

SQL Accounting Training Guide Part 1

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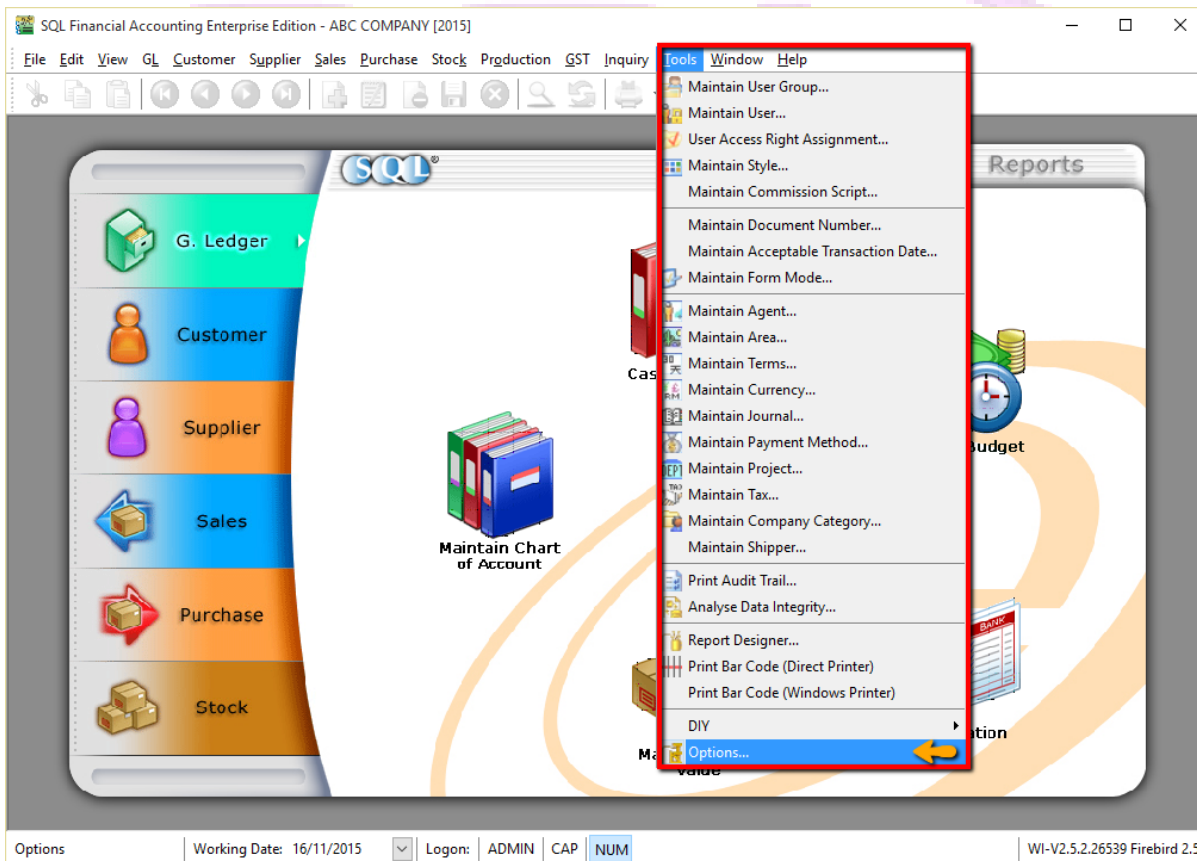
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1 Getting Start With SQL Account System

1.1 How to set Financial Period & System Conversion Date

http://www.sql.com.my/video/sqlacc_tutorial/09-13_Financial_Period.mp4

Step 1 : Tools | Options



Reminder : Once you have setup your Financial Start Period & System Conversion Date you are not easy to change it again. It is set only once when you create a NEW database.

Step 2 : Select **General Ledger**

Step 3: Select **Financial Start Period & System Conversion Date**

Options

General Ledger

Financial Start Period: 01/01/2014

System Conversion Date: 01/01/2014

Default Account:

Default Account	Account
Foreign Exchange Rate Gain A...	530-000
Foreign Exchange Rate Loss ...	980-000
Bank Charge Account	902-000
Contra Account	450-000
Sales Account	500-0000
Cash Account	500-0000
Purchase Account	510-0000
Cash Purchase Account	610-0000
Purchase Return Account	612-0000

Default Journal:

Default Journal	Journal
Bank Journal	BANK
Cash Journal	CASH
Journal Entry	GENERAL
Foreign Bank Adjustment	BANK
Foreign Exchange Rate Gain/L...	GENERAL
Customer/Supplier Contra	GENERAL
Customer Invoice	SALES
Customer Cash Sales	SALES
Customer Credit Note	SALES
Customer Debit Note	SALES
Supplier Invoice	PURCHASE
Supplier Cash Purchase	PURCHASE
Supplier Credit Note	PURCHASE
Supplier Debit Note	PURCHASE

OK Cancel Help

Situation 1:

My financial period starts on 1st January every year, I start using SQL from 1/1/2015.

Financial Start Period = 1/1/2015

System Conversion Date = 1/1/2015

Situation 2:

My financial period starts on 1st January every year, I start using SQL from 1/4/2015.

Financial Start Period = 1/1/2015

System Conversion Date = 1/4/2015

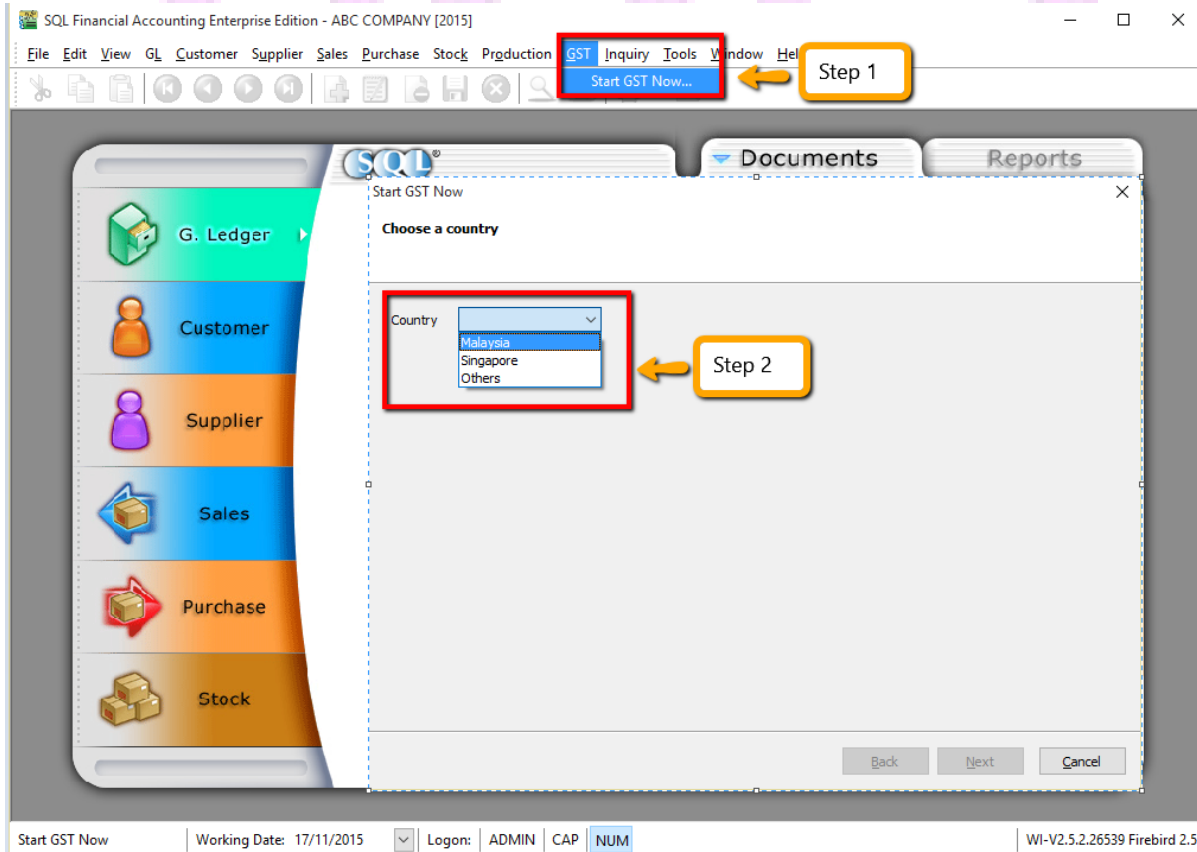
1.2 Starting GST

http://www.sql.com.my/video/sqlacc_tutorial/GST-01_Setup.mp4

This is to initiate setup GST Malaysia Module in SQL Accounting System.

Step 1 : Go to **GST | Start GST Now**

Step 2 : Select **Malaysia**





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Step 3 : Select Malaysia Flag and checked on acknowledgement

Start GST Now

Select the national flag for chosen country

Step 3

☒ I hereby acknowledge that I have chosen the right country and I understand the changes is permanent and not revertible after successful save.


Back Next Cancel

Reminder : Once GST country profile is set. It **cannot be reverse**

Step 4 : Set GST effective date for your company

Start GST Now

Set GST effective date



GST Effective Date 01 Apr 2015

Step 4

In general, GST in Malaysia starts on 1st April 2015, different companies may have different GST effective dates due to their financial yer-end dates and other reasons. Please refer to your GST approval letter to get accurate effective date.

Back Next Cancel

Step 5: Key in company's 12 digit **GST registration number**.

Start GST Now

Set GST Registration No.

GST Registration No. 000123456789

Step 5

If you key in incorrectly, you can still amend under **File | Company Profile**, refer 1.2 Setting for Company Profile.

Back Next Cancel

Step 6: Select **Finish**

Start GST Now

Maintain GL Account

Current Assets

GST-101	GST - Claimable
GST-102	GST - Purchase Deferred Tax
GST-103	GST - Output Tax Prepaid

Current Liabilities

GST-201	GST - Payable
GST-202	GST - Sales Deferred Tax
GST-KASTAM	GST - Payable (Kastam)

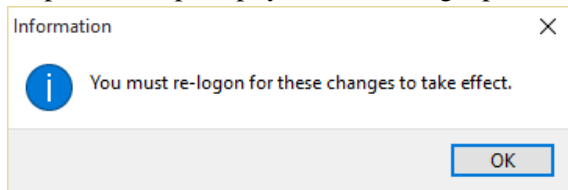
Expenses

GST-301	GST - Undeclaimable
---------	---------------------

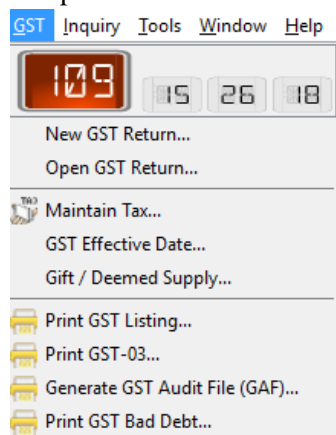
Step 6

Back Finish Cancel

Step 7: It will prompt you this message, please log on again to complete the GST Profile setup

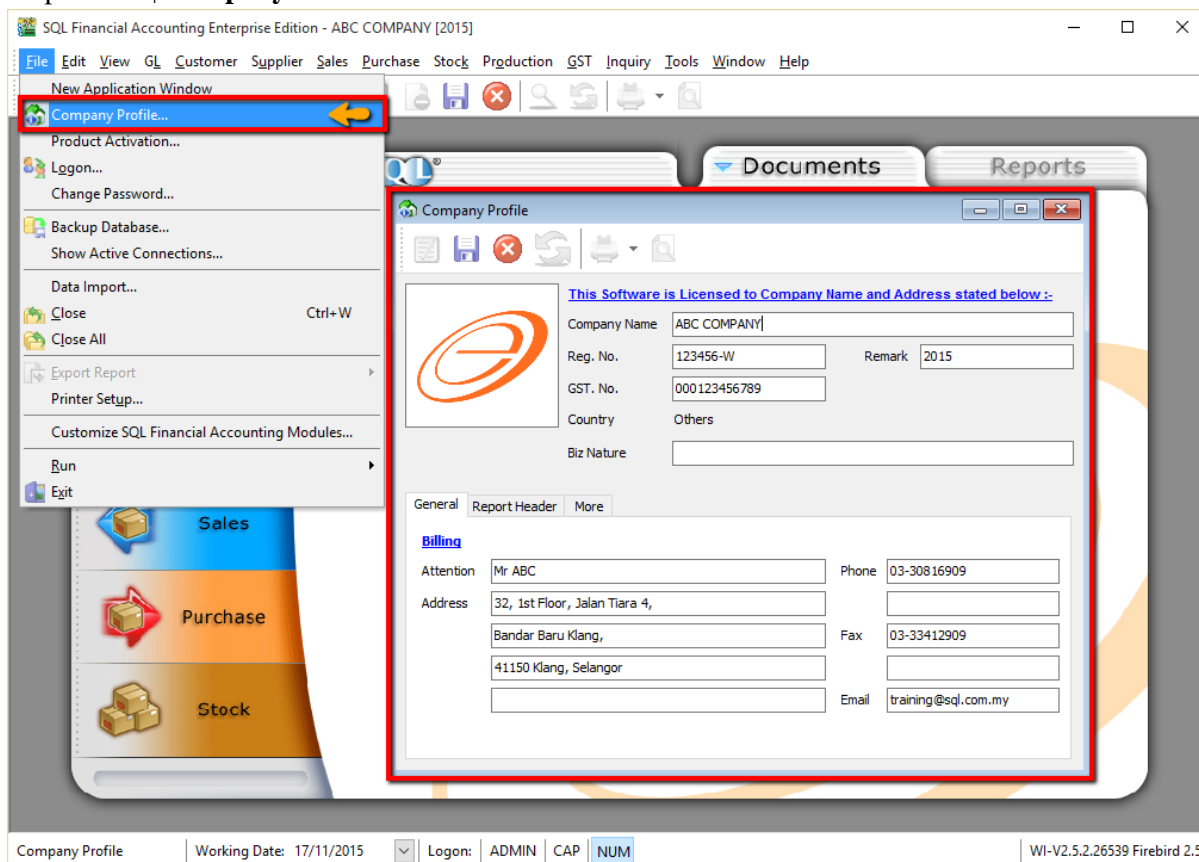


Step 8: After logging in again, you should can see new drop down list for GST function, then GST setup is now complete.

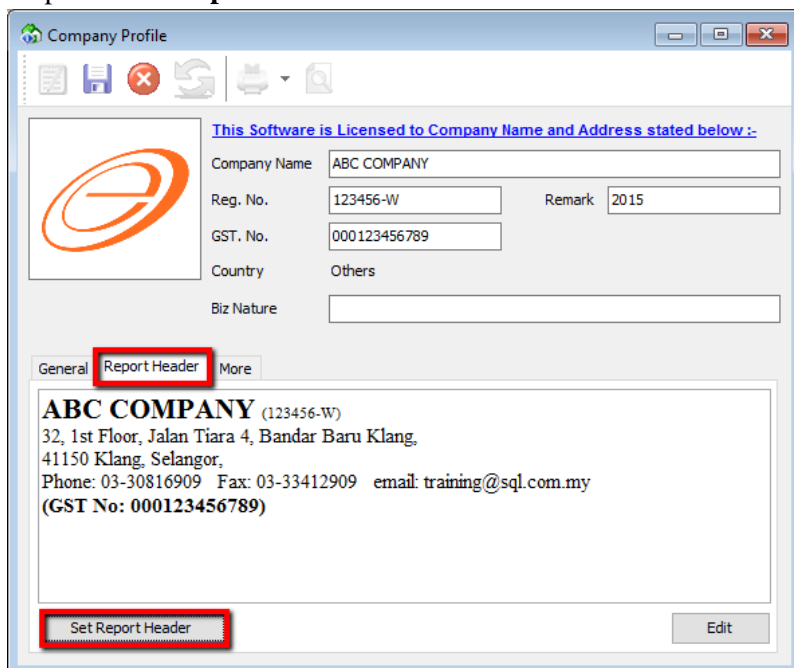


1.3 Setting For Company Profile

Step 1: File | Company Profile



Step 2: Select Report Header



How to load company logo?

2 Master Data Creation

2.1 General Ledger (Maintain Chart of Account)

http://www.sql.com.my/video/sqlacc_tutorial/03-01_GL_Chart_of_Account.mp4

2.1.1 Creating a New Account

Step 1 : Select **GL | Maintain Account | Select category (eg.Fixed Assets) | New**

Step 2 : Enter the **GL Code** and **Description** (*alphanumeric are acceptable*)

Step 3: Check the **Special Account Type** if applicable. Eg. The account is belongs to Accumulated Deprn Account (Fixed Assets)

Step 4: Click **OK**. Your new account is now created.

The screenshot shows the 'Maintain Account' window with a tree view on the left and a table of accounts on the right. A dialog box titled 'Account - COMPUTER' is open in the center. The dialog box contains the following fields and options:

- GL Code:** 200-500
- Description:** COMPUTER
- Tax:** (dropdown menu)
- Industries Code:** (dropdown menu)
- Special Account Type:**
 - ☐ Special Account Type :-
 - ☐ Accumulated Deprn. Account
- Cash Flow Statement Type:**
 - ☒ None
- Buttons:** OK, Cancel

In the background, the 'Maintain Account' window shows a tree view with categories like FIXED ASSETS, INVESTMENT, OTHER ASSETS, and CURRENT ASSETS. The 'New' button in the top right corner of the main window is highlighted with a red box and labeled 'Step 1'.

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Account - COMPUTER

GL Code: 200-500

Description: COMPUTER

Tax: Industries Code

☒ Special Account Type

☐ Cash Flow Statement Type

☒ Accumulated Deprn. Account ☐ None

OK Cancel

Step 2

Step 3

Step 4

2.1.2 Creating a Sub Account

Step 1 : Point to the parent account (Eg. Cash at Bank)

Step 2 : Follow the same steps as of 2.1.1 Create New Account

Maintain Account

Description	Code	Special Type	Tax	Industrie...	Cash Flow...
ACCUM DEPRN. - MOTOR VEHICLE	200-405	Accumulated Deprn. Acc...			
LAND & BUILDING	200-500	--			
HANDPHONE	200-600	--			
INVESTMENT					
OTHER ASSETS					
GOODWILL	210-000	--			
CURRENT ASSETS					
TRADE DEBTORS	300-000	Customer Control Account			
OTHER DEBTORS	305-000	--			
CASH AT BANK	310-000	Bank Account			
MAYBANK	310-001	Bank Account			
MAYBANK-VISA	310-002	Bank Account			
MAYBANK-MASTER	310-003	Bank Account			
HSBC - USD ACCOUNT	310-004	Bank Account			
HSBC - S\$ ACCOUNT	310-006	Bank Account			
INSTALLMENT RECEIVABLE	4534	Bank Account			
CASH IN HAND	320-000	Cash Account			
PETTY CASH	325-000	Cash Account			
STOCK	330-000	Balance Sheet Account			
DEPOSIT & PREPAYMENT	340-000				
DIRECTOR'S LOAN TO					
GST - CLAIMABLE					
GST - PURCHASE DEFERRED TAX					

New Edit Delete Refresh

You are allowed to create *unlimited level* of sub accounts. Just point to any account, and add a sub or sub sub account to it.

Q1

How to drag and drop account?

Q2

How to preset account tax code / industry code?

2.2 Maintain Customer

http://www.sql.com.my/video/sqlacc_tutorial/04-01_Maintain_Customer.mp4

There is 4 main tabs under maintain customer, let's look into it

2.2.1 General (Maintenance)

Create New Customer

Step 1: Customer | Maintain Customer | New

Step 2: Enter customer's name and other information accordingly.

Step 3: You can categorize your customer into different groups. Eg. Category, agents, area

Step 4: You can also insert more than 1 billing / delivery address (unlimited)

Step 5: There is different options for viewing a customer aging and customer statement

Customer Statement

Brought Forward : Summary Statement

Open Item : Detail Statement

Customer Aging

Invoice Date : based on IV Date

Due Date : based on after due date (terms)

Maintain Customer

Company: **COOKIE FACTORY SDN BHD** Control A/C: 300-000 Code: 300-C0002 Cust. Category: ---

Branch: BILLING
Address: 1, Jalan Tiara 4,
Bandar Baru Klang,
41150 Klang
Attention: Ms.Abbey
Phone: 03-33416909 Fax: 03-33418808
Email: cookiefactory@gmail.com

Area: Klang Agent: Leong Currency: --- Credit Terms: 30 Days Statement: Open Item Aging On: Invoice Date Price Tag: ---

Customer Code auto generate by system, it follow the first alphabet of the company name you key.

