



Getting Started Manual For GST

Last Update: 1st November 2024

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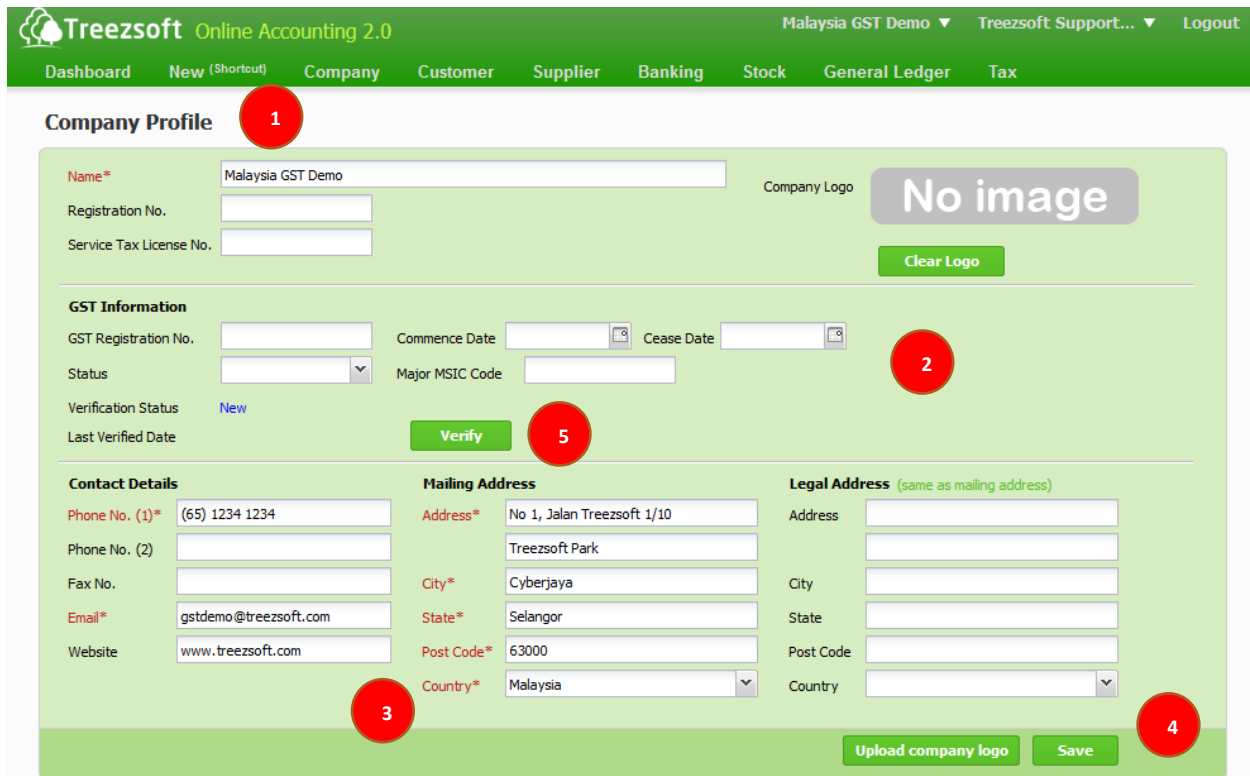
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Step 1: How to Activate GST Module?



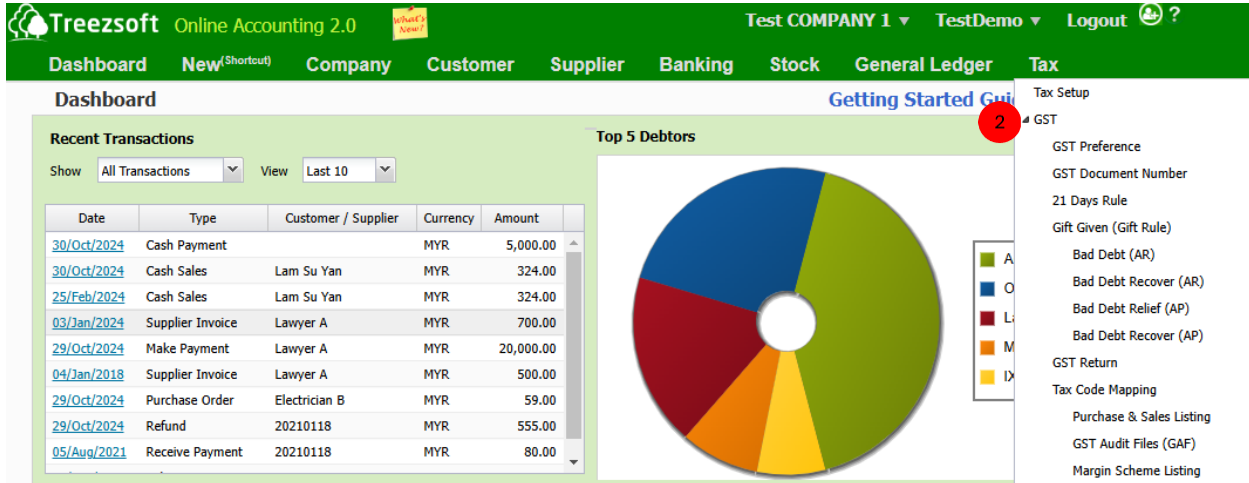
The screenshot shows the 'Company Profile' form in the TreezSoft Online Accounting 2.0 system. The form is divided into several sections: 'Company Profile', 'GST Information', 'Contact Details', 'Mailing Address', and 'Legal Address'. Red circles with numbers 1 through 5 indicate the steps to activate the GST module:

- 1**: Click on the 'Company' menu item in the top navigation bar.
- 2**: Fill in the 'GST Information' section, including 'GST Registration No.', 'Commence Date', 'Cease Date', 'Status' (set to 'Active'), and 'Major MSIC Code'.
- 3**: Fill in the 'Contact Details' section, including 'Phone No. (1)*', 'Phone No. (2)', 'Fax No.', 'Email*', and 'Website'.
- 4**: Click the 'Save' button at the bottom right of the form.
- 5**: Click the 'Verify' button in the 'GST Information' section.

1. Go to **Company Profile** (under **Company** module).
2. Fill in your company **GST Information**.
 - a. **Status** shall be **Active**.
 - b. For your **Major MSIC Code**, please refer http://www.statistics.gov.my/portal/index.php?option=com_content&view=article&id=1492&Itemid=99&lang=en.
3. Ensure company is registered in **Malaysia**.
4. Save the form.
5. Access <https://gst.customs.gov.my/TAP/#1> to ensure the inserted GST information is correct, then click **Verify** button to activate GST module.

*Note: If your business involved more than 1 MISC code, you could setup them separately in **Chart of Account** or **Stock Group**. By doing so, system would auto calculate MISC code amount breakdown in GST return.*

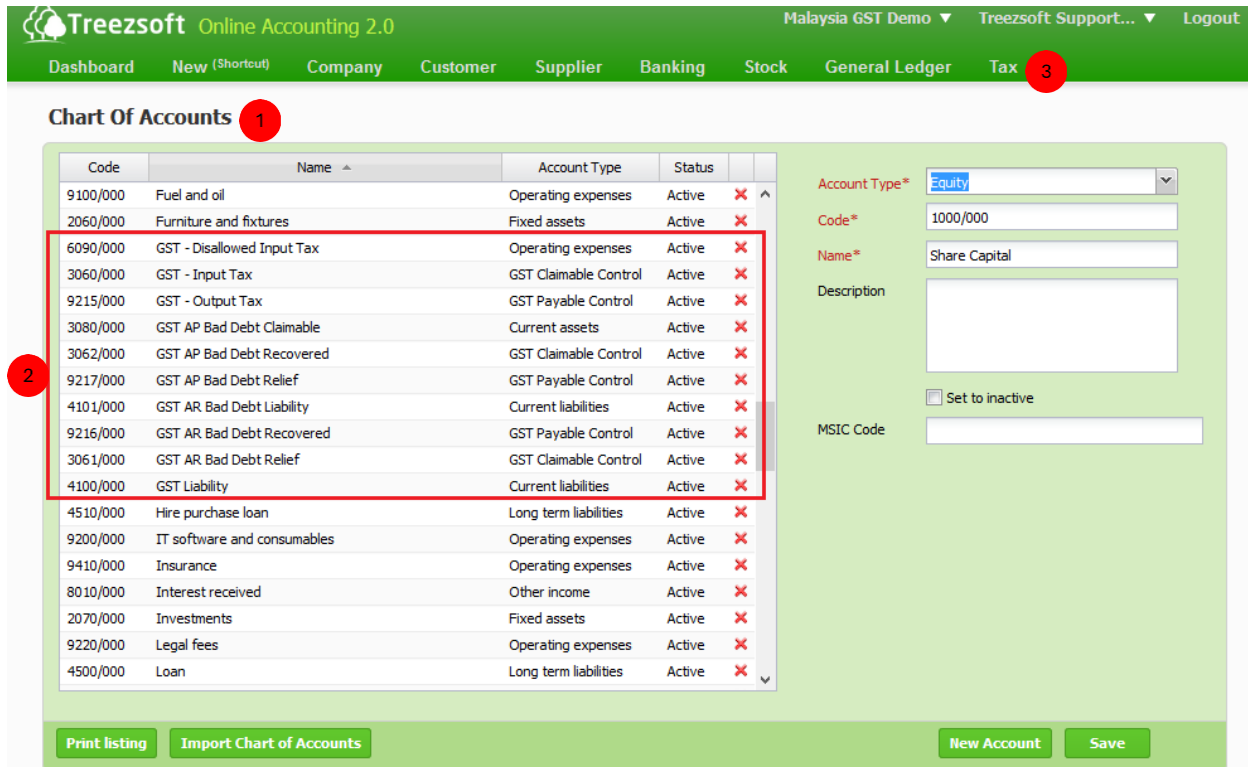
Step 2: Verify Activated GST Module



The screenshot shows the TreezSoft Online Accounting 2.0 interface. The top navigation bar includes 'Dashboard', 'New (Shortcut)', 'Company', 'Customer', 'Supplier', 'Banking', 'Stock', 'General Ledger', and 'Tax'. The 'Tax' module is highlighted, and a dropdown menu is open, showing options like 'GST Preference', 'GST Document Number', '21 Days Rule', 'Gift Given (Gift Rule)', 'Bad Debt (AR)', 'Bad Debt Recover (AR)', 'Bad Debt Relief (AP)', 'Bad Debt Recover (AP)', 'GST Return', 'Tax Code Mapping', 'Purchase & Sales Listing', 'GST Audit Files (GAF)', and 'Margin Scheme Listing'. A red circle with the number '2' is placed over the 'Tax' module in the navigation bar.

- 1 If you just activated GST module from step 1, please re-login.
- 2 You would able to find GST features under **Tax** module.

2.1 Verify GST Related Account Code



Treezsoft Online Accounting 2.0 Malaysia GST Demo Treezsoft Support... Logout

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

Chart of Accounts

Code	Name	Account Type	Status
9100/000	Fuel and oil	Operating expenses	Active
2060/000	Furniture and fixtures	Fixed assets	Active
6090/000	GST - Disallowed Input Tax	Operating expenses	Active
3060/000	GST - Input Tax	GST Claimable Control	Active
9215/000	GST - Output Tax	GST Payable Control	Active
3080/000	GST AP Bad Debt Claimable	Current assets	Active
3062/000	GST AP Bad Debt Recovered	GST Claimable Control	Active
9217/000	GST AP Bad Debt Relief	GST Payable Control	Active
4101/000	GST AR Bad Debt Liability	Current liabilities	Active
9216/000	GST AR Bad Debt Recovered	GST Payable Control	Active
3061/000	GST AR Bad Debt Relief	GST Claimable Control	Active
4100/000	GST Liability	Current liabilities	Active
4510/000	Hire purchase loan	Long term liabilities	Active
9200/000	IT software and consumables	Operating expenses	Active
9410/000	Insurance	Operating expenses	Active
8010/000	Interest received	Other income	Active
2070/000	Investments	Fixed assets	Active
9220/000	Legal fees	Operating expenses	Active
4500/000	Loan	Long term liabilities	Active

Account Type*: Equity
Code*: 1000/000
Name*: Share Capital
Description:
☐ Set to inactive
MSIC Code:

Print listing Import Chart of Accounts New Account Save

- 1 Go to **Chart of Accounts** (under **Company** module).
- 2 You would be able to find pre-loaded GST related account code. (total of 15 GST related account code pre-loaded)
- 3 You may change them based on your needs but remember to review your **Tax Setup** and **GST Preference** first under **Tax** module if they are affected.

*Note: If your business involved more than 1 MISC code, you could setup them separately in **Chart of Account** or **Stock Group**. By doing so, system would auto calculate MISC code amount breakdown in GST return.*

2.2 Verify GST Code

Treezsoft Online Accounting 2.0 Malaysia GST Demo Treezsoft Support... Logout

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

Tax

Tax Code	Label	Description	Rate (%)
AJP	AJP_A	Input Tax 6% - Adjustment for Annual Adjustment	6.00
AJP	AJP_APB	Input Tax 6% - Adjustment for AR Bad Debt Recover	6.00
AJP	AJP_ARBD	Input Tax 6% - Adjustment for AR Bad Debt Relief	6.00
AJP	AJP_C	Input Tax 6% - Adjustment for Capital Goods	6.00
AJP	AJP_O	Input Tax 6% - Adjustment for Others Adjustment	6.00
AJS	AJS_A	Output Tax 6% - Annual Adjustment	6.00
AJS	AJS_APB	Output Tax 6% - Adjustment for AP Bad Debt Relief	6.00
AJS	AJS_ARBD	Output Tax 6% - Adjustment for AR Bad Debt Recovery	6.00
AJS	AJS_C	Output Tax 6% - Adjustment for Capital Goods	6.00
AJS	AJS_O	Output Tax 6% - Others Adjustment	6.00
BL	BL	Input Tax 6% - Not Claimable	6.00
BL	BL_CE	Input Tax 6% - Capital Goods Acquired To Make Exempt Supplies	6.00
BL	BL_E	Input Tax 6% - To Make Exempt Supplies	6.00
DS	DS	Output Tax 6% - Deemed Supplies	6.00

Tax Code* AJP

Label* AJP_A

Description Input Tax 6% - Adjustment for Annual Adjustment

Rate (%)* 6.00

Account Code* 3060/000

Include in GST Return ☒

GST Return Category* AP - Purchase

Print listing New Tax Save

- 1 Go to **Tax Setup** (under **Tax** module).
- 2 You would be able to find pre-loaded GST code with corresponding description and rate. (total of 39 GST code pre-loaded)

Note: The pre-loaded GST code has compliance with RMCD. If you need any changes, please contact support@treezsoft.com.

2.3 Verify GST Preference

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

GST Preferences

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_APBDD (9217/000) Default tax code and account for bad debt relief

Bad Debt Recover Tax Code
AJP_APBDD (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

Save

1 Go to **GST Preference** (under **Tax** module).



- 2 You would be able to find pre-loaded GST preference with corresponding description.

2.4 Verify GST Document Number

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

GST Document Numbers

In GST mode, different serial numbers is required for certain document type.
These different serial numbers are shown as per below, while the rest of the document type are not affected.

Type	Document Number	Prefix	Suffix	Include Year	Last Number Used	Next Number*
Module: Customer						
Cash Sales	Receipt No.	TCS--		<input type="checkbox"/>	TCS--00058	00059
Credit Note	Credit Note No.	TCN-		<input type="checkbox"/>	TCN-00020	00021
Debit Note	Debit Note No.	TDN-		<input type="checkbox"/>	TDN-00003	00004
Sales Invoice	Invoice No.	ZTI-		<input checked="" type="checkbox"/>	ZTI-2024-00001	00002
Sales Return	Ref. No.	TSR-		<input type="checkbox"/>	TSR-00016	00017
Module: Supplier						
Self-Billed: S0001	Self Invoice No.	S0001-		<input type="checkbox"/>	S0001-00009	00010
Self-Billed: S0003	Self Invoice No.	S0003-		<input type="checkbox"/>		00001
Self-Billed: S0004	Self Invoice No.	S0004-		<input type="checkbox"/>	S0004-00003	00004
Self-Billed: T0001	Self Invoice No.	T0001-		<input type="checkbox"/>	T0001-00004	00005
Module: Tax						
AP Bad Debt Recover	Ref. No.	OSP-		<input type="checkbox"/>	OSP-00001	00002

Customized Document Numb
Save

- Go to **GST Document Numbers** (under **Tax** module).
- You would be able to find pre-loaded GST document number.
- You may change the document number by clicking **Customized Document Number** and changing **prefix** and **include year** (to include calendar year in the document number, e.g. TCS-2015-00001).

