

Guide on the transition period from GST to SST

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Document Change Control

Version	Date	Author	Summary of Changes
1.0	31/08/2018	Chan Chen Hong	Initial creation.

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1. Introduction

As Sales and Service Tax will be implemented starting 1st September 2018, Sage product has been enhanced to ensure it is compliance to the requirement given by **Royal Malaysian Customs Department**.

During GST and SST transition period, our product allowed you to view or amend existing GST transaction, and generate GST report (if required). On the other hand, you are allowed to enter new transaction for Sales and Service Tax concurrently. New set of proposed tax code and report are introduced to ease your daily business transaction.

2. If you are both GST and SST registered company

2.1 Are there still pending GST transaction and submission? - Yes

In this case, Sage product allowed you run both GST and SST concurrently. You do not need to turn off [Malaysia GST] as you may still want to do some adjustment on the existing GST transaction, print Tax Invoice/Credit Note/Debit Note and generate GST Return.

On the other side, while [Malaysia GST] setting is ON, you are able to enjoy SST feature as well - allowed to maintain SST information in setting, enter transaction with SST tax code, view SST report and etc. Here are the guidelines on how to run SST while [Malaysia GST] setting is still on.

2.1.1 Sales and Service Tax Setting

In Sage Product, SST setting tab will always enable, regardless [Malaysia GST] still is ON or OFF. If you are SST registered company, you should maintain your SST information under this tab, this is to ensure correct information can be captured and show in the report. Please do not forget to maintain in both Accounting and Inventory & Billing system, as there are two different module.

Accounting Module:

Menu can be accessed via *Accounting* → *Housekeeping* → *Setup* → *General Setup* → *SST Setting*

In this screen, you are allowed to:

- Maintain Sales Tax Reg. No. or Service Tax Reg. No. Enter both if your company has Sales and Service Tax Reg. No.
- Set the SST effective date. By default, it is set to 1st September 2018
- Set the next filing date. This information is required for future SST reporting.
- Set the taxable period. This information is required for future SST reporting.

General Setup					
Company Profile	Setting	Setting 2	SST Setting	GST Setting	GST Setting 2
Sales Tax Reg. No.	xxxxxxxxxxx	SST Effective Date	01/09/2018		
Service Tax Reg. No.		SST Next Filing Date	01/11/2018		
SST Taxable Period / Category	2 months	Taxable Period			

Inventory & Billing Module:

Menu can be accessed via *Inventory & Billing* → *Housekeeping* → *Run Setup* → *General Setup* → *Company Profile*

In this screen, you are allowed to:

- Maintain Sales Tax Reg. No. or Service Tax Reg. No. Enter both if your company has Sales and Service Tax Reg. No. These numbers will be showing in the report when printing source document

Run Setup

User Define - Desp. Body / Footer | User Define - Formula | User Define - Item Remark | User Define - Markup Ratio | Directory

Company Profile | Stock Valuation | Item Maintenance | Transaction | Account No. | Account No. (2) | Last Used Nos. | User Define - Desp. Header

Company/Address

Sage Software Sdn. Bhd. (formerly known as UBS Corporation Sdn. Bhd.)
 Suite 1B-6, Level 6, Block 1B,
 Plaza Sentral, Jalan Stesen Sentral 5,
 Kuala Lumpur Sentral,
 50470 Kuala Lumpur.

Company Registration No. 441389-K | Sales Tax Reg. No. XXXXXXXXXXXX
 GST Registration No. YYYYYYYYYYYY | Service Tax Reg. No.

Currency used Change currency code to USD

Currency code MYR | Currency symbol RM | Currency word RINGGIT MALAYSIA

Malaysia GST | Business GST Application: Exclusive Inclusive

Accounting Period

Last A/C year closing date 31/12/2017
 This A/C year closing period 12

01/01/2018 - 31/12/2018

OK | Cancel

Note: Inclusive option is enabled when GST is ON

2.1.2 New General Ledger Account to be mapped to tax code

It is advisable to create new General Ledger Account to keep track SST tax amount.

After G/L account is created, you can go to Tax Code Maintenance, map the relevant account to SST tax code.

Tax Code Maintenance

Tax Code	Description	Tax Percentage	Transaction Type	Tax Method	A/C No	Status	SST
RP	Relief Purchase under GST legislations. (e.g., purchase	0.00	P			OBSOLETE	
RS	Relief supplies under GST legislations.	0.00	S	RES		OBSOLETE	
SR	Standard-rated supplies with GST Charged.	6.00	S	SRS		OBSOLETE	
SR-0	Standard-rated supplies with 0% GST Charged.	0.00	S	SRS		OBSOLETE	
SR-JS	Supplies under Approved Jeweller Scheme (AJS).	0.00	S	OS		OBSOLETE	
SR-MS	Standard-rated supplies under Margin Scheme.	6.00	S	SRS		OBSOLETE	
SI-0	Sales Tax 0%	0.00	S			ACTIVE	SALES
SI05	Sales Tax 5%	5.00	S		4050/000	ACTIVE	SALES
SI10	Sales Tax 10%	10.00	S			ACTIVE	SALES
SV-0	Service Tax 0%	0.00	S			ACTIVE	SERVICE
SV06	Service Tax 6%	6.00	S			ACTIVE	SERVICE
TX	Purchases with GST incurred at 6% and directly attribut	6.00	P	SRP		OBSOLETE	

Add | Edit | Delete | Print... | Save | Cancel | Regenerate Malaysia Tax Codes | Exit

2.1.3 Default Tax Code Setting

To ensure preferred SST tax code is automatically assign when creating new transaction, you may maintain the default tax code in Administrative Tools

Accounting Module:

Menu can be accessed via *Accounting* → *Housekeeping* → *Administrative Tools* → *Setting 3*

Administrative Tools

Setting Setting 2 **Setting 3** Tools E-Banking

Trans. Limit (Demo) (500)

Date Expired (12/12/3069)

Transaction of Batch No. to remove

Tax Code Setting

Default Tax Code for Sales Tax

Default Tax Code for PurchaseTax

Inventory & Billing Module:

Menu can be accessed via *Inventory & Billing* → *Housekeeping* → *Run Setup* → *Administrative Tools* → *Setting 2*

Administrative Tools

Setting **Setting 2** Tools Tools 2

Trans. Limit (Demo) (300)

Date Expired

Tax Code Setting

Default Tax Code for AR Transaction

Default Tax Code for AP Transaction

Default Tax Code for AR Transaction when Tax = 0

Default Tax Code for AP Transaction when Tax = 0

2.1.4 Transaction and Source document printing

Accounting Module:

You are still allowed to edit existing GST transaction. Please be remind that **Sales and Service Tax** will be implemented started from **1st September 2018**, if you would like to do some changes on existing GST transaction or re-submit GST-Return, you should refer to Customs guideline or any officer who may provide you the correct information.

