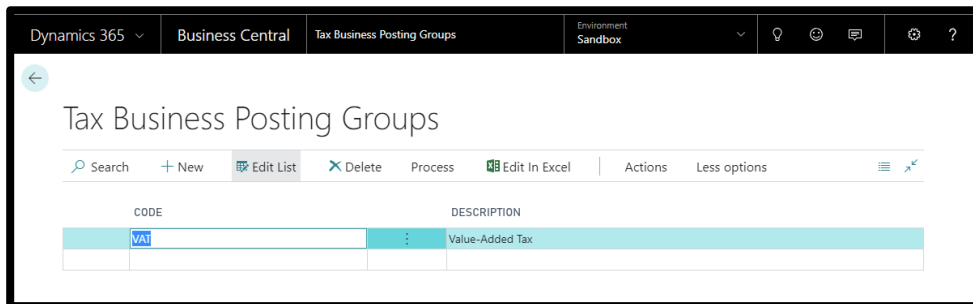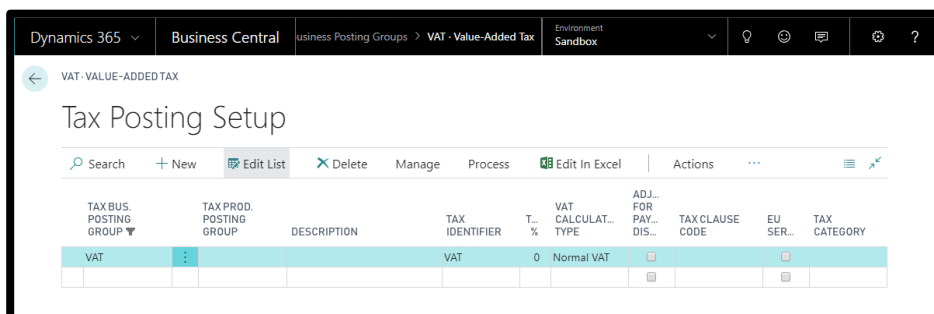**Setup Tax Business Posting Groups**

1. Choose the 💡icon, enter **Tax Business Posting Groups**, and then choose the related link.

2. Choose the blank row in grid

3. In the **Code**, specify code of tax business posting groups

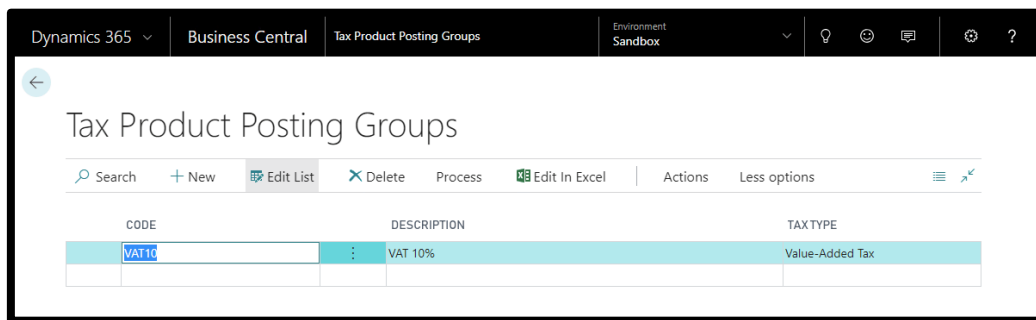4. In the **Description**, enter text that describes tax business posting groups