2.5 Verify Supplier GST Information

Supplier

Name*

Black Moore

ID Type

BRN

Print on cheque as

Black Moore

Code*

B0001

Generate Code

Default Currency*

MYR

Default Payment Term

Credit Limit

30,000.00

Set to inactive

☒

Description

Bank Account No

Banking Info

Supplier Type

SP1

Business Activity Description

Tax Information

Tax Identification No

☐ Government, Exempt Institution that are not assigned with TIN.

SST Registration No

Tourism Registration No

MSIC Code

GST Registration No.

12345

Commence Date

01/Apr/2015

Cease Date

Status

Active

Verification Status

Verified

Last Verified Date

2018-05-31

Remind After

1

months

Self-billed Invoice (GST)

☐

Approval No

Commence Date

Cease Date

Status

Assign Doc No.

Verify

Account Information

Control Account*

4000/000

Account Code

1111/005

Default account used as the detail when entering bill

Contact Details

Contact Name

Phone No. (1)

Phone No. (2)

Fax No.

Email

chanlc@ams.com.my

Website

Email CC

Address Information

Address

City

State

Post Code

Country

Contact Person

Name	Phone No. (1)	Email	Job Title

Add line

Delete

New

Save

Go to list

- 1 **Go to Manage > Suppliers** (under Supplier module), and click **New Supplier**.
- 2 Fill in the supplier's **GST Information**. Set **Status** to **Active**.
- 3 If this supplier requires self-billing for GST purposes, check the **Self-billed Invoice (GST)** box and fill in the **Approval No.**, **Commence Date**, and **Cease Date** fields as needed. Ensure that the self-billed invoice information aligns with the supplier's GST requirements.
- 4 **Save** the form.
- 5 Access https://gst.customs.gov.my/TAP/_/#1 to verify that the inserted GST information is correct, then click the **Verify** button to confirm.

Step 3: Issue Full Tax Invoice

Dashboard New^(shortcut) Company Customer Supplier Banking Stock General Ledger Tax

Sales Invoice GST Mode

Enter Invoice By: Stock Item

Customer*:

Transfer Document From: **Transfer**

Address **Ship To**

Address:

City:

State:

Post Code:

Country:

Contact:

R.O No.

Currency*: **Get rate**

Date*: 14/Nov/2024 **2** Invoice No.*: Auto-generated

Payment Terms: Tags:

Location: Beko Salesperson:

Delivery Method: Remark:

Delivery Terms:


☐ Apply Margin Scheme
☐ Apply Progress Invoicing
☐ Apply Flat Rate Scheme

Export Declaration **Declare**

More Info

Enter Barcode:

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

Item Code*	Description	Image	Quantity	Batch Code	UOM	Unit Price	Discount	Tax Code	%	Tag	Amount*
1	GINGER-100G		1.000000		unit	55.000000	\$	GST 1	7.00		55.00

Add line

Subtotal: 55.00
GST 1 (7%): 3.85
Grand Total: 58.85

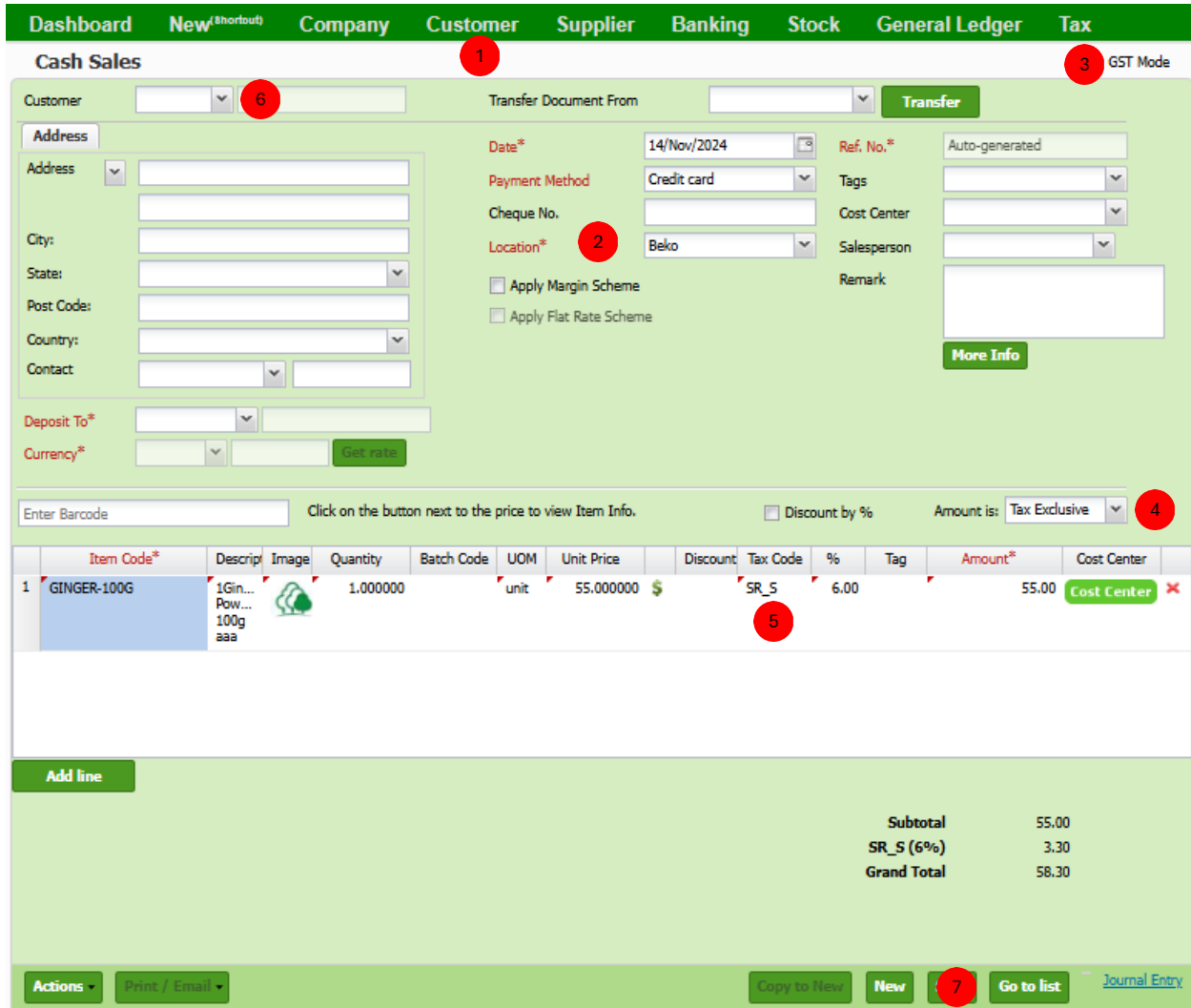
Journal Entry

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

- 1** Go to **Sales Invoice** (under **Customer** module), and click **New Sales Invoice**.
- 2** Select **Date** of invoice.
- 3** Observe whether it is in **GST Mode**.
- 4** Determine whether amount is **Tax Exclusive** or **Tax Inclusive**.
- 5** Charge your item with appropriate **Tax Rate**.
- 6** **Save** first and then **Print** your full tax invoice.

Note: If you try to issue invoice with invoice date is out of your company GST commence and cease date, the indicator **GST Mode** would disappear and you are not allowed to charge GST.

3.1 Issue Simplified Tax Invoice



The screenshot shows the 'Cash Sales' form in the TreezSoft application. The form is divided into several sections:

- Navigation Bar:** Dashboard, New (shortcut), Company, Customer, Supplier, Banking, Stock, General Ledger, Tax.
- Customer Section:** Customer (dropdown), Address (dropdown), City, State, Post Code, Country, Contact.
- Transfer Document From:** (dropdown) and Transfer button.
- Date and Payment Information:** Date* (14/Nov/2024), Payment Method (Credit card), Cheque No., Location* (Beko).
- Ref. No. and Tags:** Ref. No.* (Auto-generated), Tags (dropdown), Cost Center (dropdown), Salesperson (dropdown).
- Apply Margin Scheme / Apply Flat Rate Scheme:** (checkboxes).
- Remark:** (text area).
- More Info:** (button).
- Deposit To*:** (dropdown).
- Currency*:** (dropdown) and Get rate button.
- Barcode Section:** Enter Barcode, Click on the button next to the price to view Item Info., Discount by % (checkbox), Amount is: Tax Exclusive (dropdown).
- Item Table:**

Item Code*	Descrip	Image	Quantity	Batch Code	UOM	Unit Price	Discount	Tax Code	%	Tag	Amount*	Cost Center
1 GINGER-100G	1Gin... Pow... 100g aaa		1.000000		unit	55.000000	\$	SR_5	6.00		55.00	Cost Center
- Summary Section:**

Subtotal: 55.00
SR_5 (6%): 3.30
Grand Total: 58.30
- Actions:** Actions, Print / Email, Copy to New, New, Go to list, Journal Entry.

- 1 Go to **Cash Sales** (under **Customer** module), and click **New Cash Sales**.
- 2 Select **Date** of cash sales.
- 3 Observe whether it is in **GST Mode**.
- 4 Determine whether amount is **Tax Exclusive** or **Tax Inclusive**.
- 5 Charge your item with appropriate **Tax Rate**.



- 6 Ensure NO **Customer** selected.
- 7 **Save** first and then **Print** your simplified tax invoice.

Note:

*If you try to issue invoice with invoice date is out of your company GST commence and cease date, the indicator **GST Mode** would disappear and you are not allowed to charge GST. If customer request for full tax invoice, just full in **Customer** and **Address**, then re-print.*

Step 4: Issue Credit Note

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

Credit Note

Customer*
H0001

Date*
14/Nov/2024

Credit Note No.*
Auto-generated

Address
135, Jalan Kewangan 25, Taman Scientex

Ref. No.

Tags

City:
Kulai

Salesperson

Remark*
Item A and B

State:
Johor

Post Code:
81000

Country:
Malaysia

Contact

Currency*
MYR
1

Get rate

Select account for debit and fill in informative description in "Details" column.
☒ Auto populate amount from selected invoice

Account*	Details	Tax Code	%	Tag	Amount Excl. Tax*	Tax Amount	Amount (RM)*
5020/000	Discounts allowed	SR_S	6.00		500.00	30.00	530.00

Add line

Subtotal
530.00

Include Tax SR_S (6%)
30.00

Grand Total RM
530.00

Apply Invoice (Tick the box next to the outstanding invoice to apply credit note.)
☐ Cash Sales Only

	Invoice No.	Date	Due Date	Currency	Rate	Invoice Amount	Outstanding	Amount (RM)*	
<input type="checkbox"/>	IV0083	12/Oct/2018	11/Nov/2018	MYR	1.00000	294.25	294.25	0.00	+
<input checked="" type="checkbox"/>	ZTI-2018-00001	03/Jan/2018	02/Feb/2018	MYR	1.00000	530.00	0.00	530.00	+
<input type="checkbox"/>	ZTI-2018-00046	11/Jul/2018	10/Aug/2018	MYR	1.00000	6,105.60	6,105.60	0.00	+

Total applied amount
530.00

Total applied cash sales amount
0.00

Total refunded amount
0.00

Journal Entry

Actions
Print / Email
Show Refund Doc

New
Save
Go to list

Sales Invoice Detail

Tick the box next to the outstanding item to apply credit note.

Invoice No. : ZTI-2018-00001 **Currency :** MYR

	Item Code	Description	Quantity	UOM	Tax Code	%	Item Amount	Outstanding	Amount*
<input checked="" type="checkbox"/>	HDS-001	Home Delivery Service - deliver blower	1.000000	unit	SR_5	6.00	530.00	0.00	530.00

OK

- 1 Go to **Refund & Credit > Credit Note** (under **Customer** module), and click **New Credit Note**.
- 2 Select **Customer** to credit.
- 3 Select **Date** of credit note.
- 4 Observe whether it is in **GST Mode**.
- 5 Tick **Auto populate amount form selected invoice**. (System will auto determine amount, GST amount and corresponding GST code to be credited based on selected invoices)
- 6 Select invoices to be credited.
- 7 Observer auto populated amount and GST code to be credited. (System will credit as **Discount allowed** by default)
- 8 If you would like to check what item is credited, click on “+” button. In the pop up screen, you could further select which item to be credited.
- 9 **Save** first and then **Print** your credit note.

Note:

*If you try to issue credit note with credit note date is out of your company GST commence and cease date, the indicator **GST Mode** would disappear and you are not allowed to charge GST.*



*If you would like manually assign the account code to be credited, un-tick **Auto populate amount form selected invoice** and the account code table would be available for editing.*

Step 5: Issue Debit Note

Dashboard **New** **Company** **Customer** **Supplier** **Banking** **Stock** **General Ledger** **Tax**

Debit Note

Customer* C0001 Ms Tan Choi Moi Date* 14/Nov/2024 Debit Note No.* Auto-generated

Payment Terms Net 30 days Tags

Address 32, Jalan Mewah Utama 3/5

Taman Universiti

City: Serdang

State: Selangor

Post Code: 45600

Country: Vietnam

Contact

Currency* MYR 1 Get rate

Remark* Item A & B

Amount is: Tax Exclusive

Account Code*	Description*	Ref Doc No	Quantity	UOM	Unit Price	Discount	Tax Code	%	Tag	Amount (RM)*
5000/000	Sales	IV0084	1.000000	unit	350.000...		SR_D	6.00		350.00
								0.00		0.00

Add line

Subtotal 350.00

SR_D (6%) 21.00

Grand Total 371.00

Journal Entry

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

Add Invoices

Enter the search criteria to find the invoice.

Invoice No. IV0084 Search

Invoice No.	Due Date	Currency	Rate	Invoice Amount
IV0084	11/Nov/2018	MYR	1.00000	349.25

OK Cancel

- 1 Go to **Refund & Credit > Debit Note** (under **Customer** module), and click **New Debit Note**.
- 2 Select **Customer** to debit.
- 3 Select **Date** of debit note.
- 4 Observe whether it is in **GST Mode**.
- 5 Select account to be credited.
- 6 Click on “+” button to search the invoice to be debited.
- 7 After selected the invoice, click **OK**.
- 8 **Save** first and then **Print** your debit note.

*Note: If you try to issue debit note with debit note date is out of your company GST commence and cease date, the indicator **GST Mode** would disappear and you are not allowed to charge GST.*

Step 6: 21 Days Rule

Definition:

If the tax invoice is issued by supplier within 21 days from the date of goods delivered or services performed and no payment is made since then, the date of invoice will be considered as **Time of Supply**.

However, if the tax invoice is not issued within 21 days from the date of goods delivered or services performed, then the **Time of Supply** will have to fall back to the date of delivery.

Below listed the steps on how to declare GST for your delivery order which tax invoice is not issued within 21 days from the delivery order date.

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

List of Delivery Orders Not Invoiced Within 21 Days

Customer: ALL
Sort By:
☐ in descending order ☐ GST Submitted ☒ No action taken **Retrieve**

	Date	Aged	DO No.	Customer Code	Customer	Currency	Outstanding GST Amount	Submitted GST Amount
<input type="checkbox"/>	14/Sep/2024	61	D00045	C0001	Ms Tan Choi Moi	MYR		3.30
<input checked="" type="checkbox"/>	05/Aug/2024	101	D00046	C0004A	Chan Yong Min	MYR		3.30

Submitted GST Amount

GST Code	GST Amount
SR_5	3.30

Displaying 1 - 2 of 2
Submit GST for selected record(s) **Print selected record(s)**

CLOSE

- 1 Go to **21 Days Rule** (under **Tax** module).
- 2 **Retrieve** all delivery order that not issued tax invoice within 21 days or retrieve delivery order that has declared GST.
- 3 Select delivery order which still have **Outstanding GST Amount**.
- 4 Declare GST by clicking on **Submit GST for selected record(s)**.
- 5 To view which GST code has been declared, click on the hyperlink under **Submitted GST Amount**.

Note: When you issue tax invoice for a delivery order where invoice date is after 21 days of DO date, GST would be auto declared for the DO instead of the tax invoice.

Step 7: Deposit or Advance Payment

Definition: If the deposit forms part payment of the total consideration payable by the recipient, GST will be chargeable at the time of payment of the deposit. On the other hand, if the deposit are used as security and will be fully refunded upon completion of services, no GST will be chargeable.

