025 04:39:07 WIB	Pending Approval
Bulk Payment (Multi Source)	IFL251106000000022	00 - MS - 02.csv / 080251106000000012	-	IDR 172,000,000.00 / 06 Nov 2025	06 Nov 2025 04:36:24 WIB	Pending Approval
Bulk Payment / SKN	IFL251106000000021	00 - BP - 02.csv / 080251106000000011	-	IDR 162,000.00 / 06 Nov 2025	06 Nov 2025 04:33:57 WIB	Pending Approval
Multi Debit / Bfrouka Direct Debit	IFL251106000000020	00 - MD - 02.csv / 080251106000000010	-	IDR 2,000,000.00 / 06 Nov 2025	06 Nov 2025 04:31:31 WIB	Pending Approval
International Payment / Foreign Transfer	ANJAR ASMORO HERYANTO / 703057616600	ARIANA / IPT251106000007527	HSEC BANK ARGENTINA SA / 7265387153	USD 500.00 / 06 Nov 2025	06 Nov 2025 04:27:49 WIB	Pending Approval

Download View QR Code

8 Item(s) collected

Transaction Group / Payment Mode	From Account / File Reference No. / Account No.	Beneficiary Name / File Name / Reference No.	Beneficiary Bank / Account No. / Billing ID	Amount / Payment Date	Created Date	Status
Multi Debit / Bfrouka Direct Debit	IFL251106000000020	00 - MD - 02.csv / 080251106000000010	-	IDR 2,000,000.00 / 06 Nov 2025	06 Nov 2025 04:31:31 WIB	Pending Approval
International Payment / Foreign Transfer	ANJAR ASMORO HERYANTO / 703057616600	ARIANA / IPT251106000007527	HSEC BANK ARGENTINA SA / 7265387153	USD 500.00 / 06 Nov 2025	06 Nov 2025 04:27:49 WIB	Pending Approval
MPN Upload / Create Tax Billing ID and Payment	IFL251106000000019	00 - MPN - 02.csv / 080251106000000009	-	IDR 30,000.00 / 06 Nov 2025	06 Nov 2025 04:25:45 WIB	Pending Approval

Download View QR Code

User dapat melakukan **Download report** pada Halaman **Acknowledgement**
User can **Download the Report** on **Acknowledgement page**

