

SQL Account® Education guide



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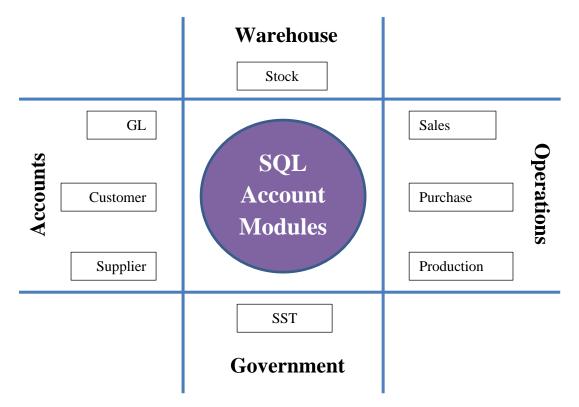
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1 SQL Account Modules

SQL Account is a centralize system to assist the business (or departments) to record and process daily documents from sales, purchase, stock, and bank. It also a tool for SST reporting.



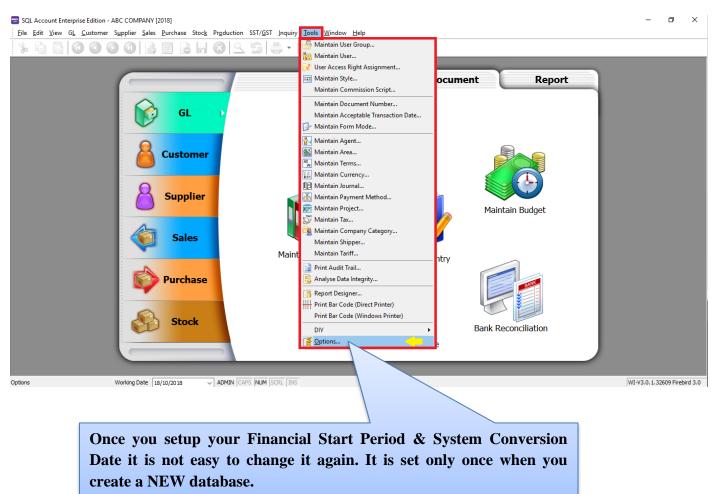
- 1. General Ledger, a general ledger accounting where records all transactions posted from various journal (eg. general, sales, purchase, bank), an entry for general journal and expenses payment (eg. sales person claims, water and electricity expenses). Bank reconciliation, cash flow statement and financial reports are available in this module.
- **2. Customer**, a sales ledger accounting where monitor the outstanding and payment received from the customers. Customer report such as reminder letter, customer aging and analysis reports are available here.
- **3. Supplier**, a purchase ledger accounting where monitor the outstanding and payment received from the customers. Customer report such as reminder letter, customer aging and analysis reports are available here.
- 4. **Sales**, a module to handle all the sales activities from quotation, sales order, delivery order, tax invoice, debit note and credit note. Advance sales reports in help business to identity the top sales of the products.
- 5. **Purchase**, a module to records all the purchase activities from purchase request, purchase order, goods receive, purchase invoice, purchase debit note, and purchase returns.
- 6. **Production**, a manufacturing data process. It helps to identify the materials required and planned based on the customer orders.
- 7. **Stock**, an inventory control, stock take adjustment and for monitor the stock movement from one location to another location. Stock aging to identify out the obsolete stock.
- 8. SST, a Tax compliance accounting system. Readiness to process and submit the SST and others SST reports.

2 Getting Started SQL Account System

2.1 How to set Financial Period & System Conversion Date

https://www.youtube.com/watch?v=yH8VfNGjEr0&feature=youtu.be

Step 1: Tools | Options

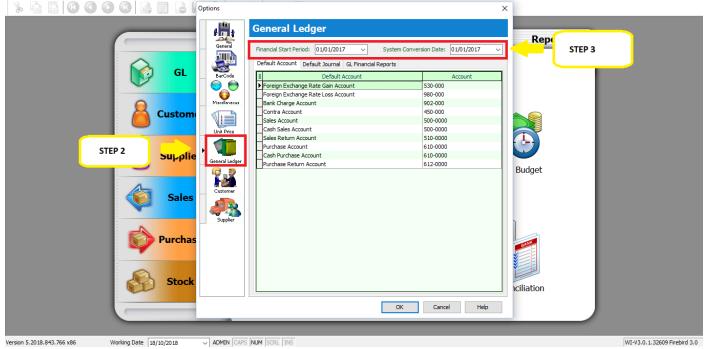


Step 2: Select General Ledger

Step 3: Select Financial Start Period & System Conversion Date

🕾 SQL Account Enterprise Edition - ABC COMPANY [2018]

Eile Edit View GL Customer Supplier Sales Purchase Stock Production SST/GST Inquiry Tools Window Help



Situation 1:

My financial period starts on 1st January every year, I start using SQL from 1/1/2015.

Financial Start Period = 1/1/2015System Conversion Date = 1/1/2015

Situation 2:

My financial period starts on 1st January every year, I start using SQL from 1/4/2015.

Financial Start Period = 1/1/2015System Conversion Date = 1/4/2015

2.2 Start SST

2.2.1 Activate SST

This is initiate setup of SST Malaysia module in SQL Account.

Step 1 : go to SST | Start SST Now

SST/<u>G</u>ST Start SST Now... Start GST Now... Step 2 : Choose country Malaysia & click next.

📾 Start SST Now	×	
Choose a country		
Country Malaysia V		
	Once SST country profile is set. It <u>canne</u>	ot be reversed

Step 3 : Set your SST Effective Date & click next.

🕾 Start SST Now	×	
Set SST effective date		
SST Effective Date 01/09/2018 V		
	In general, SST2.0 in Malaysia different companies may have dif to their financial year-end dates ar your MySST approval letter to get	ferent SST effective dates due ad other reasons. Please refer to
<u>B</u> a	ck <u>N</u> ext <u>C</u> ancel	

Step 4 : Enter your Sales Tax Number / Service Tax Number and click on Next.

🕾 Start SST Now	×	
Set Sales & Service Tax No.		
Sales Tax No. B16-1808-21030918 Service Tax No.	If you key in incorrectly, you can still amend under File Company Profile , refer 1.2 Setting for Company Profile.	
	Back Next Cancel	

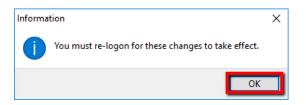
Step 5 : SQL will auto create the following account, click on Next.

😁 Start SST Now				×
Maintain GL Acco	ount			
Current Liabilities				
SST-201	SST - Sales Tax			
SST-202	SST - Service Tax			
SST-203	SST - Deferred Tax			
SST-KASTAM	SST - Payable (KASTAM)			
		<u>B</u> ack	Next	<u>C</u> ancel

Step 6 : Choose your default Tax & click on Finish.

📾 Start SST Now	×
Set Default Sales Tax	
Default Sales Tax Sales Tax Sales Tax Service Tax Sales Tax Exempted	If default tax chosen Sales Tax, system will auto set your default tax code at ST10%. You can still change the default tax code in maintain tax later on.

Step 7 : click on OK, to re-login the system.



Step 8 : After log-in, you will see a new drop down list for SST Functions, the SST setup is now completed.

2.2.2 Maintain Tariff

Step 1 : go to Tools | Maintain tariff | New

Insert your product tariff code here, you can also find out your product tariff code from http://mysstext.customs.gov.my/tariff/

😁 Tariff			- • •
Code	8517.62.3000	Active	New
Description	Telephonic or telegraphic switchin	g apparatus	Edit 🗸
		Set as Default	Delete
Chapter			Save Cancel More V Preview V Refresh Browse

2.3 Setting of Company Profile

Step 1: File | Company Profile

Fill in your company particulars and if this company is subject to both sales and service tax, fill in the Sales Tax number / Service Tax number.

🖏 Company Profile								
🗊 🖬 😣 💁 🖷 🖬								
	This Software	is Licensed to Company	y Name ar	d Add	ress stated below :-			
	Company Name	ABC COMPANY						
	Remark				A 🕄			
	Reg. No.	611000-M						
	Sales Tax No.	B16-1808-21030918	Service Ta	ax No.	B16-1809-32000050			
	Country	Malaysia						
	Biz Nature							
General Report Header	Report Footer	GST SST More						
Billing								
Attention MR LEE			Phone	+603	7890 1299			
Address 1, Jalan Se	etia Dagang AK U13	3/АК,						
Setia Alam	, 40170 Shah Alam	,	Fax	+603	5886 9913			
Selangor, I	Malaysia.							
			Email	trainin	g@SQL.com.my			
Coordinate 0, 0		Мар						

Step 2: Select Report Header & Set Report Header

😚 Company Profile				- • •				
🖾 🖶 😣 🚰 - 🖸								
	This Software is Licensed to Company Name and Address stated below :-							
	Company Name	Company Name ABC COMPANY						
	Remark	I		A 🐼				
	Reg. No.	611000-M]					
	Sales Tax No.	B16-1808-21030918	Service Tax No.	B16-1809-32000050				
	Country	Malaysia						
	Biz Nature							
General Report Header	Report Footer	GST SST More						
General Report Header Report Footer GST SST More ABC COMPANY (611000-M) 1, Jalan Setia Dagang AK U13/AK, Setia Alam, 40170 Shah Alam, Selangor, Malaysia., Phone: +603 7890 1299 Fax: +603 5886 9913 email: training@SQL.com.my Sales Tax ID : B16-1808-21030918 Service Tax ID : B16-1809-32000050								
Set Report Header]			Edit				

3 Master Data Creation

3.1 General Ledger (Maintain Chart of Account)

https://www.youtube.com/watch?v=hsdpDJImya4&feature=youtu.be

3.1.1 Creating a New Account

Step 1: Select GL | Maintain Account | Select category (e.g. Fixed Assets) | New

Step 2: Enter the GL Code and Description (alphanumeric characters are acceptable)

Step 3: Check the **Special Account Type** if applicable, e.g. the account is belonging to Accumulated Deprn Account (Fixed Assets)

Step 4: Click OK. Your new account is now created.

i Maintain Account						_	
Description		Code 🛆	Special Type	Tax	Industrie	Step 1	New
						· · ·	Edit
FURNITURE & FITTINGS		200-200				-	Ear
ACCUM DEPRN FURNITU	ccount - COMPUTE	R			×	-	Delete
OFFICE EQUIPMENT			_			-	
ACCUM. DEPRN OFFICE	GL Code: 200-	500			_	-	
MOTOR VEHICLE	Description: COM	IPUTER				-	
ACCUM DEPRN MOTOR V	Description.					-	Refresh
LAND & BUILDING						-	
	Tax :	~	Industries Code		~	-	
					_	-	
CONTRASSETS	Special Acco	ount Type :-	Cash Flow St	atement Tvp	e	-	>
GOODWILL						-	
CURRENT ASSETS						-	
TRADE DEBTORS			<u></u>			-	
OTHER DEBTORS	 Accumulated 	Deprn. Account	None			-	ř
CASH AT BANK						-	
MAYBANK						-	
MAYBANK-VISA						-	
MAYBANK-MASTER			ОК	Cancel		-	
5 HSBC - USD ACCOUNT						-	
HSBC - S\$ ACCOUNT	_	310-006	Bank Account			-	
5 INSTALLMENT RECEIVABL	E	4534	Bank Account			- ~	Close
CASH IN HAND		320-000	Cash Account			. '	

Account - CON	1PUTER			\times
GL Code:	200-500		Step 2	
Description:	COMPUTER			
Tax :	dustries Code: 🗸 🗸			
	Account Type :-		Cash Flow Statement Type	
Step 3	ated Deprn. Account		None	
			OK Cancel	
			Cancel	

3.1.2 Creating a Sub Account

Step 1: Point to the parent account (e.g. Cash at Bank)

Step 2: Follow the same steps from 2.1.1 (Create New Account
--	--------------------

Description	Code 🛆	Special Type	Tax Industrie	Cash Flow ^ New
ACCUM DEPRN MOTOR VEHICLE	200-405	Accumulated Deprn. Acc		-
IAND & BUILDING	200-500			_ <u>E</u> dit
HANDPHONE	200-600			- Delet
> INVESTMENT				-
OTHER ASSETS				-
GOODWILL	210-000			-
CURRENT ASSETS				-
STRADE DEBTORS	300-000	Customer Control Account		- Refres
THER DEBTORS	305-000			-
CASH AT BANK	310-000	Bank Account		-
···· 🔓 MAYBANK	310-001	Bank Account		- ,
··· 🏥 MAYBANK-VISA	310-002	Bank Account		
···· 🏥 MAYBANK-MASTER	310-003	Bank Account		
🏥 HSBC - USD ACCOUNT	310-004	Bank Account		
	310-006	Bank Account		- U
🏥 INSTALLMENT RECEIVABLE	4534	Bank Account		-
SP CASH IN HAND	320-000	∧ Cash Account		-
PETTY CASH	325-000	Cash Account		
🎍 STOCK	330-000	B Stock Account		•
	340-000	/ \		
DIRECTOR'S LOAN TO	350-000			-
GST - CLAIMABLE	GST-101			- Close
SST - PURCHASE DEFERRED TAX	GST-102			
	account			nited level of , and add a sul

3.2 Maintain Customer

https://www.youtube.com/watch?v=qn0xmeHUZkk&feature=youtu.be

There are 4 main tabs under Maintain Customer, let's look at them

3.2.1 General (Maintenance)

Create New Customer

Step 1: Customer | Maintain Customer | New

Step 2: Enter the customer's name and other information accordingly.

Step 3: You can categorize your customers into different groups, e.g. Category, agents, area

Step 4: You can also insert more than one billing / delivery addresses (unlimited)

Step 5: There are different options for viewing a customer aging and customer statement

Customer Statement

Brought Forward: Summary Statement

Open Item: Detail Statement

Customer Aging

Invoice Date: based on IV Date

Due Date: Based on after due date (terms)

😁 м	laintain Customer	- • ×
Atta	- Maintain Customer - STEP 1	New
Attachments	Company: Control A/C: 300-000 • Code: STEP 2 Control A/C: 300-000 • Code: 300-C0002 Customer Code is auto-generated by the system; it is based on the first letter of the company name you choose. Financia: Pandr Baru Klang, 41150 Klang Control A/C: 300-000 • Code: STEP 2 Control A/C: 300-000 • Code: Bandr Baru Klang, 41150 Klang Customer Code is auto-generated by the system; it is based on the first letter of the company name you choose. Control A/C: 303-33418008 Ibranches Phone: 33-33418099 Fax: 03-33418008 Ibranches Phone: 33-33418099 Fax: 03-33418008 Agent: condeffactory@gmal.com Step 1	Letw Edit Delete Save > Cancel More • Refresh Browse
		Close

C Maintain Customer						
👌 - Maintain Customer -	Read MyKad	New				
- Maintain Customer - Company: COOKE FACTORY SON BHD		<u>E</u> dit				
GST. No. :						
Control A/C: 300-000 V Code: 300-C0002 Cust. Categ	jory: 🔻	Save 🗸				
		<u>C</u> ancel				
General Credit Control Note Tax		More -				
Branch: Branch Name: BILLING		Refresh				
Branch: Address: 1 Jalan Tiara 4,						
STEP 4 and a Baru Klang,	[]]	Browse				
STEP 4 1150 Klang						
Coordinate: 0,0 Map Direction						
Attention: Ms.Abby						
Ibranches Phone: 03-33416909 Fax: 03-33418808						
Email: cookiefactory@gmail.com						
Area: Klang VIII Credit Terms: 30 Days VIII Statement: Open Item V						
Area: Mang Credit Terms: 30 Days Statement: Open Item Statement: Open Item <td></td> <td></td>						
Currency: V ··· Price Tag:						
	I P	Close				
		0.000				

For step 3, how do you create your new agent/ area? Refer to the step below:

SQL Account Education Guide

🔤 N	laintain Customer									
Attach	- Maintain Custo	mer -						Read MyKad		New
hments	Company: COOKIE FACTO	ORY SDN BHD								Edit
<u> </u>	GST. No. :									Delete
	Control A/C: 3	00-000 🔽 Code: 30	0-C0002					Cust. Category: 💌 🐨		Gancel ∑
	General Credit Control Note	Tax	🔤 Maintain Agent							More
	Branch: 💠 =	Branch Name: BILLING	I Agent		Description	Active	New		1	Refresh
	BILLING	Address: 1 Jalan T Bandar E					Edit		h	Browse
		41150 K		FONG FONG HALIM BIN AHMAD			Delete		ш	
		Coordinate: 0, 0	Leong	Leong			Save 🛩		ш	
		Attention: Ms.Abby		LIP FONG MATRIX			Cancel		>	
	1 branches	Phone: 03-3341	NF NSL	NIE FAUNG NG SEE LEE			Refresh		ш	
		Email: cookiefa	SY	SAI YOKE		× 1	Detail			
									ן	
	Area: Klang ▼ ···· Agent: Leong ▼ ····	Credit Terms: 30 Days								
	Currency:									
			9 agents				Close			
										Close
										crose
\bigcap	/									
	 Click o 	n "" but	ton to mainta	in agent						

- 2. New
- 3. Insert Code & Description

3.2.2 Advance Credit Control (*Pro Package Inclusive)

M	aintain Customer								- • ×
Atta	- Maintain Customer -							Read MyKad	New
Attachments	Company: COOKIE FACTORY SDN BHD								Edit
its	Company. COOKE PACTORT SUN BHD						GST. No. :	٩	Delete
	Control A/C: 300-000	Code: 300-C0002					Cust. Catego		🔙 Save 💌
									Cancel
	General Credit Control Note Tax								More 👻
	Credit Limit: 30,000.00	Overdue Limit:	0.00						Refresh
	Add PD Cheque to Credit Limit								
	3	All	QT	SO	DO	IV	CS	DN	Browse
	Apply to Exceed Credit Limit	Block V							
	Exceed Overdue Limit	Unblock							
	Suspended	Block Override							>
	Suspended Message	overnide							
									Close

You can set the credit limit and overdue limit amounts as well as blocking a certain transaction entry for specific customers. What does the document include and for the following documents: Quotation(QT), Sales Order(SO), Delivery Order(DO), Invoice (IV), Cash Sales (CS) and Debit Note(DN)

We can also set once exceed limit & overdue limit,

i. Unblock – No restrictions

- ii. Block Blocked for all users
- iii. Override Certain users which have access rights can key in their username & password to override.
- iv. Suspended Blocked with suspended message

3.2.3 Tax

If the customer provides you with certificate exemption number, you may fill in part A & B as below.

😁 N	Aaintain Customer	- • •
Attac	- Maintain Customer - Read MyKad	New
Attachments	Company: COOKIE FACTORY SDN BHD GST. No. : Control A/C: 300-000 Code: 300-C0002 Cust. Category: VIII	Edit Delete
	General Credit Control Note Tax Default Tax:	More Refresh
	(A) Tariff code setting (B) Exemption No: B10-1809-27300333 Expiry Date: / / ✓ Tariff △ Tax ▶8517623000 SEC1	Browse >
	Refer 2.2.2 on how to Maintain tariff code	
	1	Close

No PART D 18b3 Schedule C (Raw Materials / Packaging / Components)

i	Item 1 and 2 (Purchase / Importation of Raw Material	<u>ltem</u>	<u>Persons</u>	Goods Exempted	Tax Code
	Exempted from Sales Tax)	1	Any registered manufacturer	Raw materials, components, packaging materials excluding petroleum.	SEC 1
		2	Any registered manufacturer of petroleum product	Raw materials, components, packaging materials including petroleum to be used as raw material.	SEC 2
ii	Item 3 and 4 (Purchase / Importation of Raw Material on behalf of Registered Manufacturer	3	Any person acting on behalf of registered manufacturer	Raw materials, components, packaging materials excluding petroleum.	SEC 3
	Exempted From Sales Tax)	4	Any person acting on behalf of registered manufacturer of petroleum product	Raw materials, components, packaging materials including petroleum to be used as raw material.	SEC 4
iii	Item 5 (Value of Work Performed Exempted from Sales Tax)	5	Any registered manufacturer	Semi-finished taxable goods or finished taxable goods for subcontract work and subsequently returned after completion of work. Report as value of work performed.	SEC 5

EXPLANATORY NOTES

ð X

3.3 Maintain Supplier

SQL Account Enterprise Edition - ABC COMPANY [2018]

Eile Edit <u>V</u> iew GL Customer Supplier Sales <u>P</u> urchase Stock Pr <u>o</u> duction SST/ <u>G</u> ST Inquiry <u>T</u> ools <u>W</u> indow <u>H</u> elp		
* 🖹 🔞 🜑 🜑 🕼 📓 🔒 🗑 😂 🖕		
🗃 Maintain Supplier		- • ×
- Maintain Supplier -		New
- Maintain Supplier - Company: CELCOM (M) COMMUNICATION BHD		Edit
	GST. No. :	Delete
Control A/C: 400-000 🔻 Code: 400-C0001 Supp. Category: 💌 ···		Save 👻
		<u>C</u> ancel
General Note Tax Bank Account		More 💌
Branch: 🔹 = Branch Name: BILLING		Refresh
BILLING Address: 33-37 MENARA CELCOM 7 JALAN 89 7		Browse
Kavi Perusahaan		
54098 SJ		
Coordinate: 0, 0 Map Direction		>
1 branches MSIM MSIM		
Phone: 03-56801313 Fax: 03-56801313		
Emai:		
Area: SJ VIII Credit Terms: 45 Days VIIII Statement: Brought Forw V		
Agent: Credit Limit: 30,000.00 Aging On: Invoice Date		
Currency 🚾 🔽 🗌 Allow Exceed Credit Limit 🛛 Price Tag: 🔍 💌		
		Close

Maintain Supplier it's just a mirror of Maintain Customer, please refer to 2.2 Maintain Customer.

Additional features: GIRO (beta version)

http://www.sql.com.my/document/sqlacc_docs/PDF/13-05-GIRO_SupplierPayment.pdf

3.4 Maintain Stock Group

Allows the user to set default account posting for the a particular group of items.

https://www.youtube.com/watch?v=o4Z3oyhdeq0&feature=youtu.be

Step 1: Stock | Maintain Stock Group | New

😁 Ma	roup	- • ×
Attachments	aintain Stock Group	New
ments	Code: HP Image: Active Description: HANDPHONE STEP 2 : Update Code , Description and Costing Method. Costing Method: FIFO	Edit Delete
	GL Account Code :- Sales Code: 500-0000 ~ Cash Sales Code: 500-0000 ~ Cash Sales Code: 500-0000 ~ S. Return Code: 510-0000 ~ P. Return Code: 612-0000 ~ Jance Sheet Stock: ~	Cancel Refresh Browse
		Close

Step 2: You can enter your **code** and **description**; you can also assign your **costing method** e.g. FIFO, Weighted Average & Fixed Cost.

Step 3: Assign the account accordingly to sales, cash sales, sales return, purchase, cash purchase and purchase return.

In this case, you can create a different stock group for a different costing method, to apply on a different item code.

3.5 Maintain Stock Item

Allows user to maintain an item or service that you provide for your business.

https://www.youtube.com/watch?v=o4Z3oyhdeq0&feature=youtu.be

Step 1: Stock | Maintain Stock Item | New.

📑 Ma	intain Item							
Attachments.		Stock Item	STEP	2		Serial No.	Stock Control 🗹 Active	New Edit Delete
STEP 3 & 4	Item Group: Base UOM Ref. Cost: Ref. Price: Shelf:	ACC ▼ R UNIT R 1,500.00 L 2,399.00 C	eorder Level: 0.00 eorder Qty: 1.00 ead Time: 0 ÷ hutput Tax: • More Desc. Opn Bal. Cate	Remark 1: STEP 5 Tariff: Bal Qty : 0.00 gory Alternative Cust. Iter	T n Supp. Item Barcode	Note		Cancel Refresh Browse
	+ -						2nd UOM:	
	UON		Ref. Cost	Ref. Price	Min Price	Base	Default UOM :	U
	UNI I BOX		1,500.00 12,000.00	2,399.00 23,900.00			Sales:	
	CTN	12.00	16,000.00	0.00			Purchase:	
		STEP 7			STEP 6		Stock:	Close

Step 2: You can enter your code and description.

Step 3: You can assign your item to a group (see 2.4 Maintain Stock Group to create a new group)

Step 4: You can insert **Base UOM** as default / smallest unit of measurement. Ref Cost and Ref Price are used as default purchase and sales price.

Step 5: We categorize **Reorder Level, Reorder Qty and Lead Time** as one group. The settings here; allow you to pre-set all these details, so that if the stock quantity drops to the reorder level, report is generated as a reminder to reorder.

Reorder Level = When stock balance drops to a certain level, system will be able to prompt you to re-order your stock

Reorder Qty = The quantity you wish to reorder when you print reorder advice report

Lead Time = The number of days required for your stock item to arrive.

Output Tax = Default output tax code for an item (only need to define if different from the system default output tax in **Tools | Option | Customer**)

Input Tax = Default input tax code for an item (only need to define if different from the system default output tax in **Tools** | **Option** | **Supplier**)

** If you pre-set Tax in Customer & Stock Item, system default will capture Maintain Customer Tax Code only follow by Stock Item**

Step 6: You can set MIN PRICE, so that your sales personnel won't sell below min price.

Step 7: Multiple UOM purpose is useful for different packaging, as illustrated by the scenario below:

Scenario A:

I am selling blue pens, blue pens haves different packaging, I can sell by *pcs*, by *box* or by *carton*. Now, I can pre-set them this way:

Maintain Item							New
9 (Stock Item IP6 IPHONE 6				🗌 Serial No.	Stock Control Active	Edit Delete
	UNIT F 1,500.00 L 2,399.00 C	teorder Level: 0.00 teorder Qty: 1.00 ead Time: 0 + Dutput Tax: • nput Tax: • More Desc. Opn Bal. Cate	Remark 1: Remark 2: Barcode: Tariff: Bal Qty : 0.00 gory Alternative Cust. Iter	▼ n Supp. Item Barcode	Note		<u>S</u> ave ▼ Cancel efresh ≩rowse
	1.00 10.00	12,000.00	Ref. Price 2,399.00 23,900.00 0.00	Min Price	Base	2nd UOM: Default UOM : Sales: Purchase: Stock:	Close

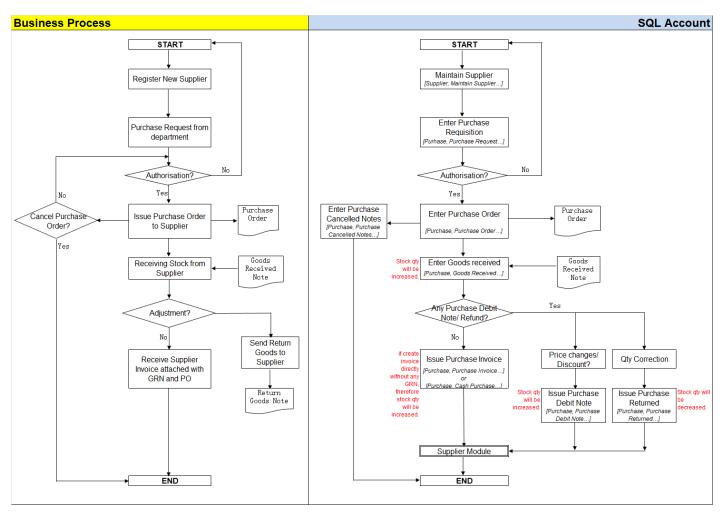
As you can see above, I have different Units of Measurement (UOM) and different rates,

Base Rate = PCS = 1 Box = 10 PCS Carton = 24 PCS

4 Sales & Purchase

4.1 Purchase Work Flow

Example of sales process work flow aligned with SQL Account flow:



4.2 Purchase Order

Step 1: Purchase | Purchase Order | New

Step 2: Select Supplier

Step 3a: Insert Item Code and details (e.g. Qty, Unit Cost)

Tips: You can navigate the search column by using the "TAB" button on your keyboard. It will apply to all drop down tables.

Step 3b: Click on the show/hide/move column icon to customize your column layout.

Step 3c: If you want to key in for a discount amount, you may tick the discount field by following step 3b and update the discount field. You can key in multiple levels of discount as shown by the picture attached.

Step 4: After updating, click Save.

🔋 Р	urchase Order						_	
More		Pur	chase	Order			Cancelled 🗌	New
	Supplier:- 400-C0001 V Step CELCOM (M) COMMUNICA					P/O No :		Edit
Attachments	Address :- 33-37 MENARA CELCOM 7 JALAN 89	TON BHD					PO-00022	<u>D</u> elete Save ▼
	KAW PERUSAHAAN 54098 SJ					Terms :-	45 Days 🔻	Cancel
Note	Description: Purchase Order				~ ····	Ref 1 :- Ext. No :-)	Refresh
	+ - O O Purchase Order Matrix Step 3			Step 3c				Browse
Item Template				Step Sc				
Tem	Item Code Description	Qty UOM	U/Price	Disc	Sub Total	Tax Rate		
plat	ANT ANTENNA	50.00 UNIT	2.00	5%+2%+0.1	93	.00	93.00	>
	ep 3b							
	1 records	50.00			93	.00	93.00	
	Local Net Total: 9	3.00			Net To	tal (RM):	93.00	
	Depart Deid Deus Cha Nac	Devenue Device t	Deposit I					
	Deposit Paid By: Chq No:	Payment Project:	Bank Charges 0.0			Amount:	0.00	Close

Step 5: To preview the report, you may click on the preview button and select the format you wish to print.

Mo						
Attachments Note Item	ress :- 33-37 7 JAL KAW I 54098 scription: Purch urchase Order Item Code	DM (M) COMMUNICATIO MENARA CELCOM AN 89 PERUSAHAAN SJ	P/Ore BHD Select Report Purchase Order 1 Purchase Order 2 Purchase Order 7 (ST 1) Purchase Order 7 (ST 1) Purchase Order 7 (ST 2)	×	Cancelled PIO No: PO-00023 Next No: PO-00023 Date : 18/11/2015 ¥ Agent : ¥ Terms : 45 Days ¥ Ref 1 :- Ext. No :- Tax In Tax A Sub To 0.56 9.85	New Edit Delete Save Cancel Refresh
	1 records		5.00	9.29	0.56 9.85	

4.3 Purchase Goods Received

Step 1: Purchase | Goods Received | New

Step 2: Select Supplier Code

Step 3: Right Click on G/R Note title, select Transfer from Purchase Order, tick the document that you wish to transfer

Step 4: Save the Goods Received Note

-	Goods Received			
More	Supplier :- 400-C0001 🔽 Step 2	Goods Receiv	Transfer From Purchase Request Transfer From Purchase Order Step	ancelled New
Attachments Note	CELCOM (M) COMMUNICATION BHD Address :- 33-37 MENARA CELCOM 7 JALAN 89 KAW PERUSAHAAN 54098 SJ Description :- Goods Received		Barcode Fi Update Unit Price Set Posting Date Insert Blank Line Copy Goods Received	6
Item Template	Goods Received Matrix Item Code Description ANT ANTENNA	Qty UOM U/Price 50.00 UNIT 2.00	Sub Tr Goods Received Paste From Sales Items Goods Received Batch Print Audit Trail	Total (Tax) 93.00
	After clicking Transfer From will be displayed in GREEN .	Purchase Order, your	titem	
	1 records	50.00	93.00 0.00	93.00
			Net Total (RM):	93.00
	Local Net Total: 93.00 Deposit Amount: 0.00 ···		Landing Cost 1: Landing Cost 2:	0.00 + 0.00 + Close
		0	n source the Coolds Dessived Note	4h a arratana arri11

Once you save the Goods Received Note, the system will automatically update the stock quantity and costing.