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

Receive Payment
GST Mode

Type: Invoice Receipt
Customer*: H0001 Haslinda
Bank Account*: 3010/010 Petty cash
Amount*:
Currency*: MYR 1

Date*: 14/Nov/2024
Payment Method*: Credit card
Cheque No.:
Bounced Cheque:

Receipt No.*: Auto-generated
Tags:
Salesperson:
Remark:

Tick the box next to the outstanding invoice to apply payment received.

	Invoice No.	Tag Code	Due Date	Currency	Rate	Invoice Amount	Outstanding	Defer Service Tax	Amount (RM)*	
<input checked="" type="checkbox"/>	IV0083		11/Nov/2018	MYR	1.00000	294.25	0.00		294.25	+
<input checked="" type="checkbox"/>	ZTI-2018-00001		02/Feb/2018	MYR	1.00000	530.00	0.00		530.00	+
<input type="checkbox"/>	ZTI-2018-00046		10/Aug/2018	MYR	1.00000	6,105.60	6,105.60		0.00	+

Total advance payment MYR: 0.00
GST payable MYR: 0.00
Submitted GST (SR_0) MYR: 0.00

Total credit available: 0.00
Total applied amount: 824.25
Total refunded amount: 0.00
Total outstanding amount: -824.25

Submit GST

Total relief recovered MYR: 0.00 (0.00)
Total recovered MYR: 0.00

[Journal Entry](#)

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

- Go to **Receive Payment** (under **Customer** module), and click **New Receive Payment**.
 - Select **Invoice Receipt**, **Customer**, and fill in **Amount** received.
 - If have invoice to be paid, just tick on it.
 - Any unapplied received amount would be considered as deposit or advance payment. System will auto calculate **GST payable MYR** based on **Total advance payment MYR**.
 - Click **Submit GST** to declare GST for advance payment.
 - Click **Journal Entry** hyperlink to verify inserted double entry.
- ** GST payable always 0

Note: When actual tax invoice issued, you could come back to this payment and apply to the tax invoice. Double entry for GST Output would be handled automatically to prevent double declaration.

Step 8: Record Purchase

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

Supplier Invoice
1
3 GST Mode

Enter Invoice By: Stock Item
Supplier*: 50001 Supplier1
Transfer Document From:
Transfer

Address
Address
City:
State:
Post Code:
Country:

Invoice Date*: 14/Nov/2024
Payment Terms: Net 30 days
Invoice Due Date*: 14/Dec/2024
Location: Beko
☐ Self-billed Invoice
☐ Reverse Charge
☐ Apply Margin Scheme
Import Declaration **Dedare**

Ref. No.*: V10125
Tags:
Cost Center:
Salesperson:
Remark:

Invoice No.*:
Currency*: MYR 1 **Get rate**

Enter Barcode:
☐ Discount by % Amount is: Tax Exclusive

	Item Code*	Description	Quantity	Serial No.	Batch Code	UOM	Unit Price	Discount	Tax Code	%	Tag	Amount (RM)*	Cost Center
1	0001	Heavyd... Shoe (BRGS 7709)	1.000000	0	N/A	unit	100.000000		TX_S	6.00		100.00	Cost Center ✖

Add line

Subtotal 100.00
TX_S (6%) 6.00
Grand Total RM 106.00

[Journal Entry](#)

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

- Go to **Supplier Invoice** (under **Supplier** module) and click **New Supplier Invoice**.
- Select **Supplier** and fill in the mandatory info.
- Observe whether it is in **GST Mode**.
- Fill in purchased items.
- Save**.

Step 9: Blocked Input Tax for Simplified Tax Invoice

Treezsoft Online Accounting 2.0 MY GST Simple Demo ▼ Treezsoft Support... ▼ Logou

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

Cash Purchase

Supplier* P0001 Prosperity Treez Transfer Document From [] Transfer

Address Taman Putri Kulai Kulajaya 81000 Johor Malaysia

Date* 07/02/2016 Payment No.* Auto-generated

Payment Method* Cheque Tags []

Cheque No. [] Salesperson []

Location* Hq Remark []

Pay From* 3010/010 Petty cash

Currency* MYR 1.00000 Get rate ☒ Simplified Tax Invoice

Enter Barcode [] Amount is: Tax Exclusive

Item Code*	Description	Quantity	UOM	Unit Price	Discount	Tax Rate	Amount (RM)*
Purchase item A	Purchase item A	100.00	unit	10.00		GST 6% (TX_S)	1,000.00

Add line

Subtotal 1,000.00

GST 6% (TX_S) 60.00

Grand Total RM 1,060.00

Total GST not claimable (BL) MYR : 30.00

Note: To Print Cheque, use the [Adobe Reader](#) to preview and print (set the paper size to 90 mm x 180 mm (width x height))

Journal Entry

Delete Print Print Cheque ▼ New Save Go to list

Go to **Cash Purchase** (under **Supplier** module), and click on **New Cash Purchase**.

Fill in mandatory info.

Tick on **Simplified Tax Invoice**.

Observe whether it is in **GST Mode**.

Fill in purchased items.

Observe total input tax.

Observe total input tax not claimable.

Save.

** no Total GST not claimable appear



*Note: System will auto split your input tax into claimable and non-claimable account with relative tax code and amount. To verify the ledger, just click on **Journal Entry** hyperlink at the bottom right.*

Step 10: Record Purchase Credit Note

Supplier Credit Note GST Mode

Supplier* Supplier 4 Date* Ref. No.*

Address

City:

State:

Post Code:

Country:

Credit Note No.*

Currency*

Select account for credit and fill in informative description in "Details" column. ☒ Auto populate amount from selected invoice

Account*	Details	Tax Code	%	Tag	Amount (RM)*
6030/000	Discounts taken	TX_S	6.00		180.00

Subtotal 180.00
Include Tax TX_S (6%) 10.19
Grand Total RM 180.00

Apply Invoice (Tick the box next to the outstanding invoice to apply credit note.)

Invoice No.	Due Date	Ref. No.	Currency	Rate	Invoice Amount	Outstanding	Amount (RM)*
<input checked="" type="checkbox"/> 50004-00002	21/Mar/2016	50004-00002	MYR	1.00000	680.00	0.00	680.00
<input type="checkbox"/> aaaaa	18/Mar/2015	VI0014	MYR	1.00000	26.50	26.50	0.00
<input type="checkbox"/> iv4-01	18/Feb/2015	VI0012	MYR	1.00000	25.00	5.00	0.00

Total applied amount 680.00
Total refunded amount 0.00

[Journal Entry](#)

Sales Invoice Detail

Tick the box next to the outstanding item to apply credit note.

Invoice No.: 50004-00002 Currency: MYR

Item Code	Description	Quantity	UOM	Tax Code	%	Item Amount	Outstanding	Amount*
<input checked="" type="checkbox"/> 003	Metal Ball	1.000000	pcs	OP	0.00	500.00	0.00	500.00
<input checked="" type="checkbox"/> 003	Metal Ball	1.000000	pcs	TX_S	6.00	3,180.00	3,000.00	180.00
<input type="checkbox"/> 003	Metal Ball	1.000000	pcs	OP	0.00	-3,000.00	0.00	-3,000.00

- 1 Go to **Refund & Credit > Supplier Credit Note** (under **Supplier** module), and click **New Supplier Credit Note**.
- 2 Select **Supplier** to debit.
- 3 Select **Date** of credit note.

4. Observe whether it is in **GST Mode**.
5. Tick **Auto populate amount form selected invoice**. (System will auto determine amount, GST amount and corresponding GST code to be credited based on selected invoices)
6. Select invoices to be credited.
7. Observer auto populated amount and GST code to be credited. (System will credit as **Discount Taken** by default)
8. If you would like to check what item is credited, click on “+” button. In the pop up screen, you could further select which item to be credited.
9. **Save**.

Note:

*If you try to issue credit note with credit note date is out of your supplier GST commence and cease date, the indicator **GST Mode** would disappear and you are not allowed to charge GST.*

*If you would like manually assign the account code to be credited, un-tick **Auto populate amount form selected invoice** and the account code table would be available for editing.*

Step 11: Record Purchase Debit Note

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

Supplier Debit Note GST Mode

Supplier* S0001 Supplier1 Date* 14/Nov/2024 Ref. No.* Auto-generated

Address SDSDSDSD Payment Terms Net 30 days Tags

City: KULAI Due Date* 14/Dec/2024 Salesperson

State: Johor Remark* ITEM 1

Post Code: 81000

Country: Malaysia

Debit Note No.* SDN002

Currency* MYR 1 Get rate

☐ Discount by % Amount is: Tax Inclusive

Account Code*	Description*	Ref Doc No	Quantity	UOM	Unit Price	Discount	Tax Code	%	Tag	Amount (RM)*
5000/000	Sales		1.000000	cm	100.000000		TX-NC	6.00		100.00

Add line

Subtotal 100.00
Include TX-NC (6%) 5.66
Grand Total RM 100.00

[Journal Entry](#)

Actions Print Show Related Doc New Save Go to list

- 1 Go to **Refund & Credit > Supplier Debit Note** (under **Supplier** module), and click **New Supplier Debit Note**.
- 2 Select **Supplier** to credit.
- 3 Select **Date** of credit note.
- 4 Observe whether it is in **GST Mode**.
- 5 Select account to be debited.
- 6 **Save**.

Note: If you try to issue debit note with debit note date is out of your supplier GST commence and cease date, the indicator **GST Mode** would disappear and you are not allowed to charge GST.

Step 12: Import Goods

Definition: A supplier who does not belong in Malaysia and supplies goods to a customer in Malaysia does not have to charge GST. However, the customer who receives the goods for the purpose of any business carried on by him is required to account for GST. The GST payment shall be done together with duty fee, insurance fee, which payable to customs in order to get K1 declaration form.

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

Supplier Invoice
GST Mode

Enter Invoice By: Stock Item

Supplier* 2: 00001 Overseas Supplier
Transfer Document From:
Transfer

Address

Address: 137, Jalan Istimewa, Taman Kembawa

City: Kulai

State: Johor

Post Code: 810000

Country: Malaysia

Invoice Date*: 14/Nov/2024
Ref. No.*: VI0125

Payment Terms:
Tags:

Invoice Due Date*: 14/Nov/2024
Cost Center:

Location: Beko
Salesperson:

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

Import Declaration: Declare

Remark:

Invoice No.*: US-002
Currency*: USD 0.3065 Get rate

Enter Barcode:
Discount by %:
Amount is: Tax Exclusive

Item Code*	Description	Quantity	UOM	Unit Price	Discount	Tax Code	%	Tag	Amount (USD)*	Cost Center
1 I01	Item 01	95.000000	unit	4.000000		OP	0.00		380.00	Cost Center ✖

Add line

Subtotal (MYR) 1,239.80
OP 0.00
Grand Total MYR 1,239.80

Subtotal 380.00
OP (0%) 0.00
Grand Total USD 380.00

Journal Entry

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

- Go to **Supplier Invoice** (under **Supplier** module), and click **New Supplier Invoice**.



- 2 Select **Supplier** and fill in the rest of information.
- 3 Fill in imported service.
- 4 Ensure tax rate "OP" is selected.
- 5 **Save.** (continue next page)

Note: Tax rate "IM" is not allowed to enter before received Declaration K1, thus, only could put "OS" as tax rate.

Dashboard
New
Company
Customer
Supplier
Banking
Stock
General Ledger
Tax

Cash Payment

Pay From*
3010/020
MBB- Current account 1

Date*
14/Nov/2024

Payment No.*
CP0043

Pay To
Custom Malaysia

Payment Method*
Cheque

Remark

Tags

Cheque No.
694550

Cost Center

☐ Bounced Cheque

Currency*
MYR
1
Get rate

Please use cash purchase if would like to claim input tax.

	Account*	Details	Tag	Amount (RM)*	Cost Center
1	6010/000	Custom Duty 10% on RM 1239.80		123.98	Cost Center ✖
2	3060/000	GST - Input Tax(6%) + Insurance(RM100) + Duty(123.98)		87.83	Cost Center ✖

Add line

Grand Total RM 211.81

Note: To Print Cheque, use the [Adobe Reader](#) to preview and print (set the paper size to 90 mm x 180 mm (width x height))

Actions
Print
Print Cheque

Copy to New
New
Save
Go to list

During/after make payment (Duty fee and GST on total value of import) to custom, create a cash payment.

- 1 Go to **Cash Payment** (under **Banking** module), and click **New Cash Payment**.
- 2 Select **appropriate account code**:
 - a. E.g. Purchase account to record duty fee, insurance, etc.
 - b. And then **must** select **GST input tax account** to record GST paid to custom.
- 3 **Save**. (continue next page)

Supplier Invoice
GST Mode

Enter Invoice By Stock Item 1
Supplier* O0001 Overseas Supplier

Transfer Document From Transfer

Address
Address 137, Jalan Istimewa, Taman Kembawa
City: Kulai
State: Johor
Post Code: 810000
Country: Malaysia

Invoice Date* 14/Nov/2024
Payment Terms
Invoice Due Date* 14/Nov/2024
Location Beko
☐ Self-billed Invoice
☐ Reverse Charge
☐ Apply Margin Scheme
Import Declaration **Declare** 2

Ref. No.* VI0125
Tags
Cost Center
Salesperson
Remark

Invoice No.* US-002

Import Declaration

Declaration Date* 15/Nov/2024 3
Invoice Total MYR 1,239.80
Value of Import MYR* 1,451.63 (tax based which inclusive purchase/duty/insurance/etc)
Import GST payable MYR 87.83
Paid by CP0043

Declaration No.* 111111
Tax Code* IM
Search Cash Payment 4

Date	Payment No.	Pay To	Payment Method	Cheque No.	Pay From	Currency	GST - Input Tax Amount
14/Nov/2024	CP0043	Custom Malaysia	Cheque	694550	MBB- Current account 1	MYR	87.83

Total: 87.83 5

Declaration Defer GST Posting Date:
Delete **OK**

Once payment made and received K1, insert K1 information into original Supplier Invoice and link the cash payment just now to this supplier invoice.

- 1 Search back the original supplier invoice.
- 2 Click **Declare**.
- 3 Fill in all necessary information.
- 4 Search the related cash payment by enter **Payment No.** and click **Search Cash Payment**.
If cash payment exist, it will appear in the table.

Ensure the “Import GST payable (IM) MYR” is same with Total, otherwise mean some transactions is entered wrongly.

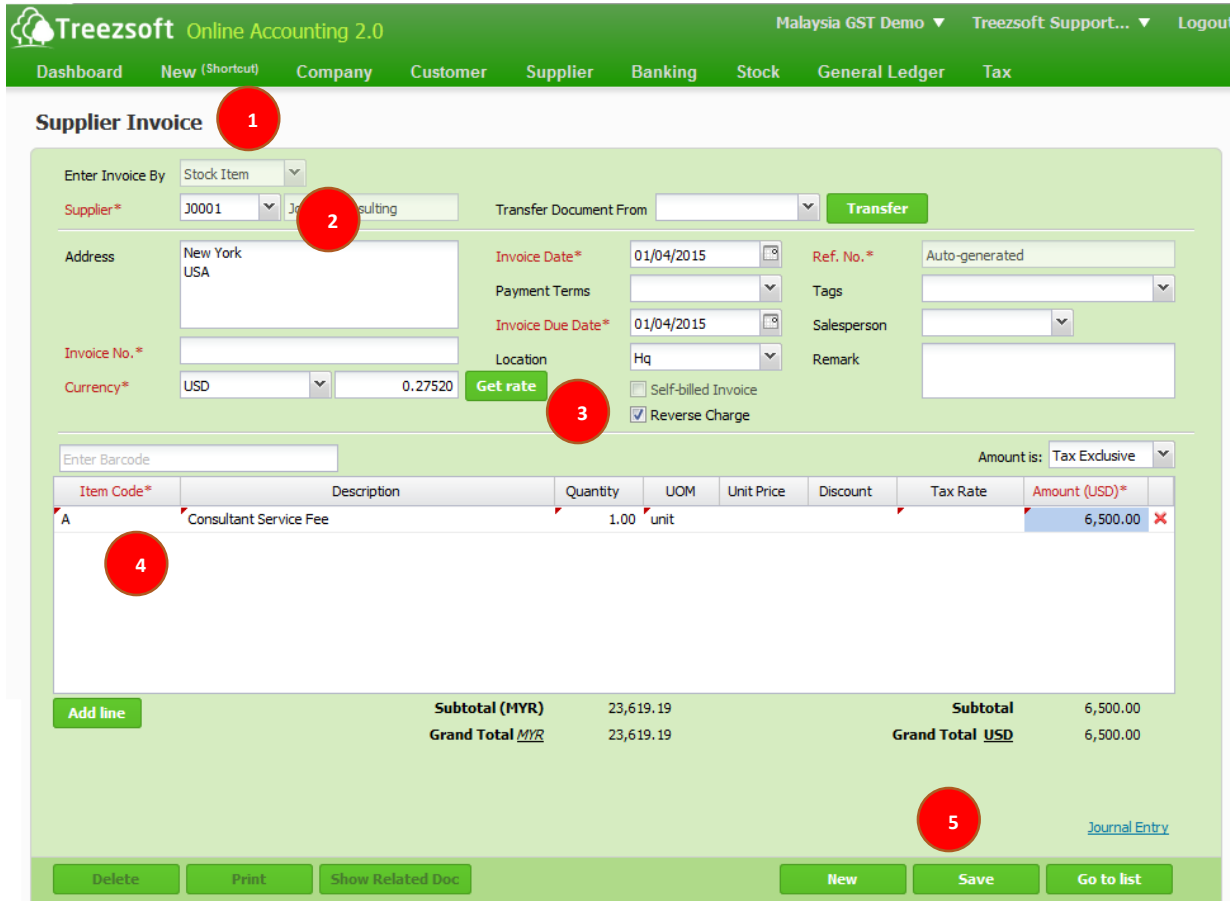


5 **OK** to close this screen and then **Save** the supplier invoice.

