



Getting Started Manual

For GST

Last Update: Sept 2015

Managed by **Agile Matrix Solutions Sdn Bhd**

Email: support@treezsoft.com



For information about customer support, please visit our homepage at <http://www.treezsoft.com> on the World Wide Web.

Copyright © 2015 TreezSoft.com. All rights reserved. TreezSoft and the TreezSoft logo are trademarks or registered trademarks of TreezSoft.com. Other company and products mentioned herein are trademarks or registered trademarks of their respective companies.

The content in this user guide is believed to be accurate and reliable. This user guide is provided for informational purposes only, is subject to change without notice, and cannot be construed as a commitment by TreezSoft.com.

TreezSoft.com assumes no responsibility or liability for any errors or inaccuracies that may appear in this user guide, and for any damages, direct or indirect, resulting from or related to its use.



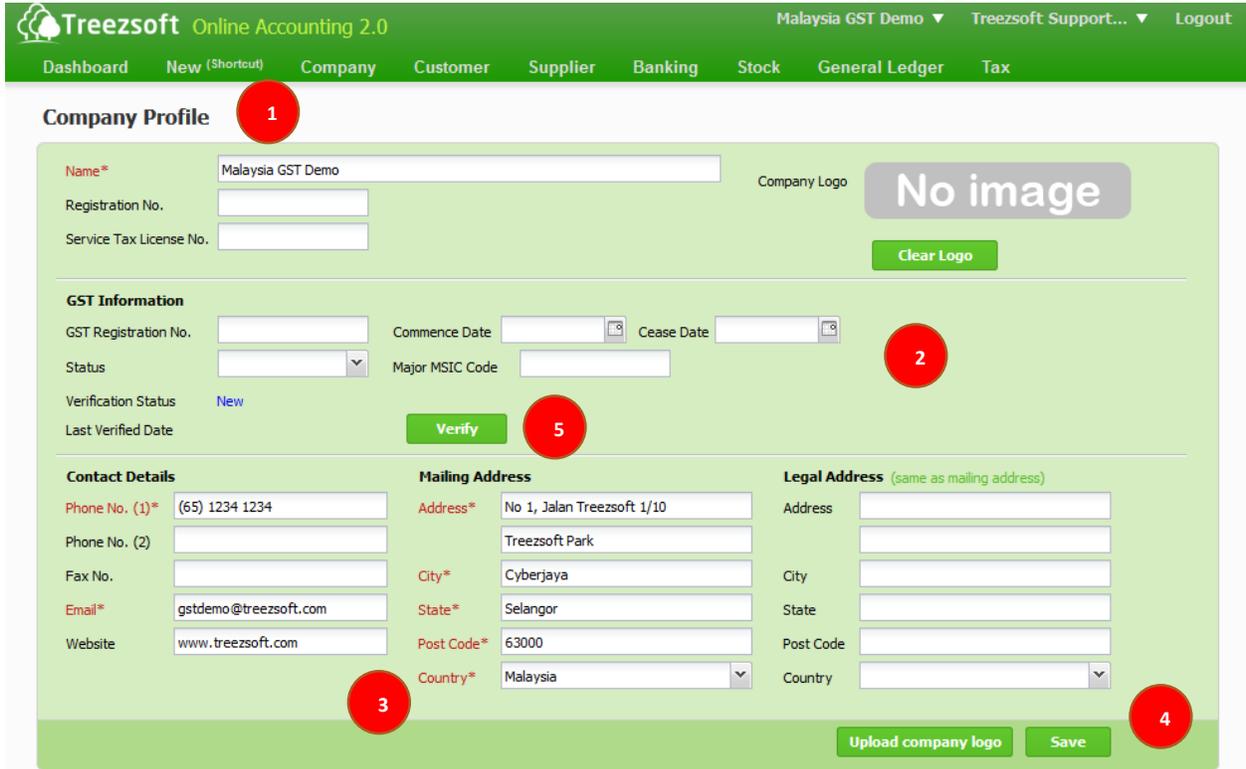
Contents

| | | |
|----------|--|----|
| Step 1: | How to Activate GST Module? | 5 |
| Step 2: | Verify Activated GST Module | 6 |
| 2.1 | Verify GST Related Account Code | 7 |
| 2.2 | Verify GST Code..... | 8 |
| 2.3 | Verify GST Preference | 9 |
| 2.4 | Verify GST Document Number..... | 10 |
| 2.5 | Verify Supplier GST Information | 11 |
| Step 3: | Issue Full Tax Invoice..... | 12 |
| Step 4: | Issue Simplified Tax Invoice | 13 |
| Step 5: | Issue Credit Note..... | 14 |
| Step 6: | Issue Debit Note..... | 16 |
| Step 7: | 21 Days Rule..... | 18 |
| Step 8: | Deposit or Advance Payment..... | 20 |
| Step 9: | Record Purchase | 21 |
| Step 10: | Blocked Input Tax for Simplified Tax Invoice | 22 |
| Step 11: | Record Purchase Credit Note..... | 23 |
| Step 12: | Record Purchase Debit Note..... | 25 |
| Step 13: | Import Goods | 26 |
| Step 14: | Reverse Charge (Import Service) | 29 |
| Step 15: | Defer GST Date..... | 31 |
| Step 16: | Gift Given (Gift Rule)..... | 32 |
| Step 17: | Bad Debt Relief for Sales..... | 33 |
| Step 18: | Bad Debt Recover for Sales..... | 34 |
| Step 19: | Bad Debt Relief for Purchase | 36 |
| Step 20: | Bad Debt Recover for Purchase | 37 |
| Step 21: | Activate Self-billed Tax Invoice | 39 |
| Step 22: | Issue Self-billed Tax Invoice | 41 |
| Step 23: | Generate/Submit GST Return | 42 |
| Step 24: | Record Payment/Refund of GST | 46 |
| 24.1 | Record Payment of GST that paid to Customs..... | 46 |



| | | |
|----------|---|----|
| 24.2 | Record Claim of GST that refund from Customs..... | 47 |
| Step 25: | Download GST Audit File (GAF)..... | 48 |
| Step 26: | Print Lampiran 2..... | 49 |
| Step 27: | Dashboard..... | 50 |

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:** Includes fields for Name (Malaysia GST Demo), Registration No., and Service Tax License No. A 'Company Logo' field shows 'No image' with a 'Clear Logo' button.
- GST Information:** Includes fields for GST Registration No., Commence Date, Cease Date, Status (dropdown), and Major MSIC Code. A 'Verify' button is located below these fields.
- Contact Details:** Includes fields for Phone No. (1), Phone No. (2), Fax No., Email, and Website.
- Mailing Address:** Includes fields for Address, City, State, Post Code, and Country.
- Legal Address:** Labeled as '(same as mailing address)', it includes fields for Address, City, State, Post Code, and Country.

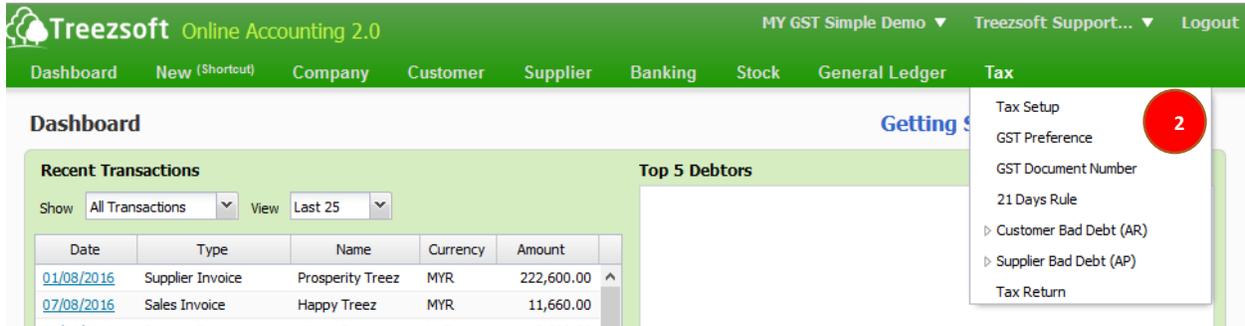
Red circles 1 through 5 highlight the following steps:

1. Click on the 'Company' menu item in the top navigation bar.
2. Fill in the 'GST Information' fields, specifically the 'Status' dropdown and 'Major MSIC Code' field.
3. Fill in the 'Contact Details' and 'Mailing Address' fields.
4. Click the 'Save' button at the bottom right of the form.
5. Click the 'Verify' button below 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 dashboard. The top navigation bar includes 'MY GST Simple Demo', 'Treezsoft Support...', and 'Logout'. The main navigation menu includes 'Dashboard', 'New (Shortcut)', 'Company', 'Customer', 'Supplier', 'Banking', 'Stock', 'General Ledger', and 'Tax'. The 'Tax' menu is open, showing options: 'Tax Setup', 'GST Preference', 'GST Document Number', '21 Days Rule', 'Customer Bad Debt (AR)', 'Supplier Bad Debt (AP)', and 'Tax Return'. A red circle with the number '2' is placed over the 'Tax' menu item.

Recent Transactions

Show: All Transactions View: Last 25

| Date | Type | Name | Currency | Amount |
|------------|------------------|------------------|----------|------------|
| 01/08/2016 | Supplier Invoice | Prosperity Treez | MYR | 222,600.00 |
| 07/08/2016 | Sales Invoice | Happy Treez | MYR | 11,660.00 |

Top 5 Debtors

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

2.1 Verify GST Related Account Code

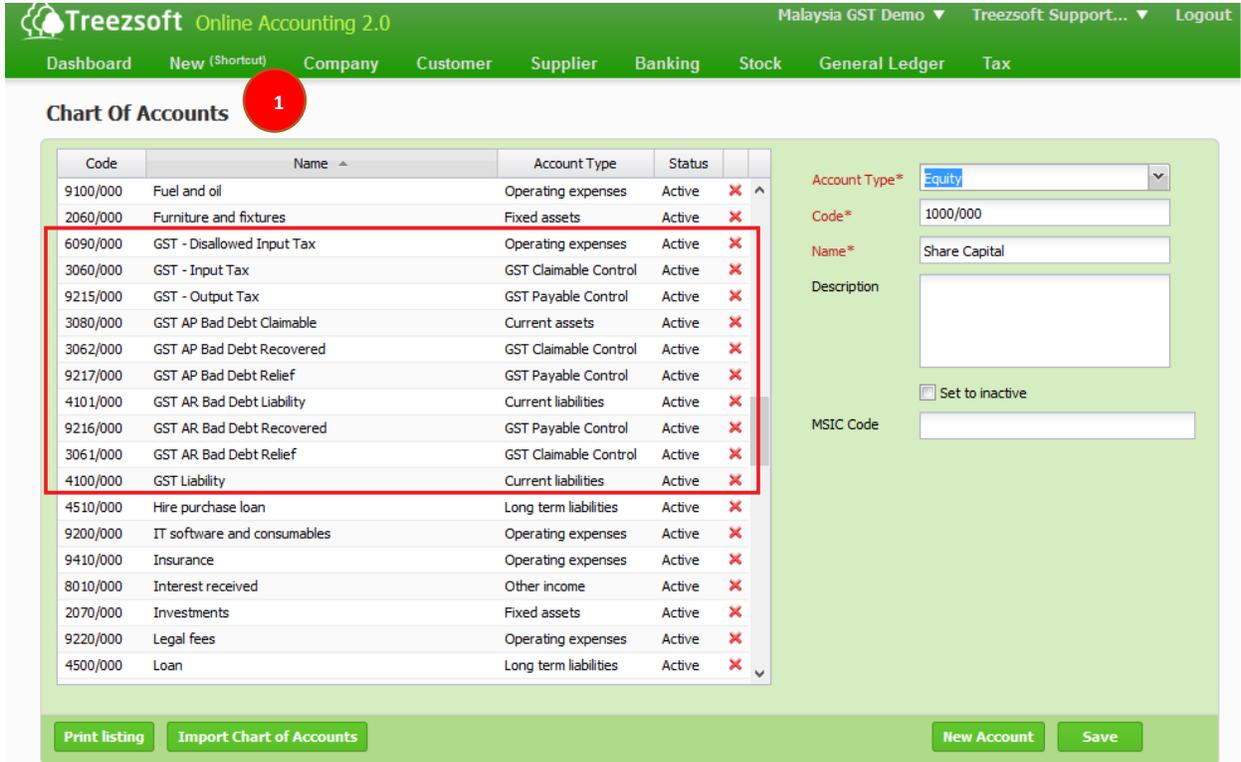


Chart of Accounts 1

| 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 1

| 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*

Label*

Description

Rate (%)*

Account Code*

Include in GST Return

GST Return Category*

[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

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

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

GST Preferences 1

GST Account Defaults

Prepayment

Prepayment Tax Code
SR_S (9215/000) Default tax code and account for prepayment/deposit

GST Liability
4100/000 Default contra account for above prepayment/deposit

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

Reverse Charge

Reverse Charge Tax Code (sales)
SR_I (9215/000) Default tax code for reverse charge / self recipient accounting / imported service to be credited

Reverse Charge Tax Code (purchase)
TX_I (3060/000) Default tax code for reverse charge / self recipient accounting / imported service to be debited

Financial Settings

GST Taxable Period
1 Frequency (in month unit) to declare GST return

GST Next Filing Date
5 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

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

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

Treezsoft Online Accounting 2.0 Malaysia GST Demo ▼ Treezsoft Support... ▼ Logou

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

GST Document Numbers 1

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 | Include Year | Last Number Used | Next Number* |
|-------------------------------|-----------------|--------|--------------------------|------------------|--------------|
| Module: Customer | | | | | |
| Cash Sales | Receipt No. | TCS- | <input type="checkbox"/> | 00001 | 00001 |
| Credit Note | Credit Note No. | TCN- | <input type="checkbox"/> | 00001 | 00001 |
| Debit Note | Debit Note No. | TDN- | <input type="checkbox"/> | 00001 | 00001 |
| Sales Invoice | Invoice No. | TI- | <input type="checkbox"/> | 00001 | 00001 |
| Sales Return | Ref. No. | TSR- | <input type="checkbox"/> | 00001 | 00001 |
| Module: Tax | | | | | |
| AP Bad Debt Recover | Ref. No. | OSP- | <input type="checkbox"/> | 00001 | 00001 |
| AP Bad Debt Relief | Ref. No. | OS- | <input type="checkbox"/> | 00001 | 00001 |
| AR Bad Debt Correct Provision | Ref. No. | BDCP- | <input type="checkbox"/> | 00001 | 00001 |
| AR Bad Debt Provision | Ref. No. | BDP- | <input type="checkbox"/> | 00001 | 00001 |
| AR Bad Debt Recover | Ref. No. | BDRC- | <input type="checkbox"/> | 00001 | 00001 |
| AR Bad Debt Relief | Ref. No. | BDRF- | <input type="checkbox"/> | 00001 | 00001 |
| AR Bad Debt Write-Off | Ref. No. | BDW- | <input type="checkbox"/> | 00001 | 00001 |

Save

1. Go to **GST Document Numbers** (under **Tax** module).
2. You would be able to find pre-loaded GST document number.
3. You may change the document number by changing the **Prefix** or **Include year** (to include calendar year in the document number, e.g. TCS-2015-00001).

