

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

Website

TUTORIALOCTOBIZ2025

KEJAR MIMPI

Transaction

MPN Tax List

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

03

Create
Transaction

45

Approve
Transaction

MPN Tax List

Create Transaction

Add

Modify

Delete

Payment - Saved Tax List

Payment Save to Tax List

MPN Tax List

Create Transaction

Add

Modify

Delete

Payment - Saved Tax List

Payment Save to Tax List

LANGKAH

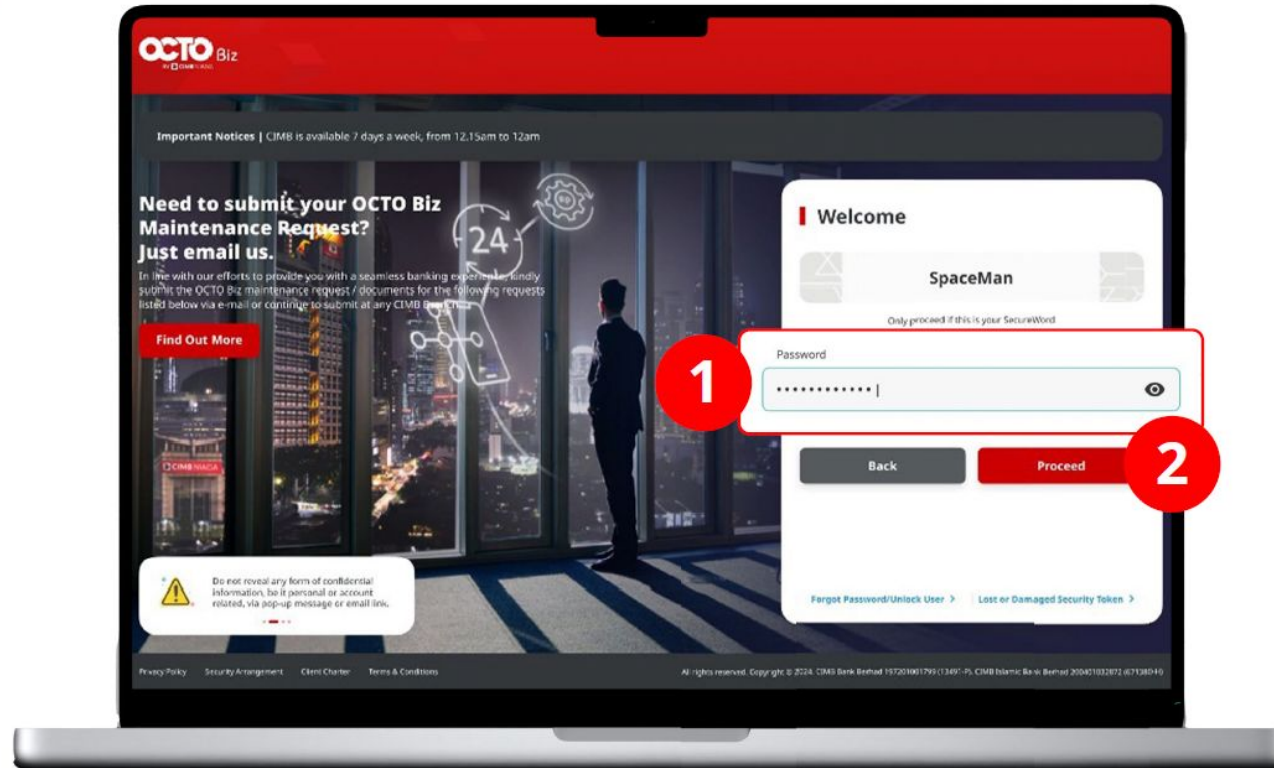
01

MAKER



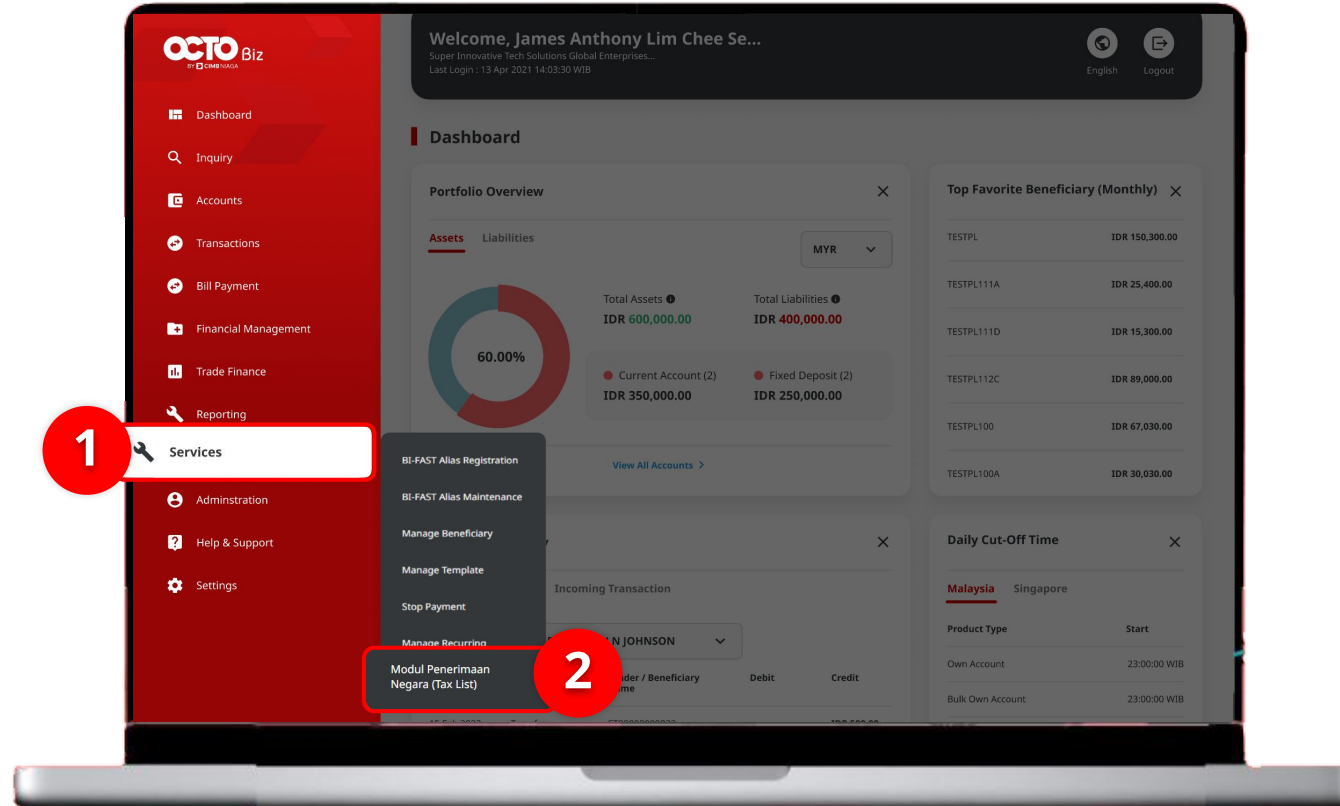
1 **Maker** Masuk dengan menggunakan **User & Company ID**