4.4 Purchase Invoice

Step 1: Purchase | Purchase Invoice | New

Step 2: Select Supplier Code

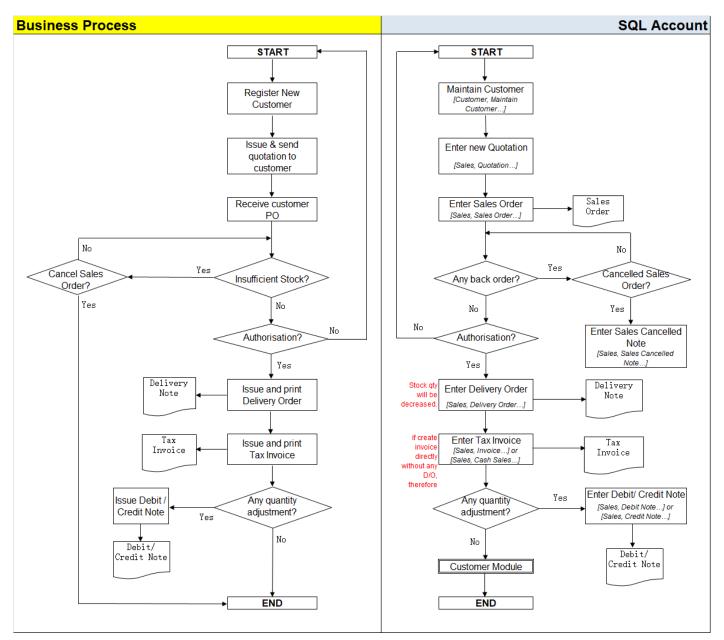
Step 3: **Right Click on Purchase Invoice title**, select **Transfer from Goods Received**, tick the document that you wish to transfer

Step 4: Save the Purchase Invoice

🔮 P	urchase Invoi	ce					, • ×
More.			Purchase In	voice	Cancell	ed 🗌	New
÷	Supplier :-	400-C0001 -			Inv No: PI-00029		<u>E</u> dit
Atta		CELCOM (M) COMMUNICATION BHD			NextNo:- PI-00030	•	Delete
Attachments.	Address :-	33-37 MENARA CELCOM			Date :- 02/07/2018	-	
ents.		7 JALAN 89 KAW PERUSAHAAN			Agent :	-	<u>∃</u> <u>S</u> ave ▼
:		54098 SJ			Terms :- 45 Days	-	Cancel
Note.	Description :-	Purchase		~	Ref 1 :-	—	Refresh
	+ - 🕥	\odot					Browse
Iten	Invoice Ma	atrix					
Ten	🗄 🛛 Item (Code Description	Qty UOM U/Price	Sub Total Tax Ta Tax In	Tax Amt Sub Total	(Tax)	
Item Template	► ANT	ANTENNA	50.00 UNIT 2.00	93.00	0.00	93.00	
:		sure that you transfer quantity will be updated	it to Purchase Ind twice.	red-in purchase goods red voice or else your stock	costing and		×
		2. The Purchase Invoice	e number must foll	ow the supplier's tax invo	ice number.		
	1 records	s	50.00	93.00	0.00	93.00	
				Net Tota	al (RM):	3.00	
	Local Net To	otal: 93.00		Landing	Cost 1:	0.00 +	
	Deposit Am	ount: 0.00 ···		Landing	Cost 2:	0.00 +	Close

4.5 Sales Work Flow

Example of sales process work flow aligned with SQL Account flow:



4.6 Sales Quotation

https://www.youtube.com/watch?v=2hKhtpaQfP4&feature=youtu.be

Step 1: Sales | Quotation | New

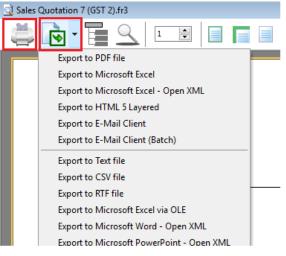
Step 2: Select Customer Code

Step 3: Insert the item that is requested by the customer, and you can estimate your profit & loss in this transaction by checking on **Profit Estimator**

Customer : 300-A0002 ALPHA & BETA COMPUTER Address :- 838 JALAN WORLD 40485 RAWANG SELANGOR DE Description :- Quotation									watati	ion						Cano	elled 🗌	
Address :- BSB JALAN VORLD Address :- BSB JALAN VORLD BASE SAUANIG SELANGOR DE Description :- Cubatalon Image: Seland Control Image: Seland Control Image: Seland Control Image: Seland Control Image: Seland Control Image: Seland Control Image: Control Image: Seland Control Image: Control Image: Control Image:				-	-				uvidu									
Addres :- 833 JALAN WORLD adds SAWAWG Best ELMAGK DE Descriptin :- Quilation Perceptin :- Quilation Tem Code Quilation PMST-RUCK X MAST RUCK X MAST-RUCK X MAST-RUCK X <t< td=""><td></td><td></td><td></td><td></td><td>_</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>િરા</td><td>ot No :</td><td>QT-00011</td><td> `</td><td></td></t<>					_									િરા	ot No :	QT-00011	`	
Description : Quotation Ref 1:- Ext. No :- Ref 1:- Ext. No :- Ref 1:- Ext. No :- Ref © Contain Matrix Item Code Description Qty UVM U/Price Desc Sub Total Tax Tax. Tax. Ind Tax. Ant. Sub Total (Tax), Sub Total (Tax), MAST RECK. 2.000 INIT 25.000 S0.000 ST 0.0% S5.00 S5.00 <td></td> <td>Ne</td> <td>xt No :-</td> <td>QT-00012</td> <td></td> <td>Į.</td>														Ne	xt No :-	QT-00012		Į.
Description : Quotation Ref 1:- Ext. No :- Ref 1:- Ext. No :- Ref 1:- Ext. No :- Ref © Contain Matrix Item Code Description Qty UVM U/Price Desc Sub Total Tax Tax. Tax. Ind Tax. Ant. Sub Total (Tax), Sub Total (Tax), MAST RECK. 2.000 INIT 25.000 S0.000 ST 0.0% S5.00 S5.00 <td>A</td> <td>ddress :-</td> <td></td> <td></td> <td>LD</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Da</td> <td></td> <td></td> <td></td> <td></td>	A	ddress :-			LD									Da				
Description : Quotation Ref 1:- Ext. No :- Ref 1:- Ext. No :- Ref 1:- Ext. No :- Ref 1:- Ext. No :- Item Code Description Qty UVM U/Price Disc Sub Total Tax Ta Tax Ind Tax Ant. Sub Total (Tax) MAST RECK.4 Description Qty UVM U/Price Disc Sub Total Tax Tax. Tax. Ind Tax Ant. Sub Total (Tax) Sub Total (Tax) MAST RECK.4 Disc Sub Total Tax Sub Total (Tax) Sub T														Ag	ent :-	SY	-	
Description : Quotation Ext. No :- Refr Quotation Matrix! Item code Description : Sub Total Tax Ta Tax Ind Tax Amt Sub Total (Tax) Sub Total (Tax) MAST-BLC4. MAST-BLC4. 2.00 UNIT 25.00 S00.00 ST 10% S0.00 S00.00 S00.00<			JELAIN	OUNDE												45 Days	-	<u>(</u>
Item Code Description Qty UM U/Price Disc Sub Total Tax Tax Antit Sub Total Tax Antit Sub Total Tax Antit Sub Total Tax Tax Antit Sub Total Tax Antit Sub Total Tax Tax Tax Antit Sub Total Tax Antit Sub Total Tax Antit Sub Total Tax Tax Antit Sub Total Tax Antit Sub Total Tax Antit Sub Total Tax Tax Antit An		escription :-	Quotat	tion											ef 1 :-			R
Quotation Mart RECK4 Description Qty UM U/Price Disc Sub Total Tax.:: Tax.Ind.::: Tax.Amt Sub Total (Tax) MART RED 4 MART RED 4 0.00 UNT 00.00 51 0% 0.00 55.00 55.00 MART RED 1 MART RED 4 10.00 UNT 150.00 1,550.00 1,650.00 1,650.00 MART RED 1 MART RED 3 UNT 150.00 1,250.00 1,250.00 1,650.00 MART RED 4 Costion Qty Unit Note Disc Total sales Unit Cost Total Cost Profit % MART RED 4 10.00 150.00 1,210 24.30 25.80 51.60 MART RED 4 10.00 150.00 1,300.70 709.30 34.6 MART RED 4 10.00 150.00 1,300.70 709.30 34.6 MART RED 4 10.00 150.00 1,340.70														Ex (Ex	t. No :-			
MAST-RED 1. MAST-RED 1. 10.00 UNIT 150.00 1,500.00 150.00 1,650.00 Image: Sales Profit Estimator X	_	+ - () (Pr	ofit Estima	ator													E
MAST-RED 1. MAST-RED 1. 10.00 UNIT 150.00 1,500.00 151.0% 150.00 1,650.00 Image: Sales Profit Estimator X		Quotation N	Matrix															
MAST-RED 1. MAST-RED 1. 10.00 UNIT 150.00 1,500.00 151.0% 150.00 1,650.00 Image: Sales Profit Estimator X		🗄 🛛 Item C	Code		Description		Qty	UOM	U/Price	Disc Sul	b Total	Tax Ta	Tax Ind	. Tax /	Amt	Sub Tota	al (Tax)	
MAST-RED 1. MAST-RED 1. 10.00 UNIT 150.00 1,500.00 150.00 1,650.00 Image: Sales Profit Estimator X																		
Sales Profit Estimator		_																
Costing Detail Qty Unit Cost SubTotal 46.00 12.10 24.20 48.00 580.80				· · · · · · · · · · · · · · · · · · ·	You can perform ' What i	if' analysis at f	the respectiv	e fields:					Use Ref.	Cost When Q	Qty <= 0	\sim		
3 records 2,255.00				۱ ::	Note: User are not allow Item Code MAST-BLCK-L JMAST-BLUE-L	Location	When Total Qty 2.00 5.00	Cost = 0 Unit Price 25.00 100.00	D D	50.00 500.00	12.10 65.10)	ost 24.20 325.50	Profit 25.80 174.50	% 51 34	1.60		,>
				۱ ::	Note: User are not allow Item Code MAST-BLCK-L JMAST-BLUE-L	Location	When Total Qty 2.00 5.00	Cost = 0 Unit Price 25.00 100.00 150.00		50.00 500.00 1,500.00 2,050.00 2,050.00 2,050.00 2,050.00 2,050.00 2,050.00 2,050.00	12.10 65.10 99,10 Unit Cost 00 12 00 12	1,3 1,3 t SubT 10	ost 24.20 325.50 991.00 440.70 0tal 24.20 556.60	Profit 25.80 174.50 509.00	% 51 34 33	1.60		•>

Step 4: After everything is keyed in correctly, save the Sales Quotation

Step 5: Preview the report and you can print or export it into PDF/ Email/ RTF(Microsoft Word)/Excel or others.



4.7 Sales Order

https://www.youtube.com/watch?v=klEAjmFT0og&feature=youtu.be

Step 1: Sales | Sales Order | New

Step 2: Select Customer Code

Step 3: **Right Click on Sales Order title,** select **Transfer from Quotation**. You can either transfer the whole quotation or only part of the quotation document (*Partial Delivery Module requested)

🜚 D	🔤 Document Transfer — 🗆													
Docum	Documents Items													
3	X/F Qty	Bal.	Org.	Code	Doc. No	Doc. Date	Item Code	Description	UOM					
		10.00	10.00	300-A0	1	19/12/2017	C-PRE-50	CELCOM PREPAID-R	UNIT					
		1.00	1.00	300-A0	QT-00008	20/12/2017	ANT	ANTENNA	UNIT					
		1.00	1.00	300-A0	QT-00009	09/01/2017	COVER	HANDPHONE COVER	UNIT					
		2.00	2.00	300-A0	QT-00011	18/10/2018	JMAST-BLCK-L	JMAST-BLCK-L	UNIT					
		5.00	5.00	300-A0	QT-00011	18/10/2018	JMAST-BLUE-L	JMAST-BLUE-L	UNIT					
		10.00	10.00	300-A0	QT-00011	18/10/2018	JMAST-RED -L	JMAST-RED -L	UNIT					
								_						
	Tick Sele	ection	Untick	Selection	Ð	Tick ALL	Untick ALL	<u>O</u> K	<u>C</u> ancel					
	Sec.		Sinden											

Step 4: Save the Sales Order.

For additional reports showing outstanding sales orders, you can access **Sales** | **Print Outstanding Sales Document Listing**, and select **Sales Order** to view. This also applies to other sales documents.

4.8 Sales Delivery Order

Step 1: Sales | Delivery Order | New

Step 2: Select Customer Code

Step 3: Right Click on D/Order title, select Transfer from Sales Order.

Step 4: Save the Delivery Order.

1. Once the delivery order is saved, the stock will be deducted.

4.9 Sales Invoice

https://www.youtube.com/watch?v=hQ6bX5pOKRQ&feature=youtu.be

Step 1: Sales | Invoice | New

Step 2: Select Customer Code

Step 3: Right Click on Invoice title, select Transfer from Delivery Order.

Step 4: Save the Invoice.

4.9.1 Show double entry

https://www.youtube.com/watch?v=FAKSzjEezjo&t=9s

There have 2 methods to show double entry of the transactions:

First Method - After you save then invoice then you can press on keyboard short cut key "Ctrl + O" to get the show double entry result.

						In	voice							Cancelled 🗌	N	<u>V</u> ew
Customer :-	300-A0002	•									1	Inv No	: IV-0	0099	E	<u>E</u> dit
	ALPHA & BET	A COMPUTER										Next No	:- IV-0	0103 🖵		
Address :-	838 JALAN W	/ORLD										Date :-	18/	10/2018	De	elete
	40485 RAWA	NG										Agent :-	SY	•		<u>S</u> av
	SELANGOR D	E										Terms :-	45 0	Davs 🔻	Ca	ance
												Ref 1. :-	. —			
Description :-	Sales										▼	Ext. No	-		Ret	fre
+ = 🕜 (Profit Es	timator													Bro	ows
Invoice Mat	ix														n —	
Item Co	de	Description	•	Project	Qty	UOM	U/Price	Disc	Sub Total	Tax Tax	Tay In	Tax A	mt	Sub Total (Tax)		
▶ JMAST-BLC		-BLCK-L					25.00			ST 10%		197.4	5.00	55.00		
JMAST-BLU		-											50.00	550.00		
JMAST-RED	-L JMAST	🔤 Double Ei	ntry									×	150.00	1,650.00	*>	
		E Ref 1	Code	Account Des	ania kia a	Dee	cription	Project	Local DR	Local CR	Terr					
		► IV-00099	300-A0002	ALPHA & BETA	<u> </u>		cripuori	Project	2,255.00		Tax					
		IV-00099	500-0000	SALES-HANDPH			BETA C				.00 ST					
		IV-00099	SST-201	SST - SALES TA	4X		BETA C				.00 ST					
		IV-00099	500-0000	SALES-HANDPH	HONES	ALPHA &	BETA C			500	.00 ST					
		IV-00099	SST-201	SST - SALES TA	AX	ALPHA &	BETA C			50	.00 ST					
		IV-00099	500-0000	SALES-HANDPH	HONES	ALPHA &	BETA C			1,500	.00 ST					
		IV-00099	SST-201	SST - SALES TA	AX	ALPHA &	BETA C			150	.00 ST					
3 records			Press	your key	board	CTRL	+ 0 to	show of	double ent	try		2	205.00	2,255.00		
Deposit Amo	unt:								2,255.00	2,255	.00					
									-			kM):		2,255.00		lose

Tips : Once you save your Sales Invoice, you can press your keyboard CTRL + O to check your double entry of this sales invoice.

SQL Account Education Guide Second Method – After you save the invoice, you may right click on the wording of Invoice then select "Show Double Entry".

More	Customer :-	300-A0002 V		Invoice		Car	ncelled 🗌	<u>N</u> ew				
Attachments	Address :-	ALPHA & BETA COMPUTER 838 JALAN WORLD 40485 RAWANG SELANGOR DE		Transfer From Quotation Transfer From Sales Order Transfer From Delivery Order Barcode F8		Next No :- IV-00100 Date :- 18/10/201 Agent :- SY Terms :- 45 Days		 <u>D</u> elete Save ▼ Cancel				
Note Item	Description :- + =	Profit Estimator		Update Unit Price Set Posting Date Set Tax Date		Ref 1. :- Ext. No :-		Refresh Browse				
Template	Item C	X-L JMAST-BLCK-L JE-L JMAST-BLUE-L	Qty 2.00 5.00 10.00	Insert Blank Line Show Double Entry Ctrl+O Copy Invoice Paste Invoice Paste From Purchase Items Invoice Batch Print Audit Trail	t Tax Tax In 10%	Tax Amt Sub Tr 5.00 50.00 150.00	otal (Tax) 55.00 550.00 1,650.00					
	3 records		17.00	2,050.00		205.00	2,255.00					
	Deposit Amo Local Net To				Net To	otal (RM):	2,255.00	Close				

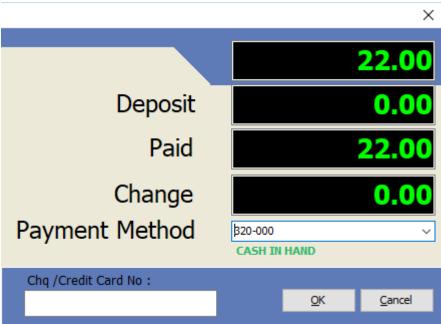
4.10 Sales Cash Sales

Step 1: Sales | Cash Sales | New

Step 2: Select Customer Code

Step 3: Insert item and Save the Cash Sales.

Step 4: When saving, the system will prompt a Payment/ Change dialog box



	Cash Sales																	-	
More							Ca	ash S	ales							Car	ncelled 🗌		New
	Customer :-		001 👻												CS No:	CS-00011			<u>E</u> dit
Attachments	Address :-	CASH S	SALES													- CS-00012			<u>D</u> elete
hme	Address :-														Date :-	18/10/201		1	Save -
nts															Agent :- Terms :-	NSL 30 Days	• •	1	_
															Ref 1 :-	50 Days	•	1	<u>C</u> ancel
Note.	Description :-			-										• ····	Ext. No :			J:	Refresh
-	+ = 🕜	🕑 Pr	ofit Estimator															'n	Browse
Item	Cash Sales	Matrix																	
Item Template	Item (Description	Qt			J/Price	Disc	Sub	b Total		Ta 1	Fax In	Tax Amt		otal (Tax)		
plate	▶ 8752/060	0832	8752/060/08	32		2.00 UN	IT	10.00			20.00	ST	10%			2.00	22.00	>	
1																			
																		U	
	1 records					2.00					20.00				:	2.00	22.00		
	Deposit Am	ount:		0.00 ··· Outstandin	a: 0.00														
	Local Net To	_		22.00	g. 0.00									Net 1	fotal (RM):		22.00		
-							Pa	yment Re	eceived :	-						1			
	Payment into:	d	hq No:	Payment Project:	Bank Charg	es:				_							CS-00011	L [
	320-000	•		v		.00									Amo	ount:	22.00	0 1	Close

Upon Save, the payment received info will update automatically & system will also auto generate an official receipt in customer | Customer Payment.

4.11 Sales Credit Note

https://www.youtube.com/watch?v=2LrsegwiWJM&feature=youtu.be

Step 1: Sales | Credit Note | New

Step 2: Select Customer Code

Step 3: **Right Click on Credit Note title**, select **Transfer from Sales Invoice**/ **Cash Sales**, enter the returned quality in X/F column.

Step 4: Save the Credit Note.

Docum	ents	Items							
	X/F	Bal.	Org	Code	Doc. No	Doc. Date	Item Code	Description	UOM
		2.00	2.00	300-A	IV-00004	20/02/2017	N-8850	NOKIA 8850	UNIT
		2.00	2.00	300-A	IV-00004	20/02/2017	N-8250	NOKIA 8250	UNIT
		1.00	1.00	300-A	IV-00010	18/12/2017	ANT	ANTENNA	UNIT
		2.00	2.00	300-A	IV-00099	02/07/2018	ANT	ANTENNA	UNIT
		5.00	5.00	300-A	IV-00099	02/07/2018	COVER	HANDPHONE COVER	UNIT
I 🗹	1.00	10.00	10.00	300-A	IV-00099	02/07/2018	HFK	HANDS FREE KITS	UNIT

4.12 Sales Cancelled Note (required partial delivery module)

Sales Cancelled Note is used for the cancelling of any outstanding Sales Order.

Step 1: Sales | Sales Cancelled Note | New.

Step 2: **Right Click on the Cancelled Note title**, select **Transfer from Sales Order**; (in Sales Cancelled Note, items can only be inserted by transferring from Sales Order)

😗 S	ales Cancelled	Note			
More		Sa	les Cancelled No	te	New
÷	Customer :-	300-A0002 👻		Transfer From Sales Order	Edit
Atta		ALPHA & BETA COMPUTER	_	Set Posting Date	Delete
Attachments	Address :-	838 JALAN WORLD 40485 RAWANG		Insert Blank Line	<mark>, S</mark> ave ▼
nts		SELANGOR DE		Copy Sales Cancelled Note	Cancel
Z	Description:			Paste Sales Cancelled Note	Refresh
Note		Profit Estimator		Paste From Purchase Items	Browse
	Sales Order			Sales Cancelled Note Batch Print	Dionise
	Item Code	Description C	2ty U U/Price Disc Sub-	Audit Trail	
					U
			<no data="" display="" to=""></no>		
	records				
	Local Net To	al: 0.00		Net Total (RM): 0	.00 Close

SQL Account Education Guide

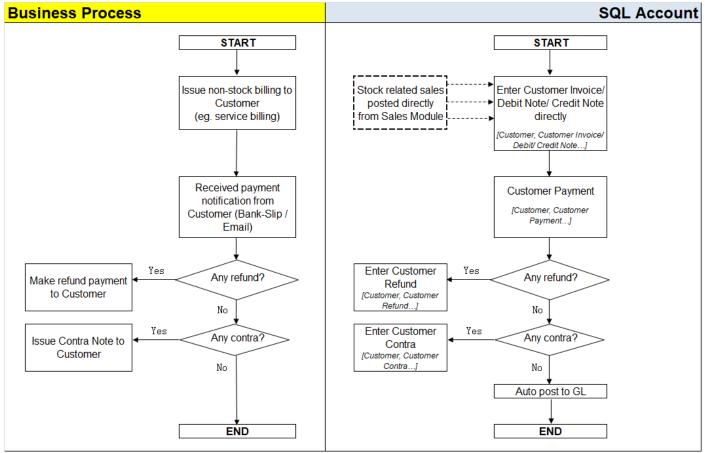
🚰 Sales Cancelled Note More... **Cancelled Note** New Customer :- 300-A0002 -Doc No: <<New>> <u>E</u>dit ALPHA & BETA COMPUTER 12 Attachments... Delete 838 JALAN WO 🎬 Document Transfer Address :-23 40485 RAWAN 🚽 Save 🔻 Documents Items SELANGOR DE X/F Qty Bal. 1 Org. Code Doc. No Doc. Date 🛆 Item Code Description UOM Cancel 7.00 HANDPHONE COVER Description: 1 7.00 10.00 300-A0... SO-00009 15/12/2011 COVER UNIT Note... Refresh 1 2.00 2.00 2.00 300-A0... SO-00010 17/12/2011 C-PRE-100 CELCOM PREPAID-R... UNIT = 🕜 🕑 Profit Estimator 1.00 300-A0... SO-00010 17/12/2011 DIGI PREPAID-RM50 1.00 D-PRE-50 Browse UNIT Sales Order 9.00 9.00 300-A0... SO-00030 09/09/2014 BOM BOM UNIT 3 Item Code 8.00 8.00 300-A0... SO-00030 09/09/2014 8752/060/0793 8752/060/0793 UNIT 1.00 300-A0... SO-00031 01/04/2015 1.00 ANT ANTENNA UNIT 1.00 1.00 300-A0... SO-00031 01/04/2015 ANT ANTENNA UNIT 1.00 1.00 300-A0... SO-00031 01/04/2015 ERICSSON T10s E-T10s UNIT 1.00 1.00 300-A0... SO-00032 10/06/2015 BOM BOM UNIT 1.00 1.00 300-A0... SO-00033 09/07/2015 ANTENNA UNIT ANT Tick Selection Tick ALL <u>0</u>K Cancel records Local Net Total: 0.00 0.00 Close Net Total:

Step 3: You can choose to transfer the sales order either by the whole document or partially.

Step 4: Save the Cancelled Note.

5 Customer & Supplier

5.1 Customer Work Flow (AR*)



Example of customer (AR) process work flow aligned with SQL Account flow:

*AR = Account Receivable

5.2 Customer Invoice

The difference between Customer Invoice and Sales Invoice:

Customer Invoice shows only the accounts code and does not show Qty / Unit Price.

Sales Invoice is linked to the stock and account modules. Hence, we advise users who need to key in stock items to use Sales Invoice. Once the information in the Sales Invoice is updated, the information in the Customer Invoice will automatically be updated by the system.

🗳 Customer Invo	V-00011 22/12/2014 300-A0002 ALPHA & BETA C 50.00 50.00 De Customer Invoice V-00010 18/12/2014 300-A0002 ALPHA & BETA C 2.50 2.50 2.50 S-00003 17/12/2014 300-A0002 ALPHA & BETA C 2.50 2.50 2.50 V-0008 17/12/2014 300-A0003 ALPHA & BETA C 1,595.00 1,595.00 Carce Invoice Code Code Company Curre Amount New Edit Delete IV-00003 04/01/2014 300-A0001 CASH SALES 5,225.00 Delete Delete Delete Sales Invoice IV-00002 19/01/2014 300-A0001 AB ENTERPRISE SDN BHD 5,225.00 Sales Invoice Sales Invoice IV-00004 20/02/2014 300-A0003 AB ENTERPRISE SDN BHD 9,380.00 Refresh Delete Del							
Invoice No.	Date ⊽			-	Amount	Outstanding /	<u>ii</u> ew	
IV-00099	18/11/2015 30	00-A0002 AL	PHA & BETA C		402.8	0 402.80	Eait	
IV-00011	22/12/2014 30	00-A0002 AL	PHA & BETA C		50.0	0 50.00		stomer Invoice
IV-00010	18/12/2014 30	00-A0002 AL	PHA & BETA C		2.5	0 2.50		
CS-00003	17/12/2014 30	00-A0002 AL	PHA & BETA C		2.5	0 2.50	2 2 2	
IV-00008	17/12/2014 30	00-A0003 AE	ENTERPRISE S		1,595.0	0 1,595.00	<u>C</u> ancel	
🕍 Invoice							- • ×	
Invoice No	Date			• •	Curre	Amount	New	
8		Clic	k here to define a	filter			Edit	
IV-00003	04/01/2014	300-C0001	CASH SALES			5,225.	00	
IV-00002	19/01/2014	300-A0001	A'BEST TELEC	OMMUNICATI.	S\$	7,500.	00 <u>D</u> elete	
IV-00001	11/02/2014	300-K0001	KITTY SECURI	TY SDN BHD		16,000.	00	
IV-00004	20/02/2014			COMPUTER				Sales Invoice
IV-00006							N 22	
							Defreeh	
IV-00007							00	
							Detail	
IV-00099	18/11/2015	300-A0002	ALPHA & BETA	COMPUTER		402.	80	

Create a new **Customer Invoice**? Step 1: **Customer | Customer Invoice | New**

Step 2: Select **Customer Code** | insert transaction and amount. Step 3: **Save**

🔁 Ci	ustomer Invoice Entry					E	
More	Customer Code: 300-A0002 Area: RAWANG				C	urrency:	<u>N</u> ew Fast Entry
Attachments Note	Customer Invoice Cancelled Bill To: ALPHA & BETA COMPUTER					< <new>> IV-00100 V 18/10/2018 V SY V 45 Days V</new>	Edit Delete Save V Cancel Refresh Browse
	Sales A/C Description * 500-000 SALES	Amount 500.00	Tax ST	Tax Rate	Tax Amt Tax Inclusive	Sub Total (Tax) 550.00	>
	l records To Local Net Total : 0.00	otal: 0.00			0.00 Net Total (RM):	0.00	
	Invoice Description: Sales				• ••• Outstanding:	0.00	Close

5.3 Customer Payment

5.3.1 Local Bank Payment

https://www.youtube.com/watch?v=IjHX5ys846I&feature=youtu.be

Step 1: Customer | Customer Payment | New

Step 2: Select your Customer

Step 3: Select the **bank for your account and cheque no** if applicable

Step 4: Key in the customer payment amount

Step 5: Tick the corresponding invoice/debit note to be knocked off

istomer Pav	vment Entry								23
Custome	r Code: 300-A0002	Step 2			Curi	rency:		Nev	v
Project:		•						Edit	:
Custo	mer Payment				O/R No: OF	R-00056		Dele	te
Cancelled	,				Next No: OF	R-00057	-		_
					Date: 02	/07/2018	-		e
					Agent: SY	,	•	Cano	el
Paid By :	ALPHA & BETA CON	IPUTER			Area: RA	WANG	-	Refre	sh
Received I	In : MAYBANK	 Step 3 		Step 4			525.00	Brow	se
Bank Char	rge :	0.00						h	
Cheque N	o: PBB 128392	2.846 0.245 T - 2.44							
Descript	ion: Payment For Accou			▼ ··· Unapplied	Amt (RM):		0.00		
1. 1.00		Кпос	k-off Invoices / Debit Notes					>	
Knock Off									
≣ Туре	Date	Doc No.	Amount	Outstanding	Pay				
► IV IV	01/01/2017 12/01/2017	4 IV-00021	100.00	100.00		0.00			
IV	13/01/2017	CS-00007	7.50	5.50		0.00	\exists		
DN	20/01/2017	DN-00004	12.50	12.50		0.00			
IV	16/02/2017	CS-00010	1,595.00	1,595.00		0.00			
IV	20/02/2017	IV-00004	9,380.00	4,380.00		0.00			
IV	18/12/2017	IV-00010	2.50	2.50		0.00			
IV	02/07/2018	IV-00099	215.25	215.25		0.00			_
	an in Tinn in	71/ 00/00	525.00	0.00		525.00		Step 5	;
IV	02/07/2018	IV-00100	020100						-
IV	9 doc	Total:	11,937.75	6,410.75		525.00			

5.3.2 Post Dated Cheque

Step 1: Search for the payment that you want to edit, click on **Edit**, right click on Customer Payment, you will see **Set Posting Date**

Custome Project :		- -			Currency:		Ň
Cancelled	ALPHA & BETA	Set Posting Date Set Tax Date Bounced Status Copy Customer Payment Paste Customer Payment Open Bank Deposit Receipt Voucher Batch Print Audit Trail		א ם ק ק	D/R No: OR-0005 lext No : OR-0005 Date : 19/11/20 Agent : SY Area : RAWANG Paid Amount :	58 • 015 •	
Descripti	ion: Payment For Acces			🔻 😶 Unar	pplied Amt:	0.00	
			c-off Invoices / Debit Notes	0114	pplied Amt:	0.00	:
Descripti Knock Off			coff Invoices / Debit Notes	0114	pplied Amt:	0.00	: ;> I
Knock Off	Grid	Knock				^	->
Knock Off	Grid Date	Knock Doc No.	Amount	Outstanding	Рау		>
Knock Off	Grid Date 01/01/2014	Doc No.	Amount 100.00	Outstanding 100.00	Рау 0.0		
Knock Off	Grid Date 01/01/2014 12/01/2014	Doc No. 4 IV-00021 IV-00021	Amount 100.00 100.00	Outstanding 100.00 100.00	Pay 0.0		
Knock Off	Grid Date 01/01/2014 12/01/2014 13/01/2014	Doc No. 4 IV-00021 CS-00007	Amount 100.00 100.00 7.50	Outstanding 100.00 100.00 5.50	Pay 0.0 0.0 0.0		
Knock Off IV IV IV IV DN	Grid Date 01/01/2014 12/01/2014 13/01/2014 20/01/2014	Doc No. Image: Control of the second se	Amount 100.00 100.00 7.50 12.50	Outstanding 100.00 100.00 5.50 12.50	Pay 0.0 0.0 0.0 0.0		
Knock Off Type V IV IV IV IV IV IV	Grid Date 01/01/2014 12/01/2014 13/01/2014 20/01/2014 16/02/2014	Doc No. Knock 4 - IV-00021 - CS-00007 - DN-00004 - CS-00010 -	Amount 100.00 100.00 7.50 12.50 1,595.00	Outstanding 100.00 100.00 5.50 12.50 1,595.00	Pay 0.0 0.0 0.0 0.0 0.0 0.0		
Knock Off Type V IV IV IV IV IV IV IV IV	Date 01/01/2014 12/01/2014 13/01/2014 20/01/2014 16/02/2014 20/02/2014	Doc No. Knock 4 IV-00021 CS-00007 DN-00004 CS-00010	Amount 100.00 100.00 7.50 12.50 1,595.00 9,380.00	Outstanding 100.00 5.50 12.50 1,595.00 4,380.00	Pay 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0		
Knock Off Type V IV IV IV IV IV IV IV IV IV	Date 01/01/2014 12/01/2014 20/01/2014 20/01/2014 20/02/2014 20/02/2014 17/12/2014	Doc No. Knock 4 IV-00021 CS-00007 DN-00004 CS-00010 IV-00004 CS-00003	Amount 100.00 100.00 7.50 12.50 1,595.00 9,380.00 2.50	Outstanding 100.00 5.50 12.50 1,595.00 4,380.00 2.50	Pay 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0		· · · · · · · · · · · · · · · · · · ·

🚰 Ci	ustomer Payment Entry			
Attachments.	Customer Code: 900-A0002 Project:	Curi	rency:	<u>N</u> ew Edit
nts	Customer Payment	O/R No:	OR-00056	Delete
z	Cancelled Non-Refundable	Next No :	OR-00058 🗨	<mark>, S</mark> ave ▼
Note.	Posting Date: 30/11/2015	Date :	19/11/2015 🔹	
:		Agent :	SY 👻	<u>C</u> ancel
	Paid By : ALPHA & BETA COMPUTER	Area :	RAWANG 🔻	Refresh
	Received In : MAYBANK	Paid Amount :	530.00	Browse
	Bank Charge : 0.00			
	Cheque No : PBB 128392			

5.3.3 Bounced Cheque

Step 1: Search for the payment that you want to edit, click on **Edit**, right click on Customer Payment, you will see **Bounced Status**

ustomer Pay	yment Entry					
Custome Project :	er Code: 300-A0002 -	-			Currency:	<u>N</u> ew Edit
Cancelled	Date: 30/11/2015	Set Posting Date Set Tax Date Bounced Status Copy Customer Payment Paste Customer Payment Open Bank Deposit Receipt Voucher Batch Prin	t		D/R No: OR-00056 lext No: OR-00058 Jate: 19/11/2015 Agent: SY Area: RAWANG Paid Amount:	✓ ✓ Save ✓ ✓ Save ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ Save ✓ ✓ ✓ Gance ✓ Refres S30.00 Brows
Descripti	tion: Payment For Ac	Audit Trail		👻 😶 Una	pplied Amt:	0.00
Knock Off	Grid	Кпс	ock-off Invoices / Debit Note	S		
🗄 Туре						
I'= 'Abe	Date	Doc No.	Amount	Outstanding	Pay	^
).≘ Type ▶IV	Date 01/01/2014	Doc No. 4	Amount 100.00	Outstanding 100.00	Pay 0.00	
					· · · · · · · · · · · · · · · · · · ·	
▶ IV	01/01/2014	4	100.00	100.00	0.00	
► IV IV	01/01/2014 12/01/2014	4 IV-00021	100.00 100.00	100.00 100.00	0.00	
► IV IV IV IV	01/01/2014 12/01/2014 13/01/2014	4 IV-00021 CS-00007	100.00 100.00 7.50	100.00 100.00 5.50	0.00 0.00 0.00	
IV IV IV IV DN	01/01/2014 12/01/2014 13/01/2014 20/01/2014	4 IV-00021 CS-00007 DN-00004	100.00 100.00 7.50 12.50	100.00 100.00 5.50 12.50	0.00 0.00 0.00 0.00	
IV IV IV IV IV IV IV IV	01/01/2014 12/01/2014 13/01/2014 20/01/2014 16/02/2014	4 IV-00021 CS-00007 DN-00004 CS-00010	100.00 100.00 7.50 12.50 1,595.00	100.00 100.00 5.50 12.50 1,595.00	0.00 0.00 0.00 0.00 0.00	
► IV IV IV IV DN IV IV	01/01/2014 12/01/2014 13/01/2014 20/01/2014 16/02/2014 20/02/2014	4 IV-00021 CS-00007 DN-00004 CS-00010 IV-00004	100.00 100.00 7.50 12.50 1,595.00 9,380.00	100.00 100.00 5.50 12.50 1,595.00 4,380.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00	
► IV IV IV DN IV IV IV IV	01/01/2014 12/01/2014 13/01/2014 20/01/2014 16/02/2014 20/02/2014 17/12/2014	4 IV-00021 CS-00007 DN-00004 CS-00010 IV-00004 CS-00003	100.00 100.00 7.50 12.50 1,595.00 9,380.00 2.50	100.00 100.00 5.50 12.50 1,595.00 4,380.00 2.50	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	

istomer Payme									
Customer Co Project :		• •				Curi	rency:		Nev
						O/R No :	OR-00056		Edi
Custome Cancelled	Non-Refundabl	Bounce	a			Next No :	OR-00058	•	Dele
Posting Date:	Non-Keranada	e 01/12/2015				Date :	19/11/2015	•	📙 Sav
-						Agent :	SY	-	Cano
Paid By :	ALPHA & BETA CO	MPUTER				Area :	RAWANG	-	Refre
Received In :	MAYBANK	•				Daid Amount :		530.00	Brow
Bank Charge :		0.00		Bounced	×				
Cheque No :	PBB 128392	2.544 0.246, 1 = 0.		Bounced 🗸					
Description:	Payment For Acco	unt		Bounced on 01/12/2015	\sim	plied Amt:		0.00	
		R.	nock-of						ľ
Knock Off Grid			_	ОК	Cancel				
		Doc No.				🚽 🛛 Pa		~	

After bounced, system will auto revert the payment out, you can view your ledger.

🚰 Ledger Report					- • •
Date Jate 30/11/2015 to 01 Account: 310-001 10-001 Project:	Post Dat Post Dat Ref1 Project Merge Ex ner Control)	E Description e GL Code for same document clude Project When Merging nd Description e Zero Closing Balance e Zero Transaction		9	
Date Ref 1	Description	Description 2	Local DR	Local CR	Local Balance
Code : 310-001 (MAYBANK)					
	Balance B/F				(13,687.50)
30/11/2015 OR-00056	ALPHA & BETA COMPUTER	Payment For Account	530.00	0.00	(13, 157.50)
01/12/2015 OR-00056	ALPHA & BETA COMPUTER (Bounced	i)	0.00	530.00	(13,687.50)
			530.00	530.00	

5.4 Customer Credit Note

If the situation involves return stock from customer, please do Sales Credit Note and knock off it in Customer Credit Note as below step.

Step 1: Customer | Customer Credit Note

Step 2: Edit | Click Yes

Step 3: Knocked off accordingly.

