



Corporate User – User Guide

mandiri cash management

Corporate User Module

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1. MY TASK

1.1. PENDING TASK

1.1.1. Menampilkan Pending Task

1. Dari menu utama, klik My Task → Pending Task.
2. Layar Pending Task Listing akan muncul.

Pending Task Listing													
No.	<input type="checkbox"/>	Created Date	Instruction Date	Feature	Reference No	Initiator Account	Beneficiary Account	Transaction Amount	Remark	Instruction Mode	Maker User Id	Current Approval Level	Task Status
1.	<input type="checkbox"/>	16-Apr-2009 18:36:55	16-Apr-2009	In-House Transfer	200904161582052632	1280004148117 / Acc's #002 (JPY)	1240000031345 / Acc 001 (USD)	USD 9.00	Mercury 521	Immediate	LENNY	1 of 1	Releaser Task
2.	<input type="checkbox"/>	20-Apr-2009 11:05:24	20-Apr-2009	Cash Distribution	200904201778129476	0080098003664 / YASA 123 (IDR)				Immediate	SEPTI	0 of 1	Approver Task

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3. Pilih record yang akan ditampilkan secara detail.
4. Layar Pending Task Detail akan muncul.


Selasa, 21 April 2009 - 10:30
Terdepan, Terpercaya, Tumbuh Bersama Anda

Log Off | Company ID : ALDE001 | Company Name : SIRYU | User Name : DIANI

Multiple Currency

In-House Transfer Pending Task Detail

Transaction Reference No. : 200904161582052632

From Account : 1280004148117 / Acc's #002 (JPY)

Amount : USD 9.00 Equivalent Amount With From Account : JPY 1,272.86

Exchange Rate : Counter Rate

Transfer Fee : IDR 5,000.00 Equivalent Amount : JPY 71.43

Total Charges : JPY 71.43

Total Debit Amount : JPY 1,344.29

Remark : Mercury 521

Extended Payment Detail :
Reference No. :

Beneficiary Information

To Account : 1240000031345 / Acc 001 (USD)

To Account Type : Own Account

Beneficiary Notification

Notification Flag : Send

Beneficiary Email : lenny@sprisma.co.id

Instruction Mode

Immediate : 16-Apr-2009

Approval History List

Approved Date	User Id	Status	User Level
2009-04-16 18:36:55	LENNY	Created	
2009-04-16 18:39:59	LENNY1	Approved	1

Next Approval List

User Id	User Level
ESTHER	Approval Level 1
SEPTI	Approval Level 1
RKO	Approval Level 1
LENNY	Approval Level 1
DIANI	Approval Level 1
YENI	Approval Level 1
USER2	Approval Level 1
USER4	Approval Level 1
TEST	Approval Level 1
BATIAPP	Approval Level 1
FEBRIANTO	Approval Level 2
SEY	Approval Level 1
LENI1	Approval Level 1
DUDU11	Approval Level 1
USER	Approval Level 1
USER5	Approval Level 1
NEV001	Approval Level 1
NEV002	Approval Level 1
USER6	Approval Level 1
USER7	Approval Level 1
SIMON	Approval Level 1
DIANI	Approval Level 1
LENNY2	Approval Level 1
LENNY3	Approval Level 1

Authentication

Challenge Response

Challenge No : 737642369

Response No :

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1.1.2. Approve Pending Task

1.1.2.1. Approve pending task dari daftar

1. Dari Pending Task Listing, pilih transaksi yang akan di approve dengan meng-klik checkbox sebelah kiri.
2. Klik Approve.
3. Sebuah layar konfirmasi akan muncul.

Pending Task Listing

No.	Created Date	Instruction Date	Feature	Reference No	Initiator Account	Beneficiary Account	Transaction Amount	Remark	Instruction Mode	Maker User Id	Current Approval Level	Task Status
1.	21-Apr-2009 10:20:00	21-Apr-2009	In-House Transfer	20090421618842391	0060096003664 / YASA 123 (IDR)	1280005015562 / ROY MIMANULLANG (IDR)	IDR 12,002.00	testing	Immediate	DIAN	0 of 1	Approver Task

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Authentication

Challenge Response

Challenge No 6332181275

Response No

Approve Back

4. Masukkan Response No.
5. Klik Approve.
6. Sebuah layar konfirmasi akan pop-up, klik OK untuk meng-approve.
7. Atau klik Back untuk kembali ke layar sebelumnya.
8. Pada aksi OK, akan muncul layar hasil.

Pending Task Listing

No.	Created Date	Instruction Date	Feature	Reference No	Initiator Account	Beneficiary Account	Transaction Amount	Remark	Instruction Mode	Maker User Id	Current Approval Level	Task Status	Status
1.	21-Apr-2009 10:20:00	21-Apr-2009	In-House Transfer	20090421618842391	0060096003664 / YASA 123 (IDR)	1280005015562 / ROY MIMANULLANG (IDR)	IDR 12,002.00	testing	Immediate	DIAN	0 of 1	Approver Task	has been successfully approved and is waiting for releaser

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Done Print Save As

9. Transaksi ini telah di approve dan siap untuk di release atau masih memerlukan approval yang lain, tergantung pada approval matrix yang telah di setting.
10. Klik Print untuk mencetak task list yang telah di approve.
11. Klik Save As untuk menyimpan task list yang telah di approve.

1.1.2.2. Mengkonfirmasi pending task dari detail

1. Dari **Pending Task listing**, klik transaksi yang akan di approve dengan menampilkannya secara detail.
2. Layar **Pending Task Detail** akan muncul.
3. Masukkan **Response No.**
4. Klik **Approve**.
5. Sebuah pop-up konfirmasi akan muncul, klik **OK** untuk meng-approve.
6. Layar hasil akan muncul.
7. Transaksi ini telah di approve dan siap untuk di release atau masih memerlukan approval yang lain, tergantung pada approval matrix yang telah di setting.
8. Klik **Print** untuk mencetak task list yang telah di approve.
9. Klik **Save As** untuk menyimpan task list yang telah di approve.

1.1.3. Reject Pending Task

1.1.3.1. Me-reject pending task dari daftar

1. Dari **Pending Task Listing**, pilih transaksi yang akan di reject dengan meng-klik checkbox sebelah kiri.
2. Klik **Reject**.
3. Sebuah layar konfirmasi akan muncul.

Pending Task Listing												
No.	Created Date	Instruction Date	Feature	Reference No	Initiator Account	Beneficiary Account	Transaction Amount	Remark	Instruction Mode	Maker User Id	Current Approval Level	Task Status
1.	16-Apr-2009 18:36:55	16-Apr-2009	In-House Transfer	200904161582052632	1280004148117 / Acc's #002 (JPY)	1240000031345 / Acc 001 (USD)	USD 9.00	Mercury 521	Immediate	LENNV	1	Releaser Task
2.	20-Apr-2009 11:05:24	20-Apr-2009	Cash Distribution	200904201778129476	0060096003664 / YASA 123 (IDR)				Immediate	SEPTI	1	Approver Task

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Cancellation reason :

4. Masukkan **Cancellation reason** dan klik **Reject**.
5. Atau klik **Back** untuk kembali ke layar sebelumnya.
6. Pada aksi reject, sebuah pop-up konfirmasi akan muncul, klik **OK** untuk me-reject.
7. Sebuah layara hasil akan muncul.

Pending Task Listing													
No.	Created Date	Instruction Date	Feature	Reference No	Initiator Account	Beneficiary Account	Transaction Amount	Remark	Instruction Mode	Maker User Id	Current Approval Level	Task Status	Status
1.	21-Apr-2009 10:34:33		In-House Transfer	200904211101329318	0060096003664 / YASA 123 (IDR)	1280004355746 / ALDE KASTARA (IDR)	IDR 1,212.00	asas	Immediate	DIAN	0 of 1	Approver Task	Rejected

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8. Klik **Print** untuk mencetak task list yang telah di approve.
9. Klik **Save As** untuk menyimpan task list yang telah di approve.

1.1.3.2. Me-reject pending task dari detail

1. Dari **Pending Task listing**, klik transaksi yang akan di reject untuk menampilkan secara detail.
2. Layar **Pending Task Detail** akan muncul.
3. Masukkan **Cancellation reason** dan klik **Reject**.
4. Sebuah pop-up konfirmasi akan muncul, klik **OK** untuk me-reject.
5. Layar hasil akan muncul.
6. Klik **Print** untuk mencetak task list yang telah di approve.
7. Klik **Save As** untuk menyimpan task list yang telah di approve.

1.2. REMOTE APPROVAL

1.2.1. Menampilkan daftar remote approval

1. Dari menu utama, klik **My Task → Remote Approval**.
2. Layar **Remote Approval** akan muncul.

Remote Approval Listing										
Remote Task List										
No.	<input type="checkbox"/>	Created Date	Instruction Date	Feature	Initiator Account	Beneficiary Account	Transaction Amount	Remark	Instruction Mode	Remote Approver
1	<input type="checkbox"/>	04-Feb-2009 15:04:04	04-Feb-2009	Domestic Transfer Batch	1280004355787		IDR 36,000.00		Immediate	DIAN
2	<input type="checkbox"/>	05-Feb-2009 10:28:07	05-Feb-2009	In-House Transfer	1280004355787	1280004355803 / ALDE KASTARA (IDR)	IDR 111,111.00	test	Immediate	DIAN
3	<input type="checkbox"/>	25-Mar-2009 10:37:04	25-Mar-2009	In-House Transfer	1040002003189 / ZURICH LIFE INSURANC (IDR)	1280004355829 / ALDE KASTARA (IDR)	IDR 123,456.00	tes	Immediate	DIAN
4	<input type="checkbox"/>	25-Mar-2009 11:21:38	25-Mar-2009	In-House Transfer	0060096003664 / YASA 123 (IDR)	1040002003189 / ZURICH LIFE INSURANC (IDR)	IDR 15,000.00	Test MANPC-298	Immediate	DIAN
5	<input type="checkbox"/>	25-Mar-2009 13:57:43	25-Mar-2009	In-House Transfer	0060096003664 / YASA 123 (IDR)	1280004355746 / ALDE KASTARA (IDR)	IDR 17,001.00	In House	Immediate	DIAN

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Remote Approve Collect

Task Collection List										
You have no collection pending task										

1.2.2. Remote Approve

1. Dari menu utama, klik **My Task → Remote Approval**.
2. Pilih task yang akan di approve dengan meng-klik checkbox.
3. Klik tombol **Remove Approve**.
4. Layar **Remote Approved Listing** akan muncul.

Remote Approval Listing

Remote Task Detail

Total Number Of Transactions : 1
 Number Of Instructions : 1
 Total Transactions Amount : IDR 15,000.00
 Max Transactions Amount : IDR 15,000.00
 Challenge 1 :
 Challenge 2 :
 Challenge 3 :
 Challenge 4 :
 Remote Approver User Id : DIAN
 Proxy Approver User Id : SEPTI

Challenge No : 2560458129
 Response No :

Password :

Remote Task List

No.	Created Date	Instruction Date	Feature	Initiator Account	Beneficiary Account	Transaction Amount	Remark	Instruction Mode	Remote Approver
1	25-Mar-2009 11:21:38	25-Mar-2009	In-House Transfer	0060096003664 / YASA 123 (IDR)	1040002003189 / ZURICH LIFE INSURANC (IDR)	IDR 15,000.00	Test MANPC-298	Immediate	DIAN

5. Masukkan Response No.
6. Masukkan Password.
7. Klik Submit.

1.2.3. Mengumpulkan Remote Task

1. Dari menu utama, klik My Task → Remote Approval.
2. Pilih task yang akan dikumpulkan dengan mengklik pada checkbox.
3. Layar Remote Approval Listing akan muncul.

Remote Approval Listing

Collect Remote Task Detail

Total Number Of Transactions : 1
 Number Of Instructions : 1
 Total Transactions Amount : IDR 17,001.00
 Max Transactions Amount : IDR 17,001.00
 Collection-Description :

Remote Task List

No.	Created Date	Instruction Date	Feature	Initiator Account	Beneficiary Account	Transaction Amount	Remark	Instruction Mode	Remote Approver
1	25-Mar-2009 13:57:43	25-Mar-2009	In-House Transfer	0060096003664 / YASA 123 (IDR)	1280004355746 / ALDE KASTARA (IDR)	IDR 17,001.00	In House	Immediate	DIAN

4. Masukkan Collection Description
5. Klik tombol Submit.

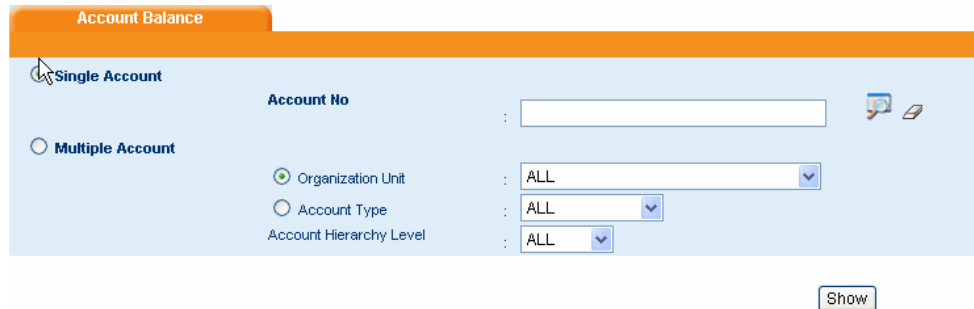
2. ACCOUNT INFORMATION

2.1. BALANCE INQUIRY

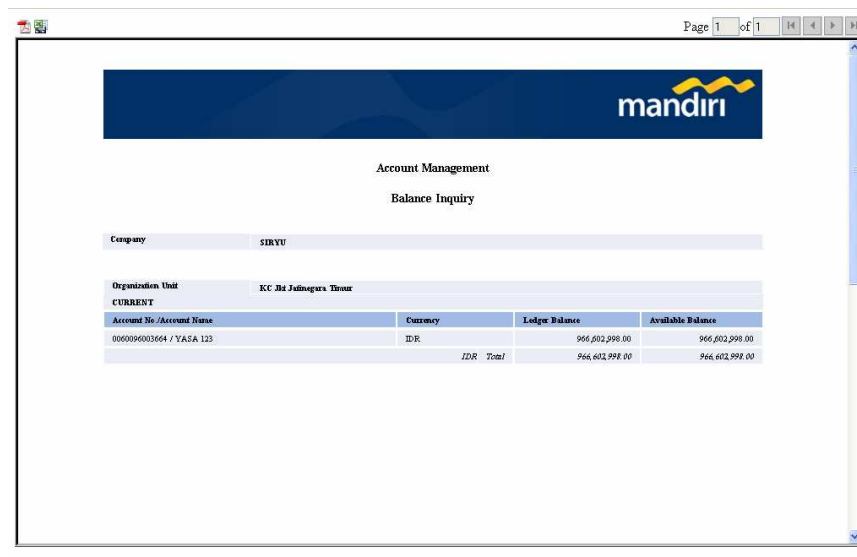
2.1.1. Menampilkan saldo rekening

2.1.1.1. Single Account





1. Dari menu utama, klik **Account Information** → **Balance Inquiry**.
2. Layar **Account Balance** akan muncul.





3. Pilih **Single Account** by dengan meng-klik tombol radio..
4. Pilih **Account No.** Dari picklist.
5. Klik **Show** untuk melanjutkan.
6. Pada aksi **Show**, layar **Account Management Balance Inquiry** akan muncul.



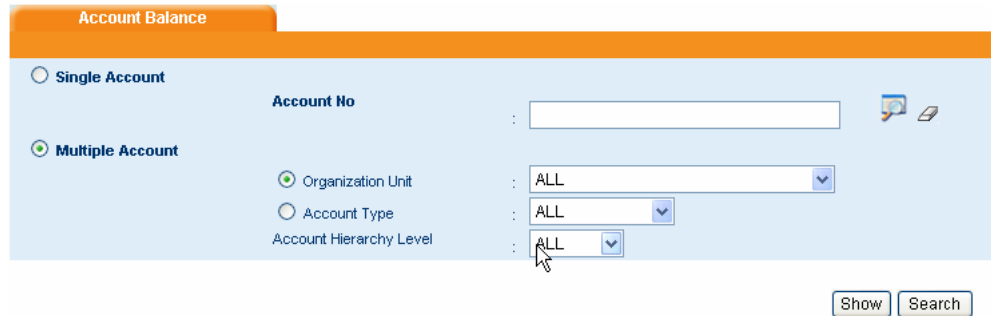
Account No./Account Name	Currency	Ledger Balance	Available Balance
0000090003664 / YASA 123	IDR	966,602,998.00	966,602,998.00
<i>IDR Total</i>		966,602,998.00	966,602,998.00

7. Klik tombol  untuk men-download report dalam format PDF.
8. Klik tombol  untuk men-download report dalam format Excel.
9. Klik tombol  untuk sampai ke layar pertama.
10. Klik tombol  untuk sampai ke layar sebelumnya.

11. Klik tombol  untuk sampai ke layar berikutnya.
12. Klik tombol  untuk sampai ke layar terakhir.

2.1.1.2. Multiple Account

1. Pilih **Multiple Account** meng-klik tombol radio.



The screenshot shows the 'Account Balance' interface. At the top, there is an orange header with the text 'Account Balance'. Below the header, there are two radio buttons: 'Single Account' and 'Multiple Account'. The 'Multiple Account' radio button is selected. To the right of the radio buttons, there is a form with the following fields:

- Account No**: A text input field with a search icon and a mobile phone icon to its right.
- Organization Unit**: A dropdown menu with 'ALL' selected.
- Account Type**: A dropdown menu with 'ALL' selected.
- Account Hierarchy Level**: A dropdown menu with 'ALL' selected.

At the bottom right of the form, there are two buttons: 'Show' and 'Search'.

2. Pilih **Organization Unit** atau **Account Type** dan **Account Hierarchy Level** dari droplist.
3. Klik **Show** untuk menampilkan saldo dari seluruh rekening tanpa pengecualian.
4. Atau klik **Search** untuk menampilkan saldo pada rekening yang spesifik.

Account Balance			
<input type="checkbox"/>	All		
Regional - Regional			
<input type="checkbox"/>	KC Jkt Bintaro	CURRENT	1280004228117 /SUDARNO(SGD)
Jaya			
<input type="checkbox"/>	KC Jkt Bintaro	CURRENT	1280004355704 /ALDE KASTARA(USD)
Jaya			
<input type="checkbox"/>	KC Jkt Kebon Sirih	SAVING	1280005015562 /ROY M.MANULLANG(IDR)
West - West			
<input type="checkbox"/>	KC Jkt Bintaro	SAVING	1280004159833 /Acc 005(SGD)
Jaya			
<input type="checkbox"/>	KC Jkt Bintaro	SAVING	1280004159841 /Acc 006(SGD)
Jaya			
East - East			
<input type="checkbox"/>	KC Jkt Bintaro	SAVING	1280004158785 /Acc 003(SGD)
Jaya			
<input type="checkbox"/>	KC Jkt Bintaro	SAVING	1280004159825 /Acc 004(SGD)
Jaya			
Jakarta - Jakarta			
<input type="checkbox"/>	KC Jkt Bursa Erek Jakarta	CURRENT	1040002003189 /ZURICH LIFE INSURANC(IDR)
<input type="checkbox"/>	KCP Jkt Juanda	TIME DEPOSIT	1280204089152 /SIRYU(IDR)
Petty Cash - Petty Cash			
<input type="checkbox"/>	KCP Jkt Juanda	TIME DEPOSIT	1280204089376 /SIRYU(IDR)
<input type="checkbox"/>	KCP Jkt Juanda	TIME DEPOSIT	1280204089384 /SIRYU(IDR)
Out - Out			
<input type="checkbox"/>	KC Jkt Bintaro	SAVING	1280004355803 /ALDE KASTARA(IDR)
Jaya			
<input type="checkbox"/>	KC Jkt Bintaro	SAVING	1280004355829 /ALDE KASTARA(IDR)
Jaya			
In - In			
In 1 - In			
<input type="checkbox"/>	KC Jkt Bintaro	CURRENT	1280004355746 /ALDE KASTARA(IDR)
Jaya			
<input type="checkbox"/>	KC Jkt Bintaro Jaya	CURRENT	1280004081466 /MY NAME(SGD)
<input type="checkbox"/>	KC Jkt Bintaro Jaya	CURRENT	1280004081474 /MY NAME(SGD)
<input type="checkbox"/>	KC Jkt Bintaro Jaya	CURRENT	1280004137565 /MY NAME(IDR)
<input type="checkbox"/>	KC Jkt Bintaro Jaya	CURRENT	1280004160799 /DELON, PT(GBP)
<input type="checkbox"/>	KC Jkt Bintaro Jaya	CURRENT	1280004160948 /DELON, PT(JPY)
<input type="checkbox"/>	KC Jkt Bintaro Jaya	CURRENT	1280004160955 /DELON, PT(JPY)
<input type="checkbox"/>	KC Jkt Bintaro Jaya	CURRENT	1280004228091 /SUDARNO(HKD)
<input type="checkbox"/>	KC Jkt Bintaro Jaya	CURRENT	1280004228224 /SUDARNO(HKD)
<input type="checkbox"/>	KC Jkt Bintaro Jaya	CURRENT	1280004355712 /STEDLER INDONESIA(AUD)
<input type="checkbox"/>	KC Jkt Bintaro Jaya	CURRENT	1280005013674 /EROPA(IDR)
<input type="checkbox"/>	KC Jkt Bintaro Jaya	CURRENT	1280005013674 /EROPA(IDR)
<input type="checkbox"/>	KC Jkt Bintaro Jaya	CURRENT	1280005013682 /EROPA(EUR)
<input type="checkbox"/>	KC Jkt Bintaro Jaya	CURRENT	1280005013682 /EROPA(EUR)
<input type="checkbox"/>	KC Jkt Bintaro Jaya	CURRENT	1280005013690 /EROPA(IDR)
<input type="checkbox"/>	KC Jkt Bintaro Jaya	SAVING	1280004148117 /Acc's #002(JPY)
<input type="checkbox"/>	KC Jkt Bintaro Jaya	SAVING	1280004355795 /ALDE KASTARA(USD)
<input type="checkbox"/>	KC Jkt Casablanca	SAVING	12400000031345 /Acc 001(USD)
<input type="checkbox"/>	KC Jkt Jatinegara	CURRENT	0060004003087 /RESTU KARYA UTAMA, P(EUR)
Timur			
<input type="checkbox"/>	KC Jkt Jatinegara	CURRENT	0060004030627 /YASA EDUKATAMA SAINS(EUR)
Timur			
<input type="checkbox"/>	KC Jkt Jatinegara	CURRENT	0060096003664 /YASA 123(IDR)
Timur			
<input type="checkbox"/>	KCP Jkt Juanda	CURRENT	1280004336241 /SIRYU(AUD)



Show Back

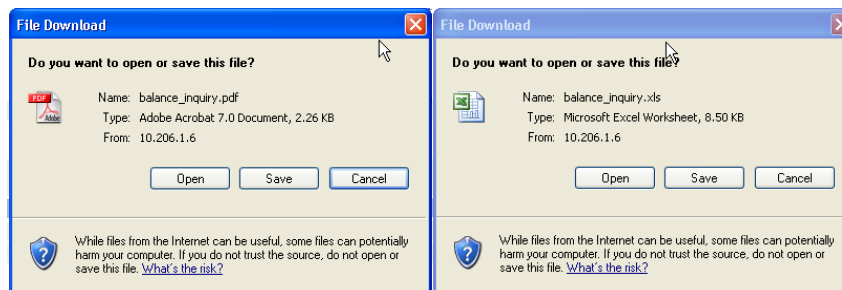
- Pilih saldo dari rekening mana yang akan ditampilkan dengan meng-klik checkbox yang berada disamping kiri.
- Klik Show, atau klik Back untuk kembali ke layar sebelumnya.
- Pada langkah Show, anda perlu memilih tanggal.

Account Management			
Balance Inquiry			
Company	SIRYU		
Division	Regional - Regional		
Organization Unit	KC Jld Keben Sirih		
SAVING			
Account No./Account Name	Currency	Ledger Balance	Available Balance
1280005015562 / ROY M.MANULLANG	IDR	99,798,466.02	99,798,466.02
<i>IDR Total</i>		99,798,466.02	99,798,466.02
Organization Unit	KC Jld Jatinegara Timur		
CURRENT			
Account No./Account Name	Currency	Ledger Balance	Available Balance
0060096003664 / YASA 123	IDR	966,445,000.00	966,445,000.00
<i>IDR Total</i>		966,445,000.00	966,445,000.00

8. Klik **Show** untuk menuju layar **Account Management Balance Inquiry**.
9. Atau klik **Back** untuk kembali ke layar sebelumnya.

9.1.1. Download balance inquiry

1. Dari layar **Account Management Balance Inquiry**, klik tombol  untuk men-download report dalam format PDF.
2. Atau klik tombol  untuk men-download report dalam format Excel.
3. Sebuah pop-up dialog **File Download** akan muncul.



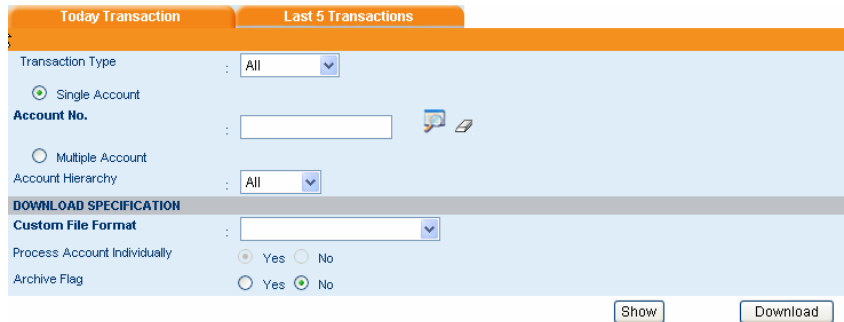
4. Klik **Open** untuk membuka hasil balance inquiry tanpa menyimpan.
5. Klik **Save** untuk menyimpan hasil balance inquiry.
6. Klik **Cancel** untuk membatalkan proses download.

9.2. TRANSACTION INQUIRY

9.2.1. Transaction Inquiry

9.2.1.1. Menampilkan transaksi hari ini




1. Dari menu utama, klik **Account Information** → **Transaction Inquiry**.
2. **Layar Today Transaction** akan muncul.






3. Pilih tipe transaksi dari droplist.
4. Pilih **Single Account** atau **Multiple Account** dengan meng-klik tombol radio dan pilih rekeningnya.
5. Pilih **Account No.** Dari droplist.
6. Pilih **Account Hierarchy** dari drop list.
7. Klik **Show**.
8. **Layar Today Transaction** akan muncul.





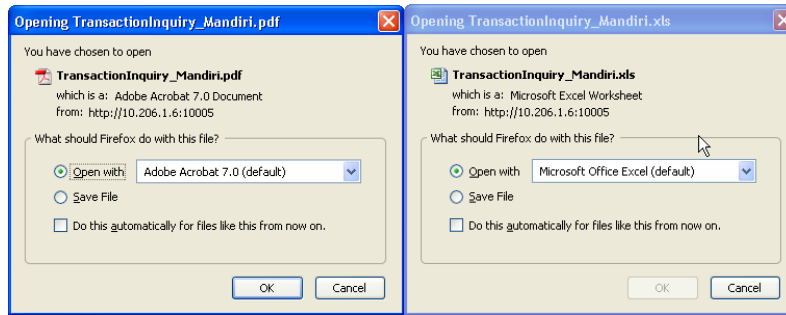
Tgl. Date	Tgl. Val. Val. Date	Rincian Transaksi/No. Referensi Description/Reference No.	Debit Debit	Kredit Credit
02/05/09	30/11/99	Transfer Pin MCM bhansa/Trf CS-CS 0	5,000.00	0.00
02/05/09	30/11/99	test MCM bhansa/Trf CS-CS 0 KE ALDE RAJASTARA	12,000.00	0.00

9. Klik tombol  untuk men-download report dalam format PDF.
10. Klik tombol  untuk men-download report dalam format Excel.
11. Klik tombol  untuk sampai ke layar pertama.

12. Klik tombol  untuk sampai ke layar sebelumnya.
13. Klik tombol  untuk sampai ke layar berikutnya.
14. Klik tombol  untuk sampai ke layar terakhir.

9.2.1.2. Download today transaction

1. Dari layar hasil **Today Transaction**, klik tombol  untuk men-download report dalam format PDF.
2. Atau klik tombol  untuk men-download report dalam format Excel.
3. Sebuah pop-up dialog **File Download** akan muncul.

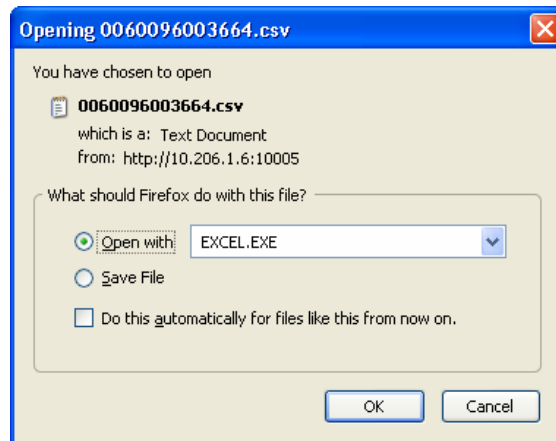


4. Pilih **Open with** untuk membuka hasil inquiry transaksi tanpa menyimpan.
5. Pilih **Save File** untuk menyimpan hasil inquiry transaksi.
6. Klik **Cancel** untuk meng-cancel proses download.

9.2.2. Download today transaction from the result

1. Dari menu utama, klik **Account Information** → **Transaction Inquiry**.
2. Layar **Today Transaction** akan muncul.
3. Pilih tipe transaksi dari droplist.
4. Pilih **Single Account** atau **Multiple Account** dengan meng-klik tombol radio dan rpilih rekening.
5. Pilih **Account No.** Dari picklist jika user memilih **Single Account**.
6. Pilih **Account Hierarchy** dari droplist.
7. Pilih **Custom File Format** dari droplist.
8. Pilih **Process Account Individually** (untuk **Multiple Account**) dengan meng-klik tombol radio.
9. Pilih **Arhive Flag** (untuk **Single Account**) dengan meng-klik tombol radio.
10. Klik **Download**.

11. Sebuah pop-up dialog **File Download** akan muncul.



12. Klik **Open** untuk membuka hasil inquiry saldo tanpa melakukan download.

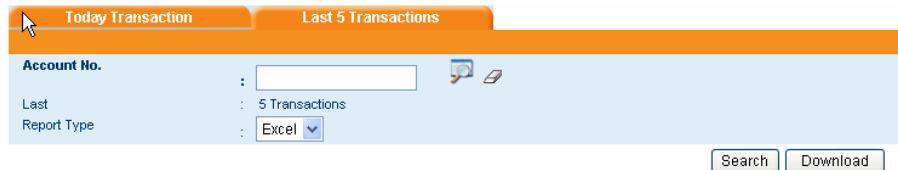
13. Klik **Save** untuk men-download file.