2 Klik **Next**



1 Isi **Password**

2 Klik **Proceed**



Sistem akan menampilkan Halaman ***Dashboard***

- 1 Arahkan kursor ke ***Services***
- 2 Klik **Modul Penerimaan Negara (Tax 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

Sistem akan menampilkan halaman **Modul Penerimaan Negara (Tax List) > Inquiry & Listing**

1 Klik **Add**

Modul Penerimaan Negara (Tax List) > Add

Modul Penerimaan Negara (Tax List) Details

1

Tax List Nickname *

Enter

NPWP *

Enter

Tax Account Code *

Select

Deposit Type *

Select

Yes No

Back Save as draft Next

2

1 Lengkapi Bagian
Tax List Details

2 Klik ***Next***

Modul Penerimaan Negara (Tax List) > Review Details

Modul Penerimaan Negara (Tax List) Details

Tax List Nickname	NPWP
My favourite Tax List 1	2131231221121321
Tax Account Code	Deposit Type
411111 - Oil Sector Income Tax	100 - Monthly Payment
Send BPN (Email Notification)	
No	

Back

1
Submit

Tinjau Ulang Transaksi

1 Klik ***Submit***

Modul Penerimaan Negara (Tax List) > Acknowledgement

Submitted for approval

Reference No. : I09240619000001941



Modul Penerimaan Negara (Tax List) Details

Tax List Nickname	NPWP
My favourite Tax List 1	2131231221121321
Tax Account Code	Deposit Type
411111 - Oil Sector Income Tax	100 - Monthly Payment
Send BPN (Email Notification)	
No	

Print

Done

Sistem Lalu menampilkan
Halaman Acknowledgement

Langkah melakukan
Approve Transaction
Kunjungi Halaman:

