User Manual Indonesian Tax

ID-TAX
Indonesian Tax

Version 0
May 11th, 2020

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1. General

1.1 VAT Product Posting Groups

Follow these steps to set up VAT product posting group:

1. Choose the 🔎 icon, enter **VAT product posting groups**, and then choose the related link.
2. Click **New** to add new VAT product posting group.

3. Type a unique identifier for the product group in the **Code** field.
4. In the **Description** field, type a short description.
5. Check **Is Forwarder** field if the tax is calculated for forwarder.
6. In the **DPP Percentage %** type percentage to calculate DPP.

1.2 Vendor Card

Follow these steps to create a vendor card.

1. Choose the 🔎 icon, enter **Vendors** and choose the related link.
2. On the Vendors page, choose **New** button or choose the available vendor card to edit it.
3. Complete detail data of **Indonesian Tax** at **Invoice** section:
    a. Type vendor's NPWP in **NPWP** field.
    b. In the **Nama NPWP**, type vendor's name which registered in tax authority system.
    c. Type vendor's NPWP address NPWP in the **Alamat NPWP** field.

1.3 Customer Card

Follow these steps to create customer card.

1. Choose the 🔍 icon, enter **Customers** and choose the related link.
2. On the **Customers** page, choose the **New** action or choose an available customer card to edit.
3. In the **Indonesian Tax** group, complete the details below:
    a. Type the customer's NPWP in the **NPWP** field.
    b. In the **Nama NPWP** field, type the customer's name that is registered in the tax authority system.
    c. Enter the NPWP address in the **Alamat NPWP** field.
    d. Select the **Is WAPU** checkbox if the customer is "WAPU".
    e. Select the **Prefix** to use as the prefix number in the tax invoice.

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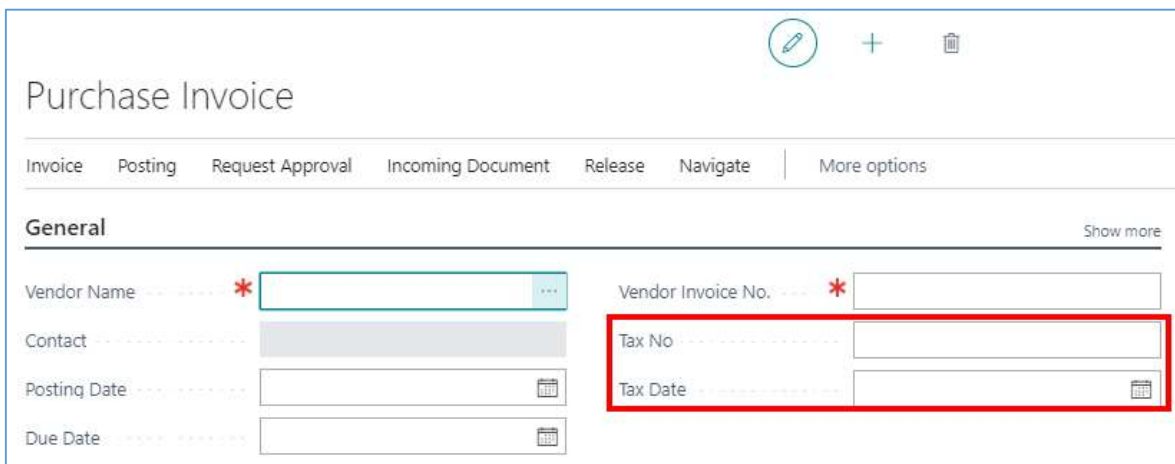
1.4 Purchasing

To record invoice received from vendor, user can use Purchase Invoice. Purchase invoice can be used to help record Indonesian Taxes by filling in tax number and tax date.

1.3.1 Purchase Invoice

Purchase invoices can be used to record purchase transactions. Follow these steps to create a purchase invoice by recording taxes.

