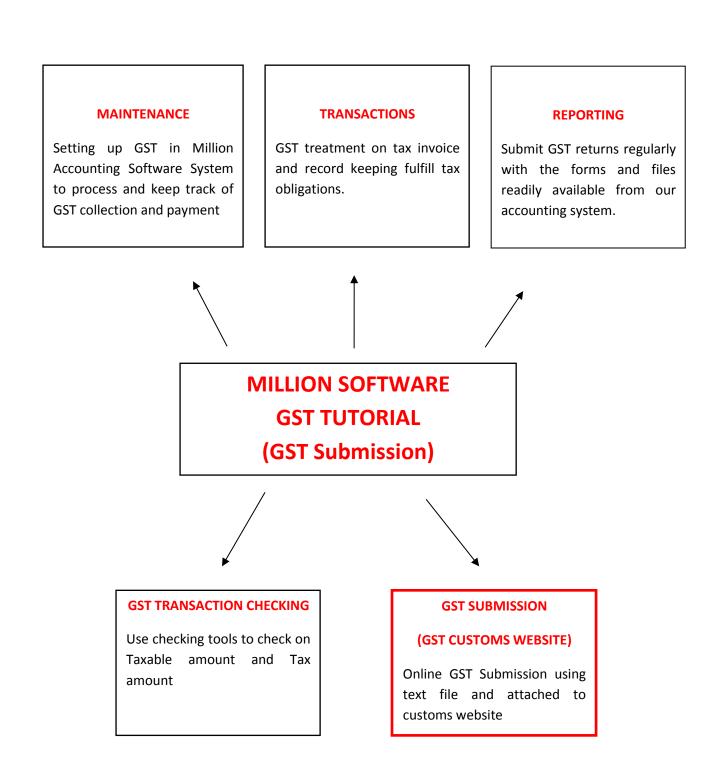


AUG 2015





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GST ONLINE SUBMISSION

NOTE: It is necessary to upgrade Million version from date 18th April 2015 onwards

Stage 1: GST submission in Million and generate GST Form 03 text file

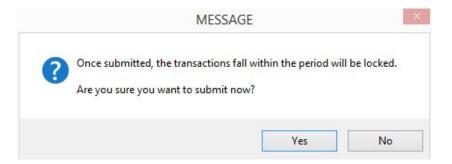
1. Perform GST submission

(GST Malaysia > GST Form 03 > select the taxable period > Edit > Submit)

Enter the details and the date. Once completed, click on Submit button

	Declare and Su	DMIL	
.) GST No.			
2) Name of Business	test2		
Part B : Return Details			
4) Return and Payment D	ue Date 31/07/2015		
9) Do you choose to carry	forward refund for GST?	⊖ Yes	
Part D : Declaration			
0) Name of Authorized P	erson xxxxxxx		
20) Name of Authorized P			
20) Name of Authorized P	New	Old	
		Old	
21) Identity Card No.	New	0ld	
21) Identity Card No. 22) Passport No. 23) Nationality	New	Old	

2. Continue YES and batch will be locked, enter the password.





3. Once submitted the Form03, the Generate GST03 File button will shown out

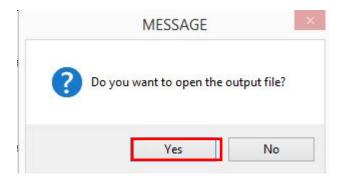
	G	iST-03		
art A & B Part C Part	D			
Part A : Registered Person D	etails			
1) GST No.	1000002015			
2) Name of Business	Mega Supply			
Part B : Return Details				
3) Taxable Period	S	tart Date	01/04/2015	
	E	nd Date	30/06/2015	
4) Return and Payment Du	e Date		11	
5) Output Tax				
a) Total Value of Stands	ard Rated Supply		46,977.70	Detail
b) Total Output Tax			2,818.70	
6) Input Tax				
a) Total Value of Standa	ard Rated Acquisition		41,721.24	Detail
b) Total Input Tax			2,503.27	
7) GST Amount Payable (It	em 5b - Item 6b)		315.43	
OR				
8) GST Amount Claimable	(Item 6b - Item 5b)		0.00	
9) Do you choose to carry f	forward refund for GST?		⊖Yes	
			0	
	Ch <u>e</u> cking	2 Preview	Submi	t 🗂 Close
		-		

