

Getting Started Manual For SST

Latest Update: 19th October 2018



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.

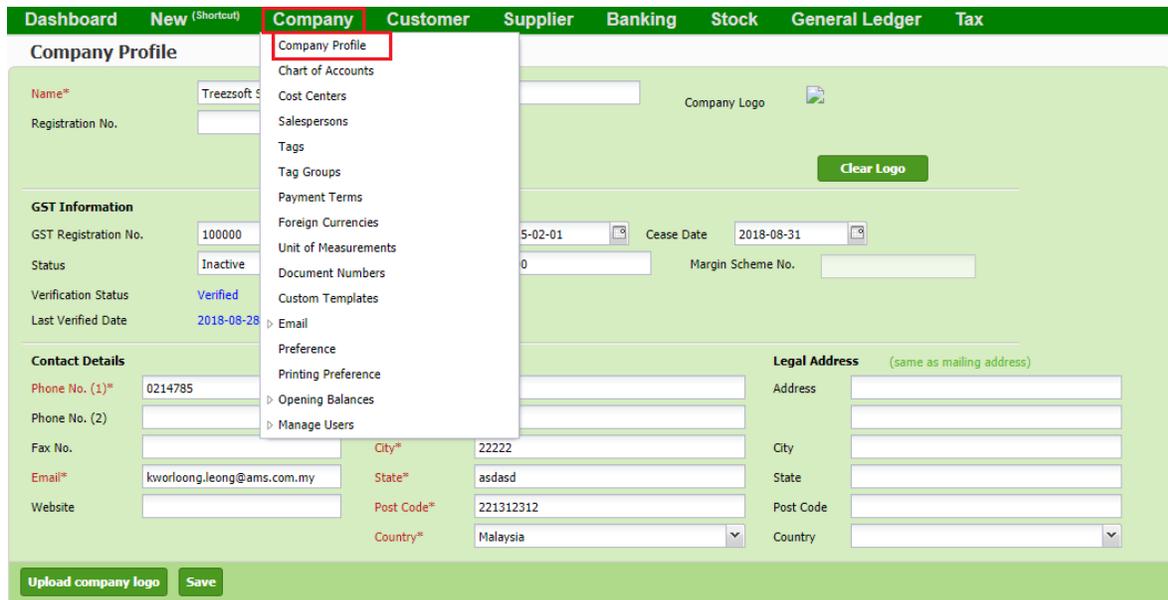
While most of the updates will be done by us automatically, you will need to follow a few simple steps to verify the changes and to update your own tax preferences.

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**.



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

Company Profile

Name* Treezsoft S
Registration No.

GST Information
GST Registration No. 100000
Status Inactive
Verification Status Verified
Last Verified Date 2018-08-28

Contact Details
Phone No. (1)* 0214785
Phone No. (2)
Fax No.
Email* kworloong.leong@ams.com.my
Website

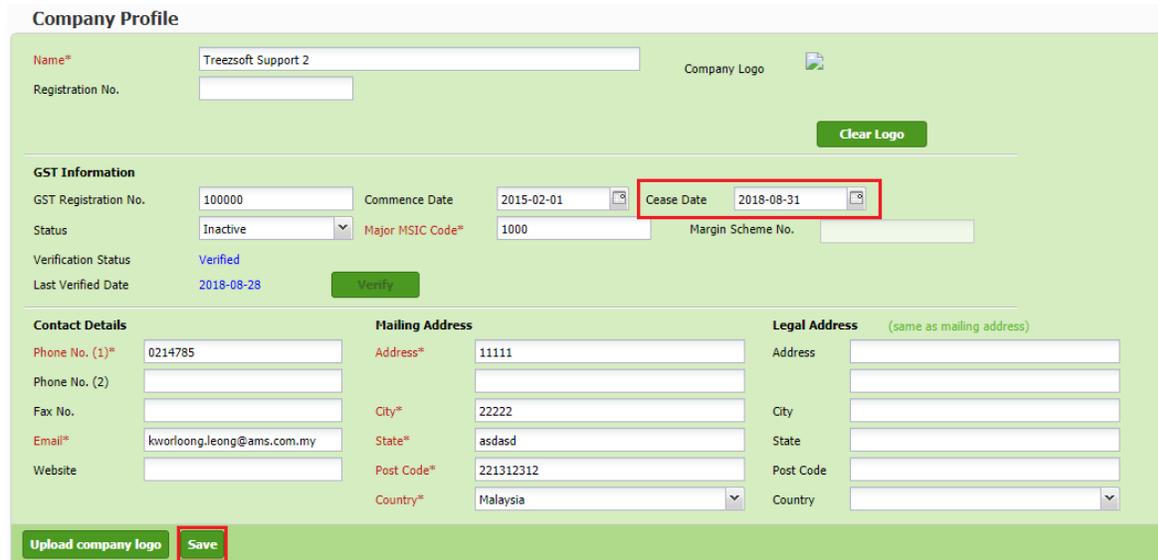
City* 22222
State* asdasd
Post Code* 221312312
Country* Malaysia

Company Logo 
Clear Logo

Foreign Currencies 5-02-01
Cease Date 2018-08-31
Unit Measurements 0
Document Numbers
Margin Scheme No.

Legal Address (same as mailing address)
Address
City
State
Post Code
Country

Upload company logo Save



Company Profile

Name* Treezsoft Support 2
Registration No.

GST Information
GST Registration No. 100000
Commence Date 2015-02-01
Cease Date 2018-08-31
Status Inactive
Major MSIC Code* 1000
Margin Scheme No.

