

The OCTO Biz logo, with 'OCTO' in a large, bold, white sans-serif font and 'Biz' in a smaller, white sans-serif font.

Transaction

MPN Tax List

Mobile

TUTORIALOCTOBIZ2025

KEJAR MIMPI

Transaction

MPN Tax List

MPN Tax List - Fungsi ini digunakan untuk mengelola (*Add, Edit, Delete*)
Biller Pajak favorit

03

Create
Transaction

20

Approve
Transaction

MPN Tax List

Create Transaction

Add

Modify

Delete

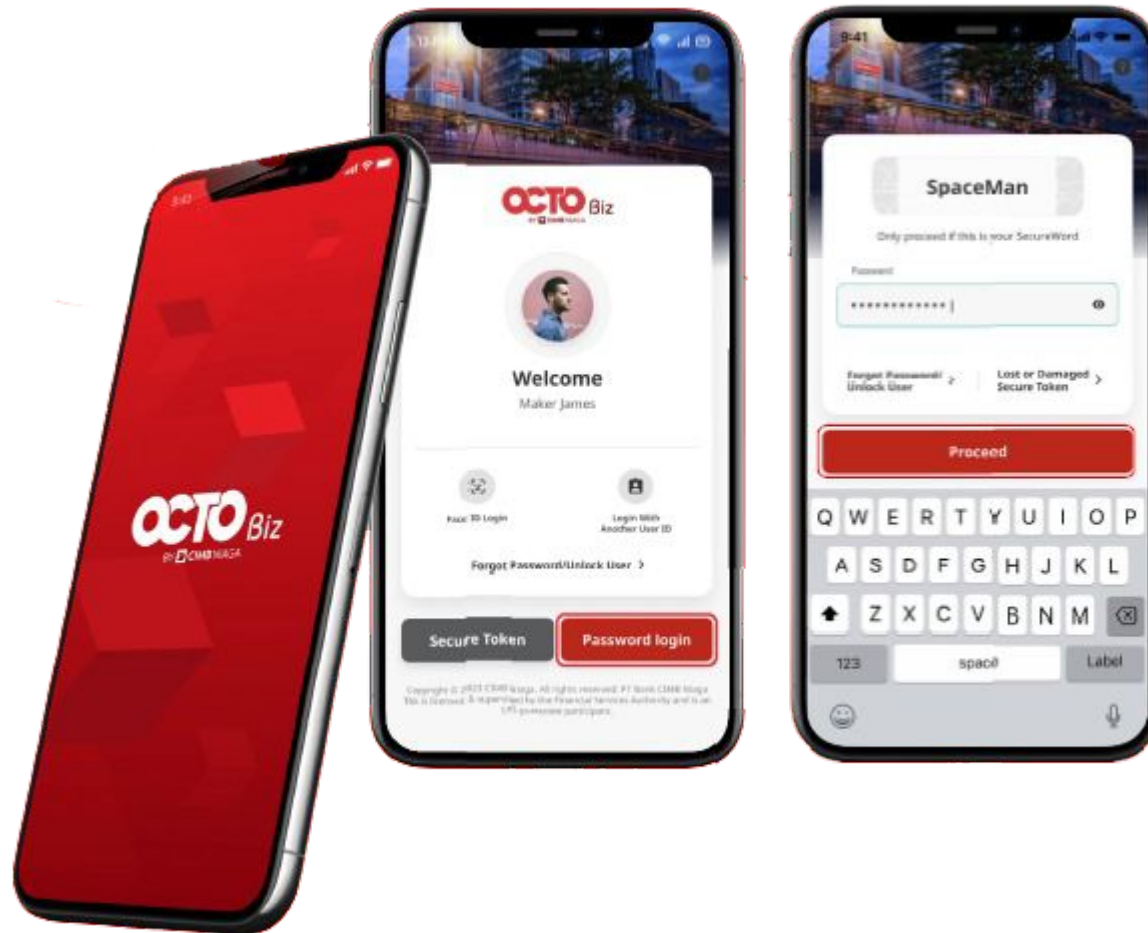
MPN Tax List

Create Transaction

Add

Modify

Delete



Login sebagai ***Maker***

1 Isi ***Password***

2 Klik ***Proceed***

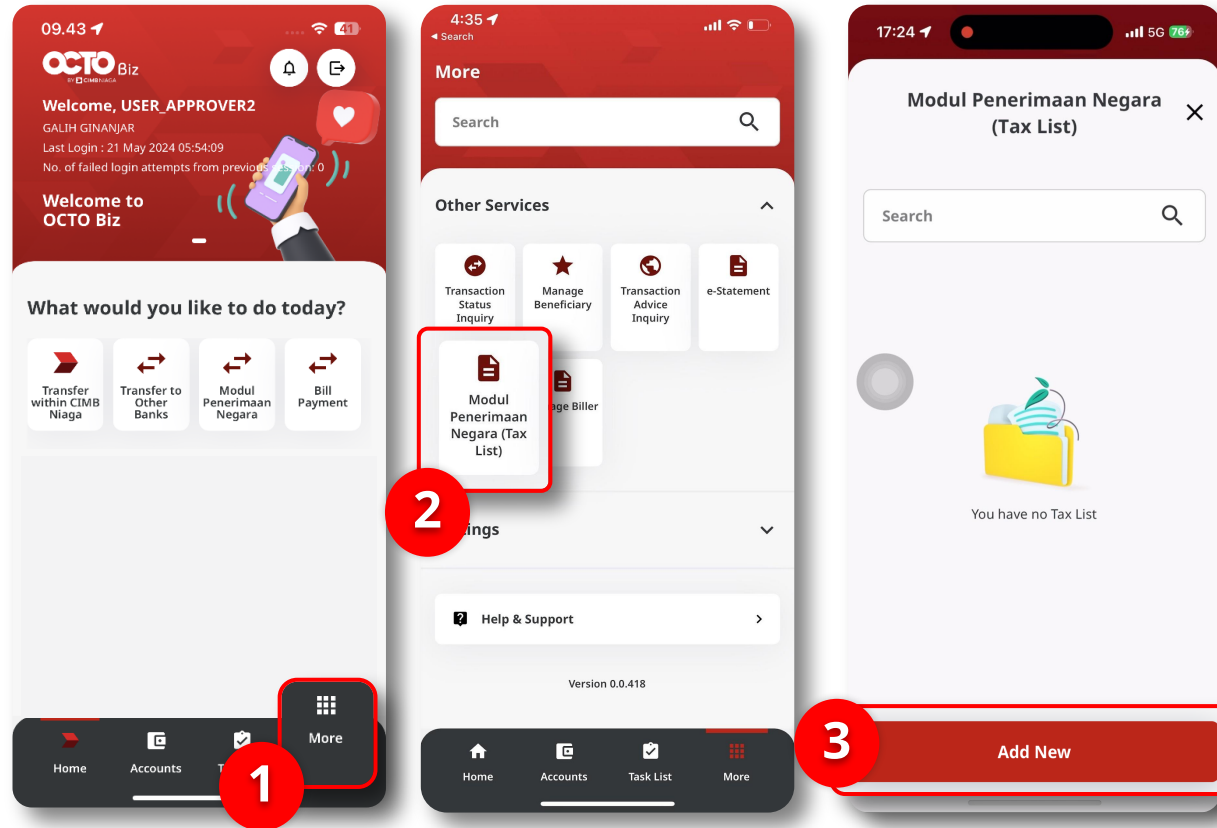
LANGKAH

02

MAKER

Add | MPN Tax List

Menu: Service > Modul Penerimaan Negara (Tax List)



- 1 Klik Menu **More**
- 2 Klik **Modul Penerimaan Negara (Tax List)**
- 3 Sistem akan menampilkan halaman **Modul Penerimaan Negara (Tax List)**, Klik **Add Now**

1 Masukan **Tax List Nickname & NPWP**

2 Klik **Next**

3 Lengkapi **Detail Transaksi**

4 Klik **Next**

LANGKAH

04

MAKER

Add | MPN Tax List

Menu: Service > Modul Penerimaan Negara (Tax List)

The image displays two mobile application screens side-by-side, illustrating the process of submitting a tax list for approval.

Left Screen (Confirmation): The screen is titled "Confirmation". It displays the following information:

- Tax List Nickname: My fav tax
- NPWP: 1122334455667788
- Tax Account Code: 411111 - Oil Sector Income Tax
- Deposit Type: 100 - Monthly Payment
- Send BPN Email Notification: No

At the bottom, there are two buttons: "Save as Draft" and "Submit". The "Submit" button is highlighted with a red circle and the number 1.

Right Screen (Submitted For Approval): The screen is titled "Submitted For Approval" and features a large blue checkmark icon at the top. It displays the same information as the Confirmation screen, plus a "Reference No." field with the value "I09240704000000090".

At the bottom, there is a "Done" button, which is highlighted with a red circle and the number 2.

- 1 Sistem akan menampilkan **halaman Confirmation**, Klik **Submit**
- 2 Jika berhasil, sistem akan mengarahkan ke halaman **Submitted for Approval**, Klik **Done**