1. Choose the 🔍 icon, enter **Purchase Invoice** and choose the related link.
2. Click **New** to create new purchase invoice.
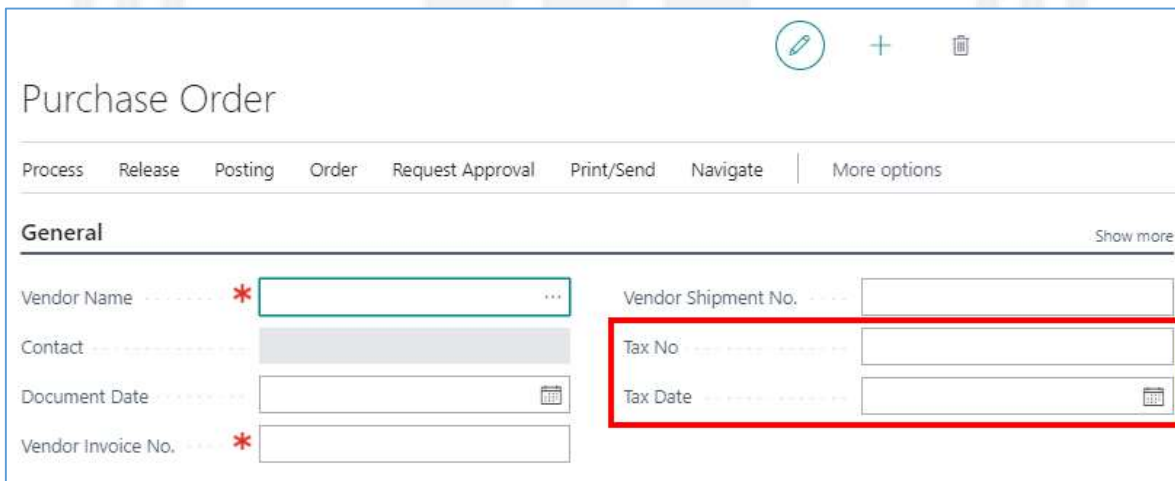3. Type "Nomor Faktur Pajak" in field **Tax No.** And choose the tax date in the field **Tax Date.**

1.3.2 Purchase Order

Follow these steps to create a purchase order by recording taxes.

1. Choose the 🔍 icon, enter **Purchase Order** and choose the related link.
2. Click **New** to create new purchase order.
3. Type "Nomor Faktur Pajak" in field **Tax No.** And choose the tax date in the field **Tax Date.**

1.3.3 Create Purchase Credit Memo

The Create Corrective Credit Memo function creates corrective credit memos that can be modified before posting. Typically, a purchase credit memo is created as a reaction to a credit memo sent by a vendor. Credit memos can be made to return a purchase invoice that has a subledger transaction or to return a portion of the purchase invoice amount posted.

Follow these steps to create a purchase credit memo by recording taxes.

1. Choose the 🔍 icon, enter **Posted Purchase Invoice** and choose the related link.
2. At **Posted Purchase Invoice** list page, choose posted purchase invoic, then click **Correct** menu and choose **Create Corrective Credit Memo**.
3. Enter return tax number in the field **Return Tax No.**
4. Enter document number in the field **Return Doc No.**
5. Fill return tax date in the field **Return Date.**

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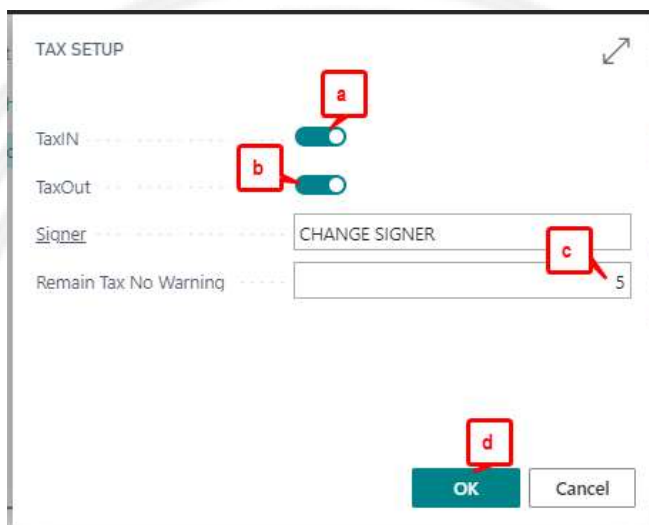
2.Indonesian Tax