Verification Status Verified
Last Verified Date 2018-08-28

Contact Details
Phone No. (1)* 0214785
Phone No. (2)
Fax No.
Email* kworloong.leong@ams.com.my
Website

Mailing Address
Address* 11111
City* 22222
State* asdasd
Post Code* 221312312
Country* Malaysia

Company Logo 
Clear Logo

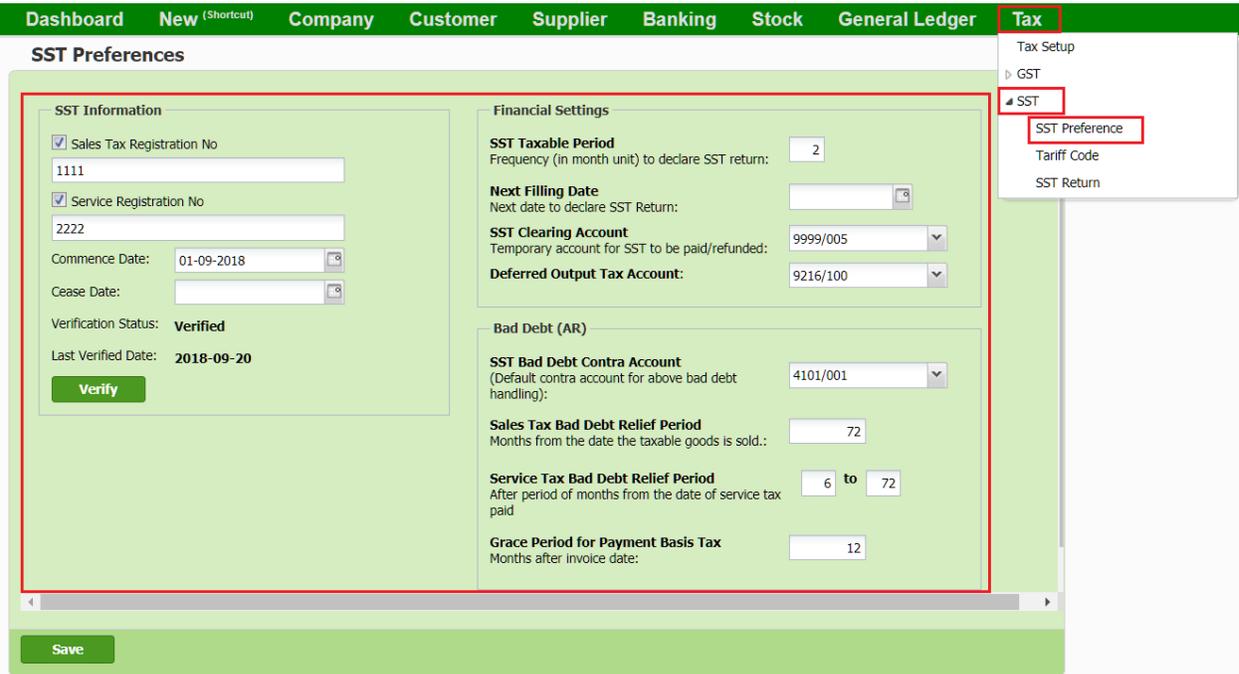
Legal Address (same as mailing address)
Address
City
State
Post Code
Country

Upload company logo Save

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**.



SST Preferences

SST Information

Sales Tax Registration No
1111

Service Registration No
2222

Commence Date: 01-09-2018

Cease Date:

Verification Status: **Verified**

Last Verified Date: 2018-09-20

Verify

Financial Settings

SST Taxable Period
Frequency (in month unit) to declare SST return: 2

Next Filing Date
Next date to declare SST Return:

SST Clearing Account
Temporary account for SST to be paid/refunded: 9999/005

Deferred Output Tax Account: 9216/100

Bad Debt (AR)

SST Bad Debt Contra Account
(Default contra account for above bad debt handling): 4101/001

Sales Tax Bad Debt Relief Period
Months from the date the taxable goods is sold.: 72

Service Tax Bad Debt Relief Period
After period of months from the date of service tax paid: 6 to 72

Grace Period for Payment Basis Tax
Months after invoice date: 12

Save

Tax

- Tax Setup
- GST
- SST**
- SST Preference**
- Tariff Code
- SST Return

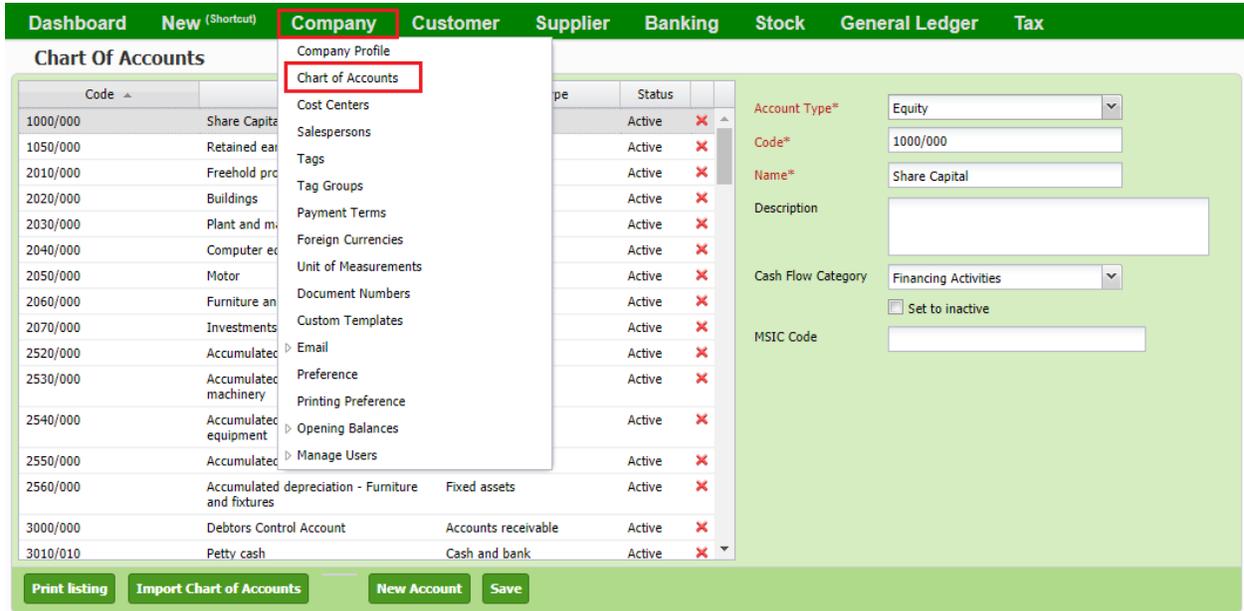
Then, fill in all information accordingly as shown above.