<u> </u>		Custon	ner Credit Note Ent	ry			
More	Customer Code: 300-A0002 Area : RAWANG	▼ ▼		Cur	rency:		<u>N</u> ew <u>E</u> dit
Attachments	Customer Credit No			C/N N Next No Date :	28/04/2015 👻		Delete
	Customer : ALPHA & BETA COMP		Confirm	×	FFF 💌		<u>C</u> ancel
Note	GL Acco D 510-0000 NOKIA 3210 1 records		ment was posted from ant to edit this document		(Incl Sub Tota	:	Refresh Browse
	Local Net Total:	1,908.00		Net Total:	1,908.00		
	C/N Description: Sales Return	ed		• ••• Unapplied Amt:	1,908.00	ì	,
		Knock-o	off Invoices / Debit No	les			
	Knock Off Grid						
	🗄 Type 🛛 Date	Doc No.	Amount	Outstanding	Pay		
	records	Total:	<no data="" display="" to=""></no>				
							Close

If it does not involve with returned stock, e.g. discount given with

Step 1: Customer | Customer Credit Note | New CN

Step 2: New | Select Customer | Select GL Account | Amount Step 3: Knocked off accordingly.

😁 Cu	istomer Credit	Note Entry									
More	Customer Co Area:	ode: 300-A0002 ▼ RAWANG ▼						C	urrency:		New CN New JE
Att	Custome	r Credit Note						C/N No:	CN-00020		<u>E</u> dit
Attachments.	Cancelled 🗌							Next No:	CN-00021]	
ents.								Date:	18/10/2018 💌	1	<u>D</u> elete
÷.,	Customer : AL	PHA & BETA COMPUTER						Agent:	SY 🔻		Save 👻
Note	+ - 🕜							Ext. No:			<u>C</u> ancel
÷	GL Accor	unt	Description	Amount	Tax	Tax Rate	Tax Amt	Tax Indusive	Sub Total (Tax)] h -	Refresh
	▶ 520-000	DISCOUNT ALLOWED		90.91	ST	10%	9.09		100.00		
										>	Browse
	1 records						9.09		100.00		
	Local Net To	tal: 100.00					Net	Total (RM):	100.00		
	C/N Descript	ion: Credit Note					▼ ··· Unapplied	I Amt (RM):	0.00		
			Кп	ock-off Invoices / De	bit Notes						
	Knock Off Grid										
	🗄 Туре	Date	Doc No.	Amount		Outstanding		Pay	^		
	▶ IV	01/01/2017	4		100.00		0.00		100.00		
- 1	IV	12/01/2017	CS-00007		7 50		5 50		0.00		
	IV	9 records	Total:		14,002.50		8,900.50		100.00		Close
									•		Close

5.4.1 New JE

For non-GST adjustment purpose, a new Journal (JE) is available in

- A. Customer Debit Note and Credit Note
- B. Supplier Debit Note and Credit Note

Step 1: Customer | Customer Credit Note | New JE.

Step 2: New | Select Customer | Select GL Account | Amount.

Ci 🎬	istomer Credit Note Entry								
More	Customer Code: 300-A0002 Area: RAWANG					C	urrency:		New CN
:								-1	New JE
Attachments	Customer Credit Note (JE)					C/N No:	JV-00045		Edit
dhme	Cancelled 🗌						JV-00046		Delete
nts						Date:	06/09/2017 -		
•	Customer : ALPHA & BETA COMPUTER 12					Agent:	SY 🔻		<u>S</u> ave v
Note.						Ext. No:		-	Cancel
	GL Account Description	Project	Amount	Tax	Tax Amo Tax	Inclusive Su	ub Total (Tax Rate	_l h	Refresh
	▶ 910-000 CASH VOUCHER - ANNUAL DINNER		1,000.00		0.00		1,000.00		
	This document will pos	st to GL	, Journal	Entry	•	al (RM):	1,000.00	,	Browse

Step 3: Knocked off accordingly.

5.5 Customer Refund

You can use this document to refund a customer. You can knock off with Customer Payment or Credit Note which have unapplied amounts.

Step 1: Customer | Customer Refund.

Step 2: Choose the Customer | Select your Payment Method | Enter your Refund Amount

Step 3: Knock off the payment or credit note and save.

Project		de: 300-A0002	•		Currency	:			Ne
	ome	r Refund			Ν	PV-00072 lext No : PV-00073 Date : 25/08/2016			Ed Dele Sa Can
Pay to		ALPHA & BETA	COMPUTER 12			Agent : SY Area : RAWANG	▼		<u>e</u> fr
Paymen	tBy:	MAYBANK	▼		R	efund Amt:	1,500.00		Brov
Bank Ch	arge :		0.00						
Cheque	No :								
Descrip	ption:	Refund			👻 🚥 Unapp	lied Amt:	0.00	_	
			F	Payment Knock Off					
Knock Of	ff Grid							. 1	
🗄 Туре		Date	Doc No.	Amount	Unapplied Amt	Refund Amt	*		
PM	01/0	1/2010	OR-00058	1,500.00	0.00	1,500.00			
PM	01/0	1/2011	4	106.00	100.00	0.00			
PM	07/0	1/2011	OR-00030	100.00	100.00	0.00			
CN	14/1	1/2011	CN-00002	2.50	2.50	0.00			
PM	15/1	2/2011	MCOR-00011	10.00	10.00	0.00			
	17/1	2/2011	VCOR-00013	50.00	50.00	0.00			
PM					5.00	0.00			
PM PM		2/2011	OR-00014	5.00	5.00	0.00			

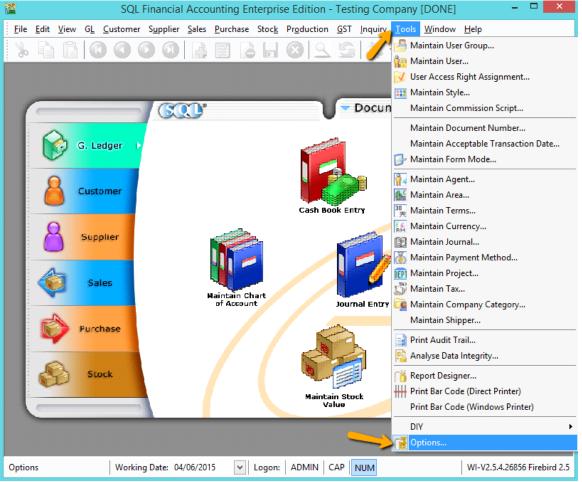
5.6 Customer Contra

If you have a customer who is also a supplier, you may want to offset the outstanding customer and supplier invoices. This is known as a contra entry. You can offset the two invoices by using Customer Contra and Supplier Contra. This means that when you record the invoices as being paid, it will not affect your current bank account balance.

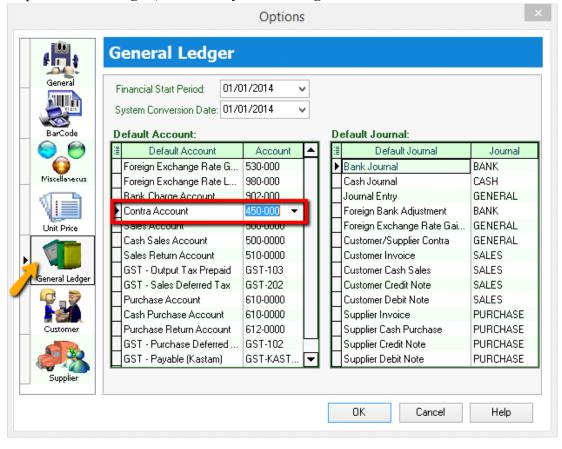
Scenario:

If you have an outstanding sales invoice for RM200 and a purchase invoice for RM150 for the same customer or company, the actual amount owed to you is RM50 and the contra entry amount is RM150.

Step 1: Tools | Options.



Step 2: General Ledger | Make sure you have assigned a contra account.



Step 3: Customer | Customer Contra | Click New.

Step 4: Select Customer Code and key-in the contra amount.

<i>c</i>	c I 200	-A0002 🔻					
Custo	mer Code: 300	-A0002 👻		Cu	rrency:		<u> </u>
Proje	ct:	▼					E
Cus	tomer Co	ntra		C/T No:	CT-00008		De
Cance				Next No:	CT-00009	•	
				Date:	25/08/2016	•	
				Agent :	SY	•	
Custo	mer: ALPHA &	BETA COMPUTER 12		Area :	RAWANG	-	Re
				Contra Amount	:	500.00	Bro
2.546 0.244 T - 2				Local Amount:		500.00	>
Descr	iption: Contra		~	Unapplied Amt	:	0.00	
		Knock-c	off Invoices / Debit	Notes			
≣ Туре	Date	Doc No.	Amount	Outstanding	Pay	*	J
▶ IV	20/02/2011	IV-00004	9,420.00	3,733.00	500.00	V	
IV	18/12/2011	IV-00010	2.50	2.50	0.00		
IV	16/10/2012	IV-00100	26.00	26.00	0.00		
IV	07/07/2014	IV-00113	21.00	21.00	0.00		
IV	30/12/2014	test	12.45	12.45	0.00		
	04/04/2015	CS-00013	159.00	159.00	0.00		
IV							

Step 6: Go to Supplier | Supplier Contra.

Step 7: You will realize that the **SAME transaction will appear at Supplier Contra Screen**, you just have to **EDIT** the supplier contra.

2	Suppl	lier Contra	a Entry								
3	C/T	No.	Date	Supplier	Curr	Amount	Customer	Curr	Amount (U/A Amt	New
8	Click here to define a filter									<u>E</u> dit	
Þ	CT-000	06 10/	/06/2014	DIGI COMMUNI		1,500.00	ALPHA & BE		1,500.00	0.00	
0	ст-000	07 30/	/04/2015	CELCOM (M) CO		1,060.00	ALPHA & BE		1,000.00	0.00	<u>D</u> elete
	CT-000	08 25/	/08/2016			0.00	ALPHA & BE		500.00	0.00	Save 🗸
_											Cancel
											Refresh
											De <u>t</u> ail
											>
	3 Cont	ra				2,560.00			3,000.00	0.00	
					- (5)	~					U
:= -	Туре	Date		Document No.	ice/ Del	bit Note Kno Org. Amour		utstanding	- K	nock Off	
.= ▶P		06/01/201	1 PI-00			-	00.00	-	00.00	1,500.00	
-	-	00/01/201				575		2,00		1,000100	
			1 do	c		3,5	00.00	2,00	00.00	1,500.00	Close
			_								

Step 7: After Editing you need to update the supplier contra info accordingly and knock off the outstanding invoices of supplier.

Step 8: Save the Supplier Contra.

Su	pplier C	ontra Entry						
	Suppl Proje		<u>C0001</u> ▼	The Cor	atra Number fo	r Customer	& Supp	lier will be same
	FIUJE							Edit
	Su	oplier Con	tra		C/T No:	CT-00008		Delete
1		elled			Next No:	CT-00009	-	Save -
					Date:	25/08/2016	-	Cancel
					Agent :		-	
	Suppl	ier: CELCOM (M) COMMUNICATION E	HD	Area :	SJ	-	Refresh
					Contra Amount:		500.00	Browse
	2.546				Local Amount:		500.00	
	2.546 0.244 T = 2							1
	Descr	iption: Contra		~	Unapplied Amt:		0.00	
			Knock-o	ff Invoices / Debi	t Notes			
	≣ Туре	e Date	Doc No.	Amount	Outstanding	Pay	*	U
	▶ PI	01/04/2015	test1	469.92	69.92	0.00		
	PI	12/05/2015	PI-00038	10,388.00	9,888.00	500.00	▼ =	
	PI	10/06/2015	PI-00039	106.00	106.00	0.00		
	PI	24/08/2015	PI-00041	10,000.00	9,711.68	0.00		
	PI	15/10/2015	PI-00042	2,590.00	2,590.00	0.00		
		9 records	Total:	40,333.18	39,144.86	500.00		
			,,	,				Close

5.7 Supplier Work Flow (AP*)

Business Process SQL Account START START Enter Supplier Invoice/ Stock related sales posted Receive non-stock Debit Note/ Credit Note directly from Purchase **4**----invoices from Supplier directly Module [Supplier, Supplier Invoice/ Debit / Credit Note...] Make payment Supplier Payment to Supplier [Supplier, Supplier (issue payment voucher) Payment...] Choose Print Supplier Payment Payment Method Yes Document Listing **GIRO Payment?** (GIRO or Cheque) (InterBank GIRO) [Supplier, Print Supplier Document (InterBank GIRO) Listing...] No Receive refund payment Yes Yes Any refund? Any refund? Enter Supplier Refund from Supplier [Supplier, Supplier Refund...] No No Issue Contra Note and Yes Yes Any contra? Any contra? Enter Supplier Contra notify to Supplier [Supplier, Supplier Contra...] No No END END

Example of supplier (AP) process work flow aligned with SQL Account flow:

*AP = Account Payable

Supplier module is the similarly feature with Customer Module. You can repeat the Supplier Module same as Customer guide start from 5.2 *Customer Invoice* \rightarrow 5.6 *Customer Contra*.

How to use **InterBank GIRO** for supplier payment? Refer to Interbank GIRO guide start from *11 InterBank GIRO*.

6 General Ledger

6.1 Opening Balance

https://www.youtube.com/watch?v=43y_4awgSlA&feature=youtu.be

6.1.1 General Ledger

Step 1: GL | Maintain Opening Balance

Step 2: Highlight the account that you wish to key in as opening balance, and click Edit.

Step 3: Insert the figure in local Dr or local Cr. Then Save.

Step 4: Make sure the Dr and Cr figures tally

oject 🗹 🛛 🛁				
Description	Code 🛆	Local DR	Local CR ^	Ed
				_
OTHER ASSETS				
CURRENT ASSETS		15,000.00	0.00	🔚 Sar
	300-000			Conc
THER DEBTORS	305-000			Cano
CASH AT BANK	310-000	15,000.00	0.00	Refre
	310-001	15,000.00	0.00	1
	210.002			
MAYBANK-MASTER	310-003			
	310-004			
	310-006		:	•
	4534			
S CASH IN HAND	320-000			
PETTY CASH	325-000			
- 🌆 STOCK	330-000			J
	340-000			
DIRECTOR'S LOAN TO	350-000			
GST - CLAIMABLE	GST-101			
GST - PURCHASE DEFERRED TAX	GST-102			
GST - OUTPUT TAX PREPAID	GST-103			
CURRENT LIABILITIES				
OTHER LIABILITIES				

6.1.2 Customer and Supplier

Step 1: Customer(Supplier) | New

Step 2: Set the **Date** (before system conversion date)

Step 3: Key in only the **outstanding amount**.

Step 4: The words "Past Invoice" must appear; (they will not appear if the inserted date is after system conversion date) Click **Save.**

🦉 O	ustomer Invoice Entry			-	
More	Customer Code: 300-A0002 Area : RAWANG	C	Currency:		<u>N</u> ew Edit
Attachments Note	Customer Invoice Cancelled Bill To: ALPHA & BETA COMPUTER	Inv No : Next No : Date : Agent : Terms :	< <new>> IV-00101 31/12/2013 SY 45 Days V</new>		<u>D</u> elete Save ▼ Cancel Refresh
	Document Detail Grid	Ext. No :	500.00	>	Browse
	Invoice Description: Sales	Outstanding:	500.00	1	Close

6.1.3 Stock Value

Step 1: GL | Maintain Stock Value| Edit

Step 2: Set the year

Step 3: Insert the Opening Balance

🚰 Maintain Stock Value					- • ×
≣ Op. Stk A/C Op. Desc	Cl. Stk A/C Click here to	Cl. Desc define a filter	Bal. Stk	Bal. Desc	New
600-000 STOCKS AT THE B	620-000 ST	TOCKS AT THE EN	330-000	STOCK	
					Save -
iii Maintain Stock Value				_	
- Maintain Stock Value	-				New
P&L Opening Stock A/C : 500-00	о 🗸 стоск	S AT THE BEGINNING C	F YEAR		Edit
P&L Closing Stock A/C : 620-00	0 v Stock	S AT THE END OF THE	YEAR]	Delete
Balance Sheet Stock A/C : 330-00	0 v stock				Eave -
Disease lasso in Olasiase Olasia Malus kala					Cancel
Please key in Closing Stock Value belo				ſ	Refresh
Project 🗹 🛛 🗸	Month 31-Jan	Stock Value			Browse
Year : 2015 🚔	28-Feb			>	
	31-Mar 30-Apr				
	31-May				
	30-Jun			J	
	31-Jul 31-Aug				
	30-Sep				
	31-Oct				
	30-Nov				
	31-Dec	1,234,567.00			
					Close

6.1.4 Bank Reconciliation Step 1: GL | Bank Reconciliation | New

Step 2: Right click, to see Opening Bank Reconciliation

Step 3: Set the Date	(before System	Conversion Date)
(

Reconcile Bank Transactions			
Bank Statement Date: / / ~ Account: ~	Bank : Bank Statement Bank Closing :	Opening Bank Reconciliation	New Edit
Display Period 💟 01/05/2015 🗸 to 31/10/2015 🗸 Show Unticked Transactions Show Current Recon Transactions Merge Bank Charges	System Calculate Bank Closing : Out of Balance by :	Mark Highlighted Mark All Clear Highlighted Clear All	Delete Save ▼ Cancel Refresh
Opening Bank Reconciliation Opening	Bank Reconciliation	Credit	Tick
Bank : 310-001 Voucher No: PV-0001 Cheque No: PV-0001 Description: payment for XYZ Debit: 500.00 Credit:	Date: 31/12/2013 V	Edit Delete Save V Cancel Refresh Browse	Bank Recon
		Close	Close

6.2 Journal Entry

https://www.youtube.com/watch?v=WHzNMsCmFHg&feature=youtu.be

Step 1: GL | Journal Entry

Step 2: Key in your double entry

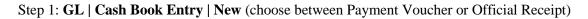
Step 3: Click on Save (System will blocked in Dr and Cr are not tally)

					lournal Entry						-	
Note		Jou	rnal	Entry					Cance			New
	-								JV-0000	_		Edit
Attac							Next	: No:	3V-00005			<u>D</u> elete
Attachments							Date	e:	09/02/20	015 👻		Save 🔻
nts.	De	escription	: Capital	by Director						• …		
-	1									<u> </u>	'n	⊆ancel
				1							Ш	Refresh
	D	ocument D	etail Grid								>	Browse
	1	G/L Code		GL Description	Local DR	Local CR	Tax	Tax Inclu	sive Loo	al Tax		Drowse
	Þ	310-001	MAYBANK		1,500.00					0.00		
		150-501	LOAN FR	DM DIRECTOR - KITTEN 1		250.00				0.00	ľ	1
		150-502	LOAN FR	OM DIRECTOR - KITTEN 2		250.00				0.00		
		150-503	LOAN FR	OM DIRECTOR - KITTEN 3		1,000.00				0.00		
		4 record:			1,500.00	1,500.00						Close

6.3 Cash Book Entry

https://www.youtube.com/watch?v=rh0L-Kol1ts&feature=youtu.be

Cash book entry is normally used for a non-customer/ supplier payment or receipt e.g. payment for salaries, utilities etc.



Voucher No.	Date	Description	Cheque No	Local DR	Local CR /	New 🔻
7		Click here to de	efine a filter			Payment Voucher
PV-00002	06/01/2014	ERICSON SUPPLIER BHD	MBB 100002	0.00	30,000.00	Official Receipt
PV-00046	06/01/2014	CELCOM (M) COMMUNICATION BHD	11111	0.00	1.00	
OR-00030	07/01/2014	ALPHA & BETA COMPUTER	87678868	100.00	0.00	Save -
PV-00005	07/01/2014	MOTOROLA SUPPLIER BHD	MBB 100005	0.00	10,000.00	E Bave A
PV-00006	07/01/2014	NOKIA CORP LTD	MBB 100006	0.00	10,000.00	Cancel
OR-00027	09/01/2014	KITTY SECURITY SDN BHD		10,000.00	0.00	Refresh
OR-00003	11/01/2014	KITTY SECURITY SDN BHD	OBB 124358	4,000.00	0.00	
OR-00036	13/01/2014	ALPHA & BETA COMPUTER		2.00	0.00	De <u>t</u> ail
OR-00047	18/01/2014	A'BEST TELECOMMUNICATION PTE	MBB 123456	2,503.00	0.00	
OR-00004	22/01/2014	KITTY SECURITY SDN BHD	EBB 124789	6,000.00	0.00	

Step 2: Insert Payable Name | Select GL Code /Tax /Amount

Cash Book Entry								
Payment Vouetier Payment To: Popular Book Co. (M) Sdn. Bhd. Payment By: MAYBANK Payment By: C S Bank Charge:	Currency: 0.00 Cheque No:						-00053 · • /10/2018 •	New PV New OR Edit Delete Save V Cancel Refresh Browse
Document Detail Grid	Description MAYBANK - Popular Book Co. (M) Sdn. Bhd.	Amount 250.00	Tax	Tax Rate	Tax Inclusive	Tax Amt 0.00	Sub Total (Tax) 250.00	>
1 records	Total:	250.00				0.00	250.00	
Local Net Total: 250.00						Net Total (RM):	250.00	Close

7 Inventory

7.1 Stock Received:

Allows user to increase stock quantity without purchasing. It is normally used when you have assembled or manufactured finished goods. Just key-in the item code, quantity IN and cost that you want.

Step 1: Stock | Stock Received | New.

Descr	ription :- <u>Stock Rec</u>	eived					Stk Rec No Next No :- Date :-	Cancelled Cancelled Cancelled 12 Cancelled 14 Cancelled 1	Nev Edit Delet Sav
Stock	Received Matrix Matrix MBDM PRE-50 VER	Description 123 BOM of BOM DIGI PREPAID-RM50 HANDPHONE COVER ERICSSON BATTERY	Location	Project	3.00	UNIT UNIT UNIT	Unit Cost 0.00 10.00 50.00 6.00 100.00	Sub Total 0.00 50.00 150.00 12.00 1,000.00	Refre
Reasor	n:				30.00			1,212.00	ł

7.2 Stock Issue:

Allows user to **decrease stock quantity without selling**. It is normally used when you consume raw material during assembly or when manufacturing finished goods or even sometimes for internal usage. Just key-in the item code, quantity OUT and cost and you may also click on the Update Cost, then the system will auto-detect the actual costing base on your document date.

Step 1: Stock | Stock Issue | New.

		St	ock Issue Entry					-	
S	Stock Is	9116					Cancelled		New
	SCOCK 43	Sac			St	k Issue No :	< <new>></new>		Edit
					Ne	ext No :-	IS-00003 💌		Delete
					D	ate :-	16/11/2015 💌		
									Save
De	escription :- Stock Is	sue					¥ ···		Cancel
٠	• - 🕢 🕑						Update Cost		Refresh
S	tock Issue Matrix						<u>, </u>		Refresh
3		Description	Location	Project	UOM	2/	Unit Cost		Browse
	123	123			UNIT		0.00 0.00		
	BOMBOM	BOM of BOM	****	****	UNIT		5.00 10.00		
	D-PRE-50	DIGI PREPAID-RM50			UNIT		3.00 40.00		
	COVER	HANDPHONE COVER					2.00 1.50		
	E-BAT	ERICSSON BATTERY				10	0.00 100.00		
			capture		st so that sytem			IJ	
						30	0.00		
	ason :								
Aut	thorised By :	Remark :							Close

7.3 Stock Adjustment / Stock Take:

Allows user to key-in quantity in and quantity out from the system, just like a combination of stock received and stock issue. Normally used for stock take purposes. (Stock | Stock Adjustment | New)

https://www.youtube.com/watch?v=uEbCRAftQ4A&feature=youtu.be

How SQL System can help during Stock Take?

Step 1 & 2: Click on Stock then choose Print Stock Physical Worksheet.

Step 3: Filter by date, stock group or others information that you want to do for the stock take, please make sure that you choose the correct location and batch if you have these two modules.

🖶 St	ock Physical	Worksheet					- • •
Sto Ite Loo Bai Ca	ock Group:	5/2018	Non-Stock Co Print Active Iter In-Active Ite	Group By : ○ Print Stock Control Item ○ Non-Stock Control Item ○ Print Active Item ○ In-Active Item ○ Include Zero Balance			information that have additional tion and batch, e that you have n and batch.
	<mark>x Physical Work</mark> g a column hea	ksheet 🛛	essing CTRL key with dragged c	olumn to merge grouping colun	nns		^
3	StockGroup	p ItemCode	Qty	SO Qty	PO Qty	JO Qty	Avail Qty
► AC	C	123	0.00	0.00	0.00	0.00	0.00
LIL	Y	123/1234	0.00	0.00	0.00	0.00	0.00
LIL	Y	6514/120/00946	0.00	0.00	0.00	0.00	0.00
LIL	Y	8752/060/0782	1.00	0.00	0.00	0.00	1.00
LIL	Y	8752/060/0793	0.00	0.00	0.00	0.00	0.00
LIL	Y	8752/060/0832	20.00	0.00	0.00	0.00	20.00
AC		ANT	21.00	0.00	50.00	0.00	71.00
HP		BOM	3.00	0.00	0.00	0.00	3.00
AC		BOMBOM	31.00	0.00	0.00	0.00	31.00
PR	-	C-PRE-100	92.00	2.00	1.00	0.00	91.00
PR	-	C-PRE-50	20.00	1.00	80.00	0.00	99.00
AC	-	COVER	72.00	7.00	74.00	0.00	139.00
PR	_	D-PRE-100	31.00	0.00	70.00	0.00	101.00
PR	E	D-PRE-50	15.00	1.00	80.00	0.00	94.00
		64	-422.00				~

Step 4 : lick on Preview & choose your report format.

ä •	
Select Report	×
Stock Physical Worksheet - Level 1	
Stock Physical Worksheet - Level 1 (with P Stock Physical Worksheet - Level 1 (with S	-
Select All	OK Cancel

Step 5: **Print out the "Stock Take Sheet"** for stock keeper. The stock keeper should manually **fill in the actual quantity into the "physical qty" column.**

Location : All Item Group : All Item Code : All Print Active : Yes Print InActive : No Print Stk Ctrl : Yes Print Non Stk Ctrl : No Group By : Iter Sort By : Iter Training Material-SST (nCode nCode;Location;StockGroup;Batch;Cate	ock Take Sheet As At 30/06/2018			7/18 2:23 PM ADMIN Page 1 of 3
Item Code	Description	UOM	Book Qty	Physical Qty	Remarks
123	123	UNIT	0.00		
123/1234	123/1234	UNIT	0.00		
6514/120/00946	6514/120/00946	UNIT	0.00		
8752/060/0782	8752/060/0782	UNIT	1.00		
8752/060/0793	8752/060/0793	UNIT	0.00		
8752/060/0832	8752/060/0832	UNIT	20.00		
ANT	ANTENNA	UNIT	21.00		
BOM	BOM	UNIT	3.00		
вомвом	BOM of BOM	UNIT	31.00		
C-PRE-100	CELCOM PREPAID-RM100	UNIT	92.00		
C-PRE-50	CELCOM PREPAID-RM50	UNIT	20.00		

Step 6: After complete updating the stock take report by your stock-keeper, do your stock adjustment in system from **Stock** | **Stock Adjustment** | **and drag out Book Qty and Physical Qty.**

🚏 Stock Adjustment Entry								
Note Stock Adju						Stk Adj No : Next No :- Date :-	AJ-00004 02/07/2018	<u>N</u> ew Edit Delete
+ = 0 0	nent						v ··· Update Cost	<u>C</u> ancel Refresh
Item Code # (A) # (Sorted) # Syle No. Item Code Description 2nd Description 2nd Description Cocation Remark 1 Remark 1 Remark 2 Project Qty UOM Sub Total Rate Base Qty Printable Ø Book Qty Sok Qty	Description	Location Project	Qty UO 0.00	4 Unit Cost 0.00		Book Qty	Physical Qty	Browse
Physical Qty			0.00		0.00			i
A Batch	Remark :							Close

SQL Account Education Guide

*	Stock Adjustment Entry			🖶 Stock Physic	al Worksheet					- • ×
Note Attachments Item Template	Description :- Stock Adjustment	Canceled Stk Adj No: < <new> Next No :: AJ-00004 Date :- 02/07/2018 Update Cost Sub Total Book Qty Physical</new>	New Edit Delete Save ▼ Cancel Refresh Browse	Date To 30 Stock Group: Item: Location: Batch: Category: Category Tpl : Stock Physical W			☐ Ni ✓ Print ☐ In	Stock Control Ite an-Stock Control I Active Item -Active Item de Zero Balance		Group By : ttem Code Location Stock Group Batch Category Apply
ate	Drag it & Drop into this Stock Adjustment screen		`	Drag a column 1 StockGroup ACC LILY LILY LILY LILY LILY LILY ACC	ItemCode ItemCode 123 123/1234 123/123/4 6514/120/00946 8752/060/0782 8752/060/0783 8752/060/0783 8752/060/0832 ANT ANT	Qty 0.00 0.00 1.00 0.00 20.00 20.00 21.00	SO Qty 0.00 0.00 0.00 Hightlight to adjust 0.00	PO Qty 0.00 0.00 0.00 c all the iter by click on 50.00	JO Qty 0.00 0.00 0.00 m you want CTRL + A 0.00	Avail Qty 0.00 0.00 1.00 ed 0.00 20.00 71.00
	Reason : Authorised By : Remark :		Close	HP ACC PRE PRE ACC PRE PRE ACC PRE	BOM BOMBOM C-PRE-50 COVER D-PRE-100 64	3.00 31.00 92.00 20.00 72.00 31.00 -422.00	0.00 0.00 2.00 1.00 7.00 0.00	0.00 0.00 1.00 80.00 74.00 70.00	0.00 0.00 0.00 0.00 0.00 0.00	3.00 31.00 91.00 99.00 139.00 101.00
	Hint : to Open both Stoc can press on window T	k Adjustment & ile Vertical	Stock]	Physical	Workshe	et simul	taneous	sly, you	L)	

Step 8: Click on the first item in **Stock Physical Worksheet**, press on **Ctrl** + **A** on the keyboard to select all items. **Then Drag & Drop into Stock Adjustment.**

Stock A	djustment							Stk Adj No :	d diam'r b	Ne		
								-		E		
								Next No :-	AJ-00004	▼ Del		
								Date :-	16/11/2015			
Description :- Stock	scription :- Stock Adjustment											
	hajasanene							Step 9		Car		
+ - 🕢 🕑									Update Cos			
Stock Adjustment Ma	trix				_			_		Refr		
Item Code	Description	Locati	Project	Qty	UOM	Unit Cost	Sub Total	Book Qty	Physical Qty	Bro		
12-123123dasda2	12-dasda2131			2.00	UNIT	0.00	0.00	0.00	2.00			
123/1234	123/1234			1.00	UNIT	3.00	3.00	-1.00	0.00			
6514/120/00946	6514/120/00946			8.00	UNIT	0.00	0.00	0.00	8.00	2		
8752/060/0782	8752/060/0782			1.00	UNIT	0.00	0.00	1.00	2.00			
8752/060/0793	8752/060/0793			7.00	UNIT	0.00	0.00	-2.00	5.00			
I 8752/060/0832	8752/060/0832			-30.00	INIT	0.00	0.00	30.00	3			
ANT	ANTENNA			1,351.00	UNIT	2.00	2,702.00	-1,351.00				
BOM	BOM			-1.00	UNIT	0.00	0.00	1.00				
BOMBOM	BOM of BOM			-31.00	UNIT	10.00	(310.00)	31.00				
C-PRE-100	CELCOM PREPAID-RM100			-92.00	UNIT	12.00	(1,104.00)	92.00				
C-PRE-50	CELCOM PREPAID-RM50			-20.00		50.00	(1.000.00)	20.00				
				3,631.00			1,334,599.20			v .		

Step 9: Based on the stock keeper's Stock Take Report, **fill in the actual physical quantity** in your warehouse into the Stock Adjustment **Physical Qty column**, the system will calculate the variance based on the Book Qty and apply a correction to the Qty column.

Book Qty = Quantity that is recorded in system.
Physical Qty = Actual Quantity at your warehouse.
Qty = Variance between Physical and Book Quantity, system will auto-adjust then update accordingly. (Physical Qty – Book Qty)

8 Reports

8.1 General Ledger Report

8.1.1 Balance Sheet

Go to **GL** | **Print Balance Sheet**

Step 1: Select your date

Step 2: Choose your preferred format

Step 3: "Show Up to Level" under Option refer to the depth of sub-accounts in your Maintain Chart of Account, the higher the value, the more level of detail will be shown. Step 4:

a. Use second description – use second description which is controlled at GL | Maintain Chart of Account

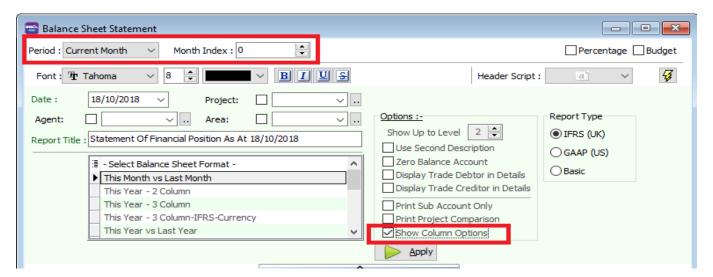
- b. Zero Balance Account choose to show accounts in the report even if their amount is 0.
- c. Display Trade Debtor/Creditor in Details show per customer account in detail

Step 5:

- a. Print Sub Account Only Select a certain account to view
- b. **Print Project Comparison** you are allowed to view your report by project (project module requested)

c. Show Column Options - you can preset setting as attached

Step 6: Apply



8.1.2 Profit & Loss Statement Go to GL | Print Profit and Loss Statement

Step 1: Select your date

Step 2: Choose your preferred format

Step 3:

a. Use second description – use second description which is maintained under GL | Maintain Chart of Account b. Zero Balance Account – choose to show accounts in the report even if their amount is 0

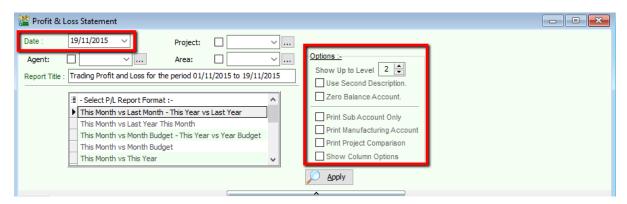
Step 4:

a. Print Sub Account Only - Select a certain account to view

b. **Print Manufacturing Account** – you are only allowed to view manufacturing account if you have set it up under Maintain Chart of Account

c. Print Project Comparison - you are allowed to view your report by project (project module requested)

d. Show Column Options – refer Balance Sheet Step 5: Apply



8.1.3 Trial Balance Go to **GL** | **Print Trial Balance**

Step 1: Select your date

Step 2: Filter by project, area, agent (optional)

Step 3: Tick whether you want to view General Ledger, Sales Ledger(Customer) or Purchase Ledger (Supplier)

Step 4:

a. Use second description – use second description is which maintained under GL | Maintain Chart of Account b. Zero Balance Account – choose to show accounts in the report even if their amount is 0

Step 5: Apply 🎬 Trial Balance 01/01/2016 to 25/08/2016 Date: Sort By: Account Code Project: **-**6 Account Description Agent: **-**• ... Area: Show Zero Balance General Ledger Apply Use 2nd Description Sales Ledger (Customer) Purchase Ledger (Supplier) Month To Date Year To Date ۸ Ξ 1 Code Description DR CR DR CR 100-001 ORDINARY SHARE CAPITAL 0.00 883.50 100-002 5% PREFERENCE SHARE CAPITAL 0.00 1,003.03 100-500 SHARE PREMIUM ACCOUNT 0.00 270.00 150-000 RETAINED EARNING 0.00 7,173,131.27

8.1.4 Ledger Report Go to GL | Print Ledger Report

Step 1: Select your date

Step 2: Filter by account, project, area, agent (optional) Step 3: Tick whether you want to view General Ledger, Sales Ledger(Customer) or Purchase Ledger (Supplier) Step 4: System can generate by group and give you a summary of each group (group/sort by)

Step 5:

a. Merge GL Code for same document – if you have the same account in one single transaction, the system will automatically merge, if you want to separate the account code for the same document, please un-tick.
b. Exclude Project when merging – exclude project when merge GL Account.

c. Use second description – use second description which is maintained under GL | Maintain Chart of Account

d. Include Zero Closing Balance – choose to show accounts in the report even if their amount is 0

e. Include Zero Transaction – choose to show accounts in the report even if there are 0 transactions.

f. Local Currency & Foreign Currency – If you have foreign currency transactions, you can tick the foreign

currency so that the system will show the figures in foreign currency compare versus local currency.

