



SQL



**SQL Account<sup>®</sup>**  
EDUCATION GUIDE

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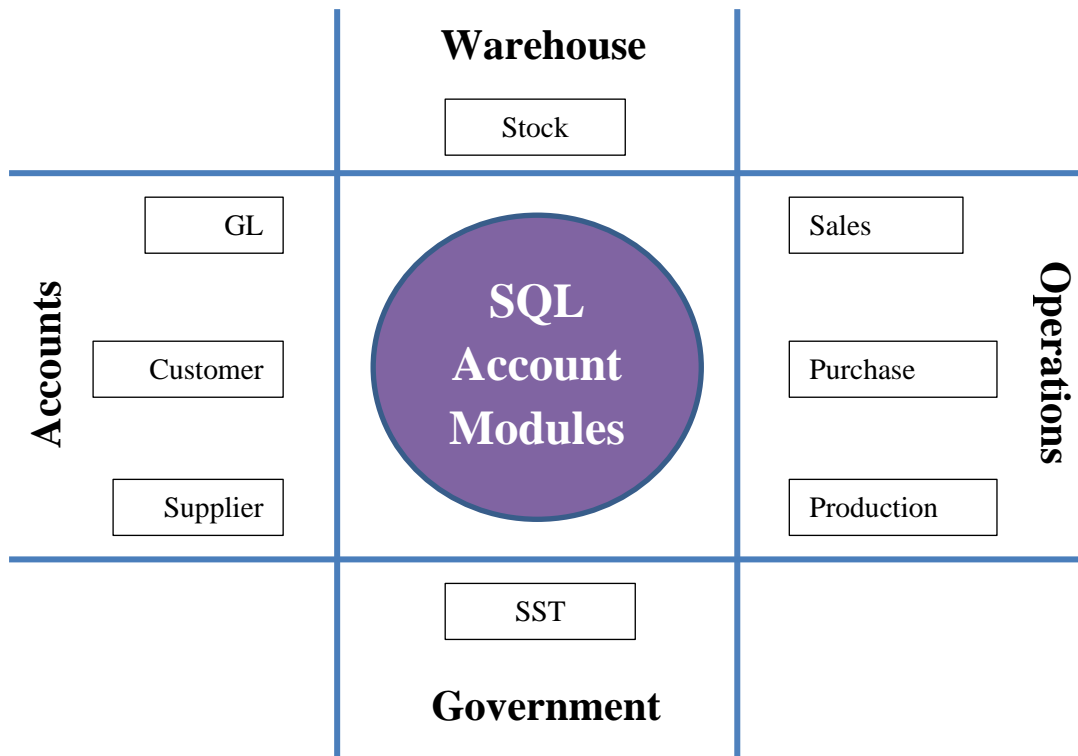
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# 1 SQL Account Modules

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.



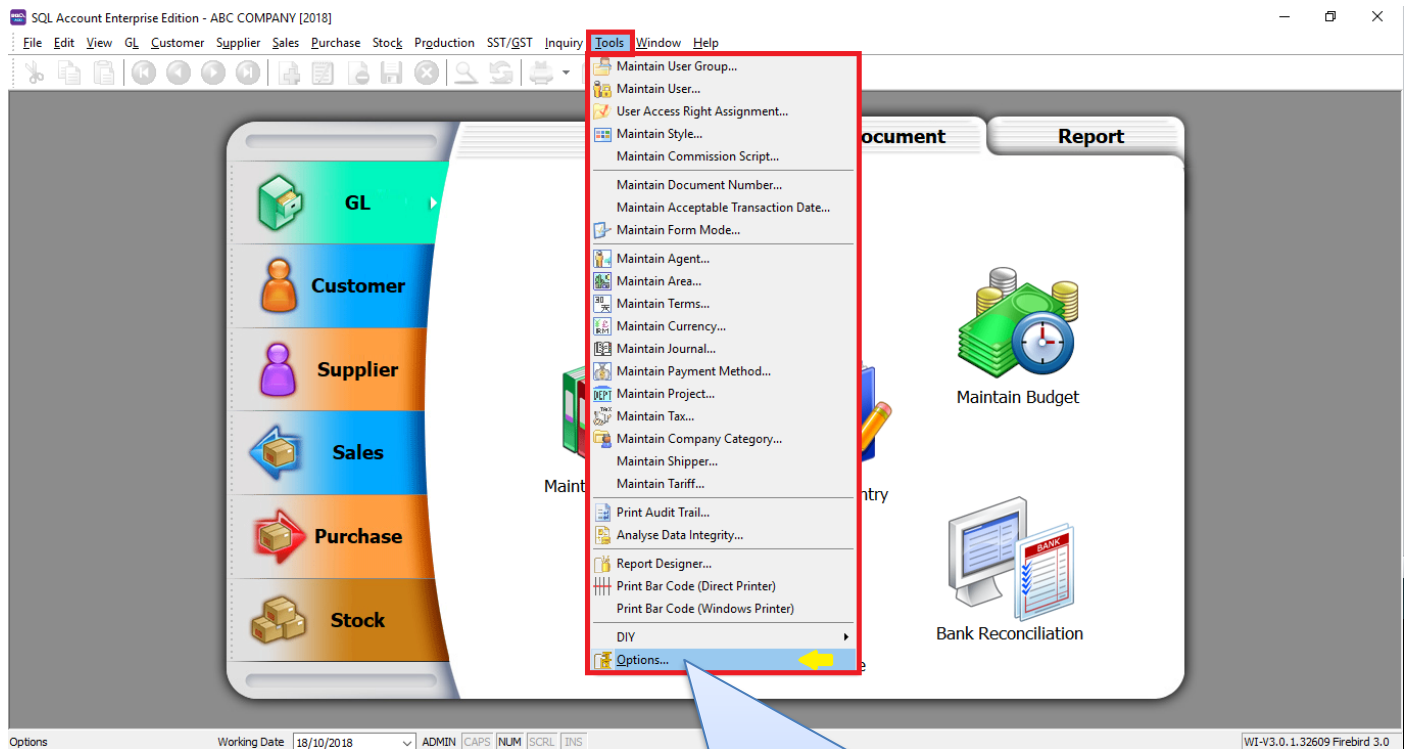
1. **General Ledger**, a general ledger accounting where records all transactions posted from various journal (eg. general, sales, purchase, bank), an entry for general journal and expenses payment (eg. sales person claims, water and electricity expenses). Bank reconciliation, cash flow statement and 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>

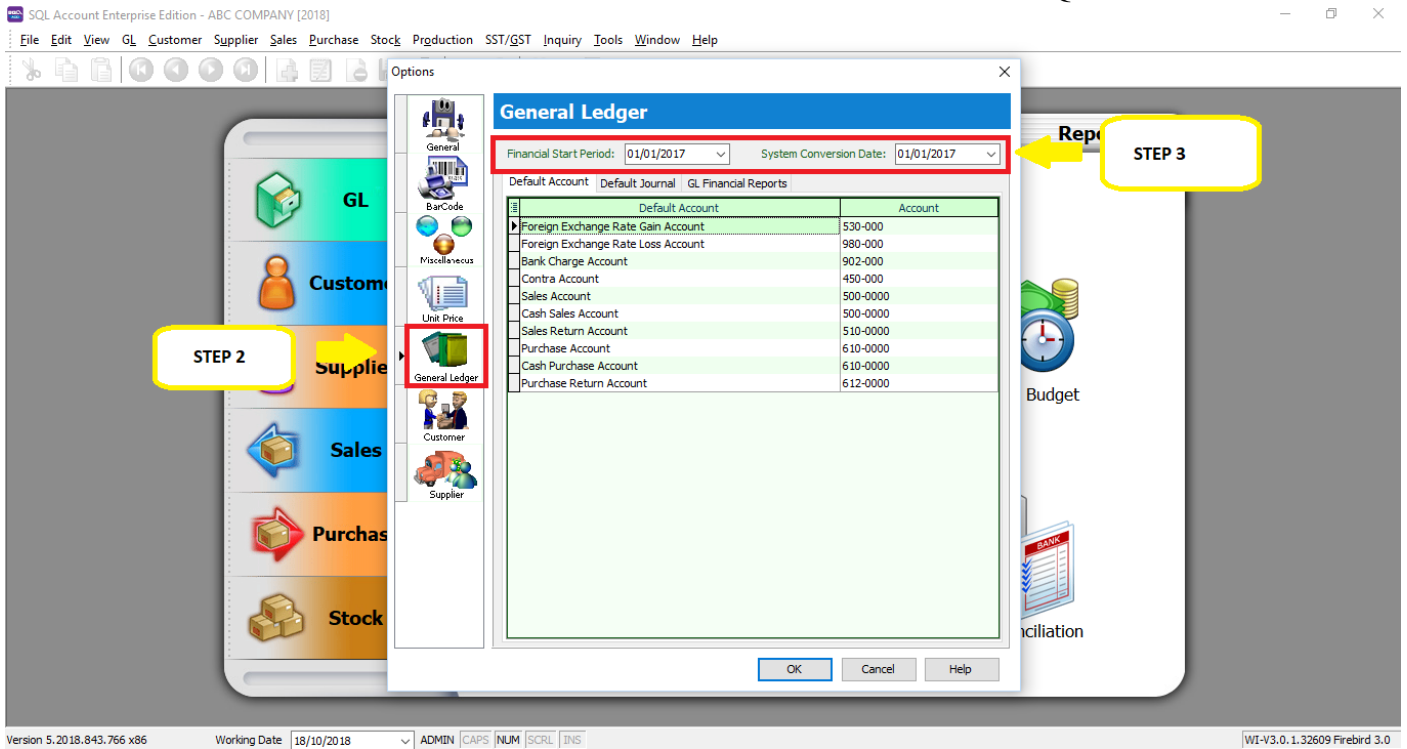
#### Step 1: Tools | Options



Once you setup your Financial Start Period & System Conversion Date it is not easy to change it again. It is set only once when you create a NEW database.

Step 2: Select **General Ledger**

Step 3: Select **Financial Start Period & System Conversion Date**



**Situation 1:**

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

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

**Situation 2:**

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

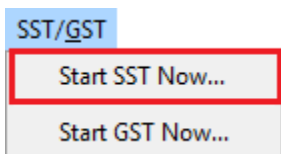
Financial Start Period = 1/1/2015                      System Conversion Date = 1/4/2015

**2.2 Start SST**

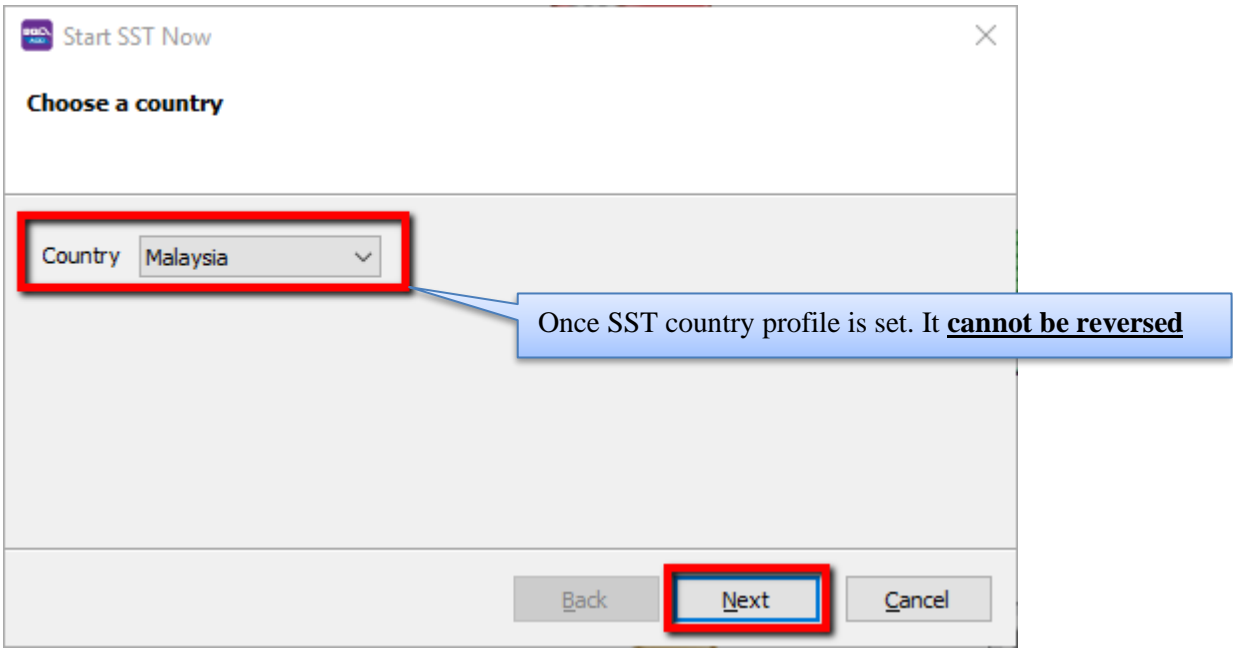
**2.2.1 Activate SST**

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

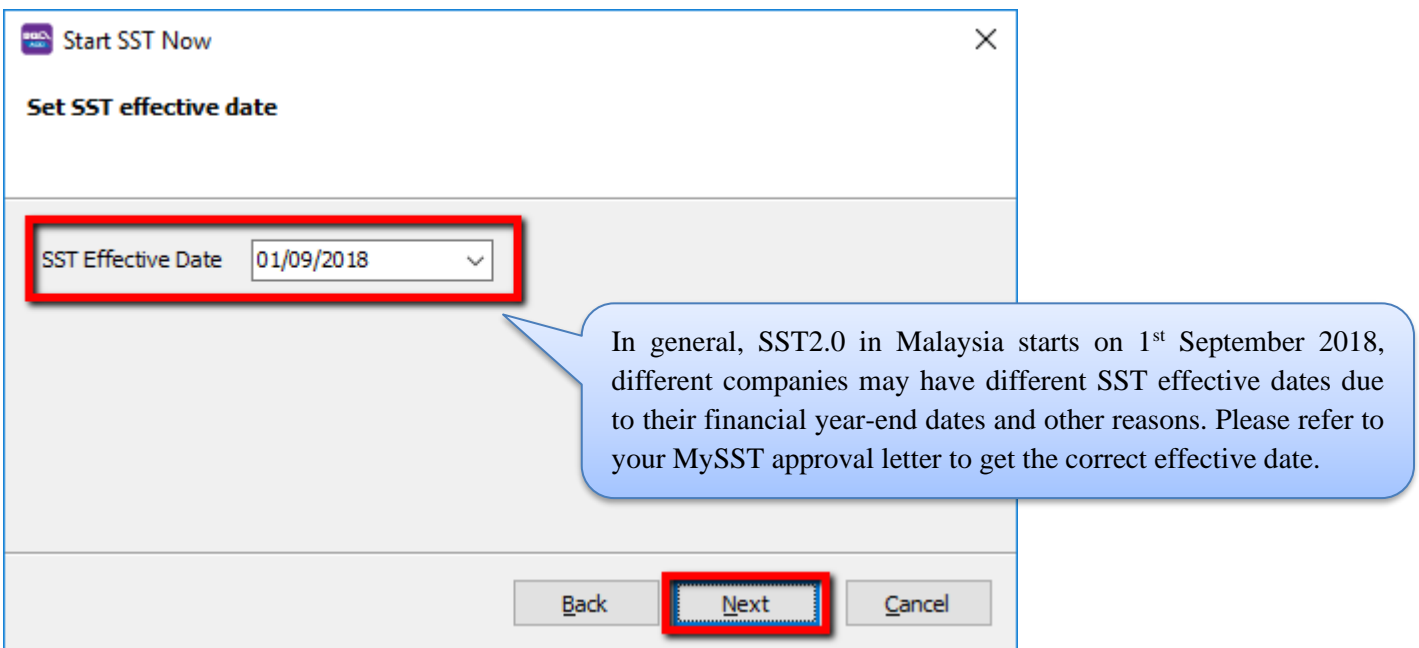
Step 1 : go to SST | Start SST Now



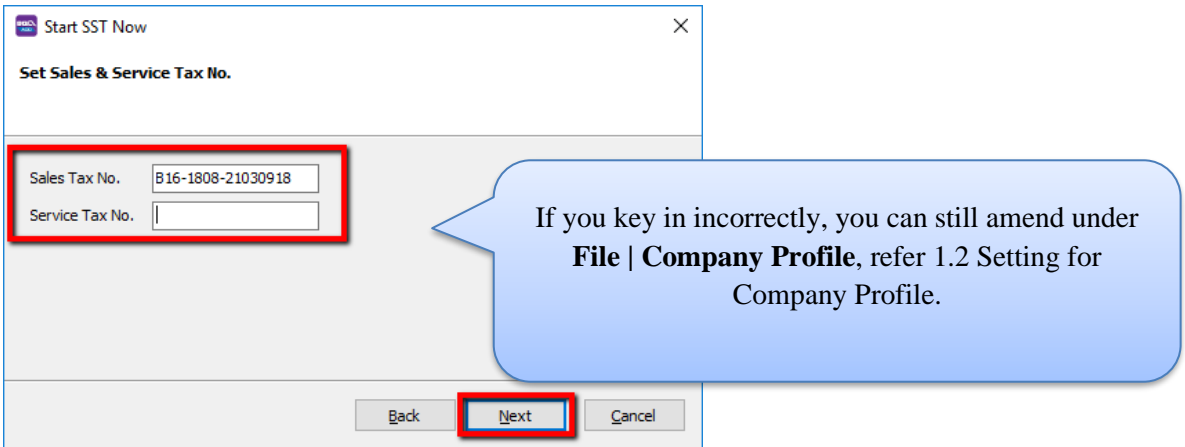
Step 2 : Choose country Malaysia & click next.



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



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



Start SST Now

Set Sales & Service Tax No.

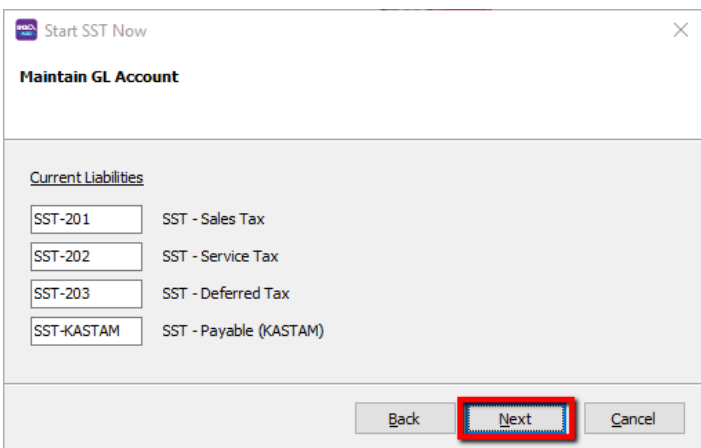
Sales Tax No. B16-1808-21030918

Service Tax No. |

Back Next Cancel

If you key in incorrectly, you can still amend under **File | Company Profile**, refer 1.2 Setting for Company Profile.

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



Start SST Now

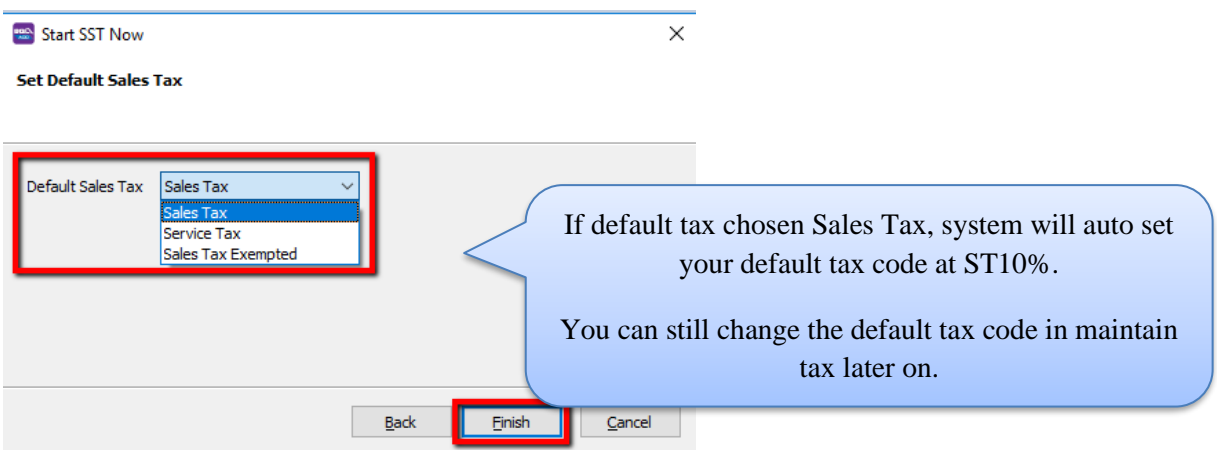
Maintain GL Account

Current Liabilities

SST-201	SST - Sales Tax
SST-202	SST - Service Tax
SST-203	SST - Deferred Tax
SST-KASTAM	SST - Payable (KASTAM)

Back Next Cancel

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



Start SST Now

Set Default Sales Tax

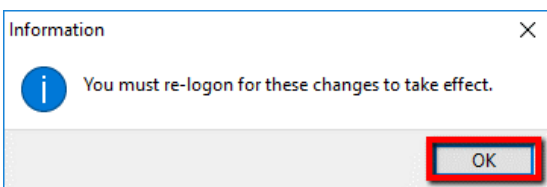
Default Sales Tax Sales Tax

- Sales Tax
- Service Tax
- Sales Tax Exempted

Back Finish Cancel

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.



Information

You must re-login for these changes to take effect.

OK

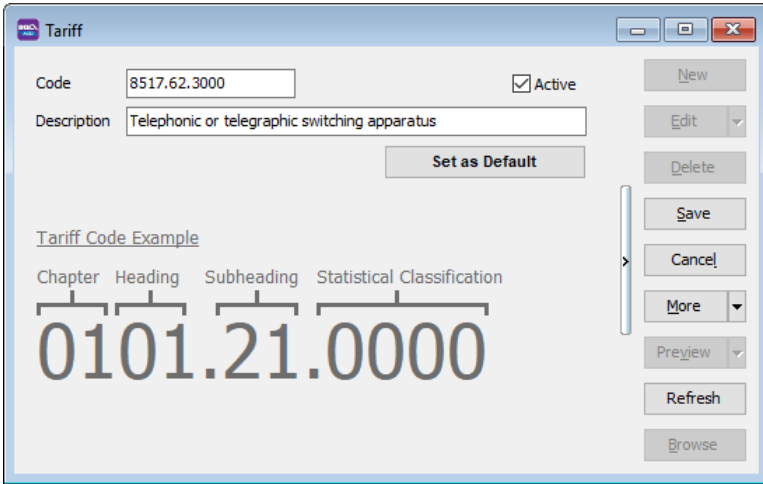


Step 8 : After log-in, you will see a new drop down list for SST Functions, the SST setup is now completed.

### 2.2.2 Maintain Tariff

Step 1 : go to Tools | Maintain tariff | New

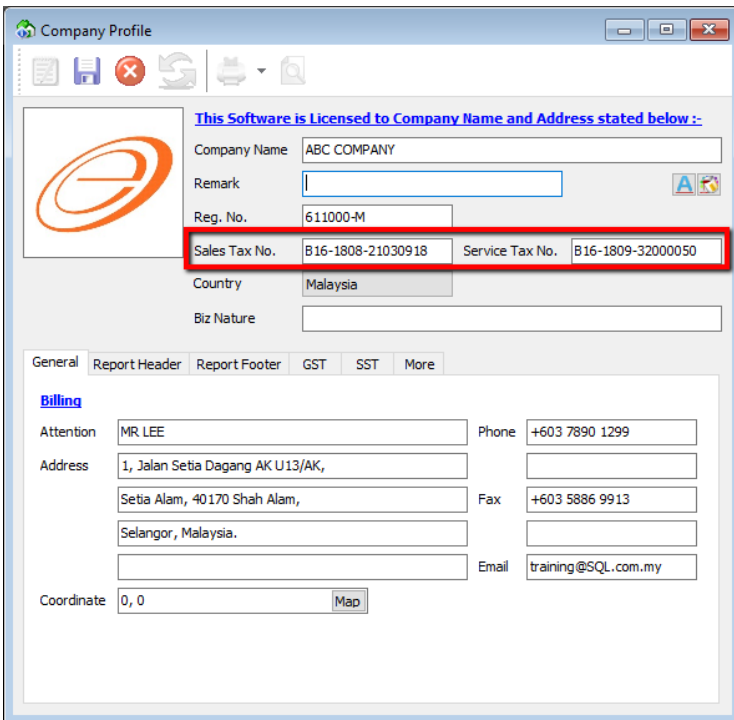
Insert your product tariff code here, you can also find out your product tariff code from <http://mysstext.customs.gov.my/tariff/>



### 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.



Step 2: Select **Report Header** & Set Report Header

**Company Profile**

This Software is Licensed to Company Name and Address stated below :-

Company Name: ABC COMPANY

Remark:

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

**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>

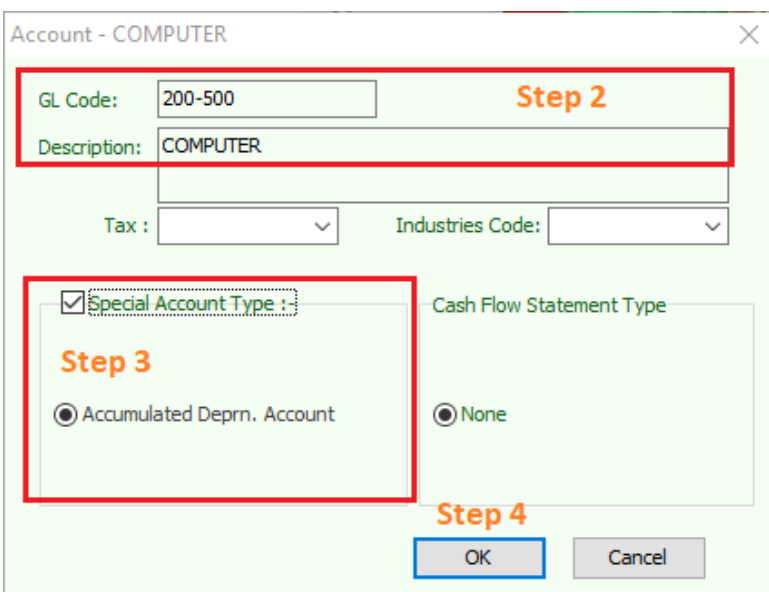
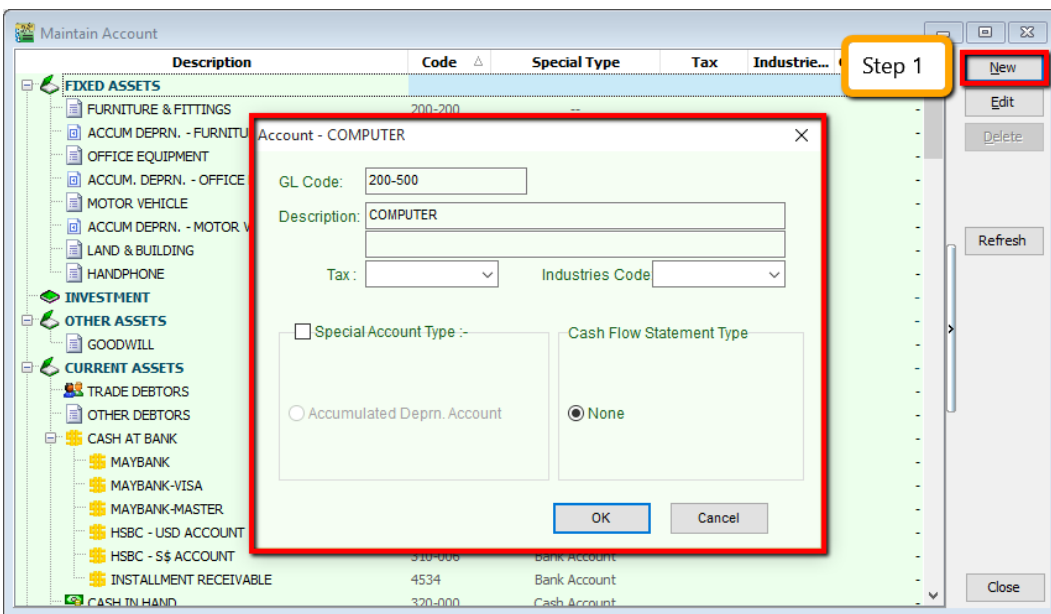
##### 3.1.1 Creating a New Account

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)

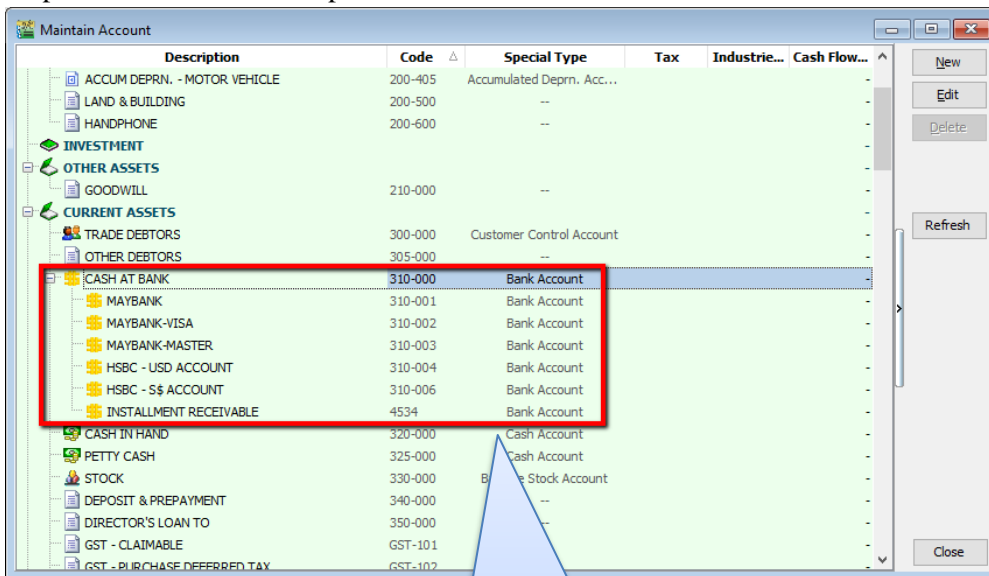
Step 4: Click **OK**. Your new account is now created.



### 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**



You are allowed to create an *unlimited level* of sub accounts. Just point to any account, and add a sub or sub-sub account to it.

## 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

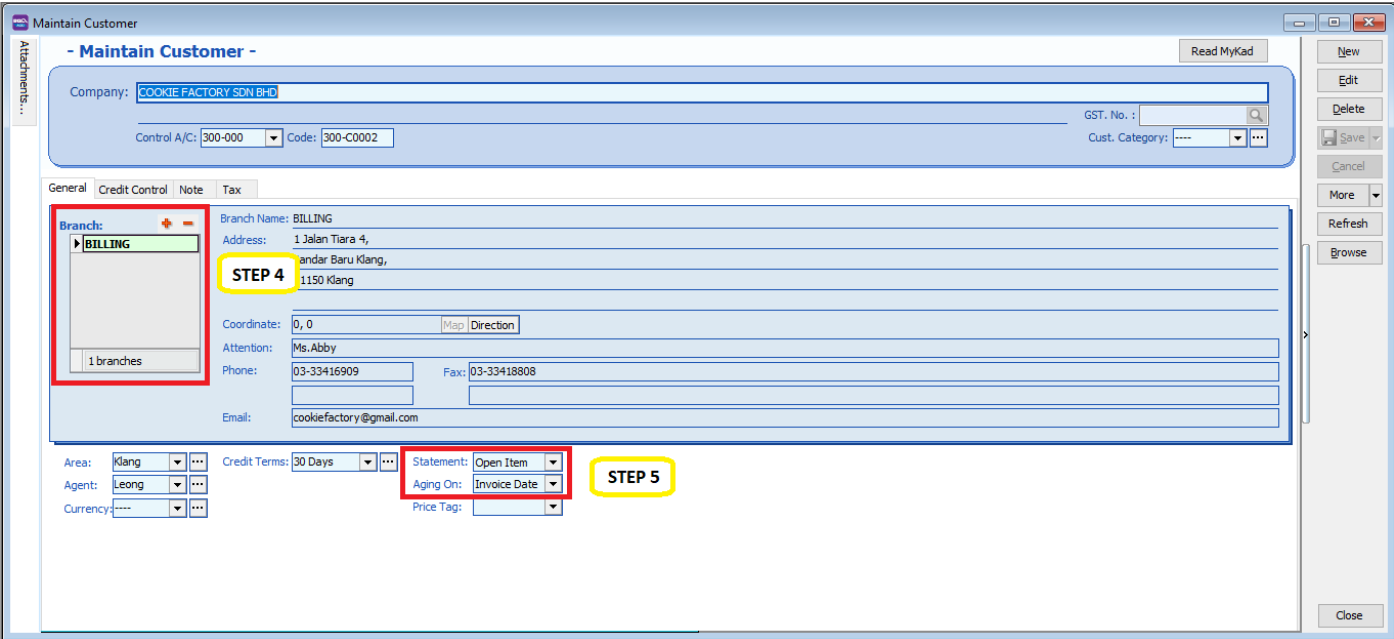
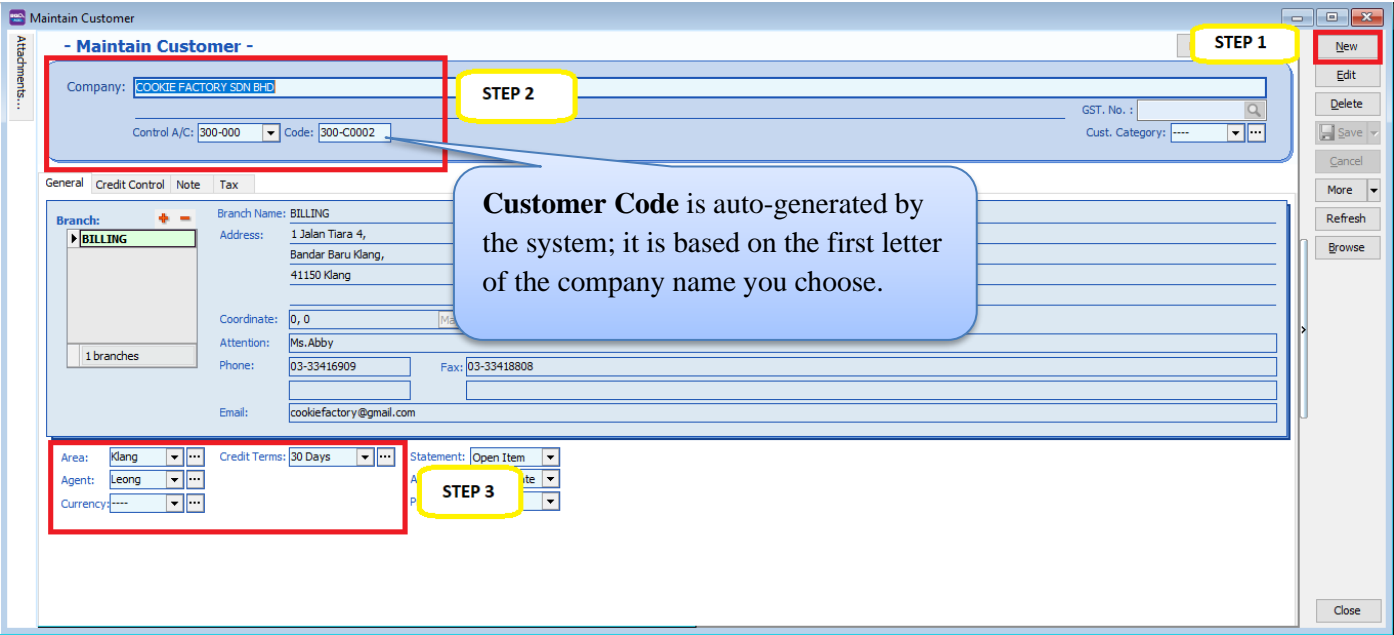
Brought Forward: Summary Statement

Open Item: Detail Statement

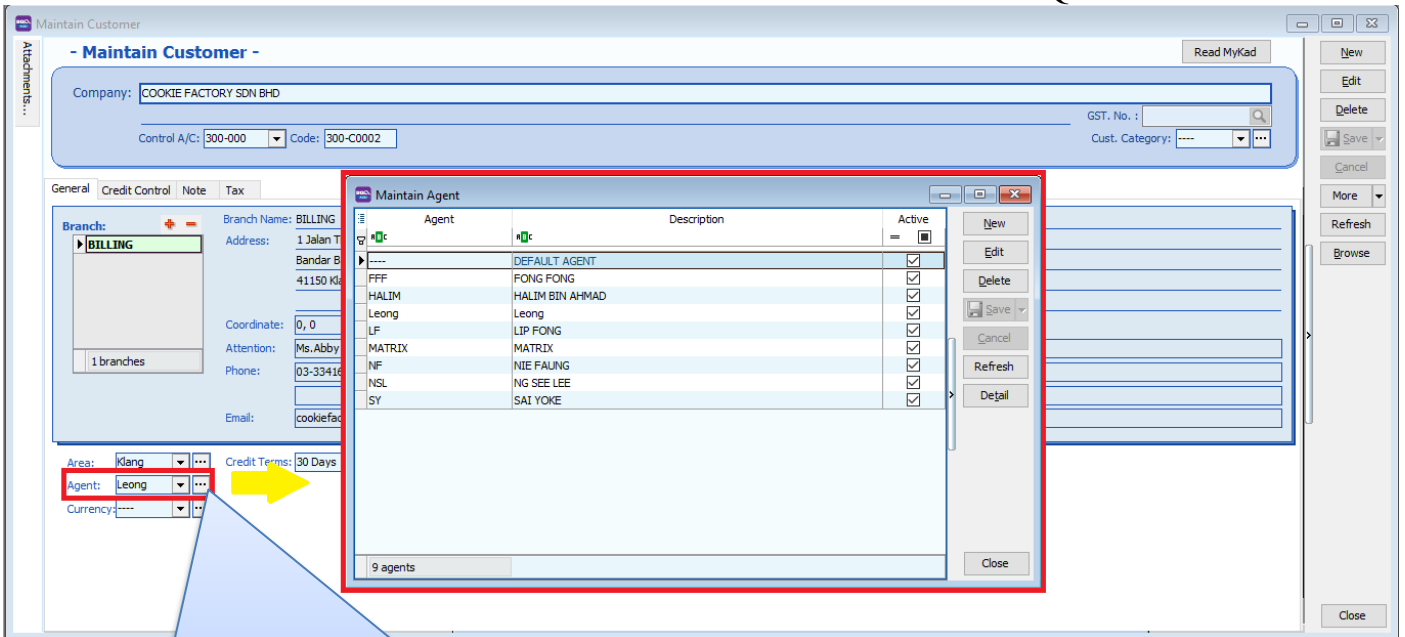
#### Customer Aging

Invoice Date: based on IV Date

Due Date: Based on after due date (terms)

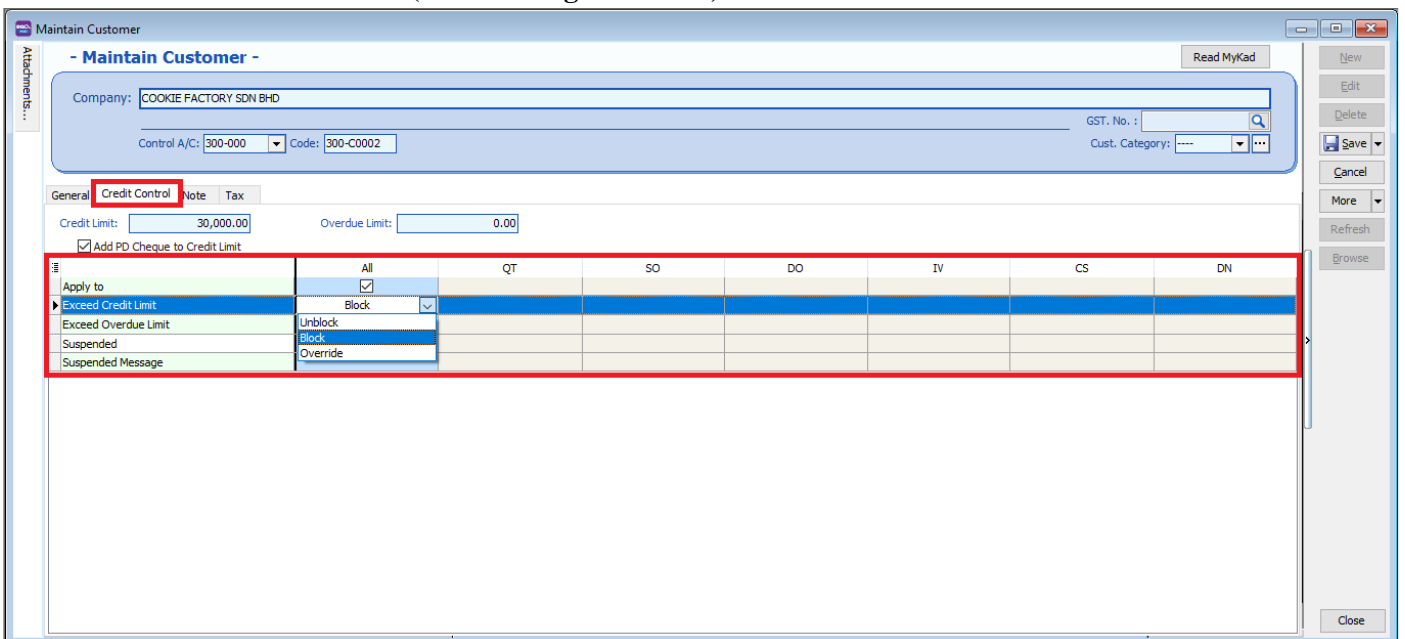


For step 3, how do you create your new agent/ area? Refer to the step below:



1. Click on “...” button to maintain agent
2. New
3. Insert Code & Description

### 3.2.2 Advance Credit Control (\*Pro Package Inclusive)



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)

