

Aplus GST Accounting

Practical Guide

Version 1.2

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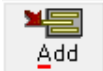
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LESSON 1

1.1 Create GST Chart of Account

Module > General Ledger > Chart of Account > 

Enter Account Code, Description, Type, Detail then click “Save” button to confirm.

Account Code	Description	Account Type	Account Detail
3760	GST Payable/Claimable	B - Balance Sheet	BS07 - Current Liabilities
3780	Deemed Supply	B - Balance Sheet	BS07 - Current Liabilities
6900	GST Expenses	E - Expenses	PL06 - Operating Expense
4900	GST Revenue	I - Sales/Income/Revenue	PL10 - Others

1.2 Setup Malaysia Standard Industries Code (MSIC)

Module > General Ledger > Chart of Account > Search

Type “4000” to search Sales Account

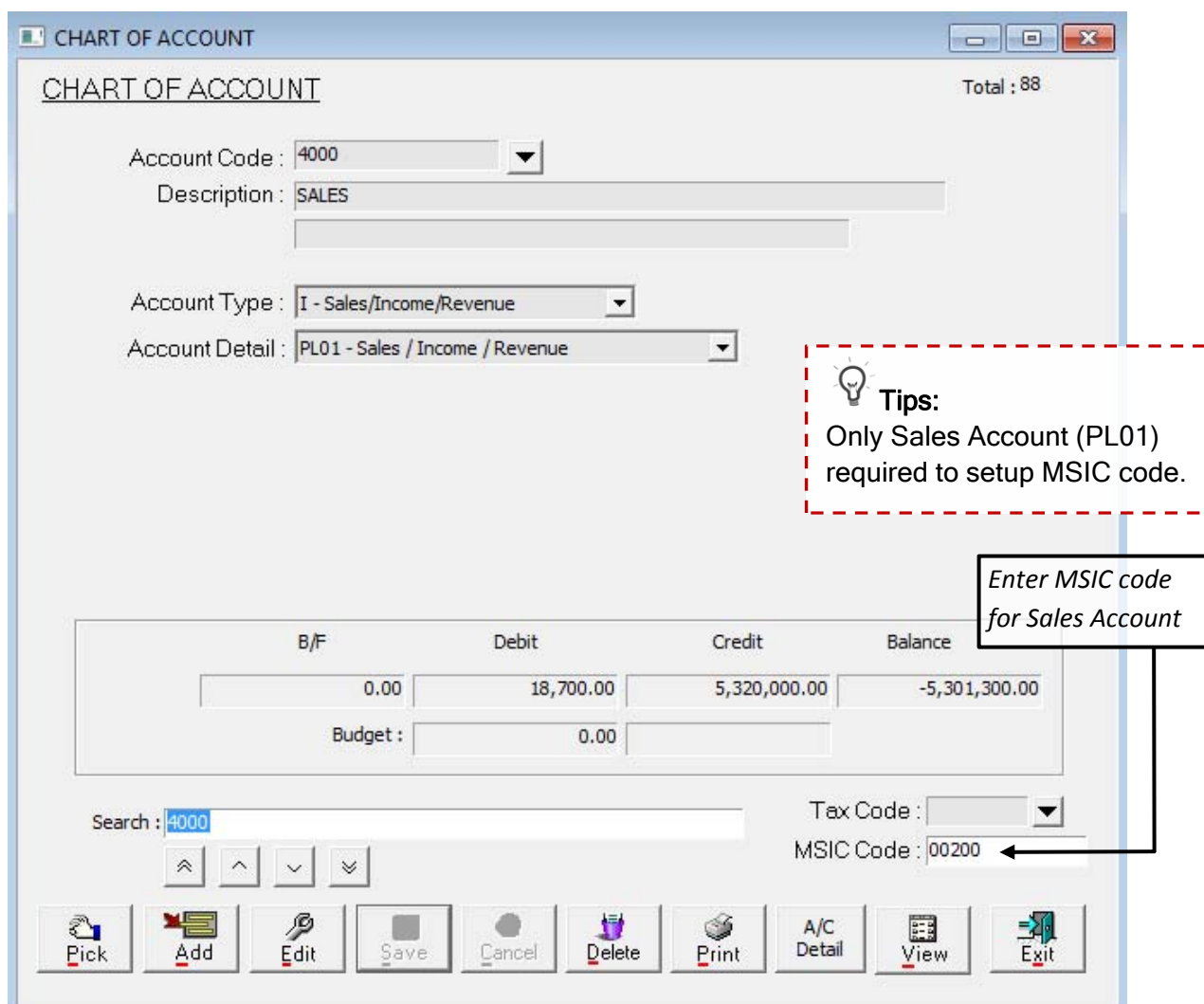


CHART OF ACCOUNT Total : 88

Account Code : 4000
Description : SALES
Account Type : I - Sales/Income/Revenue
Account Detail : PL01 - Sales / Income / Revenue

B/F	Debit	Credit	Balance
0.00	18,700.00	5,320,000.00	-5,301,300.00
Budget :	0.00		

Search : 4000

Tax Code :
MSIC Code : 00200

Tips:
Only Sales Account (PL01) required to setup MSIC code.

Enter MSIC code for Sales Account

Buttons: Pick, Add, Edit, Save, Cancel, Delete, Print, A/C Detail, View, Exit

1.3 GST Setup

GST > Setup

(Default Administrator User Name & Password: "aplus")

The screenshot shows the 'System Setup' window for GST. It contains several input fields and a list of tax periods. Callouts point to specific fields with the following descriptions:

- GST Approved Date & Registration No.:** Points to the 'GST Approved Date' (01/01/2014) and 'GST Registration No.' (20143080) fields.
- Group Registration Approved No.:** Points to the 'Group Registration No.' field.
- GST effective Date:** Points to the 'Effective Date' (01/01/2014) field.
- GST Payable/Claimable Account:** Points to the 'GST Payable / Claimable Account' field (3760).
- Account Prefix for all GST Tax Code:** Points to the 'GST Input Prefix' (3500) and 'GST Output Prefix' (3600) fields.
- GST Expense & Revenue Account, Deemed Supply Account:** Points to the 'GST Expense Account' (6900), 'GST Revenue Account' (4900), and 'Deemed Supply Account' (3780) fields.

Other visible fields include: Sales Tax Code (SR), Purchase Tax Code (TX), Standard GST Rate (6.0%), Sales Item GST Inclusive (checkbox), Submission Transaction Batch (299), Bad Debt Transaction Batch (298), Deemed Supply Batch (295), Batch of 21 days Rule D.O. Process (294), Maximum Input Tax Credit (ITC) (RM 30.00), and Minimum CGA Claim Amount (RM 100,000.00). A 'Taxable Period' section allows selecting between Monthly and Quarterly, with a list of tax periods below.

Option	Description
1. GST Approved Date	dd/mm/yyyy (eg : 01/04/2015)
2. GST Registration No. *	
3. Group Registration No. **	
4. Effective Date *	dd/mm/yyyy (Usually same as GST approved date)
5. Taxable Period	Tick to Select Monthly or Quarterly
6. Sales Item GST Inclusive	Tick to select GST Inclusive Method (Price included GST)
7. Sales Tax Code	Default Sales Tax Code (SR)
8. Purchase Tax Code	Default Purchase Tax Code (TX)
9. GST Payable/Claimable Account	Default: 3760
10. GST Input Tax Prefix	Default: 3500-XXX (eg: 3500-TX, 3500-IM, 3500-BL)
11. GST Output Tax Prefix	Default: 3600-XXX (eg: 3600-SR, 3600-ZRL, 3600-ES)
12. GST Expense Account	Default: 6900
13. GST Revenue Account	Default: 4900
14. Deemed Supply Account	Default: 3780

Note:

* Leave it blank to Disable GST.

** Leave it blank for company not register under a group.

1.4 Debtor & Creditor GST Setup

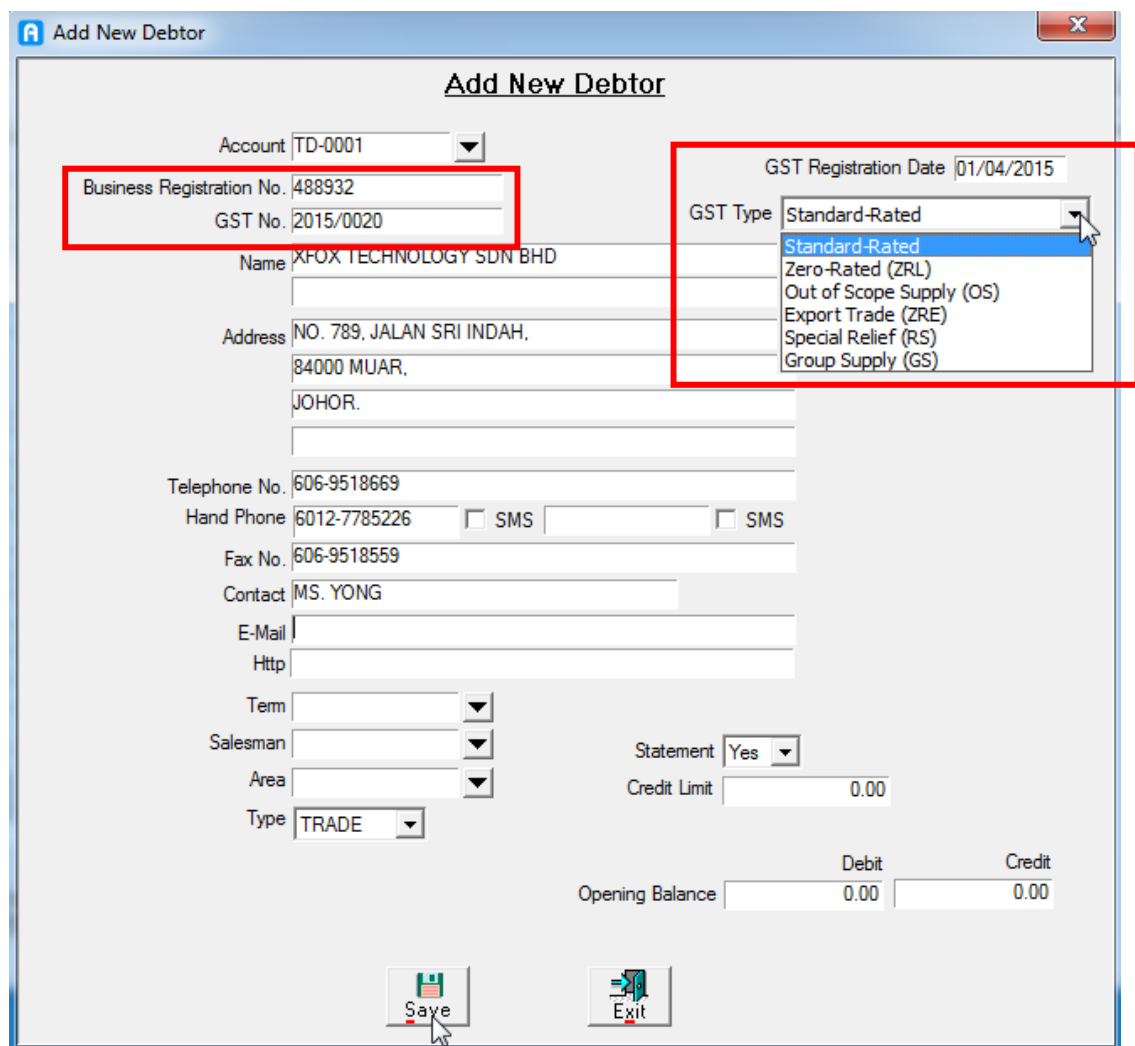
1.4.1 Add Debtor Account with GST information