45 Approve Transaction

MPN Tax List

Create Transaction

Add

Modify

Delete

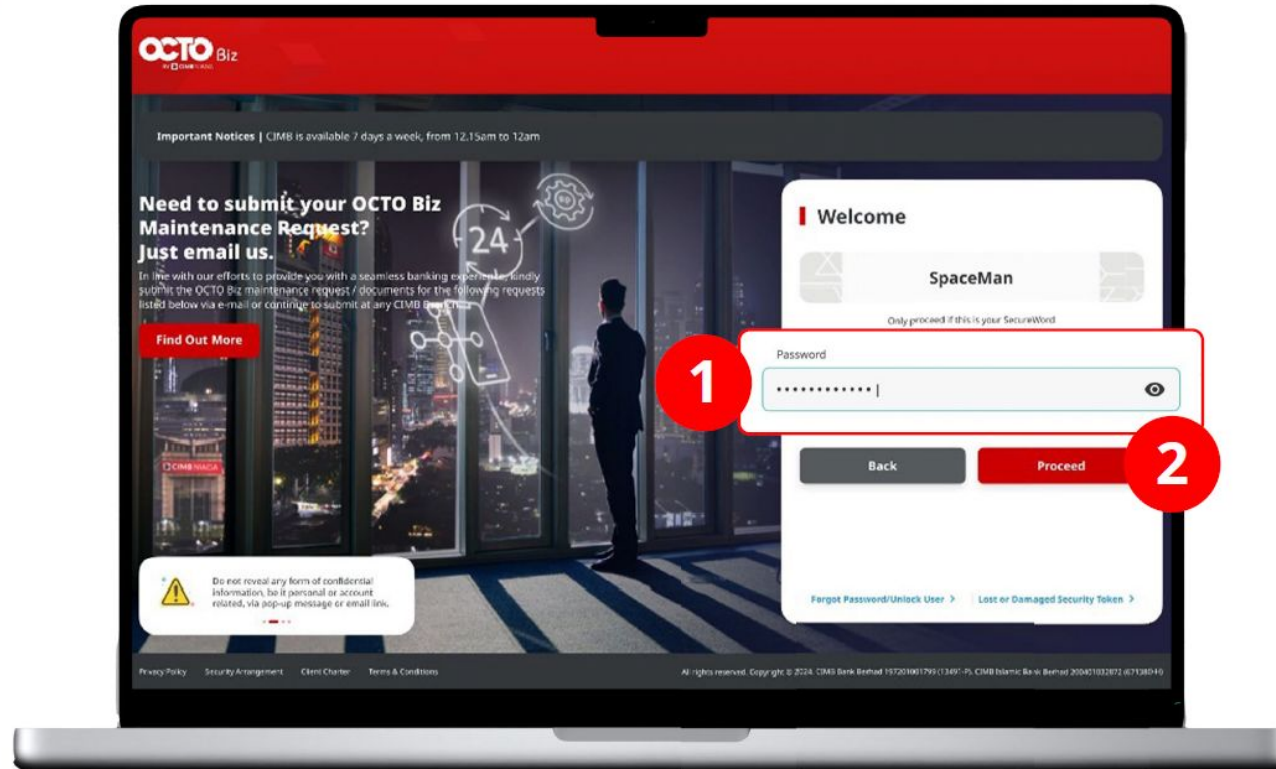
Payment - Saved Tax List

Payment Save to Tax List



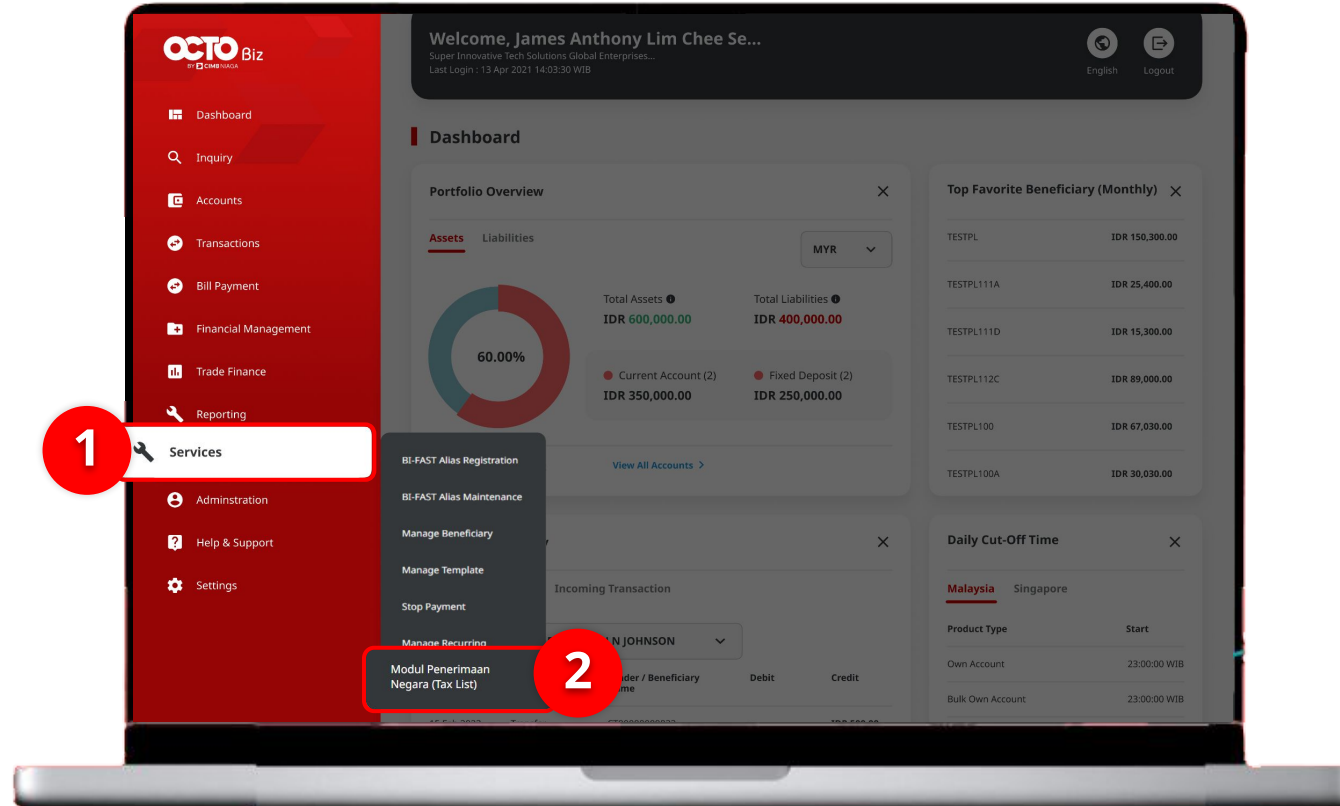
1 Masuk dengan menggunakan **User & Company ID**

2 Klik **Next**



1 Isi **Password**

2 Klik **Proceed**



Sistem akan menampilkan Halaman ***Dashboard***

1 Arahkan kursor ke ***Services***

2 Klik **Modul Penerimaan Negara (*Tax 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
1 ☐ taxnurin3	0413165234647000	411619 - Other Indirect Taxes	910 - Withholding by Government Institution

Download
Delete
Add

Sistem akan menampilkan halaman **Modul Penerimaan Negara (Tax List) > Inquiry & Listing**

- 1 Klik **Hyperlink Transaksi** yang ingin di **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

Sistem akan mengarahkan ke **Halaman *Details***

1 Klik ***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* bagian transaksi* yang dibutuhkan

2 Klik *Next*

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

Modul Penerimaan Negara (Tax List) > Review Details

Modul Penerimaan Negara (Tax List) Details

Tax List Nickname	NPWP
My favourite Tax List 1	2131231221121321
Tax Account Code	Deposit Type
411111 - Oil Sector Income Tax	100 - Monthly Payment
Send BPN (Email Notification)	
No	

Back

1
Submit

Tinjau Ulang Transaksi

1 Klik **Submit**

Modul Penerimaan Negara (Tax List) > Acknowledgement

Submitted for approval

Reference No. : I09240619000001941



Modul Penerimaan Negara (Tax List) Details

Tax List Nickname	NPWP
My favourite Tax List 1	2131231221121321
Tax Account Code	Deposit Type
411111 - Oil Sector Income Tax	100 - Monthly Payment
Send BPN (Email Notification)	
No	

Print

Done

Sistem Lalu menampilkan
Halaman Acknowledgement

Langkah melakukan
Approve Transaction
Kunjungi Halaman:

45

**Approve
Transaction**

MPN Tax List

Create Transaction

Add

Modify

Delete

Payment - Saved Tax List

Payment Save to Tax List

LANGKAH

01

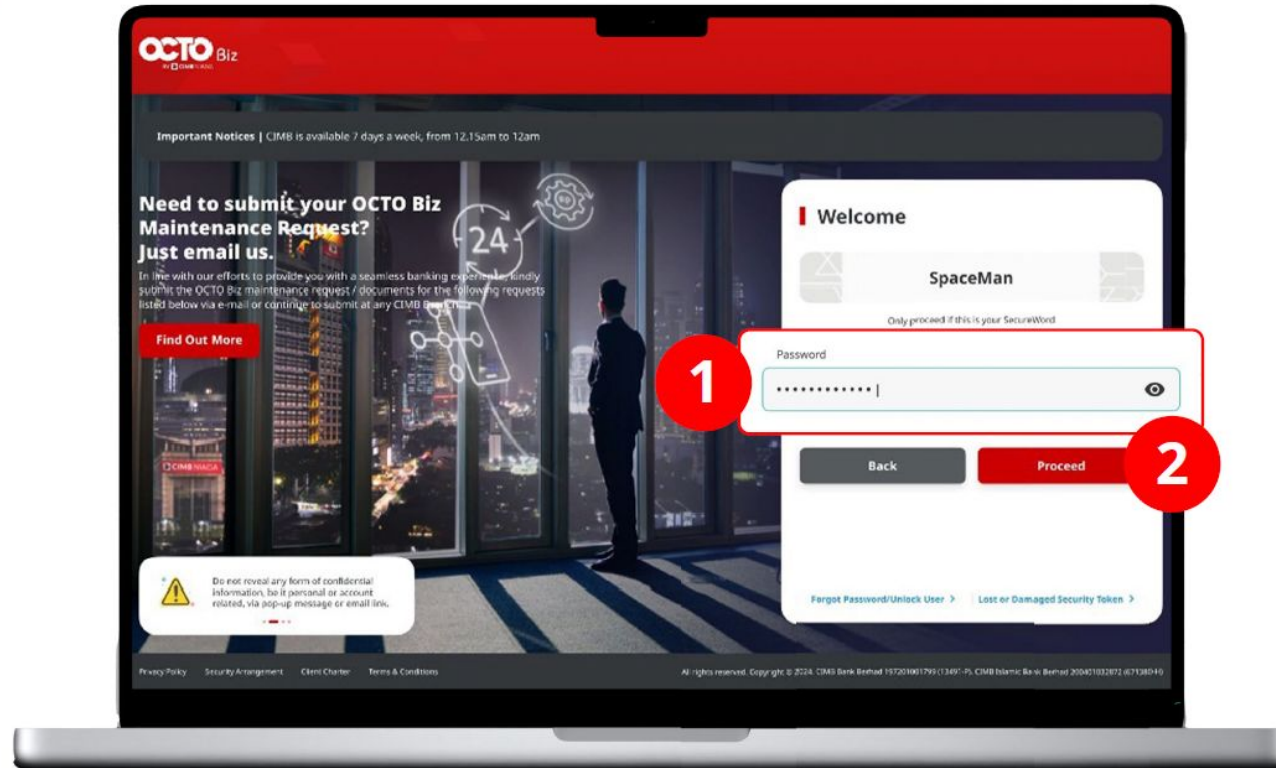
MAKER

Delete | MPN Tax List

Menu: Service > Modul Penerimaan Negara (Tax List)

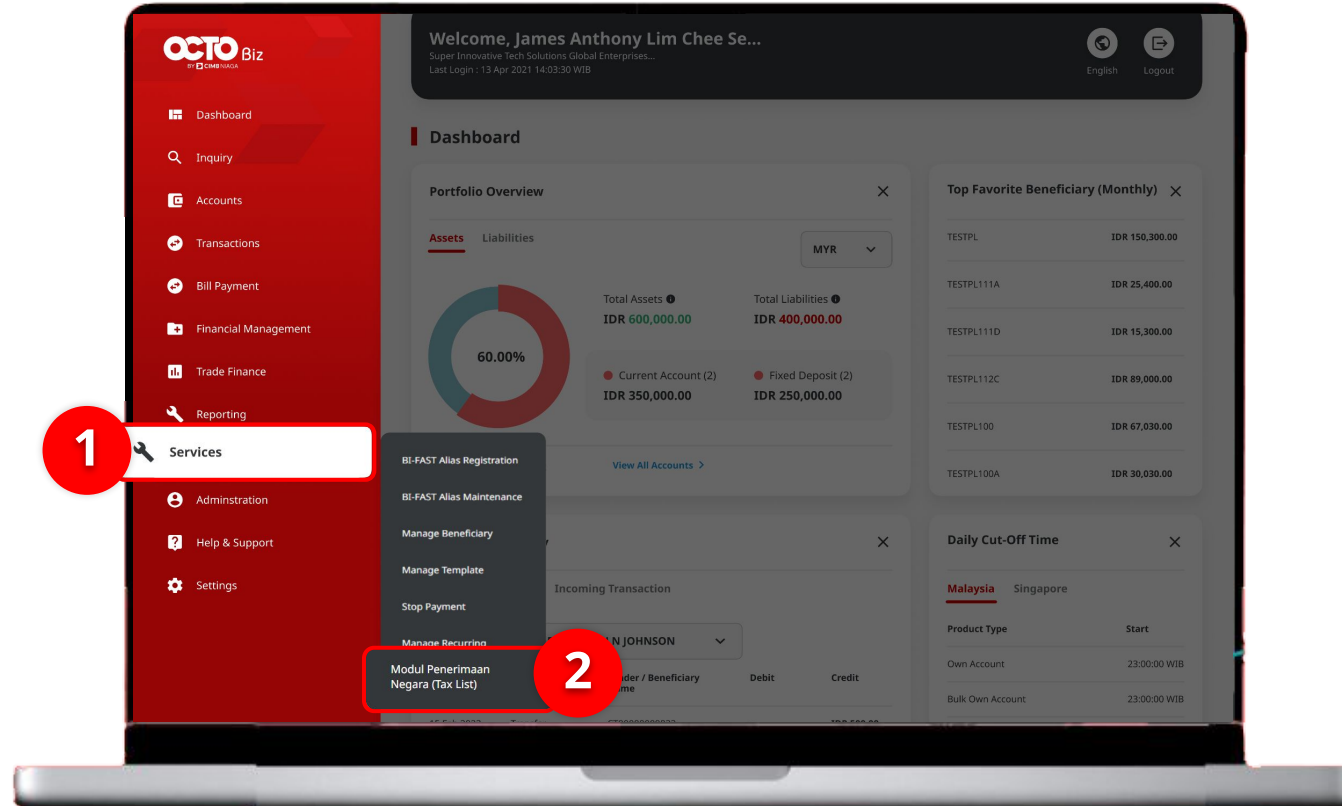


- 1 Masuk dengan menggunakan **User & Company ID**
- 2 Klik **Next**



1 Isi **Password**

2 Klik **Proceed**



Sistem akan menampilkan Halaman ***Dashboard***

- 1 Arahkan kursor ke ***Services***
- 2 Klik **Modul Penerimaan Negara (Tax 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
1 ☐	taxnurin3	0413165234647000	411619 - Other Indirect Taxes	910 - Withholding by Government Institution

Download
Delete
Add

Sistem akan menampilkan halaman **Modul Penerimaan Negara (Tax List) > Inquiry & Listing**

- 1 Klik **Hyperlink Transaksi** yang ingin di **Delete**

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

Delete

Are you sure you want to delete this item?

