



Sage 50 Lesson 1 – Setup & Settings

Lesson Outline

In this lesson, you will learn about :

- ☐ Enablement of GST features
- ☐ Maintain key data elements for GST reporting



- Company profile
- **Settings**
- Setup masters

❑ Create new company

GST Registration Details

- 1 Maintain Company Details
- 2 **GST registration Details**
- 3 Setting Accounting Year
- 4 Setting Master Data

GST Registration Details

☐ Enable GST/VAT

GST Registration No.

Effective Date

Reporting Currency MYR-Malaysian ringgit

GST Taxable Period/Category

Next GST Filing Date

❑ Company Profile

GST Registration Details

☒ **Enable GST/VAT**

GST Registration No.

Effective Date

Reporting Currency MYR-Malaysian ringgit

GST Taxable Period/Category

Next GST Filing Date

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- Company profile
- Settings
- **Setup masters**

❑ GL Accounts

- Account sub-type = “Sales Tax”, “Purchase Tax”



No.	GL accounts	Account type
1	GST Input Tax	Balance Sheet
2	GST Output Tax	Balance Sheet
3	GST Control Account	Balance Sheet
4	GST Expense	Profit & Loss
5	GST Bad Debt Relief	Profit & Loss
6	GST Bad Debt Recovered	Profit & Loss

❑ Customer / Supplier

- Address
- Company Reg. No
- GST Reg. No
- RMCD Approval No

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➤ Company profile
➤ Settings
➤ **Setup masters**



☐ **Item**

- Imported Service
- Purchase / Supply tax code

☐ **Item Group**

- Purchase / Supply tax code

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End of Lesson 1

You have learnt:

- ☐ How to enable GST features
- ☐ Setup the key data elements for GST reporting

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Sage 50 Lesson 2 – Transactions Input

Lesson Outline



In this lesson, you will learn about :

- ☐ GST in Purchase entries
- ☐ GST in Sales entries
- ☐ GST in Receipt entries
- ☐ Posting

- Purchase
- Sales
- Posting

Important notes for GST

- Supplier invoice
- Purchase debit note, Purchase credit note - Reason
- Self Billed invoice
- Invoice not paid within 6 months
- Payment for outstanding invoice more than 6 months
- Capital goods
- Import of Service





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- Purchase
- Sales
- Posting

Important notes for GST

- Tax Invoice
- Credit Note, Debit Note - Reason
- Prepayment
- Invoice not issued within 21 days
- Credit Note / Debit Note
- Bad debt relief
- Bad debt recovered



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➤ Purchase

➤ Sales

➤ **Posting**



Post to Accounting

- Sales / Purchase / Inventory (perpetual) transactions

Journal posting

- Payment / Receipt / Journal entries

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End of Lesson 2

You have learnt:

- ☐ GST treatment in Purchase entries
- ☐ GST treatment in Sales entries
- ☐ GST treatment in Receipt entries
- ☐ The need of Posting

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Sage 50 Lesson 3 – Reports

Lesson Outline

In this lesson, you will learn about :

- ☐ Source documents for GST purpose
- ☐ GST Return & GST Audit File
- ☐ Tax report

➤ **Source documents**

➤ GST Return (GST-03)

➤ GST Audit File (GAF)

➤ Tax report

❑ Invoice, Credit Note, Debit Note

➤ Required fields for GST purpose

Sage (411389-K)
 Suite 1B-6, Level 6, Block 1B, Plaza Sentral, Jalan Stesen Sentral 5,
 50470, Kuala Lumpur, Wilayah Persekutuan, Malaysia
 (GST Reg No : 1901/2015)

Customer A
 Address 1, Address 2
 Address 3
 Malaysia
 A/C NO. : 0001 A

TAX INVOICE

No. : S199999993
 Date : 02/02/2017
 Terms : 14 DAYS
 Page : 1/1
 Printed On : 08/05/2014 17:54:13
 Printed By : admin

