Treezsoft

Getting Started Manual
For SST

Latest Update: 19th October 2018

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

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SST Updates Guidelines

TreezSoft cloud accounting strives to give you the best accounting experience, we've rolled up updates on SST, FREE for our clients!

We will be updating the tax codes, Charts of Accounts, tax preferences, and many more automatically for our current clients so that all your accounts will be always up to date.
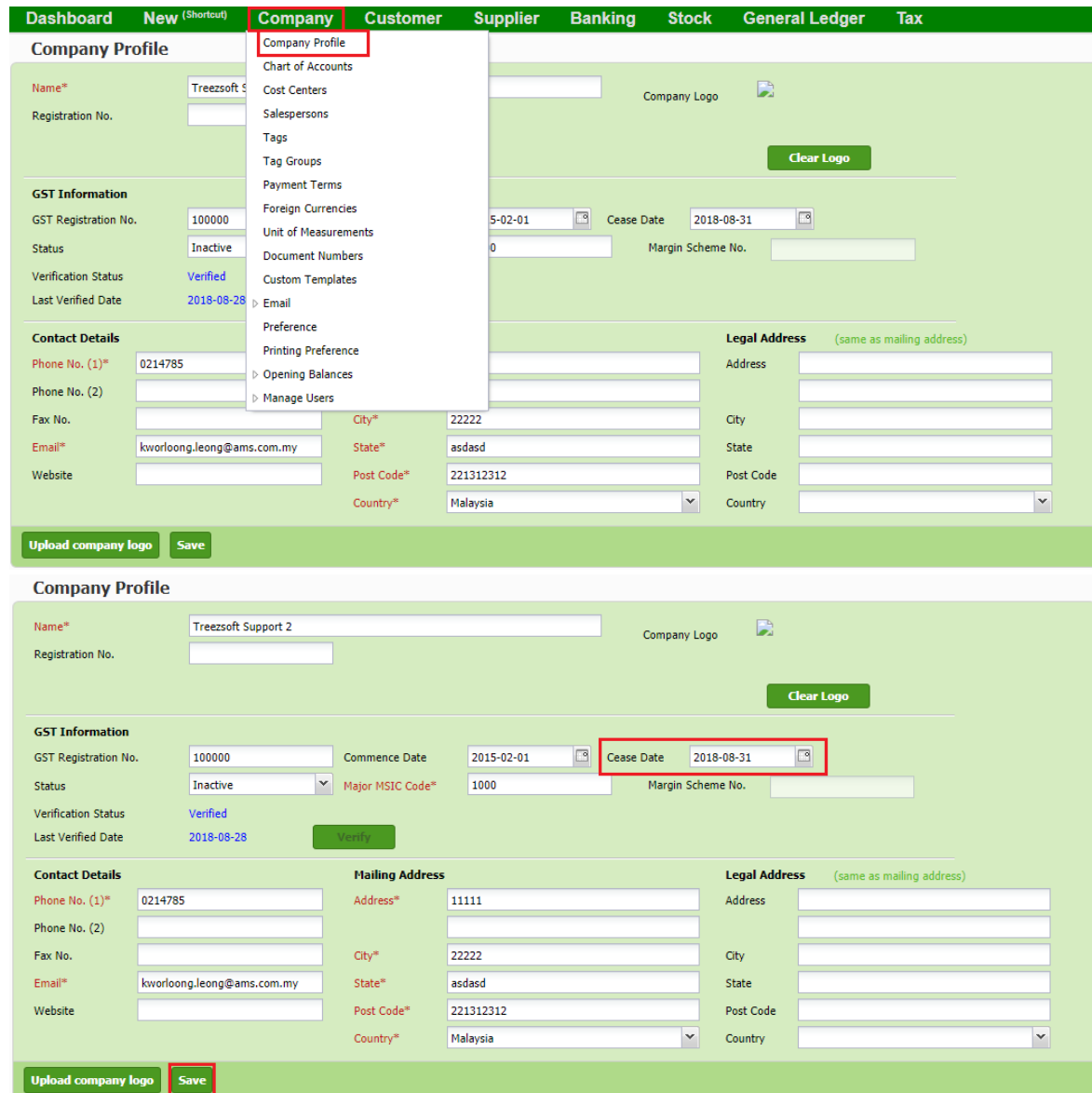
While most of the updates will be done by us automatically, you will need to follow a few simple steps to verify the changes and to update your own tax preferences.

We will guide you on those simple steps.

1) GST cease date

As SST will be replacing GST on 1st September, check that your GST registration cease date is automatically updated to be 31st August 2018.

To verify the **cease date**, navigate through: **Settings > Company Profile**.
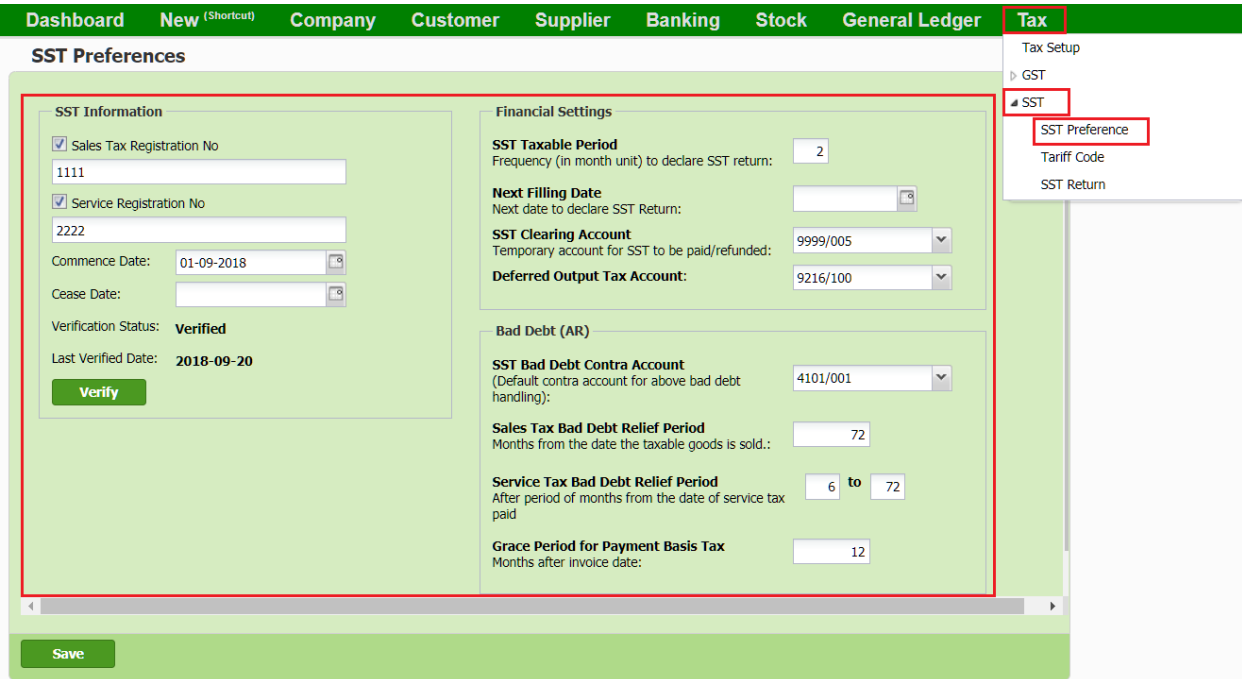

The cease date will be automatically updated to 31st August 2018 by our system.

2) Enable SST

After ceasing your GST registration, you will need to enable SST if you are SST registered. To enable SST mode, navigate through: **Tax > SST > SST Preference**.
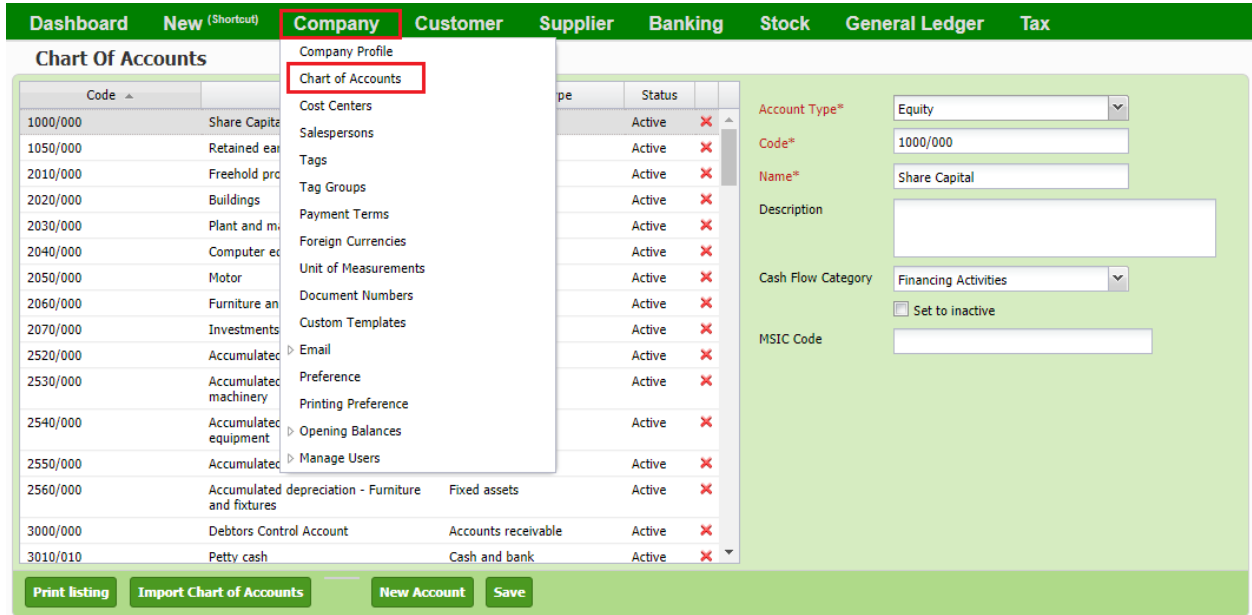

Then, fill in all information accordingly as shown above.

Click on verify to **verify** your SST information, then **save** it. You will have to re-login for the changes to take effect.

3) Verify COA and tax codes

As we have automatically updated your accounts, please check back to make sure you are informed about the updates incurred.
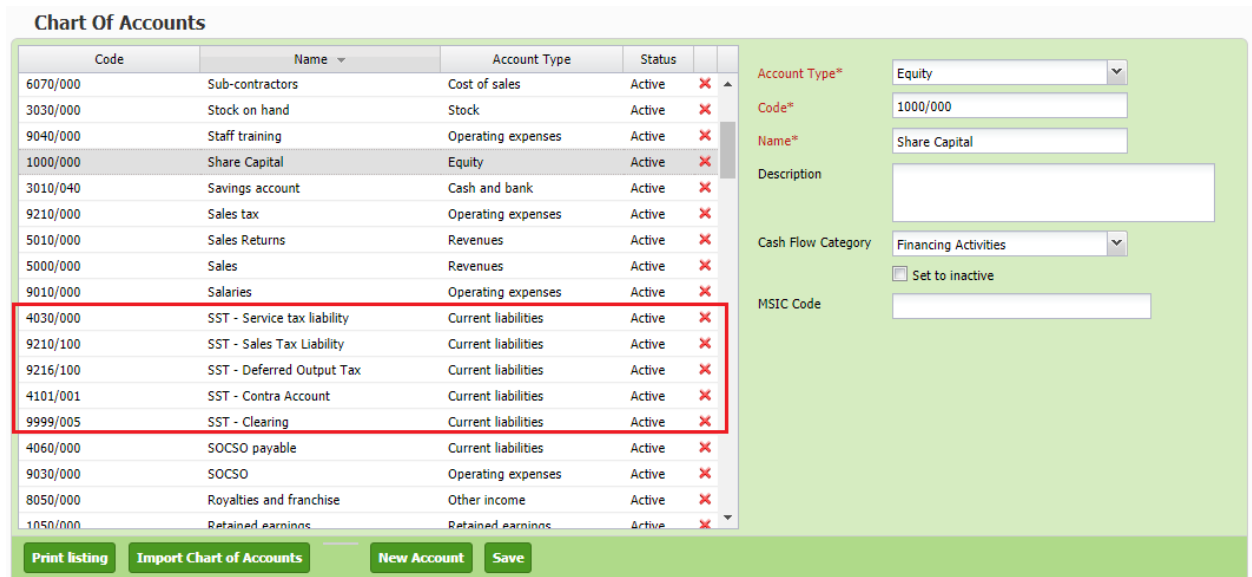
There will be 5 new SST related account added to your COA. To verify this update, navigate through: **Settings > Charts of Account**.