5. Choose **Process** action then **Setup** to setup **Tax Posting Setup**

6. Choose the blank row in grid

7. Leave default value for **Tax Bus. Posting Group**

8. Leave blank value for **Tax Prod. Posting Group**

9. In the **Tax Identifier**, specify code of tax identifier

10. Leave zero value for **Tax %**

11. In the **VAT Calculation Type**, choose **Normal VAT**

Setup Tax Product Posting Groups

1. Choose the 💡icon, enter **Tax Product Posting Groups**, and then choose the related link.

2. Choose the blank row in grid

3. In the **Code**, specify code of tax product posting groups

4. In the **Description**, enter text that describes tax product posting groups

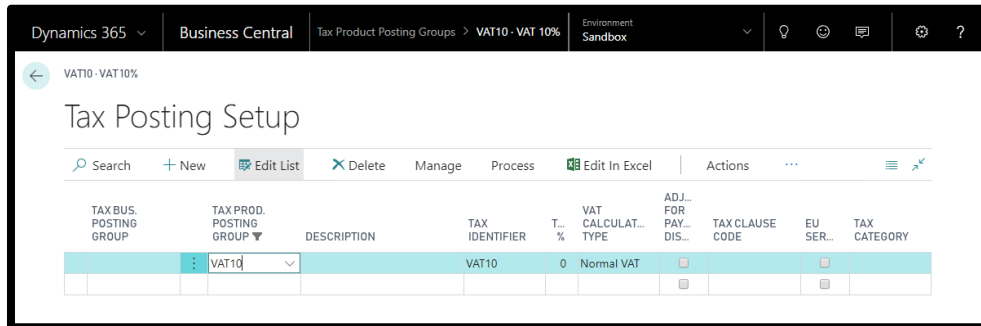5. In the **Tax Type**, choose **Value-Added Tax**

6. Choose **Process** action then **Setup** to setup **Tax Posting Setup**

7. We have to create 2 combination of **Tax Bus. Posting Group** and **Tax Prod. Posting Group** in **Tax Posting Setup**

8. First combination, Choose the blank row in grid

9. Leave blank value for **Tax Bus. Posting Group**

10. Leave default value for **Tax Prod. Posting Group**

11. In the **Tax Identifier**, specify code of tax identifier

12. Leave zero value for **Tax %**

13. In the **VAT Calculation Type**, choose **Normal VAT**

14. Second combination, choose the **New** action

15. In the **Tax Bus. Posting Group**, specify code of tax bus. posting group that you setup before

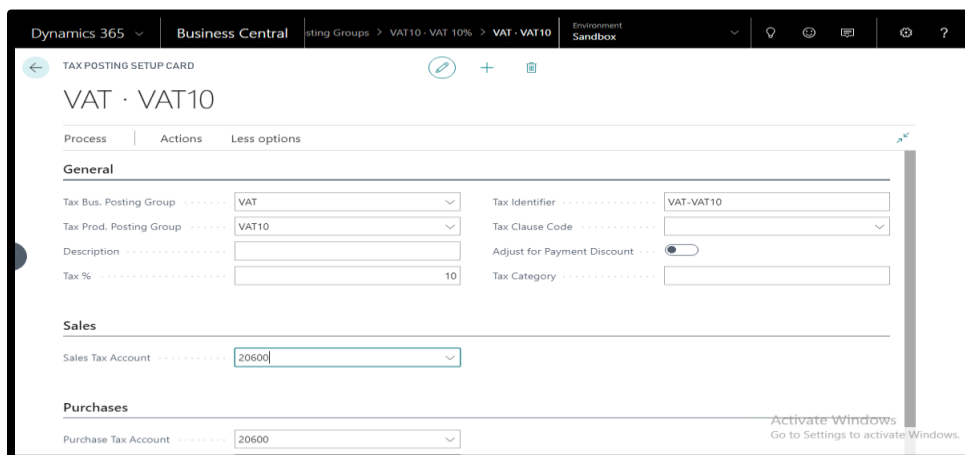16. Leave default value for **Tax Prod. Posting Group**

