



(TICKET NUMBER)
AUTO-FILL TAXATION DATA IN AP INVOICE
ENTRY

Business Requirement Document

Version 2.0

dd/mm/yyyy

Document Revision History

Version	Date	Author/Editor	Description
1.0	dd/mm/yyyy	Rona	(document link) Initial version of document
2.0	dd/mm/yyyy		

Related Documentation and Material

The following is a list of documentation directly to this project:

Name of Document	Date	Document Location
-	-	-

1. Problem Definition

Following the ERP upgrade related to the Indonesia taxation system in version 2025.x.y, changes were introduced to the tax data retrieval and entry process within the AP Invoice Entry module.

In the current condition, Tax ID must be manually entered in AP Invoice Entry in order for it to appear in menu A (menu used to generate the appropriate file to be uploaded to Indonesia taxation system) and in the generated XML file. Furthermore, although the system still performs automatic tax calculations at the invoice header level, users are required to manually input the Tax Amount and Taxable Amount.

This condition significantly increases the risk of human error, particularly incorrect Tax ID entry. Any inaccuracies in the Tax ID may result in inconsistencies in tax records, incorrect taxpayer identification, and potential compliance risks in tax reporting.

Therefore, an automated mechanism is required to ensure that Tax ID, Tax Amount, and Taxable Amount are populated automatically based on supplier master data and system tax calculations. This enhancement is necessary to reduce manual input dependency, minimize the risk of human error, and ensure the accuracy, consistency, and reliability of tax data across the ERP system and external tax reporting platforms.

2. Business Value

The implementation of this automation minimizes the risk of tax data inaccuracies, particularly input errors that cannot be corrected once transactions are posted. It ensures the accuracy and consistency of data submitted to the taxation system and supports compliance with applicable tax regulations.

3. Functional Requirements

Based on the identified problems above, the following functional requirements are required to support tax data automation and validation in the AP Invoice Entry module.

ID Num	Function	Description	
01	Date	Module	AP Invoice Entry
		Target Field	csf.APInvHead.EFakturDate
		Source Field	erp.APInvHead.InvoiceDate
		Behavior	Auto-populated from invoice data, where csf.APInvHead.InvoiceNum = erp.APInvHead.invoiceNum
		(Attach screen capture)	
02	Tax ID	Module	AP Invoice Entry
		Target Field	csf.APInvHead.TaxID
		Source Field	erp.Supplier.TaxPayerID
		Source Reference	Module: Supplier
		Behavior	Auto-populated from supplier master data, where erp.APInvHead.supplierID = erp.APInvHead.supplierID
		(Attach screen capture)	
03	Legal Name	Module	AP Invoice Entry
		Target Field	csf.APInvHead.Name
		Source Field	erp.SupplierLegalName
		Source Reference	Module: Supplier
		Behavior	Auto-populated from supplier master data, where erp.APInvHead.supplierID =

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		<table><tr><td></td><td>erp.APInvHead.supplierID</td></tr></table> (Attach screen capture)		erp.APInvHead.supplierID								
	erp.APInvHead.supplierID											
04	Legal Address	<table><tr><td>Module</td><td>AP Invoice Entry</td></tr><tr><td>Target Field</td><td>csf.APInvHead.Adress</td></tr><tr><td>Source Field</td><td>erp.Supplier.Address1, erp.Supplier.Address2, erp.Supplier.Address3, erp.Supplier.City, erp.Supplier.State</td></tr><tr><td>Source Reference</td><td>Module: Supplier</td></tr><tr><td>Behavior</td><td>Auto-populated from supplier master data, Where erp.APInvHead.supplierID = erp.APInvHead.supplierID, Concatenate Address 1 + Address 2 + Address 3 + City + State</td></tr></table> (Attach screen capture)	Module	AP Invoice Entry	Target Field	csf.APInvHead.Adress	Source Field	erp.Supplier.Address1, erp.Supplier.Address2, erp.Supplier.Address3, erp.Supplier.City, erp.Supplier.State	Source Reference	Module: Supplier	Behavior	Auto-populated from supplier master data, Where erp.APInvHead.supplierID = erp.APInvHead.supplierID, Concatenate Address 1 + Address 2 + Address 3 + City + State
Module	AP Invoice Entry											
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Source Reference	Module: Supplier											
Behavior	Auto-populated from supplier master data, Where erp.APInvHead.supplierID = erp.APInvHead.supplierID, Concatenate Address 1 + Address 2 + Address 3 + City + State											
05	Taxable Amt	<table><tr><td>Module</td><td>AP Invoice Entry</td></tr><tr><td>Target Field</td><td>csf.APInvHead.TaxableAmt</td></tr><tr><td>Source Field</td><td>erp.APInvHead.DocInvLineTotal</td></tr><tr><td>Behavior</td><td>Auto-populated from invoice data, where erp.APInvHead.InvoiceNum = erp.APInvHead.InvoiceNum</td></tr></table> (Attach screen capture)	Module	AP Invoice Entry	Target Field	csf.APInvHead.TaxableAmt	Source Field	erp.APInvHead.DocInvLineTotal	Behavior	Auto-populated from invoice data, where erp.APInvHead.InvoiceNum = erp.APInvHead.InvoiceNum		
Module	AP Invoice Entry											
Target Field	csf.APInvHead.TaxableAmt											
Source Field	erp.APInvHead.DocInvLineTotal											
Behavior	Auto-populated from invoice data, where erp.APInvHead.InvoiceNum = erp.APInvHead.InvoiceNum											
05	Tax Amt	<table><tr><td>Module</td><td>AP Invoice Entry</td></tr><tr><td>Target Field</td><td>csf.APInvHead.TaxAmt</td></tr><tr><td>Source Field</td><td>erp.APInvHead.DocTaxAmt</td></tr><tr><td>Behavior</td><td>Auto-populated from invoice data, where erp.APInvHead.InvoiceNum =</td></tr></table>	Module	AP Invoice Entry	Target Field	csf.APInvHead.TaxAmt	Source Field	erp.APInvHead.DocTaxAmt	Behavior	Auto-populated from invoice data, where erp.APInvHead.InvoiceNum =		
Module	AP Invoice Entry											
Target Field	csf.APInvHead.TaxAmt											
Source Field	erp.APInvHead.DocTaxAmt											
Behavior	Auto-populated from invoice data, where erp.APInvHead.InvoiceNum =											

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		erp.APInvHead.InvoiceNum
		(Attach screen capture)

4. Impact Analysis

This change does not affect the current business process.

5. Assumption & Constraint

5.1 Assumption

- a. Supplier master data, including Tax ID, Name, and Address, is maintained accurately and consistently in the system.
- b. Each AP Invoice is associated with a valid Supplier ID.
- c. The system continues to perform automatic tax calculations at the invoice header level.
- d. Users follow the standard AP Invoice Entry process and complete all mandatory header information prior to posting.
- e. The Indonesia taxation system accepts tax data generated from the ERP system based on the populated fields.

5.2 Constraint

- a. Historical or already-posted AP Invoices are excluded from this enhancement.

Requirement Document Approval

The undersigned parties hereby confirm that they have reviewed the **Auto-fill Taxation Data in AP Invoice Entry** requirement and agree to the contents stated herein. Any changes to this document shall be coordinated and approved by the undersigned parties.

Date:

Date:

John Doe

Title:

Role:

Jane Doe

Title:

Role:

Appendix 1: Screenshot illustrating the fields to be customized in the AP Invoice Entry module.

(Insert picture)

Appendix 2: Screenshot illustrating the source data and sample output for the Legal Address field in AP Invoice Entry.

(Insert picture)