

User Manual Indonesian Tax



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Prepared by :



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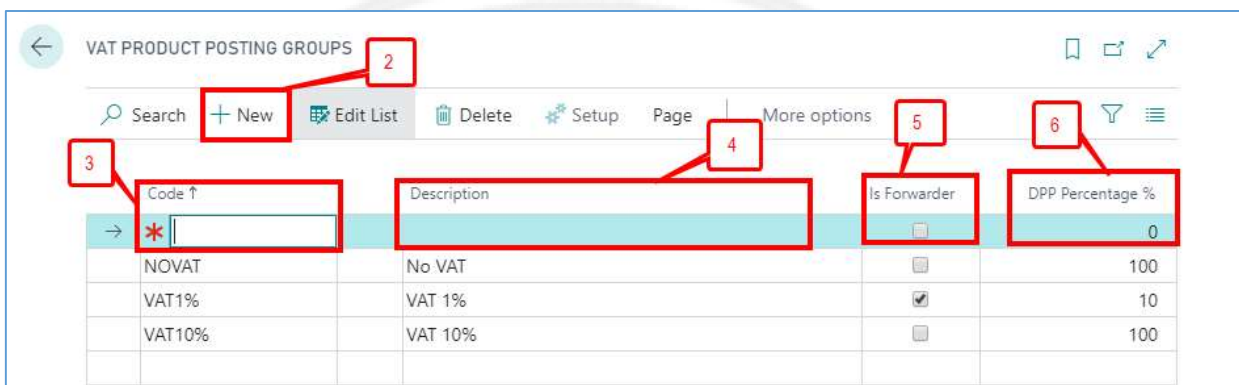
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1. General

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.



The screenshot shows the 'VAT PRODUCT POSTING GROUPS' form. Red boxes and numbers highlight the following elements:


- 1: Camera icon in the top right corner.
- 2: '+ New' button in the top left toolbar.
- 3: 'Code' field in the first row of the table.
- 4: 'Description' field in the first row of the table.
- 5: 'Is Forwarder' checkbox in the first row of the table.
- 6: 'DPP Percentage %' field in the first row of the table.

Code	Description	Is Forwarder	DPP Percentage %
NOVAT	No VAT	<input type="checkbox"/>	100
VAT1%	VAT 1%	<input checked="" type="checkbox"/>	10
VAT10%	VAT 10%	<input type="checkbox"/>	100

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.

VENDOR CARD | WORK DATE: 08/04/2020

V00030

Process Request Approval New Document Navigate Vendor More options

*** General >**

Address & Contact >

Invoicing Show more

VAT Registration No.

Prices Including VAT ☐

INDONESIAN TAX

NPWP **a**

Nama NPWP **b**

Alamat NPWP **c**


POSTING DETAILS

Gen. Bus. Posting Group *

Vendor Posting Group *

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.

CUSTOMER CARD | WORK DATE: 08/04/2020

C00010

New Document Request Approval Navigate Customer More options

*** General >**

Address & Contact >

Invoicing Show more


VAT Registration No.	POSTING DETAILS	
Copy Sell-to Addr. to Qt...	Company	Gen. Bus. Posting Group *	...
INDONESIAN TAX	a	Customer Posting Group *	...
NPWP	b	PRICES AND DISCOUNTS	
Nama NPWP	c	Customer Price Group
Alamat NPWP		Customer Disc. Group
Is Wapu?	d <input type="checkbox"/>		
Prefix	e 010		

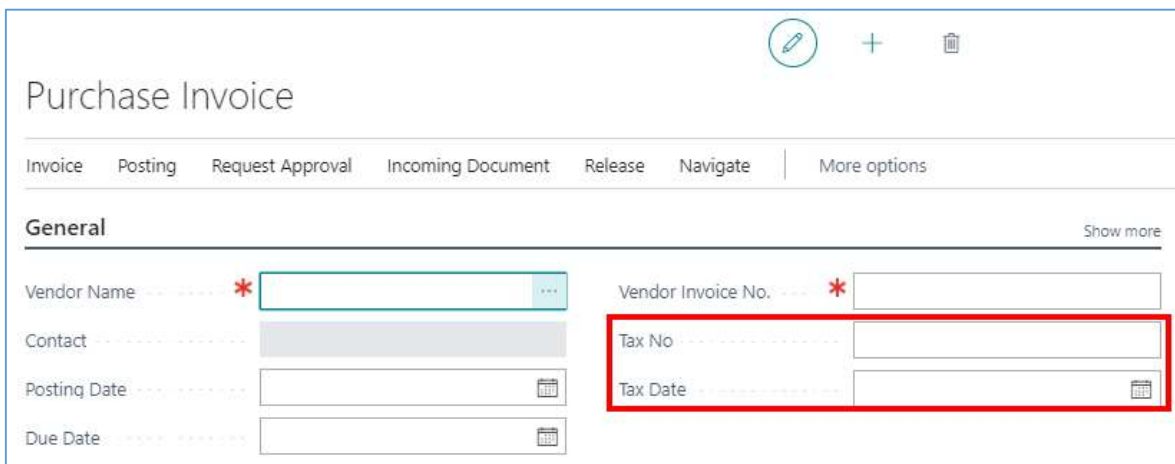
1.4 Purchasing

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.**



Purchase Invoice

Invoice | Posting | Request Approval | Incoming Document | Release | Navigate | More options

General Show more

Vendor Name *

Contact

Posting Date

Due Date


Vendor Invoice No. *

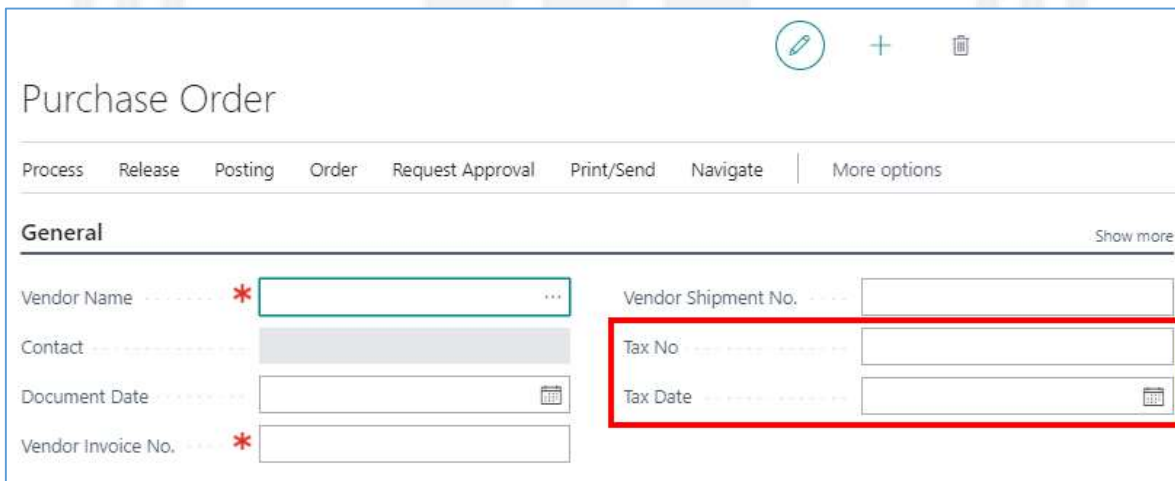
Tax No

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**.



Purchase Order

Process | Release | Posting | Order | Request Approval | Print/Send | Navigate | More options

General Show more

Vendor Name *

Contact

Document Date

Vendor Invoice No. *

Vendor Shipment No.


Tax No

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 invoice, 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.**

PURCHASE CREDIT MEMO | WORK DATE: 08/04/2020

1009 · Wide World Importers

Process Request Approval Credit Memo Release Posting Navigate More options

General Show more

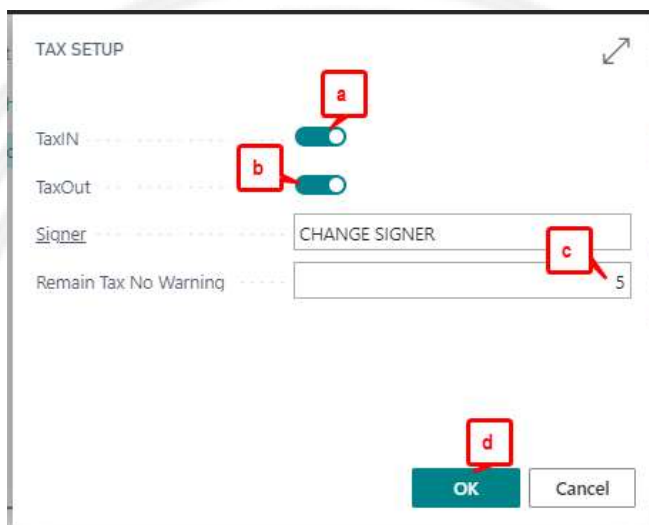
Vendor Name	Wide World Importers	Vendor Cr. Memo No.	*
Contact	Toby Rhode	Return Tax No.	3
Due Date	30/04/2020	Return Doc No.	4
Expected Receipt Date		Return Date	5
Vendor Authorization No.			

