

OCTO Biz

Service

Modul Penerimaan Negara (Task List)

Website

TUTORIALOCTOBIZ2024

KEJAR MIMPI

*Aksi dan
Kolaborasi*





Service

Modul Penerimaan Negara (Task List)

Service – Modul Penerimaan Negara (Task List) This function is used to manage (create, edit, delete) favorite Tax List

PAGE

03 Create Transaction

PAGE

45 Approve Transaction



Create Transaction Modul Penerimaan Negara (Task List)

Add

Modify

Delete

Payment - Saved Task List

Payment Save to Task List



Create Transaction Modul Penerimaan Negara (Task List)

Add

Modify

Delete

Payment - Saved Task List

Payment Save to Task List

STEP

01

MAKER



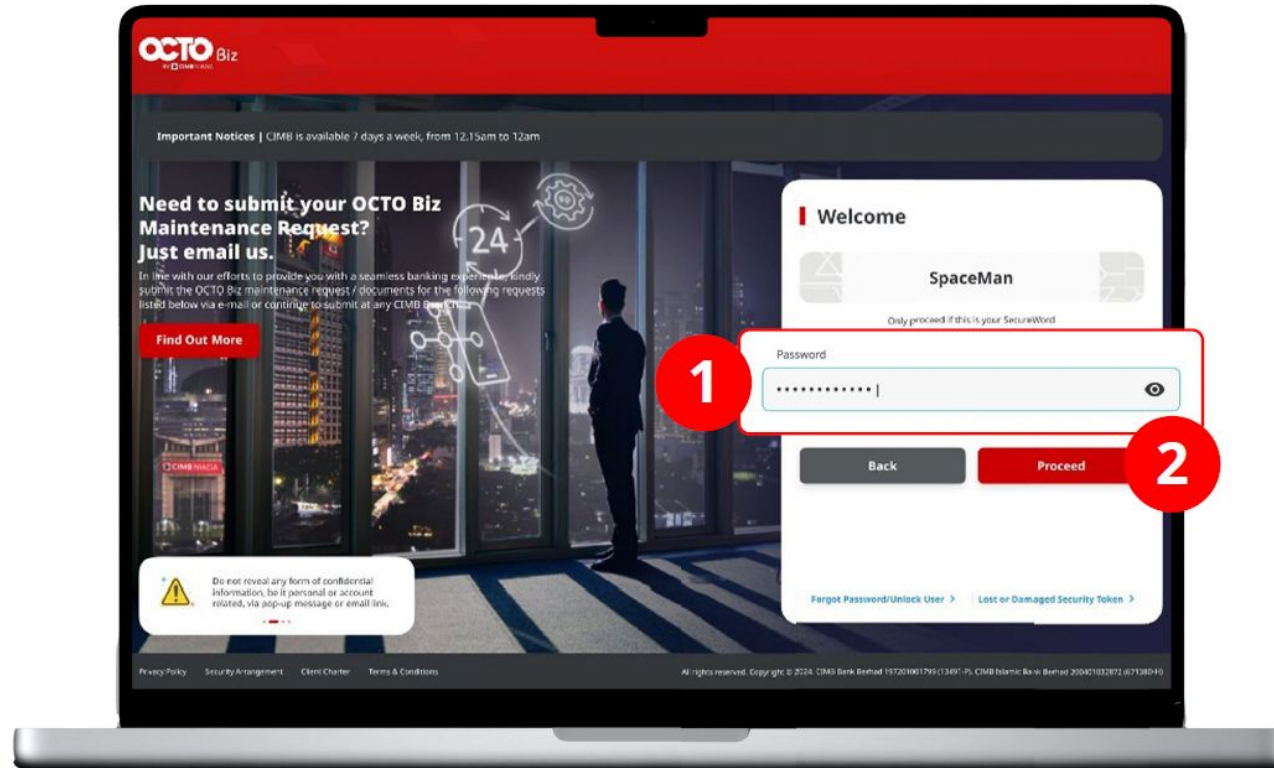
Add | Modul Penerimaan Negara (Task List)

Menu: Service > Modul Penerimaan Negara (Task List)

5

1 **Maker Login using User & Company ID**

2 Click **Next**



1 Fill in the **Password**

2 Click **Proceed**

STEP

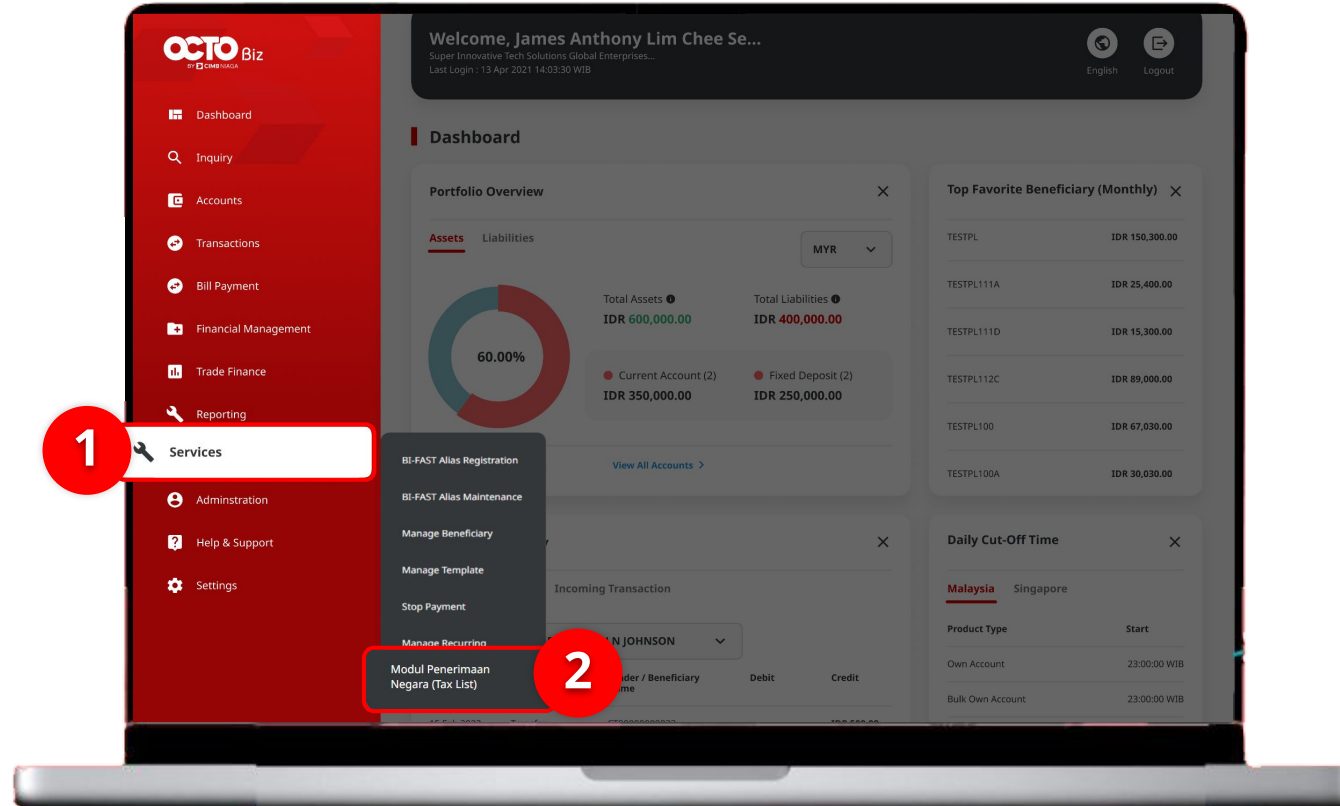
03

MAKER

Add | Modul Penerimaan Negara (Task List)

