

# Getting Started Manual For Margin Scheme

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# Step 1: How to Activate Margin Scheme?

*Reminder: Please contact our support to subscribe Margin Scheme before perform this step, otherwise you might unable to activate it.*

Dashboard
New
Company
Customer
Supplier
Banking
Stock
General Ledger
Tax

GST Preferences
1

### GST Account Defaults

#### Prepayment

Prepayment Tax Code  
SR\_0 (9215/000)

Default tax code and account for prepayment/deposit

GST Liability  
4100/000

Default contra account for above prepayment/deposit

#### Reverse Charge

Reverse Charge Tax Code (sales)  
SR\_0 (9215/000)

Default tax code for reverse charge / self recipient accounting / imported service to be credited

Reverse Charge Tax Code (purchase)  
TX\_0 (3060/000)

Default tax code for reverse charge / self recipient accounting / imported service to be debited

#### Gift Rule

Trigger Amount  
500

Accumulated gift amount per fiscal year to trigger Gift Rule.

Gift Rule Tax Code  
SR\_0 (9215/000)

Default tax code for gift's GST amount

Gift Rule Expenses Account

Default contra account for gift's GST amount

#### Deferred GST

Deferred Input Tax Account  
3061/001

Trace input tax been deferred.

Deferred Output Tax Account  
9216/001

Trace output tax been deferred.

#### Bad Debt (AR)

Bad Debt Relief Tax Code  
AJP\_ARBD (3061/000)

Default tax code and account for bad debt relief

Bad Debt Recover Tax Code  
AJS\_ARBD (9216/000)

Default tax code and account for bad debt recover

GST Bad Debt Liability  
4101/000

Default contra account for above bad debt handling

Bad Debt Provision (sales)  
3070/000

Default provision account for sales bad debt

Bad Debt Expenses (sales)  
9450/000

Default bad debt account for sales

Bad Debt Recover (sales)  
8070/000

Default bad debt recover account for sales

#### Bad Debt (AP)

Bad Debt Relief Tax Code  
AJS\_APBBD (9217/000)

Default tax code and account for bad debt relief

Bad Debt Recover Tax Code  
AJP\_APBBD (3062/000)

Default tax code and account for bad debt recover

GST Bad Debt Claimable  
3080/000

Default contra account for above bad debt handling

Bad Debt Expenses (purchase)  
8080/000

Default bad debt account for purchase

Bad Debt Recover (purchase)  
9460/000

Default bad debt recover account for purchase

### Financial Settings

GST Taxable Period  
3

Frequency (in month unit) to declare GST return

GST Next Filing Date  
30/Sep/2015

Next date to declare GST Return

Bad Debt Relief Min. Month  
6

Minimum aged month required to request bad debt relief

Days Limits  
21

Days limit rule to overrides basic tax point

Max Input Tax Claim  
30

Max input tax claimable amount for simplified tax invoice

GST Clearing  
9999/000

Temporary account for GST to be paid/refunded

☒ Only GST tax code could be used in document under GST mode

☐ Filter out GST related account from Cash Receipt and Cash Payment

☒ Enable Margin Scheme

#### De minimis Rule

Total value of exempt supplies not exceed 5,000 per month

Total value of exempt supplies not exceed 5 % of all supplies value per month

☒ GST breakdown in PDF of cash sales and sales invoice

☒ Tax code dropdown include inactive data

2

3

Save



- 1 Go to **GST Preferences** (under **Tax** module).
- 2 Tick on **Enable Margin Scheme**.
- 3 **Save**.
- 4 After done, you may start record your transaction via margin scheme feature. We have 2 way to record transaction, and they could be found at following steps, either (A) or (B).

*Note: Please contact support if you are unable to save.*

## Step 2: Record Car Purchase (A)

### Note:

*This is the first (preferred) way to record car purchase.*

*You may record transaction in either Cash Purchase or Supplier Invoice screen. Both screens are using similar method to record purchase. We will use Supplier Invoice as a guidance.*

**Supplier Invoice** 1
GST Mode

Enter Invoice By Stock Item ▼  
Supplier\* ▼ \_\_\_\_\_

Transfer Document From ▼ \_\_\_\_\_ Transfer

Address

Address \_\_\_\_\_  
\_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_ ▼  
Post Code: \_\_\_\_\_  
Country: \_\_\_\_\_ ▼

Invoice Date\* 19/Nov/2024 📅  
Payment Terms \_\_\_\_\_ ▼  
Invoice Due Date\* 19/Nov/2024 📅  
Location Beko ▼

☐ Self-billed Invoice  
☐ Reverse Charge  
☒ Apply Margin Scheme 2

Ref. No.\* VI0126  
Tags \_\_\_\_\_ ▼  
Cost Center \_\_\_\_\_ ▼  
Salesperson \_\_\_\_\_ ▼

Remark \_\_\_\_\_  
\_\_\_\_\_

Invoice No.\* \_\_\_\_\_  
Currency\* \_\_\_\_\_ ▼ \_\_\_\_\_ Get rate

Import Declaration Declare

- 1 Go to **Supplier Invoice** (under **Supplier** module).
- 2 Tick on **Apply Margin Scheme**.