2.1 Setup

2.1.1 Configuration Parameter

Configuration parameter form is used to enable several features related with Indonesian Tax. Follow these steps to configure Indonesian Tax Parameter.
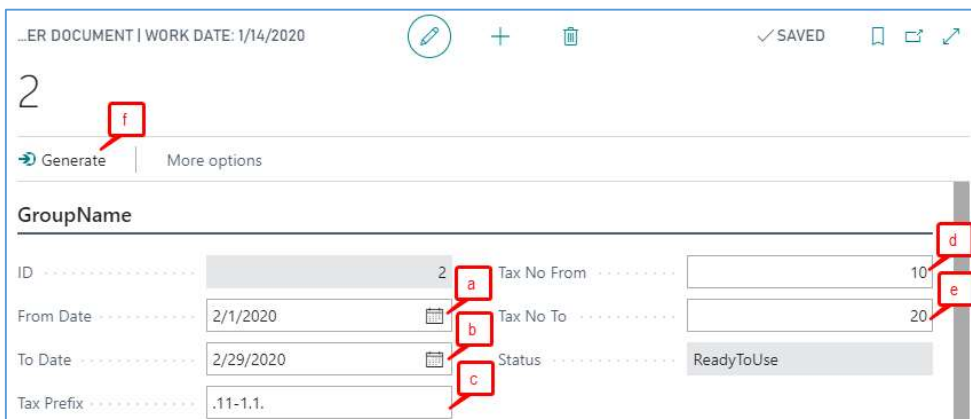

1. In the **Indonesian Tax** menu, choose **Tax Setup**.
   a. Activate feature 'TaxIn'
   b. Activate feature 'TaxOut'
   c. In the field **Remain Tax No Warning,** enter a number to be a warning limit for the availability of registered tax numbers
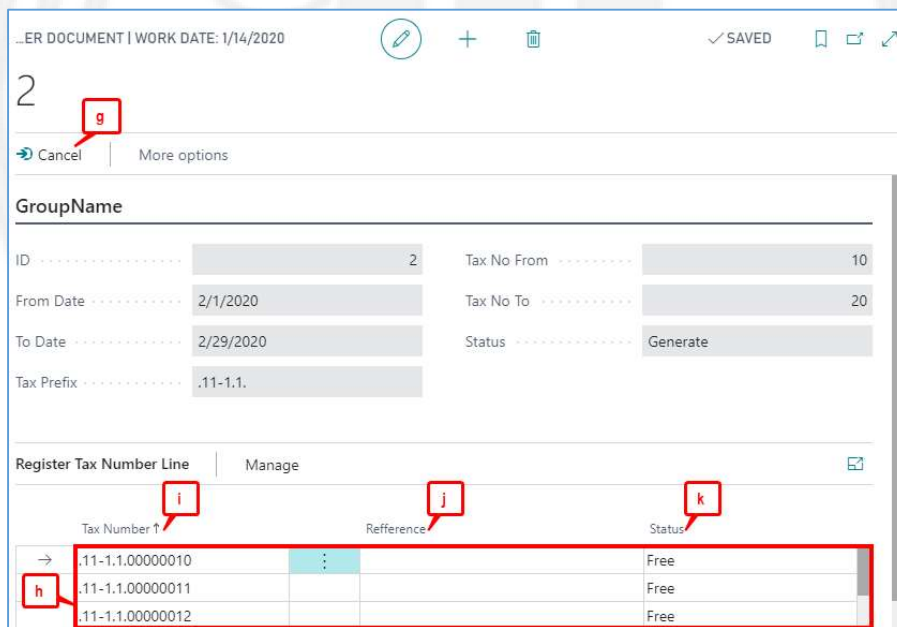   d. Click OK.

2.1.2 Register Tax No

Register tax number menu is used to record electronic tax number that is approved by Indonesia tax authority. In this menu, user can record several tax numbers in single creation. These tax number will be used when creating sales transaction that contain tax.