Menu: Service > Modul Penerimaan Negara (Task List)

7



System will navigate to
Dashboard Page

- 1 Navigate to side menu,
Click **Services**
- 2 Click **Modul Penerimaan
Negara (Task List)**

Modul Penerimaan Negara (Tax List) > Inquiry & Listing

Search

Tax List Nickname NPWP

Enter Enter

Search

Listing

☐ Tax List Nickname	NPWP	Tax Account Code	Deposit Type
☐ taxnurin3	0413165234647000	411619 - Other Indirect Taxes	910 - Withholding by Government Institution

Download Delete **Add**

System will navigate to
**Modul Penerimaan Negara
(Task List) > Inquiry &
Listing Page**

1 Click **Add**

Modul Penerimaan Negara (Tax List) > Add

Modul Penerimaan Negara (Tax List) Details

1

Tax List Nickname *	NPWP *
Enter	Enter
Tax Account Code *	Deposit Type *
Select	Select

Yes No

Back Save as draft Next 2

1 Complete the
Task List Details

2 Click **Next**

Modul Penerimaan Negara (Tax List) > Review Details

Modul Penerimaan Negara (Tax List) Details

Tax List Nickname

My favourite Tax List 1

NPWP

2131231221121321

Tax Account Code

411111 - Oil Sector Income Tax

Deposit Type

100 - Monthly Payment

Send BPN (Email Notification)

No

Back

1

Submit

Review Transaction

1

Click **Submit**

Modul Penerimaan Negara (Tax List) > Acknowledgement

Submitted for approval

✓ Reference No. : I09240619000001941



Modul Penerimaan Negara (Tax List) Details

Tax List Nickname

My favourite Tax List 1

Tax Account Code

411111 - Oil Sector Income Tax

Send BPN (Email Notification)

No

NPWP

2131231221121321

Deposit Type

100 - Monthly Payment

Print

Done

System will navigate to **Acknowledgement Page** after Successfully Submitted



Create Transaction Modul Penerimaan Negara (Task List)

Add

Modify

Delete

Payment - Saved Task List

Payment Save to Task List

STEP

01

MAKER

Modify | Modul Penerimaan Negara (Task List)

Menu: Service > Modul Penerimaan Negara (Task List)

