

A yellow decorative shape in the top-left corner, resembling a quarter of a circle or a fan.

mandiri

cash management 2.0

Buku Panduan: Corporate Card

Versi 1.0 Tahun 2022

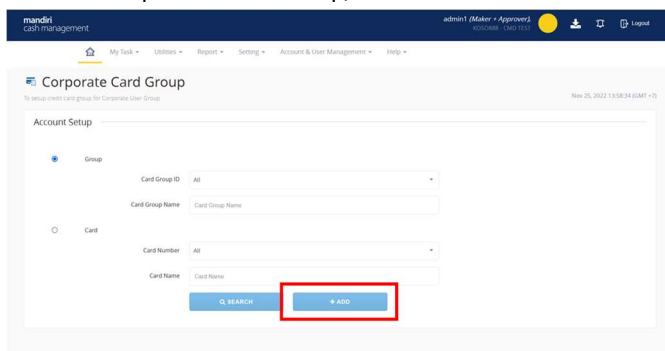
USER GUIDE CORPORATE CARD MANDIRI CASH MANAGEMENT

1. PENGATURAN CORPORATE CARD DI SYSADMIN

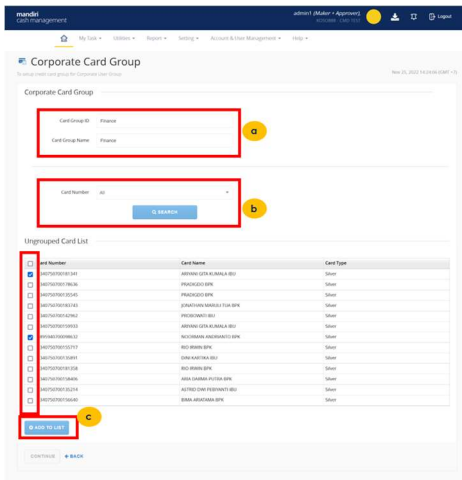
Untuk dapat mengakses menu Corporate Card pada Corporate User, pastikan pada Admin (Sysadmin) Anda, sudah dilakukan setting dengan langkah-langkah sebagai berikut:

Mekanisme Edit Corporate Card Group

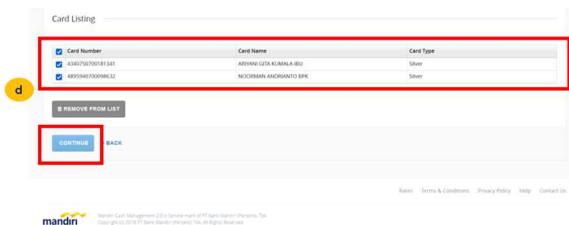
1. Sysadmin1 (Maker) login pada MCM 2.0 dan pilih menu **Account & User Management > Corporate Card Group**
2. Di menu Corporate Card Group, klik “+Add”



3. Pada menu ini, nasabah dengan role sysadmin dapat memilih rekening-rekening yang akan di grouping ke dalam satu Corporate Card Group



- a. Isi “Card Group ID” dan “Name” yang diinginkan
- b. Filter Card Number “All” atau spesifik kartu kredit, lalu klik tombol Search
- c. Layar akan tampil daftar kartu yang belum di grouping. Checklist kartu yang diinginkan dan klik “Add to List”
- d. Daftar kartu yang sudah ditambahkan akan tampil. Klik Continue dan Submit.



- e. Lakukan Approve Pending Task melalui Sysadmin2 (Approver).

Mekanisme Edit User Group

Setelah Corporate Card Group terbentuk:

1. Sysadmin1 (Maker) login pada MCM 2.0 dan pilih menu **Account & User Management > User Group**
2. Akan muncul User Group listing, klik logo Edit pada User Group yang dipilih

User Group
List of group account Jul 24, 2019 16:36:23 (GMT +7)

User Group List

Select Menu APPLY

Group Name	Group Code	Account Group	External Account Group	Deposit Group	Last Update Date & Time	Action
ACCOUNTING	ACCOUNTING	ACCOUNTING	-	-	11 Dec 2015 08:33:47	
IRISPROJECT	IRISPROJECT	IRISPROJECT	-	-	10 Aug 2018 11:20:24	
SALES	SALES	SALES	-	-	08 Dec 2015 15:18:19	
SIKRIT	SIKRIT	SIKRIT	-	-	04 May 2018 09:36:38	
TREASURY	TREASURY	TREASURY	-	-	23 Jul 2019 10:24:46	

Showing 5 of 5 total records

3. Akan muncul User Group Detail

User Group
List of group account Nov 25, 2022 14:47:12 (GMT +7)

User Group Detail

Corporate: KOS088 - CMD TEST Bypass Beneficiary List Validation for Salary Transactions