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

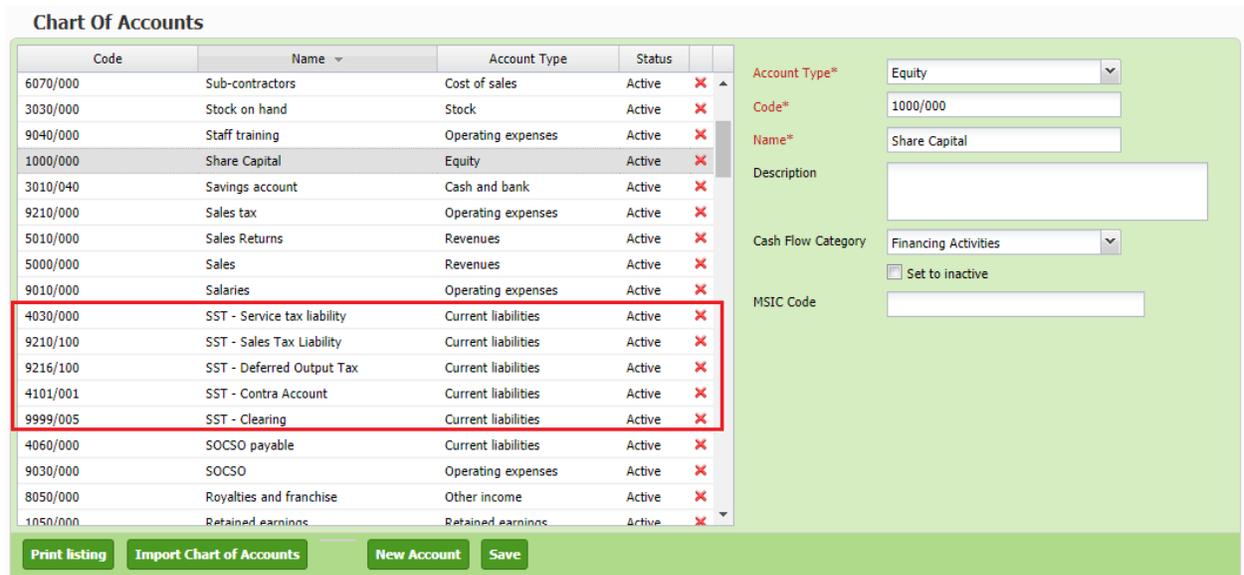
As we have automatically updated your accounts, please check back to make sure you are informed about the updates incurred.

There will be 5 new SST related account added to your COA. To verify this update, navigate through: **Settings > Charts of Account.**



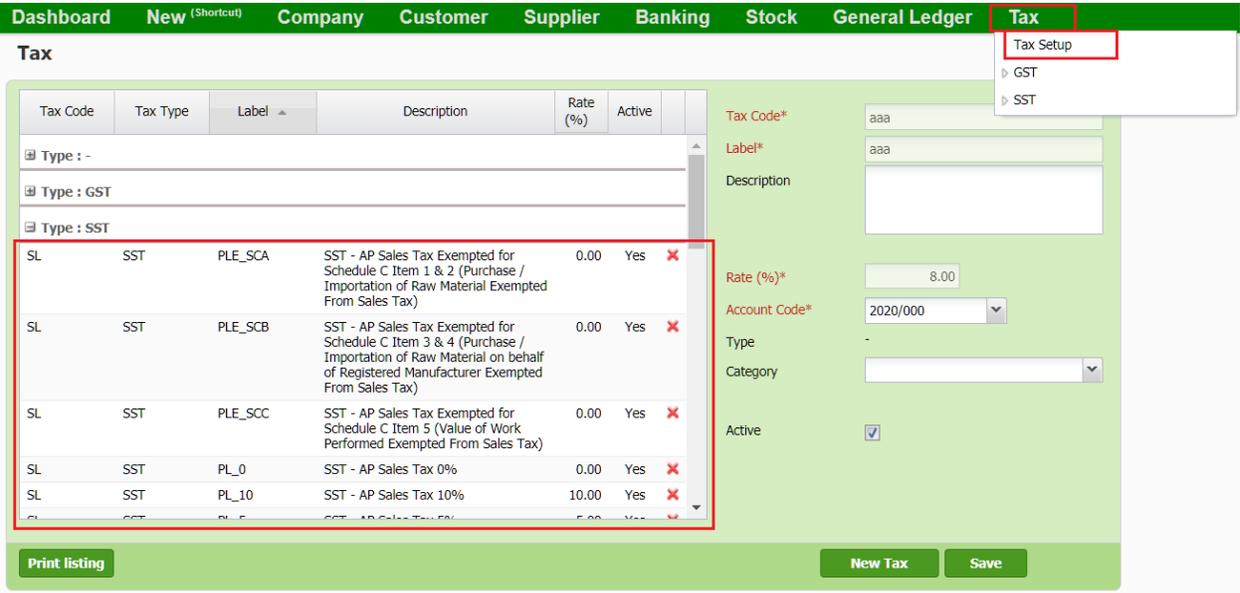
Code	Name	Account Type	Status
1000/000	Share Capital	Equity	Active
1050/000	Retained earnings	Equity	Active
2010/000	Freehold property	Fixed assets	Active
2020/000	Buildings	Fixed assets	Active
2030/000	Plant and machinery	Fixed assets	Active
2040/000	Computer equipment	Fixed assets	Active
2050/000	Motor	Fixed assets	Active
2060/000	Furniture and fixtures	Fixed assets	Active
2070/000	Investments	Fixed assets	Active
2520/000	Accumulated depreciation - Buildings	Fixed assets	Active
2530/000	Accumulated depreciation - machinery	Fixed assets	Active
2540/000	Accumulated depreciation - equipment	Fixed assets	Active
2550/000	Accumulated depreciation - Furniture and fixtures	Fixed assets	Active
2560/000	Accumulated depreciation - Furniture and fixtures	Fixed assets	Active
3000/000	Debtors Control Account	Accounts receivable	Active
3010/010	Petty cash	Cash and bank	Active

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



Code	Name	Account Type	Status
6070/000	Sub-contractors	Cost of sales	Active
3030/000	Stock on hand	Stock	Active
9040/000	Staff training	Operating expenses	Active
1000/000	Share Capital	Equity	Active
3010/040	Savings account	Cash and bank	Active
9210/000	Sales tax	Operating expenses	Active
5010/000	Sales Returns	Revenues	Active
5000/000	Sales	Revenues	Active
9010/000	Salaries	Operating expenses	Active
4030/000	SST - Service tax liability	Current liabilities	Active
9210/100	SST - Sales Tax Liability	Current liabilities	Active
9216/100	SST - Deferred Output Tax	Current liabilities	Active
4101/001	SST - Contra Account	Current liabilities	Active
9999/005	SST - Clearing	Current liabilities	Active
4060/000	SOCISO payable	Current liabilities	Active
9030/000	SOCISO	Operating expenses	Active
8050/000	Royalties and franchise	Other income	Active
1050/000	Retained earnings	Retained earnings	Active

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



The screenshot shows the 'Tax' setup interface. The 'Tax' menu is open, and 'Tax Setup' is selected. The main area displays a table of tax codes and a form for editing a selected tax code.

Tax Code	Tax Type	Label	Description	Rate (%)	Active
SL	SST	PLE_SCA	SST - AP Sales Tax Exempted for Schedule C Item 1 & 2 (Purchase / Importation of Raw Material Exempted From Sales Tax)	0.00	Yes
SL	SST	PLE_SCB	SST - AP Sales Tax Exempted for Schedule C Item 3 & 4 (Purchase / Importation of Raw Material on behalf of Registered Manufacturer Exempted From Sales Tax)	0.00	Yes
SL	SST	PLE_SCC	SST - AP Sales Tax Exempted for Schedule C Item 5 (Value of Work Performed Exempted From Sales Tax)	0.00	Yes
SL	SST	PL_0	SST - AP Sales Tax 0%	0.00	Yes
SL	SST	PL_10	SST - AP Sales Tax 10%	10.00	Yes

The form on the right shows the details for the selected tax code 'aaa':

- Tax Code*: aaa
- Label*: aaa
- Description: [Empty field]
- Rate (%)*: 8.00
- Account Code*: 2020/000
- Type: [Empty field]
- Category: [Empty field]
- Active:

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

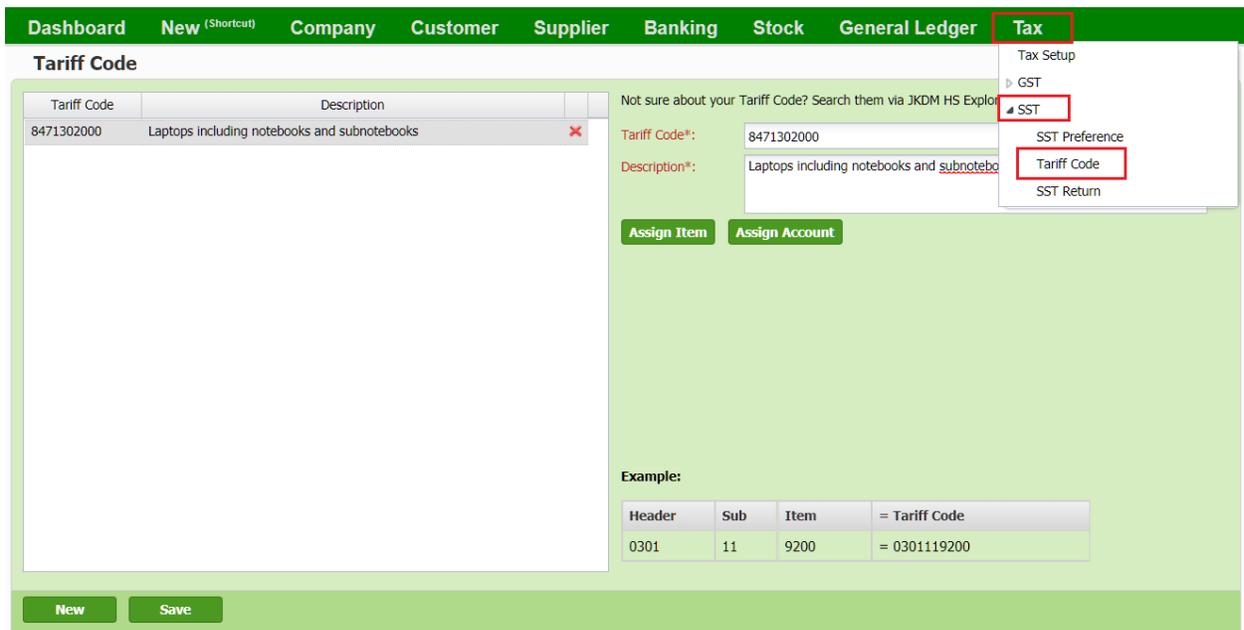
After setting up and reviewing your SST preferences and tax codes. You will now need to setup the Tariff Code section.

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**.



Not sure about your Tariff Code? Search them via JKDM HS Explorer

Tariff Code*: 8471302000
Description*: Laptops including notebooks and subnotebo

Assign Item Assign Account

Example:

Header	Sub	Item	= Tariff Code
0301	11	9200	= 0301119200

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.

Tariff Code

Tariff Code	Description
8471302000	Laptops including notebooks and subnotebooks

Not sure about your Tariff Code? Search them via JKDM HS Explorer (<http://tariff.customs.gov.my>)

Tariff Code*: 8471302000
 Description*: Laptops including notebooks and subnotebooks

Assign Item **Assign Account**

Example:

Header	Sub	Item	= Tariff Code
0301	11	9200	= 0301119200

New **Save**

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

Tariff Code

Tariff Code	Description
8471302000	Laptops including notebooks and subnotebooks

Not sure about your Tariff Code? Search them via JKDM HS Explorer (<http://tariff.customs.gov.my>)

Assign Tariff Code

Please determine which items are under the selected Tariff Code **8471302000**.

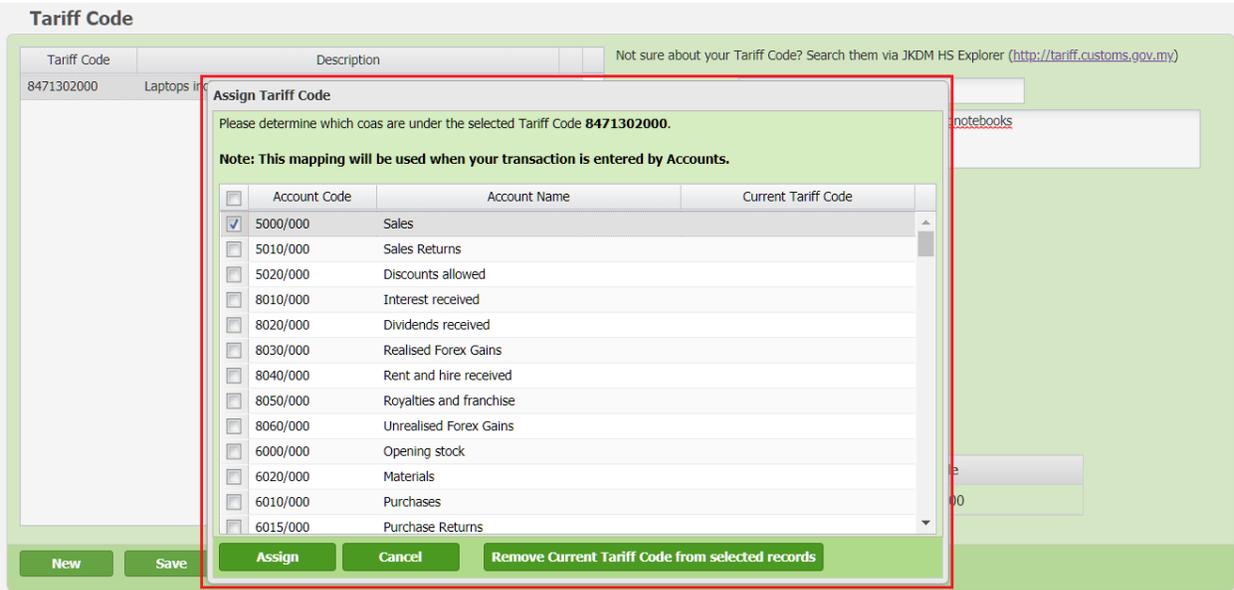
Note: This mapping will be used when your transaction is entered by Stock Item.

<input type="checkbox"/>	Item Code	Item Name	Current Tariff Code
<input type="checkbox"/>	0001	Heavyduty Shoe (BRGS 7709)	
<input type="checkbox"/>	0002	Safety Shoe (DRSS 1007S)	
<input type="checkbox"/>	9788466700597	Ejercicios de gramática. Nivel Inicial	
<input checked="" type="checkbox"/>	8974	BL 1 Lernpläne MM-CD	
<input checked="" type="checkbox"/>	8975	RL 1. SB (flexibler Einband)	
<input checked="" type="checkbox"/>	8976	RL 2. SB (flexibler Einband)	
<input type="checkbox"/>	8977	RL 1. WB+CD	
<input type="checkbox"/>	8978	RL 1. Vokabeltraining aktiv	
<input type="checkbox"/>	8979	RL 1. Grammatktraining aktiv	
<input type="checkbox"/>	8980	BL 1. SB (flexibler Einband)	
<input type="checkbox"/>	8981	BL 2. SB (flexibler Einband)	
<input type="checkbox"/>	8982	Blue Line 1. WB+CD	
<input type="checkbox"/>	8983	BL/RL/OL. Handpuppe Ben	

New **Save** **Assign** **Cancel** **Remove Current Tariff Code from selected records**

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.



Tariff Code

Tariff Code: 8471302000 Description: Laptops in

Not sure about your Tariff Code? Search them via JKDM HS Explorer (<http://tariff.customs.gov.my>)

Assign Tariff Code

Please determine which coas are under the selected Tariff Code **8471302000**.

Note: This mapping will be used when your transaction is entered by Accounts.

<input type="checkbox"/>	Account Code	Account Name	Current Tariff Code
<input checked="" type="checkbox"/>	5000/000	Sales	
<input type="checkbox"/>	5010/000	Sales Returns	
<input type="checkbox"/>	5020/000	Discounts allowed	
<input type="checkbox"/>	8010/000	Interest received	
<input type="checkbox"/>	8020/000	Dividends received	
<input type="checkbox"/>	8030/000	Realised Forex Gains	
<input type="checkbox"/>	8040/000	Rent and hire received	
<input type="checkbox"/>	8050/000	Royalties and franchise	
<input type="checkbox"/>	8060/000	Unrealised Forex Gains	
<input type="checkbox"/>	6000/000	Opening stock	
<input type="checkbox"/>	6020/000	Materials	
<input type="checkbox"/>	6010/000	Purchases	
<input type="checkbox"/>	6015/000	Purchase Returns	

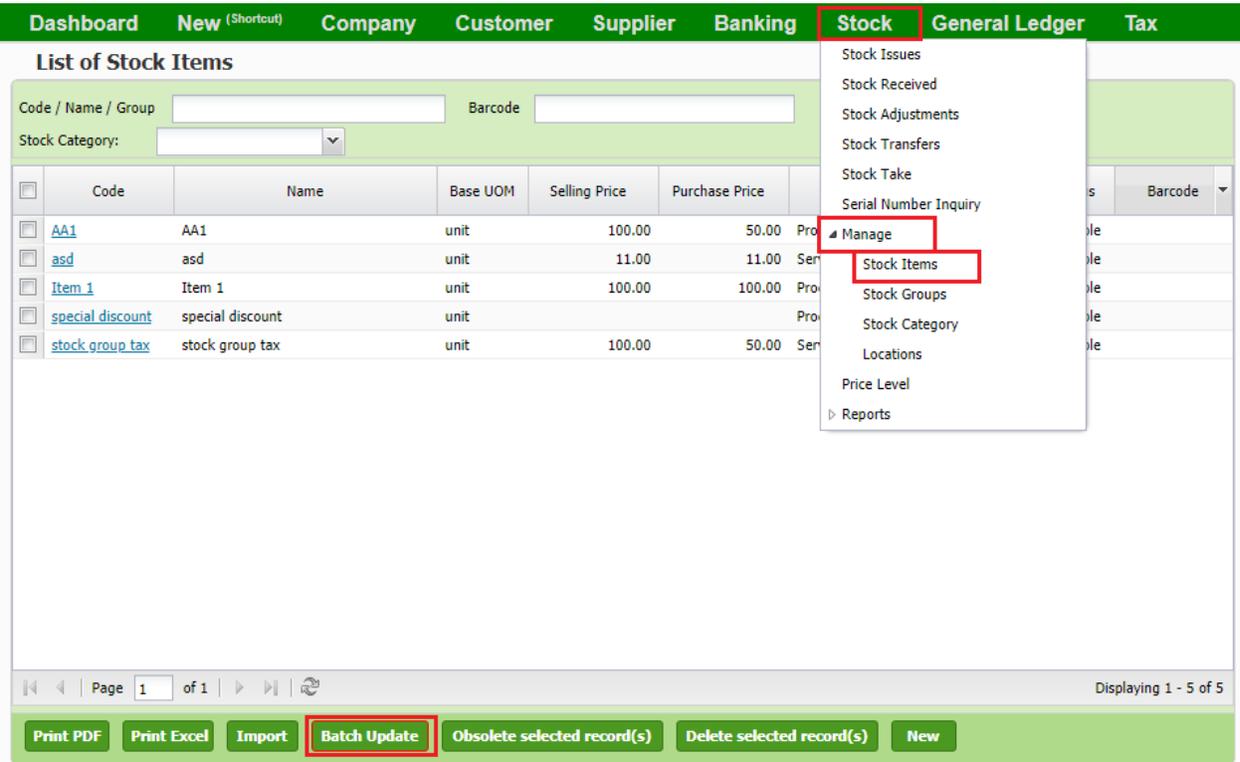
New Save Assign Cancel Remove Current Tariff Code from selected records