4. Select the directory to SAVE the File

b		Save	As			
Save in:	E Desktop		~	G 🗊	📂 🛄 -	
Recent places	Hon	negroup				· · · · ·
Desktop	asus	:-01				
Libraries	This	PC				
Market Market This PC		aries				
Network	Net	work				,
Network	File name	gst-03			~	Save
	Save as type:	File			*	Cancel
						Code Page



5. Once generated, system will prompt a message to view the file



6. Click on YES to view the file



7. Close this notepad and attach this file for GST online submission



Stage 2: GST SUBMISSION (GST CUSTOMS WEBSITE)

1. Login to Taxpayer Access Point (TAP)

Open a browser and enter the following link to enter TAP website

https://gst.customs.gov.my/TAP/

69 6 3	Official Website MALAYSIA GOODS & SI Royal Malaysian Customs De	ERVICES TAX (GST)	TAXPAYER ACCESS POINT
Menu Menu b Back Navigation Chome	Not everything get taxed, basic necessities are still free of GST		Common Questions What is TAP? Vinat is TAP? FAQ (pdf) What Can I Do In TAP? Why Should I Sign Up? Language English
	Login Email Address Mandatory Password Mandatory Projoct My Password Logon Sign up	Begister For GST Andatery Apply for Registration Exem File GST Non-Registrant Dec Make a Payment Apply for Flat Rate Scheme Apply for Review	Lookup Application Status

- 2. Access to customer homepage
 - i) Click on Account ID

Menu	Log Off	MBN ENGINEERING SE	RVICE SON BHD	NAMES AND ADDR	NAMES AND ADDRESSES			I WANT TO	
f Home		Business Reg. No. Balance	5488963F RM 0.00	Legal Name Trading Name	MBN ENGINEERI Add	NG SERVICE SDN BH	Manage My	Profile	
▶ Back				Location / Businer Correspondence		IENAS 1N/KS7, BAND			
TRN									
Data: trainerzu		ACCOUNTS ¹ REGI	JESTS ⁰ NOTICES ¹ LE	TTERS					
RunDate: 01-Jul-20	15	MY ACCOUNTS							
and the state		MY ACCOUNTS						Hide History	
Navigation My Accounts	- 1	Account Id		sme	Frequency	Address		Balance(RM)	
		000884441088	Goods and Service: ME	BN ENGINEERING	ERVIC Monthly	5A, JLN KEBUN NEN	AS 1N/KS	0.00	
Registration									
Apply for Branch F	registration								
Manage Designate	d Persons								
Miscellaneous									
Apply for Appeal									



3. Access to Period Tab

i) Click on hyperlink File Now to file return for taxable period

Menu Log	Off GOODS AND SE	RVICES TAX		NAMES AND ADD	RESSES			IWANT	TO	
f Home	Business Reg. Monthly		5488963F	Legal Name Trading Name	MBN ENG	INEERING S	ERVICE SDN	and the second	a Payment ize Tax Agent Acce	
Back	Balance		RM 0.00			EBUN NENA	S 1N/KS7, BA		st to Close Account	
	Pending		RM 0.00	Correspondence	Ad Add					
TRN										
Data: trainerzu	PERIODS	EQUESTS ⁰ ACT	TIVITY NOTICE	ES ⁰ LETTERS ¹ S	CHEMES					
		IEQUESTS ⁰ Act Needed ³ Sea		es ^a letters ¹ s	CHEMES ⁰					
	ATTENTION		RCH	ES ⁰ LETTERS ¹ S	CHEMES ⁰					Filte
RunDate: 01-Jul-2015	ATTENTION	NEEDED ³ SEA	RCH	s ^o letters ¹ s		Penalty (RM)	Credit (RM)	Balance (RM	Messages	Filte
RunDate: 01-Jul-2015 Navigation My Accounts	ATTENTION PERIOD'S REQU	I NEEDED ³ SEA	RCH			Penalty (RM) 0.00	Credit (RM) 0.00		l Messages File Return	Filte
RunDate: 01-Jul-2015 Nevigation My Accounts	ATTENTION PERIODS REQU Period	INEEDED ³ SEA JIRING ATTENTIO Return Status Generated	rch In	low Pay	Tax (RM) F			0.00	1.02.02.7.00	Filte
RunDate: 01-Jul-2015 Navigation My Accounts Act: 000884441088	ATTENTION PERIOD'S REQU Period 30-Jun-2015	INEEDED ³ SEA JIRING ATTENTIO Return Status Generated	RCHI DN File N	low Pay low Pay	Tax (RM) F 0.00	0.00	0.00	0.00	File Return	Filte
Data: trainerzu RunData: 01-Jul-2015 Navigation My: Accounts Act: 000884441088 Registration Apply for Special Scheme	ATTENTION PERIOD'S REQU Period 30-Jun-2015 31-May-2015	INEEDED ³ SEA JIRING ATTENTIO Return Status Generated Overdue	RCHI DN File N File N	low Pay low Pay	Tax (RM) F 0.00 0.00	0.00	0.00	0.00	File Return File Return	Filte

