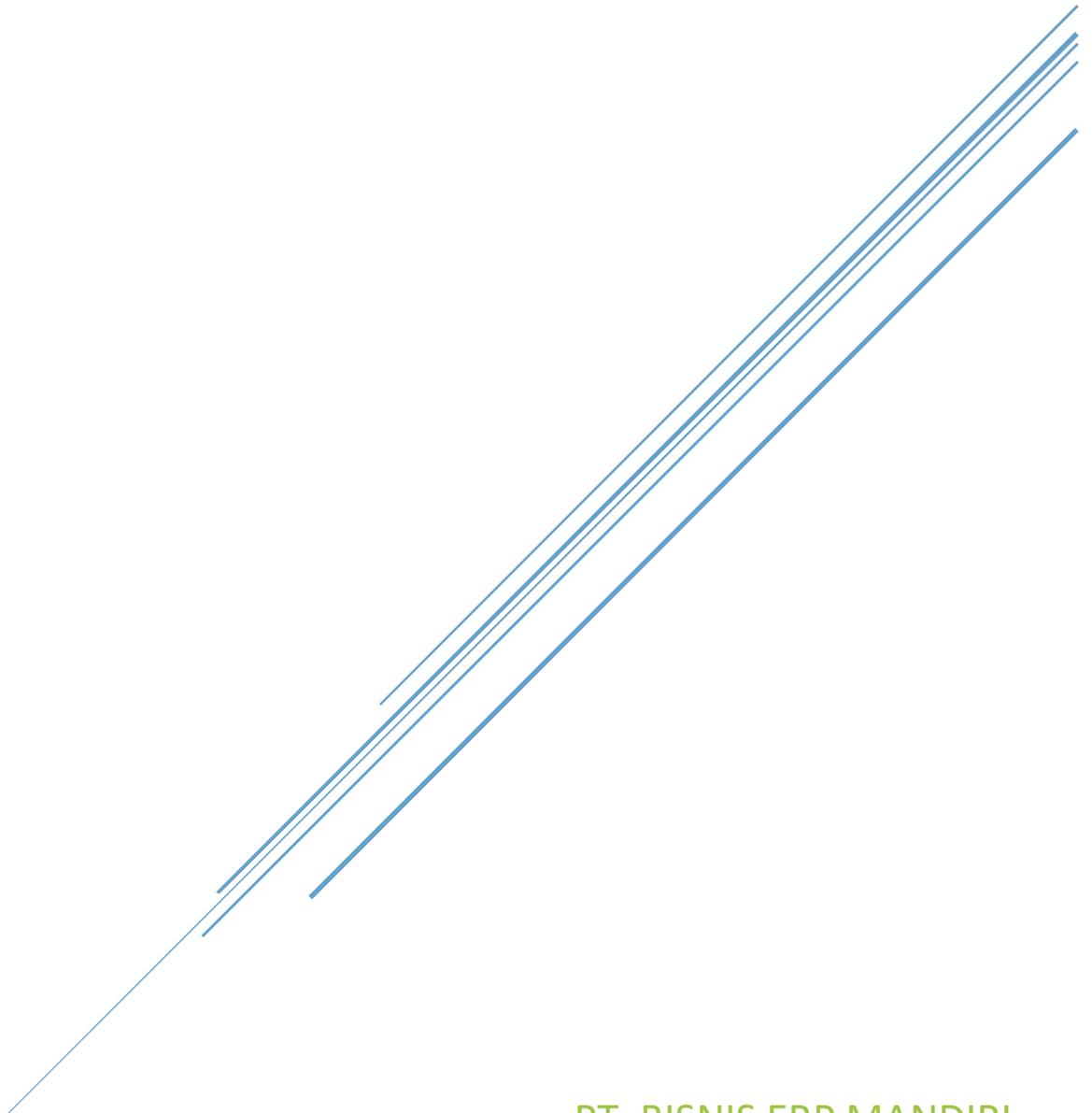


INDONESIAN LEGISLATION

User Guidance of Tax Module



PT. BISNIS ERP MANDIRI
2019

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Overview Of Indonesian Tax

Taxes are compulsory contributions to the state owed by private persons or entities/organization that are enforceable under the Government regulation. In Indonesia there are 2 types of Tax , Central Tax and Local Tax. Central Tax are managed by Directorate General Of Taxes.

One of taxes that managed by Directorate General Of Taxes is VAT (Value Added Tax). VAT is a tax levied on the consumption of taxable goods or taxable services in customs area (in the region of Indonesia). Private person, company or government that consumes taxable goods or taxable services subject to VAT. Basically, any goods and services are taxable goods or taxable services, unless otherwise stipulated by the VAT Act.

So every organization or company that involving taxable goods or service should pay VAT Tax Liabilities to government. As a proof of paying Tax Liabilities, the organization must assign tax number in every transaction that involving taxable goods. After that, organization or company should report these transaction with tax number to the Directorate General Of Taxes through E-SPT system that provided by government. E-SPT would generate a document called E-Faktur as proof of satisfaction tax.

Introduction

This document is purpose to explain how to manage VAT Tax for goods with Indonesian VAT Tax PPN (Pajak Pertambahan Nilai) using Indonesia Tax Module that we have created. We have use Indonesian Legislation for activate Tax Module in system.

Pre – Requisites

Before we use Indonesian Tax Legislation , we should do several setup of Indonesian Tax Legislation. Here the steps that we should pass.

Step 1 : Creation Of VAT Tax Rates

As shown below, we should create VAT (Value Added Tax) Rates for Indonesian VAT called PPN (Pajak Pertambahan Nilai). VAT PPN has 10% Rates.

- Use function **GESTVB** (Bp Tax Rule) through *Common Data > Common Tables > Taxes > BP Tax Rule* to create Tax Rule which will be assign to Supplier or Customer.

The screenshot shows the SAP configuration interface for a BP Tax Rule. The breadcrumb navigation at the top reads "All > Common data > Common tables > Taxes". The main title is "BP tax rule". There are buttons for "Cancel", "Legal data", and "Copy". The configuration fields are as follows:

Tax rule	PPN	Legislation	→ USA	Active	<input type="checkbox"/>
Description *	Pajak Pertambahan Nilai	Short description *	PPN		
Company group	→				
Tax code		Sales class		Rule type	Normal
				Type	0

- Use function **GESTVI** (Tax Level) through *Common Data > Common Tables > Taxes > Tax Level* to create standard Tax Level which will be assign to Product.