14. Klik **Cancel** untuk meng-cancel proses download.

9.2.3. Last 5 Transactions

9.2.3.1. Menampilkan Last 5 Transactions

1. Dari menu utama, klik **Account Information** → **Today Transaction** → **Last 5 Transactions** .
2. Layar **Last 5 Transactions** akan muncul.



3. Pilih **Account No.** Dari pick list.
4. Pilih **Report Type** dari drop list.
5. Klik tombol **Search**.
6. **Last 5 Transactions** akan muncul.

LAST 5 TRANSACTION

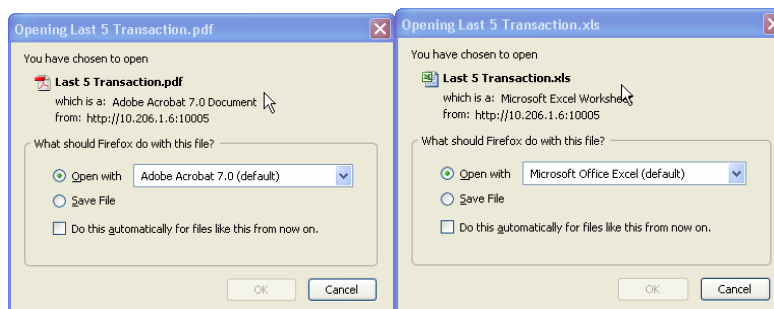
No. Rekening : 0060096003664 - YASA 123
 Nama Produk/Product Name :
 Valuta/Currency : IDR
 Cabang/Branch : KC Jkt Jatinegara Timur
 Ledger Balance : 965,661,286.53
 Available Balance : 965,661,286.53

Tgl. <small>Date</small>	Tgl. Val. <small>Val. Date</small>	Rincian Transaksi/No. Referensi <small>Description/Reference No.</small>	Debit <small>Debit</small>	Kredit <small>Credit</small>
02/05/09	02/05/09	Transfer Fee MCM Inhouse/Trf CS-CS	5,000.00	0.00
02/05/09	02/05/09	trf MCM Inhouse/Trf CS-CS KE ALDE KASTARA	12,000.00	0.00
01/05/09	01/05/09	Trans-1Hmand-298765483 MCM Inhouse/Trf CS-CS REMARKFORCREDIT	25,000.00	0.00
01/05/09	01/05/09	Trans-1Hmand-298765483 MCM Inhouse/Trf CS-CS REMARKFORCREDIT	25,000.00	0.00
01/05/09	01/05/09	trf Inm MCM Inhouse/Trf CS-CS REMARKFORCREDIT	17,420.00	0.00

7. Klik tombol untuk men-download report dalam format PDF.
8. Klik tombol untuk men-download report dalam format Excel.
9. Klik tombol untuk sampai ke layar pertama.
10. Klik tombol untuk sampai ke layar sebelumnya.
11. Klik tombol untuk sampai ke layar berikutnya.
12. Klik tombol untuk sampai ke layar terakhir.

9.2.3.2. Download Last 5 Transactions

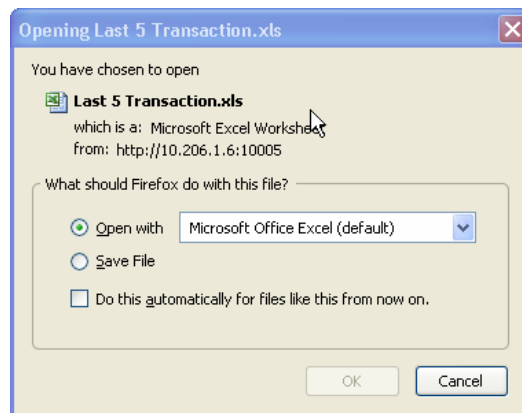
1. Dari layar hasil **Last 5 Transactions**, klik tombol untuk men-download report dalam format PDF.
2. Atau klik tombol untuk men-download report dalam format Excel.
3. Sebuah pop-up dialog File Download akan muncul.



4. Klik **Open** untuk membuka hasil inquiry transaksi tanpa menyimpan.
5. Klik **Save** untuk menyimpan hasil inquiry transaksi.
6. Klik **Cancel** untuk meng-cancel proses download.

9.2.3.3. Download last 5 transactions from the result

1. Dari menu utama, klik **Account Information** → **Transaction Inquiry** → **Last 5 Transactions**.
2. Layar **Last 5 Transaction** akan muncul.
3. Pilih **Account No.** dari drop list.
4. Pilih **Report Type** dari drop list.
5. Klik **Download**.
6. Sebuah pop-up dialog File Download akan muncul.

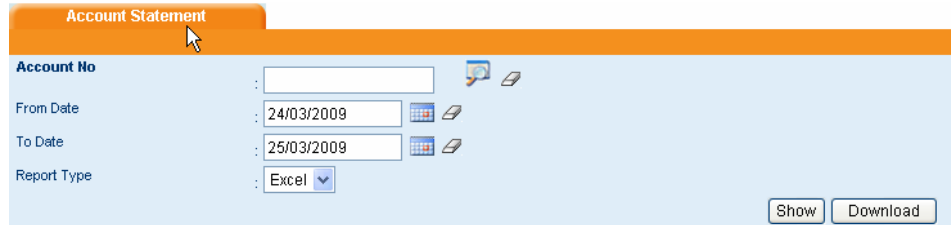


7. Pilih **Open with** untuk membuka file tanpa men-download.
8. Pilih **Save File** untuk men-download file.
9. Klik **Cancel** untuk meng-cancel download.

9.3. ACCOUNT STATEMENT

9.3.1. View Account Statement

1. Dari menu utama, klik Account Information → Account Statement.
2. Layar Account Statement akan muncul.

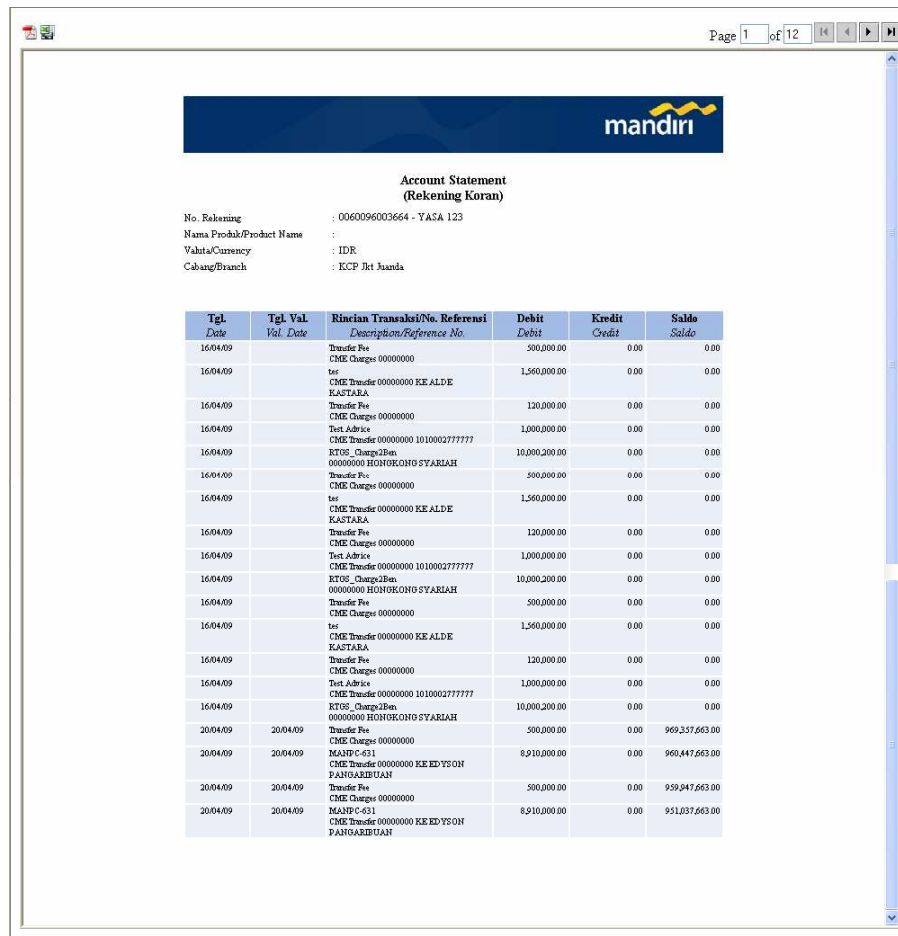


The screenshot shows a web form titled "Account Statement" with the following fields:

- Account No**: A text input field with a search icon.
- From Date**: A date picker set to 24/03/2009.
- To Date**: A date picker set to 25/03/2009.
- Report Type**: A dropdown menu currently set to "Excel".







At the bottom right, there are two buttons: "Show" and "Download".

3. Pilih Account No. dari pick list.
4. Pilih From Date dari pick list.
5. Pilih To Date dari pick list.
6. Pilih Report Type dari drop list.
7. Klik Show.
8. Layar hasil akan tampil.





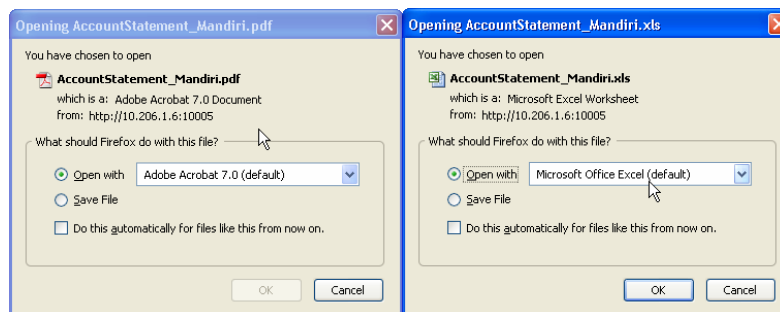
The screenshot displays the "Account Statement (Rekening Koran)" for account No. 0060096003664 - YASA 123. The report includes a header with the Mandiri logo and account details, followed by a detailed transaction table.

Tgl. Date	Tgl. Val. Val. Date	Rincian Transaksi/No. Referensi Description/Reference No.	Debit Debit	Kredit Credit	Saldo Saldo
16/04/09		Transfer Fee CME Charges 00000000	500,000.00	0.00	0.00
16/04/09		tes CME Transfer 00000000 KE ALDE KASTARA	1,560,000.00	0.00	0.00
16/04/09		Transfer Fee CME Charges 00000000	120,000.00	0.00	0.00
16/04/09		Test Advice CME Transfer 00000000 101000277777	1,000,000.00	0.00	0.00
16/04/09		RTOS_ChargeBan 00000000 HONGKONG SYARIAH	10,000,200.00	0.00	0.00
16/04/09		Transfer Fee CME Charges 00000000	500,000.00	0.00	0.00
16/04/09		tes CME Transfer 00000000 KE ALDE KASTARA	1,560,000.00	0.00	0.00
16/04/09		Transfer Fee CME Charges 00000000	120,000.00	0.00	0.00
16/04/09		Test Advice CME Transfer 00000000 101000277777	1,000,000.00	0.00	0.00
16/04/09		RTOS_ChargeBan 00000000 HONGKONG SYARIAH	10,000,200.00	0.00	0.00
16/04/09		Transfer Fee CME Charges 00000000	500,000.00	0.00	0.00
16/04/09		tes CME Transfer 00000000 KE ALDE KASTARA	1,560,000.00	0.00	0.00
16/04/09		Transfer Fee CME Charges 00000000	120,000.00	0.00	0.00
16/04/09		Test Advice CME Transfer 00000000 101000277777	1,000,000.00	0.00	0.00
16/04/09		RTOS_ChargeBan 00000000 HONGKONG SYARIAH	10,000,200.00	0.00	0.00
20/04/09	20/04/09	Transfer Fee CME Charges 00000000	500,000.00	0.00	969,351,663.00
20/04/09	20/04/09	MAJIP C-631 CME Transfer 00000000 KE ED YSON FANGARIBUAH	8,910,000.00	0.00	960,441,663.00
20/04/09	20/04/09	Transfer Fee CME Charges 00000000	500,000.00	0.00	959,941,663.00
20/04/09	20/04/09	MAJIP C-631 CME Transfer 00000000 KE ED YSON FANGARIBUAH	8,910,000.00	0.00	951,031,663.00

9. Klik tombol  untuk men-download report dalam format PDF.
10. Klik tombol  untuk men-download report dalam format Excel.
11. Klik tombol  untuk sampai ke layar pertama.
12. Klik tombol  untuk sampai ke layar sebelumnya.
13. Klik tombol  untuk sampai ke layar berikutnya.
14. Klik tombol  untuk sampai ke layar terakhir.

9.3.1.1. Download Account Statement

1. Dari layar hasil **Account Statement**, klik tombol  untuk men-download report dalam format PDF.
2. Atau klik tombol  untuk men-download report dalam format Excel.
3. Sebuah pop-up dialog File Download akan muncul.

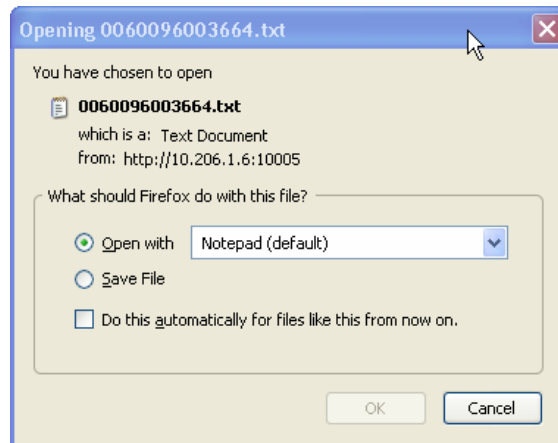


4. Klik **Open** untuk membuka hasil inquiry transaksi tanpa menyimpan.
5. Klik **Save** untuk menyimpan hasil inquiry transaksi.
6. Klik **Cancel** untuk meng-cancel proses download.

9.3.2. Download Account Statement dari hasil

1. Dari menu utama, klik **Account Information** → **Account Statement**.
2. Layar **Account Statement** akan muncul.
3. Pilih **Account No.** dari drop list.
4. Pilih **From Date** dari pick list.
5. Pilih **To Date** dari pick list.
6. Pilih **Custom File Format** dari drop list.
7. Pilih **Archive Flag**.
8. Klik **Download**.

9. sebuah pop-up dialog File Download akan muncul.



10. Pilih **Open with** untuk membuka tanpa men-download.

11. Pilih **Save to Disk** untuk men-download file.

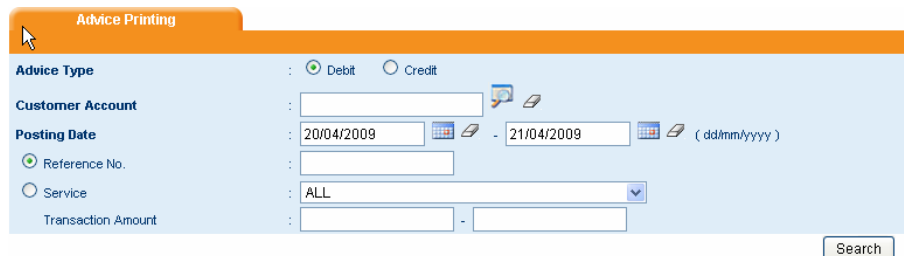
12. Klik **Cancel** untuk meng-cancel download.

9.4. ADVICE PRINTING

9.4.1. Search Advice Printing

1. Dari menu utama, klik **Account Information** → **Advice Printing**.

2. Layar **Advice Printing** akan muncul.



3. Pilih **Advice Type** dengan meng-klik tombol radio.

4. Pilih **Customer Account** dan **Posting Date** dari picklist.

5. Pilih bagaimana mencari advice, apakah dengan **Reference No.** atau **Service**, dengan meng-klik tombol radio button dan memasukkan **Reference No.** atau pilih **Service** dari droplist.

6. Masukkan **Transaction Amount**, atau dibiarkan kosong.

7. Klik **Search**.

8. **Transaction list** akan muncul.

Advice Printing

Advice Type : Debit Credit

Customer Account : 0060096003664 - YASA 123(IDR)

Posting Date : 01/04/2009 - 21/04/2009 (dd/mm/yyyy)

Reference No.

Service : ALL

Transaction Amount : -

Recipient List

<input type="checkbox"/>	Posting Date	Service	Counter Party	Transaction Amount	Reference No.
<input type="checkbox"/>	2009-04-06 10:56:19.0	In House Transfer to Own Account	1280005015562 /ROY M.MANULLANG (IDR)	IDR 11,111.00	20090406858841620
<input type="checkbox"/>	2009-04-06 10:56:28.0	In House Transfer to Own Account	1280005015562 /ROY M.MANULLANG (IDR)	IDR 22,222.00	20090406120579826
<input type="checkbox"/>	2009-04-06 13:39:02.0	In House Transfer to Own Account	1280005015562 /ROY M.MANULLANG (IDR)	IDR 10,001.00	200904061824328667
<input type="checkbox"/>	2009-04-06 13:39:15.0	In House Transfer to Own Account	1280005015562 /ROY M.MANULLANG (IDR)	IDR 10,002.00	20090406907999467
<input type="checkbox"/>	2009-04-06 13:39:23.0	In House Transfer to Own Account	1280005015562 /ROY M.MANULLANG (IDR)	IDR 10,003.00	200904061814966611
<input type="checkbox"/>	2009-04-06 13:39:31.0	In House Transfer to Own Account	1280005015562 /ROY M.MANULLANG (IDR)	IDR 10,005.00	20090406703471943
<input type="checkbox"/>	2009-04-06 13:58:54.0	In House Transfer to Own Account	1280005015562 /ROY M.MANULLANG (IDR)	IDR 12,001.00	200904062073531806
<input type="checkbox"/>	2009-04-06 13:59:04.0	In House Transfer to Own Account	1280005015562 /ROY M.MANULLANG (IDR)	IDR 12,002.00	20090406306166031
<input type="checkbox"/>	2009-04-06 13:59:17.0	In House Transfer to Own Account	1280005015562 /ROY M.MANULLANG (IDR)	IDR 12,003.00	200904061401537744
<input type="checkbox"/>	2009-04-13 17:29:21.0	Range Balance	1280004137565 /MY NAME (IDR)		200904131222624739

Page 1 of 2 | | | |

9. Pilih record yang akan di cetak jika anda ingin dicetak advice-nya dengan meng-klik checkbox sebelah kiri dari **Posting Date**.

10. Klik **Continue**.

11. Layar berikutnya akan muncul.

Advice Printing

Advice Type : Debit

Advice Template

SIRYU
12240

Company Details :
Company Logo :

Advice Recipient

Title :

Recipient Name : Use Counter Party Name
 Specify Name

Full/Short Advice : Full Advice Short Advice

Advice Language : English

Additional Note :

Advice Format : Excel

Delivery Channel

Email Paper

Email Address : Address :

City :

Post Code :

Recipient List

No.	Posting Date	Service	Counter Party	Transaction Amount	Reference No.
1	2009-04-13 17:29:21.0	Range Balance	1280004137565 .MY NAME (IDR)		200904131222624739

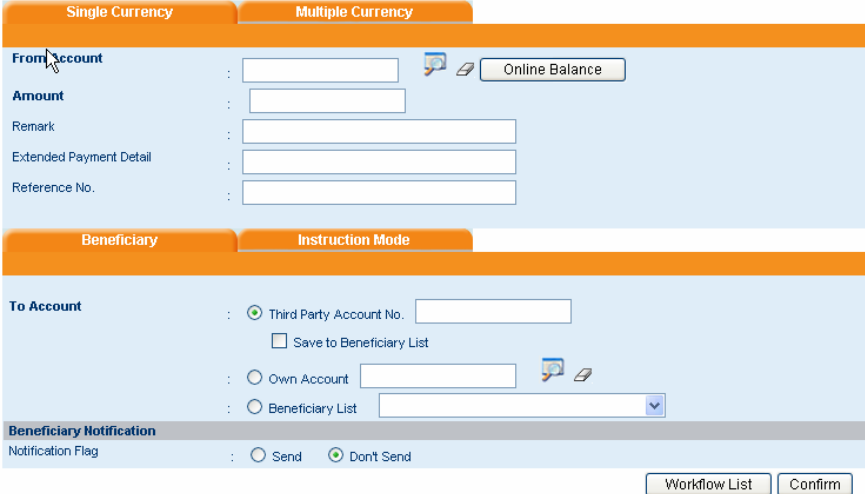
12. Lengkapi field yang mandatory (*mandatory fields akan terlihat dengan huruf tebal*) dan informasi yang dibutuhkan lainnya.
13. Setelah selesai, klik **Execute and Done** untuk mengeksekusi pencetakan dan keluar dari layar ini.
14. Atau klik **Execute** untuk mengeksekuis pencetakan.
15. Atau klik **Preview** untuk melihat print preview.
16. Atau klik **Back** untuk kembali ke layar sebelumnya.

10. TRANSFER MANAGEMENT

10.1. IN-HOUSE TRANSFER

10.1.1. Single Currency

1. Dari menu utama, klik **Transfer Management** → **In-House Transfer**.
2. Layar **Single Currency - Beneficiary** akan muncul.



The screenshot shows the 'Single Currency' transfer management interface. It features two tabs: 'Single Currency' (selected) and 'Multiple Currency'. The form is divided into two main sections: 'From Account' and 'Beneficiary'. The 'From Account' section includes fields for 'From Account', 'Amount', 'Remark', 'Extended Payment Detail', and 'Reference No.', along with an 'Online Balance' button. The 'Beneficiary' section includes a 'To Account' section with radio buttons for 'Third Party Account No.', 'Own Account', and 'Beneficiary List', and a 'Beneficiary Notification' section with radio buttons for 'Send' and 'Don't Send'. A 'Workflow List' button is located at the bottom right.

3. Pilih **From Account** dari picklist.
4. Masukkan **Amount**, **Remark** (*opsional*), **Extended Payment Detail** (*opsional*) dan **Reference No.**(*opsional*).
5. Pilih **To Account** (**Third Party**, **Own Account**, atau **Beneficiary List**).
6. Masukkan **Notification Flag**.
7. Untuk menampilkan approval level berikutnya, klik **Workflow List**.
8. Layar **Workflow Information** akan muncul.

Workflow Information	
Next Approver List	
User Id	User Level
ESTHER	Approval Level 1
SEPTI	Approval Level 1
LENNY1	Approval Level 1
RIKO	Approval Level 1
LENNY	Approval Level 1
DIAN	Approval Level 1
YENI	Approval Level 1
MGR2	Approval Level 1
MGR3	Approval Level 1
MGR4	Approval Level 1
MGR1	Approval Level 1
DIR1	Approval Level 1
DIR2	Approval Level 1
USER2	Approval Level 1
USER4	Approval Level 1
TEST	Approval Level 1
BATIAPP	Approval Level 1
SISY	Approval Level 1
LENI1	Approval Level 1
RIK002	Approval Level 1
DUDU11	Approval Level 1
ARIKO	Approval Level 1
USER	Approval Level 1
USER5	Approval Level 1
NEW001	Approval Level 1
NEW002	Approval Level 1
USER6	Approval Level 1
USER7	Approval Level 1
SIMON	Approval Level 1

[Close](#)

9. Klik Confirm untuk melanjutkan.
10. Layar Instruction Mode akan muncul.

Single Currency
Multiple Currency

From Account : Online Balance

Amount :

Remark :

Extended Payment Detail :

Reference No. :

Beneficiary
Instruction Mode

Immediate

Standing Instruction Date : (dd/mm/yyyy)

Session Time :

Recurring Transfer :

Every :

Interval :

Session Time :

Recurring End Date : (dd/mm/yyyy)

Workflow List
Confirm

11. Pilih Instruction Mode.
12. Klik Confirm.

13. Layar **In-House Transfer Confirm** akan muncul.



Single Currency		Multiple Currency	
In-House Transfer Confirm			
From Account	:	0060096003664 / YASA 123 (IDR)	
Amount	:	IDR 12,000.00	
Transfer Fee	:	IDR 5,000.00	
Total Charges	:	IDR 5,000.00	
Total Debit Amount	:	IDR 17,000.00	
Remark	:	test	
Extended Payment Detail	:	test	
Reference No.	:	1212	
Beneficiary Information			
To Account	:	1280005015562 / ROY M.MANULLANG (IDR)	
To Account Type	:	Own Account	
Beneficiary Notification			
Notification Flag	:	Don't Send	
Beneficiary Email	:		
Instruction Mode			
Immediate	:	21-Apr-2009	

14. Klik **Submit** untuk melanjutkan.

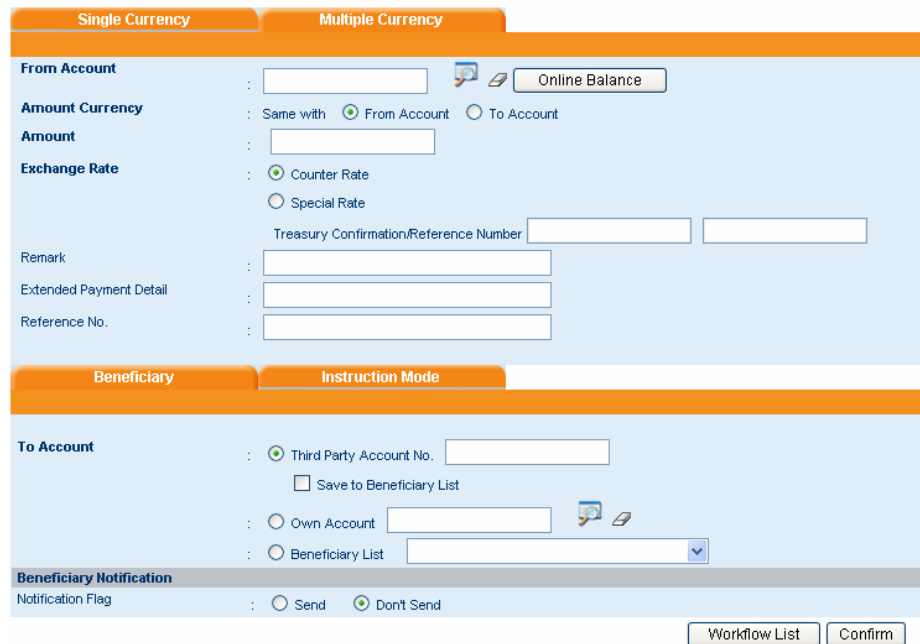
15. Atau klik **Back** untuk kembali ke layar sebelumnya.

16. Pada aksi **Submit**, sebuah pop-up konfirmasi akan muncul, klik **OK** untuk meng-create record.

17. Transaksi ini menunggu untuk di approve atau di release.

10.1.2. Multiple Currency

1. Dari menu utama, klik **Transfer Management** → **In-House Transfer**.
2. Klik **Multiple Currency**.
3. Layar **Multiple Currency - Beneficiary** akan muncul.



The screenshot shows the 'Multiple Currency' tab of the 'Beneficiary' form. The form is divided into two main sections: 'From Account' and 'To Account'. The 'From Account' section includes fields for 'From Account', 'Amount Currency' (with radio buttons for 'From Account' and 'To Account'), 'Amount', 'Exchange Rate' (with radio buttons for 'Counter Rate' and 'Special Rate'), 'Remark', 'Extended Payment Detail', and 'Reference No.'. The 'To Account' section includes fields for 'To Account' (with radio buttons for 'Third Party Account No.', 'Own Account', and 'Beneficiary List'), 'Save to Beneficiary List', and 'Beneficiary List'. At the bottom, there is a 'Beneficiary Notification' section with a 'Notification Flag' (radio buttons for 'Send' and 'Don't Send') and two buttons: 'Workflow List' and 'Confirm'.

4. Pilih **From Account** dari picklist.
5. Pilih **Amount currency** dari droplist dan masukkan **Amount**.
6. Pilih **Exchange Rate**, apakah menggunakan **Counter Rate** atau **Special Rate**. Jika yang dipilih adalah **Special Rate**, masukkan **Treasury Confirmation/Reference Number**.
7. Masukkan **Remark**.
8. Masukkan **Extended Payment Detail**.
9. Masukkan **Reference No.**
10. Untuk menampilkan level approval berikutnya, klik **Workflow List**.
11. Layar **Workflow Information** akan muncul.

Workflow Information

Next Approver List	
User Id	User Level
ESTHER	Approval Level 1
SEPTI	Approval Level 1
LENNY1	Approval Level 1
RIKO	Approval Level 1
LENNY	Approval Level 1
DIAN	Approval Level 1
YENI	Approval Level 1
MGR2	Approval Level 1
MGR3	Approval Level 1
MGR4	Approval Level 1
MGR1	Approval Level 1
DIR1	Approval Level 1
DIR2	Approval Level 1
USER2	Approval Level 1
USER4	Approval Level 1
TEST	Approval Level 1
BATIAPP	Approval Level 1
SISY	Approval Level 1
LENN1	Approval Level 1
RIKO02	Approval Level 1
DUDU11	Approval Level 1
ARIKO	Approval Level 1
USER	Approval Level 1
USER5	Approval Level 1
NEV001	Approval Level 1
NEV002	Approval Level 1
USER6	Approval Level 1
USER7	Approval Level 1
SIMON	Approval Level 1

Close

12. Klik **Confirm** untuk melanjutkan.
13. Layar **Instruction Mode** akan muncul.
14. Pilih **Instruction Mode**.
15. Klik **Confirm**.
16. Layar **In-House Transfer Confirm** akan muncul.

Single Currency Multiple Currency

In-House Transfer Confirm

From Account : 1280004081466 / MY NAME (SGD)

Amount : SGD 200.00

Equivalent Amount With To Account EUR 80.00

Exchange Rate : Counter Rate

Transfer Fee : IDR 5,000.00

Equivalent Amount SGD 0.96

Total Charges : SGD 0.96

Total Debit Amount : SGD 200.96

Remark : test

Extended Payment Detail : test2

Reference No. : 002

Beneficiary Information

To Account : 0060004030627 / YASA EDUKATAMA SAINS (EUR)

To Account Type : Own Account

Beneficiary Notification

Notification Flag : Don't Send

Beneficiary Email :

Instruction Mode

Immediate : 21-Apr-2009

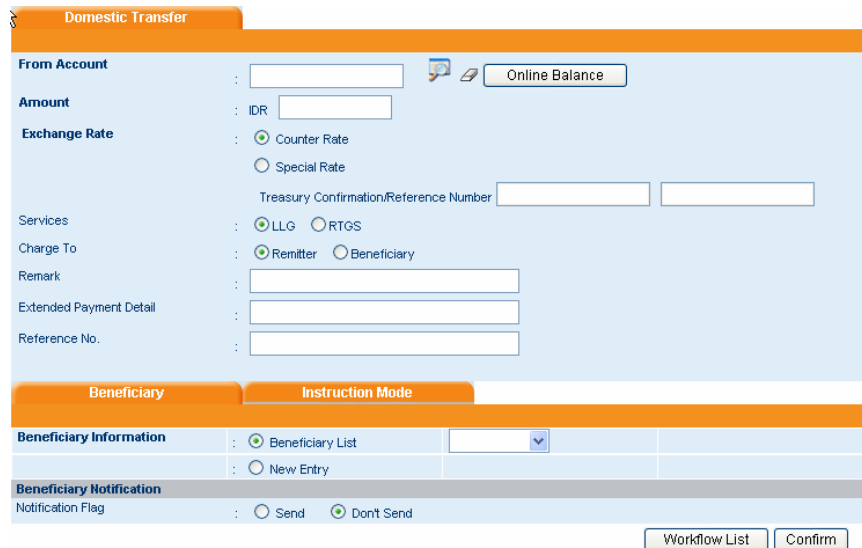
Submit Back

17. Klik **Submit** untuk melanjutkan.
18. Atau klik **Back** untuk kembali ke layar sebelumnya.
19. Pada aksi **Submit**, sebuah pop-up konfirmasi akan muncul, klik **OK** untuk meng-create record.
20. Transaksi ini menunggu untuk di approve dan di release

10.2. DOMESTIC TRANSFER

10.2.1. Confirm Domestic Transfer



1. Dari menu utama, klik **Transfer Management** → **Domestic Transfer**.
2. Layar **Domestic Transfer - Beneficiary** akan muncul.



