

The OCTO Biz logo is prominently displayed in the center-right. 'OCTO' is in a large, bold, white sans-serif font, and 'Biz' is 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

MPN Tax List is used for manage (Add, Edit, and Delete) the favorite tax biller

03

Create
Transaction

20

Approve
Transaction

MPN Tax List

Create Transaction

Add

Modify

Delete

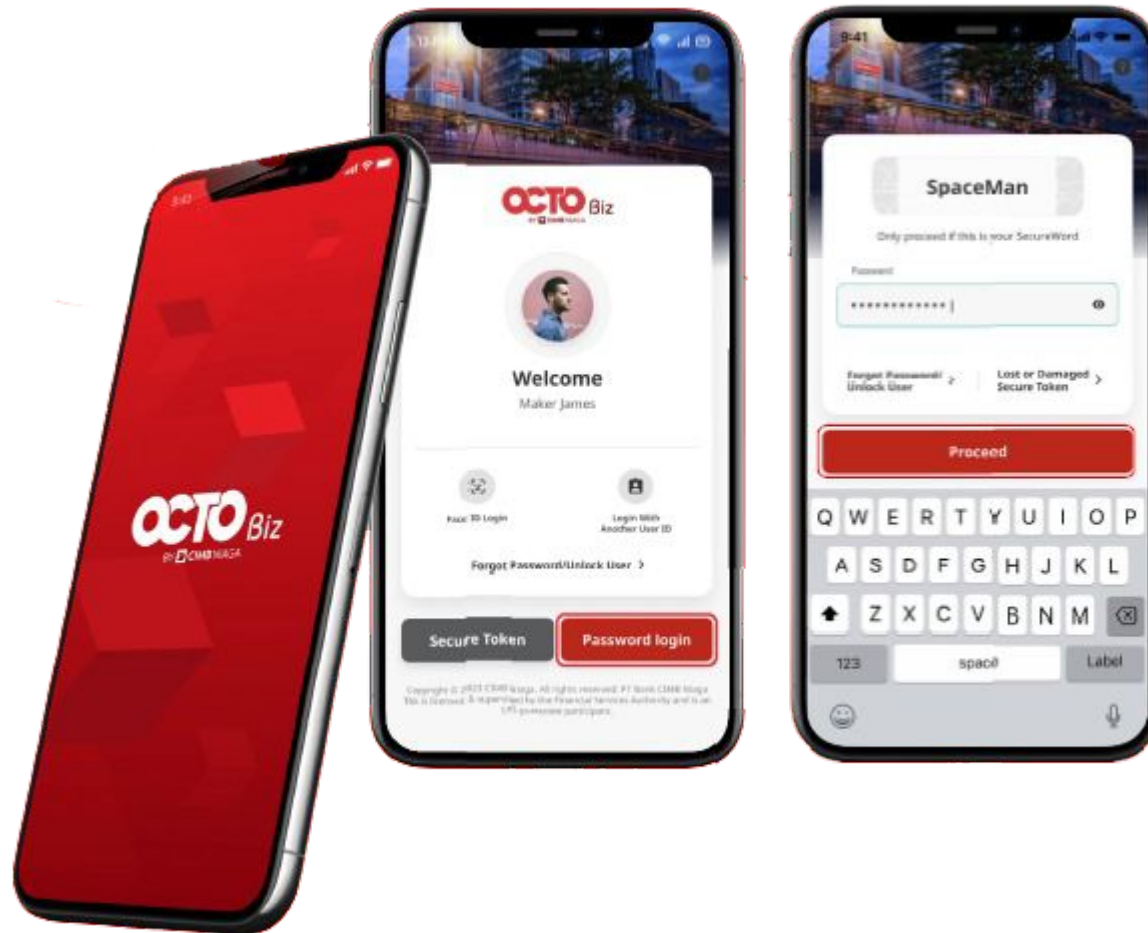
MPN Tax List

Create Transaction

Add

Modify

Delete



- 1 Klik **Password Login**
Click Password Login
- 2 Masukan **Password**
Input Password
- 3 Klik **Proceed**
Click Proceed