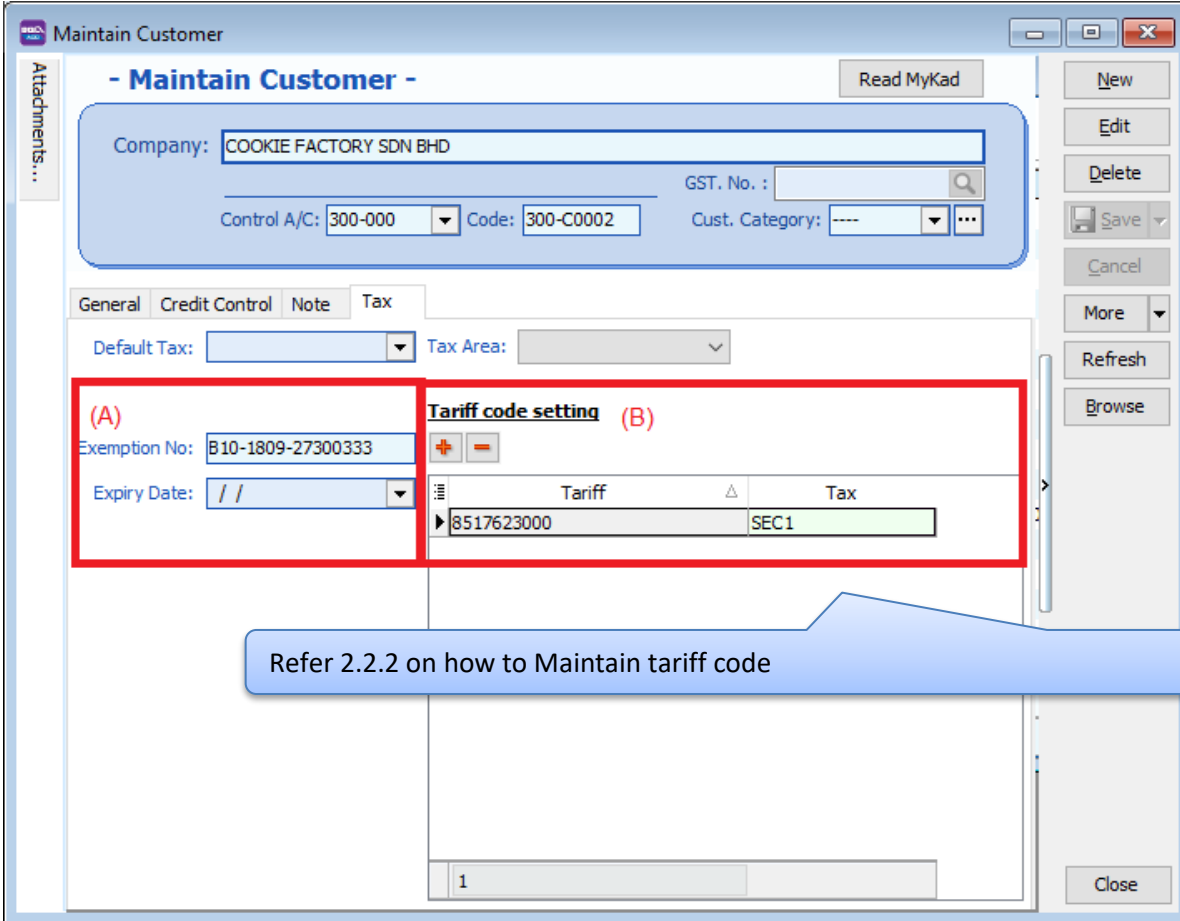
We can also set once exceed limit & overdue limit,

- 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

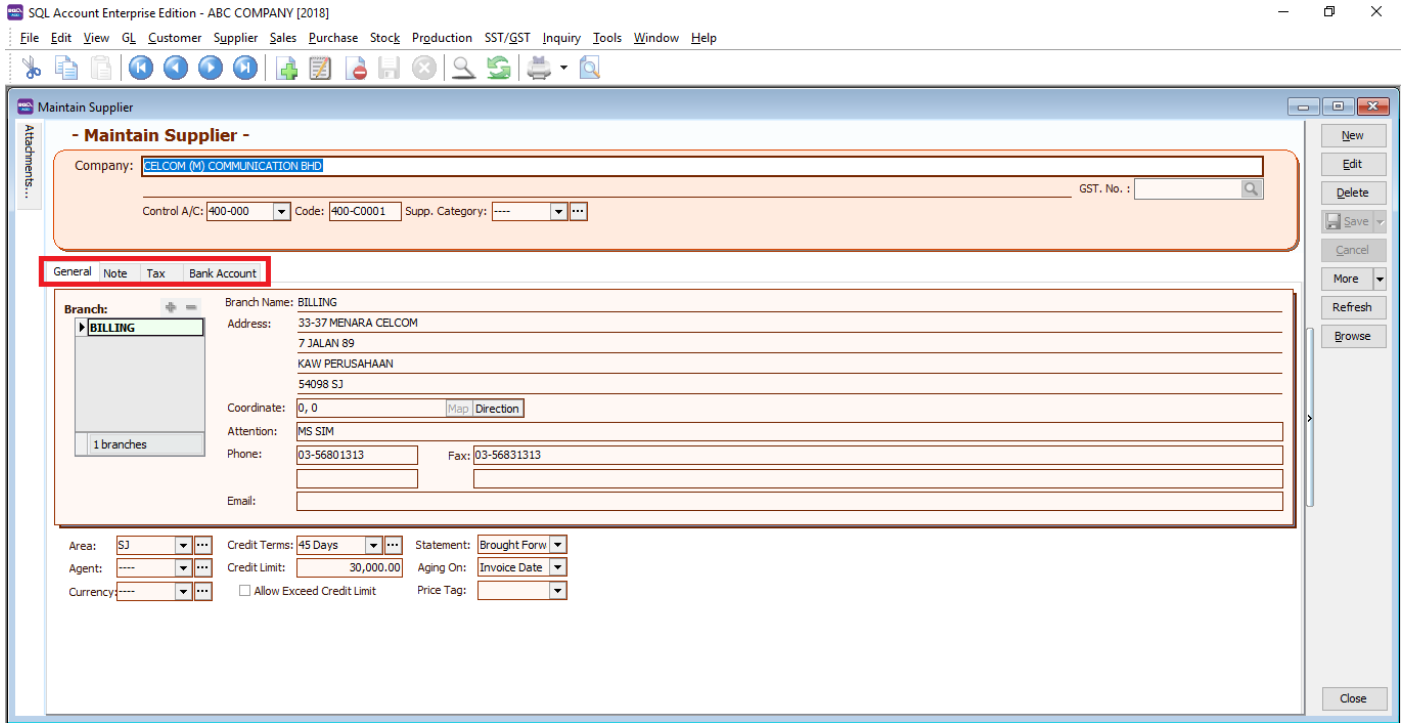
### 3.2.3 Tax

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



No	PART D	EXPLANATORY NOTES			
18b3	Schedule C (Raw Materials / Packaging / Components)				
i	Item 1 and 2 (Purchase / Importation of Raw Material Exempted from Sales Tax)	<b>Item</b>	<b>Persons</b>	<b>Goods Exempted</b>	<b>Tax Code</b>
		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 Exempted From Sales Tax)	3	Any person acting on behalf of registered manufacturer	Raw materials, components, packaging materials excluding petroleum.	SEC 3
		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 <b>taxable goods</b> or finished <b>taxable goods</b> for subcontract work and subsequently returned after completion of work. Report as value of work performed.	SEC 5

### 3.3 Maintain Supplier



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

Additional features: GIRO (beta version)





### 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

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.**

**Maintain Item**

Code: IP6 **STEP 2**  Serial No.  Stock Control  Active

Description: IPHONE 6

Item Group: ACC  Reorder Level: 0.00 Remark 1:

Base UOM: UNIT **STEP 3 & 4** Reorder Qty: 1.00 **STEP 5**

Ref. Cost: 1,500.00 Lead Time: 0

Ref. Price: 2,399.00 Output Tax:  Tariff:

Shelf:  Input Tax:  Bal Qty : 0.00

UOM	RATE	Ref. Cost	Ref. Price	Min Price	Base
UNIT	1.00	1,500.00	2,399.00		<input checked="" type="checkbox"/>
BOX	10.00	12,000.00	23,900.00		
CTN	12.00	16,000.00	0.00		

**STEP 7** **STEP 6**

2nd UOM:

Default UOM :

Sales:

Purchase:

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**)

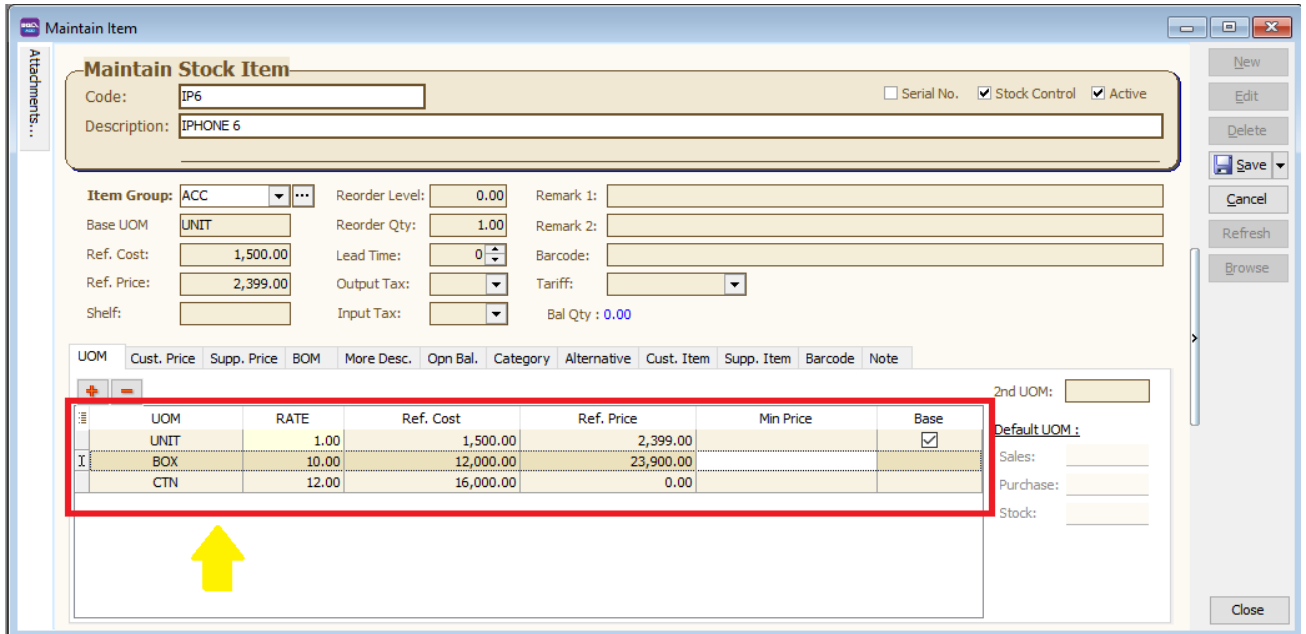
**\*\* If you pre-set Tax in Customer & Stock Item, system default will capture Maintain Customer Tax Code only follow by Stock Item\*\***

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 have different packaging, I can sell by *pcs*, by *box* or by *carton*. Now, I can pre-set them this way:



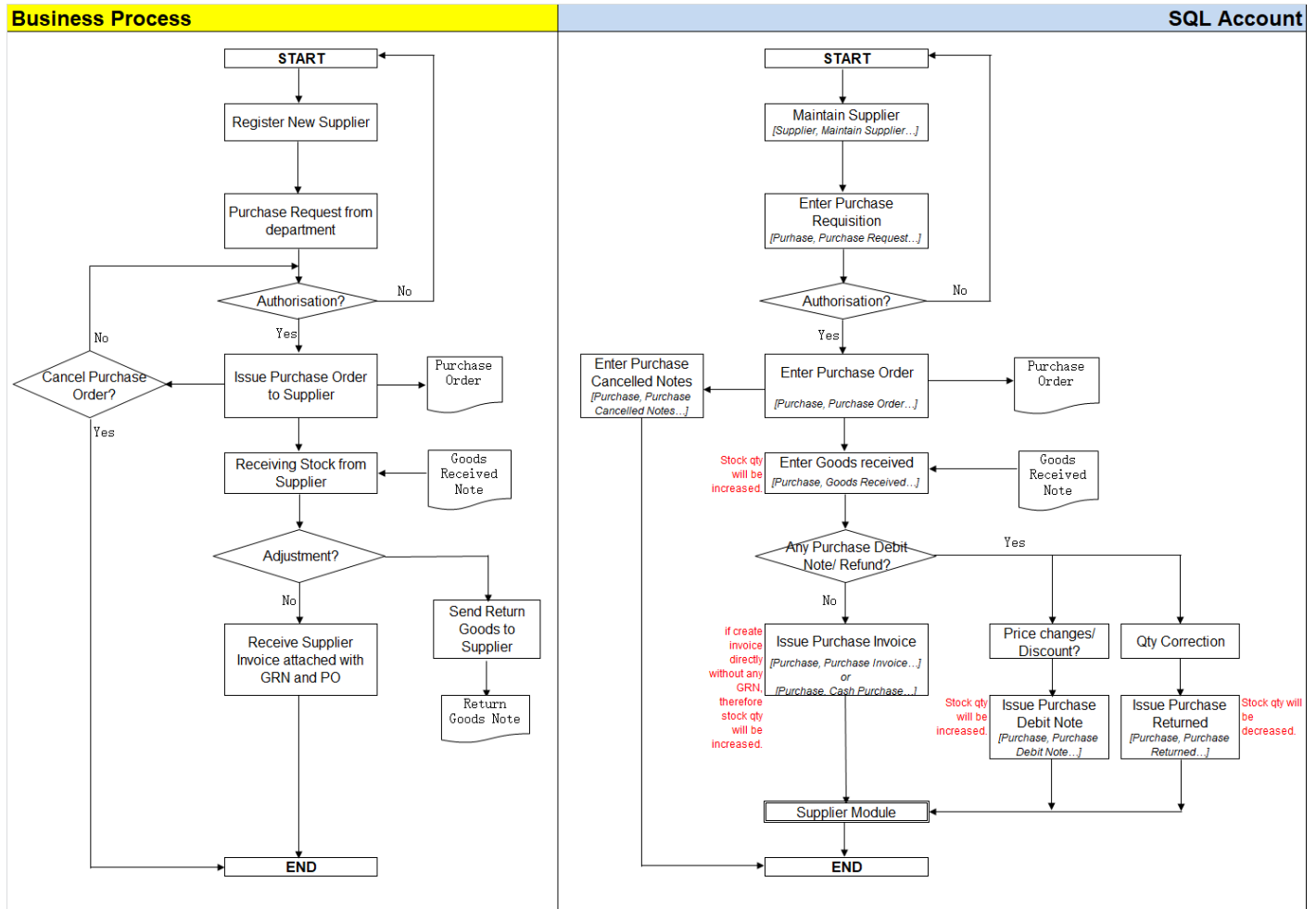
As you can see above, I have different Units of Measurement (UOM) and different rates,

*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**.

The screenshot shows a 'Purchase Order' form with the following details:

- Supplier:** 400-C0001 (Step 2)
- Supplier Name:** CELCOM (M) COMMUNICATION BHD
- Address:** 33-37 MENARA CELCOM, 7 JALAN 89, KAW PERUSAHAAN, 54098 SJ
- Description:** Purchase Order
- P/O No:** <<New>>
- Next No:** PO-00022
- Date:** 02/07/2018
- Agent:** ----
- Terms:** 45 Days
- Ref 1:** \_\_\_\_\_
- Ext. No.:** \_\_\_\_\_

Item Code	Description	Qty	UOM	U/Price	Disc	Sub Total	Tax Rate	Sub Total (Tax)
ANT	ANTENNA	50.00	UNIT	2.00	5%+2%+0.1	93.00		93.00

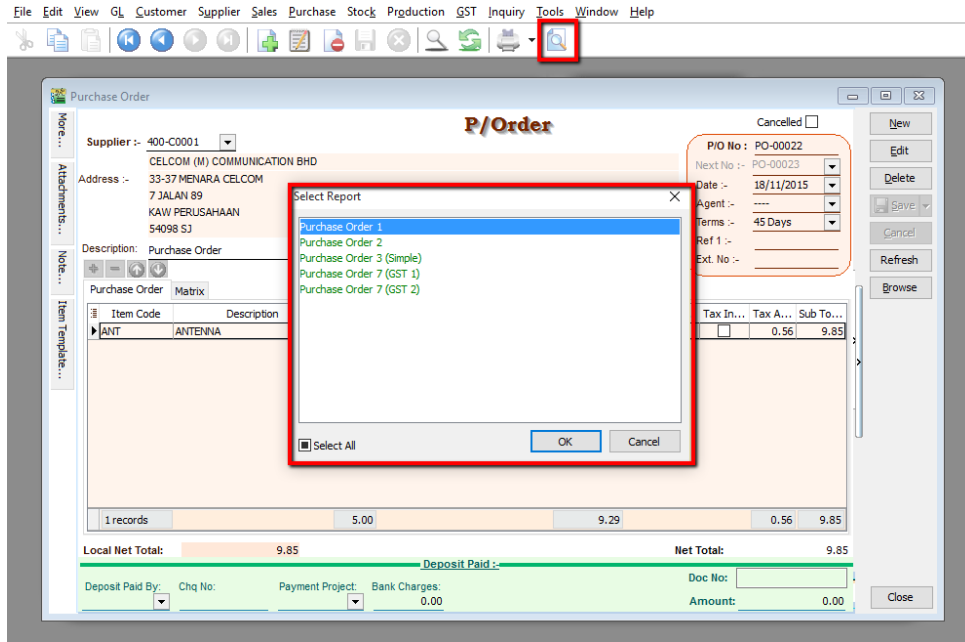
Summary:

- Local Net Total:** 93.00
- Net Total (RM):** 93.00
- Deposit Paid:** 0.00
- Amount:** 0.00

Annotations in the image:

- Step 2:** Points to the Supplier dropdown menu.
- Step 3a:** Points to the Item Code and Description columns in the table.
- Step 3b:** Points to the column management icons (plus, minus, up, down) on the left side of the table.
- Step 3c:** Points to the 'Disc' column in the table, which contains the value '5%+2%+0.1'.

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



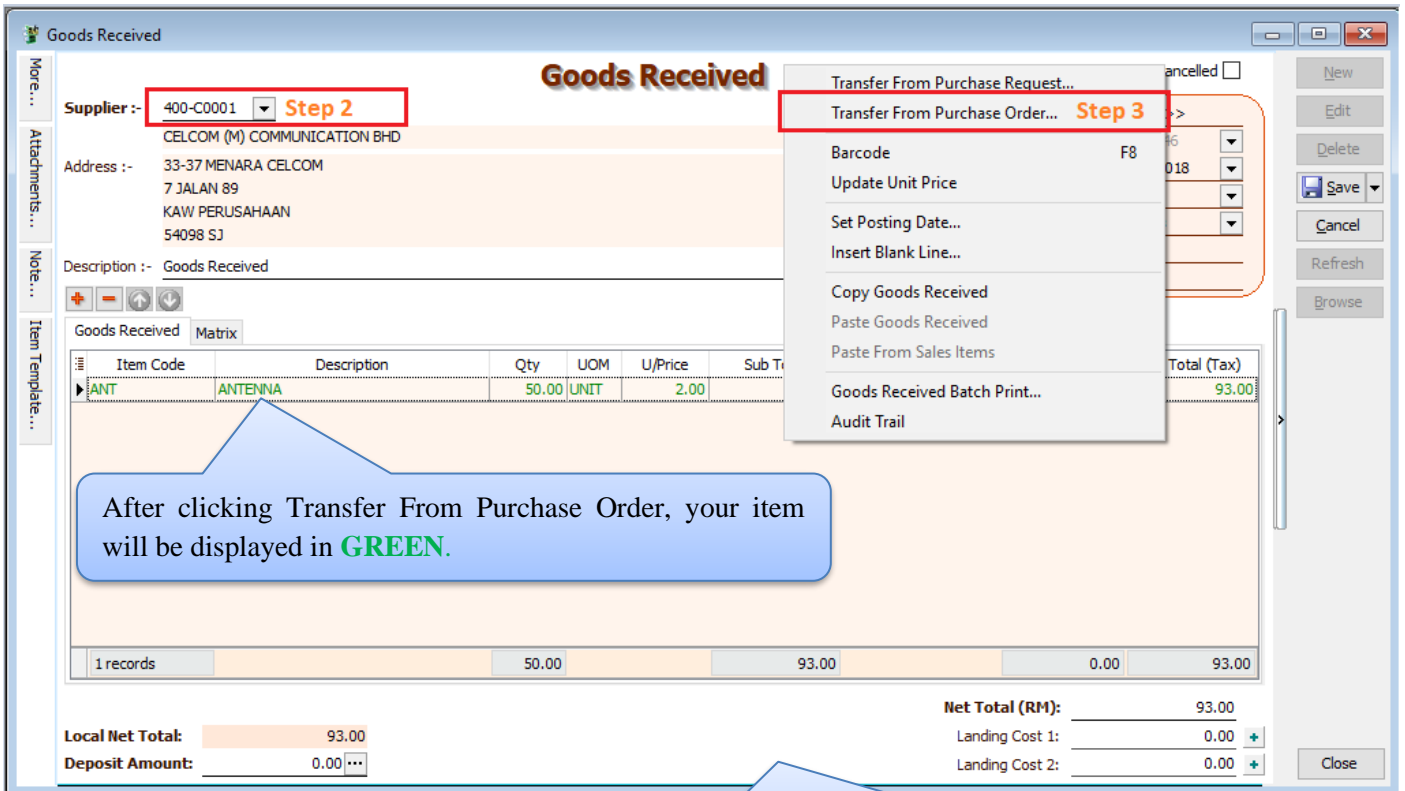
### 4.3 Purchase Goods Received

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



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

**Purchase Invoice** Canceled

Supplier :- 400-C0001  
 CELCOM (M) COMMUNICATION BHD  
 Address :- 33-37 MENARA CELCOM  
 7 JALAN 89  
 KAW PERUSAHAAN  
 54098 SJ  
 Description :- Purchase

Inv No : PI-00029  
 Next No :- PI-00030  
 Date :- 02/07/2018  
 Agent :- ----  
 Terms :- 45 Days  
 Ref 1 :-  
 Ext. No :-

Item Code	Description	Qty	UOM	U/Price	Sub Total	Tax	Ta...	Tax In...	Tax Amt	Sub Total (Tax)
ANT	ANTENNA	50.00	UNIT	2.00	93.00			<input type="checkbox"/>	0.00	93.00

1 records      50.00      93.00      0.00      93.00

Local Net Total: 93.00  
 Deposit Amount: 0.00

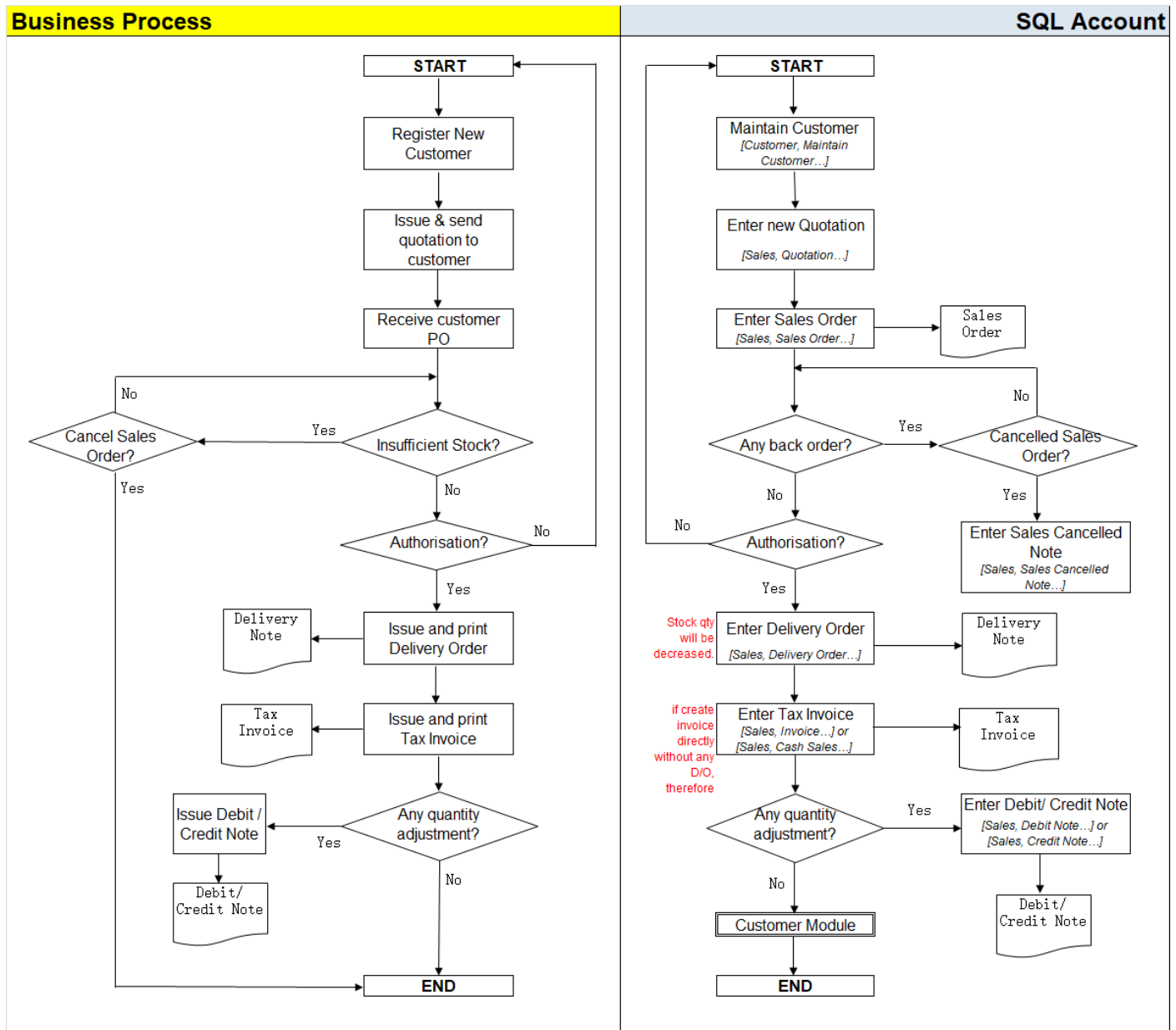
Net Total (RM): 93.00  
 Landing Cost 1: 0.00  
 Landing Cost 2: 0.00

1. Please remember that if you have keyed-in purchase goods received, make sure that you **transfer it** to Purchase Invoice or else your stock costing and quantity will be updated twice.

2. The Purchase Invoice number must follow the supplier's tax invoice number.

### 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**

The screenshot shows the 'Quotation' window with a 'Sales Profit Estimator' dialog box open. The estimator window contains the following data:

Item Code	Location	Qty	Unit Price	DISC	Total sales	Unit Cost	Total Cost	Profit	%
JMAST-BLCK-L	----	2.00	25.00		50.00	12.10	24.20	25.80	51.60
JMAST-BLUE-L	----	5.00	100.00		500.00	65.10	325.50	174.50	34.90
JMAST-RED-L	----	10.00	150.00		1,500.00	99.10	991.00	509.00	33.93
					2,050.00		1,340.70	709.30	34.6

Costing Detail:

Qty	Unit Cost	SubTotal
2.00	12.10	24.20
46.00	12.10	556.60
48.00		580.80

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.

The screenshot shows the 'Sales Quotation 7 (GST 2).fr3' window with the export menu open. The menu options are:

- Export to PDF file
- Export to Microsoft Excel
- Export to Microsoft Excel - Open XML
- Export to HTML 5 Layered
- Export to E-Mail Client
- Export to E-Mail Client (Batch)
- Export to Text file
- Export to CSV file
- Export to RTF file
- Export to Microsoft Excel via OLE
- Export to Microsoft Word - Open XML
- Export to Microsoft PowerPoint - Open XML

## 4.7 Sales Order

<https://www.youtube.com/watch?v=kIEAjmFT0og&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)

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

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.

The screenshot displays the 'Invoice' window in an accounting system. The invoice details include Customer: 300-A0002 (ALPHA & BETA COMPUTER), Address: 838 JALAN WORLD, 40485 RAWANG, SELANGOR DE, and Description: Sales. The invoice number is IV-00099, dated 18/10/2018, with terms of 45 days. The invoice total is 2,255.00. A 'Double Entry' window is open, showing the following entries:

Ref 1	Code	Account Description	Description	Project	Local DR	Local CR	Tax
IV-00099	300-A0002	ALPHA & BETA COMP...	Sales	----	2,255.00		
IV-00099	500-0000	SALES-HANDPHONES	ALPHA & BETA C...	----		50.00	ST
IV-00099	SST-201	SST - SALES TAX	ALPHA & BETA C...	----		5.00	ST
IV-00099	500-0000	SALES-HANDPHONES	ALPHA & BETA C...	----		500.00	ST
IV-00099	SST-201	SST - SALES TAX	ALPHA & BETA C...	----		50.00	ST
IV-00099	500-0000	SALES-HANDPHONES	ALPHA & BETA C...	----		1,500.00	ST
IV-00099	SST-201	SST - SALES TAX	ALPHA & BETA C...	----		150.00	ST

A yellow text box at the bottom of the double entry window reads: "Press your keyboard CTRL + O to show double entry". The main invoice window shows a total of 2,255.00 and a net total of 2,255.00.

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

Second Method – After you save the invoice, you may right click on the wording of Invoice then select “Show Double Entry”.

The screenshot shows an 'Invoice' window with a right-click context menu open over the 'Invoice' text. The menu includes options like 'Transfer From Quotation...', 'Barcode', 'Update Unit Price', and 'Show Double Entry' (highlighted with a red box). The background shows invoice details for 'ALPHA & BETA COMPUTER' and a table of items.

Item Code	Description	Qty	Tax ...	Tax In...	Tax Amt	Sub Total (Tax)
JMAST-BLCK-L	JMAST-BLCK-L	2.00	10%	<input type="checkbox"/>	5.00	55.00
JMAST-BLUE-L	JMAST-BLUE-L	5.00	10%	<input type="checkbox"/>	50.00	550.00
JMAST-RED -L	JMAST-RED -L	10.00	10%	<input type="checkbox"/>	150.00	1,650.00
3 records		17.00			205.00	2,255.00

Summary fields at the bottom:

- Deposit Amount: 0.00
- Local Net Total: 2,255.00
- Net Total (RM): 2,255.00

### 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

The dialog box displays the following information:

- Deposit:** 22.00
- Paid:** 0.00
- Change:** 22.00
- Payment Method:** 320-000 (CASH IN HAND)
- Chq /Credit Card No :** [Empty field]
- Buttons:** OK, Cancel

The main window displays the following details:

- Customer:** 300-C0001 (CASH SALES)
- Description:** Cash Sales
- Table:**

Item Code	Description	Qty	UOM	U/Price	Disc	Sub Total	Tax	Ta...	Tax In...	Tax Amt	Sub Total (Tax)
8752/060/0832	8752/060/0832	2.00	UNIT	10.00		20.00	ST	10%	<input type="checkbox"/>	2.00	22.00
- Summary:** Deposit Amount: 0.00, Outstanding: 0.00, Local Net Total: 22.00, Net Total (RM): 22.00
- Payment Received Section (highlighted in red):**
  - Payment into: 320-000
  - Chq No: [Empty]
  - Payment Project: [Empty]
  - Bank Charges: 0.00
  - Amount: 22.00

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

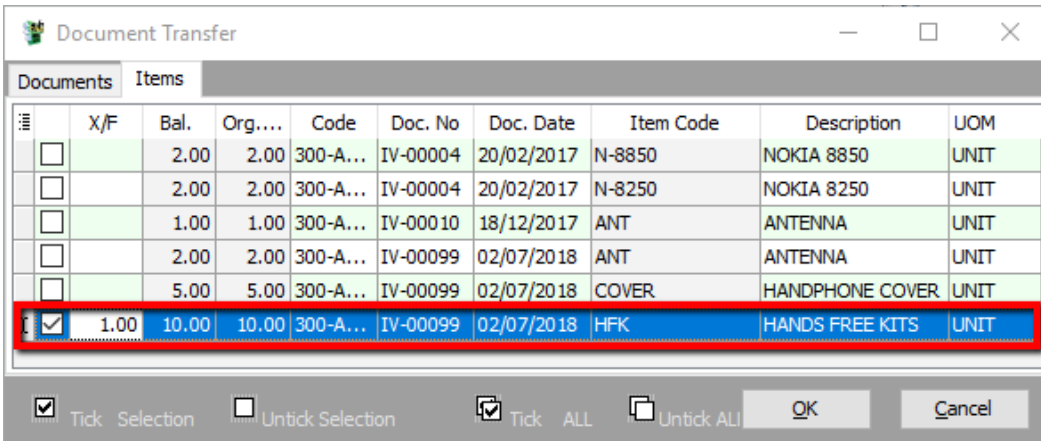
<https://www.youtube.com/watch?v=2LrsegwiWJM&feature=youtu.be>

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.



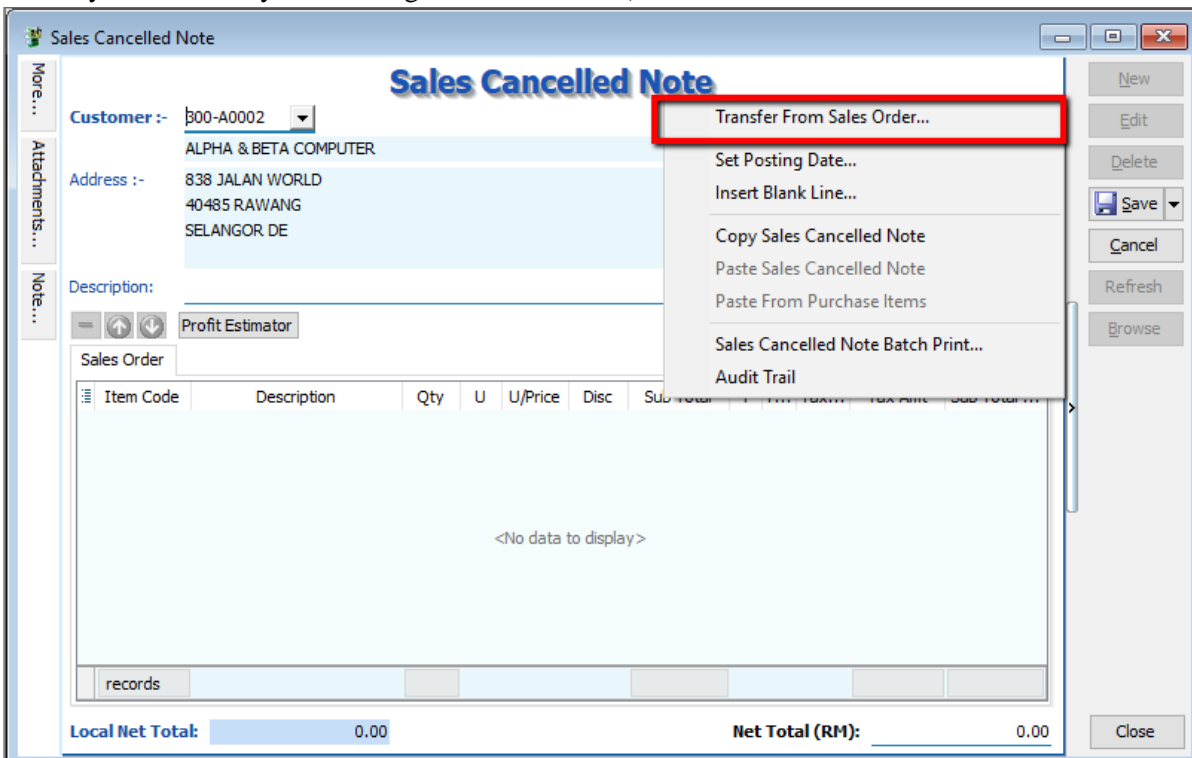
iii	X/F	Bal.	Org....	Code	Doc. No	Doc. Date	Item Code	Description	UOM
<input type="checkbox"/>		2.00	2.00	300-A...	IV-00004	20/02/2017	N-8850	NOKIA 8850	UNIT
<input type="checkbox"/>		2.00	2.00	300-A...	IV-00004	20/02/2017	N-8250	NOKIA 8250	UNIT
<input type="checkbox"/>		1.00	1.00	300-A...	IV-00010	18/12/2017	ANT	ANTENNA	UNIT
<input type="checkbox"/>		2.00	2.00	300-A...	IV-00099	02/07/2018	ANT	ANTENNA	UNIT
<input type="checkbox"/>		5.00	5.00	300-A...	IV-00099	02/07/2018	COVER	HANDPHONE COVER	UNIT
<input checked="" type="checkbox"/>	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)



**Sales Cancelled Note**

Customer :- 300-A0002  
ALPHA & BETA COMPUTER

Address :- 838 JALAN WORLD  
40485 RAWANG  
SELANGOR DE

Description:

Profit Estimator

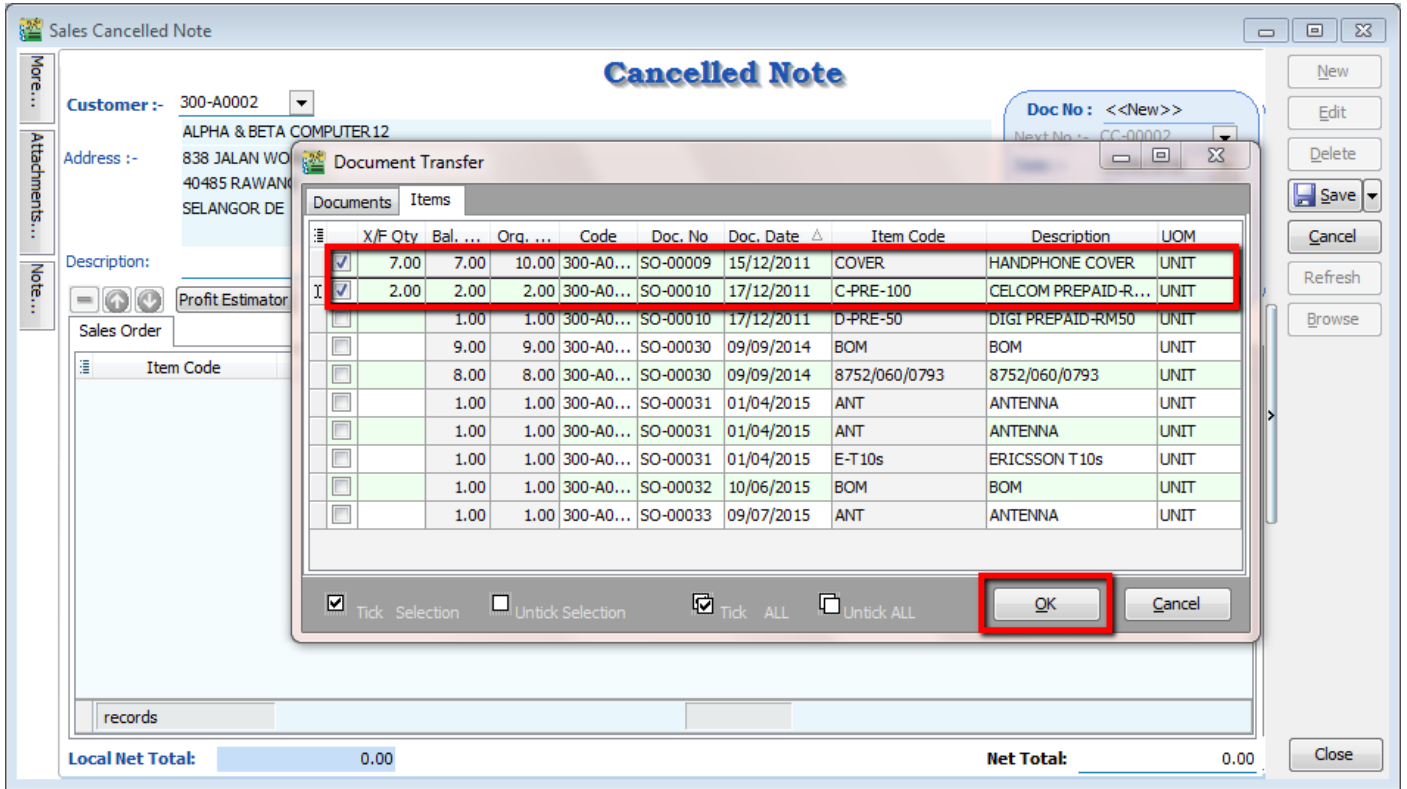
Sales Order

Item Code	Description	Qty	U	U/Price	Disc	Sub Total	Tax	Total	Disc	Sub Total
<No data to display>										

records

Local Net Total: 0.00      Net Total (RM): 0.00

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

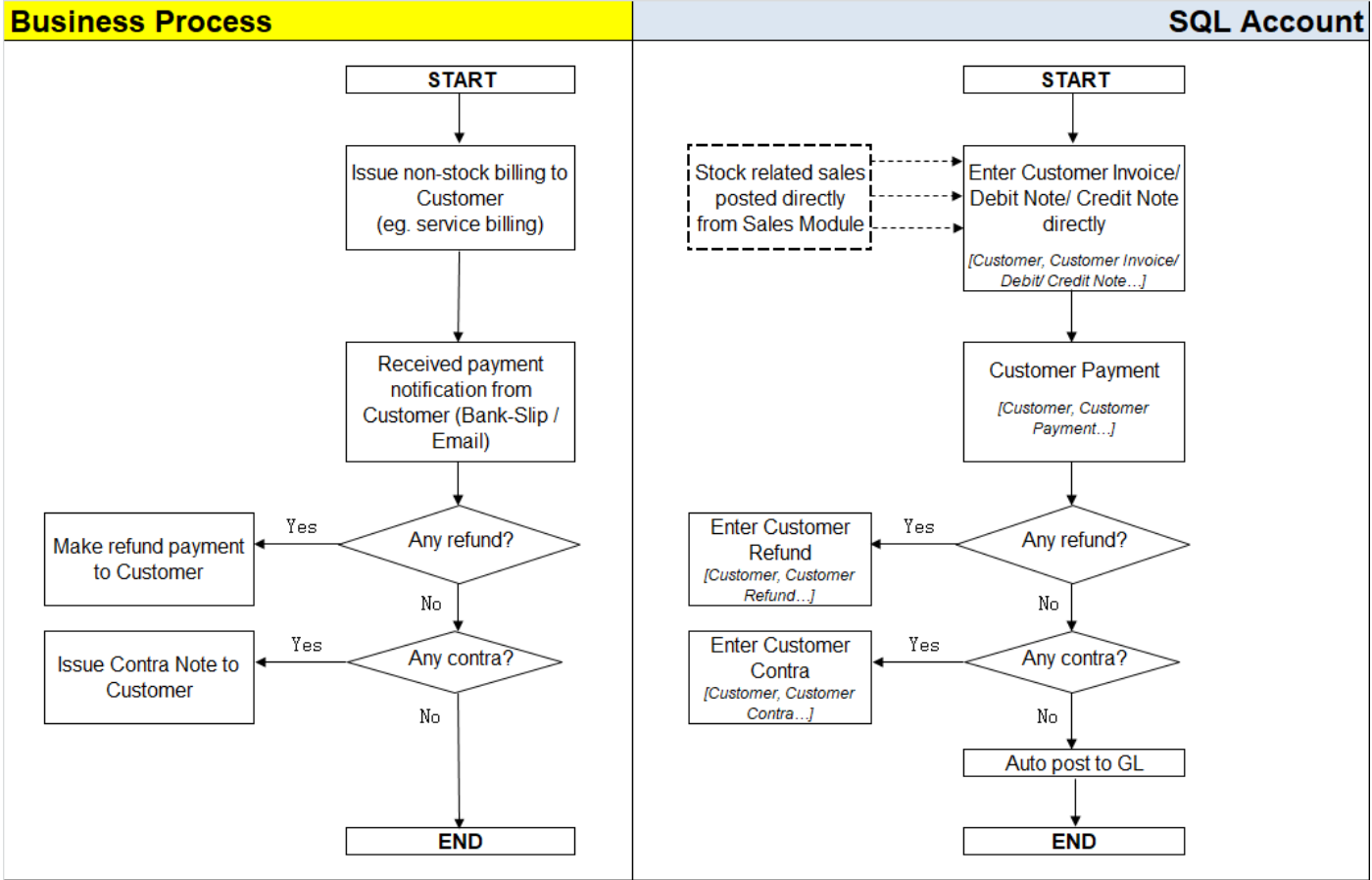


Step 4: **Save** the Cancelled Note.

