

INTRODUCTION

The Salihin Premier Solution (SPS), the first intelligent software in the world that can manage numerous aspects of accounting including Goods and Services Tax (GST), Zakat calculation, and Waqf customized specially for Small and Medium Enterprises (SMEs).

SPS is an efficient and effective accounting software that accommodates changes affecting invoicing and billing system of the business process. The software is powered by the latest security features to secure data or information for optimal integrity and confidentiality. It is tailor made for small and medium industries by professional accountants. Timely accurate and complete returns, reports and forms can be generated without hassle to facilitate payments and refunds, audits and timely submissions of GST. SPS has innovative checking and auditing system to ensure that GST returns meet all the statutory requirements.

The Zakat module makes SPS the first comprehensive accounting software with Zakat solution. It will make it easier than ever for Muslim businesses, corporations and organizations to determine the amount payable of Zakat. With Zakat feature built in, it is simply the best accounting software yet.

SYSTEM REQUIREMENTS

Minimum System Requirements

- Operating system must be Windows 7 and above
- Important note: Win XP and Win 2003 are not supported
- 1 GHz processor or higher
- 1GB or higher for RAM
- 10GB of hard disk space
- Microsoft Office 2010 and above
- A broadband internet connection will be required only for WAN environment and usage within an office will require a basic LAN configuration

LESSON ONE

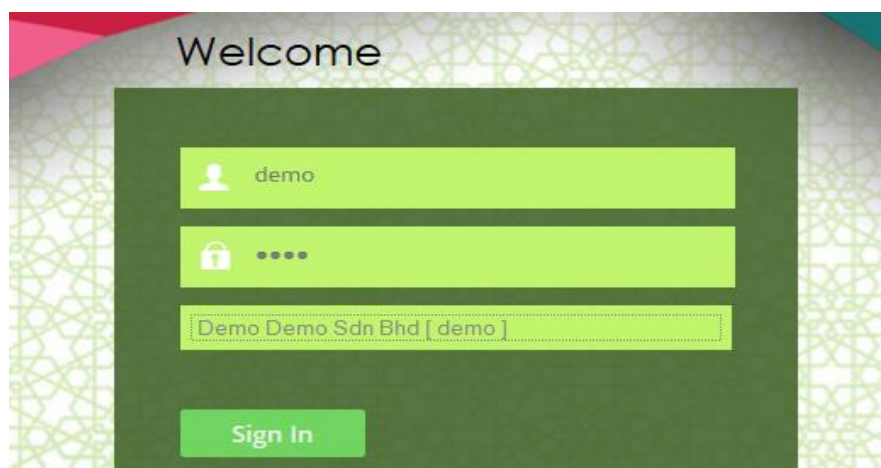
MODULE: GENERAL SETUP

This module provide users the steps to setup the software in the user's machine.

Username: demo

Password: demo

Company: Demo Demo Sdn Bhd [demo]



1.0 How to Setup Company

After system installation, the first thing you have to set up is your company details. Company should function as the foundation of an accounting system that the business will use during future years.

1.0.1 Create/Add New Company

- Go to **General Setup > Company Setup > List**
- Click  button that located on top right page.



Company Master List									
# ▲	Company Name *	Company No.	Incorporate Date	Muslim Share	GST Registration No.	GST Registration Date	Taxable Period	Fax No.	Action
1	CompanyUser12	1012	09-12-2015	100	123456789012	01-04-2015	6 Month/s		
2	CompanyUser11	1011	09-12-2015	0	356356356	01-01-1970	3 Month/s		
3	CompanyUser10	1010	09-12-2015	100	123456789012	01-03-2015	3 Month/s		
4	CompanyUser9	9999	09-12-2015	0	asad	01-01-2012	3 Month/s		
5	CompanyUser8	8888	09-12-2015	100	111111111111	01-03-2015	0 Month/s		
6	CompanyUser7	7777	09-12-2015	0		01-01-1970	0 Month/s		
7	CompanyUser6	6666	09-12-2015	100	123456789101	01-01-2015	0 Month/s		
8	CompanyUser5	5555	09-12-2015	0	000123456789	01-03-2015	0 Month/s		
9	CompanyUser4	4444	09-12-2015	0	354555579911	13-05-2015	0 Month/s		

Once click, you will be directed to company master pages. In this section, you need to fill in all the required information needed.

Company Master		▼
Company No *		Company Activation Key
Company Name *		
Incorporate Date	04-11-2015	
Address		
City		Post Code
Country	MALAYSIA	State -- Please Select --
Phone No.		Example: +603-2261 4180
Fax No.		Example: +603-2261 4182
Email		Example: sps@salihin.com.my

Before you continue to fill in all the required information, you need to get the **Company Activation Key** first.

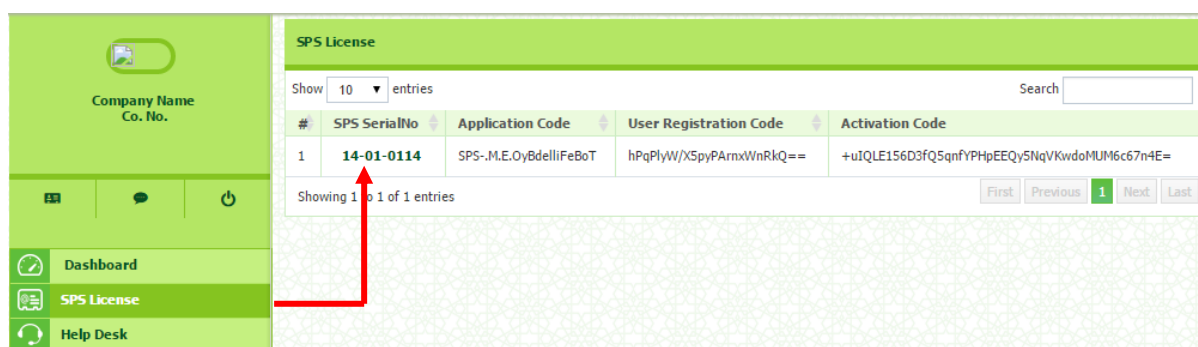
Step 1.0.1 and 1.0.2 below are for commercial version. Please ignore the steps for student version. Key in any number for student version.

1.0.1 How to get Company Activation Key

- Open new browser and type demo.salihinpremier.com/ss-ss/customerlogin
- Enter your username and password. (Please check your email or contact SPS Support Team to get the details)
- Once login, you will be directed to Customer Login page.

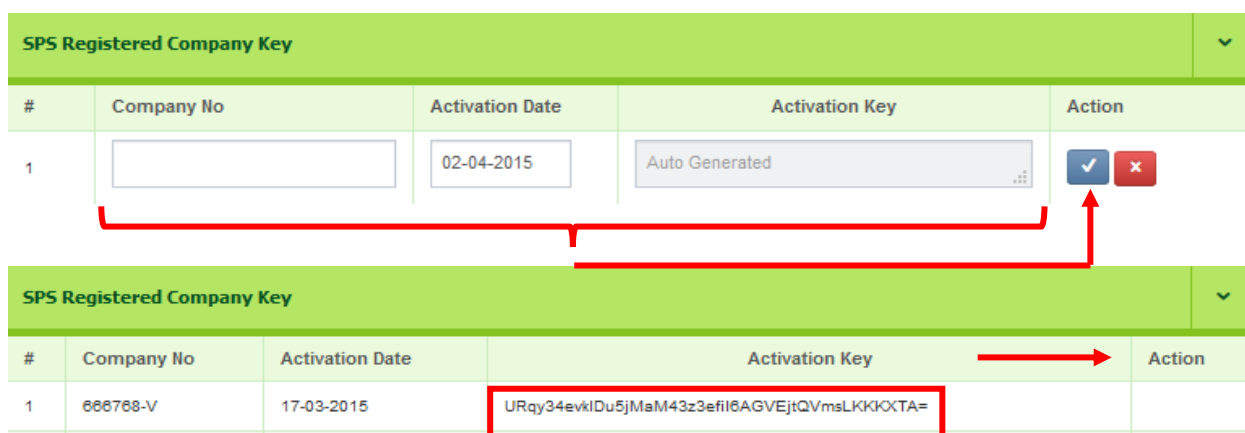
Below is the main interface of Customer Login page. Continue the following steps:-

- Click the **SPS License** from the menu
- Then, click the **SPS Serial No.**



Below is the main interface of your License and Company Registration details.

- Proceed to the SPS Registered Company Key
- Click **Add Company** button
- Once click, you need to entered **Company No. , Activation Date.**
- Then click the ☒ button.
- Once click, the **Activation Key** will be automatically appear.
- Next copy the Activation Key as appeared
- Then, open your **Company Master** page in SPS. Paste your **Activation Key** and paste the code into **Company Activation Key** column besides Company No. (Please refer Company Master Interface)



WARNING!

1. Make sure there is no **SPACE** when you copy and paste. IF you are failed to validate, please contact your Dealer.
2. Please be careful before you remove the registered company. Charge may be implied for data recovery.

1.0.2 Failed to Add New Company

If you having this problem to adding new company registration, kindly please check again your company license that you already purchased. If you purchased for 1 Company, you are unable to proceed for any new company registration.

If you are wish to have more than 1 company license, do call your dealer or SPS Support Team to consult you on the volume of licensing according to your business activities.

Error! Number of campany limited according the license

License

SPS Serial No

Registration Date

Installation Code

Number Of User

User Registration

Code

Number Of Company

+ulQLE156D3fQ5qnfYPHpEEQy5NqVKwdoMUM6c67n4E=

SPS Registered Company Key ▼

#	Company No	Activation Date	Activation Key	Action
1	TR0002710A	23-03-2015	x6Jm5zIsIU91rXGzLXUmszPMt6U0VKg3D7Zhxfl0w=	

➔Add Company

1.0.3 How to Upload Image/Company Logo

- Click the Choose File button
- Select images from your drive , where the logo is located and stored
- Images can be BMP, PNG, JPEG or GIF files and should measure 120 x 120.

Currency

MYR [Ringgit Malaysia]
▼

Upload Logo

Choose File
No file chosen

1.0.4 Goods & Services Tax

Information of your GST No, GST Registration Date, Taxable Period and MSIC Code.

- **GST Registration No** – Must be 12 digits
- **GST Registration Date** – Refer your references copy from Customs.
- **Taxable Period** – Only appeared when you select the Registration Date.
You can select taxable period from the drop down menu, either as Monthly, Every 3 Months, Every 6 Months or Yearly.
- **MSIC Code** – Refer your references copy from Customs. This MSIC Code will take effect in your GST 03.

Goods & Services Tax	
GST Registration No.	789264537643
GST Registration Date	08-12-2015 
Taxable Period	Every 3 months 
MSIC Code	5555

1.0.5 Zakat & Wakaf

Enter the amount (%) of your zakat & wakaf

Zakat & Wakaf	
Muslim Share (%)	% 
Hide prompts Submit	

After Company Activation Key has been updated, you may proceed to click **Submit** button to save all the information.

2.0 How to Create New User

In this section, you can create your new user. The user can be one or more depends to the pattern of your business type. You are also enabled to set the User Access Right to control and prevent data from unauthorized user.

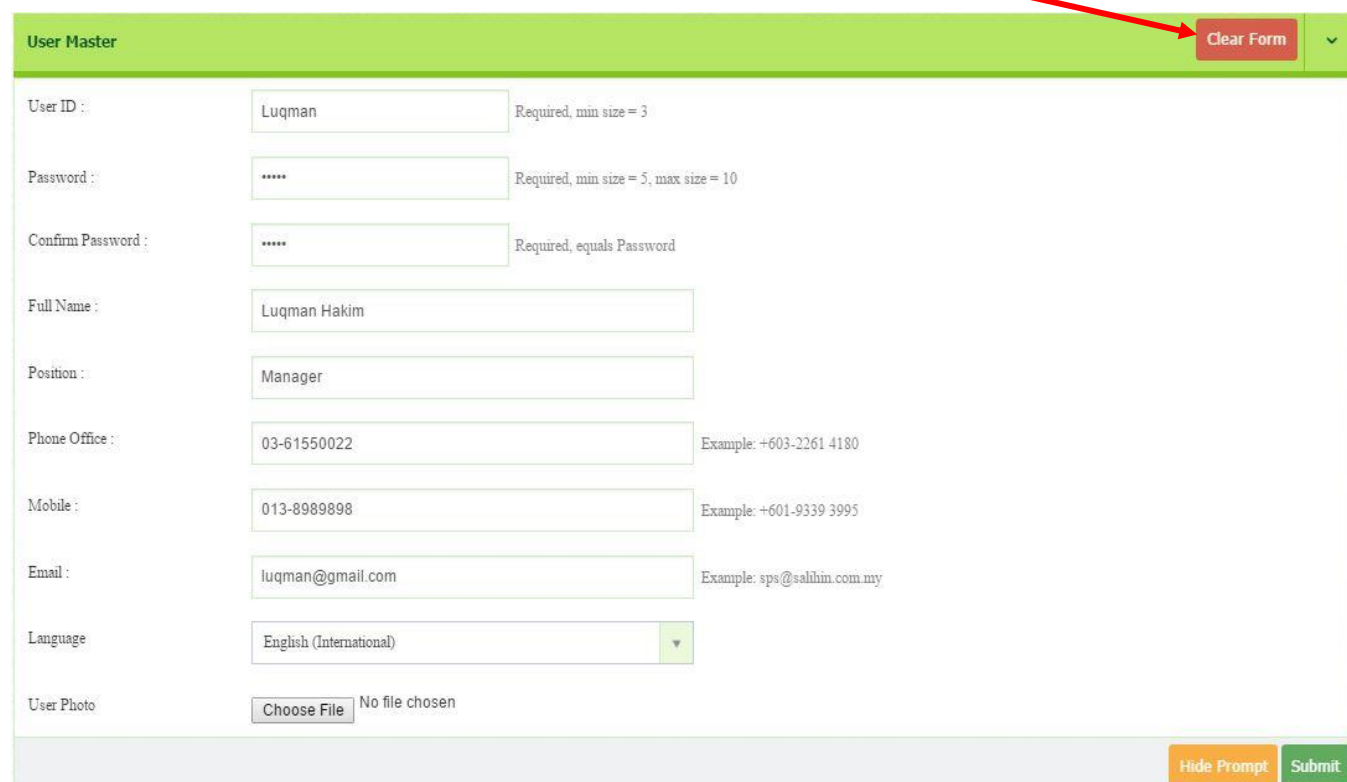
2.0.1 Create/Add New User

To create new user, please follow the following steps:-

- Go to Admin > User Master
- Click  button that located on the top right page.



- Once click, you will be directed to the User Master page (as shown below).
- In this section you need to setup your user details.
- Once completed, click Submit button to save.
- Click Clear Form button to reset all the information.



2.0.2 How to View/Edit User

To view the listing of User:-

- Go to Admin > User Master
- To edit, click  button that located in Action column.

User Master List								
Show	10	▼	entries					Search
#	User ID	User Name	Position	Department	Section	Email	Office Phone	Action
1	demo	Demo for Demo	IS Manager	0	0	info@salihin.com.my	03-61550055	 
2	daus	Firdaus Rahman	CEO	0	0	mfmr_05@yahoo.com		 
3	Luqman	Luqman Hakim	Manager	0	0	luqmanent@gmail.com	03-61550055	 
Showing 1 to 3 of 3 entries								First Previous 1 Next Last

- You will be directed to the editing page.

User Master		Clear form	▼
User ID:	Luqman	Required, min size = 3	
Name:	Luqman Hakim		
Position:	Manager		
Office Phone:	03-61550055	Example: +603-2261 4180	
Mobile:	013-8989898	Example: 601-9339 3995	
Email:	luqman@gmail.com	Example: sps@salihin.com.my	
Language	English (International)		
User Photo	Choose File No file chosen		
		Hide prompts	Reset Password Submit

- After editing user information, click button.

2.0.3 How to Delete User

To delete the listing of User:-

- Go to Admin > User Master > User Master List
- Select the identified user
- To delete,  click button that located in Action column.



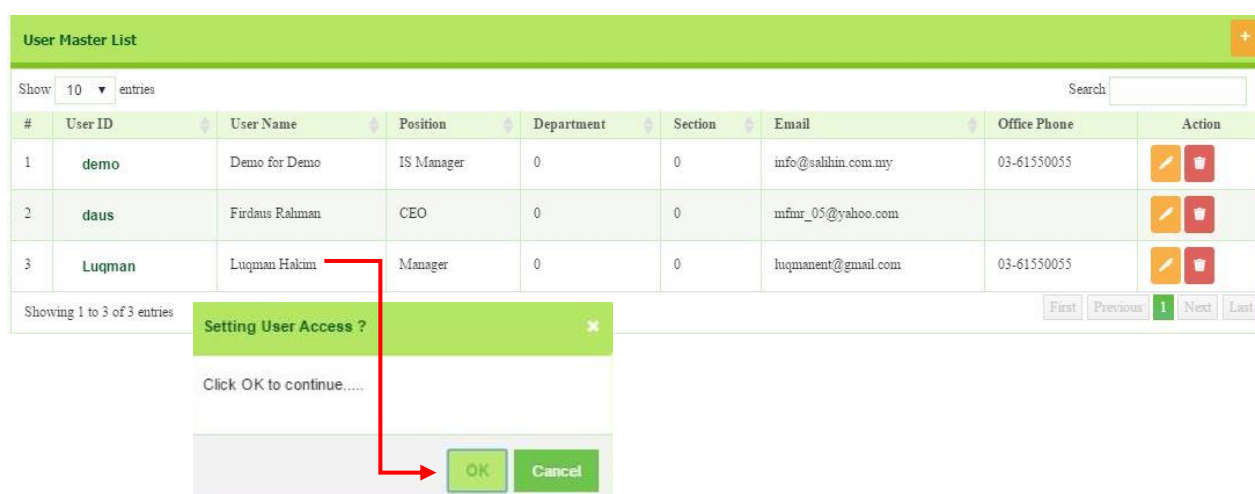
WARNING!

Please be careful before you remove the registered user. Charge may be implied for data recovery.

3.0 How to Grant User Access Right

This section is to guide you as admin to set the user access right. It will help you to control and prevent the data/information from unauthorized user. Please follow the following step:

- Go to Admin > User Master
- Click the identified User ID
- You will be directed to User Access for the user you have selected. The Setting User Access dialog box will appear. Click OK to continue



The screenshot shows the 'User Master List' interface. At the top, there's a green header bar with the title 'User Master List' and a '+' icon. Below the header, there's a search bar and a 'Show 10 entries' dropdown. The main area contains a table with columns: #, User ID, User Name, Position, Department, Section, Email, Office Phone, and Action. The table lists three users: 'demo', 'daus', and 'Luqman'. The 'Luqman' row is highlighted. A dialog box titled 'Setting User Access ?' is overlaid on the table, with the text 'Click OK to continue.....' and 'OK' and 'Cancel' buttons. A red arrow points from the 'Luqman' user row to the 'OK' button in the dialog box.

#	User ID	User Name	Position	Department	Section	Email	Office Phone	Action
1	demo	Demo for Demo	IS Manager	0	0	info@salihin.com.my	03-61550055	 
2	daus	Firdaus Rahman	CEO	0	0	mfmr_05@yahoo.com		 
3	Luqman	Luqman Hakim	Manager	0	0	luqmanent@gmail.com	03-61550055	 

- You will be directed to User Access Right page.

- In this section, you need to select the company (Luqman Enterprise) from the drop down menu.

- Once selected, the User Access will be listed.
- In this part, you may choose which modules you want to grant a permission. If you wish to grant permission to all modules, tick the box under ALL column.

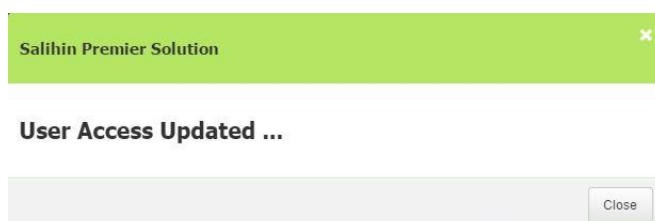
User Access Modules					
Show 10 entries		Search			
#	Module	All	Transaction	Reports	Setup
1	General Ledger	☒	☐	☐	☐
2	Account Receivables	☒	☐	☐	☐
3	Account Payables	☒	☐	☐	☐
4	Inventory Control	☒	☐	☐	☐
5	Sales Order	☒	☐	☐	☐
6	Goods & Services Tax	☒	☐	☐	☐
7	Zakat & Wakaf	☒	☐	☐	☐
8	Purchasing	☒	☐	☐	☐
9	Admin	☒	☐	☐	☐
10	Setup	☒	☐	☐	☐

Showing 1 to 10 of 10 entries

Previous Next

Submit

- Then, click submit button
- Please wait for a while, until the message box is prompt. (as shown below)



Example 1

For example, if you want the user to access only the Goods & Services Tax and can execute transactions, you have to tick the box under Transaction menu.

6	Goods & Services Tax	☐		☒	☐	☒
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- Next, click the drop down button. You can see all the menus under Transaction.
- In this section you can choose which menu to allow them to access.
- Once selected, click **Submit** button to save.

User Access Modules		
Show 10	entries	Search
#	Menu	☒
1	GAF Files Process	☒
2	Bad Debt Relief	☐
3	Bad Debt Relief Confirm	☐
4	Bad Debt Recover	☐
5	Bad Debt Recovered Confirm	☐
6	GST Journal	☒
7	GST Journal Confirm	☒
8	Supplier Bad Debt Relief	☒
9	Supplier Bad Debt Relief Confirm	☒
10	Supplier Bad Debt Recover	☒
11	Supplier Bad Debt Recover Confirm	☒
Showing 0 to 0 of 0 entries		Previous Next
		Back Submit

WARNING!

- 1) Please make sure to limit the access right for User Demo. This is required after you already successful registered new company and assigned user.
- 2) If you are super admin for that selected company, please be careful and confirmed on which modules you want to give privilege.

Once you click submit button, you need to log out from the system.
Then, use your new ID and select the company you have assigned just now.

4.0 How to Reset Password

If you are the user, you need to contact your admin to request for Reset Password. Reset password is needed when, for example, the user no longer working at your company, so you need to set a new password to prevent from the unauthorized person or you forget the password.

Please follow the steps below:-

- Go to Admin > User Master > User Master List
- Select the identified user (**Luqman**) and click  button that located in action column.

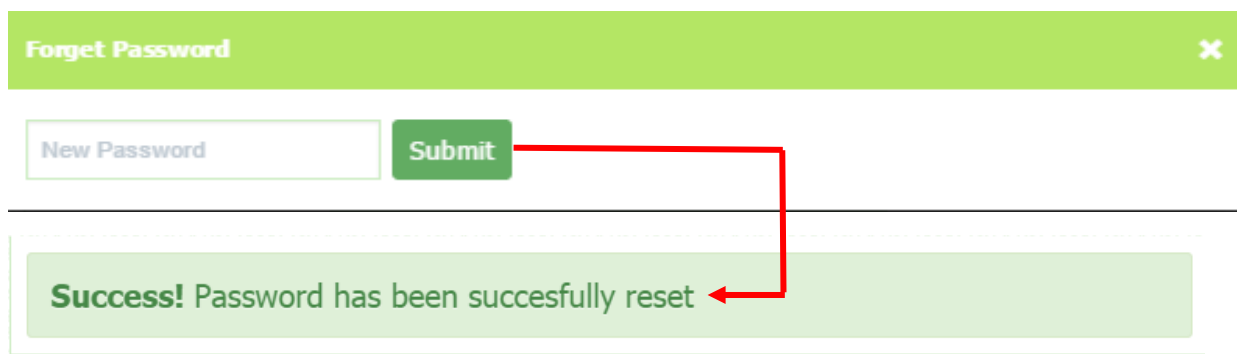
User Master List  								
Show	10	entries						
								Search luq
#	User ID	User Name	Position	Department	Section	Email	Office Phone	Action
135	luq	luqman hakim	manager	0	0	luqman@decodeco.com.my		 
143	Luqman	Luqman Hakim	Manager	0	0	luqman@gmail.com	03-61550055	 

- You will be directed to the User Master page.

User Master  	
User ID:	Luqman Required, min size = 3
Name:	Luqman Hakim
Position:	Manager
Office Phone:	03-61550055 Example: +603-2261 4180
Mobile:	013-8989898 Example: 601-9339 3995
Email:	luqman@gmail.com Example: sps@salihin.com.my
Language	English (International)
User Photo	Choose File No file chosen 
Hide prompts Reset Password Submit	

- Click the  button.