New set of SST proposed tax code will be created by the system after system upgrade and your GST tax code will remain unchanged. Both GST and SST tax codes can be selected when creating/adjusting transaction, as long as tax code status is set to active.

The screenshot displays two overlapping windows from the Sage UBS software. The top window is titled 'Transactions File Maintenance' and shows a transaction entry for 'SALES - JAN.' dated 31/08/2018. The transaction details include a debit of 100.00 and a credit of 100.00, with a GST Exclusive amount of 100.00 and a total credit of 6.00. The bottom window is titled 'Tax Code Listing' and shows a table of tax codes with their descriptions, percentages, and transaction types.

Tax Code	Description	Tax Percentage	Transaction Type
SR-0	Standard-rated supplies with 0% GST Charged.	0.00	Sales
ST-0	Sales Tax 0%	0.00	Sales
ST05	Sales Tax 5%	5.00	Sales
ST10	Sales Tax 10%	10.00	Sales
SV-0	Service Tax 0%	0.00	Sales
SV06	Service Tax 6%	6.00	Sales

Inventory & Billing Module:

You are still allowed to edit existing GST transaction. Please be remind that **Sales and Service Tax** will be implemented started from **1st September 2018**, if you would like to do some changes on existing GST transaction or re-submit GST-Return, you should refer to Customs guideline or any officer who may provide you the correct information.

New set of SST proposed tax code will be created by the system after system upgrade and your GST tax code will remain unchanged. Both GST and SST tax codes can be selected when creating/adjusting transaction, as long as tax code status is set to active.

INV INV 0002 - A COMPANY - 3000/A01 - 31/08/2018

Item No.	Item_1	On Hand	-1
Description	Item_1	Quantity	1
Remark 1		Price	100.00
Remark 2		Amount	100.00
Remark 3		% Discount	0.00 0.00 0.00
Remark 4		GST Classification	ST10 10.00 10.00
Location			

Exclusive

Tax Code Listing

Tax Code	Description	Tax Percentage	Transaction Type
SR-0	Standard-rated supplies with 0% GST Charged.	0.00	Sales
ST-0	Sales Tax 0%	0.00	Sales
ST05	Sales Tax 5%	5.00	Sales
ST10	Sales Tax 10%	10.00	Sales
SV-0	Service Tax 0%	0.00	Sales
SV06	Service Tax 6%	6.00	Sales

Even though [Malaysia GST] setting is still on, when you try to print invoice/credit note/debit note for SST transaction, correct format will be selected – instead of Tax Invoice, SST format will be defaulted. No set up is required but system will automatically select for you.

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 50470 Kuala Lumpur.
 (Company Reg No: 441389-K)
 (Sales Tax Reg No: XXXXXXXXX)

C COMPANY

INVOICE

NO. : INV 0001
 DATE : 30/08/2018
 TERM :
 CURRENCY : MYR @ 1.0000
 AGENT :
 PAGE : 1
 PRINTED ON : 31/08/2018
 PRINTED BY : ADMIN

ITEM NO.	DESCRIPTION	QUANTITY	UOM	U.PRICE	DISC AMT	TOTAL EXCL. SST	SST	TOTAL INCL. SST	TAX CODE
1	Item_1	1		200.00		200.00	20.00	220.00	ST10

RINGGIT MALAY SIA : TWO HUNDRED TWENTY ONLY

	MYR
SUB TOTAL	200.00
TOTAL DISCOUNT	0.00
TOTAL EXCL. SST	200.00
ADD SST	20.00

2.2 No pending GST transaction and submission and I want to turn off Malaysia GST

In this case, Sage product allowed you to turn off [Malaysia GST] to ensure there is no new GST Return or Bad Debt Relief is generated. However, you will still able to view and edit GST transaction.

After [Malaysia GST] setting is OFF, you will need to maintain SST information in setting. Here are the guidelines on how to run SST after [Malaysia GST] setting is OFF.

2.2.1 Sales and Service Tax Setting

In Sage Product, SST setting tab will always enable, regardless [Malaysia GST] still is ON or OFF. If you are SST registered company, you should maintain your SST information under this tab, this is to ensure correct information can be captured and show in the report. Please do not forget to maintain in both Accounting and Inventory & Billing system, as there are two different module.

Accounting Module:

Menu can be accessed via *Accounting* → *Housekeeping* → *Setup* → *General Setup* → *SST Setting*

In this screen, you are allowed to:

- Maintain Sales Tax Reg. No. or Service Tax Reg. No. Enter both if your company has Sales and Service Tax Reg. No.
- Set the SST effective date. By default, it is set to 1st September 2018
- Set the next filing date. This information is required for future SST reporting.
- Set the taxable period. This information is required for future SST reporting.

The screenshot shows a software window titled "General Setup" with a tabbed interface. The "SST Setting" tab is active. It contains the following fields and values:

Sales Tax Reg. No.	xxxxxxx	SST Effective Date	01/09/2018
Service Tax Reg. No.		SST Next Filing Date	01/11/2018
SST Taxable Period / Category	2 months		

Inventory & Billing Module:

Menu can be accessed via *Inventory & Billing* → *Housekeeping* → *Run Setup* → *General Setup* → *Company Profile*

In this screen, you are allowed to:

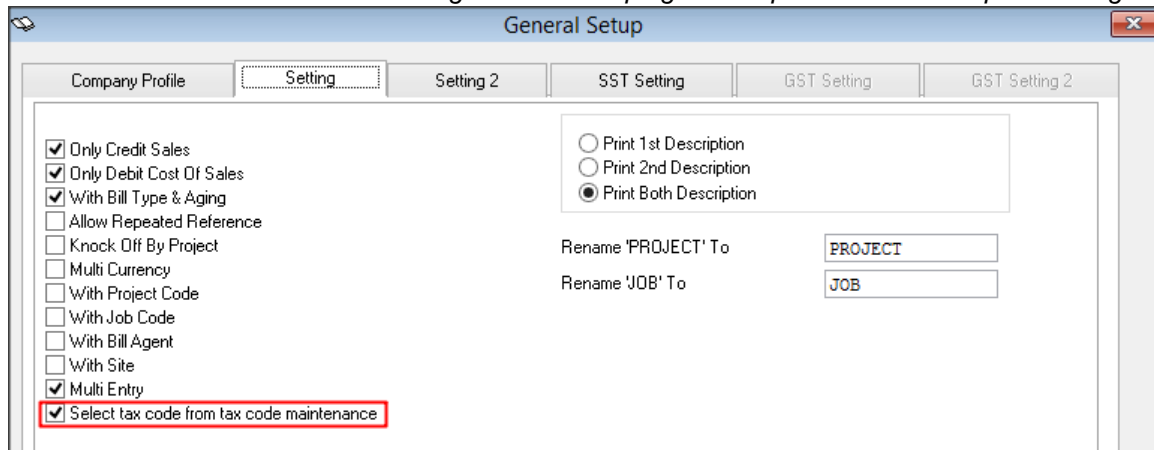
- Maintain Sales Tax Reg. No. or Service Tax Reg. No. Enter both if your company has Sales and Service Tax Reg. No. These numbers will be showing in the report when printing source document