Maintain Customer

- Maintain Customer -

Company:

Control A/C: Code: Cust. Category:

General | Credit Control | Note | Tax

Branch:

- BILLING

1 branches

Branch Name: BILLING

Address: 1, Jalan Tiara 4,
Bandar Baru Klang,
50 Klang

Attention: Ms. Abby

Phone: 03-33416909 Fax: 03-33418808

Email: cookiefactory@gmail.com

Area: Credit Terms: Statement: Aging On: Price Tag:

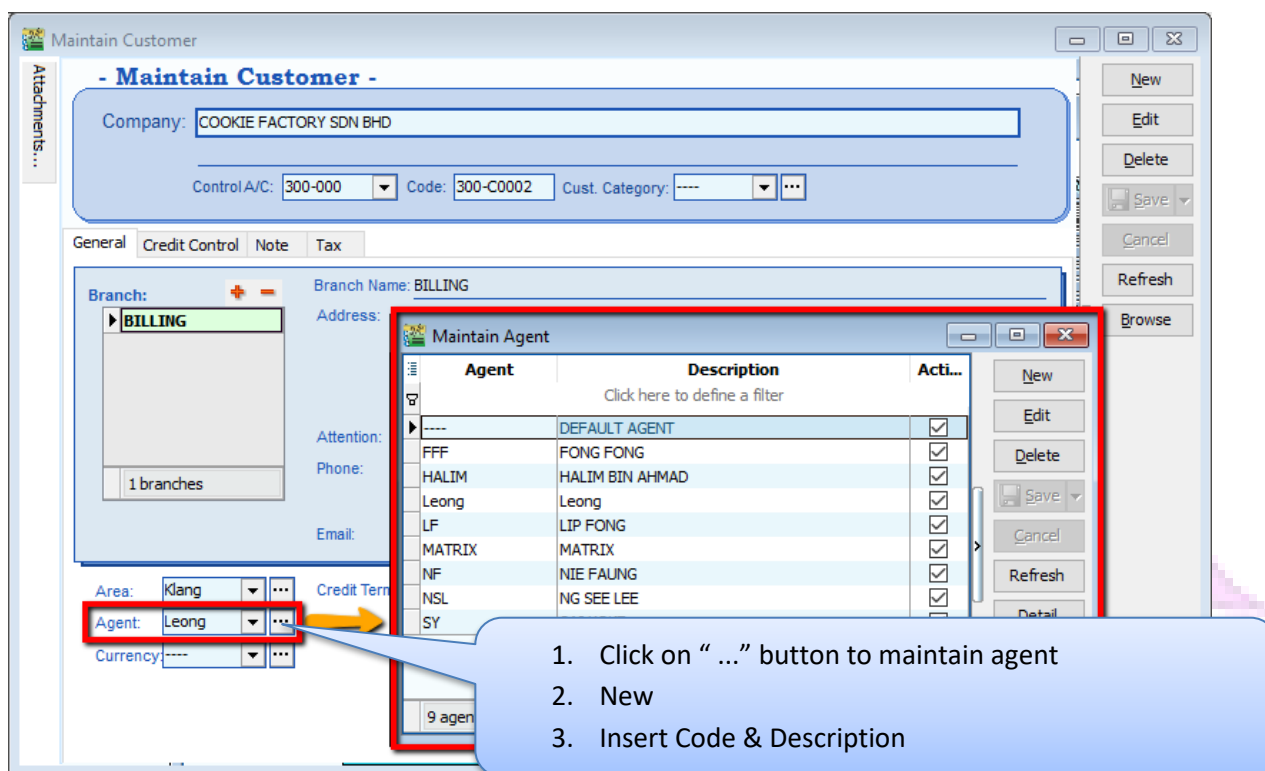
Agent: Currency:

Buttons: New, Edit, Delete, Save, Cancel, Refresh, Browse, Close

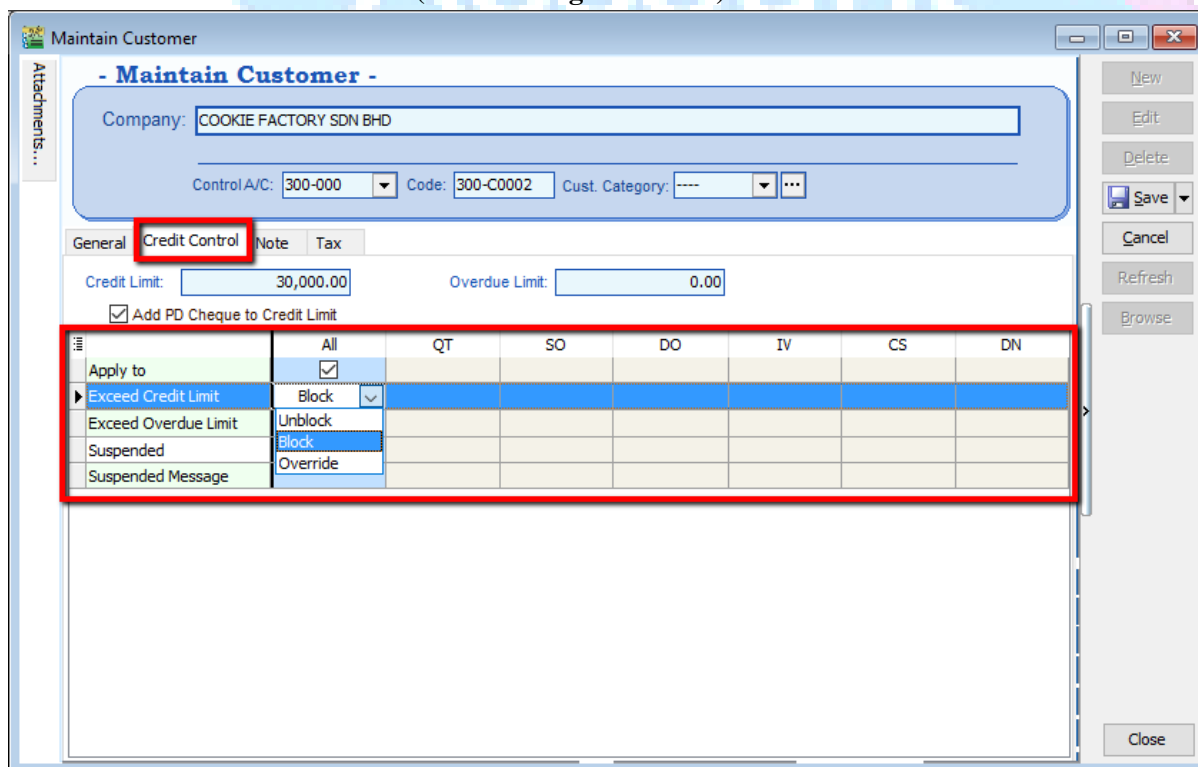
For step 3, how you create your new agent/ area? refer step below

Payroll

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2.2.2 Advance Credit Control (*Pro Package Inclusive)



You can set the credit limit and overdue limit amounts as well to block certain transaction entry for specific customer. What is the document including? Quotation(QT), Sales Order(SO), Delivery Order(DO), Invoice (IV), Cash Sales (CS) and Debit Note(DN)

We can also set once exceed limit & overdue limit,

- i. Unblock - no blocking at all
- ii. Block – Block for all users
- iii. Override – Certain users which have access rights can key their username & password to override.
- iv. Suspended – block with suspended message

2.2.3 Tax

The screenshot shows the 'Maintain Customer' window. The company name is 'COOKIE FACTORY SDN BHD'. The 'Tax' tab is selected, and the 'GST. No.' and 'Tax' fields are highlighted with a red box. The 'GST. No.' is '012839218121' and the 'Tax' is 'ZRL'.

For **Tax** tab, you are advise to update customer's GST registration number and also output tax code. Tax exemption number and expiry date **DO NOT** need to update for GST era.

Reminder: DO NOT need to key in SR as output tax code for every customer. We can preset it at **Tools | Options | Customer**.

2.3 Maintain Supplier

- Maintain Supplier -

Company: CELCOM (M) COMMUNICATION BHD

Control A/C: 400-000 Code: 400-C0001 Supp. Category: ----

General Note Tax Bank Account

Branch: BILLING

Branch Name: BILLING

Address: 33-37 MENARA CELCOM
7 JALAN 89
KAW PERUSAHAAN
54098 SJ

Attention: MS SIM

Phone: 03-56801313 Fax: 03-56831313

Email:

Area: SJ Credit Terms: 45 Days Statement: Brought Forw

Agent: ---- Credit Limit: 30,000.00 Aging On: Invoice Date

Currency: ---- ☐ Allow Exceed Credit Limit Price Tag:

Maintain Supplier it's just a mirror of maintain customer, recall back and you may refer 2.2 Maintain Customer.

Additional features : GIRO (beta version)

http://www.sql.com.my/document/sqlacc_docs/PDF/13-05-GIRO_SupplierPayment.pdf

Payroll

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2.4 Maintain Stock Item

Step 1 : **Stock | Maintain Stock Item | New.**

Step 2 : You can enter your **code** and **description**.

Step 3: You can assign your item by **group** as what you had maintain under maintain stock group.

Step 4: **2nd UOM** purpose is useful for different packaging, refer training Part 2 (8.2)

Maintain Item

Maintain Stock Item

Code: **Step 2** ☐ Serial No. ☒ Stock Control ☒ Active

Description: **Step 2**

Item Group: **Step 3** Remark 1:

Base UOM: Remark 2:

Ref. Cost: Lead Time: Barcode:

Ref. Price: Output Tax: Input Tax: Bal Qty:

Shelf:

UOM: Cust. Price: Supp. Price: BOM: More Desc.: Opn Bal.: Category: Alternative: Cust. Item: Supp. Item: Barcode: Note:

UOM	RATE	Ref. Cost	Ref. Price	Min Price	Base
UNIT	1.00	1,500.00	2,399.00		<input checked="" type="checkbox"/>
BOX	10.00	12,000.00	0.00		
CTN	12.00	16,000.00	0.00		

Step 4

2nd UOM:

Default UOM:

Sales:

Purchase:

Stock:

Buttons: New, Edit, Delete, Save, Cancel, Refresh, Browse, Close

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3 Sales & Purchase

3.1 Purchase Order

Step 1: Purchase | Purchase Order | New

Step 2: Select Supplier

Step 3a: Insert Item Code and details (eg. Qty, Unit Cost)

Tips: You can navigate the search column by using "TAB" on keyboard. It apply to all drop down table.

Step 3b: Click on show/hide/move column icon to customize your column layout.

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Step 3c: If you want to keyed in discount, you may call discount field follow step 3b and update discount. You can key multiple level of discount as follow the picture attached.

Purchase Order

Supplier :- 400-C0001
 CELCOM (M) COMMUNICATION BHD
 Address :- 33-37 MENARA CELCOM
 7 JALAN 89
 KAW PERUSAHAAN
 54098 SJ

Description: Purchase Order

P/O No :- <<New>>
 Next No :- PO-00022
 Date :- 18/11/2015
 Agent :-
 Terms :- 45 Days
 Ref 1 :-
 Ext. No :-

Item Code	Description	Qty	UOM	U/Price	Disc	Sub Total	Tax	Tax...	Tax I...	Tax ...	Sub T...
ANT	ANTENNA	5.00	UNIT	2.00	5%+2%+0.02	9.29	TX	6%		0.56	9.85

1 records 5.00 9.29 0.56 9.85

Local Net Total: 9.85 Deposit Paid :- Net Total: 9.85

Deposit Paid By: Chq No: Payment Project: Bank Charges: 0.00 Amount: 0.00

Step 4 : Upon done update, you click **Save**.

Step 5 : For preview the report, you may click on preview button and select which format you wish to print.

Purchase Order

Supplier :- 400-C0001
 CELCOM (M) COMMUNICATION BHD
 Address :- 33-37 MENARA CELCOM
 7 JALAN 89
 KAW PERUSAHAAN
 54098 SJ

Description: Purchase Order

P/O No :- PO-00022
 Next No :- PO-00023
 Date :- 18/11/2015
 Agent :-
 Terms :- 45 Days
 Ref 1 :-
 Ext. No :-

Item Code	Description	Qty	UOM	U/Price	Disc	Sub Total	Tax	Tax...	Tax I...	Tax ...	Sub To...
ANT	ANTENNA	5.00	UNIT	2.00	5%+2%+0.02	9.29	TX	6%		0.56	9.85

1 records 5.00 9.29 0.56 9.85

Local Net Total: 9.85 Deposit Paid :- Net Total: 9.85

Deposit Paid By: Chq No: Payment Project: Bank Charges: 0.00 Amount: 0.00

Doc No: Amount: 0.00

Select Report

- Purchase Order 1
- Purchase Order 2
- Purchase Order 3 (Simple)
- Purchase Order 7 (GST 1)
- Purchase Order 7 (GST 2)

☐ Select All OK Cancel



Q After you had done filter layout column (Step3b), how to save the layout so it auto load back in future?

3.2 Purchase Goods Received

Step 1 : Purchase | Goods Received | New

Step 2 : Select **Supplier Code**

Step 3 : Right Click on G/R Note title, select **Transfer from Purchase Order**, tick the document that you wish to transfer

Supplier :- H00-C0001

Address :- 33-37 MENARA CELCOM
7 JALAN 89
KAW PERUSAHAAN
54098 SJ

Description :- Goods Received

Item Code	Description	Qty	UOM	U/Price
ANT	ANTENNA	5.00	UNIT	2.00

Sub Total (Tax) 9.85

Local Net Total: 0.00
Deposit Amount: 0.00

Reminder :
After transfer from purchase order your item will show in **GREEN** colour

Step 4 : **Save** the Goods Received Note

Reminder :

Once you save this purchase goods received, system will automatic update the stock quantity and costing.

Payroll

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3.3 Purchase Invoice

Step 1 : Purchase | Purchase Invoice | New

Step 2 : **Select Supplier Code**

Step 3 : Right Click on P.Invoice title, select **Transfer from Goods Received**, tick the document that you wish to transfer

Step 4 : Save the **Purchase Invoice**

P. Invoice

Supplier :- 400-C0001
 CELCOM (M) COMMUNICATION BHD
 Address :- 33-37 MENARA CELCOM
 7 JALAN 89
 KAW PERUSAHAAN
 54098 SJ

Description :- Purchase

Inv No :- PI-00029
 Next No :- PI-00030
 Date :- 18/11/2015
 Agent :-
 Terms :- 45 Days
 Ref 1 :-
 Ext. No :-

Item Code	Description	Qty	UOM	U/Price	Sub Total	Tax	Ta...	Tax In...	Tax Amount	Sub Total (Tax)
ANT	ANTENNA	5.00	UNIT	2.00	9.29	TX	6%		0.56	9.85

1 records

Local Net Total
 Deposit Amou

Reminders:

1. Please do remember that if you have key-in purchase good received, please make sure that you have **transfer** to purchase invoice else your stock costing and quantity will update twice.
2. The Purchase Invoice number must follow the supplier's tax invoice number, it will appear in **GAF File** and **Lampiran 2**.

3.4 Sales Quotation

http://www.sql.com.my/video/sqlacc_tutorial/06-01_Sales_Quotation.mp4

Step 1 : Sales | Quotation | New

Step 2 : Select **Customer Code**

Step 3 : Insert the item that customer request, you can estimate your profit&loss in this deal by checking on **Profit Estimator**

Quotation

Customer :- 300-A0002
 Address :- ALPHA & BETA COMPUTER
 838 JALAN WORLD
 40485 RAWANG
 SELANGOR DE

Description :- Quotation

Quotation Matrix

Item Code	Description	Qty	UOM	U/Price	Sub Total	Tax T...
ANT	ANTENNA	2.00	UNIT	2.50	5.00	SR 6%
FTW	FTW	5.00	UNIT	0.00	0.00	SR 6%
COVER	HANDPHONE COVER	10.00	UNIT	10.00	100.00	SR 6%

3 records 17.00 105.00

Sales Profit Estimator

You can perform 'What if' analysis at the respective fields:
 Note: User are not allowed to enter % when Total Cost = 0

Use Ref. Cost When Qty <= 0

Item Code	Loc...	Qty	Unit ...	DISC	Total s...	Tax	Tax R...	Tax ...	Tax ...	Unit ...	Total C...	Profit	%	
ANT		2.00			5.00	SR	6%	0.30			1.50	3.00	2.00	40.00
FTW		5.00			0.00	SR	6%	0.00			0.00	0.00	0.00	
COVER		10.00			100.00	SR	6%	6.00			1.50	15.00	85.00	85.00

105.00 18.00 87.00 82.85

Costing Detail :

Qty	Unit Cost	SubTotal
2.00	1.50	3.00
10.00	1.50	15.00
3.00	2.00	6.00
26.00		57.29

Update Unit Price Close

Step 4 : After confirm everything, save the **Sales Quotation**

Step 5 : **Preview** the report and you can **print** or **export** it into PDF/ Email/ RTF(Microsoft Word)/Excel or others.

Fast Report

export

print

Step 5

Export to PDF file
 Export to Microsoft Excel
 Export to Microsoft Excel - Open XML
 Export to HTML 5 Layered
 Export to E-Mail Client
 Export to E-Mail Client (Batch)
 Export to Text file
 Export to CSV file
 Export to RTF file
 Export to Microsoft Excel via OLE
 Export to Microsoft Word - Open XML
 Export to Microsoft PowerPoint - Open XML
 Export to Excel table (XML)
 Export to Open Document Text
 Export to Open Document Spreadsheet
 Export to dBase (DBF) file
 Export to HTML file
 Export to HTML 4 Layered
 Export to E-Mail (Native)
 Export to BMP image
 Export to EMF image
 Export to GIF image
 Export to JPEG image
 Export to PNG image
 Export to TIFF image
 Native Preview

Delivery Address
 838 JALAN WORLD
 40485 RAWANG
 SELANGOR DE

Attn MR ALPHA
 Tel 03-48573689
 Fax 03-48573690

From: ADMIN Page No: 1 of 1 Date: 18/11/2015

Follows:

Product	Discount	Sub Total	Total Incl. GST (RM)	GST Amt (RM)	Total Incl. GST (RM)	Tax
2.50		5.00	5.00	0.30	5.30	SR
0.00		0.00	0.00	0.00	0.00	SR
10.00		100.00	100.00	6.00	106.00	SR

Page 1 of 1 18.11.2015 15:38:40 Sales Quotation 7 (GST 1).fr3

SQL

Account

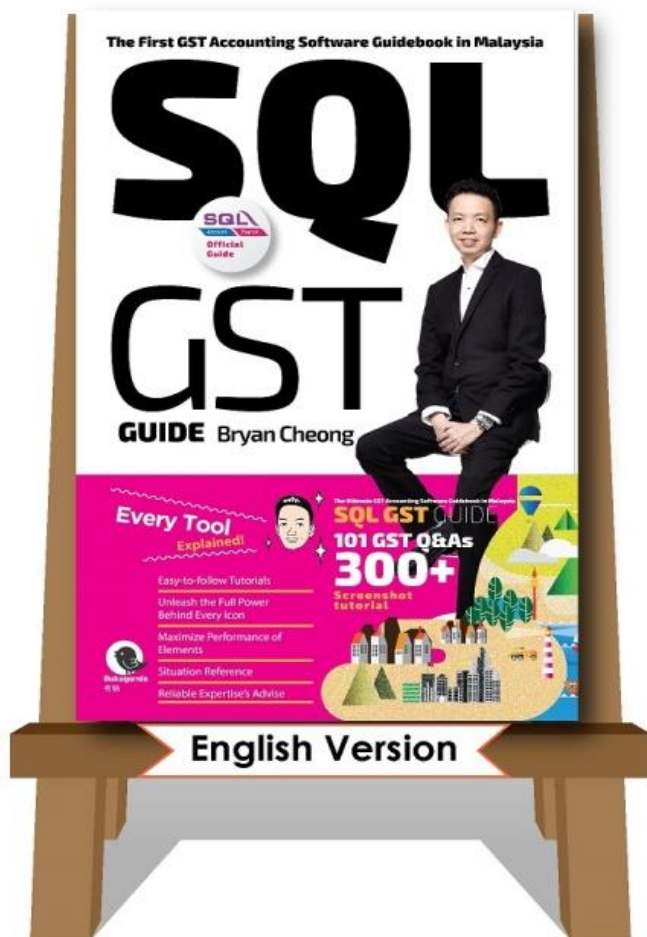
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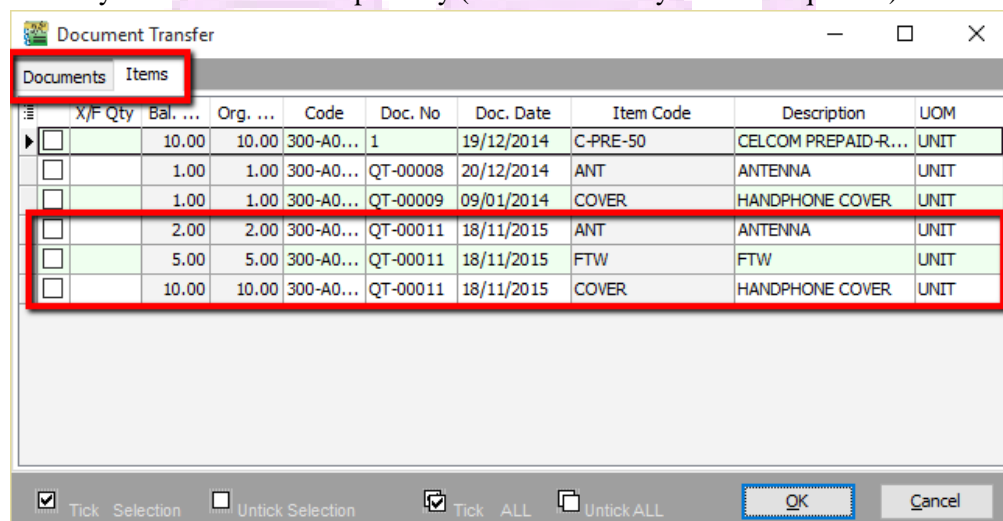
3.5 Sales Order

http://www.sql.com.my/video/sqlacc_tutorial/06-02_Sales_Order.mp4

Step 1 : Sales | Sales Order | New

Step 2 : Select **Customer Code**

Step 3 : Right Click on **Sales Order** title, select **Transfer from Quotation**. You may able to transfer the quotation either by whole document or partially (*Partial Delivery Module requested)



Step 4 : Save the **Sales Order**.

For additional report for view outstanding sales order, you can access to **Sales | Print Outstanding Sales Document Listing**, select **Sales Order** to view. It also apply to other sales documents.

3.6 Sales Delivery Order

Step 1 : Sales | Delivery Order | New

Step 2 : Select **Customer Code**

Step 3 : Right Click on **D/Order** title, select **Transfer from Sales Order**.

Step 4 : Save the **Delivery Order**.

Reminder:

1. Once delivery order has been saved, stock will be deducted.
2. This is also the document that determine the **21 Days Rules (GST)**



Q If DO no transfer to IV, it's GST Cycle, Process GST Return what will happen?

3.7 Sales Invoice

http://www.sql.com.my/video/sqlacc_tutorial/06-04_Sales_Invoice.mp4

Step 1 : Sales | Invoice | New

Step 2 : Select **Customer Code**

Step 3 : Right Click on **Invoice** title, select **Transfer from Delivery Order**.

Step 4 : Save the **Invoice**.

3.7.1 Tax Inclusive

According to RMCD [Retailing Guidelines](#) (Page 3), registered persons must show GST-inclusive prices on all price displays to ensure customers know the final price payable. How to set system default as Tax Inclusive?

Step 1: GST | Maintain Tax

Step 2: Select "SR"

Step 3: Edit | Tick "Tax Inclusive"

Step 4: Go to Invoice, select Item Code, you will found the Tax Inclusive is tick.