17. In the **Tax Identifier**, specify code of tax identifier

18. In the **Tax %**, specify percentage of tax

19. In the **VAT Calculation Type**, choose **Normal VAT**

20. In the **Sales Tax Account**, specify code of sales tax account

21. In the **Purchase Tax Account**, specify code of purchase tax account

Setting Tax Currency Parameters

1. Choose the ⚙ icon, enter **Parameters (Indonesian Tax)**, and then choose the related link

2. Specify **Currency code** as a tax currency code

EDIT – PARAMETERS (INDONESIAN TAX)
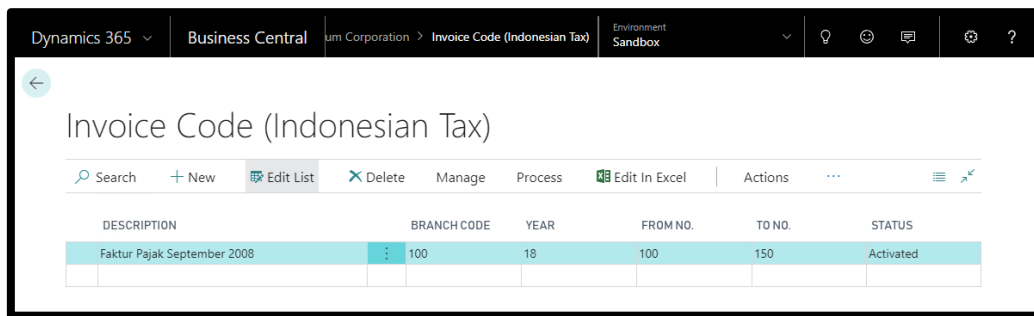
Parameters (Indonesian Tax)
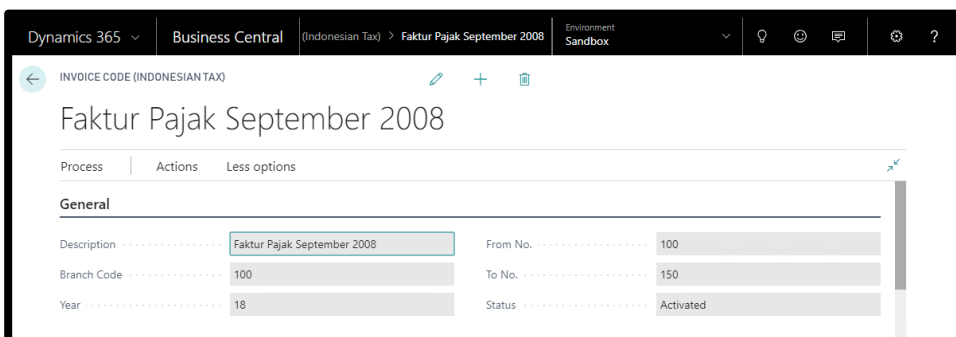
General