13

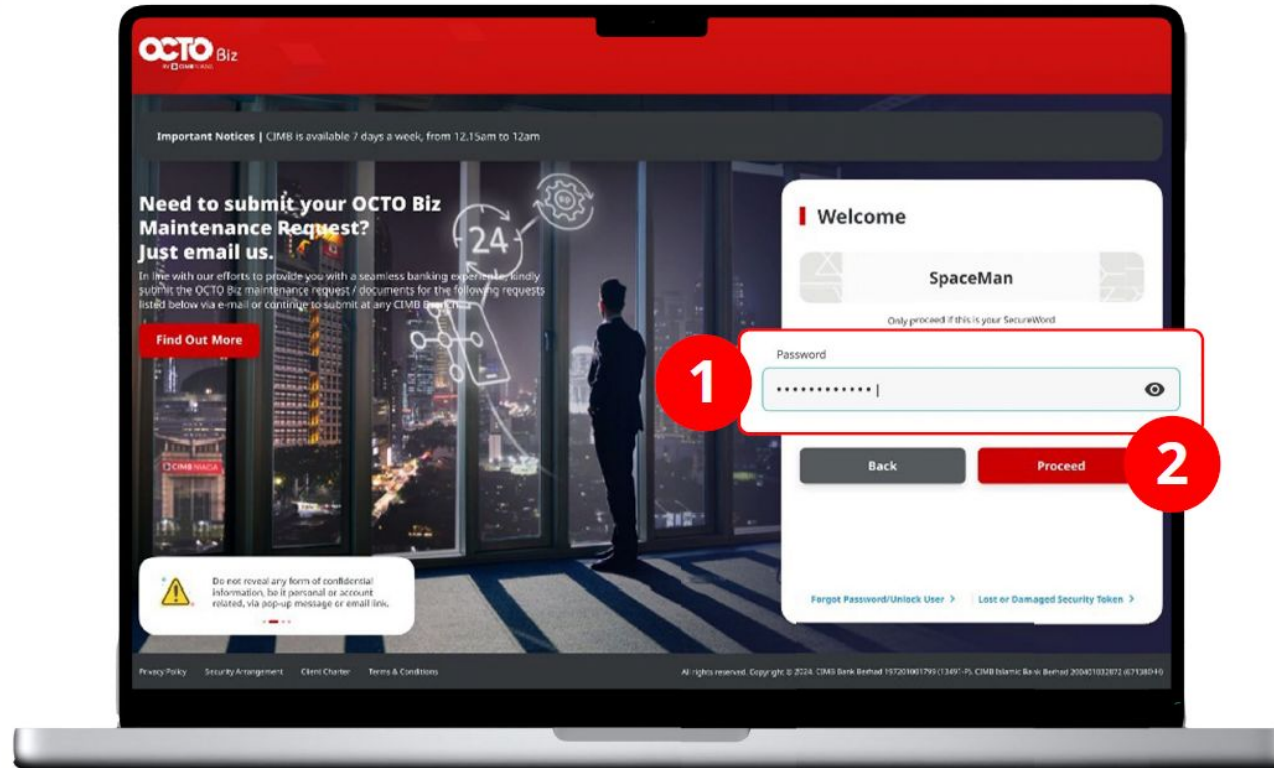


1

Maker Login using User & Company ID

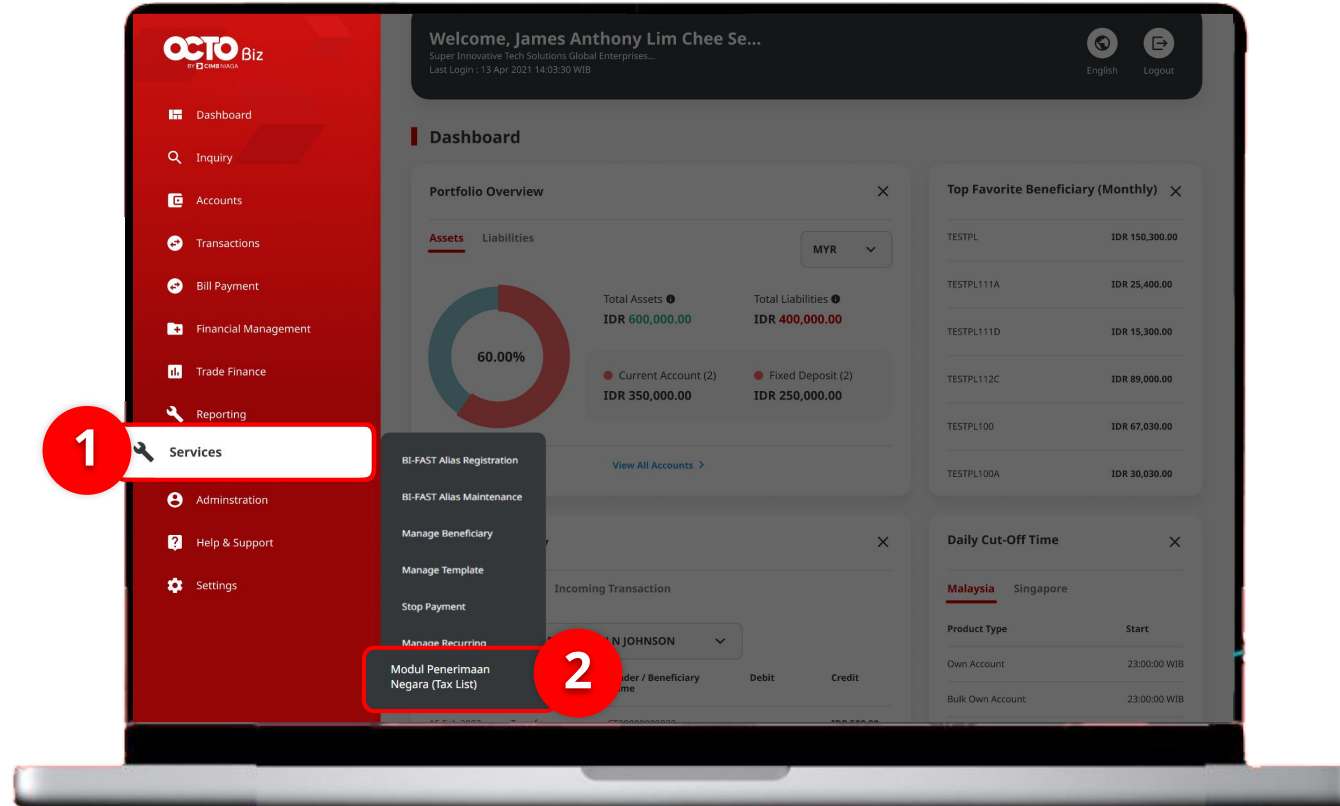
2

Click Next



1 Fill in the **Password**

2 Click **Proceed**



System will navigate to
Dashboard Page

1 Navigate to side menu, Click **Services**

2 Click **Modul Penerimaan Negara (Task List)**

Modul Penerimaan Negara (Tax List) > Inquiry & Listing

Search

Tax List Nickname NPWP

Enter Enter

Search

Listing

☐ Tax List Nickname	NPWP	Tax Account Code	Deposit Type
☐ taxnurin3	0413165234647000	411619 - Other Indirect Taxes	910 - Withholding by Government Institution

Download Delete Add

System will navigate to **Modul Penerimaan Negara (Task List) > Inquiry & Listing Page**

- 1 Click **Hyperlink Transaction** that needed to Modify

Modul Penerimaan Negara (Tax List) > Details

Modul Penerimaan Negara (Tax List) Details

Tax List Nickname	NPWP
taxnurin3	0413165234647000
Tax Account Code	Deposit Type
411619 - Other Indirect Taxes	910 - Withholding by Government Institution
Send BPN (Email Notification)	
No	

[Back](#)[Print](#)[Delete](#)[Edit](#)

System will navigate to
Details Page

1 Click **Edit**

Modul Penerimaan Negara (Tax List) > Edit

Tax List Nickname *

taxnurin3

NPWP *

0413165234647000

Tax Account Code *

411619 - Other Indirect Taxes

Deposit Type *

910 - Withholding by Government Institution

Send BPN (Email Notification)

Yes

No

Back

Save as draft

Next

1

Edit Transaction that Needed

2

Click **Next**

Modul Penerimaan Negara (Tax List) > Review Details

Modul Penerimaan Negara (Tax List) Details

Tax List Nickname

My favourite Tax List 1

NPWP

2131231221121321

Tax Account Code

411111 - Oil Sector Income Tax

Deposit Type

100 - Monthly Payment

Send BPN (Email Notification)

No

Back

1

Submit

Review Transaction

1

Click **Submit**

Modul Penerimaan Negara (Tax List) > Acknowledgement

Submitted for approval

✓ Reference No. : I09240619000001941



Modul Penerimaan Negara (Tax List) Details

Tax List Nickname

My favourite Tax List 1

Tax Account Code

411111 - Oil Sector Income Tax

Send BPN (Email Notification)

No

NPWP

2131231221121321

Deposit Type

100 - Monthly Payment

Print

Done

System will navigate to Acknowledgement Page after Successfully Submitted



Create Transaction Modul Penerimaan Negara (Task List)

Add

Modify

Delete

Payment - Saved Task List

Payment Save to Task List

STEP

01

MAKER

Delete | Modul Penerimaan Negara (Task List)

Menu: Service > Modul Penerimaan Negara (Task List)