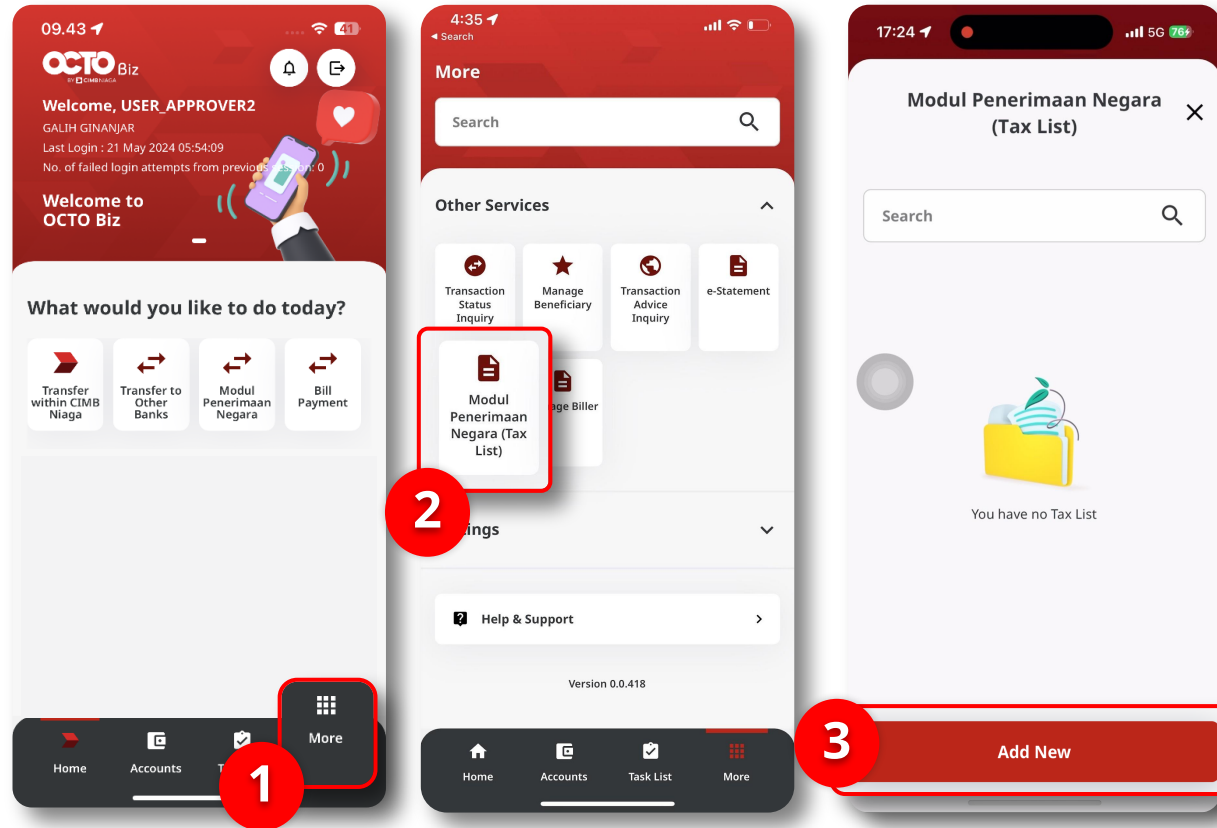
LANGKAH

02

MAKER

Add | MPN Tax List

Menu: Service > Modul Penerimaan Negara (Tax List)



1 Klik Menu **More**

*Click **More** menu*

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

*Click **Modul Penerimaan Negara (Tax List)***

3 Sistem akan menampilkan halaman **Modul Penerimaan Negara (Tax List)**, Klik **Add Now**

*System will show the **Modul Penerimaan Negara (Tax List)** page, click **Add Now***

1 Masukan **Tax List Nickname & NPWP**

Input Tax List Nickname & NPWP

2 Klik **Next**

Click Next

3 Lengkapi **Detail Transaksi**

Complete the Transaction Detail

4 Klik **Next**

Click Next

The image shows two mobile app screens side-by-side. The left screen is titled 'Confirmation' and displays tax information: Tax List Nickname (My fav tax), NPWP (1122334455667788), Tax Account Code (411111 - Oil Sector Income Tax), Deposit Type (100 - Monthly Payment), and Send BPN Email Notification (No). At the bottom, there are two buttons: 'Save as Draft' and 'Submit'. A red circle with the number '1' is placed over the 'Submit' button. The right screen is titled 'Submitted For Approval' and shows a large blue checkmark icon at the top. Below it, the same tax information is displayed. At the bottom, there is a single 'Done' button. A red circle with the number '2' is placed over the 'Done' button.

- 1 Sistem akan menampilkan halaman **Confirmation**, Klik **Submit**

*System will show the **Confirmation page**, click **Submit***

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

*Once Succeed, system will show the **Submitted for Approval page**. Click **Done***