# 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.



Invoice No.	Date	Code	Customer	Currency	Amount	Outstanding
IV-00099	18/11/2015	300-A0002	ALPHA & BETA C...	----	402.80	402.80
IV-00011	22/12/2014	300-A0002	ALPHA & BETA C...	----	50.00	50.00
IV-00010	18/12/2014	300-A0002	ALPHA & BETA C...	----	2.50	2.50
CS-00003	17/12/2014	300-A0002	ALPHA & BETA C...	----	2.50	2.50
IV-00008	17/12/2014	300-A0003	AB ENTERPRISE S...	----	1,595.00	1,595.00

Customer Invoice

Invoice No	Date	Code	Company	Curre...	Amount
IV-00003	04/01/2014	300-C0001	CASH SALES	----	5,225.00
IV-00002	19/01/2014	300-A0001	A'BEST TELECOMMUNICATI...	S\$	7,500.00
IV-00001	11/02/2014	300-K0001	KITTY SECURITY SDN BHD	----	16,000.00
IV-00004	20/02/2014	300-A0002	ALPHA & BETA COMPUTER	----	9,380.00
IV-00006	21/02/2014	300-A0003	AB ENTERPRISE SDN BHD	----	360.00
IV-00005	20/04/2014	300-A0003	AB ENTERPRISE SDN BHD	----	8,988.00
IV-00007	25/10/2014	300-A0003	AB ENTERPRISE SDN BHD	----	5,900.00
IV-00008	17/12/2014	300-A0003	AB ENTERPRISE SDN BHD	----	1,595.00
IV-00010	18/12/2014	300-A0002	ALPHA & BETA COMPUTER	----	2.50
IV-00011	22/12/2014	300-A0002	ALPHA & BETA COMPUTER	----	50.00
IV-00099	18/11/2015	300-A0002	ALPHA & BETA COMPUTER	----	402.80

Sales Invoice

Create a new **Customer Invoice**?

Step 1: **Customer | Customer Invoice | New**

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

Step 3: **Save**

Customer Code: 300-A0002 | Area: RAWANG | Currency: ---

**Customer Invoice**

Cancelled  | Inv No: <<New>>

Next No: IV-00100 | Date: 18/10/2018 | Agent: SY | Terms: 45 Days | Ext. No:

Bill To: ALPHA & BETA COMPUTER

Sales A/C	Description	Amount	Tax	Tax Rate	Tax Amt	Tax Inclusive	Sub Total (Tax)
*500-000	SALES	500.00	ST	10%	50.00	<input type="checkbox"/>	550.00

1 records | Total: 0.00 | 0.00 | 0.00

Local Net Total: 0.00 | Net Total (RM):

Invoice Description: Sales | Outstanding: 0.00

### 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**

Customer Payment Entry

Customer Code: 300-A0002 **Step 2** Currency: ----

Project: ----

**Customer Payment** O/R No: OR-00056

Cancelled  Non-Refundable  Next No: OR-00057

Date: 02/07/2018

Paid By: ALPHA & BETA COMPUTER Agent: SY

Area: RAWANG

Received In: MAYBANK **Step 3** **Step 4** 525.00

Bank Charge: 0.00

Cheque No: PBB 128392

Description: Payment For Account Unapplied Amt (RM): 0.00

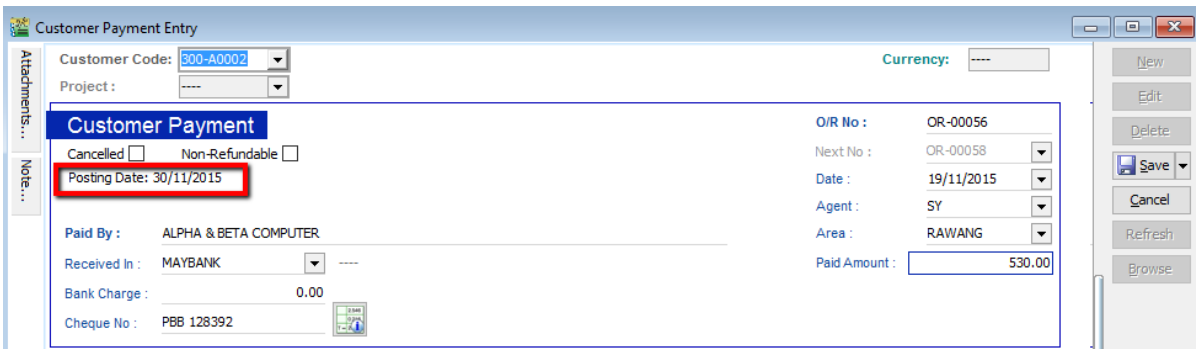
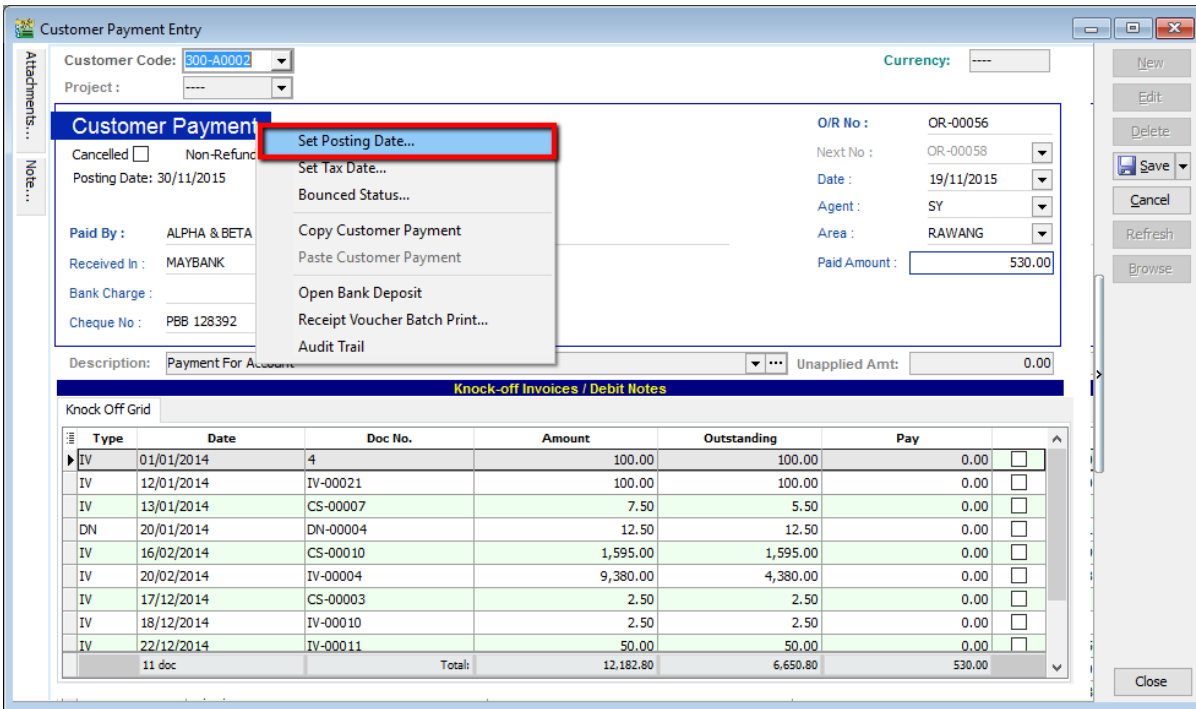
**Knock-off Invoices / Debit Notes**

Type	Date	Doc No.	Amount	Outstanding	Pay	
IV	01/01/2017	4	100.00	100.00	0.00	<input type="checkbox"/>
IV	12/01/2017	IV-00021	100.00	100.00	0.00	<input type="checkbox"/>
IV	13/01/2017	CS-00007	7.50	5.50	0.00	<input type="checkbox"/>
DN	20/01/2017	DN-00004	12.50	12.50	0.00	<input type="checkbox"/>
IV	16/02/2017	CS-00010	1,595.00	1,595.00	0.00	<input type="checkbox"/>
IV	20/02/2017	IV-00004	9,380.00	4,380.00	0.00	<input type="checkbox"/>
IV	18/12/2017	IV-00010	2.50	2.50	0.00	<input type="checkbox"/>
IV	02/07/2018	IV-00099	215.25	215.25	0.00	<input type="checkbox"/>
IV	02/07/2018	IV-00100	525.00	0.00	525.00	<input checked="" type="checkbox"/>
9 doc			Total:	11,937.75	6,410.75	525.00

Close

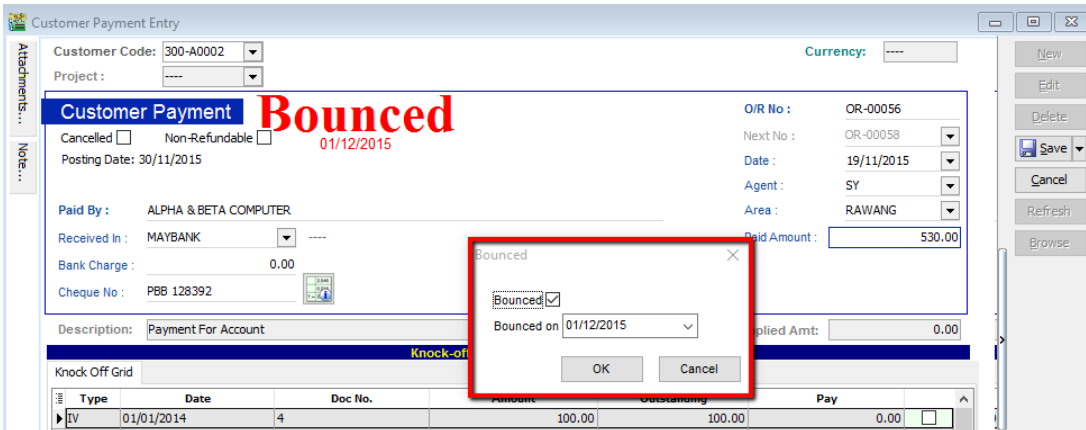
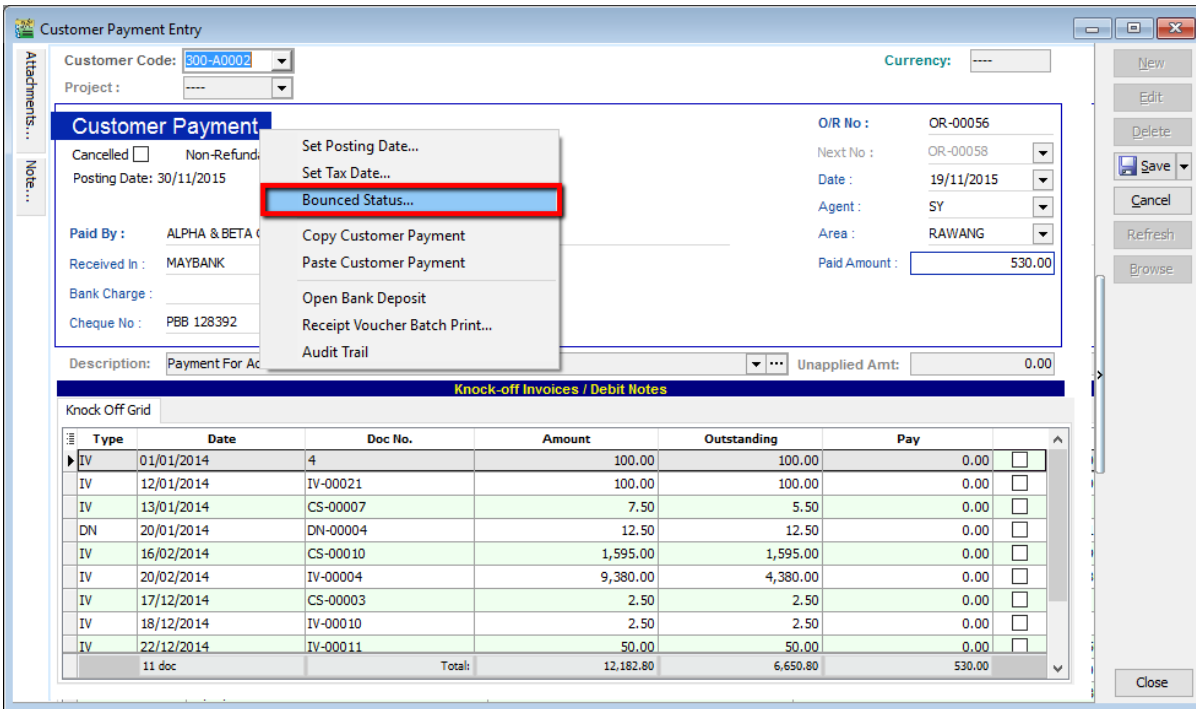
### 5.3.2 Post Dated Cheque

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**

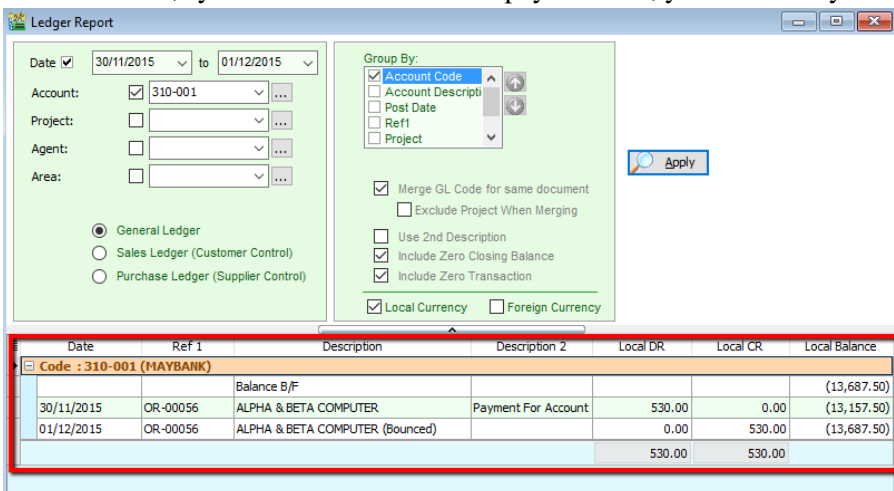


### 5.3.3 Bounced Cheque

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



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



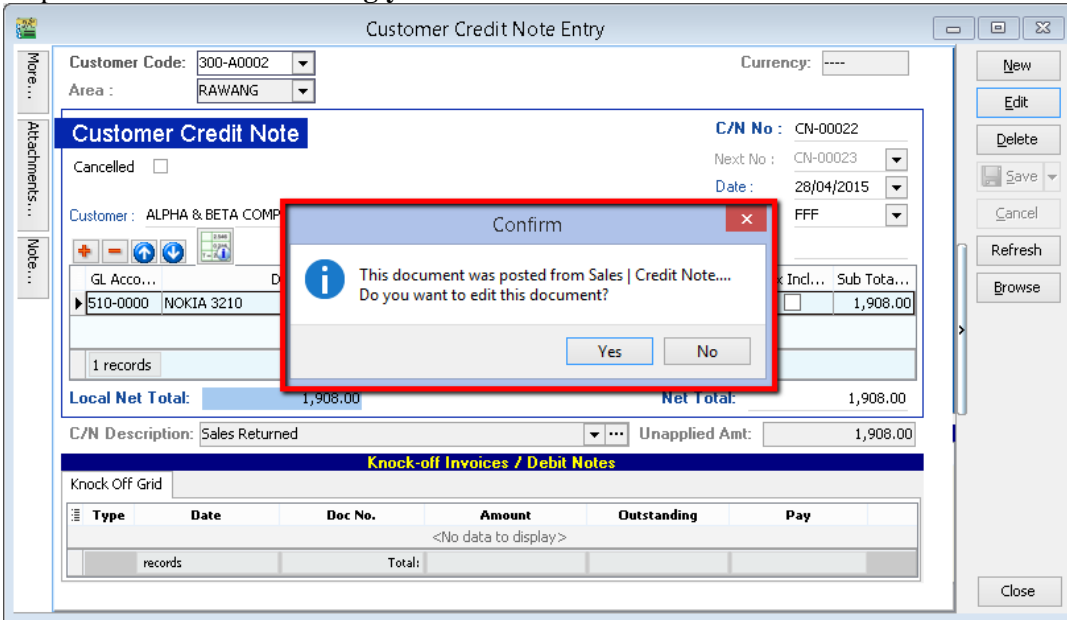
## 5.4 Customer Credit Note

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.**

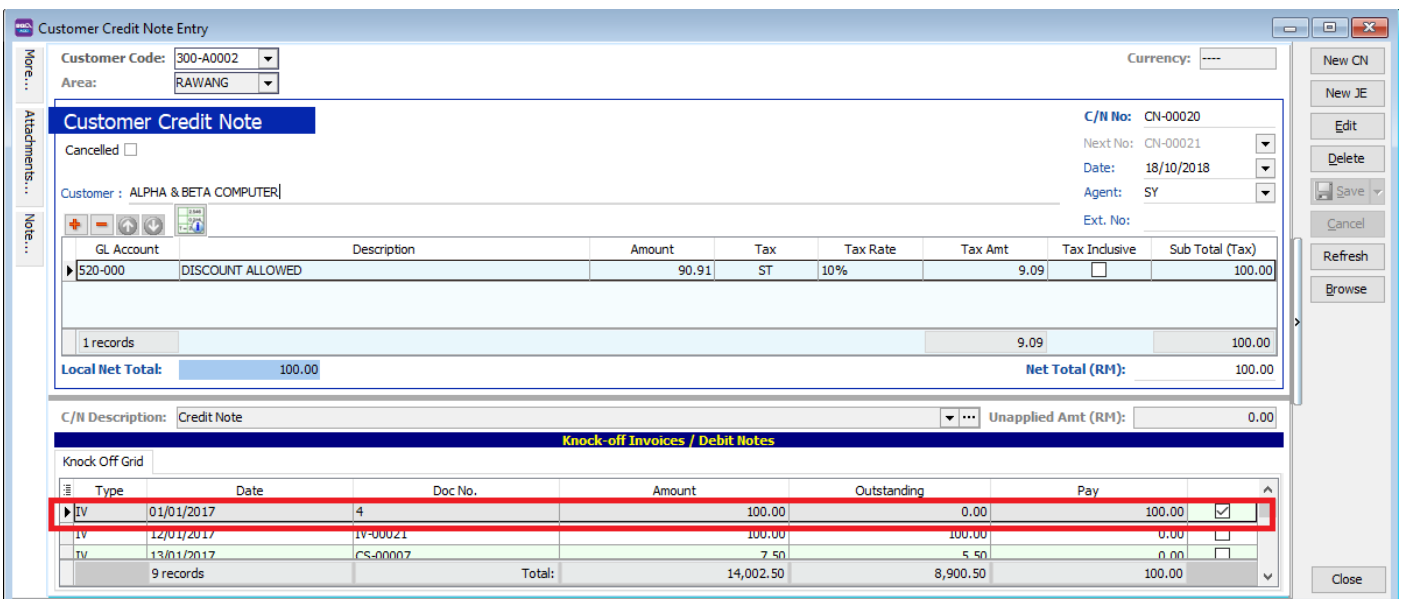


If it does not involve with returned stock, e.g. discount given with

Step 1: **Customer | Customer Credit Note | New CN**

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

Step 3: **Knocked off accordingly.**



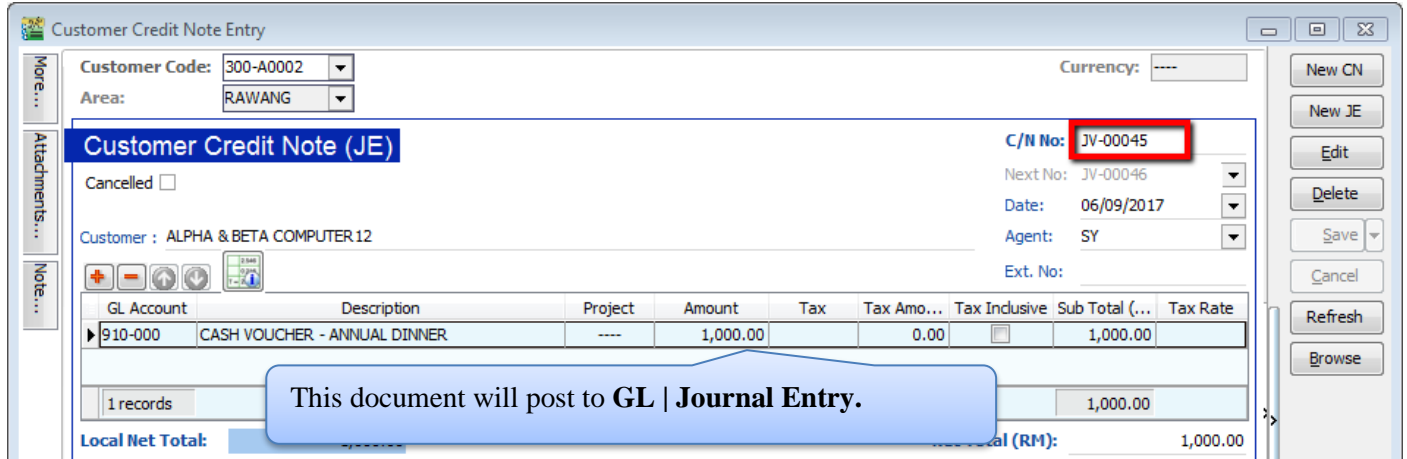
### 5.4.1 New JE

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.**



Step 3: **Knocked off accordingly.**

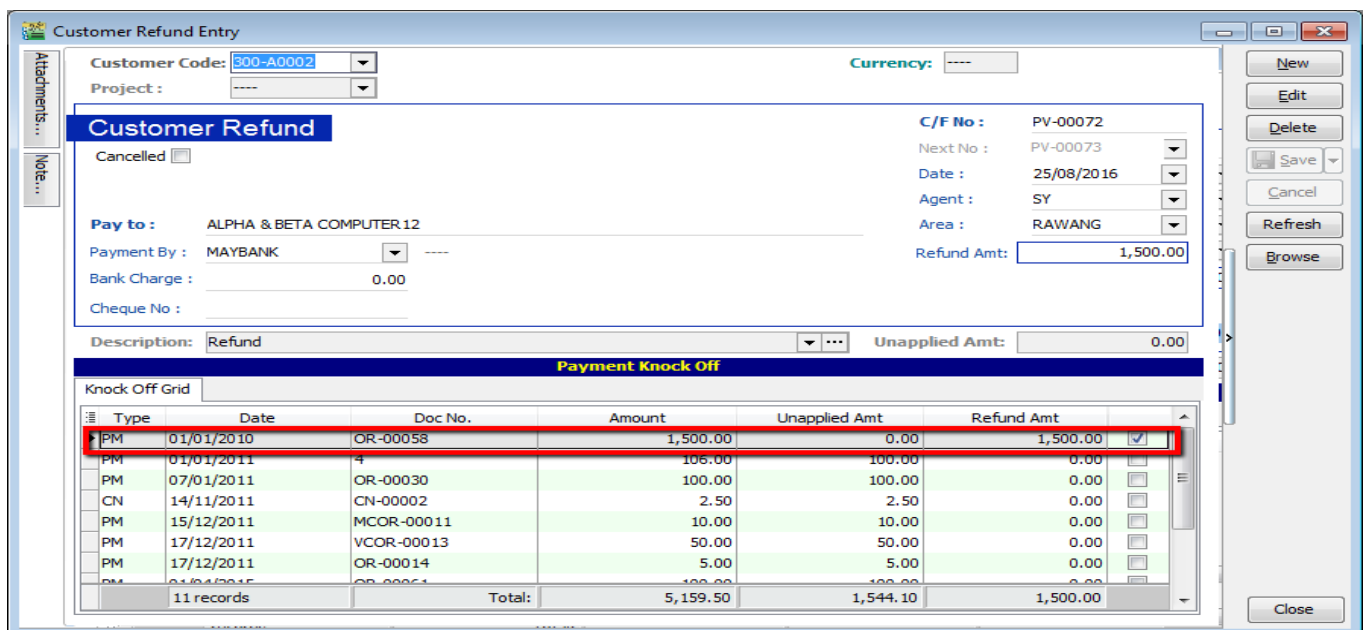
## 5.5 Customer Refund

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.**



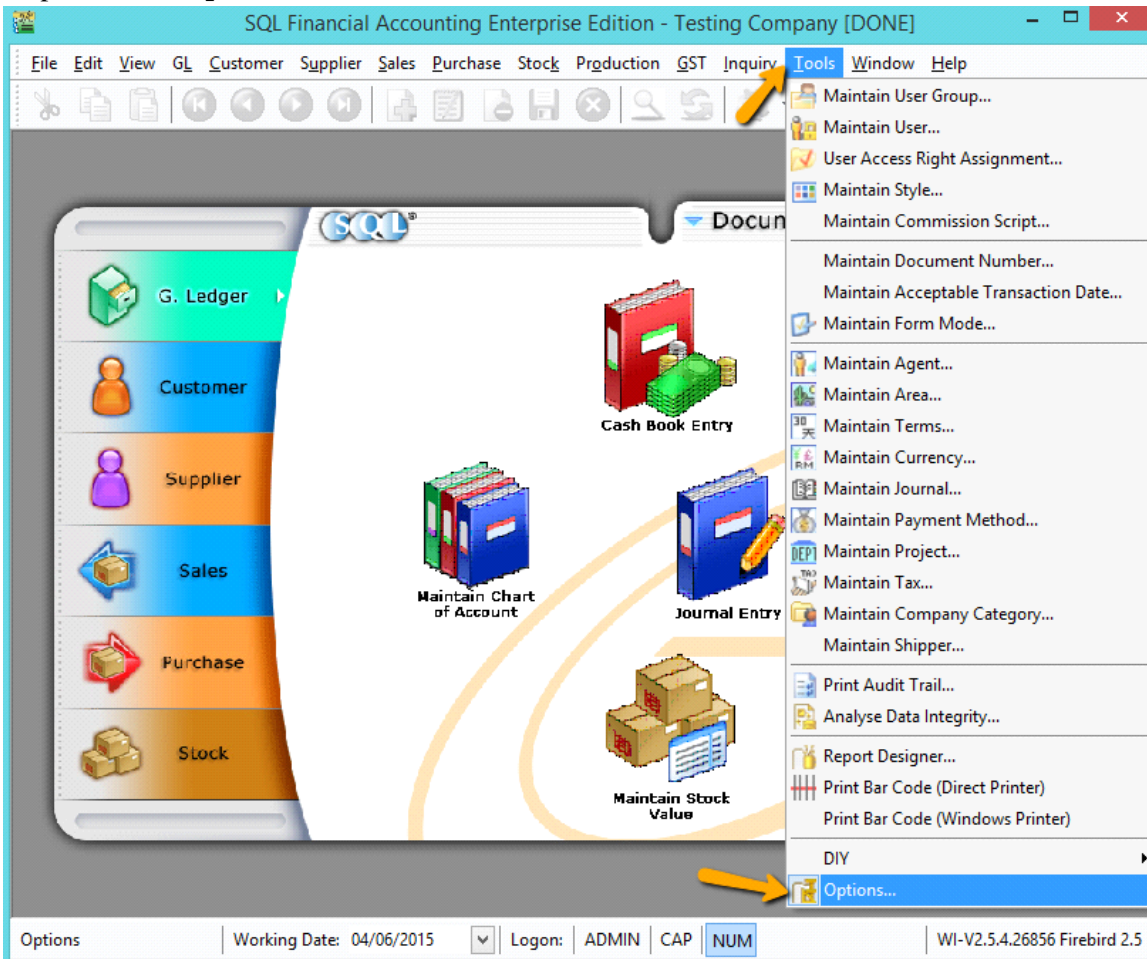
## 5.6 Customer Contra

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.

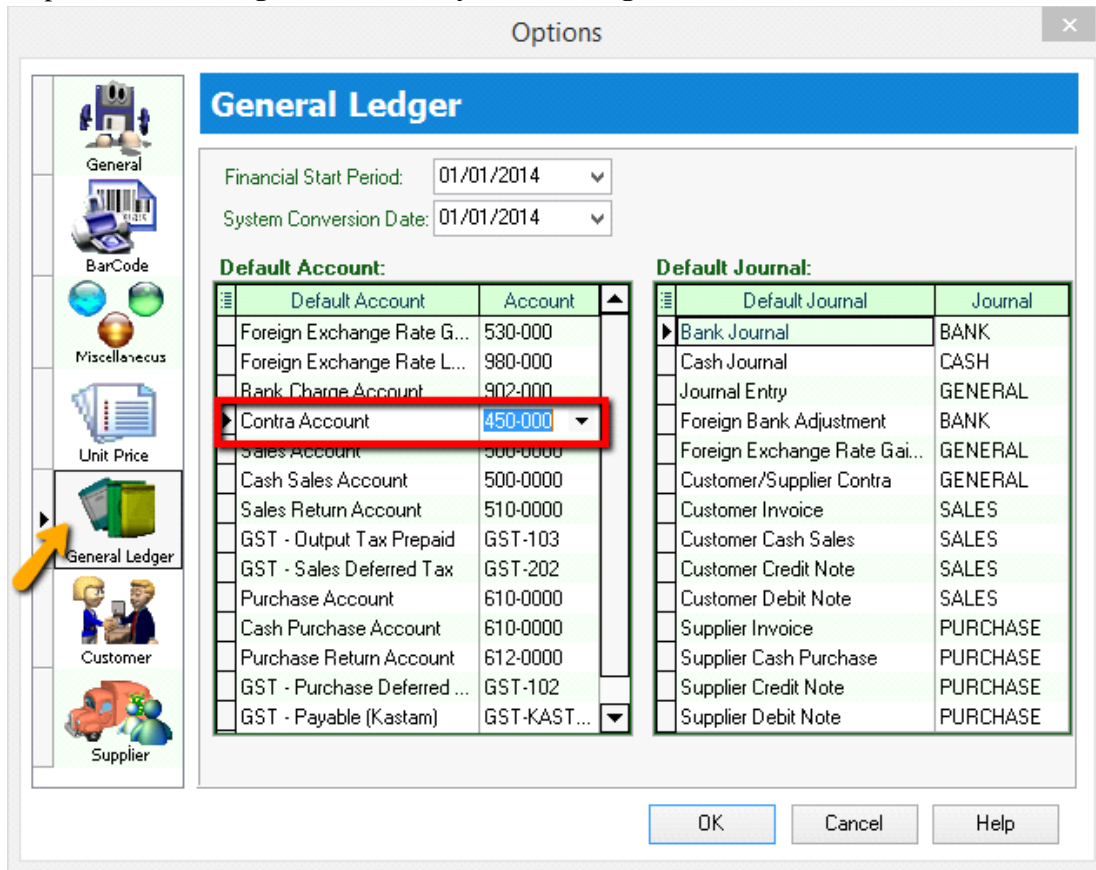
### Scenario:

**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.



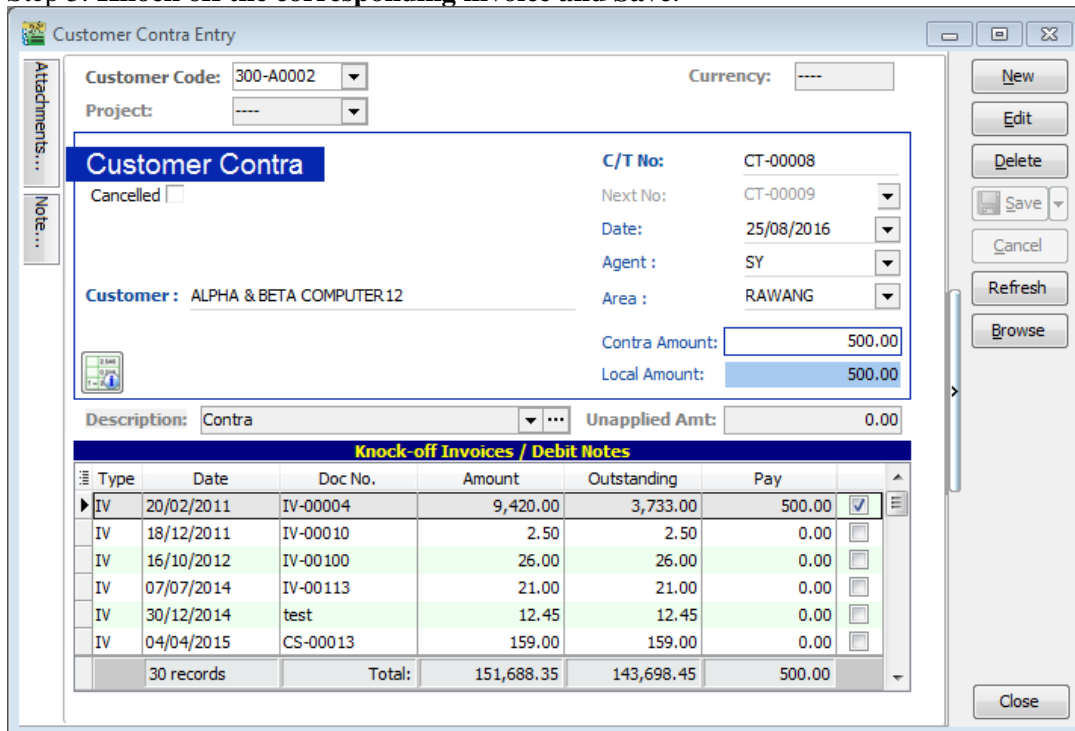
Step 2: **General Ledger** | Make sure you have assigned a contra account.



Step 3: **Customer** | **Customer Contra** | Click New.

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

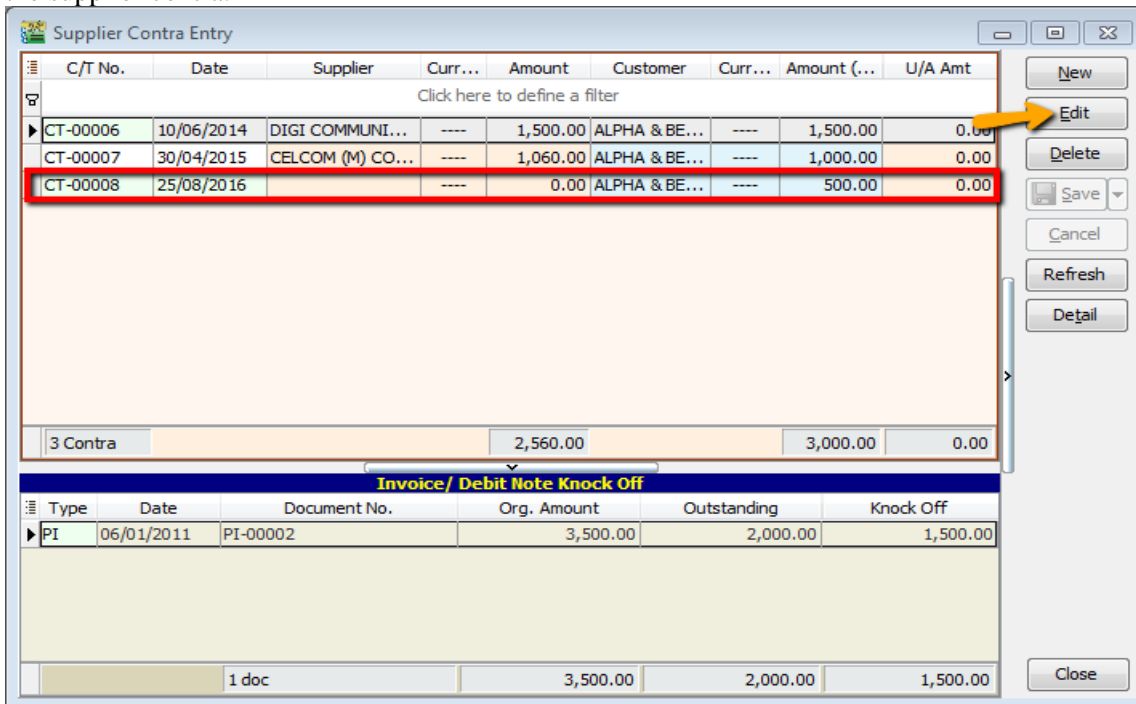
Step 5: **Knock off the corresponding invoice and Save.**





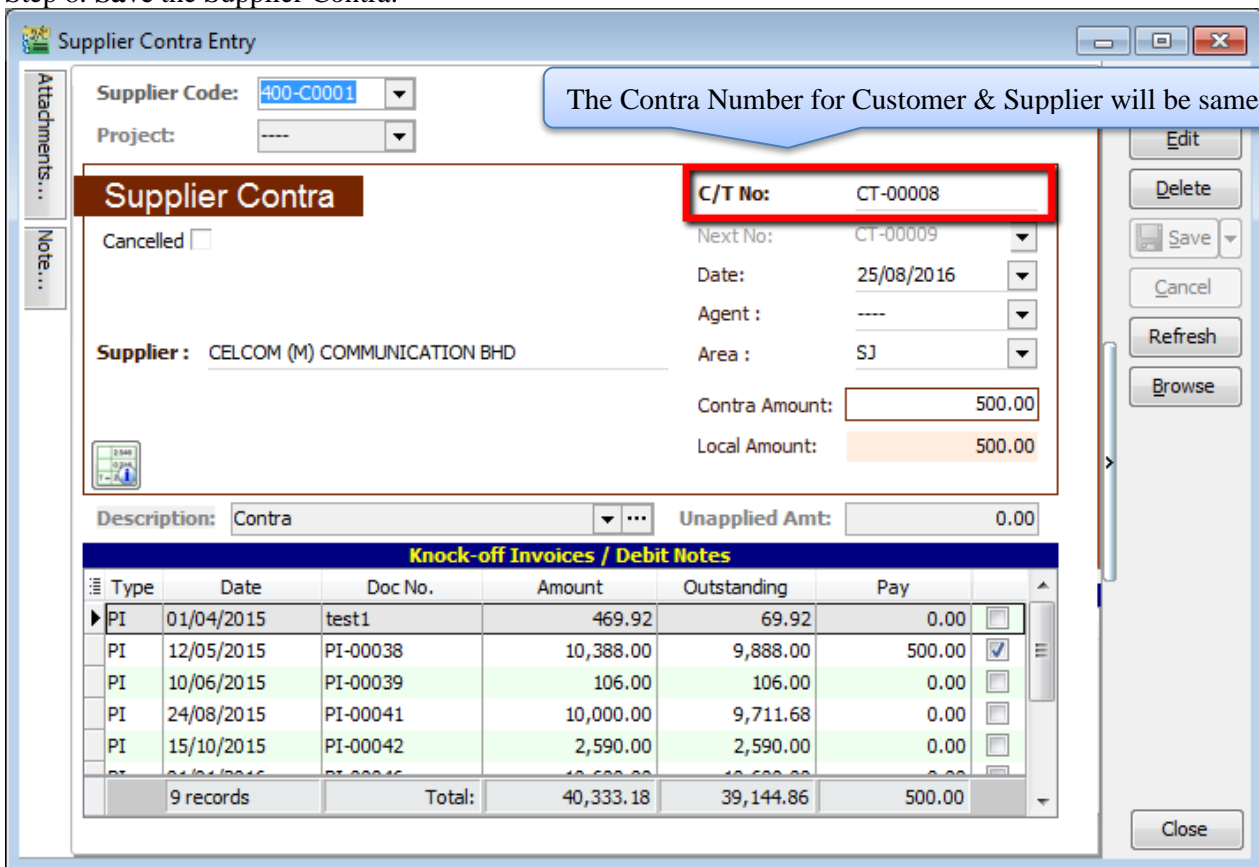
Step 6: Go to **Supplier | Supplier Contra.**

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



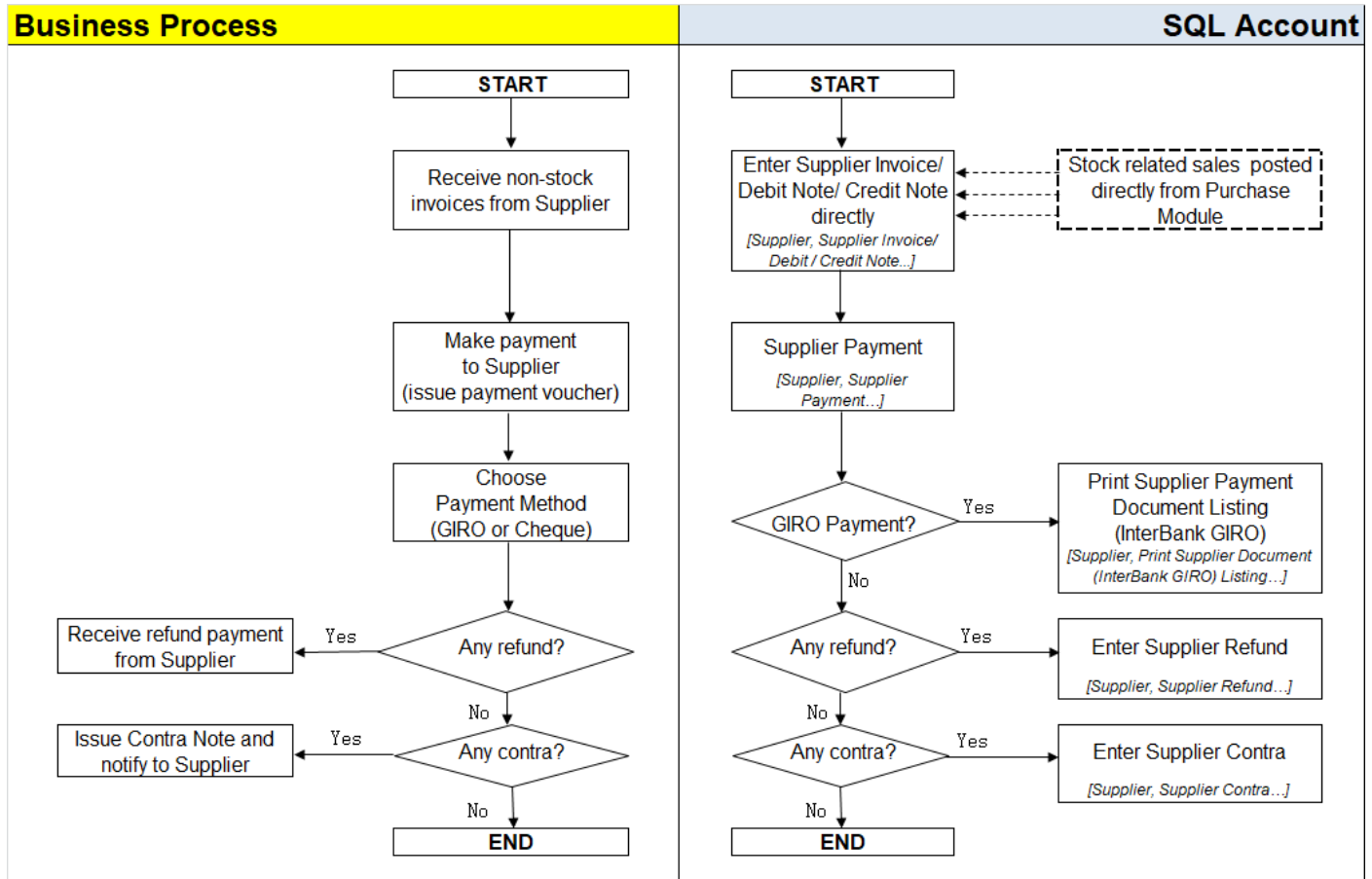
Step 7: **After Editing** you need to **update the supplier contra info accordingly and knock off the outstanding invoices** of supplier.

Step 8: **Save** the Supplier Contra.



