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.



Here is an explanation for each parameter:

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

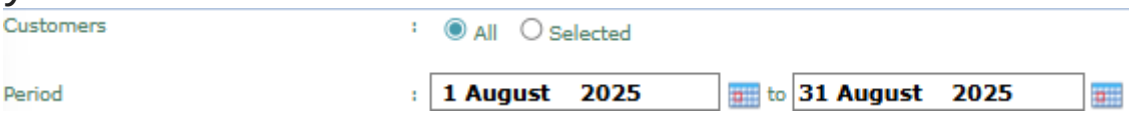
- Select **Selected** to filter the report to only display data from specific customers.

- **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.

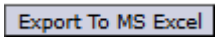


Step 2: Generate the Report

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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