City: Location: Beko Salesperson:

State: Post Code: Country: Invoice No.\* Currency\*

Enter Barcode

Item Code*	Description
1	

**Quick Add - Stock Item**

Name\* Proton Saga 1.3 Standard  
 Code\* PS  
 Stock Group\* CAR  
 Barcode  
☒ Stock Control  
 Costing Method FIFO  
☒ Contain Serial No.  
 UOM unit  
 Selling Price 30,000.00  
 Purchase Price 25,000.00  
 Standard Cost 30,000.0000

**Add line** **Save** **Cancel**

Amount is: Tax Exclusive

Amount*	Cost Center
0.00	Cost Center

**Subtotal** 0.00  
**Grand Total** 0.00

[Journal Entry](#)

**Actions** **Print** **Show Related Doc** **Copy to New** **New** **Save** **Go to list**

- 3 Select **Item Code** and click **Add New**.
- 4 Fill in necessary info and ensure **Contain Serial No** is ticked.
- 5 **Save**.

Address

Address

City:

State:

Post Code:

Country:

Invoice No.\*

Currency\*

Get rate

Enter Barcode

Item Code*	Description	Quantity	Serial No.	UO
1	SAGA Proton Saga 1.3 Standard	1.000000	<a href="#">0</a>	unit

Add line

Invoice Date\*

Payment Te

Invoice Du

Location

Import Dec

Assign Serial Numbers - SAGA(Proton Saga 1.3 Standard)

Generate the required amount of serial numbers or manually enter the serial numbers in the table below or you can import the serial numbers using the import feature below.

Starting Number\*

Quantity\*

Prefix

Suffix

Remark

Generate

Serial Number*	Remark	Status
JWN 9515		Available

Add line

Required Serial Numbers

Serial Numbers Assigned

Filename:

Select a file to upload.

Browse...

Import

OK

Cancel

Journal Entry

Actions

Print

Show Related Doc

Copy to New

New

Save

Go to list

- 6 Click on **Serial No** hyperlink.
- 7 Fill in car plate number and remark (if purchase multiple car of same model, enter multiple car plate number).
- 8 Click **OK**.



☐ Discount by %

Amount is: Tax Exclusive

	Item Code*	Description	Quantity	Serial No.	UOM	Unit Price	Discount	Tax Code	%	Tag	Amount*	Cost Center
1	SAGA	Proton Saga 1.3 Standard	1.000000	<u>1</u>	unit	25,000.00...		OP	0.00		25,000.00	<span style="background-color: #28a745; color: white; padding: 2px;">Cost Center</span> ✖

Add line

Subtotal 25,000.00

OP (0%) 0.00

Grand Total 25,000.00

[Journal Entry](#)

Actions
Print
Show Related Doc

Copy to New
New
Save
Go to list

9 Fill in tax rate (either **OP** or **NR**) and amount.

10 **Save.**

(it shows address is required although address has already filled)

## Step 3: Check Purchased Car in Stock (A)

**Serial Number Inquiry**

Date Created As Of: 19/Nov/2024  Location: ALL  Item Code: ALL  Serial Number: SG001   
 Stock Group: ALL  Status: ALL  Sort By: Serial Number  ☐ in descending order

**Retrieve**

Serial Number	Date Created	Item Code	Stock Group	Status	Location Code	Remark
<a href="#">SG001</a>	19/Nov/2024	SAGA	CAR	Available	Beko	

Page 1 of 1

Displaying 1 - 1 of 1

**Print to Excel** **Print to PDF**

- 1 Go to **Serial Number Inquiry** (under **Stock** module).
- 2 Fill in criteria and click **Retrieve**.
- 3 List of car is shown, together with their Status and Location.
- 4 Click **Print to PDF** if needed.

## Step 4: Record Car Sales (A)

### Note:

This is the first (preferred) way to record car sales.

You may record transaction in either Cash Sales or Sales Invoice screen. Both screens are using similar method to record sales. We will use Sales Invoice as a guidance.

**Sales Invoice**
1
GST Mode

Enter Invoice By Stock Item

Customer\* A0001 Ong Toon Hui
Transfer Document From  Transfer

Address
Ship To

Address 108-A, Jalan Tun Jumbo,  
City: Kajang  
State: Selangor  
Post Code: 43000  
Country: Malaysia  
Contact abc

Date\* 19/Nov/2024  
Payment Terms Net 30 days  
Location Beko  
Delivery Method Air  
Delivery Terms   
☒ Apply Margin Scheme 2  
☐ Apply Progress Invoicing  
☐ Apply Flat Rate Scheme  
Export Declaration Dedare

Invoice No.\* Auto-generated  
Tags   
Salesperson   
Remark   
More Info

P.O No.   
Currency\* MYR 1 Get rate

1 Go to **Sales Invoice** (under **Customer** module).

2 Tick on **Apply Margin Scheme**.

City: 
State: 
Post Code: 
Country: 
Contact: 
P.O No. 
Currency\*

Enter Barcode 
Click on the but

Item Code*	Description	Image	Quantity	Serial No.	UOM
1	SAGA		1.000000	<a href="#">0</a>	unit

Add line
Margin: 30,000.00

Actions Print / Email Show Related Doc

Select Serial Numbers - SAGA
Select the required amount of serial numbers from the Available Serial Numbers below.

Serial Numbers Selected

Serial Number	Date Created	Remark

Available Serial Numbers Please double click or use Add button to select serial number.
Enter serial number to search... Search

Serial Number	Date Created	Remark
<input checked="" type="checkbox"/> SG001	19/Nov/2024	

Add
Required Serial Numbers 1
Serial Numbers Selected 0

OK Cancel

- 3 Select the car model you would like to sell.
- 4 Fill in the **Quantity** and click on **Serial No.** hyperlink.
- 5 Determine which car to sell.
- 6 Click **Add** to confirm the selected car.
- 7 Click **OK**.

