Sales Invoice Management

Invoice Management module allows users to provide invoices (Sales, Debit or Credit Note) data. Following are the steps to manage sales 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:

Registration - Declaration - Asse	Declaration • Rectification • Appeals • Refund • DNFBP • Withholding / Advance Tax • CPR Correction • Invoice Management • MIS •
1.2	Sales Ledger te XChange Pin SoChange Password 📀 Logout
	Mon Nov 08 14:56:32 PKT 2021
🤉 Edit 🖉 View 🍵 Delete	Reply
▶ Draft	+ Filer
► Inbox	
Outbox	Tack Beside State Data Baside State Data Baside State Data Asside and Data Asside and Data
 Completed Tasks 	tests registration rv. realine tax real Guorinission date due date renou clair date renou clair date Assignment No records found.
	Pages (1 of 1) recently provide a record(s) found

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

Sa	les Tax	Invoice M	lanagement															×
	Registra	ation No																
D	omestic	Transacti	ons															
														Choose File N	o file chose	en Import	V	alidate
	- Sear	rch Invoic	es															
			Buyer Registra	ation No / CNIC					Buyer Name					Invoice No				
			Seller Registra	ation No / CNIC					Seller Name					Invoice Status	Select	•		
				Trans Type	Select		-		Invoice Type	Select		•		Sale Type	Select	•		
			SRO	/ Schedule No.	Select		-		Item Sr. No.	Select		-	Des	tination of Supply	Select	-		
		Sa	ale Origination Provi	nce of Supplier	Select		-		From Date				0	To Date			۵	
					Search	Clear												
	Add Im	woice	e Edit - Mow	= Doloto	Poiect	Unroject	Pofre	ch										
-	Auu III	worce		Delete	Reject		Relie	50										
								Domestic	Sales and Pu	irchas	ses Invoices							
								14 <4	(1 of 10) 🛛 👞	ы	147 record(s) found							
Sr I	No. St	tatus	Remarks	Invoice No	Invoice Type	Invo Da	bice ate	Buyer Registration No/ CNIC.	Buyer Name		Seller Registration No / CNIC	Sell	er Name	Sale Typ	e	Sale Origination Province of Supplier		Destinati Suppli
1	v	Valid		875875	Purchase Invoice	01-No 2021)V- x	****	*****		****	x	*****	Petroleum Proc	ducts	PUNJAB	\$	SINDH
2	v	Valid		12346	STWH	05-Ma 2021	ay- >	****	*****		*****	x	*****	Goods at stand (default)	lard rate	AZAD KASHMIR	E	GILGIT BALTISTA

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

Sa	iles Ta		lanagement														×
	Regist	tration No															
D	omesti	ic Transact	ons														
													Choose File N	lo file chose	en Impo	л	Validate
	- Se	arch Invoid	es														
			Buyer Registra	ation No / CNIC					Buyer Name				Invoice No				
			Seller Registra	ation No / CNIC					Seller Name				Invoice Status	Select		-	
				Trans Type	Select			•	Invoice Type	Select	-		Sale Type	Select		-	
			SRO	/ Schedule No.	Select			•	Item Sr. No.	Select	-	Des	tination of Supply	Select		-	
		S	ale Origination Prov	ince of Supplier	Select			•	From Date				To Date			Ċ	1
					Search	Clear											
+	Add I	Invoice	🔶 🕞 View	Delete	Reject	Unreje	ct Refr	esh									
								Domestic	Sales and Pu	rchases Invoices							
								14 <4	(1 of 10) 🛛 🔛	▶1 147 record(s) found							
Sr N	NO. 3	Status	Remarks	Invoice No	Invoice Type	ln E	voice Date	Buyer Registration No/ CNIC.	Buyer Name	Seller Registration No / CNIC	Se	ller Name	Sale Typ	pe	Sale Origination Province of Supplier		Destinati Suppli
1		Valid		875875	Purchase Invoice	01-N 2021	lov-	****	*****	*****	>	*****	Petroleum Pro	ducts	PUNJAB		SINDH