### 5.7 Supplier Work Flow (AP\*)

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* → 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](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**

Description	Code	Local DR	Local CR
INVESTMENT			
OTHER ASSETS			
CURRENT ASSETS		15,000.00	0.00
TRADE DEBTORS	300-000		
OTHER DEBTORS	305-000		
CASH AT BANK	310-000	15,000.00	0.00
MAYBANK	310-001	15,000.00	0.00
MAYBANK VISA	310-002		
MAYBANK-MASTER	310-003		
HSBC - USD ACCOUNT	310-004		
HSBC - S\$ ACCOUNT	310-006		
INSTALLMENT RECEIVABLE	4534		
CASH IN HAND	320-000		
PETTY CASH	325-000		
STOCK	330-000		
DEPOSIT & PREPAYMENT	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			
		15,000.00	15,000.00

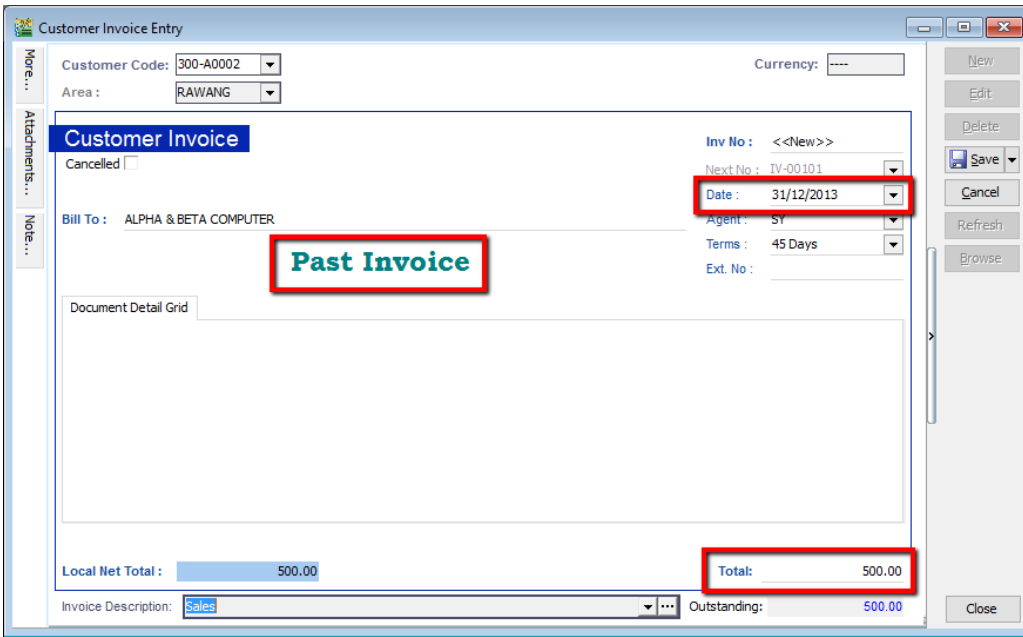
#### 6.1.2 Customer and Supplier

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**.

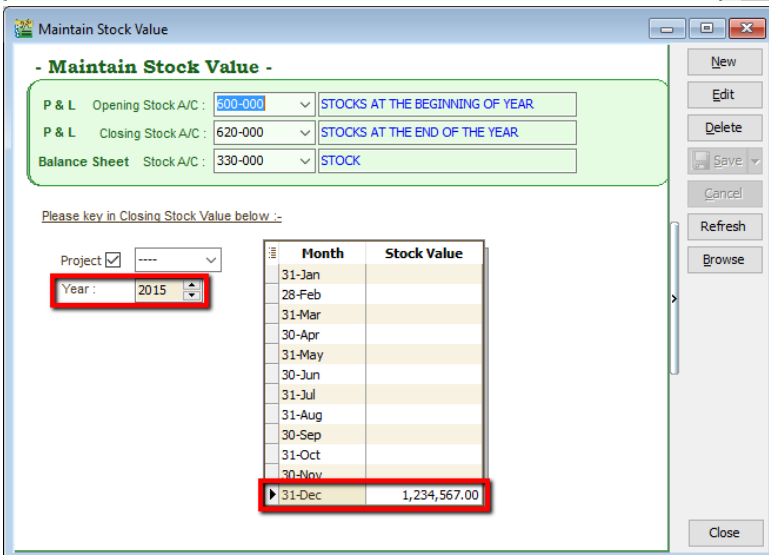
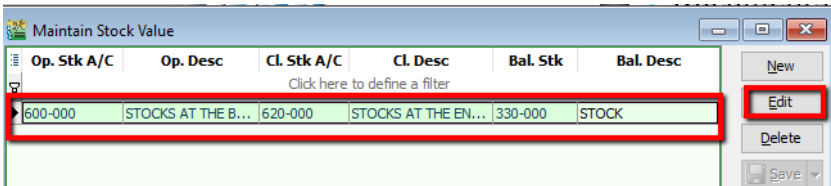


### 6.1.3 Stock Value

Step 1: **GL | Maintain Stock Value| Edit**

Step 2: Set the year

Step 3: **Insert the Opening Balance**

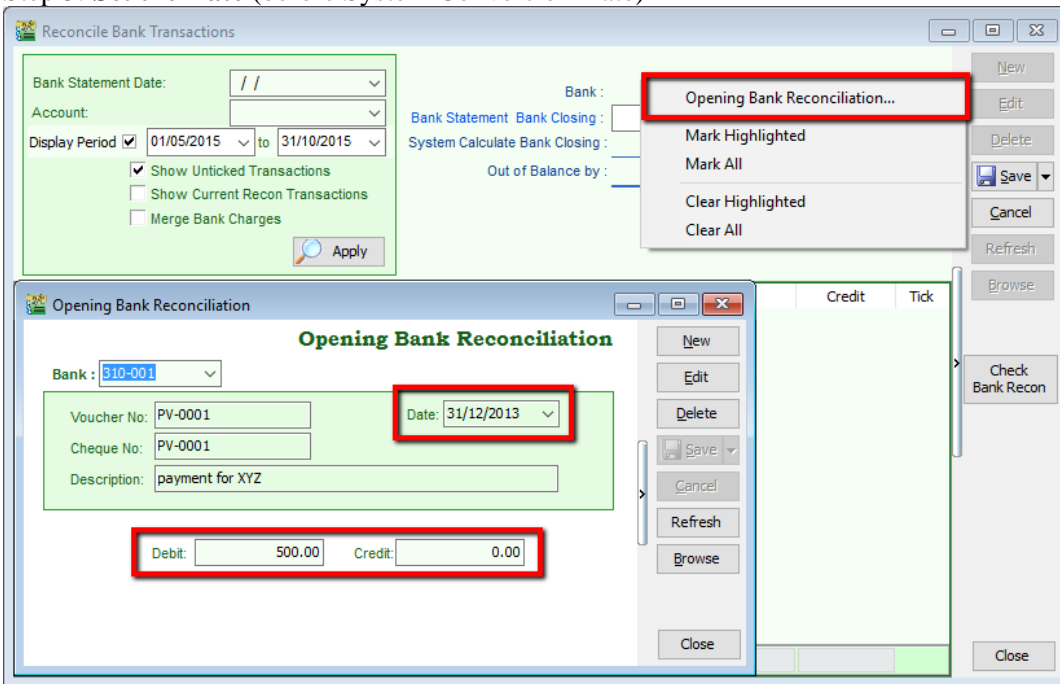


### 6.1.4 Bank Reconciliation

Step 1: GL | Bank Reconciliation | New

Step 2: Right click, to see Opening Bank Reconciliation

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



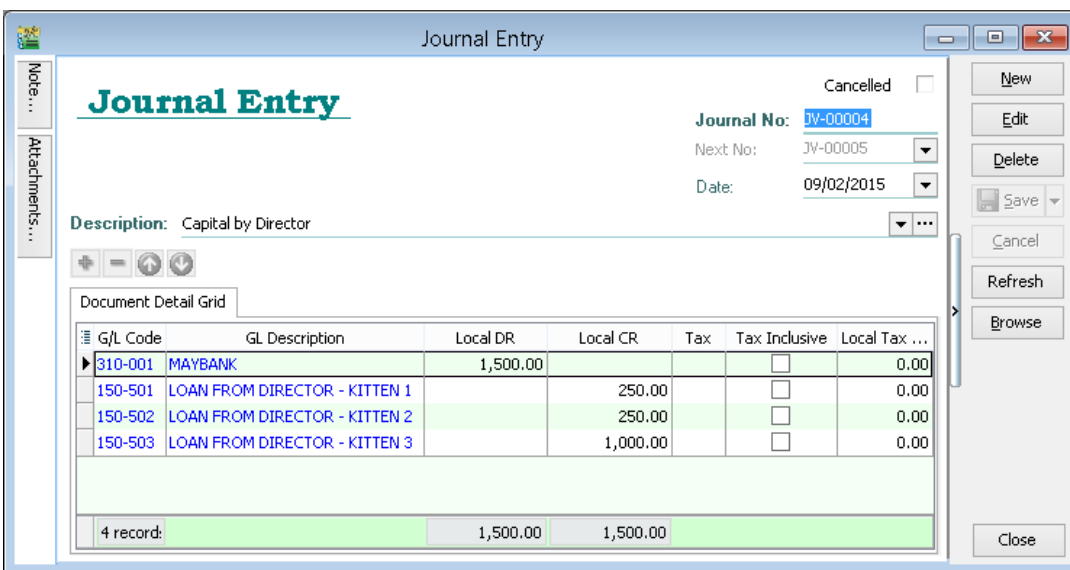
## 6.2 Journal Entry

<https://www.youtube.com/watch?v=WHzNM5CmFHg&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)



### 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.

Step 1: **GL | Cash Book Entry | New** (choose between Payment Voucher or Official Receipt)

Voucher No.	Date	Description	Cheque No	Local DR	Local CR
PV-00002	06/01/2014	ERICSON SUPPLIER BHD	MBB 100002	0.00	30,000.00
PV-00046	06/01/2014	CELCOM (M) COMMUNICATION BHD	111111	0.00	1.00
OR-00030	07/01/2014	ALPHA & BETA COMPUTER	87678868	100.00	0.00
PV-00005	07/01/2014	MOTOROLA SUPPLIER BHD	MBB 100005	0.00	10,000.00
PV-00006	07/01/2014	NOKIA CORP LTD	MBB 100006	0.00	10,000.00
OR-00027	09/01/2014	KITTY SECURITY SDN BHD		10,000.00	0.00
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
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**

**Payment Voucher**

Payment To: Popular Book Co. (M) Sdn. Bhd.

Payment By: MAYBANK

Bank Charge: 0.00

Document Detail Grid

G/L Code	GL Description	Description	Amount	Tax	Tax Rate	Tax Inclusive	Tax Amt	Sub Total (Tax)
921-000	STATIONERY	MAYBANK - Popular Book Co. (M) Sdn. Bhd.	250.00			<input type="checkbox"/>	0.00	250.00

1 records

Local Net Total: 250.00

Total: 250.00

Net Total (RM): 250.00

## 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.**

Item Code	Description	Location	Project	Qty	UOM	Unit Cost	Sub Total
123	123	----	----	10.00	UNIT	0.00	0.00
BOMBOM	BOM of BOM	----	----	5.00	UNIT	10.00	50.00
D-PRE-50	DIGI PREPAID-RM50	----	----	3.00	UNIT	50.00	150.00
COVER	HANDPHONE COVER	----	----	2.00	UNIT	6.00	12.00
E-BAT	ERICSSON BATTERY	----	----	10.00	UNIT	100.00	1,000.00
				30.00			1,212.00

### 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.**

Item Code	Description	Location	Project	UOM	Qty	Unit Cost	Sub Total
123	123	----	----	UNIT	10.00	0.00	0.00
BOMBOM	BOM of BOM	----	----	UNIT	5.00	10.00	50.00
D-PRE-50	DIGI PREPAID-RM50	----	----	UNIT	3.00	40.00	120.00
COVER	HANDPHONE COVER	----	----	UNIT	2.00	1.50	3.00
E-BAT	ERICSSON BATTERY	----	----	UNIT	10.00	100.00	1,000.00
					30.00		

### 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**.

**Step 3 : Filter all information that you need, if you have additional module like location and batch, please make sure that you have group by location and batch.**

**Click on Apply.**

StockGroup	ItemCode	Qty	SO Qty	PO Qty	JO Qty	Avail Qty
ACC	123	0.00	0.00	0.00	0.00	0.00
LILY	123/1234	0.00	0.00	0.00	0.00	0.00
LILY	6514/120/00946	0.00	0.00	0.00	0.00	0.00
LILY	8752/060/0782	1.00	0.00	0.00	0.00	1.00
LILY	8752/060/0793	0.00	0.00	0.00	0.00	0.00
LILY	8752/060/0832	20.00	0.00	0.00	0.00	20.00
ACC	ANT	21.00	0.00	50.00	0.00	71.00
HP	BOM	3.00	0.00	0.00	0.00	3.00
ACC	BOMBOM	31.00	0.00	0.00	0.00	31.00
PRE	C-PRE-100	92.00	2.00	1.00	0.00	91.00
PRE	C-PRE-50	20.00	1.00	80.00	0.00	99.00
ACC	COVER	72.00	7.00	74.00	0.00	139.00
PRE	D-PRE-100	31.00	0.00	70.00	0.00	101.00
PRE	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.

**Stock Physical Worksheet - Level 1**

Stock Physical Worksheet - Level 1 (with PONS0 Info)

Stock Physical Worksheet - Level 1 (with Serial No)

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  
 Ind Zero Balance : Yes  
 Group By : ItemCode  
 Sort By : ItemCode;Location;StockGroup;Batch;Category

### Stock Take Sheet

As At 30/06/2018

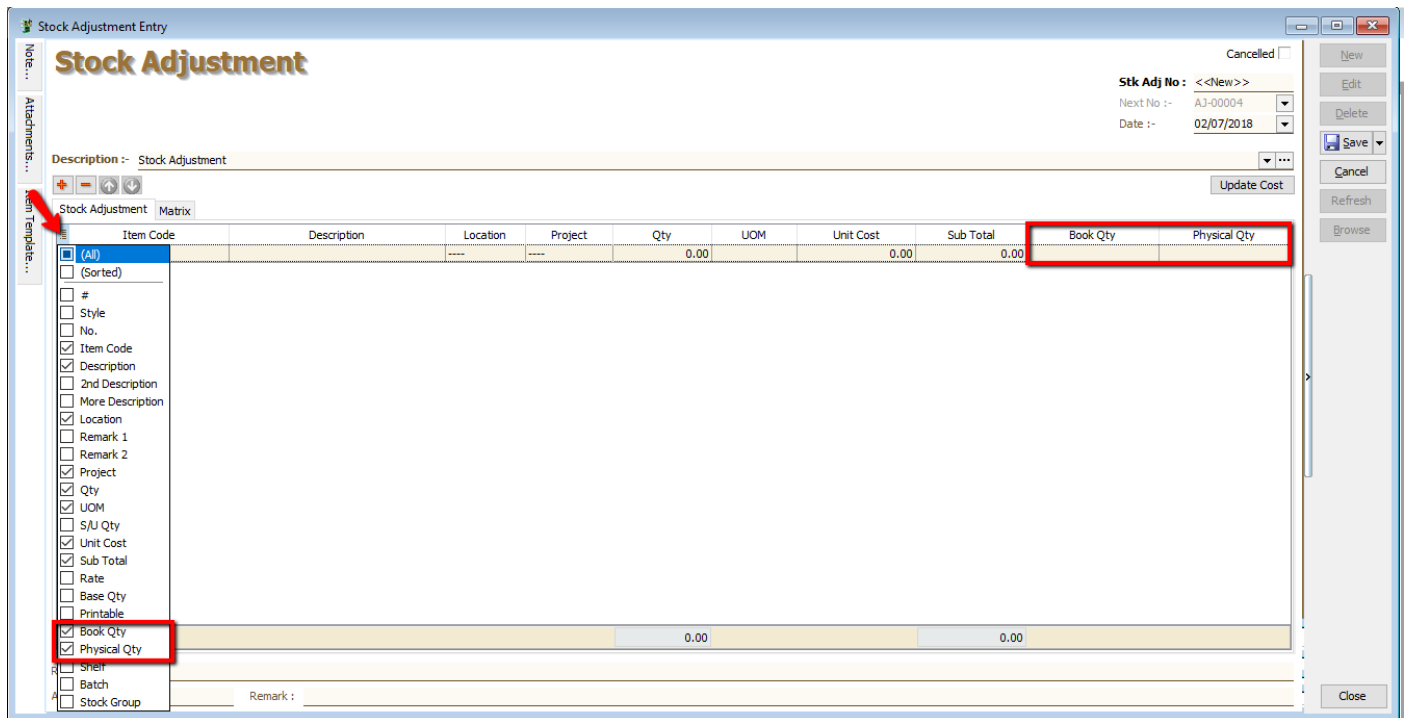
02/07/18 2:23 PM  
 ADMIN

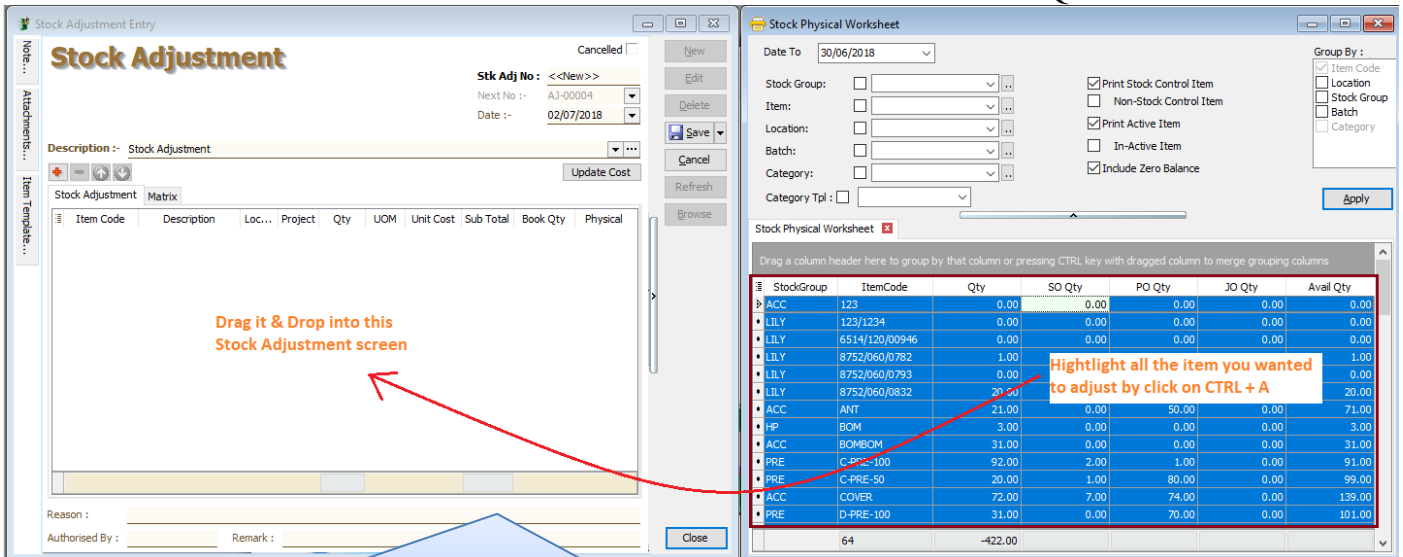
Page 1 of 3

Training Material-SST ()

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		
BOMBOM	BOM of BOM	UNIT	31.00		
C-PRE-100	CELCOM PREPAID-RM100	UNIT	92.00		
C-PRE-50	CELCOM PREPAID-RM50	UNIT	20.00		

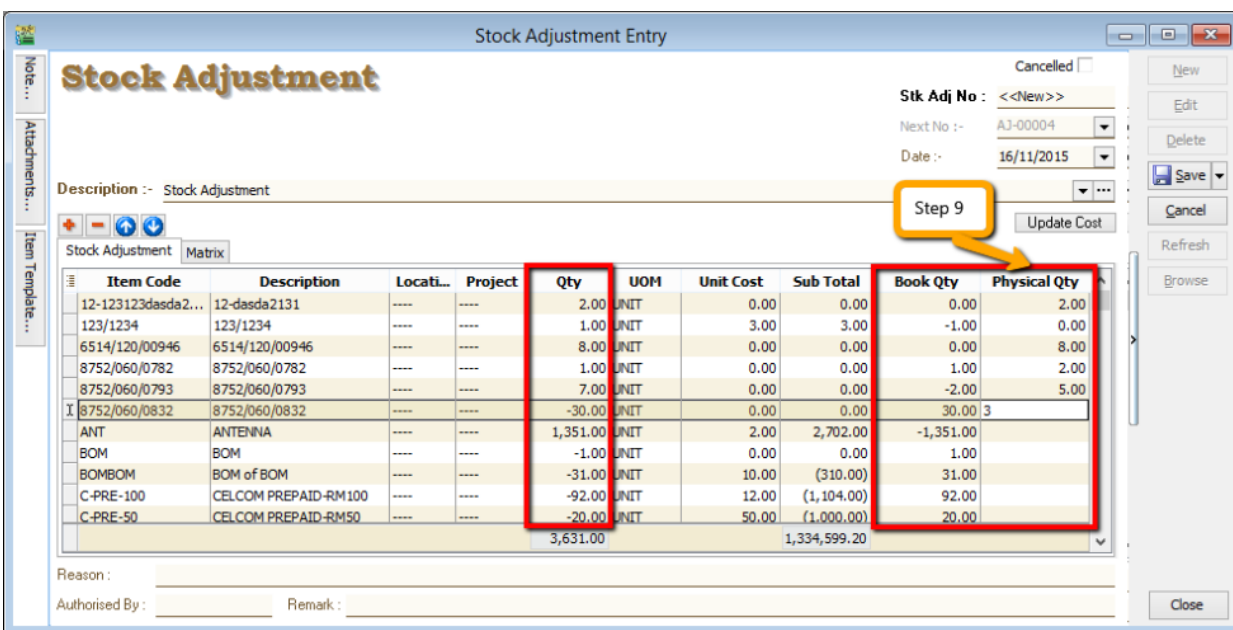
Step 6: After complete updating the stock take report by your stock-keeper, do your stock adjustment in system from **Stock | Stock Adjustment |** and drag out **Book Qty** and **Physical Qty**.





Hint : to Open both Stock Adjustment & Stock Physical Worksheet simultaneously, you can press on window | Tile Vertical

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**.



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:

- Use second description** – use second description which is controlled at GL | Maintain Chart of Account
- Zero Balance Account** – choose to show accounts in the report even if their amount is 0.
- Display Trade Debtor/Creditor in Details** – show per customer account in detail

Step 5:

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

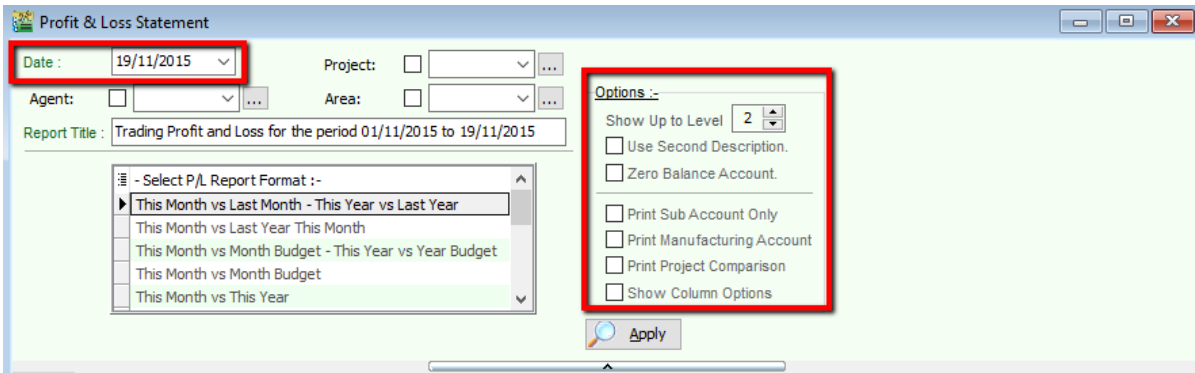
- Use second description** – use second description which is maintained under GL | Maintain Chart of Account
- Zero Balance Account** – choose to show accounts in the report even if their amount is 0

Step 4:

- Print Sub Account Only** – Select a certain account to view
- Print Manufacturing Account** – you are only allowed to view manufacturing account if you have set it up under Maintain Chart of Account
- 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)

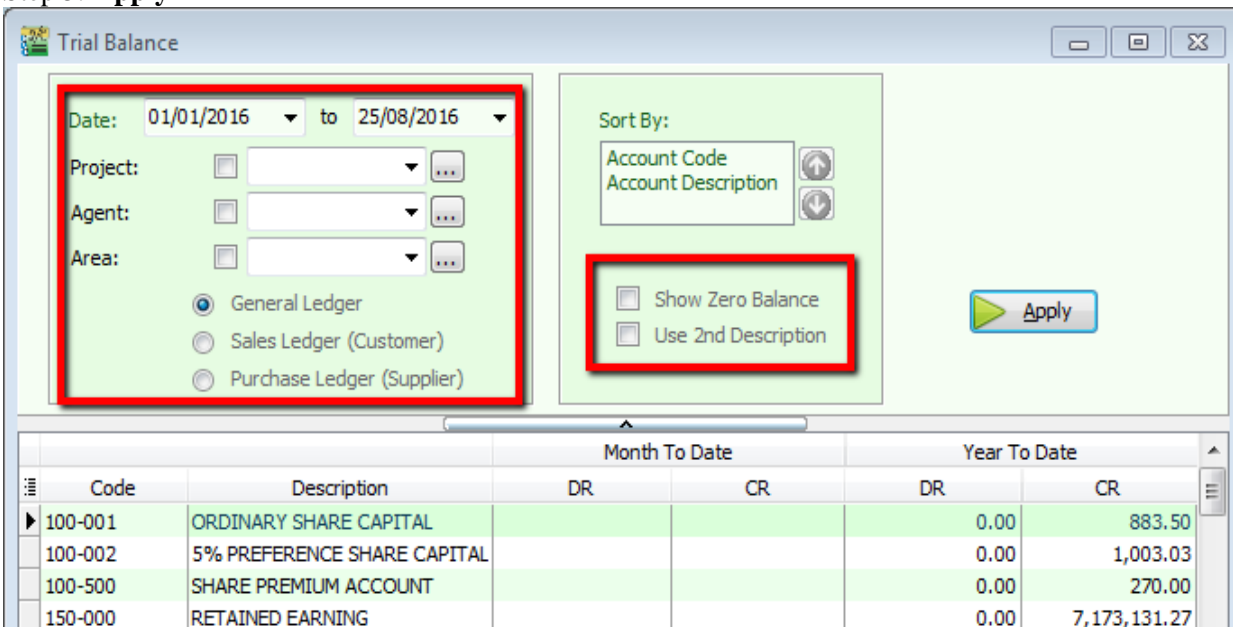
Step 3: Tick whether you want to view General Ledger, Sales Ledger(Customer) or Purchase Ledger (Supplier)

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**



**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.**

Date	Ref 1	Description	Description 2	Local DR	Local CR	Local Balance	Tax
Code : 325-000 (PETTY CASH)							
		Balance B/F				1,434.00	
				0.00	0.00		
Code : 405-000 (OTHER CREDITORS)							
		Balance B/F				100.00	
				0.00	0.00		
Code : 420-000 (EPF - STAFF)							
		Balance B/F				54,000.00	
				4,650.00	3,060.00		

## 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**

Company Name	Pay (MTD)	Current Mth	1 Month	2 Months	3 Mths & Above	Total	Col.06
ABEST 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	
FALING TECK WAI					3,084.00	3,084.00	
KITTY SECURITY SDN BHD					15,600.00	15,600.00	
STAR TRADING SDN BHD					1,000.00	1,000.00	
<b>Count = 7</b>	<b>500.00</b>	<b>252.80</b>	<b>0.00</b>	<b>0.00</b>	<b>59,197.70</b>	<b>59,450.50</b>	<b>0.00</b>

### 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**

The screenshot shows the 'Customer Statement' window. Step 1 highlights the date range filter (01/11/2015 to 30/11/2015). Step 2 highlights the 'Statement Type' dropdown menu. Step 3 highlights the 'Report Name' list, which includes options like 'Cust-Multi-F1-06 Mths Statement-Current, 1 Mth...'. Below the window, a blue callout box contains the following instructions:

1. Always filter the date range within the current month.
2. You can preview the report with print, send/ email to customer.

### 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**.

The screenshot shows the 'Customer Due Document Listing' window. Step 1 highlights the date filter (27/08/2016) and document type checkboxes (Invoice, Debit Note, Credit Note, Contra, Overdue, Undue). Step 2 highlights the 'Include PD Cheque' checkbox. Step 4 highlights the 'Apply' button. Below the window, a table displays the document listing data:

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	0.00	0.00	0.00	45,719.50	243
IV-00...	01/01...	AB ENTERPRISE ...	----	300.00	30 Days	0.00	0.00	0.00	300.00	209
IV-00...	01/01...	ALPHA & BETA C...	----	300.00	45 Days	100.00	0.00	0.00	200.00	194
IV-00...	05/01...	ALPHA & BETA C...	----	300.00	45 Days	0.00	0.00	0.00	300.00	190
IV-00...	12/01...	ALPHA & BETA C...	----	42.40	45 Days	0.00	0.00	0.00	42.40	183
IV-00...	01/03...	US CORPORATIO...	USD	15.28	30 Days	0.00	0.00	0.00	15.28	149
IV-00...	18/03...	ALPHA & BETA C...	----	106.00	45 Days	0.00	0.00	0.00	106.00	117
1231...	01/04...	ALPHA & BETA C...	----	42.40	45 Days	0.00	0.00	0.00	42.40	103
IV-00...	01/04...	ALPHA & BETA C...	----	300.00	45 Days	0.00	0.00	0.00	300.00	103
IV-00...	01/04...	ALPHA & BETA C...	----	200.35	45 Days	0.00	0.00	0.00	200.35	103
Count = 8				7,235,165.18		12,630.24	2,102.90	500.00	7,222,246.29	



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

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	0.00	0.00	0.00	45,719.50	243
IV-00...	01/01...	AB ENTERPRISE ...	----	300.00	30 Days	0.00	0.00	0.00	300.00	209
IV-00...	01/01...	ALPHA & BETA C...	----	300.00	45 Days	100.00	0.00	0.00	200.00	194
IV-00...	05/01...	ALPHA & BETA C...	----	300.00	45 Days	0.00	0.00	0.00	300.00	190
IV-00...	12/01...	ALPHA & BETA C...	----	42.40	45 Days	0.00	0.00	0.00	42.40	183
IV-00...	01/03...	US CORPORATIO...	USD	15.28	30 Days	0.00	0.00	0.00	15.28	149
IV-00...	18/03...	ALPHA & BETA C...	----	106.00	45 Days	0.00	0.00	0.00	106.00	117
1231...	01/04...	ALPHA & BETA C...	----	42.40	45 Days	0.00	0.00	0.00	42.40	103
IV-00...	01/04...	ALPHA & BETA C...	----	300.00	45 Days	0.00	0.00	0.00	300.00	103
IV-00...	01/04...	ALPHA & BETA C...	----	200.35	45 Days	0.00	0.00	0.00	200.35	103
Count = 8				7,235,165.18		12,630.24	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

- 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      OK      Cancel



**Testing Company o**

Date: 27/08/2016  
Page: 1 of 1

To: ALPHA & BETA COMPUTER  
838 JALAN WORLD  
40485 RAWANG  
SELANGOR, DE

**RE : OVERDUE ACCOUNT**

Our record shows that an amount of RM 10.60 is now overdue. A list of overdue invoices is shown 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 Amount: 10.60

We shall be grateful if you could let us have your payment soonest possible.

This is a computer generated document. Please ignore this reminder should you have made the aforesaid payment.

Thank you and best regards,

Yours faithfully,

Account Dept.  
-----

### 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.

Company Name	B/F Local Amt	Inv Local	Payment Local	CN Local Amt	DN Local Amt	Contra Local	Bounced Payment Local	Bounced Refund Local	Refund Local	C/F Local Amt
▶ ABEST TELECOMMUNICATION PTE...	15,655.21									15,655.21
ALPHA & BETA COMPUTER	10.60									10.60
ALPHA & BETA COMPUTER.12	138,232.86	4,309.99	(2,266.00)	(1,060.00)		(500.00)			1,500.00	140,216.85
AB ENTERPRISE SDN BHD	6,961,454.50	300.00								6,961,754.50
ali enterprise	0.00	26.93	(13.33)	(530.00)						(516.40)
CASH SALES-A	(1,498.50)									(1,498.50)
chris	106,106.00									106,106.00
FAUNG TECK WAI	3,084.00									3,084.00
KITTY SECURITY SDN BHD	(4,700.00)									(4,700.00)
STAR TRADING SDN BHD	1,000.00									1,000.00
US CORPORATION PE LTD	(762.75)	389.28								(373.47)
Count = 11	7,218,581.92	5,026.20	(2,279.33)	(1,590.00)	0.00	(500.00)			1,500.00	7,220,738.79

## 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

The screenshot shows the 'Sales Document Listing' application window. The interface includes several filter sections and a data grid. Key elements highlighted with red boxes are:

- Documents:** A dropdown menu set to 'Quotation Listing'.
- Date:** A date range filter set from '01/11/2015' to '30/11/2015'.
- Group/Sort By:** A panel with a list of fields including 'Date', 'Document No', 'Customer Code', 'Customer Name', 'Agent', 'Area', and 'Currency'. The 'Date' checkbox is checked.
- Apply:** A button located below the filter sections.

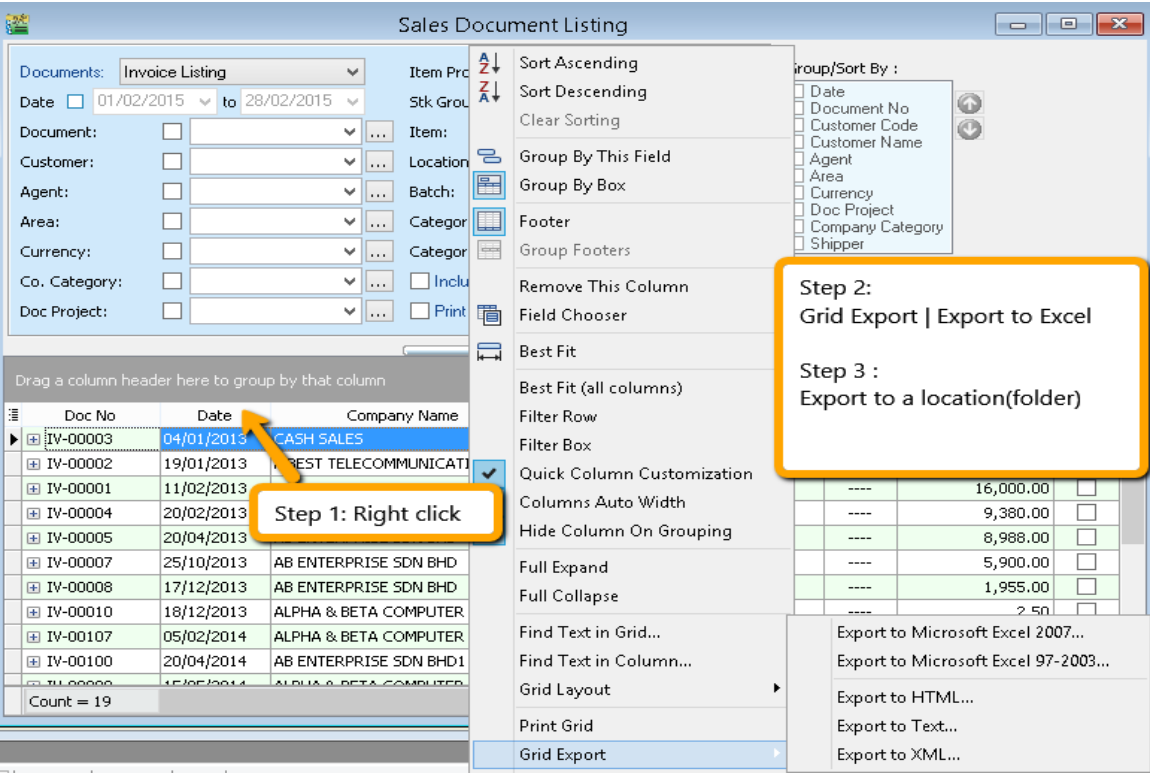
The data grid below shows a list of sales documents with columns: Doc No, Date, Company Name, Agent, Area, Project, Currenc..., Net Total, and Cancel... The grid contains 9 rows of data, with a summary row at the bottom showing 'Count = 9' and a total net value of '98,668.80'.

Doc No	Date	Company Name	Agent	Area	Project	Currenc...	Net Total	Cancel...
QT-00009	09/01/2014	ALPHA & BETA COMPUTER	SY	RAWANG	----	----	5.00	<input type="checkbox"/>
QT-00001	22/01/2014	KITTY SECURITY SDN BHD	HALIM	WW	----	----	80,000.00	<input type="checkbox"/>
QT-00002	08/12/2014	A'BEST TELECOMMUNICATION PTE LTD	LF	SINGAPORE	----	S\$	17,400.00	<input type="checkbox"/>
QT-00003	10/12/2014	AB ENTERPRISE SDN BHD	NF	PJ	----	----	100.00	<input type="checkbox"/>
QT-00004	10/12/2014	AB ENTERPRISE SDN BHD	NF	PJ	----	----	500.00	<input type="checkbox"/>
QT-00005	12/12/2014	A'BEST TELECOMMUNICATION PTE LTD	LF	SINGAPORE	----	S\$	50.00	<input type="checkbox"/>
1	19/12/2014	ALPHA & BETA COMPUTER	SY	RAWANG	----	----	500.00	<input type="checkbox"/>
QT-00008	20/12/2014	ALPHA & BETA COMPUTER	SY	RAWANG	----	----	2.50	<input type="checkbox"/>
QT-00011	18/11/2015	ALPHA & BETA COMPUTER	SY	RAWANG	----	----	111.30	<input type="checkbox"/>
Count = 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.**

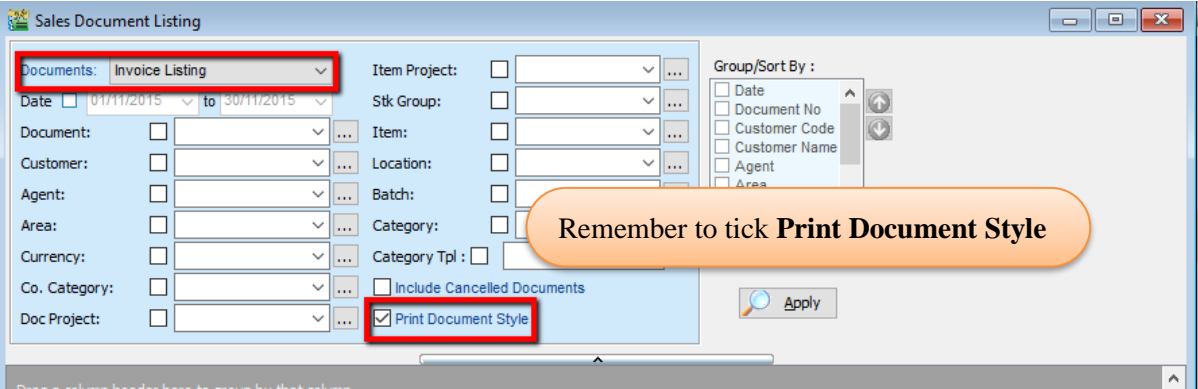


8.3.1.2 Batch Printing Invoices

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”



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.

Step 4: **Apply.**

Doc No	Date	Company Name	Agent	Proj...	Category	Item Code	Orig. Qty	Transfer ...	O/S Qty
DO-00001	11/01/2011	KITTY SECURITY SD...	HALIM	----		M-R-GP300	40.00	16.00	24.00
DO-00002	19/01/2011	A'BEST TELECOMM...	LF	----		E-BAT	5.00	5.00	0.00
DO-00002	19/01/2011	A'BEST TELECOMM...	LF	----		E-T10s	5.00	0.00	5.00
DO-00002	19/01/2011	A'BEST TELECOMM...	LF	----		N-3210	5.00	5.00	0.00
DO-00002	19/01/2011	A'BEST TELECOMM...	LF	----		N-3310	10.00	0.00	10.00
DO-00002	19/01/2011	A'BEST TELECOMM...	LF	----		N-BAT	15.00	0.00	15.00
DO-00006	20/02/2011	ALPHA & BETA COM...	SY	----		N-8250	2.00	2.00	0.00
DO-00006	20/02/2011	ALPHA & BETA COM...	SY	----		N-8850	2.00	2.00	0.00
DO-00007	20/02/2011	KITTY SECURITY SD...	HALIM	----		M-R-GP300	20.00	15.00	5.00
DO-00007	20/02/2011	KITTY SECURITY SD...	HALIM	----		N-BAT	4.00	4.00	0.00
DO-00008	20/02/2011	AB ENTERPRISE SD...	NF	----		N-7110	1.00	1.00	0.00
DO-00008	20/02/2011	AB ENTERPRISE SD...	NF	----		N-8850	2.00	2.00	0.00
Count = 36							5,744.00	2,886.00	

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

Sales Outstanding Delivery Order Listing.rtm

27/08/16 11:34 AM  
ADMIN

### Outstanding Delivery Order Listing

As At 27/08/2016

Page 1 of 2

Date : All  
 Delivery Date: All  
 Document : All  
 Company : All  
 Co Category : All  
 Agent : All  
 Area : All  
 Doc Project : All  
 Project : All  
 Item : All  
 Location : All  
 Category : All  
 Incl Cancelled: No  
 Sort By : DocDate;DocNo;Code

Testing Company ( )

Seq.	Code	Description	U/Price	Delivry date	Orig Qty	O/Stding	Date	Doc No	Tfer Qty
<b>DO-00001 KITTY SECURITY SDN BHD</b>									
1	M-R-GP300	MOTOLORA RADIUS GP300	1,000.0000	11/01/11	40.00	24.00	11/02/11	IV-00001	16.00
<b>DO-00002 A'BEST TELECOMMUNICATION PTE LTD</b>									
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	19/01/11	IV-00002	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	15.00			
<b>DO-00006 ALPHA &amp; BETA COMPUTER12</b>									
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
<b>DO-00007 KITTY SECURITY SDN BHD</b>									
9	M-R-GP300	MOTOLORA RADIUS GP300	1,000.0000	20/02/11	20.00	5.00	09/12/11	CS-00002	15.00
10	N-BAT	NOKIA BATTERY	150.0000	20/02/11	4.00	0.00	09/12/11	CS-00002	4.00
<b>DO-00008 AB ENTERPRISE SDN BHD</b>									
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
<b>DO-00003 KITTY SECURITY SDN BHD</b>									
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

Page 1 of 2      27.08.2016 11:34:12      Sales Outstanding Delivery Order Listing.rtm

## 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.**

The screenshot shows the 'Stock Card' window with the following settings: Date range 01/11/2015 to 30/11/2015, Item: ANT, and various checkboxes for printing and costing options. The table below shows the transaction history:

Post Date	Doc No	Doc Description	U. Cost	U. Price	Qty In	Qty Out	Bal Qty	Cost
01/01/2011		(Balance b/d)					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		

### 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.**

The screenshot shows the 'Stock Card Qty' window with the following settings: Date range 01/11/2015 to 30/11/2015, Item: ANT, and checkboxes for printing and costing options. The table below shows the transaction history:

Post Date	Doc No	Doc Description	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	0.00	10.00	0.00
07/01/2011	GR-00004	LION HPHONE AC...	50.00	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.**

StockGroup	ItemCode	Location	Batch	UTD Qty	UTD Cost
ACC	123	----		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

You may get the final figure from here and then update at accounting stock value so that P&L and 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.**

VS




ItemCode	Qty	SO Qty	PO Qty	JO Qty	Avail Qty
ANT	-1,351.00	17.00	50.00	-1.00	-1,319.00
E-BAT	-3.00	0.00	85.00	0.00	82.00
JSON2	10.00	0.00	0.00	0.00	10.00
M-BAT	0.00	0.00	0.00	0.00	0.00
M-P7689	0.00	0.00	0.00	0.00	0.00
M-PRE-120	-12.00	0.00	0.00	0.00	-12.00
M-PRE-60	0.00	10.00	0.00	0.00	-10.00
M-R-GP300	-1,079.00	0.00	0.00	0.00	-1,079.00
M-STV	-1.00	0.00	0.00	0.00	-1.00
M-STX	0.00	0.00	0.00	0.00	0.00
23	-2,486.00				

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

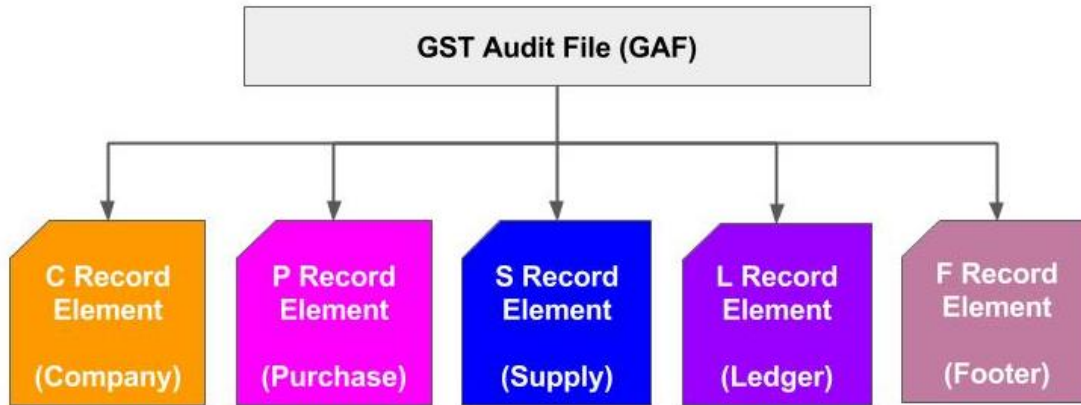
Historical of changes in GST Accounting Guideline.