The screenshot shows the 'Tax level' configuration interface. The 'Tax level' field is highlighted with a red box and contains the value 'PPN'. Other fields include 'Legislation' set to 'USA', 'Active' checked, 'Description' set to 'PPN', 'Short description' set to 'PPN', and 'Company group' set to '|'. The interface includes search icons and a 'Copy' button.

- Use function **GESTVT** (Tax Rates) through *Common Data > Common Tables > Taxes > Tax Rates* to create rate of VAT Tax. Put 10% rates for PPN Tax Rates with VAT Type on debit.

The screenshot shows the 'Tax rates' configuration interface. The 'Tax' field is highlighted with a red box and contains 'PPN'. The 'Tax type' is set to 'VAT' and 'VAT type' is set to 'On debit'. The 'Accounting code' is highlighted with a red box and contains 'PPN'. A table at the bottom shows a rate of 10.000000.

	Company	Start date	Rate	Ex...	Deductible %	Threshold
1		01/01/19	10.000000	<input type="checkbox"/>	100.000000	0.00
2				<input type="checkbox"/>		

- Use function **GESTVC** (Tax Determination) through *Common Data > Common Tables > Taxes > Tax Determination* to link Tax Rule, Tax Level and Tax Rate. Assign Tax rule, Tax Level and Tax Rate that we have created before into BP Tax Rule, Product Tax Level and Tax field.

All > Common data > Common tables > Taxes SAGE

↑ ↓ ↕ Tax determination Cancel Copy

TAX DETERMINATION

Tax determination code *
PPN

Legislation
→ USA Q Active
USA

Description *
Pajak Pertambahan Nilain : Short description *
PPN :

Company group
→ Q

Tax type *
VAT

BP tax rule
PPN Q
Pajak Pertambahan Nilai

Product tax level
PPN Q
PPN

_____ Q _____ Q

And
 Or

_____ Q _____ Q

And
 Or

_____ Q _____ Q

All > Common data > Common tables > Taxes SAGE

↑ ↓ ↕ Tax determination Cancel Copy

_____ Q _____ Q

And
 Or

_____ Q _____ Q

And
 Or

_____ Q _____ Q

And
 Or

_____ Q _____ Q

Formula Total formula

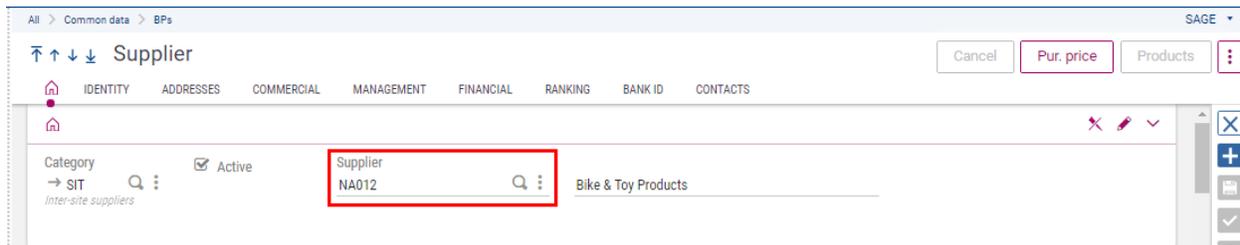
_____ : _____

Tax *
PPN Q

Step 2 : Creation Of Supplier

Supplier is the Business Partner who supplies goods or material for our company. We should assign PPN Tax into Supplier for VAT In Transaction.

As shown below, use **GESBPS (Supplier)** function through *Common Data > BPS > Supplier* to create Supplier.

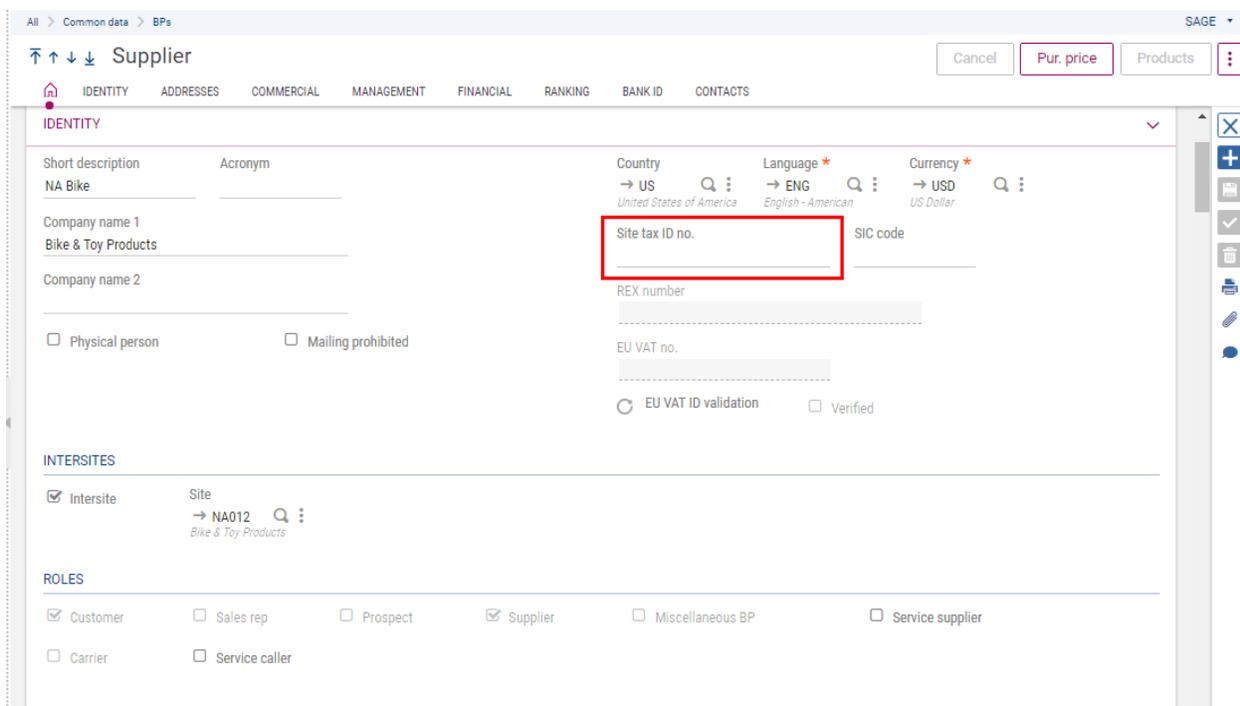


The screenshot shows the 'Supplier' creation form in SAGE. The breadcrumb navigation is 'All > Common data > BPs'. The form title is 'Supplier'. There are buttons for 'Cancel', 'Pur. price', and 'Products'. The form has tabs for 'IDENTITY', 'ADDRESSES', 'COMMERCIAL', 'MANAGEMENT', 'FINANCIAL', 'RANKING', 'BANK ID', and 'CONTACTS'. The 'IDENTITY' tab is active. The form contains the following fields:

- Category: SIT (Inter-site suppliers)
- Supplier: NA012 (highlighted with a red box)
- Products: Bike & Toy Products

Identity Tab

On this tab, we should pay attention on Site Tax ID No. For Indonesian Tax, we should fill this field with format number given by Government. The purpose of this field is to upload tax data from this system into E-SPT (Indonesian Government Tax System) successfully.