Step 6: Apply.

214	Ledger Report							×
	🔘 Sales L	6 v to 31/08/2016 v v v v al Ledger .edger (Customer Control) ase Ledger (Supplier Control)	Account Code Account Description Post Date Ref1 Project Agent Area Merge GL Code for Exclude Project Use 2nd Descriptio Include Zero Closir Include Zero Trans Local Currency	When Merging n ng Balance	_ <u>А</u> ррі	У		
:	Date	Ref 1 Description	Description 2	Local DR	Local CR	Local Balance	Tax	-
	Code : 325-000 (PET	ITY CASH)						
		Balance B/F				1,434.00		
				0.00	0.00			
	Code : 405-000 (OTh	HER CREDITORS)						
		Balance B/F				100.00		
				0.00	0.00			
	Code : 420-000 (EPF							
H		Ralance R/F		4 650 00	2 060 00	54 000 00		
				4,650.00	3,060.00			Ŧ

8.2 Customer Report

8.2.1 Customer Aging

Step 1: Customer | Print Customer Aging | Filter Aging Date

Step 2: Choose your preferred report format options.

Step 3: You can select either 4 months, 6 months or 12 months aging

Step 4: Click on Apply

🎬 Customer Aging Report		_					- • ×
Aging Date: 30/11/2015 Customer:	Image: Second	ode Cu Cu Cu Cu Cu Cu Cu Cu Cu Cu Cu Cu Cu C	eport Name Ist-Multi-L0-04 Mths Agi Ist-Multi-L0-06 Mths Agi Ist-Multi-L0-04 Mths Agi Ist-Multi-L0-06 Mths Agi Ist-Local&Multi-L0-04 Mt	ng-Current, 1 Mth ng-Jun 2004, May 2004 ng-Jun 2004, May 2004	4	ep 3	· · · · · · · · · · · · · · · · · · ·
E Company Name	Pay (MTD)	Current Mth	1 Month	2 Months	3 Mths & Above	Total	Col.06
▶ ± A'BEST TELECOMMUNICATION P	500.00				4,829.70	4,829.70	
ALPHA & BETA COMPUTER		252.80			6,078.00	6,330.80	
AB ENTERPRISE SDN BHD					23,381.00	23,381.00	
CASH SALES					5,225.00	5,225.00	
FAUNG TECK WAI					3,084.00	3,084.00	
HITTY SECURITY SDN BHD					15,600.00	15,600.00	
STAR TRADING SDN BHD					1,000.00	1,000.00	
Count = 7	500.00	252.80	0.00	0.00	59, 197. 70	59,450.50	.00

8.2.2 Customer Statement

Step 1: Customer | Print Customer Statement | Set Date Range

Step 2: Choose your preferred options.

- a. Default Statement Type The default Setting preset under Maintain Customer
- b. **Open Item Statement** Show all outstanding transaction row by row
- c. Brought Forward Statement Show outstanding amount from previous months as a lump-sum

Step 3: You can select either 6 months or 12 months' statement

Step 4: Click on Apply

SQL Account Education Guide

🚰 Customer Statement					
Date 01/11/2015 Statement Date: 30/11/20 Customer:	te 30/11/2015 V 15 Step 1 Step 1 Step 1 Statement Type: Default Statement V Default Statement Default Forward	e e e e e e e e e e e e e e e e e e e	Report Name Cust-Multi-F1-06 Mths Statem Cust-Multi-F1-12 Mths Statem Cust-Multi-F1-12 Mths Statem Cust-Multi-F2-12 Mths Statem Cust-Multi-F2-12 Mths Statem Step 2	ent-Current, 1 Mth ent-Current, 1 Mth	Step 3
I Code	Company Name	Currency	Agent	Area	Balance
▶ ± 300-A0001	A'BEST TELECOMMUNICATION PTE LTD	S\$	LF	SINGAPORE	4,829.70
	ALPHA & BETA COMPUTER		SY	RAWANG	6,330.80
300-A0003	AB ENTERPRISE SDN BHD		NF	PJ	23,381.00
	CASH SALES		NSL	SA	5,225.00
	FAUNG TECK WAI				3,084.00
	KITTY SECURITY SDN BHD		HALIM	WW	15,600.00
± 300-T0001	STAR TRADING SDN BHD		LF	RAWANG	1,000.00
Count = 7 Knock Off Detail :-	1.Always filter the da 2. You can preview th	•			59,450.50

8.2.3 Customer Due Document Listing

In this report, you can print a reminder letter to remind customers of outstanding amounts.

Step 1: Filter by Date, Document (Invoice, Debit Note, Credit Note, Contra)

Step 2: Overdue or Undue document.

Step 3: System can generate by group and give you a summary on each group (group/sort by)

Step 4: Apply.

🚰 Customer Due Docum	nent Listing							•	ĸ
	Overdue Ag Undue Cu Do Ite que Co	stomer:	preign Curr		up/Sort By: Document Due Date Document Customer I Agent Area Currency Customer I Document Doc Projec Company I	Date No Name Code Type t			
E Doc No Doc D Co	Company Name C	Local Amount	Terms	Local Payment	Local	Local	Local Outsta	Age	
∃ IV-00 13/11 ALPH	HA & BETA C	45,719.50	45 Days	0.00	0.00	0.00	45,719.50	243	
	ENTERPRISE	300.00	30 Days	0.00	0.00	0.00	300.00	209	
E IV-00 01/01 ALPH	HA & BETA C	300.00	45 Days	100.00	0.00	0.00	200.00	194	
			45 Days	0.00		0.00	300.00	190	
			45 Days	0.00		0.00	42.40	183	
⊕ IV-00 01/03 US C			30 Days	0.00		0.00	15.28	149	
			45 Days	0.00		0.00	106.00	117	
H 1231 01/04 ALPH IV 00 01/04 ALPH			45 Days	0.00		0.00	42.40	103	
			45 Days 45 Days	0.00		0.00	300.00 200.35	103 103	Ξ
Count = 8		7,235,165.18	15 0 0 4 3	12,630.24		500.00	7,222,246.29	10.5	Ŧ

Step 5: If you want to print a reminder letter, make sure you tick the customer code under "group / sort by" and Apply.

	🕍 Customer Due Document Listing											
✓ Invoice ✓ Overdue Age ✓ Debit Note ✓ Undue Are ✓ Credit Note ✓ Undue Curr ✓ Contra Doc Item ✓ Include PD Cheque Co. Co.						preign Curr		Customer Customer Document Due Date Document Agent Area Currency Document Doc Project Company	Code Name Date No Type tt			
:	Doc No	Doc D	Company Name	C	Local Amount	Terms	Local Payment	Local	Local	Local Outsta	Age	
(± IV-00	13/11	ALPHA & BETA C		45,719.50	45 Days	0.0	0.00	0.00	45,719.50	243	Ì
(± IV-00	01/01	AB ENTERPRISE		300.00	30 Days	0.0	0.00	0.00	300.00	209	
			ALPHA & BETA C			45 Days	100.0	0.00	0.00	200.00	194	
			ALPHA & BETA C			45 Days	0.0		0.00	300.00	190	
			ALPHA & BETA C			45 Days	0.0		0.00	42.40	183	
			US CORPORATIO	USD		30 Days	0.0		0.00	15.28	149	
			ALPHA & BETA C ALPHA & BETA C			45 Days 45 Days	0.0		0.00	106.00 42.40	117 103	
			ALPHA & BETA C			45 Days	0.0		0.00	42.40	103	
			ALPHA & BETA C			45 Days	0.0		0.00	200.35	103	
E 10	Count = 8				7,235,165.18			4 2,102.90	500.00	7,222,246.29		-

Step 6: Preview the report and you will see Cust Overdue Letter, choose your preferred format.

Select Report	23
Cus Due Document Listing Cust Due Document Listing - Level 1 Cust Local - Due Document Listing - Level 1 (GST) Cust Local - GST BDR Analysis (Forecast) - Level 1 Cust Overdue Letter Cust Overdue Letter - (with other Info)	
Select All	Cancel

	Tes	sting Comp an	ıy o			
						te: 27/08/2016 ge: 1 of 1
To: ALPHA 8 838 JAL 40485 R SELANG	AN WORLD AWANG					
RE : OVERI Our record sh			10.60 is now overd	ued. A list of overdued in	volces is sho	wn as below :
DATE	TYPE	INV/DN NO.	TERMS	DUE DATE	AGE	AMOUNT DUE
13/05/2015	IV	IV-00127	45 Days	27/06/2015	427	10.60
				Total 4	mount:	10.60
				Total A	mount:	10.60
We shall be g	rateful lif you	could let us have your (payment soonest possible.			
This is a comp	uter generat	ed document. Please lo	gnore this reminder should you	have made the aforesai	d payment.	
Thank you and	d best regard	s,				
Yours faithfull	γ.					
Account						

8.2.4 Customer Analysis By Document

This report is used to analyse all customer documents in one report. You can check total Invoice, Credit Note, Debit Note, Payment and the rest of the document amount.

Step 1: Customer | Customer Analysis By Document

Step 2: Filter by Document Date and any others optional field to display.

Step 3: Apply.

Customer Analysis By Document										
Date V 01/01/2016 v to 31/0 Customer: Agent: Area: Project: Currency: Co. Category:	8/2016 V III	Group/Sort By: C Customer Ca Customer Na Agent Area Durrency Company Ca Doc Project Curren Foreign Curren	tegory	هم 🖌	ply					
Company Name	B/F Local Amt	Inv Local	Payment Local	CN Local Amt	NL ocal Amt	Contra Local	Bounced Payment Local	Bounced Refund Local	Refund Local	C/F Local Amt
A'BEST TELECOMMUNICATION PTE	15,655.21	Inv Local	T dynicite cocdi	CITEOCOLAIN	DiveocarAnte	Contra Local	bounced r dyment bood	bounced renand boost	Techana Eocar	15,655.
ALPHA & BETA COMPUTER	10.60									10
ALPHA & BETA COMPUTER 12	138,232.86	4,309.99	(2,266.00)	(1,060.00)		(500.00)			1,500.00	140,216
AB ENTERPRISE SDN BHD	6,961,454.50	300.00								6,961,754
ali enterprise	0.00	26.93	(13.33)	(530.00)						(516
CASH SALES-A	(1,498.50)									(1,498
chris	106,106.00									106,106
FAUNG TECK WAI	3,084.00									3,084
	(4,700.00)									(4,700
KITTY SECURITY SDN BHD										1.000
KITTY SECURITY SDN BHD STAR TRADING SDN BHD	1,000.00									1,000
		389.28								(373

8.3 Sales Report

8.3.1 Sales Document Listing

Go to Sales | Print Sales Document Listing

Step 1: You can filter which type of document you want: e.g, Sales Quotation /Sales Order/ Deliver Order/ Invoice Listing

Step 2: Filter by date, if left untick means all periods will be shown

Step 3: Filter area by pipelines (It's optional)

Step 4: System can generate by group and can give you a summary on each diff group (group/sort by)

Step 5: Click Apply to generate, whenever you change any setting under Step 3 or 4, please redo by clicking Apply

🎬 Sa	les Documer	nt Listing								• 8		
Date Docu Custi Agen Area Curre Co. C	Documents: Quotation Listing Item Project: Item Project: Item Project: Date 01/11/2015 to 30/11/2015 Stk Group: Item Item Document: Item: Item: Item Item Item Item Document: Item: Item: Item <											
		der here to group by			1 t	1	Denie at	0	N - + T - + - I	Grand		
∃	Doc No 2T-00009	Date 09/01/2014	ALPHA & BETA COMP	ny Name	Agent SY	Area RAWANG	Project	Currenc	Net Total 5.00	Cancel		
	T-00001	22/01/2014	KITTY SECURITY SD		HALIM	WW			80,000.00			
	T-00002	08/12/2014	A'BEST TELECOMMUN		LF	SINGAPORE		SŚ	17,400.00			
	- 2T-00003	10/12/2014	AB ENTERPRISE SDN	BHD	NF	PJ			100.00			
± q	2T-00004	10/12/2014	AB ENTERPRISE SDN	BHD	NF	PJ			500.00			
± q	QT-00005	12/12/2014	A'BEST TELECOMMUN	VICATION PTE LTD	LF	SINGAPORE		S\$	50.00			
+ 1		19/12/2014	ALPHA & BETA COMP	UTER	SY	RAWANG			500.00			
±ς	2T-00008	20/12/2014	ALPHA & BETA COMP	UTER	SY	RAWANG			2.50			
± C	QT-00011	18/11/2015	ALPHA & BETA COMP	UTER	SY	RAWANG			111.30			
Cou	int = 9								98,668.80			

8.3.1.1 Export report into Excel

Step 1: Right click on any title bar

Step 2: Click on Grid Export | Export to Excel.

9 %			Sales Doci	ument Listing	
	voice Listing /2015 V to 26	× 3/02/2015 × ···· ···· ···· ····	Item Prc Stk Grou Item: Location Batch: Categor	Sort Descending Clear Sorting Group By This Field Group By Box Footer	iroup/Sort By : Date Document No Customer Code Customer Name Agent Area Currency Doc Project Company Category Shipper
Co. Category: Doc Project: Drag a column he Doc No	Date	up by that column	Inclu Print	Remove This Column J Field Chooser	Step 2: Grid Export Export to Excel Step 3 : Export to a location(folder)
	04/01/2013 19/01/2013 11/02/2013 20/02/2013 20/04/2013 25/10/2013 17/12/2013 18/12/2013 05/02/2014 20/04/2014	AB ENTERPRISE S AB ENTERPRISE S AB ENTERPRISE S ALPHA & BETA CC ALPHA & BETA CC AB ENTERPRISE S	t click DN BHD DN BHD MPUTER MPUTER DN BHD1	Filter Box Quick Column Customization Columns Auto Width Hide Column On Grouping Full Expand Full Collapse Find Text in Grid Find Text in Column Grid Lavout	16,000.00 9,380.00 8,988.00 5,900.00 1,955.00 2.50 Export to Microsoft Excel 2007 Export to Microsoft Excel 97-2003
Count = 19				Print Grid Grid Export	Export to HTML Export to Text Export to XML

8.3.1.2 Batch Printing Invoices

If you want to print out entire month invoices by batch and into a page-by-page format,

Step 1: Sales | Print Sales Document Listing.

Step 2: Tick "Print Document Style"

https://w	ww.youtube.co	om/wa	tch?v=M	bNMVn0	mBiw&fe	ature=youtu.	<u>be</u>	
🚆 Sales Docum								
Sales Docum	ient Listing							
Documents: In	voice Listing	~	Item Project:		~	Group/Sort By :	_	
Date 🗌 01/11	1/2015 v to 30/11/2015	× 1	Stk Group:		~	Date Document No		
Document:		~	Item:		~	Customer Code		
Customer:		~	Location:		~	Customer Name		
Agent:		~	Batch:			Δrea		
Area:		~	Category:		emember t	to tick Print	Document Style	
Currency:		~	Category Tpl :				-	
Co. Category:		~	Include Can	celled Documents	3	Apply		-
Doc Project:		~	Print Docum	ent Style				
					^			
								^

8.3.2 Outstanding Sales Document Listing (Require Partial Delivery Module)

This report can help you check the transfer document's info, such as the amount of outstanding items for the particular document and; which invoices the DO have been transferred to.

Step 1: Sales | Print Outstanding Sales Document Listing.

Step 2: Filter the information that you want and apply.

Step 3:

a. **Print Outstanding Item** – to check outstanding items which have not yet been transferred.

b. **Print Fulfilled Item** – to check those documents which have been fully transferred and transferred to which document.

c. Include cancelled documents - tick to show cancelled documents in the report.

d. Outstanding SO & PO - to check the number of outstanding items from sales order and purchase order

e. **Transfer Doc Date Follow Filtered Date** – tick this if you want the document transfer date (e.g. transfer document Sales Order to Invoice both will followed filtered date.

Cutstanding Sales Document Listing											
Documents: Doc Date Delivery Date Delivery Order: Customer: Agent: Area: Doc Project: Item Project: Co. Category:		ding Delivery Order	Pri	: ory: ory Tpl :	anding Item	 • 	Group/Sort Date Delivery Custome Agent Area Doc Proje Item Proj Item Coc Seq Location Batch StockGro Company Shipper Category	By : Date It No r ect ject le v Category	•		
Location:		•	Ca	lculate C	ncelled Docum Outstanding S(oc Date Follov			ply			
	Data	Company Name	Acent	Drei	Catagory	Item Code	Orig Oby	Transfer	O/S Ohr		
	Date	Company Name	Agent	Proj	Category	Item Code	Orig. Qty	Transfer	O/S Qty		
▶ ⊕ DO-00001 1	11/01/2011	KITTY SECURITY SD	HALIM	Proj	Category	M-R-GP300	40.00	16.00	24.00		
▶ ⊕ DO-00001 1 ⊕ DO-00002 1	11/01/2011 19/01/2011	KITTY SECURITY SD A'BEST TELECOMM	HALIM		Category	M-R-GP300 E-BAT	40.00	16.00 5.00	24.00 0.00		
▶ ± DO-00001 1 ± DO-00002 1 ± DO-00002 1	11/01/2011 19/01/2011 19/01/2011	KITTY SECURITY SD A'BEST TELECOMM A'BEST TELECOMM	HALIM LF LF		Category	M-R-GP300 E-BAT E-T10s	40.00 5.00 5.00	16.00 5.00 0.00	24.00 0.00 5.00		
▶ ★ DO-00001 1 ★ DO-00002 1 ★ DO-00002 1 ★ DO-00002 1	11/01/2011 19/01/2011 19/01/2011 19/01/2011	KITTY SECURITY SD A'BEST TELECOMM A'BEST TELECOMM A'BEST TELECOMM	HALIM		Category	M-R-GP300 E-BAT E-T10s N-3210	40.00 5.00 5.00 5.00	16.00 5.00 0.00 5.00	24.00 0.00 5.00 0.00		
▶ ★ DO-00001 1 ★ DO-00002 1	11/01/2011 19/01/2011 19/01/2011 19/01/2011 19/01/2011	KITTY SECURITY SD A'BEST TELECOMM A'BEST TELECOMM A'BEST TELECOMM A'BEST TELECOMM	HALIM LF LF LF		Category	M-R-GP300 E-BAT E-T10s N-3210 N-3310	40.00 5.00 5.00 5.00 10.00	16.00 5.00 0.00 5.00 0.00	24.00 0.00 5.00 0.00 10.00		
▶ ★ DO-00001 1 ★ DO-00002 1	11/01/2011 19/01/2011 19/01/2011 19/01/2011 19/01/2011 19/01/2011	KITTY SECURITY SD A'BEST TELECOMM A'BEST TELECOMM A'BEST TELECOMM	HALIM LF LF LF LF		Category	M-R-GP300 E-BAT E-T10s N-3210	40.00 5.00 5.00 5.00	16.00 5.00 0.00 5.00	24.00 0.00 5.00 0.00		
▶ ★ DO-00001 1 ★ DO-00002 1	11/01/2011 19/01/2011 19/01/2011 19/01/2011 19/01/2011 19/01/2011 20/02/2011	KITTY SECURITY SD A'BEST TELECOMM A'BEST TELECOMM A'BEST TELECOMM A'BEST TELECOMM A'BEST TELECOMM	HALIM LF LF LF LF LF	 	Category	M-R-GP300 E-BAT E-T10s N-3210 N-3310 N-BAT	40.00 5.00 5.00 10.00 15.00	16.00 5.00 5.00 0.00 0.00 0.00	24.00 0.00 5.00 0.00 10.00 15.00		
▶ ★ DO-00001 1 ★ DO-00002 1 ★ DO-00006 2 ★ DO-00006 2	11/01/2011 19/01/2011 19/01/2011 19/01/2011 19/01/2011 19/01/2011 20/02/2011 20/02/2011	KITTY SECURITY SD A'BEST TELECOMM A'BEST TELECOMM A'BEST TELECOMM A'BEST TELECOMM A'BEST TELECOMM ALPHA & BETA COM	HALIM LF LF LF LF LF SY	 	Category	M-R-GP300 E-BAT E-T10s N-3210 N-3310 N-BAT N-8250	40.00 5.00 5.00 10.00 15.00 2.00	16.00 5.00 0.00 5.00 0.00 0.00 2.00	24.00 0.00 5.00 0.00 10.00 15.00 0.00		
▶ ★ DO-00001 1 ★ DO-00002 1 ★ DO-00006 2 ★ DO-00006 2 ★ DO-00006 2 ★ DO-00007 2	11/01/2011 19/01/2011 19/01/2011 19/01/2011 19/01/2011 19/01/2011 20/02/2011 20/02/2011 20/02/2011	KITTY SECURITY SD A'BEST TELECOMM A'BEST TELECOMM A'BEST TELECOMM A'BEST TELECOMM A'BEST TELECOMM ALPHA & BETA COM ALPHA & BETA COM	HALIM LF LF LF LF LF SY SY	 	Category	M-R-GP300 E-BAT E-T10s N-3210 N-3310 N-BAT N-8250 N-8850	40.00 5.00 5.00 10.00 15.00 2.00 2.00	16.00 5.00 5.00 0.00 0.00 2.00 2.00	24.00 0.00 5.00 0.00 10.00 15.00 0.00 0.00		
 	11/01/2011 19/01/2011 19/01/2011 19/01/2011 19/01/2011 19/01/2011 20/02/2011 20/02/2011 20/02/2011 20/02/2011	KITTY SECURITY SD A'BEST TELECOMM A'BEST TELECOMM A'BEST TELECOMM A'BEST TELECOMM A'BEST TELECOMM ALPHA & BETA COM ALPHA & BETA COM KITTY SECURITY SD	HALIM LF LF LF LF LF SY SY HALIM	 	Category	M-R-GP300 E-BAT E-T10s N-3210 N-3310 N-BAT N-8250 N-8850 M-R-GP300	40.00 5.00 5.00 10.00 15.00 2.00 2.00 20.00	16.00 5.00 5.00 0.00 0.00 2.00 2.00 15.00	24.00 0.00 5.00 10.00 15.00 0.00 0.00 5.00		
▶ ★ DO-00001 1 ★ DO-00002 1 ★ DO-00006 2 ★ DO-00006 2 ★ DO-00007 2 ★ DO-00007 2 ★ DO-00007 2 ★ DO-00008 2	11/01/2011 19/01/2011 19/01/2011 19/01/2011 19/01/2011 19/01/2011 20/02/2011 20/02/2011 20/02/2011 20/02/2011	KITTY SECURITY SD A'BEST TELECOMM A'BEST TELECOMM A'BEST TELECOMM A'BEST TELECOMM A'BEST TELECOMM ALPHA & BETA COM ALPHA & BETA COM KITTY SECURITY SD KITTY SECURITY SD	HALIM LF LF LF LF SY SY HALIM HALIM	 	Category	M-R-GP300 E-BAT E-T10s N-3210 N-3310 N-BAT N-8250 N-8850 M-R-GP300 N-BAT	40.00 5.00 5.00 10.00 15.00 2.00 2.00 2.00 4.00	16.00 5.00 0.00 0.00 0.00 2.00 2.00 15.00 4.00	24.00 0.00 5.00 10.00 15.00 0.00 0.00 5.00 0.00		

Step 4: Apply.

Step 5: If you want to know where this document has already been transferred to, you just Preview the report.

SQL Account Education Guide

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	•
Date : All Delivery Date All Document : All Company : All Co Category : All Agent : All Doc Project : All Doc Project : All Doc Project : All Doc Project : All Item : All Location : All Doc Sort By : DocDate;DocNo;Code Doc Date;DocNo;Code Doc Project : All Doc Project : All Project : All Doc Project : All Doc Proje	E
Testing Company ()	
Seq. Code Description U/Price Delivy date Orig Qty O/Stding Date Doc No Tfer Qty	
DO-00001 KITTY SECURITY SDN BHD 1 M-R-GP300 MOTOLORA RADIUS GP300 1,000.0000 11/01/11 40.00 24.00 11/02/11 IV-00001 16.00	
DO-00002 A'BEST TELECOMMUNICATION PTE LTD 2 E-BAT ERICSSON BATTERY 150.0000 19/01/11 5.00 0.00 19/01/11 IV-00002 5.00 3 E-T10s ERICSSON T10s 800.0000 19/01/11 5.00 5.00	
3 E-T10s ERICSSON T10s 800.0000 19/01/11 5.00 5.00 4 N-3210 NOKIA 3210 900.0000 19/01/11 5.00 0.00 19/01/11 IV-00002 5.00 5 N-3310 NOKIA 3310 988.0000 19/01/11 10.00 10.00 6 N-BAT NOKIA BATTERY 150.0000 19/01/11 15.00	
DO-00006 ALPHA & BETA COMPUTER12 7 N-8250 NOKIA 8250 890.0000 20/02/11 2.00 0.00 20/02/11 IV-00004 2.00 8 N-8850 NOKIA 8850 3,800.0000 20/02/11 2.00 0.00 20/02/11 IV-00004 2.00	
DO-00007 KITTY SECURITY SDN BHD 9 M-R-GP300 MOTOLORA RADIUS GP300 1,000.0000 20/02/11 20.00 5.00 09/12/11 C5-00002 15.00 10 N-BAT NOKIA BATTERY 150.0000 20/02/11 4.00 0.00 09/12/11 C5-00002 4.00	
DO-00008 AB ENTERPRISE SDN BHD 11 N-7110 NOKIA 7110 1,388.0000 20/02/11 1.00 0.00 20/04/11 IV-00005 1.00 12 N-8850 NOKIA 8850 3,800.0000 20/02/11 2.00 0.00 20/04/11 IV-00005 2.00	
DO-00003 KITTY SECURITY SDN BHD 13 M-R-GP300 MOTOLORA RADIUS GP300 1,000.0000 22/02/11 20.00 10.00 09/12/11 CS-00002 10.00	-
1	2
Page 1 of 2 27.08.2016 11:34:12 Sales Outstanding Delivery Order Listing.rtm	н

8.4 Inventory Report

A subsidiary report where each individual movement of stock is recorded, including stock movements from Purchases, Sales and Returns.

8.4.1 Stock Card:

Step: Stock	Print Stock	Card	Apply.
-------------	-------------	------	--------

4					Stoc	k Card				
Date 🗌	01/11/2015	✓ to 30/11/2015	~							
Stock Group:		✓ Bata	th:		×	Print Active	Item	Include Zero Ba	alance	
Item:		✓ Cate	egory:		×	In-Active It	tem	Calculate Seria	Number	
Location:		✓ Cate	egory Tpl: 🗌		~	✓ Merge Sam	e Cost (FIFO Only)			
						^				
										Apply
Stock Card St	ock Card Stor	dk Card								×
										Preview 👻
3	Location		St	ockGroup				ItemCode		Batch
• BC		ACC				ANT				
00		Acc				801				
						2				
Post Date	Doc No	Doc Description	U. Cost	U. Price	Qty In	Qty Out	Bal Qty	Cost		^
01/01/2011		(Balance b/d)		C. T. T. C.	Sec. 1 2.1	Q1/ 001	0.00	0.00		
02/01/2011	RC-00001	Stock Received	2.00	0.00	10.00	0.00	10.00	20.00		
02/01/2011	IS-00001	Stock Issue	2.00	0.00	0.00	10.00	0.00	0.00		
07/01/2011	GR-00004	LION HPHONE AC	1.50	0.00	50.00	0.00	50.00	75.00		
	33 trans(s)				91.00	1,444.00				*
I Qty	Cost									
▶ 10.00	2.00									

8.4.2 Stock Card Qty:

Same purpose with stock card but stock card qty is without costing and pricing, this is useful for customers who want to block specific users from viewing stock costing.

Step: Stock | Print Stock Card Qty | Apply.

4		Stock Card	Qty	
Item: ANT Location: Batch: Project: Category:	× •	Print Active Item In-Active Item In-Active Item Include Zero Balance Calculate Serial Number	Group By : Utem Code Location Stock Group Batch Project Cohegory	
Category Tpl :v	_		Brew	Apply X ew
Drag a column header here to group by that co	lumn			
3			ItemCode	
I Post Date Doc No Doc Descript	on Qty In	Qty Out Bal Qty		^
01/01/2011 (Balance b/d)		0.00		
► 02/01/2011 RC-00001 Stock Received	10.00	0.00 10.00		
02/01/2011 IS-00001 Stock Issue 07/01/2011 GR-00004 LION HPHONE	0.00 AC 50.00	10.00 0.00 0.00 50.00		
35 trans(s)	92.00	1,445.00		~

8.4.3 Stock Month End Balance:

The Monthly Stock Balance Report summarizes the stock balances of the participant as of a calendar month end. The report also shows the monthly custody fee charged for each stock.

Step: Stock | Print Stock Card Qty | Apply.

4	Stor	k Month End Balance	e		
Date To 31/12/2015 Stock Group: Item: Location: Batch: Category: Category Tpl:	✓ ✓ Print Active ✓ In-Active ✓ ✓ Merge Same ✓ Indude Zero ✓ Calculate Se ✓	Item : Cost (FIFO Only) o Balance	Group By : Catalon Stock Group Tatch Tem Code Category	0	Δρρίγ
tock Month End Balance					Preview -
Drag a column header here to group l	by that column ItemCode	Location	Batch	UTD Qty	LUTD Cost
ACC	123		butan	12.00	92.39
ACC	ANT			-1,351.00	0.00
ACC	BOMBOM			31.00	700.00
ACC	COVER			72.00	167.80
ACC	E-BAT			-3.00	0.00
ACC	FTW			-1.00	0.00
	44				116,405.84
Qty Cost 10.00 0.00 2.00 46.20		You ma	v oet the	final figure from	here and the
				ng stock value s	

Balance Sheet Report will capture.

8.4.4 Stock Reorder Advice:

This report is to show reorder advice according to stock level, normally used to trace pending Purchase Orders and Sales Orders. You may compare as seen below:

Step: Stock | Print Stock Reorder Advice | Apply.

On Hand +PO Qty (+/-)JO Qty	oordor A	Stack Dear		Stock Reorder Advice
On Hand -SO Qty On Hand +PO Qty -SO Qty On Hand +PO Qty (+/-)JO Qty Dependent Level Dependent Level			VC	On Hand Qty
	~		VS	On Hand -SO Qty On Hand +PO Qty -SO Qty
On Hand -SO Qty (+/-)JO Qty On Hand +PO Qty -SO Qty (+/-)JO Qty				On Hand -SO Qty (+/-)JO Qty

SQL Account Education Guide

•		Stock	Reorder Advice			
Stock Group: Item: Location: Batch: Supplier: Category: Category Tpl :		On Hand Qty Compare to :- Reorder Level Print Stock Contro Non-Stock Contro Print Active Item In-Active Item In-Active Item	✓ I Item rol Item	Group By : Item Code Stock Group Batch Category Suppler		Δροίγ
Stock Reorder Ad	vice					
	vice					Preview -
		Qty	SO Qty	PO Qty	JO Qty	
Drag a column he	sader here to group by that column	Qty -1,351.00	S0 Qty 17.00	PO Qty 50.00	JO Qty -1.00	·
Drag a column he ANT	sader here to group by that column					Avail Qty
Drag a column he ANT E-BAT	sader here to group by that column	-1,351.00	17.00	50.00	-1.00	Avail Qty -1,319.00
Prag a column he ANT E-BAT JSON2	sader here to group by that column	-1,351.00 -3.00	17.00 0.00	50.00 85.00	-1.00	Avail Qty -1,319.00 82.00
Prag a column he ANT E-BAT JSON2 M-BAT	sader here to group by that column	-1,351.00 -3.00 10.00	17.00 0.00 0.00	50.00 85.00 0.00	-1.00 0.00 0.00	Avail Qty -1,319.00 82.00 10.00
Yrag a column he ANT E-BAT JSON2 M-BAT M-P7689	sader here to group by that column	-1,351.00 -3.00 10.00 0.00	17.00 0.00 0.00 0.00	50.00 85.00 0.00 0.00	-1.00 0.00 0.00 0.00	Avail Qty -1,319.00 82.00 10.00 0.00
ANT E-BAT JSON2 M-BAT M-P7689 M-PRE-120	sader here to group by that column	-1,351.00 -3.00 10.00 0.00 0.00	17.00 0.00 0.00 0.00 0.00	50.00 85.00 0.00 0.00 0.00	-1.00 0.00 0.00 0.00 0.00	Avail Qty -1,319.00 82.00 10.00 0.00 0.00
Yag a column he ANT E-BAT JSON2 M-BAT M-P7689 M-P7E-120 M-PRE-60	sader here to group by that column	-1,351.00 -3.00 10.00 0.00 0.00 -12.00	17.00 0.00 0.00 0.00 0.00 0.00	50.00 85.00 0.00 0.00 0.00 0.00	-1.00 0.00 0.00 0.00 0.00 0.00 0.00	Avail Qty -1,319.00 82.00 10.00 0.00 0.00 -12.00
ANT E-BAT JSON2 M-BAT M-P7689 M-PRE-120 M-PRE-60 M-RC-69300	sader here to group by that column	-1,351.00 -3.00 10.00 0.00 0.00 -12.00 0.00	17.00 0.00 0.00 0.00 0.00 0.00 10.00	50.00 85.00 0.00 0.00 0.00 0.00 0.00	-1.00 0.00 0.00 0.00 0.00 0.00 0.00	Avail Qty -1,319.00 82.00 10.00 0.00 -12.00 -10.00
Drag a column he	sader here to group by that column	-1,351.00 -3.00 10.00 0.00 -12.00 0.00 -1,079.00	17.00 0.00 0.00 0.00 0.00 0.00 10.00	50.00 85.00 0.00 0.00 0.00 0.00 0.00 0.0	-1.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	Avail Qty -1,319.00 10.00 0.00 -12.00 -10.00 -10.00 -1,079.00

P/S: This report item code will only display when a particular item qty reaches the reorder level, otherwise the item will not show in the list.

9 Historical of GST

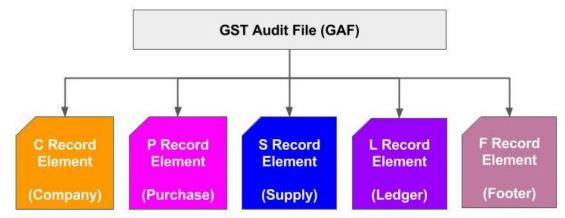
	From 1 April 2015	18/07/2016	20/07/2016	01/08/2016	29/08/2016	02/03/2017	05/02/2018
	First GST	Introduced New	FIRST Amendment	SECOND	Announcement on	Introduce New GST	Guide on Accounting
	Implementation	GST Accounting	New GST Accounting	Amendment New	Removal of Guide	Accounting Guide	Software
		Guide	Guide	GST Accounting	Accounting Software	_	Enhancement towards GST
				Guide	(Revised as at		Compliance revised as at 05
					01/08/2016)		February 201 8
	ES43	IES (Recode)	IES	IES	ES43	IES	IES
	TX-N43	TX-ES (Recode)	TX-ES	TX-ES	TX-N43	TX-ES	TX-ES
	TX-E43	TX-IES (Recode)	TX-IES	TX-IES	TX-E43	TX-IES	TX-IES
Tax Code:		ZDA (New)	ZDA	ZDA		ZDA	ZDA
		IM-CG (New)	IM-CG	IM-CG		IM-CG (Removed)	IM-CG (Reinstate)
		1	1		1	NTX (New)	NTX
		į	i		1	OS-TXM (New)	OS-TXM
							1
Guide:	Petrol RON 95> ZP	RP	RP	RP	Petrol RON 95> ZP	RP	RP> ZP
	EP	EP	EP	EP	EP	EP	EP> ZP
	GP	GP	GP	GP	GP	GP	GP> ZP
	ZP	ZP	ZP	ZP	ZP	ZP	ZP> ZP
GST-03 :	Field 10: ZRL	Field 10: ZRL, ZDA	Field 10: ZRL, ZDA	Field 10: ZRL, ZDA	Field 10: ZRL	Field 10: ZRL, NTX	Field 10: ZRL
	Field 11: ZRE	Field 11: ZRE		Field 11: ZRE	Field 11: ZRE	Field 11: ZRE, ZDA	Field 11: ZRE, ZDA
	Field 13: RS	Field 13: RS	Field 13: RS, GS	Field 13: RS, GS	Field 13: RS	Field 13: RS	Field 13: RS
		1				1	Field 15: OS, OS-TXM, GS,
	Field 15 : IS x 6%	Field 15 : IS x 6%	NTX, SR-JWS				
TAP :	24 columns	24 columns	25 columns				

Historical of changes in GST Accounting Guideline.

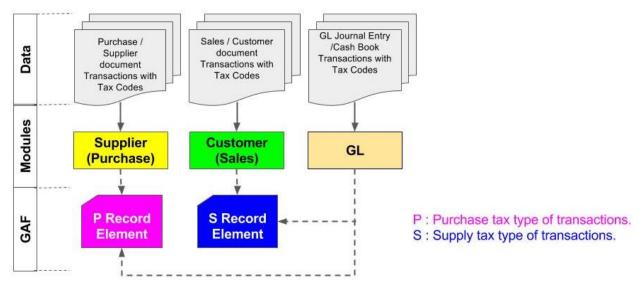
Starting point to change

9.1 GST Audit File (GAF)

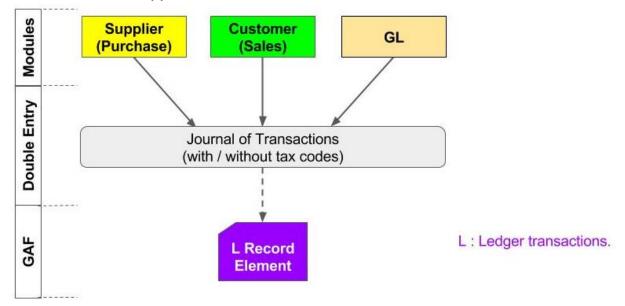
1. GAF is constructed from 5 records elements.



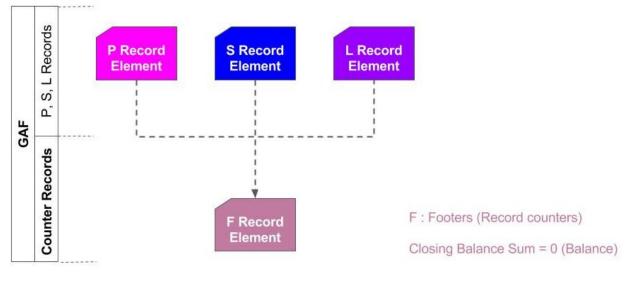
2. GAF – Record Elements (P, S).



3. GAF – Record Elements (L).



4. GAF – Record Elements (F).



9.2 Generate GAF



GAF = GST Audit File.

The purpose of a GAF is for Customs to audit the accuracy of your GST Return but GAF submission is only required upon request. It is not required to be submitted with GST-03.

Step 1: Click on GST | Open GST Return.

<u>GST</u> Inquiry <u>T</u> ools <u>W</u> indow <u>H</u> elp
New GST Return
Open GST Return
🔊 Maintain Tax
GST Effective Date
Gift / Deemed Supply
🖶 Print GST Listing
🖶 Print GST Bad Debt Relief
📻 Print GST Taxable Listing (Manual)
📅 Print Gift / Deemed Supply Listing
曫 RMCD Guidelines

Step 2: Select the cycle for the GAF that you want to generate. Then click on the **arrow down button** and select **Generate GST Audit File(GAF).**

										SQL Aco	count Education Guide
<u>14</u>	Open GS	ST Return									
1	Status	Date From	Date To	Description	Σ Outpu	Σ Input	GST Amount Pa	Journal		1	
		01/04/2015	30/06/2015	GST Return - 01 A	232.50	2,929.92	Claimable.2,697	42 <u>JVGST-2</u>	GST-03		
		01/07/2015	30/09/2015	GST Return - 01 J	11,412.76	6.30	11,406	46 <u>JVGST-2</u>	GST-03		
Þ		01/10/2015	31/12/2015	GST Return - 01 O	673.47	1,282.94	Claimable: 609.	47 <u>JVGST-2</u>	GST-03		
		01/01/2016	31/03/2016	GST Return - 01 J	436.78	12,261.30	Claimable11,824	52 <u>JVGST-2</u>	GST-03		
									/ L	Generat	e GST Audit File (GAF)
							_				
01/04/2015 30/06/2015 GST Return - 01 A 232.50 2,929.92 Claimable.2,697.42 JVGST-2 GST-03 01/07/2015 30/09/2015 GST Return - 01 J 11,412.76 6.30 11,406.46 JVGST-2 GST-03 ▼ 01/10/2015 31/12/2015 GST Return - 01 O 673.47 1,282.94 Claimable: 609.47 JVGST-2 GST-03 ▼											
							se	lect "Generat	te GST Audit File (GAF)"	
			Count = 4		12,755.51	16,480.46	(3,724.9	5)			
N	ew GST F	Return									
_											

Step 3: The result is generated based on **General, Sales & Purchase Ledger** for you to check your transactions before submitting to Customs for auditing purposes.

GST Audit General Ledger	Sales Purchase									
Trans Date	Account	Acc Desc	Acc Type	Name	Trans ID	Source Doc ID	Journal	Local DR	Local CR	Local Balance
01/10/2015	100-001	Balance B/F	CP					0.00	0.00	(883.50
01/10/2015	100-002	Balance B/F	CP					0.00	0.00	0.0
01/10/2015	100-002		CP		300	JV-00033	GENERAL	0.00	1,000.00	(1,000.00
01/10/2015	100-002		CP	Reverse of (5% PREFER	301	JV-00034	GENERAL	0.00	0.03	(1,000.03
30/10/2015	100-002		CP	Reverse of (5% PREFER	330	JV-00037	GENERAL	0.00	3.00	(1,003.03
01/10/2015	100-500	Balance B/F	RV					0.00	0.00	(370.00
08/10/2015	100-500		RV		328	JV-00035	GENERAL	100.00	0.00	(270.00
01/10/2015	150-501	Balance B/F	LT					0.00	0.00	0.0
08/10/2015	150-501		LT		328	JV-00035	GENERAL	0.00	100.00	(100.0
01/10/2015	150-502	Balance B/F	LT					0.00	0.00	100.0
01/10/2015	200-200	Balance B/F	FA					0.00	0.00	1,250.0
01/10/2015	200-205	Balance B/F	FA					0.00	0.00	0.0
02/12/2015	200-205		FA	HSBC - USD ACCOUNT	406	OR-00073	BANK	0.00	374.00	(374.0
01/10/2015	200-400	Balance B/F	FA					0.00	0.00	200,000.0
01/10/2015	200-400		FA		300	JV-00033	GENERAL	943.40	0.00	200,943.4
01/10/2015	200-600	Balance B/F	FA					0.00	0.00	0.0
29/10/2015	200-600		FA		350	JV-00039	GENERAL	100.00	0.00	100.0
01/10/2015	310-001	Balance B/F	CA					0.00	0.00	(14,686.9
08/10/2015	310-001	Payment For Account	CA	DIGI COMMUNICATION	316	PV-00065	BANK	0.00	150.00	(14,836.9
12/11/2015	310-001	Payment For Account	CA	chris	353	OR-00070	BANK	2.65	0.00	(14,834.2
07/12/2015	310-001		CA	Tan Ali	407	PV-00067	BANK	0.00	100.00	(14,934.2
01/10/2015	310-002	Balance B/F	CA					0.00	0.00	50.0
01/10/2015	310-003	Balance B/F	CA					0.00	0.00	1,510.0
01/10/2015	310-004	Balance B/F	CA					0.00	0.00	(576.0
02/12/2015	310-004		CA	12312	406	OR-00073	BANK	374.00	0.00	(202.0
01/10/2015	310-006	Balance B/F	CA					0.00	0.00	2,478.9
01/10/2015	320-000	Balance B/F	CA					0.00	0.00	5.0
01/10/2015	325-000	Balance B/F	CA					0.00	0.00	1,434.0
01/10/2015	405-000	Balance B/F	CL					0.00	0.00	100.0
01/10/2015	420-000	Balance B/F	CL					0.00	0.00	54,000.0
01/10/2015	430-000	Balance B/F	CL					0.00	0.00	(254,000.0
01/10/2015	450-000	Balance B/F	CL					0.00	0.00	(60.0
01/10/2015	500-000	Balance B/F	SL					0.00	0.00	(5,205.0
120 trans(s)								74,573.62	74,473.62	

Step 4: You may check the report.

Step 5: Click on Save as Text.

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General Ledg	ger Sales	Purchase								
Trans D	Account	Acc Desc	Acc T	Name	Trans ID	Source	Journal	Local DR	Local CR	Local Bal
01/10/2	100-001	Balance B/F	CP					0.00	0.00	(883.50)
01/10/2	100-002	Balance B/F	CP					0.00	0.00	0.00
01/10/2	100-002		CP		300	JV-00033	GENERAL	0.00	1,000.00	(1,000.00)
01/10/2	100-002		CP	Reverse of (5	301	JV-00034	GENERAL	0.00	0.03	(1,000.03)
30/10/2	100-002		CP	Reverse of (5	330	JV-00037	GENERAL	0.00	3.00	(1,003.03)
01/10/2	100-500	Balance B/F	RV					0.00	0.00	(370.00)
08/10/2	100-500		RV		328	JV-00035	GENERAL	100.00	0.00	(270.00)
01/10/2	150-501	Balance B/F	LT					0.00	0.00	0.00
08/10/2	150-501		LT		328	JV-00035	GENERAL	0.00	100.00	(100.00)
01/10/2	150-502	Balance B/F	LT					0.00	0.00	100.00
01/10/2	200-200	Balance B/F	FA					0.00	0.00	1,250.00
01/10/2	200-205	Balance B/F	FA					0.00	0.00	0.00
02/12/2	200-205		FA	HSBC - USD AC	406	OR-00073	BANK	0.00	374.00	(374.00)
01/10/2	200-400	Balance B/F	FA					0.00	0.00	200,000.00
01/10/2	200-400		FA		300	JV-00033	GENERAL	943.40	0.00	200,943.40
01/10/2	200-600	Balance B/F	FA					0.00	0.00	0.00
29/10/2	200-600		FA		350	JV-00039	GENERAL	100.00	0.00	100.00
01/10/2	310-001	Balance B/F	CA					0.00	0.00	(14,686.90)
08/10/2	310-001	Payment For A	CA	DIGI COMMUN	316	PV-00065	BANK	0.00	150.00	(14,836.90)
120 trans(74,573.62	74,473.62	

Step 6: Save your GAF text file to desktop.

2	GL	GST Audit Text File		×
🔄 🔿 – 🛧 🔳	Desktop	× ¢	Search Desktop	,p
Organize 👻 Ne	ew folder		= ₩=	۲
★ Favorites ■ Desktop ↓ Downloads	Windo	ws8		^
Recent places	This PC	5		
1툦 This PC 隆 Desktop	Librarie	25		
Documents	Vetwo	rk		Ŷ
File name:	GAF			~
Save as type:	Text File (*.txt)			~
Hide Folders		Step 6	Save Canc	el

Step 7: After saving, the message "File generated successfully" will automatically pop-up, just click OK.

Descriptio	SQL	Financial Acco	ounting	× al DR
lance B/E	le generated succes	sfully		
lance B/F lance B/F		Step 7	ОК	
PHA & BETA C	154	OR-00063	BANK	530.00
LCOM (M) CO	178	PV-00056	BANK	0.00

Go to desktop to select the GAF.txt file. The output will be similar to the image below:

	GAF - Notepad 🛛 🗕 🔍 🗙
Fi	le Edit Format View Help
þ	Testing Company 01/04/2015 30/06/2015 21/03/2015 SQL Account 4 GAFv1.0.0
P	
	DIGI COMMUNICATION BHD 03/04/2015 PI-00031 2 ANTENNA 500.00 30.00 TX XXX 0.00 0.00
	DIGI COMMUNICATION BHD 03/04/2015 PI-00031 3 MOTOLORA RADIUS GP300 1000.00 60.00 T
	ALPHA & BETA COMPUTER 01/05/2015 IV-05/15001 1 123/1234 5.00 0.30 SR XXX 0.00 0.00
	ALPHA & BETA COMPUTER 01/05/2015 IV-05/15001 2 ERICSSON A10185 500.00 30.00 SR XXX
	ALPHA & BETA COMPUTER 01/05/2015 IV-05/15001 3 CELCOM PREPAID-RM100 943.40 56.60 SR
	ALPHA & BETA COMPUTER 01/05/2015 IV-05/15001 4 DIGI PREPAID-RM50 47.17 2.83 SR XXX
	01/04/2015/100-001/ORDINARY SHARE CAPITAL Balance B/F 0.0000.0001116.50
	01/04/2015 100-500 SHARE PREMIUM ACCOUNT Balance B/F 0.00 0.00 -50.00
	01/04/2015/200-400/MOTOR VEHICLE/Balance B/F////0.00/0.00/190000.00/
	01/04/2015/200-405/ACCUM DEPRN MOTOR VEHICLE/Balance B/F////0.00/0.00/10000.00/
	01/04/2015 310-001 MAYBANK Balance B/F 0.00 0.00 -10400.00 01/05/2015 310-001 MAYBANK Payment For Account AB ENTERPRISE SDN BHD 113 OR-00062 BA
	02/05/2015/310-001/MAYBANK/Payment For Account/ALPHA & BETA COMPUTER/110/OR-00059/BA
	01/04/2015/310-002/MAYBANK-VISA/Balance B/F////0.00/0.00/50.00/
	01/04/2015 310-003 MAYBANK-MASTER Balance B/F 0.00 0.00 1510.00
	01/04/2015/310-004/HSBC - USD ACCOUNT/Balance B/F////0.00/0.00/32.04/
	01/04/2015 310-006 HSBC - S\$ ACCOUNT Balance B/F 0.00 0.00 4001.75
	01/04/2015/320-000/CASH IN HAND/Balance B/F 0.00/0.00/1605.00
	01/04/2015 325-000 PETTY CASH Balance B/F 0.00 0.00 1434.00
	01/04/2015 410-020 EMPLOYEES WITHHOLDING TAX Balance B/F 0.00 0.00 0.00
	01/05/2015 410-020 EMPLOYEES WITHHOLDING TAX 5 121 SO-00035 BANK 0.00 4.55 -4.55
	01/04/2015 420-000 EPF - STAFF Balance B/F 0.00 0.00 54000.00
<	· · · · · · · · · · · · · · · · · · ·
1	

The above is the exported file that has fulfilled all requirements by Customs, you may submit to (https://gst.customs.gov.my/TAP):

C= Company Name

P = Purchase Transaction

S = Sales Transaction

L = General Ledger transaction

You have to submit GAF File upon request by Customs.

9.3 GST Listing Report

This report is to analyse the detail of GST transactions grouped by tax type. It can be used to check against GST-03.

Step 1: GST | Print GST Listing.

Step 2: Filter the date range that you want to apply or you can filter by GST Process, tax code.

Step 3: Click Apply.

🖶 GST Listing									
GST Process GST Return - 01 Apr 2017 to 30 Jun 20	17 V Ta:		~	·					
Date // ~ to // ~		Include Zero Local							
				^			2		
									Apply
GST Listing GST Listing									x
01 Apr 2017 to 30 Jun 2017									Preview 👻
Tax Local Amount Local Tax Amount									· · · · ·
Tax Local Amount Local Tax Amount Category : Sales	× Enter t	ext to search				 Find 	Clear		<u>^</u>
OS (26,401.35) 0.00									
SR 44,214.44 2,652.88	 Tax Typ Categor 		: Local T 🛆	Tax	Doc Date	Tax Date	Name	Description	Doc No
2,652.88	SR (Star		(76.26)	SR	01/04/2017	01/04/2017	1		MR-00161
OP 64,636.75 0.00				OS	01/04/2017	01/04/2017	,		. MR-00161
TX 14,426.46 865.60				OS	01/04/2017	01/04/2017	1		MR-00311
Claimable: 865.60	OS (Out OS (Out			OS OS	20/04/2017	20/04/2017 25/04/2017			MR-00311 MR-00315
	OS (Out			OS	25/04/2017	25/04/2017			MR-00312
	OS (Out	·o 20.94	ł 0.00	OS	25/04/2017	25/04/2017	1		. MR-00313
	OS (Out			OS	25/04/2017	25/04/2017	1		. MR-00314
	OS (Out			OS	25/04/2017	25/04/2017	<u>`</u>	-	MR-00315
	OS (Out OS (Out			OS OS	25/04/2017 25/04/2017	25/04/2017 25/04/2017	/		MR-00324 MR-00316
	OS (Out			OS	25/04/2017	25/04/2017	N		MR-00317
	OS (Out	o 72.49	5 0.00	OS	30/04/2017	30/04/2017	1		MR-00318
	OS (Out			OS	30/04/2017	30/04/2017	1		MR-00318
1 707 00	OS (Out	o (41,939.68	0.00	OS		01/05/2017	1		CN-00003
1,787.28			1,707.20		Count = 190	,			~
🖶 GST Listing									
GST Process GST Return - 01 Apr 2017 to 30 Jun 20	17 ~ Ta		~	• •••					
Date // ~ to // ~		Include Zero Local	Tax Amount	_					
				^			2		
									Apply
GST Listing GST Listing									×
01 Apr 2017 to 30 Jun 2017									Preview 👻
I Tax Local Amount Local Tax Amount				_					^
Category : Sales	BANK (HARGES				 Find 	Clear		
OS (26,401.35) 0.00	100	e Local Amount	t Local T 🛆	Tax	Doc Date	Tax Date	Name	Description	Doc No
SR 44,214.44 2,652.88 2,652.88	OP (Pur			OP	30/04/2017			ALA INTEREST ON TERM L	
Category : Purchase	OP (Pur			OP	30/04/2017	30/04/2017		ALA ALLIANCE BANK MALA.	
OP 64,636.75 0.00				OP	01/05/2017	01/05/2017		ALA INTEREST ON TERM L	
TX 14,426.46 865.60	OP (Pur			OP	01/05/2017	01/05/2017		ALA ALLIANCE BANK MALA.	
Claimable: 865.60	OP (Pure OP (Pure	h		OP	01/05/2017			ALA ALLIANCE BANK MALA. ALA INTEREST ON TERM L	
	< OP (Pure		an filter	ing ar	יז איז איז איז איז זין זין זין זין זין זין זין זין זין ז		AMBANK (M) BERH		
	OP (Pur		ord, eg :	-	-		AMBANK (M) BERH		
	OP (Pur	h	ges, syst		117			ALA ALLIANCE BANK MALA.	
	OP (Pur	`		emw				ALA INTEREST ON TERM L	
	OP (Pur	auto	filter		17			ALA ALLIANCE BANK MALA. ALA INTEREST ON TERM L	
	OP (Pur						ALLIANCE DAINE M		
	OP (Pur				17		AMBANK (M) BERH		
	TX (Pure			ТΧ			BANK CHARGES	BANK CHARGES	APOM0068
1,787.28	TX (Purc	h 10.00		TX		30/04/2017	BANK CHARGES	BANKICHARGES	CPOM0044
			aimable: 4.98		Count = 27				¥

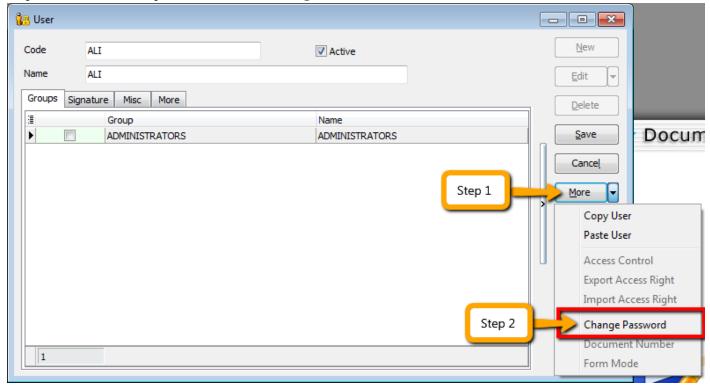
10 Tools

10.1 Maintain User

Step 1: Select Tools | Maintain User | New

Step 2: Enter the **Code and Name** (both can be the same e.g. Code = ALI, Name = ALI)

Step 3: Click on More Options and look for Change Password.



Step 4: Click Save. Your new user account is now created.

SQL User license is per concurrent basis (i.e. how many users can login to the system at the same time). This mean that if you have 5 staffs in the office who can access SQL but you only 3 license for 3 concurrent users, you can still maintain all 5 users in the system but only 3 users can login and access at the same time.

10.1.1 User Access Right

https://www.youtube.com/watch?v=t_TJKdOihfw&feature=youtu.be

Not every user is going to have the same access rights as ADMIN, and ADMIN user might want to set security control settings in system.

Step 1: Select Tools | Maintain User | Edit for the user that you want to set the access right fors.

Step 2: Click on More Options and look for Access Right.

Step 4: You need to check the transactions / functions (row), compare with the user (column) and **tick = Allowed** or **untick = Disallowed**, the action for a particular user for particular transactions. For example, base on the setting in the following images, the user is not allowed to delete Customers or to view Customer Payments.

SQL Account Education Guide

ions	Use	er Access Right								
ss Rights		🔒 💿 🗠 🚢 🔕 🕥 🤇	» 🚩 👘							
orts			-		Entry	Report				
	3	Description	Execute	New	Edit	Delete	Process		Preview	Export
		Group: Customer								
		Override Customer Credit Control	V							
		Edit Customer Credit Control	V							
		Edit Customer Document Posted From Source Docum	ent 🔽							
		Edit Document No - Contra	V							
		Edit Document No - Customer Invoice	V							
		Edit Document No - Customer Credit Note	V							
		Edit Document No - Customer Debit Note	V							
		Maintain Customer	V	V			V	V	V	V
		Customer Invoice	V	V	V	V		V		V
	I	Customer Payment		V	V	V				
		Customer Debit Note	V	V	V	V		V		V
		Customer Credit Note	V	V	V	V		V		
		Customer Refund	V	V		V				
		Customer Contra	V	V		V		V		V
		Print Customer Document Listing	V							
		Print Customer Due Document	V				V	V	V	V
		Print Customer Balance Report	V					V		V
		Print Customer Aging Report	V				V	V	V	V
		Print Customer Statement	V					V		V
		Print Customer Post Dated Cheque Listing	V					V		V
		Drink Customer Analysis By Dammant						12		
		Count = 242								
		Grant Revoke Grant All	Revoke All)						

10.2 Maintain Document Number

You can maintain document number format and next number.

https://www.youtube.com/watch?v=hFR6TfqxnRU&feature=youtu.be

Step 1: Tools | Maintain Document Number.

Step 2: Insert description for the particular set of document and select a document type (e.g. Payment Voucher)

Step 3: The system's defaults is the **Format** %.5d, where "%" is the formula which allows the function to auto-run for the document number while 5d stands for 5 digits.

Standard Numbering format:	
%.nd	n is the numeric value (i.e. the number of character to be shown e.g. $\%.5d = 5$ character
{@dd/mm/yyyy}	This will follow the document date. E.g. If the document date is 15 Jan 2016 then it will show as 15//01/2016 followed by the running format eg <u>{@dd/mm/yyyy}-%.5d</u> , next number is 12345 then output will be 15/01/2016-12345

Step 4: You can select the Frequency option as Never Reset or others.

Step 5: Set the Next Number for this document.

🕍 Document Num	ber	- • •
Description Document Type	Payment Voucher 🗸	<u>N</u> ew Edit ▼
Format Script	PV-%.5d	Delete
Frequency	Never Reset Never Reset Reset Monthly Reset Yearly	Cance <u>l</u> <u>M</u> ore ▼
Next Number	72 📩 PV-00072	Pre <u>v</u> iew 👻 Refresh
		► Browse

10.3 Maintain Acceptable Transaction Date

Maintain Acceptable Transaction Date allows you to control which documents you are allowed to maintain (New, Edit) based on their dates.

Brief – Any document which date falls within the allowed transaction dates. CAN be edited vice-versa, any document which date falls outside the allowed transaction dated CANNOT be edited/created.

Step 1: Tools | Maintain Acceptable Transaction Date

Step 2: Click on Append (Icon with + symbol)

Step 3: Choose the period which you want to allow transactions

Step 4: Save.

🕍 AllowDate	
🏵 🕤 🔒 🐼 🗠 🚢 🔕 🚱 🤂	Þ 🍳 🕙 🚩
Bate From Date To △ 01/02/2016 29/02/2016	

Example: Date From (01/02/2016) & Date To (29/02/2016) allows an Invoice with date (08/02/2016) to be edited/created.

If a user tries to enter the date of an Invoice as (01/01/2016) which falls outside the allowed period, it will be blocked. An error message of "Transaction date {dd/mm/yyyy} falls outside acceptable transaction date. Do you want to save it?" If the user click "Yes" a dialogue box will request override permission by ID/PW with rights to override it.

Friendly reminder:

Please maintain access rights before allowing any user to override the acceptable transaction date.

10.3.1 Override Acceptable Transaction Date

To override i.e. save a document that falls outside the acceptable transaction dates, you will need to be logged-in as a user with the right to override acceptable transactions dates.

Step 1: Tool | Maintain User. Double click on the user that you want to edit.

Step 2: Click on More | Access Control

Step 3: Under **Group Tools**, tick or untick the option of **Override Acceptable Transaction Date** to allow or deny the user from having the overriding right to save a document out of the acceptable transaction period.

Step 4: Save the access right.

SQL Account Education Guide

ccess Control - TOH	Lines A									
<u>tions</u> ess Rights	User A	-								
orts					Entry			Re	port	
	3	Description	Execute	New	Edit	Delete	Process		Preview	Export
	ghts				[72]					
	ns User Access Right Rights Image: Construction of the second									
			V							
		Maintain Form Mode						V		
		Maintain Agent						V		
		Maintain Area		V		V		V	V	
		Maintain Currency	V	N N	V	V	V	V	V	V
	s	V		V	V	V	V	V	V	
		Maintain Payment Method			V			V	V	V
s Rights		Maintain Project	✓	````		V		V		
	Analyse Data Integrity Maintain DIY Print Bar Code (Direct Printer) Print Bar Code (Windows Printer) I Override Acceptable Transaction Date User Access Right Assignment Maintain Form Mode Maintain Agent Maintain Area Maintain Durrency Maintain Payment Method Maintain Terms Maintain Tax						V	V	V	
		Maintain Tax Tick =	Allow user to	overri	de	V		V	V	V
		Maintain Comanne Cate								
			Disallow user	to over	rride.	<u>}</u>				

If the user Is not permitted to override, the system will prompt with an option and you can choose either

 \succ OK = cancel saving

SQLACC	C.exe 🛛 🕅
	Insufficient Privileges
	Transaction Date 08/05/2015 falls outside acceptable transaction date.
	You have no right to override acceptable transaction date.
	OK Override

> Override = Enter user the ID and password of a user who can override then save the transaction.

Override By	
<u>U</u> ser:	ADMIN
Password:	•••••
	OK Cancel

10.4 Maintain Form Mode

Form Mode helps to filter data based on defined criteria. It is used to restrict users to view only specific sets of data for a certain document. For example, agent **Lip Fong'** *can view and access the sales invoices belonging to his agent code LF* ONLY.

https://www.youtube.com/watch?v=bqSDZlAhM5I&feature=youtu.be

Step 1: Tools | Maintain Form Mode | New.

Step 2: Enter Code & Select the document form that you want to filter, e.g. Invoice

🕍 Maintain	Form Mode	
- Main	ntain Form Mode -	New
		Edit
Code :	IV-LF	Delete
Form:	Invoice	Save 🗸
Filter Text:	Print BOM Material Usage Print BOM Material Usage Print BOM Planner Print BOM Wastage Report Quotation Quotation Sales Order Sales Order Delivery Order Split Browse & Detail Window Default Window @ Browse @ Detail	Cancel Refresh Browse
		Close

Step 4: Click on the Customize Filter and then click on the press the button to add a new condition.

SQL Account Education Guide

🕍 Maintain Form Mode					
- Maintain Form Mode -			1	<u>N</u> ew	
				Edit	
Code : IV-LF				elete	
Form: SINVOICE	-]		<u>S</u> ave ▼	
Filter Text:				ancel	
		Customize Filter			X
		Please customize your fil	ter condition:		
Allow Multiple Windows		Filter AND <root></root>		_	
Force Filter	Customize Filter	press the button to ad	ld a new condit	tion	
Split Browse & Detail Window	1				
Default Window					
Browse O Detail	<u> </u>				
	First slight as the C	interning Filter			
	First click on the Cu then next click on t				
	button to add a ne				
			к 📃	Cancel	

Step 5: Change the **"SL_IV.DOCKEY" to "SL_IV.Agent"** because right now I need to filter based on sales invoice agent field, then change **the "= equals" to "like"** after that **enter the agent code** that you want to filter and click on **OK**.

Customize Filter	
Please customize your filter condition: Filter AND <root> SL IV.AGENT like LF press the button to add a new condition</root>	
OK Cancel	

Step 6: Make sure the info is updated correctly then you can Save.

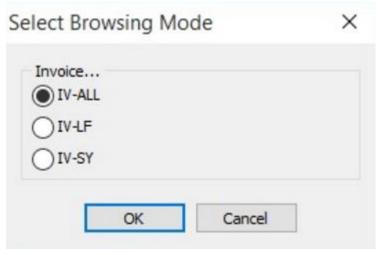
🎬 Maintair	n Form Mode	
- Mai	ntain Form Mode -	New
		Edit
Code :	IV-LF	Delete
Form:	The second secon	<u> </u>
Filter Text	t (SL_IV.AGENT LIKE 'LF')	Cancel
		Refresh
		Browse
	Allow Multiple Windows	>
	Force Filter	
	Split Browse & Detail Window Default Window	J
	Browse Detail	
		Close
		Close

Other optional setting:

8	🍟 Maintain F	form Mode		- • •
	- Main	tain Form Mode -		New
				Edit
	Code :	IV-LF		Delete
	Form:	[Invoice	_	<u>Save</u> ▼
	Filter Text:	(SL_IV.AGENT LIKE 'LF')		Cancel
				Refresh
				Browse
		Allow Multiple Windows		>
		Force Filter	Customize Filter	
		Split Browse & Detail Window Default Window		J
		Browse Detail		
				Class
				Close

Options	Explanation
Allow Multiple Windows	To allow duplicate Windows screen by click from the menu list.
Force Filter	Force filter.
Split Browse & Detail Windows	Enable to split the Windows when click on Browse and Detail button.
Default Windows * Browse * Detail	To set the default mode.

Step 10: If you have set **more than 1 form mode**, once you click Sales | Invoice | you will get the prompt browse mode to choose which form mode that you want to apply.



10.4.1 Form Mode VS User

How do I apply the format mode on a specific user?

Step 1: Tools | User Access Right Assignment...

Step 2: Under the list of security, click on form mode

Step 3: Select the user, eg: user code: LF (Lip Fong)

Step 4: Tick to apply the form mode, e.g. tick form mode: IV-LF and click Save

🕍 User Rights Assig	nment					
List of Security Ty 澤	By User By Form Mod	de F	Form Mode	vs User		Edit
 Description Form Mode 	User ID Name ADMIN ADMINISTR,		Ticked	Code IV-ALL	Form Invoice	Save
Report's Default Printer	FAUNG FAUNG TEST TEST		\checkmark	IV-LF	In voice	Cancel
	LEE LEE	I		IV-SY	Invoice	_
	LF LIP FONG					n
		1				
						>
		<				
						J
		10	_			Class
	Count = 5	0	Count = 3			Close

10.5 Maintain Terms

Maintain Terms allows the user to maintain their Customer and Supplier terms. In SQL there are 3 types of different terms for you to assign.

Step 1: Tools | Maintain Terms | New

Step 2: Insert Code, Description and allocated Term Type.

🦉 N	🚰 Maintain Terms 📃 📼 💌				
Attac	- Mainta	in Terms -		New	
Attachments	Code :	30 Days	Active	Edit	
:	Description: Term Type:	Net 30 Days Due in number of days	1	<u>D</u> elete	
	Day:	30 -	•	<u>C</u> ancel	
				Refresh	
				Browse	
				Close	

Due in number of days – Means how many days until document is due, e.g. if you set 30 days then the document will be due on the 30th day from the document date.

🦉 N	Aaintain Terms			
Attac	- Mainta	in Terms -		New
Attachments	Code :	6th 1mth	Active	Edit
:	Description:	6th of the next month		Delete
	Term Type:	Due on specific day of the month 💌		Save -
	Day:	6	•	<u>C</u> ancel
	Month:	1		Refresh
				Browse
				Close

Due on specific day of the month – Means how many months and which day the document is due, e.g. if you set it as 1 Month 6 Days the document will be due on the 6^{th} of the next month.

🚰 N	Aaintain Terms			- • •
Attac	- Mainta	in Terms -		New
Attachments	Code :	2 months	C Active	Edit
:	Description:			Delete
	Term Type:	Due in the month end	J	Save -
	Month:	2		> <u>C</u> ancel Refresh
				Browse
				Close

Due in the month end – Means how many months until the document is due at the end of the final month, e.g. if you set it as 2 months, the document will be due at the end of 2nd month.