No

Yes

Sistem akan mengarahkan ke **Halaman Details***

1 Klik **Delete**

2 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**

Modul Penerimaan Negara (Tax List) > Acknowledgement

Submitted for approval

Reference No. : 109240619000001943

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

Sistem Lalu menampilkan
Halaman Acknowledgement

Langkah melakukan
Approve Transaction
Kunjungi Halaman:

45

**Approve
Transaction**

MPN Tax List

Create Transaction

Add

Modify

Delete

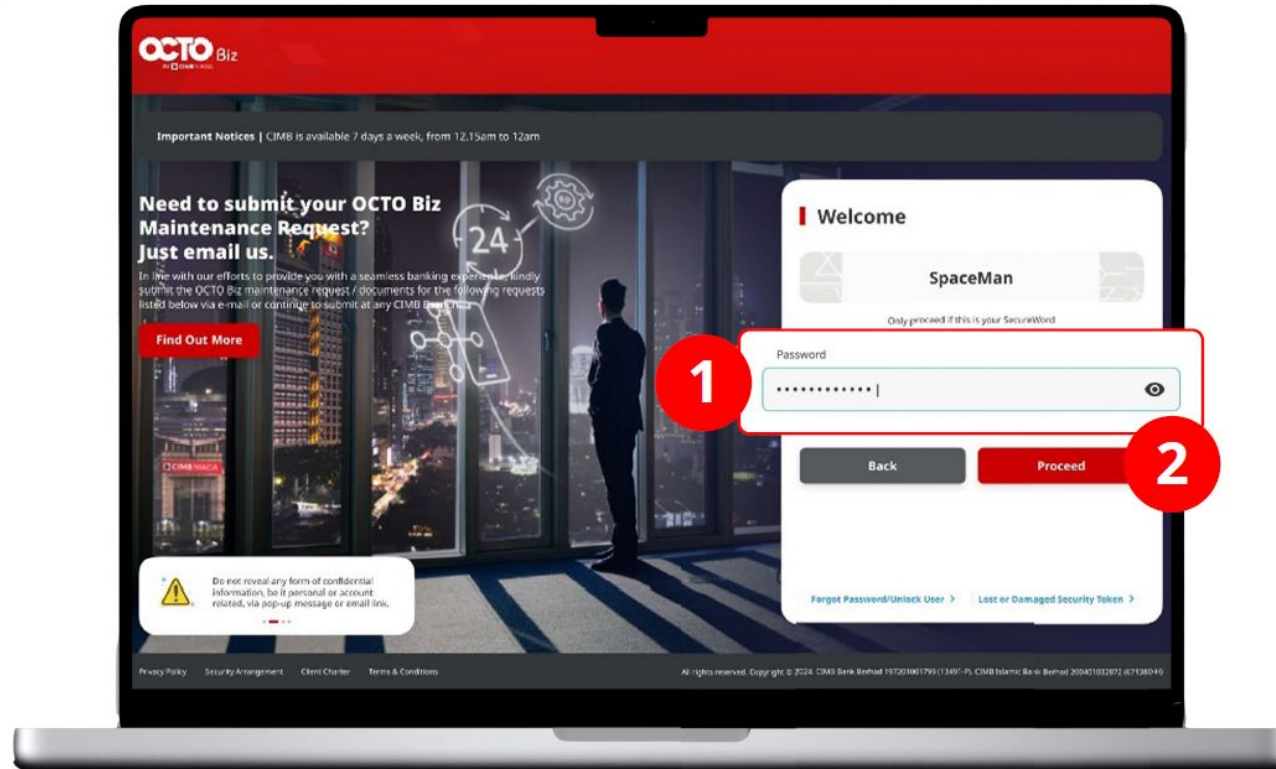
Payment - Saved Tax List

Payment Save to Tax List



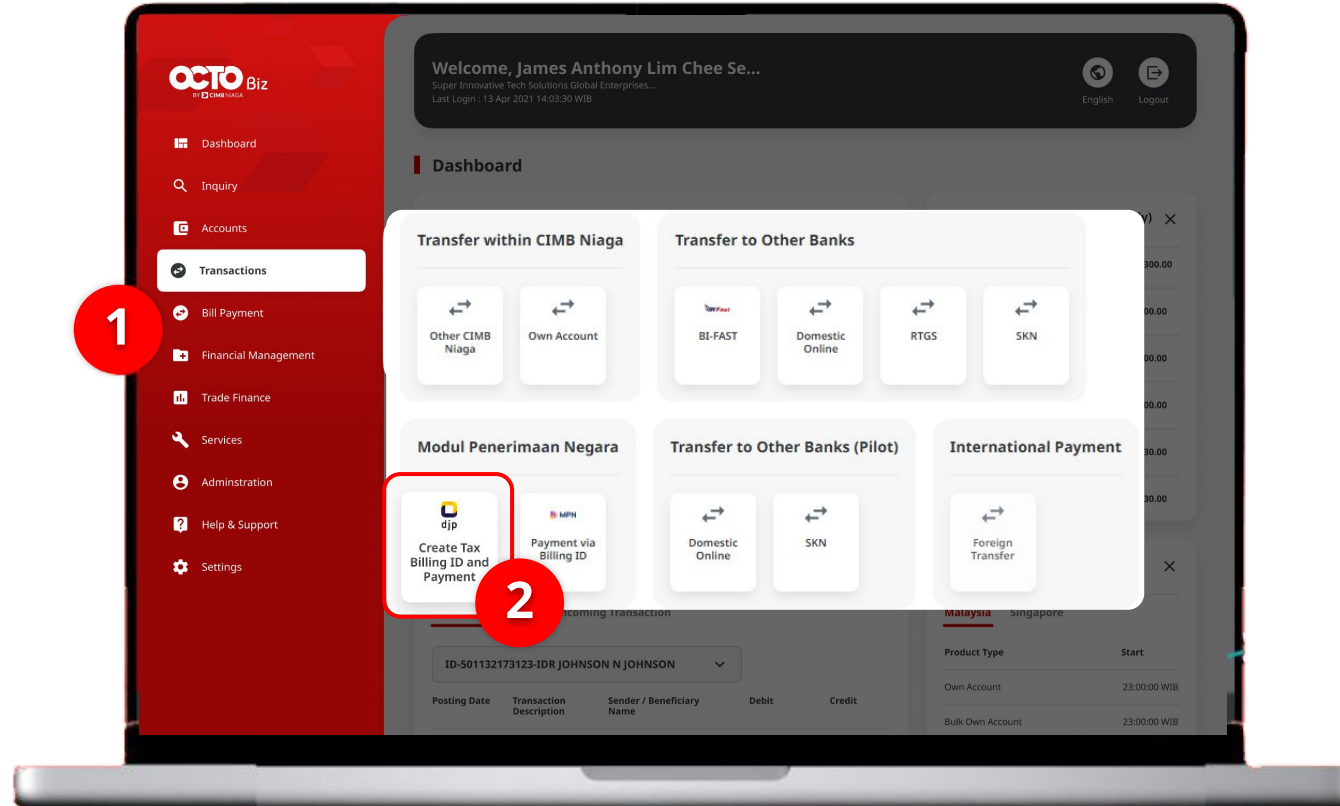
1 Masuk dengan menggunakan **User & Company ID**