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

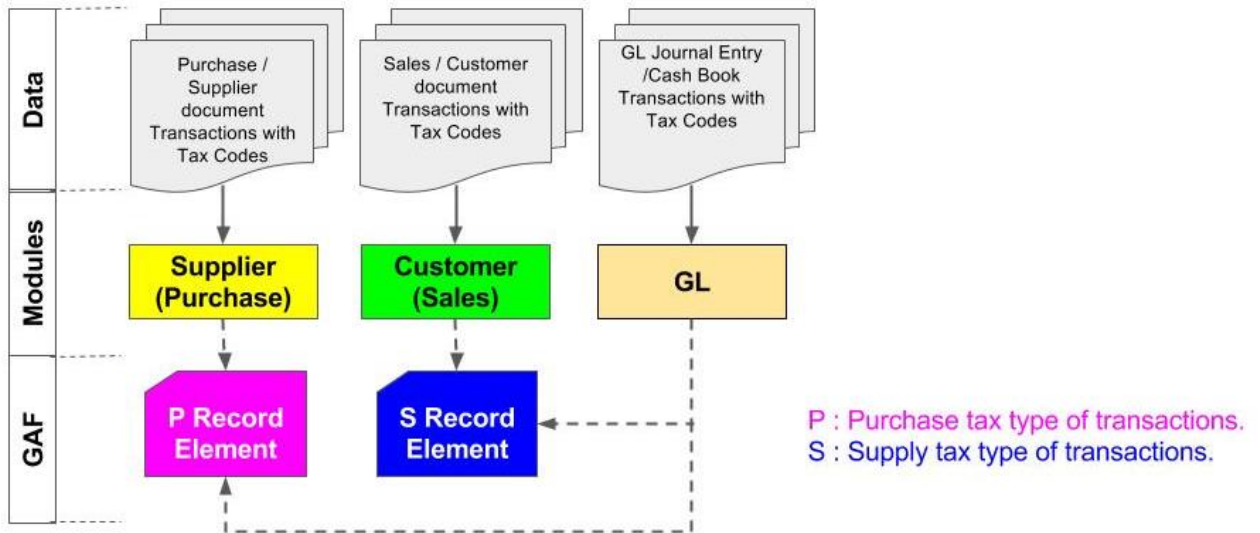
 Starting point to change

## 9.1 GST Audit File (GAF)

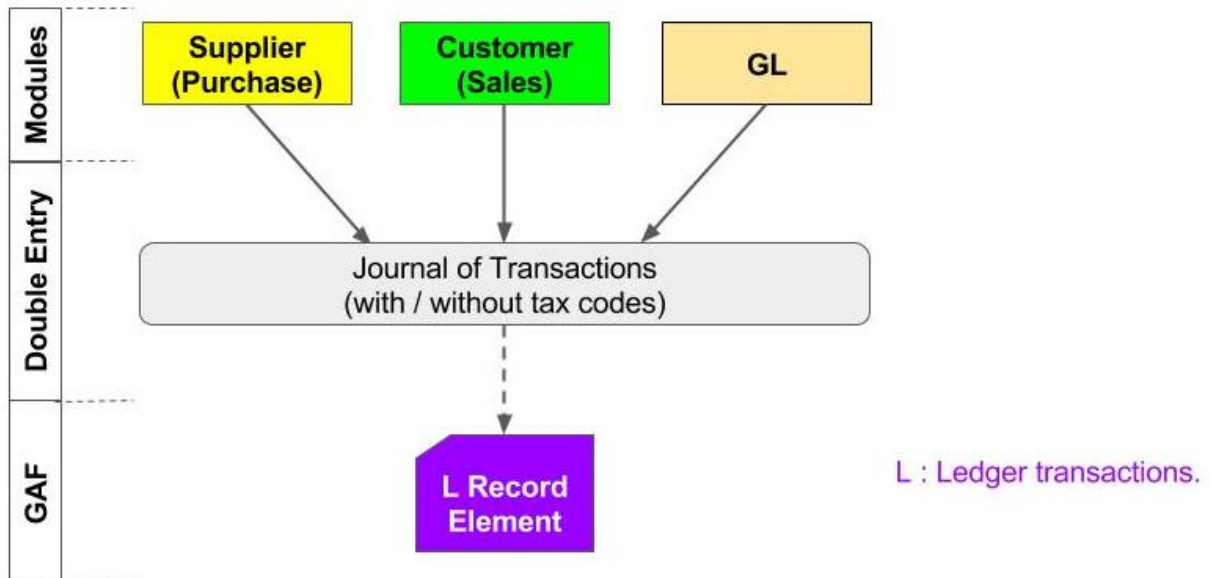
- GAF is constructed from 5 records elements.



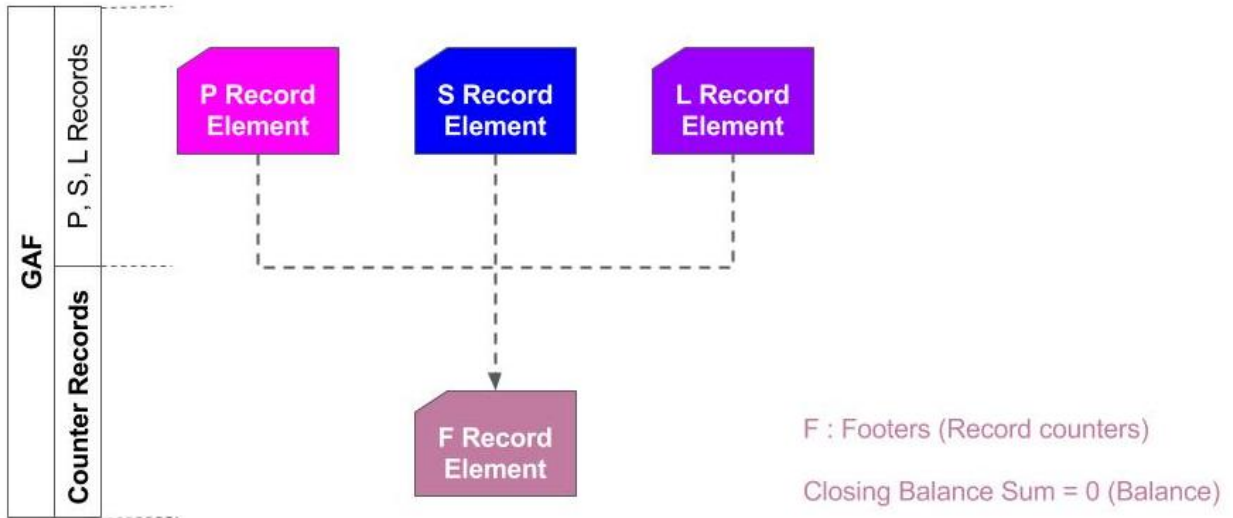
- GAF – Record Elements (P, S).



- GAF – Record Elements (L).



4. GAF – Record Elements (F).



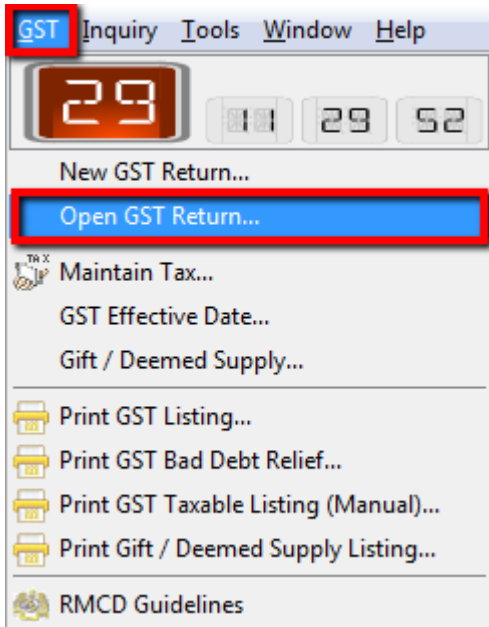
9.2 Generate GAF

<https://www.youtube.com/watch?v=EoyLOMs5pOg&feature=youtu.be>

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.**



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).**

Open GST Return

Status	Date From	Date To	Description	Σ Outpu...	Σ Input ...	GST Amount Pa...	Journal ...
	01/04/2015	30/06/2015	GST Return - 01 A...	232.50	2,929.92	Claimable: 2,697.42	JVGST-2...
	01/07/2015	30/09/2015	GST Return - 01 J...	11,412.76	6.30	11,406.46	JVGST-2...
	01/10/2015	31/12/2015	GST Return - 01 O...	673.47	1,282.94	Claimable: 609.47	JVGST-2...
	01/01/2016	31/03/2016	GST Return - 01 J...	436.78	12,261.30	Claimable: 11,824.52	JVGST-2...

Count = 4      12,755.51    16,480.46    (3,724.95)

New GST Return

Print GST Listing...  
Generate GST Audit File (GAF)...

Click on the arrow down button and select "Generate GST Audit File (GAF)"

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	0.00
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	0.00
08/10/2015	150-501		LT		328	JV-00035	GENERAL	0.00	100.00	(100.00)
01/10/2015	150-502	Balance B/F	LT					0.00	0.00	100.00
01/10/2015	200-200	Balance B/F	FA					0.00	0.00	1,250.00
01/10/2015	200-205	Balance B/F	FA					0.00	0.00	0.00
02/12/2015	200-205		FA	HSBC - USD ACCOUNT - ...	406	OR-00073	BANK	0.00	374.00	(374.00)
01/10/2015	200-400	Balance B/F	FA					0.00	0.00	200,000.00
01/10/2015	200-400		FA		300	JV-00033	GENERAL	943.40	0.00	200,943.40
01/10/2015	200-600	Balance B/F	FA					0.00	0.00	0.00
29/10/2015	200-600		FA		350	JV-00039	GENERAL	100.00	0.00	100.00
01/10/2015	310-001	Balance B/F	CA					0.00	0.00	(14,686.90)
08/10/2015	310-001	Payment For Account	CA	DIGI COMMUNICATION ...	316	PV-00065	BANK	0.00	150.00	(14,836.90)
12/11/2015	310-001	Payment For Account	CA	chris	353	OR-00070	BANK	2.65	0.00	(14,834.25)
07/12/2015	310-001		CA	Tan Ali	407	PV-00067	BANK	0.00	100.00	(14,934.25)
01/10/2015	310-002	Balance B/F	CA					0.00	0.00	50.00
01/10/2015	310-003	Balance B/F	CA					0.00	0.00	1,510.00
01/10/2015	310-004	Balance B/F	CA					0.00	0.00	(576.00)
02/12/2015	310-004		CA	12312	406	OR-00073	BANK	374.00	0.00	(202.00)
01/10/2015	310-006	Balance B/F	CA					0.00	0.00	2,478.95
01/10/2015	320-000	Balance B/F	CA					0.00	0.00	5.00
01/10/2015	325-000	Balance B/F	CA					0.00	0.00	1,434.00
01/10/2015	405-000	Balance B/F	CL					0.00	0.00	100.00
01/10/2015	420-000	Balance B/F	CL					0.00	0.00	54,000.00
01/10/2015	430-000	Balance B/F	CL					0.00	0.00	(254,000.00)
01/10/2015	450-000	Balance B/F	CL					0.00	0.00	(60.00)
01/10/2015	500-000	Balance B/F	SL					0.00	0.00	(5,205.01)
120 trans(s)								74,573.62	74,473.62	

Save As Text

Step 4: You may check the report.

Step 5: Click on **Save as Text**.

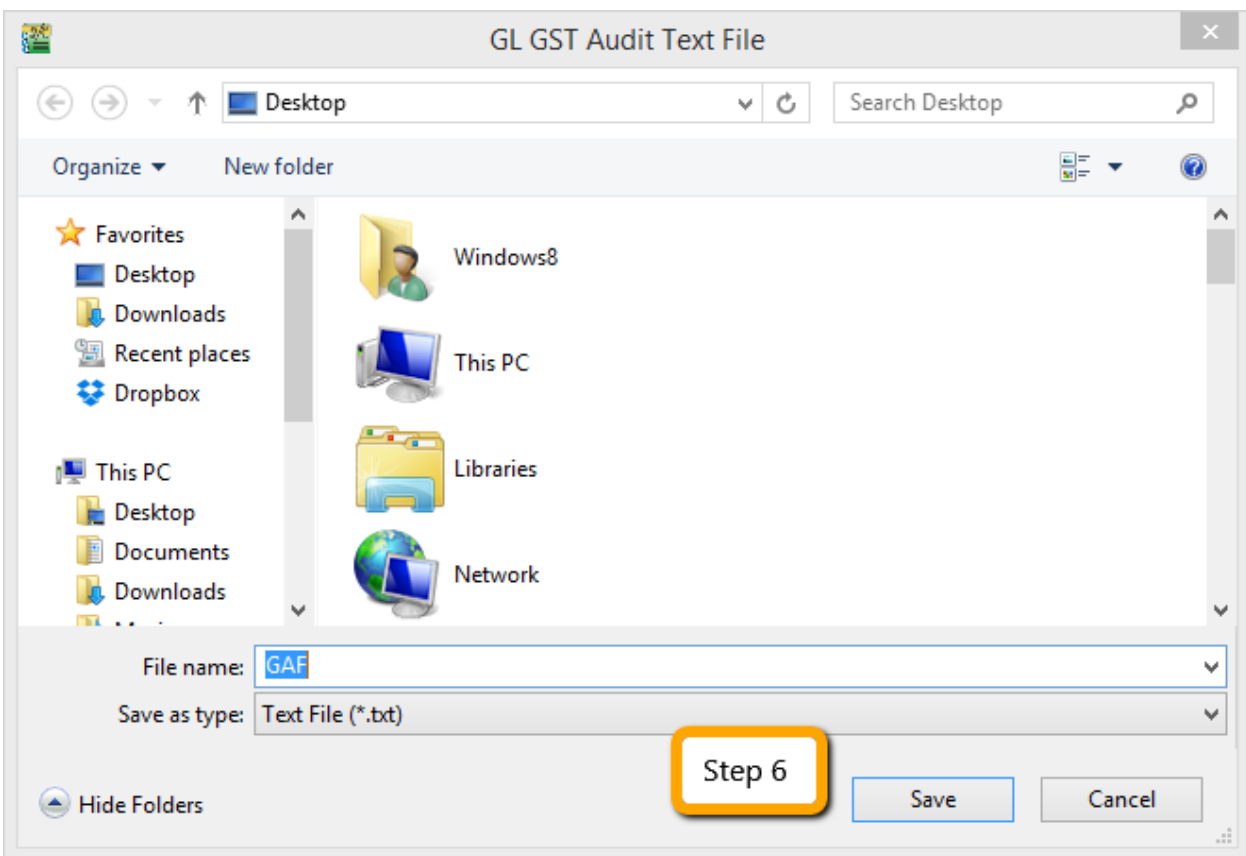
GST Audit

General Ledger | Sales | Purchase

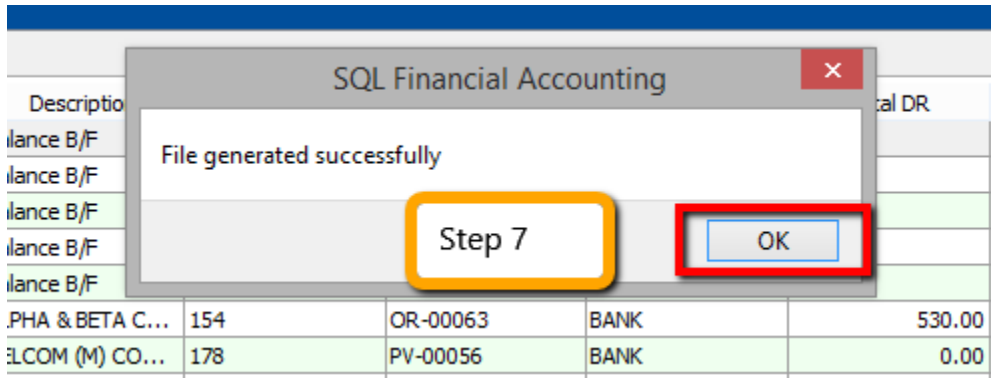
Trans D...	Account	Acc Desc	Acc T...	Name	Trans ID	Source ...	Journal	Local DR	Local CR	Local Bal...
01/10/2...	100-001	Balance B/F	CP					0.00	0.00	(883.50)
01/10/2...	100-002	Balance B/F	CP					0.00	0.00	0.00
01/10/2...	100-002		CP		300	JV-00033	GENERAL	0.00	1,000.00	(1,000.00)
01/10/2...	100-002		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	

Save As Text

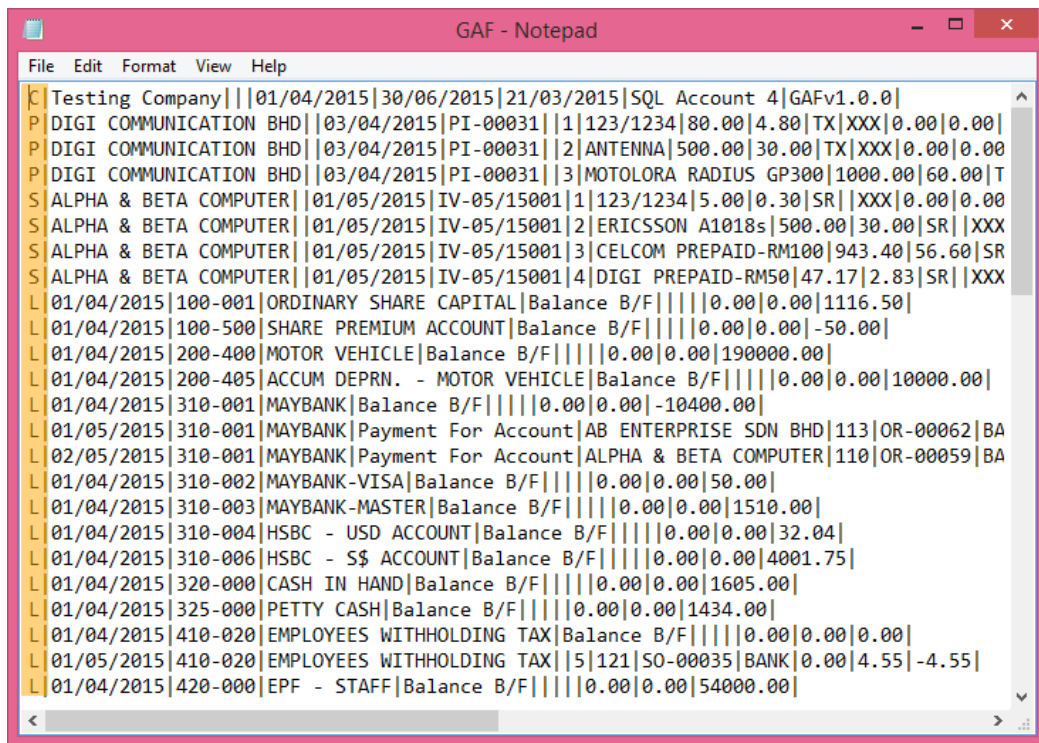
Step 6: Save your GAF text file to desktop.



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



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



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.**







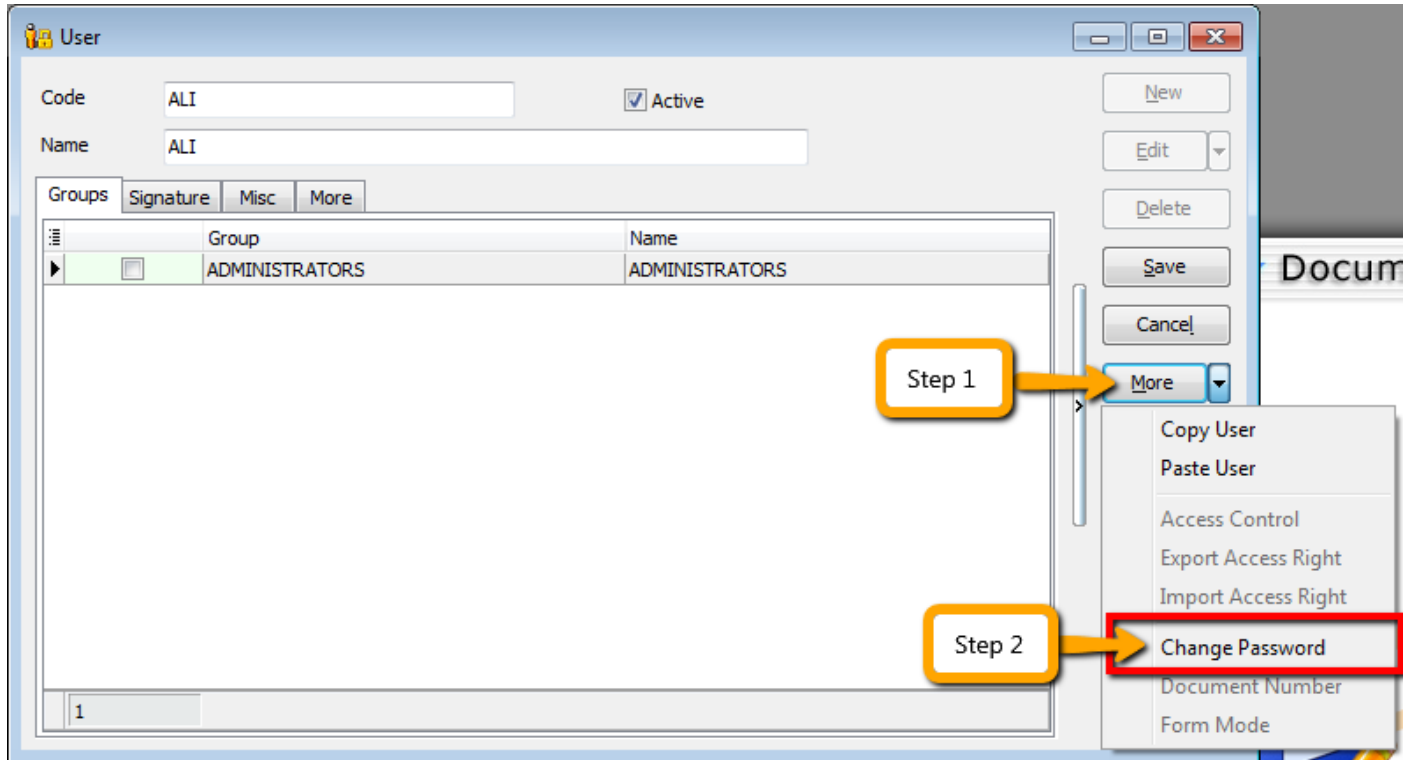
## 10 Tools

### 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

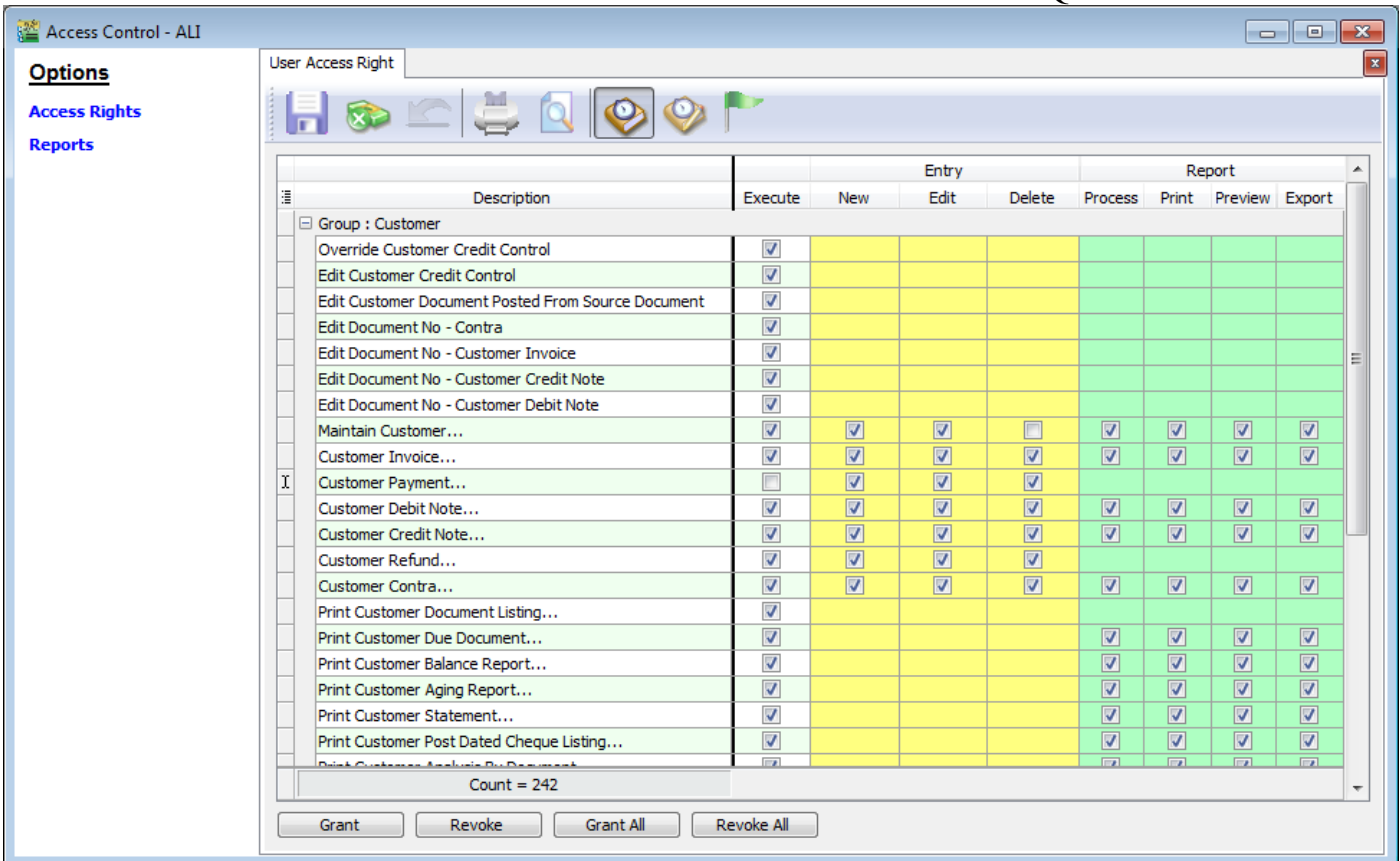
[https://www.youtube.com/watch?v=t\\_TJKdOihfw&feature=youtu.be](https://www.youtube.com/watch?v=t_TJKdOihfw&feature=youtu.be)

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.



## 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:

<code>%n</code>	n is the numeric value (i.e. the number of character to be shown e.g. <code>%5d</code> = 5 character)
<code>{@dd/mm/yyyy}</code>	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 <code>{@dd/mm/yyyy}-%5d</code> , next number is 12345 then output will be <b>15/01/2016-12345</b>

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

Step 5: Set the **Next Number** for this document.

The screenshot shows a window titled "Document Number" with the following fields and options:

- Description: Payment Voucher
- Document Type: Payment Voucher
- Format: PV-%.5d
- Script: (empty)
- Frequency: Never Reset (dropdown menu is open showing options: Never Reset, Reset Monthly, Reset Yearly)
- Next Number: 72 (spin box)

Below the Next Number field, the value "PV-00072" is displayed. On the right side of the window, there are buttons for New, Edit, Delete, Save, Cancel, More, Preview, Refresh, and 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.

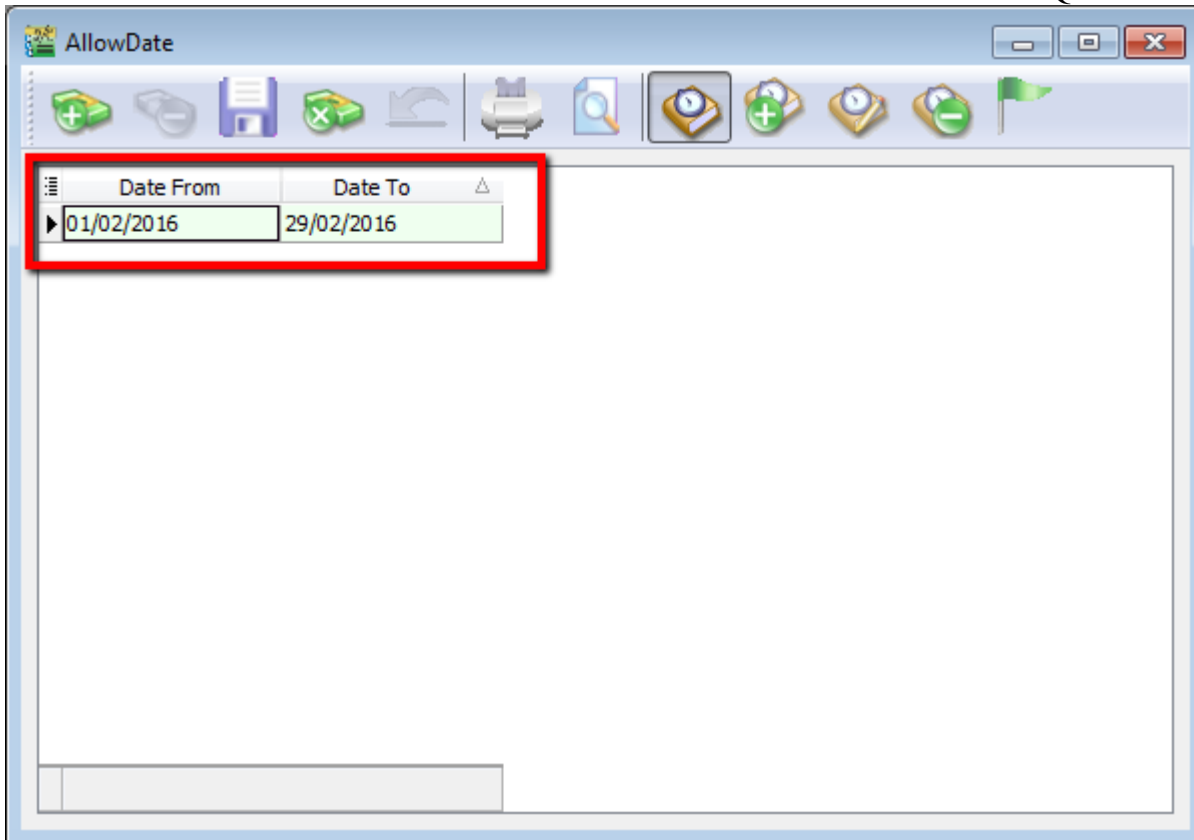
Brief – Any document which date falls within the allowed transaction dates. CAN be edited vice-versa, any document which date falls outside the allowed transaction dated CANNOT be edited/created.

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.**



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.

**Options**  
Access Rights  
Reports

User Access Right

Description	Execute	Entry				Report			
		New	Edit	Delete	Process	Print	Preview	Export	
Group : Tools									
Maintain Acceptable Transaction Date	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Maintain User	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Maintain User Group	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Report Designer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Maintain Document Number	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Analyse Data Integrity	<input checked="" type="checkbox"/>								
Maintain DIY	<input checked="" type="checkbox"/>								
Print Bar Code (Direct Printer)...	<input checked="" type="checkbox"/>								
Print Bar Code (Windows Printer)	<input checked="" type="checkbox"/>								
Override Acceptable Transaction Date	<input type="checkbox"/>								
User Access Right Assignment	<input checked="" type="checkbox"/>								
Maintain Form Mode...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Maintain Agent...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Maintain Area...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Maintain Currency...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Maintain Journal...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Maintain Payment Method...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Maintain Project...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Maintain Terms...	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Maintain Tax...	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Grant    Rev

**Tick = Allow user to override**  
**Un-tick = Disallow user to override.**

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

- **OK = cancel saving**

SQLACC.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

User: ADMIN

Password: ●●●●●●

OK    Cancel

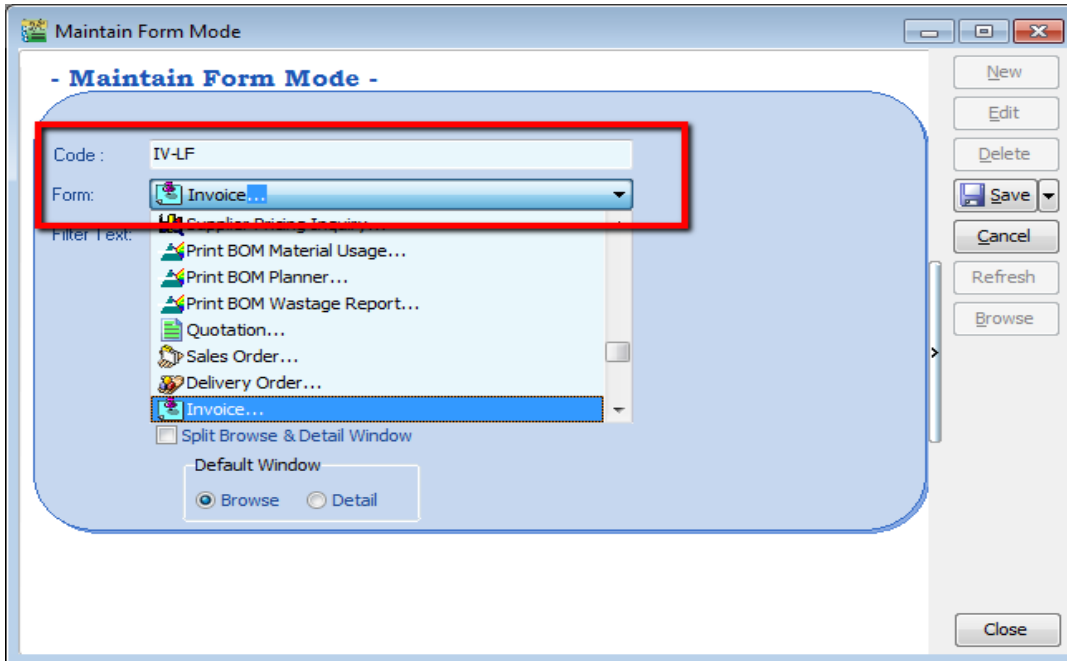
## 10.4 Maintain Form Mode

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*.

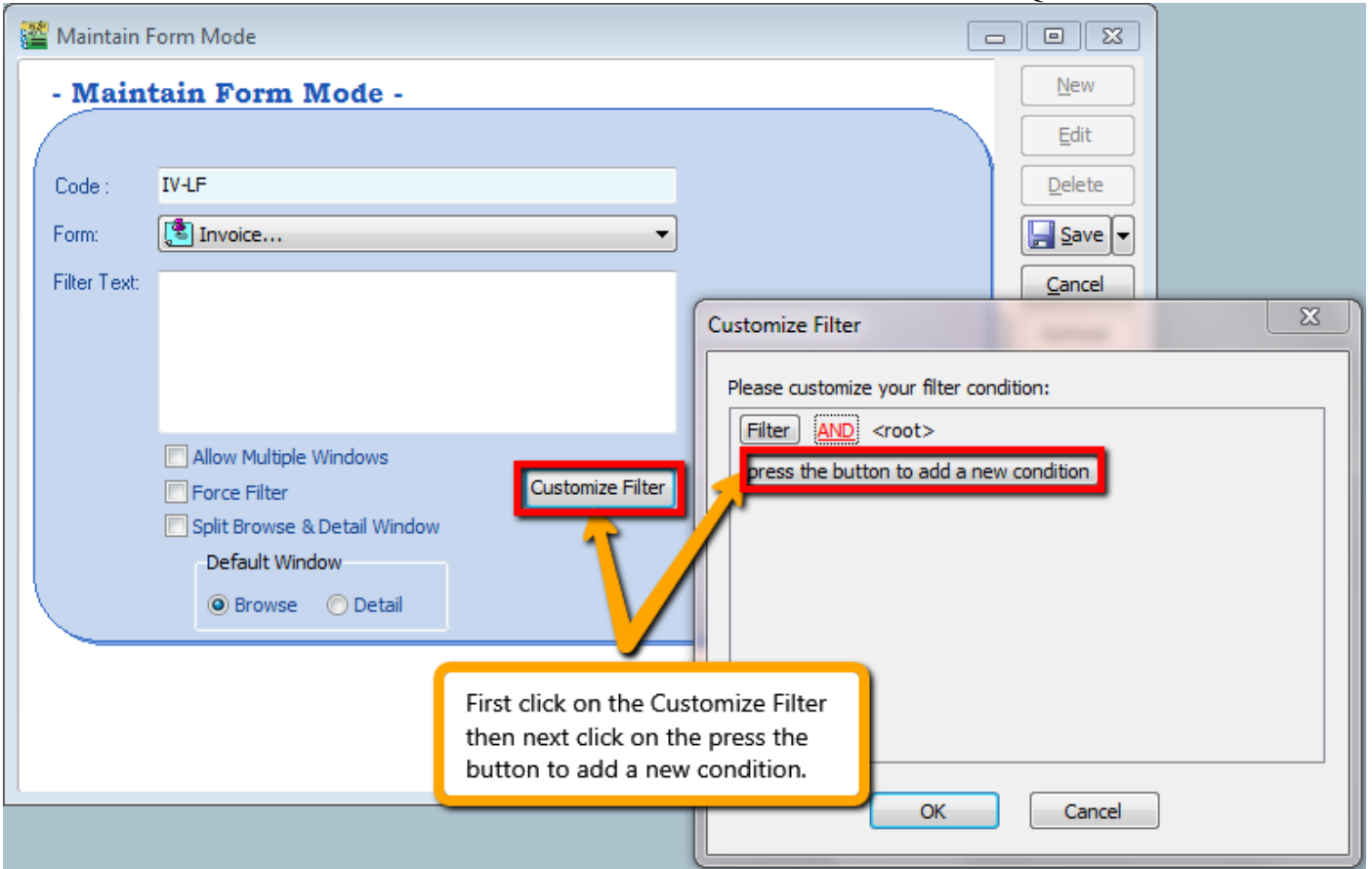
<https://www.youtube.com/watch?v=bqSDZIAhM5I&feature=youtu.be>

Step 1: **Tools | Maintain Form Mode | New.**

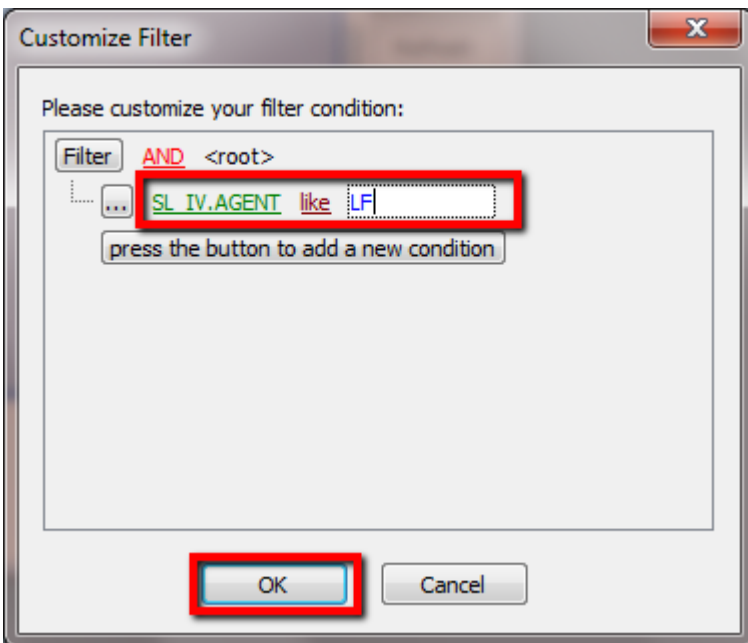
Step 2: **Enter Code & Select the document form that you want to filter, e.g. Invoice**



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



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**.



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

**Maintain Form Mode**

**- Maintain Form Mode -**

Code : IV-LF

Form: Invoice...

Filter Text: (SL\_IV.AGENT LIKE 'LF')

Allow Multiple Windows

Force Filter

Split Browse & Detail Window

Default Window

Browse  Detail

Customize Filter

New

Edit

Delete

Save

Cancel

Refresh

Browse

Close

Other optional setting:

**Maintain Form Mode**

**- Maintain Form Mode -**

Code : IV-LF

Form: Invoice...

Filter Text: (SL\_IV.AGENT LIKE 'LF')

Allow Multiple Windows

Force Filter

Split Browse & Detail Window

Default Window

Browse  Detail

Customize Filter

New

Edit

Delete

Save

Cancel

Refresh

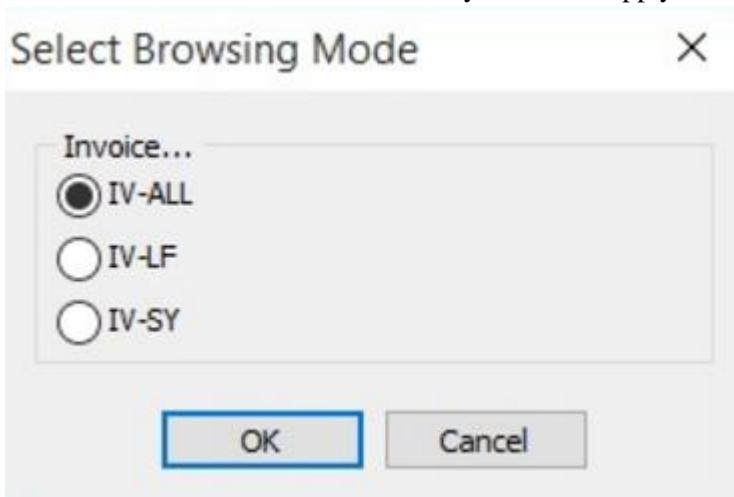
Browse

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

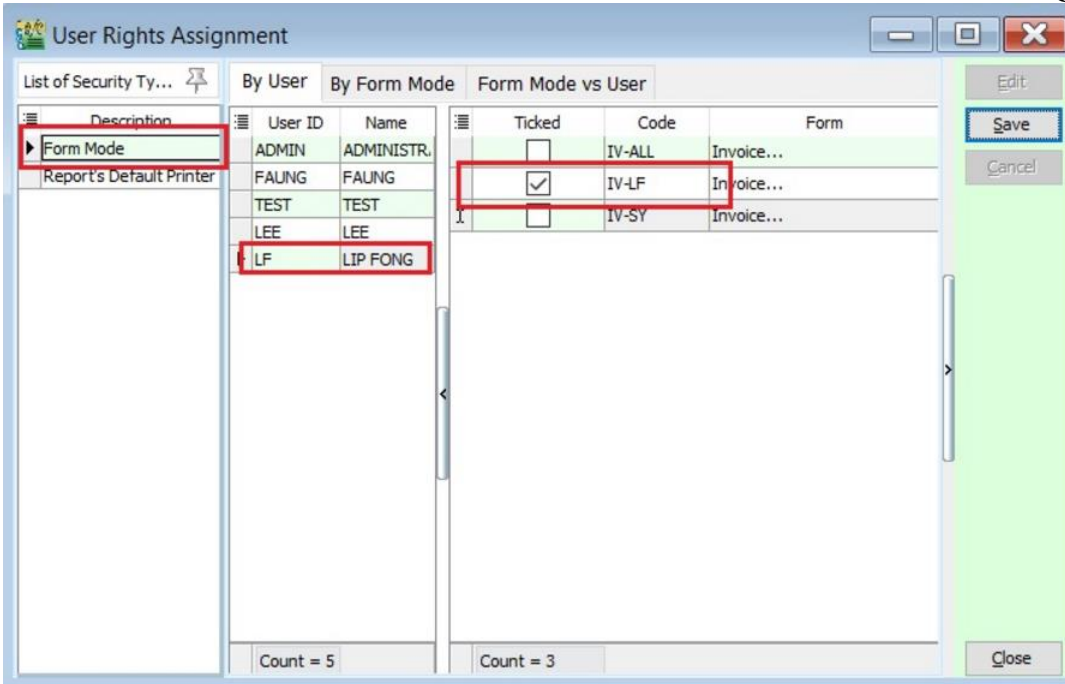
How do I apply the format mode on a specific user?

