

The OCTO Biz logo is positioned in the upper right area. 'OCTO' is written in a large, bold, white, rounded sans-serif font. 'Biz' is written in a smaller, white, sans-serif font to its right. The background features a night photograph of a tall, modern skyscraper with many lit windows, partially obscured by a red diagonal graphic element.

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

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

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

Add | MPN Tax List

Menu: Service > Modul Penerimaan Negara (Tax List)

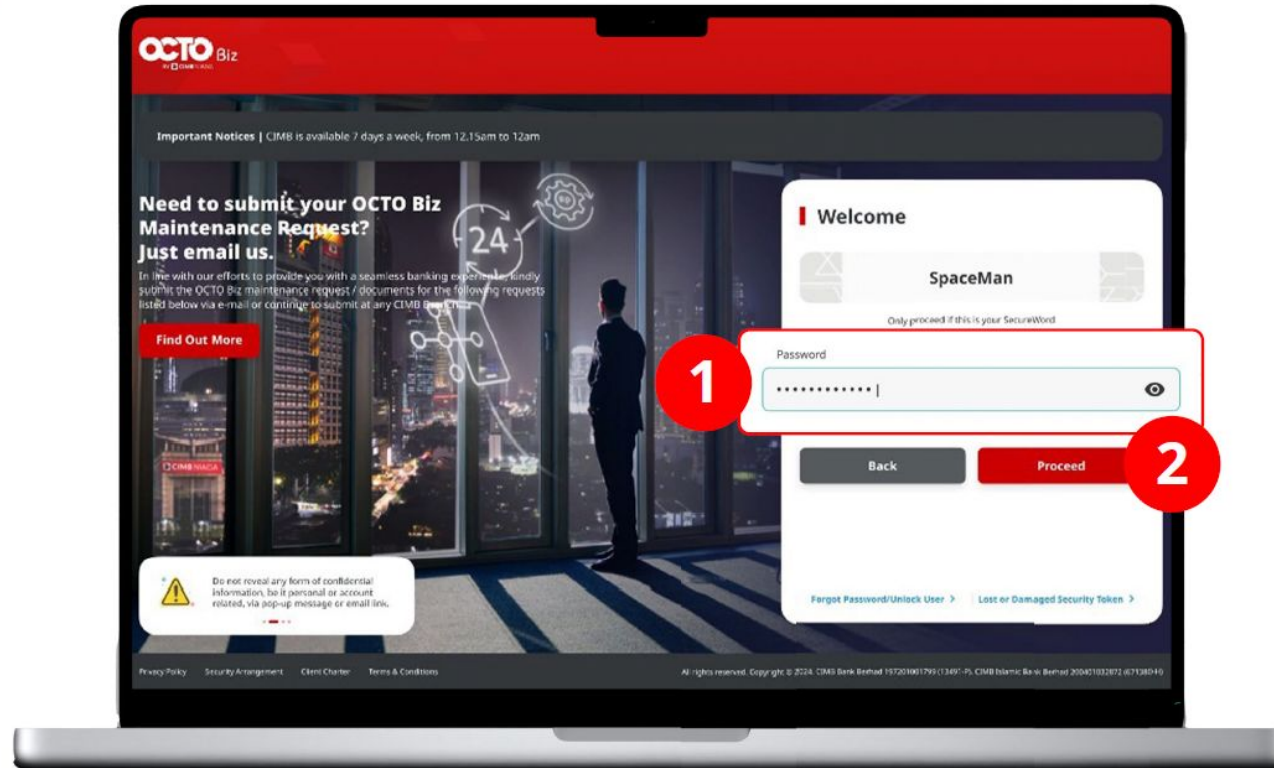


- 1 **Maker** Masuk dengan menggunakan **User & Company ID**

Maker login using User & Company ID

- 2 Klik **Next**

Click Next

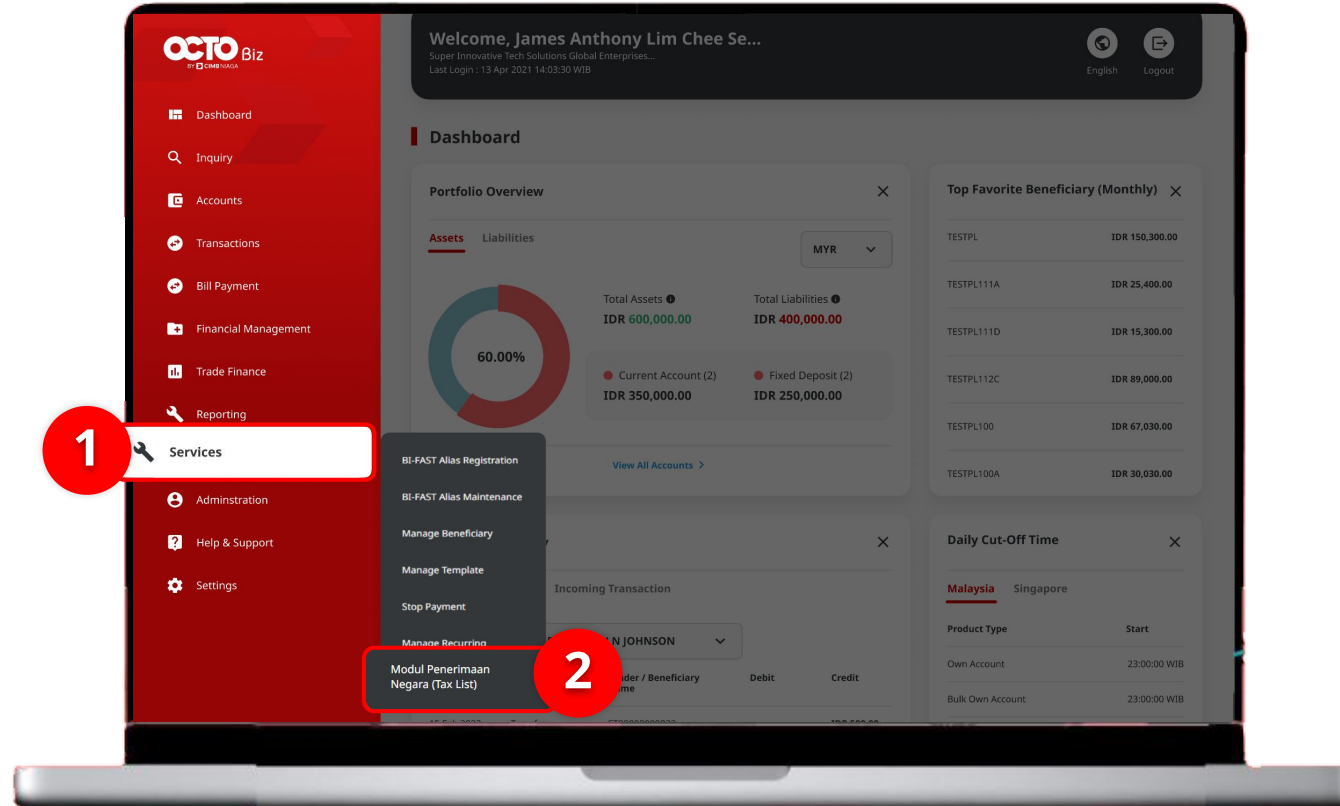


1 Isi **Password**

Input **Password**

2 Klik **Proceed**

Click **Proceed**



Sistem akan menampilkan halaman **Dashboard**

System will show the **Dashboard** page

1 Arahkan **Kursor** ke **Services**

Navigate to **Services**

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

Click **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**

System will show the **Modul Penerimaan Negara (Tax List) > Inquiry & Listing** page

1 Klik **Add**

Click **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

2

Next

1 Lengkapi Bagian
Tax List Details

*Complete the **Tax list Details***

2 Klik **Next**

*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

Tinjau Ulang Transaksi

Review Transaction

1 Klik **Submit**

Click 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

*System will show
Acknowledgement page*

**Langkah melakukan Approve
Transaction Kunjungi Halaman:**

To Approve transaction, visit:

45

**Approve
Transaction**

MPN Tax List

Create Transaction

Add

Modify

Delete

Payment - Saved Tax List

Payment Save to Tax List

LANGKAH

01

MAKER



Modify | MPN Tax List

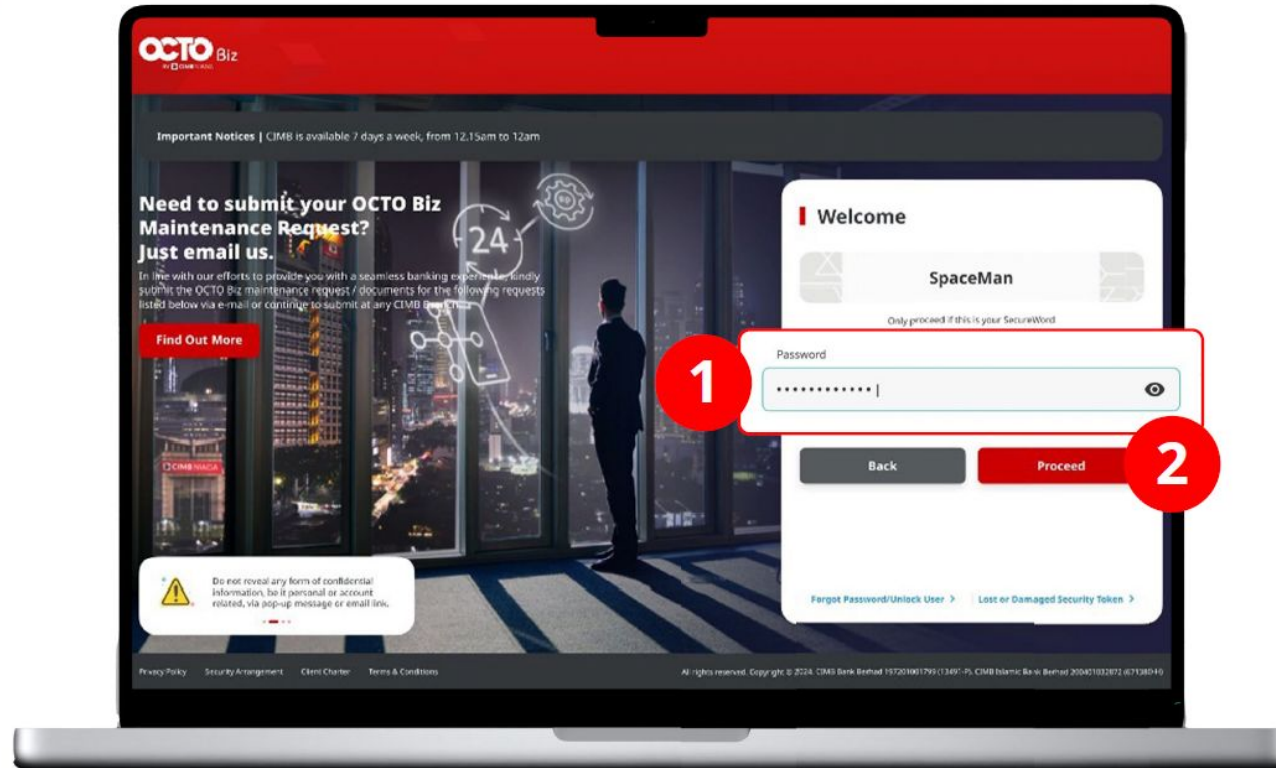
Menu: Service > Modul Penerimaan Negara (Tax List)

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

*Maker login using **User & Company ID***

- 2 Klik **Next**

*Click **Next***

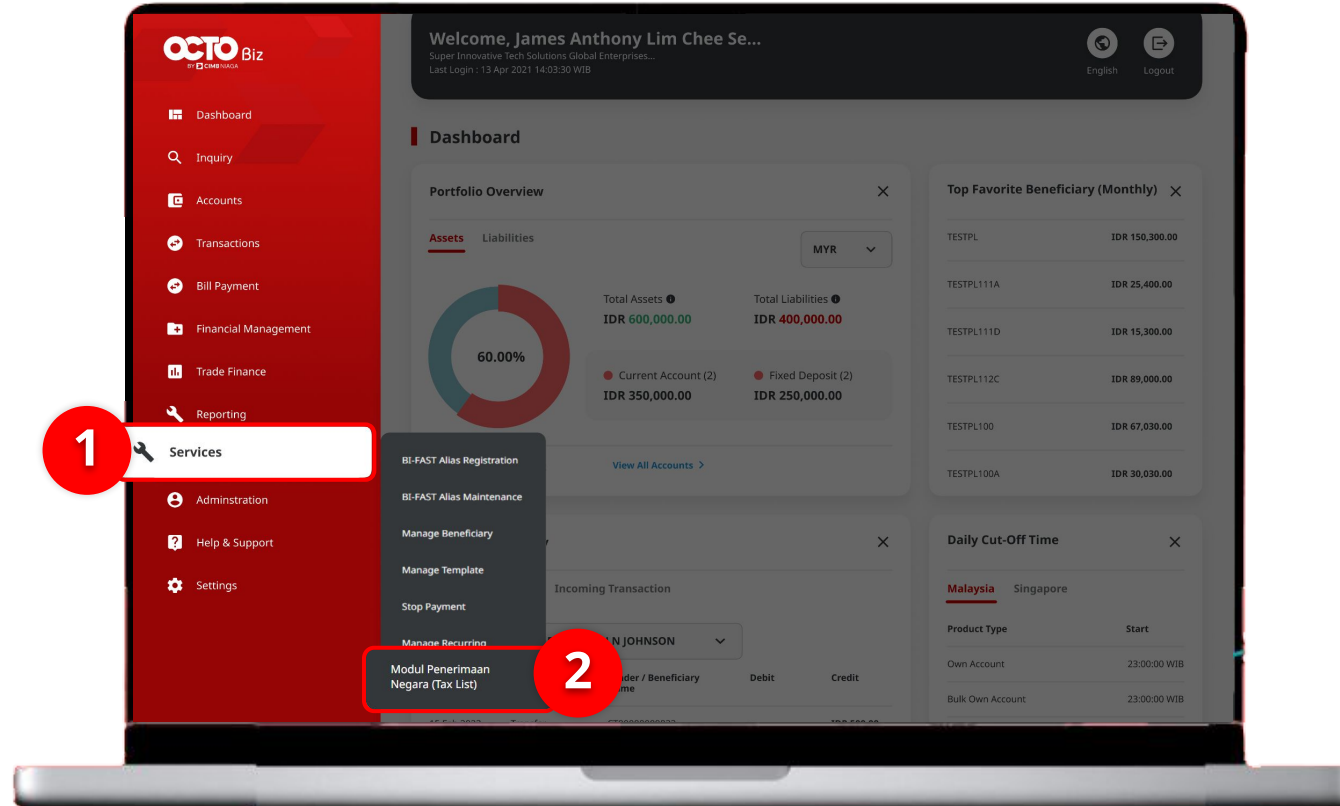


1 Isi **Password**

Input **Password**

2 Klik **Proceed**

Click **Proceed**



Sistem akan menampilkan halaman **Dashboard**

System will show the **Dashboard** page

1 Arahkan **Kursor** ke **Services**

Navigate to **Services**

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

Click **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**

System will show the **Modul Penerimaan Negara (Tax List) > Inquiry & Listing** page

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

Click **Transaction Hyperlink** 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

Sistem akan mengarahkan ke **Halaman Details**

System will show the Details page

1 Klik **Edit**

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** bagian transaksi* yang dibutuhkan

*Edit Transaction**

2 Klik **Next**

Click Next

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

**Tax List Nickname isn't editable*

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

Review Transaction

1 Klik **Submit**

*Click **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

*System will show
Acknowledgement page*

**Langkah melakukan Approve
Transaction Kunjungi Halaman:**

To Approve transaction, visit:

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

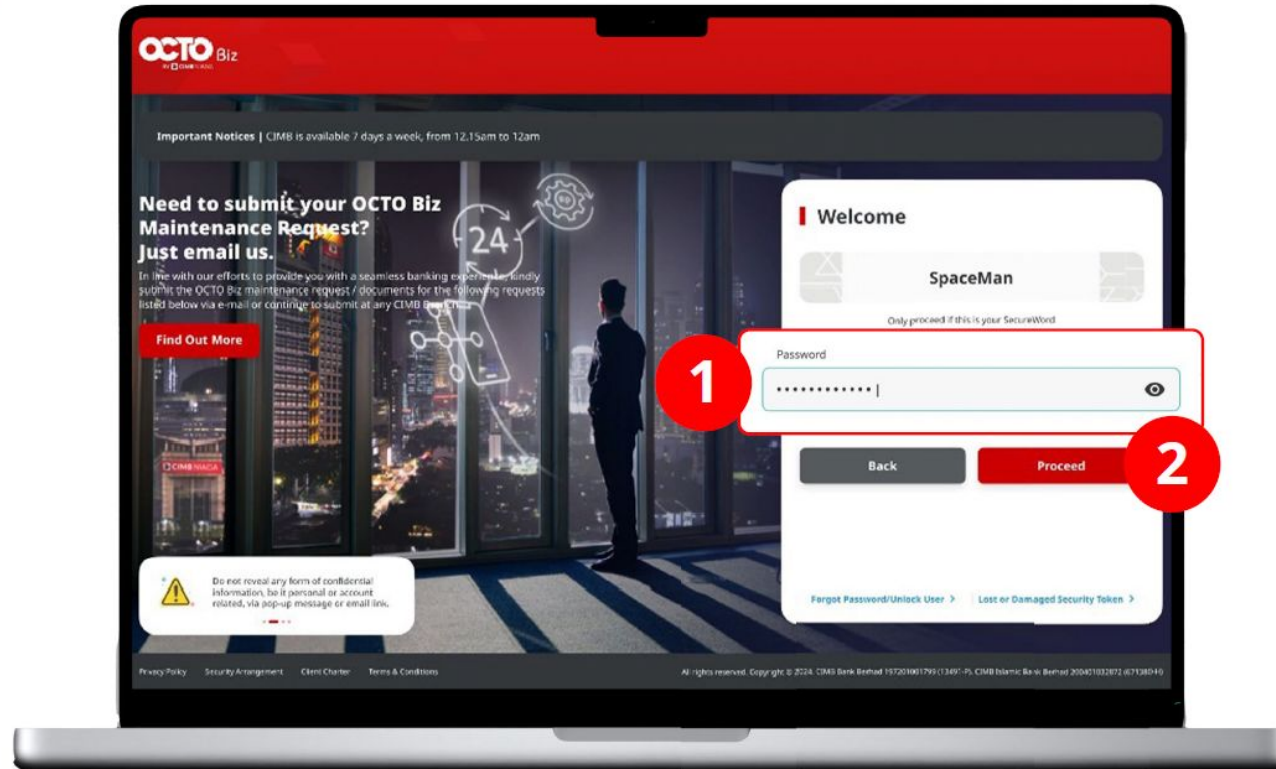
Menu: Service > Modul Penerimaan Negara (Tax List)

