SQL Account User Manual

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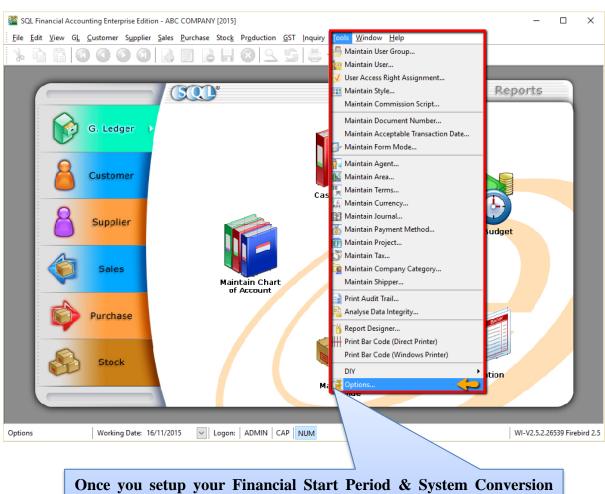
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1 Getting Started SQL Account System

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



Once you setup your Financial Start Period & System Conversion Date it is 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				>
¢ <mark> </mark> ŧ	General Ledger			
General	Financial Start Period: 01/01/2 System Conversion Dat 01/01/2		step 3	
	Default Account:		Default Journal:	
	Default Account	Account	🗄 Default Journal Jo	ournal
Miscellaneous	Foreign Exchange Rate Gain A	530-000	Bank Journal BANK	
Miscellaneous	Foreign Exchange Rate Loss	980-000	Cash Journal CASH	
	Bank Charge Account	902-000	Journal Entry GENER	RAL
	Contra Account	450-000	Foreign Bank Adjustment BANK	
Unit Price	Sales Account	500-0000	Foreign Exchange Rate Gain/L GENER	RAL
	Cas	500-0000	Customer/Supplier Contra GENER	RAL
	Step 2	510-0000	Customer Invoice SALES	s
General Ledger	Purchase Account	610-0000	Customer Cash Sales SALES	s
	Cash Purchase Account	610-0000	Customer Credit Note SALES	S
	Purchase Return Account	612-0000	Customer Debit Note SALES	s
Customer		1	Supplier Invoice PURCI	HASE
			Supplier Cash Purchase PURCI	HASE
			Supplier Credit Note PURCI	HASE
Supplier			Supplier Debit Note PURCI	HASE
			OK Cancel H	lelp
ituation 1:				

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	n 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 of the GST Malaysia Module in SQL Accounting System.

Step 1: Go to GST | Start GST Now

Step 2: Select M	Ialaysia											
SQL Financial Accounti	ng Enterprise Edi	ition - ABC CC	OMPANY [2015]							-		×
Eile Edit View GL Cu	ustomer Suppli	er <u>S</u> ales <u>P</u> u	irchase Stoc <u>k</u>	Pr <u>o</u> ductio		Inquiry <u>T</u> ools tart GST Now	Vindow Hel	Step 1				
	_		Start GST Now				- Docum	nents	Re	ports	×	
6	6. Ledger		Choose a count	rγ								
6	Customer			aysia Japore ers	~		Step 2					
8	Supplier											
\$	Sales	a										
F	Purchase											
&	Stock											
	_						0	<u>B</u> ack	<u>N</u> ext	<u>C</u> ancel		
Start GST Now	Working Date:	17/11/2015	 ✓ Logon: 	ADMIN	CAP	NUM				WI-V2.5.2.26	539 Fireb	ird 2.5

Step 3: Select Malaysia Flag and checked on acknowledgement

Start GST Now	×	
Select the national flag for chosen country		
×*	Once GST country profile i	s set. It <u>cannot be reversed</u>
Step 3		
☑ I hereby acknowledge that I have chosen the right coun changes is permanent and not revertible after successfu	try and I understand the ul save.	
	Back Next Cancel	
Step 4: Set GST effective date for your compan	у	
Start GST Now	×	
Set GST effective date		
GST Effective Date 01 Apr 2015 V Step 4		

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

	get the conte		- uuto:	
	Back	Next	<u>C</u> ancel	-

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

Start GST Now X	
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 Ac	count			•
Current Assets	GST - Claimable			
GST-102 GST-103	GST - Purchase Deferred Tax GST - Output Tax Prepaid			
Current Liabilitie	_			
GST-201 GST-202	GST - Payable GST - Sales Deferred Tax			
GST-KASTAM	GST - Payable (Kastam)			
GST-301	GST - Unclaimable		Step 6	
		Back	Einish	<u>C</u> ancel

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

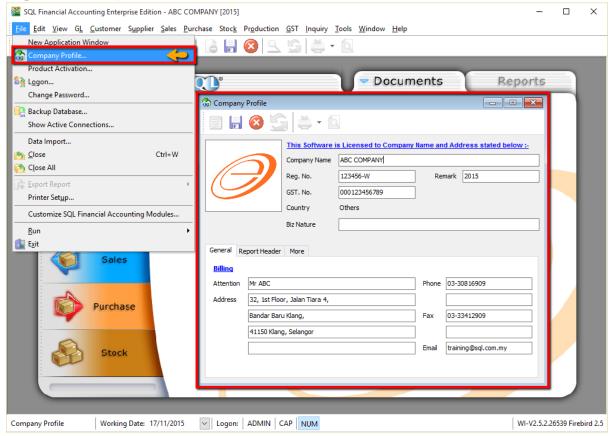


Step 8: After logging in again, you should see a new drop down list with GST functions, the GST setup is now complete.



1.3 Setting of Company Profile

Step 1: File | Company Profile



Step 2: Select Report Header

😚 Company Profile					
🖾 🗄 🔕 💆) 🖨 • 🖻				
	This Software	is Licensed to Company	Name and Ad	dress stated below :-	
	Company Name	ABC COMPANY			
	Reg. No.	123456-W	Remark	2015	
	GST. No.	000123456789			
	Country	Others			
	Biz Nature				
General Report Header More ABC COMPANY (123456-W) 32, 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) Set Report Header Edit					
				Edit	

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 (e.g. Fixed Assets) | New

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

Step 3: Check the **Special Account Type** if applicable, e.g. the account is belonging to Accumulated Deprn Account (Fixed Assets)

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

🚰 Maintain Account							
Description		Code 🛆	Special Type	Тах	Industrie	Step 1	New
E S FIXED ASSETS						· ·	
FURNITURE & FITTINGS		200-200			_	-	Edit
ACCUM DEPRN FURNITU	Account - COMPUTE	R			×	-	Delete
			_			-	
ACCUM. DEPRN OFFICE	GL Code: 200-	-500				-	
MOTOR VEHICLE	Description: COM	IPUTER				-	
ACCUM DEPRN MOTOR V						-	Refresh
LAND & BUILDING						-	
	Tax :	~	Industries Code		~	-	
						-	
OTHER ASSETS	Special Acco	ount Type :-	Cash Flow S	tatement Typ	pe 🔤	-	>
						-	
TRADE DEBTORS						-	
OTHER DEBTORS		Deprn. Account	None			-	J
	Accumulated	Depin. Account	Civone				
MATBANK-VISA							
MAYBANK-MASTER				_	_	-	
SHSBC - USD ACCOUNT			ОК	Cance	el 👘		
HSBC - S\$ ACCOUNT		310-006	Bank Account		_	-	
INSTALLMENT RECEIVAB	LE	4534	Bank Account			-	Close
		320-000	Cash Account			. ~	Close

Account - COMPUTER	×
GL Code: 200-500 Step 2	
Tax : VIndustries Code V	
Special Account Type :- Cash Flow Statement Type Step 3	
Accumulated Deprn. Account None	
Step 4 ОК Cancel	

2.1.2 Creating a Sub Account

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

Step 2: Follow the same steps from 2.1.1 Create New Account

Description	Code	∆ Spe	cial Type	Tax	Industrie	Cash Flow	^	New
ACCUM DEPRN MOTOR VEHICLE	200-405	Accumulate	d Deprn. Acc					_
LAND & BUILDING	200-500						-	Edit
HANDPHONE	200-600						-	Delete
INVESTMENT							-	
COTHER ASSETS								
GOODWILL	210-000						-	
CURRENT ASSETS							.	Refresh
STRADE DEBTORS	300-000	Customer (Control Account				• h	Refresh
OTHER DEBTORS	305-000						-	
E SASH AT BANK	310-000	Ban	k Account					
···· 👙 MAYBANK	310-001	Ban	< Account				- ,	
··· 🏐 MAYBANK-VISA	310-002	Ban	< Account				•	
···· 🏐 MAYBANK-MASTER	310-003	Ban	< Account				•	
🏥 HSBC - USD ACCOUNT	310-004	Ban	< Account				•	
	310-006	Ban	< Account				- P	
INSTALLMENT RECEIVABLE	4534	Ban	< Account				-	
S CASH IN HAND	320-000	∧ ^{Cash}	n Account				-	
	325-000	Cast	n Account				-	
- A STOCK	330-000	В	Stock Account				•	
DEPOSIT & PREPAYMENT	340-000						•	
DIRECTOR'S LOAN TO	350-000		+				•	
GST - CLAIMABLE	GST-101						•	Close
GST - PURCHASE DEFERRED TAX	GST-102						× .	

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

2.2 Maintain Customer

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

There are 4 main tabs under Maintain Customer, let's look at them

2.2.1 General (Maintenance) Create New Customer

- Step 1: Customer | Maintain Customer | New
- Step 2: Enter the customer's name and other information accordingly.
- Step 3: You can categorize your customers into different groups, e.g. Category, agents, area
- Step 4: You can also insert more than one billing / delivery addresses (unlimited)

Step 5: There are 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		• •
At Maintain Customer	Step 1	<u>N</u> ew
Company: COOKIE FACTORY SDN BHD Control A/C: 300-000 V Code: 300-C0002 ust. Category: ···· V		Edit Delete
General Credit Control Note Tax Customer Code is auto-general the system; it is based on the file of the company name you choor of the compa	rst letter	<u>Cancel</u> Refresh Browse
Area: Klang ▼ Credit Terms: 30 Days ▼ Aging On: Invoice Date ▼ Agent: Leong ▼ Step 3 Statement: Open Item ▼ Currency: ▼ Step 3 Price Tag: ▼		Close

🎬 м	aintain Customer		-									
Attac	- Maintain Custo	omer -		New								
Attachments	Company: COOKIE FACTO	RY SON BHD		<u>E</u> dit								
5				<u>D</u> elete								
	Control A/C: 30	Control A/C: 300-000 💌 Code: 300-C0002 Cust. Category: 💌										
	General Credit Control Note	Tax		Cancel								
	Branch: 💠 🖛	Branch Name: BILLING		Refresh								
	BILLING	Address: 1, Jalan Tiara 4, ndar Baru Klang,	n	Browse								
		Step 4 ISO Klang	>									
		Attention: Ms.Abby Phone: 03-33416909 Fax: 03-33418808										
	1 branches	Pax 03-33410000										
		Email: cookiefactory@gmail.com	ľ									
	Area: Klang V ···· Agent: Leong V ····	Credit Terms: 30 Days	4									
	Currency: 🔻 🚥	Price Tag:										
				Close								

For step 3, how do you create your new agent/ area? Refer to the step below:

Ma	aintain Customer						
Attachments	- Maintain Cust	tomer -					New
hmer	Company: COOKIE FAC	TORY SDN BHD					Edit
15							Delete
	Control A/C:	300-000 💌	Code: 300-C0002	Cust. Category: 🔻 🕶			Save 💌
	General Credit Control Note	Tax					<u>C</u> ancel
	Branch: + =	Branch Name	e: BILLING				Refresh
	BILLING	Address:	🎬 Maintain Agent	•			Browse
			I Agent	Description	Acti	New	
			8	Click here to define a filter			
		Attention:	•	DEFAULT AGENT		Edit	
		Phone:	FFF	FONG FONG		<u>D</u> elete	
	1 branches	Thoma.	HALIM	HALIM BIN AHMAD Leong		Save 🗸	
			LEONG	LIP FONG			
		Email:	MATRIX	MATRIX		Cancel	
		1	NF	NIE FAUNG		Refresh	
	Area: Klang 💌 •••		NSL	NG SEE LEE		Detail	
	Agent: Leong 🔻 🕂		SY	SAI YOKE		Detail	
	Currency: 🔻 •••						
	1 0	liel en "	" button to	maintain againt			
	1. C	IICK ON	. button to	maintain agent			Close
	2. N	ew					_
	3. In	sort Code	e & Descripti	on			
	5. 11		e a Descripti)

2.2.2 Advance Credit Control (*Pro Package Inclusive)

N 🚞	ntain Customer	- • •									
Attachments	- Maintain Customer - Company: COOKIE FACTORY SDN BHD										
ents	Control A/C: 300-000 V Code: 300-C0002 Cust. Category: V	Edit Delete									
	Credit Control Note Tax Credit Limit: 30,000,00 Overdue Limit: 0,00	Cancel Refresh									
	Credit Limit: 30,000.00 Overdue Limit: 0.00 Add PD Cheque to Credit Limit 0.00	Browse									
	All QT SO DO IV CS DN Apply to Image: Constraint of the state of	>									
		Close									

You can set the credit limit and overdue limit amounts as well as blocking a certain transaction entry for specific customers. What does the document include and for the following documents: Quotation(QT), Sales Order(SO), Delivery Order(DO), Invoice (IV), Cash Sales (CS) and Debit Note(DN)

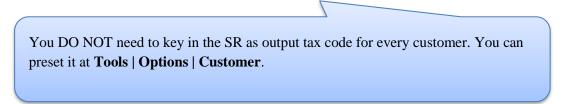
We can also set once exceed limit & overdue limit,

- i. Unblock No restrictions
- ii. Block Blocked for all users
- iii. Override Certain users which have access rights can key in their username & password to override.
- iv. Suspended Blocked with suspended message

2.2.3 Tax

🚰 N	Vaintain Customer		
Atta	- Maintain Customer -		New
Attachments	Company: KITTY SECURITY SDN BHD	Ì	Edit
ונג	GST. No. : 1231231211		Delete
	Control A/C: 300-000 🔻 Code: 300-K0001 Cust. Category: 🔽 \cdots		Save -
	General Credit Control Note Tax		<u>C</u> ancel
	Tax Exemption No :		Refresh
	Expiry Date : //	>	Browse
	Tax: ZRL		
			Close

For the **Tax** tab, you are advised to update the customer's GST registration number and to input the tax code. The tax exemption number and expiry date **DO NOT** need to be updated for the GST period.



2.3 Maintain Supplier

🕍 Maintain Supplier			
- Maintain Supplier - Company: CELCOM (M) COMMUNICATIO			New
Company: CELCOM (M) COMMUNICATIO	N BHD		<u>E</u> dit
			<u>D</u> elete
Control A/C: 400-000	Code: 400-C0001 Supp. Category: 💌 🕶	╢	Save 🗸
General Note Tax Bank Account			<u>C</u> ancel
Branch: 💠 🗕 Branch Name	BILLING	٦h	Refresh
BILLING Address:	33-37 MENARA CELCOM		Browse
	7 JALAN 89	ш	
	KAW PERUSAHAAN	>	
	54098 SJ	ш	
Attention:	MS SIM	ш	
Phone:	03-56801313 Fax: 03-56831313		
1 branches			
Email:			
Area: SJ 🗸 Credit Terms	45 Days Statement: Brought Forw		
Agent: 🗸 ••• Credit Limit:	30,000.00 Aging On: Invoice Date 🔻		
Currency Allow E	xceed Credit Limit Price Tag:		
			Close

Maintain Supplier it's just a mirror of Maintain Customer, please refer to 2.2 Maintain Customer.

Additional features: GIRO (beta version)

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

2.4 Maintain Stock Group

Allows the user to set default account posting for the a particular group of items.

http://www.sql.com.my/video/sqlacc_tutorial/08-01_Maintain_Stock_Item.mp4

Step 1: Stock | Maintain Stock Group | New

1	Maintain Group	
Attach	-Maintain Stock Group	New
Attachments	Code: HP Description: HANDPHONE Costing Method: FIFO Step 2 : Update Code, Description and Costing Method.	Active
	GL Account Code :-	> Refresh
	Sales Code: 500-0000 Purchase Code: 610-0000 Cash Sales Code: Cash Sales Code: 500-0000 Cash Purchase Code: 610-0000 V	Browse
	S. Return Code: 510-0000 • P. Return Code: 612-0000 • Step 3	
		Close

SQL Account User Manual Step 2: You can enter your **code** and **description**; you can also assign your **costing method** e.g. FIFO, Weighted Average & Fixed Cost.

Step 3: Assign the account accordingly to sales, cash sales, sales return, purchase, cash purchase and purchase return.

In this case, you can create a different stock group for a different costing method, to apply on a different item code.

2.5 Maintain Stock Item

Allows user to maintain an item or service that you provide for your business.

http://www.sql.com.my/video/sqlacc_tutorial/08-01_Maintain_Stock_Item.mp4

Step 1: Stock | Maintain Stock Item | New.

8	N ^e						Ņ	/laintain	Item						
	Attachments		Code	_		n	Step 2			2	õerial No. 🛛	Stock Contr	ol 🔽 Active		<u>N</u> ew Edit Delete
				_)	Save 🔻
St	ер		tem	Group: A	cc 🔽	•••	Reorder Leve	l: O	.00 Re	emark 1:					<u>C</u> ancel
3 .	& 4		Base		NIT]	Reorder Qty:			emark 2:				n	Refresh
			Ref. C Ref. F Shelf:	Price:	1,500.0000 2,399.00	_	Lead Time: Output Tax: Input Tax:			Step 5 Bal Qty : 98.00				>	Browse
		U	ом	Cust. Price	e Supp. Price	BOM	More Desc.	Opn Bal.	Category	Alternative	Cust. Item	Supp. Item	Barcode 💶		
		1		-								2nd UOM:		J	
		1		UOM	RATE 1.00	Ref. (Ref. Price		1in Price	Base	Default UON	<u>1 :</u>		
				UNIT BOX	10.00	· · ·	500.0000 000.0000	2,39 23,90		Step	_	Sales:			
				CTN	12.00	16,0	000.000		0.00	6		Purchase:			
				Step 7]							Stock:			Close

Step 2: You can enter your code and description.

Step 3: You can assign your item to a group (see 2.4 Maintain Stock Group to create a new group)

Step 4: You can insert **Base UOM** as default / **smallest unit of measurement. Ref Cost and Ref Price** are used as **default purchase and sales price**.

Step 5: We categorize **Reorder Level, Reorder Qty and Lead Time** as one group. The settings here; allow you to pre-set all these details, so that if the stock quantity drops to the reorder level, report is generated as a reminder to reorder.

Reorder Level = When stock balance drops to a certain level, system will be able to prompt you to re-order your stock

Reorder Qty = The quantity you wish to reorder when you print reorder advice report

Lead Time = The number of days required for your stock item to arrive.

Output Tax = Default output tax code for an item (only need to define if different from the system default output tax in **Tools** | **Option** | **Customer**)

Input Tax = Default input tax code for an item (only need to define if different from the system default output tax in **Tools** | **Option** | **Supplier**)

Step 6: You can set MIN PRICE, so that your sales personnel won't sell below min price.

Step 7: Multiple UOM purpose is useful for different packaging, as illustrated by the scenario below:

Scenario A:

I am selling blue pens, blue pens haves different packaging, I can sell by *pcs*, by *box* or by *carton*. Now, I can pre-set them this way:

🦉 N	laintain Item							(×
Attac	Maintain	Stock Item							Ne	w
Attachments	Code:	Blue Pen			Γ	Serial No.	💌 Stock Control 🛛	 Active 	Ēdi	t
15	Description:	Blue Pen							? Dele	te
									1 📃 <u>S</u> a	ve
	Item Group:	DEFAULT 👻 ····	Reorder Level:	0.00	Remark 1:				Can	
	Base UOM	PCS	Reorder Qty:	1.00	Remark 2:				Refre	
	Ref. Cost:	0.50	Lead Time:	0 🗘	Barcode:					=
	Ref. Price:	1.50	Output Tax:	-					Brow	/se
	Shelf:		Input Tax:	-	Bal Qty : 0.00					
	UOM Cust. Pr	ice Supp. Price BOM	More Desc.	One Ball Cata	ory Alternative	Cust. Item	Supp. Item Barco	ode Note	>	
		ice Supp. Price BOM	More Desc.	Opn Bal. Categ	jory Alternative	Cust. Item				
	+ =	RATE Ref	. Cost	Ref. Price	Min Price	Base	2nd UOM:			
	E DOM	1.00	0.50	1.50	Plin Price	Dase	Default UOM :		U	
	BOX	10.00	2.00	7.50			Sales:	-		
	CARTON	24.00	5.00	13.00			Purchase:		1	
							Stock:			
	· ·									
									Clos	se

As you can see above, I have different Units of Measurement (UOM) and different rates,

Base Rate = PCS = 1 Box = 10 PCS Carton = 24 PCS

3 Sales & Purchase

3.1 Purchase Order

Step 1: Purchase | Purchase Order | New

Step 2: Select Supplier

🦉 F	ourchase Orde	r					
More			P	/Order		Cancelled 🗌	New
	Supplier :-	400-C0001 👻				P/O No: < <new>></new>	Edit
A		Code	Company Name	Company Name 2	urrenc	Next No :- PO-00022 👻	_
tad	Address :-	400-A0001	ABCD CO.		S\$	Date :- 18/11/2015 💌	Delete
Attachments		400-C0001	CELCOM (M) COMMUNICATION BHD			Agent : 💌	📙 Save 🔻
nts.		400-D0001	DIGI COMMUNICATION BHD			Terms :- 45 Days 🔻	
		400-E0001	ERICSON SUPPLIER BHD			Ref 1 :-	Cancel
Note	Description:	400-L0001	LION HPHONE ACCESSORIES SDN BHD			Ext. No :-	Refresh
R.	+ - 🕥	400-M0001	MOTOROLA SUPPLIER BHD				0
	Purchase O	400-M0002	MAXIS COMMUNICATION BHD				Browse
Item	Item C	400-N0001	NOKIA CORP LTD		USD	x Tax Amount Sub Total (T	
E E	.= Item c	400-S0001	SHER			A Tax Allount Sub Total (T	
Template		400-W0001	WORLDLINE COMMUNICATION SDN BHD				>
æ		10					
	records		Fe	tch All A A=a	New		
	Local Net To	ital:	0.00 Deposit F	aid :-		Net Total: 0.00	
	Deposit Paid	By: Chq No:	Payment Project: Bank Charges			Amount: 0.00	Close

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

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

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

Step 3c: If you want to key in for a discount amount, you may tick the discount field by following step 3b and update the discount field. You can key in multiple levels of discount as shown by the picture attached.

🚰 P	Purchase Order										
More	Supplier :- 400	-C0001 💌		1	P/Order	1	,	P/O No :	Cancelled		<u>N</u> ew Edit
Attachments Note Item Template	Address :- 33- 7 J KAV)		DM U/Price ATT 2.00 0	Disc 5%+2%+0.02	Sub Total	▼ Tax Tr TX 6 ^c	Date :- Agent :- Terms :- Ref 1 :- Ext. No :-	PO-00022 18/11/2015 45 Days 	•	Delete Delete Save Cancel Refresh Browse
	1 records		5.00			9.29			0.56	9.85	
	Local Net Total:		9.85	Deposit	Paid :-		Ne	t Total:		9.85	
	Deposit Paid By:	Chq No:	Payment Project:	Bank Charge 0.				Amount:		0.00	Close

Step 4: After updating, click Save.

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

_	Purchase Order	P/	Order	Cancelled	- E X
More Attachments Note Item Template	Supplier :- 400-C0001	ATION BHD Select Report Purchase Order 1 Purchase Order 7 Purchase Order 7 (ISST 1) Purchase Order 7 (ISST 2)	OK Cancel	P/O No: PO-00022 Next No :- PO-00023 Date :- 18/11/2015 Agent : • Terms :- 45 Days Ref 1 :- Ext. No :- Tax In Tax A Sub To 0.56 9.85	Edit Delete Save Cancel Refresh Browse
	1 records	5.00	9.29	0.56 9.85	
	Local Net Total:	9.85		Net Total: 9.85	5

3.2 Purchase Goods Received

Step 1: Purchase | Goods Received | New

Step 2: Select Supplier Code

Step 3: Right	Click on G/I	R Note title, select	Transfer from Purchase O	rder, tick the document tha	t you wish to
transfer					

🚰 Goods Received	
Supplier: H00-C0001 V Step 2 G/R Note	Transfer From Purchase Request Cancelled New Transfer From Purchase Order Edit
Address - 33-37 MENAR ALCATION BHD Address - 33-37 MENAR ALCAM 7 JALAN 89 KAW PERUSAHAAN 54098 SJ Boscription - Goods Received Goods Received Matrix Tem Code Description Qty UOM UPrice to Anter Clicking Transfer From will be displayed in GREEN. 1 records 5.00	Barcode F8 00046 V Update Unit Price Step 3 Sub 7014 (Tax) Set Posting Date Insert Blank Line Copy Goods Received Paste Goods Received Paste Goods Received Batch Print Audit Trail Purchase Order, your item
Deposit Amount: 0.00 ····	Landing Cost 2: 0.00 + Close

Step 4: Save the Goods Received Note

Once you save the Goods Received Note, the system will automatically update the stock quantity and costing.

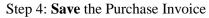
SQL Account User Manual

3.3 Purchase Invoice

Step 1: Purchase | Purchase Invoice | New

Step 2: Select Supplier Code

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



22	Purchase Invoice					_		
More Attachments Note	Supplier :- G Address :- 33 7 Ku 55 Description :- P		P. Invoice	v	Inv No : Next No :- Date :- Agent :- Terms :- Ref 1 :- Ext. No :-	Cancelled PI-00029 PI-00030 18/11/2015 45 Days 	New Edit Delete Save V Cancel Refresh Browse	
Item Template	Invoice Matri		Qty UOM U/Price Sub Total 5.00 UNIT 2.00 5	Tax Ta Tax In 3,29 TX 6%	Tax Amount 0.56	Sub Total (Tax) 9.85	>	
	1 records	transfer it to Pr twice.	ber that if you have h urchase Invoice or e	5 1	U			•
	Local Net Total Deposit Amou	2. The Purchase	Invoice number mus File and Lampiran 2		supplie	r's tax in	voice nu	mber and; it will

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 is requested by the customer, and you can estimate your profit & loss in this transaction by checking on **Profit Estimator**

	Quotation											8								
More.			Q	uota	tion			Cancel			N	ew								
	customer :-	300-A0002 ALPHA & BETA COMPUTER					🞬 Sales Pro	fit Estin	nator									-		×
Attad	Address :-	838 JALAN WORLD					You can perfor	m ' Wha	t if' an	alysis at	the res	pective field	ls:				Use R	ef. Cost Wh	en Qty <	= 0] ~
hments		40485 RAWANG				1	Note: User are	not allo	wed to	enter %	when	Total Cost =	= 0							
15		SELANGOR DE					I Item Code	Loc								Tax		Total C		%
z	Description :-	Quotation				· ···	FTW		2.00	2.50		5.00 0.00	SR SR	6% 6%	0.30	<u> </u>	1.50		2.00	
Note	+ =	Profit Estimator					COVER		10	10.00		100.00	SR	6%	6.00		1.50			85.00
· -	Quotation	Matrix																		
Item T	Item Cod	e Description	Qty UOM	U/Price		Tax T 1														
Template	► ANT FTW	ANTENNA	2.00 UNIT 5.00 UNIT	2.50		SR 6%														
ate	COVER	HANDPHONE COVER	10.00 UNIT			SR 6%						105.00						18.00	87.00	82.85
· ·								_	_	_		(_			_
										Cost	ina De	etail : 🖌	Qty	.00	it Cost 1.50	Sub	Total 3.00			Â
											2		10		1.50		15.00			
													3	.00	2.00		6.00			
													26	00			57.29			~
	3 records		17.00		105.00	-											Update U	nit Price	Clo	ose

Step 4: After everything is keyed in correctly, 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 🖻 🔳	📘 🗏 🔍 81% 🛛 🔍 🛃 🖃	. »
Export to PDF file		^
Export to Microsoft Excel		
port to Microsoft Excel - Open XML		
print port to HTML 5 Layered		
Export to E-Mail Client		
Export to E-Mail Client (Batch)		
Export to Text file		
Export to CSV file	Delivery Address	
Export to RTF file	838 JALAN WORLD 40485 RAWANG	
Export to Microsoft Excel via OLE	SELANGOR DE	
Export to Microsoft Word - Open XML	Attn MR ALPHA	
Export to Microsoft PowerPoint - Open XML	L Tel 03-48573689	
Export to Excel table (XML)	Fax 03-48573690	
Export to Open Document Text	ADMIN 1 of 1 QT-00011 18/11/2015	
Export to Open Document Spreadsheet	FOLOVIS: Price/Unit Discount Sub Total Tech BioL GST GST Amit G Total Incl. GST (2, M) STS (2, M) (2, M) (3, M)	
Export to dBase (DBF) file	2.50 5.00 5.00 0.30 5.30 SR	
Export to HTML file	0.00 0.00 0.00 0.00 0.00 SR 10.00 100.00 100.00 6.00 106.00 SR	
Export to HTML 4 Layered		
Export to E-Mail (Native) Step 5		
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		
	_	×
•		
1		2
Page 1 of 1 18.11.2015 15:38:40	Sales Quotation 7 (GST 1).fr3	

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 can either transfer the whole quotation or only part of the quotation document (*Partial Delivery Module requested)

2	D	ocument	Transfe	r					- [ı ×
Do	ocum	nents Ite	ems							
1		X/F Qty	Bal	Org	Code	Doc. No	Doc. Date	Item Code	Description	UOM
►			10.00	10.00	300-A0	1	19/12/2014	C-PRE-50	CELCOM PREPAID-R	UNIT
			1.00	1.00	300-A0	QT-00008	20/12/2014	ANT	ANTENNA	UNIT
			1.00	1.00	300-A0	QT-00009	09/01/2014	COVER	HANDPHONE COVER	UNIT
			2.00	2.00	300-A0	QT-00011	18/11/2015	ANT	ANTENNA	UNIT
			5.00	5.00	300-A0	QT-00011	18/11/2015	FTW	FTW	UNIT
			10.00	10.00	300-A0	QT-00011	18/11/2015	COVER	HANDPHONE COVER	UNIT
	•			Untick		Ð	Tick ALL	Untick ALL	<u>O</u> K	<u>C</u> ancel

Step 4: Save the Sales Order.



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.**

Once the delivery order is saved, the stock will be deducted.
 This is the document that determines the 21 Days Rules (GST)

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.