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.

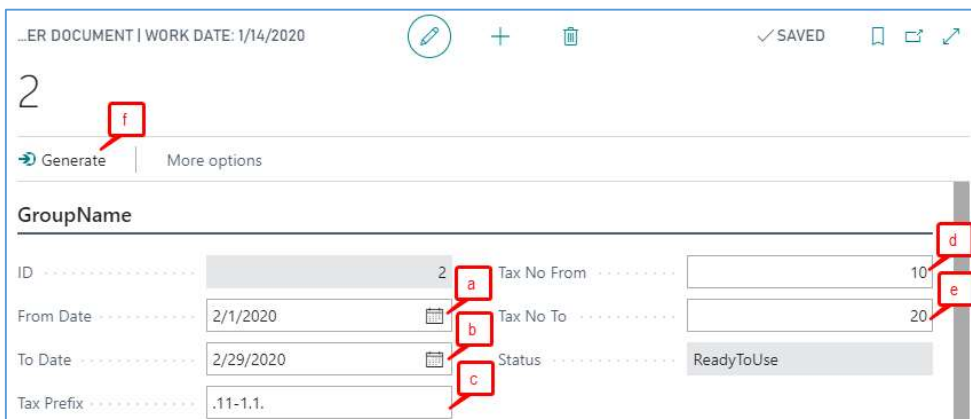


1. In the **Indonesian Tax** menu, choose **Tax Setup**.
 - a. Activate feature 'TaxIn'
 - b. Activate feature 'TaxOut'
 - c. In the field **Remain Tax No Warning**, enter a number to be a warning limit for the availability of registered tax numbers
 - d. Click OK.

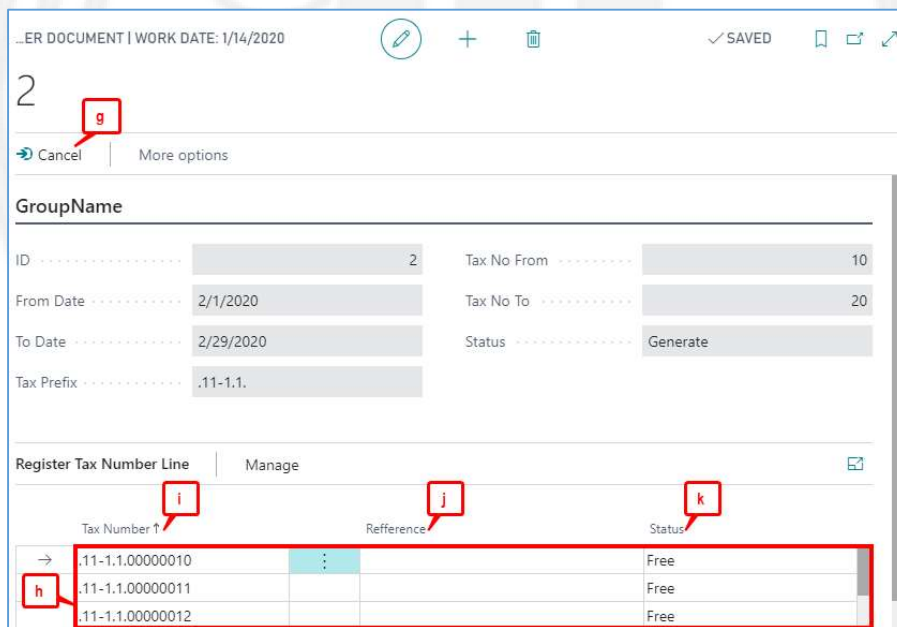
2.1.2 Register Tax No

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 Prefix** 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.



