

E-Faktur Module (Membuat Fildie CSV Faktur Pajak)

Modul E-Faktur terinstal secara default dengan modul lokalisasi bahasa Indonesia. Memungkinkan seseorang untuk membuat file CSV untuk satu faktur pajak atau kumpulan faktur pajak untuk diunggah ke aplikasi e-Faktur Kantor Pajak.

Hal yg diperhatikan ada 3 Yaitu.

1. Customer NPWP/NIK & PKP Setting.

Data NPWP harus diisi dan ID PKP harus di cetang sehingga Jika pada saat pembuatan Invoice lalu Di Confirm. Akan Automatic Mengambil No Faktur Pajak yg sudah di daftarkan.

The screenshot shows the Odoo Customer Form for PT Lotte Mart Indonesia. The form is set to 'Company' mode. The address is 'Jl. Lingkar Luar Selatan Kav. 5-6 RT 011 RW 002, Susukan Ciracas Jakarta Timur, DKI Jakarta Raya, Jakarta (ID) 13750, Indonesia'. The NPWP/NIK is '02.902.700.0-007.000' and the ID PKP is checked. The mobile phone is '+62 895-1784-7280'. The website is 'https://www.odoo.com'. The language is 'English (US)'. The tags are 'Customer'.

2. Membuat No Seri Faktur Pajak

Buka Accounting > Customers > e-Faktur. Agar dapat mengekspor faktur Customers sebagai e-Faktur, perlu mencantumkan di sini rentang nomor yang diberikan Oleh Petugas Pajak kepada Anda.

The screenshot shows the Odoo Accounting e-Faktur interface. The table has the following data:

Min	Max	Available
0052416204294	0052416204496	203

- Membuat csv e-faktur untuk satu faktur atau faktur batch.
 Pada Pembuatan invoice pada Customers dengan **ID PKP Di centang**,
 Odoo akan mengizinkan Anda membuat e-Faktur.
Kode Transaksi untuk e-Faktur.
 Diisi Kode transaksi sesuai jenis PPN yang diterapkan pada baris invoice.

Draft Invoice

First Number:
INV/2020/0001

Customer	Your Customer	Invoice Date	
Kode Transaksi	01 Kepada Pihak yang Bukan Pemungut PPN (Customer Bi	Payment Terms	Terms or Date
Replace Invoice		Journal	Customer Invoices (IDR)
Delivery Address	Your Customer	Company	Indonesian company
Reference			

Product	Label	Account	Analytic Account	Intrastat	Quantity	Price	Taxes	Subtotal
Add a line	Add a section	Add a note						

- Odoo akan secara otomatis memilih nomor seri berikutnya yang tersedia dari tabel nomor e-Faktur (lihat bagian di atas) dan menghasilkan nomor e-faktur sebagai gabungan Kode Transaksi dan nomor seri.
 Hal ini dapat dilihat dari tampilan form invoice di bawah halaman Info Tambahan pada kotak Pajak Elektronik

Invoices / INV/2024/00376

[EDIT](#) [CREATE](#) [Print](#) [Action](#)

Invoice Lines	Journal Items	Other Info
Invoice Customer Reference Salesperson Kristi Natalia Sales Team Team Sales SKI Recipient Bank		Accounting Incoterm Fiscal Position Inalterability Hash Cash Rounding Method Post Automatically <input type="checkbox"/> To Check <input type="checkbox"/> Electronic Tax Tax Number 0100052416204290 CSV Created <input checked="" type="checkbox"/>
Marketing Campaign Medium Source		

5. Saat Anda memvalidasi faktur, nomor akan diberikan berdasarkan rentang ini. Setelah itu, Anda dapat memfilter invoice yang ingin diekspor di daftar invoice dan klik Action, lalu Download e-Faktur.

Invoices / INV/2024/00376

The screenshot shows a software interface for managing invoices. At the top, there are buttons for 'EDIT' and 'CREATE', and a 'Print' icon. An 'Action' dropdown menu is open, listing several options: Duplicate, Delete, Generate a Payment Link, Share, Switch into refund/credit note, and 'Download e-Faktur', which is highlighted with a red box. The main area displays invoice details for 'INV/2024/00376', including tabs for 'Invoice Lines', 'Journal Items', and 'Other Info'. The 'Invoice' section shows 'Customer Reference', 'Salesperson' (Kristi Natalia), 'Sales Team' (Team Sales SKI), and 'Recipient Bank'. The 'Marketing' section shows 'Campaign', 'Medium', and 'Source'. The 'Electronic Tax' section shows 'Tax Number' (0100052416204290) and 'CSV Created' (checked).

Anda dapat memilih beberapa faktur dalam tampilan daftar dan membuat batch e-Faktur .CSV.

6. Setelah Invoice / faktur diposting, Sudah di Unduh / Download e-Faktur. Maka CSV kotak akan tercentang.

This close-up view shows the 'Electronic Tax' section of the invoice details. It includes the 'Tax Number' 0100052416204290 and the 'CSV Created' checkbox, which is checked and circled in red. The 'Marketing' section is partially visible on the left, showing 'Campaign', 'Medium', and 'Source'.