Reminder:

- A <u>valid tax invoice</u> format; must include the information below:
- a. Company Register GST No & Company Name & Address
- b. The word "Tax Invoice"
- c. Each item and their respective tax codes.
- d. Document Number & Date
- e. Total Amount Pavable & GST Amount

	a 4, Bandar B ax: 03-334129	aru Klang, 909 email: (909 email: (83 40 55 At T Fa Poemos: (90-00021 Perior: 17 2.50 17 55.00	Ivery Address 8 JALAN V 485 RAWA ELANGOR I tn MR A al 03-44 Name ADM	VORLD ANG DE LPHA 8573689 8573690			та 18/11/201 тал на, сат (жа) 5,30 291.50 106.00
Billing Adoress ALPHA & BETA COMPUTER 838 JALAN WORLD 40485 RAWANG SELANGOR DE Attn MR ALPHA Tel 03-48573689 Fax 03-48573689 Catomer Accost Main Stepulor 300-A0002 SY Te casenption 1 ANTENNA 2 FTW	(11/2015 (11/2015 (11/2015) (11/2015	83 40 SE At Te Fa Mon Doc No DO-00021 Pres/Unic IT 2.50 IT 5.00	8 JALAN V 485 RAWA ELANGOR I tn MR A al 03-48 bx 03-48 Name ADM	ANG DE LPHA 8573689 8573690 IN 1 Sub Total 5.00 275.00	L of 1 Tetal beel. GST (RM) 5.00 275.00	IV-00099 ens (RM) 0.30 16.50	18/11/2013 Tetal Set, car (RM) 5.30 291.50
Billing Adoress ALPHA & BETA COMPUTER 838 JALAN WORLD 40485 RAWANG SELANGOR DE Attn MR ALPHA Tel 03-48573689 Fax 03-48573689 Catomer Accost Main Stepulor 300-A0002 SY Te casenption 1 ANTENNA 2 FTW	(11/2015 (11/2015 (11/2015) (11/2015	83 40 SE At Te Fa Mon Doc No DO-00021 Pres/Unic IT 2.50 IT 5.00	8 JALAN V 485 RAWA ELANGOR I tn MR A al 03-48 bx 03-48 Name ADM	ANG DE LPHA 8573689 8573690 IN 1 Sub Total 5.00 275.00	L of 1 Tetal beel. GST (RM) 5.00 275.00	IV-00099 ens (RM) 0.30 16.50	18/11/2013 Tetal Set, car (RM) 5.30 291.50
838 JALAN WORLD 40455 RAWANG SELANGO DE Attn MR ALPHA Tel 03-48573689 Fax 03-48573689 300-A0002 SY Tel 03-4857369 300-A0002 SY Tel 03-48573689 200-A0002 SY Tel 03-48573689 202-2002 SY 1 ANTENNA 2 FTW	(11/2015 (11/2015 (11/2015) (11/2015	40 58 At Fa Prem Dec No DO-00021 Pres/Unic IT 2,50 IT 55,00	485 RAWA ELANGOR I tn MR A el 03-48 03-48 Name ADM	ANG DE LPHA 8573689 8573690 IN 1 Sub Total 5.00 275.00	L of 1 Tetal beel. GST (RM) 5.00 275.00	IV-00099 ens (RM) 0.30 16.50	18/11/2013 Tetal Set, car (RM) 5.30 291.50
40485 RAWANG SELANGOR DE Attn MR ALPHA Tel 03-48573689 Fax 03-48573690 300-A0002 SY 2 1 ANTENNA 2 FTW	(11/2015 (11/2015 (11/2015) (11/2015	40 58 At Fa Prem Dec No DO-00021 Pres/Unic IT 2,50 IT 55,00	485 RAWA ELANGOR I tn MR A el 03-48 03-48 Name ADM	ANG DE LPHA 8573689 8573690 IN 1 Sub Total 5.00 275.00	L of 1 Tetal beel. GST (RM) 5.00 275.00	IV-00099 ens (RM) 0.30 16.50	18/11/2013 Tetal Set, car (RM) 5.30 291.50
SELANGOR DE Attn MR ALPHA Tel 03-48573690 Fax 03-48573690 Stotatoma kesar Ma benofive 300-A0002 SY 1 *** Exercision 1 ANTENNA 2 FTW	(11/2015 (11/2015 (11/2015) (11/2015	At Te Fam Doc No DO-00021 Presilunc IT 2,50 IT 55,00	tn MR A al 03-48 x 03-48 Name ADMI	DE LPHA 8573689 8573690 IN 1 Sub Total 5.00 275.00	L of 1 Tetal beel. GST (RM) 5.00 275.00	IV-00099 ens (RM) 0.30 16.50	18/11/2013 Tetal Set, car (RM) 5.30 291.50
Tel 03-48573689 Fax 03-48573689 300-40002 SY 1 10 Scientific State St	(11/2015 (11/2015 (11/2015) (11/2015	T e Fa Mom Doc No DO-00021 Price/Unit IT 2,50 IT 55,00	el 03-48 x 03-48 Name ADMI	8573689 8573690 IN 1 Sub Total 5.00 275.00	L of 1 Tetal beel. GST (RM) 5.00 275.00	IV-00099 ens (RM) 0.30 16.50	18/11/2013 Tetal Set, car (RM) 5.30 291.50
Tel 03-48573689 Fax 03-48573689 300-40002 SY 1 1 ANTENNA 2 FTW	(11/2015 (11/2015 (11/2015) (11/2015	T e Fa Mom Doc No DO-00021 Price/Unit IT 2,50 IT 55,00	el 03-48 x 03-48 Name ADMI	8573689 8573690 IN 1 Sub Total 5.00 275.00	L of 1 Tetal beel. GST (RM) 5.00 275.00	IV-00099 ens (RM) 0.30 16.50	18/11/2013 Tetal Set, car (RM) 5.30 291.50
Fax 03-48573690 Cutome Account Sela becalive M 300-A0002 SY 1 Ine Decentration SI 1 ANTENNA 2 FTW	(11/2015 (11/2015 (11/2015) (11/2015	Fa Prom Doc No DO-00021 Price/Unit IT 2,50 IT 55,00	Name ADM	8573690 IN 1 Sub Total 5.00 275.00	L of 1 Tetal beel. GST (RM) 5.00 275.00	IV-00099 ens (RM) 0.30 16.50	18/11/2013 Tetal Set, car (RM) 5.30 291.50
California Accessive 2014 Discussive 2000-A00002 SY 2000 Nile Description 1 ANTENNA 2 FTW	(11/2015 (11/2015 (11/2015) (11/2015	Prem Dec No DO-00021 Price/Unit IT 2.50 IT 55.00	Name ADM	ин 1 Sub Total 5.00 275.00	L of 1 Tetal beel. GST (RM) 5.00 275.00	IV-00099 ens (RM) 0.30 16.50	18/11/2013 Tetal Set, car (RM) 5.30 291.50
300-A0002 SY 1 No Cosciption 1 ANTENNA 2 FTW	(11/2015 (11/2015 (11/2015) (11/2015	DO-00021 Рісс/Unit IT 2.50 IT 55.00	ADM	IN 1 Sub Total 5.00 275.00	L of 1 Tetal beel. GST (RM) 5.00 275.00	IV-00099 ens (RM) 0.30 16.50	18/11/2013 Tetal Set, car (RM) 5.30 291.50
1 ANTENNA 2 FTW	2.00 UNI 5.00 UNI	IT 2.50 IT 55.00	Discount	5.00 275.00	(RM) 5.00 275.00	ens (RM) 0.30 16.50	(RM) 5.30 291.50
2 FTW	5.00 UNI	IT 55.00		275.00	275.00	16.50	
3 HANDPHONE COVER	10.00 UNI	IT 10.00		100.00	100.00	6.00	106.00
RINGGIT MALAYSIA : FOUR HUNDRED TWO A	ND CENTS EIG	HTY ONLY		380.00	380.00	22.80 T	402.80
45 Days					22.80		402.80
							uther is of Signature

SQL Account User Manual

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.

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

	×
	26.50
Paid	50.00
Change	23.50
Payment Method	310-001 V MAYBANK
Chq /Credit Card No :	
	<u>O</u> K <u>C</u> ancel

2	Cash Sales	
More	Cash Sales Cancelled	New
Attachments Note Item Template	Customer :- 300-C0001 CS No : CS-00012 CASH SALES Next No :- CS-00013 Date :: 01/04/2015 Address :- Description :- Cash Sales Terms :- 30 Days Ref 1 :- Ext. No :- Ext. No :- Ext. No :- Ext. No :- Ext. No :- 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	Edit Delete Save V Cancel Refresh Browse
	1 records 10.00 25.00 1.50 26.50	
_	Deposit Amount: 0.00 ··· Outstanding: 0.00 ··· Ret Total: 26.50	
	Payment Received :- Payment into: Chq No: Payment Project: Bank Charges: CS-00012 310-001 0.00 Amount: 26.50	Close
	Key in the figure you received accordingly. If you received a chec you may also key in the cheque number under the Chq No column.	que,

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.

In any GST period, there **must** be a **tax invoice** for the issuance of a sales credit note. You are required to knock off the credit note with Invoice or Cash Sales. This can be done by going to **Customer** | **Credit Note**

3.10 Sales Cancelled Note (required partial delivery module)

Sales Cancelled Note is used for the cancelling of any outstanding Sales Order.

Step 1: Sales | Sales Cancelled Note | New.

Step 2: **Right Click on the Cancelled Note title**, select **Transfer from Sales Order**; (in Sales Cancelled Note, items can only be inserted by transferring from Sales Order)

🦉 S	ales Cancelled	Note			
More			elled Note		New
	Customer :-	300-A0002 ALPHA & BETA COMPUTER 12	Transfer From Sales Order	- CC-00002	Edit
Attachments	Address :-	838 JALAN WORLD 40485 RAWANG SELANGOR DE	Set Posting Date Insert Blank Line	25/08/2016 SY 45 Days	<u>D</u> elete
Note	Description:	Profit Estimator	Copy Sales Cancelled Note Paste Sales Cancelled Note Paste From Purchase Items		Cancel Refresh
	Sales Order	m Code Description Qty	Sales Cancelled Note Batch Print Audit Trail	Sub Total Tax	
	records	<no data="" th="" to<=""><th>display></th><th></th><th>×</th></no>	display>		×
	Local Net To	tal: 0.00	Net To	otal: 0.00	Close

1							C	ancell	ed Not	0			New
	Customer :-	300-A0002	•				_				Doc No: < <ne< th=""><th>w>></th><th>Edit</th></ne<>	w>>	Edit
		ALPHA & BETA C	OMPUTE	R12							Next No :- CC-000	02	
	Address :-	838 JALAN WO 40485 RAWANG	🎬 Do	cument	ransfer								Delet
		SELANGOR DE	Docum	nents It	ems								📙 Sav
			3	X/F Qty	Bal					Item Code	Description	UOM	Cance
	Description:		v	7.00	7.00	10.00	300-A0	SO-00009	15/12/2011	COVER	HANDPHONE COVER	UNIT	Refree
		Profit Estimator	I	2.00	2.00	2.00	300-A0	SO-00010	17/12/2011	C-PRE-100	CELCOM PREPAID-R	UNIT	Kelles
	Sales Order				1.00	1.00	300-A0	SO-00010	17/12/2011	D-PRE-50	DIGI PREPAID-RM50	UNIT	Brows
					9.00	9.00	300-A0	SO-00030	09/09/2014	BOM	BOM	UNIT	
	: Item	1 Code			8.00	8.00	300-A0	SO-00030	09/09/2014	8752/060/0793	8752/060/0793	UNIT	
					1.00	1.00	300-A0	SO-00031	01/04/2015	ANT	ANTENNA	UNIT	
					1.00	1.00	300-A0	SO-00031	01/04/2015	ANT	ANTENNA	UNIT	1
					1.00	1.00	300-A0	SO-00031	01/04/2015	E-T10s	ERICSSON T10s	UNIT	
					1.00	1.00	300-A0	SO-00032	10/06/2015	BOM	BOM	UNIT	
					1.00	1.00	300-A0	SO-00033	09/07/2015	ANT	ANTENNA	UNIT	U
				Tick Sele	ction	🔲 _{Untick}	Selection	Ø	Tick ALL	Untick ALL	<u>o</u> k		
	records												

Step 3: You can choose to transfer the sales order either by the whole document or partially.

Step 4: Save the Cancelled Note.

4 Customer & Supplier

4.1 Customer Invoice

The difference between Customer Invoice and Sales Invoice:

Customer Invoice shows only the accounts code and does not show Qty / Unit Price.

Sales Invoice is linked to the stock and account modules. Hence, we advise users who need to key in stock items to use Sales Invoice. Once the information in the Sales Invoice is updated, the information in the Customer Invoice will automatically be updated by the system.

Customer Inv	oice Entry						
Invoice No.	Date 🛛	Code	Customer ere to define a filt	Currency	Amount	Outstanding ^	New
							Edit
IV-00099			HA & BETA C		402.80		Customer Invise
IV-00011			HA & BETA C		50.00		Customer Invoice
IV-00010 CS-00003			HA & BETA C		2.50		E S
IV-00008			ENTERPRISE S		1.595.00		
10-00008	17/12/2014 30	10-A0003 AB	ENTERPRISE S		1,595.00	1,595.00	Cancel
🕍 Invoice							
Invoice No	Do Date	Code		npany	Curre	Amount	New
2		Clic	chere to define a	filter			Edit
IV-00003	04/01/2014	300-C0001	CASH SALES			5,225.0	
IV-00002	19/01/2014	300-A0001	A'BEST TELEC	OMMUNICATI.	S\$	7,500.0	00 <u>D</u> elete
IV-00001	11/02/2014	300-K0001	KITTY SECURI	TY SDN BHD		16,000.0	
IV-00004	20/02/2014	300-A0002	ALPHA & BETA	COMPUTER		9,380.0	Sales Involce
IV-00006	21/02/2014	300-A0003	AB ENTERPRIS	SE SDN BHD		360.0	
IV-00005	20/04/2014	300-A0003	AB ENTERPRIS			8,988.0	Defrech
IV-00007	25/10/2014	300-A0003	AB ENTERPRIS			5,900.0	
IV-00008	17/12/2014		AB ENTERPRIS			1,595.0	Detail
IV-00010	18/12/2014	300-A0002	ALPHA & BETA			2.5	·····
IV-00011	22/12/2014	300-A0002	ALPHA & BETA			50.0	
IV-00099	18/11/2015	300-A0002	ALPHA & BETA	COMPUTER		402.8	30

Create a new **Customer Invoice**? Step 1: **Customer | Customer Invoice | New**

Step 2: Select Customer Code | insert transaction and amount

Step	3: Save				
🕍 c	ustomer Invoice Entry				• ×
More	Customer Code: 300-A0002		Currency:		New
	Area: RAWANG 🗸				<u>E</u> dit
Attachments	Customer Invoice		Inv No: IV-00100		<u>D</u> elete
nents	Cancelled		NextNo: IV-00101	•	<u>S</u> ave 🔻
			Date : 19/11/2015		<u>C</u> ancel
Note	Bill To : ALPHA & BETA COMPUTER		Agent : SY Terms : 45 Days	▼	Refresh
:			Ext. No :		Browse
	+ = 🕜 🕑 Document Detail Grid			>	
	Sales Description	Amount Tax	Tax Tax Tax I	Sub T	
	500-000 SALES	500.00 SR	6% 30.00	530.00	
	1 recorc Total:	500.00	30.00	530.00	
	Local Net Total : 530.00		Net Total:	530.00	
	Invoice Description: Sales	~	Outstanding:	530.00	Close

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 the bank for your account and cheque no if applicable
- Step 4: Key in the customer payment amount

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

Attachments	ustomer Pay Customer Project :	ment Entry r Code: 300-A0002 -	Step 2			Currency:	- I New Edit
ents		mer Payment				D/R No : OR-00056	Delete
Note	Cancelled	Non-Refundable				Vext No : OR-00057	Save 🗸
						Agent : SY	↓ <u>C</u> ancel
	Paid By :	ALPHA & BETA COM	PUTER		A	Area : RAWANG	▼ Refresh
	Received	n : MAYBANK			F	Paid Amount :	530.00 Browse
	Bank Char Cheque No Descripti	p : PBB 128392	0.00 Step 3		Una	pplied Amt:	ep 4
	10 L O.C.		Kn	ock-off Invoices / Debit Note	S		
	Knock Off				II	_	
	Type DN	Date 20/01/2014	Doc No. DN-00004	Amount 12.50	Outstanding 12,50	Pay 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	
	IV	18/11/2015	IV-00099	402.80	402.80	0.00	
	IV	19/11/2015	IV-00100	530.00	0.00	530.00	Step 5
		11 doc	Total:	12,182.80	6,650.80	530.00	✓ Close

4.2.2 Post Dated Cheque

Step 1: Search for the payment that you want to edit, click on **Edit**, right click on Customer Payment, you will see **Set Posting Date**

SQL Account User Manual

Custome Project :		- -			Currency:	- <u>D</u>
Cancelled	ALPHA & BETA In : MAYBANK rge :	Set Posting Date Set Tax Date Bounced Status Copy Customer Payment Paste Customer Payment Open Bank Deposit Receipt Voucher Batch Print Audit Trail		1	O/R No: OR-00056 Next No: OR-00058 Date: 19/11/201 Agent: SY Area: RAWANG Paid Amount:	
Descripti	ion: Payment For Accor	an		▼ ··· Una	pplied Amt:	0.00
Knock Off	Grid	Knock-	off Invoices / Debit Notes			
🗄 Туре	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	
	22/12/2014	IV-00011	50.00	50.00	0.00	
IV			12,182.80	6,650.80	530.00	



4.2.3 Bounced Cheque

Step 1: Search for the payment that you want to edit, click on **Edit**, right click on Customer Payment, you will see **Bounced Status**

ustomer Pay	yment Entry					
Custome Project :	er Code: 300-A0002 -	-			Currency:	<u>N</u> ew Edit
Cancelled	Date: 30/11/2015	Set Posting Date Set Tax Date Bounced Status Copy Customer Payment Paste Customer Payment Open Bank Deposit Receipt Voucher Batch Prin	t		D/R No: OR-00056 lext No: OR-00058 Jate: 19/11/2015 Agent: SY Area: RAWANG Paid Amount:	✓ ✓ Save ✓ ✓ Save ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ Save ✓ ✓ ✓ Gance ✓ Refres S30.00 Brows
Descripti	tion: Payment For Ac	Audit Trail		👻 😶 Una	pplied Amt:	0.00
Knock Off	Grid	Кпс	ock-off Invoices / Debit Note	S		
🗄 Туре						
I'= 'Abe	Date	Doc No.	Amount	Outstanding	Pay	^
).≘ Type ▶IV	Date 01/01/2014	Doc No. 4	Amount 100.00	Outstanding 100.00	Pay 0.00	
					· · · · · · · · · · · · · · · · · · ·	
▶ IV	01/01/2014	4	100.00	100.00	0.00	
► IV IV	01/01/2014 12/01/2014	4 IV-00021	100.00 100.00	100.00 100.00	0.00	
► IV IV IV IV	01/01/2014 12/01/2014 13/01/2014	4 IV-00021 CS-00007	100.00 100.00 7.50	100.00 100.00 5.50	0.00 0.00 0.00	
IV IV IV IV DN	01/01/2014 12/01/2014 13/01/2014 20/01/2014	4 IV-00021 CS-00007 DN-00004	100.00 100.00 7.50 12.50	100.00 100.00 5.50 12.50	0.00 0.00 0.00 0.00	
IV IV IV IV IV IV IV IV	01/01/2014 12/01/2014 13/01/2014 20/01/2014 16/02/2014	4 IV-00021 CS-00007 DN-00004 CS-00010	100.00 100.00 7.50 12.50 1,595.00	100.00 100.00 5.50 12.50 1,595.00	0.00 0.00 0.00 0.00 0.00	
► IV IV IV IV DN IV IV	01/01/2014 12/01/2014 13/01/2014 20/01/2014 16/02/2014 20/02/2014	4 IV-00021 CS-00007 DN-00004 CS-00010 IV-00004	100.00 100.00 7.50 12.50 1,595.00 9,380.00	100.00 100.00 5.50 12.50 1,595.00 4,380.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00	
► IV IV IV DN IV IV IV IV	01/01/2014 12/01/2014 13/01/2014 20/01/2014 16/02/2014 20/02/2014 17/12/2014	4 IV-00021 CS-00007 DN-00004 CS-00010 IV-00004 CS-00003	100.00 100.00 7.50 12.50 1,595.00 9,380.00 2.50	100.00 100.00 5.50 12.50 1,595.00 4,380.00 2.50	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	

stomer Paymer		-						
	de: 300-A0002	•			Currency:	-		Nev
Project :		-						Edit
Custome	r Payment	Bounce	d	O/R M	lo: OR-00056			Delet
Cancelled 🗌	Non-Refundable	01/12/2015	u	Next	No : OR-00058	-		Sav
Posting Date:	30/11/2015	0111212010		Date	19/11/201	5 💌		59v
				Agen	t: SY	-		Canc
Paid By :	ALPHA & BETA COM	1PUTER.		Area	: RAWANG	-		Refre
Received In :	MAYBANK	▼			Amount :	530.00		
Bank Charge :		0.00	Bounced	×				
Cheque No :	PBB 128392	2.546 2.246 7 - 0.	Bounced 🗸					
			Bounced on 01/12/2015	× pi				
Description:	Payment For Accou			plie	ed Amt:	0.00		
Knock Off Grid		Kn	ock-of OK	Cancel			11	
🗄 Type	Date	Doc No.	Amount	Jucscanding	Рау	^	i 1	
▶ IV 01	/01/2014	4	100.00	100.00	0.00			

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

🚰 Ledger Report					- • •
Date Jate 30/11/2015 to 01 Account: 310-001 10-001 Project:	ner Control)	GL Code for same document lude Project When Merging d Description -Zero Closing Balance Zero Transaction	, Apply	9	
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 the situation involves return stock from customer, please do Sales Credit Note.

Step 1: Customer | Customer Credit Note

Step 2: Edit | Click Yes

Step 3: Knocked off accordingly.

	Custor	ner Credit Note Ent	ry		
Customer Code: 300-A00 Area : RAWANG			Cu	Irrency:	New
Customer Credit I Cancelled Customer : ALPHA & BETA CO Customer : ALPHA & BETA CO GL Acco S10-0000 NOKIA 3210 1 records	OMP	Confirm ument was posted from rant to edit this docume	Next N Date : Xales Credit Note	28/04/2015 -	Edit Delete ⊊arcel ♥ Refresh Browse
Local Net Total:	1,908.00		Net Total:	1,908.00	
Knock Off Grid	Knock-	off Invoices / Debit No	otes		•
🗄 Type 🛛 Date	Doc No.	Amount <no data="" display="" to=""></no>	Outstanding	Pay	
records	Total:				
P					Close

Step 1: Customer | Customer Credit Note

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

Step 3: Knocked off accordingly.

<u>7</u>			Custome	er Credit N	ote Entry				
More		er Code: 300-A00					Currency:	-	New
:	Area :	RAWANG	ā ▼						Edit
Atta	Cust	omer Credit I	Note				C/N No : CN-000	022	Delete
Attachments	Cancelle	ed 🗌					Next No : CN-000		Save 🗸
ants.							Date : 28/04/		
	Custome	r: ALPHA & BETA CO	OMPUTER				Agent : FFF	•	⊆ancel
Note	+ =						Ext. No :		Refresh
÷			Description	Project	Amount	Tax	Tax 🗵 Tax Incl		Browse
	▶ 510-0	0000 NOKIA 3210			1,800.00	SR	108.00	1,908.00	
	1 rec	ords							•
	Local N	let Total:	1,908.00			Nel	Total:	1,908.00	
	C/N De	escription: Sales Re	turned		~ ··	• Unapp	lied Amt:	0.00	
			Knock-of	f Invoices /	Debit Notes				
	Knock O								
	🗄 Type		Doc No.	Amount	66.25	utstanding	Pay .25 0.00	^	
	IV IV	25/04/2015 30/04/2015	IV-00114 IV-00113	14	600.00	12,692			
	IV	01/05/2015	IV-00115	,	300.00	5,300			
		15 records	Total:	36	,885.80	29,968	.30 1,908.00) v	
	-								i Close

Please state the Invoice number, Invoice Date and Reason in the description as per GST requirement.Please state the Invoice number,

4.4 Customer Refund

You can use this document to refund a customer. You can knock off with Customer Payment or Credit Note which have unapplied amounts.

Step 1: Customer | Customer Refund.

Step 2: Update the information accordingly.

Step 3: Knock off the payment or credit note and save.

Custor	ner Code: 300-A0002			Currency			
Projec	t:	▼					
Cust	omer Refund			c	/F No: PV-00072	- [D
Cancel				N	lext No: PV-00073		
Cancel				D	ate : 25/08/201		
				А	gent : SY		C
Pay to	: ALPHA & BETA	COMPUTER 12		A	rea : RAWANG	• [Re
Paymen	t By : MAYBANK	▼		R	efund Amt:	1,500.00	Br
Bank Ch	narge :	0.00					_
Cheque	No:						
Descri	ption: Refund			🛨 👓 Unapp	lied Amt:	0.00	
Descri	ption: Refund	P	Payment Knock Off	👻 😶 Unapp	lied Amt:	0.00	
Descri		P	ayment Knock Off	Unapp	lied Amt:	0.00	
	ff Grid	P Doc No.	Payment Knock Off	Unapplied Amt	lied Amt: Refund Amt	0.00	
Knock O	ff Grid						
Knock O	ff Grid Date	Doc No.	Amount	Unapplied Amt	Refund Amt		
Knock O	ff Grid e Date 01/01/2010	Doc No.	Amount 1,500.00	Unapplied Amt	Refund Amt 1,500.00		
Knock O	ff Grid Date 01/01/2010 01/01/2011	Doc No. OR-00058	Amount 1,500.00 106.00	Unapplied Amt 0.00 100.00	Refund Amt 1,500.00 0.00		
Knock O	ff Grid Date 01/01/2010 01/01/2011 07/01/2011	Doc No. OR-00058 4 OR-00030	Amount 1,500.00 106.00 100.00	Unapplied Amt 0.00 100.00 100.00	Refund Amt 1,500.00 0.00 0.00		
Knock O Type PM PM PM CN	ff Grid Date 01/01/2010 01/01/2011 07/01/2011 14/11/2011	Doc No. OR-00058 4 OR-00030 CN-00002	Amount 1,500.00 106.00 100.00 2.50	Unapplied Amt 0.00 100.00 100.00 2.50	Refund Amt 1,500.00 0.00 0.00 0.00		
Knock O Type PM PM PM CN PM	ff Grid Date 01/01/2010 07/01/2011 07/01/2011 14/11/2011 15/12/2011	Doc No. OR-00058 4 OR-00030 CN-00002 MCOR-00011	Amount 1,500.00 106.00 100.00 2.50 10.00	Unapplied Amt 0.00 100.00 2.50 10.00	Refund Amt 1,500.00 0.00 0.00 0.00 0.00		

4.5 Customer Contra

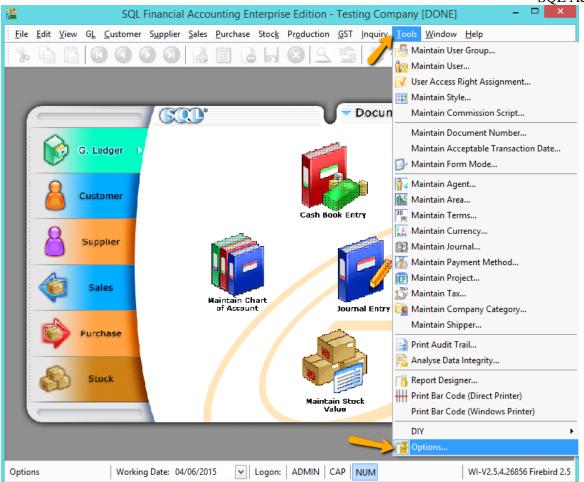
If you have a customer who is also a supplier, you may want to offset the outstanding customer and supplier invoices. This is known as a contra entry. You can offset the two invoices by using Customer Contra and Supplier Contra. This means that when you record the invoices as being paid, it will not affect your current bank account balance.

Scenario:

If you have an outstanding sales invoice for RM200 and a purchase invoice for RM150 for the same customer or company, the actual amount owed to you is RM50 and the contra entry amount is RM150.

Step 1: Tools | Options.

SQL Account User Manual



Step 2: General Ledger | Make sure you have assigned a contra account.

General		01/2014				
elaie	System Conversion Date: 01/0	01/2014				
BarCode	Default Account:			D	efault Journal:	
	3 Default Account	Account		3	Default Journal	Journal
	Foreign Exchange Rate G	530-000	П	Þ	Bank Journal	BANK
iscellanecus	Foreign Exchange Rate L	980-000		Γ	Cash Journal	CASH
GI	Bank Charge Account	902-000		Г	Journal Entry	GENERAL
	Contra Account	450-000 👻		Г	Foreign Bank Adjustment	BANK
it Price	Sales Account	000-0000	• I.	Г	Foreign Exchange Rate Gai	GENERAL
	Cash Sales Account	500-0000		Γ	Customer/Supplier Contra	GENERAL
	Sales Return Account	510-0000		Г	Customer Invoice	SALES
	GST - Output Tax Prepaid	GST-103		Γ	Customer Cash Sales	SALES
ieneral Ledger	GST - Sales Deferred Tax	GST-202		Γ	Customer Credit Note	SALES
. 🐑 📋	Purchase Account	610-0000		Г	Customer Debit Note	SALES
	Cash Purchase Account	610-0000		Γ	Supplier Invoice	PURCHASE
stomer	Purchase Return Account	612-0000		Γ	Supplier Cash Purchase	PURCHASE
	GST - Purchase Deferred	GST-102	Ч	Γ	Supplier Credit Note	PURCHASI
	GST - Payable (Kastam)	GST-KAST	◄	Г	Supplier Debit Note	PURCHASI

Step 3: Customer | Customer Contra | Click New.

Step 4: Select Customer Code and key-in the contra amount.

Step 5: Knock off the corresponding invoice and Save.

ustomer	Contra Entry						
Custo Proje		-A0002 🔻		Ci	urrency:		
	tomer Cor	ntra		C/T No: Next No:	CT-00008 CT-00009	•	Delet
				Date:	25/08/2016	•	
				Agent :	SY	•	Cance
Custo	mer: ALPHA & E	BETA COMPUTER 12		Area :	RAWANG	-	Refres
				Contra Amoun	it:	500.00	Brows
2,546 0,244 T - 20				Local Amount:		500.00	>
Descr	iption: Contra		▼	Unapplied Am	t:	0.00	
		Knock-o	ff Invoices / Deb	it Notes			
≣ Туре		Doc No.	Amount	Outstanding	Pay	<u>^</u>	U
► IV	20/02/2011	IV-00004	9,420.00	3,733.00	500.00		
IV	18/12/2011	IV-00010	2.50	2.50	0.00		
IV	16/10/2012	IV-00100	26.00	26.00	0.00		
IV	07/07/2014	IV-00113	21.00	21.00	0.00		
IV	30/12/2014	test	12.45	12.45	0.00		
IV	04/04/2015	CS-00013	159.00	159.00	0.00		
	30 records	Total:	151,688.35	143,698.45	500.00	-	
							Close

Step 6: Go to **Supplier | Supplier Contra.**

Step 7: You will realize that the **SAME transaction will appear at Supplier Contra Screen**, you just have to **EDIT** the supplier contra.

274	Suppl	ier Cont	ra Entry							C	
1	С/Т	No.	Date	Supplier	Curr	Amount	Customer	Curr	Amount (U/A Amt	New
8					Click here	e to define a f	îlter				
Þ	CT-000	06 10	0/06/2014	DIGI COMMUNI		1,500.00	ALPHA & BE		1,500.00	0.00	<u>E</u> dit
	CT-000	07 30	0/04/2015	CELCOM (M) CO		1,060.00	ALPHA & BE		1,000.00	0.00	<u>D</u> elete
	CT-000	08 23	5/08/2016			0.00	ALPHA & BE		500.00	0.00	Save 🔻
											Cancel
											Refresh
											De <u>t</u> ail
											>
h	3 Cont	ra				2,560.00			3,000.00	0.00	
	D Com			(×			0,000,000	0.00	
	-				ice/ Del	bit Note Kno					
	Туре	Date Date		Document No.		Org. Amour		utstanding		(nock Off	
1	PI	06/01/20	011 PI-00	1002		3,5	00.00	2,00	00.00	1,500.00	
			1 do	c		3.5	00.00	2.00	0.00	1,500.00	Close
			1 00	-				2,00		2,000.00	

SQL Account User Manual

Step 7: After Editing you need to update the supplier contra info accordingly and knock off the outstanding invoices of supplier.

Step 8: Save the Supplier Contra.

🦉 Si	upplier C	ontra Entry						- • •
Attac	Suppl	ier Code: 400	-C0001 🔻		Cui	rrency:		New
Attachments	Proje	ct:	•					Edit
ts	Sup	oplier Con	tra		C/T No:	CT-00008		Delete
Note	Cance	lled			Next No:	CT-00009	•	Save -
					Date:	25/08/2016	-	Cancel
	Suppl	ier: CELCOM (M) COMMUNICATION BHD		Agent : Area :	 SJ	• •	Refresh
					Contra Amount		500.00	Browse
	2546				Local Amount:		500.00	
	7 - 2010							>
	Descr	iption: Contra			Unapplied Amt		0.00	
	·=	Date	Knock-off I Doc No.	7 🖻	Notes	Devi		J
	≣ Type	01/04/2015	test1		Outstanding 69.92	Pay 0.00	mî	
	PI	12/05/2015	PI-00038	2	9,888.00	500.00	V =	
	PI	10/06/2015	PI-00039	0	106.00	0.00		
	PI	24/08/2015	PI-00041	00	9,711.68	0.00		
	PI	15/10/2015	PI-00042	00	2,590.00	0.00		
		O and the local of	DT 000 45		10 500 00	500.00		
		9 records	/	. 18	39,144.86	500.00	*	Close
		Ma	ke sure the contra r	number is the	e same as the c	customer con	ntra nun	nber.

4.6 Supplier

Supplier module is the similarly feature with Customer Module. You can repeat the Supplier Module same as Customer (4.1 - 4.5).

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 that you wish to key in as opening balance, and click Edit.

Step 3: Insert the figure in local Dr or local Cr. Then Save.

Step 4: Make sure the Dr and Cr figures tally

oject 🗹 🛛 🛁				
Description	Code 🛆	Local DR	Local CR ^	Ed
				_
OTHER ASSETS				
CURRENT ASSETS		15,000.00	0.00	🔚 Sar
	300-000			Conc
	305-000			Cano
CASH AT BANK	310-000	15,000.00	0.00	Refre
	310-001	15,000.00	0.00	1
	210.002			
MAYBANK-MASTER	310-003			
	310-004			
	310-006		:	•
	4534			
S CASH IN HAND	320-000			
PETTY CASH	325-000			
- 🌆 STOCK	330-000			J
	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				
I I I I I I I I I I I I I I I I I I I				

5.1.2 Customer and Supplier

Step 1: Customer(Supplier) | New

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

Step 3: Key in only the outstanding amount.

Step 4: The words "Past Invoice" must appear; (they will not appear if the inserted date is after system conversion date) Click **Save.**

🦉 C	ustomer Invoice Entry		
More	Customer Code: 300-A0002 V Area : RAWANG V	Currency:	New Edit
Attachments Note	Customer Invoice Cancelled Bill To: ALPHA & BETA COMPUTER Document Detail Grid Local Net Total: 500.00	Inv No : < <new>> Next No : IV-00101 Date : 31/12/2013 Agent : SY Terms : 45 Days Ext. No :</new>	
	Invoice Description: Sales	Outstanding: 51	00.00 Close

5.1.3 Stock Value

Step 1: GL | Maintain Stock Value| Edit

Step 2: Set the year

Step 3: Insert the Opening Balance

0p. Stk A/C	Op. Desc	Cl. Stk A/C Click here to	Cl. Desc define a filter	Bal. Stk	Bal. Desc	N	ew
00-000	STOCKS AT THE B	. 620-000 S	TOCKS AT THE EN	330-000	STOCK		dit
						<u>D</u> e	lete
						_ 5	ave
Maintain Stock	(Value						
. Maintai	n Stock Valu	0 -				New	
						Edit	
	ng Stock A/C : 600-0		S AT THE BEGINNING				
P&L Closi	ng Stock A/C : 620-0	ооо 🗸 стоск	S AT THE END OF THE	YEAR		<u>D</u> elete	
Balance Sheet	Stock A/C : 330-0	000 ~ STOCK				_ Save -	
·						<u>C</u> ancel	
Please key in C	losing Stock Value be	elow :-			n	Refresh	
Project 🗸	~	🗄 Month	Stock Value	1		Browse	
Year :	2015 🚔	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 see 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
Opening Bank Reconciliation Opening Bank : 810=001 Voucher No: PV-0001 Cheque No: PV-0001 Description: payment for XYZ Debit: 500.00 Credit:	Bank Reconciliation	Credit Tid	k Check Bank Recon
		Close	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 (both Dr & Cr are tally before you are allowed to save)

<u>111</u>	بز	ournal Entry						
Note	Journal Entry				(Cancelled		New
· ·	Journal Entry			Jour	nal No: 📴	00004	_	Edit
Attachments				Next	No: JV-0	00005 [•	Delete
chme				Date	09/0	02/2015 [•	Save -
ents.	Description: Capital by Director					-		⊇ave ▼
:	* - 0 0						- h	⊆ancel
								Refresh
	Document Detail Grid						_ >	Browse
	E G/L Code GL Description	Local DR	Local CR	Tax	Tax Inclusive	Local Tax .		Eronso
	▶ 310-001 MAYBANK	1,500.00				0.0	Ю	
	150-501 LOAN FROM DIRECTOR - KITTEN 1		250.00			0.0	οľ	1
	150-502 LOAN FROM DIRECTOR - KITTEN 2		250.00			0.0	0	
	150-503 LOAN FROM DIRECTOR - KITTEN 3		1,000.00			0.0	0	
	4 record:	1,500.00	1,500.00					Close

5.3 Cash Book Entry

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

Cash book entry is normally used for a non-customer/ supplier payment or receipt e.g. payment for salaries, utilities etc.

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

獈 Cash Book Entry						
Voucher No.	Date	Description	Cheque No	Local DR	Local CR	<u>N</u> ew ▼
2		Click here to de	efine a filter			Payment Voucher
▶ PV-00002	06/01/2014	ERICSON SUPPLIER BHD	MBB 100002	0.00	30,000.00	Official Receipt
PV-00046	06/01/2014	CELCOM (M) COMMUNICATION BHD	11111	0.00	1.00	Official Receipt
OR-00030	07/01/2014	ALPHA & BETA COMPUTER	87678868	100.00	0.00	Save -
PV-00005	07/01/2014	MOTOROLA SUPPLIER BHD	MBB 100005	0.00	10,000.00	E Save +
PV-00006	07/01/2014	NOKIA CORP LTD	MBB 100006	0.00	10,000.00	Cancel
OR-00027	09/01/2014	KITTY SECURITY SDN BHD		10,000.00	0.00	Refresh
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	De <u>t</u> ail
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

	ash Book Entry												
Note	Paum	ent Vouch	212								Cancelle	d 🗆	<u>N</u> ew -
•	T addite	and Antent	24						Ve	oucher No:	PV-00052		<u>E</u> dit
Att									Ne	ext No:	PV-00053	-	Delete
Attachments									Ds	ite:	19/11/2015	•	Delete
nen													📄 Save 👻
5									Pr	oject :		-	Cancel
	Pay To	POS MALAYSIA										+ ···	gander
													Refresh
	Designed Days	MAYBANK									Agent:	•	Browse
	Payment By:		 Currency: 								-		
	+ - 🕜 🤇	C S Bank Char	ge : 0.00 Cheque No:	MBB 0192182							Area:	-	
	Document Deta	ail Grid											
	G/L Code	GL Description	Description		Tax Ref	Amount	Tax	Tax D	Tax In	Tax Amour	t Sub Total (T		
	910-000		MAYBANK - POS MALAYSIA		Tax Kei	250.00	TX	6%		15.0		65.00	>
	907-000		MAYBANK - POS MALAYSIA			1,500.00	тх	6%		90.0		90.00	
	_					-,	-					_	
													J
	2	1		Tet 1		1 750 00				107.0		55.00	
	2 records			Total:		1,750.00				105.0	1,8	55.00	Close

6 Inventory

6.1 Stock Received:

Allows user to increase stock quantity without purchasing. It is normally used when you have assembled or manufactured finished goods. Just key-in the item code, quantity IN and cost that you want.

Step 1: Stock | Stock Received | New.

			Stock Recei	ved Entry					
S	tock Re	ceived					Stk Rec No Next No :- Date :-	Cancelled : < <new>> RC-00003 16/11/2015</new>	<u>N</u> e Ed Dek
	cription :- Stock Rece	eived						• ····	Can
	ek Received Matrix							Update Cost	Refr
3	Item Code	Description	Location	Project	Qty	UOM	Unit Cost	Sub Total	Brov
1	23	123			10.00	UNIT	0.00	0.00	
В	OMBOM	BOM of BOM			5.00	UNIT	10.00	50.00	
D	-PRE-50	DIGI PREPAID-RM50			3.00	UNIT	50.00	150.00	>
С	OVER	HANDPHONE COVER			2.00	UNIT	6.00	12.00	
E	-BAT	ERICSSON BATTERY			10.00	UNIT	100.00	1,000.00	
									J
Reas	son :				30.00			1,212.00	ļ
	orised By :	Remark :							Clo

6.2 Stock Issue:

Allows user to **decrease stock quantity without selling**. It is normally used when you consume raw material during assembly or when manufacturing finished goods or even sometimes for internal usage. Just key-in the item code, quantity OUT and cost and you may also click on the Update Cost, then the system will auto-detect the actual costing base on your document date.

Step 1: Stock | Stock Issue | New.

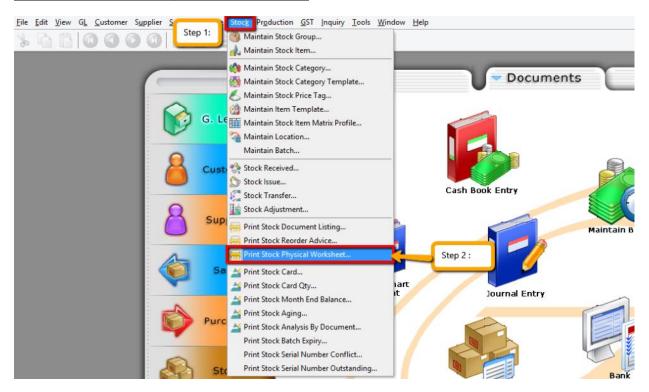
*			Stock Issue Entry				-	
Note.	Stock I	ssue					Cancelled	New
	Second C	0000				k Issue No : <		Edit
Attachments								Delete
hme					U	ate :- 16	/11/2015 💌	Save -
ts	Description :- Stock	Issue					•	Cancel
7	• - • •						Update Cost	Refresh
Item Template	Stock Issue Matrix					/		
empla	Item Code 123	Description 123	Location	Project	UOM	10.00	Unit Cost	Browse
ate.	123 BOMBOM	BOM of BOM			UNIT	5.00		
•	D-PRE-50	DIGI PREPAID-RM50			UNIT	3.00		
	COVER	HANDPHONE COVER			UNIT	2.00		>
	E-BAT	ERICSSON BATTERY				10.00		
				the real time of	ost so that sytem costing base on t			
	Reason : Authorised By :	Bemark :						Close
	Authorised By :	Remark :						Close

6.3 Stock Adjustment / Stock Take:

Allows user to key-in quantity in and quantity out from the system, just like a combination of stock received and stock issue. Normally used for stock take purposes. (Stock | Stock Adjustment | New)

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

How SQL System can help during Stock Take?



Step 1 & 2: Click on Stock then choose Print Stock Physical Worksheet.

1		Stock Phys	sical Worksheet			
Date To 30/11/20 Stock Group: [Item: [Location: [Batch: [Category: [Category Tpl :] tock Physical Workshe	<pre></pre>	Print Stock Cont Non-Stock Co Print Active Iter In-Active Iter In-Active Iter Include Zero Ba S: Filter all those inform	ntrol Item n n	Group By : I tif you		Step 4 :
-	have	additional module like sure that you have gro	location and batch,	please		Preview
	have a make	additional module like sure that you have gro	location and batch,	please	JO Qty	Preview
rag a column header StockGroup	have a make	additional module like	location and batch, oup the location and	please d batch.	JO Qty 0.00	
rag a column header StockGroup ACC	have a make here to group by that courses ItemCode	additional module like sure that you have gro _{Qty}	location and batch, oup the location and so Qty	please batch. PO Qty		Avail Qty 1.00
rag a column header StockGroup ACC	have a make here to group by that courses ItemCode 12-123123dasda2131	additional module like sure that you have gro Qty 0.00	location and batch, oup the location and so Qty 0.00	PO Qty 1.00	0.00	Avail Qty 1.00 7.00
rag a column header StockGroup ACC ACC	have a make here to group by that courses ItemCode 12-123123dssda2131 123	additional module like sure that you have gro Qty 0.00 12.00	location and batch, oup the location and so Qty 0.00 5.00	PO Qty 1.00 0.00	0.00	Avail Qty 1.00 7.00 -1.00
rag a column header StockGroup ACC ACC LILY	have a make here to group by that courses ItemCode 12-123123dasda2131 123 123/1234	Additional module like sure that you have gro Qty 0.00 12.00 -1.00	location and batch, oup the location and so Qty 0.00 5.00 0.00	PO Qty 1.00 0.00 0.00	0.00 0.00 0.00	Avail Qty 1.00 7.00 -1.00 0.00
rag a column header StockGroup ACC ACC LILY LILY LILY	have a make here to group by that count ItemCode 12-123123dasda2131 123 123/1234 6514/120/00946	Additional module like sure that you have gro Qty 0.00 12.00 -1.00 0.00	SO Qty 0.00 5.00 0.00 0.00 0.00	PO Qty 1.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00	Avail Qty 1.00 -1.00 0.000 -15.00
rag a column header StockGroup ACC ACC LILY LILY LILY LILY	have a make here to group by that countries 12-123123dasda2131 123 123/1234 6514/120/00946 8752/060/0782	2000 2000 2000 2000 -1.00 0.00 0.00 1.00	location and batch, oup the location and SO Qty 0.00 0.00 0.00 16.00	PO Qty PO Qty 1.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00	Avail Qty 1.00 -1.00 0.000 -15.00 -2.00
rag a column header StockGroup ACC ACC ILLY ILLY ILLY ILLY	have a make here to group by that counse ItemCode 12-123123dasda2131 123 123/1234 6514/120/00946 8752/060/0782 8752/060/0793	additional module like sure that you have gro Qty 12.00 -1.00 0.00 1.00 -2.00	location and batch, oup the location and so Qty 0.00 5.00 0.00 0.00 16.00 0.00	PO Qty PO Qty 1.00 0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00	Avail Qty 1.00 -1.00 -0.00 -1.500 -2.00 30.00
rag a column header StockGroup ACC ACC ILY ILY ILY ILY ACC	have a make make to group by that courses to group by the group	Additional module like sure that you have gro Qty 0.00 12.00 -1.00 0.00 1.00 -2.00 30.00	location and batch, oup the location and SO Qty 0.00 5.00 0.00 16.00 0.00 0.00	Please d batch. PO Qty 1.00 0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00	Avail Qty 1.00 7.00 -1.00 0.00 -15.00 -2.00 30.00 -1,319.00
) Prag a column header	have a make here to group by that course ItemCode 12-123123dasda2131 123 123/1234 6514/120/00946 8752/060/0793 8752/060/0793 8752/060/0793 ANT	Additional module like sure that you have gro Qty 0.00 12.00 -1.00 0.00 1.00 -2.00 30.00 -1,351.00	location and batch, oup the location and SO Qty 0.00 5.00 0.00 16.00 0.00 0.00 0.00 17.00	Please d batch. PO Qty 1.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	Avail Qty

Step 3: Filter by date, stock group or others information that you want to do for the stock take, please make sure that you choose the correct location and batch if you have these two modules.

Step 4: Click on Apply and Preview.

		R	eport Builder				
🚔 💽 - 🖥	9 1 🖻 📃	100%	v 🔍 🛃 🖃	🎽 📕 📲			
	Location : All Item Group : All Item Code : All Print Active : Yes Print InActive : Yes Print Non SK Ctrl : No Ind Zero Balance : Yes		Stock Take Sheet As At 16/11/2015			11/15 10:04 AM ADMIN	Î
	Testing Company ()	Code;Location;StockGroup;Bate			Step 5	Page 1 of 3	
	Item Code	Description	UOM	Book Qty	Physical Qty	Remarks	
	12-123123dasda2131	12-dasda2131	UNIT	0.00			
	123	123	UNIT	12.00			
	123/1234	123/1234	UNIT	-1.00			
	6514/120/00946	6514/120/00946	UNIT	0.00			
	8752/060/0782	8752/060/0782	UNIT	1.00			
	8752/060/0793	8752/060/0793	UNIT	-2.00			
	8752/060/0832	8752/060/0832	UNIT	30.00			
	ANT	ANTENNA	UNIT	-1,351.00			v.
0							
1			2				3
Page 1 of 3	17.11.2015 10:04:56	Stock Physical	Worksheet - Level 1.rtm				

Step 5: **Print out the "Stock Take Sheet"** for stock keeper. The stock keeper should manually **fill in the actual quantity into the "physical qty" column.**

2				Stock Ac	ljustment	Entry						• 💌
Note	Stock A	djustment								Cancelled		New
									Stk Adj No :			<u>E</u> dit
Attad									Next No :- Date :-	AJ-00004 16/11/2015		<u>D</u> elete
Attachments	Description :- Stock	Adjustment							Date .	<u>10/11/2013</u> ▼		<u>∃</u> <u>S</u> ave ▼
:	+ - 00									Update Cost		<u>C</u> ancel
Item	Stock Adjustment M	latrix										Refresh
Item Template	Item Code	Description	Locati		Qty	UOM	Unit Cost	Sub Total	Book Qty	Physical Qty		Browse
ate	# Style				0.00		0.00	0.00				
	No. Vitem Code Description 2nd Description Arrow Description Cocation Remark 1 Remark 2 Vite Project V Qty UOM S/U Qty V UOM S/U Qty V Unit Cost Sub Total Rate	Step 6			0.00			0.00			>	
	F Base Qty											
	✓ Book Qty	Remark :										Close
	Physical Qty Shelf Batch							Val	ue			

Step 6: After complete updating the stock take report, click on Stock | Stock Adjustment | and drag out Book Qty and Physical Qty.

									-	_	-	sting Compar	ny [2012]				
le	Edit View 0	<u>GL</u> <u>C</u> ustomer	Supplier	Sales P	urchase S	toc <u>k</u> P	roduction	<u>G</u> ST Inc	quiry <u>T</u> ools		_		Stor	7 : Compare	Roth Coroon		
6	BB	000		12.1	1	H (GI	🛎 - 🔂	Tile Ve				7. Compare	bour screen.		
_											orizontal					_	
		St	ock Adju	stment	Entry			_	- • •	Arrang	ge All		Stock Physic	al Worksheet	t		
	Stool	s Adju	atm	-			Cancelle	ed 🗌	New	Cascad	de		¥				
	Stoci	z adja	scint	ent	Stk	dj No :	< <new>></new>		Edit	1					_		
ä.					Next	No :-	AJ-00004	-	-	2 Stock	k Physical	Worksheet	Y		Print Stock		
					Date		16/11/201	5 💌	Delete	 3 Stock 	k Adjustm	ent Entry	~			ck Control Item	
	Description :- Stock Adjustment					-	10/11/201		Save -		cauon:		¥		 Print Active 		
	Description :	Stock Adjustme	ent					~ ···			atch:		*		In-Activ	e Item	
	+ - 00	3					Updat	te Cost	Cancel	Ca	ategory:		~		✓ Include Ze	ro Balance	
		ent Matrix							Refresh		ategory Tpl		~				
Itam Tamalata	-	Description	Lo Pr	Qty (U Unit 0.0		Book P	hysi	Browse					^			Apply
	-	Description						hysi	Browse	Stod	k Physical V Ig a column		roup by that colum	n			Preview -
	-	Description						hysi	Browse	Stod		header here to g	roup by that colum	n SO Qty	PO Qty	JO Qty	Preview -
	-	Description						Physi	Browse	Stod	ig a column itockGroup	header here to g	Qty		PO Qty 1.00	JO Qty 0.00	Breview -
	-	Description							}	Stod Dra ≣ Si ► AC	ig a column itockGroup CC CC	header here to g ItemCode	Qty	SO Qty			Preview -
	-	Description							8 : Drag & D	Stod Dra I S AC Top	ig a column itockGroup CC CC LY	header here to g ItemCode 12-123123das 123 123/1234	Qty 0.00 12.00 -1.00	SO Qty 0.00 5.00 0.00	1.00 0.00 0.00	0.00 0.00 0.00	Preview - Avail Qty 1.00 7.00 -1.00
	-	Description							}	Stock Dra I S AC Top	ig a column StockGroup CC CC LY LY	header here to g ItemCode 12-123123das 123 123/1234 6514/120/00946	Qty 0.00 12.00 -1.00 0.00	SO Qty 0.00 5.00 0.00 0.00	1.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00	Preview Avail Qty 1.00 7.00 -1.00 0.00
	-	Description							}	Stod	ig a column itockGroup CC CC LY LY	header here to g ItemCode 12-123123das 123 123/1234 6514/120/00946 8752/060/0782	Qty 0.00 12.00 -1.00 0.00 1.00	SO Qty 0.00 5.00 0.00 0.00 16.00	1.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00	Preview Avail Qty 1.00 7.00 -1.00 0.00 -15.00
	-	Description)		}	Stod	ig a column itockGroup CC CC LY LY LY	header here to g ItemCode 12-123123das 123 123/1234 6514/120/00946 8752/060/0782 8752/060/0793	Qty 0.00 12.00 -1.00 0.00 1.00 -2.00	SO Qty 0.00 5.00 0.00 0.00 16.00 0.00	1.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00	Preview Avail Qty 1.00 7.00 -1.00 0.00 -15.00 -2.00
Wannaha ka	# Item C #	Description		0.00		0.00)		}	Stock	ig a column itockGroup CC CC LY LY LY LY LY	header here to g ItemCode 12-123123das 123 123/1234 6514/120/00946 8752/060/0782 8752/060/0783	Qty 0.00 12.00 -1.00 0.00 1.00 -2.00 30.00	SO Qty 0.00 5.00 0.00 0.00 16.00 0.00 0.00	1.00 0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00	Preview ▼ Avail Qty 1.00 7.00 -1.00 0.00 -15.00 -2.00 30.00
Warmala ka	-	Description		0.00		0.00)		}	Stod	ig a column itockGroup CC CC LY LY LY LY LY	header here to g ItemCode 12-123123das 123 123/1234 6514/120/00946 8752/060/0782 8752/060/0793	Qty 0.00 12.00 -1.00 0.00 1.00 -2.00	SO Qty 0.00 5.00 0.00 0.00 16.00 0.00	1.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00	Preview Avail Qty 1.00 7.00 -1.00 0.00 -15.00 -2.00

Step 7: **Repeat Steps 1 & 2** to display the Stock Physical Worksheet again, opening 2 windows simultaneously, "stock adjustment" and "stock physical worksheet", then click on **Window** | **Tile Vertical**.

Step 8: Click on the first item in **Stock Physical Worksheet**, press on **Ctrl** + **A** on the keyboard to select all items. **Then Drag & Drop into Stock Adjustment.**

Stock A	ljustment								Cancelled		N
Starra se	Jascureac							Stk Adj No :	< <new>></new>		E
								Next No :-	AJ-00004 👻	1.1	-
								Date :-	16/11/2015 💌		Del
										1	📙 S
Description :- Stock /	ldjustment							Step 9	· · · · ·	1	-
+ - 🕜 🕙								Step 5	Update Cost		Car
Stock Adjustment Ma	trix										Refr
Item Code	Description	Locati	Project	Qty	UOM	Unit Cost	Sub Total	Book Qty	Physical Qty		Bro
12-123123dasda2	12-dasda2131			2.00	UNIT	0.00	0.00	0.00	2.00		
123/1234	123/1234			1.00	INIT	3.00	3.00	-1.00	0.00		
6514/120/00946	6514/120/00946			8.00	INIT	0.00	0.00	0.00	8.00	>	
8752/060/0782	8752/060/0782			1.00	INIT	0.00	0.00	1.00	2.00		
8752/060/0793	8752/060/0793			7.00	INIT	0.00	0.00	-2.00	5.00		
I 8752/060/0832	8752/060/0832			-30.00	JNIT	0.00	0.00	30.00	3		
ANT	ANTENNA			1,351.00	UNIT	2.00	2,702.00	-1,351.00			
BOM	BOM			-1.00	UNIT	0.00	0.00	1.00			
BOMBOM	BOM of BOM			-31.00		10.00	(310.00)	31.00			
C-PRE-100	CELCOM PREPAID-RM100			-92.00	INIT	12.00	(1,104.00)	92.00			
C-PRE-50	CELCOM PREPAID-RM50			-20.00	INIT	50.00	(1.000.00)	20.00			
				3,631.00			1,334,599.20		¥		

Step 9: Based on the stock keeper's Stock Take Report, **fill in the actual physical quantity** in your warehouse into the Stock Adjustment **Physical Qty column**, the system will calculate the variance based on the Book Qty and apply a correction to the Qty column.

Book Qty = Quantity that is recorded in system.
Physical Qty = Actual Quantity at your warehouse.
Qty = Variance between Physical and Book Quantity, system will auto-adjust then update accordingly. (Physical Qty – Book Qty)

7 Reports

7.1 General Ledger Report

7.1.1 Balance Sheet

Go to **GL** | **Print Balance Sheet**

Step 1: Select your date

Step 2: Choose your preferred format

Step 3: "Show Up to Level" under Option refer to the depth of sub-accounts in your Maintain Chart of Account, the higher the value, the more level of detail will be shown. Step 4:

a. Use second description – use second description which is controlled at GL | Maintain Chart of Account

- b. **Zero Balance Account** choose to show accounts in the report even if their amount is 0.
- c. Display Trade Debtor/Creditor in Details show per customer account in detail

Step 5:

- a. Print Sub Account Only Select a 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

Period : Current Month V Month Index : 0
Font : The Tahoma V 8 💽 🖪 🚺 🔄 Header Script : a V 🚱
Date : 19/11/2015 V Project: V Agent: V Image: V V Agent: V Image: V V Report Title : Balance Sheet As At 19/11/2015 V Show Up to Level 2 Image: V Image: V V V Image: V V V Show Up to Level 2 Image: V V V V Image: V V

7.1.2 Profit & Loss Statement Go to GL | Print Profit and Loss Statement

Step 1: Select your date

Step 2: Choose your preferred format

Step 3:

a. Use second description – use second description which is maintained under GL | Maintain Chart of Account b. Zero Balance Account – choose to show accounts in the report even if their amount is 0

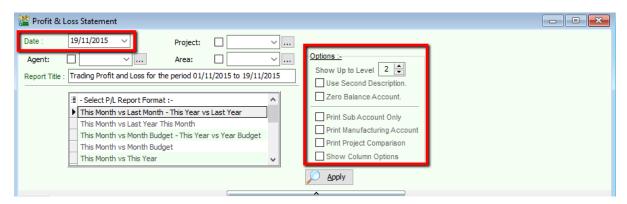
Step 4:

a. Print Sub Account Only - Select a certain account to view

b. **Print Manufacturing Account** – you are only allowed to view manufacturing account if you have set it up 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



7.1.3 Trial Balance Go to **GL** | **Print Trial Balance**

Step 1: Select your date

Step 2: Filter by project, area, agent (optional)

Step 3: Tick whether you want to view General Ledger, Sales Ledger(Customer) or Purchase Ledger (Supplier)

Step 4:

a. Use second description – use second description is which maintained under GL | Maintain Chart of Account b. Zero Balance Account – choose to show accounts in the report even if their amount is 0

Step 5: Apply

Trial Balanc	e					X
Date: 01 Project: Agent: Area:	/01/2016 v to 25/08/2016 v v General Ledger Sales Ledger (Customer) Purchase Ledger (Supplier)	Accour	t Code to Description		Apply	
	(^)			
		Month	To Date	Year To	Date	
E Code	Description	DR	CR	DR	CR	=
100-001	ORDINARY SHARE CAPITAL			0.00	883.50	1-
100-002	5% PREFERENCE SHARE CAPITAL			0.00	1,003.03	
100-500	SHARE PREMIUM ACCOUNT			0.00	270.00	
150-000	RETAINED EARNING			0.00	7,173,131.27	

7.1.4 Ledger Report Go to GL | Print Ledger Report

Step 1: Select your date

Step 2: Filter by account, project, area, agent (optional)

Step 3: Tick whether you want to view General Ledger, Sales Ledger(Customer) or Purchase Ledger (Supplier)

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

Step 5:

a. Merge GL Code for same document – if you have the same account in one single transaction, the system will automatically merge, if you want to separate the account code for the same document, please un-tick.
b. Exclude Project when merging – exclude project when merge GL Account.

c. Use second description – use second description which is maintained under GL | Maintain Chart of Account

d. Include Zero Closing Balance – choose to show accounts in the report even if their amount is 0

e. Include Zero Transaction – choose to show accounts in the report even if there are 0 transactions.

f. Local Currency & Foreign Currency – If you have foreign currency transactions, you can tick the foreign

currency so that the system will show the figures in foreign currency compare versus local currency.

Step 6: Apply.

🞬 Ledger Report					
Date <table-cell> 01/08/2016 🗸 to 31/08/2016 Account: Project: Agent: Agent: Area: General Ledger Sales Ledger (Customer Control) Purchase Ledger (Supplier Control)</table-cell>	Group By: Account Code Account Description Post Date Ref1 Project Agent Area Merge GL Code for same document Exclude Project When Merging Use 2nd Description Use 2nd Description Use 2nd Description Luse 2nd Description	Apply			
Date Ref 1 Description	ion Description 2 Local DR	Local CR Local Balance Tax 🔺			
□ Code : 325-000 (PETTY CASH)					
Balance B/F		1,434.00			
	0.00	0.00			
Code : 405-000 (OTHER CREDITORS)					
Balance B/F		100.00			
	0.00	0.00			
□ Code : 420-000 (EPF - STAFF)					
Ralance R/F	4,650.00	3,060.00			

7.2 Customer Report

7.2.1 Customer Aging

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

Step 2: Choose your preferred report format options.

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

Step 4: Click on Apply

Aging Date: 30/11/2015 ~ Customer:	Step 1	rr Code	Report Name Cust-Multi-L0-04 Mths Agi Cust-Multi-L0-06 Mths Agi Cust-Multi-L0-04 Mths Agi Cust-Multi-L0-06 Mths Agi Cust-Local&Multi-L0-04 Mt	ng-Current, 1 Mth ng-Jun 2004, May 2004 ng-Jun 2004, May 2004	1	ep 3	
Control A/C:	2 Include z						
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		252.8	ו		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	

7.2.2 Customer Statement

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

Step 2: Choose your preferred options.

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 outstanding amount from previous months as a lump-sum

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

Step 4: Click on Apply

SQL Account User Manual

🚰 Customer Statement								
Date 01/11/2015 Statement Date: 30/11/20 Customer:	Company Cate	e O	Report Name Cust-Multi-F1-06 Mths Statem Cust-Multi-F2-06 Mths Statem Cust-Multi-F1-12 Mths Stateme Cust-Multi-F2-12 Mths Stateme Cust-Multi-F2-12 Mths Stateme Step 2	ent-Current, 1 Mth ent-Current, 1 Mth ent-Current, 1 Mth	Step 3			
I Code	Company Name	Currency		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			
	CASH SALES		NSL	SA	5,225.00			
± 300-F0001	FAUNG TECK WAI				3,084.00			
	KITTY SECURITY SDN BHD		HALIM	ww	15,600.00			
± 300-T0001	STAR TRADING SDN BHD		LF	RAWANG	1,000.00			
Image: Star TRADING SDN BHD Image: Star TRADING SDN BHD Image: Star TRADING SDN BHD Image: Star TRADING SDN BHD Image: Star Trading Star Trad Trading Star Trading Star Trading Star Trading Star T								

7.2.3 Customer Due Document Listing

In this report, you can print a reminder letter to remind customers of outstanding amounts.

Step 1: Filter by Date, Document (Invoice, Debit Note, Credit Note, Contra)

Step 2: Overdue or Undue document.

Step 3: System can generate by group and give you a summary on each group (group/sort by)

Step 4: Apply.

🚰 Cust	🖀 Customer Due Document Listing												
▼ ▼	ie: 27/08/20: Invoice Debit Note Credit Note Contra	 ✓ Overdue ✓ Undue 	Age Area Curr Doc Item Co.		preign Curr	 III IIIII III III<td></td><td>t Date t No Name Code t Type</td><td></td><td></td><td></td>		t Date t No Name Code t Type					
E Doc	No Doc D	Company Name	C	Local Amount	Terms	Local Payment	Local	Local	Local Outsta	Age			
⊕ IV-0	0 13/11	ALPHA & BETA C		45,719.50	45 Days	C	.00 0.00	0.00	45,719.50	243			
⊕ IV-0	00 01/01	AB ENTERPRISE		300.00	30 Days	C	.00 0.00	0.00	300.00	209			
⊕ IV-0	00 01/01	ALPHA & BETA C		300.00	45 Days	100	.00 0.00	0.00	200.00	194			
		ALPHA & BETA C			45 Days	C	.00 0.00		300.00	190			
		ALPHA & BETA C			45 Days		.00 0.00		42.40	183			
		US CORPORATIO	USD		30 Days		.00 0.00		15.28	149			
		ALPHA & BETA C			45 Days		.00 0.00		106.00	117			
		ALPHA & BETA C			45 Days		.00 0.00		42.40	103			
	······	ALPHA & BETA C			45 Days		.00 0.00		300.00	103	Ξ		
Count		ALPHA & BETA C			45 Days		0.0	_	200.35	103			
Count	= 8			7,235,165.18		12,630	.24 2,102.90	500.00	7,222,246.29		- T		

Step 5: If you want to print a reminder letter, make sure you tick the customer code under "group / sort by" and Apply.

Customer Due Document Listing												×
	Date: 27/08/2016 ♥ Invoice ♥ Overdue ♥ Debit Note ♥ Undue ♥ Credit Note ♥ Undue ♥ Credit Note ♥ Undue ♥ Contra ♥ Include PD Cheque Image: Doc No Doc D Company Name				tomer:	preign Curr	▼ ▼ ▼ ▼ ▼ ▼	Customer Customer Document Due Date Document Agent Area Currency Document Doc Projec Company	Code Name Date No Type			
:	Doc No	Doc D	Company Name	C	Local Amount	Terms	Local Payment	Local	Local	Local Outsta	Age	-
6	E IV-00	13/11	ALPHA & BETA C		45,719.50	45 Days	0.	0.00	0.00	45,719.50	243	
6	E IV-00	01/01	AB ENTERPRISE		300.00	30 Days	0.	0.00	0.00	300.00	209	
			ALPHA & BETA C			45 Days	100.	0.00		200.00	194	
			ALPHA & BETA C			45 Days	0.			300.00	190	
			ALPHA & BETA C			45 Days	0.			42.40	183	
			US CORPORATIO	USD		30 Days	0.			15.28	149	
			ALPHA & BETA C			45 Days	0.				117	
			ALPHA & BETA C			45 Days	0.			42.40	103	
		· ·	ALPHA & BETA C			45 Days	0.			300.00	103	
	+ IV-00 Count = 8	01/04	ALPHA & BETA C			45 Days	12,620.1	_		200.35	103	1
	OUDT = 8				7,235,165.18		12,630	4 2,102.90	500.00	7,222,246.29		

Step 6: Preview the report and you will see Cust Overdue Letter, choose your preferred format.

Select Report	X
Cus Due Document Listing Cust Due Document Listing - Level 1 Cust Local - Due Document Listing - Level 1 (GST) Cust Local - GST BDR Analysis (Eorecast) - Level 1 Cust Overdue Letter Cust Overdue Letter-(with other Info)	
Select All	Cancel

	Tes	sting Comp any	0			
						te: 27/08/2016 je: 1 of 1
To: ALPHA 8 838 JAL 40485 R SELANG	AN WORLD AWANG				Fa,	
RE : OVERI			10.60 is now overd	ued. A list of overdued in	volces is sho	wn as below :
DATE	TYPE	INV/DN NO.	TERMS	DUE DATE	AGE	AMOUNT DUE
13/05/2015		IV-00127	45 Days	27/06/2015	427	10.60
				Total 4	imount:	10.60
				10219	mount.	10.00
We shall be g	rateful if you	could let us have your pay	ment soonest possible.			
This is a comp	uter generat	ted document. Please Igno	ore this reminder should you	u have made the aforesal	d payment.	
Thank you and	d best regard	s,				
Yours faithfull	γ.					
Account						

7.2.4 Customer Analysis By Document

This report is used to analyse all customer documents in one report. You can check total Invoice, Credit Note, Debit Note, Payment and the rest of the document amount.

Step 1: Customer | Customer Analysis By Document

Step 2: Filter by Document Date and any others optional field to display.

Step 3: Apply.