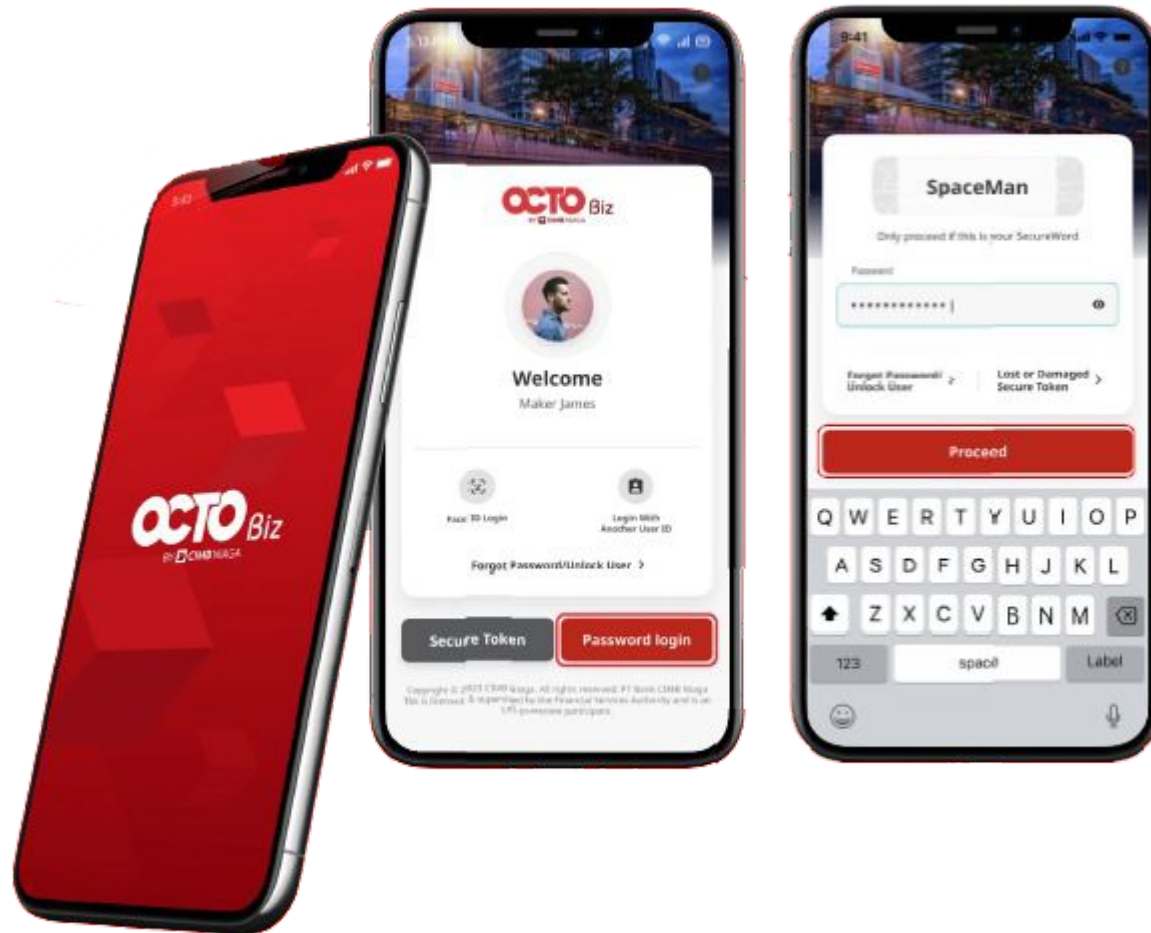
MPN Tax List

Create Transaction

Add

Modify

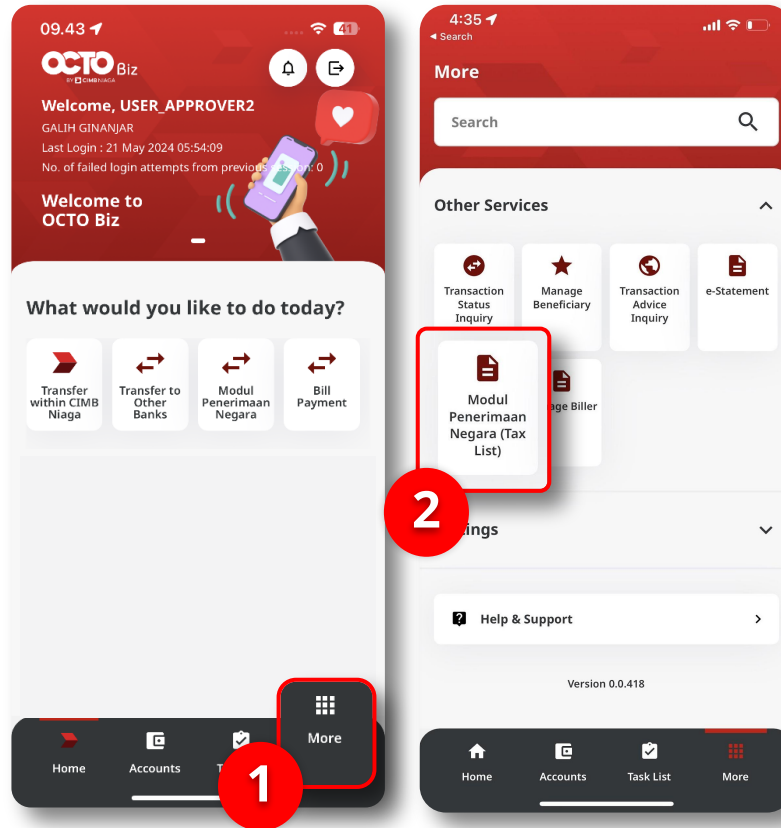
Delete



Login sebagai ***Maker***

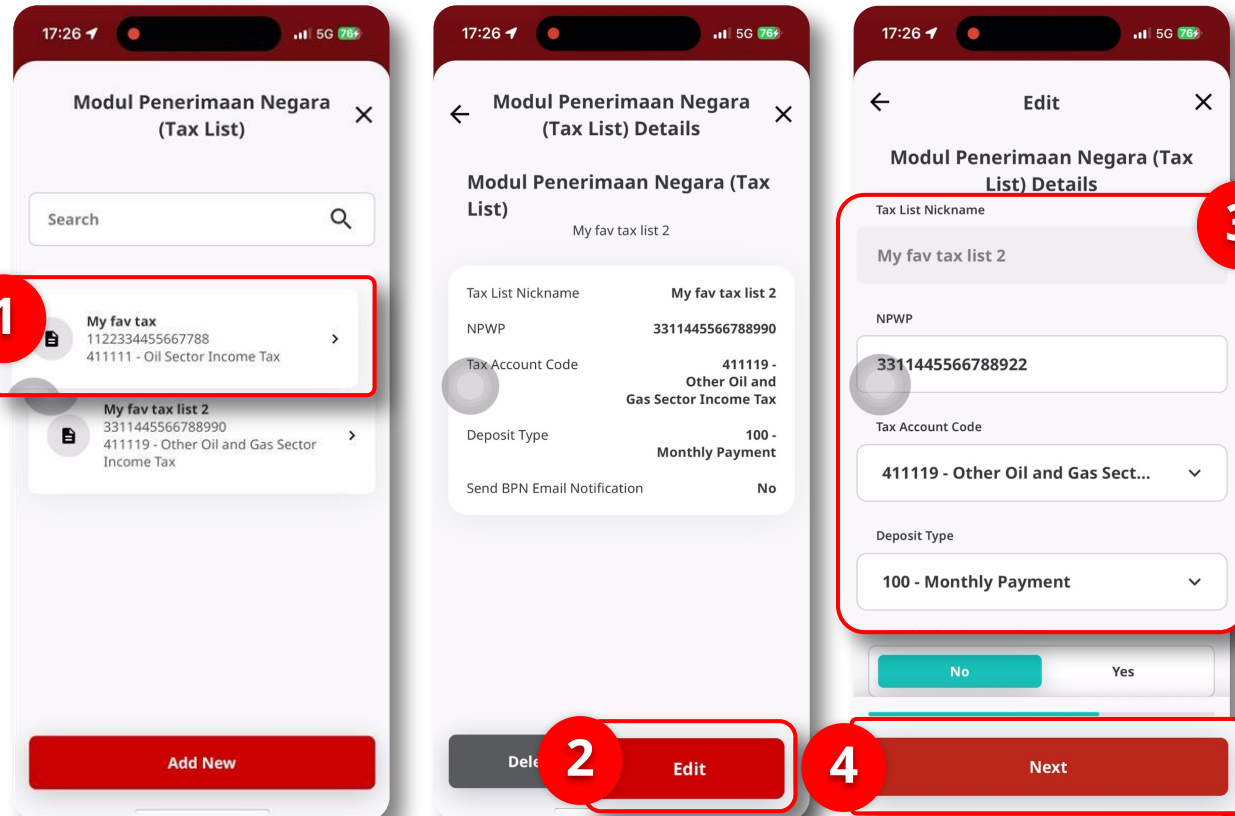
1 Isi ***Password***

2 Klik ***Proceed***



1 Klik Menu **More**

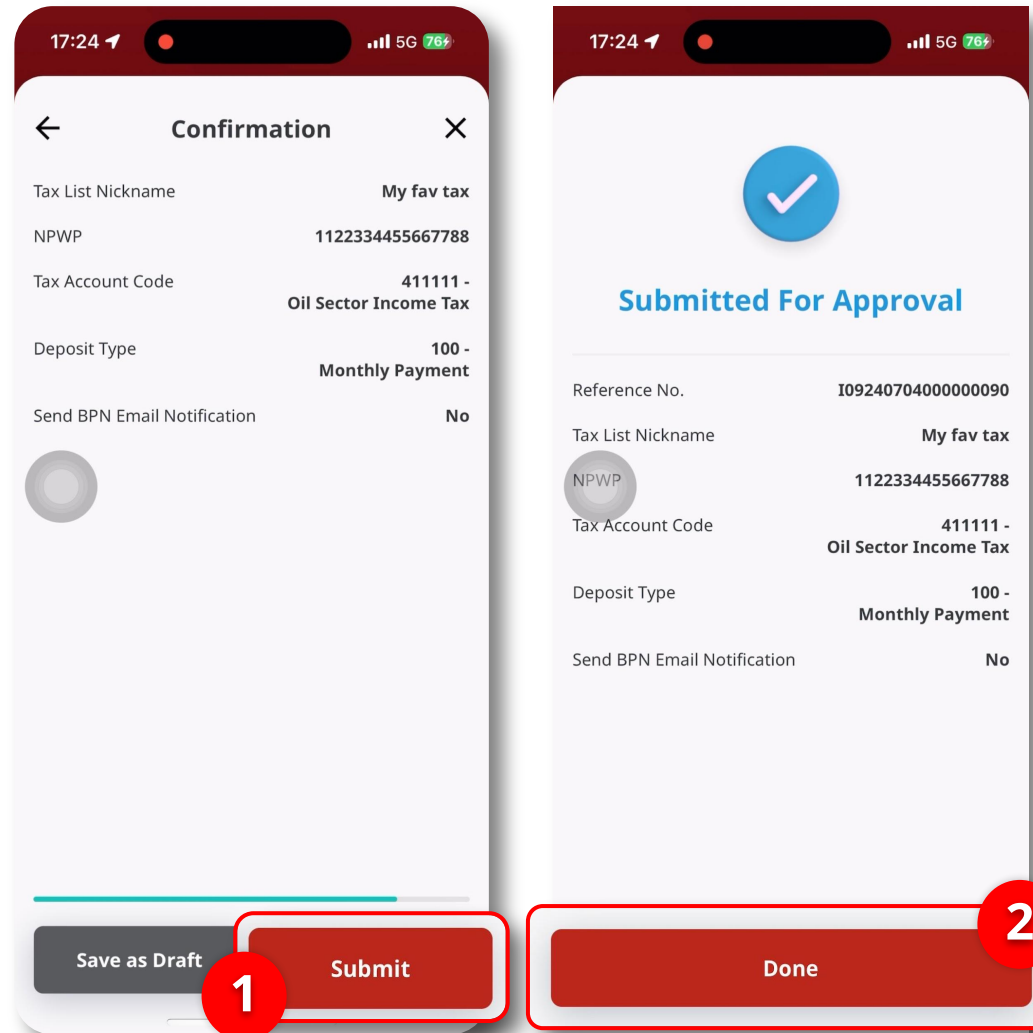
2 Klik **Modul Penerimaan Negara (Tax List)**



Sistem akan menampilkan halaman **Modul Penerimaan Negara (Tax List)**

- 1 Klik **Transaksi** yang ingin di **Edit**
- 2 Klik **Edit**
- 3 Edit **Details*** yang dibutuhkan
- 4 Klik **Next**

* **Tax List Nickname** tidak dapat di **Edit**



- 1 Sistem akan menampilkan **halaman Confirmation**, Klik **Submit**
- 2 Jika berhasil, sistem akan mengarahkan ke halaman **Submitted for Approval**, Klik **Done**

