



SQL



**SQL Account<sup>®</sup>**  
GST GUIDE

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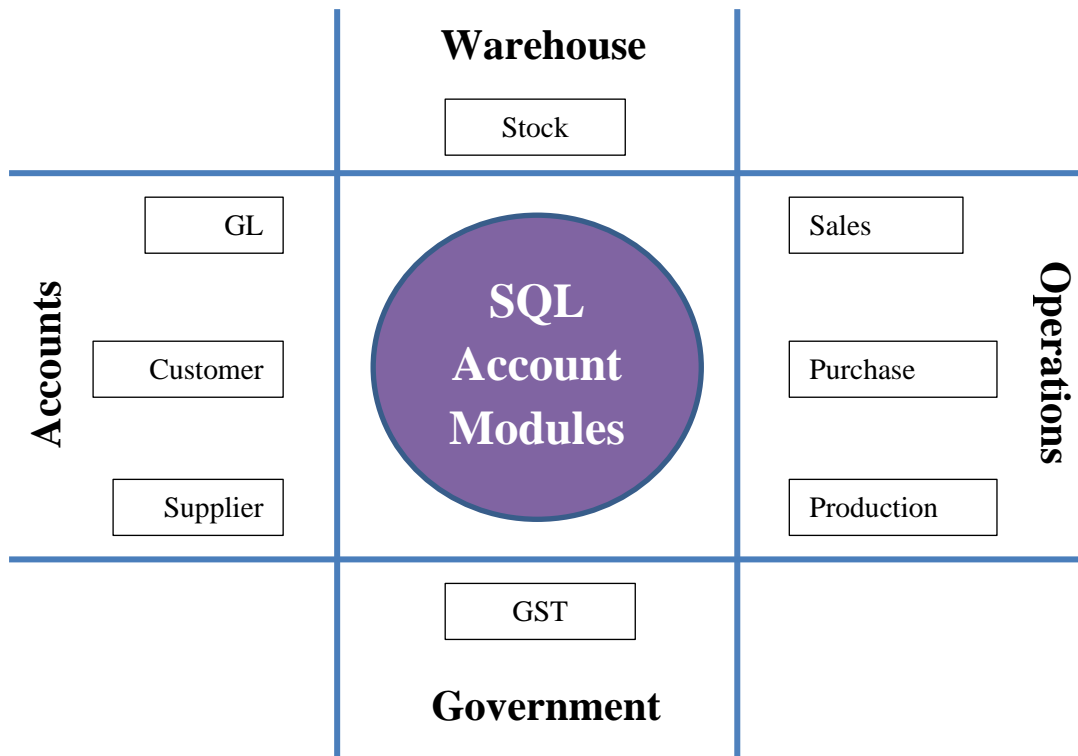
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# 1 SQL Account Modules

SQL Account is a centralize system to assist the business (or departments) to record and process daily documents from sales, purchase, stock, and bank. It also a tool for GST reporting to Royal Malaysia Customs Diraja (RMCD).



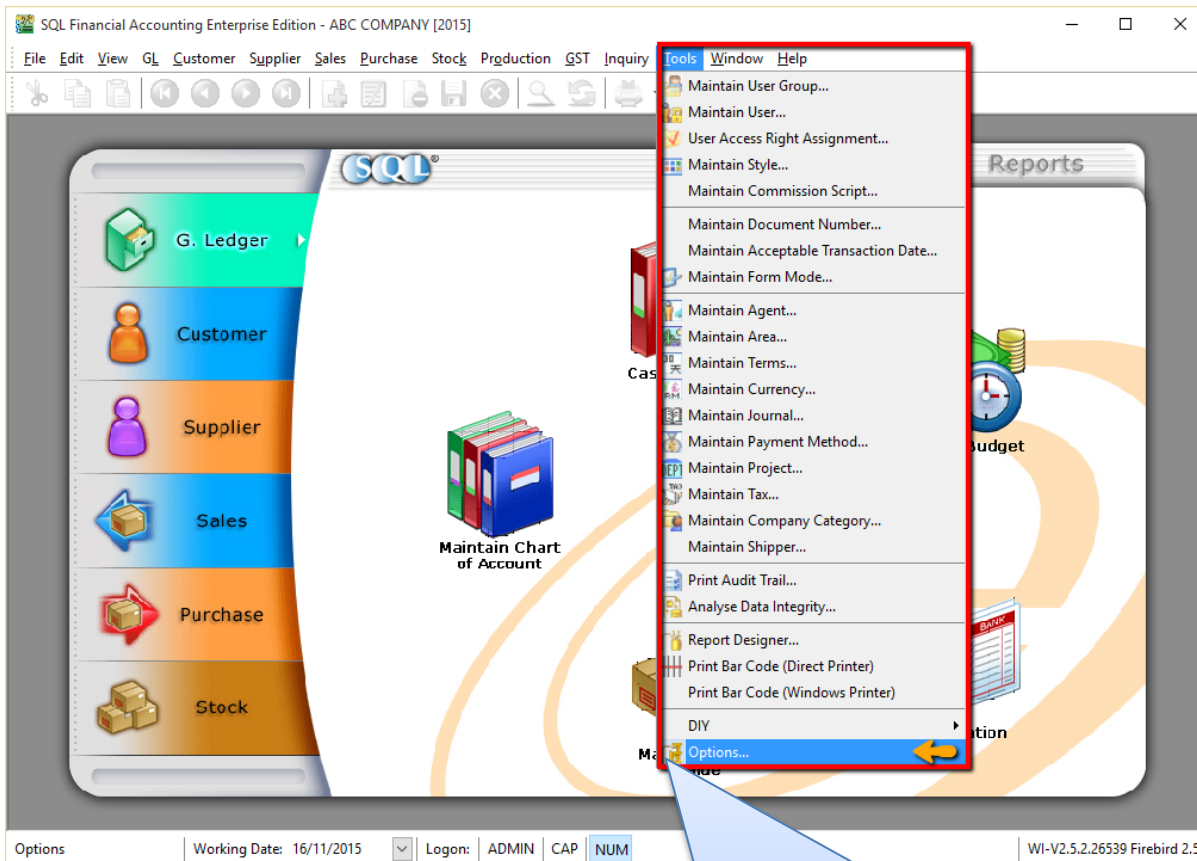
1. **General Ledger**, a general ledger accounting where records all transactions posted from various journal (eg. general, sales, purchase, bank), an entry for general journal and expenses payment (eg. sales person claims, water and electricity expenses). Bank reconciliation, cash flow statement and financial reports are available in this module.
2. **Customer**, a sales ledger accounting where monitor the outstanding and payment received from the customers. Customer report such as reminder letter, customer aging and analysis reports are available here.
3. **Supplier**, a purchase ledger accounting where monitor the outstanding and payment received from the customers. Customer report such as reminder letter, customer aging and analysis reports are available here.
4. **Sales**, a module to handle all the sales activities from quotation, sales order, delivery order, tax invoice, debit note and credit note. Advance sales reports in help business to identity the top sales of the products.
5. **Purchase**, a module to records all the purchase activities from purchase request, purchase order, goods receive, purchase invoice, purchase debit note, and purchase returns.
6. **Production**, a manufacturing data process. It helps to identify the materials required and planned based on the customer orders.
7. **Stock**, an inventory control, stock take adjustment and for monitor the stock movement from one location to another location. Stock aging to identify out the obsolete stock.
8. **GST**, a GST compliance accounting system. Readiness to process and submit the GST returns (GST-03) via TAP online, GAF and others GST reports.

## 2 Getting Started SQL Account System

### 2.1 How to set Financial Period & System Conversion Date

[http://www.sql.com.my/video/sqlacc\\_tutorial/09-13\\_Financial\\_Period.mp4](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

## General Ledger

Financial Start Period: 01/01/2014

System Conversion Date: 01/01/2014

**step 3**

**step 2**

**General Ledger**

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

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

OK Cancel Help

**Situation 1:**

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

Financial Start Period = 1/1/2015

System Conversion Date = 1/1/2015

**Situation 2:**

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

Financial Start Period = 1/1/2015

System Conversion Date = 1/4/2015

## 2.2 Starting GST

[http://www.sql.com.my/video/sqlacc\\_tutorial/GST-01\\_Setup.mp4](http://www.sql.com.my/video/sqlacc_tutorial/GST-01_Setup.mp4)

This is to initiate setup of the GST Singapore Module in SQL Accounting System.

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

Step 2: Select **Singapore**

Start GST Now

Choose a country

Country Singapore


Once GST country profile is set. It cannot be reversed

Back Next Cancel

Step 3: Select **Singapore Flag** and **checked on acknowledgement**

Start GST Now ×


Select the national flag for chosen country



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

Step 4: Set **GST effective date** for your company

Start GST Now ×


Set GST effective date 

GST Effective Date

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.

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

Start GST Now ×


**Set GST Registration No.** 

GST Registration No.

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

Step 6: Select **Finish**

Start GST Now ×

**Maintain GL Account** 

Current Assets

<input type="text" value="GST-101"/>	GST - Claimable
<input type="text" value="GST-102"/>	GST - Purchase Deferred Tax
<input type="text" value="GST-103"/>	GST - Output Tax Prepaid

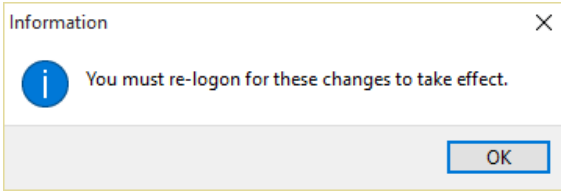
Current Liabilities

<input type="text" value="GST-201"/>	GST - Payable
<input type="text" value="GST-202"/>	GST - Sales Deferred Tax
<input type="text" value="GST-IRAS"/>	GST - Payable (IRAS)

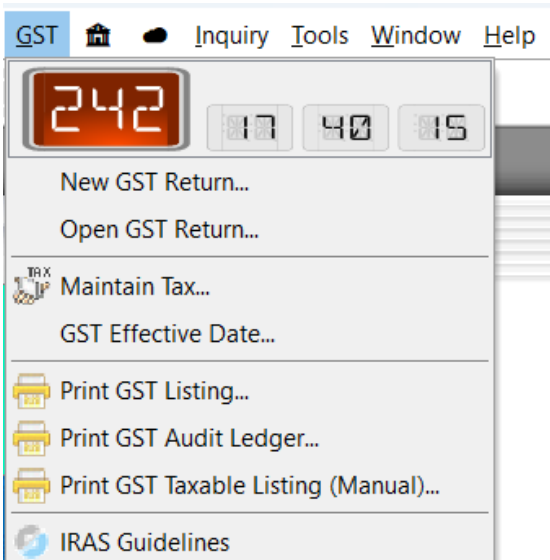
Expenses

<input type="text" value="GST-301"/>	GST - Unclaimable
--------------------------------------	-------------------

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

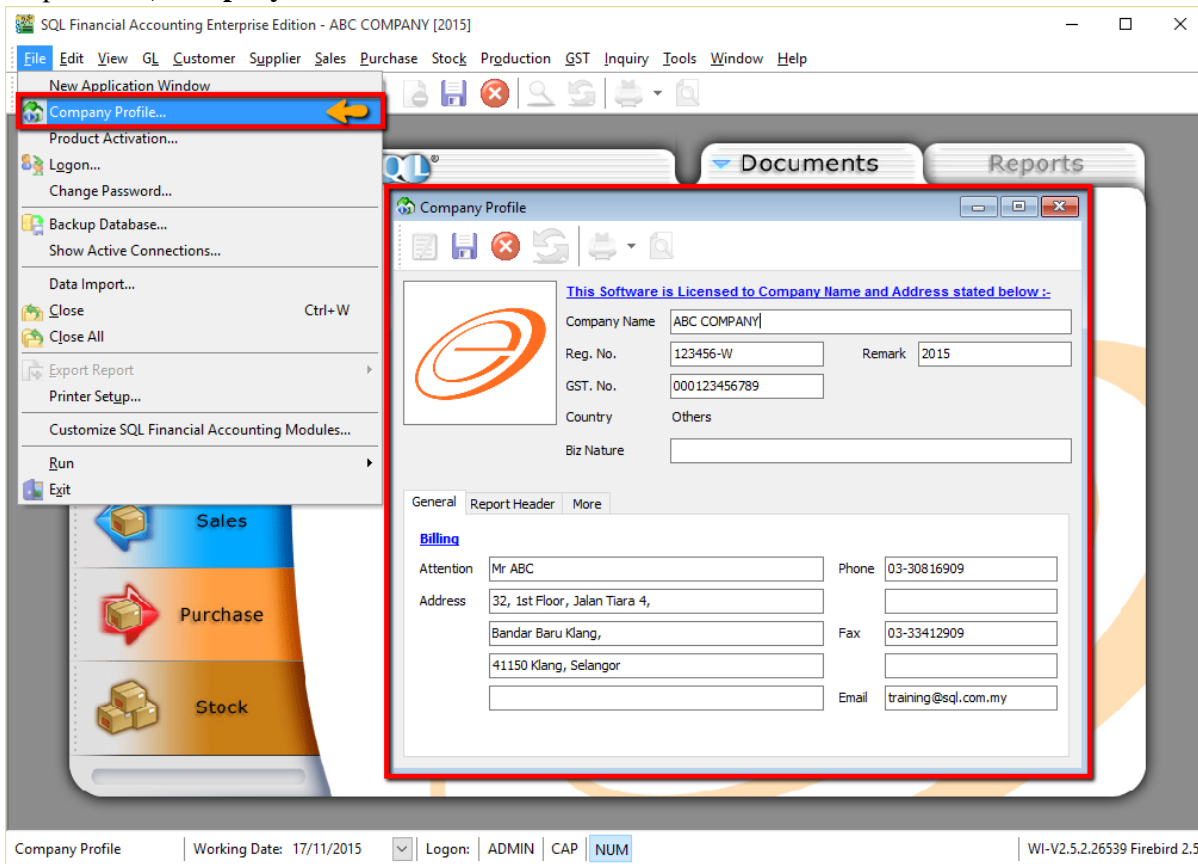


Step 8: After logging in again, you should see a new drop-down list with GST functions, the GST setup is now complete.



## 2.3 Setting of Company Profile

### Step 1: File | Company Profile



Step 2: Select **Report Header**

**Company Profile**

This Software is Licensed to Company Name and Address 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

### 3 Master Data Creation

#### 3.1 General Ledger (Maintain Chart of Account)

[http://www.sql.com.my/video/sqlacc\\_tutorial/03-01\\_GL\\_Chart\\_of\\_Account.mp4](http://www.sql.com.my/video/sqlacc_tutorial/03-01_GL_Chart_of_Account.mp4)

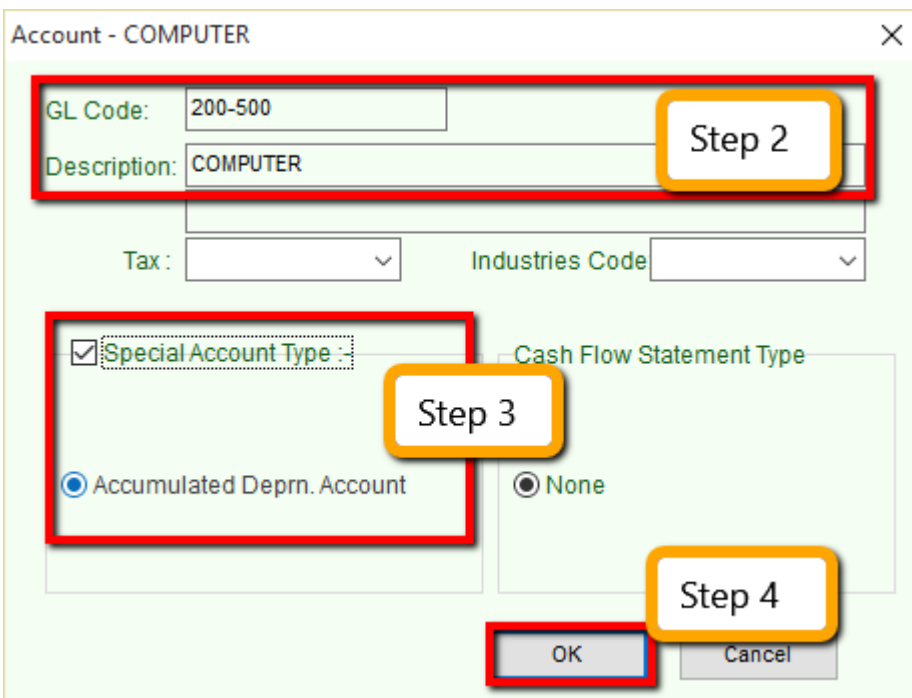
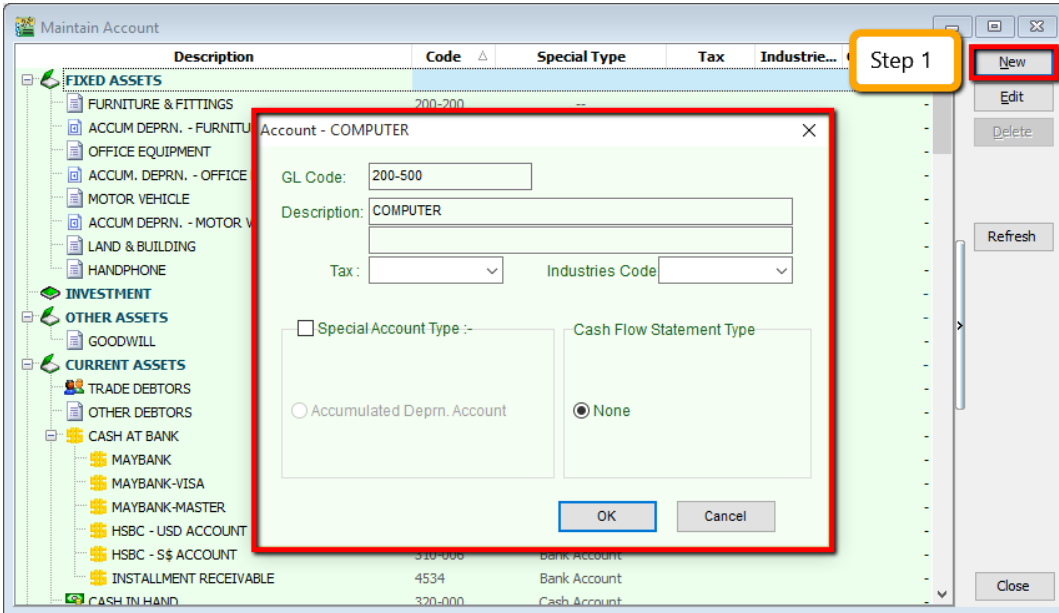
##### 3.1.1 Creating a New Account

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)

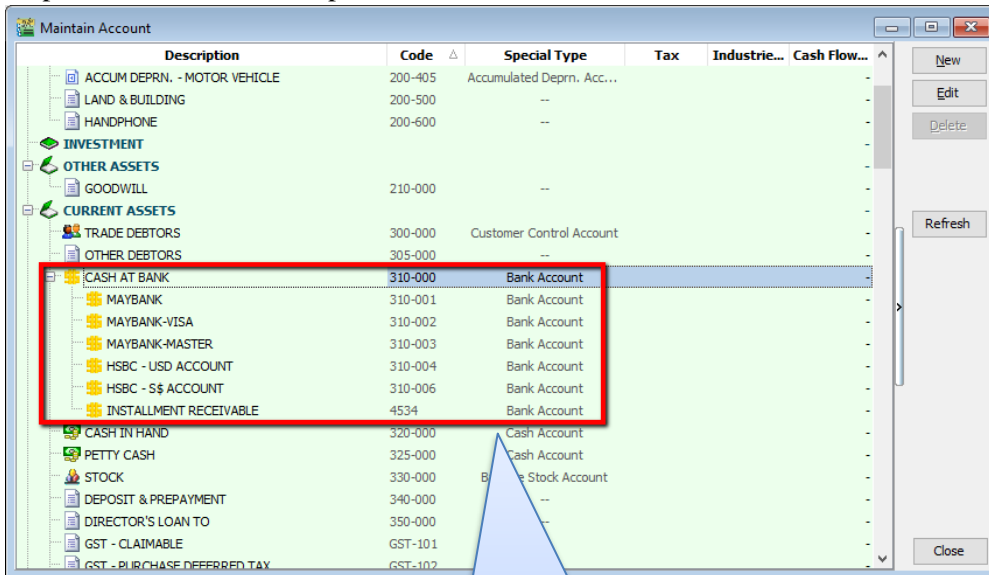
Step 4: Click **OK**. Your new account is now created.



### 3.1.2 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



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

## 3.2 Maintain Customer

[http://www.sql.com.my/video/sqlacc\\_tutorial/04-01\\_Maintain\\_Customer.mp4](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

### 3.2.1 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**

Company:

Control A/C:  Code:  Cust. Category:

**Branch:**

Branch Name: BILLING  
 Address: 1, Jalan Tiara 4,  
 Bandar Baru Klang,  
 41150 Klang

Attention: Ms. Abby  
 Phone: 03-33416909 Fax: 03-33418808  
 Email: cookiefactory@gmail.com

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

**Step 1** (New button)  
**Step 2** (Company field)  
**Step 3** (Area, Agent, Credit Terms dropdowns)

**Customer Code** is auto-generated by the system; it is based on the first letter of the company name you choose.

**- Maintain Customer -**

Company:

Control A/C:  Code:  Cust. Category:

**Branch:**

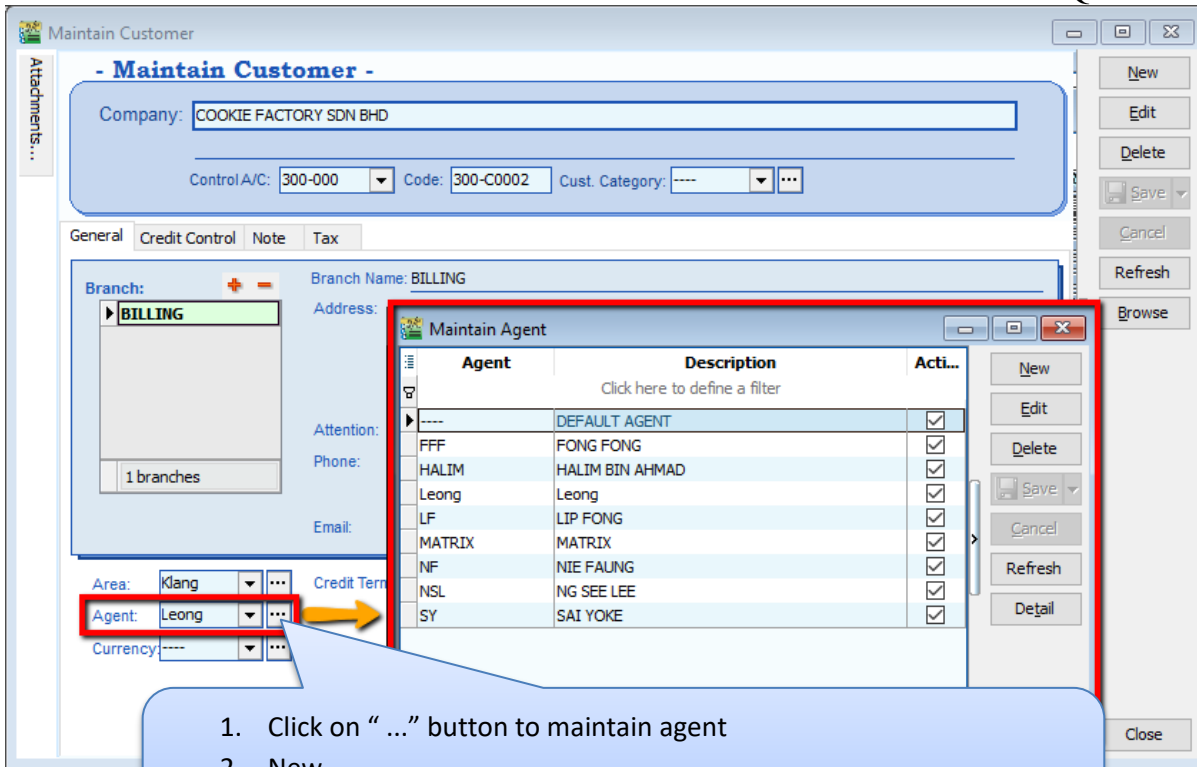
Branch Name: BILLING  
 Address: 1, Jalan Tiara 4,  
 Bandar Baru Klang,  
 41150 Klang

Attention: Ms. Abby  
 Phone: 03-33416909 Fax: 03-33418808  
 Email: cookiefactory@gmail.com

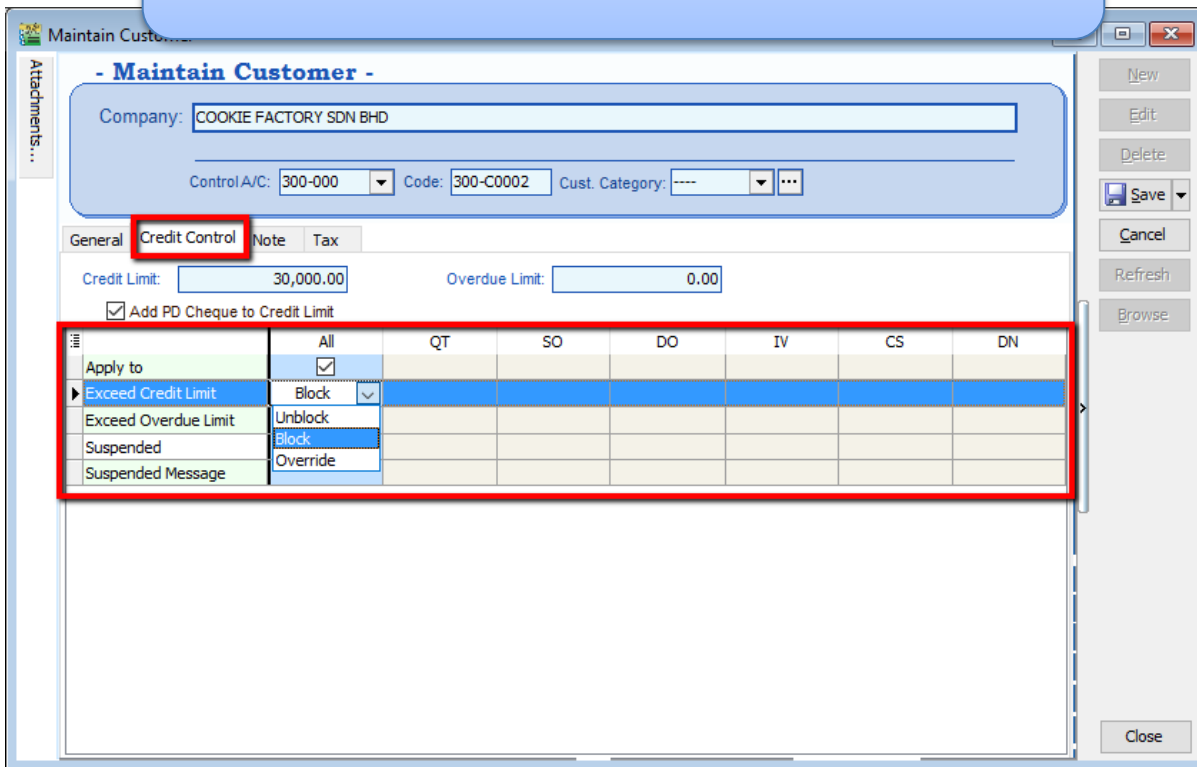
Area:  Credit Terms:  Statement:   
 Agent:  Aging On:   
 Currency:  Price Tag:

**Step 4** (Branch dropdown)  
**Step 5** (Statement and Aging On dropdowns)

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



### 3.2.2 Add



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

### 3.2.3 Tax

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.

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

### 3.3 Maintain Supplier

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

### 3.4 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](http://www.sql.com.my/video/sqlacc_tutorial/08-01_Maintain_Stock_Item.mp4)

Step 1: **Stock | Maintain Stock Group | New**

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.**

### 3.5 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](http://www.sql.com.my/video/sqlacc_tutorial/08-01_Maintain_Stock_Item.mp4)

Step 1: Stock | Maintain Stock Item | New.

The screenshot shows the 'Maintain Item' window with the following fields and annotations:

- Code:** IP6 (Step 2)
- Description:** IPHONE 6
- Serial No.:**
- Stock Control:**
- Active:**
- Item Group:** ACC (Step 3 & 4)
- Reorder Level:** 0.00
- Reorder Qty:** 1.00
- Lead Time:** 0
- Ref. Cost:** 1,500.0000
- Ref. Price:** 2,399.00
- Output Tax:** (Step 5)
- Input Tax:** (Step 5)
- Bal Qty:** 98.00

UOM	Rate	Ref. Cost	Ref. Price	Min Price	Base
UNIT	1.00	1,500.0000	2,399.00		<input checked="" type="checkbox"/>
BOX	10.00	12,000.0000	23,900.00		
CTN	12.00	16,000.0000	0.00		

Annotations in the table:

- UNIT row:** Step 6 (pointing to the Base checkbox)
- CTN row:** Step 7 (pointing to the row)

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**)

**\*\* If you pre-set Tax in Customer & Stock Item, system default will capture Maintain Customer Tax Code only follow by Stock Item\*\***

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 have different packaging, I can sell by *pcs*, by *box* or by *carton*. Now, I can pre-set them this way:

UOM	RATE	Ref. Cost	Ref. Price	Min Price	Base
PCS	1.00	0.50	1.50		<input checked="" type="checkbox"/>
BOX	10.00	2.00	7.50		
CARTON	24.00	5.00	13.00		

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

*Base Rate = PCS = 1*

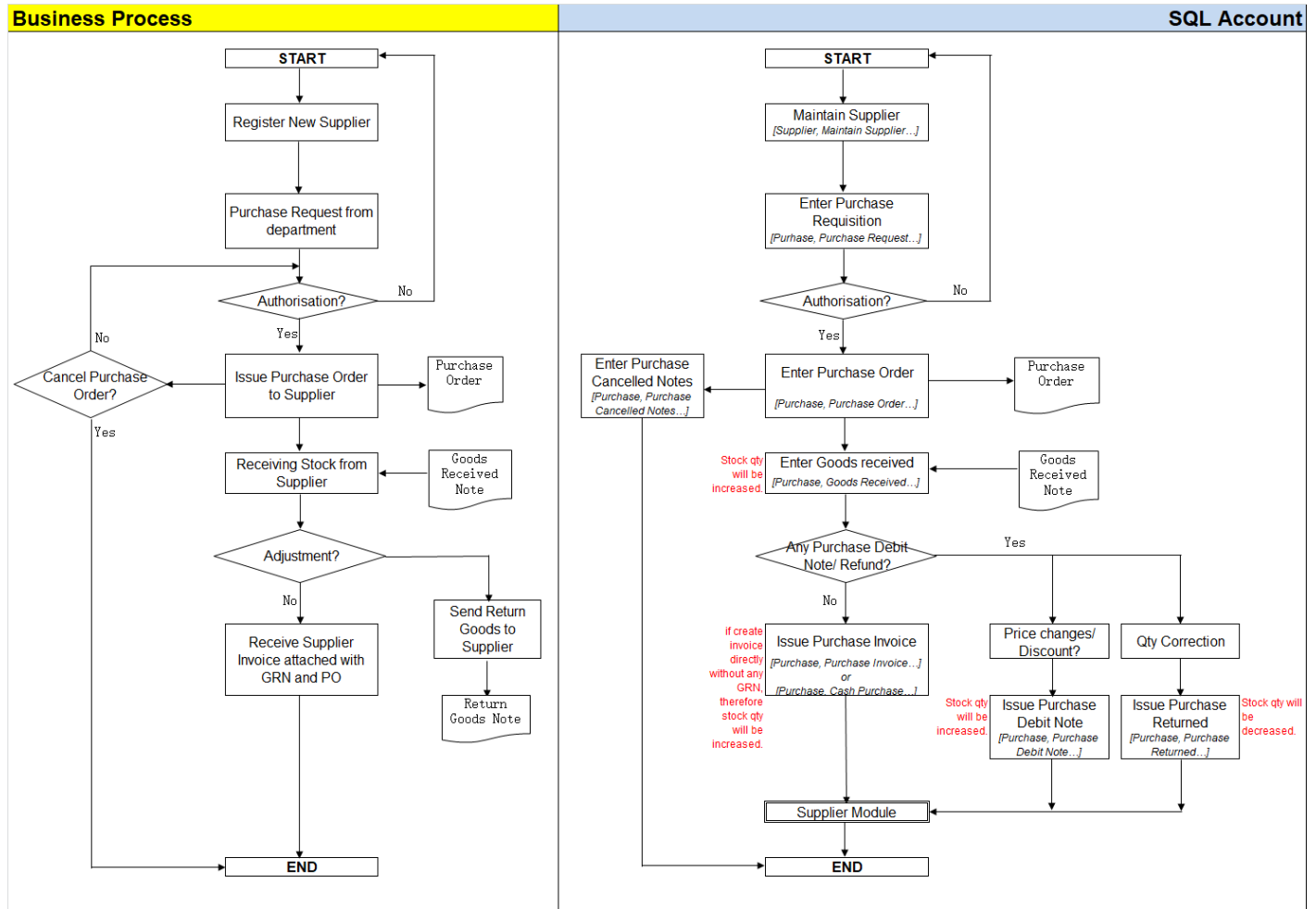
*Box = 10 PCS*

*Carton = 24 PCS*

## 4 Sales & Purchase

### 4.1 Purchase Work Flow

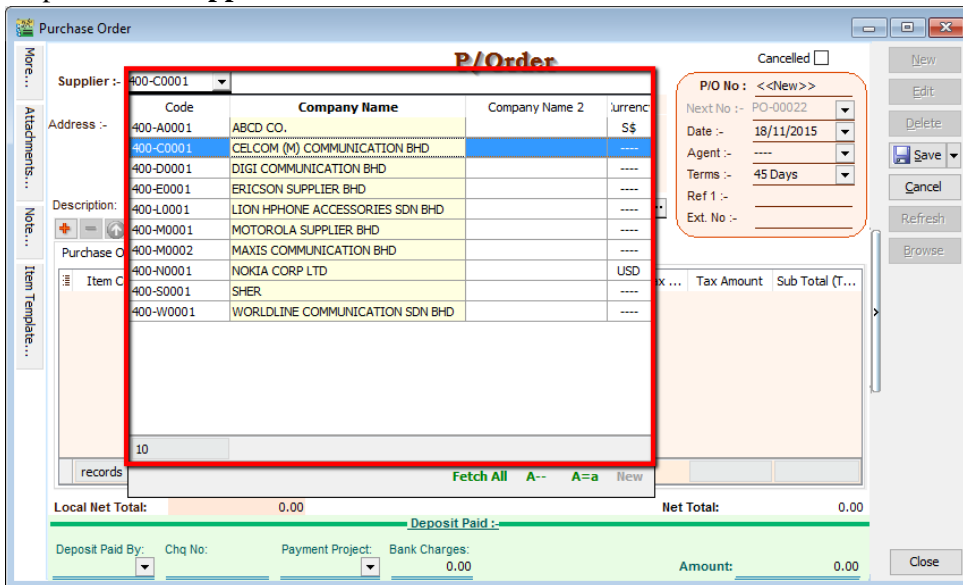
Example of sales process work flow aligned with SQL Account flow:



## 4.2 Purchase Order

Step 1: Purchase | Purchase Order | New

Step 2: Select Supplier

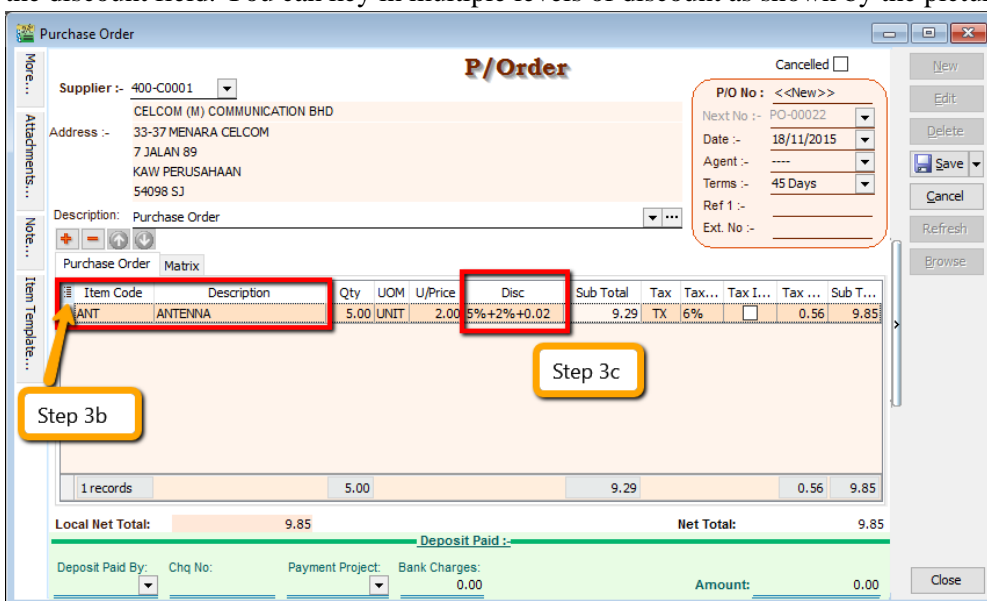


Step 3a: Insert Item Code and details (e.g. Qty, Unit Cost)

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

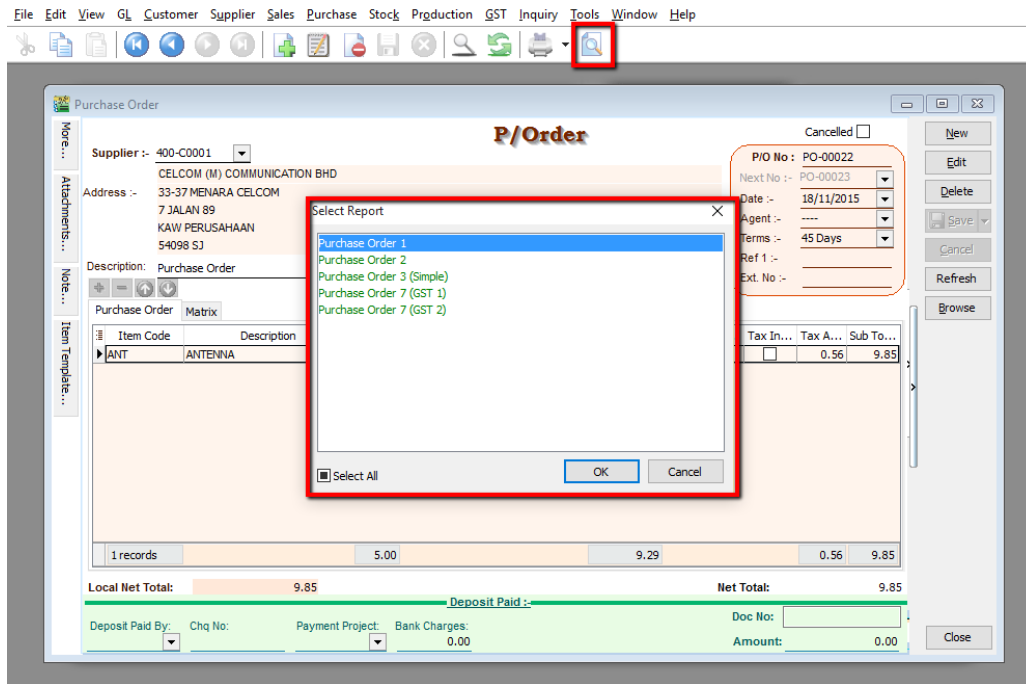
Step 3b: Click on the show/hide/move column icon to customize your column layout.

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.



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.

