

# Indonesia Tax Payment Quick User Guide Straight2Bank



standard  
chartered

# Contents

<u>Overview of Indonesia Tax Payment</u>	<u>3</u>
Tax Payment Instruction	
<u>How to Create Tax Payment</u>	<u>5</u>
<u>How to Approve Tax Payment</u>	<u>11</u>
<u>How to Manage and Check Tax Payment Status</u>	<u>16</u>
Tax Receipt	
<u>How to Do Billing Re-Inquiry</u>	<u>21</u>
<u>How to Download Individual Tax Receipt</u>	<u>23</u>
<u>How to Download Bulk Tax Receipt</u>	<u>26</u>
Bulk Import	
<u>How to Prepare Tax Payment File</u>	<u>28</u>
<u>How to Upload Tax Payment File</u>	<u>31</u>
<u>How to Check Status of Uploaded tax Payment File</u>	<u>34</u>
<u>How to Subscribe Tax Alerts</u>	<u>38</u>
<u>How to Subscribe Tax Report</u>	<u>40</u>
<u>Tax Payment FAQs</u>	<u>45</u>
<u>Appendix</u>	<u>47</u>



# Overview of Indonesia Tax Payment



# Overview of Indonesia Tax Payment

Indonesia Tax Payments is integrated with the Second-Generation State Revenue (MPN G2) to facilitate faster, real-time and secure tax payments. Tax payments include tax bill (DJP), customs and excise bill (DJBC) and non-tax state revenue (DJA).

Indonesia Tax has been Implemented in Straight2Bank whereby clients would initiate this payment in a structured manner alike any other payment types.

## Indonesia Tax Payments Capabilities:

- Available 24×7 for tax creation through Straight2Bank
- Payment initiation via web, bulk import, iH2H/H2H (Extended Re-Auth) & UDA
- Supported Debit Account and payment currency is Indonesia Rupiah (IDR)
- Real time billing code validation with Tax Authority
- Duplicate Tax Initiation Restriction
- Provision to download Tax Receipt (single and bulk)
- Tax Payment Status Alerts
- Tax Payment Report (csv, xls, xlsx and pdf)

## Important note:

Please ensure your balance is sufficient and your transaction is successful until get '**Final BPN Available**' Status.

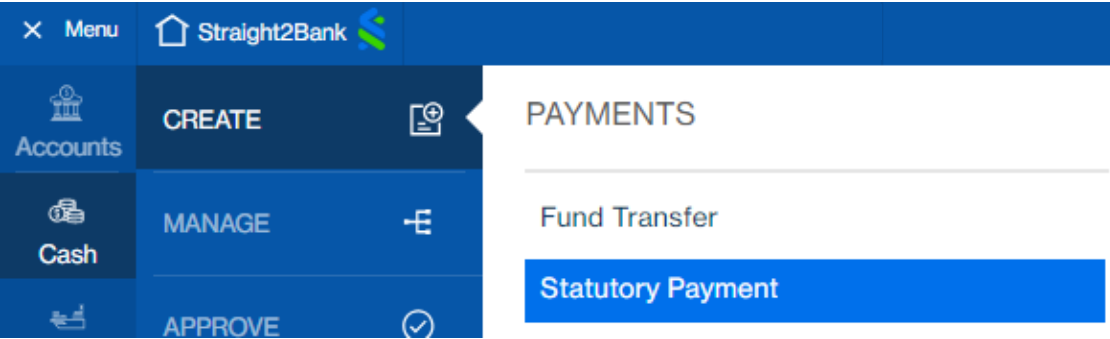


# How to Create Tax Payment



# How do I Create Tax Payment?

1. Go to **Menu > Cash > Create > Statutory Payment.**



2. Fill in the transaction's details – all inputs are mandatory unless stated as optional:

- **YOUR REFERENCE:** auto populated.
- **PAY FROM:** choose a 'Debit Account'.  
Supported debit currency is IDR.

INITIATE STATUTORY PAYMENT

YOUR REFERENCE

PIIDQPREE1A00444

PAY FROM

Select a Debit Account

☆

Choose a debit account



# How do I Create Tax Payment?

- **TAX TYPE:** defaulted to 'Indonesia TAX'.
- **PAY TO:** defaulted to 'Government Treasury Account MPN G2'.

COUNTRY/MARKET	INDONESIA
TAX TYPE	Indonesia Tax <span>⌵</span>
PAY TO	Government Treasury Account MPN G2

- **BILLING CODE:** input 'Billing code' (15 char)
- **PAYMENT CURRENCY:** defaulted to 'IDR' and enter 'Payment Amount'.

TAX DETAILS

BILLING CODE	119100190004041		
PAYMENT AMOUNT	IDR	<span>⌵</span> 5,403.00	IDR Five Thousand Four Hundred Three Rupiah
<div><div>VALIDATE</div><div>CLEAR DETAILS</div></div>			



# How do I Create Tax Payment?

## 3. Click on 'VALIDATE'

- Upon successful validation, tax payment summary details will be displayed for verification.
  - Billing code and its expiry will be validated with MPN.
  - Inputted Payment Amount should be equal to Total Billing Amount in the billing inquiry response.
- For any negative response, there will be an 'Error message' shown. Click on '**CLEAR DETAILS**' to reset Billing Code and Payment Amount for input again.

Tax Details Validated Successfully

TAX PAYMENT DETAILS

STATUTORY PAYMENT TYPE

DJP

TOTAL DETAIL

3

TAX ID NUMBER

TAX PAYER ADDRESS

TAX PAYER NAME

**Important note:**

After the enhancement of Core Tax Administration System by Treasury Office, the tax information detail will not be longer available for tax billing (DJP), and you will see new “Total Detail” information.  
No changes to customs and excise bill (DJBC) and non-tax state revenue (DJA)





# How do I Create Tax Payment?

4. Click on ‘**CONTINUE**’ to perform online validation.

AMOUNT

PAYMENT AMOUNT

IDR5,403.00IDR Five Thousand Four Hundred Three Rupiah

DEBIT AMOUNT

IDR5,403.00IDR Five Thousand Four Hundred Three Rupiah

PAYMENT SCHEDULE

Select a Date

DEBIT DATE

12/12/2023Tue, 12th Dec 2023

VALUE DATE

12/12/2023Tue, 12th Dec 2023

Your account will be debited on

12/12/2023

CANCEL

SAVE & CLOSE

CONTINUE

Hi! I can help you.

- **PAYMENT SCHEDULE:** defaulted to today’s date.

5. Click on ‘**SUBMIT**’ to submit payment for approval.  
Click on ‘**CANCEL**’ to cancel the instruction and get back to previous page.  
Click on ‘**BACK**’ to go back to Payment Details Input Screen

BACK

CANCEL

SUBMIT


Note: Should a duplicate Indonesia tax transaction be submitted with same billing code against the transactions that are inflight to S2B and also for Final BPN available status, an error message will be shown.



# How do I Create Tax Payment?

A confirmation on payment submission will be displayed after submission.

CONFIRMATION

 YOUR PAYMENT HAS BEEN SUBMITTED SUCCESSFULLY

Payment reference number **Q0000441**

APPROVE TRANSACTION

There is no change to Authorization Matrix in Tax Payments and the journey is similar to other Payment authorizations except Payee details.

Submitted Indonesia Tax transactions can be edited/batched/deleted using existing Straight2Bank features. Tax transactions will not be batched with non-Tax transactions.

Indonesia tax transactions will be available for edit provided it is in 'Draft' or 'Submitted for Authorisation' status. Billing code to be validated again even if was validated and saved previously.