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

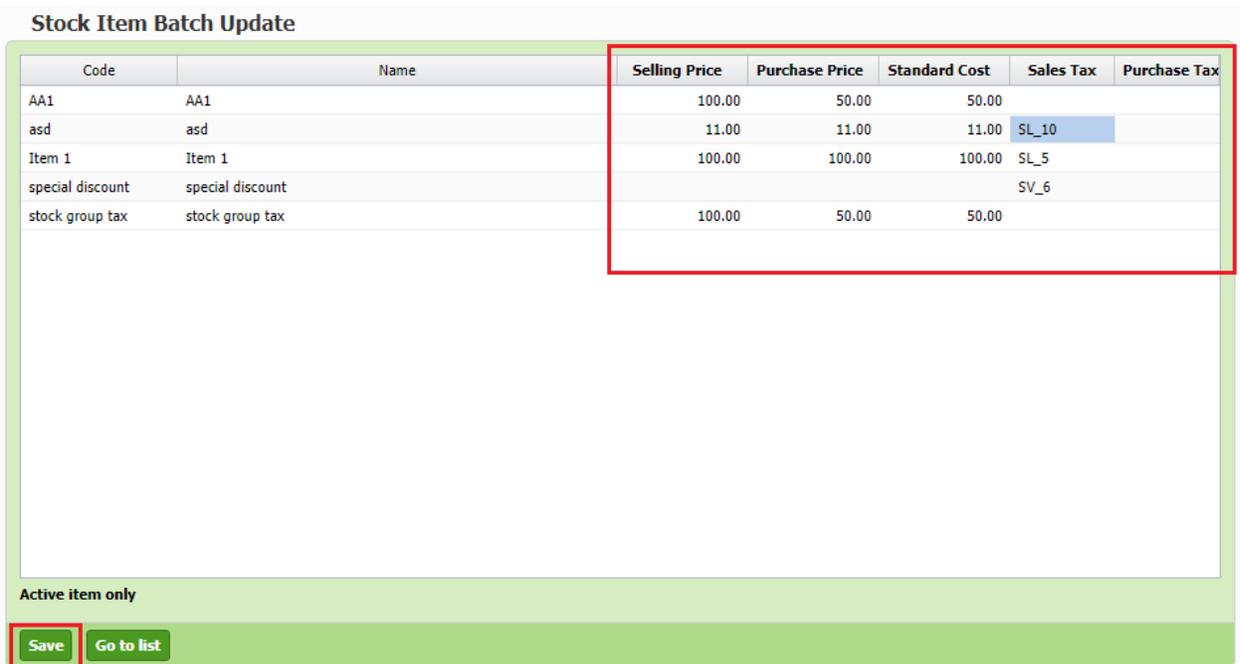
After that, you just need to update each of your stock item's tax code. You can easily update all by batch by navigating through: **Stock > Manage > Stock Item > Batch Update**.



The screenshot shows the 'List of Stock Items' page with a navigation menu at the top. The 'Stock' menu is open, and the 'Batch Update' button is highlighted in the bottom toolbar.

Code	Name	Base UOM	Selling Price	Purchase Price	Pro
AA1	AA1	unit	100.00	50.00	Pro
asd	asd	unit	11.00	11.00	Sen
Item 1	Item 1	unit	100.00	100.00	Pro
special discount	special discount	unit			Pro
stock group tax	stock group tax	unit	100.00	50.00	Sen

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.



The screenshot shows the 'Stock Item Batch Update' page with a table of stock items and their prices. The 'Save' button is highlighted in the bottom toolbar.

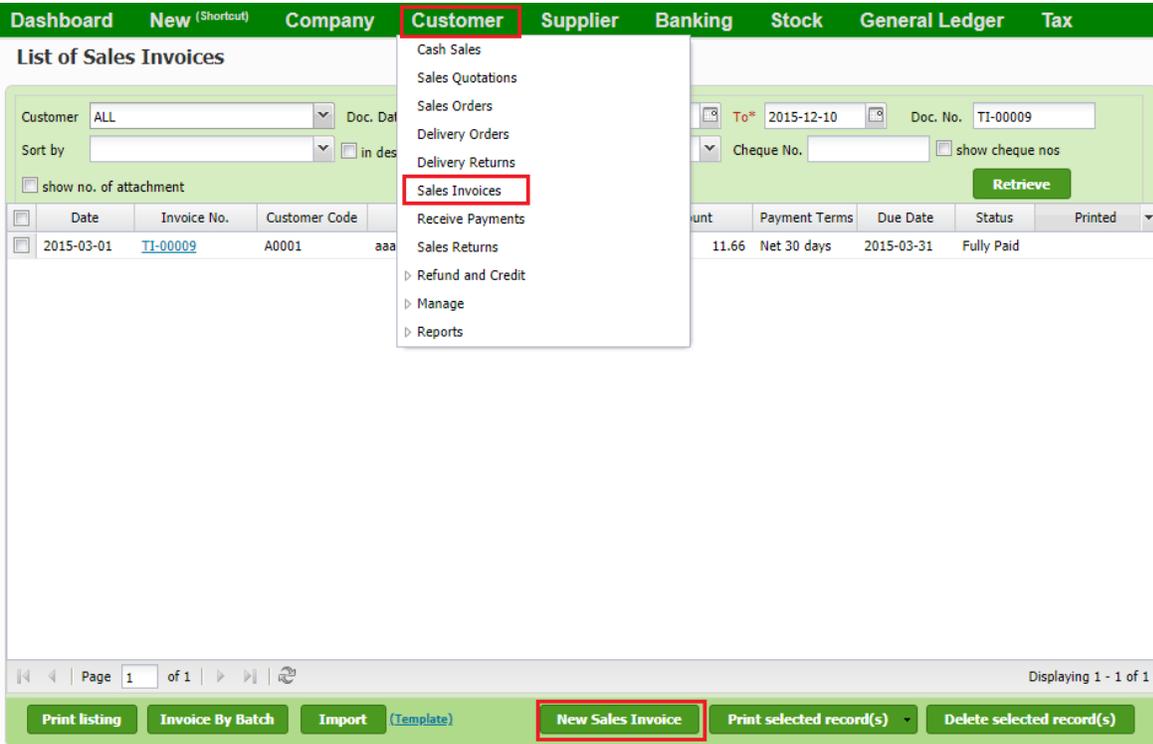
Code	Name	Selling Price	Purchase Price	Standard Cost	Sales Tax	Purchase Tax
AA1	AA1	100.00	50.00	50.00		
asd	asd	11.00	11.00	11.00	SL_10	
Item 1	Item 1	100.00	100.00	100.00	SL_5	
special discount	special discount				SV_6	
stock group tax	stock group tax	100.00	50.00	50.00		