Tax Currency Code   IDR

To Register Tax Invoice Number

1. Choose the 🔍 icon, enter **Invoice code**, and then choose the related link.

2. To work in a register tax invoice number, choose the **New** action

3. In the **Description**, enter text that describes tax invoice number designation

4. In the **Branch Code**, specify 3 digit code of tax invoice

5. In the **Year**, specify 2 digit code of tax invoice year

6. In the **From No**, enter the initial number of tax invoice number

7. In the **To No**, enter the last number of tax invoice number

8. Leave default value for **Status** field

9. Select **Process** action then **Generate** to generate tax invoice number

10. Select **Process** action then **Activate** to activate tax invoice number

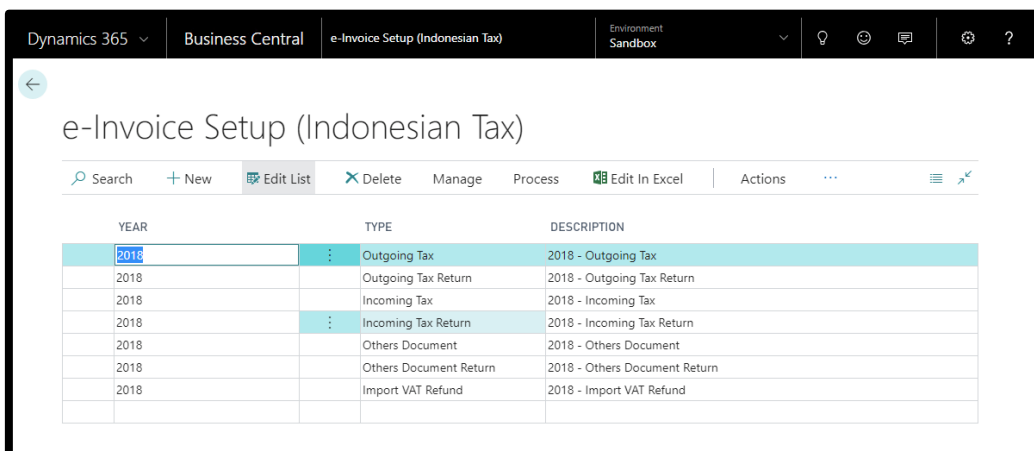11. Select **Manage** action then **Edit** to see the detail information
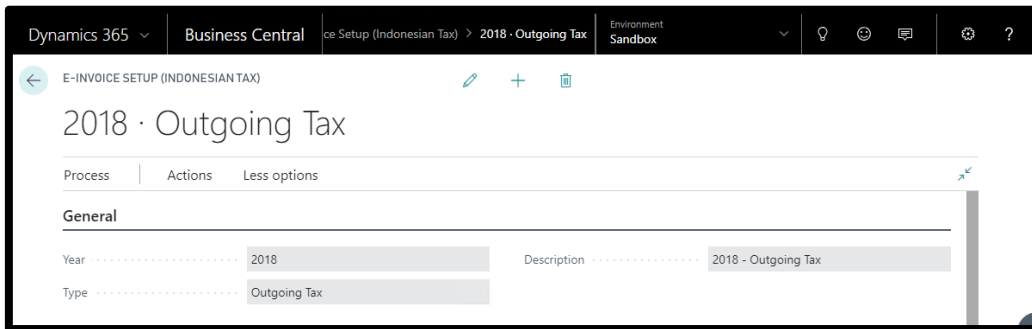
E-Invoice Setup

1. Choose the ⚲ icon, enter **E-Invoice Setup (Indonesian Tax)**, and then choose the related link.

2. To work in e-invoice setup, choose the **Process** action then **Generate**

3. In the **E-Invoice Setup Generate** dialog, specify **Year** as year of tax period
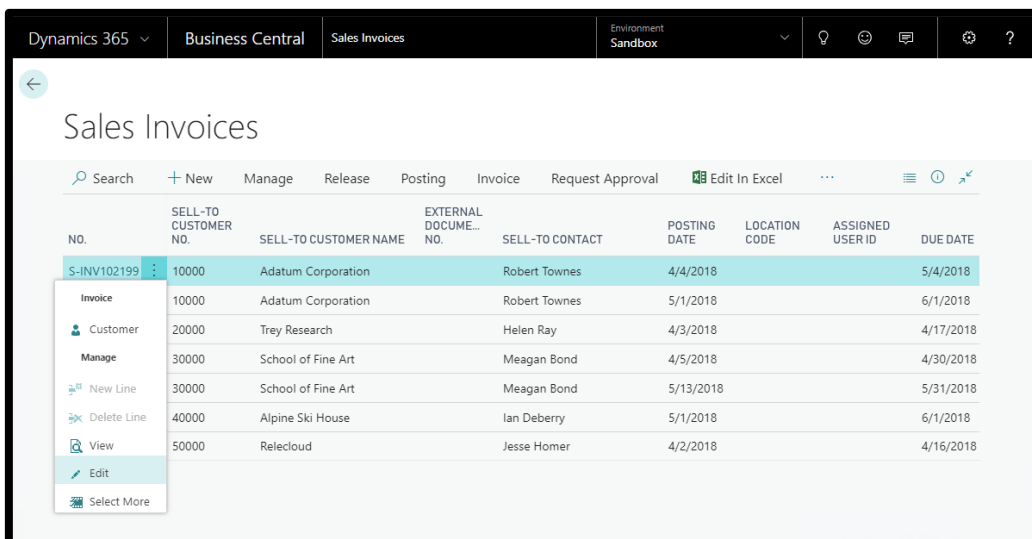

4. Choose **OK** action

5. Choose **Manage** action then **View** to see detail information
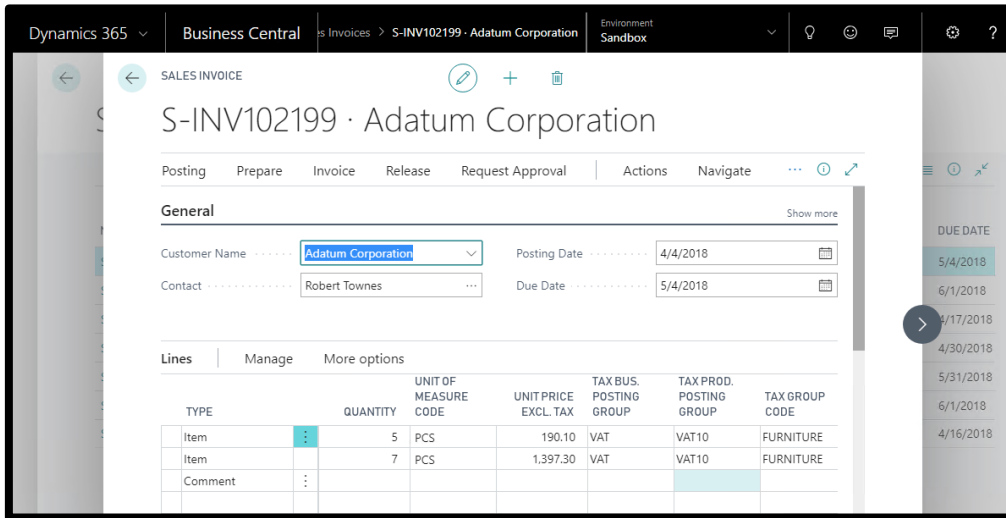

Create Source Transaction Outgoing Tax

1. Choose the 💡 icon, enter **Sales Invoice**, and then choose the related link

2. Choose the **New** action to create sales invoice or choose existing transaction

3. Choose the **Edit** Action to setup sales invoice

4. In the **Tax Bus. Posting Group** of **Lines** section, specify code of tax bus. posting group that you setup before

5. In the **Tax Prod. Posting Group** of **Lines** section, specify code of tax prod.

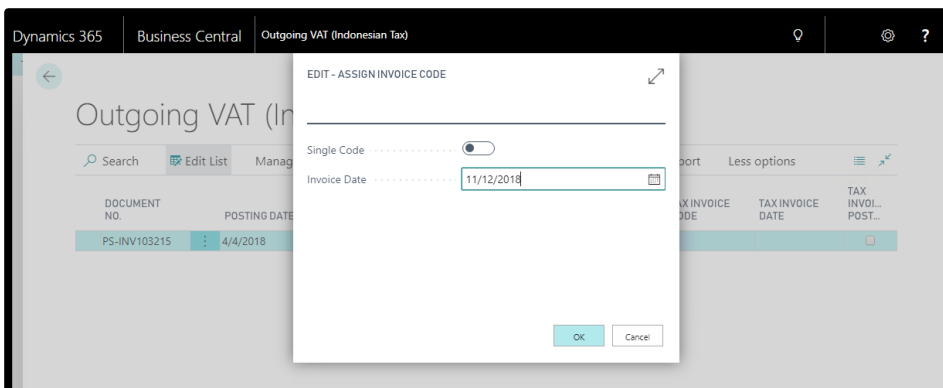   posting group that you setup before

6. In the **Tax Area Code** of **Invoice Details** section, make sure this field is blank

7. Choose the **Posting** action then **Post** to post sales invoice

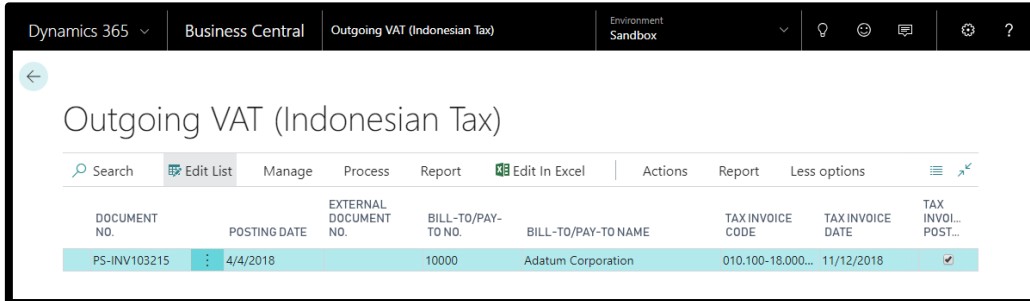**To Assign, Post Invoice Code and Export CSV on Outgoing Tax**