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

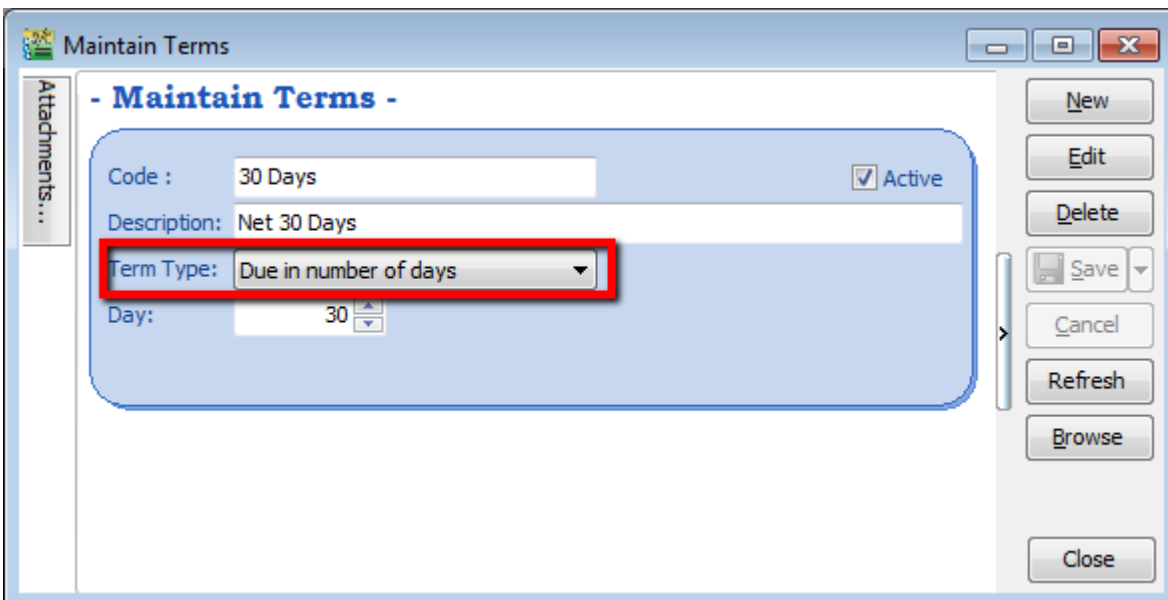


## 10.5 Maintain Terms

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.**



- **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 30<sup>th</sup> day from the document date.

The screenshot shows the 'Maintain Terms' window with the following fields:

- Code : 6th 1mth
- Description: 6th of the next month
- Term Type: Due on specific day of the month (highlighted with a red box)
- Day: 6
- Month: 1

Buttons on the right include: New, Edit, Delete, Save, Cancel, Refresh, Browse, and Close. A sidebar on the left is labeled 'Attachments...'.

- **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<sup>th</sup> of the next month.

The screenshot shows the 'Maintain Terms' window with the following fields:

- Code : 2 months
- Description: 2 months
- Term Type: Due in the month end (highlighted with a red box)
- Month: 2

Buttons on the right include: New, Edit, Delete, Save, Cancel, Refresh, Browse, and Close. A sidebar on the left is labeled 'Attachments...'.

- **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 2<sup>nd</sup> 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 -**

Currency:   
 Symbol:   
 Description:

we BUY at rate:   
 we SELL at rate:  Color:

Date From	Date To	Buying Rate	Selling Rate
<No data to display>			

### Step 2: Maintain Customer / Supplier to assign the currency

**- Maintain Customer -**

Company:   
 Control A/C:  Code:  Cust. Category:

General | Credit Control | Note | Tax

Branch:  Branch Name:   
 Address:   
 Attention:   
 Phone:  Fax:   
 Email:

Area:  Credit Terms:  Statement:   
 Agent:  Aging On:   
 Currency:

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.

**Invoice**

Customer :- 300-T0006 **USD @ 4.0400** **STEP 3a**

Address :- US CORPORATION PE LTD

Description :- Sales

Profit Estimator

Item Code	Description	Qty	UOM	U/Price	Disc	Sub Total	Tax	Tax ...	Tax In...	Tax Amt	Sub Total (Tax)
JSON2	JSON2	2.00	UNIT	10.00		20.00	SE		<input type="checkbox"/>	0.00	20.00
1 records		2.00				20.00				0.00	20.00

Deposit Amount: 0.00

**Local Net Total: 80.80** **STEP 3c** **Net Total (USD): 20.00**

**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 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).

The screenshot shows the 'Customer Payment Entry' window. Key elements include:

- STEP 1:** Customer Code: 300-T0006, Currency: USD.
- STEP 4b:** Rate: 4.2500.
- STEP 2 & 3:** Received In: MAYBANK, Paid Amount (RM): 85.00, Local Amount: 85.00.
- STEP 4a:** A table with columns: Type, Date, Doc No., Amount, Outstanding, Pay, Rate, GainLoss. The first row shows: IV, 18/10/2018, IV-00101, 20.00, 0.00, 20.00, [checked], 4.0400, (4.20).

Type	Date	Doc No.	Amount	Outstanding	Pay	Rate	GainLoss
IV	18/10/2018	IV-00101	20.00	0.00	20.00	4.0400	(4.20)
Total:			20.00	0.00	20.00		(4.20)

10.6.1.2 Customer Invoice **billing in USD, Payment paid in your Foreign USD Bank** (Advance Currency modules required)

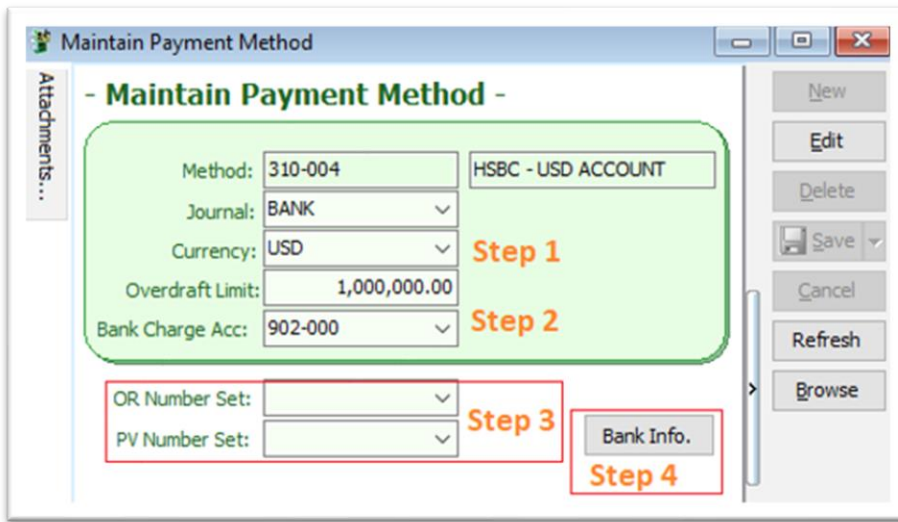
Go to Tools | Maintain Payment | edit your USD Bank

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

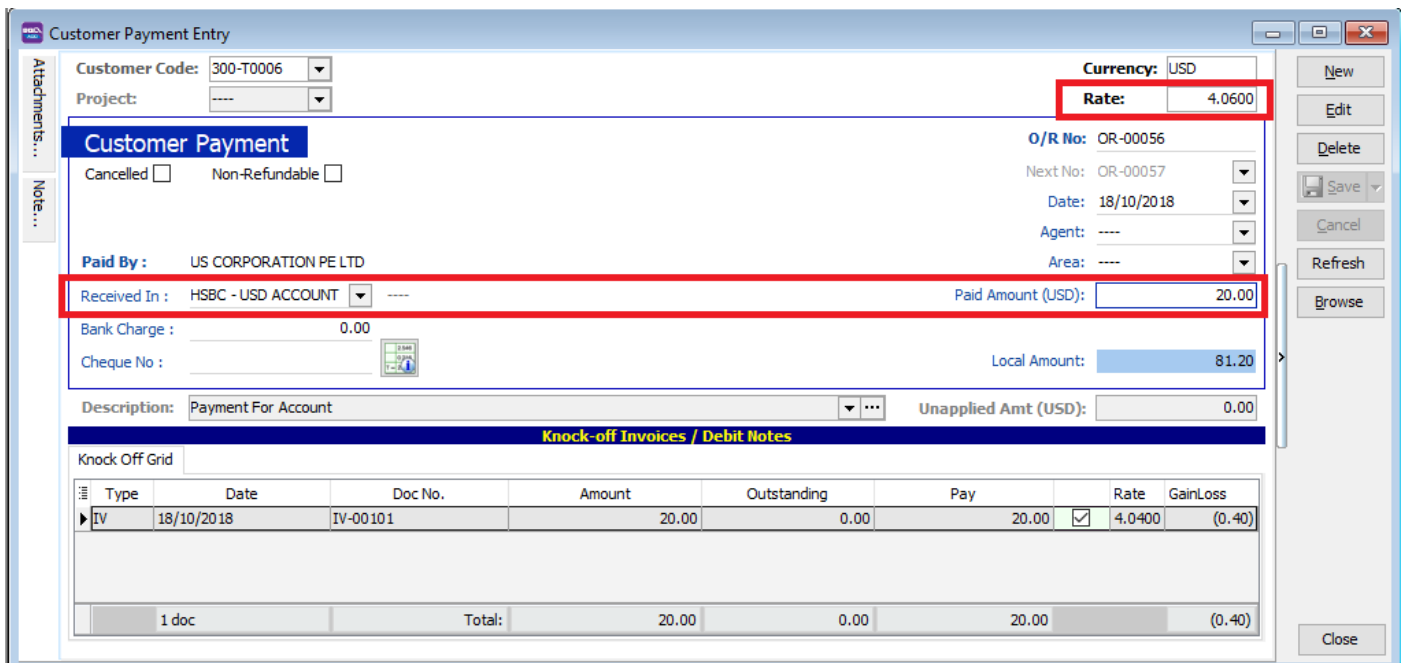
Step 2 Bank Charge Acc: You can pre-set bank charges account to the payment method accordingly.

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)



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.



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.

Customer Payment Entry

Customer Code: 300-T0006 **STEP 2b** Currency: USD  
 Project: --- Rate: 4.2500

**Customer Payment**  
 Canceled  Non-Refundable

**Paid By :** US CORPORATION PE LTD  
 O/R No: OR-00056  
 Next No: OR-00057  
 Date: 18/10/2018  
 Agent: ---  
 Area: ---

**Received In :** HSBC - S\$ ACCOUNT **STEP 1** Paid Amount (S\$): 25.00  
 Bank Charge : 0.00 S\$ @ Rate: 3.4000  
 Cheque No : Local Amount: 85.00

Description: Payment For Account Unapplied Amt (USD): 0.00

**Knock-off Invoices / Debit Notes**

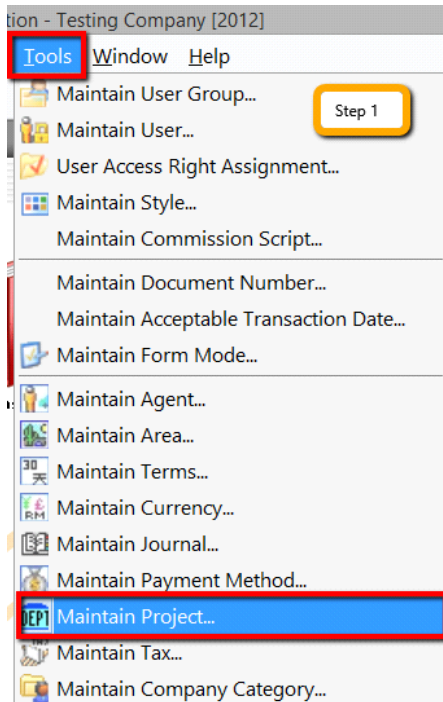
Type	Date	Doc No.	Amount	Outstanding	Pay	Rate	GainLoss
IV	18/10/2018	IV-00101	20.00	0.00	20.00	4.0400	(4.20)
<b>STEP 2a</b>							
1 doc			Total:	20.00	0.00	20.00	(4.20)



## 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.

**- Maintain Project -**

Code : PJ-PetalingJaya Step 2  Active

Description: PJ-PetalingJaya

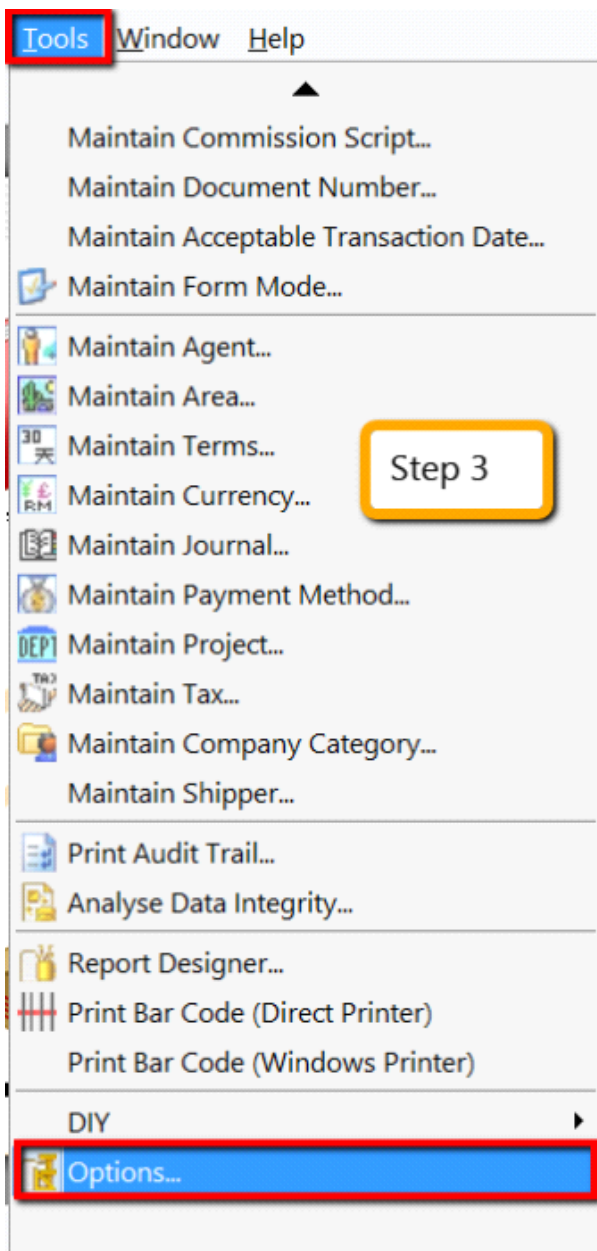
Project Value: 1,000,000.00

Project Cost: 500,000.00

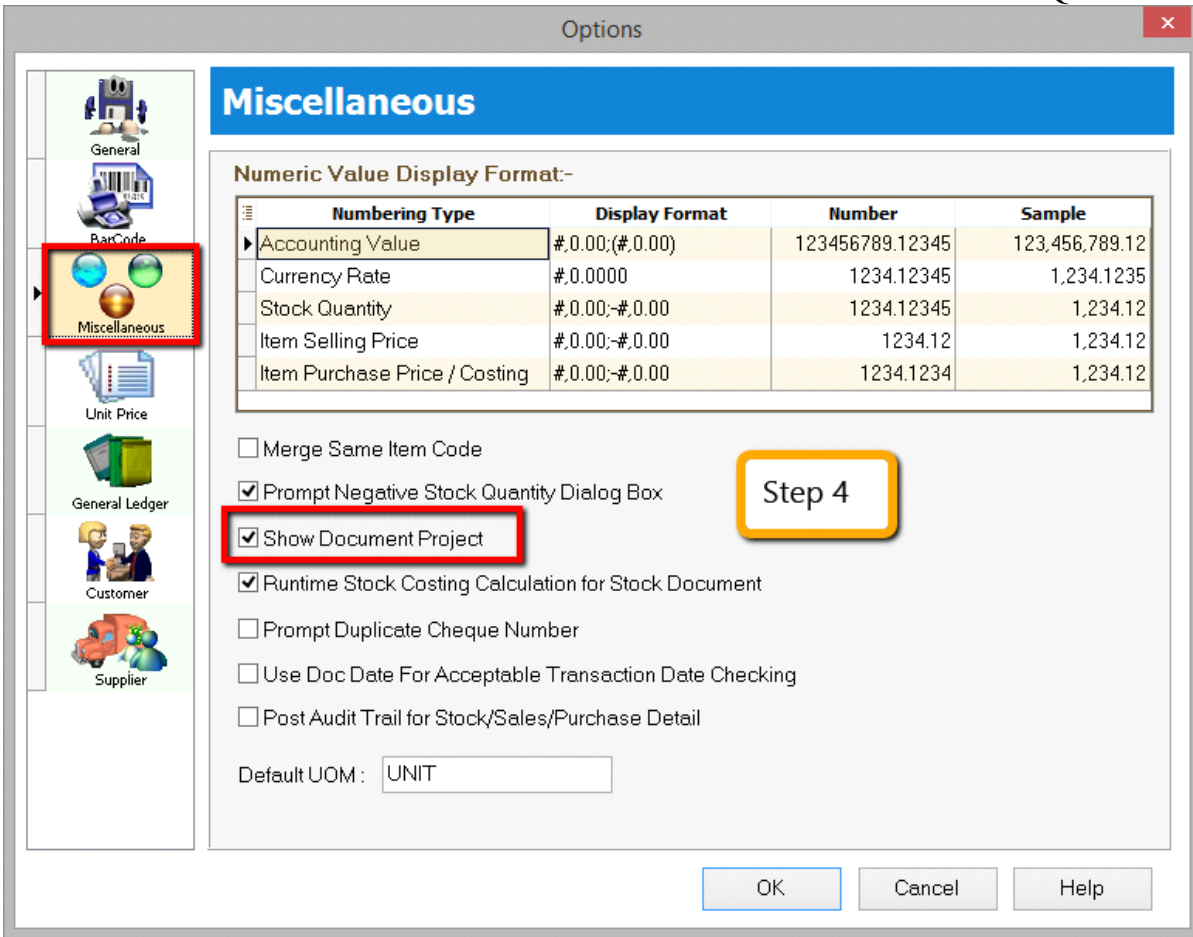
Project Value and Project Cost is just for remark purpose only, it's won't bring any impact for reporting and transaction.

Buttons: New, Edit, Delete, Save, Cancel, Refresh, Browse, Close

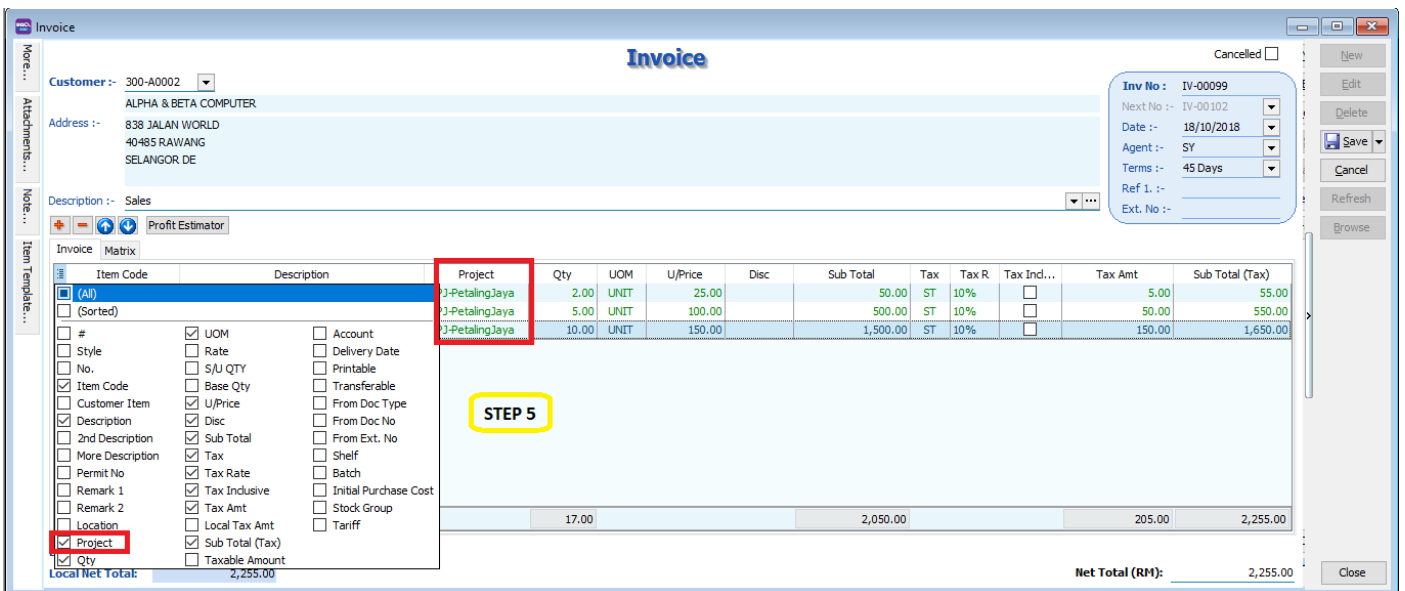
Step 3: Click on **Tools | Options**.



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

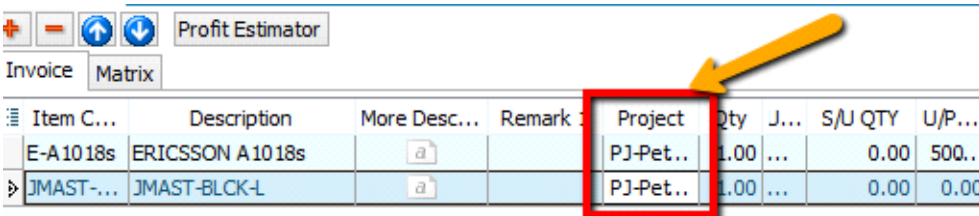
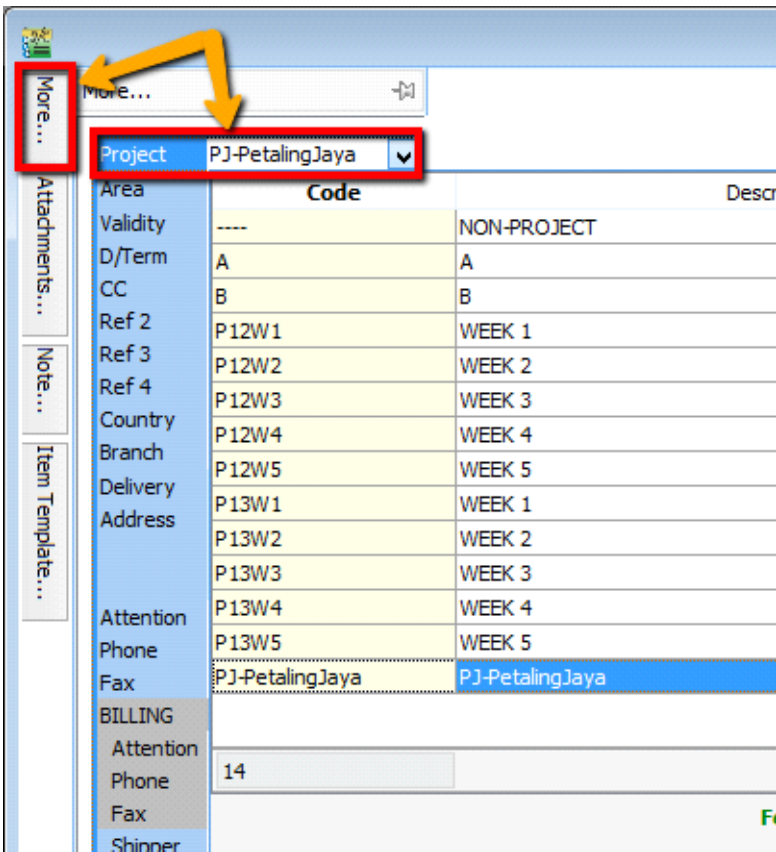


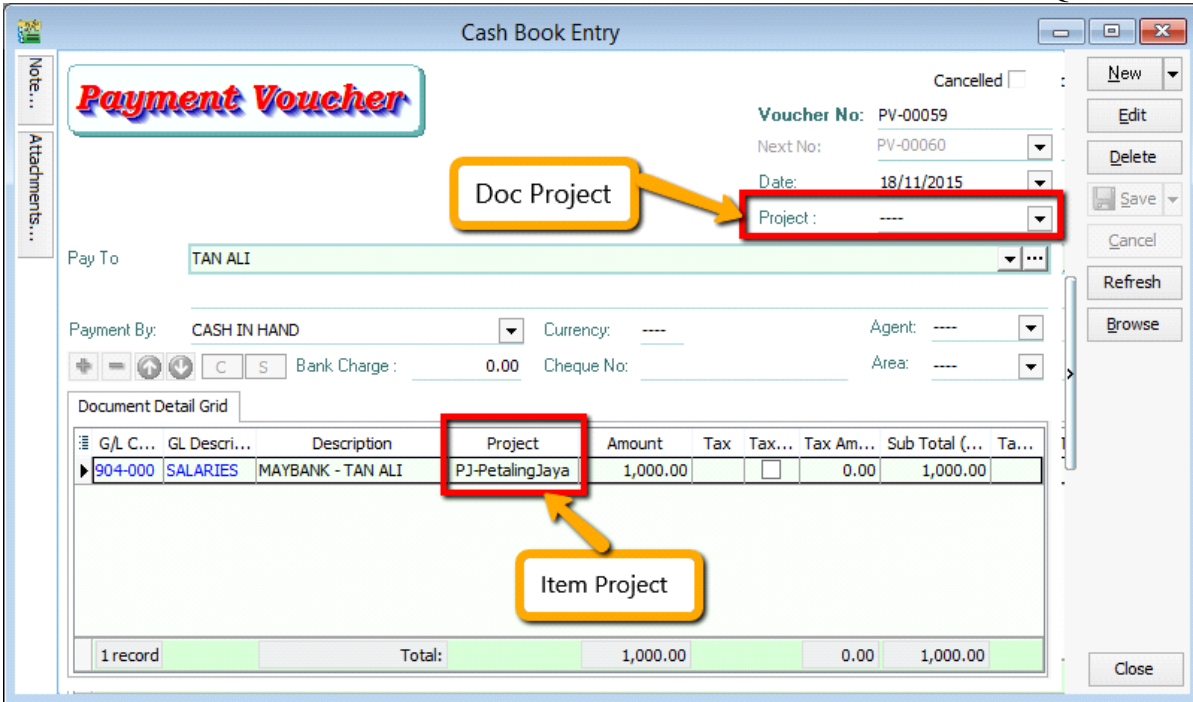
Step 5: During sales and purchase transactions, make sure you can the project column, then update accordingly.



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)?**

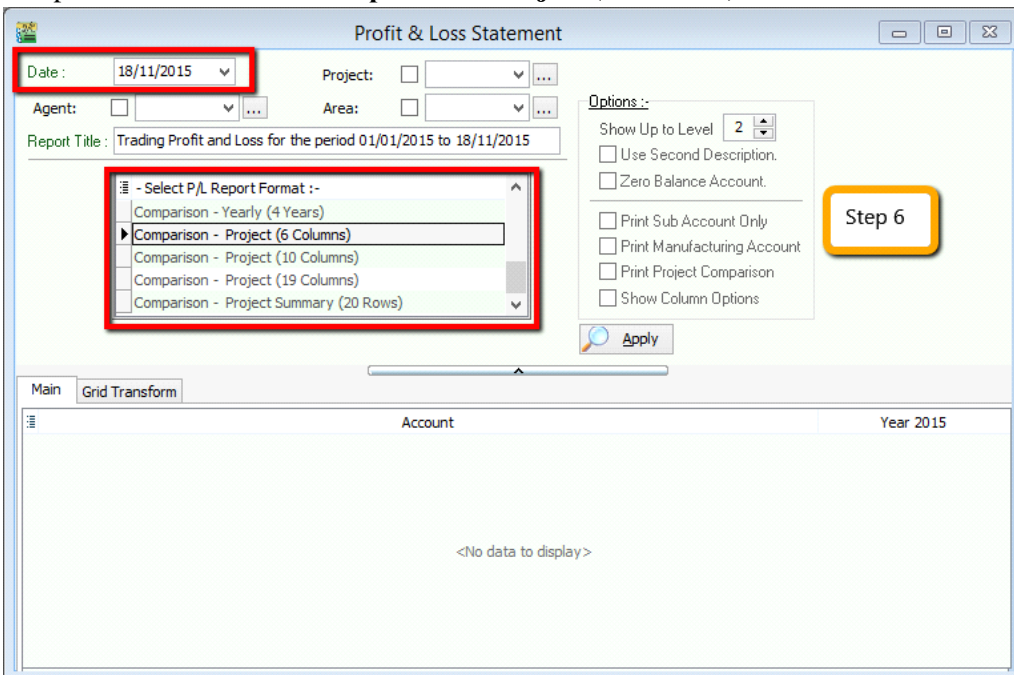




The project feature is also available for GL | Cash Book Entry.

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)**”

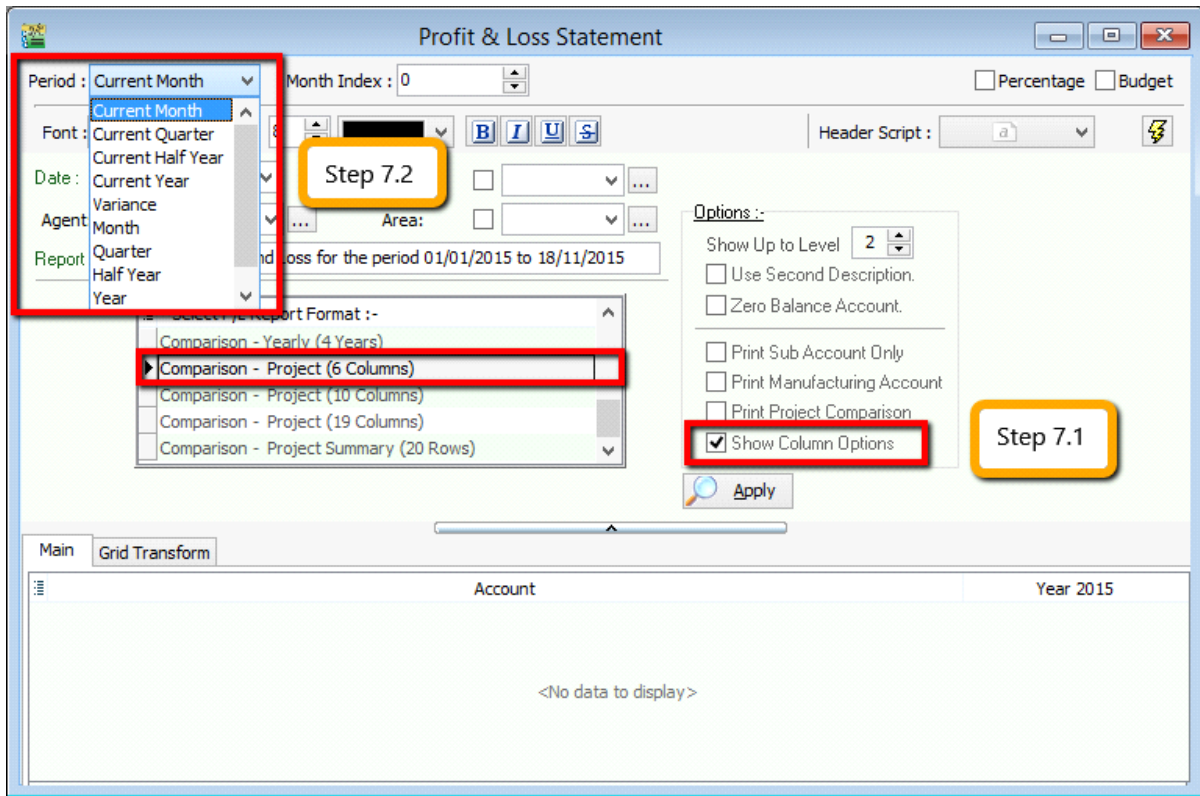


*6 Columns = up to 6 projects  
 10 Columns = up to 10 projects  
 19 Columns = up to 19 projects.*

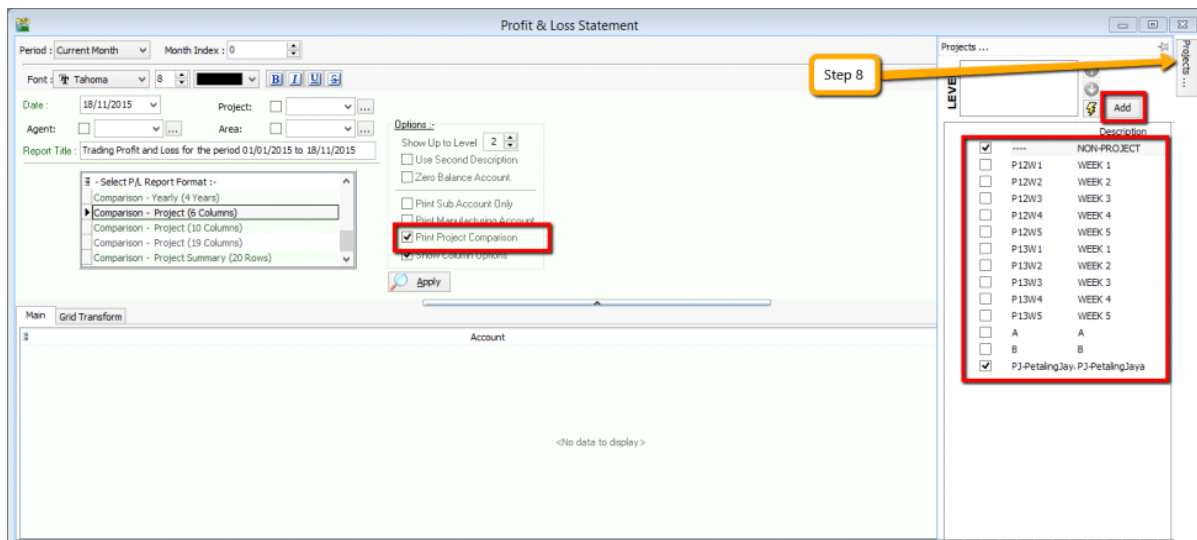
Step 7:

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”**.



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**.



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

The screenshot shows the 'Profit & Loss Statement' window. The 'Apply' button is highlighted with a red box and an arrow labeled 'Step 9'. The report table below shows the following data:

Account	Project Total	Project Total (%)	Year 2015	PJ-PetalingJaya
<b>SALES</b>				
SALES	0.00	0.00	5.00	0.00
SALES-HANDPHONES	50,000.00	100.00	51,099.99	0.00
SALES-ACCESSORIES	0.00	0.00	109,684.21	0.00
SALES-PREPAID	0.00	0.00	990.57	0.00
	50,000.00	100.00	161,779.77	0.00
<b>SALES ADJUSTMENT</b>				
RETURN INWARDS-HANDPHONES	0.00	0.00	(2,000.00)	0.00
	0.00	0.00	(2,000.00)	0.00
<b>NET SALES</b>	50,000.00	100.00	159,779.77	0.00
<b>COST OF GOODS SOLD</b>				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.



Step 1: **Tools | Options | Customer**

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

The screenshot shows the 'Options' window for 'Customer'. The 'Customer' option is selected in the left sidebar. The '5 Cents Rounding (Sales Invoice)' checkbox is checked and highlighted with a red box.



Invoice

Customer :- 300-A0002  
ALPHA & BETA COMPUTER  
Address :- 838 JALAN WORLD  
40485 RAWANG  
SELANGOR DE

Description :- Sales

Inv No : IV-00102  
Next No :- IV-00103  
Date :- 18/10/2018  
Agent :- SY  
Terms :- 45 Days  
Ref 1 :-  
Ext. No :-

Profit Estimator

Item Code	Description	Project	Qty	UOM	U/Price	Disc	Sub Total	Tax	Ta...	Tax ...	Tax Amt	Sub Total (T
6514/120/0...	6514/120/00946	----	55.00	UNIT	2.66		146.30	ST	10%		14.63	160.93
RTN5Cents	5 Cents Rounding	----	1.00	UNIT	0.02		0.02				0.00	0.02
2 records			56.00				146.32				14.63	160.95

Deposit Amount: 0.00  
Local Net Total: 160.95  
Net Total (RM): 160.95

## 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	File Format	Intrabank Transfer	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



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

Maintain Payment Method

Attachments...

**- Maintain Payment Method -**

Method: 310-007 IBG

Journal: BANK

Currency: ----

Overdraft Limit: 0.00

Bank Charge Acc:

OR Number Set:

PV Number Set:

Bank Info.

New

Edit

Delete

Save

Cancel

Refresh

Browse

Close

Step 2: Choose a Bank.

Bank Information

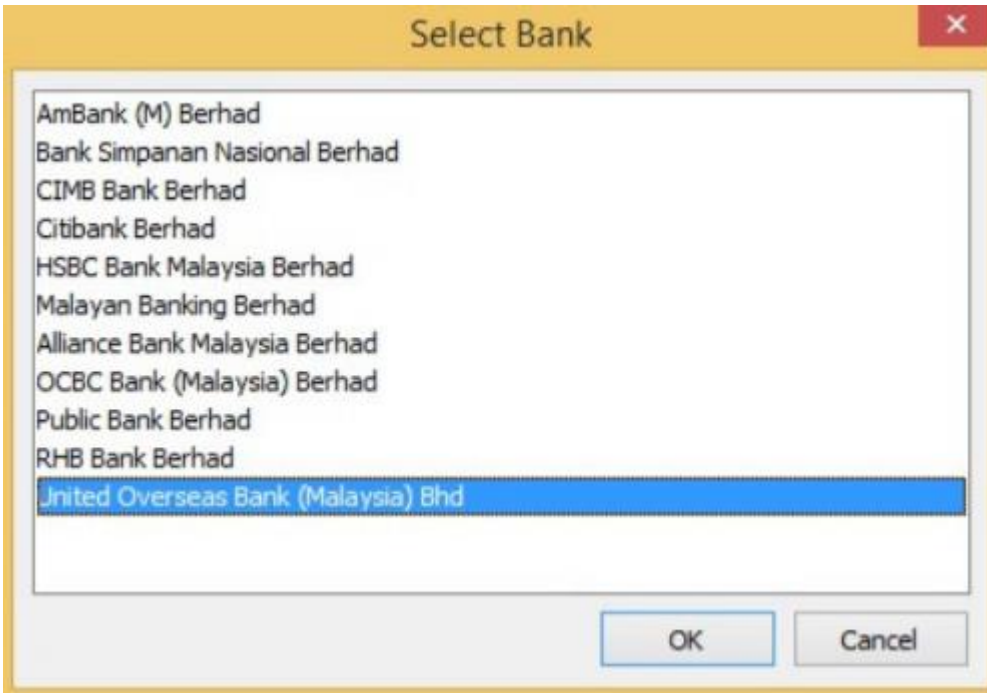
Bank Please choose a bank

...

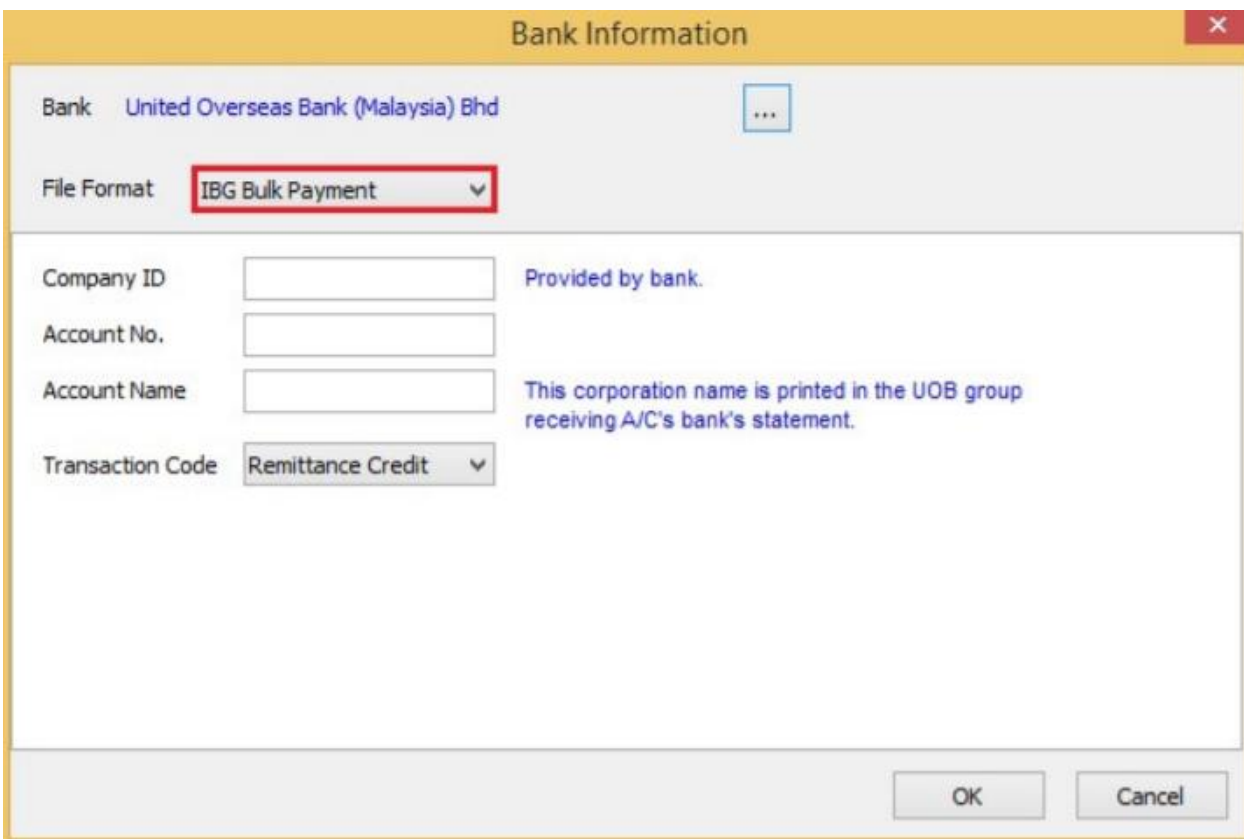
OK

Cancel

Step 3: Click Ok.



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



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

**Bank Information**

Bank: United Overseas Bank (Malaysia) Bhd

File Format: IBG 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: Remittance Credit

Buttons: OK, Cancel

### 11.2 Supplier Bank Account

Step 1: Add Bank Account and Save.

**Maintain Supplier**

- Maintain Supplier -

Company: TEST

Control A/C: 400-000 Code: 400-T0001 Supp. Category: ----

Tabs: General, Note, Tax, Bank Account

Bank	Account No.	Account Name	ID Type	ID	Active
CIMB Bank	9876543210	C	New IC	888888888888	✓

Buttons: New, Edit, Delete, Save, Cancel, Refresh, Browse

### 11.3 Supplier Payment Method

Step 1: Select Supplier Bank from drop down list.

