

1. Tax Payment

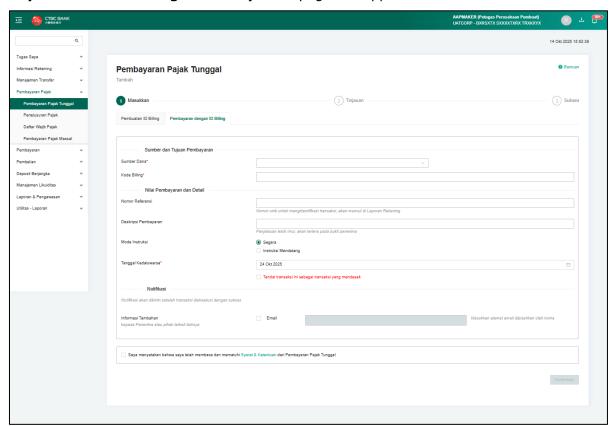
1.1 Single Tax Payment

This menu allows officers to make Single Tax Payments using Generation 3 (MPN G3), using the Billing ID as the payment data.

1.1.1 Send Payment with Billing ID

Here are the steps to create a **Single Tax Payment transaction** in the **Tax Payment** menu:

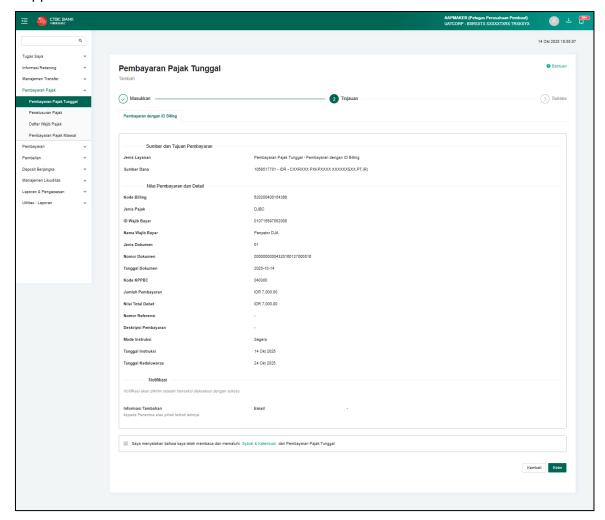
1. From the **Prime Cash** main menu, click **Tax Payments**, then click **Single Tax Payment**. The **Add Single Tax Payment** page will appear.



- 2. Select the **Payment with Billing ID** tab.
- 3. Select Funding Source (Required).
- 4. Enter Billing Code (Required).
- 5. Enter Reference Number (Optional).
- 6. Enter Payment Description (Optional).
- 7. Enter Instruction Mode (Required).
- 8. Enter Expiration Date (Required).
- 9. Check Mark this transaction as urgent (Optional).
- 10. Check or uncheck Additional Information. If checked, enter Email (Required).



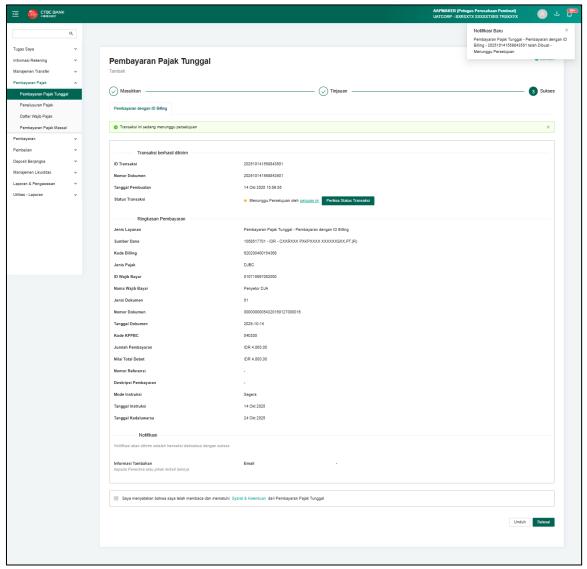
11. Click the **Confirm** button. The **Add Single Tax Payment Confirmation** page will appear.



- 12. Click the **Back** button to return to the previous page or click the **Submit** button to continue the process.
- 13. Click the **Submit** button. The **Single Tax Payment Addition Results** page will appear with the message "This transaction is pending approval."



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14. Click the **Download** button to download the page or click the **Finish** button to return to the **Add Single Bill Payment** page.



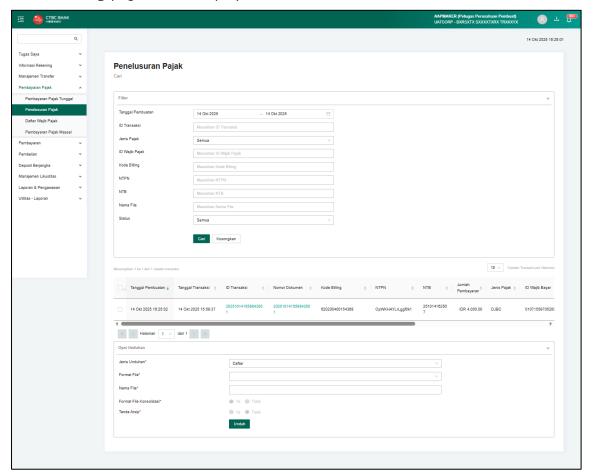
1.2 Tax Tracking

This menu allows Company Officers to view or track detailed information regarding tax payments. Officers can check the status of tax payments and also download BPN reports and SPP forms.

1.2.1 Search and View

Here are the steps to search and view **Tax Tracking** details in the **Tax Payment** menu:

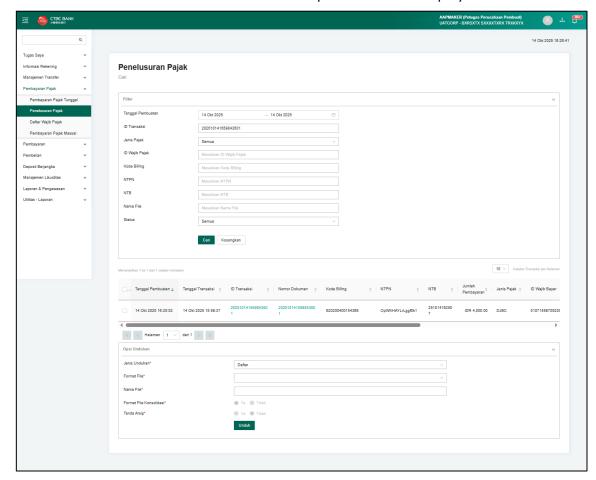
1. From the **Prime Cash** main menu, click **Tax Payments**, then click **Tax Tracking**. The **Tax Tracking** page will be displayed.



- 2. Select the Creation Date.
- 3. Enter the **Transaction ID** or
- 4. Select the **Tax Type** or
- 5. Enter the **Taxpayer ID** or
- 6. Enter the Billing Code or
- 7. Enter the **NTPN** or
- 8. Enter the NTB or
- 9. Enter the File Name or
- 10. Select the **Status**.

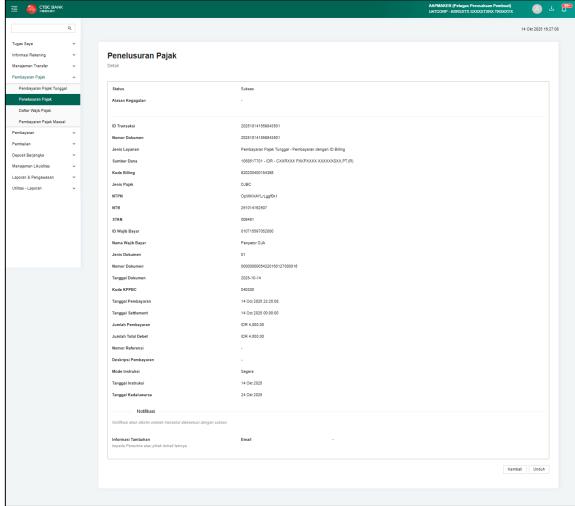


11. Click the **Search** button. The **Tax Search** Specifics will be displayed.



12. Click the **Transaction ID** or **Document Number** link. The **Tax Search Details** page will appear.





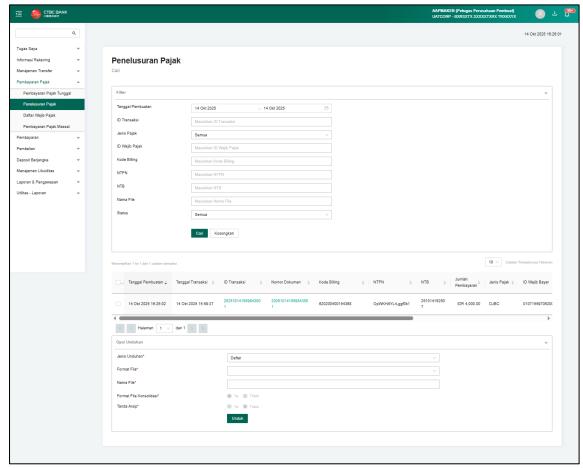
13. Click the Download button to download the page or click the Back button to return to the previous page.

1.2.1 Download

Here are the steps to download the **Tax Tracking** from the **Tax Payment** menu:

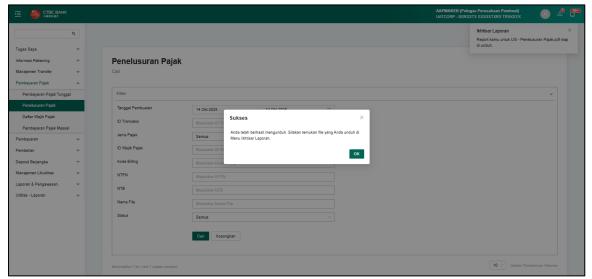
1. From the **Prime Cash** main menu, click **Tax Payment**, then click **Tax Tracking**. The **Tax Tracking Search** page will be displayed.





- 2. Select **Download Type** (**Required**).
- 3. Check or select the data you want to download (**Required**).
- 4. Select File Format (Required).
- 5. Enter File Name (Required).
- 6. Select Consolidated File Format (Required).
- 7. Select Archive Tag (Required).
- 8. Click the **Download** button. The specific **Bill Payment Receipt** will be downloaded and found in the **Report Overview** menu.





1.3 Bulk Tax Payment

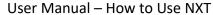
This feature allows Company Officers to make MPN G3 tax payments using a Billing ID. The Billing ID can be obtained from the DGT website or Prime Cash. There are two types of uploads: Consolidated and Separate. The system will process transactions based on the selected upload type:

- 1. Consolidated transactions will be treated as one large transaction. Transactions only have one transaction ID to be approved and executed simultaneously.
- 2. Separate transactions will be grouped based on the selected Sender Account, Product, Menu, Instruction Mode, Instruction Date, Session Time, Start Date, and End Date. Each group within the above categories will have its own Transaction ID to be approved and executed simultaneously.

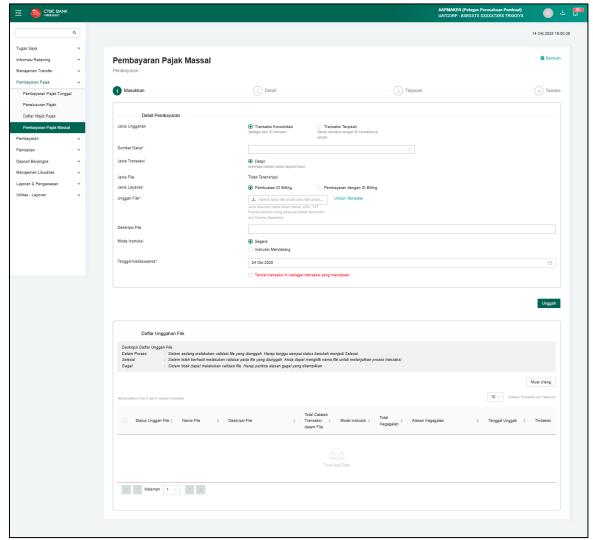
1.3.1 Send Consolidated Bulk Tax Payment

Here are the steps to create a **Bulk Tax Payment** transaction in the **Tax Payment** menu:

From the Prime Cash main menu, click Tax Payment, then click Bulk Tax Payment.
The Add Bulk Tax Payment page will appear.