8. Choose the 💡 icon, enter **Outgoing VAT (Indonesian Tax)**, and then choose the related link

9. Choose the **Process** action then **Synchronize** to create outgoing tax from transaction

10. Select outgoing tax that you want to assign invoice code

11. Choose **Process** action then **Assign** to assign invoice code

12. In the **Assign Invoice Code** dialog, specify **Single Code** as true for multiple transaction in one tax invoice number

13. In the **Invoice Date,** enter date as tax invoice date

14. Choose **OK** action

15. Choose **Process** action then **Post**

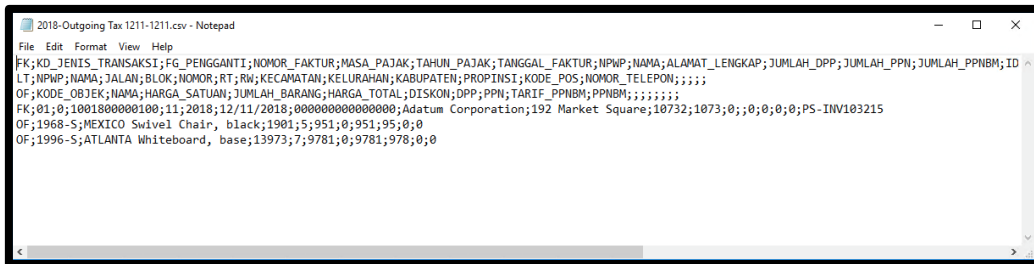16. Choose **Manage** action then **View** to see detail transaction

17. Choose **Report** action then **Export CSV** to export posted outgoing tax

transaction into CSV file

18. In the **E-Invoice Export** dialog, specify **From Date** and **To Date** as tax
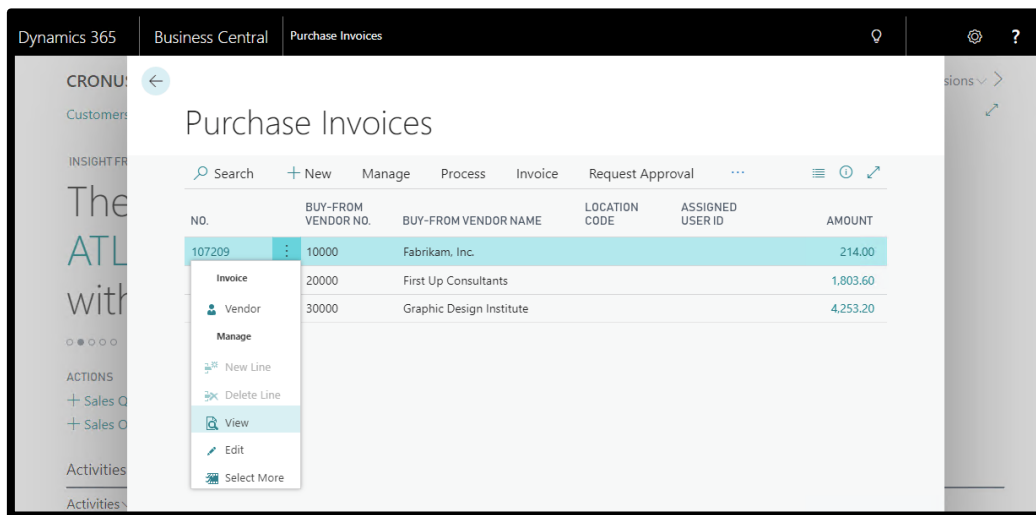
invoice date range