2.2.2 Other Setting – I want to select tax code from tax code maintenance.

By default, after [Malaysia GST] is off, you are not able to select tax code which is maintained in tax code maintenance. Hence, new setting is introduced to allow you to select maintained tax code when creating transaction.

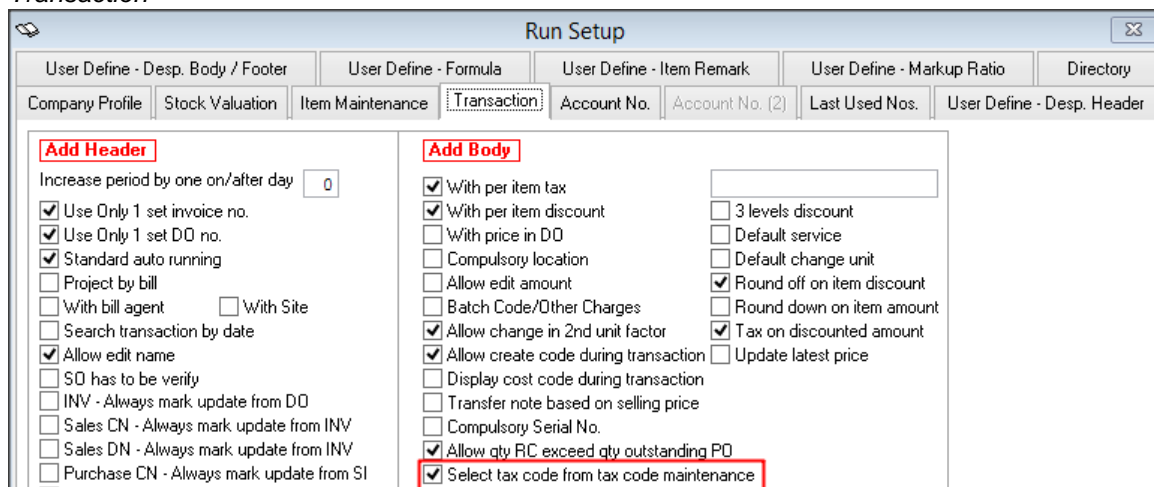
Accounting Module:

Menu can be accessed via *Accounting* → *Housekeeping* → *Setup* → *General Setup* → *Setting*



Inventory & Billing Module:

Menu can be accessed via *Inventory & Billing* → *Housekeeping* → *Run Setup* → *General Setup* → *Transaction*



2.2.3 New General Ledger Account to be mapped to the tax code

It is advisable to create new General Ledger Account to keep track SST tax amount.

After G/L account is created, you can go to Tax Code Maintenance, map the relevant account to SST tax code.

Tax Code	Description	Tax Percentage	Transaction Type	Tax Method	A/C No	Status	SST
RP	Relief Purchase under GST legislations. (e.g., purchase	0.00	P			OBSOLETE	
RS	Relief supplies under GST legislations.	0.00	S	RES		OBSOLETE	
SR	Standard-rated supplies with GST Charged.	6.00	S	SRS		OBSOLETE	
SR-0	Standard-rated supplies with 0% GST Charged.	0.00	S	SRS		OBSOLETE	
SR-JS	Supplies under Approved Jeweller Scheme (AJS).	0.00	S	OS		OBSOLETE	
SR-MS	Standard-rated supplies under Margin Scheme.	6.00	S	SRS		OBSOLETE	
SI-0	Sales Tax 0%	0.00	S			ACTIVE	SALES
ST05	Sales Tax 5%	5.00	S		4050/000	ACTIVE	SALES
ST10	Sales Tax 10%	10.00	S			ACTIVE	SALES
SV-0	Service Tax 0%	0.00	S			ACTIVE	SERVICE
SV06	Service Tax 6%	6.00	S			ACTIVE	SERVICE
TX	Purchases with GST incurred at 6% and directly attribut	6.00	P	SRP		OBSOLETE	

Buttons: Add, Edit, Delete, Print..., Save, Cancel, Regenerate Malaysia Tax Codes, Exit

2.2.4 Default Tax Code Setting

To ensure preferred SST tax code is automatically assign when creating new transaction, you may maintain the default tax code in Administrative Tools

Accounting Module:

Menu can be accessed via *Accounting* → *Housekeeping* → *Administrative Tools* → *Setting 3*

Administrative Tools

Setting Setting 2 Setting 3 Tools E-Banking

Trans. Limit (Demo) 500 (500)

Date Expired 12/12/3069 (12/12/3069)

Transaction of Batch No. to remove 0

Tax Code Setting

Default Tax Code for Sales Tax

Default Tax Code for PurchaseTax

Inventory & Billing Module:

Menu can be accessed via *Inventory & Billing* → *Housekeeping* → *Run Setup* → *Administrative Tools* → *Setting 2*

Administrative Tools

Setting Setting 2 Tools Tools 2

Trans. Limit (Demo) 300 (300)

Date Expired 12/12/3069

Tax Code Setting

Default Tax Code for AR Transaction

Default Tax Code for AP Transaction

Default Tax Code for AR Transaction when Tax = 0

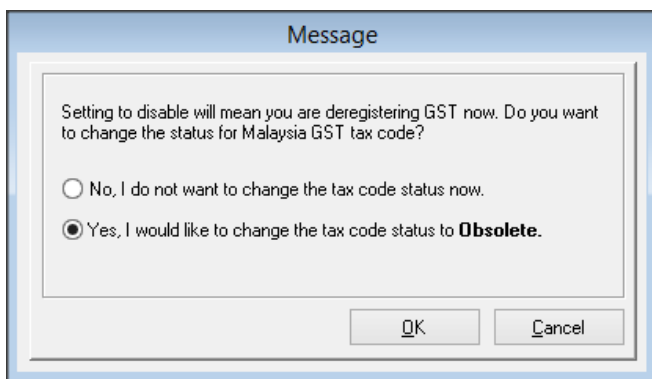
Default Tax Code for AP Transaction when Tax = 0