No	Item	Description	Quantity/UOM	Unit Price	Disc. Amt	Total Excl. GST	Tax Amt	Total Incl. Tax	Tax Code
1	CK000001	Cooking oil	1 UNIT	20.00	0.00	20.00	0.00	20.00	ZR
2	Item A1	Item A1	1 UNIT	30.00	0.00	30.00	0.00	30.00	ES
3	Item A	Item A	1 UNIT	40.00	0.00	40.00	2.40	42.40	SR

Sub Total: 90.00
 Total Discount: 0.00
 Total Excl. GST: 90.00
 Add GST: 2.40
 Rounding Adjustment: 0.00
 Total Payable Incl. GST (MYR): 92.40

GST Summary

	Amount	Tax
ES @ 0%	30.00	0.00
SR @ 6%	40.00	2.40
ZR @ 0%	20.00	0.00

Rate of GST

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➤ **Source documents**

➤ GST Return (GST-03)

➤ GST Audit File (GAF)

➤ Tax report

❑ Invoice, Credit Note, Debit Note

➤ Print Control

- Original | Duplicate

➤ Self-billed Invoice

- RMCD Approval No.

Sage (411389-K)
 Suite 1B-6, Level 6, Block 1B, Plaza Sentral, Jalan Stesen Sentral 5,
 50470, Kuala Lumpur, Wilayah Persekutuan, Malaysia
 (GST Reg No : 1901/2015)

Customer A
 Address 1, Address 2
 Address 3
 Malaysia
 A/C NO. : 0001 A

TAX INVOICE

No. : S199999993
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No	Item	Description	Quantity/UOM	Unit Price	Disc. Amt	Total Excl. GST	Tax Amt	Total Incl. Tax	Tax Code
1	CK000001	Cooking oil	1 UNIT	20.00	0.00	20.00	0.00	20.00	ZR
2	Item A1	Item A1	1 UNIT	30.00	0.00	30.00	0.00	30.00	ES
3	Item A	Item A	1 UNIT	40.00	0.00	40.00	2.40	42.40	SR

Sub Total: 90.00
 Total Discount: 0.00
 Total Excl. GST: 90.00
 Add GST: 2.40
 Rounding Adjustment: 0.00
 Total Payable Incl. GST (MYR): 92.40

GST Summary

	Amount	Tax
ES @ 0%	30.00	0.00
SR @ 6%	40.00	2.40
ZR @ 0%	20.00	0.00

Rate of GST

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- Source documents
- GST Return (GST-03)
- GST Audit File (GAF)
- **Tax report**

Tax report

Sage - Sage 50 Advance
Tax Report
01/01/2016 To 31/01/2016

Transaction Type : All Page 1 of 4
Currency : Malaysian ringgit Printed On : 08/05/2014
Printed By : admin

Doc Date	Ref. No.	Description	Taxable Amt	GST Amt
BL Purchases with GST incurred but not claimable (Disallowance of Input Tax)				
09/01/2016	007	Purchase/Supp A - Supplier A	35,000.00	2,100.00
10/01/2016	008	Purchase/Supp A - Supplier A	20,000.00	1,200.00
Total			55,000.00	3,300.00
DS Deemed supplies				
11/01/2016	0009	Sales/Cust B - Customer B	28,000.00	1,680.00
12/01/2016	0010	Sales/Cust B - Customer B	26,000.00	1,560.00
Total			54,000.00	3,240.00
EP Purchases exempted from GST. E.g. purchase of residential property or financial services				
15/01/2016	013	Purchase/Supp A - Supplier A	12,500.00	0.00
16/01/2016	014	Purchase/Supp A - Supplier A	11,000.00	0.00
Total			23,500.00	0.00
ES Exempt supplies under GST.				
15/01/2016	0013	Sales/Cust A - Customer A	17,500.00	0.00
16/01/2016	0014	Sales/Cust A - Customer A	12,000.00	0.00
Total			29,500.00	0.00

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End of Lesson 3

You have learnt:

- ☐ Required fields in Tax invoice, Credit note, Debit note
- ☐ How to generate GST Return & GST Audit File
- ☐ Tax report

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