10.6 Maintain Currency

https://www.youtube.com/watch?v=qfhtlAjW4As&feature=youtu.be

You can bill overseas customers & suppliers in foreign currencies e.g. USD, SGD, Euro & etc. (**Prof Package Inclusive**)

Step 1: Tools | Maintain Currency | New

🖀 Maintain Currency	
- Maintain Currency -	New
Maintain Currency - Currency: USD Symbol: USD Description: US DOLLAR we BUY at rate: 4.0000 we SELL at rate: 4.0000 Color:	Edit Delete Save V Cance Refresh
Date From Date To Buying Rate Selling Rate	> Browse
<no data="" display="" to=""></no>	
H H I X 22 21 I - < >	Close

Step 2: Maintain Customer / Supplier to assign the currency

_	aintain Customer - Maintain Customer -	<u>N</u> ew
Attachments	Company: US CORPORATION PE LTD	Edit
nts	Control A/C: 300-000 🗸 Code: 300-T0006 Cust. Category: 🖌	Delete
	General Credit Control Note Tax	<u></u> <u>S</u> ave ▼ <u>C</u> ancel
	Branch: Branch Name: BILLING	Refresh
	BILLING Address: DELIVERY Attention: 2 branches Phone: Fax: Email: Area: Troit Terms: 30 Days Statement: Open Item Agent:	Browse
	Currency USD V IV	Close

Step 3: Sales document, select the customer, sample as below:

Step 3a : Currency Rate will be follow your setting from Tools | Maintain Currency, but it is still changeable in this invoice.

Step 3b : Unit Price entered is in based on Customer's currency eg this customer is in USD.

Step 3c : system will auto converted into default currency RM on right bottom Local Net Total column.

😁 Ir	nvoice														_	
More	Customer :-	300-T0006 💌	USD @ 4.0400	STEP 3a		Invo	ice					Inv No :	Cancel	lled 🗌		<u>N</u> ew <u>E</u> dit
Attachments	Address :-	US CORPORATION P	PE LTD									Next No :- Date :- Agent :- Terms :-		v v v		<u>D</u> elete <u>S</u> ave ▼ <u>C</u> ancel
Note It		Profit Estimator	r		C	STEP 3b)				v	Ref 1. :- Ext. No :-				Refresh <u>B</u> rowse
Item Template	Invoice Ma		Description	Qty 2.00	UOM	U/Price 10.00	Disc	Sub Total 20.00	Tax SE	Tax	Tax In	Tax Amt 0.	Sub Tota	al (Tax) 20.00	>	
	1 records		0.00	2.00		STEP	3c	20.00				0.	00	20.00		
	Local Net To		80.80								Net T	otal (USD):		20.00		Close

10.6.1 Payment for Foreign Customer Customer | Customer Payment | New

10.6.1.1 Customer **invoice billing in USD**, but **payment paid in your local RM bank** Step 1 : Select your Customer

Step 1. Select your Customer

Step 2 : Choose your RM Bank

Step 3 : Enter your RM Amount

Step 4a & 4b: knock off the invoice and the rate will be update automatically by system. Foreign gain loss will be auto calculated and post to account accordingly. (you can call out Rate & Gain Loss column from the hidden field).

😁 Ci	ustomer Payme	nt Entry		STEP 1					- • •
Atta	Customer Co	de: 300-T0006 🔻					Currency:	USD	New
dhme	Project:	🔻				STEP 4b	Rate:	4.2500	Edit
Attachments	Custome	er Payment				0/R	No: OR-0005	6	Delete
Z	Cancelled 🗌	Non-Refundable					No: OR-0005		Save -
Note							ate: 18/10/20		Cancel
_	Paid By :	US CORPORATION P	FITD	STEP 2 &	3		ent: rea:	 ▼ 	Refresh
1	Received In :	MAYBANK	•			Paid Amount (F		85.00	Browse
	Bank Charge :		0.00						Diomac
	Cheque No :		2 544 0 294 T 2			Local Amo	unt:	85.00	>
	Description:	Payment For Account	t		▼ …	Unapplied Amt (U	5D):	0.00	
	Knock Off Grid			Knock-off Invoices / De	bit Notes				J
1	≣ Туре	Date	Doc No.	Amount	Outstanding	Pay	Rate	GainLoss	
	▶ IV 18	/10/2018	IV-00101	20.00	0.00	20.00	4.0400	(4.20)	
				STEP 4a					
	10	doc	Total:	20.00	0.00	20.00		(4.20)	Close
									Close

10.6.1.2 Customer Invoice **billing in USD**, **Payment paid in your Foreign USD Bank** (Advance Currency modules required) Go to Tools | Maintain Payment | edit your USD Bank

Step 1 Currency: You can assign the currency for the particular payment method, so that the payment method will be in foreign currency payment.

Step 2 Bank Charge Acc: You can pre-set bank charges account to the payment method accordingly.

Step 3 OR & PV Number Set: Set default running document number for the particular payment method (optional)

Step 4 Bank Info: able to set Giro info & make payment thru Giro (refer Interbank Giro Topic for more detail)

- Maintain P	ayment Met	ho	d -		New
		_			Edit
Method:	310-004		HSBC - USD ACCOUNT		Delet
Journal:	BANK	\sim			Delet
Currency:	USD	~	Step 1		Sav.
Overdraft Limit:	1,000,000.	00		h	Cance
Bank Charge Acc:	902-000	~	Step 2		Refre
OR Number Set:		~		- >	Brows
PV Number Set:		~	Step 3 Bank Info.		

Select your payment received in your **Foreign USD Bank**, enter your **paid Amount in USD**, **Enter your USD Rate** & Knock off the invoice, foreign gain loss will be auto calculated by system.

ustomer Payme	ent Entry							- 0	×
Customer Co Project:	ode: 300-T0006	▼ ▼				Currency: Rate:	USD 4.0600		<u>l</u> ew
	er Payment					No: OR-0005	5	De	<u>e</u> dit elete
	-	_				ate: 18/10/20 ent:	18 💌	<u></u>	<u>S</u> ave ancel
Paid By :	US CORPORATIO					rea:	•	Ref	fres
Received In :	HSBC - USD ACCO	DUNT 👻			Paid Amount (US	SD):	20.00	Bro	owse
Bank Charge Cheque No :	:	0.00			Local Amo	unt:	81.20	>	
Description	Payment For Acco	ount		▼ …	Unapplied Amt (US	5D):	0.00		
Knock Off Grid	ł		Knock-off Invoices / I	Debit Notes					
≣ Туре	Date	Doc No.	Amount	Outstanding	Pay	Rate	GainLoss		
► IV 18	3/10/2018	IV-00101	20.00	0.00	20.00	4.0400	(0.40)		
1	doc	Total:	20.00	0.00	20.00		(0.40)		
								C	lose

10.6.1.3 Customer Invoice billing in USD, but payment in others currency eg SGD / RMB / EURO

Step 1: Select your Bank eg you received in SGD Bank, enter your SGD Amount & SGD Rate.

Step 2a: Knock off your USD Invoice.

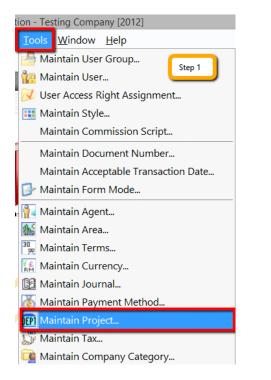
Step 2b: USD rate will be auto calculated & foreign gain loss will auto calculated and posting to account accordingly.

🔤 Cı	ustomer Paymer	nt Entry				_					•
Attachments	Customer Co Project:	de: 300-T0006	-		ST	EP 2b		Currency: Rate:	USD 4.2500		<u>N</u> ew Edit
ents Note	Custome Cancelled Paid By : Received In : Bank Charge : Cheque No :	Von-Refundable US CORPORATION F HSBC - S\$ ACCOUNT	PE LTD	STEP 1			Next No:		7 💌		Delete Save ▼ Cancel Refresh Browse
	Description:	Payment For Accour	it	Knock-off Invoices / D	▼ ····	Unapplied Ar	nt (USD):	:	0.00		
	Knock Off Grid			KIOCK-OIT INVOICES / D	EDIC HOLES					ľ	
	IV 18	Date /10/2018	Doc No. IV-00101	Amount 20.00 STEP 2a	Outstanding 0.00	Pay	20.00	Rate	GainLoss (4.20)		
	10	doc	Total:	20.00	0.00	2	0.00		(4.20)		Close

10.7 Maintain Project (Required Project Module)

This module allows the user to maintain the project accounting on a branch or departmental basis, the user can use this module for simple construction business as they get to view Profit and Loss / Balance Sheet by Project.

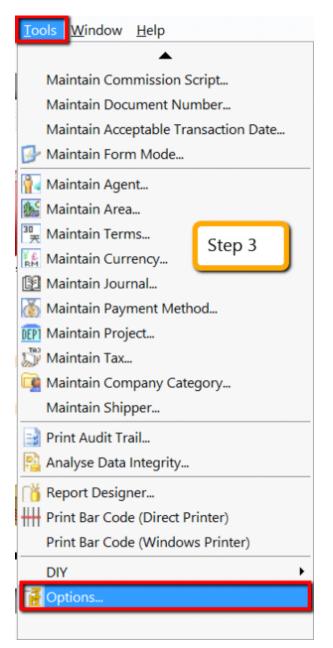
Step 1: Click on Tools | Maintain Project.



Step 2: Insert **Project Code & Description**. Project Value and Project Cost is not compulsory fields to fill in, if you have filled in then it is for remark purpose.

<u>194</u>	Maintain Project	- • ×
Attachments	- Maintain Project -	New
nents	Code : PJ-PetalingJaya Step 2	<u>E</u> dit
	Description: PJ-PetalingJaya	Delete
		<u>S</u> ave •
	Project Value: 1,000,000.00	Cancel
	Project Cost: 500,000.00	Refresh
		> <u>B</u> rowse
	Project Value and Project Cost is just for remark purpose only, it's won't bring any impact for reporting and transaction.	J
		Close

Step 3: Click on Tools | Options.



Step 4: Then look for Miscellaneous | Make sure the option "Show Document Project" is ticked.

		Options		
!!!	Miscellaneous			
General	Numeric Value Display Form	at:-		
E SIC	I Numbering Type	Display Format	Number	Sample
BarCode	Accounting Value	#,0.00;(#,0.00)	123456789.12345	123,456,789.12
	Currency Rate	#,0.0000	1234.12345	1,234.1235
	Stock Quantity	#,0.00;-#,0.00	1234.12345	1,234.12
Miscellaneous	Item Selling Price	#,0.00;-#,0.00	1234.12	1,234.12
s a church a	Item Purchase Price / Costing	#,0.00;-#,0.00	1234.1234	1,234.12
General Ledger Customer Supplier	Show Document Project Runtime Stock Costing Calcula Prompt Duplicate Cheque Nun Use Doc Date For Acceptable Post Audit Trail for Stock/Sales Default UOM : UNIT	nber Transaction Date Chec		
			OK Cancel	Help

Step 5: During sales and purchase transactions, make sure you can the project column, then update accordingly.

📑 Ir	voice															-	
More							In	voice							Cancelled		New
	Customer :-		ETA COMPUTER											Inv No : Next No :-		ì	<u>E</u> dit
Attachments	Address :-	838 JALAN 40485 RAV SELANGOR	WORLD VANG											Date :- Agent :- Terms :-	IV-00102 18/10/2018 SY 45 Days	-	<u>D</u> elete Save ▼ Cancel
Note	Description :-	Sales	Estimator											▼ Ref 1. :- Ext. No :-			Refresh
Item	Invoice Ma	-	Estimator													1	Browse
		Code	Des	cription	Project	Qty	UOM	U/Price	Disc	Sub Total	Tax	Tax R	Tax Ind	Tax Amt	Sub Total (Tax)	11	
emplate.	🔲 (All)				J-PetalingJaya	2.00	UNIT	25.00		50.00	ST	10%		5.00	55.00		
	(Sorted)				J-PetalingJaya	5.00	UNIT	100.00		500.00	ST	10%		50.00	550.00	J 11	
	# Style No. Item Coc Custome Descripti 2nd Desc Permit N Remark Remark	er Item ion cription scription o 1 2	 ☑ UOM □ Rate S/U QTY □ Base Qty ☑ UPrice ☑ Disc ☑ Sub Total ☑ Tax Rate ☑ Tax Ant ☑ Tax Ant 	Delivery Date Printable Transferable From Doc Type From Doc No From Ext. No Shelf Batch Initial Purchase Cost Stock Group	STEP 5		UNIT	150.00		2 050 00	ST	10%		205.00	1,650.00		
	Location		Local Tax Amt	Tariff		17.00				2,050.00				205.00	2,255.00		
	Project		Sub Total (Tax)											Net Total (RM):	2,255.0	0	Close

When keying-in a transaction, some users will ask why is there a project at item detail and another beside the Customer | More tab?

What is the difference between More | Project |(Document Project) and Item Detail | Project (Item Project)?

ľ	we	t +2		
		PJ-PetalingJaya 🗸		
	Area	Code	-	Desc
	Validity		NON-PROJECT	
	D/Term	A	A	
	CC	В	B	
	Ref 2	P12W1	WEEK 1	
	Ref 3	P12W2	WEEK 2	
	Ref 4	P12W3	WEEK 3	
	Country Branch	P12W4	WEEK 4	
	Delivery	P12W5	WEEK 5	
	Address	P13W1	WEEK 1	
	Auuress	P13W2	WEEK 2	
		P13W3	WEEK 3	
	Attention	P13W4	WEEK 4	
	Phone	P13W5	WEEK 5	
	Fax	PJ-PetalingJaya	PJ-PetalingJaya	
	BILLING			
	Attention	1		
	Phone	14		
	Fax			F
	Shipper			

Profit Estimator								
Item C	Description	More Desc	Remark :	Project	Qty	J	S/U QTY	U/P
E-A1018s	ERICSSON A 10 18s	a		PJ-Pet	1.00		0.00	500
≱ JMAST	JMAST-BLCK-L	a		PJ-Pet	1.00		0.00	0.00

					ZH I Ieeouin
1			Cash Book Entry		
Note Attachments	Paym	ent Voucher	Doc Project	Cancelled	Edit Delete Save ▼
:	Pay To	TAN ALI		<u>_</u>	<u>C</u> ancel
	Payment By:	CASH IN HAND	Currency: 0.00 Cheque No:	Agent: ▼ Area: ▼	<u>B</u> rowse
	≣ G/L C GL ▶ 904-000 SA	Descri Description	Project Amount Tax PJ-PetalingJaya 1,000.00	Tax Tax Am Sub Total (Ta 0.00 1,00	
			Item Project		
	1 record	Tota	1,000.00	0.00 1,000.00	Close

The project feature is also available for GL | Cash Book Entry.

After updating the document with project, how to view report with project and compare by project? For example: **GL** | **Print Profit & Loss Statement.**

Step 6: Filter by the date that you want to view for the P&L report, then if you want to perform a project-to-project comparison then choose **"Comparison – Project (6 columns)"**

Profit & Loss Statement	
Date : 18/11/2015 V Project: V Agent: V Area: V Report Title : Trading Profit and Loss for the period 01/01/2015 to 18/11/2015 Show Up to Level 2 V If: - Select P/L Report Format :- Show Up to Level 2 V Comparison - Yearly (4 Years) V Use Second Description. Comparison - Project (6 Columns) Print Sub Account Only Print Manufacturing Account Comparison - Project (10 Columns) Omparison - Project Comparison Show Column Options Comparison - Project Summary (20 Rows) V Apply	Step 6
Main Grid Transform	
Account	Year 2015
<no data="" display="" to=""></no>	

6 Columns = up to 6 projects 10 Columns = up to 10 projects 19 Columns = up to 19 projects. Step 7:

Step 7.1: After selecting the report that you need, make sure to tick the **"Show Column Options"**, then the top of the report will show column options.

Step 7.2: You may change the period that you want to view, e.g. by default it will be "**Current Month**". If you want to view the whole year figures, then you have to **change to** "**Current Year**".

Profit & Loss Statement	
Period : Current Month V Month Index : 0	Percentage Budget
Current Month Font : Current Quarter Current Year Variance Agent Month Quarter Half Year Year Comparison - Yearly (4 Years) Comparison - Project (10 Columns) Comparison - Project (19 Columns) Comparison - Project Summary (20 Rows)	Header Script : Image: Comparison of the second Description. Image: Description of the second Description. Image: Comparison of the second Description. Image: Print Sub Account Only Print Manufacturing Account Image: Print Project Comparison Step 7.1
Main Grid Transform	
I Account	Year 2015
<no data="" displa<="" td="" to=""><td>ıy></td></no>	ıy>

Step 8: After changing the column options, you have to **tick the "Print Project Comparison",** then the project tab will appear on the **right hand site,** you can select which project that you want to view then click on **Add.**

20	Profit & Loss Statement		
Period : Current Month V Month Index : 0 Font { The Tahoma V 8 V Project: V Agent: V Area: V Report Talls : Trading Profit and Loss for the period 01/01/2015 to 18/11/2015 \$ - Select PA Report Format :- Comparison - Transit (4) (Transit)	Delions :- Show Up to Level 2 Use Second Description. Zero Bilance Account.	Step 8	Projects Projects Projects Projects Projects Projects Projects Projects P12W1 WERK 1 P12W1 WERK 2 P12W1 WERK 3
Comparison - Project (6 Columns) Comparison - Project (10 Columns) Comparison - Project (10 Columns) Comparison - Project Summary (20 Rows) v Moin Grid Transform s	Prier Sub Account Only Prier Royal Comparison Prier Royal Comparison Prier Royal Comparison Prier Royal Comparison Account		P 12W3 VIEDK 4 P 12W4 VIEDK 4 P 12W5 VIEDK 5 P 13W1 VIEDK 1 P 13W1 VIEDK 1 P 13W3 VIEDK 3 P 13W4 VIEDK 4 P 13W4 VIEDK 5 A A
	Account <no data="" display="" to=""></no>		 B B PJ+PetalingJay, PJ+PetalingJaya

Step 9: Click on **Apply** and you will see the result. The P&L report will compare each project that you select.

🕍 Profit &	Loss Statement					×
Period : Current Month V Month Index : 0				Per	rcentage 🗌 Budget	Projects
Font: The Tahoma V 8 V B I U S			Header S	Goript :	v 😼	G ::
Date : 18/11/2015 v Project: v Agent: v Area: v Report Title : Trading Profit and Loss for the period 01/01/2015 to 18/11/2015 If: - Select P/L Report Format :- Comparison - Project (6 Columns) Comparison - Project (10 Columns) Comparison - Project (10 Columns) Comparison - Project Summary (20 Rows)	Dptions:- Show Up to Lu Use Secon Zero Balan	nd Description. Ice Account. Icecount Only facturing Account St Comparison	9			
Account	Project Total	Project Total (%)	Year 2015		PJ-PetalingJaya /	
> SALES						
SALES	0.00	0.00	5.00	0.00	0.00	
SALES-HANDPHONES	50,000.00	100.00	51,099.99	0.00	50,000.00	
SALES-ACCESSORIES	0.00	0.00	109,684.21	0.00	0.00	
SALES-PREPAID	0.00	0.00	990.57	0.00	0.00	
	50,000.00	100.00	161,779.77	0.00	50,000.00	
SALES ADJUSTMENT						
RETURN INWARDS-HANDPHONES	0.00	0.00	(2,000.00)	0.00	0.00	
	0.00	0.00	(2,000.00)	0.00	0.00	
NET SALES	50,000.00	100.00	159,779.77	0.00	50,000.00	

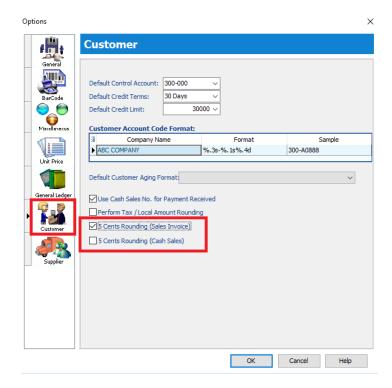
10.8 5 Cents Rounding

We can pre-set the system to automatically round your invoice or cash sales amounts to the nearest 5 cents.

https://www.youtube.com/watch?v=VSnX551_3xw&feature=youtu.be

Step 1: Tools | Options | Customer

Step 2: Tick 5 Cents Rounding for Sales Invoice/ Cash Sales



	nvoice										
More				Invoi	e				Cancelled]	New
:	Customer :-	300-A0002 💌						Inv No :	IV-00102		<u>E</u> dit
Atta		ALPHA & BETA COMPUTER						Next No :-	IV-00103		Delete
- dh	Address :-	838 JALAN WORLD						Date :-	18/10/2018 🗸		
Attachments		40485 RAWANG SELANGOR DE						-	SY 🗸		Save 🔻
									45 Days 🔻		<u>C</u> ancel
Note.	Description :-	Sales					v	Ref 1. :- Ext. No :-		- Jr	Refresh
ľ	+ = 🕜 (Profit Estimator						Ext. No		-/	Browse
Item Template	Invoice Mat	rix								>	
Ten	Item Cod	e Description	Project Otv	UOM U/Pri	re Disc	Sub Total Ta	ax Ta Ta	K Tax A	mt Sub Total (г	
plat		0 6514/120/00946			.66	146.30 ST			14.63 160.		
	RTN5Cents	5 Cents Rounding	1.		.02	0.02			0.00 0.	02	J
	2 records		56.	00		146.32			14.63 160.	95	
	Deposit Amo	unt: 0.00 ···									
	Local Net Tot	al: 160.95					Net To	tal (RM):	160	.95	Close

11 Interbank GIRO (IBG)

11.1 Bank credit – Supplier Payment IBG

The following shows list of banks file format that are currently supported.

No.	Bank	Bank File Format		Interbank Transfer
1	Alliance Bank	BizSmart Bulk Payment	Y	Y
2	AmBank	Upload P2	Y	Y
3	Bank Simpanan Nasional	AutoCredit	Y	-
4	CIMB Bank	Bulk Payment	Y	Y
5	Citibank	CitiDirect	Y	Y
6	HSBC	HUB ACH	Y	Y
		HVP	Y	Y
7	Maybank	Ancillary Pay	Y	Y
		AutoCredit System	Y	Y
8	OCBC Bank	Easi-GIRO	Y	Y
9	Public Bank	Electronic Credit Payment	Y	Y
10	RHB Bank	AutoCredit System	Y	-
		Reflex (20.3.4.2 RHB Account Excel File Format)	Y	-
11	UOB	IBG Bulk Payment Services	Y	Y
		IBG Notification	Y	Y

٢	Ma	intain Payment M	ethod 📃		- ×
Attac	- Maintain Pa	yment Method -	-		New
Attachments	(242.007			Edit
ts	Method:	310-007	IBG		Delete
	Journal:	BANK Y		h	
	Currency:	v			Save -
	Overdraft Limit:	0.00		>	Cancel
	Bank Charge Acc:	~			Refresh
	OR Number Set:	~			Browse
	PV Number Set:	~	Bank Info.		
					Close

Step 1: Tools | Maintain Payment Method | Edit | Click on the Bank Info.

Step 2: Choose a Bank.

	Bank Information		×
Please choose a bank			
		OK	Cancel
	Please choose a bank		Please choose a bank

Step 3: Click Ok.

Select B	Bank	×
AmBank (M) Berhad Bank Simpanan Nasional Berhad CIMB Bank Berhad Citibank Berhad HSBC Bank Malaysia Berhad Malayan Banking Berhad Alliance Bank Malaysia Berhad OCBC Bank (Malaysia) Berhad Public Bank Berhad RHB Bank Berhad Inited Overseas Bank (Malaysia) Bhd		
	ОК	Cancel

Step 4: The bank you've choose may have more than one file format, please ensure you've chosen the right file format.

Bank United Ove	erseas Bank (Malaysia) Bl	hd		
	Bulk Payment			
Company ID Account No.		Provided by bank.		
Account Name		This corporation name is printed i receiving A/C's bank's statement.		
Transaction Code	Remittance Credit	•		
			OK	Cancel

Step 5: Enter bank information | Click OK button | Save.

SQL Account Education Guide

		Bank Information
Bank United O	overseas Bank (Malaysia) Bhd	•••
File Format	BG Bulk Payment 🗸 🗸	
Company ID	AAA	Provided by bank.
Account No.	12345678901	
Account Name	AAA	This corporation name is printed in the UOB group receiving A/C's bank's statement.
Transaction Code	e Remittance Credit 🗸 🗸	
		OK Cancel

11.2 Supplier Bank Account

Step 1: Add Bank Account and Save.

			Maintain Suppl	ier		-	
- Maintain Supplier -							
Company: TEST						Edit	
							Delete
		Control A/C: 400-000) Code: 400-T0	001 Supp. Ca	ategory:	• •••	Save
Gener	al Note	Tax Bank Accour	nt				Cancel
•	•						Refresh
3	Bank	Account No.	Account Name	ID Type	ID	Active	Browse
-	B Bank	9876543210	C	New IC	88888888888888	~	4

11.3 Supplier Payment Method

Step 1: Select Supplier Bank from drop down list.

SQL Account Education Guide

Supplier	Code: 400	-T0001 🔻	Supplier Bank:			Currency:			N
Project :		•	CIMB Bank 🔹						E
laguZ	ier Pay	ment			P/V N	o: PV-0	0057		De
Cancelled					Next No	o: PV-0	0062	•	
					Date :	12/0	02/2014	•	Car
					Agent :			•	
Pay to :	TEST				Area :		[•	Ref
Payment B	: IBG		•		Paid An	nount :	2,000.	00	₿ro
Bank Char	ge :	1	0.00						Î
Cheque No	e l								
Descripti	on: Paym	ent For Account		• …	Unappli	ed Amt:	700	0.00	
Knock Off	Grid	K	nock-off Invoices	/ Debit N	otes				>
∃ Ту	Date	Post Date	Doc No.	Amount	t 0	utstanding	Pay		
	/02/2014	12/02/2014	PI-00029	1,00	0.00	0.00	1,000.00		
PI 12	/02/2014	12/02/2014	PI-00030	2.00	0.00	1,700.00	300.00		

Step 2: Choose the payment method that contains bank information then Save.

			Supplier Paym	ent Entry				
Suppli	ier Code:	400-T0001 💌	Supplier Bank:		Currency:			N
Projec	et :	🔻	CIMB Bank 💌					E
Sup	plier F	ayment		РА	/ No : PV-(0057		De
Cance	There are a			Nex	tNo: PV-0	0062 [•	
100000				Dat	e: 12/	02/2014	•	Ca
				Age	ent :	[•	Re
Pay to	: TE	EST		Are	a:	[•	Re
Paymer	nt By: IB	G		Pai	d Amount :	2,000.	00	Br
Bank C	harge :		0.00					
Cheque	No:							
Descr	iption:	Payment For Accoun	t	v Unaj	oplied Amt:	700	.00	
			Knock-off Invoices	/ Debit Notes				>
Knock	Off Grid							
≣ Ту	. Dat	e Post Date	Doc No.	Amount	Outstanding	Pay		
▶ PI	12/02/20	14 12/02/2014	PI-00029	1,000.00	0.00	1,000.00	-	
PI	12/02/20	14 12/02/2014	PI-00030	2,000.00	1,700.00	300.00	v	

11.4 Print Supplier Document (Interbank GIRO) Listing

Step 1: Click on the Giro button.

8		Su	pplier Documer	nt Listing				=	
Payment Me Date Payment:	Include Cancelle	07 v to 12/31/2014 v v	Supplier:		> > > >		/Sort By: ate ocument No upplier Code upplier Name gent rea urrency oc Project awment Method ompany Category	0	
			Co. Cate.:	^	v		O Apply		Giro
Drag a column	header here to g	group by that column Compa	Co. Cate.:	Currency		Amount	Unapplied A	Cance	Giro KnockOff Amt
			any Name			_	Unapplied A		KnockOff Amt
Post Date	Doc No	Compa	any Name ION BHD	Currency		Amount	Unapplied A 5 1,234.56		
Post Date	Doc No PV-00052	Compa DIGI COMMUNICAT	any Name ION BHD	Currency		Amount 1,234.50	Unapplied A 5 1,234.56 5 1,234.56		KnockOff Amt 0.00 0.00
Post Date 03/10/2014 03/10/2014	Doc No PV-00052 PV-00053	Compa DIGI COMMUNICAT LION HPHONE ACCE	any Name ION BHD	Currency		Amount 1,234.5(1,234.5)	Unapplied A 5 1,234.56 5 1,234.56 0 2,220.00		KnockOff Amt 0.00

Step 2: Enter additional information and click on Save.

collection
ected.
Cancel

Step 3: You can now upload bank instruction file to bank host.

12 Production Job Order

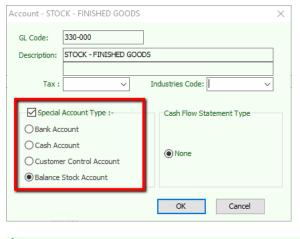


12.1 Setup on production accounts and stock items

12.1.1 Chart of Account

GL | Maintain Account

Step 1 : Create finished good, raw material, WIP's closing stock account in your balance sheet current asset account as below.



CURRENT ASSETS		
Strade Debtors	300-000	Customer Control Account
THER DEBTORS	305-000	
🗄 🚟 CASH AT BANK	310-000	Bank Account
S CASH IN HAND	320-000	Cash Account
	225.000	Cash Account
PETTY CASH	325-000	Cash Account
STOCK - FINISHED GOODS	330-000	Balance Stock Account
- 🎪 STOCK - FINISHED GOODS	330-000	Balance Stock Account
- 🏄 STOCK - FINISHED GOODS - 🎍 STOCK - RAW MATERIALS	330-000 330-001	Balance Stock Account Balance Stock Account

Step 2 : Create Manufacturing Account under Cost of Goods Sold (Profit & Loss)

Step 2a : Highlight on Cost of Goods Sold and click on NEW Button, Insert GL Code, Description and make sure tick on special Account type Manufacturing Control Account.

Account - MAI	NUFACTURING COST		×
GL Code: Description:	650-000		
Description.			
Tax :	~	Industries Code:	~
- Special	Account Type :-	Cash Flow Statement Typ	e
Opening) Stock		
Closing :	Stock	 None 	
Manufac	cturing Control Account		
		OK Canc	el

SQL Account Education Guide

Step 2b : Create all your raw materials opening stock, closing stock, production overhead charges group into Manufacturing cost account under Cost of Goods Sold.

. –		
COST OF GOODS SOLD		
	600-000	Opening Stock
- DURCHASE	610-000	
I PURCHASE RETURNED	612-000	
CARRIAGE INWARDS	615-000	
CLOSING STOCK - FINISHED GOODS	620-000	Closing Stock
E 🕼 MANUFACTURING COST	650-000	Manufacturing Control Account
OPENING STOCK - RAW MATERIALS	650-001	Opening Stock
PURCHASE - RAW MATERIALS	650-002	-
	650-002 650-003	

Hint :

1) point on Manufacturing Cost account | New | to create all your raw material accounts.

2) for Opening Stock & Closing Stock make sure ticked on the special a/c type.

12.1.2 Setup Stock Group

Stock | Maintain Stock Group

Use to differentiate the types of stocks and the costing method use for the stock, eg. raw materials, finished goods, etc.

To produce a chemical products, the costing calculation based on stock group:-

1) Raw Materials

Assign your Raw Material Purchase code, Cash Purchase code, Purchase Return code.

- Costing Method : FIFO

🔭 N	laintain Group		
Attad	-Maintain Stock Group		New
Attachments	Code: RM	Active	<u>E</u> dit
s	Description: RAW MATERIAL		Delete
	Costing Method: FIFO	~	Save -
	GL Account Code :-		<u>C</u> ancel
	Sales Code:	Purchase Code: 650-002 ~	> Refresh
	Cash Sales Code: 🗸	Cash Purchase Code: 650-002 V	Browse
	S. Return Code: 🗸 🗸	P. Return Code: 650-003 V]
	Balance Sheet Stock:		_
			Close
			Close

2) Water

Assigned your Raw Material Purchase code, Cash Purchase code, Purchase Return code.

- Costing Method : Fixed Costing

3 N	Aaintain Group			- • ×
Attachments	Maintain Stock Group Code: WATERS Description: WATERS Costing Method: Fixed Costing	✓	Active	<u>N</u> ew Edit Delete Save ✓ Cancel
	GL Account Code :- Sales Code: ~ Cash Sales Code: ~ S. Return Code: ~ Balance Sheet Stock: ~	Purchase Code: Cash Purchase Code: P. Return Code:	650-002 650-002 650-003 ×	Refresh Browse
				Close

3) Finished Goods

Assigned your Finished Goods Purchase code, Cash Purchase code, Purchase Return code.

- Costing Method : FIFO

🎯 M	aintain Group				
Attad	-Maintain Stock G	Group			New
Attachments	Code: FI	INISHED GOODS		Active Active	<u>E</u> dit
S	Description: FI	INISHED GOODS			<u>D</u> elete
	Costing Method: FI	IFO 🗸			Save 🗸
	GL Account Code :-				<u>C</u> ancel
		0-000 🗸	Purchase Code:	610-000 ~	> Refresh
	Cash Sales Code: 500	0-000 ~	Cash Purchase Code:	610-000 ~	Browse
	S. Return Code: 510	0-000 ~	P. Return Code:	612-000 🗸	
	Balance Sheet Stock:	~			
		-			
					Close

12.1.3 Setup Stock Item

Stock | Maintain Stock Item

Setup the stock item master data for all types of stock. Eg. raw materials, end products, trading products, etc.

Step 1 : Create all your raw materials items and assigned stock group respectively.

-Maintain Stoc	k Item		Maintain	Stock Iter	m	_	-Maintain	Stock Ite	m	
Code: RM-A			Code: Description:	RM-B			Code:	WATER		
Description: RAW	MATERIAL A		Description.				Description:	WATER		
Item Group: RM		Reorder Level:	Item Group:		•	Reorder Level:	Item Group:	WATERS	.	Reorder Level:
Base UOM KG		Reorder Qty:	Base UOM	KG		Reorder Qty:	Base UOM	LTR		Reorder Qty:
Ref. Cost:	0.00	Lead Time:	Ref. Cost:		0.00	Lead Time:	Ref. Cost:		0.00	Lead Time:

Step 2 : Create your finished goods item and assign raw materials.

Step 2a: assigned stock group, enter based UOM, ref cost and ref price.

Step 2b: go to **BOM** tab, choose this product it a **BOM** item, and assigned all the raw materials, quantity needed.

Location is the Raw Materials keep and deducted from which warehouse.

Overhead Cost is a fixed additional cost to the material cost incurred during to each material process.

Assembly Cost is a fixed cost incurred to the entire process for final products.

😁 Ma	intain Item							_	
Attachments	Maintain Stock Item Code: FG-CHEMICAL Description: FG CHEMICAL PRODUCTS					Serial No.	Stock Control Active		<u>N</u> ew Edit Delete
STEP 2a	Base UOM PAIL Ru Ref. Cost: 7,510.00 Le Ref. Price: 0.00 O Shelf: Ir	eorder Level: eadrar Qty: ead Time: Dutput Tax: nput Tax:	0.00 Remark 1: 1.00 Remark 2: Barcode: ▼ Tariff: Bal Qty : 0.00	T				` }	Cancel Refresh Browse
STEP 2b	UOM Cust. Price Supp. Price BOM BOM Components Components RM-A RM-B WATER	More Desc. Opn Ba	Al. Category Alternative UOM 25.00 KG 25.00 KG 50.00 LTR	Cust. Item Supp. Item Barcodi Unit Cost 100.00 200.00 0.20		Assembly Cost: Wastage	0.00 Update Cost SubTotal 2,500.00 5,000.00 10.00		
	Count = 3				0.00				Close

12.1.4 Location (Warehouse)

Stock | Maintain Location

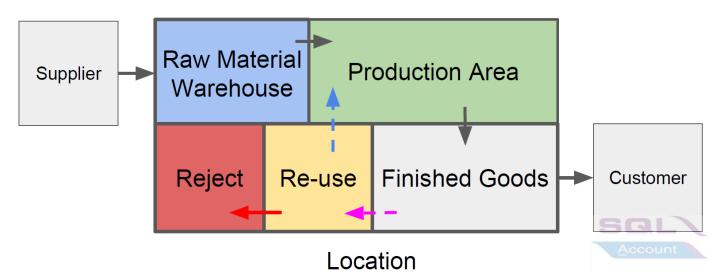
Define the warehouse code to identify the stock movement between the locations.