*Note: If there is no car purchased under margin scheme, serial number pop up screen would show nothing.*

Enter Barcode
Click on the button next to the price to view Item Info.
☐ Discount by %
Amount is: Tax Inclusive

	Item Code*	Description	Image	Quantity	Serial No.	UOM	Unit Price	Purchase Cost	Discount	Tax Code	%	Tag	Amount (RM)*
1	SAGA	Proton Saga 1.3 Standard		1.000000	1	unit	29,100.00...	\$ 25,000.00		SR-MS	6.00		29,100.00 ✕

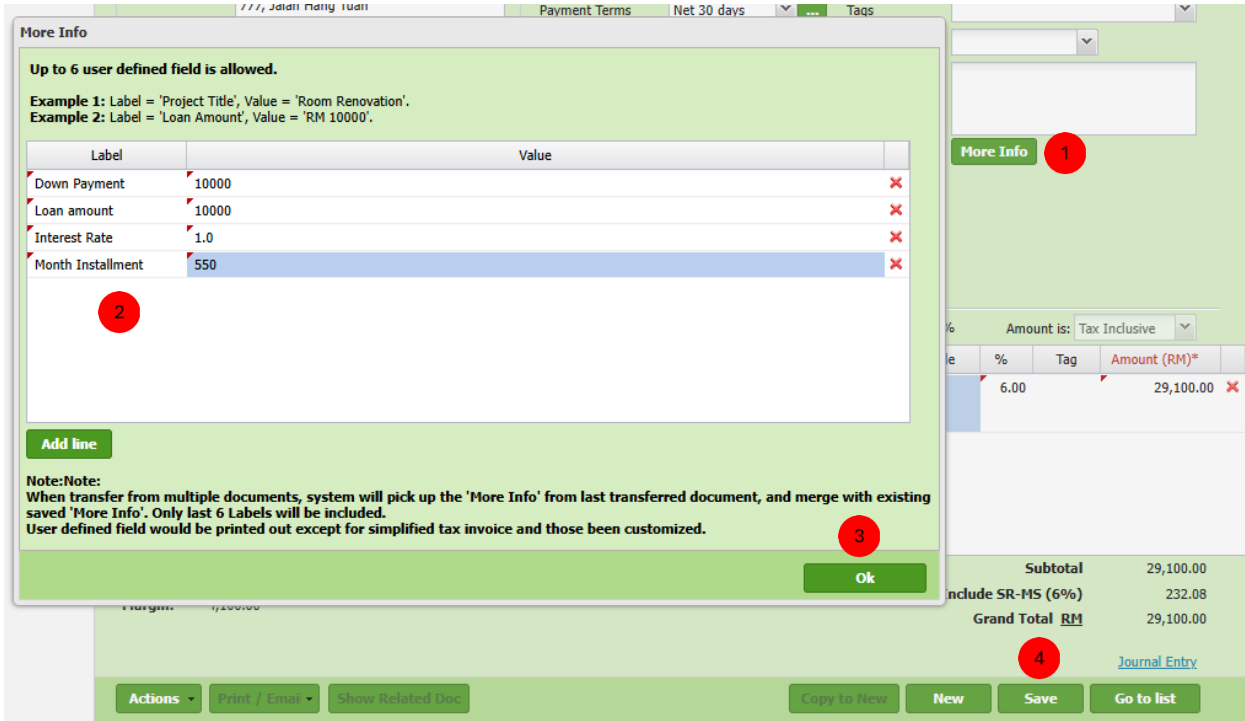
Add line
Margin: 4,100.00

Subtotal 29,100.00  
Include SR-MS (6%) 232.08  
Grand Total RM 29,100.00  
[Journal Entry](#)

Actions
Print / Email
Show Related Doc
Copy to New
New
Save
Go to list

- 8 Check the **Purchase Cost**, and fill in **Tax Rate** and **Amount**.
- 9 Observe the **Margin** of this transaction.
- 10 Observe the **GST** which calculated from **Margin**.
- 11 Click **save**.

## 4.1 Keep Additional Hire Purchase Info such as Loan Amount



**More Info**

Up to 6 user defined field is allowed.

Example 1: Label = 'Project Title', Value = 'Room Renovation'.  
 Example 2: Label = 'Loan Amount', Value = 'RM 10000'.

Label	Value
Down Payment	10000
Loan amount	10000
Interest Rate	1.0
Month Installment	550

**Add line**

**Note:**  
 Note: When transfer from multiple documents, system will pick up the 'More Info' from last transferred document, and merge with existing saved 'More Info'. Only last 6 Labels will be included.  
 User defined field would be printed out except for simplified tax invoice and those been customized.

**Ok**

**More Info**

Amount is: Tax Inclusive

%	Tag	Amount (RM)*
6.00		29,100.00

Subtotal 29,100.00  
 Include SR-MS (6%) 232.08  
**Grand Total RM** 29,100.00

[Journal Entry](#)

**Actions** **Print / Email** **Show Related Doc** **Copy to New** **New** **Save** **Go to list**

- 1 In the Sales Invoice, click on **More Info**.
- 2 Fill in additional info. (max up to 6)
- 3 Click **OK**.
- 4 **Save**.



When print out the invoice, these additional info would be shown as per below:

	<b>Test COMPANY 1 (asf)</b> A-1-19, SME Technopreneur Centre 1 2270 Jalan Usahawan 2 Cyberjaya 63000 Selangor Malaysia Phone No. : 603 8322 6377, 603 8322 6377, 603 8322 6377 (GST ID No. : 11111) (Margin Scheme No. : )					
<b>Invoice</b>						
<b>Lam Su Yan</b> 777, Jalan Hang Tuah Taman Hang Tuah Ayer Keroh 84500 Selangor Malaysia Lam Su Yan Phone No. Phone No. : 012-9989 00	<b>No. : ZTI-2024-00006</b>  Payment Terms : Net 30 days Date : 21/Nov/2024 Due Date : 21/Dec/2024 Page : 1 of 1					
<b>Down Payment : 10000</b>	<b>Interest Rate : 1.0</b>					
<b>Loan amount : 10000</b>	<b>Month Installment : 550</b>					
<b>Item.</b>	<b>Description</b>	<b>Qty</b>	<b>UOM</b>	<b>Unit Price MYR</b>	<b>Disc.</b>	<b>Amount MYR</b>
1	Proton Saga 1.3 Standard	1.000000	unit	29,100.000000	0.00	29,100.00
	Serial No.: SG001					

## 4.2 Print out Hire Purchase Info to Bank

*Note: This is a very basic letter, you might need to prepare your own letter manually if the letter is not suit you.*

**Sales Invoice** GST Mode

Enter Invoice By: Stock

Customer\*: A000

Address: ☐ Billi ☐ Kuala

Contact:

P.O No.:

Currency\*: MYR

Enter Barcode:

Item Code*	Item Description	Qty
Toyota Vios 1.5 (2014) - BJD 2259	Toyota Vios 1.5 (2014) - BJD 2259	2259

**Add line**

Margin: 4,750.00

**Letter to Bank**

To: Malaysian Banking Berhad  
Level 14, Menara Maybank  
100 Jalan Tun Perak  
50050 Kuala Lumpur  
Malaysia  
Contact: +603-2070 8833

RE: Car Loan

**Hire Purchase Details**

Item Code: Toyota Vios 1.5 (2014) - BJD 2259 Quantity: 1 **Go**

Description	Amount
Selling Price	54,750.00
Total Amount	54,750.00
Loan Amount (-)	0.00
Down Payment	54,750.00

**Print** **Cancel**

Amount is: Tax Inclusive

Amount (RM)\*: 54,750.00

**total** 54,750.00

**R\_S** 268.87

**I\_RM** 54,750.00

[Journal Entry](#)

**Print** **Show Related Doc** **Defer GST To** **New** **Save** **Go to list**

**Print Original** **Print Duplicate** **Letter to Bank**

1. In the Sales Invoice, click on **Print > Letter to Bank**.
2. Fill in necessary info, select the **Item Code**.
3. Click **Go**, then hire purchase details would be shown.
4. Fill in the **Loan Amount**. (If you have keep the loan amount in **More Info**, you may select it from here)
5. Click **Print** to print the letter.

\*\* Letter to Bank option is not in the dropdown menu



## Step 5: Validate Sold Car (A)

Date Created As Of  Location  Item Code  Serial Number   
 Stock Group  Status  Sort By  ☐ in descending order Retrieve

Serial Number	Date Created	Item Code	Stock Group	Status	Location Code	Remark
<a href="#">SG001</a>	19/Nov/2024	SAGA	CAR	Issued	Beko	

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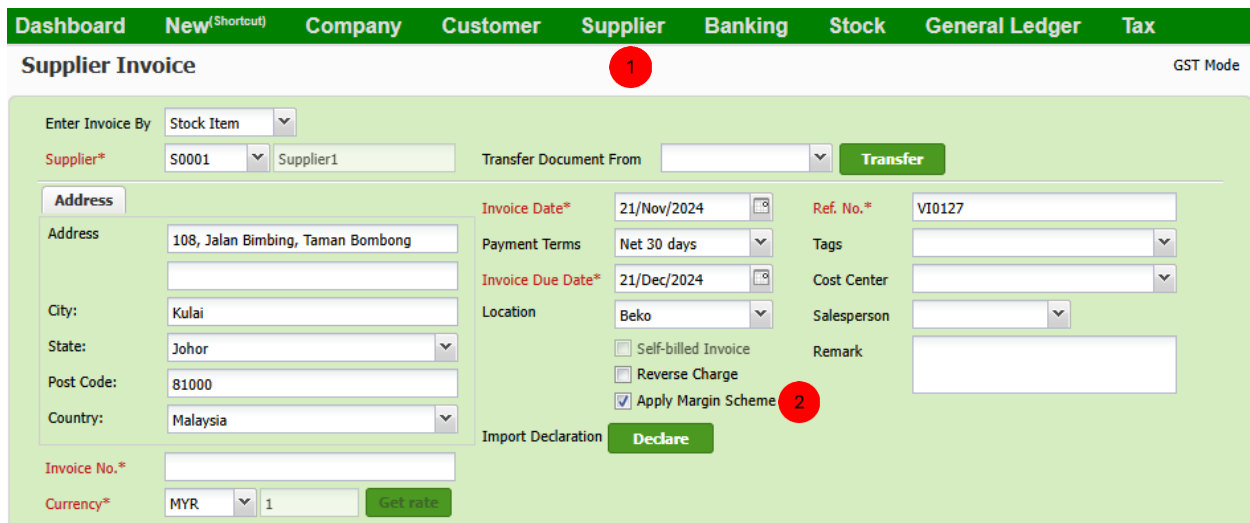
- 1 Go to **Serial Number Inquiry** (under **Stock** module).
- 2 Fill in criteria and click **Retrieve**.
- 3 For the car been sold, the **Status** would be “**Issued**”.
- 4 Click **Print to PDF** if needed.

## Step 6: Record Car Purchase (B)

### Note:

This is the second way to record car purchase.

You may record transaction in either [Cash Purchase](#) or [Supplier Invoice](#) screen. Both screens are using similar method to record purchase. We will use Supplier Invoice as a guidance.



The screenshot shows the 'Supplier Invoice' screen in the TreezSoft application. The top navigation bar includes 'Dashboard', 'New (Shortcut)', 'Company', 'Customer', 'Supplier', 'Banking', 'Stock', 'General Ledger', and 'Tax'. The 'Supplier' menu item is highlighted with a red circle and the number 1. The main form is titled 'Supplier Invoice' and includes a 'GST Mode' indicator. The form contains several sections: 'Enter Invoice By' (Stock Item), 'Supplier\*' (S0001), 'Transfer Document From' (dropdown), and 'Transfer' button. The 'Address' section includes fields for Address, City, State, Post Code, and Country. The 'Invoice Date\*' is 21/Nov/2024, 'Payment Terms' is Net 30 days, 'Invoice Due Date\*' is 21/Dec/2024, and 'Location' is Beko. The 'Ref. No.\*' is VI0127. The 'Tags' and 'Cost Center' fields are empty. The 'Salesperson' field has a dropdown arrow. The 'Remark' field is empty. The 'Self-billed Invoice' and 'Reverse Charge' checkboxes are unchecked. The 'Apply Margin Scheme' checkbox is checked and highlighted with a red circle and the number 2. The 'Import Declaration' section has a 'Declare' button. The 'Invoice No.\*' field is empty. The 'Currency\*' is MYR and the 'Get rate' button is visible.

1 Go to **Supplier Invoice** (under **Supplier** module).

2 Tick on **Apply Margin Scheme**.

State: Johor  
Post Code: 81000  
Country: Malaysia  
Invoice No.\*  
Currency\*: MYR 1

**Quick Add - Stock Item**  
Name\*: Honda City 1.5 L E - JKV 5883  
Code\*: HC003  
Stock Group\*: CAR  
Barcode  
☒ Stock Control  
Costing Method: FIFO  
☐ Contain Serial No.  
UOM: unit  
Selling Price: 89,560.00  
Purchase Price: 82,000.00  
Standard Cost: 82,000.0000

Amount is: Tax Exclusive  
Amount (RM)\*: 0.00  
Cost Center: Cost Center ✖  
Subtotal: 0.00  
Grand Total **RM**: 0.00

Add line
Save
Cancel

- 3 Select **Item Code** and click **Add New**.
- 4 Fill in necessary info, ensure car plate number is included in **Name** and DO NOT tick on **Contain Serial No.** (one item for one car plate number only)
- 5 Click **Save**.

Enter Barcode
☐ Discount by %
Amount is: Tax Exclusive

	Item Code*	Description	Quantity	Serial No.	UOM	Unit Price	Discount	Tax Code	%	Tag	Amount (RM)*	Cost Center
1	HC003	Honda City 1.5 L E - JKV 5883	1.000000	N/A	unit	82,000.00...		OP	0.00		82,000.00	<span style="color: green;">Cost Center</span> ✖

Add line

Subtotal: 82,000.00  
OP (0%): 0.00  
Grand Total **RM**: 82,000.00  
[Journal Entry](#)

Actions Print Show Related Doc Copy to New New Save Go to list

- 6 Fill in tax rate (either **OP** or **NR**) and amount.
- 7 Click **Save**.

## Step 7: Check Purchased Car in Stock (B)

**Dashboard** **New** (Shortcut) **Company** **Customer** **Supplier** **Banking** **Stock** **General Ledger** **Tax**

**List of Stock Items**

Code / Name / Group:  Barcode:  ☐ Include Obsolete **Search**

Stock Category:

	Code	Name	Base UOM	Selling Price	Purchase Price	Group	Balance Quantity	Status	Barcode
<input type="checkbox"/>	<a href="#">9243</a>	García Pavón: El carnaval (ER B)	pcs	8.990000	4.500000	Klett	0.000000	Available	
<input type="checkbox"/>	<a href="#">9251</a>	El cartero no siempre llama dos vec.	pcs	7.990000	4.000000	Klett	0.000000	Available	
<input type="checkbox"/>	<a href="#">9262</a>	Vuelo 505 con destino a Caracas	pcs	7.990000	4.000000	Klett	0.000000	Available	
<input type="checkbox"/>	<a href="#">9285</a>	Carazo: El mal de Gutenberg (ER B)	pcs	7.990000	4.000000	Klett	0.000000	Available	
<input type="checkbox"/>	<a href="#">9544</a>	Scarso: Il drappo scomparso	pcs	9.990000	5.000000	Klett	0.000000	Available	
<input type="checkbox"/>	<a href="#">9545</a>	Scarso: Il kimono di Madama Butterfly	pcs	9.990000	5.000000	Klett	0.000000	Available	
<input type="checkbox"/>	<a href="#">9563</a>	Cardella: Volevo i pantaloni	pcs	8.990000	4.500000	Klett	0.000000	Available	
<input type="checkbox"/>	<a href="#">9608</a>	Christmas Carols	pcs	11.990000	6.000000	Klett	0.000000	Available	
<input type="checkbox"/>	<a href="#">Carton</a>	Carton	pcs	10.000000	5.000000	Product	251.000000	Available	
<input type="checkbox"/>	<a href="#">CR2</a>	CARROT (KOTAK) / RED CARROT (CTN) 红萝卜 (箱)	CTN			VEGGIE		Available	
<input type="checkbox"/>	<a href="#">HC001</a>	Honda City 1.5 L V	unit	94,560.000000	90,000.000000	CAR	0.000000	Available	
<input type="checkbox"/>	<a href="#">HC002</a>	Honda City 1.5 L RS	unit	99,560.000000	92,000.000000	CAR	0.000000	Available	
<input checked="" type="checkbox"/>	<a href="#">HC003</a>	Honda City 1.5 L E - JKV 5883	unit	89,560.000000	82,000.000000	CAR	1.000000	Available	
<input type="checkbox"/>	<a href="#">SAGA</a>	Proton Saga 1.3 Standard	unit	30,000.000000	25,000.000000	CAR	0.000000	Available	
<input type="checkbox"/>	<a href="#">Saga 1.5</a>	Proton Saga 1.5	unit	35,000.000000	30,000.000000	CAR	0.000000	Available	