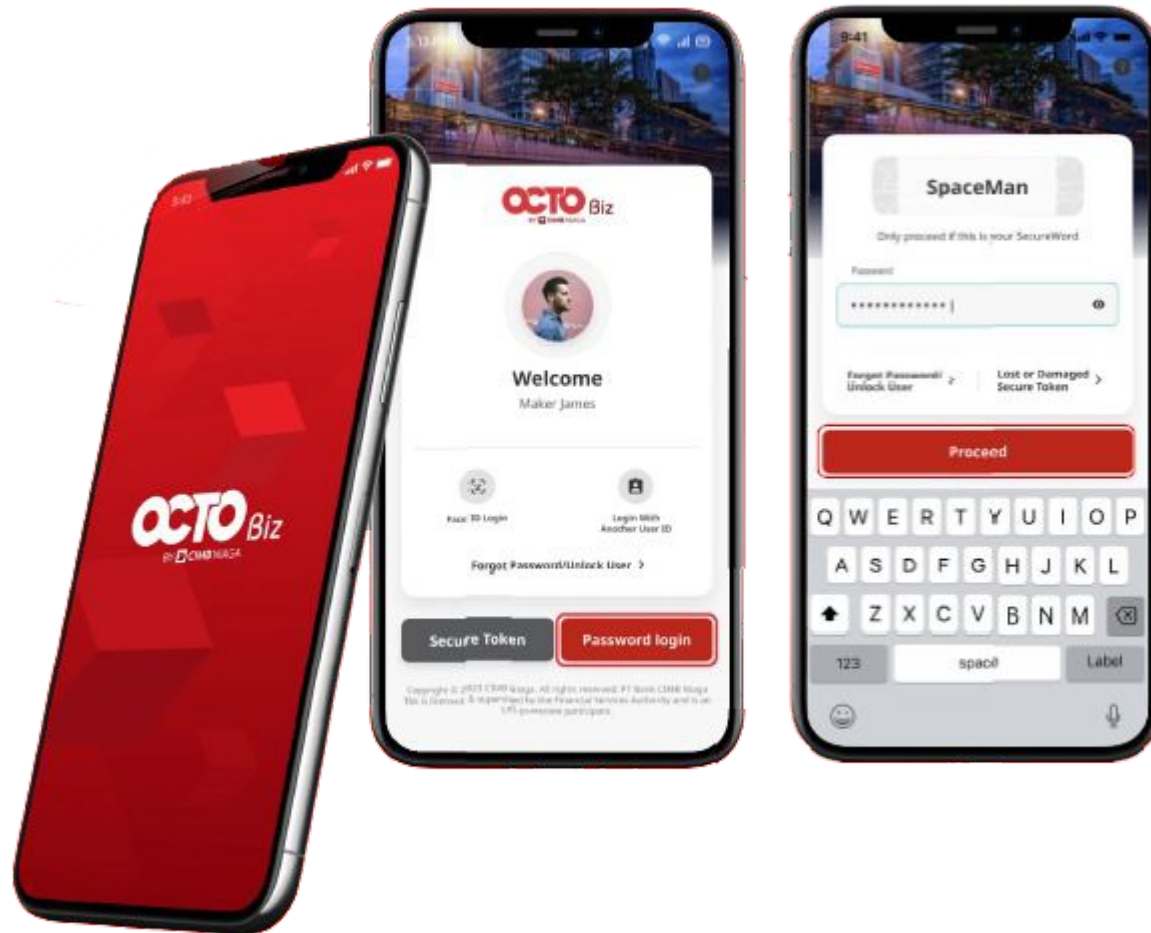
MPN Tax List

Create Transaction

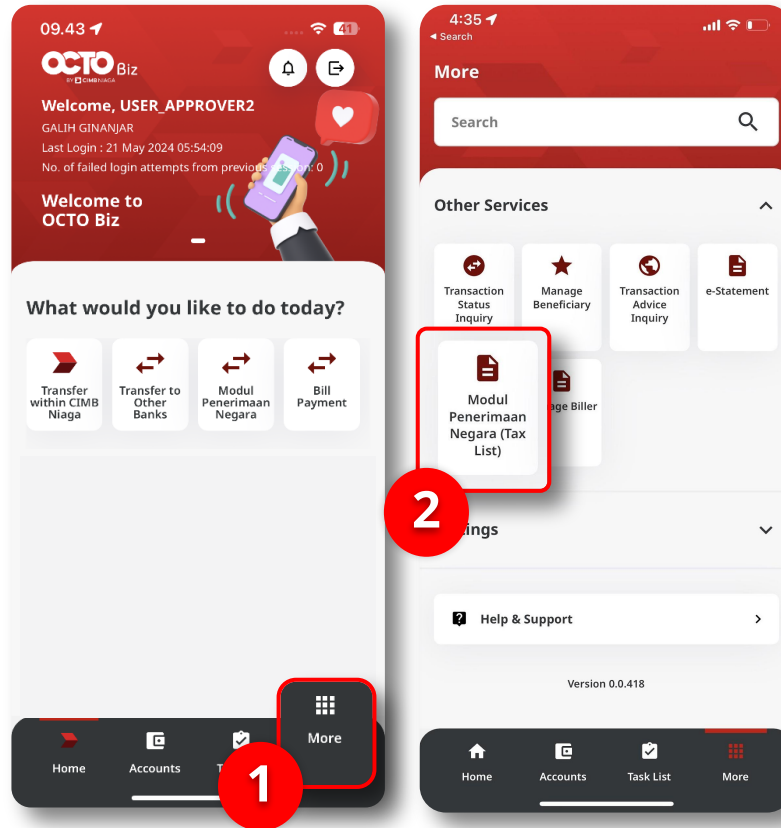
Add

Modify

Delete



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Input Password
- 3 Klik **Proceed**
Click Proceed



