

OCTOBIZ

Service

Virtual Account Management

TUTORIALOCTOBIZ2026

KEJAR MIMPI

Service

Virtual Account Management

Transaction - Virtual Account Management Fungsi ini digunakan untuk mengelola (membuat, mengedit, menghapus) **Virtual Account**

*Transaction - Virtual Account Management this function is used to manage (create, edit, delete) the **Virtual Account***

03

Create
Transaction

29

Approve
Transaction

Virtual Account Management

Create Transaction

Add

Edit

Virtual Account Management

Create Transaction

Add

Edit

LANGKAH

01

MAKER



Add | Virtual Account Management

Menu: Service > Virtual Account Management

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

Maker login using User & Company ID

- 2 Klik **Next**

Click Next

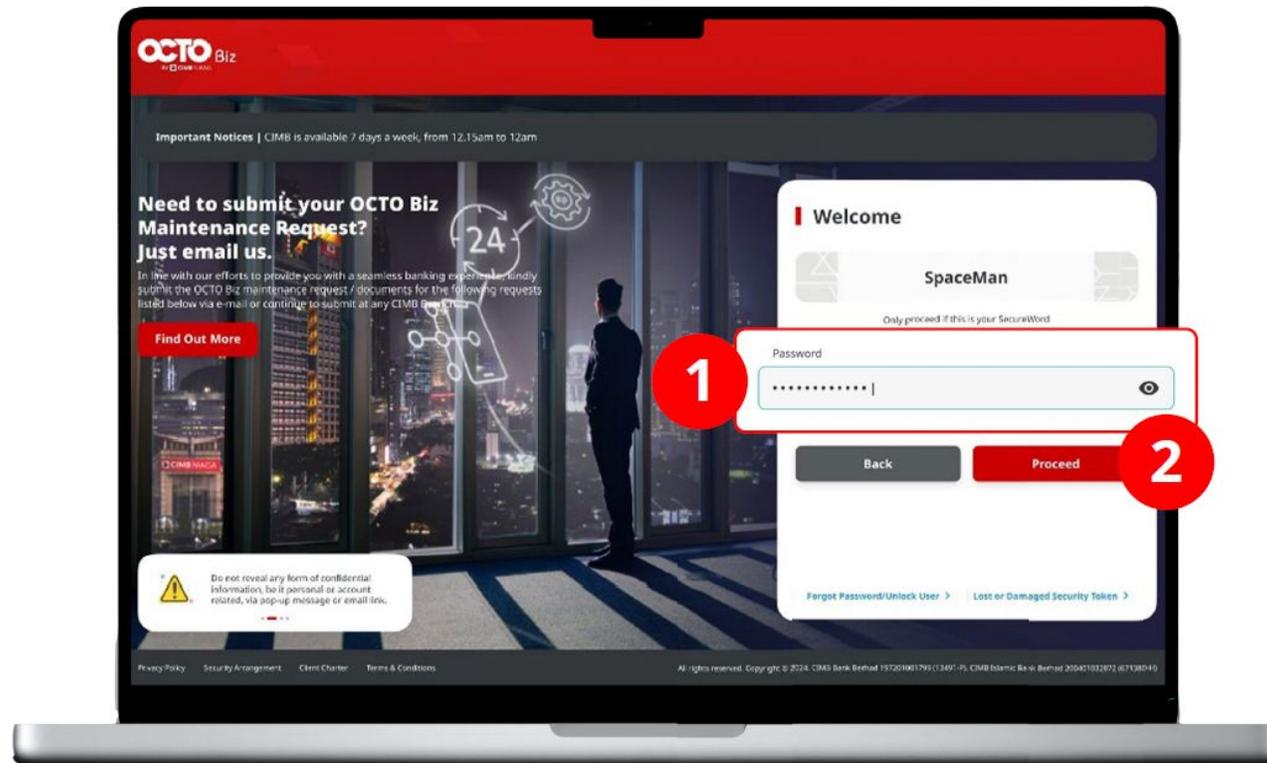
LANGKAH

02

MAKER

Add | Virtual Account Management

Menu: Service > Virtual Account Management

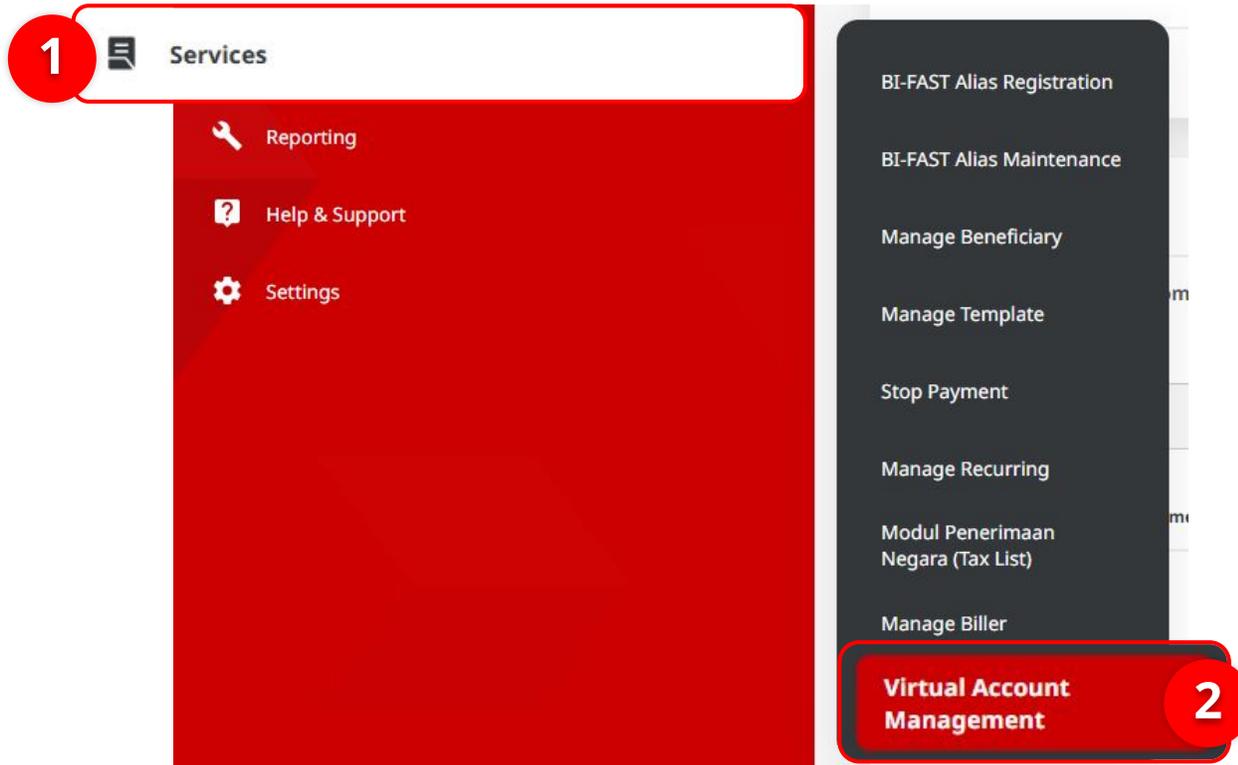


1 Isi **Password**

Input Password

2 Klik **Proceed**

Click Proceed



Sistem akan menampilkan Halaman **Dashboard**

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

1 Arahkan kursor ke **Services**
*Navigate to **Service***

2 Klik **Virtual Account Management**

*Click **Virtual Account Management***

Virtual Account Management

Listing Upload

Master Account Number Business Identification Number

Select Enter

Search

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

Sistem akan menampilkan halaman **Virtual Account Management > Inquiry & Listing**

System will show the **Virtual Account Management > Inquiry & Listing** page