Customer Analysis By Document										
Date V 01/01/2016 v to 31/0 Customer: Agent: Area: Project: Currency: Co. Category:	8/2016 V III	Group/Sort By: C Customer Ca Customer Na Agent Area Durrency Company Ca Doc Project Curren Foreign Curren	tegory	هم 🖌	ply					
Company Name	B/F Local Amt	Inv Local	Payment Local	CN Local Amt	NL ocal Amt	Contra Local	Bounced Payment Local	Bounced Refund Local	Refund Local	C/F Local Amt
A'BEST TELECOMMUNICATION PTE	15,655.21	Inv Local	T dynicite cocdi	CITEOCOLAIN	DiveocarAnte	Contra Local	bounced r dyment bood	bounced renand boost	Techana Eocar	15,655.
ALPHA & BETA COMPUTER	10.60									10
ALPHA & BETA COMPUTER 12	138,232.86	4,309.99	(2,266.00)	(1,060.00)		(500.00)			1,500.00	140,216
AB ENTERPRISE SDN BHD	6,961,454.50	300.00								6,961,754
ali enterprise	0.00	26.93	(13.33)	(530.00)						(516
CASH SALES-A	(1,498.50)									(1,498
chris	106,106.00									106,106
FAUNG TECK WAI	3,084.00									3,084
	(4,700.00)									(4,700
KITTY SECURITY SDN BHD										1.000
KITTY SECURITY SDN BHD STAR TRADING SDN BHD	1,000.00									1,000
		389.28								(373

7.3 Sales Report

7.3.1 Sales Document Listing

Go to Sales | Print Sales Document Listing

Step 1: You can filter which type of document you want: e.g, Sales Quotation /Sales Order/ Deliver Order/ Invoice Listing

Step 2: Filter by date, if left untick means all periods will be shown

Step 3: Filter area by pipelines (It's 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 by clicking Apply

🚰 Sales Docume	ent Listing							
Documents: Que Date 01/11/2 Document: Customer: Agent: Area: Currency: Co. Category: Doc Project:	otation Listing 2015 v to 30/11/20 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	V Item Project: Stk Group: V Item: V Location: V Batch: V Category: V Include Cancelled Docum V Print Document Style	v v v v v v v v v v v v v v v v v v v	Date Doc Cusi Cusi Age Arei Curr	ument No tomer Code tomer Name nt			
Drag a column hea								
E Doc No	Date	Company Name	Agent	Area	Project	Currenc	Net Total	Cancel
▶ ± QT-00009	Date 09/01/2014	Company Name	SY	RAWANG			5.00	
 Image: Provide the second seco	Date 09/01/2014 22/01/2014	Company Name ALPHA & BETA COMPUTER KITTY SECURITY SDN BHD	SY HALIM	RAWANG WW			5.00 80,000.00	
 ▶	Date 09/01/2014 22/01/2014 08/12/2014	Company Name ALPHA & BETA COMPUTER KITTY SECURITY SDN BHD A'BEST TELECOMMUNICATION PTE LTD	SY HALIM LF	RAWANG WW SINGAPORE			5.00 80,000.00 17,400.00	
 ★ QT-00009 ★ QT-00001 ★ QT-00002 ★ QT-00003 	Date 09/01/2014 22/01/2014 08/12/2014 10/12/2014	Company Name ALPHA & BETA COMPUTER KITTY SECURITY SDN BHD	SY HALIM LF NF	RAWANG WW		 S\$	5.00 80,000.00 17,400.00 100.00	
 ▶	Date 09/01/2014 22/01/2014 08/12/2014	Company Name ALPHA & BETA COMPUTER KITTY SECURITY SDN BHD A'BEST TELECOMMUNICATION PTE LTD AB ENTERPRISE SDN BHD	SY HALIM LF	RAWANG WW SINGAPORE PJ	 	 S\$	5.00 80,000.00 17,400.00	
 ★ QT-00009 ★ QT-00001 ★ QT-00002 ★ QT-00003 ★ QT-00004 	Date 09/01/2014 22/01/2014 08/12/2014 10/12/2014 10/12/2014	Company Name ALPHA & BETA COMPUTER KITTY SECURITY SDN BHD A'BEST TELECOMMUNICATION PTE LTD AB ENTERPRISE SDN BHD AB ENTERPRISE SDN BHD	SY HALIM LF NF NF	RAWANG WW SINGAPORE PJ PJ	 	 S\$ 	5.00 80,000.00 17,400.00 100.00 500.00	
 ★ QT-00009 ★ QT-00001 ★ QT-00002 ★ QT-00003 ★ QT-00004 ★ QT-00005 	Date 09/01/2014 22/01/2014 08/12/2014 10/12/2014 10/12/2014 12/12/2014	Company Name ALPHA & BETA COMPUTER KITTY SECURITY SDN BHD A'BEST TELECOMMUNICATION PTE LTD AB ENTERPRISE SDN BHD A'BEST TELECOMMUNICATION PTE LTD	SY HALIM LF NF NF LF	RAWANG WW SINGAPORE PJ PJ SINGAPORE		 S\$ S\$	5.00 80,000.00 17,400.00 100.00 500.00 500.00	
 ★ QT-00009 ★ QT-00001 ★ QT-00002 ★ QT-00003 ★ QT-00004 ★ QT-00005 ★ 1 	Date 09/01/2014 22/01/2014 08/12/2014 10/12/2014 10/12/2014 12/12/2014 19/12/2014	Company Name ALPHA & BETA COMPUTER KITTY SECURITY SDN BHD A'BEST TELECOMMUNICATION PTE LTD AB ENTERPRISE SDN BHD A'BEST TELECOMMUNICATION PTE LTD ALPHA & BETA COMPUTER	SY HALIM LF NF LF LF SY	RAWANG WW SINGAPORE PJ PJ SINGAPORE RAWANG	 	 S\$ S\$	5.00 80,000.00 17,400.00 500.00 500.00 500.00 500.00	

7.3.1.1 Export report into Excel

Step 1: Right click on any title bar

Step 2: Click on Grid Export | Export to Excel.

2		Sales Docu	ment Listing	
Documents: Invoice Date 01/02/201 Document:		Stk Grou X	Sort Ascending Sort Descending Clear Sorting Group By This Field Group By Box Footer Group Footers	iroup/Sort By : Date Document No Customer Code Customer Name Agent Area Currency Doc Project Company Category Shipper
 ∃ Doc No ▶ ⊕ IV-00003 	4/01/2013 CASH SALE	umn ompany Name	Remove This Column Field Chooser Best Fit Best Fit (all columns) Filter Row Filter Box	Step 2: Grid Export Export to Excel Step 3 : Export to a location(folder)
E IV-00004 2: Ø IV-00005 2: Ø IV-00007 2: Ø IV-00008 1: Ø IV-00010 1: Ø IV-00010 1:	0/04/2013 5/10/2013 AB ENTERPI 8/12/2013 AB ENTERPI 8/12/2013 ALPHA & BE 5/02/2014 ALPHA & BE	Right click	Quick Column Customization Columns Auto Width Hide Column On Grouping Full Expand Full Collapse Find Text in Grid Find Text in Column	16,000.00 9,380.00 8,988.00 5,900.00 1,955.00 2.50 Export to Microsoft Excel 2007 Export to Microsoft Excel 97-2003
Count = 19			Grid Layout Print Grid Grid Export	Export to HTML Export to Text Export to XML

7.3.1.2 Batch Printing Invoices

If you want to print out entire month invoices by batch and into a page-by-page format,

Step 1: Sales | Print Sales Document Listing.

Step 2: Tick "Print Document Style"

http://ww	ww.sql.com.my/	vide	<u>o/sqlacc_t</u>	tutorial/0	<u>6-04b_Bat</u>	ch_Print_Invo	bices.mp4	
🚰 Sales Docum	ent Listing							- • ×
Documents: In Date 01/11 Document: Customer: Agent: Area: Currency:	voice Listing /2015 V to 30/11/2015		Item Project: Stk Group: Item: Location: Batch: Category: Category Tpl :		emember t	Group/Sort By :	Ocument Style	
Co. Category: Doc Project:		~ ~	☐ Include Can	celled Document nent Style	S			
					^			^

7.3.2 Outstanding Sales Document Listing (Require Partial Delivery Module)

This report can help you check the transfer document's info, such as the amount of outstanding items for the particular document and; which invoices the DO have been transferred to.

Step 1: Sales | Print Outstanding Sales Document Listing.

Step 2: Filter the information that you want and apply.

Step 3:

a. **Print Outstanding Item** – to check outstanding items which have not yet been transferred.

b. **Print Fulfilled Item** – to check those documents which have been fully transferred and transferred to which document.

c. Include cancelled documents – tick to show cancelled documents in the report.

d. Outstanding SO & PO - to check the number of outstanding items from sales order and purchase order

e. **Transfer Doc Date Follow Filtered Date** – tick this if you want the document transfer date (e.g. transfer document Sales Order to Invoice both will followed filtered date.

🚰 Outstanding Sales Document Listing 💿 💷 🔀									
Documents: Doc Date Delivery Date Delivery Order: Customer: Agent: Area: Doc Project: Item Project: Co. Category:		ding Delivery Order	Pri	: ory: ory Tpl :	anding Item	 • 	Group/Sort Date Delivery Custome Agent Area Doc Proje Item Proj Item Coc Seq Location Batch StockGro Company Shipper Category	By : Date It No r ect ject le v Category	•
Location:		•	Ca	lculate C	ncelled Docum Outstanding S(oc Date Follov			ply	
	Data	Company Name	Acent	Drei	Catagory	Item Code	Orig Oby	Transfer	O/S Ohr
	Date	Company Name	Agent	Proj	Category	Item Code	Orig. Qty	Transfer	O/S Qty
▶ ⊕ DO-00001 1	11/01/2011	KITTY SECURITY SD	HALIM	Proj	Category	M-R-GP300	40.00	16.00	24.00
▶ ⊕ DO-00001 1 ⊕ DO-00002 1	11/01/2011 19/01/2011	KITTY SECURITY SD A'BEST TELECOMM	HALIM		Category	M-R-GP300 E-BAT	40.00	16.00 5.00	24.00 0.00
▶ ± DO-00001 1 ± DO-00002 1 ± DO-00002 1	11/01/2011 19/01/2011 19/01/2011	KITTY SECURITY SD A'BEST TELECOMM A'BEST TELECOMM	HALIM LF LF		Category	M-R-GP300 E-BAT E-T10s	40.00 5.00 5.00	16.00 5.00 0.00	24.00 0.00 5.00
▶ ★ DO-00001 1 ★ DO-00002 1 ★ DO-00002 1 ★ DO-00002 1	11/01/2011 19/01/2011 19/01/2011 19/01/2011	KITTY SECURITY SD A'BEST TELECOMM A'BEST TELECOMM A'BEST TELECOMM	HALIM		Category	M-R-GP300 E-BAT E-T10s N-3210	40.00 5.00 5.00 5.00	16.00 5.00 0.00 5.00	24.00 0.00 5.00 0.00
▶ ★ DO-00001 1 ★ DO-00002 1	11/01/2011 19/01/2011 19/01/2011 19/01/2011 19/01/2011	KITTY SECURITY SD A'BEST TELECOMM A'BEST TELECOMM A'BEST TELECOMM A'BEST TELECOMM	HALIM LF LF LF		Category	M-R-GP300 E-BAT E-T10s N-3210 N-3310	40.00 5.00 5.00 5.00 10.00	16.00 5.00 0.00 5.00 0.00	24.00 0.00 5.00 0.00 10.00
▶ ★ DO-00001 1 ★ DO-00002 1	11/01/2011 19/01/2011 19/01/2011 19/01/2011 19/01/2011 19/01/2011	KITTY SECURITY SD A'BEST TELECOMM A'BEST TELECOMM A'BEST TELECOMM	HALIM LF LF LF LF		Category	M-R-GP300 E-BAT E-T10s N-3210	40.00 5.00 5.00 5.00	16.00 5.00 0.00 5.00	24.00 0.00 5.00 0.00
 	11/01/2011 19/01/2011 19/01/2011 19/01/2011 19/01/2011 19/01/2011 20/02/2011	KITTY SECURITY SD A'BEST TELECOMM A'BEST TELECOMM A'BEST TELECOMM A'BEST TELECOMM A'BEST TELECOMM	HALIM LF LF LF LF LF	 	Category	M-R-GP300 E-BAT E-T10s N-3210 N-3310 N-BAT	40.00 5.00 5.00 10.00 15.00	16.00 5.00 5.00 0.00 0.00 0.00	24.00 0.00 5.00 0.00 10.00 15.00
▶ ★ DO-00001 1 ★ DO-00002 1 ★ DO-00006 2 ★ DO-00006 2	11/01/2011 19/01/2011 19/01/2011 19/01/2011 19/01/2011 19/01/2011 20/02/2011 20/02/2011	KITTY SECURITY SD A'BEST TELECOMM A'BEST TELECOMM A'BEST TELECOMM A'BEST TELECOMM A'BEST TELECOMM ALPHA & BETA COM	HALIM LF LF LF LF LF SY	 	Category	M-R-GP300 E-BAT E-T10s N-3210 N-3310 N-BAT N-8250	40.00 5.00 5.00 10.00 15.00 2.00	16.00 5.00 0.00 5.00 0.00 0.00 2.00	24.00 0.00 5.00 0.00 10.00 15.00 0.00
▶ ★ DO-00001 1 ★ DO-00002 1 ★ DO-00006 2 ★ DO-00006 2 ★ DO-00006 2 ★ DO-00007 2	11/01/2011 19/01/2011 19/01/2011 19/01/2011 19/01/2011 19/01/2011 20/02/2011 20/02/2011 20/02/2011	KITTY SECURITY SD A'BEST TELECOMM A'BEST TELECOMM A'BEST TELECOMM A'BEST TELECOMM A'BEST TELECOMM ALPHA & BETA COM ALPHA & BETA COM	HALIM LF LF LF LF LF SY SY	 	Category	M-R-GP300 E-BAT E-T10s N-3210 N-3310 N-BAT N-8250 N-8850	40.00 5.00 5.00 10.00 15.00 2.00 2.00	16.00 5.00 5.00 0.00 0.00 2.00 2.00	24.00 0.00 5.00 0.00 10.00 15.00 0.00 0.00
 	11/01/2011 19/01/2011 19/01/2011 19/01/2011 19/01/2011 19/01/2011 20/02/2011 20/02/2011 20/02/2011 20/02/2011	KITTY SECURITY SD A'BEST TELECOMM A'BEST TELECOMM A'BEST TELECOMM A'BEST TELECOMM A'BEST TELECOMM ALPHA & BETA COM ALPHA & BETA COM KITTY SECURITY SD	HALIM LF LF LF LF LF SY SY HALIM	 	Category	M-R-GP300 E-BAT E-T10s N-3210 N-3310 N-BAT N-8250 N-8850 M-R-GP300	40.00 5.00 5.00 10.00 15.00 2.00 2.00 20.00	16.00 5.00 5.00 0.00 0.00 2.00 2.00 15.00	24.00 0.00 5.00 10.00 15.00 0.00 0.00 5.00
▶ ★ DO-00001 1 ★ DO-00002 1 ★ DO-00006 2 ★ DO-00006 2 ★ DO-00007 2 ★ DO-00007 2 ★ DO-00007 2 ★ DO-00008 2	11/01/2011 19/01/2011 19/01/2011 19/01/2011 19/01/2011 19/01/2011 20/02/2011 20/02/2011 20/02/2011 20/02/2011	KITTY SECURITY SD A'BEST TELECOMM A'BEST TELECOMM A'BEST TELECOMM A'BEST TELECOMM A'BEST TELECOMM ALPHA & BETA COM ALPHA & BETA COM KITTY SECURITY SD KITTY SECURITY SD	HALIM LF LF LF LF SY SY HALIM HALIM	 	Category	M-R-GP300 E-BAT E-T10s N-3210 N-3310 N-BAT N-8250 N-8850 M-R-GP300 N-BAT	40.00 5.00 5.00 10.00 15.00 2.00 2.00 2.00 4.00	16.00 5.00 0.00 0.00 0.00 2.00 2.00 15.00 4.00	24.00 0.00 5.00 10.00 15.00 0.00 0.00 5.00 0.00

Step 4: Apply.

Step 5: If you want to know where this document has already been transferred to, you just Preview the report.

<u>)</u> Sales	Outstanding Del	ivery Order Listing.rtm								<u>83</u> 83
9	N	1 🖶 📃		(÷	81%	- e	Κ 🖻	-1	×.	
				1						
	Date : Al Delivery Date: Al Document : Al Company : Al Co Category : Al Agent : Al Area : Al Doc Project : Al Project : Al Item : Al Location : Al Category : Al Incl Cancelled: No	Outstandi	ng Delive As At 27/0		er List	ing		27/08/16	11:34 AM ADMIN	E
	Sort By : Do	ocDate;DocNo;Code						Pa	ge 1 of 2	. 11
	Testing Company		11/2	b.t	0.0	o/o/b	2	···· Transfer ···	76-01-	
	Seq. Code	Description	U/Price	Delivy date	Orig Qty	O/Stding	Date	Doc No	Tfer Qty	
	DO-00001 1 M-R-GP300	KITTY SECURITY SDN BHD MOTOLORA RADIUS GP300	1,000.0000	11/01/11	40.00	24.00	11/02/11	IV-00001	16.00	
	DO-00002 2 E-BAT	A'BEST TELECOMMUNICATION ERICSSON BATTERY	150.0000	19/01/11	5.00	0.00	19/01/11	IV-00002	5.00	
	3 E-T10s 4 N-3210 5 N-3310	ERICSSON T10s NOKIA 3210 NOKIA 3310	800.0000 900.0000 988.0000	19/01/11 19/01/11 19/01/11	5.00 5.00 10.00	5.00 0.00 10.00	19/01/11	IV-00002	5.00	
	6 N-BAT	NOKIA BATTERY	150.0000	19/01/11	15.00	15.00				
	DO-00006 7 N-8250 8 N-8850	ALPHA & BETA COMPUTER12 NOKIA 8250 NOKIA 8850	890.0000 3,800.0000	20/02/11 20/02/11	2.00 2.00	0.00		IV-00004 IV-00004	2.00 2.00	
	DO-00007 9 M-R-GP300 10 N-BAT	KITTY SECURITY SDN BHD MOTOLORA RADIUS GP300 NOKIA BATTERY	1,000.0000 150.0000	20/02/11 20/02/11	20.00 4.00	5.00		CS-00002 CS-00002	15.00 4.00	
	DO-00008 11 N-7110 12 N-8850	AB ENTERPRISE SDN BHD NOKIA 7110 NOKIA 8850	1,388.0000 3,800.0000	20/02/11 20/02/11	1.00	0.00		IV-00005 IV-00005	1.00 2.00	
	DO-00003 13 M-R-GP300	KITTY SECURITY SDN BHD MOTOLORA RADIUS GP300	1,000.0000	20/02/11	20.00	10.00		CS-00002	10.00	
1							_			2
		27.08.2016 11:34:12					ry Order			

7.4 Inventory Report

A subsidiary report where each individual movement of stock is recorded, including stock movements from Purchases, Sales and Returns.

7.4.1 Stock Card:

Step: Stock | Print Stock Card | Apply.

Apply
Хррну
view 👻
^
~

7.4.2 Stock Card Qty:

Same purpose with stock card but stock card qty is without costing and pricing, this is useful for customers who want to block specific users from viewing stock costing.

Step: Stock | Print Stock Card Qty | Apply.

4				Stock Card	Qty	- • •
Stock Group: Item: Location: Batch: Project: Category:			Print Activ In-Activ In-Activ Calculate S	e Item ro Balance	Croup By : Utem Code Location Stock Group Batch Project Cohegory	
Category Tpl :					<u> </u>	Apply Review
Drag a column hear	der here to group by that column					
3					(temCode	
▶ ANT						
1						
Post Date 01/01/2011	Doc No Doc Description (Balance b/d)	Qty In	Qty Out	Bal Qty 0.00		^
	C-00001 Stock Received -00001 Stock Issue	10.00	0.00	10.00		
	R-00004 LION HPHONE AC		0.00	50.00		
35	5 trans(s)	92.00	1,445.00			~

7.4.3 Stock Month End Balance:

The Monthly Stock Balance Report summarizes the stock balances of the participant as of a calendar month end. The report also shows the monthly custody fee charged for each stock.

Step: Stock | Print Stock Card Qty | Apply.

4	Sto	ock Month End Balanc	e		
Date To 31/12/2015 Stock Group: Item: Location: Batch: Category: Category Tpl: Stock Month End Balance	V Indude Ze	re Item ne Cost (FIFO Only)	Group By : Category Gatch Category	0	<u>Α</u> ρρίγ ×
Drag a column header here to grou	p by that column				Preview -
StockGroup	ItemCode	Location	Batch	UTD Qty	UTD Cost
ACC ACC	123			12.00	92.39
ACC	ANT BOMBOM			-1,351.00 31.00	700.00
ACC	COVER			72.00	167.80
ACC	E-BAT			-3.00	0.00
ACC	FTW			-1.00	0.00
				100	
	44				116,405.84
Qty Cost 10.00 0.00 2.00 46.20					
				final figure from	

Balance Sheet Report will capture.

7.4.4 Stock Reorder Advice:

This report is to show reorder advice according to stock level, normally used to trace pending Purchase Orders and Sales Orders. You may compare as seen below:

Step: Stock | Print Stock Reorder Advice | Apply.

Stock Reorder Advice			
On Hand Qty 🗸 🗸	Gr		Stock Reorder
On Hand Qty	4	~	On Hand Qty 🗸 🗸
On Hand +PO Qty		VS	Common to a
On Hand -SO Qty		V D	Compare to :-
On Hand +PO Qty -SO Qty			Reorder Level 🗸 🗸
On Hand +PO Qty (+/-)JO Qty			Reorder Level
On Hand -SO Qty (+/-)JO Qty			✓ Pri Min Level
On Hand +PO Qty -SO Qty (+/-)JO Qty			Max Level

SQL Account User Manual

ANT SO Qty PO Qty JO Qty Avail Qt E8AT -3.00 0.000 65.00 0.000 JSON2 10.00 0.000 0.000 0.000
Stack Group: Compare to :- Compare to :- Cocation: Print Stack Control Item Supplier: Print Stack Control Item Supplier: Print Active Item Supplier: Print Active Item In-Active Item In-Active Item In-Active Item Active Item In-Active Item
ItemCode Qty SO Qty PO Qty JO Qty Avail Qt ANT -1,351.00 17.00 50.00 -1.00 E-BAT -3.00 0.00 85.00 0.00 JSON2 10.00 0.00 0.00 0.00
ItemCode Qty SO Qty PO Qty JO Qty Avail Qt ANT -1,351.00 17.00 50.00 -1.00 E-BAT -3.00 0.000 85.00 0.000 JSON2 10.00 0.000 0.000 0.000
Orag a column header here to group by that column Qty SO Qty PO Qty JO Qty Avail Qty ANT -1,351.00 17.00 50.00 -1.00 E-BAT -3.00 0.00 0.00 350.00 0.
Avag a column header here to group by that column Qty SO Qty PO Qty JO Qty Avai Qty ANT -1,351.00 17.00 50.00 -1.00 E-BAT -3.00 0.000 65.00 0.000 JSON2 10.00 0.000 0.000 0.000
ANT -1,351.00 17.00 50.00 -1.00 E-BAT -3.00 0.00 85.00 0.00 JSON2 10.00 0.00 0.00 0.00
E-BAT -3.00 0.00 85.00 0.00 JSON2 10.00 0.00 0.00 0.00
JSON2 10.00 0.00 0.00 0.00
M+7589 0.00 0.00 0.00 0.00
M+PRE-120 -12.00 0.00 0.00 0.00
M+PRE-60 0.00 10.00 0.00 0.00
4R-GP300 -1,079.00 0.00 0.00 0.00
M-STV -1.00 0.00 0.00 0.00
MSTX 0.00 0.00 0.00 0.00

P/S: This report item code will only display when a particular item qty reaches the reorder level, otherwise the item will not show in the list.

8.1 GST-03 Draft

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

GST-03 Draft feature is available for SQL Account version 721 and onwards, you can process a draft GST Return before you process the actual GST-03 that is to be submitted.

Step 1: GST | New GST Return.

<u>G</u> ST	<u>I</u> nquiry	<u>T</u> ools	<u>W</u> indow	<u>H</u> elp
N	ew GST	Return		
0	pen GST	Return		
5 M	laintain 1	Гах		
G	ST Effect	tive Dat	e	
Gi	ift / Dee	med Su	pply	
름 Pr	rint GST	Listing		
름 Pr	rint GST-	03		
릚 G	enerate	GST Au	dit File (GA	νF)
🖶 Pr	rint GST	Bad Del	bt Relief	

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

🕍 Ne	w GST Return		×
GST Return			
Process From	01/10/2015 v Te	o 31/12/2015 ∨	
Process Date	31/12/2015 🗸		
Amendment	t		
C/F Refund	for GST		
Longer Peri	od Adjustment		
Description			
Description	GST Return - 01 Oct	2015 to 31 Dec 2015) Book Entr
Ref 1			Step 2
Ref 2			
		Process	
	N	Process A	As Draft
	Maintai	n Chart	_

The Result is as below:

<u>1</u>				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	<u>JV-00014</u>	GST-03	•
		01/07/2015	30/09/2015	GST Return - 01 Jul 201	33,30	288.00	Claimable: 254.70	JVGST-201509	GST-03	-
	DRAFT	01/10/2015	31/12/2015	DRAFT GST Return - 01	3,100.80	3,534.11	Claimable: 433.31		GST-03	-
	tatus wil DRAFT '	ll highlited a					No will acco	oty for Journ because dra not have an ount posting	ft y	
			Count = 2		6,399.03	383.40	6,015.63			
Ne	w GST Ret	urn								

GST Draft can print out GST-03 copy and drill down as usual.

Y	JABATAN KASTAM DIRAJA MALAYS ROYAL MALAYSIA CUSTOMS DEPARTI PENYATA CUKAI BARANG DAN PERKHIDMATAI	MENT	
	GOODS AND SERVICES TAX RETURN		
	Nota Penting (Important Notes)	DRAFT COPY	
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)			
	Column with (*) is a mandatory field.		
4)	Sila tandakan (X) dalam petak yang berkenaan. Please tick (X) accordingly.		

8.2 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.mp4First_Accounting_Soft ware_in_Malaysia_to_Show_GST03_Submission.mp4

Step 1: GST | New GST Return.

<u>F</u> ile	<u>E</u> dit	<u>V</u> iew	GL	Custome	er S <u>u</u> pplie	<u>S</u> ales	<u>P</u> urchase	Stoc <u>k</u>	Pr <u>o</u> duction	n <u>G</u> ST <u>I</u> n	quiry	<u>T</u> ools	<u>W</u> indow	Help
P	P	Ē		00	00							u	a) (a z	
											en GST	Return Return		_
							(_	_	GST	Effect	ive Date ned Supp		
								C	ј G. I	e 🚍 Prin		ljustment Listing 03	:	-
								8	Cus	tomer	t GST /	Audit		
								2) Suj	plier				
									js	ales				Maintain Chart
								-	-	shaaa				

Step 2: Process monthly or every 3 months based on your company's registration with Custom.

GST Return		
Process From	01/04/2015 v To 30/06/2015 v	
Process Date	30/06/2015 🗸	
Amendmer	it	
-	d for GST iod Adjustment	
Description		
Description Description	GST Return - 01 Apr 2015 to 30 Jun 2015	
	GST Return - 01 Apr 2015 to 30 Jun 2015	

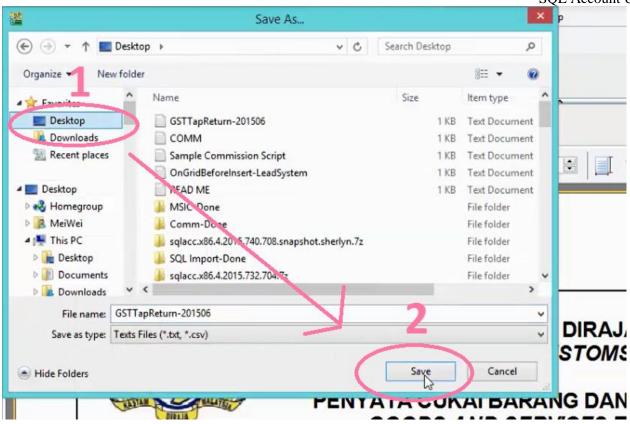
Step 3: Click on GST-03.

	k Production GST Inquiry Iools Window	/ <u>н</u> ер			- 8
Date To	Description	Σ Output Tax	Σ Input Tax	GST Amount Payable	\sim
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.**



Step 5: Export to DESKTOP and SAVE.



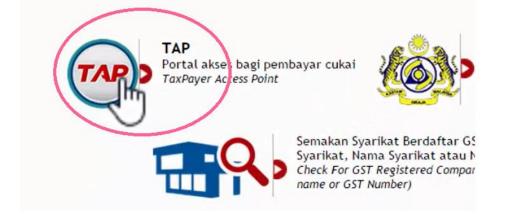
Step 6: Click OK for the message "File Export Done"



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



Step 8: Select TAP.



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

Login	•	🖄 I Want To
Email Address		Register For GST
[
Password	L.	Mandatory Apply for Registra
Mandatory		File GST Non-Reg
Forgot My Password		Make a Payment
Logon	Sign up	Apply for Flat Rat

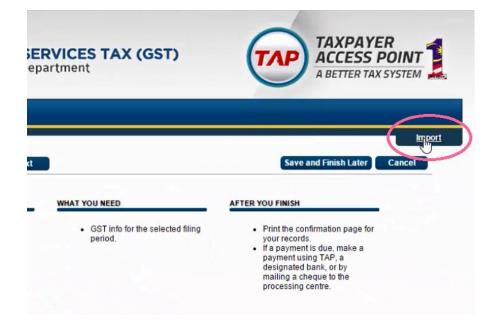
Step 10: Click on Account id.

Navigation				
My Accounts	ACCOUNTS1 REC	QUESTS ⁰ NOTICES ⁰ LETTERS ¹		
Registration	MY ACCOUNTS ¹ 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, BANDAF
Miscellaneous				
Apply for Review	6			

Step 11: Click on File Now.

Navigation								
My Accounts	PERIODS R	EQUESTS ⁰ ACTIVITY	NOTICES0	LETTERS ¹	SCHEMES ⁰			
Act: 000479723520	ATTENTION	NEEDED ¹ SEARCH						
Registration	PERIODS REQU	JIRING ATTENTION						
	Period	Return Status		-	Tax (RM)	Penalty (RM)	Credit (RM)	Balance (RIV
Apply for Special Scheme	30-Jun-2015	Generated	File Nov	Pay	0.00	0.00	0.00	0.00
Simplified Tax Invoice			< D					

Step 12: Select Import.



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

ABOUT THE S Select a file to i	mport:			× U FINISH
This regis Serv their filing	e No île chosen	Import	Cancel	rint the cont our records. a payment ayment usin esignated b
• Your 15 m				ailing a che locessing c
	Open	×		
€) ⊕) → ↑ ■ Desktop →	Open	arch Desktop P		
€ ⊕ × ↑ ■ Desktop → Organize ▼ New folder		arch Desktop 🔎	Sc 📮 (39)	
Organize - New folder		arch Desktop 👂		
Organize - New folder	~ (℃) [Si	arch Desktop 👂	Sc 🗮 (39)	
Organize New folder Favorites Desktop Downloads	~ (℃) [Si	arch Desktop , P IIII • III • •	Sc 📮 (39)	
Organize New folder Favorites Desktop Recent places Desktop Reference places Reference pla	~ (℃) [Si	sarch Desktop	Sc 📮 (39)	
Organize New folder Favorites Desktop Recent places Desktop	~ (℃) [Si	arch Desktop , P IIII • III • •	Sc 📮 (39)	
Organize New folder Favorites Desktop Recent places Desktop MeriWei MeriWei Desktop Desktop Desktop Desktop Desktop	~ (℃) [Si	arch Desktop	Sc 📮 (39)	
Organize New folder Favorites Desktop Besktop Besktop Besktop Besktop Desktop Desktop Desktop Documents Documents Documents Documents Documents	~ (℃) [Si	arch Desktop	Sc 📮 (39)	
Organize New folder Favorites Desktop Besktop Besktop Besktop Documents Documents Documolads Music	~ (℃) [Si	arch Desktop	Sc 📮 (39)	
Organize New folder Favorites Desktop Besktop Besktop Besktop Besktop Desktop Desktop Desktop Documents Documents Documents Documents Documents	v C S	arch Desktop	Sc 📮 (39)	

Step 14: Click on Import and Next.

ABOUT THE S	Select a file to	import:		
This regis Serv their filing Your 15 m	Choose Fi	6		ncel
(1)	() M	ficial Website ALAYSIA GOODS & SE yal Malaysian Customs Dep	RVICES TAX	(GST)
	() M	ALAYSIA GOODS & SE	RVICES TAX	(GST)
Menu	() M	ALAYSIA GOODS & SE	BRVICES TAX	(GST)
f Home	CON Ro	ALAYSIA GOODS & SE ayal Malaysian Customs Dep	BARVICES TAX	(GST)
and the second s	CON Ro	ALAYSIA GOODS & SE ayal Malaysian Customs Dep	BRVICES TAX	(GST)

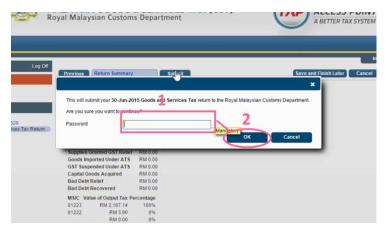
Step 15: Click on Next again and you should see that all the information is filled automatically.

Ro Ro	ALAYSIA GOODS & SERVIC yal Malaysian Customs Departme	ent (GSI)	ACCESS I				
Log Off	Previous Return Details		Save and Finish Later	Log Off	Prevents (Additional Details N/X)		Seve and Finish Later
	OUTPUT TAX				ADDITIONAL INFORMATION		
0 Is Tax Return	Total Value of Standard Rated Supply Total Output Tax (Inclusive of Tax Value on Bad Debt Recovered & other Adjustments)	RM 2,171.04		Tax Return	Total Value of Local Zero-Rated Supplies Total Value of Export Supplies	RM	0.00
	INPUT TAX			rav Return	Total Value of Exempt Supplies	RM	0.00
	Total Value of Standard Rated Acquisition	RM 20,000.76	And the second second second		Total Value of Supplies Granted GST Relief	RM	0.00
	Total Input Tax (Inclusive of Tax Value on Bad Debt Relief & other Adjustments)	RM 1,200.04	This amount does not follow the standard GST rate and will need to be		Total Value of Goods Imported Under Approved Trader Scheme	RM	0.00
	and the second		reviewed by a Customs Officer		Total Value of GST Suspended Under Approved Trader Scheme	RM	0.00
	GST Amount Payable	RM 971.00			Total Value of Capital Goods Acquired	RM	0.00
	GST Amount Claimable	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

Step 16: Click Next until you see Submit button. Click Submit.

						R	oyal Malaysian Custor	ns Department	A BETTER TAX SYSTEM
Log Off	Previous	ndustry Codes		velue -	Save and	Log Of	Previous Return Summary GOODS AND SERVICES		Tave and Finish Later Cancel
	GOODS AND		TAX RETURN			3520 rvices Tax Return		RM 97.00 RM 97.00 RM 0.00 RM 0.00 RM 0.00 RM 0.00	919
Tax Return	01223	RM	2,167,14	100 %			Supplies Granted GST Relief		
Tax neulin	01222	RM	3.90	0 %			Goods Imported Under ATS GST Suspended Under ATS		
		RM	0.00	0.%			Capital Goods Acquired	RM 0.00	
		RM	0.00	0 %			Bad Debt Relief Bad Debt Recovered	RM 0.00 RM 0.00	
		RM	0.00	0 %			MSIC Value of Output Tax F		
	Others	RM	0.00	0 %			01223 RM 2,167.14	100%	
	Total	RM	2,171.04	100 %			01222 RM 3.90 RM 0.00 RM 0.00 RM 0.00 RM 0.00	0% 0% 0%	

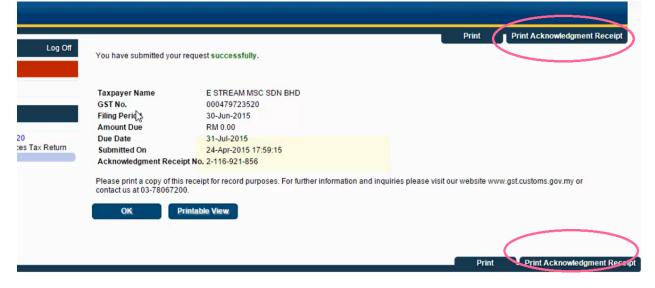
Step 17: Re-enter your password for final confirmation and click OK.



Step 18: There will be a message showing that "You have submitted your request successfully".



Step 19: The final stage is clicking on the Print Acknowledgement Receipt.



8.3 Set Tax Date

http://www.sql.com.my/video/sqlacc_tutorial/GST-47-Set_Tax_Date.mp4

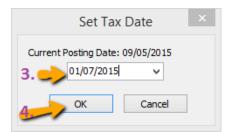
When you received a Purchase Tax Invoice which is dated in the previous taxable period (back-dated) and you want to claim that input tax in your current GST Return.

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

Step 2: Select Set Tax Date.

<u>111</u>	Purchase Invoi	ice	
More Attachments Note Item Template	Purchase Invoid 1. Invoid Supplier :- 400-C0001 CELCOM (M) COMMUNICATION BHD Address :- 33-37 MENARA CELCOM 7 JALAN 89 KAW PERUSAHAAN 54098 SJ Description :- Purchase Invoice Matrix Item Code Description § 752/06 8752/060/0782 1.00 UNIT	Cancelled Cancelled Transfer From Purchase Request Transfer From Purchase Order Transfer From Goods Received	New Edit Delete Save Cancel Refresh Browse
	1.00	Net Total: 1,060.00	
	Local Net Total: 1,060.00 Deposit Amount: 0.00 ····	Landing Cost 1: 0.00 • Landing Cost 2: 0.00 •	Close

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



Step 4: When you process the next cycle of New GST Return, it will show in Part 6 "Input tax" as usual.

SQL Account User Manual

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) *

8.4 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 to audit 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.

<u>GST</u> Inquiry <u>T</u> ools <u>W</u> indow <u>H</u> elp
29 (m) 29 (sz)
New GST Return
Open GST Return
📲 Maintain Tax
GST Effective Date
Gift / Deemed Supply
🖶 Print GST Listing
🖶 Print GST Bad Debt Relief
🖶 Print GST Taxable Listing (Manual)
🖶 Print Gift / Deemed Supply Listing
🍓 RMCD Guidelines

Step 2: Select the cycle for the GAF that you want to generate. Then click on the **arrow down button** and select **Generate GST Audit File(GAF).**

	SQL Account User Manual
🚰 Open GST Return	
🗄 Status Date From Date To Description Σ Outpu 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 51/05/2016 GST Return - 01 J 436.78 12,261.30 Claimable11,824.52 JVGST-2 GST-05	rint GST Listing
G	enerate GST Audit File (GAF)
Click on the arrow down button and	
select "Generate GST Audit File (GAF)"	
Count = 4 12,755.51 16,480.46 (3,724.95)	
New GST Return	

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

GST Audit	Sales Purchase									
Trans Date	Account	Acc Desc	Acc Type	Name	Trans ID	Source Doc ID	Journal	Local DR	Local CR	Local Balance
01/10/2015	100-001	Balance B/F	CP					0.00	0.00	(883.50
01/10/2015	100-002	Balance B/F	CP					0.00	0.00	0.0
01/10/2015	100-002		CP		300	JV-00033	GENERAL	0.00	1,000.00	(1,000.0
01/10/2015	100-002		CP	Reverse of (5% PREFER	301	JV-00034	GENERAL	0.00	0.03	(1,000.0
30/10/2015	100-002		CP	Reverse of (5% PREFER	330	JV-00037	GENERAL	0.00	3.00	(1,003.0
01/10/2015	100-500	Balance B/F	RV					0.00	0.00	(370.0
08/10/2015	100-500		RV		328	JV-00035	GENERAL	100.00	0.00	(270.0
01/10/2015	150-501	Balance B/F	LT					0.00	0.00	0.0
08/10/2015	150-501		LT		328	JV-00035	GENERAL	0.00	100.00	(100.0
01/10/2015	150-502	Balance B/F	LT					0.00	0.00	100.0
01/10/2015	200-200	Balance B/F	FA					0.00	0.00	1,250.0
01/10/2015	200-205	Balance B/F	FA					0.00	0.00	. 0.(
02/12/2015	200-205		FA	HSBC - USD ACCOUNT	406	OR-00073	BANK	0.00	374.00	(374.0
01/10/2015	200-400	Balance B/F	FA					0.00	0.00	200,000.0
01/10/2015	200-400		FA		300	JV-00033	GENERAL	943.40	0.00	200,943.4
01/10/2015	200-600	Balance B/F	FA					0.00	0.00	0.0
29/10/2015	200-600		FA		350	JV-00039	GENERAL	100.00	0.00	100.0
01/10/2015	310-001	Balance B/F	CA					0.00	0.00	(14,686.9
08/10/2015	310-001	Payment For Account	CA	DIGI COMMUNICATION	316	PV-00065	BANK	0.00	150.00	(14,836.9
12/11/2015	310-001	Payment For Account	CA	chris	353	OR-00070	BANK	2.65	0.00	(14,834.2
07/12/2015	310-001		CA	Tan Ali	407	PV-00067	BANK	0.00	100.00	(14,934.2
01/10/2015	310-002	Balance B/F	CA					0.00	0.00	50.0
01/10/2015	310-003	Balance B/F	CA					0.00	0.00	1,510.0
01/10/2015	310-004	Balance B/F	CA					0.00	0.00	(576.0
02/12/2015	310-004		CA	12312	406	OR-00073	BANK	374.00	0.00	(202.0
01/10/2015	310-006	Balance B/F	CA					0.00	0.00	2,478.9
01/10/2015	320-000	Balance B/F	CA					0.00	0.00	5.0
01/10/2015	325-000	Balance B/F	CA					0.00	0.00	1,434.0
01/10/2015	405-000	Balance B/F	CL					0.00	0.00	100.0
01/10/2015	420-000	Balance B/F	CL					0.00	0.00	54,000.0
01/10/2015	430-000	Balance B/F	CL					0.00	0.00	(254,000.0
01/10/2015	450-000	Balance B/F	CL					0.00	0.00	(60.0
01/10/2015	500-000	Balance B/F	SL					0.00	0.00	(5,205.0
120 trans(s)	_							74,573.62	74,473.62	

Step 4: You may check the report.

Step 5: Click on Save as Text.

SQL Account User Manual

General Ledg	ger Sales	Purchase								
Trans D	Account	Acc Desc	Acc T	Name	Trans ID	Source	Journal	Local DR	Local CR	Local Bal
01/10/2	100-001	Balance B/F	CP					0.00	0.00	(883.50)
01/10/2	100-002	Balance B/F	CP					0.00	0.00	0.00
01/10/2	100-002		CP		300	JV-00033	GENERAL	0.00	1,000.00	(1,000.00)
01/10/2	100-002		CP	Reverse of (5	301	JV-00034	GENERAL	0.00	0.03	(1,000.03)
30/10/2	100-002		CP	Reverse of (5	330	JV-00037	GENERAL	0.00	3.00	(1,003.03)
01/10/2	100-500	Balance B/F	RV					0.00	0.00	(370.00)
08/10/2	100-500		RV		328	JV-00035	GENERAL	100.00	0.00	(270.00)
01/10/2	150-501	Balance B/F	LT					0.00	0.00	0.00
08/10/2	150-501		LT		328	JV-00035	GENERAL	0.00	100.00	(100.00)
01/10/2	150-502	Balance B/F	LT					0.00	0.00	100.00
01/10/2	200-200	Balance B/F	FA					0.00	0.00	1,250.00
01/10/2	200-205	Balance B/F	FA					0.00	0.00	0.00
02/12/2	200-205		FA	HSBC - USD AC	406	OR-00073	BANK	0.00	374.00	(374.00)
01/10/2	200-400	Balance B/F	FA					0.00	0.00	200,000.00
01/10/2	200-400		FA		300	JV-00033	GENERAL	943.40	0.00	200,943.40
01/10/2	200-600	Balance B/F	FA					0.00	0.00	0.00
29/10/2	200-600		FA		350	JV-00039	GENERAL	100.00	0.00	100.00
01/10/2	310-001	Balance B/F	CA					0.00	0.00	(14,686.90)
08/10/2	310-001	Payment For A	CA	DIGI COMMUN	316	PV-00065	BANK	0.00	150.00	(14,836.90)
120 trans(74,573.62	74,473.62	

Step 6: Save your GAF text file to desktop.

2	GL	GST Audit Text File		×
🔄 🔿 – 🛧 🔳	Desktop	× ¢	Search Desktop	,p
Organize 👻 Ne	ew folder		= ₩=	۲
★ Favorites ■ Desktop ↓ Downloads	Windo	ws8		^
Recent places	This PC	5		
1툦 This PC 隆 Desktop	Librarie	25		
Documents	Vetwo	rk		Ŷ
File name:	GAF			~
Save as type:	Text File (*.txt)			~
Hide Folders		Step 6	Save Canc	el

Step 7: After saving, the message "File generated successfully" will automatically pop-up, just click OK.

Descriptio	SQL	Financial Acco	ounting	x al DR
lance B/E	le generated succes	sfully		
lance B/F lance B/F		Step 7	ОК	
PHA & BETA C	154	OR-00063	BANK	530.00
LCOM (M) CO	178	PV-00056	BANK	0.00

Go to desktop to select the GAF.txt file. The output will be similar to the image below:

	GAF - Notepad 🛛 🗕 🔍 🗙
Fi	le Edit Format View Help
þ	Testing Company 01/04/2015 30/06/2015 21/03/2015 SQL Account 4 GAFv1.0.0
P	
	DIGI COMMUNICATION BHD 03/04/2015 PI-00031 2 ANTENNA 500.00 30.00 TX XXX 0.00 0.00
	DIGI COMMUNICATION BHD 03/04/2015 PI-00031 3 MOTOLORA RADIUS GP300 1000.00 60.00 T
	ALPHA & BETA COMPUTER 01/05/2015 IV-05/15001 1 123/1234 5.00 0.30 SR XXX 0.00 0.00
	ALPHA & BETA COMPUTER 01/05/2015 IV-05/15001 2 ERICSSON A10185 500.00 30.00 SR XXX
	ALPHA & BETA COMPUTER 01/05/2015 IV-05/15001 3 CELCOM PREPAID-RM100 943.40 56.60 SR
	ALPHA & BETA COMPUTER 01/05/2015 IV-05/15001 4 DIGI PREPAID-RM50 47.17 2.83 SR XXX
	01/04/2015/100-001/ORDINARY SHARE CAPITAL Balance B/F 0.0000.0001116.50
	01/04/2015 100-500 SHARE PREMIUM ACCOUNT Balance B/F 0.00 0.00 -50.00
	01/04/2015/200-400/MOTOR VEHICLE/Balance B/F////0.00/0.00/190000.00/
	01/04/2015/200-405/ACCUM DEPRN MOTOR VEHICLE/Balance B/F////0.00/0.00/10000.00/
	01/04/2015 310-001 MAYBANK Balance B/F 0.00 0.00 -10400.00 01/05/2015 310-001 MAYBANK Payment For Account AB ENTERPRISE SDN BHD 113 OR-00062 BA
	02/05/2015/310-001/MAYBANK/Payment For Account/ALPHA & BETA COMPUTER/110/OR-00059/BA
	01/04/2015/310-002/MAYBANK-VISA/Balance B/F////0.00/0.00/50.00/
	01/04/2015 310-003 MAYBANK-MASTER Balance B/F 0.00 0.00 1510.00
	01/04/2015/310-004/HSBC - USD ACCOUNT/Balance B/F////0.00/0.00/32.04/
	01/04/2015 310-006 HSBC - S\$ ACCOUNT Balance B/F 0.00 0.00 4001.75
	01/04/2015/320-000/CASH IN HAND/Balance B/F 0.00/0.00/1605.00
	01/04/2015 325-000 PETTY CASH Balance B/F 0.00 0.00 1434.00
	01/04/2015 410-020 EMPLOYEES WITHHOLDING TAX Balance B/F 0.00 0.00 0.00
	01/05/2015 410-020 EMPLOYEES WITHHOLDING TAX 5 121 SO-00035 BANK 0.00 4.55 -4.55
	01/04/2015 420-000 EPF - STAFF Balance B/F 0.00 0.00 54000.00
<	· · · · · · · · · · · · · · · · · · ·
1	

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

You have to submit GAF File upon request by Customs.

8.5 GST Listing Report

This report is to analyse the detail of GST transactions grouped by tax type. It can be used to check against GST-03.

Step 1: GST | Print GST Listing.

Step 2: Filter the date range that you want to apply or you can filter by GST Process, tax code.

Step 3: Click Apply.

ate 01/01/2016 v to 31 ST Process		ro Local Tax Amount					
ST Listing GST Listing		L	~				
)1 Jan 2016 to 31 Mar	2016						Preview
	Tax Type		Local	Amount		Local T	ax Amount
Category : Sales		1					
SR (Standard-rated suppli	es with GST charged)				279.83		316
DS (Deemed supplies (e.g.	transfer or disposal of business ass	ets without co	1,000.01				6
							376
Category : Purchase							
	curred at 6% and directly attributab				20,105.00		1,20
IS (Imports of goods unde	r Approved Trader Scheme (ATS) wi	hereas the pay			1,000.00		
							Claimable: 1,209
Category : Others							
	nade to Output Tax (e.g : Bad Debt				1,000.00		6
AJP-BD (Any adjustment r	nade to Input Tax (e.g: Bad Debt Re	elief))			184,205.01		11,05
							Claimable: 10,992
							Claimable: 11,824
Doc Date	Tax Date	Doc N	io 🛆	Tax		Local Amount	Local Tax Amount
28/03/2016	28/03/2016	242342	SR			12.80	0.7
01/01/2016	01/01/2016	CS-00016	SR			94.34	5.6
28/03/2016	28/03/2016	CS-00018	SR			12.58	0.7
28/03/2016	28/03/2016	CS-00018	SR			0.02	0.0
						279.83	316.78

9 Advance GST Info :

9.1 Bank Charges Reversal

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

There are two methods to handle for bank charges GST Reversal :

9.1.1 Direct key bank charges during payment receipt.

Step 1 : Supplier | Supplier Payment | Bank Charges = Bank Charge Amount (RM 0.50) + GST Amount (RM 0.03).

					Supplier I	Payment En	try				
Attachmente		uppl rojec		•		ank:	C	urrency:			<u>N</u> ew Edit
5	5	Sup	plier Pa	yment			P/V No :	< <new>></new>			<u>D</u> elete
		ance	·	·			Next No :	PV-00060	-		📙 <u>S</u> ave 🔻
đ							Date :	01/04/2015	-		Cancel
_							Agent :		-		_
	P	ay to	DIGI	COMMUNICAT	ON BHD		Area :	SA	•	ſ	Refresh
	Pa	ayme	nt By: MAYE	BANK	▼		Paid Amour	nt :	100.00		Browse
			Charge : e No :			nk Charge = I ter to this colu		+ Tax Amount		J	
	D	escr	iption: Pay	ment For Acco		~ ····	Unapplied /	Amt:	100.00		
					Knock-off Inv	voices / Debi	Notes			L	
			Off Grid								
		T	Date	Post Date	Doc No.	Amount	Outstanding	Pay	Ext. No		
		PI PI	06/01/2014	06/01/2014	PI-00002	3,500.00	3,500.00	0.00			
		PI	12/02/2015	12/02/2014	PI-00030	530.00	530.00	0.00			
			3 doc		Total:	4,050.00	4,050.00	0.00			
											Close

At the month end, you have to reverse back total how much for bank charge Tax Amount, may get it from bank Statement. May refer your bank statement as below:

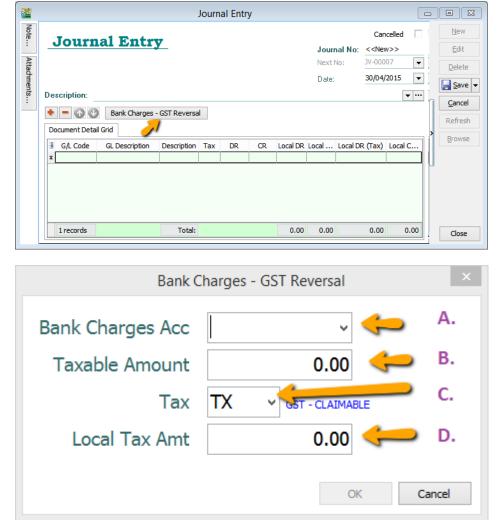


n Banking Berhad (3813-K) (GST ID NO. : 000141295616) nir. 100 Jelen Tun P n Ma ak 50050 Kuala Lum

	NO INVOIS CUKAI 极务发票号 TAX INVOICE NO	CBS150430512398030655
E STREAM SOFTWARE SDN BHD	TARIKH PENYATA 상후 日朔 STATEMENT DATE	30/04/15
	NOMBOR AKAUN 卢贲 ACCOUNT NUMBER	512398030655
R PROTECTION BY PID / / TAX INVOICE	COR	PORATE CURRENT ACCOUNT

ELIGIBLE FOR PROTECTION BY PID 1 / TAX INVOICE

		URUSNIAGA AKAUN/ 户口進支項 /ACCO	1	
RIKH MASUK 進支日期 INTRY DATE	TARIKH NILAI 仄過県日期 VALUE DATE	BUTIR URUSNIAGA 進支項說明 TRANSACTION DESCRIPTION	JUMLAH URUSNIAGA 訳、初 TRANSACTION AMOUNT	BAKI PENYATA 結束存除 STATEMENT BALANCE
		IV51276 89		
		BEBK04 6288		
30/04		CLEARING CHQ DEP	.00+	49.80
30/04		CLEARING CHQ DEP	.00+	49.80
30/04		CLEARING CHQ DEP	.00+	49.80
30/04		CLEARING CHQ DEP	.40+	07.20
30/04		INTER-BANK PAYMENT INTO A/C	.00+	49.20
		SDN BHD		
		SO 5740 FEE		
		SQL MAINTENACE		
		ENDING BALANCE :		
		LEDGER BALANCE :		
		TOTAL DEBIT :		
		TOTAL GST DEBITS		.81
	•	TOTAL GST CREDITS		.00
S	AP EVERYTH	ING, SELL ANYTHING! WITH M2U PAY "SNAP&SELI	APP. NOW YOU	
		DST ANYTHING. JUST TAKE A PHOTO OF THE ITEM		
		FACEBOOK OR TWITTER TO SELL IT! DOWNLOAD		
FF	OM THE APP	STORE OR GOOGLE PLAY. T&C APPLY.		
C	JRRENT ACC	DUNT HOLDERS ARE ENCOURAGED TO REGISTER V	IA MAYBANK2U TO	
	BAKI LEO	AR BAKI AKHIR - CEK BELUM JELAS		
	可應用			-hardeblker
	Perhatian	BALANCE ENDING BALANCE - UNCLEARED CHEQUES	ditandakan d	eluar berlebihan engan DR
	(1) Sega Inidi	/ Note la bilangan dan baki tersebut akan dianggap betul terkecuali Bank beritahu atas sebarang perbezaan dalam tempoh 14 hari. un 18 26 Sci 24 per GI B. Jaké segar kera I.		R者爲結欠
	46.97	·馬單所誌之賬項及結餘額應拨對, 差誤請在十四天內通知本行。	Overdrawn b denoted by D	alances are R
	All h	定該前在十凹大內通知本行。 sms and balances shown will be considered correct unless the c is notified of any discrepancy within 14 days.		
		t is notified of any discrepancy within 14 days. Seritahu kami sebarang pertukaran alamat secara bertulis		
		知本行在何地业更换。		



Step 2 : GL | Journal Entry | New | Select Bank Charges – GST Reversal.

- A : Select Bank Charges Account to reverse out.
- B : Enter Bank Charges Taxable Amount. (The total bank charges before GST)
- **C : Select the Tax Code.**
- **D** : Enter Bank Charges Tax Amount. (May get it from Bank Statement)

9.1.2 Key Bank Charges Using Payment Voucher.

You may use Payment Voucher to capture the bank charges with GST after you received your monthly bank statement. With this method, you don't have to do GST Reversal at Journal Entry anymore.

Step : GL | Cash Book Entry | Payment Voucher key in as below :

		•		Cash Book	Lifty			Cano	celled 🗌	<u>N</u> e
Paym	ent Vo	ucher					Voucher No			Ēd
							Next No:	PV-00061	•	Dele
							Date:	31/12/2015		Sa
							Project :		-	Can
Рау То	GST BANK CHAP	RGES REVERSAL							▼	Refr
Payment By:	MAYBANK		•	Currency:				Agent:	•	Brow
		ank Charge :	0.00	Cheque No:				Area:	 ▼	
Document Det	ail Grid									
_		Description		Project	Amount	Tax Tax I	Tax Amount	Sub Total (Tax)	Tax	
∃ G/L Code	GL Description	Description MAYBANK - GST BANK		Project	Amount 0.50	Tax Tax I TX	Tax Amount 0.03		Tax 3 6%	>
∃ G/L Code	GL Description			-						>
∃ G/L Code	GL Description			-						>
∃ G/L Code	GL Description			-						>
∃ G/L Code	GL Description			-						>
∃ G/L Code	GL Description			-						>
∃ G/L Code	GL Description			-						>
∃ G/L Code	GL Description			-						>
∃ G/L Code	GL Description			-						>

9.2 Import Goods Treatment :

IM - "Import of goods with GST incurred". It means there is an input tax claimable. Tax rate is 6%.

Purchase of goods from oversea supplier, the supplier invoice received will not incurred GST. However, the GST will be taken place when the goods are discharged out from the port to forwarder warehouse or direct to the buyer. Custom will incurred the GST on the total value stated in K1 form.

[GST | Maintain Tax...]

You can found the following tax code available in SQL Financial Accounting.

Tax Code	Description	Tax Rate %
IM-0	Import of goods with no GST incurred (for Foreign	0%
	Supplier Account)	
IM	Import of goods with GST incurred	6%

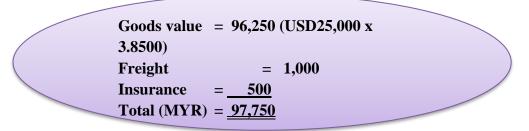
Video Guide Link: <u>http://www.sql.com.my/video/sqlacc_tutorial/GST-29-Import_Goods_Treatment.mp4</u>

Oversea Supplier Invoice :

Step 1 : Purchase | Purchase Invoice. Select the tax code " IM-0 ". Tax amount = 0.00.

🦉 F	ourchase Invo	ice							_					- •	×
More	Supplier :-	400-N0001 🔻	USD @ :	2 9000			P. In	voice		Step 1		Cancelled			<u>v</u> ew
_	Jupplier	NOKIA CORP LTD	000 @	5.0000						-	Next No :-	PI-00030 PI-00031	_		<u>E</u> dit
Attachments.	Address :-	SUITE 210 COMPLEX NOKIA									Date :-	06/04/2015			elete
ents		NO 234 NOKIA RO 30489 LA	AD								Agent :- Terms :-	60 Days	•		Save 🔻
Z	Description :	Purchase								•					fresh
Note	+=6										Ext. No :-				owse
Item	Invoice M	latrix]		
m T	🗄 Item Coo		Qty UOM	<u> </u>	Sub Tota		Tax Indu	Tax Amount	Sub Total (Ta		e Import Curr.	Import Pu	rch		
emp	ANT	ANTENNA	100.00 UNIT	250.00	25,000.0	IM-0		0.00	25,00	0.00					
Template														>	

When your item discharge from Customs, you will received the K1 Form, which consists of the following detail, example :



Therefore, the forwarder will raised their invoice for details as shown in below:-

	Net(MYR)	GST	Gross (MYR)
Est. Duties (Import&/Excise Duty)	0.00		
Est. GST on Import (97,750 x 6%)	5865.00		
Est Duties and GST on Import	5865.00		5865.00
Duty Processing Fee Total Payable	100.00	6.00	106.00 5971.00

Forwarder Invoice Input :

Step 2 : Select the **forwarder supplier code in Purchase Invoice**. Then call out **Import Purchase Amt**, then click on the Import Purchase Amt.

<u>1</u>	Supplier Ite	m L/Cost1		P	urchase Invo	ice							-	
More	2nd Descrip	tion 🗹 Account		P	. Invo	ic	e				Cancelled		•	New
	Permit No	Printable								Inv No :	< <new>></new>)		Edit
Attachments	A Project	From DocType From DocNo	•				Ste	p 2		Next No :- Date :-	PI-00038 02/04/2015	3 -		Delete
ants		Remark 1					~~~~	P -		Agent:-		• •	•]	🔙 <u>S</u> ave 🔻
Note	S/U QTY Base Qty	From Ext. No								Terms :-	30 Days	-	:	Cancel
	U/Price	Batch	ode						~	Ref1:- Ext.No:-]	Π	Refresh
Item Template	Sub Total	Import Curr. R	ate							Excited.		_		Browse
emplate	Tax Inclusiv		_	U U/Price	Sub Total	Tox	Tax	Tax Amount :	Cub Toto	L Accou	int Import F) inch	->	
		DUTY FEES	1.00	5,000	5,000.00			300.00		0.00 610-0000		urun	:	
		INSURANS TRANSPORT	1.00	500.Q	500.00 300.00			30.00 18.00		0.00 610-0000 8.00 610-0000				
	•	TRANSFORT	0.00	0.0000				0.00	310	610-0000			:	
													1	
	4 records		3.00		5,800.00			348.00	6,148	.00			÷.	
									Net To		6,148			
	Local Net To Deposit Amo		_						nding Co ndina Co).00 +		Close
	Depositivino	unt							nang oc					0,000

Step 3 : You have to **input** the information according to the **K1 Form** and press OK. How to make sure you update correctly? May refer below :

GST Imports		×
Currency Code	USD •	Step 3
Currency Rate	3.8500	
Purchase Amount	25,000.00)
Customs Local Amount	97,750.00)
Tax	IM -	·
Tax Amount	5,865.00)
Permit No	K1-3232323	
		OK Cancel

	Input Value	Explanation
Currency Code	USD	Currency on the goods
Currency Rate	3.85	Follow K1 exchange rate
Purchase Amount	25,000.00	Goods value in foreign currency
Custom Local Amount	97,750.00	Follow K1 total value taxable (after freight, Insurance,etc)
Tax	IM	6%
Tax Amount	5,865.00	97,750.00 x 6%
Permit No	K1-3232323	Key-in K1 no.

Step 4 : After press **OK** to GST Import screen, purchase invoice item description will be updated with GST Import info.

🦉 P	urchase In	voice											E	-	
More	Supplier	:- 4	00-F0001 💌	P. Invoi	ce		G	ton	1			Cancelled < <new>></new>			New Edit
Attachments	Address :-		RWARDER AGENT				5	tep 4	r		Date:- Agent:- Terms:-	PI-00031 06/04/2013 30 Days	• • •		 <u>D</u> elete
Note	Descriptio	0								↓	Ref 1 :- Ext. No :-				Refresh Browse
Item	∃ Ao	ccount	D	escription	Qty	UOM	U/Price	Sub Tota	Tax	Tax Indu.	Tax Amou	nt Sub Tota	al (Tax)	>	
em	615-0	00	Purchase Value USD 25,000.00@3.850	0 = RM 96,250.00, Permit No: K1-3232323	3 0.00	0	0.00	0.00	IM		5,865.	5, 00	865.00		
Template	€10-0	000	Duty Processing Fee		1.00)	100.00	100.00	TX		6.	00	106.00		
					1.00			100.00			5,871.0	00 S,	971.00	IJ	

9.3 Import Service Treatment :

GST on Imported Services (Sec 13) is accounted by way of the reverse charge mechanism.

Reverse Charge Mechanism (also known as Self Recipient Accounting-RSA)

A supplier who does not belong in Malaysia and supplies services to a customer in Malaysia does not have to charge GST. However, the customer who received the services is required to account for GST by a reverse charge mechanism. The recipient have to pay tax for the imported services he received and the same time claim input tax in his GST return. Reverse charge mechanism is an accounting procedure where a recipient (as the customer) of the supply, acts as both, the supplies and the recipient of the services.

Video Guide Link: http://www.sql.com.my/video/sqlacc_tutorial/GST-21-Imported_Services(RSA).mp4

Example:

1. Royalty fee charged in Malaysia by non resident business situated outside Malaysia from Jan - Dec 2016 = USD 200,000

2. Date of invoice = 10 March 2016

3. Bank prevailing rate = Rm2.50 (Date: 10 March 2016)

Calculation for GST:

1. Consideration for the supply @Rm2.50 = Rm500,000.00 + GST 6%

2. GST to be accounted by recipient @6% GST = Rm30,000.00

RSA: Account GST output = Rm30,000.00 Claim GST Input = Rm30,000.00

Time of Supply

1. When supply are paid for (Date of payment made) - no longer

- 2. Since 01 Jan 2016, which ever is the earlier:-
- a. Payment made; or

b. Invoice date.

Step 1 : Make sure you have create a tax coder which under **RSA** and Tax type is under **Easy GST- Recipient Self-Accounting**, Input Tax = TX, Output Tax = DS.

₩ Tax			
Code	RSA	Z Active	New
Description	Easy GST - Recipient Self-A	ccounting	Edit -
		Switch to Standard Mode	Delete
Тах Туре	Easy GST - Recipient Self-A	ccounting -	Save
Input Tax	TX -		Cance <u>l</u> >
Purchases with GST ir Output Tax	DS •	tributable to taxable supplies	<u>M</u> ore
Deemed supplies			Preview -
			Refresh
			Browse

9.3.1 <u>Payment made before the invoice</u>

Step 1 : Click GL | Cash Book Entry (PV) | New PV.

Voucher No.	Date 🛆	Description	Cheque No	From	Local DR	Local CR	*	New PV
8		Click here t	o define a filter					_
OR-00058	01/01/2010	ALPHA & BETA COMP		PM	1,500.00	0.00		New OR
▶ 4	01/01/2011	ALPHA & BETA COMP		PM	106.00	0.00		Edit
OR-00030	07/01/2011	ALPHA & BETA COMP	87678868	PM	100.00	0.00		Delete
OR-00027	09/01/2011	KITTY SECURITY SDN		PM	10,000.00	0.00	-	Delette
OR-00003	11/01/2011	KITTY SECURITY SDN	OBB 124358	PM	4,000.00	0.00		<u>Save</u>
OR-00036	13/01/2011	ALPHA & BETA COMP		PM	2.00	0.00		Cancel
OR-00004	22/01/2011	KITTY SECURITY SDN	EBB 124789	PM	6,000.00	0.00		
OR-00005	20/02/2011	KITTY SECURITY SDN	MBB 393000	PM	10,000.00	0.00	n	Refresh
OR-00006	20/02/2011	ALPHA & BETA COMP	MBB 388900	PM	5,000.00	0.00	ш	Detail
OR-00008	20/02/2011	AB ENTERPRISE SDN	MBB 399921	PM	6,000.00	0.00	-11	
CS-00009	18/03/2011	AB ENTERPRISE SDN		PM	475.00	0.00		
MCOR-00010	12/09/2011	CASH SALES	1240 3154 3419	PM	1,500.00	0.00	1	
CS-00002	09/12/2011	KITTY SECURITY SDN		PM	25,600.00	0.00	Ш	
MCOR-00011	15/12/2011	ALPHA & BETA COMP		PM	10.00	0.00	Ш	
OR-00012	17/12/2011	ALPHA & BETA COMP		PM	2.50	0.00	IJ	
OR-00014	17/12/2011	ALPHA & BETA COMP		PM	5.00	0.00		
VCOR-00013	17/12/2011	ALPHA & BETA COMP		PM	50.00	0.00		
OR-00016	30/12/2011	A'BEST TELECOMMUN		PM	1,234.00	0.00		
OR-00019	30/12/2011	A'BEST TELECOMMUN	1234	PM	80.00	0.00		
OR-00021	31/12/2011	AB ENTERPRISE SDN		PM	100.00	0.00		
OR-00022	31/12/2011	AB ENTERPRISE SDN		PM	100.00	0.00		
OR-00056	21/02/2013	CASH SALES		PM	1,000.00	0.00		
OR-00057	21/11/2013	ALPHA & BETA COMP		PM	10.00	0.00		

Step 2 : Enter the payment date eg. 02/06/2016

Step 3 : Select RSA in tax column.

Danma	nt Wanak									Cancelle	ed 🗌	Nev
гауше	nt Vouel	ler						Voucher M	lo: < <n< th=""><th>ew>></th><th></th><th>Nev</th></n<>	ew>>		Nev
								Next No:	PV-0	00001	-	E
								Date:	02/0	6/2016	•	De
								Project :			•	
Pay To	Royalty Oversea	LTD									•	<u></u> <u>S</u>
												Ca
Payment By:	HSBC - USD ACC	OUNT	•	Currency:	USD	Rate:	4.100	00	Agent	t:	-	Ref
+ - 🕜	C S Bar	nk Charge :	0.00	Cheque No):				Area:		-	Bro
Document D	etail Grid										>	
≣ G/L Code	GL Description		Description		Amount	Tax	Tax R	Tax I Ta	ax Amo	Sub Tota	l (Tax)	
	ROYALTY FEE	MAYBANK - F	Royalty Oversea	LTD	10,000.00	RSA	0%		0.00	10	,000.00	
I 999-999												
I 999-999												

Note: Tax amount will be calculated after process the GST Return.

