GST COMPLIANCE REPORT

on

Campus Nexus Student System

Assessment and Recommendations

28th September 2017

PREPARED BY:-

PREPARED FOR:-

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INTRODUCTION

Swinburne University (SU) intends to make its newly implemented student management information system, called Campus Nexus Student System, fully compliant to Goods and Services Tax (GST) requirements. To this end, SU engaged the services of Salihin IT Curation Sdn Bhd (SALIHIN) (formerly known as Salihin GST Services Sdn Bhd) to assess the system and propose recommendations for GST compliance.

The objectives of this report are to provide the results of the assessment and recommendations for GST compliance in accordance with the GST Act 2014, GST Regulations and Guide on Accounting Software Enhancement towards GST Compliance revised as at 02 March 2017. It details the description of the GST components, interface enhancements and explains new functionalities and capabilities of the system.

SETUP

Setup

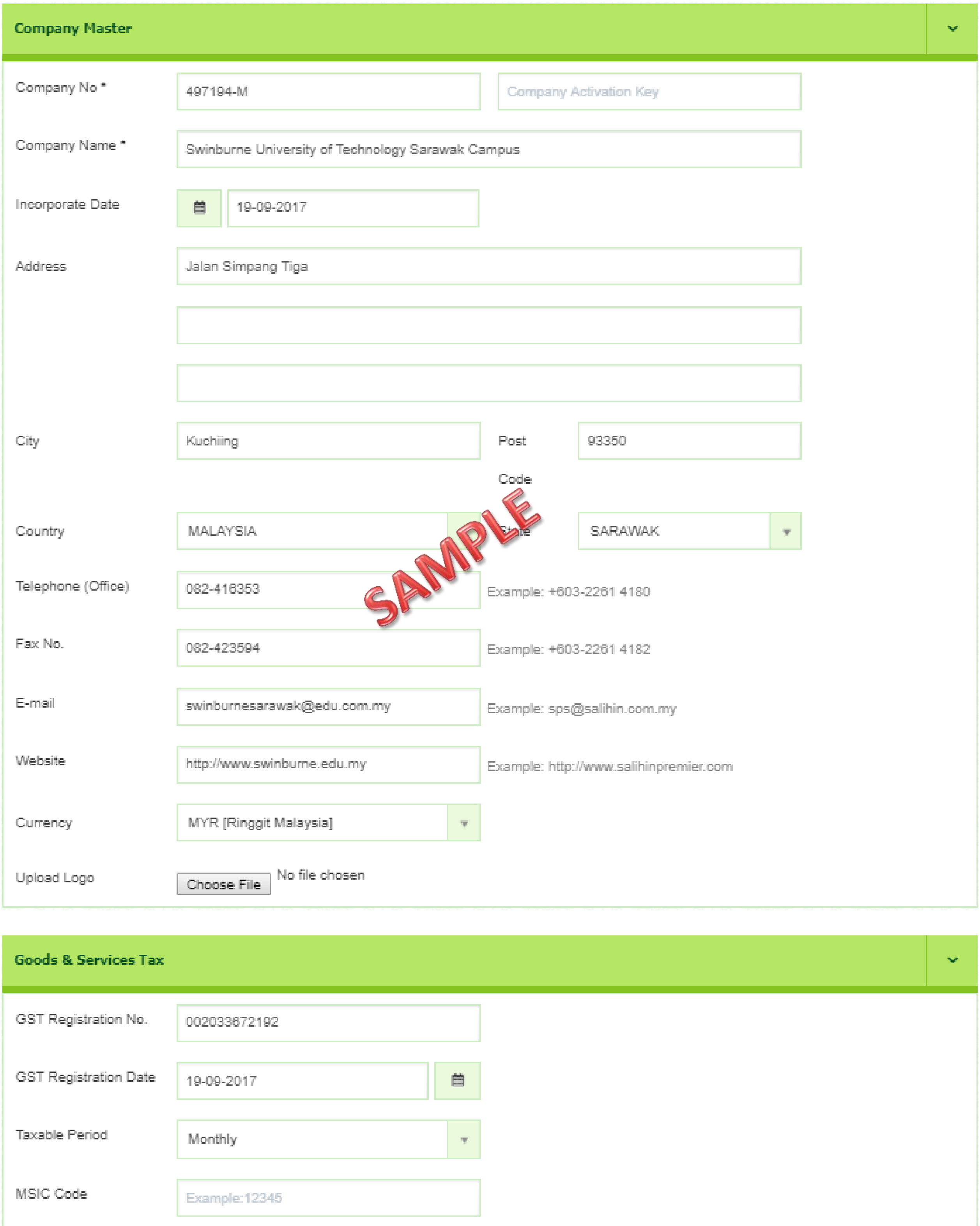
There should be five major setups in the system.

1.0 Company Setup

1.1 Company Information

Key Data Elements	**Description**
Business Name**	Company Name of business user 1. Line 1 2. Line 2
Business BRN**	Business Registration Number
GST No**	GST Registration Number of business user
Company Address**	1. Line 1 2. Line 2 3. Line 3 4. City 5. Postal Code 6. State 7. Country
Telephone No**	Company contact no.
Fax No**	Company fax no.
Website**	Company website
Upload Logo**	Company Logo
Currency Code	Functional currency used in accounting software (in 3 Char ISO). Empty means functional currency used in Malaysia Ringgit (MYR)
Product Version	Accounting software name and version
GAF Version	GST Audit File (GAF) version number

** Must appear on tax invoice.



Example of Company Setup screen.

2.0 GST Setup

2.1 Tax Code Table

Key Data Elements			Description
TaxCodeTable	TaxCodeDetails	TaxCode	Tax code for lookup in tables
		TaxPercentage	Tax percentage
		Description	Description of tax code

2.2 Example Tax Code used by Swinburne

Tax Code	Tax Rate	Description
SR	6%	Standard-rated supplies with GST charged.
ZRL	0%	Local supply of goods or services which are subject to zero rated supplies.
OS	0%	Out-of-scope supplies under GST legislations.
ES	0%	Exempt supplies under GST legislations.
NS	0%	Matters to be treated as neither a supply of goods nor a supply of services, and no GST chargeable.

*** Tax rate must be editable and the system should allow user to add new tax code

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	SR	STANDARD RATED SUPPLIES WITH GST CHARGED	STANDARD RATED SUPPLIES	6%	GST	SALES/OUTPUT	STANDARD RATED SUPPLIES WITH GST CHARGED	330010000 [GST Output Tax]	Active	
3	DS	DEEMED SUPPLIES	STANDARD RATED SUPPLIES	6%	GST	SALES/OUTPUT	DEEMED SUPPLIES	330010000 [GST Output Tax]	Active	
4	ZRL	ZERO RATED SUPPLIES-LOCAL	ZERO RATED SUPPLIES	0%	GST	SALES/OUTPUT	ZERO RATED SUPPLIES-LOCAL	[]	Active	
5	ZRE	EXPORTED GOOD SUPPLIES	EXPORTED GOOD SUPPLIES	0%	GST	SALES/OUTPUT	EXPORTED GOOD SUPPLIES	[]	Active	
6	ES43	INCIDENTAL EXEMPT SUPPLIES	EXEMPT SUPPLIES	0%	GST	SALES/OUTPUT	INCIDENTAL EXEMPT SUPPLIES	[]	Active	
7	ES	EXEMPT SUPPLIES UNDER GST	EXEMPT SUPPLIES	0%	GST	SALES/OUTPUT	EXEMPT SUPPLIES UNDER GST	[]	Active	
8	OS	OUT-OF-SCOPE SUPPLIES	OUT OF SCOPE	0%	GST	SALES/OUTPUT	OUT-OF-SCOPE SUPPLIES	[]	Active	
9	RS	RELIEF SUPPLIES UNDER GST	RELIEF SUPPLIES	0%	GST	SALES/OUTPUT	RELIEF SUPPLIES UNDER GST	[]	Active	
10	GS	DISREGARDED SUPPLIES	DISREGARDED SUPPLIES	0%	GST	SALES/OUTPUT	DISREGARDED SUPPLIES	[]	Active	

Showing 1 to 10 of 35 entries First Previous 1 2 3 4 Next Last

Example of GST Code List screen.

3.0 Job Code Setup

3.1 Job Code Information

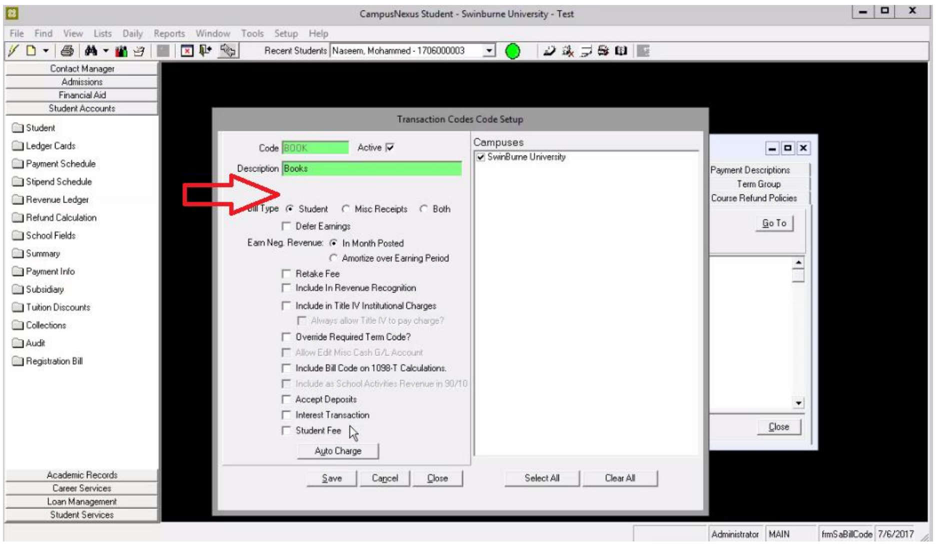
Key Data Elements	Description
Job Code	Job code for lookup in table
Item	Description of job code