2.5 Verify Supplier GST Information

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

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

Supplier 1

Name*

Print on cheque as

Code* Generate Code

Default Currency*

Description

Supplier Type

Registration No

Default Payment Term

Credit Limit

Set to inactive

GST Information

GST Registration No.

Commence Date

Cease Date 2

Status

Verification Status New

Last Verified Date

Verify 4

Self-billed Information

Self-billed Invoice

Approval No

Commence Date

Cease Date

Status

Assign Doc No.

Account Information

Control Account*

Account

Default account used as the detail when entering bill

Contact Details

Contact Name

Phone No. (1)

Phone No. (2)

Fax No.

Email

Website

Address Information

Address

City

State

Post Code

Country

Contact Person

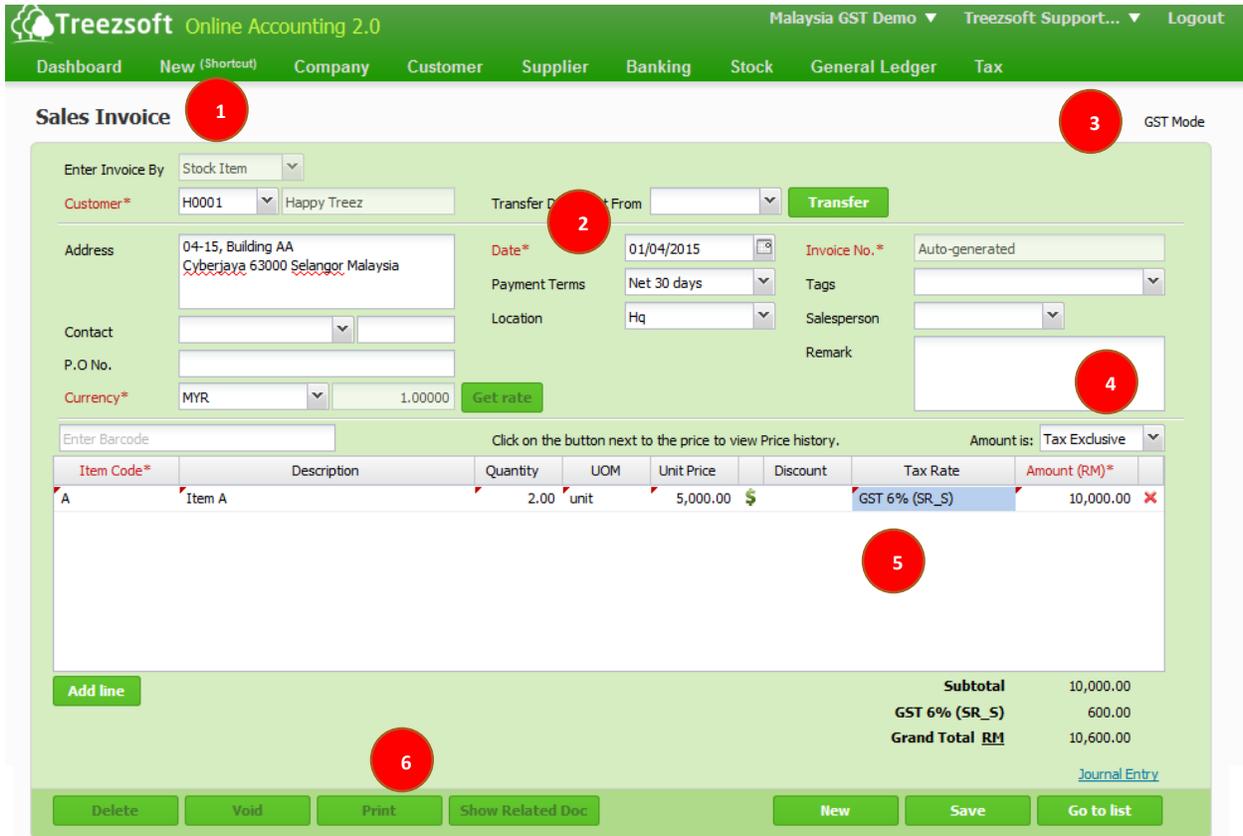
| Name | Phone No. (1) | Email | Job Title |
|------|---------------|-------|-----------|
| ✘ | | | |

3

Add line
Delete
New
Save
Go to list

1. Go to **Manage > Suppliers** (under **Supplier** module), and click **New Supplier**.
2. Fill in supplier **GST Information**. **Status** shall be **Active**.
3. Save the form.
4. Access <https://gst.customs.gov.my/TAP/#1> to ensure the inserted GST information is correct, then click **Verify** button to confirm.

Step 3: Issue Full Tax Invoice



The screenshot shows the 'Sales Invoice' form in TreezSoft Online Accounting 2.0. The form is titled 'Sales Invoice' and includes a 'GST Mode' indicator. The form is divided into several sections:

- Header:** 'Enter Invoice By' (Stock Item), 'Customer*' (H0001, Happy Treez), 'Transfer Date' (01/04/2015), 'Invoice No.*' (Auto-generated), 'Date*' (01/04/2015), 'Payment Terms' (Net 30 days), 'Location' (Hq), 'Currency*' (MYR, 1.00000), and 'Amount is: Tax Exclusive'.
- Address:** 04-15, Building AA, Cyberjaya 63000 Selangor, Malaysia.
- Table:** A table with columns: Item Code*, Description, Quantity, UOM, Unit Price, Discount, Tax Rate, and Amount (RM)*. The table contains one row: 'A', 'Item A', '2.00', 'unit', '5,000.00', '\$', 'GST 6% (SR_S)', and '10,000.00'.
- Summary:** Subtotal: 10,000.00; GST 6% (SR_S): 600.00; Grand Total RM: 10,600.00.
- Buttons:** Add line, Delete, Void, Print, Show Related Doc, New, Save, Go to list, Journal Entry.

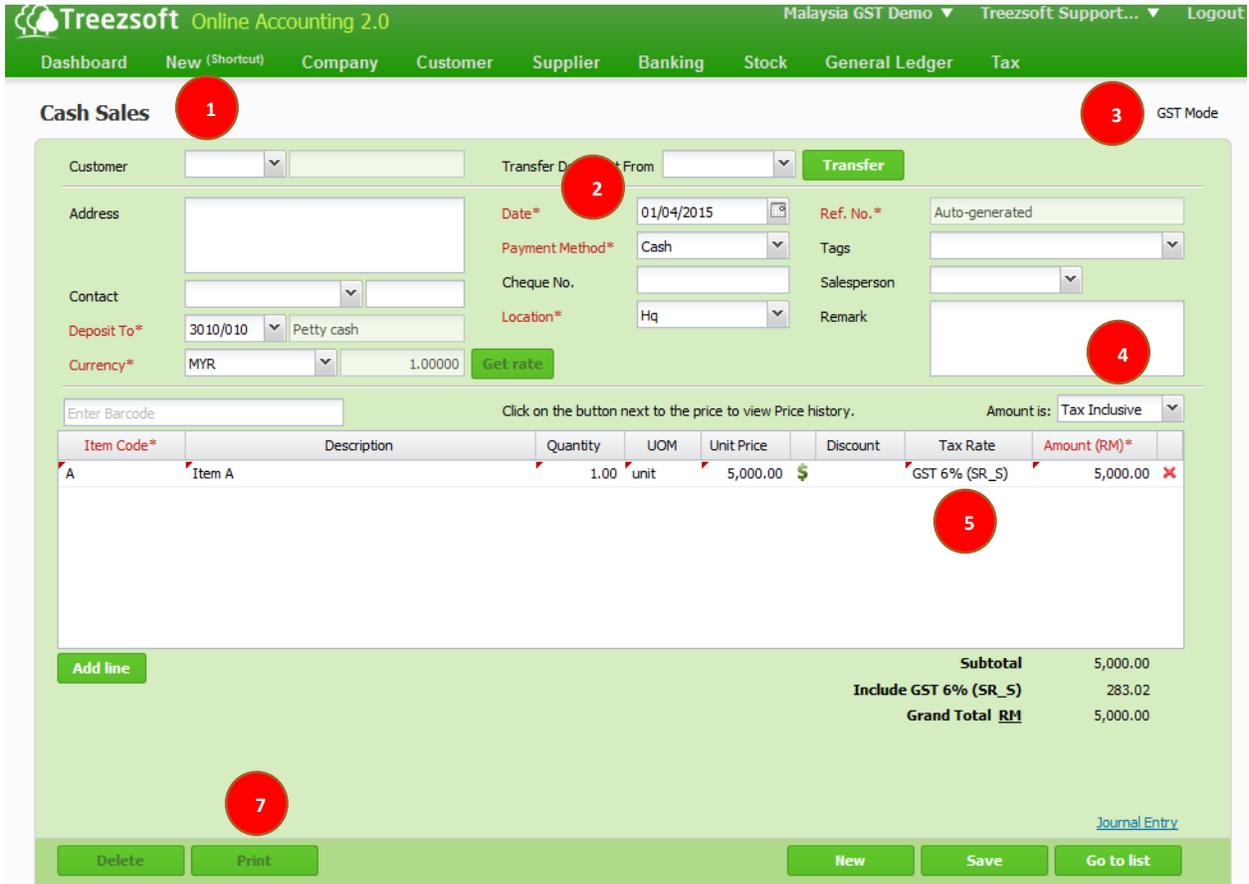
Numbered callouts (1-6) are placed on the form to indicate the steps for issuing a full tax invoice:

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.

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.*

Step 4: Issue Simplified Tax Invoice



Cash Sales GST Mode

Customer: Transfer Date: From: **Transfer**

Address: Date*: Ref. No.*:

Contact: Payment Method*: Tags:

Deposit To*: Cheque No.: Salesperson:

Currency*: Location*: Remark:

Enter Barcode: Click on the button next to the price to view Price history. Amount is:

| Item Code* | Description | Quantity | UOM | Unit Price | Discount | Tax Rate | Amount (RM)* |
|------------|-------------|----------|------|------------|----------|---------------|--------------|
| A | Item A | 1.00 | unit | 5,000.00 | \$ | GST 6% (SR_S) | 5,000.00 |

Add line

Subtotal 5,000.00
Include GST 6% (SR_S) 283.02
Grand Total RM 5,000.00

[Journal Entry](#)

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

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 5: Issue Credit Note

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

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

Credit Note

Customer* H0001 Date* 02/04/2015 Credit Note No.* Auto-generated

Address 04-15, Building AA
Cyberjaya 63000 Selangor Malaysia Ref. No.

Contact Currency* MYR 1.00000 Get rate Remark* Discount

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

| Account* | Details | Tax Rate | Amount (RM)* |
|----------|-----------------|---------------|--------------|
| 6030/000 | Discounts taken | GST 6% (SR_S) | 212.00 |
| 6030/000 | Discounts taken | GST 6% (SR_D) | 53.00 |

Subtotal 265.00
Include Tax GST 6% (SR_S) 12.00
Include Tax GST 6% (SR_D) 3.00
Grand Total RM 265.00

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

| Invoice No. | Date | Due Date | Currency | Rate | Invoice Amount | Outstanding | Amount (RM)* |
|--|------------|------------|----------|---------|----------------|-------------|--------------|
| <input checked="" type="checkbox"/> TI-00001 | 2015-04-01 | 01/05/2015 | MYR | 1.00000 | 265.00 | 0.00 | 265.00 |

Total applied amount 265.00
Total refunded amount 0.00

Journal Entry

Delete Void Print 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. : TI-00001 Currency : MYR

| Item Code | Description | Quantity | UOM | Tax Rate | Item Amount | Outstanding | Amount |
|---------------------------------------|-------------|----------|------|---------------|-------------|-------------|--------|
| <input checked="" type="checkbox"/> A | Item A | 1.00 | unit | GST 6% (SR_S) | 212.00 | 0.00 | 212.00 |
| <input checked="" type="checkbox"/> B | Item B | 1.00 | unit | GST 6% (SR_D) | 53.00 | 0.00 | 53.00 |

OK



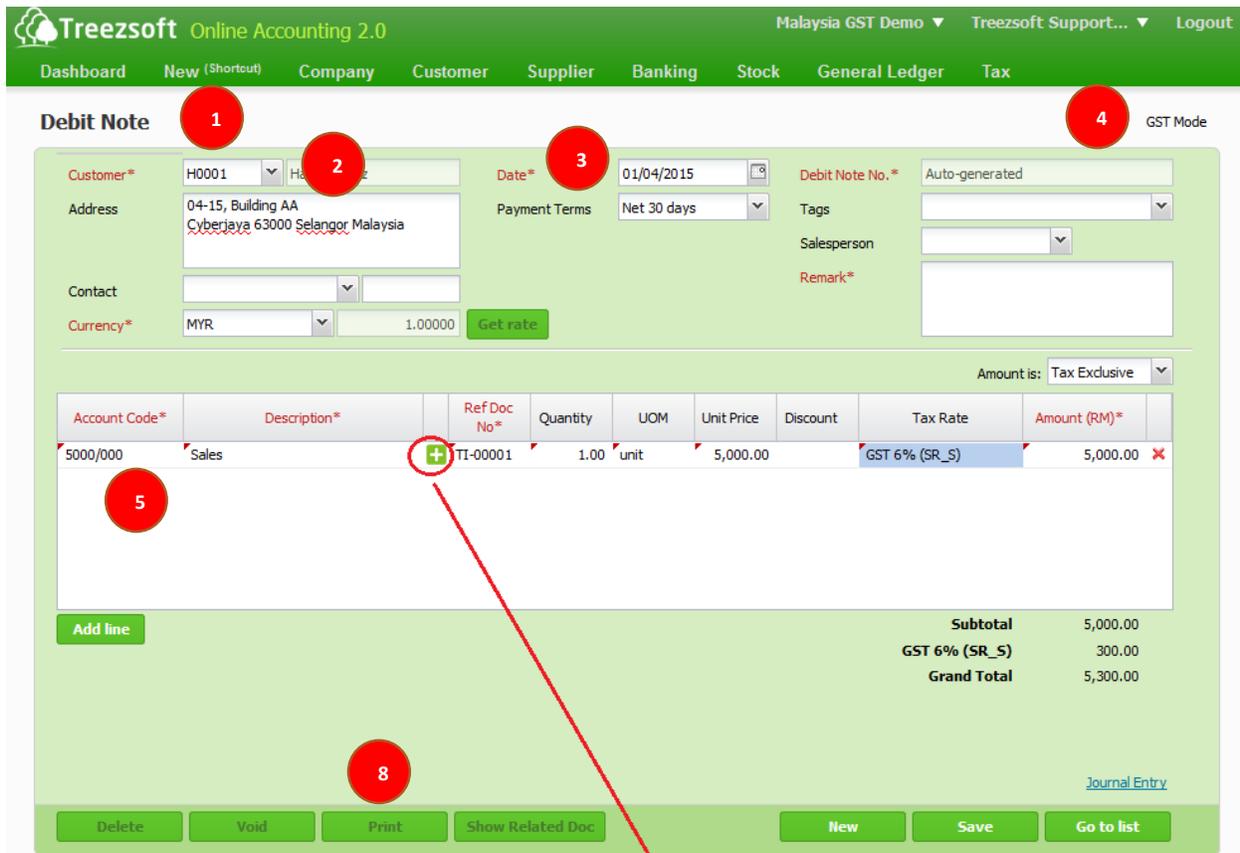
1. Go to **Refund & Credit > Credit Note** (under **Customer** module), and click **New Credit Note**.
2. Select **Customer** to credit.
3. Select **Date** of credit note.
4. Observe whether it is in **GST Mode**.
5. Tick **Auto populate amount form selected invoice**. (System will auto determine amount, GST amount and corresponding GST code to be credited based on selected invoices)
6. Select invoices to be credited.
7. Observe 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 6: Issue Debit Note