- Once click, you will be directed to Forget Password page
- Insert your new password, then click Submit
- Once submitted, there is a message to prompt that reset password is success.



The screenshot shows a 'Forget Password' form with a green header bar. Below the header is a text input field labeled 'New Password' and a green 'Submit' button. A red arrow points from the 'Submit' button to a green success message box that reads 'Success! Password has been succesfully reset'.

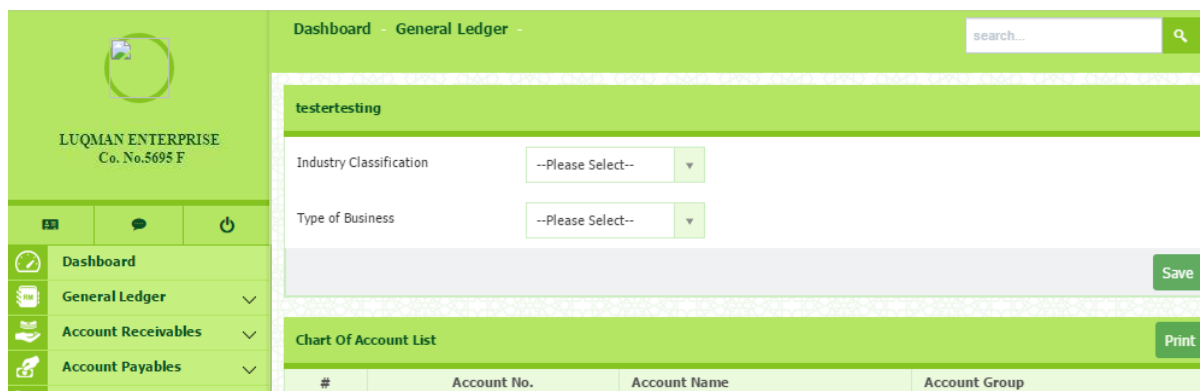
! WARNING!

Super Administrator need to keep a copies of username and password of the registered user.

5.0 How to Setup Chart of Account

After you have registered your company and user master, next step is to setup your Chart of Account. In this part, you need to identify your Industry Classification and Type of Business.

- Go to **General Setup > Company Setup > Chart of Account Setup**
- You will be directed to page as shown below.



The screenshot shows the 'Chart of Account Setup' page. The left sidebar contains a navigation menu with 'Dashboard', 'General Ledger', 'Account Receivables', and 'Account Payables'. The main content area has a green header with 'testertesting' and a search bar. Below the header are two dropdown menus: 'Industry Classification' and 'Type of Business', both with '--Please Select--' as the selected option. A green 'Save' button is located to the right of the dropdowns. Below the dropdowns is a section titled 'Chart Of Account List' with a green 'Print' button. At the bottom, there is a table with columns: '#', 'Account No.', 'Account Name', and 'Account Group'.

- Next, select your **Industry Classification** and **Type of Business** from the dropdown menu.
- Choose **General** for both. Chart of Account List will be listed automatically.

- Then, click **Save** button.

Chart Of Account Setup LUQMAN ENTERPRISE			
Industry Classification	General		
Type of Business	General		
			Save

Chart Of Account List			
#	Account No.	Account Name	Account Group
1	1000-000-00	Owner's/Shareholder's capital	Capital/Retained Earnings
2	1200-000-00	Retained Earnings-Prior Year	Capital/Retained Earnings
3	1300-000-00	Current Year Earnings	Capital/Retained Earnings
4	2000-000-00	Fixed Assets	Fixed Assets
5	2000-100-00	Manufacturing Plant	Fixed Assets
6	2000-100-10	Manufacturing Plant at Cost	Fixed Assets
7	2000-100-20	Manufacturing Plant Accum Dep'n	Fixed Assets
8	2000-200-00	Manufacturing Equipment	Fixed Assets

- Once you click **Save** button, you will be directed to the **System & General Setup**.
- In this section, the system set the default for all setup and customizes according to your company's suitability and needs.

Account No.	Related Amount
1xxx/xxx/xx	➤ Retained earning ➤ Current year earning ➤ Owners/shareholders capital
2xxx/xxx/xx	➤ Fixed asset ➤ Trade receivable ➤ Cash & bank balance ➤ Inventories ➤ Other receivable ➤ Prepayment & deposit ➤ Tax claimable
3xxx/xxx/xx	➤ Trade payable ➤ Invoice/Good not receive ➤ Other payable ➤ Accruals ➤ Client deposit ➤ Deffered tax liabilities ➤ Borrowing

4xxx/xxx/xx	➤ Sales ➤ Wholesale ➤ Consignment ➤ Miscellaneous income
5xxx/xxx/xx	➤ Cost of goods sold ➤ Purchase price variance ➤ Purchases ➤ Wholesale cost of sales ➤ Consignment cost of sales ➤ Materials & supplier ➤ Freight ➤ Commission expenses ➤ Inventory adjust account
7xxx/xxx/xx	➤ Other operating income
8xxx/xxx/xx	➤ Administration expenses ➤ Employment expenses ➤ Finance cost ➤ Income tax expenses ➤ Other comprehensive income
9xxx/xxx/xx	➤ Finance income ➤ Interest income

- The main function of this section is to create the auto journal (the information are available by default).

➤ Example as below:

General Setup	
Retained Earnings	1200-000-00 [Retained Earnings-Pri
Profit/Loss Year	1300-000-00 [Current Year Earnings
Exchange Variances Account	8700-000-00 [Other Comprehensive
Bank Charges Account	8500-100-00 [Bank Charges]
Banking Account	2200-100-00 [Bank]

Customers And Sales Reports	
Receivable Account	2100-000-00 [Trade Receivable]
Sales Account	4000-000-00 [Sales]
Sales Discount Account	8100-600-00 [Discounts Given]
Prompt Payment Discount Account	8100-600-10 [Prompt Payment Disco
Commission Expense	5800-000-00 [Commission Expenses
Commission Payable	3400-400-00 [Commission Payable]
Freight Collected	7100-130-00 [Freight Collected]

Supplier And Purchasing	
Gain/(Loss) On Exchange	8700-100-00 [Gain/(loss) on exchang
Payable Account	3000-000-00 [Trade Payable]
Payable Discount	7100-110-00 [Discount Received]
Freight Charges	8100-130-00 [Freight]

GST	
GST-Input Tax	2600-100-00 [GST Input Tax]
GST-Output Tax	3300-100-00 [GST Output Tax]
21 Days Rule	3300-200-00 [Suspense GST - Outpu
Suspense-GST Input Tax	2600-200-00 [Suspense GST - Input
Suspense-GST Output Tax	3300-200-00 [Suspense GST - Outpu
GST Not Claimable	8100-400-00 [GST- Non Claimable]
Import Duty Payable	3300-300-00 [Import Duty Payable]
Sale Tax Payable	3300-400-00 [Sales Tax Payable]
Service Tax Payable	3300-500-00 [Service Tax Payable]

Zakat And Wakaf	
Zakat Expenses	8100-700-00 [Zakat Expense]
Zakat Payable	3400-600-00 [Zakat Payable]
Wakaf Expense	8100-800-00 [Waqaf Expense]
Wakaf Accrual	3400-500-00 [Accrual Waqaf]

Update Cancel

- Then, click Update button.
- You will be directed to Form Setup page.

6.0 How to Set Form Setup

- Go To **General Setup > Company Setup > Form Setup**. The Form Setup List window appears.
- In this section, you can set your **Serial Startup No.**
- You also can set your **Special Coding** for each form type.
- To insert your special coding and serial startup number, double click at the selected field.
- Press **Enter** and click Save button to save the data.

Company Form No. Setup								
#	Form Type	Form Code	Current Year	Month	Day	Special Coding	Serial Startup No.	Action
1	Purchase Order	PO	☒	☒	☒		1	Save
2	Purchase Invoice	PI	☐	☐	☐		1	Save
3	Purchase Debit Note	PDN	☐	☐	☐		1	Save
4	Purchase Credit Note	PCN	☐	☐	☐		1	Save
5	Purchase Payment	PP	☐	☐	☐		1	Save
6	Good Received Note	GRN	☐	☐	☐		1	Save
7	Inventory Movement	LT	☐	☐	☐		1	Save
8	Sales Quotation	SQN	☐	☐	☐		1	Save
9	Sales Order	SON	☐	☐	☐		1	Save
10	Delivery Order	DO	☐	☐	☐		1	Save
11	Sales Invoice	SI	☐	☐	☐		1	Save

How to add new chart of account

- Go to **General ledger > Setup > Chart of Account.**
- Click  **button** to add account master.

Please add new the following chart of account:

Section: SOFP	Section: SOCI
Account Group: Current Assets	Account Group: Finance income
Account Code: 2200-100-01	Account Code: 9000-000-01
Account Name: Maybank Berhad	Account Name: Hibah

7.0 How to Setup Financial Year Calendar

- Go to **General ledger > Setup > Financial Year Calendar List.**
- Click  **button** on the top of right corner to add New **Financial Calendar List.**



The screenshot shows the 'Financial Calendar List' header with an orange '+' button and a dropdown arrow. Below the header, there is a 'Show' dropdown set to '10' and a 'Search' input field. A table with columns 'Year', 'Period', 'Start Date', 'End Date', 'Month End Closing', and 'Action' is visible.

- You will be directed to **Financial Year Calendar page.**
- Select Year 2016.
- Start period = 1, No of period = 12
- Start date 01-01-2016
- Then, click  **button.**



The screenshot shows the 'Search Parameter' form. It includes fields for 'Year' (set to 2016), 'Start Period' (set to 1), 'No. Of Period' (set to 12), 'Start Date' (set to 01-01-2016), and 'End Date' (set to 31-12-2016). A green 'Submit' button is located at the bottom right.

- The list of financial year calendar will be listed once you click  **button.**

Financial Calendar List								
Show	25	▼	entries	Search				
▲	Year	Period	Start Date	End Date	Month End Closing	Action		
1	2016	12	01-12-2016	31-12-2016	Open			
2	2016	11	01-11-2016	30-11-2016	Open			
3	2016	10	01-10-2016	31-10-2016	Open			
4	2016	9	01-09-2016	30-09-2016	Open			
5	2016	8	01-08-2016	31-08-2016	Open			
6	2016	7	01-07-2016	31-07-2016	Open			
7	2016	6	01-06-2016	30-06-2016	Open			
8	2016	5	01-05-2016	31-05-2016	Open			
9	2016	4	01-04-2016	30-04-2016	Open			
10	2016	3	01-03-2016	31-03-2016	Open			
11	2016	2	01-02-2016	29-02-2016	Open			
12	2016	1	01-01-2016	31-01-2016	Open			
Showing 1 to 12 of 12 entries							First	Previous
							1	Next
							Last	

8.0 How to Setup Opening Balance

- Go to **General ledger > Setup > Opening Balance**. Key in the amount under **Debit** and **Credit** column.

Account Master: Statement Of Financial Position (2010)				
Account No.	Account Name	Debit	Credit	Action
1000-000-00	Owner's/Shareholder's capital	0.00	100,000.00	✓
1200-000-00	Retained Earnings-Prior Year	0.00	0.00	
1300-000-00	Current Year Earnings	0.00	0.00	
2000-000-00	Fixed Assets	0.00	0.00	
2000-100-00	Manufacturing Plant	0.00	0.00	
2000-100-10	Manufacturing Plant at Cost	0.00	0.00	
2000-100-20	Manufacturing Plant Accum Dep'n	0.00	0.00	
2000-200-00	Manufacturing Equipment	0.00	0.00	

- Amount under **Debit** and **Credit** must be balance. The total is shown at the bottom side.

Total Debit	0.00
Total Credit	100,000.00

Warning! Your account opening balance is not balanced yet. Please verify your account opening balance now!

- If the total is not balance, the warning message will appear.

Please setup opening balance as follow:

Account Name	Debit	Credit
Owner's shareholder		100,000
Furniture & Fixtures at cost	20,000	
Furniture & Fixtures Acc Depn		3,000
Office Equipment at Cost	10,000	
Office Equipment Acc Depn		1,000
Motor Vehicle at cost	35,000	
Motor Vehicle Acc Depn		3,500
Maybank Berhad	80,000	
Cash in Hand	12,500	
Bank Loan		50,000
Total	157,500	157,500

9.0 How to Setup Terms

You need to set your Credit Terms and Condition List. It will appear when you create an invoice.

- Go to General Setup > Terms Setup
- To Add New, click  button on top right of page



The screenshot shows the 'Credit Terms and Condition List' window. At the top, there is a green header bar with the title and a '+' button. Below the header, there is a search bar and a 'Show 10 entries' dropdown. The main area contains a table with columns: #, Term, Term Description, Due Days, and Action. The table is currently empty, with a message 'No data available in table' displayed. At the bottom, there is a status bar showing 'Showing 0 to 0 of 0 entries' and navigation buttons: First, Previous, Next, Last.

- In this section, all the particulars must be filled in.
 - Term Name: **30 days** (the period/time frame given)
 - Description: **Payment within 30 Days** (based on user preference)
 - Due days: **30** (dateline given for the term to be completed)
- Once completed, then click  button to save.



The screenshot shows the 'Credit Terms and Condition List' window with the form fields filled out. The 'Term Name' field contains '30 Days', the 'Description' field contains 'Payment within 30 days', and the 'Due Days' field contains '30'. At the top right, there is a 'Clear form' button. At the bottom right, there are 'Hide prompts' and 'Submit' buttons.

9.0.1 How to View/Edit Terms

- Go to General Setup > Terms Setup
- To Edit, click the link of identified Terms



Credit Terms and Condition List				
#	Term	Term Description	Due Days	Action
1	30 Days	Due within 30 days	30	

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

- You will be directed to the editing page. Once completed, click **Submit** button to save.

9.0.2 How to Delete Terms List

- Go to General Setup > Terms Setup
- You will be directed to the Credit Terms and Condition List page.
- Identify the Terms that you want to remove.
- Click the button that located in Action column to delete.

10.0 How to Setup Bank

Before setup Bank, you must ensure how many bank your company may use. If you have only one bank, then you can proceed to setup Bank. However, if more than one, you need to add new account code for each bank. It is because you require to each bank to each account code.

How to Add New Account Code

SPS have already set up Chart of Account by default. However, you can change chart of account as you prefer. For example, when you have a new customer, you need to create a new ledger for his/her account. Any related transaction to that customer will be recorded into the ledger that you have created.

You can see the different of this account ledger in **Statement of Financial Position Report** and **Statement of Comprehensive Income Report**.

- Go to **General Ledger > Setup > Chart of Account**.
- There are two sections of Company Master Group.
 - Statement of financial position (SFP)
 - Statement of comprehensive income (SOCI)

- To add new account master, click  button that located on top right of page either under SOFP or SOCI section.

Dashboard - General Ledger - **Chart Of Account List** search...

Account Master: Statement Of Financial Position Print  

Show 10 entries Search

Account No.	Account Name	Account Group	Account Type
1000-000-00	Owner's/Shareholder's capital	Capital/Retained Earnings	Equity
1200-000-00	Retained Earnings-Prior Year	Capital/Retained Earnings	Equity
1300-000-00	Current Year Earnings	Capital/Retained Earnings	Equity
2000-000-00	Fixed Assets	Fixed Assets	Assets
2000-100-00	Manufacturing Plant	Fixed Assets	Assets
2000-100-10	Manufacturing Plant at Cost	Fixed Assets	Assets
2000-100-20	Manufacturing Plant Accum Dep'n	Fixed Assets	Assets
2000-200-00	Manufacturing Equipment	Fixed Assets	Assets
2000-200-10	Manufacturing Equipment at Cost	Fixed Assets	Assets
2000-200-20	Manufacturing Equipment Accum Dep'n	Fixed Assets	Assets

Showing 1 to 10 of 57 entries First Previous 1 2 3 4 5 Next Last

Account Master: Statement Of Comprehensive Income Print  

Show 10 entries Search

Account No.	Account Name	Account Group	Account Type
4000-000-00	Sales	Revenue	Income
4000-100-00	Sales Product #1	Revenue	Income
4000-200-00	Sales Product #2	Revenue	Income
4000-300-00	Sales Product #3	Revenue	Income
4100-000-00	Wholesale	Revenue	Income
4200-000-00	Consignment	Revenue	Income
4300-000-00	Miscellaneous Income	Revenue	Income
5000-000-00	Cost of Goods Sold	Cost Of Good Sold	Expenses
5100-000-00	Purchases Price Variance	Cost Of Good Sold	Expenses
5200-000-00	Purchases	Cost Of Good Sold	Expenses

Showing 1 to 10 of 63 entries First Previous 1 2 3 4 5 Next Last

- You will be directed to the page as shown below.

Chart Of Account

Account Group Current Assets

Chart Of Account

Account Code 2200-100-01

Account Name Maybank Berhad

Delete Hide Prompt Submit

- Next, select **Account Group (Current Asset)**
- Type your **Account Code (2200-100-01)**
- **Account Name (Maybank Berhad)**
- Then click **Submit** button to save
- To delete, click  button.

If you have three banks, you need to add two more new account codes. Then you can proceed to bank setup.

- Go To **General Setup > Bank Setup**. The Bank Master List window appears.
- Click on **+** Button on the top right-side of the page to add **New Bank**.



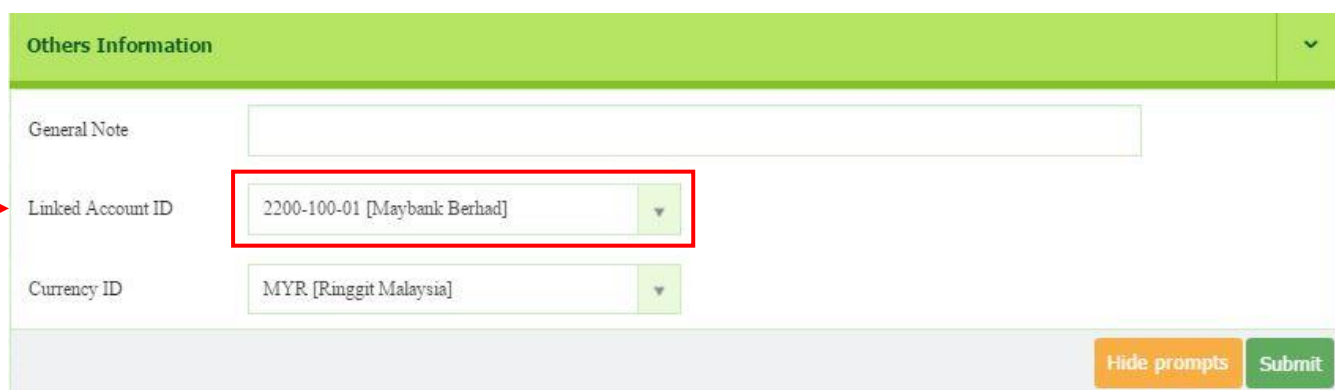
The 'Bank Master List' window has a green header bar with 'Bank Master List' on the left and 'Print' and '+' buttons on the right. Below the header, there is a 'Show' dropdown set to '10' and a 'Search' text box. A table with columns: '#', '*Bank Name', 'Branch', 'Bank Account No.', 'Address', 'Phone No.', 'Fax No.', 'Email', and 'Action' is shown. The table is currently empty with the message 'No data available in table'. At the bottom, it says 'Showing 0 to 0 of 0 entries' and has navigation buttons: 'First', 'Previous', 'Next', and 'Last'.

- You will be directed to the page where you can enter all the required information.
 - Bank Name: Maybank Berhad
 - Bank Short Name: MBB



The 'Bank Master' form has a green header bar with 'Bank Master' on the left and 'Clear Form' and a dropdown arrow on the right. The form contains several input fields: '*Bank Name' (MAYBANK), 'Bank Short Name' (MBB), 'Branch' (MENARA), 'Bank Account No.' (1600125695), and 'Current Balance' (0).

- Once completed, click **Submit** button to save.
- Under others information section, user needs to choose linked account ID with the related chart of account.



The 'Others Information' form has a green header bar with 'Others Information' on the left and a dropdown arrow on the right. The form contains three input fields: 'General Note' (empty), 'Linked Account ID' (2200-100-01 [Maybank Berhad]), and 'Currency ID' (MYR [Ringgit Malaysia]). The 'Linked Account ID' field is highlighted with a red box. At the bottom right, there are two buttons: 'Hide prompts' and 'Submit'.

Please add Cash using similar step you setup Bank as detail below:

Bank name: Cash in Hand

Bank short name: Cash in Hand

Branch: HQ

Account Bank: 1

Current Balance: RM12, 500

Linked Account ID: 2200-200-00 [Cash in Hand]

10.0.1 How to View/Edit Bank Listing

- Go To **General Setup > Bank Setup**. The Bank Master List window appears.
- In the search field, you can search any particular bank by entering the bank name.

Bank Master List

Print

+

▼

Show

10

▼

entries

Search

#	*Bank Name	Branch	Bank Account No.	Address	Phone No.	Fax No.	Email	Action
1	Maybank Berhad	Menara	1600125695					

Showing

1

to 1 of 1 entries

First

Previous

1

Next

Last

- In the Bank Name field, identify the bank and select the particular bank name.
- The Edit dialog box appears.



Are you sure to Edit ?

To editing page....

Continue... Cancel

- Click **Continue**, the Bank Master window appears. Edit the relevant information.
- Once completed, click **Submit** button to save.

10.0.2 How to Delete Bank Listing

- Go To **General Setup > Bank Setup**. The Bank Master List window appears.
- To remove the existing bank, identify the bank row.
- In the Action field on the right-side of the row, click  button.

Bank Master List								
Show 10 entries								Print +
Search								
#	*Bank Name	Branch	Bank Account No.	Address	Phone No.	Fax No.	Email	Action
1	Maybank Berhad	Menara	1600125695					
Showing 1 to 1 of 1 entries								First Previous 1 Next Last

- Dialog box of deletion confirmation appears, then click  button.

Are you sure to Delete?

Row will be deleted....

Delete Cancel

LESSON TWO

MODULE: GENERAL LEDGER

(Other Payment/Other Receive/Journal Entry)

General ledger allow users to create Journal entry, record the payment made or received, produce various report and summary of the transaction. This modules need to be setup carefully as it will result in

1.0 How to Create Other Payment

- Go to **General ledger > Transaction > Other Payment**.
- Key in all the information required in New Other Payment Section as follow.
 - **Date: 29/1/2016**
 - **Bank: MBB**
 - **Pay to: TNB**
 - **Payment method: cheque**
 - **Ref no: 100001**

New Other Payment

Form No.	OPN	Serial	Pay To	TNB
Date		29-01-2016	Amount Paid	0.00
Bank	MBB Menara		Payment Method	Cheque
Acct No.	1600125695		Ref No	100001
Balance	80000		Exchange Rate	1.000
Project				
Memo				

- In Payment Details section, click **Add New Payment** to create payment voucher.
- Select account group (**Electricity**) and tax code (**TX**) from drop down button.
- Insert description (**January**) and amount (**RM300**)
- Click button in the action column to save.

Payment Details

#	Account	Description	Amount	Tax %	Inclusive Tax	Tax Amount	Amount (Include Tax)	Action
1	8100-230-10 Electricity	January	300	6 TX	☐	18.00	318.00	

Last Message!

No Message...

Hide prompts
+ Add New Payment

- After saved, message will appear. Total amount will be shown.

Payment Details								▼
#	Account	Description	Amount	Tax %	Inclusive Tax	Tax Amount	Amount (Include Tax)	Action
1	\$100-230-10 Electricity	January	300.00	6 TX		18.00	318.00	

Last Message!
Details successfully saved

Hide prompts + Add New Payment

Total Amounts		▼
Simplified Tax Invoice ☐		
Total Allocated		300.00
Total Tax Amount		18.00
Total Paid		318.00
Out of Balance		0.00

Then, try to do another payment by using other payment module. The detail as follow:

- **Date: 29/1/2016**
- **Bank: MBB**
- **Pay to: Syabas**
- **Payment method: cheque**
- **Ref no: 100002**
- **Account Group: Water**
- **Description: January**
- **Amount: RM200**
- **GST: RM12**
- **Tax Code: TX**

1.1 How to Confirm Other Payment

- Go to **General ledger > Transaction > Other Payment Confirm**
- Select Year (**2016**) and Period (**1**)
- The list of other payment will appear.