Page 1 of 1 | Displaying 1 - 15 of 15

**Import** **Batch Update** **Print listing** **Print selected barcode** **Obsolete selected** **Delete selected** **New**

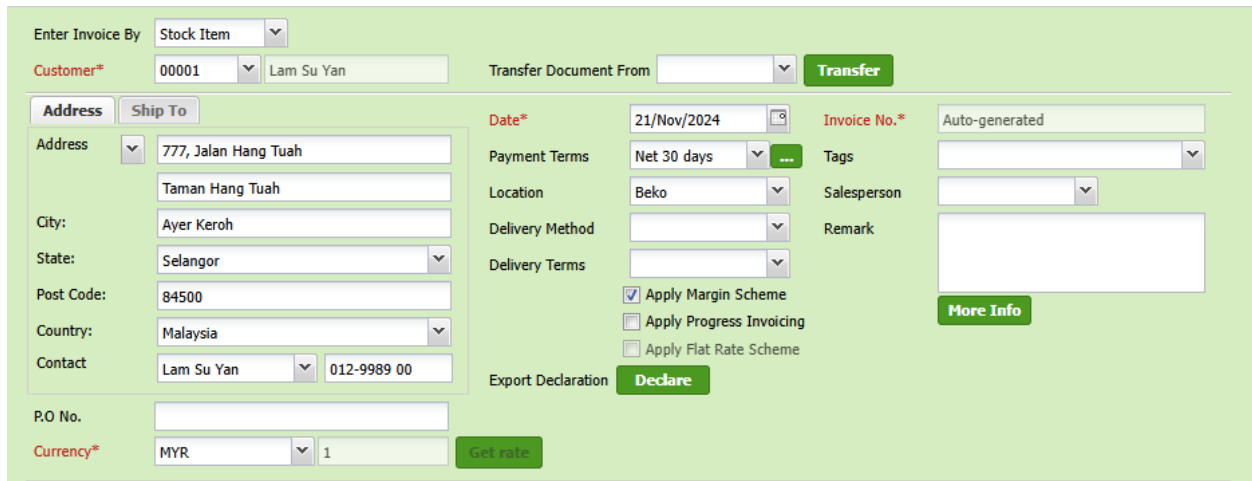
- 1 Go to **Stock Items** (under **Stock > Manage** module).
- 2 Fill in criteria and click **Search**.
- 3 List of car is shown, together with their **Balance Quantity**.
- 4 Click **Print selected reord** if needed

## Step 8: Record Car Sales (B)

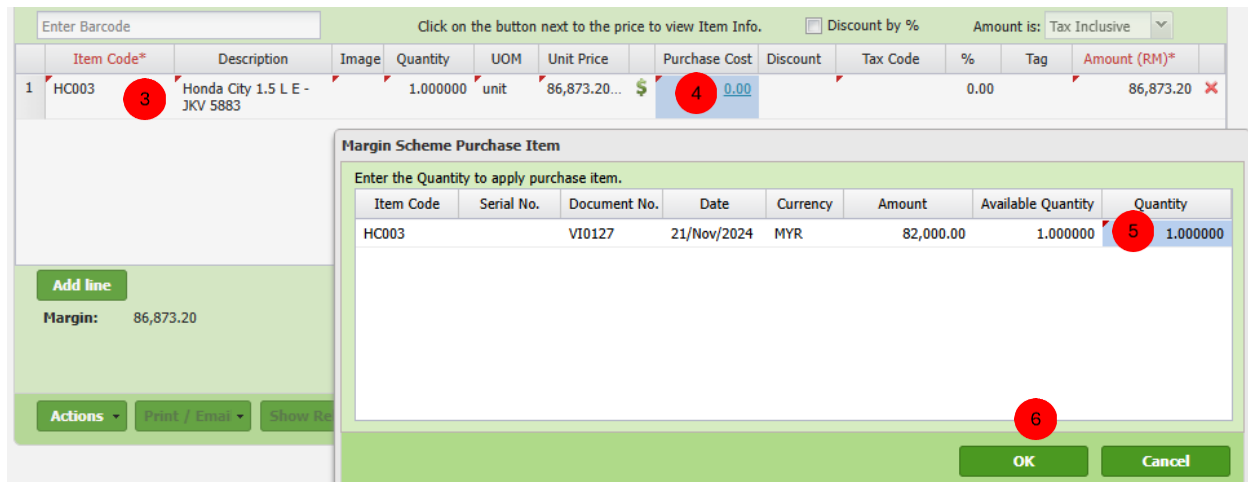
### Note:

This is the second way to record car sales.