- 4. Review and Return Details screen will be displayed.
 - i) Click on the **Next** button

Menu Log Off	6	<hr/>		Import
A Home	Review Return Details Next		Save and Finish Later	Cancel
> Back	ABOUT THE SERVICE	WHAT YOU NEED	AFTER YOU FINISH	
TRN				
Data: trainerzu	 This service allows a registered Goods and 	 GST info for the selected filing period. 	 Print the confirmation page for your records. 	
RunDate: 01-Jul-2015	Services taxpayer to declare their GST for the selected filing period.		 If a payment is due, make a payment using TAP, a designated bank, or by mailing 	
Navigation My Accounts Act 000864441088 (Goods and Services Tax Return	Your session will expite after 15 minutes of inactivity.		a cheque to the processing centre.	



5. Return Details screen will be displayed

- i) Click on **Import** button
- ii) Select generated GST 03 file (text file) generated from Million Accounting

Menu Log Off				Import
f Home	Previous Return Details	lext		Save and Finish Later Cancel
> Back	GOODS AND SERVICES TAX RETURN	l.		
TRN	OUTPUT TAX			
Data: trainerzu	Total Value of Standard Rated Supply	RM	0.02	
RunDate: 01-Jul-2015	Total Output Tax (Inclusive of Tax Value on Bad Debt Recovered & other Adjustments)	RM	0.00	
Navigation	INPUT TAX			
My Accounts Act: 000884441088 Goods and Services Tax Return	Total Value of Standard Rated Acquisition	RM	0.00	
Soods and Services 1 a), Return	Total Input Tax (Inclusive of Tax Value on Bad Debt Relief & other Adjustments)	RM	0.00)
	GST Amount Payable	RM	0.00	
	GST Amount Claimable	RM	0.00	

iii) All figures will displayed in respective column

Note: make sure all the figure is correct then click on the **Next** button on top menu.

Previous Additional Details Next		Save and Finish Later Cancel
GOODS AND SERVICES TAX RETURN ADDITIONAL INFORMATION		
Total Value of Local Zero-Rated Supplies	RM	0.00
Total Value of Export Supplies	RM	0.00
Total Value of Exempt Supplies	RM	0.00
Total Value of Supplies Granted GST Relief	RM	0.00
Total Value of Goods Imported Under Approved Trader Scheme	RM	0.00
Total Value of GST Suspended Under Approved Trader Scheme	RM	0.00
Total Value of Capital Goods Acquired	RM	0.00
Bad Debt Relief	RM	0.00
Bad Debt Recovered	RM	0.00

Note: make sure the industry code is being displayed. After that click on **Next** button on top menu.



Menu Log Off	Previous	Industry Codes		Next	Save and	Finish Later Cancel	
A Home	PIEVIOUS	cinnan'i conca		HEAL	Care and	Containing Containing	
▶ Back	GOODS AN	D SERVICES	TAX RETUR	N			
TRN	BREAKDOWN	ALUE OF OUTPU	IT TAX IN ACCORE	ANCE WITH MAJOR INDUSTRY COD	5		
ata: trainerzu	MSIC Code	Value of C	Output Tax	Percentage			
RunDate: 01-Jul-2015		RM	0.00	0 %			
Navigation		RM	0.00	0 %			The Value of Out
y Accounts		RM	0.00	0 %			Tax must be same
ct: 000884441088 loods and Services Tax Return		RM	0.00	0 %			the figure in Forn
		RM	0.00	0 %			5(b) Total Output
	Others	RM	0.00	0 %			
	Total	RM	0.00	0 %			

- 6. All the data transfer from Million Software will appear in Return Summary screen.
 - i) Review and verify information on the Return Summary screen
 - ii) User can choose either to **Save and Finish Later** or **Submit** the application
 - iii) To submit the application, click on **Submit** button
 - iv) Click on **OK** button.

Menu Log Off	Previous	Return Summary	Submit		Save and Finish Later	Cancel
🖷 Home	FICHOUS	(the second seco			Carterine Finantenier	Gamber
Back	COODS	AND SERVICES				
TRN	100000000		IRN FOR ACTIVITY FROM 01-APR-2015 TO	30-APR-2015		
Data: trainerzu						
Data: trainerzu		ount Payable	RM 599,400.00			
RunDate: 01-Jul-2015		ount Claimable	RM 0.00			
		ro-Rated Supplies	RM 1,000.00 RM 0.00			
Navigation	Export S		RM 0.00			
My Accounts		Supplies				
Act: 000884441088		Granted GST Relief mported Under ATS	RM 0.00			
Goods and Services Tax Return		spended Under ATS	RM 0.00			
		Soods Acquired	RM 0.00			
	Bad Deb		RM 0.00			
		t Recovered	RM 0.00			
		alue of Output Tax P				
	17710	RM 600,000.00	100%			
		RM 0.00	0%			
		RM 0.00	0%			
		RM 0.00	0%			
	1000	RM 0.00	0%			
	Other Total	RM 0.00 RM 600.000.00	0%			

7. Enter the password field and click **OK**Note: the password is same as the TAP login password



This will submit vo	ur 30-Apr-2015 Goods	and Services Tax	return to the Royal	Malaysian Cus	toms Department
Are you sure you			inclain to are recya	manay sharr ous	one Department
Password					
CONTRACTOR AND ADDRESS OF			Mandatory		

- 8. Confirmation screen will display the return information
 - i) Click on **Print** to print the information, the copy of filled up return form with voucher no. Make payment at banks together with this voucher no.
 - ii) Click on Print Acknowledge Receipt to print the receipt
 - iii) Click OK to return to user home page



	Pindaan Amendmen	ROYAL MAL PENYATA C GOOD	AYSIAN C	USTOMS	MALAYSIA DEPARTMENT ERKHIDMATAN RETURN
		BAHAGIAN A : PART A : RE		The second s	
1)	No. CBP * GST No. *	001613234176			
2)	Nama Perniagaan * Name of Business *	FLEET ENGINEERING S	ERVICES SDN E	знD	
			AN B : BUTIF		
3)	Tempoh Bercukai * Taxable Period *		Tarikh Mula Start Date	01-Apr-201	5
			Tarikh Akhir End Date	30-Jun-201	5
4)	Tarikh Akhir Serahan P Return and Payment Do			31-Jul-2015	5
5)	Cukai Output			<i>a</i> .	Amaun (Amount)
		bekalan Berkadar Standard* ndard Rated Supply*		RM	100,000.00
	b) Jumlah Cukai Out dan Pelarasan lair	put (Termasuk Hutang Lapuk Diba		RM	6,000.00
6)	Cukai Input /input Tax	slehan Berkadar Standard *		FM	50.000.00
	Total Value of Stal b) Jumlah Cuikai Inpi dan Pelarasan lain	ndard Rated Acquisition * ut (Termasuk Pelepasan Hutang Li	A CONTRACTOR OF A	RM	3,000.00
7)	CBP Kena Dibayar (But GST Amount Payable ()	tran 5b - Butiran 6b) *	adjust minut	RM	3,000.00
8)	ATAU			RM	0.00
9)		e (item 6b - item 5b) * ntuk membawa ke hadapan pemba forward refund for GS77	iyaran balik CBP?		Ya Yes
	the post conclusion in carry	BAHAGIAN	C : MAKLU		BAHAN
10)	Jumlah Nilai Pembekala Total Value of Local Zero	n Tempatan Berkadar Sitar *	ADDITIONAL	RM	0.00
11)	Jumlah Nilai Pembekala Total Value of Export Sc			RM	0.00
12)	Jumlah Nilai Pembekala Total Value of Exempt S			RM	0.00
13)	Jumlah Nilai Pembekala Total Value of Supplies	n Diberi Pelepasan CBP * Granted GST Relief *		RM	0.00



A Step-by-Step Million GST Tutorial -GST Submission

	arang Dikawah Skim Pedagang Dikuluskan * d Under Approved Trader Scheme *	RM	0.00					
		-	0.00			_		
Jumiah Nilai CBP Import Diga Total Value of 0/07 Surgende	f understein 14.*	RM				_		
Jurelah Nilai Perokehan Harta Total Value of Capital Goods A	Modul * Icoponet *	RM	0.00					
Pelepasan Hutang Lapuk * Bad Debt Relef *		RM	0.00					
Huteng Lapuk Ditayor Balk *		RM	0.00					
Bad Debl Recovered *) Pecation Nilai Cukai Output m						_		
Breakdown Value of Output 7/ Kod /Code/	as in accordance with the Major industries Code Nilai Cuikai Output (Value		f Taxi	Peratusan Ø	-			
A5201	B 655 65	o cepe	1	100	1			
- seur	POR							
	RM 0.00			2	1*			
	RM 0.00			0				
	AM 0.00			0				
	RM 0.00			0				
Lain-tain Others	RM 0.00			Ð	j*			
JURG AH TOTAL	FM 8,000.00			100	1 *	1		
								Voucher I
Cukai Barang & Pel No. CBP: 0016132 PLET ENGNEERING SER	rkhidmatan Jumlah Y 34176 WCCS SDN 8HO MCCS SDN 8HO	Nombor	r Baucar : la Dihayar ; Tempoh ;	30-06-2015	5			
Culkai Barang & Per No. CBP: 00161322 FLET Encland Stell LOT 11. LINEAWAN SLET 4200 FELARLHAN KLANG SELANGOR	rkhidmatan Jumlak Y 34176 WCCS SOLEHO WCCS SOLEHO WCCS SOLEHO	Nombor	r Baucar : la Dibayar :	3,000,00 30-06-2015	·	Ī	-	

For further details, refer to Malaysia GST website for **<u>RETURNS AND PAYMENT FOR GST</u>**



Stage 3: Make online payment

Refer to Malaysia GST customs website document on: GUIDE OF PAYMENT ON TAX

Logon to gst.customs.gov.my

Click on GST Highlights > Announcements

	têr	Official Website MALAYSIA O Royal Malaysia	OODS & SEF	VICES TAX (GST))	G	ST 1
Home	About GST ?	For Consumers *	For Industries •	Legislation & Guides ~	GST Highlights 🕫	Contact Us 🕫	
1.01					Announcements		
			F		News		AYER ACCESS POINT IDEO ON GST O LOGON EGISTER GST
ENH	ANCE Y	OUR	121		Press Releases/		FOR
		G SOFTWA	RETO	Ð	Events/Training	Calendar	
Guide to En		IPLIANT nting Software to be GST of	ompliant	11		22	FOR INDUSTRIES MORE
ST REG		- REGISTER NOW	more.			DRU	FOR TOURISTS MORE
nline ervices		Online Calcula	tor HELEEC	Gallery		GST Compl	laint
• Logo	Registration in to TAP	• G	T Calculation T Calculation for Impo	rts - Pictures Audios Videos		GST Helpd	esk

Click on the hyperlink **FURNISHING OF RETURN AND PAYMENT OF GST**

(1)	Official Website MALAYSIA O Royal Malaysia	OODS & SEP	RVICES TAX (GST)	GSS CONTRACTOR	f 1
Home About GST ~	For Consumers ~	For Industries •	Legislation & Guides ~	GST Highlights ~	Contact Us •	
GST Highligh	ts					🖶 Print
0 0			Annou	ncements		
Announcements	- FURNI	SHING OF RETURNS	AND PAYMENT OF GST			
News	19/05/2	015				
Press Releases/Publication	taxable first tax	period) and 1 July 20:	ment of GST commencing on 1 15 (for quarterly taxable period as the GST registration approva). Please make sure you		
Events/Training Calendar	- GUIDE 31/03/3		TAX DEDUCTION ON GST TR	AINING COSTS		
Subscribe News ~	deducti	on purposes of the In	Finance has issued guidelines of come Tax Rules Under the Inco employees for the implementa	ome Tax (Deduction fo	r	
Enter your email address						



Click and download the document GUIDE ON PAYMENT OF GST

Home About GST For Co	onsumers
GST Highlights)	e protection and the protection of the protectio
	Announcement
Announcements	= FURNISHING OF RETURNS AND PAYMENT OF GST
News	19/05/2015
Press	Furnishing of Returns and Payment of GST commencing on 1 May 2015 (for monthly taxable period) and 1 July 2015 (fo quarteriv taxable period). Please make sure your first taxable period is the same as the GST registration approval letter
Releases/Publications	Please click here to download: Guide on Furnishing of Returns
Events/Training	Please click here to download: Guide on Payment of GST
Calendar	Please click here to view: Multimedia Video on Furnishing of Returns and Payment of Tax
	Please click here to download: The List Of Updated Facilities Offered By Associated Banks For Payment Of GST By Taxpayers Until 08 MAY 2015
ubscribe News ~	BACK