19. Choose **OK** action
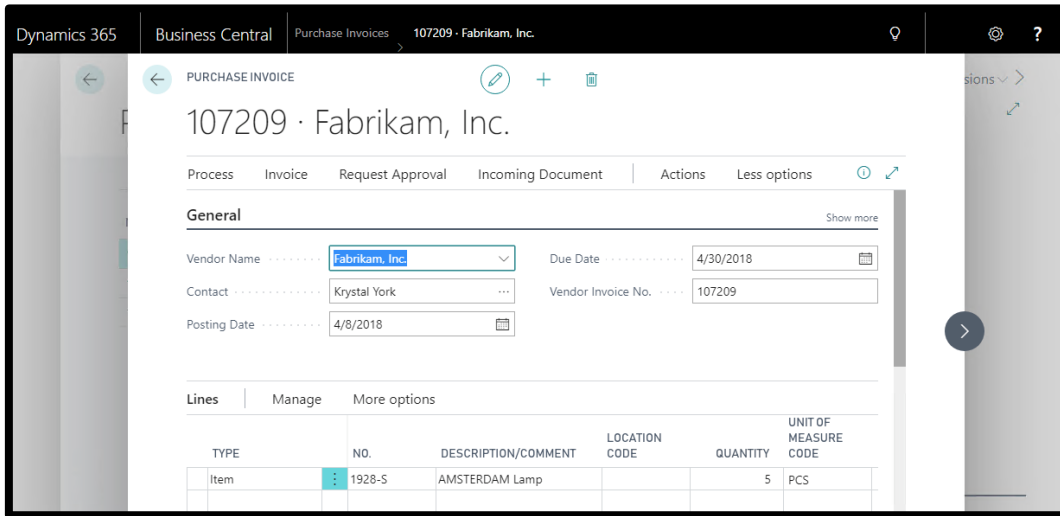
20. System will generate and download csv file

Create Source Transaction Incoming Tax

1. Choose the 🔍 icon, enter **Purchase Invoice**, and then choose the related link

2. Choose the **New** action to create purchase invoice or choose existing transaction

3. Choose the **Edit** Action to setup purchase invoice

4. In the **Tax Bus. Posting Group** of **Lines** section, specify code of tax bus.

   posting group that you setup before

5. In the **Tax Prod. Posting Group** of **Lines** section, specify code of tax prod.
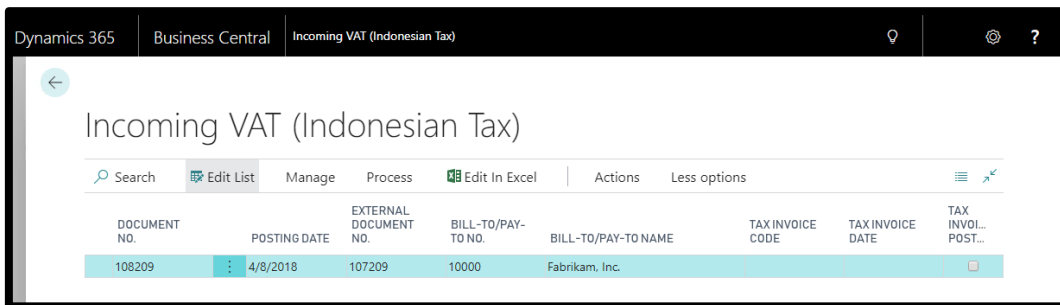
   posting group that you setup before

