



## 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




- 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.



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

## 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

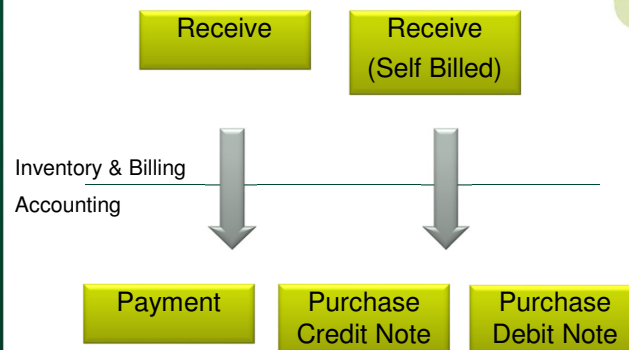
In this lesson, you will learn about :

- ☐ 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

```

graph TD
    Invoice[Invoice]
    CashSales[Cash Sales]
    CreditNote[Credit Note]
    DebitNote[Debit Note]
    Receipt[Receipt]
    
    Invoice --> CreditNote
    Invoice --> DebitNote
    CashSales --> CreditNote
    CashSales --> DebitNote
    
    CreditNote --> Receipt
    DebitNote --> Receipt
    
    subgraph Accounting [Inventory & Billing Accounting]
        CreditNote
        DebitNote
    end
    
```


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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
- ☐ 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

**Sage (411389-K)**  
 Suite 10-6, Level 6, Block 10, Plaza Sentral, Jalan Stesen Sentral 5,  
 50470, Kuala Lumpur, Wilayah Persekutuan, Malaysia  
 (GST Reg No : 1001/2010)

**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

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

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

**Tax invoice no, date**

**Customer name, address**

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

**Description of goods / service supplied**

**Rate of GST**

**GST Summary**

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

**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

**Total before GST**

**Total GST amount**

**Total including GST**

**GST Tax code**

AUTHORISED SIGNATURE(S) RECEIVED BY

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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