4.0 Item / Transction Code Setup

4.1 Item / Transaction Code Information

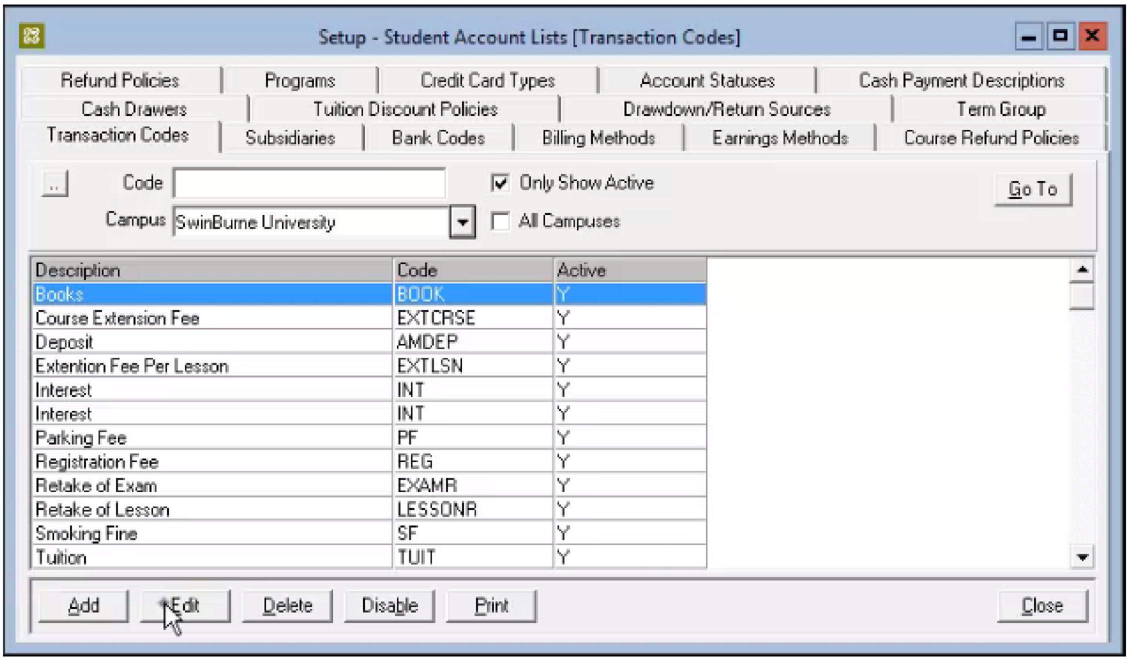
Existing Key Data Elements	New Name	Description
Code	Account Code	Chart of Account code
Description	Account Name	Chart of Account name

Add New Key Data Elements	Description
Job Code	Job code for lookup in table *Based on **Job Code Setup**
Item	Description of job code
GST Setup	Tax code
Tax Rate	Tax rate based on the tax code used



To setup Chart of Account, all new key data elements for chart of account information must be added on this screen

(List > Student Account > Transaction Codes > Add / Edit).



Old Transaction Codes

Example of New Transaction Code List Table :-

Account Code	Account Name	Job Code	Item	GST Code	Tax Rate
8-1300	Graduation Ceremony	P0063	-Bachelor gown	SR	6%
8-1300	Graduation Ceremony	P0063	-Deposit	OS	0%

GST for each Account Code will be setup on this screen. User needs to fill in the GST Code and the Tax Rate for each Account Code.

5.0 Customer / Student Setup

5.1 Student Information

Key Data Elements	Description
Customer ID**	Unique code for customer / student
Customer Name**	Customer / Student Name
Customer BRN	Business Registration Number of customer (if any)
Date GST Status Verified	Date GST status last checked (if any)
Customer GST No	GST Registration Number of customer (if any)
Customer Billing Address**	1. Line 1 2. Line 2 3. Line 3 4. City 5. Postal Code 6. State 7. Country
Telephone	Customer / Student contact no.
Fax	Customer / Student fax no.

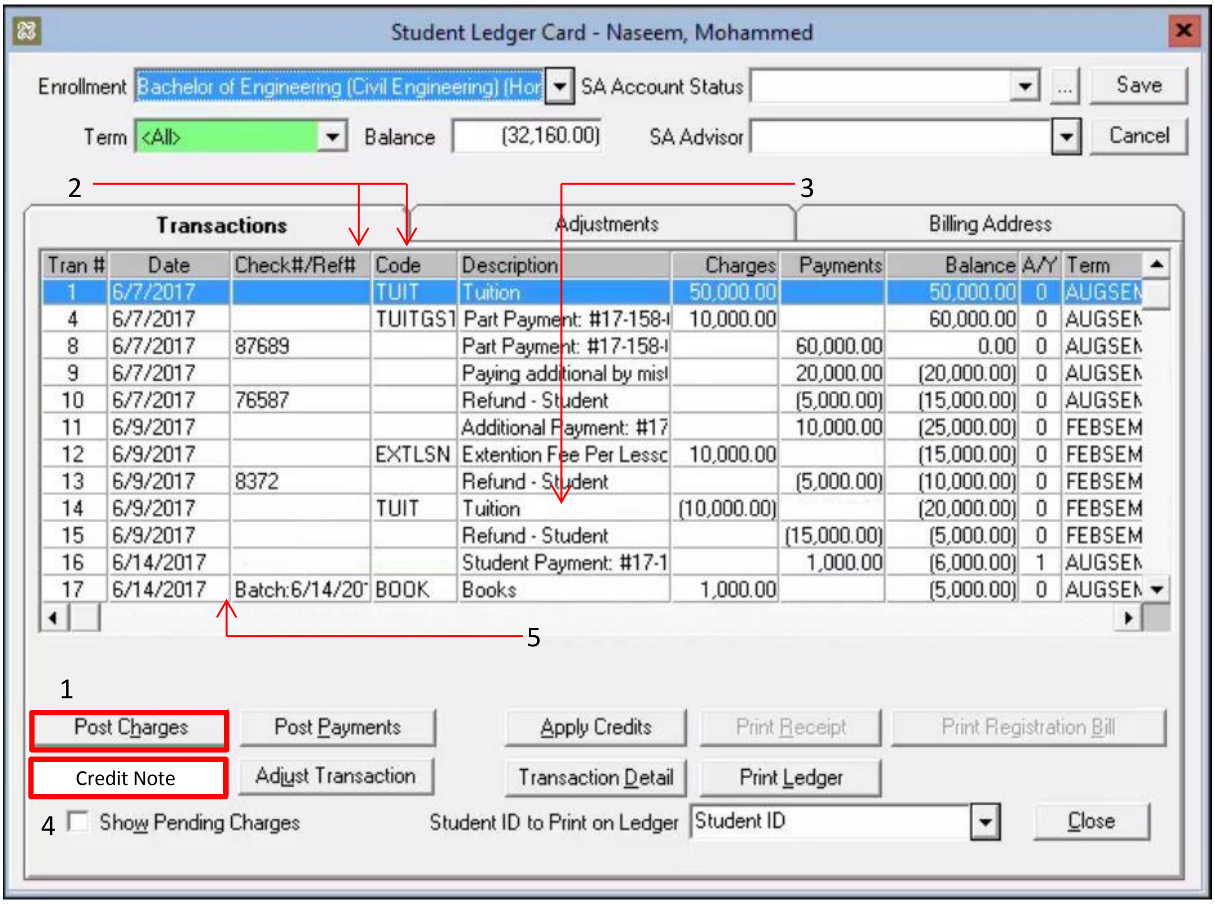
Email	Customer / Student email
Website	Customer / Student website (if any)