Group Code: GROUP_06_RIA Bypass Beneficiary List Validation for Payment Upload Transactions

Group Name: Group_06_Ria Bypass Beneficiary List Validation for Bill Payment Upload Transactions

Group Role: User Group Bypass Beneficiary List Validation for Tax Payment Upload Transactions

Account Group: External Asst CTD Account_06_Ria TEST001 Grant Beneficiary List Account

Beneficiary List Scope: Corporate

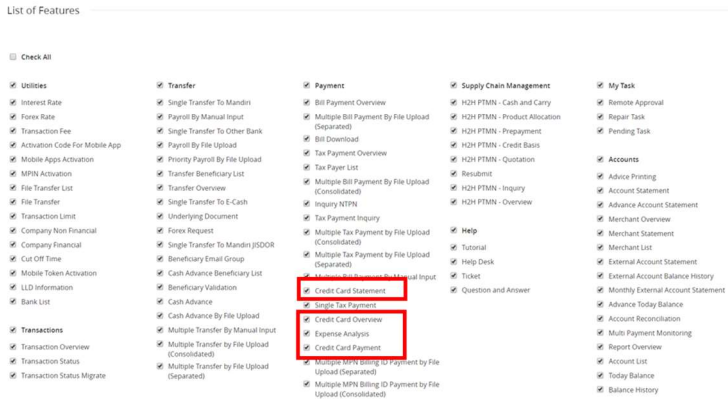
4. Sysadmin1 (Maker) dapat melakukan assign Corporate Card Group dengan cara klik pada list Account Group dan search Account Group dengan type "Card".

Search by keyword

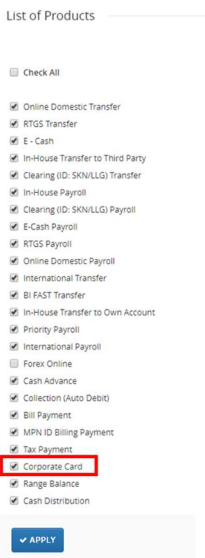
<input type="checkbox"/>	TEST UPLOAD0	000	ACCOUNT
<input type="checkbox"/>	TEST UPLOAD6	006	ACCOUNT
<input checked="" type="checkbox"/>	TEST001	TEST001	DEPOSIT
<input type="checkbox"/>	TEST1	ACCT_TEST1	ACCOUNT
<input type="checkbox"/>	testaccount	TESTACCOUNT	ACCOUNT
<input type="checkbox"/>	TEST_GROUP	TEST_GROUP	ACCOUNT
<input type="checkbox"/>	tesupload	002	ACCOUNT
<input type="checkbox"/>	Corporate Card Group 01	CCGROUP01	CARD
<input checked="" type="checkbox"/>	Finance	FINANCE	CARD
<input type="checkbox"/>	Corporate Card Group 02 GVI	CCGROUP02	CARD

OK CANCEL

5. Checklist Corporate Card Group yang diinginkan dan klik “OK”. Setelah itu, scroll kebawah lalu checklist **“Credit Card Statement”**, **“Credit Card Overview”**, **“Credit Card Payment”**, dan **“Expense Analysis”** pada List of Features.



6. Scroll kebawah pada List of Products, pilih atau checklist **“Corporate Card”**, lalu klik **“APPLY”** (sesuai gambar dibawah)



7. Kemudian scroll kebawah lagi dan klik **“CONTINUE”**

Multiple MPN Billing ID Payment by File Upload (Consolidated) - MPN ID Billing Payment

Currency Matrix	Currency	Max Transaction
Local - Local	IDR	999,999,999,999
Forex - Forex Same	USD	999,999,999,999

Multiple Bill Payment By Manual Input - Bill Payment

Currency Matrix	Currency	Max Transaction
Local - Local	IDR	999,999,999,999
Forex - Forex Same	IDR	999,999,999,999

CONTINUE →
← BACK

8. Akan muncul layar overview perubahan, pada layar bawah klik Submit

Multiple MPN Billing ID Payment by File Upload (Consolidated) - MPN ID Billing Payment

Currency Matrix	Currency	Max Transaction
Local - Local	IDR	999,999,999,999
Forex - Forex Same	USD	999,999,999,999

Multiple Bill Payment By Manual Input - Bill Payment

Currency Matrix	Currency	Max Transaction
Local - Local	IDR	999,999,999,999
Forex - Forex Same	IDR	999,999,999,999