2.2.5 Transaction and Source document printing

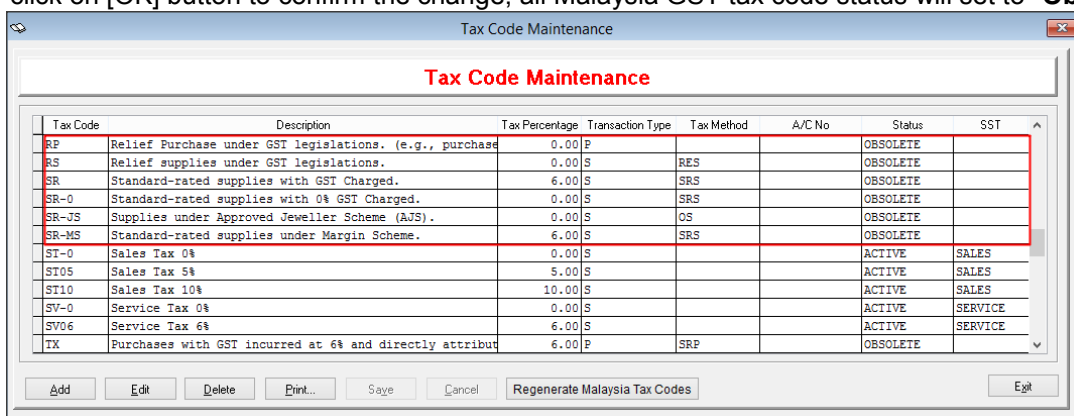
Accounting Module:

You are still allowed to edit existing GST transaction. Please be remind that **Sales and Service Tax** will be implemented started from **1st September 2018**, if you would like to do some changes on existing GST transaction or re-submit GST-Return, you should refer to Customs guideline or any officer who may provide you the correct information.

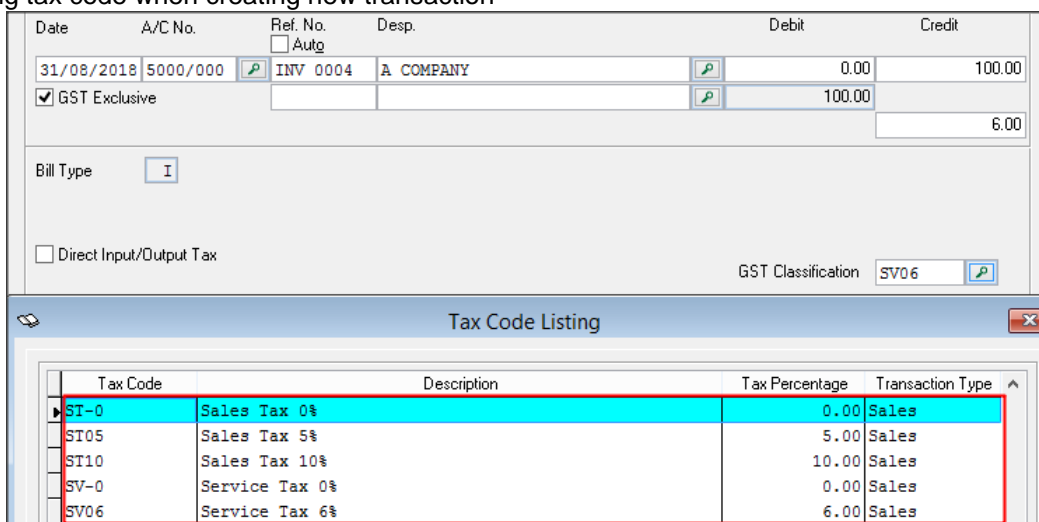
New set of SST proposed tax code will be created by the system after system upgrade and your GST tax code will remain unchanged. Both GST and SST tax codes can be selected when creating/adjusting transaction, as long as tax code status is set to active. If you would like to set all GST tax code to "Obsolete", there is an option to make this process simple – When turning off [Malaysia GST], your selection should be **"Yes, I would like to change the tax code status to Obsolete"**



After click on [OK] button to confirm the change, all Malaysia GST tax code status will set to **"Obsolete"**



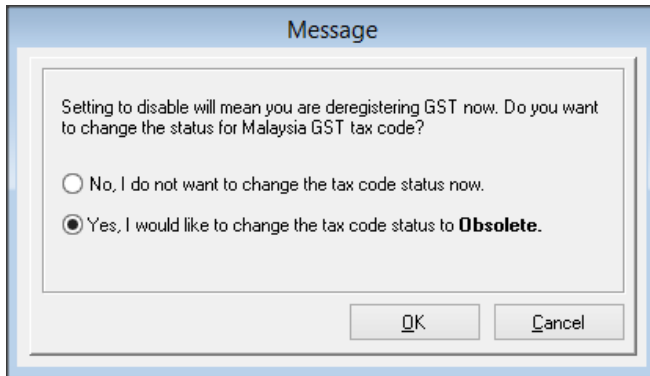
In transaction, only SST tax codes are listed for selection. This would help you to avoid from selecting wrong tax code when creating new transaction



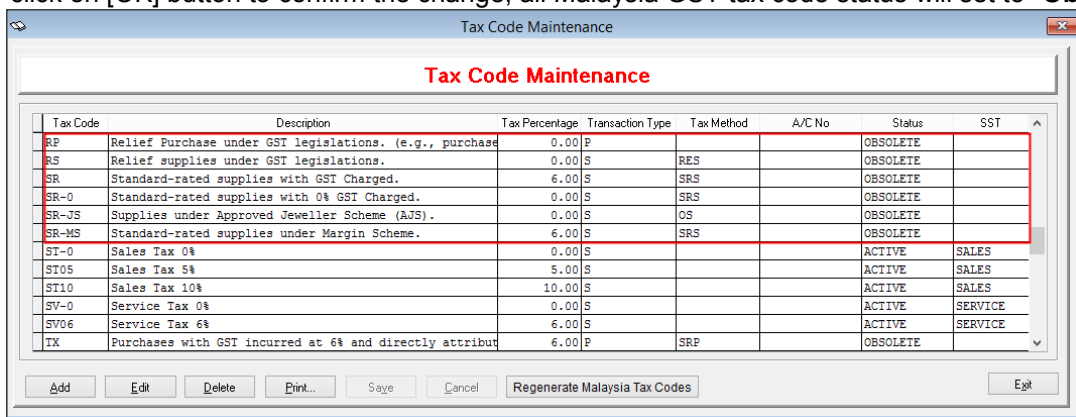
Inventory & Billing Module:

You are still allowed to edit existing GST transaction. Please be remind that **Sales and Service Tax** will be implemented started from **1st September 2018**, if you would like to do some changes on existing GST transaction or re-submit GST-Return, you should refer to Customs guideline or any officer who may provide you the correct information.

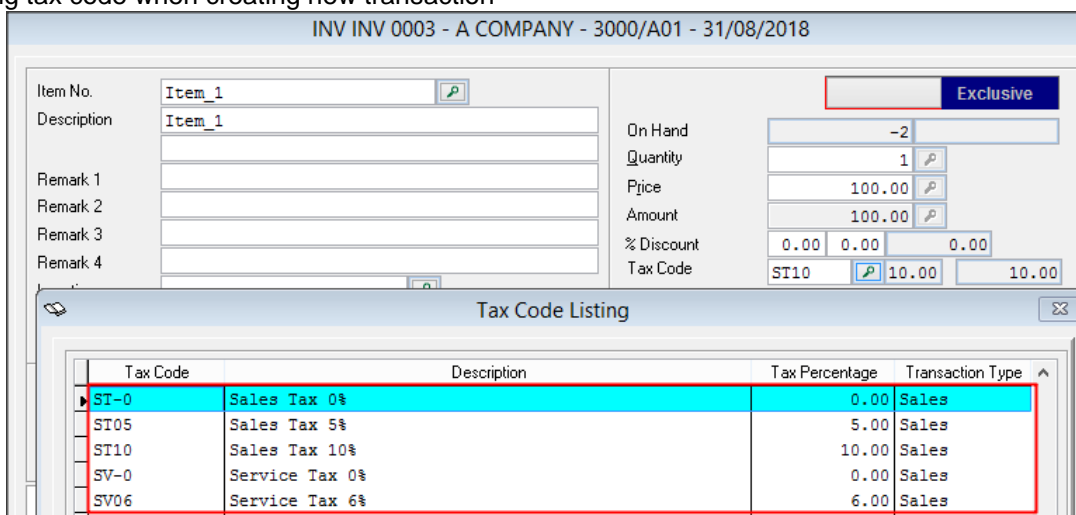
New set of SST proposed tax code will be created by the system after system upgrade and your GST tax code will remain unchanged. Both GST and SST tax codes can be selected when creating/adjusting transaction, as long as tax code status is set to active. If you would like to set all GST tax code to “Obsolete”, there is an option to make this process simple – When turning off [Malaysia GST], your selection should be **“Yes, I would like to change the tax code status to Obsolete”**



After click on [OK] button to confirm the change, all Malaysia GST tax code status will set to **“Obsolete”**



In transaction, only SST tax codes are listed for selection. This would help you to avoid from selecting wrong tax code when creating new transaction



After you have created transaction by using SST tax code, correct format will be selected – instead of Tax Invoice, SST format will be defaulted. No set up is required but system will automatically select for you.

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C COMPANY					INVOICE				
ATIN. : TEL. : FAX : A/C NO. : 3000/C01					NO. : INV 0001 DATE : 30/08/2018 TERM : CURRENCY : MYR @ 1.0000 AGENT : PAGE : 1 PRINTED ON : 31/08/2018 PRINTED BY : ADMIN				
ITEM NO.	DESCRIPTION	QUANTITY	UOM	U.PRICE	DISC AMT	TOTAL EXCL. SST	SST	TOTAL INCL. SST	TAX CODE
1	Item_1	1		200.00		200.00	20.00	220.00	ST10
RINGGIT MALAY SIA : TWO HUNDRED TWENTY ONLY									
								MYR	
								SUB TOTAL	200.00
								TOTAL DISCOUNT	0.00
								TOTAL EXCL. SST	200.00
								ADD SST	20.00

3. If you are GST but not SST registered company

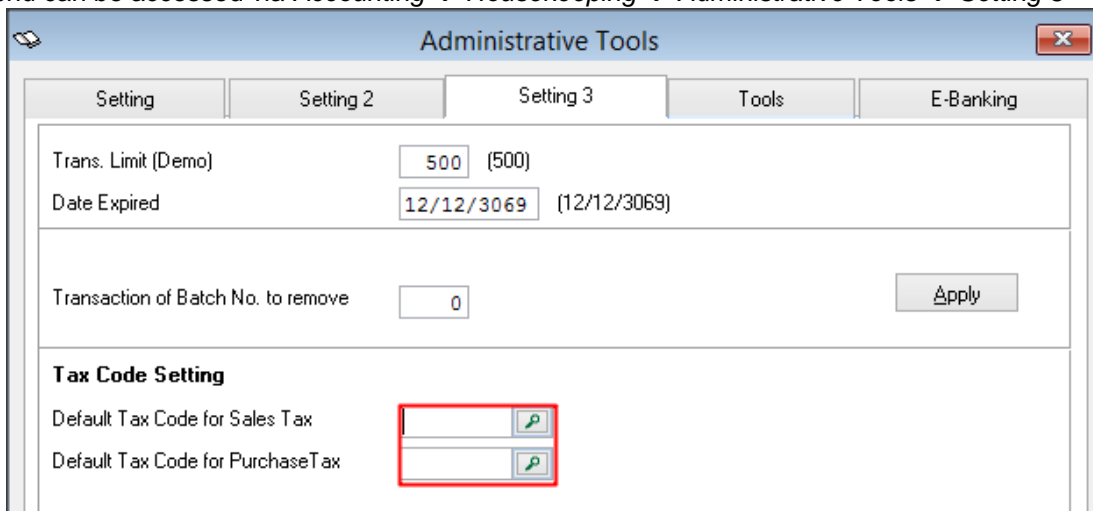
In this case, you should turn [Malaysia GST] off. However, Sage product will still allowed you adjust existing GST transaction, print Tax Invoice/Credit Note/Debit Note and re-generate GST Return.