6. In the **Tax Area Code** of **Invoice Details** section, make sure this field is blank

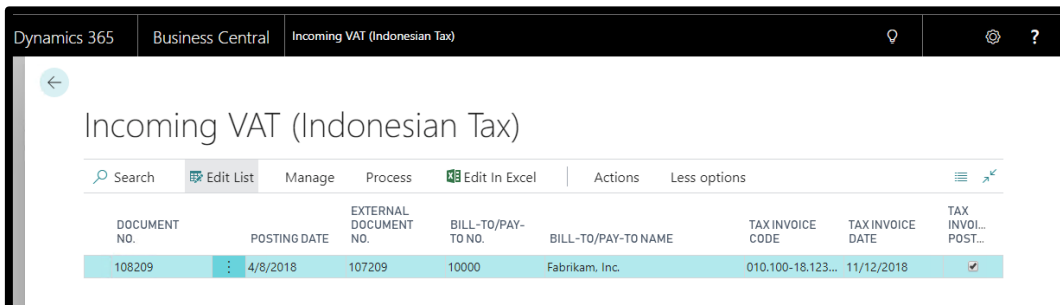7. Choose the **Process** action then **Post** to post purchase invoice

To Assign, Post Invoice Code and Export CSV on Incoming Tax

1. Choose the 💡 icon, enter **Incoming VAT (Indonesian Tax)**, and then choose the related link

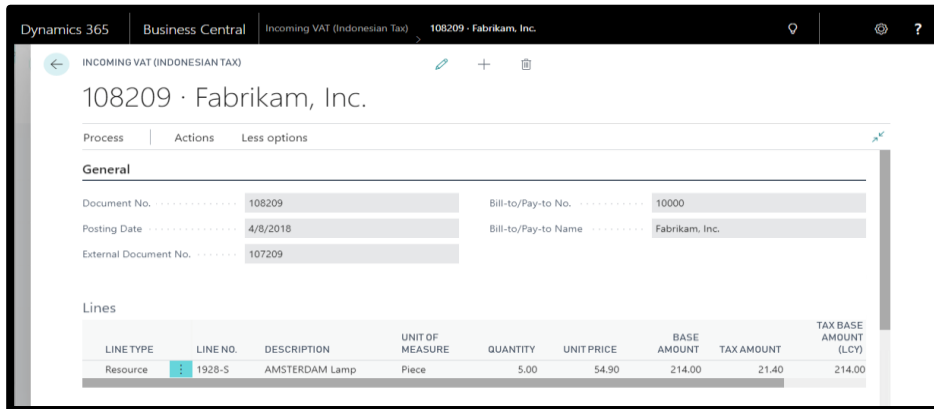2. Choose the **Synchronize** action to create incoming tax from transaction

3. Select incoming tax that you want to assign invoice code

4. In the **Tax Invoice Code** specify code of tax invoice

5. In the **Tax Invoice Date** specify date of tax invoice

6. Choose **Process** action then **Post**

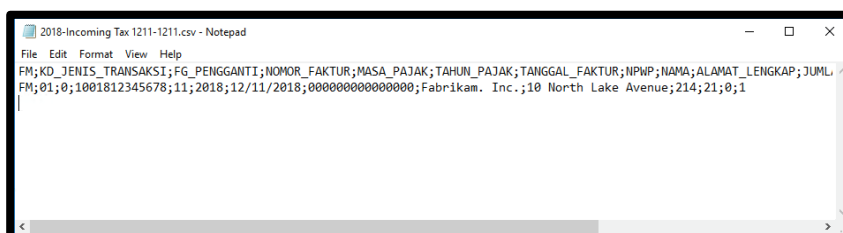7. Choose **Manage** action then **View** to see detail transaction

8. Choose **Report** action then **Export CSV** to export posted incoming tax transaction into CSV file

9. In the **E-Invoice Export** dialog, specify **From Date** and **To Date** as tax invoice date range

10. Choose **OK** action

11. System will generate and download csv file