SUBMIT
← BACK

9. Saat proses Submit, akan muncul pop-up konfirmasi, klik OK untuk membuat record.

10. User Sysadmin2 (Approver), login ke MCM 2.0 dan masuk ke menu **“My Task”** > **“Pending Task”**

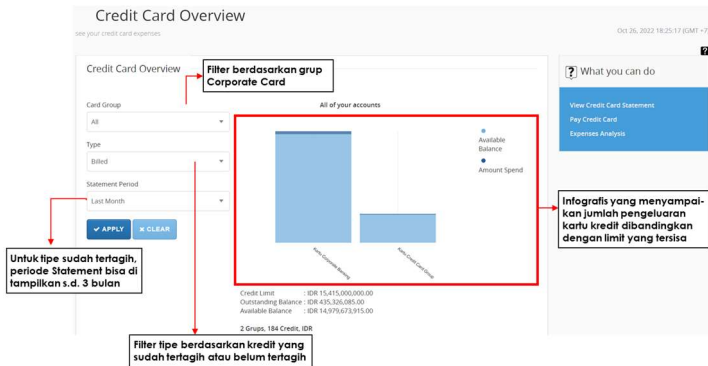
11. Pilih task yang akan disetujui, kemudian klik **“APPROVE”**

12. Penambahan menu dan assign Corporate Card Group berhasil dilakukan.

2. MENU CORPORATE CARD DI CORPORATE USER

Credit Card Overview

Menu Credit Card Overview ini merupakan dashboard infografis yang menampilkan ringkasan, posisi, maupun saldo dari Corporate Card.



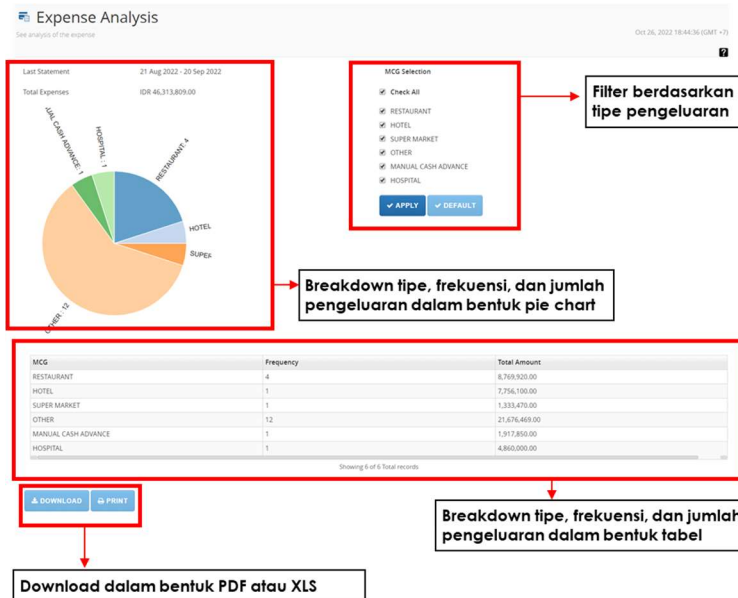
Credit Card Statement

Menu Credit Card Statement ini berfungsi untuk melihat detail tagihan secara terkonsolidasi maupun detail masing-masing kartu kredit serta pilihan untuk mengunduh dalam bentuk format PDF maupun XLS



Expense Analysis

Menu Expense Analysis adalah dashboard yang merincikan tipe pengeluaran pada kurun waktu tertentu. Breakdown pengeluaran ini menyajikan infografis berbentuk pie chart serta tabel yang menunjukkan tipe, frekuensi, dan jumlah pengeluaran dari kartu kredit. Analisa pengeluaran ini dapat diunduh dalam bentuk PDF maupun XLS.



Expense Analysis
 Last Statement: 21 Aug 2022 - 20 Sep 2022
 Total Expenses: IDR 46,313,809.00

MCG Selection

- Check All
- RESTAURANT
- HOTEL
- SUPER MARKET
- OTHER
- MANUAL CASH ADVANCE
- HOSPITAL

Filter berdasarkan tipe pengeluaran

Breakdown tipe, frekuensi, dan jumlah pengeluaran dalam bentuk pie chart

MCG	Frequency	Total Amount
RESTAURANT	4	8,769,920.00
HOTEL	1	7,756,100.00
SUPER MARKET	1	1,333,470.00
OTHER	12	21,676,469.00
MANUAL CASH ADVANCE	1	1,307,850.00
HOSPITAL	1	4,860,000.00

Breakdown tipe, frekuensi, dan jumlah pengeluaran dalam bentuk tabel

Download dalam bentuk PDF atau XLS

Credit Card Payment

Menu Credit Card Payment berfungsi untuk melakukan pembayaran tagihan dari Corporate Card. Metode pembayaran bisa dilakukan secara full payment atau input secara manual jumlah pembayaran yang diinginkan.