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.

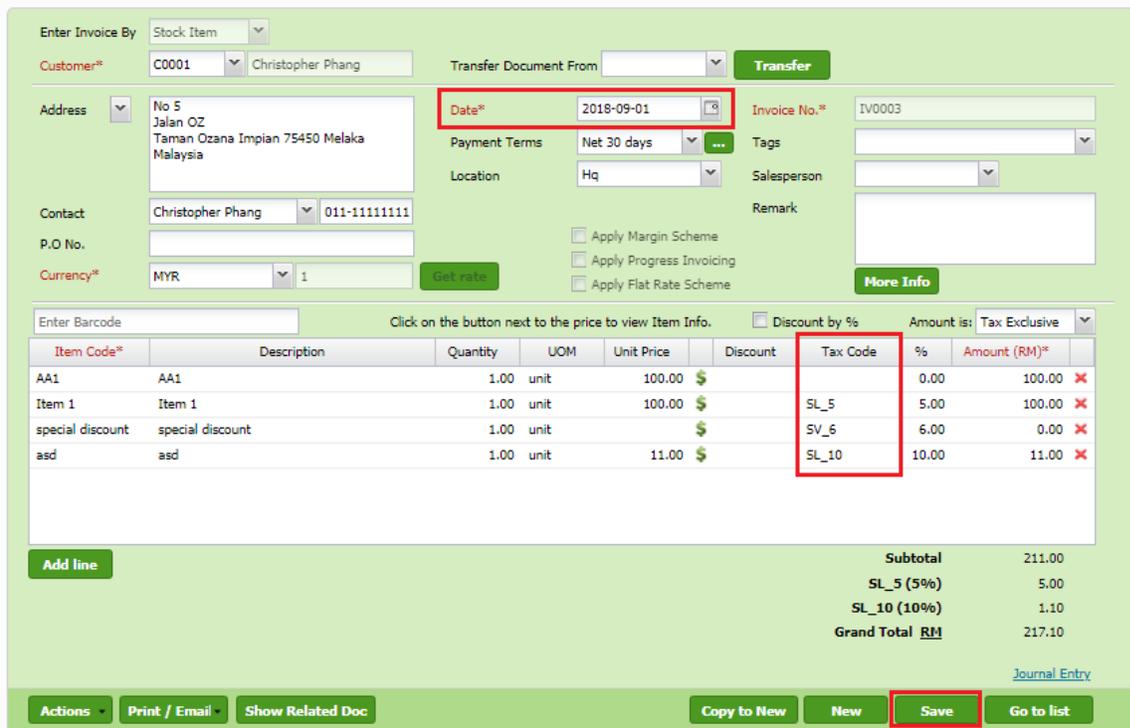
6) Start your business operation as normal

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**.



Sales Invoice



Enter Invoice By: Stock Item

Customer*: C0001 Christopher Phang

Address: No 5, Jalan OZ, Taman Ozana Impian 75450 Melaka, Malaysia

Contact: Christopher Phang, 011-1111111

P.O No.:

Currency*: MYR, 1

Date*: 2018-09-01

Invoice No.*: IV0003

Payment Terms: Net 30 days

Location: Hq

Tags:

Salesperson:

Remark:

Apply Margin Scheme:

Apply Progress Invoicing:

Apply Flat Rate Scheme:

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	Quantity	UOM	Unit Price	Discount	Tax Code	%	Amount (RM)*
AA1	AA1	1.00	unit	100.00	\$		0.00	100.00
Item 1	Item 1	1.00	unit	100.00	\$	SL_5	5.00	100.00
special discount	special discount	1.00	unit		\$	SV_6	6.00	0.00
asd	asd	1.00	unit	11.00	\$	SL_10	10.00	11.00

Add line

Subtotal: 211.00

SL_5 (5%): 5.00

SL_10 (10%): 1.10

Grand Total RM: 217.10

Journal Entry

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

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

Sales Invoice

Enter Invoice By:

Customer*: Christopher Phang Transfer Document From:

Address: Date*: Invoice No.*:

Date	Document No.	Account Code	Account	Description	Debit	Credit	Last Modified By	Last Modified On
2018-09-01	IV0003	3000/000	Debtors Control Account		217.10		leongkl@a...	2018-08-29 14:46:45
2018-09-01	IV0003	5000/000	Sales	special discount		0.00	leongkl@a...	2018-08-29 14:46:45
2018-09-01	IV0003	5000/000	Sales	asd		11.00	leongkl@a...	2018-08-29 14:46:45
2018-09-01	IV0003	4030/100	SST - Service tax liability	SV_6 (6%)		0.00	leongkl@a...	2018-08-29 14:46:45
2018-09-01	IV0003	9210/100	SST - Sales Tax Liability	SL_5 (5%)		5.00	leongkl@a...	2018-08-29 14:46:45
2018-09-01	IV0003	9210/100	SST - Sales Tax Liability	SL_10 (10%)		1.10	leongkl@a...	2018-08-29 14:46:45
2018-09-01	IV0003	5000/000	Sales	Item 1		100.00	leongkl@a...	2018-08-29 14:46:45
2018-09-01	IV0003	5000/000	Sales	AA1		100.00	leongkl@a...	2018-08-29 14:46:45

Subtotal	211.00
SL_5 (5%)	5.00
SL_10 (10%)	1.10
Grand Total RM	217.10

[Journal Entry](#)

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 verify 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
Christopher Phang

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

Payment Terms : Net 30 days

Date : 2018-09-01

Due Date : 2018-10-01

Page : 1 of 1

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.