1 Klik **Download**

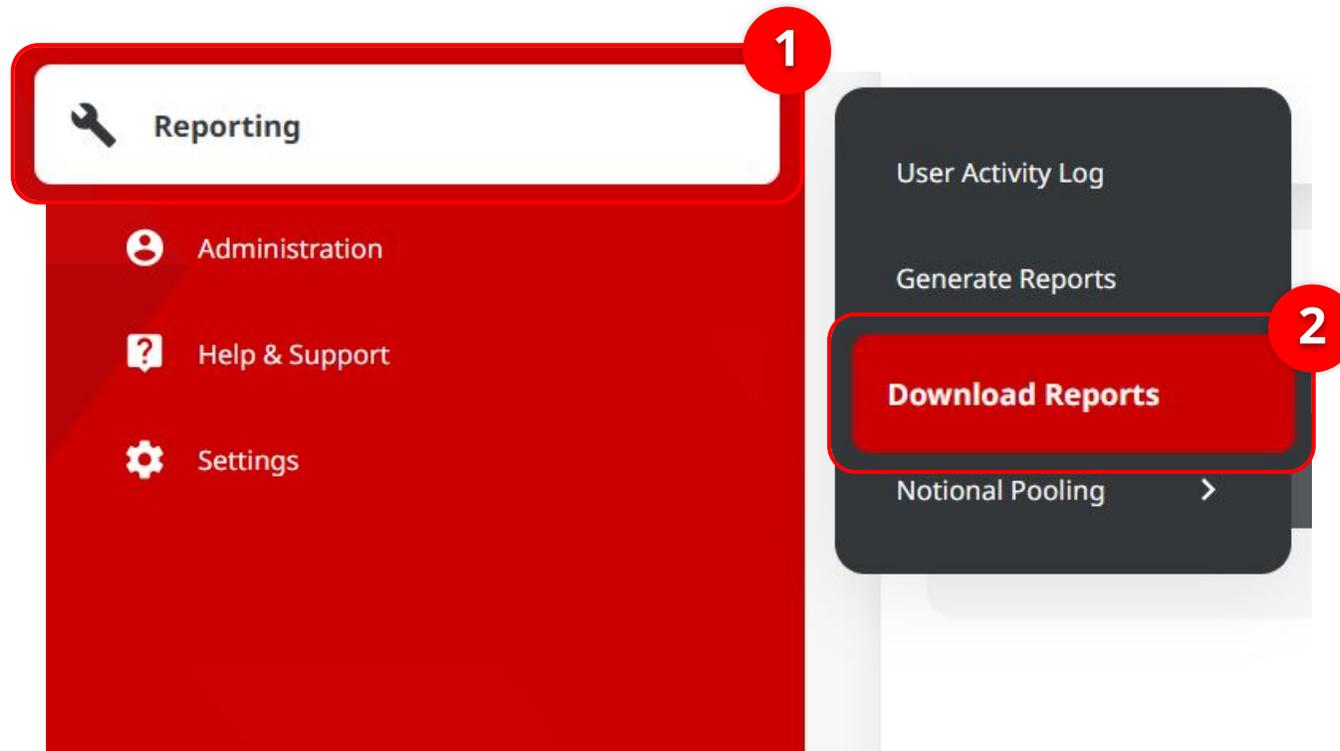
Click **Download**

2 Sistem akan **menampilkan pop up** di bagian atas **listing**

System will **show the pop up** on the top of listing page

LANGKAH

09



User dapat kembali ke **halaman dashboard**

User can navigate back to dashboard page

1 Klik **Reporting**

Click Reporting

2 Pilih **Download Report**

Choose Download Report

LANGKAH

10

1 Report Type *

Proxy Task

2 Report Name

Proxy Task - Download

3 Search

4

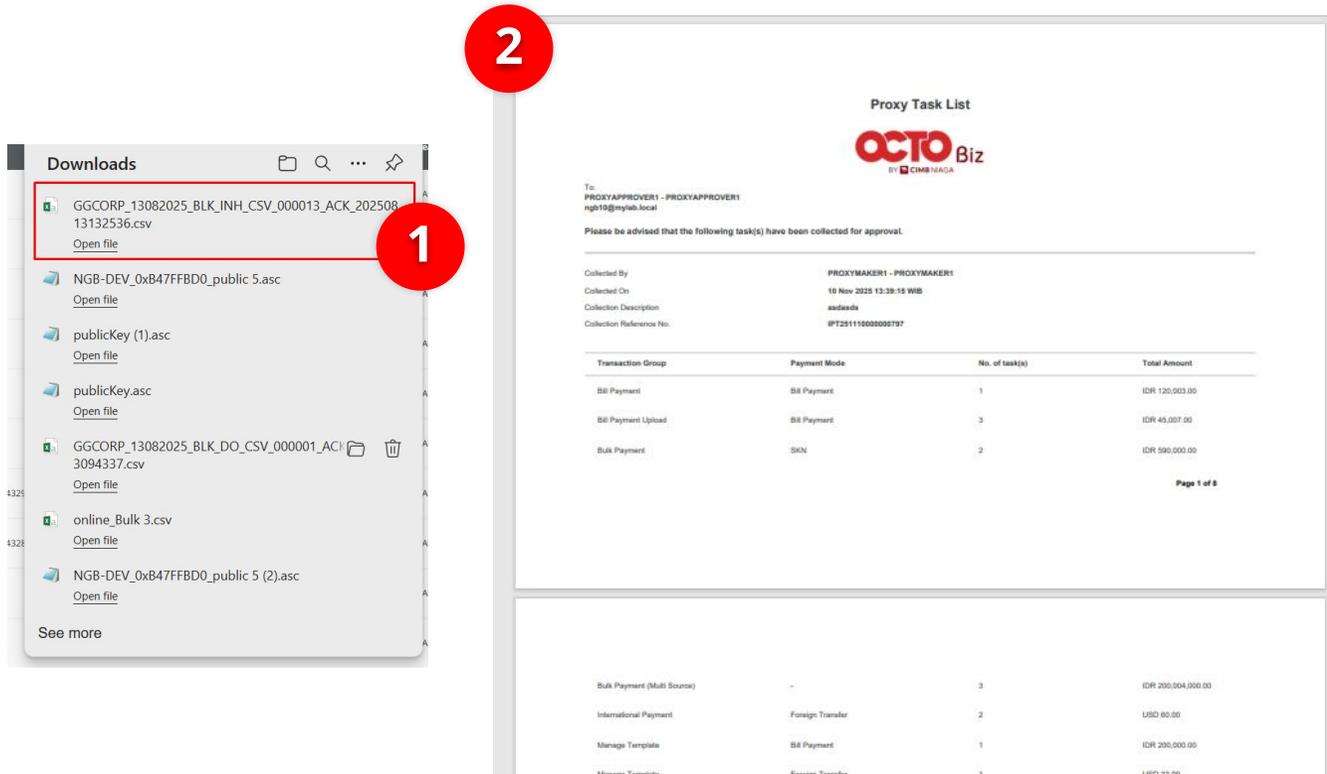
Report Type	Report Name	File Type	Account No.	Report Date / Timestamp	File Size	Created By
Proxy Task	Proxy Task - Download	PDF		10 Nov 2025 13:46:44 WIB	38.016 KB	PROXYMAKER1