7. Hasil Download e-Faktur. Berupa file CSV.

Berikut Contoh hasil Nama File : efaktur_2024-01-19_09_43_51.csv

Contoh Isi Fie :

```
"FK","KD_JENIS_TRANSAKSI","FG_PENGGANTI","NOMOR_FAKTUR","MASA_PAJAK",
"TAHUN_PAJAK","TANGGAL_FAKTUR","NPWP","NAMA","ALAMAT LENGKAP","JUMLAH_DPP",
"JUMLAH_PPN","JUMLAH_PPNBM","ID_KETERANGAN_TAMBAHAN","FG_UANG_MUKA",
"UANG_MUKA_DPP","UANG_MUKA_PPN","UANG_MUKA_PPNBM","REFERENSI","KODE_DOKUMEN_PENDUKUNG"
"LT","NPWP","NAMA","JALAN","BLOK","NOMOR","RT","RW","KECAMATAN","KELURAHAN",
"KABUPATEN","PROPINSI","KODE_POS","NOMOR_TELEPON"
"OF","KODE_OBJEK","NAMA","HARGA_SATUAN","JUMLAH_BARANG","HARGA_TOTAL",
"DISKON","DPP","PPN","TARIF_PPNBM","PPNBM"
"FK","01","0","0052416204261","1","2024","4/1/2024","260085105435000","Your Tea
Group","Taman Dramaga Hijau Blok F1 , Babakan Dramaga
","3783784","416216","0","","0","4200000","0","0","INV/2024/00036 ","0"
"OF","SKI-PW-GRP-YRT","Pow Grape Tea 25 Gr C
05","1577","1200.0","1891892","0","1891892","208108","0","0"
"OF","SKI-PW-MLKT-YRT","Pow Milk Tea 25 Gr C
04","1577","1200.0","1891892","0","1891892","208108","0","0"
```

8. Hasilnya adalah File bentuk CSV dan berikutnya Di Upload. Pada aplikasi Faktur Pajak. Selesai.

E-Faktur Module (Membuat Fildie CSV Faktur Pajak) Dengan No Invoice Sudah Di buat.

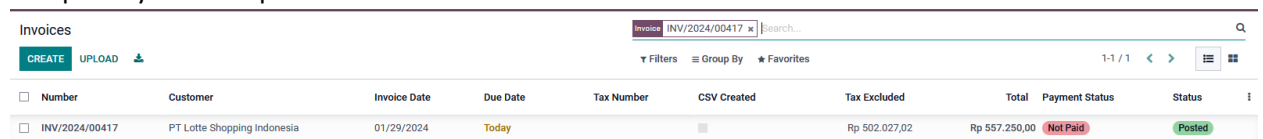
1. Tahap pertama mencari No Invoice sesuai dengan Customer yang akan dibuatkan Faktur Pajaknya.

Contoh : No Invoice INV/2024/00417

Buka Aplikasi -> : Accounting – Customer – Invoice

Pada Kolom Search masukan No Invoice yang di cari Misalnya : INV/2024/00417

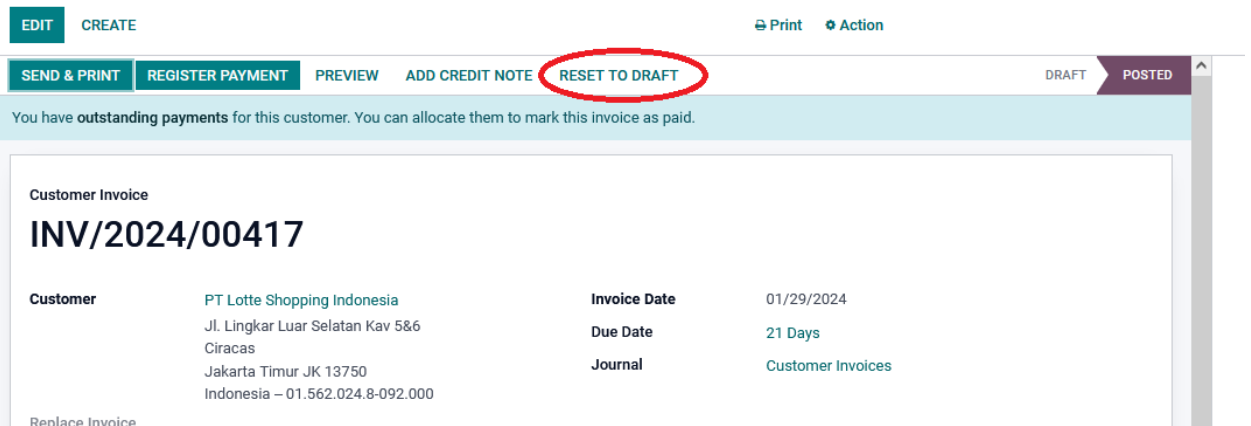
Tampilannya akan seperti ini



Number	Customer	Invoice Date	Due Date	Tax Number	CSV Created	Tax Excluded	Total	Payment Status	Status
INV/2024/00417	PT Lotte Shopping Indonesia	01/29/2024	Today			Rp 502.027,02	Rp 557.250,00	Not Paid	Posted

