



## 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  <input type="checkbox"/> Enable GST/VAT GST Registration No. <input type="text"/> Effective Date <input type="text" value="01/04/2015"/> Reporting Currency <input type="text" value="MYR-Malaysian ringgit"/> GST Taxable Period/Category <input type="text" value="3 Months"/> Next GST Filing Date <input type="text" value="01/04/2015"/>
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## □ Company Profile

**GST Registration Details**

<input checked="" type="checkbox"/> Enable GST/VAT GST Registration No. <input type="text" value="1001/2016"/> Effective Date <input type="text" value="01/01/2014"/> Reporting Currency <input type="text" value="MYR-Malaysian ringgit"/> GST Taxable Period/Category <input type="text" value="1 Month"/> Next GST Filing Date <input type="text" value="01/02/2016"/>
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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

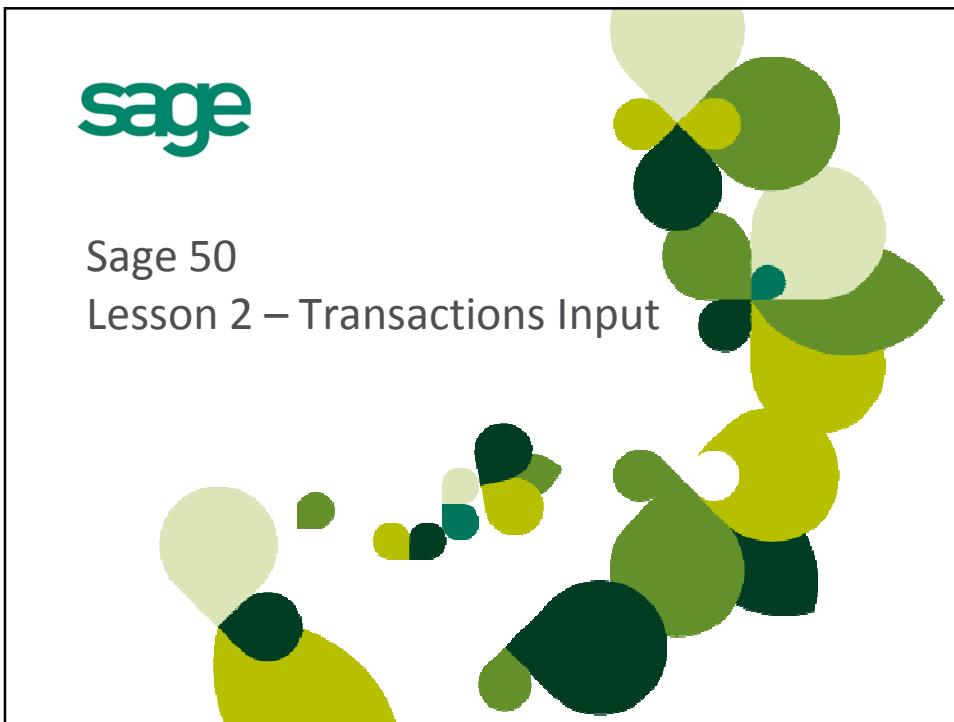


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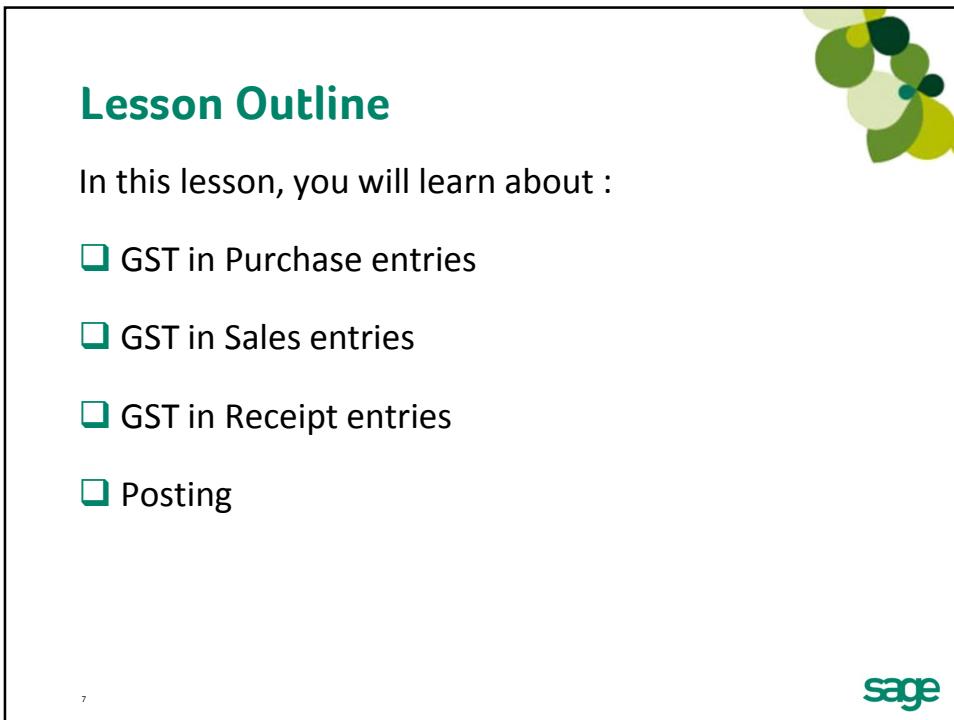
## End of Lesson 1

You have learnt:

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



The slide features the Sage logo in green on the left. The title 'Sage 50' is in a large, bold, grey font, followed by 'Lesson 2 – Transactions Input' in a smaller grey font. To the right of the text is a decorative graphic of overlapping green and yellow circles of various sizes.