3. Pilih **From Account** dari picklist.
4. Masukkan **Amount**.
5. Pilih **Exchange Rate**, apakah menggunakan **Counter Rate** atau **Special Rate**. jika **Special Rate**, masukkan **Treasury Confirmation/Reference Number**.
6. Pilih **Services**.
7. Pilih **Charges To**.
8. Masukkan **Remark** (*opsional*).
9. Masukkan **Extended Payment Detail** (*opsional*).
10. Masukkan **Reference No.** (*opsional*).
11. Pilih **Beneficiary Information**, dari eksisting dengan meng-klik **Beneficiary List**.
12. Untuk menambah beneficiary baru, klik **New Entry**.

13. Layar New entry akan muncul.

Domestic Transfer

From Account :   Online Balance

Amount : IDR

Exchange Rate : Counter Rate
 Special Rate
 Treasury Confirmation/Reference Number

Services : LLG RTGS

Charge To : Remitter Beneficiary

Remark :

Extended Payment Detail :

Reference No. :

Beneficiary Instruction Mode

Beneficiary Information : Beneficiary List ▼

New Entry

Save to Beneficiary List Unique Name :

Beneficiary Information

Account No :



Account Name :

Address :

Status : Resident
 Non Resident

Citizenship : Citizen
 Non Citizen

Beneficiary Bank Information

Bank Code / RTGS Code :  

Bank Name :

Organization Unit Code :

Organization Unit Name :

City :

Beneficiary Notification

Notification Flag : Send Don't Send

Workflow List Confirm

14. Masukkan informasi yang dibutuhkan.

15. Untuk menampilkan approval level berikutnya, klik **Workflow List**.

16. Layar **Workflow Information** akan muncul.

Workflow Information



Next Approver List

User Id	User Level
ESTHER	Approval Level 1
SEPTI	Approval Level 1
LENNY1	Approval Level 1
RIKO	Approval Level 1
LENNY	Approval Level 1
DIAN	Approval Level 1
YENI	Approval Level 1
MGR2	Approval Level 1
MGR3	Approval Level 1
MGR4	Approval Level 1
MGR1	Approval Level 1
DIR1	Approval Level 1
DIR2	Approval Level 1
USER2	Approval Level 1
USER4	Approval Level 1
TEST	Approval Level 1
BATIAPP	Approval Level 1
SISY	Approval Level 1
LENI1	Approval Level 1
RIKO02	Approval Level 1
DUDU11	Approval Level 1
ARIKO	Approval Level 1
USER	Approval Level 1
USER5	Approval Level 1
NEW001	Approval Level 1
NEW002	Approval Level 1
USER6	Approval Level 1
USER7	Approval Level 1
SIMON	Approval Level 1

Close

- 17. Klik **Confirm** untuk melanjutkan.
- 18. Layar **Instruction Mode** akan muncul.

Domestic Transfer

From Account :   **Online Balance**

Amount : IDR

Exchange Rate : Counter Rate
 Special Rate

Treasury Confirmation/Reference Number

Services : LLG RTGS

Charge To : Remitter Beneficiary



Remark :

Extended Payment Detail :

Reference No. :

Beneficiary | **Instruction Mode**

Immediate

Standing Instruction Date :   (dd/mm/yyyy)



Session Time : 06:00 - Session 1

Recurring Transfer :

Every : Daily

Interval : 1

Session Time : 06:00 - Session 1

Recurring End Date :   (dd/mm/yyyy)

Workflow List | Confirm

- 19. Pilih **Instruction Mode**.
- 20. Klik **Confirm**.

21. Layar Domestic Transfer Confirm akan muncul

Domestic Transfer	
Domestic Transfer Confirm	
From Account	: 0060096003664 / YASA 123 (IDR)
Amount	: IDR 12,002.00
Exchange Rate	: Counter Rate
Transfer Fee	: IDR 1,600.00
LLG Fee	: IDR 1,400.00
Total Charges	: IDR 3,000.00
Total Debit Amount	: IDR 15,002.00
Services	: LLG
Charge To	: Remitter
Remark	: test1
Extended Payment Detail	: test2
Reference No.	: 003
Beneficiary Information	
Account Number	: 123456
Account Name	: asdfg
Address	: sdfsdfdsf
Status	: Resident
Citizenship	: Citizen
Beneficiary Bank Information	
Code	: 0010016
Bank Name	: BANK INDONESIA
Organization Unit Code	:
Organization Unit Name	:
City	: WML KOTA JAKARTA PUSAT
Beneficiary Notification	
Notification Flag	: Don't Send
Beneficiary Email	:
Instruction Mode	
Immediate	: 21-Apr-2009

22. Klik **Submit** untuk melanjutkan.

23. Atau klik **Back** untuk kembali ke layar sebelumnya.

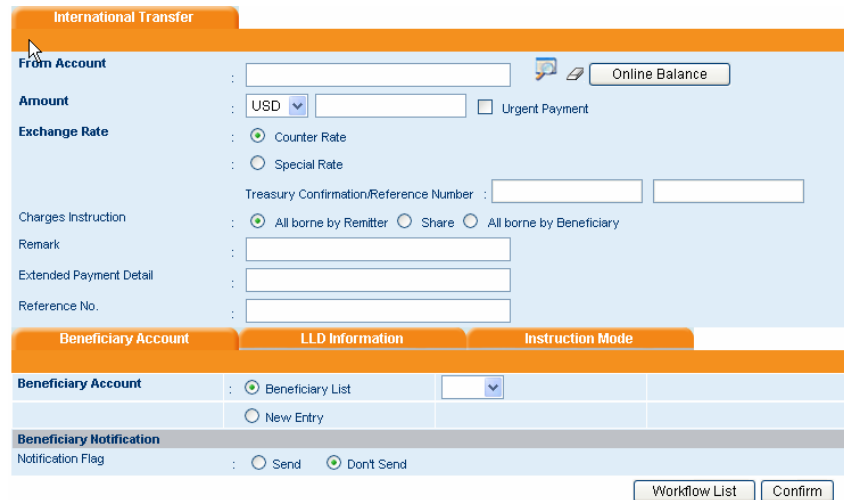
24. Pada aksi **Submit**, sebuah pop-up konfirmasi akan muncul, klik **OK** untuk meng-create record.

25. Transaksi ini menunggu untuk di approve dan di release.

10.3. INTERNATIONAL TRANSFER

10.3.1. Confirm International Transfer

1. Dari menu utama, klik **Transfer Management** → **International Transfer**.
2. Layar **International Transfer - Beneficiary Account** akan muncul.



3. Pilih **From Account** dari picklist.
4. Pilih **Amount** mata uang dan masukkan **Amount**.
5. Pilih **Exchange Rate**, apakah menggunakan **Counter Rate** atau **Special Rate**. Jika **Special Rate**, masukkan **Treasury Confirmation/Reference Number**.
6. Pilih **Charges Instruction**.
7. Masukkan **Remark** (*opsional*).
8. Masukkan **Extended Payment Detail** (*opsional*).
9. Masukkan **Reference No.** (*opsional*).
10. Pilih **Beneficiary Account**.
11. Masukkan **Notification Flag**.
12. Untuk menampilkan approval level berikutnya, klik **Workflow List**.

Workflow Information

Next Approver List

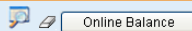
User Id	User Level
ESTHER	Approval Level 1
SEPTI	Approval Level 1
LENNY1	Approval Level 1
RIKO	Approval Level 1
LENNY	Approval Level 1
DIAN	Approval Level 1
YENI	Approval Level 1
MGR2	Approval Level 1
MGR3	Approval Level 1
MGR4	Approval Level 1
MGR1	Approval Level 1
DIR1	Approval Level 1
DIR2	Approval Level 1
USER2	Approval Level 1
USER4	Approval Level 1
TEST	Approval Level 1
BATIAPP	Approval Level 1
SISY	Approval Level 1
LENI1	Approval Level 1
RIKO02	Approval Level 1
DUDU11	Approval Level 1
ARIKO	Approval Level 1
USER	Approval Level 1
USER5	Approval Level 1
NEW001	Approval Level 1
NEW002	Approval Level 1
USER6	Approval Level 1
USER7	Approval Level 1
SIMON	Approval Level 1

Close

13. Klik **Confirm** untuk melanjutkan.

14. Layar **LLD Information** akan muncul.

International Transfer

From Account : 

Amount : USD Urgent Payment

Exchange Rate : Counter Rate
 Special Rate

Treasury Confirmation/Reference Number :

Charges Instruction : All borne by Remitter Share All borne by Beneficiary

Remark :

Extended Payment Detail :

Reference No. :

Beneficiary Account | **LLD Information** | **Instruction Mode**

Purpose of Transaction : Tujuan Transaksi

Transaction Description :


Workflow List Confirm

15. Lengkapi **LLD Information** (*opsional*).

16. Klik **Confirm** untuk melanjutkan.

17. Layar **Instruction Mode** akan muncul.

International Transfer

From Account : 

Amount : USD Urgent Payment

Exchange Rate : Counter Rate
 Special Rate

Treasury Confirmation/Reference Number :

Charges Instruction : All borne by Remitter Share All borne by Beneficiary


Remark :

Extended Payment Detail :

Reference No. :

Beneficiary Account
LLD Information
Instruction Mode

Immediate

Standing Instruction Date :  (dd/mm/yyyy)


Session Time :

Recurring Transfer :

Every :

Interval :

Session Time :

Recurring End Date :  (dd/mm/yyyy)

18. Pilih Instruction Mode.

19. Klik Confirm.

20. Layar International Transfer Confirm akan muncul.

International Transfer			
International Transfer Confirm			
From Account	: 1240000031345 /Acc 001 (USD)		
Amount	: USD 1000		
Urgent Payment	: No		
Exchange Rate	: Counter Rate		
Correspondent Bank Charge	: IDR 3,200.00	Equivalent Amount	USD 0.35
Minimum Transaction Fee	: IDR 3,000.00	Equivalent Amount	USD 0.33
Provision	: IDR 2,800.00	Equivalent Amount	USD 0.30
Cable Fee	: IDR 2,600.00	Equivalent Amount	USD 0.28
Total Charges	: USD 1.26		
Total Debit Amount	: USD 1,001.26		
Charges Instruction	: All borne by Remitter		
Remark	: test USD		
Extended Payment Detail	: test USD2		
Reference No.	: 003		
Beneficiary Account			
To Account	: 123456789		
Name	: asdfghjklidfghj		
Address	: fghbklghvrihg		
	:		
	:		
Correspondent Bank	: Georgia		
Beneficiary Bank Information			
Organization Directory	: BIC1		
Code	: AABSDE31XXX		
Name	: AACHENER BAUSPARKASSE AG		
Branch Name	:		
Address	: 92 - 94, THEATERSTRASSE		
	: 92 - 94, THEATERSTRASSE		
	: 92 - 94, THEATERSTRASSE		
Country	: GEORGIA		
Beneficiary Notification			
Notification Flag	: Don't Send		
Beneficiary Email	:		
LLD Information			
Identical Status	: Remitter is identical with Beneficiary		
Beneficiary Status	: Resident		
Beneficiary Citizenship	: Citizen		
Beneficiary Category	:		
Transactor Relationship	: Non Affiliated		
Purpose of Transaction	: Tujuan Transaksi		
Transaction Description	:		
Instruction Mode			
Immediate	: 21-Apr-2009		

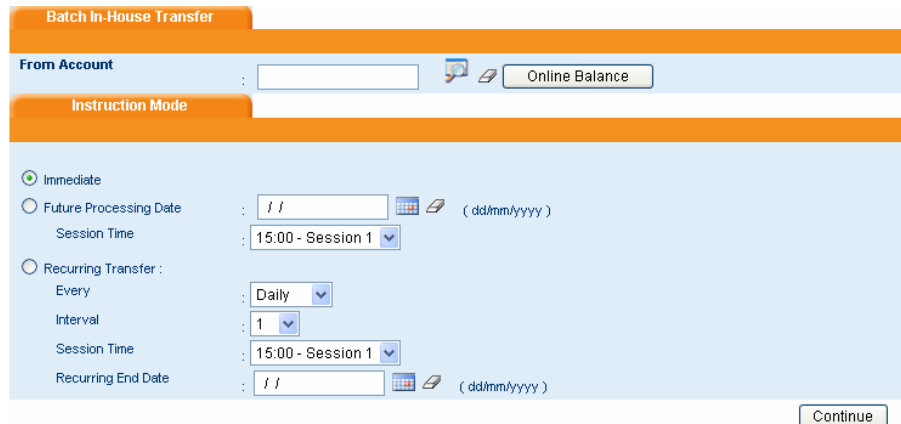
Submit Back

21. Klik **Submit** untuk melanjutkan.
22. Atau klik **Back** untuk kembali ke layar sebelumnya.
23. Pada aksi **Submit**, sebuah pop-up konfirmasi akan muncul, klik **OK** untuk meng-create record.
24. Transaksi ini menunggu untuk di approve dan di release.



10.4. BATCH IN-HOUSE TRANSFER

10.4.1. Membuat Batch In-House Transfer

1. Dari menu utama, klik **Transfer Management** → **Batch In-House Transfer**.
2. Layar **Batch In-House Transfer** akan muncul.





Batch In-House Transfer

From Account :   Online Balance

Instruction Mode

Immediate

Future Processing Date :   (dd/mm/yyyy)



Session Time : 15:00 - Session 1

Recurring Transfer :

Every : Daily

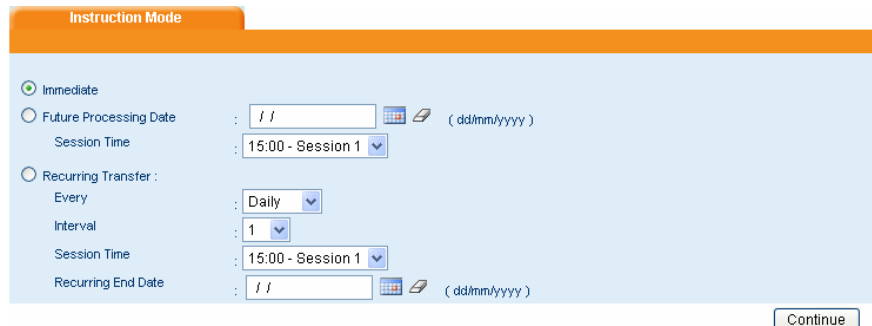
Interval : 1

Session Time : 15:00 - Session 1

Recurring End Date :   (dd/mm/yyyy)



Continue

3. Pilih **From Account** dari picklist.
4. Pilih **Instruction Mode (Immediate, Standing Instruction Date atau Recurring Transfer)**. Jika yang dipilih adalah **Recurring Transfer**, maka Pilih **Every, Value** dari drop list dan **Recurring End Date** dari pick list.



Instruction Mode

Immediate

Future Processing Date :   (dd/mm/yyyy)



Session Time : 15:00 - Session 1

Recurring Transfer :

Every : Daily

Interval : 1

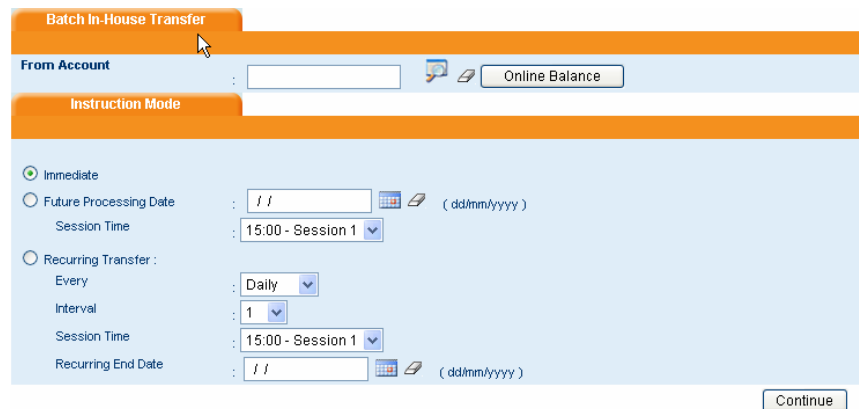
Session Time : 15:00 - Session 1

Recurring End Date :   (dd/mm/yyyy)

Continue

5. Klik **Continue**.

6. Layer **Batch In-House Transfer** akan muncul.



7. Masukkan **Amount**.

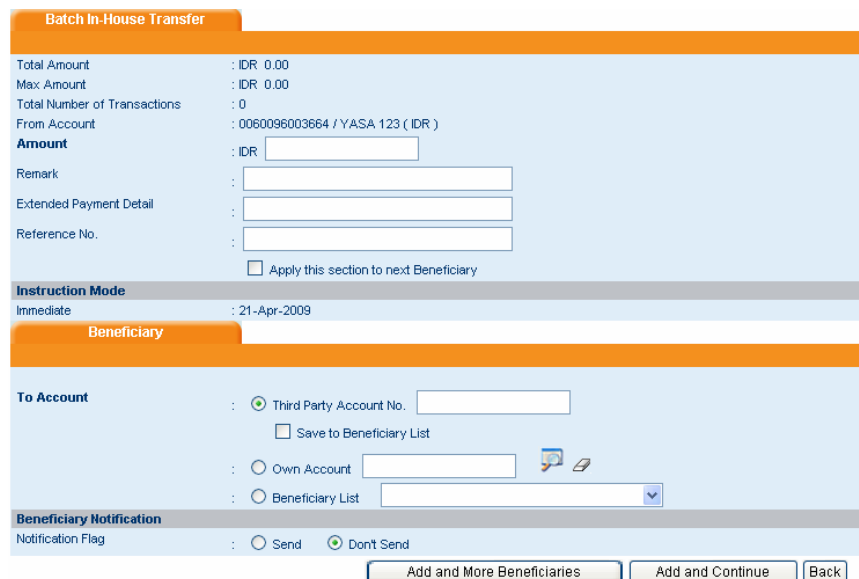
8. Masukkan **Remark**.

9. Pilih **To Account** dengan meng-clicking tombol radio.

10. Pilih **Notification Flag**

11. Klik **Add and More Beneficiaries** untuk menambahkan beneficiaries atau klik **Add and Continue** untuk melanjutkan transaksi atau **Back** untuk kembali dan meng-cancel transaksi.

12. Jika meng-klik **Add and More Beneficiaries**, layar ini akan muncul.



13. Klik **Cancel and Continue** untuk meng-cancel penambahan beneficiaries dan melanjutkan transaksi.

14. Layar ini akan muncul setelah meng-klik **Add and Continue**.

Batch In-House Transfer		Beneficiary List	
Total Amount	:	IDR 14,002.00	
Max Amount	:	IDR 14,002.00	
Total Number of Transactions	:	1	
From Account	:	0060096003664 / YASA 123 (IDR)	
Batch In House Transfer to Own Account			
Batch Transfer Fee	:	IDR 7,300.00 / record	Total Fee : IDR 7,300.00
Total Charges	:	IDR 7,300.00	
Total Debit Amount	:	IDR 21,302.00	
Instruction Mode			
Immediate	:	30-Mar-2009	

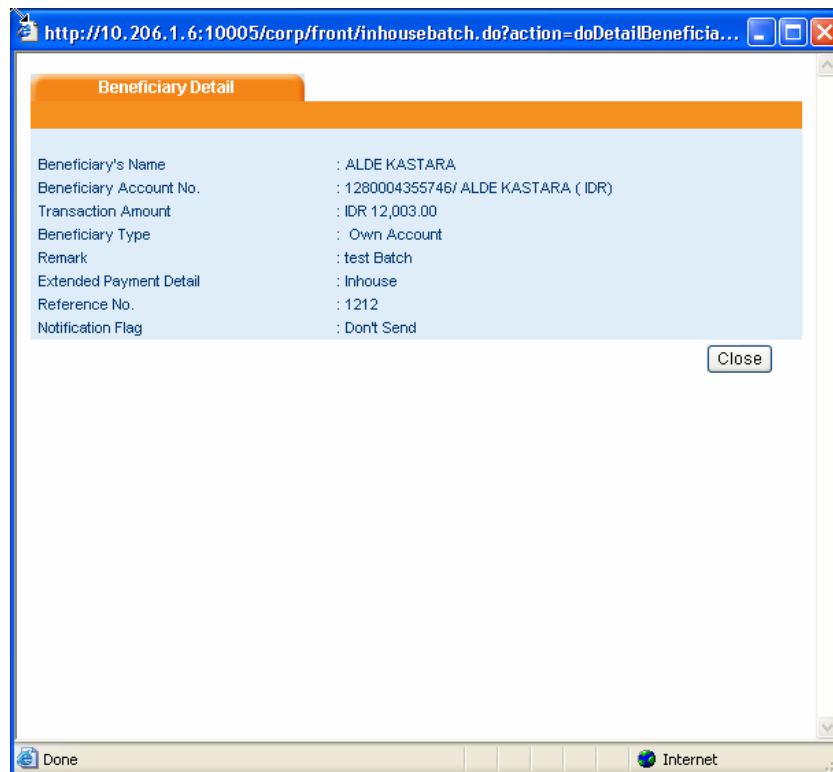
- Untuk menampilkan seluruh beneficiaries yang telah di tambahkan sebelumnya, klik **Beneficiary List**.

Batch In-House Transfer		Beneficiary List					
<input type="checkbox"/>	Beneficiary's Name	Beneficiary Account No.	Transaction Amount	Beneficiary Type	Remark	Extended Payment Detail	Reference No.
<input type="checkbox"/>	ALDE KASTARA	1280004355746/ALDE KASTARA (IDR)	IDR 12,003.00	Own Account	test Batch	Inhouse	1212
<input type="checkbox"/>	ALDE KASTARA	1280004355746/ALDE KASTARA (IDR)	IDR 12,004.00	Own Account	test2	test2	998

- Klik **More Beneficiaries** untuk menambah beneficiaries.
- Klik **Edit** untuk meng-edit beneficiary dengan meng-klik salah satu checkbox.
- Klik **Remove From List** untuk menghapus beneficiary dari daftar dengan meng-klik checkbox.
- Klik **Workflow list** untuk menampilkan level approval berikutnya.
- Layar **Workflow Information** akan muncul.

Workflow Information	
Next Approver List	
User Id	User Level
ESTHER	Approval Level 1
SEPTI	Approval Level 1
LENNY1	Approval Level 1
RIKO	Approval Level 1
LENNY	Approval Level 1
DIAN	Approval Level 1
YENI	Approval Level 1
APP2A	Approval Level 2
MGR2	Approval Level 1
MGR3	Approval Level 1
MGR4	Approval Level 1
MGR1	Approval Level 1
DIR1	Approval Level 1
DIR2	Approval Level 1
USER2	Approval Level 1
USER4	Approval Level 1
TEST	Approval Level 1
BATIAPP	Approval Level 1
FEBRIANTO	Approval Level 2
SISY	Approval Level 1
LEN11	Approval Level 1
RIKO02	Approval Level 1
DUDU11	Approval Level 1
ARIKO	Approval Level 1
USER	Approval Level 1
USER5	Approval Level 1
NEW001	Approval Level 1
NEW002	Approval Level 1
USER6	Approval Level 1
USER7	Approval Level 1
SIMON	Approval Level 1
DIAN1	Approval Level 1

- Klik **Back** untuk kembali ke layar sebelumnya.
- Klik **Beneficiary's Name** untuk melihat Beneficiary Detail.



23. Pada **Batch In-House Transfer**, Klik **Submit** untuk mengeksekusi transaksi.
24. Klik **Ok** pada layar konfirmasi.
25. Layar ini akan muncul.

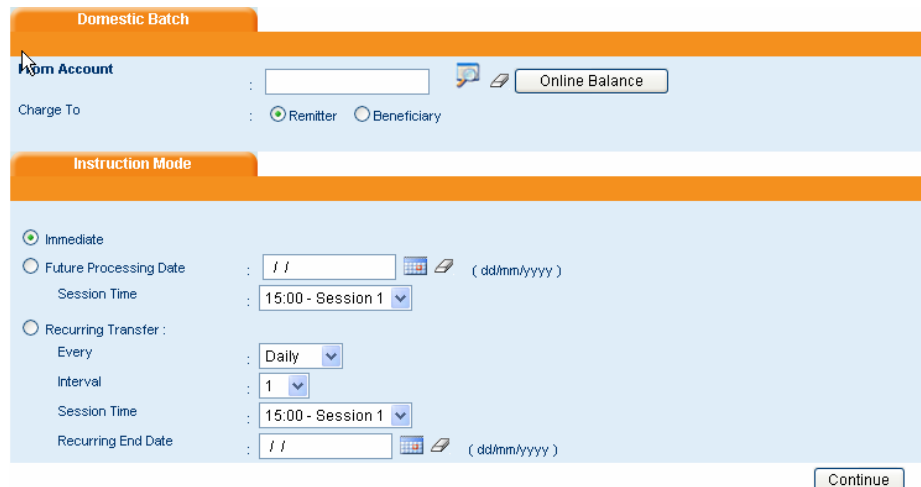


26. Transaksi ini menunggu untuk di approve.
27. Klik **Print** untuk mencetak transaksi.
28. Klik **Save As** untuk menyimpan file.
29. Klik **Done** untuk mengakhiri.

10.5. BATCH DOMESTIC TRANSFER

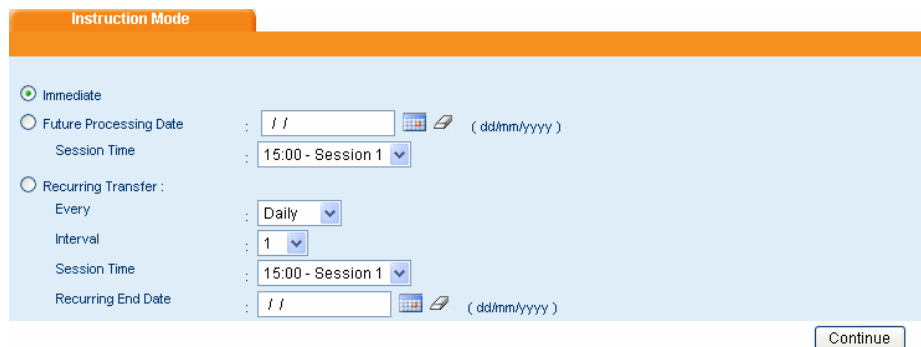
10.5.1. Create Batch Domestic Transfer

1. dari menu utama, klik **Transfer Management** → **Batch Domestic Transfer**.
2. Layar **Domestic Batch** akan muncul.



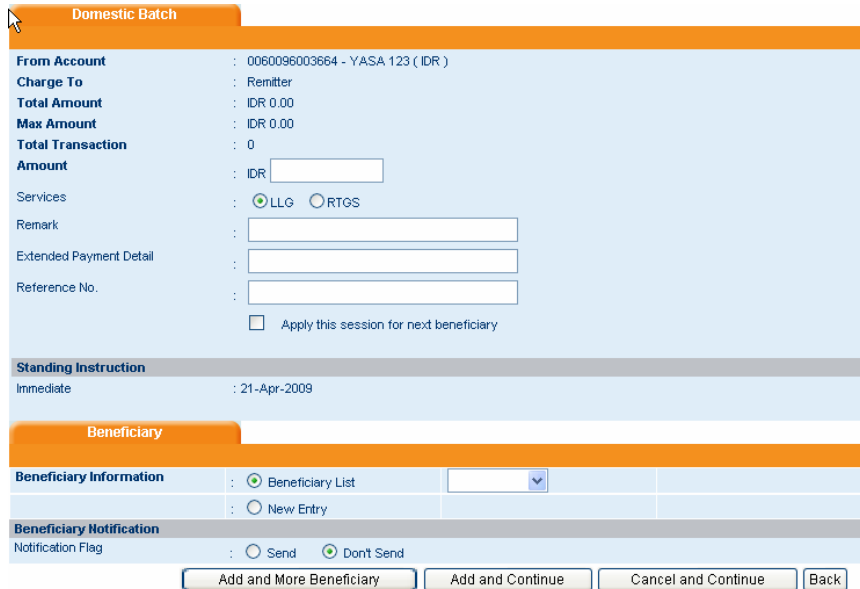
The screenshot shows the 'Domestic Batch' form. It has an orange header with the title 'Domestic Batch'. Below the header, there are two main sections: 'From Account' and 'Instruction Mode'. The 'From Account' section includes a text input field for the account number, an 'Online Balance' button, and a 'Charge To' section with two radio buttons: 'Remitter' (selected) and 'Beneficiary'. The 'Instruction Mode' section has three radio buttons: 'Immediate' (selected), 'Future Processing Date', and 'Recurring Transfer'. The 'Future Processing Date' section includes a date input field (dd/mm/yyyy), a 'Session Time' dropdown menu (set to '15:00 - Session 1'), and a 'Recurring Transfer' section with 'Every' (set to 'Daily'), 'Interval' (set to '1'), 'Session Time' (set to '15:00 - Session 1'), and 'Recurring End Date' (dd/mm/yyyy). A 'Continue' button is located at the bottom right of the form.

3. Pilih **From Account** dari picklist.
4. Pilih **Charge To** dari tombol radio.
5. Pilih **Instruction Mode (Immediate, Standing Instruction Date atau Recurring Transfer)**. Jika yang dipilih adalah **Recurring Transfer**, maka pilih **Every**, **Value** dari drop list dan **Recurring End Date** dari pick list.



This screenshot is a zoomed-in view of the 'Instruction Mode' section of the form. It shows the 'Immediate' radio button selected. The 'Future Processing Date' section is visible with a date input field, a 'Session Time' dropdown menu (set to '15:00 - Session 1'), and the 'Recurring Transfer' section. The 'Recurring Transfer' section has 'Every' set to 'Daily', 'Interval' set to '1', 'Session Time' set to '15:00 - Session 1', and 'Recurring End Date' (dd/mm/yyyy). A 'Continue' button is at the bottom right.