22

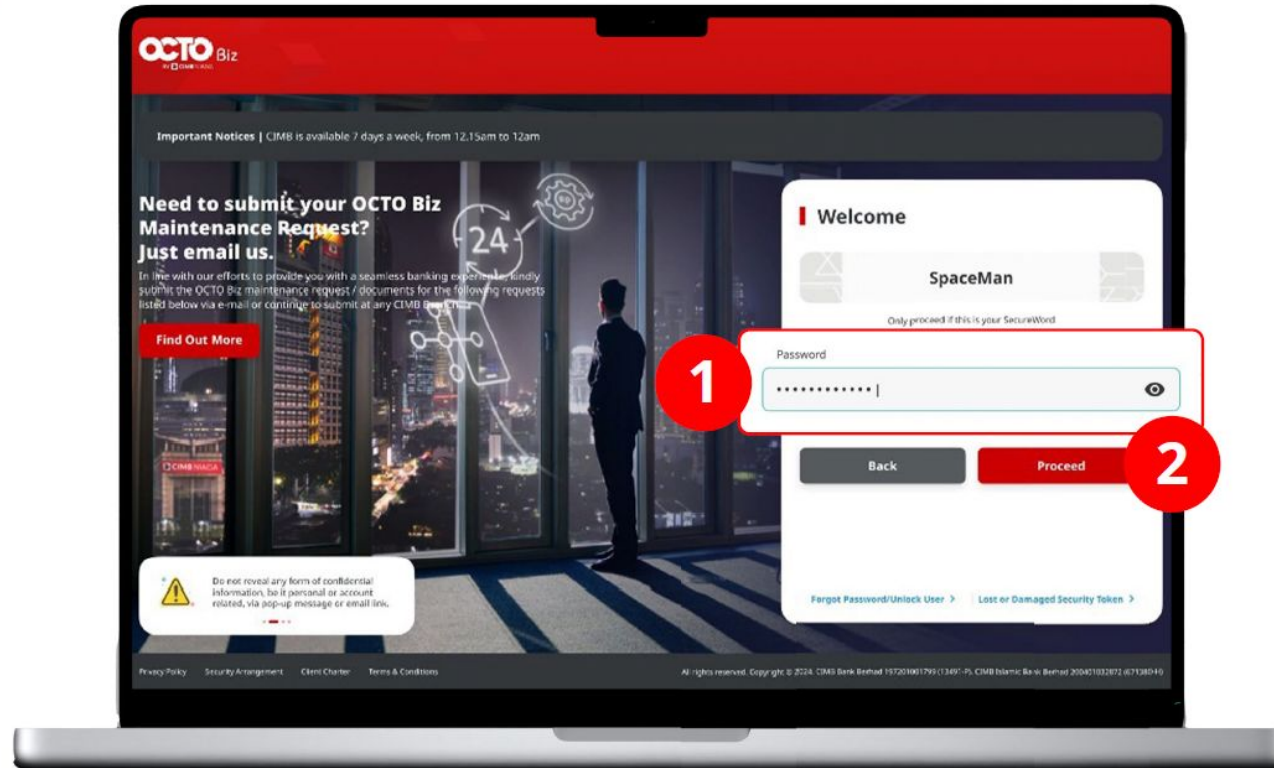


1

Maker Login using
User & Company ID

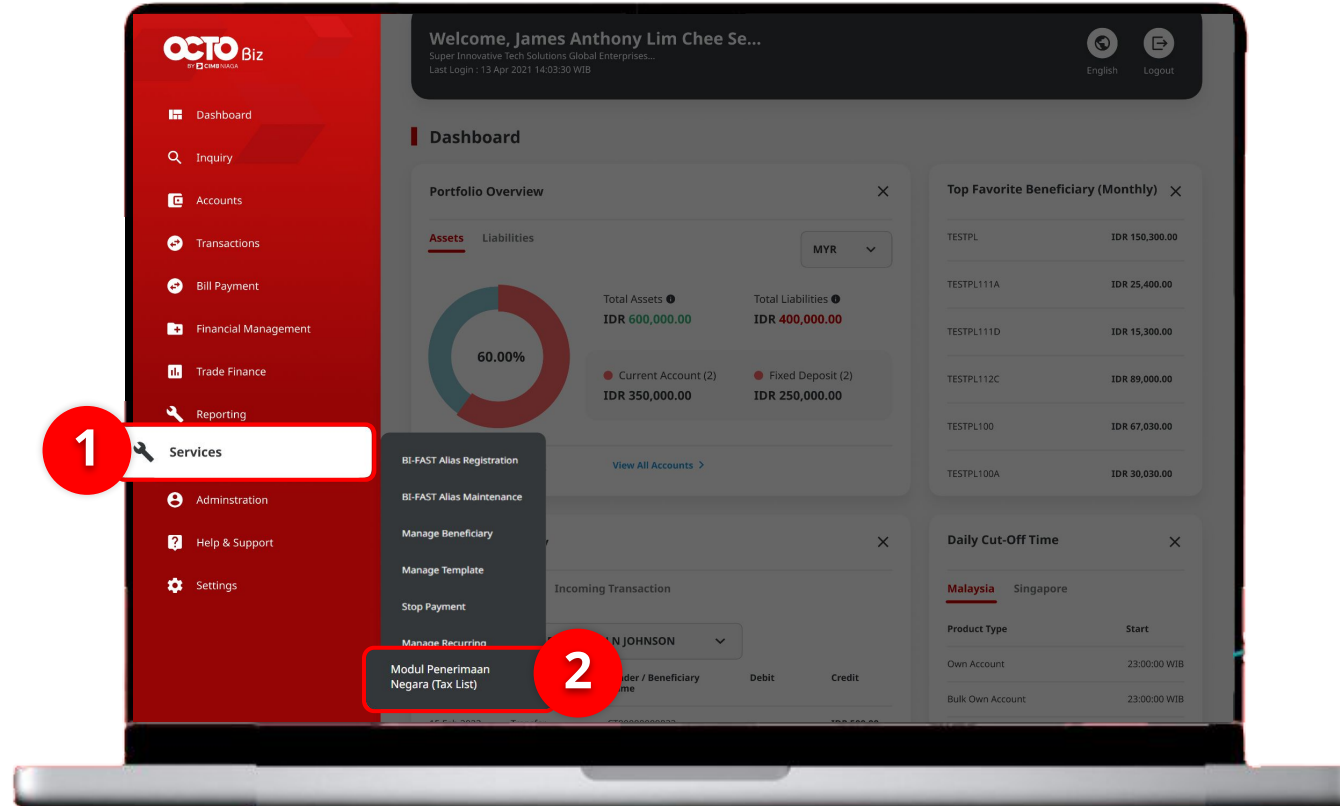
2

Click **Next**



1 Fill in the **Password**

2 Click **Proceed**



System will navigate to
Dashboard Page

- 1 Navigate to side menu,
Click **Services**
- 2 Click **Modul Penerimaan
Negara (Task List)**

Modul Penerimaan Negara (Tax List) > Inquiry & Listing

Search

Tax List Nickname NPWP

Enter Enter

Search

Listing

☐ Tax List Nickname	NPWP	Tax Account Code	Deposit Type
☐ taxnurin3	0413165234647000	411619 - Other Indirect Taxes	910 - Withholding by Government Institution

Download Delete Add

System will navigate to **Modul Penerimaan Negara (Task List) > Inquiry & Listing Page**

- 1 Click **Hyperlink Transaction** that needed to **Modify**

Modul Penerimaan Negara (Tax List) > Details

Modul Penerimaan Negara (Tax List) Details

Tax List Nickname	NPWP
taxnurin3	0413165234647000
Tax Account Code	Deposit Type
411619 - Other Indirect Taxes	910 - Withholding by Government Institution
Send BPN (Email Notification)	
No	

1

Back Print Delete Edit

System will navigate to
Details Page

1 Click **Delete**

2 Click **Yes**



Delete

Are you sure you want to delete this item?

No Yes **2**

Modul Penerimaan Negara (Tax List) > Acknowledgement

Submitted for approval
Reference No. : I09240619000001943



Modul Penerimaan Negara (Tax List) Details

Tax List Nickname	NPWP
Erwintax4	1091031210910452
Tax Account Code	Deposit Type
411211 - Domestic VAT	103 - Self-development Activity of Properties
Tax Object Number (NOP)	Tax Payer Address OP
123456789012345678	Alamat
Kelurahan OP	Kecamatan OP
Kelurahan	Kecamatan
Kabupaten OP	Provinsi OP
Kabupaten	Provinsi
Send BPN (Email Notification)	Email Address
Yes	ngb7@mylab.local

Print **Done**

System will navigate to Acknowledgement Page after Successfully Submitted



Create Transaction Modul Penerimaan Negara (Task List)

