

# PPN Attachment

## Report Module Guide: VAT Attachment (PPN Attachment)

### Module Location

Accounts Receivable > Report > VAT Attachment

### Module Objective

The **VAT Attachment (PPN Attachment)** report module is used to generate a report that is specifically formatted to be an attachment in the filing of the **Monthly VAT Return (SPT Masa PPN)**. This report summarizes the Output VAT (from sales) transactions that are required for the completeness of the tax documentation.

## 1. Report Parameters

The main page of this module is a simple form containing several parameters to customize the report that will be generated.



The screenshot shows the report parameters form for the PPN Attachment module. The title bar reads "Account Receivable | Account Receivable Report | PPN Attachment". Below the title bar, there are two main sections: "Customers" and "Period". The "Customers" section has a label "Customers" followed by a colon and two radio buttons: "All" (which is selected) and "Selected". The "Period" section has a label "Period" followed by a colon and two date input fields. The first date field contains "1 August 2025" and the second date field contains "31 August 2025", with a "to" label between them. Below the date fields, there are two buttons: "Display Report" and "Export To MS Excel".

Here is an explanation for each parameter:

- **Customers:**

- Select **All** to include VAT transactions from all customers.

- Select **Selected** to filter the report to only display data from specific customers.

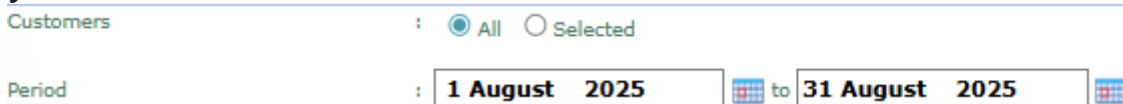
- **Period:**

- Specify the date range (**from** and **to**) to define the tax period to be reported (e.g., August 1, 2025, to August 31, 2025).

## 2. Steps to Generate the Report

### Step 1: Set Report Parameters

Define the **Period** range and select the scope of **Customers** that you want.

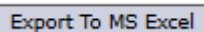


The screenshot shows a form with two sections. The first section is labeled 'Customers' and has two radio buttons: 'All' (which is selected) and 'Selected'. The second section is labeled 'Period' and has two date input fields. The first field contains '1 August 2025' and the second field contains '31 August 2025'. There is a 'to' label between the two date fields and a small calendar icon on the right of each date field.

### Step 2: Generate the Report

After all parameters are set, click one of the two buttons in the bottom-left section of the page:

- **Display Report:** To preview the VAT attachment report directly on your screen. 
- **Export To MS Excel:** To download the report data in an Excel file format.



## Tips & Important Notes

- This report is specifically designed to meet the **tax reporting requirements in Indonesia**.

- Use this report along with other VAT reports to complete the filing of your **Monthly VAT Return**.
- The **Export to MS Excel** feature is very important for this module, as the data in Excel format may be needed for further processing or for uploading to tax systems.
- This module is a primary tool for the **Tax and Customs** team.

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