1 Klik **Hyperlink**

Click **Hyperlink**

Virtual Account Management > Details

Details

Master Account Number 800000131900-IDR	Master Account Name IBNU KOMPENI	Business Identification Number 6000
Company ID ERWINMVP3	Virtual Account Type Standard	

Virtual Account Details

Virtual Account Number:

Account Name:

Virtual Account Number	Account Name	Start Date	End Date	Amount	Description
600030000000017	BUDI	08 Nov 2025	09 Nov 2025	IDR 1,000,000.00	-

Note:

- Action buttons will hide when there is pending task in BIN Maintenance / Virtual Account Management. Please complete pending task before proceed with any Virtual Account maintenance.

Sistem akan menampilkan halaman **Details**

System will show the **Details** page

1 Klik **Add**

Click **Add**

Virtual Account Management > Add

Details

Master Account Number: 800000131900-IDR
 Master Account Name: IBNU KOMPENI
 Business Identification Number: 6000
 Virtual Account Type: Standard

Virtual Account Details

Virtual Account Number *: 6000873983292374
 Account Name *: test

Start Date: DD MM YYYY
 End Date: DD MM YYYY
 Currency: IDR
 Amount: Enter

Description: Enter

Note:

- For more than 10 Virtual Account maintenance or deletion, please use Bulk File Upload (Maintenance Module).
- For Virtual Account Billing, Client ID will be ready to use in D+1 after being released.
- For Virtual Account Non Billing, Client ID will be ready to use in D+0 after being released.

Add

Listing

Virtual Account Number	Account Name	Start Date	End Date	Amount	Description	Action
No record(s) found.						