** must be appeared on payment receipts.

Example of Customer List Screen

TRANSACTION

6.0 Student Ledger Card



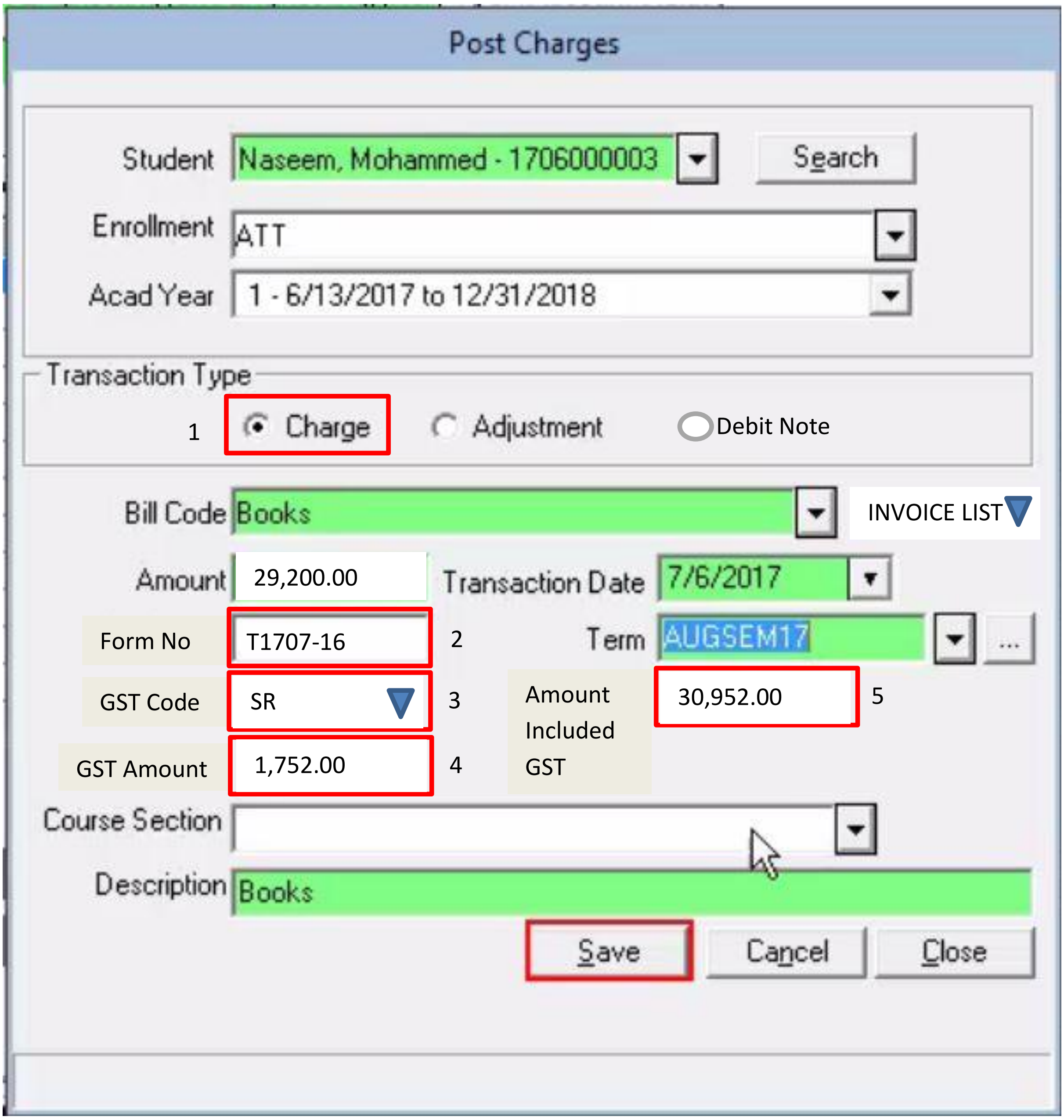
6.1 Requirement of changes

No.	Button	Table	Process	Description
1	Post Charges		Invoice Debit Note	This function to create the tax invoice or debit note.
2		Transactions	Account Code Account Name	In the transaction table, these 2 columns must be added to ease user to check.
3		Transaction Description	Print Transaction	Each transaction can be viewed and printed individually by clicking the description of the transaction.
4	Post Refund ➡ Credit Note Transaction		Post Refund Tuition Discount	Post Refund button change to Credit Note Transaction and when a Credit Note Transaction is clicked, 2 boxes will appear either to Post Refund or Tuition Discount
5		Transactions	Auto-fill Form Number	Add a column to list all the transaction form numbers (Running number)

6.2 Transaction list on Ledger Card

Trans	Date	Form No.	Account Name	Account Code	Description	Charges	Payments	Balance	A/Y	Term
1	6/7/2017	T.Inv001	Ancillary Fee	8-0300	Books	350		50	0	AUGSEM
2	6/7/2017	T.Inv002	Ancillary Fee	8-0300	Academic Fee	5000		1500	0	AUGSEM
3	6/7/2017	PP001	Processing Fee	4-8400	Part Payment		300	0.00	0	AUGSEM
4	6/7/2017	REF001	Processing Fee	4-8400	Part Payment		3500	0.00	0	AUGSEM
5	6/7/2017	DIS001	A055 Business	4-1100	Tuition Discount	500		0.00	0	AUGSEM
		5	2	2	3					

7.0 Post Charges



7.1 Additional requirements

No.	Key Data Elements	Description
1	Tax Invoice	The title **Tax Invoice** must be displayed at the top of the document
2	Auto-fill Form Number	Each transaction document created must have **Form Number**
3	GST Code (%)	Each transaction document created must be labeled with the selected GST Code
4	GST Amount	Each transaction document created must show the GST Amount
5	Amount included GST	Each transaction document created must show the total amount included GST tax

7.2 Transaction list on Ledger Card

Trans #	Date	Form No.	Account Name	Account Code	Description	Charges	Payments	Balance	A/Y	Term
1	6/7/2017	T.Inv001	Ancillary Fee	8-0300	Books	350		350	0	AUGSEM
2	6/7/2017	T.Inv002	Ancillary Fee	8-0300	Academic Fee	5,000		5,350	0	AUGSEM
3	6/7/2017	PP001	Processing Fee	4-8400	Part Payment		300	5,050	0	AUGSEM
4	6/7/2017	REF001	Processing Fee	4-8400	Part Payment		3,500	1,550	0	AUGSEM
5	6/7/2017	DIS001	A055 Business	4-1100	Tuition Discount	500		2,050	0	AUGSEM
6	18/7/2017	T1707-16	Professional Accounting Course	4-5206	ACCA Tuition	30,952		34,552	0	AUGSEM

Each time user clicks here, it will display the invoice to be viewed or printed.

7.3 Example of Complete Tax Invoice

MYOB -Sample-

SWINBURNE UNIVERSITY OF TECHNOLOGY SARAWAK CAMPUS
(owned by Swinburne Sarawak Sdn. Bhd. : 497194-M)
Jalan Simpang Tiga, 93350 Kuching, Sarawak, Malaysia
Tel: 082-416353 Fax: 082-423594 Website: www.swinburne.edu.my
GST ID No.: 002033672192

Tax Invoice

Bill To:
Professional Accounting Course Series
Faculty of Business and Design
Swinburne University of Technology Sarawak Campus
Jalan Simpang Tiga
93350 Kuching Sarawak

Invoice #:	T1707-16
Date:	18/7/2017
Term:	Net 7th

GST ID No :
Phone: **Fax:**
Attention:

DESCRIPTION	AMOUNT	Tax Code
ACCA tuition fee charged for July 2017 intake for the following students:		
1) LYPHIA LAU YOKE TAY-Student ID:100061489,IC No:960808-13-5740	RM2,000.00	SR
2) AMELIA TAY YIE YONG-Student ID:100062372,IC No:941122-13-5320	RM2,000.00	SR
3) CHUA JIA JIN-Student ID:100066167,IC No:970910-13-5025	RM2,000.00	SR
4) SEAN VINCENT FRANCIS CHAPMAN-Student ID:100066277,IC No:971003-13-5309	RM2,000.00	SR
5) ANASTASIA IMELDA FOO YEN YEN-Student ID:100066581,IC No:970423-13-5300	RM2,000.00	SR
6) LIM YEE WEN-Student ID:100075545,IC No:960709-13-5390	RM2,000.00	SR
7) NUR AFIQAH BINTI MOHAMAD REDZUAN-Student ID:100084392,IC No:951101-13-5048	RM2,000.00	SR
8) JOSEPHINE HII SING LEH-Student ID:100089407,IC No:940226-13-5662	RM2,400.00	SR
9) CLARENCE LAI KING HOW-Student ID:100089410,IC No:890315-13-6357	RM2,400.00	SR
10) TEO CHOU YONG-Student ID:100089423,IC No:921027-13-5615	RM2,400.00	SR
11) AWANG AZRI SYAZWAN BIN AWANG JOHARI-Student ID:4236521,IC No:920105-13-5027	RM2,000.00	SR
12) DAPHNE TOO ZIXIN-Student ID:4313267,IC No:950622-13-5604	RM2,000.00	SR
13) ARIFAH BINTI AHMAD HISHAM-Student ID:4326156,IC No:960617-13-5238	RM2,000.00	SR
14) ASMAA' NABILAH BINTI SAUDI-Student ID:4333896,IC No:961220-13-6210	RM2,000.00	SR

NOTE:
All cheques should be made payable to Swinburne Sarawak Sdn. Bhd.
Bank Details: RHB Bank Bhd. Account No.:2-11016-0006582-9
Please quote reference upon payment.

TOTAL	RM29,200.00
FREIGHT	RM0.00
ADD: GST(6%)	RM1,752.00
TOTAL INC GST(6%)	RM30,952.00
LESS: DEPOSIT	RM0.00
BALANCE DUE	RM30,952.00

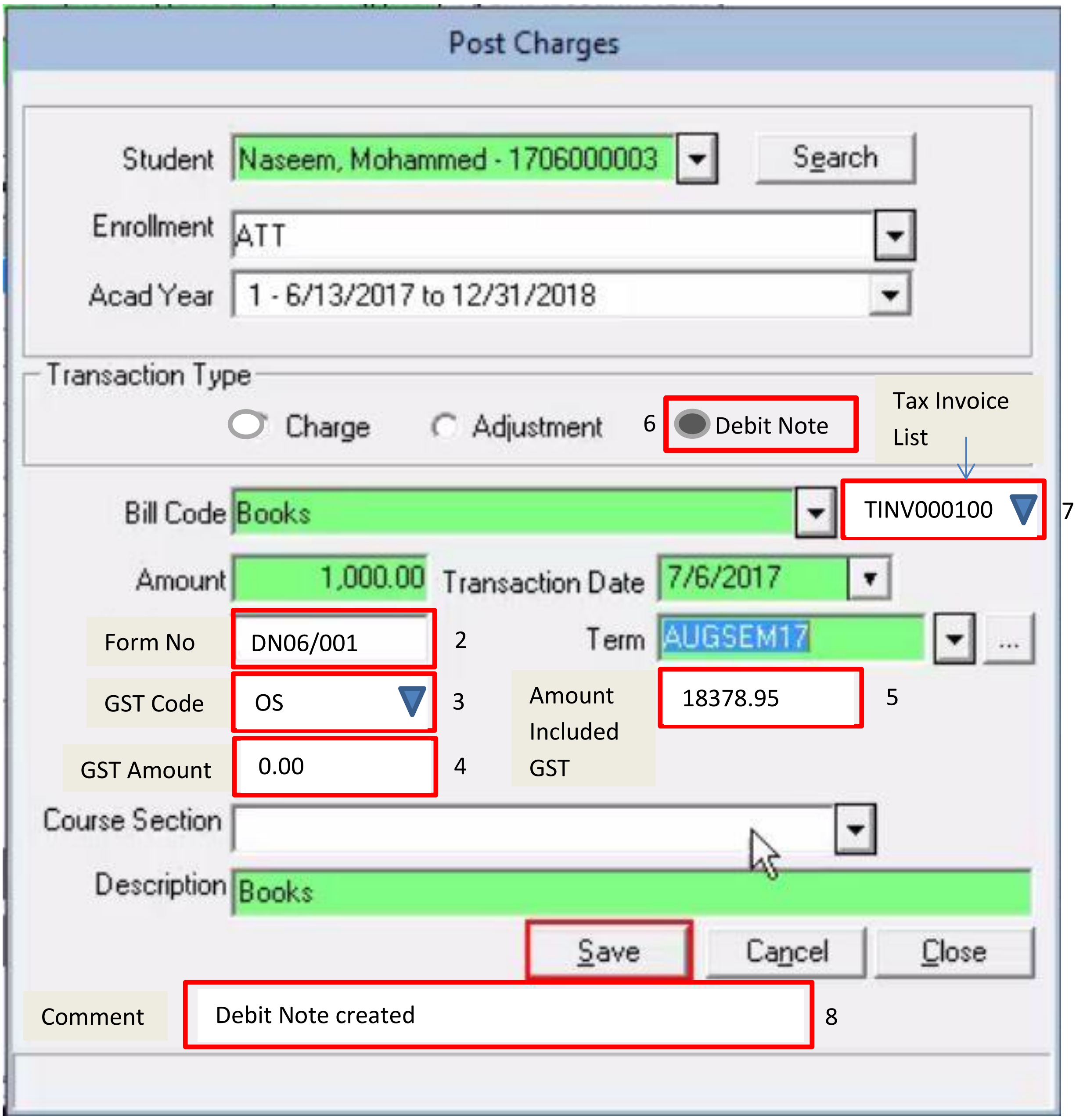
CODE	RATE	TAX	SALE AMOUNT
N-T	0%	RM0.00	RM0.00
SR	6%	RM1,752.00	RM29,200.00