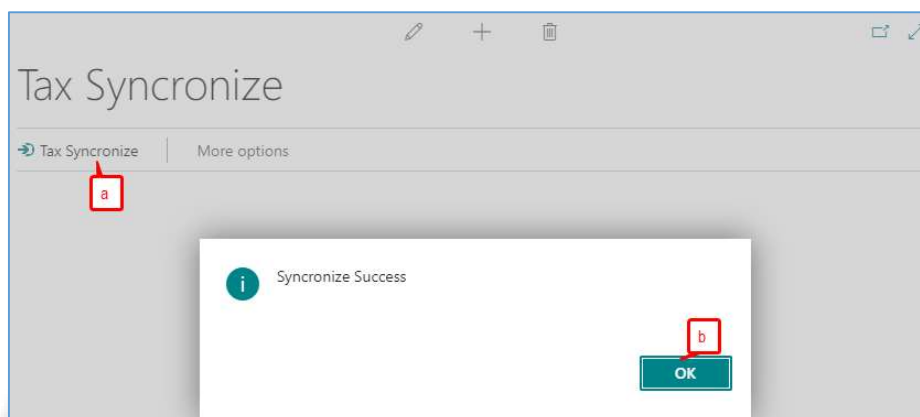
Tax Number	Reference	Status
.11-1.1.00000010		Free
.11-1.1.00000011		Free
.11-1.1.00000012		Free

- 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.

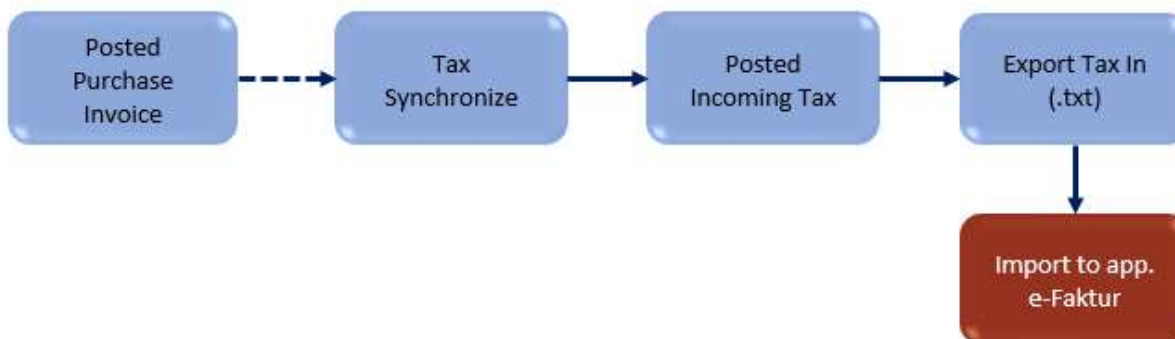


In the **Pajak Indonesia** menu, choose **Tax Synchronize**.

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

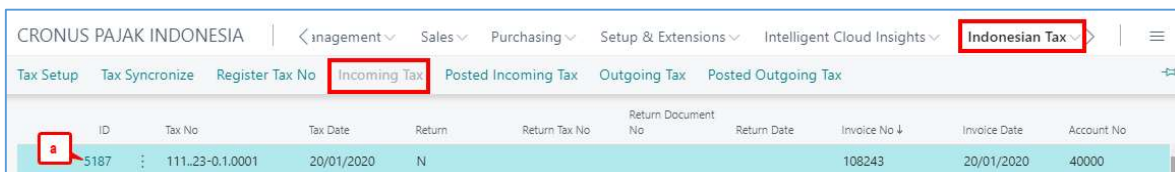
2.2.2 Posting Incoming Tax

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.

