

Purchase Invoice Management

Invoice Management module is available in Iris now that allows Taxpayer to provide purchase invoice data in case of unregistered sellers and STWH (Purchase) invoices in case of registered sellers.

Following are the steps to manage purchase invoices under domestic transactions section of sales ledger:

1. After successful login, Taxpayer will be redirected on Iris main dashboard. Go to “Invoice Management” option from Iris mega menu and select “Sales Ledger” sub menu as shown below:

The screenshot shows the Iris main dashboard with a navigation menu at the top. The 'Invoice Management' dropdown is open, and the 'Sales Ledger' option is highlighted with a red arrow. The dashboard also displays the Iris logo, user profile information, and a date/time stamp: 'Mon Nov 08 14:56:32 PKT 2021'.

2. Iris will redirect user on “Sales Tax Invoice Management” section with a list of available filters to search invoices records as shown below:

The screenshot shows the 'Sales Tax Invoice Management' section. It features a search filter section with various dropdown menus and text input fields. Below the filters is a table titled 'Domestic Sales and Purchases Invoices' with 147 records found. The table has columns for Sr No., Status, Remarks, Invoice No., Invoice Type, Invoice Date, Buyer Registration No / CNIC, Buyer Name, Seller Registration No / CNIC, Seller Name, Sale Type, Sale Origination Province of Supplier, and Destination Supplier.

Sr No.	Status	Remarks	Invoice No.	Invoice Type	Invoice Date	Buyer Registration No / CNIC	Buyer Name	Seller Registration No / CNIC	Seller Name	Sale Type	Sale Origination Province of Supplier	Destination Supplier
1	Valid		875875	Purchase Invoice	01-Nov-2021	xxxxxxxxxx	xxxxxxxxxx	xxxxxxxxxx	xxxxxxxxxx	Petroleum Products	PUNJAB	SINDH
2	Valid		12346	STWH	05-May-2021	xxxxxxxxxx	xxxxxxxxxx	xxxxxxxxxx	xxxxxxxxxx	Goods at standard rate (default)	AZAD KASHMIR	GILGIT BALTISTAN

3. To add new purchase invoice, Click on “Add Invoice” button provided for domestic transactions as follows:

The screenshot shows the 'Sales Tax Invoice Management' section, identical to the previous one, but with the '+ Add Invoice' button highlighted by a red box and a red arrow pointing to it.

- Iris will open invoice details window with a radio option to select “Purchases” to add details as shown below:

- In efr, Taxpayer was provided with an option to add purchase invoices under Annex-A of sales tax return and user needs to create return first for adding invoices as shown below:

- In Iris, Taxpayer does not need to create return to add invoices. Invoices can be added from invoice management section at any time. After selecting “Purchases” radio option from the form, enter “Seller Registration Number / CNIC” in provided field as shown below:

Please note that Iris will verify the CNIC from NADRA and FBR records and load “Seller Taxpayer Type” (i.e. Registered / Un-registered). In case the CNIC is verified from NADRA but does not exist in FBR record, the seller will be considered as Un-registered seller. For adding the purchase invoice as type “Cotton Ginner”, the Taxpayer (seller) must be registered for sales tax.

6. Select “Invoice Type” from the dropdown as “Purchase Invoice” as shown below:

The screenshot shows the 'Sales Tax Invoice Management' application. The 'Invoice Details' form is displayed with the following fields and values:

- Seller Registration No / CNIC: XXXXXXXXXX
- Invoice Type: **Purchase Invoice** (selected from dropdown)
- Sale Origination Province of Supplier: [Select]
- Destination of Supply: [Select]
- Purchase Type: [Select]
- Item Detail:
 - Rate: [Select]
 - UOM: [Select]
 - Value of Purchases: [Text]
 - Sales Tax/FED in ST Mode: 0.00
 - ST Withheld as WH Agent: [Text]
 - FED Charged: [Text]

An 'Item(s) List' table is shown below with the following columns: Sr No., Action, Status, Remarks, Invoice No., Description, HSCode Description, Purchase Type, Rate, Quantity, UOM, Value of Purchases. The table is currently empty, showing 'No records found.'

Taxpayer can select type as “STWH” to add withholding invoice, system will load relevant fields based on invoice selection.