E.&O.E

for SWINBURNE SARAWAK SDN BHD | Receiver's Signature & Chop

OS - 0% SR - 6% ZRL - 0% ZRE - 0%

8.0 Post Charges (Debit Note)



8.1 Additional requirements

No.	Key Data Elements	Description
1	Debit Note	The title **Debit Note** must be displayed at the top of the document
2	Auto-fill Form Number	Each transaction document created must have **Form Number**
3	GST Code (%)	Each transaction document created must be labeled with the selected GST Code

4	GST Amount	Each transaction document created must show the GST Amount
5	Amount included GST	Each transaction document created must show the total amount included GST tax
6	Debit Note Radio Button	This button has to be ticked to create the Debit Note, if not, it will be considered as New Tax Invoice.
7	Tax Invoice List	This box will be enabled once Debit Note has been ticked.
8	Comment	Any comment or reason for the Debit Note has to be recorded in this space.

8.2 Transaction list on Ledger Card

Trans	Date	Form No.	Account Name	Account Code	Description	Charges	Payments	Balance	A/Y	Term
1	6/7/2017	T.Inv001	Ancillary Fee	8-0300	Books	350		350	0	AUGSEM
2	6/7/2017	T.Inv002	Ancillary Fee	8-0300	Academic Fee	5,000		5,350	0	AUGSEM
3	6/7/2017	PP001	Processing Fee	4-8400	Part Payment		300	5,050	0	AUGSEM
4	6/7/2017	REF001	Processing Fee	4-8400	Part Payment		3,500	1,550	0	AUGSEM
5	6/7/2017	DIS001	A055 Business	4-1100	Tuition Discount	500		2,050	0	AUGSEM
6	18/7/2017	T1707-16	Professional Accounting Course	4-5206	ACCA Tuition	30,952		34,552	0	AUGSEM
7	20/6/2017	DN06/001	Short Courses	4-5200	Debit Note	18,378.95		52,930.95	0	AUGSEM

Each time user clicks here, it will display the Debit Note to be viewed or printed.

8.3 Example of Complete Debit Note

SWINBURNE UNIVERSITY OF TECHNOLOGY SARAWAK CAMPUS
(owned by Swinburne Sarawak Sdn. Bhd. : 497194-M)
Jalan Simpang Tiga, 93350 Kuching, Sarawak, Malaysia
Tel: 082-416353 Fax: 082-423594 Website: www.swinburne.edu.my
GST ID No.: 002033672192

Debit Note

Bill To:
address

Debit Note No.	DN06/001
Date	20/6/2017
Original Doc. No. & Date	CN01/001 dd 16/01/17

GST ID No :
Phone: +61392145957 **Fax:**
Attention:

SAMPLE

DESCRIPTION	AMOUNT	Tax Code
To cancel CN01/001 dated 16/01/2017 for overpayment from SUT to be contra off with future billings as the credit note was in MYR. To be replace by credit note in AUD (CN06/001 dd 20/06/2017)	RM18,378.95	OS

CODE	RATE	TAX	SALE AMOUNT
N-T	0%	RM0.00	RM0.00
OS	0%	RM0.00	RM18,378.95

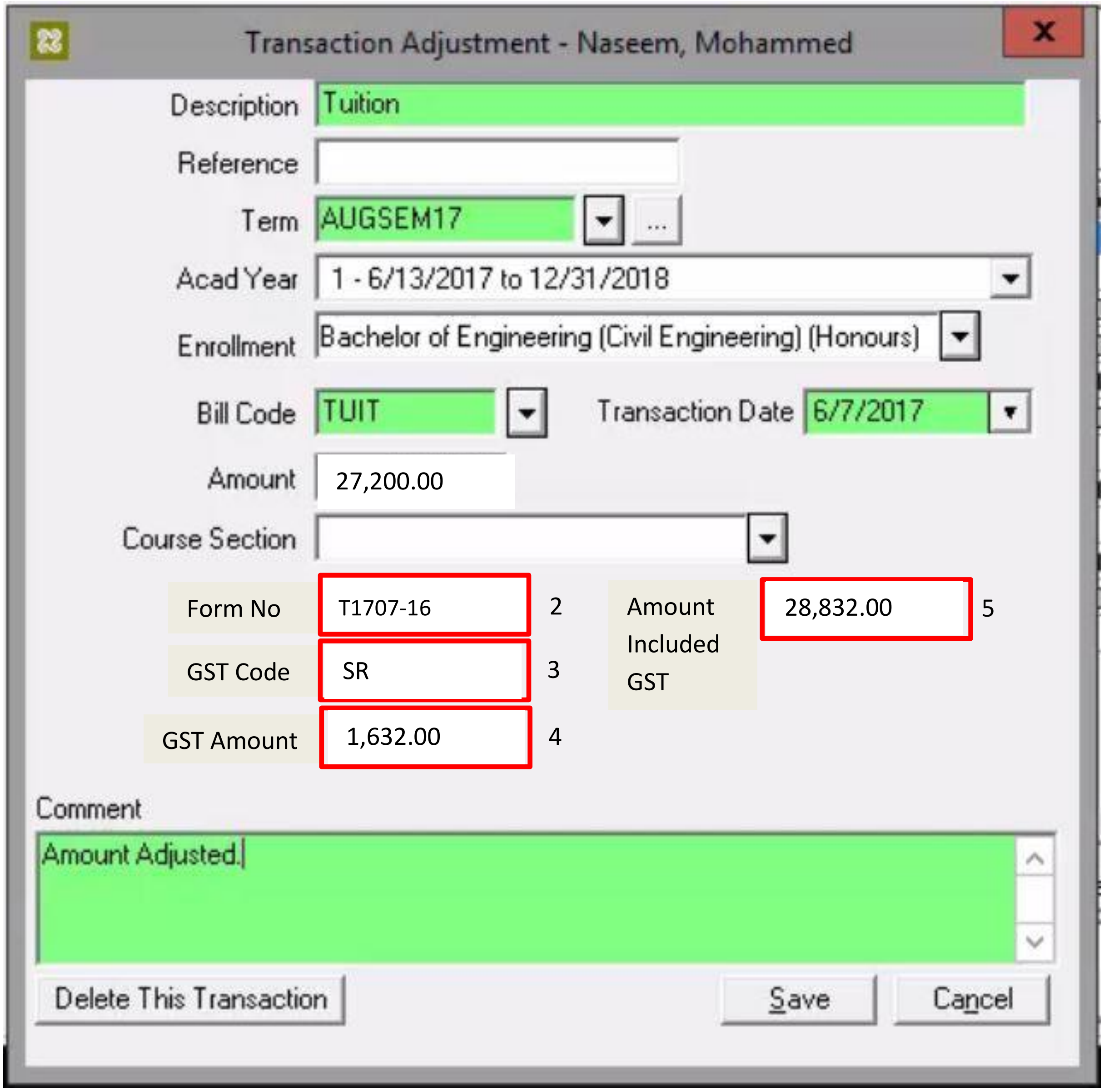
TOTAL	RM18,378.95
FREIGHT	RM0.00
ADD: GST(6%)	RM0.00
TOTAL INC GST(6%)	RM18,378.95
LESS: DEPOSIT	RM0.00
BALANCE DUE	RM18,378.95

E.&O.E

for SWINBURNE SARAWAK SDN BHD	Receiver's Signature & Chop

OS - 0% SR - 6% ZRL - 0% ZRE - 0%

9.0 Transaction Adjustment



9.1 Additional requirements

No.	Key Data Elements	Description
1	Tax Invoice / Debit Note / Credit Note	The title **Tax Invoice/Debit Note/Credit Note** must be displayed at the top of the document
2	Auto-fill Form Number	Each transaction document created must have **Form Number**
3	GST Code (%)	Each transaction document created must be labeled with the selected GST Code
4	GST Amount	Each transaction document created must show the GST Amount
5	Amount included GST	Each transaction document created must show the total amount included GST tax

9.2 Transaction list in Ledger Card

Trans	Date	Form No.	Account Name	Account Code	Description	Charges	Payments	Balance	A/Y	Term
1	6/7/2017	T.Inv001	Ancillary Fee	8-0300	Books	350		350	0	AUGSEM
2	6/7/2017	T.Inv002	Ancillary Fee	8-0300	Academic Fee	5,000		5,350	0	AUGSEM
3	6/7/2017	PP001	Processing Fee	4-8400	Part Payment		300	5,050	0	AUGSEM
4	6/7/2017	REF001	Processing Fee	4-8400	Part Payment		3,500	1,550	0	AUGSEM
5	6/7/2017	DIS001	A055 Business	4-1100	Tuition Discount	500		2,050	0	AUGSEM
6	18/7/2017	T1707-16	Professional Accounting Course	4-5206	ACCA Tuition	28,832		30,882	0	AUGSEM
7	20/6/2017	CN01/001 dd 16/01/17	Short Courses	4-5200	Debit Note	18,378.95		49,260.95	0	AUGSEM

Each time user clicks here, it will display the Adjustment Transaction to be viewed or printed.

