Tax In Report

Report Module Guide: Tax In Report

Module Location

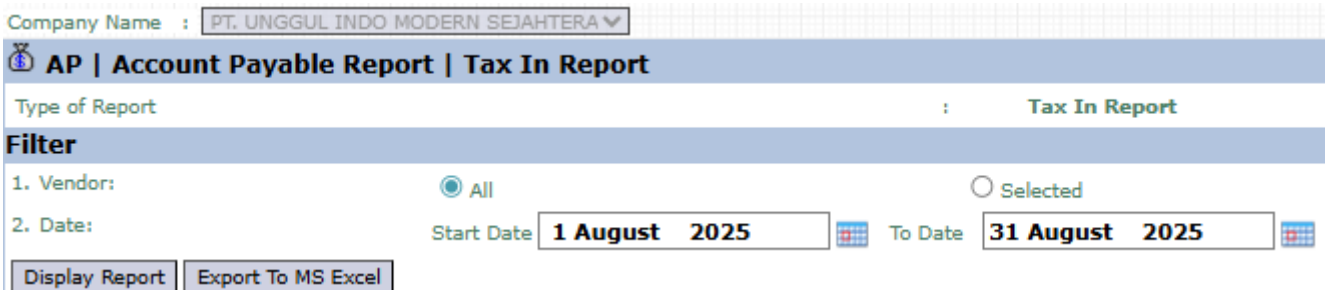
Accounts Payable > Report > Tax In Report

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 an important tool for summarizing the total creditable tax in 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**:

- Select **All** to include Input VAT transactions from all vendors.
- Select **Selected** to filter the report to only display data from a specific vendor.

- **Date**:
  - Specify the **Start Date** and **To Date** range 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 **Date** range and select the scope of **Vendors** that you want.



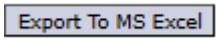
Step 2: Generate the Report

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

- **Display Report**: To preview the Tax In 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 the primary data source for the recapitulation of **Input VAT** that can be credited in the Monthly VAT Return.
- To ensure the accuracy of this report, make sure all **purchase invoices from vendors** (Purchase Invoices in the Purchasing module) that include VAT have been recorded correctly.
- This report is a primary tool for the **Tax and Customs** and **Accounting (AP - Account Payable)** teams.

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