Follow the guide step by step to complete the payment



Stage 4: Input Tax and Output Tax cleaning

Example: Output Tax (Figure in Form03 5(b)) = RM 2818.70

Input Tax (Figure in Form03 6(b)) = RM2503.27

(General > GL Transaction > Add> Select entry (single entry) > Batch (Journal))

Step 1: Enter GST Output Tax amount

•			Add New GL Transaction		
Select Entry Batch Group	Single Entry	▼ Iournal	GST Output Tax		
Date	A/C No.	Auto Reference No.	Description	Debit MYR	Credit MYR
05/07/2015	4050/0001	▼ JV 0005	GST CONTROL APR - JUN 2015	2,818.70	0.0
Project					
Date	A/C No.	Reference No.	A/C Description	Debit	Credit
1				0.00	0.00
				Sar	e X Cancel

Step 2: Enter GST Input Tax amount

			Add New GL Transaction		
Select Entry Batch Group	Single Entry	Journal			
Date	A/C No.	✓ Auto Reference No.	GST Input Tax	Debit MYR	Credit
05/07/2015	3050/0001	▼ JV 0005	GST CONTROL APR - JUN 2015	0.00	2,503.2
Link To Project	Default 🗸	 ▼			
	Default	V			
	A/C No.	▼ Reference No.	A/C Description	Debit	Credit
Date 05/07/2015			A/C Description GST Output Tax	Debit 2,818.70	Credit 0.00
Project	A/C No.	Reference No.			
Date 05/07/2015	A/C No. 4050/0001	Reference No. JV 0005	GST Output Tax	2,818.70	0.00

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Step 3: Enter GST Payable Amount

			Add New GL Transaction		
Select Entry Batch Group	Single Entry	Journal			
		Auto	GST Payable	Debit	Credit
Date	A/C No.	Reference No.	Description	MYR	MYR
05/07/2015	3060/0000	▼ JV 0005	GST CONTROL APR - JUN 2015	0.00	315.4
Tax Code Link To	Default	Taxable MYR	0.00 Tax MYR 0.00		
Project		•			
Date	A/C No.	Reference No.	A/C Description	Debit	Credit
Date 05/07/2015	4050/0001	Reference No. JV 0005	GST Output Tax	2,818.70	0.00
Date 05/07/2015 05/07/2015	4050/0001 3050/0001	Reference No. JV 0005 JV 0005	GST Output Tax GST Input Tax	2,818.70	0.00 2,503.27
Date 05/07/2015	4050/0001	Reference No. JV 0005	GST Output Tax	2,818.70	0.00

Stage 5: Make GST Payment to Government

(General > Cash Book> Payment> Add)

Credit Bank , Debit GST Payable

•		Add New Payment			×
Batch Group	Bank 👻		Auto		
Date Bank / Cash	05/07/2015 Bank - PBB A/C	v	Reference	No. PCV 0006	5 -
Description	GST Payable Apr - Jun 2015		Cheque N	o.	
Pay To			Total	MYR	315.43
Payment For					
A/C No.	3050/0000 - PAYA	BLE			
Description	GST Payable Apr - Jun 2015		Amount	MYR	315.43
Project					
Tax Code	тах	able MYR 0.00 Tax MY	/R 0.00		
Sa <u>v</u> e A/C	<u>U</u> ndo				
A/C No.	A/C Description	Description	Tax Code	Tax	Amount
3050/0000	PAYABLE	GST Payable Apr - Jun 2015		0.00	315.43
				Si Si	ave X <u>C</u> ancel



Stage 6: how to enter a purchase invoice from previous taxable period (after GST submission)

Note: assume taxable period is Apr 2015 – Jun 2015, after GST submission (batches are being locked) then received a purchase invoice for Jun 2015.