9.3 Example of Complete Tax Invoice

MYOB -Sample-

SWINBURNE UNIVERSITY OF TECHNOLOGY SARAWAK CAMPUS
(owned by Swinburne Sarawak Sdn. Bhd. : 497194-M)
Jalan Simpang Tiga, 93350 Kuching, Sarawak, Malaysia
Tel: 082-416353 Fax: 082-423594 Website: www.swinburne.edu.my
GST ID No.: 002033672192

Tax Invoice

Bill To:
Professional Accounting Course Series
Faculty of Business and Design
Swinburne University of Technology Sarawak Campus
Jalan Simpang Tiga
93350 Kuching Sarawak

Invoice #:	T1707-16
Date:	18/7/2017
Term:	Net 7th

GST ID No :
Phone: **Fax:**
Attention:

DESCRIPTION	AMOUNT	Tax Code
ACCA tuition fee charged for July 2017 intake for the following students:		
1) LYPHIA LAU YOKE TAY-Student ID:100061489,IC No:960808-13-5740	RM2,000.00	SR
2) AMELIA TAY YIE YONG-Student ID:100062372,IC No:941122-13-5320	RM2,000.00	SR
3) CHUA JIA JIN-Student ID:100066167,IC No:970910-13-5025	RM2,000.00	SR
4) SEAN VINCENT FRANCIS CHAPMAN-Student ID:100066277,IC No:971003-13-5309	RM2,000.00	SR
5) ANASTASIA IMELDA FOO YEN YEN-Student ID:100066581,IC No:970423-13-5300	RM2,000.00	SR
6) LIM YEE WEN-Student ID:100075545,IC No:960709-13-5390	RM2,000.00	SR
7) NUR AFIQAH BINTI MOHAMAD REDZUAN-Student ID:100084392,IC No:951101-13-5048	RM2,000.00	SR
8) JOSEPHINE HII SING LEH-Student ID:100089407,IC No:940226-13-5662	RM2,400.00	SR
9) CLARENCE LAI KING HOW-Student ID:100089410,IC No:890315-13-6357	RM2,400.00	SR
10) TEO CHOU YONG-Student ID:100089423,IC No:921027-13-5615	RM2,400.00	SR
11) AWANG AZRI SYAZWAN BIN AWANG JOHARI-Student ID:4236521,IC No:920105-13-5027	RM2,000.00	SR
12) DAPHNE TOO ZIXIN-Student ID:4313267,IC No:950622-13-5604	RM2,000.00	SR
13) ARIFAH BINTI AHMAD HISHAM-Student ID:4326156,IC No:960617-13-5238	RM2,000.00	SR

NOTE:
All cheques should be made payable to Swinburne Sarawak Sdn. Bhd.
Bank Details: RHB Bank Bhd. Account No.:2-11016-0006582-9
Please quote reference upon payment.

TOTAL	RM 27,200.00
FREIGHT	RM0.00
ADD: GST(6%)	RM 1,632.00
TOTAL INC GST(6%)	RM 28,832.00
LESS: DEPOSIT	RM0.00
BALANCE DUE	RM 28,832.00

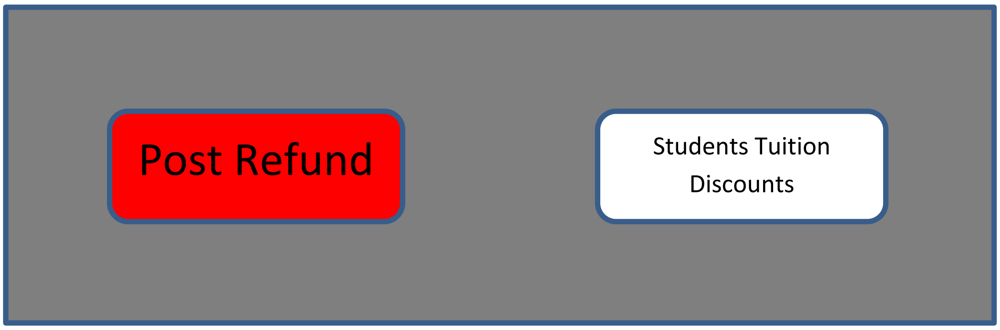
CODE	RATE	TAX	SALE AMOUNT
N-T	0%	RM0.00	RM0.00
SR	6%	RM 1,632.00	RM 27,200.00

E.&O.E

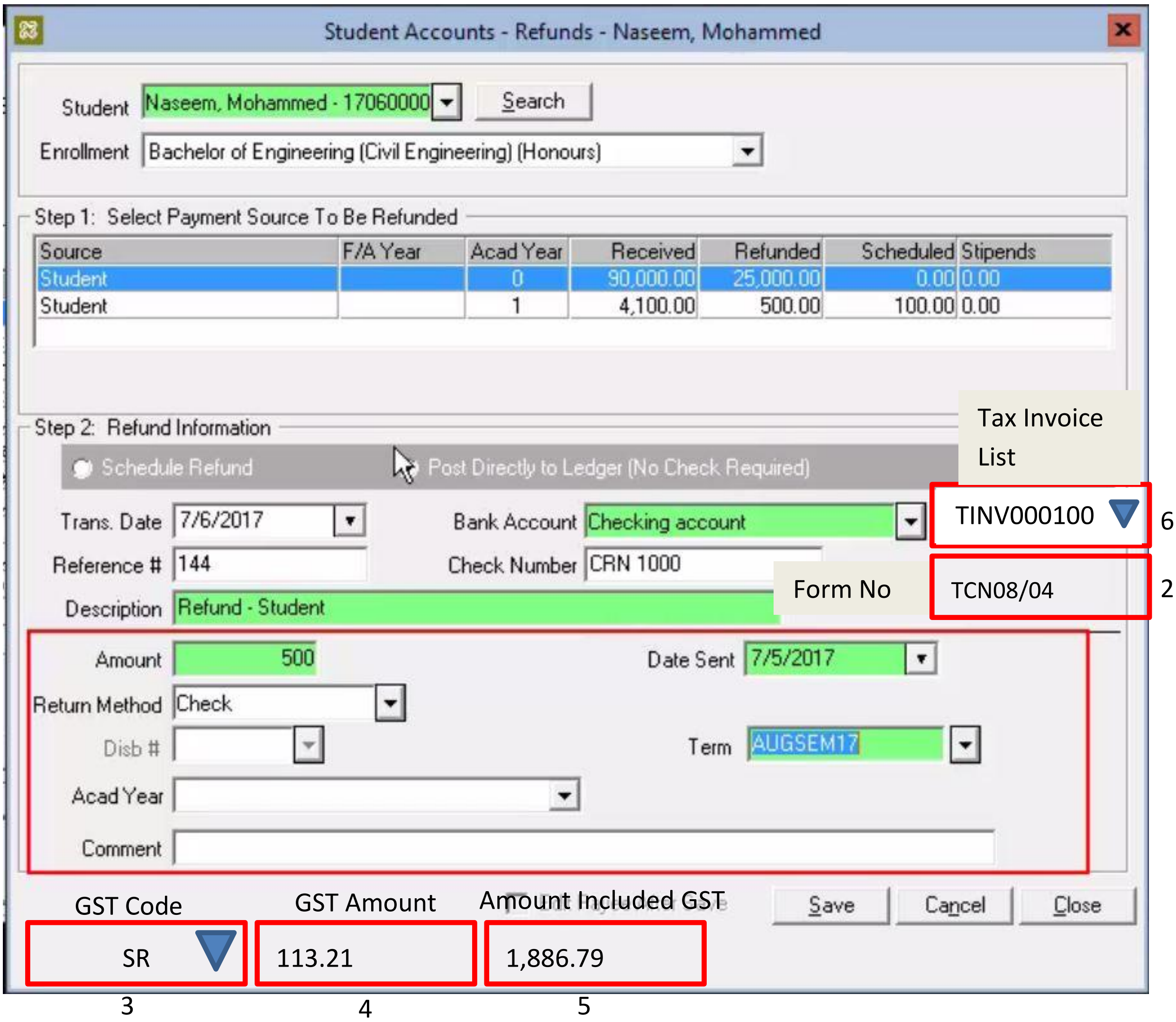
for SWINBURNE SARAWAK SDN BHD	Receiver's Signature & Chop

OS - 0% SR - 6% ZRL - 0% ZRE - 0%

10.0 Post Refunds (Credit Note)



When user click Credit Note button, the above message box will appear and the user needs to choose either to create Post Refund or Students Tuition Discounts.



10.1 Additional requirements

No.	Key Data Elements	Description
1	Credit Note	The title **Credit Note** must be displayed at the top of the document
2	Auto-fill Form Number	Each transaction document created must have **Form Number**
3	GST Code (%)	Each transaction document created must be labeled with the selected GST Code
4	GST Amount	Each transaction document created must show the GST Amount
5	Amount included GST	Each transaction document created must show the total amount included GST tax
6	Tax Invoice List	An invoice must be selected in order to create the Credit Note

10.2 Transaction list on Ledger Card

Trans	Date	Form No.	Account Name	Account Code	Description	Charges	Payments	Balance	A/Y	Term
1	6/7/2017	T.Inv001	Ancillary Fee	8-0300	Books	350		350	0	AUGSEM
2	6/7/2017	T.Inv002	Ancillary Fee	8-0300	Academic Fee	5,000		5,350	0	AUGSEM
3	6/7/2017	PP001	Processing Fee	4-8400	Part Payment		300	5,050	0	AUGSEM
4	6/7/2017	REF001	Processing Fee	4-8400	Part Payment		3,500	1,550	0	AUGSEM
5	6/7/2017	DIS001	A055 Business	4-1100	Tuition Discount	500		2,050	0	AUGSEM
6	18/7/2017	T1707-16	Professional Accounting Course	4-5206	ACCA Tuition	28,832		30,882	0	AUGSEM
7	20/6/2017	DN06/001	Short Courses	4-5200	Debit Note	18,378.95		49,260.95	0	AUGSEM
8	4/8/2017	TCN08/04	A046 Business - IS	4-1101	Cancellation of Training		1,886.79	47,374.16	0	AUGSEM

Each time user clicks here, it will display the Credit Note to be viewed or printed.