4. Iris will open invoice details window with a radio option to select "Sales" for sales invoices and add details as shown below:

s T	ax Invoice Management							
egis	stration No							
nes	tic Transactions							
					Choose File	No file chosen	Import V	Validat
	Invoice Details							
Г			_	Purchases Sales				^
Ŀ	Buyer Registration No / CNIC*	*	Buyer Name		Buyer Taxpayer Type*	Registered		
Ŀ	Invoice Type*	* Select	Invoice No		Invoice Date*		8	
Ŀ	Sale Origination Province of Supplier	* Select	Destination of Supply	Select 🗸	Sale Type*	Select	· •	
			Item Deta	il				
L	HSCode Description	n Select -	Rate	Select -	UOM	Select		
	Quantity / Electricity Units	s	Value of Sales Excl. ST		Sales Tax/FED in ST Mode			
	Fixed / notified value or Retail Price	e	ST withheld at Source		Extra Tax			
	Further Tax	×	Total Value of Sales(In case of PFAD only)					
	SRO / Schedule No.	, Select -	Item Sr. No.	Select -				
C						🖶 Save Item 💠 Cle	ar 🗙 Close	
			ltem(s) Li	st				
	Sr No. Action Status	Remarks Invoice No	Description HSCode Description	Sale Type Rate	Quantity	UOM Val	lue of Sales Excl.	
	No records found.							
	4		(1 of 1)	0 record(c) found			•	
-		Durahasa		Unor	CT Lloor			_

In efbr, Taxpayer was provided with an option to add sales invoices under Annex-C of Sales Tax Return and user needs to create return first for adding invoices as shown below:

Print this Page	
	Sales Tax & Federal Excise Return (2021-22)
Sales Tax (Control Center)	
Tax Period	NTN Name Tax Basing Normal Builded Submission Date
Monthly Nov.21 V	T RATING THE FULL OF A STATE OF A
O Kelert T	CALL In case of Individual COV/ADP //ND Business Nature Tay Office Pauland M
Clusterly	
MIS Report	
Annex - C	Annex, (Jonesic Sales Invoices)
Sales Tax Return	
Annex - A	
Annex - G	Particulars of Document
Annex - H	Type Sale Invoice V Sale Origination Province of Supplier Select V Number
Annex - I	
Annex - J	Invoice Details
Annex - K	Sale Type Goods at standard r 🔻 Rate Select 🔻 Quantity
Annex - P	UOM MT V Value of Sales Excl. ST Sales Tax/ FED in ST Mode
	Fixed / notified value or Retail Price Extra Tax ST Withheld at Source
	Total Value of Sales (In case of PFAD only) HS Code Description
	Further Tax
Print Sales fax Return with Annexes	Exemption, Zero & Reduce Rated Reference
SALES TAX 2017-18	SRO No. / Schedule No. VIEw Sr. No. V
GUIDELINES	Add / Save Update Delete Clear Delete All Attach File Submit Invoices Submit Annexure Print Grid List All T
General Instructions for ST & FE	Back To Return Sales Data
Return	
Filling Instructions for ST & FE	Value or r
Return	Particulars of Buver Document Sales It B
Note: If you don't have any	Side Side Side Side Side Side Side Side
business activity during the tax	Varie or volume or volumeo

5. After selecting "Sales" radio option from the form, enter "Buyer Registration Number / CNIC" in provided field andselect "Invoice Type" from the dropdown as "Sales Invoice" as shown below:

									Choose Fil	e No file choser		Import
Imunic	o Dobaile								Choose Th	a reo nic cricoci		mpore
invoic	6 Details											
							Purchases	 Sales 				
	Buyer Regis	tration No / CNIC*	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	ox	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Buyer Name*	000000000000000000000000000000000000000	(Buyer Taxpayer Type	Unregistered		
		Invoice Type	Select	-		Invoice No*			Invoice Date			
Sale	Origination Pro	wince of Supplier	1		P	Destination of Supply*	Select	-	Sale Type	Select		-
			Colori			Item Deta	il					
	HS	Code Description	Select			Rate	Select	-	UOM	Select		
	Quantity	/ Electricity Units	Dabit Note			lue of Sales Excl. ST			Sales Tax/FED in ST			
Fix	ed / notified va	lue or Retail Price	Credit Note			T withheld at Source			Extra Tax			
		Further Tax	CITCULT TOTO			e of Sales(In case of						
	SF	RO / Schedule No.				Item Sr. No.						
										Rous Itom	ch Clear	- Close
										B Save item	Clear	× Close
						ltem(s) Li:	st					
		01-1	D		December 201	HSCode	Onla Tuna	Data	Quantity	LION	Value o	f Sales Exc

Taxpayer can select type as Debit / Credit Note to add relevant invoice, system will load associated fields based on invoice type selection. Taxpayer can add data for Debit/Credit Note on

same screen and Iris will load saved records in relevant annexure through auto-load function of Sales Tax Return.

MIS Report			
Annex - C	Annex- I, DEBIT & CREDIT NOTES (DCN)		Preparing
Sales Tay Deturn	Particulars of Supplier/Buyer		
Annex - A	NTN	CNIC	Name
Annex - G	Type Registered T		
Annex - H	Debit / Credit Note		
Annex - I	Number	Date	Type Select V
Annex - J	Reason Select V	Specify if Others	
Annex - K	Particulars of Original Invoice		
Annex - P	Invoice Type Select 🔻	Number	Date
	Sale/Purchase Type	Rate	Quantity
	Value Excl Sales Tax	Sales Tax/FED in ST Mode	ST Withheld
	Extra Tax	Further Tax	
Print Sales fax Return with Annexes	Particulars of Revised Invoice		
SALES TAX 2017-18	Quantity	Value Excl. Sales Tax	Sales Tax/FED in ST Mode
GUIDELINES	ST Withheld	Extra Tax	Further Tax
General Instructions for ST & FE	Difference Adjustable (Original - Revised)		
Filling Instructions for CT 9, FE	Quantity	Value Excl. Sales Tax	Sales Tax/FED in ST Mode
Return	ST Withheld	Extra Tax	Further Tax
Note: If you don't have any	Add / Save Update Delete Clear Attac	h File Print Back To Return Debit or Credit Data	
business activity during the tax	Particulars of		
period, then just click the 'File	Supplier / Buyer Debit / Credit Note	Original Invoice	
Null Return' link given above.		Salo/Burghaso Sales	traFutther
List	Sr.NTNCNIC Name Type Number Date Type Reason Type N	Number Date Type QuantityRate Tax Mode Withheld Ta	ax Tax Qu
All, Prepared, Submitted, Revised, Summary Report	1 Reg 3114633 12/11/2021 Credit Return S1 Note of Sales S1	12/11/2021 Transactions 0 12% 0 0 0	o
Taxpayer Guidance			Adju
Taxpayer Guidance			
11			

In efbr, user needs to switch to Annexure-I for adding Credit/Debit Note details as shown below:

6. After selection of invoice type, enter values for a sales invoice and related items by fill out all of the mandatory fields and then click "Save Item" button as shown below:

gistration No							
estic Transactions							
				Choose Fi	ile No file chosen	Import	Va
Invoice Details							×
			Purchases • Sales				
Buyer Registration No / CNIC*	XXXXXXXXXXXXXXXXX	Buyer Name*	xxxxxxxxxxx	Buyer Taxpayer Type	• Unregistered		
Invoice Type*	Sale Invoice -	Invoice No*	52554454	Invoice Date	13-01-2022		
Sale Origination Province of Supplier*	CAPITAL TERRITORY	Destination of Supply*	GILGIT BALTISTAN	Sale Type	pooxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	1 👻	
		Item Deta	il in the second se				
HSCode Description*	хххххххххххххх	Rate*	5% -	UOM	XXXXXXXXXXXXXXXX	-	-
Quantity / Electricity Units		Value of Sales Excl. ST	800,000	Sales Tax/FED in ST	40,000.00		
Fixed / notified value or Retail Price		ST withheld at Source		Extra Tax	< Comparison of the second sec		
Further Tax	24,000	Total Value of Sales(In case of PEAD only)					
SRO / Schedule No.	Select 🗸	Item Sr. No.	Select 👻				
					👩 Save Item 💠	Clear × Close	
		ltem(s) Li	st				
Sr No. Action Status	Remarks Invoice No	Description HSCode Description	Sale Type Rate	Quantity	UOM	Value of Sales Excl. ST	
No records found.							
4		(4 of 4)	0 record(c) found			•	
			o record(s) fouriu				a