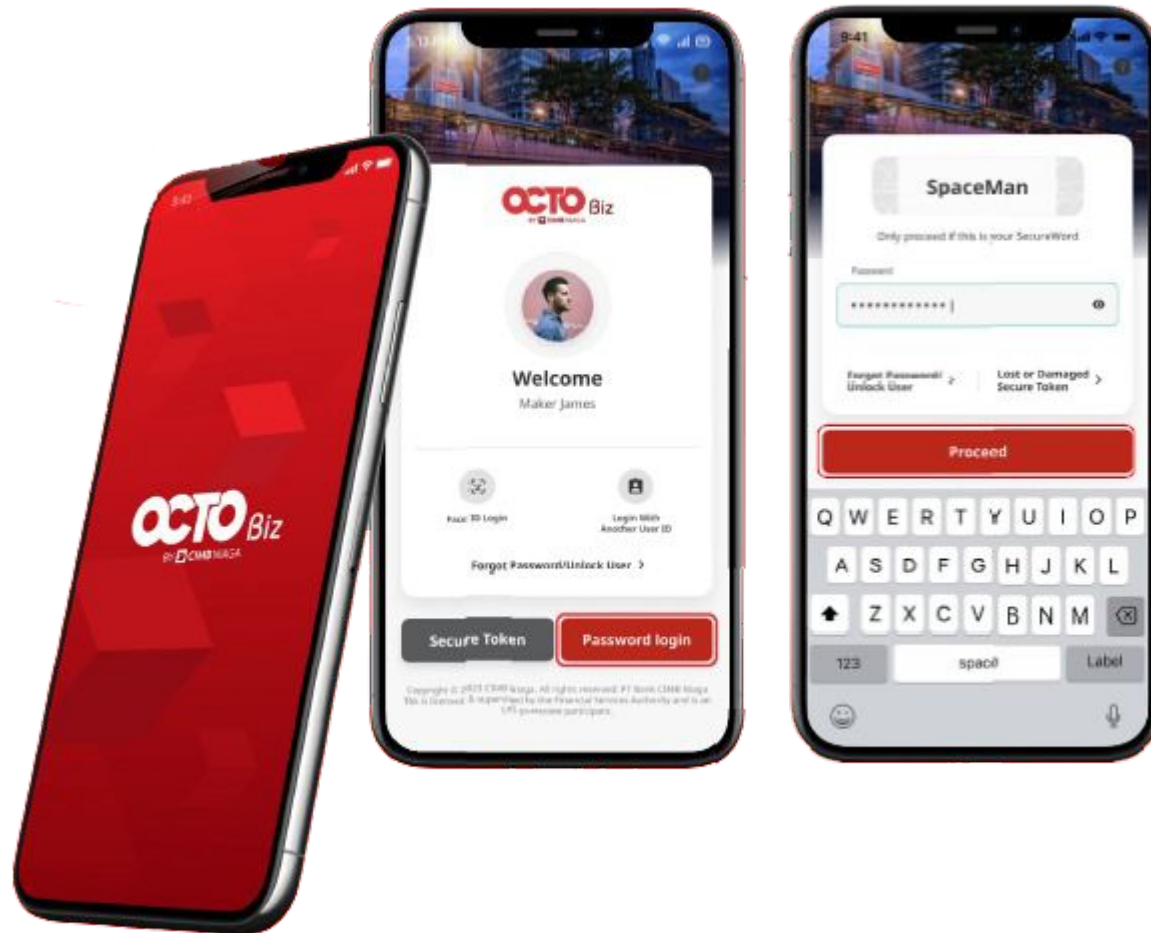
MPN Tax List

Create Transaction

Add

Modify

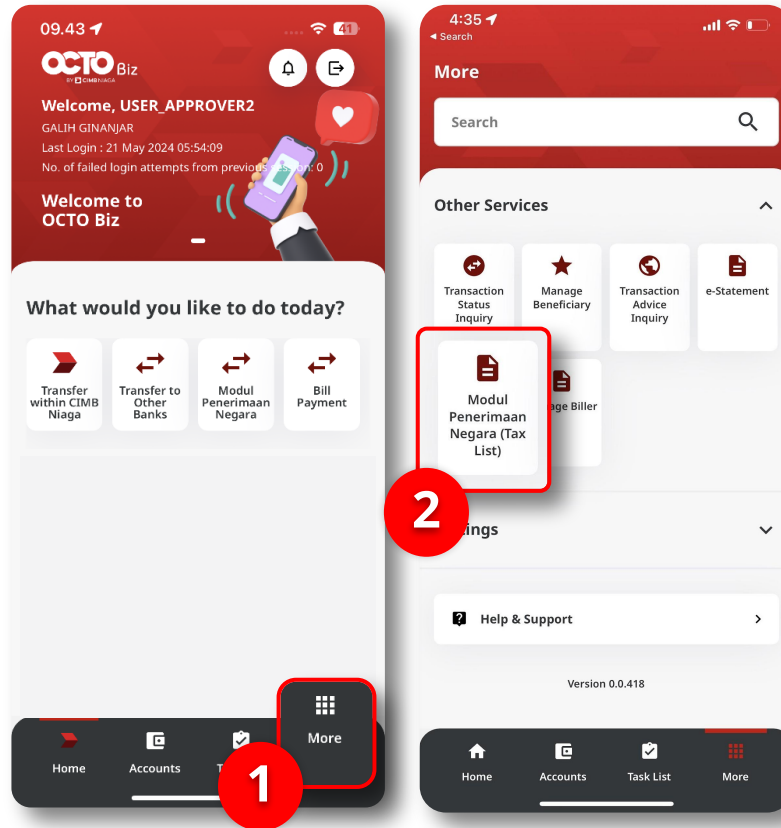
Delete



Login sebagai ***Maker***

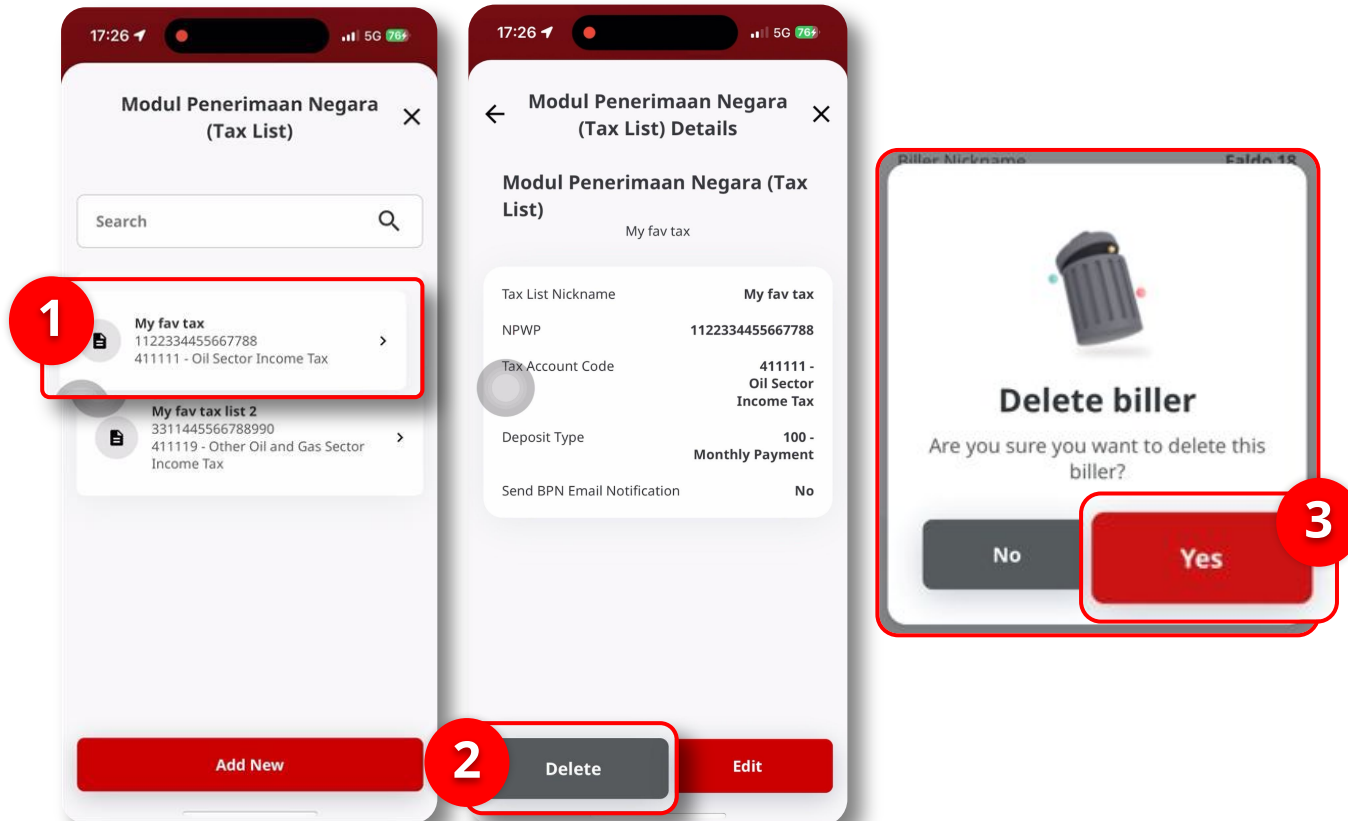
1 Isi ***Password***

2 Klik ***Proceed***



1 Klik Menu **More**

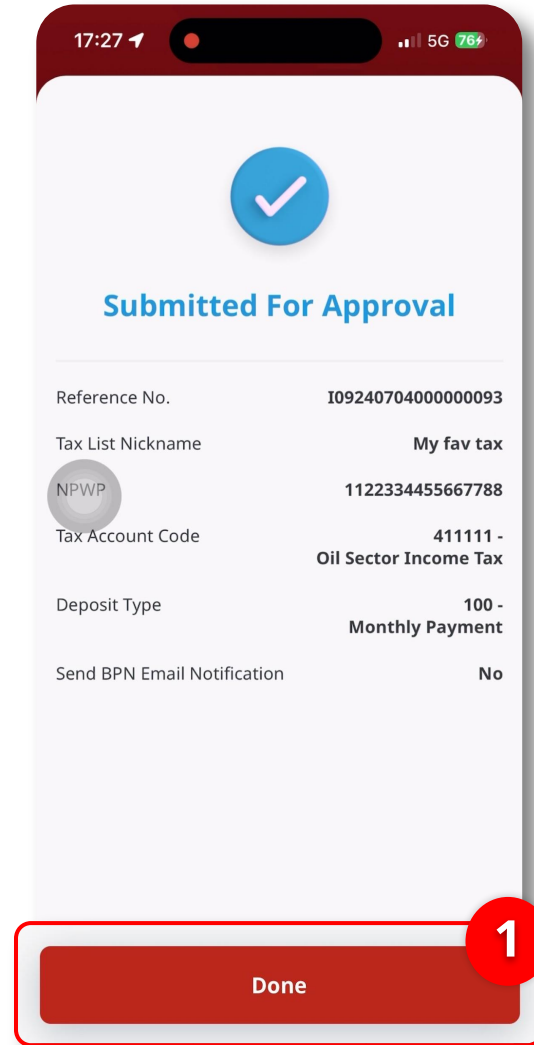
2 Klik **Modul Penerimaan Negara (Tax List)**



Sistem akan menampilkan halaman **Modul Penerimaan Negara (Tax List)**

- 1 Klik **Transaksi** yang ingin di **Delete**
- 2 Sistem akan menampilkan Tax List Details, Klik **Delete***
- 3 Sistem akan menampilkan **Popup Delete Biller**, Klik **Yes**

*Untuk melakukan **Delete Tax list**, hanya dapat dilakukan melalui **Halaman Detail**. User perlu melihat Detail dari Tax List mengenai transaksi dengan **NOP** maupun tidak dan Transaksi dengan **SK** maupun tidak



17:27 5G 76%

Submitted For Approval

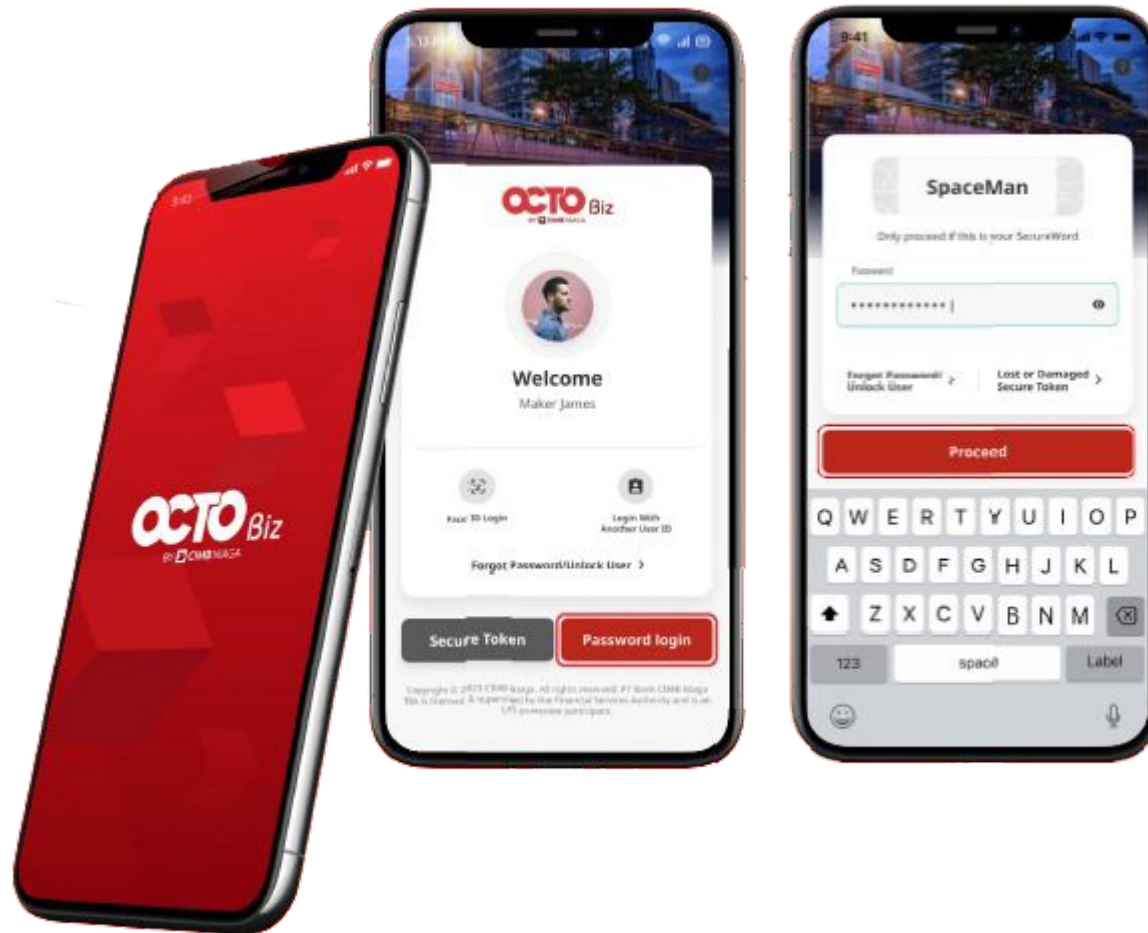
Reference No.	I09240704000000093
Tax List Nickname	My fav tax
NPWP	1122334455667788
Tax Account Code	411111 - Oil Sector Income Tax
Deposit Type	100 - Monthly Payment
Send BPN Email Notification	No

Done

- 1 Jika berhasil, sistem akan mengarahkan ke halaman ***Submitted for Approval***, Klik ***Done***

MPN Tax List

Approve Transaction



Login sebagai **Approver**

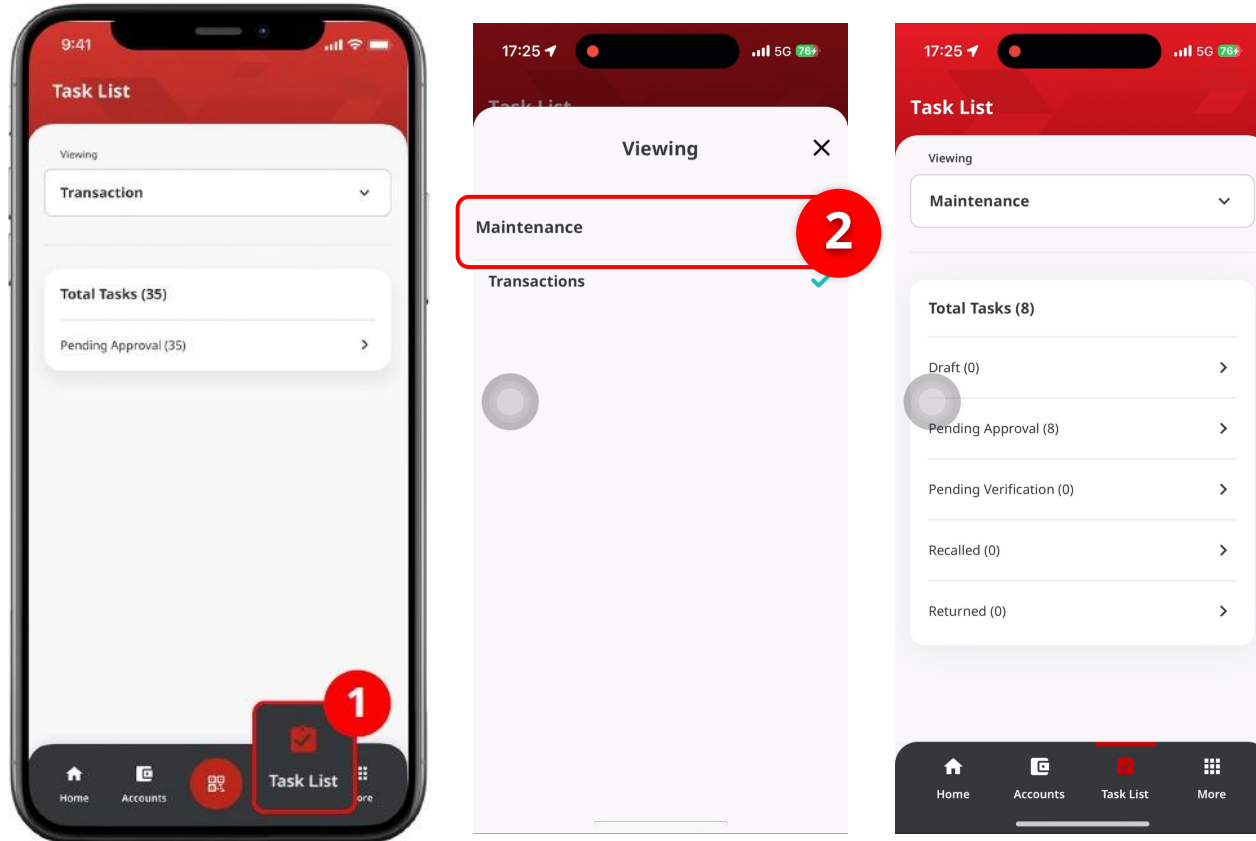
1 Isi **Password**

2 Klik **Proceed**

LANGKAH

02

APPROVER



Approve Transaction | MPN Tax List

Menu: Task List > Approve

- 1 Arahkan pada menu dibawah, **klik *Task List***
- 2 Pilih ***Maintenance*** sebagai *Viewing*