Module > Debtor Ledger > Debtor Account > 

Follow the screen enter:-

- Customer Account Code
- Business Registration No.
- GST Registration No.
- GST Registration Date
- Select GST Type from the list.
(Standard-Rated, Zero Rated, Out of Scope, Export Trade, Special Relief and Group Register)
- Customer Name and other information such as billing address, contact number & etc.

Click **"Save"** to confirm.



Add New Debtor

Account: TD-0001

Business Registration No.: 488932

GST No.: 2015/0020

GST Registration Date: 01/04/2015

GST Type: Standard-Rated

Name: XFOX TECHNOLOGY SDN BHD

Address: NO. 789, JALAN SRI INDAH,
84000 MUAR,
JOHOR.

Telephone No.: 606-9518669

Hand Phone: 6012-7785226 ☐ SMS ☐ SMS

Fax No.: 606-9518559

Contact: MS. YONG

E-Mail:

Http:

Term:

Salesman:

Area:

Type: TRADE

Statement: Yes

Credit Limit: 0.00

Opening Balance: Debit 0.00 Credit 0.00

Save **Exit**

1.4.2 Edit / Update Debtor information

Module > Debtor Ledger > Debtor Account > Select Debtor > 

Enter/update the information into particular field then click **"Save"** to confirm.

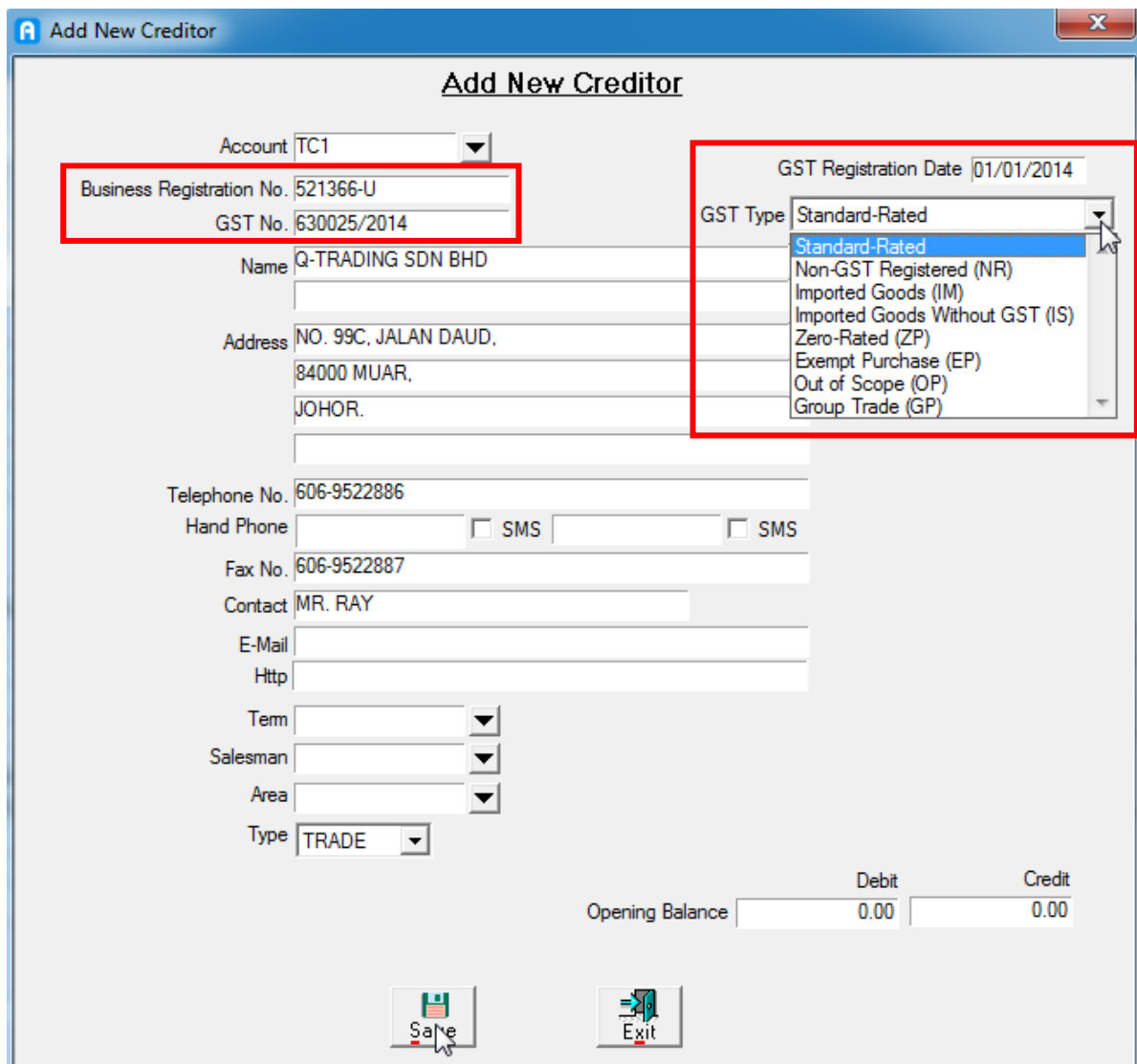
1.4.3 Add Creditor Account with GST information

Module > Creditor Ledger > Creditor Account > 

Follow the screen enter:-

- i. Supplier Account Code
- ii. Business Registration No.
- iii. GST Registration No.
- iv. GST Registration Date
- v. Defined supplier default GST type from the list.
(Standard-Rated, Non-GST Registered, Imported Goods, Imported Goods without GST, Zero-Rated, Exempt Purchase, Out of Scope and Group Trade)
- vi. Supplier Name and other information such as billing address, contact number & etc.

Click **"Save"** to confirm.



Add New Creditor

Account: TC1

Business Registration No.: 521366-U

GST No.: 630025/2014

Name: Q-TRADING SDN BHD

Address: NO. 99C, JALAN DAUD,
84000 MUAR,
JOHOR.

Telephone No.: 606-9522886

Hand Phone: ☐ SMS ☐ SMS

Fax No.: 606-9522887

Contact: MR. RAY

E-Mail:

Http:

Term:

Salesman:

Area:

Type: TRADE

GST Registration Date: 01/01/2014

GST Type: Standard-Rated

Standard-Rated

Non-GST Registered (NR)

Imported Goods (IM)

Imported Goods Without GST (IS)

Zero-Rated (ZP)

Exempt Purchase (EP)

Out of Scope (OP)

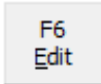
Group Trade (GP)

Opening Balance

Debit	Credit
0.00	0.00

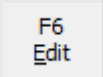
Save Exit

1.4.4 Edit / Update Creditor information

Module > Creditor Ledger > Creditor Account > Select Creditor > 

Enter/update the information into particular field then click **"Save"** to confirm.

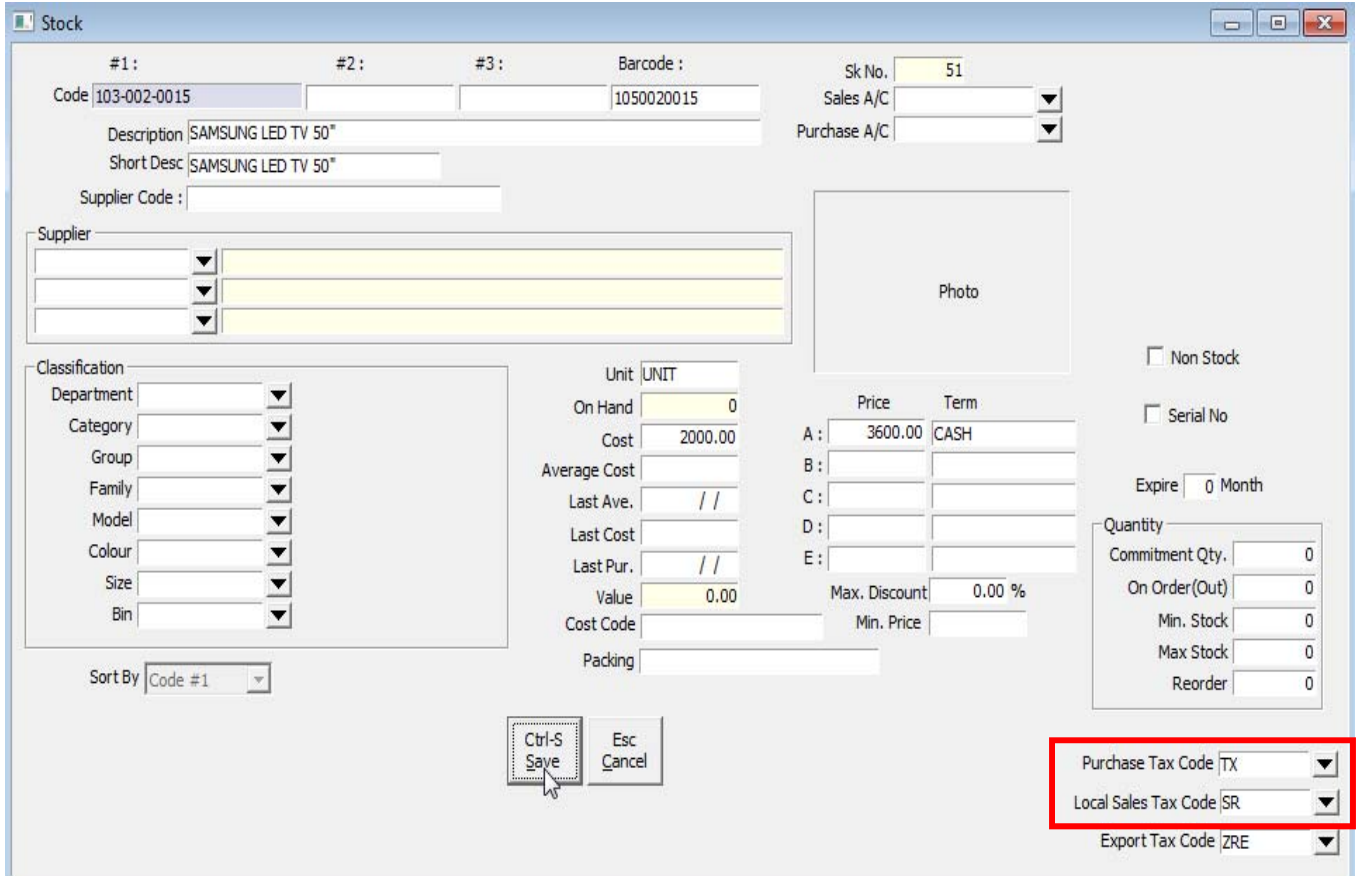
1.5 Setup Stock Items GST Code

Module > Stock Control > Stock > 

Please define default Purchase & Sales GST Code for stock.

- i. Purchase = **TX** (Standard-rated Input Tax)
- ii. Local Sales = **SR** (Standard-rated Output Tax,)

Click “**Save**” button to confirm.



The screenshot shows the 'Stock' window with the following fields and values:

- #1: Code 103-002-0015
- #2:
- #3:
- Barcode: 1050020015
- Sk No. 51
- Sales A/C:
- Purchase A/C:
- Description: SAMSUNG LED TV 50"
- Short Desc: SAMSUNG LED TV 50"
- Supplier Code:
- Supplier:
- Classification: Department, Category, Group, Family, Model, Colour, Size, Bin
- Unit: UNIT
- On Hand: 0
- Cost: 2000.00
- Average Cost:
- Last Ave.: / /
- Last Cost:
- Last Pur.: / /
- Value: 0.00
- Cost Code:
- Packing:
- Price: A: 3600.00, B: , C: , D: , E:
- Term: CASH
- Max. Discount: 0.00 %
- Min. Price:
- Quantity: Commitment Qty. 0, On Order (Out) 0, Min. Stock 0, Max Stock 0, Reorder 0
- Non Stock: ☐
- Serial No: ☐
- Expire: 0 Month
- Sort By: Code #1
- Ctrl-S Save button
- Esc Cancel button
- Purchase Tax Code: TX
- Local Sales Tax Code: SR
- Export Tax Code: ZRE



Tips:

If Purchase/Sales Tax code is undefined, system will use the default tax code setting from GST setup.

LESSON 2 Billing, Entry & GST Process

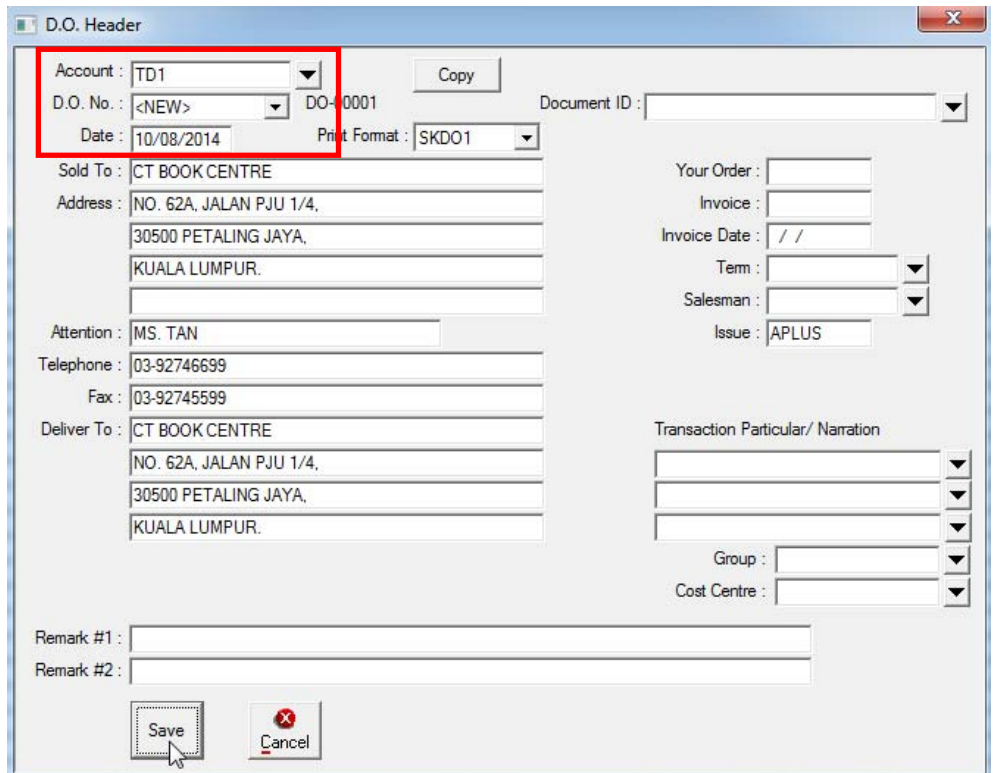
2.1 Issue Delivery Order

Module > Billing/Invoicing > Issue D.O. > Print D.O. > 

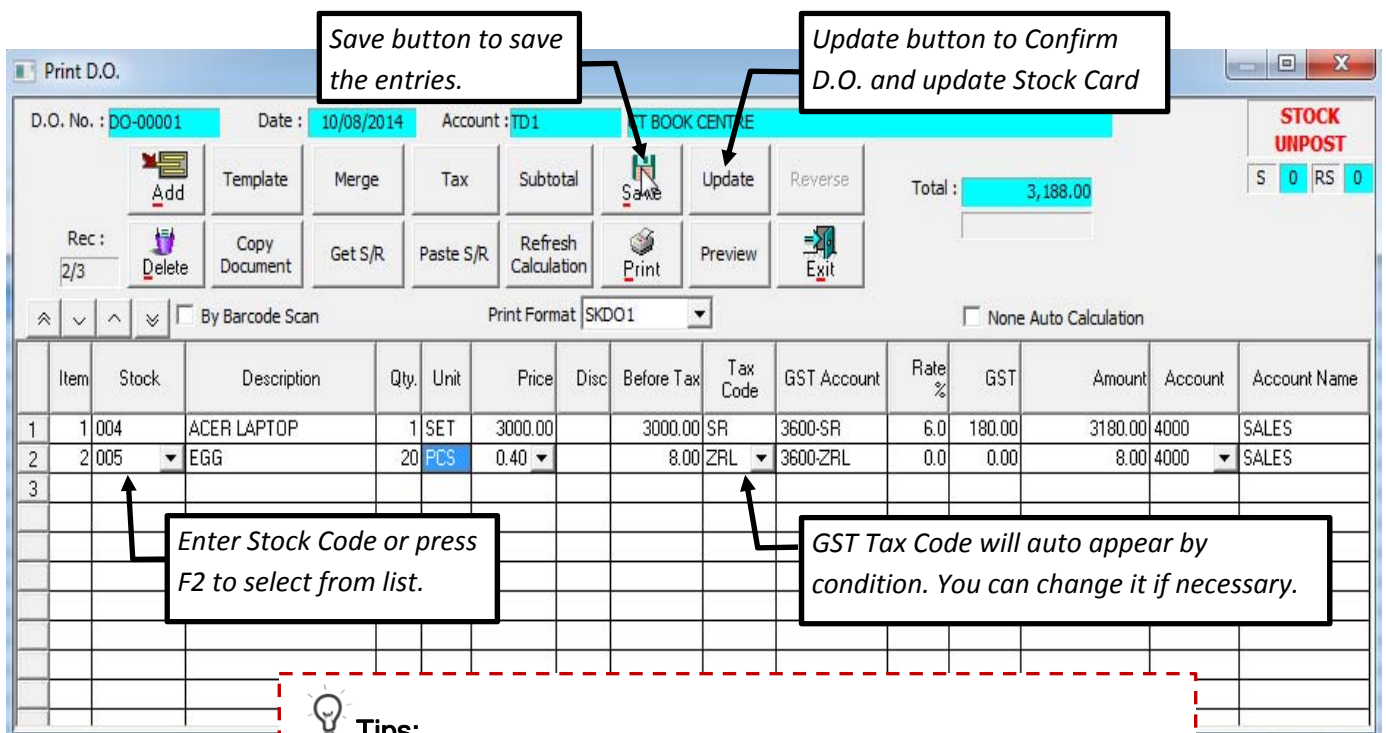
Enter debtor account code, press enter on D.O. No., Date and click "Save" button to continue.

Tips:

On Account field, you can press "F2" to show Debtor list with sorting by account code, press "F3" with sorting by debtor name.



D.O. Header form showing fields for Account (TD1), D.O. No. (<NEW>), Date (10/08/2014), and Print Format (SKDO1). It includes sections for Sold To, Address, Attention, Telephone, Fax, Deliver To, and Transaction Particulars. A red box highlights the Account, D.O. No., and Date fields.



Print D.O. form showing a table of items with columns: Item, Stock, Description, Qty, Unit, Price, Disc, Before Tax, Tax Code, GST Account, Rate %, GST, Amount, Account, and Account Name. The table contains two rows: 1. ACER LAPTOP (1 SET, 3000.00, SR, 3600-SR, 6.0, 180.00, 3180.00, 4000, SALES) and 2. EGG (20 PCS, 0.40, ZRL, 3600-ZRL, 0.0, 0.00, 8.00, 4000, SALES). Annotations include: "Save button to save the entries." pointing to the Save button; "Update button to Confirm D.O. and update Stock Card" pointing to the Update button; "Enter Stock Code or press F2 to select from list." pointing to the Stock column; and "GST Tax Code will auto appear by condition. You can change it if necessary." pointing to the Tax Code column.

Item	Stock	Description	Qty.	Unit	Price	Disc	Before Tax	Tax Code	GST Account	Rate %	GST	Amount	Account	Account Name
1	1 004	ACER LAPTOP	1	SET	3000.00		3000.00	SR	3600-SR	6.0	180.00	3180.00	4000	SALES
2	2 005	EGG	20	PCS	0.40		8.00	ZRL	3600-ZRL	0.0	0.00	8.00	4000	SALES
3														

Tips:

Press keyboard arrow key "Down" to new row for enter next item.

2.2 21 Days Rule Delivery Order Process (Time of Supply)

GST > 21 Days Rule Delivery Order Process >

Select Taxable Period, click “**Next**” to search D.O over 21 days.

Tick “**All**” to select all unbilled D.O. and click “**Process**” to auto calculate GST of unbilled D.O. and post into GL.

The screenshot shows the '21 days Rule Delivery Order Process' window. The 'Taxable Period' is set to '01/02/2014 - 28/02/2014'. The 'Date' is '29/09/2014'. The 'All' checkbox is checked. The 'Process' button is highlighted. A 'Confirm' dialog box is open, asking to 'Enter [YES] to Confirm' with 'YES' entered. The 'Ok' button is highlighted.

Mark	D.O. No.	Name	Date	Amount	GST	Stock
☒	DO-00001	LOCAL CUSTOMER A	02/02/2014	6000.000	360.00	Posted

General Ledger:

The screenshot shows the 'Edit Batch Transaction' window. The 'Account Year' is '#01 01/01/2014 - 31/12/2014'. The 'Batch' is '294' and the 'GST Deemed Output/Input' is selected. The 'Account' is '3600-000' and the 'Balance Sheet' is 'Current Liabilities'. The 'Balance' is '0.00'.

No.	Date	Ref #1	Ref #2	Account	Particular	Narration #1	Debit	Credit	Foreign Currency	Rate	Post To	Amount Before Tax
1	02/02/2014	DO-00001	21 Day Rule	3600-000	LOCAL CUSTOMER A	D.O. 21 Days Rule	360.00		0.00		3600-SR	6000.00
2	02/02/2014	DO-00001	21 Day Rule	3600-SR	LOCAL CUSTOMER A	D.O. 21 Days Rule		360.00	0.00		3600-000	6000.00

2.3 Issue Tax Invoice

Module > Billing/Invoicing > Invoicing > Issue/Reverse Invoice >

F7
New

Enter debtor account code, press enter on Invoice No., Date and click "Save" button to continue.



Tips:

On Account field, you can press “F2” to show Debtor list with sorting by account code, press “F3” with sorting by debtor name.

Invoice Header			
Account :	TD1	Copy	
Invoice :	<NEW>	V00001	Document ID :
Date :	18/09/2014	Print Format :	SKINV1
Reference :	Invoice	Your Order :	
Sold To :	CT BOOK CENTRE	D/O :	
Address :	NO. 62A, JALAN PJU 1/4,	Term :	
	30500 PETALING JAYA,	Salesman :	
	KUALA LUMPUR.	Issue :	APLUS
		Deposit :	0.00
Attention :	MS. TAN	☐ Export Trade	
Telephone :	03-92746699	Transaction Particular/ Narration	
Fax :	03-92745599		
Deliver To :	CT BOOK CENTRE		
	NO. 62A, JALAN PJU 1/4,		
	30500 PETALING JAYA,		
	KUALA LUMPUR.	Group :	
		Costing :	
Remark #1			
Remark #2			
Save Cancel			

*Deposit button to
apply deposit receipt
into this invoice.*

Post Update button to confirm Invoice and Post into GL.

Copy, Paste into this invoice. **Invoice and Post into GL.**

Invoice: TV00001 Date: 18/09/2014 Account: TD1 CT BOOK CENTRE

☐ By Barcode Scan
 ☐ Disable Auto Compute
 Print Format: SKIN1
 ☐ Exclude IRR

Item	Stock	Description	Qty.	Unit	Price	Disc	Before Tax	Tax Code	GST Account	Rate %	GST	Amount	Account	Account Na...	D.O. No.
1	006	VEGETABLES	20	BKT	50.00		1000.00	ZRL	3600-ZRL	0.0	0.00	1000.00	4000	SALES	
2	005	EGG	100	TRAY	30.00		3000.00	ZRL	3600-ZRL	0.0	0.00	3000.00	4000	SALES	
3	004	ACER LAPTOP	2	SET	3000.00		6000.00	SR	3600-SR	6.0	360.00	6360.00	4000	SALES	

ACCOUNT UNPOST

STOCK UNPOST
 A S RA RS
 0 0 0 0

RM

Sub Total: 10,360.00
 Group Discount: 0.00
 Total: 10,360.00

Merge button to merge Stock item

Enter Stock Code or press
F2 to select from list.

Merge button to merge Stock item from other document such as D.O, Quotation and Sales Order.



Tips:

Press keyboard arrow key “Down” to new row.

2.4 Issue Receipt for Sales Deposit with GST Output Tax

Entry > Debtor Entry > Receive Payment



1. Mouse tick on **"Deposit"** option
2. then enter debtor code or press **F2** key to select from the list.
3. Enter **Date**, **Cheque No./Cash** and **Particular**.
4. Click **"Accept"** button to continue enter Cash/Bank account and deposit amount.
5. Press **"Enter"** twice to calculate the output tax. (see the cyan colour section)
6. Click **"Save"** button to confirm entry and post to account.

Receive Payment

Year: #01 01/01/2014 / 2014 **Receive Payment**

Batch: 679 ☐ Pick Bill ☒ **Deposit** Balance: 0.00

Debtor: TD1

CT BOOK CENTRE

Date: 10/10/2014 ☒ GST Receipt: <NEW> R14/10/00001

Cash/Cheque: MBB 122582 Particular: DEPOSIT

A/C Group/(Department): Cost Centre: Project: Source Code:

4a Accept **6** Save **4b** Bank Charge

Account: MAYBANK BERHAD Reference: MBB 122582 Particular: CT BOOK CENTRE

5 GST Code: SR GST Amount: 56.60 GST A/C: 3600-SR GST Control A/C: 3600-000

Item	Debit	Reference	Particular	Narration #1	Narration #2	Amount
1	1100	MBB 122582	CT BOOK CENTRE			1,000.00
Total						1,000.00

General Ledger:



Tips:

- You can print the official receipt by "Print" button.
- Double click on history section (upper right corner) to view or edit the GL transaction.

Edit Batch Transaction

Account Year: #01 01/01/2014 - 31/12/2014

Batch: 677 August 2014 Receive Payment

Go Back Add Insert Edit Delete Print Exit

Account: TD1 CT BOOK CENTRE Debit: 1,056.60

Type: B Balance Sheet Credit: 1,056.60

Detail: BSQ4 Trade Debtors Balance: 0.00

No.	Date	Ref #1	Ref #2	Account	Particular	Debit	Credit	Foreign Currency	Rate	Post To	Amount Before Tax
1	12/08/2014	R14/08/00001	MBB 2002575	TD1	DEPOSIT		1,000.00	0.00		1100	0.00
2	12/08/2014	R14/08/00001	MBB 2002575	1100	CT BOOK CENTRE	1,000.00		0.00		TD1	0.00
3	12/08/2014	R14/08/00001	MBB 2002575	3600-SR	CT BOOK CENTRE		56.60	0.00		3600-000	943.40
4	12/08/2014	R14/08/00001	MBB 2002575	3600-000	CT BOOK CENTRE	56.60		0.00		3600-SR	-943.40

2.5 Issue Payment Voucher with GST Input Tax

Entry > Cash Book Entry > Payment Voucher



1. Select Cash/Bank account (Credit), enter Date, Particular.
2. Select the GST option.
3. Click **Accept** to continue.
4. Enter transaction account (Debit).
5. Enter transaction amount then press **Enter** to continue.
6. Select right tax code then press enter to confirm.
7. Click **Save** to post into GL.

The screenshot shows the 'Payment Voucher' window. Red callouts highlight the following elements:

- 1**: Points to the 'Batch' dropdown menu.
- 2**: Points to the 'GST' checkbox.
- 3**: Points to the 'Accept' button.
- 4**: Points to the 'Account' dropdown menu.
- 5**: Points to the 'Total' field in the summary section.
- 6**: Points to the 'GST Code' dropdown menu.
- 7**: Points to the 'Save' button.

The form includes fields for Account Year, Batch, Credit, Date, Voucher No., Reference, Particular, Narration, A/C Group, Cost Centre, Project, Source Code, and a table for items with columns for Item, Debit, Particular, Narration, Amount Before Tax, GST, Unclaim GST, Amount, and Tax CODE.

General Ledger (GST Inclusive):

No.	Date	Ref #1	Ref #2	Account	Particular	Debit	Credit	Foreign Currency	Rate	Post To	Amount Before Tax
1	03/10/2014	V14/10/00001	Cash	1000	STATIONERY		100.00	0.00		7570	0.00
2	03/10/2014	V14/10/00001	Cash	7570	STATIONERY	94.34		0.00		1000	-100.00
3	03/10/2014	V14/10/00001	Cash	3500-TX	STATIONERY	5.66		0.00		1000	-94.34

General Ledger (GST Exclusive):

No.	Date	Ref #1	Ref #2	Account	Particular	Debit	Credit	Foreign Currency	Rate	Post To	Amount Before Tax
4	03/10/2014	V14/10/00002	Cash	1000	STATIONERY		106.00	0.00		7570	0.00
5	03/10/2014	V14/10/00002	Cash	7570	STATIONERY	100.00		0.00		1000	-106.00
6	03/10/2014	V14/10/00002	Cash	3500-TX	STATIONERY	6.00		0.00		1000	-100.00

2.6 Purchase Invoice Entry

Module > Stock Control > Entry > Purchase Invoice Entry >

F7
New

1. Select Creditor, enter bill number, date and total bill amount.
2. Click **Save** to continue.
3. Enter Stock Code, quantity, purchase price.
4. Ensure picked the right tax code.
5. Click **"Save"** and **"Post Update"** to confirm.

Purchase Entry

Account: TC1
LOCAL SUPPLIER A

Invoice: P1502-001
D.O. No.:
Date: 10/02/2015
Particular: PURCHASE
Narration: LOCAL SUPPLIER A

Amount: 2000.00 (RM)
Purchaser:
Group:
Cost Centre:

Import Declaration No.:
☐ GST Inclusive

Total Bill Amount

Tick here for GST Inclusive method

Save **Exit**

Purchase Entry

Account: TC1
LOCAL SUPPLIER A

Invoice: P1502-001
Date: 10/02/2015
Particular: PURCHASE
Narration: LOCAL SUPPLIER A

Amount: 2048.00 (RM)
☐ GST Inclusive

Import Declaration No.:
D.O. No.:
Purchaser:
Group:
Cost Centre:

Ensure the total bill amount entered is tally with system calculate total amount.

Total
RM 2,048.00

Save **Post Update** **Barcode** **Reverse** **Print** **Preview** **Exit**

ITEM J

Print Format: SKPINV1

	Stock Code	Description	Qty.	Cost	Tax Code	GST Rate	Amount Before Tax	GST Amount	Amount	Tax Account	Account	Account Name
1	A	ITEM A	8	50.00	TX	6.0	400.00	24.00	424.00	3500-TX	6000	PURCHASE
2	B	ITEM B	20	20.00	TX	6.0	400.00	24.00	424.00	3500-TX	6000	PURCHASE
3	H	ITEM H	20	5.00	ZP	0.0	100.00	0.00	100.00	3500-ZP	6000	PURCHASE
4	I	ITEM I	50	20.00	ZP	0.0	1000.00	0.00	1000.00	3500-ZP	6000	PURCHASE
5	J	ITEM J	10	10.00	EP	0.0	100.00	0.00	100.00	3500-EP	6000	PURCHASE

Enter Stock Code or press F2 to select from list.

Save to confirm entry and click Yes to update Stock Card and post into GL.

2.7 Issue Credit Note

Module > Billing/Invoicing > Credit Note >

F7
New

1. Select Debtor account code, enter C/N date.
2. Select which Invoice to knock off by this C/N.
3. Enter reason of issue C/N, click **Save** to continue.



Tips:

Switch to Creditor Account for receipt Debit Note from Creditor.
(eg: Undercharge)

Credit Note (Sales Return)

CN-0001

Credit Note: <NEW>

Account: TD1 1 ☒ Debtor Account ☐ Creditor Account

Date: 02/10/2014

Salesman: 2 Invoice: S1501-001

Your Ref.: 3 Inv. Date: 01/01/2015 (For auto knock off)

☐ GST Inclusive

Print Format: SKCN1

Name: LOCAL CUSTOMER A

Address: NO. 62A, JALAN PJU 1/4,
30500 PETALING JAYA,
KUALA LUMPUR.

Contact: MS. TAN

Telephone: 03-92746699

Fax No.: 03-92745599

Account Particular: Credit Note

Group / Department:
Cost Centre:
Reason: DISCOUNT GIVEN 3

Save **Cancel**

Credit Note

Note: CN-0001 Date: 02/10/2014 Invoice: S1501-001 Account: TD1 LOCAL CUSTOMER A

Rec: 1 **Add** **Delete** **Subtotal** **Pick Bill** **Get S/R** **Paste S/R** **Save** **Print** **Preview** **Post Update** **Reverse** **Exit** **Total: 530.00**

Print Format: SKCN1 ☐ GST Inclusive

Item	Stock	Description	Qty.	Unit	Price	Tax Code	Tax Account	Rate %	Amount Before Tax	GST	Amount	Invoice	Account
1	1 A1	SUPPLY ITEM A1	1	PC	500.00	SR	3600-SR	6.0	500.00	30.00	530.00		4000

Enter Stock Code or press
F2 to select from list.

Click **Save** and Post into
GL.

Sales Account or Sales
Discount Account to Debit

2.8 Issue Debit Note

Module > Billing/Invoicing > Debit Note >

F7
New

1. Select Creditor account code, enter D/N date.
2. Select which Purchase Invoice to knock off this D/N.
3. Enter reason of issue D/N, click **Save** to continue.



Tips:

Switch to Debtor Account for issue Debit Note to Customer.
(eg: Undercharge)

The screenshot shows the 'Debit Note' form with the following fields and values:

- Debit Note: DN-0001
- Account: TC1 (selected)
- Date: 02/10/2014
- Debtor Account: ☐ (unselected)
- Creditor Account: ☒ (selected)
- GST Inclusive: ☐ (unselected)
- Salesman: (empty)
- Invoice: P1409-003 (selected)
- Print Format: (empty)
- Your Ref.: (empty)
- Inv. Date: 21/09/2014 (For auto knock off)
- Name: LOCAL SUPPLIER A
- Address: NO. 50, JALAN INDUSTRIES BATU CAVE 2/3, 36000 BATU CAVE, KUALA LUMPUR.
- Contact: MS. CHONG
- Telephone: 03-93751122
- Fax No.: (empty)
- Account Particular: Debit Note
- Group / Department: (empty)
- Cost Centre: (empty)
- Reason: DISCOUNT RECEIVED
- Buttons: Save, Cancel

Numbered callouts:

- 1: Points to the Account field (TC1).
- 2: Points to the Invoice field (P1409-003).
- 3: Points to the Reason field (DISCOUNT RECEIVED).

The screenshot shows the 'Debit Note' form with the following fields and values:

- Note: DN-0001
- Date: 02/10/2014
- Note: P1409-003
- Account: TC1
- LOCAL SUPPLIER A
- Buttons: Add, Delete, Subtotal, Pick Bill, Get S/R, Paste S/R, Save, Print, Preview, Post Update, Reverse, Exit
- Total: 106.00
- Rec: 1
- Print Format: SKDN1
- GST Inclusive: ☐ (unselected)

Item	Code	Description	QTY	Unit	Price	Amount Before Tax	Tax Code	Tax Account	Rate %	GST	Amount	Account
1	1 AA	ITEM AA	1	PC	100.00	100.00	TX	3500-TX	6.0	6.00	106.00	6000

Enter Stock Code or press
F2 to select from list.

Click **Save** and Post into
GL.

Purchase Account or
Account to Credit

2.9 Self-Billed

Self-Billed invoice allows user to issue tax invoice to your company in respect of a supply of goods or service by your supplier. Self-billing must obtain an approval from the DG.

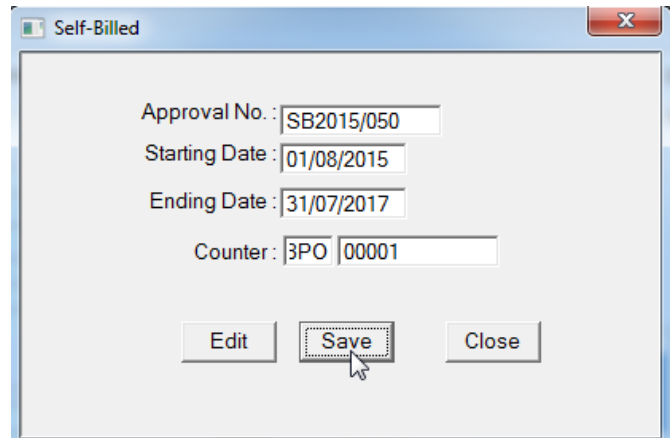
2.9.1 Self-Billed Setup

Module > Creditor Ledger > Creditor Account > Select Creditor >

Self
Billed

Enter following information:

- Approval No. from Customs Malaysia.
- Starting Effective Date
- Ending Date
- Bill No. Counter



Self-Billed Setup window showing the following fields:

- Approval No.: SB2015/050
- Starting Date: 01/08/2015
- Ending Date: 31/07/2017
- Counter: 3PO 00001

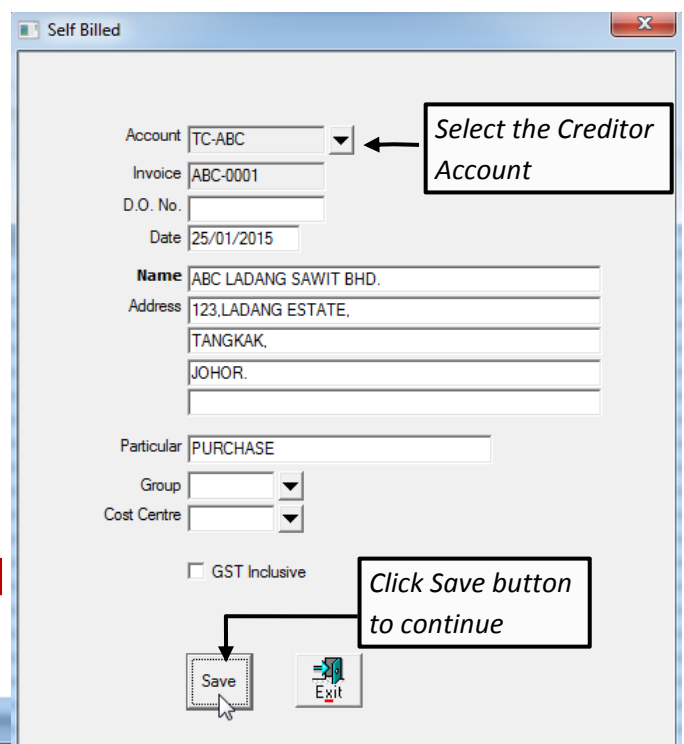
Buttons: Edit, Save, Close

2.9.2 Issue Self-Billed Invoice

Module > Stock Control > Entry > Issue Self-Billed Invoice >

F7
New

- Select Creditor, enter billing date then click Save to continue.
- Enter stock code, quantity, purchase price.
- Ensure picked the right tax code.
- Click **"Save"** and **"Post Update"** to confirm.
- Click **"Preview"** to view and print the self-billed purchase invoice.