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

estic Tran	sactions	_											
Invoice D	letails												
Sale (P	Prigination Province of CAP Supplier*	ITAL TER	RITORY	Desti	nation of Supply* CAI	PITAL TERRI	TORY	Sal	e Type* Goo	ds at Re	duced Rate	-	
					Iten	n Detail							
HSCo	de Description*	Select		-	Rate*	Select		-	UOM*	Select			
Quar	ntity / Electricity Units			Value o	of Sales Excl. ST			Та	X/FED in ST Mode				
Fixed / r	notified value or Retail Price			ST withhe	eld at Source				Extra Tax				
	Further Tax			Sal	es(In case of PEAD only)								
SRO	/ Schedule No.	Select		-	Item Sr. No.	Select		-					
									🖶 Sav	e Item	Clear	× Clos	se
					Item	ı(s) List							
Sr No.	Action S	status	Remarks	Invoice No	Desc	ription	HSCode Description	5	Sale Type		Rate	Qua	anti
1	× =	Valid		55636666666	04-b-Eggs Ed. Produc	, Honey, & cts Of	04	Goo	ods at duced Rate	2%			

8. Repeat step 5 to add multiple items against the selected invoice. Saved items detail will be listed as shown below:

No	XXXXXXXXXXX	<x< th=""><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th>mitoree build</th><th>a baccessiany.</th></x<>								mitoree build	a baccessiany.
stic Tra	nsactions										
woice	Details										
						lten	1 Detail				
HSC	ode Description	Select		-		Rate*	Select		→ UOM*	Select	-
Qui	antity / Electricity Units	6			Value o	f Sales Excl. ST			Tax/FED in ST Mode		
Fixed /	notified value o Retail Price				ST withhe	eld at Source fotal Value of			Extra Tax		
SR	O / Schedule No	Select		-	San	PFAD only) Item Sr. No.	Select		-		
									E Sav	ve Item ්	Clear × Close
						Item	ı(s) List				
Sr No.	Action	Status	Remarks	Inv	oice No	Desc	ription	HSCode Description	Sale Type	Rate	Quantity
1	~ =	Valid		342	25	09-b-Coffe Substitutes Spices & C	e, Coffee s; Mate, Dthers	09	Goods at Reduced Rate	7%	
2	* =	Valid		342	25	01-a-Live	Animals	01	Goods at Reduced Rate	4.5%	

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.

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

nolli	auonn	10											
stic	Trans	actions											
										Choose File	No file chosen		Import
Inv	voice (Details											
								Purchases	 Sales 				
		Buyer Regis	tration No / CNIC*				Buyer Name			Buyer Taxpayer Type*	Registered		
			Invoice Type*	Select		-	Invoice No*			Invoice Date*			
S	ale Or	igination Pro	wince of Supplier*	Select		-	Destination of Supply	Select	-	Sale Type*	Select		-
							Item Deta	1					
_		HS	Code Description	Select	19	-	Rate	Select		UOM	Select		-
		Quantity	/ Electricity Units				Value of Sales Excl. ST			Sales Tax/FED in ST			
	Fixed	/ notified va	lue or Retail Price				ST withheld at Source			Extra Tax			
			Further Tax			Total \	alue of Sales(In case of PFAD only)						
		SF	RO / Schedule No.	Select			Item Sr. No.	Select					
											B Save Item	¢ Clear	× Close
										1			
							ltem(s) Li	st					
Sr	r No.	Action	Status	Remarks	Invoice No	Description	HSCode Description	Sale Type	Rate	Quantity	UOM	Value of ST	Sales Excl.
1	No rec	ords found.											
4													+

10. Close invoice details window, Iris will redirect back to domestic transactions section where you can find details of all saved records by applying filter values as shown below:

Sale	s Tax Invoice	e Management													×
Re	gistration N	0													
Dom	estic Transa	actions													
												Choose File	No file choser	n Import	Validate
	Search Inv	oices													
		Buyer Regist	tration No / CNIC					Buyer Name				Invoice No	875875		
		Seller Regis	tration No / CNIC					Seller Name				Invoice Status	Select	-	
			Trans Type	Select			-	Invoice Type	Select	-		Sale Type	Select	-	
		SR	O / Schedule No.	Select			+	Item Sr. No.	Select	-	D	estination of Supply	Select	-	
		Sale Origination Pro	vince of Supplier	Select			*	From Date				To Date			0
				Search	Clear										
+ A	dd Invoice	🖉 Edit 🖉 View	/ 🝵 Delete	Reject	Unreject	Ref	iresh								
							Dome	estic Sales and Pu	urchases Invoices						
								(1 of 1) >>	1 record(s) found						
Sr No.	Status	Remarks	Invoice No	Invoice Type	Invo Da	ice te	Buyer Registrat No/ CNIC.	ion Buyer Name	Seller Registration No / CNIC	Sell	er Name	Sale Type	Sa Pr	ale Origination ovince of Supplier	Destination Supplier
1	Valid		875875	Purchase Invoice	01-No 2021	v-	*****	*****	*****	xxx	****	Petroleum Produc	cts PL	JNJAB	SINDH
•															•

