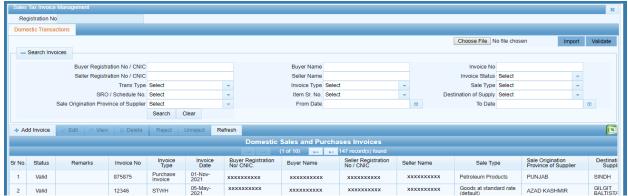# Purchase Invoice Management

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:
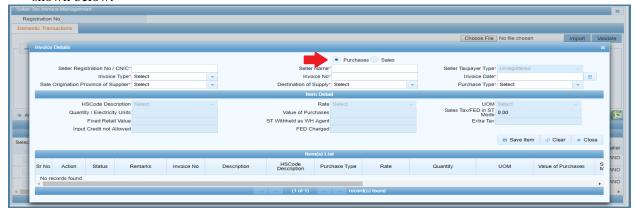

2. Iris will redirect user on "Sales Tax Invoice Management" section with a list of available filters to search invoices records as shown below:
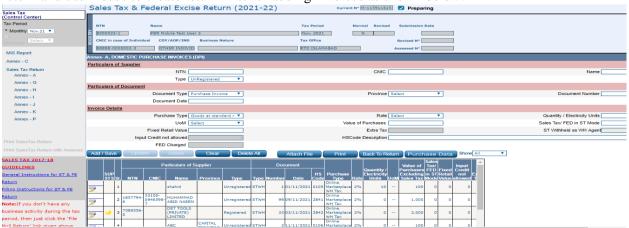

3. To add new purchase invoice, Click on "Add Invoice" button provided for domestic transactions as follows:
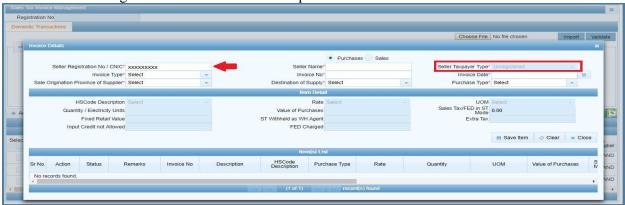
4. Iris will open invoice details window with a radio option to select "Purchases" to add details as shown below:

In efbr, 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:
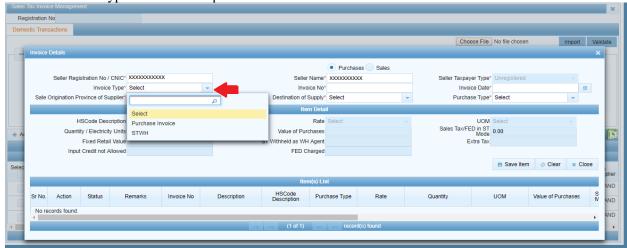

5. In Iris, Taxpayer does not need to create return to add invoices. Invoices can be added from invoice management section at any time. After selecting "Purchases" radio option from the form, enter "Seller Registration Number / CNIC" in provided field as shown below:
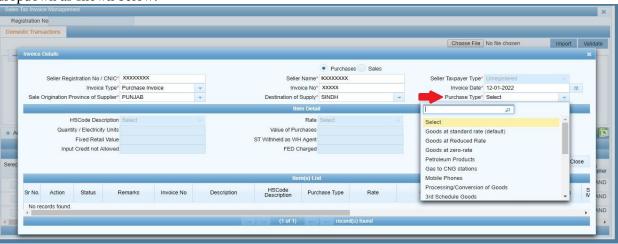

Please note that Iris will verify the CNIC from NADRA and FBR records and load "Seller Taxpayer Type" (i.e. Registered / Un-registered). In case the CNIC is verified from NADRA but does not exist in FBR record, the seller will be considered as Un-registered seller. For adding the purchase invoice as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

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

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

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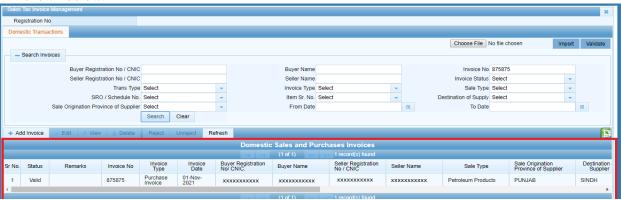
9. After saving item details, Iris will load saved information under "Item(s) List" with option to edit and delete items record as shown below:
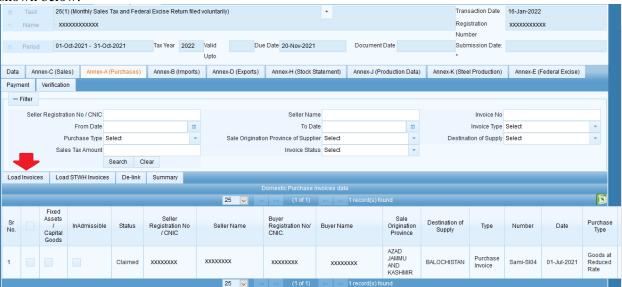

10. Repeat step 8 to add multiple items against the provided invoice details. i.e. multiple items against same invoice. Please note that Invoice details remain filled for the user to enter multiple items against same invoice unless the user wants to re-set the invoice details.

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

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:

13. All purchase and STWH invoices entered by Taxpayer will be visible under their respective Annex-A (Purchases) in "Sales Tax Return". As soon as user creates a sales tax return, all invoices already available in system including third party invoices will be auto loaded in relevant Annexure. In case the Sales TaxReturn is created before adding invoice, Click "Load Invoices" as shown below:

The same function was available in efbr as "Purchase Data" under the respective annexure as shown below: