Legal Disclaimer

This material is provided for informational purposes only. Accordingly, Sage does not provide advice per the information included. The use of this material is not a substitute for the guidance of a lawyer, tax, or compliance professional. When in doubt, please consult your lawyer, tax, or compliance professional for counsel. The Sage product(s) described herein is/are governed by the terms and conditions per the Sage End User License Agreement ("EULA") or other agreement that is provided with or included in the Sage product. Nothing in this document supplements, modifies, or amends those terms and conditions.

© 2017 The Sage Group plc or its licensors. All rights reserved. Sage, Sage logos, and Sage product and service names mentioned herein are the trademarks of The Sage Group plc or its licensors. All other trademarks are the property of their respective owners.

Lesson 1

Objective	es :	5
ASSIGN	MENT 1	6
Step 1:	Country Settings – Sage UBS Accounting Module	6
Step 2:	Create Company – Sage UBS Accounting Module	6
(a)	Company Profile & GST Enable	6
(b)	This Accounting Year Setting	6
Step 3:	Company Settings	7
(A)	Settings – Sage UBS Accounting Module	7
(1)	Maintaining Major Industry Code	7
(2)	GST Setting	7
(3)	GL Accounts Maintenance	8
(4)	GST GL Account Mapping	9
(5)	Default Tax Code Setting	
(6)	I ax Maintenance	
(7)	Mapping GL A/C in Maintain Stock Values	
(8)	Greattor Account Groups Setting	۱۱ 10
(9)	Mantionance A Creditors / Suppliers	∠۱۱۷ 13
(10)	Organise Batches	
(B)	Settings – SAGE UBS Billing Module	15
(1)	Company Profile	15
(1)	Setting of Stock Valuation	
(3)	Setting of Item Maintenance.	
(4)	Mapping GL A/C No. in Purchases and Sales Related Transactions	
(5)	Bills' Transactions Settings	16
(6)	Last Used Nos Settings	17
(7)	Sales Control Settings	17
(8)	Group Maintenance	17
(9)	Item Maintenance	18
Step 4:	Accounts' Opening Balance – Sage UBS Accounting Module	20
(A)	GL Accounts Opening Balance	20
(B)	Debtors Opening Balance	21
Step 5:	Key in Transaction – Sage UBS Billing Module	24
(A)	Credit Purchases Transactions - Issue Supplier Invoices	24
(B)	Issue Purchase Debit Note for Purchase Returns	25
(Ĉ)	Issue Purchase Debit Note for Supplier Overcharge	26
(D)	Issue Purchase Credit Note for Supplier Undercharge	26
(E)	Credit Sales Transactions - Issue Sales Tax Invoice	27
(F)	Cash Sales Transactions - Issue Cash Sales Tax Invoice	
(G)	Cash Sales for Walk-In Customer	29
(C) (H)	Export Sales to Foreign Trade Customer	30
(1)	Credit Sales to Delivery Address in GST Designated Area	
(.)		

(a)	Maintain Delivery Address	30
(b)	Issue Sales Invoice by Selecting the Delivery Address of Designated Area	31
(J)	Issue Sales Crebit Note for Sales Returns	31
(K)	Issue Sales Credit Note for Invoice Cancellation as Adjustment	31
(i)	Maintain Reason	31
(ii)	Issue Credit Note (Adjustment) for Invoice Cancelation	32
(L)	Issue Sales Credit Note for Overcharge Customer	32
(<u>–</u>) (M)	Issue Sales Debit Note for Undercharge Customer	33
(N)	Expenses Transactions - Issue Supplier Invoices	33
(i)	Expenses Items Purchased from Local Other Creditors – GST Input Tax Claima	able33
(ii)	Import of Services – Deemed Supply	
(iii)	Expenses Cannot Claim GST Input Tax – Block Input Tax (BL Tax Code)	34
(O)	21 Day Rule - Issue a Delivery Order without Issuing a Sales Invoice in 21 Days	s 34
(P)	Post To Accounting	34
Ston 6.	Key in Transaction - Sage LIBS Accounting Module	35
(Δ)	Cheque Received From Debtor	35
(A) (B)	Cheque Payment to Knock Off Supplier Invoices	33
(\mathbf{D})	Cash Payment to Knock Off Supplier Invoices	
(C) (D)	Cheque Payment for Expenses of Staff	40 /0
(D) (E)	Cash Payment for Sundry Expanses	43
(L) (F)	Sundry Expenses Accrual	52 54
(F) (G)	Prenavment / Advance Payment Received From Customer	54
(U) (H)	Offset Sales Invoice with Prenavment	55
(i)	Issue a Sales Invoice in Billing Module	07
(ii)	Post to Accounting in Billing Module	
(iií)	Knock Off Bills by Prepayment in Accounting Module	57
(1)	Deposit Received	58
(J)	Fund Transfer	59
(C) (K)	Adjustment Transactions in General Journal for Accounting Module	
()		
Step 7:	Maintain Stock Values – Sage UBS Accounting Module	59
Step 8:	Reporting – Sage UBS Accounting Module	60
(Ā)	Chart of A/C	60
(B)	GL A/C Ledger Listing	60
(C)	Aging Report	60
(a)	Debtors Aging	60
(b)	Creditors Aging	61
(D)	Financial Statements	61
(E)	GST Reporting	67
i)	Goods and Service Tax Report	67
ii)	GST Return (MY)	67
iii)	GAF Generator	67
Step 9:	Backup	68

Transact (A)	ions of Period 13 Enter Period 13 Sales Invoice in Billing Module	71 71 71
Account	ing Module - GST Dashboard	72
Account (A) (B) (C)	ing Module - GST Bad Debt Relief [AR] Reset System Login Date Create a Batch Title of GST Bad Debt Relief in Organise Batches For June 2015 Generate GST Bad Debt Relief	73 73 73 73
(A) (B) (C)	Create Batch Titles of Bank Journal & GST Bad Debt Recovered in Organise Batches For June 2015 Payment Received for Invoice Outstanding More Than 6 Months Generate GST Bad Debt Recovered	75 75 75 77
GST Out (A) (B)	put Tax Adjustment (Refund Customs) [AP] Create a Batch Title of Output Tax Adjustment in Organise Batches For June 2015 Generate Output Tax Adjustment (Refund Customs) Journal Entry	77 77 77
GST Inpu (A) (B) (C)	It Tax Adjustment (Reclaim Customs) [AP] Create a Batch Title of Input Tax Adjustment in Organise Batches For June 2015. Payment Voucher to Knock Off Supplier Invoice Outstanding for More Than 6 Months Generate GST Input Tax Adjustment (Reclaim Customs) [AP]	79 79 79 81
Capital G (A) (B) (C) (D)	Goods Maintenance in Billing Module Create a Fixed Assets Supplier A/C Create a Group of Capital Goods Create Capital Goods Items Purchase of Capital Goods – Issue Supplier Tax Invoice	81 81 82 82 82
(E) Capital G	Post to Accounting	82 83
Year End	I Processing in Accounting Module	83

After Year End Process, Change the GST Next Filing Date & Re-Generate Taxable Period Table . 83

Objectives :

- (1) Do Country Setting to Enable GST
- (2) Do Company Setting to
 - Enable Malaysia GST
 - Maintain Major Industry Code
 - GL Account Maintenance and Mapping
 - Tax Code Maintenance and Mapping
 - Group Maintenance
 - Item Maintenance
- (3) GL and Debtors and Creditors Accounts' Opening Balance
- (4) Key in Transactions
 - Billing
 - Accounting
- (5) Maintain Stock Values
- (6) Reporting
 - Ledger Account
 - Aging of Debtors and Creditors
 - Financial Statements
 - GST Reporting
- (7) Backup
- (9) Period 13 Transactions
- (10) GST Bad Debt Journal (AR)
- (11) GST Bad Debt Journal (AP)
- (12) Capital Goods Maintenance
- (13) Year End Processing

ASSIGNMENT 1

Step 1: Country Settings – Sage UBS Accounting Module

(Manage License \rightarrow Control Panel \rightarrow Settings \rightarrow Accounting Setting \rightarrow Country (button))

Perform the Country Settings as listed below:

Advance Settings	V
Transaction	V
With Purchase Tax	\checkmark
With Sales Tax	\checkmark
With GST	\checkmark

Step 2: Create Company – Sage UBS Accounting Module

(7. Housekeeping \rightarrow 1. Setup \rightarrow 1. General Setup \rightarrow Company Profile (tab))

Eng Hua Grocery Enterprise (Company Reg. No.: LP12341567-L) bought a computer and wanted to computerise its accounts. Its financial year is from 01/01/2014 to 31/12/2014. (Assuming today is 31/12/2014)

It started to computerize all daily accounting and billing transactions since 01/11/2014 and onwards.

(a) Company Profile & GST Enable

- * Company Name:
- * Address:

Eng Hua Grocery Enterprise

No. 243, Jalan Usahawan 2/3, Subang Hitech Park, 47100 Subang, Selangor Darul Ehsan. Tel: 603-5638 1234

* Company Registration No.: GST Status: (LP12341567-L)

🗹 With Malaysia GST

(b) This Accounting Year Setting

Last Accounting Year Closing Date:	31/12/2013
Starting Period:	11
Closing Period:	12

* The Details MUST be according to SSM registration document

Step 3: Company Settings

(A) <u>Settings – Sage UBS Accounting Module</u>

(1) Maintaining Major Industry Code

(7. Housekeeping \rightarrow 1. Setup \rightarrow 1. General Setup \rightarrow Company Profile (tab))

Certain assumptions are made in this lesson as listed below:

- (a) The GST Act 2014 has come into operation on 01/04/2014
- (b) On 31/10/2014, the company has registered itself as taxable person under GST Act 2014 and the act shall take effect to its company starting from 01/11/2014
- (c) The standard GST rate is 6%

The company has done the GST registration with Malaysian Royal Customs Department. Below is the information of Major Industry Codes that Eng Hua Grocery Enterprise has applied to Malaysian Royal Customs Department when it registered as a taxable person:

Major Industry Code			
Code Description			
52212	Retail sale of fish, other seafood and products thereof		
52222	Retail sale of rice, flour, other grains and sugars		
52225	Retail sale of tea, coffee, soft drinks, mineral water and other beverages		
52331	Retail sale of household utensils and cutlery, crockery, glassware, chinaware and pottery		

(2) GST Setting

 $\overline{(7. \text{Housekeeping} \rightarrow 1. \text{Setup} \rightarrow 1. \text{General Setup} \rightarrow \text{GST Setting (tab))}}$

Below is the information of GST registration for Eng Hua Grocery Enterprise :

No.	Description	Details
1.	GST Registration No.	187612093478
2.	GST Taxable Period/Category	1 Month
3.	Effective Date	01/11/2014
4.	GST Next Filing Date	01/12/2014

Re-Generate Taxable Period Table

Click the *Taxable Period* button to Re-Generate the Taxable Period Table.

Change the *First Filing Date* to 01/12/2014, then click on *Re-Generate* button to *Re-Generate* the Taxable Period Table.

(3) <u>GL Accounts Maintenance</u> (1. General → 1. General Ledger A/C Maintenance)

Account Number	A/C Description	Special Account	Account Type
1000/000	Capital		A Capital/Retained Farnings
1050/000	Profit & Loss Account	PA – Profit Account	A. Capital/Retained Earnings
2000/000	Machinery		D. Fixed Assets
3000/000	Debtors Control		F. Current Assets
3010/000	Invoice To Be Issued		F. Current Assets
3011/000	Accrued Debtor		F. Current Assets
3020/000	Bank	BK – Bank Account PV – Payment Voucher	F. Current Assets
3030/000	Cash In Hand	CA – Cash Account PV – Payment Voucher	F. Current Assets
3040/000	Stock	BS – Balance Sheet Stock	F. Current Assets
4000/000	Trade Creditors Control		G. Current Liabilities
4001/000	Other Creditors Control		G. Current Liabilities
4020/000	GST Control		G. Current Liabilities
4020/001	GST Input Tax	PT – Purchase Tax Account	G. Current Liabilities
4020/002	GST Output Tax	ST – Sales Tax Account	G. Current Liabilities
4030/000	GST Liability [AR]		G. Current Liabilities
4031/000	GST Claimable [AP]		G. Current Liabilities
4040/000	GST Suspense		G. Current Liabilities
4050/000	Accrual of Refreshment		G. Current Liabilites
4060/000	Rental Deposit Received (Refundable)		G. Current Liabilites
5000/000	Sales Control		H. Sales
5000/DRK	Sales of Drinks & Beverages		H. Sales
5000/HHU	Sales of Household Utensils		H. Sales
5000/SEA	Sales of Seafood		H. Sales
5000/WGR	Sales of Whole Grains		H. Sales
5010/000	Sales Returns Control		I. Sales Adjustments
5010/DRK	Sales Returns of Drinks & Beverages		I. Sales Adjustments
5010/HHU	Sales Returns of Household Utensils		I. Sales Adjustments
5010/SEA	Sales Returns of Seafood		I. Sales Adjustments
5010/WGR	Sales Returns of Whole Grains		I. Sales Adjustments

Account Number	A/C Description	Special Account	Account Type
5020/000	Trade Discount Allowed		I. Sales Adjustment
5030/000	Rounding Adjustment		L. Other Incomes
6000/000	Opening Stock	OS – Opening Stock	J. Cost of Goods Sold
6010/000	Purchases Control		J. Cost of Goods Sold
6010/DRK	Purchases of Drinks &		J. Cost of Goods Sold
6010/HHU	Purchases of Household Utensils		J. Cost of Goods Sold
6010/SEA 6010/WGR	Purchases of Seafood Purchases of Whole		J. Cost of Goods Sold J. Cost of Goods Sold
	Grains		
6020/000	Purchase Returns		J. Cost of Goods Sold
6020/DRK	Purchase Returns of Drinks & Reverages		J. Cost of Goods Sold
6020/HHU	Purchase Returns of Household Utensils		J. Cost of Goods Sold
6020/SEA	Purchase Returns of Seafood		J. Cost of Goods Sold
6020/WGR	Purchase Returns of Whole Grains		J. Cost of Goods Sold
6030/000	Trade Discount Received		J. Cost of Goods Sold
6040/000 6099/000	Carriage Inwards Closing Stock	CS – Closing Stock	J. Cost of Goods Sold J. Cost of Goods Sold
9000/000 9010/000 9020/000 9030/000 9040/000 9050/000	Salary Rental Water & Electricity Travelling Petrol Stationeries		 M. Expenses
9100/000 9110/000 9120/000	Legal Fee (Expenses) Club Membership Fee Refreshment		M. Expenses M. Expenses M. Expenses
9200/000	GST Expenses		M. Expenses

(4) <u>GST GL Account Mapping</u> (7. Housekeeping → 1. Setup → 1. General Setup → GST Setting (tab))

Prepayment

GST Liability: Output Tax:

4040/000 GST Suspense 4020/002 GST Output Tax

Bad Debt Management

Debtors: Bad Debt Relief (AR): Bad Debt Recovered (AR): Bad Debt Liability (AR):

<u>Creditors:</u> Input Tax Adjustment (AP): Output Tax Adjustment (AP): GST Claimable (AP): 4020/001 GST Input Tax 4020/002 GST Output Tax 4030/000 GST Liability [AR]

4020/001 GST Input Tax 4020/002 GST Output Tax 4031/000 GST Claimable [AP]

Un-invoiced Delivery Order [GST 21 -days ruling]

Invoice to be issued Accrued Debtor Output Tax Account Code 3010/000 Invoice to be Issued 3011/000 Accrued Debtor 4020/002 GST Output Tax

Imported Service (Reverse Charge Mechanism)

Input Tax Code

TX - Purchases with GST incurred at 6% and directly attributable to taxable supplies

Output Tax Code

DS - Deemed supplies (e.g. transfer or disposal of business assets without consideration)

Input Tax Account Code

Output Tax Account Code

4020/001 GST Input Tax

4020/002 GST Output Tax

(5) Default Tax Code Setting

(7. Housekeeping \rightarrow 9. Administrative Tools \rightarrow Setting 3 (tab))

Tax Code Setting

Default Tax Code for Sales Tax: Default Tax Code for Purchase Tax:

- SR Standard-rated supplies with GST charges
- TX Purchases with GST incurred at 6% and directly attribututable to taxable supplies

(6) Tax Maintenance

(1. General \rightarrow A. Miscellaneaus Files \rightarrow 7. Tax Code Maintenance)

Tax Code	Transaction Type	GL Account
BL	(P)urchase	9200/000 GST Expenses
DS	(S)ales	4020/002 GST Output Tax
IM	(P)urchase	4020/001 GST Input Tax
NR	(P)urchase	4020/001 GST Input Tax
SR	(S)ales	4020/002 GST Output Tax
ТХ	(P)urchase	4020/001 GST Input Tax
ZP	(P)urchase	4020/001 GST Input Tax
ZRE	(S)ales	4020/002 GST Output Tax
ZRL	(S)ales	4020/002 GST Output Tax

(a) Enter the GL Account for the Tax Code listed **below**:

(b) Add a new Tax Code for Purchase of Relief Supply Items under GST

Tax Code	Description	Tax Percentage	Transaction Type	A/C No.
RP	Purchase of Relief Supply Items under GST	0%	(P)urchase	4020/001 GST Input Tax

(7) Mapping GL A/C in Maintain Stock Values

(1. General \rightarrow 6. Maintain Stock Values)

Closing Stock (B/S) Account	Opening Stock (P/L) Account	Closing Stock (P/L) Account
3040/0000	6000/0000	6099/0000

(8) Creditor Account Groups Setting

(7. Housekeeping \rightarrow 1. Setup \rightarrow 1. General Setup \rightarrow Company Profile (tab))

Creditor Account Groups

From 4000 to 4001

(9) Maintain Debtors A/C

(2. Debtors \rightarrow 1. Debtors File Maintenance)

(a) <u>Add in New Local Trade Debtors A/C (Local Sales Customers)</u>

Debtor	Name	Company	Address	Telephone	Cre	edit	More Info.
No.		Reg. No.			Terms	Limit	GST Reg. No.
3000/F01	* Funai Potoilo	446712-D	355, Jalan PJS 7/5, 47400 PJ, Selangor.	(60)3-7890 5432	30 Davs	20,000	-
	Enterprise				, .		
3000/S01	Santronic	348765-M	113, Jalan Chow Kit, 50100 KL.	(60)3-2033 2166	30 Days	30,000	238912451289
3000/S02	Sage Group	441389-K	1B, Plaza Sentral, 50470 KL.	(60)3-2261 4179	C.O.D.	-	671278224509
3000/U01	* UBS Group	441390-L	10th Floor, Plaza UE3, 50100 KL.	(60)3-7456 1234	C.O.D.		-

<u>Note</u>

* Local Non-GST registered customers; No GST Registration No. All Debtors have to be set as "**Open Item Debtor**"

(b) Add in New Foreign Country Trade Debtor A/C (Export Sales Customer)

Debtor	Name	Address	Country	Telephone	Cr	edit		More Info.	
No.							GST Reg.	Date GST	Sales Tax
					Terms	Limit	No.	Status Verified	Code
3000/S03	** Sun Drinks	1st Floor,	Thailand	(66) 2673	30	30,000	-	-	ZRE
	and Beverages	Q House Lumpini		8888	Days				
	Limited	Building, 1, South			-				
		Sathorn Road,							
		Tungmahamek							
		Sathorn, Bangkok							
		10120							

<u>Note</u>

* Sales to Foreign Country Customer (which also shall be a Non-GST registered customer) which has Foreign Country Delivery Address is considered as *Export Sales* and it is a *Export Zero Rated Supplies* with the Tax Code: **ZRE**

All Debtors have to be set as "Open Item Debtor"

(10) <u>Mantienance → Creditors / Suppliers</u>

(3. Creditors \rightarrow 1. Creditors File Maintenance)

(a) Add in New Local Trade Creditors A/C (Group to 4000/0000 Trade Creditors Control)

Creditor	Name	Comp.	Address	Telephone	Credit		More Info.	
No.		Reg. No.			Terms	GST Reg. No.	Date GST	Purchase
							Status Verified	Tax Code
4000/B01	* Ah Beng Enterprise	668811-K	1583, Jalan TAR, 50250 KL.	(60)3-2315 1248	30 Days	-		NR
4000/K01	Kee & Son Company	567234-1	885, Jalan Tanjung, 50100 KL.	(60)3-4294 1234	30 Days	341846708123	01/11/2014	
4000/W01	Wisma Sdn Bhd	451234-J	334, Jalan Penang, 55700 KL.	(60)3-9222 3456	30 Days	561290451966	01/11/2014	

All Creditors have to be set as "Open Item Creditor"

(b) <u>Add in New Foreign Country</u> <u>Trade Creditors A/C (Group to 4000/0000 Trade Creditors</u> <u>Control)</u>

Creditor	Name	Address	Country	Telephone	Credit		More Info.	
No.					Terms	GST Reg. No.	Date GST Status Verified	Purchase Tax Code
4000/F01	**Fraser and Neave, Limited	438, Alexandra Road, # 21-00, Alexandra Point 119958	Singapore	(65)631893 93	30 Days	-	-	NR

<u>Note</u>

* Non-GST registered Supplier, therefore the Purchase Tax Code is **NR** - Purchase from non GST-registered supplier with no GST incurred

** Foreign Trade Supplier which has Foreign Country address is normally considered as Non-GST registered Supplier, therefore the Purchase Tax Code is **NR** - Purchase from non GST-registered supplier with no GST incurred

All Creditors have to be set as "Open Item Creditor"

Creditor	Name	Company Bog No	Address	Telephone	Credit	More Ir	nfo.
NO.		Key. No.			101115	GST Reg. No.	Date GST Status Verified
4001/B01	Bangsar Petronas Station	518903-N	55, Jalan India, 59990 KL.	(60)3-2296 6712	C.O.D.	322567120934	01/11/2014
4001/B02	Bangsar Stationeries	456123-Y	32, Jalan Bulan, 50470 KL.	1800-88- 3412	C.O.D.	116788125678	01/11/2014
4001/S01	Sage Recreation Club	418913-H	No 1, Wisma Sage, 50470 KL.	(60)3-2272 3333	30 Days	512843051256	01/11/2014
4001/T01	TNB	200866-W	No 129, Jalan Bangsar, 50470 KL.	(60)3-2272 8888	30 Days	786512306712	01/11/2014

(c) Add in New Local Other Creditors A/C (Group To 4001/0000 Other Creditors Control)

All Creditors have to be set as "Open Item Creditor"

(d) <u>Add in New Foreign Country Other Creditor A/C (Group To 4001/0000 Other Creditors</u> <u>Control)</u>

Creditor	Name	Address	Country	Telephone	Credit		More Info.	
NO.					Terms	GST Reg. No.	Date GST Status Verified	Purchase Tax Code
4001/S02	*SG Legal Firm	#04-08, Pioneer Road 112233	Singapore	(65)341754 54	30 Days		-	NR

<u>Note</u>

* Foreign Supplier which has Foreign Country address is normally considered as Non-GST registered Supplier, therefore the Purchase Tax Code is **NR** - Purchase from non GST-registered supplier with no GST incurred

All Creditors have to be set as "Open Item Creditor"

(11) Organise Batches

(4. Transactions \rightarrow 2. Organise Batches)

Generate batch titles as required for Nov' 2014, Dec' 2014 and Jan' 2015.

	Organise Batches							
No.	Title	No.	Title					
1	Sales Journal	5	Bank Journal					
2	Sales Return	6	Cash Journal					
3	Purchases Journal	7	General Journal					
4	Purchase Return							

(B) <u>Settings – SAGE UBS Billing Module</u>

(1) Company Profile

(7. Housekeeping \rightarrow 1. Run Setup \rightarrow 1. General Setup \rightarrow Company Profile (tab))

(a) Setting of Company/Address

- * Eng Hua Grocery Enterprise No. 243, Jalan Usahawan 2/3, Subang Hitech Park, 47100 Subang, Selangor Darul Ehsan. Tel: 603-5638 1234
- * Company Registration No.: LP12341567-L

GST Registration No.: 187612093478

* The Details MUST be according to SSM registration document

(b) Setting of Accounting Period

Last A/C year closing date: 31/ This A/C year closing Period: 12

31/12/2013 12

(c) Setting of Business GST Application

✓ the check box of ☑ Malaysia GST to enable the GST features

Select the radio button of **O** Exclusive for GST Calculation

(2) Setting of Stock Valuation

(7. Housekeeping \rightarrow 1. Run Setup \rightarrow 1. General Setup \rightarrow Stock Valuation (tab))

Costing

Stock item costing method:

1. Fixed Cost

(3) Setting of Item Maintenance

(7. Housekeeping \rightarrow 1. Run Setup \rightarrow 1. General Setup \rightarrow Item Maintenance (tab))

Item Maintenance Item Code Length (4-24):	24
<u>Decimal Point</u> 1 st unit/report qty decimal place (0-5):	0
2 nd unit qty decimal place (0-5):	0
1 st unit price decimal places (0-7):	2
2 nd unit price decimal places (0-7):	2

(4) Mapping GL A/C No. in Purchases and Sales Related Transactions

(7. Housekeeping \rightarrow 1. Run Setup \rightarrow 1. General Setup \rightarrow Account No (tab))

Sales Related Account Sales Discount Account Sales Tax Account:

5020/000 Trade Discount Allowed 40200/002 GST Output Tax

Purchase Related Account

Purchases Discount Account Purchase Tax Account: 6030/000 Trade Discount Received 4020/001 GST Input Tax

Cash Sales Payment Cash Account:

3030/000 Cash in hand

Bank Negara Malaysia (BNM) 5 Cents Rounding Adjustment Account Setting

Rounding Rounding Adjustment

5030/000 Rounding Adjustment

Creditor Account Groups Setting

AP Code Range 4000 to 4001

(5) Bills' Transactions Settings

(7. Housekeeping \rightarrow 1. Run Setup \rightarrow 1. General Setup \rightarrow Transaction (tab))

Add Footer

Activate BNM Rounding Mechanism

✓ the check box to enable Bank Negara Malaysia (BNM) Rounding to 5 cents mechanism

(6) Last Used Nos Settings

(7. Housekeeping \rightarrow 1. Run Setup \rightarrow 1. General Setup \rightarrow Last Used Nos (tab))

Last Used Nos./Auto running

Supplier Invoice	0000000	Un-tick the check box
Purchase return	PR000000	\checkmark
Delivery Order	DO00000	\checkmark
Invoice	IN000000	\checkmark
Cash Sales	CS000000	\checkmark
Credit Note	CN000000	\checkmark
Debit Note	DN000000	\checkmark
Purchase Credit Note	PC000000	\checkmark
Purchase Debit Note	PD000000	\checkmark

(7) Sales Control Settings

(7. Housekeeping \rightarrow 1. Run Setup \rightarrow 6. Administrative Tools \rightarrow Setting (tab))

Do the settings for Sales Control as listed below:

Safety Control Password

☑ Selling Below Cost		DN CN
☑ Selling Above Credit Limit		INV DN

<u>Note</u>

DN : Sales Debit Note CN : Sales Credit Note INV: Sales Invoice

(8) Group Maintenance

(1. Maintenance \rightarrow 4. Miscellaneous Files \rightarrow 2. Group Maintenance)

Add in the Item Groups listed below into the system in order to do grouping for items.

Item Group's Particulars	Item Group 1	Item Group 2
Item Group Code	DR	WG
Item Group Description	Drinks & Beverages	Whole Grains
Credit Sales GL A/C	5000/DRK	5000/WGR
Cash Sales GL A/C	5000/DRK	5000/WGR
Sales Return GL A/C	5010/DRK	5010/WGR
Purchase GL A/C	6010/DRK	6010/WGR
Purchase Return GL A/C	6020/DRK	6020/WGR
Purchases Tax Code	ТХ	ZP
Sales Tax Code	SR	ZRL
Major Industry Code	52225	52222

Item Group's Particulars	Item Group 3	Item Group 4
Item Group Code	SF	КК
Item Group Description	Seafood	Kitchen Knives
Credit Sales GL A/C	5000/SEA	5000/HHU
Cash Sales GL A/C	5000/SEA	5000/HHU
Sales Return GL A/C	5010/SEA	5010/HHU
Purchase GL A/C	6010/SEA	6010/HHU
Purchase Return G/L A/C	6020/SEA	6020/HHU
Purchases Tax Code	ZP	ТХ
Sales Tax Code	ZRL	SR
Major Industry Code	52212	52331

(9) Item Maintenance

(1. Maintenance \rightarrow 3. Item Maintenance \rightarrow 1. Item File Maintenance)

(a) Item (Goods)

	Item (Goods)							
Code	Description	Group	UOM	Unit Cost	Unit Selling Price			
100+1.5L	100 Plus 1.5 Litres	DR	Carton	25.00	40.00			
7UP1.5L	7 Up 1.5 Litres	DR	Carton	22.00	38.00			
COKE1.5L	Coca Cola 1.5 Litres	DR	Carton	20.00	35.00			
PEPSI1.5L	Pepsi 1.5 Litres	DR	Carton	18.00	32.00			

	Item (Goods)							
Code	Description	Group	UOM	Unit Cost	Unit Selling Price			
S-WG-BR	Sage Brown Rice	WG	KG	1.80	3.20			
S-WG-FR	Sage Fragrant Rice	WG	KG	2.20	3.80			
S-WG-OR	Sage Organic Rice	WG	KG	3.50	4.70			
S-WG-WR	Sage White Rice	WG	KG	1.50	2.50			

	Item (Goods)							
Code	Description	Group	UOM	Unit Cost	Unit Selling Price			
S-KK-CK	Sage Chef's Knife	KK	Unit	45.00	65.00			
S-KK-UK	Sage Utility Knife	KK	Unit	32.00	48.00			
S-KK-PK	Sage Paring Knife	KK	Unit	15.00	25.00			
S-KK-SK	Sage Slicing Knife	KK	Unit	38.00	57.00			

		ltem (Go	oods)		
Code	Description	Group	UOM	Unit Cost	Unit Selling Price
F-SAR	Sardin Fish	SF	KG	12.00	20.00
F-TUN	Tuna Fish	SF	KG	18.00	35.00
F-SAL	Salmon Fish	SF	KG	15.00	32.00
F-CAT	Catfish	SF	KG	9.00	15.00

(b) Item (Expenses)

		Item (Expenses)			
Code	Description	Purchases tax code	UOM	Unit Cost	GL Account : Purchase Code
EXP-RON95	RON 95 Petrol	RP	Litre	1.95	9040/000
EXP-RON97	RON 97 Petrol		Litre	2.20	9040/000
EXP-STATIONERY	Stationeries Expenses		-	-	9050/000

(c) Service Item (Expenses)

		Service Item (Exper	ises)	
Code	Description	Purchase Tax Code	GL Account : Purchase Code	More Info. [2] Item Type
LEGAL	Legal Fee (Expenses)		9100/000	IMPORTED SERVICE
CLUB	Recreational Club Annual Membership Fee	BL	9110/000	SERVICE
EXP-ELEC	Electricity Bill		9020/0000	SERVICE

Step 4: Accounts' Opening Balance – Sage UBS Accounting Module

(A) GL Accounts Opening Balance

(1. General \rightarrow 2. Enter Opening Balances)

Following are the Trial Balance as at 31/10/2014.

Description	<u>Debit</u> (RM)	<u>Credit</u> (RM)
Capital Profit & Loss Account		70,000.00 16,210.00
Funai Retails Enterprise	8,000.00	
Bank	50.000.00	
Cash In Hand	30,000.00	
*Stock	4,000.00	
Sales of Drinks & Beverages		30,000.00
Sales of Household Utensils		25,000.00
Sales of Seafood		20,000.00
Sales of Whole Grains		28,000.00
Sales Returns of Drinks & Beverages	500.00	
Sales Returns of Household Utensils	500.00	
Sales Returns of Seafood	500.00	
Sales Returns of Whole Grains	500.00	
Purchases of Drinks & Beverages	22,000.00	
Purchases of Household Utensils	18,000.00	
Purchase of Seatood	15,000.00	
	25,000.00	
Purchase Returns of Drinks & Beverages		500.00
Purchase Returns of Household Utensils		500.00
Purchase Returns of Whole Grains		500.00
		000.00
Salary	5,000.00	
Rental	1,500.00	
Travelling	300.00	
Petrol	200.00	
Stationeries	500.00	
	191,210.00	191,210.00

Notes:

* The stock RM4,000.00 was valued as at 31/12/2014.

(B) Debtors Opening Balance

(4. Transactions \rightarrow 6. Open Item Menu Debtor \rightarrow 1. Maintain B/F Bills)

The company has 2 debtors and their debtor's statements as at 31/10/2014, are shown below:

	S Sela State	Eng Hua G (Company R No. 243, Ja Subang Hitech ngor Darul El ment of Act	Procery Ente eg. No.: LP123415 lan Usahaw Park, 4710 Isan. TEL: 6 COUNT AS a	erprise ⁶⁷⁻¹⁾ an 2/3, 0 Subang, 603-5638 123 at 31/10/20	84 914	
Cust Cod Cust Nar	le : 3000/F01 ne : Funai Ret	ails Enterpris	e		Tern Mon Page	n : 30 Days hth : Oct'14 e : 1 of 1
Attn : Mrs	s. Liew					
Date	Ref. No	Descriptio	n	Debit	Credit	Balance
10/05/14	Inv 2080	Salas Invai	CO	2 500 00		2 500 00
27/07/14	Inv 2009	Sales Invoi		2,000.00		5 500.00
20/08/14	Inv 2457	Sales Invoi	ce	1.000.00		6.500.00
28/10/14	Inv 3012	Sales Invoi	ce	1,500.00		8,000.00
Malaysian R	Ringgit Eight Thou	sand Only				
				MY	R 8,000.	00
Ageing Det	ails		·			
Current	1-30	31-60	61-90	91-120	>120	
1,500.00	,	1,000.00	3,000.00		2,500.0	0
Thank you fe	or your business					

	ount No.	/				📃 <u>E</u> dit Refno(2) & Desp.(2)		Foreign Currenc	y Bills				
	Date	A/C No.	Τ.	Reference	Ε	Desp.	Debit	Credit	Site	PJ	Job	GST Value	
19	/05/201	4 3000/F01	Ι	INV 2089		SALES	2500.00	0.00				0.00	0
27	/07/201	4 3000/F01	Ι	INV 2388		SALES	3000.00	0.00				0.00	
20	/08/201	4 3000/F01	I	INV 2457		SALES	1000.00	0.00				0.00)
28	/10/201	4 3000/F01	I	INV 3012		SALES	1500.00	0.00				0.00)
				Bill Typ	e:	I = Invoice, D = Debi P = Payment, R = Re	t Note, C = Cr eturn Cheque,	edit Note, H = Cash Sa	le				
		A/C No.	F	Reference	E	xt. Desp.	Debit	Cri	edit		G	ST Value	
) ate			Т		Т		(0.00	0.0	0		0.00	
) ate	/							0	000000	0			
)ate	/	/					Hate	0.	000000				

	Se Stat	Eng Hua ((Company No. 243, Ja Subang Hitec angor Darul E ement of Ac	arocery En Reg. No.: LP1234. alan Usaha h Park, 471 hsan. TEL:	terprise ^{1567-L)} wan 2/3, 00 Subang, 603-5638 12 at 31/10/2	34 014		
Cust Cod Cust Nan	le : 3000/S01 ne : Santronio	;			Term: Month Page:	30 Days : Oct'14 1 of 1	
Attn : Mr.	Hong						
Date	Ref. No	Description	n	Debit	Credit E	<u>Balance</u>	
24/06/14	Inv 2265	Sales Invoid	e	4,200.00	4,2	200.00	
28/08/14	lnv 2468	Sales Invoid	e	3,010.00	7,210.00		
26/10/14	Inv 3008	Sales Invoid	e	2,000.00	9,2	210.00	
Malaysian R	Ringgit Nine Thou	sand Two Hundred	and Ten Onl	Y			
				МҮ	R 9,210.00		
Ageing Det	ails						
Current	1-30	31-60	61-90	91-120	>120		
2 000 00)	3,010.00		4,200			

Account No. /	🔲 <u>E</u> dit Refno(2) & Desp	o.(2)	Foreign Currency	Bills		
Date A/C No. T. Reference	E Desp.	Debit	Credit	Site P	J Job	GST Value
19/05/2014 3000/F01 I INV 2089	SALES	2500.00	0.00			0.00
27/07/2014 3000/F01 I INV 2388	SALES	3000.00	0.00			0.00
20/08/2014 3000/F01 I INV 2457	SALES	1000.00	0.00			0.00
28/10/2014 3000/F01 I INV 3012	SALES	1500.00	0.00			0.00
24/06/2014 3000/S01 I INV 2265	SALES	4200.00	0.00			0.00
28/08/2014 3000/S01 I INV 2468	SALES	3010.00	0.00			0.00
26/10/2014 3000/S01 I INV 3008	SALES	2000.00	0.00			0.00

Step 5: Key in Transaction – Sage UBS Billing Module

Following are the transactions for November and December 2014.

<u>Note</u>

At Body portion of the bills, please search the Item No. by ticking the checkbox of "Search item by Group" as shown below. A group listing will pop up to let users to choose. Please select the group that belongs to the item No. which you are going to search for. You may then easily find the item No. in the item listing.

Item No.	Desc	ription (1)		Description (2)	
▶ 100+1.5L	100 PLUS 1.5 LITRES	3			
7UP1.5L	7 UP 1.5 LITRES				
CLUB	RECREATIONAL CLUB	ANNUAL MEMBE	ERSHIP FEE		
COKE1.5L	COCA COLA 1.5 LITR				
EXP-ELEC	ELECTRICITY BILL	So OBS Inver	ntory and Billing - Group	Listing	
EXP-RON95	RON 95 PETROL				
EXP-RON97	RON 97 PETROL		Group	Description	
EXP-STATIONERY	STATIONERIES EXPEN	DR		DRINKS & BEVERAGES	
F-CAT	CATFISH	KK		KITCHEN KNIVES	
F-SAL	SALMON FISH	SF		SEAFOOD	
F-SAR	SARDIN FISH	WG		WHOLE GRAINS	
F-TUN	TUNA FISH				
LEGAL	LEGAL FEE (EXPENSE:	L			
PEPSI1.5L	PEPSI 1.5 LITRES				
✓ Search item by Group	Search item by Supplier Code				
Item No	Desp (Group Listing	g will pop up after tick the checkt)OX
Alternate Item Ma	Desp. (i				
	Desp. (i				
	· ·	Desp.(Lef	ft)	Desp.(Mid)	
🛛 💟 Search item b	y <u>G</u> roup				
					Cance

(A) Credit Purchases Transactions - Issue Supplier Invoices

(2. Transactions \rightarrow 1. Receive \rightarrow Supplier Invoice (button))

<u>Nov' 2014</u>

Supplier Invoice No	Supplier Code	Date	Description	Item No.	Qty	U.Price(RM)
INV 5321	4000/K01	01/11/2014	Purchases	100+1.5L	150	25.00
				F-TUN	25	18.00
				S-KK-CK	20	45.00
				S-WG-BR	150	1.80
INV 1175	4000/W01	05/11/2014	Purchases	COKE1.5L	330	20.00
				F-CAT	15	9.00
				S-KK-UK	10	32.00
				S-WG-FR	200	2.20

Dec' 2014

Supplier Invoice No	Supplier Code	Date	Description	Item No.	Qty	U.Price (RM)	Discount (% / RM)
INV 5325	4000/K01	08/12/2014	Purchases	7UP1.5L	200	22.00	10%
				F-SAL	20	15.00	-
				S-KK-PK	10	15.00	RM 20.00
				S-WG-OR	30	3.50	-
INV 1187	4000/W01	15/12/2014	Purchases	PEPSI1.5L	100	18.00	10% + 5%
				F-SAR	35	12.00	5%
				S-WG-WR	100	1.50	RM 35.00
				S-KK-SK	15	38.00	2%
INV 6346	* 4000/B01	23/12/2014	Purchases	100+1.5L	50	25.00	5% + 5%
				S-WG-OR	30	3.50	RM 40.00
				S-KK-CK	20	45.00	15%
				F-TUN	25	18.00	5% + 3%

* 4000/B01 is a Non-GST Supplier

(B) <u>Issue Purchase Debit Note for Purchase Returns</u> (2. Transactions → 3. Purchase Debit Note → Purchase Return (button))

Purchase Return No.	Supplier Code	Date	✓ Update From Supplier Invoice	Item No.	Qty	U.Price(RM)	Discount (% / RM)		
PR000001	4000/K01	05/11/2014	INV 5321	100+1.5L	20	25.00	-		
				Reason: Damage on Delivery					
				F-TUN	5	18.00	-		
				Reason: Fau	ulty Goods I	Return			

Purchase Return No.	Supplier Code	Date	Update From Supplier Invoice	Item No.	Qty	U.Price(RM)	Discount (% / RM)	
PR000002	4000/W01	18/12/2014	INV 1187	PEPSI1.5L 20 18.00 10% +				
				Reason: Damage on Delivery				
				F-SAR	5	12.00	5%	
				Reason: Faulty Goods Return				

(C) Issue Purchase Debit Note for Supplier Overcharge

Purchase Debit Note No.	Supplier Code	Date	Description	✓ Update from Invoice	Item No.	Qty	U.Price (RM)	Amount (RM)
PD000001	4000/W01	08/11/2014	Supplier Overcharge	INV 1175	COKE1.5L	0	0.00	990.00
					Reason: Price Adjustment			
					F-CAT	0	0.00	15.00
					Reason: Price Adjustment			
					S-KK-UK	0	0.00	22.40
					Reason: Price Adjustment			
					S-WG-FR	0	0.00	50.00
					Reason: Pric	e Adjust	ment	

(2. Transactions \rightarrow 3. Purchase Debit Note \rightarrow Purchase Debit Note (button))

(D) Issue Purchase Credit Note for Supplier Undercharge

(2. Transactions \rightarrow 4. Purchase Credit Note)

<u>Header</u>								
Purchase Credit Note No.	Date	Description	✓ Update From Supplier Invoice					
PC000001	4000/K01	09/12/2014	Supplier Undercharge	INV 5325				

Body									
Item No.	Reason	Qty	U.Price (RM)	Amount (RM)	Discount				
7UP1.5L	Price Adjustment	0	0.00	150.00	-				
S-WG-OR	Price Adjustment	0	0.00	15.00	-				

<u>Credit Sales Transactions - Issue Sales Tax Invoice</u> (2. Transactions \rightarrow 6. Invoice) (E)

<u>Nov' 2014</u>

Invoice No.	Cust. No.	Date	Description	Item No.	Qty	U.Price(RM)
IN000001	3000/S01	01/11/2014	Credit Sales	100+1.5L	100	40.00
				F-TUN	20	35.00
				S-KK-CK	10	65.00
				S-WG-BR	100	3.20
IN000002	3000/F01	05/11/2014	Credit Sales	COKE1.5L	250	35.00
				F-CAT	10	15.00
				S-KK-UK	5	48.00
				S-WG-FR	150	3.80
IN000003	3000/S01	15/11/2014	Credit Sales	7UP1.5L	150	38.00
				F-SAL	12	32.00
				S-KK-PK	8	25.00
				S-WG-OR	20	4.70

Invoice No.	Cust. No.	Date	Description	Item No.	Qty	U.Price (RM)	Discount (% / RM)
IN000004	3000/S01	08/12/2014	Credit Sales	PEPSI1.5L	85	32.00	4%
				F-SAR	23	20.00	-
				S-WG-WR	56	2.50	RM 35.00
				S-KK-SK	8	57.00	-
IN000005	3000/F01	15/12/2014	Credit Sales	100+1.5L	35	40.00	5% + 5%
				S-WG-OR	15	4.70	7%
				S-KK-CK	5	65.00	RM 10.00
				F-TUN	18	35.00	3% + 2%
IN000006	3000/S01	17/12/2014	Credit Sales	COKE1.5L	20	35.00	2%
				S-WG-OR	30	4.70	RM 5.00
				S-KK-UK	10	48.00	2% + 3%
				F-SAL	20	32.00	3%

Dec' 2014

(F) Cash Sales Transactions - Issue Cash Sales Tax Invoice

(2. Transactions \rightarrow 7. Cash Sale)

<u>Nov' 2014</u>

Bill No.	Cust. No.	Date	Description	Item No.	Qty	U.Price (RM)
CS000001	3000/S02	15/11/2014	Cash Sales	COKE1.5L	20	35.00
				S-WG-FR	50	3.80
			S-KK-UK	5	48.00	
				F-TUN	5	35.00
CS000002	3000/U01	30/11/2014	Cash Sales	7UP1.5L	15	38.00
				S-WG-OR	30	4.70
				S-KK-SK	3	57.00
				F-CAT	5	15.00

Dec' 2014

Bill No.	Cust. No.	Date	Description	Item Code	Qty	U.Price (RM)	Discount (% / RM)
CS000003	3000/S02	17/12/2014	Cash Sales	100+1.5L	10	40.00	3%
				S-WG-BR	20	3.20	RM 10.00
				S-KK-CK	5	65.00	2% + 1%
				PEPSI1.5L	10	32.00	2%
				S-WG-OR	12	4.70	RM 5.00
				F-SAR	5	20.00	1% + 2%

(G) Cash Sales for Walk-In Customer

(G) <u>Cash</u> (2. Tra	Sales for N nsactions \rightarrow 7.	<mark>Walk-In Cus</mark> Cash Sale)		-			
Bill No.	Cust. No.	Date	Description	Item Code	Qty	U.Price (RM)	Discount (% / RM)
CS000004	9999/999	21/12/2014	Cash Sales	100+1.5L	10	40.00	3%
	Customer's	s Company Prof	ïle	S-WG-BR	20	3.20	RM 10.00
Remark 0	Wong Retail S	Shop	Customer Name	S-KK-CK	5	65.00	2% + 1%
Remark 1	No. 323, Jalar	n SS 2/3,	Address 1	F-CAT	8	15.00	RM 12.00
Remark 2	47100 Petaling Jaya,		Address 2	COKE1.5L	6	35.00	3% + 2%
Remark 3	Selangor.		Address 3	S-WG-WR	30	2.50	5%
Remark 4	00124567808	5	GST Reg. No.	F-TUN	10	35.00	RM20.00

Note

For walk-in customers who purchase based on Cash Sales which you don't maintain their company profile into Debtors File Maintenance / Customer File Maintenance in Sage UBS 2015, you may need to enter their company profile into the Cash Sales bill in Remark 0 (for Customer's Company Name), Remark 1 to 3 (Customer's Company Address) and Remark 4 (Customer's GST Registration No.) in order to print the Full Tax Invoice to the walk-in customers.

(H) Export Sales to Foreign Trade Customer

(2. Transactions \rightarrow 6. Invoice)

Invoice No.	Cust. No.	Date	Description	Item No.	Qty	U.Price (RM)	Discount (% / RM)
IN000007	*3000/S03	18/12/2014	Export Sales	100+1.5L	150	40.00	5%
				7UP1.5L	120	38.00	RM 80.00
				S-KK-PK	50	25.00	2% + 3%
				S-KK-SK	50	57.00	3% + 2%

* Customer 3000/S03 is a foreign customer from Thailand

(I) Credit Sales to Delivery Address in GST Designated Area

3000/S01 Santronic has sent a P.O. to order the goods which shall be sent to Langkawi.

(a) Maintain Delivery Address

(1. Maintenance \rightarrow 4. Miscallaneous Files \rightarrow E. Address Maintenance)

The delivery address is listed as below:

No.1, Jalan Kampung Attap, Kuala Cenang, 07000 Langkawi, Kedah.

Maintain the address in 1. Maintenance \rightarrow 4. Miscallaneous Files \rightarrow D. Address Maintenance as below:

Address Maintenance

Code	S01-L		
Desp.	Santronic - Langkawi	Tax Code	ZRE
Cust. I	No. 3000/S01 Santronic		
Addres	ss No. 1, Jalan Kampung Attap, Kuala Cenang, 07000 Langkawi, Kedah.		
Attent	ion Mr. Sam		

(b) <u>Issue Sales Invoice by Selecting the Delivery Address of Designated Area</u> (2. Transactions → 6. Invoice)

Invoice No.	Cust. No.	Date	Description	With Delivery Address	Item No.	Qty	U.Price (RM)
IN000008	3000/S01	21/12/2014	Credit Sales	✓ Change Delivery Address	100+1.5L	150	40.00
					7UP1.5L	120	38.00
				Select Address Code: S01-L	S-KK-PK	50	25.00
					S-KK-SK	50	57.00

(J) Issue Sales Crebit Note for Sales Returns

(2. Transactions \rightarrow 8. Credit Note \rightarrow Credit Note (Sales Return) (button))

Credit Note No.	Cust. No.	Date	Update from Invoice	Item No.	Qty	U.Price(RM)	Discount (%/RM)	
CN000001	3000/F01	24/12/2014	IN000005	S-WG-OR	5	4.70	7%	
				Reason: Expired Items				
				S-KK-CK	2	65.00	-	
				Reason: No	t According	to Specs		

(K) Issue Sales Credit Note for Invoice Cancellation as Adjustment

(2. Transactions \rightarrow 8. Credit Note \rightarrow Credit Note (Adjustment) (button))

(i) Maintain Reason

(1. Maintenance \rightarrow 4. Miscallaneous Files \rightarrow A. Reason Maintenance)

<u>Reason</u>	Description
X INV	Cancel Invoice

(ii) Issue Credit Note (Adjustment) for Invoice Cancelation

(2. Transactions \rightarrow 8. Credit Note \rightarrow Credit Note (Adjustment) (button))

	<u>Header</u>							
Credit Note No.	Cust. No.	Date	Description	✓ Update From Supplier Invoice				
CN000002	3000/S01	26/12/2014	Cancel Invoice	IN000006				

	Body									
Item No.	Reason	Qty	U.Price (RM)	Discount						
COKE1.5L	Cancel Invoice	20	35.00	2%						
S-WG-OR	Cancel Invoice	30	4.70	RM 5.00						
S-KK-UK	Cancel Invoice	10	48.00	2% + 3%						
F-SAL	Cancel Invoice	20	32.00	3%						

(L) Issue Sales Credit Note for Overcharge Customer

(2. Transactions \rightarrow 8. Credit Note \rightarrow Credit Note (Adjustment) (button))

<u>Header</u>								
Credit Note No.	Cust. No.	Date	Description	✓ Update From Supplier Invoice				
CN000003	3000/S01	29/12/2014	Overcharge the Customer	IN000004				

	Body									
Item No.	Reason	Qty	U.Price (RM)	Amount (RM)	Discount					
PEPSI1.5L	Price Adjustment	0	0.00	272.00	-					
F-SAR	Price Adjustment	0	0.00	25.00	-					
S-WG-WR	Price Adjustment	0	0.00	7.00	-					
S-KK-SK	Price Adjustment	0	0.00	35.00	-					

(M) Issue Sales Debit Note for Undercharge Customer

(2. Transactions \rightarrow 9. Debit Note \rightarrow Debit Note (Adjustment))

Debit Note No.	Cust. No.	Date	Description	✓ Update from Invoice	Item No.	Qty	Unit Price	Amount (RM)	Discount
DN000001	3000/F01	09/11/2014	Undercharge the Customer	IN000002	COKE1.5L	0	0.00	350.00	-
					Reason: Pri	ce Adjus	stment		
					S-KK-UK	0	0.00	50.00	-
					Reason: Pri	ce Adjus	stment		

(N) Expenses Transactions - Issue Supplier Invoices

(2. Transactions \rightarrow 1. Receive \rightarrow Supplier Invoice (button))

Expenses Items Purchased from Local Other Creditors – GST Input Tax Claimable (i)

(2. Transactions \rightarrow 1. Receive \rightarrow Supplier Invoice (button))

Supplier Invoice No	Supplier Code	Date	Description	Item No.	Qty	U.Price (RM)	Amount (RM)	Discount (% / RM)
00111234	4001/T01	01/11/2014	Electricity	EXP-ELEC	0	000	265.00 (GST Inclusive)	-

Supplier Invoice No	Supplier Code	Date	Description	Item No.	Qty	U.Price (RM)	Amount (RM)	Discount (% / RM)
128830	4001/B02	20/11/2014	Stationeries	EXP- STATIONERY	0	000	21.20 (GST Inclusive)	-

Supplier Invoice No	Supplier Code	Date	Description	Item No.	Qty	U.Price (RM)
567135	4001/B01	25/11/2014	Petrol	EXP-RON95	50	1.95
				EXP-RON97	35	2.20

(ii) Import of Services – Deemed Supply

(2. Transactions \rightarrow 1. Receive \rightarrow Supplier Invoice (button))

Supplier Invoice No.	Supplier Code	Date	Description	Import Service	Item No.	Qty	U.Price (RM)	Amount
34125/14	4001/S02	23/12/2014	Legal Fee	Tick the check box of " Import Service "	LEGAL	0	0.00	1,250.00

Note :

Tick the Checkbox of Import Service

(iii) Expenses Cannot Claim GST Input Tax – Block Input Tax (BL Tax Code) (2. Transactions → 1. Receive → Supplier Invoice (button))

Supplier Invoice No.	Supplier Code	Date	Description	Item No.	Qty	U.Price (RM)	Amount
9738/14	4001/S01	23/12/2014	Club Membership Fee	CLUB	0	0.00	5,300.00 (GST Inclusive)

(O) <u>21 Day Rule</u> - <u>Issue a Delivery Order without Issuing a Sales Invoice in 21 Days</u> (2. Transactions \rightarrow 5. Delivery Order)

Del. Order No.	Cust. No.	Date	Item No.	Qty
DO000001	3000/S01	9/12/2014	COKE1.5L	70
			F-CAT	20
			S-WG-BR	45
			S-KK-CK	10

(P) Post To Accounting

(6. Periodic \rightarrow 6. Post to Accounting)

- (a) Supplier Invoice / Self-Billed
- (b) Purchase Debit Note
- (c) Purchase Credit Note
- (d) Invoices
- (e) Cash Sales
- (f) Credit Note
- (g) Debit Note

Step 6: Key in Transaction – Sage UBS Accounting Module

(A) Cheque Received From Debtor

((Go to 4. Transactions \rightarrow 1. Transactions File Maintenance or 4. Transactions \rightarrow 8. Receipt \rightarrow Debtor Invoice (radio button))

<u>Nov' 2014</u>

<u>Receipt</u>			
Batch No.	:	Bank Journal - Nov' 2014	
Period	:	11	
Date	:	30/11/2014	
<u>Debit</u>			
Ref. No. 1	:	RC 0001 (Receipt No.)	
Ref. No. 2	:	PBB 123456 (Cheque No.)	
Bank A/C No.	:	3020/0000 Bank	
Amount	:	RM5,949.00	
<u>Credit</u>			
Debtor A/C No.	:	3000/S01	
Received For	:	Sales Invoice No.: IN000001	
Cheque No.	:	PBB 123456	
Receipt Type			
Knock Off	:	Select and Click on "Knock Off" button	
Debtor – Knock Off Bills			
Tick the Checkbox for	Inv I	No.: IN000001 to Knock Off the Sales Invoice and Click on "Accept" button	

Dec' 2014

Receipt			
Batch No.	:	Bank Journal - Dec' 2014	
Period	:	12	
Date	:	31/12/2014	
<u>Debit</u>			
Ref. No. 1	:	RC 0003 (Receipt No.)	
Ref. No. 2	:	MBB 123456 (Cheque No.)	
Bank A/C No.	:	3020/0000 Bank	
Amount	:	RM2,337.65	
<u>Credit</u>			
Debtor A/C No.	:	3000/F01	
Received For	:	Sales Invoice No.: IN000005	
Cheque No.	:	MBB 123456	
Receipt Type			
Knock Off	:	Select and Click on "Knock Off" button	
Debtor – Knock Off Bills			
Tick the Checkbox for Inv No.: IN000005 to Knock Off the Sales Invoice and Click on "Accept" button			
(B) Cheque Payment to Knock Off Supplier Invoices

(Go to 4. Transactions \rightarrow 1. Transactions File Maintenance or 4. Transactions \rightarrow 9. Payment \rightarrow Creditor Invoice (radio button))

<u>Nov' 2014</u>

(i)

Payment Vouche	r	
Batch No.	:	Bank Journal - Nov' 2014
Period	:	11
Date	:	15/11/2014
<u>Credit</u>		
Ref. No. 1	:	BPV 0001 (Payment Voucher No.)
Ref. No. 2	:	MBB 987654 (Cheque No.)
Bank A/C No.	:	3020/0000 Bank
Amount	:	RM265.00
<u>Debit</u>		
Creditor A/C No.	:	4001/T01
Pay to	:	TNB
Pay For	:	Electricity Bill No.: 0011234
Cheque No.	:	MBB 987654
Knock Off	:	Select and Click on "Knock Off" button
Creditor – Knock	Off	Bills
Tick the Checkbox for	Inv N	No.: 00111234 to Knock Off the Supplier Invoice and Click on "Accept" button

(ii)

Payment Voucher		
Batch No.	:	Bank Journal - Nov' 2014
Period	:	11
Date	:	30/11/2014
<u>Credit</u>		
Ref. No. 1	:	BPV 0002 (Bank Payment Voucher No.)
Ref. No. 2	:	MBB 987655 (Cheque No.)
Bank A/C No.	:	3020/0000 Bank
Amount	:	RM7,910.20

: 4000/	V01
: Wism	n Sdn Bhd
: Suppl	er Invoice No.: INV 1175
: MBB	87655
: Select	and Click on "Knock Off" button
Off Bills	
	: 4000/V : Wisma : Supplie : MBB 9 : Select Off Bills

Tick the Checkbox for Inv No.: INV 1175 to Knock Off the Supplier Invoice and Click on "Accept" button

Dec' 2014

(i)

Payment Voucher		
Batch No.	:	Bank Journal - Dec' 2014
Period	:	12
Date	:	31/12/2014
<u>Credit</u>		
Ref. No. 1	:	BPV 0005 (Bank Payment Voucher No.)
Ref. No. 2	:	MBB 987658 (Cheque No.)
Bank A/C No.	:	3020/0000 Bank
Amount	÷	RM2,372.79
<u>Debit</u>		
Creditor A/C No.	:	4000/B01
Pay to		Ah Beng Enterprise
Pay For	:	Supplier Invoice No.: INV 6346
Cheque No.	:	MBB 987658
Knock Off	:	Select and Click on "Knock Off" button
Creditor – Knock (Off	Bills
Tick the Checkbox for Ir	ıv №	lo.: INV 6346 to Knock Off the Supplier Invoice and Click on "Accept" button

(ii)

Payment Voucher for Imported Service (Deemed Supply is Applied)

(a) Add Payment Voucher

Payment Vouche	r	
Batch No.	:	Bank Journal - Dec' 2014
Period	:	12
Date	:	31/12/2014
<u>Credit</u>		
Ref. No. 1	:	BPV 0008 (Bank Payment Voucher No.)
Ref. No. 2	:	MBB 987661 (Cheque No.)
Bank A/C No.	:	3020/0000 Bank
Amount	:	RM1,250.00
<u>Debit</u>		
Creditor A/C No.	:	4001/S02
Pay to	:	SG Legal Firm
Pay For	:	Supplier Invoice No.: 34125/14
Cheque No.	:	MBB 987661

(b) Knock Off Supplier Invoice with Payment Voucher

S Invoice Payment
Payment Voucher
Batch No. 12 P BANK JOURNAL - DEC'2014 Date 31/12/2014
Voucher Seq. 12
Period 12 December 2014
Credit
Ref. No. 1 BPV 0008 Ref. No. 2 MBB 987661
Bank A/C No. 3020/000 🔎 Amount 1250.00
Bank Name BANK Balance 50651.66
Debit
Creditor A/C No. 4001/S02 P
Pay To SG LEGAL FIRM
Pay For SUPPLIER INVOICE NO.: 34125/15
Cheque No. MBB 987661
Knock off Details
Bill Type Bill Date Bill Reference No. Bill Ext. Paid Amount Knock off By Input Tax Adjustment
Total Knock Off: 0.00 Balance : 1,250.00
<u>S</u> ave <u>E</u> xit

Click on Knock Off button.

Account No.: Ref. No.	4001/S02 Desc BPV 0008 Amou	nption : SG LEGAL FI	RM 50.00	Balance	0.00
Invoice Date	Invoice No.	Invoice Amount	Outstanding Amount	Knock Off Amount	Input Tax Adjustment
23/12/2014	34125/15	1250.00	1250.00	1250.00	
	1		Total	1250.00	1250.00

- (i) Tick the checkbox of Import Service
- (ii) Tick the checkbox to select the invoice to be knocked off
- (iii) Click on *Accept* button

Paym	ent Voucher						
Batch No.	12 0 2	ANK JOURNAL - DEC!	2014	Date 31	(12/2014		
Creditor - Knock O	ff Bills						
Account No.:	4001/S02 Desc	ription : SG LEGAL FI	RM				
Ref. No.	BPV 0008 Amou	unt 12	50.00	Balance	0.00		
🔽 Import Service							
Invoice Date	Invoice No.	Invoice Amount	Outstanding Amount	Knock Off Amount	Input Tax Adjustment		
▶23/12/2014	34125/15	1250.00	1250.00	1250.00			
Important Note:							
Important Note			uale, 31/12/2014.				
Important Note 1. If the login date blank. You will b	is out of your taxab required to:	le period range, the ta	aale, 31/12/2014. axable period field w	ill be left			
Important Note 1. If the login date blank. You will b (a) Go to Acco regenerate th	: is out of your taxab e required to: punting > Housekee e taxable period; th	le period range, the ta ping > Setup > Gener en	axable period field w ral Setup > GST Setti	ill be left			
Important Note 1. If the login date blank. You will b (a) Go to Acco regenerate th (b) Go to Acco taxable perio	is out of your taxab e required to: bunting > Housekee e taxable period; th bunting > Housekee d to the reversal ent	le period range, the ta eping > Setup > Gener en eping > GST-03 Verific try	axable period field w ral Setup > GST Setti cation to assign the	ill be left	00 1250.00		
Important Note 1. If the login data blank. You will be (a) Go to Acce regenerate th (b) Go to Acce taxable perior Confirm to proces	: is out of your taxab e required to: ounting > Housekee e taxable period; th ounting > Housekee d to the reversal ent ed?	le period range, the ta eping > Setup > Gener en eping > GST-03 Verific try	axable period field w ral Setup > GST Setti	ill be left	00 1250.00		

- Read and understand the <u>Important Note</u> carefully
- Click on Yes button to proceed

Bank Ba Payment Voucher Batch No. 12 Dec: 2014 Date Stored bare 31/12/2014	572
Account No.: 4001/S02 Description: SG LEGAL FTRM	
Ref. No. BPV 0008 Amount 1250.00 Balance 0.00 Import Service	
Invoice Date Invoice No. Invoice Amount Outstanding Amount Knock Off Amount Input Tax Adjustment	
Confirm	
Accept All Entries ?	
	-
Total 1250.00 1250.00	

Click on Yes button

Please fill in th	e required inf	ormation be	low for imported serv	vice reverse n	nechanism ha	indling:
Batch	12 🔎		Reference	BPV 0008]	
Voucher Seq.	12		Taxable Period	01/11/2014	30/11/2014	
Period	12 🔎	1				1
	Date	A/C No.	De	scription		
	31/12/2014	4030/003	GST INPUT TAX - 341	125/14		
	31/12/2014	4040/005	GST OUTPUT TAX - 3	34125/14		

Click on Search button to select and change the Taxable Period of the journal entry which it shall be according to the payment date.

/ment 🍄 Inv	oice Payment				23	
Ink Ba	ayment Vou	Icher				
🕸 Credit 🕸	UBS ACCOUNTING	SYSTEM			×	23
Accou		Тах	able Period			
Ref. N	PERIOD	START DATE	END DATE	DUE DATE		
	1	01/11/2014	30/11/2014	31/12/2014		
	2	01/12/2014	31/12/2014	31/01/2015		nt 🔺
23/	3	01/01/2015	31/01/2015	28/02/2015		
1207	4	01/02/2015	28/02/2015	31/03/2015		-
	5	01/03/2015	31/03/2015	30/04/2015		-
	6	01/04/2015	30/04/2015	31/05/2015		
	7	01/05/2015	31/05/2015	30/06/2015		-
	8	01/06/2015	30/06/2015	31/07/2015	E	-
						-
						-
	_					-
	_					
	-				-	<u> </u>
				Ok		
			Balance :	1,250.00	verse	
				<u>S</u> ave <u>E</u>	xit	KIL

Select the Taxable Period: 01/12/2014 to 31/12/2014

lank Ba		Payment Vouc	her					
Sec.	editor -	- Knock Off Bills	L P BANK TOUDNAT _	DECI2014	Date.	31/12/20	14	x
Acc	count l	🌣 Reverse Mechanism	1					
	Impc	Please fill in th	e required information b	elow for imported ser	vice reverse m	echanism handlin	g:	
▶ 2	23/12	Batch	12 🔎	Reference	BPV 0008]	ment	
		Voucher Seq.	12	Taxable Period	01/12/2014	31/12/2014 [2	
		Period	12 🔎					
			Date A/C No.	D	escription			
			31/12/2014 4030/003	GST INPUT TAX - 34	125/14			
			31/12/2014 4040/005	GST OUTPUT TAX -	34125/14			
						<u></u>	.00	
	L						E <u>x</u> it]
				ſ) (
				Balance :		1,250.00	<u>R</u> everse	
π						<u>S</u> ave	<u>E</u> xit	zit
	_							

Click on OK button

(c) <u>Print Batch of Transactions for Deemed Supply occurs in Payment of Imported</u> <u>Service</u>

9	UBS ACCOUNTING SYSTE	EM					×
		BANK JOURNAL - DEC'2014					
BAT	CH NO.: 12			PIN: 0			
PD	TRN DATE A/	C NO. REF.	A/C DESP.	DEBIT	CREDIT TAX COD	E TAXABLE AMT	
		MBB 123456					*
12	2 31/12/2014 30	000/F01 RC 0003	FUNAI RETAILS ENTERPRISE		2337.65	0.00	
		MBB 123456					
12	3 31/12/2014 30	020/000 BPV 0005	BANK		2372.79	0.00	
		MBB 987658					
12	4 31/12/2014 40	000/B01 BPV 0005	AH BENG ENTERPRISE	2372.79		0.00	
		MBB 987658					=
12	5 31/12/2014 30	020/000 BPV 0008	BANK		1250.00	0.00	
		MBB 987661					
12	6 31/12/2014 40	001/S02 BPV 0008	SG LEGAL FIRM	1250.00		0.00	
12	7 31/12/2014 40	MDD 90/001	CST INDUT TAY	75 00	τv	1250.00	
12	/ 31/12/2014 40	34125/14	GSI INFOI IAX	/5.00	14	1250.00	
12	8 31/12/2014 40	140/005 BPV 000	GST OUTPUT TAX		75.00 DS	-1250.00	
		34125/14					+
			TOTAL DEBIT .	7 235 4	4		
			TOTAL CREDIT:	7,235.4	4		
E	rint Pre <u>v</u> iew <u>E</u> xcel			Η		Vie <u>w</u> E <u>x</u> it	

🌣 Transactions F	ile Maintenance							×
Batch Title	BANK JOURNAL - DEC'2014						Correct TFM entry me	athods 31/12/2014
Batch No.	12 🔎	7						
Voucher Seq.	12							
Period	12 🔎							
December	2014		GST INPUT	TAX - IN	PORTED	SERVICE		
Date	A/C No.	Ref. No.	Desp.				Debit	Credit
31/12/2014	4030/003 🔎	BPV 0008 (GST INPUT	TAX - :	34125/14		75.0	0.00
		34125/14						
Direct Input/Dutput Tax GST Classification TX								
Date	A/UNo.	Het. No.		A/CD	escription		Debit	
31/12/201	4 4001/802	BPV 0008	BANK	AT. FTDM			1 250 00	1,250.00
31/12/201	4 4030/003	BPV 0008	(LGST IN	DUT TAX	- тмрорт	ED SERVI	75.00	0.00
31/12/201	4 4040/005	BPV 0008	(I GST OUT	IPUT TAX	- IMPOR	TED SERV	0.00	75.00
31/12/201	4 3020/000	BPV 0006	BANK				0.00	1,200.00 -
	•		•		(⊻.Edit	7,235.44	7,235.44
			2	Quick	Add	Edit	P <u>r</u> int Sa <u>v</u> e	Cancel Exit

S Transactions File Maintenance						X		
Batch Title BANK JOURNAL	- DEC'2014				Correct TFM entry m	ethods 31/12/2014		
Batch No. 12 🔎	8							
Voucher Seq. 12								
Period 12 P								
December 2014	GST	OUTPUT TAX -	IMPORTE	D SERVICI	E			
Date A/CNo. F	Ref. No. Desp	l.			Debit	Credit		
31/12/2014 4040/005 🔎 1	BPV 0008 (GST	OUTPUT TAX -	34125/14		0.0	0 75.00		
	34125/14				•]			
DS = Deemed Supply								
Date A/C No.	Ref. No.	A/C D	escription		Debit	Credit 🔺		
31/12/2014 3020/000	BPV 0008 B	ANK			0.00	1,250.00		
31/12/2014 4001/502	BPV 0008 S	G LEGAL FIRM			1,250.00	0.00		
31/12/2014 4030/003	BPV 0008 (IG	ST INPUT TAX	 IMPORTE 	D SERVI	75.00	0.00 =		
▶ 31/12/2014 4040/005	BPV 0008 (I G	ST OUTPUT TAX	- IMPORT	ED SERV	0.00	75.00		
31/12/2014 3020/000	BPV 0006 B	ANK		V.Edit	7,235.44	7,235.44		
					D : 1			

(C) Cash Payment to Knock Off Supplier Invoices

(Go to 4. Transactions \rightarrow 1. Transactions File Maintenance or 4. Transactions \rightarrow 9. Payment \rightarrow Creditor Invoice (radio button))

(i)

Payment Vouche	r	
Batch No.	:	Cash Journal - Nov' 2014
Period	:	11
Date	:	20/11/2014
Credit		
Ref. No. 1		CPV 0001 (Cash Payment Voucher No.)
Ref. No. 2	:	128830 (Creditor Invoice No.)
Bank A/C No.	:	3030/0000 Cash in Hand
Amount	:	RM21.20
<u>Debit</u>		
Creditor A/C No.	:	4001/B02
Pay to	:	Bangsar Stationeries
Pay For	:	Supplier Invoice No.: 128830
Cheque No.	:	-
Knock Off	:	Select and Click on "Knock Off" button
Creditor – Knock	Off	Bills
Tick the Checkbox for	Inv I	No.: 128830 to Knock Off the Supplier Invoice and Click on "Accept" button

(ii)

Payment Voucher		
Batch No.	:	Cash Journal - Nov' 2014
Period	:	11
Date	:	25/11/2014
<u>Credit</u>		
Ref. No. 1	:	CPV 0002 (Cash Payment Voucher No.)
Ref. No. 2	:	567135 (Creditor Invoice No.)
Bank A/C No.	:	3030/0000 Cash in Hand
Amount	:	RM179.12

<u>Debit</u>				
Creditor A/C No.	: 4001/B01			
Pay to	: Bangsar Petronas Station			
Pay For	: Supplier Invoice No.: 567135			
Cheque No.	: -			
Knock Off	: Select and Click on "Knock Off" button			
Creditor – Knock Off Bills				
Tick the Checkbox for Inv No.: 567135 to Knock Off the Supplier Invoice and Click on "Accept" button				

(D) <u>Cheque Payment for Expenses of Staff</u> ((Go to 4. Transactions → 1. Transactions File Maintenance or 4. Transactions → 9. Payment → General (radio button))

<u>Nov' 2014</u>

(i)

Payment Voucher	Payment Voucher					
Batch No.	:	Bank Journal - Nov' 2014				
Period	:	11				
Date	:	30/11/2014				
<u>Credit</u>						
Ref. No. 1	:	BPV 0003 (Bank Payment Voucher No.)				
Ref. No. 2	:	MBB 987656 (Cheque No.)				
Bank A/C No.	:	3020/0000 Bank				
Description	:	Travelling				
Amount	:	RM120.00				
<u>Debit</u>						
Pay to	:	Stewart Yap (Staff Claim)				
Pay For	:	Travelling Expenses				
Cheque No.	:	MBB 987656				
GL Account	:	9030/000 Travelling				
Amount	•	RM120.00				

(ii)

Payment Voucher		
Batch No. :	Bank Journal - Nov' 2014	
Period :	11	
Date :	30/11/2014	
<u>Credit</u>		
Ref. No. 1	BPV 0004 (Bank Payment Voucher No.)	
Ref. No. 2 :	MBB 987657 (Cheque No.)	
Bank A/C No. :	3020/0000 Bank	
Description :	Salary	
Amount :	RM1,200.00	
<u>Debit</u>		
Pay to :	Stewart Yap (Salary)	
Pay For :	Nov' 2014 Salary	
Cheque No. :	MBB 987657	
GL Account :	9000/000 Salary	
Amount :	RM1,200.00	

Copyright 2017 © The Sage Group plc or its licensors

Dec' 2014

Payment Voucher	
Batch No. :	Bank Journal - Dec' 2014
Period :	12
Date :	31/12/2014
<u>Credit</u>	
Ref. No. 1 :	BPV 0006 (Bank Payment Voucher No.)
Ref. No. 2 :	MBB 987659 (Cheque No.)
Bank A/C No. :	3020/0000 Bank
Description :	Salary
Amount :	RM1,200.00
<u>Debit</u>	
Pay to :	Stewart Yap (Salary)
Pay For :	Dec' 2014 Salary
Cheque No. :	MBB 987659
GL Account :	9000/000 Salary
Amount :	RM1,200.00

Copyright 2017 © The Sage Group plc or its licensors

(E) <u>Cash Payment for Sundry Expenses</u> (4. Transactions → 9. Payment → Sundry Expenses (radio button))

<u>Nov' 2014</u>

Payment Voucher		
Batch No.	:	Cash Journal - Nov' 2014
Period	:	11
Date	:	30/11/2014
<u>Credit</u>		
Ref. No. 1	:	CPV 0003 (Cash Payment Voucher No.)
Ref. No. 2	:	128910 (Supplier Cash Sales Tax Invoice No.)
Bank A/C No.	:	3030/0000 Cash In Hand
Description	:	Bangsar Stationeries
Amount	:	RM37.10 (Inclusive GST)
<u>Debit</u>		
Pay to	:	Bangsar Stationeries
Pay For	:	Stationeries
Cheque No.	:	
GL Account	:	9050/000 Stationeries
Amount (excl GST)	:	RM35.00
Tax Code	:	TX
GST Details		
Company Name	:	Bangsar Stationeries
Company Reg. No.	:	456123-Y
GST Reg. No.	:	116788125678
Invoice No.	:	128910
Invoice Date	:	30/11/2014
Desc. of Supply	:	5 Marker Pens & 1 White Board Eraser

Dec' 2014

Payment Voucher		
Batch No.	:	Cash Journal - Dec' 2014
Period	:	12
Date	:	20/12/2014
<u>Credit</u>		
Ref. No. 1	:	CPV 0004 (Cash Payment Voucher No.)
Ref. No. 2	:	570412 (Supplier Cash Sales Tax Invoice No.)
Bank A/C No.	:	3030/0000 Cash In Hand
Description	:	Bangsar Petronas Station
Amount	:	RM95.00
<u>Debit</u>		
Pay to	:	Bangsar Petornas Station
Pay For	:	RON 95 Petrol
Cheque No.	:	
GL Account	:	9040/000 Petrol
Amount (excl GST)	:	RM95.00
Tax Code	:	RP
GST Details		
Company Name	:	Bangsar Petronas Station
Company Reg. No.	:	518903-N
GST Reg. No.	:	322567120934
Invoice No.	:	570412
Invoice Date		20/12/2014
Desc. For Supply	:	RON 95 Petrol

(F) Sundry Expenses Accrual

((Go to 4. Transactions \rightarrow 1. Transactions File Maintenance or 4. Transactions \rightarrow A. Sundry Expenses (Accrual))

Payment Voucher		
Batch No. :	General Journal - Nov' 2014	
Period :	11	
Date :	30/11/2014	
Credit		
Ref. No. 1 :	341689 (Supplier Tax Invoice No.)	
Ref. No. 2 :		
A/C No. :	4050/000 Accrual of Refreshment	
Description :	6 Happiness Restoran	
Amount :	RM106.00	
<u>Debit</u>		
GL Account	: 9120/000 Refreshment	
Amount (excl GST)	: RM100.00	
Tax Code	: <i>TX</i>	
GST Details		
Company Name	: 6 Happiness Restoran	
Company Reg. No.	: 981278-К	
GST Reg. No.	: 001278912345	
Invoice No.	: 341689	
Invoice Date	: 30/11/2014	
Desc. of Supply	: 20 pax Nasi Lemak, 20 cup Tea	

(G) Prepayment / Advance Payment Received From Customer

(4. Transactions \rightarrow 8. Receipt \rightarrow Debtor Invoice)

Receipt		
Batch No.	:	Bank Journal - Nov' 2014
Period	:	11
Date	:	30/11/2014
<u>Debit</u>		
Ref. No. 1	:	RC 0002 (Receipt No.)
Ref. No. 2	:	PBB 123480 (Cheque No.)
Bank A/C No.	:	3020/0000 Bank
Amount	:	RM5,183.00
<u>Credit</u>		
Debtor A/C No.	:	3000/S01 Santronic
Received For	:	Prepayment
Cheque No.	:	PBB 123480
Receipt Type		
Prepayment	:	Select and Click on "Prepayment" radio button
		• Local Sales

<u>Note</u>

Prepayment is subjected to GST. The prepayment received shall be inclusive GST amount.

Receipt								
Batch No.	5 P BANK JOURNAL - NOV'2014 Date 30/11/2014							
Voucher Seq.	5							
Period	11 P November 2014	11 P November 2014						
Debit								
Ref. No. 1	RC 0002 Auto Ref. No. 2 PBB 1234	480						
Bank A/C No.	3020/000	Amount 5183.00						
Bank Name	BANK	Balance 50810.51						
Credit		Beasint Tune						
Debtor A/C No.	3000/S01							
Received From	SANTRONIC							
Received For	PREPAYMENT	Prepayment O Local Sales						
Cheque No.	PBB 123480	C Export Sales						
Knock off Deta	ils Confirm	X						
Bill Type	Bill Dat Please confirm the change as the system for GST.	will generate double entries						
		Yes No						
	Dalance.	5,183.00						

Click on Yes if you confirm the data is entered correctly

(H) Offset Sales Invoice with Prepayment

(i) <u>Issue a Sales Invoice in *Billing* Module</u>

(2. Transactions \rightarrow 6. Invoice)

Invoice No.	Cust. No.	Date	Item No.	Qty	U.Price(RM)
IN000009	3000/S01	30/12/2014	7UP1.5L	100	38.00
			F-SAL	20	32.00
			S-KK-PK	10	25.00
			S-WG-WR	100	2.50

(ii) Post to Accounting in Billing Module

(6. Periodic \rightarrow 6. Post to Accounting)

Post the Sales Invoice to Accounting module.

(iii) Knock Off Bills by Prepayment in Accounting Module

(4. Transactions \rightarrow 6. Open Item Menu Debtor \rightarrow 3. Knock Off Bills)

Prepayment Receipt	Sales Invoice	
RC 0002	IN000009	

🌣 Debtor - Knock Off Bills							×
Account No.: 3000/S01 P SANTRONIC							
Date Bill No.	Ext.	Amount	Date	Bill No.		Ext.	Balance
		0.00 <-	24/06/2014	I INV 2265			4200.00 🔺
30/11/2014 P RC 0002		-5183.00	28/08/2014	I I INV 2468			3010.00
30/12/2014 I IN000009		5183.00	15/11/2014	I INV 3008			6732 00
			08/12/2014	I IN000004			3816.25
			17/12/2014	I IN000006			1967.65
			21/12/2014	I IN000008			14660.00
			26/12/2014	C CN000002			-1967.65
			29/12/2014	C CN000003			-357.40
		-					
	_						
		0.00					-
Foreign Currency Bills				Acc	ept <u>R</u> eject Save	<u>C</u> ance	el E <u>x</u> it



(I) Deposit Received

(4. Transactions \rightarrow 8. Receipt \rightarrow General (radio button))

The company has decided to rent a half shop lot to a barber. The barber has paid a rental deposit of RM2,000.00 by cheque.

Receipt		
Batch No.	:	Bank Journal - Dec' 2014
Period	:	12
Date	÷	31/12/2014
<u>Debit</u>		
Ref. No. 1	:	RC 0004 (Receipt No.)
Ref. No. 2	:	RHB 312675 (Cheque No.)
Bank A/C No.	:	3020/0000 Bank
Description	:	Rental Deposit Received
Amount	:	RM2,000.00
<u>Credit</u>		
GL Account	:	4060/000
Description	:	Rental Deposit Received (Refundable)
Amount	:	RM2,000.00

<u>Note</u>

Deposit is not subjected to GST.

(J) Fund Transfer

((Go to 4. Transactions \rightarrow 1. Transactions File Maintenance or 4. Transactions \rightarrow 9. Payment \rightarrow Fund Transfer (radio button))

Payment Voucher		
Batch No.	:	Bank Journal - Dec' 2014
Period	:	12
Remark	:	Fund Transfer from Bank to Petty Cash
Date	:	30/12/2014
Transfer From		
Ref. No. 1	:	BPV 0007 (Bank Payment Voucher No.)
Ref. No. 2	:	MBB 987660 (Cheque No.)
Bank A/C No.	:	3020/0000 Bank
Amount	:	RM500.00
Transfer To		
Bank A/C No.	:	3030/000 Cash in Hand

(K) Adjustment Transactions in General Journal for Accounting Module

(4. Transactions \rightarrow 1. Transactions File Maintenance)

- (i) The directors of the company recommended a **Dividend** of 3% on share capital and which will be given next year.
- (ii) RM6,000.00 should be provided as **Provision for Taxation.**

Step 7: Maintain Stock Values - Sage UBS Accounting Module

(1. General \rightarrow 6. Maintain Stock Values)

- (A) Opening Stock as at 01/12/2014 is *RM2,500.00*.
- (B) Closing Stock as at 31/12/2014 is *RM8,000.00*.

Step 8: Reporting – Sage UBS Accounting Module

Print the following informations:.

(A) Chart of A/C

(1. General \rightarrow 3. Print Chart of Accounts)

(B) GL A/C Ledger Listing

(5. Reports \rightarrow 1. View Ledgers)

- i) Bank Account
- ii) Cash Account
- iii) Purchase of Drinks and Beverages
- iv) Purchase of Household Utensils
- v) Purchase of Seafood
- vi) Purchase of Whole Grains
- vii) Purchase Returns of Drinks and Beverages
- viii) Purchase Returns of Household Utensils
- ix) Purchase Returns of Seafood
- x) Purchase Returns of Whole Grains
- xi) Sales of Drinks and Beverages
- xii) Sales of Household Utensils
- xiii) Sales of Seafood
- xiv) Sales of Whole Grains
- xv) Sales Returns of Drinks and Beverages
- xvi) Sales Returns of Houshold Utensils
- xvii) Sales Returns of Seafood
- xviii) Sales Returns of Whole Grains
- xix) General Ledger Listing

(C) Aging Report

(a) Debtors Aging

(2. Debtors $\rightarrow A$. Open Item Menu Debtors)

For the month of Nov & Dec 2014.