Step 4 : After GST Return processed, you can check the double entry posting from **GL** | **Print Journal of Transaction Listing.**

sournar c	of Transactio	n Listing							×
Date 🗹 Journal: Project: Aqent: Area: Payment		6 v to 3	V Da	t By: te f No Use 2nd De	escriptio	n A	pply		
Ref No 1	Account C	Post Date	Description	Project	Curr	Account Description	Local DR	Local CR	Tax
PV-00001	999-999	02/06/2016	MAYBANK - Royalty Oversea		USD	ROYALTY FEE	41,000.00	0.00	RSA
								0.00	14074
PV-00001	GST-101	02/06/2016	MAYBANK - Royalty Oversea			GST - CLAIMABLE	2,460.00	0.00	
-	GST-101 310-004	02/06/2016 02/06/2016			USD	GST - CLAIMABLE HSBC - USD ACCOUNT			тх
PV-00001		and the second second	MAYBANK - Royalty Oversea		RAND'S		2,460.00	0.00	тх
PV-00001 PV-00001	310-004	02/06/2016	MAYBANK - Royalty Oversea Royalty Oversea LTD		USD	HSBC - USD ACCOUNT	2,460.00 0.00	0.00	тх

SQL Account User Manual

Double Entry - RSA:

Account Code	Account Description	Tax Code	Local DR	Local CR	Taxable Period
GST-101	GST - Claimable	ТХ	2,460.00	0.00	June 2016 (follow payment date)
GST-201	GST - Payable	DS	0.00	2,460.00	June 2016 (follow payment date)

9.3.2 Invoice first payment after

Step 1 : Create a **purchase invoice** and select the tax code is under **RSA**.

upplier Invoice Entry						[- • •
Supplier Code: 400-NC Area :	0001 •				te:	4.2000	<u>N</u> ew Edit
Supplier Invoid Cancelled Bill From : NOKIA CORF				Agent :		•	Delete
Purch De I 999-9 ROYALTY FEE	escription Proj.		Tax Tax RSA 0%	Tax Tax Ind 0.00	clusive Sut	o Total (Tax) 20,000.00	
1 recorc	Total: 8,904.00	2,000.00		120.00 Net Total:		2,120.00	
Invoice Description: Pure	chase		v	Outstanding:		2,120.00	Close

Note: Tax amount will be calculated after process the GST Return.

Step 4 : After GST Return processed, you can check the double entry posting from **GL** | **Print Journal of Transaction Listing.**

SQL Account User Manual

	Journal o	f Transactio	n Listing									×
	Date Journal: Project: Agent: Area: Payment M		6 v to 3	0/06/2016	Sort Date Ref I	2	escriptio	n	▶ Ар	pły		
F	Ref No 1 🗹	Account C	Post Date	Description		Project	Curr	Acc	count Description	Local DR	Local CR	Tax
ŀ	PI-00012	999-999	02/06/2016	NOKIA CORP LTD			USD	ROYAL	TY FEE	84,000.00	0.00	RSA
F	PI-00012	GST-101	02/06/2016	NOKIA CORP LTD				GST -	CLAIMABLE	5,040.00	0.00	TX
F	PI-00012	400-N0001	02/06/2016	Purchase			USD	NOKIA	CORP LTD	0.00	84,000.00	
F	PI-00012	GST-201	02/06/2016	NOKIA CORP LTD				GST -	PAYABLE	0.00	5,040.00	DS
		Count = 4								89,040.00	89,040.00	
×	🗹 (Ref N	lo 1 = PI-000	12)								Custom	ize

Double Entry - RSA:

Account Code	Account Description	Tax Code	Local DR	Local CR	Taxable Period
GST-101	GST - Claimable	ТХ	5,040.00	0.00	June 2016 (follow invoice date)
GST-201	GST - Payable	DS	0.00	5,040.00	June 2016 (follow invoice date)

9.4 Gift / Deemed Supply :

Gift Rule apply when you are giving gift to your customer or employee which the total amount is more than RM 500 per person on a yearly basis. SQL will also handle the Gift Rule automatically.

Video Guide Link: <u>http://www.sql.com.my/video/sqlacc_tutorial/GST-20_Gift.mp4</u>

Step 1 : Click on GST | Gift / Deemed Supply.

n	<u>G</u> S1	<u>I</u> nquiry	<u>T</u> ools	<u>W</u> indow	<u>H</u> elp				
N.		New GST	Return						
		Open GST	r Return						
	💭 Maintain Tax								
	GST Effective Date								
	Gift / Deemed Supply								
		Gift / Dee	med Su	pply					
	-	Gift / Dee Print GST							
			Listing		۰F)				

Step 2 : Select the document type either Gift or Deem Supply.

Step 3 : Select Customer / staff.

Step 4 : Key-in your item code or else actually you can key-in description directly instead of maintain the item code then treat as gift so is optional for you. Please enter your preferred **expenses account code**.

Step 5 : System will **auto detect the yearly amount** as per financial year for the particular customer/Staff so once the customer / staff have received the gift amount exceed RM 500 then system will **auto calculate the tax amount**.

**		Step 2	Gift / Deemed Supply		[
Type: Code:	Gift •		Gift			New
Address:	ALPHA & BETA COMPUTER 838 JALAN WORLD 40485 RAWANG SELANGOR DE	Step 3		Doc No: Date: Agent:	GI-00001 01/04/2015 SY	Edit
Attention: Phone:	MR ALPHA 03-48573689			Area:	RAWANG	Cance!
Email: Description:	Gift Tax Estimator					Preview -
Item Co	de Description	Qty UOM	U/Cost Sub Total Tax	Tax Amount Sub Total (Exper	ses Tax Rate	Refresh
► ANT	ANTENNA	10.00 UNIT	40.00 400.00 DS	0.00 400.00 990-00	0 <mark>0 6%</mark>	Browse
▶ ANT		itep 4	40.00 400.00 DS		006%	Browse

Step 6 : During process of GST-03 Return, if the system detects there are deemed supplies (DS) under gift, it will add this GST Tax under DS as output Tax, the tax amount will auto capture.

	 5) Cukai Output Output Tax a) Jumlah Nilai Pembekalan Berkadar Standard * Total Value of Standard Rated Supply b) Jumlah Cukai Output (Termasuk Hutang Lapuk Dibayar Balik dan Pelarasan lain) * Total Output Tax (Inclusive of Bad Debt Recovered & other Adjustm Borang ini ditetapkan di bawah Peraturan-Peraturan Cukai Barang dan Perkhidmatan 20XX (This for 			& other Adjustments) *	578.30 34.70		p 6
1			GST-03	- Field_5b			- • •
3	Doc Date	Tax Date	Tax	Local Amount	Local Tax Amount	Doc No	From Doc Type
▶0	5/07/2015	05/07/2015	SR	0.00	0.00	IV-07/15001	IV
0	1/08/2015	01/08/2015	SR	28,30	1.70	IV-08/15001	IV
0	8/08/2015	08/08/2015	DS	550.00	33.00	GI-00002	GI
				578.30	34.70		

- Base on the latest updated info from Kastam the figure should be <u>\$42,</u>Kastam rules will according to the previous Gift amount and sum up total X 6%,whenever the figure exceed \$500 and above.
- Yearly limit 500 as per **FINANCIAL YEAR.**

9.5 1 Cent Rounding :

The total GST payable on all goods and services shown on a tax invoice may be **rounded off to the nearest whole cent** (i.e. two decimal places). With the discontinuation of the issuing of 1 cent coins, some businesses may round their bills to the nearest 5 cents to facilitate cash payment by their customers. Whether a bill should be rounded up or rounded down to the nearest 5 cents is a business decision.

When a tax invoice contains several line items of standard-rated supplies, the total GST amount on your invoice may be computed based on:

Summing the GST amount for each line item; or

Total amount payable (excluding GST) for all line items x 6%

The total GST amount computed may differ due to the method used. Both methods of computing the total GST amount are acceptable so long as you apply the chosen method **consistently**.

Example:

You are a stationery retailer. Your customer purchased 3 pens and pay for all her items collectively. The tax invoice issued to your customer will contain the following 3 line items.

Item	Amount payable (excluding GST)	GST Amount for each item
Green Pen	RM 1.77	RM 0.11 (0.1062)
Red Pen	RM 1.77	RM 0.11 (0.1062)
Blue Pen	RM 1.77	RM 0.11 (0.1062)

Method 1: GST is computed based on summing the GST amount for each line item: Total GST amount = RM0.11 + RM0.11 + RM0.11 = RM 0.33

Method 2: GST is computed based on total amount payable (excluding GST) for all line items X 6% Total GST amount = (RM 1.77 + RM 1.77 + RM 1.77) X 6% = RM 0.3

System Auto Correct with 1 Cent Different :

Step 1 : Tools | Option | Customer.

Options	0	N.Y.			- Do	cuments.	X
¢ H		Customer					
Gene BarCi	ode	Default Control Account: Default Credit Terms: Default Credit Limit:		▼ 30000 ▼			•
V	Miscellanecus Customer Account Code Format: Image: State Stat			%.3s-	Format Sample %.3s-%.1s%.4d 300-T0888		
General	Ledger	Default Customer Aging Fo					•
•	Å	Use Cash Sales No. for Perform Tax / Local Am S Cents Rounding (Sale	ount Rounding				
Supp	blier	▼ 5 Cents Rounding (Cas	h Sales)				
					ОК	Cancel H	lelp

1.1 Tick One Cent Different Rounding (Local Currency Fields) for all /AR/SL Documents(Recommend)

1.2 : Press OK Sales Invoice | New | Refer below screen :

*		Invoice	
More		Invoice	Cancelled New
	Customer: 300-A0002 -		Inv No : < <new>> Edit</new>
Attad	ALPHA & BETA COMPUTER Address :- 838 JALAN WORLD		Next No :- IV-00099 ▼ Date :- 12/04/2015 ▼
Attachments	40485 RAWANG		Date :- 12/04/2015 ▼ Agent :- SY ▼
5	SELANGOR DE		Terms :- 45 Days
Note.	Description :- Sales	•	Ref 1. :-
te	💠 😑 🕢 🕑 Profit Estimator		Ext. No. :- Browse
Ite	Invoice Matrix		Li owse
Item Template	Item Code Description	Qty UOM U/Price Sub Total Tax Tax In	Tax Amount Sub Total (Tax)
mpla	BOM BOM > JMAST-BLCK-M JMAST-BLCK-M	1.00 UNIT 7.77 7.77 SR 1.00 UNIT 7.77 7.77 SR	0.47 8.24
te		1.00 UNIT 7.77 7.77 SR	0.47
	2 records	2.00 15.54	0.94 16.48
	Deposit Amount: 0.00 ····		
	Local Net Total: 16.48	Ne	et Total: 16.48 Close

But once you save you will notice the first line of the Tax Amount will be different, this is because system using Total Amount of IV to calculate 6%. Refer below Screen:

2		Invoice			- • •
More		Invoice	2	Cancelled	New
:	Customer: 300-A0002 -		(Inv No : IV-00099	Edit
Atta	ALPHA & BETA COMPUTER			Next No :- IV-00100	Delete
Attachments	Address :- 838 JALAN WORLD 40485 RAWANG			Date :- 12/04/2015	
ents	SELANGOR DE			Agent :- SY	
				Terms:- 45 Days	<u>C</u> ancel
Note	Description :- Sales		~	Ext. No. :-	Refresh
	💠 😑 🕜 🕐 Profit Estimator		(Browse
Ħ	Invoice Matrix				<u>B</u> rombe
Item Template	Item Code Description	Qty UOM U/Price	Sub Total Tax Tax In	Tax Amount Sub Total (Tax	x) >
emp	BOM BOM	1.00 UNIT 7.77	7.77 SR	0.46 8	.23
ate.	JMAST-BLCK-M JMAST-BLCK-M	1.00 UNIT 7.77	7.77 SR	0.47 8	.24
			-		.u
					÷
	2 records	2.00	15.54	0.93 16.	47
	Deposit Amount: 0.00 ···				
	Local Net Total: 16.45				6.47 Close

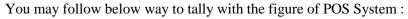
Formula: Sum up SubTotal with Tax, Multiple with 6%(Note : system will exclude the Subtotal if the Tax Rate is 0%)

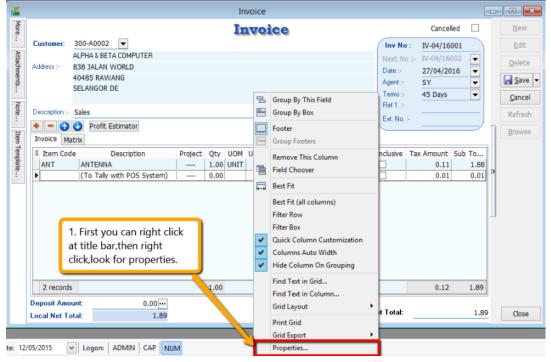
Tax Amount Calc = RM 15.54 * 6% = 0.93, mostly system will reverse on first line of the Item.

Note: If you don't want system to help you to do the One Cent Rounding, please refer Step 1 to un-tick the option will do.

Manually Insert the Cents Different in system :

So once you post into SQL there is going to have few cents different (due to combine all the rounding issue for daily transaction), in version 710 above we have new feature of able to <u>amend tax amount</u> for those transaction <u>without</u> <u>ITEM CODE</u> :





≣ No.	Column	Caption	Focusi	Editing	Moving	Show	~
15	gvDocDetailUOM	UOM		V	✓		
16	gvDocDetailRate	Rate	Image: A state of the state		✓	v	
17	gvDocDetailSUOMQTY	S/U QTY	✓	~	~	~	
18	gvDocDetailSQty	Base Qty	✓		✓	✓	
19	gvDocDetailUnitPrice	U/Price	✓	-	<	-	- 1
20	gvDocDetailDiscount	Discount	✓	✓	✓	✓	
21	gvDocDetailAmount	Sub Total	✓	✓	✓	✓	
22	gvDocDetailTax	Тах	✓	✓	✓	✓	
23	ovDocDetailTaxInclusive	Tax Inclusive	✓	✓	✓	-	
24	gvDocDetailTaxAmt	Tax Amount	-	~	✓	v	
25	gvDocDetailAmountWi	Sub Total (Tax)			~	~	
26	gvDocDetailAccount	Account		✓	✓	<	
27	gvDocDetailDeliveryDate	Delivery Date		✓	<	✓	
28	gvDocDetailPrintable	Printable		✓	✓	✓	
	ake sure you have diting"	e tick the			ОК		↓ ancel

Then you may refer to below screen to key-in tax amount directly:

2				Invoid	e				
More				Inv	oice		Cancelled		New
	Customer:	300-A0002 ALPHA & BETA COMPUTER 838 JALAN WORLD					Inv No : IV-04/1600 Next No :- IV-04/1600	2 🔽	<u>E</u> dit Delete
Attachments	Address ;-	40485 RAWANG SELANGOR DE					Date :- 27/04/2016 Agent :- SY Terms :- 45 Days		Save -
Note	Description :-	Sales Profit Estimator				.	Ref 1. :- Ext. No. :-		Cancel Refresh
Item Template	Invoice Ma		Project	Qty UOM	U/Price Discount	Sub Total Tax Tax I.	Tax Amount Sub Tot	al (Tax)	Browse
te		(To Tally with POS System)		0.00	0.00	0.00 SR	0.01	0.01	
	2 records	5		1.00		1.77	0.12	1.89	
	Deposit Amo	unt: 0.00							
	Local Net To					N	et Total:	1.89	Close

so you can key-in in this way as per above, key-in the different into the Tax Amount column.

- 1. Key-in Description, make sure without Item Code.
- 2. Key-in the figure directly into tax amount column will do.

There is only allowed when without item code and make sure you have **disable the 1 cent** rounding under (Tools->Options->Customer->Un-tick the 1 cent rounding option.)

10 6 Months Bad Debt :

Video Guide link: http://www.sql.com.my/video/sqlacc_tutorial/GST-15_BadDebt.mp4

What is 6 Months "Bad Debt" Relief?

A GST registered business can claim bad debt relief (GST Tax amount paid earlier to Kastam) if they have not received any payment or part of the payment from their debtor after 6th months from the date of invoice. The business should also have made sufficient efforts to recover the debt. Look at the <u>scenario A</u> below:

Company issued an Invoice at 15th January 2016. The 6th month expires as at end of 15th June 2016. The bad debt relief **must be claimed immediately** in July taxable period.

1	2	3	4	5	6	7
15/01/2016	February	March	April	May	June	July
Invoice					Expired	Claim Bad Debt Relief

The definition of "*Bad Debt*" in this scenario is NOT the outstanding amount has been written off from the accounts. It is just a mechanism use by Kastam to help business recover the output tax they have paid earlier, which customer not fully /partially pay the outstanding. In more simple way, is the customer delay their payment.

What happen if the bad debt relief not claimed immediately after the export 6th month? The taxable person must apply in writing for Director General's (DG) approval on his intention to claim at such later date.

What is 6 Months "Bad Debt" Recover?

When a GST registered business have recovered the amount be it full or partial from their debtor, they must pay back to Kastam the GST Tax amount that have claim as Bad Debt Relief earlier. This GST tax amount will be calculated in proportion to the payment recovered from debtor. Refer scenario B :

Invoice issued at 15th January 2016. The 6th month expires at the end of Jun and the bad debt relief claim in July. Payment recovered from debtor in 20th December 2014. Then Bad Debt recovered GST **<u>must be paid immediately</u>** in December taxable period.

1	2 3 4 5	6	7	8 9 10 11	12	13
15/01/2016	Feb Mac	June	July	Aug Sep	20/12/2016	Jan 2017
	Apr May			Oct Nov		
Invoice		Expired	Claim Bad		Pay Bad	
			Debt Relief		Debt	
					Recovered	

WARNING : "Bad Debt" goes **<u>both</u>** ways. If you dint pay your supplier, then 6 months later you must payback Kastam then input tax that your business have claim earlier

10.1.1 Bad Debt Relief

Video Guide Link: http://www.sql.com.my/video/sqlacc_tutorial/GST-16_BadDebtRelief.mp4

In GST era, you are required to take sufficient efforts to recover your customers' outstanding payment before you claim Bad Debts Relief.

How to be more effort to avoid "bad debt" relief?

Customer Statement

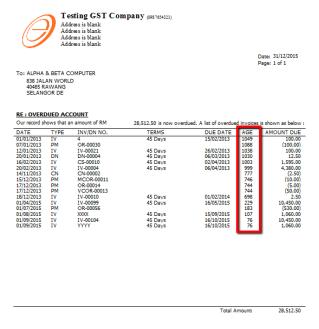
Step : Customer | Print Customer Statement | Filter the options accordingly | Apply | Preview | Print.

							-	
Alloriton MR ALPHA		Seles Brenulive SY	Customer Account 300-A0002	RM	ADMIN	Page No 1 of 1	45 Days	Cate 31/12/2015
			300-2002	KPI		1011		
01/01/2013	Reference 4	Transaction Description Cash Sales			100.00		Credit	5alares 100.00
07/01/2013	OR-00030	Payment For A	crount		100.00		100.00	0.00
07/01/2015	87678868	Payment For A	(ccount				100.00	0.00
12/01/2013	IV-00021	Sales			100.00			100.00
13/01/2013	CS-00007	Cash Sales			5.50			105.50
20/01/2013	DN-00004	Delivery Order			12.50			118.00
16/02/2013	C5-00010	Cash Sales			1,595.00			1,713.00
20/02/2013	IV-00004	Sales			4,380.00			6,093.00
14/11/2013	CN-00002	Sales Returned					2.50	6,090.50
15/12/2013	MCOR-00011	Payment For A					10.00	6,080.50
17/12/2013	OR-00014	Payment For A					5.00	6,075.50
17/12/2013	VCOR-00013	Payment For A	ccount				50.00	6,025.50
18/12/2013	IV-00010	Sales			2.50			6,028.00
01/04/2015	IV-00099	Sales			10,450.00			16,478.0
01/07/2015	OR-00056 CIMB 123456	Payment For A	locount				530.00	15,948.0
01/08/2015	X000X	Sales			1,060.00			17,008.0
01/09/2015	IV-00104	Sales			10,450.00			27,458.0
01/09/2015	YYYY	Sales			1.060.00			28,518.00

28,51	RM:	RI	ONLY	HUNDRED AND EIGHTEEN	IGHT THOUSAND FIVE H	MALAYSIA : TWENTY E
5 Month	s	4 Months	3 Months	2 Months	1 Month	Current Mth
(530.00	D	1,060.00	11,510.00	-	-	-
iths & Abov	s 11	10 Months	9 Months	8 Months	7 Months	6 Months
6,028.0	-	-	-	10,450.00		

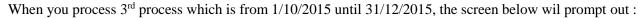
Customer Overdue Letter

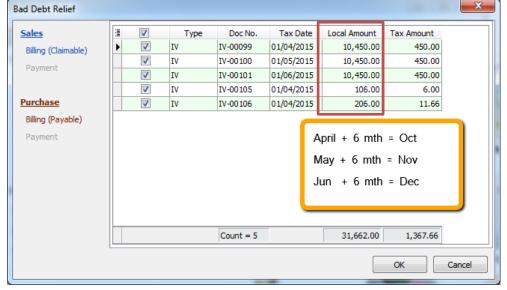
Step : Customer Print Customer Due Document Listing | Filter the options accordingly | Select Group By "Customer Name" | Apply | Preview | Select report "Customer Overdue Letter" | OK.



The scenario below illustrates how system handle Bad Debt Relief automatically. Refer to the listing below there are few invoices in April, assuming your GST starts 1 April 2015 and you are submitting your GST Return Quarterly.

	Invoice No	Date	Code	Company	Curre	Amount	New
3			Click	here to define a filter			-
V-0	0003	04/01/2013	300-C0001	CASH SALES		5,225.00	Edit
IV-0	0002	19/01/2013	300-A0001	A'BEST TELECOMMUNICATIO	S\$	7,500.00	Delete
IV-0	0001	11/02/2013	300-K0001	KITTY SECURITY SDN BHD		16,000.00	
IV-0	0004	20/02/2013	300-A0002	ALPHA & BETA COMPUTER		9,380.00	<u>S</u> ave
IV-0	0006	21/02/2013	300-A0002	ALPHA & BETA COMPUTER		360.00	Cancel
IV-0	0005	20/04/2013	300-A0003	AB ENTERPRISE SDN BHD		8,988.00	
IV-0	0007	25/10/2013	300-A0003	AB ENTERPRISE SDN BHD		5,900.00	Refresh
IV-0	0008	17/12/2013	300-A0003	AB ENTERPRISE SDN BHD		1,595.00	Detail
IV-0	0010	18/12/2013	300-A0002	ALPHA & BETA COMPUTER		2.50	
IV-0	0011	22/12/2013	300-A0002	ALPHA & BETA COMPUTER		50.00	>
IV-0	0099	01/04/2015	300-A0002	ALPHA & BETA COMPUTER		10,450.00	
IV-0	0105	01/04/2015	300-K0001	KITTY SECURITY SDN BHD		106.00	
IV-0	0106	01/04/2015	300-K0001	KITTY SECURITY SDN BHD		206.00	
IV-0	0100	01/05/2015	300-T0001	STAR TRADING SDN BHD		10,450.00	
IV-0	0101	01/06/2015	200-A0003	AB ENTERPRISE SDN BHD		10,450.00	
IV-0	0102	01/07/2015	300-Kuu	KITTY SECURITY SDN BHD	_	10.150.00	
IV-0	0103	01/08/2015	300-T0001	STAR CADING SDN BHD	April +	6 mth = Oct .00	
XXX	х	01/08/2015	300-A0002	ALPHA & BETA	May +	6 Mth = Nov	
IV-0	0104	01/09/2015	300-A0002	ALPHA & BETA COMPUTER		omth = Dec	
YYY	Y	01/09/2015	300-A0002	ALPHA & BETA COMPUTER	Jun + 6	omtn = Dec	





Bad Debt Relief apply in both ways, Sales & Purchase. You are compolsory to refund to Customs for Input Tax which you have claimed six months ago for those outstanding Purchase Invoice. But no worry, system will again handle the issue for you automatically, as below :

Bad Debt Relief			-	-	-	10.00		×
Sales	3	Туре	Doc No.	Tax Date	Local Amount	Tax Amount		
Billing (Claimable)	► PI		PI-00029	01/04/2015	5,300.00	300.00		
Payment	PI		PI-00030	01/05/2015	10,600.00	600.00		
Payment	PI		PI-00031	01/06/2015	5,300.00	300.00		
Purchase Billing (Payable) Payment				_			<u>'</u>	
			Count = 3		21,200.00	1,200.00		
							ок	Cancel

And you can see those outstanding purchase invoice will appear in the list under Purchase | Billing(Payable)

10.1.2 Bad Debt Recover

Video Guide Link: http://www.sql.com.my/video/sqlacc_tutorial/GST-17_BadDebtRecover.mp4

Bad Debt Recovery is when a customer makes his outstanding payment after you have processed the Bad Debt Relief, same apply to Supplier. Let's say, customer pay partial RM 5,300 on 1/1/2016 and also another full payment as at 1/2/2016, refer below:

Step 1 : Issue Customer | Customer Payment | and knock off the invoice which have 6 months bad debt relief.

Customer Project :	r Code: 300-A0002	 ▼ 			Currency:		
Custo	mer Payment			07	R No : OR-00060		
Cancelled				Nex	t No : OR-00061	-	
				Dat	e: 01/01/2016	5 💌	
				Age	ent: SY	-	<u> </u>
Paid By	: ALPHA & BETA C	COMPUTER		Are	a: RAWANG	-	R
Received	In : MAYBANK	· ····		Pai	d Amount :	5,300.00	В
Bank Cha	100.1	0.00					n 🕒
Cheque N Descript		count		🔻 😶 Unapp	olied Amt:	0.00	
Descript Knock Off	ion: Payment For Ac	count Knock-o	off Invoices / Debit Notes	s		0.00	>
Descript Knock Off	ion: Payment For Ac Grid Date	count Knock-o Doc No.	Amount	Outstanding	Pay	0.00	>
Descript Knock Off Type	Grid Date 01/01/2013	Count Knock-co Doc No. 4	Amount 100.00	Outstanding 100.00	Pay 0.00		>
Descript Knock Off Type IV IV	Grid Date 01/01/2013 12/01/2013	Count	Amount 100.00 100.00	Outstanding 100.00 100.00	Pay 0.00 0.00		>
Descript Knock Off Type V IV IV IV	Grid Date 01/01/2013 12/01/2013 13/01/2013	Count Count Count Doc No. 4 1V-00021 CS-00007	Amount 100.00	Outstanding 100.00 100.00 5.50	Pay 0.00 0.00 0.00		>
Descript Knock Off Type IV IV	Grid Date 01/01/2013 12/01/2013	Count	Amount 100.00 100.00 7.50	Outstanding 100.00 100.00	Pay 0.00 0.00		>
Descript Knock Off Type V IV IV DN	Grid Date 01/01/2013 12/01/2013 13/01/2013 20/01/2013 20/01/2013	Count	Amount 100.00 100.00 7.50 12.50	Outstanding 100.00 100.00 5.50 12.50	Pay 0.00 0.00 0.00 0.00 0.00		>
Descript Knock Off Type V IV IV IV IV IV	Grid Date 01/01/2013 12/01/2013 13/01/2013 20/01/2013 13/01/2013 16/0201 16/02/2013 16/0201 16/02/2013 16/0201 16/0200000000000000000000000000000000000	Count C	Amount 100.00 7.50 12.50 1,595.00	Outstanding 100.00 100.00 5.50 12.50 1,595.00	Pay 0.00 0.00 0.00 0.00 0.00		>
Descript Knock Off IV IV IV IV IV IV IV IV IV	Grid Date 01/01/2013 12/01/2013 12/01/2013 13/01/2013 12/01/2013 16/02/2013 16/02/2013 20/01/2013 16/02/2013 20/02/2000 20/02/2000 20/0200000000000	Count Xnockee Doc No. 4 1V-00021 CS-00007 DN-00004 CS-00010 IV-00004	Amount 100.00 7.50 12.50 1,595.00 9,380.00	Outstanding 100.00 5.50 12.50 1,595.00 4,380.00	Pay 0.00 0.00 0.00 0.00 0.00 0.00 0.00		>
Descript Knock Off IV IV IV IV IV IV IV IV IV IV IV IV	Grid Date 01/01/2013 12/01/2013 13/01/2013 20/01/2013 20/01/2013 20/01/2013 20/01/2013 16/02/2013 16/02/2013 18/12/2013 18/12/2013 20/02/2010 20/02/2010 20/02/2000 20/020000000000	Count Count Count Count Count 4 IV-00021 CS-00007 DN-00004 CS-00010 IV-00004 IV-0004 IV-00004 IV-00004	Amount 100.00 7.50 1,595.00 9,380.00 2.50	Outstanding 100.00 100.00 5.50 12.50 1,595.00 4,380.00 2.50	Pay 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0		>

Step 2 : Repeat the same for supplier side...After this we process to GST Return from 1/1/2016 until 31/3/2016.

🎬 New GST Retu	m 🗖 🗖 💌
GST Return	
Process From	01/01/2016 - To 31/03/2016 -
Process Date	02/02/2015 -
Amendmen	t
C/F Refund	for GST
Longer Per	iod Adjustment
Description	
Description	GST Return - 01 Jan 2016 to 31 Mar 2016
Ref 1	
Ref 2	
	Process

So, system will auto list you the both payment with the tax recover figure, it's the total amount you will need to pay back, supplier side payment where will list you too... as well as GST-03, refer item no 7 & 8.

14)	Jumlah Nilai Pengimportan Barang Dibawah Skim Pedagang Diluluskan * Total Value of Goods Imported Under Approved Trader Scheme *	RM	0.00
15)	Jumlah Nilai CBP Import Digantung dibawah butiran 14 * Total Value of GST Suspended under item 14 *	RM	0.00
16)	Jumlah Nilai Perolehan Harta Modal * Total Value of Capital Goods Acquired *	RM	0.00
17)	Pelepasan Hutang Lapuk * Bad Debt Relief *	RM	33,470.00
18)	Hutang Lapuk Dibayar Balik * Bad Debt Recovered *	RM	10,450.00
L	Borang ini ditetapkan di bawah Peraturan-Peraturan Cukai Barang dan Perithidmatan 2000; (This form ia	prescribe	d under Goods and Services Tax Regulations 2000) 2

10.1.3 Print GST Bad Debt Relief :

This report is help you to analyse the GST Bad Debt Relief happenings on each invoices.

A taxable person may claim bad debt relief subject to the requirements and conditions set forth under sec.58 of the GSTA 2014 and the person has not received any payment or part of the payment in respect of the taxable supply from the debtor after the sixth month from the date of supply.

The bad debt relief may be claimed if - (amended on 28 Oct 2015 from DG Decision) (a) requirements under s.58 GSTA and Part X of GST Regulations 2014 are fulfilled; and (b) the supply is made by a GST registered person to another GST registered person

The bad debt relief shall be claimed immediately in the taxable period after the expiry of the sixth month from the date of supply. If the bad debt relief is not claimed by the supplier in the immediate taxable period immediately after the expiry of the sixth month, then the taxable person has to notify the Director General (DG) within 30 days after the expiry of the sixth month on his intention to claim at a later date.

A GST registered person who has made the input tax claim but fails to pay his supplier within six months from the date of supply shall account for output tax immediately after the expiry of the sixth month (s.38(9) GSTA).

The word 'month' in sec.58 refers to calendar month or complete month -

Example: Invoice issued at 15 th January 2017. For monthly taxable period, the sixth month expires at the end of June and the bad debt relief shall be claimed in July taxable period.

GST Bad Debt Relief Group/Sort By Report Sales ¥. Cust Date Date 01/01/2015 ~ to 31/12/2015 v Ag nt Company Code 0 d Debt Relief C Area Compa Agent 0 Bad Debt Relief Not Clain Ourrency: Area Ourrency Bad Debt Relief Not Happen Doc Project: Y oc Project Indude Zero Outstanding v Co. Category: Company Category Apply Doc Type Doc No Doc Date Tax Date Local Amount Local Tax Amount Company Name Outstanding Tax Pak lge (> IV TV-00109 ALPHA & BETA C ... 05/04/2015 05/04/2015 2.060.00 60.00 1.050.00 29.13 30.87 IV TV-00105 ALPHA & RETA C ... 15/04/2015 15/04/2015 1.060.00 60.00 1.060.00 0.00 60.00 IV IV-00106 ALPHA & BETA C ... 22/04/2015 22/04/2015 1,060.00 60.00 106.00 54.00 6.00 ALPHA & BETA C ... 23/04/2015 9,540.00 \$40.00 IV IV-00101 23/04/2015 6,890.00 150.00 390.00 127,200.00 I٧ IV-00102 ALPHA & BETA C ... 12/05/2015 12/05/2015 7,200.00 0.00 7,200.00 127,200.00 **S** invoices 140,920.00 7,920.00 136,316.00 233.13 7,686.87 3 Tax Paid Taxable Period Doc Type Doc No Tax Date Local Amount Tax 2,060.00 > IV IV-00109 05/04/2015 60.00 SR.ZR 01 Apr 2015 to 30 Jun 2015 PM OR-00061 22/10/2015 1,000.00 0.00 IV 01 Oct 2015 to 31 Oct 2015 IV-00109 31/10/2015 \$45.44 (30.87) SL-AJP-80 29.13

Step 1 : GST | Print GST Bad Debt Relief

<u>Sales</u>

Checkbox	Explanation
Bad Debt Relief	GST bad debt relief that you HAVE TICKED to claim on outstanding invoices when
Claimed	process your GST returns.
Bad Debt Relief	GST bad debt relief that you DO NOT TICKED to claim on outstanding invoices when
Not Claim	process your GST returns.
Bad Debt Relief	Outstanding invoices the GST Amount not expired at 6 months GST bad debt relief.
Not Happen	
Include Zero	To include the outstanding invoices are zero.
Outstanding	

Purchase

Checkbox	Explanation
Bad Debt Relief Paid	GST bad debt relief have paid on the outstanding supplier invoices when process your
	GST returns.
Bad Debt Relief Not	GST bad debt relief not pay yet on the outstanding supplier invoices. It could be due to
Pay	late receive the supplier invoice.
Bad Debt Relief Not	Outstanding invoices the GST Amount not expired at 6 months GST bad debt relief.
Happen	
Include Zero	To include the outstanding invoices are zero.
Outstanding	

If you decided not to claim Bad Debt Relief, you need to apply to Customs within 5 days from the last day of that taxable period if you not claiming your Bad Debt Relief. Bear in mind that whether you claim your Bad Debt Relief or not, your Customers still need to do the Bad Debt Relief (Payable).

How SQL can help to print the bad debt relief unclaimed letter?

Step 1 : GST | Print GST Bad Debt Relief | Filter Bad Debt Relief Not Claim and Bad Debt Relief Not Happen.

Repor	t Sales 🗸
Date	01/01/2015 v to 31/12/2015 v
	Bad Debt Relief Claimed
- Г	Bad Debt Relief Not Claim
	Bad Debt Relief Not Happen
	Include Zero Outstanding

Step 2 : Click on Apply and Preview.