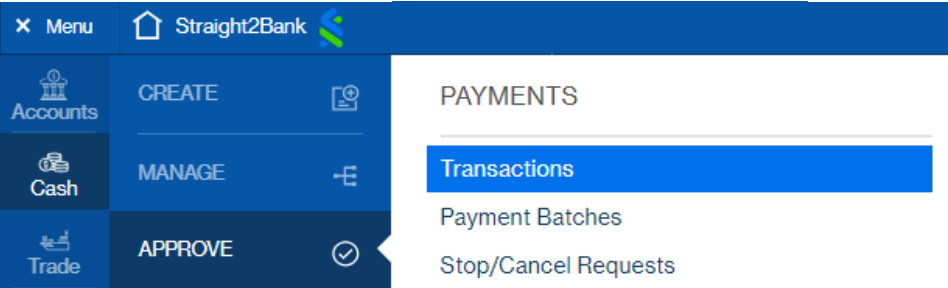


# How to Approve Tax Payment



# How do I Approve Tax Payment?

1. Go to **Menu > Cash > Approve > Transactions**.



2a. Option 1: You can authorize selected tax transaction by clicking Action Menu (3 dots) and click **‘APPROVE’**.

TRANSACTIONS								
BATCHES								
PAYEES								
STOP/CANCEL REQUESTS								
TEMPLATES								
1 - 100 of 105 items								
DEBIT ACCOUNT COUNTRY/MARKET								
PAYMENT REFERENCE & FILE NAME	PAY FROM	DEBIT DATE	PAY TO	AMOUNT	PAYMENT DATE	PAYMENT TYPE	STATUS	
Q0016686	TB TESTING ACCOUNT IDR	05/08/2023	Government Treasury Account MPN G2	IDR 1,000.00	05/08/2023	TAX	Submitted for Authorisation	⊗
								SEND FOR REPAIR
								REJECT
Q0016592	TB TESTING ACCOUNT IDR	27/06/2023	PayeeAdvctestACH Neneng Puspita Maya Sari 7401371838 PT Bank Central Asia Tbk	IDR 10,000.00	27/06/2023	ACH	Submitted for Authorisation	APPROVE
								EXPORT
								PRINT

- Tax transaction can be rejected.
- Tax transaction can be sent for repair.
- Tax transaction can be exported for filling.



# How do I Approve Tax Payment?

2b. Option 2: You can authorize multiple transactions by clicking multi-select button and select transactions to be authorized (tick check box). Click Actions and select **‘APPROVE’**.

TRANSACTIONS

BATCHES

PAYEES

1 - 100 of 104 items

SELECT ALL

SHOW SELECTED

DEBIT ACCOUNT COUNTRY/MARKET

	PAYMENT REFERENCE & FILE NAME	PAY FROM
<input type="checkbox"/>	Q0016592	TB TESTING ACCOUNT IDR
<input type="checkbox"/>	Q0016588	TB TESTING ACCOUNT IDR

Selected Transactions: 2

Amount in Base Currency Equivalent: IDR 20,000.00

1 - 100 of 104 items

SELECT ALL

SHOW SELECTED

DEBIT ACCOUNT COUNTRY/MARKET

	PAYMENT REFERENCE & FILE NAME	PAY FROM	
<input checked="" type="checkbox"/>	Q0016592	TB TESTING ACCOUNT IDR	ACTIONS REJECT APPROVE EXPORT PRINT
<input checked="" type="checkbox"/>	Q0016588	TB TESTING ACCOUNT IDR	

21/06/2023

2c. Option 3: Click on ‘Payment Reference’ Link to view transaction detail.

TRANSACTIONS

BATCHES

PAYEES

1 - 100 of 104 items

DEBIT ACCOUNT COUNTRY/MARKET

PAYMENT REFERENCE & FILE NAME	PAY FROM
<a href="#">Q0016592</a>	TB TESTING ACCOUNT IDR

Click on **‘APPROVE’** at the bottom to authorize transaction.

BACK

SEND FOR REPAIR

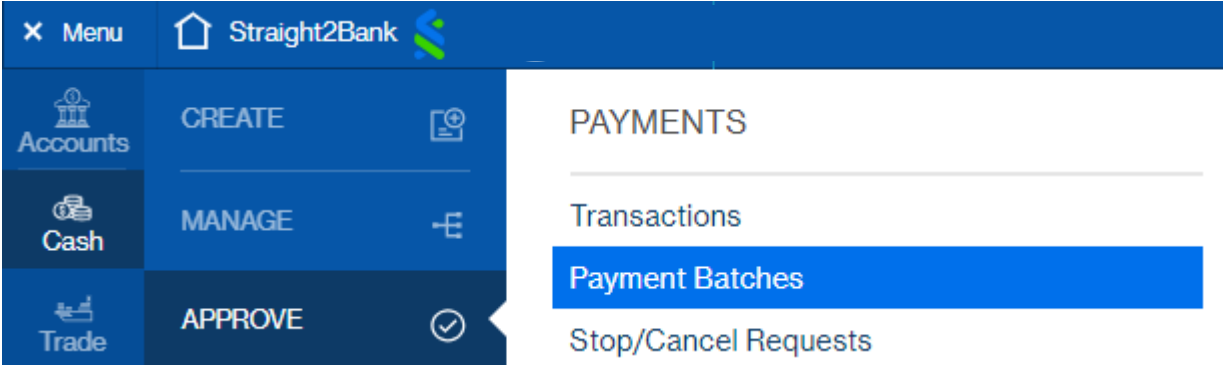
REJECT

APPROVE

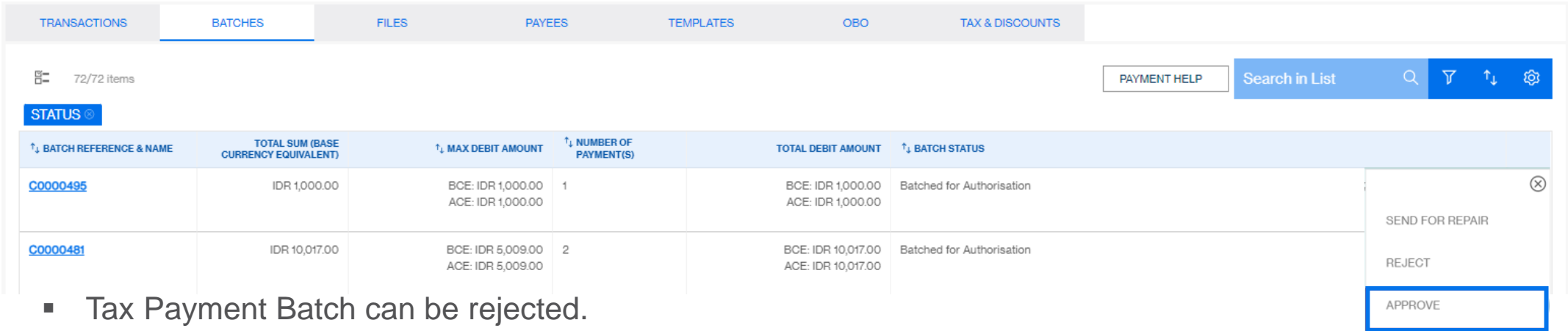


# How do I Approve Tax Payment Batches?

1. Go to **Menu > Cash > Approve > Payment Batches**.



2a. Option1: You can authorize selected batch by clicking Action Menu and click **‘APPROVE’**.



- Tax Payment Batch can be rejected.
- Tax Payment Batch can be sent for repair.



# How do I Approve Tax Payment Batches?

2b. Option2: You can authorize multiple batches by clicking multi-select button and select batches to be authorized (tick check box). Click Actions and select ‘**APPROVE**’.