Invoice

Customer :- 300-A0002
ALPHA & BETA COMPUTER
Address :- 838 JALAN WORLD
40485 RAWANG
SELANGOR DE

Inv No : <<New>>
Next No :- IV-00137
Date :- 06/09/2017
Agent :- SY
Terms :- 45 Days
Ref 1. :-
Ext. No :-

Cancelled ☐

New
Edit
Delete
Save
Cancel
Refresh
Browse

Description :- Sales

Profit Estimator

Invoice

Item Code	Description	Qty	UOM	U/Price	Disc	Sub Total	Tax	Tax In...	Tax Amt	Sub Total (...)
ABC		1.00	UNIT	5.00		4.72	SR	<input checked="" type="checkbox"/>	0.28	5.00

1 records1.004.720.285.00

Deposit Amount: 0.00
Local Net Total: 5.00

Net Total (RM): 5.00

Close

Account

Payroll

www.SQL.com.my

ABC COMPANY (123456-W)
52, 1st Floor, Jalan Tiara 4, Bandar Baru Klang,
41150 Klang, Selangor,
Phone: 03-30816909 Fax: 03-33412909 email: training@sql.com.my
(GST No: 000123456789)

Tax Invoice

Billing Address: **ALPHA & BETA COMPUTER**
838 JALAN WORLD
40485 RAWANG
SELANGOR DE

Delivery Address: 838 JALAN WORLD
40485 RAWANG
SELANGOR DE

Attn: MR ALPHA
Tel: 03-48573689
Fax: 03-48573690

Attn: MR ALPHA
Tel: 03-48573689
Fax: 03-48573690

Customer Account: 300-A0002 SY From Date: 18/11/2015 From Doc No: DO-00021 Name: ADMIN Page No: 1 of 1 Doc No: IV-00099 Date: 18/11/2015

No	Description	Qty	Price/Unit	Discount	Sub Total	Total Incl. GST (RM)	GST Rate (%)	GST Amount (RM)	Total Excl. GST (RM)	Total Incl. GST (RM)	SR
1	ANTENNA	2.00	UNIT	2.50	5.00	5.00	0.30	5.30		5.30	SR
2	FTW	5.00	UNIT	55.00	275.00	275.00	16.50	291.50		291.50	SR
3	HANDPHONE COVER	10.00	UNIT	10.00	100.00	100.00	6.00	106.00		106.00	SR

RINGGIT MALAYSIA : FOUR HUNDRED TWO AND CENTS EIGHTY ONLY

	Total Amount Due	380.00	380.00	22.80	402.80
Payment Terms	45 Days				
			GST Amount (RM)	Total Payable (RM)	
			22.80	402.80	

Authorised Signature
ABC COMPANY (123456-W)

Reminder:A **valid tax invoice** format, must included information below

- Company Register GST No & Company Name & Address
- The word "Tax Invoice"
- Each description mentioned type of tax.
- Document Number & Date
- Total Amount Payable & GST Amount

3.7.2 Show double entry
<https://www.youtube.com/watch?v=FAKSzjEezjo&t=9s>

There have 2 methods to show double entry of the transactions:

First Method - After you save then invoice then you can press on keyboard short cut key "Ctrl + O" to get the show double entry result.

Invoice

Customer: 300-A0002
Address: ALPHA & BETA COMPUTER
838 JALAN WORLD
40485 RAWANG
SELANGOR DE

Description: Sales

Profit Estimator

Inv No: IV-00136
Next No: IV-00137
Date: 06/09/2017
Agent: SY
Terms: 45 Days
Ref 1:
Ext. No:

Item Code	Description	More Des...	Loc...	Project	Qty	U...	U/Price	Disc...	Sub Total	T...	Ta...	Tax Am...	Sub Total...	UDF_Refr...
COVER	HANDPHONE COVER	(a)			3.00	(U)	5.00		15.00			0.00	15.00	
ABC		(a)			3.00	(U)	1,500.00		4,500.00	SR	6%	270.00	4,770.00	

Double Entry

Ref 1	Code	Account Description	Description	Project	Local DR	Local CR	Tax
IV-00136	300-A0002	ALPHA & BETA COMP...	Sales		4,785.00		
IV-00136	500-1000	SALES-ACCESSORIES	ALPHA & BETA C...			15.00	
IV-00136	500-1000	SALES-ACCESSORIES	ALPHA & BETA C...			4,500.00	SR
IV-00136	GST-201	GST - PAYABLE	ALPHA & BETA C...			270.00	SR

2 records

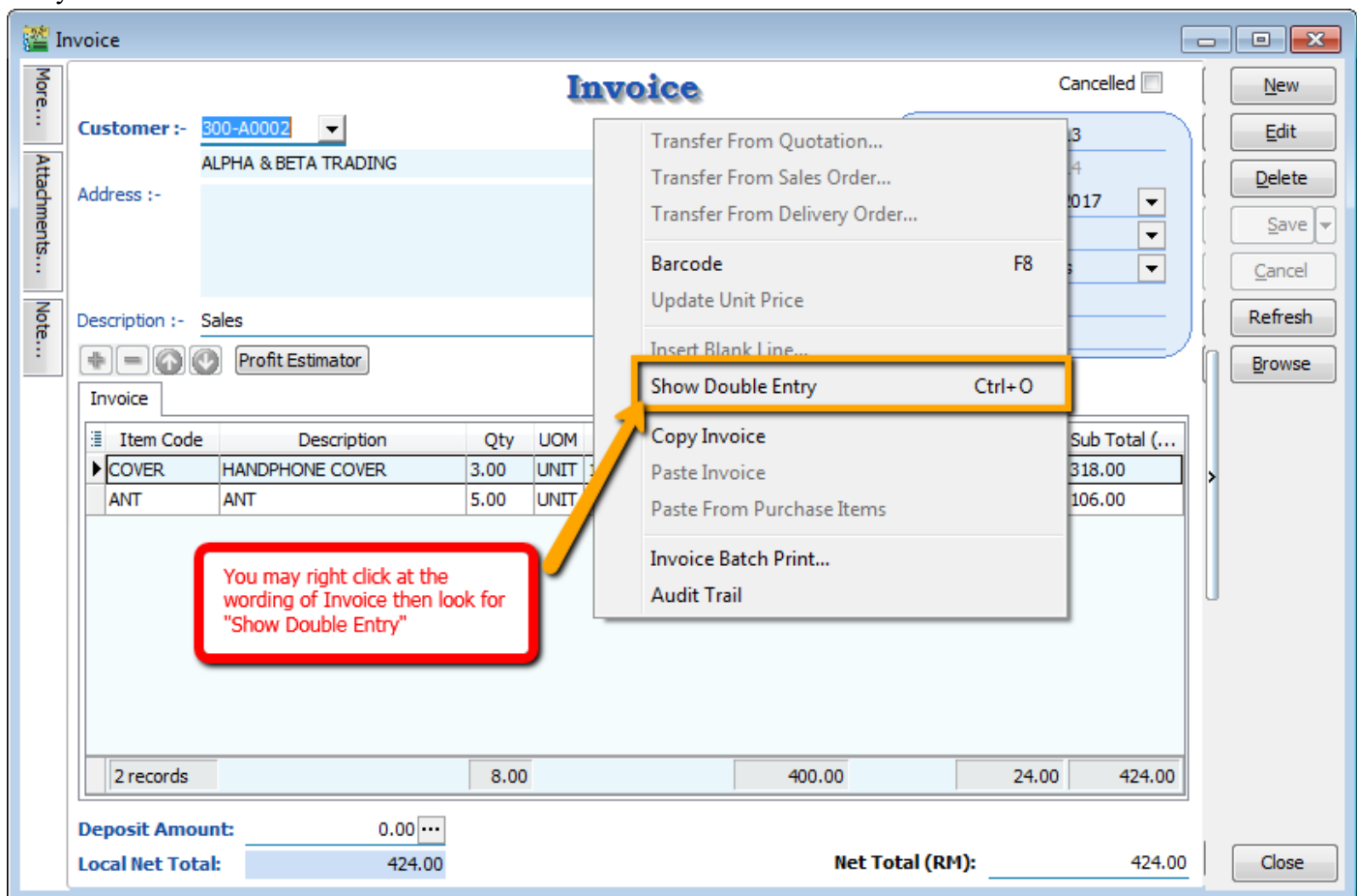
Deposit Amount: 4,785.00

Local Net Total: 4,785.00

Press CTRL + O to show double entry

To double check what is the account Dr or Cr to, upon save the Invoice, press **CTRL + O**

Second Method – After you save the invoice, you may right click on the wording of Invoice then select “Show Double Entry”.



3.8 Sales Cash Sales

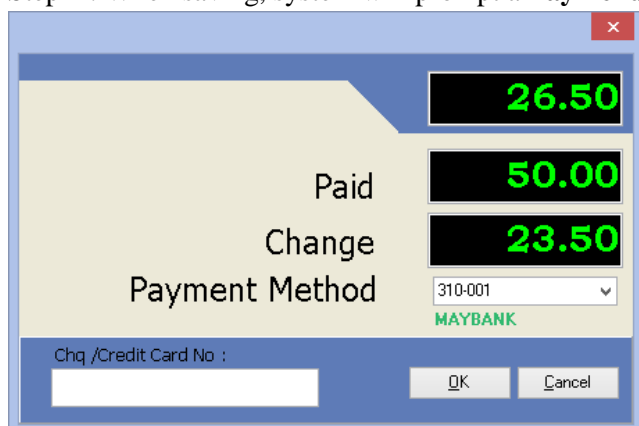
Step 1 : Sales | Cash Sales | New

Step 2 : Select **Customer Code**

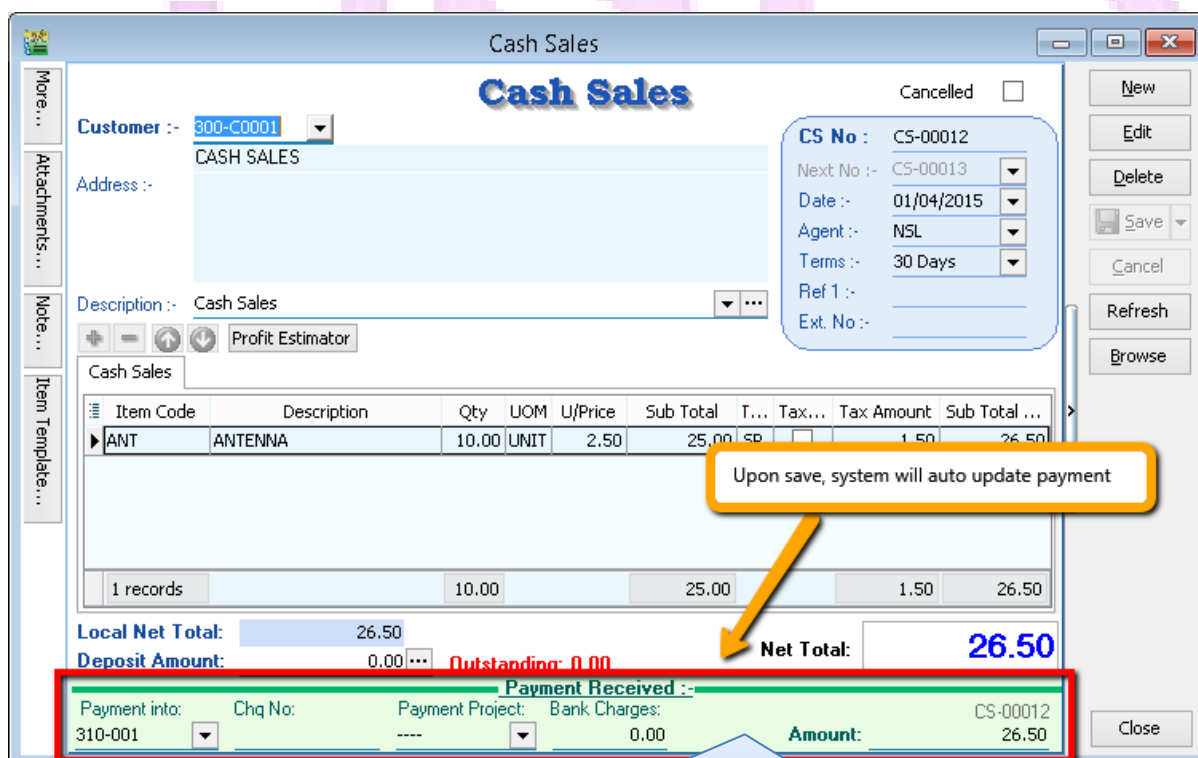
Step 3 : Insert item and **Save** the **Cash Sales**.

www.SQL.com.my

Step 4 : When saving, system will prompt a **Payment/ Change** dialog box



A dialog box titled "Payment/Change" with a close button (X) in the top right corner. It displays three values in green text on black backgrounds: "26.50" at the top, "Paid 50.00" in the middle, and "Change 23.50" below it. Under "Payment Method", there is a dropdown menu showing "310-001" and "MAYBANK" below it. At the bottom, there is a text field for "Chq /Credit Card No :" and two buttons: "OK" and "Cancel".



The "Cash Sales" form is shown with various fields and a table. A red box highlights the "Payment Received" section at the bottom, and an orange callout points to the "Net Total" field.

Cash Sales

Customer :- 800-C0001
Address :- CASH SALES
Description :- Cash Sales

CS No : CS-00012
Next No :- CS-00013
Date :- 01/04/2015
Agent :- NSL
Terms :- 30 Days
Ref 1 :-
Ext. No :-

Item Code	Description	Qty	UOM	U/Price	Sub Total	T...	Tax...	Tax Amount	Sub Total ...
ANT	ANTENNA	10.00	UNIT	2.50	25.00	SP		1.50	26.50

1 records

Local Net Total: 26.50
Deposit Amount: 0.00 ... Outstanding: 0.00

Payment Received :-

Payment into: Chq No: Payment Project: Bank Charges: Amount: CS-00012
310-001 ---- 0.00 26.50

Net Total: 26.50

Upon save, system will auto update payment

Key the figure you received accordingly. If you received a cheque, you may also key in the cheque number under the Chq No column.

3.8.1 5 Cents Rounding

We can preset system auto rounding your invoice or cash sales amount to the nearest 5 cents.

Step 1 : Tools | Options | Customer

Step 2: Tick 5 Cents Rounding for Sales Invoice/ Cash Sales

The screenshot shows the 'Options' dialog box with the 'Customer' tab selected. The left sidebar contains icons for General, BarCode, Miscellaneous, Unit Price, General Ledger, Customer (highlighted), and Supplier. The main area displays various settings for the customer, including Default Control Account, Default Credit Terms, Default Credit Limit, and Customer Account Code Format. At the bottom, there are checkboxes for 'Use Cash Sales No. for Payment Received', 'One Cent Different Rounding (Local Currency Fields) for all AR/SL Documents (Recommended)', '5 Cents Rounding (Sales Invoice)', and '5 Cents Rounding (Cash Sales)'. The last two checkboxes are highlighted with a red box.

3.9 Sales Credit Note

http://www.sql.com.my/video/sqlacc_tutorial/06-07_Sales_Credit_Note.mp4

Step 1 : Sales | Credit Note | New

Step 2 : Select **Customer Code**

Step 3 : Right Click on **Credit Note** title, select **Transfer from Sales Invoice/ Cash Sales**.

Step 4: **Save** the Credit Note.

Reminder :

In GST Era, there **must** be a **tax invoice** in order to issue a sales credit note. You are required to knock off the credit note with Invoice or Cash Sales. By doing this, you can go to **Customer | Credit Note**



What information must be included in to show that is a valid CN?

4 Customer & Supplier

4.1 Customer Invoice

The different between Customer Invoice vs Sales Invoice?

Customer Invoice only reflect on account posting. It does not have to include any Qty / Unit Price.

Sales Invoice reflect between stock and account together, so we advise if user have stock item incur, we will suggest to use Sales Invoice to key and customer Invoice will update too.

Customer Invoice Entry

Invoice No.	Date	Code	Customer	Currency	Amount	Outstanding
IV-00099	18/11/2015	300-A0002	ALPHA & BETA C...	----	402.80	402.80
IV-00011	22/12/2014	300-A0002	ALPHA & BETA C...	----	50.00	50.00
IV-00010	18/12/2014	300-A0002	ALPHA & BETA C...	----	2.50	2.50
CS-00003	17/12/2014	300-A0002	ALPHA & BETA C...	----	2.50	2.50
IV-00008	17/12/2014	300-A0003	AB ENTERPRISE S...	----	1,595.00	1,595.00

Invoice

Invoice No	Date	Code	Company	Curre...	Amount
IV-00003	04/01/2014	300-C0001	CASH SALES	----	5,225.00
IV-00002	19/01/2014	300-A0001	A'BEST TELECOMMUNICATI...	S\$	7,500.00
IV-00001	11/02/2014	300-K0001	KITTY SECURITY SDN BHD	----	16,000.00
IV-00004	20/02/2014	300-A0002	ALPHA & BETA COMPUTER	----	9,380.00
IV-00006	21/02/2014	300-A0003	AB ENTERPRISE SDN BHD	----	360.00
IV-00005	20/04/2014	300-A0003	AB ENTERPRISE SDN BHD	----	8,988.00
IV-00007	25/10/2014	300-A0003	AB ENTERPRISE SDN BHD	----	5,900.00
IV-00008	17/12/2014	300-A0003	AB ENTERPRISE SDN BHD	----	1,595.00
IV-00010	18/12/2014	300-A0002	ALPHA & BETA COMPUTER	----	2.50
IV-00011	22/12/2014	300-A0002	ALPHA & BETA COMPUTER	----	50.00
IV-00099	18/11/2015	300-A0002	ALPHA & BETA COMPUTER	----	402.80

Customer Invoice

Sales Invoice

Create a new **Customer Invoice**?

Step 1: Customer | Customer Invoice | New

Step 2: Select **Customer Code** | insert transaction and amount

www.SQL.com.my

Step 3: Save

Customer Invoice Entry

Customer Code: 800-A0002 Area: RAWANG Currency: ----

Customer Invoice

Cancelled ☐ Inv No: IV-00100
 Next No: IV-00101
 Date: 19/11/2015
 Agent: SY
 Terms: 45 Days
 Ext. No:

Bill To: ALPHA & BETA COMPUTER

Document Detail Grid

Sales ...	Description	Amount	Tax	Tax ...	Tax ...	Tax I...	Sub T...
500-000	SALES	500.00	SR	6%	30.00	<input type="checkbox"/>	530.00
1 record		Total:	500.00		30.00		530.00

Local Net Total: 530.00 Net Total: 530.00

Invoice Description: Sales Outstanding: 530.00

4.2 Customer Payment**4.2.1 Local Bank Payment**

http://www.sql.com.my/video/sqlacc_tutorial/04-03a_Customer_Payment_Local_Payment.mp4

Step 1 : Customer | Customer Payment | New

Step 2 : Select your Customer

Step 3: Select your bank for your account and cheque no if have

Step 4: Key in the customer payment amount

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Step 5: Tick the corresponding invoice/debit note to be knocked off

Customer Payment Entry

Customer Code: 300-A0002 **Step 2**

Project: -----

Customer Payment

Cancelled ☐ Non-Refundable ☐

Paid By: ALPHA & BETA COMPUTER

Received In: MAYBANK **Step 3**

Bank Charge: 0.00

Cheque No: PBB 128392

O/R No: OR-00056

Next No: OR-00057

Date: 19/11/2015

Agent: SY

Area: RAWANG

Paid Amount: 530.00 **Step 4**

Description: Payment For Account Unapplied Amt: 0.00

Knock-off Invoices / Debit Notes

Type	Date	Doc No.	Amount	Outstanding	Pay	
DN	20/01/2014	DN-00004	12.50	12.50	0.00	<input type="checkbox"/>
IV	16/02/2014	CS-00010	1,595.00	1,595.00	0.00	<input type="checkbox"/>
IV	20/02/2014	IV-00004	9,380.00	4,380.00	0.00	<input type="checkbox"/>
IV	17/12/2014	CS-00003	2.50	2.50	0.00	<input type="checkbox"/>
IV	18/12/2014	IV-00010	2.50	2.50	0.00	<input type="checkbox"/>
IV	22/12/2014	IV-00011	50.00	50.00	0.00	<input type="checkbox"/>
IV	18/11/2015	IV-00099	402.80	402.80	0.00	<input type="checkbox"/>
IV	19/11/2015	IV-00100	530.00	0.00	530.00	<input checked="" type="checkbox"/> Step 5
11 doc			Totals:	12,182.80	6,650.80	530.00

Close



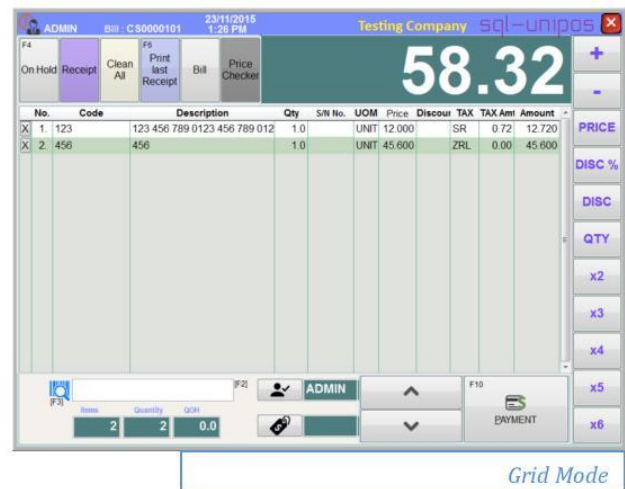
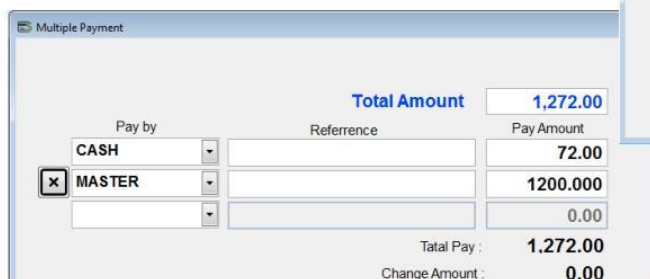
With Simple & full Tax Invoice mode

It's a good idea to have a mini POS that sit on top of SQL Account, simple setup because almost everything is actually SQL Account based. Use SQL Account stock list, and can real time link or batch link. The POS is can consider fully integrated with SQL Account, work fine with Price Tag. For outlet like mini market, pharmacy, Stationery, Spare Parks & etc

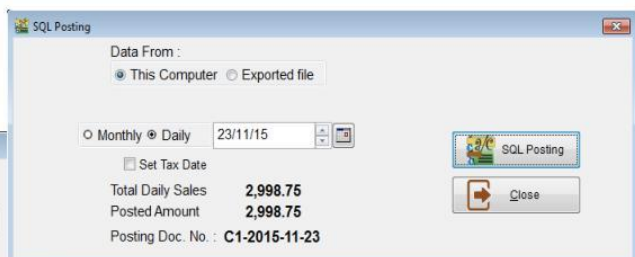


Touch Mode

Accept multiple payments



Grid Mode



Direct post to SQL Accounting in real time or by Daily

www.sql-pos.com

4.2.2 Post Dated Cheque

Step 1 : Go back to the payment, click on **Edit** and right click on customer payment, you will found **Set Posting Date**

The screenshot shows the 'Customer Payment Entry' window. The 'Customer Code' is 300-A0002. The 'Customer Payment' menu is open, and 'Set Posting Date...' is highlighted. The 'Posting Date' is 30/11/2015. The 'Paid By' is ALPHA & BETA. The 'Received In' is MAYBANK. The 'Bank Charge' is 0.00. The 'Cheque No.' is PBB 128392. The 'O/R No.' is OR-00056. The 'Next No.' is OR-00058. The 'Date' is 19/11/2015. The 'Agent' is SY. The 'Area' is RAWANG. The 'Paid Amount' is 530.00. The 'Unapplied Amt.' is 0.00. The 'Knock Off Grid' table is shown below.