Follow these steps to register tax number.

1. In the **Pajak Indonesia** menu, choose **Register Tax Number**.
    a. Input the beginning date of tax number validity in the **From Date** field.
    b. Input the ending date of tax number validity in the **To Date** field.
    c. Input the prefix tax number that is obtained from Indonesia tax authority in the **Tax Prefiks** field.
    d. Input the beginning range of tax number in the **Tax No From** field.
    e. Input the ending range of tax number in the **Tax No To** field.
    f. Click **Generate** button to populate list of tax number.

    g. Click **Cancel** button to stop using tax number.
    h. List of tax number that is populated can be seen in the grid.
    i. **Tax Number** column shows the tax number that can be used for sales transaction.
    j. **Reference** column shows info of sales transaction number linked to the tax number.
    k. Status of the tax number can be seen in the **Status** column (there are 3 statuses, which is Cancel, Free, and Used).

2.2 Transaction

2.2.1 Tax Synchronization

Tax synchronization is used to retrieve purchase or sales transaction that consist of VAT amount.
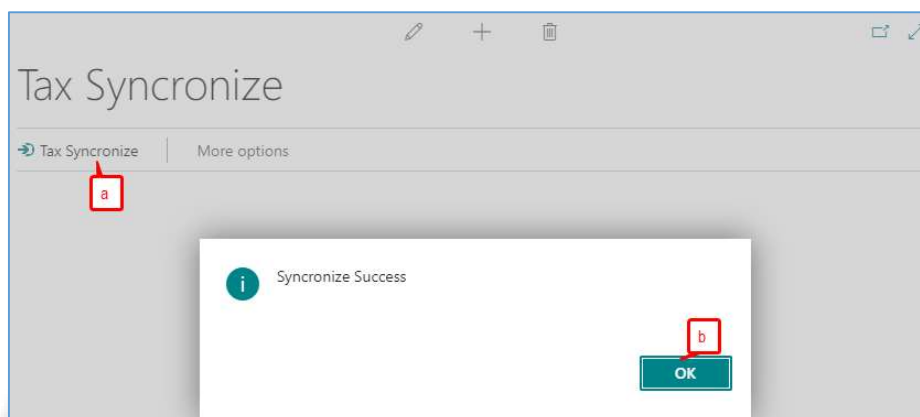

In the **Pajak Indonesia** menu, choose **Tax Synchronize**.

- a. Click **Synchronize** button to start retrieve transactions related with Indonesian tax.
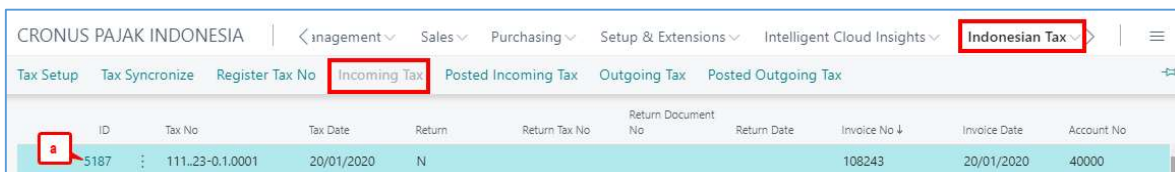- b. Click **OK** button.

2.2.2 Posting Incoming Tax

Below is the flow in Indonesia Tax, starts from purchase transaction retrieved from origin transaction in Business Central, until processed into Indonesia e-Faktur application.
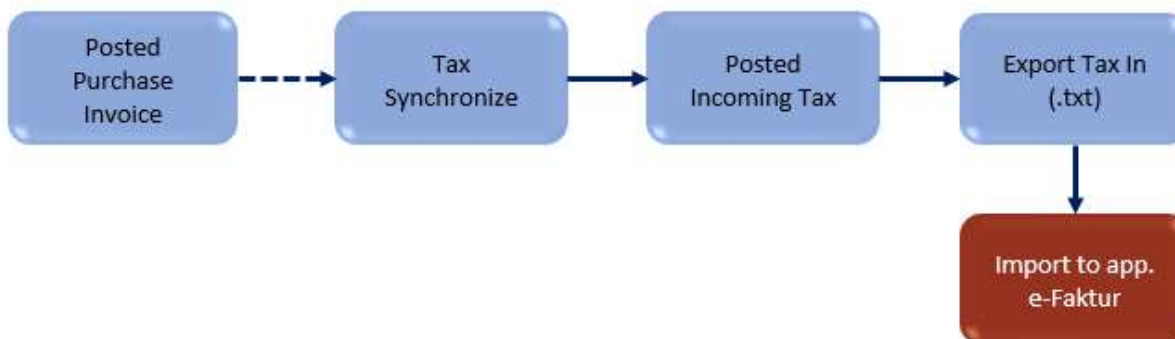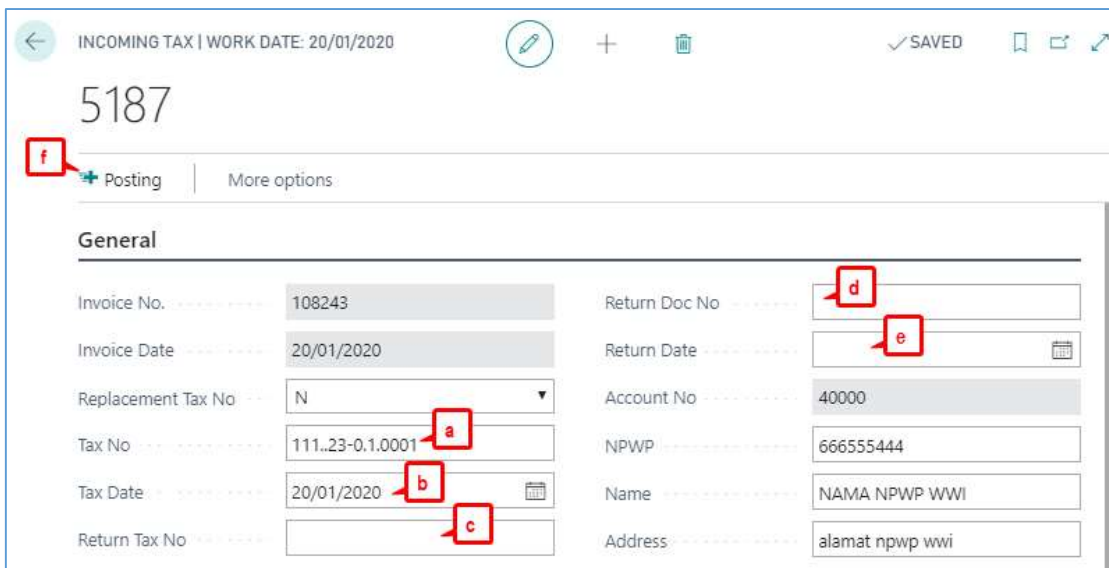
Follow these steps to post Pajak Masukan (VAT in).

1. In the **Indonesian Tax** menu, choose **Incoming Tax** → Click on **VAT In transaction ID** in the **ID** column.

2. In the Pajak Masukan Card, follow these steps

    a. Input tax number received from vendor in the **Tax Number** field.
    b. Input the **Tax Date**.
    c. Input the **Return Tax Number** (for purchase return transaction).
    d. Input the **Return Tax Date** (for purchase return transaction).
    e. Input **Return Date** (for purchase return transaction).
    f. Click **Posting** button. After posting, VAT in transaction will be moved into 'Posted Incoming Tax'

2.2.3 Export Faktur Incoming Tax

Follow these steps to export VAT in tax invoice.

1. In the **Indonesian Tax** menu, choose **Posted Incoming Tax**.

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a. Field **Export Date** displays the date when data was first exported.
b. Field **Export Status** display status export (Synchronized and Exported).
c. Choose the VAT in transaction ID to be exported, then click Export Efaktur button.
d. Efaktur file will be downloaded such as below.
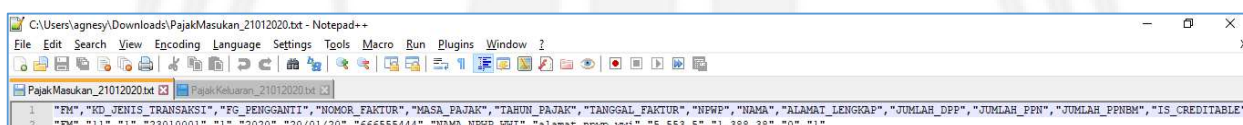
2. Import Txt file into e-Faktur application.