2 Klik **Next**



1 Isi **Password**

2 Klik **Proceed**



Sistem akan menampilkan Halaman ***Dashboard***

- 1 Arahkan kursor ke ***Transaction***
- 2 Pilih ***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

Search By
Tax List Nickname NPWP

Tax List Nickname
Enter

Search

Tax List Listing

Tax List Nickname	NPWP	Tax Account Code	Deposit Type
taxmurin4	0413165234647000	411619 - Other Indirect Taxes	910 - Withholding by Government Institution
taxmurin3	0413165234647000	411142 - Tax Borne by Government - Art. 22	800 - Tax Borne by Government

Cancel Load

1 Klik **Hyperlink Transaksi** yang ingin di **Delete**

2 Pilih **Tax List**

3 Klik **Load**

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

Setelah Transaksi di **Load**,
Seluruh **Transaction Details**
akan otomatis Terisi

1 Klik **Next**

Create Tax Billing ID and Payment > Review Details

Transaction Group

Transaction Group

Modul Penerimaan Negara

Sender Details

From Account

703200873600-IDR CIKI

Payment Mode

Create Tax Billing ID and Payment

Payment Date

22 Jul 2024

Transaction Details

Transaction Currency	Amount	NIPWP
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

Tinjau ulang transaksi

1 Klik **Submit**

Create Tax Billing ID and Payment > Acknowledgement

Submitted for approval

Reference No. : 117124072200000165

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 CIKI

Payment Mode

Create Tax Billing ID and Payment

Payment Date

22 Jul 2024

Transaction Details

Transaction Currency

IDR - INDONESIA RUPIAH

Amount

100,000.00

NPWP

1091031210910452

Tax Payer Name

Kongsi Dua

Tax Payer Address

Jalan Yogyakarta Bahagia Selaku, RT001/RW002, SIDOMULYO, 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

Sistem Lalu menampilkan
Halaman Acknowledgement

Langkah melakukan
Approve Transaction
Kunjungi Halaman:

45 Approve Transaction

MPN Tax List

Create Transaction

Add

Modify

Delete

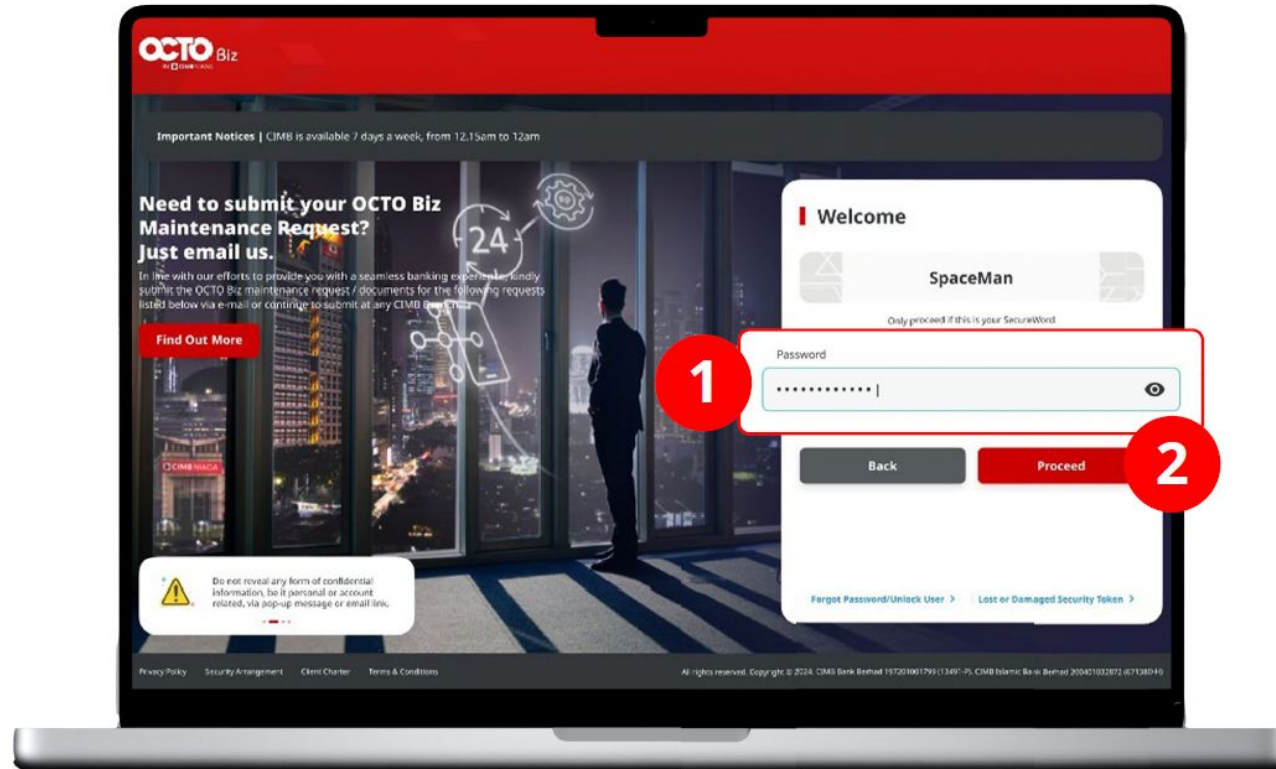
Payment - Saved Tax List

Payment Save to Tax List



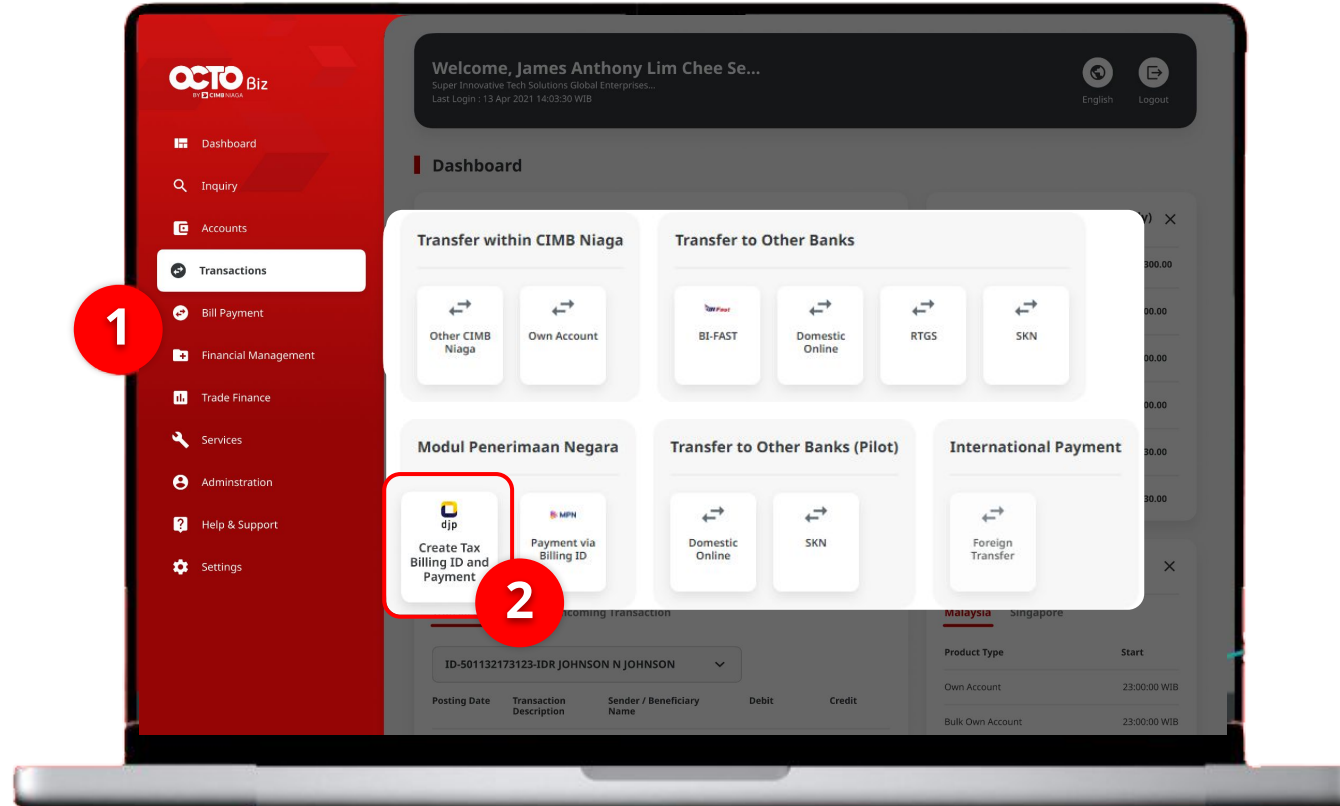
1 Masuk dengan menggunakan **User & Company ID**

2 Klik **Next**



1 Isi **Password**

2 Klik **Proceed**



Sistem akan menampilkan Halaman ***Dashboard***

- 1 Arahkan kursor ke ***Transaction***
- 2 Pilih ***Create Tax Billing ID & Payment***

1

Create Tax Billing ID and Payment

Transaction Group

Transaction Group *

Modul Penerimaan Negara

Sender Details

From Account *

-

Payment Date *

22 Jul 2024

Payment Mode *

Create Tax Billing ID and 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

Next

2

1 Lengkapi seluruh **Detail Transaksi**

2 Klik **Next**

Create Tax Billing ID and Payment > Review Details

Transaction Group

Transaction Group

Modul Penerimaan Negara

Sender Details

From Account

703200873600-IDR CIKI

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	
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

Tinjau Ulang Transaksi

1 Klik **Submit**

Create Tax Billing ID and Payment > Acknowledgement

Submitted for approval

Reference No : 11D407220000001168Submitted On : 22 Jul 2024 08:25:09 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 CICI

Payment Mode
Create Tax Billing ID and Payment

Payment Date
22 Jul 2024

Transaction Details

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

1

Action

Sistem akan mengarahkan ke **Halaman Acknowledgement** setelah **Submit** berhasil

1 Klik **Save to Tax List**

LANGKAH

07

MAKER

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 a red circle and the number "1" next to it, containing the placeholder text "Enter".
- 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 toggle switch with "No" selected and "Yes" as an option.

At the bottom right of the form, there are two buttons: a grey "Close" button and a red "Submit" button. The "Submit" button is highlighted with a red circle and the number "2".

Payment - Save to Task List | MPN Tax List

Menu: Transaction > Create Tax Billing ID & Payment

Sistem akan mengarahkan ke **Halaman *Pop-Up Save to Tax List***

1 Lengkapi ***Tax List Nickname***

2 Klik ***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

Sistem Lalu menampilkan
Halaman Acknowledgement

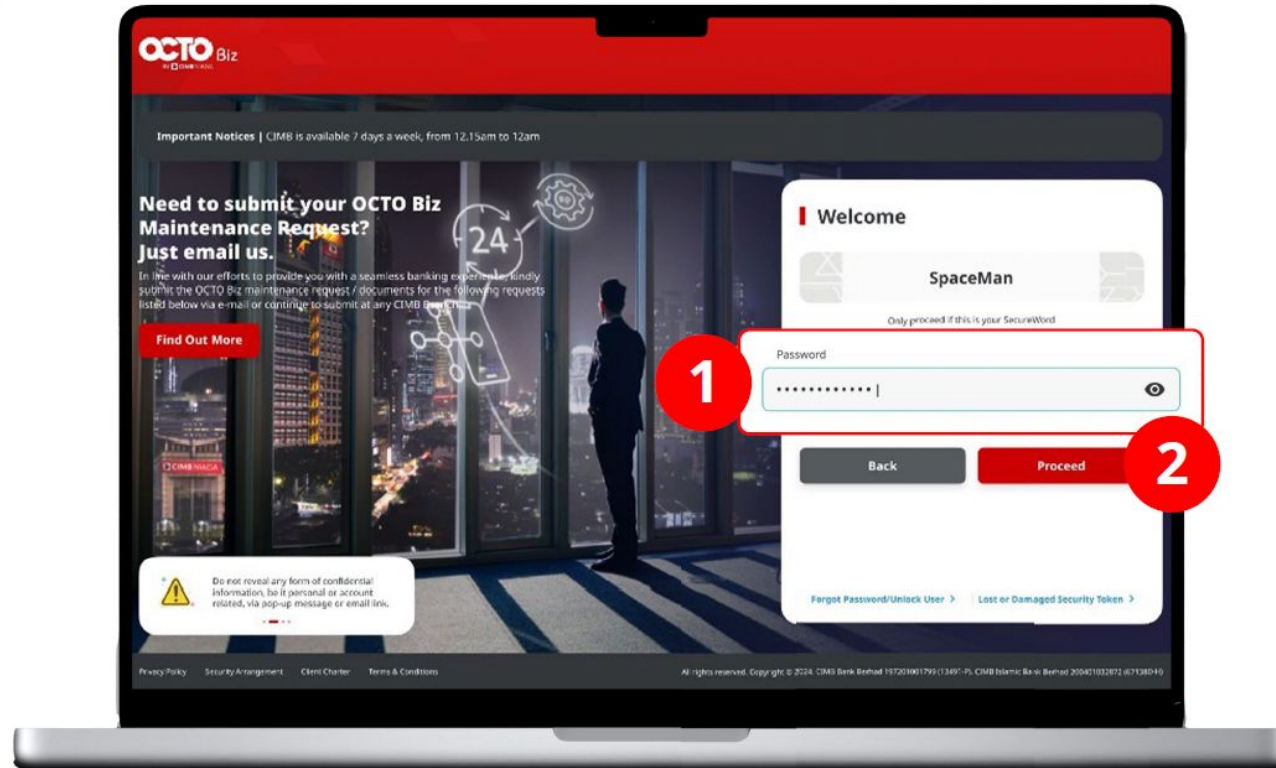
Langkah melakukan
Approve Transaction
Kunjungi Halaman:

45

Approve
Transaction

MPN Tax List

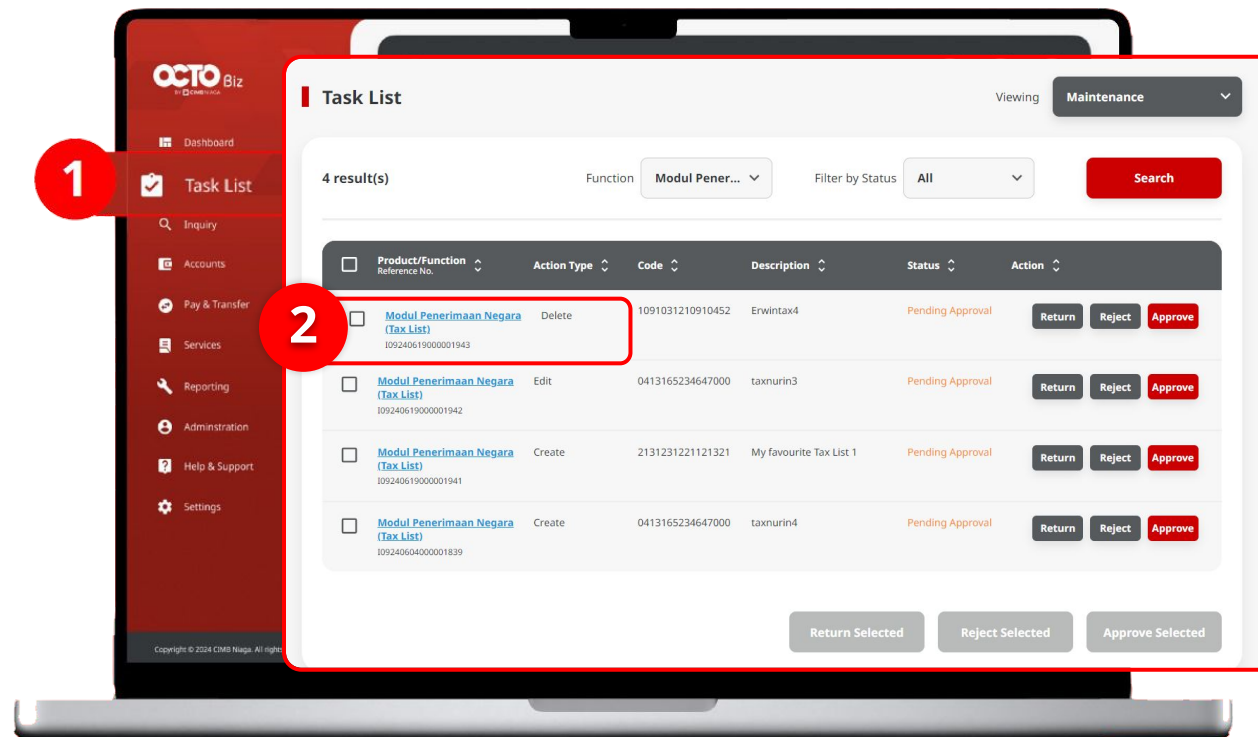
Approve Transaction



Login sebagai **Approver**

1 Isi **Password**

2 Klik **Proceed**



1 Arahkan pada menu disamping, **klik Task List**

2 Klik **Hyperlink** transaksi yang diinginkan

LANGKAH

03

APPROVER

Approve Transaction | MPN Tax List

Menu: Task List > Approve

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: My favourite Tax List 1 | NPWP: 2131231221121321

Tax Account Code: 4111111 - Oil Sector Income Tax | Deposit Type: 100 - Monthly Payment

Send BPN (Email Notification): No

User Activities

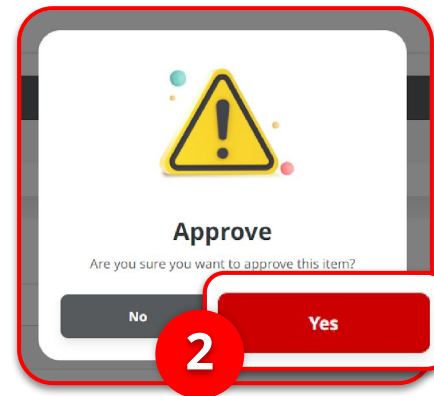
User	Activities	Date / Time	Remark
ZKMAUUSER2	Submit	19 Jun 2024 14:03:10 WIB	-

Remarks

Remarks: Enter

Maximum 100 characters

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



Tinjau ulang transaksi yang telah di kirim **Maker**,

- 1 Jika sudah sesuai, klik **Approve**
- 2 Klik **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	NPWP
My favourite Tax List 1	2131231221121321
Tax Account Code	Deposit Type
411111 - Oil Sector Income Tax	100 - Monthly Payment
Send BPN (Email Notification)	
No	

Print

Done

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



OCTO Biz
BY  **CIMB NIAGA**