Type	Date	Doc No.	Amount	Outstanding	Pay
IV	01/01/2014	4	100.00	100.00	0.00
IV	12/01/2014	IV-00021	100.00	100.00	0.00
IV	13/01/2014	CS-00007	7.50	5.50	0.00
DN	20/01/2014	DN-00004	12.50	12.50	0.00
IV	16/02/2014	CS-00010	1,595.00	1,595.00	0.00
IV	20/02/2014	IV-00004	9,380.00	4,380.00	0.00
IV	17/12/2014	CS-00003	2.50	2.50	0.00
IV	18/12/2014	IV-00010	2.50	2.50	0.00
IV	22/12/2014	IV-00011	50.00	50.00	0.00
11 doc			Total:	12,182.80	6,650.80

The screenshot shows the 'Customer Payment Entry' window. The 'Customer Code' is 300-A0002. The 'Customer Payment' menu is open, and 'Posting Date: 30/11/2015' is highlighted. The 'Paid By' is ALPHA & BETA COMPUTER. The 'Received In' is MAYBANK. The 'Bank Charge' is 0.00. The 'Cheque No.' is PBB 128392. The 'O/R No.' is OR-00056. The 'Next No.' is OR-00058. The 'Date' is 19/11/2015. The 'Agent' is SY. The 'Area' is RAWANG. The 'Paid Amount' is 530.00. The 'Unapplied Amt.' is 0.00.



Any report can remind you there is a PD Cheque?

www.SQL.com.my

4.2.3 Bounced Cheque

Step 1 : Go back to the payment, click on **Edit** and right click on customer payment, you will found **Bounced Status**

Customer Payment Entry

Customer Code: 300-A0002
Project: ----
Currency: ----

Customer Payment

Cancelled ☐ Non-Refundable ☐
Posting Date: 30/11/2015

Paid By: ALPHA & BETA COMPUTER
Received In: MAYBANK
Bank Charge: ----
Cheque No: PBB 128392

O/R No: OR-00056
Next No: OR-00058
Date: 19/11/2015
Agent: SY
Area: RAWANG
Paid Amount: 530.00

Description: Payment For Account Unapplied Amt: 0.00

Knock-off Invoices / Debit Notes

Type	Date	Doc No.	Amount	Outstanding	Pay
IV	01/01/2014	4	100.00	100.00	0.00
IV	12/01/2014	IV-00021	100.00	100.00	0.00
IV	13/01/2014	CS-00007	7.50	5.50	0.00
DN	20/01/2014	DN-00004	12.50	12.50	0.00
IV	16/02/2014	CS-00010	1,595.00	1,595.00	0.00
IV	20/02/2014	IV-00004	9,380.00	4,380.00	0.00
IV	17/12/2014	CS-00003	2.50	2.50	0.00
IV	18/12/2014	IV-00010	2.50	2.50	0.00
IV	22/12/2014	IV-00011	50.00	50.00	0.00
11 doc			Total:	12,182.80	6,650.80

Customer Payment Entry

Customer Code: 300-A0002
Project: ----
Currency: ----

Customer Payment

Cancelled ☐ Non-Refundable ☐
Posting Date: 30/11/2015

Paid By: ALPHA & BETA COMPUTER
Received In: MAYBANK
Bank Charge: 0.00
Cheque No: PBB 128392

O/R No: OR-00056
Next No: OR-00058
Date: 19/11/2015
Agent: SY
Area: RAWANG
Paid Amount: 530.00

Description: Payment For Account Unapplied Amt: 0.00

Knock-off Invoices / Debit Notes

Type	Date	Doc No.	Amount	Outstanding	Pay
IV	01/01/2014	4	100.00	100.00	0.00

Bounced

Bounced ☒
Bounced on: 01/12/2015

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After bounced, system will auto revert the payment out, you can view your ledger.

Ledger Report

Date: 30/11/2015 to 01/12/2015

Account: 310-001

Project:

Agent:

Area:

General Ledger (selected)

Sales Ledger (Customer Control)

Purchase Ledger (Supplier Control)

Group By: Account Code, Account Description, Post Date, Ref1, Project

Merge GL Code for same document (checked)

Exclude Project When Merging (unchecked)

Use 2nd Description (unchecked)

Include Zero Closing Balance (checked)

Include Zero Transaction (checked)

Local Currency (checked)

Foreign Currency (unchecked)

Date	Ref 1	Description	Description 2	Local DR	Local CR	Local Balance
Code : 310-001 (MAYBANK)						
		Balance B/F				(13,687.50)
30/11/2015	OR-00056	ALPHA & BETA COMPUTER	Payment For Account	530.00	0.00	(13,157.50)
01/12/2015	OR-00056	ALPHA & BETA COMPUTER (Bounced)		0.00	530.00	(13,687.50)
				530.00	530.00	

4.3 Customer Credit Note

If involved with returning stock from customer, do Sales CN first.

Step 1: Customer | Customer Credit Note

Step 2: Edit | Click Yes

Step 3: Knocked off accordingly.

Customer Credit Note Entry

Customer Code: 300-A0002

Area: RAWANG

Currency: ---

Customer Credit Note

Cancelled: ☐

C/N No: CN-00022

Next No: CN-00023

Date: 28/04/2015

Customer: ALPHA & BETA COMPUTER

GL Acco... 510-0000 NOKIA 3210

Local Net Total: 1,908.00

Net Total: 1,908.00

C/N Description: Sales Returned

Unapplied Amt: 1,908.00

Knock-off Invoices / Debit Notes

Type	Date	Doc No.	Amount	Outstanding	Pay
<No data to display>					

Confirm dialog: This document was posted from Sales | Credit Note... Do you want to edit this document? (Yes/No)

If NOT involved with returning stock, eg. discount given.

Step 1: Customer | Customer Credit Note

Step 2: New | Select Customer | Select GL Account | Amount

Step 3: Knocked off accordingly.

Customer Credit Note Entry

Customer Code: 300-A0002 Area: RAWANG Currency: ---

Customer Credit Note C/N No: CN-00022
 Next No: CN-00023 Date: 28/04/2015 Agent: FFF
 Ext. No:

Cancelled ☐ Customer: ALPHA & BETA COMPUTER

GL Acco...	Description	Project	Amount	Tax	Tax ...	Tax Incl...	Sub Total...
510-0000	NOKIA 3210	----	1,800.00	SR	108.00	<input type="checkbox"/>	1,908.00

1 records

Local Net Total: 1,908.00 **Net Total:** 1,908.00

C/N Description: Sales Returned Unapplied Amt: 0.00

Knock-off Invoices / Debit Notes

Knock Off Grid

Type	Date	Doc. No.	Amount	Outstanding	Pay
IV	25/04/2015	IV-00114	66.25	66.25	0.00
IV	30/04/2015	IV-00113	14,600.00	12,692.00	1,908.00
IV	01/05/2015	IV-00116	5,300.00	5,300.00	0.00
15 records			Total:	36,885.80	29,968.30

Close

4.3.1 New JE

For non-GST adjustment purpose, a new Journal (JE) is available in

- Customer Debit Note and Credit Note
- Supplier Debit Note and Credit Note

Step 1: **Customer | Customer Credit Note | New JE.**

Step 2: **New | Select Customer | Select GL Account | Amount.**

Customer Credit Note Entry

Customer Code: 300-A0002 Area: RAWANG Currency: ---

Customer Credit Note (JE) C/N No: JV-00045
 Next No: JV-00046 Date: 06/09/2017 Agent: SY
 Ext. No:

Cancelled ☐ Customer: ALPHA & BETA COMPUTER 12

GL Account	Description	Project	Amount	Tax	Tax Amo...	Tax Inclusive	Sub Total (...)	Tax Rate
910-000	CASH VOUCHER - ANNUAL DINNER	----	1,000.00		0.00	<input type="checkbox"/>	1,000.00	

1 records

Local Net Total: 1,000.00 **Net Total (RM):** 1,000.00

New CN, New JE, Edit, Delete, Save, Cancel, Refresh, Browse

Step 3: **Knocked off accordingly.**

This document will post to GL | Journal Entry.

4.4 Customer Statement

Step 1: Customer | Print Customer Statement | Set Date Range

Step 2: Choose your preference

- a. **Default Statement Type** – The default Setting preset under Maintain Customer
- b. **Open Item Statement** – Show all outstanding transaction row by row
- c. **Brought Forward Statement** – Show previous month outstanding with lump-sum

Step 3: You can select either 6 months or 12 months statement

Step 4: Click on **Apply**

Customer Statement

Date: 01/11/2015 to 30/11/2015

Statement Date: 30/11/2015

Customer: ☐ Agent: ☐ Area: ☐ Doc Project: ☐ Currency: ☐ Control A/C: ☐ Co. Cate.: ☐

Sort By: Company Category, Customer Code, Customer Name, Agent, Area, Currency, Control Account

Statement Type: Default Statement Type, Open Item Statement, Brought Forward Statement

Report Name: Cust-Multi-F1-06 Mths Statement-Current, 1 Mth..., Cust-Multi-F2-06 Mths Statement-Current, 1 Mth..., Cust-Multi-F1-12 Mths Statement-Current, 1 Mth..., Cust-Multi-F2-12 Mths Statement-Current, 1 Mth...

Apply

Code	Company Name	Currency	Agent	Area	Balance
300-A0001	A'BEST TELECOMMUNICATION PTE LTD	S\$	LF	SINGAPORE	4,829.70
300-A0002	ALPHA & BETA COMPUTER	----	SY	RAWANG	6,330.80
300-A0003	AB ENTERPRISE SDN BHD	----	NF	PJ	23,381.00
300-C0001	CASH SALES	----	NSL	SA	5,225.00
300-F0001	FAUNG TECK WAI	----	----	----	3,084.00
300-K0001	KITTY SECURITY SDN BHD	----	HALIM	WW	15,600.00
300-T0001	STAR TRADING SDN BHD	----	LF	RAWANG	1,000.00

Count = 7

59,450.50

Knock Off Detail :-

Reminder :

1. Always filter the date range within the current month.
2. You can preview the report with print, send/ email to customer.

4.5 Customer Aging

Step 1: Customer | Print Customer Aging | Filter Aging Date

Step 2: Choose your preference

Step 3: You can select either 4 months, 6 months or 12 months aging

www.SQL.com.my

Step 4: Click on **Apply**

The screenshot shows the 'Customer Aging Report' window. Annotations indicate the following steps:

- Step 1:** Select the 'Aging Date' (30/11/2015) and the 'Report Name' (Cust-Multi-L0-04 Mths Aging-Current, 1 Mth...).
- Step 2:** Select the 'Aging On' option (Default Aging) and the 'Include zero balance' checkbox.
- Step 3:** Click the 'Apply' button.

Company Name	Pay (MTD)	Current Mth	1 Month	2 Months	3 Mths & Above	Total	Col.06
A'BEST TELECOMMUNICATION P...	500.00				4,829.70	4,829.70	
ALPHA & BETA COMPUTER		252.80			6,078.00	6,330.80	
AB ENTERPRISE SDN BHD					23,381.00	23,381.00	
CASH SALES					5,225.00	5,225.00	
FAUNG TECK WAI					3,084.00	3,084.00	
KITTY SECURITY SDN BHD					15,600.00	15,600.00	
STAR TRADING SDN BHD					1,000.00	1,000.00	
Count = 7	500.00	252.80	0.00	0.00	59,197.70	59,450.50	0.00

5 General Ledger

5.1 Opening Balance

http://www.sql.com.my/video/sqlacc_tutorial/03-04_GL_Opening_Balance.mp4

5.1.1 General Ledger

Step 1: GL | Maintain Opening Balance

Step 2: Highlight the account you wish to put in the opening balance, click Edit.

Step 3: Insert the figure in local Dr or local Cr

www.SQL.com.my

Step 4: Make sure Dr and Cr are tally

Description	Code	Local DR	Local CR
INVESTMENT			
OTHER ASSETS			
CURRENT ASSETS		15,000.00	0.00
TRADE DEBTORS	300-000		
OTHER DEBTORS	305-000		
CASH AT BANK	310-000	15,000.00	0.00
MAYBANK	310-001	15,000.00	0.00
MAYBANK MISA	310-002		
MAYBANK-MASTER	310-003		
HSBC - USD ACCOUNT	310-004		
HSBC - S\$ ACCOUNT	310-006		
INSTALLMENT RECEIVABLE	4534		
CASH IN HAND	320-000		
PETTY CASH	325-000		
STOCK	330-000		
DEPOSIT & PREPAYMENT	340-000		
DIRECTOR'S LOAN TO	350-000		
GST - CLAIMABLE	GST-101		
GST - PURCHASE DEFERRED TAX	GST-102		
GST - OUTPUT TAX PREPAID	GST-103		
CURRENT LIABILITIES			
OTHER LIABILITIES			
Total		15,000.00	15,000.00

5.1.2 Customer and Supplier

Step 1: Customer(Supplier) | **New**

Step 2: Set the **date** (before system conversion date)

Step 3: Key in the **outstanding amount** only.

Step 4: The words **Past Invoice** will appear, click **Save**

Customer Invoice Entry

Customer Code: 300-A0002 | Area: RAWANG | Currency: ---

Inv No: <<New>> | Next No: IV-00101

Date: 31/12/2013 | Agent: SY | Terms: 45 Days | Ext. No: ---

Bill To: ALPHA & BETA COMPUTER

Past Invoice

Document Detail Grid

Local Net Total: 500.00 | Total: 500.00

Invoice Description: Sales | Outstanding: 500.00



How if customer overpayment? Or you over paid to your supplier?

5.1.3 Stock Value

Step 1: GL | Maintain Stock Value| Edit

Step 2 : Set the year

Step 3: Insert the Opening Balance

Op. Stk A/C	Op. Desc	Cl. Stk A/C	Cl. Desc	Bal. Stk	Bal. Desc
600-000	STOCKS AT THE B...	620-000	STOCKS AT THE EN...	330-000	STOCK

- Maintain Stock Value -

P & L Opening Stock A/C : 500-000 STOCKS AT THE BEGINNING OF YEAR

P & L Closing Stock A/C : 620-000 STOCKS AT THE END OF THE YEAR

Balance Sheet Stock A/C : 330-000 STOCK

Please key in Closing Stock Value below :-

Project ☒ Year : 2015

Month	Stock Value
31-Jan	
28-Feb	
31-Mar	
30-Apr	
31-May	
30-Jun	
31-Jul	
31-Aug	
30-Sep	
31-Oct	
30-Nov	
31-Dec	1,234,567.00

5.1.4 Bank Reconciliation

Step 1: GL | Bank Reconciliation | New

Step 2: Right click, to call Opening Bank Reconciliation

Step 3: Set the Date (before System Conversion Date)

Reconcile Bank Transactions

Bank Statement Date: //

Account:

Display Period: 01/05/2015 to 31/10/2015

☒ Show Unticked Transactions

☐ Show Current Recon Transactions

☐ Merge Bank Charges

Apply

Bank:

Bank Statement Bank Closing:

System Calculate Bank Closing:

Out of Balance by:

Opening Bank Reconciliation...

Mark Highlighted

Mark All

Clear Highlighted

Clear All

New

Edit

Delete

Save

Cancel

Refresh

Browse

Check Bank Recon

Close

Opening Bank Reconciliation

Bank: 310-001

Voucher No: PV-0001

Cheque No: PV-0001

Description: payment for XYZ

Date: 31/12/2013

Debit: 500.00 Credit: 0.00

New

Edit

Delete

Save

Cancel

Refresh

Browse

Close

5.2 Journal Entry

http://www.sql.com.my/video/sqlacc_tutorial/03-03_JournalEntry.mp4

Step 1: GL | Journal Entry

Step 2: Key in your double entry

Step 3: Click on Save (make sure both Dr & Cr are tally only allowed to save)

Journal Entry

Cancelled ☐

Journal No: JV-00004

Next No: JV-00005

Date: 09/02/2015

Description: Capital by Director

Document Detail Grid

G/L Code	GL Description	Local DR	Local CR	Tax	Tax Inclusive	Local Tax ...
310-001	MAYBANK	1,500.00			<input type="checkbox"/>	0.00
150-501	LOAN FROM DIRECTOR - KITTEN 1		250.00		<input type="checkbox"/>	0.00
150-502	LOAN FROM DIRECTOR - KITTEN 2		250.00		<input type="checkbox"/>	0.00
150-503	LOAN FROM DIRECTOR - KITTEN 3		1,000.00		<input type="checkbox"/>	0.00
4 record:		1,500.00	1,500.00			

New

Edit

Delete

Save

Cancel

Refresh

Browse

Close



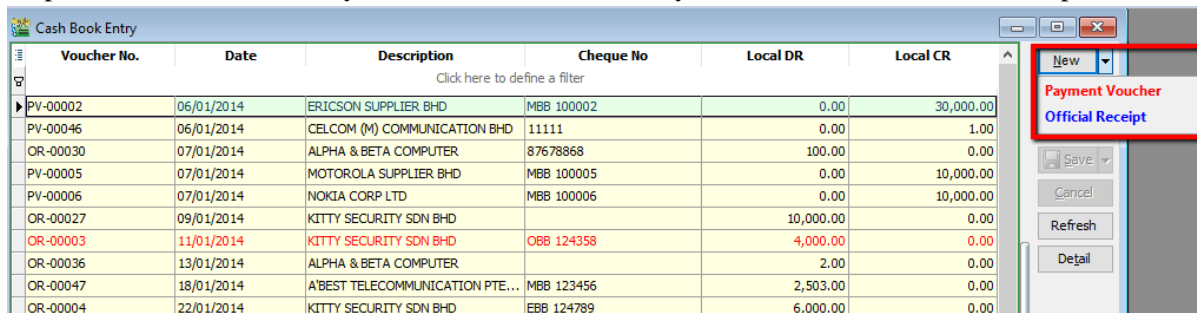
How to do recurring journal entry?

5.3 Cash Book Entry

http://www.sql.com.my/video/sqlacc_tutorial/03-02_Cash_Book.mp4

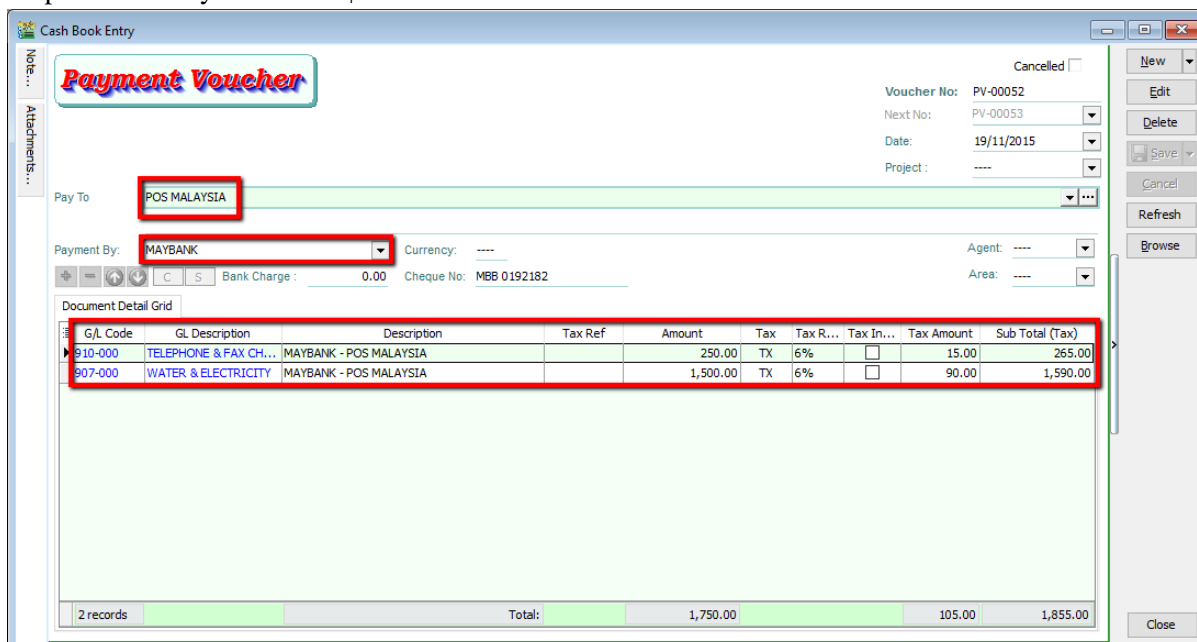
Cash book entry normally uses for a non-customer/ supplier payment or receipt purpose. Eg: you pay for salary, utilities payment and etc.

Step 1: GL | Cash Book Entry | New (choose between Payment Voucher or Official Receipt)



Voucher No.	Date	Description	Cheque No	Local DR	Local CR
PV-00002	06/01/2014	ERICSON SUPPLIER BHD	MBB 100002	0.00	30,000.00
PV-00046	06/01/2014	CELCOM (M) COMMUNICATION BHD	11111	0.00	1.00
OR-00030	07/01/2014	ALPHA & BETA COMPUTER	87678868	100.00	0.00
PV-00005	07/01/2014	MOTOROLA SUPPLIER BHD	MBB 100005	0.00	10,000.00
PV-00006	07/01/2014	NOKIA CORP LTD	MBB 100006	0.00	10,000.00
OR-00027	09/01/2014	KITTY SECURITY SDN BHD		10,000.00	0.00
OR-00003	11/01/2014	KITTY SECURITY SDN BHD	OBB 124358	4,000.00	0.00
OR-00036	13/01/2014	ALPHA & BETA COMPUTER		2.00	0.00
OR-00047	18/01/2014	A'BEST TELECOMMUNICATION PTE...	MBB 123456	2,503.00	0.00
OR-00004	22/01/2014	KITTY SECURITY SDN BHD	EBB 124789	6,000.00	0.00

Step 2: Insert Payable Name | Select GL Code /Tax /Amount



Payment Voucher

Cancelled ☐

Voucher No: PV-00052
Next No: PV-00053
Date: 19/11/2015
Project: ----

Pay To: POS MALAYSIA

Payment By: MAYBANK Currency: ---- Agent: ----
Bank Charge: 0.00 Cheque No: MBB 0192182 Area: ----

G/L Code	GL Description	Description	Tax Ref	Amount	Tax	Tax R...	Tax In...	Tax Amount	Sub Total (Tax)
910-000	TELEPHONE & FAX CH...	MAYBANK - POS MALAYSIA		250.00	TX	6%	<input type="checkbox"/>	15.00	265.00
907-000	WATER & ELECTRICITY	MAYBANK - POS MALAYSIA		1,500.00	TX	6%	<input type="checkbox"/>	90.00	1,590.00

2 records Total: 1,750.00 105.00 1,855.00

6 Report

6.1 General Ledger

6.1.1 Balance Sheet

Go to GL | Print Balance Sheet

Step 1: Select your date

Step 2: Choose your preference format

Step 3: Level mentioned here is about sub account in your Maintain Chart of Account, the higher the value, the more detail will be show.