10.3 Example of Complete Credit Note

SWINBURNE UNIVERSITY OF TECHNOLOGY SARAWAK CAMPUS
(owned by Swinburne Sarawak Sdn. Bhd. : 497194-M)
Jalan Simpang Tiga, 93350 Kuching, Sarawak, Malaysia
Tel: 082-416353 Fax: 082-423594 Website: www.swinburne.edu.my
GST ID No.: 002033672192

Credit Note

Bill To:
Addresss

Credit Note No.	TCN08/04
Date	4/8/2017
Original Doc. No. & Date	T1705-50 dd 25/5/17

GST ID No :
Phone: 60 82 239795 **Fax:** 60 82 239578
Attention:

SAMPLE

DESCRIPTION	AMOUNT	TAX
Cancellation of training fee for 'Teach for Malaysia' and ASTI teachers on English and 'The Next 100', Duration: 22-25 May 2017 (Workshop 3) due to lack of participants.	RM1,886.79	SR

CODE	RATE	TAX	SALE AMOUNT
N-T	0%	RM0.00	RM0.00
SR	6%	RM113.21	RM1,886.79

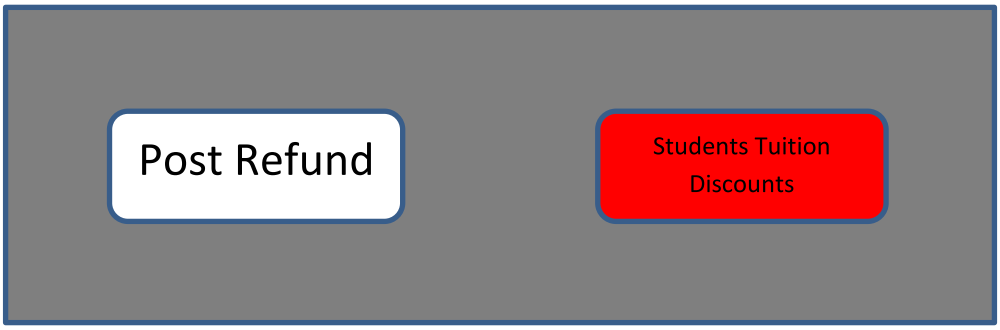
TOTAL	RM1,886.79
FREIGHT	RM0.00
ADD: GST(6%)	RM113.21
TOTAL INC GST(6%)	RM2,000.00
LESS: DEPOSIT	RM2,000.00
BALANCE DUE	RM0.00

E.&O.E

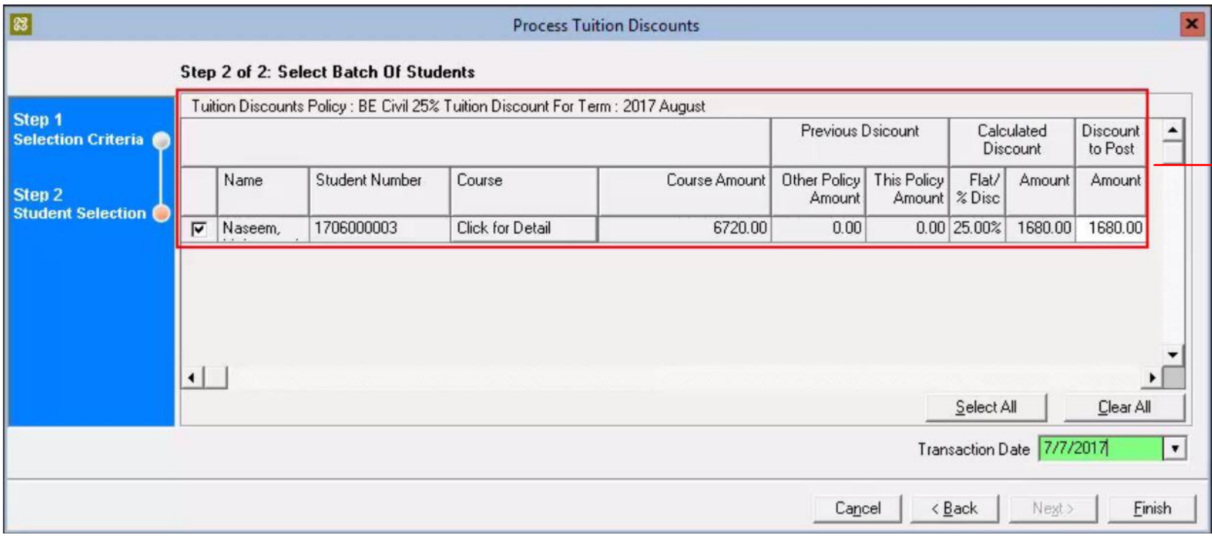
for SWINBURNE SARAWAK SDN BHD	Receiver's Signature & Chop

OS - 0% SR - 6% ZRL - 0% ZRE - 0%

11.0 Students Tuition Discounts (Credit Note)



When user click Credit Note button, the above message box will appear and the user needs to choose either to create Post Refund or Students Tuition Discounts.



Step 2 of 2: Select Batch Of Students

							Previous Discount		Calculated Discount				Discount To Post
No.	**Form No.**	**Invoice No**	**Name**	**Student Number**	**Course**	**Course Amount**	**Other Policy Discount**	**This Policy Amount**	**Flat/% Disc**	**Tax Code**	**Tax Amount**	**Amount Included GST**	**Amount**
1	DCN08/05	TCN08/05	Naseem	1706000003		6720.00	0.00	0.00	25.00%	EX	0.00	1680.00	1680.00
2													
	2	3								4	5	6	

11.1 Additional requirements

No.	Key Data Elements	Description
1	Credit Note	The title **Credit Note** must be displayed at the top of the document
2	Auto-fill Form Number	Each transaction document created must have **Form Number**
3	Invoice Number	Each refund to be made, user has to select the invoice to refund
4	GST Code (%)	Each transaction document created must be labeled with the selected GST Code
5	GST Amount	Each transaction document created must show the GST Amount
6	Amount included GST	Each transaction document created must show the total amount included GST tax

11.2 Transaction list on Ledger Card

Trans	Date	Form No.	Account Name	Account Code	Description	Charges	Payments	Balance	A/Y	Term
1	6/7/2017	T.Inv001	Ancillary Fee	8-0300	Books	350		350	0	AUGSEM
2	6/7/2017	T.Inv002	Ancillary Fee	8-0300	Academic Fee	5,000		5,350	0	AUGSEM
3	6/7/2017	PP001	Processing Fee	4-8400	Part Payment		300	5,050	0	AUGSEM
4	6/7/2017	REF001	Processing Fee	4-8400	Part Payment		3,500	1,550	0	AUGSEM
5	6/7/2017	DIS001	A055 Business	4-1100	Tuition Discount	500		2,050	0	AUGSEM
6	18/7/2017	T1707-16	Professional Accounting Course	4-5206	ACCA Tuition	28,832		30,882	0	AUGSEM
7	20/6/2017	DN06/001	Short Courses	4-5200	Overpayment	18,378.95		49,260.95	0	AUGSEM
8	4/8/2017	TCN08/04	A046 Business - IS	4-1101	Cancellation of Training		1,886.79	47,374.16	0	AUGSEM
9	5/8/2017	TCN08/05	A046 Business - IS	4-1101	Cancellation of Training		2,012.89	45,361.27	0	AUGSEM

Each time user clicks here, it will display the Crebit Note to be viewed or printed.

11.3 Example of Complete Credit Note

SWINBURNE UNIVERSITY OF TECHNOLOGY SARAWAK CAMPUS
(owned by Swinburne Sarawak Sdn. Bhd. : 497194-M)
Jalan Simpang Tiga, 93350 Kuching, Sarawak, Malaysia
Tel: 082-416353 Fax: 082-423594 Website: www.swinburne.edu.my
GST ID No.: 002033672192

Credit Note

Bill To:
Addresss

Credit Note No.	TCN08/05
Date	5/8/2017
Original Doc. No. & Date	T1705-50 dd 25/5/17

GST ID No :
Phone: 60 82 239795 **Fax:** 60 82 239578
Attention:

SAMPLE

DESCRIPTION	AMOUNT	TAX
Cancellation of training fee for 'Teach for Malaysia' and ASTI teachers on English and 'The Next 100', Duration: 22-25 May 2017 (Workshop 3) due to lack of participants.	RM1,680.00	EX

CODE	RATE	TAX	SALE AMOUNT
N-T	0%	RM0.00	RM0.00
SR	6%	RM0.00	RM1,680.00

TOTAL	RM1,680.00
FREIGHT	RM0.00
ADD: GST(6%)	RM0.00
TOTAL INC GST(6%)	RM1,680.00
LESS: DEPOSIT	RM0.00
BALANCE DUE	RM0.00

E.&O.E

for SWINBURNE SARAWAK SDN BHD	Receiver's Signature & Chop

OS - 0% SR - 6% ZRL - 0% ZRE - 0%

REPORTING

12.0 GST Report

This report will show the details transaction by various options/filters.

