

	User Manual	
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User Manual Document

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Prepared by:



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	User Manual	
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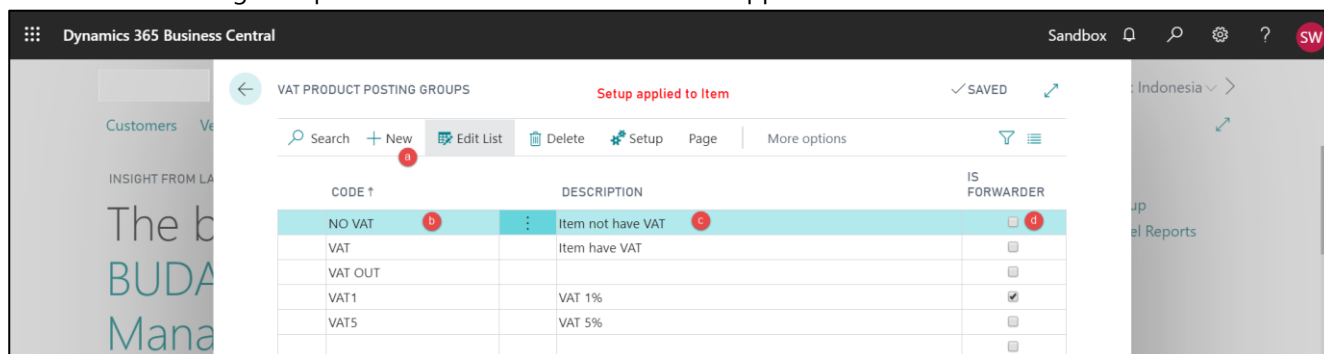
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1. Indonesian Tax

1.1 Setup VAT

1.1.1 VAT Product Posting Group

VAT Product Posting Group used to define VAT code that will applied into item.



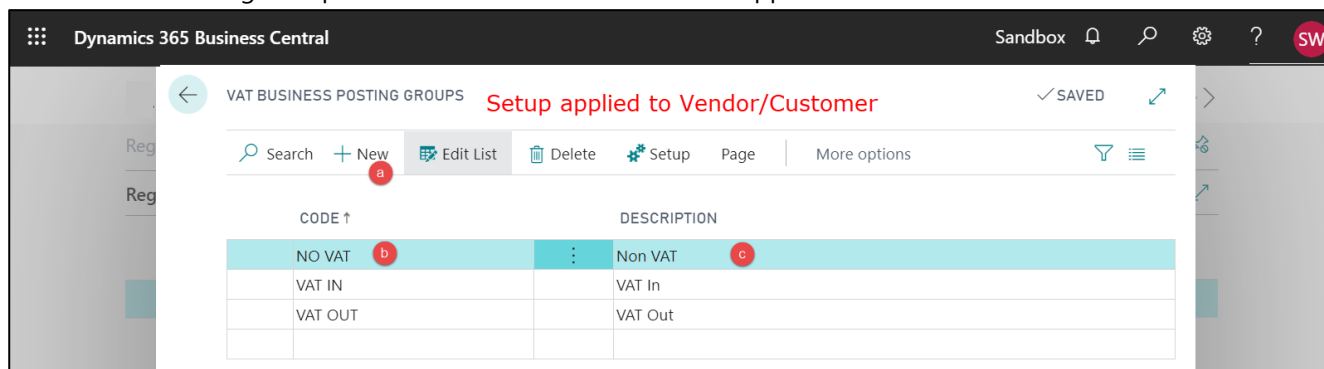
CODE	DESCRIPTION	IS FORWARDER
NO VAT	Item not have VAT	☐
VAT	Item have VAT	☐
VAT OUT		☐
VAT1	VAT 1%	☒
VAT5	VAT 5%	☐

Note:

- Click New
- Input Code VAT Product Posting Group
- Input Description VAT Product Posting Group
- Centang Yes jika VAT Forwarder (optional)

1.1.2 VAT Business Posting Group

VAT Business Posting Group used to define VAT code that will applied into Customer/Vendor.