Debit Note GST Mode

Customer* H0001 Date* 01/04/2015 Debit Note No.* Auto-generated

Address 04-15, Building AA Payment Terms Net 30 days Tags

Cyberjaya 63000 Selangor Malaysia Salesperson

Contact Remark*

Currency* MYR 1.00000 Get rate

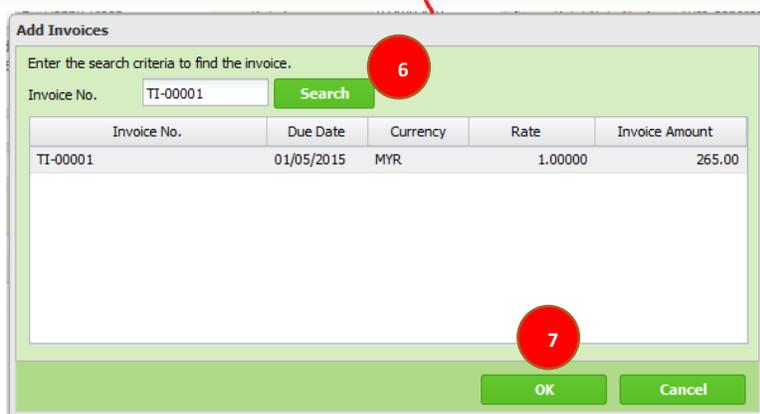
Amount is: Tax Exclusive

| Account Code* | Description* | Ref Doc No* | Quantity | UOM | Unit Price | Discount | Tax Rate | Amount (RM)* |
|---------------|--------------|-------------|----------|------|------------|----------|---------------|--------------|
| 5000/000 | Sales | TI-00001 | 1.00 | unit | 5,000.00 | | GST 6% (SR_S) | 5,000.00 |

Subtotal 5,000.00
GST 6% (SR_S) 300.00
Grand Total 5,300.00

[Journal Entry](#)

Buttons: Delete, Void, Print, Show Related Doc, New, Save, Go to list



Add Invoices

Enter the search criteria to find the invoice.

Invoice No. TI-00001 Search

| Invoice No. | Due Date | Currency | Rate | Invoice Amount |
|-------------|------------|----------|---------|----------------|
| TI-00001 | 01/05/2015 | MYR | 1.00000 | 265.00 |

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.*

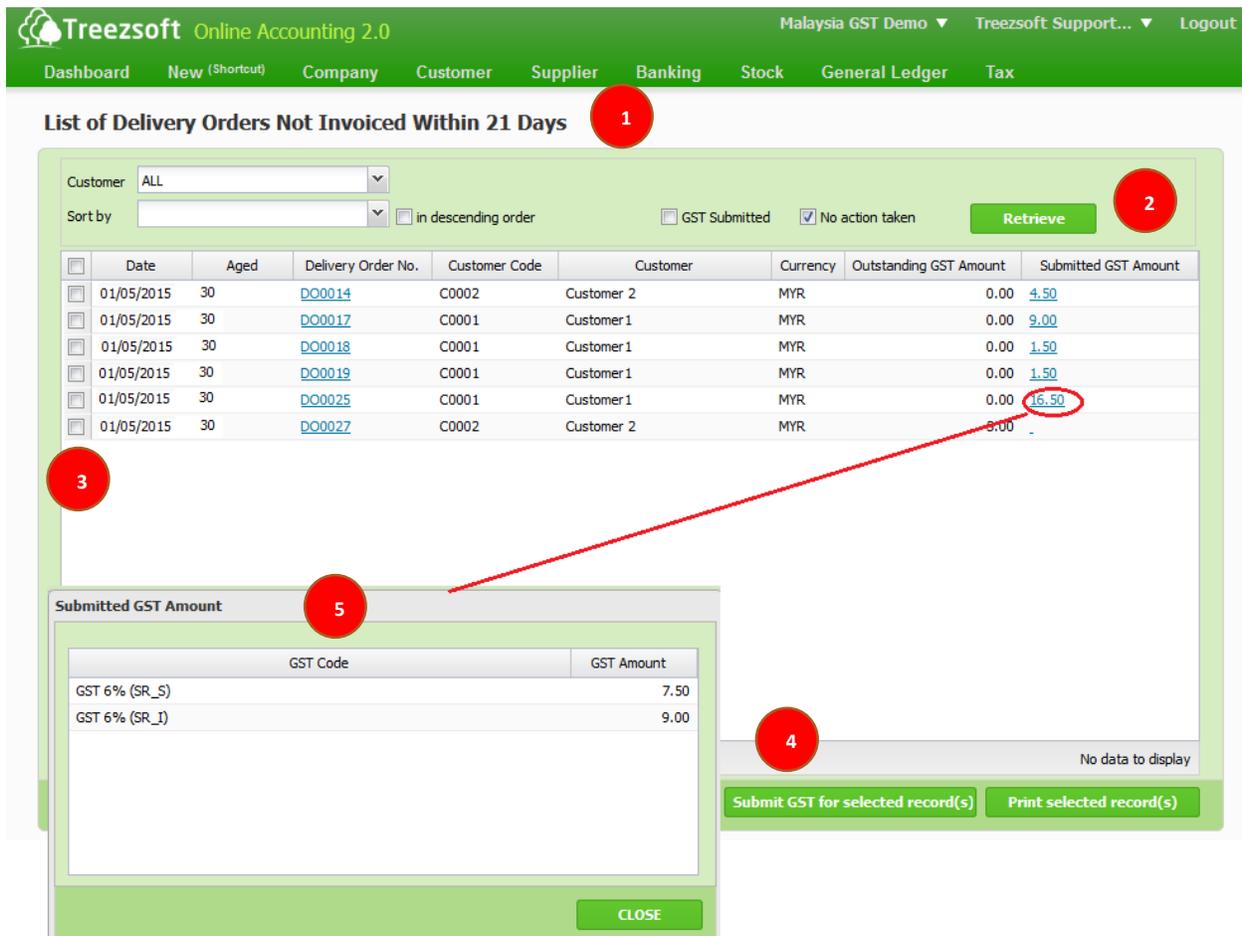
Step 7: 21 Days Rule

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.



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

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 [x] No action taken **Retrieve**

| Date | Aged | Delivery Order No. | Customer Code | Customer | Currency | Outstanding GST Amount | Submitted GST Amount |
|------------|------|------------------------|---------------|------------|----------|------------------------|-----------------------|
| 01/05/2015 | 30 | DO0014 | C0002 | Customer 2 | MYR | 0.00 | 4.50 |
| 01/05/2015 | 30 | DO0017 | C0001 | Customer 1 | MYR | 0.00 | 9.00 |
| 01/05/2015 | 30 | DO0018 | C0001 | Customer 1 | MYR | 0.00 | 1.50 |
| 01/05/2015 | 30 | DO0019 | C0001 | Customer 1 | MYR | 0.00 | 1.50 |
| 01/05/2015 | 30 | DO0025 | C0001 | Customer 1 | MYR | 0.00 | 16.50 |
| 01/05/2015 | 30 | DO0027 | C0002 | Customer 2 | MYR | 0.00 | - |

Submitted GST Amount

| GST Code | GST Amount |
|---------------|------------|
| GST 6% (SR_S) | 7.50 |
| GST 6% (SR_I) | 9.00 |

No data to display

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.

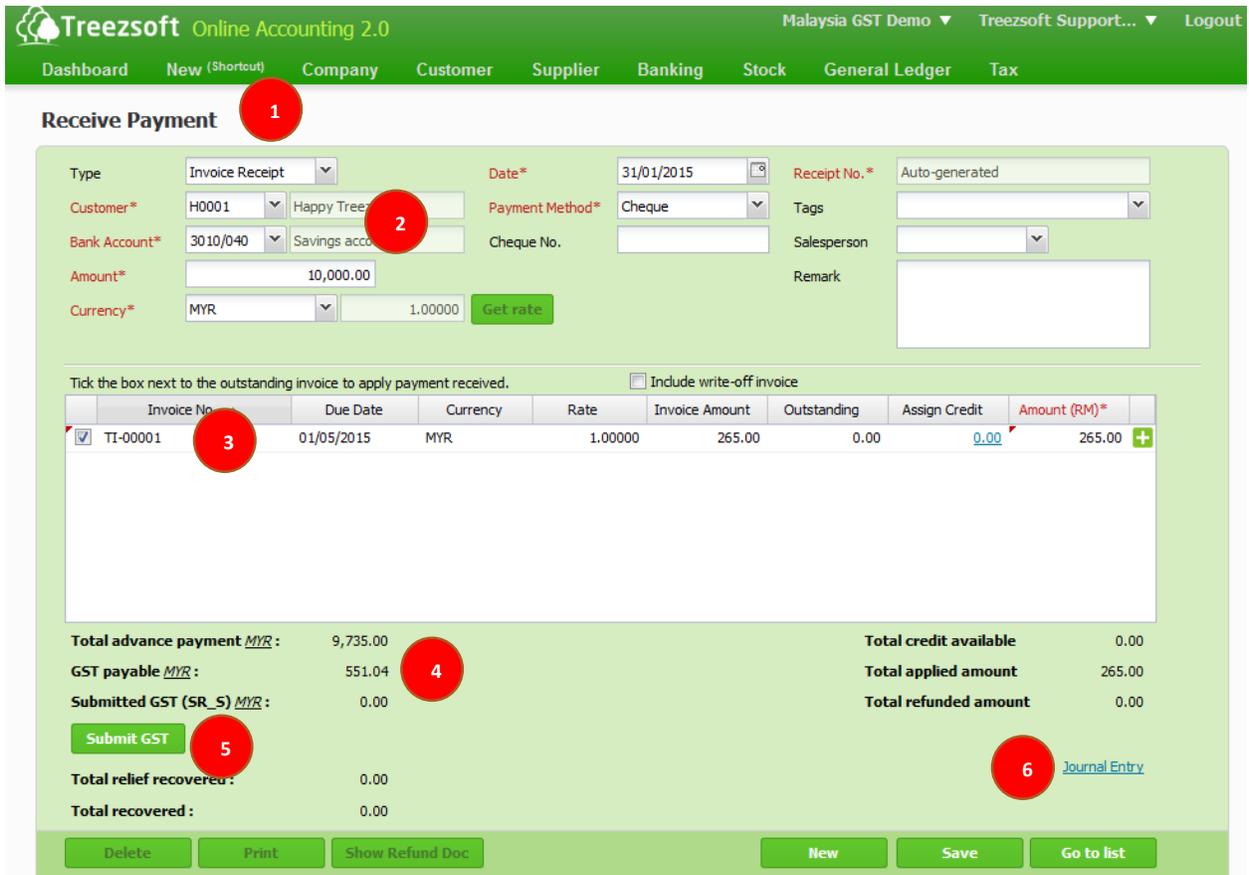


3. Select delivery order which still have **Outstanding GST Amount**.
4. Declare GST by click on **Submit GST for selected record(s)**.
5. To view which GST code has been declared, click on the hyperlink under **Submitted GST Amount**.

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 8: 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.



Receive Payment

Type: Invoice Receipt Date*: 31/01/2015 Receipt No.*: Auto-generated

Customer*: H0001 Happy Treez Payment Method*: Cheque Tags: [dropdown]

Bank Account*: 3010/040 Savings acco... Cheque No.: [input] Salesperson: [dropdown]

Amount*: 10,000.00 Remark: [text area]

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 checked="" type="checkbox"/> | TI-00001 | 01/05/2015 | MYR | 1.00000 | 265.00 | 0.00 | 0.00 | 265.00 |

Total advance payment MYR: 9,735.00 **Total credit available:** 0.00

GST payable MYR: 551.04 **Total applied amount:** 265.00

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

[Submit GST](#) [Journal Entry](#)

Total relief recovered: 0.00

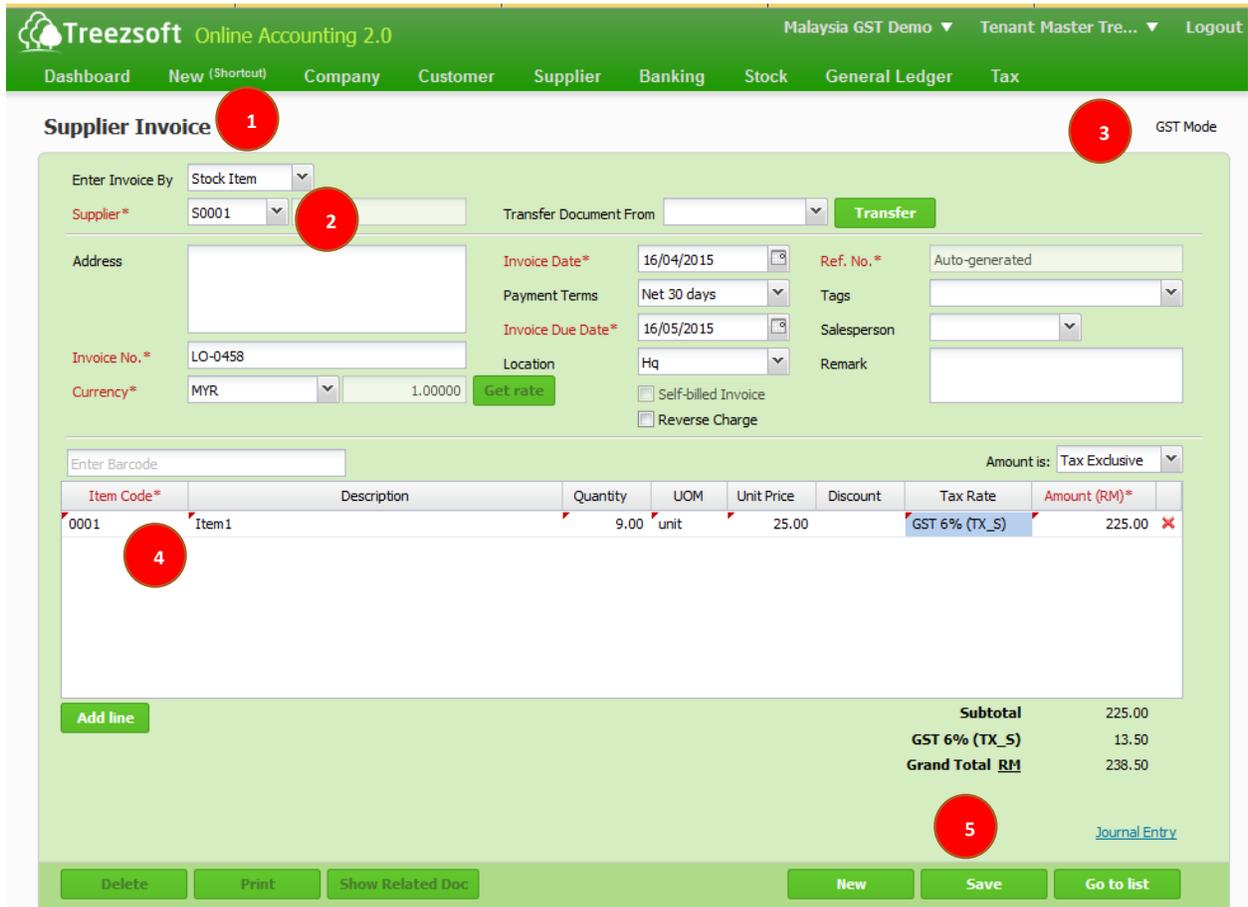
Total recovered: 0.00

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

1. Go to **Receive Payment** (under **Customer** module), and click **New Receive Payment**.
2. Select **Invoice Receipt**, **Customer**, and fill in **Amount** received.
3. If have invoice to be paid, just tick on it.
4. 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**.
5. Click **Submit GST** to declare GST for advance payment.
6. Click **Journal Entry** hyperlink to verify inserted double entry.

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 9: Record Purchase



Supplier Invoice GST Mode

Enter Invoice By: Stock Item

Supplier*: S0001

Transfer Document From: [Dropdown] **Transfer**

Address: [Text Area]

Invoice Date*: 16/04/2015

Ref. No.*: Auto-generated

Payment Terms: Net 30 days

Tags: [Dropdown]

Invoice No.*: LO-0458

Invoice Due Date*: 16/05/2015

Salesperson: [Dropdown]

Currency*: MYR 1.00000 **Get rate**

Location: Hq

Remark: [Text Area]

Self-billed Invoice

Reverse Charge

Enter Barcode: [Text Input] Amount is: Tax Exclusive

| Item Code* | Description | Quantity | UOM | Unit Price | Discount | Tax Rate | Amount (RM)* |
|------------|-------------|----------|------|------------|----------|---------------|--------------|
| 0001 | Item 1 | 9.00 | unit | 25.00 | | GST 6% (TX_S) | 225.00 |

Add line

Subtotal 225.00

GST 6% (TX_S) 13.50

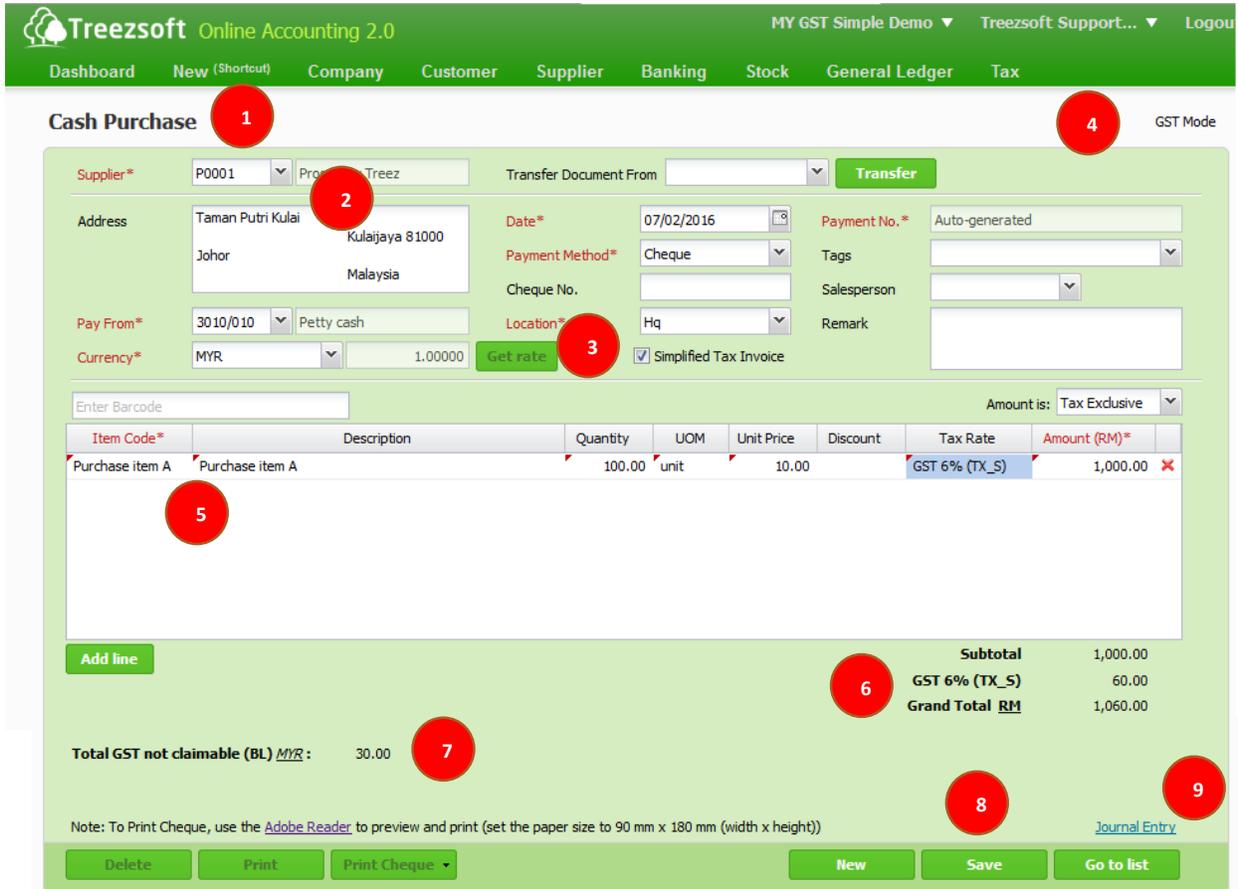
Grand Total RM 238.50

Journal Entry

Delete **Print** **Show Related Doc** **New** **Save** **Go to list**

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

Step 10: Blocked Input Tax for Simplified Tax Invoice



The screenshot shows the 'Cash Purchase' form in the TreezSoft Online Accounting 2.0 system. The form is titled 'Cash Purchase' (1) and is in 'GST Mode' (4). The form includes fields for Supplier* (P0001), Address (Taman Putri Kulai, Johor, Malaysia), Date* (07/02/2016), Payment Method* (Cheque), and Location* (Hq). The 'Simplified Tax Invoice' checkbox (3) is checked. The form also displays a table of purchased items (5) with columns for Item Code*, Description, Quantity, UOM, Unit Price, Discount, Tax Rate, and Amount (RM)*. The table shows one item: 'Purchase item A' with a quantity of 100.00, unit price of 10.00, and a tax rate of GST 6% (TX_S) for an amount of 1,000.00. The form also shows a summary of totals (6): Subtotal 1,000.00, GST 6% (TX_S) 60.00, and Grand Total RM 1,060.00. The 'Total GST not claimable (BL) MYR' is 30.00 (7). The form includes a 'Journal Entry' hyperlink (8) and a 'Save' button (9).

1. Go to **Cash Purchase** (under **Supplier** module), and click on **New Cash Purchase**.
2. Fill in mandatory info.
3. Tick on **Simplified Tax Invoice**.
4. Observe whether it is in **GST Mode**.
5. Fill in purchased items.
6. Observe total input tax.
7. Observe total input tax not claimable.
8. **Save**.

*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 11: Record Purchase Credit Note

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

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

Supplier Credit Note

Supplier* S0001 Supplier 1 Date* 16/04/2015 Ref. No.* APCN0004 GST Mode

Address

Credit Note No.* SCN-2369

Currency* MYR 1.00000 Get rate

Tags

Salesperson

Remark* Discount from supplier

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

| Account* | Details | Tax Rate | Amount (RM)* |
|----------|-----------------|---------------|--------------|
| 6030/000 | Discounts taken | GST 6% (TX_S) | 1,000.00 |
| 6030/000 | Discounts taken | GST 6% (TX_C) | 1,000.00 |

Add line

Subtotal 2,000.00
Include Tax GST 6% (TX_S) 56.60
Include Tax GST 6% (TX_C) 56.60
Grand Total RM 2,000.00

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"/> | APDN0004 | 16/05/2015 | APDN0004 | MYR | 1.00000 | 7,420.00 | 6,420.00 | 1,000.00 |
| <input type="checkbox"/> | APDN0006 | 18/03/2015 | VI0006 | MYR | 1.00000 | 650.00 | 580.00 | 0.00 |
| <input type="checkbox"/> | APDN0007 | 18/03/2015 | VI0007 | MYR | 1.00000 | 670.00 | 670.00 | 0.00 |
| <input type="checkbox"/> | APDN0001 | 10/01/2015 | APDN0001 | MYR | 1.00000 | 212.00 | 164.00 | 0.00 |
| <input checked="" type="checkbox"/> | APDN0003 | 16/05/2015 | APDN0003 | MYR | 1.00000 | 1,272.00 | 272.00 | 1,000.00 |
| <input type="checkbox"/> | APDN0002 | 18/03/2015 | APDN0002 | MYR | 1.00000 | 1,000.00 | 1,000.00 | 0.00 |

Total applied amount 2,000.00
Total refunded amount 0.00

Journal Entry

Delete Print 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. : APDN0004 Currency : MYR

| | Item Code | Description | Quantity | UOM | Tax Rate | Item Amount | Outstanding | Amount |
|-------------------------------------|-----------|-------------|----------|-----|---------------|-------------|-------------|----------|
| <input checked="" type="checkbox"/> | | Purchases | 0.00 | | GST 6% (TX_C) | 3,180.00 | 2,180.00 | 1,000.00 |
| <input type="checkbox"/> | | Purchases | 0.00 | | GST 6% (TX_S) | 4,240.00 | 4,240.00 | 0.00 |

OK

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. Observe 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 12: Record Purchase Debit Note

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

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

Supplier Debit Note 1 4 GST Mode

Supplier* S0001 2 Date* 3 16/02/2015 Ref. No.* Auto-generated

Address Payment Terms Net 30 days Tags

Debit Note No.* SDN-002 Due Date* 18/03/2015 Salesperson

Currency* MYR 1.00000 Remark*

Amount is: Tax Exclusive

| Account Code* | Description* | Quantity | UOM | Unit Price | Discount | Tax Rate | Amount (RM)* |
|---------------|--------------|----------|-----|------------|----------|---------------|---|
| 5000/000 | Sales | 1.00 | cm | 100.00 | | GST 6% (TX_S) | 100.00 ✘ |

5

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

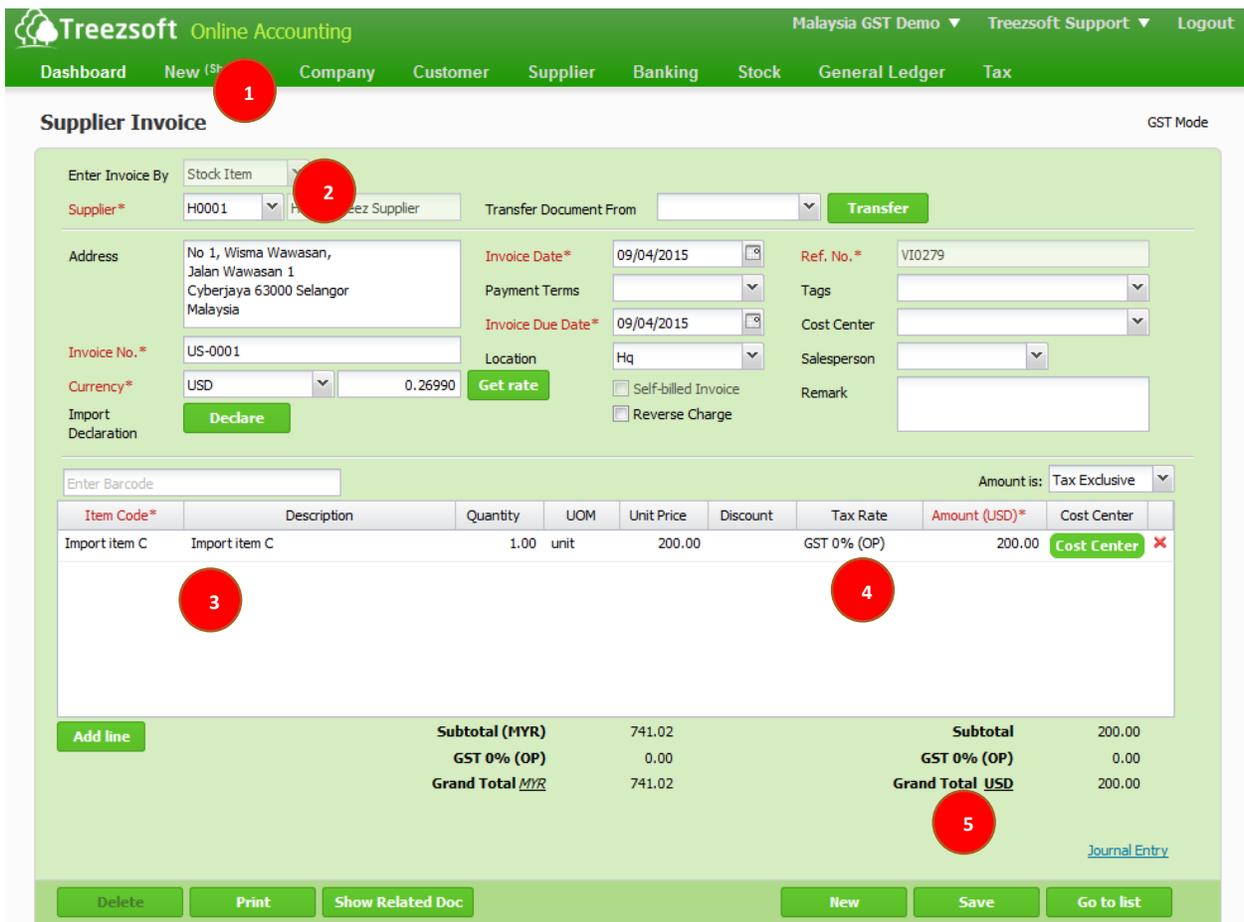
6 [Journal Entry](#)

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 13: 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.



Supplier Invoice GST Mode

Enter Invoice By: 1

Supplier*: 2

Address: Invoice Date*: Ref. No. *:

Invoice No. *: Invoice Due Date*: Tags:

Currency*: Location: Cost Center:

Import Declaration: Self-billed Invoice Reverse Charge Salesperson: Remark:

Enter Barcode:

| Item Code* | Description | Quantity | UOM | Unit Price | Discount | Tax Rate | Amount (USD)* | Cost Center |
|---|---------------|------------------------|------|------------|----------|-------------|------------------------|---|
| Import item C | Import item C | 1.00 | unit | 200.00 | | GST 0% (OP) | 200.00 | <input type="button" value="Cost Center"/> <input type="text"/> |
| <input type="button" value="Add line"/> | | Subtotal (MYR) | | 741.02 | | | Subtotal | 200.00 |
| | | GST 0% (OP) | | 0.00 | | | GST 0% (OP) | 0.00 |
| | | Grand Total MYR | | 741.02 | | | Grand Total USD | 200.00 |

5

1. 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.

Cash Payment 1

| | | | | | | |
|-------------|------------------|-------------------|--------------------------|------------|--------------|--------|
| Pay From* | 3010/020 | Current account 1 | Date* | 10/04/2015 | Payment No.* | CP0001 |
| Pay To | Customs Malaysia | | Payment Method* | Cheque | Remark | |
| Tags | | | Cheque No. | 698745 | | |
| Cost Center | | | | | | |
| Currency* | MYR | 1.00000 | Get rate | | | |

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

| Account* | Details | Amount (RM)* | Cost Center |
|----------|---|--------------|---------------|
| 6010/000 | Custom Duty 10% on RM 741.02 | 74.10 | Cost Center ✖ |
| 3060/000 | GST - Input Tax (IM): 6% on Googs (RM741.02) + Insurance (RM100) + Duty (RM74.10) | 54.91 | Cost Center ✖ |

Grand Total RM 129.01

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
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)

Treezsoft Online Accounting Malaysia GST Demo Treezsoft Support Logout

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

Supplier Invoice GST Mode

Enter Invoice By: Stock Item

Supplier*: H0001 Happy Treez Supplier Transfer Document From: [] **Transfer**

Address: No 1, Wisma Wawasan, Jalan Wawasan 1, Cyberjaya 63000 Selangor, Malaysia

Invoice Date*: 09/04/2015 Ref. No.*: VI0279

Payment Terms: [] Tags: []

Invoice Due Date*: 09/04/2015 Cost Center: []

Invoice No.*: US-0001 Location: Hq Salesperson: []

Currency*: USD 0.26990 **Get rate**

Import Declaration: **Declare**

Import Declaration

Declaration Date*: 03/07/2015 Declaration No.*: 11111111

Invoice Total MYR: 741.02

Value of Import MYR*: 915.12 (tax based which inclusive purchase/duty/insurance/etc)

Import GST payable (IM) MYR: 54.91

Paid by: CP0001 **Search Cash Payment**

| Date | Payment No. | Pay To | Payment Method | Cheque No. | Pay From | Currency | GST - Input Tax Amount |
|------------|-------------|------------------|----------------|------------|-------------------|----------|------------------------|
| 10/04/2015 | CP0001 | Customs Malaysia | Cheque | 698745 | Current account 1 | MYR | 54.91 |

Total: 54.91

Delete **OK**

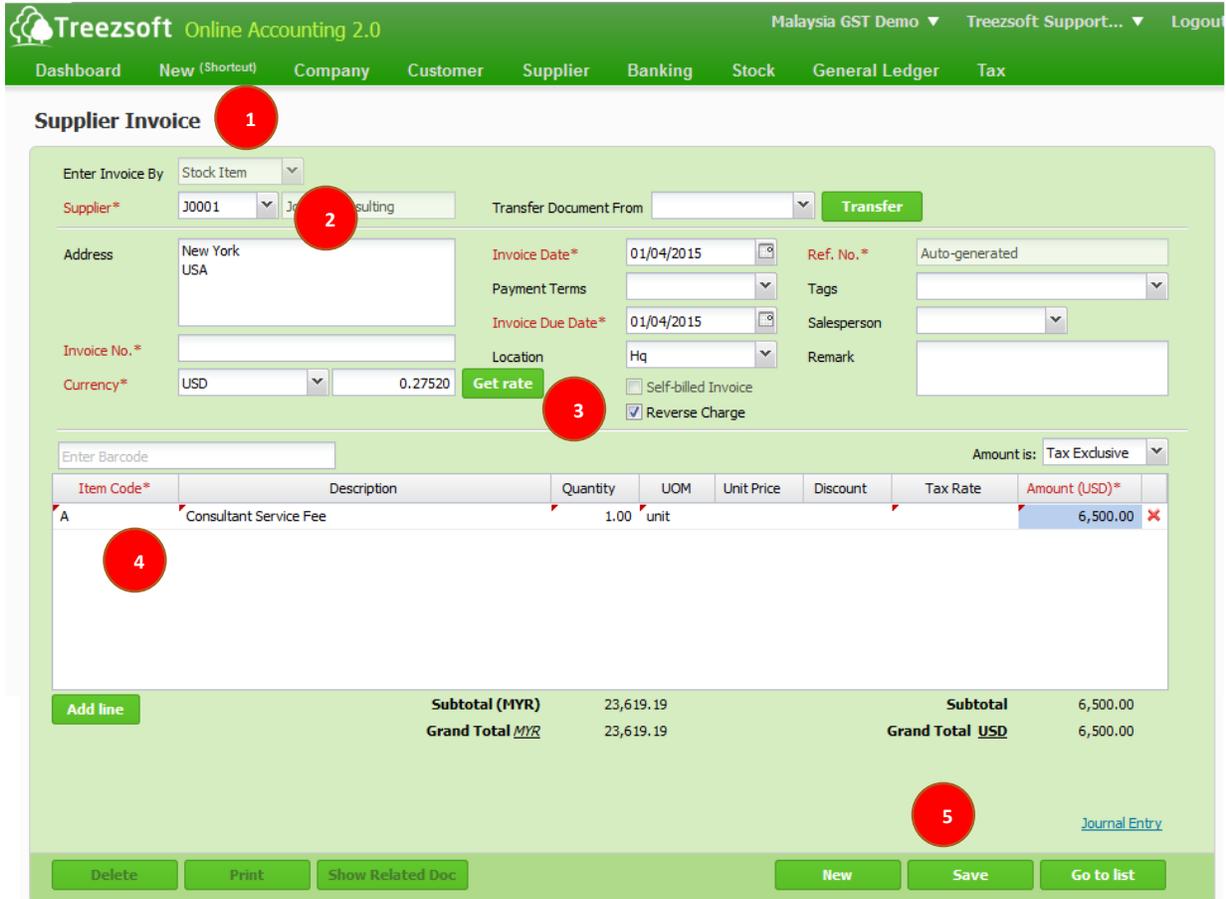
Once payment made and received K1, insert K1 information into original Supplier Invoice and link the cash payment just now to this supplier invoice.

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**.
5. If cash payment exist, it will appear in the table.
6. Ensure the "Import GST payable (IM) MYR" is same with Total, otherwise mean some transactions is entered wrongly.
7. **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 14: 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.



Supplier Invoice

Enter Invoice By: Stock Item

Supplier*: J0001 | J... Consulting | Transfer Document From: [] | **Transfer**

Address: New York, USA | Invoice Date*: 01/04/2015 | Ref. No.*: Auto-generated

Payment Terms: [] | Tags: []

Invoice No.*: [] | Invoice Due Date*: 01/04/2015 | Salesperson: []

Currency*: USD | 0.27520 | **Get rate** | Location: Hq | Remark: []

Self-billed Invoice
 Reverse Charge

Enter Barcode: [] | Amount is: Tax Exclusive

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

Add line

Subtotal (MYR): 23,619.19 | **Subtotal**: 6,500.00

Grand Total MYR: 23,619.19 | **Grand Total USD**: 6,500.00

Save | [Journal Entry](#)

Delete | **Print** | **Show Related Doc** | **New** | **Save** | **Go to list**

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)

Make Payment 6

Select a supplier to retrieve outstanding invoices

| | | | | | |
|-----------|-----------------------|--------------------------|-------------|--------------|--------|
| Supplier* | J0001 Jordan Consult | Date* | 31/01/2015 | Payment No.* | PV0001 |
| Pay From* | 3010/020 Current acco | 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 10

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)) [Journal Entry](#)

Delete
Print
Print Cheque ▼
Show Refund Doc
New
Save 9
Go to list 11

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.

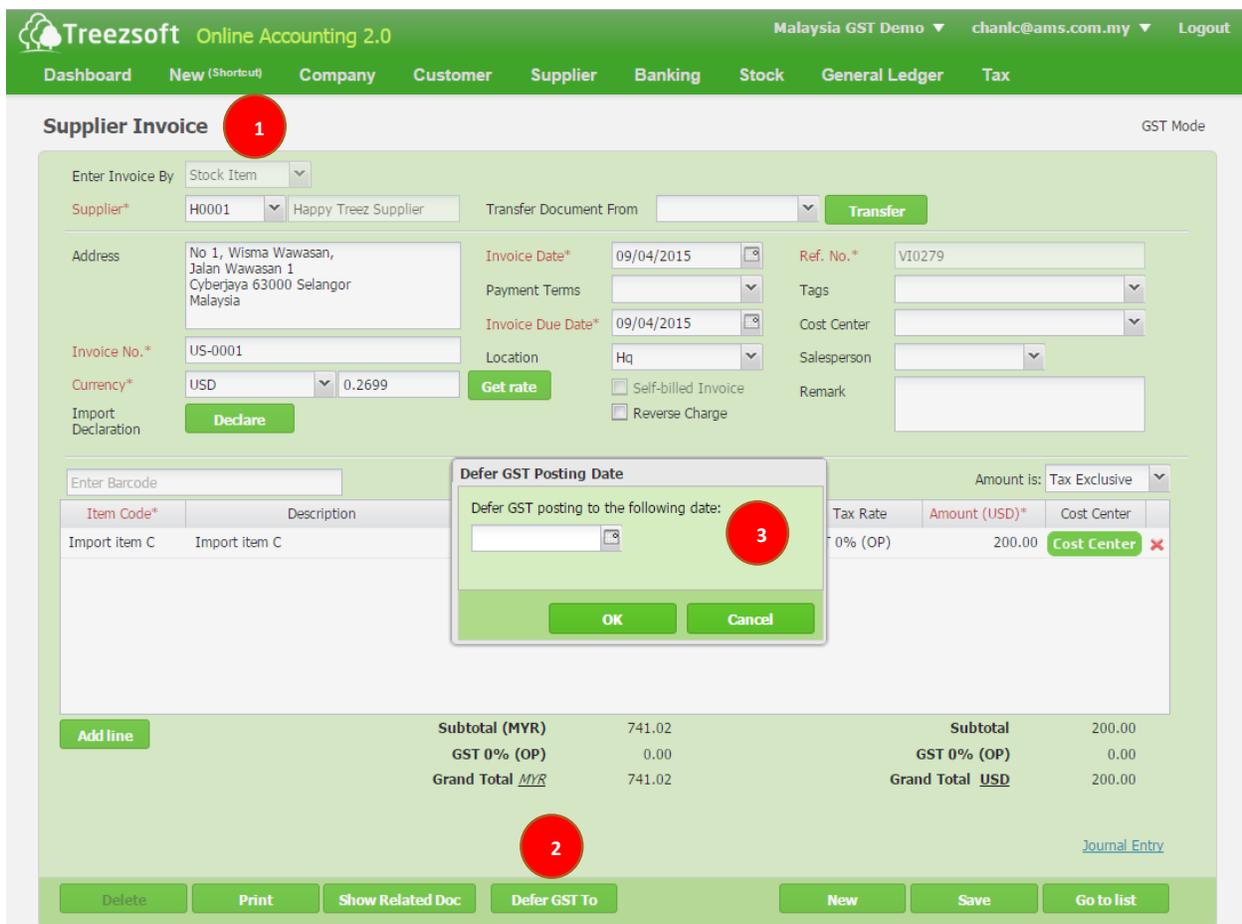
Note: You may make payment to multiple invoices in one go regardless they are supposed to be reverse charge or not. At the end, system will only perform reverse charge for the correct invoice.

Step 15: 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 includes fields for Supplier (H0001), Invoice Date (09/04/2015), Invoice Due Date (09/04/2015), and various other details. A 'Defer GST Posting Date' dialog box is open, prompting the user to enter a date for deferring the GST posting. The dialog box has an 'OK' button and a 'Cancel' button. The main form has a 'Defer GST To' button at the bottom, and a 'Journal Entry' link. The summary table at the bottom shows a Subtotal (MYR) of 741.02 and a Grand Total (MYR) of 741.02, with a Subtotal (USD) of 200.00 and a Grand Total (USD) of 200.00.

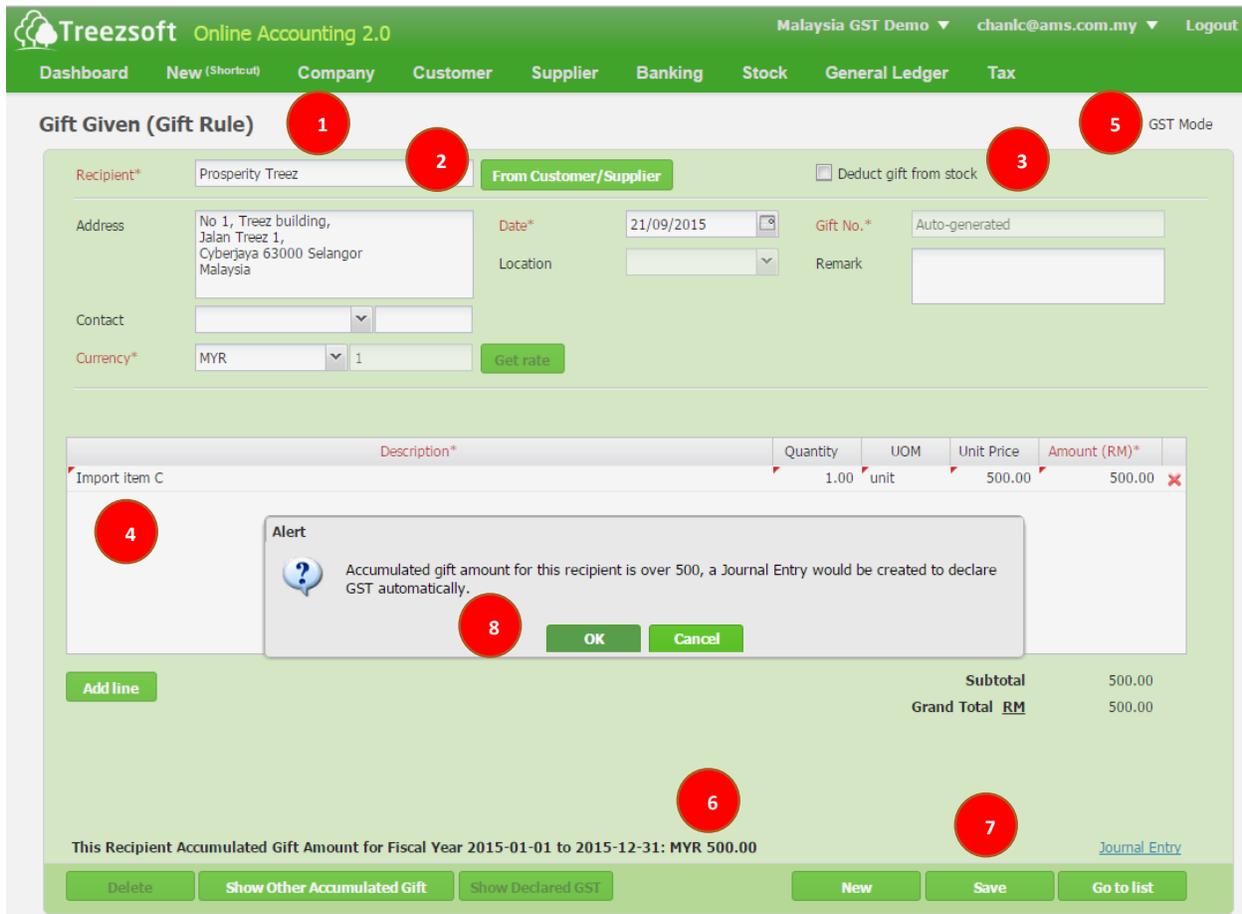
| Tax Rate | Amount (USD)* | Cost Center |
|----------|---------------|---------------|
| 0% (OP) | 200.00 | Cost Center ✖ |

| | | | |
|------------------------|--------|------------------------|--------|
| Subtotal (MYR) | 741.02 | Subtotal | 200.00 |
| GST 0% (OP) | 0.00 | GST 0% (OP) | 0.00 |
| Grand Total MYR | 741.02 | Grand Total USD | 200.00 |

1. Select a supplier invoice record.
2. Click **Defer GST To**.
3. Fill the Defer GST posting date and click **OK**.
4. Click **Save**.

Step 16: 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.



Gift Given (Gift Rule) GST Mode

Recipient* **From Customer/Supplier** Deduct gift from stock

Address Date* Gift No.*

Contact Location Remark

Currency*

| Description* | Quantity | UOM | Unit Price | Amount (RM)* |
|---------------|----------|------|------------|--------------|
| Import item C | 1.00 | unit | 500.00 | 500.00 |

Alert

Accumulated gift amount for this recipient is over 500, a Journal Entry would be created to declare GST automatically.

Subtotal 500.00

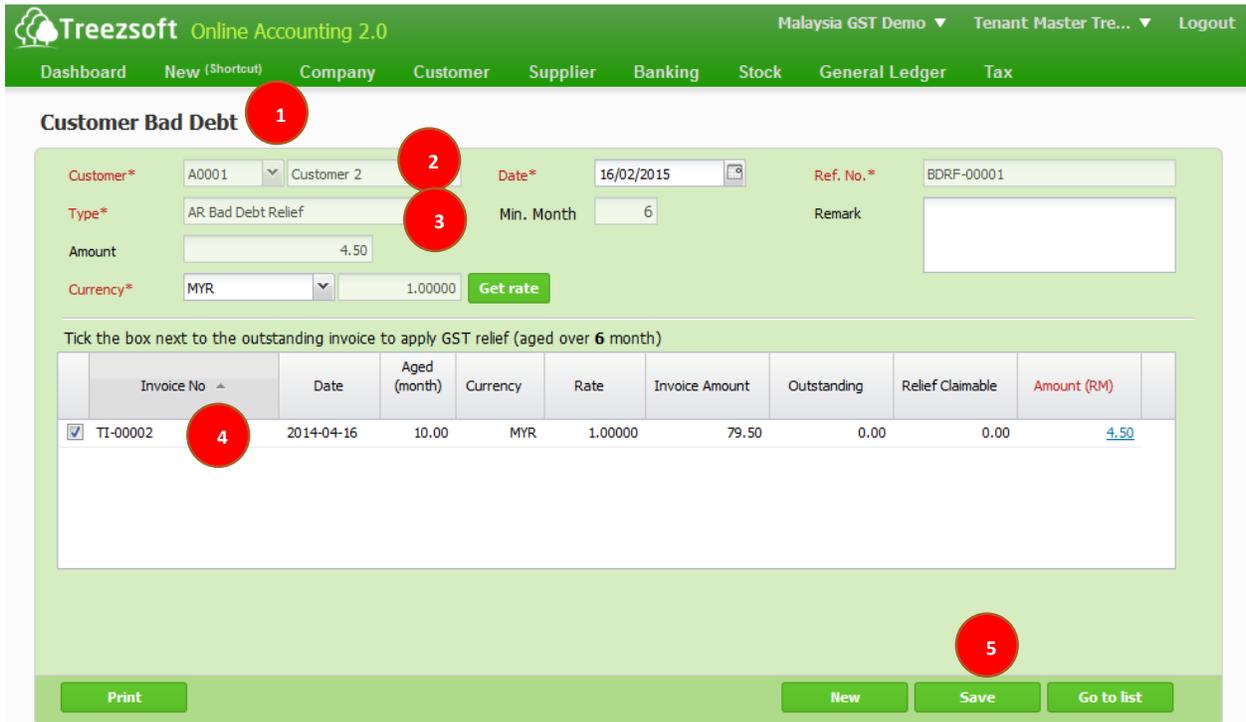
Grand Total RM 500.00

This Recipient Accumulated Gift Amount for Fiscal Year 2015-01-01 to 2015-12-31: MYR 500.00 [Journal Entry](#)

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 17: 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 |

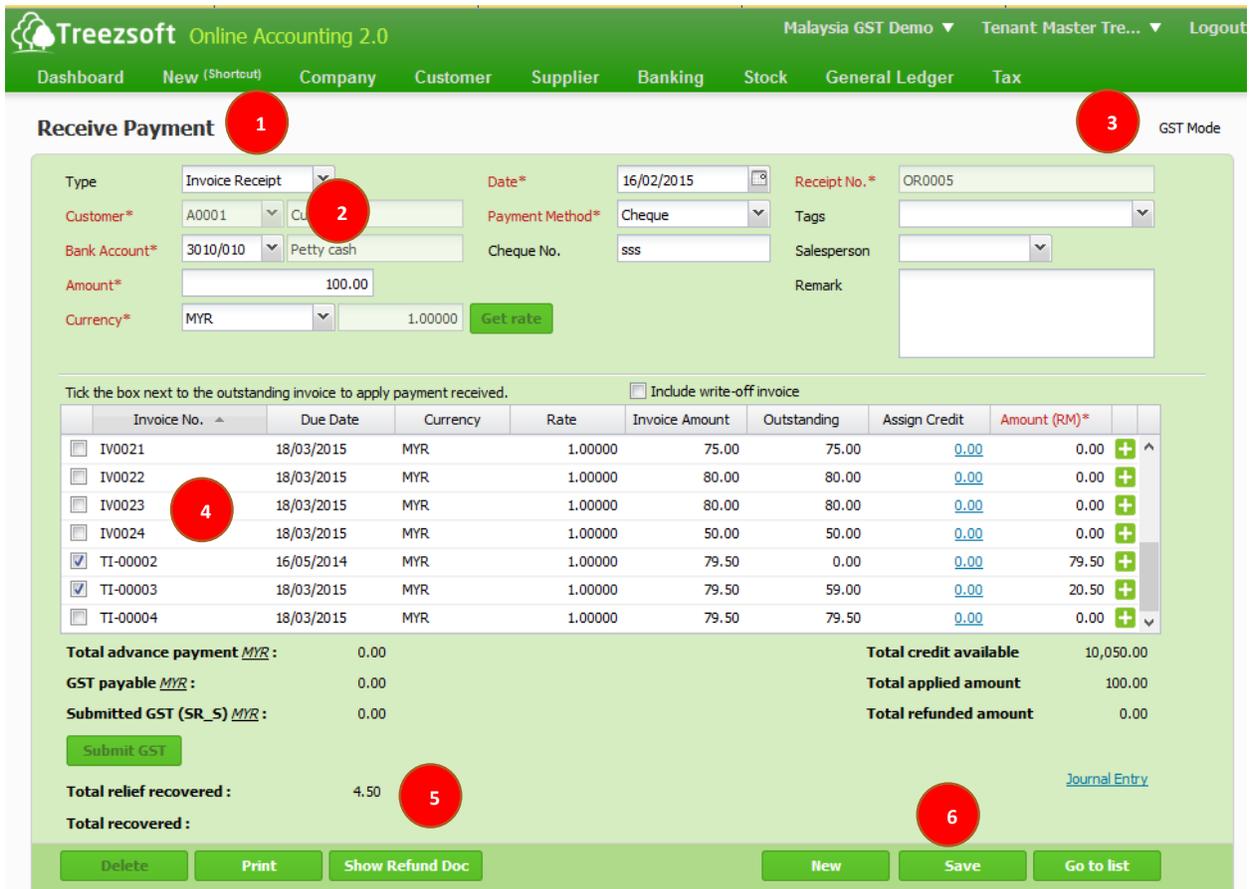
[Print](#) [New](#) [Save](#) [Go to list](#)

9. Go to **Customer Bad Debt (AR) > Bad Debt (AR)** (under **Tax** module), and click **New**.
10. Select **Customer** and fill in the rest of information.
11. Select **Type** as **AR Bad Debt Relief**.
12. Tick on invoice(s) that to be bad debt relief.
13. **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 18: Bad Debt Recover for Sales

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



Receive Payment GST Mode

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 Currency*: MYR 1.00000 Remark:

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

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

Total recovered:

Buttons: 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 7

| | | | | | | |
|----------|-------|------------|--------|------------|----------|------------|
| 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](#)

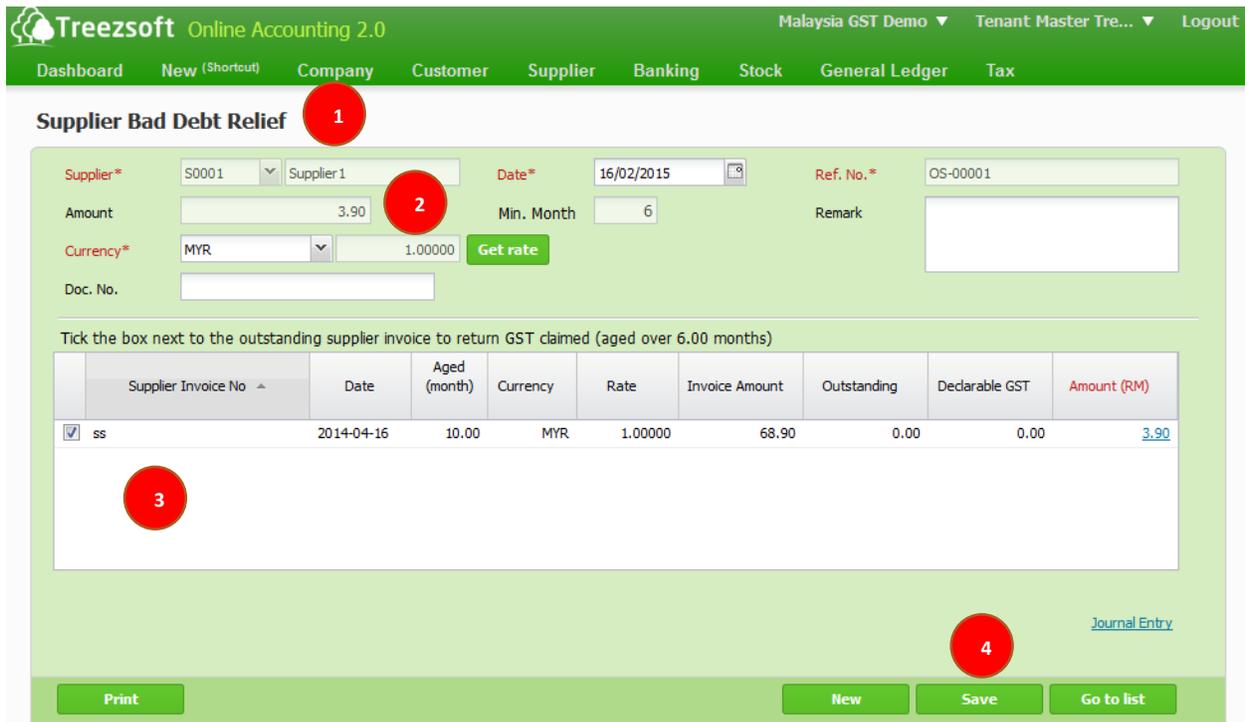
[Go to list](#)

- 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 19: 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 Supplier 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 20: 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 1

Select a supplier to retrieve outstanding invoices

Supplier* 2

Pay From*

Amount*

Currency* Get rate

Date*

Payment Method*

Cheque No.

Payment No.*

Tags

Salesperson

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 |

3

4

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))

5

Journal Entry

Delete
Print
Print Cheque ▾
Show Refund Doc
New
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 | S0001 | Supplier 1 | Date | 16/02/2015 | Ref. No. | OSP-00001 | |
| Amount | 0.00 | | | | Remark | | |
| Currency | MYR | 1.00000 | | | | | |

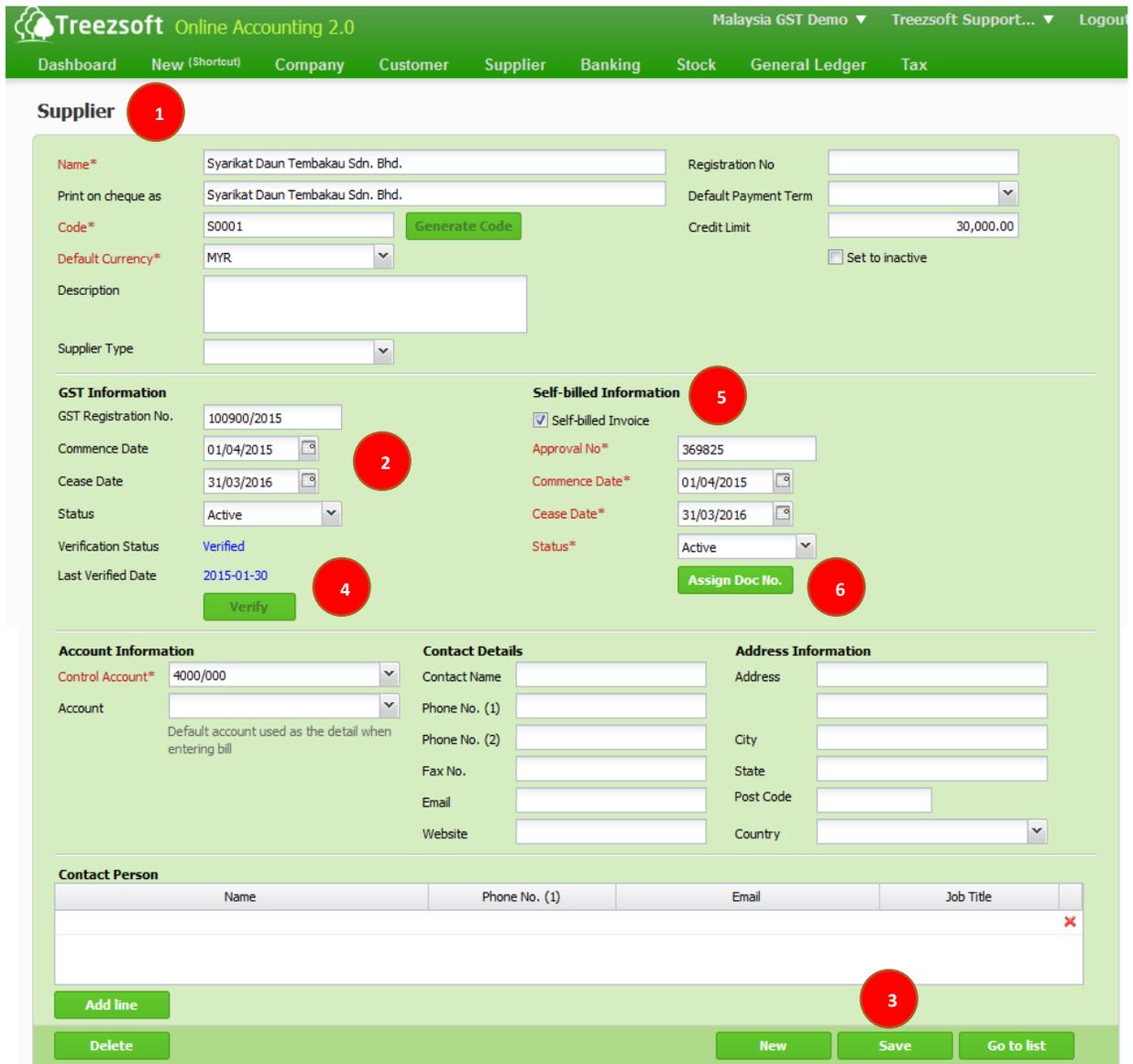
| PK | Invoice No | Date | Aged (month) | Currency | Rate | Relief Claimed | Outstanding | Amount |
|--------|------------|------------|--------------|----------|---------|----------------------|-------------|----------------------|
| 591943 | VI0011 | 2015-02-16 | 0.00 | MYR | 1.00000 | 4.50 | 0.00 | 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 21: Activate Self-billed Tax Invoice



Supplier 1

Name* Syarikat Daun Tembaku Sdn. Bhd. Registration No.

Print on cheque as Syarikat Daun Tembaku Sdn. Bhd. Default Payment Term

Code* S0001 Credit Limit 30,000.00

Default Currency* MYR Set to inactive

Description

Supplier Type

GST Information

GST Registration No. 100900/2015

Commence Date 01/04/2015 2

Cease Date 31/03/2016

Status Active

Verification Status Verified

Last Verified Date 2015-01-30 4

Self-billed Information 5

Self-billed Invoice

Approval No* 369825

Commence Date* 01/04/2015

Cease Date* 31/03/2016

Status* Active

6

Account Information

Control Account* 4000/000

Account

Default account used as the detail when entering bill

Contact Details

Contact Name

Phone No. (1)

Phone No. (2)

Fax No.

Email

Website

Address Information

Address

City

State

Post Code

Country

Contact Person

| Name | Phone No. (1) | Email | Job Title |
|---|---------------|-------|-----------|
| <input type="button" value="Add line"/> | | | |
| <input type="button" value="Delete"/> | | | |

3

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.

- Click **Assign Doc No.** to assign unique invoice number for this supplier, and you would be redirected to below screen if success:

Treezsoft Online Accounting 2.0 Malaysia GST Demo ▼ Treezsoft Support... ▼ Logou

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

GST Document Numbers

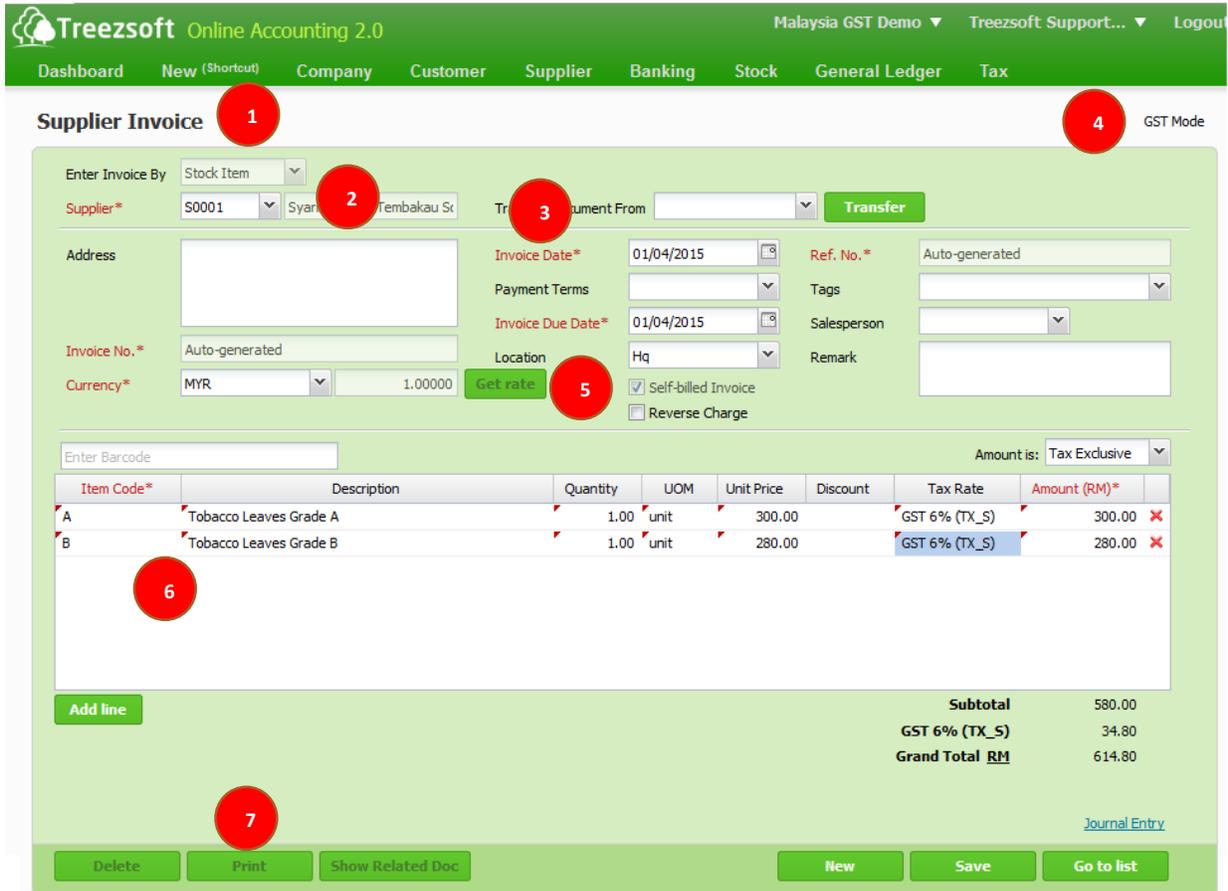
In GST mode, different serial numbers is required for certain document type. These different serial numbers are shown as per below, while the rest of the document type are not affected.

| Type ^ | Document Number | Prefix | Include Year | Last Number Used | Next Number* |
|-------------------------------|------------------|--------|--------------------------|------------------|--------------|
| Module: Customer | | | | | |
| Cash Sales | Receipt No. | TCS- | <input type="checkbox"/> | | 00001 |
| Credit Note | Credit Note No. | TCN- | <input type="checkbox"/> | | 00001 |
| Debit Note | Debit Note No. | TDN- | <input type="checkbox"/> | | 00001 |
| Sales Invoice | Invoice No. | TI- | <input type="checkbox"/> | TI-00001 | 00002 |
| Sales Return | Ref. No. | TSR- | <input type="checkbox"/> | | 00001 |
| Module: Supplier | | | | | |
| Self-Billed: S0001 | Self Invoice No. | S0001- | <input type="checkbox"/> | | 00001 |
| Module: Tax | | | | | |
| AP Bad Debt Recover | Ref. No. | OSP- | <input type="checkbox"/> | | 00001 |
| AP Bad Debt Relief | Ref. No. | OS- | <input type="checkbox"/> | | 00001 |
| AR Bad Debt Correct Provision | Ref. No. | BDCP- | <input type="checkbox"/> | | 00001 |
| AR Bad Debt Provision | Ref. No. | BDP- | <input type="checkbox"/> | | 00001 |
| AR Bad Debt Recover | Ref. No. | BDRC- | <input type="checkbox"/> | | 00001 |
| AR Bad Debt Relief | Ref. No. | BDRE- | <input type="checkbox"/> | | 00001 |

Save

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

Step 22: Issue Self-billed Tax Invoice



Supplier Invoice GST Mode

Enter Invoice By: Stock Item

Supplier*: S0001 Syarikat Tembaku Sdn Bhd

Invoice Date*: 01/04/2015

Invoice Due Date*: 01/04/2015

Invoice No.*: Auto-generated

Currency*: MYR 1.00000

Location: Hq

Self-billed Invoice

Reverse Charge

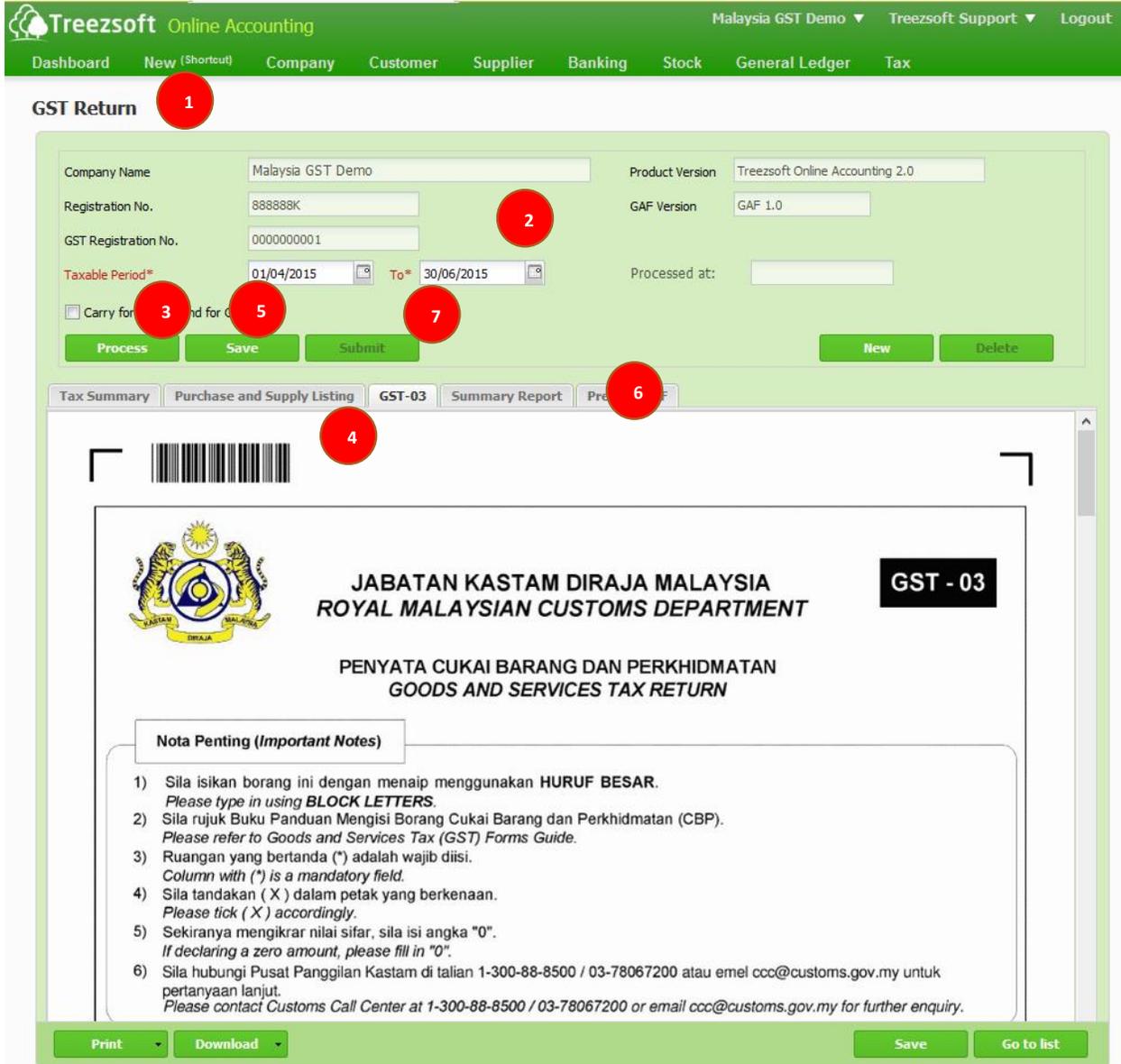
| Item Code* | Description | Quantity | UOM | Unit Price | Discount | Tax Rate | Amount (RM)* |
|------------|------------------------|----------|------|------------|----------|---------------|--------------|
| A | Tobacco Leaves Grade A | 1.00 | unit | 300.00 | | GST 6% (TX_S) | 300.00 |
| B | Tobacco Leaves Grade B | 1.00 | unit | 280.00 | | GST 6% (TX_S) | 280.00 |

Subtotal: 580.00
 GST 6% (TX_S): 34.80
 Grand Total RM: 614.80

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. Observe 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 23: Generate/Submit GST Return



Treezsoft Online Accounting Malaysia GST Demo Treezsoft Support Logout

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

GST Return

Company Name: Malaysia GST Demo Product Version: Treezsoft Online Accounting 2.0

Registration No.: 888888K GAF Version: GAF 1.0

GST Registration No.: 0000000001

Taxable Period*: 01/04/2015 To*: 30/06/2015 Processed at:

Carry forward for GST

Process Save Submit New Delete

Tax Summary Purchase and Supply Listing **GST-03** Summary Report Pre

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 Save Go to list

- Go to **Tax Return** (under **Tax** module), and click **New Declaration**.
- Verify company info, **Taxable Period**, and determine whether to **Carry forward refund for GST**.
- Click **Process**. (system will prompt if found any outstanding documents that need to take action)
- Verify your transactions in the following tab:
 - Purchase and Supply Listing
 - Tax Summary, and Summary Report
 - GST-03

5. After verification, click **Save** to temporary save the processed transactions.
6. After saved, you may generate following report by click **Print**:
 - a. Print Tax Summary
 - b. Print Purchase and Supply Listing
 - c. Print GST-03
 - d. 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: 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

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

1) No. CBP *
GST No. *

2) Nama Pemiagaan *
Name of Business *

**BAHAGIAN B : BUTIRAN PENYATA
PART B : RETURN DETAILS**

3) Tempoh Bercukai *
Taxable Period *
 Tarikh Mula Start Date:
 HH (DD) - BB (MM) - TTTT (YYYY)
 Tarikh Akhir End Date:
 HH (DD) - BB (MM) - TTTT (YYYY)

4) Tarikh Akhir Serahan Penyata dan Bayaran *
Return and Payment Due Date *

 HH (DD) - BB (MM) - TTTT (YYYY)

5) Cukai Output Output Tax
 a)

Amaun (Amount)
 RM

- 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

Registration No. GAF Version

GST Registration No. **SUBMITTED**

Taxable Period* To* Processed at:

Carry forward refund for GST

Journal Entry

| Date | Document No. | Account | Description | Debit | Credit | Last Modified By |
|------------|--------------|------------------|--------------------------------------|-------|--------|--------------------|
| 01/08/2015 | GJ0002 | GST - Input Tax | Tax Return (2015-07-01 - 2015-07-31) | | 1.32 | leongkl@ams.com.my |
| 01/08/2015 | GJ0002 | GST - Output Tax | Tax Return (2015-07-01 - 2015-07-31) | 0.66 | | leongkl@ams.com.my |
| 01/08/2015 | GJ0002 | GST Clearing | Tax Return (2015-07-01 - 2015-07-31) | 0.66 | | leongkl@ams.com.my |



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.

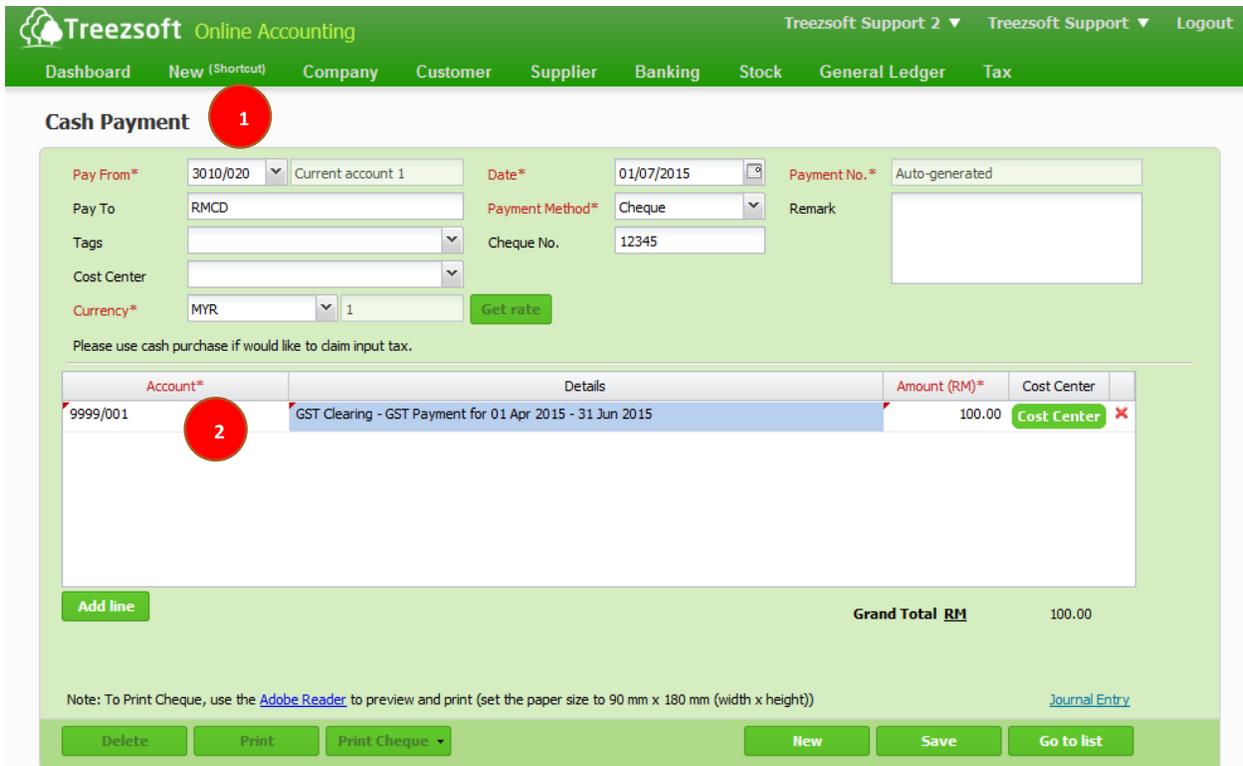
System doesn't submit GST-03 directly into government website. You still required to fill in GST-03 via government website, by referring the info provided here.

Step 24: 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.

24.1 Record Payment of GST that paid to Customs



The screenshot shows the 'Cash Payment' form in Treezsoft Online Accounting. The form is titled 'Cash Payment' with a red circle containing the number '1' next to it. The form fields are as follows:

- Pay From*:** 3010/020 (dropdown), Current account 1
- Date*:** 01/07/2015 (calendar icon)
- Payment No.*:** Auto-generated
- Pay To:** RMCD
- Payment Method*:** Cheque (dropdown)
- Remark:** (empty text area)
- Tags:** (empty dropdown)
- Cheque No.:** 12345
- Cost Center:** (empty dropdown)
- Currency*:** MYR (dropdown), 1 (input), [Get rate](#) (button)

Below the form, there is a note: "Please use cash purchase if would like to claim input tax."

The table below shows the account details:

| Account* | Details | Amount (RM)* | Cost Center |
|----------|--|--------------|--|
| 9999/001 | GST Clearing - GST Payment for 01 Apr 2015 - 31 Jun 2015 | 100.00 | Cost Center ✗ |

A red circle containing the number '2' is placed over the '9999/001' account ID in the table.

At the bottom of the form, there is an 'Add line' button, a 'Grand Total RM' of 100.00, and a 'Journal Entry' link. At the very bottom, there are buttons for 'Delete', 'Print', 'Print Cheque', 'New', 'Save', and 'Go to list'.

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

24.2 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 1

| | | |
|--|---|--|
| Deposit To* <input type="text" value="3010/020"/> <input type="text" value="Current account 1"/> | Date* <input type="text" value="01/07/2015"/> | Receipt No.* <input type="text" value="Auto-generated"/> |
| Receive From <input type="text" value="RMCD"/> | Payment Method* <input type="text" value="Cheque"/> | Remark <input style="width: 100%;" type="text"/> |
| Tags <input type="text"/> | Cheque No. <input type="text" value="113467"/> | |
| Cost Center <input type="text"/> | Currency* <input type="text" value="MYR"/> <input type="text" value="1"/> <input type="button" value="Get rate"/> | |

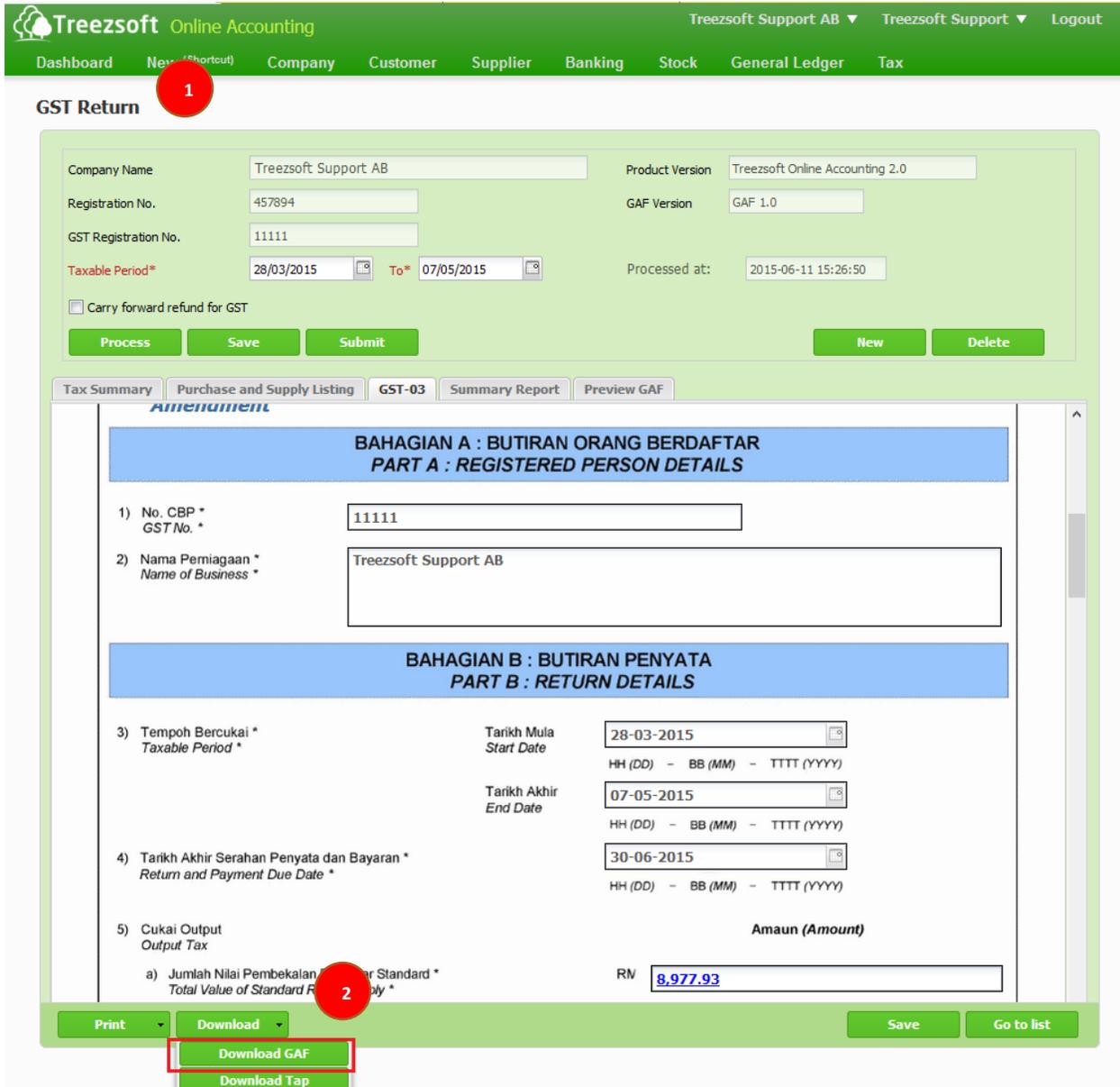
| Account* | Details | Amount (RM)* | Cost Center |
|---|--|--------------|---|
| 9999/001 2 | GST Clearing - GST Claim for 01 Apr 2015 - 31 Jun 2015 | 0.66 | Cost Center ✖ |

Grand Total RM 0.66

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

Step 25: 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

Amendment

**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
Total Value of Standard Supply * RM 8,977.93

Print Download Save Go to list

Download GAF

Download Tap

- Go to **Tax Return** (under **Tax** module), and select a taxable period.
- Click **Download** > **Download GAF**. You only able to download it after saved the tax return.

Step 26: 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 1

| | | | |
|----------------------|---|-----------------|------------------------------------|
| 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 |
| | <input type="checkbox"/> Carry forward refund for GST | | <input type="checkbox"/> Amendment |

Pindaan
Amendment

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

1) No. CBP *
GST No. *

2) Nama Perniagaan *
Name of Business *

BAHAGIAN B : BUTIRAN PENYATA
PART B : RETURN DETAILS

3) Tempoh Bercukai *
Taxable Period *

Tarikh Mula
Start Date
HH (DD) - BB (MM) - TTTT (YYYY)

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

HH (DD) - BB (MM) - TTTT (YYYY)

Amaun (Amount)

[Journal Entry](#)

2

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 27: Dashboard

Dashboard

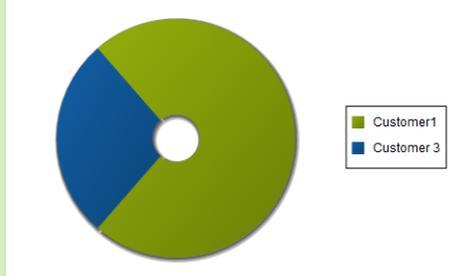
[Getting Started Guide](#)

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



Outstanding Delivery Order

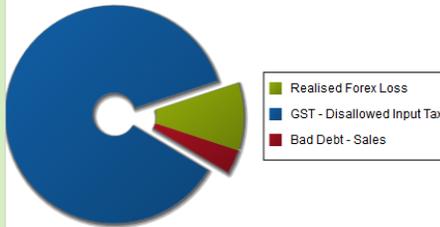
Show Aged over 21 days View Last 10

| 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 | Customer 2 | MYR | 53.00 |
| 01/12/2014 | DO0027 | Customer 2 | 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.



Upcoming

Collection

| Date | Invoice No. | Customer | Currency | Outstanding | Due Date |
|------------|--------------------------|------------|----------|-------------|------------|
| 01/06/2014 | IV0026 | Customer 2 | MYR | 11.00 | 01/07/2014 |
| 18/12/2014 | ARDN0002 | Customer 2 | MYR | 2,620.00 | 17/01/2015 |
| 20/12/2014 | TI-00032 | Customer 2 | MYR | 79.50 | 19/01/2015 |
| 20/12/2014 | TI-00018 | Customer 2 | MYR | 318.00 | 19/01/2015 |
| 20/12/2014 | TI-00031 | Customer 2 | MYR | 26.50 | 19/01/2015 |
| 02/01/2015 | IV0022 | Customer 2 | MYR | 212.00 | 01/02/2015 |
| 02/01/2015 | IV0023 | Customer 2 | 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 | + |
| Goole | 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.