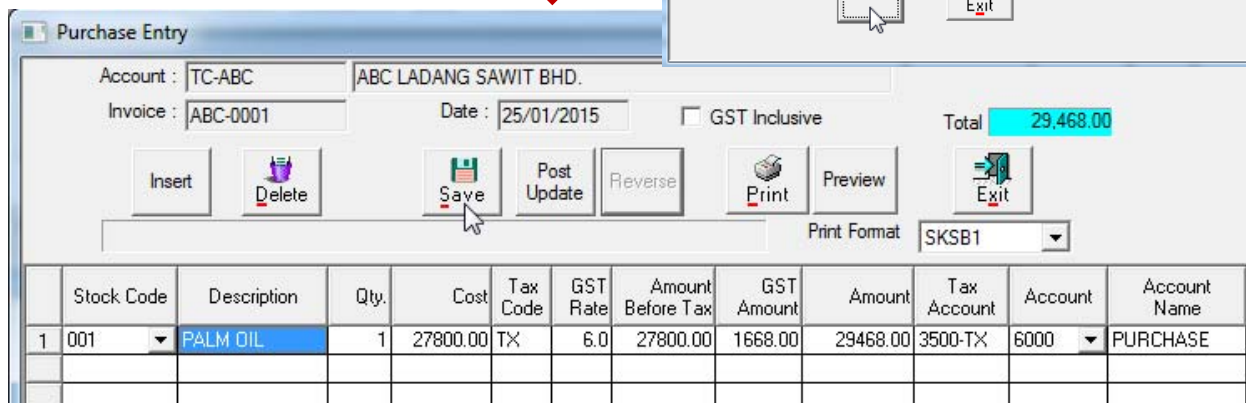


Self-Billed Invoice Entry window showing the following fields:

- Account: TC-ABC (Select the Creditor Account)
- Invoice: ABC-0001
- D.O. No.
- Date: 25/01/2015
- Name: ABC LADANG SAWIT BHD.
- Address: 123, LADANG ESTATE, TANGKAK, JOHOR.
- Particular: PURCHASE
- Group
- Cost Centre
- ☐ GST Inclusive

Buttons: Save, Exit

Click Save button to continue



Purchase Entry window showing the following fields:

- Account: TC-ABC
- Invoice: ABC-0001
- Date: 25/01/2015
- ☐ GST Inclusive
- Total: 29,468.00

Buttons: Insert, Delete, Save, Post Update, Reverse, Print, Preview, Exit

Print Format: SKSB1

	Stock Code	Description	Qty.	Cost	Tax Code	GST Rate	Amount Before Tax	GST Amount	Amount	Tax Account	Account	Account Name
1	001	PALM OIL	1	27800.00	TX	6.0	27800.00	1668.00	29468.00	3500-TX	6000	PURCHASE

2.10 AR Bad Debt Relief Process

GST > AR Bad Debt Relief / Recovery > AR Bad Debt Relief Process

Select the “**Taxable Period**” then click “**Next**” to filter out customer unpaid invoice over than 6 months.

Click “**Confirm**” to continue and “**Save**” to confirm process. (Administrator password required)

No.	Relief Date	Starting Date	Ending Date	Relief Amount
OTA-00001	31/07/2014	01/07/2014	31/07/2014	310.19

Taxable Period: 01/08/2014 - 31/08/2014

Next

Close

Account	Date	Invoice	Amount	Payment	Balance	GST Amount	Relief Amount
TD2	01/01/2014	S1401-0001	10600.00	5120.00	5480.00	600.00	310.19

AR Bad Debt Relief Process

01/08/2014 - 31/08/2014

Mark Print Confirm Close

Mark	Account	Invoice	Invoice Date	Due Months	Amount	Balance	GST Amount	Relief Amount
☒	TD1	S1401-001	02/01/2014	8	345,320.00	345,320.00	7,320.00	7,320.00
☒	TD1	S1402-001	01/02/2014	7	347,720.00	347,720.00	6,720.00	6,720.00

AR Bad Debt Relief Process

Date: 31/08/2014

GST Relief Amount: 14,040.00

Save Exit

14,040.00

2.11 Issue Official Receipt (Auto Bad Debt Relief Recover)

Entry > Debtor Entry > Receive Payment



1. Tick the **"Pick Bill"** option, enter debtor code or press **F2** key to select from the list.
2. Press **"Enter"** and tick the unpaid invoice you wish to apply this payment.
3. Double click on Payment column to enter the payment amount from debtor.
4. Click **"Next"** to confirm and continue enter date, cheque no. and etc.
5. Click **"Accept"** to enter Cash/Bank account (Debited A/C) and amount then press **"Enter"** to confirm.
6. Click **"Save"** to confirm entry and post into GL.

Receive Payment

Year: #01 01/01/2014 - 31/12/2014 **Receive Payment**

Batch: 0

☒ Pick Bill ☐ Deposit

Debtor: TD1 Balance: 4,862,908.00

LOCAL CUSTOMER A

Date: 10/10/2014 ☐ GST

Receipt: <NEW>

Cash/Cheque: Cash

Particular: Payment

Narration:

A/C Group/(Department):

Cost Centre:

Project:

Source Code:

Accept Add Delete Save Print

Account: Reference:

Date	Voucher	#2 Reference	Account	Amount	Particular	Issu
14/05/2014	R14/05/00001	CASH	TD2	3,000.00	PAYMENT FOR	APLUS
10/06/2014	R14/06/00001	0113	3600-SR	3,000.00	DEPOSIT FOR	APLUS
21/06/2014	R14/06/00002	0118	3600-SR	3,300.00	DEPOSIT FOR	APLUS
25/09/2014	BDRCV1	CASH	TD2	3,000.00	Payment FOR II	APLUS
				0.00	Payment	APLUS
				0.00	Payment FOR II	APLUS

Apply Payment

Select	Invoice	Date	Amount	Unpaid	Payment
☐	S1401-001	02/01/2014	345,320.00	345,320.00	0.00
☒	S1402-001	01/02/2014	347,720.00	337,720.00	10,000.00
☐	S1403-001	02/03/2014	353,470.00	353,470.00	0.00
☐	S1404-001	01/04/2014	298,400.00	298,400.00	0.00
☐	S1405-001	01/05/2014	374,340.00	374,340.00	0.00
☐	S1406-001	01/06/2014	342,880.00	342,880.00	0.00
☐	S1407-001	01/07/2014	297,790.00	297,790.00	0.00
☐	S1408-001	02/08/2014	711,320.00	711,320.00	0.00
☐	S1409-001	01/09/2014	407,620.00	407,620.00	0.00
☐	S1410-001	01/10/2014	270,420.00	270,420.00	0.00
☐	S1411-001	01/11/2014	384,982.00	384,982.00	0.00
☐	S1412-001	01/12/2014	360,750.00	360,750.00	0.00
☐	S1501-001	01/01/2015	377,896.00	377,896.00	0.00

☐ All Record **Next** Cancel Total: 10,000.00

Item	Debit	Reference	Particular	Narration #1	Narration #2	Amount

Receive Payment

Year: #01 01/01/2014 - 31/12/2014 **Receive Payment**

Batch: 679

☒ Pick Bill ☐ Deposit

Debtor: TD1 Balance: 4,862,908.00

LOCAL CUSTOMER A

Date: 10/10/2014 ☐ GST

Receipt: <NEW> R14/10/00002

Cash/Cheque: Cash

Particular: Payment

Narration:

A/C Group/(Department):

Cost Centre:

Project:

Source Code:

Accept Add Delete **Save** Print Cancel Exit

Account: Reference:

Particular: LOCAL CUSTOMER A

Narration:

CASH IN HAND

A/C Group/(Department):

Cost Center:

Project:

Source Code:

☐ Bank Charge

RM 0.00

Date	Voucher	#2 Reference	Account	Amount	Particular	Issu
14/05/2014	R14/05/00001	CASH	TD2	3,000.00	PAYMENT FOR	APLUS
10/06/2014	R14/06/00001	0113	3600-SR	3,000.00	DEPOSIT FOR	APLUS
21/06/2014	R14/06/00002	0118	3600-SR	3,300.00	DEPOSIT FOR	APLUS
25/09/2014	BDRCV1	CASH	TD2	3,000.00	Payment FOR II	APLUS
06/10/2014	R14/10/00001	CASH	TD1	10,000.00	Payment	APLUS
05/11/2014	BDRCV2	CASH	TD2	2,480.00	Payment FOR II	APLUS

Voucher Print Purge Filter All <Click>

Item	Debit	Reference	Particular	Narration #1	Narration #2	Amount
1	1000	Cash	LOCAL CUSTOMER A			10,000.00

Total 10,000.00

2.12 JKDM AP Recover Process

➡ GST > JKDM AP Recover / Relief Entry > JKDM AP Recover Process

Select the “**Taxable Period**” then click “**Next**” to filter out supplier unpaid invoice over than 6 months. Click “**Confirm**” to continue and “**Save**” to confirm process. (Administrator password required)

[illegible][illegible]

2.13 Issue Payment Voucher (Auto AP Bad Debt Recover Claim)

Entry > Creditor Entry > Payment Entry



1. Tick the **"Pick Bill"** option, enter creditor code or press **F2** key to select from the list.
2. Press **"Enter"** and tick the unpaid invoice you wish to apply this payment.
3. Double click on Payment column to enter the payment amount to creditor.
4. Click **"Next"** to confirm and continue enter date, cheque no. and etc.
5. Click **"Accept"** to enter Cash/Bank account (Credited A/C) and amount then press **"Enter"** to confirm.
6. Click **"Save"** to confirm entry and post into GL.

Payment Entry

Year: #01 01/01/2014 - 31/12/2014 | **Payment Entry**

Batch: 0

☒ Pick Bill

Creditor: TC1 | Balance: -4,645,050.00

LOCAL SUPPLIER A

Date: 10/10/2014

Ref #1: <NEW>

Ref #2: Cash

Particular: Payment

Narration:

A/C Group/(Department):

Cost Centre:

Project:

Source Code:

Buttons: Accept, Add, Delete, Save

Account: | Reference:

Apply Payment

Select	Invoice	Date	Amount	Unpaid	Payment
☐	P1401-001	01/01/2014	232,190.00	232,190.00	0.00
☐	P1401-002	23/01/2014	13,780.00	8,780.00	0.00
☒	P1402-002	07/02/2014	252,128.00	252,128.00	50,000.00
☐	P1403-003	21/02/2014	11,660.00	11,660.00	0.00
☐	P1404-001	01/04/2014	308,158.00	308,158.00	0.00
☐	P1404-003	21/04/2014	18,020.00	18,020.00	0.00
☐	P1405-001	01/05/2014	238,080.00	238,080.00	0.00
☐	P1405-002	21/05/2014	7,420.00	7,420.00	0.00
☐	P1406-001	01/06/2014	275,948.00	275,948.00	0.00
☐	P1406-003	21/06/2014	18,020.00	18,020.00	0.00
☐	P1407-001	01/07/2014	402,398.00	402,398.00	0.00
☐	P1407-003	21/07/2014	30,740.00	30,740.00	0.00
☐	P1408-001	02/08/2014	441,158.00	441,158.00	0.00

☐ All Record

Buttons: Next, Cancel

Total: 50,000.00

Payment Entry

Year: #01 01/01/2014 - 31/12/2014 | **Payment Entry**

Batch: 727

☒ Pick Bill

Creditor: TC1 | Balance: -4,645,050.00

LOCAL SUPPLIER A

Date: 10/10/2014

Ref #1: <NEW> | V14/10/00003

Ref #2: Cash

Particular: Payment

Narration:

A/C Group/(Department):

Cost Centre:

Project:

Source Code:

Buttons: Accept, Add, Delete, Save, Voucher, Cheque, Cancel, Exit

Account: | Reference: | Particular: LOCAL SUPPLIER A

CASH IN HAND

Narration:

A/C Group/(Department):

Cost Center:

Project:

Source Code:

RM: 0.00

Item	Credit	Reference	Particular	Narration #1	Narration #2	Amount
1	1000	Cash	LOCAL SUPPLIER A			50,000.00

Total: 50,000.00

2.14 Imported Services Entry

GST > GST Deemed Supply Entry > Imported Services Entry

1. Enter Supplier/Creditor Account Code.
2. Enter supplier billing date, bill number, particular and etc.
3. Enter bill amount and GST will auto appeared.
4. Click “**Save**” to confirm and post to GL.