1 Klik Menu **More**

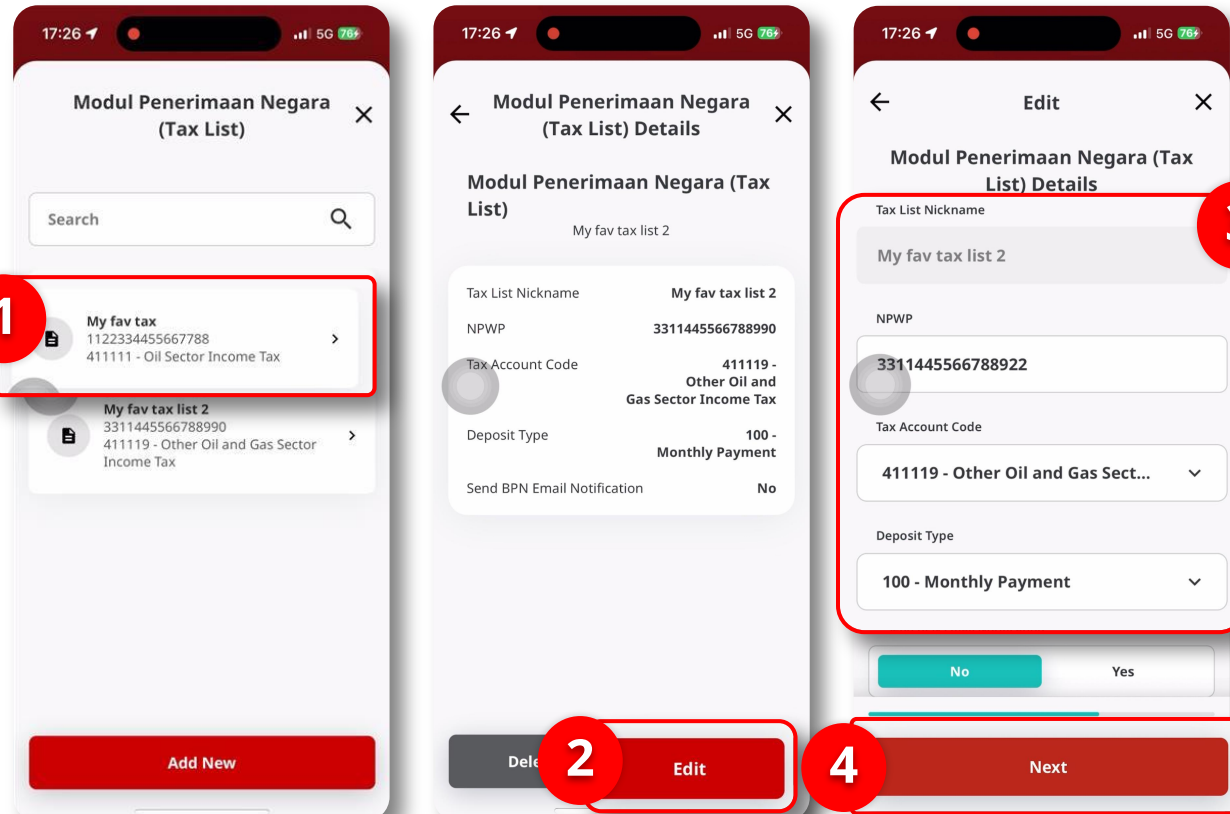
Click **More menu**

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

Click **Modul Penerimaan Negara (Tax List)**

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

System will show the **Modul Penerimaan Negara (Tax List)**



1 Klik **Transaksi** yang ingin di **Edit**

Click Transaction to Edit

2 Klik **Edit**

Click Edit

3 Edit **Details*** yang dibutuhkan

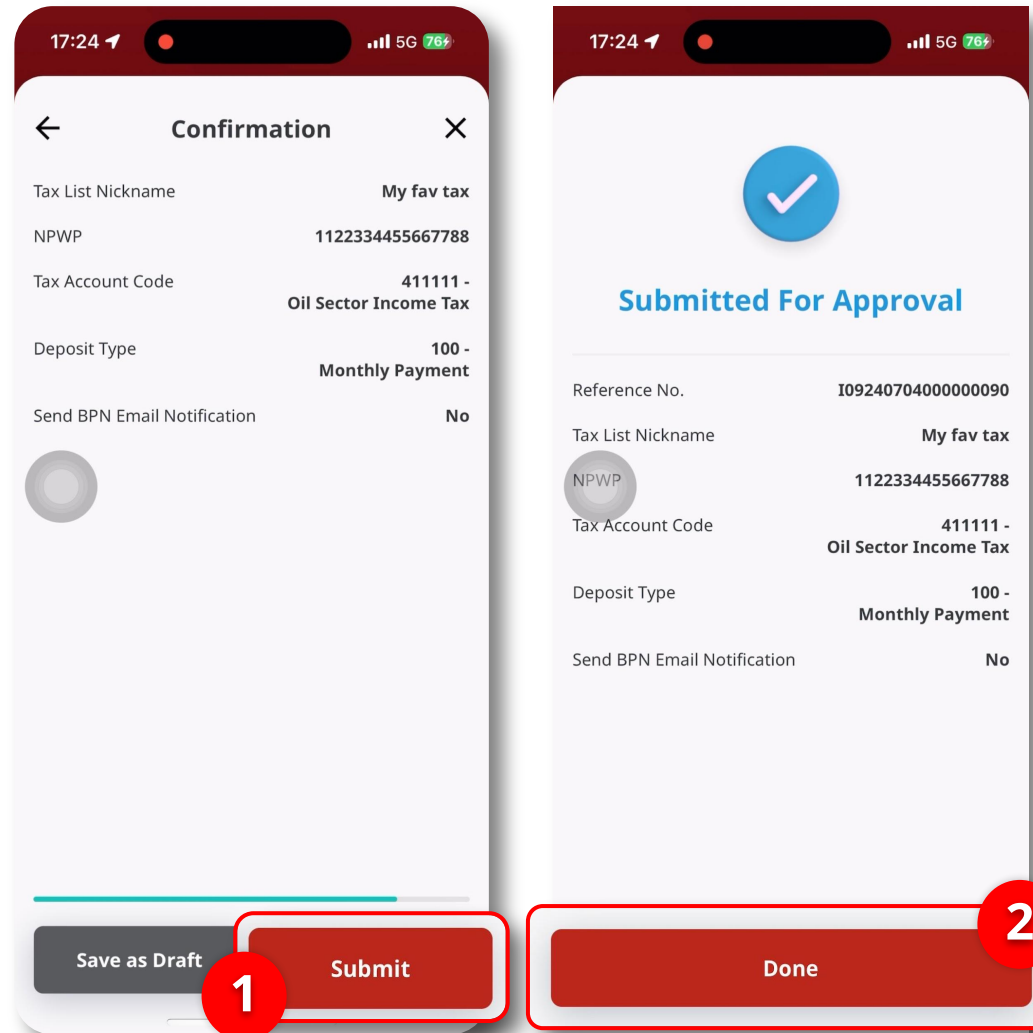
*Edit Details**

4 Klik **Next**

Click Next

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

**Tax List Nickname isn't editable*



- 1 Sistem akan menampilkan **halaman Confirmation**, Klik **Submit**

*System will show the **Confirmation page**, click **Submit***

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

*Once Succeed, system will show the **Submitted for Approval page**. Click **Done***

