

# Tax Form

## Module Guide: Tax Invoice

### Module Location

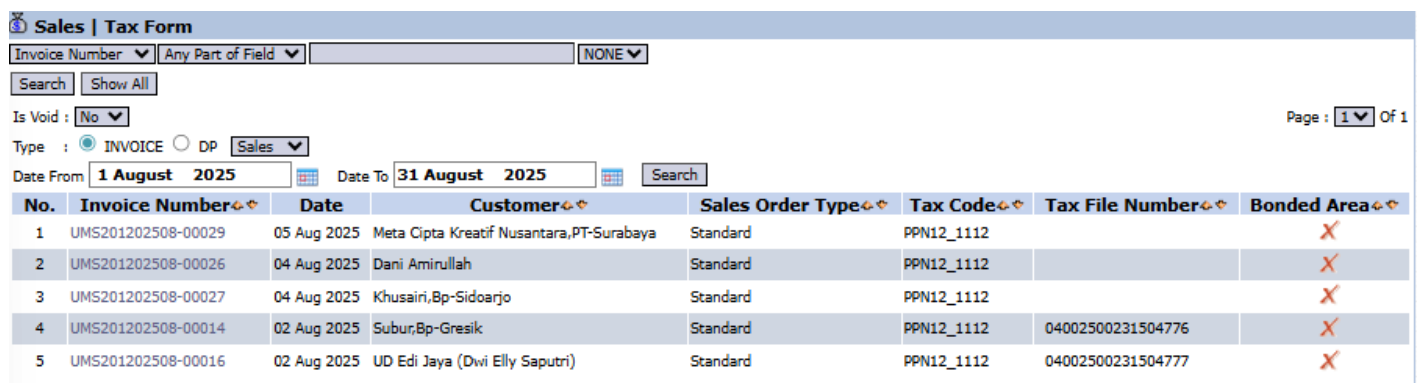
Sales > Sales Invoice > Tax Form

### 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.



**Sales | Tax Form**

Invoice Number  Any Part of Field  NONE

Search

Is Void :

Type :  INVOICE  DP

Date From  Date To  Search

No.	Invoice Number	Date	Customer	Sales Order Type	Tax Code	Tax File Number	Bonded Area
1	UMS201202508-00029	05 Aug 2025	Meta Cipta Kreatif Nusantara,PT-Surabaya	Standard	PPN12_1112		X
2	UMS201202508-00026	04 Aug 2025	Dani Amirullah	Standard	PPN12_1112		X
3	UMS201202508-00027	04 Aug 2025	Khusairi,Bp-Sidoarjo	Standard	PPN12_1112		X
4	UMS201202508-00014	02 Aug 2025	Subur,Bp-Gresik	Standard	PPN12_1112	04002500231504776	X
5	UMS201202508-00016	02 Aug 2025	UD Edi Jaya (Dwi Elly Saputri)	Standard	PPN12_1112	04002500231504777	X

### 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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