Add

Modify

Delete

Payment - Saved Task List

Payment Save to Task List

STEP

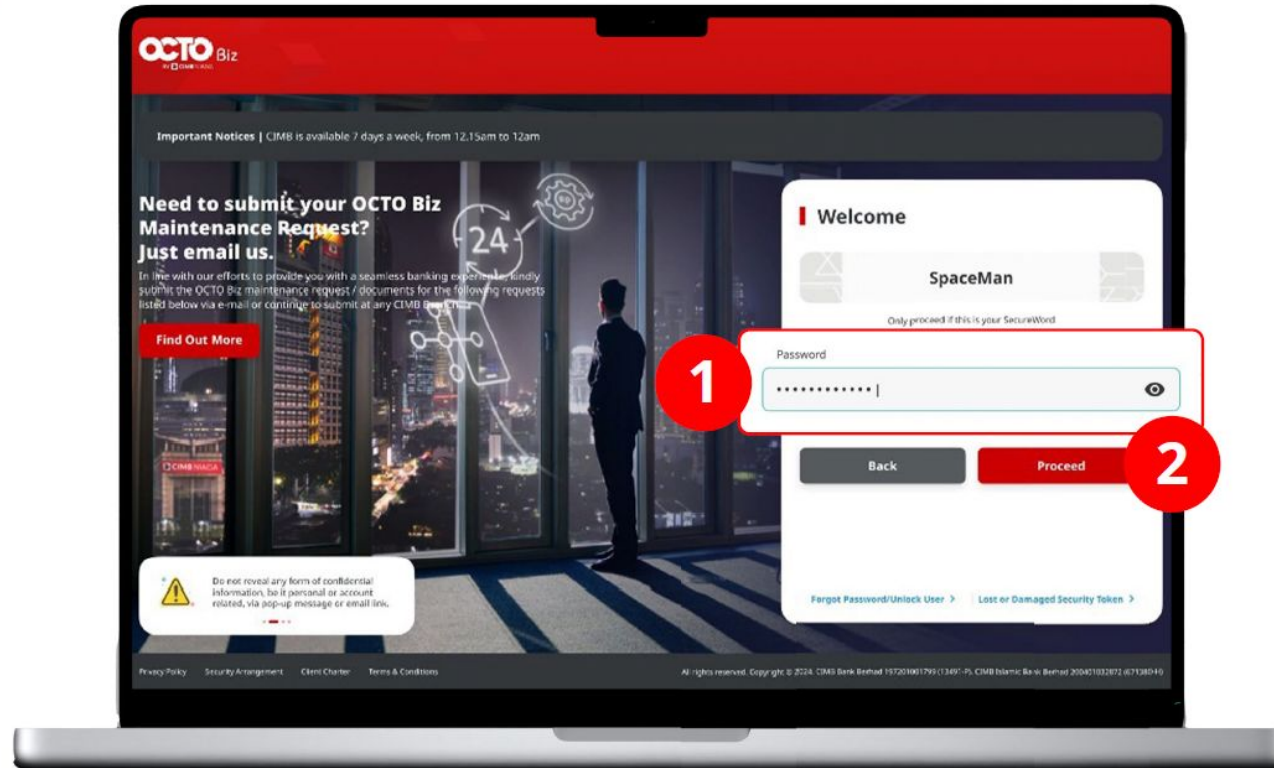
01

MAKER



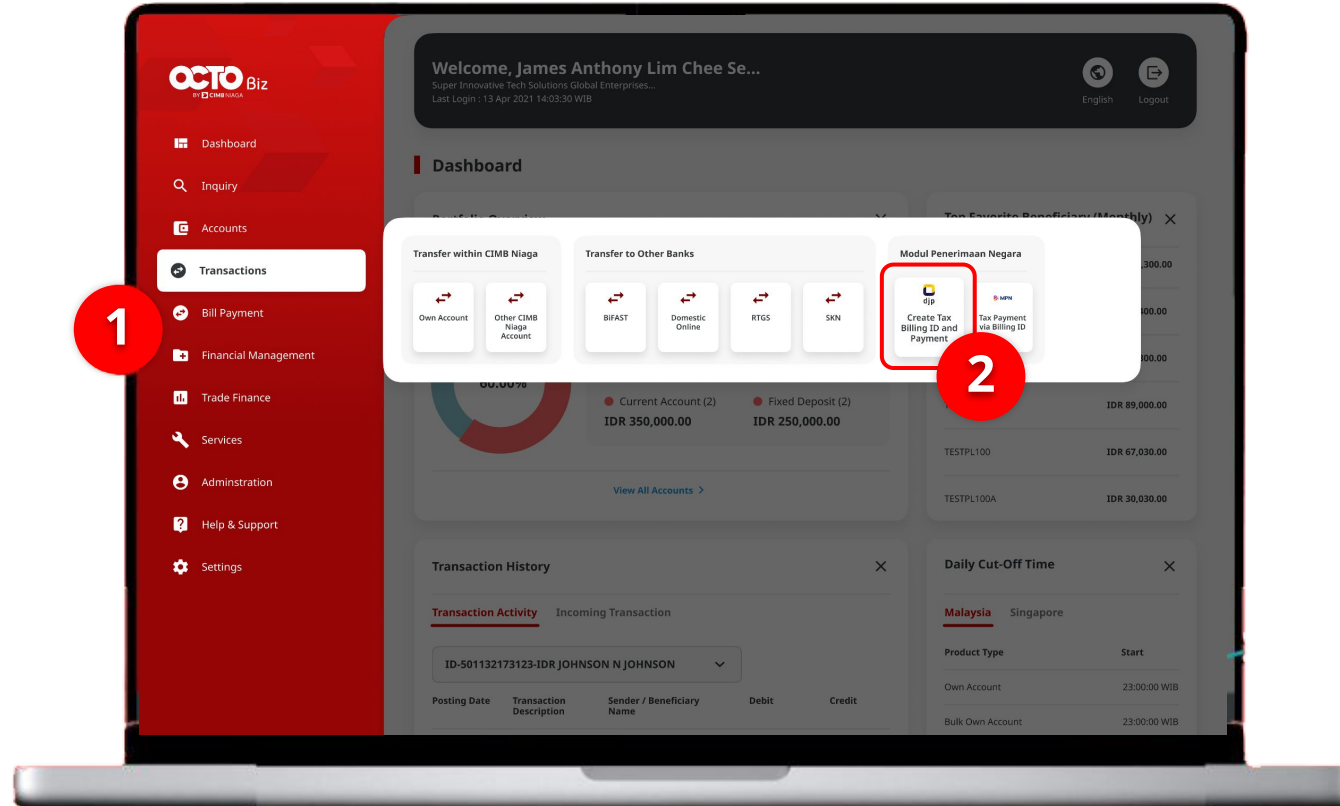
1 **Maker** Login using
User & Company ID

2 Click **Next**



1 Fill in the **Password**

2 Click **Proceed**



System will navigate to
Dashboard Page

- 1 Navigate to side menu,
Click Transaction
- 2 Click **Create Tax
Billing ID & Payment**

Transaction Details

Transaction Currency *
IDR - INDONESIA RUPIAH

Amount *
Enter

NPWP *
Enter

Tax Account Code *
Select

Deposit Type *
Select

Tax Period From *
Select

To *
Select

Year *
Select

Other Details

Payment Description
Enter

Send BPN Email Notification
☐ No ☐ Yes

Add Another Transaction Save as Draft Next

Tax List

1

1 Click **Task List** on **Transaction Details Section**

2 Choose **Task List**

3 Click **Load**

Tax List

Search By

Tax List Nickname NPWP

Tax List Nickname
Enter

Search

Tax List Listing

Tax List Nickname	NPWP	Tax Account Code	Deposit Type
☐ taxnurin4	0413165234647000	411619 - Other Indirect Taxes	910 - Withholding by Government Institution
☐ taxnurin3	0413165234647000	411142 - Tax Borne by Government - Art. 22	800 - Tax Borne by Government

Cancel Load

2

3

Create Tax Billing ID and Payment

Transaction Group

Transaction Group *

Modul Penerimaan Negara

Sender Details

From Account *

Select

Payment Mode *

Create Tax Billing ID and Payment

Payment Date *

19 Jun 2024

Transaction Details

Tax List

Transaction Currency *

IDR - INDONESIA RU...

Amount *

Enter

NPWP *

0413165234647000

Tax Account Code *

411619 - Other Indirect Taxes

Deposit Type *

910 - Withholding by Government Institution

Tax Period From *

Select

To *

Select

Year *

Select

Other Details

Payment Description

Enter

Send BPN Email Notification

No Yes

Add Another Transaction Save as Draft **Next**

After **Load the Transaction**, All of the **Transaction Detail** will **automatically filled**

1 Click **Next**

Create Tax Billing ID and Payment > Review Details

Transaction Group

Transaction Group
Modul Penerimaan Negara

Sender Details

From Account
703200873600-IDR CIKI
Payment Date
22 Jul 2024

Payment Mode
Create Tax Billing ID and Payment

Transaction Details

Transaction Currency	Amount	NPWP
IDR - INDONESIA RUPIAH	100,000.00	1091031210910452
Tax Payer Name		Tax Payer Address
Kongsi Dua		Jalan Yogyakarta Bahagia Selalu, RT001/RW002, SIDOMULYO, BAMBANG
Tax Account Code		Deposit Type
411211 - Domestic VAT		107 - Additional Payment for Voluntary Disclosure Program Art. 7(4) point b HPP Law
Terbilang		Tax Period
Seratus Ribu Rupiah		Jun 2024 - Jun 2024
Total Debit Amount		
IDR 100,000.00		

Other Details

Payment Description
-
Send BPN Email Notification
No

Back

Submit

1

Review Transaction

1 Click **Submit**

OCTO Biz
BY CIMB NIAGA

Dashboard

Inquiry

Accounts

Transactions

Bill Payment

Financial Management

Trade Finance

Services

Administration

Help & Support

Settings

Welcome, James Anthony Lim Chee Se...
Super Innovative Tech Solutions Global Enterprises...
Last Login : 12 Apr 2023 14:03:30 MYT

Notification

Helpdesk

English

FAQ

Logout

Create Tax Billing ID and Payment > Acknowledgement

Submitted for approval

Reference No. : 171240722000000165 Submitted On : 22 Jul 2024 08:25:08 WIB

Note: Refer to Transaction Status Inquiry Module for latest details updated status.