- (i) List Unpaid Bills
- (ii) Print Statements
- (iii) Print 6 Months Aging
- (iv) Print 12 Months Aging
- (v) Print Details Aging
- (vi) Print Due Date Invoices
- (vii) Print Overdue Invoices
- (viii) Debtor Paid Invoices

(b) Creditors Aging

(3. Creditors \rightarrow A. Open Item Menu Creditors)

For the month of Nov & Dec 2014.

- (i) List Unpaid Bills
- (ii) Print Remittance Advice
- (iii) Print 6 Months Aging
- (iv) Print 12 Months Aging
- (v) Print Details Aging
- (vi) Print Due Date Invoices
- (vii) Print Overdue Invoices

(D) Financial Statements

(5. Reports \rightarrow 3. Trial Balance / 4. Profit & Loss Account / 5. Balance Sheet)

For the month of Nov & Dec 2014.

- i). Trial Balance
- ii). Profit & Loss Account
- iii). Balance Sheet

Trading, Profit & Loss A/C

November 2014

ENG HUA GROCERY ENTERPRISE (LP12341567-L)

TRADING AND PROFIT & LOSS ACCOUNT

01/01/2014 - 30/11/2014

			PAGE : 1
			NOVEMBER
	YEAR-TO-DATE		MONTH-TO-DATE
SALES	(RM)		(RM)
SALES			
SALES CONTROL	127,420.00		24,420.00
SALES ADJUSTMENTS			
SALES RETURNS CONTROL	2,000.00		0.00
COST OF GOODS SOLD			
OPENING STOCK	4,000,00		0.00
PURCHASES CONTROL	91 787 60		11 787 60
PURCHASES RETURNS CONTROL	(2.590.00)	(590.00)
CLOSING STOCK	(2,500.00)	è	2,500.00)
	90,697.60		8,697.60
GROSS PROFIT/(LOSS)	34,722.40		15,722.40
OTHER INCOMES			
ROUNDING ADJUS TMENT	()	(0.01)
	34,722.39		15,722.39
EXPENSES			
SALARY	6,200.00		1,200.00
RENTAL	1,500.00		0.00
WATER & ELECTRICITY	750.00		250.00
TRAVELLING	420.00		120.00
PETROL	374.50		174.50
S TATIONERIE S	555.00		55.00
REFRESHMENT	100.00		100.00
	9,899.50		1,899.50
NET PROFIT/(LOSS)	24,822.89		13,822.89
RETAINED PROFIT/(LOSS) B/F	16,210.00	_	27,210.00
RETAINED PROFIT/(LOSS) C/F	41,032.89		41,032.89

December 2014

ENG HUA GROCERY ENTERPRISE (LP12341567-L)

TRADING AND PROFIT & LOSS ACCOUNT

FOR YEAR ENDING 31/12/2014

		DECEMBER
	YEAR-TO-DATE	MONTH-TO-DATE
	(RM)	(RM)
SALES		
SALES CONTROL	170,351.90	42,931.90
SALES ADJUSTMENTS		
SALES RETURNS CONTROL	2,153.50	153.50
INALE DISCOUNT ALLOWED	3,184.63	1,184.63
COST OF GOODS SOLD		
OPENING STOCK	4,000.00	2,500.00
PURCHASES CONTROL	102,552.60	10,765.00
PURCHASE RETURNS CONTROL	(3,010.00)	(420.00)
TRADE DISCOUNT RECEIVED	(1,065.41)	(1,065.41)
CLOSING STOCK	(8,000.00)	(8,000.00)
	94,477.19	3,779.59
OTHER INCOMES		
ROUNDING ADJUS TMENT	0.00	0.01
	72,690.08	37,967.69
EXPENSES		
SALARY	7,400.00	1,200.00
RENTAL	1,500.00	0.00
WATER & ELECTRICITY	750.00	0.00
TRAVELLING	420.00	0.00
PETROL	469.50	95.00
S TATIONERIE S	555.00	0.00
LEGAL FEE (EXPENSES)	1,250.00	1,250.00
CLUB MEMBERSHIP FEE	5,000.00	5,000.00
REFRESHMENT	100.00	0.00
GST EXPENSES	300.00	300.00
	17,744.50	7,845.00
NET PROFIT/(LOSS)	54,945.58	30,122.69

PAGE: 1

		PAGE : 2
		DECEMBER
	YEAR-TO-DATE	MONTH-TO-DATE
TAXATION	(RM)	(RM)
TAXATION	6,000.00	6,000.00
NET PROFIT/(LOSS) AFTER TAXATION	48,945.58	24,122.69
APPROPRIATION ACCOUNT		
DIVIDEND	2,100.00	2,100.00
NET PROFIT/(LOSS) AFTER APPROPRIATION	46,845.58	22,022.69
RETAINED PROFIT/(LOSS) B/F	16,210.00	41,032.89
RETAINED PROFIT/(LOSS) C/F	63,055.58	63,055.58

Balance Sheet

November 2014

ENG HUA GROCERY ENTERPRISE (LP12341567-L) BALANCE SHEET AS AT 30/11/2014

			F	PAGE : 1
CURRENT ASSETS				
DEBTORS CONTROL			29,432.40	
BANK			51,636.80	
CASH IN HAND			32,125.43	
STOCK			2,500.00	
			115,694.63	
CURRENT LIABILITIES				
TRADE CREDITORS CONTROL		3,890.86		
GST INPUT TAX	(632.38)		
GST OUTPUT TAX		1,590.64		
GST SUSPENSE	(293.38)		
ACCRUAL OF REFRESHMENT		106.00	4,661.74	
NET CURRENT ASSETS			_	111,032.89
				111,032.89

FINANCED BY CAPITAL

CAPITAL	70,000.00
PROFIT & LOSS ACCOUNT	41,032.89
	111,032.89
	111,032.89

I/WE HEREBY CERTIFY THAT THE STATEMENT GIVEN ABOVE IS TRUE AND CORRECT TO THE BEST OF MY/OUR KNOWLEDGE AND BELIEF.

December 2014

ENG HUA GROCERY ENTERPRISE (LP12341567-L) BALANCE SHEET AS AT 31/12/2014

CURRENT ASSETS	
DEBTORS CONTROL	66,652.05
BANK	50,651.66
CASH IN HAND	35,331.13
STOCK	8,000.00
	160,634.84

CURRENT LIABILITIES

TRADE CREDITORS CONTROL		11,159.45	
OTHER CREDITORS CONTROL		5,300.00	
GST INPUT TAX	(1,069.17)	
GST OUTPUT TAX		1,982.98	
ACCRUAL OF REFRESHMENT		106.00	
RENTAL DEPOSIT RECEIVED (REFUNDABLE)		2,000.00	
PROPOSED DIVIDEND		2,100.00	
PROVISION FOR TAXATION		6,000.00	27,579.26

NET CURRENT ASSETS	133,055.58
	133,055.58

FINANCED BY CAPITAL

CAPITAL	70,000.00
PROFIT & LOSS ACCOUNT	63,055.58
	133,055.58
	133,055.58

I/WE HEREBY CERTIFY THAT THE STATEMENT GIVEN ABOVE IS TRUE AND CORRECT TO THE BEST OF MY/OUR KNOWLEDGE AND BELIEF.

レ

PAGE: 1

(E) GST Reporting

Since **GST Taxable Period/Category** is set to **1 Month**; therefore, Eng Hua Grocery Enterprise has to generate and submit GST-03 report to Malaysian Royal Customs Department before / on the last day of the following month.

i) GST Return (MY)

(5. Reports \rightarrow A. Goods and Service Tax \rightarrow 3. Malaysia GST \rightarrow 2. GST Return Wizard)

For the month of Nov & Dec 2014.

- Generate GST Return Report
- Print GST-03
- Generate Tap Return File

ii) Goods and Service Tax Report

(5. Reports \rightarrow A. Goods and Service Tax \rightarrow 3. Malaysia GST \rightarrow 1. Goods and Service Tax Report)

For the month of Nov & Dec 2014

iii) GAF Generator

(6. Periodic \rightarrow 7. GST Audit File \rightarrow 1. GAF Generator)

For the month of Nov & Dec 2014.

- Generate GAF in Text file format
- Generate GAF in XML file format

Goods and Service Tax Report after generates GST-03

November 2014 – Sales Transaction Type

GOODS AND SERVICE TAX REPORT

TAXABLE PERIOD : 01/11/2014 TO 30/11/2014

TRA	ANSACTION	TYPE : S	ALES				PF	RINTED ON : 26/1	10/2016
ENC	GHUA GROC	ERYENTE	RPRISE					PAGE:1	
PD	DATE	ACCNO	REF.	COMPANY	Tax %	Taxable Sales	Taxable Purch.	Tax Collected	Tax Paid
SR	S	tandard-ra	ted supplies with GST charged						
11	01/11/2014	5000/HHU	IN000001	SANTRONIC	6.00	4,650.00	0.00	279.00	0.00
11	05/11/2014	5000/HHU	IN000002	FUNAI RETAILS ENTERPRISE	6.00	8,990.00	0.00	539.40	0.00
11	09/11/2014	5000/HHU	DN000001	FUNAI RETAILS ENTERPRISE	6.00	400.00	0.00	24.00	0.00
11	15/11/2014	5000/HHU	CS000001	SAGE GROUP	6.00	940.00	0.00	56.40	0.00
11	15/11/2014	5000/HHU	IN000003	SANTRONIC	6.00	5,900.00	0.00	354.00	0.00
11	30/11/2014	5000/HHU	CS000002	UBS GROUP	6.00	741.00	0.00	44.46	0.00
11	30/11/2014	4040/001	RC 0002	SANTRONIC	6.00	4,889.62	0.00	293.38	0.00
				=		26,510.62	0.00	1,590.64	0.00
ZRI	L L	ocal Zero r	ated supplies						
11	01/11/2014	5000/WGF	IN000001	SANTRONIC	0.00	1,020.00	0.00	0.00	0.00
11	05/11/2014	5000/WGF	IN000002	FUNAI RETAILS ENTERPRISE	0.00	720.00	0.00	0.00	0.00
11	15/11/2014	5000/SEA	CS000001	SAGE GROUP	0.00	365.00	0.00	0.00	0.00
11	15/11/2014	5000/WGF	IN000003	SANTRONIC	0.00	478.00	0.00	0.00	0.00
11	30/11/2014	5000/SEA	C\$00002	UBS GROUP	0.00	216.00	0.00	0.00	0.00
				-		2,799.00	0.00	0.00	0.00

November 2014 – Purchases Transaction Type

GOODS AND SERVICE TAX REPORT

TAXABLE PERIOD : 01/11/2014 TO 30/11/2014

TR/	ANSACTION TYPE	: PURCHASE				PF	RINTED ON : 26/	10/2016
ENG	HUA GROCERY I	ENTERPRISE					PAGE:1	
PD	DATE ACC	NO REF.	COMPANY	Tax %	Taxable Sales	Taxable Purch.	Tax Collected	Tax Paid
RP	PURCI	HASE OF RELIEF SU	PPLY ITEMS UNDER GST					
11	25/11/2014 9040/	000 567135	BANGS AR PETRONAS STATION	0.00	0.00	97.50	0.00	0.00
					0.00	97.50	0.00	0.00
тх	Purcha	ses with GST incurred	at 6% and directly attributable					
11	01/11/2014 9020/	000 00111234	TNB	6.00	0.00	250.00	0.00	15.00
11	01/11/2014 6010/	HHU INV 5321	KEE & SON COMPANY	6.00	0.00	4,650.00	0.00	279.00
11	05/11/2014 6010/	HHU INV 1175	WISMA SDN BHD	6.00	0.00	6,920.00	0.00	415.20
11	05/11/2014 6020/	DRK PR000001	KEE & SON COMPANY	6.00	0.00	-500.00	0.00	-30.00
11	08/11/2014 6010/	HHU PD000001	WISMA SDN BHD	6.00	0.00	-1,012.40	0.00	-60.74
11	20/11/2014 9050/	000 128830	BANGSAR STATIONERIES	6.00	0.00	20.00	0.00	1.20
11	25/11/2014 9040/	000 567135	BANGSAR PETRONAS STATION	6.00	0.00	77.00	0.00	4.62
11	30/11/2014 9050/	000 128910	BANGSAR STATIONERIES	6.00	0.00	35.00	0.00	2.10
11	30/11/2014 9120/	000 341689	6 HAPPINESS RESTORAN	6.00	0.00	100.00	0.00	6.00
					0.00	10,539.60	0.00	632.38
ZP	Purcha	se from GST-registere	d supplier with no GST					
11	01/11/2014 6010/	WGR. INV 5321	KEE & SON COMPANY	0.00	0.00	720.00	0.00	0.00
11	05/11/2014 6010/	WGR INV 1175	WISMA SDN BHD	0.00	0.00	575.00	0.00	0.00
11	05/11/2014 6020/	SEA PR000001	KEE & SON COMPANY	0.00	0.00	-90.00	0.00	0.00
11	08/11/2014 6010/	WGR PD000001	WISMA SDN BHD	0.00	0.00	-65.00	0.00	0.00
					0.00	1,140.00	0.00	0.00

December 2014 – Sales Transaction Type

GOODS AND SERVICE TAX REPORT TAXABLE PERIOD : 01/12/2014 TO 31/12/2014

TR/	ANSACTION	TYPE : S	ALES				PH	RINTED ON: 26/	10/2016
ENG	G HUA GROO	ERYENTE	RPRISE					PAGE:1	
PD	DATE	ACCNO	REF.	COMPANY	Tax %	Taxable Sales	Taxable Purch.	Tax Collected	Tax Paid
DS	I	Deemed supp	lies (e.g. transfer or disposal of busin	ess assets					
12	31/12/2014	4040/005	BPV 0008 (IS1)	GST OUTPUT TAX OF IMPORTED	6.00	1,250.00	0.00	75.00	0.00
						1,250.00	0.00	75.00	0.00
SR	s	Xandard-rat	ed supplies with GST charged						
11	31/12/2014	4040/001	IN000009 (RV1)	REVERSAL-SANTRONIC	6.00	-4.889.62	0.00	-293.38	0.00
12	08/12/2014	5000/HHU	IN000004	SANTRONIC	6.00	3.067.20	0.00	184.03	0.00
12	09/12/2014	3010/000	DO000001	Accrued Debtor-SANTRONIC	6.00	3,100.00	0.00	186.00	0.00
12	15/12/2014	5000/HHU	IN000005	FUNAI RETAILS ENTERPRISE	6.00	1,578.50	0.00	94.71	0.00
12	17/12/2014	5000/HHU	CS000003	SAGE GROUP	6.00	1,016.91	0.00	61.02	0.00
12	17/12/2014	5000/HHU	IN000006	\$ANTRONIC	6.00	1,142.29	0.00	68.54	0.00
12	21/12/2014	5000/HHU	CS000004	CASH ACCOUNT	6.00	902.94	0.00	54.18	0.00
12	24/12/2014	5010/HHU	CN000001	FUNAI RE TAIL S ENTERPRISE	6.00	-130.00	0.00	-7.80	0.00
12	26/12/2014	5000/HHU	CN000002	SANTRONIC	6.00	-1,142.29	0.00	-68.54	0.00
12	29/12/2014	5000/HHU	CN000003	SANTRONIC	6.00	-307.00	0.00	-18.42	0.00
12	30/12/2014	5000/HHU	IN000009	SANTRONIC	6.00	4,050.00	0.00	243.00	0.00
						8,388.93	0.00	503.34	0.00
ZRI	E E	xport Zero	rated supplies						
12	18/12/2014	5000/HHU	IN000007	SUN DRINKS AND BEVERAGES LIMITED	0.00	14 077 46	0.00	0.00	0.00
12	21/12/2014	5000/HHU	IN000008	SANTRONIC	0.00	14 660 00	0.00	0.00	0.00
						28,737.46	0.00	0.00	0.00
ZR	L I	Local Zero 1	ated supplies						
12	08/12/2014	5000/WGF	R IN000004	SANTRONIC	0.00	565.00	0.00	0.00	0.00
12	09/12/2014	3010/000	DO000001	Accrued Debtor-SANTRONIC	0.00	444.00	0.00	0.00	0.00
12	2 15/12/2014	5000/SEA	IN000005	FUNAI RE TAILS ENTERPRISE	0.00	664.44	0.00	0.00	0.00
12	2 17/12/2014	5000/SEA	CS000003	SAGE GROUP	0.00	202.42	0.00	0.00	0.00
12	2 17/12/2014	5000/SEA	IN000006	SANTRONIC	0.00	756.80	0.00	0.00	0.00
12	2 21/12/2014	5000/SEA	CS000004	CASH ACCOUNT	0.00	563.25	0.00	0.00	0.00
12	2 24/12/2014	5010/WGF	CN000001	FUNAI RE TAIL S ENTERPRISE	0.00	-21.85	0.00	0.00	0.00
12	2 26/12/2014	5000/SEA	CN000002	SANTRONIC	0.00	-756.80	0.00	0.00	0.00
12	2 29/12/2014	5000/WGF	CN000003	SANTRONIC	0.00	-32.00	0.00	0.00	0.00
12	2 30/12/2014	5000/WGF	t IN000009	SANTRONIC	0.00	890.00	0.00	0.00	0.00
						3 275 26	0.00	0.00	0.00

