Tax In Report

Report Module Guide: Tax In Report

Module Location

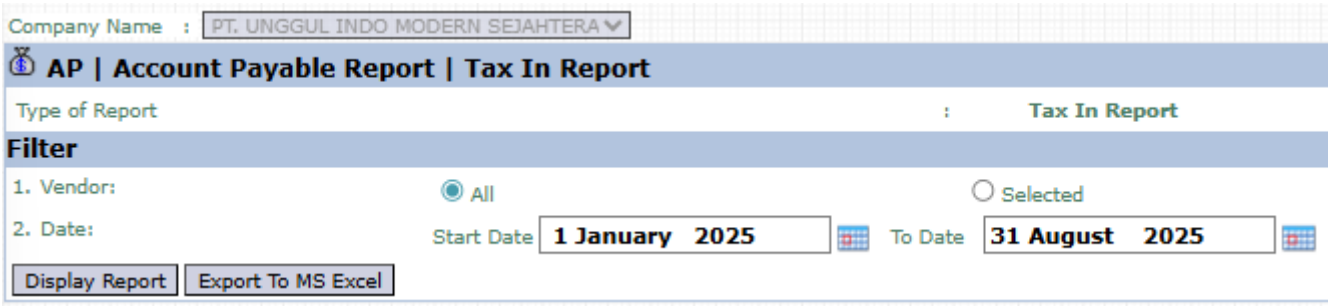
Accounts Payable > Reports > Tax In Report

Module Objective

The **Tax In Report** module is used to generate a detailed list of all **Input Tax (Input VAT or VAT In)** that originates from purchase transactions with vendors. This report is the primary data source for summarizing the total creditable tax in the preparation of the Monthly VAT Return (SPT Masa PPN).

1. Report Parameters (Filter)

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:

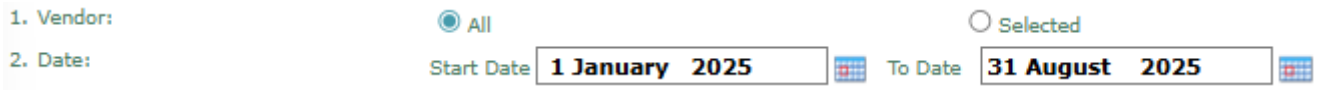
- **Vendor**:
  - Filter the report by **All** vendors or a **Selected** vendor.

- **Date**:
  - Specify the **Start Date** and **To Date** range to define the tax period to be reported (e.g., January 1, 2025, to August 31, 2025).

2. Steps to Generate the Report

Step 1: Set Report Parameters

Define the **Vendor** scope and the **Date** range.



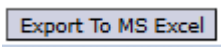
Step 2: Generate the Report

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

- **Display Report**: To preview the Tax In report directly on your screen.

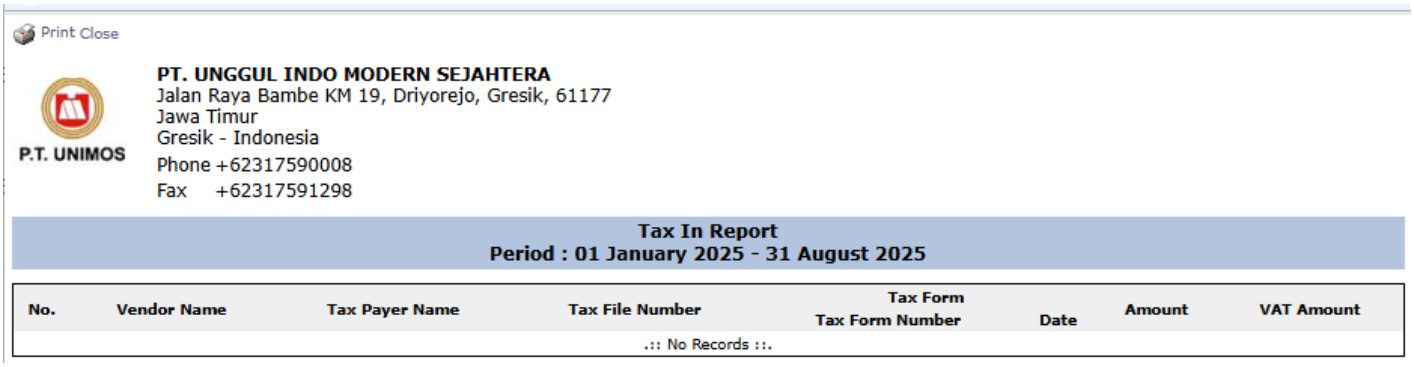


- **Export To MS Excel**: To download the report data in an Excel file format.



3. Example of the Report View

After you click, the system will generate a report like the following, which details every Input Tax transaction.



Print Close

P.T. UNIMOS

PT. UNGGUL INDO MODERN SEJAHTERA
Jalan Raya Bambe KM 19, Driyorejo, Gresik, 61177
Jawa Timur
Gresik - Indonesia
Phone +62317590008
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Tax In Report
Period : 01 January 2025 - 31 August 2025

No.	Vendor Name	Tax Payer Name	Tax File Number	Tax Form Tax Form Number	Date	Amount	VAT Amount
.:: No Records ::.							

Report Explanation: This report will display a list of all purchase invoices containing Input VAT within the selected period.

Key Columns:

- **Vendor Name**: The name of the supplier.
- **Tax File Number / Tax Form Number**: The tax reference number from the vendor.
- **Amount**: The tax base value (DPP).
- **VAT Amount**: The creditable Input VAT value.

Tips & Important Notes

- This report is the primary data source for the recapitulation of creditable **Input VAT** in the Monthly VAT Return.
- To ensure the accuracy of this report, make sure all **Purchase Invoices** from vendors that include VAT have been recorded correctly in the system.
- This report is a primary tool for the **Tax and Customs** and **Accounting (AP - Account Payable)** teams.

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