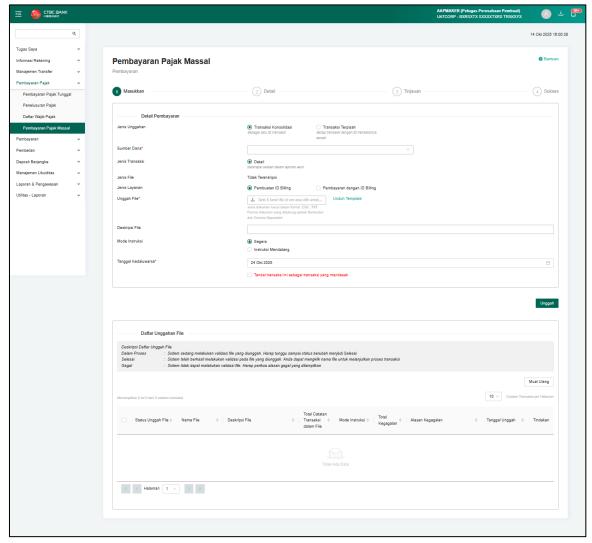




Select Upload Type = Consolidated Transaction (Required). The Bulk Tax
Payment page with Consolidated Upload Type will be displayed.



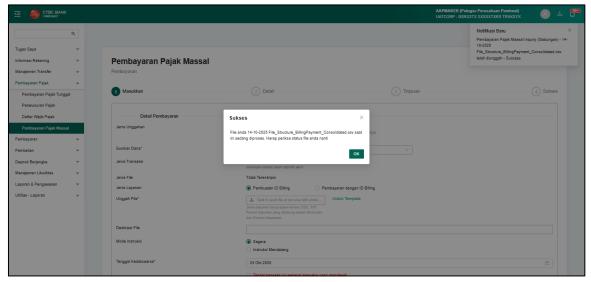
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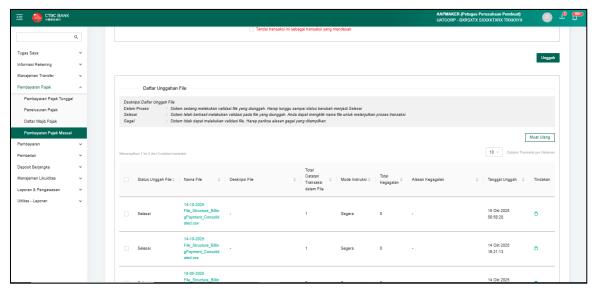
- 3. Select Funding Source (Required).
- 4. Select **Service Type** (**Required**).
- 5. Select Enter File Upload (Required).
- 6. Enter File Description (Optional).
- 7. Enter Instruction Mode (Required).
- 8. Enter Expiration Date (Required).
- 9. Click the **Upload** button. The uploaded file will appear in the **File Upload List**.



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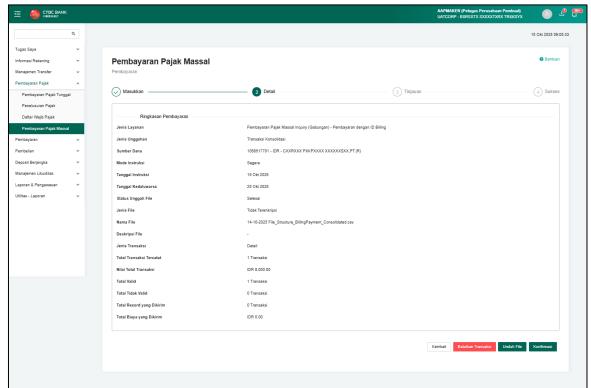