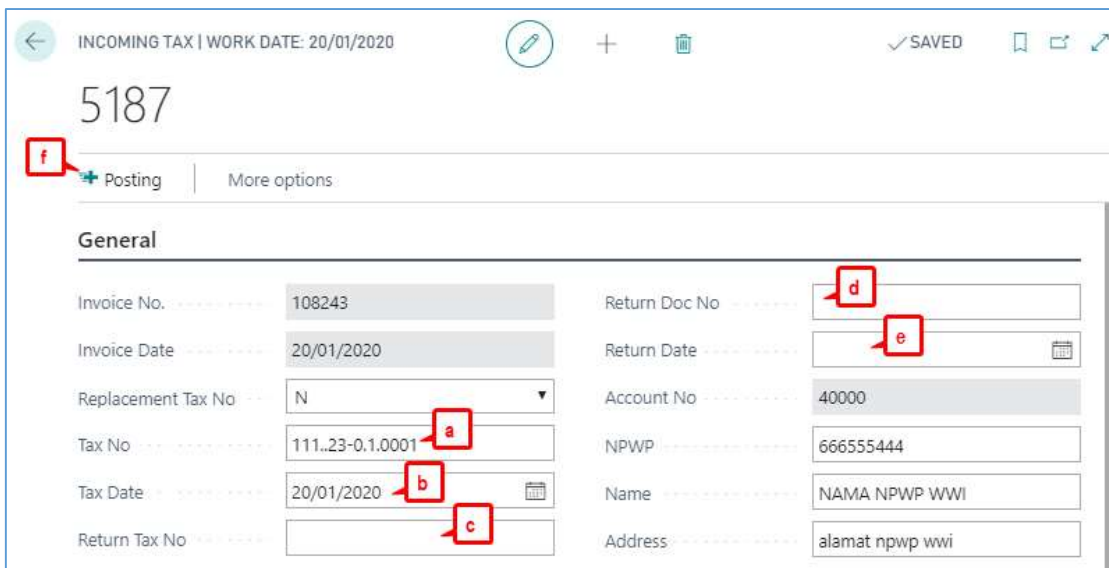


Follow these steps to post Pajak Masukan (VAT in).

- 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



- Input tax number received from vendor in the **Tax Number** field.
- Input the **Tax Date**.
- Input the **Return Tax Number** (for purchase return transaction).
- Input the **Return Tax Date** (for purchase return transaction).
- Input **Return Date** (for purchase return transaction).
- 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.

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

CRONUS PAJAK INDONESIA | < Inagement Sales Purchasing Setup & Extensions Intelligent Cloud Insights Indonesian Tax

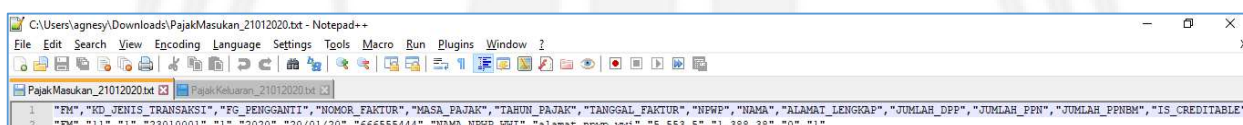
Posted Incoming Tax | All | Search | Manage | Open in Excel | Report | Fewer options

ExportEfaktur

ID	Tax No	Tax Date	Return Tax No	Return Tax No	Invoice No 4	Account No	Export Date	Export Status
3531	111.23-0.1.0000...	21/01/2020			109003	20000		Synchronized
2374					109002	20000		Synchronized
5190	115.23-0.1.0000...	07/01/2020			108246	20000		Exported
5189	115.23-0.1.0000...	20/01/2020			108245	40000	20/01/2020	Exported
5188	115.23-0.1.0000...	20/01/2020			108244	20000	20/01/2020	Exported
5187	111.23-0.1.0001	20/01/2020			108243	40000	21/01/2020	Exported
5184	115.23-0.1.0000...	20/01/2020			108242	40000	30/01/2020	Exported
4947	115.23-0.1.0000...	20/01/2020			108240	20000		Synchronized
4709	115.23-0.1.0000...	20/01/2020			108238	40000		Synchronized
4317	115.23-0.1.0000...	17/01/2020			108236	40000		Synchronized
4161					108235	40000		Synchronized
4160					108234	20000		Synchronized
3688					108232	40000		Synchronized
3453	111.23-0.1.0000...				108230	40000		Synchronized