CODE	DESCRIPTION
NO VAT	Non VAT
VAT IN	VAT In
VAT OUT	VAT Out

Note:

- Click New
- Input Code VAT Business Posting Group
- Input Description VAT Business Posting Group

1.1.3 VAT Posting Setup

VAT Posting Setup used to setup VAT percentage calculation that will occur when create purchase/sales transaction.

Note:

- Click New
- Input Code VAT Business Posting Group
- Input Code VAT Product Posting Group
- Input Description VAT Posting Setup
- Input VAT Identifier
- Input percentage of VAT
- Choose Sales VAT Account
- Choose Purchase VAT Account

1.2 Setup Indonesian Tax

1.2.1 Configuration Parameter

Configuraion parameter form used to enable several features related with Indonesian Tax.

Note:

- Activate feature 'Pajak Masukan'
- Activate feature 'Pajak Keluaran'
- Activate feature 'Scan EFaktur'
- Click Ok

1.2.2 Register Tax Number

Menu Register Tax Number used to record electronic tax number that approved by Indonesia tax authority. In this menu, we can record several range tax numbers in single creation. These tax number will consume when create sales transaction that contain tax.

REGISTER TAX NUMBER CARD

1

Generate Cancel More options

General

FROM DATE 8/1/2019 TAX NO FROM 50

TO DATE 8/31/2019 TAX NO TO 99

TAX PREFIKS11-111.

Register Tax Number Lines Manage

TAX NUMBER	REFERENCE	STATUS
.11-111.00000050	SI1907000004	Used
.11-111.00000051		Free
.11-111.00000052		Free
.11-111.00000053		Free

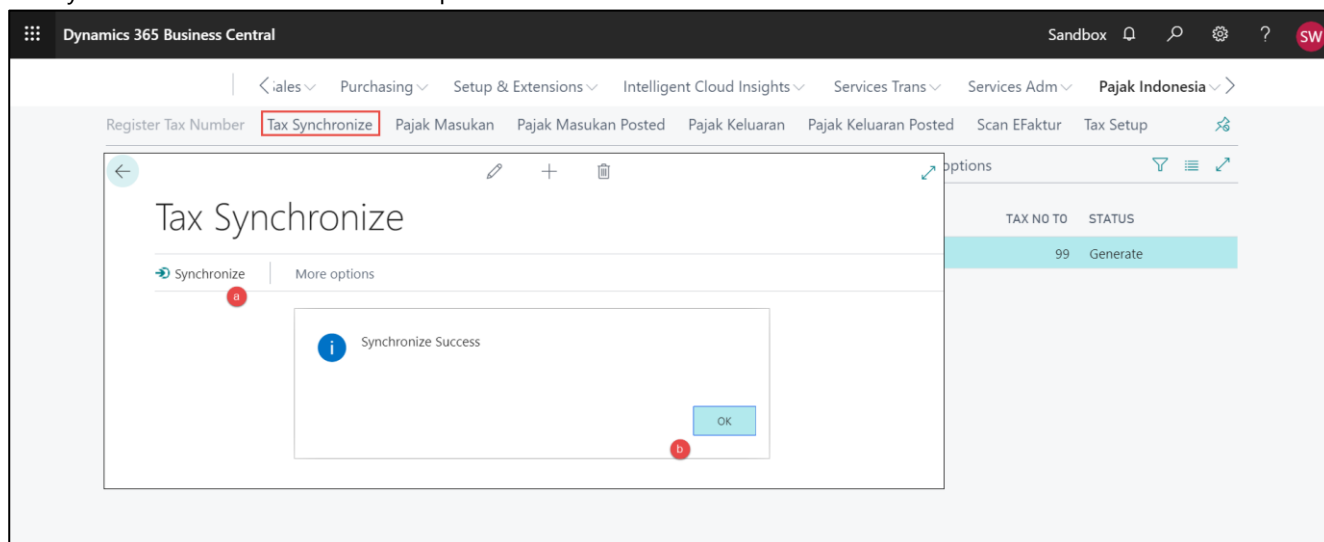
Note:

- Input begin date of tax number validity
- Input end date of tax number validity
- Input prefix tax number that obtained from Indonesia tax authority
- Input begin of range tax number
- Input begin end of range of tax number
- Click Generate to populate list tax number
- Click Cancel to stop tax number usability
- List of tax number that was populated
- Tax number that can be used for sales transaction
- Info of sales transaction number
- Status of tax number (Cancel; Free; Used)

1.3 Transaction

1.3.1 Tax Synchronization

Tax Synchronization used to retrieve purchase or sales transaction that consist of vat amount.

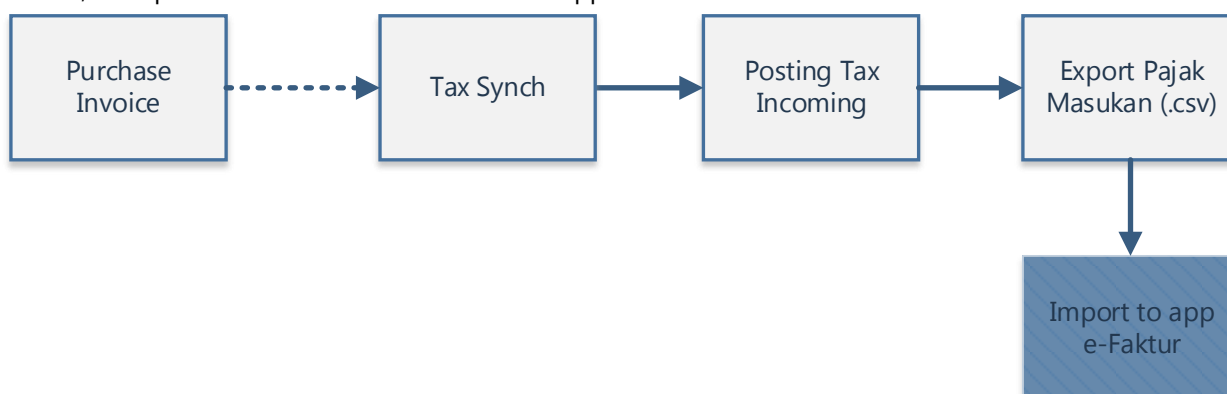


Note:

- Click button Synchronize to start retrieve transaction related with Indonesian Tax
- Click OK

1.3.2 Processing VAT In

Below is flow of Indonesia Tax, start from purchase transaction retrieved from origin transaction in Business Central, until processed into Indonesia e-Faktur application.



Posting Pajak Masukan

Dynamics 365 Business Central									
Sandbox									
Sales Purchasing Setup & Extensions Intelligent Cloud Insights Services Trans Services Adm Pajak Indonesia									
Register Tax Number Tax Synchronize Pajak Masukan Pajak Masukan Posted Pajak Keluaran Pajak Keluaran Posted Scan EFaktur Tax Setup									
Pajak Masukan: All Search Manage Posting Page More options									
ID ↑	TAX NUMBER	TAX DATE	IS RETURN ITEM	RETURN TAX NUMBER	RETURN DOC NUMBER	RETURN DATE	INVOICE NO	INVOICE DATE	ACCOUNT NO
419			NO				108001	7/2/2019	V00020
420			NO				108002	7/2/2019	V00020
421			NO				108003	7/2/2019	V00020
422			NO				108004	7/2/2019	V00020
423			NO				108005	7/2/2019	V00020
424			NO				108007	7/2/2019	V00020
425			NO				108008	7/2/2019	V00020

Note:

- Click on VAT In transaction id

PAJAK MASUKAN CARD

✓ SAVED

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Posting
Actions
Fewer options

General

INVOICE NO	108002	RETURN DOC NUMBER ·	d
INVOICE DATE	7/2/2019	RETURN DATE	e
FG Pengganti	NO	ACCOUNT NO	V00020
TAX NUMBER	010.12-123.12345678 a	NPWP	092542943407000
TAX DATE	7/8/2019 b	NAMA	PT. WIKI
RETURN TAX NUMBER ·	c	ALAMAT NPWP	Jakarta, Indonesia

Invoice

CURRENCY		VAT Bus. Posting Group ·	VAT IN
INVOICE AMOUNT	1,320	VAT Prod. Posting Gr...	VAT
DPP AMOUNT	1,200	VAT Calculation Type ·	Normal VAT
VAT AMOUNT	120		

Other

IS CREDITABLE	1	TAX POSTED	NO
TAX SOURCE	Purchase	TAX EXPORTED	NO
IS RETURN ITEM	NO		

Pajak Masukan Lines

LINE NO	INVOICE NO	TYPE	ITEM ID	DESCRIPTION	VAT BUS POSTING GROUP
10000	108002	Item	INV0001	Chair - Manager	VAT IN

Note:

- a. Input Tax Number received from vendor
 - b. Input Tax Date
 - c. Input Return Tax Number (for purchase return transaction)
 - d. Input Return Tax Date (for purchase return transaction)
 - e. Input Return Date (for purchase return transaction)
 - f. Click Posting
- After Posting, VAT In transaction will moved into 'Pajak Masukan Posted'

Export Faktur Pajak Masukan

Dynamics 365 Business Central									
Sandbox									
Purchasing Setup & Extensions Intelligent Cloud Insights Services Trans Services Adm Pajak Indonesia									
Register Tax Number Tax Synchronize Pajak Masukan Pajak Masukan Posted Pajak Keluaran Pajak Keluaran Posted Scan EFaktur Tax Setup									
Pajak Masukan Posted: All Search Manage Export Efaktur Page More options									
ID	TAX NUMBER	TAX DATE	IS RETURN ITEM	RETURN TAX NUMBER	RETURN DOC NUMBER	RETURN DATE	INVOICE NO	INVOICE DATE	ACCOUNT NO
420	010.12-123...	7/8/2019	NO				108002	7/2/2019	V00020

Note:

- Choose on transaction VAT In that want to be export, then click button Export Efaktur
- File eFaktur will be downloaded