TRANSACTIONS

BATCHES

51/51 items

BATCH REFERENCE & NAME	NUMBER OF PAYMENT(S)
C0000477	1
C0000475	2

TRANSACTIONS

BATCHES

PAYEES

STOP/CANCEL REQUESTS

TEMPLATES

Selected Batches: 2

No. of Transactions: 3

Amount in Base Currency Equivalent: IDR 1,111.00

51/51 items

SELECT ALL

SHOW SELECTED

ACTIONS

BATCH REFERENCE & NAME	NUMBER OF PAYMENT(S)	BATCH STATUS
<input checked="" type="checkbox"/> C0000477	1	Batched for Authorisation
<input checked="" type="checkbox"/> C0000475	2	Batched for Authorisation

REJECT

APPROVE

EXPORT

PRINT

2c. Option 3: Click on Batch Reference Link to view batch detail.

TRANSACTIONS

BATCHES

51/51 items

BATCH REFERENCE & NAME	NUMBER OF PAYMENT(S)
<a href="#">C0000477</a>	1

Click on ‘**APPROVE BATCH**’ at the bottom to authorize batch.

BACK

MORE ACTIONS

APPROVE BATCH

REJECT BATCH



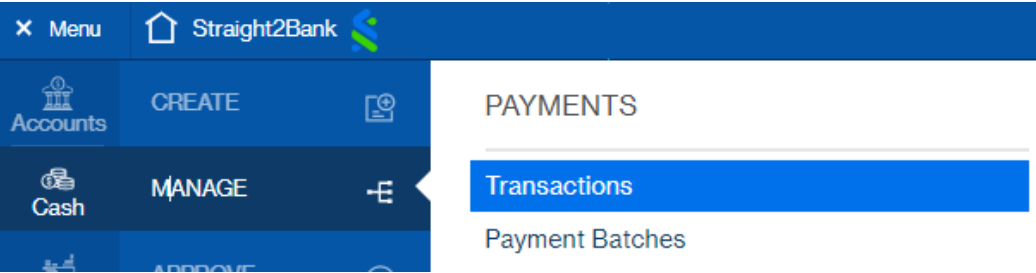
# How to Manage and Check Tax Payment Status





# How do I Manage and Check Tax Payment Status?

1. Go to **Menu > Cash > Manage > Transactions**.



2. Tax payments can be managed alike any other payment types.

TRANSACTIONS							
BATCHES							
FILES							
PAYEES							
TEMPLATES							
OBO							
TAX & DISCOUNTS							
Selected Transactions: 2    Amount in Base Currency Equivalent: IDR 7,000.00							
40/40 Items    SELECT ALL    SHOW SELECTED    ACTIONS <span>PAYMENT</span>							
DEBIT ACCOUNT COUNTRY/MARKET    PAYMENT TYPE    STATUS							
PAYMENT REFERENCE & FILE NAME		PAY FROM	PAY TO	AMOUNT	PAYMENT DATE	PAYMENT TYPE	STATUS
<input checked="" type="checkbox"/>	<a href="#">Q0017178</a>	TB TESTING ACCOUNT IDR ID IDR	Government Treasury Account MPN G2	IDR 6,000.00	19/11/2023	TAX	Final BPN available
<input checked="" type="checkbox"/>	<a href="#">Q0017177</a> Tax_Testing_20231119.csv	TB TESTING ACCOUNT IDR ID IDR	Government Treasury Account MPN G2	IDR 1,000.00	19/11/2023	TAX	Final BPN available

You have the option of Managing the transaction with the following actions depend on the transaction status:  
**Delete, Create Template, Edit, Alert Approval, Copy, Send to Bank, Reset all Approvals, Export & Print**  
To send the Tax transaction (if auto send is disabled), click on **Sent to Bank** for the bank to proceed the transaction.



# How do I Manage and Check Tax Payment Status?

You can view status of the Indonesia tax transaction processing under the existing Straight2Bank Transaction list. Click on the Payment Reference link to view Transaction Detail

## Sample 1: Transaction in 'Released to Bank' status

TRANSACTIONS								
BATCHES								
FILES								
PAYEES								
TEMPLATES								
OBO								
TAX & DISCOUNTS								
RELEASE TRANSACTIONS								
RELEASE BATCHES								
169/169 items								
PAYMENT HELP								
Search in List								
PAYMENT REFERENCE & FILE NAME	PAY FROM	PAY TO	AMOUNT	PAYMENT DATE	CMS CODE	PAYMENT TYPE	STATUS	
Q0000441	ID IDR	Government Treasury Account MPN G2	IDR 5,403.00	12/12/2023		TAX	Released To Bank	

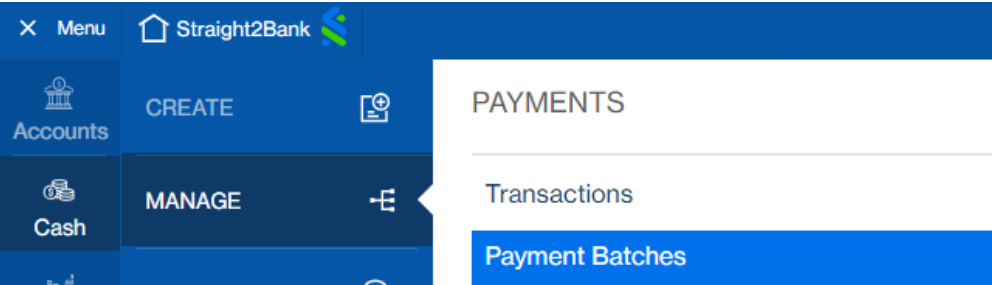
## Sample 2: Transaction with 'Final BPN Available' tax receipt status

TRANSACTIONS								
BATCHES								
FILES								
PAYEES								
TEMPLATES								
OBO								
TAX & DISCOUNTS								
RELEASE TRANSACTIONS								
RELEASE BATCHES								
169/169 items								
PAYMENT HELP								
Search in List								
PAYMENT REFERENCE & FILE NAME	PAY FROM	PAY TO	AMOUNT	PAYMENT DATE	CMS CODE	PAYMENT TYPE	STATUS	
<a href="#">(1) Q0000441</a>	ID IDR	Government Treasury Account MPN G2	IDR 5,403.00	12/12/2023		TAX	Final BPN available	



# How do I Manage and Check Tax Payment Status from Payment Batches?

1. Go to **Menu > Cash > Manage > Payment Batches**.



2. Tax payment batches can be managed alike any other payment batches.

A screenshot of the 'BATCHES' tab in the application. At the top, there are tabs for 'TRANSACTIONS', 'BATCHES', 'FILES', 'PAYEES', 'TEMPLATES', 'OBO', and 'TAX & DISCOUNTS'. Below the tabs, there's a summary bar showing 'Selected Batches: 2', 'No. of Transactions: 4', and 'Amount in Base Currency Equivalent: IDR 25,005.00'. Below this, there's a table with columns: 'BATCH REFERENCE & NAME', 'TOTAL DEBIT AMOUNT', 'NUMBER OF PAYMENT(S)', and 'BATCH STATUS'. Two batches are listed: 'C0000560' and 'C0000538'. A context menu is open over the table, showing options: 'COPY', 'EXPORT', and 'PRINT'.

BATCH REFERENCE & NAME	TOTAL DEBIT AMOUNT	NUMBER OF PAYMENT(S)	BATCH STATUS
<input checked="" type="checkbox"/> C0000560	BCE: IDR 10,000.00 ACE: IDR 10,000.00	2	Batch Released To Bank
<input checked="" type="checkbox"/> C0000538	BCE: IDR 5,003.00 ACE: IDR 5,003.00	2	Batch Released To Bank

You have the option of Managing the batch with the following actions depend on batch status:  
**Delete, Edit, Alert Approval, Copy, Undo Batch, Send to Bank, Reset all Approvals, Export & Print**  
To send the batch (if auto send is disabled), click on **Sent to Bank** for the bank to proceed the transaction.