10. Click the **Reload** button to refresh the File Upload Process.



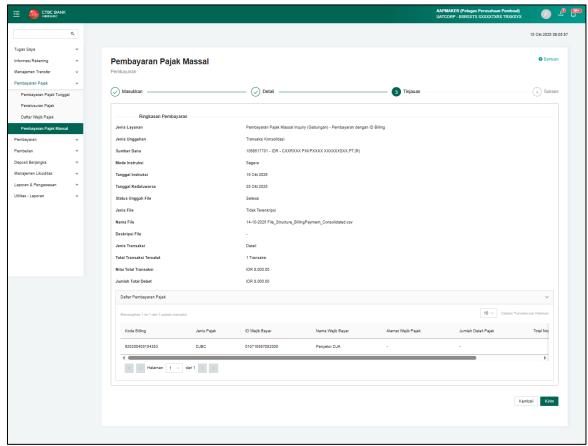
11. Click the File Name link. The Bulk Tax Payment Details page will be displayed.



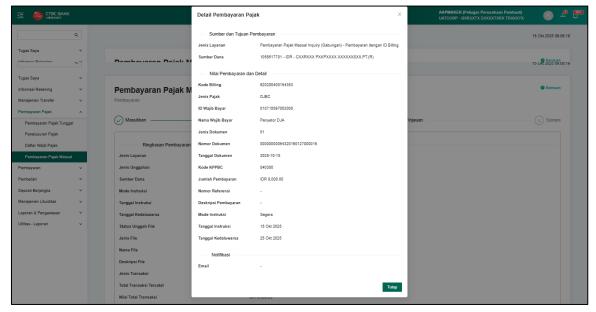


- 12. The following buttons will appear on the **Bulk Tax Payment Details** page:
 - a. **Back** button to return to the previous page.
 - b. Cancel Transaction button to cancel the transaction.
 - c. Download File button to download the file.
 - d. **Confirm** button to continue the upload process.
- 13. Click the **Confirm** button. The **Bulk Tax Payment Submission Confirmation** page will appear.



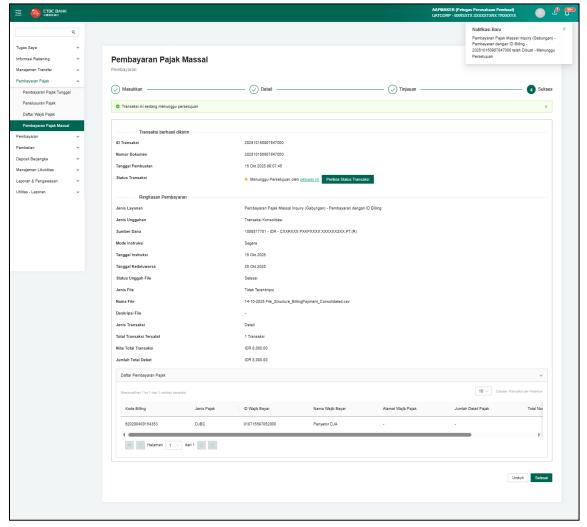


14. On the Transfer List screen, click the Document icon [in the Action Column. The Transfer Details screen will appear.



- 15. Click the **Close** button to close the Transfer Details screen.
- 16. Click the **Back** button to return to the previous page or click the **Submit** button to continue the process.
- 17. Click the **Submit** button. The **Bulk Tax Payment Submission Results** page will appear with the message "**This transaction is pending approval**.".



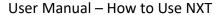


- 18. Click the **Download** button to download the page or click the **Finish** button to return to the **Bulk Tax Payment** page.
- 19. Submitted transactions must be approved by the approver in the **Pending Task**.