Supplier Payment Entry

Supplier Code: 400-T0001 Supplier Bank: Currency: ----

Project : CIMB Bank

**Supplier Payment** P/V No : PV-00057

Cancelled  Next No : PV-00062

Pay to : TEST Date : 12/02/2014

Payment By : IBG Agent : ----

Bank Charge : 0.00 Area : ----

Cheque No : Paid Amount : 2,000.00

Description: Payment For Account Unapplied Amt: 700.00

**Knock-off Invoices / Debit Notes**

Knock Off Grid

Ty...	Date	Post Date	Doc No.	Amount	Outstanding	Pay	
PI	12/02/2014	12/02/2014	PI-00029	1,000.00	0.00	1,000.00	✓
PI	12/02/2014	12/02/2014	PI-00030	2,000.00	1,700.00	300.00	✓

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

Supplier Payment Entry

Supplier Code: 400-T0001 Supplier Bank: Currency: ----

Project : CIMB Bank

**Supplier Payment** P/V No : PV-00057

Cancelled  Next No : PV-00062

Pay to : TEST Date : 12/02/2014

Payment By : IBG Agent : ----

Bank Charge : 0.00 Area : ----

Cheque No : Paid Amount : 2,000.00

Description: Payment For Account Unapplied Amt: 700.00

**Knock-off Invoices / Debit Notes**

Knock Off Grid

Ty...	Date	Post Date	Doc No.	Amount	Outstanding	Pay	
PI	12/02/2014	12/02/2014	PI-00029	1,000.00	0.00	1,000.00	✓
PI	12/02/2014	12/02/2014	PI-00030	2,000.00	1,700.00	300.00	✓

### 11.4 Print Supplier Document (Interbank GIRO) Listing

Step 1: Click on the Giro button.

Post Date	Doc No	Company Name	Currency	Amount	Unapplied A...	Cance...	KnockOff Amt
03/10/2014	PV-00052	DIGI COMMUNICATION BHD	----	1,234.56	1,234.56	<input type="checkbox"/>	0.00
03/10/2014	PV-00053	LION HPHONE ACCESSORIES SDN BHD	----	1,234.56	1,234.56	<input type="checkbox"/>	0.00
11/30/2014	PV-00059	Supplier A	----	3,000.00	2,220.00	<input type="checkbox"/>	780.00
12/02/2014	PV-00057	TEST	----	2,000.00	700.00	<input type="checkbox"/>	1,300.00
12/02/2014	PV-00058	TEST	----	800.00	800.00	<input type="checkbox"/>	0.00

Step 2: Enter additional information and click on Save.

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.

Account - STOCK - FINISHED GOODS

GL Code: 330-000

Description: STOCK - FINISHED GOODS

Tax : [ ] Industries Code: [ ]

Special Account Type :-

- Bank Account
- Cash Account
- Customer Control Account
- Balance Stock Account

Cash Flow Statement Type

None

OK Cancel

CURRENT ASSETS		
TRADE DEBTORS	300-000	Customer Control Account
OTHER DEBTORS	305-000	--
CASH AT BANK	310-000	Bank Account
CASH IN HAND	320-000	Cash Account
PETTY CASH	325-000	Cash Account
STOCK - FINISHED GOODS	330-000	Balance Stock Account
STOCK - RAW MATERIALS	330-001	Balance Stock Account
STOCK - WIP	330-002	Balance Stock Account
DEPOSIT & PREPAYMENT	340-000	--
DIRECTOR'S LOAN TO	350-000	--

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 - MANUFACTURING COST

GL Code: 650-000

Description: MANUFACTURING COST

Tax : [ ] Industries Code: [ ]

Special Account Type :-

- Opening Stock
- Closing Stock
- Manufacturing Control Account

Cash Flow Statement Type

None

OK Cancel

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		
OPENING STOCK - FINISHED GOODS	600-000	Opening Stock
PURCHASE	610-000	--
PURCHASE RETURNED	612-000	--
CARRIAGE INWARDS	615-000	--
CLOSING STOCK - FINISHED GOODS	620-000	Closing Stock
<b>MANUFACTURING COST</b>	<b>650-000</b>	<b>Manufacturing Control Account</b>
OPENING STOCK - RAW MATERIALS	650-001	Opening Stock
PURCHASE - RAW MATERIALS	650-002	--
PURCHASE RETURNED - RAW MATERIALS	650-003	--
PRODUCTION OVERHEAD	650-100	--
CLOSING STOCK - RAW MATERIALS	650-999	Closing Stock

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

**Maintain Stock Group**  Active

Code: RM

Description: RAW MATERIAL

Costing Method: FIFO

**GL Account Code :-**

Sales Code: [ ]

Cash Sales Code: [ ]

S. Return Code: [ ]

Balance Sheet Stock: [ ]

Purchase Code: 650-002

Cash Purchase Code: 650-002

P. Return Code: 650-003

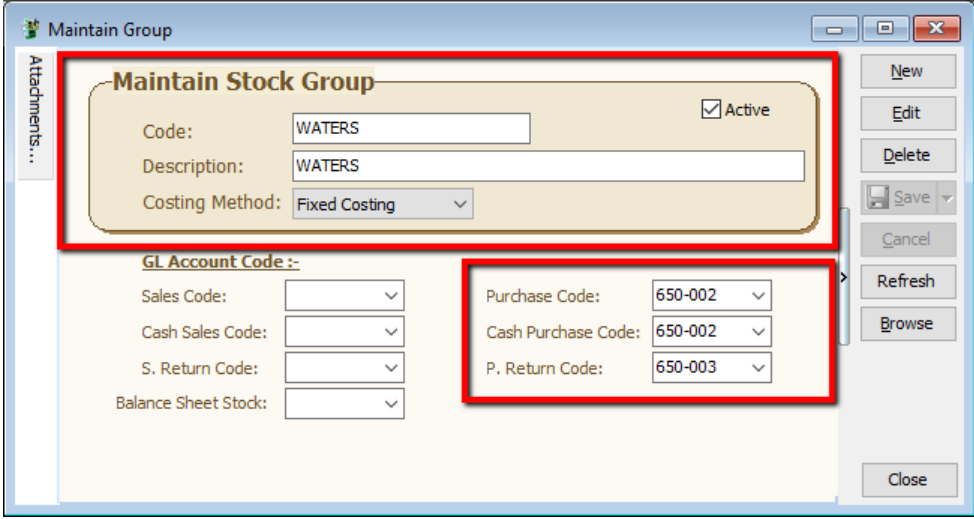
Buttons: New, Edit, Delete, Save, Cancel, Refresh, Browse, Close



2) Water

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

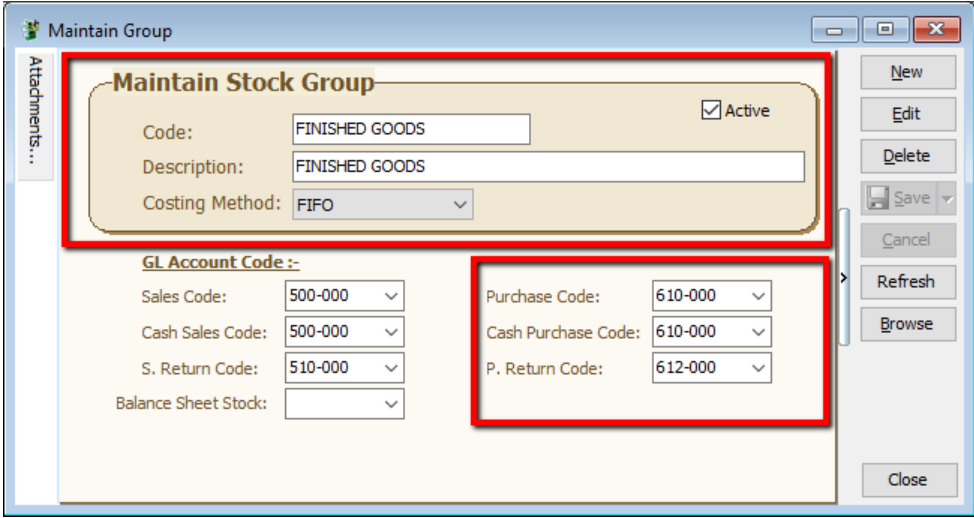
- Costing Method : Fixed Costing



3) Finished Goods

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

- Costing Method : FIFO





### 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.



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

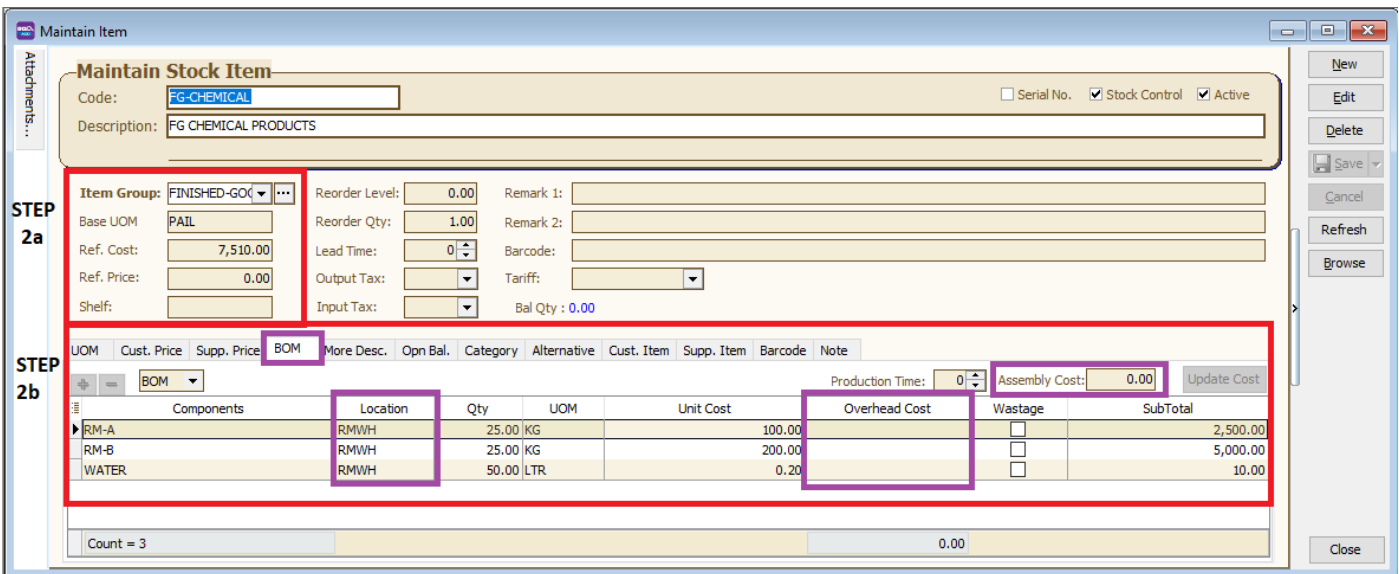
Step 2a: assigned stock group, enter based UOM, ref cost and ref price.

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.

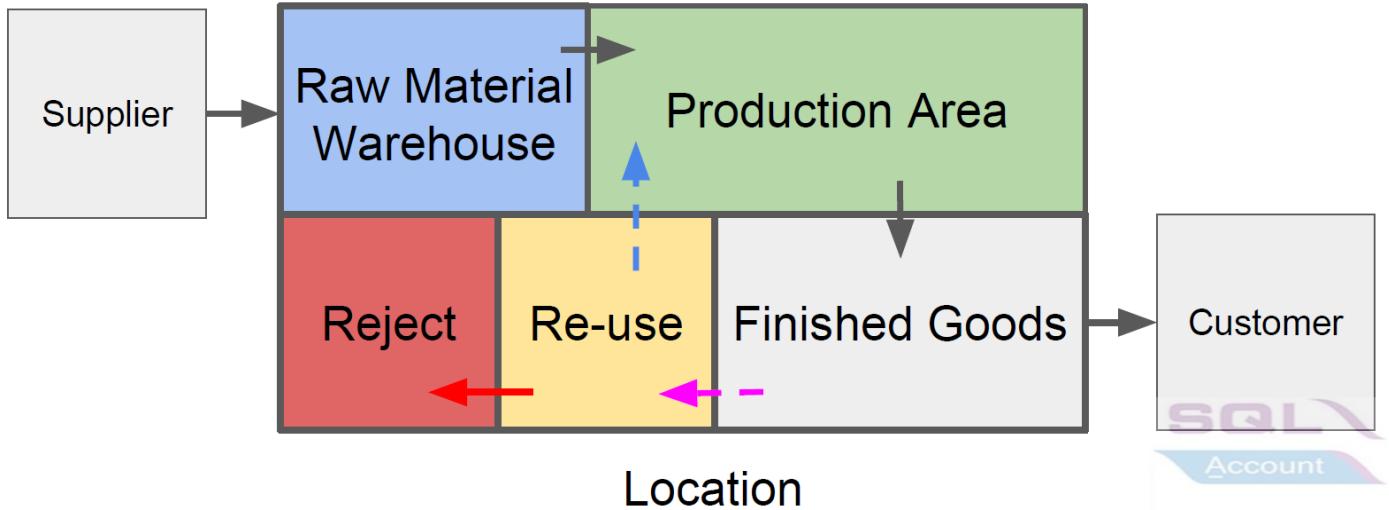


**12.1.4 Location (Warehouse)**

Stock | Maintain Location

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

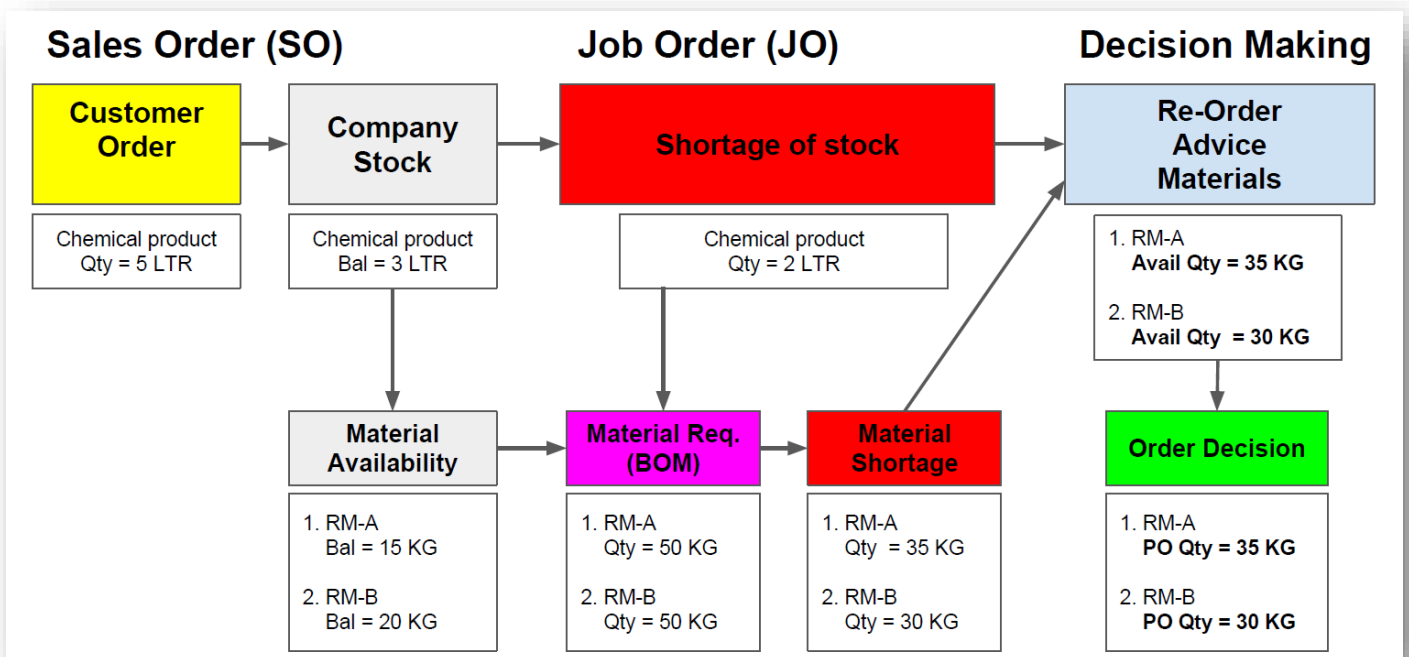
1. Receive raw materials from purchase and keep at **Raw Materials Warehouse**.
2. Production use the materials to produce the final products. Raw materials must deduct from the **Raw Materials Warehouse**.
3. Final products will be kept at **Finished Goods Warehouse**.
4. Work in progress stock kept in **WIP Warehouse**.



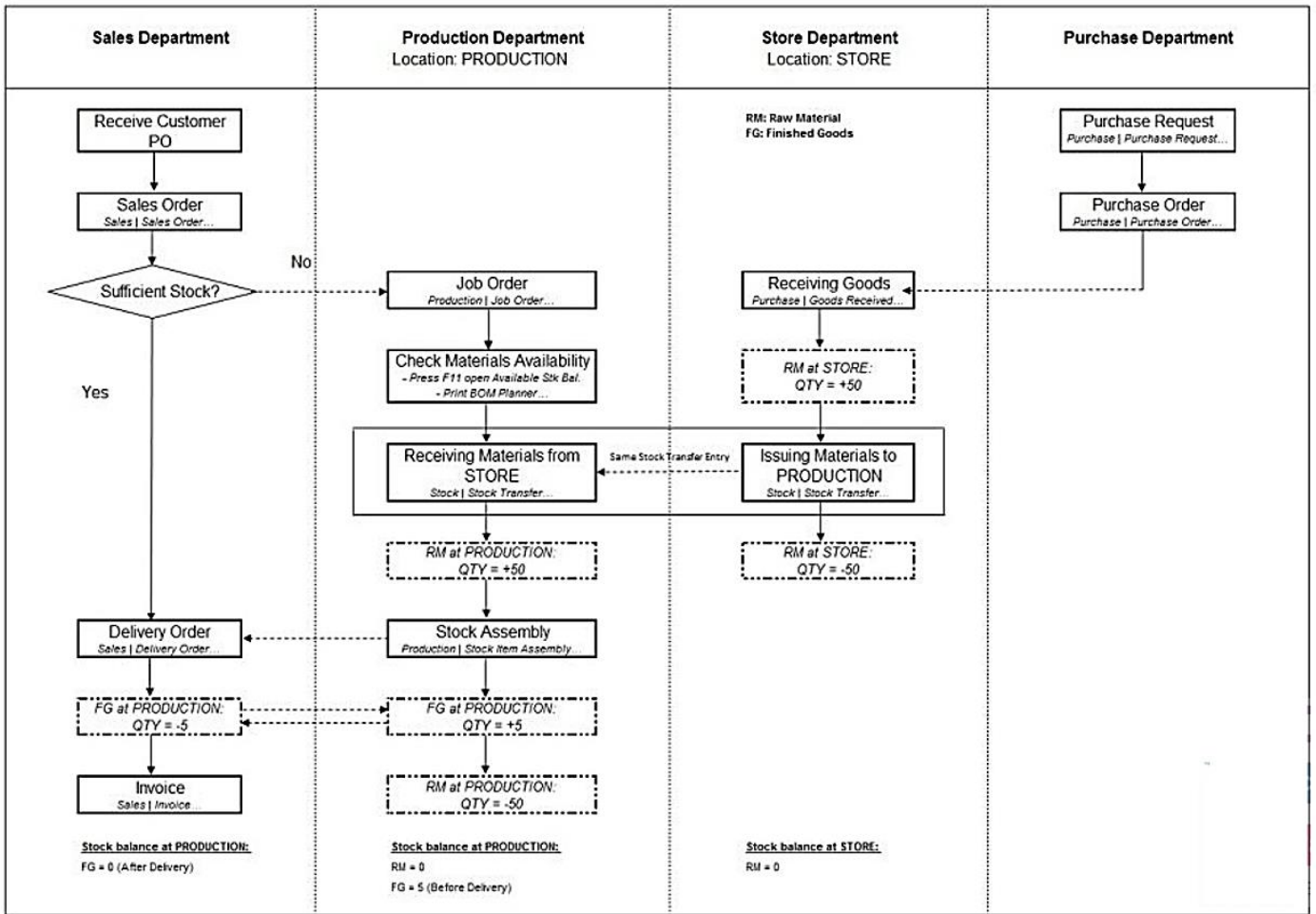
**12.2 Overview of Manufacturing Business Flow**

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.



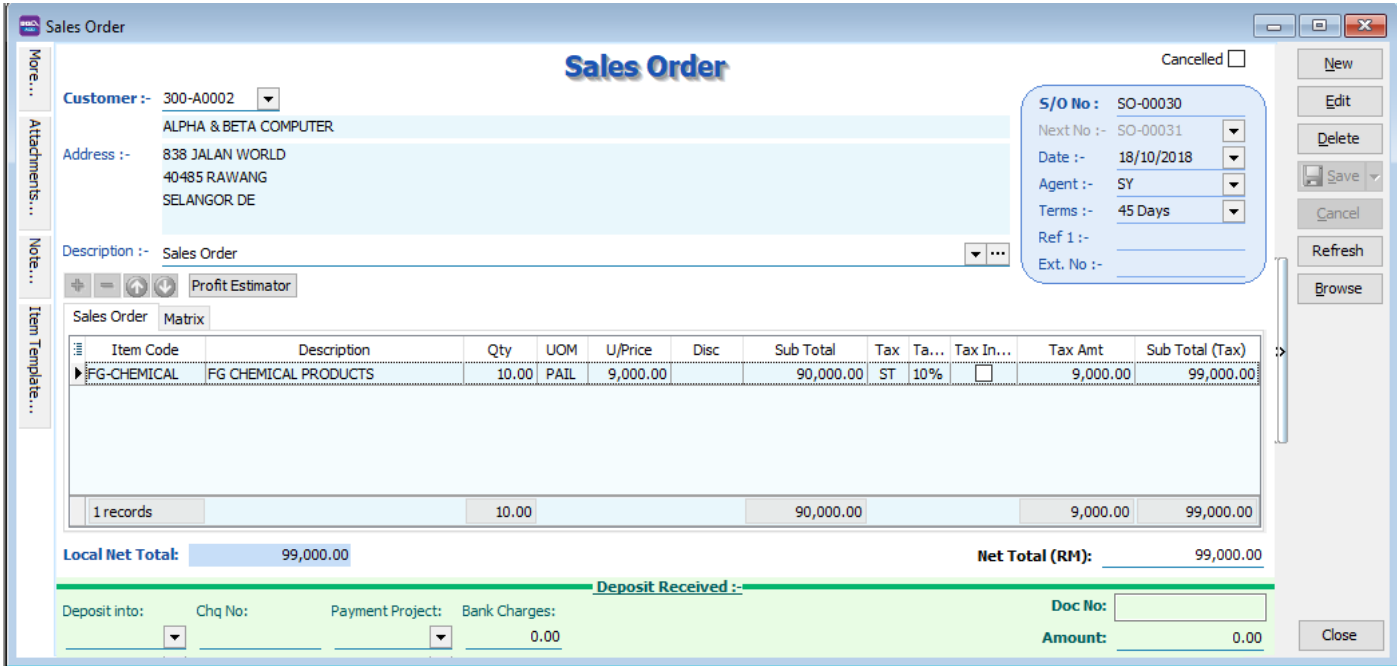
Overview of Manufacturing Business Flow



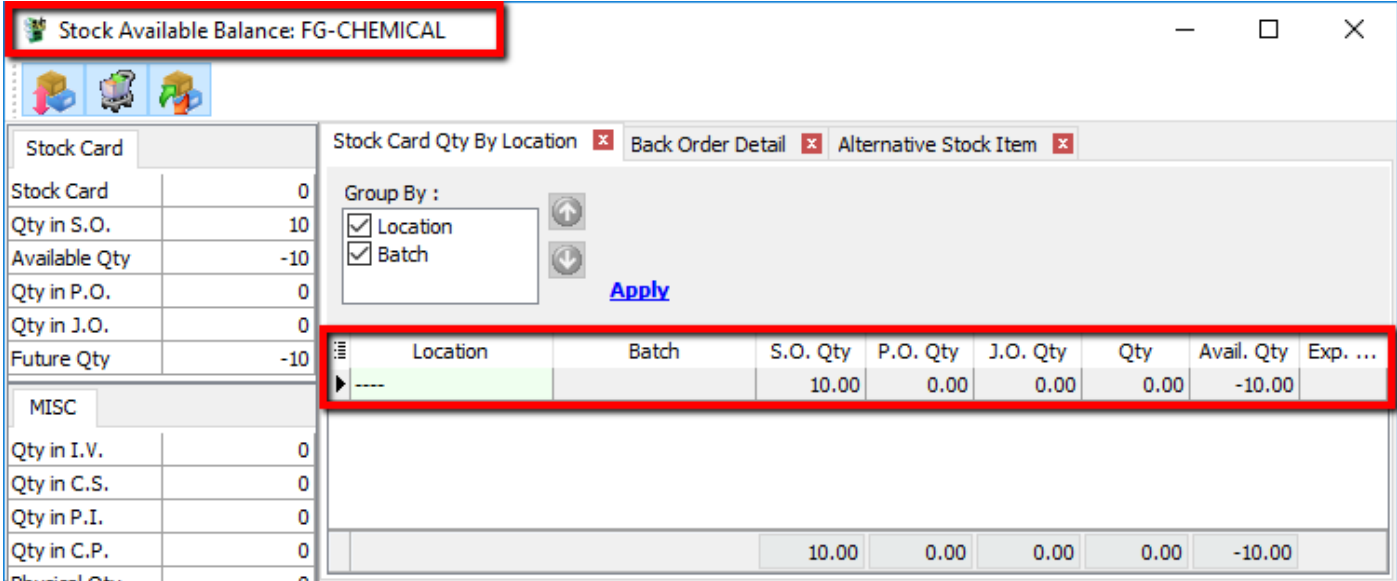
12.2.1 Sales Order

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.



Step 2 : You can also press on CTRL + 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.



**12.2.2 Production Job Order**

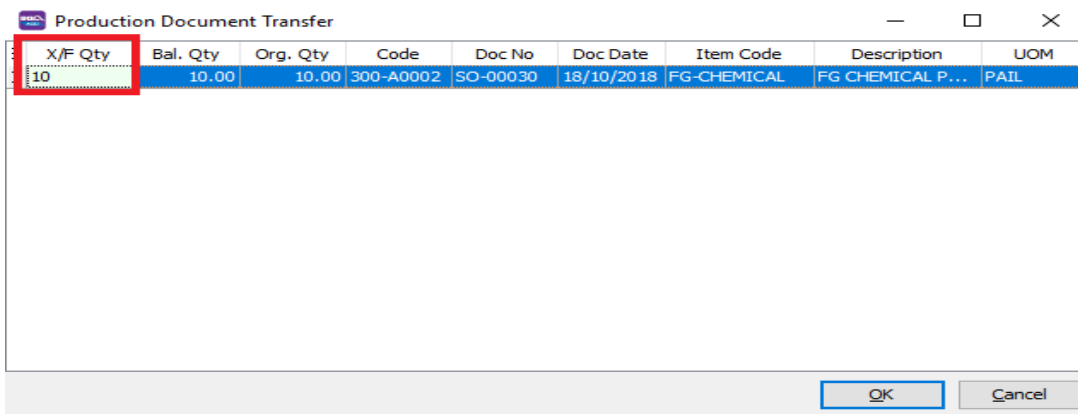
A Job Order is a document that contains the requirements and instruction to produce a particular of goods.

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.



Step 5 : Save the Job Order.

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

**Job Order**

Customer: 300-A0001  
 ALPHA PHARMACEUTICALS SDN BHD  
 Address: LOT 1002, JALAN SULTAN MOHD 19, BANDAR SULTAN SULEIMAN, 42000 PORT KLANG.  
 Description: FG CHEMICAL PRODUCTS

J/O No: JO-00001  
 Next No: JO-00002  
 Date: 10/07/2018  
 Agent: ---  
 Terms: 30 Days  
 Ref 1: ---  
 Ext. No: ---

Assembly Code: FG-CHEMICAL      Delivery Date: 10/07/2018  
 BOM Template: ---      Location: ---  
 Quantity: 10.00 PAIL      Batch: ---  
 Split to: 1 Process(s)

BOM Components

Item Code	Description	Location	BOM Rate	Qty	UOM	Unit Cost	Overhea...	Wastage	Sub Total
RM-A	RAW MATERIAL A	RMWH	25.00	250.00	KG	100.00		<input type="checkbox"/>	25,000.00
RM-B	RAW MATERIAL B	RMWH	25.00	250.00	KG	200.00		<input type="checkbox"/>	50,000.00
WATER	WATER	RMWH	50.00	500.00	LTR	0.20		<input type="checkbox"/>	100.00
3 records				1,000.00			0.00		75,100.00

Line Supervisor: \_\_\_\_\_ Remark: \_\_\_\_\_ Assembly Cost: 0.00  
 Production Info: \_\_\_\_\_ Cost/unit: 7,510.00 Net Total: 75,100.00

**Customer Info from S/O**  
 Basically, the customer and others information copy from sales order

**Assembly Item Info (Header)**  
 Assembly item transferred from S/O. It will determine the BOM components required and the assembly unit cost.

**BOM Components Detail**  
 Total Components quantity requirement to meet the total output.

**Assembly Item (Footer)**

### 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.

X/F Qty	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

Step 5 : Save the Stock Item Assembly.

**Assembly Code :-** FG-CHEMICAL  
 BOM Template :- ----  
 Quantity :- 10.00 PAIL  
 Split to :- 1 Process(s)

10 Pail of FG-Chemical will be increase in your stock upon save the Stock Item Assembly.

Item Code	Description	Location	Qty	UOM	Unit Cost	Overhead ...	Wastage	Sub Total
RM-A	RAW MATERIAL A	RMWH	250.00	KG	100.00		<input type="checkbox"/>	25,000.00
RM-B	RAW MATERIAL B	RMWH	250.00	KG	200.00		<input type="checkbox"/>	50,000.00
WATER	WATER	RMWH	500.00	LTR	0.20		<input type="checkbox"/>	100.00

All the raw materials will be deducted from the warehouse you chosen.

3 records      1,000.00      0.00      75,100.00

Line Supervisor :      Remark :      Assembly Cost: 0.00  
 Production Info :      Cost/unit: 7,510.00      **Net Total:** 75,100.00

## 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.

**You can assign the items that will expire on 31/12/2018 here OR if the item column is left blank, you can select any item and assign batch expiry date during 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.

**Click this to enable Batch column**

Code	Description	Expiry Date	Manufacture Date	Exp (Days)	Qty
BT-00001	Batch 00001 Exp 31/12/18	31/12/2018	01/01/2018	174	0.00

### 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.

Code	Description	Expiry Date	Manufacture Date	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 Expiry

Expiry Date: 01/12/2018 To 31/12/2018

Manufacture Date: 01/07/2018 To 31/07/2018

Stock Group:  [ ] ..

Item:  [ ] ..

Location:  [ ] ..

Batch:  [ ] ..

Group By:

- Item Code
- Batch
- Location
- Stock Group

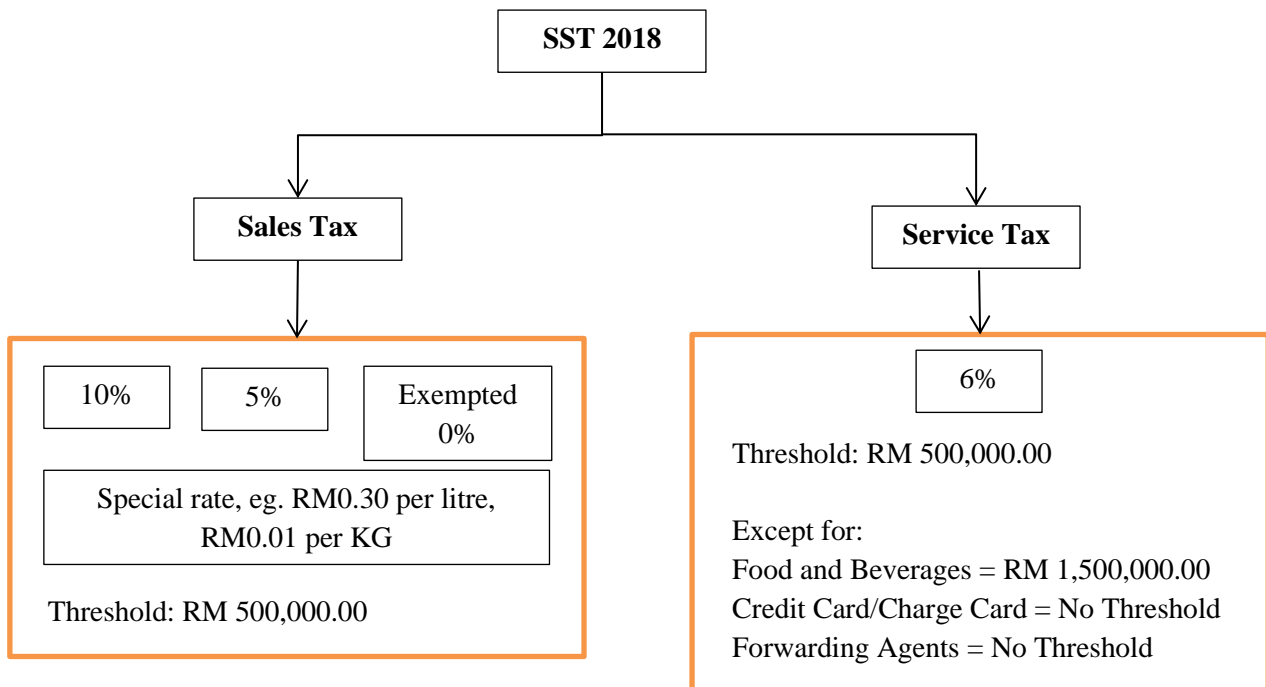
Apply

StockGroup	ItemCode	Batch	Expiry Date	Manufacture Date	Remain Day(s)	Qty
▶ DEFAULT	AQ-M500ML	BT-00001	31/12/2018	01/01/2018	174	99.00
						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) Regulations 2018
- c) Sales Tax (Determination of Sale Value of Taxable 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.

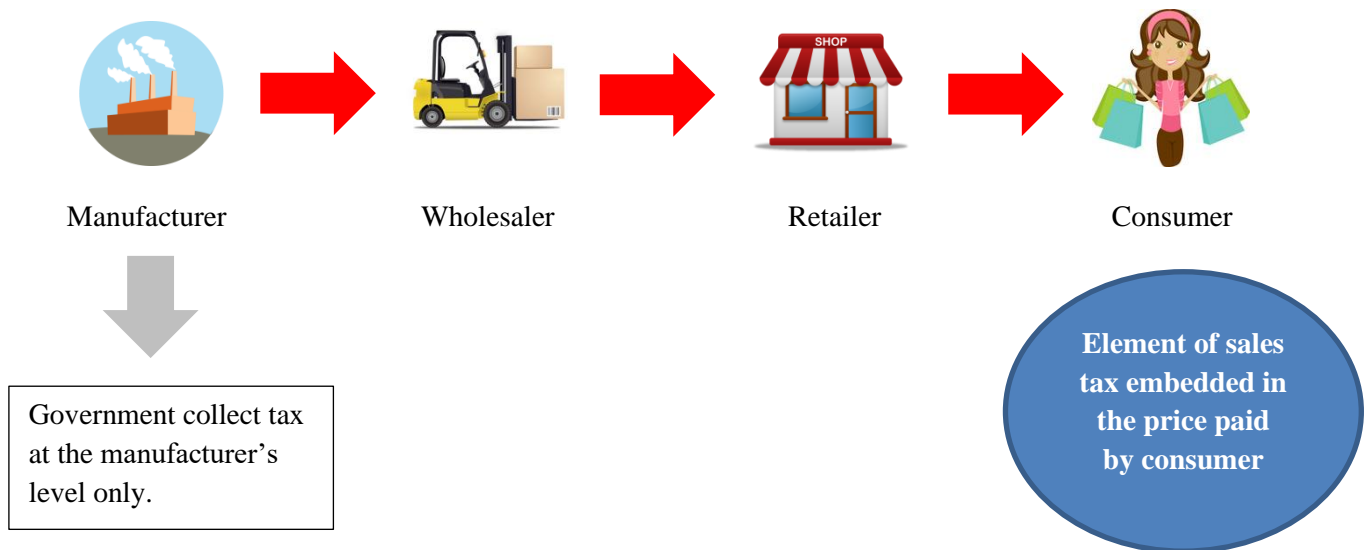
Sales Tax is not charged on-

- 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

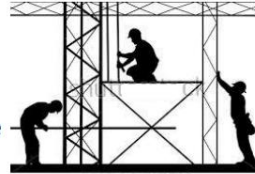


b) The assembly

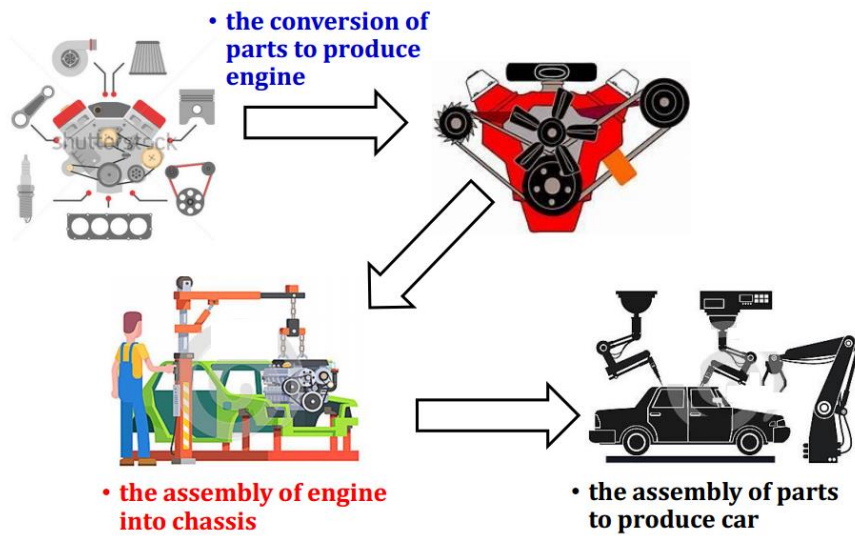
2a. of parts into a piece of machine



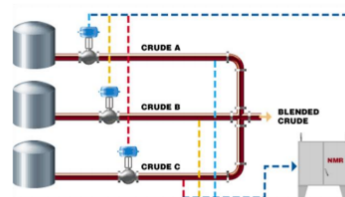
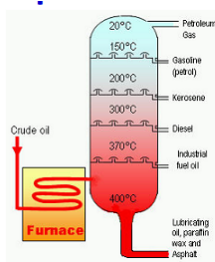
2b. of parts into other product



**But excludes** the installation of machinery or equipment for the purpose of construction



c) For petroleum



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



## 14.5 Meaning of Taxable Person

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

- Liable to be registered;
  - ✓ 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.

## 14.7 Taxable 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 not listed in **Sales Tax (Goods Exempted From Sales Tax) Order 2018**.

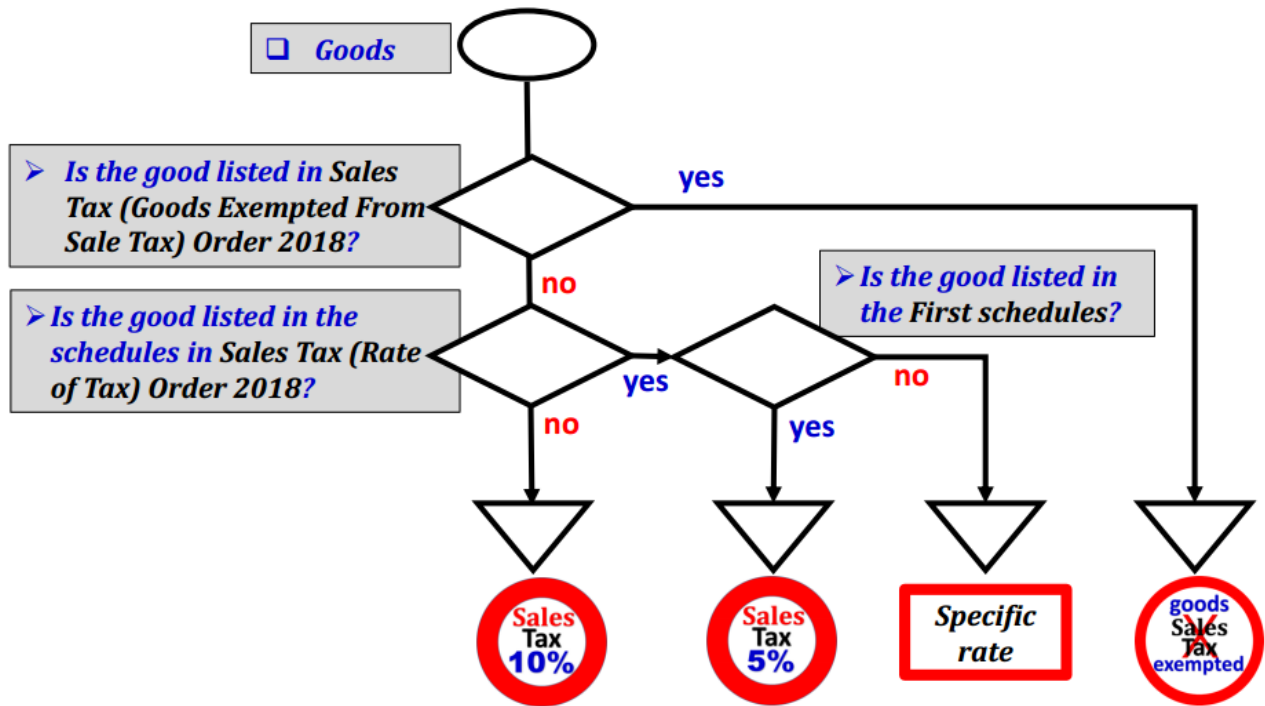
Example of taxable goods are:-

<b>Processed Foods</b> <ul style="list-style-type: none"> <li>• Biscuits</li> <li>• Fruit juice</li> <li>• Dry noodle</li> <li>• Processed meat or fish</li> <li>• Butter, margarine</li> <li>• Jams</li> </ul>	<b>Furniture</b> <ul style="list-style-type: none"> <li>• Sofa</li> <li>• Mattress</li> </ul>	<b>Tourist favorites</b> <ul style="list-style-type: none"> <li>• Watches</li> <li>• Cameras</li> <li>• Spectacles</li> </ul>
<b>Foods &amp; drinks</b> <ul style="list-style-type: none"> <li>• Fizzy drinks (Coke, 100+)</li> <li>• Chocolate</li> <li>• Ice cream</li> </ul>	<b>Personal items</b> <ul style="list-style-type: none"> <li>• Shampoo</li> <li>• Toothpaste</li> <li>• Shower gel</li> </ul>	<b>Other</b> <ul style="list-style-type: none"> <li>• Engine oil for vehicle</li> <li>• Brake fluid</li> <li>• Tobacco products</li> </ul>
<b>Petroleum products</b> <ul style="list-style-type: none"> <li>• Eg: Tariff code 27.10 of RON 97 and above</li> </ul>	<b>Electrical appliances</b> <ul style="list-style-type: none"> <li>• Washing machine</li> <li>• Television</li> <li>• Electronic device</li> <li>• Smart phones</li> <li>• Computer devices</li> <li>• Printer</li> </ul>	

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 are listed in Sales Tax (Goods Exempted From Sales Tax) Order 2018.

