

# EXCEL APPLICATION FOR MONTHLY INCOME TAX 21 CALCULATIONS AT PT. THRIVE SOLUSI STRATEGI INDONESIA

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## Company Overview

- Company Name : THRIVE SOLUSI STRATEGI INDONESIA
- Address : Ruko Citra Kotamas Blok A2 No.3, Kec. Batam Kota, Batam City, Riau Islands
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- website : <https://thriveindostrategy.id/>

## Background

During the internship at PT Thrive Solusi Strategi Indonesia, the monthly PPh Article 21 calculation process was carried out using Microsoft Excel. Although the application functioned properly, users often faced difficulties understanding the calculation flow, formula logic, and worksheet structure because no comprehensive user guide was available. As a result, new internship participants required additional assistance during payroll processing, making the learning process less efficient and increasing the risk of data entry errors.

## Literature Review

According to Nurjanah et al. (2025), Microsoft Excel can be used to automate the calculation of income tax under Article 21, making the calculation process faster and more structured while reducing the risk of errors. However, formulas must be set up correctly and in accordance with applicable tax regulations to ensure that the calculation results remain accurate.

## Conclusion

Based on my internship experience at PT Thrive Solusi Strategi Indonesia, I developed a Microsoft Excel application for monthly PPh 21 calculation along with a Book Chapter as a user guide. These outputs help interns and new users understand the calculation process, Excel formulas, and application workflow, while improving the efficiency, consistency, and accuracy of payroll and PPh 21 processing.

The internship also enhanced my practical knowledge of accounting and taxation, strengthened my analytical thinking, responsibility, communication skills, and enabled me to apply academic knowledge in a professional work environment.

## Job Description

During the internship, the author was assigned the following tasks:

1. Updating BI exchange rates by collecting the latest middle exchange rates from Bank Indonesia and updating them in Microsoft Excel and GF Accounting.
2. Processing payroll data and calculating monthly PPh Article 21 using Microsoft Excel, including salary recapitulation, tax calculation, and preparing billing codes through Coretax.
3. Recording sales and purchase transactions by verifying supporting documents and inputting transaction data into spreadsheets and the GF Accounting system.
4. Preparing payment vouchers based on bank statements and supporting documents before the payment approval process.
5. Performing bank reconciliation by comparing bank statements with accounting records to ensure the accuracy and completeness of financial transactions.
6. Client Document Management Manage, archive, and ensure that client documents are organized and easily accessible when needed.
7. Creating and updating the Chart of Accounts (COA) by preparing account lists in Microsoft Excel and importing them into the GF Accounting system for financial transaction recording.

## QR Code