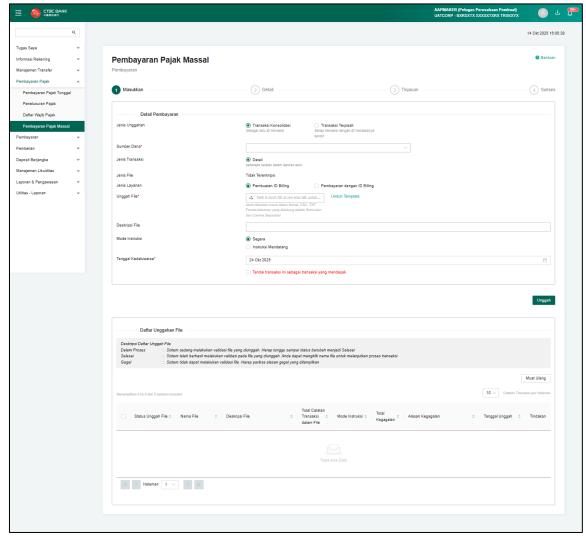
1.3.2 Submit a Separate Bulk Tax Payment

Here are the steps to create a **Bulk Tax Payment transaction** in the **Tax Payment** menu:

1. From the **Prime Cash** main menu, click **Tax Payments**, then click **Bulk Tax Payment**. The **Add Bulk Tax Payment** page will appear.



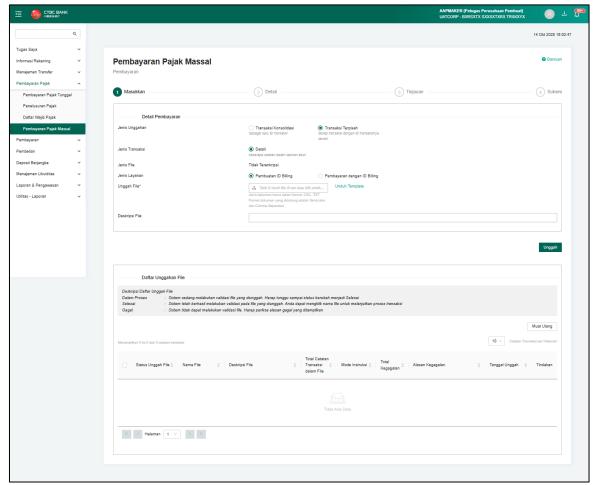




2. Select **Upload Type = Separate Transaction (Required)**. The **Bulk Tax Payment** page with **Consolidated Upload Type** will be displayed.



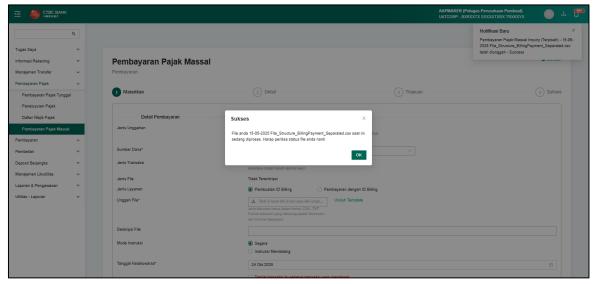
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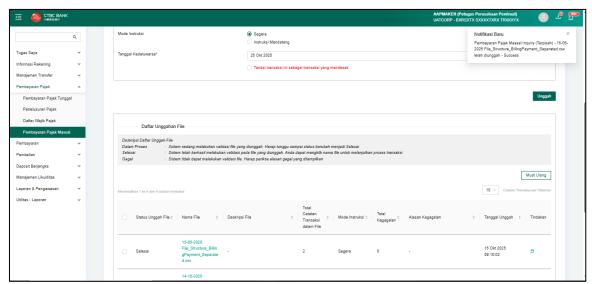
- 3. Select Funding Source (Required).
- 4. Select Service Type (Required).
- 5. Select Enter File Upload (Required).
- 6. Enter File Description (Optional).
- 7. Enter Instruction Mode (Required).
- 8. Enter Expiration Date (Required).
- 9. Click the **Upload** button. The uploaded file will appear in the **File Upload List**.



