

# PPh23 Receipt List

## Module Guide: PPh 23 Receipt List

### Module Location

Accounts Receivable > PPh 23 Receipt List

### Module Objective

The **PPH 23 Receipt List** module serves as a tool to track and manage the receipt of PPh Article 23 withholding tax slips from customers. When a customer pays for services and withholds PPh 23 tax, they are required to provide a withholding tax slip to the company. This module helps the accounting and tax teams to monitor which tax slips have been received and which are still outstanding.

## 1. Main View (Receipt List)

The main page of this module displays a list of all sales transactions subject to PPh 23 and the receipt status of their withholding tax slips.



The screenshot shows the 'Account Receivable | PPh 23 Receipt List' interface. It features a search bar at the top with a dropdown menu for 'Sales Order Number' and a 'NONE' button. Below the search bar is a table with columns: No., Sales Order Number, Sales Invoice Number, SO Date, Customer, Sales Order Type, PPh 23 Receipt List, and Status. The table contains one row with the following data: No. 1, Sales Order Number SOL2012412-0000067, Sales Invoice Number UMS201202412-00208, SO Date 12/20/2024, Customer MAGNETAR GLOBAL INTERNATIONAL SINGAPORE PTE., LTD (MSGRH), Sales Order Type Standard, PPh 23 Receipt List 826.942-826942, and Status Not Received. There is a 'Receive' button at the bottom left of the table.

No.	Sales Order Number	Sales Invoice Number	SO Date	Customer	Sales Order Type	PPh 23 Receipt List	Status
1	SOL2012412-0000067	UMS201202412-00208	12/20/2024	MAGNETAR GLOBAL INTERNATIONAL SINGAPORE PTE., LTD (MSGRH)	Standard	826.942-826942	Not Received

### View Explanation

This page is the center for monitoring all outstanding PPh 23 withholding tax slips.

- **Filter:** You can search for a specific transaction using the search bar based on the **Sales Order Number**.

- **Transaction List:** The table below displays the details of each transaction awaiting a PPh 23 withholding tax slip. There is one example from the customer "MASEMA GLOBAL INTERNATIONAL SINGAPORE PTE. LTD" with the status "Not Received".

## Column Explanation

- **Sales Invoice Number:** The sales invoice number related to the PPh 23 withholding.
- **Customer:** The name of the customer who withheld the PPh 23 tax.
- **PPh 23 Receipt List:** The number or reference from the PPh 23 withholding tax slip.
- **Status:** Shows the receipt status of the withholding slip. "**Not Received**" means the slip has not yet been received from the customer.

## Button Functions

- **Receive:** The main action button to change the status to "Received" after the PPh 23 withholding tax slip has been received from the customer.

## 2. Steps for the PPh 23 Withholding Slip Receipt Process

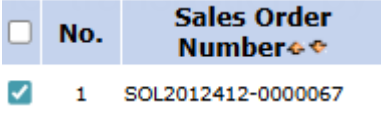
### Step 1: Monitor the List


Open this module routinely to see the list of PPh 23 withholding tax slips that still have a "Not Received" status.

## Step 2: Receive the Withholding Slip

When you receive the PPh 23 withholding tax slip from a customer (either physical or digital), find the corresponding transaction in the list (based on the **Sales Invoice Number** or **Customer**).

## Step 3: Update the Status

1. Select the transaction by checking the box in the leftmost column. 

<input type="checkbox"/>	No.	Sales Order Number
<input checked="" type="checkbox"/>	1	SOL2012412-0000067
2. Click the **Receive** button in the bottom-left section of the page. 
3. The transaction's status will change to "Received".

## Tips & Important Notes

- This module is very important for the **Tax and Customs** and **Accounting (AR)** teams to ensure all PPh 23 withholding tax slips are collected for the company's tax credit purposes.
- The completeness of the data in this module is crucial because PPh 23 withholding tax slips are **tax credits** that can reduce the corporate income tax liability.
- **Follow up** with customers whose withholding slips still have a "Not Received" status, especially when approaching tax reporting deadlines.