There will be 5 new account added to your COA automatically.

After verifying your COA list, you can check you tax setup too. Simply navigate through: **Tax > Tax setup**.

Note that there will be a list of new tax codes added under SST group as shown above.

4) Configure Tariff Code of goods and services

After setting up and reviewing your SST preferences and tax codes. You will now need to setup the Tariff Code section.

Tariff Code mapping is used to determine the tariff code of goods/service, which can be mapped using Stock Item or Accounts. For example, if a sales invoice is entered by Stock Item, Item's tariff code will be used. While if sales invoice is entered by Accounts, Account's tariff code will be used.

You can find your item's tariff code in the SST registration form that you submit to the custom department or visit this link: http://mysstext.customs.gov.my/tariff/

After tariff code mapping is done, system will calculate and group the taxable amount in SST-02.

To setup your Tariff Codes, navigate through: **Tax > SST > Tariff Code**.

Then, click on New to create a new Tariff Code. Enter all the details in their respective columns. Assign items and account that you would like to map the Tariff code to.

Please do not skip this step, as it is crucial to make sure your item and account are mapped to their respective tariff codes.

A pop-up screen will appear when you click on **Assign Item** (as shown in screenshot below).

Select the item that you would like to map to the tariff code and click **save**.

Similarly, you will see a pop-up screen as below when **Assign Account** button is clicked.

Select the account that you would like to map to the tariff code and click **save**.

The account should be an account that is used to represent the sales of goods and services.

5) Update stock tax code

After that, you just need to update each of your stock item's tax code. You can easily update all by batch by navigating through: **Stock > Manage > Stock Item > Batch Update**.

You can choose the tax code for the respective stock item by clicking on the respective tax column. Click **save** to confirm all changes made. You can also update your selling and purchase prices for each stock item if there is any changes.

Remember to set your purchase tax to "none" as you wouldn't need to keep track of purchase tax (input tax) under the SST system.

6) Start your business operation as normal

You're ready to start your business operation with TreezSoft now. You can check these changes when issuing a sales invoice that's DATED after or on **1st September 2018**. Your printout will be automatically updated according to your SST setup as well.

To issue a sales invoice, navigate through: **Sales > Sales invoice > New invoice**.

You can also view the accounts that each item has registered by clicking on the **Journal Entry** hyperlink.

A gentle reminder: Please make sure all updates are reflected in your invoices before starting your daily business operation. You can save and print your invoice to verity these updates as well. You can refer to the screenshot on the next page.

Treezsoft Support 2
11111 22222 221312312 asdasd Malaysia
Phone No. : 0214785
(Sales Tax Reg. No : 999999) | (Service Tax Reg. No : 888888)

Invoice

No. : IV0003

Payment Terms :	Net 30 days
Date	: 2018-09-01
Due Date	: 2018-10-01
Page	: 1 of 1

Christopher Phang
No 5 Jalan OZ Taman Ozana Impian 75450 Melaka Malaysia
Christopher Phang Phone No. Phone No. : 011-11111111

	Item.	Description	Qty	UOM	Unit Price MYR	Disc. MYR	Amount MYR
	1	AA1	1.00	unit	100.00	0.00	100.00
[SL_5]	2	Item 1	1.00	unit	100.00	0.00	100.00
[SV_6]	3	special discount	1.00	unit	0.00	0.00	0.00
[SL_10]	4	asd	1.00	unit	11.00	0.00	11.00

Ringgit Malaysia : Two Hundred
Seventeen And Cents Ten Only

Sub Total	211.00
Sales Tax	6.10
Service Tax	0.00
Grand Total MYR	217.10

Tax Code	Amount	Tax
SL @ 5%	100.00	5.00
SV @ 6%	0.00	0.00
SL @ 10%	11.00	1.10

Note :

_____
Authorised Signature

You can check that your SST information and tax codes are shown accordingly. Please also note that the title is "Invoice" instead of tax invoice used during GST period.

7) Generate SST Return (SST-02)

SST Return (SST-02) for Sales Tax and Service Tax need to be generated separately, if you are registered for both taxes.

Please note that for Service Tax return, only paid invoices or debit notes will be picked up, as it is "Cash Basis" according to the custom's guideline.

To declare SST return, navigate through: **Tax > SST > SST Return.**

Click on **New Declaration** when you want to declare a new SST Return, or click on the **hyperlink** to

7.1 Tax Summary

It displays the Supply and Purchase amount that occurred during the taxable period, group by SST tax code.

On the screen below, select the **taxable period** you wanted and click on **Process** to generate your SST return report.

7.2 Supply and Purchase Listing

It displays the details of all Supply and Purchase transactions that occurred during the taxable period. This allow you to do cross check easily.

You can click into each **hyperlink** to be directed to the document listed.

SST Return (SST-02)

Taxable Period*:	01-10-2018	To*:	25-10-2018		Processed at:	2018-10-31 09:10:00		Tax Code Mapping

Type: ● Sales Tax   ○ Service Tax   Declaration Date*: 25-10-2018

[Process] [Save]   [New] [Delete] [Go to list]

[Tax Summary] **Supply & Purchase Listing** [SST Return]

Type: [_____ ▼]   Tax Code: [_____ ▼]   Search

Customer / Supplier	Date	Type	Doc. No	Description	Amount	Tax Rate	Tax Amount	Tax Code	Tariff Code
⊟ **Supply**									
Haslinda	12-10-2018	Sales Invoice	IV0083	Ginger Powder 100g	55.00	10.0	5.50	SL_10	8471302000
Haslinda	12-10-2018	Sales Invoice	IV0083	Ginger Powder 100g	55.00	10.0	5.50	SL_10	8471302000
Haslinda	12-10-2018	Sales Invoice	IV0083	Ginger Powder 100g	55.00	10.0	5.50	SL_10	8471302000
Haslinda	12-10-2018	Sales Invoice	IV0083	Ginger Powder 100g	55.00	5.0	2.75	SL_5	8471302000
Ms Tan Choi Moi	12-10-2018	Sales Invoice	IV0084	Ginger Powder 100g	55.00	10.0	5.50	SL_10	8471302000
Ms Tan Choi Moi	12-10-2018	Sales Invoice	IV0084	Ginger Powder 100g	55.00	10.0	5.50	SL_10	8471302000
Ms Tan Choi Moi	12-10-2018	Sales Invoice	IV0084	Ginger Powder 100g	55.00	10.0	5.50	SL_10	8471302000
Ms Tan Choi Moi	12-10-2018	Sales Invoice	IV0084	Ginger Powder 100g	55.00	5.0	2.75	SL_5	8471302000
			_	**TOTAL**	**440.00**		**38.50**		

7.3 SST Return

It is a screen mimicking SST-02 form. All amounts will be automatically calculated for you and will be filled in to their respective column.

You can then easily copy and paste these figures when filling in your SST-02 form in the MySST website.

If you found some mistakes in your transactions, you may first update the transaction and then reprocess the SST Return.

You can easily be directed to list of transactions by clicking the respective figure.

Lastly, remember to **save** your SST Return.