



Sage UBS

Lesson 1 – Setup & Settings



Lesson Outline

In this lesson, you will learn about :

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





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- **Country setting**
- General setup
- Maintain master data

□ Accounting

- Country setting
 - Select Country = 'MY'
 - With Purchase Tax
 - With Sales Tax
 - With GST
- General Setup > With Malaysia GST checkbox

□ Inventory & Billing

- Country setting
 - Select Country = 'MY'
- General Setup > With Malaysia GST checkbox



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- Country setting
- **General setup**
- Maintain master data

□ Accounting

- General Setup > Company Profile
- General Setup > GST Setting

□ Inventory & Billing

- Run Setup > Company Profile
- Run Setup > Transactions
 - With per item tax, With per item discount are checked and not allow to change.

- Country setting
- General setup
- **Maintain master data**

□ GL Accounts

- Special Account = 'PT', 'ST'

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

□ Tax maintenance

- Map GL Accounts

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- Country setting
- General setup
- **Maintain master data**

□ Customer / Supplier

- Company Reg. No
- GST Reg. No
- Export customer (Customer)
- RMCD approval code (Supplier)

□ Item

- Purchase / Supply tax code

□ Item Group

- Purchase / Supply tax code

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End of Lesson 1

You have learnt:

- Steps to enable GST features and fill up GST registration details
- Maintain key data elements in master data for GST reporting

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Lesson 1 – Transactions Input

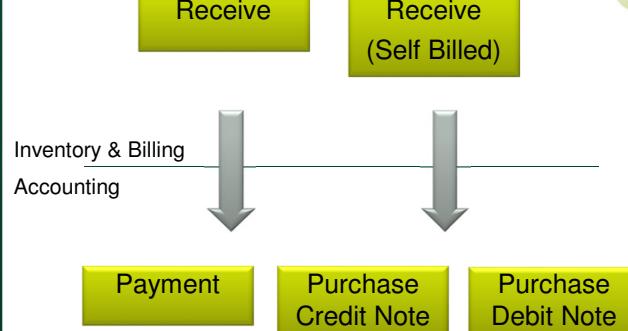
Lesson Outline

In this lesson, you will learn about :

- Purchase entries
- Sales entries
- Accounting entries
- Posting

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- Purchase
- Sales
- Accounting
- Inventory
- Posting



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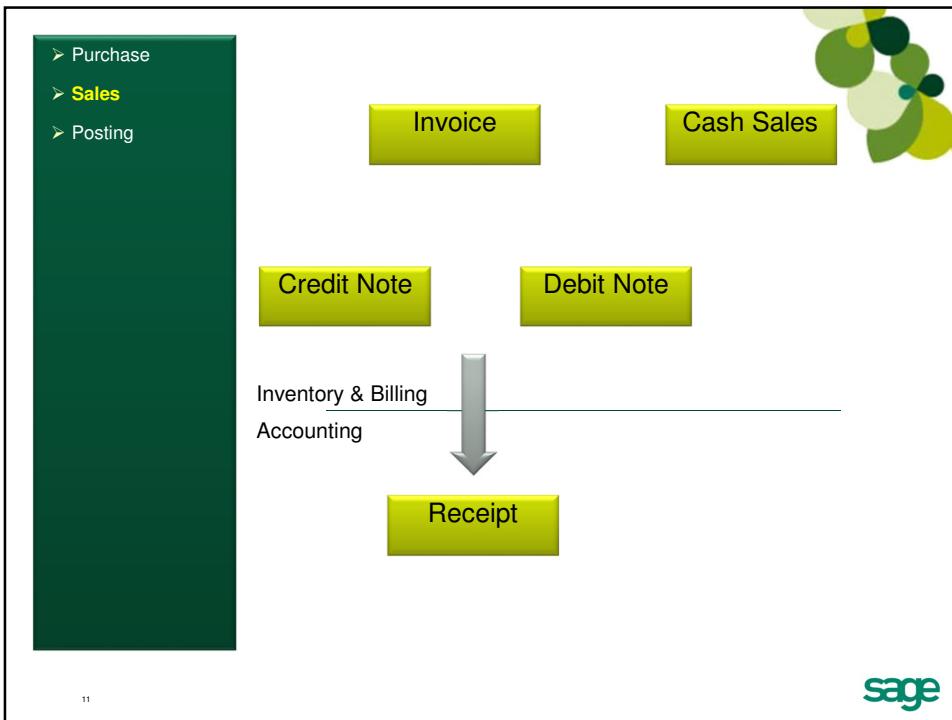
- Purchase
- Sales
- Accounting
- Inventory
- Posting

Important notes for GST

- Receive
- Receive (Self Billed invoice)
- Invoice not paid within 6 months
- Payment for outstanding invoice more than 6 months
- Import of Service
- Capital goods

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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**

- ❑ Inventory & Billing (Posting to Accounting)
- Periodic > Post to Daccount
- Periodic > Export/Import > Export to DBF File
➤ Export Bill Transactions (GST)

- ❑ Accounting
- Periodic > Export/Import > Import from DBF File
➤ Import Bill Transactions (GST)
- Periodic > GST Audit File > Bill Listing



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End of Lesson 2

You have learnt:

- GST related Purchase entries
- GST related Sales entries
- Posting
- Export & Import Bills

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Lesson 3 – Reports

Lesson Outline

In this lesson, you will learn about :

- ❑ Tax invoice, Credit Note, Debit Note
- ❑ GST Return Report (GST-03)
- ❑ Tax report
- ❑ GAF

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- Source documents
- GST reports

❑ Invoice, Credit Note, Debit Note

➤ Required fields for GST purpose

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(GST Reg No : 1001/2016)

TAX INVOICE

No.	Date	Term	Page	Printed On	Printed By
SI99999993	02/02/2017	14/02/2017	1/1	08/05/2014 17:54:13	admin

Customer name, address

Description of goods / service supplied

Rate of GST

GST Tax code

Total before GST

Total GST amount

Total including GST

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

No	Item	Description	Quantity UOM	Unit Price	Disc Amt	Total Excl. GST	Tax Amt	Total Incl. Tax	GST Code
1	OK000001	Cooking oil	1 UNIT	20.00	0.00	20.00	0.00	20.00	ZR
2	ItemA1	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

GST Summary

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

RECEIVED BY

AUTHORISED SIGNATURE(S)

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- **Source documents**
- **GST reports**

□Invoice, Credit Note, Debit Note

- Print Control
 - Original | Duplicate
- Self-billed Invoice
 - RMCD Approval No.

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- **Source documents**
- **GST reports**

GST Return (GST-03)

- Reports > Goods and Service Tax > Malaysia GST > GST Return Wizard
 - pdf
 - tap file

Tax report

- Reports > Goods and Service Tax > Malaysia GST > Goods and Service Tax Report

GAF

- Periodic > GST Audit File > GAF Generator

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End of Lesson 3



You have learnt:

- Generate & print Tax invoice, credit note, debit note
- Generate GST related reports

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