1. Receive raw materials from purchase and keep at **Raw Materials Warehouse**.

2. Production use the materials to produce the final products. Raw materials must deduct from the **Raw Materials Warehouse**.

3. Final products will be kept at **Finished Goods Warehouse**.

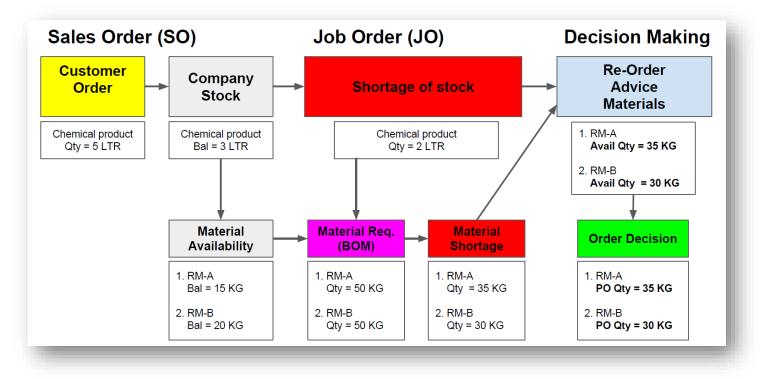
4. Work in progress stock kept in WIP Warehouse.



12.2 Overview of Manufacturing Business Flow

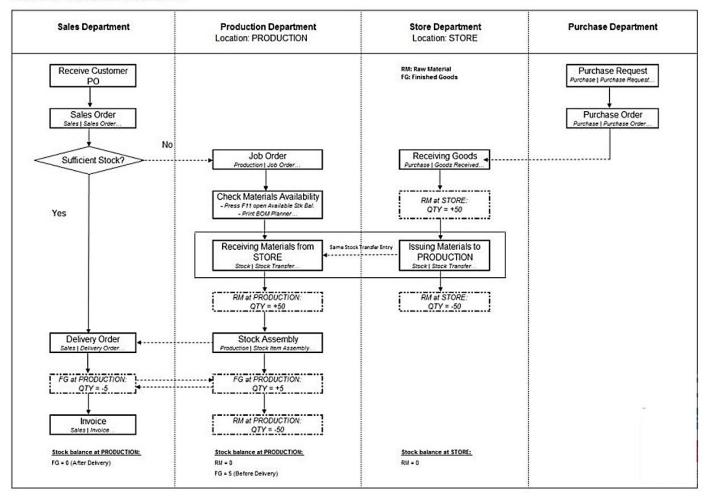
Sales coordinator usually will input the Sales Order (SO) based on the customer PO received. The stock products will be updated into the system as ordered qty. If the stock are purchased from supplier, then the purchaser has to transfer from SO to PO. Unless the stock is manufactured, then you have to proceed to Job Order process. How much of the materials/components required to meet the products ordered by customer? This question raised by the Material Planning department. Therefore, the Job Order takes place as the order to be input after Sales Order. It will planned the materials/components required based on the qty ordered from Sales Order.

When products produce out, you have to transfer the Job Order to Stock Assembly to commit on the stock on hand.



SQL Account Education Guide

Overview of Manufacturing Business Flow



12.2.1 Sales Order

Customer order will be enter via Sales Order by Sales Coordinator.

Step 1 : Sales | Sales Order | New | choose your customer | enter the items orders from your customer | save.

🗃 s	Sales Order				- • •
More		Sales Order		Cancelled 🗌	New
	Customer :- 300-A0002 🔻			5/0 No : SO-00030	Edit
Atta	ALPHA & BETA COMPUTER			Next No :- SO-00031	Delete
Attachments	Address :- 838 JALAN WORLD 40485 RAWANG			Date :- 18/10/2018 Agent :- SY	Save 🛩
	SELANGOR DE			Terms :- 45 Days	<u>C</u> ancel
Note	Description :- Sales Order		~	Ext. No :-	Refresh
:	+ = 🕢 🕐 Profit Estimator				Browse
Item	Sales Order Matrix				
Item Template	Item Code Description	Qty UOM U/Price Disc	Sub Total Tax Ta Tax In	Tax Amt Sub Total (Tax)	; »
plat	FG-CHEMICAL FG CHEMICAL PRODUCTS	10.00 PAIL 9,000.00	90,000.00 ST 10%	9,000.00 99,000.00	
	1 records	10.00	90,000.00	9,000.00 99,000.00]
	Local Net Total: 99,000.00			otal (RM): 99,000.0	0
	Deposit into: Chq No: Payment F	Project: Bank Charges:	<u>8</u>	Doc No:	7
	▼	▼ 0.00		Amount: 0.0	0 Close

Step 2 : You can also press on $\mathbf{CTRL} + \mathbf{F11}$ to check Available Stock Balance, if there is sufficient stock on hand you may directly proceed to delivery, but there is short of stock you may need to proceed to Job Order on the planning to manufacturer the items.

🍟 Stock Available I	Balance: F(G-CHEMICAL					_	. 🗆	×
🔒 🤹 🦂									
Stock Card		Stock Card Qty By Loca	tion 🗵 Back Order De	etail 🔀 Alte	ernative Sto	k Item 🗵			
Stock Card	0	Group By :							
Qty in S.O.	10	Location	\odot						
Available Qty	-10	🗹 Batch							
Qty in P.O.	0		Apply						
Qty in J.O.	0	_							
Future Qty	-10	ELOCATION	Batch	S.O. Qty	P.O. Qty	J.O. Qty	Qty	Avail. Qty	Exp
MISC		▶		10.00	0.00	0.00	0.00	-10.00	
P									
Qty in I.V.	0								
Qty in C.S.	0								
Qty in P.I.	0								
Qty in C.P.	0			10.00	0.00	0.00	0.00	-10.00	
Physical Obs									

12.2.2 Production Job Order

A Job Order is a document that contains the requirements and instruction to produce a particular of goods.

Step 1: Production | Job Order | New

Step 2: Select Customer Code

Step 3: Right Click on Job Order title, select Transfer from Sales Order.

Step 4: enter the X/F Qty for the quantity you want to produce.

X/F Qty	Bal. Qty	Org. Qty	Code	Doc No	Doc Date	Item Code	Description	UOI
)	10.00	10.00	300-A0002	SO-00030	18/10/2018	FG-CHEMICAL	FG CHEMICAL P	PAIL

Step 5 : Save the Job Order.

Step 6 : you can also click **CTRL** + **F11** to check all your raw material stock available balance.

1 😵 J	b Order							=		
More				Job O	rder			Cancelled	New	
i.	Customer:-	300-A0001 🔻					J/O No: J	0-00001	Edit	Customer Info from S/O
Atta		ALPHA PHARMACEUTICALS SDN BHD					Next No :- J	O-00002	Delete	Basically, the customer and others
Attachme	Address:-	LOT 1002, JALAN SULTAN MOHD 19, BANDAR SULTAN SULEIMAN,					-	0/07/2018 💌	Save -	information copy from sales order
ints.		42000 PORT KLANG.					-	🔻		
-							Ref 1:-	o Days 💌	Cancel	
Note.	Description:	FG CHEMICAL PRODUCTS				•]	Refresh	
									Browse	Assembly Item Info (Header)
	Assembly	Code:- FG-CHEMICAL	•			0	Delivery Date:- 10/	07/2018 💌		
	BOM Templa	ate:	•			L	ocation:	•		Assembly item transferred from
	Quantity:-	10.00 v PAIL	•			E	Batch:-	•		S/O. It will determine the BOM
						5	Split to:-	1 Process(s)	>	components required and the
	+ - 6	Show in Flat Mode Show in	Tree Mode					Transferable 🗸		assembly unit cost.
	BOM Compo		Tree Mode					Transferable 🗹		BOM Components Detail
										DOM Components Detan
	:≣ Item ▶RM-A	Code Description RAW MATERIAL A	Location RMWH	BOM Rate 25.00	Qty UOM 250.00 KG	Unit Cost C 100.00	verhea Wastage	e Sub Total 25,000.00	.0	Total Components quantity
	RM-B	RAW MATERIAL B	RMWH	25.00	250.00 KG	200.00		50,000.00		requirement to meet the total output.
	WATER	WATER	RMWH	50.00	500.00 LTR	0.20		100.00		
	3 records	5			1,000.00		0.00	75,100.00		
	Line Supervise	or: Remark:					Assembly Cost:	0.00		Assembly Item (Footer)
	Production In	fo:				Cost/unit: 7,510	.00 Net Total:	75,100.00	Close	• • • •

12.2.3 Stock Item Assembly

Stock Item Assembly is an entry form to record the actual components (materials) usage to convert/produce the final product based on the actual output. Unit cost will be used to revalue the stock balance.

Actual components (materials) used will be deduct out from the stock balance. However, the final products will be replenished the stock balance. You can always check the stock movement from the stock card report.

Step 1: Production | Stock Item Assembly | New

Step 2: Right Click, select Transfer from Job Order.

Step 3: enter the **X/F Qty** for the quantity produced.

🍟 Productio	n Documer	nt Transfer					- [1 ×
	Bal. Qty	Org. Qty	Code	Doc No	Doc Date	Item Code	Description	UOM
10	10.00	10.00	300-A0001	JO-00001	10/07/2018	FG-CHEMICAL	FG CHEMICAL P	PAIL
							<u>O</u> K	<u>C</u> ancel

Step 5 : Save the Stock Item Assembly.

😗 S	tock Item Assembly Entry								
Note	Item Assembly							Cancelled	New
							Asm No:	AS-00001	Edit
Attachments	Assembly Code :- FG-CHEMICAL		10 Pa	uil of	FG-Chem	ical	Date :-	10/07/2018 -	<u>D</u> elete
nents.	BOM Template :	will be increase in y				our	Project :-	🔻	Eave 🗸
:	Quantity :- 10.00 V PAIL V			•	ave the St	ock	Location:- Batch:-	v	<u>C</u> ancel
	Split to :- 1 Process(s)		Item A	Assemt	oly.				Refresh
									Browse
	Description :- FG CHEMICAL PRODUCTS	la l						Update Cost	
	BOM Components							opuate cost	>
	Item Code Description	Location	Qty	UOM	Unit Cost	Overhead	Wastage	Sub Total	
	RM-A RAW MATERIAL A	RMWH	250.00	KG	100.00			25,000.00	
	RM-B RAW MATERIAL B	RMWH	250.00	KG	200.00			50,000.00	
	WATER WATER	RMWH	500.00	LTR	0.20			100.00	U
	All the raw materials will be d	leducted	l from tl	ne ware	ehouse you	ı chosen.			
	3 records		1,000.00			0.00		75,100.00	
	Line Supervisor : Remark :					Assemb	ly Cost:	0.00	
	Production Info :				Cost/unit: 7,51	. <u>0.00</u> Ne	t Total:	75,100.00	Close

12.3 Stock Batch



This module commonly used in food manufacturing, pharmaceutical, cosmetic/skin care product. It helps to trace the expiry date of the products. It can set the manufacturing date for label print purposes and easy to identify the stock expired to write off using stock adjustment.

Step 1 : Stock | Maintain Batch | New

Insert the code, description, Expiry date, Manufacturing date & items that will expire on this expiry date.

🚏 Stock Batch			
Code Description Expiry Date Manufacture Date Remark 1 Remark 2	BT-00001]	<u>N</u> ew Edit ▼ Delete Save Cancel
Items			<u>M</u> ore ▼ Pre <u>v</u> iew ▼
on 31/12 OR if the iter	Item Code assign the items that will expire /2018 here m column is left blank, you can y item and assign batch expiry	>	Refresh Browse
	ng data entry.		

Step 2 : Purchase | Purchase Invoice | New

You can enable Batch column from the hidden bar and assign your stock batch during purchase for every individual item.

Invoice													
📱 Item Code	Description	Qty	UOM	U/Price	Sub Total		Batch						
AQ-M500ML	AQUA MOISTURE ADVANCE 50	100.00	UNIT	100.00	10,000.00		\sim						
							Code		Description	Expiry Date	nufacture Da	Exp (Days)	Qty
						Þ	BT-00001		Batch 00001 Exp 31/12/1	3 31/12/2018	01/01/2018	174 0	.00
•													
Click this t	ck this to enable Batch column												

Step 3 : Sales | Sales Invoice | New

In Sales Invoice, you can select the item issue out from which batch (expiry date), system will also show the expiry day & quantity available.

Invoice			
Item Code Description	Qty UOM U/Price Sub Total Tax	Batch	
AQ-M500ML AQUA MOISTURE ADVANCE 500ML	1.00 UNIT 300.00 300.00 10%		
		E Code Description	Expiry Date nufacture Da Exp (Days) 🖾 Qty
		BT-00001 Batch 00001 Exp 31/12/18	31/12/2018 01/01/2018 174 100.00
		BT-00002 Batch 00001 Exp 31/01/2019	31/01/2019 31/01/2018 205 50.00

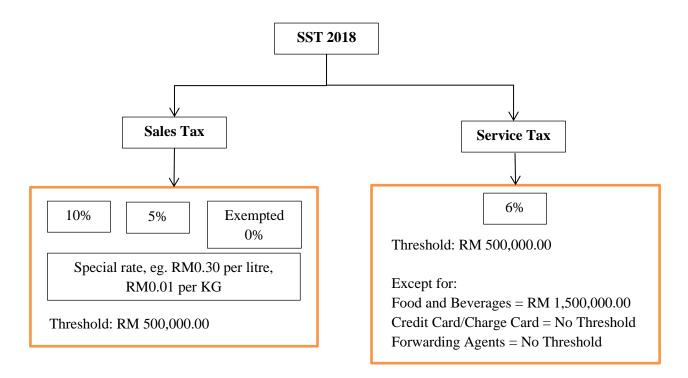
Step 4 : Stock | Print Stock Batch Expiry

You can also check the listing of your product that will be expire soon as well as you can trace the product manufacture date.

🍟 Stock Batch Expir	у						×
Expiry Date Manufacture Date [0 31/12/201 0 31/07/201				up By : Item Code Batch Location	
Stock Group: [Item: [Location: [Batch: [× × ×				Stock Group	
Drag a column heade	Stock Batch Expiry		ng CTRL key with d				oply
 StockGroup DEFAULT 	ItemCode AO-M500ML	Batch BT-00001	Expiry Date 31/12/2018	Manufacture Date 01/01/2018	Remain Day(s) 174	Qty	99.00
	1						99.00

13 Sales and Service Tax 2018 Model and Scope

Sales and Service Tax model are structured as below:



14 Sales Tax

14.1 Sales Tax Legislation

14.1.1 Act

a) Sales Tax 2018

14.1.2 Regulations

- a) Sales Tax Regulations 2018
- b) Sales Tax (Customs Ruling) Regulatons 2018
- c) Sales Tax (Determination of Sale Value of Taxaable Goods) Regulations 2018
- d) Sales Tax (Compounding of Offences) Regulations 2018

14.1.3 Order

- a) Appointment of Date of Coming into Operation
- b) Sales Tax (Person Exempted From Payment Of Tax) Order 2018
- c) Sales Tax (Imposition Of Tax In Respect Of Designated Area) Order 2018
- d) Sales Tax (Imposition Of Tax In Respect Of Special Area) Order 2018
- e) Sales Tax (Exemption From Registration) Order 2018
- f) Sales Tax (Goods Exempted From Tax) Order 2018
- g) Sales Tax (Rates Of Tax) Order 2018
- h) Sales Tax (Total Sale Value Of Taxable Goods) Orders 2018

14.2 Scope and Charge

Sales Tax is a tax charged and levied -

• on taxable goods manufactured in Malaysia by a taxable person and sold, used or disposed by him;

• on taxable goods imported into Malaysia

Definition of

- Goods means all kind of movable property.
- **Taxable goods** means goods of a class or kind not exempted from sales tax; i.e goods which are not listed in Sales Tax (Goods Exempted From Sales Tax) Order 2018).
- Sales includes barter, disposal of goods with a right of purchase or on terms providing that the seller retains an interest in the goods, and delivery of goods under any conditions as to future payment.

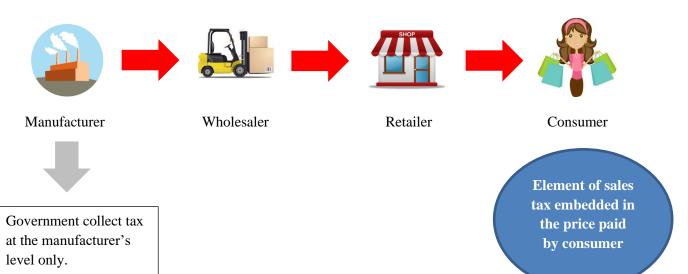
Sales Tax is not charged on-

- Goods listed under Sales Tax (Goods Exempted From Sales Tax) Order 2018;
- Certain manufacturing activities are exempted by Minister of Finance through Sales Tax (Exemption from Registration) Order 2018.

NOTE: Malaysia excludes designated area (DA) and special area (SA).

14.3 Sales Tax Mechanism

Overview of Sales Tax flow chart:-



14.4 Meaning of Manufacture

Manufacture defines as **a conversion of materials** by manual or mechanical means into a new product by changing the following:-

- a) size
- b) shape
- c) composition
- d) nature
- e) quality

of such materials and includes the assembly of parts into a piece of machinery or other products. However, manufacture does not include the installation of machinery or equipment for the purpose of construction.

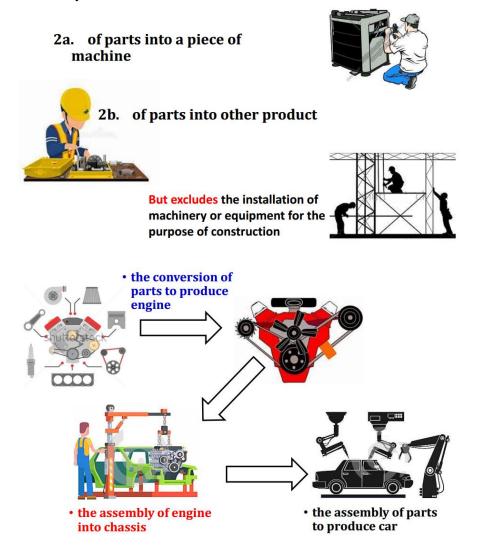
In relation to petroleum, any process of:-

- a) separation
- b) purification
- c) conversion
- d) refining
- e) Blending

For goods other than petroleum

a) By conversion





c) For petroleum



• any process of separation, purification, refining, conversion and blending



14.5Meaning of Taxable Person

Taxable person is a person who manufacturing taxable goods and is:

- Liable to be registered;
 - \checkmark Reached sales threshold
 - Manufacturer RM 500,000.00
 - Sub-contractor RM 500,000.00
- Registered under Sales Tax Legislation.
 ✓ Mandatorily registered
 ✓ Voluntarily registered
- 14.6 Sales Tax Registration

14.6.1 Liability To Register

Taxable goods manufacturers are required / liable to be registered when SALES VALUE OF TAXABLE GOODS has exceeded RM 500,000 for 12 months period.

Manufacturers who carry out sub-contract work on taxable goods where the VALUE of work performed exceeds RM500,000 for 12 months period.

Taxable goods belong to:

- Registered manufacturer;
- Non-registered manufacturer
- Manufacturer in special area (FIZ and LMW)

NOTE: Registered Person will known as Registered Manufacturers.

14.6.2 Voluntary Registration

Conditions are:

- Sales value of taxable goods below threshold (ie. < RM 500,000).
- Person who are exempted from registration

14.6.3 **Determination of Turnover**

Manufacturers should calculate the sales value of taxable goods for a period of 12 months using the following methods:

a) Historical Method

The total value of taxable goods in that month and the 11 months immediately preceding the month;

 b) Future Method The total value of taxable goods in that month and the 11 months immediately succeeding the month.

14.6.4 Exemption from Registration

- Manufacturer of non taxable goods. (Not eligible for voluntary registration).
- Manufacturer below threshold (ie. < RM 500,000).
- Sub-contractor manufacturer below threshold.

- Manufacturing activities that have been exempted from registration. E.g :
 - ➤ Tailoring
 - > Installation incorporation of goods into building

14.6.5 Transitional Registration

Manufacturer who is liable to be registered is required to register before 1 September 2018. Registration commencement date will be on 1 September 2018.

a) Automatic Registration

- Manufacturers who are GST Registered Persons which have been identified and fulfilled the required criteria will be registered automatically as Registered Manufacturer under Sales Tax.
- > Registered Manufacturer need to charge tax beginning 1 September 2018.

b) Person Not Registered Automatically

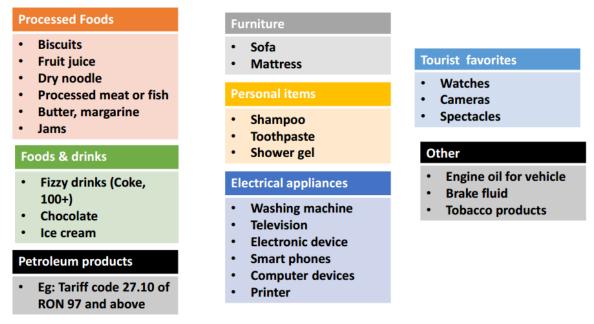
GST registered person who fulfilled the required criteria to be registered but were not registered by 1 September 2018 need to apply for registration within 30 days from the commencement date.

14.7Taxable vs Exempted Goods

14.7.1 Taxable Goods

Taxable goods means goods of a class or kind of **not exempted** from sales tax. In another words, goods which are <u>not listed</u> in **Sales Tax (Goods Exempted From Sales Tax) Order 2018**.

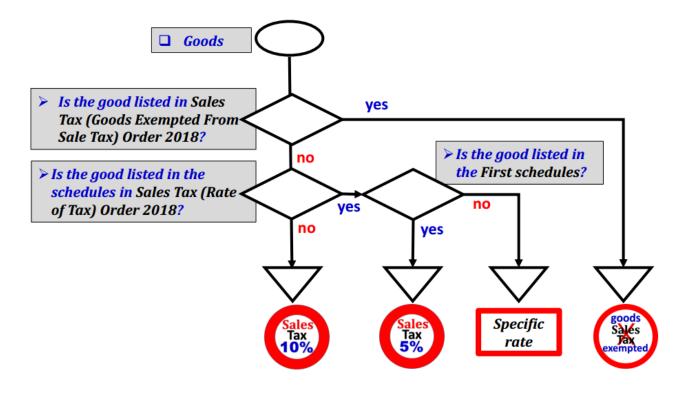
Example of taxable goods are:-



It is chargeable with a tax rate of

- ♦ 10% standard sales tax rate
 - 5% reduced sales tax rate
 - First Schedule in the Sales Tax (Rate of Tax) Order 2018
- Specific rate for petroleum product (eg. RM0.30 per litre)
 - Second Schedule in the Sales Tax (Rate of Tax) Order 2018

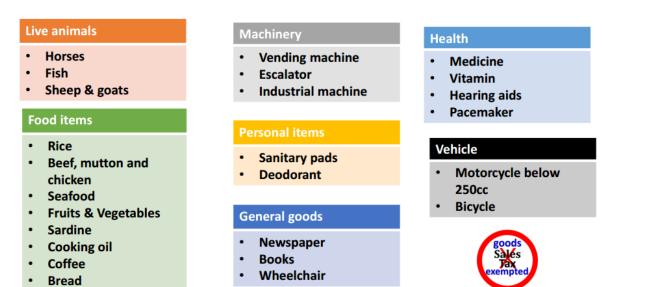
How to determine the rate of sales tax for goods?



14.7.2 Exempted Goods

Exempted goods means goods of a class or kind of exempted from sales tax which <u>are listed in</u> **Sales Tax** (Goods Exempted From Sales Tax) Order 2018.

Example of exempted goods are:-



14.8 Value of Taxable Goods

Refer to Sales Tax (Rules of Valuation) Regulation 2018, value of taxable goods that:

sold by taxable person

- > manufactured and used by the manufacturer for other purpose than as materials in manufacturing; or
- disposed by manufacturer.

For goods belongs to another manufacturer is known as sub-contract work.

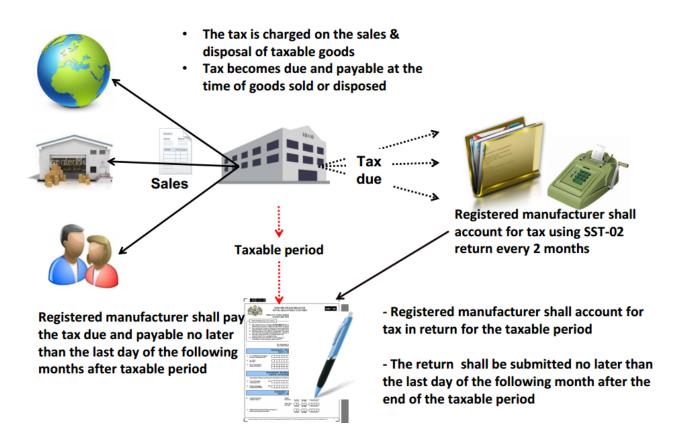
Sale value of the goods = Amount of the work performed and charged by sub-contractor.

The sale value of the goods shall be determined on the basis of the **transactions value of the goods** as the primary basis of valuation.

Transaction value of the goods,

- > The **actual price** the goods are sold, without any conditions or restrictions imposed to purchaser.
- > Purchaser is not required to give parts of proceed on subsequent sale to the manufacturer.
- > Purchaser and manufacturer are not related or if related the relationship did not influence the price.

14.9 Responsibility of Registered Manufacturer



14.10 Exemption and Facilities

14.10.1 Goods Exemption from Sales Tax

Goods refer to Sales Tax (Goods Exempted From Sales Tax) Order 2018.

E.g. live animals, unprocessed food, vegetables, medicines, machinery, chemicals, etc.

14.10.2 Person Exempted from Sales Tax

Person refer to Sales Tax (Person Exempted From Sales Tax) Order 2018.

- Schedule A: Class of person, e.g. Ruler of States, Federal or State Government Department, Local Authority, Inland Clearance Depot, Duty Free Shop.
- Schedule B: Manufacturer of specific non-taxable goods, e.g. any manufacturer of
 - a) Controlled goods under Control of Supplies Act 1961
 - b) Pharmaceuticals products
 - c) Solely manufacture milk products
 - d) Solely manufacture of exempted goods for export to import/purchase raw materials, components and packaging materials.
- Schedule C: Registered Manufacturer, exemption of tax on the acquisition of raw materials, components, packaging to be used in manufacturing of taxable goods (previously known as CJ5, CJ5A, CJ5B).

14.10.3 Exemption from Registration

Manufacturing activities exempted from registration regardless of turnover.

E.g. tailor, jeweller, optician, engraving, vanishing table top, etc.

14.11 Special Rules

14.11.1 Treatment in Designated Area (DA)

Designated Area	Labuan, Langkawi and Tioman		
Manufacturing activities in DA	Sales Tax Act does not apply to DA except for petroleum.		
Importation into DA	Exemption from Sales Tax.		
(World to DA)	Except:a) Langkawi: Importation of marble, petroleum and anchoviesb) Tioman: Importation of petroleum and motor vehichles		
	a) Langkawi: Importation of marble, petroleum and anchovies		
	b) Tioman: Importation of petroleum and motor vehichles		
	c) Labuan: Importation of petroleum		
Removal of Goods	d) From PCA to DA - deemed export, no sales tax.		
	e) From DA to PCA - deemed import, subject to sales tax.		
	f) To/From DA to DA - no sales tax.		
	g) To/From DA to SA - no sales tax.		

NOTE:

- a) SA = Special Area, e.g. Free Zone (FZ), Licensed Warehouse, Licensed Manufacturing Warehouse (LMW) and Joint Development Area (JDA).
- b) PCA = Principal Customs Area

14.11.2 Treatment in Special Area (SA)

Special Area	Free Zone, Licensed Warehouse, Licensed Manufacturing Warehouse and Joint Development Area (JDA).	
Manufacturing activities in SA	Sales Tax Act does not apply to SA.	
Importation into SA (World to SA)	Generally not subject to Sales Tax except for goods in the free zone which may be subjected to Sales Tax provided in the Sales Tax (Imposition of Tax in Respect of Special Area) Order 2018	
Removal of Goods	 a) From PCA to SA - deemed export, no sales tax. b) From SA to PCA - deemed import, subject to sales tax. c) To/From SA to SA - no sales tax. d) To/From SA to DA - no sales tax. 	

14.12 Accounting of Tax

14.12.1 Invoices

Issuance of Invoice

- > Mandatory for registered manufacturer who sell taxable goods.
- ➢ Hard copy or electronically.
- > Containing **prescribed particulars**.
- Bahasa Melayu or English.

Prescribed particulars are:

- a) The invoice serial number;
- b) The date of the invoice;
- c) The name, address and identification number of the registered manufacturer (Sales Tax Number);
- d) The name and address of the person to whom the taxable goods is sold;
- e) Description and quantity of the goods;
- f) Any discount offered;
- g) For each description, distinguish the type of goods, quantity and amount payable excluding tax;
- h) The total amount payable excluding tax, the rate of tax and the total tax chargeable shown as a separate amount or total amount payable inclusive of total of tax chargeable;
- i) Any amount expressed in a currency other than ringgit shall also be expressed in ringgit at the selling rate of exchange prevailing in Malaysia at the time of sale.

14.12.2 Credit Note & Debit Note

A credit note is allowed to issue by registered manufacturer under the situation where the goods are returned by the purchaser due to :

- Wrong quantity, poor or defective quality or uncontracted goods, provided that the goods have not been subsequently sold or disposed of by the purchaser.
- Discount given in respect of goods sold and which are freely available to all who are willing to conduct business.

A debit note is allowed to issue by registered manufacturer under the situation where there is an additional of sales tax to be paid for any price adjustment.

Both credit note and debit note shall contains the following particulars:

- \checkmark The word "credit note" or "debit note" in a prominent place.
- \checkmark The serial number and date of issue.
- \checkmark The name, address and Sales Tax identification number of the supplier.
- \checkmark The name and address of the customer.
- \checkmark The <u>reason</u> for issuance.
- ✓ Description which identifies the description of goods, the quantity and amount for which CN or DN is given.
- \checkmark The total amount excluding tax.
- \checkmark The rate and amount of tax.
- \checkmark The number and date of the original invoice.

If changes related to amount of tax payable:

- > Adjustment in the return for the taxable period in which the credit note or debit note is issued.
- > Adjustment in the return for the last taxable for person who has ceased to be a taxable person.

If deduction for taxable period exceeds the amount of sales tax payable, the balance is to be carried forward to the next taxable period. Refund is not allowed on balance carried forward if taxable person has ceased to carry on business.

14.13 Accounting Basis and Taxable Period

14.13.1 Accounting Basis

Sales Tax is based on accrual basis and it is required to be accounted at the time when the goods are sold, disposed or first used.

14.13.2 Taxable Period

Regular interval period where a taxable person accounts and remits sales tax to Government. Default taxable period for the registered manufacturer to be **bimonthly (2 months)** period.

Registered manufacturer may apply for taxable period other than the default taxable period.

In summary,

Filling Frequency	Taxable Period
First Taxable Period (Bimonthly)	Sep - Oct 2018
Subsequent Taxable Period	Nov-Dec, Jan-Feb, Mar-Apr, May-Jun, Jul-Aug, Sep-Oct,
Specific Basis	Subject to an approval from the Director General.

14.14 Furnishing Sales Tax (SST-02) Return & Payment of Tax

Registered manufacturer has to declare SST return every 2 months according to the taxable period.

- Sales tax return has to be submitted not later than the last day of the following month after the taxable period ended.
- Sales tax return has to be submitted regardless of whether there is any tax to be paid or not.
- Sales tax return has to be submitted electronically or by cheque, bank draft and posted to SST Processing Centre.

Payment for tax due and payable declared in SST-02. Failure to submit return is an offence.

14.15 Miscellaneous (Remission, Refund of Overpaid Tax, Drawback. Penalty)

14.15.1 Remission

Minister may remit the whole or any part of sale tax due and payable.

Director General may remit the whole or any part of:

- Surcharge
- Penalty
- ➤ Fee
- > Other money payable under the Act

14.15.2 Refund of overpaid tax

Any person who has overpaid or erroneously paid of sales tax, penalty, surcharge, fee; or If any person who has paid sales tax and then exemption or remission of sales tax has granted by Minister.

Claim to be made in form JKDM No. 2 within one year from the date of over payment or erroneously payment; or entitlement of refund.

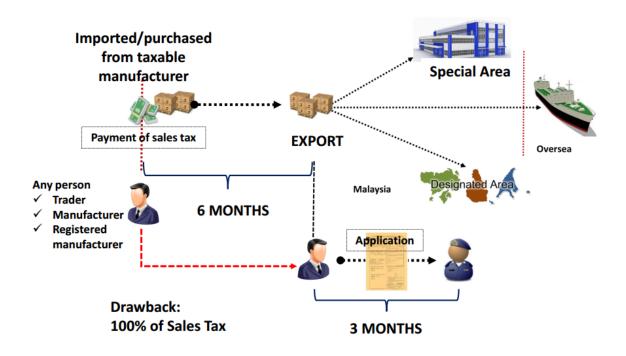
14.15.3 Drawback

Director General may allow drawback of the full amount of sales tax paid by a person in respect of taxable goods which are subsequently exported. This is not applicable to petroleum. Conditions:

- > Goods must be exported within six months from Sales Tax paid on import or date of invoice issued.
- > Application made within three months from the date of export in JKDM Form no. 2
- > Other conditions with regards to documentation and declaration.

Submission to sales tax office at applicants' place of business.

Illustration:



14.15.4 Penalty for late payment of tax

Late payment penalty on the amount of sales tax not paid as shown in the table below.