6. Klik **Continue**.

7. **Layar Domestic Batch akan muncul.**

Domestic Batch

From Account : 0060096003664 - YASA 123 (IDR)
Charge To : Remitter
Total Amount : IDR 0.00
Max Amount : IDR 0.00
Total Transaction : 0
Amount : IDR
Services : LLG RTGS
Remark :
Extended Payment Detail :
Reference No. :
 Apply this session for next beneficiary

Standing Instruction
Immediate : 21-Apr-2009

Beneficiary

Beneficiary Information : Beneficiary List
: New Entry

Beneficiary Notification
Notification Flag : Send Don't Send

8. **Masukkan Amount.**9. **Pilih Services.**10. **Masukkan Remark.**11. **Masukkan Extended Payment Detail.**12. **Masukkan Reference No.**13. **Pilih Beneficiary Information**, dari eksisting dengan meng-klik **Beneficiary List**.14. Untuk menambah beneficiary baru, klik **New Entry**15. Tambahan field **New Entry** akan muncul.

Domestic Batch

From Account : 0060096003664 - YASA 123 (IDR)
Charge To : Remitter
Total Amount : IDR 0.00
Max Amount : IDR 0.00
Total Transaction Amount : 0
Amount : IDR
Services : LLG RTGS
Remark :
Extended Payment Detail :
Reference No. :
 Apply this session for next beneficiary

Standing Instruction
 Immediate : 21-Apr-2009

Beneficiary

Beneficiary Information : Beneficiary List
 New Entry
 Save to Beneficiary List Unique Name :

Beneficiary Information
Account No :
Account Name :
Address :

Status : Resident
 Non Resident
Citizenship : Citizen
 Non Citizen

Beneficiary Bank Information
Bank Code / RTGS Code :
Bank Name :
Organization Unit Code :
Organization Unit Name :
City :

Beneficiary Notification
 Notification Flag : Send Don't Send

16. Masukkan informasi yang dibutuhkan untuk menambahkan predefined beneficiary baru.
17. Pilih **Notification Flag**.
18. Klik **Add and More Beneficiaries** untuk menambahkan beneficiaries atau klik **Add and Continue** untuk melanjutkan transaksi atau klik **Back** untuk kembali dan meng-cancel transaksi.

19. Jika klik **Add and More Beneficiaries**, layar ini akan muncul.

Domestic Batch

From Account	: 0060096003664 - YASA 123 (IDR)
Charge To	: Remitter
Total Amount	: IDR 12,002.00
Max Amount	: IDR 12,002.00
Total Transaction	: 1
Amount	: IDR <input type="text" value="12003"/>
Services	: <input checked="" type="radio"/> LLG <input type="radio"/> RTGS
Remark	: <input type="text" value="test1"/>
Extended Payment Detail	: <input type="text" value="test2"/>
Reference No.	: <input type="text" value="123123"/>
<input type="checkbox"/> Apply this session for next beneficiary	

Beneficiary

Beneficiary Information	
Beneficiary List	<input type="radio"/>
New Entry	<input checked="" type="radio"/>
<input type="checkbox"/> Save to Beneficiary List Unique Name : <input type="text" value="asasasas"/>	

Beneficiary Information	
Account No	: <input type="text" value="1212121212"/>
Account Name	: <input type="text" value="sdsdsdsdsd"/>
Address	: <input type="text" value="sdsdsdsdsd"/>
Status	: <input checked="" type="radio"/> Resident <input type="radio"/> Non Resident
Citizenship	: <input checked="" type="radio"/> Citizen <input type="radio"/> Non Citizen

Beneficiary Bank Information	
Bank Code / RTGS Code	: 0010016- BANK INDONESIA
Bank Name	: BANK INDONESIA
Organization Unit Code	:
Organization Unit Name	:
City	: VML, KOTA JAKARTA PUSAT

Beneficiary Notification	
Notification Flag	: <input type="radio"/> Send <input checked="" type="radio"/> Don't Send

20. Klik **Cancel and Continue** untuk meng-cancel penambahan beneficiaries dan melanjutkan transaksi.

21. Layar ini akan muncul setelah meng-klik **Add and Continue**.

Domestic Batch Beneficiary List

From Account : 0060096003664 / YASA 123 (IDR)
 Charge To : Remitter
 Total Amount : IDR 12,002.00
 Max Amount : IDR 12,002.00
 Total Transaction : 1
 Batch Clearing Transfer
 LLG Fee : IDR 2,000.00 /record Total Fee : IDR 2,000.00
 Batch Transfer Fee : IDR 2,000.00 /record Total Fee : IDR 2,000.00

Standing Instruction
 Immediate : 21-Apr-2009

Submit Back

22. Untuk menampilkan seluruh beneficiaries yang telah ditambahkan sebelumnya, klik **Beneficiary List**.

Domestic Batch Beneficiary List

<input type="checkbox"/>	Beneficiary's Name	Beneficiary Account No.	Transaction Amount	Beneficiary Type	Organization Unit	Remark	Extended Payment Detail	Reference No.
<input type="checkbox"/>	asdfghjkl	12345678/asdfghjkl (IDR)	IDR 12,002.00	LLG	BANK INDONESIA - 0391	test1	test2	001

More Beneficiaries Edit Remove From List Workflow List Back

23. Klik **More Beneficiaries** untuk menambah beneficiaries.
24. Klik **Edit** untuk meng-edit beneficiary dengan meng-klik checkbox.
25. Klik **Remove From List** untuk menghapus beneficiary dari list dengan meng-klik checkbox.
26. Klik **Workflow list** untuk menampilkan level approval berikutnya.
27. Layar **Workflow Information** akan muncul.

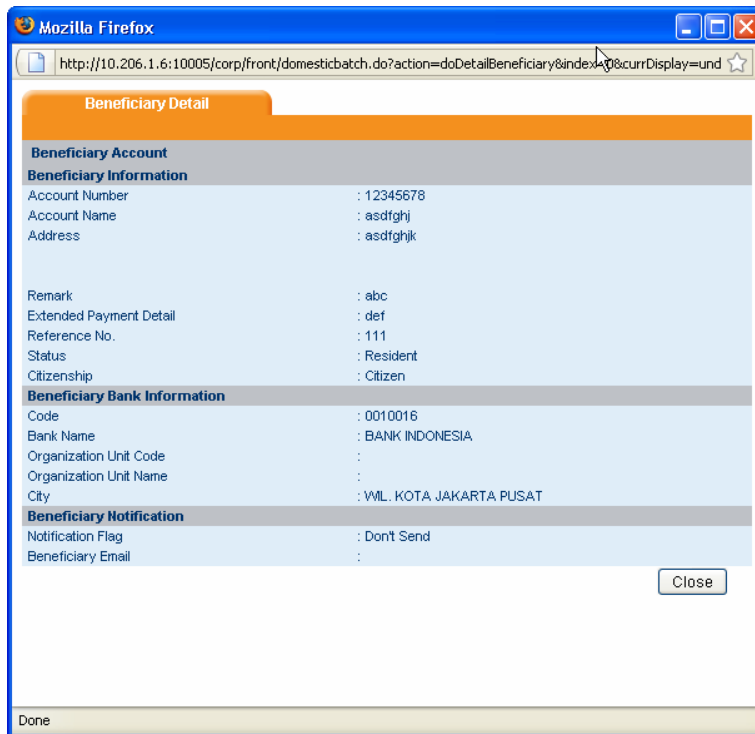
Workflow Information

Next Approver List

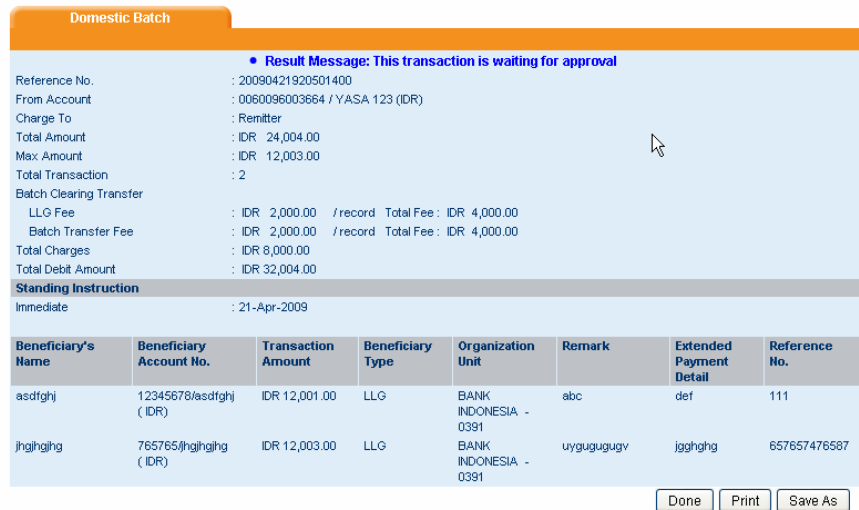
User Id	User Level
ESTHER	Approval Level 1
SEPTI	Approval Level 1
LENNY1	Approval Level 1
RIKO	Approval Level 1
LENNY	Approval Level 1
DIAN	Approval Level 1
YENI	Approval Level 1
APP2A	Approval Level 2
MGR2	Approval Level 1
MGR3	Approval Level 1
MGR4	Approval Level 1
MGR1	Approval Level 1
DIR1	Approval Level 1
DIR2	Approval Level 1
USER2	Approval Level 1
USER4	Approval Level 1
TEST	Approval Level 1
BATIAPP	Approval Level 1
FEBRIANTO	Approval Level 2
SEY	Approval Level 1
LEN11	Approval Level 1
RIK002	Approval Level 1
DUDU11	Approval Level 1
ARKO	Approval Level 1
USER	Approval Level 1
USER5	Approval Level 1
NEW001	Approval Level 1
NEW002	Approval Level 1
USER6	Approval Level 1
USER7	Approval Level 1
SIMON	Approval Level 1
DIAN1	Approval Level 1

Close

28. Klik **Back** untuk kembali ke layar sebelumnya.
29. Klik **Beneficiary's Name** yang dipilih untuk menampilkan **Beneficiary Detail**.



30. Pada Domestic Transfer, klik **Submit** untuk mengeksekusi transaksi.
31. Klik **Ok** pada layar konfirmasi.
32. Layar ini akan muncul.

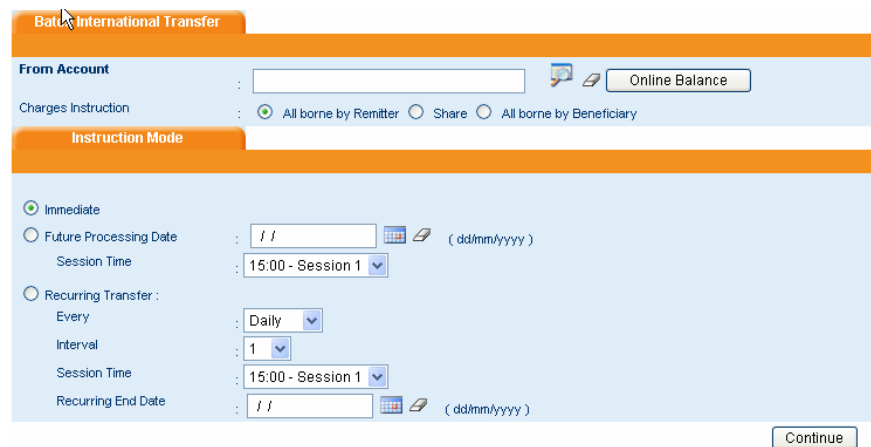


33. Transaksi ini menunggu untuk di approve.
34. Klik **Print** untuk mencetak transaksi.
35. Klik **Save As** untuk menyimpan file.
36. Klik **Done** untuk mengakhiri.

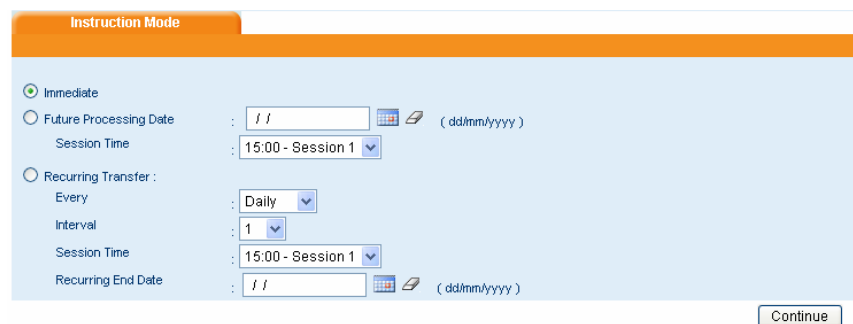
10.6. BATCH INTERNATIONAL TRANSFER

10.6.1. Create Batch International Transfer

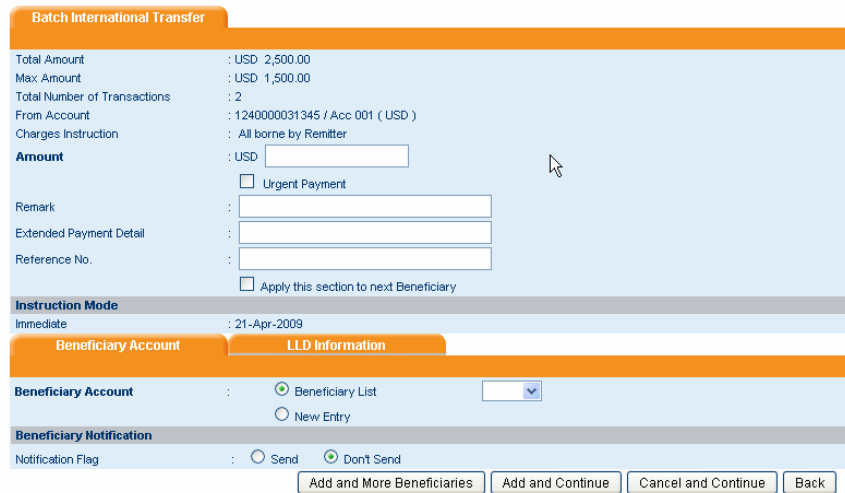
1. Dari menu utama, klik **Transfer Management** → **Batch International Transfer**.
2. Layar **Batch International Transfer** akan muncul.



3. Pilih **From Account** dari picklist.
4. Pilih **Charges Instruction** dari tombol radio.
5. Pilih **Instruction Mode** (**Immediate**, **Standing Instruction Date** atau **Recurring Transfer**). Jika yang dipilih adalah **Recurring Transfer**, pilih **Every**, **Value** dari drop list dan **Recurring End Date** dari pick list.



6. Klik **Continue**.

7. Layar **Batch International Transfer** akan muncul.

Batch International Transfer

Total Amount : USD 2,500.00
Max Amount : USD 1,500.00
Total Number of Transactions : 2
From Account : 1240000031345 / Acc 001 (USD)
Charges Instruction : All borne by Remitter
Amount : USD
 Urgent Payment
Remark :
Extended Payment Detail :
Reference No. :
 Apply this section to next Beneficiary

Instruction Mode
Immediate : 21-Apr-2009

Beneficiary Account **LLD Information**

Beneficiary Account : Beneficiary List
 New Entry

Beneficiary Notification
Notification Flag : Send Don't Send

8. Masukkan **Amount**.9. Masukkan **Remark**.10. Masukkan **Extended Payment Detail**.11. Masukkan **Reference No.**12. Pilih **Beneficiary Account**, dari eksisting dengan meng-klik **Beneficiary List**.13. Untuk menambah beneficiary baru, klik **New Entry**14. Tambahan field **New Entry** fakan muncul.

Batch International Transfer

Total Amount : USD 2,500.00
Max Amount : USD 1,500.00
Total Number of Transactions : 2
From Account : 1240000031345 / Acc 001 (USD)
Charges Instruction : All borne by Remitter
Amount : USD
 Urgent Payment
Remark :
Extended Payment Detail :
Reference No. :
 Apply this section to next Beneficiary

Instruction Mode
Immediate : 21-Apr-2009

Beneficiary Account **LLD Information**

Beneficiary Account : Beneficiary List
 New Entry
 Save to Beneficiary List Unique Name :

Beneficiary Account

Account No. :
Name :
Address :
:
:

Beneficiary Bank Information

Organization Directory : BIC1
Code :
Bank Name :
Branch Name :
Address :
:
Country :
Correspondent Bank :

Beneficiary Notification
Notification Flag : Send Don't Send

15. Masukkan informasi yang dibutuhkan untuk menambah daftar Beneficiary.
16. Pilih **Notification Flag**.
17. Klik **Add and More Beneficiaries** untuk menambah beneficiaries atau klik **Add and Continue** untuk melanjutkan transaksi atau **Back** untuk kembali dan meng-cancel transaksi.
18. Klik **LLD Information** untuk menambah informasi pada LLD.
19. Jika meng-klik **LLD Information**, tambahkan **Purpose of Transaction** dari drop list.
20. Masukkan **Transaction Description**
21. Jika meng-klik **Add and More Beneficiaries**, layar ini akan muncul.

Batch International Transfer

Total Amount : USD 2,500.00
 Max Amount : USD 1,500.00
 Total Number of Transactions : 2
 From Account : 1240000031345 / Acc 001 (USD)
 Charges Instruction : All borne by Remitter
 Amount : USD
 Urgent Payment
 Remark :
 Extended Payment Detail :
 Reference No. :
 Apply this section to next Beneficiary

Instruction Mode
 Immediate : 21-Apr-2009

Beneficiary Account **LLD Information**

Beneficiary Account : Beneficiary List
 New Entry

Beneficiary Notification

Notification Flag : Send Dont Send

- 22. Klik **Cancel and Continue** untuk meng-cancel penambahan beneficiaries dan melanjutkan transaksi.
- 23. Layar ini akan muncul setelah meng-klik **Add and Continue**.

Batch International Transfer **Beneficiary List**

Total Amount : USD 2,500.00
 Max Amount : USD 1,500.00
 Total Number of Transactions : 2
 From Account : 1240000031345 / Acc 001 (USD)
 Charges Instruction : All borne by Remitter

Batch International Transfer

Provision	: IDR 2,000.00	Equivalent Amount	USD 0.22 /record	Total Fee : USD 0.44
Batch Transfer Fee	: IDR 2,000.00	Equivalent Amount	USD 0.22 /record	Total Fee : USD 0.44
Cable Fee	: IDR 2,000.00	Equivalent Amount	USD 0.22 /record	Total Fee : USD 0.44
Minimum Transaction Fee	: IDR 2,000.00	Equivalent Amount	USD 0.22 /record	Total Fee : USD 0.44
Correspondent Bank Charge	: IDR 2,000.00	Equivalent Amount	USD 0.22 /record	Total Fee : USD 0.44
Total Charges	: USD 2.18			
Total Debit Amount	: USD 2,502.18			

Instruction Mode
 Immediate : 21-Apr-2009

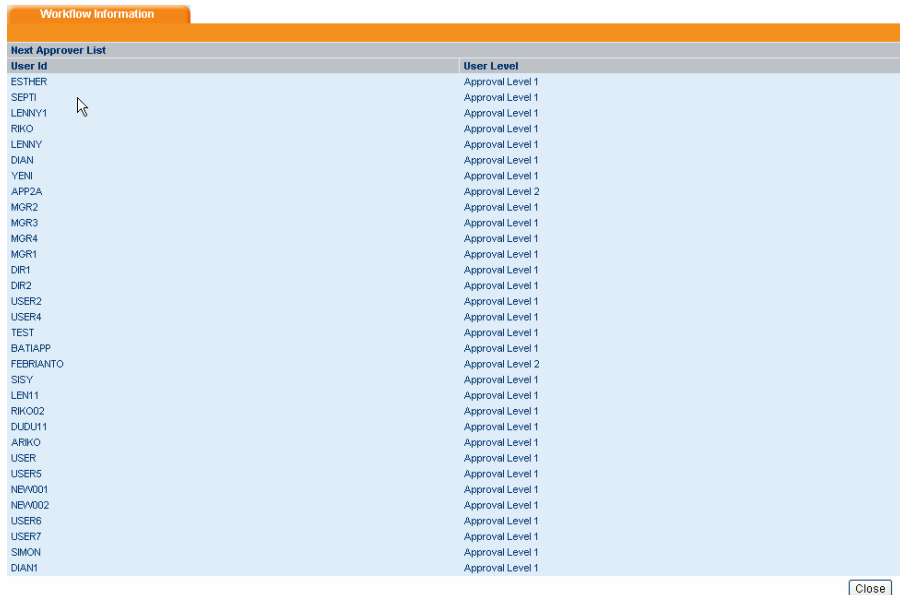
- 24. Untuk menampilkan seluruh beneficiaries yang telah ditambahkan sebelumnya, klik **Beneficiary List**.

Batch International Transfer **Beneficiary List**

<input type="checkbox"/>	Beneficiary's Name	Beneficiary Account No.	Transaction Amount	Urgent Payment	Beneficiary Bank	Remark	Extended Payment Detail	Reference No.
<input type="checkbox"/>	dian	123456789/dian	USD 1,000.00	No		test1	test2	11111
<input type="checkbox"/>	ssss	111111111/ssss	USD 1,500.00	No	SPARKASSE AACHEN, GEORGIA	test2	test2	234566

- 25. Klik **More Beneficiaries** untuk menambah beneficiaries.

26. Klik **Edit** untuk meng-edit beneficiary dengan meng-klik checkbox.
27. Klik **Remove From List** untuk menghapus beneficiary dari daftar dengan meng-klik checkbox.
28. Klik **Workflow list** untuk menampilkan approval level berikutnya.
29. Layar **Workflow Information** akan muncul.



User Id	User Level
ESTHER	Approval Level 1
SEPTI	Approval Level 1
LENNY1	Approval Level 1
RIKO	Approval Level 1
LENNY	Approval Level 1
DIAN	Approval Level 1
YENI	Approval Level 1
APP2A	Approval Level 2
MGR2	Approval Level 1
MGR3	Approval Level 1
MGR4	Approval Level 1
MGR1	Approval Level 1
DIR1	Approval Level 1
DIR2	Approval Level 1
USER2	Approval Level 1
USER4	Approval Level 1
TEST	Approval Level 1
BATIAPP	Approval Level 1
FEBRIANTO	Approval Level 2
SISY	Approval Level 1
LENI1	Approval Level 1
RIKOO2	Approval Level 1
DUDU11	Approval Level 1
ARIKO	Approval Level 1
USER	Approval Level 1
USER5	Approval Level 1
NEW001	Approval Level 1
NEW002	Approval Level 1
USER6	Approval Level 1
USER7	Approval Level 1
SIMON	Approval Level 1
DIANI	Approval Level 1

Close

30. Klik **Back** untuk kembali ke layar sebelumnya.
31. Klik **Beneficiary's Name** yang telah dipilih untuk melihat beneficiary secara detail.

Beneficiary Detail	
Beneficiary Account	
To Account	: 123456789
Name	: dian
Transaction Amount	: USD 1,000.00
Remark	: test1
Extended Payment Detail	: test2
Reference No.	: 11111
Address	: dian
	:
Coresspondent Bank	: georgia
Beneficiary Bank Information	
Organization Directory	: BIC1
Code	: AABSDE31XXX
Name	:
Branch Name	:
Address	:
	:
Country	:
Beneficiary Notification	
Notification Flag	: Don't Send
Beneficiary Email	:
LLD Information	
Identical Status	: Remitter is identical with Beneficiary
Beneficiary Status	: Resident
Beneficiary Citizenship	: Citizen
Beneficiary Category	:
Transactor Relationship	: Non Affiliated
Purpose of Transaction	: Tujuan Transaksi
Transaction Description	:

32. Pada **Batch International Transfer**, klik **Submit** untuk mengeksekusi transaksi.
33. Klik **Ok** pada layar konfirmasi.
34. Layar ini akan muncul.

Batch International Transfer

• Result Message: This transaction is waiting for approval

Total Amount : EUR 301.00
 Max Amount : EUR 151.00
 Total Number of Transactions : 2
 From Account : 0060004003087 / RESTU KARYA UTAMA, P (EUR)
 Charges Instruction : All borne by Remitter

Batch International Transfer

Provision	: IDR 2,000.00	Equivalent Amount	EUR 0.17 /record	Total Fee: EUR 0.34
Batch Transfer Fee	: IDR 2,000.00	Equivalent Amount	EUR 0.17 /record	Total Fee: EUR 0.34
Cable Fee	: IDR 2,000.00	Equivalent Amount	EUR 0.17 /record	Total Fee: EUR 0.34
Minimum Transaction Fee	: IDR 2,000.00	Equivalent Amount	EUR 0.17 /record	Total Fee: EUR 0.34
Correspondent Bank Charge	: IDR 2,000.00	Equivalent Amount	EUR 0.17 /record	Total Fee: EUR 0.34

Total Charges : EUR 1.67
 Total Debit Amount : EUR 302.67

Instruction Mode

Immediate : 08-Apr-2009

Beneficiary List

Beneficiary's Name	Beneficiary Account No.	Transaction Amount	Urgent Payment	Beneficiary Bank	Remark
ssss	111111111/ssss	EUR 150.00	No	SPARKASSE AACHEN , GEORGIA	test
ssss	111111111/ssss	EUR 151.00	No	SPARKASSE AACHEN , GEORGIA	test2

35. Transaksi ini menunggu proses approval.
36. Klik **Print** untuk mencetak transaksi.
37. Klik **Save As** untuk menyimpan file.
34. Klik **Done** untuk mengakhiri.



10.7. BULK PAYMENT

10.7.1. Confirm Bulk Payment

1. Dari menu utama, klikn **Mass Payment → Bulk Payment**.
2. Layar **Bulk Payment** akan muncul.

Bulk Payment

Debited Account

File Detail

File Format :

File Upload :

File Description :

Total Record :

Total Amount :

Beneficiary Type

In House

Domestic

Transfer Service : LLG RTGS



Transaction

Transaction Type :

Charge To : Debited Account Credited Account

Instruction Mode

Immediate

Standing Instruction Date :   (dd/mm/yyyy)

Session Time :

3. Pilih **Debited Account** dari picklist.
4. Pilih **File Format** dari droplist.
5. Browse **File Upload**.
6. Masukkan **File Description**, **Total Record**, dan **Total Amount**.
7. Pilih **Beneficiary Type**.
8. Pilih **Transaction Type**.
9. Pilih **Charge To**.
10. Pilih **Intruccion Mode**.

11. Layar Bulk Payment Confirm akan muncul.

Bulk Payment	
Debited Account	
0060096003664 - YASA 123(IDR)	
File Detail	
File Format	: Single-Service Fixed Length
File Upload	: Bulk - Single - In House(Dian)2.txt
File Description	: test
Total Record	: 1
Total Amount	: IDR 50,000.00
Beneficiary Type	
In House	
Bulk Payment Fee	: IDR 6,600.00 /record Total Fee: IDR 6,600.00
Total Charges	: IDR 6,600.00
Total Debit Amount	: IDR 56,600.00
Transaction	
Transaction Type	: Summary
Charge To	: Debited Account
Instruction Mode	
Immediate	: 30-Mar-2009

12. Klik **Submit**, atau klik **Back** untuk kembali ke layar sebelumnya.

13. Pada aksi **Submit**, sebuah pop-up konfirmasi akan muncul, klik **OK** untuk meng-create record.

14. Langkah ini akan dikirimkan ke **Pending Task**.

10.8. PAYROLL

10.8.1. Confirm Payroll

1. Dari menu utama, klik **Mass Payment** → **Payroll**.
2. Layar **Payroll** akan muncul.

Payroll

Debited Account

File Detail

File Format :

File Upload :

File Description :

Total Record :

Total Amount :

Beneficiary Type

In House
 Domestic Transfer Service : Clearing RTGS Online
 Mixed

Transaction

Transaction Type : Summary Detail

Instruction Mode

Immediate
 Future Processing Date : (dd/mm/yyyy)
 Session Time :

3. Pilih Debited Account dari picklist.
4. Pilih Payroll Text File dari droplist.
5. Browse File Upload.
6. Masukkan File Description, Total Record, dan Total Amount.
7. Pilih Payroll Transaction Type.
8. Pilih Payroll Transaction Method.
9. Pilih Instruction Mode dan set tanggal proses.
10. Klik Confirm.
11. Layar Payroll Confirm akan muncul.

Payroll

Debited Account
0060096003664 - YASA 123(IDR)

File Detail

File Format : Single-Service Fixed Length
 File Upload : Payroll - Single - In House(Dian)2.txt
 File Description : testing
 Total Record : 1
 Total Amount : IDR 50,000.00

Beneficiary Type

In House
 Payroll Fee : IDR 5,000.00 /record Total Fee : IDR 5,000.00
 Total Charges : IDR 5,000.00
 Total Debit Amount : IDR 55,000.00

Transaction

Transaction Type : Summary

Instruction Mode

Immediate : 30-Mar-2009

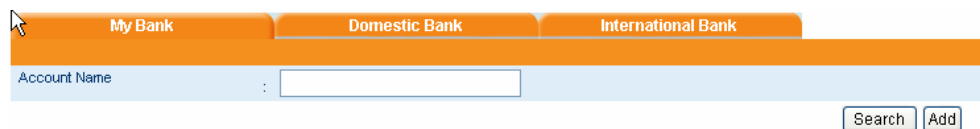
12. Klik **Submit**, atau **Back** untuk kembali ke layar sebelumnya.
13. Pada aksi **Submit**, sebuah pop-up konfirmasi akan muncul, klik **OK** untuk meng-create record.
14. Langkah ini dikirim ke **Pending Task**.

10.9. BENEFICIARY LIST

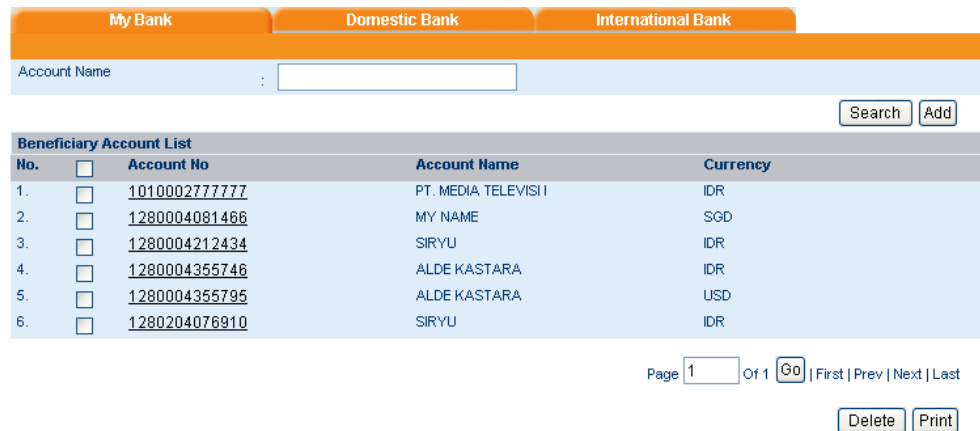
10.9.1. My Bank

10.9.1.1. Search Account

1. Dari menu utama, klik **Transfer Management** → **Beneficiary List**.
2. Layar **Beneficiary List** akan muncul.



3. Masukkan nama rekening, atau biarkan kosong.
4. Klik **Search**.
5. Layar **Beneficiary Account List** akan muncul.



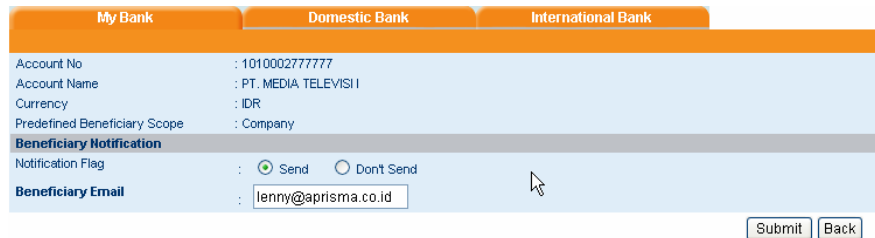
No.	<input type="checkbox"/>	Account No	Account Name	Currency
1.	<input type="checkbox"/>	101000277777	PT. MEDIA TELEVISI I	IDR
2.	<input type="checkbox"/>	1280004081466	MY NAME	SGD
3.	<input type="checkbox"/>	1280004212434	SIRYU	IDR
4.	<input type="checkbox"/>	1280004355746	ALDE KASTARA	IDR
5.	<input type="checkbox"/>	1280004355795	ALDE KASTARA	USD
6.	<input type="checkbox"/>	1280204076910	SIRYU	IDR

6. Klik record yang dipilih untuk ditampilkan secara detail.
7. Layar **Beneficiary Account Detail** akan muncul.



10.9.1.2. Edit Beneficiary Email

1. Dari **Beneficiary Account List**, double klik record yang akan di edit.
2. Layar **Beneficiary Account Detail** akan muncul.
3. Klik **Edit**.
4. Layar **Beneficiary Account Detail Edit** akan muncul.




5. Rubah **Beneficiary Email**, kemudian klik **Submit**.
6. Atau klik **Back** untuk kembali ke layar sebelumnya.

10.9.1.3. Delete Beneficiary Account from detail

1. Dari **Beneficiary Account List**, klik record yang akan di hapus.
2. Layar **Beneficiary Account Detail** akan muncul.
3. Klik **Delete**.
4. Pop-up konfirmasi akan muncul, klik **OK** untuk menghapus record.

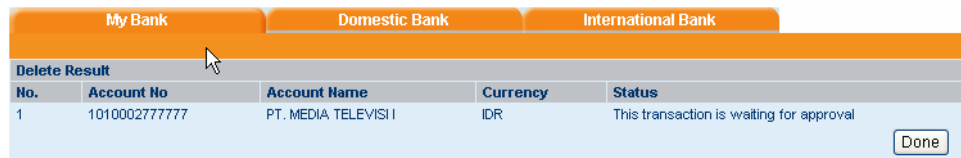
10.9.1.3.1. Delete Beneficiary Account from list

1. Dari **Beneficiary Account List**, pilih rekening yang akan dihapus dengan mengklik checkbox pada sebelah kiri **Account No.**
2. Klik **Delete**.
3. Layar **Delete Confirm** akan muncul.



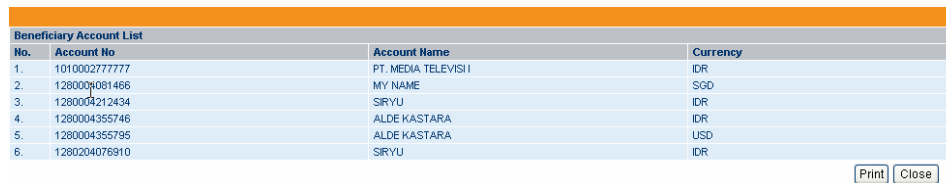
No.	Account No	Account Name	Currency
1	101000277777	PT. MEDIA TELEVISI I	IDR

4. Klik **Submit**, atau klik **Back** untuk kembali ke layar sebelumnya.
5. Pada aksi **Submit**, sebuah pop-up konfirmasi akan muncul, klik **OK** untuk menghapus record.
6. Layar **Delete Result** akan muncul.

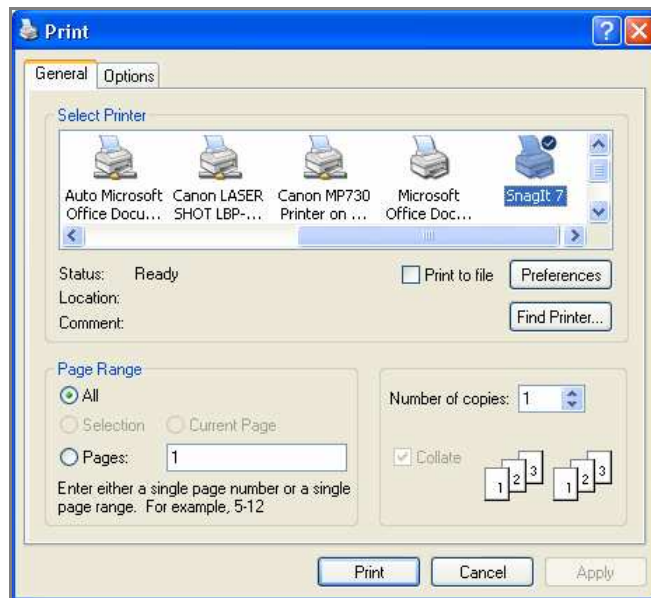


10.9.1.4. Print Beneficiary Account

1. Dari **Beneficiary Account List**, klik **Print**.
2. Layar akan menampilkan data yang akan di cetak.



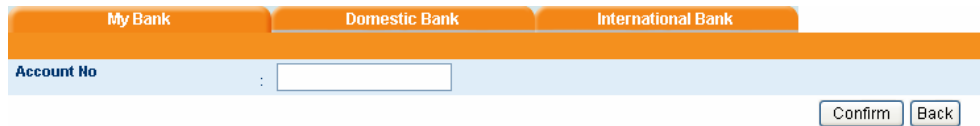
3. Klik **Print**, atau **Close** untuk meng-cancel pencetakan.
4. Pada aksi **Print**, pop-up dialog akan muncul.



5. Pilih **Printer**, **Page Range**, **Number of copies**, atau **Print to file**.
6. Pastikan status printer online sebelum meng-klik **Print**.

10.9.1.5. Add Account

1. Dari layar **In House Transfer**, klik **Add**.
2. Layar **Beneficiary Add** akan muncul.

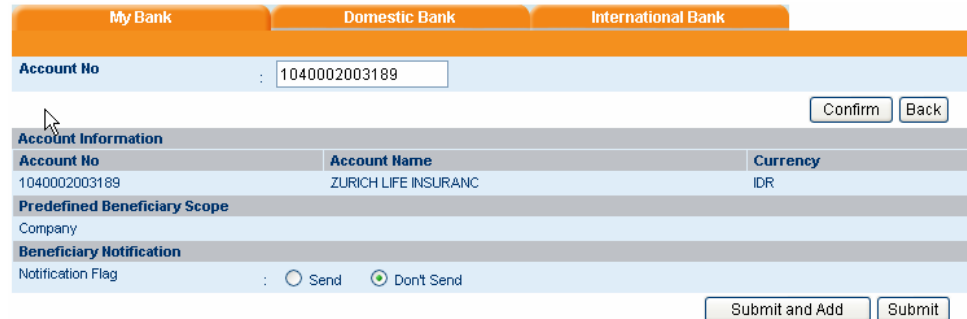


My Bank Domestic Bank International Bank

Account No :

Confirm Back

3. Masukkan **Account No** dan klik **Confirm**.
4. Atau, klik **Back** untuk kembali ke layar sebelumnya.
5. Pada langkah **Confirm**, **Account Information** akan muncul.



My Bank Domestic Bank International Bank

Account No : 1040002003189

Confirm Back

Account Information

Account No	Account Name	Currency
1040002003189	ZURICH LIFE INSURANC	IDR

Predefined Beneficiary Scope
Company

Beneficiary Notification
Notification Flag : Send Don't Send

Submit and Add Submit

6. Set **Notification Flag** dengan meng-klik tombol radio.
7. Klik **Submit** atau **Submit and Add** untuk menambah record lagi.
8. Pop-up konfirmasi akan muncul, klik **OK** untuk meng-create record.

10.9.2. Domestic Bank

10.9.2.1. Search Beneficiary Account

1. Dari menu utama, klik **Transfer Management** → **Beneficiary List**.
2. Klik **Domestic Bank**.



My Bank Domestic Bank International Bank

Unique Name :

Bank : ALL

Search Add

3. Masukkan **Unique Name** atau dibiarkan kosong.
4. Pilih **Bank** dari droplist.
5. Klik **Search**.
6. Layar **Beneficiary Account List** akan muncul.



My Bank		Domestic Bank		International Bank			
Unique Name	:	<input type="text"/>					
Bank	:	ALL <input type="button" value="v"/>					
<input type="button" value="Search"/> <input type="button" value="Add"/>							
Beneficiary Account List							
No.	<input type="checkbox"/>	Account No.	Unique Name	Account Name	Bank Name	Organization Unit Name	City
1.	<input type="checkbox"/>	1111111111	123	qwerty	PT.BANK RAKYAT INDONESIA (Persero) Tbk.		KAB. MAGELANG
2.	<input type="checkbox"/>	123456789	T3sT	Tester	BANK INDONESIA		WIL. KOTA JAKARTA PUSAT
Page <input type="text" value="1"/> Of 1 <input type="button" value="Go"/> <input type="button" value="First"/> <input type="button" value="Prev"/> <input type="button" value="Next"/> <input type="button" value="Last"/>							
<input type="button" value="Delete"/> <input type="button" value="Print"/>							

- Klik record yang dipilih untuk ditampilkan secara detail.
- Layar **Beneficiary Account Detail** akan muncul.

My Bank		Domestic Bank		International Bank	
Unique Name	:	T3sT			
Predefined Beneficiary scope	:	Company			
Beneficiary Information					
Account No.	:	123456789			
Name	:	Tester			
Address	:	Testing			
Status	:	Resident			
Citizenship	:	Citizen			
Beneficiary Bank Information					
Clearing Code / RTGS Member Code	:	0010016			
Name	:	BANK INDONESIA			
Organization Unit Code	:				
Organization Unit Name	:				
City	:	WIL. KOTA JAKARTA PUSAT			
Beneficiary Notification					
Notification Flag	:	Send			
Beneficiary Email	:	dian@aprisma.co.id			
<input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Back"/>					

10.9.2.1.1 Edit Beneficiary Account

- Dari **Beneficiary Account List**, double klik record yang akan di edit.
- Layar **Beneficiary Account Detail** akan muncul.
- Klik **Edit**.
- Layar **Beneficiary Account Detail Edit** akan muncul.

My Bank		Domestic Bank		International Bank	
Unique Name	:	T3sT			
Predefined Beneficiary Scope	:	Company			
Beneficiary Information					
Account No.	:	<input type="text" value="123456789"/>			
Name	:	<input type="text" value="Tester"/>			
Address	:	<input type="text" value="Testing"/>			
	:	<input type="text"/>			
	:	<input type="text"/>			
Status	:	<input checked="" type="radio"/> Resident <input type="radio"/> Non Resident, Country of Residence			
Citizenship	:	<input checked="" type="radio"/> Citizen <input type="radio"/> Non Citizen, Citizenship			
Beneficiary Bank Information					
Clearing Code / RTGS Member Code	:	0010016/ - BANK INDONESIA(64D1D72A57725AC7E0440003BABC3B01)  			
Name	:	BANK INDONESIA			
Organization Unit Code	:				
Organization Unit Name	:				
City	:	WIL. KOTA JAKARTA PUSAT			
Beneficiary Notification					
Notification Flag	:	<input checked="" type="radio"/> Send <input type="radio"/> Don't Send			
Beneficiary Email	:	<input type="text" value="dian@aprisma.co.id"/>			

5. Rubah informasi yang perlu dirubah, kemudian klik **Submit**.
6. Atau klik **Back** untuk kembali ke layar sebelumnya.

10.9.2.1.1 Delete Beneficiary Account from detail

1. Dari **Beneficiary Account List**, klik record yang akan di hapus.
2. Layar **Beneficiary Account Detail** akan muncul.
3. Klik **Delete**.
4. Pop-up konfirmasi akan muncul, klik **OK** untuk menghapus record.

10.9.2.1.2. Delete Beneficiary Account from list

1. Dari **Beneficiary Account List**, pilih rekening yang akan dihapus dengan meng-klik checkbox sebelah kiri **Account No.**.
2. Klik **Delete**.
3. Layar **Delete Confirm** akan muncul.

My Bank		Domestic Bank		International Bank		
Delete Confirm						
No.	Account No.	Unique Name	Account Name	Bank Name	Organization Unit Name	City
1	123456789	T3sT	Tester	BANK INDONESIA		WIL. KOTA JAKARTA PUSAT

4. Klik **Submit**, atau klik **Back** untuk kembali ke layar sebelumnya.

5. Pada langkah **Submit**, pop-up konfirmasi akan muncul, klik **OK** untuk menghapus record.
6. Layar **Delete Result** akan muncul.

Delete Result							
No.	Account No.	Unique Name	Account Name	Bank Name	Organization Unit Name	City	Status
1	123456789	T3sT	Tester	BANK INDONESIA		WIL. KOTA JAKARTA PUSAT	This transaction is waiting for approval

10.9.2.1.3. Print Beneficiary Account

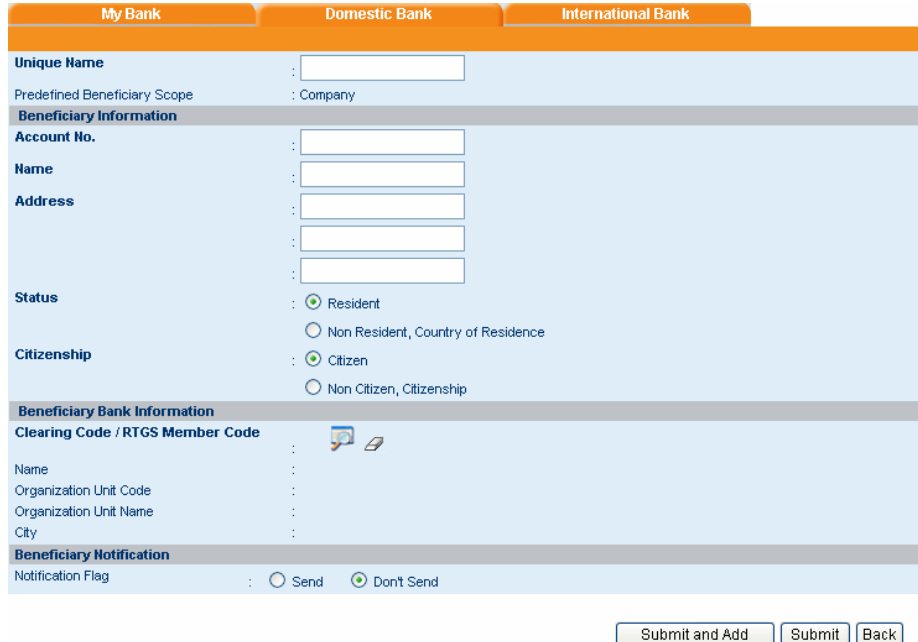
1. Dari **Beneficiary Account List**, klik **Print**.
2. Langkah ini akan menampilkan daftar rekening yang akan dicetak.

Beneficiary Account List						
No.	Account No.	Unique Name	Account Name	Bank Name	Organization Unit Name	City
1.	111111111	123	qwerty	PT.BANK RAKYAT INDONESIA (Persero) Tbk.		KAB. MAGELANG
2.	123456789	T3sT	Tester	BANK INDONESIA		WIL. KOTA JAKARTA PUSAT

3. klik **Print**, atau klik **Close** untuk meng-cancel pencetakan.
4. Pada langkah **Print**, sebuah pop-up dialog akan muncul.
5. Pilih **Printer**, **Page Range**, **Number of copies**, atau **Print to file**.
6. Pastikan bahwa status printer sudah online sebelum meng-klik **Print**.

10.9.2.2. Add Beneficiary Account

1. Dari layar **Domestic Bank**, klik **Add**.
2. Layar **Beneficiary Add** akan muncul.

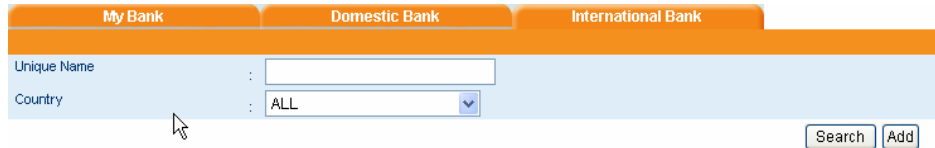
The screenshot shows a web form titled "Beneficiary Add" with three tabs: "My Bank", "Domestic Bank", and "International Bank". The "Domestic Bank" tab is active. The form is divided into several sections: "Unique Name" with a text input field and "Predefined Beneficiary Scope" set to "Company"; "Beneficiary Information" with fields for "Account No.", "Name", and "Address" (split into three lines); "Status" with radio buttons for "Resident" (selected) and "Non Resident, Country of Residence"; "Citizenship" with radio buttons for "Citizen" (selected) and "Non Citizen, Citizenship"; "Beneficiary Bank Information" with a "Clearing Code / RTGS Member Code" field (with a QR code icon), and fields for "Name", "Organization Unit Code", "Organization Unit Name", and "City"; and "Beneficiary Notification" with a "Notification Flag" field and radio buttons for "Send" and "Don't Send" (selected). At the bottom right, there are three buttons: "Submit and Add", "Submit", and "Back".

3. Masukkan **Unique Name**.
4. Masukkan **Account No.**
5. Masukkan **Name**.
6. Masukkan **Address**.
7. Pilih **Status**.
8. Pilih **Citizenship**.
9. Pilih **Clearing Code/RTGS Member Code**.
10. Klik **Submit** atau **Submit and Add**.
11. Atau klik **Back** untuk kembali ke layar sebelumnya.
12. Klik **Ok**.
13. Transaksi ini menunggu untuk di approve dan di release.

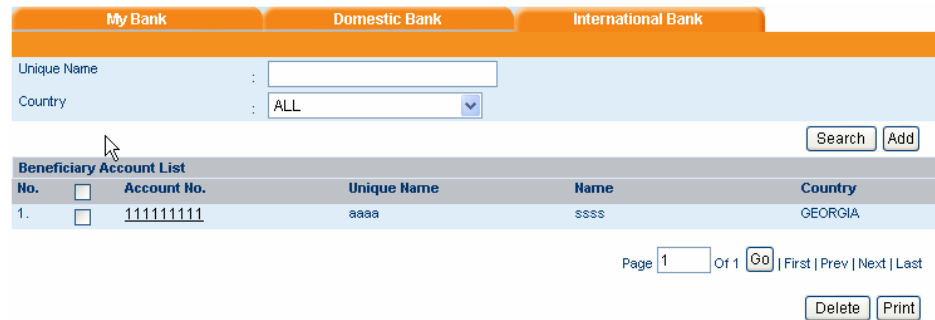
10.9.3. International Bank

10.9.3.1. Search Beneficiary Account

1. Dari menu utama, klik **Transfer Management** → **Beneficiary List**.
2. Klik **International Bank**.



3. Masukkan **Unique Name** atau dibiarkan kosong.
4. Pilih **Country** dari droplist.
5. klik **Search**.
6. Layar **Beneficiary Account List** akan muncul.



No.	Account No.	Unique Name	Name	Country
1.	111111111	aaaa	ssss	GEORGIA

Page 1 Or 1 | First | Prev | Next | Last



Delete Print

7. Klik record yang ingin ditampilkan secara detail.
8. Layar **Beneficiary Account Detail** akan muncul.

My Bank	Domestic Bank	International Bank
Unique Name	: aaaa	
Predefined Beneficiary Scope	: Company	
Beneficiary Information		
Account No.	: 111111111	
Name	: ssss	
Address	: qqqqq	
	:	
	:	
Beneficiary Bank Information		
Organization Directory Name	: FED1	
Code	: AACSD33XXX	
Name	: SPARKASSE AACHEN	
Organization Unit Name	:	
Address	: 7 - 8, MUNSTERPLATZ	
	:	
	:	
Country	: GEORGIA	
Correspondent Bank Name	: wwwwww	
LLD Information		
Identical Status	: Remitter is identical with Beneficiary	
Beneficiary Status	: Resident	
Beneficiary Citizenship	: Citizen	
Beneficiary Category	: CITIZEN	
Transactor Relationship	: Affiliated	
Beneficiary Notification		
Notification Flag	: Don't Send	
Beneficiary Email	:	

10.9.3.2. Edit Beneficiary Account

1. Dari Beneficiary Account List, klik record yang akan di edit.
2. Layar Beneficiary Account Detail akan muncul.
3. Klik Edit.
4. Layar Beneficiary Account Detail Edit akan muncul.

My Bank	Domestic Bank	International Bank
Unique Name	: aaaa	
Predefined Beneficiary Scope	: Company	
Beneficiary Information		
Account No.	: 1111111111	
Name	: SSSS	
Address	: qqqqq	
	:	
	:	
Beneficiary Bank Information		
Organization Directory	: FED1	
Code	: AACSD33XXX - 629E5FB1F3B23523E0440003BABC3B01	 
Name	: SPARKASSE AACHEN	
Organization Unit Name	:	
Address	:	
	:	
Country	: GEORGIA	
Correspondent Bank Name	: wwwwww	
LLD Information		
Identical Status	: <input checked="" type="radio"/> Remitter is identical with Beneficiary	
	: <input type="radio"/> Remitter is not identical with Beneficiary	
Beneficiary Status	: <input checked="" type="radio"/> Resident	
	: <input type="radio"/> Non Resident, Country of Residence	
Beneficiary Citizenship	: <input checked="" type="radio"/> Citizen	
	: <input type="radio"/> Non Citizen, Citizenship	
Beneficiary Category	: CITIZEN - CITIZEN	
Beneficiary Notification		
Notification Flag	: <input type="radio"/> Send <input checked="" type="radio"/> Don't Send	

5. Lakukan perubahan yang dianggap perlu, kemudian klik **Submit**.
6. Atau klik **Back** untuk kembali ke layar sebelumnya.

10.9.3.3. Delete Beneficiary Account from detail

1. Dari **Beneficiary Account List**, klik record yang akan dihapus.
2. Layar **Beneficiary Account Detail** akan muncul.
3. Klik **Delete**.
4. Pop-up konfirmasi akan muncul, klik **OK** untuk menghapus record.

10.9.3.3.1. Delete Beneficiary Account from list

1. Dari **Beneficiary Account List**, pilih rekening yang akan dihapus dengan meng-klik checkbox pada sebelah kiri **Account No.**.
2. Klik **Delete**.
3. Layar **Delete Confirm** akan muncul.

My Bank		Domestic Bank		International Bank		
Delete Confirm						
No.	Account No.	Unique Name	Name	Country		
1	111111111	aaaa	ssss	GEORGIA		
					Submit	Back

4. Klik **Submit**, atau klik **Back** untuk kembali ke layar sebelumnya.
5. Pada langkah **Submit**, pop-up konfirmasi akan muncul, klik **OK** untuk menghapus record.
6. Layar **Delete Result** akan muncul.

My Bank		Domestic Bank		International Bank	
Delete Result					
No.	Account No.	Unique Name	Name	Country	Status
1	111111111	aaaa	ssss	GEORGIA	This transaction is waiting for approval
					Done

10.9.3.4. Print Beneficiary Account

1. Dari **Beneficiary Account List**, klik **Print**.
2. Langkah ini akan menampilkan daftar rekening yang akan di cetak.

Beneficiary Account List						
No.	Account No.	Unique Name	Name	Country		
1.	111111111	aaaa	ssss	GEORGIA		
					Print	Close

3. Klik **Print**, atau klik **Close** untuk meng-cancel pencetakan.
4. Pada langkah **Print**, pop-up dialog akan muncul.
5. Pilih **Printer**, **Page Range**, **Number of copies**, atau **Print to file**.
6. Pastikan status printer telah online sebelum meng-klik **Print**.

10.9.3.5. Add Beneficiary Account

1. Dari layar **International Bank** , klik **Add**.
2. Layar **Beneficiary Add** akan muncul.

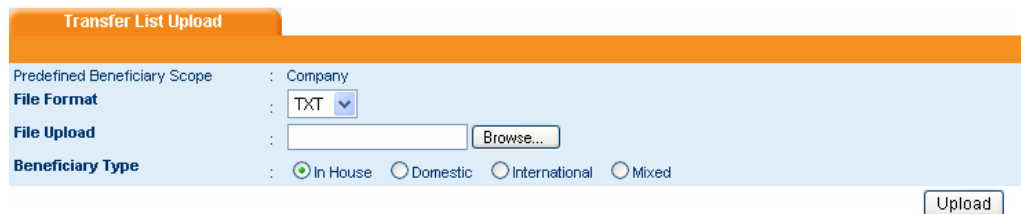
My Bank	Domestic Bank	International Bank
Unique Name : <input type="text"/>		
Predefined Beneficiary Scope : Company		
Beneficiary Information		
Account No. : <input type="text"/>		
Name : <input type="text"/>		
Address : <input type="text"/>		
: <input type="text"/>		
: <input type="text"/>		
Beneficiary Bank Information		
Organization Directory : BIC1 <input type="text"/>		
Code : <input type="text"/>		
Name : <input type="text"/>		
Organization Unit Name : <input type="text"/>		
Address : <input type="text"/>		
: <input type="text"/>		
Country : <input type="text"/>		
Correspondent Bank Name : <input type="text"/>		
LLD Information		
Identical Status : <input checked="" type="radio"/> Remitter is identical with Beneficiary		
: <input type="radio"/> Remitter is not identical with Beneficiary		
Beneficiary Status : <input checked="" type="radio"/> Resident		
: <input type="radio"/> Non Resident, Country of Residence:		
Beneficiary Citizenship : <input checked="" type="radio"/> Citizen		
: <input type="radio"/> Non Citizen, Citizenship		
Beneficiary Category : NON_CITIZEN - NON_CITIZEN <input type="text"/>		
Beneficiary Notification		
Notification Flag : <input type="radio"/> Send <input checked="" type="radio"/> Don't Send		

3. Masukkan **Unique Name**, **Account No.**, **Name**, **Address**.
4. Pilih **Organization Directory** dan **Bank Code**.
5. Pilih **Identical Status**, **Beneficiary Status**, **Beneficiary Citizenship**, **Beneficiary Category**, dan **Transaction Relationship**.
6. Set **Notification Flag**.
7. Klik **Submit** atau **Submit and Add** untuk menambah record yang lain.
8. Pop-up konfirmasi akan muncul, klik **OK** untuk meng-create record.
9. Transaksi ini menunggu untuk di approve dan di release.

10.10. BENEFICIARY LIST UPLOAD

10.10.1. View Transfer List Upload screen

1. Dari menu utama, klik **Transfer Management** → **Beneficiary List Upload**.
2. Layar **Transfer List Upload** akan muncul.



The screenshot shows the 'Transfer List Upload' interface. It features a light blue background with an orange header bar containing the text 'Transfer List Upload'. Below the header, there are several fields and controls: 'Predefined Beneficiary Scope' is set to 'Company'; 'File Format' is a dropdown menu currently showing 'TXT'; 'File Upload' consists of a text input field and a 'Browse...' button; 'Beneficiary Type' includes four radio button options: 'In House' (which is selected), 'Domestic', 'International', and 'Mixed'. An 'Upload' button is located in the bottom right corner of the form area.

10.10.2. Upload File Transfer

1. Dari menu utama, klik **Transfer Management** → **Beneficiary List Upload**.
2. Layar **Transfer List Upload** akan muncul.



This screenshot is identical to the one above, showing the 'Transfer List Upload' screen with the same fields and controls: 'Predefined Beneficiary Scope' (Company), 'File Format' (TXT), 'File Upload' (input field and 'Browse...' button), 'Beneficiary Type' (radio buttons for In House, Domestic, International, Mixed), and an 'Upload' button.

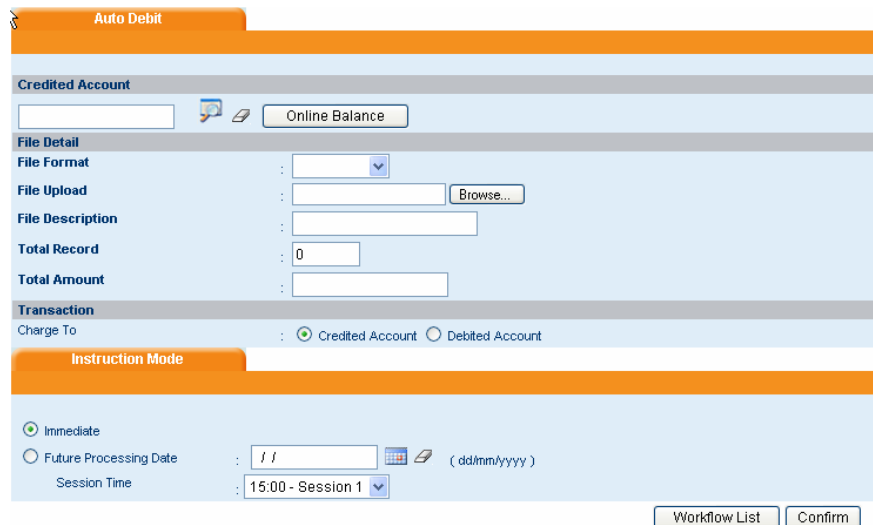
3. Pilih **File Format** dari drop list.
4. Browse **File Upload** dengan meng-klik tombol **Browse**.
5. Pilih **Beneficiary Type**.
6. klik tombol **Upload**.
7. klik **Submit**.
8. Transaksi ini akan dikirimke **pending task**.

11. COLLECTION MANAGEMENT

11.1. AUTO DEBIT

11.1.1. View Auto Debit

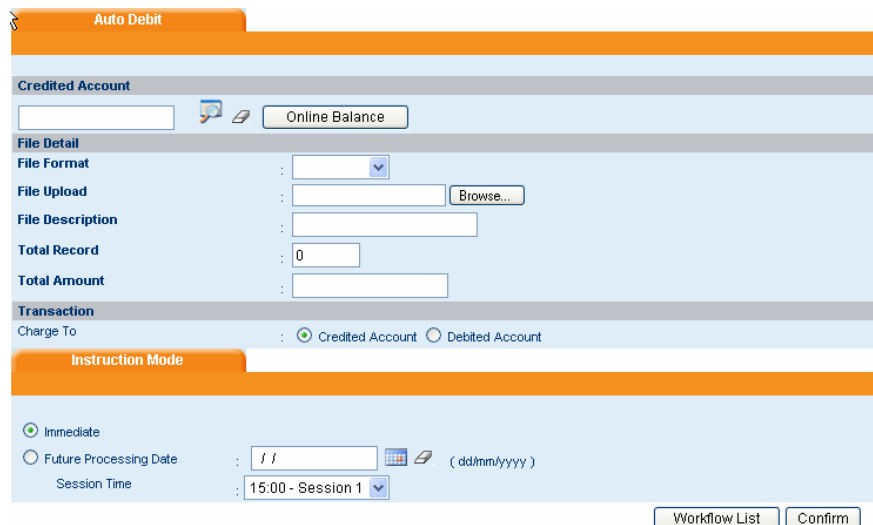
1. Dari menu utama, klik **Collection Management** → **Auto Debit**.
2. Layar **Auto Debit** akan muncul.