7. Provide data in all required fields and select “Purchase Type” from the given options in dropdown as shown below:

The screenshot shows the 'Sales Tax Invoice Management' application with the following data entered:

- Seller Registration No / CNIC: XXXXXXXXXX
- Invoice Type: Purchase Invoice
- Sale Origination Province of Supplier: PUNJAB
- Destination of Supply: SINDH
- Purchase Type: **Goods at standard rate (default)** (selected from dropdown)
- Item Detail:
 - Rate: [Select]
 - UOM: [Select]
 - Value of Purchases: [Text]
 - ST Withheld as WH Agent: [Text]
 - FED Charged: [Text]

The 'Item(s) List' table is still empty, showing 'No records found.'

8. Iris will enable Item details as per selected purchase type. Add details of the item and click “Save Item” button to save record as shown below:

The screenshot shows the 'Sales Tax Invoice Management' application with the following data entered:

- Seller Registration No / CNIC: XXXXXXXXXX
- Invoice Type: Purchase Invoice
- Sale Origination Province of Supplier: PUNJAB
- Destination of Supply: SINDH
- Purchase Type: Services
- Item Detail:
 - Rate: [Select]
 - UOM: [Select]
 - Value of Purchases: [Text]
 - ST Withheld as WH Agent: [Text]
 - FED Charged: [Text]

The 'Item(s) List' table now contains one record:

Sr No.	Action	Status	Remarks	Invoice No.	Description	HSCode Description	Purchase Type	Rate	Quantity	UOM	Value of Purchases
1	[Icon]	Valid		XXXXXX	06-a-Live Trees And Other Plants	06	Services	1%		KG	50,000

The 'Save Item' button is highlighted with a red arrow. A notification banner at the top right says 'Invoice saved Successfully.'

9. After saving item details, Iris will load saved information under “Item(s) List” with option to edit and delete items record as shown below:

The screenshot shows the 'Sales Tax Invoice Management' application. The 'Invoice Details' section is filled with information: Seller Registration No / CNIC: xxxxxxxxxx, Seller Name: Individual 44, Seller Taxpayer Type: Unregistered, Invoice Type: Purchase Invoice, Invoice No: xxxxxxxxxx, Invoice Date: 12-01-2022, Sale Origination Province of Supplier: PUNJAB, Destination of Supply: SINDH, Purchase Type: Services. The 'Item Detail' section has HSCode Description: Select, Rate: Select, UOM: Select, and Value of Purchases: 50.000. The 'Item(s) List' table contains one record:

Sr No.	Action	Status	Remarks	Invoice No	Description	HSCode Description	Purchase Type	Rate	Quantity	UOM	Value of Purchases
1		Valid		xxxxxx	06-a-Live Trees And Other Plants	06	Services	1%		KG	50.000

A red arrow points to the 'Save Item' button in the bottom right of the 'Item(s) List' section.

10. Repeat step 8 to add multiple items against the provided invoice details. i.e. multiple items against same invoice. Please note that Invoice details remain filled for the user to enter multiple items against same invoice unless the user wants to re-set the invoice details.

11. To re-set invoice details and add items under different invoice, click on “Clear” button as shown below:

This screenshot is identical to the previous one, but with a red box around the 'Invoice Details' section and a red arrow pointing to the 'Clear' button in the 'Item(s) List' section.

12. Click on “Close” button to close invoice details window, Iris will redirect back to domestic transactions section where you can find details of all saved records and can apply filter values as shown below:

The screenshot shows the 'Domestic Transactions' section of the application. It features a search filter for invoices and a table of records. The search filter includes fields for Buyer Registration No / CNIC, Seller Registration No / CNIC, Trans Type, SRO / Schedule No., Sale Origination Province of Supplier, Buyer Name, Seller Name, Invoice No, Invoice Status, Invoice Date, Sale Type, Item Sr. No., Destination of Supply, From Date, and To Date. The table below shows one record:

Sr No.	Status	Remarks	Invoice No	Invoice Type	Invoice Date	Buyer Registration No/ CNIC	Buyer Name	Seller Registration No / CNIC	Seller Name	Sale Type	Sale Origination Province of Supplier	Destination Supplier
1	Valid		875875	Purchase Invoice	01-Nov-2021	xxxxxxxxxxx	xxxxxxxxxxx	xxxxxxxxxxx	xxxxxxxxxxx	Petroleum Products	PUNJAB	SINDH