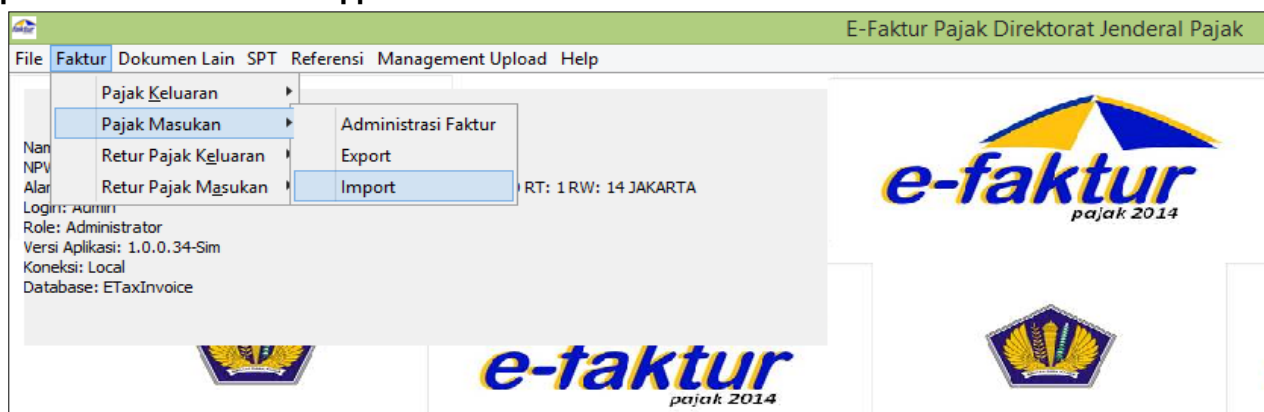
File eFaktur of VAT In

PajakMasukan_20082019.txt - Notepad									
File Edit Format View Help									
"FM", "KD_JENIS_TRANSAKSI", "FG_PENGGANTI", "NOMOR_FAKTUR", "MASA_PAJAK", "TAHUN_PAJAK", "TANGGAL_FAKTUR", "NPWP", "NAMA", "ALAMAT LENGKAP", "JUMLAH_DPP", "JUMLAH_PPN", "FM", "01", "0", "1212312345678", "7", "2019", "08/07/2019", "092542943407000", "PT. WIKI", "Jakarta, Indonesia", "1200", "120", "0", "1"									
Ln 1, Col 1 100% Windows (CRLF) UTF-8									

File eFaktur of VAT In Return

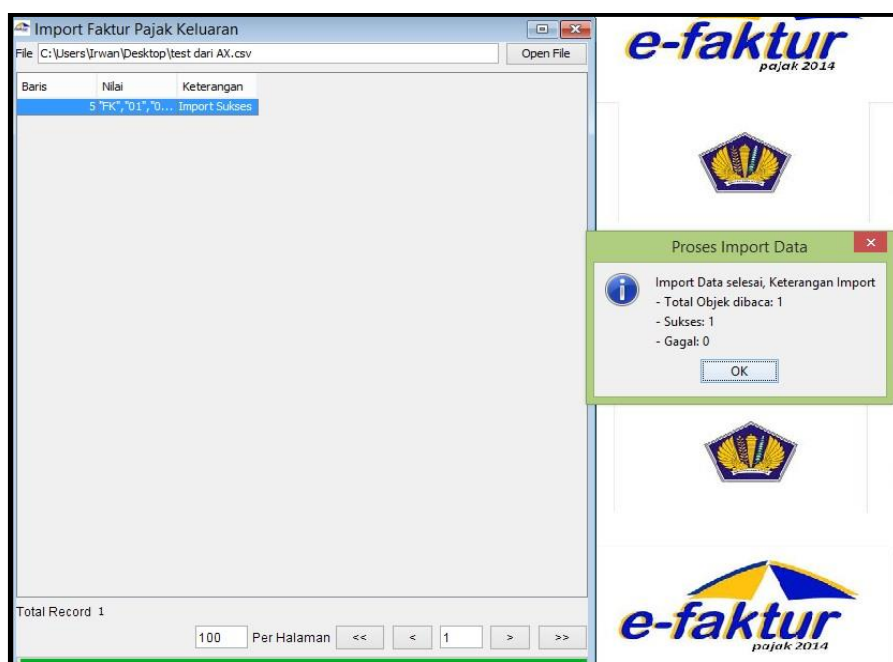
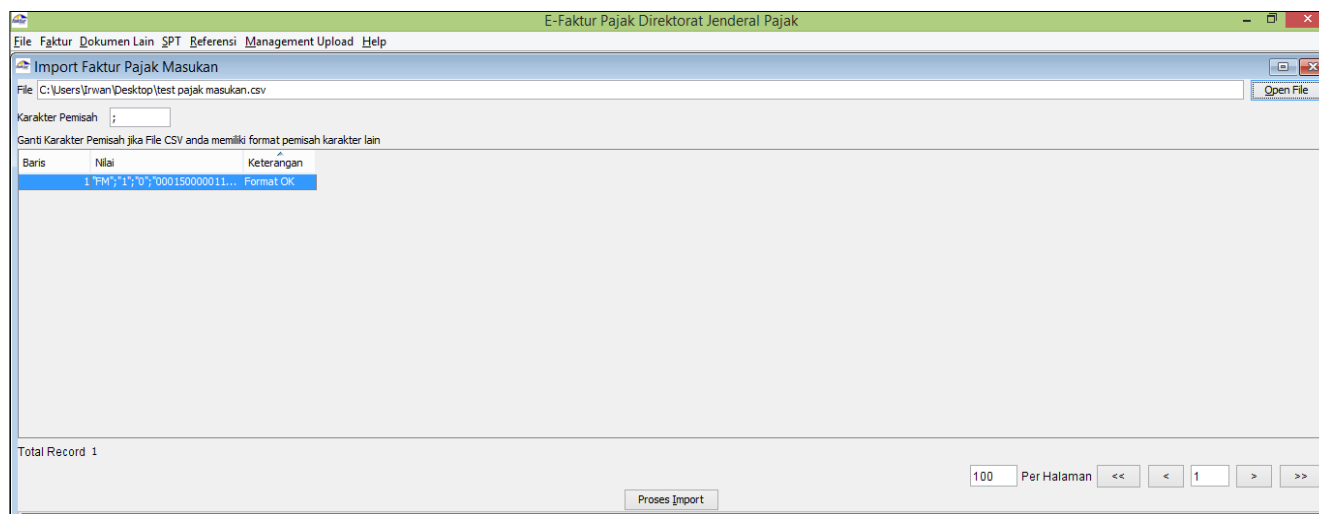
CSVpajakMasukanRetur (3).txt - Notepad									
File Edit Format View Help									
"RM", "KD_JENIS_TRANSAKSI", "FG_PENGGANTI", "NOMOR_FAKTUR", "MASA_PAJAK", "TAHUN_PAJAK", "TANGGAL_FAKTUR", "NPWP", "NAMA", "ALAMAT LENGKAP", "NILAI_RETUR_DPP", "NILAI_RETUR_PPN", "RM", "01", "0", "3232323232323232323", "6", "2019", "06/10/19", "1312.13131.1313", "nama pribadi", "jalan jalan", "8,000", "800", "0", "1"									