Copyright 2017 © The Sage Group plc or its licensors

December 2014 – Purchases Transaction Type

GOODS AND SERVICE TAX REPORT TAXABLE PERIOD : 01/12/2014 TO 31/12/2014

TRA	INS ACTION	TYPE : F	URCHASE				PF	RINTED ON : 26/1	10/2016
ENC	HUA GRO	CERYENTE	RPRISE				:	PAGE:1	
PD	DATE	ACCNO	REF.	COMPANY	Tax %	Taxable Sales	Taxable Purch.	Tax Collected	Tax Paid
BL	I	Purchases w	ith GST incurred but not claimable						
12	23/12/2014	9110/000	9738/14	SAGE RECREATION CLUB	6.00	0.00	5,000.00	0.00	300.00
				=		0.00	5,000.00	0.00	300.00
NR	1	Purchase fro	om non GST-registered supplier with no (GST					
12	23/12/2014	9100/000	34125/14	SGLEGAL FIRM	0.00	0.00	1,250.00	0.00	0.00
12	23/12/2014	6010/SEA	INV 6346	AH BENGENTERPRISE	0.00	0.00	2,372.79	0.00	0.00
				=		0.00	3,622.79	0.00	0.00
RP	I	PURCHASE	OF RELIEF SUPPLY ITEMS UNDER	GST					
12	20/12/2014	9040/000	570412	BANGSAR PETRONAS STATION	0.00	0.00	95.00	0.00	0.00
				-		0.00	95.00	0.00	0.00
тх	1	Purchases w	ith GST incurred at 6% and directly attr	ib utab le					
12	08/12/2014	6010/HHU	INV 5325	KEE & SON COMPANY	6.00	0.00	4,090.00	0.00	245.40
12	09/12/2014	6010/DRK	PC000001	KEE & SON COMPANY	6.00	0.00	150.00	0.00	9.00
12	15/12/2014	6010/HHU	INV 1187	WISMA SDN BHD	6.00	0.00	2,097.60	0.00	125.86
12	18/12/2014	6020/DRK	PR000002	WISMA SDN BHD	6.00	0.00	-307.80	0.00	-18.47
12	31/12/2014	4030/003	BPV 0008 (IS1)	GST INPUT TAX OF IMPORTED SERVIO	CE 6.00	0.00	1,250.00	0.00	75.00
				=		0.00	7,279.80	0.00	436.79
ZP		Purchase fr	om GST-registered supplier with no GST						
12	08/12/2014	6010/WG	R INV 5325	KEE & SON COMPANY	0.00	0.00	405.00	0.00	0.00
12	09/12/2014	6010/WG	R PC000001	KEE & SON COMPANY	0.00	0.00	15.00	0.00	0.00
12	15/12/2014	6010/WG	R INV 1187	WISMA SDN BHD	0.00	0.00	514.00	0.00	0.00
12	18/12/2014	6020/SEA	PR000002	WISMA SDN BHD	0.00	0.00	-57.00	0.00	0.00
						0.00	877.00	0.00	0.00

Step 9: Backup

(0. File \rightarrow 1. Backup and Restore \rightarrow 1. Backup)

Backup the data of Eng Hua Grocery Enterprise.

Transactions of Period 13

In January 2015, the accounts executive was unable to close the accounts because some adjustments have not been done. However, she continued the following sales transactions using period 13.

(A) Enter Period 13 Sales Invoice in *Billing* Module

(2. Transactions \rightarrow 6. Invoice)

Invoice No.	Cust. No.	Date	Description	Item Code	Qty	U.Price (RM)
IN000010	3000/S01	01/01/2015	Credit Sales	COKE1.5L	20	35.00
					20	32.00
IN000011	3000/F01	03/01/2015	Credit Sales	100+1.5L	15	40.00
				7UP1.5L	25	38.00
IN000012	3000/F01	05/01/2015	Credit Sales	PEPSI1.5L	30	32.00
				7UP1.5L	20	38.00
IN000013	3000/S01	07/01/2015	Credit Sales	COKE1.5L	25	35.00
				100+1.5L	25	40.00

Issue invoice for D.O. which is still pending in invoicing.

Invoice No.	Cust. No.	Date	Description	☑ Update from DO	Item No.	Qty	U.Price (RM)
IN000014	3000/S01	08/01/2015	Credit Sales	D.O. No.: 00000001	COKE1.5L	70	35.00
					F-CAT	20	15.00
					S-WG-BR	45	3.20
					S-KK-CK	10	65.00

JKDM Director General's Decision (14.04.2014)

Period for issuing tax invoice. When does a supplier need to issue a tax invoice?

Every registered person who makes any taxable supply of goods or services in the course or furtherance of any business in Malaysia shall issue a tax invoice to his buyer within 30 days from the date of supply or the date of payment made on such supply (in full or in part).

(B) Post to Accounting in *Billing* Module

(6. Periodic \rightarrow 6. Post to Accounting)

Post the Sales Invoice to Accounting module.

Accounting Module - GST Dashboard

Sage EN	ENG HUA GROCERY ENTERPRISE - ACCOUNTING SYSTEM v.9.9.3.0 File 1. Country 2. Deltare 1. Continue of Desired in 2. Househousing 8. Tablic 2. Househousing 8. Househousing 8. Tablic 2. Househousing 8. Tablic 2. Househous									
	GST Dashboard	者 21 Day	Ruling	A Bad Debt Relief	& Bad Debt Relief - B/F E	lils	GST-03:	Goods & Services Tax I	Return Overview	
Č.	GST Wizard	Debtor's	Outstanding	More than 6 Months			Current	Tauchia Daviad		
		Date	Ref. No.	Debtor	Outstanding	Months A	Submiss	ion/Payment Due Date	28/02/2015	
	My Favorites	08/12/201	4 IN000003	SANTRONIC	3,816.25	7	Total Ou	tout Tax	20/02/2013	
	Dashboard	17/12/201	4 IN000006	SANTRONIC	1,967.65	7	Total In	ut Tax	0.00	
GL	General	-					Net GST	Pavable / (Claimable)	389.10	
8	Debtors						1111 001		303.10	
8	Creditors					-	Last Rur	31/01/2015	Generate GST Return	
Π	Transactions	Debtor No	o. Custo	mer Name		en evente Devikle Evi	Last Tax	able Period	01/12/2014 - 31/12/2014	
	Paparte					enerale Double En	Submiss	ion/Payment Due Date	31/01/2015	
100	Reports	Creditor	s Outstandin	g More than 6 Months			Total Ou	tput Tax	578.34	
2	New	Date	Ref. No.	Creditor	Outstanding	Months A	Total Inc	ut Tax	436.79	
a_)	Transaction	► 01/11/201 08/12/201	4 INV 5321 4 INV 5325	KEE & SON COMPANY	5,649.00	8	Net GST	Pavable / (Claimable)	141.55	
	Debter	09/12/201	4 PC000001	KEE & SON COMPANY	174.00	7				
	Creditor	15/12/201	4 INV 1187	WISMA SDN BHD	2,737.46	7			View GST Return History	
	General Ledger Account						INPUT	1	OUTPUT	
						•	(purchase) Raw Moteria	1 12	(sales)	
	Search	Creditor I	lo. Suppl	ier Name			Consumable Machines, a Services	Goods te.	Goods	
0	T				Clear G	enerate Double Ent	Y Insurance, Utilities	ne.	i Services	
	Transaction						Viater, etc.			
	Creditor	Conditions	for Bad Debt R	elief:			GST on in = input ta	puts x Ouquet trx - Input	tax = Output ax	
	General Ledger Account	> Has no	t received any pa	yment or part-payment 6 months f	rom date of supply			Refresh GST Das	hhoard	
	Ĩ	> Debtor > Sufficie	has become inso nt efforts have be	ivent before the period of 6 months en made to recover the debt	has elapsed			order to view the late	at information.	
								Please click the Refr	button.	
								1		
Se Se	t As Default 🕖	<u></u>								
			INPUT purchase)				(PUT (es)			
	n		aw Materia Consumable Aschines, el <u>lervices</u> Itentel Insurance, e <u>tilities</u> Sectricity Vater, etc.	goods te. Bu	usiness		oods er rvices			
		(ST on inp Input tao	Refresh 0	tax - Input tax	GST on i = Outpu	outputs t tax			
				n order to view Please click t	the latest infor the Refresh but	mation, ton.				

Users are advised to click the button of "*Refresh GST Dashboard*" located at the bottom right of the screen to refresh the details listing of *Debtor's Outstanding More Than 6 Months* and *Creditor's Outstanding MoreThan 6 Months* in **GST Dashboard**.
Accounting Module - GST Bad Debt Relief [AR]

(4. Transactions \rightarrow B. GST Bad Debt Journal (AR) \rightarrow 1. Bad Debt Relief)

(A) Reset System Login Date

Logout the Sage UBS 2015 system and login again with the login date: 25/06/2015.

(B) <u>Create a Batch Title of GST Bad Debt Relief in Organise Batches For June 2015</u> (4. Transactions \rightarrow 2. Organise Batches)

(C) Generate GST Bad Debt Relief

(Use GST Dashboard or go to 4. Transactions \rightarrow B. GST Bad Debt Journal (AR) \rightarrow 1. Bad Debt Relief)

Below are the listing of sales invoices which outstanding for more than 6 months [when compared with Login Date]

Date	Ref No.	Debtor	Outstanding
15/11/2014	IN00003	Santronic	6,732.00
08/12/2014	IN00004	Santronic	3,816.25
17/12/2014	IN00006	Santronic	1,967.65

(i) *Add* the *Last General Journal Voucher No*. with **Ref. No. 1**: *JV 00000* when generating the journal entry of GST Bad Debt Relief.

The Ref. No. is preset as Standard Auto Running format and it is mandatary for autogenerating the GST Bad Debt Relief Journal Entry.

Click on *Apply* after you have added the *Last General Journal Voucher No*. with **Ref. No**.: *JV* 00000 as shown below.

Sade		TOP.	1.00											
UBS EN	IG HUA GROCERY ENTERPR	ISE - I	ACC	.OUNTI	ING SYSTEM									
0. File	1. General 2. Debtors	3. Cre	edito	ors 4.	Iransaction	s 5. Reports 6. I	Periodic 7. Hous	ekeeping 8. Io	oolkits	9. Help	10.0	Connected S	Services	
ADMI	N													
1	GST Dashboard		4	📩 21 D	ay Ruling		🊹 Bad Debt Relie					GST-03: G	oods & Services Tax	Return Overview
and a			Deb	tor's O	utstanding	More than 6 Mont	hs							
GST	GST Wizard			Date	Ref. No.		Debtor	Outstanding	Days	•		Current Ta	axable Period	01/12/2013 31/12/2013
	My Favorites		► 15/	11/2013	0000003	SANTRONIC		6,732.00	341	V		Submissio	on/Payment Due Date	31/01/2014
	Deathbased	-	08/	12/2013	0000004	SANTRONIC		3,816.25	318			Total Out	out Tax	611.32
	Dasnboard	-	17/	12/2013	0000006	SANTRONIC		1,967.65	309			Total Inpu	t Tax	361.79
GL	General	-	30/	12/2013	0000009	SANTRONIC		240.00	296			Net GST F	avable / (Claimable)	240.53
	Debtors	-								_		Net OOT P		249.33
5	Creditore		1	Transa	ctions File M	aintenance							1/12/2013	Generate GST Return
	Creators	1	De											
0.99	Transactions		3			Descri	iption		Ref.No.1	R	ef.No.	2	Period	01/11/2013 - 30/11/2013
	Reports		CI	Þ	LAST GENER	AL JOURNAL VOU	JCHER NO.	JV	00000				Payment Due Date	31/12/2012
		1											Tax	1,763.05
Ì	New												ax	632.38
	Transaction											- E	ble / (Claimable)	1,130.67
	Debtor	-	4									_		View GST Return History
	Creditor	-	-											View Contream matery
	General Ledger Account		+										1	OUTPUT
	Ĩ		1							_				(sales)
		0	Cr											
	Search				tandard Auto I	Running	<u>A</u> dd	<u>D</u> elete		pply		Cancel	Business	or Services
	Transaction	F	-	_										
	Debtor		Com	litions f	or Rad Dabt R	aliaf							-¦↓	
	Creditor		>	GST has	been paid	cilci.						GST on inpu = input tax	Output tax - Inpu	GST on outputs = Output tax
	General Ledger Account		>	Has not r	eceived any pa	yment or part-payment	6 months from date of	supply						
	oonoral Lougon loodant		>	Debtor ha	efforts have be	vent before the period of	f 6 months has elapsed debt						Refresh GST Das	snboard
				osmoleni	citoria nave pe	en made to recover the	ucut					In	order to view the late Please click the Refr	est information, resh button.
V Se	et As Default 🕖	9	N											

- (ii) Select Batch No.: GST Bad Debt Relief Jun' 2015 to Save the journal entry into it.
- (iii) Gnerate GST Bad Debt Relief Journal Entry for the 1st and 2nd Outstanding Invoices listed in GST Dashboard

GST Bad Debt Recovered [AR]

(A) <u>Create Batch Titles of Bank Journal & GST Bad Debt Recovered in Organise Batches</u> For June 2015

(4. Transactions \rightarrow 2. Organise Batches)

(B) <u>Payment Received for Invoice Outstanding More Than 6 Months</u> [with GST Bad Debt Relief Status] (4. Transactions → 8. Receipt → Debtor Invoice (radio button))

<u>Receipt</u>		
Batch No.	:	Bank Journal Jun' 2015
Period		18
Date	:	30/06/2015
<u>Debit</u>		
Ref. No. 1	:	RC 0006 (Receipt No.)
Ref. No. 2	:	PBB 123485
Bank A/C No.	:	3020/0000 Bank
Amount	:	RM6,732.00
<u>Credit</u>		
Debtor A/C No.	:	3000/S01 Santronic
Received For	:	Sales Invoice No.: IN000003
Cheque No.	:	PBB 123485
Receipt Type		
Knock Off	:	Select and Click on "Knock Off" button
Debtor – Knock	Off E	<u>Bills</u>
Tick the Checkbox for	r Inv N	lo.: IN000003 to Knock Off the Sales Invoice and Click on "Accept" button