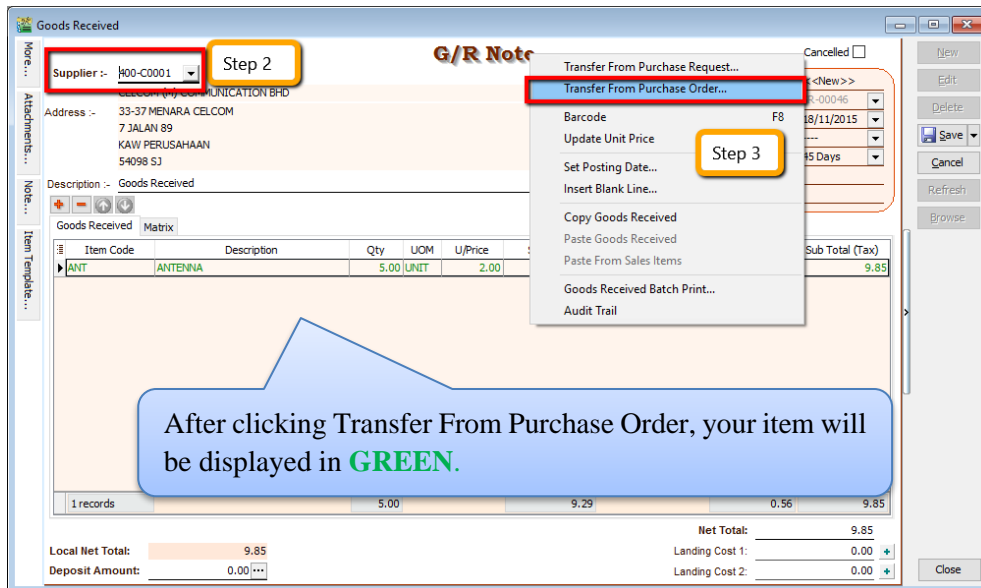


### 4.3 Purchase Goods Received

Step 1: Purchase | Goods Received | New

Step 2: Select Supplier Code

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



Step 4: Save the Goods Received Note

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

## 4.4 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

Step 4: **Save** the Purchase Invoice

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

Inv No : P1-00029  
 Next No :- P1-00030  
 Date :- 18/11/2015  
 Agent :-  
 Terms :- 45 Days  
 Ref 1 :-  
 Ext. No :-

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

1 records

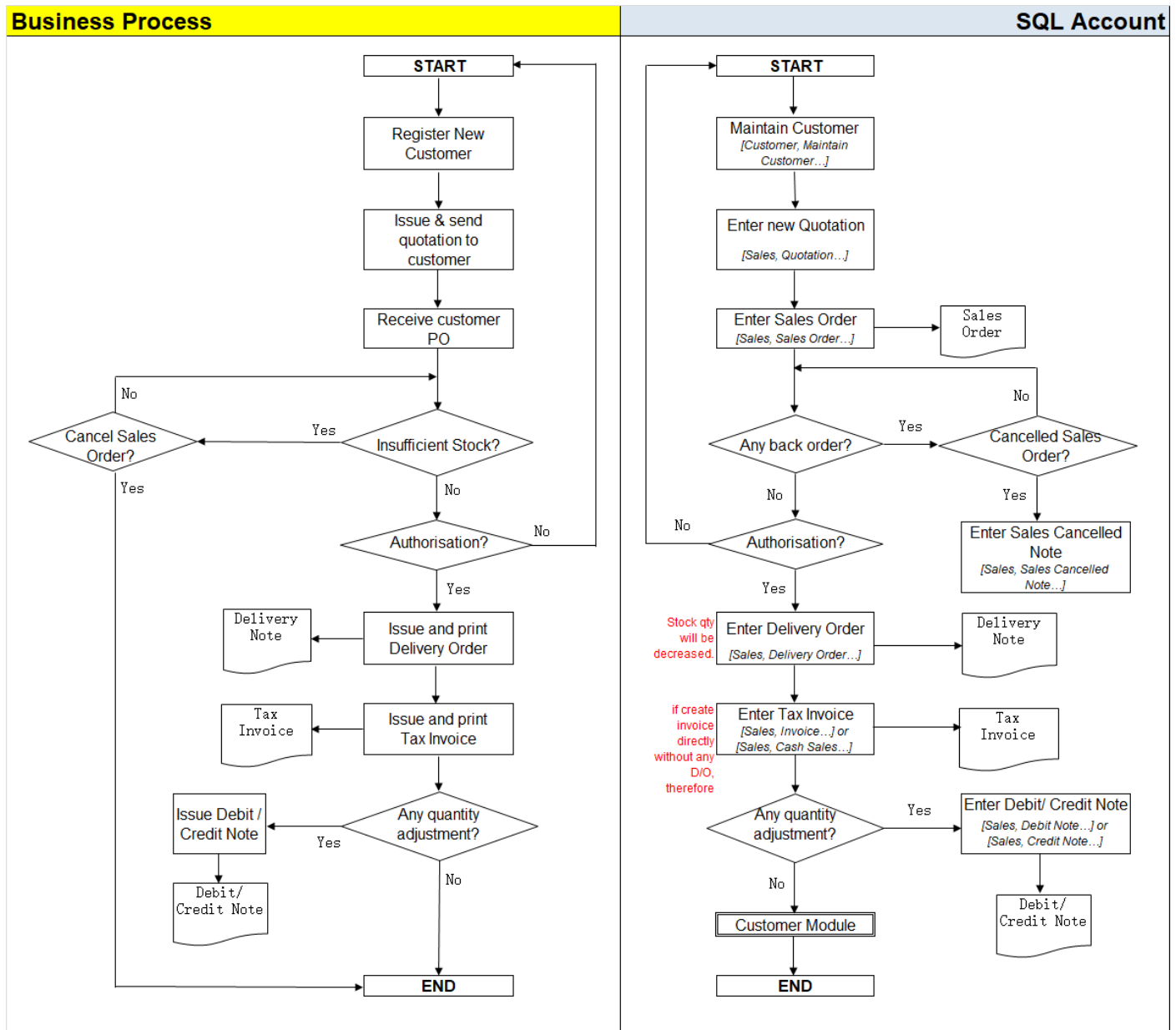
Local Net Total  
 Deposit Amou

1. Please remember that if you have keyed-in purchase goods received, make sure that you **transfer it** to Purchase Invoice or else your stock costing and quantity will be updated twice.

2. The Purchase Invoice number must follow the supplier's tax invoice number and; it will appear in **GAF File** and **Lampiran 2**.

### 4.5 Sales Work Flow

Example of sales process work flow aligned with SQL Account flow:



## 4.6 Sales Quotation

[http://www.sql.com.my/video/sqlacc\\_tutorial/06-01\\_Sales\\_Quotation.mp4](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**

The screenshot shows the 'Quotation' window with a 'Profit Estimator' sub-window open. The 'Profit Estimator' window contains a table with the following data:

Item Code	Loc...	Qty	Unit ...	DISC	Total s...	Tax	Tax R...	Tax ...	Tax ...	Unit ...	Total C...	Profit	%	
ANT	----	2.00	2.50		5.00	SR	6%	0.30			1.50	3.00	2.00	40.00
FTW	----	5.00	0.00		0.00	SR	6%	0.00			0.00	0.00	0.00	
COVER	----	10...	10.00		100.00	SR	6%	6.00			1.50	15.00	85.00	85.00

Below the main table is a 'Costing Detail' table:

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

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.

The screenshot shows the 'Fast Report' window with a dropdown menu open. The 'export' option is highlighted with a yellow box. The 'print' option is also highlighted with a yellow box. The background shows a preview of the sales quotation report with the following details:

Delivery Address:  
838 JALAN WORLD  
40485 RAWANG  
SELANGOR DE

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

Name	Page No	Dist No	Date
ADMIN	1 of 1	QT-00011	18/11/2015

follows:

Price/Unit	Discount	Sub Total	Total Incl. GST (RM)	GST Amt @ 6% (RM)	Total Incl. GST (RM)	Tax
2.50		5.00	5.00	0.30	5.30	SR
0.00		0.00	0.00	0.00	0.00	SR
10.00		100.00	100.00	6.00	106.00	SR

## 4.7 Sales Order

[http://www.sql.com.my/video/sqlacc\\_tutorial/06-02\\_Sales\\_Order.mp4](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)

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

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

For additional reports showing outstanding sales orders, you can access **Sales | Print Outstanding Sales Document Listing**, and select **Sales Order** to view. This also applies to other sales documents.

## 4.8 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**.

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

## 4.9 Sales Invoice

[http://www.sql.com.my/video/sqlacc\\_tutorial/06-04\\_Sales\\_Invoice.mp4](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.

### 4.9.1 Show double entry

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

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

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

The screenshot shows the 'Invoice' window with the following details:

- Customer:** 300-A0002 (ALPHA & BETA COMPUTER)
- Address:** 838 JALAN WORLD, 40485 RAWANG, SELANGOR DE
- Description:** Sales
- Inv No:** IV-00136
- Date:** 06/09/2017
- Agent:** SY
- Terms:** 45 Days

The invoice items table is as follows:

Item Code	Description	More Des...	Loc...	Project	Qty	U...	U/Price	Disc...	Sub Total	T...	Ta...	Tax Am...	Sub Total...	UDF_Refpr...
COVER	HANDPHONE COVER		---	---	3.00	U...	5.00		15.00			0.00	15.00	
ABC			---	---	3.00	U...	1,50..		4,500.00	SR	6%	270.00	4,770.00	

The 'Double Entry' window displays the following table:

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

A red box highlights the text: **Press CTRL + O to show double entry**

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

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

The screenshot shows an 'Invoice' window with a table containing two items. A right-click context menu is open over the word 'Invoice' in the table header, with 'Show Double Entry' highlighted. A red callout box with a yellow arrow points to the 'Invoice' text in the table header.

**Invoice** Canceled

Customer :- 300-A0002  
ALPHA & BETA TRADING  
Address :-  
Description :- Sales  
Profit Estimator

Item Code	Description	Qty	UOM	Sub Total (...)	
COVER	HANDPHONE COVER	3.00	UNIT	318.00	
ANT	ANT	5.00	UNIT	106.00	
2 records		8.00	400.00	24.00	424.00

Deposit Amount: 0.00  
Local Net Total: 424.00  
Net Total (RM): 424.00

Context Menu Options:  
Transfer From Quotation...  
Transfer From Sales Order...  
Transfer From Delivery Order...  
Barcode F8  
Update Unit Price  
Insert Blank Line...  
**Show Double Entry Ctrl+O**  
Copy Invoice  
Paste Invoice  
Paste From Purchase Items  
Invoice Batch Print...  
Audit Trail

Callout Box: You may right click at the wording of Invoice then look for "Show Double Entry"

## 4.9.2 Tax Inclusive

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

Step 1: GST | Maintain Tax

Step 2: Select “SR”

Step 3: Edit | Tick “Tax Inclusive”

The screenshot shows the 'Tax' configuration window. The 'Code' is 'SR' and 'Active' is checked. The 'Description' is 'Standard-rated supplies with GST charged'. The 'Tax Type' is 'SR (Standard-rated supplies with GST charged)'. The 'Tax Rate' is 'A' (6%). The 'Tax Account' is 'GST-201'. The 'Tax Inclusive' checkbox is checked and highlighted with a red box. On the right side, there are buttons for 'New', 'Edit', 'Delete', 'Save', 'Cancel', 'More', 'Preview', 'Refresh', and 'Browse'.

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

The screenshot shows the 'Invoice' window. The customer is 'ALPHA & BETA COMPUTER' at '838 JALAN WORLD, 40485 RAWANG, SELANGOR DE'. The invoice number is '<<New>>' and the date is '06/09/2017'. The description is 'Sales'. The 'Profit Estimator' is active. The invoice table has one item with the following details:


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

The 'Tax In...' column has a checked box, indicating 'Tax Inclusive' is selected. The 'Net Total (RM)' is 5.00.

Reminder:

A **valid tax invoice** format; must include the information below:

- Company Register GST No & Company Name & Address
- The word "Tax Invoice"
- Each item and their respective tax codes.
- Document Number & Date
- Total Amount Payable & GST Amount



**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)

**Tax Invoice**

<b>Billing Address</b>		<b>Delivery Address</b>	
<b>ALPHA &amp; BETA COMPUTER</b>		838 JALAN WORLD	
838 JALAN WORLD		40485 RAWANG	
40485 RAWANG		SELANGOR DE	
SELANGOR DE			
Attn MR ALPHA		Attn MR ALPHA	
Tel 03-48573689		Tel 03-48573689	
Fax 03-48573690		Fax 03-48573690	

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

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

RINGGIT MALAYSIA : FOUR HUNDRED TWO AND CENTS EIGHTY ONLY

<b>Total Amount Due</b>	380.00	380.00	22.80	402.80
-------------------------	--------	--------	-------	--------

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

Authorised Signature  
ABC COMPANY (123456-W)

## 4.10 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  
 MAYBANK  
 Chq /Credit Card No :  
 [ ] [OK] [Cancel]

**Cash Sales**

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

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

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

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

Upon save, system will auto update payment

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

### 4.11 Sales Credit Note

[http://www.sql.com.my/video/sqlacc\\_tutorial/06-07\\_Sales\\_Credit\\_Note.mp4](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**

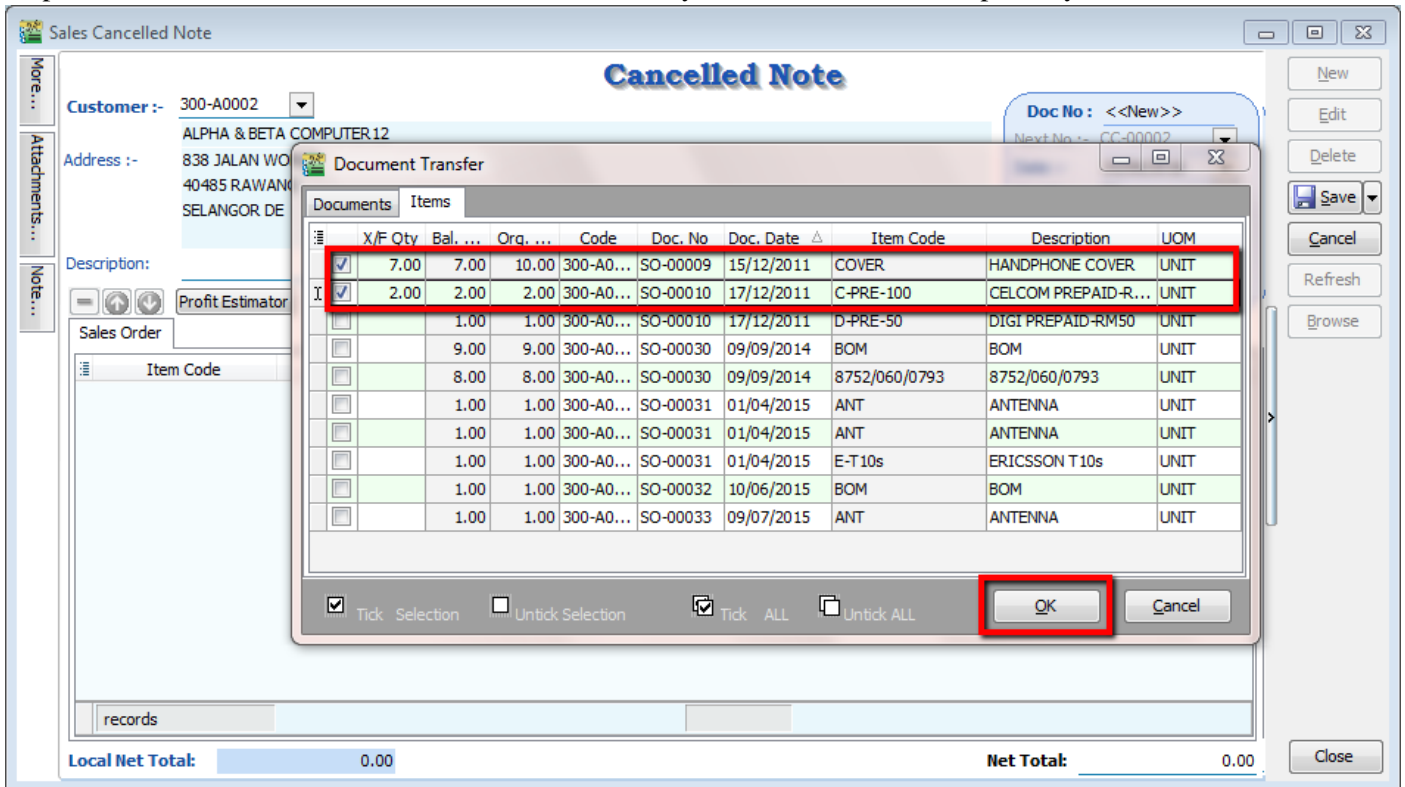
## 4.12 Sales Cancelled Note (required partial delivery module)

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)

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

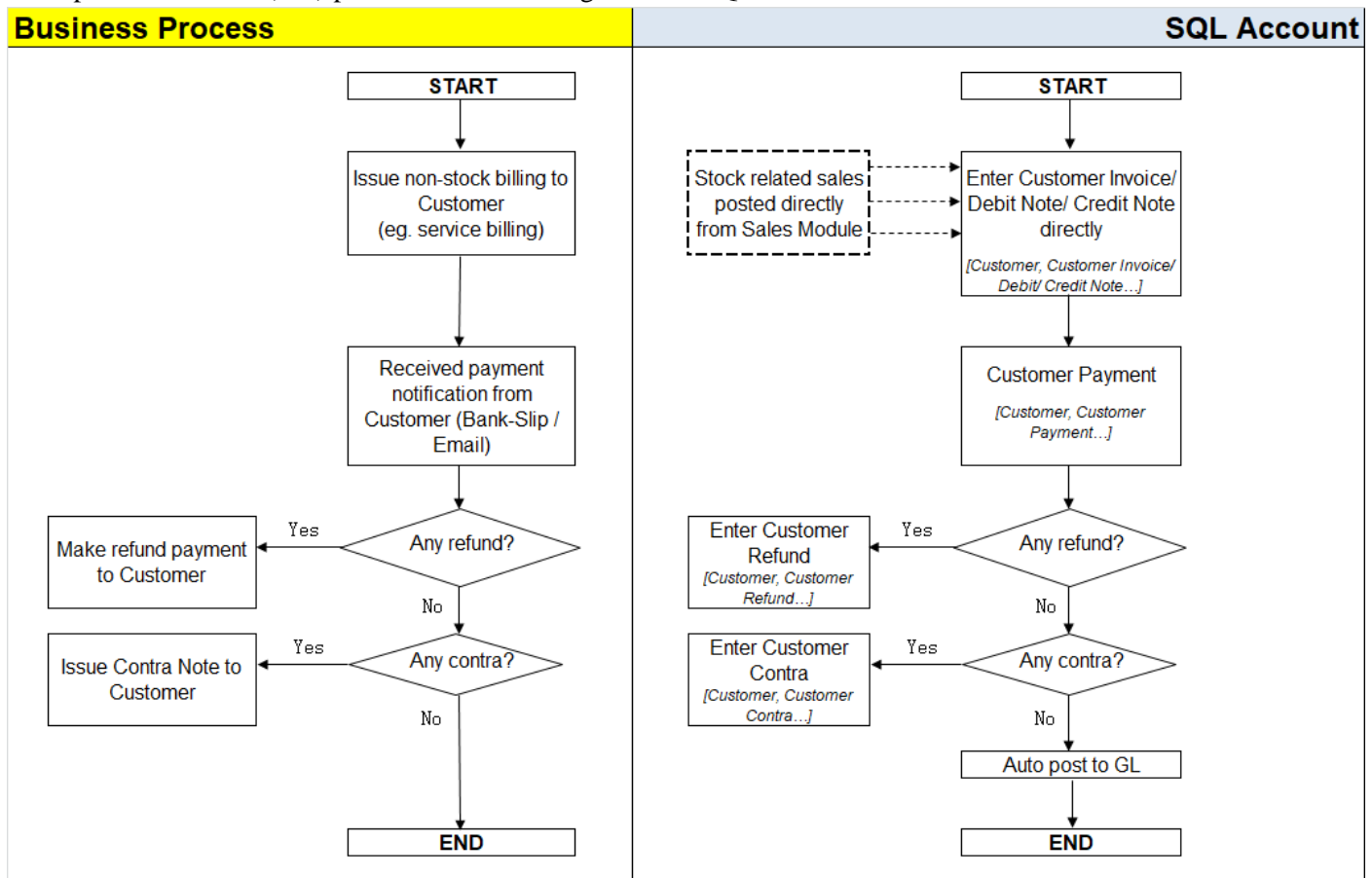


Step 4: **Save** the Cancelled Note.

## 5 Customer & Supplier

### 5.1 Customer Work Flow (AR\*)

Example of **customer (AR)** process work flow aligned with SQL Account flow:



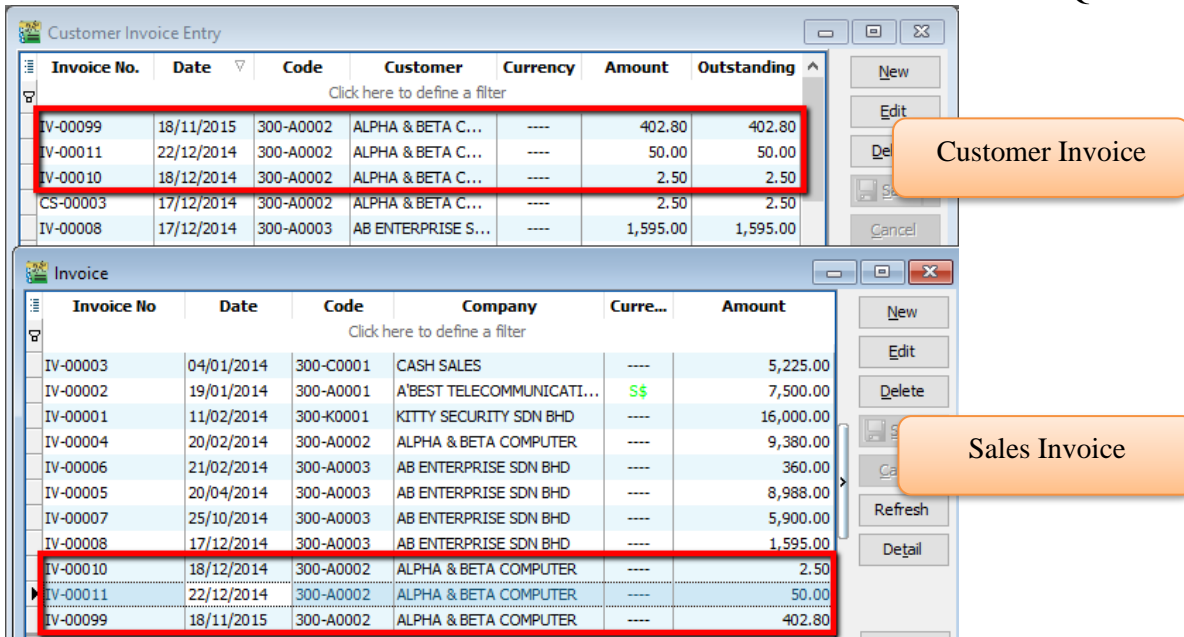
\*AR = Account Receivable

### 5.2 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.

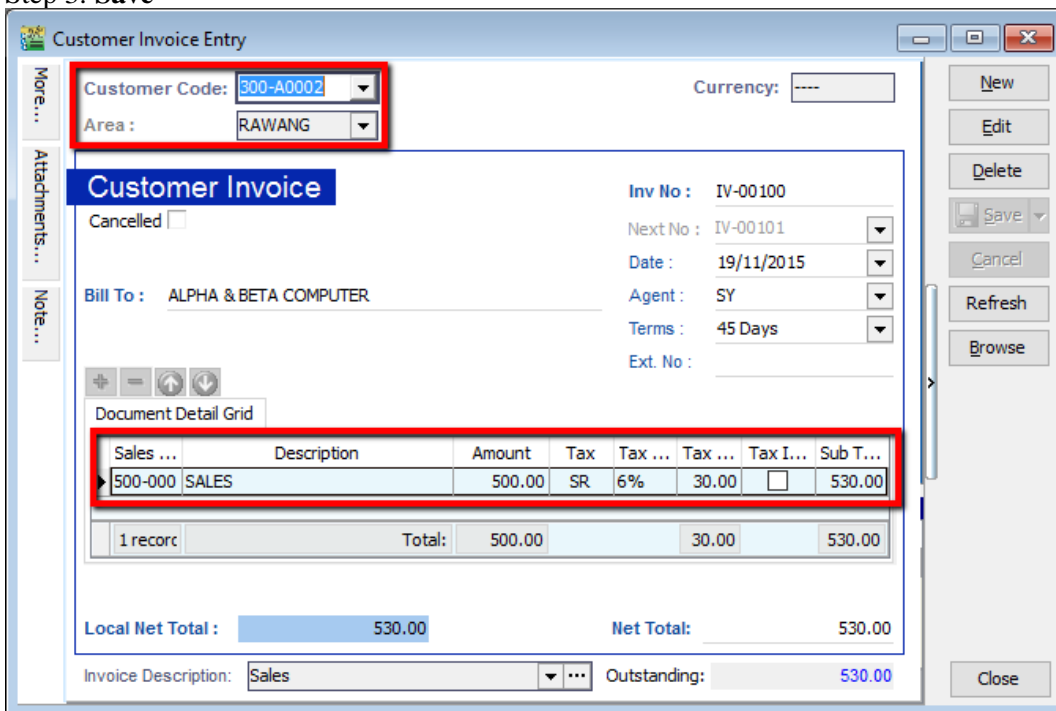


Create a new **Customer Invoice**?

Step 1: **Customer | Customer Invoice | New**

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

Step 3: **Save**



## 5.3 Customer Payment

### 5.3.1 Local Bank Payment

[http://www.sql.com.my/video/sqlacc\\_tutorial/04-03a\\_Customer\\_Payment\\_Local\\_Payment.mp4](http://www.sql.com.my/video/sqlacc_tutorial/04-03a_Customer_Payment_Local_Payment.mp4)

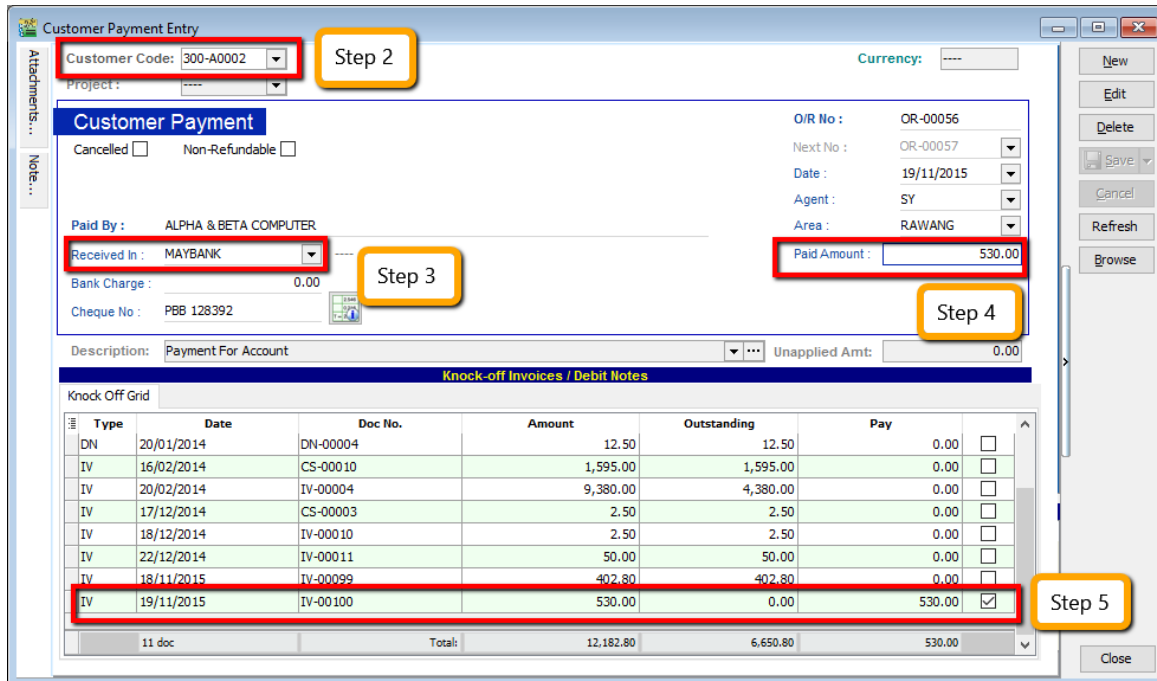
Step 1: **Customer | Customer Payment | New**

Step 2: Select your **Customer**

Step 3: Select the **bank for your account and cheque no** if applicable

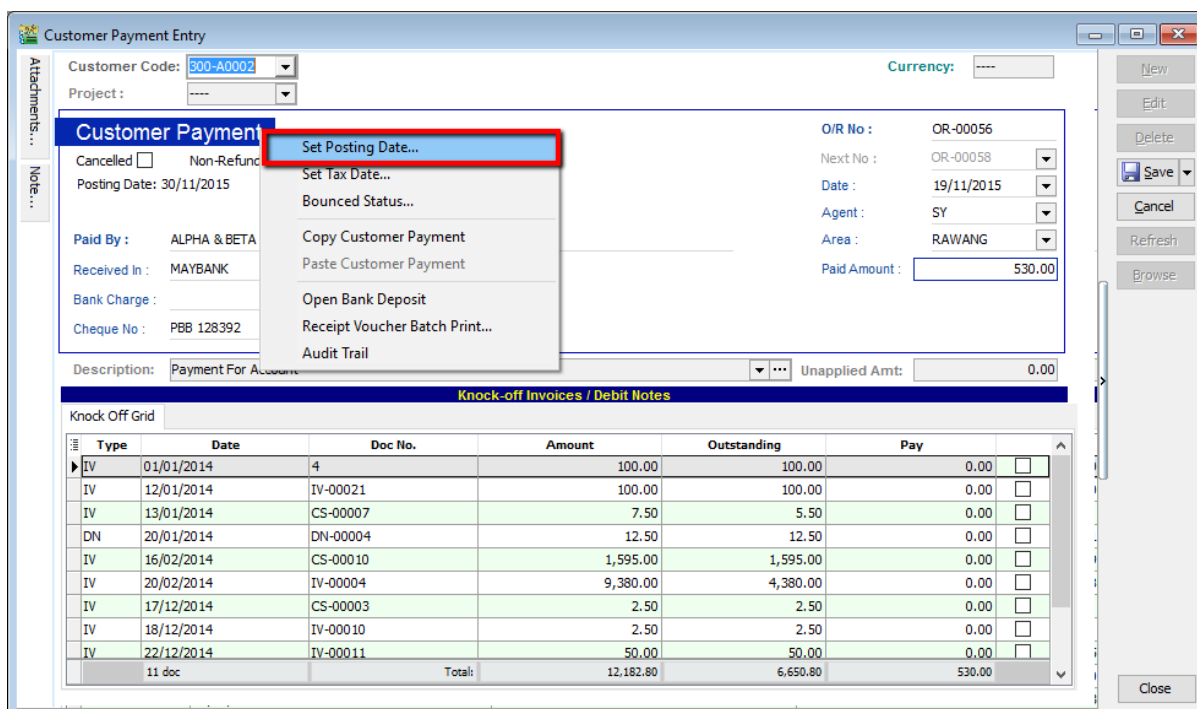
Step 4: Key in the **customer payment amount**

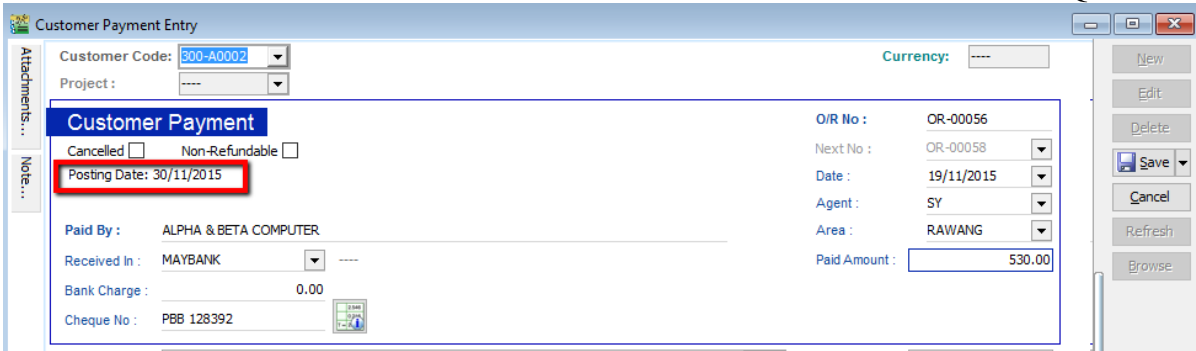
Step 5: **Tick the corresponding invoice/debit note to be knocked off**



### 5.3.2 Post Dated Cheque

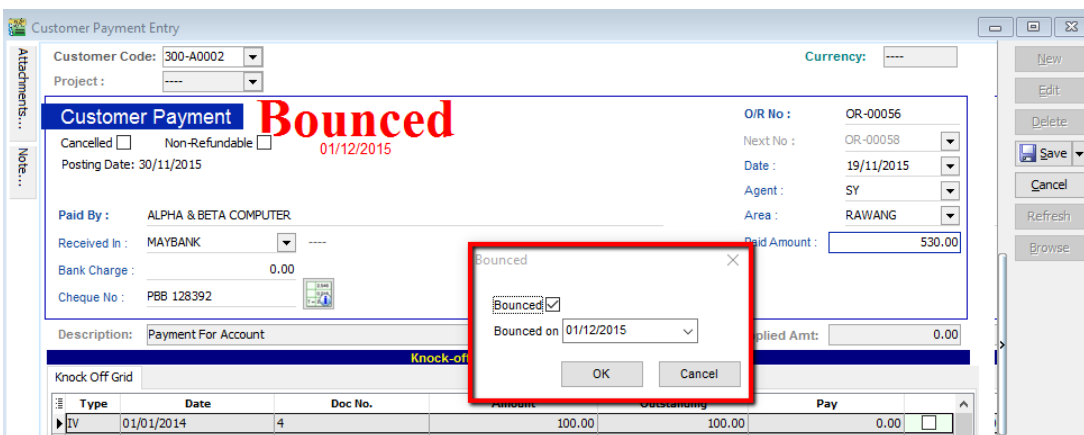
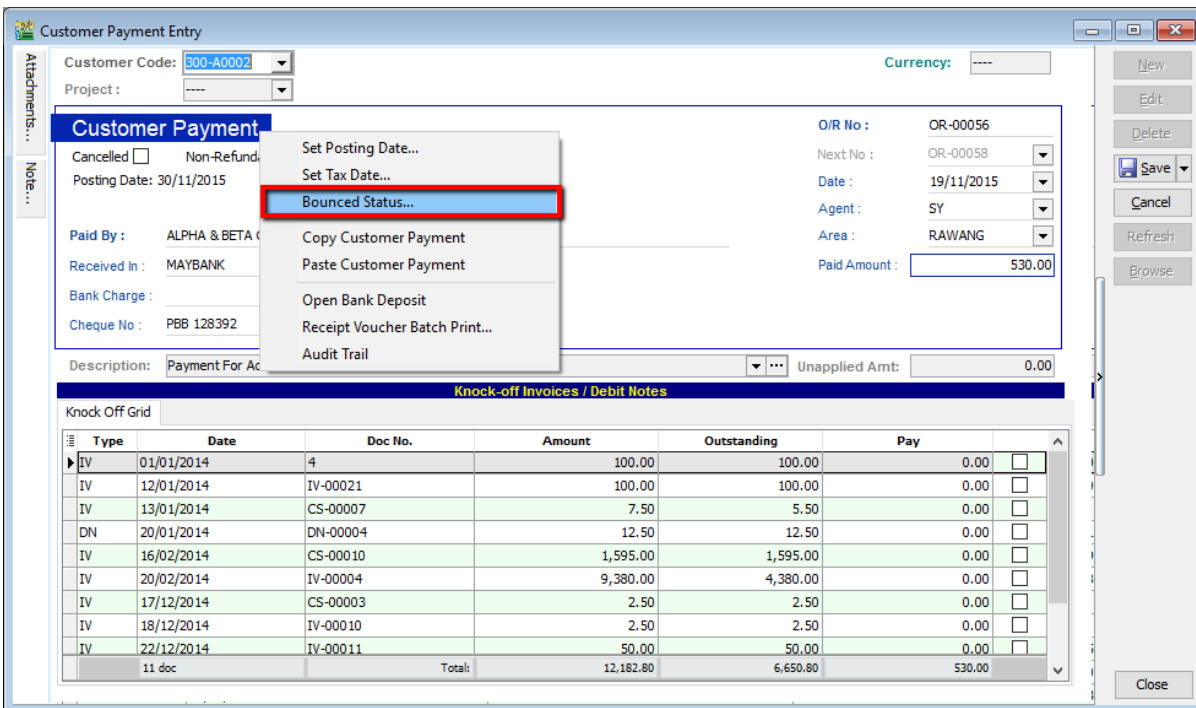
Step 1: Search for the payment that you want to edit, click on **Edit**, right click on Customer Payment, you will see **Set Posting Date**





### 5.3.3 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**



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

Date	Ref 1	Description	Description 2	Local DR	Local CR	Local Balance
<b>Code : 310-001 (MAYBANK)</b>						
		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	

### 5.4 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.

If it does not involve with returned stock, e.g. discount given with

Step 1: Customer | Customer Credit Note | New CN

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

Step 3: **Knocked off accordingly.**

Customer Credit Note Entry

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

**Customer Credit Note** C/N No: CN-00026  
 Next No: CN-00028  
 Date: 19/12/2016  
 Agent: SY  
 Ext. No:

Cancelled   
 Customer : ALPHA & BETA COMPUTER 12

GL Account	Description	Project	Amount	Tax	Tax Amount	Tax Inclusive	Sub Total (T...	Tax Rate	
520-000	DISCOUNT ALLOWED	----	42.40	SR	2.54	<input type="checkbox"/>	44.94	6%	
							1 records	2.54	44.94

Local Net Total: 44.94 Net Total (RM): 44.94  
 C/N Description: Credit Note Unapplied Amt (RM): 2.54

**Knock-off Invoices / Debit Notes**

Type	Date	Doc No.	Amount	Outstanding	Pay
IV	12/01/2016	IV-00148	42.40	0.00	42.40
			1 records	Total:	42.40

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

5.4.1 **New JE**

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

- A. Customer Debit Note and Credit Note
- B. Supplier Debit Note and Credit Note

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

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

Customer Credit Note Entry

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

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

Cancelled   
 Customer : ALPHA & BETA COMPUTER 12

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

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

Step 3: **Knocked off accordingly.**

This document will post to **GL | Journal Entry.**

## 5.5 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.**

Type	Date	Doc No.	Amount	Unapplied Amt	Refund Amt	
PM	01/01/2010	OR-00058	1,500.00	0.00	1,500.00	<input checked="" type="checkbox"/>
PM	01/01/2011	4	106.00	100.00	0.00	<input type="checkbox"/>
PM	07/01/2011	OR-00030	100.00	100.00	0.00	<input type="checkbox"/>
CN	14/11/2011	CN-00002	2.50	2.50	0.00	<input type="checkbox"/>
PM	15/12/2011	MCOR-00011	10.00	10.00	0.00	<input type="checkbox"/>
PM	17/12/2011	VCOR-00013	50.00	50.00	0.00	<input type="checkbox"/>
PM	17/12/2011	OR-00014	5.00	5.00	0.00	<input type="checkbox"/>
PM	01/01/2015	OR-00061	100.00	100.00	0.00	<input type="checkbox"/>
11 records			Total:	5,159.50	1,544.10	1,500.00

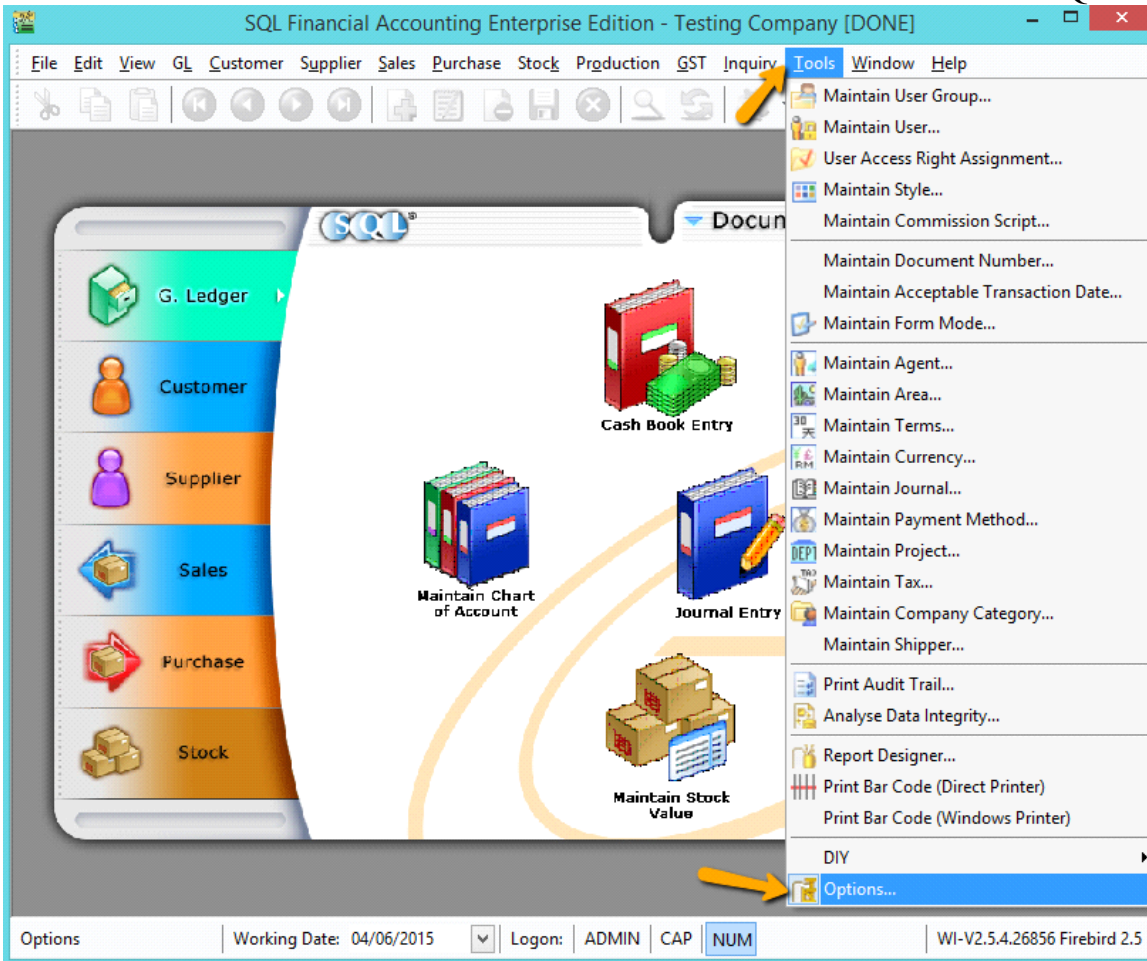
## 5.6 Customer Contra

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.

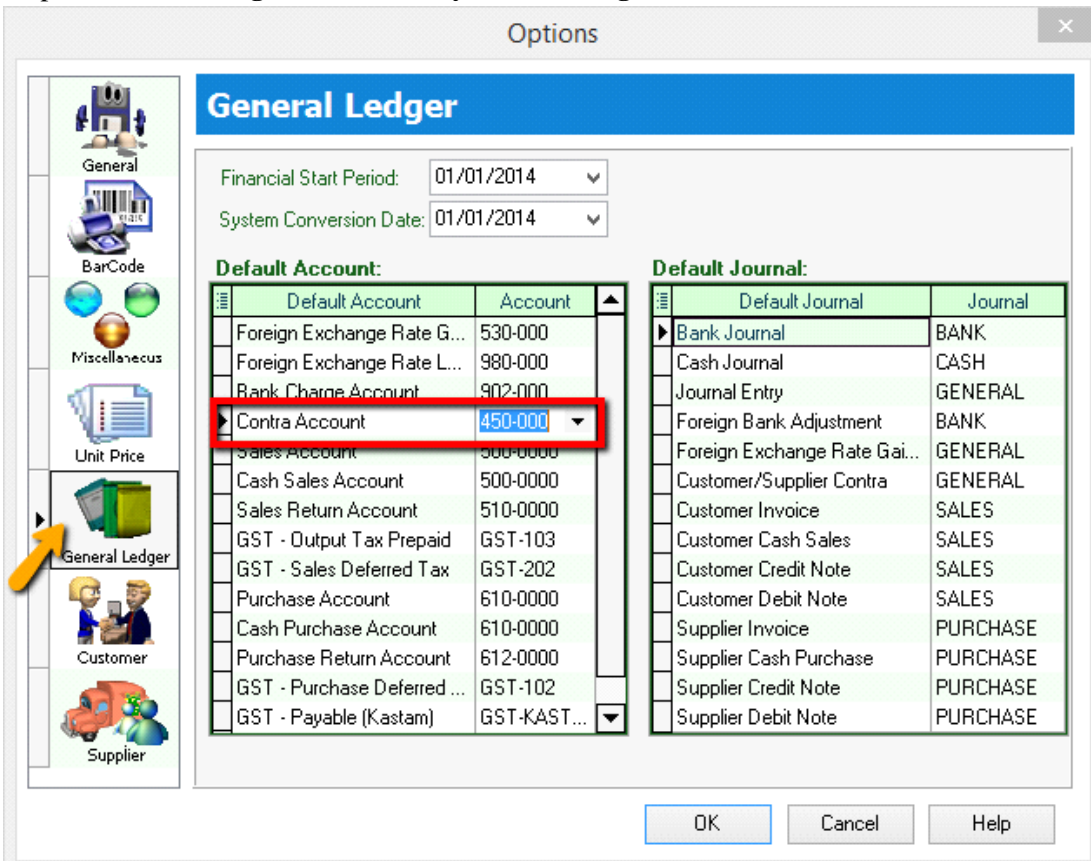
### Scenario:

**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.**



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



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**.

**Customer Contra Entry**

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

Project: ----

**Customer Contra**      C/T No: CT-00008

Cancelled       Next No: CT-00009

Date: 25/08/2016

Agent: SY

Customer: ALPHA & BETA COMPUTER 12      Area: RAWANG

Contra Amount: 500.00

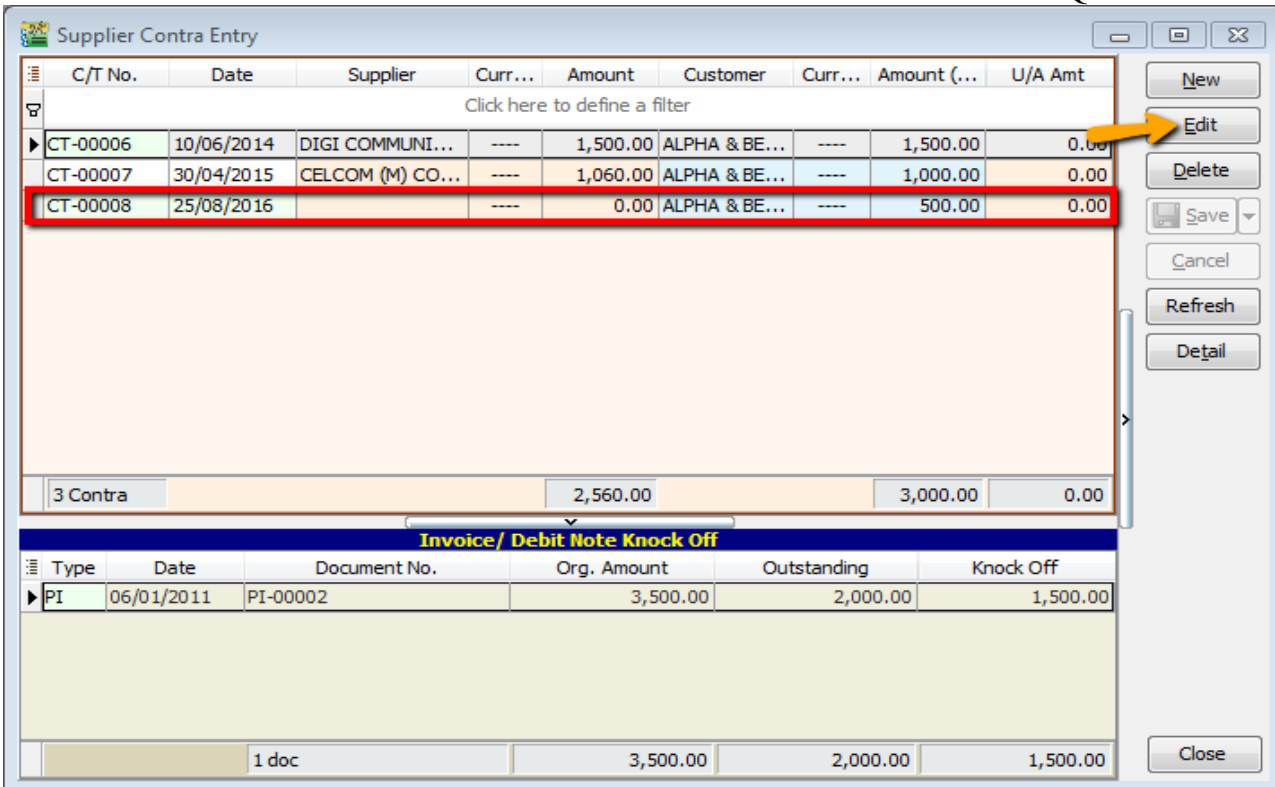
Local Amount: 500.00

Description: Contra      Unapplied Amt: 0.00

Knock-off Invoices / Debit Notes						
Type	Date	Doc No.	Amount	Outstanding	Pay	
IV	20/02/2011	IV-00004	9,420.00	3,733.00	500.00	<input checked="" type="checkbox"/>
IV	18/12/2011	IV-00010	2.50	2.50	0.00	<input type="checkbox"/>
IV	16/10/2012	IV-00100	26.00	26.00	0.00	<input type="checkbox"/>
IV	07/07/2014	IV-00113	21.00	21.00	0.00	<input type="checkbox"/>
IV	30/12/2014	test	12.45	12.45	0.00	<input type="checkbox"/>
IV	04/04/2015	CS-00013	159.00	159.00	0.00	<input type="checkbox"/>
30 records		Total:	151,688.35	143,698.45	500.00	

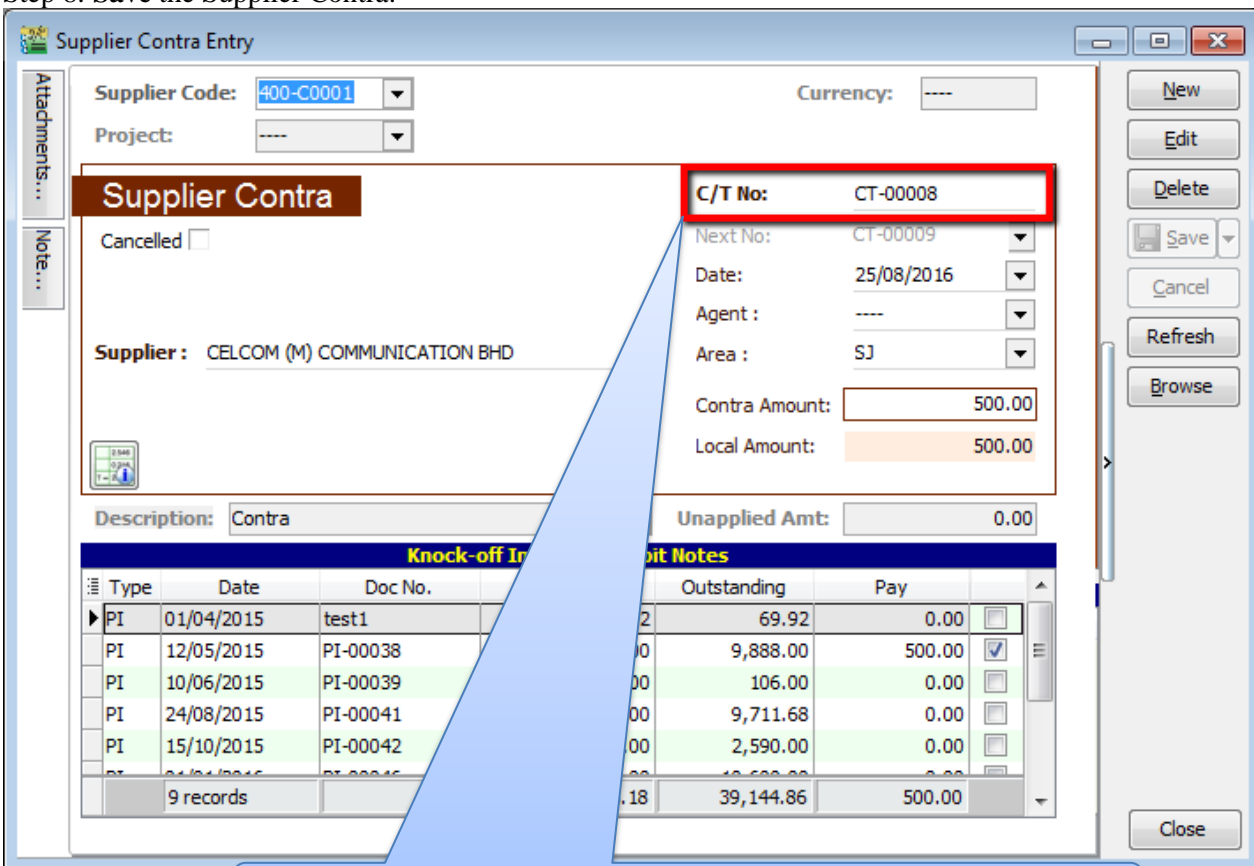
Step 6: Go to **Supplier** | **Supplier Contra**.

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



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

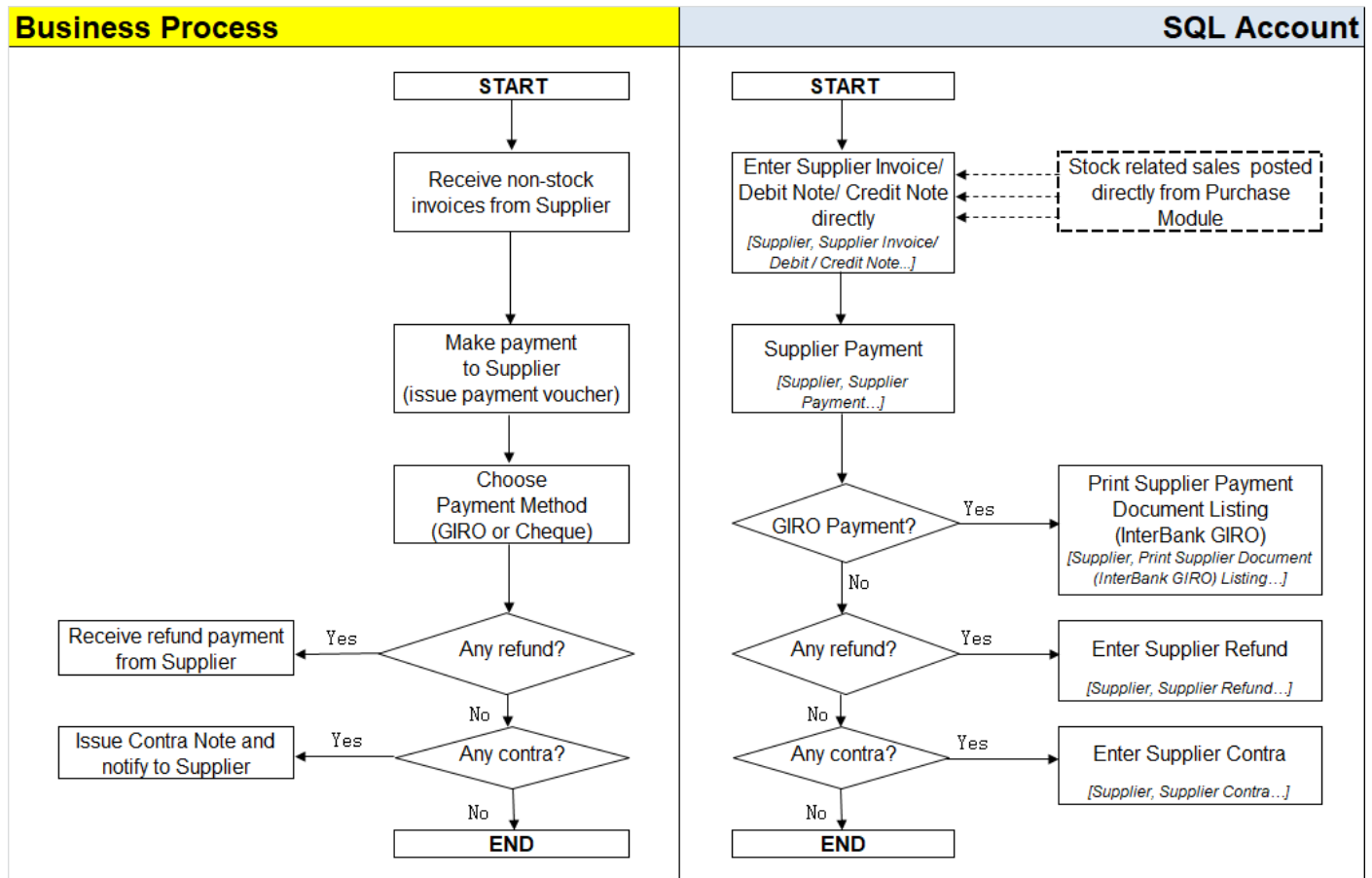
Step 8: **Save the Supplier Contra.**



Make sure the contra number is the same as the customer contra number.

## 5.7 Supplier Work Flow (AP\*)

Example of **supplier (AP)** process work flow aligned with SQL Account flow:



\*AP = Account Payable

**Supplier module** is the similarly feature with Customer Module. You can repeat the Supplier Module same as Customer guide start from 5.2 *Customer Invoice* → 5.6 *Customer Contra*.

How to use **InterBank GIRO** for supplier payment?  
Refer to Interbank GIRO guide start from 11 *InterBank GIRO*.

## 6 General Ledger

### 6.1 Opening Balance

[http://www.sql.com.my/video/sqlacc\\_tutorial/03-04\\_GL\\_Opening\\_Balance.mp4](http://www.sql.com.my/video/sqlacc_tutorial/03-04_GL_Opening_Balance.mp4)

#### 6.1.1 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**

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

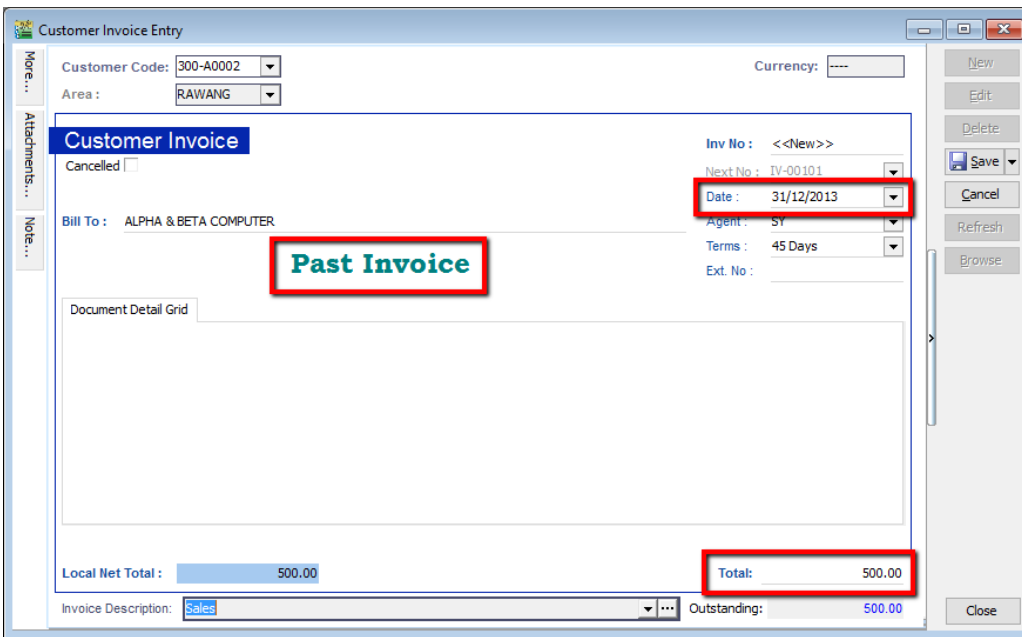
#### 6.1.2 Customer and Supplier

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**.

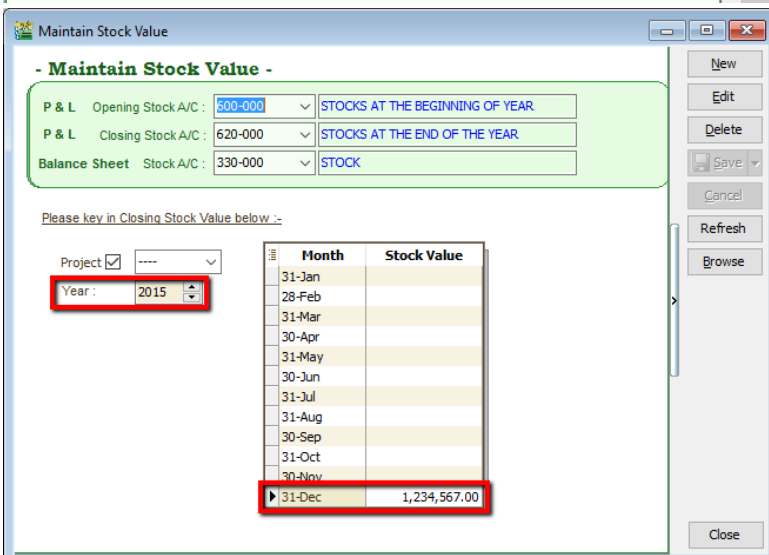
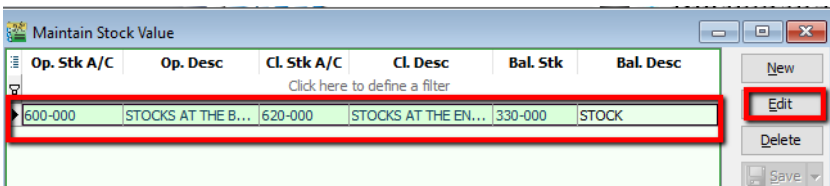


### 6.1.3 Stock Value

Step 1: GL | Maintain Stock Value| Edit

Step 2: Set the year

Step 3: **Insert the Opening Balance**

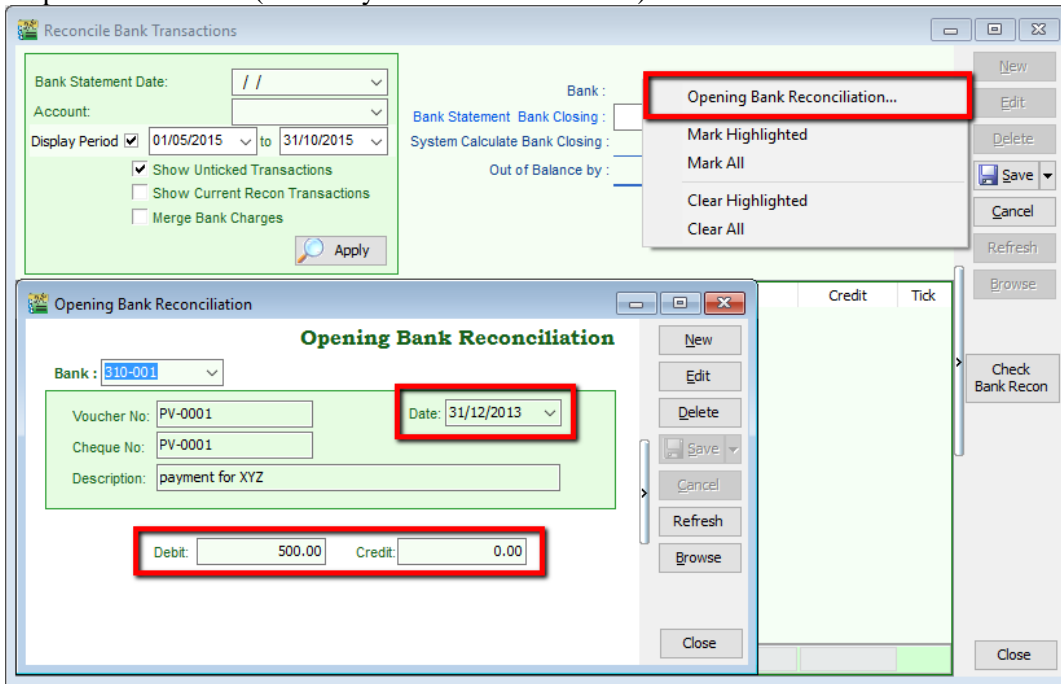


### 6.1.4 Bank Reconciliation

Step 1: GL | Bank Reconciliation | New

Step 2: **Right click, to see Opening Bank Reconciliation**

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



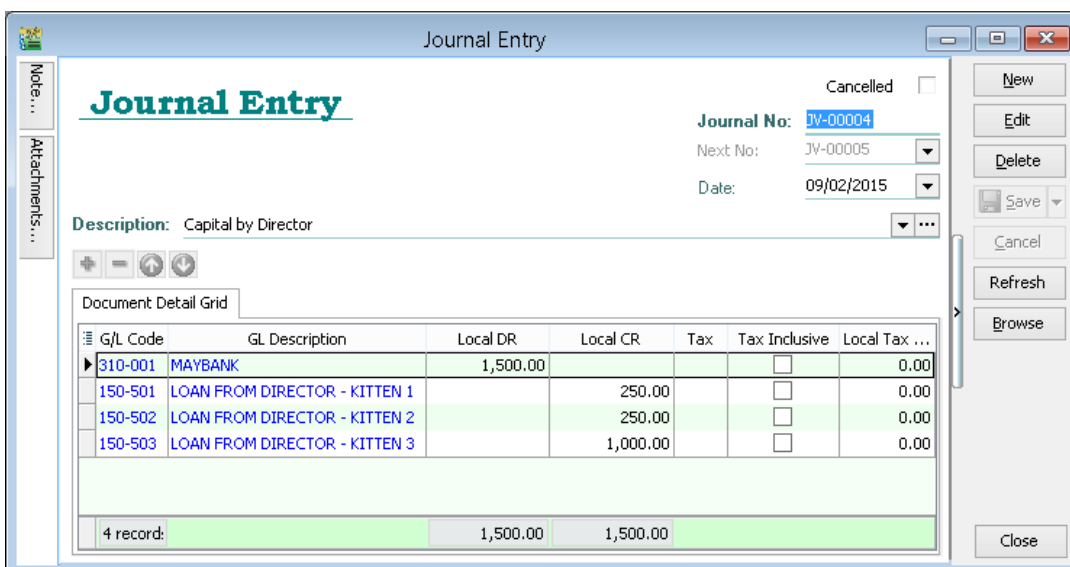
## 6.2 Journal Entry

[http://www.sql.com.my/video/sqlacc\\_tutorial/03-03\\_JournalEntry.mp4](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)



### 6.3 Cash Book Entry

[http://www.sql.com.my/video/sqlacc\\_tutorial/03-02\\_Cash\\_Book.mp4](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)

Voucher No.	Date	Description	Cheque No	Local DR	Local CR
PV-00002	06/01/2014	ERICSON SUPPLIER BHD	MBB 100002	0.00	30,000.00
PV-00046	06/01/2014	CELCOM (M) COMMUNICATION BHD	111111	0.00	1.00
OR-00030	07/01/2014	ALPHA & BETA COMPUTER	87678868	100.00	0.00
PV-00005	07/01/2014	MOTOROLA SUPPLIER BHD	MBB 100005	0.00	10,000.00
PV-00006	07/01/2014	NOKIA CORP LTD	MBB 100006	0.00	10,000.00
OR-00027	09/01/2014	KITTY SECURITY SDN BHD		10,000.00	0.00
OR-00003	11/01/2014	KITTY SECURITY SDN BHD	OBB 124358	4,000.00	0.00
OR-00036	13/01/2014	ALPHA & BETA COMPUTER		2.00	0.00
OR-00047	18/01/2014	A'BEST TELECOMMUNICATION PTE...	MBB 123456	2,503.00	0.00
OR-00004	22/01/2014	KITTY SECURITY SDN BHD	EBB 124789	6,000.00	0.00

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

**Payment Voucher**

Cancelled

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

Pay To: POS MALAYSIA

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

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

2 records Total: 1,750.00 105.00 1,855.00

## 7 Inventory

### 7.1 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 Received Entry

Cancelled

Stk Rec No : <<New>>

Next No :- RC-0003

Date :- 16/11/2015

Description :- Stock Received

Update Cost

Item Code	Description	Location	Project	Qty	UOM	Unit Cost	Sub Total
123	123	----	----	10.00	UNIT	0.00	0.00
BOMBOM	BOM of BOM	----	----	5.00	UNIT	10.00	50.00
D-PRE-50	DIGI PREPAID-RM50	----	----	3.00	UNIT	50.00	150.00
COVER	HANDPHONE COVER	----	----	2.00	UNIT	6.00	12.00
E-BAT	ERICSSON BATTERY	----	----	10.00	UNIT	100.00	1,000.00
				30.00			1,212.00

Reason : \_\_\_\_\_

Authorised By : \_\_\_\_\_ Remark : \_\_\_\_\_

### 7.2 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

Cancelled

Stk Issue No : <<New>>

Next No :- IS-0003

Date :- 16/11/2015

Description :- Stock Issue

Update Cost

Item Code	Description	Location	Project	UOM	Qty	Unit Cost
123	123	----	----	UNIT	10.00	0.00
BOMBOM	BOM of BOM	----	----	UNIT	5.00	10.00
D-PRE-50	DIGI PREPAID-RM50	----	----	UNIT	3.00	40.00
COVER	HANDPHONE COVER	----	----	UNIT	2.00	1.50
E-BAT	ERICSSON BATTERY	----	----	UNIT	10.00	100.00
					30.00	

Reason : \_\_\_\_\_

Authorised By : \_\_\_\_\_ Remark : \_\_\_\_\_

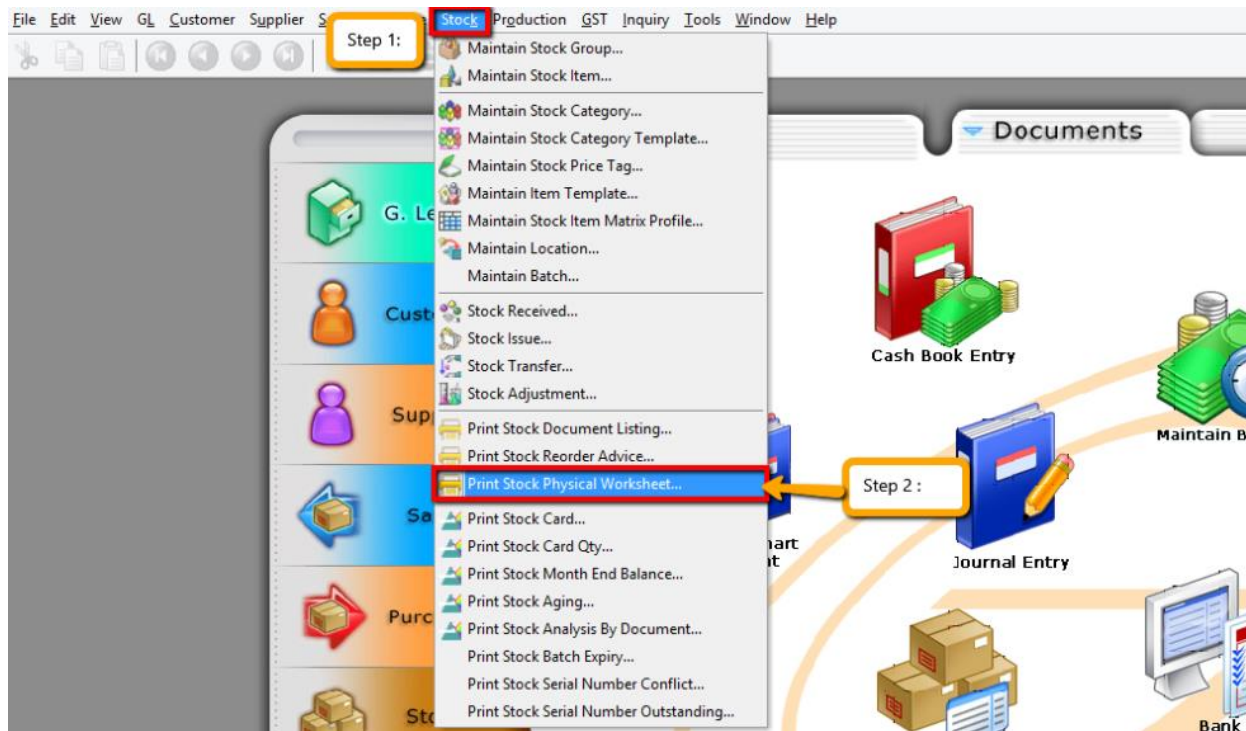
Click on the update cost so that sytem will auto capture the real time costing base on the document date.

### 7.3 Stock Adjustment / Stock Take:

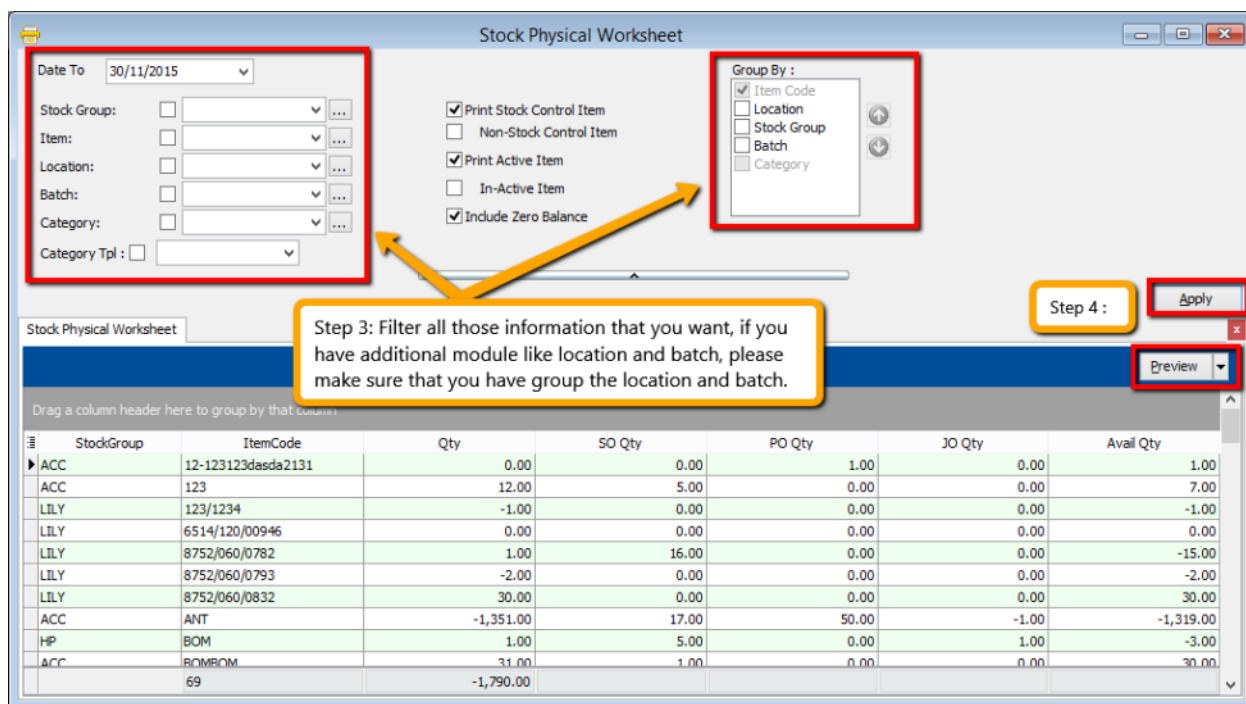
Allows user to key-in quantity in and quantity out from the system, just like a combination of stock received and stock issue. Normally used for stock take purposes. (Stock | Stock Adjustment | New)

[http://www.sql.com.my/video/sqlacc\\_tutorial/GST-03\\_StockTax.mp4](http://www.sql.com.my/video/sqlacc_tutorial/GST-03_StockTax.mp4)

#### How SQL System can help during Stock Take?

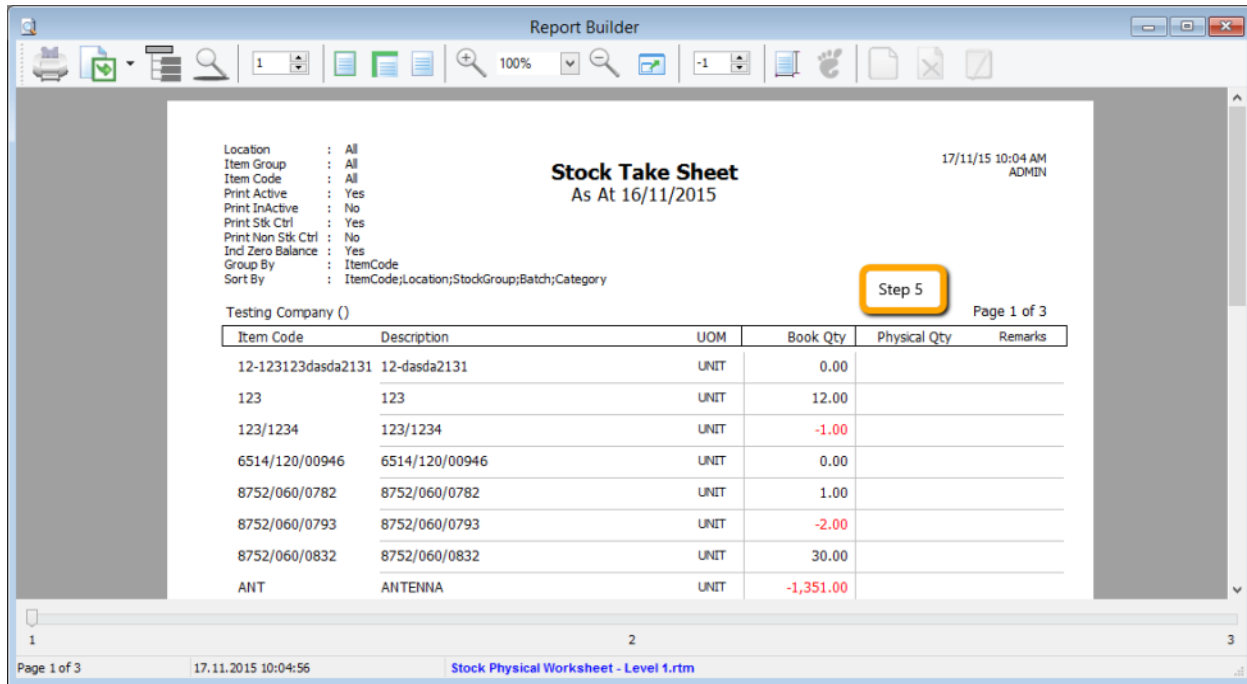


Step 1 & 2: Click on **Stock** then choose **Print Stock Physical Worksheet**.

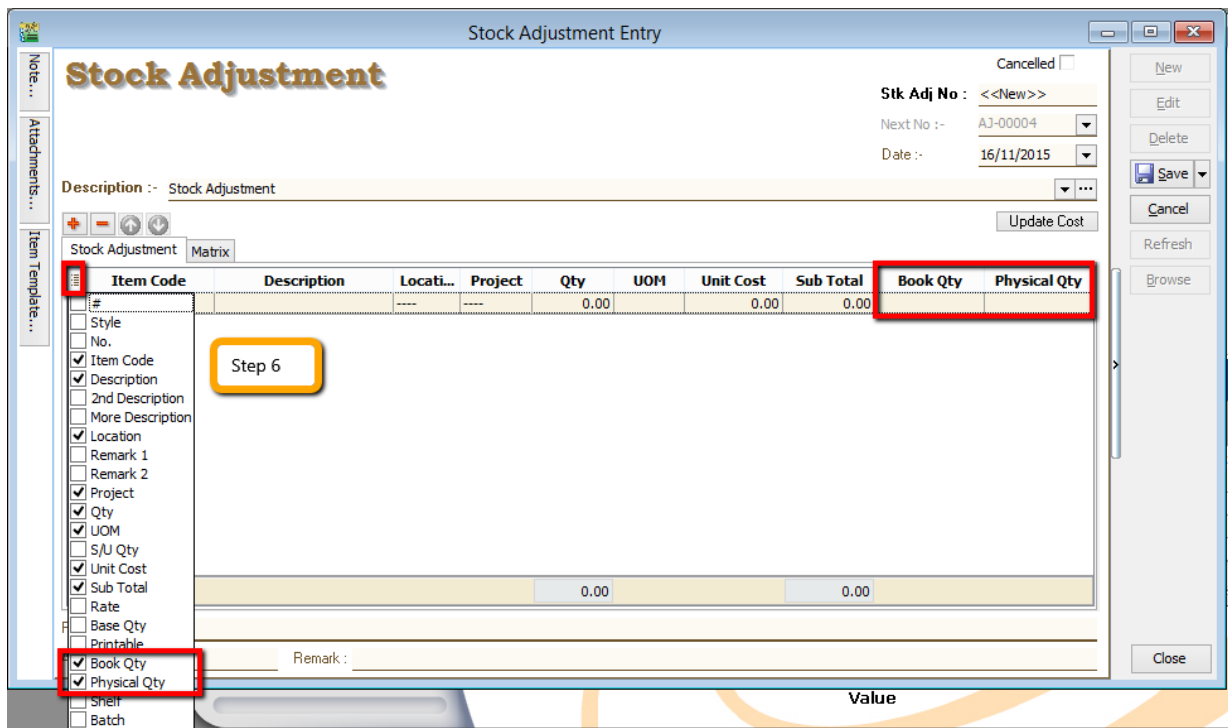


Step 3: **Filter** by date, stock group or others **information** that you want to do for the stock take, please **make sure that you choose the correct location and batch if you have these two modules.**

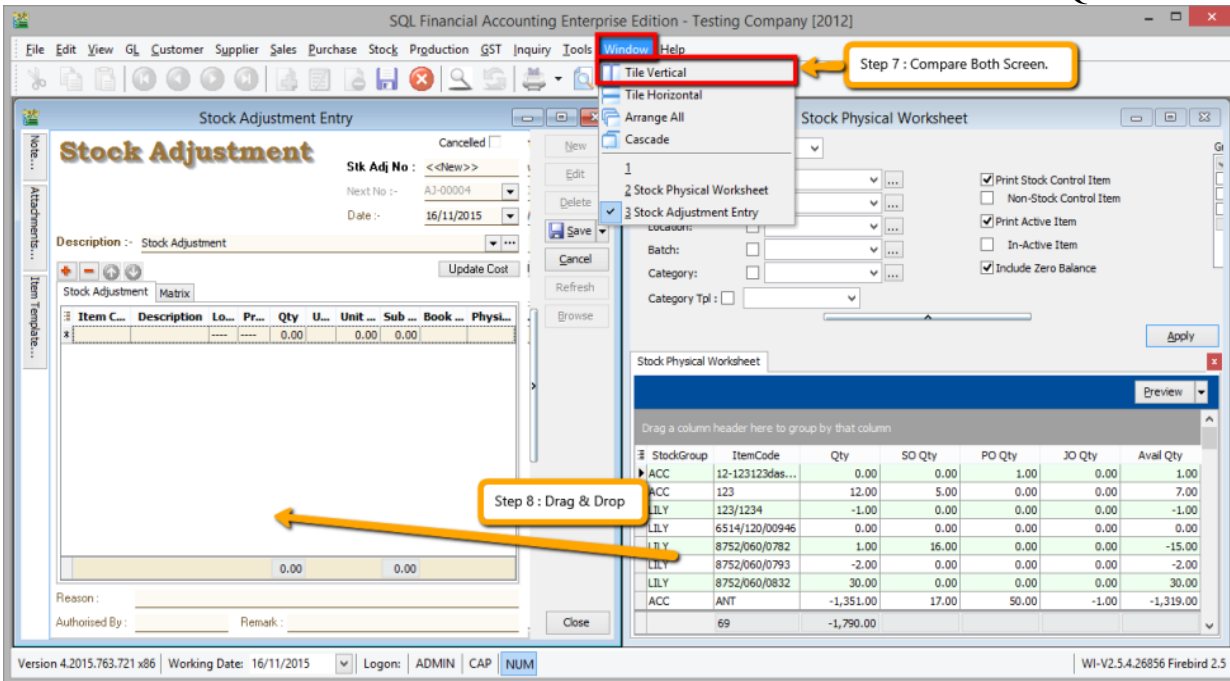
Step 4: Click on **Apply and Preview.**



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.

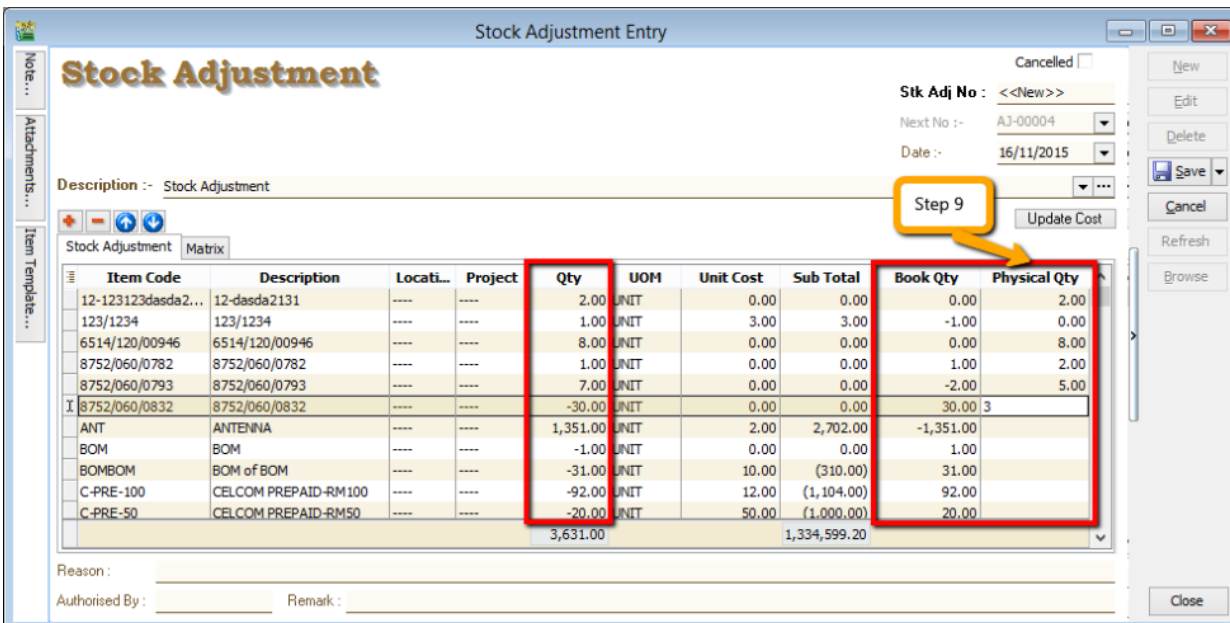


Step 6: After complete updating the stock take report, click on **Stock | Stock Adjustment |** and drag out **Book Qty and Physical Qty.**



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**.



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)*

## 8 Reports

### 8.1 General Ledger Report

#### 8.1.1 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:

- Use second description** – use second description which is controlled at GL | Maintain Chart of Account
- Zero Balance Account** – choose to show accounts in the report even if their amount is 0.
- Display Trade Debtor/Creditor in Details** – show per customer account in detail

Step 5:

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

Step 6: **Apply**

#### 8.1.2 Profit & Loss Statement

Go to **GL** | **Print Profit and Loss Statement**

Step 1: Select your date

Step 2: Choose your preferred format

Step 3:

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

Step 4:

- Print Sub Account Only** – Select a certain account to view
- Print Manufacturing Account** – you are only allowed to view manufacturing account if you have set it up under Maintain Chart of Account
- 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**

#### 8.1.3 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**

Code	Description	Month To Date		Year To Date	
		DR	CR	DR	CR
100-001	ORDINARY SHARE CAPITAL			0.00	883.50
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

#### 8.1.4 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:

- 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.
- Exclude Project when merging** – exclude project when merge GL Account.
- Use second description** – use second description which is maintained under GL | Maintain Chart of Account
- Include Zero Closing Balance** – choose to show accounts in the report even if their amount is 0
- Include Zero Transaction** – choose to show accounts in the report even if there are 0 transactions.
- 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.**

Date	Ref 1	Description	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)							
		Balance B/F				54,000.00	
				4,650.00	3,060.00		

## 8.2 Customer Report

### 8.2.1 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**

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

### 8.2.2 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**

The screenshot shows the 'Customer Statement' window. Step 1 highlights the date range filter (01/11/2015 to 30/11/2015). Step 2 highlights the 'Statement Type' dropdown menu. Step 3 highlights the 'Report Name' list, which includes options like 'Cust-Multi-F1-06 Mths Statement-Current, 1 Mth...'. Below the window, a blue callout box contains the following instructions:

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

### 8.2.3 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**.

The screenshot shows the 'Customer Due Document Listing' window. Step 1 highlights the date filter (27/08/2016) and document type checkboxes (Invoice, Debit Note, Credit Note, Contra, Overdue, Undue). Step 2 highlights the 'Include PD Cheque' checkbox. Step 4 highlights the 'Apply' button. Below the window, a table displays the document listing data:

Doc No	Doc D...	Company Name	C...	Local Amount	Terms	Local Payment	Local ...	Local ...	Local Outsta...	Age
IV-00...	13/11...	ALPHA & BETA C...	----	45,719.50	45 Days	0.00	0.00	0.00	45,719.50	243
IV-00...	01/01...	AB ENTERPRISE ...	----	300.00	30 Days	0.00	0.00	0.00	300.00	209
IV-00...	01/01...	ALPHA & BETA C...	----	300.00	45 Days	100.00	0.00	0.00	200.00	194
IV-00...	05/01...	ALPHA & BETA C...	----	300.00	45 Days	0.00	0.00	0.00	300.00	190
IV-00...	12/01...	ALPHA & BETA C...	----	42.40	45 Days	0.00	0.00	0.00	42.40	183
IV-00...	01/03...	US CORPORATIO...	USD	15.28	30 Days	0.00	0.00	0.00	15.28	149
IV-00...	18/03...	ALPHA & BETA C...	----	106.00	45 Days	0.00	0.00	0.00	106.00	117
1231...	01/04...	ALPHA & BETA C...	----	42.40	45 Days	0.00	0.00	0.00	42.40	103
IV-00...	01/04...	ALPHA & BETA C...	----	300.00	45 Days	0.00	0.00	0.00	300.00	103
IV-00...	01/04...	ALPHA & BETA C...	----	200.35	45 Days	0.00	0.00	0.00	200.35	103
Count = 8				7,235,165.18		12,630.24	2,102.90	500.00	7,222,246.29	

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  
 Contra  
 Include PD Cheque

Customer:    
 Agent:    
 Area:    
 Currency:    
 Doc Proj.:    
 Item Proj.:    
 Co. Cate.:    
 Local Currency  Foreign Currency

**Group/Sort By:**

- Customer Code
- Customer Name
- Document Date
- Due Date
- Document No
- Agent
- Area
- Currency
- Document Type
- Doc Project
- Company Category

**Apply**

Doc No	Doc D...	Company Name	C...	Local Amount	Terms	Local Payment	Local ...	Local ...	Local Outsta...	Age
+ IV-00...	13/11...	ALPHA & BETA C...	----	45,719.50	45 Days	0.00	0.00	0.00	45,719.50	243
+ IV-00...	01/01...	AB ENTERPRISE ...	----	300.00	30 Days	0.00	0.00	0.00	300.00	209
+ IV-00...	01/01...	ALPHA & BETA C...	----	300.00	45 Days	100.00	0.00	0.00	200.00	194
+ IV-00...	05/01...	ALPHA & BETA C...	----	300.00	45 Days	0.00	0.00	0.00	300.00	190
+ IV-00...	12/01...	ALPHA & BETA C...	----	42.40	45 Days	0.00	0.00	0.00	42.40	183
+ IV-00...	01/03...	US CORPORATIO...	USD	15.28	30 Days	0.00	0.00	0.00	15.28	149
+ IV-00...	18/03...	ALPHA & BETA C...	----	106.00	45 Days	0.00	0.00	0.00	106.00	117
+ 1231...	01/04...	ALPHA & BETA C...	----	42.40	45 Days	0.00	0.00	0.00	42.40	103
+ IV-00...	01/04...	ALPHA & BETA C...	----	300.00	45 Days	0.00	0.00	0.00	300.00	103
+ IV-00...	01/04...	ALPHA & BETA C...	----	200.35	45 Days	0.00	0.00	0.00	200.35	103
Count = 8				7,235,165.18		12,630.24	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**

- Cus Due Document Listing
- Cust Due Document Listing - Level 1
- Cust Local - Due Document Listing - Level 1 (GST)
- Cust Local - GST BDR Analysis (Forecast) - Level 1
- Cust Overdue Letter**
- Cust Overdue Letter-(with other Info)**

Select All      **OK**      Cancel

**Testing Company 0**

Date: 27/08/2016

Page: 1 of 1

To: ALPHA & BETA COMPUTER  
 838 JALAN WORLD  
 40485 RAWANG  
 SELANGOR, DE

**RE : OVERDUE ACCOUNT**

Our record shows that an amount of RM 10.60 is now overdue. A list of overdue invoices is shown as below :

DATE	TYPE	INV/DN NO.	TERMS	DUE DATE	AGE	AMOUNT DUE
13/05/2015	IV	IV-00127	45 Days	27/06/2015	427	10.60

Total Amount: 10.60

We shall be grateful if you could let us have your payment soonest possible.

This is a computer generated document. Please ignore this reminder should you have made the aforesaid payment.

Thank you and best regards,

Yours faithfully,

Account Dept.  
 -----

### 8.2.4 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.

Company Name	B/F Local Amt	Inv Local	Payment Local	CN Local Amt	DN Local Amt	Contra Local	Bounced Payment Local	Bounced Refund Local	Refund Local	C/F Local Amt
▶ ABEST TELECOMMUNICATION PTE...	15,655.21									15,655.21
ALPHA & BETA COMPUTER	10.60									10.60
ALPHA & BETA COMPUTER.12	138,232.86	4,309.99	(2,266.00)	(1,060.00)		(500.00)			1,500.00	140,216.85
AB ENTERPRISE SDN BHD	6,961,454.50	300.00								6,961,754.50
ali enterprise	0.00	26.93	(13.33)	(530.00)						(516.40)
CASH SALES-A	(1,498.50)									(1,498.50)
chris	106,106.00									106,106.00
FAUNG TECK WAI	3,084.00									3,084.00
KITTY SECURITY SDN BHD	(4,700.00)									(4,700.00)
STAR TRADING SDN BHD	1,000.00									1,000.00
US CORPORATION PE LTD	(762.75)	389.28								(373.47)
Count = 11	7,218,581.92	5,026.20	(2,279.33)	(1,590.00)	0.00	(500.00)			1,500.00	7,220,738.79

## 8.3 Sales Report

### 8.3.1 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

The screenshot shows the 'Sales Document Listing' window with the following details:

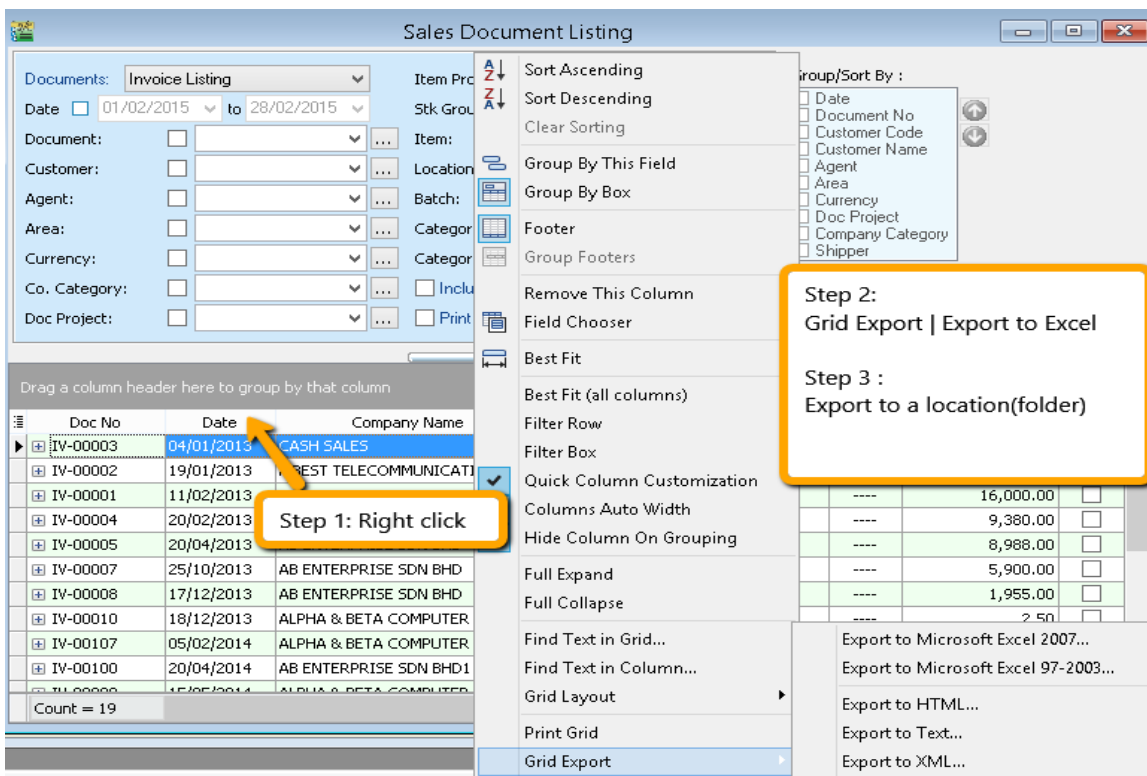
- Documents:** Quotation Listing
- Date:** 01/11/2015 to 30/11/2015
- Group/Sort By:** Date (selected)
- Apply** button

Doc No	Date	Company Name	Agent	Area	Project	Currenc...	Net Total	Cancel...
QT-00009	09/01/2014	ALPHA & BETA COMPUTER	SY	RAWANG	----	----	5.00	<input type="checkbox"/>
QT-00001	22/01/2014	KITTY SECURITY SDN BHD	HALIM	WW	----	----	80,000.00	<input type="checkbox"/>
QT-00002	08/12/2014	A'BEST TELECOMMUNICATION PTE LTD	LF	SINGAPORE	----	S\$	17,400.00	<input type="checkbox"/>
QT-00003	10/12/2014	AB ENTERPRISE SDN BHD	NF	PJ	----	----	100.00	<input type="checkbox"/>
QT-00004	10/12/2014	AB ENTERPRISE SDN BHD	NF	PJ	----	----	500.00	<input type="checkbox"/>
QT-00005	12/12/2014	A'BEST TELECOMMUNICATION PTE LTD	LF	SINGAPORE	----	S\$	50.00	<input type="checkbox"/>
1	19/12/2014	ALPHA & BETA COMPUTER	SY	RAWANG	----	----	500.00	<input type="checkbox"/>
QT-00008	20/12/2014	ALPHA & BETA COMPUTER	SY	RAWANG	----	----	2.50	<input type="checkbox"/>
QT-00011	18/11/2015	ALPHA & BETA COMPUTER	SY	RAWANG	----	----	111.30	<input type="checkbox"/>
Count = 9							98,668.80	

#### 8.3.1.1 Export report into Excel

Step 1: **Right click on any title bar**

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

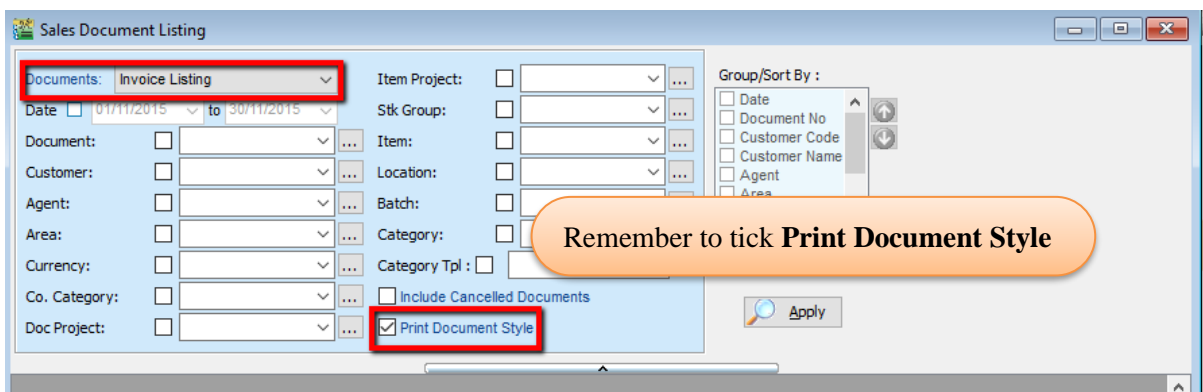


### 8.3.1.2 Batch Printing Invoices

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”



### 8.3.2 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.

Step 4: **Apply.**

Doc No	Date	Company Name	Agent	Proj...	Category	Item Code	Orig. Qty	Transfer ...	O/S Qty
DO-00001	11/01/2011	KITTY SECURITY SD...	HALIM	----		M-R-GP300	40.00	16.00	24.00
DO-00002	19/01/2011	A'BEST TELECOMM...	LF	----		E-BAT	5.00	5.00	0.00
DO-00002	19/01/2011	A'BEST TELECOMM...	LF	----		E-T10s	5.00	0.00	5.00
DO-00002	19/01/2011	A'BEST TELECOMM...	LF	----		N-3210	5.00	5.00	0.00
DO-00002	19/01/2011	A'BEST TELECOMM...	LF	----		N-3310	10.00	0.00	10.00
DO-00002	19/01/2011	A'BEST TELECOMM...	LF	----		N-BAT	15.00	0.00	15.00
DO-00006	20/02/2011	ALPHA & BETA COM...	SY	----		N-8250	2.00	2.00	0.00
DO-00006	20/02/2011	ALPHA & BETA COM...	SY	----		N-8850	2.00	2.00	0.00
DO-00007	20/02/2011	KITTY SECURITY SD...	HALIM	----		M-R-GP300	20.00	15.00	5.00
DO-00007	20/02/2011	KITTY SECURITY SD...	HALIM	----		N-BAT	4.00	4.00	0.00
DO-00008	20/02/2011	AB ENTERPRISE SD...	NF	----		N-7110	1.00	1.00	0.00
DO-00008	20/02/2011	AB ENTERPRISE SD...	NF	----		N-8850	2.00	2.00	0.00
Count = 36							5,744.00		2,886.00

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

Sales Outstanding Delivery Order Listing.rtm

1 81% -1

Date : All  
 Delivery Date: All  
 Document : All  
 Company : All  
 Co Category : All  
 Agent : All  
 Area : All  
 Doc Project : All  
 Project : All  
 Item : All  
 Location : All  
 Category : All  
 Incl Cancelled: No  
 Sort By : DocDate;DocNo;Code

27/08/16 11:34 AM  
ADMIN

### Outstanding Delivery Order Listing

As At 27/08/2016

Page 1 of 2

Testing Company ()

Seq.	Code	Description	U/Price	Delivry date	Orig Qty	O/Stding	Date	Doc No	Tfer Qty
<b>DO-00001 KITTY SECURITY SDN BHD</b>									
1	M-R-GP300	MOTOLORA RADIUS GP300	1,000.0000	11/01/11	40.00	24.00	11/02/11	IV-00001	16.00
<b>DO-00002 A'BEST TELECOMMUNICATION PTE LTD</b>									
2	E-BAT	ERICSSON BATTERY	150.0000	19/01/11	5.00	0.00	19/01/11	IV-00002	5.00
3	E-T10s	ERICSSON T10s	800.0000	19/01/11	5.00	5.00	19/01/11	IV-00002	5.00
4	N-3210	NOKIA 3210	900.0000	19/01/11	5.00	0.00	19/01/11	IV-00002	5.00
5	N-3310	NOKIA 3310	988.0000	19/01/11	10.00	10.00			
6	N-BAT	NOKIA BATTERY	150.0000	19/01/11	15.00	15.00			
<b>DO-00006 ALPHA &amp; BETA COMPUTER12</b>									
7	N-8250	NOKIA 8250	890.0000	20/02/11	2.00	0.00	20/02/11	IV-00004	2.00
8	N-8850	NOKIA 8850	3,800.0000	20/02/11	2.00	0.00	20/02/11	IV-00004	2.00
<b>DO-00007 KITTY SECURITY SDN BHD</b>									
9	M-R-GP300	MOTOLORA RADIUS GP300	1,000.0000	20/02/11	20.00	5.00	09/12/11	CS-00002	15.00
10	N-BAT	NOKIA BATTERY	150.0000	20/02/11	4.00	0.00	09/12/11	CS-00002	4.00
<b>DO-00008 AB ENTERPRISE SDN BHD</b>									
11	N-7110	NOKIA 7110	1,388.0000	20/02/11	1.00	0.00	20/04/11	IV-00005	1.00
12	N-8850	NOKIA 8850	3,800.0000	20/02/11	2.00	0.00	20/04/11	IV-00005	2.00
<b>DO-00003 KITTY SECURITY SDN BHD</b>									
13	M-R-GP300	MOTOLORA RADIUS GP300	1,000.0000	22/02/11	20.00	10.00	09/12/11	CS-00002	10.00

1 2

Page 1 of 2 27.08.2016 11:34:12 Sales Outstanding Delivery Order Listing.rtm

## 8.4 Inventory Report

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

### 8.4.1 Stock Card:

Step: **Stock | Print Stock Card | Apply.**

The screenshot shows the 'Stock Card' window with the following data table highlighted in red:

Post Date	Doc No	Doc Description	U. Cost	U. Price	Qty In	Qty Out	Bal Qty	Cost
01/01/2011		(Balance b/d)					0.00	0.00
02/01/2011	RC-00001	Stock Received	2.00	0.00	10.00	0.00	10.00	20.00
02/01/2011	IS-00001	Stock Issue	2.00	0.00	0.00	10.00	0.00	0.00
07/01/2011	GR-00004	LION HPHONE AC...	1.50	0.00	50.00	0.00	50.00	75.00
33 trans(s)					91.00	1,444.00		

### 8.4.2 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.**

The screenshot shows the 'Stock Card Qty' window with the following data table highlighted in red:

Post Date	Doc No	Doc Description	Qty In	Qty Out	Bal Qty
01/01/2011		(Balance b/d)			0.00
02/01/2011	RC-00001	Stock Received	10.00	0.00	10.00
02/01/2011	IS-00001	Stock Issue	0.00	10.00	0.00
07/01/2011	GR-00004	LION HPHONE AC...	50.00	0.00	50.00
35 trans(s)			92.00	1,445.00	

### 8.4.3 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.**

StockGroup	ItemCode	Location	Batch	UTD Qty	UTD Cost
ACC	123	----		12.00	92.39
ACC	ANT	----		-1,351.00	0.00
ACC	BOMBOM	----		31.00	700.00
ACC	COVER	----		72.00	167.80
ACC	E-BAT	----		-3.00	0.00
ACC	FTW	----		-1.00	0.00
	44				116,405.84

You may get the final figure from here and then update at accounting stock value so that P&L and Balance Sheet Report will capture.

**8.4.4 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.**

VS

Stock Reorder Advice

Date To: 16/11/2015

On Hand Qty

Compare to :- Reorder Level

Group By :
 

- Item Code
- Location
- Stock Group
- Batch
- Category
- Supplier

Print Stock Control Item  Non-Stock Control Item

Print Active Item  In-Active Item  Include Zero Level

Apply

---

Stock Reorder Advice

Preview

Drag a column header here to group by that column

ItemCode	Qty	SO Qty	PO Qty	JO Qty	Avail Qty
▶ ANT	-1,351.00	17.00	50.00	-1.00	-1,319.00
E-BAT	-3.00	0.00	85.00	0.00	82.00
JSON2	10.00	0.00	0.00	0.00	10.00
M-BAT	0.00	0.00	0.00	0.00	0.00
M-P7689	0.00	0.00	0.00	0.00	0.00
M-PRE-120	-12.00	0.00	0.00	0.00	-12.00
M-PRE-60	0.00	10.00	0.00	0.00	-10.00
M-R-GP300	-1,079.00	0.00	0.00	0.00	-1,079.00
M-STV	-1.00	0.00	0.00	0.00	-1.00
M-STX	0.00	0.00	0.00	0.00	0.00
23	-2,486.00				

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.

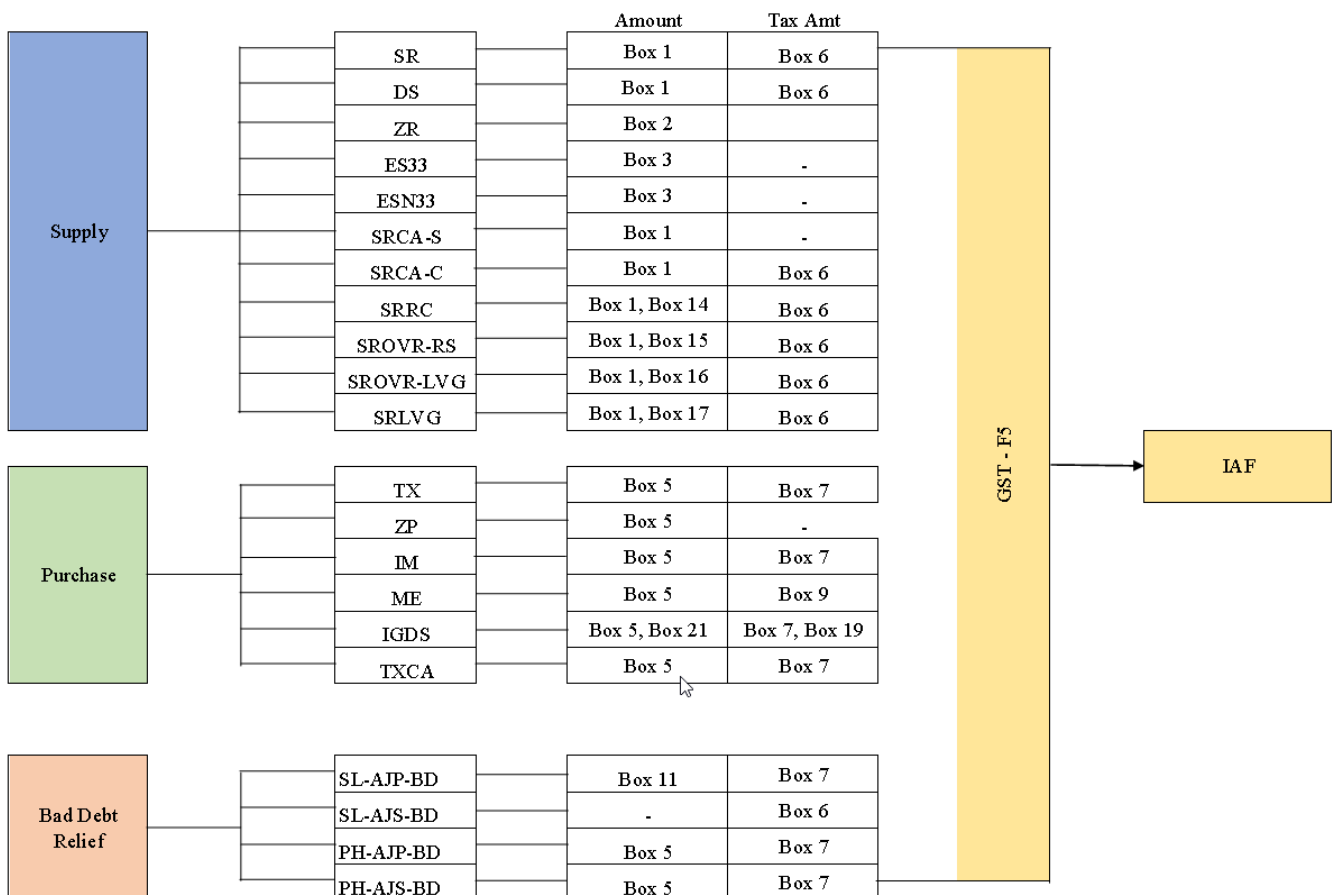
## 9 GST

GST was introduced in Singapore on 1 Apr 1994. The table below displays the chronological sequence of GST Rate changes:

Year	GST Rate
1 Apr 1994 to 31 Dec 2002	3%
1 Jan 2003 to 31 Dec 2003	4%
1 Jan 2004 to 30 Jun 2007	5%
1 Jul 2007 to 31 Dec 2022	7%
1 Jan 2023 - present	8%

### 9.1 GST Tax Code, GST-F5 and IAF Flow Chart

Overview of the GST Tax Code in SQL Account and represent to GST F5 and IAF.



## 9.2 Common Tax Codes used by most businesses

Sales (Output Tax)		General Tax	
SR – 6% (Standard Rated)		Out-of-scope Supply	
ZR – 0 % (Zero Rated)		Deemed Supply	
ES (Exempt Supply)			
Sales (Output Tax)			
<b>Standard Rated (SR)</b>		<p>GST is charged at the prevailing rate of 7% by GST-registered businesses<sup>7</sup> on all sales of goods and services made in Singapore.</p> <p>In Budget 2022, the Minister for Finance announced that the GST rate will be increased from:</p> <ul style="list-style-type: none"> <li>i) 7% to 8% with effect from 1 Jan 2023; and</li> <li>ii) 8% to 9% with effect from 1 Jan 2024.</li> </ul>	
<b>Zero Rated Local (ZRL)</b>		<p>GST is charged at 0%. There are two categories of zero-rated supply: 1) exports of goods; 2) provision of international services.</p> <p>1) The general principle for zero-rating a supply of goods is that you must be certain, at the point of supply (based on the time of supply rules in paragraph 5), that: 1) The goods supplied will be or has been exported, and 2) You have or will have the required documents to support zero-rating. For more information on zero-rating of goods and the required supporting documents, please refer to the e-tax guide “GST: Guide on Exports” and IRAS’ webpage (<a href="http://www.iras.gov.sg">www.iras.gov.sg</a> &gt; Taxes &gt; GST &gt; Charging GST (Output Tax) &gt; When to Charge 0% GST (zero-rate) &gt; Exporting of Goods).</p> <p>2) You may zero-rate your supply of services if it falls within the description of international services under Section 21(3) of the GST Act. It should be noted that not all services provided to overseas customers can be zero-rated. For more information, please refer to the IRAS’ webpage (<a href="http://www.iras.gov.sg">www.iras.gov.sg</a> &gt; Taxes &gt; GST &gt; Charging GST (Output Tax) &gt; When to Charge 0% GST (zerorate) &gt; Providing International Services).</p>	
<b>Exempt Supply (ES)</b>		<p>These are supplies that are specifically exempted from GST under the Fourth Schedule to the GST Act. They include the provision of financial services, sale and lease of residential properties and local supply of investment precious metals (IPM). No GST needs to be charged on exempt supplies. For more information, please refer to the IRAS’ webpage (<a href="http://www.iras.gov.sg">www.iras.gov.sg</a> &gt; Taxes &gt; GST &gt; Charging GST (Output Tax) &gt; When is GST not charged &gt; Supplies Exempt from GST).</p>	
<b>Out-Of-Scope supply</b>		<p>Out-of-scope supplies refer to supplies which are outside the scope of the GST Act. They also include supplies where the place of supply is outside of Singapore (refer to paragraph 3.1.5). No GST needs to be charged on out-of-scope supplies. You only need to report them in “Box 13: Revenue” of the GST F5 return if they are part of your revenue. Otherwise, they need not be reported in the GST return.</p>	
<b>Deemed Supply</b>		<p>Goods which are assets of the GST-registered person are sometimes permanently disposed of, transferred, or applied to non-business use. Although there is no consideration received, for GST purposes, supplies are considered to be made and hence such supplies are considered as “deemed supplies”. The rationale behind this is that if supplies were not deemed, the goods are being enjoyed by the recipient tax free, while input tax incurred on the purchase of the goods would have been claimed by the business.</p>	

### 9.3 Disallowed Input Tax Claims

Input tax incurred by a taxable person in respect of the following supplies shall be excluded from any credit under GST:

- **Motor Cars**  
Costs and running expenses incurred on motor cars that are either
  - Registered under the business' or individual's name, or
  - hired for business or private use, except where the car is excluded from the definition of a 'motor car' in Regulation 25(1) of the GST (General) Regulations.
  
- **Family Benefits**
  - Benefits provided to the family members or relatives of your staff
  
- **Medical and Personal Accident Insurance**
  - Medical and Personal Accident insurance policy that are taken up for the staff of your company unless the insurance or payment of compensation is obligatory under the Work Injury Compensation Act or under any collective agreement within the meaning of the Industrial Relations Act
  
- **Medical Expenses**
  - Expenses incurred by staff who seek medical treatment like acupuncture at Traditional Chinese Medicine
  - Purchase of medicine from a pharmacy
  - Purchase of medical equipment like a wheel chair
  
- **Club Subscription Fee**
  - Joining fee, monthly subscription fee or a transfer fee
  
- **Any transaction involving betting, sweepstakes, lotteries, fruit machines or games of chance.**

Step 1: Key in payment voucher as usual and select BL Tax Code.

Cash Book Entry

**Payment Voucher**

Cancelled

Voucher No: PV-00054  
 Next No: PV-00055  
 Date: 18/09/2017  
 Project: ----

Payment To: PERODUA SALES SDN BHD

Payment By: CASH IN HAND    Currency: ----    Agent: ----

Bank Charge: 0.00    Cheque No:    Area: ----

Document Detail Grid

G/L Code	GL Description	Description	Amount	Tax	Tax Incl...	Tax Amt	Sub Total (...)
200-400	MOTOR VEHICLE	CASH IN HAND - PERODUA SDN ...	50,000.00	BL	<input type="checkbox"/>	3,000.00	53,000.00

1 records    Total: 50,000.00    Tax Amt: 3,000.00    Sub Total: 53,000.00

Local Net Total: 53,000.00    Net Total (RM): 53,000.00

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

Step 2a : if in GST | Maintain Tax , the Tax Account you left it empty, system will auto post the 6% of tax amount according to the document's GL Code.

**Code**: BL  Active

**Description**: Purchases with GST incurred but not claimable (Disallowance of Input Tax) (e.g. medical expenses for staff)

**Tax Type**: BL (Purchases with GST incurred but not claimable (Di

**Tax Rate**: A  
6%

**Tax Account**: <<Follow document account>>

Tax Inclusive

**Filter By**:  Post Date  Tax Date  
Date: 01/09/2017 to 30/09/2017  
Account: 2 selected  
Project:   
Agent:   
Area:   
Tax:   
 General Ledger  Sales Ledger (Customer Control)

**Group By**:  
 Account Code  
 Account Description  
 Post Date  
 Tax Date  
 Ref1  
 Project  
 Agent  
 Area  
 Tax  
 Merge GL Code for same document  
 Exclude Project When Merging  
 Use 2nd Description  
 Include Zero Closing Balance  
 Include Zero B/F with Transactions Before

Post Date	Tax Date	Ref 1	Description	Description 2	Local DR	Local CR	Local Balance
Code : 200-400 (MOTOR VEHICLE)							
			Balance B/F				200,000.00
18/09/2017	18/09/2017	PV-00054	CASH IN HAND - PERODUA...		50,000.00	0.00	250,000.00
18/09/2017	18/09/2017	PV-00054	CASH IN HAND - PERODUA...		3,000.00	0.00	253,000.00
					53,000.00	0.00	
					53,000.00	0.00	

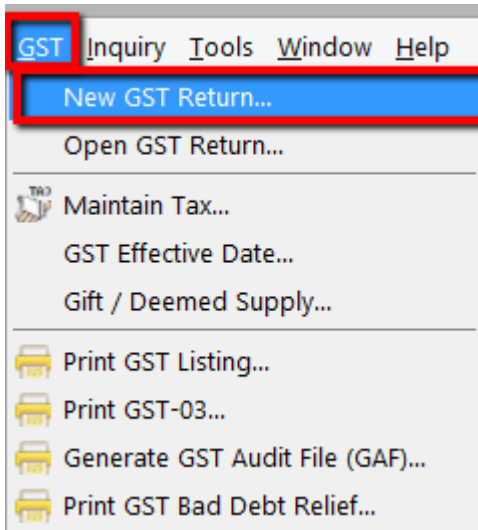
Step 2b : in GST | Maintain Tax |BL Tax code you can also pre-set your preferred expenses account. In this example, we set it to GST-Unclaimable under expenses account, system will auto post the 6% of tax amount according to the Tax account accordingly.

Post Date	Tax Date	Ref 1	Description	Description 2	Local DR	Local CR	Local Balance
Code : 200-400 (MOTOR VEHICLE)							
			Balance B/F				200,000.00
18/09/2017	18/09/2017	PV-00054	CASH IN HAND - PERODUA...		50,000.00	0.00	250,000.00
					50,000.00	0.00	
Code : GST-301 (GST - UNCLAIMABLE)							
			Balance B/F				0.00
18/09/2017	18/09/2017	PV-00054	CASH IN HAND - PERODUA...		3,000.00	0.00	3,000.00
					3,000.00	0.00	
					53,000.00	0.00	

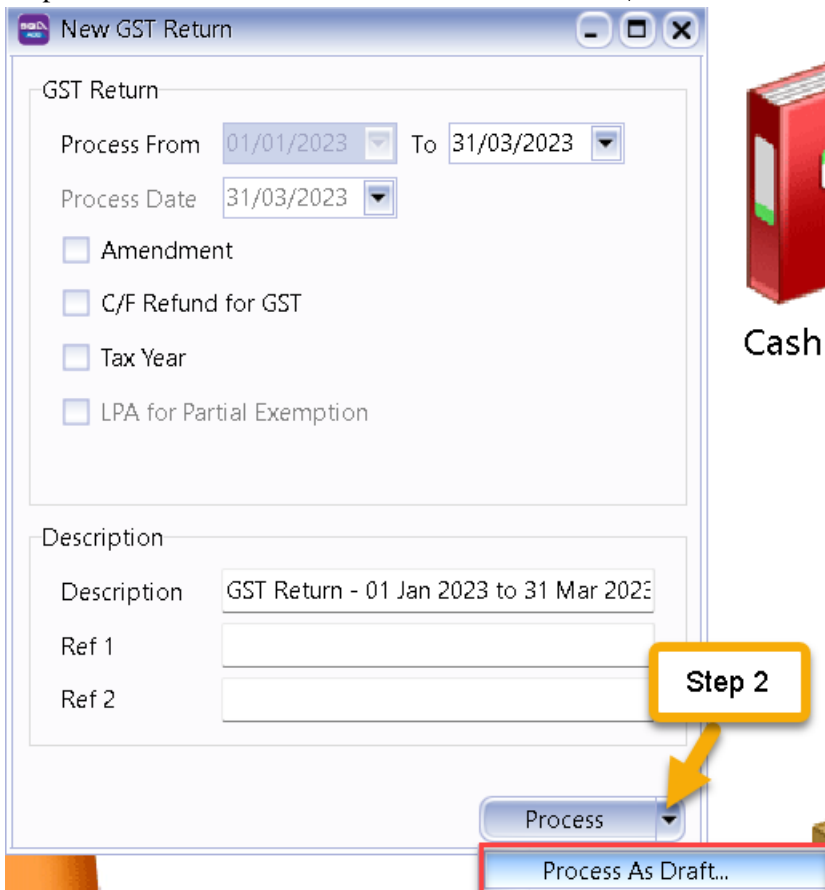
## 9.4 GST-F5 Draft

You are allowing to process a draft GST Return before you process the actual GST-F5 that is to be submitted.

Step 1: **GST | New GST Return.**



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



The Result is as below:

Open GST Return

* Status	Date From	Date To	Description	Σ Outpu...	Σ Input T...	GST Amount P...	Journal ...
DRAFT	01/01/2023	31/03/2023	DRAFT GST Retur...	416.80	25.60	391.20	GST F5

Count =

[New GST Return](#)

Status will show as "DRAFT"

Empty Journal No because DRAFT will not Posting Account

### 9.4.1 GST- F5 Drill Down

GST-F5 allow to drill down, example:

You can double click on Box 1 Column

<b>GST F5</b>		<b>DRAFT COPY</b>
<b>GOODS AND SERVICES TAX RETURN</b>		
GOODS AND SERVICES TAX ACT 1993		
Name	: Testing Company - SG	
Tax Reference No.	: 1234567890	
Due Date	: 30 Apr 2023	
Period covered by this return	: From 01 Jan 2023 to 31 Mar 2023	
<b>Supplies</b> <span style="float: right;">S\$</span>		
Total value of standard-rated supplies(excluding GST)	5,210.00	①
Total value of zero-rated supplies	0.00	②
Total value of exempt supplies	0.00	③
Total Supplies (Total value of (1)+(2)+(3))	5,210.00	④
<b>Purchases</b>		
Total value of taxable purchases(excluding GST)	320.00	⑤
<b>Taxes</b> <span style="float: right;">S\$                      ¢ ¢</span>		
Output tax due	416.80	⑥
Less : Input tax and refunds claimed	25.60	⑦
Equals : Net GST to be Paid to /Claimed from IRAS (Value of (6)-(7))	391.20	⑧
<small>Applicable only to Taxable Persons under Major Exporter Scheme / Approved 3rd Party Logistics Company /</small>		

[GST F5 Return-2023.fr3](#)

Further drill down,

GST F5 Return - Field\_1

* Doc Date	Tax Date	Name	Description	Doc No	Tax	Local A...	Local Tax ...	From ...	Tra...
02/01/2023	02/01/2023	DREAM VILLA F...	Modern Ri...	IV-000...	SR	1,400.00	112.00	IV	
02/01/2023	02/01/2023	EIGHT INFINITE ...	Ultra Soft F...	IV-000...	SR	40.00	3.20	IV	
03/01/2023	03/01/2023	GOGO HOME DE...	Modern Ri...	IV-000...	SR	1,400.00			
04/01/2023	04/01/2023	C ART TECHNOL...	Queen Size...	IV-000...	SR	1,400.00			
05/01/2023	05/01/2023	CASH SALES	Ultra Soft F...	IV-000...	SR	40.00	3.20	IV	
06/01/2023	06/01/2023	G DELUXE HOTEL	Wall Moun...	IV-000...	SR	130.00	10.40	IV	
						5,210.00	416.80		

**Double Click**

You can drill down until the particular document itself

Customer Invoice Entry

Customer Code: 300-D0001      Currency: ----  
 Area: KL

**Customer Invoice**      Inv No: IV-00019  
 Cancelled       Next No: IV-00025  
 Date: 02/01/2023  
 Bill To: DREAM VILLA FURNITURE      Agent: Ashley  
 Terms: 30 Days  
 Ext. No:

Document Detail Grid

* Sales A/C	Description	Amount	Tax	Tax Rate	Tax Amt	Tax Includ...	Sub Total (T...
500-300	Modern Ring Designer 3 Colour LED Pendant...	1,400.00	SR	8%	112.00	<input type="checkbox"/>	1,512.00
1 records		Total:			112.00		1,512.00

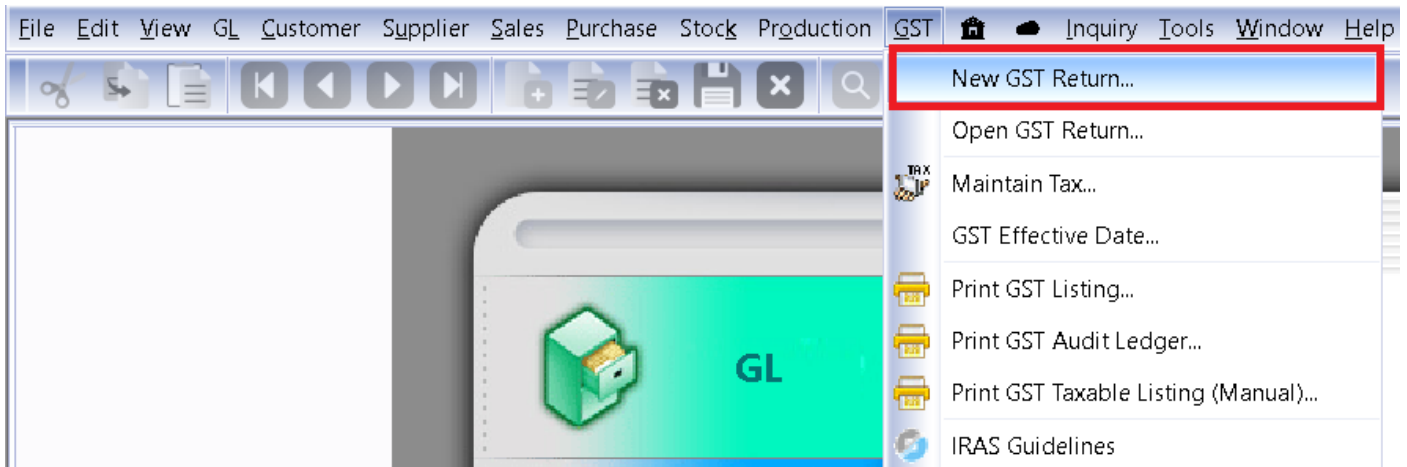
Local Net Total : 1,512.00      Net Total (RM): 1,512.00

Invoice Description: Sales      Outstanding: 1,512.00

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

## 9.5 Submission GST Return To IRAS?

Step 1: **GST | New GST Return.**



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

 A screenshot of the 'New GST Return' dialog box. The 'GST Return' section contains:
 

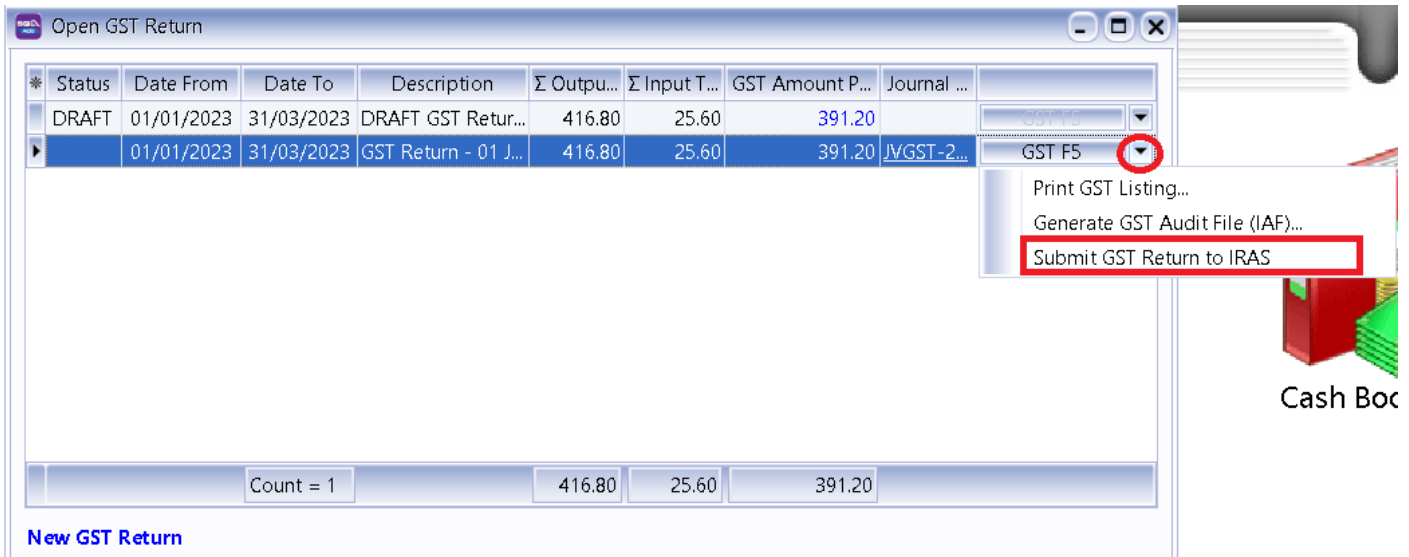
- 'Process From' dropdown set to '01/01/2023' and 'To' dropdown set to '31/03/2023'.
- 'Process Date' dropdown set to '31/03/2023'.
- Four unchecked checkboxes: 'Amendment', 'C/F Refund for GST', 'Tax Year', and 'LPA for Partial Exemption'.

 The 'Description' section contains:
 

- 'Description' text box with the value 'GST Return - 01 Jan 2023 to 31 Mar 2023'.
- 'Ref 1' and 'Ref 2' empty text boxes.

 At the bottom right, the 'Process' button is highlighted with a red rectangular box.

Step 3: Click on **GST F5** small Arrow Down.



Step 4: Scroll all the way to bottom

Step 5: Where to fill in **Contact Person Information ?**

Go to menu Tools | Maintain User | Misc Tab

Step 6: Click on **Submit** button

User
[-] [x]

Code   Active

Name

Groups
Signature
Misc
Email Settings

IC (New)	
IC (Old)	
Passport	
Nationality	
Phone	65789013
Email	support@sql.com.my
PasswdHistory	<input type="button" value="a"/>

GST F5 - 01 Jan 2023 to 31 Mar 2023
[-] [x]

11. Did you make any bad debt relief claims and/or refund for reverse charge transactions?  Yes  No

12. Did you make any pre-registration claims?  Yes  No

**Revenue**

13. Revenue for the accounting period

**Reverse Charge Businesses and Electronic Marketplace Operators**

14. Did you import services and/ or low-value goods subject to GST under Reverse Charge?  Yes  No

15. Did you operate an electronic marketplace to supply remote services (includes digital and non-digital services) subject to GST on behalf of third-party suppliers?  Yes  No

16. Did you operate as a redeliverer, or an electronic marketplace to supply imported low-value goods subject to GST on behalf of third-party suppliers?  Yes  No

17. Did you make your own supply of imported low value goods that is subject to GST?  Yes  No

**Import GST Deferment Scheme (IGDS)**

18. Net GST per box 8 above

19. Add: Deferred import GST payable

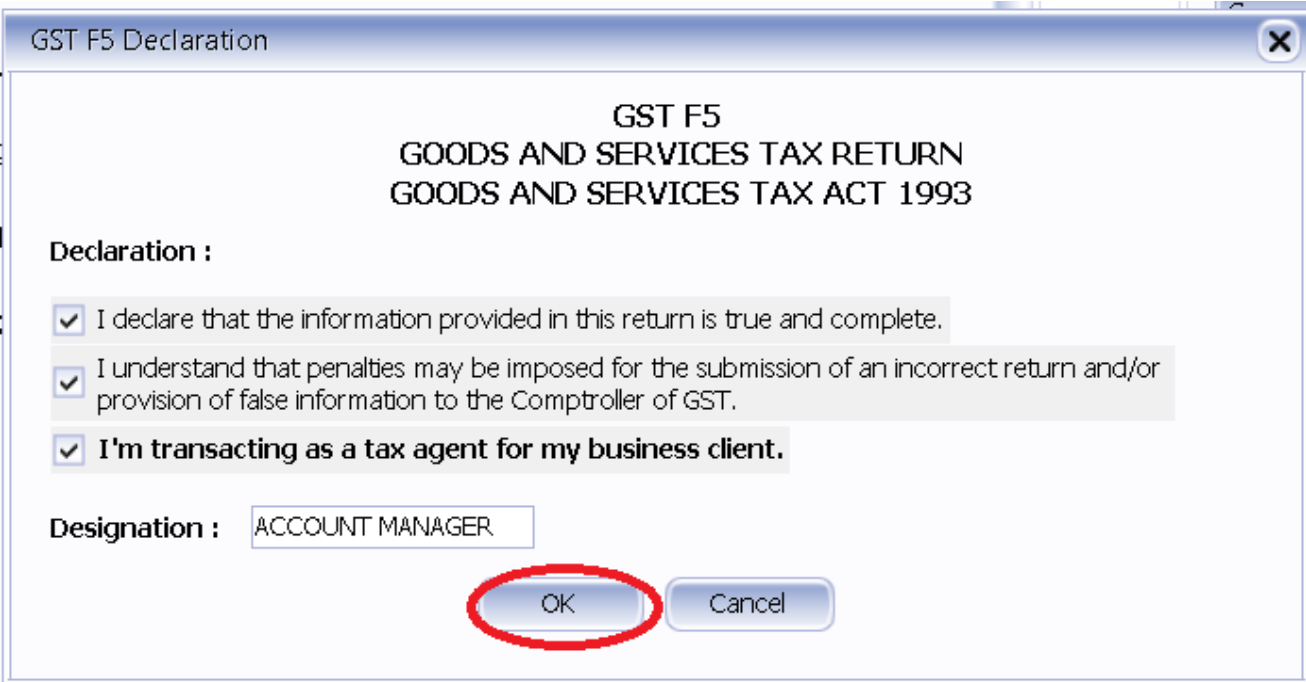
20. Equals: Total tax to be paid to IRAS

21. Total value of goods imported under Import GST Deferment Scheme

**Contact Person Information**

Name 
Contact No 
Email

Step 7: **Agree with all declaration**, fill up **Designation** and press **Ok**



GST F5 Declaration

**GST F5  
GOODS AND SERVICES TAX RETURN  
GOODS AND SERVICES TAX ACT 1993**

**Declaration :**

- I declare that the information provided in this return is true and complete.
- I understand that penalties may be imposed for the submission of an incorrect return and/or provision of false information to the Comptroller of GST.
- I'm transacting as a tax agent for my business client.**

**Designation :**

Step 8 : You can logon either **Singpass App** or **Password Login**

**Beware of phishing calls, SMSes, emails and websites** ^

We are aware of scammers impersonating Singpass Helpdesk officers and requesting users for their personal details on phone calls. Singpass Helpdesk officers will never call to ask for your password and 2FA details. If you are in doubt, please call the official Singpass hotline at 63353533 to verify.

## Log in with Singpass

Your trusted digital identity

**Singpass app**      **Password login**

**Logging in as Business User**

Singpass ID

Password

**Log in**

[Retrieve Singpass ID](#)      [Reset password](#)

**Register For Singpass**

Step 9 : May logon and follow wizard to submit to IRAS

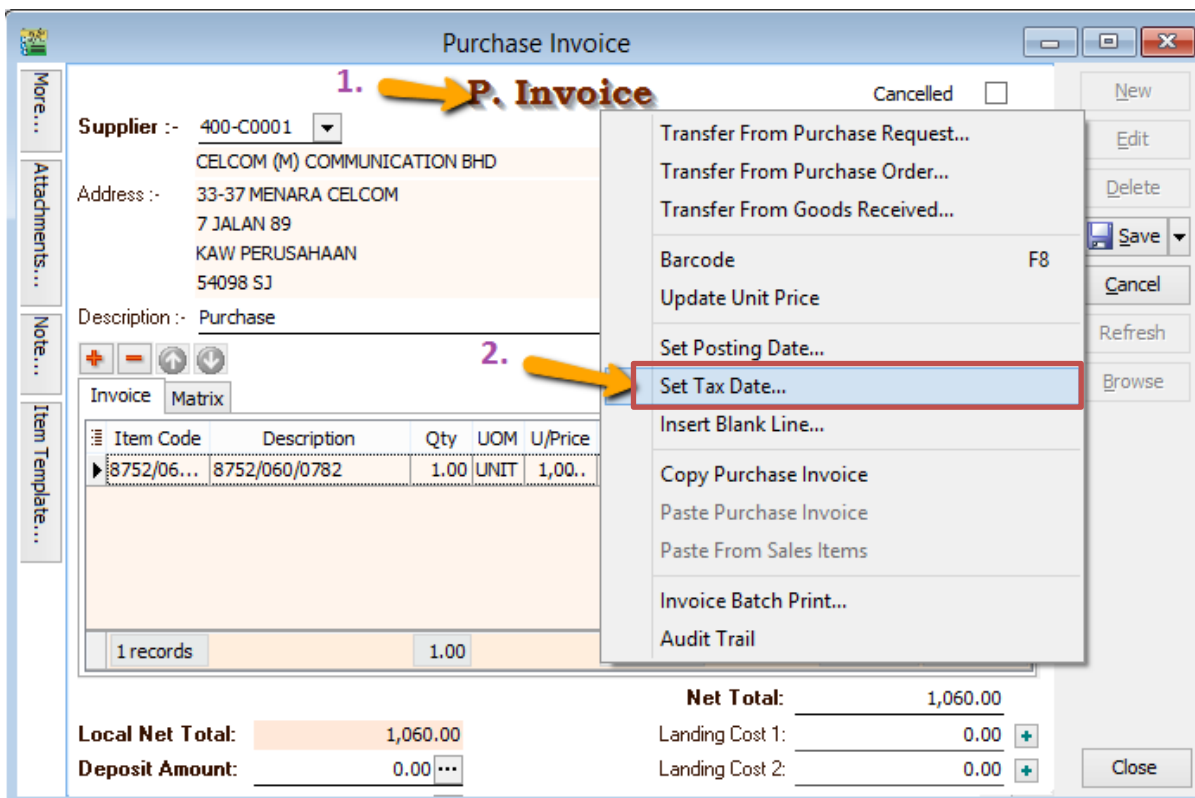
## 9.6 Set Tax Date

[http://www.sql.com.my/video/sqlacc\\_tutorial/GST-47-Set\\_Tax\\_Date.mp4](http://www.sql.com.my/video/sqlacc_tutorial/GST-47-Set_Tax_Date.mp4)

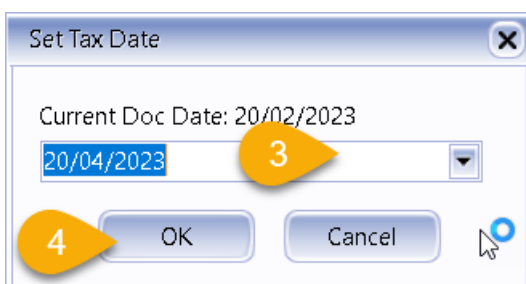
When you received a Purchase Tax Invoice which is dated in the previous taxable period (back-dated) and you want to claim that input tax in your current GST Return.

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

Step 2: Select **Set Tax Date.**



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 Box 5 “Purchases” as usual.



Name : Testing Company - SG  
 Tax Reference No. : 1234567890  
 Due Date : 31 Jul 2023  
 Period covered by this return : From 01 Apr 2023 to 30 Jun 2023

Supplies		S\$	
Total value of standard-rated supplies(excluding GST)		0.00	①
Total value of zero-rated supplies		0.00	②
Total value of exempt supplies		0.00	③
Total Supplies (Total value of (1)+(2)+(3))		0.00	④
Purchases			
Total value of taxable purchases(excluding GST)		800.00	⑤
Taxes		S\$	¢ ¢
Output tax due		0.00	⑥
Less :			
Input tax and refunds claimed		64.00	⑦
Equals :			
Net GST to be Paid to /Claimed from IRAS (Value of (6)-(7))		(64.00)	⑧
Applicable only to Taxable Persons under Major Exporter Scheme / Approved 3rd Party Logistics Company / Other Approved Schemes Only			
Total Value of Goods Imported Under MES / 3PL / Other Approved Scheme		0.00	⑨
Did you make the following claim in Box 7?			
Did you claim for GST you had refunded to tourists?		0.00	⑩
<input type="radio"/> Yes <input checked="" type="radio"/> No			

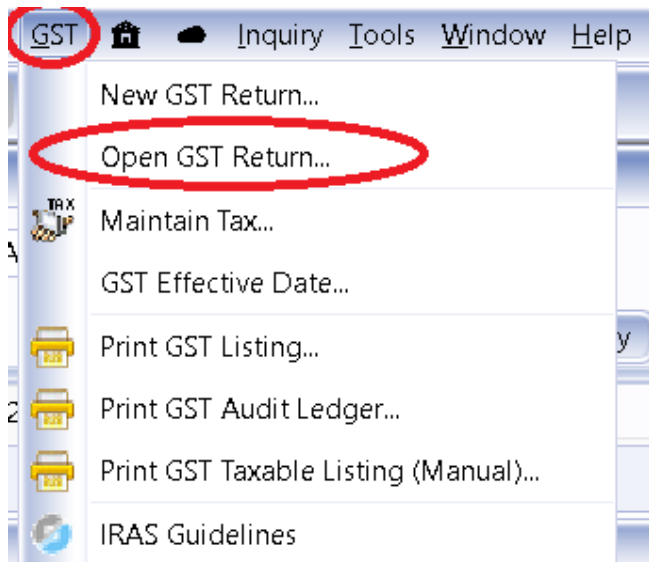
GST F5 Return-2023.fr3

## 9.7 Generate GST Audit File (IAF)

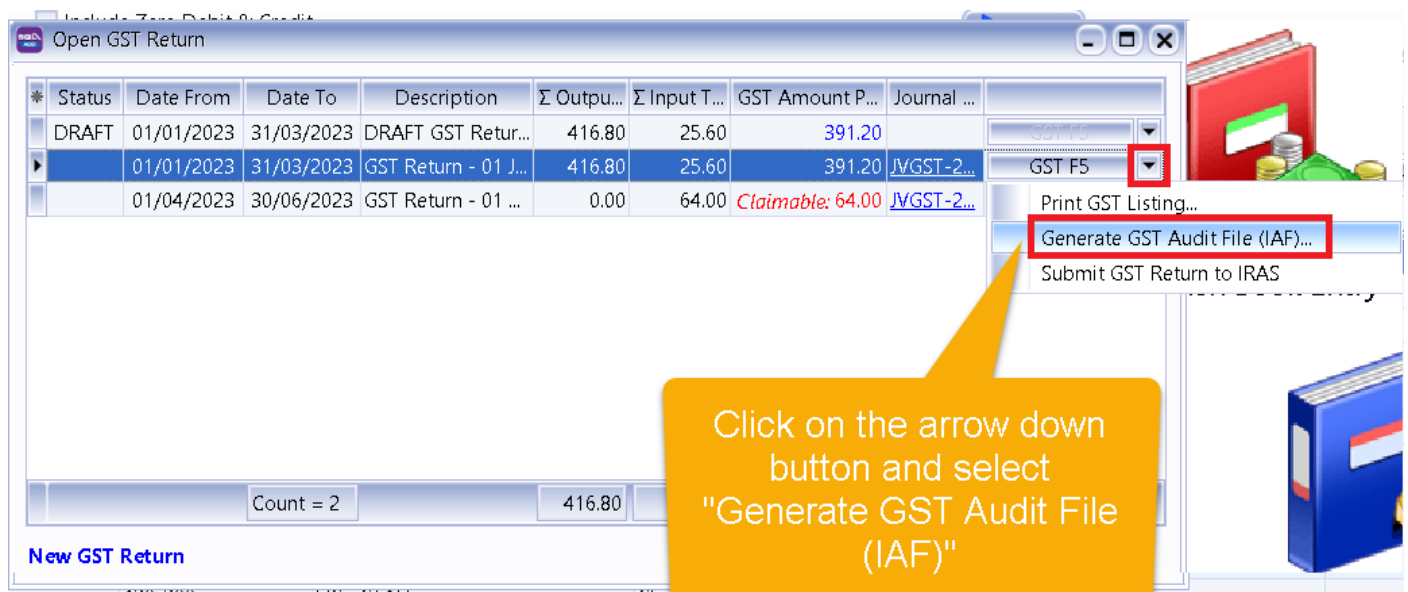
IAF = GST Audit File.

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-F5.

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



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)**.



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												
General Ledger Sales Purchase												
* Trans Date	Account	Acc Desc	Acc T...	Description	Name	Trans ID	Source ...	Journal	Local DR	Local CR	Local Bal...	
01/01/2023	100-000	EQUITY	CP	Balance B/F					0.00	0.00	(150,000.00)	
01/01/2023	150-000	RETAINED EA...	RE	Balance B/F					0.00	0.00	(111,508.00)	
01/01/2023	310-001	MAYBANK	CA	Balance B/F					0.00	0.00	20,706.30	
01/01/2023	310-002	CIMB	CA	Balance B/F					0.00	0.00	100,960.00	
01/01/2023	310-003	UOB (SGD)	CA	Balance B/F					0.00	0.00	101,024.00	
01/01/2023	310-004	HSBC (USD)	CA	Balance B/F					0.00	0.00	57,550.00	
01/01/2023	320-000	CASH IN HAN...	CA	Balance B/F					0.00	0.00	8,375.00	
01/01/2023	420-000	EPF - STAFF	CL	Balance B/F					0.00	0.00	(2,250.00)	
01/01/2023	430-000	SOCSCO - STAFF	CL	Balance B/F					0.00	0.00	(19.75)	
01/01/2023	430-100	PCB - STAFF	CL	Balance B/F					0.00	0.00	(4,647.10)	
01/01/2023	430-200	EIS - STAFF	CL	Balance B/F					0.00	0.00	(7.90)	
01/01/2023	500-100	SALES - BED...	SL	Balance B/F					0.00	0.00	0.00	
04/01/2023	500-100	SALES - BED...	SL	Queen Size 1...	C ART TECH...	71	IV-00022	SALES	0.00	1,400.00	(1,400.00)	
01/01/2023	500-300	SALES - LIGH...	SL	Balance B/F					0.00	0.00	0.00	
02/01/2023	500-300	SALES - LIGH...	SL	Modern Ring ...	DREAM VILL...	68	IV-00019	SALES	0.00	1,400.00	(1,400.00)	
03/01/2023	500-300	SALES - LIGH...	SL	Modern Ring ...	GOGO HOM...	70	IV-00021	SALES	0.00	1,400.00	(2,800.00)	
20/02/2023	500-300	SALES - LIGH...	SL	European Ret...	EIGHT INFIN...	66	IV-00018	SALES	0.00	800.00	(3,600.00)	
01/01/2023	500-500	SALES - OTHE...	SL	Balance B/F					0.00	0.00	0.00	
02/01/2023	500-500	SALES - OTHE...	SL	Ultra Soft Fluf...	EIGHT INFIN...	69	IV-00020	SALES	0.00	40.00	(40.00)	
05/01/2023	500-500	SALES - OTHE...	SL	Ultra Soft Fluf...	CASH SALES	72	IV-00023	SALES	0.00	40.00	(80.00)	
06/01/2023	500-500	SALES - OTHE...	SL	Wall Mounte...	G DELUXE H...	73	IV-00024	SALES	0.00	130.00	(210.00)	
01/01/2023	610-300	PURCHASE - ...	CO	Balance B/F					0.00	0.00	0.00	
47 trans(s)									6,389.20	6,389.20		

**Save To IAF**

Step 4: You may check the report.

Step 5: Click on **Save To IAF**

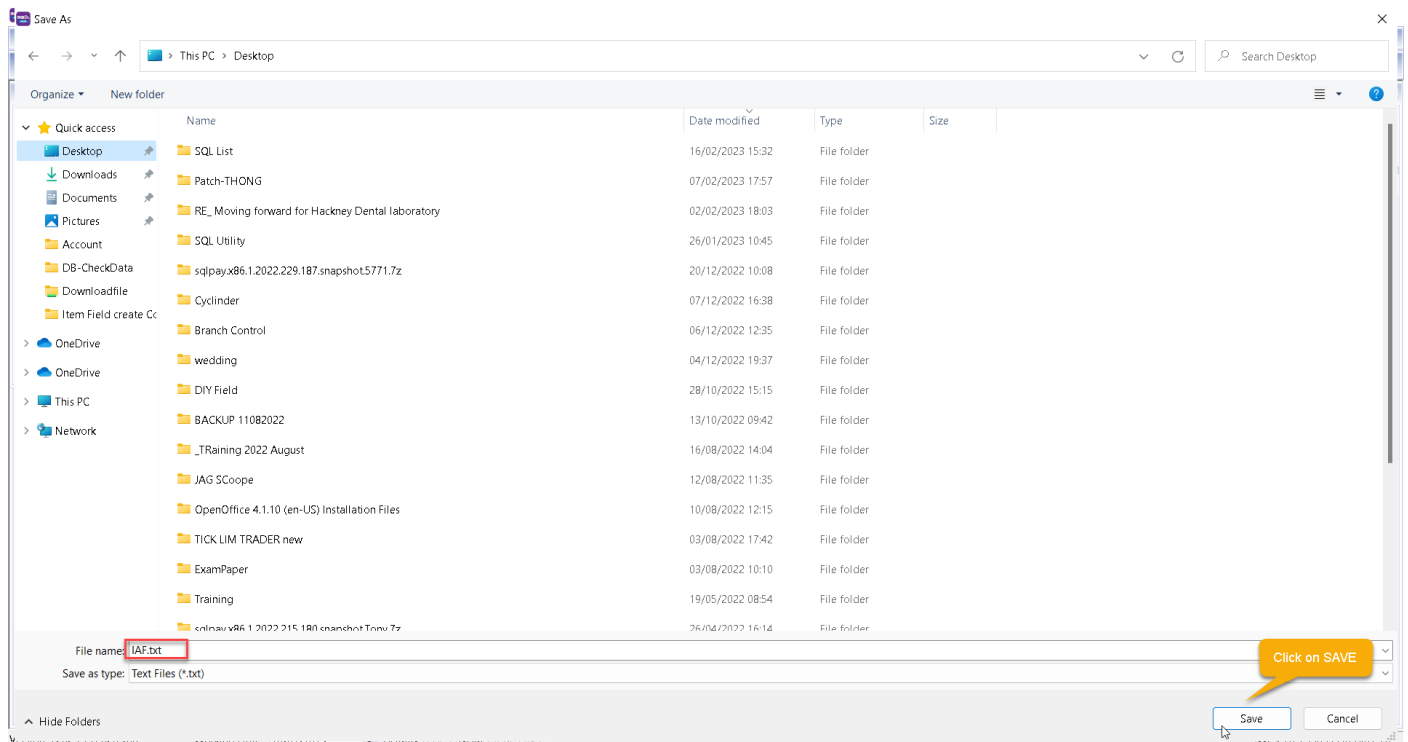
GST Audit

General Ledger Sales Purchase

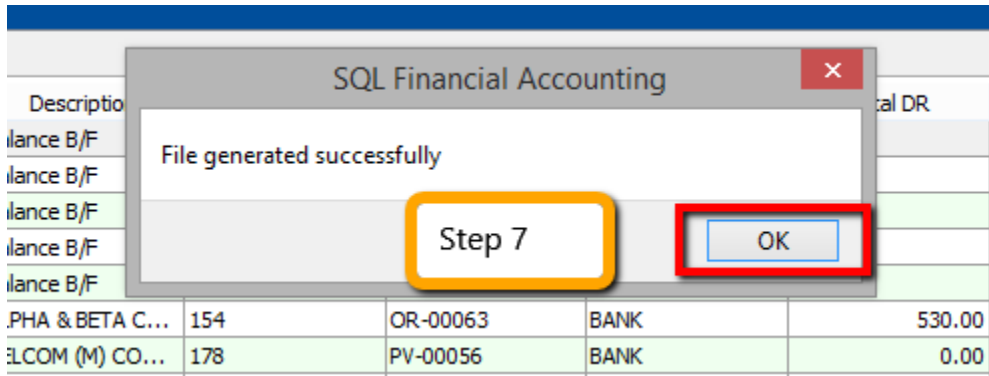
* Trans Date	Account	Acc Desc	Acc T...	Description	Name	Trans ID	Source ...	Journal	Local DR	Local CR	Local Bal...
01/01/2023	100-000	EQUITY	CP	Balance B/F					0.00	0.00	(150,000....
01/01/2023	150-000	RETAINED EA...	RE	Balance B/F					0.00	0.00	(111,508....
01/01/2023	310-001	MAYBANK	CA	Balance B/F					0.00	0.00	20,706.30
01/01/2023	310-002	CIMB	CA	Balance B/F					0.00	0.00	100,960.00
01/01/2023	310-003	UOB (SGD)	CA	Balance B/F					0.00	0.00	101,024.00
01/01/2023	310-004	HSBC (USD)	CA	Balance B/F					0.00	0.00	57,550.00
01/01/2023	320-000	CASH IN HAN...	CA	Balance B/F					0.00	0.00	8,375.00
01/01/2023	420-000	EPF - STAFF	CL	Balance B/F					0.00	0.00	(2,250.00)
01/01/2023	430-000	SOCSCO - STAFF	CL	Balance B/F					0.00	0.00	(19.75)
01/01/2023	430-100	PCB - STAFF	CL	Balance B/F					0.00	0.00	(4,647.10)
01/01/2023	430-200	EIS - STAFF	CL	Balance B/F					0.00	0.00	(7.90)
01/01/2023	500-100	SALES - BED...	SL	Balance B/F					0.00	0.00	0.00
04/01/2023	500-100	SALES - BED...	SL	Queen Size 1...	C ART TECH...	71	IV-00022	SALES	0.00	1,400.00	(1,400.00)
01/01/2023	500-300	SALES - LIGH...	SL	Balance B/F					0.00	0.00	0.00
02/01/2023	500-300	SALES - LIGH...	SL	Modern Ring ...	DREAM VILL...	68	IV-00019	SALES	0.00	1,400.00	(1,400.00)
03/01/2023	500-300	SALES - LIGH...	SL	Modern Ring ...	GOGO HOM...	70	IV-00021	SALES	0.00	1,400.00	(2,800.00)
20/02/2023	500-300	SALES - LIGH...	SL	European Ret...	EIGHT INFIN...	66	IV-00018	SALES	0.00	800.00	(3,600.00)
01/01/2023	500-500	SALES - OTHE...	SL	Balance B/F					0.00	0.00	0.00
02/01/2023	500-500	SALES - OTHE...	SL	Ultra Soft Fluf...	EIGHT INFIN...	69	IV-00020	SALES	0.00	40.00	(40.00)
05/01/2023	500-500	SALES - OTHE...	SL	Ultra Soft Fluf...	CASH SALES	72	IV-00023	SALES	0.00	40.00	(80.00)
06/01/2023	500-500	SALES - OTHE...	SL	Wall Mounte...	G DELUXE H...	73	IV-00024	SALES	0.00	130.00	(210.00)
01/01/2023	610-300	PURCHASE - ...	CO	Balance B/F					0.00	0.00	0.00
47 trans(s)									6,389.20	6,389.20	

Save To IAF

Step 6: Save your IAF text file to desktop.



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



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

```

IAF.txt - Notepad
File Edit View

CompInfoStart|
CompanyName|CompanyUEN|GSTNo|PeriodStart|PeriodEnd|IAFCreationDate|ProductVersion|IAFVersion|
Testing Company - SG|200301008596|1234567890|2023-01-01|2023-03-31|2023-02-20|SQL Account 5
|IAFv3.0.0|
CompInfoEnd|

PurcDataStart||
SupplierName|SupplierUEN|InvoiceDate|InvoiceNo|PermitNo|LineNo|ProductDescription|PurchaseValueSGD|GSTValueSGD|TaxCode|FCYCode|PurchaseFCY|GSTFCY|
ITALY BEDDING DESIGN & SUPPLY||2023-02-01|PI-00012||1000|Intelligent tracks lightcycle desk
light (White)|320.00|25.60|TX|XXX|0.00|0.00|
PurcDataEnd|320.00|25.60|1|

SuppDataStart|
CustomerName|CustomerUEN|InvoiceDate|InvoiceNo|LineNo|ProductDescription|SupplyValueSGD|GSTValueSGD|TaxCode|Country|FCYCode|SupplyFCY|GSTFCY|
DREAM VILLA FURNITURE||2023-01-02|IV-00019|1000|Modern Ring Designer 3 Colour LED Pendant
Lighting|1400.00|112.00|SR||XXX|0.00|0.00|
EIGHT INFINITE CONCEPT||2023-01-02|IV-00020|1000|Ultra Soft Fluffy Rug Rectangle Carpet
(Pink)|40.00|3.20|SR||XXX|0.00|0.00|
GOGO HOME DECOR||2023-01-03|IV-00021|1000|Modern Ring Designer 3 Colour LED Pendant Lighting|
1400.00|112.00|SR||XXX|0.00|0.00|
C ART TECHNOLOGY HUB||2023-01-04|IV-00022|1000|Queen Size 12inch Signature Double Posture
Spring Mattress|1400.00|112.00|SR||XXX|0.00|0.00|
CASH SALES||2023-01-05|IV-00023|1000|Ultra Soft Fluffy Rug Rectangle Carpet (White)|40.00|3.20
|SR||XXX|0.00|0.00|
G DELUXE HOTEL||2023-01-06|IV-00024|1000|Wall Mounted High Quality Round Mirror (Black)|130.00
|10.40|SR||XXX|0.00|0.00|
EIGHT INFINITE CONCEPT||2023-02-20|IV-00018|1000|European Retro Style Table Lamp|800.00|64.00
|SR||XXX|0.00|0.00|
SuppDataEnd|5210.00|416.80|7|

Ln 6, Col 15      80%      Windows (CRLF)      UTF-8

```

The above is the exported file that has fulfilled all requirements by IRAS

CompInfoStart= Company Information

PurcDataStart = Purchase Transaction

SuppDataStart = Sales Transaction

GLDataStart= General Ledger transaction

**You have to submit IAF File upon request by IRAS.**

## 9.8 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-F5

The screenshot shows the 'GST Listing' window. At the top, it displays 'GST Process: GST Return - 01 Jan 2023 to 31 Mar 2023' and 'Tax:'. Below this are date selection fields and an 'Apply' button. The main area is divided into two panes. The left pane shows a summary table:

Tax	Local Amount	Local Tax Amo...
SR	5,210.00	416.80
5,210.00		416.80
Category: Purchase		
TX	320.00	25.60
320.00		Claimable: 25.60
391.20		

The right pane shows a detailed table with columns: Tax, Doc Date, Tax Date, Name, Description, Doc No, Local Amount, and Local Tax Amount. It lists 8 transactions:

Tax	Doc Date	Tax Date	Name	Description	Doc No	Local Amount	Local Tax Amount
SR	02/01/2023	02/01/2023	DREAM VILLA FURNITURE	Modern Ring Designer 3 Colour LED Pen...	IV-00019	1,400.00	112.00
SR	02/01/2023	02/01/2023	EIGHT INFINITE CONCEPT	Ultra Soft Fluffy Rug Rectangle Carpet (P...	IV-00020	40.00	3.20
SR	03/01/2023	03/01/2023	GOGO HOME DECOR	Modern Ring Designer 3 Colour LED Pen...	IV-00021	1,400.00	112.00
SR	04/01/2023	04/01/2023	C ART TECHNOLOGY HUB	Queen Size 12inch Signature Double Post...	IV-00022	1,400.00	112.00
SR	05/01/2023	05/01/2023	CASH SALES	Ultra Soft Fluffy Rug Rectangle Carpet (W...	IV-00023	40.00	3.20
SR	06/01/2023	06/01/2023	G DELUXE HOTEL	Wall Mounted High Quality Round Mirror...	IV-00024	130.00	10.40
SR	20/02/2023	20/02/2023	EIGHT INFINITE CONCEPT	European Retro Style Table Lamp	IV-00018	800.00	64.00
TX	01/02/2023	01/02/2023	ITALY BEDDING DESIGN & SUPPLY	Intelligent tracks lightcycle desk light (W...	PI-00012	320.00	25.60

At the bottom, the summary shows '391.20' and 'Count = 8'.

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.

This screenshot is identical to the one above, showing the 'GST Listing' window with the same summary and detailed transaction tables.

Step 4 : You can filter any keyword, system will auto filter based on keyword you key

Tax	Doc Date	Tax Date	Name	Description	Doc No	Local Amount	Local Tax Amount
SR	03/01/2023	03/01/2023	GO HOME DECOR	Modern Ring Designer 3 Colour LED Pen...	IV-00021	1,400.00	112.00

## 10 Advance GST Info :

### 10.1 Bank Charges Reversal

Video Guide Link: [http://www.sql.com.my/video/sqlacc\\_tutorial/GST-08\\_GAF.mp4](http://www.sql.com.my/video/sqlacc_tutorial/GST-08_GAF.mp4)

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

#### 10.1.1 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 Payment Entry**

Supplier Code: 400-D0001    Supplier Bank:    Currency: ---

Project :    ---    ---

---

**Supplier Payment**    P/V No : <<New>>

Cancelled     Next No : PV-00060

Pay to : DIGI COMMUNICATION BHD    Date : 01/04/2015

Payment By : MAYBANK    Agent : ---

Bank Charge : 0.53    Area : SA    Paid Amount : 100.00

Cheque No :    **Bank Charge = Bank Charge + Tax Amount  
Enter to this column.**

Description: Payment For Account    Unapplied Amt: 100.00

**Knock-off Invoices / Debit Notes**

Knock Off Grid

T...	Date	Post Date	Doc No.	Amount	Outstanding	Pay	Ext. No
PI	06/01/2014	06/01/2014	PI-00002	3,500.00	3,500.00	0.00	<input type="checkbox"/>
PI	11/12/2014	11/12/2014	1	20.00	20.00	0.00	<input type="checkbox"/>
PI	12/02/2015	12/02/2015	PI-00030	530.00	530.00	0.00	<input type="checkbox"/>
3 doc				Total:	4,050.00	4,050.00	0.00

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



Malayan Banking Berhad (3813-C) (GST ID NO. : 000141295616)  
 14th Floor, Menara Maybank, 100 Jalan Tun Perak, 50060 Kuala Lumpur, Malaysia

E STREAM SOFTWARE SDN BHD

MUKAI / PAGE -  
 NO INVOIS CUKAI : CBS150430512398030655  
 税务发票号 :  
 TAX INVOICE NO :  
 TARlKH PENYATA : 30/04/15  
 結算日期 :  
 STATEMENT DATE :  
 NOMBOR AKALUN : 512398030655  
 戶號 :  
 ACCOUNT NUMBER :

ELIGIBLE FOR PROTECTION BY PIDM / TAX INVOICE

CORPORATE CURRENT ACCOUNT

URUSNIAGA AKALUN / 戶口進支項 / ACCOUNT TRANSACTIONS

TARlKH MASUK 進支日期 ENTRY DATE	TARlKH NILAI 瓜過賬日期 VALUE DATE	BUTIR URUSNIAGA 進支項說明 TRANSACTION DESCRIPTION	JUMLAH URUSNIAGA 銀碼 TRANSACTION AMOUNT	BAKI PENYATA 結算存餘 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 SDN BHD SO 5740 FEE SQL MAINTENANCE	.00+	49.20
		ENDING BALANCE :		
		LEDGER BALANCE :		
		TOTAL DEBIT :		
		TOTAL CREDIT :		
		TOTAL GST DEBITS		.81
		TOTAL GST CREDITS		.00

SNAP EVERYTHING, SELL ANYTHING! WITH M2U PAY "SNAP&SELL" APP, NOW YOU CAN SELL ALMOST ANYTHING. JUST TAKE A PHOTO OF THE ITEM AND SHARE THE LINK ON YOUR FACEBOOK OR TWITTER TO SELL IT! DOWNLOAD THIS FREE APP FROM THE APP STORE OR GOOGLE PLAY. T&C APPLY.

CURRENT ACCOUNT HOLDERS ARE ENCOURAGED TO REGISTER VIA MAYBANK2U TO

BAKI LEGAR      ■ BAKI AKHIR - CEK BELUM JELAS  
 可應用存餘      ■ 截止結餘減未過賬瓜  
 LEDGER BALANCE ■ ENDING BALANCE - UNCLEARED CHEQUES

Perhatian / Note  
 (1) Segala bilangan dan baki tersebut akan dianggap betul terkecuali Bank ini diberitahu atas sebarang perbezaan dalam tempoh 14 hari.  
 此對賬單所註之賬項及結餘額應核對，如有差誤請在十四天內通知本行。  
 All items and balances shown will be considered correct unless the Bank is notified of any discrepancy within 14 days.

(2) Sila beritahu kami sebarang pertukaran alamat secara bertulis  
 請通知本行在何地址更換。  
 Please notify us of any change of address in writing

Wang yang keluar berlebihan ditandakan dengan DR  
 本欄內註DR者為結欠  
 Overdrawn balances are denoted by DR

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)**

**10.1.2 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 :

**Payment Voucher**

Cancelled

Voucher No: PV-00060  
 Next No: PV-00061  
 Date: 31/12/2015  
 Project: ----

Pay To: GST BANK CHARGES REVERSAL

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

Document Detail Grid

G/L Code	GL Description	Description	Project	Amount	Tax	Tax I...	Tax Amount	Sub Total (Tax)	Tax ...
902-000	BANK CHAR...	MAYBANK - GST BANK CHARG...	----	0.50	TX	<input type="checkbox"/>	0.03	0.53	6%
1 records				Total:	0.50		0.03	0.53	

## 10.2 Gift / Deemed Supply :

When you give away gifts for free (for example, to your customer or your staff), you will need to account for output tax based on the **Open Market Value (OMV)** of the gifts if:

1. The cost of the gift is **more than \$200** (excluding GST); and
2. You had claimed input tax on the purchase or import of the gifts. If you had imported the gifts with GST suspended under a GST scheme such as the Major Exporter Scheme (MES), input tax is regarded as claimed.

## 10.3 Bad Debt Relief (12 Months) :

Video Guide link: [http://www.sql.com.my/video/sqlacc\\_tutorial/GST-15\\_BadDebt.mp4](http://www.sql.com.my/video/sqlacc_tutorial/GST-15_BadDebt.mp4)

### What is 12 Months “Bad Debt” Relief?

A bad debt situation occurs when money that is owed cannot be recovered. You can **apply for bad debt relief** from the Comptroller of GST for return of the output tax previously accounted for and paid by you.

On the other hand, if you as a customer have not paid your supplier within 12 months from the due date of payment, you are required to repay to the Comptroller the input tax that you have previously claimed (if any). For more details, please refer to [If I have claimed GST before paying my supplier](#).

Look at the scenario A below:

Company issued an Invoice at 5<sup>th</sup> January 2022. The 12<sup>th</sup> month expires as at end of 5<sup>th</sup> Dec 2022. The bad debt relief **can be claimed after** in Jan 23 taxable period.

1	2	3	4	5	6	7	8	9	10	11	12	13
05/01/2022	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23
Invoice											Expired	Claim Bad Debts Relief

### Claiming Bad Debt Relief

1. Complete the [Self-review of Eligibility to Claim Bad Debt Relief](#) (DOC,128KB) checklist.
2. Proceed to make a claim in **Box 7 (input tax and refunds claimed)** of your GST return if you satisfy all the conditions in the self-review checklist.

*You need not submit the self-review checklist to IRAS but you should keep it as part of your records. You may be asked to provide this checklist in the course of an audit.*

### Time Limit for Claiming Bad Debt Relief

The bad debt relief claim has to be made within 5 years from the date of your supply.

**What is 12 Months “Bad Debt” Recover?**

When you recover a bad debt i.e. receive payment from your customer after you have claimed Bad Debt Relief, you should repay to the Comptroller the amount calculated according to the following formula:

$$\text{Amount to be repaid to IRAS} = \frac{\text{Amount of bad debt relief claimed}}{\text{Amount of payment received}} \times \text{Amount of outstanding consideration}$$

**Scenario B :**

Invoice issued at 15<sup>th</sup> January 2022. The 12<sup>th</sup> month expires at the end of Jan 2023 and the bad debt relief claim in Jan 2023. Payment recovered from debtor in 20<sup>th</sup> Apr 2023. Then Bad Debt recovered GST **must be paid immediately** in April taxable period.

01-2022	2 3 4 5 6 7 8 9 10 11 2022	12-2022	01-2023	2 3 2023	04-2023
05/01/2022	Feb   March   Apr   May   Jun   July Aug   Sept   Oct   Nov 2022	Dec-22	Jan-23	Feb   March 2023	20/04/2023
Invoice		Expired	Claim Bad Debt Relief		Pay Bad Debts

**WARNING: “Bad Debt” goes both ways.** If you didn’t pay your supplier, then 12 months later you are required payback Kastam then input tax that your business have claim earlier

**10.3.1 Bad Debt Relief**

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.

Tel : 03-48573689  
Fax : 03-48573690

Closing Balance 28,518.00

Account	Sales Balance	Customer Account	Currency	Name	Page No	Terms	Date
MR ALPHA	SY	300-0002	RM	ADMIN	1 of 1	45 Days	31/12/2015
Date	Reference	Transaction Description	Debit	Credit	Balance		
01/01/2013	4	Cash Sales	100.00		100.00		
07/01/2013	OR-00030	Payment For Account		100.00	0.00		
					87678868		
12/01/2013	IV-00021	Sales	100.00		100.00		
13/01/2013	CS-00007	Cash Sales	5.50		105.50 P		
20/01/2013	DN-00004	Delivery Order	12.50		118.00		
16/02/2013	CS-00010	Cash Sales	1,595.00		1,713.00		
20/02/2013	IV-00004	Sales	4,380.00		6,093.00 P		
14/11/2013	CN-00002	Sales Returned		2.50	6,090.50		
15/12/2013	MCOR-00011	Payment For Account		10.00	6,080.50		
17/12/2013	OR-00014	Payment For Account		5.00	6,075.50		
17/12/2013	VCOR-00013	Payment For Account		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		16,478.00		
01/07/2015	OR-00056	Payment For Account		530.00	15,948.00		
					CIBS 123456		
01/08/2015	XXXX	Sales	1,060.00		17,008.00		
01/09/2015	IV-00104	Sales	10,450.00		27,458.00		
01/09/2015	YYYY	Sales	1,060.00		28,518.00		

RINGGIT MALAYSIA : TWENTY EIGHT THOUSAND FIVE HUNDRED AND EIGHTEEN ONLY RM: 28,518.00

Current Mth	1 Month	2 Months	3 Months	4 Months	5 Months
-	-	-	11,510.00	1,060.00	(530.00)
6 Months	7 Months	8 Months	9 Months	10 Months	11 Mths & Above
-	-	10,450.00	-	-	6,028.00

**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.



**Testing GST Company** (9981654321)  
 Address is blank  
 Address is blank  
 Address is blank  
 Address is blank

Date: 31/12/2015  
 Page: 1 of 1

To: ALPHA & BETA COMPUTER  
 838 JALAN WORLD  
 40485 RAIWANG  
 SELANGOR DE

**RE : OVERDUE ACCOUNT**

Our record shows that an amount of RM 28,512.50 is now overdue. A list of overdue invoices is shown as below :

DATE	TYPE	INV/DN NO.	TERMS	DUE DATE	AGE	AMOUNT DUE
01/01/2013	IV	4	45 Days	15/02/2013	1049	100.00
07/01/2013	PM	OR-00030			1088	(100.00)
12/01/2013	IV	IV-00001	45 Days	26/02/2013	1038	100.00
20/01/2013	DN	DN-00004	45 Days	06/03/2013	1030	12.50
16/02/2013	IV	CS-00010	45 Days	02/04/2013	1003	1,595.00
20/02/2013	IV	IV-00004	45 Days	06/04/2013	999	4,380.00
14/11/2013	CN	CN-00002			777	(2.50)
15/12/2013	PM	MCOR-00011			746	(10.00)
17/12/2013	PM	OR-00014			744	(5.00)
17/12/2013	PM	VCOR-00013			744	(50.00)
18/12/2013	IV	IV-00010	45 Days	01/02/2014	698	2.50
01/04/2015	IV	IV-00099	45 Days	16/05/2015	229	10,450.00
01/07/2015	PM	OR-00056			183	(530.00)
01/08/2015	IV	XXXX	45 Days	15/09/2015	107	1,060.00
01/09/2015	IV	IV-00104	45 Days	16/10/2015	76	10,450.00
01/09/2015	IV	YYYY	45 Days	16/10/2015	76	1,060.00

Total Amount: 28,512.50

The following scenario demonstrates how the system handles Bad Debt Relief automatically. Refer to the listing below there are few invoices in January 2023, assuming company submits GST on a quarterly basis.

Invoice No	Date	Company	Description	Project	Currency	Amount
IV-0001	02/01/2023	C ART TECHNOLOGY HUB	Sales	----	----	1,080.00
IV-0002	02/01/2023	DREAM VILLA FURNITURE	Sales	----	----	324.00
IV-0003	05/01/2023	EIGHT INFINITE CONCEPT	Sales	----	----	1,641.60
IV-0004	01/02/2023	THAI TEA TRADING	Sales	----	----	11,653.20
IV-0005	05/02/2023	EIGHT INFINITE CONCEPT	Sales	----	----	7,603.20
IV-0006	08/03/2023	DREAM VILLA FURNITURE	Sales	----	----	918.00
IV-0007	10/03/2023	DREAM VILLA FURNITURE	Sales	----	----	1,555.20
IV-0008	15/03/2023	WOODY FURNITURE ENTERPRISE	Sales	----	----	2,265.84
IV-0009	16/03/2023	THAI TEA TRADING	Sales	----	----	832.00
IV-0010	17/03/2023	WENDY DESIGN GROUP	Sales	----	----	6,469.20
IV-0011	18/03/2023	YA SQUARE	Sales	----	USD	14,000.00
IV-0012	18/03/2023	A HOME FURNISHING & SERVICE	Sales	----	----	1,370.00

Jan 2023 + 12 mths = Jan 2024  
 Feb 2023 + 12 mths = Feb 2024  
 March 2023 + 12 mths = March 2024

12 Invoices 49,712.24

When you process which is from 01/01/2024 until 31/03/2024, the screen below will prompt out :

**Sales**  
Billing (Claimable) (6)  
Payment

* <input checked="" type="checkbox"/>	Type	Doc No.	Company Name	Doc Date	Local Amount	Tax Amount
<input checked="" type="checkbox"/>	IV	IV-0001	C ART TECHNOLOGY HUB	02/01/2023	1,000.00	80.00
<input checked="" type="checkbox"/>	IV	IV-0002	DREAM VILLA FURNITURE	02/01/2023	300.00	24.00
<input checked="" type="checkbox"/>	IV	IV-0003	EIGHT INFINITE CONCEPT	05/01/2023	1,520.00	121.60
<input checked="" type="checkbox"/>	IV	IV-0004	THAI TEA TRADING	01/02/2023	10,790.00	863.20
<input checked="" type="checkbox"/>	IV	IV-0005	EIGHT INFINITE CONCEPT	05/02/2023	7,040.00	563.20
<input checked="" type="checkbox"/>	IV	IV-0009	THAI TEA TRADING	16/03/2023	15.39	1.23

Count = 6      20,665.39      1,653.23

Back      Finish      Cancel

Bad Debt Relief applies to both sales and purchases. In the case of outstanding purchase invoices for which you had claimed input tax 12 months ago, you are required to refund the corresponding amount to IRAS. However, there's no need to worry as the system will automatically handle this issue for you.

**Sales**  
Billing (Claimable)  
Payment

* <input type="checkbox"/>	Type	Doc No.	Company Name	Doc Date	Local Amount	Tax Amount
<input type="checkbox"/>	PI	PI-00012	ADY INTERNATIONAL PLT	26/01/2023	8,000.00	640.00

**Purchase**  
Billing (Payable)  
Payment

Count =

Back      Finish      Cancel

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

### 10.3.2 Bad Debt Recover

Bad Debt Recovery occurs when customer makes their outstanding payment after you have processed the Bad Debt Relief. For instance, if we received customer payment on 26/4/2024, refer below step:

Step 1 : Issue Customer | Customer Payment | and knock off the invoice which have 12 months bad debt relief.

Customer Payment Entry

Customer Code: 800-C0001 From Deposit: Add Deposit Currency: ----

Project: ---- Latest Paid Date: 26/04/2024, Amount: 1,080.00

**Customer Payment**

Cancelled  Non-Refundable

O/R No: OR-00011  
Next No: OR-00016  
Date: 26/04/2024  
Agent: Gabriel  
Area: KL

Paid By: C ART TECHNOLOGY HUB  
Received In: MAYBANK  
Bank Charge: 0.00  
Cheque No:

BANK Balance : 37,893.94 Paid Amount (RM): 1,080.00

Description: Payment For Account Unapplied Amt (RM): 0.00

Knock-off Invoices / Debit Notes							
* Type	Date	Doc No.	Amount	Outstanding	Pay	KnockOff Ta...	
IV	02/01/2023	IV-0001	1,080.00	0.00	1,080.00	<input checked="" type="checkbox"/>	26/04/2024
1 doc			Total:	1,080.00	0.00	1,080.00	

Step 2 : After this we process to GST Return from 1/4/2024 until 30/06/2024, system will auto list you the both payment with the tax recover figure.

GST Return - Bad Debt Relief

**Sales**

Billing (Claimable)

Payment (1)

**Purchase**

Billing (Payable)

Payment

* Type	Doc No.	Company Name	Doc Date	Local Amount	Tax Recovered
PM	OR-00011	C ART TECHNOLOGY HUB	26/04/2024	1,000.00	80.00

Count = 1      1,000.00      80.00

Back      Finish      Cancel

### 10.3.3 Double Entry (Bad Debt Relief)

**Bad debt relief and recovered** the double entries are auto posting when process the GST Return as follow:

#### 1. For customer bad debt relief claim

Tax invoices over 12 months not payment has received from Customer (GST registered). Output tax has been paid to Custom in previous GST Return, it can be claim back from Custom as Input Tax (GST Claimable).

A/c code	A/c Description	Tax Code	DR	CR
GST-101	GST-Claimable	SL-AJP-BD	80	
GST-202	GST-Sales Deferred Tax	SL-AJP-BD		80

#### 2. For customer bad debt relief recovered

Input tax has been claimed as bad debt relief and later on received a payment from customer. It has to be pay back to Custom as the Output Tax (GST Payable).

A/c code	A/c Description	Tax Code	DR	CR
GST-202	GST-Sales Deferred Tax	SL-AJS-BD	80	
GST-201	GST-Payable	SL-AJS-BD		80

In ledger report,

#### GST-Sales Deferred Tax

Year.Month	Description	Tax Code	DR	CR	Balance
	Balance B/F				0
2024.03	Any adjustment made to <b>Input Tax</b> (e.g: Bad Debt Relief)	SL-AJP-BD		80	(80)
2024.06	Any adjustment made to <b>Output Tax</b> (e.g : Bad Debt recover & outstanding invoice more than 6 months)	SL-AJS-BD	80		0

#### 3. For supplier bad debt relief payable

Any supplier tax invoice has claimed the input tax and no payment have been made over 12 months. Input tax has been claimed in previous GST Return, it has to be paid back to Custom as Output Tax (GST Payable).

A/c code	A/c Description	Tax Code	DR	CR
GST-102	GST-Purchase Deferred Tax	PH-AJS-BD	640	
GST-201	GST-Payable	PH-AJS-BD		640

#### 4. For supplier bad debt relief recovered

Output tax has been paid back as bad debt relief payable and later on made a payment to supplier. It can be claim back from Custom as the Input Tax (GST Claimable).

A/c code	A/c Description	Tax Code	DR	CR
GST-101	GST-Claimable	PH-AJP-BD	640	
GST-102	GST-Purchase Deferred Tax	PH-AJP-BD		640

In ledger report,

**GST-Purchase Deferred Tax**

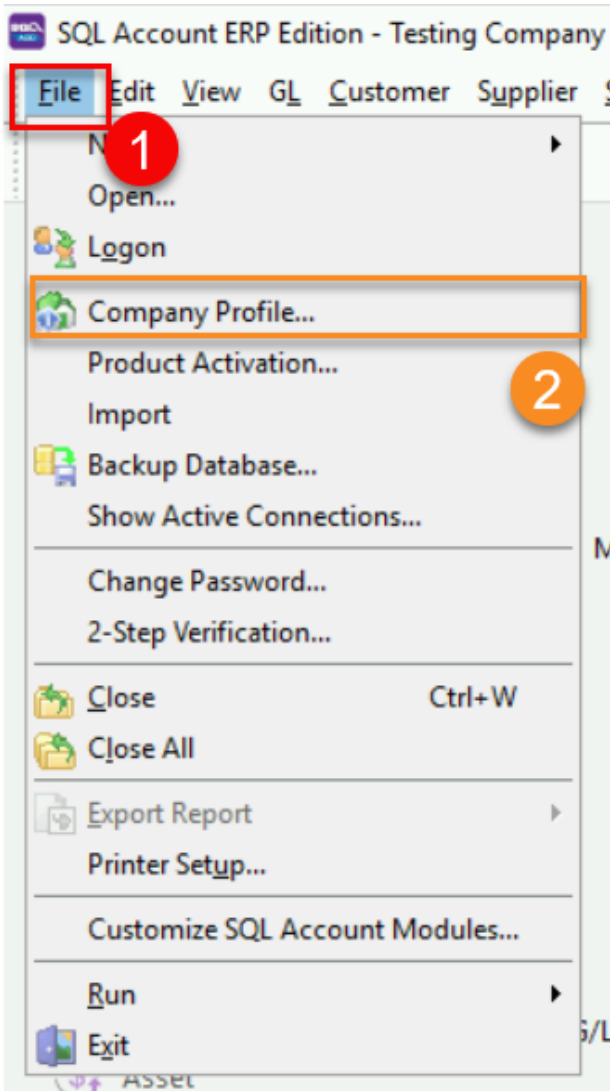
<b>Year.Month</b>	<b>Description</b>	<b>Tax Code</b>	<b>DR</b>	<b>CR</b>	<b>Balance</b>
	Balance B/F				0
2024.03	Any adjustment made to <b>Output Tax</b> (e.g : Bad Debt recover & outstanding invoice more than 6 months)	<b>PH-AJS-BD</b>	640		640
2024.06	Any adjustment made to <b>Input Tax</b> (e.g: Bad Debt Relief)	<b>PH-AJP-BD</b>		640	0

## 11 E-Invoicing

### 11.1 Register for Peppol

Step 1 : Go to **File**

Step 2 : Click on **Company Profile**



Step 3 : Click on **Peppol** Tab

Step 4 : Click on **Register As Peppol User** to register your own company Peppol ID

Company Profile

This Software is Licensed to Company Name and Address stated below :-

Company Name: Testing Company

Remark: 2023

Reg. No (New): [ ] (Old): [ ]

GST No.: [ ]

Country: Singapore

General Report Header Report Footer GST Online Payment **Peppol** Email Settings More

Peppol ID: [ ] **3**

API Key: [ ]

API Secret: [ ]

**4** Register as Peppol user

Submission to Government

Vendor ID: [ ]

Step 5 : It will be directed to our website to **complete the required details**

Upon successful registration, user will receive notification email from Datapost within 1 to 3 working days.

Once registered , your company Peppol ID will be listed in [Singapore Peppol Directory](#)

SQL x PEPPOL

JOIN PEPPOL TODAY!

Register As PEPPOL User

Email \*

Company Name \*

Company UEN Number \*

Contact Person \* Contact No. \*

Company Address \*

I agree that Datapost is authorised to register for a PEPPOL identity and undertake transmission/routing of E-Invoices for and on behalf of the above registered company. **5**

Please note that obtaining the API Key and API Secret will incur additional charges

## 11.2 Setting Peppol In Company Profile

### 11.2.1 B2B (Business To Business)

Step 1 : Once received, key your **Peppol ID , API Key and API Secret** in Peppol Tab  
(API key and API Secret can be found in your Peppol online portal)

Step 2 : Fill in your company **UEN Number in Reg.No (New)**

Step 3 : **Save**

**Company Profile**

**This Software is Licensed to Company Name and Address stated below :-**

Company Name: Testing Company

Remark: 2023

Reg. No (New): 200301008596 (Old): 611016-M

GST No.:

Country: Singapore

General | Report Header | Report Footer | GST | Online Payment | **Peppol** | Email Settings | More

Peppol ID: 0195:SGTST53226122D

API Key: ab2ad09b77734e01ae518485656dd182

API Secret: .....

[Register as Peppol user](#)

**Submission to Government**

Vendor ID:

## 11.2.2 B2G (Business To Government)

Step 1 : Fill in your **Vendor ID** registered on Vendors@Gov

Step 2 : **Save**

**Company Profile**

**This Software is Licensed to Company Name and Address stated below :-**

Company Name: Testing Company

Remark: 2023

Reg. No (New): 200301008596 (Old): 611016-M

GST No.:

Country: Singapore

General | Report Header | Report Footer | GST | Online Payment | **Peppol** | Email Settings | More

Peppol ID: 0195:SGTST53226122D

API Key: ab2ad09b77734e01ae518485656dd182

API Secret: [Redacted]

[Register as Peppol user](#)

**Submission to Government**

Vendor ID: 53226122D

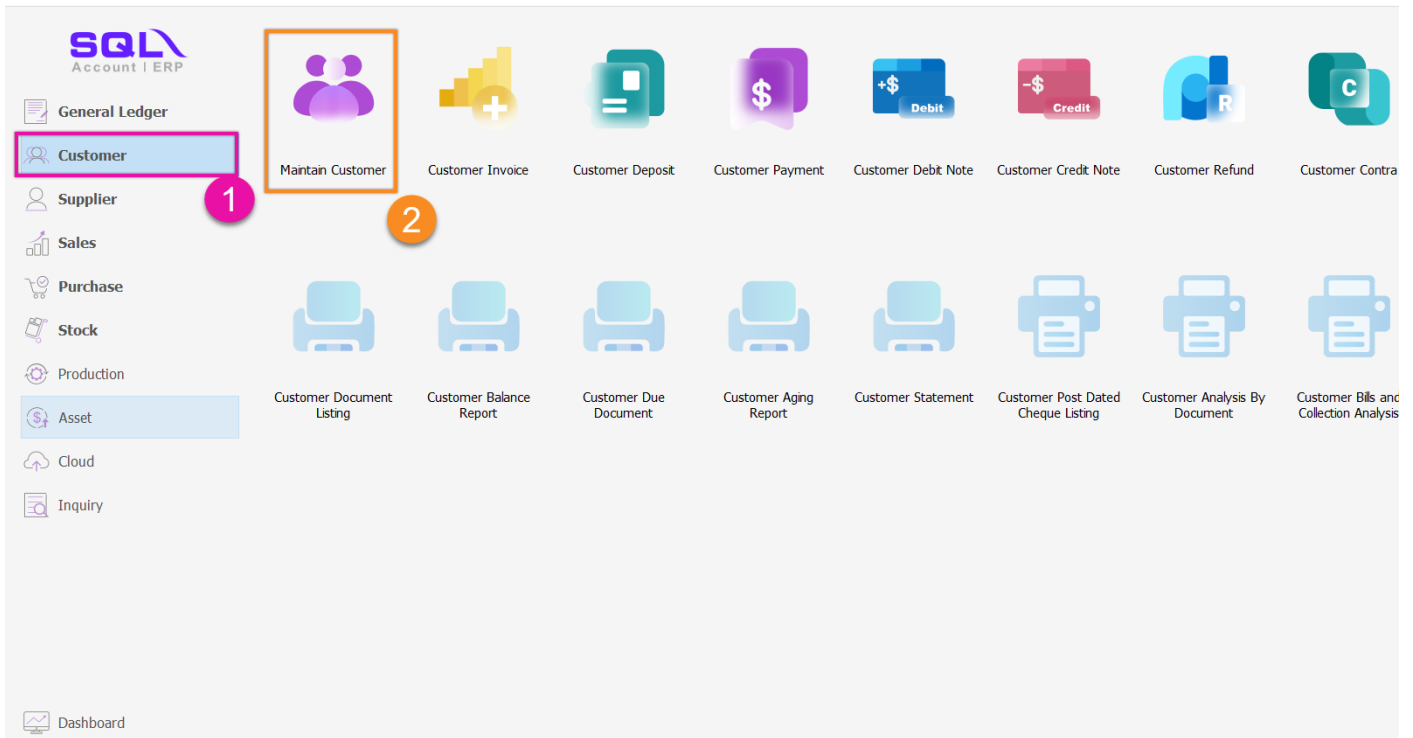
**1**

**2**

## 11.3 Maintain Customer & Supplier Peppol ID

Step 1 : Go to **Customer**

Step 2: Click on **Maintain Customer** > Double Click your customer



### 11.3.1 Peppol B2B (Business To Business)

Step 3 : Click on **Edit**

Step 4 : Select **Note Tab**

Step 5 : Click on the '**magnifier**' button to search customer peppol ID

Step 6 : Select the Customer **Company Name to get Peppol ID**

*(When you input your Peppol details, the system will automatically update your UEN Number. Please double check to ensure its accuracy.)*

Step 7 : Fill in customer **UEN number in 'Reg. No (New)'**

Step 8 : Click **Save**

The screenshot shows the 'Maintain Customer' form with the following details:

- Company:** A HOME FURNISHING & SERVICE
- Control A/C:** 300-000
- Code:** 300-A0001
- Account Open Date:** 25/02/2025
- Status:** Active
- Reg. No (New):** 53120159K
- Peppol ID:** (Magnifier button)
- AGD Business Unit:** (Magnifier button)

The 'Peppol ID Lookup' dialog box displays the following table:

init	Name	Peppol ID
▶	DEKIA HOME FURNISHING	0195:SGUEN53120159K

Count = 1

Buttons: OK, Cancel

Callouts in the image:

- 3: Edit button
- 4: Note tab
- 5: Magnifier button for Peppol ID
- 6: Peppol ID Lookup dialog box
- 7: Magnifier button for AGD Business Unit
- 8: Save button

### 11.3.2 Peppol B2G (Business To Government)

Step 1 : **Peppol ID must be : 0195:SGUENT08GA0028A**

Step 2 : Must fill in your customer **Business Unit**

**\*Please enquire with your client agency to get accurate Business Unit to indicate**

Step 3 : If the Business Unit given from your client agency is not listed, please type it manually and click on the blue text

For Example : IMDA1 not listed , click the **IMDA1**

The screenshot shows the 'Maintain Customer' form in the cfoS system. The form is titled '- Maintain Customer -' and includes a 'Read MyKad' button. The main form area contains the following fields:

- Company: A HOME FURNISHING & SERVICE
- Control A/C: 300-000
- Code: 300-A0001
- GST. No. : [Search]
- Cust. Category: [Dropdown]

Below these fields are tabs for 'General', 'Credit Control', 'Note', 'Tax', and 'Bank Account'. The 'General' tab is selected, showing the following fields:

- Account Open Date: 25/02/2022
- Status: Active
- Reg. No. (New): [Search]
- Reg. No. (Old): [Search]
- Peppol ID: 0195:SGUENT08GA0028A
- AGD Business Unit: [Dropdown]
- Remark: [Text Area]
- Biz Nature: [Text Area]
- Note: [Text Area]

A search window is open over the 'AGD Business Unit' field, displaying a table with the following columns: Code, Description, Ministry, and Department. The table is currently empty, showing '<No data to display>'. A search bar at the bottom of the window contains 'IMDA1'. Three red circles with numbers 1, 2, and 3 highlight the Peppol ID field, the AGD Business Unit field, and the 'IMDA1' search result respectively.

**For Supplier : Go to Supplier > Maintain Supplier > Edit > Note Tab**

## 11.4 Send Sales Document from SQL Account

### 11.4.1 Send Document by B2B (Business To Business)

Step 14 : Once the sales invoice / Sales Credit Note is prepared, Click **Send button** to send your document to Peppol.

\*Make sure the Peppol ID and UEN Number had filled in correctly in Maintain Customer

The screenshot shows the 'Invoice' window in the SQL Account software. The interface includes a header with the word 'Invoice', a customer selection dropdown (300-T0007), and an address field (Test\_1). A 'Description' field is set to 'Sales'. A 'Profit Estimator' button is visible. Below this is a table with columns: Item Code, Description, Qty, UOM, U/Price, Disc, Sub Total, Tax, Tax ..., Tax In..., Tax Amt, and Sub Total (Tax). The table contains three rows of test data. At the bottom, there are summary fields: 'Deposit Amount: 0.00', 'Local Net Total: 3,852.00', 'Outstanding: 3,852.00', and 'Net Total (S\$): 3,852.00'. On the right side, there is a vertical toolbar with buttons for 'New', 'Edit', 'Delete', 'Save', 'Cancel', 'Refresh', and 'Browse'. A 'Send' button is located at the bottom right, highlighted with an orange box and a '1' in a circle. A dropdown menu is open, showing fields like 'Inv No: IV-00222', 'Next No: IV-00256', 'Date: 29/09/2022', 'Agent: ---', 'Terms: 30 Days', 'Ref 1: ---', and 'Ext. No: ---'.

Item Code	Description	Qty	UOM	U/Price	Disc	Sub Total	Tax	Tax ...	Tax In...	Tax Amt	Sub Total (Tax)
Test	Test	1.00	UNIT	1,200.00		1,200.00	SR-S	7%	<input type="checkbox"/>	84.00	1,284.00
Test	Test	1.00	UNIT	1,200.00		1,200.00	SR-S	7%	<input type="checkbox"/>	84.00	1,284.00
Test	Test	1.00	UNIT	1,200.00		1,200.00	SR-S	7%	<input type="checkbox"/>	84.00	1,284.00

### 11.4.2 Send Document by B2G (Business To Government)

B2G follows the same steps as B2C, but B2G's Peppol ID must be **0195:SGUENT08GA0028A** (refer Topic 11.3.2). Additionally, there are additional validations for B2G transactions.

Screen	Field	Validation
Company Profile	Vendor ID	Cannot be blank
	Email	Cannot be Blank
Maintain Customer	AGD Business Unit	<ul style="list-style-type: none"> <li>● Cannot be Blank</li> <li>● Maximum 5 characters</li> </ul>
Invoice / Credit Note	Inv No / CN No	<ul style="list-style-type: none"> <li>● Maximum 27 characters</li> <li>● <sup>a</sup>Limited charset, cannot contain space</li> </ul>
	Date	Cannot be backdated by more than 7 calendar days or forward-dated
	Description	<ul style="list-style-type: none"> <li>● Cannot be blank</li> <li>● Maximum 254 characters</li> </ul>
	Terms	Must be in list of <u>acceptable payment terms</u>
	More > Billing > Attention	<ul style="list-style-type: none"> <li>● Cannot be blank</li> <li>● Maximum 20 characters</li> <li>● <sup>a</sup>Limited charset</li> </ul>
	Item Description	<ul style="list-style-type: none"> <li>● Maximum 254 characters</li> </ul>
Credit Note > Items	FromDocType	All items must be transferred from invoice
	FromDocNo	<ul style="list-style-type: none"> <li>● Maximum 30 characters</li> <li>● <sup>a</sup>Limited charset</li> <li>● All items must be transferred from <b>SAME</b> invoice</li> </ul>

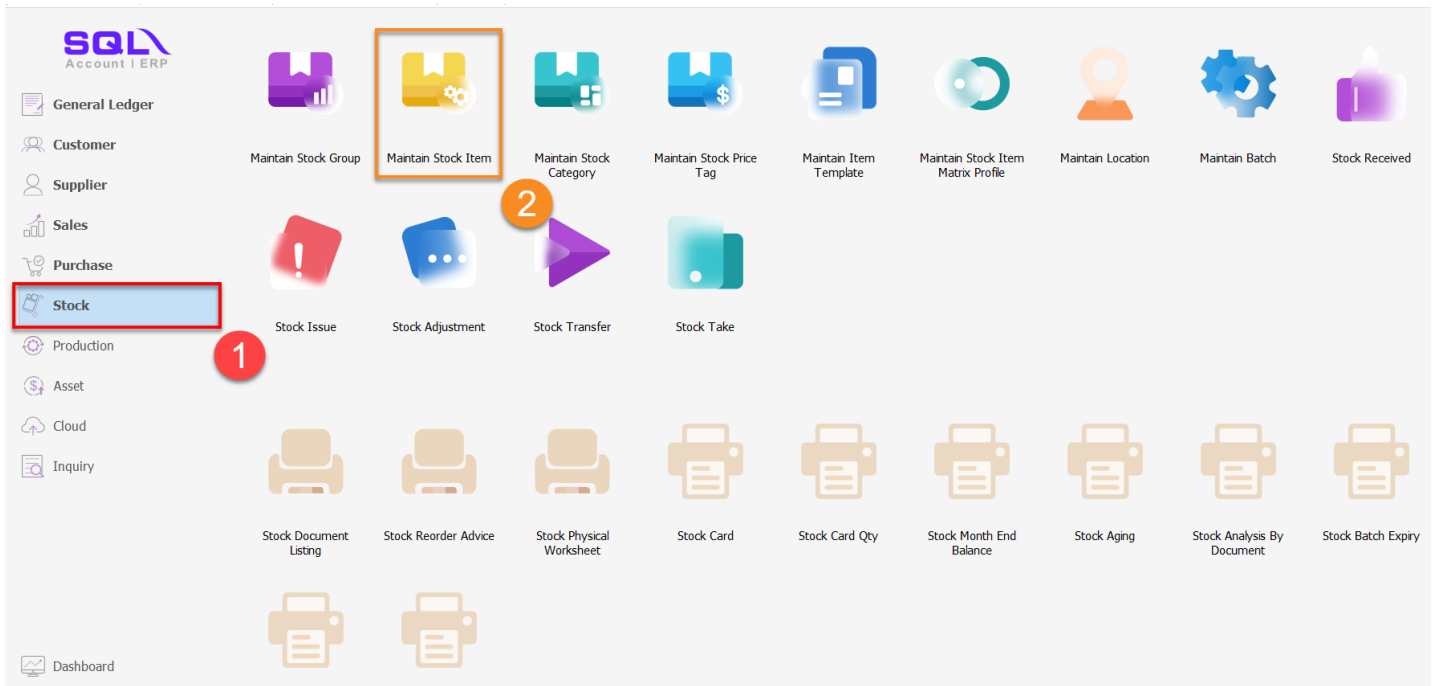
<sup>a</sup>Limited charset : Cannot contains symbols " # % & ' + < > ?

## 11.5 Item Code Mapping

Item codes for items in the Peppol document will be automatically selected if there is a matching description.

Step 1 : Click **Stock**

Step 2 : Click on **Maintain Stock Item**



Step 3 : Click **Edit**

Step 4 : Click on **Supp. Item tab**

Step 5 : Click **+** button

Step 6 : Fill in your **supplier code and description**

Step 7 : **Save**

**Maintain Item**

**Maintain Stock Item**

Code:   Serial No.  Stock Control  Active

Description:

Item Group:  Reorder Level:  Remark 1:

Base UOM:  Reorder Qty:  Remark 2:

Ref. Cost:  Lead Time:  Barcode:

Ref. Price:  Output Tax:  Tariff:

Shelf:  Input Tax:  Bal Qty : 727.50

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

Cust.	Supp. Price	BOM	More Desc.	Opn Bal.	Category	Alternative	Cust. Item	Supp. Item	Bar
								Supplier	
								Supplier Name	
								Description	
400-A0003								Apscom Solutions (TEST)	123/1234
400-J0001								JL International Ltd	

After done settings, when you import a document from Peppol, the items will be automatically mapped item code and displayed as shown in the picture below, as an example:

**i : Supplier Code and Supplier Name matched**

**ii : Item Description matched**

**iii : Item Code set automatically**

The image consists of two side-by-side screenshots from a software application.

**Left Screenshot: Maintain Stock Item**

- Code:** 123/1234 (highlighted with a blue box and circled with 'iii')
- Description:** 123/1234 (circled with 'iii')
- Supplier Table:**

Supplier	Supplier Name	Supplier Item Code	Description
400-A0003	Apscom Solutions (TEST)	123/1234	123/1234
400-30001	International Ltd	12321	

**Right Screenshot: Peppol Import Document**

**Document List:**

Doc No	Date	Sender Code	Sender	Sender ID	Amount	Status	D...
CN-00050	2023-10-25 17:59:49	400-A0003	Apscom Solutions (TEST)	0195:SGTSTS...	26,67...	Doc exists	Credi...
IV-00252	2023-10-27 17:39:24	400-A0003	Apscom Solutions (TEST)	0195:SGTSTS...	27,62...	Doc exists	Invoice
IV-00215	2023-10-27 14:16:30	400-A0003	Apscom Solutions (TEST)	0195:SGTSTS...	25,83...		Invoice
IV-00216	2023-10-27 14:16:17	400-A0003	Apscom Solutions (TEST)	0195:SGTSTS...	99.99		Invoice
IV-00218	2023-10-27 09:11:18	400-A0003	Apscom Solutions (TEST)	0195:SGTSTS...	1,602...	Missing tem...	Invoice
IV-00233	2023-10-27 08:46:42	400-A0003	Apscom Solutions (TEST)	0195:SGTSTS...	1,403...	Doc exists...	Invoice
FO12345	2023-10-25 18:06:46	400-A0003	Apscom Solutions (TEST)	0195:SGTSTS...	2,43...	Doc exists...	Invoice
IV-00251	2023-10-20 16:39:07	400-A0003	Apscom Solutions (TEST)	0195:SGTSTS...	0.00	Doc exists...	Invoice
202310061...	2023-10-06 16:57:39	400-A0003	Apscom Solutions (TEST)	0195:SGTSTS...	2,160...	Doc exists	Invoice

**Item Table:**

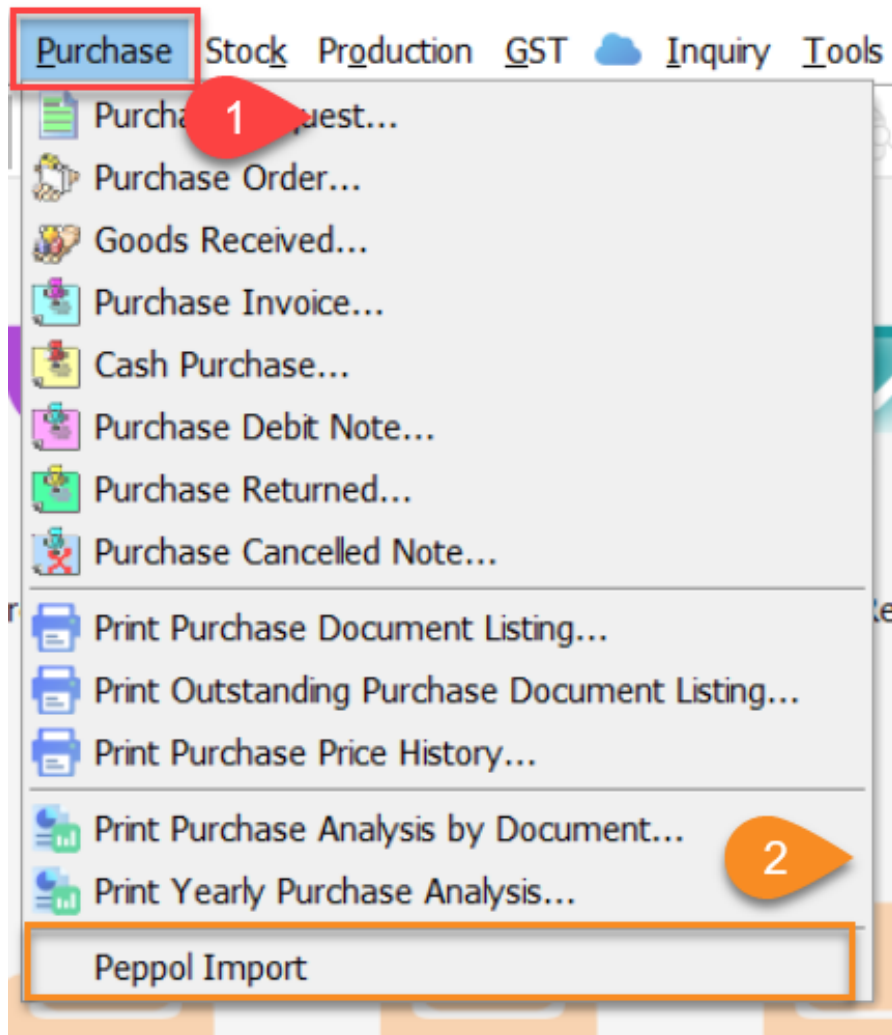
Item Code	Description	Qty	U/Price	Tax	Tax Rate	Sub Total
LABOUR						
123/1234	123/1234	1.50	999.85 SR	8%		1,587.35
						1,602.22

You can manually map item codes during the invoice import process even if you not follow this step to map item code

## 11.6 Import Purchase Document into SQL Account

### Step 1 : Purchase

### Step 2 : Peppol Import



Step 3 : Select date range and click Apply

Step 4 : Tick the checkboxes to select documents to import

Step 5 : Click Import button

Peppol Import Document

Date  01/10/2023 to 31/10/2023

Doc No	Date	Sender Code	Sender	Sender ID	Amo...	Status	D...
<input type="checkbox"/> IV-00252	2023-10-27 17:39:24	400-A0003	Apscom Solutions (TE...	0195:SGTST5...	27,62...	Doc exists	Invoice
<input type="checkbox"/> IV-00215	2023-10-27 14:16:30	400-A0003	Apscom Solutions (TE...	0195:SGTST5...	25,83...		Invoice
<input type="checkbox"/> IV-00216	2023-10-27 14:16:17	400-A0003	Apscom Solutions (TE...	0195:SGTST5...	99.99		Invoice
<input type="checkbox"/> IV-00218	2023-10-27 09:11:18	400-A0003	Apscom Solutions (TE...	0195:SGTST5...	1,602...		Invoice
<input type="checkbox"/> IV-00233	2023-10-27 08:46:42	400-A0003	Apscom Solutions (TE...	0195:SGTST5...	1,403...	Doc exists	Invoice
<input type="checkbox"/> F012345	2023-10-25 18:06:46	400-A0003	Apscom Solutions (TE...	0195:SGTST5...	32,43...	Doc exists	Invoice
<input type="checkbox"/> IV-00251	2023-10-20 16:39:07	400-A0003	Apscom Solutions (TE...	0195:SGTST5...	0.00	Doc exists	Invoice
<input type="checkbox"/> 202310061...	2023-10-06 16:57:39	400-A0003	Apscom Solutions (TE...	0195:SGTST5...	2,160...	Doc exists	Invoice

4

Item Code	Description	Qty	U/Price	Tax	Tax Rate	Sub Total
▶ 120-002	Frame	2.00	1,000.00 SR	8%		2,160.00

You can manually map item codes right here

5

1

2,160.00

A pop up message will show for **Posting Done**

Peppol Import Document

Date  01/10/2023 to 31/10/2023

Doc No	Date	Sender Code	Sender	Sender ID	Amount	Status	Doc ...
<input type="checkbox"/> IV-00252	2023-10-27 17:39:24	400-A0003	Apscom Solutions (TEST)	0195:SGTST53226122D	27,621.00	Doc exists	Invoice
<input type="checkbox"/> IV-00215	2023-10-27 14:16:30	400-A0003	Apscom Solutions (TEST)	0195:SGTST53226122D	25,838.32		Invoice
<input type="checkbox"/> IV-00216	2023-10-27 14:16:17	400-A0003	Apscom Solutions (TEST)	0195:SGTST53226122D	99.99		Invoice
<input type="checkbox"/> IV-00218	2023-10-27 09:11:18	400-A0003	Apscom Solutions (TEST)	0195:SGTST53226122D	1,602.22		Invoice
<input type="checkbox"/> IV-00233	2023-10-27 08:46:42			0195:SGTST53226122D	1,403.99	Doc exists	Invoice
<input type="checkbox"/> F012345	2023-10-25 18:06:46			0195:SGTST53226122D	32,436.24	Doc exists	Invoice
<input type="checkbox"/> IV-00251	2023-10-20 16:39:07			0195:SGTST53226122D	0.00	Doc exists	Invoice
<input checked="" type="checkbox"/> 202310061656430...	2023-10-06 16:57:39			0195:SGTST53226122D	2,160.00	Doc exists	Invoice

9

SQL Account ERP Edition - APSCOM SOLUTIONS [Peppol ... X

Posting done. (Success: 1, Failed: 0)

Item Code	Description	Qty	U/Price	Tax	Tax Rate	Sub Total
120-002	Frame	2.00	1,000.00 SR		8%	2,160.00
1						2,160.00

## 11.7 List Of Status

Status	Description	Import Eligibility	Solutions
Missing Item Code	Item code is empty for items in the selected invoice	Yes	<ul style="list-style-type: none"> <li>● Set Item code mapping</li> <li>● Manually select item code</li> </ul>
Doc Exists	Document with same DocNo and Supplier is already exist	Yes	<ul style="list-style-type: none"> <li>● Check the existing document and decide whether to overwrite it</li> </ul>

## 11.8 Error code and Message

Error Code / Message	Possible Reason	Solutions
<b>Export</b>		
Error sending data: (12007) The server name or address could not be resolved.	No internet connection	Make sure your are connected to internet
401	API Key or API Secret Incorrect	<p>Steps :</p> <ol style="list-style-type: none"> <li>1. Check and make sure both fields are entered correctly in Company Profile</li> <li>2. Close the Peppol Import Document form completely</li> <li>3. Reopen the form and try again</li> </ol>
Company Profile UEN No. cannot be blank	'Reg No. (New)' field not entered in Company Profile	Enter your company UEN number / Peppol ID in Company Profile.
Company Profile Peppol ID cannot be blank.	'Peppol ID' field not entered in Company Profile.	<ul style="list-style-type: none"> <li>● Make sure your company is Peppol registered, enter your company Peppol ID in Company Profile.</li> <li>● If your company do not have Peppol ID, register.</li> </ul>

GST not started but tax code found	Tax code or tax rate not empty for non GST company	Remove tax code and tax rate.  (Only companies that started GST allowed to send Peppol documents with tax code.)
Please select tax code	Tax code empty for GST registered company	Select a valid GST tax code.
Invalid Tax Code "x"	Tax type of selected tax code selected is not a valid GST tax type.	(Go to GST > Maintain Tax, tax codes under 'Category: GST Supplies' are valid)
Must have at least one invoice item	Document does not contain any item	Add at least one item to the document
<b>Import</b>		
Please select supplier.	Sender code is empty for the selected invoice.	<ul style="list-style-type: none"> <li>● Add sender to your supplier list with Peppol ID filled</li> <li>● If sender is already your supplier, make sure the Peppol ID is filled correctly</li> <li>● Manually select sender code</li> </ul>

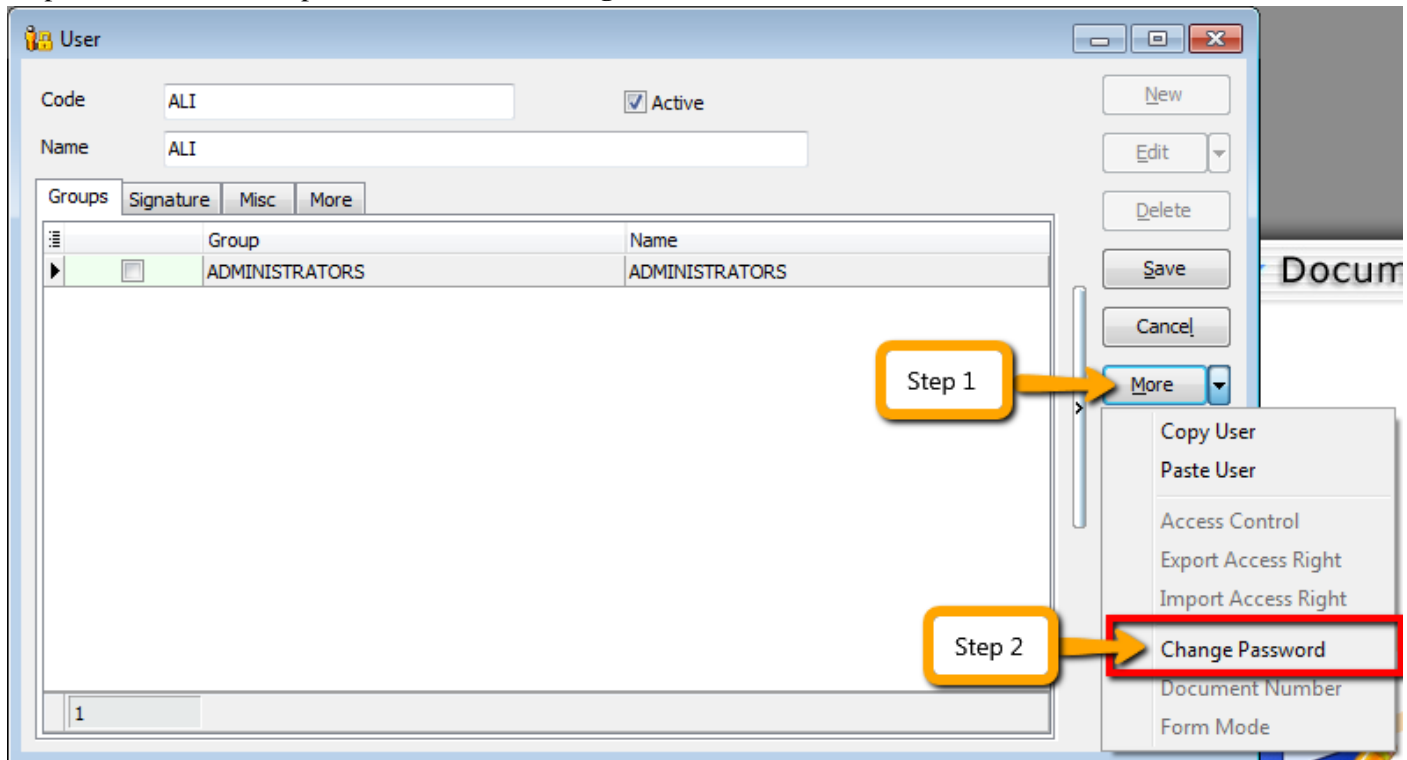
## 12 Tools

### 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 means that if you have 5 staffs in the office who can access SQL but you only have 3 licenses 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

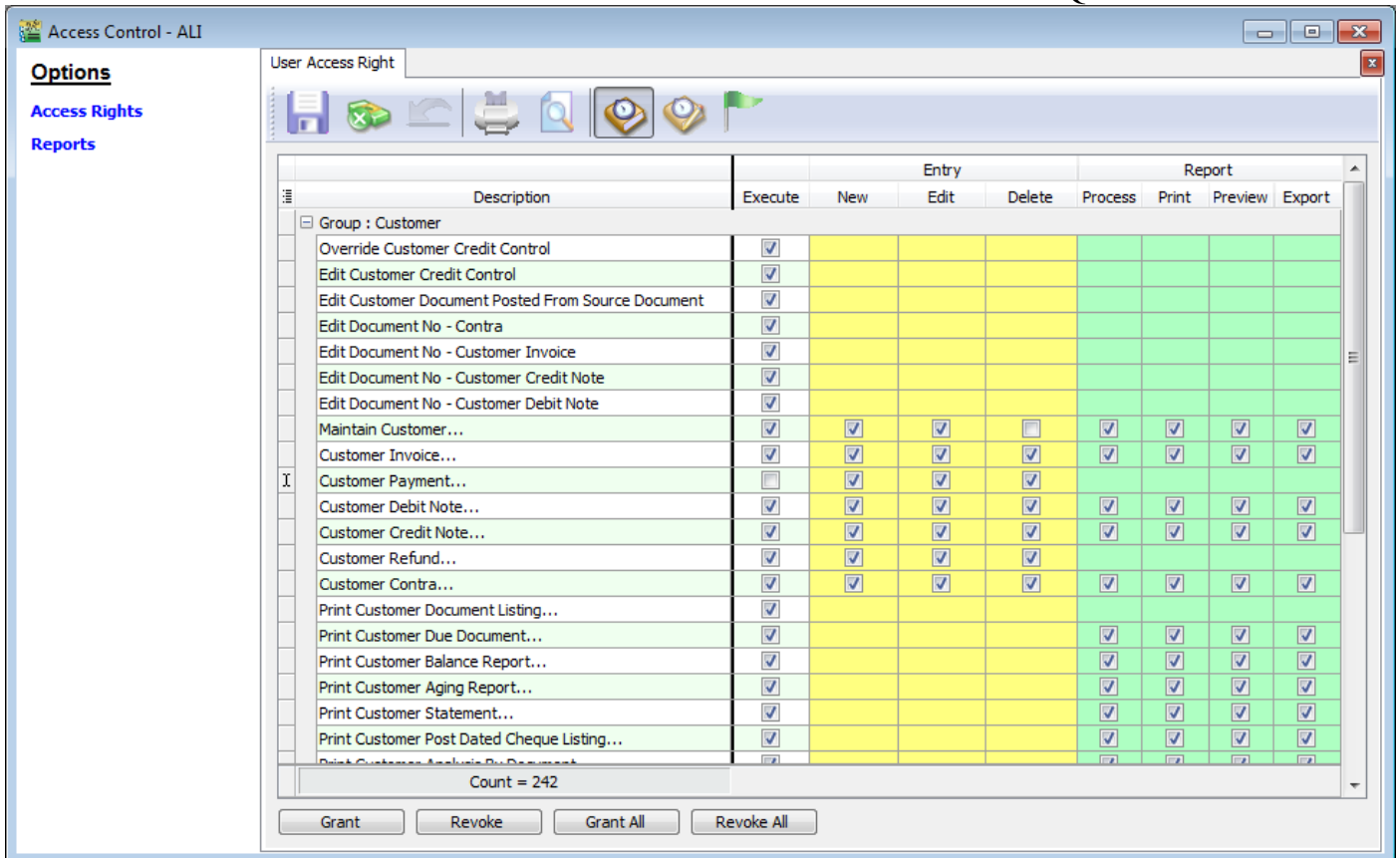
[http://www.sql.com.my/video/sqlacc\\_tutorial/09-01\\_AccessRight01.mp4](http://www.sql.com.my/video/sqlacc_tutorial/09-01_AccessRight01.mp4)

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 rights for**.

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, based on the setting in the following images, the user is not allowed to delete Customers or to view Customer Payments.



## 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](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:

%n	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 <a href="#">{@dd/mm/yyyy}-%5d</a> , next number is 12345 then output will be <b>15/01/2016-12345</b>

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

Step 5: Set the **Next Number** for this document.

The screenshot shows a 'Document Number' dialog box with the following fields and options:

- Description: Payment Voucher
- Document Type: Payment Voucher
- Format: PV-%.5d
- Script: (empty)
- Frequency: Never Reset (dropdown menu is open showing options: Never Reset, Reset Monthly, Reset Yearly)
- Next Number: 72 (spin box)
- Preview: PV-00072

Buttons on the right side include: New, Edit, Delete, Save, Cancel, More, Preview, Refresh, and Browse.

### 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.

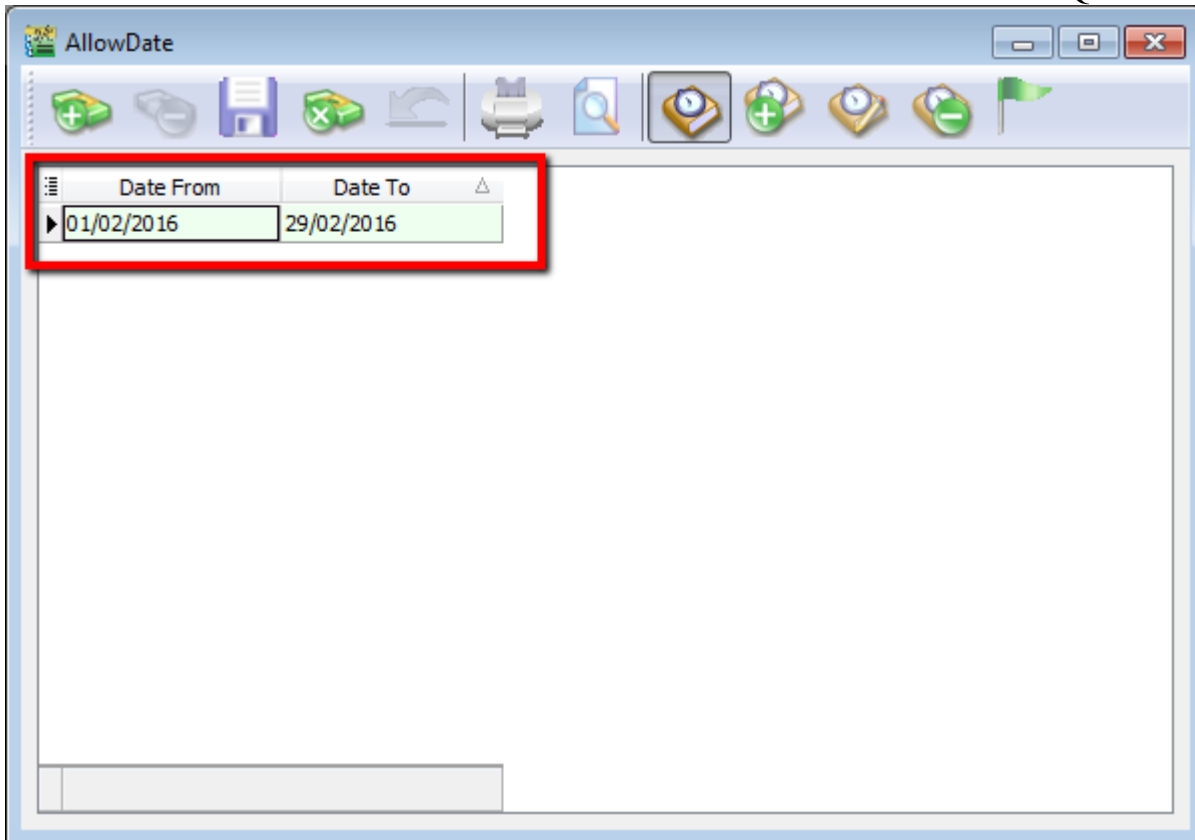
Brief – Any document which date falls within the allowed transaction dates. CAN be edited vice-versa, any document which date falls outside the allowed transaction dated CANNOT be edited/created.

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.**



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.

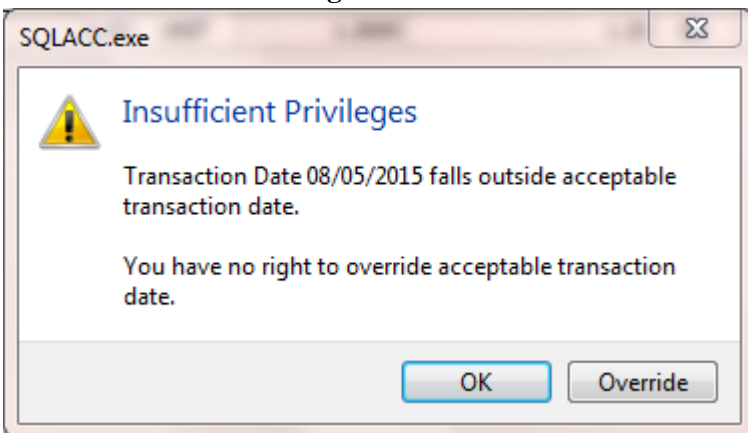
Step 4: **Save** the access right.

The screenshot shows the 'Access Control - TOH' window with the 'User Access Right' tab selected. A table lists various permissions for the 'Tools' group. A callout box points to the 'Execute' column of the 'Override Acceptable Transaction Date' row, stating: 'Tick = Allow user to override' and 'Un-tick = Disallow user to override.'

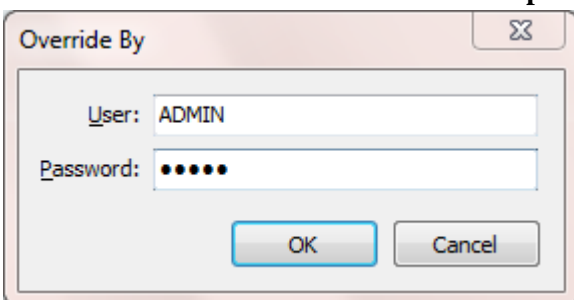
Description	Execute	Entry				Report			
		New	Edit	Delete	Process	Print	Preview	Export	
Maintain Acceptable Transaction Date	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Maintain User	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Maintain User Group	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Report Designer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Maintain Document Number	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Analyse Data Integrity	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Maintain DIY	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Print Bar Code (Direct Printer)...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Print Bar Code (Windows Printer)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Override Acceptable Transaction Date	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
User Access Right Assignment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Maintain Form Mode...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Maintain Agent...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Maintain Area...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Maintain Currency...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Maintain Journal...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Maintain Payment Method...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Maintain Project...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Maintain Terms...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Maintain Tax...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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

- **OK = cancel saving**



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



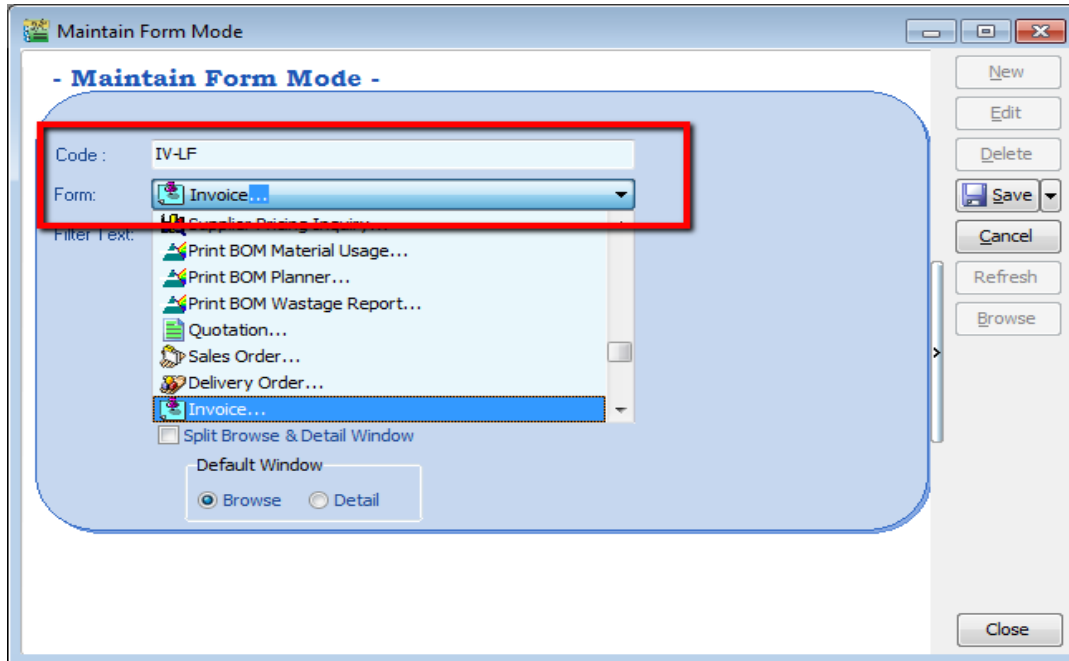
## 12.4 Maintain Form Mode

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*.

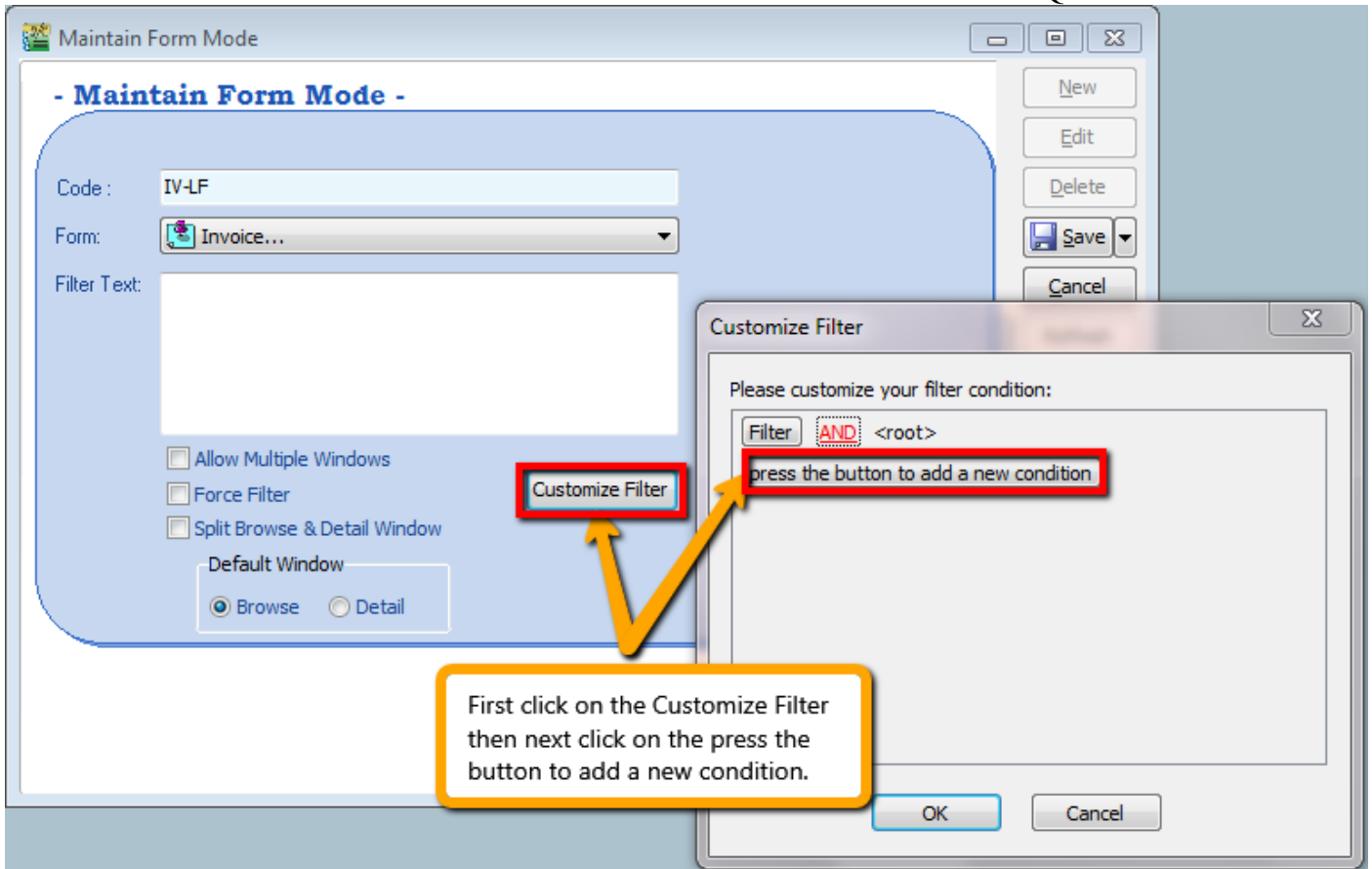
[http://www.sql.com.my/video/sqlacc\\_tutorial/09-14b\\_FormMode\\_byAgent.mp4](http://www.sql.com.my/video/sqlacc_tutorial/09-14b_FormMode_byAgent.mp4)

Step 1: **Tools | Maintain Form Mode | New.**

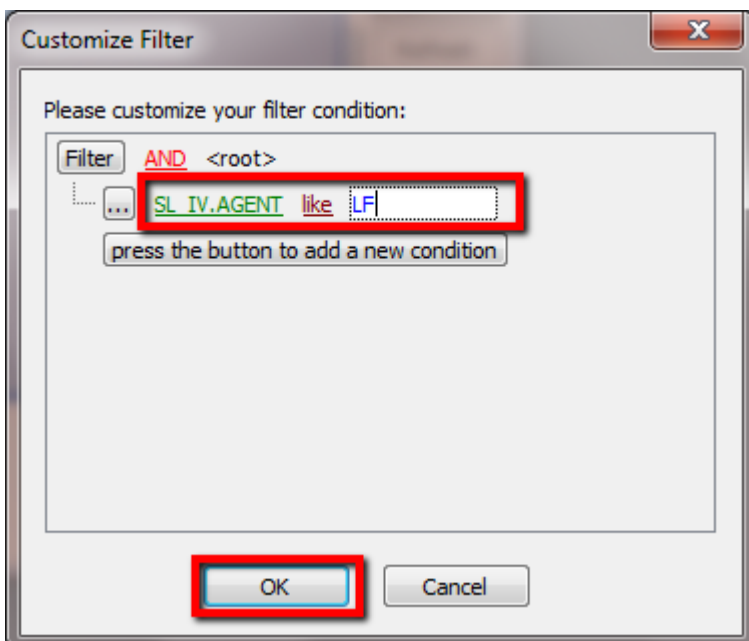
Step 2: **Enter Code & Select the document form that you want to filter, e.g. Invoice**



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



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**.



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

**Maintain Form Mode**

**- Maintain Form Mode -**

Code : IV-LF

Form: Invoice...

Filter Text: (SL\_IV.AGENT LIKE 'LF')

Allow Multiple Windows

Force Filter

Split Browse & Detail Window

Default Window

Browse  Detail

Customize Filter

New

Edit

Delete

Save

Cancel

Refresh

Browse

Close

Other optional setting:

**Maintain Form Mode**

**- Maintain Form Mode -**

Code : IV-LF

Form: Invoice...

Filter Text: (SL\_IV.AGENT LIKE 'LF')

Allow Multiple Windows

Force Filter

Split Browse & Detail Window

Default Window

Browse  Detail

Customize Filter

New

Edit

Delete

Save

Cancel

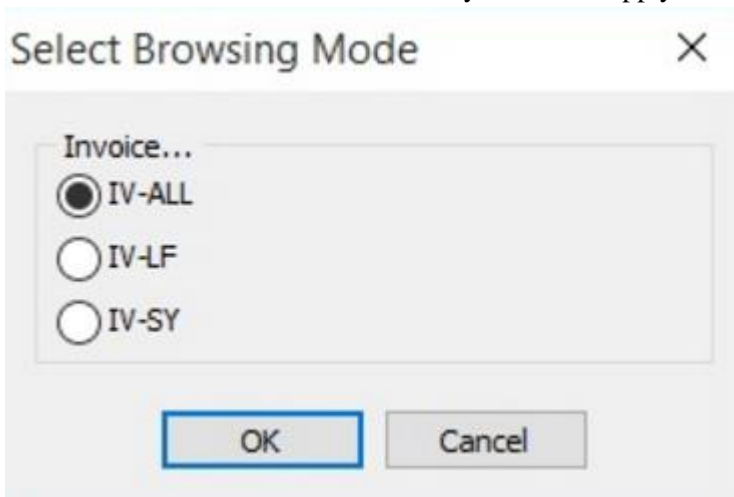
Refresh

Browse

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

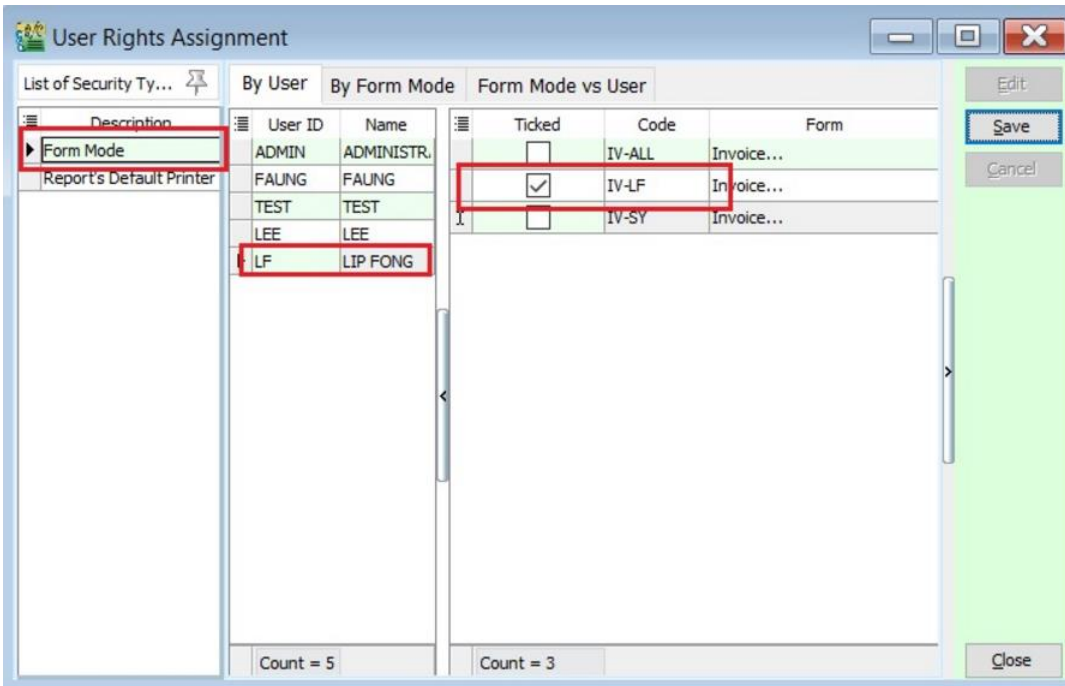
How do I apply the format mode on a specific user?

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

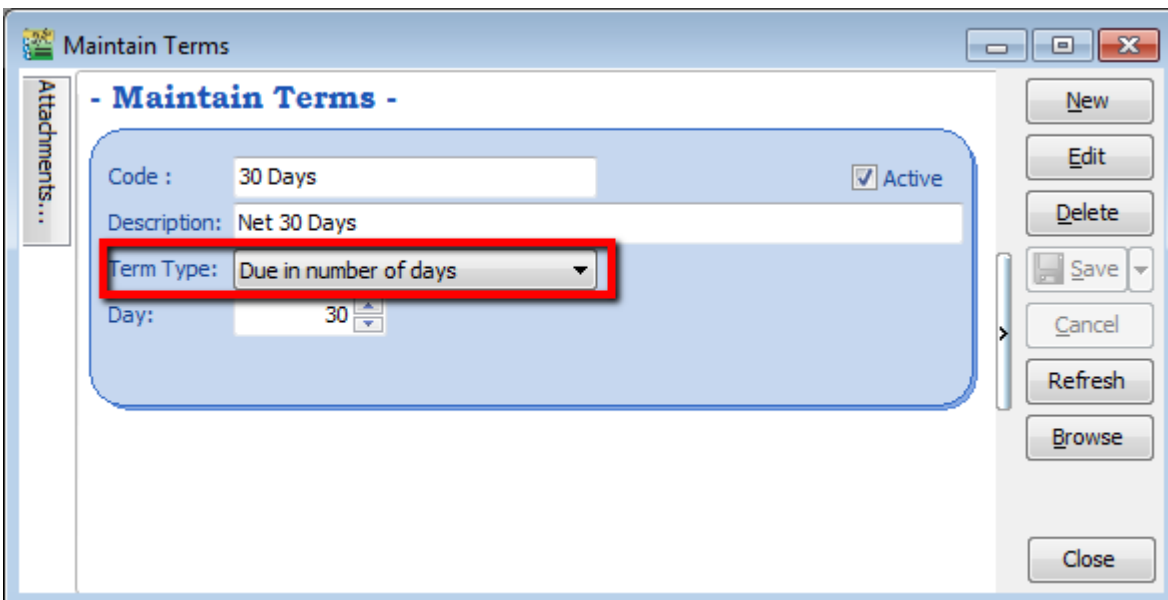


## 12.5 Maintain Terms

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.**



- **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 30<sup>th</sup> day from the document date.

The screenshot shows the 'Maintain Terms' window with the following details:

- Code: 6th 1mth
- Description: 6th of the next month
- Term Type: Due on specific day of the month (highlighted with a red box)
- Day: 6
- Month: 1
- Active:

Buttons on the right include: New, Edit, Delete, Save, Cancel, Refresh, Browse, and 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<sup>th</sup> of the next month.

The screenshot shows the 'Maintain Terms' window with the following details:

- Code: 2 months
- Description: 2 months
- Term Type: Due in the month end (highlighted with a red box)
- Month: 2
- Active:

Buttons on the right include: New, Edit, Delete, Save, Cancel, Refresh, Browse, and 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<sup>nd</sup> month.

## 12.6 Maintain Currency

[http://www.sql.com.my/video/sqlacc\\_tutorial/09-07\\_Maintain\\_Currency.mp4](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**

Step 2: **Maintain Customer / Supplier to assign the currency**

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

**Invoice** Cancelled

Customer: 300-T0006 USD @ 4.1500  
US CORPORATION PE LTD

Inv No: <<New>>  
Next No: IV-00100  
Date: 19/11/2015

Description: Sales

Profit Estimator

Item	Description	Qty	J...	U/...	Sub Total	T...	Tax A...	Sub To...		
ANT	ANTENNA	10		1.50	15.00	SR 6...	0.90	15.90		
								15.00	0.90	15.90

Local Net Total: 65.99      Net Total: 15.90

Annotations:  
 - "you are still allowed to change your currency rate" points to the USD @ 4.1500 field.  
 - "unit price in foreign currency" points to the U/... column in the table.  
 - "system auto convert into home currency(RM)" points to the Net Total field.

## 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.

Step 1: Tools | Maintain Payment Method | Edit.

**Maintain Payment Method**

Method: 310-001 MAYBANK

Journal: BANK

Currency: --- 1

Overdraft Limit: 1,000,000.00

Bank Charge Acc: 902-000 2

OR Number Set: 3

PV Number Set: Bank Info.

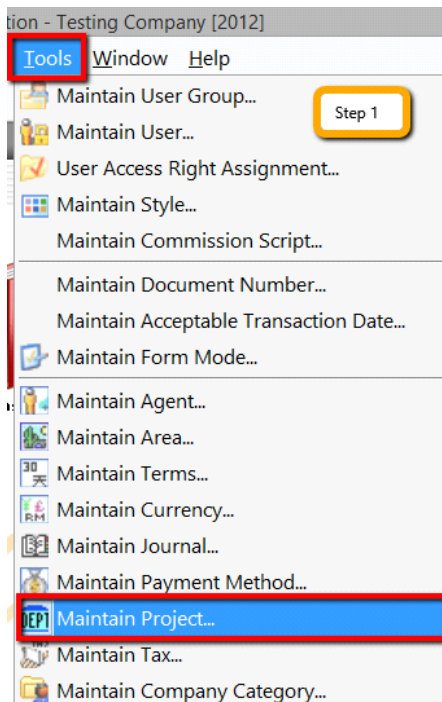
Annotations:  
 - "1" points to the Currency field.  
 - "2" points to the Bank Charge Acc field.  
 - "3" points to the OR Number Set field.

- **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.

**- Maintain Project -**

Code : PJ-PetalingJaya Step 2  Active

Description: PJ-PetalingJaya

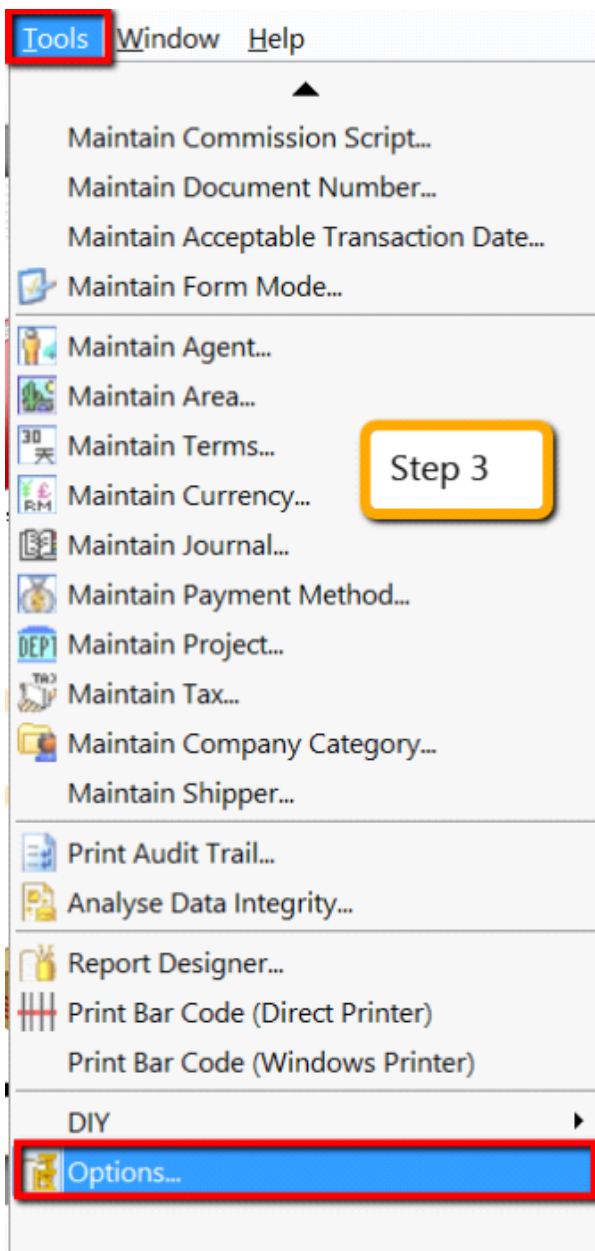
Project Value: 1,000,000.00

Project Cost: 500,000.00

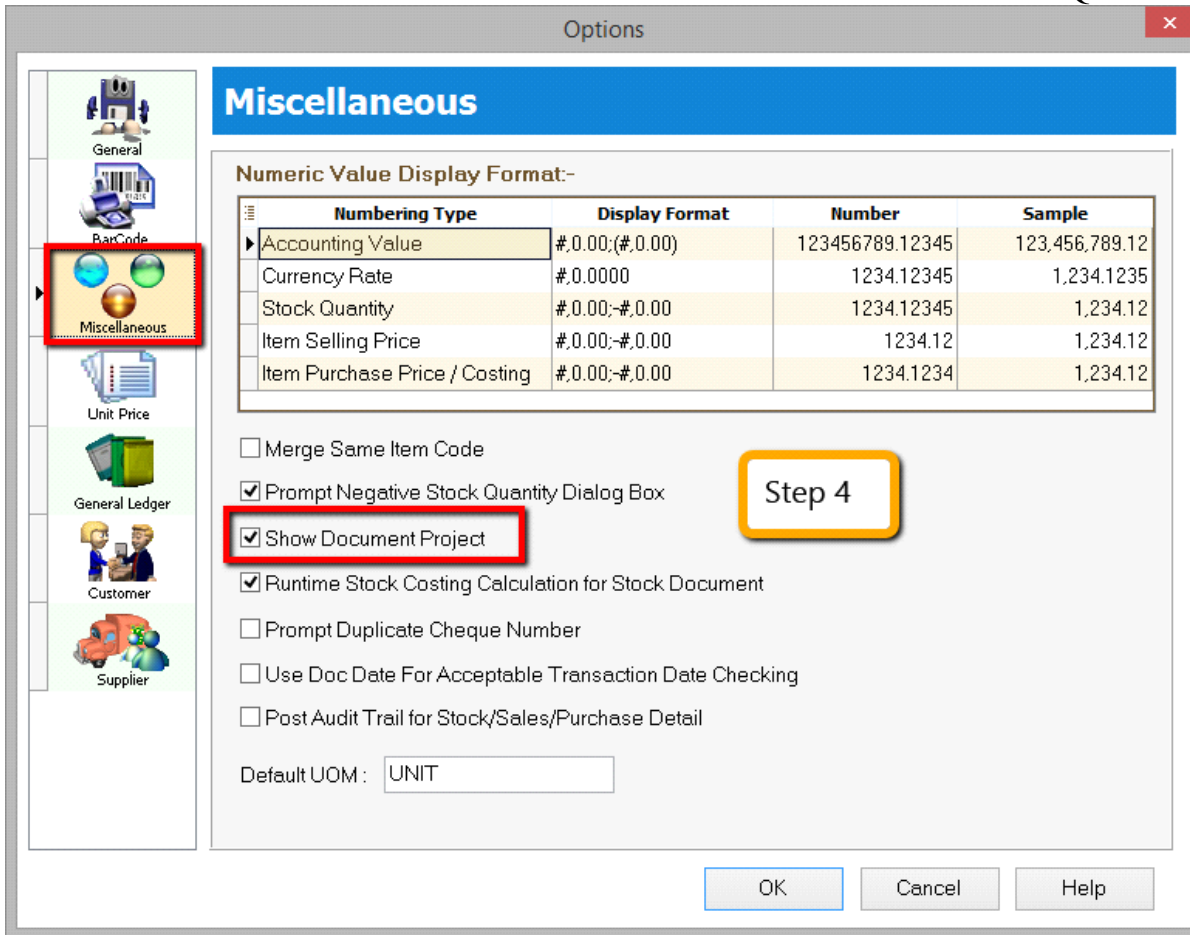
Project Value and Project Cost is just for remark purpose only, it's won't bring any impact for reporting and transaction.

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

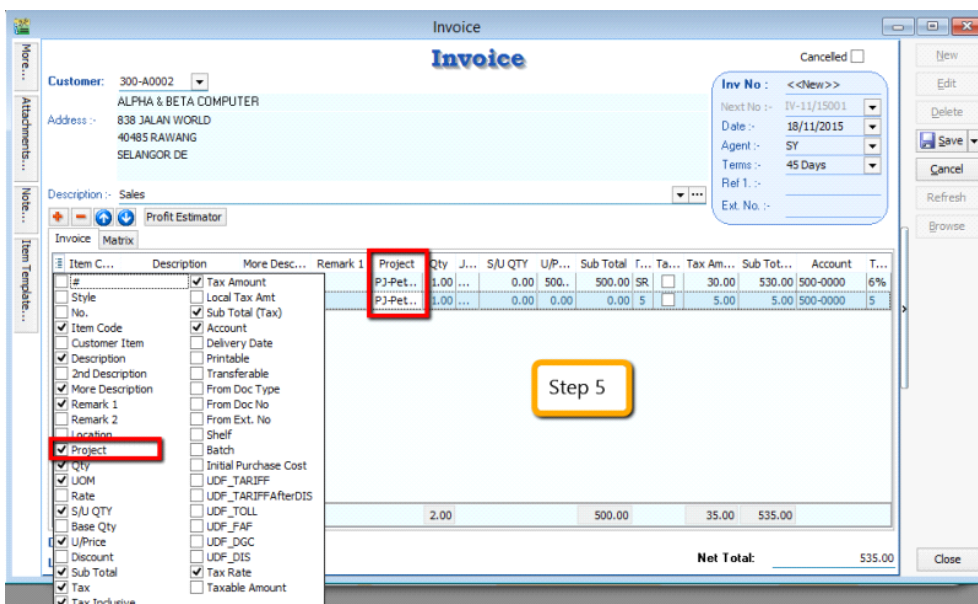
Step 3: Click on **Tools | Options**.



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

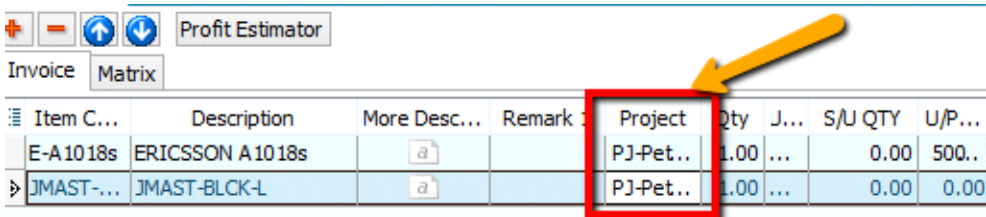
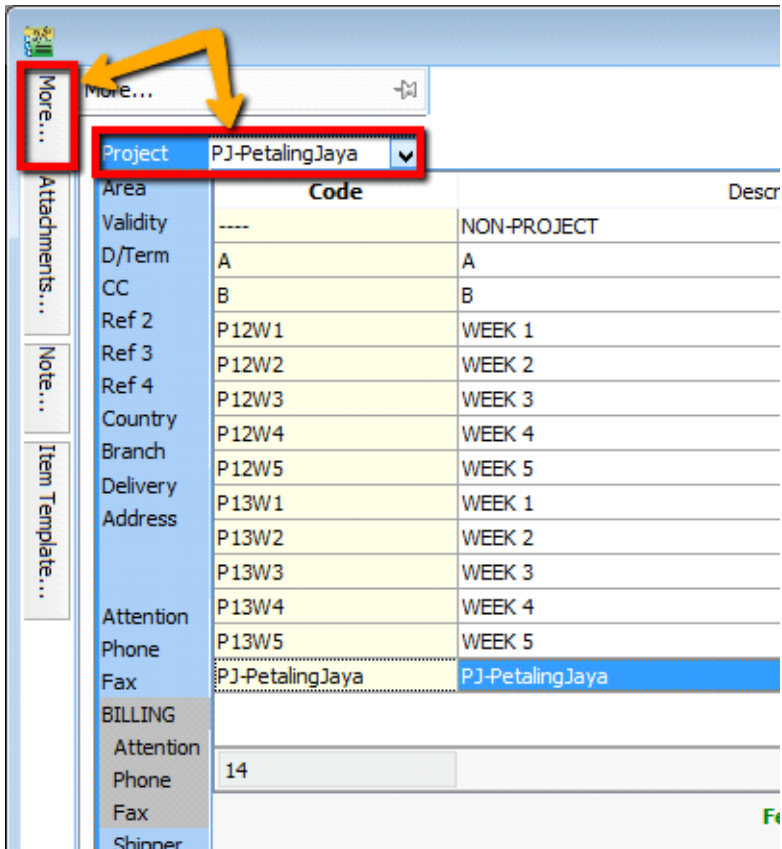


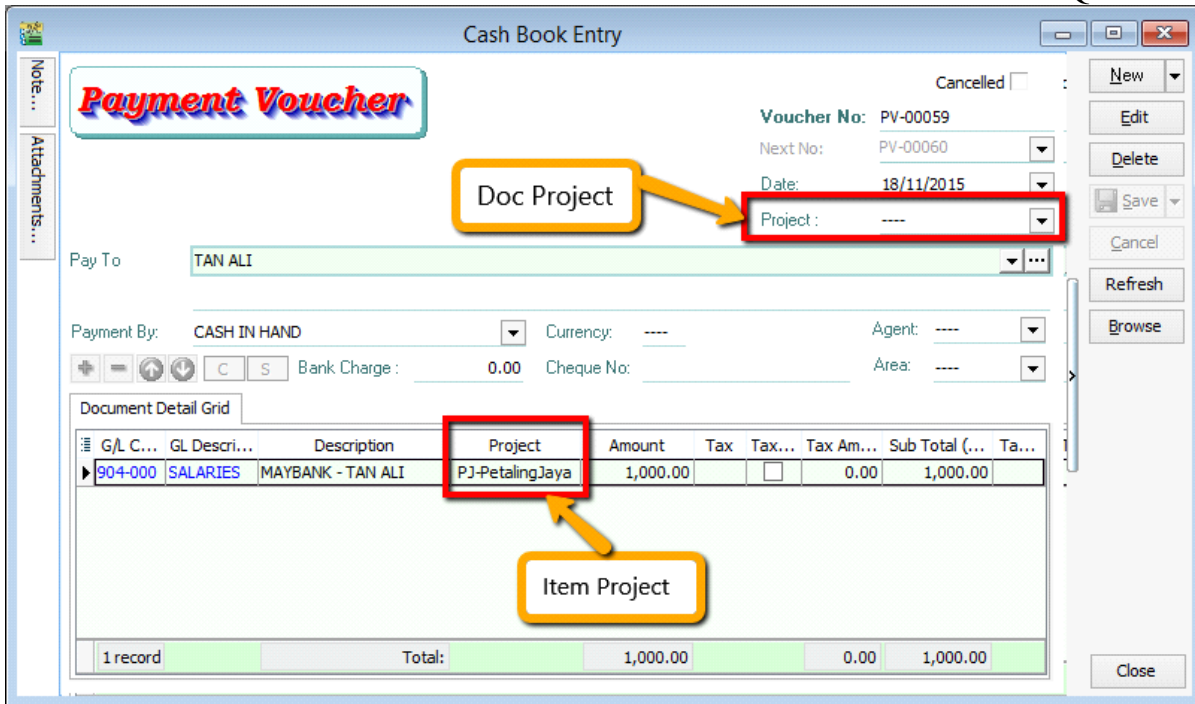
Step 5: During sales and purchase transactions, make sure you can the project column, then update accordingly.



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)?**

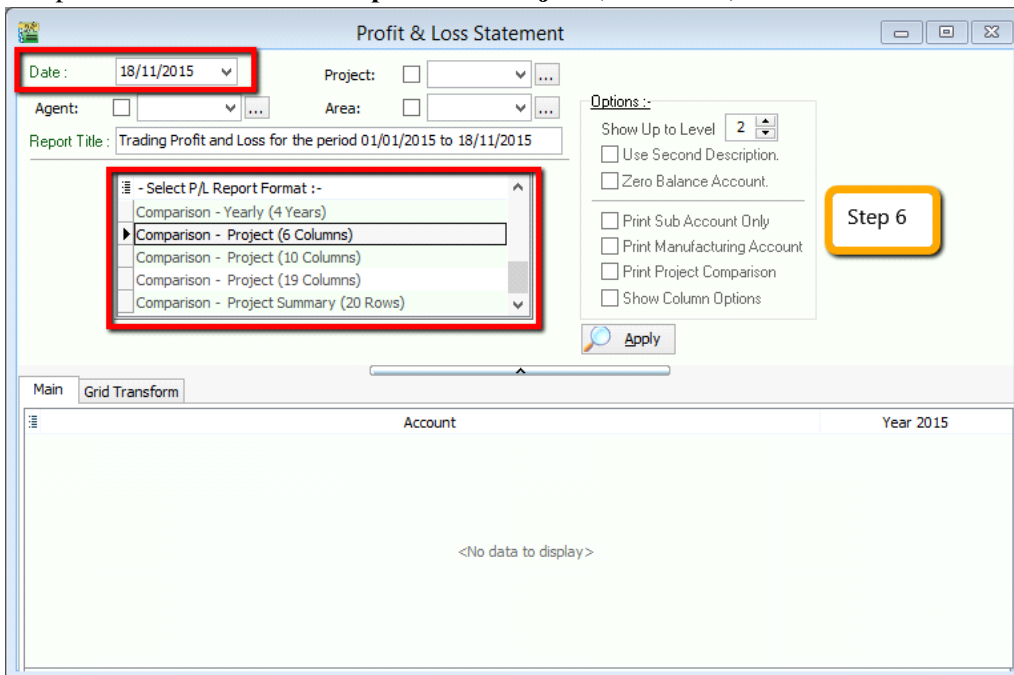




The project feature is also available for GL | Cash Book Entry.

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)**”

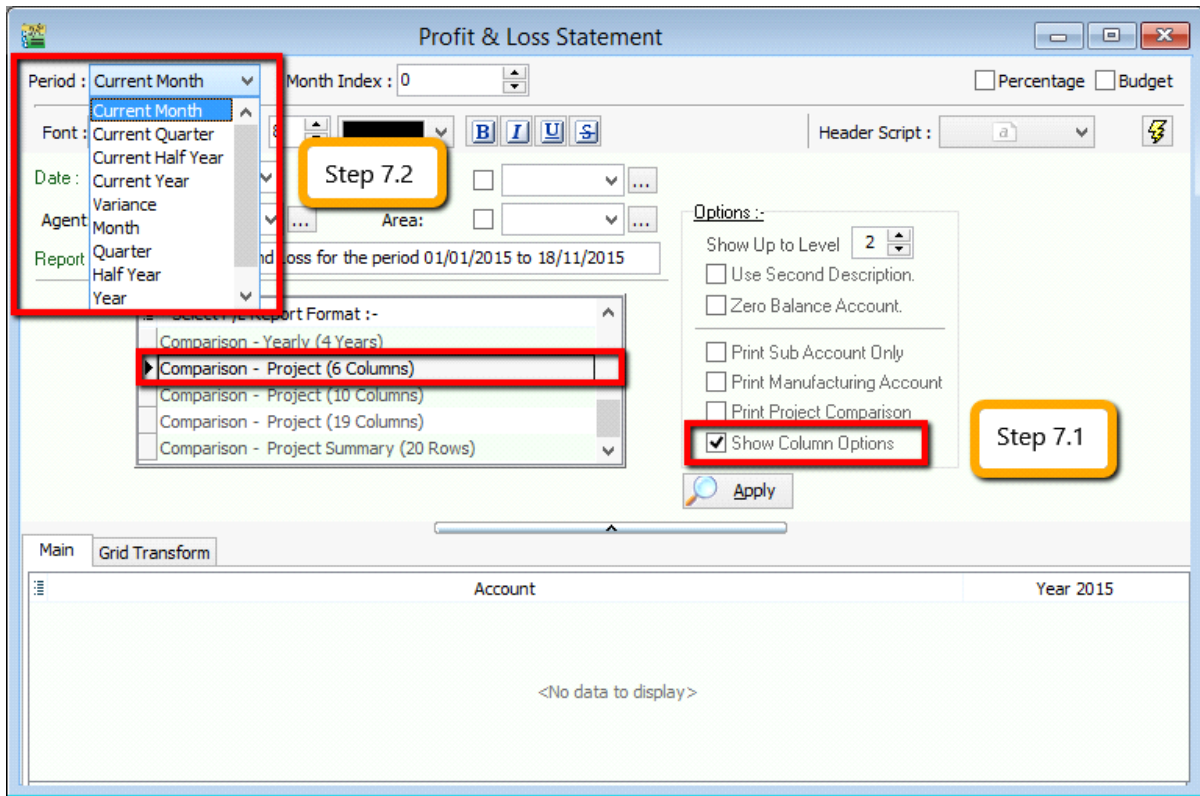


*6 Columns = up to 6 projects  
 10 Columns = up to 10 projects  
 19 Columns = up to 19 projects.*

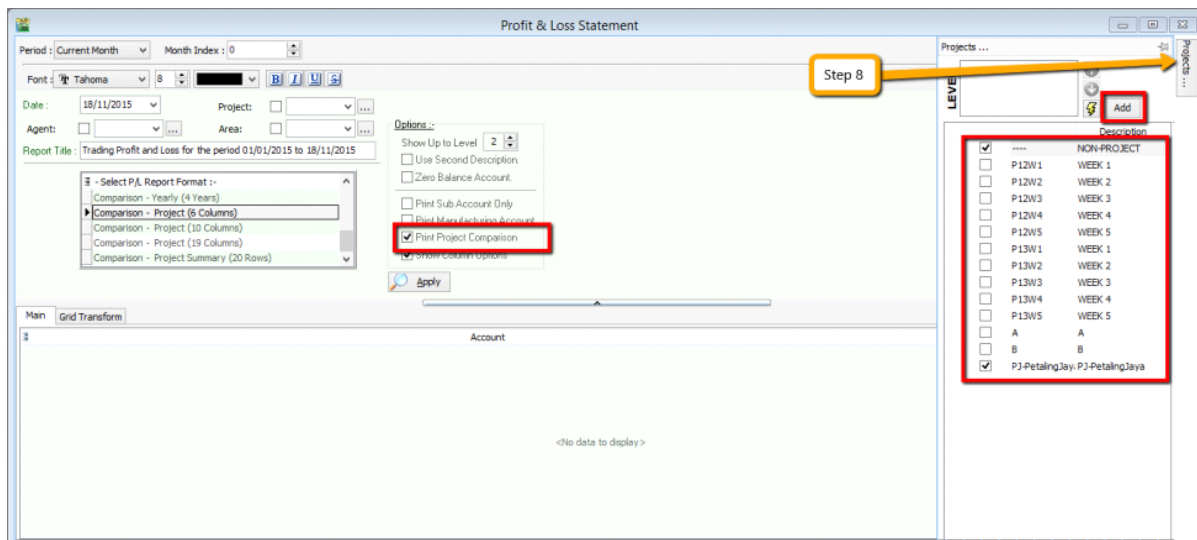
Step 7:

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”**.



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**.



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

Profit & Loss Statement

Period: Current Month Month Index: 0

Font: Tahoma 8

Date: 18/11/2015 Project: [ ]

Agent: [ ] Area: [ ]

Report Title: Trading Profit and Loss for the period 01/01/2015 to 18/11/2015

Options:

- Show Up to Level: 2
- Use Second Description.
- Zero Balance Account.
- Print Sub Account Only
- Print Manufacturing Account
- Print Project Comparison
- Show Column Options

Account	Project Total	Project Total (%)	Year 2015	----	PJ-PetalingJaya
<b>SALES</b>					
SALES	0.00	0.00	5.00	0.00	0.00
SALES-HANDPHONES	50,000.00	100.00	51,099.99	0.00	50,000.00
SALES-ACCESSORIES	0.00	0.00	109,684.21	0.00	0.00
SALES-PREPAID	0.00	0.00	990.57	0.00	0.00
	50,000.00	100.00	161,779.77	0.00	50,000.00
<b>SALES ADJUSTMENT</b>					
RETURN INWARDS-HANDPHONES	0.00	0.00	(2,000.00)	0.00	0.00
	0.00	0.00	(2,000.00)	0.00	0.00
<b>NET SALES</b>	50,000.00	100.00	159,779.77	0.00	50,000.00
<b>COST OF GOODS SOLD</b>					

## 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](http://www.sql.com.my/video/sqlacc_tutorial/09-15_Activate_5_Cents_Rounding.mp4)

Step 1: **Tools | Options | Customer**

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

Options

**Customer**

Default Control Account: 300-000 Default Output Tax: SR

Default Credit Terms: 30 Days

Default Credit Limit: 30000

Customer Account Code Format:

Company Name	Format	Sample
ABC COMPANY	%3s-%.1s%.4d	300-A0888

Default Customer Aging Format: [ ]

Use Cash Sales No. for Payment Received

One Cent Different Rounding (Local Currency Fields) for all AR/SL Documents (Recommended)

5 Cents Rounding (Sales Invoice)

5 Cents Rounding (Cash Sales)

OK Cancel Help

**Invoice**

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

Description: Sales

Profit Estimator

Invoice Matrix

Item Code	Description	Project	Qty	UOM	U/Price	Discount	Sub Total	Tax	Tax ...	Tax Amount	Sub Total (T... From Doc No
ANT	ANTENNA	----	100.00	UNIT	2.50		236.00	SR	<input type="checkbox"/>	14.16	250.16
RTNSCents	5 Cents Rounding	----	1.00	UNIT	-0.01		(0.01)		<input type="checkbox"/>	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

## 13 Interbank GIRO (IBG)

### 13.1 Bank credit – Supplier Payment IBG

The following shows list of banks file format that are currently supported.

No.	Bank	File Format	Intrabank Transfer	Interbank Transfer
1	Alliance Bank	BizSmart Bulk Payment	Y	Y
2	AmBank	Upload P2	Y	Y
3	Bank Simpanan Nasional	AutoCredit	Y	-
4	CIMB Bank	Bulk Payment	Y	Y
5	Citibank	CitiDirect	Y	Y
6	HSBC	HUB ACH	Y	Y
		HVP	Y	Y
7	Maybank	Ancillary Pay	Y	Y
		AutoCredit System	Y	Y
8	OCBC Bank	Easi-GIRO	Y	Y
9	Public Bank	Electronic Credit Payment	Y	Y
10	RHB Bank	AutoCredit System	Y	-
		Reflex (20.3.4.2 RHB Account Excel File Format)	Y	-
11	UOB	IBG Bulk Payment Services	Y	Y
		IBG Notification	Y	Y

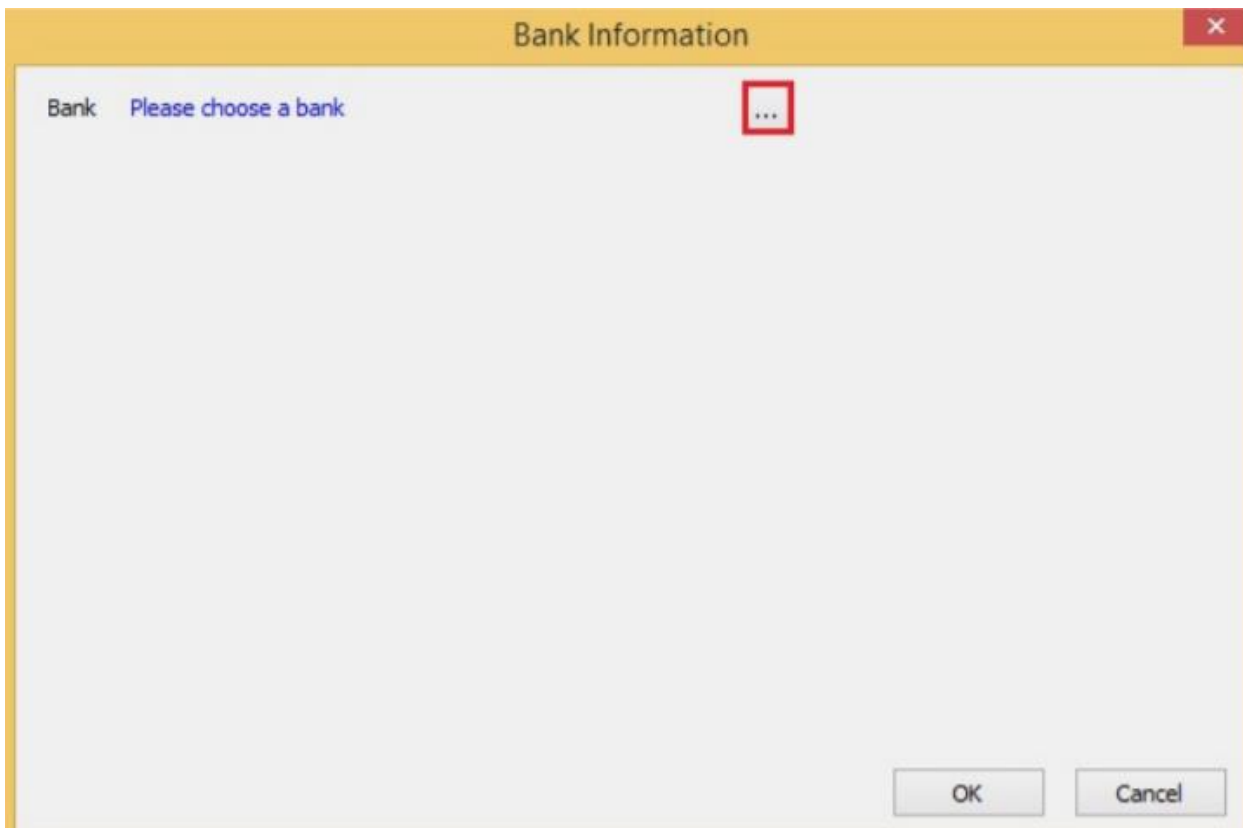
Step 1: Tools | Maintain Payment Method | Edit | Click on the Bank Info.

The screenshot shows the 'Maintain Payment Method' dialog box. The main area is titled '- Maintain Payment Method -' and contains the following fields:

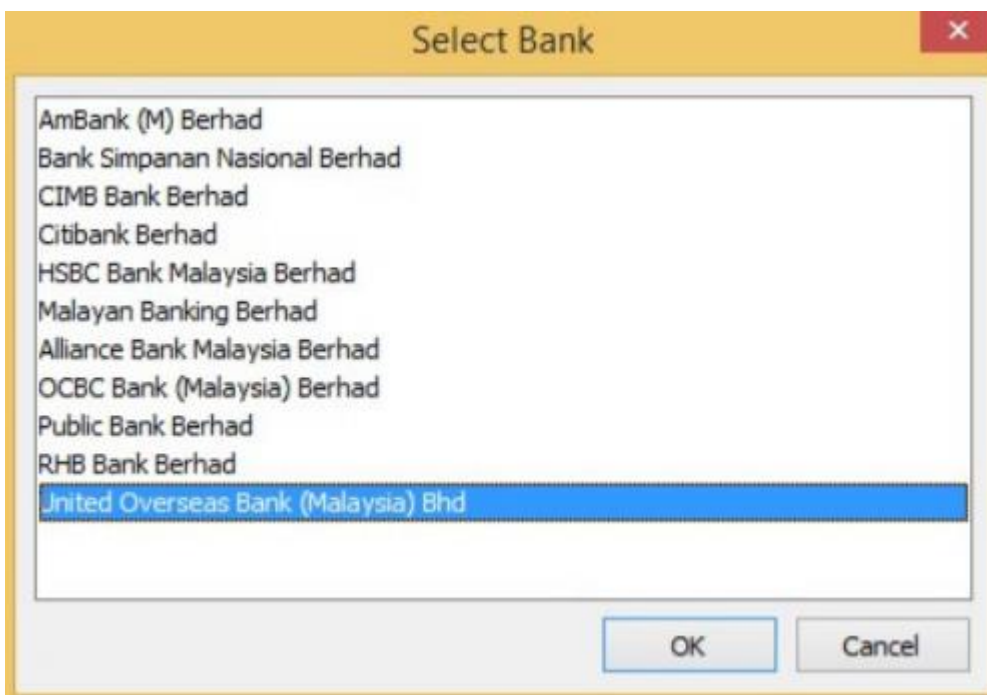
- Method: 310-007
- Journal: BANK
- Currency: ---
- Overdraft Limit: 0.00
- Bank Charge Acc: (dropdown)

Below these fields are two more dropdowns: OR Number Set and PV Number Set. A red box highlights the 'Bank Info.' button located at the bottom right of the main area. On the right side of the dialog, there is a vertical toolbar with buttons: New, Edit, Delete, Save (with a floppy disk icon), Cancel, Refresh, Browse, and Close.

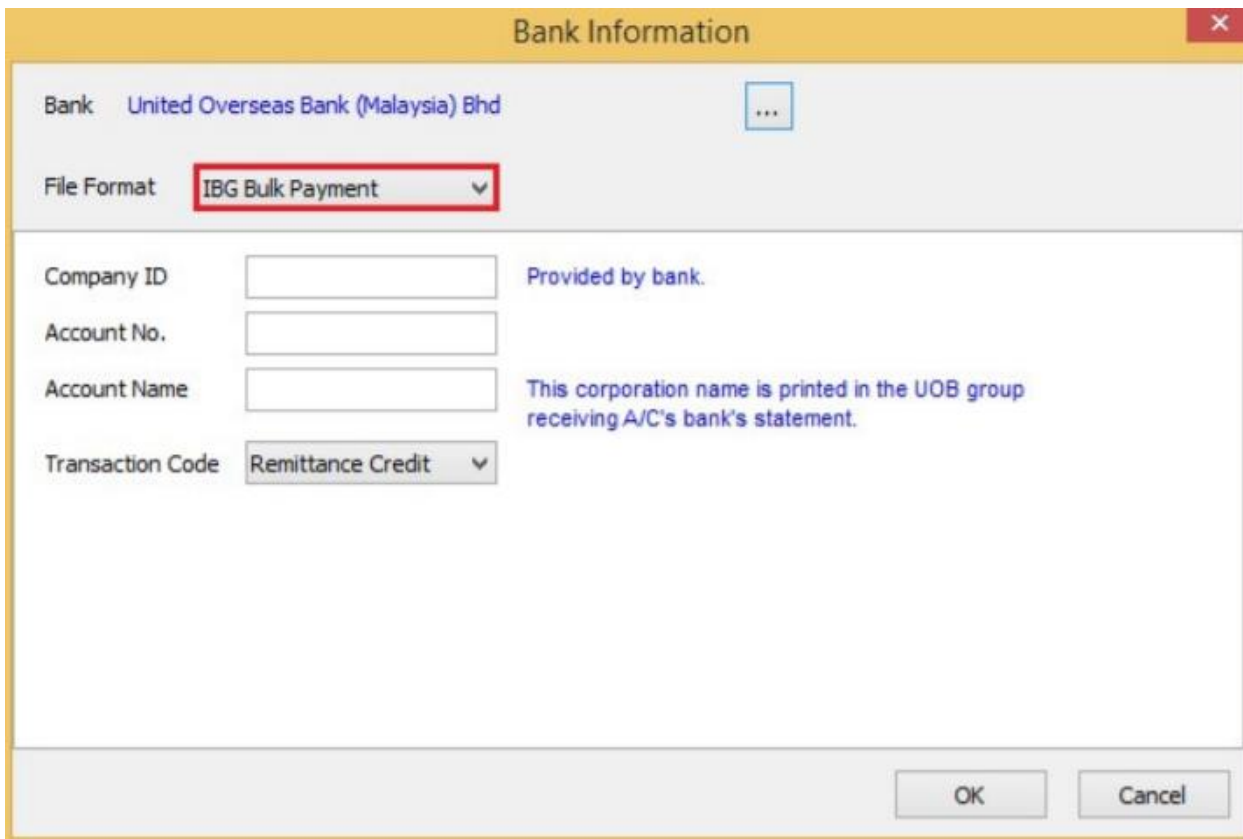
Step 2: Choose a Bank.



Step 3: Click Ok.



Step 4: The bank you've choose may have more than one file format, please ensure you've chosen the right file format.



The screenshot shows a 'Bank Information' dialog box with the following fields and options:

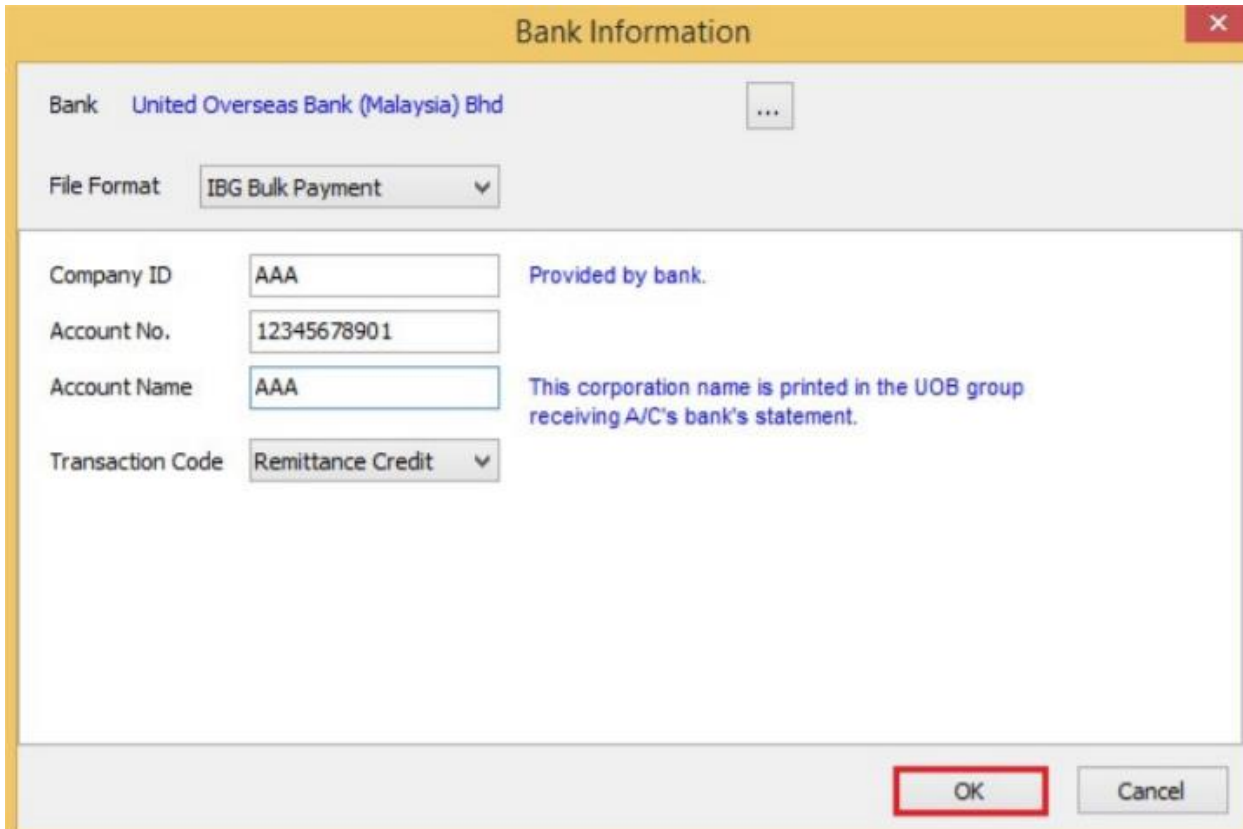
- Bank: United Overseas Bank (Malaysia) Bhd
- File Format: IBG Bulk Payment (highlighted with a red box)
- Company ID: [Empty text box]
- Account No.: [Empty text box]
- Account Name: [Empty text box]
- Transaction Code: Remittance Credit

Help text on the right side of the dialog:

- Provided by bank.
- This corporation name is printed in the UOB group receiving A/C's bank's statement.

Buttons at the bottom: OK, Cancel

Step 5: Enter bank information | Click OK button | Save.



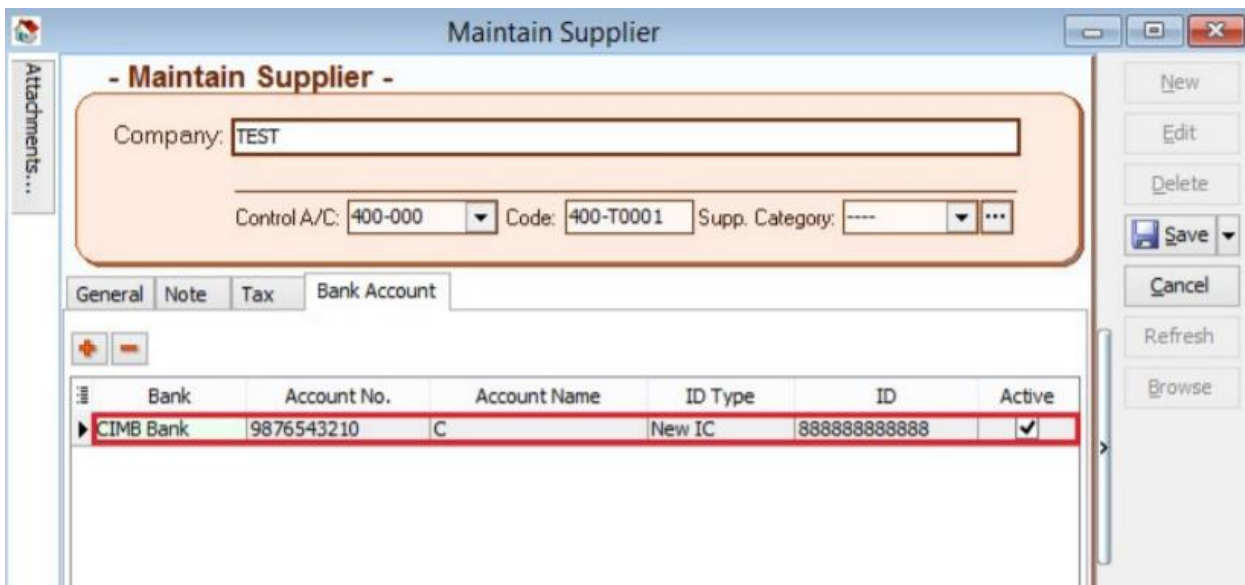
The screenshot shows the same 'Bank Information' dialog box, but with the following fields filled in:

- Company ID: AAA
- Account No.: 12345678901
- Account Name: AAA
- Transaction Code: Remittance Credit

The 'OK' button at the bottom right is highlighted with a red box.

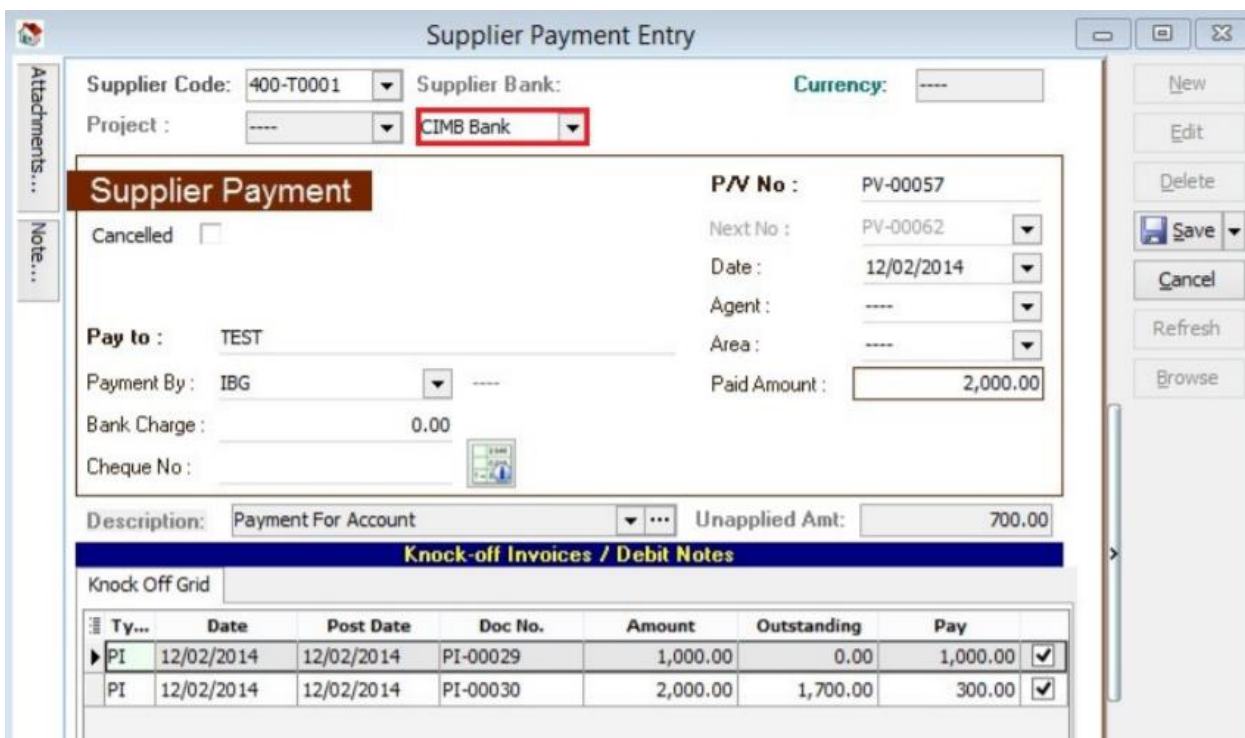
### 13.2 Supplier Bank Account

Step 1: Add Bank Account and Save.



### 13.3 Supplier Payment Method

Step 1: Select Supplier Bank from drop down list.



Step 2: Choose the payment method that contains bank information then Save.

**Supplier Payment Entry**

Supplier Code: 400-T0001    Supplier Bank:    Currency: ----  
 Project :    CIMB Bank

**Supplier Payment**    P/V No : PV-00057  
 Cancelled     Next No : PV-00062  
 Date : 12/02/2014  
 Agent :    Area :  
 Pay to : TEST    Paid Amount : 2,000.00  
 Payment By : **IBG**    Bank Charge : 0.00  
 Cheque No :

Description: Payment For Account    Unapplied Amt: 700.00

**Knock-off Invoices / Debit Notes**

Ty...	Date	Post Date	Doc No.	Amount	Outstanding	Pay
PI	12/02/2014	12/02/2014	PI-00029	1,000.00	0.00	1,000.00
PI	12/02/2014	12/02/2014	PI-00030	2,000.00	1,700.00	300.00

### 13.4 Print Supplier Document (Interbank GIRO) Listing

Step 1: Click on the Giro button.

**Supplier Document Listing**

Document Type: Supplier Payment Listing  
 Payment Method:  310-007  
 Date: 12/01/2014 to 12/31/2014  
 Payment:      Include Cancelled Documents  
 Documents with Unapplied Amt Only

Supplier:    Agent:    Area:    Currency:    Doc Proj.:    Co. Cate.:

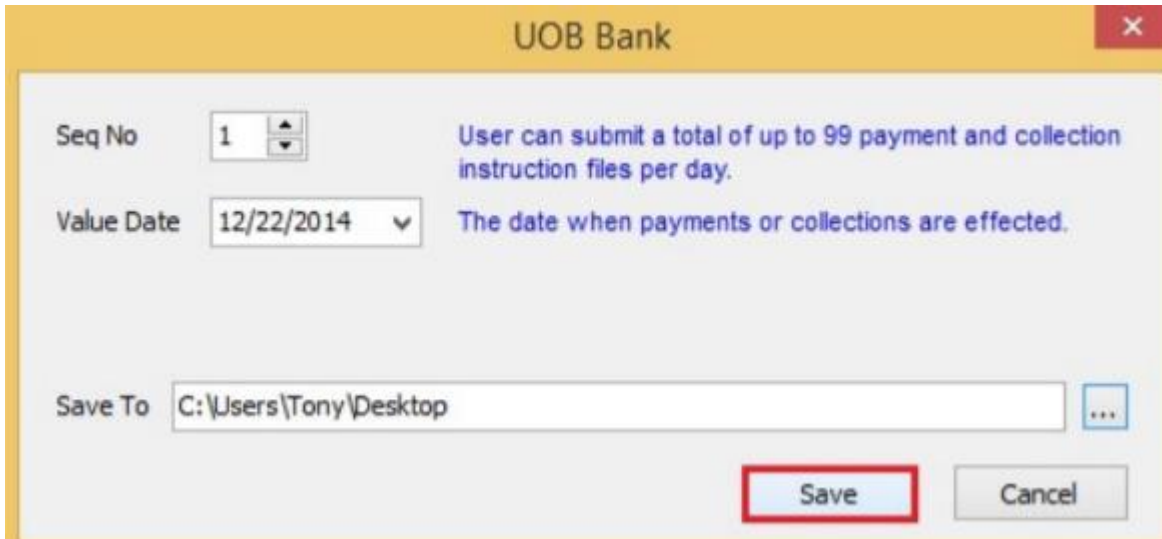
Group/Sort By:  
 Date  
 Document No  
 Supplier Code  
 Supplier Name  
 Agent  
 Area  
 Currency  
 Doc Project  
 Payment Method  
 Company Category

Apply    **Giro**

Drag a column header here to group by that column

Post Date	Doc No	Company Name	Currency	Amount	Unapplied A...	Cance...	KnockOff Amt
03/10/2014	PV-00052	DIGI COMMUNICATION BHD	----	1,234.56	1,234.56	<input type="checkbox"/>	0.00
03/10/2014	PV-00053	LION HPHONE ACCESSORIES SDN BHD	----	1,234.56	1,234.56	<input type="checkbox"/>	0.00
11/30/2014	PV-00059	Supplier A	----	3,000.00	2,220.00	<input type="checkbox"/>	780.00
12/02/2014	PV-00057	TEST	----	2,000.00	700.00	<input type="checkbox"/>	1,300.00
12/02/2014	PV-00058	TEST	----	800.00	800.00	<input type="checkbox"/>	0.00

Step 2: Enter additional information and click on Save.



The screenshot shows a dialog box titled "UOB Bank" with a close button (X) in the top right corner. The dialog contains the following fields and text:

- Seq No:** A spinner box containing the number "1".
- Value Date:** A date picker box showing "12/22/2014".
- Save To:** A text box containing the path "C:\Users\Tony\Desktop" and a browse button (three dots).
- Instructions:** Two lines of blue text: "User can submit a total of up to 99 payment and collection instruction files per day." and "The date when payments or collections are effected."
- Buttons:** "Save" and "Cancel" buttons at the bottom right. The "Save" button is highlighted with a red rectangular border.

Step 3: You can now upload bank instruction file to bank host.