Note: It is important for you to insert K1 information and link the cash payment back to original supplier invoice, so that you could claim back the GST paid to custom in your next tax return, and the GAF audit file able to trace back these transactions.

Step 13: Reverse Charge (Import Service)

Definition: A supplier who does not belong in Malaysia and supplies services to a customer in Malaysia does not have to charge GST. However, the customer who receives the services for the purpose of any business carried on by him is required to account for GST by a reverse charge mechanism.



The screenshot shows the 'Supplier Invoice' form in the TreezSoft Online Accounting 2.0 interface. The form is divided into several sections with numbered annotations:

- 1**: The 'Supplier Invoice' title at the top left of the form.
- 2**: The 'Supplier*' dropdown menu, currently showing 'J0001'.
- 3**: The 'Get rate' button, which is used to fetch the exchange rate for the currency.
- 4**: The 'Add line' button, used to add new items to the invoice.
- 5**: The 'Save' button at the bottom right of the form.

The form includes fields for 'Enter Invoice By', 'Supplier*', 'Address', 'Invoice No.*', 'Currency*', 'Invoice Date*', 'Payment Terms', 'Invoice Due Date*', 'Location', 'Ref. No.*', 'Tags', 'Salesperson', 'Remark', and 'Transfer Document From'. It also features a table for line items with columns for 'Item Code*', 'Description', 'Quantity', 'UOM', 'Unit Price', 'Discount', 'Tax Rate', and 'Amount (USD)*'. The 'Amount is:' dropdown is set to 'Tax Exclusive'.

Item Code*	Description	Quantity	UOM	Unit Price	Discount	Tax Rate	Amount (USD)*
A	Consultant Service Fee	1.00	unit				6,500.00

Summary Totals:

Subtotal (MYR)	Subtotal
23,619.19	6,500.00
Grand Total MYR	Grand Total USD
23,619.19	6,500.00

1. Go to **Supplier Invoice** (under **Supplier** module), and click **New Supplier Invoice**.
2. Select **Supplier** and fill in the rest of information.
3. Tick **Reverse Charge**.
4. Fill in imported service.
5. **Save**.

Note: Now, you are ready to trigger reverse charge mechanism during make payment. (Continue below)

Address field was told required although has already filled

Make Payment

Select a supplier to retrieve outstanding invoices

Supplier* J0001 Jordan Consultancy Date* 31/01/2015 Payment No.* PV0001
 Pay From* 3010/020 Current account Payment Method* Credit card Tags
 Amount* 6,500.00 Cheque No. Salesperson
 Currency* USD 0.27520 [Get rate](#) Remark

Tick the box next to the outstanding invoice to apply payment made.

	Invoice No.	Due Date	Ref. No.	Currency	Rate	Invoice Amount	Outstanding	Amount (USD)*	
<input checked="" type="checkbox"/>	J03698	01/04/2015	VI0001	USD	0.27520	6,500.00	0.00	6,500.00	+

Reverse Charge

debit : GST (TX_I) = RM 1,417.15
 credit : GST (SR_I) = RM 1,417.15

Grand total equivalent to RM 23,619.19

Total applied amount 6,500.00
 Total refunded amount 0.00

Note: To Print Cheque, use the [Adobe Reader](#) to preview and print (set the paper size to 90 mm x 180 mm (width x height))

[Delete](#) [Print](#) [Print Cheque ▾](#) [Show Refund Doc](#) [New](#) [Save](#) [Go to list](#)

6. Go to **Make Payments** (under **Supplier** module), and click **New Make Payment**.
7. Select **Supplier** and fill in the rest of information.
8. Select the tax invoice of imported service.
9. **Save**.
10. After saved, **Reverse Charge** would appear for review.
11. To view corresponding double entry, click on **Journal Entry** hyperlink.

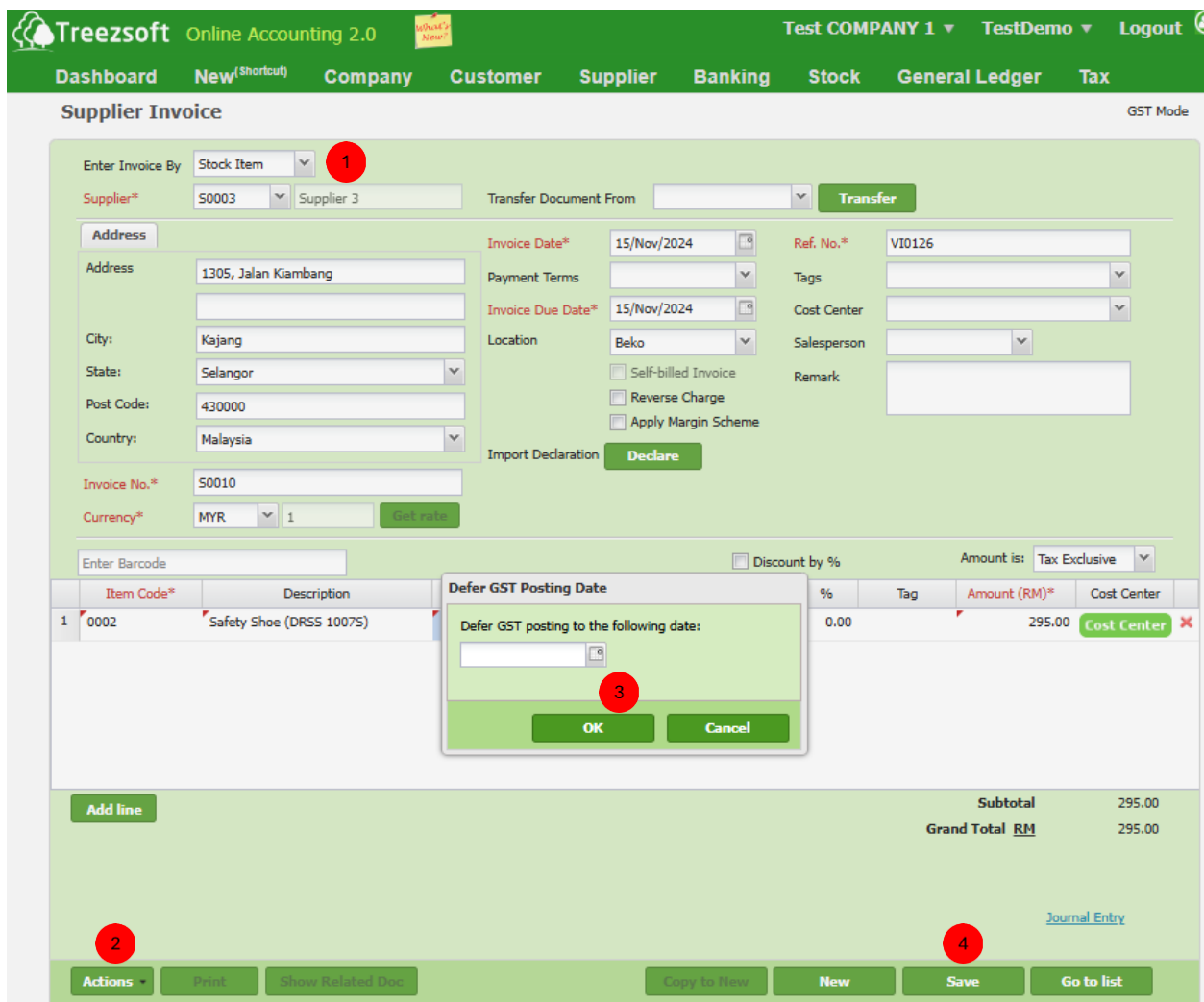
Note: You may make payment to multiple invoices in one go regardless they are supposed to be reverse charge or not. At the end, system will only perform reverse charge for the correct invoice.

Step 14: Defer GST Date

Definition:

Defer date allow back-dated transactions to be entered into the system after their GST-03 for the period of time being submitted. The transaction will be included into the GST-03 with the entered defer GST Date.

This feature is available for **Cash Sales, Sales Invoice, Sales Return, Credit Note, Debit Note, Cash Purchase, Supplier Invoice, Purchase Return, Supplier Credit Note, Supplier Debit Note and Journal Entry**.



The screenshot shows the 'Supplier Invoice' form in the TreezSoft Online Accounting 2.0 system. The form is divided into several sections: 'Enter Invoice By', 'Supplier', 'Address', 'Invoice Date', 'Ref. No.', 'Payment Terms', 'Invoice Due Date', 'Location', 'Self-billed Invoice', 'Reverse Charge', 'Apply Margin Scheme', 'Import Declaration', 'Invoice No.', 'Currency', 'Enter Barcode', 'Discount by %', 'Amount is', 'Tax Exclusive', 'Item Code', 'Description', 'Defer GST Posting Date', 'Subtotal', 'Grand Total', 'Journal Entry', and 'Actions'.

Annotations are placed on the form as follows:

- 1**: Points to the 'Supplier' dropdown menu.
- 2**: Points to the 'Actions' button at the bottom left.
- 3**: Points to the 'Defer GST Posting Date' dialog box.
- 4**: Points to the 'Defer GST To' button at the bottom right.

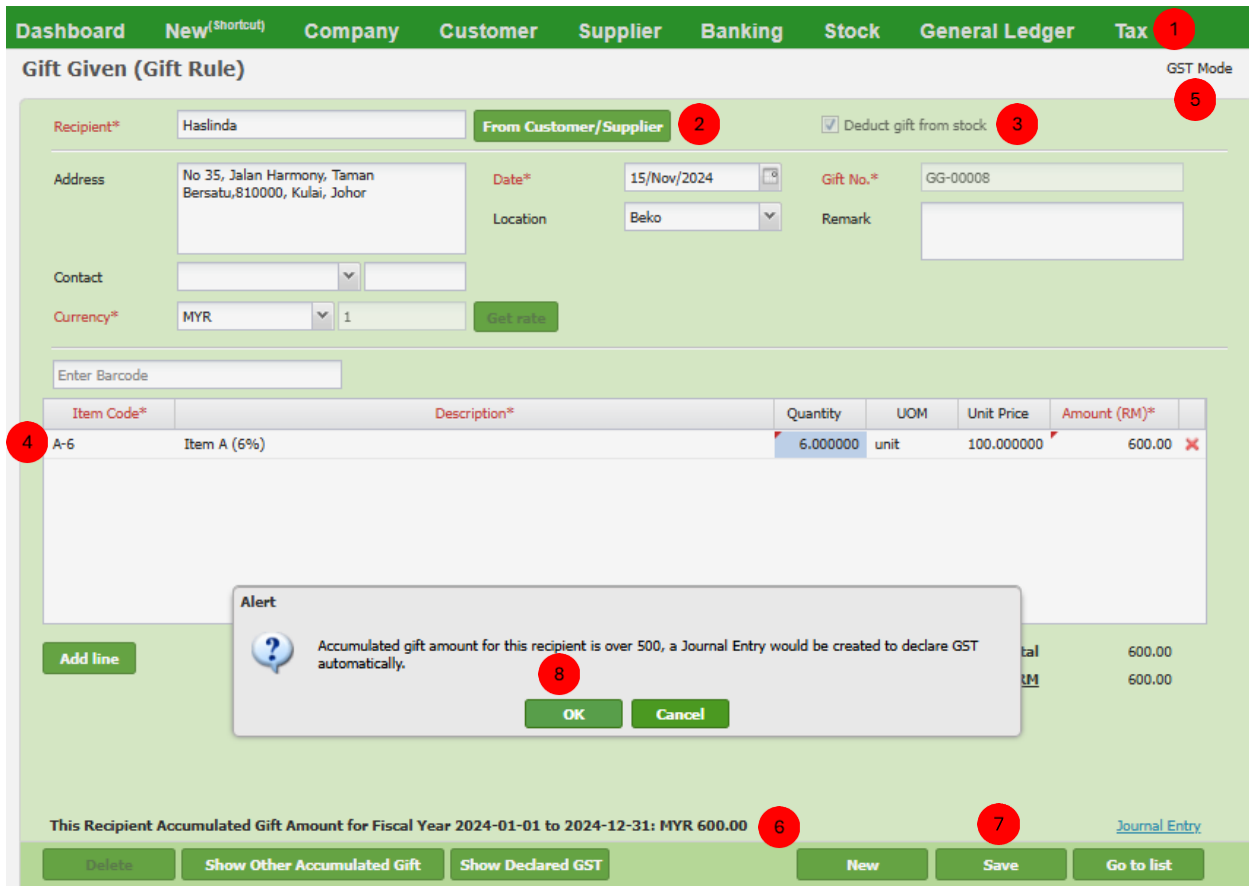
- 1 Select a supplier invoice record.
- 2 Click **Actions** then select **Defer GST To**.



- 3 Fill the Defer GST posting date and click **OK**.
- 4 Click **Save**.

Step 15: Gift Given (Gift Rule)

Definition: Total accumulated amount given to a same recipient within a same fiscal year that exceeded the Gift Rule trigger amount (Malaysia is RM 500) need to be declared GST.



The screenshot shows the 'Gift Given (Gift Rule)' form in the TreezSoft application. The form is divided into several sections with numbered callouts:

- 1**: The **Tax** module tab in the top navigation bar.
- 2**: The **From Customer/Supplier** button in the Recipient section.
- 3**: The **Deduct gift from stock** checkbox in the Recipient section.
- 4**: The **Item Code*** field in the Item table.
- 5**: The **GST Mode** label in the top right corner.
- 6**: The **This Recipient Accumulated Gift Amount for Fiscal Year 2024-01-01 to 2024-12-31: MYR 600.00** text at the bottom.
- 7**: The **Journal Entry** link at the bottom right.
- 8**: The **Alert** dialog box that appears when the accumulated gift amount exceeds 500, stating: "Accumulated gift amount for this recipient is over 500, a Journal Entry would be created to declare GST automatically."

The form includes fields for Recipient (Haslinda), Address (No 35, Jalan Harmony, Taman Bersatu, 810000, Kulai, Johor), Date (15/Nov/2024), Location (Beko), Gift No. (GG-00008), Currency (MYR), and a table for items. The table has columns: Item Code*, Description*, Quantity, UOM, Unit Price, and Amount (RM)*. The first row shows Item A (6%) with a quantity of 6.000000, unit price of 100.000000, and amount of 600.00.

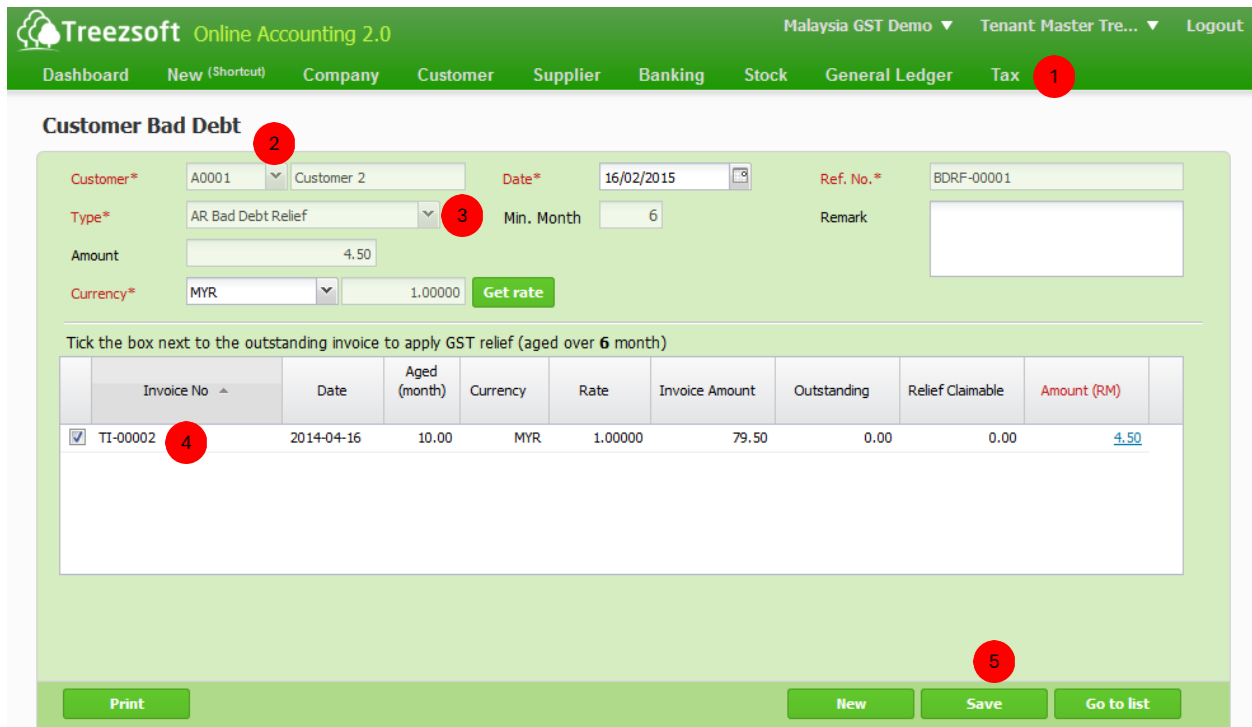
- 1 Go to **Gift Given (Gift Rule)** (under **Tax** module), and click **New**.
- 2 Enter the **Recipient** or click **From Customer/Supplier** to select recipient from existing Customer/ Supplier list.
- 3 Tick **Deduct gift from stock** if the gift given is from existing stock.
- 4 Fill in given item.
- 5 Observe whether it is in **GST Mode**.
- 6 Observe **Recipient Accumulated Gift Amount for Fiscal Year**.



- 7 **Save.**
- 8 If **Recipient Accumulated Gift Amount for Fiscal Year** exceeded or equal to the Trigger Amount set in **GST Preference** (under **Tax** module), a journal entry will be auto generated in order to submit GST for the Gift Given. Click **OK** to generate Journal Entry for the recipient.

Step 16: Bad Debt Relief for Sales

Definition: A supply has been made and a Tax Invoice has been issued. However, there has been no payment or only partial collection for the debt and it is past a period of 6 months from the date of the invoice. Taxable party could claim back GST paid without write-off the invoice. However, it is also required that if collections are made that the repayment of GST is required.



Customer Bad Debt

Customer* A0001 Customer 2 Date* 16/02/2015 Ref. No.* BDRF-00001

Type* AR Bad Debt Relief Min. Month 6 Remark

Amount 4.50

Currency* MYR 1.00000 Get rate

Tick the box next to the outstanding invoice to apply GST relief (aged over 6 month)

	Invoice No	Date	Aged (month)	Currency	Rate	Invoice Amount	Outstanding	Relief Claimable	Amount (RM)
<input checked="" type="checkbox"/>	TI-00002	2014-04-16	10.00	MYR	1.00000	79.50	0.00	0.00	4.50

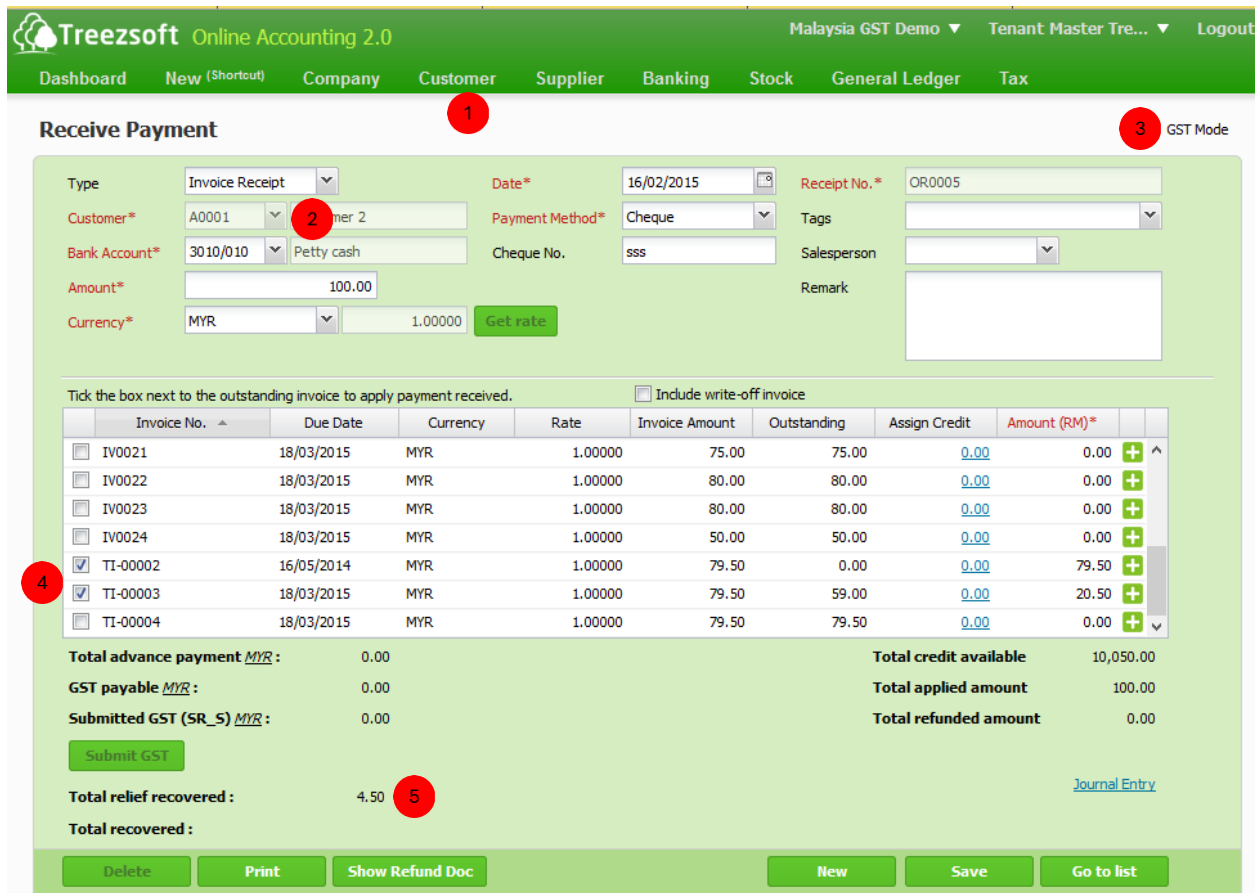
Print New Save Go to list

- 1 Go to **Customer Bad Debt (AR) > Bad Debt (AR)** (under **Tax** module), and click **New**.
- 2 Select **Customer** and fill in the rest of information.
- 3 Select **Type** as **AR Bad Debt Relief**.
- 4 Tick on invoice(s) that to be bad debt relief.
- 5 **Save**.

Note: Bad debt write-off or provision will not entitle you for relief to claim back GST paid. In order to claim back GST paid, you must issue bad debt relief, even though the invoice has been written-off or provided.

Step 17: Bad Debt Recover for Sales

Definition: Whenever collections are made against bad debt relief, repayment of GST is required.



Treezsoft Online Accounting 2.0 Malaysia GST Demo Tenant Master Tre... Logout

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

Receive Payment

Type: Invoice Receipt Date*: 16/02/2015 Receipt No.*: OR0005

Customer*: A0001 Payment Method*: Cheque Tags:

Bank Account*: 3010/010 Petty cash Cheque No.: sss Salesperson:

Amount*: 100.00 Remark:

Currency*: MYR 1.00000 Get rate

Tick the box next to the outstanding invoice to apply payment received. ☐ Include write-off invoice

	Invoice No.	Due Date	Currency	Rate	Invoice Amount	Outstanding	Assign Credit	Amount (RM)*	
<input type="checkbox"/>	IV0021	18/03/2015	MYR	1.00000	75.00	75.00	0.00	0.00	+
<input type="checkbox"/>	IV0022	18/03/2015	MYR	1.00000	80.00	80.00	0.00	0.00	+
<input type="checkbox"/>	IV0023	18/03/2015	MYR	1.00000	80.00	80.00	0.00	0.00	+
<input type="checkbox"/>	IV0024	18/03/2015	MYR	1.00000	50.00	50.00	0.00	0.00	+
<input checked="" type="checkbox"/>	TI-00002	16/05/2014	MYR	1.00000	79.50	0.00	0.00	79.50	+
<input checked="" type="checkbox"/>	TI-00003	18/03/2015	MYR	1.00000	79.50	59.00	0.00	20.50	+
<input type="checkbox"/>	TI-00004	18/03/2015	MYR	1.00000	79.50	79.50	0.00	0.00	+

Total advance payment MYR: 0.00 **Total credit available:** 10,050.00

GST payable MYR: 0.00 **Total applied amount:** 100.00

Submitted GST (SR_S) MYR: 0.00 **Total refunded amount:** 0.00

Submit GST

Total relief recovered: 4.50 [Journal Entry](#)

Total recovered:

Delete Print Show Refund Doc New Save Go to list

- 1 Go to **Receive Payments** (under **Customer** module), and click **New Receive Payment**.
- 2 Select **Customer** and fill in the rest of information.
- 3 Observe whether it is in **GST Mode**.
- 4 Tick on invoice(s) that to be applied.
- 5 If any applied invoice has issued bad debt relief previously, system will auto detect and calculate total relief to be recovered.

6

Save. Bad debt recover is now auto created.

Treezsoft Online Accounting 2.0 Malaysia GST Demo ▼ Tenant Master Tre... ▼ Logout

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

Customer Bad Debt Recover

Customer: A0001 Customer 2 Date: 16/02/2015 Ref. No.: BDRC-00001

Amount: 4.50 Remark:

Currency: MYR 1.00000

PK	Invoice PK	Invoice No	Date	Aged (month)	Currency	Rate	Relief Claimed	Outstanding	Amount
591939	591926	TI-00002	2014-04-16	10.00	MYR	1.00000	4.50	0.00	4.50

[Journal Entry](#)

[Go to list](#)

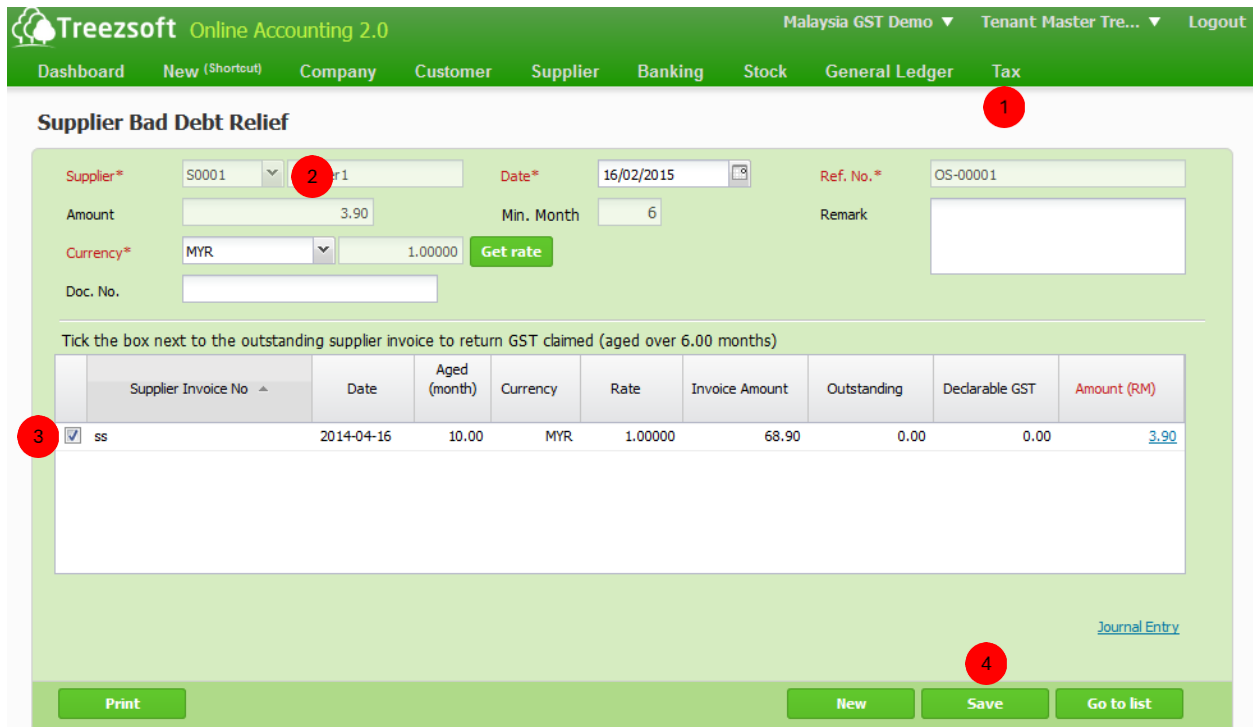
7

To verify bad debt recover been created from above, go to **Customer Bad Debt (AR) > Bad Debt Recover (AR)** (under **Tax** module), and click **Ref No.**

Note: Bad debt recover transaction and double entry would auto created by system after saved.

Step 18: Bad Debt Relief for Purchase

Definition: A purchase has been made and a Tax Invoice has been received. However, there has been no payment or only partial paid for the purchase and it is past a period of 6 months from the date of the invoice. Taxable party shall pay back GST claimed for that purchase. However, if payments are made after this then taxable party could claim back again the GST.



Supplier Bad Debt Relief

Supplier*: S0001 1 Date*: 16/02/2015 Ref. No.*: OS-00001

Amount: 3.90 Min. Month: 6 Remark:

Currency*: MYR 1.00000 [Get rate](#)

Doc. No.:

Tick the box next to the outstanding supplier invoice to return GST claimed (aged over 6.00 months)

	Supplier Invoice No	Date	Aged (month)	Currency	Rate	Invoice Amount	Outstanding	Declarable GST	Amount (RM)
<input checked="" type="checkbox"/>	ss	2014-04-16	10.00	MYR	1.00000	68.90	0.00	0.00	3.90

[Journal Entry](#)

[Print](#) [New](#) [Save](#) [Go to list](#)

- 1 Go to **Supplier Bad Debt (AP) > Bad Debt Relief (AP)** (under **Tax** module), and click **New**.
- 2 Select **Supplier** and fill in the rest of information.
- 3 Tick on supplier invoice(s) that to be bad debt relief.
- 4 **Save**.

Step 19: Bad Debt Recover for Purchase

Definition: Whenever payments are made against purchase bad debt relief, GST claim back is required.

Treezsoft Online Accounting 2.0 Malaysia GST Demo ▼ Tenant Master Tre... ▼ Logout

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

Make Payment

Select a supplier to retrieve outstanding invoices

Supplier* S0001 **2** Date* 16/02/2015 Payment No.* PV0007

Pay From* 3010/020 Current account 1 Payment Method* Cheque Tags

Amount* 1,000.00 Cheque No. sss Salesperson

Currency* MYR 1.00000 Get rate Remark


Tick the box next to the outstanding invoice to apply payment made.

	Invoice No.	Due Date	Ref. No.	Currency	Rate	Invoice Amount	Outstanding	Amount (RM)*	
<input type="checkbox"/>	asd	16/05/2015	APDN0004	MYR	1.00000	7,420.00	6,420.00	0.00	+
<input type="checkbox"/>	asdasdasd	18/03/2015	VI0006	MYR	1.00000	650.00	580.00	0.00	+
<input type="checkbox"/>	dd	18/03/2015	VI0007	MYR	1.00000	670.00	670.00	0.00	+
<input type="checkbox"/>	dn1	10/01/2015	APDN0001	MYR	1.00000	212.00	164.00	0.00	+
<input checked="" type="checkbox"/>	ss	16/05/2014	VI0011	MYR	1.00000	68.90	0.00	68.90	+
<input type="checkbox"/>	ss	16/05/2015	APDN0003	MYR	1.00000	1,272.00	272.00	0.00	+
<input type="checkbox"/>	ssss	18/03/2015	APDN0002	MYR	1.00000	1,000.00	1,000.00	0.00	+
								Total applied amount	68.90
								Total refunded amount	0.00

Note: To Print Cheque, use the [Adobe Reader](#) to preview and print (set the paper size to 90 mm x 180 mm (width x height)) [Journal Entry](#)

Delete Print Print Cheque Show Refund Doc New **5** Save Go to list

- 1 Go to **Make Payments** (under **Supplier** module), and click **New Make Payment**.
- 2 Select **Supplier** and fill in the rest of information.
- 3 Tick on supplier invoice(s) that to be applied.
- 4 If any applied supplier invoice has issued bad debt relief previously, system will auto detect and calculate total relief to be recovered.
- 5 **Save**. Supplier bad debt recover is now auto created.

 **Treezsoft** Online Accounting 2.0
Malaysia GST Demo ▼ Tenant Master Tre... ▼ Logout

[Dashboard](#)
[New \(Shortcut\)](#)
[Company](#)
[Customer](#)
[Supplier](#)
[Banking](#)
[Stock](#)
[General Ledger](#)
[Tax](#)

Supplier Bad Debt Recover 6

Supplier: Supplier:

Date:

Ref. No.:

Amount:

Remark:

Currency:

PK	Invoice No	Date	Aged (month)	Currency	Rate	Relief Claimed	Outstanding	Amount
591943	VI0011	2015-02-16	0.00	MYR	1.00000	4.50	0.00	4.50

[Go to list](#)

- 6 To verify supplier bad debt recover been created from above, go to **Supplier Bad Debt (AP) > Bad Debt Recover (AP)** (under **Tax** module), and click **Ref No.**

Note: Supplier bad debt recover transaction and double entry would auto created by system after saved.

Step 20: Activate Self-billed Tax Invoice

Supplier 1

Name* Supplier 3 **ID Type** BRN **Default Payment Term** **Credit Limit** 30,000.00 ☐ Set to inactive

Print on cheque as Supplier 3 **Code*** 50003 **Generate Code** **Bank Account No** **Banking Info**

Default Currency* MYR **Description** **Supplier Type** **Business Activity Description**

Tax Information

Tax Identification No ☐ Government, Exempt Institution that are not assigned with TIN.

SST Registration No **Tourism Registration No** **MSIC Code**

GST Registration No. 34543 5 ☒ Self-billed Invoice (GST)

Commence Date 01/Feb/2015 **Approval No*** 5443

Cease Date 28/Feb/2015 **Commence Date*** 01/Feb/2015

Status Active 2 **Cease Date** 28/Feb/2015

Verification Status Verified **Status*** Active

Last Verified Date 2015-06-25 **Assign Doc No.** 6

Remind After 12 months **Verify** 4

Account Information **Control Account*** 4000/000 **Account Code** **Contact Details** **Address Information**

Contact Name **Address**

Phone No. (1) **City**

Phone No. (2) **State**

Fax No. **Post Code**

Email **Country**

Website

Email CC

Contact Person

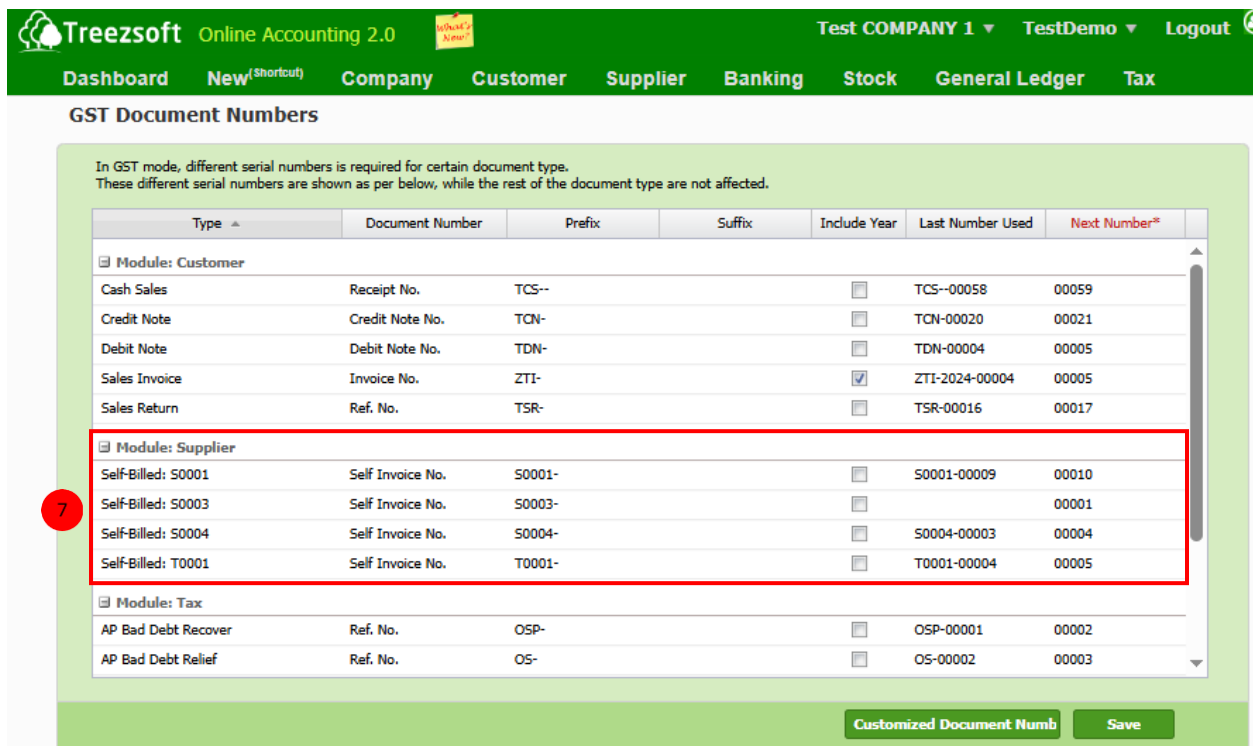
Name	Phone No. (1)	Email	Job Title
✕			

Add line 3

Delete **New** **Save** **Go to list**

- 1 Go to **Manage > Suppliers** (under **Supplier** module), and select desired supplier.

- 2 Fill in supplier **GST Information**. **Status** shall be **Active**.
- 3 Save the form.
- 4 Access to ensure the inserted GST information is correct, then click **Verify** button to confirm.
- 5 Tick **Self-billed Invoice** and fill in all required fields.
- 6 Click **Assign Doc No.** to assign unique invoice number for this supplier, and you would be redirected to below screen if success:



In GST mode, different serial numbers is required for certain document type.
These different serial numbers are shown as per below, while the rest of the document type are not affected.

Type	Document Number	Prefix	Suffix	Include Year	Last Number Used	Next Number*
Module: Customer						
Cash Sales	Receipt No.	TCS--		<input type="checkbox"/>	TCS--00058	00059
Credit Note	Credit Note No.	TCN-		<input type="checkbox"/>	TCN-00020	00021
Debit Note	Debit Note No.	TDN-		<input type="checkbox"/>	TDN-00004	00005
Sales Invoice	Invoice No.	ZTI-		<input checked="" type="checkbox"/>	ZTI-2024-00004	00005
Sales Return	Ref. No.	TSR-		<input type="checkbox"/>	TSR-00016	00017
Module: Supplier						
Self-Billed: S0001	Self Invoice No.	S0001-		<input type="checkbox"/>	S0001-00009	00010
Self-Billed: S0003	Self Invoice No.	S0003-		<input type="checkbox"/>		00001
Self-Billed: S0004	Self Invoice No.	S0004-		<input type="checkbox"/>	S0004-00003	00004
Self-Billed: T0001	Self Invoice No.	T0001-		<input type="checkbox"/>	T0001-00004	00005
Module: Tax						
AP Bad Debt Recover	Ref. No.	OSP-		<input type="checkbox"/>	OSP-00001	00002
AP Bad Debt Relief	Ref. No.	OS-		<input type="checkbox"/>	OS-00002	00003

Customized Document Numb Save

- 7 You may change the self-billed invoice number if necessary.

Step 21: Issue Self-billed Tax Invoice

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

Supplier Invoice GST Mode

Enter Invoice By: Stock Item

Supplier*: S0003 er 3 Transfer Document From Transfer

Address

Address:

City:

State:

Post Code:

Country:

Invoice Date*: 15/Nov/2024 Ref. No.* Auto-generated

Payment Terms:

Tags:

Invoice Due Date*: 19/Dec/2024 Cost Center

Location: Beko Salesperson

☒ Self-billed Invoice Remark

☐ Reverse Charge

☐ Apply Margin Scheme

Import Declaration Declare

Invoice No.*: Auto-generated

Currency*: MYR 1 Get rate

Enter Barcode:

☐ Discount by % Amount is: Tax Exclusive

Item Code*	Description	Quantity	UOM	Unit Price	Discount	Tax Code	%	Tag	Amount (RM)*	Cost Center
1 0004	Casual Shoe (CRSF 1906)	5.000000	pcs	49.000000		TX_S	6.00		245.00	Cost Center
2 0002	Safety Shoe (DRSS 1007S)	6.000000	unit	59.000000		TX_S	6.00		354.00	Cost Center

Add line

Subtotal 599.00

TX_S (6%) 35.94

Grand Total RM 634.94

[Journal Entry](#)

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

- 1 Go to **Supplier Invoice** (under **Supplier** module), and click **New Supplier Invoice**.
- 2 Select **Supplier**.
- 3 Select **Invoice Date**.
- 4 Observe whether it is in **GST Mode**.



- 5 Observer whether **Self-billed Invoice** is auto ticked. (if not, please activate self-billed invoice using previous step)
- 6 Select desired items.
- 7 **Save** first and then **Print** your self-billed invoice.

*Note: If you try to issue self-billed invoice with invoice date is out of supplier GST commence and cease date, the indicator **GST Mode** would disappear and you are not allowed to charge GST.*

Step 22: Generate/Submit GST Return

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

GST Return

Company Name
Test COMPANY 1
Product Version
Treezsoft Online Accounting 2.0

Registration No.
asf
GAF Version
GAFv2.0


GST Registration No.
11111


Taxable Period*
01/Jul/2015
30/Sep/2015

☐ Carry forward refund for GST
☐ Amendment

Process
Save
Submit
New
Delete

Tax Summary
Purchase and Supply Listing
GST-03
Summary Report
Preview GAF





JABATAN KASTAM DIRAJA MALAYSIA
ROYAL MALAYSIAN CUSTOMS DEPARTMENT

GST - 03

PENYATA CUKAI BARANG DAN PERKHIDMATAN
GOODS AND SERVICES TAX RETURN

Nota Penting (Important Notes)

- 1) Sila isikan borang ini dengan menaip menggunakan **HURUF BESAR**.
*Please type in using **BLOCK LETTERS**.*
- 2) Sila rujuk Buku Panduan Mengisi Borang Cukai Barang dan Perkhidmatan (CBP).
Please refer to Goods and Services Tax (GST) Forms Guide.
- 3) Ruangan yang bertanda (*) adalah wajib diisi.
Column with () is a mandatory field.*
- 4) Sila tandakan (X) dalam petak yang berkenaan.
Please tick (X) accordingly.
- 5) Sekiranya mengikrar nilai sifar, sila isi angka "0".
If declaring a zero amount, please fill in "0".
- 6) Sila hubungi Pusat Panggilan Kastam di talian 1-300-88-8500 / 03-78067200 atau emel ccc@customs.gov.my untuk pertanyaan lanjut.
Please contact Customs Call Center at 1-300-88-8500 / 03-78067200 or email ccc@customs.gov.my for further enquiry.

Print
Download
Save
Go to list

- 1 Go to **Tax Return** (under **Tax** module), and click **New Declaration**.
- 2 Verify company info, **Taxable Period**, and determine whether to **Carry forward refund for GST**.

- 3 Click **Process**. *(system will prompt if found any outstanding documents that need to take action)*
- 4 Verify your transactions in the following tab:
 - a. Purchase and Supply Listing
 - b. Tax Summary, and Summary Report
 - c. GST-03
- 5 After verification, click **Save** to temporary save the processed transactions.
- 6 After saved, you may generate following report by click **Print**:
 - d. Print Tax Summary
 - e. Print Purchase and Supply Listing
 - f. Print GST-03
 - g. Print Summary Report
- 7 You may leave your saved GST Return there and come back again to perform a re-process whenever necessary, as long as you haven't click **Submit**.

Submit GST Return:

1. When no more changes and ready to submit GST-03 to government, please login customs website (https://gst.customs.gov.my/TAP/_/) to file your GST-03, based on the value provided in Treezsoft.
2. There are 3 way to fill up the GST-03 form in TAP:
 - a. Manual enter the GST amount in TAP as per guide on step 2,
 - b. Manual fill up via GST-03 paper form as per guide on step 2, or
 - c. Download the **Tap** from Treezsoft and upload it into TAP. *(refer below for downloading the Tap from Treezsoft)*

GST Return

Company Name

Test COMPANY 1

Product Version

Treezsoft Online Accounting 2.0

Registration No.

asf

GAF Version

GAFv2.0

GST Registration No.

11111

Taxable Period*

01/Jul/2015

To*

30/Sep/2015

Processed at:

☐ Carry forward refund for GST

☐ Amendment

Process

Save

Submit

New

Delete

Tax Summary

Purchase and Supply Listing

GST-03

Summary Report

Preview GAF




JABATAN KASTAM DIRAJA MALAYSIA
ROYAL MALAYSIAN CUSTOMS DEPARTMENT

GST - 03

PENYATA CUKAI BARANG DAN PERKHIDMATAN
GOODS AND SERVICES TAX RETURN

Nota Penting (Important Notes)

- 1) Sila isikan borang ini dengan menaip menggunakan **HURUF BESAR**.
*Please type in using **BLOCK LETTERS**.*
- 2) Sila rujuk Buku Panduan Mengisi Borang Cukai Barang dan Perkhidmatan (CBP).
Please refer to Goods and Services Tax (GST) Forms Guide.
- 3) Ruangan yang bertanda (*) adalah wajib diisi.
Column with () is a mandatory field.*
- 4) Sila tandakan (X) dalam petak yang berkenaan.
Please tick (X) accordingly.
- 5) Sekiranya mengikar nilai sifar, sila isi angka "0".
If declaring a zero amount, please fill in "0".
- 6) Sila hubungi Pusat Panggilan Kastam di talian 1-300-88-8500 / 03-78067200 atau emel ccc@customs.gov.my untuk pertanyaan lanjut.
Please contact Customs Call Center at 1-300-88-8500 / 03-78067200 or email ccc@customs.gov.my for further enquiry.

Print

Download

Save

Go to list

Download Tap

Download GAF (Bar Delimited)

Download GAF (XML)

- After you have done GST filling in TAP, please come back to Treezsoft and click **Submit** for the corresponding GST Return. The purpose of this action is to lock all your transactions within the taxable period and a journal entry would be auto generated in order to charge input/output tax into GST Clearing account.

GST Return

Company Name
Test COMPANY 1

Product Version
Treezsoft Online Accounting 2.0

Registration No.
A

GAF Version
GAFv2.0

GST Registration No.
11111

Taxable Period*
01/Apr/2016 To* 01/Apr/2016

Processed at:
2016-10-05 10:06:07

☒ Carry forward refund for GST
☐ Amendment

[Process](#)
[Save](#)
[Submit](#)
[Preview Journal Entry](#)
[New](#)
[Delete](#)

Journal Entry (Preview Only)

Account Code	Account Code	Description	Debit	Credit
9215/000	GST - Output Tax	Tax Return (2016-04-01 - 2016-04-01)	105.00	
9999/000	GST Clearing	Tax Return (2016-04-01 - 2016-04-01)		105.00

Note: This is just a preview, the actual Journal Entry will only be inserted after **Submit** button is clicked.

OK

4) Sila tandakan (X) dalam petak yang berkenaan.
Please tick (X) accordingly.

5) Sekiranya mengikrar nilai sifar, sila isi angka "0".
If declaring a zero amount, please fill in "0".

6) Sila hubungi Pusat Panggilan Kastam di talian 1-300-88-8500 / 03-78067200 atau emel ccc@customs.gov.my untuk pertanyaan lanjut.
Please contact Customs Call Center at 1-300-88-8500 / 03-78067200 or email ccc@customs.gov.my for further enquiry.

[Print](#)
[Download](#)
[Preview Journal Entry](#)
[Save](#)
[Go to list](#)

Guide on how to use TAP for GST filing:

<https://www.youtube.com/watch?v=YYe01EiFrCg>.

Guide on how to use TAP for GST payment:

<https://www.youtube.com/watch?v=pUm-i6wIRQg>.

Note:

Before click Submit, you may re-process or re-save multiple time as per your needs for cross check or preview purpose.

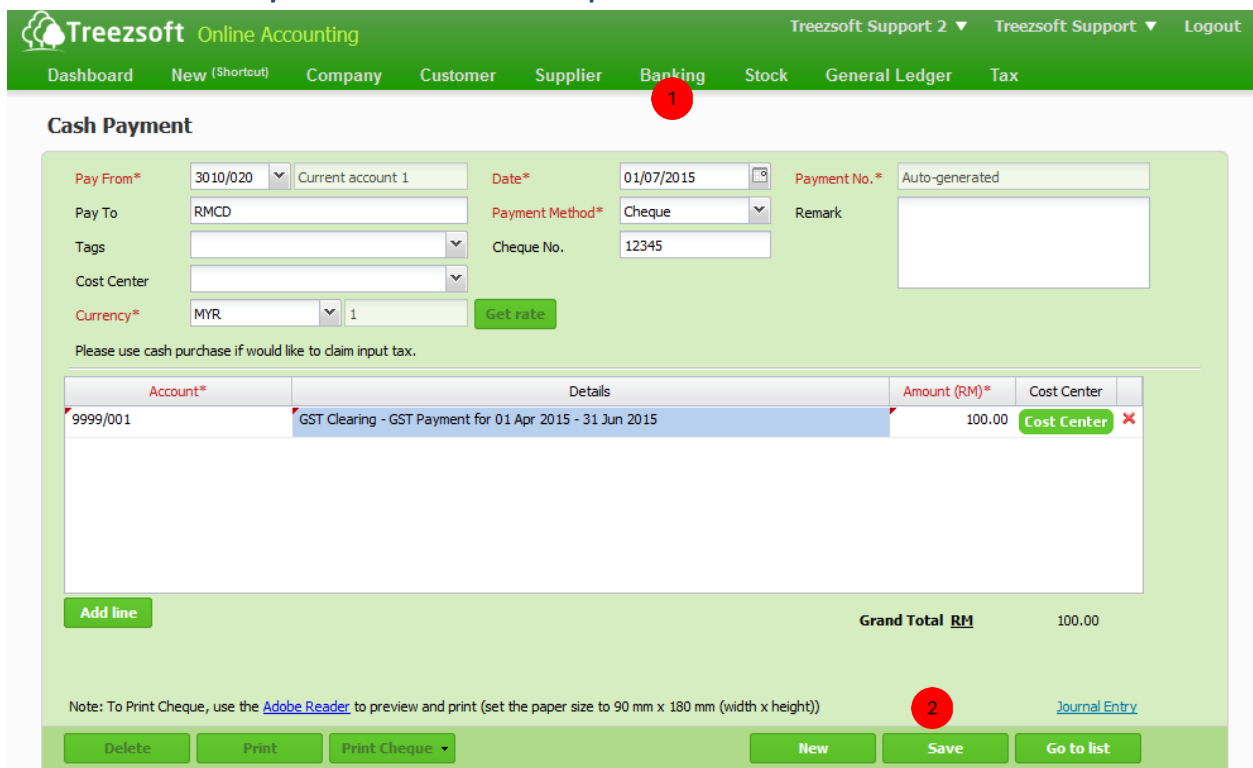
System doesn't submit GST-03 directly into government website. You still required to fill in GST-03 via government website, by referring the info provided here.

Step 23: Record Payment/Refund of GST

Definition: If you have paid GST to customs, or received GST refund from customs after submitted GST-03, remember to record the payment or refund in Treezsoft as well.

Please ensure you have submitted GST Return in Treezsoft (refer previous step 21) and verified the journal entry is auto generated before perform the following steps.


23.1 Record Payment of GST that paid to Customs



The screenshot shows the 'Cash Payment' form in the Treezsoft Online Accounting system. The form is titled 'Cash Payment' and is located under the 'Banking' module. The form includes fields for 'Pay From*', 'Pay To', 'Tags', 'Cost Center', 'Currency*', 'Date*', 'Payment Method*', 'Cheque No.', 'Payment No.*', and 'Remark'. The 'Pay From' field is set to '3010/020' and 'Current account 1'. The 'Pay To' field is set to 'RMCD'. The 'Date' field is set to '01/07/2015'. The 'Payment Method' is set to 'Cheque'. The 'Cheque No.' is set to '12345'. The 'Payment No.' is set to 'Auto-generated'. The 'Currency' is set to 'MYR'. The 'Get rate' button is visible. Below the form, there is a table with columns 'Account*', 'Details', 'Amount (RM)*', and 'Cost Center'. The table contains one row with '9999/001' in the 'Account' column, 'GST Clearing - GST Payment for 01 Apr 2015 - 31 Jun 2015' in the 'Details' column, '100.00' in the 'Amount' column, and 'Cost Center' in the 'Cost Center' column. The 'Grand Total RM' is 100.00. The form also includes an 'Add line' button and a 'Note: To Print Cheque, use the Adobe Reader to preview and print (set the paper size to 90 mm x 180 mm (width x height))'. At the bottom, there are buttons for 'Delete', 'Print', 'Print Cheque', 'New', 'Save', and 'Go to list'. A red circle with the number '1' is placed over the 'Banking' module in the top navigation bar. A red circle with the number '2' is placed over the 'Save' button at the bottom of the form.

- 1 Go to **Cash Payment** (under **Banking** module), and create a new cash payment.
- 2 Charge the payment to **GST Clearing** account and **save**.

23.2 Record Claim of GST that refund from Customs


Treezsoft Online Accounting

Treezsoft Support 2 ▼ Treezsoft Support ▼ Logout

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

Cash Receipt

Deposit To* 3010/020 Current account 1

Date* 01/07/2015

Receipt No.* Auto-generated

Receive From RMCD

Payment Method* Cheque

Remark

Tags

Cheque No. 113467

Cost Center

Currency* MYR 1

Get rate

Account*	Details	Amount (RM)*	Cost Center
9999/001	GST Clearing - GST Claim for 01 Apr 2015 - 31 Jun 2015	0.66	Cost Center ✖

Add line

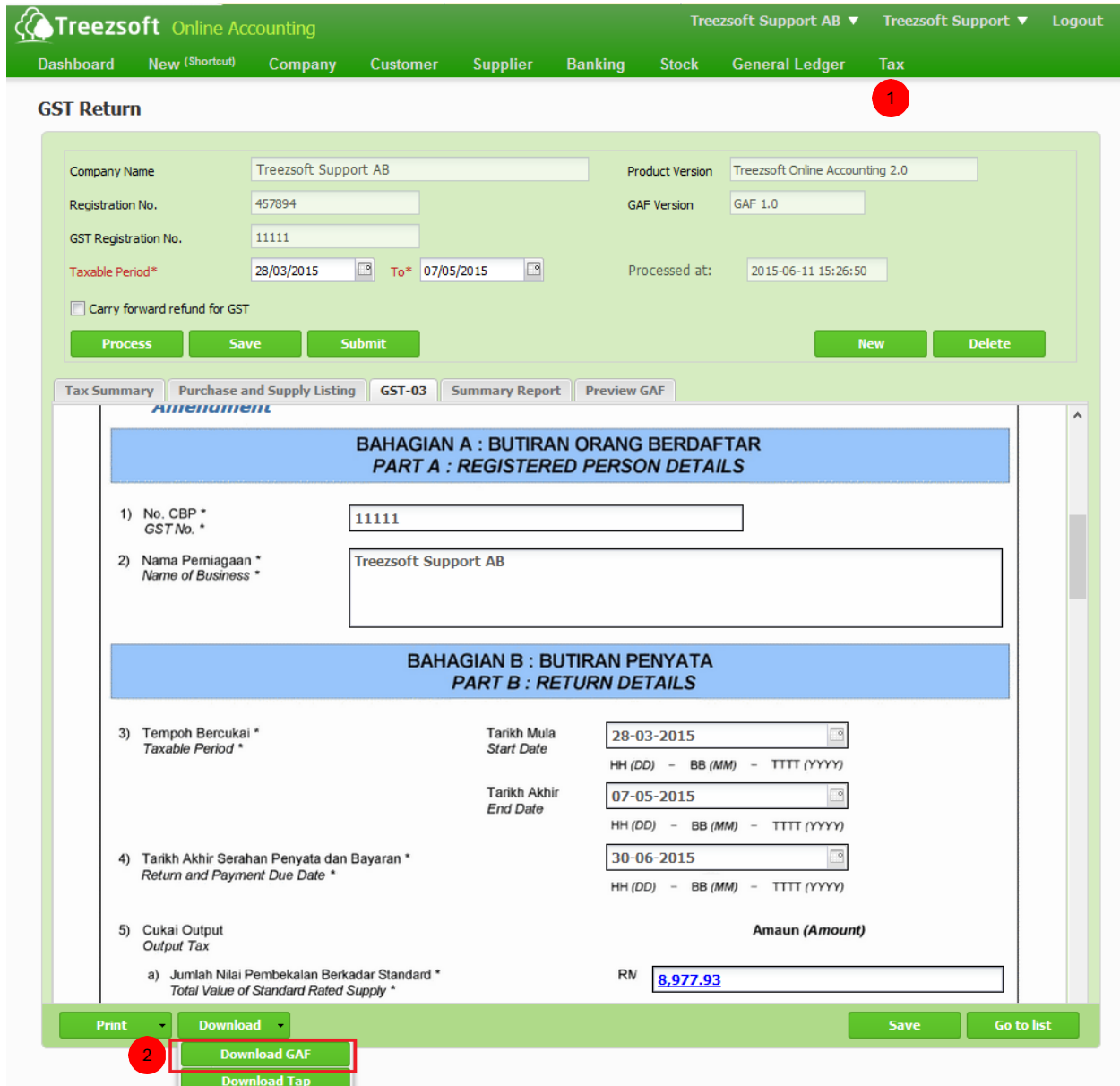
Grand Total RM 0.66

Delete Print New Save Go to list

- Go to **Cash Receipt** (under **Banking** module), and create a new cash receipt.
- Charge the refund to **GST Clearing** account and **save**.

Step 24: Download GST Audit File (GAF)

Definition: In case an audit is required, taxable party shall provide GAF file in xml or bar-delimited format.



Treezsoft Online Accounting Treezsoft Support AB ▼ Treezsoft Support ▼ Logout

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

GST Return

Company Name: Treezsoft Support AB Product Version: Treezsoft Online Accounting 2.0

Registration No.: 457894 GAF Version: GAF 1.0

GST Registration No.: 11111

Taxable Period*: 28/03/2015 To* 07/05/2015 Processed at: 2015-06-11 15:26:50

☐ Carry forward refund for GST

Process Save Submit New Delete

Tax Summary Purchase and Supply Listing **GST-03** Summary Report Preview GAF

BAHAGIAN A : BUTIRAN ORANG BERDAFTAR
PART A : REGISTERED PERSON DETAILS

1) No. CBP *
GST No. * 11111

2) Nama Pemiagaan *
Name of Business * Treezsoft Support AB

BAHAGIAN B : BUTIRAN PENYATA
PART B : RETURN DETAILS

3) Tempoh Bercukai *
Taxable Period * Tarikh Mula
Start Date 28-03-2015
HH (DD) - BB (MM) - TTTT (YYYY)

Tarikh Akhir
End Date 07-05-2015
HH (DD) - BB (MM) - TTTT (YYYY)

4) Tarikh Akhir Serahan Penyata dan Bayaran *
Return and Payment Due Date * 30-06-2015
HH (DD) - BB (MM) - TTTT (YYYY)

5) Cukai Output
Output Tax Amaun (Amount)

a) Jumlah Nilai Pembekalan Berkadar Standard *
Total Value of Standard Rated Supply * RN 8,977.93

Print Download Save Go to list

Download GAF

1 Go to **Tax Return** (under **Tax** module), and select a taxable period.



- 2 Click **Download > Download GAF**. You only able to download it after saved the tax return.

Step 25: Print Lampiran 2

Definition: In case an audit is required, Customs might request Lampiran 2 when the company is requesting tax refunds from them.

GST Return

Company Name:

Registration No.:

GST Registration No.:

Taxable Period*: To*

☐ Carry forward refund for GST ☐ Amendment

Product Version:


GAF Version:


SUBMITTED

Processed at:

Process
Save
Submit
Journal Entry
New
Delete

Tax Summary
Purchase and Supply Listing
GST-03
Summary Report
Preview GAF





JABATAN KASTAM DIRAJA MALAYSIA
ROYAL MALAYSIAN CUSTOMS DEPARTMENT

GST - 03

PENYATA CUKAI BARANG DAN PERKHIDMATAN
GOODS AND SERVICES TAX RETURN

Nota Penting (Important Notes)

- Sila isikan borang ini dengan menaip menggunakan **HURUF BESAR**.
*Please type in using **BLOCK LETTERS**.*
- Sila rujuk Buku Panduan Mengisi Borang Cukai Barang dan Perkhidmatan (CBP).
Please refer to Goods and Services Tax (GST) Forms Guide.
- Ruangan yang bertanda (*) adalah wajib diisi.
Column with () is a mandatory field.*
- Sila tandakan (X) dalam petak yang berkenaan.
Please tick (X) accordingly.
- Sekiranya mengikrar nilai sifar, sila isi angka "0".
If declaring a zero amount, please fill in "0".
- Sila hubungi Pusat Panggilan Kastam di talian 1-300-88-8500 / 03-78067200 atau emel ccc@customs.gov.my untuk pertanyaan lanjut.
Please contact Customs Call Center at 1-300-88-8500 / 03-78067200 or email ccc@customs.gov.my for further enquiry.

Print
Download

Journal Entry
Save
Go to list

Print Tax Summary

Print Purchase and Supply Listing

Print GST-03

Print Summary Report


Print Lampiran 2

Print Margin Scheme Bil 2E

Print Margin Scheme Listing

- 1 Go to **Tax Return** (under **Tax** module), and select a taxable period.
- 2 Click **Print > Print Lampiran 2**. You only able to print it after saved the tax return.

Step 26: Dashboard


Treezsoft Online Accounting 2.0

[Treezsoft Support](#)
[Treezsoft Support...](#)
[Logout](#)


[Dashboard](#)
[New \(Shortcut\)](#)
[Company](#)
[Customer](#)
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[Stock](#)
[General Ledger](#)
[Tax](#)

Dashboard
[Getting Started Guide](#)

Recent Transactions

Show All Transactions
View Last 10

Date	Type	Name	Currency	Amount
03/12/2014	Delivery Order	Customer1	MYR	795.00
03/12/2014	Sales Invoice	Customer1	MYR	238.50
30/01/2015	Sales Invoice	Customer1	MYR	159.00
03/12/2014	Sales Invoice	Customer1	MYR	79.50
03/12/2014	Delivery Order	Customer1	MYR	795.00
30/01/2015	Sales Invoice	Customer1	MYR	159.00
30/01/2015	Sales Invoice	Customer1	MYR	79.50
03/12/2014	Delivery Order	Customer1	MYR	795.00
30/01/2015	Sales Invoice	Customer1	MYR	79.50
03/12/2014	Sales Invoice	Customer1	MYR	79.50

Top 5 Debtors


Customer1
Customer3

Outstanding Delivery Order


Show Aged over 21 days
View Last 10

Date	DO No.	Name	Currency	Outstanding
03/12/2014	DO0041	Customer1	MYR	318.00
03/12/2014	DO0040	Customer1	MYR	556.50
03/12/2014	DO0039	Customer1	MYR	556.50
03/12/2014	DO0038	Customer1	MYR	397.50
03/12/2014	DO0037	Customer1	MYR	132.50
03/12/2014	DO0036	Customer1	MYR	265.00
03/12/2014	DO0035	Customer1	MYR	397.50
02/12/2014	DO0034	Customer1	MYR	662.50
01/12/2014	DO0028	Customer2	MYR	53.00
01/12/2014	DO0027	Customer2	MYR	53.00
01/01/2015	DO0025	Customer1	MYR	291.50
01/12/2014	DO0019	Customer1	MYR	26.50

Top 5 Expenditure

For the month of January

Click on the chart for more details.