3.1 Default Tax Code Setting

To avoid tax code is automatically assign when creating new Non-GST / Non-SST transaction, you should remove the default tax code from Administrative Tools

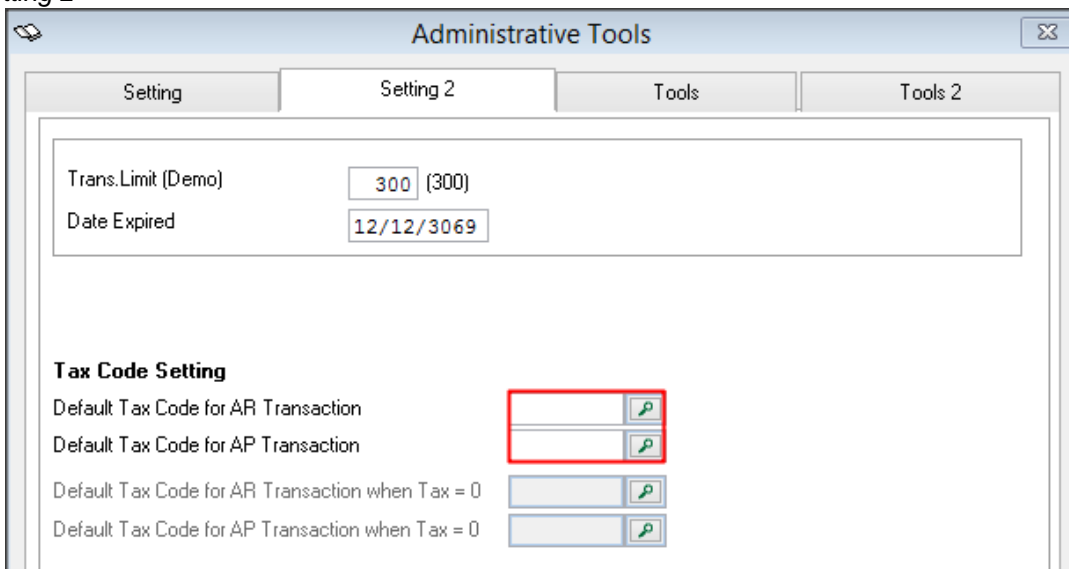
Accounting Module:

Menu can be accessed via *Accounting* → *Housekeeping* → *Administrative Tools* → *Setting 3*



Inventory & Billing Module:

Menu can be accessed via *Inventory & Billing* → *Housekeeping* → *Run Setup* → *Administrative Tools* → *Setting 2*

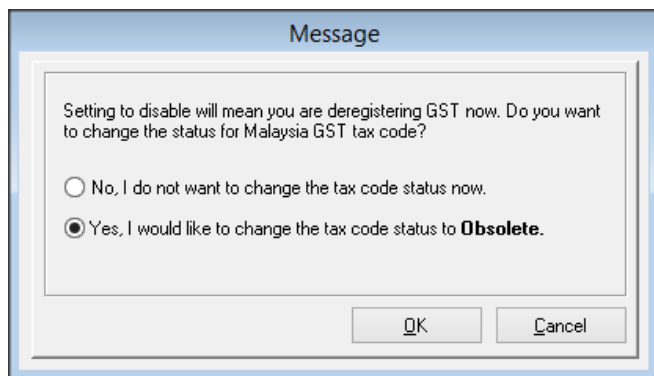


3.2 Transaction and Source document printing

Accounting Module:

You are still allowed to edit existing GST transaction. Please be remind that **Sales and Service Tax** will be implemented started from **1st September 2018**, if you would like to do some changes on existing GST transaction or re-submit GST-Return, you should refer to Customs guideline or any officer who may provide you the correct information.

New set of SST proposed tax code will be created by the system after system upgrade and your GST tax code will remain unchanged. Both GST and SST tax codes can be selected when creating/adjusting transaction, as long as tax code status is set to active. If you would like to set all GST tax code to “Obsolete”, there is an option to make this process simple – When turning off [Malaysia GST], your selection should be **“Yes, I would like to change the tax code status to Obsolete”**



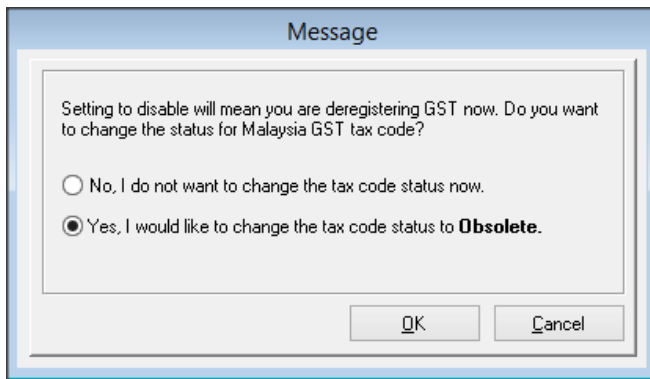
After click on [OK] button to confirm the change, all Malaysia GST tax code status will set to **“Obsolete”**. If you are Non-SST registered company, please do not select tax code when creating new transaction and it is advisable to set SST tax code to **Inactive** or **Obsolete**.

Tax Code Maintenance							
Tax Code	Description	Tax Percentage	Transaction Type	Tax Method	A/C No	Status	SST
RP	Relief Purchase under GST legislations. (e.g., purchase	0.00	P			OBSOLETE	
RS	Relief supplies under GST legislations.	0.00	S	RES		OBSOLETE	
SR	Standard-rated supplies with GST Charged.	6.00	S	SRS		OBSOLETE	
SR-0	Standard-rated supplies with 0% GST Charged.	0.00	S	SRS		OBSOLETE	
SR-JS	Supplies under Approved Jeweller Scheme (AJS).	0.00	S	OS		OBSOLETE	
SR-MS	Standard-rated supplies under Margin Scheme.	6.00	S	SRS		OBSOLETE	
ST-0	Sales Tax 0%	0.00	S			ACTIVE	SALES
ST05	Sales Tax 5%	5.00	S			ACTIVE	SALES
ST10	Sales Tax 10%	10.00	S			ACTIVE	SALES
SV-0	Service Tax 0%	0.00	S			ACTIVE	SERVICE
SV06	Service Tax 6%	6.00	S			ACTIVE	SERVICE
TX	Purchases with GST incurred at 6% and directly attribut	6.00	P	SRP		OBSOLETE	

Inventory & Billing Module:

You are still allowed to edit existing GST transaction. Please be remind that **Sales and Service Tax** will be implemented started from **1st September 2018**, if you would like to do some changes on existing GST transaction or re-submit GST-Return, you should refer to Customs guideline or any officer who may provide you the correct information.

New set of SST proposed tax code will be created by the system after system upgrade and your GST tax code will remain unchanged. Both GST and SST tax codes can be selected when creating/adjusting transaction, as long as tax code status is set to active. If you would like to set all GST tax code to “Obsolete”, there is an option to make this process simple – When turning off [Malaysia GST], your selection should be **“Yes, I would like to change the tax code status to Obsolete”**



After click on [OK] button to confirm the change, all Malaysia GST tax code status will set to **“Obsolete”**. If you are Non-SST registered company, please do not select tax code when creating new transaction and it is advisable to set SST tax code to **Inactive** or **Obsolete**.