# How do I Manage and Check Tax Payment Status from Payment Batches?

You can view the status of the Indonesia tax transaction processing under the existing Straight2Bank Batch list

Sample: Batch in 'Received by Bank' status

TRANSACTIONS

BATCHES

FILES

PAYEES

TEMPLATES

OBO

TAX & DISCOUNTS

7/7 items

NO OF PAYMENTS

STATUS

↑↓ BATCH REFERENCE & NAME	TOTAL SUM (BASE CURRENCY EQUIVALENT)	↑↓ MAX DEBIT AMOUNT	↑↓ NUMBER OF PAYMENT(S)	TOTAL DEBIT AMOUNT	↑↓ BATCH STATUS
C0000576	IDR 1,000.00	BCE: IDR 1,000.00 ACE: IDR 1,000.00	1	BCE: IDR 1,000.00 ACE: IDR 1,000.00	Batch Received by Bank

Click on the Batch Reference link to view the status of each Indonesia tax payments

1/1 items

SELECT ALL

SHOW SELECTED

PAYMENT REFERENCE & FILE NAME		PAY FROM	PAY TO	↑↓ AMOUNT	↑↓ PAYMENT DATE	↑↓ PAYMENT TYPE	↑↓ STATUS
<input type="checkbox"/>	<div><div><div><div></div><div>(1)</div></div><div><a href="#">00017177</a></div></div><div>Tax_Testing_20231119.csv</div></div>	TB TESTING ACCOUNT IDR <div></div> <div>ID IDR</div>	Government Treasury Account MPN G2	IDR 1,000.00	19/11/2023	TAX	Final BPN available



# How to Do Billing Re-Inquiry



# How do I Do Billing Re-Inquiry for transaction in the ‘Awaiting BPN’ Status?

Follow the steps on how to manage Tax Payment to view individual transaction by clicking on the Payment Reference link. If you access from payment batches screen, you may click the Batch Reference link first and then Payment Reference link to view the individual transaction detail.

SUMMARY

YOUR REFERENCE

TAX\_PTR1\_301120

UETR NUMBER

bda57465-720c-4322-9542-dc9a484405b1

PAYMENT REFERENCE

Q0003705

BATCH REFERENCE

C0000094

CHECK FINAL RECEIPT AVAILABILITY (BILLING REINQUIRY)

When no response in the Payment Request, the status will be “Awaiting for BPN”. Check billing status will be triggered automatically by system or can be triggered by user. User can click on “CHECK FINAL RECEIPT AVAILABILITY (BILLING INQUIRY) on Straight2bank. This check status eliminates the Temporary BPN feature.




# How to Download Individual Tax Receipt



# How do I Do Download Individual Tax Receipt from Transactions?

- 1. Follow the steps on how to manage Tax Payment to view transaction list.
- 2a. Option1: Click on the attachment icon to download individual tax receipt on the left of payment reference.

TRANSACTIONS	BATCHES	FILES	PAYEES	TEMPLATES	OBO	TAX & DISCOUNTS
40/40 items						
DEBIT ACCOUNT COUNTRY/MARKET PAYMENT TYPE STATUS						
PAYMENT REFERENCE & FILE NAME	PAY FROM	PAY TO	AMOUNT	PAYMENT DATE	PAYMENT TYPE	STATUS
 <a href="#">Q0017178</a>	TB TESTING ACCOUNT IDR 30601041612 SCBLIDJXXXX ID IDR	Government Treasury Account MPN G2	IDR 6,000.00	19/11/2023	TAX	Final BPN available

- 2b. Option2: Click on the payment reference link to view the individual transaction first.
- If the Transaction has been processed with **Final BPN available** status, the '**Download Final Tax Receipt**' hyperlink will be available. Click on the hyperlink to open & view the Final Tax Receipt (Final BPN).

SUMMARY	
YOUR REFERENCE <a href="#">TAX_PTR1_301120</a>	PAYMENT REFERENCE <a href="#">Q0003705</a>
UETR NUMBER <a href="#">bda57465-720c-4322-9542-dc9a484405b1</a>	BATCH REFERENCE <a href="#">C0000094</a>
<a href="#">DOWNLOAD FINAL TAX RECEIPT</a>	





# How do I Do Download Individual Tax Receipt from Payment Batches?

- 1. Follow the steps on how to manage Tax Payment from Payment Batches to view transaction list.
- 2a. Option1: Click on the attachment icon to download individual tax receipt on the left of payment reference (*new feature*)

1/1 items

SELECT ALL

SHOW SELECTED

	PAYMENT REFERENCE & FILE NAME	PAY FROM	PAY TO	AMOUNT	PAYMENT DATE	PAYMENT TYPE	STATUS
<input type="checkbox"/>	<div><div></div><div><div>Q0017177</div><div>Tax_Testing_20231119.csv</div></div></div>	TB TESTING ACCOUNT IDR 30601041612 SCBLIDJXXXX ID IDR	Government Treasury Account MPN G2	IDR 1,000.00	19/11/2023	TAX	Final BPN available

- 2b. Option2: Click on the payment reference link to view the individual transaction first.
- If the Transaction has been processed with **Final BPN available** status, the '**Download Final Tax Receipt**' hyperlink will be available. Click on the hyperlink to open & view the Final Tax Receipt (Final BPN).

SUMMARY	
<div>YOUR REFERENCE</div> <div>TAX_PTR1_301120</div> <div>UETR NUMBER</div> <div>bda57465-720c-4322-9542-dc9a484405b1</div>	<div>PAYMENT REFERENCE</div> <div>Q0003705</div> <div>BATCH REFERENCE</div> <div>C0000094</div> <div>DOWNLOAD FINAL TAX RECEIPT</div>



# How to Download Bulk Tax Receipt



# How do I Do Download Bulk Tax Receipt?

- 1. Go to **Account > View > iH2H Downloads > File Acknowledge Receipts**.
- 2. You can download multiple tax receipt by clicking multi-select button and select tax receipts to be downloaded (tick check boxes). Click Actions and select **‘DOWNLOAD’**.

IH2H DOWNLOADS

REPORTS

FILE ACKNOWLEDGEMENT RECEIPTS

GENERAL FILES

PAYABLES

Payables

20/20 Items

SELECT ALL

SHOW SELECTED

ACTIONS

ACKNOWLEDGEMENT RECEIPT NAME

GENERATED ON

LAST DOWNLOADED ON & BY

STATUS

3

20/20 Items

SELECT ALL

SHOW SELECTED

ACTIONS

DOWNLOAD

ACKNOWLEDGEMENT RECEIPT NAME	GENERATED ON	LAST DOWNLOADED ON & BY	STATUS
<input checked="" type="checkbox"/> IDReceiptGID02694IDTAX62022040028245720220428	10/07/2023 07:02:59 PM	-	Available
<input checked="" type="checkbox"/> IDReceiptGID02694IDTAX62022040028245720220428 PDF	10/07/2023 07:00:02 PM	-	Available
<input checked="" type="checkbox"/> IDReceiptGID02694IDTAX62022040028245720220428 PDF	07/07/2023 06:09:53 PM	-	Available

- Indonesia tax payment privilege has been provided with option for downloading tax receipts in bulk by clicking the check boxes.
- This will allow you to download multiple receipts from one location instead of opening individual tax payment and receipt for download



# How to Prepare Tax Payment File



# How do I Prepare Tax Payment File?

1. Prepare the file as per guidance.

A	B	C	E	G	H	I	J	AL	AM	BH	BI	GI
1	2	3	5	7	8	9	10	38	39	60	61	191
Record Type X(1)	Payment type X(4)	Processing Mode X(2)	Customer Reference X(16)	Debit A/C Country Code X(2)	Debit A/C City Code X(3)	Debit A/C No. X(34)	Payment / Value Date (DD/MM/YYYY)	Payment Currency X(3)	Payment amount 9(12).9(2)	Debit Currency X(3)	Debit Bank Id X(11)	Tax Reference No./ Billing Code (X15)
H	P											
P	TAX		CusRefTax-001	ID	JKT	306xxxx1612	24/10/2022	IDR	10	IDR	SCBLIDJXXX	012345678901234
P	TAX		CusRefTax-002	ID	JKT	306xxxx1612	24/10/2022	IDR	20	IDR	SCBLIDJXXX	098765432109876
T	2	30										

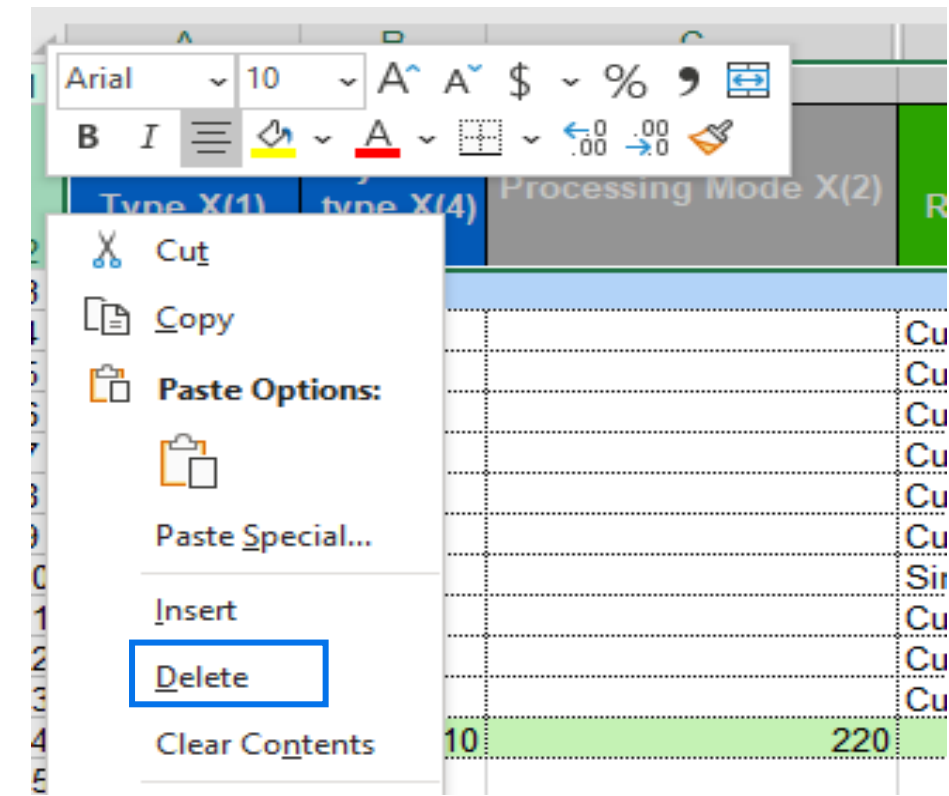
Total RecordTotal Amount

Legend	
	Mandatory
	Conditional
	Optional
	Not used

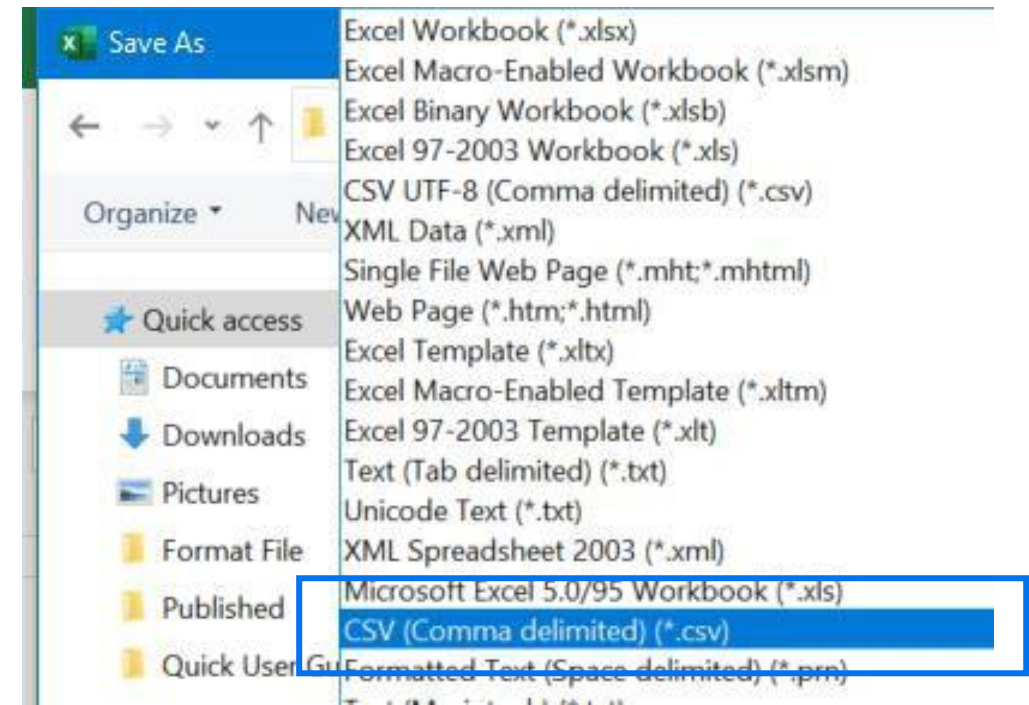


# How do I prepare Standard Payment File for Instant Payment (BI-FAST)?

2. Delete row 1 & 2 before save to csv format.



3. Save the file as csv format.

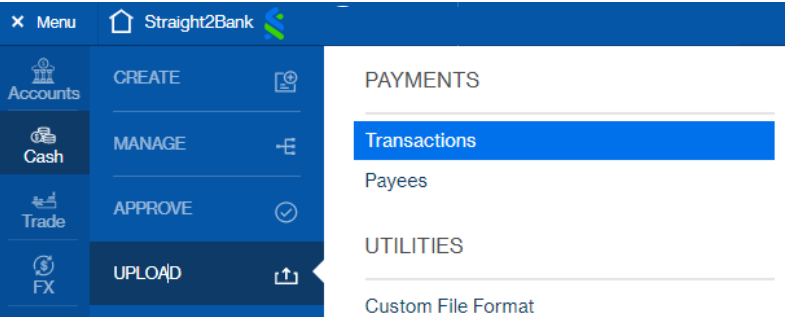



# How to Upload Tax Payment File



# How do I Upload Tax Payment File?

1. Go to **Menu > Cash > Upload> Transactions.**



2. **FILE UPLOAD:** defaulted to ‘Payments’.  
**IMPORT TYPE:** defaulted to ‘Bulk Import – Import transactions in bulk through web’.  
**DATA TEMPLATE/FILE FORMAT:** defaulted to ‘Bank Standard Format’.  
**UPLOAD FILE:** Click on  or ‘BROWSE’ to browse your file or drag and drop the file to the drag and drop area.  
File is limited to 10 MB and supported formats: \*.csv).

FILE UPLOAD

Payments

IMPORT TYPE


✓ Bulk Import - Import transactions in bulk through web

iH2H - Import files through iH2H channel

DATA TEMPLATE / FILE FORMAT

Bank Standard Format

UPLOAD FILE



DRAG & DROP or BROWSE your file to upload

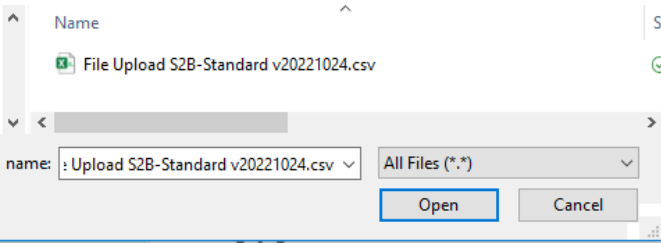
Limited to 10 MB per file.