**Lesson Outline**

In this lesson, you will learn about :

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

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➤ 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 (441389 K)**  
Suite 1B-6, Level 6, Block 1B, Plaza Sentral, Jalan Stesen Sentral 5, 50470, Kuala Lumpur, Wilayah Persekutuan, Malaysia  
(GST Reg No : 1001/2016)

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

**TAX INVOICE**

No.	Item	Description	Quantity UOM	Unit Price	Disc Amt	Total Excl.	Tax Amt	Total Incl. Tax	GST 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

**Description of goods / service supplied** : ASIAN RINGGIT : NINETY-TWO AND FORTY CENTS ONLY

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

**Rate of GST**

**RECEIVED BY**

**AUTHORISED SIGNATURE(S)**

**Company name, address, GST registration no**

**The word "Tax Invoice" clearly indicated**

**Tax invoice no. date**

**GST Tax code**

**Total before GST**

**Total GST amount**

**Total including GST**

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

## ❑ Invoice, Credit Note, Debit Note

### ➤ Print Control

- Original | Duplicate

### ➤ Self-billed Invoice

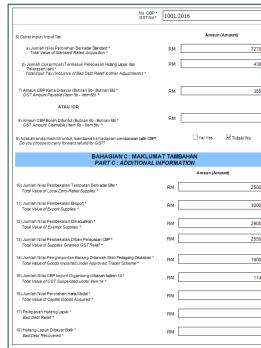
- RMCD Approval No.

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

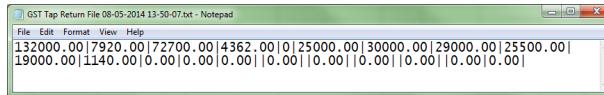
## GST Return (GST-03)

▪ GST-03





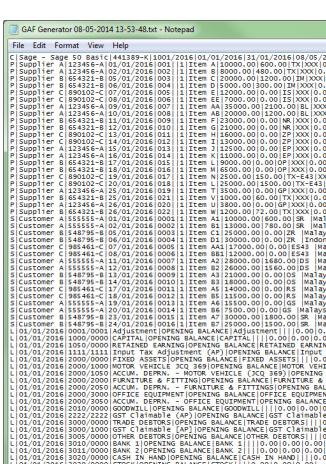
▪ Tap Return File

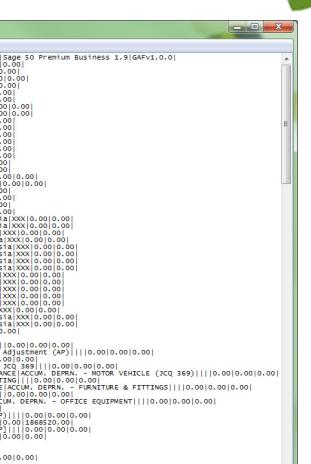


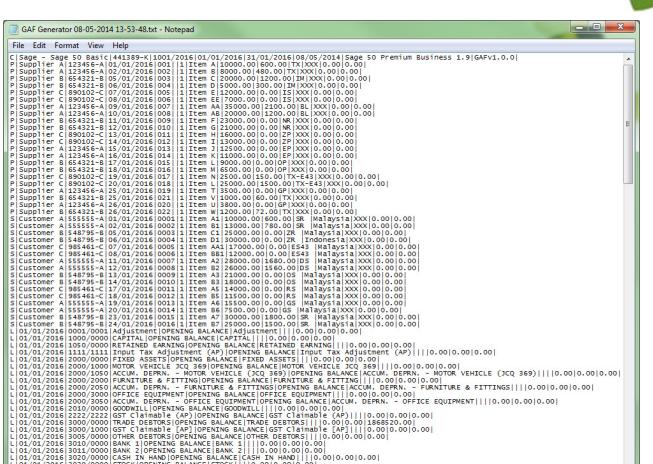


- Source documents
- GST Return (GST-03)
- **GST Audit File (GAF)**
- Tax report

## GST Audit File (GAF)









- 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

Doc Date	Ref. No.	Description	Taxable Amt	GST Amt
<b>BL</b> 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
		<b>Total</b>	55,000.00	3,300.00
<b>DS</b> 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
		<b>Total</b>	54,000.00	3,240.00
<b>EP</b> 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
		<b>Total</b>	23,500.00	0.00
<b>ES</b> 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
		<b>Total</b>	29,500.00	0.00



## 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