Step 4:

- a. **Use second description** – use second description which maintain under GL | Maintain Chart of Account
- b. **Zero Balance Account** – even if the amount is 0, you still want to it show in report
- c. **Display Trade Debtor/Creditor in Details** – show per customer account in detail

Step 5:

- a. **Print Sub Account Only** – Selected certain account to view
- b. **Print Project Comparison** – you are allowed to view your report by project (project module requested)
- c. **Show Column Options** – you can preset setting as attached

Step 6: Apply

The screenshot shows the 'Balance Sheet Statement' window. At the top, 'Period' is set to 'Current Month' and 'Month Index' is 0. Below this, there are fields for 'Date' (19/11/2015), 'Agent', 'Project', and 'Area'. The 'Report Title' is 'Balance Sheet As At 19/11/2015'. On the left, there is a list of 'Select Balance Sheet Format' options. On the right, the 'Options' section contains several checkboxes: 'Show Up to Level' (2), 'Use Second Description', 'Zero Balance Account', 'Display Trade Debtor in Details', 'Display Trade Creditor in Details', 'Print Sub Account Only', 'Print Project Comparison', and 'Show Column Options' (which is checked). An 'Apply' button is at the bottom right.

6.1.2 Profit & Loss Statement

Go to GL | Print Profit and Loss Statement

Step 1: Select your date

Step 2: Choose your preference format

Step 3:

- a. **Use second description** – use second description which maintain under GL | Maintain Chart of Account
- b. **Zero Balance Account** – even if the amount is 0, you still want to it show in report

Step 4:

- a. **Print Sub Account Only** – Selected certain account to view
- b. **Print Manufacturing Account** – you are allowed to view only manufacturing account if you had set under Maintain Chart of Account
- c. **Print Project Comparison** – you are allowed to view your report by project (project module requested)
- d. **Show Column Options** – refer Balance Sheet

Step 5: Apply

Profit & Loss Statement

Date: 19/11/2015

Report Title: Trading Profit and Loss for the period 01/11/2015 to 19/11/2015

- Select P/L Report Format :-

- ▶ This Month vs Last Month - This Year vs Last Year
- This Month vs Last Year This Month
- This Month vs Month Budget - This Year vs Year Budget
- This Month vs Month Budget
- This Month vs This Year

Options :-

Show Up to Level: 2

☐ Use Second Description.

☐ Zero Balance Account.

☐ Print Sub Account Only

☐ Print Manufacturing Account

☐ Print Project Comparison

☐ Show Column Options

Apply

6.2 Sales

6.2.1 Sales Document Listing

Go to Sales | Print Sales Document Listing

Step 1: You can filter which document type you want: Eg, **Sales Quotation /Sales Order/ Deliver Order/ Invoice Listing**

Step 2: Filter the **date**, if untick means All period

Step 3: Filter area by pipelines (It's an optional)

Step 4: System can generate by group and can give you a summary on each diff group (group/sort by)

Step 5: Click **Apply** to generate, whenever you change any setting under Step 3 or 4, please redo with click Apply

Sales Document Listing

Documents: Quotation Listing

Date: 01/11/2015 to 30/11/2015

Group/Sort By:

- ☐ Date
- ☐ Document No
- ☐ Customer Code
- ☐ Customer Name
- ☐ Agent
- ☐ Area
- ☐ Currency

Apply

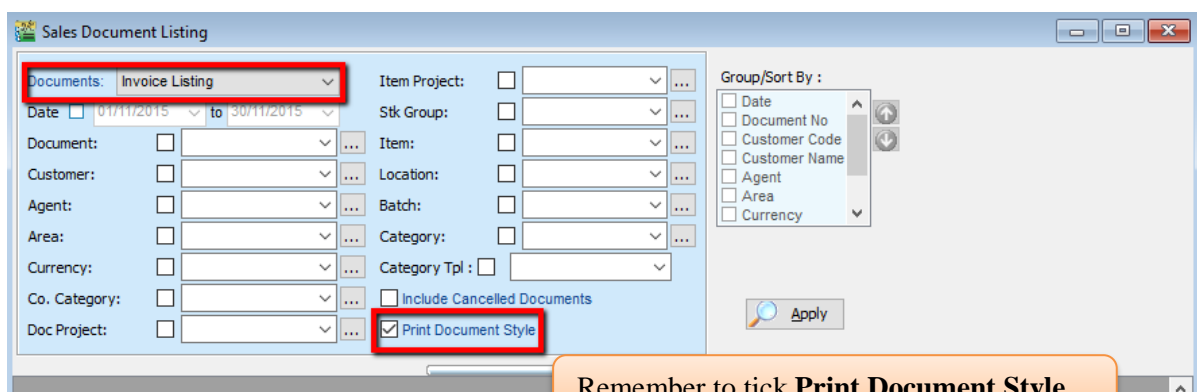
Drag a column header here to group by that column

Doc No	Date	Company Name	Agent	Area	Project	Currenc...	Net Total	Cancel...
QT-00009	09/01/2014	ALPHA & BETA COMPUTER	SY	RAWANG	----	----	5.00	<input type="checkbox"/>
QT-00001	22/01/2014	KITTY SECURITY SDN BHD	HALIM	WW	----	----	80,000.00	<input type="checkbox"/>
QT-00002	08/12/2014	A'BEST TELECOMMUNICATION PTE LTD	LF	SINGAPORE	----	S\$	17,400.00	<input type="checkbox"/>
QT-00003	10/12/2014	AB ENTERPRISE SDN BHD	NF	PJ	----	----	100.00	<input type="checkbox"/>
QT-00004	10/12/2014	AB ENTERPRISE SDN BHD	NF	PJ	----	----	500.00	<input type="checkbox"/>
QT-00005	12/12/2014	A'BEST TELECOMMUNICATION PTE LTD	LF	SINGAPORE	----	S\$	50.00	<input type="checkbox"/>
1	19/12/2014	ALPHA & BETA COMPUTER	SY	RAWANG	----	----	500.00	<input type="checkbox"/>
QT-00008	20/12/2014	ALPHA & BETA COMPUTER	SY	RAWANG	----	----	2.50	<input type="checkbox"/>
QT-00011	18/11/2015	ALPHA & BETA COMPUTER	SY	RAWANG	----	----	111.30	<input type="checkbox"/>

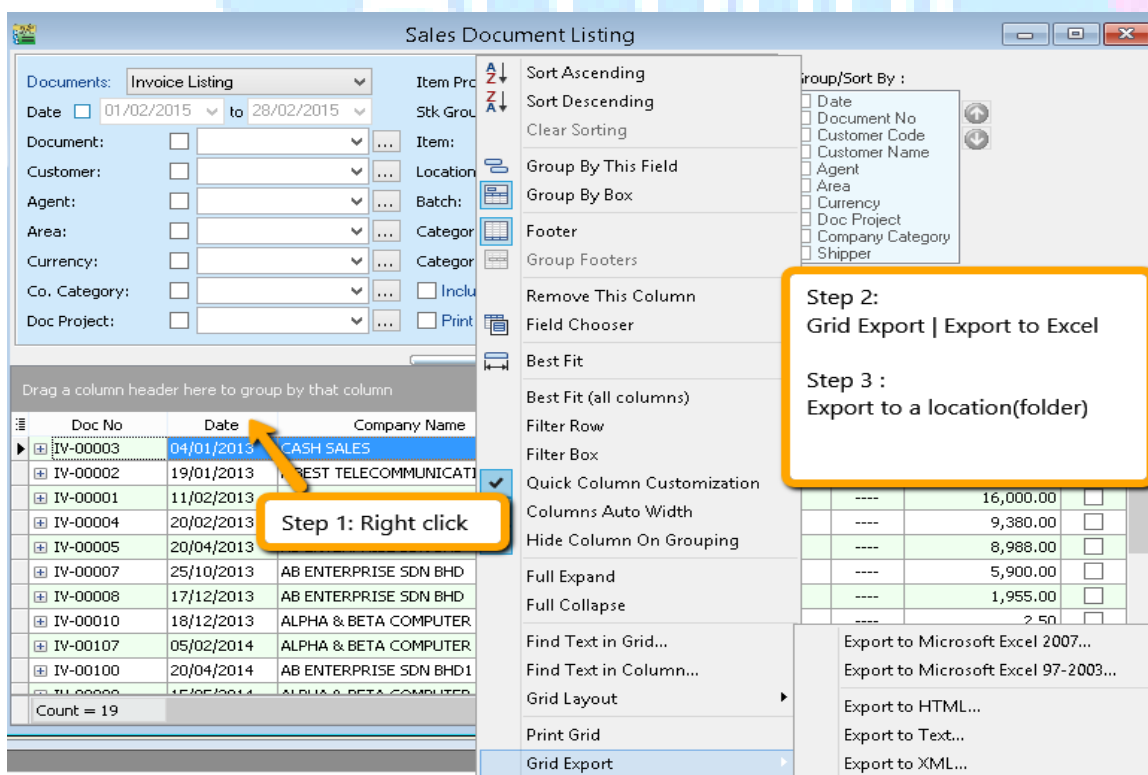
Count = 9

98,668.80

How to batch print Invoice?



How to grid export to excel?



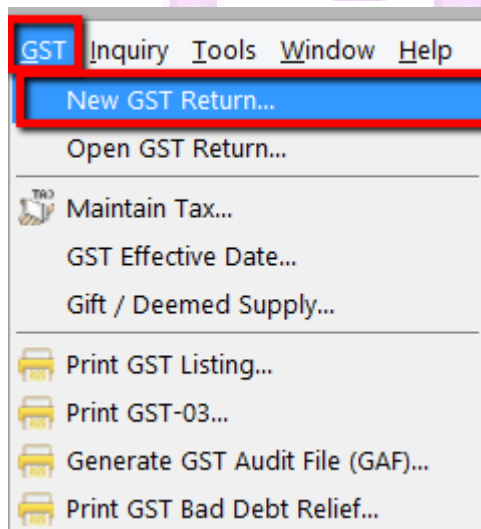
7 GST

7.1 GST-03 Draft

Video Guide link: http://www.sql.com.my/video/sqlacc_tutorial/GST-48_GST03_Draft_720HD.mp4

GST-03 Draft feature is available from SQL Account version 721 onwards, you can process draft before you process actual GST-03 for submit.

Step 1 : GST | New GST Return.



Step 2 : Select the arrow down button beside Process | then click on “Process as Draft”.

New GST Return

GST Return

Process From: 01/10/2015 To: 31/12/2015

Process Date: 31/12/2015

☐ Amendment

☐ C/F Refund for GST

Longer Period Adjustment

Description

Description: GST Return - 01 Oct 2015 to 31 Dec 2015

Ref 1:

Ref 2:

Process

Process As Draft...

Result as below :

Open GST Return

Status	Date From	Date To	Description	Σ Output Tax	Σ Input Tax	GST Amount Payable	Journal No.
	01/04/2015	30/06/2015	GST Return - 01 Apr 201...	6,365.73	95.40	6,270.33	JV-00014
	01/07/2015	30/09/2015	GST Return - 01 Jul 201...	33.30	288.00	Claimable: 254.70	JVGST-201509
DRAFT	01/10/2015	31/12/2015	DRAFT GST Return - 01 ...	3,100.80	3,534.11	Claimable: 433.31	

Count = 2

6,399.03 383.40 6,015.63

New GST Return

Status will highlighted as " DRAFT ".

Empty for Journal No because draft will not have any account posting.

GST Draft can print out GST-03 copy and can advance grill down like usual.

JABATAN KASTAM DIRAJA MALAYSIA
ROYAL MALAYSIA CUSTOMS DEPARTMENT

GST - 03

PENYATA CUKAI BARANG DAN PERKHIDMATAN
GOODS AND SERVICES TAX RETURN

DRAFT COPY

Nota Penting (Important Notes)

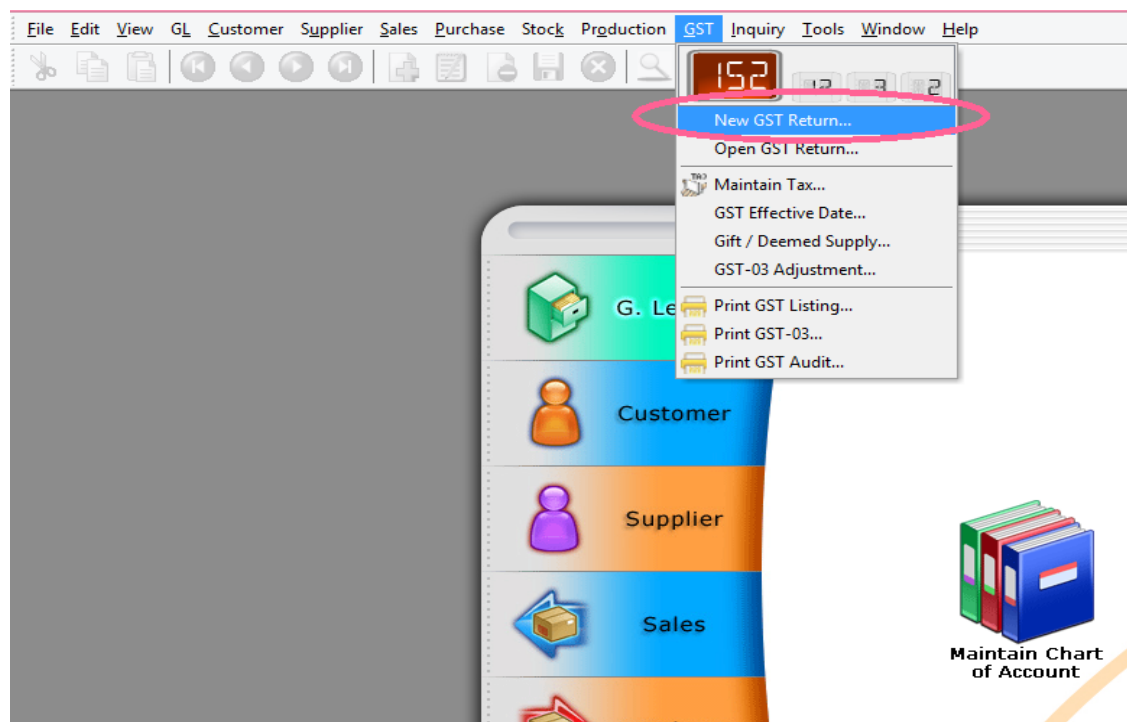
- 1) Sila isikan borang ini dengan menaip menggunakan **HURUF BESAR**.
*Please type in using **BLOCK LETTERS**.*
- 2) Sila rujuk Buku Panduan Mengisi Borang Cukai Barang dan Perkhidmatan (CBP).
Please refer to Goods and Services Tax (GST) Forms Guide.
- 3) Ruangan yang bertanda (*) adalah wajib diisi.
Column with () is a mandatory field.*
- 4) Sila tandakan (X) dalam petak yang berkenaan.
Please tick (X) accordingly.

Q Can submit GST-03 Draft to GST-03 Tap Online?

7.2 How to submit GST-03 Tap Online?

http://www.sql.com.my/video/sqlacc_tutorial/GST-32-First Accounting Software in Malaysia to Show GST03 Submission.mp4

Step 1 : GST | New GST Return.



Step 2 : Process for every month or every 3 month based on your company registered to GST.

File Edit View GL Customer Supplier Sales Purchase Stock Production GST

GST Return

Process From: 01/04/2015 To: 30/06/2015

Process Date: 30/06/2015

☐ Amendment

☐ C/F Refund for GST

Longer Period Adjustment

Description

Description: GST Return - 01 Apr 2015 to 30 Jun 2015

Ref 1:

Ref 2:

Process

Step 3 : Click on GST-03.

Sales Purchase Stock Production GST Inquiry Tools Window Help

Date To	Description	Σ Output Tax	Σ Input Tax	GST Amount Payable	
30/06/2015	GST Return - 01 Apr 2015 to 30 Jun 2015	2,171.04	1,200.04	971.00	GST-03

Step 4 : Click on the play button then select GST03_Tap.

File Edit View GL Customer Supplier Sales Purchase Stock Production GST Inquiry Tools Window Help

GST Process: B

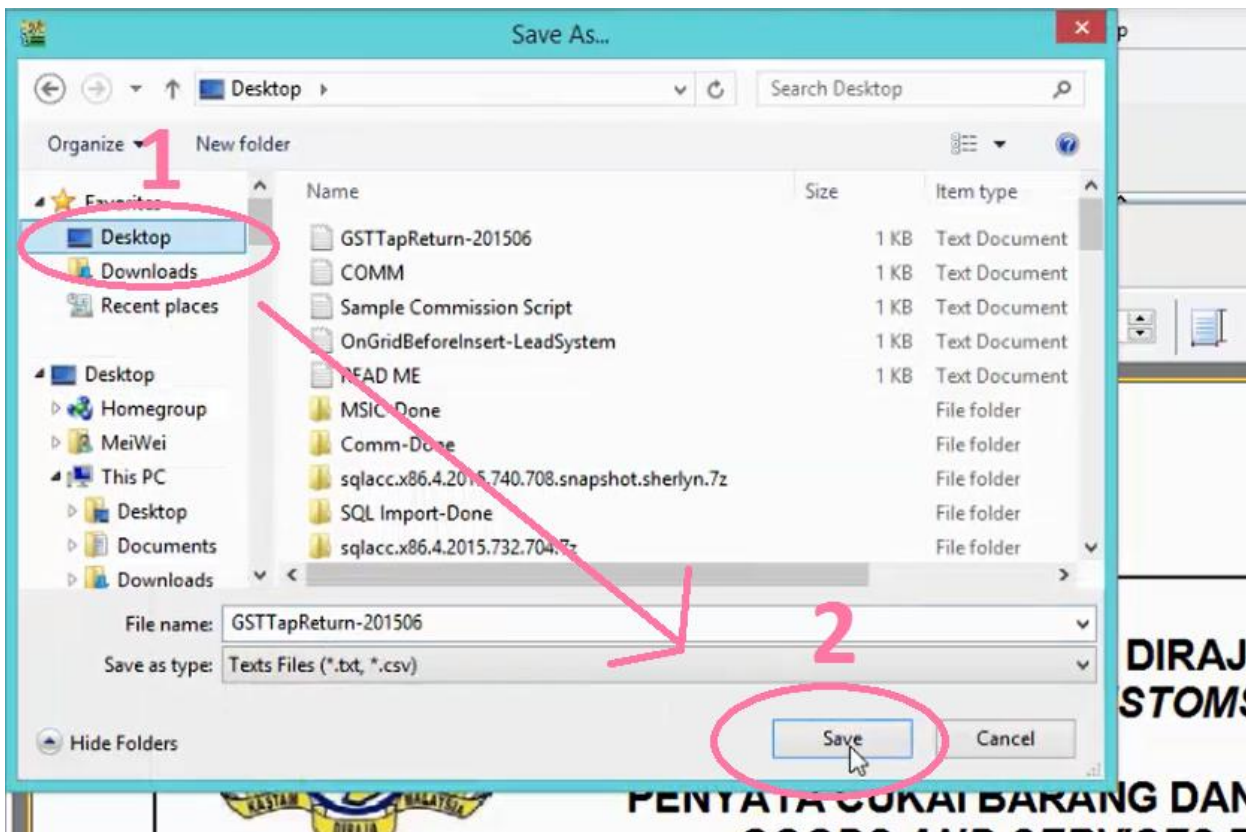
Fast Report

GST03_TAP

JABATAN KAS ROYAL MALAYSIA

PENYATA CUKAI BA GOODS AND S

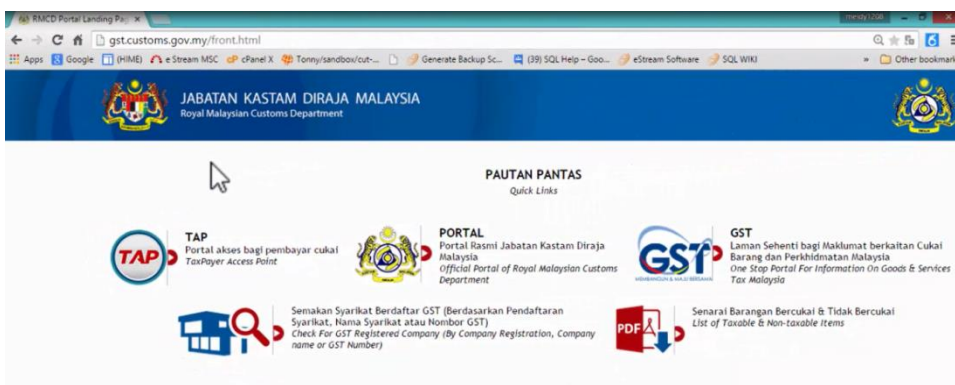
Step 5 : Export to DESKTOP and SAVE.



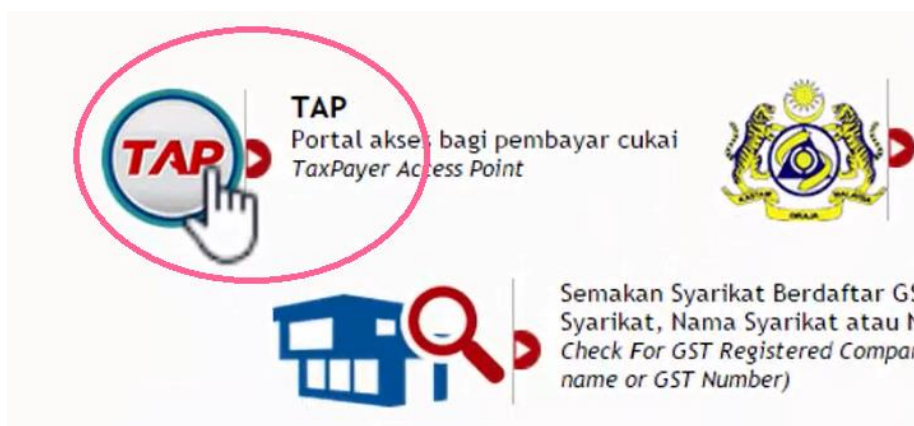
Step 6 : Click OK for the message “ File Export Done”



Step 7 : Logon into <http://gst.customs.gov.my/front.html>



Step 8 : Select TAP.