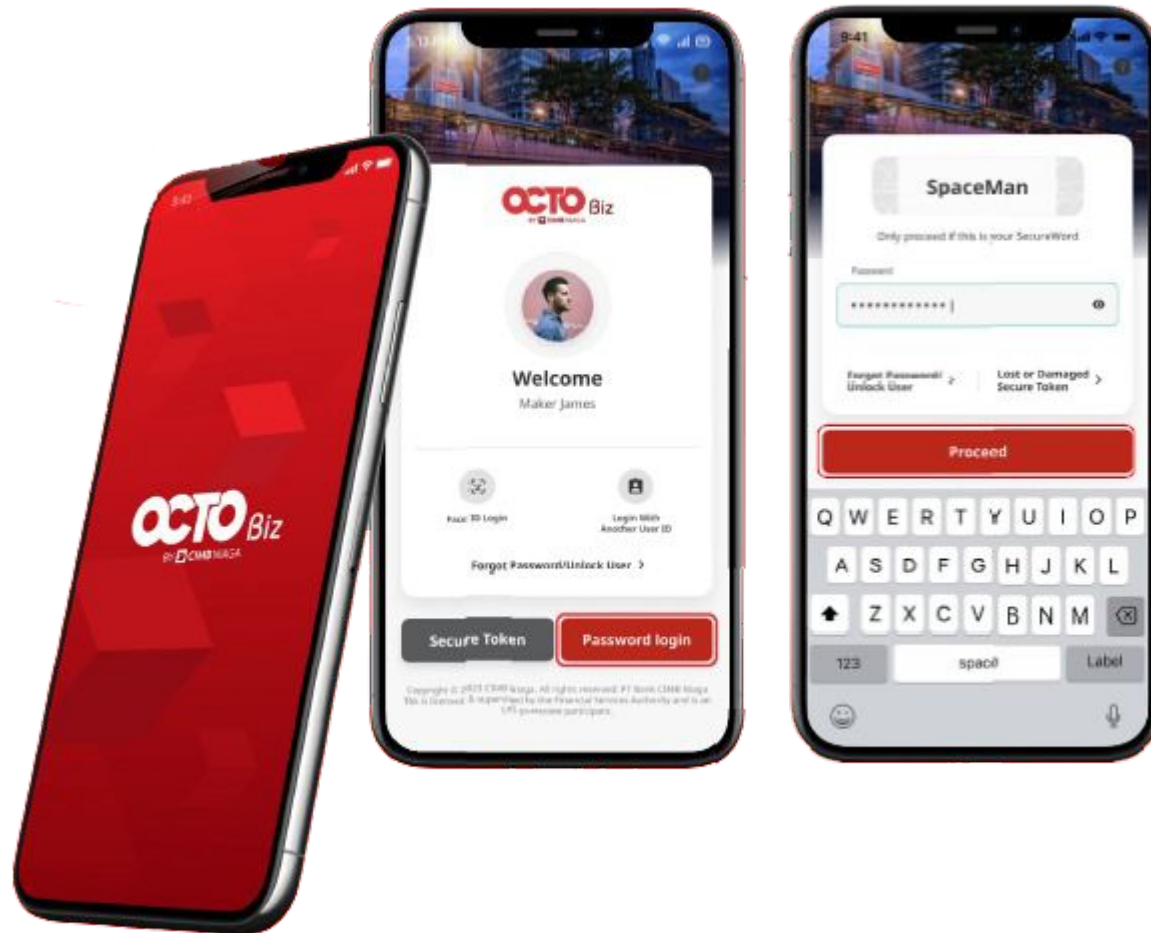
MPN Tax List

Create Transaction

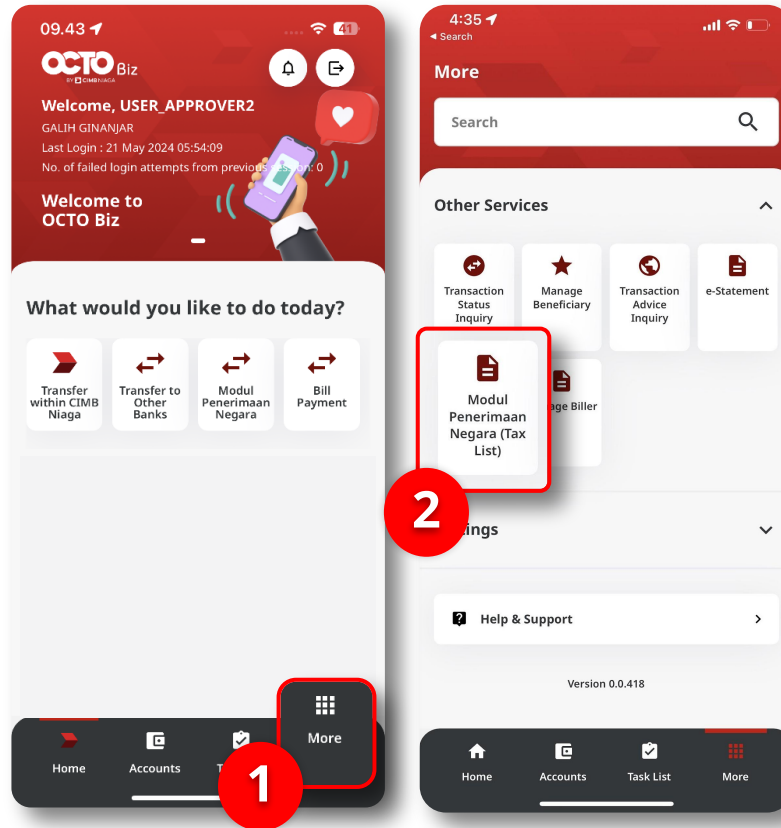
Add

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Click Proceed



1 Klik Menu **More**

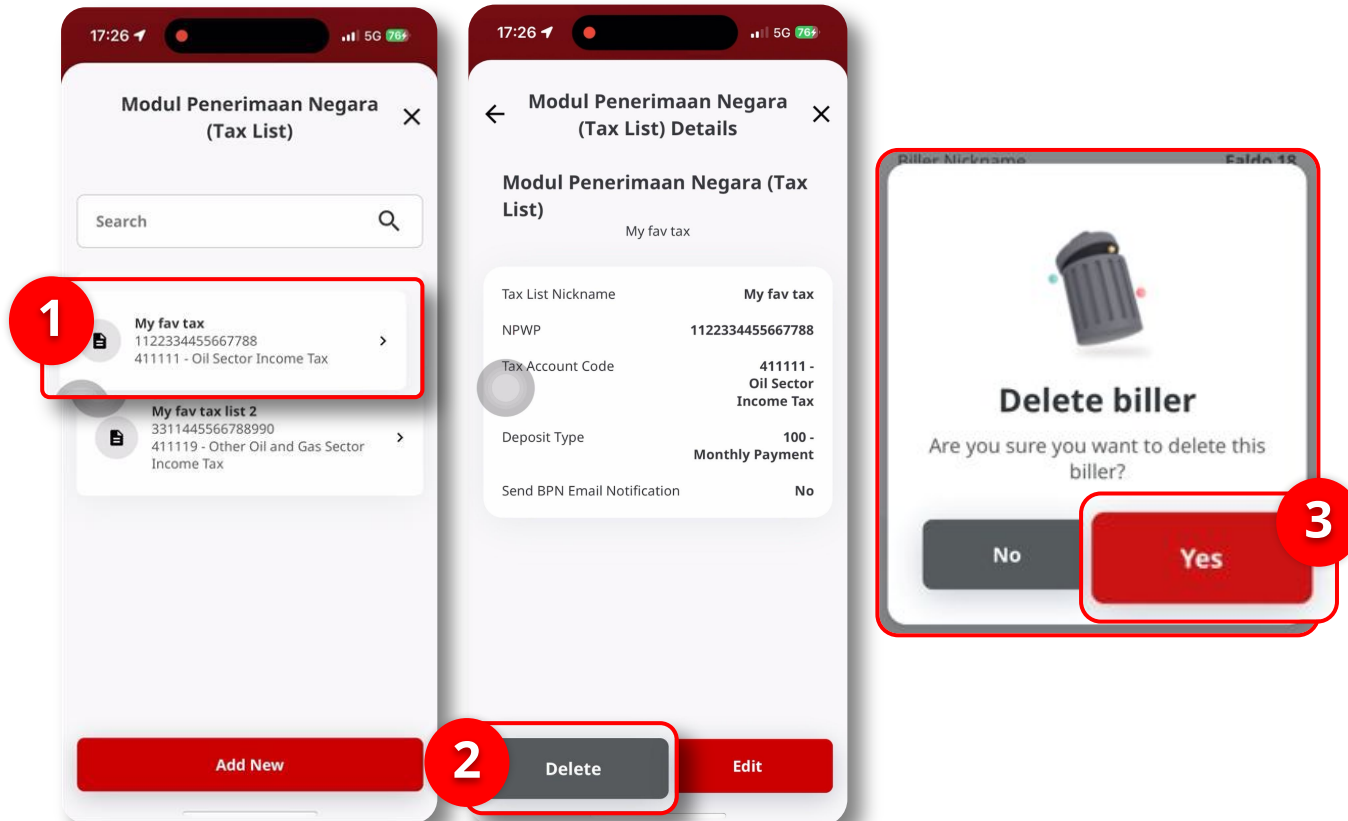
Click **More menu**

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

Click **Modul Penerimaan Negara (Tax List)**

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

System will show the **Modul Penerimaan Negara (Tax List)**



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

Click Transaction to Delete

