

# VAT

## Report Module Guide: VAT Report

### Module Location

Accounts Receivable > Report > VAT

### Module Objective

The **VAT (Value Added Tax) report** module is used to generate a report that details all transactions related to Value Added Tax (VAT). This report can separate **Input VAT (VAT In, from purchases)** and **Output VAT (VAT Out, from sales)**, and it serves as the primary data source for the preparation and reporting of the monthly VAT Return (SPT Masa PPN).

## 1. Report Parameters (Filter)

The main page of this module is a form containing various parameters to customize the VAT report that will be generated.

## Account Receivable | Account Receivable Report | VAT

Type of Report : PPn In - PPn Out

### Filter

Date: Start Date **1 August 2025** To Date **31 August 2025**

Status: **All**

Currency:  Respective Currency  Base Currency

Rate

Currency

	IDR	
AED	4,075.65	IDR
AUD	7,000.00	IDR
CNY	2,260.00	IDR
EUR	17,079.64	IDR
Euro	12,000.00	IDR
GBP	19,062.00	IDR
HKD	2,067.67	IDR
KHR	3.50	IDR
KRW	12.00	IDR
MMK	8.00	IDR
MYR	3,413.00	IDR
NGN	35.00	IDR
PHP	276.00	IDR
SGD	9,800.00	IDR
THB	431.00	IDR
TWD	504.40	IDR
USD	9,000.00	IDR
VND	0.63	IDR
YEN	11,721.00	IDR

View :  All  Vat In  Vat Out

**Display Report** **Export To MS Excel**

Here is an explanation for each parameter:

#### • 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).

#### • Status:

- Use this dropdown to filter transactions by their status.

#### • Currency:

- Choose how currency values will be displayed in the report.



### • **View:**

- This is the key filter to determine the type of VAT report you want to see:
- **All:** To display all VAT transactions, both Input and Output.
- **Vat In:** To display a report specifically for Input VAT (from purchases).
- **Vat Out:** To display a report specifically for Output VAT (from sales).

## 2. Steps to Generate the Report

### Step 1: Set Report Parameters

Select all the parameters you need, especially defining the **Date** range and the type of report in the **View** section.

Date:                      Start Date   To Date  

View :                       All    Vat In    Vat Out

### 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 VAT report directly on your screen.

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

[Export To MS Excel](#)

## Tips & Important Notes

- This report is the primary data source for the **Tax and Customs** team to prepare the **monthly VAT return**.
- Run this report separately for **Vat In** and **Vat Out** to get the summaries needed for filling out the tax return forms.
- To ensure the accuracy of this report, make sure all sales and purchase invoices that include VAT have been recorded correctly in the system.

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Revision #2

Created 2 August 2025 10:50:46 by Muhammad Ali Akbar

Updated 15 August 2025 13:31:32 by Muhammad Ali Akbar