

SPT

Report Module Guide: Tax Return (SPT)

Module Location

Accounts Receivable > SPT

Module Objective

The **Tax Return (SPT)** module is a highly specific tax reporting tool. Its purpose is to pull and compile taxable transaction data from the ERP system into a format that is suitable for the purpose of reporting the **Monthly VAT Return (SPT Masa PPN)**. This module is used to collect data for **Outgoing Tax** (from sales) and **Incoming Tax** (from purchases).

1. Report Parameters

The main page of this module is a form containing various parameters to generate the SPT data.

Account Receivable | SPT

1. Kode Pajak	:	<input checked="" type="radio"/> Pajak Keluaran <input type="radio"/> Pajak Masukan
2. Kode Transaksi	:	-
3. Kode Status	:	-
4. Kode Dokumen	:	-
5. Flag VAT	:	-
6. NPWP Lawan Transaksi	:	-
7. Nama Lawan Transaksi	:	-
8. Nomor Faktur / Dokumen	:	-
9. Jenis Dokumen	:	-
10. Nomor Faktur Pengganti / Retur	:	-
11. Jenis Dokumen Dokumen Pengganti / Retur	:	-
12. Tanggal Faktur	:	-
13. Tanggal SSP	:	-
14. Bulan Pajak	:	<input type="text"/> Isikan dengan angka bulan. Contoh (1 = Januari)
15. Tahun Pajak	:	<input type="text"/> misal : 2025
16. Pembedulan	:	<input type="text"/>
17. DPP PPN	:	-
18. PPN	:	-
19. PPN BM	:	-

Print

Here is an explanation for each key parameter:

• 1. Tax Code:

- This is the main selection to determine the type of data that will be pulled.
- **Outgoing Tax (Pajak Keluaran):** Select this to generate the report of VAT collected from sales to customers.
- **Incoming Tax (Pajak Masukan):** Select this to generate the report of VAT you have paid through purchases from vendors.

• 14. Tax Month:

- Fill this in with the number of the month to be reported. For example, enter "1" for the month of January.

- **15. Tax Year:**

- Fill this in with the tax year to be reported, for example, "2025".

- **Other Filters (Transaction Code, Status Code, etc.):**

- Parameters 2, 3, 4, and others are additional filters to generate more specific reports if needed.

2. Steps to Generate SPT Data

Step 1: Set Report Parameters

1. Select the **Tax Code** you are reporting (Outgoing Tax or Incoming Tax).

1. Kode Pajak : Pajak Keluaran Pajak Masukan

2. Enter the **Tax Month** and **Tax Year** according to the reporting period.
14. Bulan Pajak : Isikan dengan angka bulan. Contoh (1 = Januari)
15. Tahun Pajak : misal : 2025

Step 2: Generate the Report

After all parameters are set, click the **Print** button in the bottom-left section of the page to generate the report or data file.

Tips & Important Notes

- This module is a key tool for the **Tax and Customs** team to prepare the monthly VAT reporting.

- To ensure data accuracy, make sure all transactions containing VAT in the **Sales and Purchasing modules** have been recorded correctly before running this report.
- The **Print** button will most likely generate a file (for example, in CSV format) that can be directly imported into the **e-Faktur application** from the Directorate General of Taxes.
- You need to run this process **twice**: once for **Outgoing Tax** and once again for **Incoming Tax** to complete the data for the Monthly VAT Return.

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