2.2.4 Posting Outgoing Tax

Below is the flow in Indonesian Tax, starts from sales transaction retrieved from origin transaction in Business Central, until processed into Indonesia e-Faktur application.
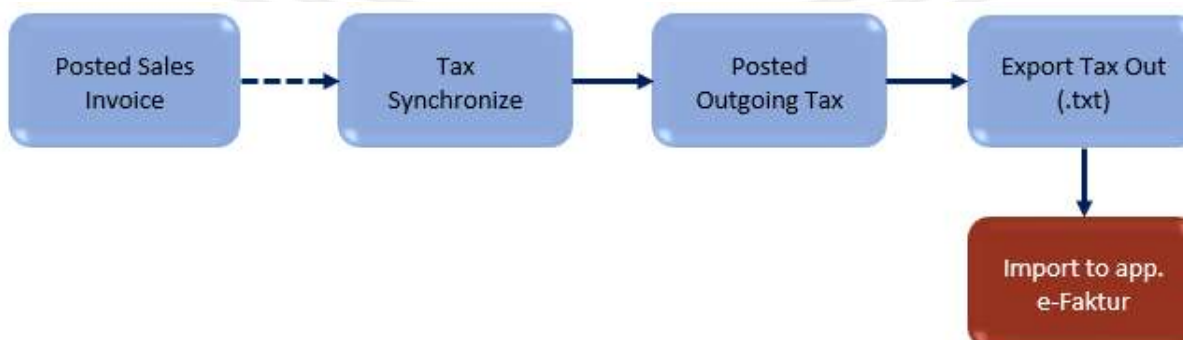
Follow these steps to post VAT Out

1. In the **Indonesian Tax** menu, choose **Outgoing Tax** → Click Click on **VAT Out transaction ID** in the **ID** column.

2. On the **Outgoing Tax**, follow these steps

    a. Leave the **Tax No** field as blank, it will be aumatically filled in after posting action.
    b. Input **Tax Date**.
    c. Input **Return Tax Number** (for sales return transaction).
    d. Input **Return Doc No** (for sales return transaction).
    e. Input **Return Date** (for sales return transaction).
    f. Click **Posting** button. After posting, VAT Out transaction will be moved into 'Posted Outgoing Tax'

2.2.5 Export Faktur Outgoing Tax
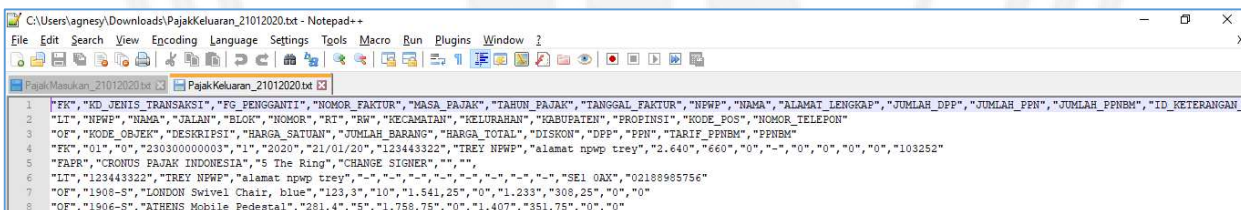
Follow these steps to export VAT in tax invoice.

1. In **Indonesian Tax** menu, choose **Posted Outgoing Tax**

a. Field **Export Date** displays the date when data was first exported.
b. Field **Export Status** display status export (Synchronized and Exported).
c. Choose on transaction VAT In ID to be exported, then click Export Efaktur button.
d. Efaktur file will be downloaded, such as below.

2. Import Outgoing Tax into e-Faktur Application.