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

*Maker login using **User & Company ID***

- 2 Klik **Next**

*Click **Next***

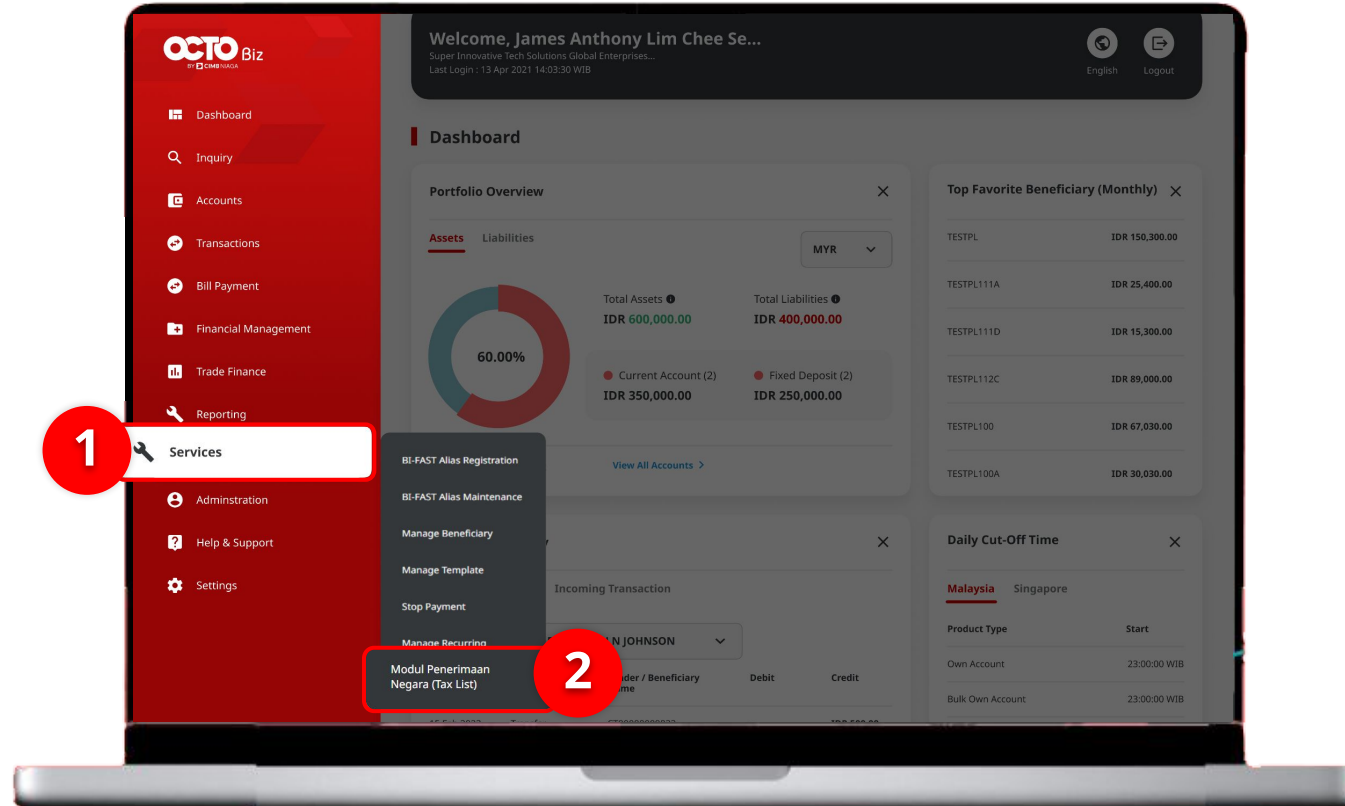


1 Isi **Password**

Input **Password**

2 Klik **Proceed**

Click **Proceed**



Sistem akan menampilkan halaman **Dashboard**

System will show the **Dashboard** page

1 Arahkan **Kursor** ke **Services**

Navigate to **Services**

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

Click **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**

System will show the **Modul Penerimaan Negara (Tax List) > Inquiry & Listing** page

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

Click **Transaction Hyperlink** to **delete**

Modul Penerimaan Negara (Tax List) > Details

Modul Penerimaan Negara (Tax List) Details

Tax List Nickname taxnurin3	NPWP 0413165234647000
Tax Account Code 411619 - Other Indirect Taxes	Deposit Type 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***

System will show the **Details page***

1 Klik **Delete**

Click **Delete**

2 Klik **Yes**

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**.