Back Add

1 Lengkapi bagian **Virtual Account Details**

Complete the **Virtual Account Details** part

2 Klik **Add**

Click **Add**

LANGKAH

07

MAKER

Add | Virtual Account Management

Menu: Service > Virtual Account Management

The screenshot shows the 'Virtual Account Management > Add' form. It is divided into three main sections: 'Details', 'Virtual Account Details', and 'Listing'.
1. The 'Listing' section at the bottom shows a table with one row of data: Virtual Account Number (6000873983292374), Account Name (test), Start Date, End Date, Amount, Description, and an Action button. A red box highlights this table with a '1' in a red circle.
2. The 'Virtual Account Details' section in the middle contains several input fields: Virtual Account Number (6000873983292374), Account Name (test), Start Date (DD MM YYYY), End Date (DD MM YYYY), Currency (IDR), Amount (Enter), and Description (Enter). A red box highlights this entire section with a '2' in a red circle.
3. The 'Add' button is located at the bottom right of the 'Virtual Account Details' section, highlighted with a red box and a '3' in a red circle.
4. The 'Details' section at the top contains fields for Master Account Number (800000131900-IDR), Master Account Name (IBNU KOMPENI), Business Identification Number (6000), and Virtual Account Type (Standard).

- 1 Sistem akan menambahkan **item pada list**

*System will add **item on list***

- 2 Jika ingin menambahkan item, lengkapi kembali bagian **Virtual Account Details**

*If want to add another items, complete the **Virtual Account Details part** again*

- 3 Klik **Add**

*Click **Add***

LANGKAH

08

MAKER

Add | Virtual Account Management

Menu: Service > Virtual Account Management

Virtual Account Management > Add

Details

Master Account Number: 800000131900-IDR
Master Account Name: IBNU KOMPENI
Business Identification Number: 6000
Virtual Account Type: Standard

Virtual Account Details

Virtual Account Number *
Account Name *
Start Date: DD MM YYYY
End Date: DD MM YYYY
Currency: IDR
Amount: Enter
Description: Enter

Note:

- For more than 10 Virtual Account maintenance or deletion, please use Bulk File Upload (Maintenance Module).
- For Virtual Account Billing, Client ID will be ready to use in D+1 after being released.
- For Virtual Account Non Billing, Client ID will be ready to use in D+0 after being released.

Add

Listing

Virtual Account Number	Account Name	Start Date	End Date	Amount	Description	Action
6000237438743894	test1	23 Dec 2025	31 Dec 2025	IDR 10,000.00	test1	Edit Delete Action
6000873983292374	test	-	-	-	-	Action

Back Next

1 Pada bagian listing, user dapat melakukan **pengubahan maupun penghapusan data**

*On listing items, user can **Edit or Delete the Data***

LANGKAH

09a

MAKER

Add | Virtual Account Management

Menu: Service > Virtual Account Management

Virtual Account Number	Account Name	Start Date	End Date	Amount	Description	Action
6000237438743894	test1	23 Dec 2025	31 Dec 2025	IDR 10,000.00	test1	Edit Delete Action
6000873983292374	test	-	-	-	-	Action

Edit Details

Virtual Account Number *
6000237438743894

Account Name *
test1

Start Date: 23 Dec 2025
End Date: 31 Dec 2025
Currency: IDR
Amount: 10,000.00

Description
test1

Done

Untuk melakukan **Edit**

To **Edit** the Details

1 Klik **Edit**

Click **Edit**

2 Ubah **Details**

Edit **Details**

3 Klik **Done**

Click **Done**

LANGKAH

09b

MAKER

Add | Virtual Account Management

Menu: Service > Virtual Account Management

Listing

<input type="checkbox"/>	Virtual Account Number	Account Name	Start Date	End Date	Amount	Description	
<input type="checkbox"/>	6000237438743894	test1	23 Dec 2025	31 Dec 2025	IDR 10,000.00	test1	<div style="border: 1px solid red; padding: 2px;">Edit Delete Action ^ Action v</div>
<input type="checkbox"/>	6000873983292374	test	-	-	-	-	Action v

Back Next

Untuk **menghapus** Item

To **Delete** the item

1 Klik **Delete**
Click **Delete**

2 Klik **Yes**
Click **Yes**



LANGKAH

10

MAKER

Add | Virtual Account Management

Menu: Service > Virtual Account Management

Virtual Account Management > Add

Details

Master Account Number: 800000131900-IDR
Master Account Name: IBNU KOMPENI
Business Identification Number: 6000
Virtual Account Type: Standard

Virtual Account Details

Virtual Account Number *: Enter
Account Name *: Enter
Start Date: DD MM YYYY
End Date: DD MM YYYY
Currency: IDR
Amount: Enter
Description: Enter

Note:

- For more than 10 Virtual Account maintenance or deletion, please use Bulk File Upload (Maintenance Module).
- For Virtual Account Billing, Client ID will be ready to use in D+1 after being released.
- For Virtual Account Non Billing, Client ID will be ready to use in D+0 after being released.