Realised Forex Loss
GST - Disallowed Input Tax
Bad Debt - Sales

Upcoming

Collection

Date	Invoice No.	Customer	Currency	Outstanding	Due Date
01/06/2014	IV0026	Customer2	MYR	11.00	01/07/2014
18/12/2014	ABDN0002	Customer2	MYR	2,620.00	17/01/2015
20/12/2014	TI-00032	Customer2	MYR	79.50	19/01/2015
20/12/2014	TI-00018	Customer2	MYR	318.00	19/01/2015
20/12/2014	TI-00031	Customer2	MYR	26.50	19/01/2015
02/01/2015	IV0022	Customer2	MYR	212.00	01/02/2015
02/01/2015	IV0023	Customer2	MYR	106.00	01/02/2015
01/06/2014	IV0028	Customer1	MYR	25.00	01/07/2014
02/06/2014	TI-00049	Customer1	MYR	25.00	02/07/2014
03/06/2014	TI-00050	Customer1	MYR	3,259.50	03/07/2014
04/06/2014	TI-00052	Customer1	MYR	4,240.00	04/07/2014
04/06/2014	TI-00051	Customer1	MYR	79.50	04/07/2014
06/06/2014	TI-00053	Customer1	USD	79.50	06/07/2014

Unverified GST Information

Supplier

Supplier	GST Reg. No.	Commence Date	Cease Date	Status	Verify
Samsung	tttt	01/12/2014	11/12/2015	Active	+
Google	asdasdasda	11/12/2014	31/12/2014	Inactive	+

1. Outstanding Delivery Order:

- a. Quick view for outstanding DO.
- b. Quick view for outstanding DO which age approaching 21 days.
- c. Quick view for outstanding DO which age over 21 days.
- d. Shortcut to issue invoice.
- e. Shortcut to submit GST if tax invoice not issued within 21 days.

2. Unverified GST Information:

- a. Quick view for supplier who GST information yet to verify.
- b. Quick view for customer who GST information yet to verify.
- c. Shortcut to verify GST information.

Step 27: Tax Code Mapping

Dashboard **New**^(Shortcut) Company Customer Supplier Banking Stock General Ledger **Tax** ¹

Tax Code Mapping

² Tax Code vs Label mapping Tax Code vs GST-03 field mapping

Tax Code	Label	Rate (%)	Account Code	Category	Description
AJP	AJP_O	6.000000	3060/000	PURCHASE	Input Tax 6% - Adjustment for Others Adjustment
	AJP_0	0.000000	3060/000	PURCHASE	Input Tax 0% - Adjustment
	AJP_A	6.000000	3060/000	PURCHASE	Input Tax 6% - Adjustment for Annual Adjustment
	AJP_C	6.000000	3060/000	PURCHASE	Input Tax 6% - Adjustment for Capital Goods
	AJP_APB	6.000000	3062/000	PURCHASE	Input Tax 6% - Adjustment for AR Bad Debt Recover
	AJP_ARBD	6.000000	3061/000	PURCHASE	Input Tax 6% - Adjustment for AR Bad Debt Relief
AJS	AJS_C	6.000000	9215/000	SUPPLY	Output Tax 6% - Adjustment for Capital Goods
	AJS_A	6.000000	9215/000	SUPPLY	Output Tax 6% - Annual Adjustment
	AJS_O	6.000000	9215/000	SUPPLY	Output Tax 6% - Others Adjustment
	AJS_ARBD	6.000000	9216/000	SUPPLY	Output Tax 6% - Adjustment for AR Bad Debt Recovery
	AJS_0	0.000000	9215/000	SUPPLY	Output Tax 0% - Adjustment
	AJS_APB	6.000000	9217/000	SUPPLY	Output Tax 6% - Adjustment for AP Bad Debt Relief
BL	BL	6.000000	6090/000	PURCHASE	Input Tax 6% - Not Claimable
	BL_E	6.000000	6090/000	PURCHASE	Input Tax 6% - To Make Exempt Supplies
	BL_CE	6.000000	6090/000	PURCHASE	Input Tax 6% - Capital Goods Acquired To Make Exempt Supplies
DS	DS	6.000000	9215/000	SUPPLY	Output Tax 6% - Deemed Supplies
EP	EP	0.000000	3060/000	PURCHASE	Input Tax 0% - Exempted
ES	ES	0.000000	9215/000	SUPPLY	Output Tax 0% - Exempt Supplies
ES-GU	ES-GU	0.000000	9215/000	SUPPLY	Output Tax 0% - Exempt supplies of land for general use (Land used for burial, playground or religious building).
ES43	ES43	0.000000	9215/000	SUPPLY	Output Tax 0% - Incidental Exempt Supplies
GP	GP	0.000000	3060/000	PURCHASE	Input Tax 0% - Disregarded
GS	GS	0.000000	9215/000	SUPPLY	Output Tax 0% - Disregarded Supplies

- ¹ **Go to Tax Code Mapping** (under the **Tax > GST** module).
- ² On this screen, you'll see a list of available tax codes and their corresponding labels. Each tax code can have multiple labels to represent different scenarios or adjustments, such as specific purchase or supply adjustments. Each row shows the **tax code**, **label**, **rate**, **account code**, **category** (e.g., PURCHASE or SUPPLY), and **description**. The description typically explains the purpose of the label, like adjustments for capital goods or annual adjustments.

Tax Code Mapping

Tax Code vs Label mapping		Tax Code vs GST-03 field mapping 3
Item	Description	Tax Code
5a	Total Value of Standard Rated Supply	DS, SR, SR-MS
5b	Total Output Tax (Inclusive of Tax Value on Bad Debt Recovered & other Adjustments)	DS, SR, AJS, SR-MS
6a	Total Value of Standard Rate and Flat Rate Acquisitions	TX, IM, TX-E43, TX-IES, TX-RE, TX-FRS, TX-ER, IM-CG, IM-RE
6b	Total Input Tax (Inclusive of Tax Value on Bad Debt Relief & other Adjustments)	TX, IM, TX-E43, TX-IES, TX-RE, AJP, TX-FRS, TX-ER, IM-CG, IM-RE
7	GST Amount Payable (Item 5b - Item 6b)	
8	GST Amount Claimable (Item 6b - Item 5b)	
10	Total Value of Local Zero-Rated Supplies	ZRL
11	Total Value of Export Supplies	ZRE, ZDA
12	Total Value of Exempt Supplies	ES43, ES, IES
13	Total Value of Supplies Granted GST Relief	RS
14	Total Value of Goods Imported Under Approved Trader Scheme	IS
15	Total Value of Other Supplies	OS, NS, GS, OS-TXM, SR-JWS
16	Total Value of Capital Goods Acquired	TX_C, IM-CG
17	Total Value of Bad Debt Relief Inclusive Tax	AJP_ARBD
18	Total Value of Bad Debt Recovered Inclusive Tax	AJS_ARBD

3

This screen shows each tax code is linked to specific items in the GST-03 return form. It allows you to see which tax codes are grouped under each reporting category (item) in the GST-03 form.

Step 28: GST Purchases & Sales Listing

The **GST Purchases & Sales Listing** section allows you to generate reports that summarize GST-related transactions within a specified time frame.

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

GST Purchases & Sales Listing

This report is for adhoc/provision use only. You shall always generate this report from Tax Return screen if customs requested

Customer / supplier: ALL
Report Dates: Current fiscal year to date From* 01/Nov/2024 To* 30/Nov/2024
GST Code: ALL
Report Type: ALL
Purchase Type: ALL
Supply Type: ALL

Retrieve
Print PDF
Print Excel

Purchase Listing

Customer / Supplier	Date	Sales Type	Doc. No	Description	Amount (MYR)	Rate	GST (MYR)	Tax Code
TOTAL (MYR)					0.00		0.00	

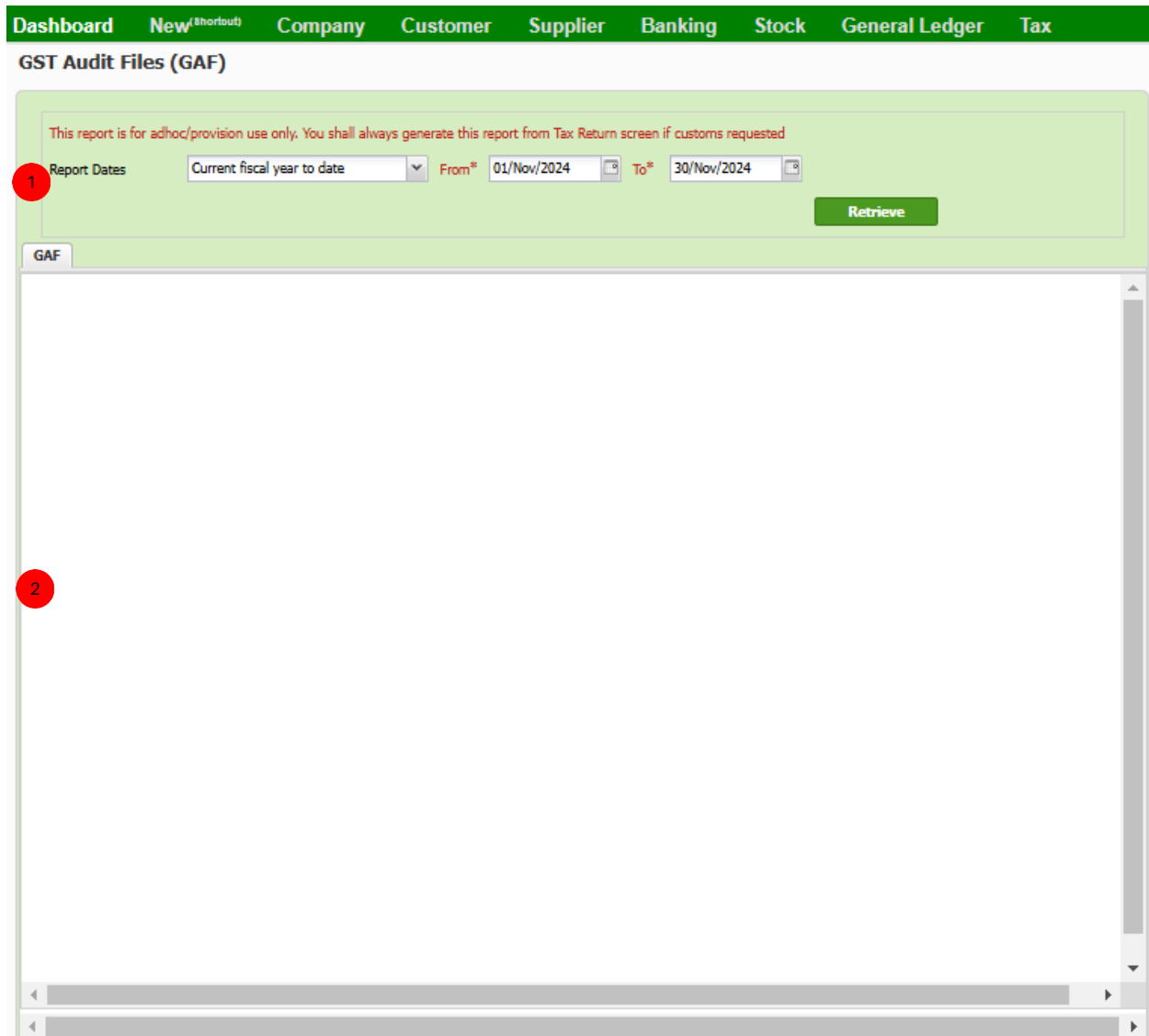
Supply Listing

Customer / Supplier	Date	Sales Type	Doc. No	Description	Amount (MYR)	Rate	GST (MYR)	Tax Code
TOTAL (MYR)					0.00		0.00	

- Go to GST Purchases & Sales Listing (under Tax > GST)
- Enter your criteria and click **Retrieve**
- This section lists all the purchase transactions within the selected date range.
- This section includes all the supply (sales) transactions made by your company within the chosen date range.

- 5 Click Print PDF or Print Excel to export report to PDF format or Excel format

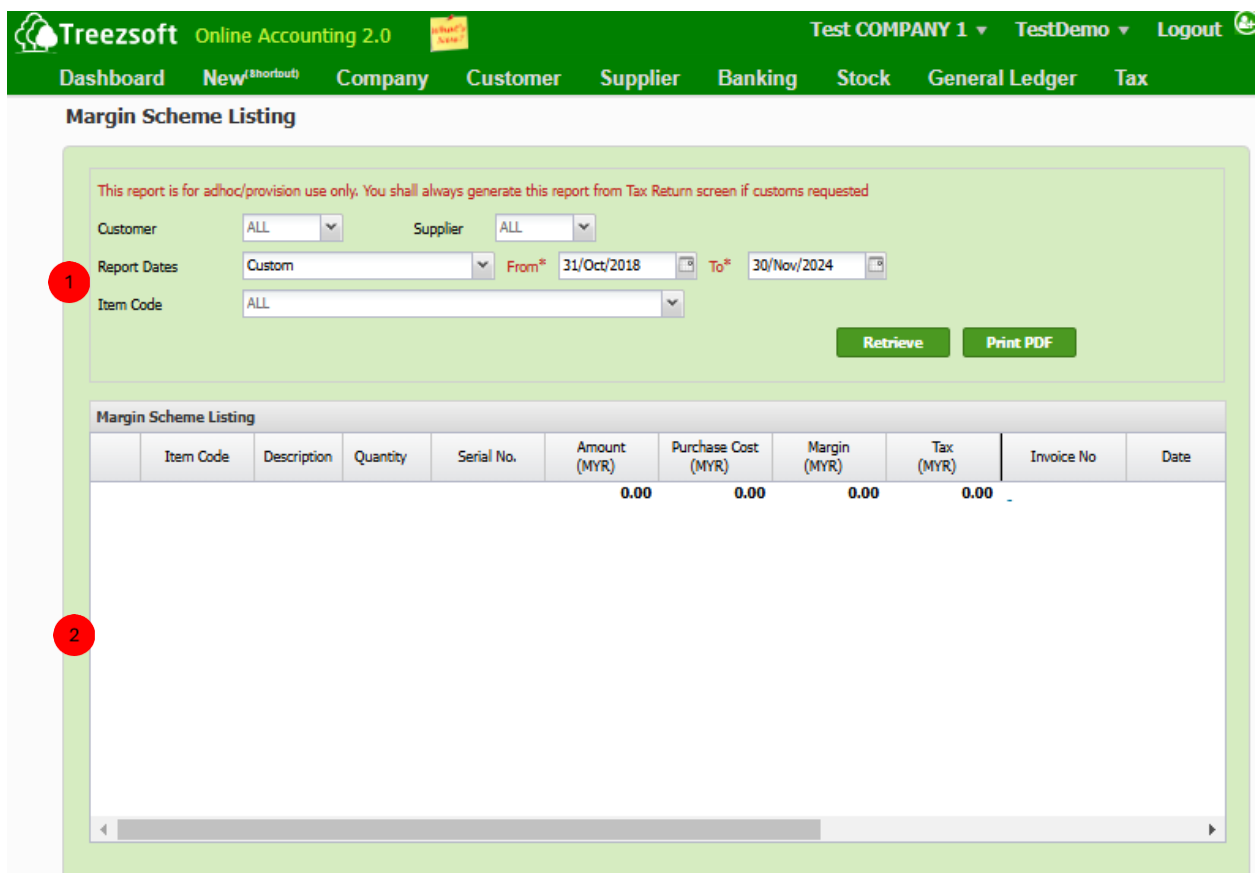
Step 29: GST Audit Files(GAF)



- 1 This section allows you to select a specific date range period for retrieving the required GAF report. Click Retrieve after you have selected a specific date range.

- 2 This section displays GST-related transactions in various tables, detailing records such as company information, purchase transactions, supply transactions, and ledger entries.

Step 30: Margin Scheme Listing



This report is for adhoc/provision use only. You shall always generate this report from Tax Return screen if customs requested

Customer: ALL Supplier: ALL

Report Dates: Custom From* 31/Oct/2018 To* 30/Nov/2024

Item Code: ALL

Retrieve Print PDF

Item Code	Description	Quantity	Serial No.	Amount (MYR)	Purchase Cost (MYR)	Margin (MYR)	Tax (MYR)	Invoice No	Date
				0.00	0.00	0.00	0.00		

- 1 This section allows you to select your criteria for retrieving a report of margin scheme transactions. Click Retrieve after you have entered your criteria.
- 2 This section shows you a list of margin scheme transactions.