Search Parameter

Year

2016

Period

1 [01-01-2016 - 31-01-2016]

Other Payment List

Show

10

entries

Search

#	Form No.	Reference No	Pay To	Total Amount	Date		Journal	Delete
1	OPN[00000002]	100002	SYABAS	212.00	29-01-2016	☐		
2	OPN[00000001]	100001	TNB	318.00	29-01-2016	☐		

Showing 1 to 2 of 2 entries

First Previous 1 Next Last

Confirm

- Tick the box and click **Confirm** button.

Search Parameter

Year

2016

Period

1 [01-01-2016 - 31-01-2016]

Other Payment List

Show

10

entries

Search

#	Form No.	Reference No	Pay To	Total Amount	Date		Journal	Delete
1	OPN[00000002]	100002	SYABAS	212.00	29-01-2016	☒		
2	OPN[00000001]	100001	TNB	318.00	29-01-2016	☒		

Showing 1 to 2 of 2 entries

First Previous 1 Next Last

Confirm

- You can click button to show pre journal.
- To edit, click on the **Form No.**

- You will be directed to the payment detail page.
- You can change all information in other payment section except Form No, Account No and Balance.

Other Payment

Form No. OPN 00000001

Bank: MBB | Menara

Amount Paid: 318.00

Date: 29-01-2016

Acct No.: 1600125695

Ref. No: 100001

Pay To: TNB

Balance: 80000

Payment Method: Cheque

Project:

Simplified Tax Invoice ☐

Memo

Update

Payment Details + ▼

#	Account	Description	Amount	Tax %	Tax Amount	Amount (Include Tax)	Action	Inclusive Tax
1	8100-230-10 Electricity	JANUARY	300.00	TX 6	18.00	318.00	✎ ✖	

Last Message!
No Message...

- Click  button to edit Payment Detail information.

Payment Details + ▼

#	Account	Description	Amount	Tax %	Tax Amount	Amount (Include Tax)	Action	Inclusive Tax
1	8100-230-10 Electricity	JANUARY	300.0	6 TX	18.00	318.0	✓ ✖	☐

Last Message!
No Message...

- After edit payment detail, click  button.

Last Message!
Details successfully updated

1.2 How to Create Other Receive

- Go to **General ledger > Transaction > Other Receive**
- You will be directed to the Other receive page
- Fill in all the information required in the New Other Receive section as follow:
 - **Date: 31/1/2016**
 - **Bank: MBB**
 - **Receive Type: Other Receive**
 - **Receive From: Maybank**
 - **Payment Method: online**
 - **Amount received: 1500**

New Other Receive

Form No.	ORI Serial	Receive From	Maybank
Date	 31-01-2016	Amount Received	1500
Bank	MBB Menara	Payment Method	online
Acct No.	1600125695	Ref. No.	1
Receive Type	Other Receive	Exchange Rate	1.000
Project			
Memo			

- In Other Receive Details section, click **Add New Payment** to record any payment received.
- Select **account** group (**HIBAH**) and **tax code (OS)** from drop down button. Insert description (**2015**) and amount (**RM1500**).
- Tick the box in column inclusive tax to represent the amount inserted is inclusive of GST.
- Click ☒ button in the action column to save.

Other Receive Details

#	Account	Description	Amount	Tax %	Inclusive Tax	Tax Amount	Amount (Include Tax)	Action
1	9000-000-01 Hibah	2015	1500	0 OS	☐	0.00	1,500.00	☒ ☐

Last Message!
No Message...

Hide prompts + Add New Payment

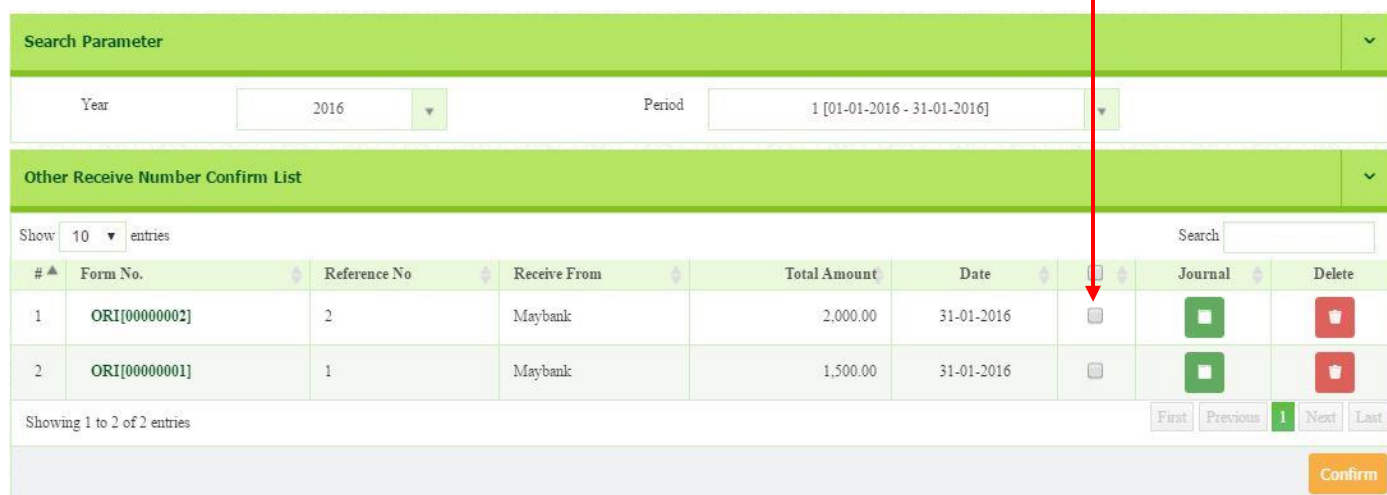
Total Received	1,500.00
Total Allocated	1,500.00
Total Tax Amount	0.00
Out of Balance	0.00

Please add one more transaction in other receive as follow:

- **Date: 31/1/2016**
- **Bank: MBB**
- **Receive Type: Other Receive**
- **Receive From: Maybank**
- **Payment Method: online**
- **Amount received: 2000**
- **Account: Interest income**
- **Description: Fixed Deposit**
- **Amount: RM2 000**
- **Tax code: OS**

1.3 How to Confirm Other Receive

- Go to **General ledger > Transaction > Other Receive Confirm**
- Select **Year (2016)** and **Period (1)**. The list of Other receive will appear.
- Select **Form No** that wants to be confirmed and tick the box.
- Then click **Confirm** button.



Search Parameter

Year: 2016 Period: 1 [01-01-2016 - 31-01-2016]

Other Receive Number Confirm List

Show 10 entries

#	Form No.	Reference No	Receive From	Total Amount	Date		Journal	Delete
1	ORI[00000002]	2	Maybank	2,000.00	31-01-2016	☐	☐	☐
2	ORI[00000001]	1	Maybank	1,500.00	31-01-2016	☐	☐	☐

Showing 1 to 2 of 2 entries

First Previous 1 Next Last

Confirm

- You can click ☐ button to show pre journal.

1.4 How to Create Journal Entry

- Go to **General ledger > Transaction > Journal Entry**
- Enter all the information as follow:
 - Date: 4/1/2016
 - Description: Transfer to cash
 - Reference: withdrawal

Journal Entry					
Journal No.*	Auto-Generated		Effective Date*	04-01-2016	
Description*	Transfer to Cash				
Reference	Withdrawal				
Control Amount	0.00	Total Debit	5000.00	Total Credit	5000.00

- Click on **+** button on the top of right corner of the journal details to add transaction.
- Select the **Account Number (Dr: cash in hand) and (Cr: Maybank Bhd)**
- Insert the description (**withdrawal**) and the amount of debit or credit (**RM5000**)
- Click **Submit** button to save.

Journal Details					
#	Account Number	Description	Amount(Debit)	Amount(Credit)	Action
1	2200-200-00 [Cash in Hand]	withdrawal	5,000		
2	2200-100-01 [Maybank Berhad]	withdrawal		5,000	

Submit

- Journal No. will be automatically generated once the user click **Submit** button.
- The transaction will be appeared in the **Posting Journal**.

1.5 How to do Posting Journal

- Go to **General ledger > Transaction > Posting Journal**
- Select **Year (2016)** and **Period 1[01-01-2016 – 31-1-2016]**
- Then click **Submit** button.

Search Parameter

Year

2016

Period

1 [01-01-2016 - 31-01-2016]

Display Option

Unposted Journal

Submit

- All transactions that already confirmed will be listed in search result below

Search Result

Show 10 entries

Search

#	Journal No.	Reference No.	Year	Period	Description	Total		Action
1	JL20160100000001	withdrawal	2016	1	Transfer to Cash	5,000.00	☐	
2	AP20160100000001	100002	2016	1	Other Payment [OPN[00000002]]	212.00	☐	
3	AP20160100000002	100001	2016	1	Other Payment [OPN[00000001]]	318.00	☐	
4	AR20160100000001	2	2016	1	[ORI[00000002]]	2,000.00	☐	
5	AR20160100000002	1	2016	1	[ORI[00000001]]	1,500.00	☐	

Showing 1 to 5 of 5 entries

First

Previous

1

Next

Last

Post Journal

- Tick the box to post the intended transaction.
- Then, click **Post Journal** button.
- You may see the journal details by clicking on the Journal No.

1.6 How to edit/delete transaction

- This function enable users to edit or delete any transaction that already confirmed or posted which mistakenly recorded.
- There are some conditions applied due to the logics.

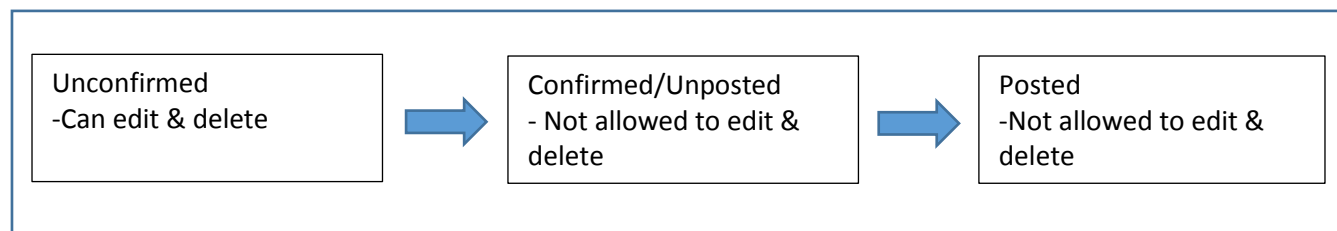
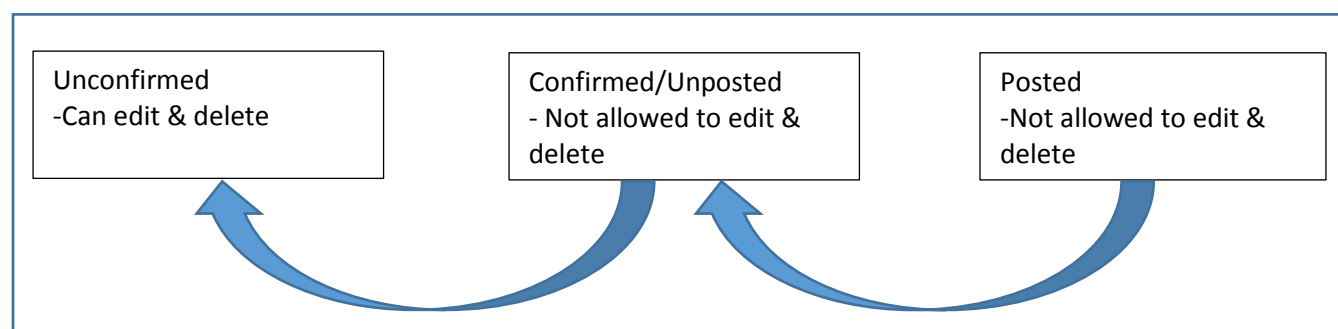


figure: confirming & Posting transaction process flow

- Figure above shows that the normal process that must be done by users in order to produce accounting reports. If there are problem occurred to the transaction, figure below will explain you how to pull out the transaction back from the reports and fix it.



- There are certain situation to edit or delete the transaction which include the following:-
 - **The transaction already posted.** You need to unpost and unconfirm the transaction to allow you to edit the transaction.
 - **The transaction already confirmed but no posting made.** You need to unconfirm the transaction to allow you to edit.
 - **The transaction not confirm yet.** You may edit the transaction in the confirm menu.

PROCESS FLOW OF UNPOST THE TRANSACTION

- Go to General Ledger > Transaction > Posting Journal
- Select Year and Period
- Select Posted Journal in display option
- Click Submit button.

Search Parameter

Year

Period

Display Option

- The list of posted transaction will appear.
- Find the journal that need to unpost then click  button.
When the posted journal already unpost, it will pull out the transaction to the unposted journal.

Search Result

Show10▼entries

Search

#▲	Journal No.	Reference No.	Year	Period	Description	Total	☐	Action
1	JL20160100000001	withdrawal	2016	1	Transfer to Cash	5,000.00	☐	
2	AP20160100000001	100002	2016	1	Other Payment [OPN[00000002]]]	212.00	☐	
3	AP20160100000002	100001	2016	1	Other Payment [OPN[00000001]]]	318.00	☐	
4	AR20160100000001	2	2016	1	[ORI[00000002]]	2,000.00	☐	
5	AR20160100000002	1	2016	1	[ORI[00000001]]	1,500.00	☐	

Showing 1 to 5 of 5 entries

First

Previous

1

Next

Last

PROCESS FLOW OF UNCONFIRM THE TRANSACTION

- Go to General Ledger > Transaction > Posting Journal
- Select Year and Period
- Select Unposted Journal display option
- Click Submit button

Search Parameter

Year

2016

Period

3 [01-03-2016 - 31-03-2016]

Display Option

Unposted Journal

Submit

Search Result

- The list of unposted transaction will appear.
- Find the journal that need to unconfirm then click  button.
- There is exception for Journal entry transaction. You may edit the transaction at the posting journal menu. It does not require user to unconfirm the transaction but just unpost and click  button to edit

Search Result									
Show 10 entries		Search							
#	Journal No.	Reference No.	Year	Period	Description	Total		Action	
1	JL20160100000001	withdrawal	2016	1	Transfer to Cash	5,000.00	☐		
2	AP20160100000001	100002	2016	1	Other Payment [OPN[00000002]]	212.00	☐		
3	AP20160100000002	100001	2016	1	Other Payment [OPN[00000001]]	318.00	☐		
4	AR20160100000001	2	2016	1	[ORI[00000002]]	2,000.00	☐		
5	AR20160100000002	1	2016	1	[ORI[00000001]]	1,500.00	☐		
Showing 1 to 5 of 5 entries							First	Previous	1 Next Last
									Post Journal

- When the unposted journal is unconfirm, the unconfirm invoice/ credit note/ debit note/ payment will be listed in the invoice confirm/ credit note confirm/ debit note confirm/ payment advice confirm.

PROCESS FLOW OF EDIT/DELETE THE TRANSACTION

- Go to confirm menu of every module to delete the transaction. The confirm menu include the following:-
 - Other Payment confirm
 - Other Receive Confirm
 - Sales Invoice Confirm
 - Debit Note Confirm
 - Credit Note Confirm
 - Payment Received Confirm
 - Purchase Receive Confirm
- For example, go to other payment confirm.
- Select Year and Period
- Find and select the transactions that need to edit/delete.
- Follow the step of editing mentioned earlier.

Search Parameter

Year

2016

Period

1 [01-01-2016 - 31-01-2016]

Other Payment List

Show 10 entries

Search

#	Form No.	Reference No	Pay To	Total Amount	Date		Journal	Delete
1	OPN[00000002]	100002	SYABAS	212.00	29-01-2016	☐		
2	OPN[00000001]	100001	TNB	318.00	29-01-2016	☐		

Showing 1 to 2 of 2 entries

First

Previous

1

Next

Last

Confirm

Exercise

Add some of the other payment, other receive, and journal entry transactions.

Journal Entry:

- **Date: 30-12-2016**
- **Description: Depreciation**
- **Reference: 2016**
- **Journal detail**

Account No.	Dr	Cr
Depreciation	7,500	
Motor Vehicles Accum Depn		3,500
Office Equipment Accum Depn		1,000
Furniture & fixtures Accum Depn		3,000

Other Payment:

- **Date: 30.12.2016**
- **Bank: MBB**
- **Pay To: Luqman**
- **Payment Method: Cheque**
- **Ref No: 100004**
- **Account: Wages & salary**
- **Amount: RM18,000**
- **GST Code: OP**

Other Receive

- **Date: 30.12.2016**
- **Bank: MBB**
- **Receive From: Maybank**
- **Amount receive: RM5,000**
- **Payment Method: online**
- **Receive type: Other receive**
- **Ref No: 567890**
- **Account: Hibah**
- **Amount: RM5,000**
- **GST Code: OS**

2.0 How to Generate Trial Balance

- Go to **General ledger > Report > Trial Balance**
- Select **Year** and **Period**
- Click **Generate Report** to generate the report.

Trial Balance			
Year	2016	Period	1 [01-01-2016 - 31-01-2016]
			Generate Report

- The report will appear based on the period you have chosen.

Trial Balance : 1 - 2016							Print
Show	100	entries	Search				
#	Account Number	Description	Year To Date Debit	Year To Date Credit	This Month Debit	This Month Credit	
1	1000-000-00	Owner's/Shareholder's capital	0.00	100,000.00	0.00	0.00	
2	2000-300-10	Furn & Fixtures at Cost	20,000.00	0.00	0.00	0.00	
3	2000-300-20	Furn & Fixtures Accum Dep'n	0.00	3,000.00	0.00	0.00	
4	2000-400-10	Office Equipment at Cost	10,000.00	0.00	0.00	0.00	
5	2000-400-20	Office Equipment Accum Dep'n	0.00	1,000.00	0.00	0.00	
6	2000-500-10	Motor Vehicles at Cost	35,000.00	0.00	0.00	0.00	
7	2000-500-20	Motor Vehicles Accum Dep'n	0.00	3,500.00	0.00	0.00	
8	2200-100-01	Maybank Berhad	77,970.00	0.00	0.00	2,030.00	
9	2200-200-00	Cash in Hand	17,500.00	0.00	5,000.00	0.00	
10	2600-100-00	GST Input Tax	30.00	0.00	30.00	0.00	
11	3700-100-00	Bank Loan	0.00	50,000.00	0.00	0.00	
12	8100-230-10	Electricity	300.00	0.00	300.00	0.00	
13	8100-230-30	Water	200.00	0.00	200.00	0.00	
14	9000-000-01	Hibah	0.00	1,500.00	0.00	1,500.00	
15	9000-100-00	Interest Income	0.00	2,000.00	0.00	2,000.00	
16		Total	161,000.00	161,000.00	5,530.00	5,530.00	
Showing 1 to 16 of 16 entries							First Previous 1 Next Last

- You can print the report by clicking **Print** button.

2.1 How to Generate Trial Balance Fiscal Year

➤ Go to **General ledger > Report > Trial Balance Fiscal Year**

➤ Select **Year**. Then, click **Generate Report** button.



➤ The report will appear as follows.

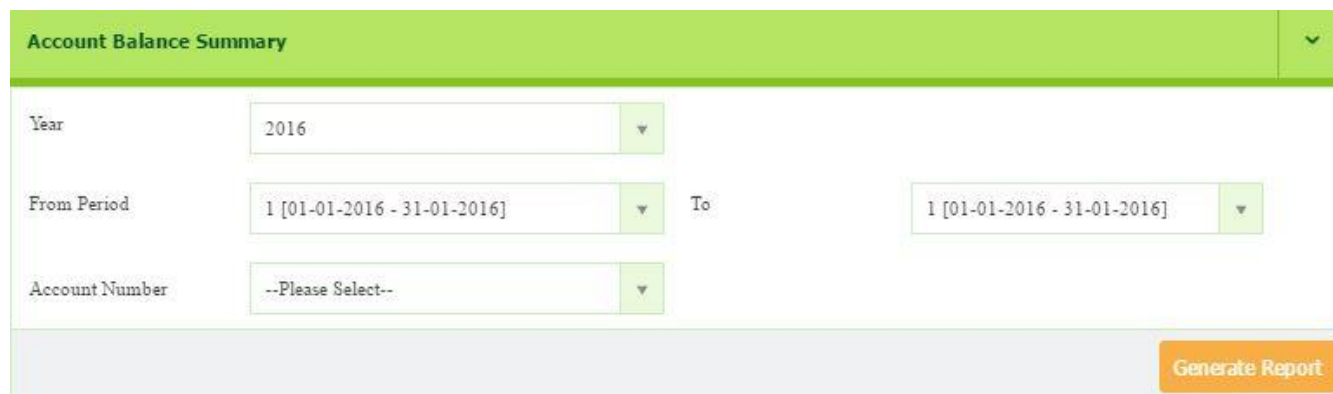
Trial Balance For Fiscal Year Of : 2016					Print
Show	50	entries	Search		
#	Account Number	Description	Year To Date Debit	Year To Date Credit	
1	1000-000-00	Owner's/Shareholder's capital	0.00	100,000.00	
2	2000-300-10	Furn & Fixtures at Cost	20,000.00	0.00	
3	2000-300-20	Furn & Fixtures Accum Dep'n	0.00	3,000.00	
4	2000-400-10	Office Equipment at Cost	10,000.00	0.00	
5	2000-400-20	Office Equipment Accum Dep'n	0.00	1,000.00	
6	2000-500-10	Motor Vehicles at Cost	35,000.00	0.00	
7	2000-500-20	Motor Vehicles Accum Dep'n	0.00	3,500.00	
8	2200-100-01	Maybank Berhad	77,970.00	0.00	
9	2200-200-00	Cash in Hand	17,500.00	0.00	
10	2600-100-00	GST Input Tax	30.00	0.00	
11	3700-100-00	Bank Loan	0.00	50,000.00	
12	8100-230-10	Electricity	300.00	0.00	
13	8100-230-30	Water	200.00	0.00	
14	9000-000-01	Hibah	0.00	1,500.00	
15	9000-100-00	Interest Income	0.00	2,000.00	
16		Total	161,000.00	161,000.00	
Showing 1 to 16 of 16 entries					First Previous 1 Next Last

➤ Once report is generated, you can print the report by clicking **Print** button

2.2 How to generate Account Balance Summary

In this section, you can generate report for each ledger by select account number.
You can ensure each ledger is recorded correctly.

- Go to **General ledger > Report > Account Balance Summary**
- Select **Year (2016)**, **Period 1** and **Account Number (Maybank)**
- Click **Generate Report** button to generate the report.



The screenshot shows a web interface for generating an 'Account Balance Summary' report. At the top is a green header bar with the title 'Account Balance Summary' and a dropdown arrow. Below the header is a form with three rows of input fields, each with a dropdown arrow. The first row is labeled 'Year' and has '2016' selected. The second row is labeled 'From Period' and has '1 [01-01-2016 - 31-01-2016]' selected. The third row is labeled 'Account Number' and has '--Please Select--' selected. To the right of the 'From Period' field is a 'To' label followed by another dropdown field with '1 [01-01-2016 - 31-01-2016]' selected. At the bottom right of the form is an orange button labeled 'Generate Report'.

- Once the report is generated, you can print by clicking **Print** button.
- You will be directed to printing page.
- To print, click  button.
- You may convert into excel by clicking  button.

Account Balance Summary						
Print						
▼ 2200-100-01 Maybank Berhad						
Trans Date	Journal Number	Reference No	Description	Debit	Credit	Balance
			Opening Balance			80,000.00
04-01-2016	JL20160100000001	---	Cash in Hand - Transfer to Cash	0.00	5,000.00	75,000.00
29-01-2016	AP20160100000001	100002	Water - Other Payment [OPN[0	0.00	200.00	74,800.00
29-01-2016	AP20160100000001	100002	GST Input Tax - Other Payment [OPN[0	0.00	12.00	74,788.00
29-01-2016	AP20160100000002	100001	Electricity - Other Payment [OPN[0	0.00	300.00	74,488.00
29-01-2016	AP20160100000002	100001	GST Input Tax - Other Payment [OPN[0	0.00	18.00	74,470.00
31-01-2016	AR20160100000001	2	Interest Income - [ORI[000000002]	2,000.00	0.00	76,470.00
31-01-2016	AR20160100000002	1	Hibah - [ORI[000000001]	1,500.00	0.00	77,970.00
			Total	3,500.00	5,530.00	



Luqman Enterprise (9999-T)
 GST Registration No : 123456789034
 suite 2A-1
 LEVEL 2A, PLAZA KL GOMBAK
 68100 gombak
 KUALA LUMPUR, MALAYSIA
 Phone : +03 22555514 Fax : +03 22555518

#	Trans Date	Journal Number	Reference No	Description	Debit	Credit	Balance
1				Opening Balance			80,000.00
04-01-2016	JL20160100000001	---		Cash in Hand - Transfer to Cash	0.00	5,000.00	75,000.00
29-01-2016	AP20160100000001	100002		Water - Other Payment [OPN[0	0.00	200.00	74,800.00
29-01-2016	AP20160100000001	100002		GST Input Tax - Other Payment [OPN[0	0.00	12.00	74,788.00
29-01-2016	AP20160100000002	100001		Electricity - Other Payment [OPN[0	0.00	300.00	74,488.00
29-01-2016	AP20160100000002	100001		GST Input Tax - Other Payment [OPN[0	0.00	18.00	74,470.00
31-01-2016	AR20160100000001	2		Interest Income - [ORI[000000002]	2,000.00	0.00	76,470.00
31-01-2016	AR20160100000002	1		Hibah - [ORI[000000001]	1,500.00	0.00	77,970.00
				Total	3,500.00	5,530.00	

2.3 How to generate Statement of Financial Position

- Go to **General ledger > Report > Statement of Financial Position**
- You may choose the format of the report: standard, yearly or monthly on the top of right corner.
- For standard, select **Year (2016)** and **Period (1)** and click **Generate Report** button.

Statement Of Financial Position			Standard	Yearly	Monthly
Year	2016	Period	1 [As at 31-01-2016]		
					Generate Report

- You can print the report by clicking **Print** button.

Statement Of Financial Position		Print
Description	2016	
Fixed Assets		
2000-300-10 [Furn & Fixtures at Cost]	20,000.00	
2000-300-20 [Furn & Fixtures Accum Dep'n]	(3,000.00)	
2000-400-10 [Office Equipment at Cost]	10,000.00	
2000-400-20 [Office Equipment Accum Dep'n]	(1,000.00)	
2000-500-10 [Motor Vehicles at Cost]	35,000.00	
2000-500-20 [Motor Vehicles Accum Dep'n]	(3,500.00)	
Sub Total Fixed Assets	57,500.00	
Others Assets		
Sub Total Others Assets	0.00	
Current Assets		
2200-100-01 [Maybank Berhad]	77,970.00	
2200-200-00 [Cash in Hand]	17,500.00	
2600-100-00 [GST Input Tax]	30.00	
Sub Total Current Assets	95,500.00	

Current Liabilities	
Sub Total Current Liabilities	0.00
Net Current Assets/(Liabilities)	95,500.00
Total Assets / (Liabilities)	153,000.00
Capital/Retained Earnings	
1000-000-00 [Owner's/Shareholder's capital]	100,000.00
1300-000-00 [Current Year Earnings]	3,000.00
Sub Total Capital/Retained Earnings	103,000.00
Long-Term Liabilities	
3700-100-00 [Bank Loan]	50,000.00
Sub Total Long-Term Liabilities	50,000.00
Other Liabilites	
Sub Total Other Liabilites	0.00
Total Liabilities And Shareholders' Equity	153,000.00

- If filter by Yearly, select **Year** and click **Generate Report** button.

Statement Of Financial Position		Standard	Yearly	Monthly
Year	2016-2015			
			Generate Report	
Statement Of Financial Position		Print		
Description	2016			
Fixed Assets				
2000-300-10 [Furn & Fixtures at Cost]	20,000.00			
2000-300-20 [Furn & Fixtures Accum Dep'n]	(3,000.00)			
2000-400-10 [Office Equipment at Cost]	10,000.00			
2000-400-20 [Office Equipment Accum Dep'n]	(1,000.00)			
2000-500-10 [Motor Vehicles at Cost]	35,000.00			
2000-500-20 [Motor Vehicles Accum Dep'n]	(3,500.00)			
Sub Total Fixed Assets	57,500.00			
Others Assets				
Sub Total Others Assets	0.00			
Current Assets				
2200-100-01 [Maybank Berhad]	77,970.00			
2200-200-00 [Cash in Hand]	17,500.00			

- You can print the report by clicking **Print** button.

- If filter by Monthly, select **Year, Period From (1) and Period To (3)**
- Click **Generate Report** button.

Statement Of Financial Position		Standard	Yearly	Monthly
Year	2016			
From	1 [As at 31-01-2016]	To	3 [As at 31-03-2016]	
				Generate Report

Statement Of Financial Position				Print
Description	January 2016	February 2016	March 2016	
Fixed Assets				
2000-300-10 [Furn & Fixtures at Cost]	20,000.00	20,000.00	20,000.00	
2000-300-20 [Furn & Fixtures Accum Dep'n]	(3,000.00)	(3,000.00)	(3,000.00)	
2000-400-10 [Office Equipment at Cost]	10,000.00	10,000.00	10,000.00	
2000-400-20 [Office Equipment Accum Dep'n]	(1,000.00)	(1,000.00)	(1,000.00)	
2000-500-10 [Motor Vehicles at Cost]	35,000.00	35,000.00	35,000.00	
2000-500-20 [Motor Vehicles Accum Dep'n]	(3,500.00)	(3,500.00)	(3,500.00)	
Sub Total Fixed Assets	57,500.00	57,500.00	57,500.00	
Others Assets				
Sub Total Others Assets	0.00	0.00	0.00	
Current Assets				
2200-100-01 [Maybank Berhad]	77,970.00	77,970.00	77,970.00	
2200-200-00 [Cash in Hand]	17,500.00	17,500.00	17,500.00	

2.4 How to Generate Statement of Comprehensive Income Report

- Go to **General ledger > Report > Statement of Comprehensive Income**
- You may choose the format of the report: standard, yearly or monthly on the top of right corner.

Statement Of Comprehensive Income		Standard	Yearly	Monthly
Year	2016	To	4 [As at 30-04-2016]	
				Generate Report

- If standard, select **Year** and **Period** and click **Generate Report** button.
- You can print the report by clicking **Print** button.

		Print	▼
Description	This Year		
Revenue			
Sub Total Revenue	0.00		
Cost Of Good Solds			
Sub Total Cost Of Good Solds	(0.00)		
Sub Total Gross Profit/(Loss)	(0.00)		
Operating Income			
Sub Total Operating Income	0.00		
Operating Expenses			
8100-230-10 [Electricity]	300.00		
8100-230-30 [Water]	200.00		
Sub Total Operating Expenses	500.00		
Sub Total Operating Income / (Expenses)	(500.00)		
Sub Total Operating Profit / (Loss)	(500.00)		
Finance Income			
9000-000-01 [Hibah]	1,500.00		
9000-100-00 [Interest Income]	2,000.00		
Sub Total Finance Income	3,500.00		
Finance Cost			
Sub Total Finance Cost	0.00		
Sub Total Finance Income / (Cost)	3,500.00		
Sub Total Profit / (Loss) Before Tax	3,000.00		
Taxation			
Sub Total Taxation	(0.00)		
Other Comprehensive Income			
Sub Total Other Comprehensive Income	0.00		
Sub Total Current Year Earning / (Loss)	3,000.00		

- If filter by Yearly, select **Year** and click **Generate Report button**.
- You can print the report by clicking **Print** button.

			Print
Description	2017	2016	
Revenue			
Revenue Sub Total	0.00	0.00	
Cost Of Good Solds			
Cost Of Good Solds Sub Total	(0.00)	(0.00)	
Gross Profit/(Loss) Sub Total	(0.00)	(0.00)	
Operating Income			
Operating Income Sub Total	0.00	0.00	
Operating Expenses			
8100-230-10 [Electricity]	(0.00)	300.00	
8100-230-30 [Water]	(0.00)	200.00	
8100-250-00 [Depreciation Expense]	(0.00)	5,000.00	
Operating Expenses Sub Total	(0.00)	5,500.00	
Operating Income / (Expenses) Sub Total	(0.00)	(5,500.00)	
Operating Profit / (Loss) Sub Total	0.00	(5,500.00)	
Finance Income			
9000-001-00 [HIBAH]	0.00	10.00	
Finance Income Sub Total	(0.00)	10.00	
Finance Cost			
Finance Cost Sub Total	0.00	0.00	
Finance Income / (Cost) Sub Total	0.00	10.00	
Profit / (Loss) Before Tax Sub Total	0.00	(5,490.00)	
Taxation			
Taxation Sub Total	(0.00)	(0.00)	

- If filter by Monthly, select **Year, Period From and Period To** and click **Generate Report** button.

Statement Of Comprehensive Income		Standard	Yearly	Monthly
Year	2016			
From	1 [As at 31-01-2016]	To	3 [As at 31-03-2016]	
				Generate Report

Description	January 2016	February 2016	March 2016
Revenue			
Revenue Sub Total	0.00	0.00	0.00
Cost Of Good Solds			
Cost Of Good Solds Sub Total	0.00	0.00	0.00
Gross Profit/(Loss) Sub Total	0.00	0.00	0.00
Operating Income			
Operating Income Sub Total	0.00	0.00	0.00
Operating Expenses			
\$100-230-10 [Electricity]	300.00	0.00	0.00
\$100-230-30 [Water]	200.00	0.00	0.00
Operating Expenses Sub Total	500.00	0.00	0.00
Operating Income / (Expenses) Sub Total	(500.00)	0.00	0.00
Operating Profit / (Loss) Sub Total	(500.00)	0.00	0.00
Finance Income			
9000-000-01 [Hibah]	1,500.00	0.00	0.00
9000-100-00 [Interest Income]	2,000.00	0.00	0.00
Finance Income Sub Total	3,500.00	0.00	0.00
Finance Cost			
Finance Cost Sub Total	0.00	0.00	0.00
Finance Income / (Cost) Sub Total	3,500.00	0.00	0.00
Profit / (Loss) Before Tax Sub Total	3,000.00	0.00	0.00
Taxation			
Taxation Sub Total	0.00	0.00	0.00
Other Comprehensive Income			
Other Comprehensive Income Sub Total	0.00	0.00	0.00
Current Year Earning / (Loss) Sub Total	3,000.00	0.00	0.00

- You can print the report by clicking **Print** button.

2.5 How to Generate Unpost Journal List

This page shows the listing of the journal which are not post to the ledger yet. User can check the journal detail before post to the ledger. It can minimize the error after posted to the ledger. It apply the concept of segregation of duties.

- Go to **General ledger > Report > Unpost Journal List**
- Select **Year** and **Period** and Click **Submit** button. The list will appear. If all transaction

have been posted, therefore, no list will appear.

2.6 How to Review Posted Journal List

This page shows the listing of the journal which are already posted to ledger and have been included in the report.

- Go to **General ledger > Report > Posted Journal List**
- Select **Year (2016)** and **Period (1)**, then click **Submit** button. The list will appear.

#	Journal No.	Reference No.	Year	Period	Description	Total
1	JL20160100000001	withdrawal	2016	1	Transfer to Cash	5,000.00
2	AP20160100000001	100002	2016	1	Other Payment [OPN[000000002]]	212.00
3	AP20160100000002	100001	2016	1	Other Payment [OPN[000000001]]	318.00
4	AR20160100000001	2	2016	1	[ORI[000000002]]	2,000.00
5	AR20160100000002	1	2016	1	[ORI[000000001]]	1,500.00

- You can get the journal detail by clicking at the Journal No.

Journal Details				
Journal No.	AR20160100000002			
Description:	{ ORI[00000001] }			
Effective Date	31-01-2016			
Total Debit	1,500.00	Total Credit	1,500.00	

Journal Details				
#	Account Number	Description	Amount(Debit)	Amount(Credit)
1	9000-000-01 [Hibah]	2015	0.00	1,500.00
2	2200-100-01 [Maybank Berhad]	2015	1,500.00	0.00

[Print](#) [Back To List](#)

2.7 How to Generate Other Payment List

- Go to **General ledger > Report > Other Payment List**
- Select **From [01-01-2016]** and **To [31-01-2016]**. Then, click **Submit** button.

Search Parameter				
From	01-01-2016	To	31-01-2016	Submit

Other Payment List						
Show	10	entries	Search			
#	Form No.	Pay To	Currency Code	Date	Amount Paid	Action
1	OPN[00000001]	TNB		29-01-2016	318.00	
2	OPN[00000002]	SYABAS		29-01-2016	212.00	

Showing 1 to 2 of 2 entries

[First](#) [Previous](#) [1](#) [Next](#) [Last](#)

- The list of other payment will appear.
- You can print the report by clicking button.

2.8 How to Generate Other Receive List

- Go to **General ledger > Report > Other Receive List**.
- Select **From [01-01-2016]** and **To [31-01-2016]**.

Search Parameter

Print

▼

From

01-01-2016

To

31-01-2016

Submit

Other Receive List

▼

Show

10

▼

entries

Search

#	Form No.	Receive From	Date	Total Received	Action
1	ORI[000000001]	Maybank	31-01-2016	1,500.00	
2	ORI[000000002]	Maybank	31-01-2016	2,000.00	

Showing 1 to 2 of 2 entries

First

Previous

1

Next

Last

- The list of other receive will appear.
- You can print the report by clicking button.

LESSON THREE

MODULE 1: ACCOUNT PAYABLE (SERVICES)

Account Payable is money which a company owes to Supplier for goods and services purchased on credit. This item appears on the company Statement of Financial Position as a current liability, since the expectation is that the liability will be fulfilled in less than a year.

MODULE 2: ACCOUNT RECEIVABLE (SERVICES)

Account Receivable is money which a customer owes to company for goods and services sold on credit. This item appears on the company Statement of Financial Position as a current asset, since the expectation is that the asset will be fulfilled in less than a year.

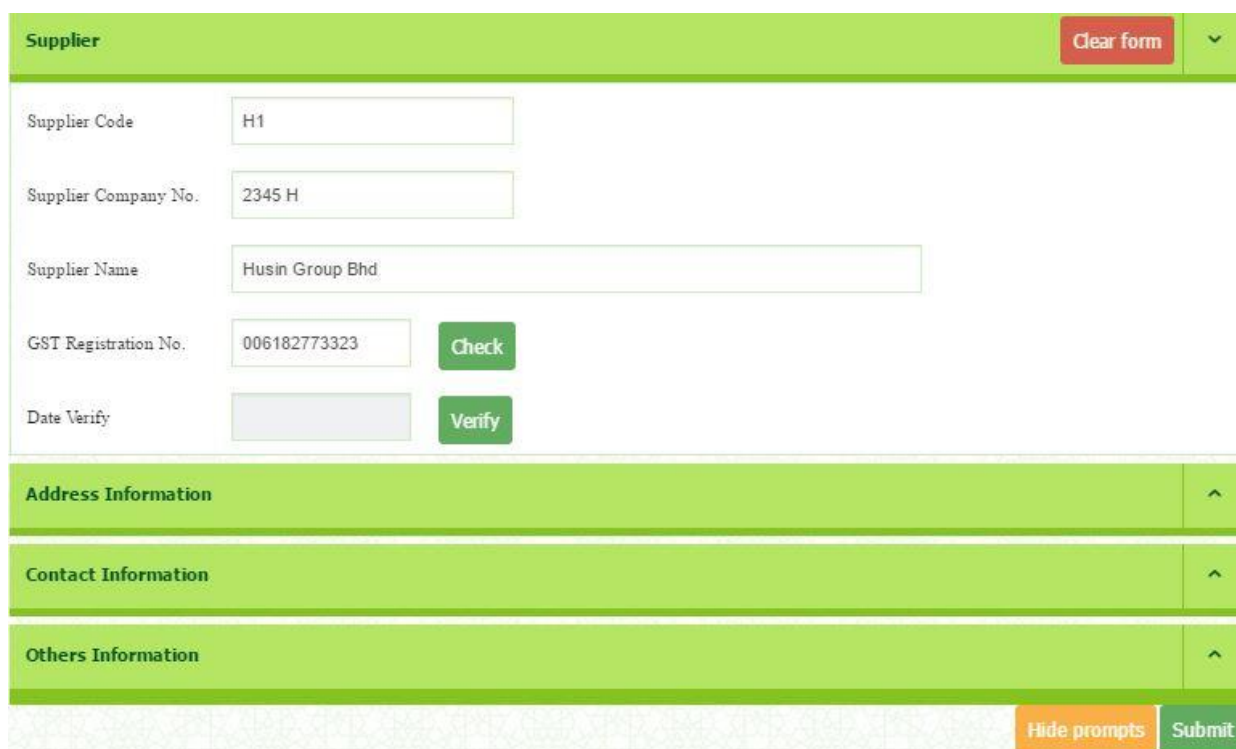
MODULE 1: ACCOUNT PAYABLE (SERVICES)

1.0 How to Setup Supplier

- Go to **Account Payable > Setup > Supplier Setup**
- Click  button on the right top of the pages, to **setup a New Supplier**.



- You will be directed to the Supplier information page.



- Enter:
 - Supplier Code (**H01**)
 - Supplier Company No (**2345 H**) and
 - Supplier Name (**Husin Group Berhad**)
- If your Supplier is GST registrant, enter the GST Registration No. If not, just leave it blank.
- You must verify your supplier whether they register with Customs or not.

Address Information			
Address	5-7, 3 1/2 Miles		
	Jalan Kelang Lama		
	Kampung Pasir		
City	Kuala Lumpur	Postcode	58000
Country	MALAYSIA	State	KUALA LUMPUR

➤ Enter **address information**.

Contact Information		
Attention	Husin Aji	
Email	husin@husinholding.com.my	Example: accounts@salihin.com.my
Website	http://www.husin.com.my	Example: http://www.example.com
Phone No. 1	03- 12344566	Example: +603-2261 4180
Phone No. 2		Example: +603-2261 4180
Fax No.	03-12344567	Example: +603-2261 4182

➤ Enter **contact information**.

- The most important thing is to choose Supplier **Linked A/P Account**. You can create new supplier chart of account by click dropdown button. Your supplier will be distinguished by linked A/P account in the Statement of Financial Position.

Please setup supplier chart of account as follow:

- Account Group: **Current Liabilities**
- Account Code: **3000-001-00**
- Account Name: **Husin Group Bhd**

Others Information

General Note

Term: 30 Days

Credit Limit: 0.00 ☐ Credit Limit Alert

Linked A/P Account: 3000-001-00 [Husin Group Bhd]

Created Date: 01-01-2016

Currency: MYR [Ringgit Malaysia]

Approval No. ☐ Self-Billed

Commence Date

Cease Date

Hide prompts Submit

2.0 How to Create Direct Supplier Invoice

- By using direct purchase invoice, you are enabled to create a purchase invoice and receipt at the same time.
- Certain companies does not want to maintain Inventory. The quantity of the stock does not record in the system by the company. Therefore, they should use Service/Other Charges function.

SERVICES (DOES NOT MAINTAIN INVENTORY)

- Go to **Account Payables > Transaction > Direct Purchases Invoice**
- Enter **Form Number** if necessary but the serial number will generate automatically
- Select **Date (11-01-2016)**. If you do not change the date, it will record the current date.
- Select the **Supplier (Husin Group)**
- Enter **Supplier Invoice No. (0001)**
- Select **Purchaser (Luqman)**
- Select **Location (HQ)**, **Shipping Method (Freight)** and **Ships To (Gombak)** from the drop down list.
- Any description or reminder can be included in the Memo.

Direct Purchase Invoice

Form No.	PI	Serial	Terms*	30 Days
Date	11-01-2016		Terms Desc	Payment within 30 days
Supplier*	Husin Group Berhad		Shipping method	Freight
Sup. Inv. No.	1001		Ships To*	Gombak Gombak
Purchaser	Luqman		Ship Desc	Gombak
Location*	HQ Headquarters		Currency	MYR
Project			Exchange Rate	1.00000
☐ Self-Billed Invoice				
Memo	Terms Desc			

- Use Service/Other Charges section, click **+ Add New Charge** button to add new line for **Other Charges**

Service/Other Charges								
#	Account	Description	Amount	Tax %	Tax Amount	Amount (Include Tax)	Action	Inclusive Tax
1	5200-000-00 Purchases	Sofa Jati (5 set)	5000	6 TX	300.00	5,300	☒ ☐	

Last Message!
No Message...

- Select the **Account (Purchases)** from the dropdown list.
 - Enter the **Description** as **Sofa Jati 5 sets**.
 - Enter the **Amount RM5,000 (exclusive of GST)**
 - Select **GST Tax Code (TX)**
 - To **save**, click the ☒ button.
- Once you have save, the message will appear and the total of invoice will be calculated.

Service/Other Charges								
#	Account	Description	Amount	Tax %	Tax Amount	Amount (Include Tax)	Action	Inclusive Tax
1	5200-000-00 Purchases	Sofa Jati (5 set)	5,000.00	TX 6	300.00	5,300.00		

Last Message!
Charge successfully saved

Total Amounts	
Total Amount	5,000.00
Tax Amount	300.00
Total Payable	5,300.00

2.1 How to Confirm the Purchase Invoice

- Go to **Account Payables > Transaction > Purchase Invoice Confirm**
- Select **Year (2016)** and **Period (1)**. The list will appear.

Purchase Invoice Confirm

Year: 2016 Period: 1 [01-01-2016 - 31-01-2016]

Purchase Invoice Confirm List Print

Show: 10 entries Search:

#	Date	Invoice No.	Supplier Invoice Number	Supplier Name	Total Amount		Journal	Delete
1	11-01-2016	PI[000000001]	1001	Husin Group Berhad	5,300.00	☒		

Showing 1 to 1 of 1 entries

First Previous 1 Next Last Confirm

- From the list, identify the invoice you want to confirm.
- Then, tick small box and click **Confirm** button.

Edit invoice

- In this section, before you proceed to confirm, you need to double check all the information of your invoice. You are allowed to reedit.
- From the Purchase Invoice Confirm list, identify the invoice you want to reedit.
- Click the link of Direct Purchase Invoice No.
- You will be directed to the Edit Purchase Invoice page.

Edit Purchase Invoice

Form No. PI 00000001 Location* HQ Ships To* Gombak

Supplier* Husin Group Berhad Terms* 30 Days Currency MYR

Date 11-01-2016 Terms Desc Payment within 30 days Exchange Rate 1.00000

Sup. Inv. No. 1001 Project

Update

- Once you edited this section, click the **Update** button.

Service/Other Charges								+	▼
#	Account	Description	Amount	Tax %	Tax Amount	Amount (Include Tax)	Action	Inclusive Tax	
1	5200-000-00 Purchases	Sofa Jati (5 set)	5,000.00	TX 6	300.00	5,300.00	 		

Last Message!
No Message...

Shipping method: Freight

Purchaser: Luqman

Memo:

Total Amount: 5,000.00

Tax Amount: 300.00

Total Payable: 5,300.00

- Click  button to edit. You will be directed to editing page.

Service/Other Charges									+	▼
#	Account	Description	Amount	Tax %	Tax Amount	Amount (Include Tax)	Action	Inclusive Tax		
1	5200-000-00 Purchases ▼	Sofa Jati (5 set)	5,000	6 TX	300.0	5,300	 			

Last Message!
No Message...

- Then, after edit this section, click  button.
- Wait until the message prompt as shown below.

Success! Details successfully saved ←

2.2 How to Create Purchase Debit Note

In this section, the purchase debit note is issued as an adjustment to the invoice you received from the supplier to decrease the value of goods.

- Go to **Account Payables > Transaction > Purchase Debit Note**
- Select the **date**.
 - If you do not change the date, it will record the current date
- Select the **Supplier**.
 - Any new addition/ registration and refresh list, can be done by clicking the Green button
- Select the Invoice Number that created in Purchase invoice or Direct Purchase Invoice.
- Any description or reminder can be included in the Memo.

New Purchase Debit Note

Form No.	PDN Serial	Invoice No.	PI[00000001]
Date	 13-01-2016	Sup. Inv. No.	1001
Supplier*	Husin Group Berhad	Currency	MYR
Project		Exchange Rate	1.00000
Memo			

Under Service/Other Charges

- Click the **Add New Charge** button.
- Select the **Account**.
 - You **MUST** select the same item that used in Direct Purchase Invoice or Purchase Invoice.
- Enter the **Description**.
- Enter the **Amount**.
- Select GST Tax Code.
- To save, click the  button.

Service/Other Charges									
#	Account	Description	Amount	Tax %	Tax Amount	Amount (Include Tax)	Action	Inclusive Tax	
1	5200-000-00 Purchases	Return outwards	1000.0	6 TX	60.00	1,060	 	☐	

Last Message!
No Message...

Hide prompts + Add New Charge

2.3 How to Confirm the Purchase Debit Note

- Go to **Account Payable > Transaction > Purchase Debit Note Confirm**
- Select **Year** and **Period**.
- The list of debit note will appear.

Purchase Debit Note Confirm									
Year	2016		Period	1 [01-01-2016 - 31-01-2016]					
Purchase Debit Note List									Print
Show	10	entries	Search						
#	Purchase Debit Note No	Supplier Invoice Number	Supplier Name	Total Debit Note	Date		Journal	Delete	
1	PDN[00000001]	1001	Husin Group Berhad	1,060.00	13-01-2016				
Showing 1 to 1 of 1 entries						First Previous 1 Next Last			
									Confirm

- Click the Invoice Number to re-check the details of the invoice created
- Tick the **Purchase Debit Note List** that you want to confirm. 
- Then, click Confirm button.

2.4 How to Create Purchase Credit Note

In this section, the purchase credit note is issued as an adjustment to the invoice received from supplier to increase the value of the goods.

- Go to **Account Payable > Transaction > New Purchase Credit Note**
- Select the Supplier (**Husin Group**)
- Enter the date (**15.1.2016**)
 - If you do not change the date, it will record the current date
- Select the Invoice Number that created in Purchase invoice or Direct Purchase Invoice.

New Purchase Credit Note

Supplier* Husin Group Bhd ▼ Form No. PCN20160401 Serial Date 15-01-2016 Project ▼	Invoice No. PI20160331[000000001] ▼ Sup. Inv. No. 1001 Currency MYR Exchange Rate 1.00000
--	---

Memo

Under Service/Other Charges

- Click the **Add New Charge** button.
- Select the **Account**.
 - You **MUST** select the same item that used in Direct Purchase Invoice or Purchase Invoice.
- Enter the **Description**.
- Enter the **Amount**.
- Select GST Tax Code (**TX**)
- To save, click the ✓ button.

Service/Other Charges ▼

#	Account	Description	Amount	Tax %	Tax Amount	Amount (Include Tax)	Action	Inclusive Tax
1	5200-000-00 Purchases ▼	additional order	2,000	6 TX	120.0	2,120	✓ ✗	☐

Last Message!
No Message...

Hide prompts
+ Add New Charge

2.5 How to Confirm Purchase Credit Note

- Go to **Account Payable > Transaction > Purchase Credit Note Confirm**
- Select **Year (2016)** and **Period (1)**
- The list will appear.

Purchase Credit Note Confirm

Year: 2016 Period: 1 [01-01-2016 - 31-01-2016]

Purchase Credit Note List Print

Show 10 entries Search

#	Purchase Credit Note No.	Supplier Name	Supplier Invoice Number	Total Amount	Credit Note Date		Journal	Delete
1	PCN[00000001]	Husin Group Berhad	PI	2,120.00	15-01-2016	☐		

Showing 1 to 1 of 1 entries

First Previous 1 Next Last Confirm

- Click the Invoice Number to check the details of the invoice created
- Tick the **Purchase Credit Note List** that you want to confirm.
- Then, click **Confirm** button.

2.6 How to Create Supplier Payment Advice

In this section, you will record payment made to suppliers.

- Go to **Account Payables > Transaction > Supplier Payment Advice**
- Select **Supplier (Husin)**
- Select **Payment Method (Cheque)**
- Enter **Reference No (100003)**
- Enter **Description. (Part of Payment)**
- Select **Payment Date. (18.1.2016)**
- Select **Bank. (MBB)**

Supplier Payment

Supplier * Husin Group Berhad	Bank * MBB Menara
Amount Paid 	Acc no 1600125695
Payment Method * Cheque	Form No. PP Serial No
Reference No. * 100003	Project --Please Select--
Description * PART OF PAYMENT	Currency MYR
Payment Date 18-01-2016	Exchange Rate 1.00000

Memo

- Enter Form Number if necessary but the serial number will generate automatically.
- Once you select the supplier, all invoices, debit notes and credit notes related to the supplier will be appear.

Pending Invoices							
#	Invoice Form No.	Supplier Invoice No.	Invoice Date	Total Amount	AP Balance	Amount Applied	☐
1	PI[000000001]	1001	11-01-2016	5,300.00	4,240.00	2120	☒

Total AppliedPending Credit Note							
#	Form No.	Date	Invoice No	Total Amount	Balance	Amount Applied	☐
1	PCN[000000001]	15-01-2016	PI[000000001]	2,120.00	2,120.00	1060	☒

- As you can see, the total of the AP balance is RM4, 240. It is because the amount is already set off with the debit note.
- Select invoice/credit note as you want to pay. Click the box.
- Half of the invoice is paid. RM2, 120 for invoice, RM1, 060 for credit note.

Total Amount		▼
Total Amount Invoice Applied	2,120.00	Total Paid 3,180.00
Total Historical Invoice Applied	0.00	
Total Credit Note Applied	1,060.00	
		Hide prompts Save

- Once you have select, click Save button.

LIST(S) OF INVOICES

- In the List of Invoice section, it will display all the listing of pending invoices.
- By selecting the particular row, you can decide amount of discount and amount applied.
- Once the row has been selected, you will see the summary of Total Discount, Bank Charges, Total Other Charges, Total Received, Total Applied, Total Other Charges and Out of Balance.
- Click Save button to save it.

LIST(S) OF DEBIT NOTES

- In the List of Debit Note section, it will display all the listing of debit note.
- You may tick the related debit note that associated with the invoice.
- It will not automatically add into the total amount of an invoice.

LIST(S) OF CREDIT NOTES

- In the List of Credit Note section, it will display all the listing of credit note.
- You may tick the related credit note that associated with the invoice.
- It will not automatically add into the total amount of an invoice.

2.7 How to Confirm Supplier Payment Advice

- Go to **Account Payables > Transaction > Supplier Payment Confirm**
- Select **Year (2016)** and **Period (1)**
- The list will appear.

Supplier Payment Advice to Confirm List

Year: 2016 Period: 1 [01-01-2016 - 31-01-2016]

Supplier Payment Advice to Confirm List Print

Show: 10 entries Search:

#	Payment Voucher No.	Payment Date	Supplier Name	Reference No	Amount Paid		Journal	Delete
1	PP[00000001]	18-01-2016	Husin Group Berhad	100003	3,180.00	☒		

Showing 1 to 1 of 1 entries

First Previous 1 Next Last Confirm

- Select **Supplier Payment Advice To Confirm List**.
- Then, Click **Confirm** button.
- You may edit the header and Item(s) details by clicking the **Payment Voucher No.**
- You will be directed to editing page.

Supplier Payment

Form No.	PP	00000001	Bank	MBB Menara
Payment Date	18-01-2016		Acc no	1600125695
Supplier	Husin Group Berhad		Payment Method	Cheque
Currency	MYR		Reference No.	100003
Exchange Rate	1.00000		Amount Paid	3,180.00
Project				

Memo

Update

- Once complete, click **Update** button.

3.0 How to Generate Report?

In this section, you will generate all the report related to supplier. The reports include purchase invoice, purchase debit note, purchase credit note, supplier payment, and supplier statement.

3.1 How to Generate Purchase Invoice List

- Go to **Account Payables > Reports > Purchase Invoice List**
- Select the **Period (1.1.2016 – 31.1.2016)**
- Select the **Status** either open or closed
- Click **Submit** button.

Purchase Invoice

From: To:

Status:

Submit

Purchase Invoice List

Show: entries Search:

#	Supplier Invoice No.	Supplier Name	Form No.	Total Invoice	Date	Action
1	1001	Husin Group Berhad	PI[00000001]	5,300.00	11-01-2016	

Showing 1 to 1 of 1 entries

First Previous **1** Next Last

- Click button to review and print the report.
- Example of Purchase Invoice Receipt

Purchase Invoice

Lugman Enterprise (9999-T)
GST Registration No - 123456789034
suite 2A-1
LEVEL 2A, PLAZA KL GOMBAK
68100 gombak
KUALA LUMPUR, MALAYSIA
<http://www.firdaus.com>
Phone : +03 22555514 Fax : +03 22555518

Husin Group Berhad
2345 H
5-7, 3 1/2 Miles
Jalan Kelang Lama
Kampung Pasir
58000, Kuala Lumpur

Invoice No.: PI[00000001]
Supplier Inv: 1001
Date: 11-01-2016
Ship To:
Gombak, 68100
SELANGOR, MALAYSIA

No.	Account	Description	Amount (Exclude Tax)	Tax %	Tax Amount	Amount (Include Tax)
1	5200-000-00 Purchases	Sofa Jati (5 set)	5,000.00	6.00	300.00	5,300.00

Total Excluded Tax MYR 5,000.00
Total Tax MYR 300.00
Total Included Tax MYR 5,300.00

five thousand, three hundred Ringgit only

Prepared by: _____ Approved By: _____ Received By: _____

04/08/2016 Private and Confidential

SYSTEM GENERATED NO SIGNATURE REQUIRED

3.2 How to Generate Purchase Debit Note

- Go to **Account Payables > Reports > Purchase Debit Note List**.
- Select the **Period (1.1.2016 – 31.1.2016)**
- Click **Submit** button.
- The list of debit note will appear.

Purchase Debit Note List

From To **Submit**

Purchase Debit Note List **Print**

Show entries Search

#	Purchase Debit Note No	Supplier Invoice Number	Supplier Name	Total Debit Note	Date	Action
1	PDN[00000001]	1001	Husin Group Berhad	1,060.00	13-01-2016	

Showing 1 to 1 of 1 entries

First Previous **1** Next Last

- Click to review and print the purchase debit note.

Purchase Debit Note

Lugman Enterprise (9999-T)
 GST Registration No : 123456789034
 suite 2A-1
 LEVEL 2A, PLAZA KL GOMBAK
 68100 gombak
 KUALA LUMPUR MALAYSIA
 http://www.firdaus.com
 Phone : +03 22555514 Fax : +03 22555518

Husin Group Berhad
 2345 H
 5-7, 3 1/2 Miles
 Jalan Kelang Lama
 Kampung Pasir
 58000 Kuala Lumpur

Purchase Debit Note No: PDN[00000001]
 Debit Note Date: 13-01-2016
 Supplier Invoice No: 1001
 Supplier Invoice Date: 11-01-2016

No.	Account	Description	Amount Excluded Tax	Tax (%)	Tax Amount	Amount Included Tax
1	5200-000-00 Purchases	Return outwards	1,000.00	6.00	60.00	1,060.00
Total Excluded Tax						MYR 1,000.00
Total Tax						MYR 60.00
Total Included Tax						MYR 1,060.00
one thousand and sixty Ringgit only only						

Prepared by: _____ Approved By: _____ Received By: _____

SYSTEM GENERATED NO SIGNATURE REQUIRED

3.3 How to Generate Purchase Credit Note

- Go to **Account Payables > Reports > Purchase Credit Note List**.
- Select the **Period (1.1.2016 – 31.1.2016)**
- Click **Submit** button. The list of credit note will appear.

Purchase Credit Note List

From To

Purchase Credit Note List

Show entries

#	Purchase Credit Note No.	Supplier Invoice Number	Supplier Name	Total Amount	Credit Note Date	Action
1	PCN[000000001]	1001	Husin Group Berhad	2,120.00	15-01-2016	Print

Showing 1 to 1 of 1 entries

- Click to review and print the report.
- Example of Purchase Credit Note.

Purchase Credit Note

Luqman Enterprise (9999-T)
 GST Registration No : 123456789034
 suite 2A-1
 LEVEL 2A, PLAZA KL GOMBAK
 68100 gombak
 KUALA LUMPUR, MALAYSIA
<http://www.firdaus.com>
 Phone : +03 22555514 Fax : +03 22555518

Husin Group Berhad
 2345 H
 5-7, 3 1/2 Miles
 Jalan Kelang Lama
 Kampung Pasir
 58000 Kuala Lumpur

Purchase Credit Note No.: PCN[000000001]
 Credit Note Date: 15-01-2016
 Supplier Invoice No.: 1001
 Supplier Invoice Date: 11-01-2016

No.	Account	Description	Amount Excluded Tax	Tax (%)	Tax Amount	Amount Included Tax
1	5200-000-00 Purchases	additional order	2,000.00	6.00	120.00	2,120.00

Total Excluded Tax	MYR 2,000.00
Total Tax	MYR 120.00
Total Included Tax	MYR 2,120.00

two thousand, one hundred and twenty Ringgit only

Prepared by _____ Approved By _____ Received By _____

SYSTEM GENERATED NO SIGNATURE REQUIRED

3.4 How to Generate Supplier Payment

- Go to **Account Payables > Reports > Supplier Payment List**.
- Select the **Period (1.1.2016 – 31.1.2016)**
- Click **Submit** button.

Supplier Payment List					
From	01-01-2016	To	31-01-2016	Submit	
Supplier Payment List					Print
Show	10	entries	Search		
#	Payment Voucher No.	Supplier Name	Payment Date	Amount Paid	Action
1	PP[000000001]	Husin Group Berhad	18-01-2016	3,180.00	
Showing 1 to 1 of 1 entries					First Previous 1 Next Last

- Click to review and print payment advice/voucher.
- Example of Payment Advice/Voucher

Payment Advice			
Lugman Enterprise (9999-T) GST Registration No : 123456789034 Suite 2A-1 LEVEL 2A, PLAZA KL GOMBAK 68100 gombak KUALA LUMPUR, MALAYSIA http://www.firdaus.com Phone : +03 22555514 Fax : +03 22555518			
Husin Group Berhad 2345 H 5-7, 3 1/2 Miles Jalan Kelang Lama Kampung Pair 58000 Kuala Lumpur		Payment Voucher No.: PP[000000001] Date : 18-01-2016 Reference No : 100003	
No.	Invoice No.	Invoice Date	Paid Amount
1	PI[000000001]	11-01-2016	2,120.00
2	PCN[000000001]	15-01-2016	1,060.00
Bank Charges			MYR 0.00
Total Payment			MYR 3,180.00
three thousand, one hundred and eighty Ringgit only only			
Prepared by:		Approved By:	
_____		_____	
		Received By	
		SYSTEM GENERATED NO SIGNATURE REQUIRED	

3.5 How to Generate Supplier Statement List

- Go to **Account Payables > Reports > Supplier Statement List**
- Enter **Default Footer Message**.
- Select the **Supplier name**.
- Click  button to review and print the report.

Supplier Statement List

Default Footer Message

THANK YOU FOR DOING BUSINESS WITH US

Prepared by

Copyright Controlled/Private and Confidential

Supplier Statement List

Show 10 entries

Search

#	Supplier Name	Address	Reference No.	Balance	Action
1	Husin Group Berhad	5-7, 3 1/2 Miles Jalan Kelang Lama Kampung Pasir	CreditNote:PI[00000001]	-3,180.00	

Showing 1 to 1 of 1 entries

First Previous **1** Next Last

- Click  button to print the report.



Luqman Enterprise (9999-T)

GST Registration No : 123456789034

suite 2A-1

LEVEL 2A, PLAZA KL GOMBAK

68100 gombak

Phone : +03 22555514 Fax : +03 22555518

Supplier Statement

As at : 08-04-2016

Husin Group Berhad

5-7, 3 1/2 Miles

Jalan Kelang Lama

Kampung Pasir

58000 Kuala Lumpur

KUALA LUMPUR, MALAYSIA

03-12344566

03-12344567

No.	Date	Reference No.	Form No.	Description	Amount Debit	Amount Credit	Balance
1	11-01-2016	1001	PI[000000001]	Purchase Invoice	0.00	5,300.00	-5,300.00
2	13-01-2016	PI[000000001]	PDN[000000001]	Purchase Debit Note	1,060.00	0.00	-4,240.00
3	15-01-2016	PI[000000001]	PCN[000000001]	Purchase Credit Note	0.00	2,120.00	-6,360.00
4	18-01-2016	100003	PP[000000001]	Payment	3,180.00	0.00	-3,180.00
					Balance Bring Forward : -3,180.00		

Current	1Month	2Month	3Month	4Month	5Month
0.00	0.00	3,180.00	0.00	0.00	0.00

6Month	7Month	8Month	9Month	10Month	11Month+
0.00	0.00	0.00	0.00	0.00	0.00

THANK YOU FOR DOING BUSINESS WITH US

Prepared by

Copyright Controlled Private and Confidential

ANY DISCREPANCY IN THIS STATEMENT PLEASE INFORM US IN WRITING WITHIN 10 DAYS.

SYSTEM GENERATED NO SIGNATURE REQUIRED

Exercise

Add some of the purchase invoice. Use direct purchase invoice.

- **Date: 4-4-2016**
- **Supplier: Husin Group**
- **Supplier Invoice No: 0002**
- **Purchaser: Luqman**
- **Location: HQ**
- **Shipping Method: Freight**
- **Ships To: Gombak**
- **Account: Purchases**
- **Description: Sofa Jati 50 sets.**
- **Amount RM50,000 (exclusive of GST)**
- **GST Tax Code: TX**

Payment made to supplier.

- **Supplier: Husin**
- **Payment Method: Cheque**
- **Reference No: 100003**
- **Description: Part of Payment**
- **Payment Date: 11.4.2016**
- **Bank: MBB**
- **Amount: RM27,000**

MODULE 2: ACCOUNT RECEIVABLE (SERVICES)

4.0 How to Setup Customer

- Go to **Account Receivable > Setup > Customer Setup**
- To add customer, click  button that located at the top right page.



- You will be directed to customer master page.
- Enter your customer information



- Enter address information



- The most important thing is to choose Supplier **Linked A/R Account**. You can create new supplier chart of account by click dropdown button. Your supplier will be distinguished by linked A/P account in the Statement of Financial Position

Please setup customer chart of account as follow:

- Account Group: **Current Asset**
- Account Code: **2100-001-00**
- Account Name: **Hasan Enterprise**

The screenshot shows the 'Others Information' section of a software interface. It contains several input fields and a dropdown menu. The 'Linked AR Account' field is highlighted with a red box, and a red arrow points to it. The 'Submit' button is visible at the bottom right.

Others Information	
General Note	
Term	30 Days
Credit Limit	☐ Credit Limit Alert
Linked AR Account	2100-001-00 [Hasan Enterprise]
Created Date	01-02-2016
Currency	MYR [Ringgit Malaysia]

Hide prompts Submit

- Once completed, click **Submit** button to save.

4.1 How to Create Direct Sales Invoice

SERVICES (DOES NOT MAINTAIN INVENTORY)

- Go to **Account Receivables > Transaction > Direct Sales Invoice**
- Enter Form Number if necessary but the serial number will generate automatically.
- Select Date (1.2.2016)
 - If you did not change the date, it will record the current date
- Select the Customer (**Hasan**)
- Insert the Customer PO Number (**1001**)
- Terms (**30 Days**), and Shipping Method (**Freight**) from the drop down list.
- Any description or reminder can be included in the Memo.

Direct Sales Invoice

Form No.	SI Serial	Project	
Date	 01-02-2016	Terms	30 Days
Customer*	Hasan Enterprise	Terms Desc	Payment within 30 days
Customer Po No.	1001	Shipping Method	Freight
Sales Person	Lugman	Ships To	
Location*	HQ Headquarters	Ship Desc	Ship Desc
Agent		Currency	MYR
Show Agent In Inv:	☐ Yes ☒ No	Exchange Rate	1.00000
Memo			

- Use Service/Other Charges section.
- Click **Add New Charges** button to add new line for **Other Charges**.
- Select the **Sales** account.
- Fill in the Description as **(Two Sets of Sofa Jati)**
- **Amount (RM8,000 for 2 sets)**
- **GST Code (SR)**
- Once completed, click the  button to save.

Service/Other Charges ▼

#	Account	Description	Amount	Tax (%)	Tax Amount	Amount (Inc Tax)	Action	Inclusive Tax
1	4000-000-00 Sales ▼	Sofa Jati (2 sets)	8000	6 SR	480.0	8,480	 	

Last Message!
No Message...

Hide prompts
+ Add New Charges

- Once you have save, the message will appear and the total of invoice will be calculated.

Total Amounts ▼

Total Tax Amount	480.00
Total Invoice	8,480.00

4.2 How to Confirm Sales Invoice

- Go to **Account Receivables > Transaction > Sales Invoice Confirm**
- Select **Year (2016)** and **Period (2)**. The list will appear.

Search Parameter

Year: 2016 Period: 2 [01-02-2016 - 29-02-2016]

Sales Invoice Confirm List

Show: 10 entries Search:

#	Invoice Date	Direct Sales Invoice No.	Customer Name	Customer Po No.	Currency	Confirm	Total Amount	Journal	Delete
1	01-02-2016	SI[00000001]	Hasan Enterprise	1001	MYR	No	8,480.00		

Showing 1 to 1 of 1 entries

first Previous 1 Next Last

Confirm

- From the list, identify the invoice you want to confirm.
- Then, tick small box and click **Confirm** button.

Edit invoice

- In this section, before you proceed to confirm, you need to double check all the information of your invoice. You are allowed to edit.
- From the Sales Invoice Confirm list, identify the invoice you want to reedit.
- Click the link of **Direct Sales Invoice No.**
- You will be directed to the Edit Sales Invoice page.

Edit Sale Invoice

Form No. SI 00000001 Agent Ships To

Customer* Hasan Enterprise (GST) Location* Ship Desc

Date 01-02-2016 Terms 30 Days Currency MYR

Customer Po No. 1001 Terms Desc Payment within 30 days Exchange Rate 1

Project

Memo

Update

- Once you completed edit, click the **Update** button.

Service/Other Charges								+	▼
#	Account	Description	Amount	Tax (%)	Tax Amount	Amount (Inc Tax)	Action	Inclusive Tax	
1	4000-000-00 Sales	Sofa Jati (2 sets)	8,000.00	SR 6	480.00	8,480.00	 		

Last Message!
No Message...

Shipping Method:

Sales Person:

Total Tax Amount:

Total Invoice:

- Click  button to edit. You will be directed to editing page.

Service/Other Charges								+	▼
#	Account	Description	Amount	Tax (%)	Tax Amount	Amount (Inc Tax)	Action	Inclusive Tax	
1	4000-000-00 Sales ▼	Sofa Jati (2 sets)	8	6 SR	480.0	8,480	 	☐	

Last Message!
No Message...

Shipping Method:

Sales Person:

Total Tax Amount:

Total Invoice:

- After edit, click  button.
- Wait until prompt message appear.

Success! Details successfully saved 

4.3 How to Create Sales Debit Note

The Sales Debit Notes is issued as an adjustment to the invoice that you have previously created to increase the value of goods.

- Go to **Account Receivables > Transaction > Sales Debit Note**
- Select Date. (4.2.2016)
 - If you do not change the date, it will record the current date.
- Select the Customer (**Hasan Enterprise**)
- Select the intended Invoice Number that created in Direct Sales Invoice or Sales Invoice.
- Any description or reminder can be insert in the Memo.

Sales Debit Note			
Form No.	SDN	Serial	Project
Date	04-02-2016	Invoice No.	SI[00000001]
Customer	Hasan Enterprise	Currency	MYR
Customer Po No.	1001	Exchange Rate	1.00000
Memo			

Under service/other charges,

- Click (**Add New Charges**) button to add new line for Other Charges.
- Select the Account (**Sales**).
- Fill in the Description as (**additional order by customer**)
- Amount (**RM4000**)
- Tax Code: **SR**
- Click the ☒ button in the Action column to record the data.
- The total amount will be automatically calculate and appear in Total Amounts section.

Charge(s)								
#	Account	Description	Amount	Tax %	Tax Amount	Amount (Inc.Tax)	Action	Inclusive Tax
1	4000-000-00 Sales	additional order by customer	4000	6 SR	240.0	4,240.00	☒	☐

Last Message!
No Message...

Hide prompts + Add New Charge

4.4 How to Confirm Sales Debit Note

- Go to **Account Receivables > Transaction > Sales Debit Note Confirm**
- Select Year **(2016)** and Period **(2)**. The list will appear.