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

System will show
Acknowledgement page

Langkah melakukan **Approve Transaction** Kunjungi Halaman:

To Approve transaction, visit:



MPN Tax List

Create Transaction

Add

Modify

Delete

Payment - Saved Tax List

Payment Save to Tax List

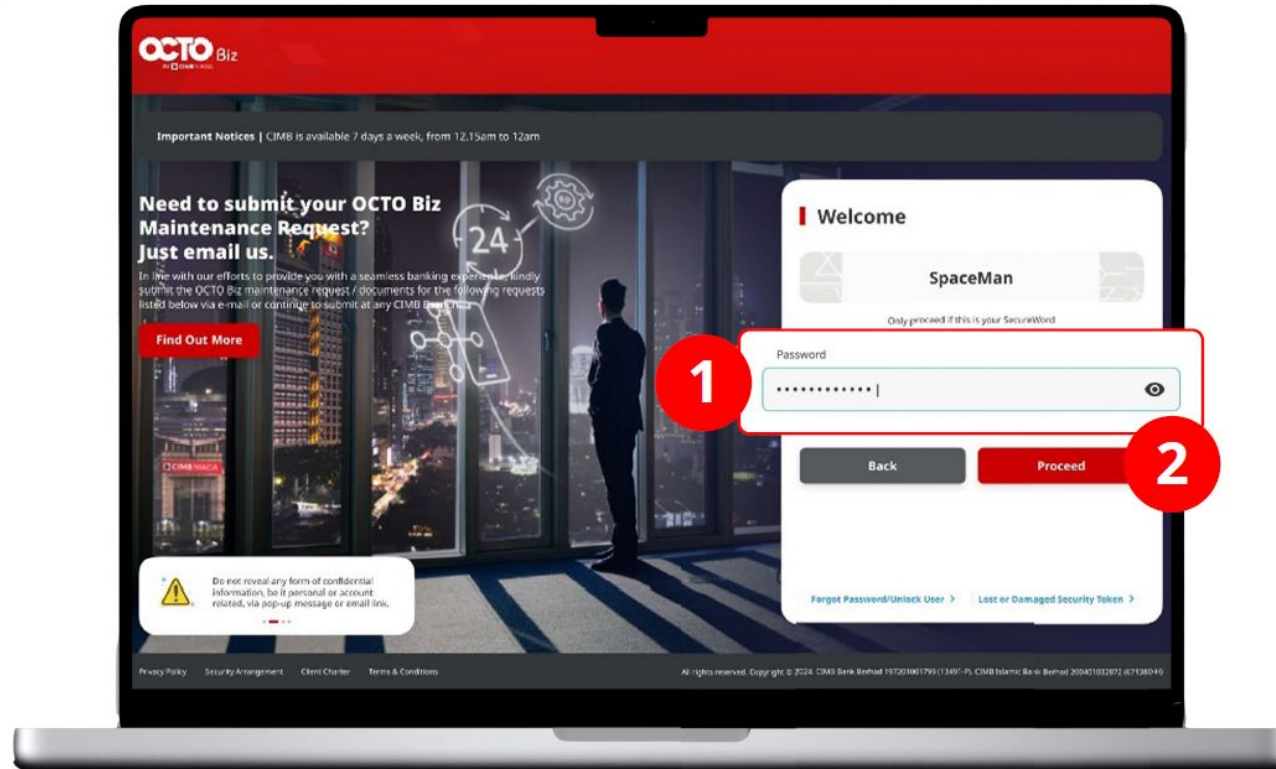


- 1 **Maker** Masuk dengan menggunakan **User & Company ID**

*Maker login using **User & Company ID***

- 2 Klik **Next**

*Click **Next***

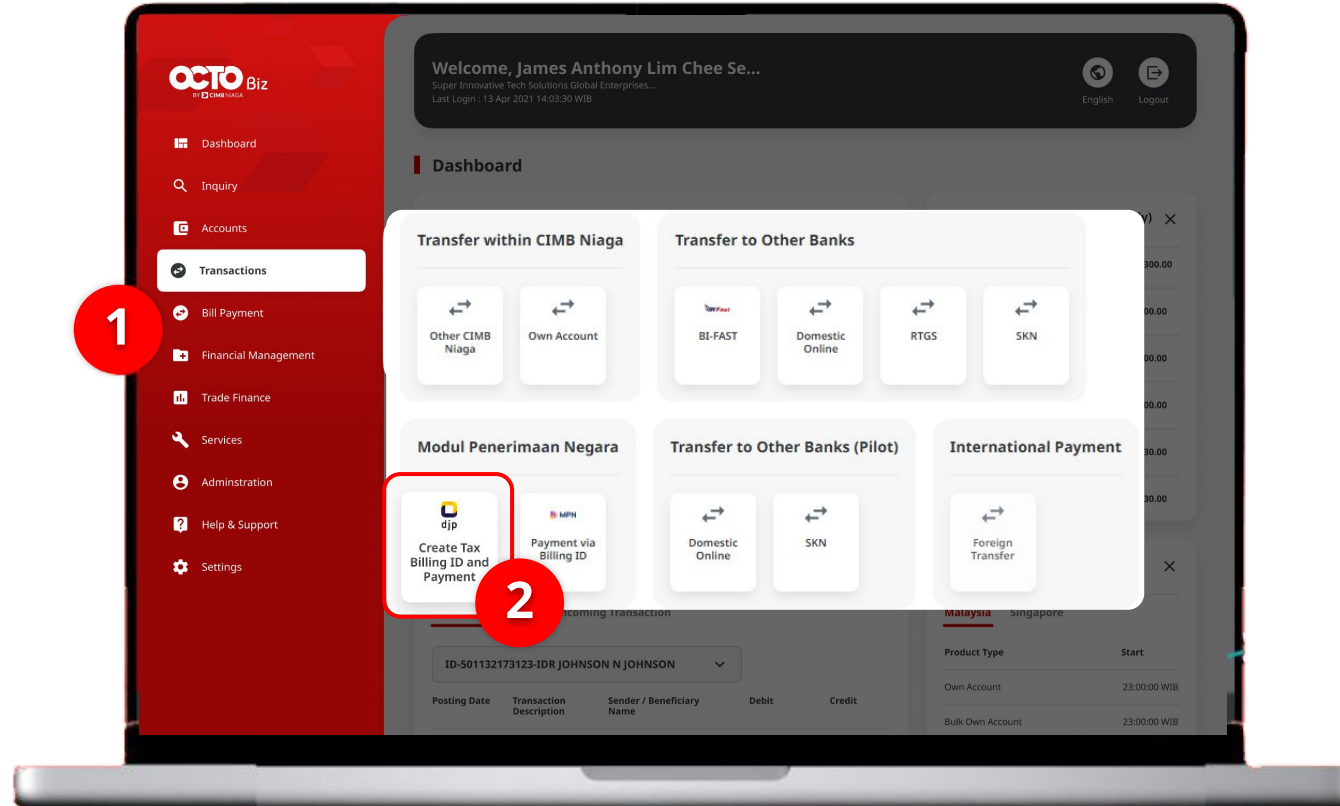


1 Isi **Password**

Input **Password**

2 Klik **Proceed**

Click **Proceed**



Sistem akan menampilkan halaman **Dashboard**

System will show the **Dashboard** page

1 Arahkan **Kursor** ke **Transaction**

Navigate to **Transaction**

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

Click **Create Tax Billing ID & Payment**

1

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

2

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

3

Load

1 Klik **Tax List**

Click **Tax List**

2 Pilih **Tax List**

Choose **Tax List**

3 Klik **Load**

Click **Load**

OCTO Biz
BY CIMB NIAGA

TUTORIALOCTOBIZ2025

32

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

Once **Transaction Load successfully**,
Transaction details will **automatically filled**
by system

1 Klik **Next**

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 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

Review Transaction

1 Klik **Submit**

Click **Submit**

Create Tax Billing ID and Payment > Acknowledgement

Submitted for approval

Reference No. : 117124072200000165Submitted 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

Tax Payer Name
Kongsi Dua

Tax Account Code
411211 - Domestic VAT

Terbilang
Seratus Ribu Rupiah

Total Debit Amount
IDR 100,000.00

NPWP
1091031210910452

Tax Payer Address
Jalan Yogyakarta Bahagia Selaku, RT001/RW002, SIDOMULYO, BAMBANG

Deposit Type
107 - Additional Payment for Voluntary Disclosure Program Art. 7(4) point b HPP Law

Tax Period
Jun 2024 - Jun 2024

Other Details

Payment Description
-

Send BPN Email Notification
No

Print

Save to Tax List

Make Another Transaction

Sistem Lalu menampilkan
Halaman Acknowledgement

System will show
Acknowledgement page

Langkah melakukan **Approve Transaction** Kunjungi Halaman:

To Approve transaction, visit:

45

Approve Transaction

MPN Tax List

Create Transaction

Add

Modify

Delete

Payment - Saved Tax List

Payment Save to Tax List

LANGKAH

01

MAKER



Payment - Save to Task List | MPN Tax List

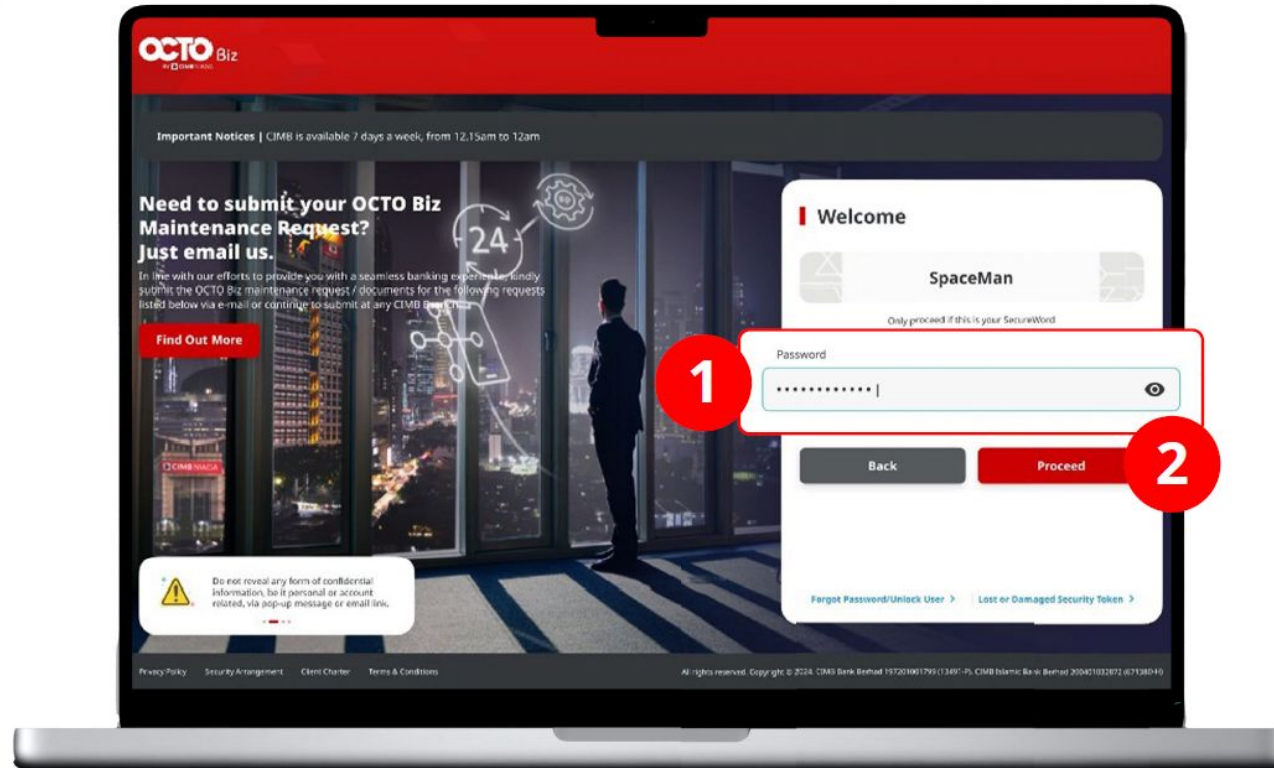
Menu: Transaction > Create Tax Billing ID & Payment