Import csv file into e-Faktur application

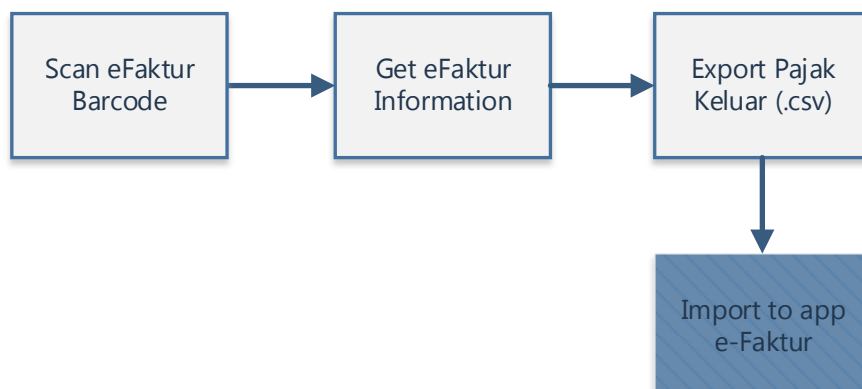


In e-Faktur application, click menu Faktur > Pajak Masukan > Import. Choose csv file that want to import, then click Button 'Process Import'. Once file imported, there will be show a message 'Success'.

	User Manual	
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1.3.1 Scan EFaktur using Barcode



Dynamics 365 Business Central

Sandbox ? ? ? ? ?