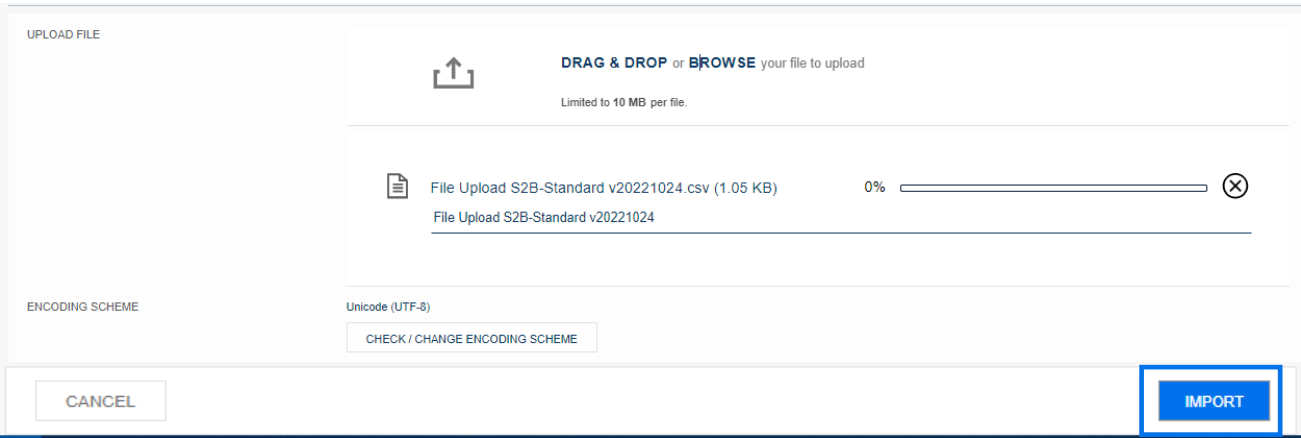


# How do I Upload Tax Payment File?

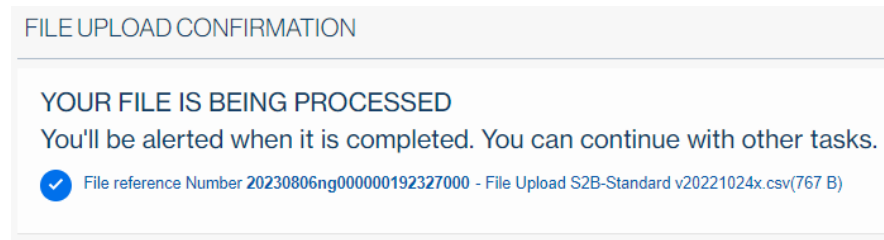
3. Select your file and click ‘Open’.



4. Click on ‘IMPORT’ to import the file and file upload confirmation will be displayed.



5. File upload confirmation will be displayed. Tax payment instructions have to be approved and sent to Bank (if auto send is disabled) for both individual instructions or batches.

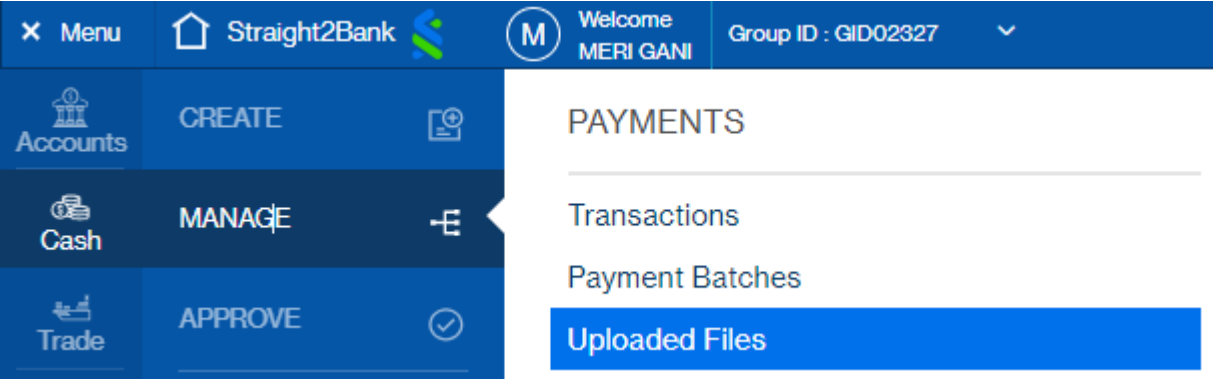


# How to Check Status of Uploaded Tax Payment File



# How do I Check the Status of Uploaded Tax Payment File?

1. Go to **Menu > Cash > Manage > Uploaded Files**.



2. You can view status of uploaded file and click on ‘File Reference and Name’ Link to view file detail.

MANAGE

PAYMENTS

INITIATE

IMPORT

TRANSACTIONS

BATCHES

FILES

PAYEES

TEMPLATES

OBO

TAX & DISCOUNTS

1 - 100 of 103 items

IMPORTED BY

FILE REFERENCE AND NAME	INITIATION CHANNEL	FILE NAME	PRODUCT TYPE	FILE FORMAT/TEMPLATE NAME	IMPORTED ON & BY	NUMBER OF TRANSACTIONS & TOTAL SUM	STATUS
<a href="#">20230806ng000000192327000 File Upload S2B-Standard v20221024 X.CSV</a>	Online	File Upload S2B-Standard v20221024x.csv	PAYMENT	Bank Standard Format	06/08/2023 10:08:01 PM IDT MERI GANI	1 IDR 5,001.00	Upload Successful 1 of 1 Payments submitted
<a href="#">20230806ng000000192313000 BIFAST UVT IH2H 20230806 CASA.c SV</a>	Online	BIFAST UVT IH2H 20230806 CASA.csv	PAYMENT	Bank Standard Format	06/08/2023 10:06:09 PM IDT MERI GANI	1 IDR 5,001.00	Upload Successful 1 of 1 Payments submitted



# How do I Check the Status of Uploaded Tax Payment File?

For 'Uploaded with errors', you can check the invalid records and view the errors or duplicates to your uploaded file by click on the file reference and name.

IMPORTED BY ⓘ

FILE REFERENCE AND NAME	INITIATION CHANNEL	FILE NAME	PRODUCT TYPE	FILE FORMAT/TEMPLATE NAME	IMPORTED ON & BY	NUMBER OF TRANSACTIONS & TOTAL SUM	STATUS
<a href="#">20230806ng000000192382000</a> <a href="#">File Upload S2B-Standard v20221024y.csv</a>	Online	File Upload S2B-Standard v20221024y.csv	PAYMENT	Bank Standard Format	06/08/2023 10:14:46 PM IDT MERI GANI	1 IDR 5,001.00	Uploaded with errors 1 of 1 Payments submitted

3. Click on ‘**DOWNLOAD ERROR LOG**’ to download the error log.

⚠ 1 Transactions with Errors

SUMMARY BY PAYMENT TYPE

IBFT (1)

TOP ERROR REASONS

❗ Entitlement for one-time payee was not found (1)

❗ PayeeName and PayeeName Local cannot be Empty (1)

You may choose to continue with the import and repair these transactions later.

DOWNLOAD ERROR LOG

SUMMARY BY ERROR TYPE

Rejected (1)

CANCEL

DISCARD FILE

CONTINUE

Click on ‘**DISCARD FILE**’ to delete the file and upload afresh after rectifying the discrepancies.

36 Click on ‘**CONTINUE**’ for continue with uploading the file and invalid records will have 'Imported with Error' status and you can edit the invalid records in Manage > Payment/Batches screen and resubmit.