Card Group: All

Payment options: Bill Payment Input Amount

IDR PAY

Pilihan pembayaran secara penuh atau input jumlah pembayaran secara manual

Payment Source

Source of Fund: 0700004416470 IDR CASH MANAGEMENT BANK

Pemilihan rekening sumber

Payment Detail

No	Card Number	Card Name	Billed Amount	Payment Amount
12	4895940500003832	BPK P HERBOWO	IDR 1,391,799.00	IDR 1,391,799.
13	4895940500003824	IBU DWI ASTUTI RAHAJU	IDR 6,789,196.00	IDR 6,789,196.
14	4895940500003055	BPK ERWANZA	IDR 17,977,603.00	IDR 17,977,603.
15	4895940500002834	IBU NINA S EKAWATI	IDR 15,165,684.00	IDR 15,165,684.

Showing 39 of 39 Total records

Billers: 23010 Mandiri Credit Card

Company Name: Wawan Corporation Ltd.

Payment for: All Cards

Payment Option: Full Payment

Total Group: 1

Total Credit Cards: 39

Total Billing Amount: IDR 588,132,359.00

Payment Amount: IDR 588,132,359.00

Total Debit Amount: IDR 588,132,359.00

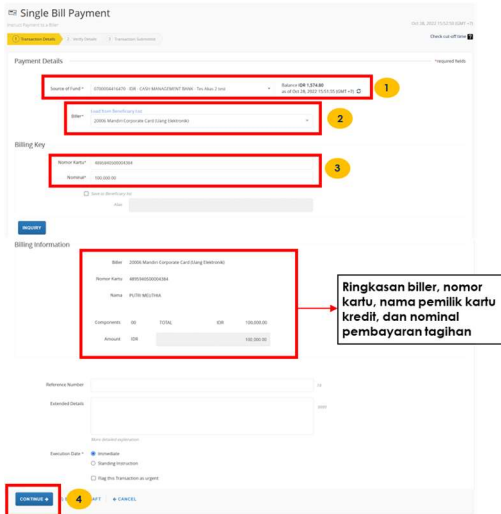
Defil masing-masing kartu kredit dan jumlah tagihannya

Ringkasan instruksi pembayaran tagihan

SUBMIT ← BACK

Pembayaran menggunakan rekening VA via Bill Payment

Menu Single Bill Payment adalah menu pembayaran yang bisa digunakan untuk membayar tagihan credit card. Pada menu ini, pembayaran tagihan bisa menggunakan rekening VA sebagai rekening sumbernya.



The screenshot shows the 'Single Bill Payment' interface. It includes sections for 'Payment Details', 'Billing Key', and 'Billing Information'. Callouts 1, 2, and 3 point to the 'Source of Fund', 'Biller', and 'Billing Key' fields respectively. Callout 4 points to the 'Continue & Submit' button. A summary box on the right contains the text: 'Ringkasan biller, nomor kartu, nama pemilik kartu kredit, dan nominal pembayaran tagihan'.

- 1). Pilih Source of Fund
- 2). Pilih Biller **20006 Mandiri Corporate Card**.
- 3). Input Nomor Kartu dan nominal pembayaran.
- 4). Klik Continue & Submit
- 5). Approve Pending Task via User Approver.

Menu Multiple Bill Payment by File Upload adalah menu pembayaran di MCM 2.0 yang bisa digunakan untuk membayar lebih dari satu tagihan credit card dalam satu instruksi. Pada menu ini, pembayaran tagihan bisa menggunakan rekening VA sebagai rekening sumbernya.

Multiple Bill Payment by File Upload
 Request Billing Information and process payment for multiple bills. Oct 28, 2022 14:10:05 (GMT +7) Check out of line

Transaction Details | Verify Details | Transaction Submitted

Transfer Details

Type of Upload: Consolidated Transactions Separate Transactions

Transaction Type: Summary Details

Source of Fund: Select an Account 1

File Type: Not Encrypted

File Template: DEFAULT

Upload File: [Choose File] [Download Template] 2

File Description:

Instruction Mode: Immediate Standing Instruction Mark this Transaction as Urgent

UPLOAD 3

Uploaded File List

File Upload Log Description

File Upload Status	File Name	File Description	Total Records in File	Execution Date	Total Submitted Record in File	Total Error	Failed Reason	Upload Date	Action
Upload Complete	banka-bankb		1	Immediate	1	0		28-Oct-22 04:56:32	

Showing 1 of 1 Total records.

DELETE **PROCESS** 4

- 1). Pilih Source of Fund
- 2). Download Template dan upload file TXT atau CSV.
- 3). Klik Upload.
- 4). Klik Process & Submit.
- 5). Approve Pending Task via User Approver.