PajakMasukan_210....csv | d | Tampilkan semua

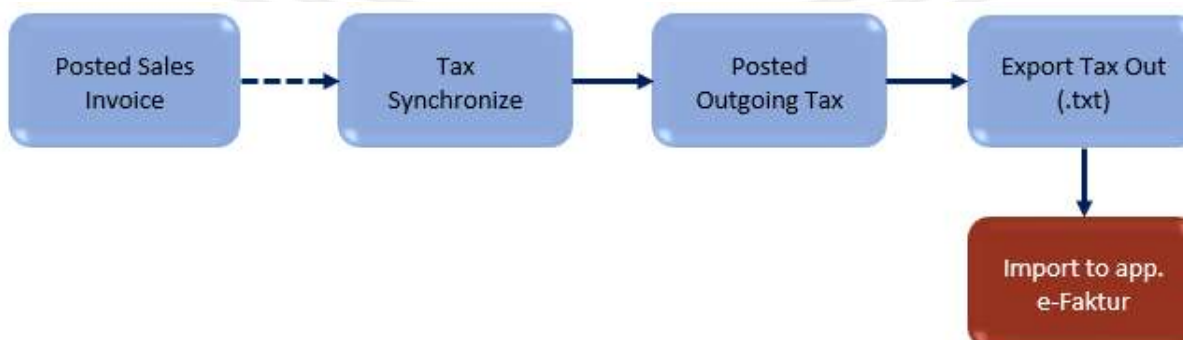
- Field **Export Date** displays the date when data was first exported.
- Field **Export Status** display status export (Synchronized and Exported).
- Choose the VAT in transaction ID to be exported, then click Export Efaktur button.
- Efaktur file will be downloaded such as below.



- 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

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

CRONUS PAJAK INDONESIA < Sales ▾ Purchasing ▾ Setup & Extensions ▾ Intelligent Cloud Insights ▾ Indonesian Tax ▾									
Tax Setup Tax Synchronize Register Tax No Incoming Tax Posted Incoming Tax Outgoing Tax Posted Outgoing Tax									
a	ID	Tax No	Tax Date	Return Tax No	Return Document No	Return Date	Invoice No ↓	Account No	
	5194	:	21/01/2020				103252	20000	
	5186	:	20/01/2020				103248	40000	

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

OUTGOING TAX | WORK DATE: 21/01/2020

5194

Posting More options

General **f**

Invoice No. 103252 Return Doc No **d**

Invoice Date 21/01/2020 Return Date **e**

Replacement Tax No N **a** Account No 20000

Tax No **b** NPWP 123443322

Tax Date 21/01/2020 **c** Name TREY NPWP

Return Tax No Address alamat npwp trey

Invoice

Currency VAT Amount 660.00

Invoice Amount 3.300.00 VAT Business Posting DOMESTIC

DPP 2.640.00

Pajak Keluaran Lines

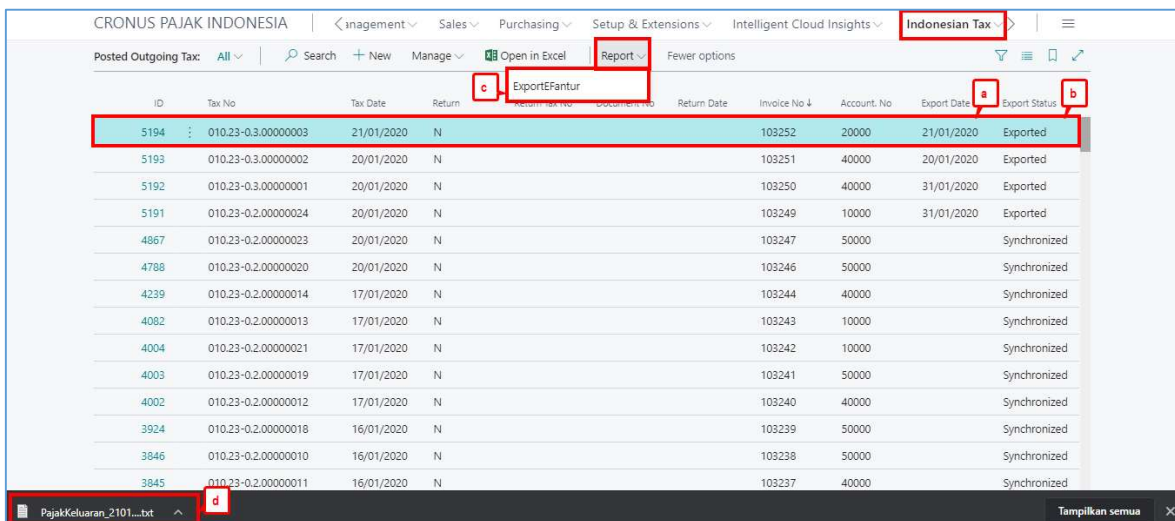
LINE NO	INVOICE NO	TYPE	ITEM ID	DESCRIPTION	VAT BUS POSTING GROUP	VAT PROD POSTING GROUP	VAT IDENT
→ 10000	103252	2	1908-S	LONDON Swivel Chair, blue	DOMESTIC	STANDARD	STANT
20000	103252	2	1906-S	ATHENS Mobile Pedestal	DOMESTIC	STANDARD	STANT