Imported Services Entry

Creditor: TC1
PETLIFE PAPER SUPPLY SDN BHD

Purchase A/C: 6000
Cash/Bank A/C: 1100

Date: 06/10/2014

Voucher No.: <NEW> DSI-00003
Bill No.: PPIV-51208

Particular: MACHINES MAINTENANCE
Narration:

Foreign Amount: 5000.00
Exchange Rate: 2.5

RM: 12500.00 GST Amount: 750.00

Save **Print** **Exit**

Date	Voucher	Account	Bill No.	Amount	GST

General Ledger:

Batch: 295 GST Deemed Output/Input

Go Back Add Insert Edit Delete Sort Print Exit

Account: 6000 PURCHASE Debit: 25,750.00
Type: E Expenses/Purchase Credit: 25,750.00
Detail: PL04 Purchase / Cost of Sales Balance: 0.00

No.	Date	Ref #1	Ref #2	Account	Particular	Debit	Credit	Foreign Currency	Rate	Post To	Amount Before Tax
1	06/10/2014	DSI-00003		6000	MACHINES MAINTENANCE	12,500.00		0.00		TC1	12500.00
2	06/10/2014	DSI-00003		TC1	MACHINES MAINTENANCE		12,500.00	0.00		6000	0.00
3	06/10/2014	DSI-00003		TC1	MACHINES MAINTENANCE	12,500.00		0.00		1100	0.00
4	06/10/2014	DSI-00003		1100	MACHINES MAINTENANCE		12,500.00	0.00		TC1	0.00
5	06/10/2014	DSI-00003		3500-TX	MACHINES MAINTENANCE	750.00		0.00		3600-DS	-12500.00
6	06/10/2014	DSI-00003		3600-DS	MACHINES MAINTENANCE		750.00	0.00		3500-TX	12500.00

2.15 Deemed Supply Note Entry

☞ GST > GST Deemed Supply Entry > Deemed Supply Note Entry

1. Enter date, purchase bill no., particular and amount then press “Enter” to continue.
2. GST amount will be auto appear.
3. Click Save to confirm and post into GL.

Deemed Supply Note Entry

Deemed Supply Debited Account: 3780 DEEMED SUPPLY

Date: 07/10/2014

Note No.: <NEW> DSG-00001

Bill No.: PI355201

Particular: GIFT - KEN WONG

Narration: G-SHOCK WATCH

RM: 888.00 GST Amount: 53.28

Buttons: Save, Report, Exit

Date	Note	Bill No.	Amount	GST	

General Ledger:

Batch : 295 GST Deemed Output/Input

Buttons: Go, Back, Up, Down, Add, Insert, Edit, Delete, Sort, Print, Exit

Account : 3780	DEEMED SUPPLY	Debit : 53.28
Type : B	Balance Sheet	Credit : 53.28
Detail : BS19	Drawing Account	Balance : 0.00

No.	Date	Ref #1	Account	Particular	Narration #1	Debit	Credit	Foreign Currency	Rate	Post To	Amount Before Tax
1	07/10/2014	DSG-00001	3780	GIFT - KEN WONG	G-SHOCK WATCH	53.28		0.00		3600-DS	888.00
2	07/10/2014	DSG-00001	3600-DS	GIFT - KEN WONG	G-SHOCK WATCH		53.28	0.00		3780	888.00



Tips:

This option is set for the following transactions:

- Goods for own use.
- Gift given over than RM500 per person in a financial year.

LESSON 3 GST Submission

3.1 GST-03 Return Form

GST > GST-03 Submission

1. Select the “Taxable Period” and click “Next” to generate GST-03.

The screenshot shows the 'GST-03 Submission' window. At the top right is a 'Setup' button. Below it, the 'Taxable Period' is set to '01/01/2014 - 31/01/2014' with a dropdown arrow. To the right of the date are 'Next' and 'Close' buttons. Below this is a table with the following columns: Starting Date, Ending Date, Submission Date, Person In Charge, Claimable Amount, Payable Amount, Submitted, and an empty column.

Starting Date	Ending Date	Submission Date	Person In Charge	Claimable Amount	Payable Amount	Submitted	

Tab 1 : Input / Output

The screenshot shows the 'GST-03 Submission' window, Tab 1: Input / Output. The window title is 'GST-03 Submission'. The date range is 'From : 01/01/2014 To 31/01/2014'. There are buttons for 'Save', 'Print', 'Confirm', and 'Close'. The 'IRR= 78.65%' and 'DmR= 21.35%' are displayed. The 'Input/Output' tab is selected, with 'Goods And Services Tax Return' and 'Person in Charge' as sub-tabs. A red box labeled 'Tab 1' points to the 'Input/Output' tab. The 'GST No.' is '20143080'. The 'Starting Date' is '01/01/2014', 'Ending Date' is '31/01/2014', and 'Due Date' is '28/02/2014'. The 'OUTPUT TAX' section shows 'Total Value of Standard Rated Supply: 132,000.00' and 'Total Output Tax(Supply x GST Rate): 7,920.00'. The 'INPUT TAX' section shows 'Total Value of Standard Rated Acquisition: 85,700.00' and 'Total Input Tax(Acquisition x GST Rate): 4,975.47'. The 'GST Amount Payable' is '2,944.53' and 'GST Amount Claimable' is '0.00'. A checkbox for 'Do you choose to carry forward refund ?' is present. A callout box points to the IRR and DmR values, stating 'Instantly IRR and DmR will auto calculate and appear on screen.' Another callout box points to the magnifying glass icons next to the output and input tax values, stating 'Click here to view the transactions.' A dashed red box at the bottom contains a lightbulb icon and the text 'Tips: GST Payable = Output Tax - Input Tax'.

Tab 1

From : 01/01/2014 To 31/01/2014

Save Print Confirm Close

IRR= 78.65%
DmR= 21.35%

Input/Output Goods And Services Tax Return Person in Charge

GST No. : 20143080

Starting Date : 01/01/2014

Ending Date : 31/01/2014

Due Date : 28/02/2014

OUTPUT TAX

Total Value of Standard Rated Supply: 132,000.00

Total Output Tax(Supply x GST Rate): 7,920.00

INPUT TAX

Total Value of Standard Rated Acquisition: 85,700.00

Total Input Tax(Acquisition x GST Rate): 4,975.47

GST Amount Payable : 2,944.53

GST Amount Claimable : 0.00

Do you choose to carry forward refund ? ☐

Tips:
GST Payable = Output Tax - Input Tax

Tab 2 : Goods And Services Tax Return

GST-03 Submission Tab 2

From : 01/01/2014 To 31/01/2014 Save Print Confirm Close IRR= 78.65% DmR= 21.35%

Input/Output | Goods And Services Tax Return | Person in Charge

ADDITIONAL INFORMATION

Total Value of Local Zero-Rated Supplies	25,000.00
Total Value of Export Supplies	30,000.00
Total Value of Exempt Supplies	103,500.00
Total Value of Supplies Granted GST Relief	25,500.00
Total Value of Goods Imported Under Approved Trader Scheme	19,000.00
Total Value of GST Suspended Under Approved Trader Scheme	1,140.00
Total Value of Capital Goods Acquired	0.00
Bab Debt Relief	0.00
Bad Debt Recovered	0.00

BREAKDOWN VALUE OF OUTPUT TAX IN ACCORDANCE WITH MAJOR INDUSTRIES CODE

Code	Value of Output Tax	Percentage
00200	RM 7,920.00	100 %
	RM 0.00	0 %
	RM 0.00	0 %
	RM 0.00	0 %
	RM 0.00	0 %
Other	RM 0.00	0 %
Total	RM 7,920.00	100 %

MSIC statistic auto appear here.
(Setting on Sales Account in Chart of Account)

Tab 3 : Person in Charge

- Enter authorized person name, I/C No. submission date.
- Click "Save" and "Confirm".

GST-03 Submission Tab 3

From : 01/01/2014 To 31/01/2014 Save Print Confirm Close IRR= 78.65% DmR= 21.35%

Input/Output | Goods And Services Tax Return | Person in Charge

Name of Authorized Person : KELLY NG HUI WEN

I/C (New) : 850214011355

Old :

Passport :

Nationality : MALAYSIAN

Submission Date : 07/10/2014

Click Print to preview GST-03 Return Form.

4. Enter "YES" and click "Confirm" to submit GST. (Administrator password required)

X

GST No. : 20143080

Starting Date : 01/01/2014

Ending Date : 31/01/2014

GST Amount Payable : 2,944.53

GST Amount Claimable : 0.00

Enter [YES] to Confirm Submission: YES

Confirm

Cancel

Tips:

Once submitted, all transactions of that particular taxable period will be locked.