Step 9 : Enter email address & password, then login.

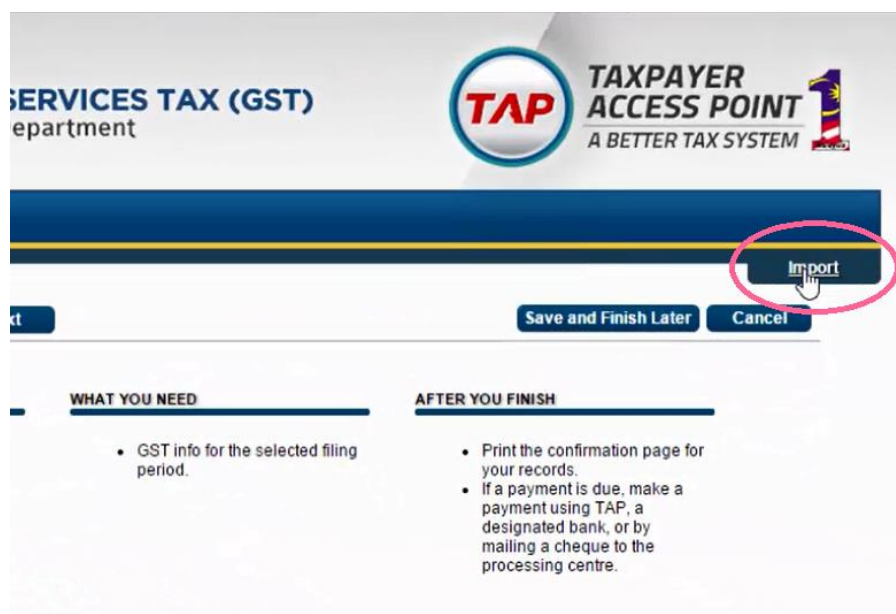
Step 10 : Click on Account id.

Navigation	ACCOUNTS ¹	REQUESTS ⁰	NOTICES ⁰	LETTERS ¹
My Accounts	MY ACCOUNTS ¹			
Registration	MY ACCOUNTS			
Apply for Branch Registration	Account Id	Account Type	Frequency	Address
Manage Designated Persons	000479723520	Goods and Services Tax	3 Monthly	32, 1ST FLOOR, JALAN TIARA 4, BANDAR
Miscellaneous				
Apply for Review				

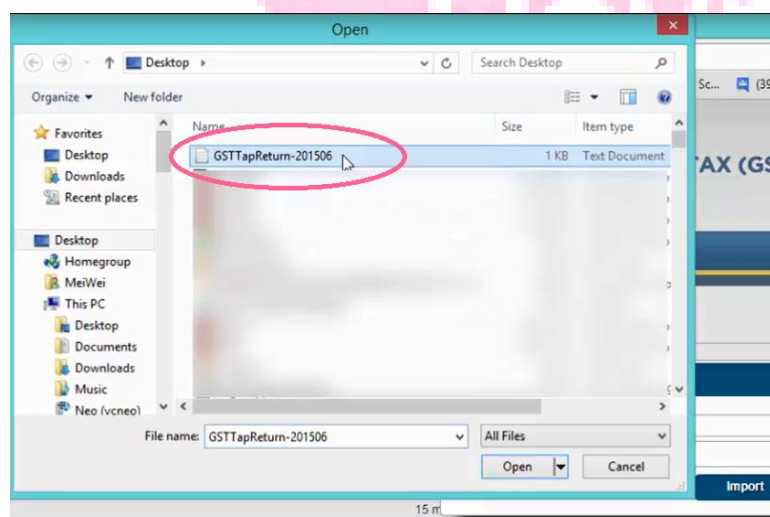
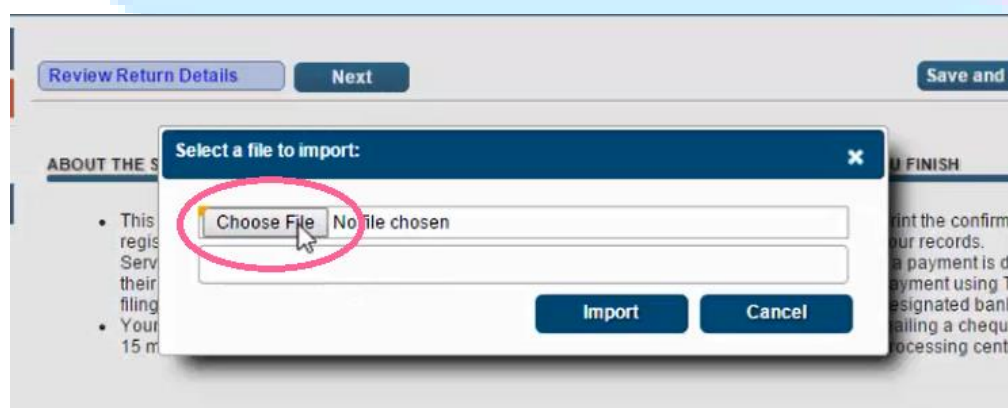
Step 11 : Click on File Now.

Navigation	PERIODS	REQUESTS ⁰	ACTIVITY	NOTICES ⁰	LETTERS ¹	SCHEMES ⁰
My Accounts	ATTENTION NEEDED ¹ SEARCH					
Act: 000479723520	PERIODS REQUIRING ATTENTION					
Registration	Period	Return Status		Tax (RM)	Penalty (RM)	Credit (RM)
Apply for Special Scheme	30-Jun-2015	Generated	File Now	Pay	0.00	0.00
Simplified Tax Invoice					0.00	0.00

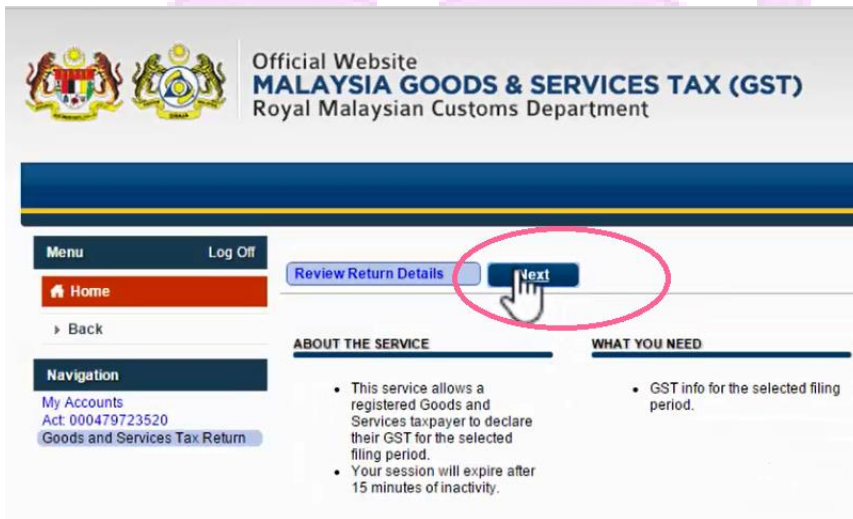
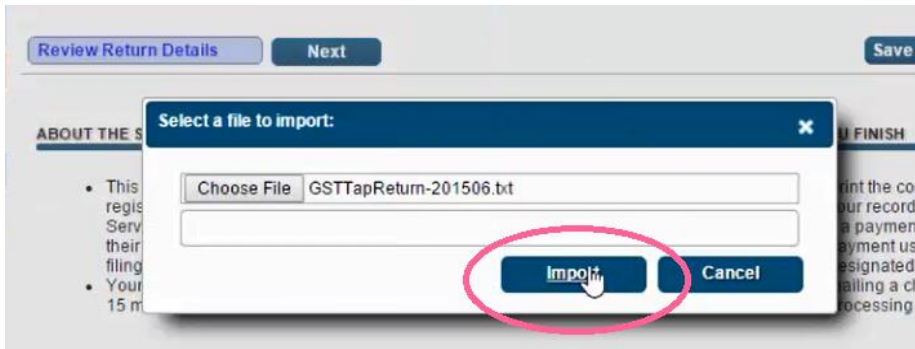
Step 12 : Select Import.



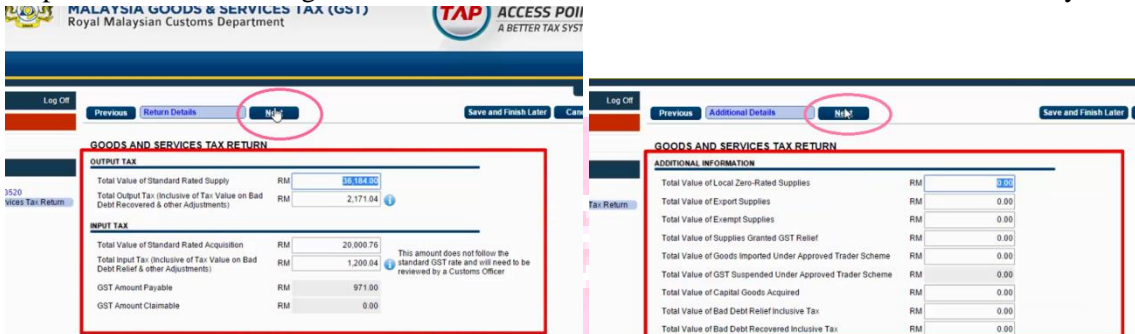
Step 13 : Select Choose File and pick up the GSTTapReturn-201506 that you exported from SQL.



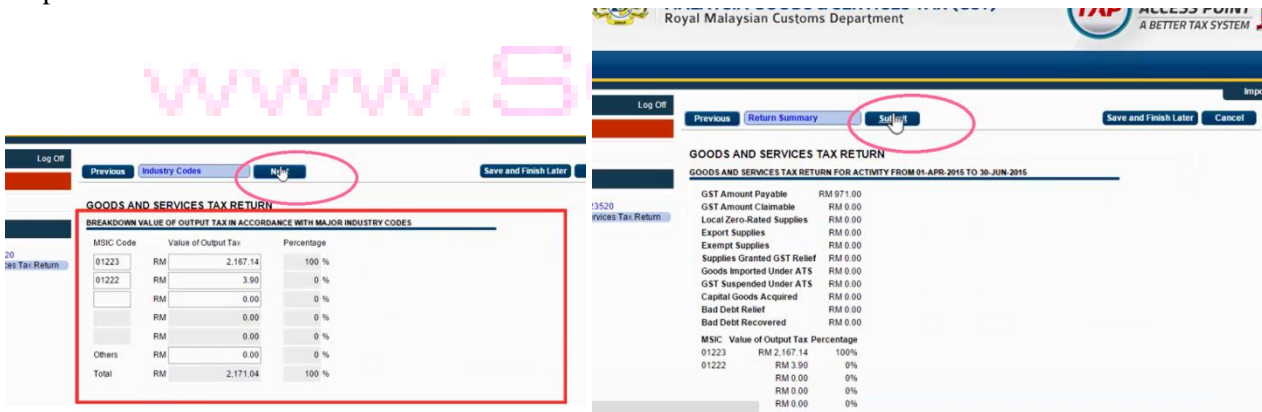
Step 14 : Click on Import and Next.



Step 15 : Click on Next again and u will realize all the information will fill in automatically.



Step 16 : Click Next and until the button of Submit.



Step 17 : Have to re-enter password for final confirmation and click OK.

Royal Malaysian Customs Department

TAP TAXPAYER ACCESS POINT A BETTER TAX SYSTEM

Log Off Previous Return Summary Submit Save and Finish Later Cancel

This will submit your 30-Jun-2015 Goods and Services Tax return to the Royal Malaysian Customs Department.

Are you sure you want to continue?

Password Mandatory

OK Cancel

Supplies Granted GST Relief	RM 0.00
Goods Imported Under ATS	RM 0.00
GST Suspended Under ATS	RM 0.00
Capital Goods Acquired	RM 0.00
Bad Debt Relief	RM 0.00
Bad Debt Recovered	RM 0.00
MSIC Value of Output Tax Percentage	
01223	RM 2,167.14 100%
01222	RM 3.90 0%
	RM 0.00 0%

Step 18 : It will have a status mention that “ You have submitted your request successfully”.

Official Website
MALAYSIA GOODS & SERVICES TAX (GST)
Royal Malaysian Customs Department

TAP TAXPAYER ACCESS POINT A BETTER TAX SYSTEM

Log Off Print Print Acknowledgment Receipt

You have submitted your request successfully.

Taxpayer Name E STREAM MSC SDN BHD
GST No. 000479723520
Filing Period 30-Jun-2015
Amount Due RM 0.00
Due Date 31-Jul-2015
Submitted On 24-Apr-2015 17:59:15
Acknowledgment Receipt No. 2-116-921-856

Please print a copy of this receipt for record purposes. For further information and inquiries please visit our website www.gst.customs.gov.my or contact us at 03-78067200.

OK Printable View

Step 19 : Final stage is just click on the Print Acknowledge Receipt.

Log Off Print Print Acknowledgment Receipt

You have submitted your request successfully.

Taxpayer Name E STREAM MSC SDN BHD
GST No. 000479723520
Filing Period 30-Jun-2015
Amount Due RM 0.00
Due Date 31-Jul-2015
Submitted On 24-Apr-2015 17:59:15
Acknowledgment Receipt No. 2-116-921-856

Please print a copy of this receipt for record purposes. For further information and inquiries please visit our website www.gst.customs.gov.my or contact us at 03-78067200.

OK Printable View

Print Print Acknowledgment Receipt

7.3 Set Tax Date

[http://www.sql.com.my/video/sqlacc_tutorial/GST-47-Set Tax Date.mp4](http://www.sql.com.my/video/sqlacc_tutorial/GST-47-Set_Tax_Date.mp4)

When you received a Purchase Tax Invoice which dated in previous taxable period (back-dated) and you want to claim that input tax in your current GST Return.

Step 1 : Key in your purchase invoice as usual. Right Click on Purchase Invoice Title.

Step 2 : Select Set Tax Date.

Step 3: Insert the date that you want to claim the input tax. This is normally the date that you received the tax invoice. Then click on OK.

Step 4 : When you process next cycle of New GST Return , it will show on part 6 :Input tax as usual .

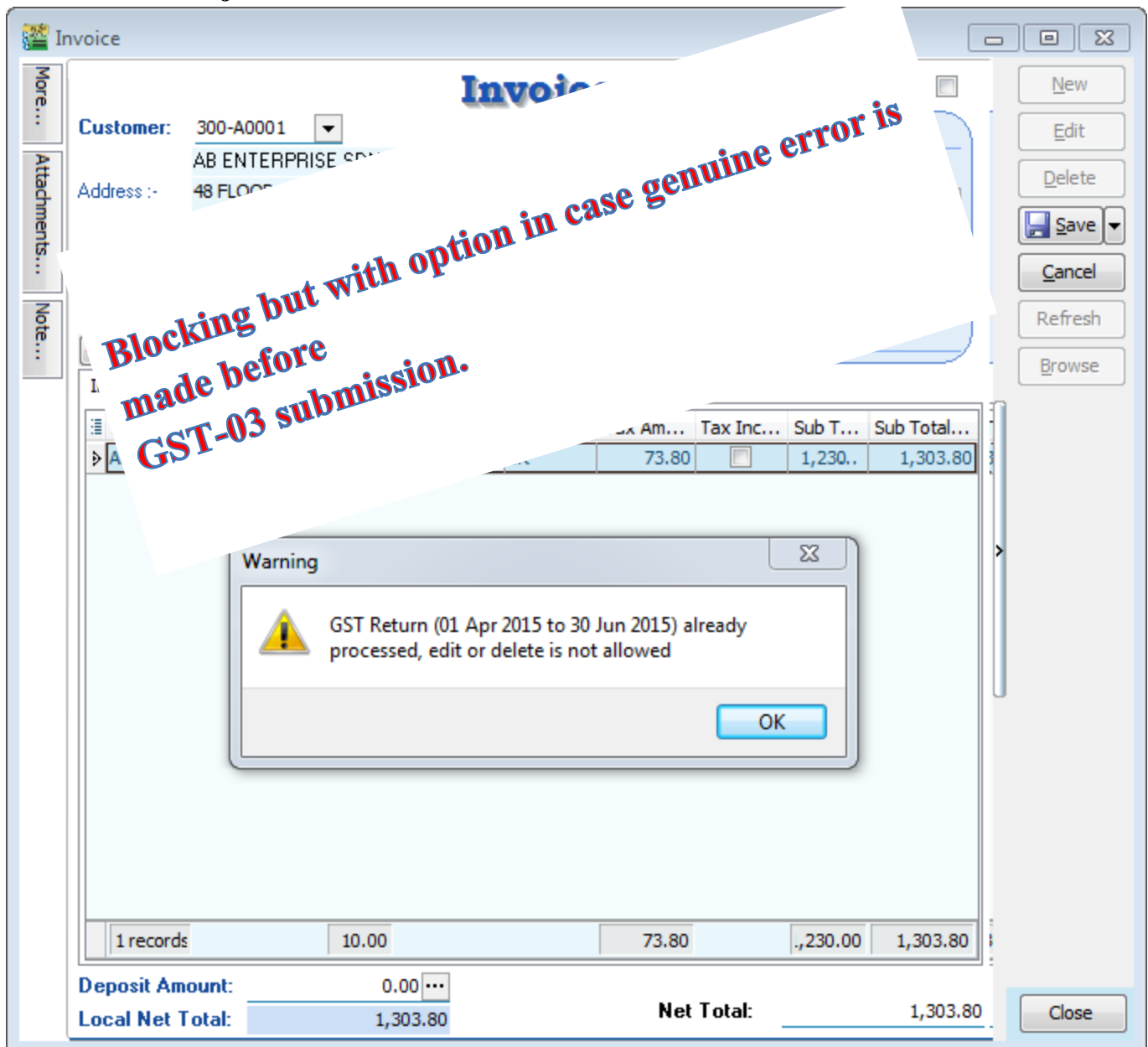
6) Cukai Input /Input Tax

Amaun (Amount)

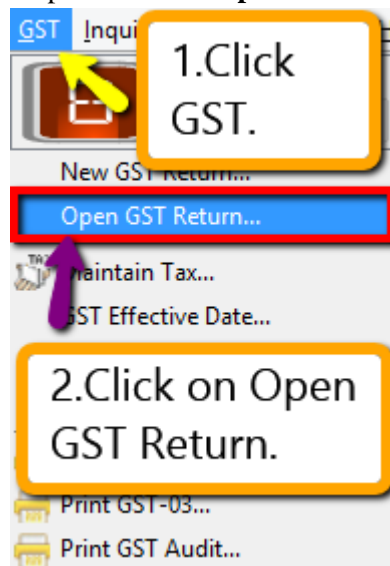
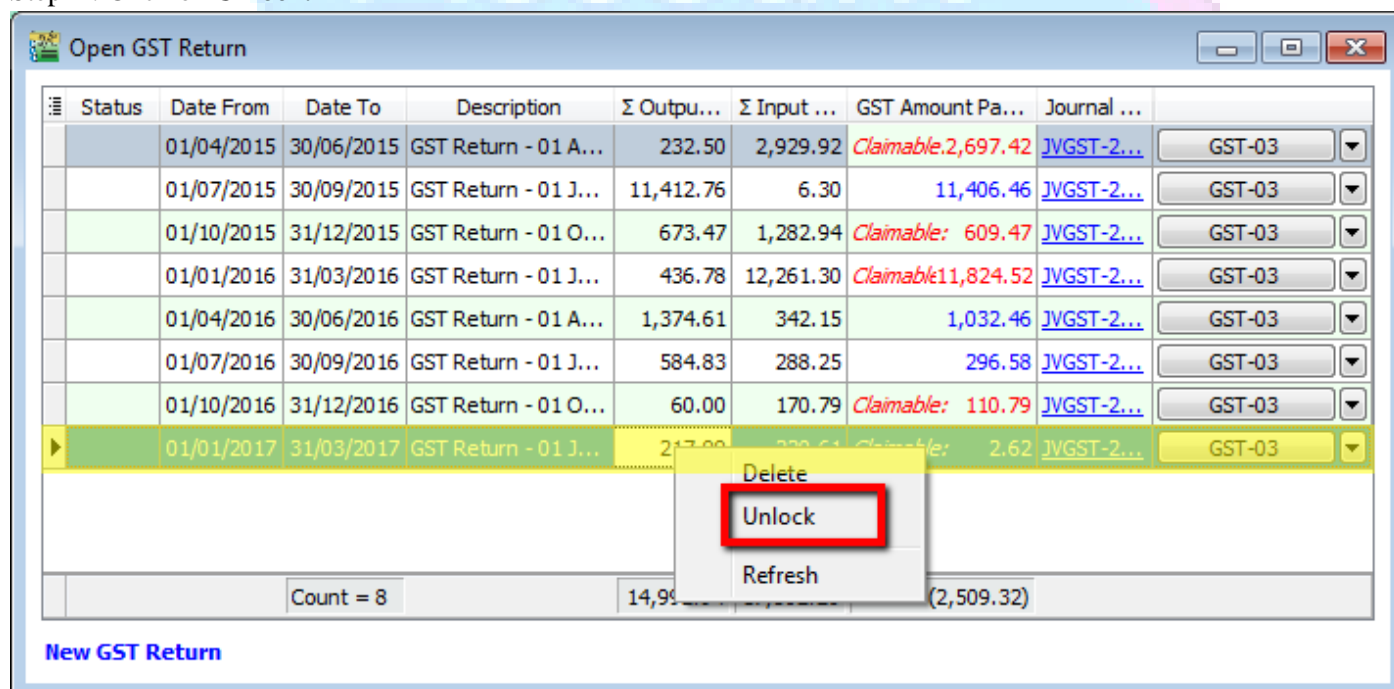
- a) Jumlah Nilai Perolehan Berkadar Standard *
Total Value of Standard Rated Acquisition
- b) Jumlah Cukai Input (Termasuk Hutang Lapuk dan Pelarasan lain) *
Total Input Tax (Inclusive of Bad Debt Relief & other Adjustments) *

RM	1,000.00
RM	60.00

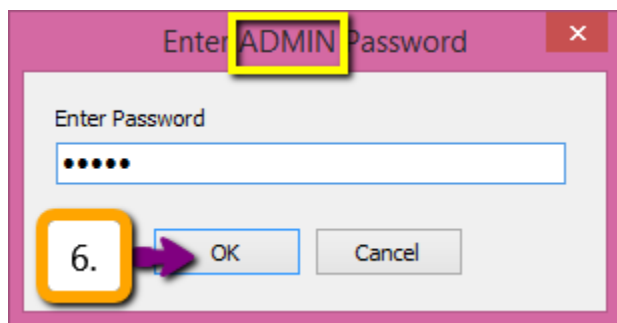
7.4 GST-03 Adjustment



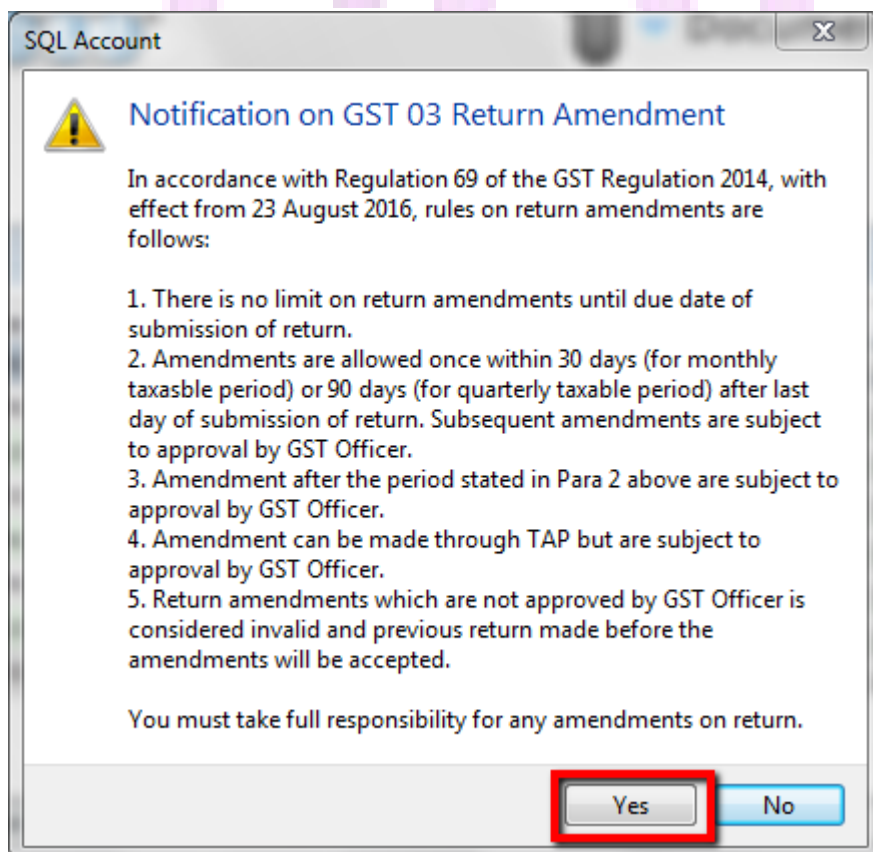
www.SQL.com.my

Before submit to Custom**Delete with draft copy on earlier submission:**Step 1 : Click **GST**Step 2 : Click on **Open GST Return.**Step 3 : **Right click** on the GST Return that you want to delete.Step 4 : Click on **Unlock**.