The "Tax Code Maintenance" window displays a table with the following columns: Tax Code, Description, Tax Percentage, Transaction Type, Tax Method, A/C No, Status, and SST. The table lists various tax codes, with several GST-related codes highlighted in red, indicating they are now obsolete.

Tax Code	Description	Tax Percentage	Transaction Type	Tax Method	A/C No	Status	SST
RP	Relief Purchase under GST legislations. (e.g., purchase	0.00	P			OBSOLETE	
RS	Relief supplies under GST legislations.	0.00	S	RES		OBSOLETE	
SR	Standard-rated supplies with GST Charged.	6.00	S	SRS		OBSOLETE	
SR-0	Standard-rated supplies with 0% GST Charged.	0.00	S	SRS		OBSOLETE	
SR-JS	Supplies under Approved Jeweller Scheme (AJS).	0.00	S	OS		OBSOLETE	
SR-MS	Standard-rated supplies under Margin Scheme.	6.00	S	SRS		OBSOLETE	
SI-0	Sales Tax 0%	0.00	S			ACTIVE	SALES
SI05	Sales Tax 5%	5.00	S			ACTIVE	SALES
SI10	Sales Tax 10%	10.00	S			ACTIVE	SALES
SV-0	Service Tax 0%	0.00	S			ACTIVE	SERVICE
SV06	Service Tax 6%	6.00	S			ACTIVE	SERVICE
TX	Purchases with GST incurred at 6% and directly attribut	6.00	P	SRP		OBSOLETE	

At the bottom of the window, there are buttons for "Add", "Edit", "Delete", "Print...", "Save", "Cancel", "Regenerate Malaysia Tax Codes", and "Exit".

After you have created transaction without using any tax code, standard format will be selected – instead of Tax Invoice or SST format, standard format will be defaulted. No set up is required but system will automatically select for you.

Sage Software Sdn. Bhd. (formerly known as UBS Corporation Sdn. Bhd.) 441389-K Suite 1B-6, Level 6, Block 1B, Plaza Sentral, Jalan Stesen Sentral 1, Kuala Lumpur Sentral, 50470 Kuala Lumpur.						
A COMPANY				INVOICE		
ATTN. :				NO. : INV 0004		
TEL. :				DATE : 31/08/2018		
FAX. :				TERM. :		
A/C NO. : 3000/A01				PAGE : 1		
ITEM NO.	DESCRIPTION	QTY	U PRICE	DIS.	TAX	AMOUNT
1	Item_1	1	200.00			200.00
RINGGIT MALAYSLA : TWO HUNDRED ONLY						
		TOTAL QUANTITY	1			TOTAL
						DISCOUNT
						NET
						TAX
						200.00
						0.00
						200.00
						0.00

4. If you are new SST registered company

In this case, you will need to maintain SST information in setting without turning [Malaysia GST] on. Here are the guidelines on how to run SST.

4.1 Sales and Service Tax Setting

In Sage Product, SST setting tab will always enable, regardless [Malaysia GST] still is ON or OFF. If you are SST registered company, you should maintain your SST information under this tab, this is to ensure correct information can be captured and show in the report. Please do not forget to maintain in both Accounting and Inventory & Billing system, as there are two different module.

Accounting Module:

Menu can be accessed via *Accounting* → *Housekeeping* → *Setup* → *General Setup* → *SST Setting*
 In this screen, you are allowed to:

- Maintain Sales Tax Reg. No. or Service Tax Reg. No. Enter both if your company has Sales and Service Tax Reg. No.
- Set the SST effective date. By default, it is set to 1st September 2018
- Set the next filing date. This information is required for future SST reporting.
- Set the taxable period. This information is required for future SST reporting.

Inventory & Billing Module:

Menu can be accessed via *Inventory & Billing* → *Housekeeping* → *Run Setup* → *General Setup* → *Company Profile*

In this screen, you are allowed to:

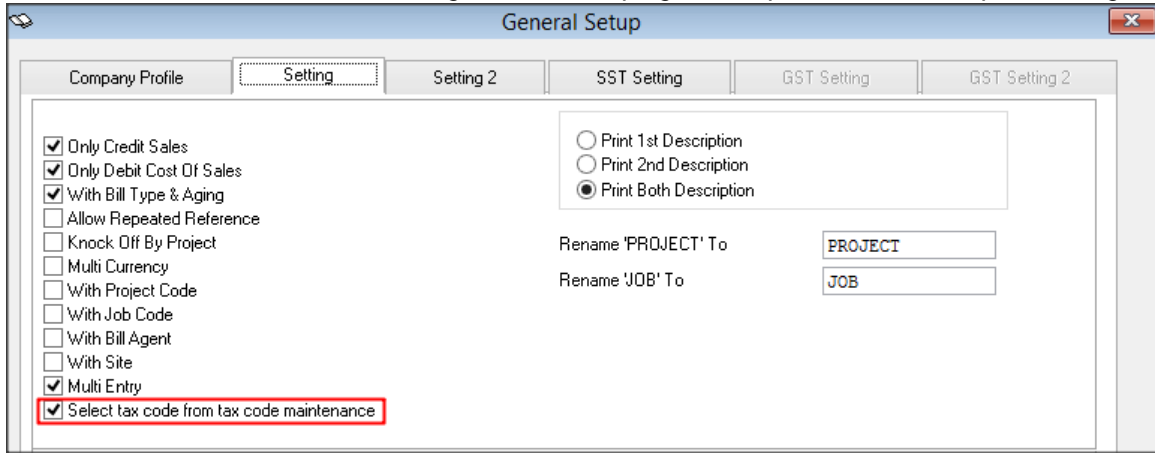
- Maintain Sales Tax Reg. No. or Service Tax Reg. No. Enter both if your company has Sales and Service Tax Reg. No. These numbers will be showing in the report when printing source document

4.2 Other Setting – I want to select tax code from tax code maintenance.

By default, after [Malaysia GST] is off, you are not able to select tax code which is maintained in tax code maintenance. Hence, new setting is introduced to allow you to select maintained tax code when creating transaction.