The screenshot shows the 'Auto Debit' interface. At the top, there is a header 'Auto Debit'. Below it, there are several sections: 'Credited Account' with a text input field and an 'Online Balance' button; 'File Detail' with fields for 'File Format' (a dropdown menu), 'File Upload' (a text input with a 'Browse...' button), 'File Description' (a text input), 'Total Record' (a text input with '0'), and 'Total Amount' (a text input); 'Transaction' with a 'Charge To' section containing two radio buttons: 'Credited Account' (selected) and 'Debited Account'; and 'Instruction Mode' with three radio buttons: 'Immediate' (selected), 'Future Processing Date' (with a date input field and a calendar icon), and 'Session Time' (with a dropdown menu showing '15:00 - Session 1'). At the bottom right, there are two buttons: 'Workflow List' and 'Confirm'.

11.1.2. Confirm Auto Debit

1. Dari menu utama, klik **Collection Management** → **Auto Debit**.
2. Layar **Auto Debit** akan muncul.



This screenshot is identical to the one above, showing the 'Auto Debit' interface. The 'Credited Account' field is now populated with a value from a pick list. The 'File Format' dropdown menu is also open, showing a list of options. The 'Future Processing Date' radio button is now selected, and the date input field is filled with '11'. The 'Session Time' dropdown menu is also open, showing '15:00 - Session 1'. The 'Workflow List' and 'Confirm' buttons are still present at the bottom right.

3. Pilih **Credited Account** dari pick list.
4. Pilih **File Format** dari drop list.

5. Browse File Upload.
6. Masukkan File Description.
7. Masukkan Total Record.
8. Masukkan Total Amount.
9. Pilih Charge To dari tombol radio.
10. Pilih Instruction Mode.
11. Untuk menampilkan level approval berikutnya, klik **Workflow List**.
12. Layar **Workflow Information** akan muncul.

Workflow Information	
Next Approver List	
User Id	User Level
ESTHER	Approval Level 1
SEPTI	Approval Level 1
LENNY1	Approval Level 1
RIKO	Approval Level 1
LENNY	Approval Level 1
DIAN	Approval Level 1
YENI	Approval Level 1
APP2A	Approval Level 2
MGR2	Approval Level 1
MGR3	Approval Level 1
MGR4	Approval Level 1
MGR1	Approval Level 1
DIR1	Approval Level 1
DIR2	Approval Level 1
USER2	Approval Level 1
USER4	Approval Level 1
TEST	Approval Level 1
BATIAPP	Approval Level 1
FEBRIANTO	Approval Level 2
SISY	Approval Level 1
LEN11	Approval Level 1
RIK002	Approval Level 1
DUDU11	Approval Level 1
ARIKO	Approval Level 1
USER	Approval Level 1
USER5	Approval Level 1
NEV001	Approval Level 1
NEV002	Approval Level 1
USER6	Approval Level 1
USER7	Approval Level 1
SIMON	Approval Level 1
DIANI	Approval Level 1

Close

13. Klik **Confirm**.

Auto Debit	
Credited Account	
0060096003664 - YASA 123(IDR)	
File Detail	
File Format	: CSV
File Upload	: Copy of Auto Debit.csv
File Description	: test
Total Record	: 1
Total Amount	: IDR 20,000.00
Transaction	
Charge To	: Credited Account
Auto Debit Fee	: IDR 6,400.00
Instruction Mode	
Immediate	: 15-Apr-2009

Submit Back

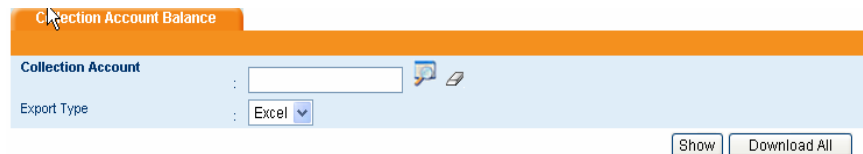
14. Klik **Submit**.
15. Klik **Ok**.

16. Transaksi ini akan dikirim ke **Pending Task**.

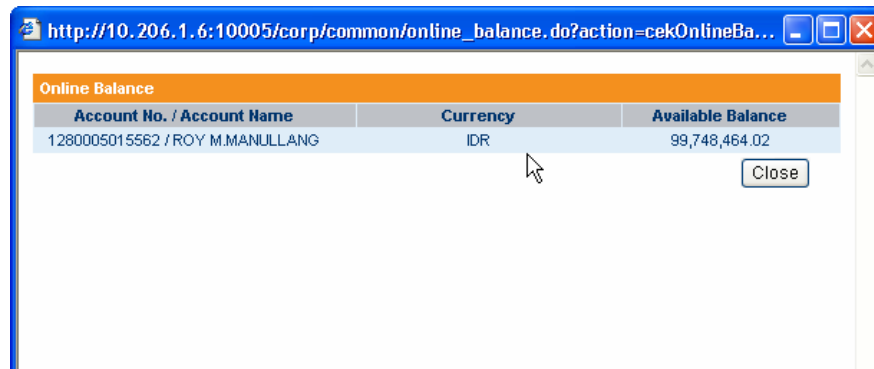
11.2. COLLECTION ACCOUNT BALANCE

11.2.1. Show Collection Account Balance

1. Dari menu utama, klik **Collection Management** → **Collection Account Balance**.
2. Layar **Collection Account Balance** akan muncul.



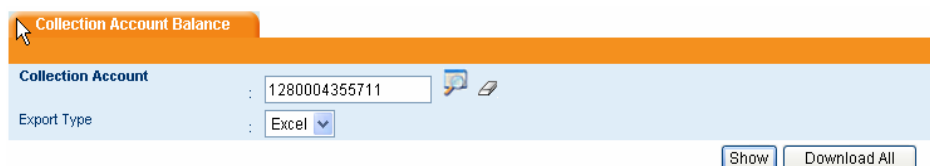
3. Klik **From Account** dari pick list.
4. Pilih **Export Type** dari drop list.
5. Klik **Show**.
6. Layar **Online Balance** akan muncul.



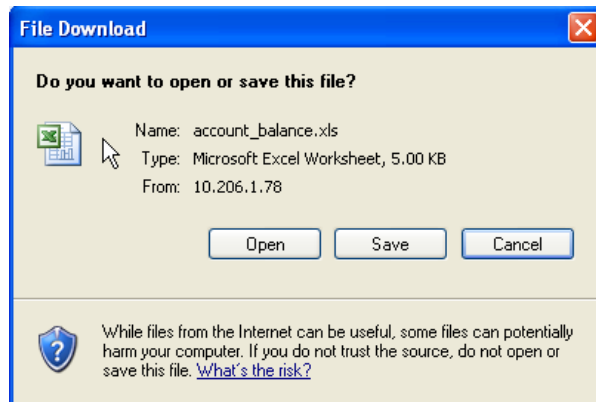
Account No. / Account Name	Currency	Available Balance
1280005015562 / ROY M.MANULLANG	IDR	99,748,464.02

11.2.2. Download All Collection Account Balance

1. Dari menu utama, klik **Collection Management** → **Collection Account Balance**.
2. Layar **Collection Account Balance** akan muncul.



3. Klik **Download All**
4. Layar **File Download** akan muncul.



5. Klik **Open**, atau **Save** atau **Cancel**.

12. LIQUIDITY MANAGEMENT

12.1. CASH POOLING

12.1.1. Add Cash Pooling

1. Dari menu utama, klik **Liquidity Management** → **Cash Pooling**.
2. Layar **Cash Pooling** akan muncul.

Cash Pooling

Setup Information

Main Account :

Setup Sweep Priority :

Auto Sweep Back :

Amount Type : Fixed Percentage

Sub Account

Retain Amount

Instruction Mode

Immediate

Future Processing Date : (dd/mm/yyyy)

Session Time : 15:00 - Session 1

Recurring Transfer :

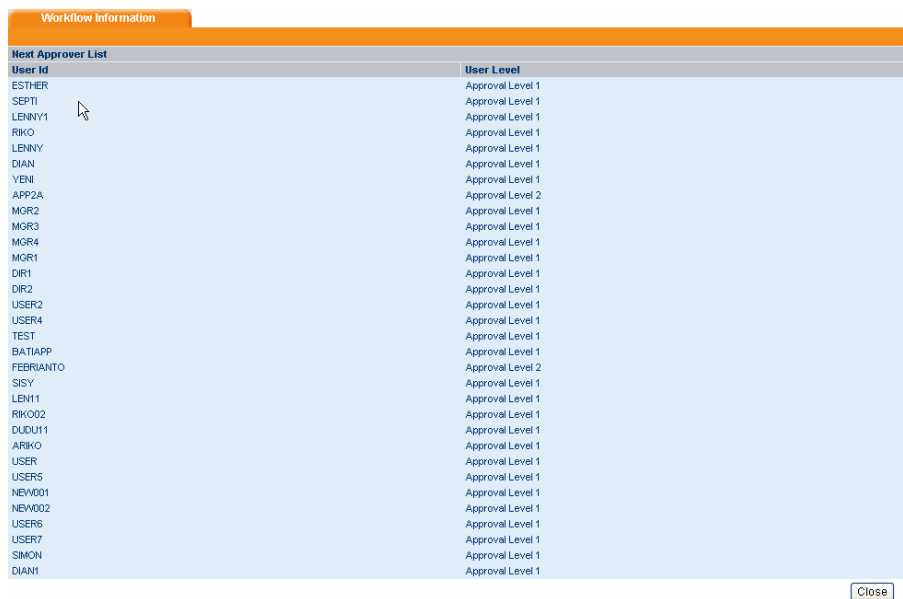
Every :

Interval :

Session Time : 15:00 - Session 1

Recurring End Date : (dd/mm/yyyy)

3. Pilih **Main Account** dari pick list.
4. Masukkan **Setup Sweep Priority**.
5. Cek atau Uncek **Auto Sweep Back** pada check box.
6. Pilih **Amount Type** dari tombol radio.
7. Pilih **Sub Account** dari pick list.
8. Masukkan **Retain Amount**.
9. Klik **Add**
10. Pilih **Instruction Mode**.
11. Klik **Confirm** atau **Back** atau kembali ke layar sebelumnya.
12. Untuk menampilkan level approval selanjutnya, klik **Workflow List**.
13. Layar **Workflow Information** akan muncul.



Workflow Information	
Next Approver List	
User Id	User Level
ESTHER	Approval Level 1
SEPTI	Approval Level 1
LENNY1	Approval Level 1
RIKO	Approval Level 1
LENNY	Approval Level 1
DIAN	Approval Level 1
YENI	Approval Level 1
APP2A	Approval Level 2
MGR2	Approval Level 1
MGR3	Approval Level 1
MGR4	Approval Level 1
MGR1	Approval Level 1
DIR1	Approval Level 1
DIR2	Approval Level 1
USER2	Approval Level 1
USER4	Approval Level 1
TEST	Approval Level 1
BATIAPP	Approval Level 1
FEBRIANTO	Approval Level 2
SISY	Approval Level 1
LEN11	Approval Level 1
RIK002	Approval Level 1
DUDU11	Approval Level 1
ARIKO	Approval Level 1
USER	Approval Level 1
USERS	Approval Level 1
NEV001	Approval Level 1
NEV002	Approval Level 1
USERS	Approval Level 1
USER7	Approval Level 1
SIMON	Approval Level 1
DIAN1	Approval Level 1

Close

14. Klik **Confirm**
15. Layar **Cash pooling Confirm** akan muncul.



Cash Pooling	
Cash Pooling Confirm	
Setup Information	
Main Account	: 0060096003664 / YASA 123 (IDR)
Setup Sweep Priority	: 1
Auto Sweep Back	: Yes
Amount Type	: Fixed
Cash Pooling Fee	: IDR 4,400.00
Sub Account	Retain Amount
1040002003189 / ZURICH LIFE INSURANC (IDR)	2,000,000.00
Instruction Mode	
Immediate	: 30-Mar-2009

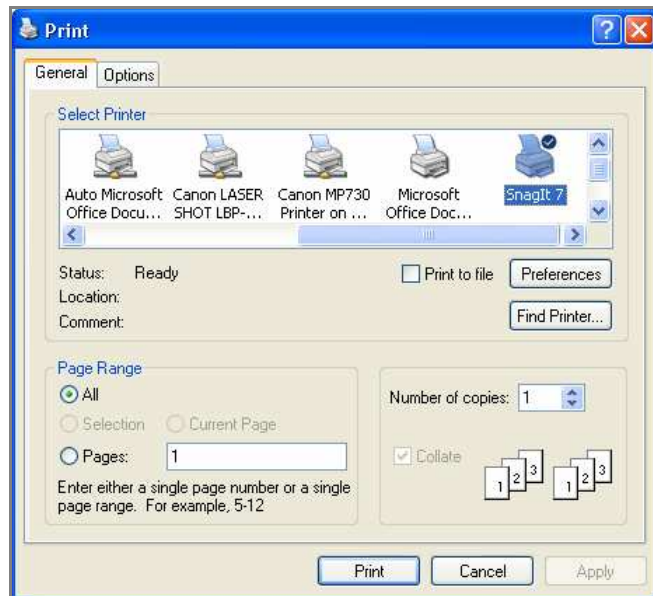
Submit Back

16. Klik **Submit** untuk melanjutkan atau **Back** untuk kembali ke layar sebelumnya.

17. Klik **Ok**.
18. Transaksi ini menunggu untuk di approve dan di release.

12.1.2. Print Cash Pooling

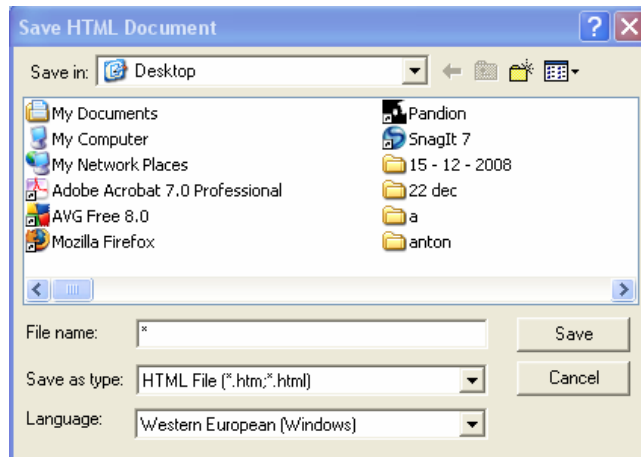
1. Setelah Submit dan menunggu untuk di approve, klik **Print** atau klik **Close** untuk meng-cancel pencetakan.
2. Pada langkah **Print**, Sebuah pop-up dialog akan muncul.



3. Pilih **Printer**, **Page Range**, **Number of copies**, atau **Print to file**.
4. Pastikan bahwa status printer telah online sebelum meng-klik **Print**.

12.1.3. Save As file

1. Setelah meng-klik submit, klik tombol **Save As**.
2. Sebuah layar pop-up akan muncul.



3. Save file.

12.1.4. Delete Sub Account

1. setelah melakukan Add, cek kembali check box pada sebelah kiri.

Cash Pooling

Setup Information

Main Account : 0060096003664 / YASA 123 (IDR)
 Setup Sweep Priority : 999
 Auto Sweep Back : No
 Amount Type : Fixed

Sub Account	Retain Amount
<input type="checkbox"/>	<input type="checkbox"/>
1040002003189 / ZURICH LIFE INSURANC (IDR)	2,000,000.00

Instruction Mode

Immediate

Future Processing Date : (dd/mm/yyyy)
 Session Time : 15:00 - Session 1

Recurring Transfer :

Every : Daily

Interval : 1

Session Time : 15:00 - Session 1

Recurring End Date : (dd/mm/yyyy)

2. Klik Delete.

3. Setelah menghapus, layar ini akan muncul.

Cash Pooling

Setup Information
 Main Account : 0060096003664 / YASA 123 (IDR)
 Setup Sweep Priority : 999
 Auto Sweep Back : No
 Amount Type : Fixed

Sub Account

Retain Amount

Instruction Mode

Immediate

Future Processing Date : (dd/mm/yyyy)

Session Time : 15:00 - Session 1

Recurring Transfer :

Every : Daily

Interval : 1

Session Time : 15:00 - Session 1

Recurring End Date : (dd/mm/yyyy)



12.2. RANGE BALANCE

12.2.1. Add Range Balance

1. Dari menu utama, klik **Liquidity Manaement** → **Range Balance**.
2. Layar **Range Balance** akan muncul.



Range Balance

Setup Information

Main Account :  


Setup Sweep Priority :

Auto Sweep Back :

Sub Account	Participant Sweep Priority	Minimum Balance	Maximum Balance
<input type="text"/>  	<input type="text"/>	<input type="text"/>	<input type="text"/>

Instruction Mode

Immediate

Future Processing Date :  (dd/mm/yyyy)


Session Time :

Recurring Transfer :

Every :

Interval :

Session Time :

Recurring End Date :  (dd/mm/yyyy)

3. Pilih **Main Account** dari pick list.
4. Masukkan **Setup Sweep Priority**.
5. Cek dan uncek **Auto Sweep Back**.
6. Pilih **Sub Account** dari pick list.
7. Masukkan **Participant Sweep Priority**
8. Masukkan **Minimum Balance**.
9. Masukkan **Maximum Balance**.
10. Klik **Add**
11. Pilih **Instruction Mode**.
12. klik **Confirm** atau **Back** untuk kembali ke layar sebelumnya.
13. Untuk menampilkan approval level berikutnya, klik **Workflow List**.
14. Layar **Workflow Information** akan muncul.

Workflow Information

Next Approver List

User Id	User Level
ESTHER	Approval Level 1
SEPTI	Approval Level 1
LENNY1	Approval Level 1
RIKO	Approval Level 1
LENNY	Approval Level 1
DIAN	Approval Level 1
YENI	Approval Level 1
APP2A	Approval Level 2
MGR2	Approval Level 1
MGR3	Approval Level 1
MGR4	Approval Level 1
MGR1	Approval Level 1
DIR1	Approval Level 1
DIR2	Approval Level 1
USER2	Approval Level 1
USER4	Approval Level 1
TEST	Approval Level 1
BATIAPP	Approval Level 1
FEBRIANTO	Approval Level 2
SISY	Approval Level 1
LEN11	Approval Level 1
RIKO02	Approval Level 1
DUDU11	Approval Level 1
ARIKO	Approval Level 1
USER	Approval Level 1
USER5	Approval Level 1
NEV001	Approval Level 1
NEV002	Approval Level 1
USER6	Approval Level 1
USER7	Approval Level 1
SIMON	Approval Level 1
DIANI	Approval Level 1

Close

15. Klik **Submit**

16. Layar **Range Balance Confirm** akan muncul.

Range Balance

Range Balance Confirm

Setup Information

Main Account : 0060096003664 / YASA 123 (IDR)
 Setup Sweep Priority : 1
 Auto Sweep Back : No
 Range Balance Fee : IDR 4,800.00

Sub Account	Participant Sweep Priority	Minimum Balance	Maximum Balance
1280005015562 / ROY M.MANULLANG (IDR)	1	2,000,000.00	10,000,000.00

Instruction Mode
 Immediate : 30-Mar-2009

Submit Back

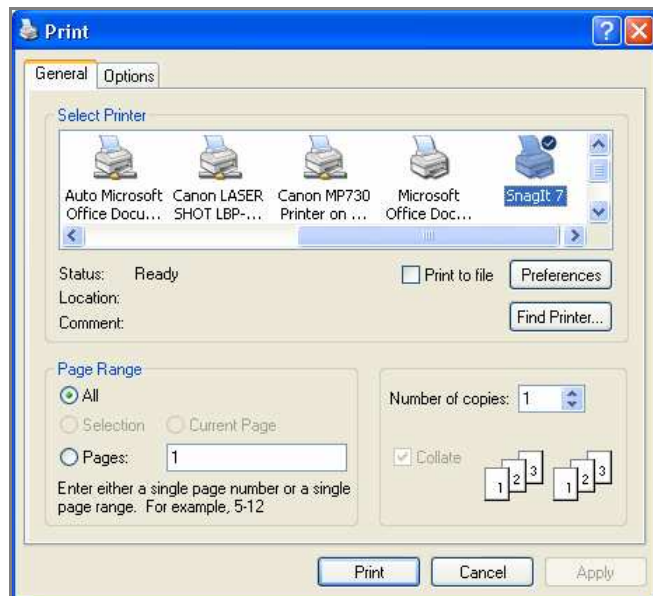
17. Klik **Submit**

18. Klik **Ok**.

19. Transaksi ini akan menunggu untuk di approve dan di release.

12.2.2. Print Range Balance

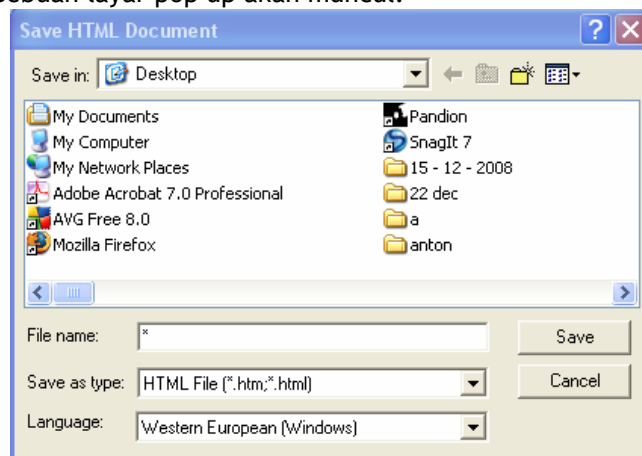
1. Setelah **Submit** dan menunggu approval, klik **Print** atau klik **Close** untuk meng-cancel
2. Pada langkah **Print**, sebuah pop-up dialog akan muncul.



3. Pilih **Printer**, **Page Range**, **Number of copies**, atau **Print to file**.
4. Pastikan bahwa status printer telah online sebelum meng-klik **Print**.

12.2.3. Save As

1. Setelah melakukan, klik tombol **Save As**.
2. Sebuah layar pop up akan muncul.



3. Save file.

12.2.4. Delete Sub Account

1. Setelah melakukan **Add**, cek pada check box sebelah kiri.
2. Klik **Delete**.
3. Layar ini akan muncul.

Range Balance

Setup Information

Main Account : 0060096003664 / YASA 123 (IDR)
 Setup Sweep Priority : 1
 Auto Sweep Back : No

Sub Account	Participant Sweep Priority	Minimum Balance	Maximum Balance
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Instruction Mode

Immediate

Future Processing Date : (dd/mm/yyyy)
 Session Time : 15:00 - Session 1

Recurring Transfer :

Every : Daily

Interval : 1

Session Time : 15:00 - Session 1

Recurring End Date : (dd/mm/yyyy)

12.3. CASH DISTRIBUTION

12.3.1. Add Cash Distribution

1. Dari menu utama, klik **Liquidity Management** → **Cash Distribution**.
2. Layar **Cash Distribution** akan muncul.

Cash Distribution

Setup Information

Main Account :
 Setup Sweep Priority :
 Amount Type : Fixed Percentage

Sub Account	Participant Sweep Priority	Distribute Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>

Instruction Mode

Immediate

Future Processing Date : (dd/mm/yyyy)
 Session Time : 15:00 - Session 1

Recurring Transfer :

Every : Daily

Interval : 1

Session Time : 15:00 - Session 1

Recurring End Date : (dd/mm/yyyy)

3. Pilih **Main Account** dari pick list.
4. Masukkan **Setup Sweep Priority**.

5. Pilih **Amount Type** dari tombol radio.
6. Pilih **Sub Account** dari pick list.
7. Masukkan **Participant Sweep Priority**
8. Masukkan **Distribute Amount**.
9. Klik **Add**
10. Pilih **Instruction Mode**.
11. Klik **Confirm** or **Back** untuk kembali ke layar sebelumnya.
12. Untuk menampilkan approval level berikutnya, klik **Workflow List**.
13. Layar **Workflow Information** akan muncul.

Workflow Information	
Next Approver List	
User Id	User Level
ESTHER	Approval Level 1
SEPTI	Approval Level 1
LENNY1	Approval Level 1
RIKO	Approval Level 1
LENNY	Approval Level 1
DIAN	Approval Level 1
YENI	Approval Level 1
APP2A	Approval Level 2
MGR2	Approval Level 1
MGR3	Approval Level 1
MGR4	Approval Level 1
MGR1	Approval Level 1
DIR1	Approval Level 1
DIR2	Approval Level 1
USER2	Approval Level 1
USER4	Approval Level 1
TEST	Approval Level 1
BATIAPP	Approval Level 1
FEBRIANTO	Approval Level 2
SISY	Approval Level 1
LENN1	Approval Level 1
RIK002	Approval Level 1
DUDU11	Approval Level 1
ARIKO	Approval Level 1
USER	Approval Level 1
USERS	Approval Level 1
NEV001	Approval Level 1
NEV002	Approval Level 1
USER6	Approval Level 1
USER7	Approval Level 1
SIMON	Approval Level 1
DIANI	Approval Level 1

Close

14. Klik **Submit**
15. Layar **Cash Distribution Confirm** akan muncul.

Cash Distribution		
Cash Distribution Confirm		
Setup Information		
Main Account	: 0060096003664 / YASA 123 (IDR)	
Setup Sweep Priority	: 1	
Amount Type	: Fixed	
Cash Distribution Fee	: IDR. 4,600.00	
Sub Account	Participant Sweep Priority	Distribute Amount
1040002003189 / ZURICH LIFE INSURANC (IDR)	1	300,000.00
Instruction Mode		
Immediate	: 30-Mar-2009	

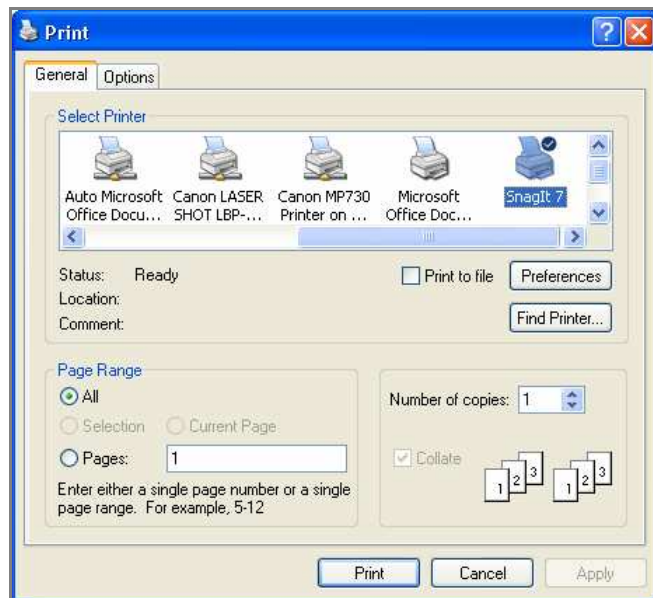
Submit Back

16. Klik **Submit**
17. Klik **Ok**.

18. Transaksi ini menunggu untuk di approve dan di release.

12.3.2. Print Cash Distribution

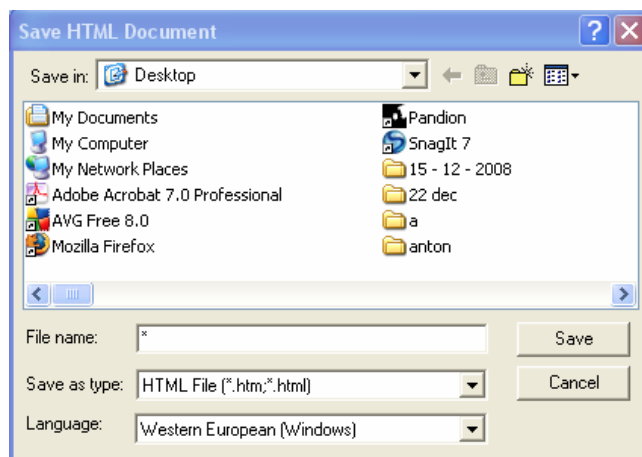
1. Setelah Submit menunggu approval, klik **Print** atau **Close** untuk meng-cancel pencetakan.
2. Pada langkah **Print**, sebuah pop-up dialog akan muncul.



3. Pilih **Printer**, **Page Range**, **Number of copies**, atau **Print to file**.
4. Pastikan status printer telah online sebelum klik **Print**.

12.3.3. Save As

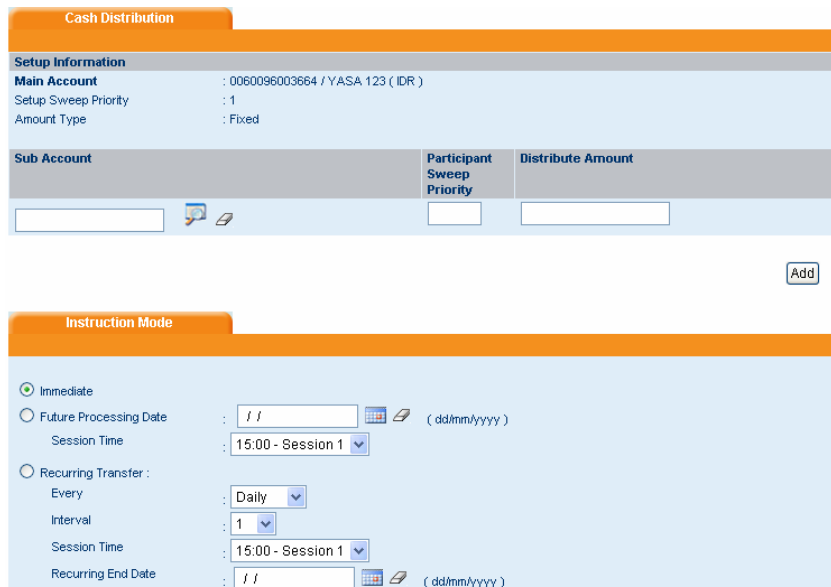
1. Setelah melakukan submit, klik tombol **Save As**.
2. Sebuah layar pop up window akan muncul.



3. Save file.

12.3.4. Delete Sub Account

1. Setelah melakukan Add, cek pada check box sebelah kiri.
2. Klik **Delete**.
3. Layar ini akan muncul.



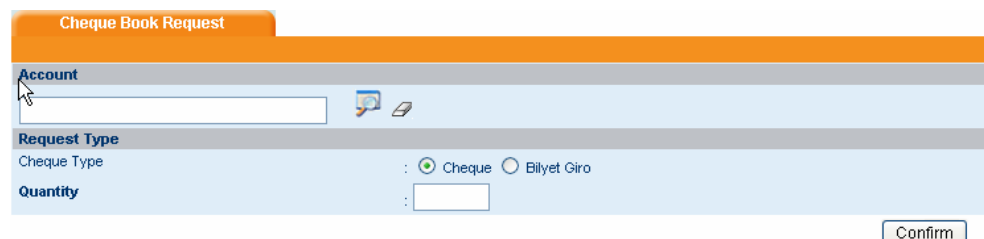
The image shows two screenshots from a web application. The top screenshot is titled "Cash Distribution" and contains a "Setup Information" section with fields for Main Account (0060096003664 / YASA 123 (IDR)), Setup Sweep Priority (1), and Amount Type (Fixed). Below this is a table with columns for Sub Account, Participant Sweep Priority, and Distribute Amount, each with an input field. An "Add" button is located at the bottom right. The bottom screenshot is titled "Instruction Mode" and shows options for "Immediate" and "Recurring Transfer". The "Recurring Transfer" section includes fields for Every (Daily), Interval (1), Session Time (15:00 - Session 1), and Recurring End Date.

13. CHEQUE MANAGEMENT

13.1. CHEQUE BOOK REQUEST

13.1.1. Add Cheque Book Request

1. Dari menu utama, klik **Cheque Management** → **Cheque Book Request**.
2. Layar **Cheque Book Request** akan muncul.



The image shows a screenshot of the "Cheque Book Request" form. It has an orange header. The form includes an "Account" field with a dropdown arrow, a "Request Type" section with radio buttons for "Cheque" (selected) and "Bilyet Giro", and a "Quantity" field with a text input. A "Confirm" button is located at the bottom right.

3. Pilih **Account** dari pick list.
4. Pilih **Cheque Type**.
5. Masukkan **Quantity**.

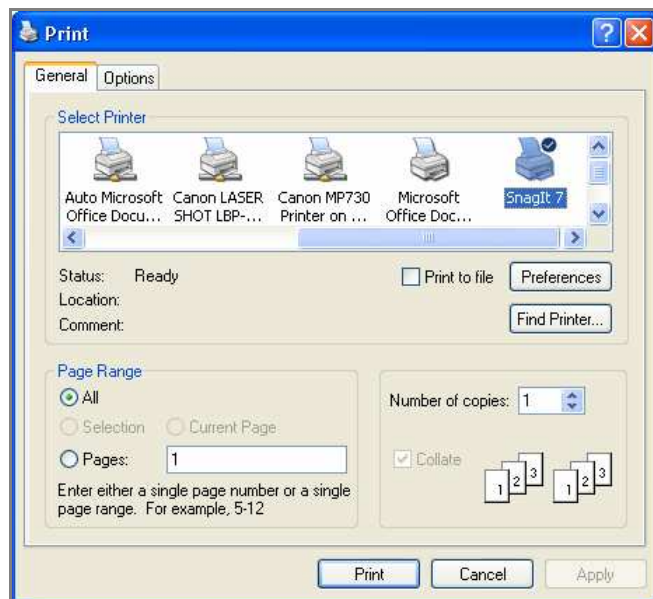
6. Klik **Confirm**.
7. Layar **Cheque Book Request Confirm** akan muncul.



8. Klik **Submit**.
9. Klik **Ok**.
10. Transaksi ini menunggu untuk di approve dan di release.

13.1.2. Print Cheque Book Request

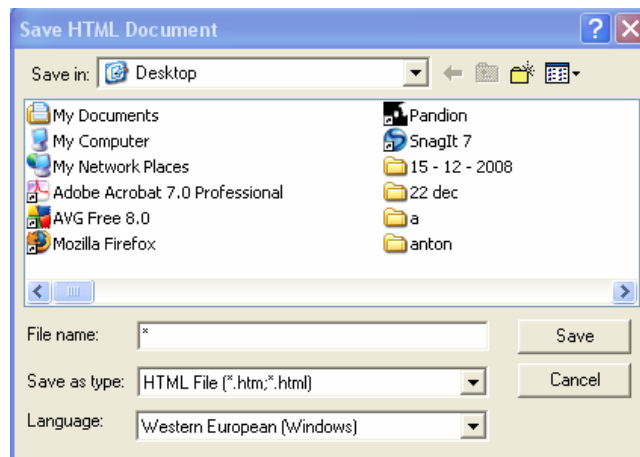
1. Setelah Submit dan menunggu untuk approval, klik **Print** atau klik **Close** untuk mengcancel pencetakan.
2. Pada langkah **Print**, sebuah pop-up dialog akan muncul.



3. Pilih **Printer**, **Page Range**, **Number of copies**, atau **Print to file**.
4. Pastikan bahwa status printer telah online sebelum meng-klik **Print**.

13.1.3. Save As

1. Setelah melakukan submit, klik tombol **Save As**.
2. Sebuah layar Pop up akan muncul.

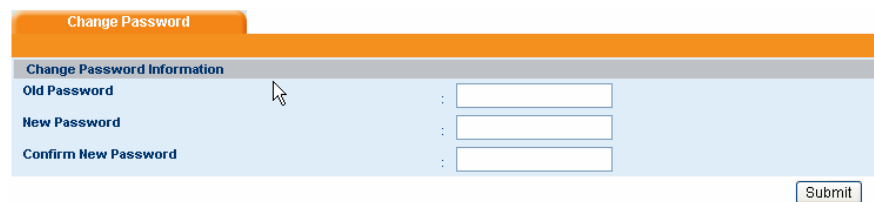


3. Save file.

14. UTILITIES

14.1. CHANGE PASSWORD

1. Dari menu utama, klik **Utilities** → **Change Password**.
2. Layar **Change Password** akan muncul.



3. Tuliskan **Old Password**, **New Password** dan **Confirm New Password**.
4. Klik **Change**.
5. Sebuah pop-up konfirmasi akan muncul. Klik **OK** untuk merubah password.
6. Message yang akan muncul adalah **Your password has been changed**.

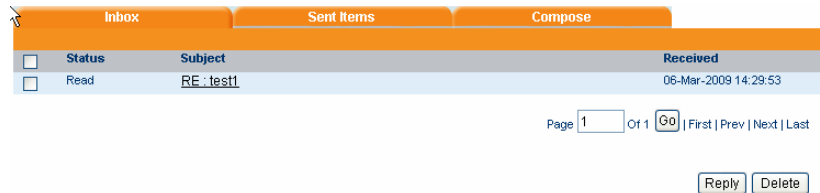
Note: Password baru harus berbeda dari 2 terakhir (tergantung dari setting-an sistem).

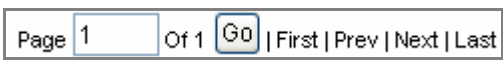
14.2. HELP DESK

14.2.1. Inbox

14.2.1.1. View Inbox

1. Dari menu utama, klik **Help Desk**.
2. Layar **Inbox** akan muncul.



3. 

- Untuk menuju ke layar yang dituju, klik layar yang diinginkan pada box, lalu klik **Go**.
 - klik **First** untuk kembali ke layar pertama.
 - Klik **Prev** untuk kembali ke layar sebelumnya.
 - Klik **Next** untuk menuju ke layar selanjutnya.
 - Klik **Last** untuk menuju ke layar terakhir.
4. Klik message yang dipilih untuk ditampilkan secara detail.
 5. Layar detail message akan muncul.

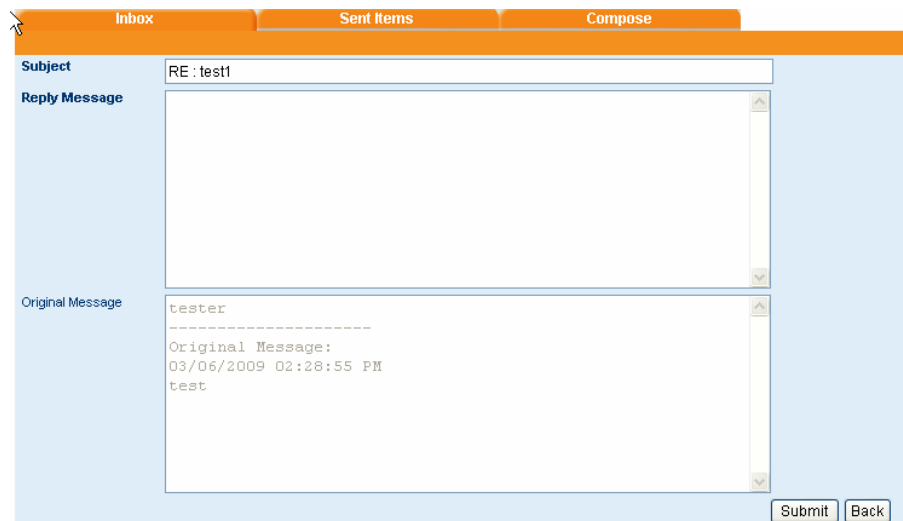


6. klik **Reply** untuk me-reply message.
7. Klik **Delete** untuk men-delete message.
8. Klik **Back** untuk kembali ke layar sebelumnya.

14.2.1.2. Reply Message

14.2.1.2.1. Reply from list

1. Dari daftar **Inbox**, pilih message yang akan di-reply dengan meng-klik checkbox sebelah kiri.
2. Klik **Reply**.
3. Layar **Reply** akan muncul.

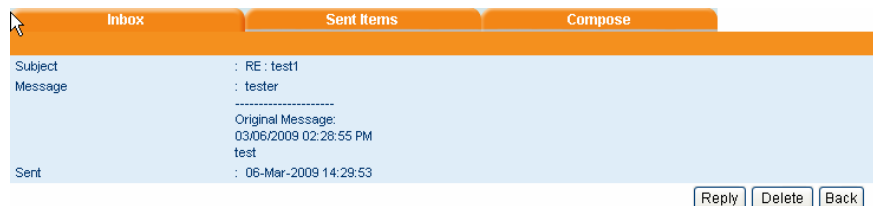


The screenshot shows a web interface for replying to an email. At the top, there are three tabs: 'Inbox', 'Sent Items', and 'Compose'. Below the tabs, the 'Subject' field contains 'RE : test1'. The 'Reply Message' section is a large text area for composing the reply. Below that, the 'Original Message' section displays the content of the email being replied to: 'tester', followed by a dashed line separator, 'Original Message:', '03/06/2009 02:28:55 PM', and 'test'. At the bottom right of the form, there are two buttons: 'Submit' and 'Back'.

4. Tuliskan **Reply Message** dan klik **Submit**.
5. Atau klik **Back** untuk kembali ke layar sebelumnya.

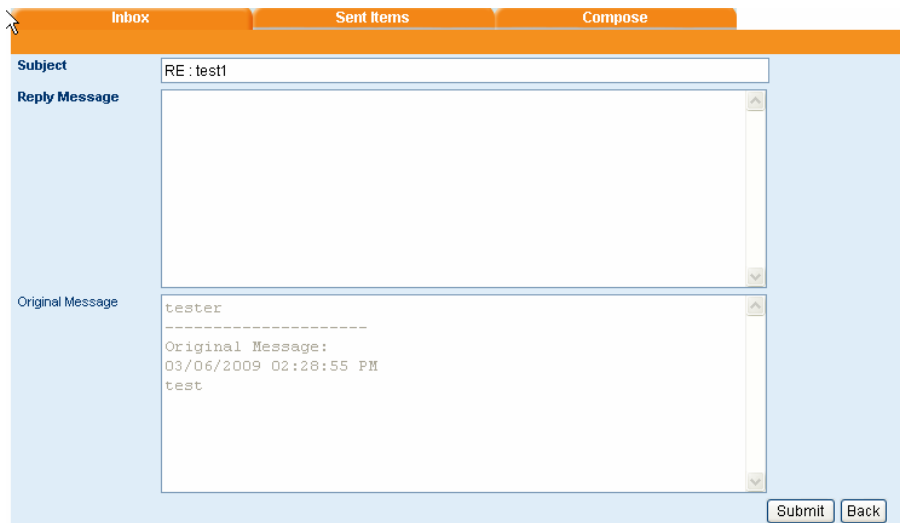
14.2.1.2.2. Reply from detail

1. Dari daftar **Inbox**, klik pesan yang akan di reply untuk menampilkan detail.
2. Layar detail message akan muncul.



The screenshot shows a web interface for replying to an email from a detail view. At the top, there are three tabs: 'Inbox', 'Sent Items', and 'Compose'. Below the tabs, the 'Subject' field contains 'RE : test1'. The 'Message' section displays the content of the email being replied to: ': tester', followed by a dashed line separator, 'Original Message:', '03/06/2009 02:28:55 PM', and 'test'. Below that, the 'Sent' field contains ': 06-Mar-2009 14:29:53'. At the bottom right of the form, there are three buttons: 'Reply', 'Delete', and 'Back'.

3. klik **Reply**.
4. Layar **Reply** akan muncul.

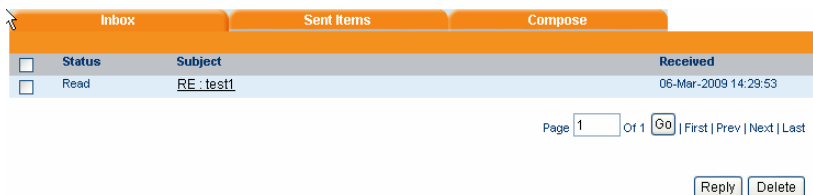


5. Ketikkan **Reply Message** dan klik **Submit**.
6. Atau klik **Back** untuk kembali ke layar sebelumnya.

14.2.1.3. Delete Message

14.2.1.3.1. Delete from list

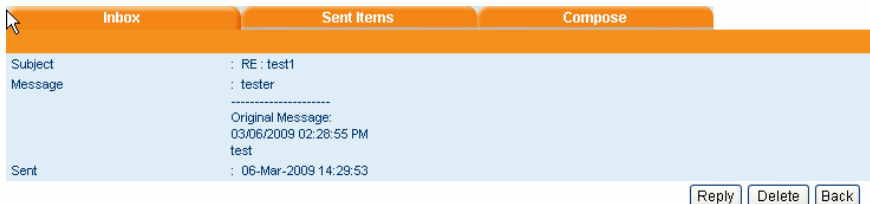
1. Dari daftar **Inbox**, pilih message yang akan di hapus dengan meng-klik checkbox pada sebelah kiri.



2. Klik **Delete**.
3. Sebuah pop-up konfirmasi akan muncul. Klik **OK** untuk menghapus record.

14.2.1.3.2. Delete from detail

1. Dari daftar **Inbox**, klik message yang akan dihapus untuk menampilkan detail.
2. Layar message secara detail akan muncul.



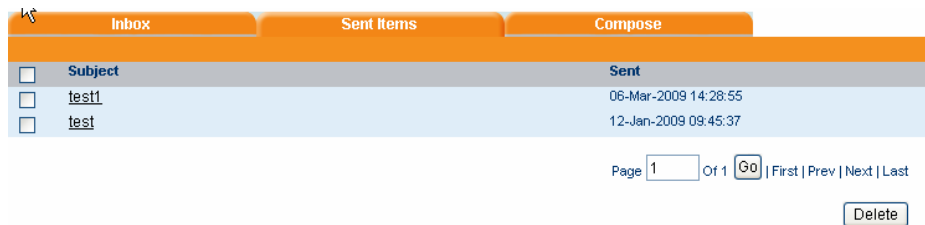
3. Klik **Delete**.

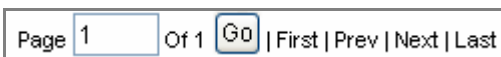
- Sebuah pop-up konfirmasi akan muncul. Klik **OK** untuk menghapus record.

14.2.2. Sent Items

14.2.2.1. View Message from Sent Items

- Dari menu utama, klik **Utilities** → **Help Desk**.
- Klik **Sent Items**.
- Daftar **Sent Items** akan muncul.



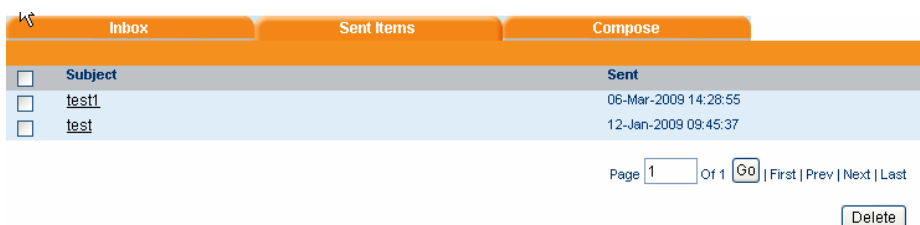
- 
 - Untuk menuju ke layar tertentu, klik layar yang diinginkan pada box , lalu klik **Go**.
 - Klik **First** untuk kembali ke layar pertama.
 - Klik **Prev** untuk kembali ke layar sebelumnya.
 - Klik **Next** untuk ke layar berikutnya.
 - Klik **Last** untuk menuju ke layar terakhir.
- Klik message yang dipilih untuk ditampilkan secara detail.
- Layar message secara detail akan muncul.



14.2.2.2. Delete Message

14.2.2.2.1. Delete from list

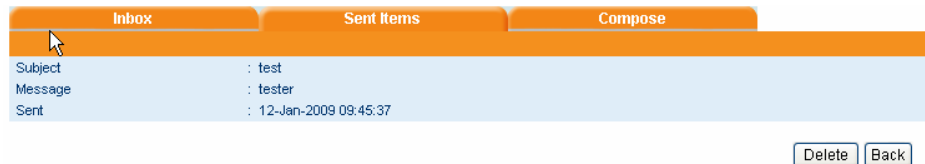
- Dari daftar **Sent Items**, pilih message yang akan dihapus dengan meng-klik checkbox sebelah kiri.



2. Klik **Delete**.
3. Sebuah pop-up konfirmasi akan muncul. Klik **OK** untuk menghapus record.

14.2.2.2.2. Delete from detail

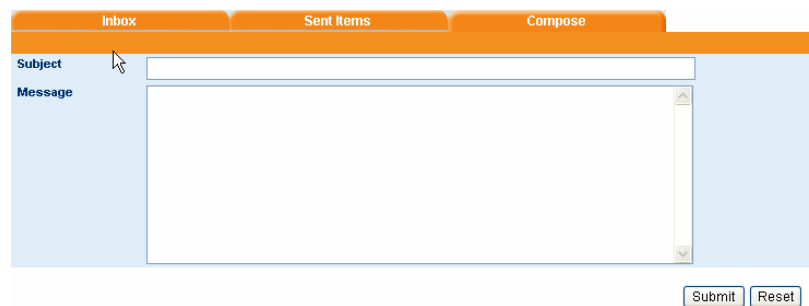
1. Dari daftar **Sent Items**, klik message yang akan dihapus untuk ditampilkan secara detail.
2. Layar message secara detail akan muncul.



3. Klik **Delete**.
4. Pop-up konfirmasi akan muncul. Klik **OK** untuk menghapus record.

14.2.3. Compose Message

1. Dari menu utama, klik **Utilities** → **Help Desk**.
2. Klik **Compose**.
3. Layar **Compose** akan muncul.

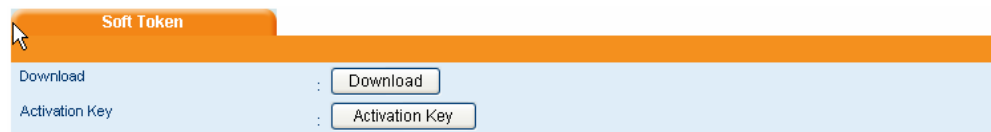


4. Tuliskan **Subject** dan **Message**.
5. Klik **Submit** untuk mengirim message, atau klik **Reset** untuk kembali ke layar sebelumnya.

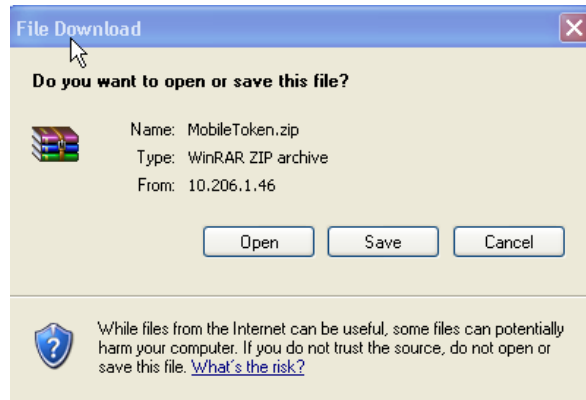
14.3. SOFT TOKEN

14.3.1. Download Soft Token

1. Dari menu utama, klik **Utilities** → **Soft Token**.
2. Layar **Soft Token** akan muncul.



3. Klik **Download** untuk memulai download mobile token.
4. Sebuah pop-up konfirmasi akan muncul. Klik **OK** untuk memulai download.
5. Download file jar kepada klien



6. Kirimkan file jar kepada handphone menggunakan kable data atau bluetooth, dan kemudian install di handphone.

14.3.2. Activation Key

1. Dari menu utama, klik **Utilities** → **Soft Token**.
2. Layar **Soft Token** akan muncul.



3. Klik **Activation Key**
4. Layar pop-up akan muncul.



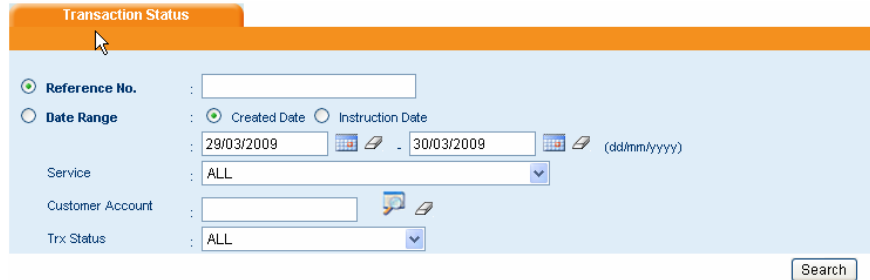
5. Klik **Ok**

15. INFORMATION MANAGEMENT

15.1. TRANSACTION STATUS

15.1.1. Search Transaction Status

1. Dari menu utama, klik **Information Management** → **Transaction Status**.
2. Layar **Transaction Status Search** akan muncul.

The screenshot shows a web interface titled "Transaction Status" with an orange header. Below the header, there are search criteria fields: "Reference No." with a text input; "Date Range" with radio buttons for "Created Date" (selected) and "Instruction Date", and two date pickers showing "29/03/2009" and "30/03/2009" with a "(dd/mm/yyyy)" format indicator; "Service" with a dropdown menu set to "ALL"; "Customer Account" with a text input; and "Trx Status" with a dropdown menu set to "ALL". A "Search" button is located at the bottom right of the form area.

3. Pilih kriteria pencarian, dengan **Reference No.** atau **Date Range** dengan meng-klik tombol radio, kemudian cari kriterianya.
4. Klik **Search**.
5. Layar **Transaction Status Listing** akan muncul.

Transaction Status

Reference No. :
 Date Range : Created Date Instruction Date
 : 29/03/2009 [calendar] [clear] - 30/03/2009 [calendar] [clear] (dd/mm/yyyy)
 Service : ALL [dropdown]
 Customer Account : [calendar] [clear]
 Trx Status : ALL [dropdown]

[Search]

Last Action Date	Reference No.	Service	Customer Account	Amount	Instruction Mode	Instruction Date	Trx Status
30-Mar-2009 17:03:23	200903301611301463	Cash And Carry	1040002003189/ ZURICH LIFE INSURANC (IDR)	IDR 64,331.00	Immediate	30-Mar-2009	Executed Successfully
30-Mar-2009 15:50:54	20090330487396642	Cash Pooling	0060096003664/ YASA 123 (IDR)		Immediate	30-Mar-2009	Rejected
30-Mar-2009 15:50:38	20090330480264455	Batch Domestic Transfer	0060096003664/ YASA 123 (IDR)	IDR 24,466.00	Immediate	30-Mar-2009	Rejected
30-Mar-2009 15:50:35	200903301418392030	Batch In-House Transfer	0060096003664/ YASA 123 (IDR)	IDR 29,004.00	Immediate	30-Mar-2009	Rejected
30-Mar-2009 13:03:10	20090330410605669	Range Balance	1280004355829/ ALDE KASTARA (IDR)		Immediate		Rejected
30-Mar-2009 13:03:03	200903301077482961	Cash Distribution	1280004355746/ ALDE (IDR)		Immediate	30-Mar-2009	Rejected
30-Mar-2009 13:02:58	200903301097194988	Cash Pooling	1280004355829/ ALDE KASTARA (IDR)		Immediate	30-Mar-2009	Rejected
30-Mar-2009 13:02:56	20090330641729789	LLG Domestic Transfer	1280004355829/ ALDE KASTARA (IDR)	IDR 15,002.00	Immediate	30-Mar-2009	Rejected
30-Mar-2009 13:02:48	200903301922164993	In House Transfer to Own Account	1280004355746/ ALDE (IDR)	IDR 15,001.00	Immediate	30-Mar-2009	Rejected
30-Mar-2009 12:52:58	2009033019518969	In House Transfer to Own Account	0060096003664/ YASA 123 (IDR)	IDR 12,002.00	Immediate	30-Mar-2009	Approval In Progress

Page Of 2 | First | Prev | Next | Last

6.

Page Of 5 | First | Prev | Next | Last

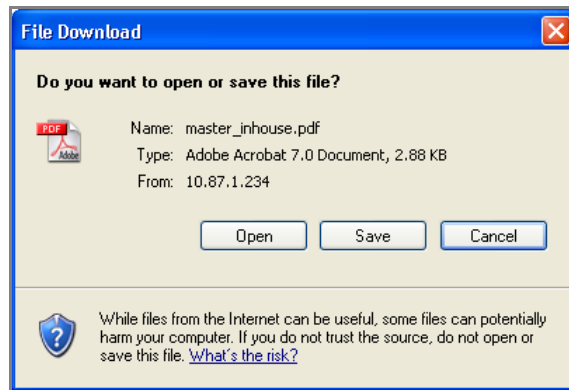
- Untuk menuju ke layar tertentu, klik layar yang diinginkan pada box , lalu klik Go.
- Klik **First** untuk kembali ke layar pertama.
- Klik **Prev** untuk kembali ke layar sebelumnya.
- Klik **Next** untuk ke layar berikutnya.
- Klik **Last** untuk menuju ke layar terakhir.

7. Klik record yang dipilih untuk ditampilkan.

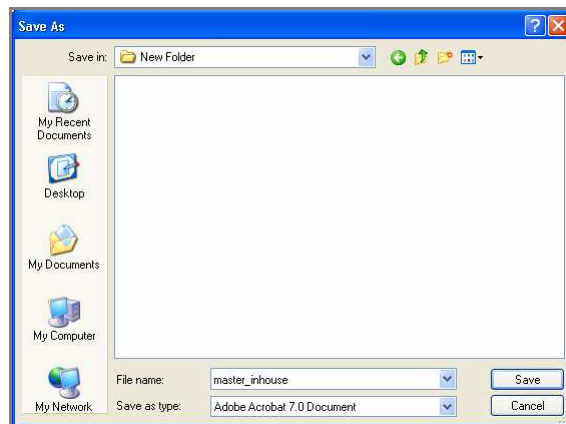
8. Layar **Transfer Information** akan muncul.

Transaction Status						
Trx Status	: Rejected					
Reference No.	: 20090330487396642					
Setup Information						
Main Account	: 0060096003664 / YASA 123 (IDR)					
Setup Sweep Priority	: 1					
Auto Sweep Back	: Yes					
Amount Type	: Fixed					
Cash Pooling Fee	: IDR 4,400.00					
Sub Account	Retain Amount					
1040002003189 / ZURICH LIFE INSURANC (IDR)	2,000,000.00					
Instruction Mode						
Immediate	: 30-Mar-2009					
						Print Save As
Transaction History						
Action Date	Action Type	Action By	Amount	Successful/Failed	Current Approval Level	Trx Status
30-Mar-2009 15:50:54	Reject	DIAN1 - DIAN1		Success	null	Rejected
30-Mar-2009 15:48:42	Create	DIAN - Dian		Success		Pending Approval
						Page 1 Of 1 GO First Prev Next Last
						Download Back

9. Klik **Print** untuk mencetak detail transaksi.
 10. Klik **Save As** untuk menyimpan transaksi dalam sebuah file.
 11. Klik **Cancel** untuk meng-cancel transaksi ini sebelum di eksekusi (hanya transaksi dengan **Instruction Mode** sebagai berikut: **Immediate with Expired Date, Forward Value, Recurring Transfer** - yang mana transaksinya belum dieksekusi).
- 15.1.1.1. Download transaction status from detail**
1. Dari **Transaction Status Listing**, klik record yang dipilih untuk ditampilkan secara detail.
 2. Layar **Transfer Information** akan muncul.
 3. Dari **Transaction History**, klik **Download**.
 4. Pop-up File Download akan muncul.



5. Klik **Open** untuk membuka status transaksi tanpa menyimpan.
6. Klik **Save** untuk menyimpan status transaksi dalam format PDF.
7. Klik **Cancel** untuk meng-cancel download.
8. Pada langkah **Save**, sebuah pop-up **Save As** dialog akan muncul.



9. Tuliskan **File name** dan pilih **Save as type**.
10. Klik **Save** untuk melanjutkan, atau klik **Cancel** untuk meng-cancel proses penyimpanan file.

15.2. USER GROUP LIMIT USAGE

15.2.1. View User Group Limit Usage

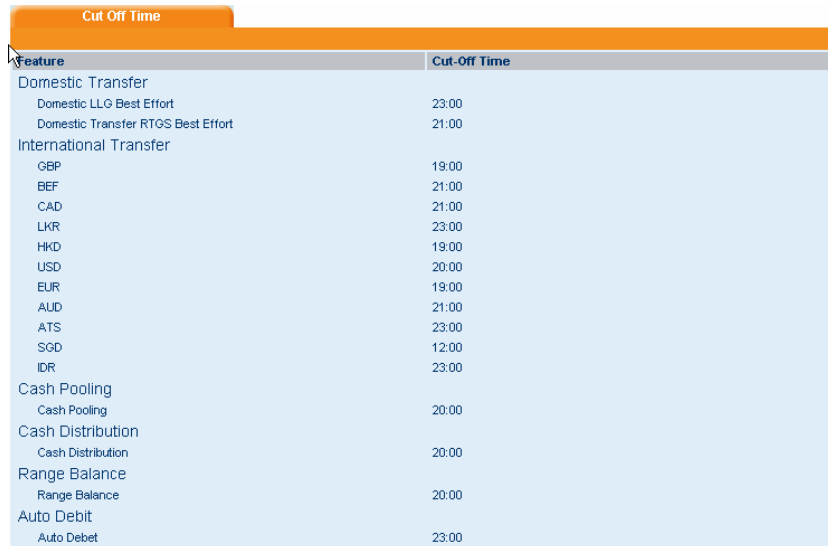
1. Dari menu utama, klik **Information Management** → **User Group Limit Usage**.
2. Layar **User Group Limit** akan muncul.