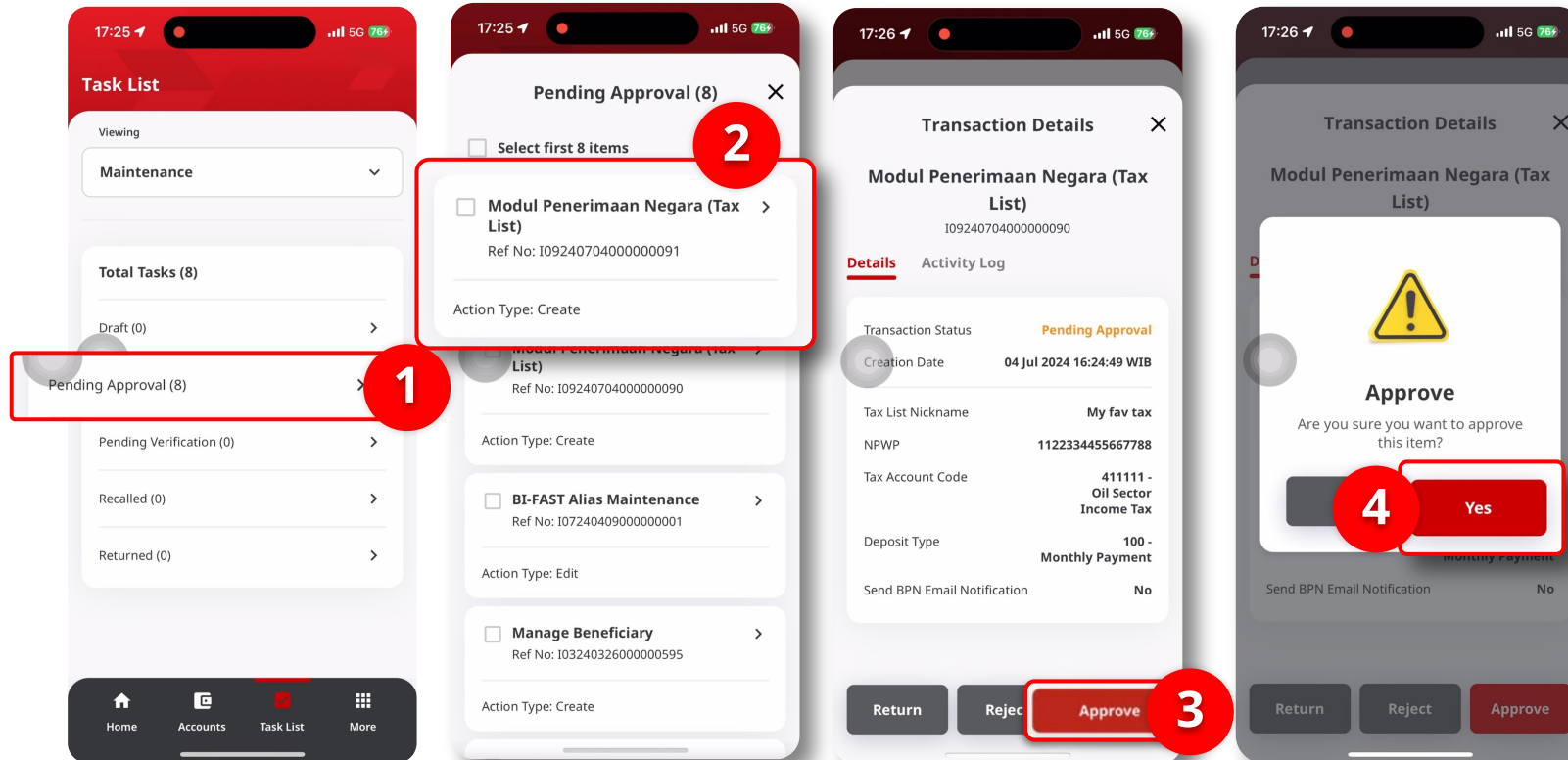
LANGKAH

03

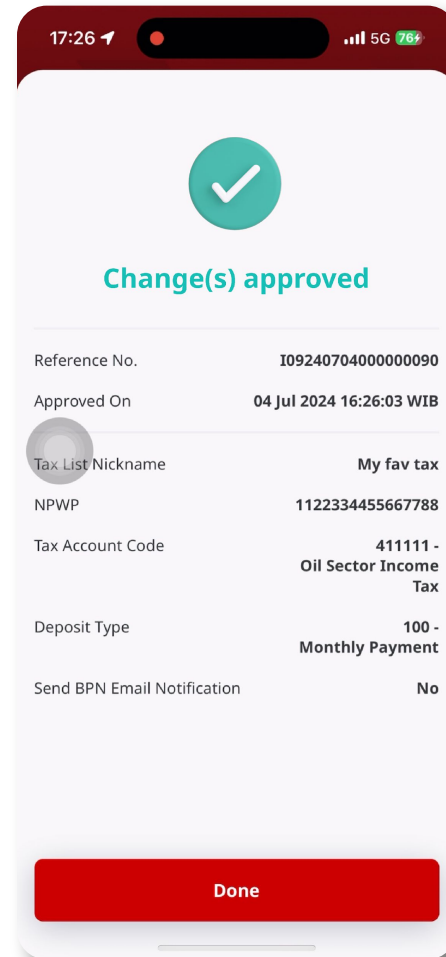
APPROVER

Approve Transaction | MPN Tax List

Menu: Task List > Approve



- 1 Pilih **Pending Approval**
- 2 Pilih Transaksi yang ingin di **Approve**
- 3 Klik **Approve**
- 4 Klik **Yes**



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



OCTO Biz
BY  **CIMB NIAGA**