- a. Leave the **Tax No** field as blank, it will be automatically 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

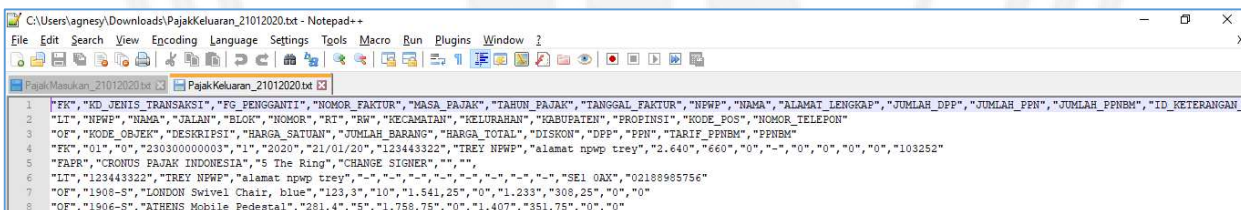
Follow these steps to export VAT in tax invoice.

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



ID	Tax No	Tax Date	Return	Invoice No	Account No	Export Date	Export Status
5194	010.23-0.3.00000003	21/01/2020	N	103252	20000	21/01/2020	Exported
5193	010.23-0.3.00000002	20/01/2020	N	103251	40000	20/01/2020	Exported
5192	010.23-0.3.00000001	20/01/2020	N	103250	40000	31/01/2020	Exported
5191	010.23-0.2.00000004	20/01/2020	N	103249	10000	31/01/2020	Exported
4867	010.23-0.2.00000003	20/01/2020	N	103247	50000		Synchronized
4788	010.23-0.2.00000002	20/01/2020	N	103246	50000		Synchronized
4239	010.23-0.2.000000014	17/01/2020	N	103244	40000		Synchronized
4082	010.23-0.2.000000013	17/01/2020	N	103243	10000		Synchronized
4004	010.23-0.2.000000021	17/01/2020	N	103242	10000		Synchronized
4003	010.23-0.2.000000019	17/01/2020	N	103241	50000		Synchronized
4002	010.23-0.2.000000012	17/01/2020	N	103240	40000		Synchronized
3924	010.23-0.2.000000018	16/01/2020	N	103239	50000		Synchronized
3846	010.23-0.2.000000010	16/01/2020	N	103238	50000		Synchronized
3845	010.23-0.2.000000011	16/01/2020	N	103237	40000		Synchronized

- 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.



```

1 "FK","KD_JENIS_TRANSAKSI","PG_PENGGANTI","NOMOR_FAKTUR","MASA_PAJAK","TAHUN_PAJAK","TANGGAL_FAKTUR","NPWP","NAMA","ALAMAT LENGKAP","JUMLAH_DPP","JUMLAH_PPN","JUMLAH_PPNBM","ID_KETERANGAN"
2 "IT","NEWB","NAMA","JALAN","BLOK","NOMOR","RT","RW","KECAMATAN","KELURAHAN","KABUPATEN","PROPINSI","KODE_POS","NOMOR TELEPON"
3 "OF","KODE_OBJEK","DESKRIPSI","HARGA_SATUAN","JUMLAH_BARANG","HARGA_TOTAL","DISKON","DPP","PPN","TARIF_PPNBM","PPNBM"
4 "FK","01","0","230300000003","1","2020","21/01/20","123443322","TREY NPWP","alamat npwp trey","2.640","660","0","0","0","0","0","103252"
5 "FAFR","CRONUS PAJAK INDONESIA","5 The Ring","CHANGE SIGNER","",""
6 "IT","123443322","TREY NPWP","alamat npwp trey","-","-","-","-","-","-","-","-","-","SE1 OAX","02188985756"
7 "OF","1908-S","LONDON Swivel Chair, blue","123,3","10","1.541,25","0","1.233","308,25","0","0"
8 "OF","1906-S","ATHENS Mobile Pedestal","281,4","5","1.758,75","0","1.407","351,75","0","0"

```

2. Import Outgoing Tax into e-Faktur Application.