Transaction Group

Transaction Group
Modul Penerimaan Negara

Sender Details

From Account
703200873600-IDR CHK

Payment Mode
Create Tax Billing ID and Payment

Payment Date
22 Jul 2024

Transaction Details

Transaction Currency IDR - INDONESIA RUPIAH	Amount 100,000.00	NPAW 1091031210910452
Tax Payer Name Kongki Dua		Tax Payer Address Jalan Yogyakarta Bahagia Selaku, RT001/RW002, SIDOHULYO, BAMBANG
Tax Account Code 411211 - Domestic VAT		Deposit Type 107 - Additional Payment for Voluntary Disclosure Program Art. 7(4) point b HPP Law
Terbilang Seratus Ribu Rupiah		Tax Period Jun 2024 - Jun 2024
Total Debit Amount IDR 100,000.00		

Other Details

Payment Description
+

Send BPN Email Notification
No

Print

Save to Tax List

Make Another Transaction

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System will navigate to
Acknowledgement Page after
Successfully Submitted



Create Transaction Modul Penerimaan Negara (Task List)

Add

Modify

Delete

Payment - Saved Task List

Payment Save to Task List

STEP

01

MAKER

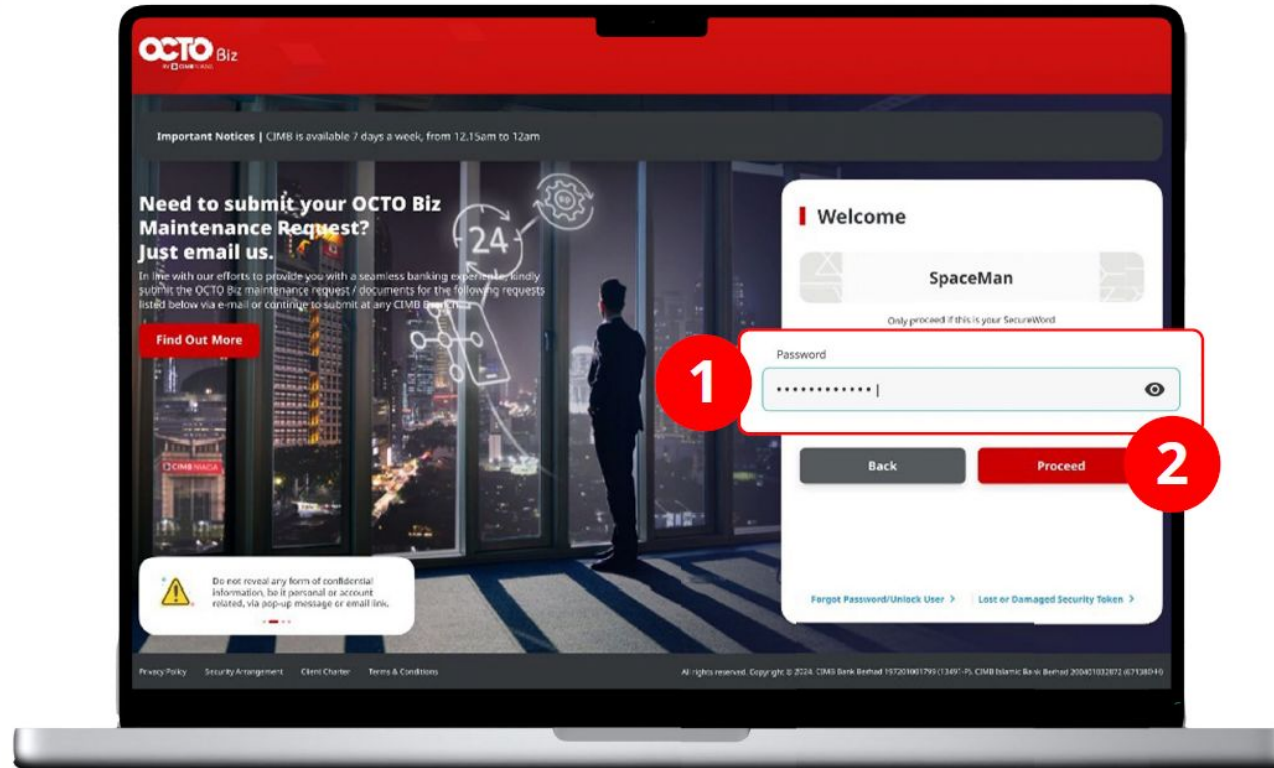


1

Maker Login using User & Company ID

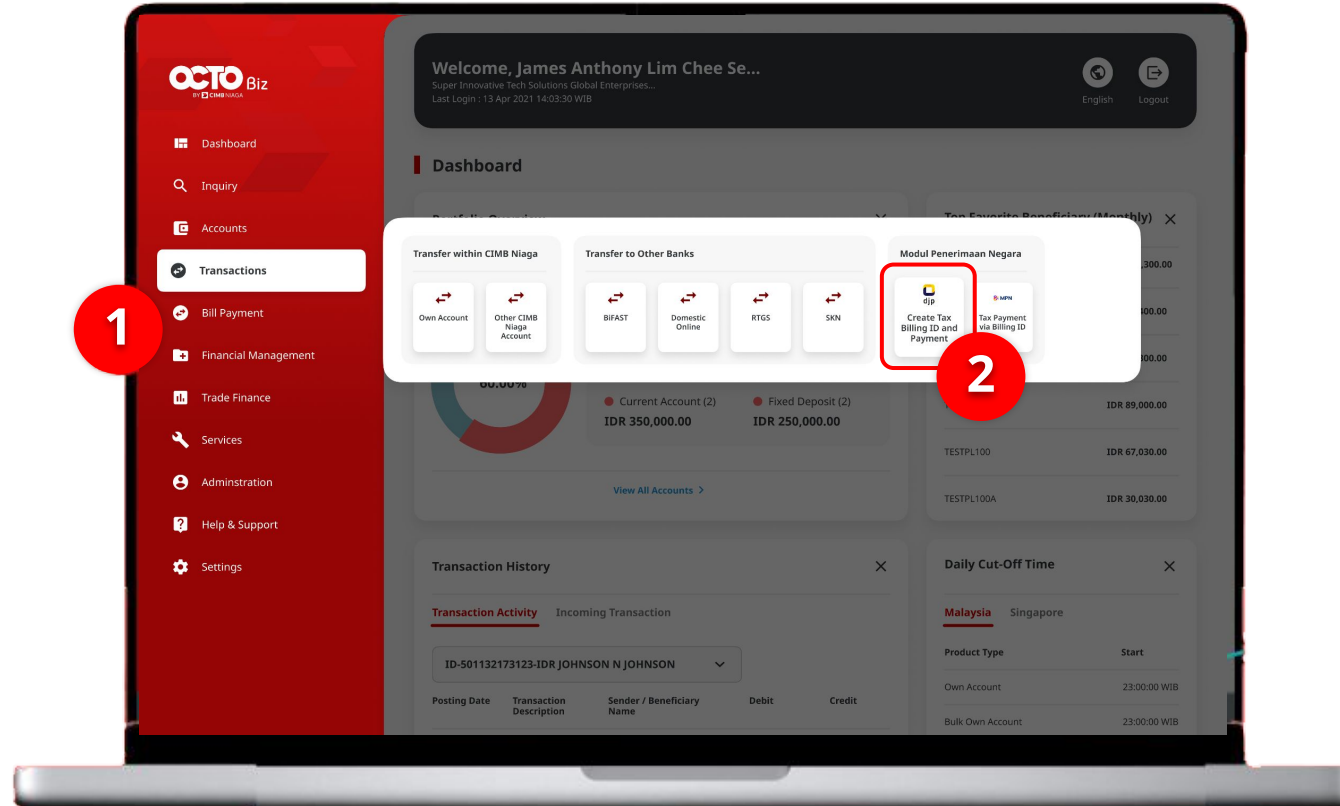
2

Click Next



1 Fill in the **Password**

2 Click **Proceed**



System will navigate to Dashboard Page

1 Navigate to side menu, Click **Transaction**

2 Click **Create Tax Billing ID & Payment**

Create Tax Billing ID and Payment

Transaction Group

Transaction Group *

Modul Penerimaan Negara

Sender Details

From Account *

-

Payment Mode *

Create Tax Billing ID and Payment

Payment Date *

22 Jul 2024

Transaction Details

Tax List

Transaction Currency *

IDR - INDONESIA RUPIAH

Amount *

Enter

NPWP *

Enter

Tax Account Code *

Select

Deposit Type *

Select

Tax Period From *

Select

To *

Select

Year *

Select

Other Details

Payment Description

Enter

Send BPN Email Notification

No Yes

Add Another Transaction Save as Next

1

1

Fill the **Transaction Detail** fields

2

Click **Next**

2

Create Tax Billing ID and Payment > Review Details

Transaction Group

Transaction Group
Modul Penerimaan Negara

Sender Details

From Account
703200873600-IDR CIKI

Payment Date
22 Jul 2024

Payment Mode
Create Tax Billing ID and Payment

Transaction Details

Transaction Currency	Amount	NPWP
IDR - INDONESIA RUPIAH	100,000.00	1091031210910452
Tax Payer Name		Tax Payer Address
Kongsi Dua		Jalan Yogyakarta Bahagia Selalu, RT001/RW002, SIDOMULYO, BAMBANG
Tax Account Code		Deposit Type
411211 - Domestic VAT		107 - Additional Payment for Voluntary Disclosure Program Art. 7(4) point b HPP Law
Terbilang		Tax Period
Seratus Ribu Rupiah		Jun 2024 - Jun 2024
Total Debit Amount		
IDR 100,000.00		

Other Details

Payment Description
-

Send BPN Email Notification
No

Back

Submit

1

Review Transaction

1 Click **Submit**

OCTO Biz

Dashboard

Inquiry

Accounts