2 Sistem akan menampilkan Tax List Details, Klik **Delete***

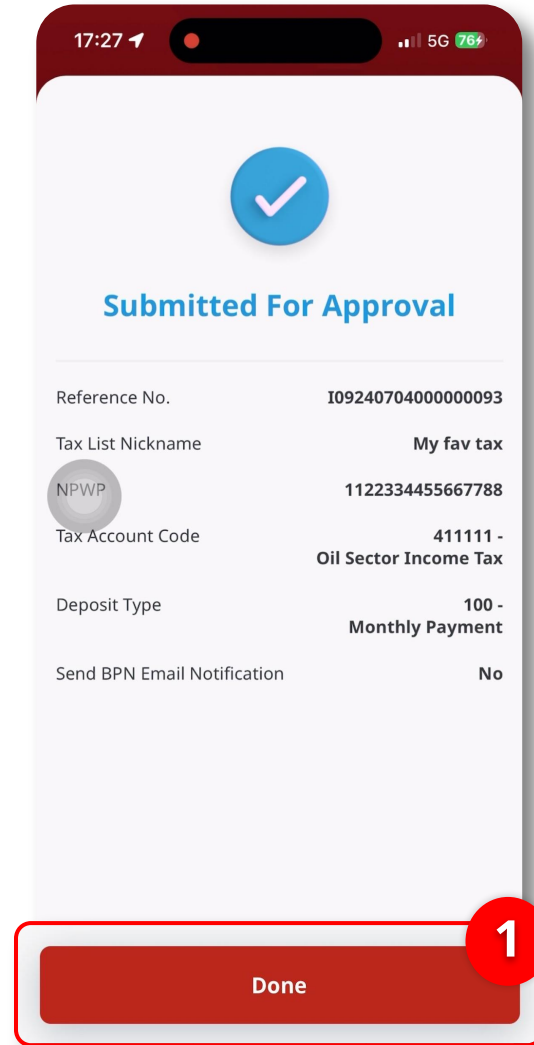
*System will show the Tax List Details page, click Delete**

3 Sistem akan menampilkan **Popup Delete Biller**, Klik **Yes**

System will show the Delete Biller pop up, click 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**

* **Delete Tax List can only be done through the Detail Page**. The user must view the **Tax List Details** regarding whether the transaction **has an NOP or not**, and whether the transaction **has an SK or not**.

