Tax Form

Module Guide: Tax Invoice

Module Location

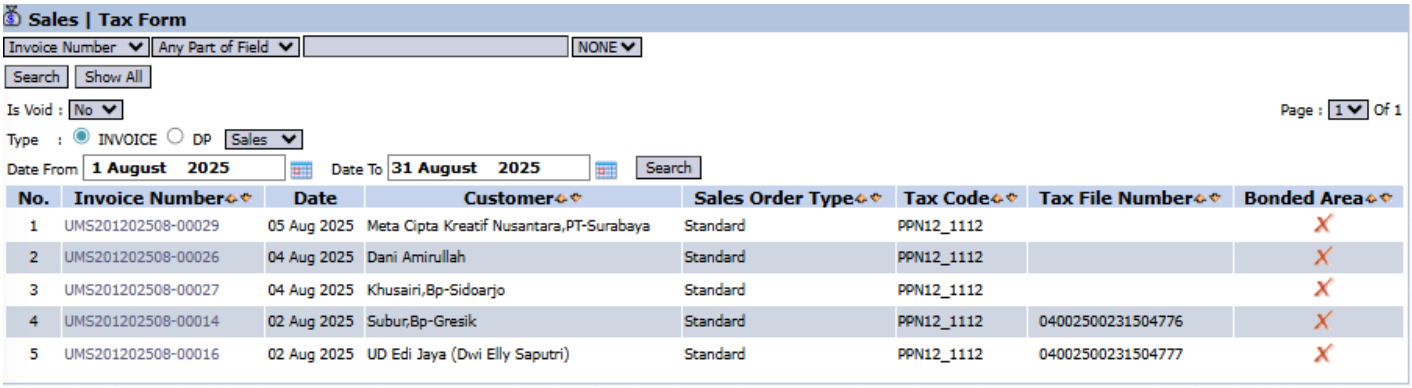
Sales > Sales Invoice > Tax Form

Module Objective

The **Tax Invoice** module serves as a reporting and drill-down center for viewing all **Outgoing Tax Invoices** that have been issued from sales transactions. This module is **not** for creating new Tax Invoices, but rather for reviewing, searching, and managing the list of existing tax invoices for tax reporting purposes.

1. Main View (Tax Invoice List)

The main page of this module displays a list of all Tax Invoices that match the filter criteria you select.



View Explanation & Filters

This page is designed to facilitate the searching and summarization of tax invoices.

- **Search Filters**:
  - **Invoice No.**: To search by a specific invoice number.
  - **Type**: An important filter to separate types of tax invoices, namely **Invoice** for regular bills or **DP** for a Down Payment.
  - **Start Date / End Date**: Use this date range filter to pull all tax invoices issued within a specific period.
- **Tax Invoice List**: The table below will display all tax invoices that match the filters, complete with their details.

Column Explanation

- **Invoice No.**: The sales invoice number that is the basis for the issuance of the tax invoice.
- **Date**: The date the invoice was issued.
- **Customer**: The name of the related customer.
- **Tax Code**: The tax code used (e.g., PPN/VAT).
- **NPWP**: The customer's Tax ID Number.
- **Bonded Zone**: A marker indicating if the transaction is related to a bonded zone.

2. Workflow & Integrated Business Process

- **Automatic Creation**: Tax Invoices are **not created manually** in this module. A Tax Invoice is created **automatically** by the system when you create and confirm a Sales Invoice for a transaction that is subject to VAT.

- **Reporting Function**: This module is used by the **Tax and Customs** or **Accounting** team to review all tax invoices issued within a period, as a basis for the monthly VAT Return (SPT Masa PPN) reporting.

Tips & Important Notes

- Use the **date filter** to pull tax invoice data for the desired reporting period (e.g., August 1 - August 31).

- The **Type** filter is very useful for separating tax invoices for regular sales (**Invoice**) from those for down payments (**DP**) when creating a VAT summary.

- Ensure the customer's **NPWP** data is correct in the customer master data for the completeness of the tax report.

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