Transactions

Bill Payment

Financial Management

Trade Finance

Services

Administration

Help & Support

Settings

Welcome, James Anthony Lim Chee Se...
Super Innovative Tech Solutions Global Enterprises...
Last Login : 12 Apr 2023 14:53:30 MYT

Notification Helpdesk English FAQ Logout

Create Tax Billing ID and Payment > Acknowledgement

Submitted for approval
Reference No. : 171240722000000165 Submitted On : 22 Jul 2024 08:25:08 WIB

Note: Refer to Transaction Status Inquiry Module for latest details updated status.

Transaction Group
Modul Penerimaan Negara

Sender Details
From Account: 703200873600-IDR CHK Payment Mode: Create Tax Billing ID and Payment
Payment Date: 22 Jul 2024

Transaction Details

Transaction Currency	Amount	NPWP
IDR - INDONESIA RUPIAH	100,000.00	1091031210910452
Tax Payer Name		Tax Payer Address
Kongki Dua		Jalan Yogyakarta Bahagia Selaku, RT001/RW002, SIDOHULYO, BAMBANG
Tax Account Code		Deposit Type
411211 - Domestic VAT		107 - Additional Payment for Voluntary Disclosure Program Art. 7(4) point b HPP Law
Tax Billing		Tax Period
Seratus Ribu Rupiah		Jun 2024 - Jun 2024
Total Debit Amount		
IDR 100,000.00		

Other Details
Payment Description
Send BPN Email Notification
No

Print Save to Task List

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1 Click **Save to Task List**

The screenshot shows a web form titled "Save To Tax List" with a close button (X) in the top right corner. The form is divided into two main sections: "Transaction Details" and "Other Details".

Transaction Details

- Tax List Nickname ***: A text input field with the placeholder "Enter". A red circle with the number "1" is placed over this field.
- NPWP**: A text input field containing "1091031210910452".
- Deposit Type**: A text input field containing "103 - Self-development Activity of Properties".
- Tax Object Number (NOP) ***: A text input field containing "123456789012345678".
- Tax Payer Address OP**: A text input field containing "Alamat".
- Kelurahan OP**: A text input field containing "Kelurahan".
- Kecamatan OP**: A text input field containing "Kecamatan".
- Kabupaten OP**: A text input field containing "Kabupaten".
- Provinsi OP**: A text input field containing "Provinsi".

Other Details

- Send BPN Email Notification**: A section with two radio buttons, "No" (selected) and "Yes".

At the bottom right of the form, there are two buttons: "Close" and "Submit". A red circle with the number "2" is placed over the "Submit" button.

System will navigate to Save to Task List Pop-up Page

1

Fill in **Task List Nickname**

2

Click **Submit**

Save To Tax List

Submitted for approval

✓

✓ Reference No. : 109240619000001944

🕒 Submitted On : 19 Jun 2024 14:15:40 WIB

Transaction Details

Tax List Nickname

Tax List 02

Tax Account Code

411211 - Domestic VAT

Tax Object Number (NOP)