The screenshot shows the 'Identity' tab of the 'Supplier' form. The breadcrumb navigation is 'All > Common data > BPs'. The form title is 'Supplier'. There are buttons for 'Cancel', 'Pur. price', and 'Products'. The form has tabs for 'IDENTITY', 'ADDRESSES', 'COMMERCIAL', 'MANAGEMENT', 'FINANCIAL', 'RANKING', 'BANK ID', and 'CONTACTS'. The 'IDENTITY' tab is active. The form contains the following fields:

- Short description: NA Bike
- Acronym: _____
- Company name 1: Bike & Toy Products
- Company name 2: _____
- Country: US (United States of America)
- Language: ENG (English - American)
- Currency: USD (US Dollar)
- Site tax ID no. (highlighted with a red box)
- SIC code
- REX number: _____
- EU VAT no.: _____
- EU VAT ID validation: Verified
- Physical person: Mailing prohibited:
- INTERSITES: Intersite (Site: NA012, Bike & Toy Products)
- ROLES: Customer, Sales rep, Prospect, Supplier, Miscellaneous BP, Service supplier, Carrier, Service caller

Addresses Tab

On this tab, we should assign at least one address. This is for uploading tax data into E-SPT system purpose.

All > Common data > BPs SAGE

Supplier

Cancel Pur. price Products

IDENTITY ADDRESSES COMMERCIAL MANAGEMENT FINANCIAL RANKING BANK ID CONTACTS

ADDRESSES

TELEPHONE

Landline _____

Fax _____

Tollfree _____

Other _____

Mobile _____

EMAIL

Email _____

Other email 2 _____

Other email 3 _____

Other email 4 _____

Other email 5 _____

DETAIL

Address code AD1

Description Corporate

Country → US
United States of America

Description United States of America

Address 1 6512 Irvine Center Drive

Address 2 _____

Address 3 _____

Financial Tab

Assign BP Tax Rule that we have created before on financial tab of Supplier like picture below.

All > Common data > BPs SAGE

Supplier

Cancel Pur. price Products

IDENTITY ADDRESSES COMMERCIAL MANAGEMENT FINANCIAL RANKING BANK ID CONTACTS

NA012 NA012

Accounting code Account structure Murano distribution

GROUP →

DAS2

281.5 Service supplier code

1099 form 1099 box

None

PAYMENT

Payment term * CH30NET
30 Days

Settlement discount

Payment bank Expense allocation

TAXES

Tax rule * PPN
Pajak Pertambahan Nilai

Amount type

Exclude tax

Include tax

BANK ID CONTACTS

	DL	Description	Dimension	Description
1	CCT	Cost Center		
2	SC1	Sector 1		
3	SC2	Sector 2		
4	PRJ	Project		
5	PRO	Product		
6				

RETENTIONS

	Retention code	Description
1		

WITHHOLDING TAX

Allowance rate 0.00

	Name of partner	Partner held
1		

Step 3 : Creation Of Customer

Customer is the Business Partner who buys goods or material from our company. We should assign PPN Tax into Customer for VAT Out Transaction.

As shown below, use **GESBPC** (Customer) function through *Common Data > BPS > Customer* to create Customer.

The screenshot shows the 'Customer' creation form in SAGE. The breadcrumb navigation is 'All > Common data > BPs'. The form title is 'Customer'. There are buttons for 'Cancel', 'Price lists', and 'Products'. The form has several tabs: 'IDENTITY', 'ADDRESSES', 'COMMERCIAL', 'MANAGEMENT', 'FINANCIAL', 'SHIP-TO CUSTOMER', 'BANK ID', and 'CONTACTS'. The 'IDENTITY' tab is active. The 'Category' is set to 'US' (American customers). The 'Customer' field is highlighted with a red box and contains the value 'NA009'. The 'Company name 1' is 'ABC Industrial'.

Identity Tab

On this tab, we should pay attention on Site Tax ID No. For Indonesian Tax, we should fill this field with format number given by Government. The purpose of this field is to upload tax data from this system into E-SPT (Indonesian Government Tax System) successfully.

The screenshot shows the 'IDENTITY' tab of the Customer creation form. The breadcrumb navigation is 'All > Common data > BPs'. The form title is 'Customer'. There are buttons for 'Cancel', 'Price lists', and 'Products'. The form has several tabs: 'IDENTITY', 'ADDRESSES', 'COMMERCIAL', 'MANAGEMENT', 'FINANCIAL', 'SHIP-TO CUSTOMER', 'BANK ID', and 'CONTACTS'. The 'IDENTITY' tab is active. The 'Short description' is 'ABCIndus' and the 'Acronym' is 'ABCIndus'. The 'Country' is 'US' (United States of America), 'Language' is 'ENG' (English - American), and 'Currency' is 'USD' (US Dollar). The 'Company name 1' is 'ABC Industrial'. The 'Site tax ID no.' field is highlighted with a red box. The 'SIC code' field is empty. The 'EU VAT no.' field is empty. There are checkboxes for 'Physical person', 'Mailing prohibited', 'EU VAT ID validation', and 'Verified'. The 'INTERSITES' section has a checkbox for 'Intersite' and a 'Site' field. The 'ROLES' section has checkboxes for 'Customer', 'Sales rep', 'Prospect', 'Supplier', 'Miscellaneous BP', 'Service supplier', 'Carrier', and 'Service caller'.

Addresses Tab

On this tab, we should assign at least one address. This is for uploading tax data into E-SPT system purpose.

All > Common data > BPs SAGE

Customer

Cancel Price lists Products

IDENTITY ADDRESSES COMMERCIAL MANAGEMENT FINANCIAL SHIP-TO CUSTOMER BANK ID CONTACTS

ADDRESSES

ADDRESSES TELEPHONE

ADDRESSES	TELEPHONE						
<table border="1"> <thead> <tr> <th></th> <th>Address</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>CORP</td> </tr> <tr> <td>2</td> <td></td> </tr> </tbody> </table>		Address	1	CORP	2		Landline 770-813-9200 Fax 770-813-9201 Tollfree Other Mobile
	Address						
1	CORP						
2							

DETAIL

Address code CORP

Description Corporate

Country → US United States of America

Description United States of America

Address 1 4205 River Green Parkway

Address 2

Address 3

EMAIL

Email alain.demartindevivies@sage.com

Other email 2

Other email 3

Other email 4

Other email 5

Financial Tab

Assign BP Tax Rule that we have created before on financial tab of Supplier like picture below.

All > Common data > BPs SAGE

Customer

Cancel Price lists Products

IDENTITY ADDRESSES COMMERCIAL MANAGEMENT FINANCIAL SHIP-TO CUSTOMER BANK ID CONTACTS

FINANCIAL

BPS

Bill-to customer	Address	Group customer	Risk customer
NA009	CORP	NA009	NA009

Pay-by customer	Address	Accounting code	Account structure
NA009	CORP	LOCAL	→

Factor →

TAXES

Tax rule * PPN No Tax

Exemption no. 654123

Subject to tax

PAYMENT

Payment term * CH30NET 30 Days

Step 4 : Creation Of Product

Product is the item that our company buy or sell. It can contain raw material, material or service. Indonesian PPN (Pajak Pertambahan Nilai) is Tax for product material, not for service. So we should create a material product.

Step 5 : Creation Of Tax Number

We have added new function called **GESTXN** (Tax Number). Its purpose is to set up a tax number range from E-NOFA (Elektronik Nomor Seri Faktur Pajak). E-NOFA is an electronic letter given by the Government containing a tax number range that we can use for VAT Out Transactions. E-NOFA is given to a Company or Organization which has a Tax ID.

As shown below, the example of E-NOFA that is given by the Government.

**KEMENTERIAN KEUANGAN REPUBLIK INDONESIA**
DIREKTORAT JENDERAL PAJAK
KANTOR WILAYAH DJP JAKARTA SELATAN I
KANTOR PELAYANAN PAJAK PRATAMA JAKARTA SETIABUDI SATU
JL. HR. RASUNA SAID BLOK B KAV. 8 SETIABUDI JAKARTA
TELEPON 021-5254230 FAKSIMILE 021-5207557
LAYANAN INFORMASI DAN KELUHAN KRIVG PAJAK (021) 500200
EMAIL: pengaduan@pajak.go.id

E - NOFA

ELEKTRONIK NOMOR SERI
FAKTUR PAJAK

2016

<p>Diterbitkan untuk PKP : NPWP : 02.262.238.5-011.000 Nama : _____</p> <p>Surat Pemberitahuan DJP No : S- 1827/PPN.NSFP/WPJ.04/KP.0103/2016 Tgl : 03 Juni 2016</p> <p>Surat Permohonan PKP No : PEM- 766353847/022622385/011/2016</p>	<p>Direktorat Jenderal Pajak memberikan Nomor Seri Faktur Pajak sebanyak 180 dimulai dari :</p> <p style="text-align: center;">2 3 4</p> <div style="border: 1px solid black; padding: 5px; text-align: center; margin-bottom: 10px;">032.16.89188247</div> <p style="text-align: center;">sampai dengan</p> <div style="border: 1px solid black; padding: 5px; text-align: center;">032.16.89188426</div> <p style="text-align: center;">5</p>
--	---

PEMBERITAHUAN DIREKTORAT JENDERAL PAJAK :

1. NOMOR SERI FAKTUR PAJAK INI DIPERGUNAKAN UNTUK PEMBUATAN FAKTUR PAJAK DIMULAI DARI TANGGAL 03 Juni 2016 UNTUK TAHUN 2016 .
2. PEMBUATAN FAKTUR PAJAK MENGIKUTI TATA CARA SEBAGAIMANA DIATUR DALAM PERATURAN PERPAJAKAN YANG MENGATUR TENTANG TATA CARA PEMBUATAN FAKTUR PAJAK.
3. DALAM HAL NOMOR SERI YANG DIBERIKAN SUDAH HAMPIS HABIS, PENGUSAHA KENA PAJAK DIMINTA UNTUK MENGAJUKAN KEMBALI SURAT PERMOHONAN NOMOR SERI FAKTUR PAJAK SESUAI DENGAN KETENTUAN
4. DIREKTUR JENDERAL PAJAK MENYATAKAN BAHWA DOKUMEN INI TIDAK MEMERLUKAN TANDATANGAN DARI PEJABAT DIREKTORAT JENDERAL PAJAK.

Notes :

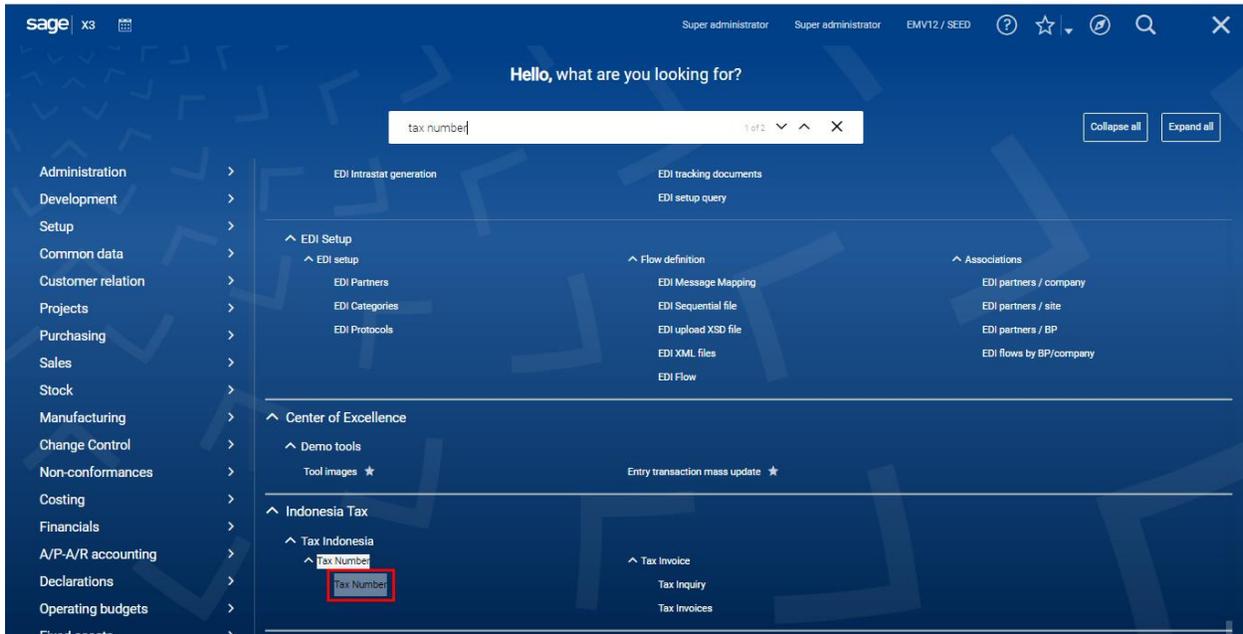
Number 1 : Letter number

Number 2 : Sequence code. Sequence code between start number of tax and end number of tax always same.

Number 3 : Start number of Tax

Number 4 : End number of Tax

We can access this function through *Indonesia Tax > Tax Number > Tax Number*



- Create New Record using **New**.
- Active check box indicates which Letter Number that we use currently. If checkbox is checked , it means this Letter Number is using for transaction.
- On letter Block, fill Letter Number field with Letter Number (**Number 1**) from E-NOFA and fill Letter Date with date of E-NOFA.
- In Sequence Block, enter this information :
 - Sequence Code : **Number 2** from E-NOFA
 - Year Code : **Number 3** from E-NOFA
 - Start number : **Number 4** from E-NOFA
 - Last Number : **Number 5** from E-NOFA

Remaining Number indicating total of tax number that we can use, and Used number indicating total tax number already used.

- After that, klik button **Create** to finish the step.

The screenshot shows the 'Tax Number' form in Sage X3. The form is divided into sections: HISTORY, ACTIVATE, LETTER, and NUMBER. The 'LETTER' section contains 'Letter Number' (16042019) and 'Letter Date' (04/16/19). The 'NUMBER' section contains 'Sequence Code' (010), 'Year Code' (19), 'Start Number' (05955521), 'Last Number' (06789123), 'Remaining Number' (833603), and 'Used Number' (0). The 'Active' checkbox is checked.

Sequence Code *	Year Code *	Start Number *	Last Number *	Remaining Number	Used Number
010	19	05955521	06789123	833603	0

Process Flow VAT Out

Step 1 : Creating Sales Order

First of all, we should create a Sales Order that use Customer and Product assigned PPN Tax Rule and Tax Level. Use **GESSOH** (Order) function through *Sales → Orders → Orders*.

Step 2 : Creating Delivery

After we create the sales order, then we need to create Delivery Order by picking Sales Order document on the left panel of Delivery Screen.

Use function **GESSDH** (Deliveries) function through *Sales → Deliveries → Deliveries*

Create and Validate the Delivery document to go to the next step.

Step 3 : Creating Sales Invoice

Once delivery document has been created, we should go to the next step that is Creating Sales Invoice. We can create Sales invoice by picking Validated Delivery Document from left list of Sales Invoice Screen.

Go to *Sales → Invoices → Invoices* and click on **GESSIH** (Invoices) function.

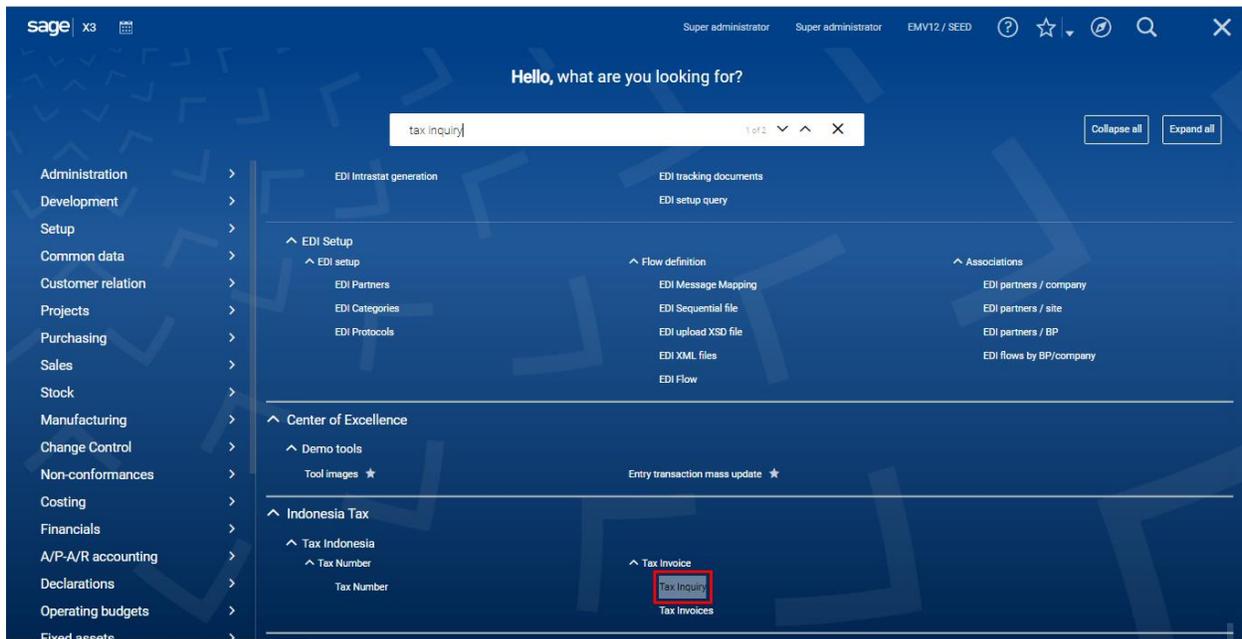
Be ensure when we create Sales Invoice Document, Tax Rule PPN and Tax Level PPN have been assigned on document.

After Sales Invoice is created, don't forget to post the Sales Invoice using **Post** button.

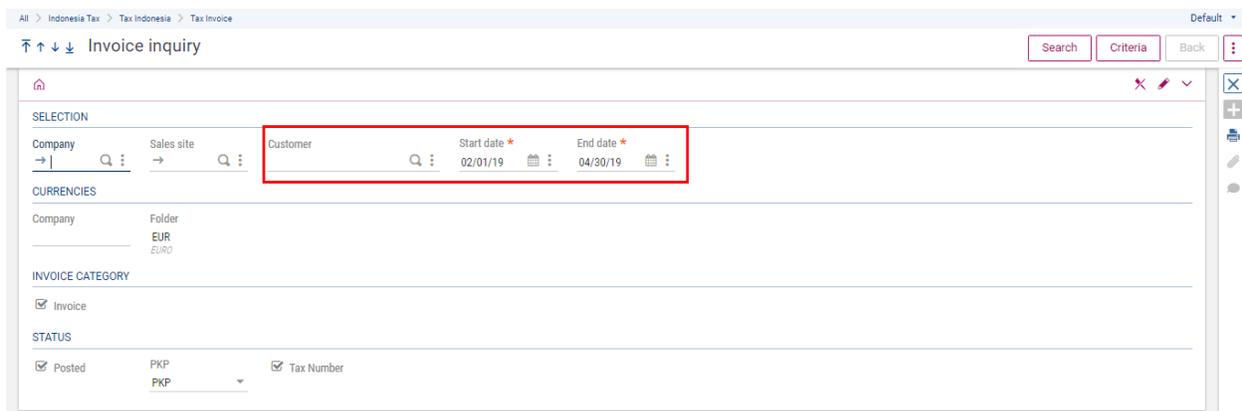
Step 4 : Assign Tax Number (VAT Out) Into Sales Invoice

We have created new function called **CONSTAX** (Tax Invoice Inquiry) for assigning Tax Number that we've already setup through **GESTAXN** (Tax Number) into Sales Invoice Document.