11. All Sales Invoices, Debit and Credit note data entered by Taxpayer will be visible under their respective annexure 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:

		II O						_													
Edit B Save Submit © Cancel Print Task 26(1) (Monthly Sales Tax and Federal Excise Return filed voluntarily) +									Sale Invoices load Successfully.												
Pagistration XXXXXXXX																					
Name Socooccos									_												
Number									_												
Due Date 20-Feb-2021 Document Date								vano	Submission Date: *												
							Jannon		Gubrinssion Date.												
Data	Ann	ex-C (Sales) Annex-A (Purchases)			es)	Annex-B (Imports)			Annex-D (Exports)		Annex-H	nex-H (Stock Statement)		it) A	Annex-J (Production Dat					_	
Annex-K (Steel Production) Annex-E (Federal Excise) Payment Ve						Veri	ificatio	n													
- Filter																					
Briver Registration No /																					
CNIC				Tites				Buyer Name						9250	Invoice No						
	From Date				Oslad						To Date		Destin		Invoice Type Select		elect			-	
Sale Type				Select			Sale Origination Province of Supplier Select					Ψ.	Desunation of Supply Select								
Search Clear																					
Load Ir	Load Invoices Submit Unsubmit De-link																				
									Do	omesti	c Sales Invoi	ces data									
	Sr No.	Status	atus Registratio No / CNK		on Buyer C Name		Seller Registration No / CNIC		Seller Name		Sale Origination Province	Destination Province	Sale Type	h	nvoice Type	Invoice No.	Invoid Date	ce H e C	HS ode	Rate	UON
	1	Valid	Valid 2000011 Associa of Perso 11		Association of Persons 11	100000000004		000004	Individu 4	lal	SINDH	PUNJAB	Services	s	STWH	SP- 003- WH	05- Aug- 2020	98	808	16%	Numbe pieces units
(1 of 1) 1 record(s) found																					

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

Drint this Dage													
Find this Page	Sales Tax & Federal Excise Return (2021-22)												
Sales Tax (Control Center)													
Tax Period	NTN Name Tax Pariod Normal Deviced Submission Date												
Monthly Nov,21 T	2 R00023-1 FR8 Mobile Test User 3 Nov. 2023 N												
O Select V	C NIC in case of Individual COY/ADP/IND Business Nature Tax Office Revised N ⁺												
(Quanterly	BR888-000002-3 OTHER INDIVID BTO ISLAMABAD Assessed N*												
MIS Report													
Annex - C	Annex C (Denestic Sales Invoices)												
Sales Tax Return	Particulars of Duyer												
Annex - A													
Annex - G	arrienters of Document												
Annex - H	Type Sale Origination Province of Supplier V Sale Origination Province of Supplier V Number												
Annex - I	Type care and an and a company of the company of th												
Annex - J	Invoice Defails												
Annex - K	Sale Type Goods at standard r V Rate Select V Ounnity												
Annex - P	UOM MT Value of Sales Excl. ST Sales Tax/ FED in ST Mode												
	Fixed / notified value or Retail Price Extra Tax ST Withheld at Source												
	Total Value of Sales (In case of PFAD only) HS Code Description												
Print SalesTax Return	Further Tax												
Print SalesTax Return with Annexes	Exemption, Zero & Reduce Rated Reference												
SALES TAX 2017-18	SRO 1 Schedule No. V Item Sr. No. V												
GUIDELINES	Add / Save UP Delete Clear Delete All Attach File Submit Invoices Submit Annexure Null Annexure Print												
General Instructions for ST & FE	Back To Return Sales Data												
Return													
Filling Instructions for ST & FE													
Return	Fixed / Sales												
Note:If you don't have any	Particulars of Buyer Document notified Sales (in Fig												
business activity during the tax	Origination Value of or FED in a final of Withheld												