123456789012345678

Kelurahan OP

Kelurahan

Kabupaten OP

Kabupaten

NPWP

1091031210910452

Deposit Type

103 - Self-development Activity of Properties

Tax Payer Address OP

Alamat

Kecamatan OP

Kecamatan

Provinsi OP

Provinsi

Other Details

Send BPN Email Notification

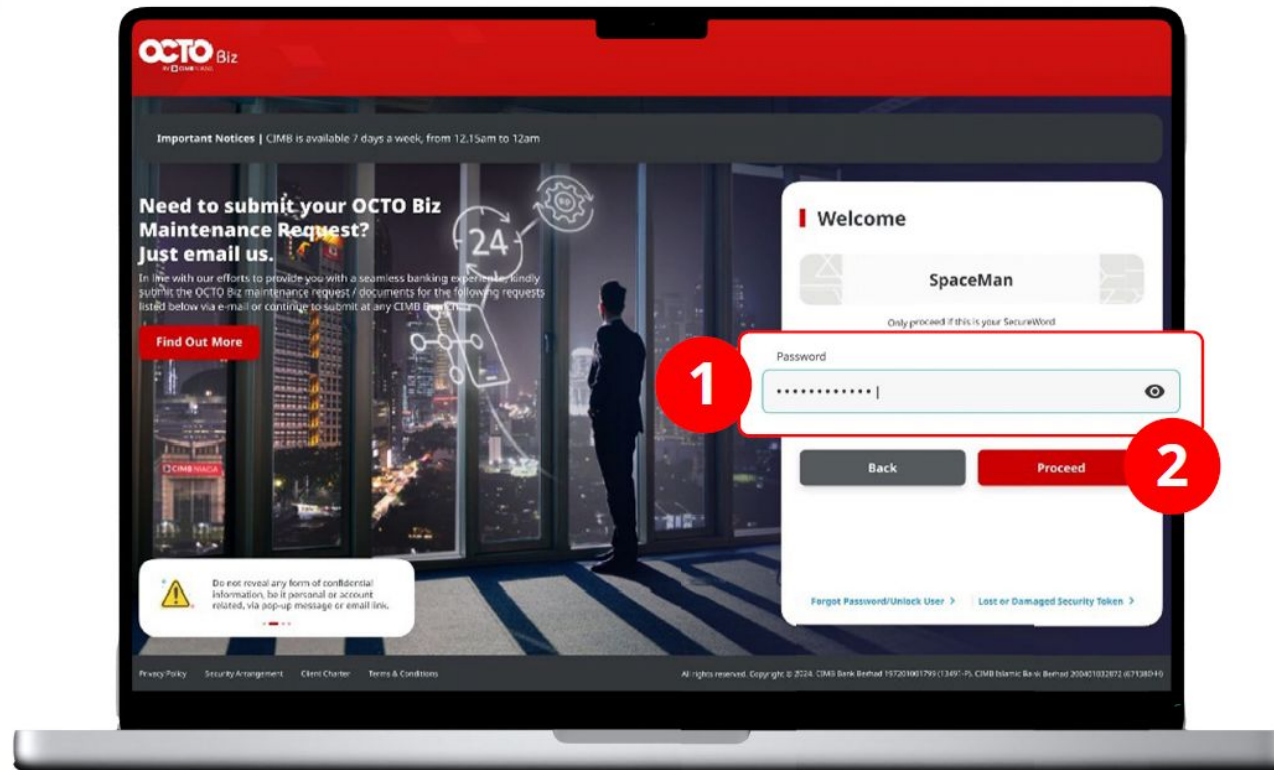
No

Done

System will navigate to
Acknowledgement Page after
Successfully Submitted

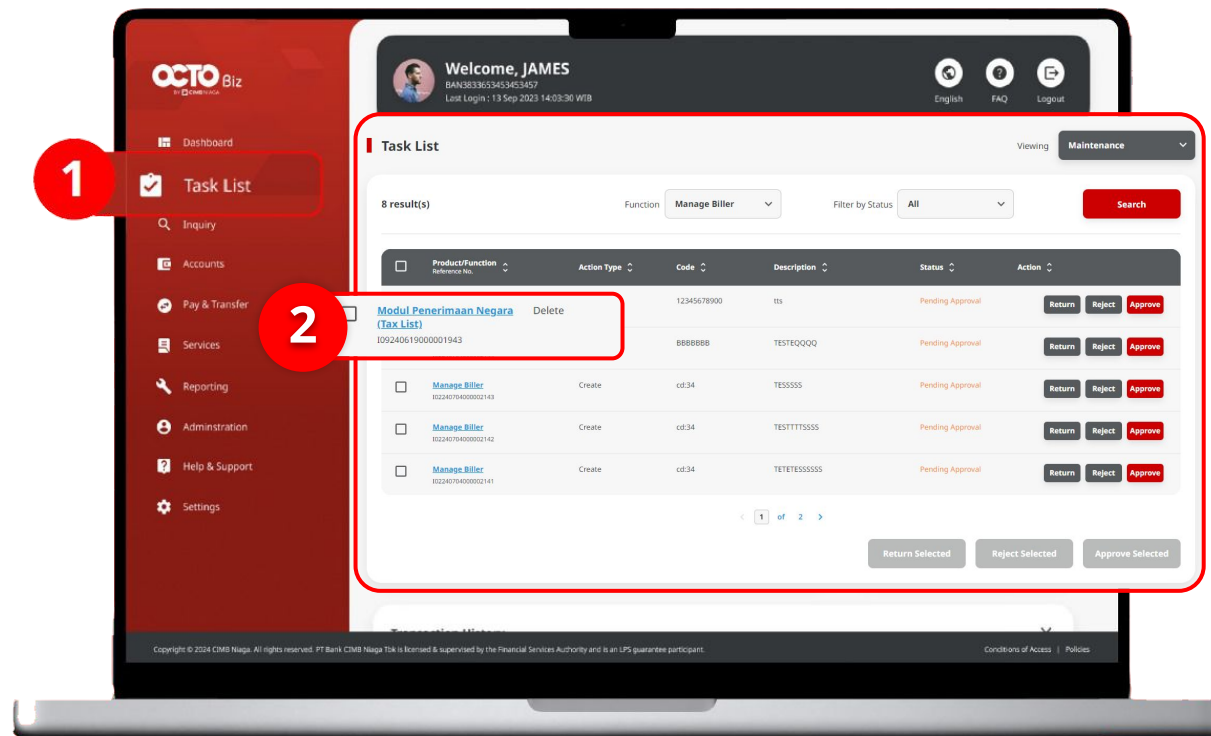


Approve Transaction **Modul Penerimaan Negara (Task List)**



Login as **Approver**

- 1 Fill in the **Password**
- 2 Click **Proceed**



1

Navigate to side menu,
Click **Task List**

2

Click **Transaction Hyperlink** that needed

Task List > Details

Status : Pending Approval

Creation Date: 19 June 2024 14:03:10 WIB Reference No: 109240619000001941

Modul Penerimaan Negara (Tax List) Details

Tax List Nickname	NPWP
My favourite Tax List 1	2131231221121321
Tax Account Code	Deposit Type
4111111 - Oil Sector Income Tax	100 - Monthly Payment
Send BPN (Email Notification)	
No	

User Activities

User	Activities	Date / Time	Remark
ZKMAUUSER2	Submit	19 Jun 2024 14:03:10 WIB	-

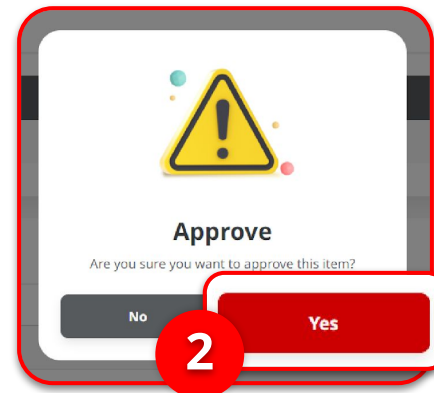
Remarks

Remarks

Enter

Maximum 100 characters

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



Review Transaction

- 1 Click **Approve**
- 2 Click **Yes**

Modul Penerimaan Negara (Tax List) > Acknowledgement

Change(s) approved

✓ Reference No. : I09240619000001941 ⌚ Approved On : 19 Jun 2024 14:29:33 WIB



Modul Penerimaan Negara (Tax List) Details

Tax List Nickname

My favourite Tax List 1

Tax Account Code

411111 - Oil Sector Income Tax

Send BPN (Email Notification)

No

NPWP

2131231221121321

Deposit Type

100 - Monthly Payment

Print

Done

If Transaction is successful, system will navigate to **Acknowledgement** page



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