As shown below, we can access the function through *Indonesia Tax → Tax Invoice → Tax Inquiry*.



The screen header information is used to specify selection criteria for search list of Invoice document which want to assigned with tax number.

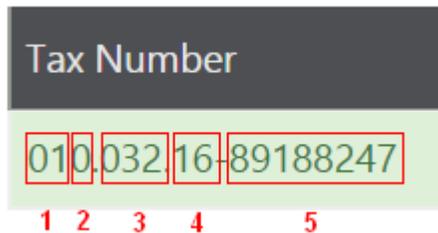


- **Company** : The company is automatically loaded with the company of the user's default sale site. It remains modifiable and it can be forced to empty to view the invoices of all the companies. In that case, the site is automatically forced to empty.
- **Sales site** : It is the sale site. This site is automatically loaded with the user's default sales site. It can be forced to empty. In that case, the inquiry will deal with all the company's invoices.
- **Customer** : When accessing the inquiry from a customer record, the customer code is loaded with the customer code of the record being viewed. Otherwise the customer code is not entered. If no customer is mentioned, the inquiry will relate to all the customers of the folder.
- **Start date** : The start date is used to filter the invoices whose invoice date is included within this interval.
- **End Date** : The end date is used to filter the invoices whose invoice date is included within this interval.

- **PKP** : This is to filter document Invoice which from Customer with NPWP (Tax ID) number or without NPWP (Tax ID) number.
- **Tax Number** : When this check box is checked, you will see list of Invoice which already have tax number.
 - **On Section Detail**, you will see list of Invoice which will to be assigned with Tax Number.
 - Tick the left checkbox on Invoice record to assign tax number. When you tick the checkbox, Tax Number field will filled with tax number from tax number range we already setup automatically.

	Invoice no.	Full Tax Number	Tax Date	Bill-to customer	PKP	Date	Delivery Date	Paid Date
1	<input checked="" type="checkbox"/> NAO211303INV000027	010.010.19-05955521	02/28/19	NA005		02/28/19	02/28/19	03/31/19
2	<input type="checkbox"/>							

Explanation of Tax Number combination shown below :



- 1 : 01 will appear as default number when we tick the checkbox on Tax Number Inquiry, but we can over write this number. This number represent number of transaction type. 01 represent type of taxable transaction and for non-taxable transaction is use 07. We can over write this number.
 - 2 : This number is represent the revision of transaction and also we can over write this number.
 - 3 : It gets from Sequence Code that we've already setup in Tax Number before.
 - 4 : It gets from Year Code that we've already setup in Tax Number before.
 - 5 : It gets from Start Number – End Number that we've already setup in Tax Number before.
- Tax date will also filled in automatically when you tick the checkbox beside Invoice Number. But you can over write this date.

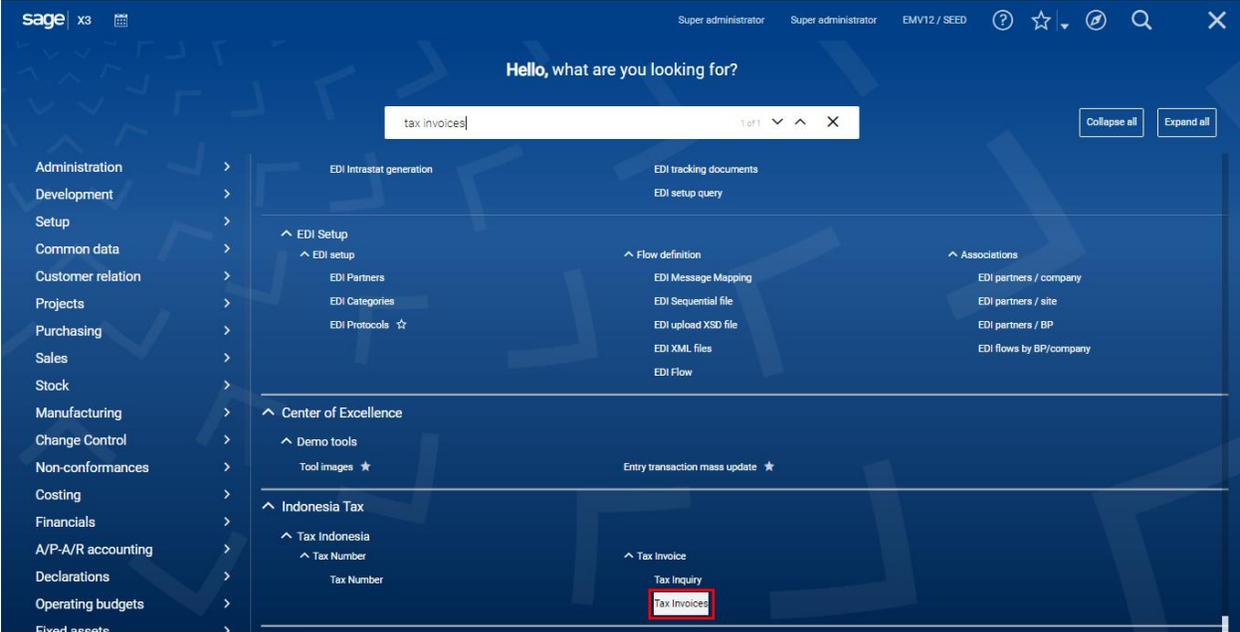
	Invoice no.	Full Tax Number	Tax Date	Bill-to customer	PKP	Date	Delivery Date	Paid Date
1	<input checked="" type="checkbox"/> NAO211303INV000027	010.010.19-05955521	02/28/19	NA005		02/28/19	02/28/19	03/31/19
2	<input type="checkbox"/>							