					GST Bad	Debt Relief					
Repor Date	01/01/201 Bad De Bad De	5 v to 31/ bt Relief Claimed bt Relief Not Clai bt Relief Not Hap 2 Zero Outstandir	12/2015 V / I / im C open D	lustomer: ligent: lurea: lurrency: loc Project: lo. Category:			aroup/Sort By Date Document No Company Code Company Name Agent Area Currency Doc Project Company Cate	0			Step 2
Sales				_							Apply
											Preview
	oc Typ e	Doc No	Company Name	Doc Date	Tax Date		Local Tax Amo	Outstanding	Tax Paid	To Be Recover	Age (Months)
IV		IV-04/15002	ALPHA & BETA	20/04/2015	20/04/2015	4,240.00	240.00	4,240.00	240.00	0.00	Age (Months)
IV IV		IV-04/15002 IV-05/15001	ALPHA & BETA	20/04/2015 01/05/2015	20/04/2015 01/05/2015	4,240.00 1,585.30	240.00 89.73	4,240.00 1,585.30	240.00 89.73	0.00	Age (Months)
IV IV IV		IV-04/15002 IV-05/15001 IV-06/15002	ALPHA & BETA ALPHA & BETA ALPHA & BETA	20/04/2015 01/05/2015 06/06/2015	20/04/2015 01/05/2015 06/06/2015	4,240.00 1,585.30 106,000.00	240.00 89.73 6,000.00	4,240.00 1,585.30 106,000.00	240.00 89.73 6,000.00	0.00 0.00 0.00	Age (Months)
IV IV IV IV		IV-04/15002 IV-05/15001 IV-06/15002 IV-06/15001	ALPHA & BETA ALPHA & BETA ALPHA & BETA ALPHA & BETA	20/04/2015 01/05/2015 06/06/2015 07/06/2015	20/04/2015 01/05/2015 06/06/2015 07/06/2015	4,240.00 1,585.30 106,000.00 2,140.00	240.00 89.73 6,000.00 120.00	4,240.00 1,585.30 106,000.00 2,140.00	240.00 89.73 6,000.00 120.00	0.00 0.00 0.00 0.00	Age (Months)
IV IV IV IV IV		IV-04/15002 IV-05/15001 IV-06/15002 IV-06/15001 tres	ALPHA & BETA ALPHA & BETA ALPHA & BETA ALPHA & BETA ALPHA & BETA	20/04/2015 01/05/2015 06/06/2015 07/06/2015 01/07/2015	20/04/2015 01/05/2015 06/06/2015 07/06/2015 01/07/2015	4,240.00 1,585.30 106,000.00 2,140.00 5.30	240.00 89.73 6,000.00 120.00 0.30	4,240.00 1,585.30 106,000.00 2,140.00 5.30	240.00 89.73 6,000.00 120.00 0.30	0.00 0.00 0.00 0.00 0.00	Age (Months)
IV IV IV IV IV IV		IV-04/15002 IV-05/15001 IV-06/15002 IV-06/15001	ALPHA & BETA ALPHA & BETA ALPHA & BETA ALPHA & BETA	20/04/2015 01/05/2015 06/06/2015 07/06/2015 01/07/2015	20/04/2015 01/05/2015 06/06/2015 07/06/2015	4,240.00 1,585.30 106,000.00 2,140.00	240.00 89.73 6,000.00 120.00	4,240.00 1,585.30 106,000.00 2,140.00	240.00 89.73 6,000.00 120.00	0.00 0.00 0.00 0.00	Age (Months)
IV IV IV IV		IV-04/15002 IV-05/15001 IV-06/15002 IV-06/15001 tres IV-07/15001	ALPHA & BETA ALPHA & BETA ALPHA & BETA ALPHA & BETA ALPHA & BETA FAUNG TECK	20/04/2015 01/05/2015 06/06/2015 07/06/2015 01/07/2015	20/04/2015 01/05/2015 06/06/2015 07/06/2015 01/07/2015 05/07/2015	4,240.00 1,585.30 106,000.00 2,140.00 5.30 106.00	240.00 89.73 6,000.00 120.00 0.30 6.00	4,240.00 1,585.30 106,000.00 2,140.00 5.30 106.00	240.00 89.73 6,000.00 120.00 0.30	0.00 0.00 0.00 0.00 0.00 0.00	Age (Months)
IV IV IV IV IV		IV-04/15002 IV-05/15001 IV-06/15002 IV-06/15001 tres IV-07/15001 8 invoices	ALPHA & BETA ALPHA & BETA ALPHA & BETA ALPHA & BETA ALPHA & BETA FAUNG TECK	20/04/2015 01/05/2015 06/06/2015 07/06/2015 01/07/2015 05/07/2015	20/04/2015 01/05/2015 06/06/2015 07/06/2015 01/07/2015 05/07/2015	4,240.00 1,585.30 106,000.00 2,140.00 5.30 106.00	240.00 89.73 6,000.00 120.00 0.30 6.00 9,486.03	4,240.00 1,585.30 106,000.00 2,140.00 5.30 106.00	240.00 89.73 6,000.00 120.00 0.30 6.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	Age (Months)
IV IV IV IV IV		IV-04/15002 IV-05/15001 IV-06/15002 IV-06/15001 tres IV-07/15001 8 invoices	ALPHA & BETA ALPHA & BETA ALPHA & BETA ALPHA & BETA ALPHA & BETA FALING TECK	20/04/2015 01/05/2015 06/06/2015 07/06/2015 01/07/2015 05/07/2015	20/04/2015 01/05/2015 06/06/2015 07/06/2015 01/07/2015 05/07/2015 ex.bate	4,240.00 1,585.30 106,000.00 2,140.00 5.30 106.00 167,998.30 Local Amount	240.00 89.73 6,000.00 120.00 0.30 6.00 9,486.03	4,240.00 1,585.30 106,000.00 2,140.00 5.30 106.00 99.50 167,468.30	240.00 89.73 6,000.00 120.00 0.30 6.00 6,486.03 Tax	0.00 0.	Age (Months)

Step 3 : Pick up which **report you prefer.**

Select Repo	ort	
GST Bad Debt Relief - Sales GST-BM Bad Debt Relief-Undaimed Letter 1		
GST-BM Bad Debt Relief-Unclaimed Letter 2 GST-EN Bad Debt Relief-Unclaimed Letter 1 GST-EN Bad Debt Relief-Unclaimed Letter 2		l
Select All	OK Cancel]

Report Name

Usage

1	GST Bad Debt Relief - Sales	GST Bad Debt Relief Listing with detail based on the checkbox ticked.
2	GST-BM Bad Debt Relief-Unclaimed Letter 1	Bahasa Malaysia bad debt relief unclaimed letter format 1 to Director General
3	GST-BM Bad Debt Relief-Unclaimed Letter 2	Bahasa Malaysia bad debt relief unclaimed letter format 2 to Director General
4	GST-EN Bad Debt Relief-Unclaimed Letter 1	English version bad debt relief unclaimed letter format 1 to Director General
5	GST-EN Bad Debt Relief-Unclaimed Letter 2	English version bad debt relief unclaimed letter format 2 to Director General

11 21 Days Rules:

Value of goods/services delivered to customer & non-refundable deposits from customer become taxable income in 21 days even if **invoice** is not issued.

Refer to "Time of Supply" in Kastam General Guide: http://gst.customs.gov.my/en/rg/Pages/rg_gg.aspx

Video Guide Link: http://www.sql.com.my/video/GST-12_21DaysGST.mp4

Good delivered to customer & non-refundable deposits from customer become taxable in 21 days even if invoice is not issued.

* Refer to "Time of Supply" in Kastam General Guide <u>http://gst.customs.gov.my/en/rg/Pages/rg_gg.aspx</u>

Below are 3 different scenario

DO Date(Basic Tax Point)	Invoice Date with 21 Days Rules (Actual Tax Point)	GST Return Closing Date	Last Dat for GST Submission
01/03/2016	22/03/2016	31/03/2016	30/04/2016
11/03/2016	01/04/2016	30/04/2016	30/05/2016

If the Company submit GST Return every month, Delivery order issued on 01/03/2016, invoice date and GST Return also in march.

Or if delivery order issued on 11/03/2016, invoice date and GST Return will also on april.

DO Date(Basic Tax	Invoice Date with	GST Return Closing	Last Dat for GST
Point)	21 Days Rules (Actual Tax Point)	Date	Submission
11/03/2016	Din't invoice on 1/4/2016	31/03/2016	30/05/2016

Now 3rd scenario, Delivery order in march, no invoice in April, then refer to delivery order, therefore, delivery order in march, GST Return also in march.

Delivery order or non-refundable deposit even without an invoice and generate tax, in order to comply 21 days rules. It is not compulsory to issue an invoice within 21 days, but is compulsory to submit tax within 21 days.

SQL Account solution with confirmation from KASTAM MALAYSIA

Option1 : Generate DO Listing to be converted to invoice.

Option2 : Prepayment of GST from DO & non-refundable deposit before invoice is issued to comply with 21 days rule.

Prepayment Acount

It is commonly stated that invoice need to be issued within 21 days. If it is compulsory to issue invoice within 21 days then why do we need a revert back to basic tax point?

Option 2 exist because GST is required to be calculated within 21 days NOT invoice need to be issued within 21 days.

- Refer to "Time of Supply" in Kastam General Guide <u>http://gst.customs.gov.my/en/rg/Pages/rg_gg.aspx</u>
- Refer to "Time of Supply" in Kastam Handbook for GST for Businesses http://gst.customs.gov.my/en/rg/Pag

Businesses That Don't or Not Practical to Invoice in 21 Days

Collection of Non-Refundable Deposits

Advance : Travel Agency, Event Management, Restaurant, Caterings, Hotels, Automobile Trading, School, Labour Supply...etc.

Services Rendered Upon Deposits : **Opticians, Repair Works, Project Based Work, Advertising Agencies...etc.**

Delivery of Goods/Services

Supply to Large Businesses or Sites

Courier Service, Transport

Others

Businesses with weak internal control

This is one of the most "leceh" rule to comply without a system to auto detect or auto calculate

11.1 21 Days Non-Refundable Deposit:

Under time of supply rules, non-refundable deposit will be taxable even before invoice is issued within 21 days. It would consider a form of GST prepayment before billing. SQL Account will clearly distinguish non-refundable deposit by utilizing the deposit function in Sales Order. The logic of behind using Sales Order is because a non-refundable deposit should be clearly documented with stock or service item defined and also terms & conditions clearly stated. A normal official receipt is not able to include all these information especially on stock supplies. All deposits from Sales Order will automatically generate an official receipt.

Video Guide Link: <u>http://www.sql.com.my/video/sqlacc_tutorial/GST-14_21DaysDeposit.mp4</u>

11.2 Option A : Proforma Invoice first to collect deposit.

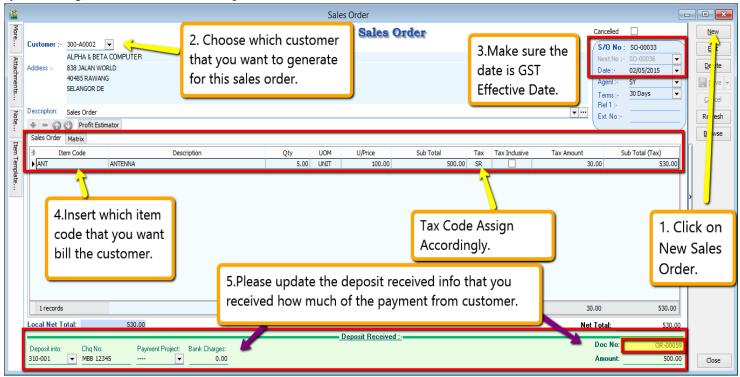
Step 1 : Click **New** to create a new sales order.

Step 2 : Choose which customer that you want to generate for this sales order.

Step 3 : Please make sure the date is under GST Effective Date.

Step 4 : **Insert which item code** that you want to bill the customer.

Step 5 : Please **update the deposit received info** accordingly that you received how much from your customer so system will generate the Official Receipt Number above the Amount.





11						Sale	es Order							
More	Customer :- 300-A0002 💌						Sales	les Order				Cancelle S/O No :	New	
Attachments	Address :-	ALPHA & B 838 JALAN 40485 RAW SELANGOR	ANG						ansfei	rred to Sale	'S	Next No :- Date :- Agent :- Terms :- Bef 1 :-	SO-00036 02/05/2015 SY 30 Days	Delete Save ▼ Cancel
Note	Description:	Sales Order	Estimator								• …	Ext. No :-		Refresh
		Matrix												Browse
Item Template	Iten	n Code	ANTENNA	Description	Qty 5.00	UOM	U/Price 100.00	Sub Total 500.00	Tax SR	Tax Indu	Tax Amo	unt 30.00	Sub Total (Tax) 530.00	
ate	1 records				5.00			500.00				al Rec	e click the eipt that ated.	` `
	Local Net T	otal:	530.00		5.00			500.00			Net	Total:	530.00	·
		_				<u>D</u>	eposit Receive	ed :-				Doc No:	OR-00059	-
	Deposit into: 310-001	Chq N MBB :		yment Project: Bank Charges: 0.00								Amount:	500.00	Close

Step 5-2 : System will auto access into customer payment, you just have to click on EDIT.

Step 5-3 : Once you click on Edit then system will prompt you reminder that "This document was posted from Sales | Sales Order (SO-xxxx).Do you want to edit this document ?" You just have to click on **YES**.

		Customer Payment Entry		
Attachments	Customer Code: 300-A0002 ▼ Project : ▼		Currency:	<u>N</u> ew Edit
ents Note	Customer Payment Cancelled Non-Refundable Paid By : ALPHA & BETA COMPUTER Received In : MAYBANK Bank Charge : 0.00 Cheque No : MBB 12345 Description: Payment For Account Knock Off Grid	Confirm This document was posted from Sales Sales Order (SO-00033). Do you want to edit this document? Yes No		
	d	3 : System will inform you that th ocument was posted from Sales C ou want to Edit?Click YES		5-2 : Click on Edit.
	doc	Total:		Close

Step 5-4 : Kindly tick / check on the option of Non- Refundable and Save.

Step 5-5 : Once you need raise the invoice to the customer, may transfer from sales order after that go Customer Payment look for the Sales Order's Official Receipt Number EDIT and Knock-off the invoice

		Cus	tomer Payment Entry				
Customer Project :	Code: 300-A0002				Curr	ency:	
Custor	mer Payment	_			O/R No :	OR-00059	D
Cancelled	Non-Refundable		lease ticked / cł		Next No : Date :	OR-00063 02/05/2015	
					Agent :	SY 🔻	4
Paid By :	ALPHA & BETA COM	IPUTER the op	tion of non-refu	undable.	Area :	RAWANG 👻	Re
Received I	n: MAYBANK	▼			Paid Amount :	500.00	Br
Bank Char	ge:	0.00					
Cheque No	MBB 12345	2344 934 T-2					
Descripti	on: Payment For Accou	nt		▼ Ui	napplied Amt:	500.00	5-5:
			k-off Invoices / Debit Notes				J-J.
		Knoc	N-OIL HIMOICES 7 DEDIC NOTES				
Knock Off G	Grid	Knoc	K-ON INVOICES 7 DEDIC NOTES				Save.
🗄 Туре	Grid Date	Doc No.	Amount	Outstanding		Pay	Save.
≣ Type ▶IV	Date 20/02/2011	Doc No. IV-00004	Amount 9,380.00	3,083.	00	0.00	Save.
∃ Type IV IV	Date 20/02/2011 18/12/2011	Doc No. IV-00004 IV-000 10	Amount 9,380.00 2,50	3,083. 2.	00 50	0.00	Save.
≣ Тγре ▶ IV IV DN	Date 20/02/2011 18/12/2011 12/02/2014	Doc No. IV-00004 IV-000 10 DN-00006	Amount 9,380.00 2.50 2,000.00	3,083. 2. 2,000.	00 50 00	0.00	Save.
∃ Type IV IV IV DN IV	Date 20/02/2011 18/12/2011 12/02/2014 12/02/2014	Doc No. IV-00004 IV-000 10 DN-00006 IV-00 100	Amount 9,380.00 2.50 2,000.00 508.40	3,083. 2. 2,000. 508.	00 50 00 40	0.00 0 0.00 0 0.00 0 0.00 0	Save.
i≣ Type IV IV DN IV IV IV IV	Date 20/02/2011 18/12/2011 12/02/2014 12/02/2014 18/01/2015	Doc No. IV-00004 IV-000 10 DN-00006 IV-00 100 IV-00 103	Amount 9,380.00 2.50 2,000.00 508.40 1,000.00	3,083. 2. 2,000. 508. 500.	00 50 00 40 00	0.00 0.00 0.00 0.00 0.00	Save.
IV IV DN IV IV IV	Date 20/02/2011 18/12/2011 12/02/2014 12/02/2014 18/01/2015 10/03/2015	Doc No. IV-00004 IV-00010 DN-00006 IV-00100 IV-00103 1000006	Amount 9,380.00 2,500 2,000.00 508.40 1,000.00 10.00	3,083. 2. 2,000. 508. 500.	00 50 00 40 00	0.00 0 0.00 0 0.00 0 0.00 0 0.00 0 0.00 0	Save.
IV IV	Date 20/02/2011 18/12/2011 12/02/2014 12/02/2014 18/01/2015 10/03/2015 01/05/2015	Doc No. IV-00004 IV-00 10 DN-00006 IV-00 103 1000006 IV-05/15001	Amount 9,380.00 2,500 2,000.00 508.40 1,000.00 10.00 1,585.30	3,083. 2. 2,000. 508. 500. 10. 1,585.	00 50 40 00 00 30	0.00	Save.
IV IV DN IV IV IV	Date 20/02/2011 18/12/2011 12/02/2014 12/02/2014 18/01/2015 10/03/2015	Doc No. IV-00004 IV-00010 DN-00006 IV-00100 IV-00103 1000006	Amount 9,380.00 2,500 2,000.00 508.40 1,000.00 10.00	3,083. 2. 2,000. 508. 500.	00 50 40 00 00 30	0.00 0 0.00 0 0.00 0 0.00 0 0.00 0 0.00 0	Save.
IV IV	Date 20/02/2011 18/12/2011 12/02/2014 12/02/2014 18/01/2015 10/03/2015 01/05/2015	Doc No. IV-00004 IV-00 10 DN-00006 IV-00 103 1000006 IV-05/15001	Amount 9,380.00 2,500 2,000.00 508.40 1,000.00 10.00 1,585.30	3,083. 2. 2,000. 508. 500. 10. 1,585.	00 50 40 00 00 30	0.00	Save.

11.3 Opion B : Directly key-in deposit payment received.

Step 1 : Select Customer Customer Payment Click on NEW to create new Customer Payment.

Step 2 : Ticked / Checked on the option of Non-Refundable.

Step 3 : Update all the info of the payment that you received from Customer and Save.

Step 4 : Once you have raise the invoice to the customer, then go Customer Payment look for the same Official Receipt Number EDIT and Knock-off the invoice.

			Customer Payment Entry				
Customer Project :	Code: 300-A	0002 •			<u>N</u> ew		
Cancelled Paid By : Received I Bank Charg Cheque No	ALPHA & In : MAYBAN ge :	Refundable Refundable	2. Tick / check on the option of Non- Refundable.	O/R No : Next No : Date : Agent : Area : Paid Amount :	OR-00063 OR-00064 03/04/2015 SY RAWANG	1 V V 530.00	De ete De ete Concel Reiresh E owse
Descriptio	on: Payment	t For Account	▼ …	Unapplied Amt:		530.00	1. Click
	1	Knock	-off Invoices / Debit Notes		New.		
Knock Off	Date	Doc No.	Amount	Outstanding	Pay	^	
	0/02/2011	IV-00004	9,380.00	3,083.00	0.00		
	8/12/2011	IV-00010	2.50	2.50	0.00		
DN 1	2/02/2014	DN-00006	2,000.00	2,000.00	0.00		
IV 1	2/02/2014	IV-00100	508.40	508.40	0.00]
8	doc	Total:	15,016.20	8,219.20	0.00	~	Close

Let process GST Return and See :

Step 6 : Click on GST



Step 8 : Insert the period that you want to process. Step 9 : Click on the Process.

🖀 N	ew GST Return				
GST Return					
Process From	01/04/2015 v To	30/06/2015 🗸			
Process Date	21/03/2015 🗸				
Amendme	nt	T			
C/F Refu	od for GST				
Longer P	8.Insert the pe	eriod that			
Description	you want to p	orocess.			
Description	GST Return - 01 Apr 201	15 to 30 Jun 2015			
Ref 1					
	_				
9.Click					
9.Click Processs.					

Step 10 : Wondering where is the figure come from? Step 11 : **Click on the GST – 03.**

22			×						
3	Status	Date From	Date To	Description	Σ Output	Σ Input Tax	GST Amount Pay		
		01/04/2015	30/06/2015	GST Return - 01 Ap	128.58	94.80	33.78	GST-03	-
			10.Want this figur which transactio	e from	120.50	04.80	hav on t	Then you e to click GST-03	
			Count = 1		128.58	94.80	33.78		-
N	ew GST R	eturn							

Step 12 : From the GST-03 report, you are able to see the figure, just double click the figure then system will show out the break down.

GST-	03 (Malaysia	a) 🗆 🖂 🖾
	·	Apply
Fast Report		×
🚔 💽 - 🕨 - 🛅 🔍 🗉] 📄 📄 🔍 78% 🔍 🔍 🛃 💙
2) Nama Pemlagaan * Name of Business *		^ ^
	AGIAN B : BUTIR ART B : RETURI	
3) Tempoh Bercukal * Taxable Period *	Tarikh Mula Start Date	01-04-2015 HH (DD) - BB (MM) - TTTT (YYYY)
	Tarikh Akhir End Date	30-06-2015 HH (DD) - BB (MM) - TTTT (YYYY)
4) Tarikh Akhir Serahan Penyata dan Bayaran * Return and Payment Due Date *		31-07-2015 HH (DD) - BB (MM) - TTTT (YYYY)
 Cukal Output Output Tax Jumlah Nila Pembekalan Berkadar Standard * Total Value of Standard Rated Supply 		Amaun (Amount) RM 2.067.27
b) Jumiah Cukal Output (Termasuk Hutang Lapuk Pelarasan lain) ⁴ Total Output Tax (Inclusive of Bad Debt Record Total Output Tax (Inclusive of Bad Debt Record)		RM 128.58
Sonng hi disilagkan di bawah Persituran-Persituran Cukai Serang dan S	Perkhidmatan 20XX (This fo	rm is prescribed under Goods and Services Tex Republic 1
1		ble click on the figure to e detail of transaction.
Page 1 of 3 22.03.2015 18:04:56		

System will auto detect the deposit amount(tax inclusive) the official receipt that without issue invoice within 21 Days.

8	%	GST-03 - Field_5b									
3	Doc Date	Tax Date	Tax	Local Amount	Local Tax Amount	Doc No	From Doc Type	^			
	01/04/2015	01/04/2015	DS	0.00	0.00	GI-00001	GI				
	02/04/2015	02/04/2015	SR	(1,000.00)	(60.00)	CN-00022	CN				
	02/04/2015	02/04/2015	SR	100.00	6.00	DO-00028	DO				
	02/04/2015	02/04/2015	SR	(1.000.00)	(60.00)	CN-00023	CN				
	03/04/2015	03/04/2015	SR	500.00	30.00	OR-00063	PM				
	20/04/2015	20/04/2015	SR	236.00	14.16	IV-04/15002	IV	1			
	01/05/2015	01/05/2015	SR	47.17	2.83	IV-05/15001	IV				
	01/05/2015	01/05/2015	SR	500.00	30.00	IV-05/15001	IV				
	01/05/2015	01/05/2015	SR	5.00	0.30	IV-05/15001	IV				
	01/05/2015	01/05/2015	en	0.42.40	56 60	TV 05/15001	TM	1			

How if I have the invoice after that?

Let process and see :

Step 1 : Click New to create invoice.

Step 2 : Choose the Customer.

Step 3 : Right click at the wording of "Invoice" then look for transfer from Sales Order.

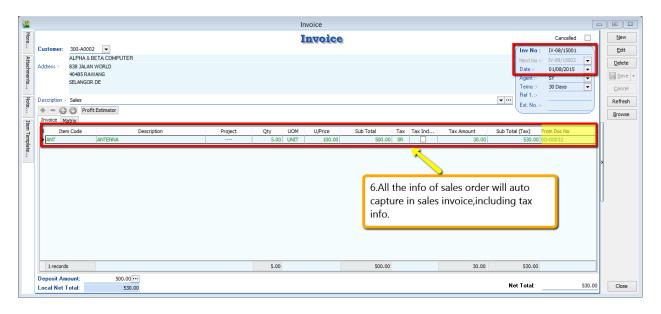
More.	2.Choose which		Cancelled	
Attachn	ALPHA & BETA COMPUTER Address :- 833 JALAN WORLD	Transfer From Quotation Transfer From Sales Order Transfer From Delivery Order	Inv No: <	EC Del te
nents	40485 RAWANG SELANGOR DE	Barcode F8 Update Unit Price	3. Right click at invoice then Bef 1. :	<u>⊒s</u> re ▼ <u>C</u> arel
Note	Description :- Sales • = Image: Open state of the st	Set Posting Date Insert Blank Line	choose Ext. No. :-	Ref sh Brc se
Item Template.		Copy Invoice Paste Invoice Paste From Purchase Items		k New
		Invoice Batch Print Audit Trail	to cre invoid	eate new ce.

Step 4 : Checked on the Sales Order that you created just now.

Step 5 : Click **OK**.

2	2			Do	ocument Transfer		_ 🗆 🛛
	Docume	ents Items					
3		Doc Date	Doc No	Code	Company Name	Curren	Amount
		15/12/2011	SO-00009	300-A0002	ALPHA & BETA COMPUTER		50.00
		17/12/20					250.00
		17/12/2 4	Check on	the sale	s order that you cr	eated just	50.00
		12/02/2		une suie	s order that you er	catea just	1,010.00
		12/2 n	ow.				20.00
		/05/20					100.00
	- 4	09/05/2014	50-00032	300-A0002	ALPHA & BETA COMPLITER		60.00
		02/05/2015	SO-00033	300-A0002	ALPHA & BETA COMPUTER		530.00
		01/04/2015	SO-00034	300-A0002	ALPHA & BETA COMPUTER		3,021.00
		ick Selection	🗆 u 🛛 5.Cl	ick on O	K ALL HUNTICK ALL	<u>о</u> к	<u>C</u> ancel

Step 6 : All the info of sales order will auto capture at the sales invoice including the tax info. Then is it will deduct twice?



Step 7 : Once you have raise the invoice to the customer, then go Customer Payment look for the same Official Receipt Number EDIT and Knock-off the invoice

		Cu	ustomer Payment Entry				
Customer Co Project :	ode: 300-A0002 💌				Cun	ency:	<u>N</u> ∉
Custom	er Payment				0/R No :	OR-00063	
	Non-Refundable				Next No :	OR-00064 👻	
					Date :	03/04/2015 💌	
					Agent :	SY 💌	⊆ ⊆
Paid By :	ALPHA & BETA COMPUTER				Area :	RAWANG	Re
Received In :	MAYBANK 👻				Paid Amount :	530.00	
Bank Charge							' n 💾
-		2 0 MI					
Cheque No :	MDD 12345						Edit t
Description	Payment For Account			.	• Unapplied Amt:	0.00	Offici
		Kno	ck-off Invoices / Debit Notes				Recei
Knock Off Grid	ł						Recei
🗄 Type	Date	Doc No.	Amount	Outstanding	Pay		^ \
DN	12/02/2014	DN-00006	2,000.00	2,000.00		0.00	
IV	12/02/2014	IV-00100	508.40	508.40		0.00	
IV	18/01/2015	IV-00103	1,000.00	500.00		0.00	
IV	10/03/2015	1000006	10.00	10.00		0.00	
IV	07/04/2015	IV-04/15001	2,000.00	2,000.00		0.00	
IV	20/04/2015	IV-04/15002	250.15	250.15		0.00	Knock
IV	01/05/2015	IV-05/15001	1,585.30	1,585.30		0.00	📕 off the
IV	07/06/2015	IV-06/15001	2,140.00	2,140.00		0.00	🕺 invoic
► IV	01/08/2015	IV-08/15001	530.00	0.00		530.00	invoic
	11 doc	Total:	19,406.35	12.079.35		530.00	~
							(

Let process GST Return and See :

If Sales Order with deposit within 21days rule no invoice issue, system will automatic calculate 6% GST and declare GST03 to avoid any penalty cause. Invoice issue later will not declare for GST03 for that period after exceed 21days, refer below screen :

SQL Account User Manual

				Open GST Re	turn				23
1	Status	Date From	Date To	Description	Σ Output	Σ Input Tax	GST Amount Pay		
		01/04/2015	30/06/2015	GST Return - 01 Ap	139.89	94.80	45.09	GST-03	
01/07/2015 30/09/2015			GST Return - 01 Jul	33.00	0.00	33.00	GST-03	-	
N	ew GST R								
2/k				GST-03 - Field	l_5b				83
:	Doc Da	ate Tax	Date	Tax Loca	Amount	Local Tax An	nount Doc No	From Doc	Туре
F	03/04/201	5 01/08/2	2015 SR		(500.00)	(3	0.00) OR-00063	PM	
	05/07/201	5 05/07/2	2015 SR		100.00		6.00 IV-07/15001	IV	
	05/07/201				(100.00)		(6.00) DO-00028	DO	
	01/08/201				500.00		30.00 IV-08/15001	IV	
08/08/2015 08/08/2015 DS					550.00		33.00 GI-00002	GI	
					550.00	:	33.00		

11.4 21 Days DO:

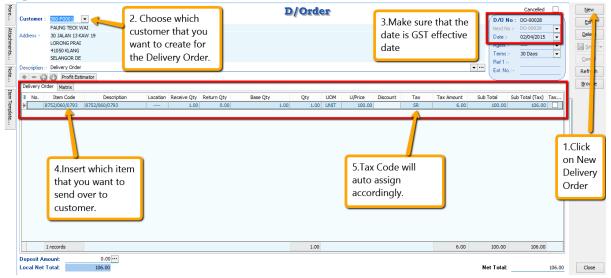
Video Guide Link: http://www.sql.com.my/video/sqlacc_tutorial/GST-13_21DaysDO.mp4

Step 1 : Click on the **New.**

Step 2 : Choose the **Customer** that you want to create for the Delivery Order.

- Step 3 : Please make sure that the **Delivery Order Date is under GST Effective Date**.
- Step 4 : Insert which item code that you want to send over to the customer.

Step 5 : All the **tax code will auto assign accordingly**.



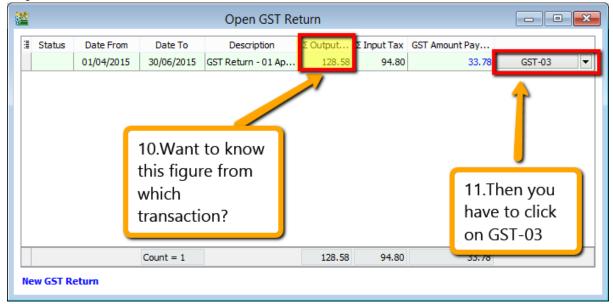
Let process for GST Return and see the result :

Step 6 : Click on **GST**

Step 7 : Click New GST Return. GST Inquiry Tools Window Ho 6.Click GST New GST Return... Open J Return... Waintai Tax... GST Effective Date... 7.Click New GST Return Print GST Audit... Step 8 : Insert the period that you want to process. Step 9 : Click on the Process.

🖺 Ne	ew GST Return		x
GST Return			
Process From	01/04/2015 V To	30/06/2015 🗸 🗸	
Process Date	21/03/2015 🗸	Δ	-
Amendme	nt	T	
C/F Refu	d for CST		
Longer P	8.Insert the p	eriod that	
Description	you want to p	process.	F
Description	GST Return - 01 Apr 20	15 to 30 Jun 2015	
Ref 1			
	<u> </u>		1
9.Click			
Process	ss.	Process	
Stor 10 . Word	ring where is the figu	and a sure from 2	

Step 10 : Wondering where is the figure come from? Step 11 : **Click on the GST – 03.**



Step 12 : From the **GST-03 report**, you are able to see the figure, just **double click** the figure then system will **show out the break down**.

GST-03 (Malaysia)								
	Apply							
Fast Report	×							
2) Nama Pemlagaan * Name of Business *								
BAHAGIAN B : BUTIRAN PENYATA PART B : RETURN DETAILS								
3) Tempoh Bercukal * Tarikh Mula 7axable Period * Start Date 01-04-2015 HH (DD) - BB (MM) - TTTT (YYYY)								
Tarikh Akhir End Date HH (DD) - BB (MM) - TTTT (YYYY)								
4) Tarikh Akhir Serahan Penyata dan Bayaran * Return and Payment Due Date * HH (DD) - BB (MM) - TTTT (YYYY)								
5) Cukal Output Output Tax Amaun (Amount) a) Jumiah Nilai Pembekalan Berkadar Standard * Total Value of Standard Rated Supply RM b) Jumiah Cukal Output (Termasuk Hutang Lapuk Dibayar Balik dan Pelarasan lain) * RM								
Total Output Tax (Inclusive of Bad Debt Recovered & other Adjustmenne) Sorang in dialactan dibanah Persiuran Cukel Sarang dan Perkisimalan 20XX (This form a grasorbed under Goods and Services Tar Regulator 120 1								
12.Double click on the figure to view the detail of transaction.	D 3							
Page 1 of 3 22.03.2015 18:04:56								

System will auto detect those tax amount of Delivery Order without issue invoice within 21 Days.

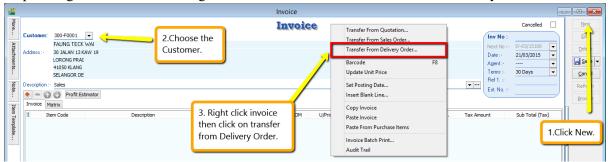
How if I have the invoice after that?

Let process and see :

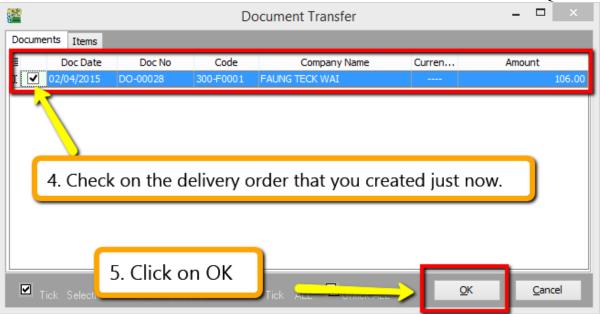
Step 1 : Click New to create invoice.

Step 2 : Choose the Customer.

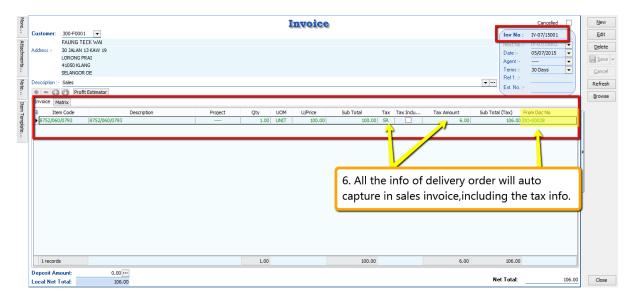
Step 3 : Right click at the wording of "Invoice" then look for transfer from Delivery Order.



Step 4 : Checked on the delivery order that you created just now. Step 5 : Click **OK**.



Step 6 : All the info of delivery order will auto capture at the sales invoice, including the tax info. Then is it will deduct twice?



Let process GST Return and See :

If Delivery order issue first and within 21days rule no invoice issue, system will automatic calculate 6% GST and declare GST03 to avoid any penalty cause. Invoice issue later system will auto deduct out the earlier DO that PAID then revise again on the invoice, may refer screen below :

SQL Account User Manual

			x						
3	Status	Date From 01/04/2015	Date To 30/06/2015	Description GST Return - 01 Ap	Σ Output 139.89	Σ Input Tax 94.80	GST Amount Pay 45.09	GST-03	
		01/07/2015	30/09/2015	GST Return - 01 Jul	63.00	0.00	63.00	GST-03	-
			Count = 2		202.89	94.80	108.09		
N	ew GST R	eturn			202105	5 1100	100103		

24			GST-03	- Field_5b			
3	Doc Date	Tax Date	Tax	Local Amount	Local Tax Amount	Doc No	From Doc Type
	05/07/2015	05/07/2015	SR	100.00	6.00	IV-07/15001	IV
	05/07/2015	05/07/2015	SR	(100.00)	(6.00)	DO-00028	DO
	01/08/2015	01/08/2015	SR	500.00	30.00	IV-08/15001	IV
	08/08/2015	08/08/2015	DS	550.00	33.00	GI-00002	GI
				1,050.00	63.00		

So as per you view from screen system will auto deduct the tax that you declare earlier and once the invoice transfer from the delivery order, system will auto revise again at the invoice.

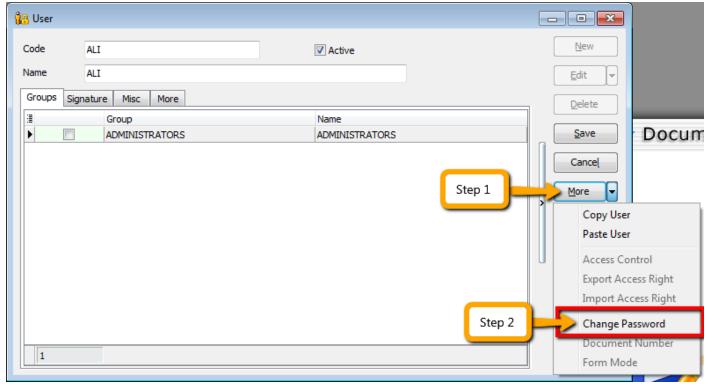
12 Tools

12.1 Maintain User

Step 1: Select Tools | Maintain User | New

Step 2: Enter the **Code and Name** (both can be the same e.g. Code = ALI, Name = ALI)

Step 3: Click on More Options and look for Change Password.



Step 4: Click Save. Your new user account is now created.

SQL User license is per concurrent basis (i.e. how many users can login to the system at the same time). This mean that if you have 5 staffs in the office who can access SQL but you only 3 license for 3 concurrent users, you can still maintain all 5 users in the system but only 3 users can login and access at the same time.

12.1.1 User Access Right

http://www.sql.com.my/video/sqlacc_tutorial/09-01_AccessRight01.mp4

Not every user is going to have the same access rights as ADMIN, and ADMIN user might want to set security control settings in system.

Step 1: Select Tools | Maintain User | Edit for the user that you want to set the access right fors.

Step 2: Click on More Options and look for Access Right.

Step 4: You need to check the transactions / functions (row), compare with the user (column) and **tick = Allowed** or **untick = Disallowed**, the action for a particular user for particular transactions. For example, base on the setting in the following images, the user is not allowed to delete Customers or to view Customer Payments.

SQL Account User Manual

ons	Use	er Access Right									
ss Rights											
rts					Entry			Re	port		
	3	Description	Execute	New	Edit	Delete	Process		Preview	Expor	
		Group : Customer	•								
		Override Customer Credit Control	V								
		Edit Customer Credit Control	V								
		Edit Customer Document Posted From Source Documer	nt 🔽								
		Edit Document No - Contra	V								
		Edit Document No - Customer Invoice	V								
		Edit Document No - Customer Credit Note									
		Edit Document No - Customer Debit Note	V								
		Maintain Customer	V	V	V		V	V	V	V	
		Customer Invoice		V	V	V		V		V	
	I	Customer Payment		V	V	V					
		Customer Debit Note	V	V	V	V		V		V	
		Customer Credit Note	V	V	V	V		V			
		Customer Refund	V	V	V	V					
		Customer Contra	V	V	V	V	V	V		V	
		Print Customer Document Listing									
		Print Customer Due Document	V					V			
		Print Customer Balance Report	V					V			
		Print Customer Aging Report	V					V		V	
		Print Customer Statement						V		V	
		Print Customer Post Dated Cheque Listing					V	V		V	
		Drink Cushenen Analusia Du Damarak	EZ							12	
		Count = 242									
		Grant Revoke Grant All	Revoke All)							

12.2 Maintain Document Number

You can maintain document number format and next number.

http://www.sql.com.my/video/sqlacc_tutorial/09-03_Multiple_Document_Number.mp4

Step 1: Tools | Maintain Document Number.

Step 2: Insert description for the particular set of document and select a document type (e.g. Payment Voucher)

Step 3: The system's defaults is the **Format** %.5d, where "%" is the formula which allows the function to auto-run for the document number while 5d stands for 5 digits.

(Standard Numbering format:		
	%.nd	n is the numeric value (i.e. the number of character	
		to be shown e.g. $\%.5d = 5$ character	
	{@dd/mm/yyyy}	This will follow the document date.	
		E.g. If the document date is 15 Jan 2016 then it will	
		show as 15//01/2016 followed by the running format	
		eg <u>{@dd/mm/yyyy}-%.5d</u> , next number is 12345	
		then output will be 15/01/2016-12345	
1			

Step 4: You can select the **Frequency** option as Never Reset or others.

Step 5: Set the Next Number for this document.

🕍 Document Num	ber		- • •
		1	New
Description	Payment Voucher		Edit 💌
Document Type	Payment Voucher 👻		
Format	PV-%.5d		Delete
Script	•		Save
Frequency	Never Reset 🔻		Cancel
	Never Reset Reset Monthly		More V
	Reset Yearly		
Next Number	72		
	PV-00072		Refresh
			Browse
			U

12.3 Maintain Acceptable Transaction Date

Maintain Acceptable Transaction Date allows you to control which documents you are allowed to maintain (New, Edit) based on their dates.

Brief – Any document which date falls within the allowed transaction dates. CAN be edited vice-versa, any document which date falls outside the allowed transaction dated CANNOT be edited/created.

Step 1: Tools | Maintain Acceptable Transaction Date

Step 2: Click on **Append** (Icon with + symbol)

Step 3: Choose the period which you want to allow transactions

Step 4: Save.

	<u> </u>
🚰 AllowDate	- • •
🎓 🕤 🔒 📚 🗠 🚢 🔕 🚱 🍄 🍳)
Image: Date From Date To △ ▶ 01/02/2016 29/02/2016	

Example: Date From (01/02/2016) & Date To (29/02/2016) allows an Invoice with date (08/02/2016) to be edited/created.

If a user tries to enter the date of an Invoice as (01/01/2016) which falls outside the allowed period, it will be blocked. An error message of "Transaction date {dd/mm/yyyy} falls outside acceptable transaction date. Do you want to save it?" If the user click "Yes" a dialogue box will request override permission by ID/PW with rights to override it.

Friendly reminder:

Please maintain access rights before allowing any user to override the acceptable transaction date.

12.3.1 Override Acceptable Transaction Date

To override i.e. save a document that falls outside the acceptable transaction dates, you will need to be logged-in as a user with the right to override acceptable transactions dates.

Step 1: Tool | Maintain User. Double click on the user that you want to edit.

Step 2: Click on More | Access Control

Step 3: Under **Group Tools**, tick or untick the option of **Override Acceptable Transaction Date** to allow or deny the user from having the overriding right to save a document out of the acceptable transaction period.

Step 4: Save the access right.

SQL Account User Manual

ions	User	r Access Right								
ss Rights orts		-) 📀 🗠 🚢 💽 📀 (🧼 🟲 👘							
					Entry			Re	port	
	3	Description	Execute	New	Edit	Delete	Process	Print	Preview	Expor
		Group : Tools								
		Maintain Acceptable Transaction Date	V	V	V	V				
		Maintain User	\checkmark	V	V	V	V	V		V
		Maintain User Group	V	V	V	V	V	V		V
		Report Designer	V	V	V	V	V	V	V	
		Maintain Document Number	V	V	V	V		V		
		Analyse Data Integrity	V							
		Maintain DIY	V							
		Print Bar Code (Direct Printer)	V							
		Print Bar Code (Windows Printer)								
	I	Override Acceptable Transaction Date								
		User Access Right Assignment								
		Maintain Form Mode	V		V	V	V	V	V	V
		Maintain Agent	V		V	V		V	V	V
		Maintain Area	V	V	V	V		V		
		Maintain Currency	V		V	V		V		V
		Maintain Journal	V		V	V		V		V
		Maintain Payment Method			V			V	V	V
		Maintain Project	1	````		V		V	V	V
		Maintain Terms					V	V	V	V
		Maintain Tax Tick = All	ow user to	overri	de	V		V	V	
		Meintein Commence Cot						11		
		Un-tick = Dis	allow user	to over	rrido					
		Grant Rev	allow user		Tiue.					

If the user Is not permitted to override, the system will prompt with an option and you can choose either

 \succ OK = cancel saving

SQLACO	C.exe
	Insufficient Privileges
	Transaction Date 08/05/2015 falls outside acceptable transaction date.
	You have no right to override acceptable transaction date.
	OK Override

> Override = Enter user the ID and password of a user who can override then save the transaction.

Override By	
<u>U</u> ser:	ADMIN
Password:	•••••
	OK Cancel

12.4 Maintain Form Mode

Form Mode helps to filter data based on defined criteria. It is used to restrict users to view only specific sets of data for a certain document. For example, agent **Lip Fong'** *can view and access the sales invoices belonging to his agent code LF* ONLY.

http://www.sql.com.my/video/sqlacc_tutorial/09-14b_FormMode_byAgent.mp4

Step 1: Tools | Maintain Form Mode | New.

Step 2: Enter Code & Select the document form that you want to filter, e.g. Invoice

🕍 Maintain	Form Mode	
- Main	ntain Form Mode -	New
		Edit
Code :	IV-LF	Delete
Form:	Invoice	Save 🗸
Filter Text:	Print BOM Material Usage Print BOM Material Usage Print BOM Planner Print BOM Wastage Report Quotation Quotation Sales Order Sales Order Delivery Order Split Browse & Detail Window Default Window @ Browse @ Detail	Cancel Refresh Browse
		Close

Step 4: Click on the **Customize Filter** and then click on the **press the button to add a new condition**.

SQL Account User Man	ual
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🚰 Maintain	Form Mode				
- Mair	tain Form Mode -			New	
				Edit	
Code :	IV-LF			Delete	
Form:	[Invoice	•		<u> </u>	
Filter Text:				Cancel	
			Customize Filter	and	X
			Please customize your fil	ter condition:	
	Allow Multiple Windows		Filter AND <root></root>		
	Force Filter	Customize Filter	press the button to ad	d a new condition	
	Split Browse & Detail Window Default Window				
	Browse Detail				
		· · · · · · · · · · · · · · · · · · ·			
		First click on the Cu	stomize Filter		
		then next click on the	ne press the		
		button to add a nev			1
				K Cancel	J

Step 5: Change the **"SL_IV.DOCKEY" to "SL_IV.Agent"** because right now I need to filter based on sales invoice agent field, then change **the "= equals" to "like"** after that **enter the agent code** that you want to filter and click on **OK**.

Customize Filter	
Please customize your filter condition: Filter AND <root> SL IV.AGENT like LF press the button to add a new condition</root>	
OK Cancel	

Step 6: Make sure the info is updated correctly then you can Save.

SQL Account User Manual

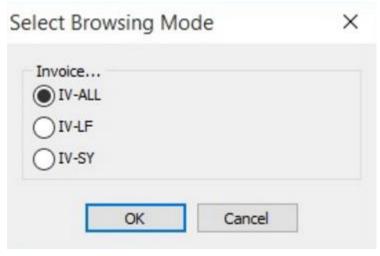
2	Maintain F	Form Mode		
	- Maint	tain Form Mode -		New
				Edit
H	Code :	IV-LF		Delete
1	Form:	Invoice		<u> </u>
	Filter Text:	(SL_IV.AGENT LIKE 'LF')		<u>C</u> ancel
				Refresh
				Browse
		Allow Multiple Windows	>	
		Force Filter Customize Filter Split Browse & Detail Window		
		Default Window		,
		Browse Detail		
				Close

Other optional setting:

🖁 Maintain F	Form Mode	- • •
- Maint	tain Form Mode -	New
		Edit
Code :	IV-LF	Delete
Form:	The second secon	<u>Save</u> ▼
Filter Text:	(SL_IV.AGENT LIKE 'LF')	Cancel
		Refresh
		Browse
	Allow Multiple Windows	>
	Force Filter Customize Filter	
	Split Browse & Detail Window	J
	Default Window O Detail	
		Close

Options	Explanation
Allow Multiple Windows	To allow duplicate Windows screen by click from the menu list.
Force Filter	Force filter.
Split Browse & Detail Windows	Enable to split the Windows when click on Browse and Detail button.
Default Windows * Browse * Detail	To set the default mode.

Step 10: If you have set **more than 1 form mode**, once you click Sales | Invoice | you will get the prompt browse mode to choose which form mode that you want to apply.



12.4.1 Form Mode VS User

How do I apply the format mode on a specific user?

Step 1: Tools | User Access Right Assignment...

Step 2: Under the list of security, click on form mode

Step 3: Select the user, eg: user code: LF (Lip Fong)

Step 4: Tick to apply the form mode, e.g. tick form mode: IV-LF and click Save

🏰 User Rights Assig	nment				- • ×
List of Security Ty 👎	By User By Form Mod	le Form Mode	vs User		Edit
Eorription Form Mode Report's Default Printer	User ID Name ADMIN ADMINISTR. FAUNG FAUNG TEST TEST LEE LEE LF LIP FONG	Ticked	Code IV-ALL IV-LF IV-SY	Form Invoice In roice Invoice	Save Cancel
	Count = 5	Count = 3			Close

12.5 Maintain Terms

Maintain Terms allows the user to maintain their Customer and Supplier terms. In SQL there are 3 types of different terms for you to assign.

Step 1: Tools | Maintain Terms | New

Step 2: Insert Code, Description and allocated Term Type.

🚰 Maintain Terms		- • •		
Attac	- Mainta	in Terms -		New
Attachments	Code :	30 Days	✓ Active	Edit
:		Net 30 Days		Delete
	Term Type: Day:	Due in number of days		→ <u>Cancel</u> Refresh
				Browse

Due in number of days – Means how many days until document is due, e.g. if you set 30 days then the document will be due on the 30th day from the document date.

🦉 N	Maintain Terms		[
Attac	- Mainta	in Terms -		New
Attachments	Code :	6th 1mth	Active	Edit
:	Description:	6th of the next month		Delete
	Term Type:	Due on specific day of the month 💌		Save -
	Day:	6		<u>C</u> ancel
	Month:)	Refresh
				Browse
				Close

Due on specific day of the month – Means how many months and which day the document is due, e.g. if you set it as 1 Month 6 Days the document will be due on the 6^{th} of the next month.

🚰 N	Aaintain Terms	;		
Attac	- Mainta	in Terms -		New
Attachments	Code :	2 months	V Acti	
:	Description: Term Type:	2 months Due in the month end		<u>D</u> elete
	Month:	2		, <u>C</u> ancel Refresh
				Browse
				Close

> **Due in the month end** – Means how many months until the document is due at the end of the final month, e.g. if you set it as 2 months, the document will be due at the end of 2^{nd} month.

12.6 Maintain Currency

http://www.sql.com.my/video/sqlacc_tutorial/09-07_Maintain_Currency.mp4

You can bill overseas customers & suppliers in foreign currencies e.g. USD, SGD, Euro & etc. (**Prof Package Inclusive**)

Step 1: Tools | Maintain Currency | New

- Maintain Currency -	New
Currency: USD Symbol: USD Description: US DOLLAR we BUY at rate: 4.0000 we SELL at rate: 4.0000 Color:	Edit Delete Save Cancel Refresh
:≣ Date From Date To Buying Rate Selling Rate	Browse
<no data="" display="" to=""></no>	-
H H I P P P P I - < >	Close

Step 2: Maintain Customer / Supplier to assign the currency

Maintain Customer	
- Maintain Customer -	New
- Maintain Customer - Company: US CORPORATION PE LTD	Edit
	Delete
Control A/C: 300-000 🔽 Code: 300-70006 Cust. Category: 🔍	Save -
General Credit Control Note Tax	<u>C</u> ancel
Branch: The Branch Name: BILLING	Refresh
BILLING Address:	Browse
Attention:	
2 branches Phone: Fax:	
Email:	
Area: V Credit Terms: 30 Days V Statement: Open Item V	
Agent: Aging On: Invoice Date 💌	
Currency:USD 🔽 \cdots Price Tag:	
	Close

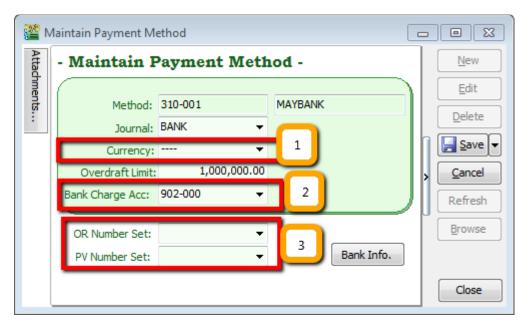
Step 3: Sales document, select the customer, sample as below:

i 🎬 I	nvoice					- • ×
More			Inv	oice	Cancelled 🗌	New
:	Customer:	300-T0006	▼ USD @ 4.1	500 Inv No	: < <new>></new>	Edit
Attac	Address :-	US CORPORA	TION PE LTD	Next No :		Delete
Attachments	Address			Date :-	19/11/2015 -	<mark>⊨</mark> <u>S</u> ave ▼
nts			you are still	allowed to cha	ange 🚽	Cancel
z	Description :-	Sales	your curren	cy rate		Refresh
Note	+ - 🕜	Profit Es	timator	EXL NO		
It	Invoice M	atrix		_		Browse
Item Template	Item	Descriptio	·····		T Tax A Sub To])>
mplat	ANT	ANTENNA	10 1.	50 5.00 SR 6	0.90 15.90	
ie		ſ				
			unit price in f	oreign currend	У	
		_				
ſ	system a	uto conve	ert into			
	home cu			15.00	0.90 15.90	
	DEDUSIT AIT	oonia.	·			
	Local Net To	otal:	65.99	Net Total:	15.9	0 1 Close

12.7 Maintain Payment Method

Maintain Payment Method allows user to maintain cash and bank account, you cannot create new entries under maintain payment method because its follows the setting of GL | Maintain Chart of Account, you are only able to change some settings in maintain payment method.



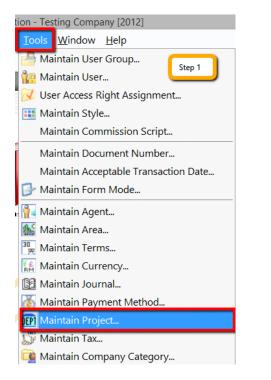


- Currency You can select the currency for the particular payment method, so that the payment method will be in foreign currency payment. (Requires Advance Currency Module)
- **Bank Charge Acc** You can pre-set bank charges account to the payment method accordingly.
- > OR & PV Number Set Set default running document number for the particular payment method.

12.8 Maintain Project (Required Project Module)

This module allows the user to maintain the project accounting on a branch or departmental basis, the user can use this module for simple construction business as they get to view Profit and Loss / Balance Sheet by Project.

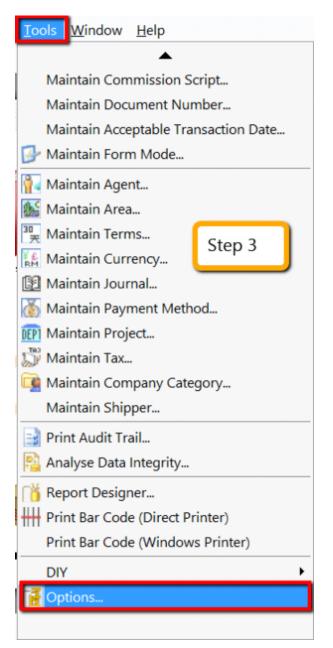
Step 1: Click on Tools | Maintain Project.



Step 2: Insert **Project Code & Description**. Project Value and Project Cost is not compulsory fields to fill in, if you have filled in then it is for remark purpose.

2	Maintain Project	
Attachments	- Maintain Project -	New
nents	Code : PJ-PetalingJaya Step 2	Active Edit
	Description: PJ-PetalingJaya	Delete
		<u>S</u> ave •
	Project Value: 1,000,000.00	<u>C</u> ancel
	Project Cost : 500,000.00	Refresh
		> <u>B</u> rowse
	Project Value and Project Cost is just for remark purpose only, it's won't bring any impact for reporting and transaction.	IJ
		Close

Step 3: Click on Tools | Options.



Step 4: Then look for Miscellaneous | Make sure the option "Show Document Project" is ticked.

	Options
General	Miscellaneous
	Numeric Value Display Format:-
	I Numbering Type Display Format Number Sample
BarCode	► Accounting Value #,0.00;(#,0.00) 123456789.12345 123,456,789.12
	Currency Rate #,0.0000 1234.12345 1,234.1235
	Stock Quantity #,0.00;-#,0.00 1234.12345 1,234.12
Miscellaneous	Item Selling Price #,0.00;-#,0.00 1234.12 1,234.12
N.	Item Purchase Price / Costing #,0.00;-#,0.00 1234.1234 1,234.12
Customer Customer Supplier	 Show Document Project Runtime Stock Costing Calculation for Stock Document Prompt Duplicate Cheque Number Use Doc Date For Acceptable Transaction Date Checking Post Audit Trail for Stock/Sales/Purchase Detail Default UOM : UNIT
	OK Cancel Help

Step 5: During sales and purchase transactions, make sure you can the project column, then update accordingly.

128	Invoice	
More	Invoice Canceled	New
Attachments Note Item Template	Customer: 300-40002 Address: 838 JALAN WORLD Address: 838 JALAN WORLD Base Salvaland State State Total Perciption: Sales Sales Total Profit Estimator Fill Invoice Matrix Thema: 25 Joys Refit: Strip Tax Amount Project Style Cocol Tax Am Pifet: 1.00 Outcomer Item Delivery Date Pifet: 1.00 Profit Estimator Stote Style Cocol Tax Am Pifet: 1.00 Outcomer Item Delivery Date Description From Doc No Remark 1 From Doc No Remark 1 Prom Est. No Vitomer Chase Cost Vitomer Cost Vitomer Code Account Description From Doc No Remark 1 Prom Doc No Vitomer Code Descontion	Edit Delete Save V Cancel Browse
	Base Qty UOF_FAF ✓ UPrice UDF_FAF ✓ UPrice UDF_DGC ✓ Scount UDF_DIS ✓ Sto Total ✓ Tax Rate ✓ Tax Taxable Amount	Close
	Tax Indusive	

When keying-in a transaction, some users will ask why is there a project at item detail and another beside the Customer | More tab?

What is the difference between More | Project |(Document Project) and Item Detail | Project (Item Project)?

More.	More	- +		
	Project	PJ-PetalingJaya 🗸		
Attachments	Area	Code	•	Desc
ğ	Validity		NON-PROJECT	
nen	D/Term	A	A	
5	CC	В	В	
	Ref 2	P12W1	WEEK 1	
Note	Ref 3	P12W2	WEEK 2	
	Ref 4	P12W3	WEEK 3	
	Country Branch	P12W4	WEEK 4	
f		P12W5	WEEK 5	
	Delivery Address	P13W1	WEEK 1	
	Auuress	P13W2	WEEK 2	
Item Template		P13W3	WEEK 3	
•	Attention	P13W4	WEEK 4	
	Phone	P13W5	WEEK 5	
	Fax	PJ-PetalingJaya	PJ-PetalingJaya	
	BILLING			
	Attention	1		
	Phone	14		

🖶 🗕 🕎 Invoice Ma					-			
🗄 Item C	Description	More Desc	Remark :	Project	Qty	J	S/U QTY	U/P
E-A1018s	ERICSSON A1018s	a		PJ-Pet	1.00		0.00	500
≱ JMAST	JMAST-BLCK-L	a		PJ-Pet	1.00		0.00	0.00

								SQL Acco	unt User Mar
(27)E			Cash Book En	try				. • 💌	
Note Attachments	Paym	ent Voucher	Doc Proje	ct	Voucher No Next No: Date: Project :	Cancelle PV-00059 PV-00060 18/11/2015	: b	New ▼ Edit Delete	
:	Рау То	TAN ALI					••••	Cancel Refresh	
	Payment By:	CASH IN HAND	Curren			Agent: Area:	▼	Browse	
	Document Deta :≣ G/L C GL ▶ 904-000 SA	Descri Description	Project PJ-PetalingJaya	Amount Tax 1,000.00	Tax Tax Am		Ta		
			ltem	Project					
	1 record	Tota	d:	1,000.00	0.0	1,000.00		Close	

The project feature is also available for GL | Cash Book Entry.

After updating the document with project, how to view report with project and compare by project? For example: GL | Print Profit & Loss Statement.

Step 6: Filter by the date that you want to view for the P&L report, then if you want to perform a project-to-project comparison then choose "Comparison - Project (6 columns)"

Profit & Loss Statement						
Date : 18/11/2015 v Project: v Agent: v Area: v Report Title : Trading Profit and Loss for the period 01/01/2015 to 18/11/2015 I8/11/2015 Image: Trading Profit and Loss for the period 01/01/2015 to 18/11/2015 Comparison - Yearly (4 Years) V Image: Comparison - Yearly (4 Years) V Comparison - Project (6 Columns) Comparison - Project (10 Columns) Comparison - Project (19 Columns) Comparison - Project Summary (20 Rows) V	Dptions :- Show Up to Level 2 :- Use Second Description. Zero Balance Account. Print Sub Account Only Print Manufacturing Account Print Project Comparison Show Column Options					
Main Grid Transform	Year 2015					
<no data="" display="" to=""></no>						

6 Columns = up to 6 projects 10 Columns = up to 10 projects 19 Columns = up to 19 projects. Step 7:

Step 7.1: After selecting the report that you need, make sure to tick the **"Show Column Options"**, then the top of the report will show column options.

Step 7.2: You may change the period that you want to view, e.g. by default it will be "**Current Month**". If you want to view the whole year figures, then you have to **change to** "**Current Year**".

Profit & Loss Statement	
Period : Current Month V Month Index : 0	Percentage Budget
Current Month ▲ Font : Current Quarter Current Half Year ✓ Date : Current Year Variance ✓ Agent Month Report Quarter Half Year ✓ Year ✓ Comparison - Yearly (4 Years) Comparison - Project (6 Columns) Comparison - Project (10 Columns) Comparison - Project (19 Columns) Comparison - Project Summary (20 Rows)	Header Script : Image: Comparison for the second Description. Show Up to Level Image: Comparison for the second Description. Use Second Description. Image: Comparison for the second Description. Print Sub Account Only Print Manufacturing Account. Print Project Comparison Show Column Options
Main Grid Transform	
E Account	Year 2015
<no data="" displa<="" td="" to=""><td>ıy></td></no>	ıy>

Step 8: After changing the column options, you have to **tick the "Print Project Comparison",** then the project tab will appear on the **right hand site,** you can select which project that you want to view then click on **Add.**

201	Profit & Loss Statement		
Period : Current Month V Month Index : 0 Font { The Tahoma V 8 V Project: V Agent: 18/11/2015 V Project: V Agent: V Report Tile : Trading Profit and Loss for the period 01/01/2015 to 18/11/2015 \$ - Select PA Report Format :- Comparison - Transit (4 Transit)	Detions :- Show Up to Levet 2 Use Second Description Zero Belance Account.	Step 8	Propects
Comparison - Project (6 Columns) Comparison - Project (10 Columns) Comparison - Project (10 Columns) Comparison - Project Summary (20 Rows) v Main Grid Transform s	Print Sub Account Only Print Sub Account Only Sub Comparison Account		P12W4 WEEK 4 P12W4 WEEK 4 P12W5 WEEK 5 P13W1 WEEK 1 P13W2 WEEK 2 P13W3 WEEK 3 P13W4 WEEK 4 P13W5 WEEK 5 A A
	-chio data to display>		0 0 ♥ P3-PetaingJay. P3-PetaingJaya

Step 9: Click on Apply and you will see the result. The P&L report will compare each project that you select.

🕍 Profit & L	Loss Statement					×
Period : Current Month V Month Index : 0				Per	rcentage 🗌 Budget	Projects
Font: The Tahoma V 8 🗧 🔳 🖬 V B I U S			Header S	cript : 📄	v 🙀	cts
Date : 18/11/2015 v Project: v Agent: v Area: v Report Title : Trading Profit and Loss for the period 01/01/2015 to 18/11/2015 Image: Comparison - Yearly (4 Years) Comparison - Project (6 Columns) Comparison - Project (10 Columns) Comparison - Project (19 Columns) Comparison - Project Summary (20 Rows) Main Grid Transform	Options :- Show Up to Le Use Secon Zero Balan Print Sub A	d Description. ce Account. ccount Only facturing Account et Comparison	9			
Account	Project Total	Project Total (%)	Year 2015		PJ-PetalingJaya 🦯	Ē
> SALES						
				0.00	0.00	
SALES	0.00	0.00	5.00			
SALES-HANDPHONES	50,000.00	0.00 100.00	51,099.99	0.00	50,000.00	
SALES-HANDPHONES SALES-ACCESSORIES	50,000.00 0.00	100.00 0.00	51,099.99 109,684.21	0.00 0.00	50,000.00 0.00	
SALES-HANDPHONES	50,000.00 0.00 0.00	100.00 0.00 0.00	51,099.99 109,684.21 990.57	0.00 0.00 0.00	50,000.00 0.00 0.00	
SALES-HANDPHONES SALES-ACCESSORIES SALES-PREPAID	50,000.00 0.00	100.00 0.00	51,099.99 109,684.21	0.00 0.00	50,000.00 0.00	
SALES-HANDPHONES SALES-ACCESSORIES SALES-PREPAID SALES ADJUSTMENT	50,000.00 0.00 0.00 50,000.00	100.00 0.00 0.00 100.00	51,099,99 109,684,21 990,57 161,779,77	0.00 0.00 0.00 0.00	50,000.00 0.00 0.00 50,000.00	
SALES-HANDPHONES SALES-ACCESSORIES SALES-PREPAID	50,000.00 0.00 50,000.00 0.00	100.00 0.00 100.00 0.00	51,099,99 109,684.21 990.57 161,779,77 (2,000.00)	0.00 0.00 0.00 0.00	50,000.00 0.00 50,000.00 0.00	
SALES-HANDPHONES SALES-ACCESSORIES SALES-PREPAID SALES ADJUSTMENT	50,000.00 0.00 0.00 50,000.00	100.00 0.00 0.00 100.00	51,099,99 109,684,21 990,57 161,779,77	0.00 0.00 0.00 0.00	50,000.00 0.00 0.00 50,000.00	

12.9 5 Cents Rounding

We can pre-set the system to automatically round your invoice or cash sales amounts to the nearest 5 cents.

http://www.sql.com.my/video/sqlacc_tutorial/09-15_Activate_5_Cents_Rounding.mp4

Step 1: Tools | Options | Customer

Options			×
4	Customer		
General BarCode	Default Control Account: 300-000 Default Credit Terms: 30 Days Default Credit Limit: 300 Customer Account Code Format:	Default Output	Tax: SR 🗸
	Company Name ABC COMPANY	Format %.3s-%.1s%.4d	Sample 300-A0888
Unit Price	Default Customer Aging Format:		~
General Ledger	Use Cash Sales No. for Payment Rec One Cent Different Rounding (Local (5 Cents Rounding (Sales Invoice)		Documents (Recommended)
Supplier	5 Cents Rounding (Cash Sales)		
		ОК	Cancel Help

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		Invoice	
More	Customer: 300-A0002 💌	Invoice	Cancelled New
Attachments Note	ALPHA & BETA COMPUTER Address :- 838 JALAN WORLD 40485 RAWANG SELANGOR DE Description :- Sales		Next No :- IV-04/15003 Delete Date :- 20/04/2015 Agent :- SY Terms :- 45 Days Cancel Reft 1. :- Ext. No. :- Refresh
	+ - O Profit Estimator Invoice Matrix		Browse
Item Template	Item Code Description	100.00 UNIT 2.50 236.00 SR	x Amount Sub Total (T From Doc No 14.16 250.16
Ĩ	RTNSCents 5 Cents Rounding	1.00 UNIT -0.01 (0.01)	0.00 0.01
	2 records	101.00 235.99	14.16 250.15
	Deposit Amount: 0.00 ··· Local Net Total: 250.15		Net Total: 250.15 Close