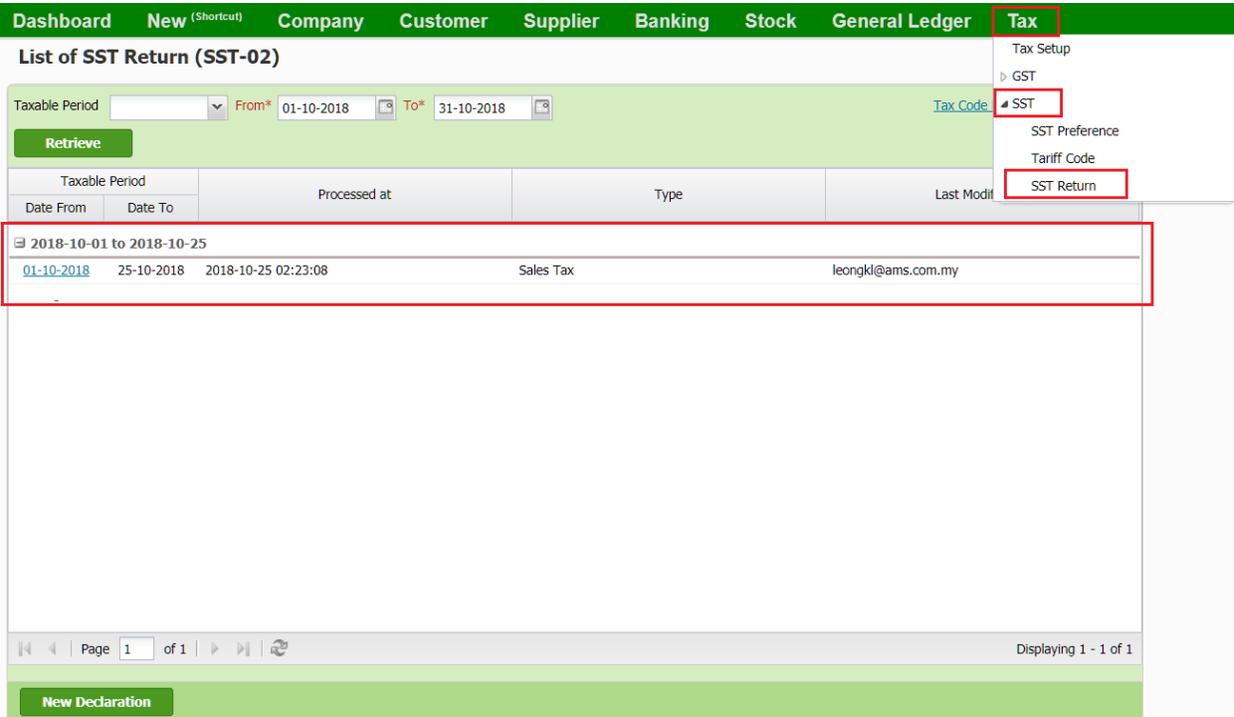
7) Generate SST Return (SST-02)

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



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

List of SST Return (SST-02)

Taxable Period: From* 01-10-2018 To* 31-10-2018 [Tax Code](#)

Retrieve

Taxable Period		Processed at	Type	Last Modified
Date From	Date To			
2018-10-01 to 2018-10-25				
01-10-2018	25-10-2018	2018-10-25 02:23:08	Sales Tax	leongkl@ams.com.my

Page 1 of 1 | Displaying 1 - 1 of 1

New Declaration

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.

SST Return (SST-02)

Taxable Period*: 01-10-2018 To*: 25-10-2018 Processed at: 2018-10-25 02:23:08 [Tax Code Mapping](#)

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

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

Tax Code	Amount	Rate	SST Amount
Supply			
SL_10	330.00	10.0	33.00
SL_5	110.00	5.0	5.50
TOTAL	440.00		38.50

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.

SST Return (SST-02)

Taxable Period*: 01-10-2018 To*: 25-10-2018 Processed at: 2018-10-26 12:14:48 [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**

PART B1 : SALES / SERVICE DETAILS

(5) No.	(6) Description of Taxable Goods / Type of Taxable Service Provided.*	(7) Customs Tariff Code / Service Type Code.*	(8) Value of Taxable Goods Sold / Value of Work Performed.* (RM)	(9) Value of Goods for Own Used / Disposed Values of Free Services (RM)	(10) Value of Taxable Service (RM)
1	LAPTOPS INCLUDING NOTEBOOKS AND SUBNOTEBOOKS	8471302000	440.00	0.00	0.00
TOTAL			440.00	0.00	0.00
NET TOTAL			440.00		

PART B2 : VALUE OF TAX PAYABLE FOR GOODS (SALES, DISPOSED, OWN USE) / SERVICES (SERVICES PERFORMED / OWN USE)

11) Total Value of Tax Payable as Per Tax Rate

	Value of Taxable Sales / Service / No. of Cards	Tax Rate	Value of Tax Payable
a) Taxable Goods at 5% Rate	RM 110.00	5%	RM 5.50
b) Taxable Goods at 10% Rate	RM 330.00	10%	RM 33.00
c) Taxable Services other than from Group H	RM 0.00	6%	RM 0.00
d) Taxable Services from Group H	0.00 Unit	RM 25	RM 0.00

12) Total Value of Tax Payable
(12) = [11(a) + 11(b)] OR [11(c) + 11(d)] RM 38.50

13) Amount of Tax Deducted from Credit Note / Contra Tax RM 0.00

14) Total Tax Payable Before Penalty Imposed
(14) = (12) - (13) RM 38.50

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.