Payment Made	Penalty	Total Penalty
On time or before due date	No penalty	-
1 to 30 days after due date	10%	10%
Additional 1 to 30 days	+15%	25%
Additional 1 to 30 days	+15%	40%
More than 90 days after due date	Prosecution	40%

Penalty: Maximum of 40%

14.15.5 Other penalty for offences

Evasion of sales tax:

- 1st offence either or both
 - ➤ Fine
 - ✤ Minimum 10x Sales Tax Amount
 - ✤ Maximum 20x Sales Tax Amount
 - Imprisonment not exceeding 5 years
- 2^{nd} offence either or both
 - ➢ Fine
 - ✤ Minimum 20x Sales Tax Amount
 - ✤ Maximum 40x Sales Tax Amount
 - Imprisonment not exceeding 7 years

15 Service Tax

15.1 Service Tax Legislation

15.1.1 Act

a) Service Tax 2018

15.1.2 Regulations

- a) Service Tax Regulations 2018
- b) Service Tax (Customs Ruling) Regulatons 2018
- c) Service Tax (Compounding of Offences) Regulations 2018

15.1.3 Order

- a) Appointment of Date of Coming into Operation
- b) Appointment of Effective Date for Charging and Levying of Service Tax
- c) Service Tax (Imposition Of Tax For Taxable Service in Respect of Designated Areas and Special Areas) Order 2018
- d) Service Tax (Rates Of Tax) Order 2018

15.2Scope and Charge

Service tax is charged on:

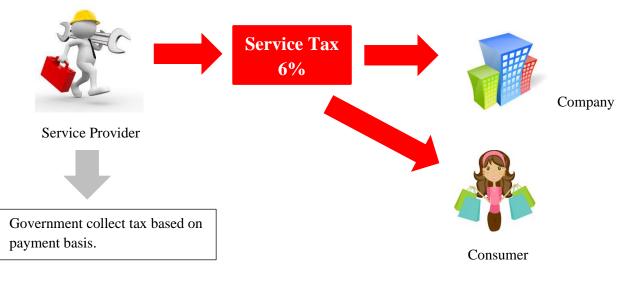
- any provision of taxable services;
- > made in the course or furtherance of any business;
- ➢ by a taxable person; and
- In Malaysia

Service tax is not chargeable on:

- Imported services
- Exported services

15.3Service Tax Mechanism

Overview of Service Tax flow chart:-



15.4 Meaning of Taxable Person

A service provider who is liable to be registered or registered under the Service Tax Act 2018. The service provider provides taxable services in the course or **furtherance of business in Malaysia**.

15.5 Taxable Service

Value of taxable service provided by a service provider for a period of 12 months that exceed a threshold of RM 500,000 is liable to be registered. Except the following taxable service group:

- ➢ Food and Beverages (exceed RM 1,500,000)
- Credit card / charge card (no threshold)

Service Type Code	Group	Taxable Service	Value of Taxable Service (Threshold) RM	Examples
9901.01.0650	A	Accommodation	500,000.00	Hotel includes: - lodging house - service apartment - homestay - Inn - Rest house - Boarding house Service tax charged on actual value of taxable service period .
9902.01.2651	В	Foods and Beverages	1,500,00.00	Service of food and beverage preparation includes: - restaurant - cafe - catering - take-away

List of taxable services:

SQL Account Education Guide

		1	1	SQL Account Education Guide
				- food truck
				- retail outlet
				- hawkers
				Service tax charged on actual value of taxable service provided .
9903.01.0652	С	Night clubs		
9903.02.0653	Ċ	Dance Halls		
9903.02.0055		Health Centres		Service tax charged on actual value of
9903.04.0655		Massage Parlours	500,000.00	taxable service provided.
9903.05.0656		Public Houses		
9903.05.0657		Beer House		
	D			
9904.01.1658	D	Private Clubs	500,000.00	Service tax charged on actual value of taxable service provided .
9905.01.1659	Е	Golf Club and Golf		Service tax charged on actual
		Driving Range	500,000.00	value of taxable service provided.
9906.01.1660	F	Betting and Gaming		Gaming includes:
				- Casino
				- Game of chance
				- Sweepstakes
				- Gaming machines
			500,000.00	- Lottery
				- Betting
				Service tax charged on collection, based on formula.
9907.01.0670	G	Advocate and solicitors,		
<i>yyu</i>	Professional	Syarie Lawyer		
9907.02.0669	Toressional	Public Accountant		Service tax charged on actual
9907.03.0673		Licensed/registered		-
<i>JJ01</i> .03.0073		surveyor, appraisers,		value of taxable service provided.
		estate agents		
9907.04.0671		Professional Engineer	500,000.00	
9907.05.0672		Architect	500,000.00	
9907.06.1674	1	Consultant	1	
9907.00.1074	1	Management	•	
9907.07.1673	1	Employment	1	
9907.08.1008	1	Private Agency (Guaards	•	
9907.09.1667	1	IT Providers	1	
9907.10.1676	Н	Credit Card/Charge Card		Somioo toy shoreed at DMO5
9908.01.0078	п	Credit Card/Charge Card	No Threshold	Service tax charged at RM25 per cards provided.
9909.01.0661	Ι	Insurance and Takaful	5 00.000.00	
9909.02.0662	Other	Telecommunication	500,000.00	For provision of electricity,
9909.08.1679	Service	Paid TV Broad Casting	1	- B2C; more than 600kWh
9909.03.0663	Providers	Forwarding Agents	No Threshold	
9909.04.1664	1	Parking Spaces Operator		Service tax charged on actual
9909.05.1666		Automotive Repair	500,000.00	value of taxable service provided.
9909.06.1665	ļ	Centre		
1 0 0 0 1 0 0 0 0 0		Courier	1	

9909.07.1676	Hire and Drive	
9909.08.1677	Advertising	
9909.09.1680	Electricity	
9909.10.1681	Air Transport	

15.6 Rate of Services

All taxable services are fixed charged at a rate of 6%, except the provision of credit card/charge card services are charged at a specific rate of tax of RM25 is imposed upo issuance of principal or supplementary card and every subsequent year or part thereof.

15.7 Service Tax Registration

15.7.1 Types of Registration list:

Type of Registration	Conditions
Mandatory	Value exceed RM 500,000.00 from 1 st day of the month following the month of application.
Voluntary	Value below RM 500,000.00. Director General may determine.
Branch / Division	In the name of the branch / division. Director General may determine.

15.7.2 Determination of Taxable Turnover

Service provider should calculate the value of taxable services provided for a period of 12 months using the following method:

a) Historical Method

The total value of taxable supplies in that month and the 11 months immediately preceding the month.

b) Future Method

The total value of taxable supplies in that month and the 11 months immediately succeeding the month.

15.7.3 Transitional Registration

Any person who liable to register are required to register before 1 September 2018 and registration commencement date will be on 1 September 2018.

a) Automatic Registration

Service provider who is a GST Registrant which have been identified and fulfilled the required criteria will be registered automatically as a registered person.

b) Person Not Registered Automatically

Service provider who is a GST Registered person that fulfilled the required criteria to be registered but was not registered by 1 September 2018 need to apply for registration within 30 days from the commencement date.

15.8 Contra System Facility

Registered person is allowed to deduct service tax in his return for any cancellation and termination of services or any other reasons such as reducing premiums or discounts.

15.9 Special rules for specific areas

15.9.1 Treatment in Designated Area (DA)

Designated Area	Labuan, Langkawi and Tioman
Service provided between	Not subject to service tax except prescribed by Minister.
and within DA	
Provision of services	a) From PCA to DA - subject to service tax except prescribed by Minister
	b) From DA to PCA - subject to service tax.
	c) To/From DA to SA - no service tax.

NOTE:

- c) SA = Special Area, e.g. Free Zone (FZ), Licensed Warehouse, Licensed Manufacturing Warehouse (LMW) and Joint Development Area (JDA).
- d) PCA = Principal Customs Area

15.9.2 Treatment in Special Area (SA)

Special Area	Free Zone, Licensed Warehouse, Licensed Manufacturing Warehouse and Joint Development Area (JDA).
Services provided between	Not subject to Service Tax except prescribed by Minister.
and within SA	
Provision of services	a) From PCA to SA - subject to service tax except prescribed by Minister.
	b) From SA to PCA - subject to service tax.
	c) To/From SA to DA - no sales tax.
	d) From PCA (other than SA) to FZ or LMW - subject to service tax

15.10 Accounting

15.10.1 Issuance of Invoice

- > Mandatory for registered person who provides any taxable services..
- ➤ Hard copy or electronically.
- Containing prescribed particulars.
- Bahasa Melayu or English.

Prescribed particulars are:

- The invoice serial number; a)
- The date of the invoice: b)
- The name, address and identification number of the registered person (Service Tax Number); c)
- The name and address of the person to whom the taxable service is provided; d)
- e) Description of service provided;
- f) Any discount offered;
- For each description, distinguish the type of service and amount payable excluding tax; g)
- The total amount payable excluding tax, the rate of tax and the total tax chargeable shown as a separate h) amount or total amount payable inclusive of total of tax chargeable;
- Any amount expressed in a currency other than ringgit shall also be expressed in ringgit at the selling i) rate of exchange prevailing in Malaysia at the time of sale.

15.10.2 Credit Note & Debit Note

Both credit note and debit note are allowed to issue by registered person. It shall contained the prescribed particular and make an adjustment in his SST-02 return.

15.11 Accounting Basis and Taxable Period

15.11.1 Accounting Basis

Service Tax is based on **payment basis** and it is required to be accounted at the time when the payment has received. On the day following period of twelve months when any whole or part of the payment is not received from the date of the invoice for the taxable service provided.

15.11.2 Taxable Period

Regular interval period where a taxable person accounts and remits service tax to Government. Default taxable period for the registered person to be **bimonthly** (2 months) period.

Registered person may apply for taxable period other than the default taxable period.

In summary,	
Filling Frequency	Taxable Period
First Taxable Period (Bimonthly)	Sep - Oct 2018
Subsequent Taxable Period	Nov-Dec, Jan-Feb, Mar-Apr, May-Jun, Jul-Aug, Sep-Oct,
Specific Basis	Subject to an approval from the Director General.

In cummon

15.12 Furnishing Service Tax (SST-02) Return & Payment of Tax

Registered person has to declare service tax return every 2 months according to the taxable period.

- \geq Service Tax return has to be submitted not later than the last day of the following month after the taxable period ended.
- Service Tax return has to be submitted regardless of whether there is any tax to be paid or not. \geq

SQL Account Education Guide

Service Tax return has to be submitted electronically or by cheque, bank draft and posted to SST Processing Centre.

Payment for tax due and payable declared in SST-02. Failure to submit return is an offence.

16 Bad Debts

Bad debt refers to outstanding amount of sales tax from a person who is insolvent, and is irrecoverable from the person.

Insolvent person is:

- ➢ For individual, adjudged bankrupt.
- > For company, ordered by the court to be wound up and a receiver is appointed.

Payment deemed to be irrecoverable whole or parts of the payment has been provided in the account as:

- > Doubtful debt, or
- > Written off in the person's account as bad debt.

16.1.1 Bad Debt Claim

Refund of sales tax in relations to Bad Debts:

- a) Can be claimed by a registered manufacturer or a person who ceased to be registered manufacturer.
- b) Shall claim within 6 years from the date the taxable goods is sold.
- c) Subject to conditions & satisfaction of the Direct General (DG).
- d) May claim according to the formula below.

$$\frac{A}{B} \times C$$

A - is the payment received in respect of the sale of such taxable goods;

B - is the value of such taxable goods plus sales tax payable on such taxable goods; and

C - is the sales tax payable on taxable goods

16.1.2 Bad Debts Recovery

Repayment of sales tax in relation to Bad Debts refunded:

- a) Has claimed and received the sales tax refund.
- b) Payment received from the debtor after bad debts claimed.
- c) Repay to DG in his return.
- d) Repay according to the formula below.

A - is the payment received in respect of the sale of such taxable goods;

$$\frac{A}{B} \times C$$

B - is the value of such taxable goods plus sales tax payable on such taxable goods;



C - is the sales tax payable on taxable goods

17 Record Keeping

Criteria to kept the records are:

- ✓ Bahasa Malaysia or English
- ✓ 7 years
- ✓ Can be kept in soft or hard copy
- ✓ To be kept in Malaysia

Records relating to registration

✓ SSM records - Form A, B, C, 8, 9 and etc.

Records relating business activities

- ✓ Invoices, receipts
- ✓ Debit note, credit note
- ✓ Delivery order, purchase order
- ✓ Bank slip, bank statement, voucher
- ✓ Contract, agreement

Records relating to accounting (hard copy)

- ✓ Financial Statement Profit & Loss, Balance Sheet, Trial Balance.
- ✓ Account Payable, Account Receivable, General Ledger, Sales, Purchase, Stock, Cash and etc.

Records relating to taxation

- ✓ Customs forms K1, K2, K9 and etc
- ✓ SST Returns (SST-02), registration and etc.
- \checkmark Income Tax declaration

Records relating to electronic form

- ✓ Accounting software manual
- ✓ Accounts chart, access code, program documentation
- ✓ Audit trail
- ✓ Purchase, Sales, GL Listing (e.g. standard, exempt)
- ✓ Management Information Report (MIS)
- ✓ Other data / records keep in accounting / business software

18 Tax Code

Tax code lists in SQL Financial Accounting:

	Code	Description	Tax Acc	Tax Rate	^	1	
E	Category :	Sales & Service Tax					New
	ST	Sales Tax 10%	SST-201	10%			Edit
	ST5	Sales Tax 5%	SST-201	5%		ી	Fair
	SV	Service Tax 6%	SST-203	6%			Delete
	STE	Sales Tax Exempted	SST-201				
	SU	Goods Own Used/Disposed 10%	SST-201	10%			More
	SU5	Goods Own Used/Disposed 5%	SST-201	5%			
	SUV	Service Own Used 6%	SST-202	6%			Pre <u>v</u> iew
	SE	Sales Tax Export/Special Area/Designated Area	SST-201				
	SEA	Sales Tax Exempted - Schedule A More on Government & Local Authority Dept	SST-201				Refresh
	SEB	Sales Tax Exempted - Schedule B More on Control Product & Medical Product	SST-201			1	Dated
	SEC1	Sales Tax Exempted - Schedule ⊂ (item 1)	SST-201				De <u>t</u> ail
	SEC2	Sales Tax Exempted - Schedule C (item 2)	SST-201		>	•	
	SEC3	Sales Tax Exempted - Schedule C (item 3)	SST-201				
	SEC4	Sales Tax Exempted - Schedule C (item 4)	SST-201				
	SEC5	Sales Tax Exempted - Schedule C (item 5)	SST-201				
	PEC1	Purchase Tax Exempted - Schedule ⊂ (item 1)					
	PEC2	Purchase Tax Exempted - Schedule ⊂ (item 2)					
	PEC3	Purchase Tax Exempted - Schedule C (item 3)					
	PEC4	Purchase Tax Exempted - Schedule C (item 4)					
	PEC5	Purchase Tax Exempted - Schedule C (item 5)					
E	Category : GST Purchase						
	PST	Purchase Sales Tax 10%		10%			
	PSV	Purchase Service Tax 6%		6%			

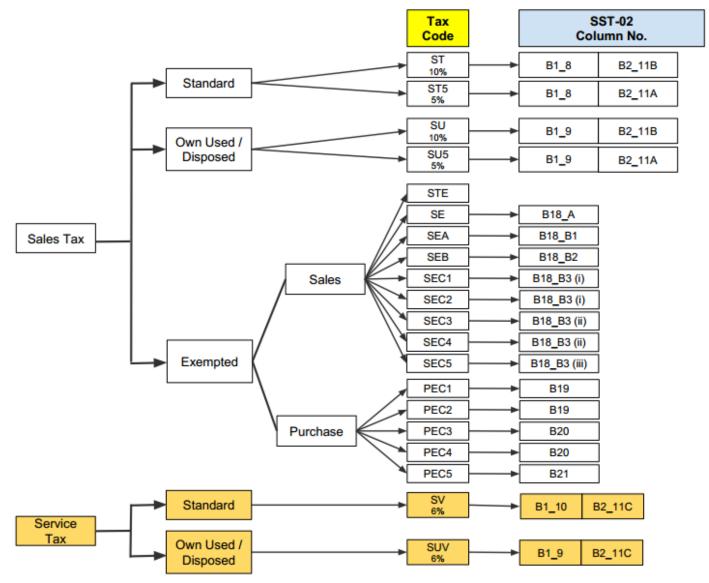
Default SST Account generated automatically:

GL Account	Description	Explanation
SST-201	SST - SALES TAX	Account for sales tax. (Accrual basis)
SST-202	SST - SERVICE TAX	Account for service tax after payment. (Payment basis)
SST-203	SST - DEFERRED TAX	Account for pending payment for service tax.
SST- KASTAM	SST - PAYABLE (KASTAM)	Account for outstanding of tax payable to Kastam.

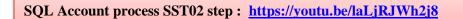
19 Sales and Service Tax Returns (SST-02)

19.1 Tax code and SST-02 mapping

SST tax code structures and mapping to SST-02:



19.2 Example of SST-02



Step 1: Process SST Return from SST | New SST Return

SST/ <u>G</u> ST
Malaysia Sales & Service Tax (SST)
New SST Return
Open SST Return
🔊 Maintain Tax
Deemed Supply
🖶 Print SST Listing
Print Deemed Supply Listing
Malaysia Goods & Services Tax (GST)
Start GST Now

2a : enter your taxable period

2b: key in declaration, this declaration will appear in SST02 form part F, this is required to key in 1 time only, in the following return will automatic show out.

2c : click on Process

😁 New SST Return	n		
SST Return		Declaration	
Process From	01/09/2018 V To 31/10/2018 V	Name	DAVID TAN
Process Date	31/10/2018 🗸	Identity Card / Passport No.	710101-10-0000
Amendment	(A)	Designation	DIRECTOR
Description		Phone	03-78901300
Description	SST Return - 01 Sep 2018 to 31 Oct 2018	(B)	
Ref 1			
Ref 2			
			(C) Process

Step 3 : click on SST-02

New 9

😁 Open SST Return					- • •
I Date From	Date To	Description	Total Tax P	Journal	
01/09/2018	31/10/2018	SST Return - 01 Sep 201		JVSST-201810	SST-02 🔻
			83,527.79		
			00,02/11/0		
New SST Return					

If your company is subject to both sales & services tax, make sure you have fill in both sales tax number & service tax number in file | Company profile as below.

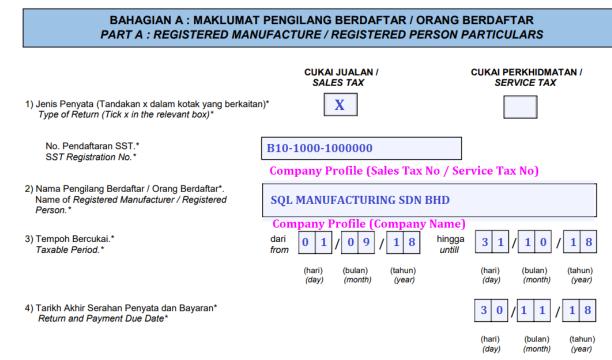
😚 Company Profile) - 6					
0	This Software Company Name Remark Reg. No.	emark ST AS				
	Sales Tax No. Country	B16-1808-21030 Malaysia	918	Service Tax No.	B10-1800-21000900	
😁 Open SST Return						
Image: Image of the second		- 01 Sep 201	otal Tax P 83.527.7	. Journal 9 <u>JVSST-201810</u>	SST-02 - Sales Tax 🔻 –	(A)
					SST-02 - Service Tax - SST-02 - Sales & Servi Print SST Listing	→ (B) ce Tax → (C)

If your company is subject to both sales tax & service tax, during process of SST return, SQL Account will auto create two separate form, as SST is required to submit separately for sales tax and service tax.

- (A) SST02 Sales Tax : this is for company subjected to Sales Tax
- (B) SST02 Service Tax: This is for company subjected to Services Tax
- (C) SST-02 Sales & Services Tax: This is for internal checking purpose with combine of both sales & service tax
- (D) Print SST Listing : this report will allow you to check & filter information for the SST taxable period you chosen.

Understand SST02 27 Column : https://www.facebook.com/SQLEstream/videos/2216806511940307/

19.2.1 Part A



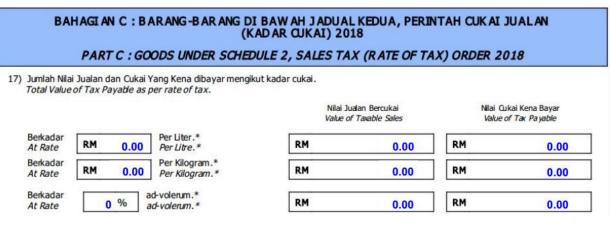
19.2.2 Part B1

(5) Bil. <i>No.</i>	(6) Maklumat Barang Bercukai / Jenis Perkhidmatan Bercukai Dibekalkan.* <i>Description of Taxable Goods/Type of Taxable</i> Service Provided.*	(7) Kod Tarff Kastam / Kod Jenis Perkhidmatan.* <i>Customs Tariff Code / Service</i> <i>Type Code.</i> *	(8) Nilai Barang-barang Dijual / Nilai Kerja Yang Dilakukan.* Value of Taxable Goods Sold / Value of Work Performed.* (RM)	(9) Nilai Barang Yang Dipakai Sendiri / Dilupus Nilai Perkhidmatan Dipakai Sendiri.* Value of Goods For Own Used / Disposed Value of Service For Own Use * (RM)	(10) Nilai Perkidmatan Bercukai* Value of Taxable Service * (RM)	
1.	MOBILE PHONE	8517.70.2100	1,000,000.00	100,000.00	0.00	1
2.	MP3 PLAYER	8519.89.2000	600,000.00	0.00	0.00	
	Tariff description	Tariff code	ST5 + ST	SU5 + SU + SUV	SV -	Taxa Valu
		JUMLAH.*	1.600.000.00	100.000.00	0.00	-

19.2.3 Part B2

RECONTANT CENDING / T ERRITIONIATI	AN (PERM	(HIDMATAN DIB	ERIKAN			PUSAN / ENDIRI)
PART B2 : VALUE OF TAX PAYA SERVICES (SEI	BLE FOR RVICES P	R GOODS (SALES PERFORMED / O	S, DISPO NN USE)	SED, OW	N USE)	1
1) Jumlah Nilai Jualan dan Cukai Yang Kena dibayar Mengiku Total Value of Tax Payable as Per Tax Rate.*	ut Kadar Cuk	cai.* Nilai Jualan / Perkhidma Bilangan Ka Value of Taxable Sales / No. of Cards	d / Service	Kadar Cukai <i>Tax Rate</i>		Cukai Kena Bayar e of Tax Payable
a) Barang Bercukai Berkadar 5%. STS Taxable Goods at 5% Rate.	5 + SU5	RM 1,100,	000.00	5%	RM	55,000.00
b) Barang Bercukai Berkadar 10%. Taxable Goods at 10% Rate.	Γ + SU	RM 600,	000.00	10%	RM	60,000.00
c) Perkhidmatan Bercukai selain dari Kumpulan H. SV Taxable Services other than from Group H.	+ SUV	RM 0.0)0	<mark>6%</mark>	RM	0.00
 d) Perkhidmatan Bercukai dari Kumpulan H. Taxable Services from Group H. 		0.0	UNIT	RM 25	RM	0.00
 Jumlah Nilai Cukai Yang Kena Dibayar.* Total Value of Tax Payable.* (12) = [11(a) + 11(b)] ATAU / OR [11(c) + 11(d)] 			RM			115,000.00
3) Amaun Potongan cukai Amount of Tax Deduction						
		CN tax amt <>	0 RM			1,000.00
Amount of Tax Deduction a) Potongan Cukai Melalui Nota Kredit*		CN tax amt <>	0 RM			1,000.00
 Amount of Tax Deduction a) Potongan Cukai Melalui Nota Kredit* Tax Deduction from Credit Note* b) Potongan Cukai Jualan* 		CN tax amt <>				,
 Amount of Tax Deduction a) Potongan Cukai Melalui Nota Kredit* Tax Deduction from Credit Note* b) Potongan Cukai Jualan* Sales Tax Deduction.* c) Potongan Cukai Perkhidmatan** 		CN tax amt <>	RM			0.00
 Amount of Tax Deduction a) Potongan Cukai Melalui Nota Kredit* Tax Deduction from Credit Note* b) Potongan Cukai Jualan* Sales Tax Deduction.* c) Potongan Cukai Perkhidmatan** Service Tax Deduction * 3A) Pelarasan di bawah Potongan Cukai Jualan 	akan*	CN tax amt <>	RM			0.00
 Amount of Tax Deduction a) Potongan Cukai Melalui Nota Kredit* Tax Deduction from Credit Note* b) Potongan Cukai Jualan* Sales Tax Deduction.* c) Potongan Cukai Perkhidmatan** Service Tax Deduction * 3A) Pelarasan di bawah Potongan Cukai Jualan Adjustment under Sales Tax Deduction 14) Jumlah Cukai Yang Kena Dibayar Sebelum Penalti Diken Total Tax Payable Before Penalty Imposed* 	akan*		RM RM RM			0.00

19.2.4 Part C



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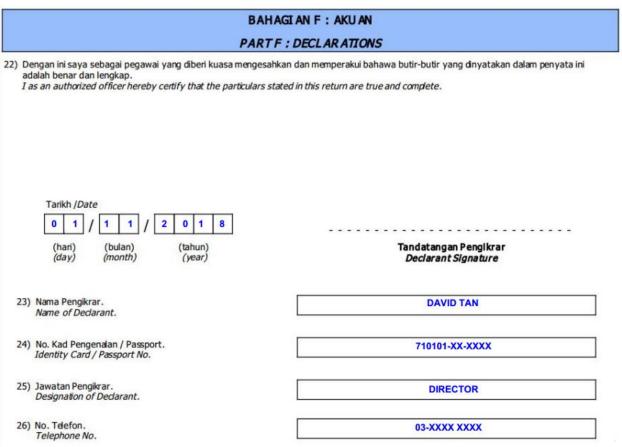
SQL Account Education Guide

19.2.5 Part D

BAHAGIAN D : JUALAN / PERKHIDMATA	N YANG DIKECUALIKAN	I CUKAI					
PART D : SALES / SERVICES EXEMPTED FROM TAX							
) Jualan Barang-Barang Bercukai / Perkhidmatan Bercukai. * Sales of Taxable Goods/ Taxable Services.*							
 a) Eksport / Kawasan Khas / Kawasan Ditetapkan.* Export / Special Area / Designated Area.* 	SE RM	800,00.00					
b) Jualan Tempatan Kepada Orang di bawah Perintah Cukai Jualan (Orang Local sales exempted to person under the Sales Tax (Person Exempted F							
 Jadual A (Kumpulan Orang).* Schedule A (Class of Person).* 	SEA RM	0.00					
 Jadual B (Pengilang Spesifik Barang Tidak Bercukai).* Schedule B (Manufacturer of specific non taxable goods).* 	SEB RM	0.00					
 Jadual C (Pengilang Berdaftar).* Schedule C (Registered Manufacturer).* 		SEC1 + SEC					
 Butiran 1 dan 2 (Pembelian / Pengimportan Bahan Mentah / Kompor Pembungkusan Yang Dikecualikan Cukai Jualan).* Item 1 and 2 (Purchase / Importation of Raw Materials / Component) 	RM	0.00					
Materials Exempted From Sales Tax).*	s / r ackaging	SEC3 + SEC					
 Butiran 3 dan 4 (Pembelian / Pengimportan Bahan Mentah / Kompor Pembungkusan Bagi Pihak Pengilang Berdaftar Yang Dikecualikan (Pergeneration) 	Cukai Jualan).* RM	0.00					
Item 3 and 4 (Purchase / Importation of Raw Materials / Component Materials on behalf of Registered Manufacturer Exempted From Sal		SEC					
iii) Butiran 5 (Nilai Kerja Dilakukan Yang Dikecualikan Cukai Jualan).* Item 5 (Value of Work Performed Exempted from Sales Tax).*	RM	0.00					
		SVI					
c) Jumlah Nilai Perkhidmatan Bercukai Yang Dikecualikan Total Value of Exempted Taxable Services	RM	0.00					

19.2.6 Part E

BAHAGIAN E : BELIAN DI BAWAH JADUAL C, PEF (ORANG YANG DIKECUALIKAN DARIPADA PEMBAYA PART E : PURCHASE UNDER THE SCHEDU (PERSON EXEMPTED FROM PAYMENT OF T	LE C. SALES TAX	LAN N) 2018	
19) Butiran 1 dan 2 (Pembelian / Pengimportan Bahan Mentah Yang Dikecualikan Cuk ai Jualan).* Item 1 and 2 (Purchase / Importation of Raw Material Exempted From Sales Tax).*	RM	0.00	PEC1 + PEC2
20) Butiran 3 dan 4 (Pembelian / Pengimportan Bahan Mentah Bagi Pihak Pengilang Berdaftar Yang Dikecualikan Cukai Jualan).* Item 3 and 4 (Purchase / Importation of Raw Material on behalf of Registered Manufacturer Exempted From Sales Tax).*	RM	0.00	PEC3 + PEC4
 Butiran 5 (Nilai Kerja Dilakukan Yang Dikecualikan Cukai Jualan).* Item 5 (Value of Work Performed Exempted From Sales Tax).* 	RM	0.00	PEC5

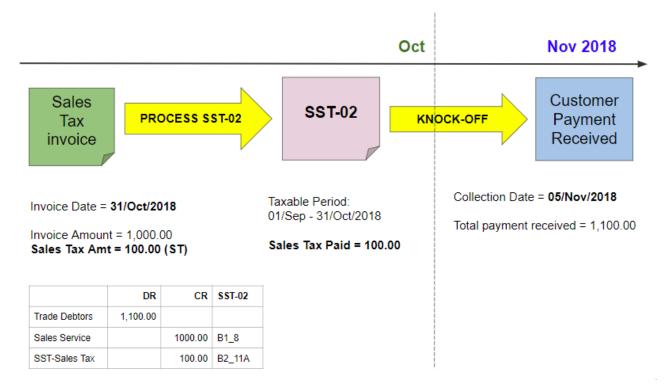


19.2.8 Part G



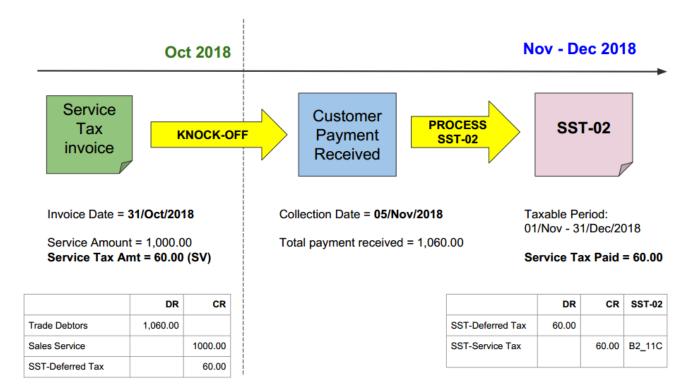
20 Double Entry Posting

20.1.1 Sales Tax (Accrual Basis)



20.1.2 Service Tax (Payment Basis)

In SST 2.0, the service tax is due and payable when payment is received for any taxable service.



Step 1 : Issue sales invoice with service tax 6%, date 31/10/2018, Amount RM 1,000.00 & Tax Amount RM 60.00.

😁 lı	nvoice							- • •
More			Invoi	ce		Can	elled 🗌	New
:	Customer :-	300-A0002 💌			Inv No :	IV-00111		Edit
Atta		ALPHA & BETA COMPUTER			Next No :-	IV-00112	-	Delete
Attachments	Address :-	838 JALAN WORLD 40485 RAWANG			Date :- Agent :-	31/10/2018 SY	3 -	Save -
5		SELANGOR DE			Terms :-	45 Days	-	Cancel
Note	Description :-	Sales		• ····	Ref 1. :- Ext. No :-		,	Refresh
:	+ = 🏠	Profit Estimator						Browse
Iten	Invoice Ma	trix						>
Item Template	🗄 Item Code	e Description	Qty U/Price	Sub Total Ta	ax T ⁻ a	Tax Amt	Sub Tot	
nplat	123/1234	service	1.00 1,000.00	1,000.00 S	SV 6%	60.00	1,060.00	
р :								
	1 records		1.00	1,000.00		60.00	1,060.00	
	Deposit Amo	ount: 0.00 ••	·					
	Local Net To	tal: 1,060.00	0	Net	Total (RM):		1,060.00	Close

Step 2 : Process SST Return from 01/09/2018 to 31/10/2018. Total Tax Payable is RM 0. Due to no payment is receive for the invoices issued.

Open SST Return	ı				
Date From	Date To	Description	Total Tax P	Journal	
01/09/2018	31/10/2018	SST Return - 01 Sep 201	0.00	JVSST-201810	SST-02 🔻

Step 3 : Payment is received on 05/11/2018, knocked-off on IV-00111.

😁 Ci	ustomer Paymen	t Entry						
Atta	Customer Cod	le: 300-A0	002 👻		(Currency:		New
Attachments	Project:		-					<u>E</u> dit
nts	Custome	r Payme	ent		O/R No:	OR-00056		Delete
	Cancelled 🗌		fundable		Next No:	OR-00057	-	Save -
Note					Date:	05/11/2018	•	
· ·					Agent:	SY	-	<u>C</u> ancel
	Paid By :	ALPHA & B	ETA COMPUTER		Area:	RAWANG	-	Refresh
	Received In :	MAYBANK			Paid Amount (RM):	1	1,060.00	Browse
	Bank Charge :		0.00					>
	Cheque No :		τ-	2546 0 244 7.				
	Description:	Payment F	or Account	▼ U	napplied Amt (RM):		0.00	
			Knock-	off Invoices / Deb	it Notes			
	Knock Off Grid							
	≣ Туре	Date	Doc No.	Amount	Outstanding	Pay	^	
	IV 31/10/	2018	IV-00111	1,060.00	0.00	1,060.00		
	0.1		Trick	10.057.50	C 105 50	1.000.00		
	8 doc		Total:	12,257.50	6,195.50	1,060.00	×	Close

Step 4 : Process second cycle of taxable period, the tax payable will be capture as payment is received.

😁 Open SST Return								
Date From	Date To	Description	Total Tax P	Journal				
01/09/2018	31/10/2018	SST Return - 01 Sep 201	0.00	IVSST-201810	SST-02 🔻			
01/11/2018	31/12/2018	SST Return - 01 Nov 201	60.00	VSST-201812	SST-02 🔻			

Step 5 : SQL Account will auto Credit to SST- Deferred Tax account during invoice issue but no payment. Once payment is received, a Debit will be auto reversed at SST-Deferred Tax Account.

:	Post Date	Tax Date	Ref 1	Description	Description 2	Local DR	Local CR	Local Balance		
	Code : SST-203 (SST - DEFERRED TAX)									
				Balance B/F				0.00		
	31/10/2018	31/10/2018	IV-00111	ALPHA & BETA COMPUTER	service	0.00	60.00	(60.00)		
	05/11/2018	05/11/2018	IV-00111	ALPHA & BETA COMPUTER	service (OR-00056)	60.00	0.00	0.00		
						60.00	60.00			

Step 6 : the taxable amount of RM 1,000.00 and Tax Amount of RM 60.00 will also capture in SST-02 Part B2, number 11c.

BAHAGIAN B2 : NILAI CUKAI YANG KENA DIBAYAR ATAS BARANGAN (JUALAN / PELUPUSAN / KEGUNAAN SENDIRI) / PERKHIDMATAN (PERKHIDMATAN DIBERIKAN / KEGUNAAN SENDIRI)

PART B2 : VALUE OF TAX PAYABLE FOR GOODS (SALES, DISPOSED, OWN USE) / SERVICES (SERVICES PERFORMED / OWN USE)

 Jumlah Nilai Jualan dan Cukai Yang Kena dibayar Mengikut Kadar Cukai. Total Value of Tax Payable as Per Tax Rate.

	Nilai Jualan / Perkhidmatan Bercukai / Bilangan Kad Value of Taxable Sales / Service /No. of Cards		Kadar Cukai Tax Rate	Nilai Cukai Kena Bayar Value of Tax Payable	
a) Barangan Bercukai Berkadar 5%. Taxable Goods at 5% Rate.	RM	0.00	5%	RM	0.00
 b) Barangan Bercukai Berkadar 10%. Taxable Goods at 10% Rate. 	RM	0.00	10%	RM	0.00
c) Perkhidmatan Bercukai selain dari Kumpulan H. Taxable Services other then from Group H.	RM	1,000.00	6%	RM	60.00