Receipt				
Batch No.	22 P BI	NK JOURNAL - JUN	2015	Date 30/06/2015
Voucher Sea	22 0 0		2010	00,00,2010
Poriod	22			
enou	18 💌 Ju	ne 2015		
Debit				
Ref. No. 1	RC 0006	F	Ref. No. 2 PBB 123	456
Bank A/C No.	3020/000	P		Amount 6732.00
Bank Name	BANK			Balance 57023.66
Credit				
Debtor A/C No.	3000/501	P		Receipt Type
Received From	SANTRONIC			Knockoff Knock Off
Received For	SALES INVOI	CE NO.: IN000003		Prepayment O Local Sale
Cheque No.	PBB 123456			Export Sa
Knock off Det	ails			
Bill Tupe	Bill Date	Bill Beference No. Bi	LExt Paid Amount	t Knock off Bu Bad Debt
Бштурс	Dir Date	Dimiticicience No. Di		Recovered Retno.
			Total Knock Off: Balance	0.00 Reverse
			bulance .	6,732.00
				<u>S</u> ave <u>E</u> xit
ebtor - Knock Off	Bills			
		i-ti		
COUNTINO.:	3000/S01 De	SANTRONIC		-
t. No.	RC 0006 Ar	mount 6	732.00	Balance 0.0
Invalue Date	Januais - Mir	Increase Amount	Outstanding Amount	
Invoice / Lave	INV 2265	4200.0	0 4200.00	
24/06/2014	INV 2468	3010.0	3010.00	0.00
24/06/2014 28/08/2014		2000.0	2000.00	0.00
24/06/2014 28/08/2014 26/10/2014	INV 3008		6722.00	6732.00 🗸 * 📝
24/06/2014 28/08/2014 26/10/2014 15/11/2014	INV 3008 IN000003	6732.0	0/32.00	
11/12/2014 15/11/2014 15/11/2014 15/11/2014 17/12/2014	INV 3008 IN000003 IN000004 IN000006	6732.0 3816.2 1965.6	5 3816.25 0 1965.60	0.00
1706/2014 22/06/2014 22/08/2014 26/10/2014 15/11/2014 08/12/2014 17/12/2014 21/12/2014	INV 3008 IN000003 IN000004 IN000006 IN000008	6732.0 3816.2 1965.6 14660.0	5 3816.25 0 1965.60 0 14660.00	
1/10/2014 24/06/2014 28/08/2014 26/10/2014 15/11/2014 15/11/2014 17/12/2014 21/12/2014 21/12/2014	INV 3008 IN000003 IN000004 IN000006 IN000008 IN000010	6732.0 3816.2 1965.6 14660.0 1420.4	5 3816.25 5 1965.60 0 14660.00 0 1420.40	
Invoice Date 24/06/2014 28/08/2014 26/10/2014 15/11/2014 08/12/2014 17/12/2014 21/12/2014 21/12/2014 01/01/2015 07/01/2015	INV 3008 IN000003 IN000004 IN000006 IN000008 IN000010 IN000013 IN000013	6732.0 3816.2 1965.6 14660.0 1420.4 1987.5	5 3816.25 0 1965.60 0 14660.00 0 1420.40 0 1987.50	
17/00/2014 22/06/2014 22/08/2014 26/10/2014 15/11/2014 08/12/2014 17/12/2014 21/12/2014 01/01/2015 07/01/2015 08/01/2015	INV 3008 IN000003 IN000004 IN000006 IN000008 IN000010 IN000013 IN000014	6732.0 3816.2 1965.6 14660.0 1420.4 1987.5 3730.0	5 3816.25 0 1965.60 0 14660.00 0 1420.40 0 1987.50 0 3730.00	
Invoice Date 24/06/2014 28/08/2014 26/10/2014 15/11/2014 15/11/2014 17/12/2014 21/12/2014 21/12/2014 01/01/2015 08/01/2015	INV 3008 IN000003 IN000004 IN000008 IN000008 IN000010 IN000013 IN000014	6732.0 3816.2 1965.6 14660.0 1420.4 1987.5 3730.0	5 3816.25 5 3816.25 0 1965.60 0 14660.00 0 1420.40 0 1987.50 0 3730.00 Total	

* System automatically ticks the checkbox of Bad Debt Recovered

(C) Generate GST Bad Debt Recovered

(4. Transactions \rightarrow B. GST Bad Debt Journal (AR) \rightarrow 2. Bad Debt Recovered)

- (i) Tick the checkbox to select the record in GST Bad Debt Recovered as listed below.
- (ii) Click on Save button to save the journal entry of GST Bad Debt Recovered into the selected batch.

Debtor A/C	Batch Title	Date	Reference	Original Amt	GST Value
3000/S01	GST Bad Debt Recovered – Jun'16	30/06/2015	IN000003	6,732.00	354.00

			_							-	_	
te From /	/ To	30/06/201	5			Batch No.		24 🔎 24	Reference	BDR 00001	Auto	
btor 300	0/S01	0				Voucher Se	q.	24	Description	Bad Debt Rec	overed	
						Period		18 🔎	Date	30/06/2015		
									Taxable Period	01/06/2015	30/06/2015	₽
tstanding Do	cument(s) ex	ceeding 6 mor	nths					Total GST Va	alue : 354.00		1 of	1
Date	Reference	Debtor		Туре	Currency	C. Rate	P/J	Original Amt	Outstanding Amt	Recover Amt	GST Value	
15/11/2014	IN000003	SANTRON	IC	1	MYR	1.00		6732.00	0.00	6732.00	354.00	1
												_
												_
												_
											+ +	-
(1	1									•
Mark all												
Date	A/C No	Reference			Desc	ription		Tax Cod	e Debit		Credit	*
30/06/2015	4040/000 E	3DR 00001	GST Ba	ad Debt	Liability (AR)					354.00		
30/06/2015	4030/003 E	3DR 00001	GST Ba	ad Debt	Recovered			AJS			354	.00 E
												_
												_
(1	1						1			+

GST Output Tax Adjustment (Refund Customs) [AP]

- (A) <u>Create a Batch Title of Output Tax Adjustment in Organise Batches For June 2015</u> (4. Transactions → 2. Organise Batches)
- (B) <u>Generate Output Tax Adjustment (Refund Customs) Journal Entry</u> (Go to GST Dashboard or go to 4. Transactions → C. GST Bad Debt Journal (AP) → 1. Output Tax Adjustment (Refund Customs))

Below are the listing of supplier invoices which outstanding for more than 6 months [when compared with Login Date]

Date	Ref No.	Creditor	Outstanding
01/11/2014	INV 5321	Kee & Son Company	5,649.00
08/12/2014	INV 5325	Kee & Son Company	4,740.40
09/12/2014	PC000001	Kee & Son Company	174.00
15/12/2014	INV 1187	Wisma Sdn Bhd	2,737.46

Gnerate GST Output Tax Adjustment Journal Entry for 1^{st} and 2^{nd} Outstanding Invoices listed in GST Dashboard and save the journal entries into the batch of Output Tax Adjustment [AP] – June 2015

	/ /	To 30/06/20	15		Batch No.	25	2	25	Reference	OTA 00001	🔽 A	uto	
reditor 4	000/K01	P			Voucher Se	q. 25			Description	Output Tax Ad	justment		
					Period	18	P		Date	30/06/2015			
								Та	xable Period	01/06/2015	30/06/20)15	P
utstanding D	ocument(s)	exceeding 6 ma	onths				Total GS	T Value	: 279.00		1	of	3
Date	Referen	ce Creditor		Туре	Currency	C. Rate	P/J	Orig	inal Amt Ou	utstanding amt	GST Valu	Je	
01/11/2014	INV 5321	KEE & SO	N COMPI		MYR	1.00			5649.00	5649.00	279.0	00 🔽	ī
08/12/2014	INV 5325	KEE & SO	N COMPI		MYR	1.00			4740.40	4740.40	245.4	10	i
09/12/2014	PC000001	KEE & SO	N COMP	0	MYR	1.00			174.00	174.00	9.0	00 🔳	1
													4
													4.
(1	1			1 1	1			1				Þ.
Mark all													
Date	A/C No	Reference			Desc	ription			Tax Code	Debit	Cre	dit	_
30/06/2015	4050/000	OTA 00001	GST Cla	imable	e (AP)					279.00			
30/06/2015	4030/004	OTA 00001	Output T	'ax Adjı	ustment (AP)				AJS		1	279.0	0
													-11
													- •
													- P

GST Input Tax Adjustment (Reclaim Customs) [AP]

- (A) <u>Create a Batch Title of Input Tax Adjustment in Organise Batches For June 2015</u> (4. Transactions → 2. Organise Batches)
- (B) <u>Payment Voucher to Knock Off Supplier Invoice Outstanding for More Than 6 Months</u> (4. Transactions → 9. Payment → Creditor Invoice (radio button))

Payment Vouche	<u>r</u>	
Batch No.	:	Bank Journal Jun' 2015
Period	:	18
Date	:	30/06/2015
<u>Credit</u>		
Ref. No. 1	:	BPV 0009 (Payment Voucher No.)
Ref. No. 2	:	MBB 987662
Bank A/C No.	:	3020/0000 Bank
Amount	:	RM5,649.00
<u>Debit</u>		
Creditor A/C No.	:	4000/K01
Pay to	:	Kee & Son Company
Pay For	:	Supplier Invoice No.: INV 5321
Cheque No.	:	MBB 987662
Knock Off	:	Select and Click on "Knock Off" button
Creditor – Knock	Off	Bills
Tick the Checkbox for	Inv I	No.: INV 5321 to Knock Off the Supplier Invoice and Click on "Accept" button

Payment	Vouche	r				
Batch No.	22	BANK JOURNAL	- JUN'201	5	Date	30/06/2015
Voucher Seq.	22					
Period	18 🔎 .	June 2 ⁱ	015			
Cradit						
Ref No 1	PDV 0000	Auto	Pot I	1.0 2 MPP 0.0	7662	
Rank Δ/C No	2020/000		nei, r	10. 2 MDD 90	Amount	E640.00
Bank Name	BANK				Balance	57383 66
	DAIN					37383.00
Debit Creditor A/C No.	4000 (801					
Pau To	4000/KUI	COMDANY				Knock Off
Pay For	SUPPLIER	INVOICE NO ·	TNV 5321			
Cheque No.	COLLEILIN .	LINGLOD NOT	0021			
Knock off Det	ails					
	Dill Disto		lo DillEut	Paid Amou	nt Knock off P	. Input Tax
ын туре		Dill Helefelice i	10. DIFEX.			^y Adjustment
			Tot	al Knock Off:	0.0	
			Bal	ance :	5,649.0	0 <u>R</u> everse
						Save Exit
reditor - Knock O	off Bills					
count No.:	4000/K01	Description : KEE	& SON COMP	PANY		
ef. No.	BPV 0009	Amount	5649.	00	Balance	0.00
Import Service						
Invoice Date	Invoice No	. Invoice A	imount Or	utstanding Amount	Knock Off Amount	Input Tax Adjustment
01/11/2014	INV 5321		5649.00	5649.00 4740.40	5649.00	
09/12/2014	PC000001		174.00	174.00	0.00	
	+					
	1	<u> </u>				
						+ +
						,

* System automatically ticks the checkbox of Input Tax Adjustment

(C) Generate GST Input Tax Adjustment (Reclaim Customs) [AP]

- (4. Transactions \rightarrow C. GST Bad Debt Journal (AP) \rightarrow 2. Input Tax Adjustment (Reclaim Customs))
 - (i) Tick the checkbox to select the record in Input Tax Adjustment as listed below.
 - (ii) Click on **Save** button to save the journal entry of Input Tax Adjustment into the selected batch.

Creditor A/C	Batch Title	Date	Reference	Original Amt	GST Value
4000/K01	Input Tax Adjustment– Jun'16	30/06/2015	INV 5321	5,649.00	279.00

_						Databala	_			Deferrer			
te From /	/ To	30/06/2015				Batch No.		26 🖉	26	Reference	ITA 00001	V Auto	
editor 400)/K01 🛛 🖸	P				Voucher Se	q.	26		Description	Input Tax Adj	ustment	
						Period		18 🔎		Date	30/06/2015		
										Taxable Period	01/06/2015	30/06/2015	P
standing Doc	:ument(s) ex	ceeding 6 mon	hs					То	tal GST V	alue : 279.00		1 of	1
Date	Referen	ce Debtor		Туре	Currency	C. Rate	P/J	Origin	al Amt	Outstanding Amt	Recover Am	t GST Value	•
01/11/2014	012345678	3901 KEE & SO	N COMPI		MYR	1.00			5649.00	0.00	5649.	00 279.00	
													\square
													+
													\square
∢	1		"		1			1	I			1	1 1
Mark all													
Date	A/C No	Reference			Des	cription			Tax Cod	e Debit		Credit	
30/06/2015	4020/002	ITA 00001	Input Ta	x Adjus	stment (AP)				AJP		279.00		20.00
30/00/2015	4030/000	11A 00001	001 018	midule	-							21	5.00
•	·		ii.							•			•

Capital Goods Maintenance in Billing Module

(A) Create a Fixed Assets Supplier A/C

(1. Maintenance \rightarrow 2. Supplier Maintenance \rightarrow 1. Supplier File Maintenance)

Supplier	Name	Company	ompany Address Phone No.	Credit	More Info.		
NO.		Reg. NO.		(1)	Terms	GST Reg. No.	Date GST Status Verified
4001/B03	Bangsar Machinery Enterprise	881123-I	31, Jalan Bangsar Baru, 59900 KL	(60)3-2272 8813	60 Days	112233445566	01/11/2014

All Creditors have to be set as "Open Item Creditor"

(B) Create a Group of Capital Goods

(1. Maintenance \rightarrow 4. Miscellanoues Files \rightarrow 2. Group Maintenance)

Item Group's Particulars	Item Group 1
Item Group Code	МАС
Item Group Description	Machinery
Purchase GL A/C	2000/000 Machinery
Purchases Tax Code	ТХ

(C) Create Capital Goods Items

(1. Maintenance \rightarrow 3. Item Maintenance \rightarrow 1. Item File Maintenance)

	Item (Capital Goods)					
Code	Description	Group	UOM	Unit Cost	Unit Selling Price	
MAC-CO1	Conveyor	MAC	Unit	-	-	
MAC-PA1	Packaging Machinery	MAC	Unit	-	-	
MAC-SE1	Case Sealer	MAC	Unit	-	-	
MAC-ER1	Case Erector	MAC	Unit	-	-	

(D) Purchase of Capital Goods – Issue Supplier Tax Invoice

(2. Transactions \rightarrow 1. Receive \rightarrow Supplier Invoice (button))

Supplier Invoice No	Supplier Code	Date	Description	Item No.	Qty	U.Price (RM)	Amount excl. GST	GST Amount
77881122	4001/B03	13/01/2015	Machinery	MAC-CO1	1	5,000.00	5,000.00	300.00
				MAC-PA1	1	3,500.00	3,500.00	210.00
				MAC-SE1	1	2,800.00	2,800.00	168.00
				MAC-ER1	1	4,700.00	4,700.00	282.00

(E) Post to Accounting

(6. Periodic \rightarrow 6. Post to Accounting)

Post the Supplier Invoice to Accounting module.

Capital Goods Maintenance in Accounting Module

(6. Periodic \rightarrow 9. Capital Goods \rightarrow 1. Maintain Capital Goods)

Capital Goods	MAC-CO1	MAC-PA1	MAC-SE1	MAC-ER1
Description	Conveyor	Packaging Machinery	Case Sealer	Case Erector
Purchase Price (MYR)	5,000.00	3,500.00	2,800.00	4,700.00
GST (MYR)	300.00	210.00	168.00	282.00
Date of Purchase	13/01/2015	13/01/2015	13/01/2015	13/01/2015

Generate the *GST Return* and check the *Part C* : *Additional Information* at *item 16* for *Total Value of Capital Goods Acquired*.

Year End Processing in Accounting Module

(6. Periodic \rightarrow 2. Year End Processing)

Click the "*Refresh GST Dashboard*" button to refresh the GST Dashboard. Observe the GST Dashboard to check **Bad Debt Relief – B/F Bills** for

- (i) Invoices which are outstanding for more than 6 months
- (ii) Supplier Invoices which are still pending to make payment for more than 6 months

After Year End Process, Change the GST Next Filing Date & Re-Generate Taxable Period Table

(7. Housekeeping \rightarrow 1. Setup \rightarrow 1. General Setup \rightarrow GST Setting (tab))

(i) Change the GST Next Filing Date to 01/02/2015

(ii) In Taxable Period Table, change First Filing Date to 01/02/2015. Then, click on Re-Generate button.

eneral Setup			CCT Calling	007.0 W 0
Company Profile	Setting	Setting 2	GSTSetting	GST Setting 2
ST Begistration No	197612003479		GST Effective Date	01/11/2014
CT Tayabla Daviad / Catal	187612853478	Truckle Devied		01/11/2014
51 Taxable Feriod / Categ	ory 1 month		GST Next Filing Dat	e 01/02/2015
UBS ACCOUNTING SYS	STEM			—
				1
		Taxable Period		
First Filling Date: 01/02	2/2015	GST Taxable Period	d / Category: 1 month	
REC. NO.	START DATE	END DATE	DUE DATE	Lock Status
▶ 1	01/01/2015	31/01/2015	28/02/2015	
2	01/02/2015	28/02/2015	31/03/2015	
3	01/03/2015	31/03/2015	30/04/2015	
4	01/04/2015	30/04/2015	31/05/2015	
5	01/05/2015	31/05/2015	30/06/2015	
6	01/06/2015	30/06/2015	31/07/2015	
7	01/07/2015	31/07/2015	31/08/2015	=
8	01/08/2015	31/08/2015	30/09/2015	
9	01/09/2015	30/09/2015	31/10/2015	
10	01/10/2015	31/10/2015	30/11/2015	
11	01/11/2015	30/11/2015	31/12/2015	
12	01/12/2015	31/12/2015	31/01/2016	
13	01/01/2016	31/01/2016	29/02/2016	
14	01/02/2016	29/02/2016	31/03/2016	
15	01/03/2016	31/03/2016	30/04/2016	
16	01/04/2016	30/04/2016	31/05/2016	
17	01/05/2016	31/05/2016	30/06/2016	
18	01/06/2016	30/06/2016	31/07/2016	-
			Re-Generate	Lock E <u>x</u> it
*				