# How do I Check the Status of Uploaded Tax Payment File?

File Status	Description
<b>Upload Successful</b>	The payment instructions have been uploaded successfully and transactions are in 'Submitted for Approval' or 'Draft' status for further processing. Users can click on the file reference and view the reason for transactions being marked as draft. Users can then edit the transaction online to amend and send to bank.
<b>Upload Failed</b>	The file has not been uploaded successfully. The file format is not compatible or is incorrect. User can click on the file reference view / download the error log.
<b>Uploaded with errors</b>	The file has been uploaded successfully. Some of the payments uploaded are of incorrect format and hence are 'Invalid' Click on the file reference view / download the error log.
<b>Upload In-Progress</b>	It means that the file upload is in progress and you must wait for it to finish.

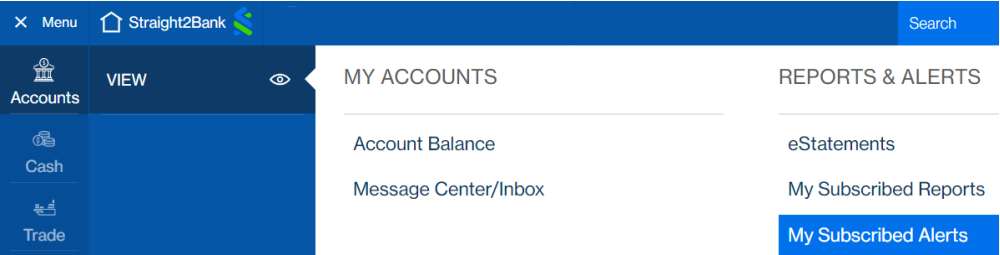


# How to Subscribe Tax Alerts

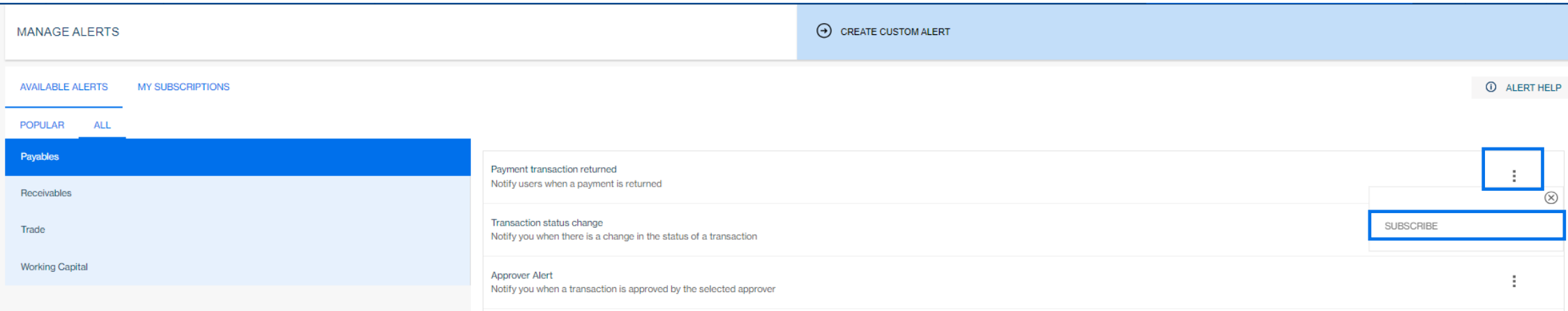


# How do I Subscribe Tax Alerts?

1. Go to **Menu > Cash > View > My Subscribed Alerts** or **Menu > Accounts > View > My Subscribed Alerts**.



2. Setting up an alert to get notified on different tax payment status:
- Choose the alert activity and click on Actions (3 dots) and select ‘**SUBSCRIBE**’.
  - Customize content and delivery options.
  - Define criteria and save Alert.



You can view or modify subscribed alert from My Subscriptions.