User Group Limit			
Service	Currency Matrix	Transaction Limit	Remaining Usage Amount
In House Transfer to Own Account	Local - Local	IDR - 100,000,000,000.00	IDR - 100,000,000,000.00
	Local - Forex	IDR - 10,000,000,000,000.00	IDR - 10,000,000,000,000.00
	Forex - Forex Same	IDR - 1,000,000,000.00	IDR - 1,000,000,000.00
	Forex - Forex Cross	IDR - 1,000,000,000.00	IDR - 1,000,000,000.00
In House Transfer to Third Party Account	Local - Local	IDR - 1,000,000,000.00	IDR - 1,000,000,000.00
	Local - Forex	IDR - 1,000,000,000.00	IDR - 1,000,000,000.00
	Forex - Forex Same	IDR - 1,000,000,000.00	IDR - 1,000,000,000.00
	Forex - Forex Cross	IDR - 1,000,000,000.00	IDR - 1,000,000,000.00
LLG Transfer	Local - Local	IDR - 1,000,000,000.00	IDR - 1,000,000,000.00
	Local - Forex	IDR - 1,000,000,000.00	IDR - 1,000,000,000.00
RTGS Transfer	Local - Local	IDR - 1,000,000,000.00	IDR - 1,000,000,000.00
	Local - Forex	IDR - 1,000,000,000.00	IDR - 999,857,500.00
Bulk and retail	Local - Local	IDR - 1,000,000,000.00	IDR - 1,000,000,000.00
Batch Clearing Transfer	Local - Local	IDR - 1,000,000,000.00	IDR - 1,000,000,000.00
Batch RTGS Transfer	Local - Local	IDR - 1,000,000,000.00	IDR - 1,000,000,000.00
Batch In House Transfer to Third Party Account	Local - Local	IDR - 1,000,000,000.00	IDR - 1,000,000,000.00
	Forex - Forex Same	IDR - 1,000,000,000.00	IDR - 1,000,000,000.00
Batch In House Transfer to Own Account	Local - Local	IDR - 1,000,000,000.00	IDR - 1,000,000,000.00
	Forex - Forex Same	IDR - 1,000,000,000.00	IDR - 1,000,000,000.00
Batch International Transfer	Forex - Forex Same	IDR - 1,000,000,000.00	IDR - 1,000,000,000.00
Batch International Transfer with Same Day Value	Forex - Forex Same	IDR - 1,000,000,000.00	IDR - 1,000,000,000.00
International Transfer	Local - Forex	IDR - 1,000,000,000.00	IDR - 1,000,000,000.00
	Forex - Forex Same	IDR - 1,000,000,000.00	IDR - 1,000,000,000.00
	Forex - Forex Cross	IDR - 1,000,000,000.00	IDR - 1,000,000,000.00
International Transfer Same Day Value	Local - Forex	IDR - 1,000,000,000.00	IDR - 1,000,000,000.00
	Forex - Forex Same	IDR - 1,000,000,000.00	IDR - 1,000,000,000.00
	Forex - Forex Cross	IDR - 1,000,000,000.00	IDR - 1,000,000,000.00
Cash Pooling	Local - Local	IDR - 1,000,000,000.00	IDR - 1,000,000,000.00
	Forex - Forex Same	IDR - 1,000,000,000.00	IDR - 1,000,000,000.00
Cash Distribution	Local - Local	IDR - 1,000,000,000.00	IDR - 1,000,000,000.00
	Forex - Forex Same	IDR - 1,000,000,000.00	IDR - 1,000,000,000.00
	Forex - Forex Cross	IDR - 1,000,000,000.00	IDR - 1,000,000,000.00
Range Balance	Local - Local	IDR - 1,000,000,000.00	IDR - 1,000,000,000.00
	Local - Forex	IDR - 1,000,000,000.00	IDR - 1,000,000,000.00
	Forex - Forex Same	IDR - 1,000,000,000.00	IDR - 1,000,000,000.00
Payroll Clearing	Local - Local	IDR - 1,000,000,000.00	IDR - 1,000,000,000.00
	Forex - Forex Same	IDR - 1,000,000,000.00	IDR - 1,000,000,000.00
	Forex - Forex Cross	IDR - 1,000,000,000.00	IDR - 1,000,000,000.00
Payroll RTGS	Local - Local	IDR - 1,000,000,000.00	IDR - 1,000,000,000.00
Auto Debit	Local - Local	IDR - 1,000,000,000.00	IDR - 1,000,000,000.00
LLG Bulk Payment	Local - Local	IDR - 1,000,000,000.00	IDR - 1,000,000,000.00
RTGS Bulk Payment	Local - Local	IDR - 1,000,000,000.00	IDR - 1,000,000,000.00

15.3. CUT-OFF TIME

15.3.1. View Cut Off Time

1. Dari menu utama, klik **Cut-Off Time** → **Cut-Off Time**.
2. Layar **Cut-Off Time** akan muncul.

A screenshot of a web application interface showing a table titled "Cut Off Time". The table has two columns: "Feature" and "Cut-Off Time". The table lists various banking features and their corresponding cut-off times. The table is displayed on a light blue background with a white header row. The "Cut Off Time" title is in an orange box at the top left of the table area.

Feature	Cut-Off Time
Domestic Transfer	
Domestic LLG Best Effort	23:00
Domestic Transfer RTGS Best Effort	21:00
International Transfer	
GBP	19:00
BEF	21:00
CAD	21:00
LKR	23:00
HKD	19:00
USD	20:00
EUR	19:00
AUD	21:00
ATS	23:00
SGD	12:00
IDR	23:00
Cash Pooling	
Cash Pooling	20:00
Cash Distribution	
Cash Distribution	20:00
Range Balance	
Range Balance	20:00
Auto Debit	
Auto Debet	23:00

15.4. FOREX RATE INQUIRY

15.4.1. View Forex Rate

1. Dari menu utama, klik **Information Management** → **Forex Rate Inquiry**.
2. Layar **Forex Rate** akan muncul.

Forex Rate					
Forex Exchange Rates as of 30-Mar-2009					
Currency	Value	Transaction		Last Updated Date	
		Sell	Buy		
AUD	1	8,001.00	7,001.00	30-Mar-2009 16:52:43	
BEF	1	300.00	200.00	30-Mar-2009 16:52:43	
BND	1	5,000.00	4,000.00	30-Mar-2009 16:52:43	
CAD	1	8,002.00	7,002.00	30-Mar-2009 16:52:43	
CHF	1	8,003.00	7,003.00	30-Mar-2009 16:52:43	
DEM	1	6,000.00	5,000.00	30-Mar-2009 16:52:43	
DKK	1	3,000.00	2,000.00	30-Mar-2009 16:52:43	
ESP	1	70.00	60.00	30-Mar-2009 16:52:43	
EUR	1	13,000.00	12,000.00	30-Mar-2009 16:52:43	
FNM	1	2,001.00	1,001.00	30-Mar-2009 16:52:43	
FRF	1	1,600.00	1,400.00	30-Mar-2009 16:52:43	
GBP	1	18,000.00	17,000.00	30-Mar-2009 16:52:43	
INR	1	210.00	190.00	30-Mar-2009 16:52:43	
ITL	1	0.06	0.05	30-Mar-2009 16:52:43	
JPY	1	0.80	0.70	30-Mar-2009 16:52:43	
LKR	1	1,500.00	1,300.00	30-Mar-2009 16:52:43	
MYR	1	2,800.00	2,200.00	30-Mar-2009 16:52:43	
NLG	1	4,800.00	4,400.00	30-Mar-2009 16:52:43	
NGK	1	2,100.00	1,700.00	30-Mar-2009 16:52:43	
NZD	1	6,800.00	6,300.00	30-Mar-2009 16:52:43	
PGK	1	2,700.00	2,500.00	30-Mar-2009 16:52:43	
PHP	1	190.00	150.00	30-Mar-2009 16:52:43	
PKR	1	170.00	130.00	30-Mar-2009 16:52:43	
PTE	1	2,800.00	2,600.00	30-Mar-2009 16:52:43	
SAR	1	2,750.00	2,500.00	30-Mar-2009 16:52:43	
SEK	1	2,000.00	1,700.00	30-Mar-2009 16:52:43	
SGD	1	5,900.00	5,200.00	30-Mar-2009 16:52:43	
THB	1	311.00	211.00	30-Mar-2009 16:52:43	
TWTD	1	400.00	200.00	30-Mar-2009 16:52:43	
USD	1	9,900.00	9,200.00	30-Mar-2009 16:52:43	

[Print](#) [Save As](#)

Note :

- This foreign exchange rate shown above is only an indicative rate and subject to be changes by Bank at any time
- Best printed in landscape format

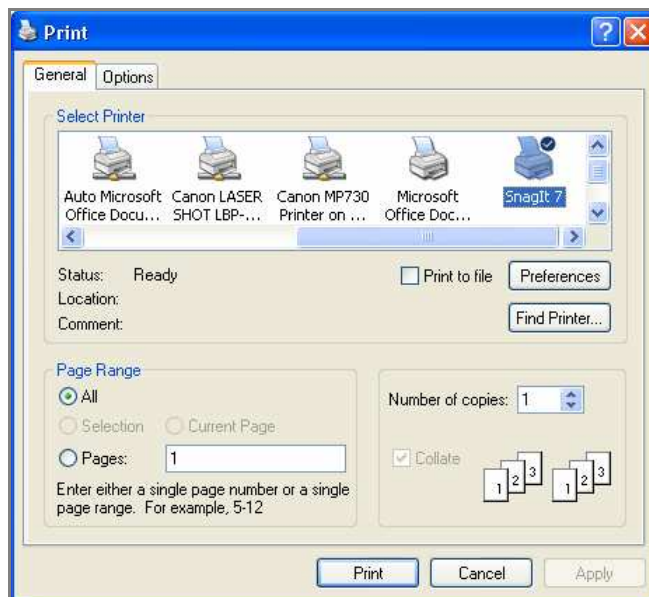
15.4.2. Print Forex Rate

1. Dari layar **Forex Rate**, klik **Print**.
2. Layar konfirmasi pencetakan akan muncul.

Forex Exchange Rates as of 30-Mar-2009						
Currency	Value	Transaction			Last Updated Date	
		Sell	Buy	Buy		
AUD	1	8,001.00	7,001.00	7,001.00	30-Mar-2009 16:52:43	
BEF	1	300.00	200.00	200.00	30-Mar-2009 16:52:43	
BND	1	5,000.00	4,000.00	4,000.00	30-Mar-2009 16:52:43	
CAD	1	8,002.00	7,002.00	7,002.00	30-Mar-2009 16:52:43	
CHF	1	8,003.00	7,003.00	7,003.00	30-Mar-2009 16:52:43	
DEM	1	8,000.00	5,000.00	5,000.00	30-Mar-2009 16:52:43	
DKK	1	3,000.00	2,000.00	2,000.00	30-Mar-2009 16:52:43	
ESP	1	70.00	60.00	60.00	30-Mar-2009 16:52:43	
EUR	1	13,000.00	12,000.00	12,000.00	30-Mar-2009 16:52:43	
FIN	1	2,001.00	1,001.00	1,001.00	30-Mar-2009 16:52:43	
FRF	1	1,800.00	1,400.00	1,400.00	30-Mar-2009 16:52:43	
GBP	1	18,000.00	17,000.00	17,000.00	30-Mar-2009 16:52:43	
INR	1	210.00	190.00	190.00	30-Mar-2009 16:52:43	
ITL	1	0.06	0.05	0.05	30-Mar-2009 16:52:43	
JPY	1	0.80	0.70	0.70	30-Mar-2009 16:52:43	
LKR	1	1,500.00	1,300.00	1,300.00	30-Mar-2009 16:52:43	
MYR	1	2,800.00	2,200.00	2,200.00	30-Mar-2009 16:52:43	
NLG	1	4,800.00	4,400.00	4,400.00	30-Mar-2009 16:52:43	
NOK	1	2,100.00	1,700.00	1,700.00	30-Mar-2009 16:52:43	
NZD	1	6,800.00	6,300.00	6,300.00	30-Mar-2009 16:52:43	
PGK	1	2,700.00	2,500.00	2,500.00	30-Mar-2009 16:52:43	
PHP	1	190.00	150.00	150.00	30-Mar-2009 16:52:43	
PKR	1	170.00	130.00	130.00	30-Mar-2009 16:52:43	
PTE	1	2,800.00	2,600.00	2,600.00	30-Mar-2009 16:52:43	
SAR	1	2,750.00	2,500.00	2,500.00	30-Mar-2009 16:52:43	
SEK	1	2,000.00	1,700.00	1,700.00	30-Mar-2009 16:52:43	
SGD	1	5,900.00	5,200.00	5,200.00	30-Mar-2009 16:52:43	
THB	1	311.00	211.00	211.00	30-Mar-2009 16:52:43	
TWD	1	400.00	200.00	200.00	30-Mar-2009 16:52:43	
USD	1	9,900.00	9,200.00	9,200.00	30-Mar-2009 16:52:43	

Print Close

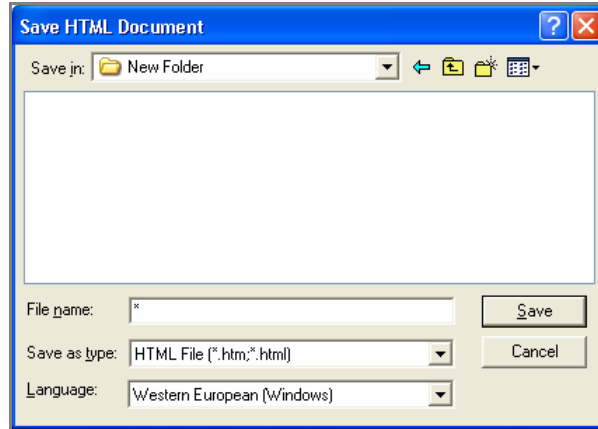
3. Klik **Print**, atau klik **Close** untuk meng-cancel pencetakan.
4. Pada langkah **Print**, sebuah pop-up dialog akan muncul.



5. Pilih **Printer**, **Page Range**, **Number of copies**, atau **Print to file**.
6. Pastikan status printer telah online sebelum meng-klik **Print**.

15.4.3. Save file Forex Rate

1. Dari layar **Forex Rate**, klik **Save As**.
2. Sebuah **Save HTML Document** pop-up akan muncul.



3. Tuliskan **File name**, pilih **Save as type** dan **Language**.
4. Klik **Save**.
5. Atau klik **Cancel** untuk meng-cancel penyimpanan.

15.5. INTEREST RATE INQUIRY**15.5.1. View Interest Rate Inquiry**

1. Dari menu utama, klik **Information Management** → **Interest Rate Inquiry**.
2. Layar **Interest Rate** akan muncul.

15.5.2. Save Interest Rate file

1. Dari layar **Interest Rate**, klik **Save**.
2. Sebuah **Save HTML Document** pop-up akan muncul.
3. Tuliskan **File name**, pilih **Save as type** dan **Language**.
4. Klik **Save**.
5. Atau klik **Cancel** untuk meng-cancel penyimpanan.

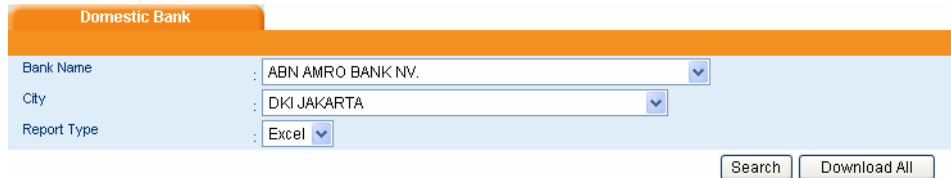
15.5.3. Print Interest Rate

1. Dari layar **Interest Rate**, klik **Print**.
2. Sebuah **Print** dialog pop-up akan muncul.
3. Pilih **Printer**, **Page Range**, **Number of copies**, atau **Print to file**.
4. Pastikan status printer telah online sebelum meng-klik tombol **Print**.

15.6. DOMESTIC BANK

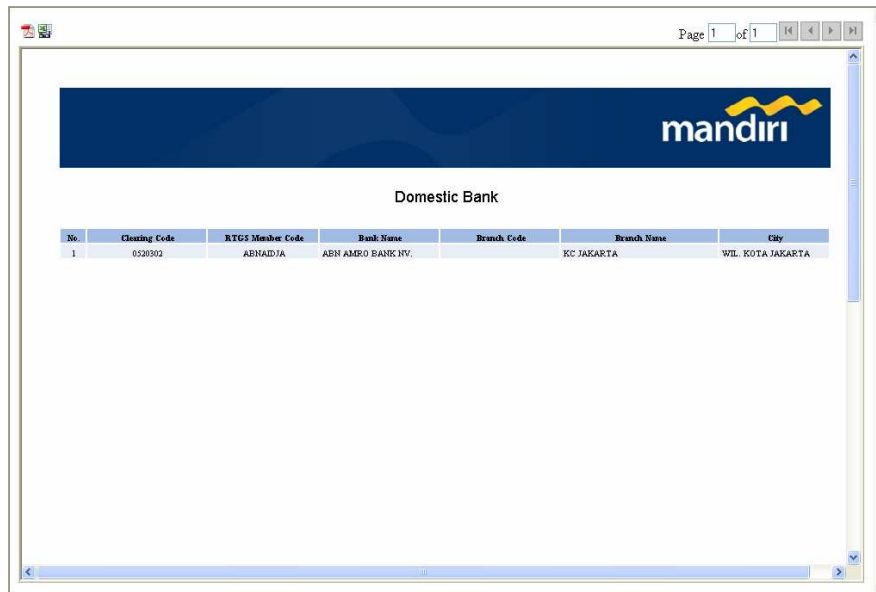
15.6.1. Search Domestic Bank Report

1. Dari menu utama, klik **Information Management** → **Domestic Bank**.
2. Layar **Domestic Bank** akan muncul.

The screenshot shows a web interface titled "Domestic Bank" with an orange header. Below the header, there are three dropdown menus: "Bank Name" with "ABN AMRO BANK NV." selected, "City" with "DKI JAKARTA" selected, and "Report Type" with "Excel" selected. At the bottom right of the form area, there are two buttons: "Search" and "Download All".

Domestic Bank	
Bank Name	: ABN AMRO BANK NV.
City	: DKI JAKARTA
Report Type	: Excel

3. Pilih **Bank Name**, **City** dan **Report Type** dari droplist.
4. Klik **Search** untuk menampilkan di layar yang baru.
5. Atau klik **Download All** untuk men-download kedalam file.
6. Pada langkah **Search**, layar baru akan muncul.

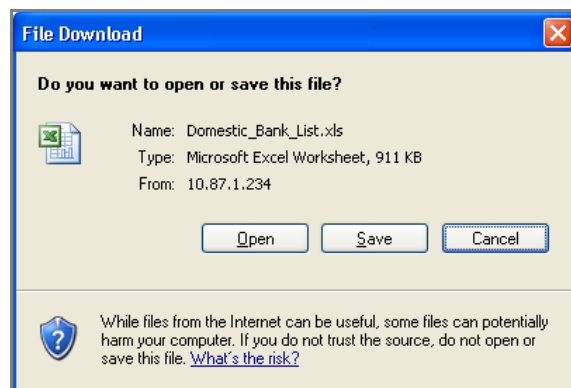


Page 1 of 1

No.	Closing Code	RTGS Member Code	Bank Name	Branch Code	Branch Name	City
1	032002	ABNAID/A	ABN AMRO BANK NV	KC JAKARTA	WIL. KOTA JAKARTA	

15.6.2. Download All

1. Dari layar **Domestic Bank**, klik **Download All**.
2. Sebuah **File Download** dialog pop-up akan muncul.

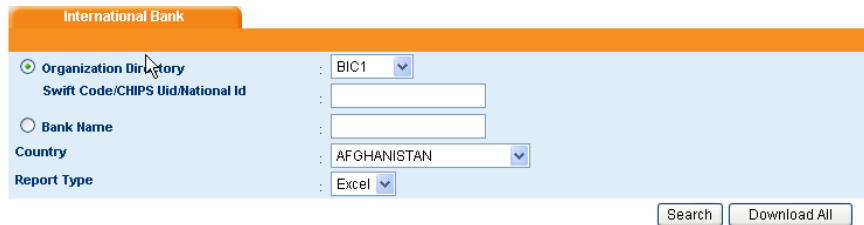


3. Klik **Open** untuk membuka file tanpa menyimpan.
4. Klik **Save** untuk menyimpan file.
5. Klik **Cancel** untuk meng-cancel penyimpanan file.

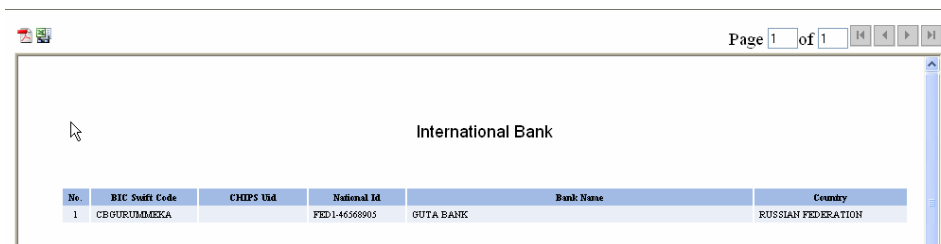
15.7. INTERNATIONAL BANK

15.7.1. Search International Bank Report







1. Dari menu utama, klik **Information Management** → **International Bank**.
2. Layar **International Bank** akan muncul.



3. Pilih **Organization Directory** atau **Bank Name** dari tombol radio.
4. Pilih **Country** dari drop list.
5. Pilih **Report Type** dari drop list.
6. Klik **Search**
7. Report dari International Bank akan muncul.

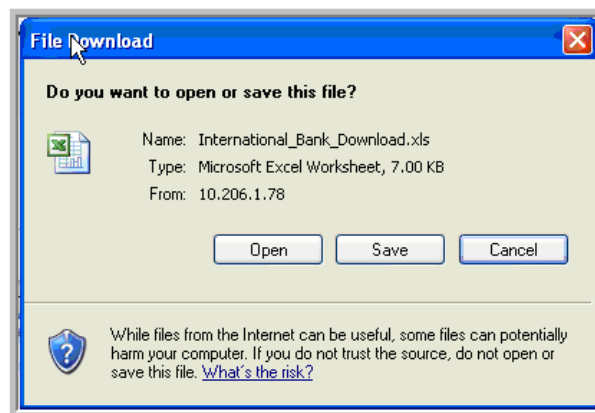


No.	BIC Swift Code	CHIPS Uid	National Id	Bank Name	Country
1	CBGURUMMEKA		FED146568905	GUTA BANK	RUSSIAN FEDERATION

10. Klik tombol  untuk men-download report dalam format PDF.
11. Klik tombol  untuk men-download report dalam format Excel.
12. Klik tombol  untuk menuju ke layar pertama.
13. Klik tombol  untuk kembali ke layar sebelumnya.
14. Klik tombol  untuk ke layar selanjutnya.
15. Klik tombol  untuk menuju ke layar terakhir

15.7.2. Download All

1. dari layar **International Bank**, klik **Download All**.
2. sebuah **File Download** dialog pop-up akan muncul.



3. Klik **Open** untuk membuka file tanpa menyimpan.
4. Klik **Save** untuk menyimpan file.
5. Klik **Cancel** untuk meng-cancel penyimpanan file.

16. REPORT

16.1. COMPANY FINANCIAL

16.1.1. Search Company Financial Report

1. Dari menu utama, klik **Report** → **Company Financial**.
2. Layar **Company Financial** akan muncul.

Company Financial Information	
Activity By	<input type="text"/>
Account No	<input type="text"/>
Menu	ALL
From Date	01/04/2009 (dd/mm/yyyy)
To Date	02/04/2009 (dd/mm/yyyy)

3. Pilih **Activity By** dan **Account No.** dari picklist, atau dibiarkan kosong.
4. Pilih **Menu** dari droplist.
5. Pilih **From Date** dan **To Date** dari picklist.
6. Klik **Search**.
7. Layar **Company Financial Listing** akan muncul.

Company Financial

Activity By :

Account No :

Menu :

From Date : 29/03/2009 (dd/mm/yyyy)

To Date : 30/03/2009 (dd/mm/yyyy)

Activity Date	Company	Menu	Activity Type	Activity By	Reference No.	Customer Account	Amount	Instruction Mode	Successful / Failed	Reason
30-Mar-2009 17:14:54	ALDE001	Product Allocation	Create	SEPTI	20090330141898235	1040002003189 / ZURICH LIFE INSURANC (IDR)	IDR 2,507,500.00	Immediate	Failed	APR-1110198 - Approval Matrix is not Configured
30-Mar-2009 17:03:12	ALDE001	Cash and Carry Basis	Release	DIAN	200903301611301463	1040002003189 / ZURICH LIFE INSURANC (IDR)	IDR 64,331.00	Immediate	Success	
30-Mar-2009 16:29:00	ALDE001	Cash and Carry Basis	Release	DIAN	200903301611301463	1040002003189 / ZURICH LIFE INSURANC (IDR)	IDR 64,331.00	Immediate	Success	
30-Mar-2009 15:50:54	ALDE001	Cash Pooling	Reject	DIAN1	20090330487396642	0060096003664 / YASA 123 (IDR)		Immediate	Success	
30-Mar-2009 15:50:38	ALDE001	Batch Domestic Transfer	Reject	DIAN1	20090330480264455	0060096003664 / YASA 123 (IDR)	IDR 24,466.00	Immediate	Success	
30-Mar-2009 15:50:35	ALDE001	Batch In-House Transfer	Reject	DIAN1	200903301418392030	0060096003664 / YASA 123 (IDR)	IDR 29,004.00	Immediate	Success	
30-Mar-2009 15:48:42	ALDE001	Cash Pooling	Create	DIAN	20090330487396642	0060096003664 / YASA 123 (IDR)		Immediate	Success	
30-Mar-2009 15:39:33	ALDE001	Batch Domestic Transfer	Create	DIAN	20090330480264455	0060096003664 / YASA 123 (IDR)	IDR 24,466.00	???	Success	en_US:???
30-Mar-2009 15:28:49	ALDE001	Cash and Carry Basis	Release	DIAN	200903301611301463	1040002003189 / ZURICH LIFE INSURANC (IDR)	IDR 64,331.00	Immediate	Success	
30-Mar-2009 15:19:50	ALDE001	Cash and Carry Basis	Release	DIAN	200903301611301463	1040002003189 / ZURICH LIFE INSURANC (IDR)	IDR 64,331.00	Immediate	Failed	S-Sales Order 4000006634 already exist for (Bank Application No.) MDR 200903302835

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- Untuk menuju ke layar tertentu, klik layar yang diinginkan pada box , lalu klik **Go**.
- Klik **First** untuk kembali ke layar pertama.
- Klik **Prev** untuk kembali ke layar sebelumnya.
- Klik **Next** untuk ke layar berikutnya.
- Klik **Last** untuk menuju ke layar terakhir.

9. Klik record yang dipilih untuk ditampilkan secara detail.

10. Layar transaksi secara detail akan muncul.







Transaction Status							
Trx Status	: Pending Execute						
Transaction Reference No.	: 200903301611301463						
From Account	: 1040002003189 / ZURICH LIFE INSURANC (IDR)						
To Account	: 1190080001041.PTM-MDR-PMS3JKT.PR1						
Currency	: IDR						
Sales Organization	: Domestic Gas						
Distribution Channel	: Agent / Distributor						
Product	: Fuel						
Depot	: G250						
Ship To	: 713220						
Sold To	: 713220						
Sales Office	: 5002-Gasdom VIII II						
Sales Group	: 521-SR RY II JAK-JKP						
Remark	: test						
	:						
Product Information Detail							
Material	Trip	Quantity per Trip	Unit	Delevary Date	Transportir	Confirm Qty	Cofirm Date
tes	1	1	B12	31-Mar-2009	test	1	31-Mar-2009
Price Details							
Nett Price				57,852.00			
PPn				6,272.00			
PPBKB				0.00			
PPh				207.00			
Total Amount	Gross Price			64,331.00			
Transfer Fee	: IDR 2,000.00						
Total Charges	: IDR 2,000.00						
Total Debt Amount	: IDR 2,000.00						

11. Klik **Print** untuk mencetak record.
12. Klik **Save As** untuk menyimpan record kedalam sebuah file.
13. Klik **Back** untuk kembali ke layar sebelumnya.

16.2. COMPANY NON FINANCIAL

16.2.1. View Company Non Financial Report



1. Dari menu utama, klik **Report** → **Company Non Financial**.
2. **Layar Company Non Financial Search** akan muncul.


Company Non Financial	
Company Non Financial Information	
Activity By	: <input type="text"/> 
Menu	: ALL 
From Date	: 29/03/2009   (dd/mm/yyyy)
To Date	: 30/03/2009   (dd/mm/yyyy)



3. Pilih **Activity By** dari picklist.
4. Pilih **Menu** dari droplist.
5. Pilih **From Date** dan **To Date** dari picklist.
6. Klik **Search**.
7. **Layar Company Non Financial Listing** akan muncul.



Company Non Financial

Company Non Financial Information

Activity By :  

Menu : ALL 

From Date : 29/03/2009   (dd/mm/yyyy)

To Date : 30/03/2009   (dd/mm/yyyy)

No.	Activity Date	Company	Menu	Activity Type	Activity By	Successful / Failed
1	30-Mar-2009 09:44:06	SIRYU	Group	Create	SYSADMIN1	Success
2	30-Mar-2009 10:06:50	SIRYU	Group	Approve	SYSADMIN2	Success
3	30-Mar-2009 10:32:01	SIRYU	Account Setup	Reject	SYSADMIN2	Success
4	30-Mar-2009 10:32:03	SIRYU	Account Setup	Reject	SYSADMIN2	Success
5	30-Mar-2009 10:32:04	SIRYU	Approval Matrix	Reject	SYSADMIN2	Success
6	30-Mar-2009 10:32:05	SIRYU	User	Reject	SYSADMIN2	Success
7	30-Mar-2009 10:32:07	SIRYU	Group	Reject	SYSADMIN2	Success
8	30-Mar-2009 10:32:08	SIRYU	Account Group	Reject	SYSADMIN2	Success
9	30-Mar-2009 10:32:09	SIRYU	Lock / Unlock Soft Token	Reject	SYSADMIN2	Success
10	30-Mar-2009 10:35:30	SIRYU	User	Update	SYSADMIN1	Success

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- Untuk menuju ke layar tertentu, klik layar yang diinginkan pada box , lalu klik **Go**.
- Klik **First** untuk kembali ke layar pertama.
- Klik **Prev** untuk kembali ke layar sebelumnya.
- Klik **Next** untuk ke layar berikutnya.
- Klik **Last** untuk menuju ke layar terakhir.

17. LOGOFF

1. Dari menu utama, klik **Logoff**.
2. Layar **Log-on to Mandiri** akan muncul

