

Capricon - Sri Lanka Tax Invoice Field Checklist

Aligned to Gazette Extraordinary 2481/22 (planning aid, not legal advice)

Use this one-page checklist when configuring ERP / POS invoice templates.

Official gazette: ird.gov.lk (Gazette Extraordinary 2481/22).

1. SUPPLIER (YOU) - HEADER

- ☐ Registered name as on IRD / RAMIS
- ☐ Address (as registered)
- ☐ TIN (Tax Identification Number)
- ☐ VAT registration number (if VAT-registered)
- ☐ Contact / branch identifier if multi-outlet

2. PURCHASER - WHEN REQUIRED

- ☐ Purchaser name
- ☐ Purchaser address
- ☐ Purchaser TIN (B2B / when Gazette requires)

3. INVOICE IDENTITY AND CONTROL

- ☐ Document title: TAX INVOICE (where applicable)
- ☐ Unique sequential invoice number (no gaps / controlled series)
- ☐ Invoice date / time
- ☐ Original vs copy clearly marked if printed

4. LINE ITEMS

- ☐ Description of goods / services
- ☐ Quantity / unit
- ☐ Unit price (ex-VAT where applicable)
- ☐ VAT rate per line (or document-level with line consistency)
- ☐ Line VAT amount and line total

5. TOTALS AND TAX SUMMARY

- ☐ Taxable value subtotal
- ☐ VAT amount total
- ☐ Grand total payable
- ☐ Zero-rated / exempt clearly separated if mixed

6. CREDIT / DEBIT NOTES

- ☐ Reference to original tax invoice number
- ☐ Reason / adjustment type
- ☐ Same TIN and tax fields as originals

7. ERP / RAMIS READINESS (BEYOND THE PDF LOOK)

- ☐ TINs stored on customer and supplier masters (not free-typed)
- ☐ Serial number rules cannot be edited ad hoc by cashiers
- ☐ VAT codes map to schedules your accountant files
- ☐ Audit trail: who issued / cancelled / reprinted
- ☐ Export path for future RAMIS / Web API fields

NEXT STEPS WITH CAPRICON

Field mapping: <https://capricon.biz/blog/sri-lanka-tax-invoice-format-2481-22-fields-erp-mapping>

RAMIS VAT e-invoicing: <https://capricon.biz/ramis-vat-e-invoicing-sri-lanka>

Cash and VAT readiness audit: <https://capricon.biz/cash-vat-readiness-audit>

Capricon Core ERP: <https://capricon.biz/erp-software-sri-lanka>

Disclaimer: Planning aid for ERP configuration. Confirm final layout with your