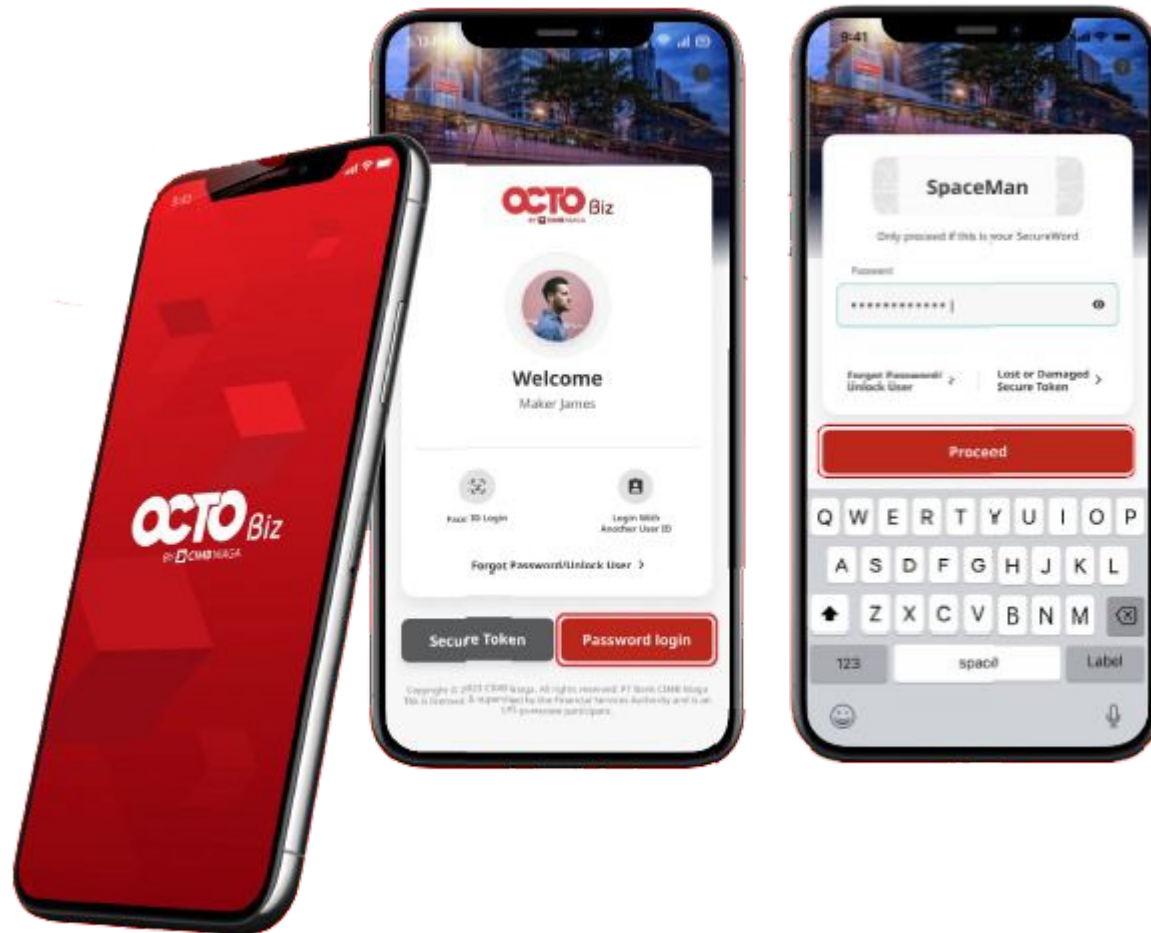


- 1 Jika berhasil, sistem akan mengarahkan ke halaman **Submitted for Approval**, Klik **Done**

*Once Succeed, system will show the **Submitted for Approval** page. Click **Done***