You may record transaction in either Cash Sales or Sales Invoice screen. Both screens are using similar method to record sales. We will use Sales Invoice as a guidance.



- 1 Go to **Sales Invoice** (under **Customer** module).
- 2 Tick on **Apply Margin Scheme**.




- 3 Select the car you would like to sell.
- 4 Click on **Purchase Cost** to find the cost.

5 Fill in the **Quantity** for sales.

6 **OK.**

*Note: If there is no car purchased under margin scheme, the pop up screen would show nothing.*

Enter Barcode		Click on the button next to the price to view Item Info.										<input type="checkbox"/> Discount by %		Amount is: Tax Inclusive	
Item Code*	Description	Image	Quantity	UOM	Unit Price	Purchase Cost	Discount	Tax Code	%	Tag	Amount (RM)*				
1	HC003		1.000000	unit	86,873.20...	\$ 82,000.00		SR_S	6.00		86,873.20	✖			

**Add line**

**Margin:** 4,873.20

**Subtotal** 86,873.20

**Include SR\_S (6%)** 275.84

**Grand Total RM** 86,873.20

[Journal Entry](#)

**Actions** ▾

**Print / Email** ▾

**Show Related Doc**

**Copy to New**

**New**

**Save**

**Go to list**

7 Check the **Purchase Cost**, and fill in **Tax Rate** and **Amount**.

8 Observe the **Margin** of this transaction.

9 Observe the **GST** which calculated from **Margin**.

10 **Save.**

## 8.1 Keep Additional Hire Purchase Info such as Loan Amount

**More Info**

Up to 6 user defined field is allowed.

Example 1: Label = 'Project Title', Value = 'Room Renovation'.  
Example 2: Label = 'Loan Amount', Value = 'RM 10000'.

Label	Value
Down Payment	30000
Loan Amount	40000
Interest Rate	4.0
Monthly Installment	800

**Add line**

**Note:**  
When transfer from multiple documents, system will pick up the 'More Info' from last transferred document, and merge with existing saved 'More Info'. Only last 6 Labels will be included.  
User defined field would be printed out except for simplified tax invoice and those been customized.

**Ok**

**More Info**

Amount is: Tax Inclusive

de	%	Tag	Amount (RM)*
	6.00		86,873.20

Subtotal 86,873.20  
Include SR\_S (6%) 275.84  
Grand Total RM 86,873.20

[Journal Entry](#)

**Actions** **Print / Email** **Show Related Doc** **Copy to New** **New** **Save** **Go to list**

- 1 In the Sales Invoice, click on **More Info**.
- 2 Fill in additional info. (max up to 6)
- 3 Click **OK**.
- 4 Click **Save**.



5

When print out the invoice, these additional info would be shown as per below:

				<i>*This is not a tax invoice</i>		
		<b>Invoice</b>		<b>No. : ZTI-2024-00007</b>		
<b>Lam Su Yan</b>				Payment Terms : Net 30 days		
777, Jalan Hang Tuah				Date : 21/Nov/2024		
Taman Hang Tuah				Due Date : 21/Dec/2024		
Ayer Keroh 84500 Selangor				Page : 1 of 1		
Malaysia						
Lam Su Yan Phone No. Phone No. : 012-9989 00						
<b>Down Payment : 30000</b>		<b>Interest Rate : 4.0</b>				
<b>Loan Amount : 40000</b>		<b>Monthly Installment : 800</b>				
<b>Item.</b>	<b>Description</b>	<b>Qty</b>	<b>UOM</b>	<b>Unit Price MYR</b>	<b>Disc.</b>	<b>Amount MYR</b>
1	Honda City 1.5 L E - JKV 5883	1.000000	unit	86,873.200000	0.00	86,873.20



## 8.2 Print out Hire Purchase Info to Bank

*Note: This is a very basic letter, you might need to prepare your own letter manually if the letter is not suit you.*

**Sales Invoice** GST Mode

Enter Invoice By: **Stock**

Customer\*: A000

Address: ☐ Billi ☐ Kuala

Contact:

P.O No:

Currency\*: MYR

Enter Barcode:

Item Code\*:

Toyota Vios 1.5 (2014) - BJD 2259

**Add line**

Margin: 4,750.00

**Letter to Bank**

To: Malayan Banking Berhad  
Level 14, Menara Maybank  
100 Jalan Tun Perak  
50050 Kuala Lumpur,  
Malaysia  
Contact: +603-2070 8833

RE: Car Loan

**Hire Purchase Details**

Item Code: Toyota Vios 1.5 (2014) - BJD 2259 Quantity: 1 **Go**

Description	Amount
Selling Price	54,750.00
Total Amount	54,750.00
Loan Amount (-)	0.00
Down Payment	54,750.00

**Print** **Cancel**

Amount is: Tax Inclusive

Amount (RM)\*: 54,750.00

**total** 54,750.00

**R\_5** 268.87

**I RM** 54,750.00

[Journal Entry](#)

Delete
Void
Print
Show Related Doc
Defer GST To
New
Save
Go to list

Print Original
Print Duplicate
Letter to Bank

1. In the Sales Invoice, click on **Print > Letter to Bank**.
2. Fill in necessary info, select the **Item Code**.
3. Click **Go**, then hire purchase details would be shown.
4. Fill in the **Loan Amount**. (If you have keep the loan amount in **More Info**, you may select it from here)
5. Click **Print** to print the letter.

