

Tax Code

Report Module Guide: Tax Code

Module Location

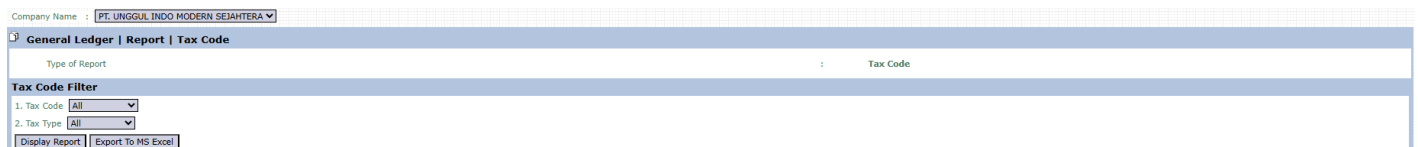
General Ledger > Report > Tax Code

Module Objective

The **Tax Code Report** module is used to display and export the master list of all tax codes that have been set up and are used within the ERP system. This report is useful for reviewing tax settings and serves as a reference for the Accounting and Tax teams when recording transactions.

1. Report Parameters (Tax Code Filter)

The main page of this module is a simple form containing filters to customize the list of tax codes you wish to display.



The screenshot shows the 'Tax Code Report' interface. At the top, the company name is 'PT. UNGGUL INDO MODERN SEJAHTERA'. Below this, the report title 'General Ledger | Report | Tax Code' is displayed. The form includes a 'Type of Report' field set to 'Tax Code'. Under the 'Tax Code Filter' section, there are two dropdown menus: '1. Tax Code' set to 'All' and '2. Tax Type' set to 'All'. At the bottom, there are two buttons: 'Display Report' and 'Export To MS Excel'.

Here is an explanation for each parameter:

- **Tax Code:**

- Use this dropdown to search for and display a single, specific tax code. Leave it set to "**All**" to display all tax codes.

- **Tax Type:**

- Use this dropdown to filter tax codes by their type, for example, **PPN** (Value Added Tax), **PPh** (Income Tax), and others. Select "**All**" to display all types.

2. Steps to Generate the Report

Step 1: Set Report Parameters

Select the criteria you want in the **Tax Code Filter** section. You can leave the options set to "**All**" to get a complete list.

Tax Code Filter	
1. Tax Code	All ▼
2. Tax Type	All ▼

Step 2: Generate the Report

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

- **Display Report:** To preview the Tax Code list directly on your screen.

Display Report

- **Export To MS Excel:** To download the complete list in an Excel file format.

Export To MS Excel

Tips & Important Notes

- This report functions as the **master list** for all tax settings in the system.

- Use the **Tax Type** filter to see all tax codes that belong to a specific category, for example, to review all registered PPh 23 (Article 23 Income Tax) codes.
 - This report is very useful for the **Tax and Customs** team and the **Accounting** team for verification purposes and as a reference when recording transactions involving taxes.
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