< Sales Purchasing Setup & Extensions Intelligent Cloud Insights Services Trans Services Adm Pajak Indonesia >

Register Tax Number Tax Synchronize Pajak Masukan Pajak Masukan Posted Pajak Keluaran Pajak Keluaran Posted Scan EFaktur Tax Setup

Scan EFaktur: All Search Delete Scan EFaktur Export Efaktur Page More options

ID ↑	KD JENIS TRANSA...	FG PENGGA...	NO FAKTUR	TANGGAL FAKTUR	NPWP PENJUAL	NAMA PENJUAL	ALAMAT PENJUAL	NPWP LAWAN TRANSAKSI	NAI
1	01	0	00415 00220121	6/26/2019	03215 00220110...	PT KREATIF DINAMIKA INTEGR...	GD. SETIABUDI 2 LT. 5 SUITE 5...	0215 00220110...	PT.
2	01	0	00415 00220121	6/26/2019	03215 00220110...	PT KREATIF DINAMIKA INTEGR...	GD. SETIABUDI 2 LT. 5 SUITE 5...	0215 00220110...	PT.

←

GETEFAKTUR

0

URLa...../032740607011000/00419651C

i

Get EFaktur Success.

b

OK

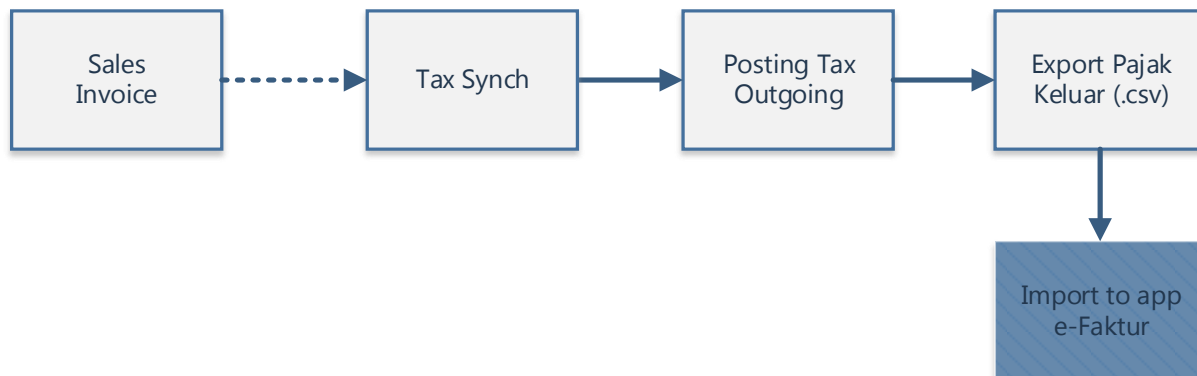
Note:

- Scan barcode on tax invoice form, then system will get related info of Tax
- Click Ok

Dynamics 365 Business Central

Sandbox

1.3.2 Processing VAT Out



Posting Pajak Keluaran

Dynamics 365 Business Central									
Sandbox									
Sales Purchasing Setup & Extensions Intelligent Cloud Insights Services Trans Services Adm Pajak Indonesia									
Register Tax Number Tax Synchronize Pajak Masukan Pajak Masukan Posted Pajak Keluaran Pajak Keluaran Posted Scan Efaktur Tax Setup									
Pajak Keluaran: All Search Manage Posting Page More options									
ID	TAX NUMBER	TAX DATE	IS RETURN ITEM	RETURN TAX NUMBER	RETURN DOC NUMBER	RETURN DATE	INVOICE NO	INVOICE DATE †	ACCOUNT NO
373			NO				SI1907000025	8/1/2019	C0000011
403			NO				TSI1907000036	8/5/2019	C0000001
404			NO				SI1907000047	8/5/2019	C0000001
393			NO				TSI1907000033	8/6/2019	C0000001
418			NO				SI1907000043	8/6/2019	C0000001
399			NO				SI1907000045	8/7/2019	C0000001
400			YES				DN1907000005	8/7/2019	C0000001
402			NO				SI1907000046	8/9/2019	C0000011
409			NO				SI1907000048	8/11/2019	C0000001
366			NO				SI1907000018	8/31/2019	C0000001

Note:

- Click on VAT Out transaction id

PAJAK KELUARAN CARD




✓ SAVED 

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 Posting f
More options

General

INVOICE NO	SI1907000025	RETURN DOC NUMBER ..	d
INVOICE DATE	8/1/2019	RETURN DATE	e 
FG Pengganti	NO	ACCOUNT NO	C0000011
TAX NUMBER	a	NPWP	
TAX DATE	8/5/2019 b 	NAMA	
RETURN TAX NUMBER ..	c	ALAMAT NPWP	

Invoice

CURRENCY		VAT Bus. Posting Group ..	VAT OUT
INVOICE AMOUNT	275	VAT Prod. Posting Gr...	VAT
DPP AMOUNT	250	VAT Calculation Type ...	Normal VAT
VAT AMOUNT	25		

Other

IS CREDITABLE	1	TAX POSTED	NO
TAX SOURCE	Sales	TAX EXPORTED	NO
IS RETURN ITEM	NO		

Pajak Keluaran Lines

LINE NO	INVOICE NO	TYPE	ITEM ID	DESCRIPTION	VAT BUS POSTING GROUP
20000	SI1907000025	G/L Account	2140100	08/01/19 - 08/31/19	VAT OUT

Note:

- a. Tax Number will auto filled after posting
 - b. Input Tax Date
 - c. Input Return Tax Number (for sales return transaction)
 - d. Input Return Tax Date (for sales return transaction)
 - e. Input Return Date (for sales return transaction)
 - f. Click Posting
- After Posting, VAT Out transaction will moved into 'Pajak Keluaran Posted'

Export Faktur Pajak Keluaran

Dynamics 365 Business Central Sandbox ? SW

Register Tax Number Tax Synchronize Pajak Masukan Pajak Masukan Posted Pajak Keluaran **Pajak Keluaran Posted** Scan Efaktur Tax Setup +

Pajak Keluaran Posted: All Search Manage Export Efaktur Page More options

ID #	TAX NUMBER	TAX DATE	IS RETURN ITEM	RETURN TAX NUMBER	RETURN DOC NUMBER	RETURN DATE	INVOICE NO	INVOICE DATE	ACCOUNT NO
446	0.11-111.00...	8/8/2019	NO				SI1907000025	8/1/2019	C0000011

PajakKeluaran_2008....t... Show all

Note:

- Choose on transaction VAT In that want to be export, then click button Export Efaktur
- File eFaktur will be downloaded

File csv Faktur Pajak Keluaran

The screenshot shows a Notepad application titled "CSV PajakKeluaran (4).txt - Notepad". The menu bar includes File, Edit, Format, View, and Help. The text area contains several lines of CSV-formatted data representing tax output records.

```
File Edit Format View Help
"FK","KD_JENIS_TRANSAKSI","FG_PENGANTI","NOMOR_FAKTUR","MASA_PAJAK","TAHUN_PAJAK","TANGGAL_FAKTUR","NAMA","ALAMAT LENGKAP","JUMLAH_PPN","JUMLAH_PPNNBM","ID_KETERA
"LT","NPWP","NAME","JALAN","BLOK","NOMOR","RT","RW","KECAMATAN","KELURAHAN","KABUPATEN","PROPINSI","KODE_POS","NOMOR_TELEPON"
"OF","KODE_OBJEK","NAMA","HARGA_SATUAN","JUMLAH_BARANG","HARGA_TOTAL","DISKON","DPP","PPN","TARIF_PPNNBM","PPNNBM"
"FK","01","0",".019-06.00000102","6","2019","06/01/19","123456789","PT KPU","","0","0","0","","0","0","0","0","INVOICE"
"LT","123456789","PT KPU","",".-",".-",".-",".-",".-",".-",".-",".-",".-",".-",".-",".-",".-",".-",".-",".-"
"OF","PKS/1905/0000","","4,500,000","1","4,500,000","0","4,500,000","450,000","0","0"
```

Import Pajak Keluaran into e-Faktur application



In e-Faktur application, click menu Faktur > Pajak Keluaran > Import. Choose csv file that want to import, then click Button 'Process Import'. Once file imported, there will be show a message 'Success'.