- Filter by tax code
- Filter by transaction code/account name
- Filter by Date

Example : GST Report (by tax Code)

Standard Rated (SR)

Trans Type	Ref	Date	Name	Item	Amount	GST Rate	GST Amount	Amount (Inc Tax	GST Code
Tax Invoice	INV001	11/04/2017	Aminah	Rental	400.00	6	24.00	424.00	SR
Tax Invoice	INV002	20/05/2017	Ali	Rental	500.00	6	30.00	530.00	SR
Credit Note	CN002	15/06/2017	Ali	Refund Rental 10%	-50.00	6	-3.00	-53.00	SR
Sub Total					**850.00**		**51.00**	**901.00**	

Exempt Supply (ES)

Trans Type	Ref	Date	Name	Item	Amount	GST Rate	GST Amount	Amount (Inc Tax	GST Code
Tax Invoice	INV001	11/04/2017	Aminah	Tuition fees	200.00	0	0.00	200.00	ES
Tax Invoice	INV002	20/05/2017	Ali	Academic Transcript	1,000.00	0	0.00	1,000	ES
Credit Note	CN002	15/06/2017	Ali	Refund Student fee 10%	-100.00	0	-0.00	-100.00	ES
Sub Total					**1,100.00**	**0**	**0.00**	**1,100.00**	

*** System should allow user to filter by various options.

13.0 Transaction Report

This report will show the details of transaction by transaction code/account name. User will know the details of transaction using the transaction code. Filter parameters include:

1.1 Filter by Account Name/Transaction code
1.2 Filter by Customer
1.3 Filter by Date

Example of the report;-

4-1102 A044 Business – Int'l Business

No	Date	Reference	Customer	Description	Amount (RM)
1	15/2/2017	INV0001	Ahmad	Tuition fees	5,000.00
2.	16/2/2017	INV0002	Ali	Tuition fees	3,000.00
3.	18/2/2017	CN0001	Ahmad	Refund – INV0001	(2,000.00)
4.	22/3/2017	INV0003	SITI	Tuition fees	8,000.00
5	25/3/2017	DN0001	ALI	Under Charges-INV0002	1,000.00
TOTAL					**15,000.00**

8-0300 Ancillary Fees

No	Date	Reference	Customer	Description	Amount (RM)
1	5/8/2017	INV0004	Kumar	Academic Transcript	7,000.00
2.	11/8/2017	INV0005	Cheng Ho	Re-assessment per unit	6,000.00
3.	16/10/2017	CN0002	Kumar	Refund – INV0004	(3,000.00)
4.	22/11/2017	INV0006	Memey	Late Enrolment penalty	200.00
5	23/12/2017	CN0003	Cheng Ho	Discount-INV0006	(500.00)
TOTAL					**9,700.00**

From this report, the user will know total revenue based on transaction code/item.

14.0 Tax Invoice List

The system should be able to produce the list of tax invoice.

From 01-01-2017 To 30-09-2017 Submit

Sales Invoice List Print

Show 10 entries Search

#	Form No.	Customer Name	Invoice Date	Total Invoice	Action
1	T.INV[00000239]	Customer Local Sdn Bhd	07-09-2017	106.00	
2	T.INV[00000237]	HASAN ENTERPRISE	28-08-2017	159,000.00	
3	T.INV[00000238]	Hasan Ente[illegible]	03-08-2017	159,000.00	
4	INV[00000236]	Customer Local Sdn Bhd	21-06-2017	184.90	
5	SCINV[00000231]	Customer Local Sdn Bhd	26-01-2017	5,300.00	
6	SCINV[00000229]	Customer 04 Sdn Bhd	25-01-2017	13,000.00	
7	SCINV[00000230]	Customer 04 Sdn Bhd	25-01-2017	13,000.00	

15.0 Credit Note List (Refund / Discount)

The system should be able to produce the list of Credit Note.

Search Parameter

From 01-09-2007 To 30-09-2017 Submit

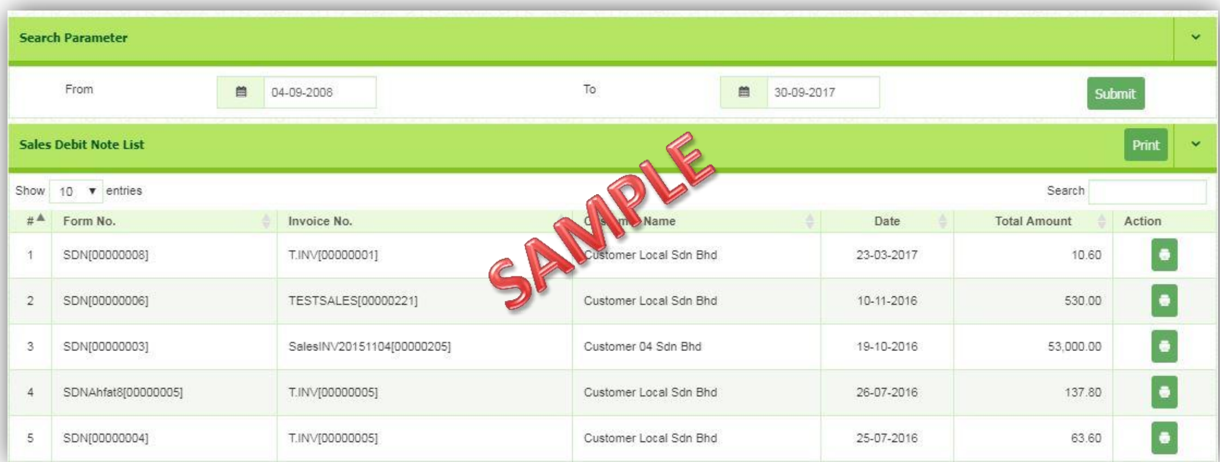
Sales Credit Note List Print

Show 10 entries Search

#	Form No.	Invoice No.	Customer Name	Date	Total Amount	Action
1	SCN[00000004]	SalesINV20151104[00000205]	Customer [illegible] Sdn [illegible]	14-10-2016	31,800.00	
2	SCNAhfat2[00000009]	SalesINV20160721[00000215]	C[illegible] Local Sdn Bhd	25-07-2016	2,925.60	
3	SCNAhfat3[00000010]	SalesINV20160721[00000215]	Customer Local Sdn Bhd	25-07-2016	196,842.00	
4	SCN[00000011]	T.INV[00000006]	Customer Local Sdn Bhd	25-07-2016	5,363.60	
5	SCNAhfat5[00000012]	T.INV[00000013]	Customer Local Sdn Bhd	25-07-2016	625.40	
6	SCN[00000013]	T.INV[00000005]	Customer Local Sdn Bhd	25-07-2016	74.20	
7	SCN[00000003]	T.INV[00000065]	Customer Local Sdn Bhd	21-07-2016	8,700.00	

16.0 Debit Note List

The system should be able to produce the list of Credit Note.


Search Parameter

From 04-09-2008 To 30-09-2017 Submit

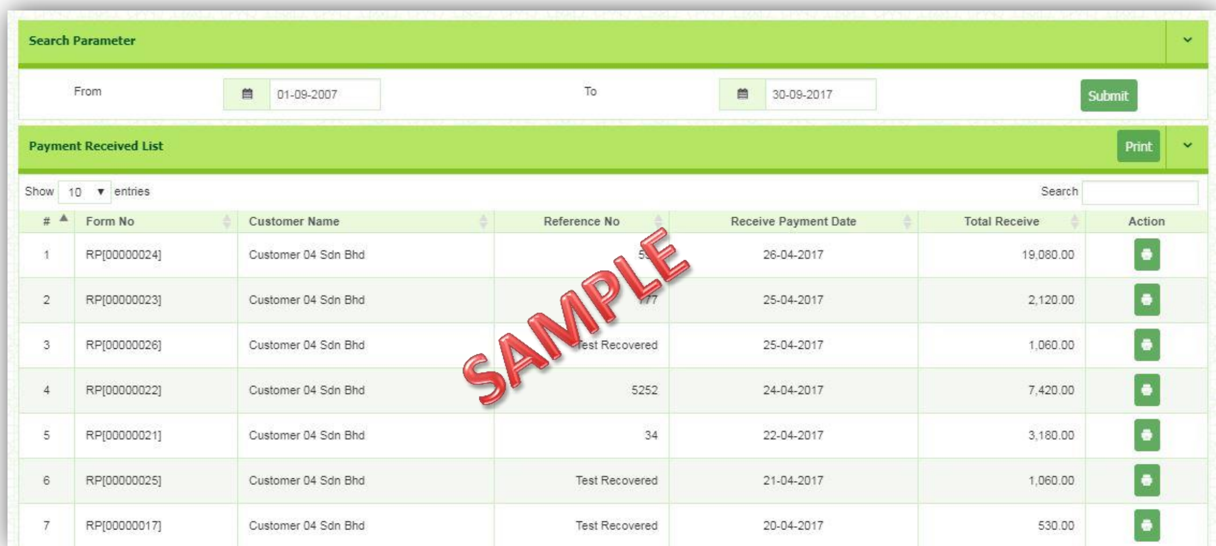
Sales Debit Note List Print

Show 10 entries Search

#	Form No.	Invoice No.	Customer Name	Date	Total Amount	Action
1	SDN[00000008]	T.INV[00000001]	Customer Local Sdn Bhd	23-03-2017	10.60	
2	SDN[00000006]	TESTSALES[00000221]	Customer Local Sdn Bhd	10-11-2016	530.00	
3	SDN[00000003]	SalesINV20151104[00000205]	Customer 04 Sdn Bhd	19-10-2016	53,000.00	
4	SDNAhfat8[00000005]	T.INV[00000005]	Customer Local Sdn Bhd	26-07-2016	137.80	
5	SDN[00000004]	T.INV[00000005]	Customer Local Sdn Bhd	25-07-2016	63.60	

17.0 Student Payment List

The system should be able to produce the list of Student payment.


Search Parameter

From 01-09-2007 To 30-09-2017 Submit

Payment Received List Print

Show 10 entries Search

#	Form No	Customer Name	Reference No	Receive Payment Date	Total Receive	Action
1	RP[00000024]	Customer 04 Sdn Bhd	[illegible]	26-04-2017	19,080.00	
2	RP[00000023]	Customer 04 Sdn Bhd	[illegible]	25-04-2017	2,120.00	
3	RP[00000026]	Customer 04 Sdn Bhd	Test Recovered	25-04-2017	1,060.00	
4	RP[00000022]	Customer 04 Sdn Bhd	5252	24-04-2017	7,420.00	
5	RP[00000021]	Customer 04 Sdn Bhd	34	22-04-2017	3,180.00	
6	RP[00000025]	Customer 04 Sdn Bhd	Test Recovered	21-04-2017	1,060.00	
7	RP[00000017]	Customer 04 Sdn Bhd	Test Recovered	20-04-2017	530.00	

18.0 Student Statement List

The system should be able to produce list of student statement.