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

*Maker login using **User & Company ID***

- 2 Klik **Next**

*Click **Next***

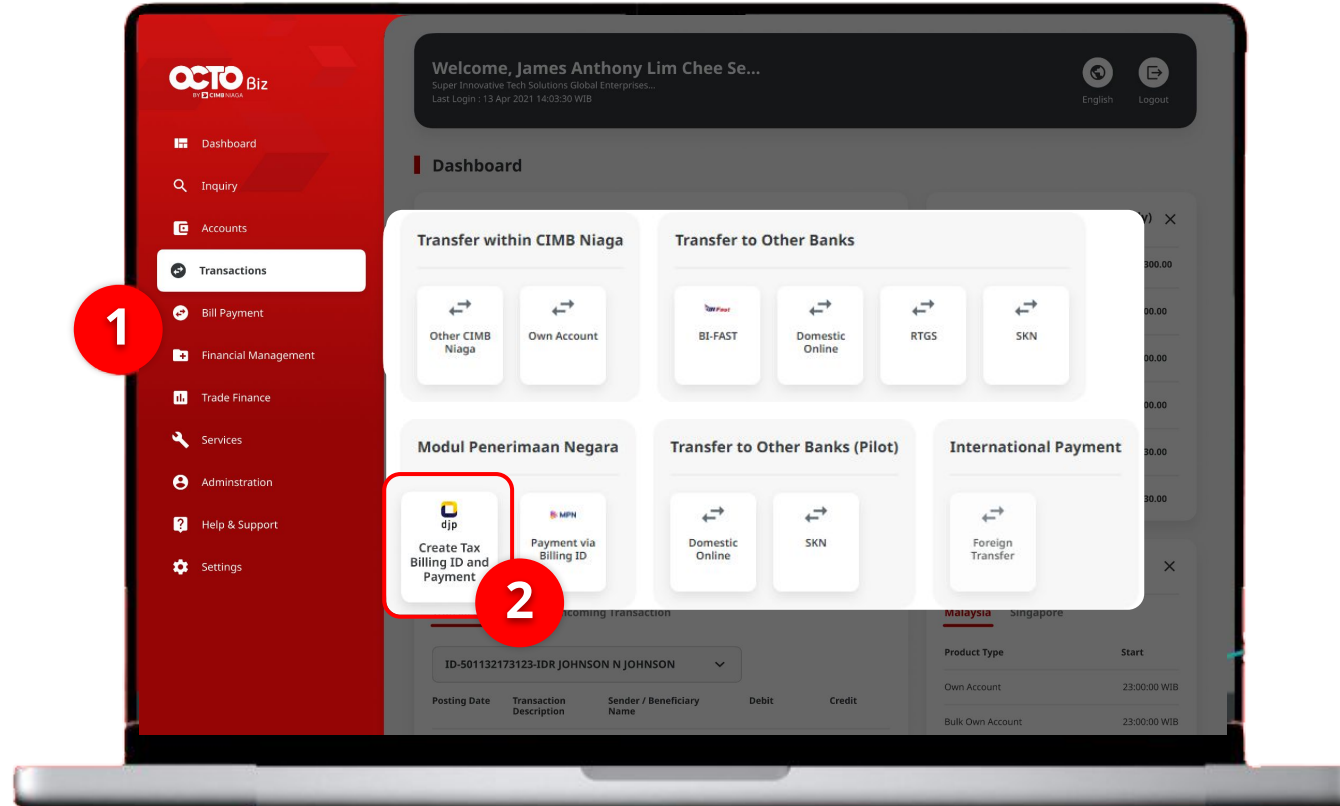


1 Isi **Password**

Input **Password**

2 Klik **Proceed**

Click **Proceed**



Sistem akan menampilkan halaman **Dashboard**

System will show the Dashboard page

1 Arahkan **Kursor ke Transaction**

Navigate to Transaction

2 Klik **Create Tax Billing ID Payment**

Click Create Tax Billing ID Payment

1

Create Tax Billing ID and Payment

Transaction Group *

Modul Penerimaan Negara

Sender Details

From Account *

-

Payment Mode *

Create Tax Billing ID and Payment

Payment Date *

22 Jul 2024

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

2

Next

1 Lengkapi seluruh **Detail Transaksi**

*Complete all **Transaction Detail***

2 Klik **Next**

*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 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

Review Transaction

1 Klik **Submit**

Click **Submit**

Create Tax Billing ID and Payment > Acknowledgement

Submitted for approval

Reference No : 1112407220000001155Submitted 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	NPPWP 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

Once **submit successfully**, system will show the **Acknowledgement page**

1 Klik **Save to Tax List**

Click **Save to Tax List**

The screenshot shows a web form titled "Save To Tax List". It 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, indicating the first step. The placeholder text is "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 section with two radio buttons, "No" and "Yes".