General Ledger :

Batch : 299 January 2014 - GST										
Go Back ⏮ ⏪ ⏩ ⏭ Add Insert Edit Delete Sort Print Exit										
Account : 3760		GST PAYABLE				Debit : 16,590.00				
Type : B		Balance Sheet				Credit : 16,590.00				
Detail : BS07		Current Liabilities				Balance : 0.00				
No.	Date	Ref #1	Ref #2	Account	Particular	Narration #1	Narration #2	Debit	Credit	Post To
1	31/01/2014	GST-20140131	SUBMIT	3500-IM	GST-01/01/2014 - 31/01/2014	GST Jan 2014 Submission			1,500.00	3760
2	31/01/2014	GST-20140131	SUBMIT	3760	GST-01/01/2014 - 31/01/2014	GST Jan 2014 Submission		1,500.00		3500-IM
3	31/01/2014	GST-20140131	SUBMIT	3500-TX	GST-01/01/2014 - 31/01/2014	GST Jan 2014 Submission			1,212.00	3760
4	31/01/2014	GST-20140131	SUBMIT	3760	GST-01/01/2014 - 31/01/2014	GST Jan 2014 Submission		1,212.00		3500-TX
5	31/01/2014	GST-20140131	SUBMIT	3500-TX-E43	GST-01/01/2014 - 31/01/2014	GST Jan 2014 Submission			1,650.00	3760
6	31/01/2014	GST-20140131	SUBMIT	3760	GST-01/01/2014 - 31/01/2014	GST Jan 2014 Submission		1,650.00		3500-TX-E43
7	31/01/2014	GST-20140131	SUBMIT	3500-TX-RE	GST-01/01/2014 - 31/01/2014	GST Jan 2014 Submission			613.47	3760
8	31/01/2014	GST-20140131	SUBMIT	3760	GST-01/01/2014 - 31/01/2014	GST Jan 2014 Submission		613.47		3500-TX-RE
9	31/01/2014	GST-20140131	SUBMIT	3600-DS	GST-01/01/2014 - 31/01/2014	GST Jan 2014 Submission		3,240.00		3760
10	31/01/2014	GST-20140131	SUBMIT	3760	GST-01/01/2014 - 31/01/2014	GST Jan 2014 Submission			3,240.00	3600-DS
11	31/01/2014	GST-20140131	SUBMIT	3600-SR	GST-01/01/2014 - 31/01/2014	GST Jan 2014 Submission		4,680.00		3760
12	31/01/2014	GST-20140131	SUBMIT	3760	GST-01/01/2014 - 31/01/2014	GST Jan 2014 Submission			4,680.00	3600-SR
13	31/01/2014	GST-20140131	SUBMIT	3500-BL	GST-01/01/2014 - 31/01/2014	GST Jan 2014 Submission	GST Expenses		3,300.00	6900
14	31/01/2014	GST-20140131	SUBMIT	6900	GST-01/01/2014 - 31/01/2014	GST Jan 2014 Submission	3500-BL	3,300.00		3500-BL
15	31/01/2014	GST-20140131	SUBMIT	3500-TX-N43	GST-01/01/2014 - 31/01/2014	GST Jan 2014 Submission	GST Expenses		228.00	6900
16	31/01/2014	GST-20140131	SUBMIT	6900	GST-01/01/2014 - 31/01/2014	GST Jan 2014 Submission	3500-TX-N43	228.00		3500-TX-N43
17	31/01/2014	GST-20140131	SUBMIT	3500-TX-RE	GST-01/01/2014 - 31/01/2014	GST Jan 2014 Submission	GST Expenses		166.53	6900
18	31/01/2014	GST-20140131	SUBMIT	6900	GST-01/01/2014 - 31/01/2014	GST Jan 2014 Submission	3500-TX-RE	166.53		3500-TX-RE

3.2 GST Submission Payment Entry

GST > GST-03 Submission

Select the Submitted GST record then click **"Payment"** to continue.

GST-03 Submission

Taxable Period: 01/02/2014 - 28/02/2014

Buttons: Next, Payment (2), Close, Setup

Starting Date	Ending Date	Submission Date	Person In Charge	Claimable Amount	Payable Amount	Submitted
01/01/2014	31/01/2014	07/10/2014	KELLY NG HUI WEN (1)		2,944.53	N

GST Payment

From 01/01/2014 To 31/01/2014

Credit: 1100

BANK: MAYBANK BERHAD

Date: 07/10/2014

Voucher No.: <NEW> P14/10/00002

Cheque/Cash: PBB 132548

Particular: GST JAN 2014

GST Doc. No.: 2145255

Narration:

Payment: 2944.53

Buttons: Save (3), Print, Exit

After Save, you can click here to print Payment Voucher.

General Ledger :

DATE	REF #1	REF #2	SC	FOLIO	POST	PARTICULAR	DEBIT	CREDIT	BALANCE
3760 GST PAYABLE									
31/01/14	GST-20140131	SUBMIT	299/2	3500-IM		GST-01/01/2014 - 31/01/2014	1,500.00		1,500.00
31/01/14	GST-20140131	SUBMIT	299/4	3500-TX		GST-01/01/2014 - 31/01/2014	1,212.00		2,712.00
31/01/14	GST-20140131	SUBMIT	299/6	3500-TX-E43		GST-01/01/2014 - 31/01/2014	1,650.00		4,362.00
31/01/14	GST-20140131	SUBMIT	299/8	3500-TX-RE		GST-01/01/2014 - 31/01/2014	613.47		4,975.47
31/01/14	GST-20140131	SUBMIT	299/10	3600-DS		GST-01/01/2014 - 31/01/2014		3,240.00	1,735.47
31/01/14	GST-20140131	SUBMIT	299/12	3600-SR		GST-01/01/2014 - 31/01/2014		4,680.00	-2,944.53
07/10/14	P14/10/00002	PBB 132548	299/20	1100		GST JAN 2014	2,944.53		0.00
							7,920.00	7,920.00	

3.3 GST Audit File

🖱️ [GST > Submitted GST Taxable Period Report >](#)

1. Select the Taxable period.
2. Click 18. GST Audit File (GAF)
3. Click OK to generate GAF file. (GAF.TXT)



Tips:

System will generate the GAF.TXT into company data folder itself.
(Example: C:\AplusWAS5\ABC\GAF.TXT)

The screenshot displays the "Submitted GST Taxable Period Report" window. On the left, there is a table titled "Taxable Period" with three columns: "Starting Date", "Ending Date", and "Submission Date". The first row contains the dates "01/01/2014", "31/01/2014", and "07/10/2014". A red arrow labeled "1" points to the "Ending Date" column header.

To the right of the table is a grid of report options, numbered 1 through 19. A red arrow labeled "2" points to the "GST Audit File (GAF)" option at the bottom center of the grid.

An overlaid dialog box titled "GST Audit File (GAF)" is shown. It contains the text "From : 01/01/2014 To 31/01/2014" and "Export To : I:\usW\AS5-DEMO\SAMPLE-T\GAF.TXT". A red arrow labeled "3" points to the "OK" button in the dialog box.

Sample GAF :

GST Audit File (GAF)																					
C		APIUS	GST	SAMPLE	ACCOUNTING		460526-U		20143080		01/01/2014		31/01/2014		07/10/2014		Applus Software 5.2		1.0		
P		LOCAL	SUPPLIER	A		B01-080022		01/01/2014		P1401-001		1		ITEM	A		10000.00		600.00		TX XXX 0.00 0.00
P		LOCAL	SUPPLIER	A		B01-080022		01/01/2014		P1401-001		2		ITEM	B		8000.00		480.00		TX XXX 0.00 0.00
P		LOCAL	SUPPLIER	A		B01-080022		01/01/2014		P1401-001		3		ITEM	AA		35000.00		2100.00		BL XXX 0.00 0.00
P		LOCAL	SUPPLIER	A		B01-080022		01/01/2014		P1401-001		4		ITEM	AB		20000.00		1200.00		BL XXX 0.00 0.00
P		LOCAL	SUPPLIER	A		B01-080022		01/01/2014		P1401-001		5		ITEM	F		23000.00		0.00		NR XXX 0.00 0.00
P		LOCAL	SUPPLIER	A		B01-080022		01/01/2014		P1401-001		6		ITEM	G		21000.00		0.00		NR XXX 0.00 0.00
P		LOCAL	SUPPLIER	A		B01-080022		01/01/2014		P1401-001		7		ITEM	H		16000.00		0.00		ZF XXX 0.00 0.00
P		LOCAL	SUPPLIER	A		B01-080022		01/01/2014		P1401-001		8		ITEM	I		13000.00		0.00		ZP XXX 0.00 0.00
P		LOCAL	SUPPLIER	A		B01-080022		01/01/2014		P1401-001		9		ITEM	J		12500.00		0.00		EP XXX 0.00 0.00
P		LOCAL	SUPPLIER	A		B01-080022		01/01/2014		P1401-001		10		ITEM	K		11000.00		0.00		EP XXX 0.00 0.00
P		LOCAL	SUPPLIER	A		B01-080022		01/01/2014		P1401-001		11		ITEM	L		9000.00		0.00		OP XXX 0.00 0.00
P		LOCAL	SUPPLIER	A		B01-080022		01/01/2014		P1401-001		12		ITEM	M		6500.00		0.00		OP XXX 0.00 0.00
P		LOCAL	SUPPLIER	A		B01-080022		01/01/2014		P1401-001		13		ITEM	N		2500.00		150.00		TX-E43 XXX 0.00 0.00
P		LOCAL	SUPPLIER	A		B01-080022		01/01/2014		P1401-001		14		ITEM	O		25000.00		1500.00		TX-E43 XXX 0.00 0.00
P		LOCAL	SUPPLIER	A		B01-080022		01/01/2014		P1401-001		15		ITEM	R		1000.00		60.00		TX-N43 XXX 0.00 0.00
P		LOCAL	SUPPLIER	A		B01-080022		01/01/2014		P1401-001		16		ITEM	S		2800.00		168.00		TX-N43 XXX 0.00 0.00
P		LOCAL	SUPPLIER	A		B01-080022		01/01/2014		P1401-001		17		ITEM	T		3500.00		0.00		GP XXX 0.00 0.00
P		LOCAL	SUPPLIER	A		B01-080022		01/01/2014		P1401-001		18		ITEM	U		3800.00		0.00		GP XXX 0.00 0.00
P		LOCAL	SUPPLIER	A		B01-080022		01/01/2014		P1401-001		19		ITEM	V		1000.00		60.00		TX XXX 0.00 0.00
P		LOCAL	SUPPLIER	A		B01-080022		01/01/2014		P1401-001		20		ITEM	W		1200.00		72.00		TX XXX 0.00 0.00
P		IMPORT	SUPPLIER	I		05/01/2014		P1401-003		1		IMPORT	ITEM	C		20000.00		1200.00		IM XXX 0.00 0.00	
P		IMPORT	SUPPLIER	I		05/01/2014		P1401-003		2		IMPORT	ITEM	D		5000.00		300.00		IM XXX 0.00 0.00	
P		IMPORT	SUPPLIER																		