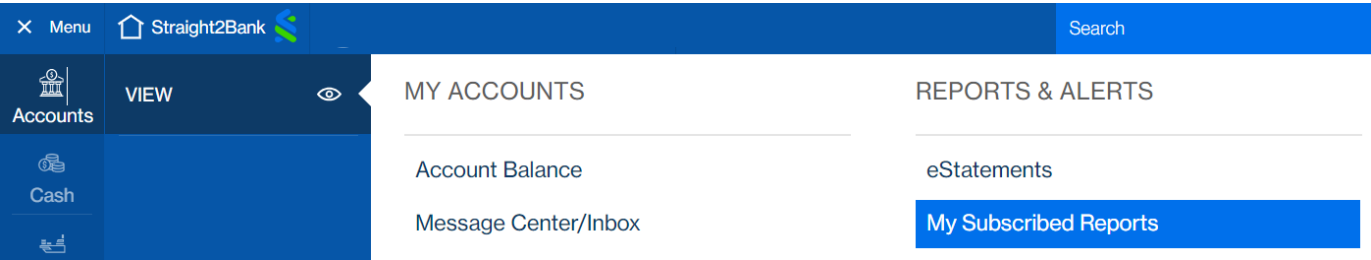
# How to Subscribe Tax Payment Report



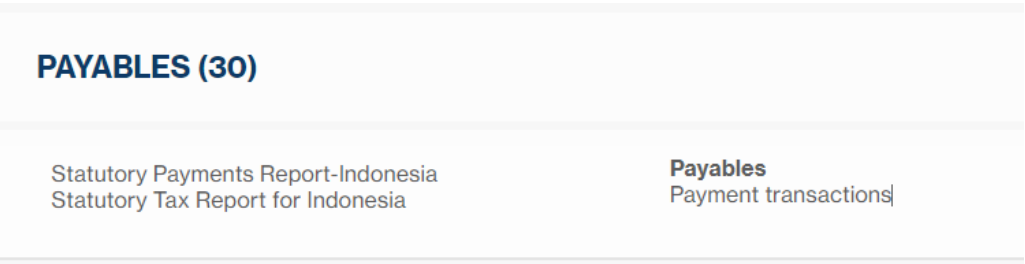


# How do I Subscribe Tax Payment Report?

1. Go to **Menu > Accounts > View > My Subscribed Reports** or **Menu > Cash > View > My Subscribed Reports**.



2. Choose **Statutory Payments Report - Indonesia** under the Payables Reports.

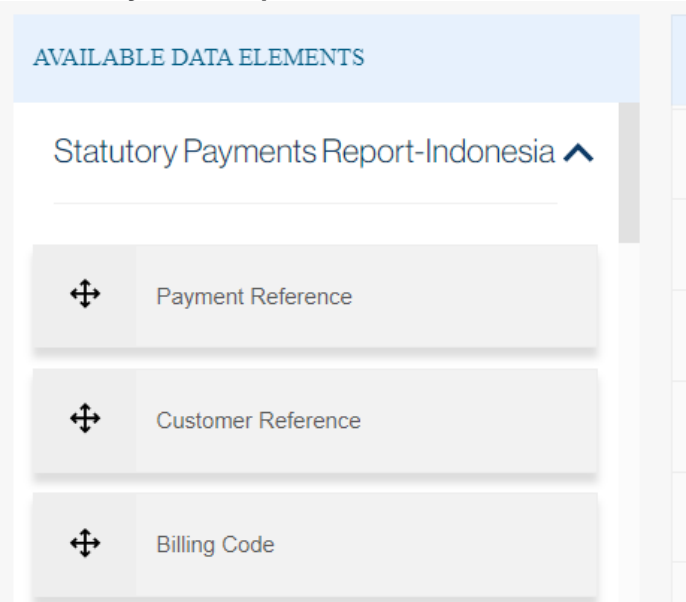


3. Click on  to customize the output and schedule the report.

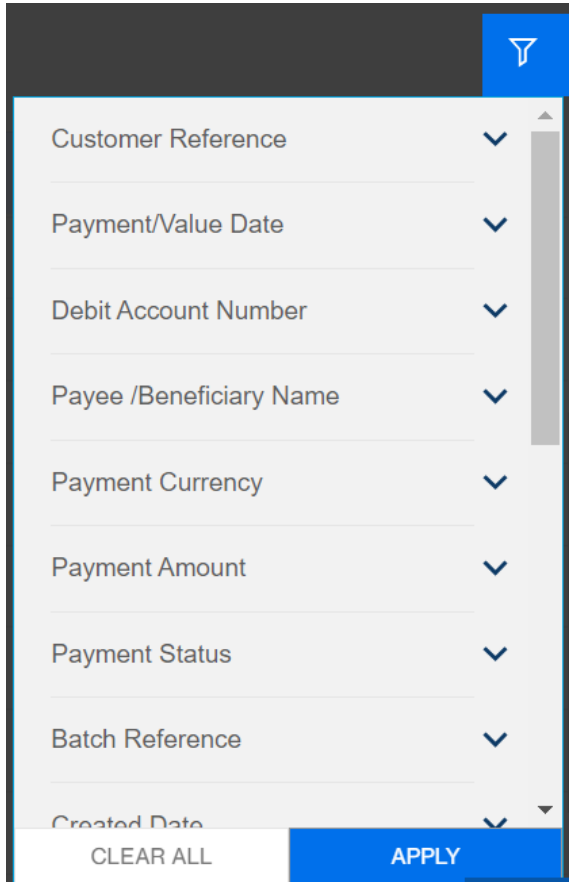


# How do I Subscribe Tax Payment Report?

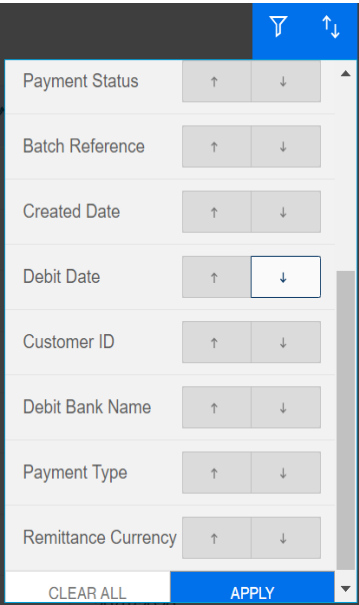
Drag any data that you may want to see in your report.



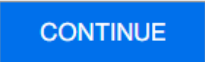
This is where you may apply filters to organize your report data.



This is where you may sort the data based on your preferences.



Click 'Continue' to perform online report validation



# How do I Subscribe Tax Payment Report?

4. Click on ‘**CONTINUE**’ to set up a delivery schedule.

BACK

EXPORT

SAVE & CLOSE

CONTINUE

5. Select the delivery channel and report format.

DELIVERY CHANNELS

SELECT DELIVERY OPTION

☒ EMAIL

PDF ☐ CSV ☐

☐ H2H

☐ MESSAGE CENTER

6. Select the delivery schedule. To generate the report on weekends/holiday, please tick the 'Include Weekends & Holiday'.

DELIVERY SCHEDULE

FREQUENCY

DAILY

DURATION

START DATE

21/07/2023

Fri, 21st Jul 2023

END DATE

25/07/2023

Tue, 25th Jul 2023

SELECT A TIMEZONE

(GMT+07:00) - Bangkok, Hanoi, Jakarta

PREFERRED TIME

05:00 PM

☒ Include Weekends & Holidays

(Holidays and weekends will be calculated as per the group level time zone)

☒ Notify if the report is empty



# How do I Subscribe Tax Payment Report?

7. You may also customize your own report name.

REPORT NAME

REPORT NAME

Statutory Payments Report-Indonesia

Enter report name (optional)

100

REPORT DESCRIPTION

Enter Report Description

200

8. Click ‘**SUBMIT**’, this report will appear in your subscribed reports.



BACK

SUBMIT

9. You may run the report anytime by clicking 

Click the report name to update the subscribed report.

You also may view the actions available (Suspend, delete and share) by clicking 

MY SUBSCRIBED REPORTS (31)				HOW DO I SUBSCRIBE TO A REPORT?		
REPORT NAME	REPORT CATEGORY	SCHEDULE STATUS	REPORT TYPE			
Operating Account Statement	Working Capital Operating Accounts	LAST RUN ON: 23/07/2023 NEXT SCHEDULED ON: 24/07/2023	Editable			



# Frequently Asked Questions



# Frequently Asked Questions

## FAQ

### 1. How to register for Tax Payment?

Tax payment feature should be given by default when onboarding to S2B. However, if you do not have the access to use Tax Payment, please contact your relationship manager for assistance with the registration form.

### 2. What types of taxes can be paid through Straight2Bank?

You can pay your income tax, value added tax (VAT), customs and excise taxes and non-tax state revenues on Straight2Bank.

### 3. What are the currencies supported by Tax Payment?

Supported Debit Account and payment currency is Indonesia Rupiah (IDR) only.

### 4. How to ensure the tax payment has been paid successfully?


The successful tax payment will get the 'Final BPN Available' status and you can download the tax receipt.



# Appendix



# Tax Receipt – DJP (New format)



BUKTI PENERIMAAN NEGARA

Penerimaan Pajak

Kementerian Keuangan

Data Pembayaran

Tanggal dan Jam Bayar

: 12/12/2023 12:47:35

NTB

: 231212000002

Tanggal Buku

: 12/12/23

NTPN

: 2DD446AAP2MV44Q9

Kode Cabang Bank

: 500306

STAN

: 519828

Data Setoran

Kode Billing

: 119100190004041

NPWP

: [REDACTED]

Nama Wajib Pajak

: [REDACTED]

Alamat

: [REDACTED]

Jumlah Detail

: 3

Jumlah Setoran

: 5,403.00

Mata Uang

: IDR

Terbilang


: Lima Ribu Empat Ratus Tiga Rupiah

Informasi ini hasil cetakan komputer dan tidak memerlukan tanda tangan





# Tax Receipt - DJBC



BUKTI PENERIMAAN NEGARA

Penerimaan Bea Dan Cukai

Kementerian Keuangan

Data Pembayaran

Tanggal dan Jam Bayar

: 12/12/2023 17:13:15

NTB

: 231212000007

Tanggal Buku

: 13/12/23

NTPN

: 7D1597I42EAA3C69

Kode Cabang Bank

: 500306

STAN

: 519836

Data Setoran

Kode Billing

: 519100190011593

ID Wajib Bayar

: [REDACTED]

Nama Wajib Bayar

: [REDACTED]

Jenis Dokumen

: 10

Nomor Dokumen

: 99999999

Tanggal Dokumen

: 01/10/2019

Kode KPPBC

: 521457

Jumlah Setoran

: 7,349.00

Mata Uang

: IDR

Terbilang

: Tujuh Ribu Tiga Ratus Empat Puluh Sembilan Rupiah

Informasi ini hasil cetakan komputer dan tidak memerlukan tanda tangan



# Tax Receipt - DJA



BUKTI PENERIMAAN NEGARA

Penerimaan Negara Bukan Pajak

Kementerian Keuangan

Data Pembayaran

Tanggal dan Jam Bayar

: 19/11/2023 08:56:13

Tanggal Buku

: 20/11/23

Kode Cabang Bank

: 500306

NTB

: 231119000004

NTPN

: 308BF6U8ELOTLV2V

STAN

: 825187

Data Setoran

Kode Billing

: 820231118093407

Nama Wajib Bayar

:

Kementerian/Lembaga

: 999

Unit Eselon I

: 99

Satuan Kerja

: 999984

Jumlah Setoran

: 6,000.00

Mata Uang

: IDR

Terbilang

: Enam Ribu Rupiah

Informasi ini hasil cetakan komputer dan tidak memerlukan tanda tangan