Step 5 : View, Cancel or Delete Assigned Tax Number

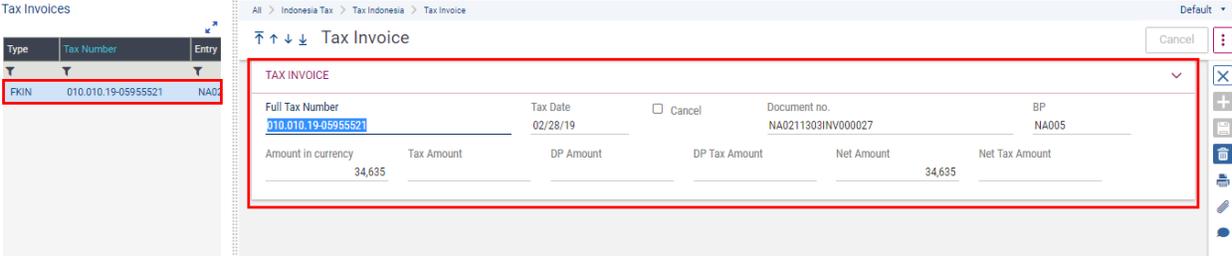
We also have created new function called **GESTIH** (Tax Invoice). This function is use to view all Sales Transaction related with VAT Out that already assigned Tax Number. Beside that,

sometimes Tax Number that already assigned can be wrong. Either because tax number assigned into wrong document or the document is cancelled.

Go to **GESTIH** (Tax Invoice) function through *Indonesia Tax* → *Tax Invoice* → *Tax Invoice* to access the function.

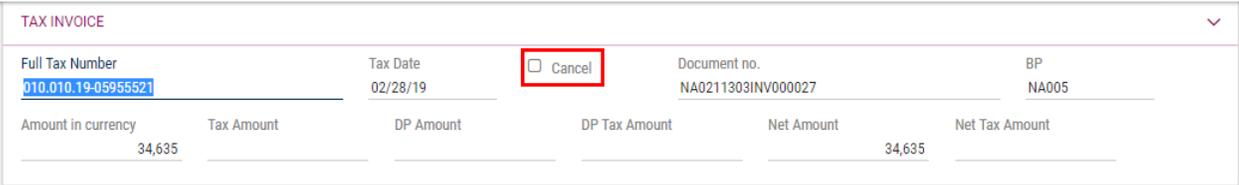


On the left list, you will see list of tax number which already assign to Invoice document.



There are 2 types of canceling tax number from Invoice document.

1. Tick on cancel checkbox if you want to cancel the tax number then click **save**. Cancellation of tax number will block that tax number so you cannot use that number again for another invoice.



2. Delete the record using **Delete** button if you want to delete the tax number. Deleting tax number from this function will allow you to use this tax number again for another invoice.

The screenshot shows the SAP Tax Invoice form. The breadcrumb trail is "All > Indonesia Tax > Tax Indonesia > Tax Invoice". The form title is "Tax Invoice". The "TAX INVOICE" header is visible. The form contains the following fields:

Full Tax Number	Tax Date	<input type="checkbox"/> Cancel	Document no.	BP	
010.010.19-05955521	02/28/19		NA02113031INV000027	NA005	
Amount in currency	Tax Amount	DP Amount	DP Tax Amount	Net Amount	Net Tax Amount
34,635				34,635	

A red box highlights the delete icon (trash can) in the right sidebar of the form.

Process Flow VAT In

Step 1 : Creating Purchase Order

First of all, we should create a Purchase Order that use Supplier and Product assigned PPN Tax Rule and Tax Level. Also don't forget to pick material (non-service) product for this transaction. Use **GESPOH** (Order) function through *Purchasing* → *Orders* → *Orders*.

Step 2 : Creating Receipt

After we create the Purchase Order, we should create receipt document that indicating the goods have been received. Use **GESPTH2** (Receipt) function through *Purchasing* → *Receipts* → *Receipts*. We create receipt documents by picking purchase order document from left list of the screen.

Step 3 : Creating Purchase Invoice

Once receipt document has been created, we should go to the next step that is Creating Purchasing Invoice. We can create Purchasing invoice by picking Receipt Document from left list of Purchase Invoice Screen.

Go to *Purchasing* → *Invoices* → *Invoices* and click on **GESPIH** (Invoices) function.

Be ensure when we create Purchase Invoice Document, Tax Rule PPN and Tax Level PPN have been assigned on document.

Step 4 : Assign Tax Number (VAT In)

For assigning purchase tax number (VAT In) , we've already added new field **XX3HTXDAT** (Tax Date) and **XX3HTXNUM** (Tax Number) on Purchase Invoice screen, Header block. We should fill these field manually with tax date and tax number that given by Supplier along Invoice purchase they give.

The screenshot shows the SAGE software interface for a 'Purchase invoice ALL : Full entry'. The form is divided into several sections:

- Header:** Includes navigation icons, 'Purchase invoice ALL : Full entry' title, and buttons for 'Cancel', 'Open items', and 'Match results'.
- Navigation:** 'MANAGEMENT', 'LINES', 'CONTROL', 'COSTS' tabs.
- Form Fields:**
 - Invoicing site *:** GB011 (GB Comp)
 - Invoice type *:** INV (Invoice)
 - Entry number:** PIN1611GB01100002
 - Accounting date *:** 11/15/19
 - Intercompany:** Unchecked
 - Supplier *:** GB015
 - PL:** (Field)
 - Company name:** Cycle World
 - Pay approval *:** Authorized to pay
 - Reason:** (Field)
 - Full Tax Number:** (Field, highlighted with a red box)
 - Tax Date:** (Field with calendar icon, highlighted with a red box)

After that, don't forget to **Post** the invoice.