5 Download

Sistem akan menampilkan halaman **Download Reports > Inquiry & Listing**

System will show the **Download Reports > Inquiry & Listing** page

- 1** Pilih **Proxy Task** sebagai **Report type**
Choose **Proxy Task** as **Report Type**
- 2** Pilih **Proxy Task - Download** sebagai **Report Name**
Choose **Proxy Task - Download** as **Report Name**
- 3** Klik **Search**
Click **Search**
- 4** Pilih **report**
Choose **Report**
- 5** Klik **Download**
Click **Download**



1 Sistem akan otomatis melakukan **Download Report**

System will *automatically download* the report

2 Contoh untuk **Report Proxy Task List**

Example for **Proxy Task List Report**

Proxy Task Collected (Collection Ref. No.: IPT25111000000797)

 noreply-octobiz@cimbniaga.co.id
Today, 1:39 PM
NGB10

Reply all

 Proxy Task_IPT25111000...
37 KB
Download

Dear PROXYAPPROVER1 - PROXYAPPROVER1,

This is to inform you that remote proxy PROXYMAKER1 - PROXYMAKER1 has collected the following transaction task(s) on your behalf for approval.

Collection Summary

Collected By: PROXYMAKER1 - PROXYMAKER1
Collected On: 10 Nov 2025 13:39:15 WIB
Collection Description: asdasds
Collection Reference No.: IPT25111000000797

Transaction Group	Payment Mode	No. of task(s)	Total Amount
Bill Payment	Bill Payment	1	IDR 120,003.00
Bill Payment Upload	Bill Payment	3	IDR 45,007.00
Bulk Payment	SKN	2	IDR 590,000.00

Bill Payment Upload	Bill Payment	3	IDR 45,007.00
Bulk Payment	SKN	2	IDR 590,000.00
Bulk Payment (Multi Source)	-	3	IDR 200,004,000.00
International Payment	Foreign Transfer	2	USD 60.00
Manage Template	Bill Payment	1	IDR 200,000.00
Manage Template	Foreign Transfer	1	USD 33.00
Manage Template	Own Account	1	IDR 120,010.00
Manage Template	SKN	1	IDR 100,211.00
MPN Upload	Create Tax Billing ID and Payment	2	IDR 5,200,002.00
Multi Debit	Inhouse Direct Debit	2	IDR 3,000,006.00
Payroll	Other CIMB Niaga	2	IDR 90,000.00
Stop Payment	-	3	IDR 200,004,000.00
Stop Payment	Domestic Online	1	IDR 100,988.00
Stop Payment	Other CIMB Niaga	3	IDR 213,123.00
Stop Payment	RTGS	2	IDR 400,000,004.00
Time Deposit Placement	Time Deposit Placement	1	IDR 8,000,001.00
Transfer to Other Banks	RTGS	1	IDR 112,100,000.00
Transfer to Other Banks	SKN	2	IDR 444,002.00
Transfer within CIMB Niaga	Other CIMB Niaga	2	IDR 124,210.00

Multi Debit	Inhouse Direct Debit	2	IDR 3,000,006.00
Payroll	Other CIMB Niaga	2	IDR 90,000.00
Stop Payment	-	3	IDR 200,004,000.00
Stop Payment	Domestic Online	1	IDR 100,988.00
Stop Payment	Other CIMB Niaga	3	IDR 213,123.00
Stop Payment	RTGS	2	IDR 400,000,004.00
Time Deposit Placement	Time Deposit Placement	1	IDR 8,000,001.00
Transfer to Other Banks	RTGS	1	IDR 112,100,000.00
Transfer to Other Banks	SKN	2	IDR 444,002.00
Transfer within CIMB Niaga	Other CIMB Niaga	2	IDR 124,210.00
Transfer within CIMB Niaga	Own Account	1	IDR 120,001.00

What You Can Do

Scan the QR code on the attached document to approve directly from your mobile app. If any transaction in the collection has already been processed or resubmitted with changes, the system will guide you accordingly during approval.

To learn more about OCTO Biz, [Click here](#)

Thank you for being a loyal CIMB Niaga customer.

Sincerely,
PT Bank CIMB Niaga Tbk

Please note that this email was generated by the system and does not require a physical signature.

Sistem akan otomatis mengirimkan **notifikasi email** ke **approver** untuk **Successful Task Collection**

*System will automatically send the **email notification** to approver on **Successful Task Collection***



OCTOBIZ

BY  CIMB NIAGA