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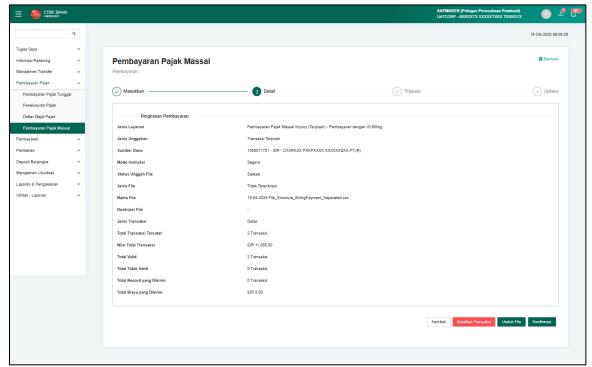


10. Click the **Reload** button to refresh the File Upload Process.

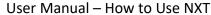


11. Click the File Name link. The Bulk Tax Payment Details page will be displayed.

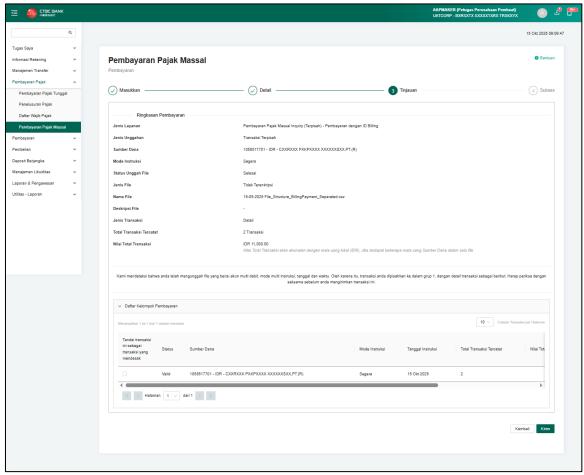




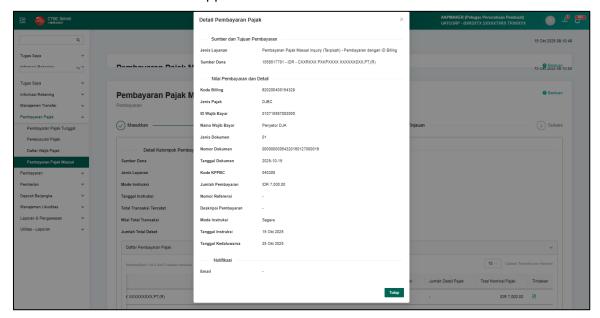
- 12. The following buttons will appear on the **Bulk Tax Payment Details** page:
 - a. **Back** button to return to the previous page.
 - b. Cancel Transaction button to cancel the transaction.
 - c. Download File button to download the file.
 - d. **Confirm** button to continue the upload process.
- 13. Click the **Confirm** button. The **Bulk Tax Payment Submission Confirmation** page will appear.







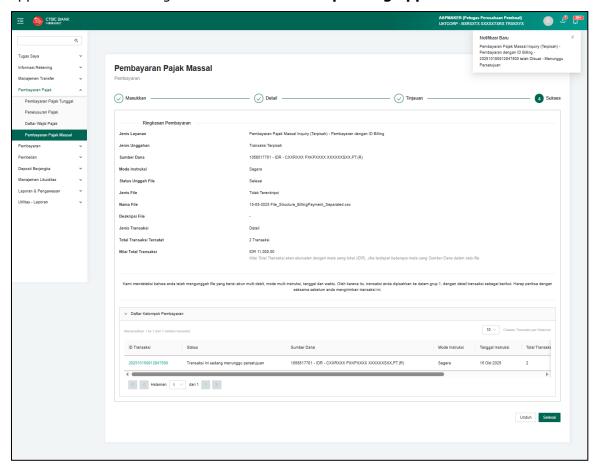
14. On the Transfer List screen, click the Document icon [in the Action Column. The Transfer Details screen will appear.



- 15. Click the **Close** button to close the Transfer Details screen.
- 16. Click the **Back** button to return to the previous page or click the **Submit** button to continue the process.



17. Click the **Submit** button. The **Bulk Tax Payment Submission Results** page will appear with the message "**This transaction is pending approval.**".



- 18. Click the **Download** button to download the page or click the **Finish** button to return to the **Bulk Tax Payment** page.
- 19. Submitted transactions must be approved by the approver on the **Pending Task**.