

The OCTOBIZ logo is prominently displayed in the center-right of the image. It features the word 'OCTOBIZ' in a large, bold, white, sans-serif, uppercase font. The background of the entire slide is a vibrant red. On the left side, there is a photograph of a tall, modern skyscraper at night, with its windows illuminated. The building has a 'CIMB NIAGA' sign on its upper section. Abstract, flowing lines in shades of orange, purple, and blue are overlaid on the left side of the image, creating a dynamic and modern feel. A bright white starburst effect is positioned near the center, where the building image meets the red background.

Report

Virtual Account

Website

TUTORIALOCTOBIZ2026

KEJAR MIMPI

Report

Virtual Account Report

Virtual Account Report – berfungsi untuk memeriksa laporan harian Virtual Account yang telah didaftarkan.

Virtual Account Report – a function to check daily report of registered Virtual Account



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

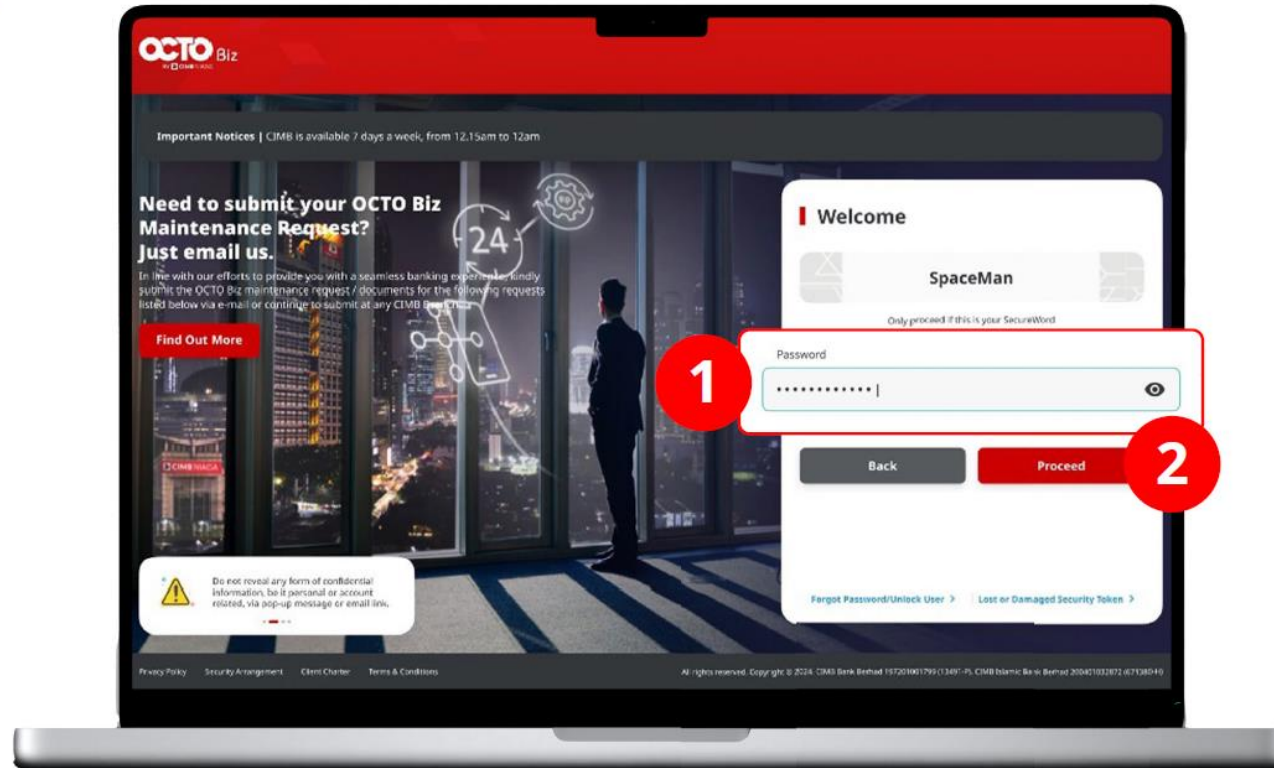
*Visit OCTO Biz website on:
www.octobiz.co.id*