\*Letter to Bank option is not in the dropdown list

\*L

## Step 9: Validate Sold Car (B)

Dashboard **New** (Shortcut) Company Customer Supplier Banking **Stock** General Ledger Tax

**List of Stock Items**

Code / Name / Group  Barcode  ☐ Include Obsolete **Search**

Stock Category:

	Code	Name	Base UOM	Selling Price	Purchase Price	Group	Balance Quantity	Status	Barcode
<input type="checkbox"/>	HC001	Honda City 1.5 L V	unit	94,560.000000	90,000.000000	CAR	0.000000	Available	
<input type="checkbox"/>	HC002	Honda City 1.5 L RS	unit	99,560.000000	92,000.000000	CAR	0.000000	Available	
<input type="checkbox"/>	HC003	Honda City 1.5 L E - JKV 5883	unit	89,560.000000	82,000.000000	CAR	0.000000	Available	

Page 1 of 1 | **Batch Update** | Print listing | Print selected barcode | Obsolete selected | Delete selected | New

Displaying 1 - 3 of 3

- 1 Go to **Stock Items** (under **Stock > Manage** module).
- 2 Fill in criteria and click **Search**.
- 3 For the car been sold, the **Balance Quantity** would be “0.00”.
- 4 Click **Print selected Record** if needed.



- 1 Go to **Tax Return** (under **Tax** module), and click **New Declaration**.
- 2 Select **Taxable Period**, click **Process** and **Save**.
- 3 Click on **Print** at the bottom and you may choose to **Print Margin Scheme Bill 2E** or **Print Margin Scheme Listing**.

## Print Margin Scheme Bill 2E:

Name Syarikat: Test COMPANY 1 (asf)  
 Alamat Syarikat: A-1-19, SME Technopreneur Centre 1 2270 Jalan Usahawan 2 Cyberjaya 63000 Selangor Malaysia  
 No. GST: 11111  
 No. PBT:

Bil (a)	Perolehan				Pembekalan					
	Tarikh Belian (b)	No. inois belian/ Resit pembayaran (yang mana berkaitan) (c)	No.GST /No. PBT penjual (yang mana berkaitan, jika ada) (d)	Harga Belian (RM) (e)	No.GST/No.PBT pembeli (yang mana berkaitan, jika ada) (f)	Tarikh jualan (g)	No.Invois Jualan (h)	Harga Jualan (RM) (i)	Margin (RM) (j) = (i) - (e) (e)	Amaun GST (RM) (k) = (j) X 6/106
1	2024-11-19	C007	sss	25,000.00	1111	2024-11-21	ZTI-2024-00006	29,100.00	4,100.00	232.08
2	2024-11-21	C009	sss	82,000.00	1111	2024-11-21	ZTI-2024-00007	86,873.20	4,873.20	275.84
	Jumlah			107,000.00	Jumlah			115,973.20	8,973.20	507.92

## Print Margin Scheme Listing:

Name Syarikat: Test COMPANY 1 (asf)  
 Alamat Syarikat: A-1-19, SME Technopreneur Centre 1 2270 Jalan Usahawan 2 Cyberjaya 63000 Selangor Malaysia  
 No. GST: 11111  
 No. PBT:

Bil (a)	Perolehan				Pembekalan					
	Tarikh Belian (b)	No. inois belian/ Resit pembayaran (yang mana berkaitan) (c)	No.GST /No. PBT penjual (yang mana berkaitan, jika ada) (d)	Harga Belian (RM) (e)	No.GST/No.PBT pembeli (yang mana berkaitan, jika ada) (f)	Tarikh jualan (g)	No.Invois Jualan (h)	Harga Jualan (RM) (i)	Margin (RM) (j) = (i) - (e) (e)	Amaun GST (RM) (k) = (j) X 6/106
1	2024-11-19	C007	sss	25,000.00	1111	2024-11-21	ZTI-2024-00006	29,100.00	4,100.00	232.08
2	2024-11-21	C009	sss	82,000.00	1111	2024-11-21	ZTI-2024-00007	86,873.20	4,873.20	275.84
	Jumlah			107,000.00	Jumlah			115,973.20	8,973.20	507.92

# Step 11: Identify Margin Scheme Transaction in Purchase & Supply Listing

*This guide you on how to identify margin scheme transaction in normal GST Purchase & Supply Listing.*

*Just look at the screen below, margin scheme transaction (sales) would have wording “(margin scheme)” append to the description.*

## GST Return

Company Name

Second Hand Car Dealer

Product Version

Treezsoft Online Accounting 2.0

Registration No.

BGT566ss

GAF Version

GAF 1.0

GST Registration No.

5676346633333

Taxable Period\*

01/10/2015

To\*

31/10/2015

Processed at:

2015-10-23 10:58:33

☐ Carry forward refund for GST

☐ Amendment

Process

Save

Submit

New

Delete

Tax Summary

Purchase and Supply Listing

GST-03

Summary Report

Preview GAF

Type:

Tax Code:

Tax Code Detail:

Search

Print

Download

Journal Entry

Save

Go to list