SPT

Report Module Guide: Tax Return (SPT)

Module Location

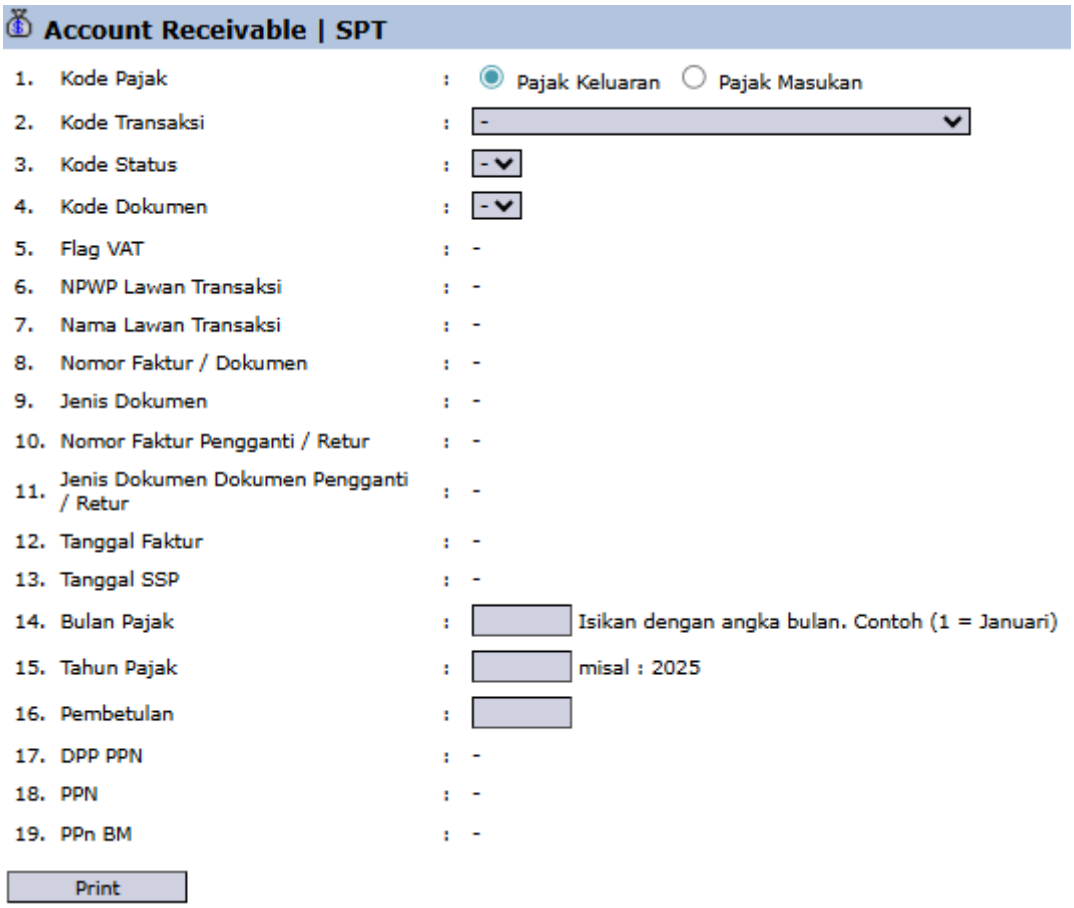
Accounts Receivable > SPT

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.



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.

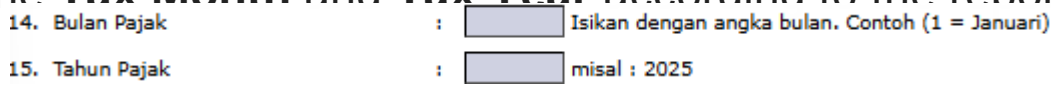
2. Steps to Generate SPT Data

Step 1: Set Report Parameters

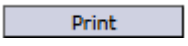
1. Select the **Tax Code** you are reporting (Outgoing Tax or Incoming Tax).



2. Enter the **Tax Month** and **Tax Year** according to the reporting period.



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.

Revision #1
Created 1 August 2025 14:49:53 by Sayu
Updated 1 August 2025 14:56:33 by Sayu