Step 5 : Please make sure that you are enter your **ADMIN user password** (only ADMIN user have the right to delete) then click on **OK**.



Step 6 : Click Yes on Notification on GST 03 Amendment.



The GST-03 with unlock feature will show as below:

www.SQL.com.my

Open GST Return

Status	Date From	Date To	Description	Σ Output...	Σ Input ...	GST Amount Pa...	Journal ...	
	01/04/2015	30/06/2015	GST Return - 01 A...	232.50	2,929.92	Claimable: 2,697.42	JVGST-2...	GST-03
	01/07/2015	30/09/2015	GST Return - 01 J...	11,412.76	6.30	11,406.46	JVGST-2...	GST-03
	01/10/2015	31/12/2015	GST Return - 01 O...	673.47	1,282.94	Claimable: 609.47	JVGST-2...	GST-03
	01/01/2016	31/03/2016	GST Return - 01 J...	436.78	12,261.30	Claimable: 11,824.52	JVGST-2...	GST-03
	01/04/2016	30/06/2016	GST Return - 01 A...	1,374.61	342.15	1,032.46	JVGST-2...	GST-03
	01/07/2016	30/09/2016	GST Return - 01 J...	584.83	288.25	296.58	JVGST-2...	GST-03
	01/10/2016	31/12/2016	GST Return - 01 O...	60.00	170.79	Claimable: 110.79	JVGST-2...	GST-03
DRAFT	01/01/2017	31/03/2017	DRAFT GST Retur...	217.99	220.61	Claimable: 2.62		GST-03
	01/01/2017	31/03/2017	GST Return - 01 J...	217.99	220.61	Claimable: 2.62	JVGST-2...	Recalculate

Count = 8 14,992.94 17,502.26 (2,509.32)

New GST Return

After complete your amendment, then you may recalculate the GST-03.

Open GST Return

Status	Date From	Date To	Description	Σ Output...	Σ Input ...	GST Amount Pa...	Journal ...	
	01/04/2015	30/06/2015	GST Return - 01 A...	232.50	2,929.92	Claimable: 2,697.42	JVGST-2...	GST-03
	01/07/2015	30/09/2015	GST Return - 01 J...	11,412.76	6.30	11,406.46	JVGST-2...	GST-03
	01/10/2015	31/12/2015	GST Return - 01 O...	673.47	1,282.94	Claimable: 609.47	JVGST-2...	GST-03
	01/01/2016	31/03/2016	GST Return - 01 J...	436.78	12,261.30	Claimable: 11,824.52	JVGST-2...	GST-03
	01/04/2016	30/06/2016	GST Return - 01 A...	1,374.61	342.15	1,032.46	JVGST-2...	GST-03
	01/07/2016	30/09/2016	GST Return - 01 J...	584.83	288.25	296.58	JVGST-2...	GST-03
	01/10/2016	31/12/2016	GST Return - 01 O...	60.00	170.79	Claimable: 110.79	JVGST-2...	GST-03
	01/01/2017	31/03/2017	GST Return - 01 J...	217.99	220.61	Claimable: 2.62	JVGST-2...	Recalculate

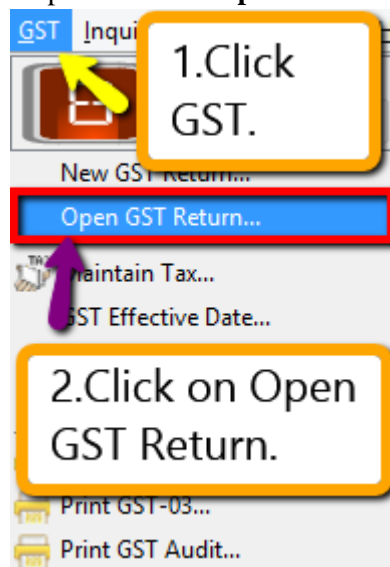
Count = 8 14,992.94 17,502.26 (2,509.32)

New GST Return

Delete without any draft copy on earlier submission:

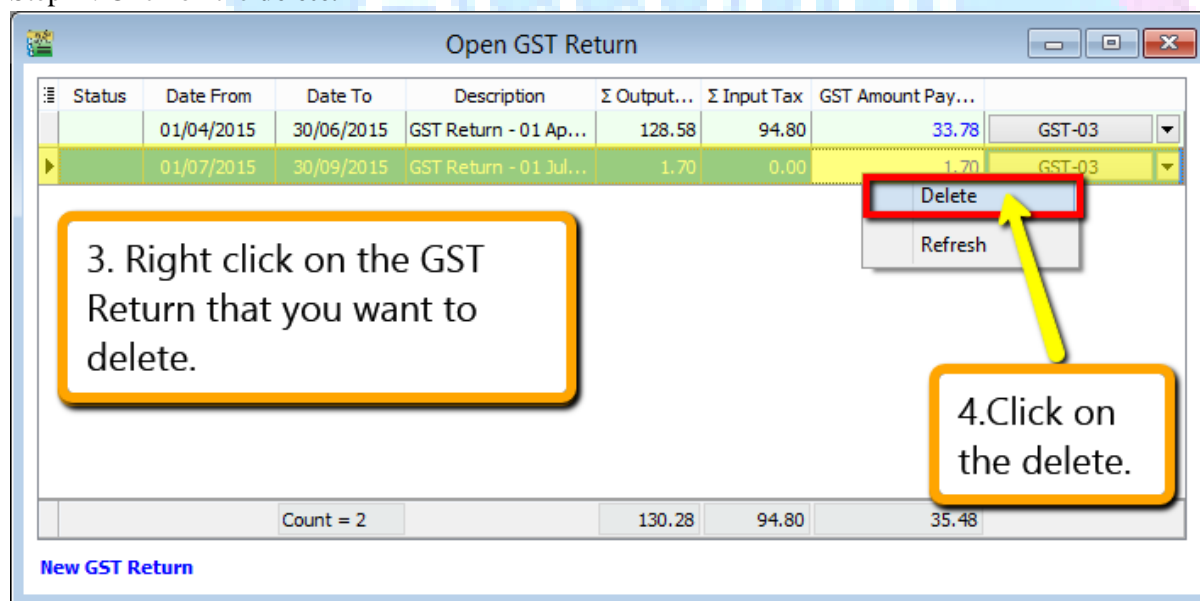
Step 1 : Click **GST**

Step 2 : Click on **Open GST Return.**



Step 3 : **Right click** on the GST Return that you want to delete.

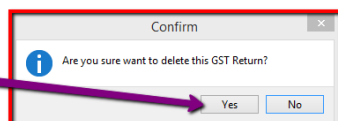
Step 4 : Click on the **delete**.



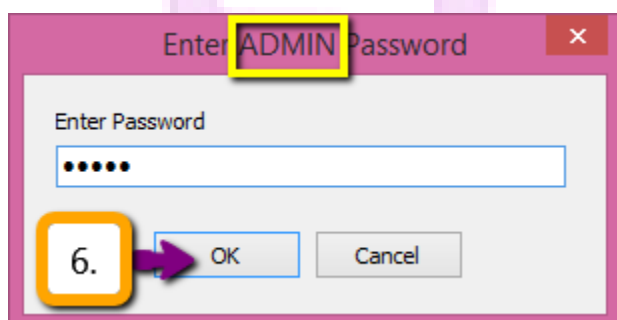
Step 5 : Click **Yes** for the delete GST Return.

Status	Date From	Date To	Description	Σ Output Tax	Σ Input Tax	GST Amount Payable	
	01/04/2015	30/06/2015	GST Return - 01 Apr 2015 to 30 Jun 2015	128.58	94.80	33.78	GST-03
	01/07/2015	30/09/2015	GST Return - 01 Jul 2015 to 30 Sep 2015	1.70	0.00	1.70	GST-03

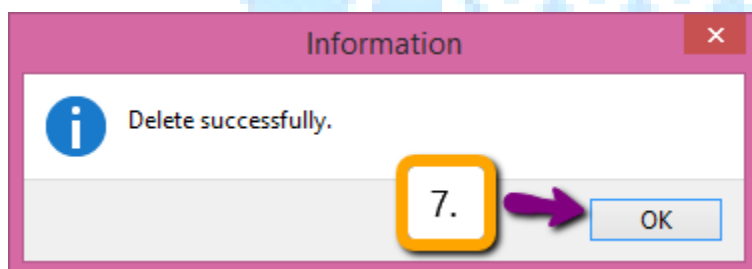
5. Click on the YES



Step 6 : Please make sure that you are enter your **ADMIN user password** (only ADMIN user have the right to delete) then click on **OK**.



Step 7 : Click **OK** for delete successfully.

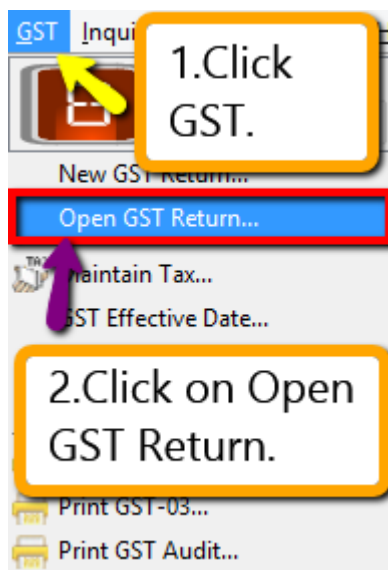


7.4.2 After submit to Custom

After submit to Custom and you want to amend the GST-03 that you have proceed, you must get approval from Custom then only you can amend.

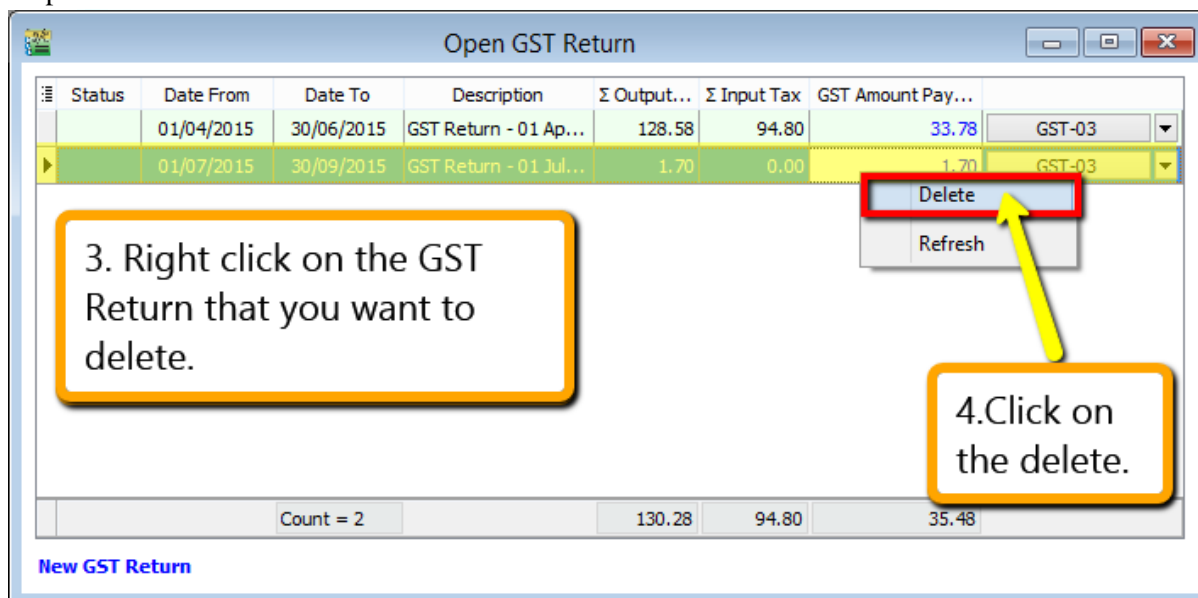
Step 1 : Click **GST**

Step 2 : Click on **Open GST Return**.

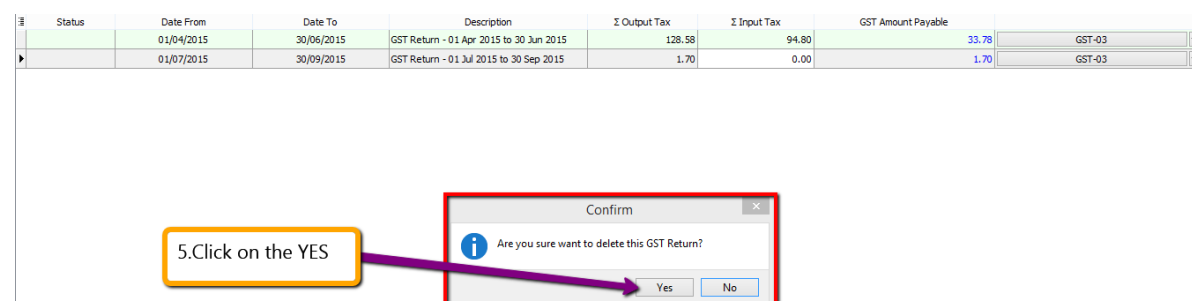


Step 3 : **Right click** on the GST Return that you want to delete.

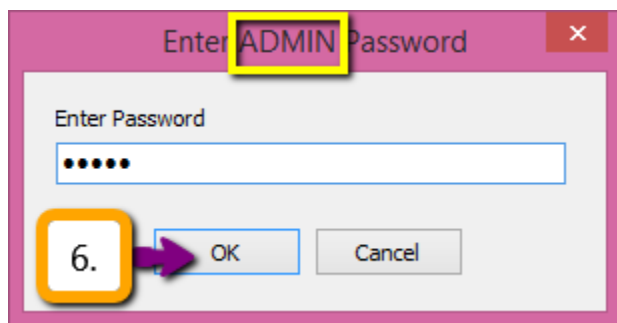
Step 4 : Click on the **delete**.



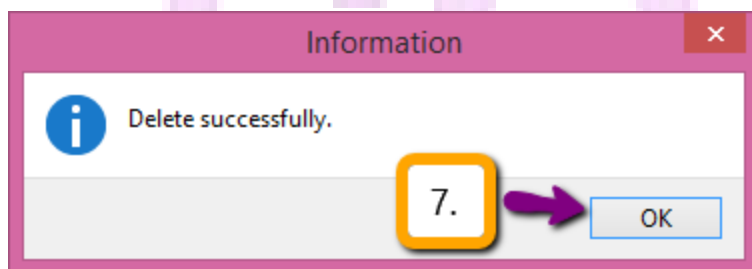
Step 5 : Click **Yes** for the delete GST Return.



Step 6 : Please make sure that you are enter your **ADMIN user password** (only ADMIN user have the right to delete) then click on **OK**.



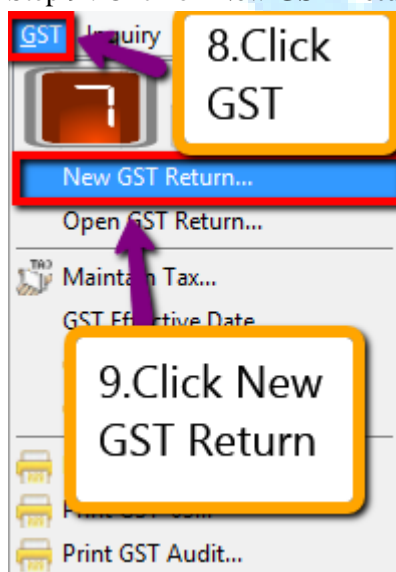
Step 7 : Click **OK** for delete successfully.



When you re-process the GST-03:

Step 8 : Click on **GST**.

Step 9 : Click on **New GST Return**.



Step 10 : Insert the period that you want to re-process then make sure check on the amendment and process will do.

New GST Return

GST Return

Process From: 01/07/2015 To: 30/09/2015

Process Date: 24/03/2015

☒ Amendment

☐ C/F Refund

Longer Period Adjust

Description

Description: GST Return - 01 Jul 2015 to 30 Sep 2015

Ref 1

Ref 2

Process

So when you view your Kastam GST-03 format, there will have a checked under amendment:

3) Ruang yang bertanda (*) adalah wajib diisi.
*Column with (*) is a mandatory field.*

4) Sila tandakan (X) dalam petak yang berkenaan.
Please tick (X) accordingly.

5) Sekiranya mengikrar nilai sifar, sila isi angka "0".
If declaring a zero amount, please fill in "0".

6) Sila hubungi Pusat Panggilan Kastam di talian 1-300-88-8500 / 03-78067200 atau emel ccc@customs.gov.my untuk pertanyaan lanjut.
Please contact Customs Call Center at 1-300-88-8500 / 03-78067200 or email ccc@customs.gov.my for further enquiry.

☒ Pindaan Amendment

www.SQL.com.my

7.4.3 Re-submission GST-03 Amendment:

Official Website
MALAYSIA GOODS & SERVICES TAX (GST)
Royal Malaysian Customs Department

TAP TAXPAYER ACCESS POINT
A BETTER TAX SYSTEM

Menu
Home
Back

Navigation
Home

Not everything gets taxed, basic necessities are still free of GST

Common Questions
What is TAP?
FAQ (pdf)
What Can I Do In TAP?
Why Should I Sign Up?

Language
English
B.Melayu

Search
Retrieve Saved Request
Lookup Application Status
Lookup GST Status
Lookup Approved Tax Agent

Login

Email Address
abc@yahoo.com.my
Mandatory

Password
gst2@15

Forgot My Password

Logon Sign up

Want To
Register For GST
Apply for Registration Exemption
File GST Return
Registrant Declaration
Apply for Flat Rate Scheme
Apply for Review

Step 1

Step 2

Payroll

www.SQL.com.my

Official Website
MALAYSIA GOODS & SERVICES TAX (GST)
Royal Malaysian Customs Department

TAP TAXPAYER ACCESS POINT 1
A BETTER TAX SYSTEM

Menu Log Off
Home
Back

Navigation
My Accounts

Registration
Manage Designated Persons
Miscellaneous
Apply for Review
Accounting Software Survey

SORELLA (M) SDN BHD

Business Reg. No.
My Balance RM 0.00

NAMES AND ADDRESSES
Legal Name
Trading Name
Location / Business
Correspondence Address

I WANT TO...
Manage My Profile

ACCOUNTS² REQUESTS⁰ NOTICES³ LETTERS⁵

MY ACCOUNTS²

Account Id	Account Type	Frequency	Address	Balance(RM)
001234567890	Goods and Services Tax	Monthly		0.00
	Goods and Services Tax	Monthly		0.00 Ceased

Hide History Filter

Step 3

Official Website
MALAYSIA GOODS & SERVICES TAX (GST)
Royal Malaysian Customs Department

TAP TAXPAYER ACCESS POINT 1
A BETTER TAX SYSTEM

Menu Log Off
Home
Back

Navigation
My Accounts

Registration
Simplified Tax Invoice
Change Group Representative
Add Group Member
Remove Group Member
Refund
Update Refund Bank Account
Apply for Special Refund
Check Refund Request Status
Miscellaneous
Submit a Document
Request a Remission
Submit Form F

GOODS AND SERVICES TAX

Business Reg. No.
Monthly
My Balance RM 0.00
Pending RM 0.00

NAMES AND ADDRESSES
Name
Trading Name
Location / Business
Correspondence Address

I WANT TO...
Make a Payment
Authorize Tax Agent Access
Request to Close Account

PERIODS¹ REQUESTS⁰ NOTICES⁰ LETTERS⁴ SCHEMES⁰

ATTENTION NEEDED² SEARCH

PERIODS FROM 04-JUN-2013

Period	Return Status	File Now	Pay	Tax (RM)	Penalty (RM)	Credit (RM)	Balance (RM)	Messages
30-Jun-2015	Generated	File Now	Pay	0.00	0.00	0.00	0.00	File Return
31-May-2015	Generated	File Now	Pay	0.00	0.00	0.00	0.00	File Return
30-Apr-2015	Ontime-Processed	View Return	Pay	291,470.69	0.00	291,470.69	0.00	

3 Rows

Change Date Filter

Step 5



Official Website
MALAYSIA GOODS & SERVICES TAX (GST)
Royal Malaysian Customs Department



TAXPAYER ACCESS POINT
A BETTER TAX SYSTEM

Menu [Log Off](#)

[Home](#)

[Back](#)

Navigation

[My Accounts](#)

[Goods and Services Tax Return - 30-Apr-2015](#)

GOODS AND SERVICES TAX RETURN

[Amend](#) [Print](#)

Goods and Services Tax :
 Period : 30-Apr-2015
 Due : 01-Jun-2015
 Status : Ontime-Processed
 Confirmation # : 1-278-936-576

[Review Return Details](#) [Next](#)

ABOUT THE SERVICE

- This service allows a registered Goods and Services taxpayer to declare their GST for the selected filing period.
- Your session will expire after 15 minutes of inactivity.