- 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 Klik **Reporting** pada *side menu*

*Click **Reporting** on the side menu*

2 Klik **Generate Reports**

*Click **Generate Reports***

Isi data pada Mandatory Field

Fill in data in Mandatory Field

The screenshot shows the 'Generate Reports > Inquiry & Listing' page. On the left is a red sidebar menu with options: Proxy Task, Inquiry, Account, File Upload, Transactions, Bill Payment, Time Deposit, Liquidity Management, FX Rate Booking, Services, Reporting (highlighted), Administration, and Help & Support. The main content area has a 'Search' section with the following fields:

- Report Type ***: A dropdown menu with 'Transaction' selected. (Step 1 points to this field)
- Report Name ***: A dropdown menu with 'Virtual Account Report' selected. (Step 1 points to this field)
- Virtual Account No.**: A text input field with 'Enter' placeholder. (Step 2 points to this field)
- Virtual Account Name**: A text input field with 'Enter' placeholder. (Step 2 points to this field)
- From ***: A date picker showing '29 Jul 2026'. (Step 3 points to this field)
- To**: A date picker showing '29 Jul 2026'. (Step 3 points to this field)
- Search**: A red button. (Step 4 points to this button)

1 Pilih Virtual Account Report

Pick Virtual Account Report

2 Isi Nomor Virtual Account / Virtual Account Name yang akan diunduh

Fill in Virtual Account No / Virtual Account Name wanted to be downloaded

3 Pilih tanggal mutasi yang diinginkan

Choose selected date

4 Klik Search

Click Search

Listing

Virtual Account Posting Date	Virtual Account No.	Virtual Account Name	Virtual Account Amount	Reference No.	Remark	Transaction Code
17 Jul 2026	2559000000000014	PX NRNWK5 WQZTOYVKJ OW VJQVM WKQVYOPW OW	IDR 1,250,000.00	260717A196000037	2559000000000014 PX NRNWK5 WQZTOYVKJ OW BDS	619
Total Virtual Account Amount			IDR 1,250,000.00			

First < > Last

Print Generate Report

Download Format

☐ .PDF
☐ .TXT
☐ .XLSX

Cancel Download

1 Klik Generate Report

Click Generate Report

2 Pilih format file

Choose file format

3 Klik Download

Click Download

Generate Reports > Inquiry & Listing



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

Search

Report Type *

Transaction

Report Name *

Virtual Account Report

Sistem akan menampilkan **Notifikasi Acknowledgement**

System will show the Acknowledgement notification pop up



- 1** Klik **Reporting** pada *side menu*

*Click **Reporting** on the side menu*

- 2** Klik **Download Reports**

*Click **Download Reports***

Isi data pada Mandatory Field

Fill in data in Mandatory Field

- 1** Pilih Report Type > Transaction
Pilih Report Name > Virtual Account Report
Pilih Tanggal

*Pick Report Type > Transaction
Pick Report Name > Virtual Account Report
Choose Date*

- 2** Klik Search

Click Search

Download Reports > Inquiry & Listing

Search

Company ID: TIKOPURBASIC15

Report Type: Transaction

Report Name: Virtual Account Report

File Type: Select

Account Number: Select

Report Date: 28 Jul 2026 To: 29 Jul 2026

Created By: Select

Search

Listing

☒	Report Type	Report Name	File Type	Account No.	Report Date / Timestamp	File Size	Created By
☒	Transaction	Virtual Account Report	XLSX	-	29 Jul 2026 22:22:36 WIB	3.94 KB	MAKERA

Download

1 Centang report yang akan diunduh

Tick selected report

2 Klik **Download**

Click Download



OCTOBIZ

BY  CIMB NIAGA