Add

Listing

Virtual Account Number	Account Name	Start Date	End Date	Amount	Description	Action
6000237438743894	test12	23 Dec 2025	31 Dec 2025	10,000.00	test1	Action
6000873983292374	test	-	-	-	-	Action

Back Next 1

Sistem akan menampilkan halaman dengan **List yang sudah di update**

System will show the updated listing on the page

1 Klik **Next**

Click Next

LANGKAH

11

MAKER

Add | Virtual Account Management

Menu: Service > Virtual Account Management

Virtual Account Management > Review Details

Details

Master Account Number 800000131900-IDR	Master Account Name IBNU KOMPENI
Business Identification Number 6000	Virtual Account Type Standard

Virtual Account Details

Virtual Account Number	Account Name	Start Date	End Date	Amount	Description	Action Type
6000873983292374	test	-	-	-	-	Create

[Back](#) **1** [Submit](#)

Sistem akan menampilkan halaman **Review Details**

System will show the Review Details page

1 Klik **Submit**

Click Submit

LANGKAH

12

MAKER

Add | Virtual Account Management

Menu: Service > Virtual Account Management

Virtual Account Management > Acknowledgement

Submitted for approval 

Reference No. : I26251222000001874 Submitted On : 22 Dec 2025 20:12:44 WIB

Details

Master Account Number	Master Account Name
800000131900-IDR	IBNU KOMPENI
Business Identification Number	Virtual Account Type
6000	Standard

Virtual Account Details

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

Virtual Account Number	Account Name	Start Date	End Date	Amount	Description	Action Type	Status	Reason
6000873983292374	test	-	-	-	-	Create	Pending Approval	-

Done

Sistem Lalu menampilkan **Halaman Acknowledgement**

System will show **Acknowledgement page**

Langkah melakukan **Approve Transaction** Kunjungi Halaman:

To Approve transaction, visit:

29 Approve Transaction

Virtual Account Management

Create Transaction

Add

Edit

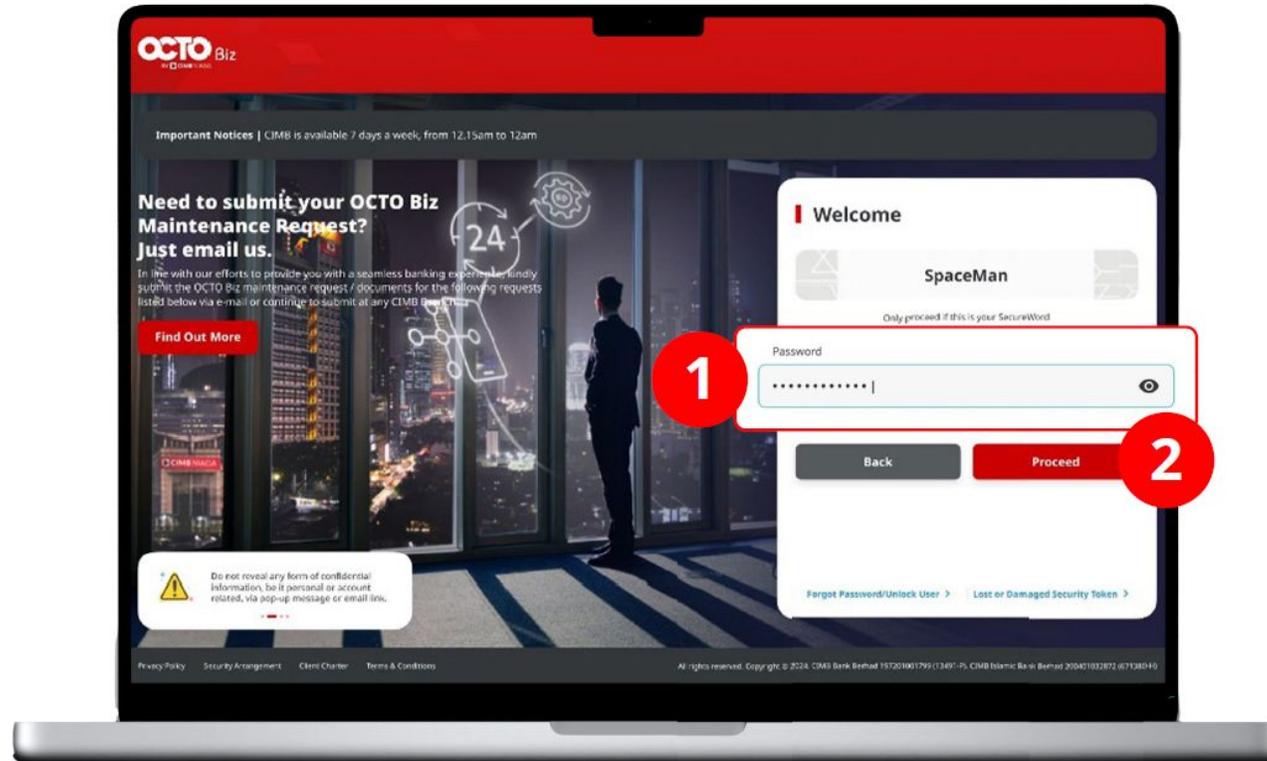


- 1 **Maker** Masuk dengan menggunakan **User & Company ID**

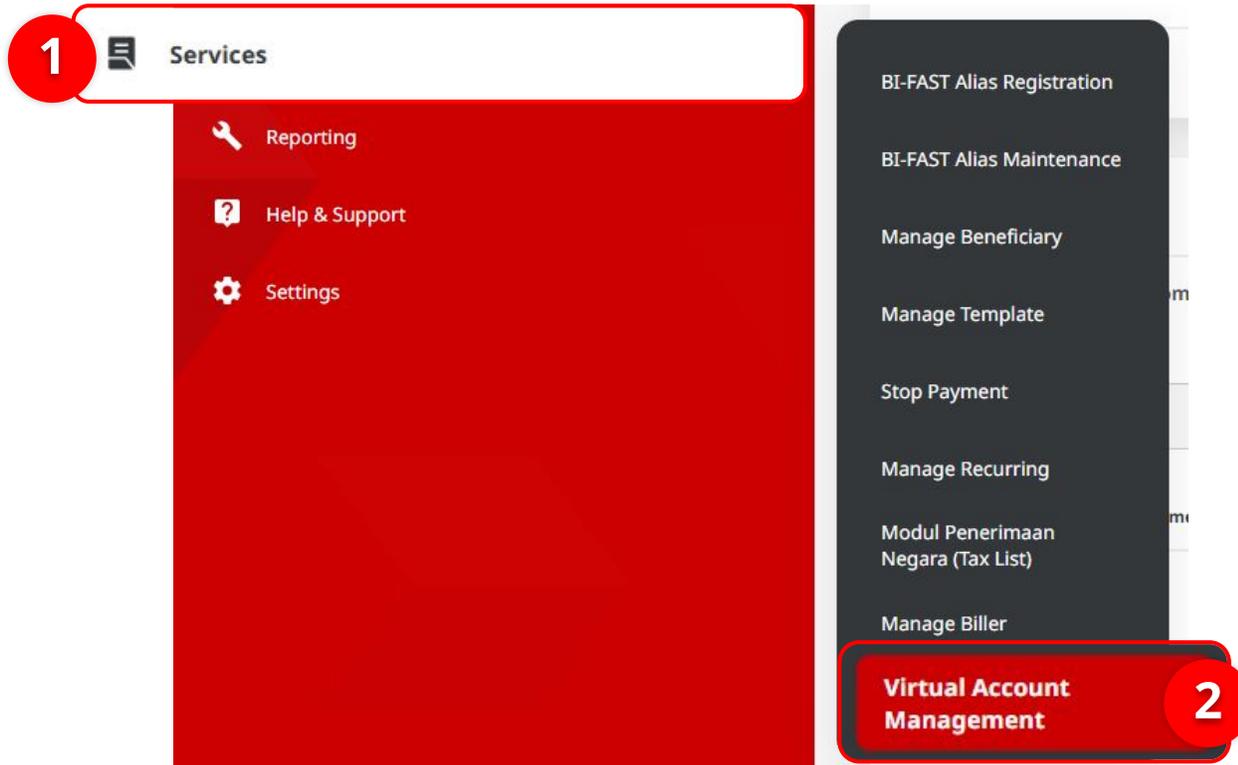
Maker login using User & Company ID

- 2 Klik **Next**

Click Next



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



Sistem akan menampilkan Halaman **Dashboard**

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

1 Arahkan kursor ke **Services**
*Navigate to **Service***

2 Klik **Virtual Account Management**
*Click **Virtual Account Management***

Virtual Account Management

Listing Upload

Master Account Number Business Identification Number

Select Enter

Search

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

Sistem akan menampilkan halaman **Virtual Account Management > Inquiry & Listing**

System will show the **Virtual Account Management > Inquiry & Listing** page

1 Klik **Hyperlink**

Click Hyperlink

Virtual Account Management > Details

Details

Master Account Number 800000131900-IDR	Master Account Name IBNU KOMPENI	Business Identification Number 6000
Company ID ERWINMVP3	Virtual Account Type Standard	

Virtual Account Details

Virtual Account Number:

Account Name:

Virtual Account Number	Account Name	Start Date	End Date	Amount	Description
600030000000017	BUDI	08 Nov 2025	09 Nov 2025	IDR 1,000,000.00	-

Note:

- Action buttons will hide when there is pending task in BIN Maintenance / Virtual Account Management. Please complete pending task before proceed with any Virtual Account maintenance.

Sistem akan menampilkan halaman **Details**

System will show the **Details** page

1 Klik **Edit**

Click **Edit**

LANGKAH

06

MAKER

Edit | Virtual Account Management

Menu: Service > Virtual Account Management

Virtual Account Number	Account Name	Start Date	End Date	Amount	Description	Action
6000237438743894	test1	23 Dec 2025	31 Dec 2025	IDR 10,000.00	test1	Edit Delete Action
6000873983292374	test	-	-	-	-	Action

Edit Details

Virtual Account Number *
6000237438743894

Account Name *
test1

Start Date: 23 Dec 2025
End Date: 31 Dec 2025
Currency: IDR
Amount: 10,000.00

Description
test1

Done

Sistem akan menampilkan halaman **Edit**

*System will show the **Edit** page*

1 Pada **bagian Action**,
Klik **Edit**

On Action part

2 Ubah **Details**

Edit Details

3 Klik **Done**

Click Done

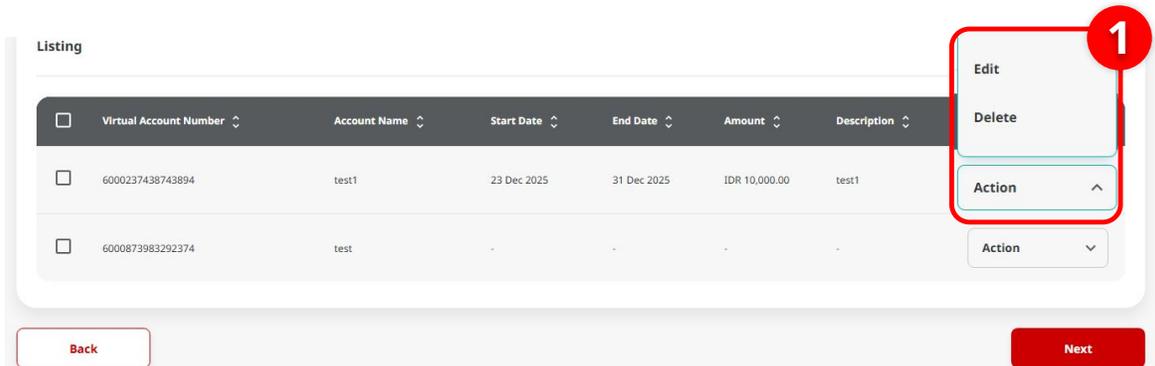
LANGKAH

07

MAKER

Edit | Virtual Account Management

Menu: Service > Virtual Account Management

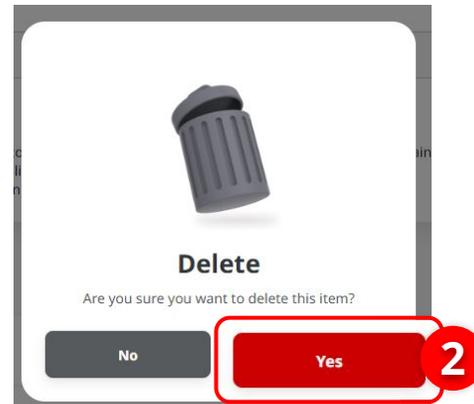


Untuk **menghapus** Item

To **Delete** the item

1 Klik **Delete**
Click **Delete**

2 Klik **Yes**
Click **Yes**



Virtual Account Management > Add

Details

Master Account Number: 800000131900-IDR
 Master Account Name: IBNU KOMPENI
 Business Identification Number: 6000
 Virtual Account Type: Standard

Virtual Account Details

Virtual Account Number *: Enter
 Account Name *: Enter
 Start Date: DD MM YYYY
 End Date: DD MM YYYY
 Currency: IDR
 Amount: Enter
 Description: Enter

Note:

- For more than 10 Virtual Account maintenance or deletion, please use Bulk File Upload (Maintenance Module).
- For Virtual Account Billing, Client ID will be ready to use in D+1 after being released.
- For Virtual Account Non Billing, Client ID will be ready to use in D+0 after being released.

Add

Listing

Virtual Account Number	Account Name	Start Date	End Date	Amount	Description	Action
6000237438743894	test12	23 Dec 2025	31 Dec 2025	10,000.00	test1	Action
6000873983292374	test	-	-	-	-	Action

Back Next 1

Sistem akan menampilkan halaman dengan **List yang sudah di update**

System will show the **updated listing on the page**

1 Klik **Next**

Click **Next**

Virtual Account Management > Review Details

Details

Master Account Number 800000131900-IDR	Master Account Name IBNU KOMPENI
Business Identification Number 6000	Virtual Account Type Standard

Virtual Account Details

Virtual Account Number	Account Name	Start Date	End Date	Amount	Description	Action Type
6000873983292374	test	-	-	-	-	Create

[Back](#) [1 Submit](#)

Sistem akan menampilkan halaman **Review Details**

System will show the **Review Details** page

1 Klik **Submit**

Click **Submit**

LANGKAH

10

MAKER

Edit | Virtual Account Management

Menu: Service > Virtual Account Management

Virtual Account Management > Acknowledgement

Submitted for approval 

Reference No. : I26251222000001876 Submitted On : 22 Dec 2025 22:21:17 WIB

Details

Master Account Number 800000131900-IDR	Master Account Name IBNU KOMPENI
Business Identification Number 6000	Virtual Account Type Standard

Virtual Account Details

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

Virtual Account Number	Account Name	Start Date	End Date	Amount	Description	Action Type	Status	Reason
600023743874389	test	-	-	-	-	Delete	-	-

Done

Sistem Lalu menampilkan
Halaman Acknowledgement

*System will show
Acknowledgement page*

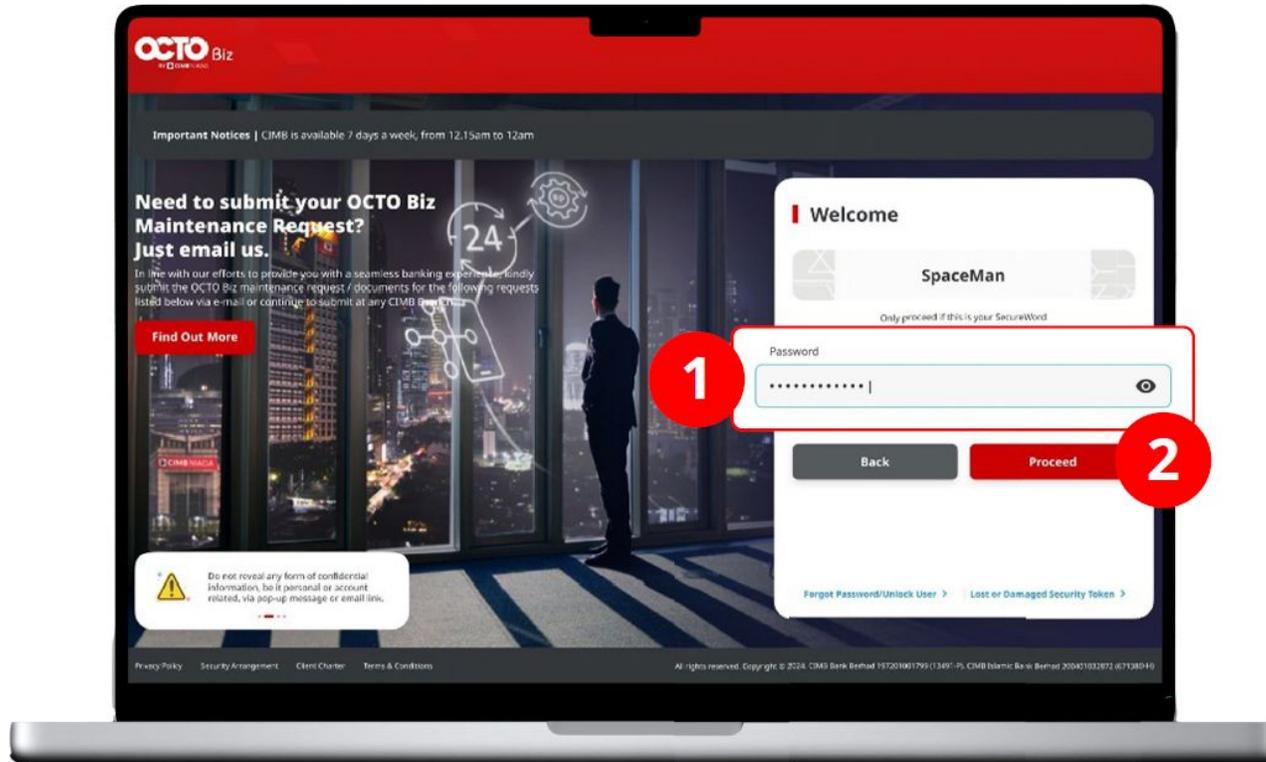
Langkah melakukan **Approve
Transaction** Kunjungi Halaman:

To Approve transaction, visit:

29 Approve
Transaction

Virtual Account Management

Approve Transaction



Login sebagai **Approver**

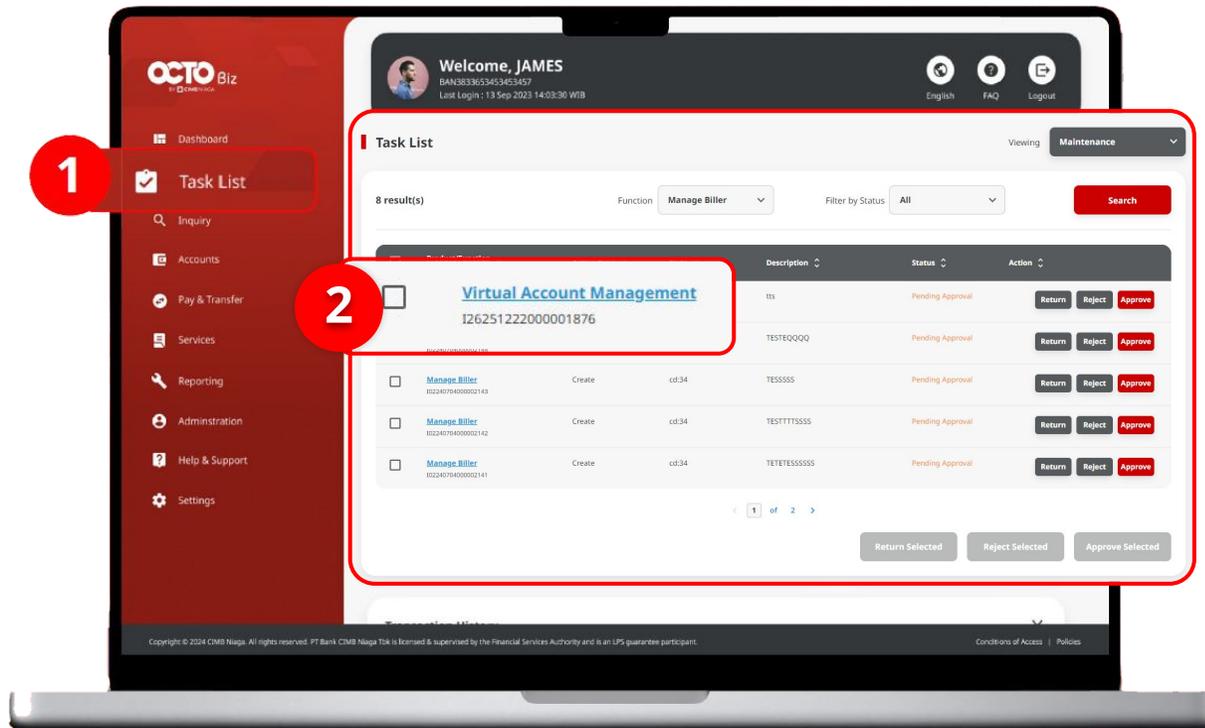
Login as **Approver**

1 Isi **Password**

Input **Password**

2 Klik **Proceed**

Click **Proceed**



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

Navigate to side menu, click Task List

2 Klik **Hyperlink** transaksi yang diinginkan

Click hyperlink transaction

Task List > Details

Status : Pending Approval

Creation Date: 22 Dec 2025 22:21:19 WIB | Reference No.: I2625122200001876

Details

Master Account Number: 800000131900-IDR | Master Account Name: IBNU KOMPENI | Business Identification Number: 6000
 Virtual Account Type: Standard

Virtual Account Details

Virtual Account Number	Account Name	Start Date	End Date	Amount	Description	Action Type
600023743874389	test	-	-	-	-	Delete

User Activities

User	Activities	Date / Time	Remark
ERWINMD1 - Erwin Maker	Submit	22 Dec 2025 22:21:19 WIB	-

Remark

Remarks: Enter (Maximum 100 characters)

Buttons: Back, Return, Reject, Approve (1)



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

Review Transaction

1 Jika sudah sesuai, klik **Approve**

Click Approve

2 Klik **Yes**

Click Yes

Task List > Acknowledgement

Successful

Reference No.: 12625122200001875 Approved On: 22 Dec 2025 20:17:30 WIB

Details

Master Account Number 800000131900-IDR	Master Account Name IBNU KOMPENI	Business Identification Number 6000
Virtual Account Type Standard		

Virtual Account Details

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

Virtual Account Number	Account Name	Start Date	End Date	Amount	Description	Action Type	Status	Reason
600023743874389	test	-	-	-	-	Delete	-	-

User Activities

User	Activities	Date / Time	Remark
ERWONMD1 - Erwin Maker	Submit	22 Dec 2025 22:21:19 WIB	-
ERWONAD1 - Erwin Approver	Approve	22 Dec 2025 22:25:43 WIB	-

Print
Done

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

Once succeed, system will show the Acknowledgement page



OCTOBIZ

BY  CIMB NIAGA