MPN Tax List

Approve Transaction

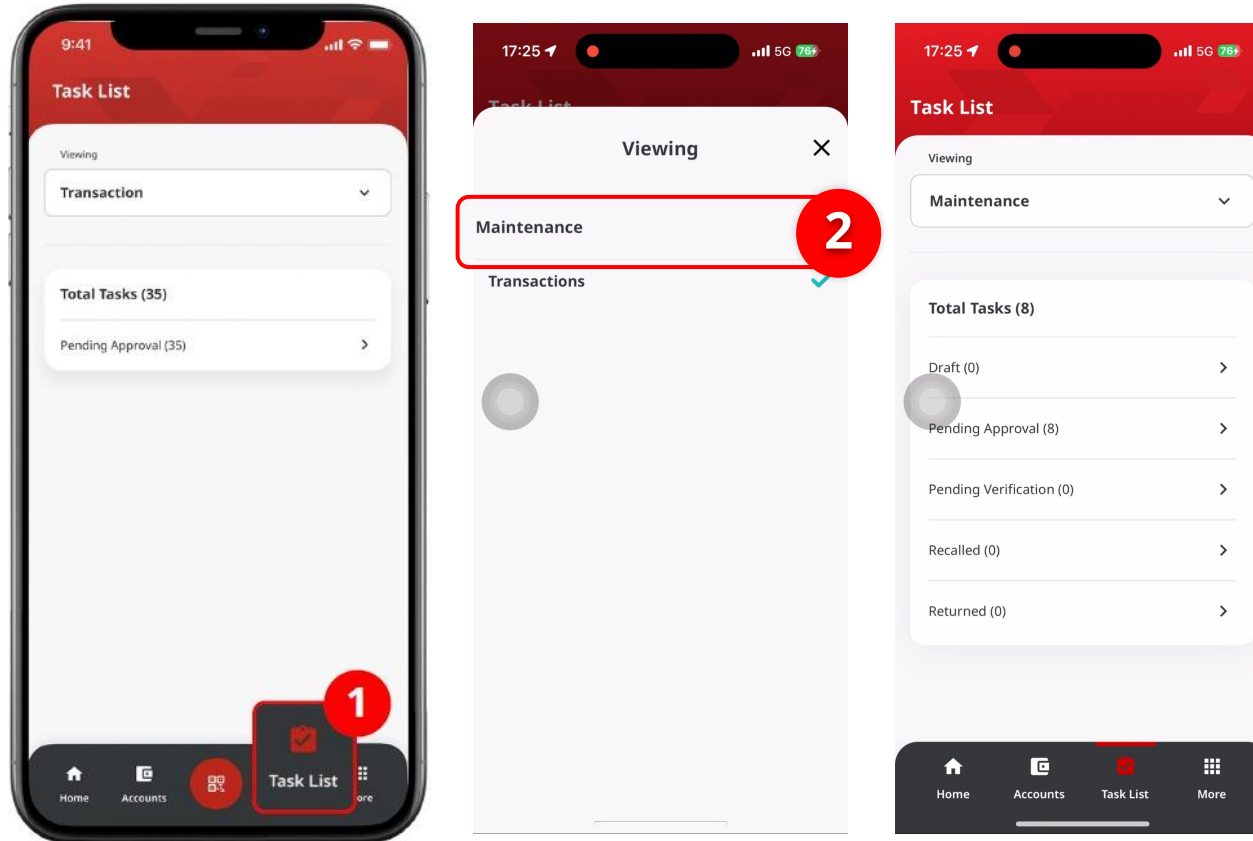


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LANGKAH

02

APPROVER



Approve Transaction | MPN Tax List

Menu: Task List > Approve

- 1 Arahkan pada menu dibawah, **klik Task List**

Navigate to bottom menu, click Task List

- 2 Pilih **Maintenance** sebagai **Viewing**

Choose Maintenance as Viewing

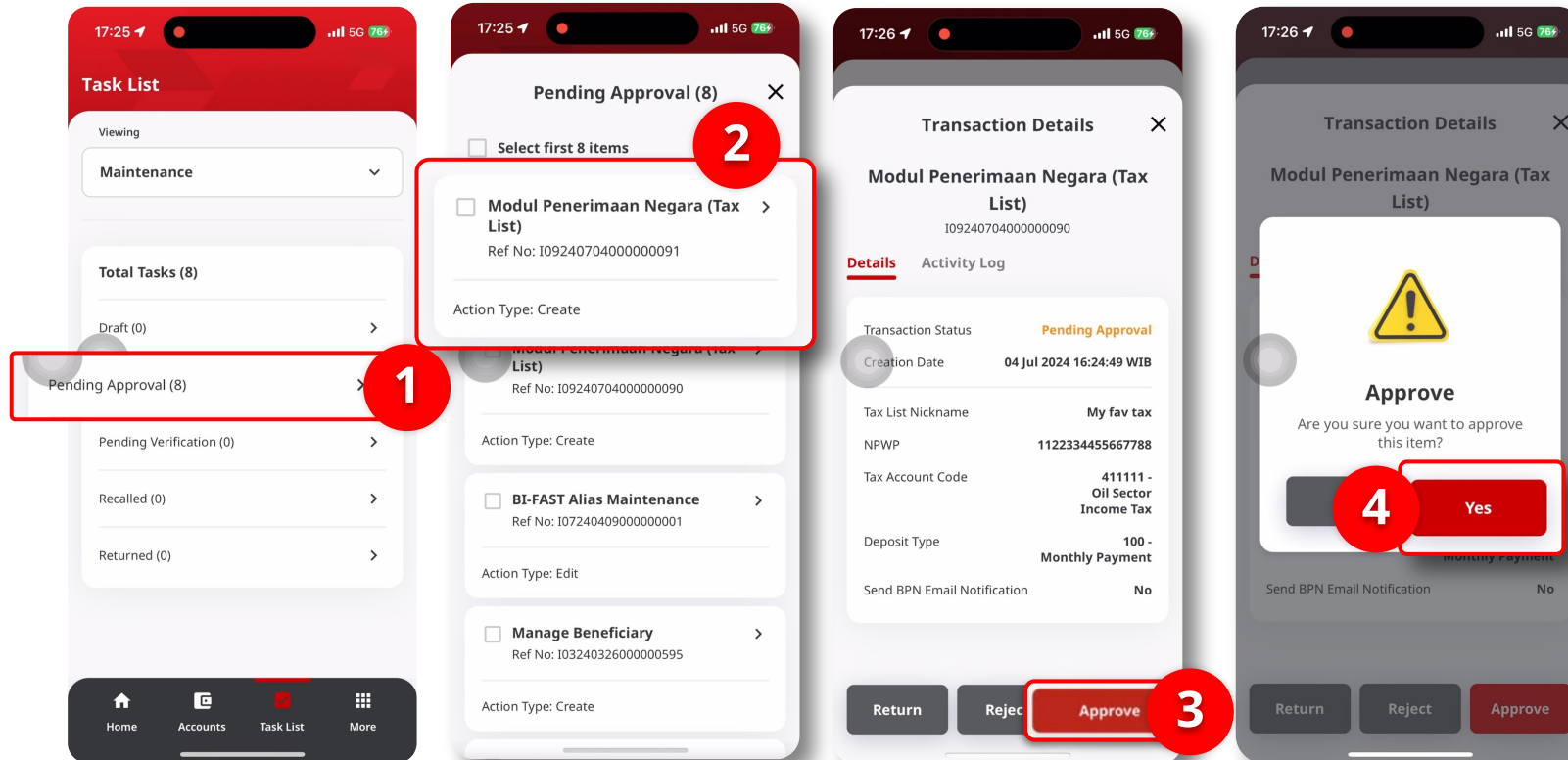
LANGKAH

03

APPROVER

Approve Transaction | MPN Tax List

Menu: Task List > Approve



1 Pilih **Pending Approval**

Choose **Pending Approval**

2 Pilih Transaksi yang ingin di **Approve**

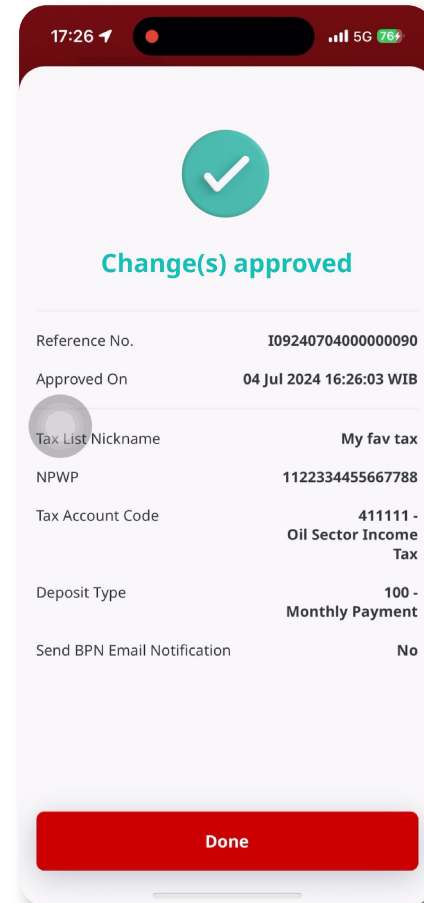
Choose **Transaction**

3 Klik **Approve**

Click **Approve**

4 Klik **Yes**

Click **Yes**



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

*Once succeed, system will show the **acknowledgement** page*



OCTO Biz
BY  **CIMB NIAGA**