2. Tahap Kedua. Buka Invoice tsb. Lalu di Rubah Invoice tsb menjadi Status Draft.
Klik Reset To Draft.

Invoices / INV/2024/00417



EDIT CREATE Print Action

SEND & PRINT REGISTER PAYMENT PREVIEW ADD CREDIT NOTE **RESET TO DRAFT** DRAFT POSTED

You have outstanding payments for this customer. You can allocate them to mark this invoice as paid.

Customer Invoice
INV/2024/00417

Customer	PT Lotte Shopping Indonesia Jl. Lingkar Luar Selatan Kav 5&6 Ciracas Jakarta Timur JK 13750 Indonesia – 01.562.024.8-092.000	Invoice Date	01/29/2024
		Due Date	21 Days
		Journal	Customer Invoices

Replace Invoice

- Setelah No Invoice tsb Sudah Berstatus Draft. Maka Tahap Selanjutnya Adalah Merubah ID PKP utk Di Centang pada Customer tsb. (Dalam Hal ini PT. Lotte Indonesia)


[Customers](#) / PT Lotte Mart Indonesia

SAVE DISCARD

0 Meetings 0 Opportuniti... \$ 15 Sales 0 Purchases No data yet On-time Rate Rp 2.284.429 Due Rp 2.058.044 Invoiced More ▾

Individual Company

PT Lotte Mart Indonesia



Address	Jl. Lingkar Luar Selatan Kav. 5-6 RT 011 RW 002, Susukan Ciracas Jakarta Timur, DKI Jakarta Raya Jakarta (ID) ▾ 13750 Indonesia ▾	Phone	
		Mobile	+62 895-1784-7280
		Email	
		Website	e.g. https://www.odoo.com
NPWP/NIK	02.902.700.0-007.000	Language	English (US) ▾
ID PKP	<input checked="" type="checkbox"/>	Tags	Customer ✕ Tags...

.Jika sudah di rubah jangan lupa di Save.

- Berikutnya Kita kembali ke No Invoice yang akan di buat Faktur Pajak. Tadi yg sudah berstatus Draft.

Tahap selanjutnya adalah Melakukan Confirm atau Posted Lagi Invoice tsb.

[Invoices](#) / Draft Invoice


EDIT CREATE [Print](#) [Action](#)

CONFIRM PREVIEW CANCEL **DRAFT** POSTED


Customer Invoice

Draft

5. Jika Sudah Di Confirm Ulang Invoice Tadi.
Pastikan No Faktur Pajak tertera pada electronic Tax. Seperti gambar Ini :

Invoice Lines	Journal Items	Other Info
Invoice		Accounting
Customer Reference		Incoterm
Salesperson	 Kristi Natalia	Fiscal Position
Sales Team	Team Sales SKI	Cash Rounding Method
Recipient Bank		Post Automatically <input checked="" type="checkbox"/>
		To Check <input type="checkbox"/>
Electronic Tax		
Tax Number	0100052416204290	
CSV Created	<input checked="" type="checkbox"/>	

6. Dengan Adanya No pada Tax Number. CSV Faktur Pajak Sudah bisa di Download utk menghasilkan File CSV.

Invoice Lines	Journal Items	Other Info
Invoice		Accounting
Customer Reference		Incoterm
Salesperson	 Kristi Natalia	Fiscal Position
Sales Team	Team Sales SKI	Cash Rounding Method
Recipient Bank		Post Automatically <input checked="" type="checkbox"/>
		To Check <input type="checkbox"/>
Electronic Tax		
Tax Number	0100052416204290	
CSV Created	<input checked="" type="checkbox"/>	

7. Jika Customer tsb, tidak ingin lagi ada pembuatan Faktur Pajak. Mekanisme di kembalikan lagi ID PKP menjadi tidak di centang terhadap Customer tsb.


Customers / PT Lotte Mart Indonesia

EDIT CREATE Action

0 Meetings	0 Opportuniti...	\$ 15 Sales	0 Purchases	No data yet On-time Rate	Rp 2.284.429 Due	Rp 2.058.044 Invoiced	More
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Individual Company

PT Lotte Mart Indonesia



Address	Jl. Lingkar Luar Selatan Kav. 5-6 RT 011 RW 002, Susukan Ciracas Jakarta Timur, DKI Jakarta Raya Jakarta (ID) 13750 Indonesia	Phone	
NPWP/NIK	02.902.700.0-007.000	Mobile	+62 895-1784-7280 <input type="checkbox"/> SMS
ID PKP	<input type="checkbox"/>	Email	
		Website	
		Language	English (US) <input checked="" type="radio"/>
		Tags	Customer