Export Tax Data

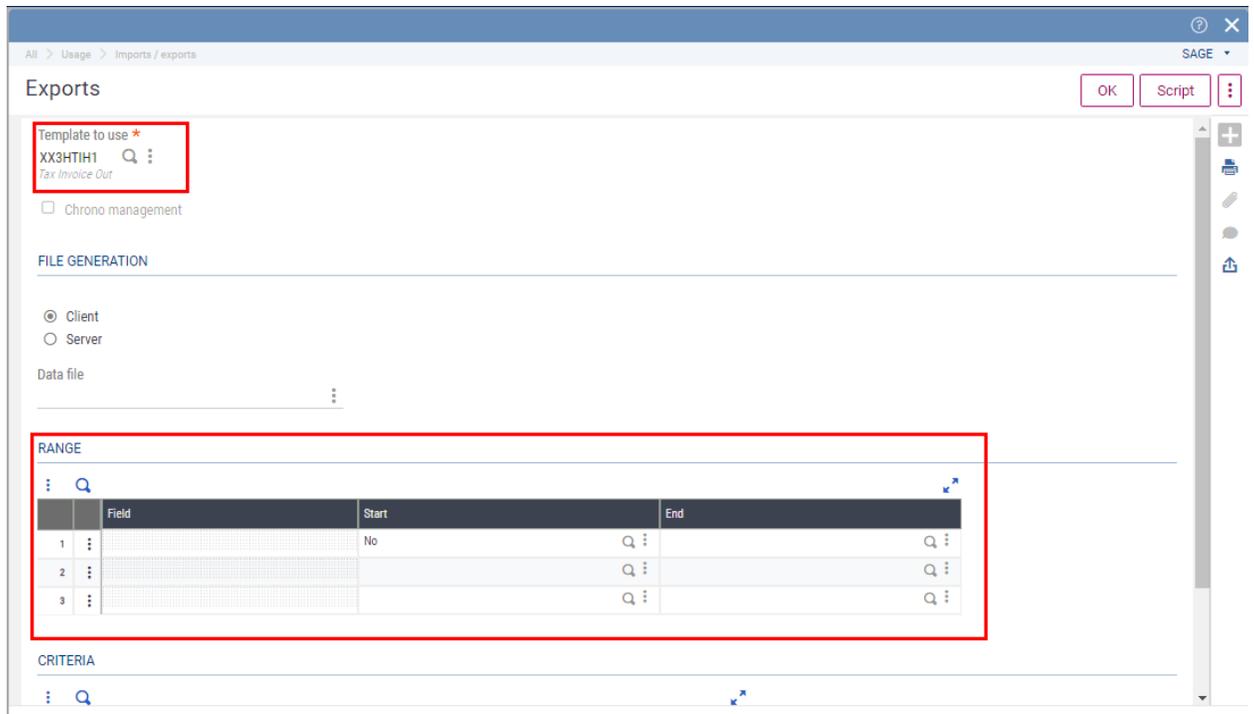
After we input Tax Number Data for VAT In, Prepayment VAT In, Vat Out, and Prepayment VAT Out, the user should export these all data from system into .CSV File with format determined before. The .CSV file purpose is to import into E-SPT system. E-SPT System is the system provided by government for reporting Tax from taxable company or organization and generate E-Faktur document.

We've already create export template with standard CSV format that match for importing into E-SPT system. **XX3HTIH1** is template code for exporting VAT In and Prepayment VAT In data, while **XX3HTIH2** is template code for exporting VAT Out and Prepayment VAT Out data.

Use **GEXPOBJ** (Export) function to export Tax Data into .CSV. We can access this function through *Usage* → *Import/Export* → *Exports*.

Step 1 : Export VAT Out Data

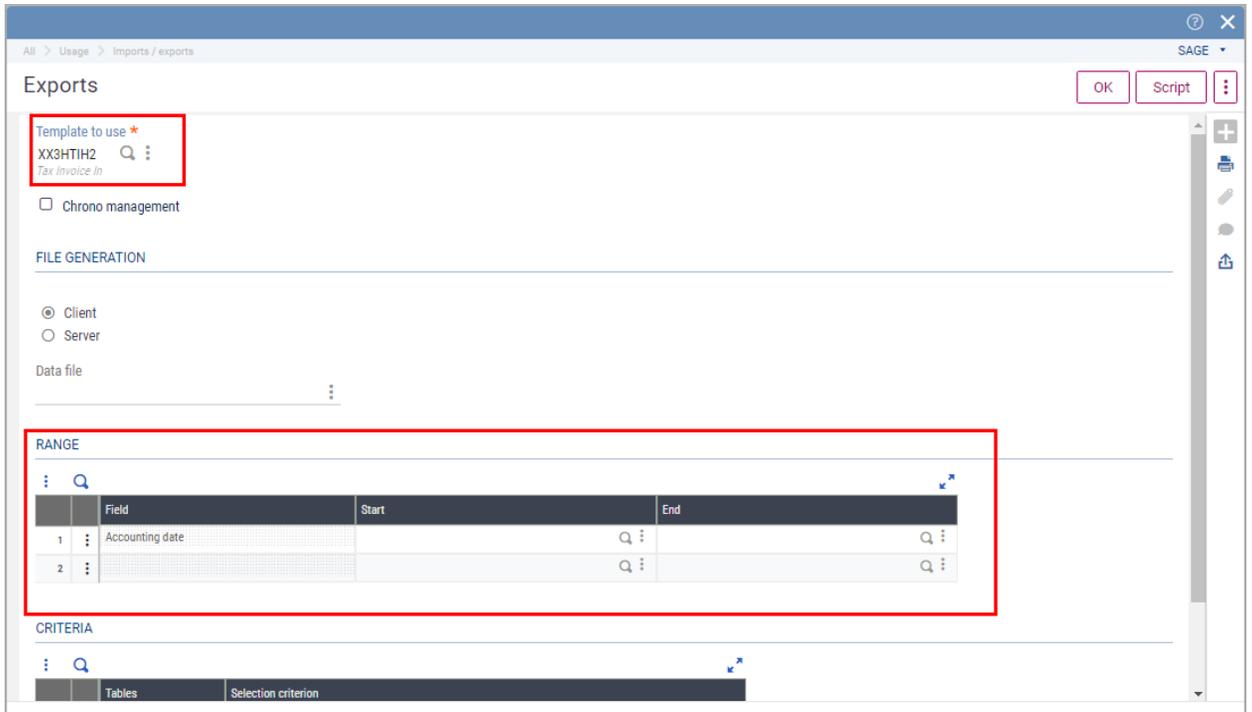
- Click on **GEXPOBJ**.
- On **Template To Use** field , fill with **XX3HTIH1** code for exporting VAT In, Prepayment VAT In Document.
- On **Range** detail you can use these filter :



- **Cancel** : you can export document tax from active tax number until cancelled tax number.
- **Tax Date** : you can export document tax with tax date range.
- After that, click **Export** button. And you will be able download file like picture below.
- Rename the file with .csv file format.

Step 2 : Export VAT In

- Click on **GEXPOBJ**.
- On **Template To Use** field , fill with **XX3TIH2** code for exporting VAT Out, Prepayment VAT Out Document.
- On **Range** detail you can use these filter :



- **Cancel** : you can export document tax from active tax number until cancelled tax number.
- **Tax Date** : you can export document tax with tax date range.
- After that, click **Export** button. And you will be able download file like picture below.
- Rename the file with .csv file format.