Search Parameter

Year

2016

Period

2 [01-02-2016 - 29-02-2016]

Sales Debit Note Confirm List

Print

Show 10 entries

Search

#	Debit Note No.	Customer Name	Invoice No.	Date	Confirm	Total Amount		Journal	Delete
1	SDN[00000001]	Hasan Enterprise	1284	04-02-2016	No	4,240.00	☒		

Showing 1 to 1 of 1 entries

First

Previous

1

Next

Last

Confirm

- Click the Invoice Number to re-check the details of the invoice.
- Tick small box if you are sure to do the confirmation.
- Once completed, click **Confirm** button

4.5 How to Create Sales Credit Note

The Sales Credit Note is issued as an adjustment to the invoice that you have previously created to decrease the value of the goods. For example, goods that returned from customer and also discounts given on that goods.

- Go to **Account Receivables > Transaction > Sales Credit Note**
- Select Date **(8.2.2016)**
 - If you do not change the date, it will record the current date
- Select the Customer **(Hasan Enterprise)**
- Select the Invoice Number (000000001)
- Any description or reminder can be insert in the Memo.

Sales Credit Note			
Form No.	SCN	Serial	Project
Date	08-02-2016	Invoice No.	SI[00000001]
Customer	Hasan Enterprise	Currency	
Customer Po No.	1001	Exchange Rate	SI[00000001]
Memo			

Under service/other charges section

- Click button to add new line for Other Charges.
- Select the Account **(Sales)**.
 - You MUST select the same chart of account that used in Direct Sales Invoice
- Fill in the Description as **(return one set of Sofa Jati)**
- Amount **(RM4,000)**
- Tax **(SR)**
- Click the  button in the Action column to record the data.
- The total amount will be automatically calculate and appear in Total Amounts section.

Charge(s)								
#	Account	Description	Amount	Tax %	Tax Amount	Amount (Include Tax)	Action	Inclusive Tax
1	4000-000-00 Sales	return 1 set Sofa Jati	4000	6 SR	240.0	4,240	 	

Last Message!
No Message...

Hide prompts + Add New Charge

4.6 How to Confirm Sales Credit Note

- Go to **Account Receivables > Transaction > Sales Credit Note Confirm**
- Select Year **(2016)** and **Period (2)**.
- The list will appear.

Search Parameter

Year

2016

Period

2 [01-02-2016 - 29-02-2016]

Sales Credit Note Confirm List

Print

Show 10 entries

Search

#▲	Credit Note No.	Customer Name	Invoice No.	Date	Confirm	Total Amount	☐	Journal	Delete
1	SCN[00000001]	Hasan Enterprise	SI[00000001]	08-02-2016	No	4,240.00	☒		

Showing 1 to 1 of 1 entries

First

Previous

1

Next

Last

Confirm

- Click the Invoice Number to re-check the details of the invoice created.
- Tick small box in if you are sure to do the confirmation.
- Once completed, click **Confirm** button

4.7 How to Create Customer Payment Received

- Go to **Account Receivables > Transaction > Receive Payment**
- Select Date **(12.2.2016)**
- Select name of bank **(MBB)**.
- Select name of the Payer **(Hasan Enterprise)**
- You have to enter the Reference No **(9090)**
- Select the payment method **(Cheque)**

Customer Payment Received

Form No.	RP	Serial		Project	
Date	12-02-2016	Amount Received	4,240.00	Reference No.	9090
Bank	MBB Menara	Payment Method	Cheque	Currency	MYR
Acc No.	1600125695	Exchange Rate	1.00000		
Payer	Hasan Enterprise				
Memo					

- Once you select the customer, all invoices, debit notes and credit notes related to the customer will appear.

List Of Invoice(s)

#	Invoice No.	Invoice Date		Total Amount	A/R Balance	Amount Applied	
1	SI[000000001]	01-02-2016	1001	8,480.00	4,240.00	2120	☒

Lists Of Debit Note

#	Form No.	Date	Invoice No	Total Amount	Balance	Amount Applied	
1	SDN[000000001]	04-02-2016	SI[000000001]	4,240.00	4,240.00	2120	☒

Total Amounts

Total Invoice Applied	2,120.00	Total Applied	4,240.00
Total Historical Invoice Applied	0.00	Bank Charges	0
Total Debit Note Applied	2,120.00	Total Received	4,240.00

Hide prompts Save

- As you can see, the total of the AR balance is RM 4,240. It is because the amount is already set off with the sales credit note.
- Select invoice/debit note as customer has paid. Click the box
- Then, click **Save** button.

LIST(S) OF INVOICES

- In the List of Invoice section, it will display all the listing of invoices.
- By selecting the particular row, you can decide amount of discount and amount applied.
- Once the row has been selected, you will see the summary of Total Discount, Bank Charges, Total Other Charges, Total Received, Total Applied, Total Other Charges and Out of Balance.
- Click Save button to save it.

LIST(S) OF DEBIT NOTE

- In the List of Debit Note section, it will display all the listing of debit note.
- You may tick the related debit note that associated with the invoice.
- It will not automatically add into the total amount of an invoice.

LIST(S) OF CREDIT NOTE

- In the List of Credit Note section, it will display all the listing of credit note.
- You may tick the related credit note that associated with the invoice.
- It will not automatically add into the total amount of an invoice.

4.8 How to Confirm Customer Payment Received

- Go to **Account Receivables > Transaction > Customer Payment Received Confirm**
- Select Year **(2016)** and Period **(2)**. The list will appear.

Year: 2016 Period: 2 [01-02-2016 - 29-02-2016]

Customer Payment Received Confirm List Print

Show 10 entries Search

#	Received Date	Form No.	Customer	Reference No.	Total Received		Journal	Delete
1	12-02-2016	RP[00000001]	Hasan Enterprise	9090	4,240.00	☒		

Showing 1 to 1 of 1 entries

First Previous 1 Next Last Confirm

- Tick (✓) small box if you are sure to do the confirmation.
- Then, click **Confirm** button.
- You may edit the header and Item(s) details by clicking at the Form No.
- You will be directed to editing page.

Customer Payment Received

Form No. RP 00000001 Bank: MBB | Menara

Date: 12-02-2016 Acc No.: 1600125695

Payer: Hasan Enterprise Payment Method: Cheque

Currency: MYR Reference No.: 9090

Exchange Rate: 1.00000 Amount Received: 4,240.00

Project:

Memo

Update

- Click **Update** button to save this section.

List Of Invoice(s)							
#	Invoice No.	Invoice Date		Total Amount	A/R Balance	Amount Applied	Action
1	SI[00000001]	2016-02-01		8,480.00	2,120.00	2,120.00	

Lists Of Debit Note							
#	Form No.	Date	Invoice No	Total Amount	Balance	Amount Applied	Action
1	SDN[00000001]	04-02-2016	SI[00000001]	4,240.00	2,120.00	2,120.00	

Total Amounts			
Total AppliedTotal Invoice Applied	2,120.00	Total Applied	4,240.00
Total AppliedTotal Historical Invoice Applied	0.00	Bank Charges	0
Total AppliedTotal Debit Note Applied	2,120.00	Total Received	4,240.00
Total AppliedTotal Credit Note Applied	0.00		

Confirm List Add Invoice(s)

➤ Once complete, click Confirm List button.

5.0 How to Generate Report?

In this section, you will generate all the report related to customer. The reports include sales invoice, sales debit note, sales credit note, customer payment, customer statement.

5.1 How to Generate Sales Invoice list

- Go to **Account Receivables > Reports > Sales Invoice List**
- Select the Date From **(1.2.2016)** and Date To **(29.2.2016)**
- Then, click **Submit** button. The sales invoice list will appear.

Search Parameter

From

01-02-2016

To

29-02-2016

Submit

Sale Invoice List

Print

Show

10

entries

Search

#	Form No.	Customer Name	Invoice Date	Total Invoice	Action
1	SI[000000001]	Hasan Enterprise	01-02-2016	8,480.00	

Showing 1 to 1 of 1 entries

First

Previous

1

Next

Last

- Click  button to review and print the selected customer invoice.
- Example of sales tax invoice



Luqman Enterprise (9999-T)
 GST Registration No : 123456789014
 suite 2A-1
 LEVEL 2A, PLAZA KL GOMBAK
 68100 gombak
 KUALA LUMPUR, MALAYSIA
<http://www.firdaus.com>
 Phone : +03 22555514 Fax : +03 22555518

Tax Invoice

Hasan Enterprise (5600 H)
 GST Registration No : 000075014140
 17-A, Level 2
 Setapak Mall
 50300 Kuala Lumpur
 KUALA LUMPUR, MALAYSIA
 Customer PO No : 1001

Tax Invoice No:SI[000000001]
 Date:01-02-2016
 Currency:MYR
 Ships To:

No.	Account	Description	Amount (Exc.Tax)	Tax (%)	Tax Amount	Amount (Inc Tax)
1	[4000000000]Sales	Sofa Jati (2 sets)	8,000.00	SR(6)	480.00	8,480.00

Terms:30 Days
Terms Desc:Payment within 30 days
Memo:

Total Excluded Tax
Total Tax
Total Included Tax

MYR 8,000.00
MYR 480.00
MYR 8,480.00

eight thousand, four hundred and eighty Ringgit only only

Prepared by

Approved By

Received By

SYSTEM GENERATED NO SIGNATURE REQUIRED

5.2 How to Generate Sales Debit Note List

- Go to **Account Receivables > Reports > Sales Debit Note List**
- Select the Date From **(1.2.2016)** and Date To **(29.2.2016)**
- Then, click **Submit** button. The list will appear.
- To print, click the  button that located in the same row of Form No.
- Click the **Print** button to print all the list of the invoices.
 - All the invoice list will appear if you have made the Sales Debit Note Confirm.

Search Parameter

From

To

Submit

Sales Debit Note List **Print**

Show entries

Search

#	Form No.	Invoice No.	Customer Name	Date	Total Amount	Action
1	SDN[000000001]	SI[000000001]	Hasan Enterprise	04-02-2016	4,240.00	

Showing 1 to 1 of 1 entries

- Click  button to review and print the selected customer sales debit note
- Example of Debit Note of Hasan Enterprise.

Luqman Enterprise (9999-T)
 GST Registration No : 123456789034
 suite 2A-1
 LEVEL 2A, PLAZA KL GOMBAK
 68100 gombak
 KUALA LUMPUR, MALAYSIA
<http://www.firdaus.com>
 Phone : +03 22555514 Fax : +03 22555518

Sales Debit Note

Sales Debit Note No.:SDN[000000001]
 Debit Note Date:04-02-2016
 Tax Invoice No:SI[000000001]
 Invoice Date:01-02-2016

Hasan Enterprise (5600 H)
 GST Registration No : 000075014140
 17-A, Level 2
 Setapak Mall
 50300 Kuala Lumpur

No.	Account	Description	Amount (Exc.Tax)	Tax (%)	Tax Amount	Amount (Inc Tax)
1	[400000000]Sales	additional order by customer	4,000.00	SR(6)	240.00	4,240.00
						Total: 0.00

Terms:

Terms Desc:

Memo:

Total Excluded Tax	MYR 4,000.00
Total Tax	MYR 240.00
Total Included Tax	MYR 4,240.00

four thousand, two hundred and forty Ringgit only

Prepared by

Approved By

Received By

SYSTEM GENERATED NO SIGNATURE REQUIRED

5.3 How to Generate Sales Credit Note List

- Go to **Account Receivables > Reports > Sales Credit Note List**
- Select the Date From **(1.2.2016)** and Date To **(29.2.2016)**
- Then click **Submit** button. The list will appear.

Search Parameter

From

01-02-2016

To

29-02-2016

Submit

Sales Credit Note List

Print

Show 10 entries

Search

#	Form No.	Invoice No.	Customer Name	Date	Total Amount	Action
1	SCN[000000001]	SI[000000001]	Hasan Enterprise	08-02-2016	4,240.00	

Showing 1 to 1 of 1 entries

First

Previous

1

Next

Last

- Click button to review and print the selected customer sales debit note
- Example of Credit note list

Luqman Enterprise (9999-T)
 GST Registration No : 123456789034
 suite 2A-1
 LEVEL 2A, PLAZA KL GOMBAK
 68100 gombak
 KUALA LUMPUR, MALAYSIA
<http://www.firdaus.com>
 Phone : +03 22555514 Fax : +03 22555518

Hasan Enterprise (5600 H)
 GST Registration No : 000075014140
 17-A, Level 2
 Setapak Mall
 50300 Kuala Lumpur

Sales Credit Note
 Sales Credit Note No.:SCN[00000451]
 Credit Note Date:08-02-2016
 Tax Invoice No:SI[000000001]
 Invoice Date:01-02-2016

No.	Account	Description	Amount (Exc.Tax)	Tax (%)	Tax Amount	Amount (Inc Tax)
1	[400000000]Sales	return 1 set Sofa Jati	4,000.00	6.00	240.00	4,240.00
						Total: 4,240.00

Terms:
 Terms Desc:
 Memo:

Total Excluded Tax	MYR 4,000.00
Total Tax	MYR 240.00
Total Included Tax	MYR 4,240.00

four thousand, two hundred and forty Ringgit only only

Prepared by:

Approved By:

Received By:

SYSTEM GENERATED NO SIGNATURE REQUIRED

5.4 How to Generate Payment Receive List

- Go to **Account Receivables > Reports > Payment Receive List**
- Select the Date From **(1.2.2016)** and Date To **(29.2.2016)**
- Then click **Submit** button. The list will appear.

Search Parameter						▼
From		01-02-2016	To		29-02-2016	Submit
Payment Received List						Print ▼
Show	10	▼	entries	Search		
# ▲	Form No	Customer Name	Reference No	Receive Payment Date	Total Receive	Action
1	RP[00000001]	Hasan Enterprise	9090	12-02-2016	4,240.00	
Showing 1 to 1 of 1 entries						First Previous 1 Next Last

- Click  button to review and print the selected customer payment receive.
- Official receipt will be produced.
- Example of Official Receipt.

Official Receipt			
Lugman Enterprise (9999-T) GST Registration No : 123456789034 suite 2A-1 LEVEL 2A, PLAZA KL GOMBAK 68100 gombak KUALA LUMPUR MALAYSIA http://www.firdaus.com Phone : +03 22555514 Fax : +03 22555518			
Hasan Enterprise (5600 H) GST Registration No : 000075014140 17-A, Level 2 Setapak Mall 50300 Kuala Lumpur		Form No:RP[00000001] Date:12-02-2016 Currency:MYR Reference No:9090	
No.	Invoice No.	Invoice Date	Amount Received
1	SI[00000001]	01-02-2016	2,120.00
2	SDN[00000001]	04-02-2016	2,120.00
Bank Charges MYR 0.00 Total Received MYR 4,240.00			four thousand, two hundred and fourty Ringgit only only
Prepared by	Approved By	Received By	
SYSTEM GENERATED NO SIGNATURE REQUIRED			

5.5 How to Generate Customer Statement

- Go to **Account Receivables > Reports > Customer Statement**
- Enter Default Footer Message in the Footer Customization section.
- To print, click  button in the action column.

Footer Customization

Default Footer Message

THANK YOU FOR DOING BUSINESS WITH US

Prepared by

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Customer Statement List

Show 10 entries

Search

#	Customer Name	Address	Reference No.	Due	Action
1	Hasan Enterprise	17-A, Level 2 Setapak Mall	Kuala Lumpur	4,240.00	

Showing 1 to 1 of 1 entries

First

Previous

1

Next

Last

- Example of Hasan Enterprise Statement.



Luqman Enterprise (9999-T)
 GST Registration No : 123456789034
 suite 2A-1
 LEVEL 2A, PLAZA KL GOMBAK
 68100 gombak
 Phone : +03 22555514 Fax : +03 22555518

Hasan Enterprise (5600 H)
 GST Registration No : 000075014140
 17-A, Level 2
 Setapak Mall
 50300, Kuala Lumpur

As at : 09-04-2016

ID	Date	Reference No.	Form No.	Description	Amount Debit	Amount Credit	Due
1	01-02-2016	1001	SI[000000001]	Invoice	8,480.00	0.00	8,480.00
2	04-02-2016	SI[000000001]	SDN[000000001]	DebitNote	4,240.00	0.00	12,720.00
3	08-02-2016	SI[000000001]	SCN[000000001]	CreditNote	0.00	4,240.00	8,480.00
4	12-02-2016	9090	RP[000000001]	Payment	0.00	4,240.00	4,240.00
					Balance Bring Forward : 4,240.00		

Current	1Month	2Month	3Month	4Month	5Month
0.00	0.00	4,240.00	0.00	0.00	0.00

6Month	7Month	8Month	9Month	10Month	11Month+
0.00	0.00	0.00	0.00	0.00	0.00

THANK YOU FOR DOING BUSINESS WITH US

Prepared by

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ANY DISCREPANCY IN THIS STATEMENT PLEASE INFORM US IN WRITING WITHIN 10 DAYS.

SYSTEM GENERATED NO SIGNATURE REQUIRED

5.6 How to Generate AR Summary

- Go to **Account Receivables > Reports > AR Summary**
- Click the Period or Month.
- It will list all the AR transaction by recording it by monthly.

AR Summary						Print	▼
▶ Current						0.00	
▶ Month 1						0.00	
▶ Month 2						4,240.00	
#	Customer	Phone No.	Email	Amount	Action		
1	Hasan Enterprise			4,240.00			
						Total : 4,240.00	
▶ Month 3						0.00	
▶ Month 4						0.00	
▶ Month 5						0.00	
▶ Month 6						0.00	
▶ Month 7						0.00	
▶ Month 8						0.00	
▶ Month 9						0.00	
▶ Month 10						0.00	

- You can print the report, details of each transaction by clicking the  button.

Exercise

Add some of the Sales invoice. Use direct purchase invoice.

- **Date: 3.5.2016**
- **Customer: Hasan Enterprise**
- **Customer PO Number: 1002**
- **Terms: 30 Days**
- **Shipping Method: Freight**
- **Account: Sales (4000-000-00)**
- **Description: Sofa Jati 40 Sets**
- **Amount: RM150,000**
- **GST Code (SR)**

Payment received from customer.

- **Date: 31.5.2016**
- **Bank: MBB**
- **Payer: Hasan**
- **Ref no: 707070**
- **Payment Method: Cheque**
- **Amount: RM106,000**

LESSON FOUR

MODULE: GOODS AND SERVICES TAX

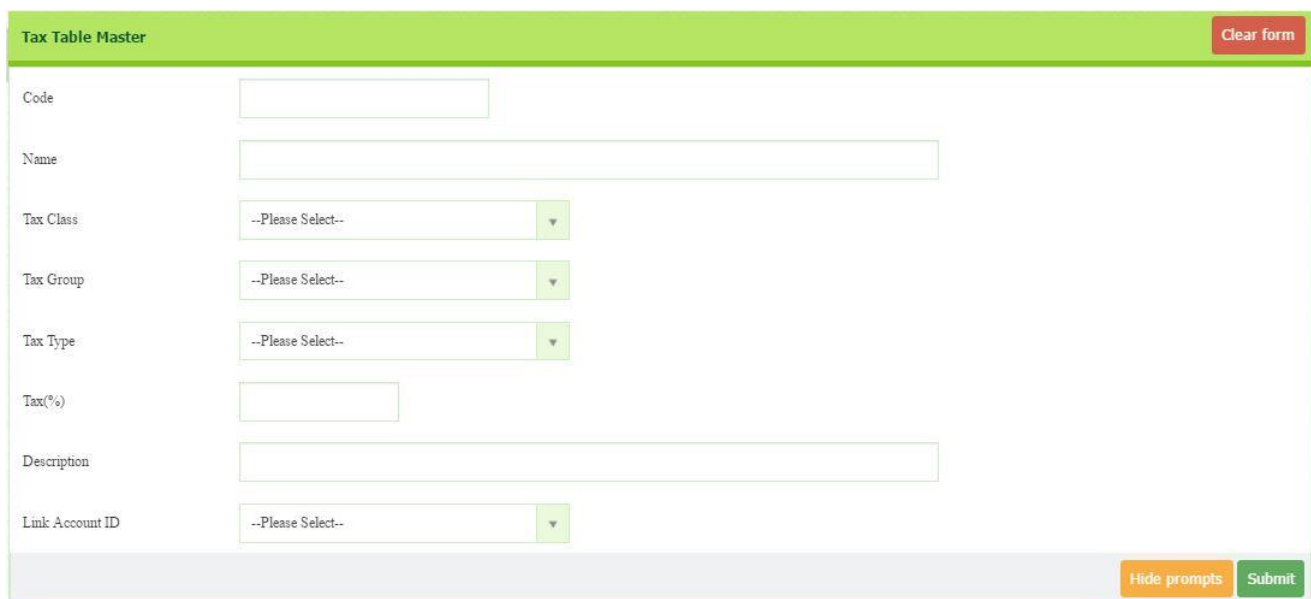
This module provide user with the GST transaction and reports required by Customs in GST submission.

1.0 How to Setup Tax Table List

We have already put this setup under default setting. You need to know there are 23 GST codes as suggested by Customs. However, you may select the codes that applicable to your business only. You can also add some codes if you think it is appropriate to do so. You may study the codes attached in appendix 1.

To add, follow the steps below:

- Go to **Goods & Services Tax > Setup > Tax Table List**
- Click  button to add tax table list. Then, you will be directed to the following page.



Tax Table Master Clear form

Code

Name

Tax Class

Tax Group

Tax Type

Tax(%)

Description

Link Account ID

Hide prompts Submit

- Enter Code, Name, Tax (%) and Description.
- Select Tax Class, Tax Group, Tax Type and Link Account ID
- Then, click  button.

- To modify, click on the tax code in **Code** column.
- You will be directed to the Tax Table Master page. Then, click **Submit** button.

Tax Table Master List										
Show 10 entries		Search								
#	Code	Name	Tax Type	Tax(%)	Tax Class	Tax Group	Description	Link Account ID	Status	Action
1	TX-CG	CAPITAL GOODS ACQUIRED	STANDARD RATED ACQUISITION	6%	GST	PURCHASE/INPUT	CAPITAL GOODS ACQUIRED	260010000 [GST Input Tax]	Active	
2	TX	PURCHASE WITH GST INCURRED AT 6% AND DIRECTLY ATTRIBUTABLE TO TAXABLE SUPPLIES	STANDARD RATED ACQUISITION	6%	GST	PURCHASE/INPUT	PURCHASE WITH GST INCURRED AT 6% AND DIRECTLY ATTRIBUTABLE TO TAXABLE SUPPLIES	260010000 [GST Input Tax]	Active	
3	IM	GST INCURRED FOR IMPORT OF GOODS	STANDARD RATED ACQUISITION	6%	GST	PURCHASE/INPUT	GST INCURRED FOR IMPORT OF GOODS	260010000 [GST Input Tax]	Active	
4	IMS	GST INCURRED FOR IMPORT OF SERVICES (REVERSED MECHANISM)	STANDARD RATED ACQUISITION	6%	GST	PURCHASE/INPUT	GST INCURRED FOR IMPORT OF SERVICES (REVERSED MECHANISM)	260010000 [GST Input Tax]	Active	
5	IS	IMPORTED UNDER SPECIAL SCHEME WITH NO GST INCURRED	SPECIAL SCHEME	0%	GST	PURCHASE/INPUT	IMPORTED UNDER SPECIAL SCHEME WITH NO GST INCURRED		Active	
6	BL	PURCHASE WITH GST INCURRED BUT NOT CLAIMABLE	BLOCK INPUT TAX	6%	GST	PURCHASE/INPUT	PURCHASE WITH GST INCURRED BUT NOT CLAIMABLE	810040000 [GST- Non Claimable]	Active	
7	NR	PURCHASE FROM NON GST-REGISTERED SUPPLIER WITH NO GST INCURRED	NON GST REGISTERED	0%	GST	PURCHASE/INPUT	PURCHASE FROM NON GST-REGISTERED SUPPLIER WITH NO GST INCURRED		Active	
8	ZP	PURCHASE FROM GST-REGISTERED SUPPLIER WITH NO GST INCURRED	ZERO RATED ACQUISITION	0%	GST	PURCHASE/INPUT	PURCHASE FROM GST-REGISTERED SUPPLIER WITH NO GST INCURRED		Active	

1.1 How to Setup Tax Class List

There are two different classes of tax. GST and Other Tax.

- Go to **Goods & Services Tax > Setup > Tax Class List**.
- You cannot edit **Tax Class** as it is default setting.

Tax Class List			
Show 10 entries		Search	
#	Code	Description	Short Name
1	GST	Goods And Services Tax	GST
2	OTH	Other Tax	OTHER TAX
Showing 1 to 2 of 2 entries			
		First	Previous 1 Next Last

1.2 How to Set Tax Group List

- Go to **Goods & Services Tax > Setup > Tax Group List**.
- There are two groups which are input and output. You cannot edit **Tax Group** as it is default setting.

Tax Group List			
Show	10	entries	Search
#	▲	Code	Description
1		PI	PURCHASE/INPUT
2		SO	SALES/OUTPUT
Showing 1 to 2 of 2 entries			
		First	Previous 1 Next Last

1.3 How to Set Tax Type List

This section shows you type of the tax code. You need to know every single type of GST as you will use it when you want to enter the transaction.

- Go to **Goods & Services Tax > Setup > Tax Type List**.
- You cannot edit **Tax Type** as it is default setting.

Tax Type List			
Show	10	entries	Search
#	▲	Code	Description
1		STD	STANDARD RATED SUPPLIES
2		ZRS	ZERO RATED SUPPLIES
3		EGS	EXPORTED GOOD SUPPLIES
4		ESS	EXEMPT SUPPLIES
5		OOS	OUT OF SCOPE
6		RES	RELIEF SUPPLIES
7		DRS	DISREGARDED SUPPLIES
8		OTD	OUTPUT TAX ADJUSTMENT
9		SLT	SALES TAX
10		SVT	SERVICE TAX
Showing 1 to 10 of 20 entries			
		First	Previous 1 2 Next Last

1.4 How to Setup GST Preference

In this section, you need to do financial setting regarding the GST matters. These matters, however, can affect your cash flow. The matters are include:

- ✓ Bad debt Relief (you may claim bad debt relief for at least after six month)
- ✓ Days Limit (days limit for issuing invoice)
- ✓ Maximum Input Tax Claim (the maximum amount you want to claim for each submission)
- ✓ Verification of Supplier GST registration (how frequent you verify the GST registration)

To setup GST Preference, follow the step below:

- Go to **Goods & Services Tax > Setup > GST Preference**
- Enter the information required in the box. Then, click **Save** button.

GST Preferences

Bad Debt Relief Min. Month	6
Days Limits	21
Max Input Tax Claim	30
Supplier GST Registration Verification frequency (Month)	1

Save

1.5 How to Set GST Tax Mapping

In this section, it is important for you to know where the GST code will be mapping to GST-03 Form. If you are not certain with the direction, you may ask our support team. This section as recommended by Customs Department may be changing in the future. Thus, you may edit the tax code to map with GST-03.

To setup GST Tax mapping, follow the step below:

- Go to **Goods & Services Tax > Setup > GST Tax Mapping**

GST Field List			
Show	25	entries	Search
#	Item	Description	Tax Codes
1	B5a	Total Value of Standard Rated Supply	SR,DS
2	B5b	Total Output Tax (Inclusive of Tax Value on Bad Debt Recovered & other Adjustments)	SR,DS,AJS
3	B6a	Total Value of Standard Rate and Flat Rate Acquisitions	TX,IM,IMS,TX-E43,TX-RE
4	B6b	Total Input Tax (Inclusive of Tax Value on Bad Debt Relief & other Adjustments)	TX-CG,TX,IM,IMS,TX-E43,TX-RE,AJP
5	B7	GST Amount Payable (Item 5b - Item 6b)	
6	B8	GST Amount Claimable (Item 6b - Item 5b)	
7	C10	Total Value of Local Zero-Rated Supplies	ZRL
8	C11	Total Value of Export Supplies	ZRE
9	C12	Total Value of Exempt Supplies	ES43,ES
10	C13	Total Value of Supplies Granted GST Relief	RS
11	C14	Total Value of Goods Imported Under Approved Trader Scheme	IS
12	C15	Total Value of GST Suspended under item 14	
13	C16	Total Value of Capital Goods Acquired	TX-CG
14	C17	Total Value of Bad Debt Relief Inclusive Tax	
15	C18	Total Value of Bad Debt Recovered Inclusive Tax	

Showing 1 to 15 of 15 entries

First Previous 1 Next Last

- To edit, click on the tax codes at the right column.
- The list will appear. Tick on the box to choose the Tax Code.
- Then, click Save button.

GST Field List

Show 25 entries

#	Item	Description
1	B5a	Total Value of Standard Rated Supply
2	B5b	Total Output Tax (Inclusive of Tax Value on Bad Debt Recovered & other Adjustments)
3	B6a	Total Value of Standard Rate and Flat Rate Acquisitions
4	B6b	Total Input Tax (Inclusive of Tax Value on Bad Debt Relief & other Adjustments)
5	B7	GST Amount Payable (Item 5b - Item 6b)
6	B8	GST Amount Claimable (Item 6b - Item 5b)
7	C10	Total Value of Local Zero-Rated Supplies
8	C11	Total Value of Export Supplies
9	C12	Total Value of Exempt Supplies
10	C13	Total Value of Supplies Granted GST Relief
11	C14	Total Value of Goods Imported Under Approved Trader Scheme
12	C15	Total Value of GST Suspended under item 14
13	C16	Total Value of Capital Goods Acquired
14	C17	Total Value of Bad Debt Relief Inclusive Tax
15	C18	Total Value of Bad Debt Recovered Inclusive Tax

☐ TX-CG

☐ TX

☐ IM

☐ IMS

☒ IS

☐ BL

☐ NR

☐ ZP

☐ EP

☐ OP

☐ TX-E43

☐ TX-N43

☐ TX-RE

☐ GP

☐ AJP

☐ ST-1

☐ ST-2

☐ SERT-1

☐ IMPD-1

☐ IMPD-2

☐ IMPD-3

☐ EXD

☐ SR

☐ DS

☐ ZRL

☐ ZRE

☐ ES43

☐ ES

☐ OS

☐ RS

☐ GS

☐ AJS

☐ ST-MF

☐ ST

☐ SERT

Save

Showing 1 to 15 of 15 entries

First
Previous
1
Next
Last

2.0 Transaction

2.0.1 GAF File Process

- GST Audit Files (GAF) is required by RMCD during audit works. This GAF Files is being used for recording all the transactions regarding to GST. From this file, RMCD will know all the company's transactions.
- To generate this file, follow the step below:
- Go to **Goods & Services Tax > Transaction > GAF Files Process**
- Select **Year**, period **From** and Period **To**. Then, click **Generate** button.

Tax Processing													
Year	2016		From	1 [01-01-2016 - 31-01-2016]		To	3 [01-03-2016 - 31-03-2016]		Generate				
col 1	col 2	col 3	col 4	col 5	col 6	col 7	col 8	col 9	col 10	col 11	col 12	col 13	col 14
C	Luqman Enterprise	9999-T	123456789034	01/01/2016	31/01/2016	09/04/2016							
P	Husin Group Berhad	2345 H	11/01/2016	PI[000000001]	import declaration number	1		5,000.00	300.00	TX	MYR	5,000.00	300
L	01/01/2016	220010001	Maybank Berhad	OPENING BALANCE							-2,030.00		
L	04/01/2016	220010001	Maybank Berhad	withdrawal		JL20160100000001		GL	0.00	5,000.00	-7,030.00		
L	29/01/2016	220010001	Maybank Berhad	January		AP20160100000001	OPN[000000002]	AP	0.00	200.00	-7,230.00		
L	29/01/2016	220010001	Maybank Berhad	January		AP20160100000001	OPN[000000002]	AP	0.00	12.00	-7,242.00		
L	29/01/2016	220010001	Maybank Berhad	JANUARY		AP20160100000002	OPN[000000001]	AP	0.00	300.00	-7,542.00		
L	29/01/2016	220010001	Maybank Berhad	JANUARY		AP20160100000002	OPN[000000001]	AP	0.00	18.00	-7,560.00		

- To export file into GAF format, click **Export GAF** button at the bottom.

2.0.2 Bad Debt Relief

- Under paragraph 143 & 144 of the General Guide issued by RMCD, “A taxable person is entitled to a relief for bad debt on the whole or any part of the tax paid by him in respect of a taxable supply if:-
 - the person has not received any payment in respect of the taxable supply from the debtor six months from the date of supply or the debtor has become insolvent before the period of six months has elapsed; and
 - Sufficient efforts have been made by him to recover the debt.
 - The date of supply refers to the date of invoice issued. A person is entitled to claim bad debt relief even though the bad debt is not written off from his books.
- Go to **Goods & Services Tax > Transaction > Bad Debt Relief**
- Select **Customer Name (Hasan Enterprise)** and **Date (1.9.2016)**,
- Then click **Submit** button.

Bad Debt Relief criteria

Customer Name Hasan Enterprise

Date 01-09-2016

Submit

Bad Debt Relief Print

Show 10 entries

Search

#	Invoice No	Inv Date	Due Days	Total Amount	GST Amount	Outstanding Amount	Base Amount	Bad Debts Amount	Tax Code	
1	SI [00000001]	2016-02-01	213	8,480.00	480.00	2,120.00	2,000.00	120.00	AJP (input)	☒

Showing 1 to 1 of 1 entries

First
Previous
1
Next
Last

Value of Bad Debt relief
2,120.00

Inc GST

GST Bad Debt Amount
120.00

✓ Save Bad Debt

- Then, tick on the box of selected invoice to add. Once you have tick, the value of bad debt relief will automatically be shown at the bottom side.
- Then, click **✓ Save Bad Debt** to save.

2.0.3 Bad Debt Relief Confirm

- In this section, you need to confirm the bad debt relief before post to Journal. To confirm the bad debt, you need to follow the steps below:
- Go to **Goods & Services Tax > Transaction > Bad Debt Relief Confirm**
- Select **Start Date (1.1.16)** and **End Date (1.12.2016)**. The list will be appear.

Bad Debt List

Start Date 01-01-2016

End Date 31-12-2016

Bad Debt List

Show 10 entries

Search

#	Transaction Date	Name	Bad Debt Inc GST	GST Bad Debt Amount	Action
1	01-09-2016	Hasan Enterprise	2,120.00	120.00	☒

Showing 1 to 1 of 1 entries

First
Previous
1
Next
Last

Remove
Confirm

- Tick on the box under Action column. Then click Confirm button to post to journal.
- To remove, click on Remove button.

2.0.4 Bad Debt Recover

In this section, you receive payment from customer after you include them in the customer bad debt. Thus, you need to record as bad debt recover.

- Go to **Goods & Services Tax > Transaction > Bad Debt Recover**
- Select **Customer Name (Hasan Enterprise)** and **End Date (31.10.2016)**.
- The list will appear.
- Tick on the box
- Click **Save Debt Recover** button.

Bad Debt Recover criteria

Customer Name Hasan Enterprise

Date 31-10-2016

Submit

Bad Debt Recover
Print

Show 10 entries

Search

#	Invoice No	Date Bad Debt Relief	Total Amount	GST Amount	Payment Receive	Outstanding Amount	Base Amount	Bad Debt Recover	Tax Code	
1	SI[000000001]	2016-09-01	8,480.00	480.00	1,060.00	1,060.00	1,000.00	60.00	AJS (output)	☒

Showing 1 to 1 of 1 entries

First
Previous
1
Next
Last

Value of Payment 1,000.00

GST Debt Recovery 60.00

Save Debt Recover

2.0.5 Bad Debt Recover Confirm

- You need to confirm the bad debt recover before post to Journal. To confirm the bad debt recover, you need to follow the steps below:
- Go to **Goods & Services Tax > Transaction > Bad Debt Recover Confirm**
- Select **Start Date (1.1.2016)** and **End Date (31.12.2016)**,
- Then the list will appear.
- Tick the box under **Action** column. Then, click **Confirm** button.

Bad Debt Recover criteria

Start Date

End Date

Bad Debt Recover List

Show entries Search

#	Transaction Date	Customer Name	Payment Receive	GST Debt Recovery	Action
1	31-10-2016	Hasan Enterprise	1000	60	☐

Showing 1 to 1 of 1 entries

- To remove, click on **Remove** button.

2.0.6 GST Journal

- There are certain transactions that need special treatment in GST. These transactions include:
- Deemed Supplies
- Imported Services
- Imported Goods and
- Apportionment
- The supply of goods without consideration under GST Act 2014 is deemed to be a supply called **“deemed supplies”**. The rationale behind this is that if supplies were not deemed, the goods are being enjoyed by the recipient tax free, while input tax incurred on the purchase of the goods would have been claimed by the business.

Examples of deemed supply

- Gifts to customers
- Goods taken for private use
- Disposal of assets for free

- Go to **Goods & Services Tax > Transaction > GST Journal**
- Select **Type** and enter **Form No, Customer/Vendor Name, GST Number, Description** and **Based Amount**.
- In Journal Details section, select **Account Number** and Tax Code, enter the description and the amount. Then, click **+ Submit** button.

Journal Entry

Reverse ☐

Form No

Type ▼

Vendor/ Customer Name

GST Number

Description

Date Reference

Based Amount

Control Amount

Total Debit

Total Credit

Journal Details

#	Account Number	Description	Tax (%)	Amount(Debit)	Amount(Credit)
1			Ta ...		
2			Ta ...		

+ Submit

2.0.7 GST Journal Confirm

- Go to **Goods & Services Tax > Transaction > GST Journal Confirm**
- Select **Year** and **Period**, then click Submit button.
- Tick on the box at the selected transaction and then click on **Confirm** button.

GST Confirm list

Year ▼

Period ▼

Submit

GST Confirm list

Show entries

Search

# ▲	Date	Form No	Vendor/Customer Name	Type	GST Number	Based Amount	☐
No data available in table							

Showing 0 to 0 of 0 entries

First

Previous

Next

Last

Confirm

2.0.8 Supplier Bad Debt Relief

- A registered person who has claimed input tax but failed to pay the supplier within six months from the date of supply has to pay back the input tax as his output tax. Subsequently, when payment is made for the supply of the goods or services, a registered person is entitled to claim back the said output tax as input tax for the taxable period in which he made his payment.
- Go to **Goods & Services Tax > Transaction > Supplier Bad Debt Relief**
- Select **Supplier** and **Date**. Then, click **Submit** button.

Bad Debt Relief criteria

Supplier Name
PERABOT BERSATU SDN BHD
Date
25-08-2016

Submit

Bad Debt Relief

Print

Show 10 entries
Search

#	Invoice No	Inv Date	Due Days	Total Amount	GST Amount	Outstanding Amount	Base Amount	Bad Debts Amount	Tax Code	
1	PI [00000001]	2015-09-04	356	5,300.00	300.00	1,908.00	1,800.00	108.00	AJS (input)	☒

Showing 1 to 1 of 1 entries
First Previous 1 Next Last

Value of Bad Debt relief

1,908.00

Inc GST

GST Bad Debt Amount

108.00

Save Bad Debt

- Tick on the box at the selected transaction and then click on **Save Bad Debt** button.

2.0.9 Supplier Bad Debt Relief Confirm

- Go to **Goods & Services Tax > Transaction > Supplier Bad Debt Relief Confirm**
- Select **Start Date** and **End Date**.
- Then tick on the box and click **Confirm** button.
- To remove, click **Remove** button.

2.0.10 Supplier Bad Debt Recover

- Where a registered person fails to pay the consideration for the supply of any goods or services made by his supplier within six months from the date of supply and he has claimed input tax on that supply, the taxable person is required to pay back the input tax by accounting an amount equal to the input tax as his output tax. He is required to account the output tax in the taxable period covering the month after the six months period.
- Go to **Goods & Services Tax > Transaction > Supplier Bad Debt Recover**
- Select **Supplier Name** and **Date**. Then, click on **Submit** button.
- The list will appear if there is an outstanding balance. Then, tick the box and click on **Save Debt Recover** button.

Bad Debt Recover criteria

Supplier Name

PERABOT BERSATU SDN BHD

Date

31-08-2016

Submit

Bad Debt Recover

Print

Show 10 entries

Search

#	Invoice No	Date Bad Debt Relief	Total Amount	GST Amount	Payment made	Outstanding Amount	Base Amount	Bad Debt Recover	Tax Code	
1	PI[00000001]	2016-08-25	5,300.00	300.00	1,908.00	0.00	1,800.00	108.00	AJP (input)	☒

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Amount Baddebt

1,908.00

Recovered

Supplier (incl. GST)

GST Debt Recovery

108.00

Save Debt Recover

2.0.11 Supplier Bad Debt Recover Confirm

- Go to **Goods & Services Tax > Transaction > Supplier Bad Debt Recover Confirm**
- Select **Start Date** and **End Date**. The list will appear under Bad Debt Recover List.
- Tick the box at the selected Supplier.
- Then, click **Confirm** button.

Bad Debt Recover criteria

Start Date

01-08-2016

End Date

31-08-2016

Bad Debt Recover List

Show 10 entries

Search

#	Transaction Date	Supplier Name	Payment Receive	GST Debt Recovery	Action
1	31-08-2016	PERABOT BERSATU SDN BHD	1908	108	☒

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Remove

Confirm

3.0 Report

3.1 How to Generate GST Report

- The purpose of this report is to provide user with all the GST transaction. User can generate the report based on the GST Group (Input/Output) or GST Code (eg: SR/ES/TX/IM)
- To generate the report, follow the steps below:
- Go to **Goods & Services Tax > Reports > GST Report**.
- Select **Year (2016) Period from (1) and Period To (12)**,
- **GST Group (All), GST Code (All) and GST Type (All)**. Then, click **Submit** button.

GST Report

Year

2016

Period From

1 [01-01-2016 - 31-01-2016]

Period To

12 [01-12-2016 - 31-12-2016]

GST Group

All

GST Type

All

GST Code

All

Submit

GST Report List

Print

Show

10

entries

Search

#	Trans Type	Ref	Date	Name	Item Name/ItemCode	Amount (Exc Tax)	GST Rate	GST Amount	Amount (Inc Tax)	GST
1	Sales Invoice	SI[000000001]	01-02-2016	Hasan Enterprise	Sofa Jati (2 sets)	8,000.00	6.00	480.00	8,480.00	SR
2	Sales Invoice	SI[000000002]	03-05-2016	Hasan Enterprise	Sofa Jati 40 sets	150,000.00	6.00	9,000.00	159,000.00	SR
3	Sales Credit Note	SCN[000000001]	08-02-2016	Hasan Enterprise	return 1 set Sofa Jati	-4,000.00	6.00	-240.00	-4,240.00	SR
4	Sales Debit Note	SDN[000000001]	04-02-2016	Hasan Enterprise	additional order by customer	4,000.00	6.00	240.00	4,240.00	SR
5	Other Payment	OPN[000000003]	30-12-2016	Luqman	Luqman	18,000.00	0.00	0.00	18,000.00	OP
6	Other Receive	ORI[000000001]	31-01-2016	Maybank	2015	1,500.00	0.00	0.00	1,500.00	OS
7	Other Receive	ORI[000000002]	31-01-2016	Maybank	Fixed Deposit	2,000.00	0.00	0.00	2,000.00	OS
8	Other Receive	ORI[000000003]	30-12-2016	HTbah	2016	5,000.00	0.00	0.00	5,000.00	OS
9	Bad debt Recover	BD20161000000001	31-10-2016	Hasan Enterprise	SI[000000001]	1,000.00	6.00	60.00	1,060.00	AJS
10	Purchase Invoice	PI[000000001]	11-01-2016	Husin Group Berhad	Sofa Jati (5 set)	5,000.00	6.00	300.00	5,300.00	TX

Showing 1 to 10 of 16 entries

First

Previous

1

2

Next

Last

- To print, click **Print** button.

3.2 How to Generate GST Report Summary

- This report provide the total amount of GST based on its Code.
- To generate this report, follow the steps below:
- Go to **Goods & Services Tax > Reports > GST Report Summary**.
- Select Date From (1.1.2016) To (31.12.2016)
- Then, click  button.

Date

From

 01-01-2016

To

 31-12-2016



GST Report Summary



SUPPLY														
#	Tax Code	Jan'16	Feb'16	Mar'16	Apr'16	May'16	Jun'16	Jul'16	Aug'16	Sep'16	Oct'16	Nov'16	Dec'16	Total
1	SR	0.00	480.00	0.00	0.00	9,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,480.00
2	DS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3	ZRL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4	ZRE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5	ES43	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6	ES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7	OS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8	RS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9	GS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10	AJS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	60.00	0.00	0.00	60.00
Total		0.00	480.00	0.00	0.00	9,000.00	0.00	0.00	0.00	0.00	60.00	0.00	0.00	9,540.00

PURCHASE														
#	Tax Code	Jan'16	Feb'16	Mar'16	Apr'16	May'16	Jun'16	Jul'16	Aug'16	Sep'16	Oct'16	Nov'16	Dec'16	Total
1	TX-CG	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2	TX	390.00	0.00	0.00	3,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,390.00
3	IM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4	IMS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5	IS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6	BL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7	NR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8	ZP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9	EP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10	OP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11	TX-E43	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

- To print, click  button.

3.3 How to Generate GST 03

- GST 03 need to be submitted to RMCD as required by GST Act 2014. It depends on the revenue of the company. If total taxable supply is more than RM5 million, the submission is monthly otherwise, it is quarterly.
- To generate GST 03 report, follow the steps below:
- Go to **Goods & Services Tax > Reports > GST 03**.
- Select period From (1.1.2016) and period To (31.3.2016)
- Then, click  button.

Taxable Period Parameters

From
01-01-2016
To
31-03-2016
Submit

GST Report List

Show 10 entries
Search

#	Taxable Period	Due Date	Submission Date	Amendment	Submitted By	Action
No data available in table						

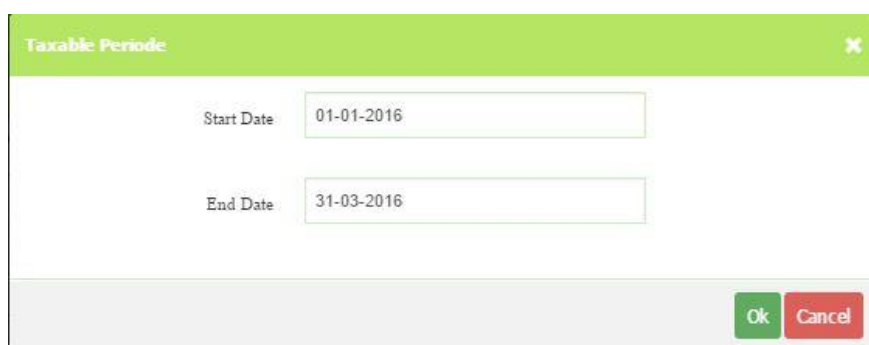
Showing 0 to 0 of 0 entries
First Previous Next Last

- Click  button. The transaction summary will appear.
- If there are no transactions that are not confirm and unpost, you may click  button.

Transaction Summary			
#	Transaction	Not Confirm	Unpost
1	Other Payment	0	0
2	Other Received	0	0
3	Sale Invoice	0	0
4	Sale Debit Note	0	0
5	Sale Credit Note	0	0
6	Customer Payment Received	0	0
7	Cash Sale	0	0
8	Purchase Invoice	0	0
9	Purchase Debit Note	0	0
10	Purchase Credit Note	0	0
11	Supplier Payment	0	0
12	Cash Purchase	0	0
13	Delivery Order	0	0
14	Purchase Order	0	0

Proceed

- Then, message box will appear.
- Select start date and end date of GST 03 submissions. Then, click Ok.



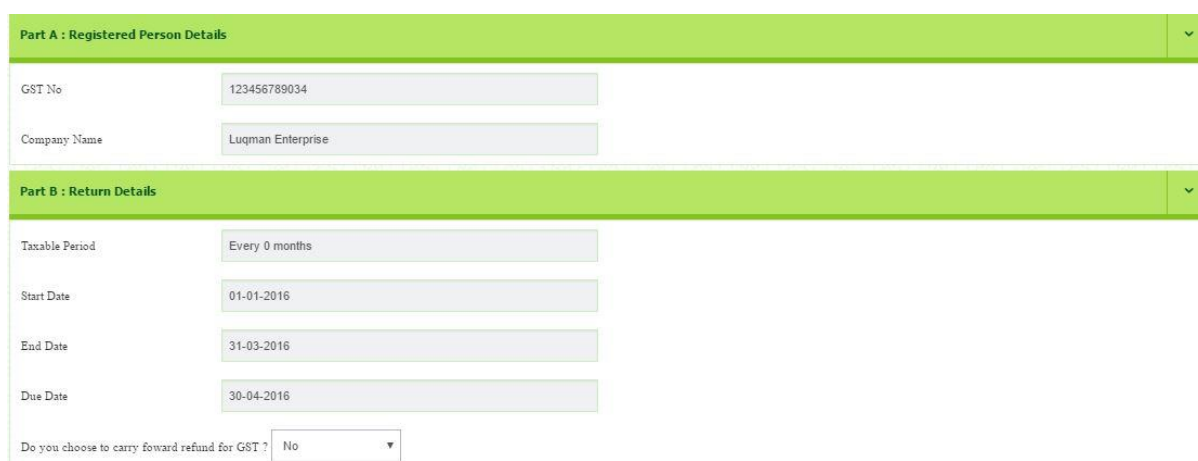
A dialog box titled "Taxable Period" with a green header bar. It contains two text input fields: "Start Date" with the value "01-01-2016" and "End Date" with the value "31-03-2016". At the bottom right, there are two buttons: "Ok" (green) and "Cancel" (red).

