Tax Form

Module Guide: Sales Tax Form

Module Location

Accounts Receivable > Sales Tax Form

Module Objective

The **Sales Tax Form** 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 (Sales Tax Form List)

The main page of this module displays a list of all Sales Tax Forms 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 Number**: To search by a specific invoice number.

    - **Type**: An important filter to separate types of tax invoices.
        - **INVOICE**: For tax invoices issued from regular sales billings.
        - **DP**: For tax invoices issued from the receipt of a Down Payment.
    - **Date from / Date to**: Use this date range filter to pull all tax invoices issued within a specific period (for example, within one month).
- **Sales Tax Form List**: The table below will display all tax invoices that match the filters. The table currently shows "...No Record Found...".

Column Explanation

- **Invoice Number**: The sales invoice number that is the basis for the issuance of the tax invoice.
- **Customer**: The name of the related customer.
- **Tax Code**: The tax code used (e.g., VAT).
- **Tax File Number**: This is likely the official tax invoice serial number (NSFP).
- **Bonded Area**: A marker indicating if the transaction is related to a bonded zone.

2. Workflow & Integrated Business Process

- **Automatic Creation**: Sales Tax Forms are **not created manually** in this module. A Tax Invoice is created **automatically** by the system when you create and confirm a Sales Invoice in the **4. Sales Module** for a transaction that is subject to tax.

- **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 reporting to the Directorate General of Taxes.

Tips & Important Notes

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

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