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

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

*System will show the **Save to Tax List** pop up page*

1 Lengkapi ***Tax List Nickname***

*Complete the **Tax List Nickname***

2 Klik ***Submit***

*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

Sistem Lalu menampilkan
Halaman Acknowledgement

*System will show
Acknowledgement page*

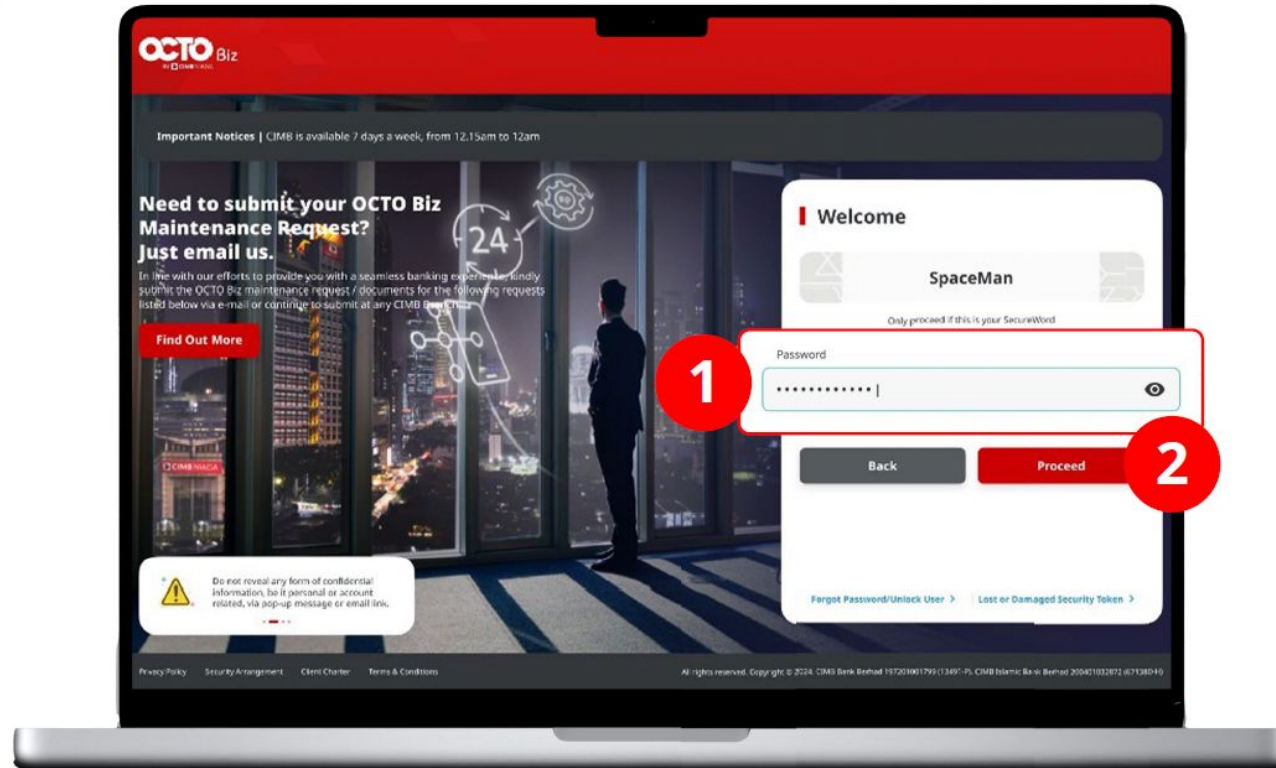
**Langkah melakukan Approve
Transaction Kunjungi Halaman:**

To Approve transaction, visit:

**45 Approve
Transaction**

MPN Tax List

Approve Transaction



Login sebagai **Approver**

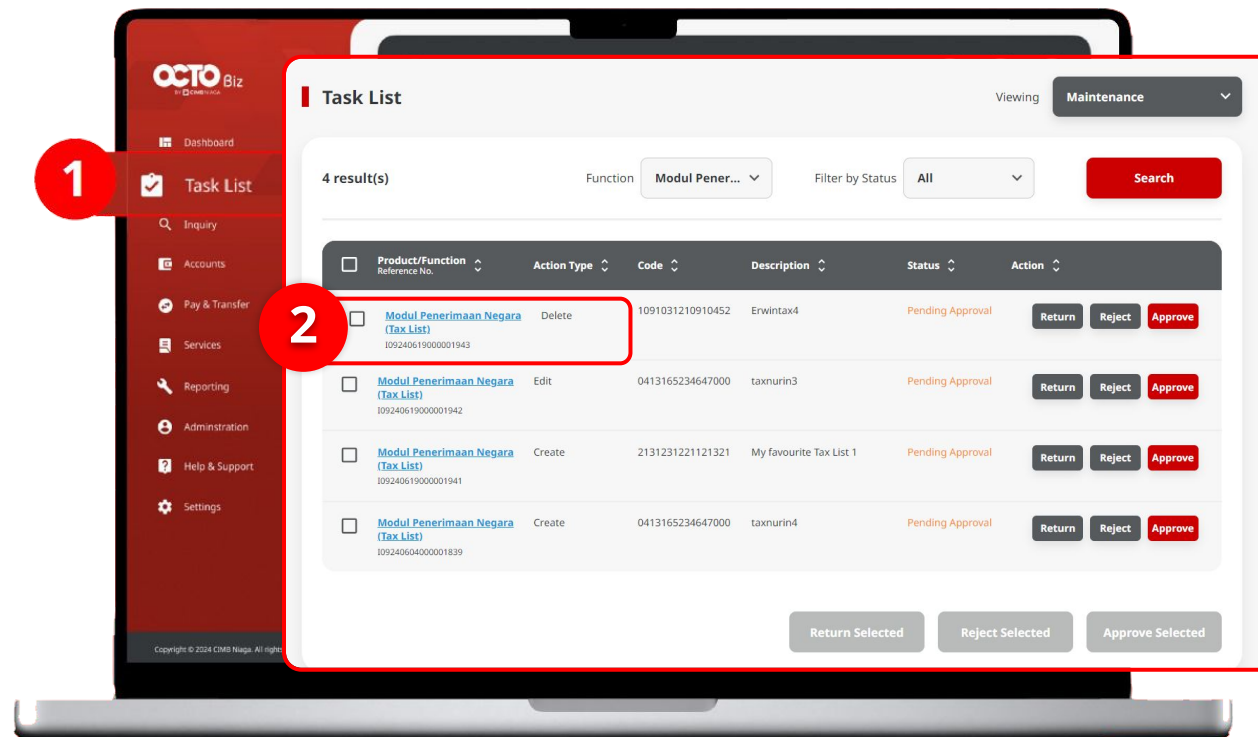
Login as **approver**

1 Isi **Password**

Input **password**

2 Klik **Proceed**

Click **Proceed**



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

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

- 2 Klik **Hyperlink** transaksi yang diinginkan

*Click **hyperlink transaction***

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

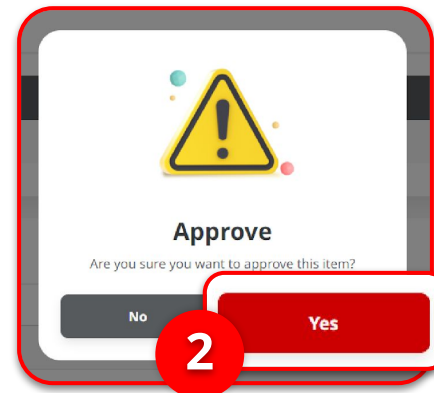
User Activities

User	Activities	Date / Time	Remark
ZKMAUSER2	Submit	19 Jun 2024 14:03:10 WIB	-

Remarks

Remarks
Enter
Maximum 100 characters

Back Return Reject **Approve**



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

Review Transaction

1 Jika sudah sesuai, klik **Approve**

Click Approve

2 Klik **Yes**

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	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**

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



OCTO Biz
BY  **CIMB NIAGA**