Example of exempted goods are:-

<b>Live animals</b> <ul style="list-style-type: none"> <li>Horses</li> <li>Fish</li> <li>Sheep &amp; goats</li> </ul>	<b>Machinery</b> <ul style="list-style-type: none"> <li>Vending machine</li> <li>Escalator</li> <li>Industrial machine</li> </ul>	<b>Health</b> <ul style="list-style-type: none"> <li>Medicine</li> <li>Vitamin</li> <li>Hearing aids</li> <li>Pacemaker</li> </ul>
<b>Food items</b> <ul style="list-style-type: none"> <li>Rice</li> <li>Beef, mutton and chicken</li> <li>Seafood</li> <li>Fruits &amp; Vegetables</li> <li>Sardine</li> <li>Cooking oil</li> <li>Coffee</li> <li>Bread</li> </ul>	<b>Personal items</b> <ul style="list-style-type: none"> <li>Sanitary pads</li> <li>Deodorant</li> </ul>	<b>Vehicle</b> <ul style="list-style-type: none"> <li>Motorcycle below 250cc</li> <li>Bicycle</li> </ul>



### 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**.

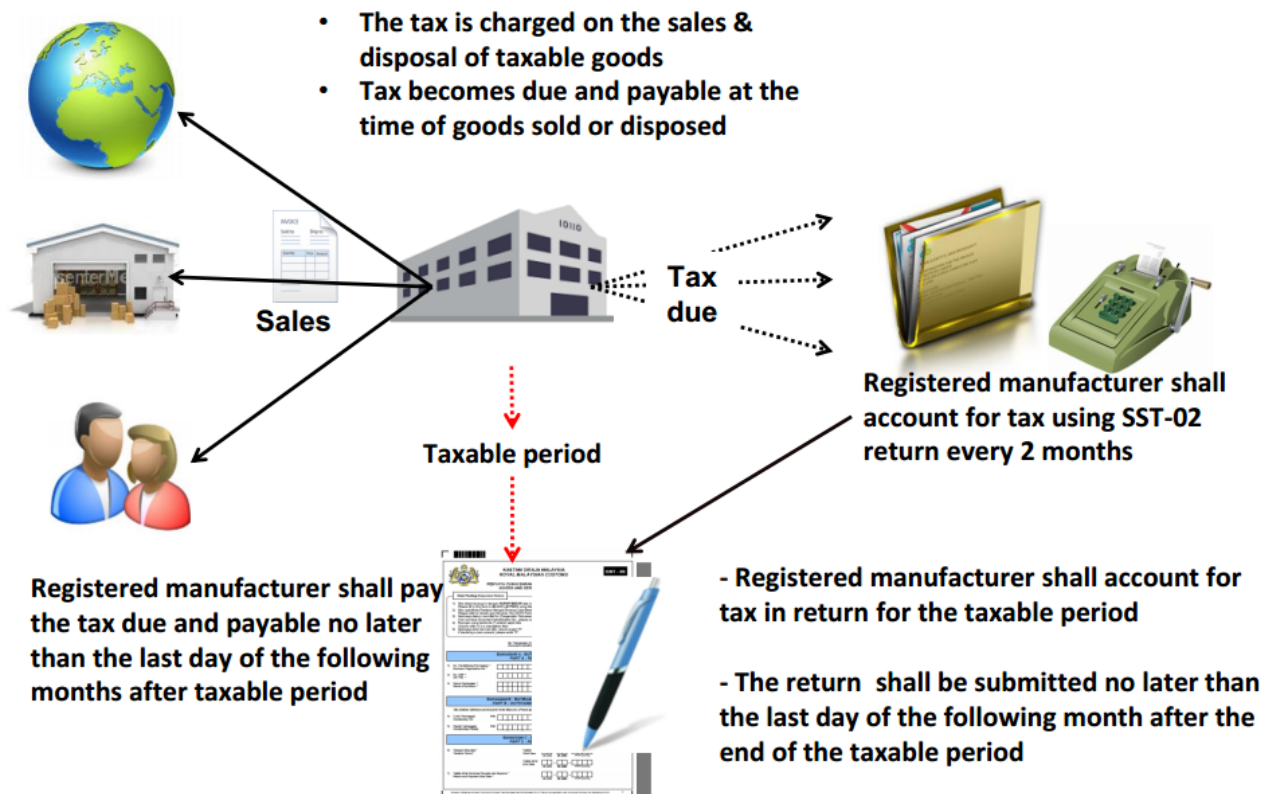
- Sale value of the goods = Amount of the work performed and charged by sub-contractor.

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)

<b>Designated Area</b>	Labuan, Langkawi and Tioman
<b>Manufacturing activities in DA</b>	Sales Tax Act does not apply to DA except for petroleum.
<b>Importation into DA (World to DA)</b>	Exemption from Sales Tax. <b>Except:</b> <ol style="list-style-type: none"> <li>a) Langkawi: Importation of marble, petroleum and anchovies</li> <li>b) Tioman: Importation of petroleum and motor vehicles</li> <li>c) Labuan: Importation of petroleum</li> </ol>
<b>Removal of Goods</b>	<ol style="list-style-type: none"> <li>d) From PCA to DA - deemed export, no sales tax.</li> <li>e) From DA to PCA - deemed import, subject to sales tax.</li> <li>f) To/From DA to DA - no sales tax.</li> <li>g) To/From DA to SA - no sales tax.</li> </ol>

**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)

<b>Special Area</b>	Free Zone, Licensed Warehouse, Licensed Manufacturing Warehouse and Joint Development Area (JDA).
<b>Manufacturing activities in SA</b>	Sales Tax Act does not apply to SA.
<b>Importation into SA (World to SA)</b>	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..
<b>Removal of Goods</b>	<ul style="list-style-type: none"> <li>a) From PCA to SA - deemed export, no sales tax.</li> <li>b) From SA to PCA - deemed import, subject to sales tax.</li> <li>c) To/From SA to SA - no sales tax.</li> <li>d) To/From SA to DA - no sales tax.</li> </ul>

## 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:

- ✓ The word “credit note” or “debit note” in a prominent place.
- ✓ The serial number and date of issue.
- ✓ The name, address and Sales Tax identification number of the supplier.
- ✓ The name and address of the customer.
- ✓ The **reason** for issuance.
- ✓ Description which identifies the description of goods, the quantity and amount for which CN or DN is given.
- ✓ The total amount excluding tax.
- ✓ The rate and amount of tax.
- ✓ 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,

Filing 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**

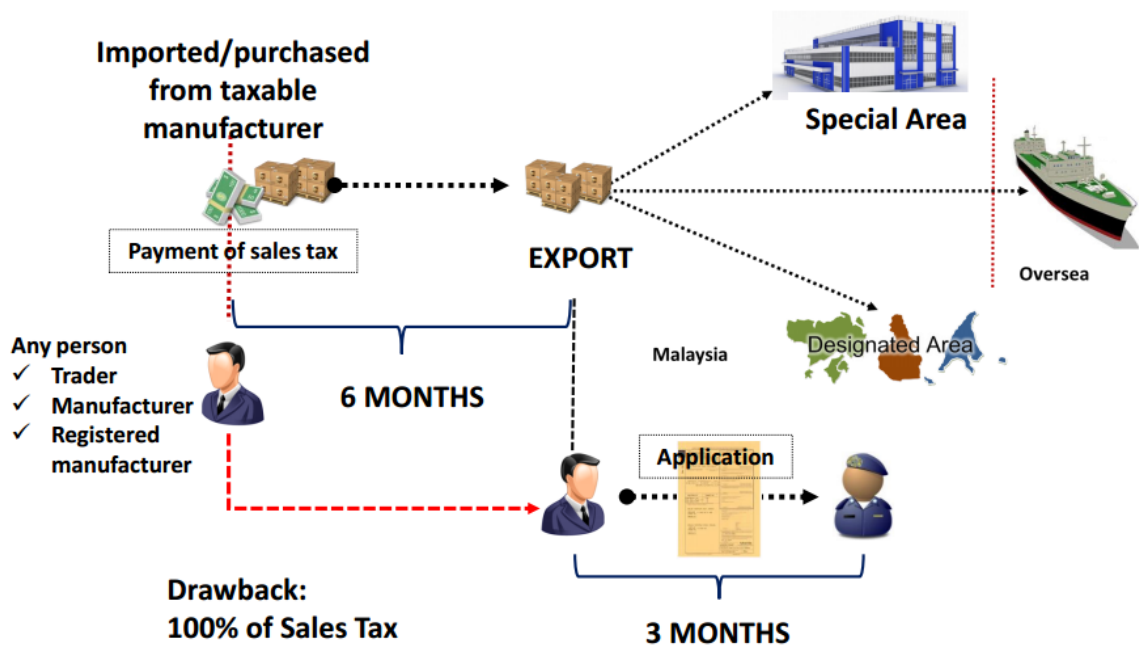
Director General may allow drawback of the full amount of sales tax paid by a person in respect of taxable goods which are subsequently exported. This is not applicable to petroleum.

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:

- 1<sup>st</sup> offence - either or both
  - Fine
    - ❖ Minimum 10x Sales Tax Amount
    - ❖ Maximum 20x Sales Tax Amount
  - Imprisonment not exceeding 5 years
- 2<sup>nd</sup> 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) Regulations 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

**15.2 Scope and Charge**

Service tax is charged on:

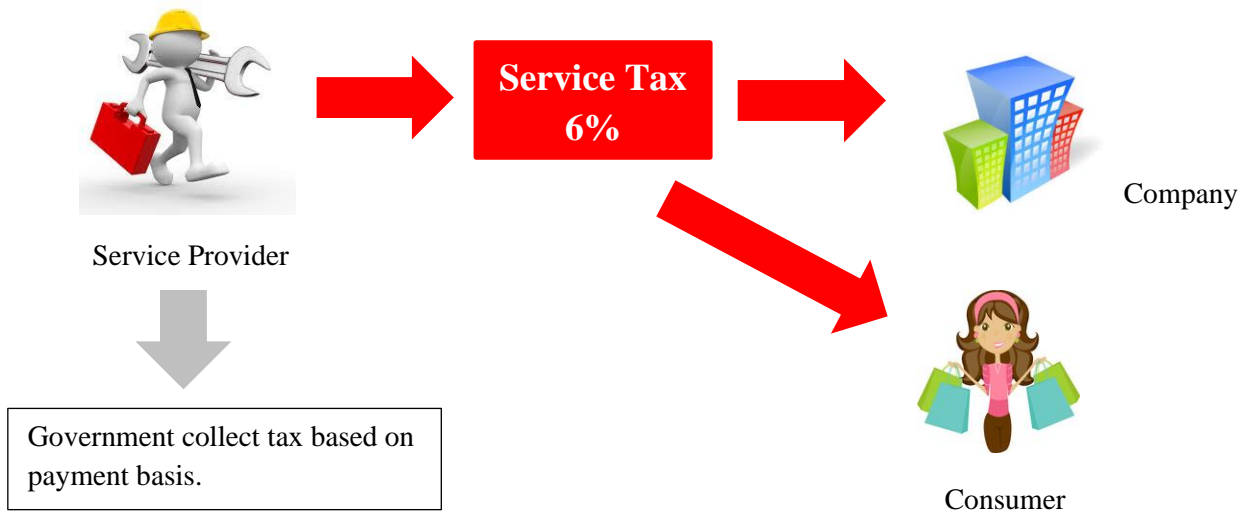
- any provision of taxable services;
- made in the course or furtherance of any business;
- by a taxable person; and
- In Malaysia

Service tax is not chargeable on:

- Imported services
- Exported services

### 15.3 Service 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)

List of taxable services:

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 <b>actual value of taxable service period</b> .
9902.01.2651	B	Foods and Beverages	1,500,00.00	Service of food and beverage preparation includes: - restaurant - cafe - catering - take-away

				- food truck - retail outlet - hawkers  Service tax charged on <b>actual value of taxable service provided.</b>
9903.01.0652	C	Night clubs	500,000.00	Service tax charged on <b>actual value of taxable service provided.</b>
9903.02.0653		Dance Halls		
9903.03.0654		Health Centres		
9903.04.0655		Massage Parlours		
9903.05.0656		Public Houses		
9903.06.0657		Beer House		
9904.01.1658	D	Private Clubs	500,000.00	Service tax charged on <b>actual value of taxable service provided.</b>
9905.01.1659	E	Golf Club and Golf Driving Range	500,000.00	Service tax charged on <b>actual value of taxable service provided.</b>
9906.01.1660	F	Betting and Gaming	500,000.00	Gaming includes: - Casino - Game of chance - Sweepstakes - Gaming machines - Lottery - Betting  Service tax charged on <b>collection, based on formula.</b>
9907.01.0670	G Professional	Advocate and solicitors, Syarie Lawyer	500,000.00	Service tax charged on <b>actual value of taxable service provided.</b>
9907.02.0669		Public Accountant		
9907.03.0673		Licensed/registered surveyor, appraisers, estate agents		
9907.04.0671		Professional Engineer		
9907.05.0672		Architect		
9907.06.1674		Consultant		
9907.07.1675		Management		
9907.08.1668		Employment		
9907.09.1667		Private Agency (Guaards)		
9907.10.1676		IT Providers		
9908.01.0678	H	Credit Card/Charge Card	No Threshold	Service tax charged at RM25 per cards provided.
9909.01.0661	I Other Service Providers	Insurance and Takaful	500,000.00	For provision of electricity, - B2C; more than 600kWh  Service tax charged on <b>actual value of taxable service provided.</b>
9909.02.0662		Telecommunication		
9909.08.1679		Paid TV Broad Casting		
9909.03.0663		Forwarding Agents	No Threshold	
9909.04.1664		Parking Spaces Operator	500,000.00	
9909.05.1666		Automotive Repair Centre		
9909.06.1665		Courier		



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 <sup>st</sup> 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)

<b>Designated Area</b>	Labuan, Langkawi and Tioman
<b>Service provided between and within DA</b>	Not subject to service tax except prescribed by Minister.
<b>Provision of services</b>	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)

<b>Special Area</b>	Free Zone, Licensed Warehouse, Licensed Manufacturing Warehouse and Joint Development Area (JDA).
<b>Services provided between and within SA</b>	Not subject to Service Tax except prescribed by Minister.
<b>Provision of services</b>	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:

- a) The invoice serial number;
- b) The date of the invoice;
- c) The name, address and identification number of the registered person (Service Tax Number);
- d) The name and address of the person to whom the taxable service is provided;
- e) Description of service provided;
- f) Any discount offered;
- g) For each description, distinguish the type of service 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.

**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,

<b>Filing Frequency</b>	<b>Taxable Period</b>
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.

**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.

- 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.

- 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.

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

**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

## 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.
- ✓ 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
Category : Sales & Service Tax			
ST	Sales Tax 10%	SST-201	10%
ST5	Sales Tax 5%	SST-201	5%
SV	Service Tax 6%	SST-203	6%
STE	Sales Tax Exempted	SST-201	
SU	Goods Own Used/Disposed 10%	SST-201	10%
SU5	Goods Own Used/Disposed 5%	SST-201	5%
SUV	Service Own Used 6%	SST-202	6%
SE	Sales Tax Export/Special Area/Designated Area	SST-201	
SEA	Sales Tax Exempted - Schedule A More on Government & Local Authority Dept	SST-201	
SEB	Sales Tax Exempted - Schedule B More on Control Product & Medical Product	SST-201	
SEC1	Sales Tax Exempted - Schedule C (item 1)	SST-201	
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 C (item 1)		
PEC2	Purchase Tax Exempted - Schedule C (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)		
Category : GST Purchase			
PST	Purchase Sales Tax 10%		10%
PSV	Purchase Service Tax 6%		6%

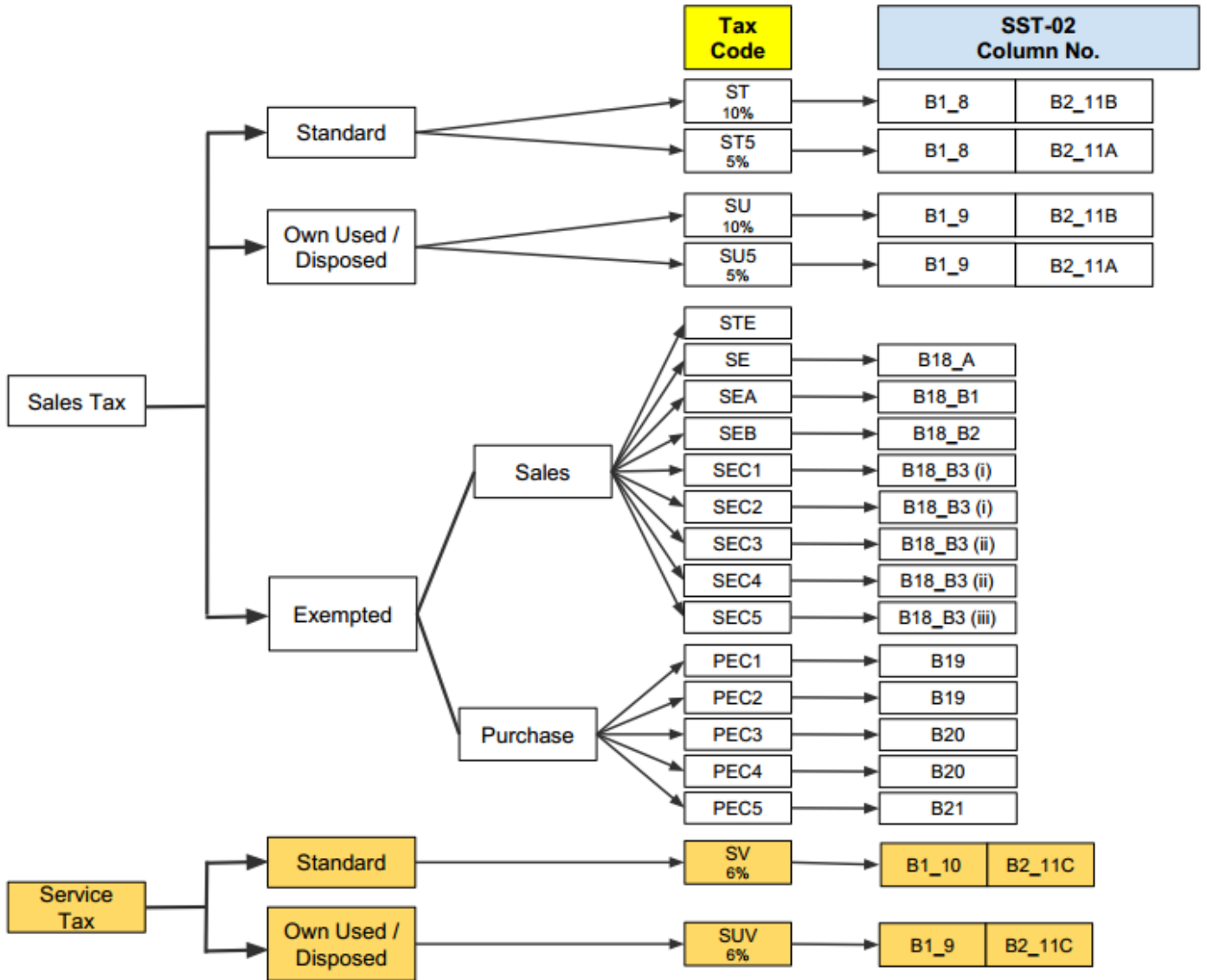
Default SST Account generated automatically:

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

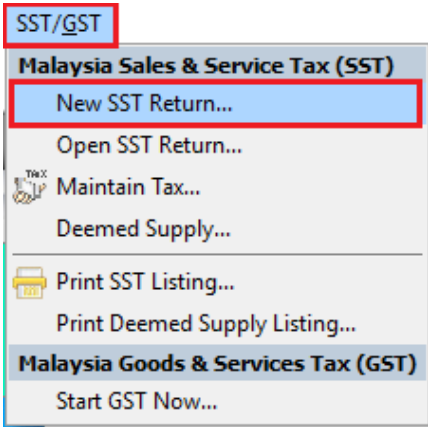
SST tax code structures and mapping to SST-02:



### 19.2 Example of SST-02

SQL Account process SST02 step : <https://youtu.be/laLjRJWh2j8>

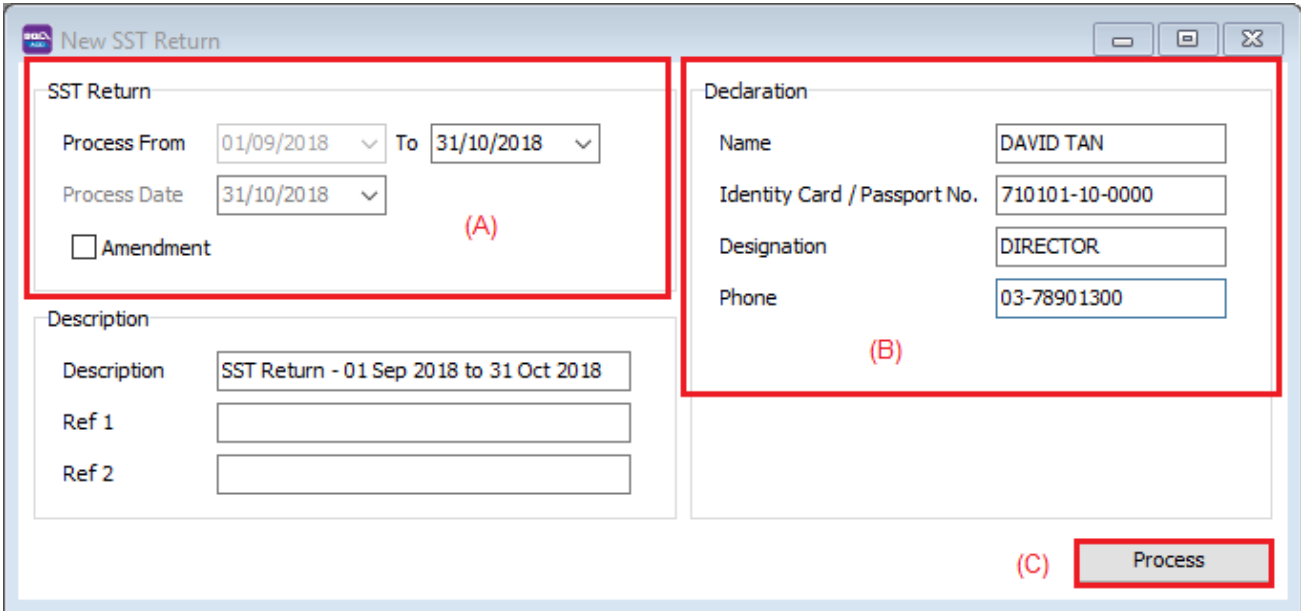
Step 1: Process SST Return from SST | New SST Return



2a : enter your taxable period

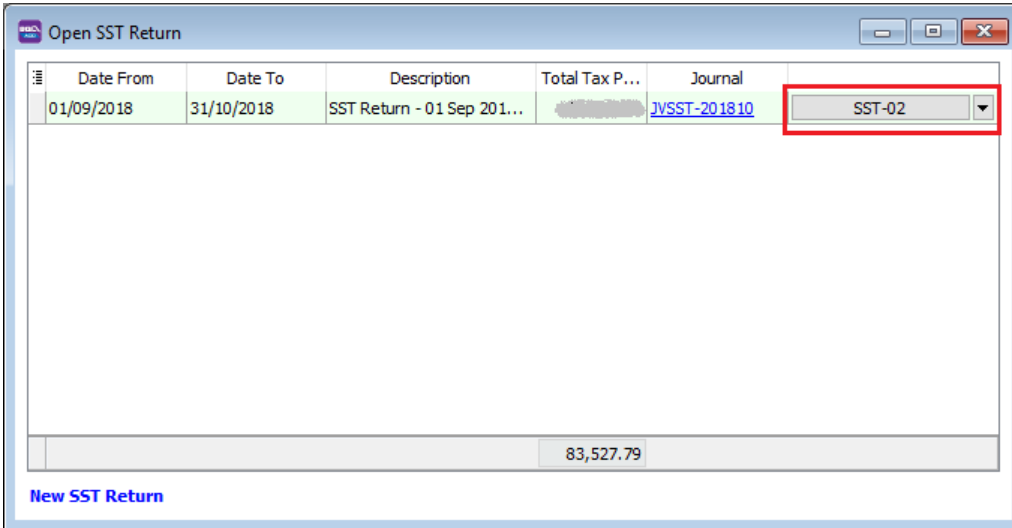
2b: key in declaration, this declaration will appear in SST02 form part F, this is required to key in 1 time only, in the following return will automatic show out.

2c : click on Process

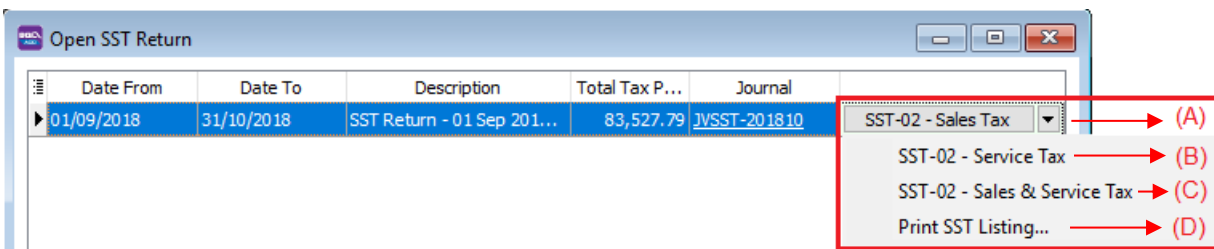
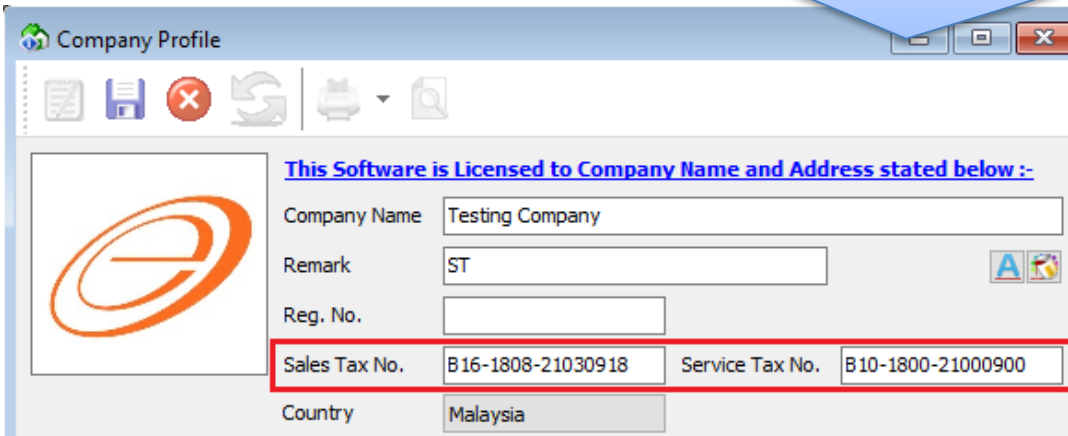




Step 3 : click on SST-02



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.



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.



19.2.3 Part B2

**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)**

<p>11) Jumlah Nilai Jualan dan Cukai Yang Kena dibayar Mengikut Kadar Cukai.*  <i>Total Value of Tax Payable as Per Tax Rate.*</i></p>	Nilai Jualan / Perkhidmatan Bercukai / Bilangan Kad <i>Value of Taxable Sales / Service / No. of Cards</i>	Kadar Cukai Tax Rate	Nilai Cukai Kena Bayar Value of Tax Payable
<p>a) Barang Bercukai Berkadar 5%.  <i>Taxable Goods at 5% Rate.</i></p>	ST5 + SU5	RM 1,100,000.00	5% RM 55,000.00
<p>b) Barang Bercukai Berkadar 10%.  <i>Taxable Goods at 10% Rate.</i></p>	ST + SU	RM 600,000.00	10% RM 60,000.00
<p>c) Perkhidmatan Bercukai selain dari Kumpulan H.  <i>Taxable Services other than from Group H.</i></p>	SV + SUV	RM 0.00	6% RM 0.00
<p>d) Perkhidmatan Bercukai dari Kumpulan H.  <i>Taxable Services from Group H.</i></p>		0.00 UNIT	RM 25 RM 0.00
<p>12) Jumlah Nilai Cukai Yang Kena Dibayar.*  <i>Total Value of Tax Payable.*</i>                  (12) = [11(a) + 11(b)] <b>ATAU / OR</b> [11(c) + 11(d)]</p>		RM	115,000.00
<p>13) Amaun Potongan cukai  <i>Amount of Tax Deduction</i></p>			
<p>a) Potongan Cukai Melalui Nota Kredit*  <i>Tax Deduction from Credit Note*</i></p>	CN tax amt <= 0	RM	1,000.00
<p>b) Potongan Cukai Jualan*  <i>Sales Tax Deduction.*</i></p>		RM	0.00
<p>c) Potongan Cukai Perkhidmatan**  <i>Service Tax Deduction *</i></p>		RM	0.00
<p>13A) Pelarasan di bawah Potongan Cukai Jualan  <i>Adjustment under Sales Tax Deduction</i></p>		RM	0.00
<p>14) Jumlah Cukai Yang Kena Dibayar Sebelum Penalti Dikenakan*  <i>Total Tax Payable Before Penalty Imposed*</i>                  (14) = (12) - (13)</p>		RM	0.00
<p>15) Kadar Penalti / Amaun Penalti  <i>Penalty Rate / Penalty Amount</i></p>	0 %	RM	0.00
<p>16) Jumlah Cukai Kena Dibayar Termasuk Penalti  <i>Total of Tax Payable Inclusive Penalty</i>                  (16) = (14) + (15)</p>		RM	115,000.00

19.2.4 Part C

**BAHAGIAN C : BARANG-BARANG DI BAWAH JADUAL KEDUA, PERINTAH CUKAI JUALAN (KADAR CUKAI) 2018**  
**PART C : GOODS UNDER SCHEDULE 2, SALES TAX (RATE OF TAX) ORDER 2018**

<p>17) Jumlah Nilai Jualan dan Cukai Yang Kena dibayar mengikut kadar cukai.  <i>Total Value of Tax Payable as per rate of tax.</i></p>	Nilai Jualan Bercukai Value of Taxable Sales	Nilai Cukai Kena Bayar Value of Tax Payable
<p>Berkadar                  At Rate</p>	RM 0.00	Per Liter.* Per Litre.*
<p>Berkadar                  At Rate</p>	RM 0.00	Per Kilogram.* Per Kilogram.*
<p>Berkadar                  At Rate</p>	0 %	ad-volerum.* ad-volerum.*

RM	0.00	RM	0.00
RM	0.00	RM	0.00
RM	0.00	RM	0.00

## 19.2.5 Part D

**BAHAGIAN D : JUALAN / PERKHIDMATAN YANG DIKECUALIKAN CUKAI**  
**PART D : SALES / SERVICES EXEMPTED FROM TAX**

18) Jualan Barang-Barang Bercukai / Perkhidmatan Bercukai. \*  
*Sales of Taxable Goods/ Taxable Services.\**

a) Eksport / Kawasan Khas / Kawasan Ditetapkan.* <i>Export / Special Area / Designated Area.*</i>	<b>SE</b>	RM	800,00.00	
b) Jualan Tempatan Kepada Orang di bawah Perintah Cukai Jualan (Orang Yang Dikecualikan Daripada Pembayaran Cukai Jualan) 2018: <i>Local sales exempted to person under the Sales Tax (Person Exempted From Payment of Sales Tax) Order 2018:-</i>				
1) Jadual A (Kumpulan Orang).* <i>Schedule A (Class of Person).*</i>	<b>SEA</b>	RM	0.00	
2) Jadual B (Pengilang Spesifik Barang Tidak Bercukai).* <i>Schedule B (Manufacturer of specific non taxable goods).*</i>	<b>SEB</b>	RM	0.00	
3) Jadual C (Pengilang Berdaftar).* <i>Schedule C (Registered Manufacturer).*</i>				<b>SEC1 + SEC2</b>
i) Butiran 1 dan 2 (Pembelian / Pengimportan Bahan Mentah / Komponen / Bahan Pembungkusan Yang Dikecualikan Cukai Jualan).* <i>Item 1 and 2 (Purchase / Importation of Raw Materials / Components / Packaging Materials Exempted From Sales Tax).*</i>		RM	0.00	
ii) Butiran 3 dan 4 (Pembelian / Pengimportan Bahan Mentah / Komponen / Bahan Pembungkusan Bagi Pihak Pengilang Berdaftar Yang Dikecualikan Cukai Jualan).* <i>Item 3 and 4 (Purchase / Importation of Raw Materials / Components / Packaging Materials on behalf of Registered Manufacturer Exempted From Sales Tax).*</i>		RM	0.00	<b>SEC3 + SEC4</b>
iii) Butiran 5 (Nilai Kerja Dilakukan Yang Dikecualikan Cukai Jualan).* <i>Item 5 (Value of Work Performed Exempted from Sales Tax).*</i>		RM	0.00	<b>SEC5</b>
c) Jumlah Nilai Perkhidmatan Bercukai Yang Dikecualikan <i>Total Value of Exempted Taxable Services</i>		RM	0.00	<b>SVE</b>

## 19.2.6 Part E

**BAHAGIAN E : BELIAN DI BAWAH JADUAL C, PERINTAH CUKAI JUALAN**  
**(ORANG YANG DIKECUALIKAN DARIPADA PEMBAYARAN CUKAI JUALAN) 2018**  
**PART E : PURCHASE UNDER THE SCHEDULE C, SALES TAX**  
**(PERSON EXEMPTED FROM PAYMENT OF TAX) ORDER 2018**

19) Butiran 1 dan 2 (Pembelian / Pengimportan Bahan Mentah Yang Dikecualikan Cukai Jualan).* <i>Item 1 and 2 (Purchase / Importation of Raw Material Exempted From Sales Tax).*</i>	RM	0.00	<b>PEC1 + PEC2</b>
20) Butiran 3 dan 4 (Pembelian / Pengimportan Bahan Mentah Bagi Pihak Pengilang Berdaftar Yang Dikecualikan Cukai Jualan).* <i>Item 3 and 4 (Purchase / Importation of Raw Material on behalf of Registered Manufacturer Exempted From Sales Tax).*</i>	RM	0.00	<b>PEC3 + PEC4</b>
21) Butiran 5 (Nilai Kerja Dilakukan Yang Dikecualikan Cukai Jualan).* <i>Item 5 (Value of Work Performed Exempted From Sales Tax).*</i>	RM	0.00	<b>PEC5</b>

19.2.7 Part F

**BAHAGIAN F : AKUAN**  
**PART F : DECLARATIONS**

22) Dengan ini saya sebagai pegawai yang diberi kuasa mengesahkan dan memperakui bahawa butir-butir yang dinyatakan dalam penyata ini adalah benar dan lengkap.  
*I as an authorized officer hereby certify that the particulars stated in this return are true and complete.*

Tarikh /Date

0	1
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 / 

1	1
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 / 

2	0	1	8
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(hari)                      (bulan)                      (tahun)  
(day)                        (month)                      (year)

-----

**Tandatangan Pengikrar**  
**Declarant Signature**

23) Nama Pengikrar.  
*Name of Declarant.*

DAVID TAN

24) No. Kad Pengenalan / Passport.  
*Identity Card / Passport No.*

710101-XX-XXXX

25) Jawatan Pengikrar.  
*Designation of Declarant.*

DIRECTOR

26) No. Telefon.  
*Telephone No.*

03-XXXX XXXX

19.2.8 Part G

**BAHAGIAN G : UNTUK KEGUNAAN PEJABAT**  
**PART G : FOR OFFICIAL USE**

27(a) -----  
Tarikh Penyata Diterima  
*Date Return Received*

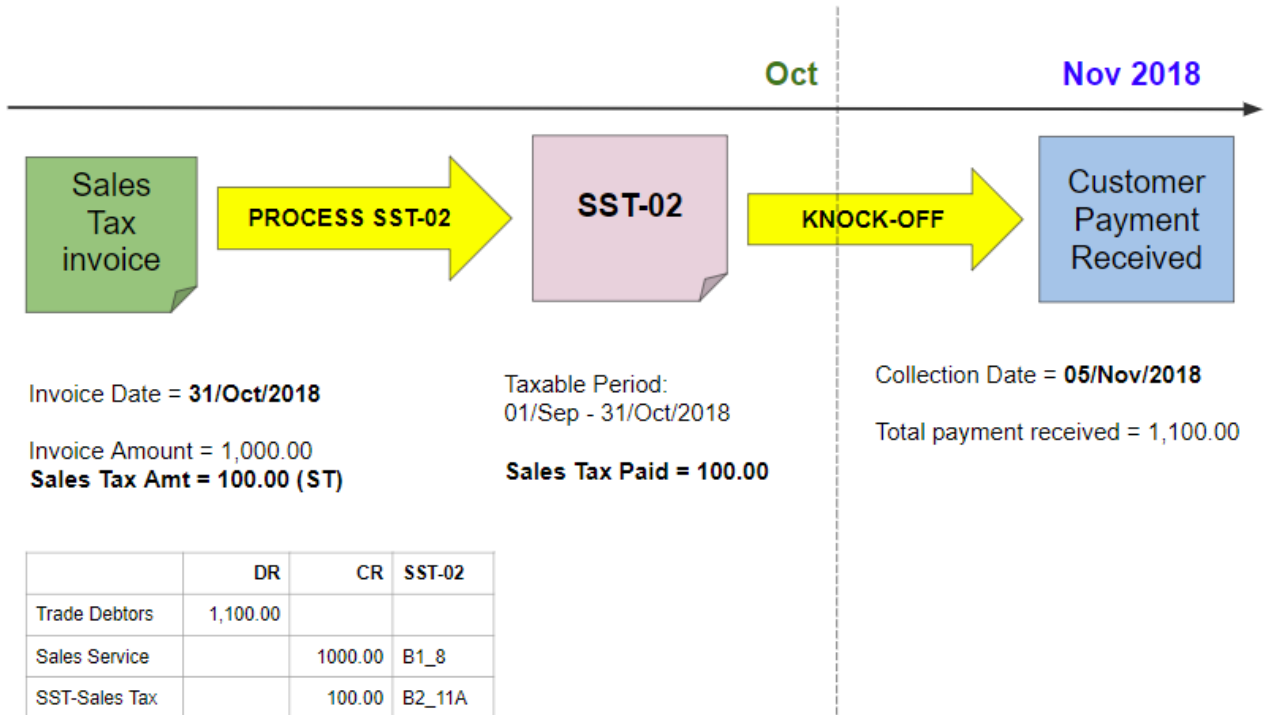
27(b) -----  
Tarikh Cop Pos  
*Post Marked Date*

27(c) -----  
Pegawai Penerima  
*Received Officer*



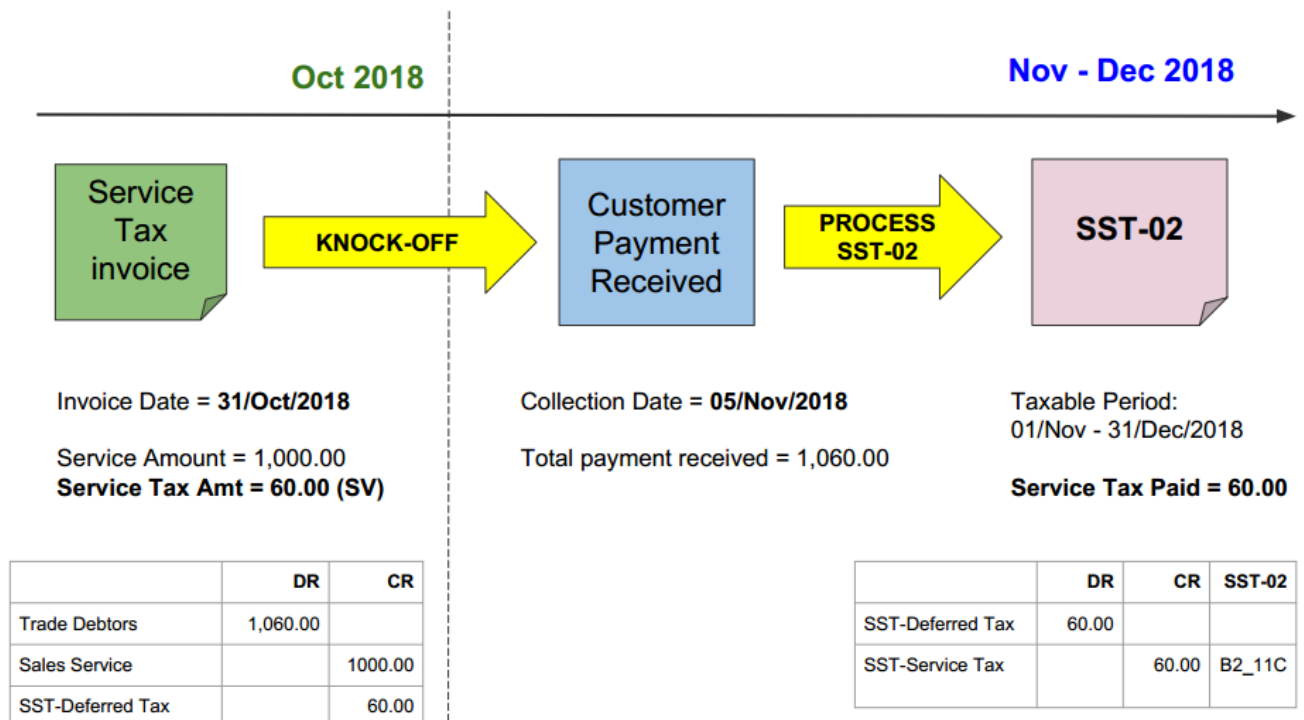
## 20 Double Entry Posting

### 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.

**Invoice** Canceled

Customer :- 300-A0002  
 ALPHA & BETA COMPUTER  
 Address :- 838 JALAN WORLD  
 40485 RAWANG  
 SELANGOR DE

Inv No :- IV-00111  
 Next No :- IV-00112  
 Date :- 31/10/2018  
 Agent :- SY  
 Terms :- 45 Days  
 Ref 1 :-  
 Ext. No :-

Description :- Sales

Item Code	Description	Qty	U/Price	Sub Total	Tax	T...	a...	Tax Amt	Sub Tot...
123/1234	service	1.00	1,000.00	1,000.00	SV	6%	<input type="checkbox"/>	60.00	1,060.00

1 records      1.00      1,000.00      60.00      1,060.00

Deposit Amount: 0.00  
 Local Net Total: 1,060.00      Net Total (RM): 1,060.00

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.

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.

Customer Code: 300-A0002      Currency: ----

Project: ----

**Customer Payment**      O/R No: OR-00056  
 Canceled       Non-Refundable       Next No: OR-00057  
 Date: 05/11/2018  
 Agent: SY  
 Area: RAWANG

Paid By : ALPHA & BETA COMPUTER  
 Received In : MAYBANK      Paid Amount (RM): 1,060.00  
 Bank Charge : 0.00  
 Cheque No :

Description: Payment For Account      Unapplied Amt (RM): 0.00

Type	Date	Doc No.	Amount	Outstanding	Pay
IV	31/10/2018	IV-00111	1,060.00	0.00	1,060.00

8 doc      Total: 12,257.50      6,195.50      1,060.00

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

Date From	Date To	Description	Total Tax P...	Journal
01/09/2018	31/10/2018	SST Return - 01 Sep 201...	0.00	JVSST-201810
01/11/2018	31/12/2018	SST Return - 01 Nov 201...	60.00	JVSST-201812

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
<b>Code : SST-203 (SST - DEFERRED TAX)</b>							
			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)**

11) 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%. <i>Taxable Goods at 5% Rate.</i>	RM 0.00	5%	RM 0.00
b) Barangan Bercukai Berkadar 10%. <i>Taxable Goods at 10% Rate.</i>	RM 0.00	10%	RM 0.00
c) Perkhidmatan Bercukai selain dari Kumpulan H. <i>Taxable Services other than from Group H.</i>	RM 1,000.00	6%	RM 60.00