Step 1: unlock the batch

(General > Batch > select the batch on the particular month > Edit)

Batch No.	Description	From Date	To Date	Lock	Delete 📃	
150350	Journal - Mar 2015	01/03/2015	31/03/2015			- 23
150410	Sales - Apr 2015	01/04/2015	30/04/2015	~		
150420	Purchase - Apr 2015	01/04/2015	30/04/2015	~		
150430	Bank - Apr 2015	01/04/2015	30/04/2015	~		
150440	Cash - Apr 2015	01/04/2015	30/04/2015	~		
150450	Journal - Apr 2015	01/04/2015	30/04/2015	~		
150510	Sales - May 2015	01/05/2015	31/05/2015	~		
150520	Purchase - May 2015	01/05/2015	31/05/2015	~		
150530	Bank - May 2015	01/05/2015	31/05/2015	~		
150540	Cash - May 2015	01/05/2015	31/05/2015	~		
150550	Journal - May 2015	01/05/2015	31/05/2015	~		
150610	Sales Jun 2015	01/06/2015	30/06/2015			
150620	Purchase - Jun 2015	01/06/2015	30/06/2015	~		
150630	Bank - Jun 2015	01/06/2015	30/06/2015	~		
150640	Cash - Jun 2015	01/06/2015	30/06/2015	~		
150650	Journal - Jun 2015	01/06/2015	30/06/2015	~		
150710	Sales - Jul 2015	01/07/2015	31/07/2015	100		
150720	Purchase - Jul 2015	01/07/2015	31/07/2015			
150730	Bank - Jul 2015	01/07/2015	31/07/2015			
150740	Cash - Jul 2015	01/07/2015	31/07/2015			
150750	Journal - Jul 2015	01/07/2015	31/07/2015			
150810	Sales - Aug 2015	01/08/2015	31/08/2015			
150820	Purchase - Aug 2015	01/08/2015	31/08/2015	100		
150830	Bank - Aug 2015	01/08/2015	31/08/2015			

User ID: admin, password: admin

Untick the lock and then Save

Batch No.	150620	
Description	Purchase - Jun 2015	
From Date	01/06/2015	
To Date	30/06/2015	



Step 2: enter the purchase invoice

(Purchase > Purchase Invoice > Add)

- 1. Enter the date (eg: Jun2015)
- 2. Then followed by item. After completed, click on Save

)	Edit Purchase In	voice # PI000002	
Header Body	Footer		
Supplier Code	4000/B001 🗸	Purchase Invoice	
Name	CREDITOR B	No. P1000002	
Address #		Date 04/06/2015	
	^	Reference No.	
	v	Credit Terms 0 💓 C.O.D.	
		Agent	
Attention		Project	
1005		rioject	
Remark :			
		More <u>R</u> emarks	
			Сору
or Accounting Pu	rpose		
Description	Purchase		
2.1.2			
Batch Group	Purchase		
		Irace	Body +
		🛃 Save 🏼 🖂 Print	X Cancel

Step 3: manage backed dated transaction

(GST Malaysia > Manage Backdated Transaction Submission)

- 1. Enter the period
- 2. Tick on the option to display tax code (system displayed tax group)
- 3. Click on Refresh button
- 4. Tick on the transaction for next submission
- 5. Click on Save after completed

From Date To Date	01/04/201 30/06/201		Show Tax Code	Manage Backdate	ed Transaction Submission			-	
Tax Code TXI	Date 04/06/2015	A/C No. 3050/0001	A/C Description GST Input Tax	Reference No. PI000002	Description CREDITOR B	Taxable Amount 471.70	Tax 28.30	Submit On	~
q	04/06/2015	3050/0001	GST Input Tax	P1000002	CREDITOR B	4/1.70	28.30		•



6. Enter the tax submission date then **OK**

9	Date	×
To be submitted on	31/07/201/5	
	√ <u>o</u> ĸ	X Cancel

Step 4: Purchase invoice amount will display in Profit and Loss A/C in Jun 2015

Step 5: Input tax amount will display in next taxable period

				GST Fo	orm 3					×
	Start Date	End Date	Total Output Tax	Total Input Tax	Payable/(Claimable)	Submitted B	/		Date	^
	01/07/2015	30/09/2015	0.00	28.30	-28.30)				
_	01/04/2015	30/06/2015	111.58	-45.00	156.58	3 XXXXX			30/06/2015	
										~
G	IST <u>S</u> ummary Shee	t <u>G</u> enerate	GAF FIIe			Add	🛃 Edit	Delet	e 🖆 <u>C</u> los	se

Step 6: Lock the batch for Jun

•	Edit Batch # 150620	×
Batch No.	150620	
Description	Purchase - Jun 2015	
From Date	01/06/2015	
To Date	30/06/2015	
Lock		