WHAT YOU NEED

- GST info for the selected filing period.

AFTER YOU FINISH

- Print the confirmation page for your records.
- If a payment is due, make a payment using TAP, a designated bank, or by mailing a cheque to the processing centre.

Menu [Log Off](#)

[Home](#)

[Back](#)

Navigation

[My Accounts](#)

[Goods and Services Tax Return](#)

[Review Return Details](#) [Next](#) [Save and Finish Later](#) [Cancel](#) [Import](#)

Step 7 (a)

WHAT YOU NEED **AFTER YOU FINISH**

[Previous](#) [Return Details](#) [Next](#)

GOODS AND SERVICES TAX RETURN

OUTPUT TAX

Total Value of Standard Rated Supply	RM	4,835,374.64
Total Output Tax (Inclusive of Tax Value on Bad Debt Recovered & other Adjustments)	RM	291,470.69

INPUT TAX

Total Value of Standard Rated Acquisition	RM	2,530,917.78
Total Input Tax (Inclusive of Tax Value on Bad Debt Relief & other Adjustments)	RM	148,237.19
GST Amount Payable	RM	143,233.50
GST Amount Claimable	RM	0.00

Step 7 (b)

Previous Additional Details Next

GOODS AND SERVICES TAX RETURN **Step 7 (c)**

ADDITIONAL INFORMATION

Total Value of Local Zero-Rated Supplies	RM	0.00
Total Value of Export Supplies	RM	0.00
Total Value of Exempt Supplies	RM	0.00
Total Value of Supplies Granted GST Relief	RM	0.00
Total Value of Goods Imported Under Approved Trader Scheme	RM	0.00
Total Value of GST Suspended Under Approved Trader Scheme	RM	0.00
Total Value of Capital Goods Acquired	RM	0.00
Total Value of Bad Debt Relief Inclusive Tax	RM	0.00
Total Value of Bad Debt Recovered Inclusive Tax	RM	0.00

Previous Industry Codes Next

GOODS AND SERVICES TAX RETURN **Step 7 (d)**

BREAKDOWN VALUE OF OUTPUT TAX IN ACCORDANCE WITH MAJOR

MSIC Code	Value of Output Tax	Percentage
46413	RM 291,470.69	100 %
	RM 0.00	0 %
	RM 0.00	0 %
	RM 0.00	0 %
	RM 0.00	0 %
Others	RM 0.00	0 %
Total	RM 291,470.69	100 %

Previous Amendment Reason Next

GOODS AND SERVICES TAX RETURN **Step 7 (e)**

Reason for Amendment TAP

Previous Return Summary Submit

GOODS AND SERVICES TAX RETURN **Step 7 (f)**

GOODS AND SERVICES TAX RETURN FOR

GST Amount Payable	RM 143,233.50
GST Amount Claimable	RM 0.00
Local Zero-Rated Supplies	RM 0.00
Export Supplies	RM 0.00
Exempt Supplies	RM 0.00
Supplies Granted GST Relief	RM 0.00

This will submit your 30-Apr-2015 Goods and Services Tax Return to the Royal Malaysian Customs Department. Are you sure you want to continue?

Step 7 (g)

Password **gst2@15** Mandatory

Ok Cancel

Total RM 291,470.69 100% 8



Official Website
MALAYSIA GOODS & SERVICES TAX (GST)
Royal Malaysian Customs Department



Step 8 (b)

Print

Print Acknowledgement Receipt

Make a Payment

Menu

Log Off

Home

Back

Navigation

My Accounts

Act: 001684226048

Goods and Services Tax Return -

30-Jun-2015

Goods and Services Tax Return

Request

You have submitted your request **successfully**.

Your return has been received and is pending for processing. Kindly proceed to pay your amount due as below.

Taxpayer Name	APIT SATAY
GST No.	001684226048
Filing Period	30-Jun-2015
Amount Due	RM 3,059.79
Due Date	31-Jul-2015
Submitted On	17-Sep-2015 18:58:04
Acknowledgment Receipt No.	1-684-689-152

Please print a copy of this receipt for record purposes. For further information and inquiries please visit our website www.gst.customs.gov.my or contact us at 03-78067200/ 1300-888-500.

OK

Printable View

Step 8 (a)

9

Print

Total: 1 sheet of paper

Print

Cancel

Destination

KONICA MINOLTA 654...

Change...

Pages

All

e.g. 1-5, 8, 11-13

Copies

1

+

-

Layout

Portrait

Color

Black and white

Options

☒ Two-sided

+ More settings

Print using system dialog... (Ctrl+Shift+P)

9/17/2015

MLS: Taxpayer Access Point (TAP)



Official Website
MALAYSIA GOODS & SERVICES TAX (GST)
Royal Malaysian Customs Department



Step 8 (a)

Print

Print Acknowledgement Receipt

Make a Payment

You have submitted your request **successfully**.

Your return has been received and is pending for processing. Kindly proceed to pay your amount due as below.

Taxpayer Name	ABC SDN. BHD.
GST No.	001234567899
Filing Period	30-Jun-2015
Amount Due	RM 3,059.79
Due Date	31-Jul-2015
Submitted On	17-Sep-2015 18:58:04
Acknowledgment Receipt No.	1-684-689-152

Please print a copy of this receipt for record purposes. For further information and inquiries please visit our website www.gst.customs.gov.my or contact us at 03-78067200/ 1300-888-500.

OK

Printable

View

Print
Total: 2 sheets of paper

Print **Cancel**

Destination: OKI DATA CORP B411
Change...

Pages: ☒ All
☐ e.g. 1-5, 8, 11-13

Copies: 1 **+** **-**

Color: Black and white **▼**

+ More settings

Print using system dialog... (Ctrl+Shift+P)

JABATAN KASTAM DIRAJA MALAYSIA
ROYAL MALAYSIAN CUSTOMS DEPARTMENT

GST - 03

PENYATA CUKAI BARANG DAN PERKHIDMATAN
GOODS AND SERVICES TAX RETURN

☐ **Pindaan**
Amendment

BAHAGIAN A : BUTIRAN ORANG BERDAFTAR

Sila potong keratan ini dan sertakan bersama bayaran

Cukai Barang & Perkhidmatan

Nombor Bauca : 10426941441

Jumlah Yang Perlu Dibayar : 143,233.50

Jumlah Bayaran : RM

Untuk Kegunaan Pejabat

RTNPFYM

- Untuk pembayaran secara elektronik, sila layari: <https://gst.customs.gov.my/TAP>
 - Bayaran Melalui Cek dan Bank Draft hendaklah di atas nama KETUA PENGARAH KASTAM MALAYSIA
 - Lawati cawangan ejen bank berikut untuk membuat pembayaran: RHB, Maybank, CIMB, Public Bank, Hong Leong, Alliance Islamic Bank & Bank Islam
 - Pos Bayaran Kepada : JABATAN KASTAM DIRAJA MALAYSIA PUSAT PEMROSESAN GST, ARAS 1, BLOK A, KOMPLEKS KASTAM WPKL, JALAN SS 6/3, KELANA JAYA, 47300, PETALING JAYA, SELANGOR

Account

Payroll

www.SQL.com.my

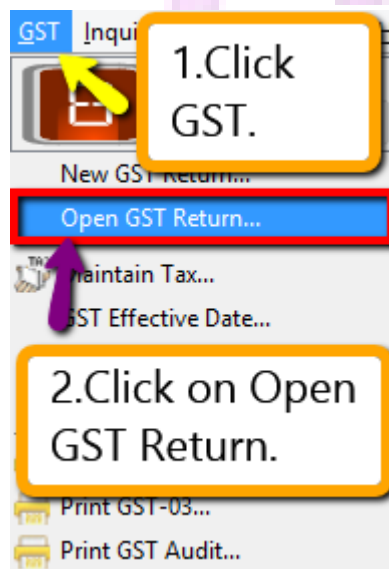
7.5 GAF File

http://www.sql.com.my/video/sqlacc_tutorial/GST-08_GAF.mp4

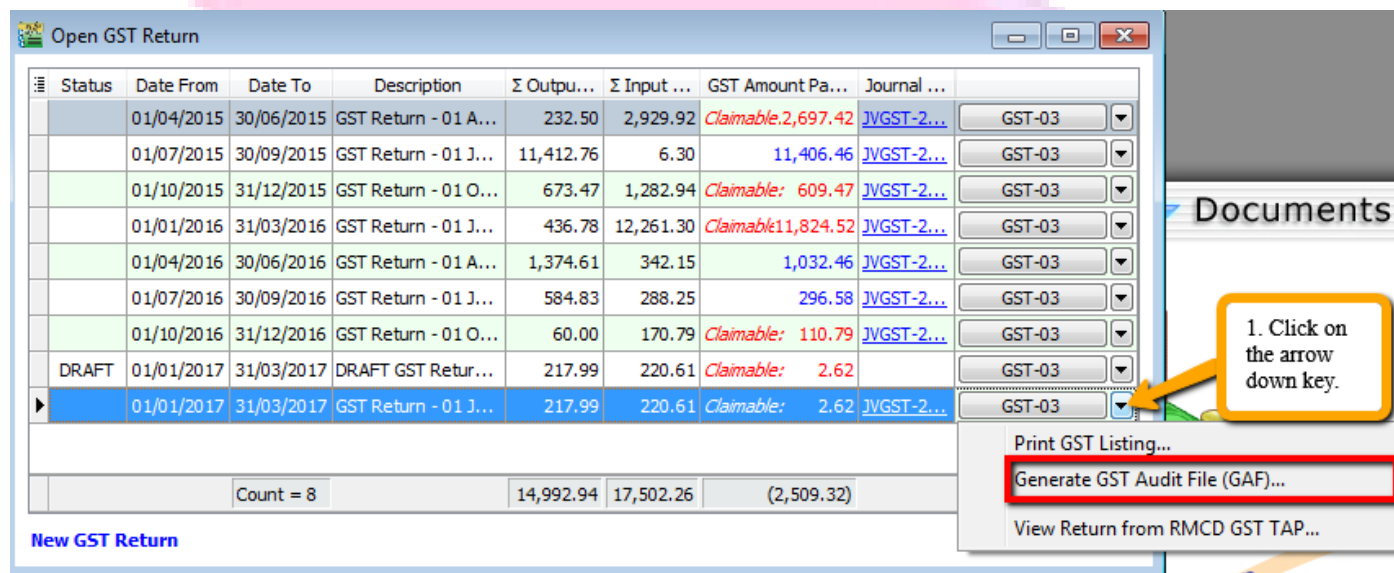
GAF = GST Audit File.

The purpose of a GAF is for Customs audit on the accuracy of your GST Return but GAF submission is only required upon request. It is not required to be submitted with GST-03.

Step 1 : Click on **GST | Open GST Return**.

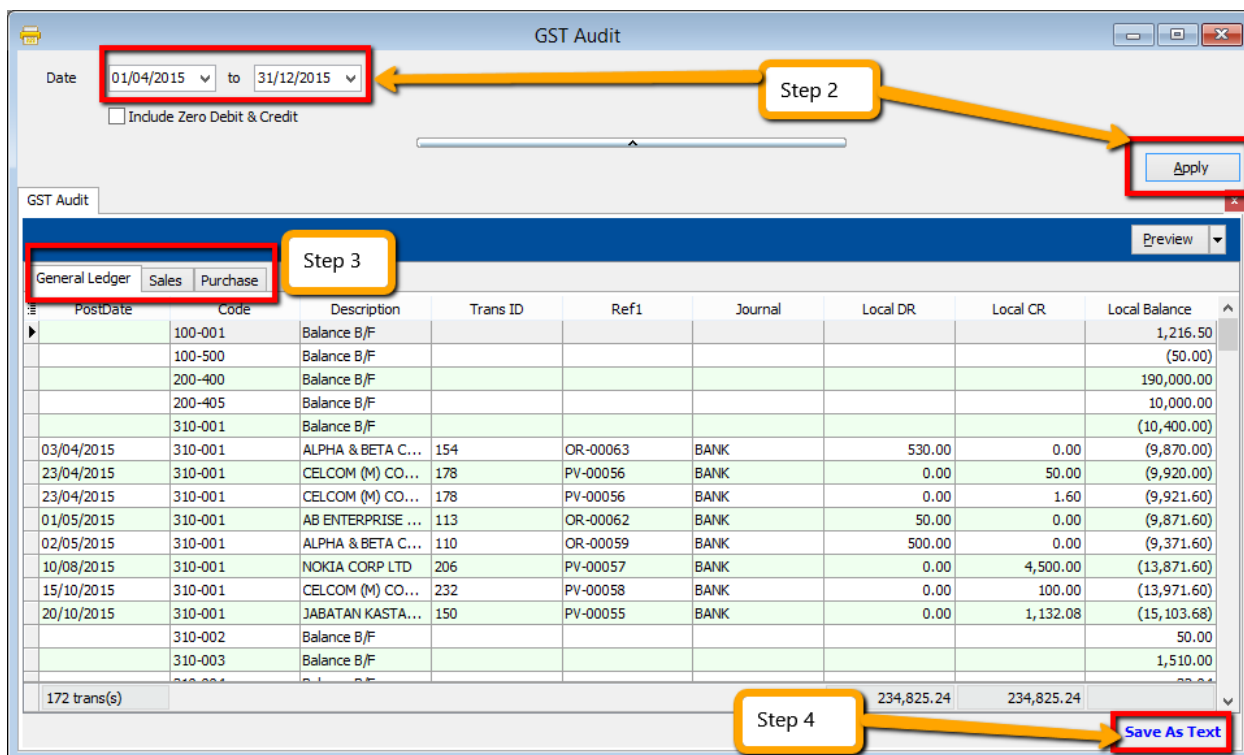


Step 2 : Click on the arrow down key beside GST-03 (GAF) and select Generate GST Audit File (GAF).

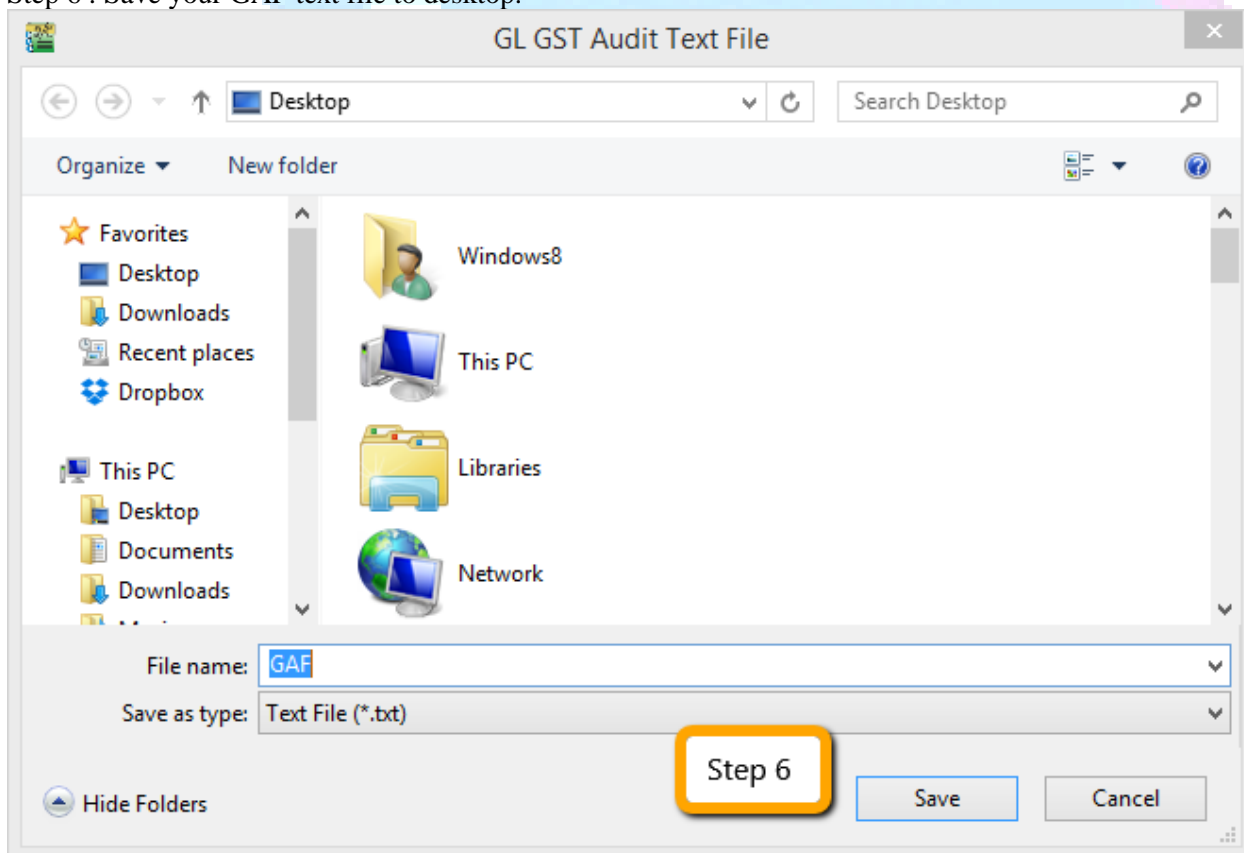


Step 3 : The result is generated based on General Ledger, Sales & Purchase for you to check your transaction before submitting to Customs for auditing purposes.

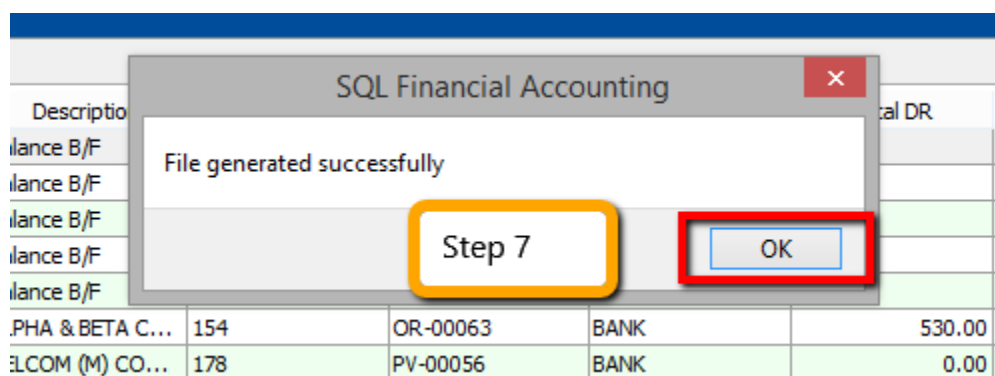
Step 4 : After checking, you may click on Save as Text.



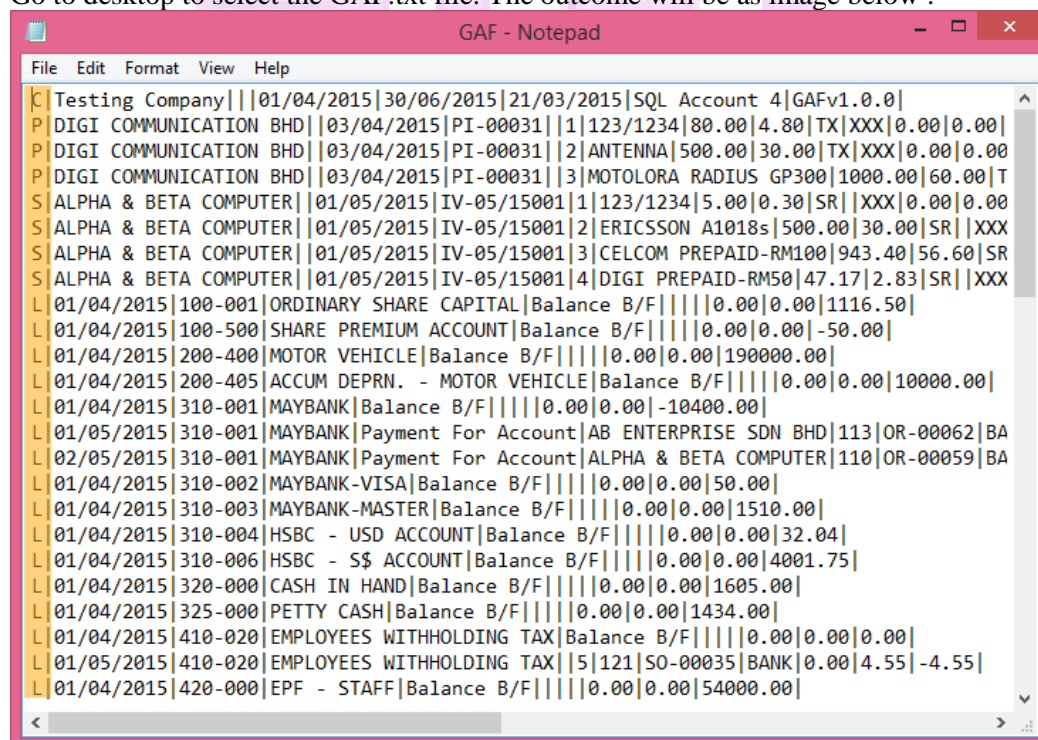
Step 6 : Save your GAF text file to desktop.



Step 7 : After save, the message “ File generated successfully” will auto pop up, just click OK.



Go to desktop to select the GAF.txt file. The outcome will be as image below :



The above is the exported file that has fulfilled all requirements by Customs, you may submit to (<https://gst.customs.gov.my/TAP>) :

C= Company Name

P = Purchase Transaction

S = Sales Transaction

L = General Ledger transaction