Customer Statement List

Show 10 entries Search

#	Customer Name	Address	Reference No.	Due	Action
1	HASAN ENTERPRISE	NO 12 TAMAN CAHAYA INDAH MELAWATI INDAH	KUALA LUMPUR	159,000.00	
2	Customer 04 Sdn Bhd	No, 543 jalan larkin		142,210.00	
3	Hasan Enterprise	17-A, Level 2 Setapak Mall	Kuala Lumpur	53,000.00	
4	Customer Local Sdn Bhd	No, 543 Jalan Samudra Utara 2	Gombak	1,286,891.98	
5	Customer Oversea Ltd	No, 543 Laksamana Road	Queensland	153,500.00	
6	Historical customer	No, 543 Jalan laksamana	Batu Caves	106.00	

Showing 1 to 6 of 6 entries

First Previous 1 Next Last

STUDENT PORTAL

Student portal is a platform access by only registered student of Swinburne. Student can easily access and view the information needed. In this section, student can: -

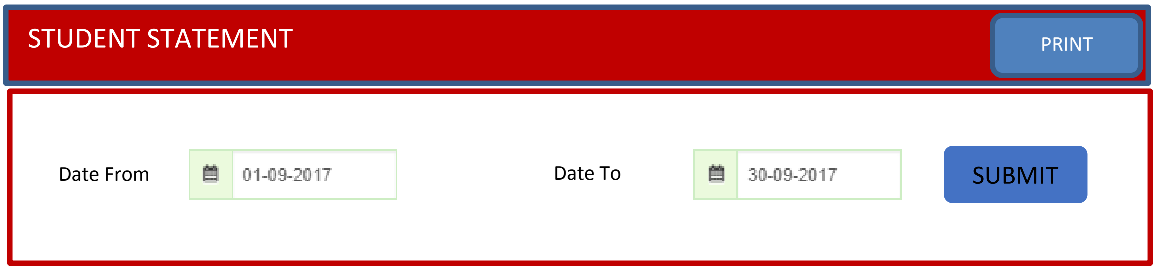
1. Check student mailbox (E-mail)
2. Register semester subject
3. Access online classroom
4. Manage student enrolment
5. Student Statement

19.0 STUDENT STATEMENT

We are recommending improvements of student summary statement section. Sample new screen layout as below: -

19.1 Sample New Screen Layout

The screen below is a sample of new main screen for student statement. We recommend to create a sorting button that will make it easier for student to sort/search transaction history by date.



Transaction Date	Document Name	Account Name	Form Number	Amount	Balance
1/1/2017	Invoice	Tuition fee	INV205925	RM12,000.00	RM12,000.00
3/1/2017	Payment	Bank	OR02232	(RM3,000.00)	RM9,000.00
16/2/2017	Credit Note	Tuition fee	TCN08/04	(RM1,000.00)	RM8,000.00
14/3/2017	Debit Note	Tuition fee	DN05/001	RM500.00	RM8,500.00

19.2 Field Description

BIL	Field	Description
1	Account Name	It will be referred to the account name. Click the link to see details.
2	Form Number	This will be generated automatically. Basically, it will be as a Reference Number.
3	Amount	Payment is charged to the student according to semester subject
4	Balance	The remaining balance will be displayed

Once submitted, all the listing on the selected date will be listed. Too see the details, student needs to click the link of account name. Once click, it will be direct to the details page.

From the details page, student can simply click the button to print or save the details.

Transaction Date	Document Name	Account Name	Form Number	Amount	Balance
1/1/2017	Invoice	Tuition fee	INV205925	RM12,000.00	RM12,000.00
3/1/2017	Invoice	Ancillary Fee	INV205926	RM1,000.00	RM13,000.00
16/2/2017	Invoice	Graduation Fee	INV205927	RM500.00	RM13,500.00
14/3/2017	Payment	Cash	OR02232	(RM3,000.00)	RM10,500.00
24/3/2017	Credit Note	Ancillary Fee	TCN08/04	(RM1,000.00)	RM9,500.00
1/4/2017	Debit Note	Tuition fee	DN05/001	RM500.00	RM10,000.00

Tax Invoice

SWINBURNE UNIVERSITY OF TECHNOLOGY SARAWAK CAMPUS
(owned by Swinburne Sarawak Sdn. Bhd. : 497194-M)
Jalan Simpang Tiga, 93350 Kuching, Sarawak, Malaysia
Tel: 082-416353 Fax: 082-423594 Website: www.swinburne.edu.my
GST ID No.: 002033672192

Bill To:
Professional Accounting Course Series
Faculty of Business and Design
Swinburne University of Technology Sarawak Campus
Jalan Simpang Tiga
93350 Kuching Sarawak

GST ID No :
Phone: Fax:
Attention:

Invoice #:	T1707-16
Date:	18/7/2017
Term:	Net 7th

DESCRIPTION	AMOUNT	Tax Code
ACCA tuition fee charged for July 2017 intake for the following students:		
1) LYPHIA LAU YOKE TAY-Student ID:100061489,IC No:960808-13-5740	RM2,000.00	SR
2) AMELIA TAY YIE YONG-Student ID:100062372,IC No:941122-13-5320	RM2,000.00	SR
3) CHUA JIA JIN-Student ID:100066167,IC No:970910-13-5025	RM2,000.00	SR
4) SEAN VINCENT FRANCIS CHAPMAN-Student ID:100066277,IC No:971003-13-5309	RM2,000.00	SR
5) ANASTASIA IMELDA FOO YEN YEN-Student ID:100066581,IC No:970423-13-5300	RM2,000.00	SR
6) LIM YEE WEN-Student ID:100075545,IC No:960709-13-5390	RM2,000.00	SR

NOTE:
All cheques should be made payable to Swinburne Sarawak Sdn. Bhd.
Bank Details: RHB Bank Bhd. Account No.:2-11016-0006582-9
Please quote reference upon payment.

TOTAL	RM29,200.00
FREIGHT	RM0.00
ADD: GST(6%)	RM1,752.00
TOTAL INC GST(6%)	RM30,952.00
LESS: DEPOSIT	RM0.00
BALANCE DUE	RM30,952.00

CODE	RATE	TAX	SALE AMOUNT
N-T	0%	RM0.00	RM0.00
SR	6%	RM1,752.00	RM29,200.00

E.&O.E

Sample : Tax Invoice

SWINBURNE UNIVERSITY OF TECHNOLOGY SARAWAK CAMPUS
(owned by Swinburne Sarawak Sdn. Bhd. : 497194-M)
Jalan Simpang Tiga, 93350 Kuching, Sarawak, Malaysia
Tel: 082-416353 Fax: 082-423594 Website: www.swinburne.edu.my
GST ID No.: 002033672192

Tax Invoice

Bill To:

Professional Accounting Course Series
Faculty of Business and Design
Swinburne University of Technology Sarawak Campus
Jalan Simpang Tiga
93350 Kuching Sarawak

Invoice #:	T1707-16
Date:	18/7/2017
Term:	Net 7th

GST ID No :
Phone: **Fax:**
Attention:

DESCRIPTION	AMOUNT	Tax Code
ACCA tuition fee charged for July 2017 intake for the following students:		
1) LYPHIA LAU YOKE TAY-Student ID:100061489,IC No:960808-13-5740	RM2,000.00	SR
2) AMELIA TAY YIE YONG-Student ID:100062372,IC No:941122-13-5320	RM2,000.00	SR
3) CHUA JIA JIN-Student ID:100066167,IC No:970910-13-5025	RM2,000.00	SR
4) SEAN VINCENT FRANCIS CHAPMAN-Student ID:100066277,IC No:971003-13-5309	RM2,000.00	SR
5) ANASTASIA IMELDA FOO YEN YEN-Student ID:100066581,IC No:970423-13-5300	RM2,000.00	SR
6) LIM YEE WEN-Student ID:100075545,IC No:960709-13-5390	RM2,000.00	SR
7) NUR AFIQAH BINTI MOHAMAD REDZUAN-Student ID:100084392,IC No:951101-13-5048	RM2,000.00	SR
8) JOSEPHINE HII SING LEH-Student ID:100089407,IC No:940226-13-5662	RM2,400.00	SR
9) CLARENCE LAI KING HOW-Student ID:100089410,IC No:890315-13-6357	RM2,400.00	SR
10) TEO CHOU YONG-Student ID:100089423,IC No:921027-13-5615	RM2,400.00	SR
11) AWANG AZRI SYAZWAN BIN AWANG JOHARI-Student ID:4236521,IC No:920105-13-5027	RM2,000.00	SR
12) DAPHNE TOO ZIXIN-Student ID:4313267,IC No:950622-13-5604	RM2,000.00	SR
13) ARIFAH BINTI AHMAD HISHAM-Student ID:4326156,IC No:960617-13-5238	RM2,000.00	SR
14) ASMAA' NABILAH BINTI SAUDI-Student ID:4333896,IC No:961220-13-6210	RM2,000.00	SR

NOTE:
All cheques should be made payable to Swinburne Sarawak Sdn. Bhd.
Bank Details: RHB Bank Bhd. Account No.:2-11016-0006582-9
Please quote reference upon payment.

CODE	RATE	TAX	SALE AMOUNT
N-T	0%	RM0.00	RM0.00
SR	6%	RM1,752.00	RM29,200.00

TOTAL	RM29,200.00
FREIGHT	RM0.00
ADD: GST(6%)	RM1,752.00
TOTAL INC GST(6%)	RM30,952.00
LESS: DEPOSIT	RM0.00
BALANCE DUE	RM30,952.00

E.&O.E

for SWINBURNE SARAWAK SDN BHD

Receiver's Signature & Chop

OS - 0% SR - 6% ZRL - 0% ZRE - 0%