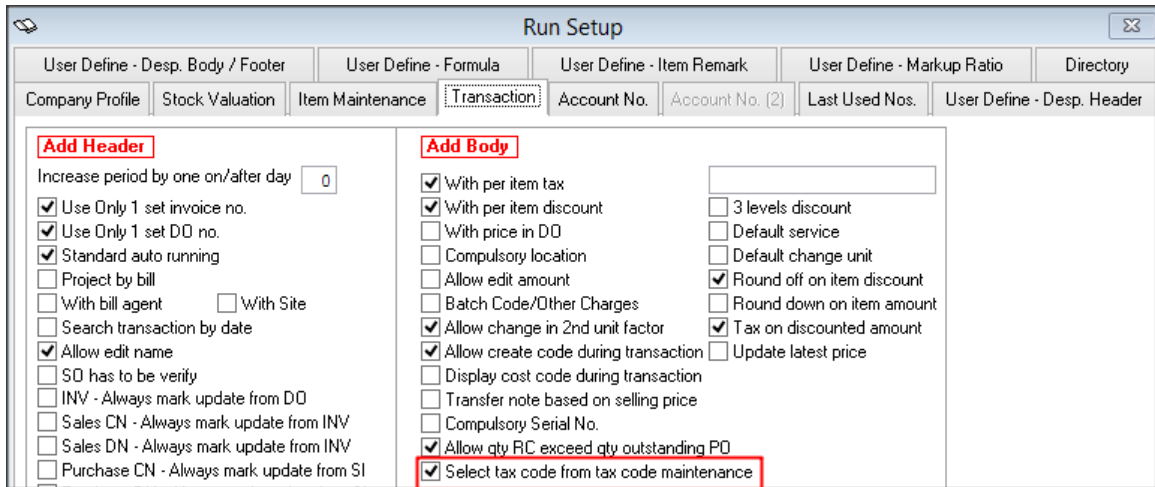
Accounting Module:

Menu can be accessed via *Accounting* → *Housekeeping* → *Setup* → *General Setup* → *Setting*



Inventory & Billing Module:

Menu can be accessed via *Inventory & Billing* → *Housekeeping* → *Run Setup* → *General Setup* → *Transaction*



4.3 New General Ledger Account to be mapped to the tax code

It is advisable to create new General Ledger Account to keep track SST tax amount.

After G/L account is created, you can go to Tax Code Maintenance, map the relevant account to SST tax code.

Tax Code Maintenance

Tax Code	Description	Tax Percentage	Transaction Type	Tax Method	A/C No	Status	SST
RP	Relief Purchase under GST legislations. (e.g., purchase	0.00	P			OBSOLETE	
RS	Relief supplies under GST legislations.	0.00	S	RES		OBSOLETE	
SR	Standard-rated supplies with GST Charged.	6.00	S	SRS		OBSOLETE	
SR-0	Standard-rated supplies with 0% GST Charged.	0.00	S	SRS		OBSOLETE	
SR-JS	Supplies under Approved Jeweller Scheme (AJS).	0.00	S	OS		OBSOLETE	
SR-MS	Standard-rated supplies under Margin Scheme.	6.00	S	SRS		OBSOLETE	
ST-0	Sales Tax 0%	0.00	S			ACTIVE	SALES
ST05	Sales Tax 5%	5.00	S		4050/000	ACTIVE	SALES
ST10	Sales Tax 10%	10.00	S			ACTIVE	SALES
SV-0	Service Tax 0%	0.00	S			ACTIVE	SERVICE
SV06	Service Tax 6%	6.00	S			ACTIVE	SERVICE
TX	Purchases with GST incurred at 6% and directly attribut	6.00	P	SRP		OBSOLETE	

4.4 Default Tax Code Setting

To ensure preferred SST tax code is automatically assign when creating new transaction you may maintain the default tax code in Administrative Tools

Accounting Module:

Menu can be accessed via *Accounting* → *Housekeeping* → *Administrative Tools* → *Setting 3*

Inventory & Billing Module:

Menu can be accessed via *Inventory & Billing* → *Housekeeping* → *Run Setup* → *Administrative Tools* → *Setting 2*

4.5 Transaction and Source document printing

Accounting Module:

New set of SST proposed tax code will be created by the system after system upgrade. In transaction, SST tax codes are listed for selection.

The screenshot shows a transaction form with the following details:

- Date: 31/08/2018
- A/C No.: 5000/000
- Ref. No.: INV 0004
- Desp.: A COMPANY
- Debit: 0.00
- Credit: 100.00
- GST Exclusive:
- Bill Type: I
- Direct Input/Output Tax:
- GST Classification: SV06

Below the form is a 'Tax Code Listing' dialog box with the following table:

Tax Code	Description	Tax Percentage	Transaction Type
ST-0	Sales Tax 0%	0.00	Sales
ST05	Sales Tax 5%	5.00	Sales
ST10	Sales Tax 10%	10.00	Sales
SV-0	Service Tax 0%	0.00	Sales
SV06	Service Tax 6%	6.00	Sales

Inventory & Billing Module:

New set of SST proposed tax code will be created by the system after system upgrade. In transaction, SST tax codes are listed for selection.

The screenshot shows an inventory transaction form with the following details:

- Item No.: Item_1
- Description: Item_1
- On Hand: -2
- Quantity: 1
- Price: 100.00
- Amount: 100.00
- % Discount: 0.00, 0.00, 0.00
- Tax Code: ST10 (10.00)
- Exclusive:

Below the form is a 'Tax Code Listing' dialog box with the following table:

Tax Code	Description	Tax Percentage	Transaction Type
ST-0	Sales Tax 0%	0.00	Sales
ST05	Sales Tax 5%	5.00	Sales
ST10	Sales Tax 10%	10.00	Sales
SV-0	Service Tax 0%	0.00	Sales
SV06	Service Tax 6%	6.00	Sales

After you have created transaction by using SST tax code, correct format will be selected – instead of Tax Invoice, SST format will be defaulted. No set up is required but system will automatically select for you.

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Suite 1B-6, Level 6, Block 1B, Plaza Sentral, Jalan Stesen Sentral 5, Kuala Lumpur Sentral, 50470 Kuala Lumpur. (Company Reg No: 441389-K) (Sales Tax Reg No: XXXXXXXXXX)									
C COMPANY					INVOICE				
ATIN. : TEL. : FAX : A/C NO. : 3000/C01					NO. : INV 0001 DATE : 30/08/2018 TERM : CURRENCY : MYR @ 1.0000 AGENT : PAGE : 1 PRINTED ON : 31/08/2018 PRINTED BY : ADMIN				
ITEM NO.	DESCRIPTION	QUANTITY	UOM	U.PRICE	DISC AMT	TOTAL EXCL. SST	SST	TOTAL INCL. SST	TAX CODE
1	Item_1	1		200.00		200.00	20.00	220.00	ST10
RINGGIT MALAY SIA : TWO HUNDRED TWENTY ONLY									
								MYR	
								SUB TOTAL	200.00
								TOTAL DISCOUNT	0.00
								TOTAL EXCL. SST	200.00
								ADD SST	20.00

***** END *****