- Once click Ok, you will be directed to GST Report Generation.
- Fill in Form GST-03 and click save button.



A form titled "GST Report Generation" with a green header bar. Below the header is a section titled "Important Notes" containing a list of instructions: 1) Please type in using BLOCK LETTERS, 2) Please refer to Goods and Services Tax (GST) Forms Guide, 3) Column with (*) is a mandatory field, 4) Please tick (X) accordingly, 5) If declaring a zero amount, please fill in 0, and 6) Please contact Customs Call Center at :1-300-88-8500 / 03-78067200 or email ccc@customs.gov.my for further enquiry. Below the notes is a dropdown menu labeled "Amendment" with a downward arrow.

- In this section, choose either the submission is for amendment or not.



A form titled "GST-03" with a green header bar. It is divided into two sections: "Part A : Registered Person Details" and "Part B : Return Details". Part A contains two text input fields: "GST No" with the value "123456789034" and "Company Name" with the value "Luqman Enterprise". Part B contains four text input fields: "Taxable Period" with the value "Every 0 months", "Start Date" with the value "01-01-2016", "End Date" with the value "31-03-2016", and "Due Date" with the value "30-04-2016". At the bottom of Part B, there is a dropdown menu labeled "Do you choose to carry forward refund for GST ?" with the value "No".

- In this section, Choose either you want to carry forward input tax claim for the period or not.

Part C : Additional Information		
MSIC Code	Value of Output Tax	Percentage
0	RM	%
	RM	%
	RM	%
	RM	%
	RM	%
Others	480.00	100
Total	480.00	100%

- Enter MSIC Code and the value of output tax. The total must equal to the total at the bottom.

Part D : Declaration	
Authorize Person Name	
Identity Card No.	New Old
Nationality	
Passport No.	Mandatory for foreign citizen
Date	26-08-2016

Save

- In this section, enter required information.
- Then, click **Save** button.

3.4 GST 03 Summary

- Go to **Goods & Services Tax > Reports > GST 03 Summary**
- Select period From (1.1.2016) and period To (31.12.2016).
- Then, click **Submit** button.

Period

From

1 [01-01-2016 - 31-01-2016]

To

12 [01-12-2016 - 31-12-2016]

Submit

GST 03 Summary

Print

No.	Item Description	Jan'16	Feb'16	Mar'16	Apr'16	May'16	Jun'16	Jul'16	Aug'16	Sep'16	Oct'16	Nov'16	Dec'16	Total
5	Output Tax													
	a) Total Value of Standard Rated Supply*	0.00	8,000.00	0.00	0.00	150,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	158,000.00
	b) Total Output Tax (Inclusive of Tax Value On Bad Debt Recovered & other Adjustments)*	0.00	480.00	0.00	0.00	9,000.00	0.00	0.00	0.00	0.00	60.00	0.00	0.00	9,540.00
6	Input Tax													
	a) Total Value of Standard Rate and Flat Rate Acquisitions*	6,500.00	0.00	0.00	50,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	56,500.00
	b) Total Input Tax (Inclusive of Tax Value on Bad Debt Relief & other Adjustments)*	390.00	0.00	0.00	3,000.00	0.00	0.00	0.00	0.00	60.00	0.00	0.00	0.00	3,450.00
7	GST Amount Payable (Item 5b - Item 6b)*	0.00	480.00	0.00	0.00	9,000.00	0.00	0.00	0.00	0.00	60.00	0.00	0.00	9,540.00
8	GST Amount Claimable (Item 6b - Item 5b)*	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10	Total Value of Local Zero-Rated Supplies*	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11	Total Value of Export Supplies*	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
12	Total Value of Exempt Supplies*	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13	Total Value of Supplies Granted GST Relief*	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
14	Total Value of Goods Imported Under Approved Trader Scheme*	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
15	Total Value of GST Suspended under item 14*	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
16	Total Value of Capital Goods Acquired*	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

- To print, click **Print** button.

3.5 How to Generate Bad Debt Relief List

- This report shows the list of customer who have outstanding balance after six months from the Invoice date.
- Go to **Goods & Services Tax > Reports > Bad Debt Relief List**
- Select period From (1.1.2016) and period To (31.12.2016).
- The list will appear at the bottom side.

Bad Debt Relief criteria

From To

Bad Debt Relief Print

Show entries Search

#	Transaction Date	Name	Bad Debt Inc GST	GST Bad Debt Amount
No data available in table				

Showing 0 to 0 of 0 entries First Previous Next Last

- To print, click Print button.

3.6 Bad Debt Recovered List

- This report shows the list of the customer who are already recovered their bad debts.
- Go to **Goods & Services Tax > Reports > Bad Debt Recovered List**
- Select period From (1.1.2016) and period To (31.12.2016).

Bad Debt Recover criteria

From To

Bad Debt Recover List Print

Show entries Search

#	Transaction Date	Customer Name	Payment Receive	GST Debt Recovery
No data available in table				

Showing 0 to 0 of 0 entries First Previous Next Last

- Then, click Print button.

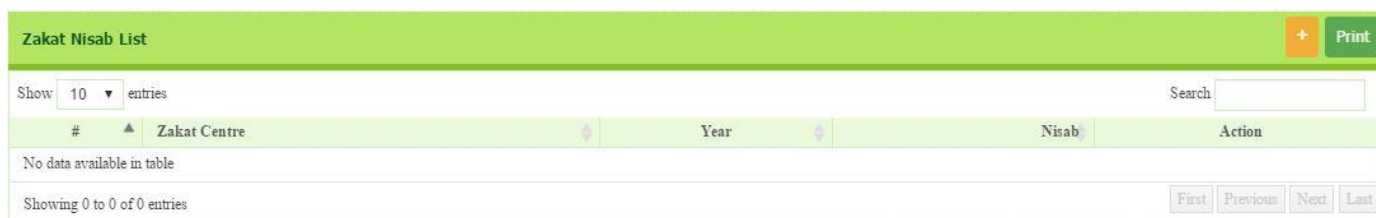
LESSON FIVE

MODULE: ZAKAT & WAKAF

This module provide user with the Zakat and Waqaf transaction and reports.

1.0 How to setup Zakat Nisab

- Go to **Zakat & Wakaf > Setup > Zakat Nisab**.
- The Zakat Nisab window will appear.
- Click  button at the top right corner of Zakat Nisab List header.



#	Zakat Centre	Year	Nisab	Action
No data available in table				

- Zakat Nisab page will appear.
- Select the Zakat Centre (**Lembaga Zakat Selangor**) and Year (**2016**)
- Enter Nisab amount (**RM12,680**).
- Click  button.



Zakat Centre	Lembaga Zakat Selangor [LZS]
Year	2016
Nisab	12680

2.0 How to Setup Zakat Centre

- Go to **Zakat & Wakaf > Setup > Zakat Centre**.
- The Zakat Centre List will appear. Some lists are already setup in the software.
- To add, click  button at the top right corner of Zakat Centre List header.

Zakat Centre List						 Print
Show	10	▼	entries	Search		
#	Short Name	Name	Telephone	Website	Action	
1	JZNK	Jabatan Zakat Negeri Kedah	04-733 1740			
2	LZS	Lembaga Zakat Selangor	03-5522 7700	http://www.e-zakat.com.my		
3	MAIDAM	Majlis Agama Islam dan Adat Melayu Terengganu	09-6303030 / 09-6252525	http://www.maidam.gov.my		
4	MAIJ	Majlis Agama Islam Negeri Johor	07-2282929 / 07-2282937	http://www.maij.gov.my/		
5	MAIK	Majlis Agama Islam Dan Adat Istiadat Melayu Kelantan	09 7481512	http://www.e-maik.my		
6	MAINS	Pusat Zakat Negeri Sembilan	06-765 1402	http://www.zakatns.com.my		
7	MAIPk	MAJLIS AGAMA ISLAM DAN ADAT MELAYU PERAK	05-208 400	http://www.maiamp.gov.my		
8	MAIPS	Majlis Agama Islam & Adat Istiadat Melayu Perlis	04-9794439	http://www.maiips.gov.my		
9	MUIP	Majlis Ugama Islam Dan Adat Resam Melayu Pahang	09-5131515	http://www.zakatpahang.my/v2		
10	MUIS	Pusat Zakat Sabah	088-240 160	http://www.zakat.sabah.gov.my		
Showing 1 to 10 of 14 entries				First	Previous	1 2 Next Last

- Enter all information such as Short Name, Name, Address, City, Postcode, Country, State, Phone No, and Fax No.
- Enter Email and Website.
- Then, click  button to save.

Zakat Centre

Short Name			
Name			
Address			
City			
Postcode			
Country	MALAYSIA		--Please Select--
Telephone		Fax	
E-mail			
Website			

[Hide prompts](#) [Submit](#)

3.0 How to Setup Wakaf Centre

- Go to Zakat & Wakaf > Setup > Wakaf Centre.
- Click  button that situated on the top right page to add new waqaf centre.

Wakaf Centre List  					
Show	10	▼	entries	Search	
#	Short Name	Name	Phone No.	Website	Action
1	JWM	Yayasan Waqaf Malaysia	603-8890 4071 / 72 / 73	www.ywm.gov.my	
2	MAIAMP	Majlis Agama Islam dan Adat Melayu Perak	034567894		
3	MAIDAM	Majlis Agama Islam dan Adat Melayu Terengganu	609-6303030 / 6252525	www.maidam.gov.my	
4	MAIJ	e-wakaf Johor Majlis Agama Islam Negeri Johor	07 222 1655	http://www.e-wakafjohor.gov.my/	
5	MAIJ	Pejabat Wakaf Majlis Agama Islam Negeri Johor	607-2221655	www.maij.gov.my	
6	MAIK	Majlis Agama Islam Dan Adat Istiadat Melayu Kelantan	609-7481512	www.e-maik.my	
7	MAIKS	Bahagian Wakaf, Majlis Agama Islam Negeri Kedah			
8	MAIM	Majlis Agama Islam Melaka	606-283 7416, 283 2077, 284 9809	www.maim.gov.my	
9	MAINPP	Bahagian Wakaf, Majlis Agama Islam Pulau Pinang			
10	MAIPS	Baitulmal Unit Wakaf, Majlis Agama Islam dan Adat Istiadat Melayu Perlis			
Showing 1 to 10 of 15 entries				First	Previous
				1	2
				Next	Last

- Enter all the required information.
- Click **Submit** to save data.

Wakaf Centre

Short Name			
Name			
Address			
City			
Postcode			
	MALAYSIA	--Please Select--	
Phone No.		Fax No.	
Email			
Website			

Hide prompts **Submit**

4.0 Zakat Calculation

- Go to Zakat & Wakaf > Transaction > Zakat Calculation. The Zakat Calculation window appears.
- Select Zakat Centre (LZS)
- Method (Working Capital)
- Year (2016) and click **Calculate Zakat** button.

Zakat Calculation

Zakat Centre

Lembaga Zakat Selangor [LZS]
▼

Calculation Method

Working Capital
▼

Year

2016
▼

Calculate Zakat

- Zakat Calculation Details will appears. You can see the details of Current Liabilities, Current Assets and the Amount. Tick relevant account to be included in the calculation of Zakat.

Zakat Calculation Details					▼
#	Description	Amount	☒	Adjustment	
Current Assets					
1	Trade Receivable	55,120.00	☒		
2	Cash in Hand	17,500.00	☒		
3	GST Input Tax	3,510.00	☒		
4	Maybank Berhad	147,150.00	☒		
		223,280.00		0.00	
Current Liabilities					
1	Husin Group Bhd	29,180.00	☒		
2	GST Output Tax	9,540.00	☒		
3	Suspense GST - Output Tax	60.00	☒		
		38,780.00		0.00	
Net Current Asset (Current Asset - Current Liabilities)		184,500.00		0.00	

- All the calculation summary such as Zakat Rate, Muslim Ownership Share, Nisab, Monthly Zakat Payable, Net Current Asset, Adjustment, Adjusted Net Current Assets, Total Net Asset Due for Zakat, and Zakat Payable for The Year will be display under Zakat Calculation Summary.
- Then click **Submit** button.

Zakat Calculation Summary			
Zakat Rate	2.50	%	
Muslim Ownership Share	2.00	%	
Nisab	12,680.00	MYR	
Monthly Zakat Payable	0.00	MYR	
Net Current Asset	184,500.00	MYR	
Adjustment	0.00	MYR	
Adjusted Net Current Assets	184,500.00	MYR	
Total Net Asset Due For Zakat	3,690.00	MYR	
Zakat Payable For The Year	0.00	MYR	

Submit

5.0 Wakaf Calculation

- Go to Zakat & Wakaf > Transaction > Wakaf Calculation. The Wakaf Calculation window appears.
- Select Wakif (Directors)
- Select the Wakaf Institution (yayasan Waqaf Malaysia).
- Select the Allocation Basis. (**Lump Sum Amount**).
- Amount (RM10, 000). Then, you may assign to your beneficiaries by clicking **+** button.
- Then, click **Submit** button.

Wakaf Calculation						Clear Form
Wakif	Director(s)					
Wakaf Inst.	Yayasan Waqaf Malaysia					
Allocation Basis	☒ Lump Sum Amount ☐ Percentage Of Sale ☐ Percentage Of Wakaf Acual ☐ Percentage Of Profit					
Amount	10000					
Beneficiaries						+
#	Beneficiary	Name/Description	Percentage	Amount		Action
1	Masjid Surau	Surau As- Solihin	40	4,000.00		✖
2	Orphanage		60	6,000.00		✖
Total			%	10,000		+
						Hide prompts Submit

6.0 Zakat Nisab Report

- Go to Zakat & Wakaf > Reports > Zakat Nisab. The Zakat Nisab List window appears.
- All the Zakat Nisab will be listed.
- To print, click the **Print** button that situated on the top right of page.

Zakat Nisab List				Print
Show	10	entries	Search	
#	Zakat Centre	Year	Nisab	
1	Lembaga Zakat Selangor	2016	12,680.00	
Showing 1 to 1 of 1 entries				First Previous 1 Next Last

7.0 Zakat Centre Report

- Go to Zakat & Wakaf > Reports > Zakat Centre. Zakat Centre List appears.
- All the Zakat Centre will be listed.
- To print, click the **Print** button that situated on the top right of page.

Zakat Centre List					Print
Show	10	entries	Search		
#	Short Name	Name	Telephone	Website	
1	JZNK	Jabatan Zakat Negeri Kedah	04-733 1740		
2	LZS	Lembaga Zakat Selangor	03-5522 7700	http://www.e-zakat.com.my	
3	MAIDAM	Majlis Agama Islam dan Adat Melayu Terengganu	09-6303030 / 09-6252525	http://www.maidam.gov.my	
4	MAIJ	Majlis Agama Islam Negeri Johor	07-2282929 / 07-2282937	http://www.maij.gov.my/	
5	MAIK	Majlis Agama Islam Dan Adat Istiadat Melayu Kelantan	09 7481512	http://www.e-maik.my	
6	MAINS	Pusat Zakat Negeri Sembilan	06-765 1402	http://www.zakatns.com.my	
7	MAIPK	MAJLIS AGAMA ISLAM DAN ADAT MELAYU PERAK	05-208 400	http://www.maiamp.gov.my	
8	MAIPS	Majlis Agama Islam & Adat Istiadat Melayu Perlis	04-9794439	http://www.maips.gov.my	
9	MUIP	Majlis Ugama Islam Dan Adat Resam Melayu Pahang	09-5131515	http://www.zakatpahang.my/v2	
10	MUIS	Pusat Zakat Sabah	088-240 160	http://www.zakat.sabah.gov.my	
Showing 1 to 10 of 14 entries					First Previous 1 2 Next Last

8.0 Wakaf List

- Go to Zakat & Wakaf > Reports > Wakaf List.
- Select Date From **(1.1.2016)** and Date To. **(31.12.2016)**

Wakaf

From

To

- All the Wakaf List will be listed.
- To print the Wakaf Letter, click the  button that under action column.
- To print the Wakaf List, click the  button at the top right corner of the page.

Wakaf

From

To

+
Print

Show entries

Search

#	Wakaf Centre	Sale Amount	Amount Allocated	Date	Action
1	Yayasan Waqaf Malaysia	0.00	10,000.00	11-04-2016	

Showing 1 to 1 of 1 entries

First
Previous
1
Next
Last

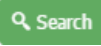
LESSON SIX

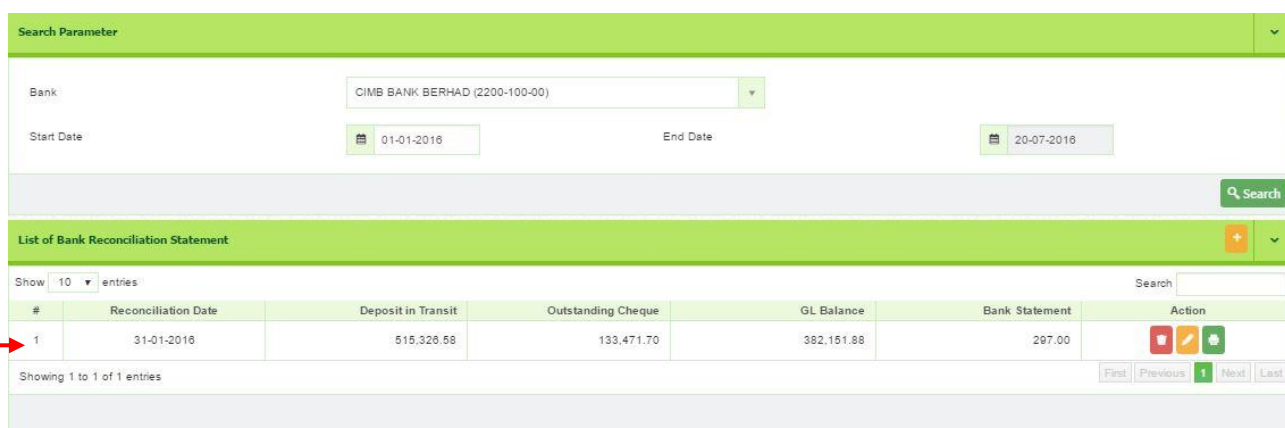
MODULE: BANK RECONCILIATION

General ledger allow users to create Journal entry, record the payment made or received, produce various report and summary of the transaction. This modules need to be setup carefully as it will result in the financial reporting statement.

1.0 How to do Bank Reconciliation

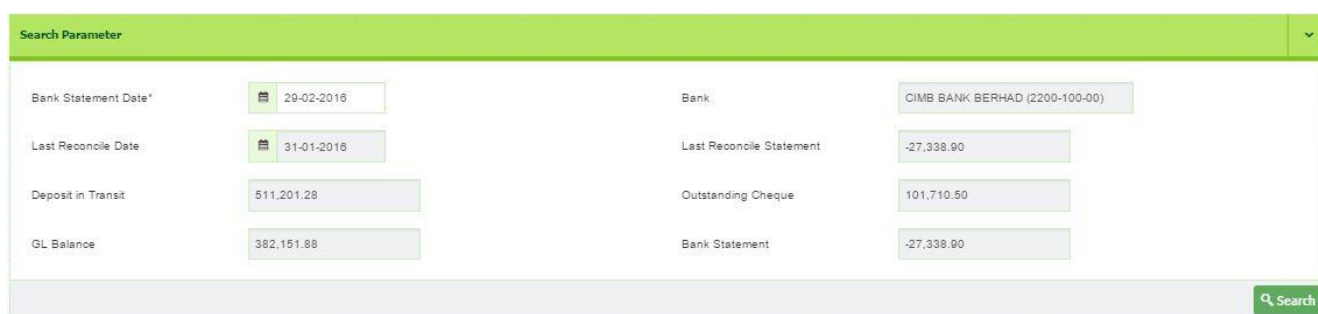
Bank reconciliation is a process that explains the difference between the bank balance shown in an organization's bank statement, as supplied by the bank, and the corresponding amount shown in the organization's own accounting records at a particular point in time

- Go to **General ledger > Report > Bank Reconciliation List**
- Select **Bank**, **Start Date** and **End Date**. Click  button.

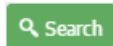


#	Reconciliation Date	Deposit in Transit	Outstanding Cheque	GL Balance	Bank Statement	Action
1	31-01-2016	515,326.58	133,471.70	382,151.88	297.00	  

- The screen will show the list of previous bank reconciliation list, if any.
- You may edit previous reconciliation before start new reconciliation.
- Click  button to perform next reconciliation. You will be directed to the bank reconciliation page.



Bank Statement Date*	29-02-2016	Bank	CIMB BANK BERHAD (2200-100-00)
Last Reconcile Date	31-01-2016	Last Reconcile Statement	-27,338.90
Deposit in Transit	511,201.28	Outstanding Cheque	101,710.50
GL Balance	382,151.88	Bank Statement	-27,338.90

- To reconcile,
 - Select Bank Statement Date. E.g. 29th February 2016
 - Click  button.
 - The list of transaction will appear as follow:

List of Transaction							▼
Show 10 entries		Search					
#	Transaction Date	Transaction No	Description	Reference No	Debit	Credit	
1	03-10-2015	PP20151002[00000642]	PI20151002[00000013]	88	0.00	5,565.00	
2	05-10-2015	OPN20151005[00000015]	entertainment for client	12	0.00	159.00	
3	05-10-2015	PP20151005[00000643]	PI20150917[00000004]	54	0.00	2,544.00	
4	05-10-2015	---	ELECTRICITY BILL - OCTOBER	---	0.00	3,180.00	
5	06-10-2015	PP20151006[00000644]	PI20150921[00000010]	777	0.00	159.00	
6	07-10-2015	OPN20151007[00000020]	JB	554	0.00	2,120.00	
7	08-10-2015	CP20151008[00000021]		5555	0.00	1,060.00	
8	08-10-2015	CS20151008[00000010][00000345]	[J0001]ADIDAS	875	1,590.00	0.00	
9	08-10-2015	RP20151008[00000008]	MAHABBAD SDN BHD	---	1,000.00	0.00	
10	08-10-2015	RP20151008[00000009]	AL-HIJAZI SDN BHD	09668	900.00	0.00	
Showing 1 to 10 of 32 entries							First Previous 1 2 3 4 Next Last
							Submit

- Tick V in small box any related transaction existed in bank statement.
- Click  button.

2.0 How to Review Bank Reconciliation List

- Go to **General ledger > Report > Bank Reconciliation List**
- Select **Bank, Start Date and End Date.**
- Click Search.
- Click  button to print. To edit click  button.

Search Parameter

Bank

CIMB BANK BERHAD (2200-100-00)

Start Date

01-01-2016

End Date

20-07-2016

Search

List of Bank Reconciliation Statement

+

▼

Show 10 entries

Search

#	Reconciliation Date	Deposit in Transit	Outstanding Cheque	GL Balance	Bank Statement	Action
1	31-01-2016	515,326.58	133,471.70	382,151.88	297.00	

Showing 1 to 1 of 1 entries

First

Previous

1

Next

Last

CONCLUSION

This user guide provides an overview of your SPS and outlined the principal features, functionalities and capabilities, tools and resources to use and manage the SPS easily and efficiently. It is developed to be used as a reference for daily transaction entry and regular task activities such as creating purchase orders, receive payments, journals posting and end-of-period processing. It provides comprehensive information and step-by-step guidelines to assist you learn and to support as you start using the software.

SPS is a comprehensive and flexible accounting software that allow user to maintain its financial reports. SPS is designed and developed by pool of professional accountants for accountants that is easy to use. All tools, command bars, drop down and pop-up tips menus are organised in a very systematic manner that help user to operate smoothly.

The User Guide covers all the functions of your software from installation, getting started guide, software setup and detailed guidelines of each module. For each module, we provide step-by-step guidelines on how to create transaction, printing reports and how to setup. It also includes window descriptions, report samples and tips for assisting solve common problems may encountered by users.