

## 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:

The screenshot shows the Iris main dashboard with the 'Invoice Management' dropdown menu open. The 'Sales Ledger' option is highlighted, and a red arrow points to it. The dashboard includes a navigation bar with various menu items like Registration, Declaration, Assets Declaration, Rectification, Appeals, Refund, DNFBP, Withholding / Advance Tax, CPR Correction, Invoice Management, and MIS. The user's profile information and login options are also visible.

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

The screenshot shows the 'Sales Tax Invoice Management' section. It features a search filter section with 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 Type, Sale Type, Item Sr. No, Destination of Supply, From Date, and To Date. Below the search 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 of 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 of 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 BALTISTA

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, similar to the previous one, but with the '+ Add Invoice' button highlighted by a red box and a red arrow pointing to it. The search filters and the table of invoices are also visible.

- Iris will open invoice details window with a radio option to select “Sales” for sales invoices and add details as shown below:

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:

- After selecting “Sales” radio option from the form, enter “Buyer Registration Number / CNIC” in provided field and select “Invoice Type” from the dropdown as “Sales Invoice” as shown below:

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.

In efr, 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:

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:

Sr No.	Action	Status	Remarks	Invoice No	Description	HSCode Description	Sale Type	Rate	Quantity
1		Valid		5563666666	04-b-Eggs, Honey, & Ed. Products Of Animal Origin	04	Goods at Reduced Rate	2%	

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

**Invoice Details**

Registration No: xxxxxxxxxxxxxx

Domestic Transactions

Invoice saved Successfully.

**Item Detail**

HSCode Description: Select, Rate: Select, UOM: Select

Quantity / Electricity Units, Value of Sales Excl. ST, Sales Tax/FED in ST Mode

Fixed / notified value or Retail Price, 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

Save Item, Clear, Close

**Item(s) List**

Sr No.	Action	Status	Remarks	Invoice No	Description	HSCode Description	Sale Type	Rate	Quantity
1		Valid		3425	09-b-Coffee, Coffee Substitutes, Mate, Spices & Others	09	Goods at Reduced Rate	7%	
2		Valid		3425	01-a-Live Animals	01	Goods at Reduced Rate	4.5%	

(1 of 1) 2 record(s) found

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.

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

**Invoice Details**

Buyer Registration No / CNIC: Select, Buyer Name: Select, Buyer Taxpayer Type: Registered

Invoice Type: Select, Invoice No: Select, Invoice Date: Select

Sale Origination Province of Supplier: Select, Destination of Supply: Select, Sale Type: Select

**Item Detail**

HSCode Description: Select, Rate: Select, UOM: Select

Quantity / Electricity Units, Value of Sales Excl. ST, Sales Tax/FED in ST Mode

Fixed / notified value or Retail Price, 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

Save Item, **Clear**, Close

**Item(s) List**

Sr No.	Action	Status	Remarks	Invoice No	Description	HSCode Description	Sale Type	Rate	Quantity	UOM	Value of Sales Excl. ST
No records found.											

(1 of 1) 0 record(s) found

- 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:

**Domestic Transactions**

Search Invoices

Buyer Registration No / CNIC: Select, Buyer Name: Select, Invoice No: 875875

Seller Registration No / CNIC: Select, Seller Name: Select, Invoice Status: Select

Trans Type: Select, Invoice Type: Select, Sale Type: Select

SRO / Schedule No.: Select, Item Sr. No.: Select, Destination of Supply: Select

Sale Origination Province of Supplier: Select, From Date: Select, To Date: Select

Search, Clear

Domestic Sales and Purchases Invoices

(1 of 1) 1 record(s) found

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	xxxxxxxxxxxx	xxxxxxxxxxxx	xxxxxxxxxxxx	xxxxxxxxxxxx	Petroleum Products	PUNJAB	SINDH

(1 of 1) 1 record(s) found

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 Tax Return is created before adding invoice, Click “Load Invoices” as shown below:

The same function was available in e-fbr as “Sales Data” under the respective annexure as shown below: