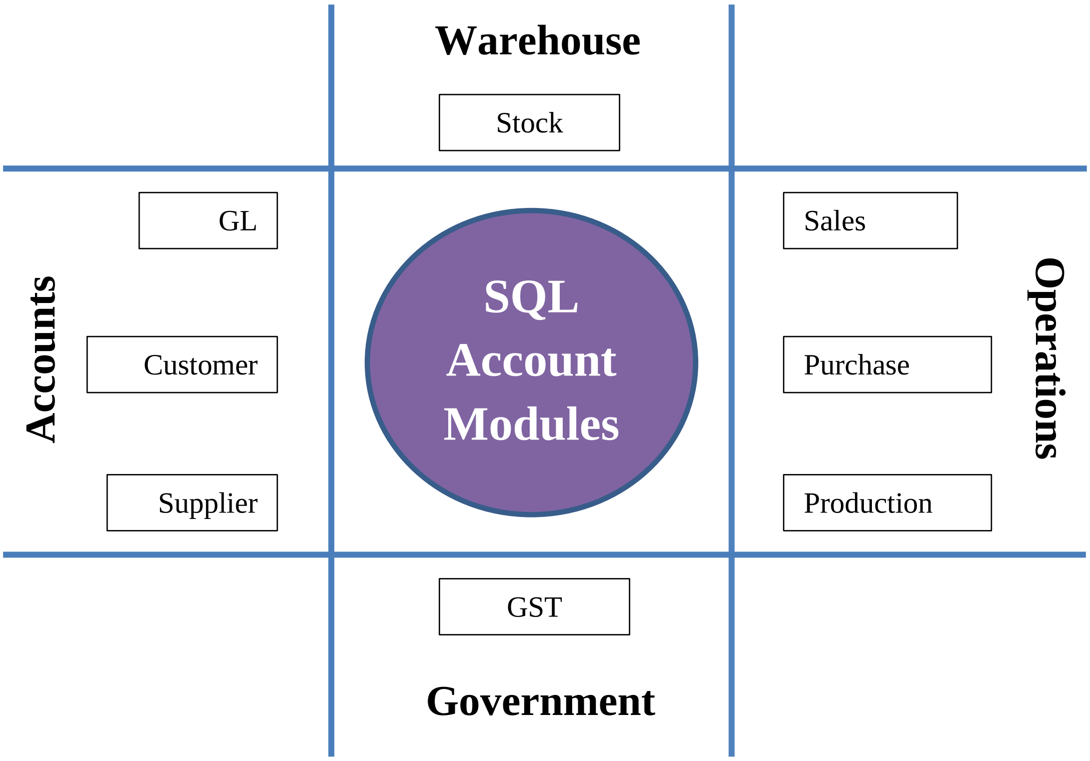
SQL Account GST Guide

SQL Account®
GST GUIDE

Contents

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).



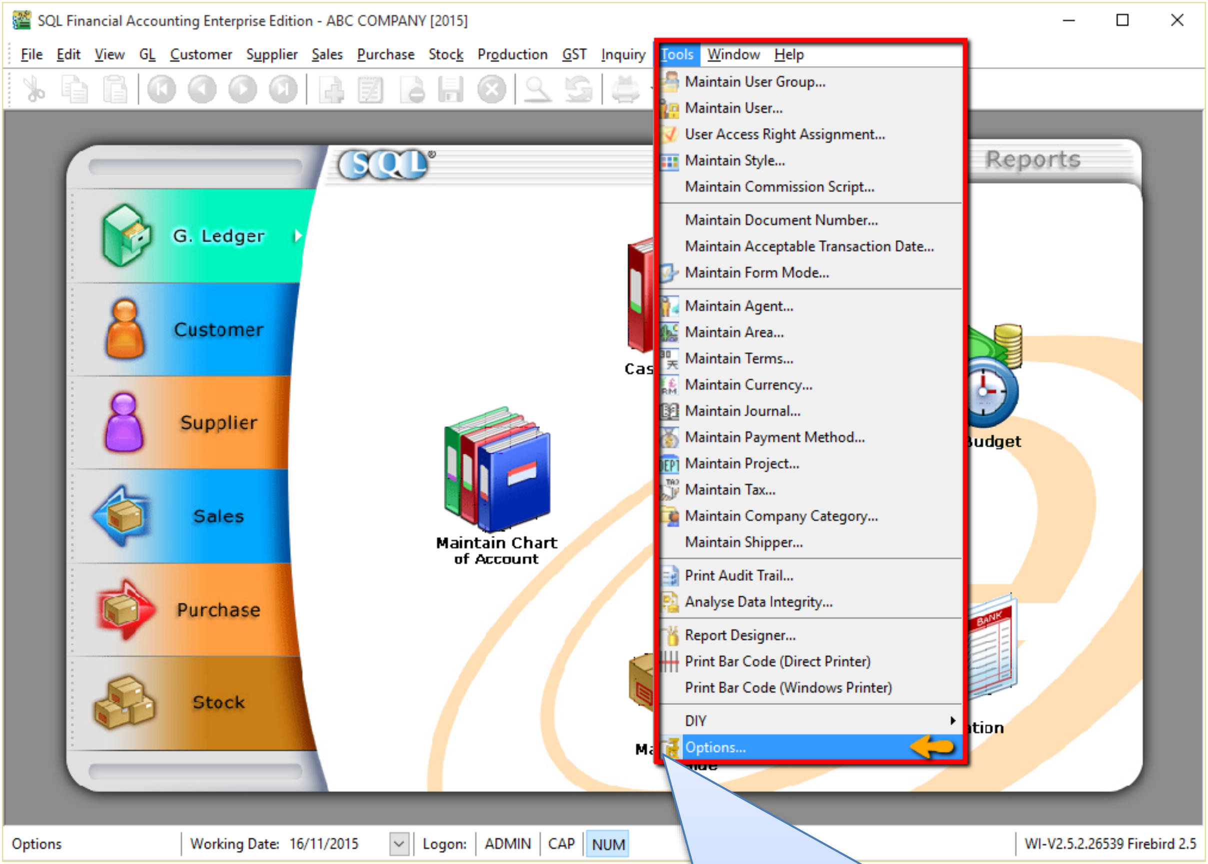
1. **General Ledger**, a general ledger accounting where records all transactions posted from various journal (eg. general, sales, purchase, bank), an entry for general journal and expenses payment (eg. sales person claims, water and electricity expenses). Bank reconciliation, cash flow statement and 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

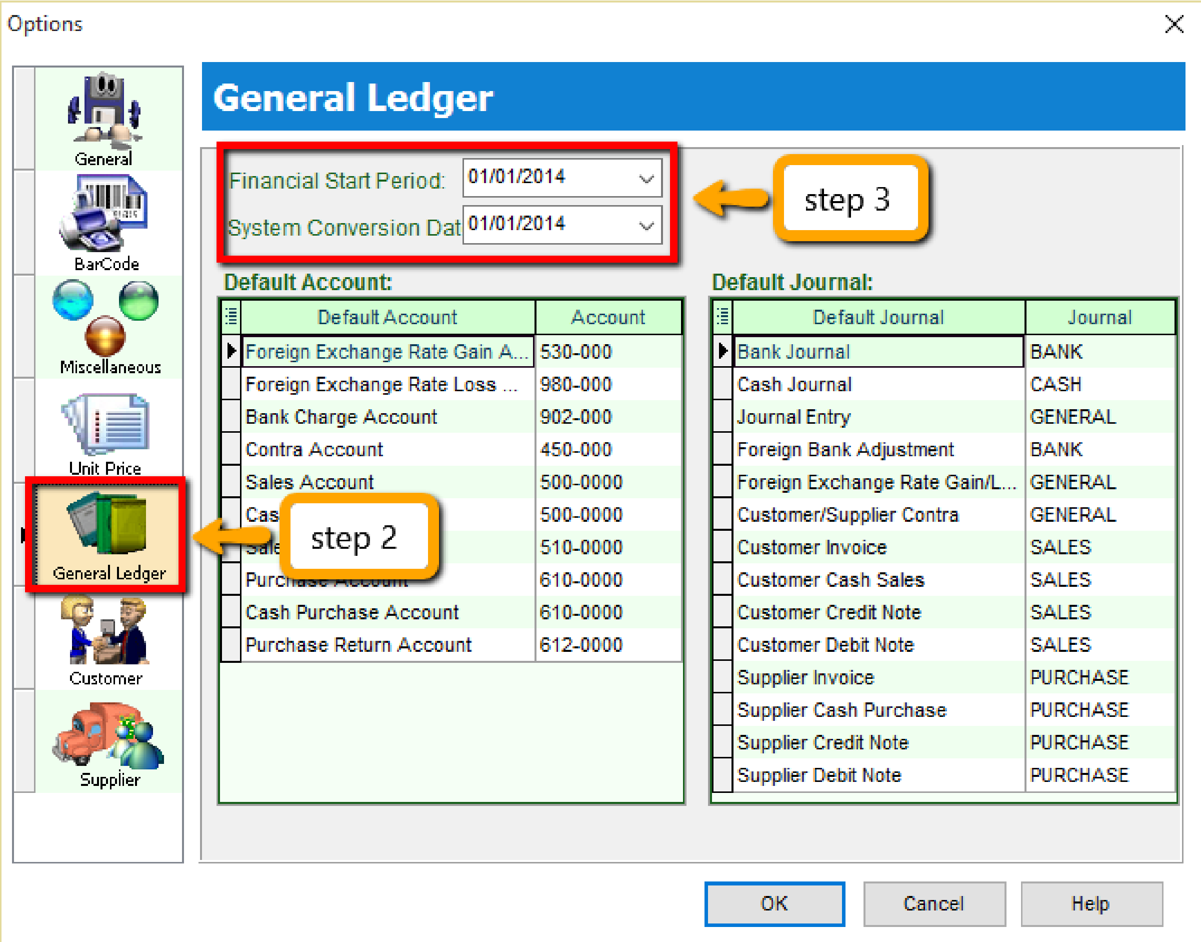
Step 1: **Tools | Options**



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**



Situation 1:

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

Financial Start Period = 1/1/2015 System Conversion Date = 1/1/2015

Situation 2:

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

Financial Start Period = 1/1/2015 System Conversion Date = 1/4/2015

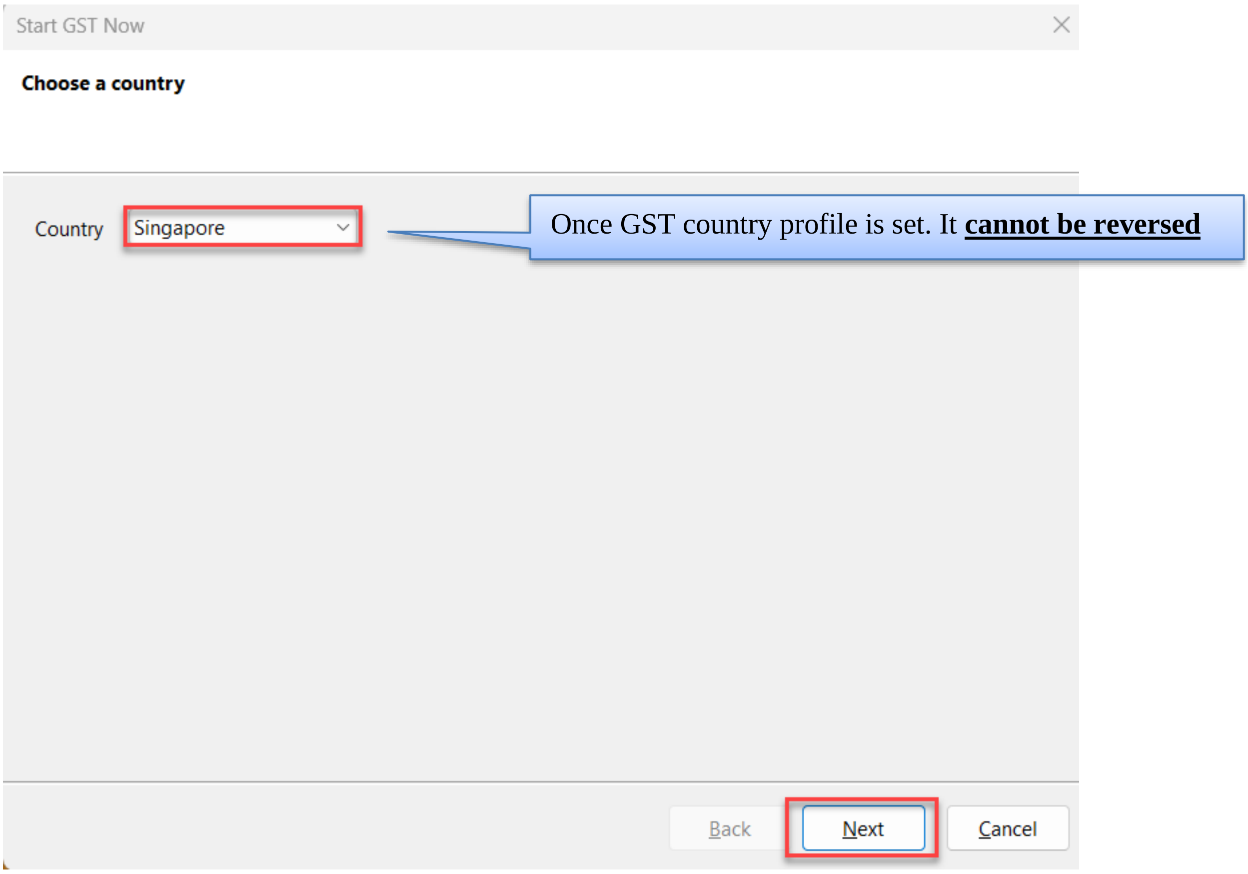
2.2 Starting GST

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

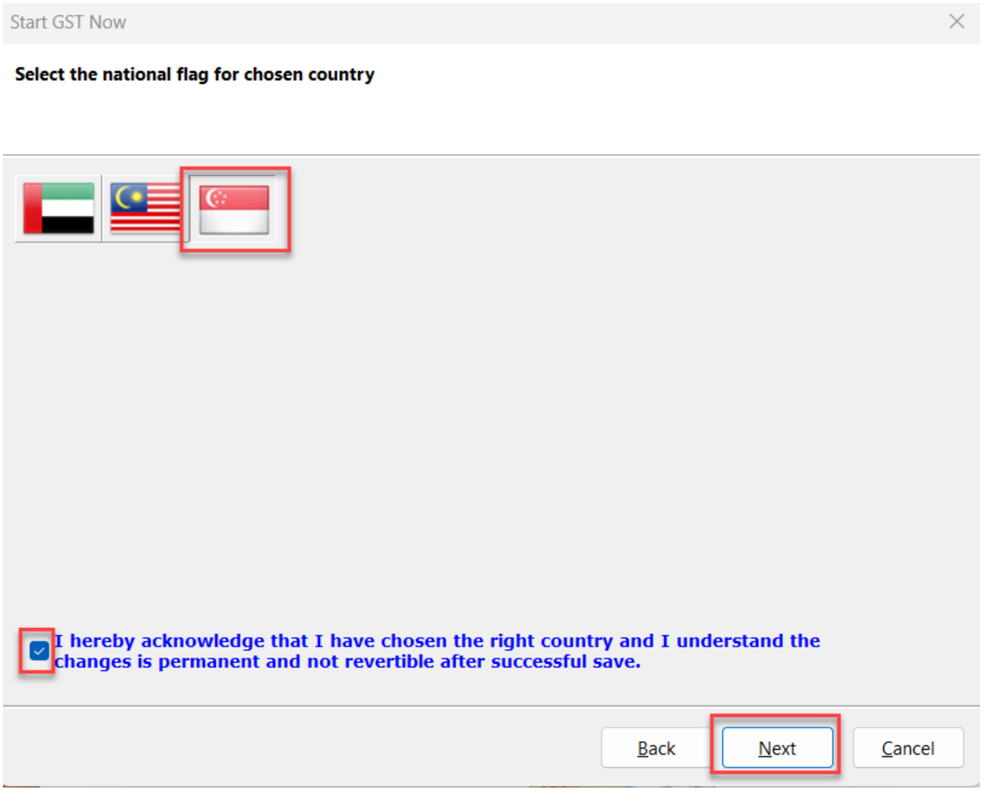
This is to initiate setup of the GST Singapore Module in SQL Accounting System.

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

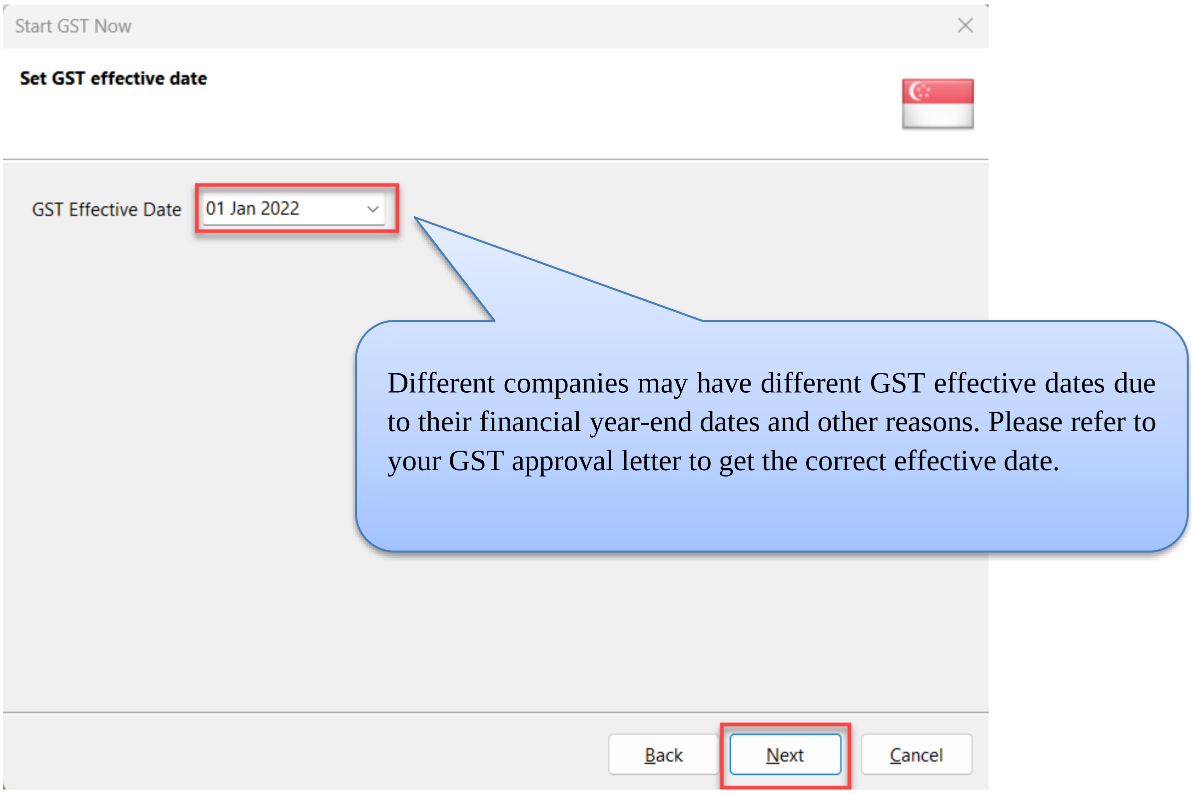
Step 2: Select **Singapore**



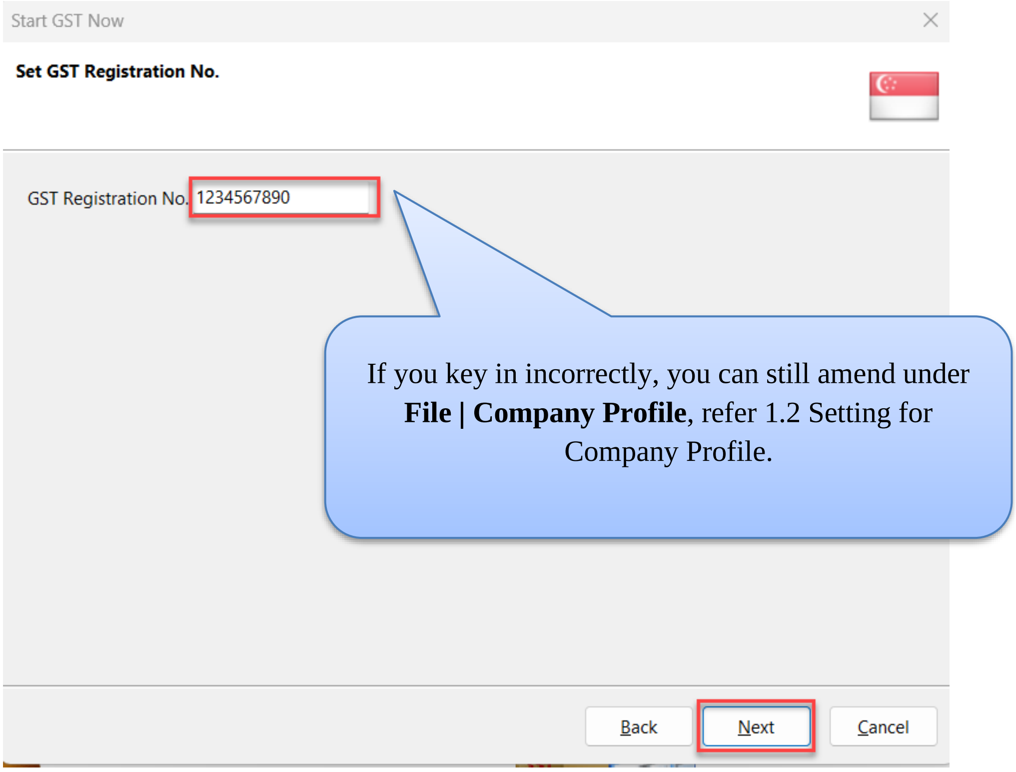
Step 3: Select **Singapore Flag** and **checked on acknowledgement**



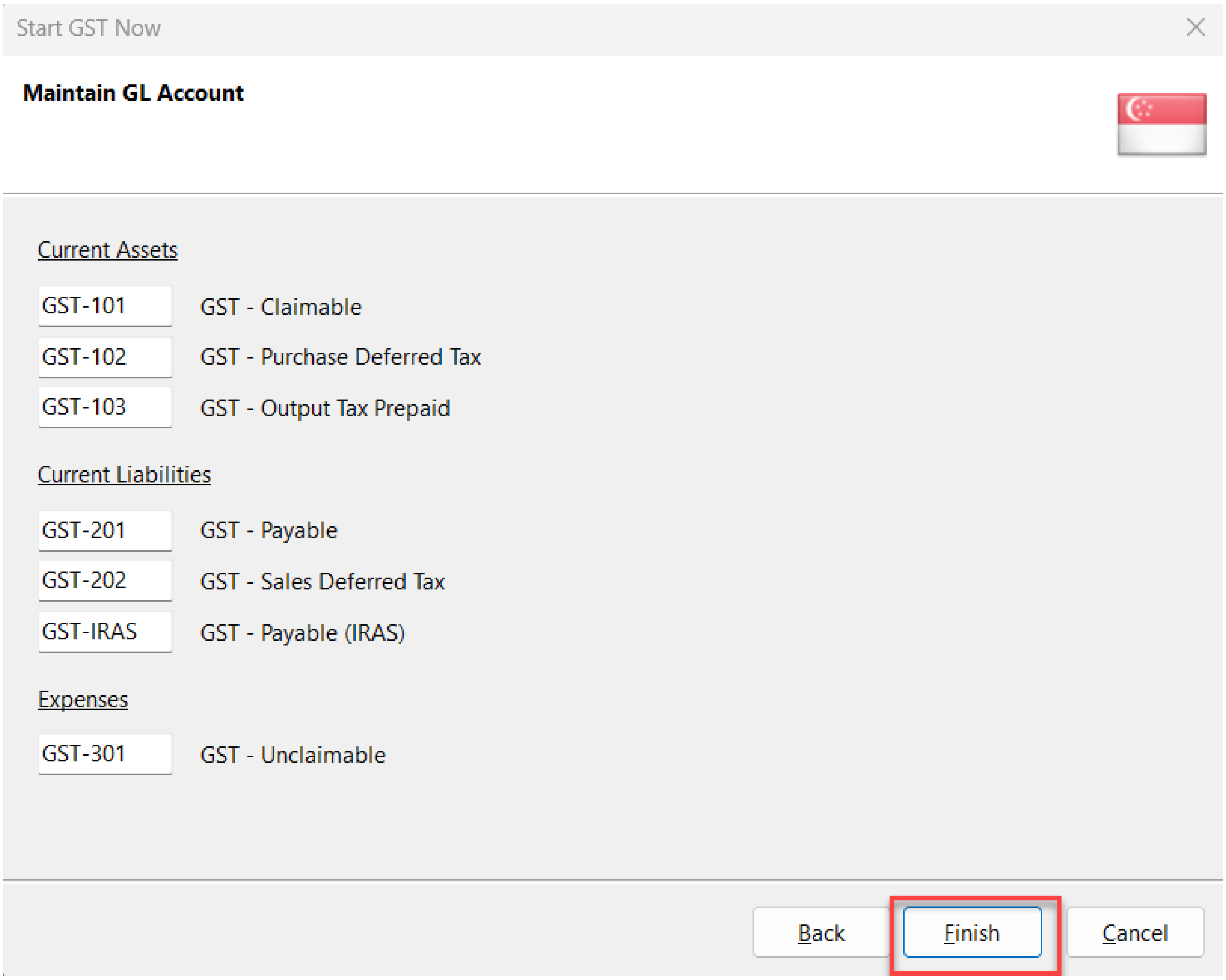
Step 4: Set **GST effective date** for your company



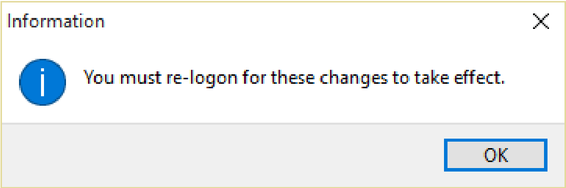
Step 5: Key in your company's **GST registration number**.



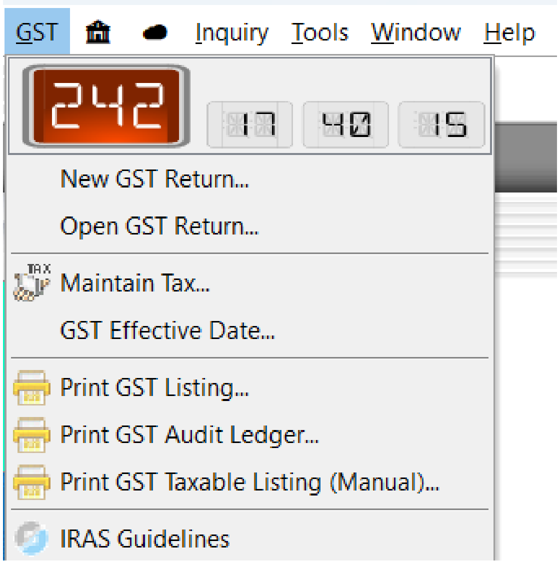
Step 6: Select **Finish**



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

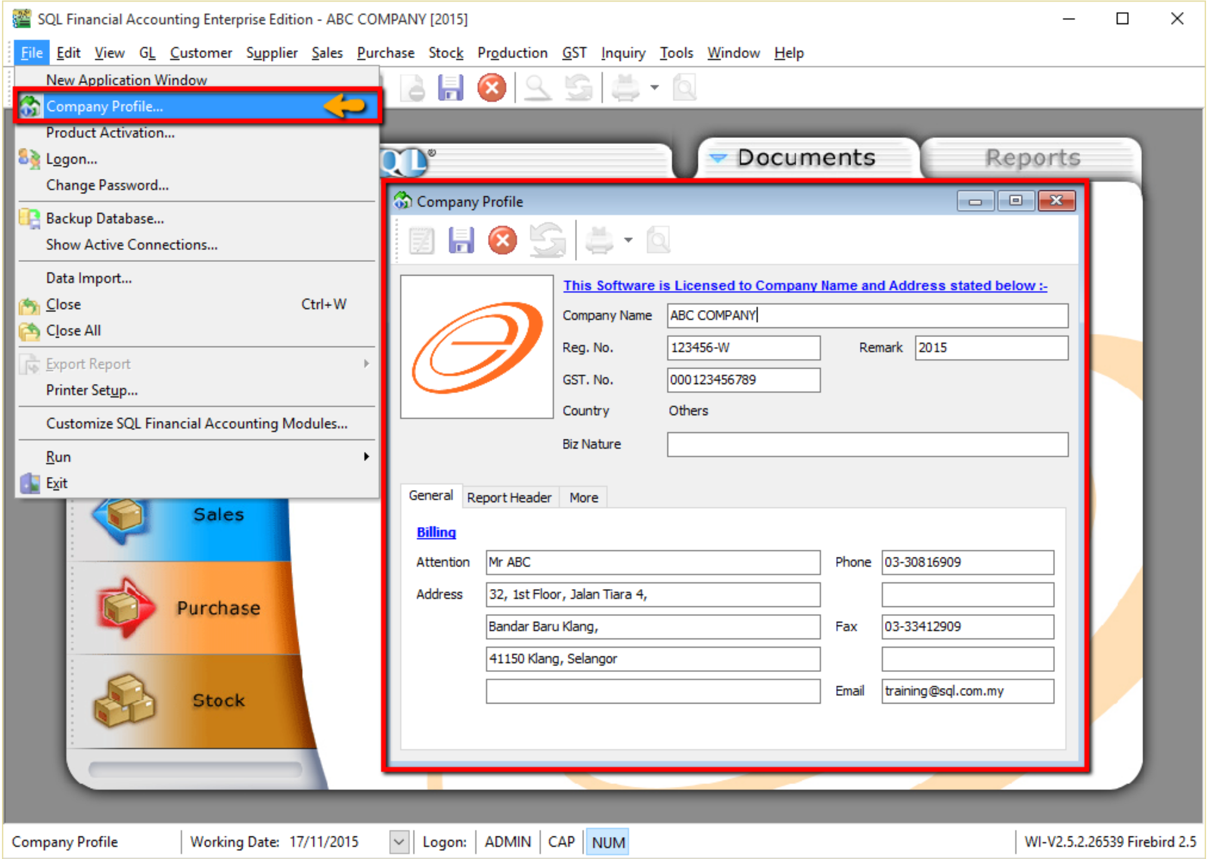


Step 8: After logging in again, you should see a new drop-down list with GST functions, the GST setup is now complete.

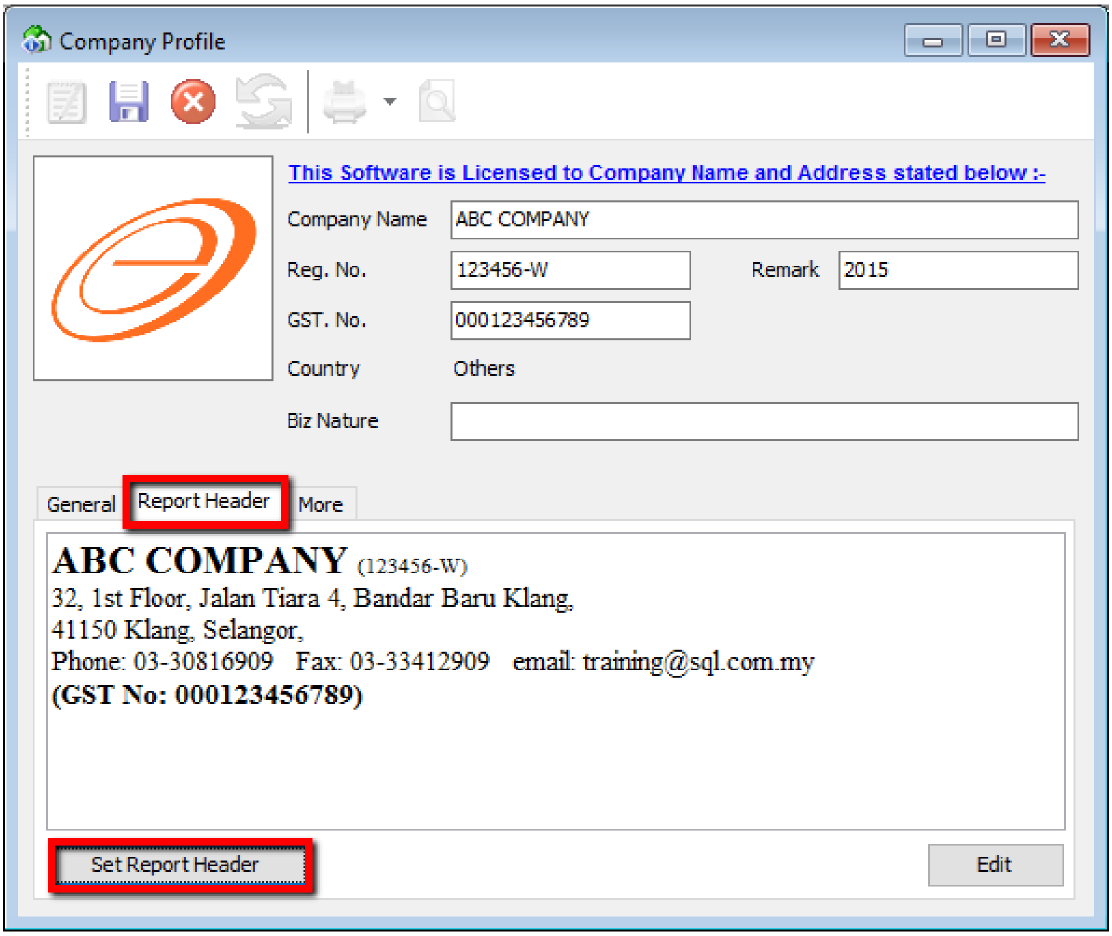


2.3 Setting of Company Profile

Step 1: **File | Company Profile**



Step 2: Select **Report Header**



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

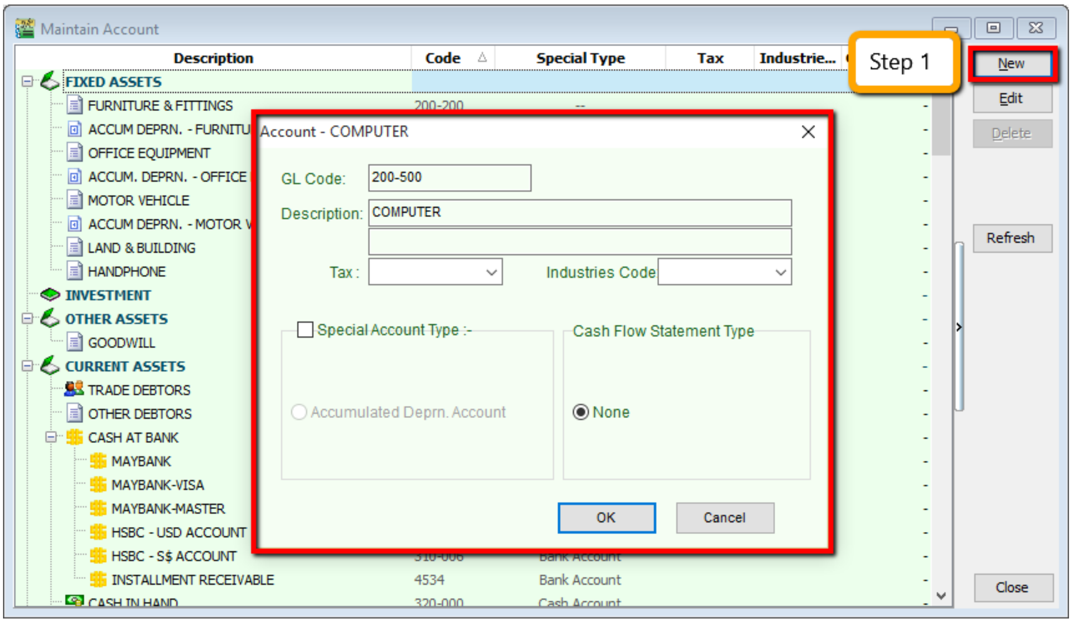
3.1.1 Creating a New Account

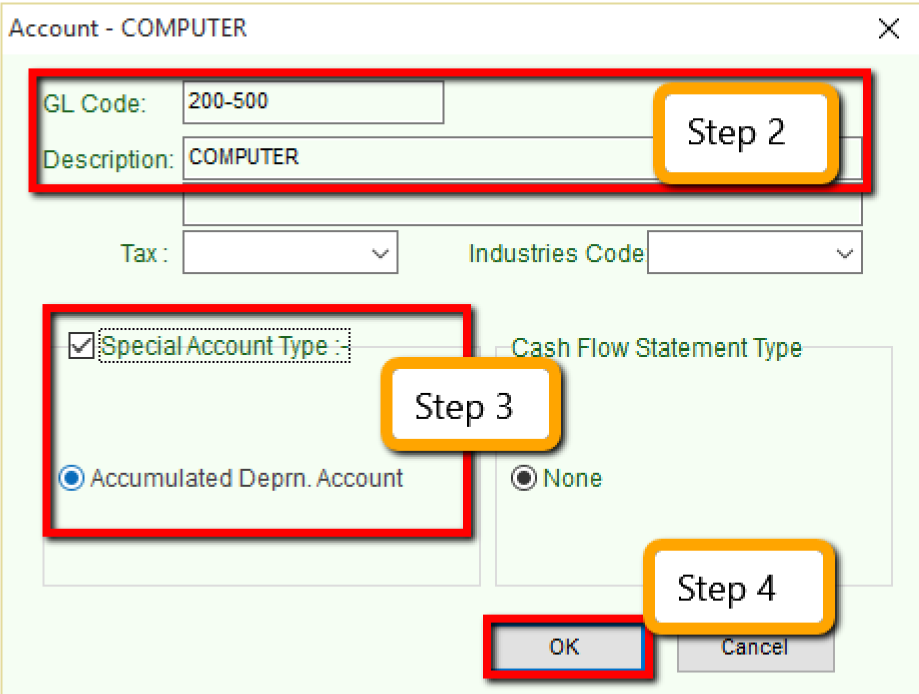
Step 1: Select **GL | Maintain Account | Select category (e.g. Fixed Assets) | New**

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.

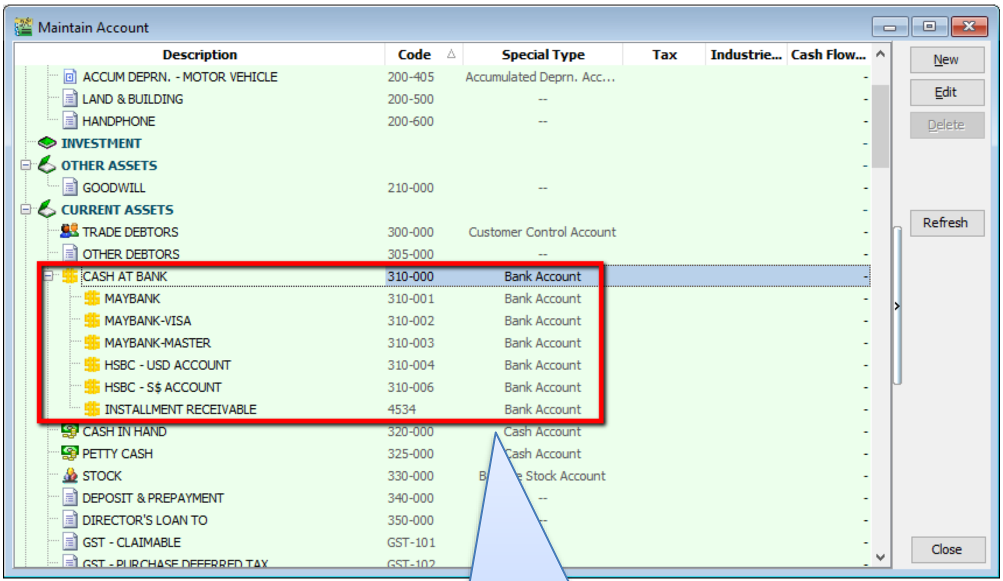




3.1.2 Creating a Sub Account

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

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

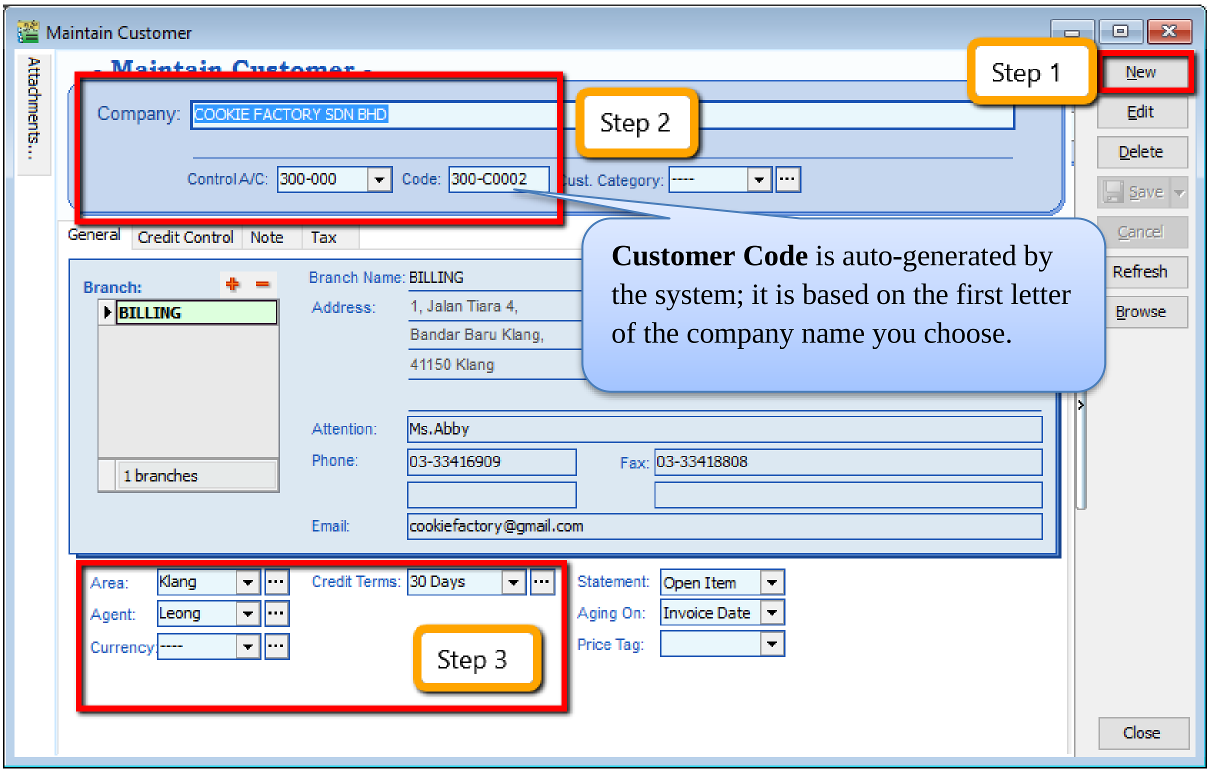
Brought Forward: Summary Statement

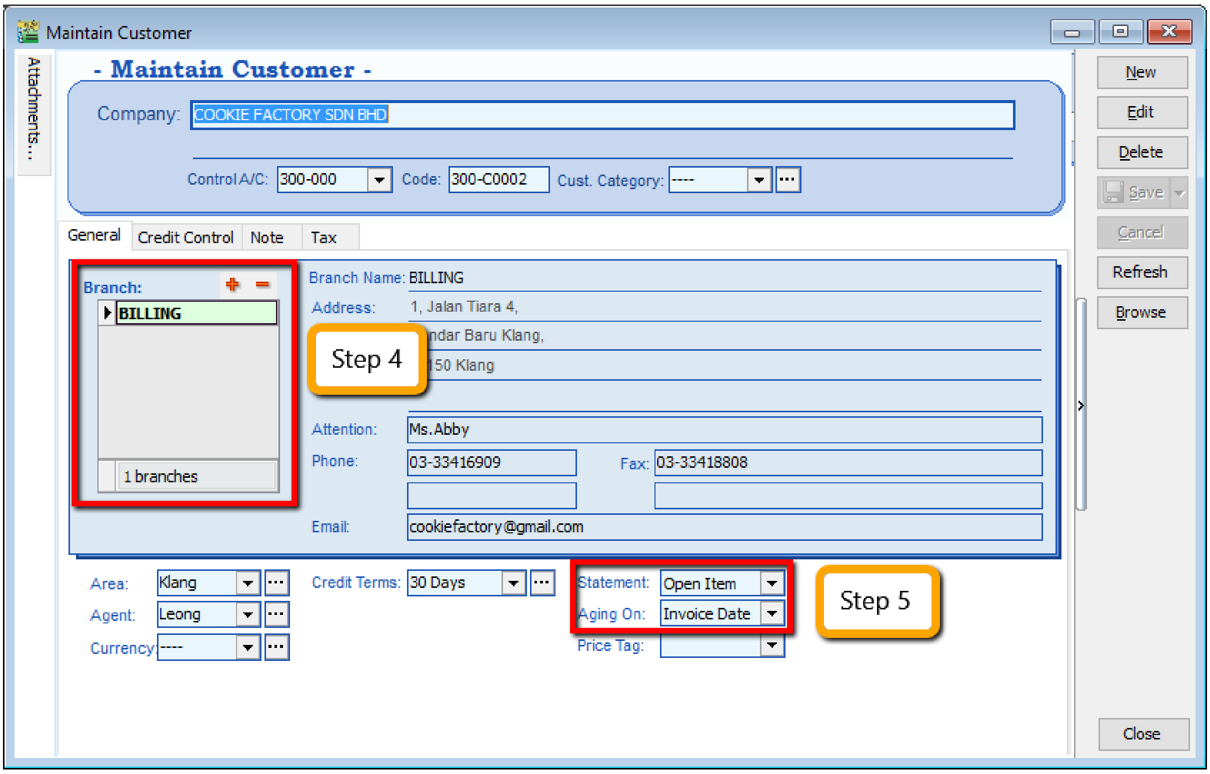
Open Item: Detail Statement

Customer Aging

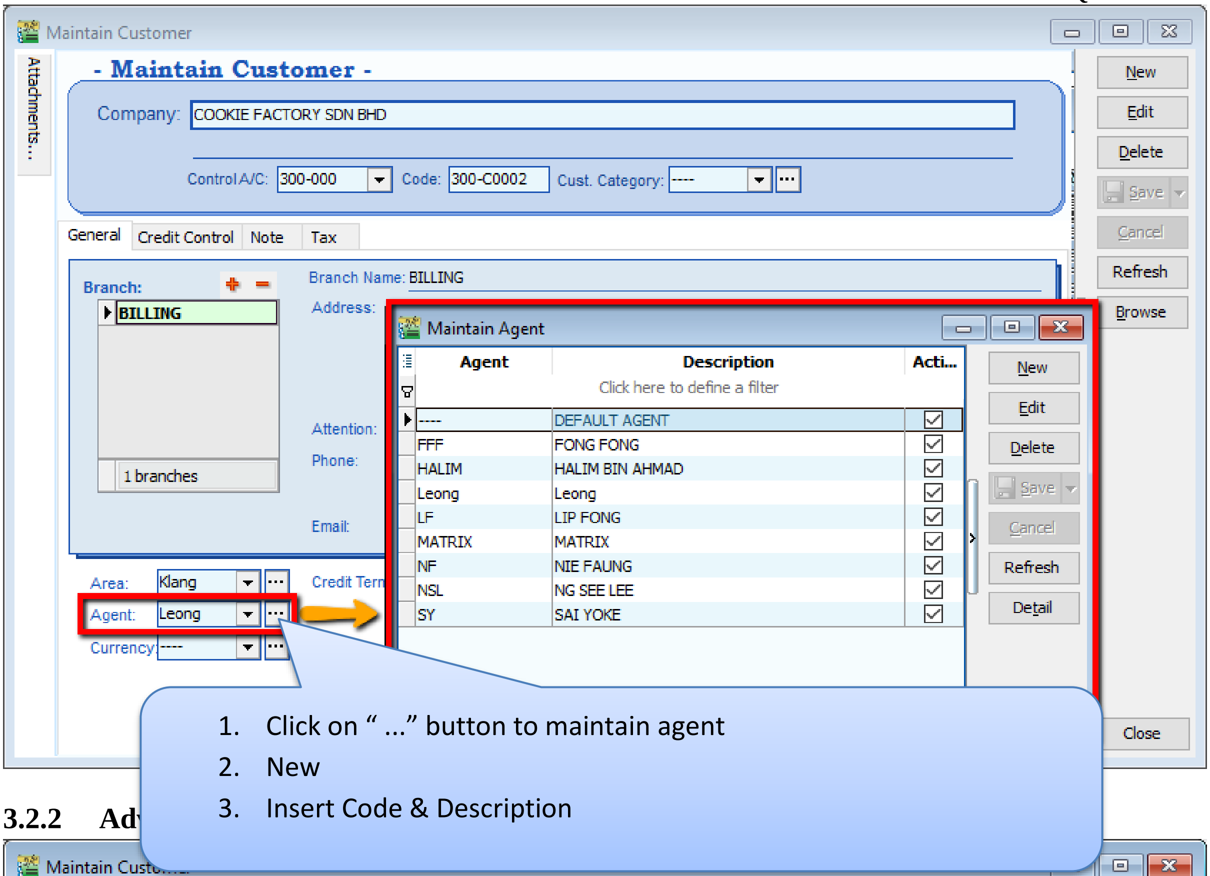
Invoice Date: based on IV Date

Due Date: Based on after due date (terms)

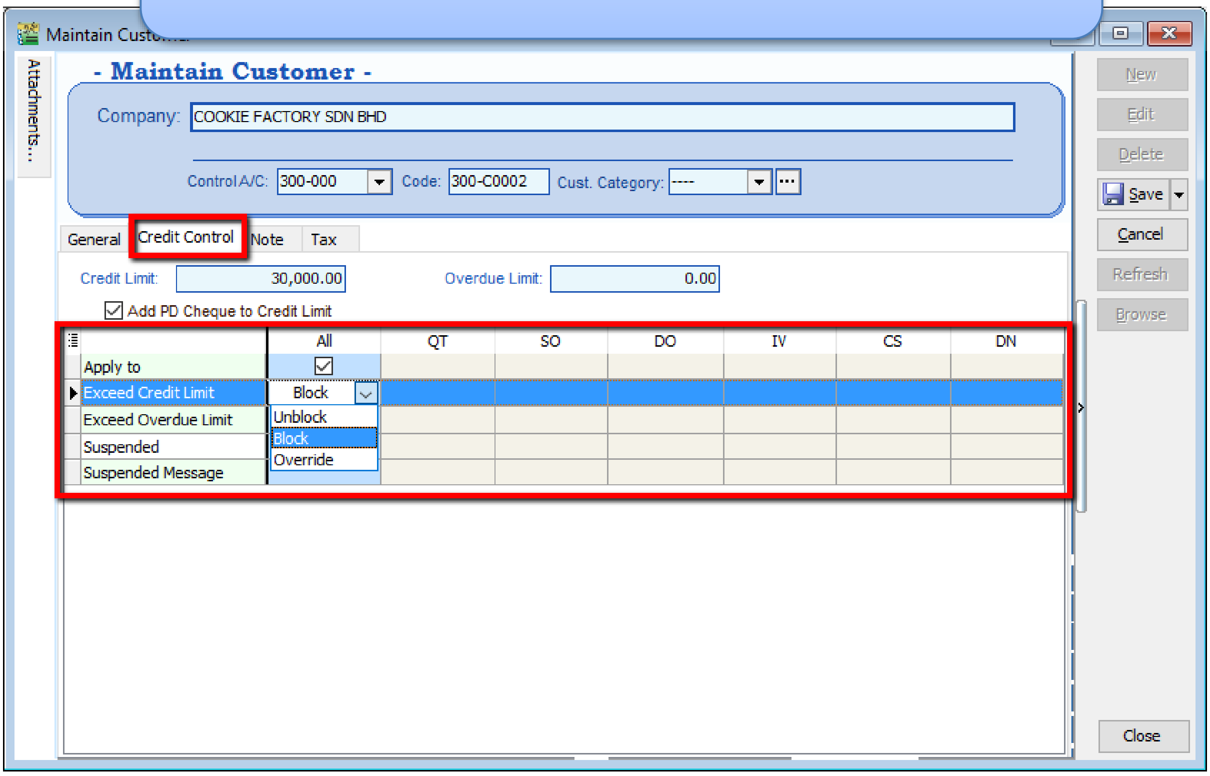




For step 3, how do you create your new agent/ area? Refer to the step below:



3.2.2 Ad



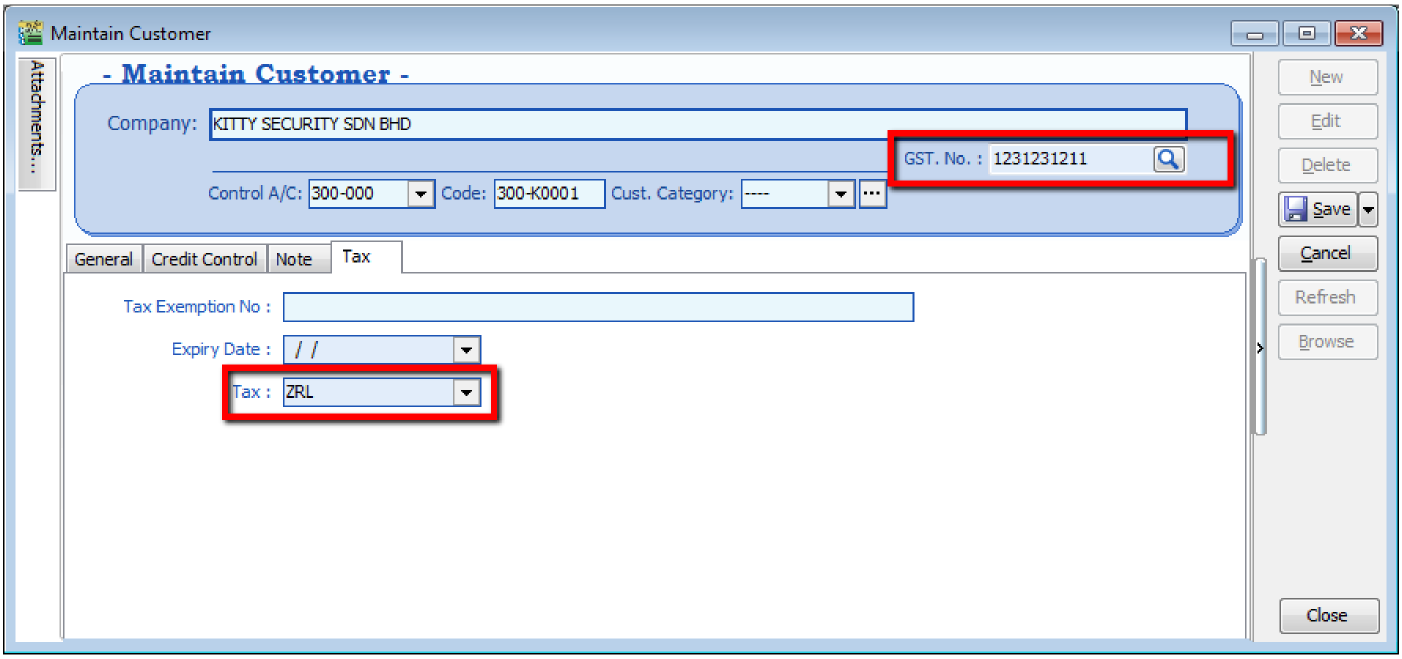
You can set the credit limit and overdue limit amounts as well as blocking a certain transaction entry for specific customers. What does the document include and for the following documents: Quotation(QT), Sales Order(SO), Delivery Order(DO), Invoice (IV), Cash Sales (CS) and Debit Note(DN)

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**

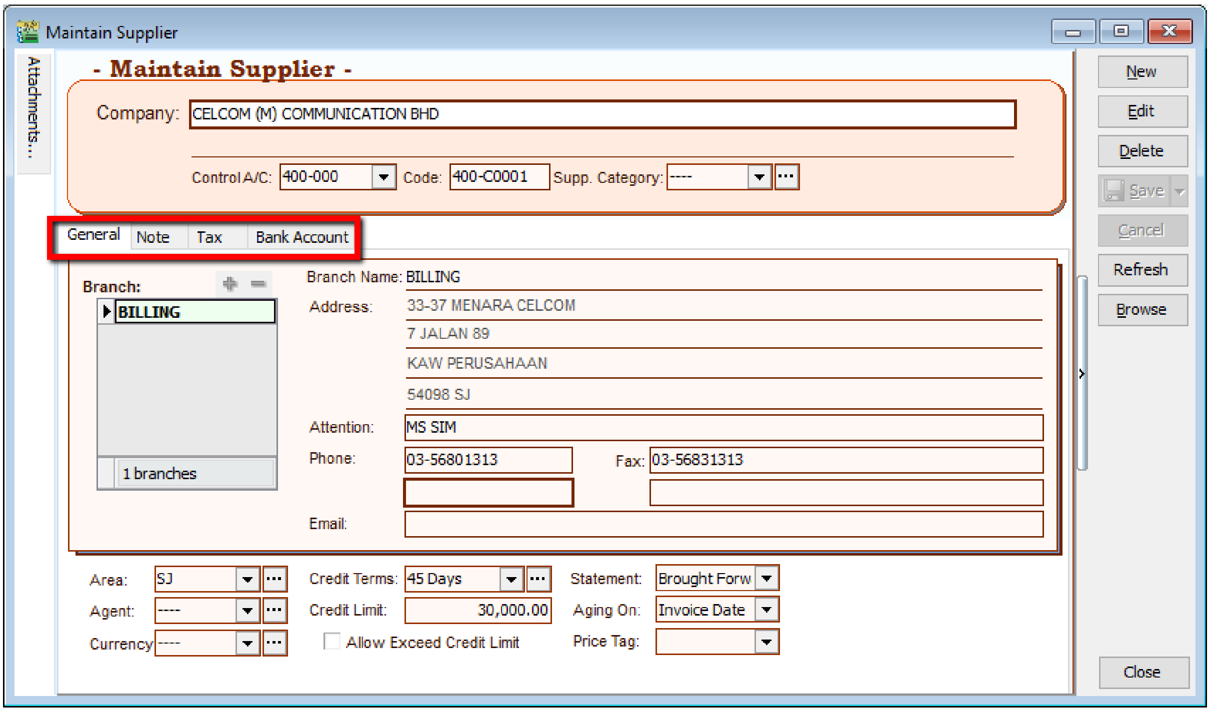
3.2.3 Tax



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)

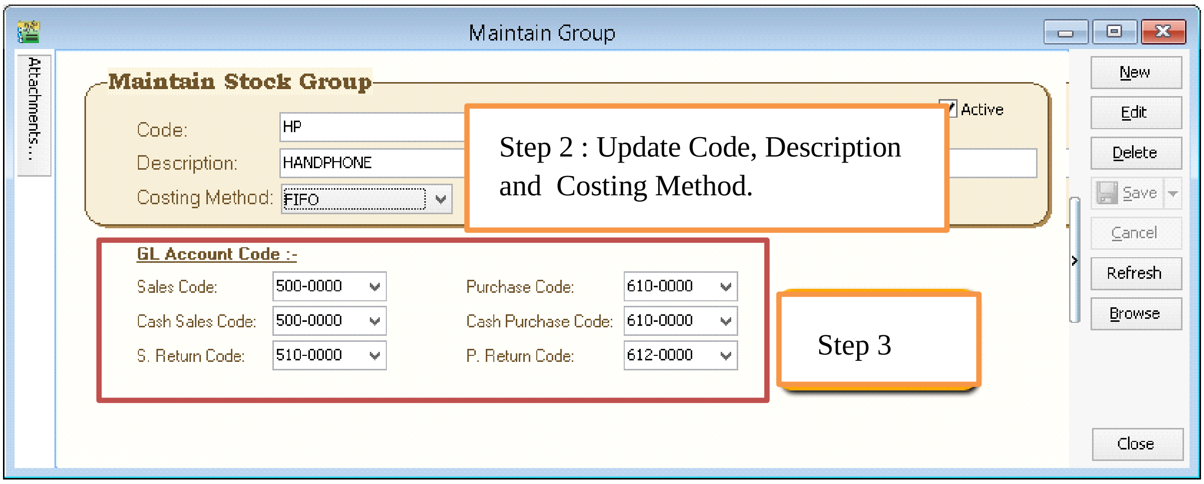
http://www.sql.com.my/document/sqlacc_docs/PDF/13-05-GIRO_SupplierPayment.pdf

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

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.

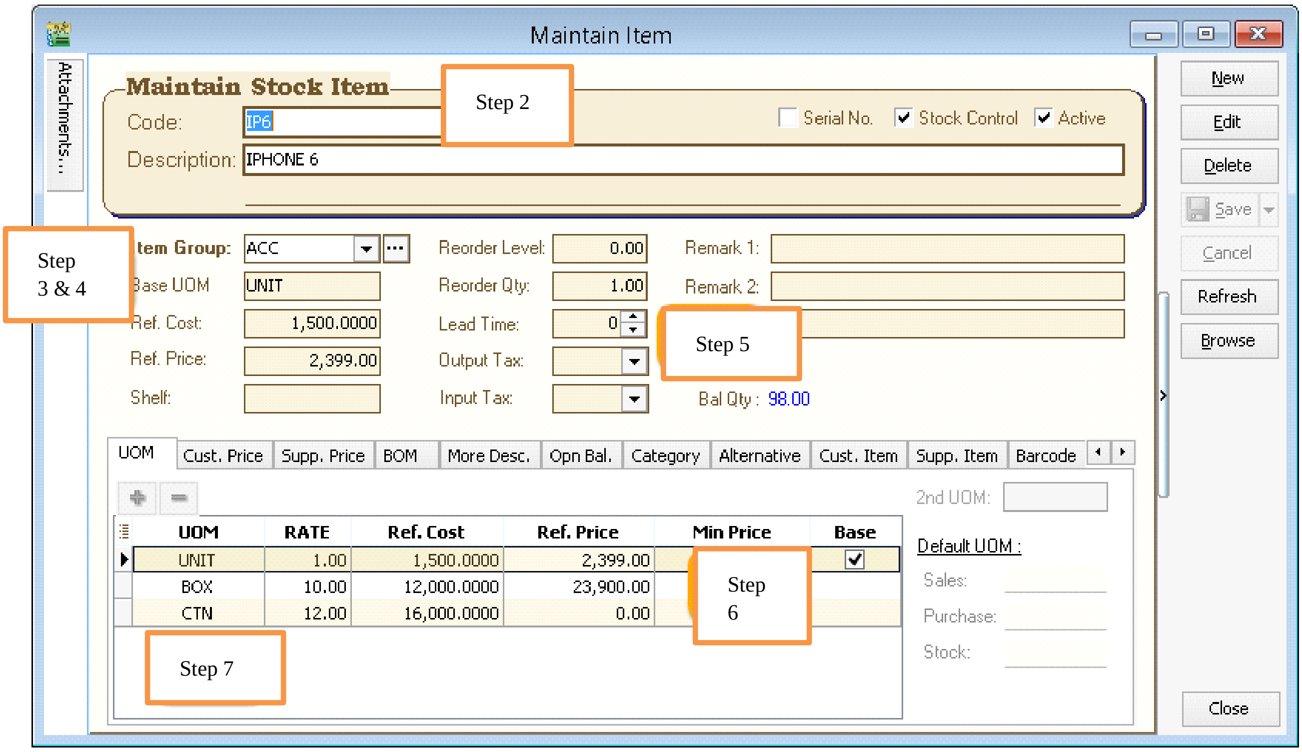
In this case, you can create a different stock group for a different costing method, to apply on a different item code.

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

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



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**)

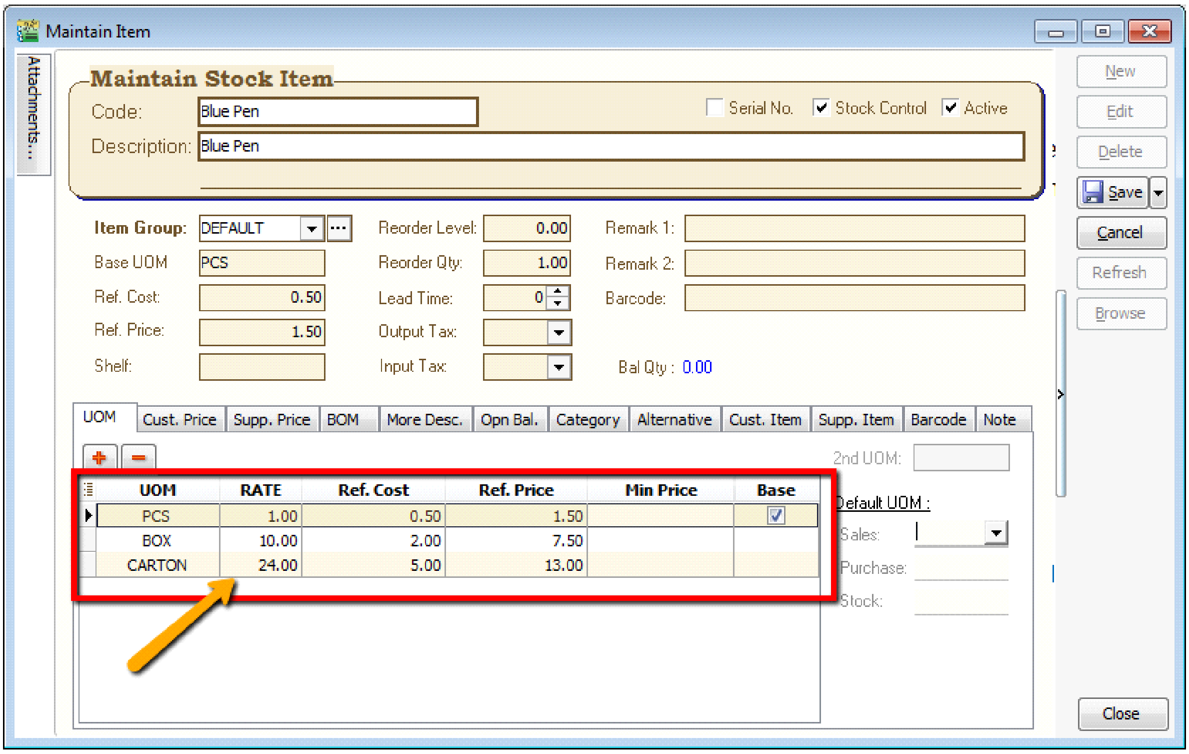
*** If you pre-set Tax in Customer & Stock Item, system default will capture Maintain Customer Tax Code only follow by Stock Item***

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

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

<u>Scenario A:</u>

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



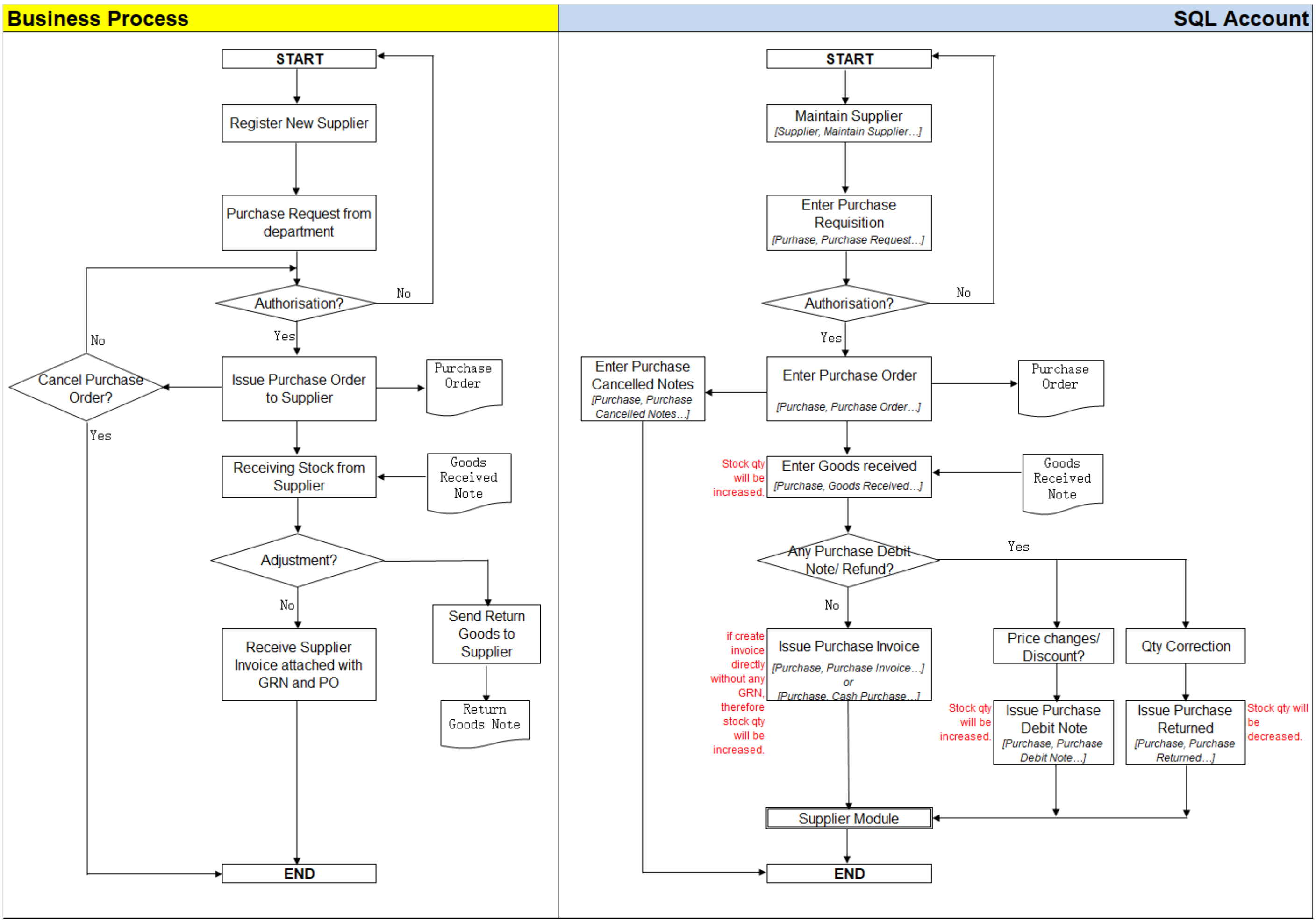
As you can see above, I have different Units of Measurement (UOM) and different rates,

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

4 Sales & Purchase

4.1 Purchase Work Flow

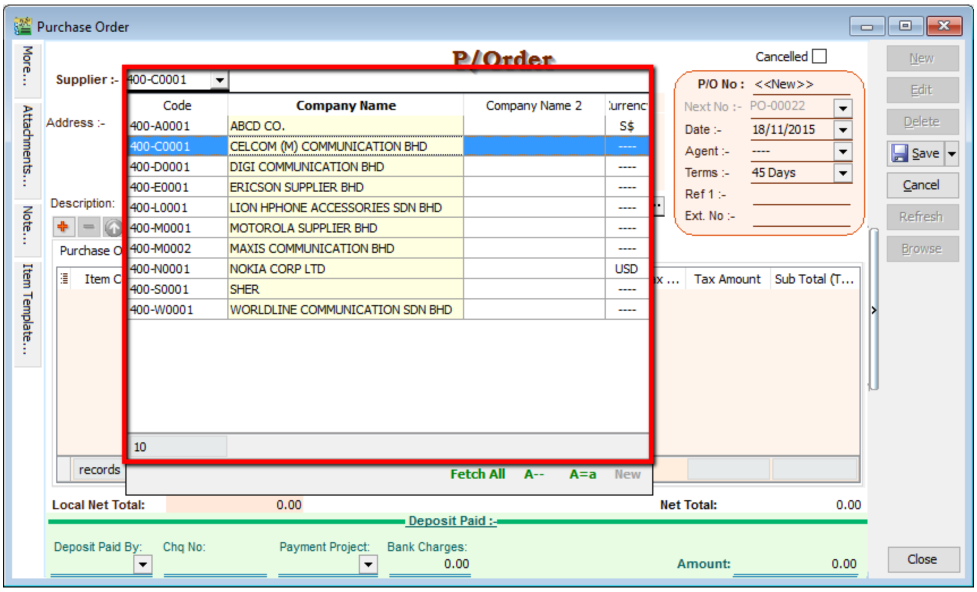
Example of sales process work flow aligned with SQL Account flow:



4.2 Purchase Order

Step 1: **Purchase | Purchase Order | New**

Step 2: **Select Supplier**

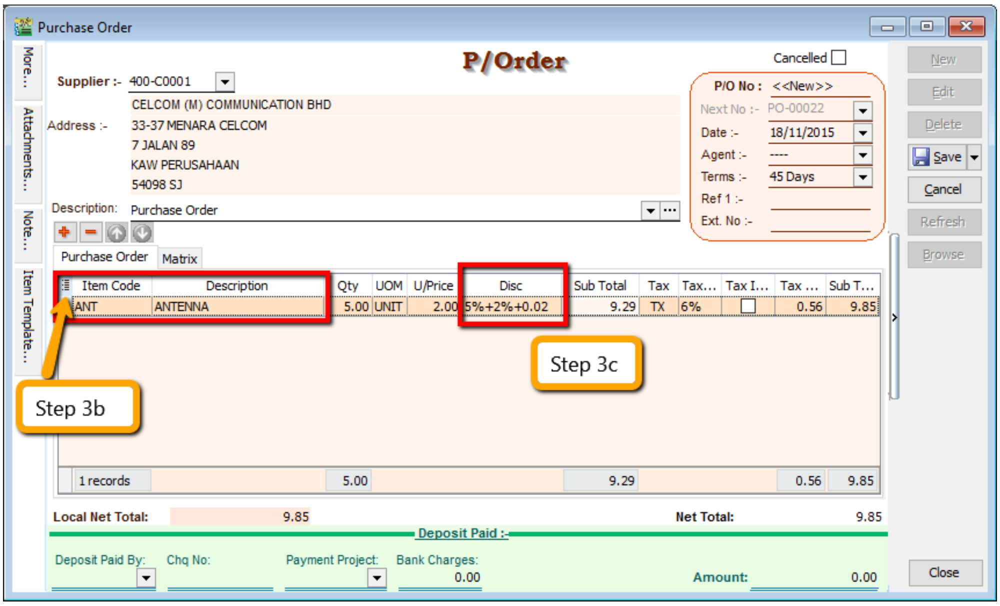


Step 3a: **Insert Item Code and details** (e.g. Qty, Unit Cost)

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

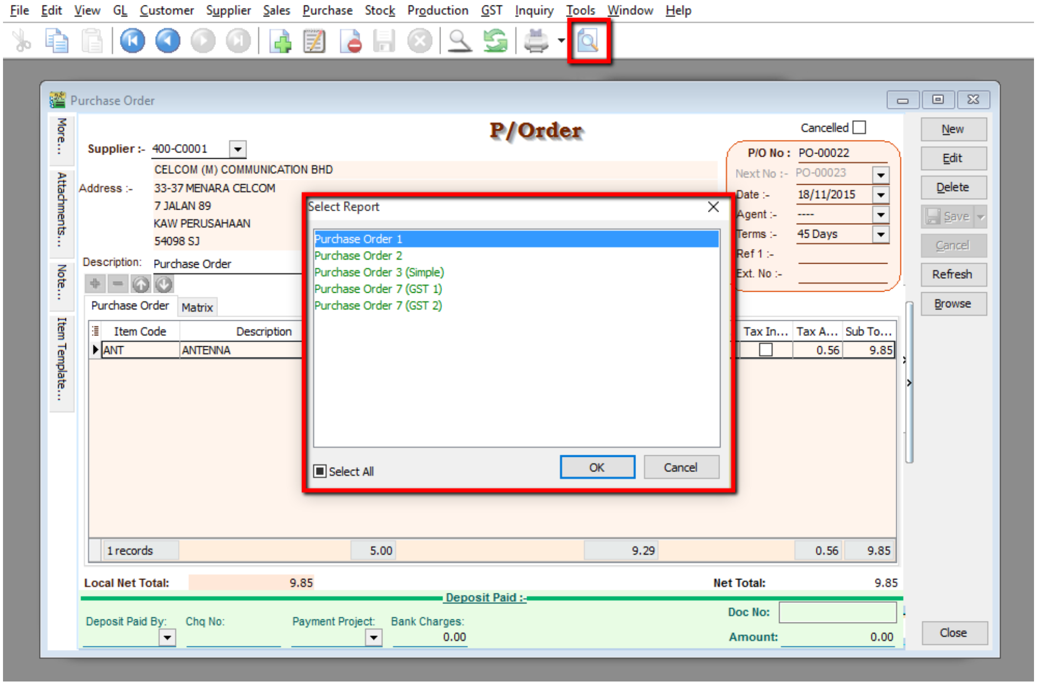
Step 3b: **Click on the show/hide/move column icon to customize your column layout.**

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.

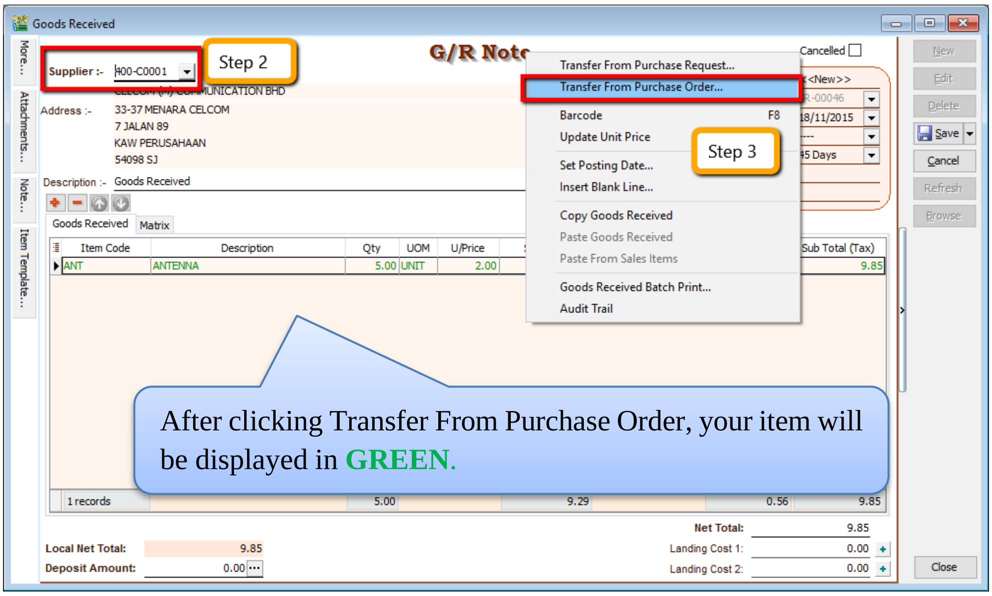


4.3 Purchase Goods Received

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.

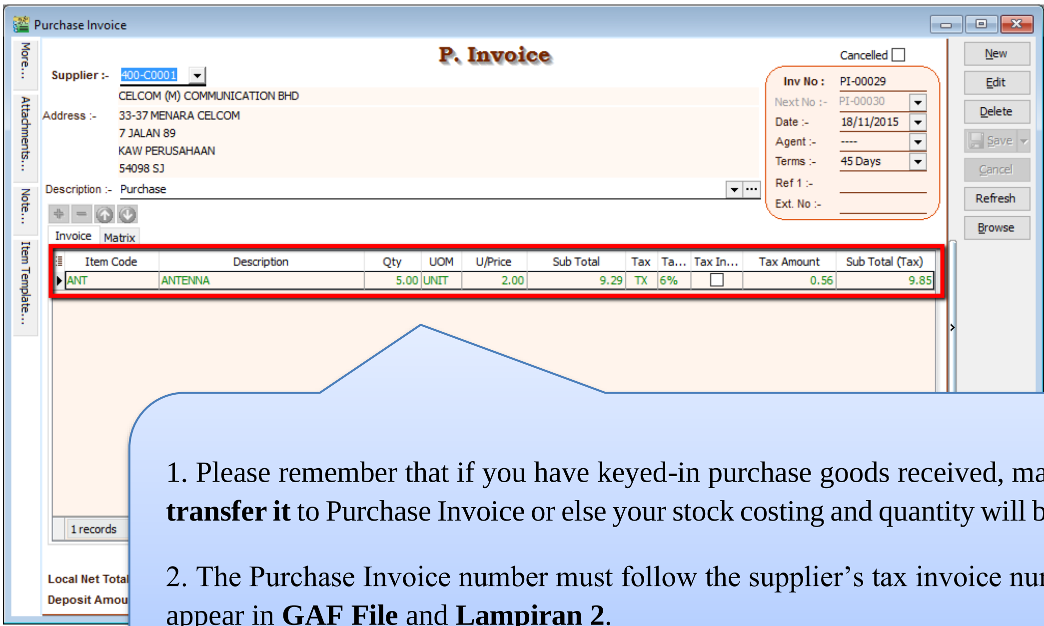
4.4 Purchase Invoice

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

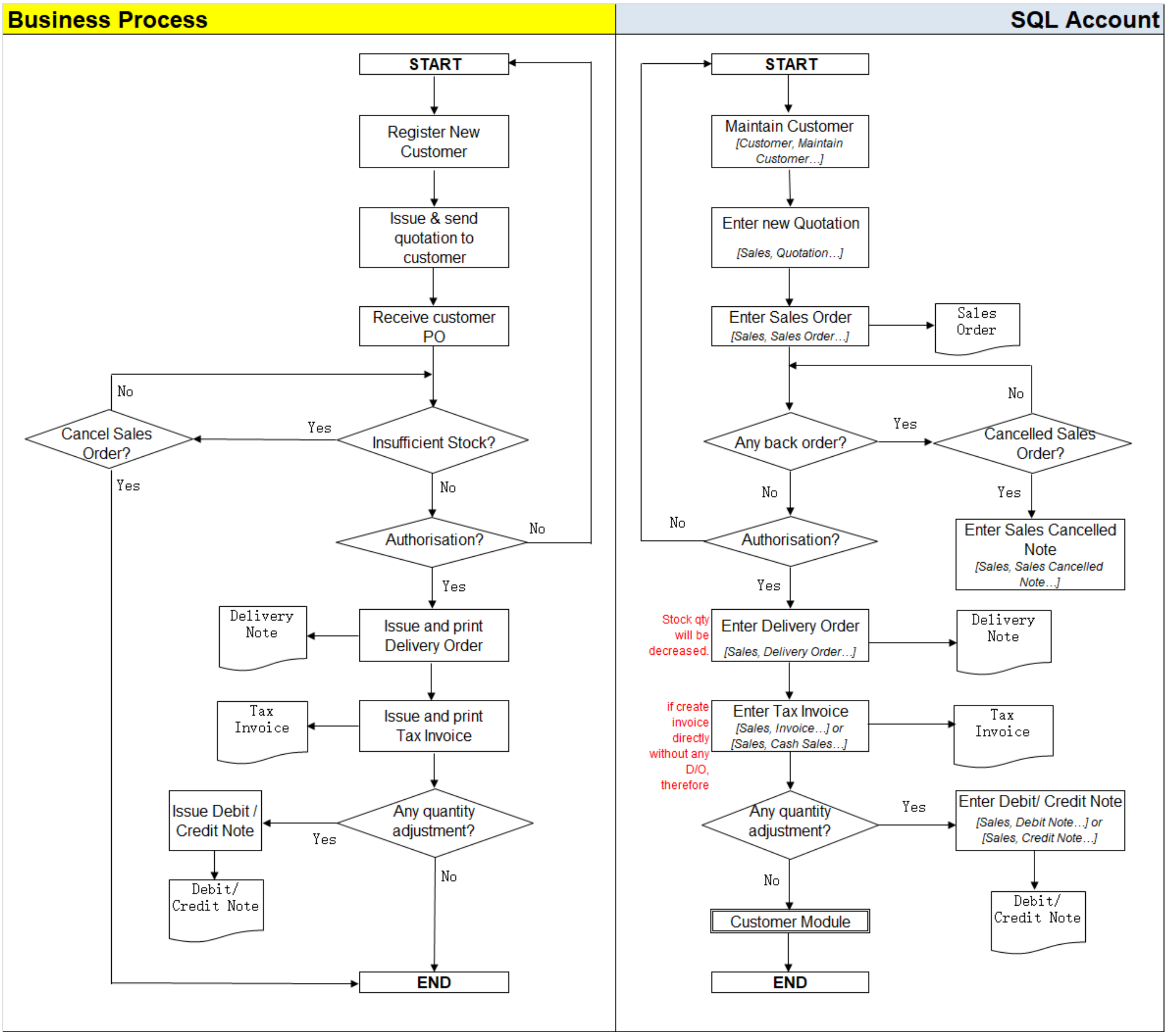


1. Please remember that if you have keyed-in purchase goods received, make sure that you **transfer it** to Purchase Invoice or else your stock costing and quantity will be updated twice.

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:



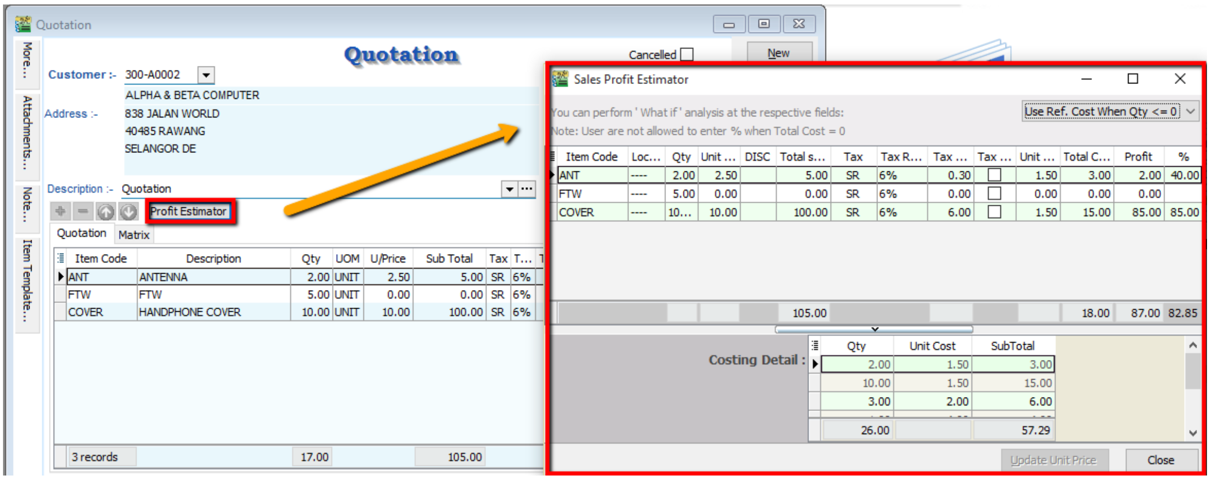
4.6 Sales Quotation

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

Step 1: **Sales | Quotation | New**

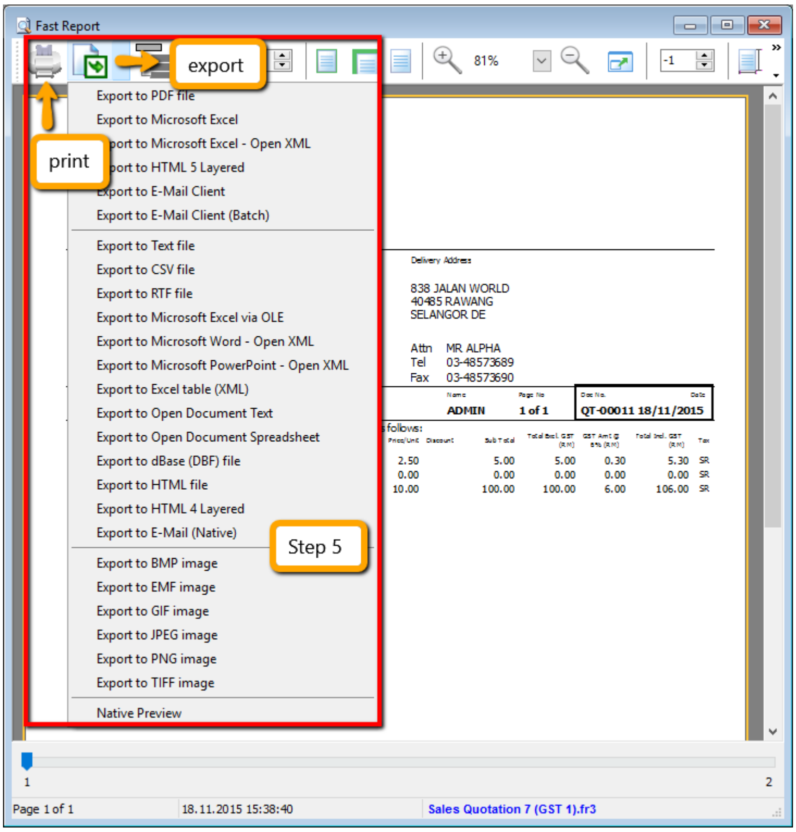
Step 2: Select **Customer Code**

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**



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.



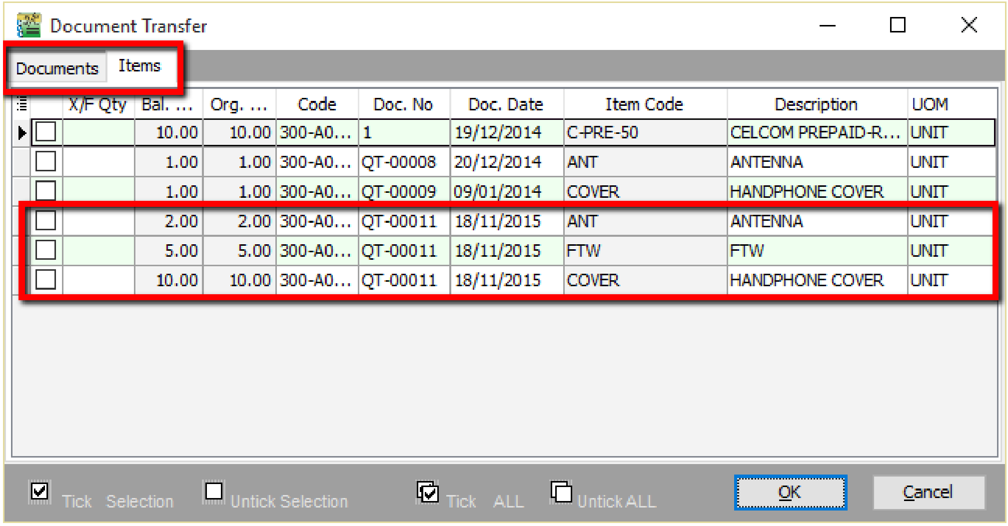
4.7 Sales Order

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

Step 1: **Sales | Sales Order | New**

Step 2: Select **Customer Code**

Step 3: **Right Click on Sales Order title,** select **Transfer from Quotation**. You can either transfer the whole quotation or only part of the quotation document (*Partial Delivery Module requested)



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

Step 1: **Sales | Invoice | New**

Step 2: Select **Customer Code**

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

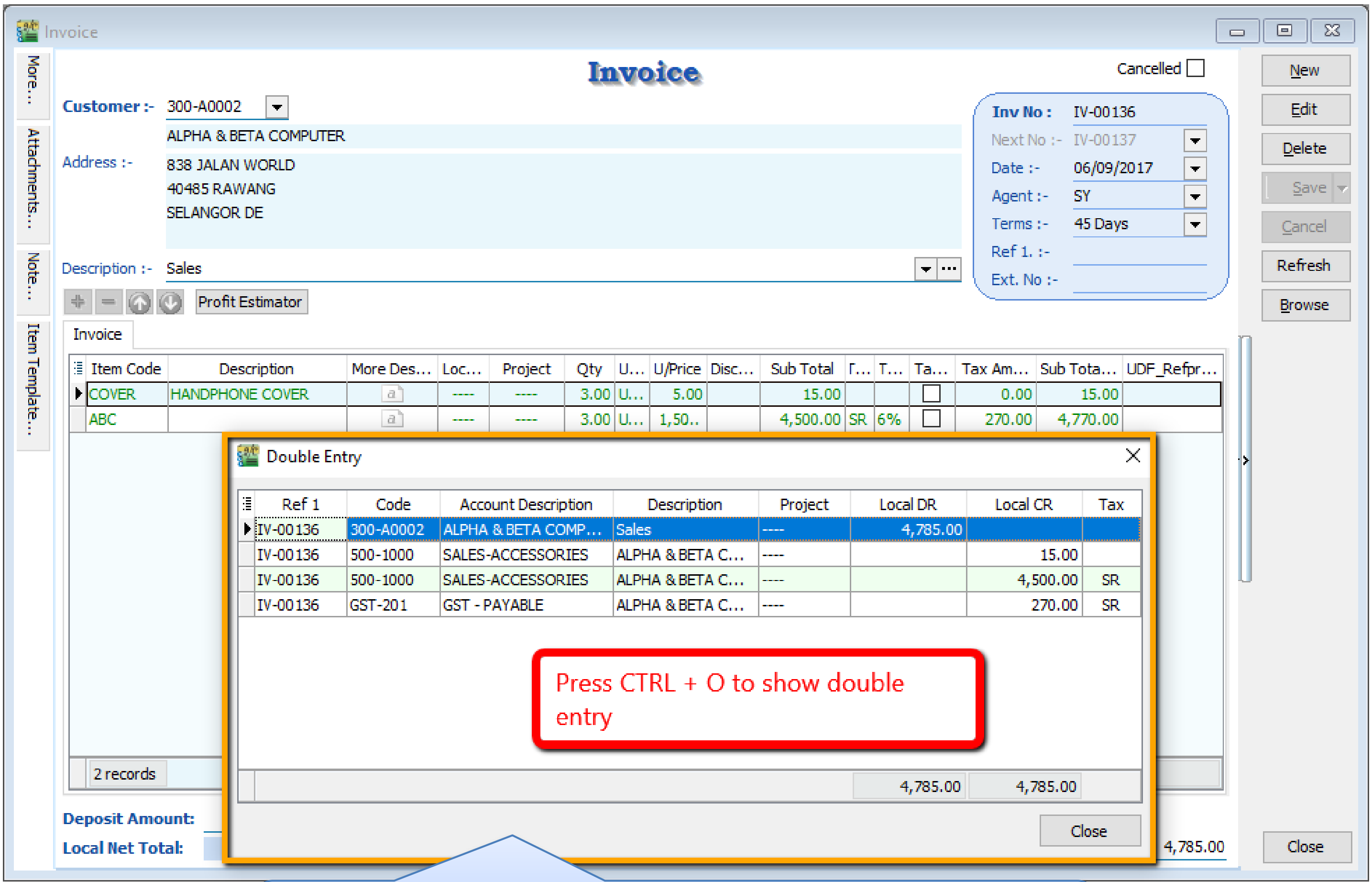
Step 4: **Save** the Invoice.

4.9.1 Show double entry

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

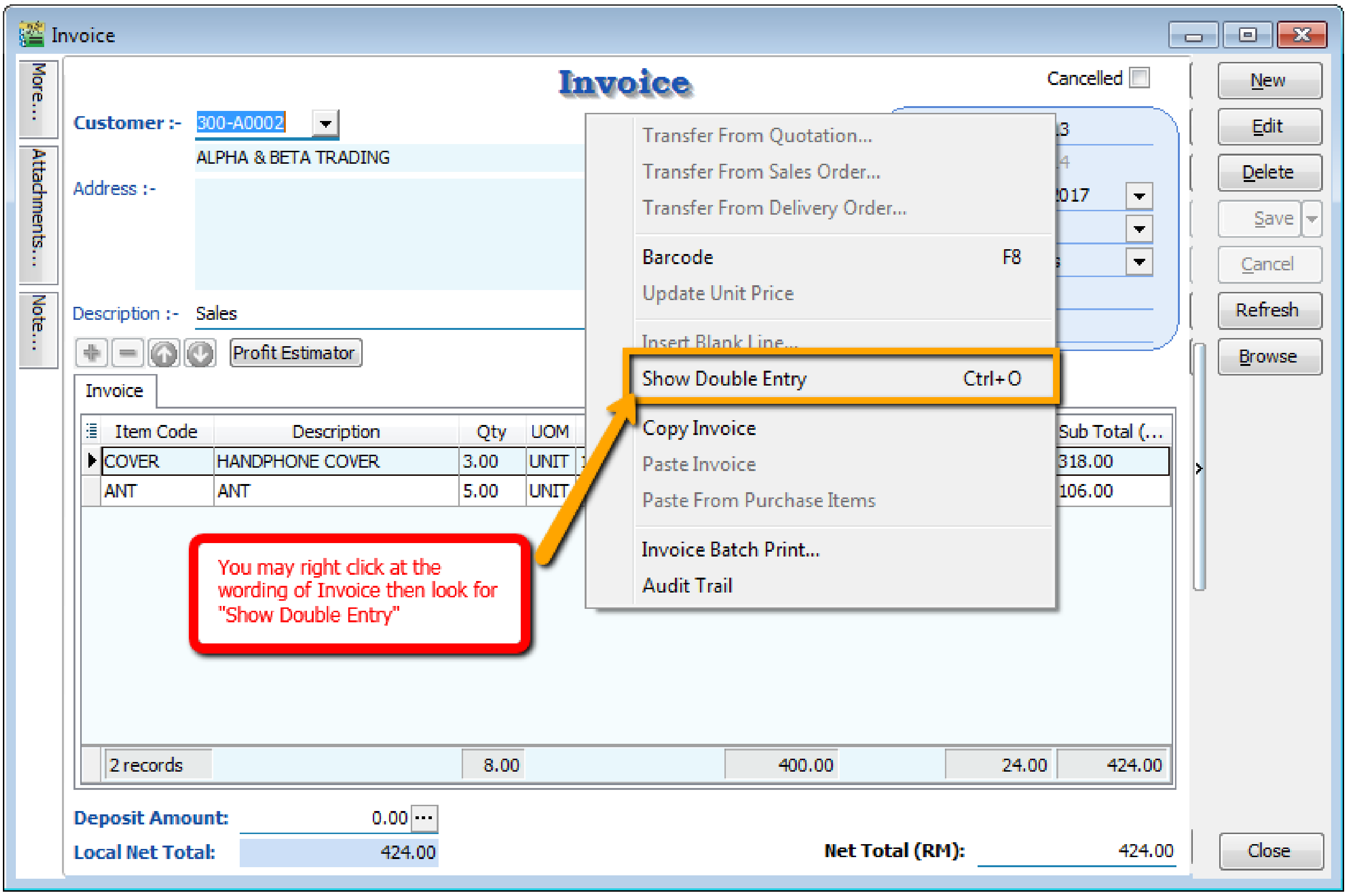
There have 2 methods to show double entry of the transactions:

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.



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".



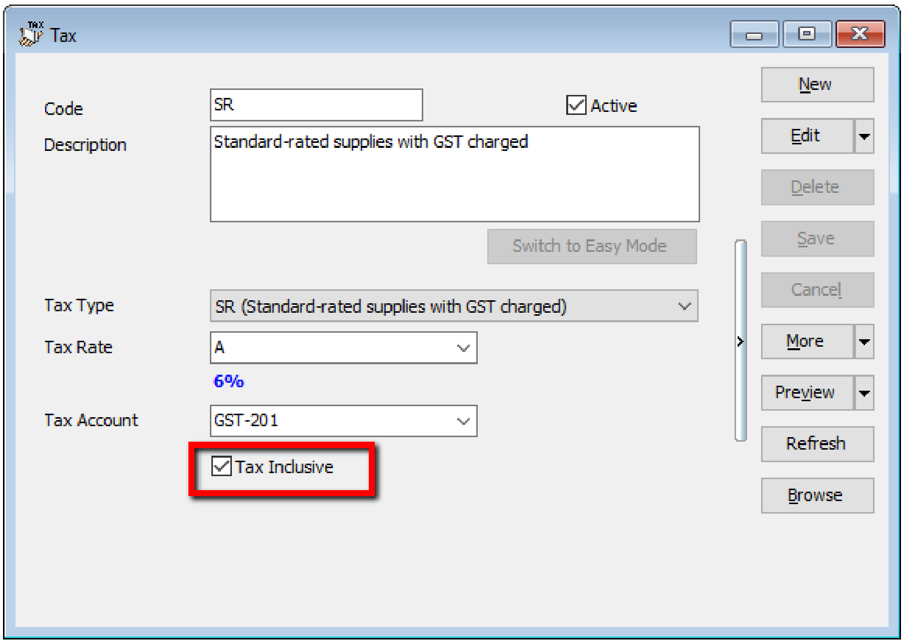
4.9.2 Tax Inclusive

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?

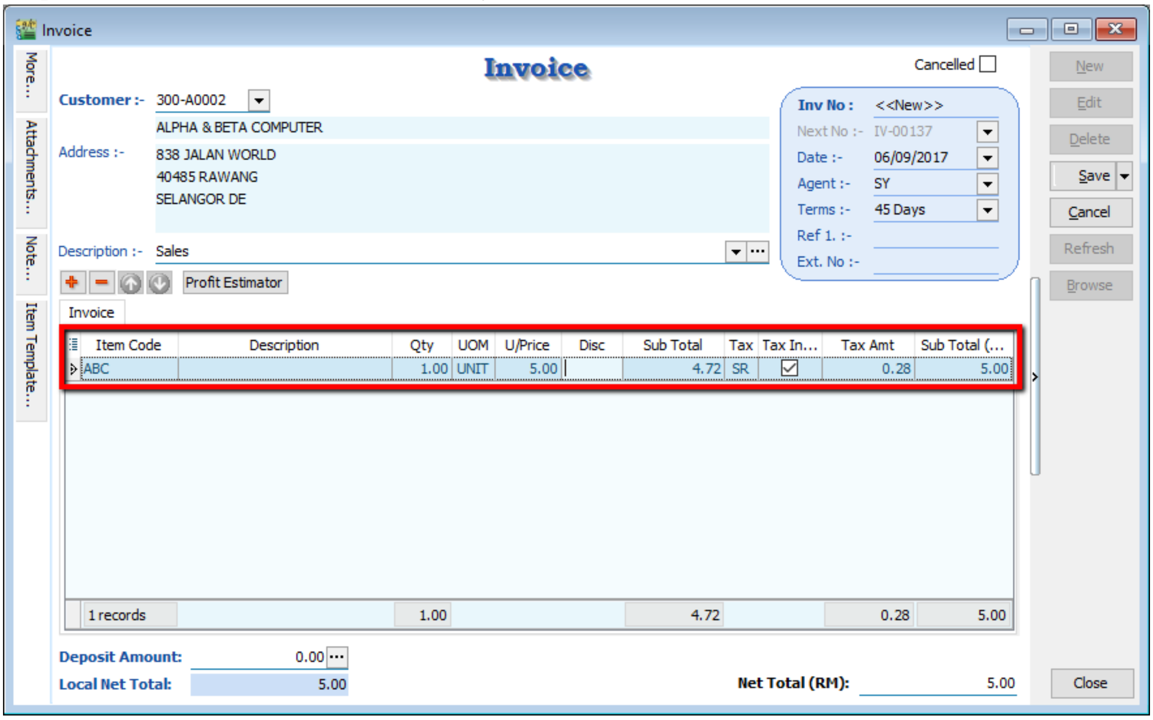
Step 1: GST | Maintain Tax

Step 2: Select “SR”

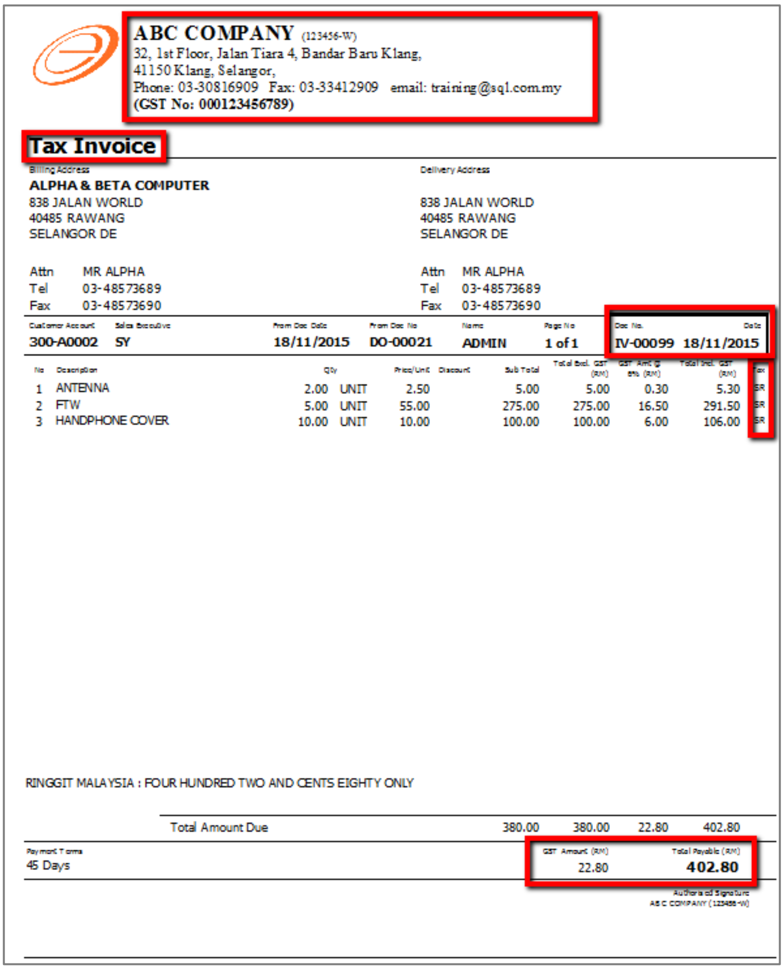
Step 3: Edit | Tick “Tax Inclusive”



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



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

Billing Address	Delivery Address
ALPHA & BETA COMPUTER	
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 Executive	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 Excl. GST (RM)	GST Amt @ 6% (RM)	Total Incl. GST (RM)	Tax
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

	Sub Total	Total Excl. GST	GST Amt	Total Incl. GST
Total Amount Due	380.00	380.00	22.80	402.80

Payment Terms
45 Days

GST Amount (RM)	Total Payable (RM)
22.80	**402.80**

Authorised Signature
ABC COMPANY (123456-W)

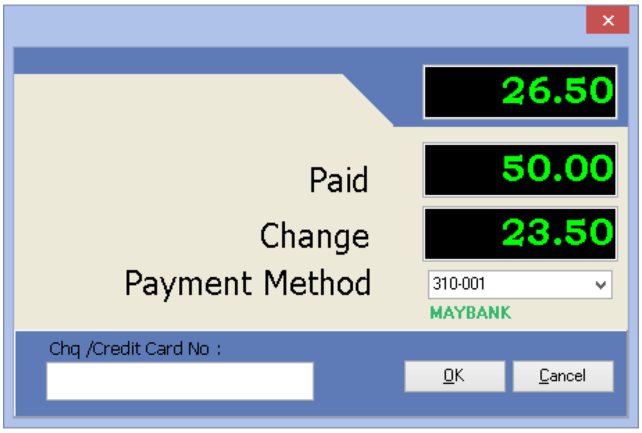
4.10 Sales Cash Sales

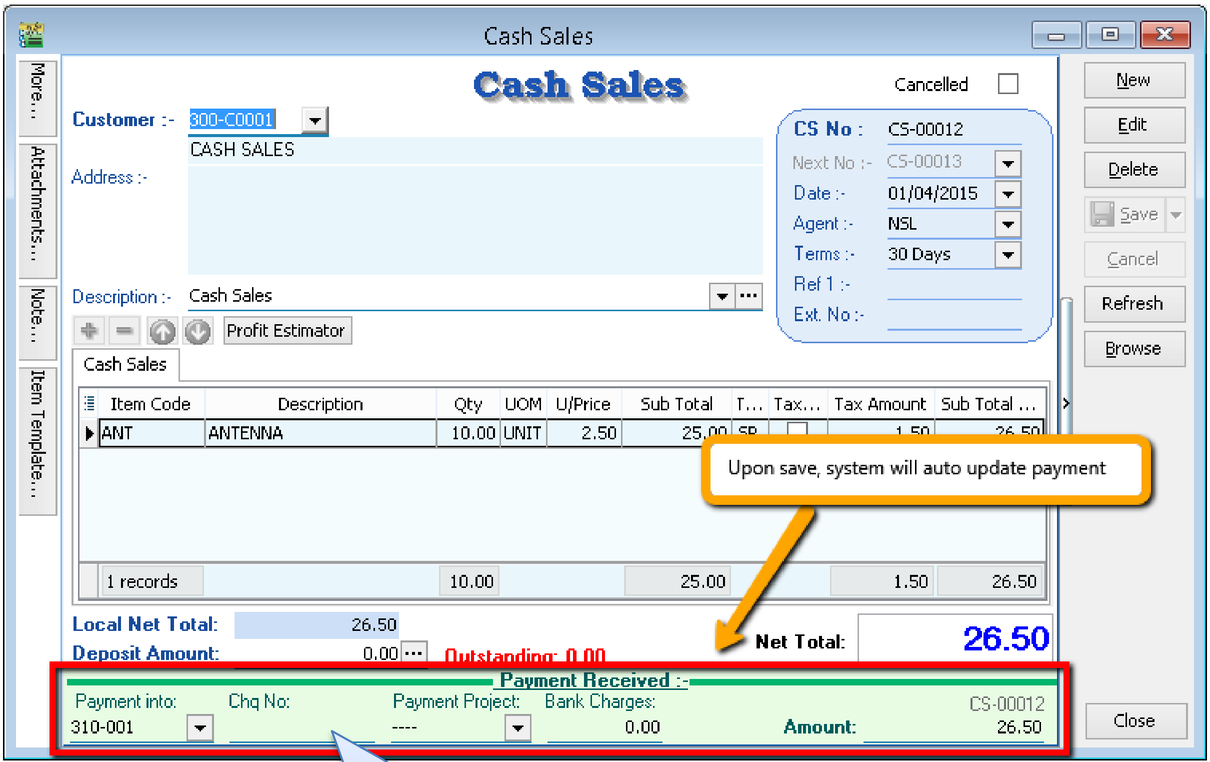
Step 1: **Sales | Cash Sales | New**

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





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

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.

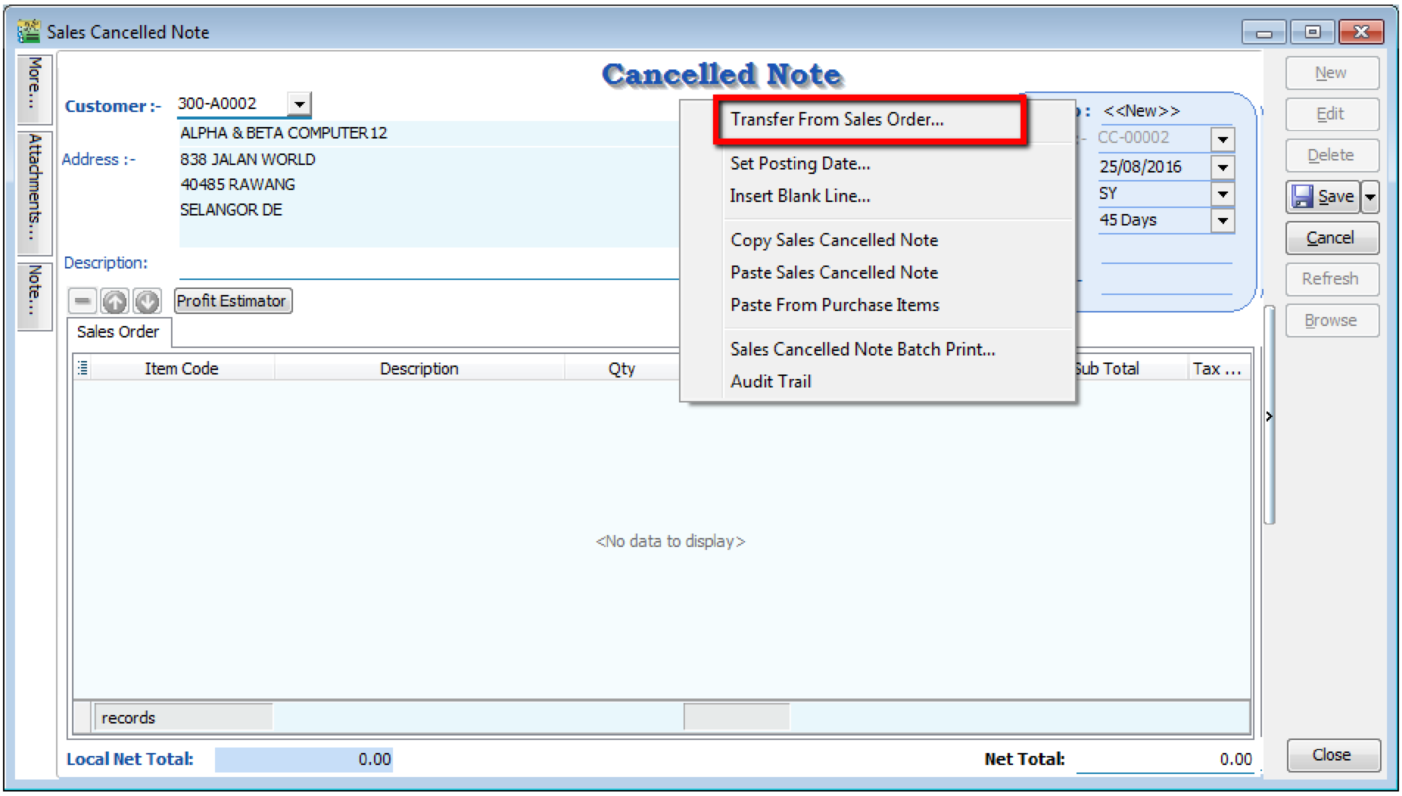
In any GST period, there **must** be a **tax invoice** for the issuance of a sales credit note. You are required to knock off the credit note with Invoice or Cash Sales. This can be done by going to **Customer | Credit Note**

4.12 Sales Cancelled Note (required partial delivery module)

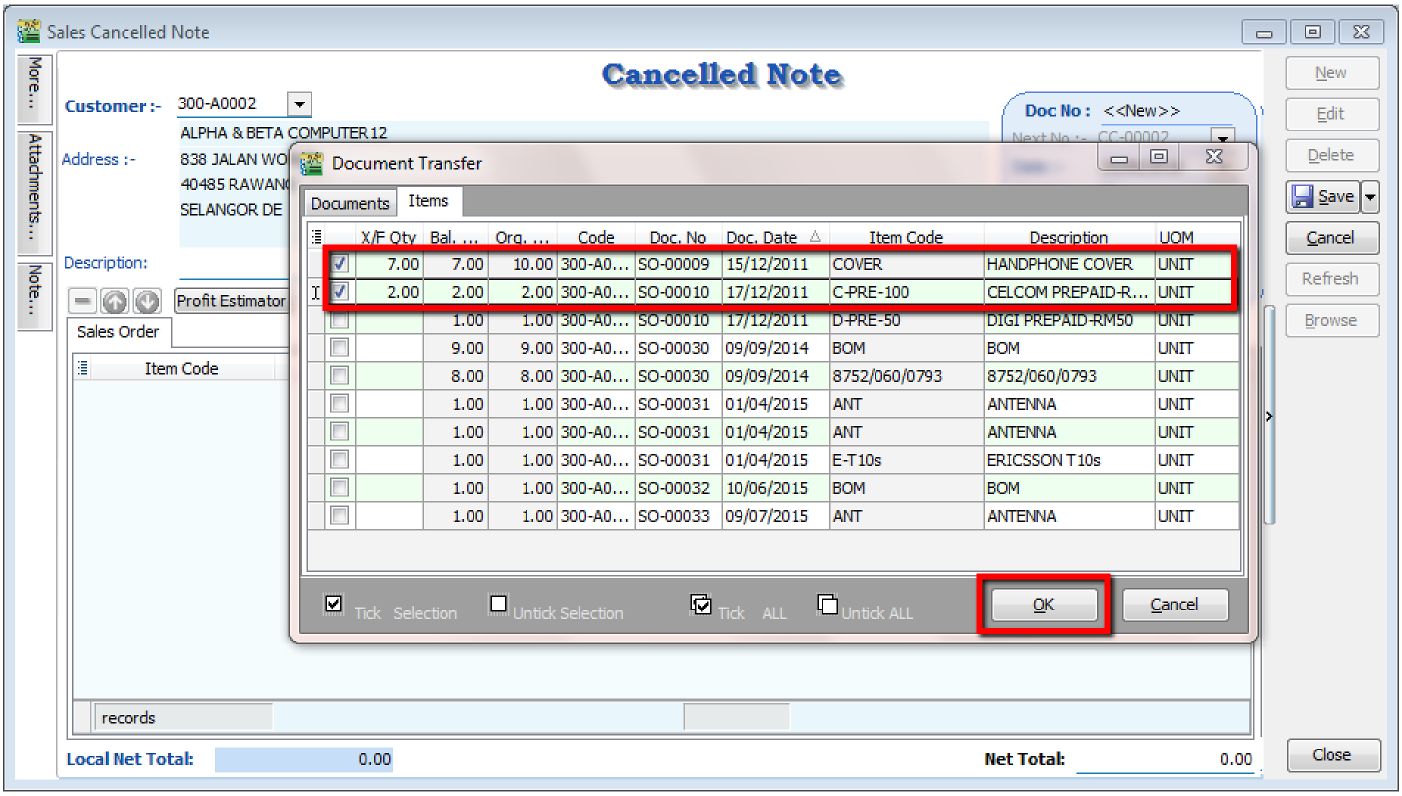
Sales Cancelled Note is used for the cancelling of any outstanding Sales Order.

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.

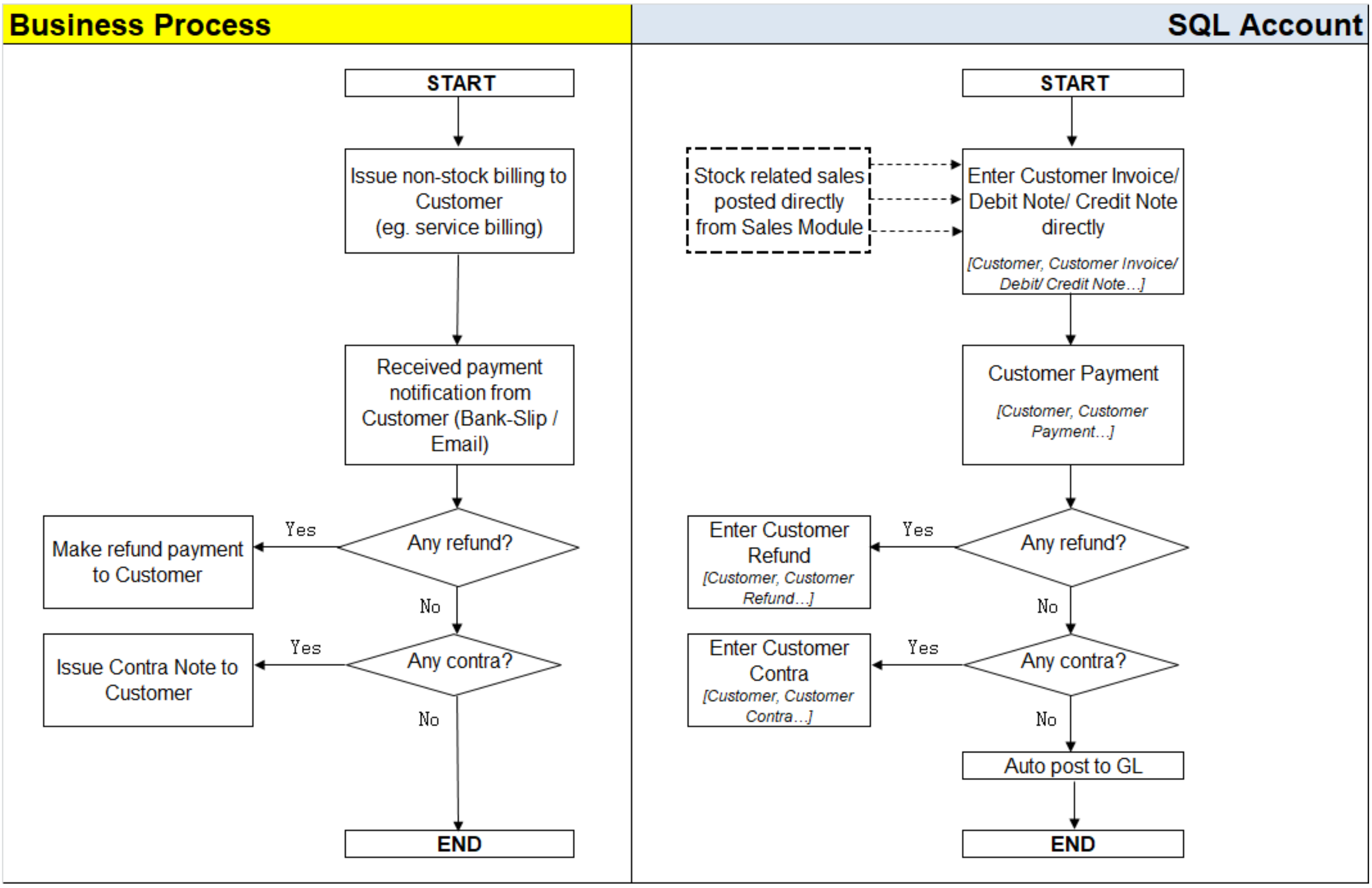


Step 4: **Save** the Cancelled Note.

5 Customer & Supplier

5.1 Customer Work Flow (AR*)

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



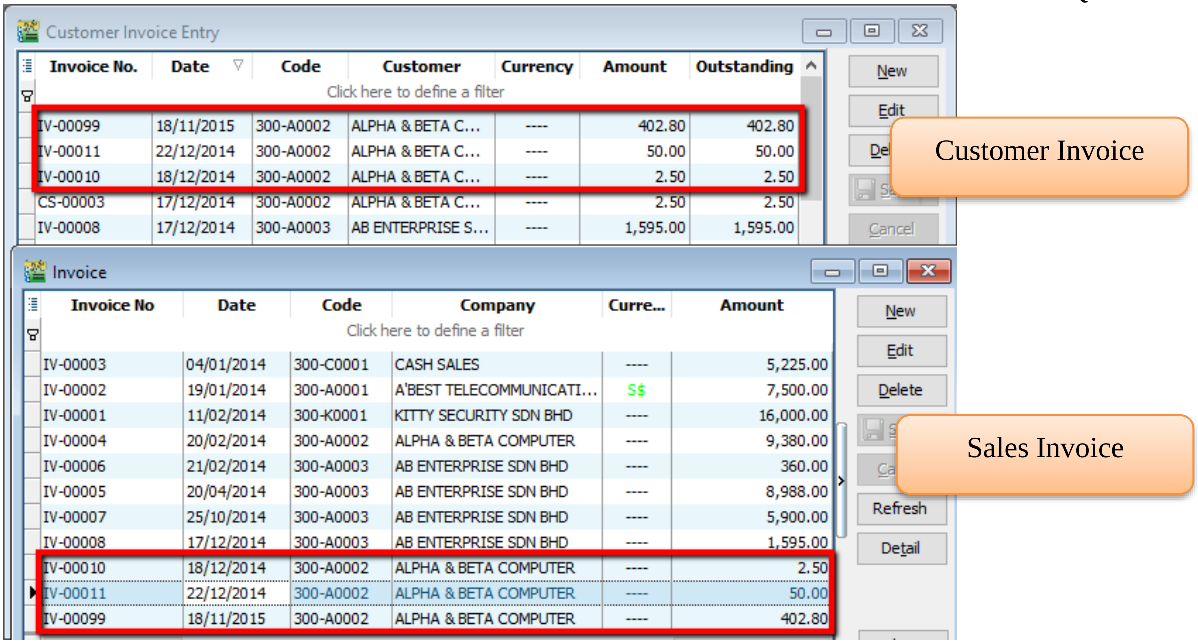
*AR = Account Receivable

5.2 Customer Invoice

The difference between Customer Invoice and Sales Invoice:

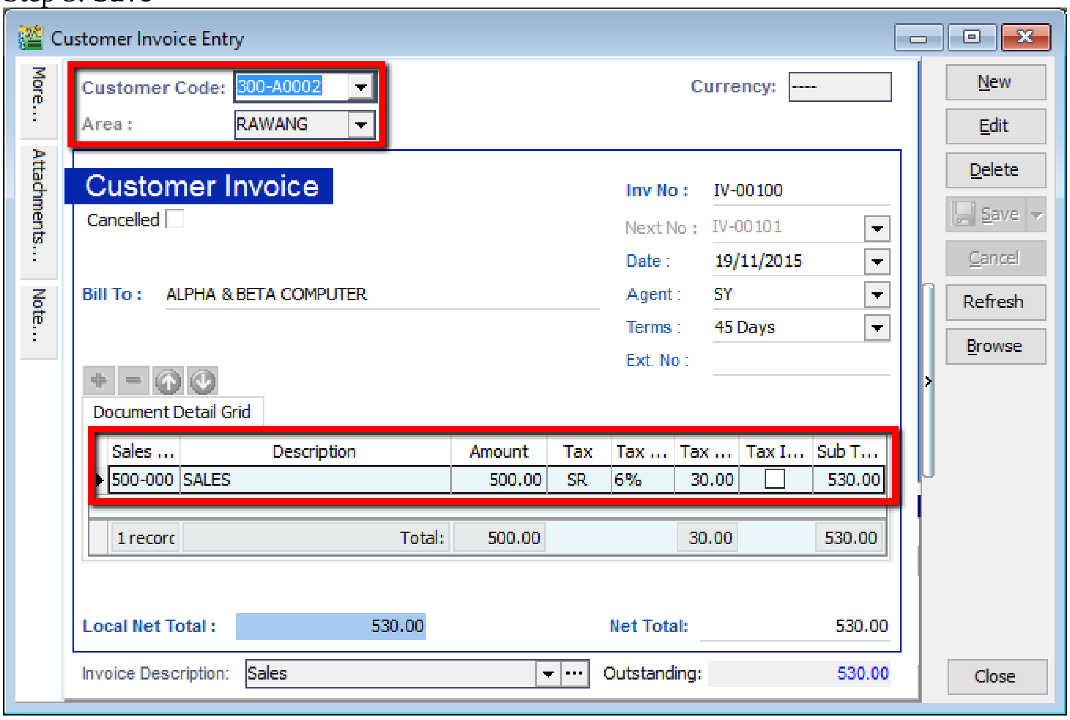
Customer Invoice shows only the accounts code and does not show Qty / Unit Price.

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

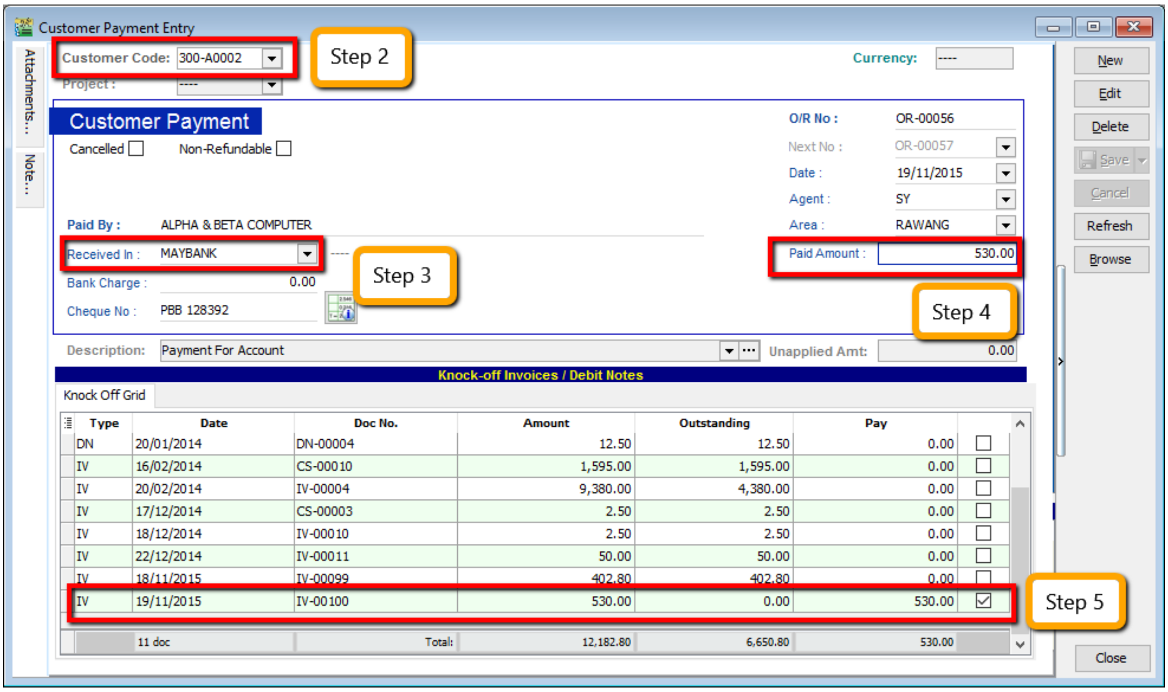
Step 1: **Customer | Customer Payment | New**

Step 2: Select your **Customer**

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

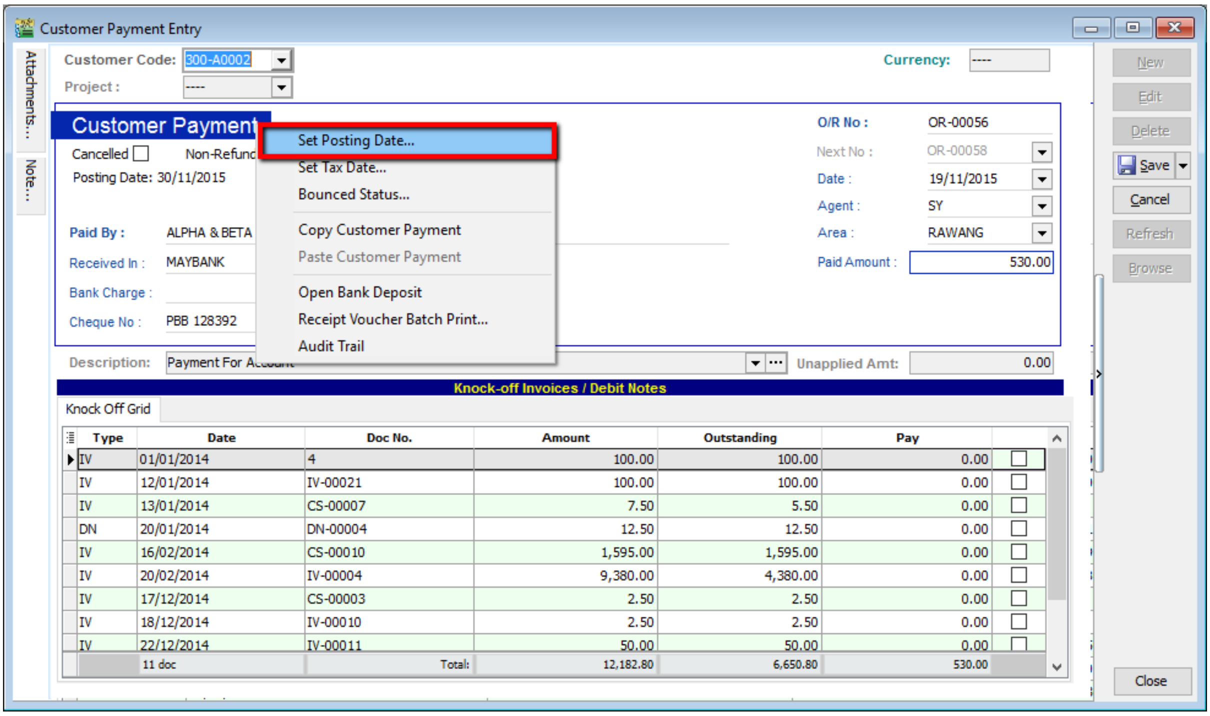
Step 4: Key in the **customer payment amount**

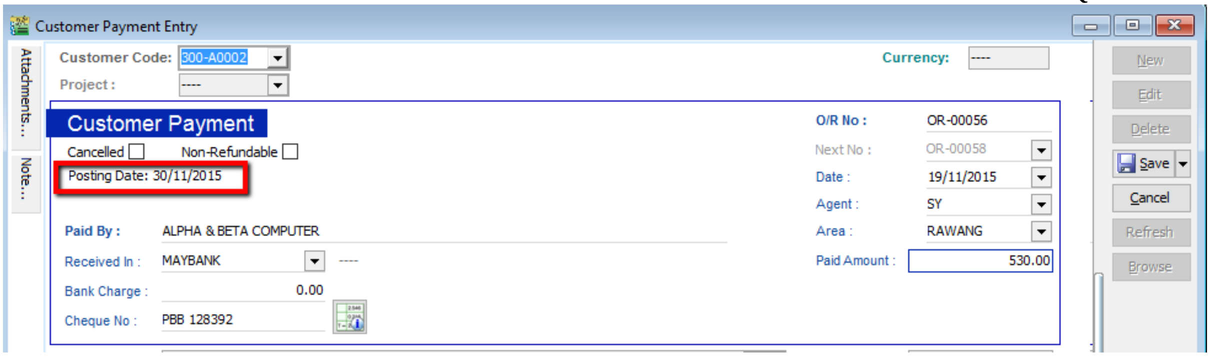
Step 5: **Tick the corresponding invoice/debit note to be knocked off**



5.3.2 Post Dated Cheque

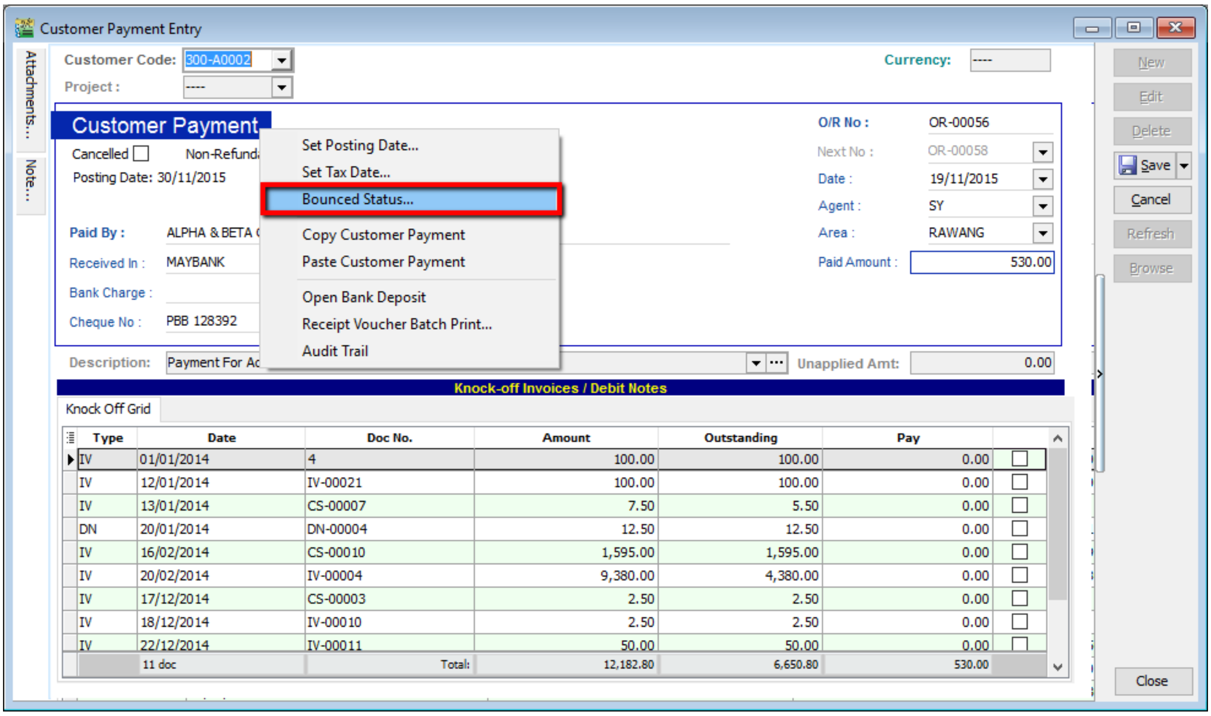
Step 1: Search for the payment that you want to edit, click on **Edit**, right click on Customer Payment, you will see **Set Posting Date**

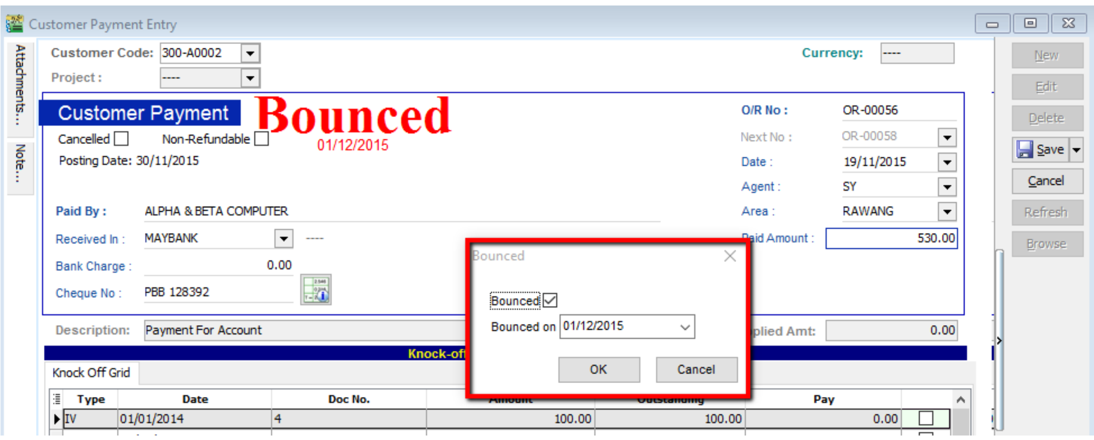




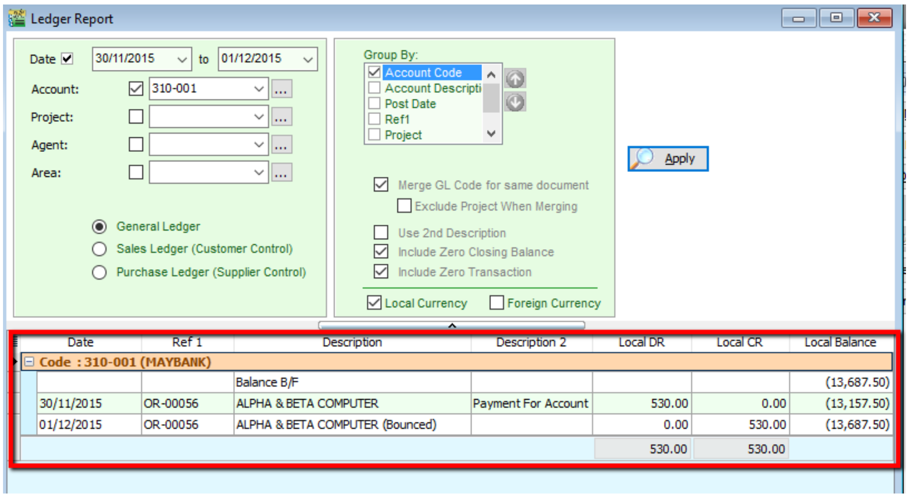
5.3.3 Bounced Cheque

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.



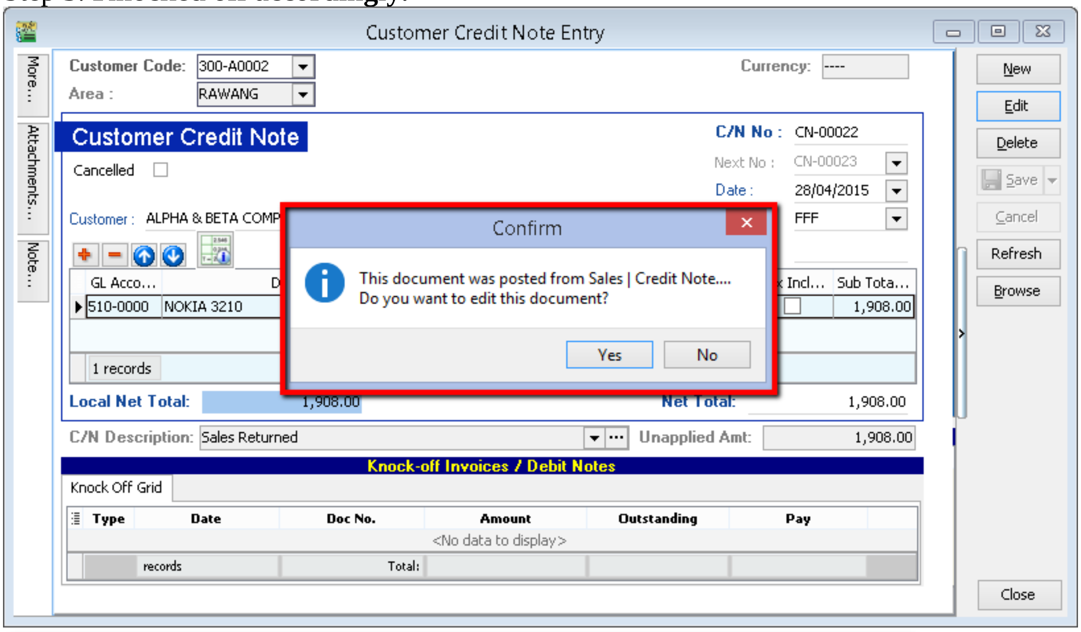
5.4 Customer Credit Note

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.**

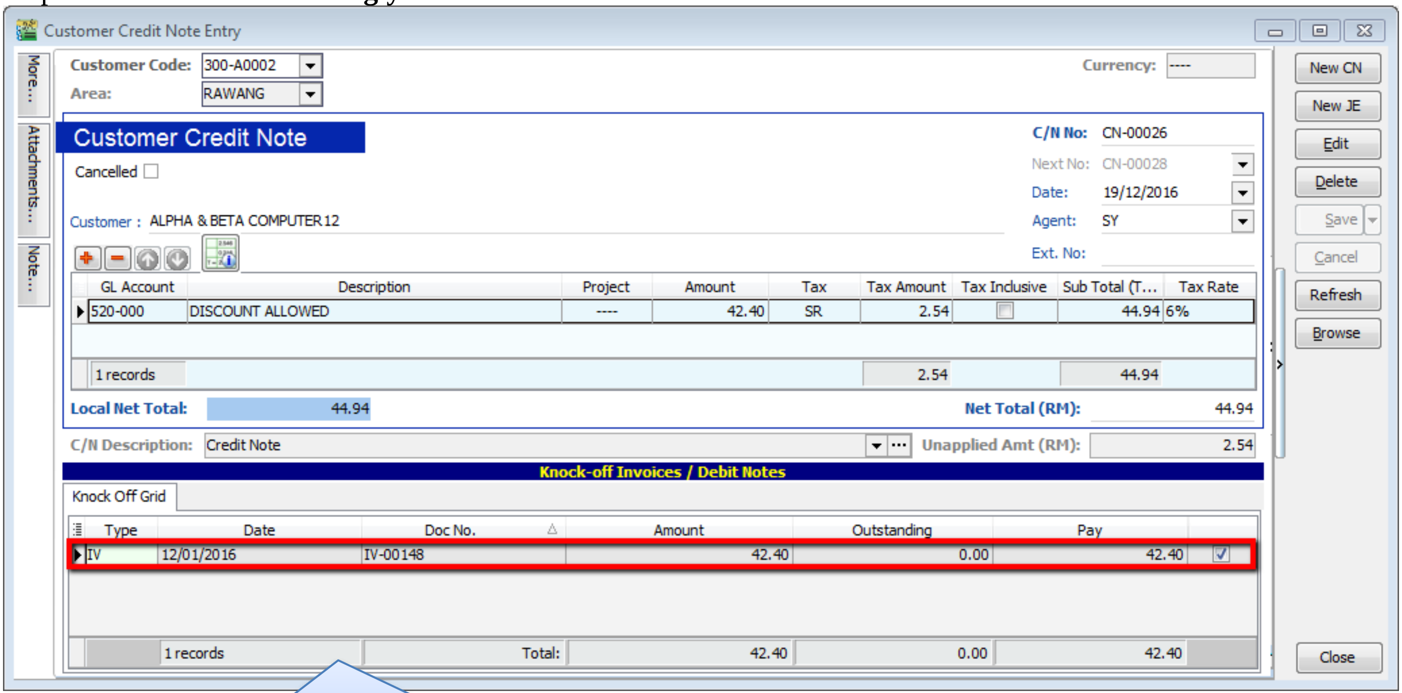


If it does not involve with returned stock, e.g. discount given with

Step 1: **Customer | Customer Credit Note | New CN**

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

Step 3: **Knocked off accordingly.**



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

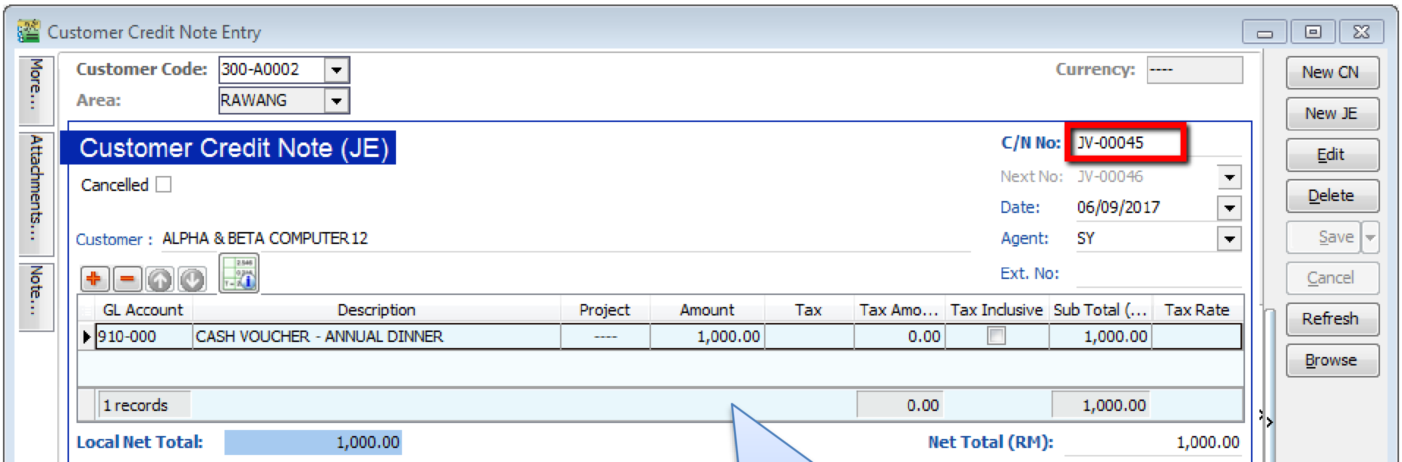
5.4.1 New JE

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.**



Step 3: **Knocked off accordingly.**

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

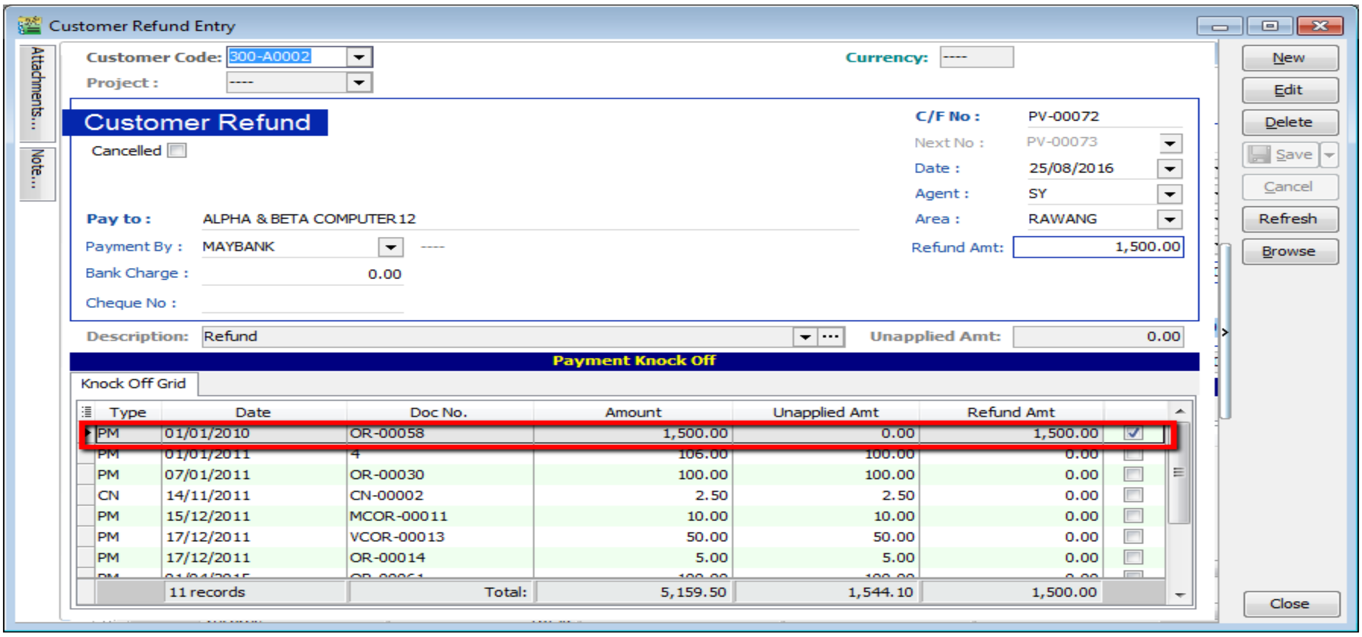
5.5 Customer Refund

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.**

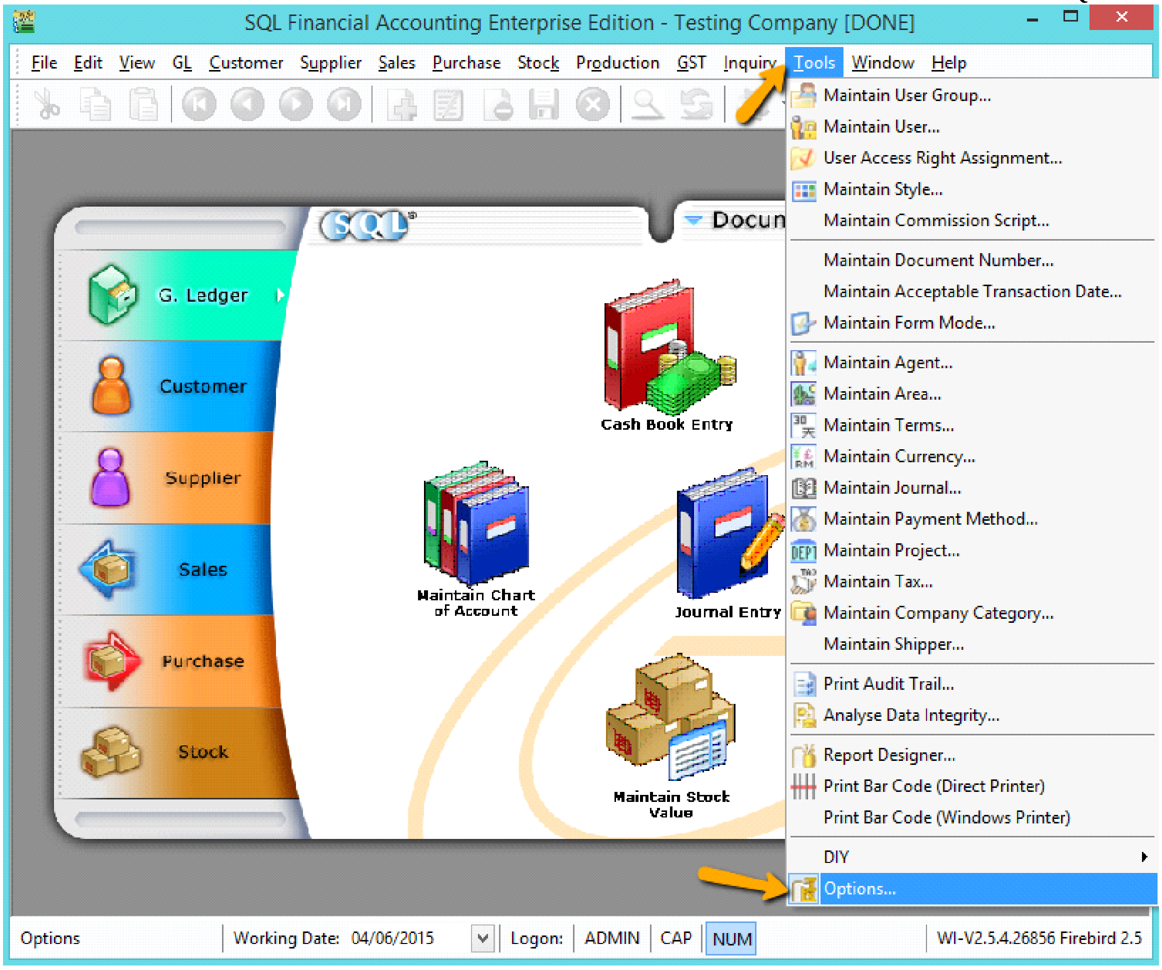


5.6 Customer Contra

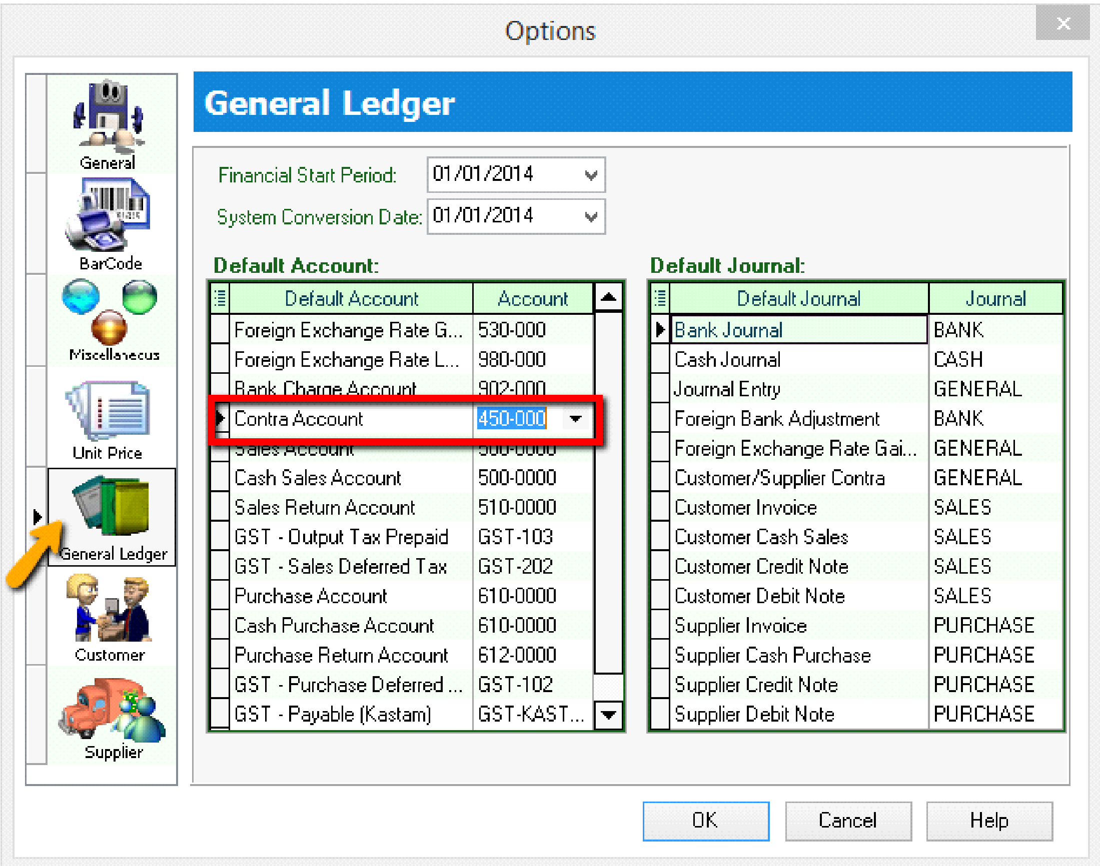
If you have a customer who is also a supplier, you may want to offset the outstanding customer and supplier invoices. This is known as a contra entry. You can offset the two invoices by using Customer Contra and Supplier Contra. This means that when you record the invoices as being paid, it will not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

<u>**Scenario:**</u>
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.**



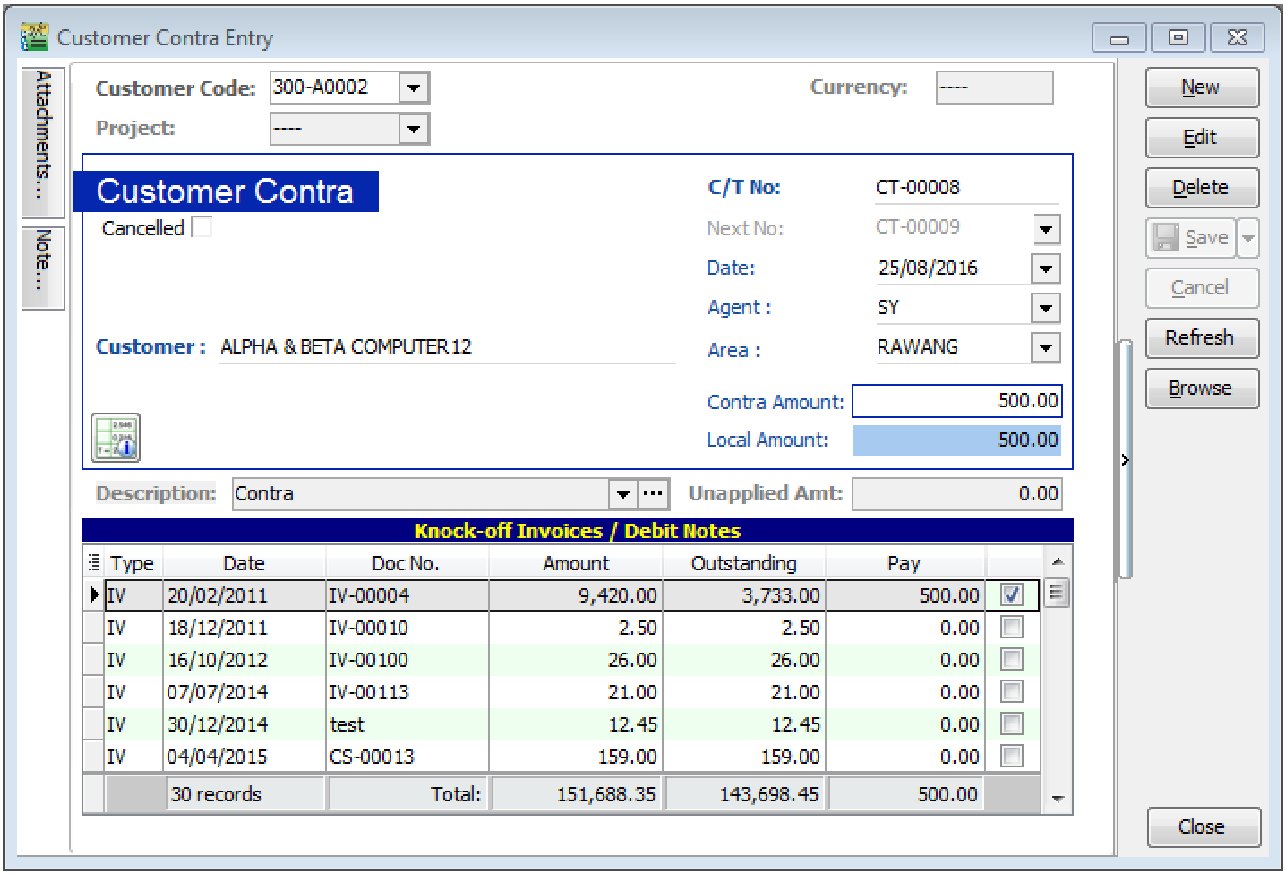
Step 2: **General Ledger | Make sure you have assigned a contra account.**



Step 3: **Customer | Customer Contra** | Click **New.**

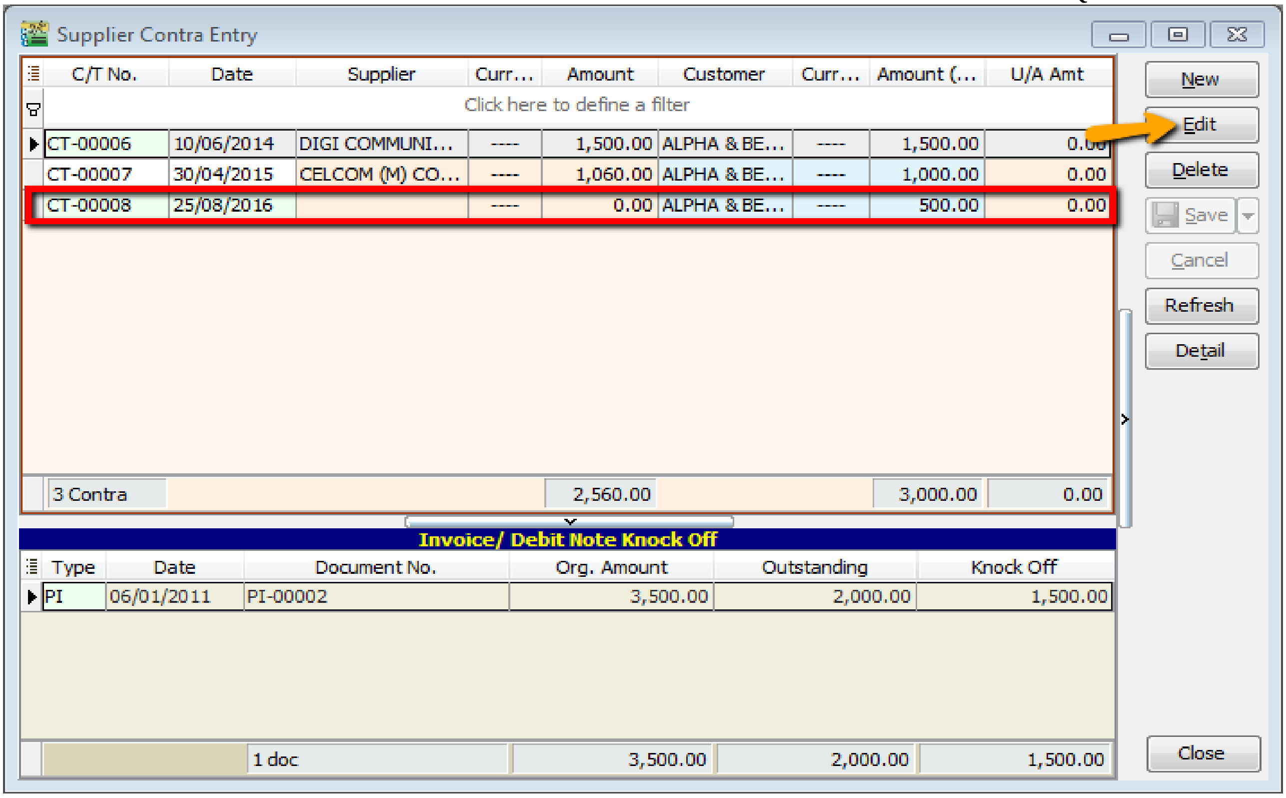
Step 4: Select **Customer Code and key-in the contra amount.**

Step 5: **Knock off the corresponding invoice and Save**.



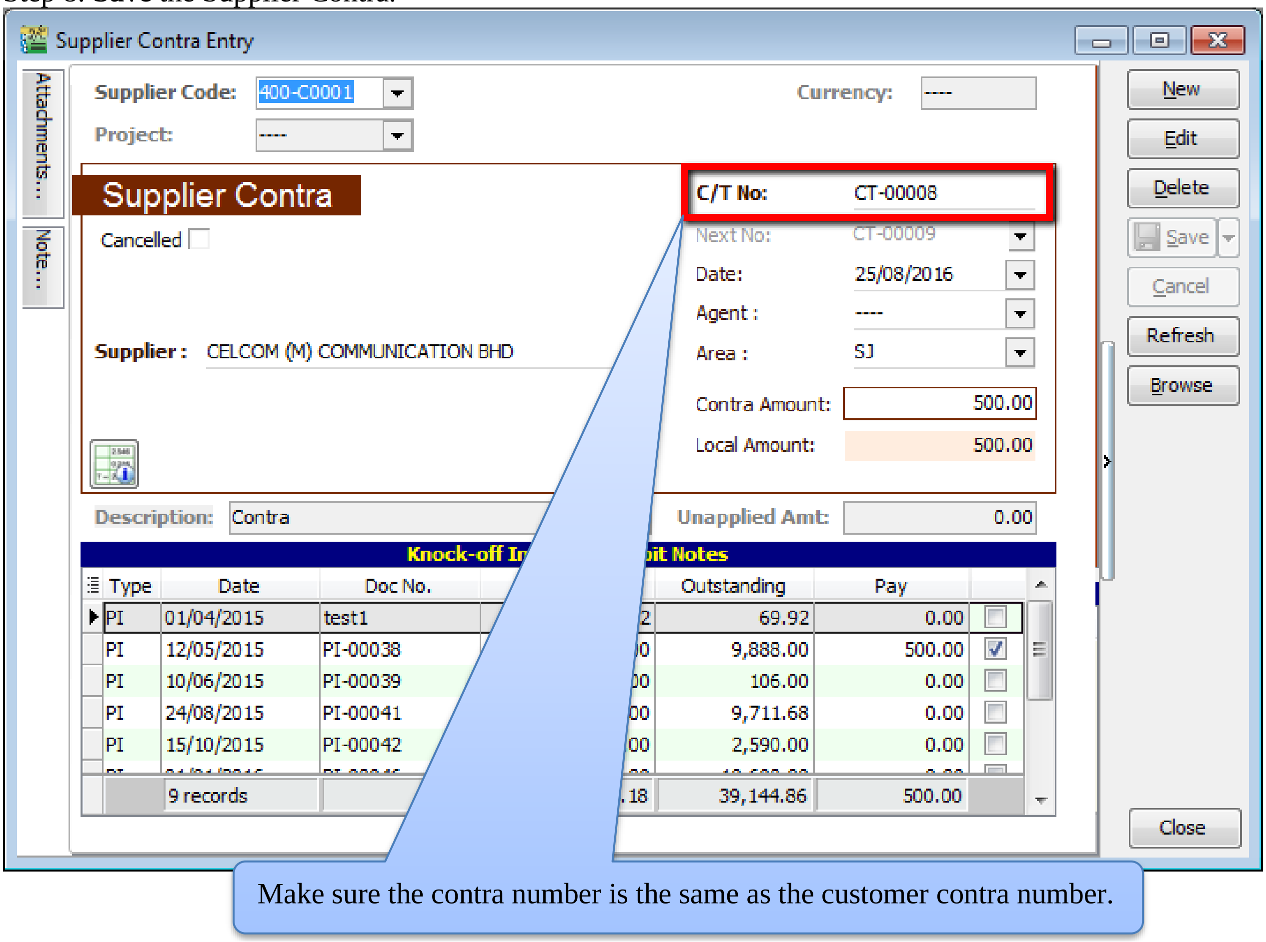
Step 6: Go to **Supplier | Supplier Contra.**

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



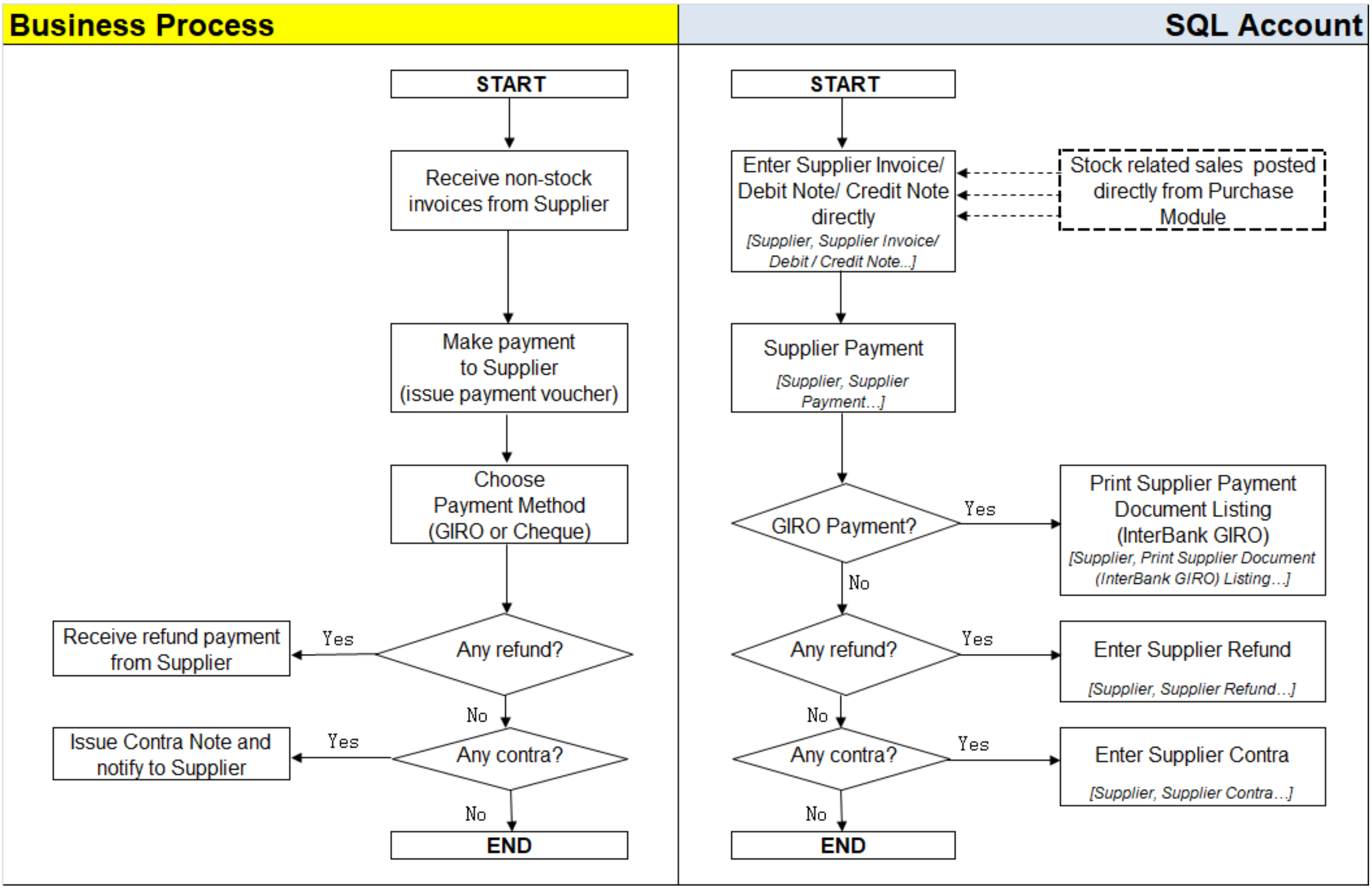
Step 7: **After Editing** you need to **update the supplier contra info accordingly and knock off the outstanding invoices** of supplier.

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



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

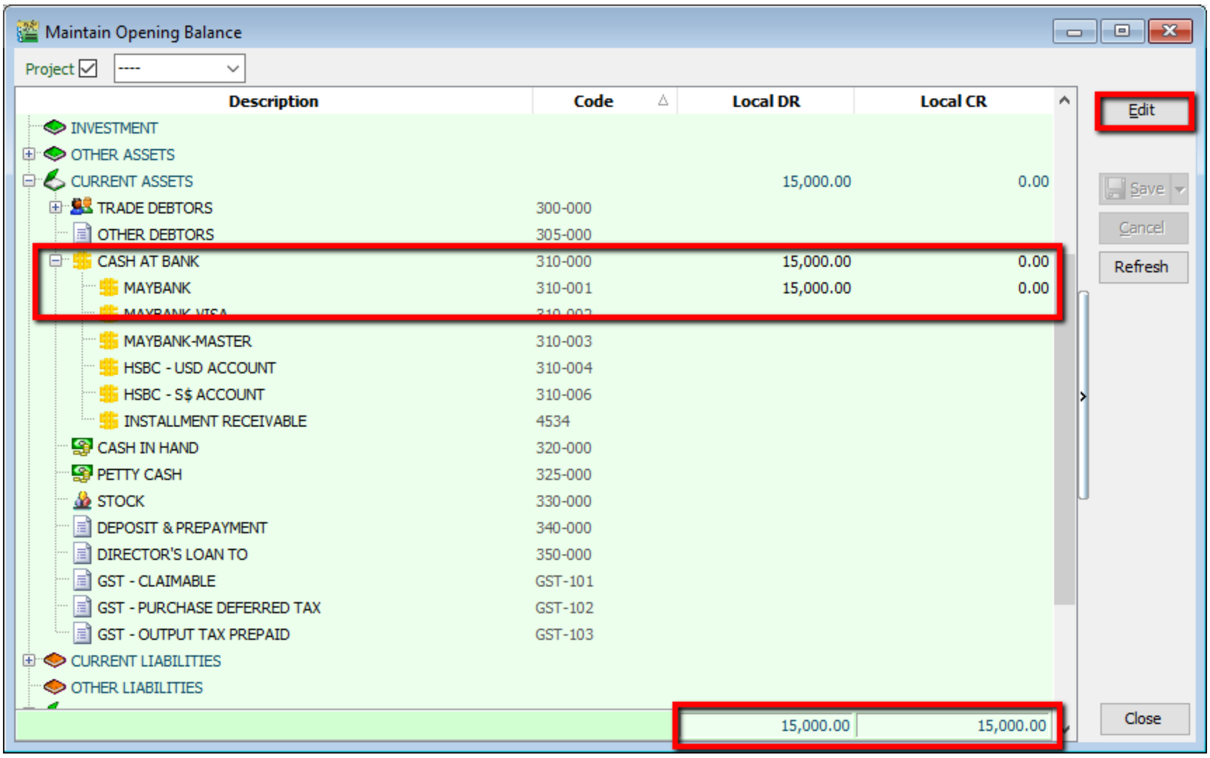
6.1.1 General Ledger

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**



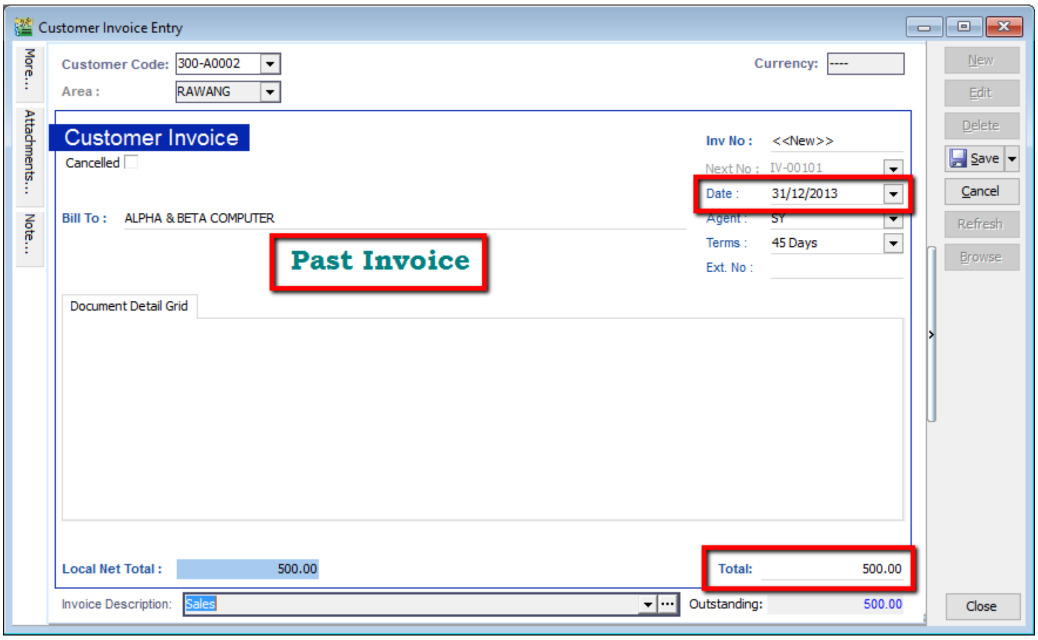
6.1.2 Customer and Supplier

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.**

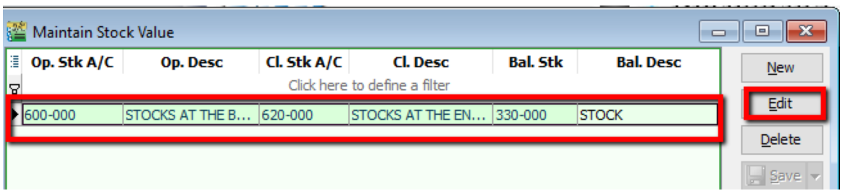


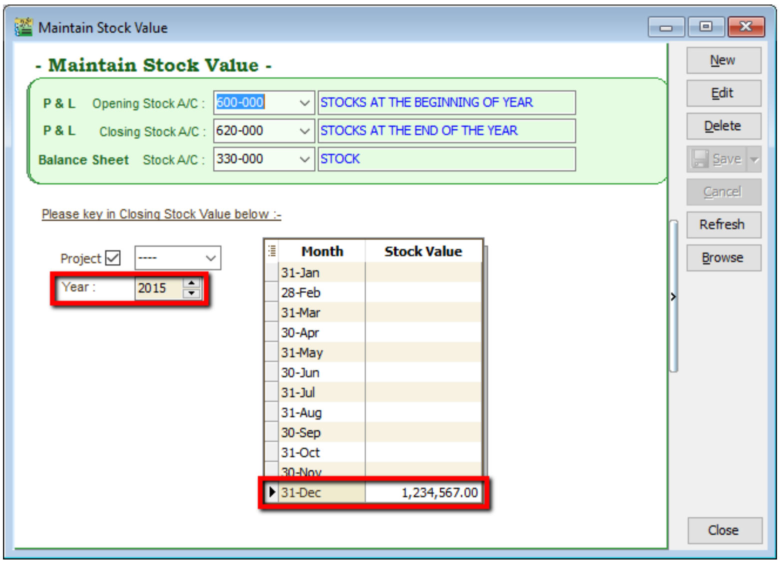
6.1.3 Stock Value

Step 1: **GL | Maintain Stock Value| Edit**

Step 2: Set the year

Step 3: **Insert the Opening Balance**



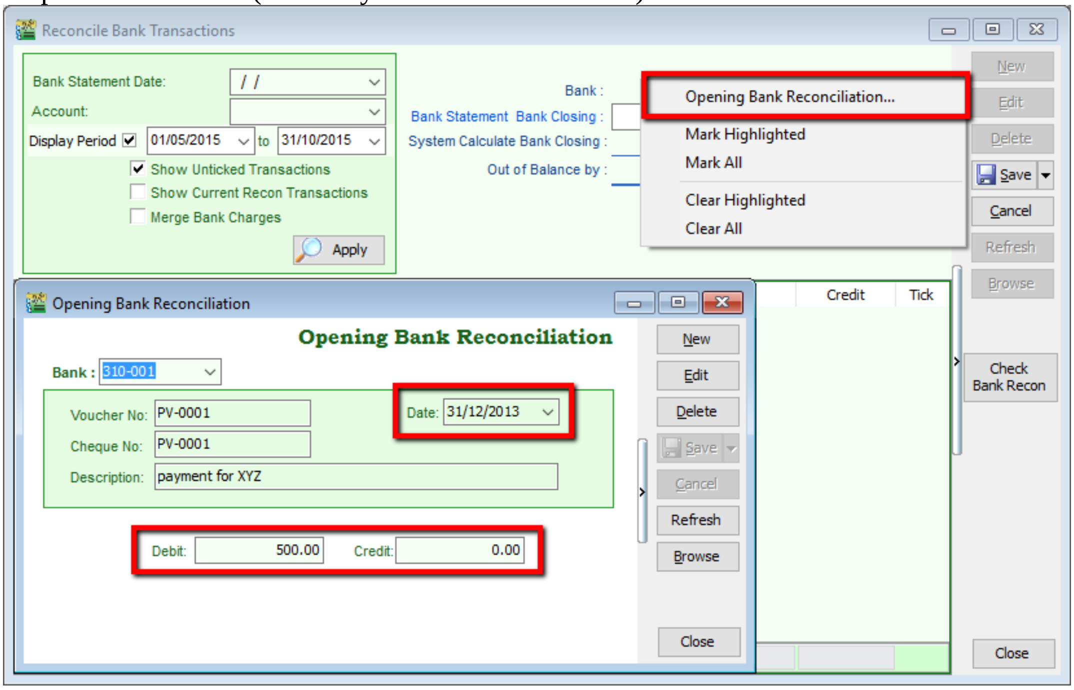


6.1.4 Bank Reconciliation

Step 1: **GL | Bank Reconciliation | New**

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

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



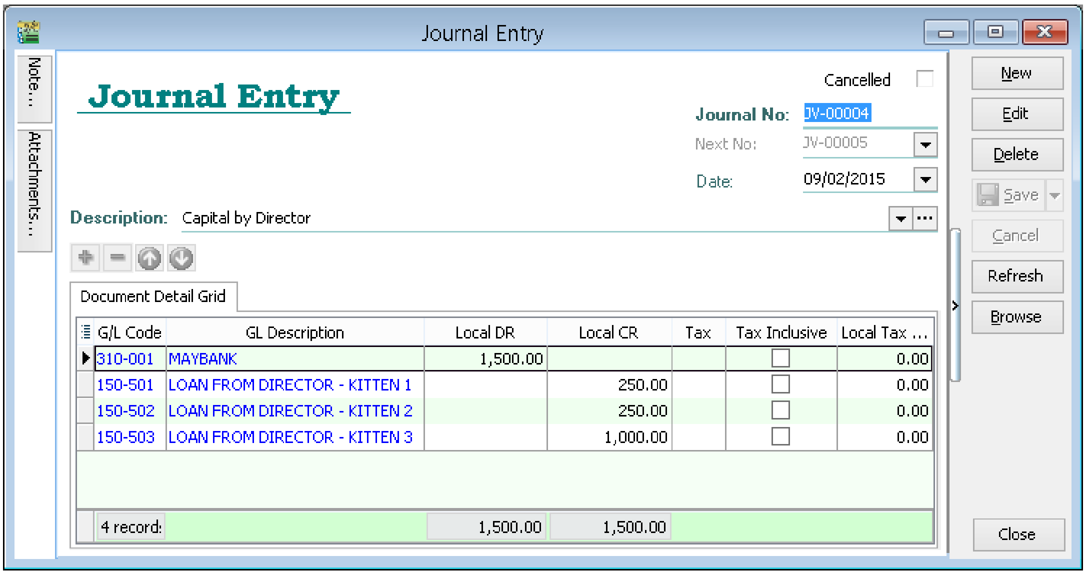
6.2 Journal Entry

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

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)

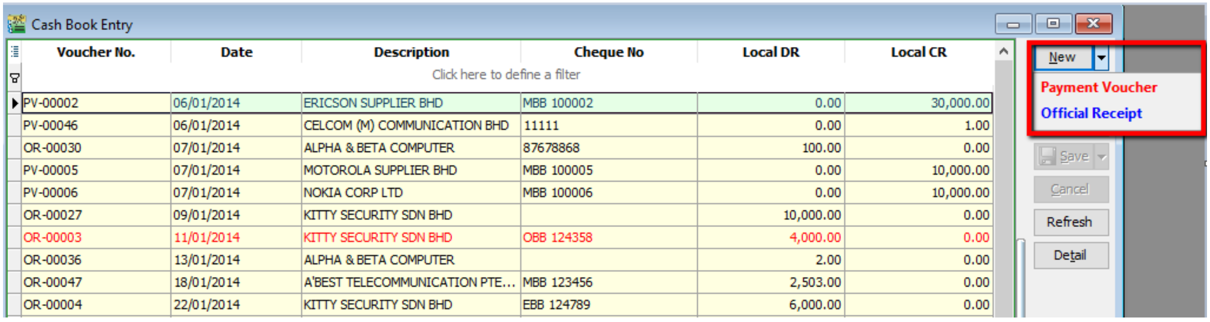


6.3 Cash Book Entry

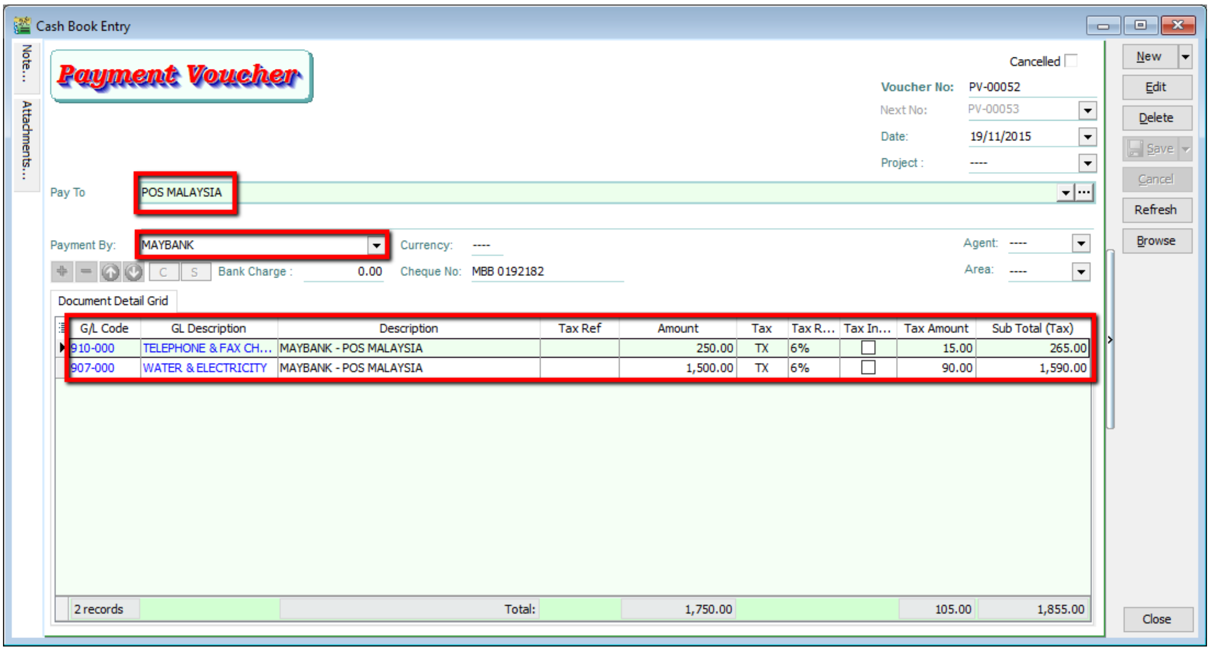
http://www.sql.com.my/video/sqlacc_tutorial/03-02_Cash_Book.mp4

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)



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

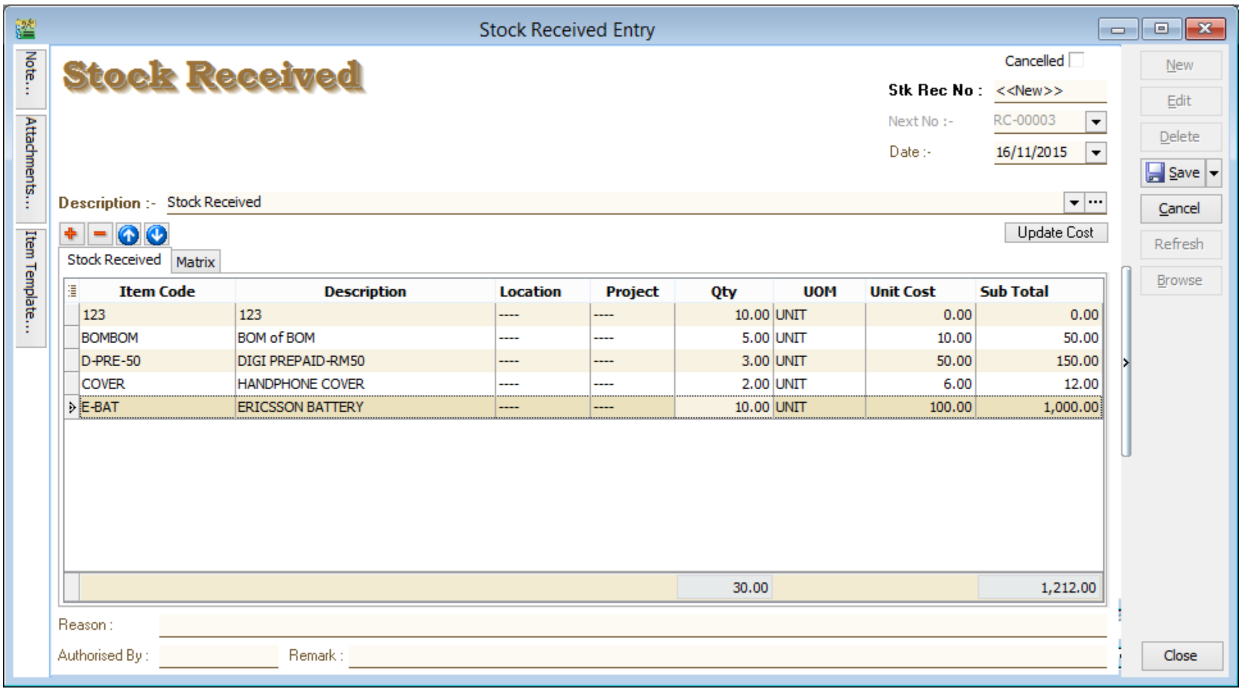


7 Inventory

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.

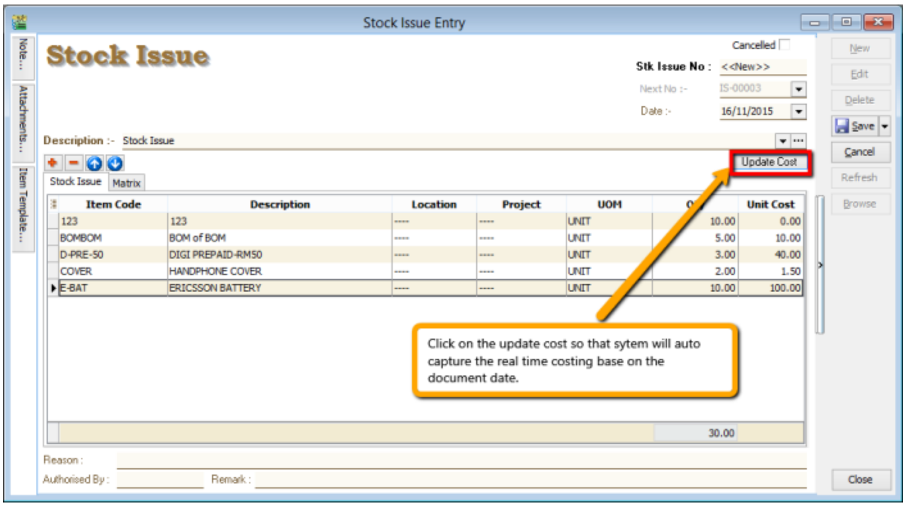
Step 1: **Stock | Stock Received | New.**



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.**

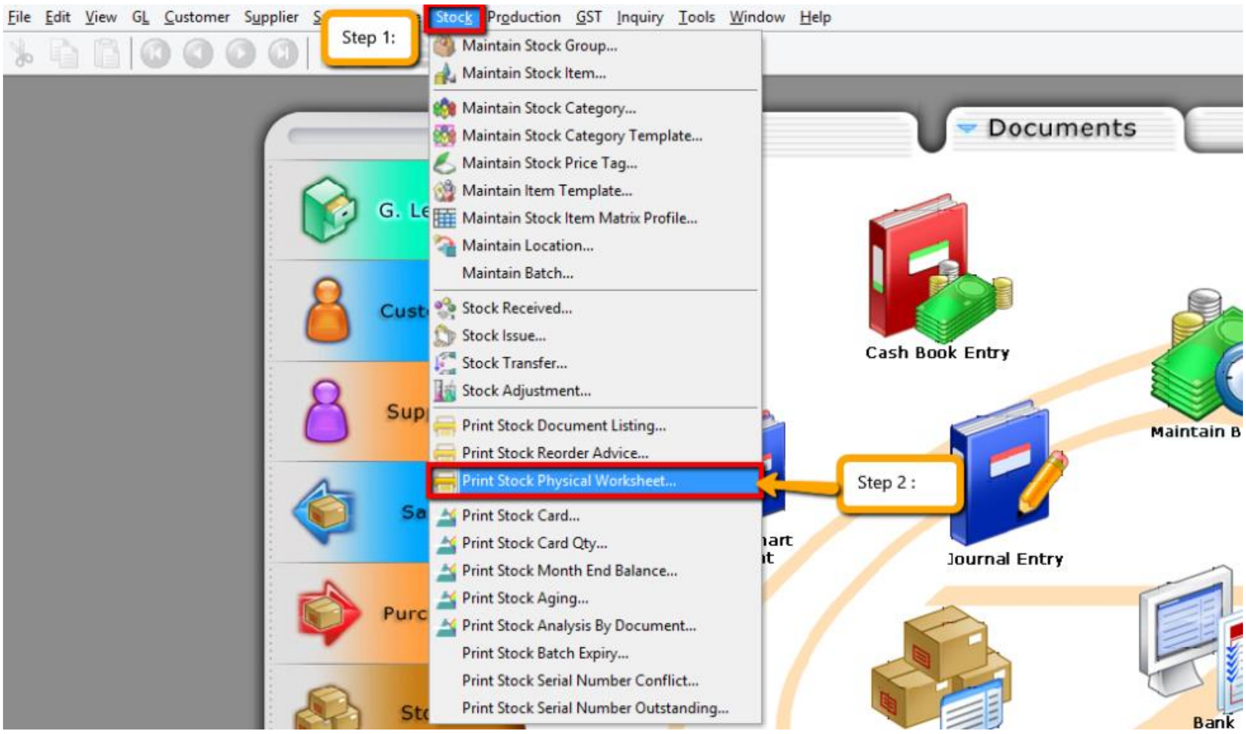


7.3 Stock Adjustment / Stock Take:

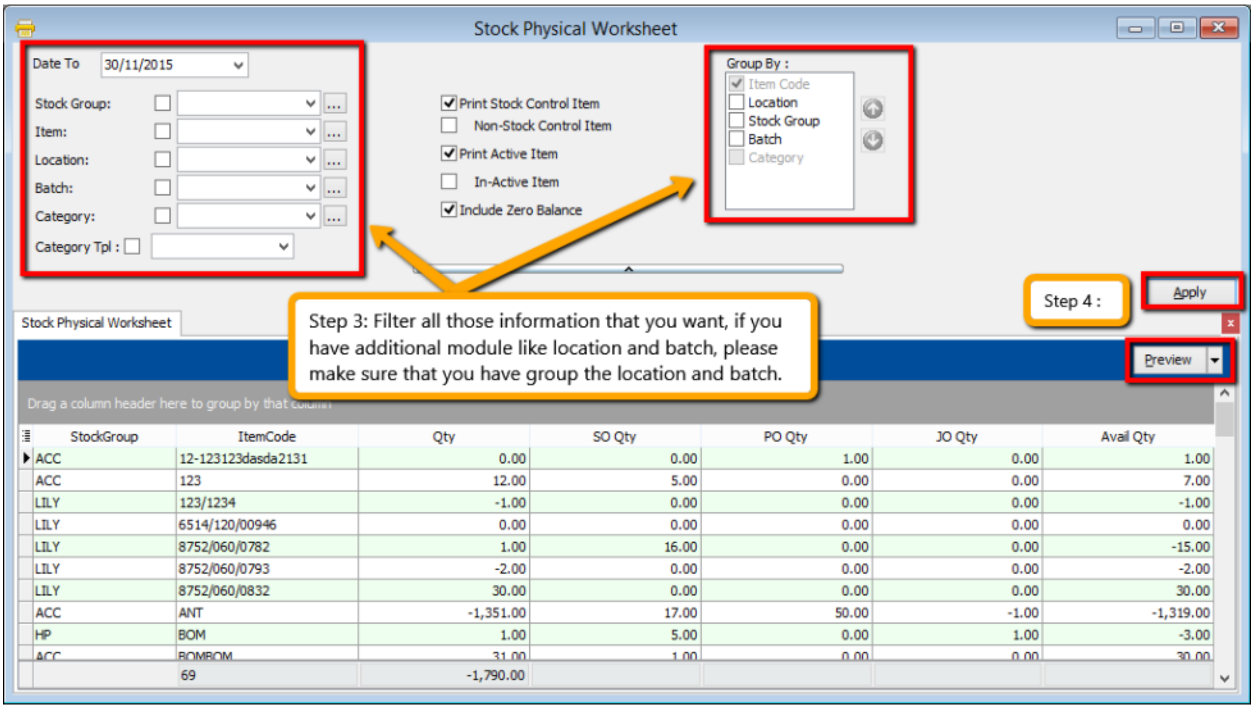
Allows user to key-in quantity in and quantity out from the system, just like a combination of stock received and stock issue. Normally used for stock take purposes. **(Stock | Stock Adjustment | New)**

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

<u>How SQL System can help during Stock Take?</u>

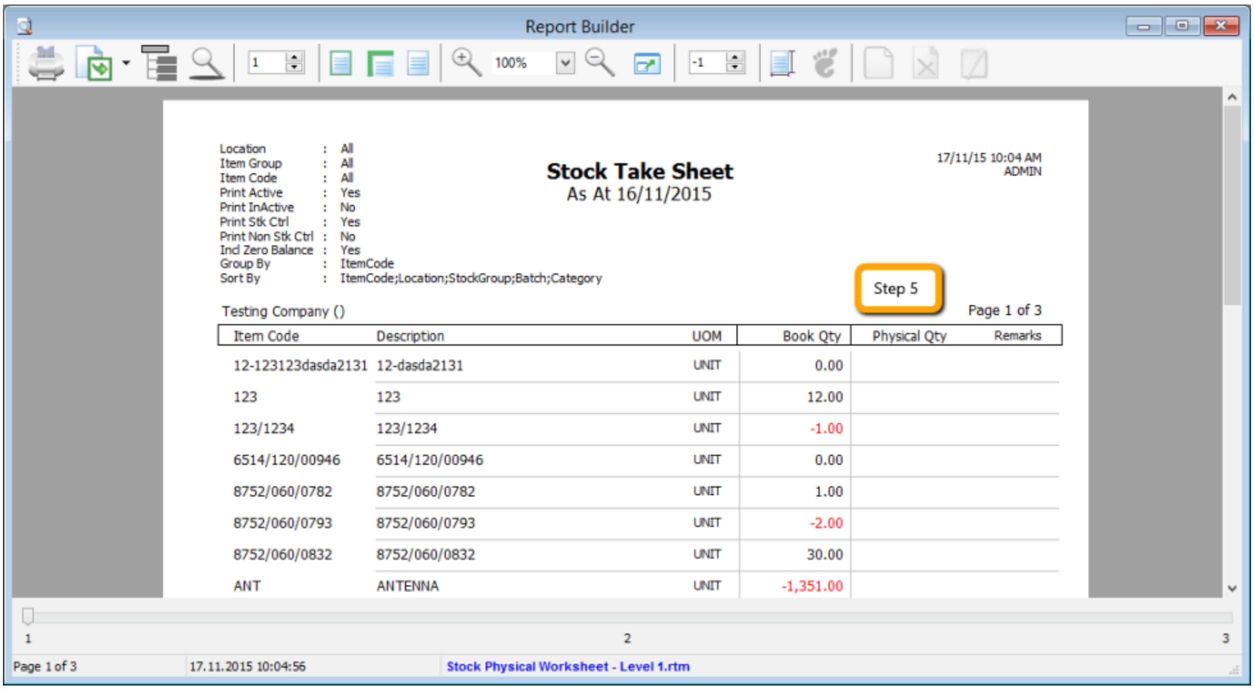


Step 1 & 2: Click on **Stock** then choose **Print Stock Physical Worksheet.**

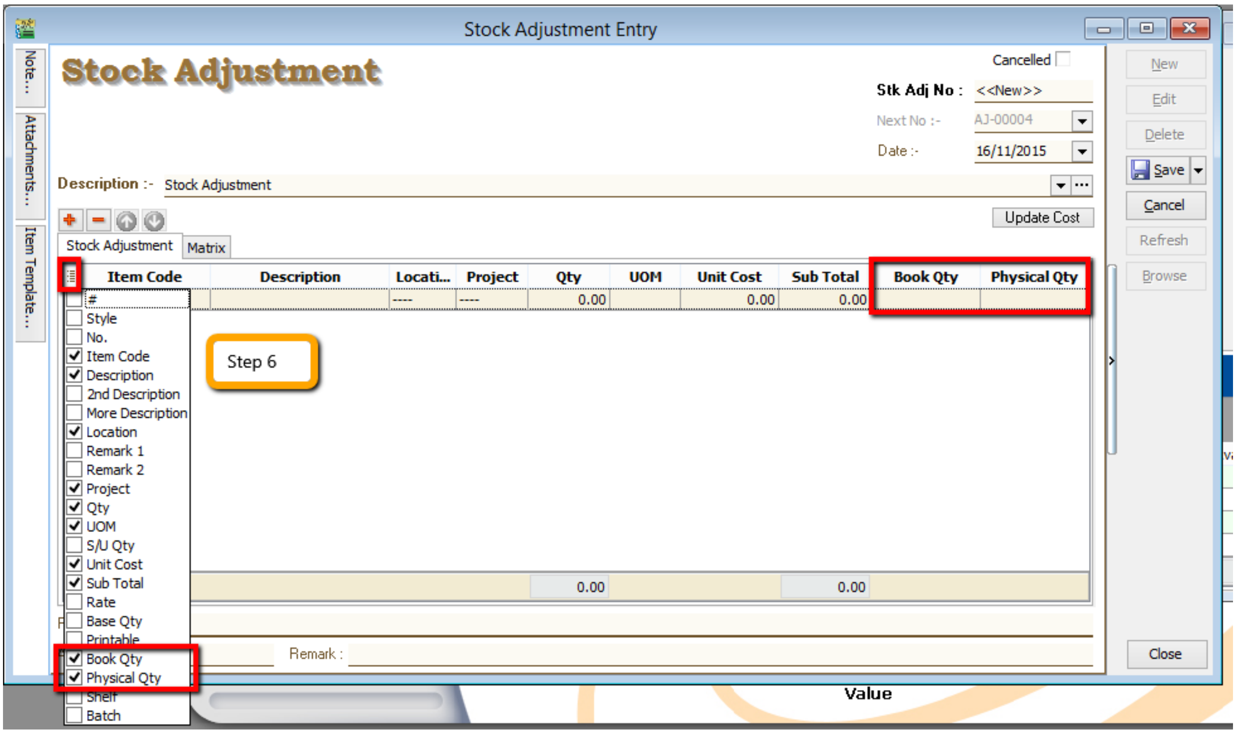


Step 3: **Filter** by date, stock group or others **information** that you want to do for the stock take, please **make sure that you choose the correct location and batch if you have these two modules.**

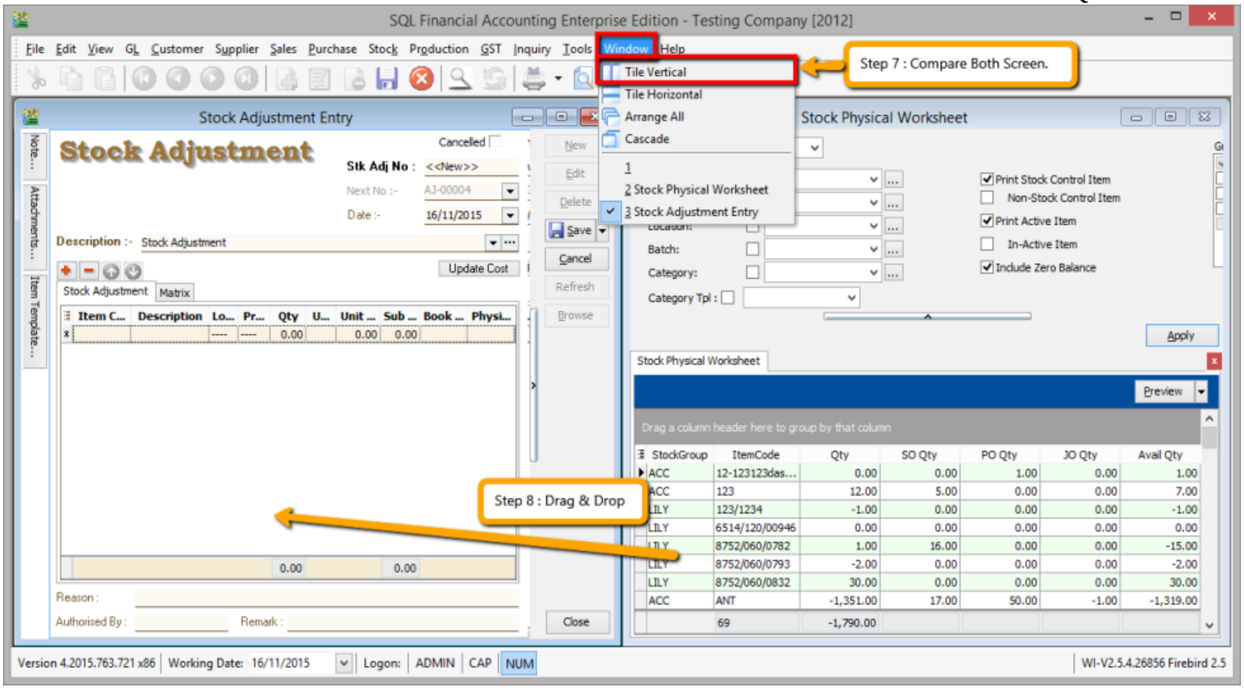
Step 4: Click on **Apply and Preview.**



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.**

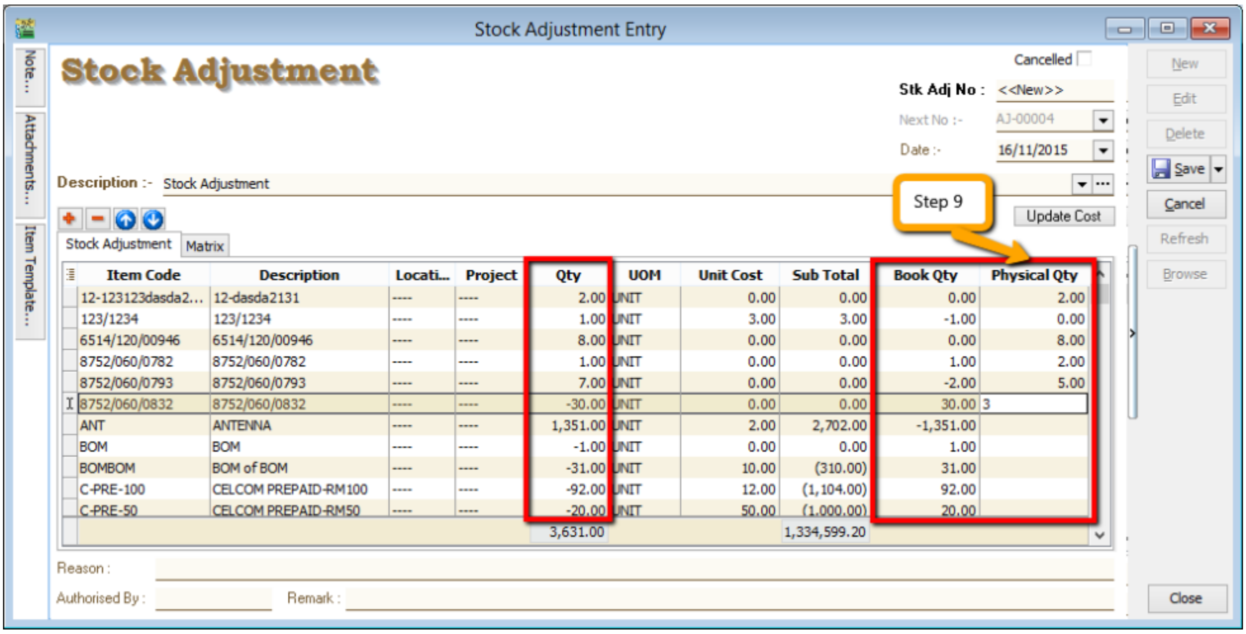


Step 6: After complete updating the stock take report, click on **Stock | Stock Adjustment | and drag out Book Qty and Physical Qty.**



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**

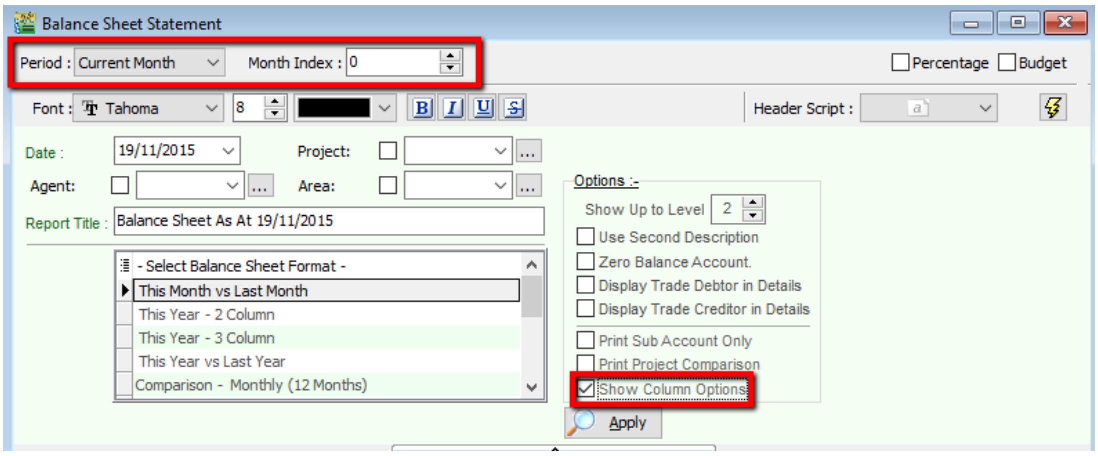
Step 1: Select your date

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

Step 5:
a. **Print Sub Account Only** – Select a certain account to view
b. **Print Project Comparison** – you are allowed to view your report by project (project module requested)
c. **Show Column Options** – you can preset setting as attached

Step 6: **Apply**



8.1.2 Profit & Loss Statement

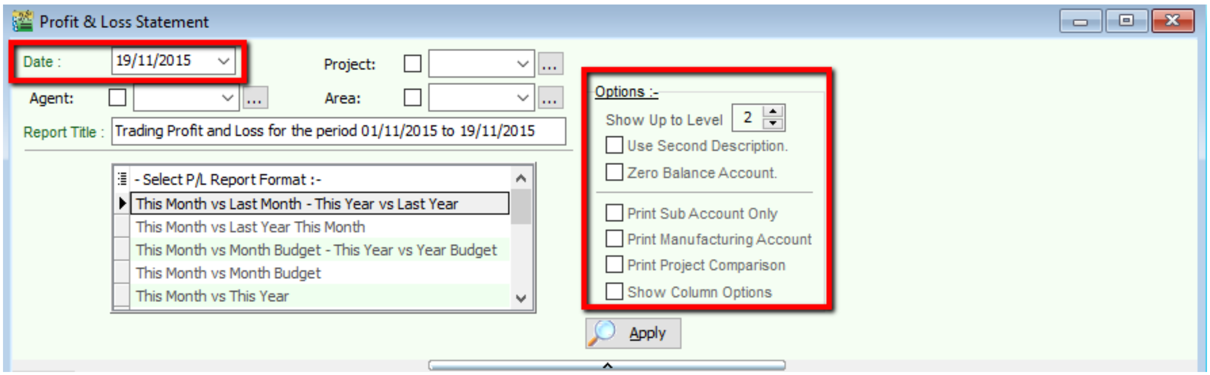
Go to **GL | Print Profit and Loss Statement**

Step 1: Select your date

Step 2: Choose your preferred format

Step 3:
a. **Use second description** – use second description which is maintained under GL | Maintain Chart of Account
b. **Zero Balance Account** – choose to show accounts in the report even if their amount is 0
Step 4:
a. **Print Sub Account Only** – Select a certain account to view
b. **Print Manufacturing Account** – you are only allowed to view manufacturing account if you have set it up under Maintain Chart of Account
c. **Print Project Comparison** – you are allowed to view your report by project (project module requested)

d. **Show Column Options** – refer Balance Sheet
Step 5: **Apply**



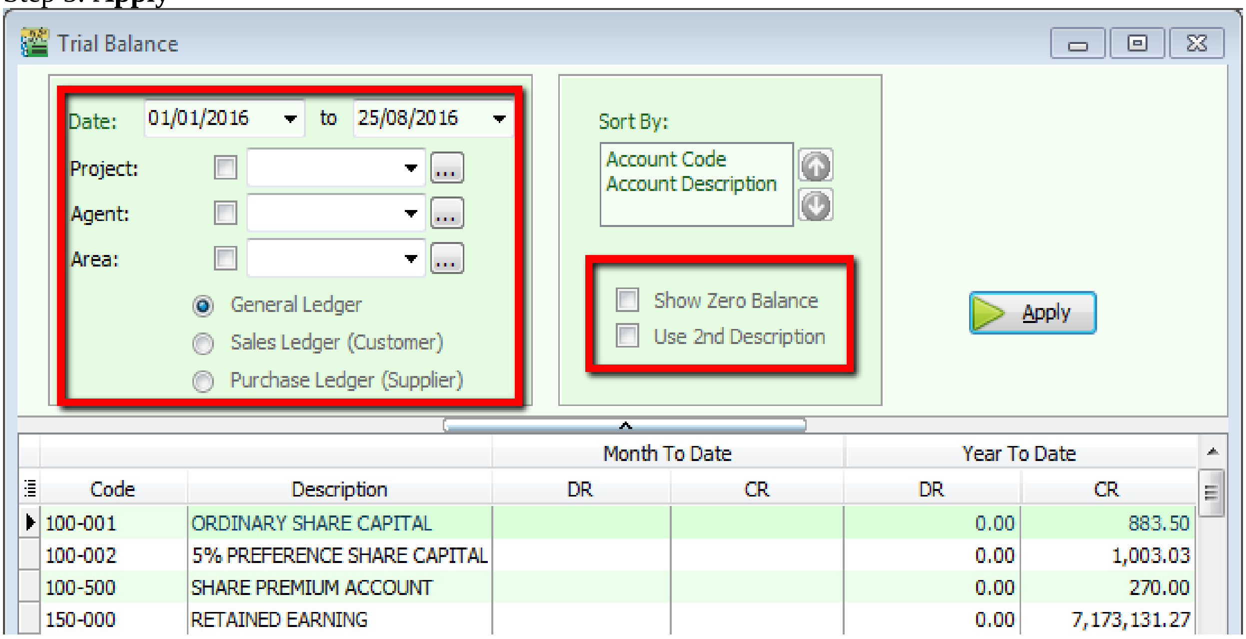
8.1.3 Trial Balance

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**



8.1.4 Ledger Report

Go to **GL | Print Ledger Report**

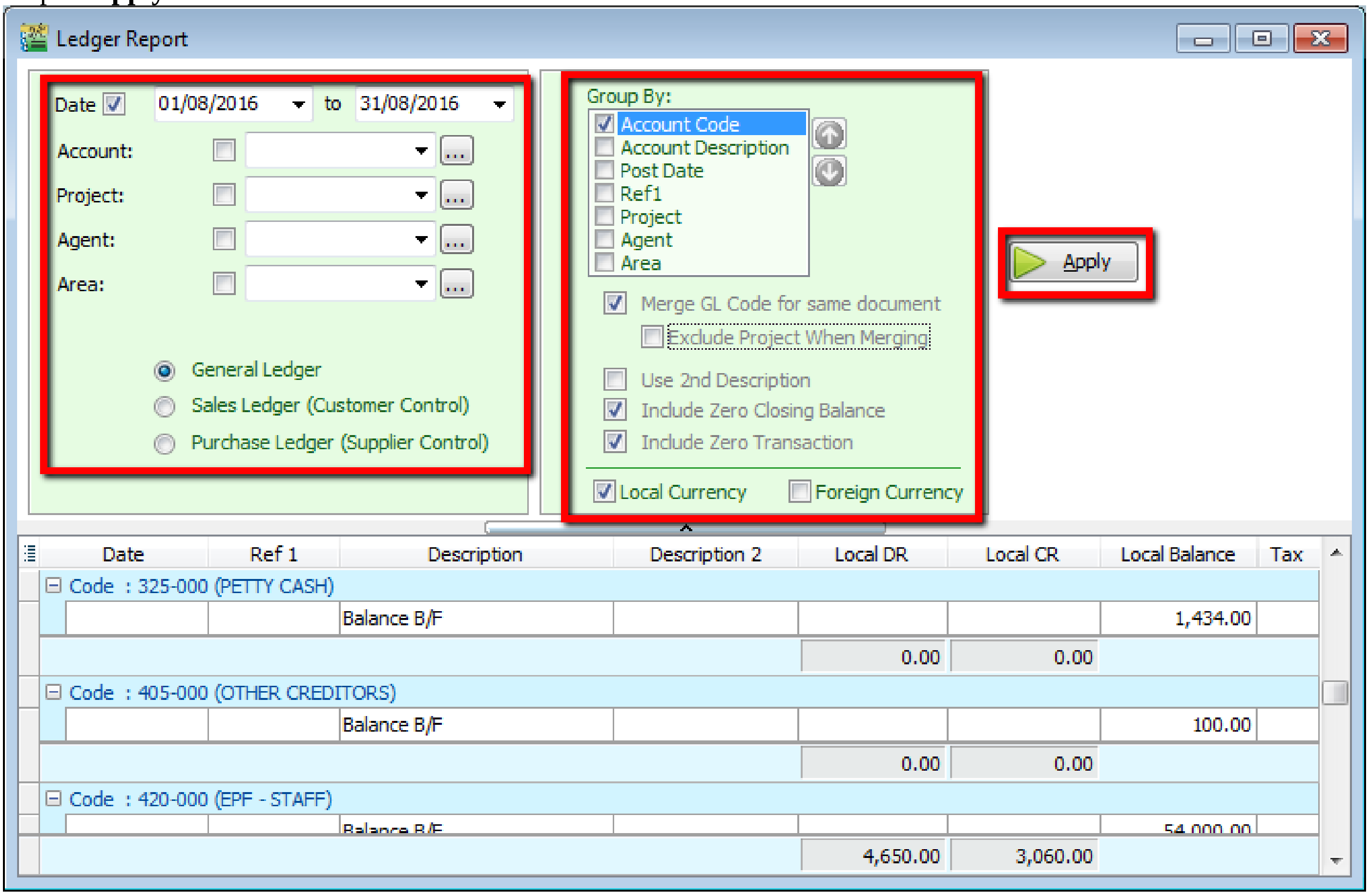
Step 1: Select your date

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:
a. **Merge GL Code for same document** – if you have the same account in one single transaction, the system will automatically merge, if you want to separate the account code for the same document, please un-tick.
b. Exclude Project when merging – exclude project when merge GL Account.
c. **Use second description** – use second description which is maintained under GL | Maintain Chart of Account
d. **Include Zero Closing Balance** – choose to show accounts in the report even if their amount is 0
e. **Include Zero Transaction** – choose to show accounts in the report even if there are 0 transactions.
f. **Local Currency & Foreign Currency** – If you have foreign currency transactions, you can tick the foreign currency so that the system will show the figures in foreign currency compare versus local currency.

Step 6: **Apply.**



8.2 Customer Report

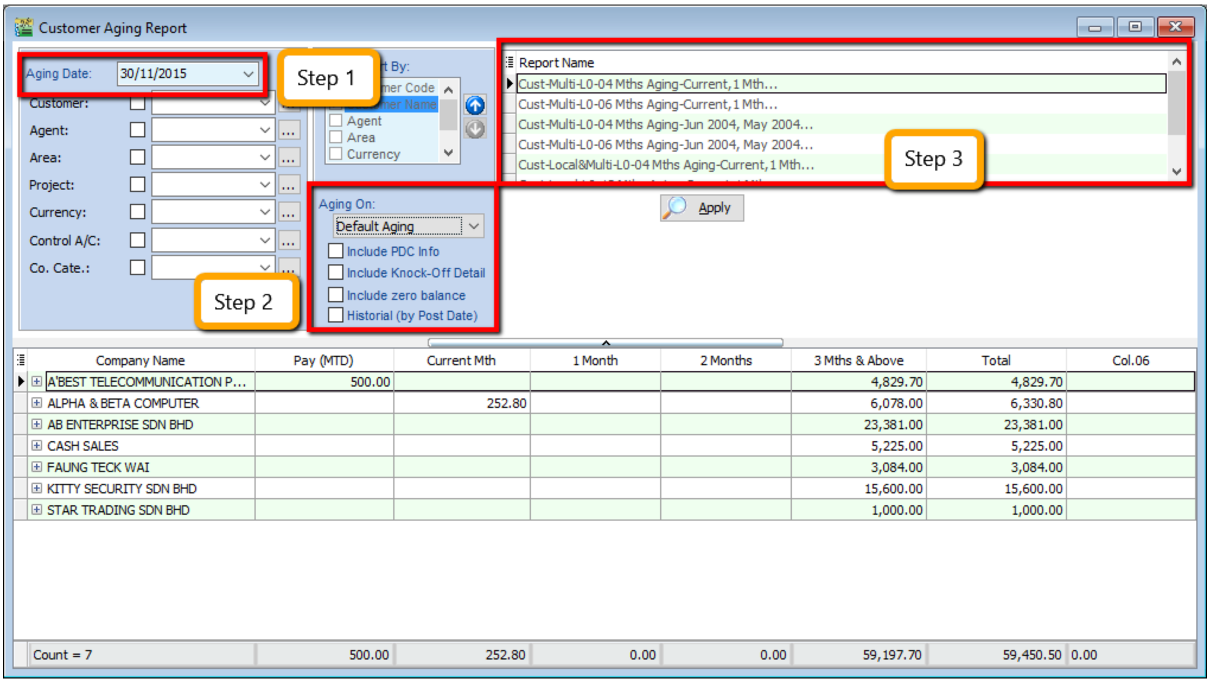
8.2.1 Customer Aging

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**



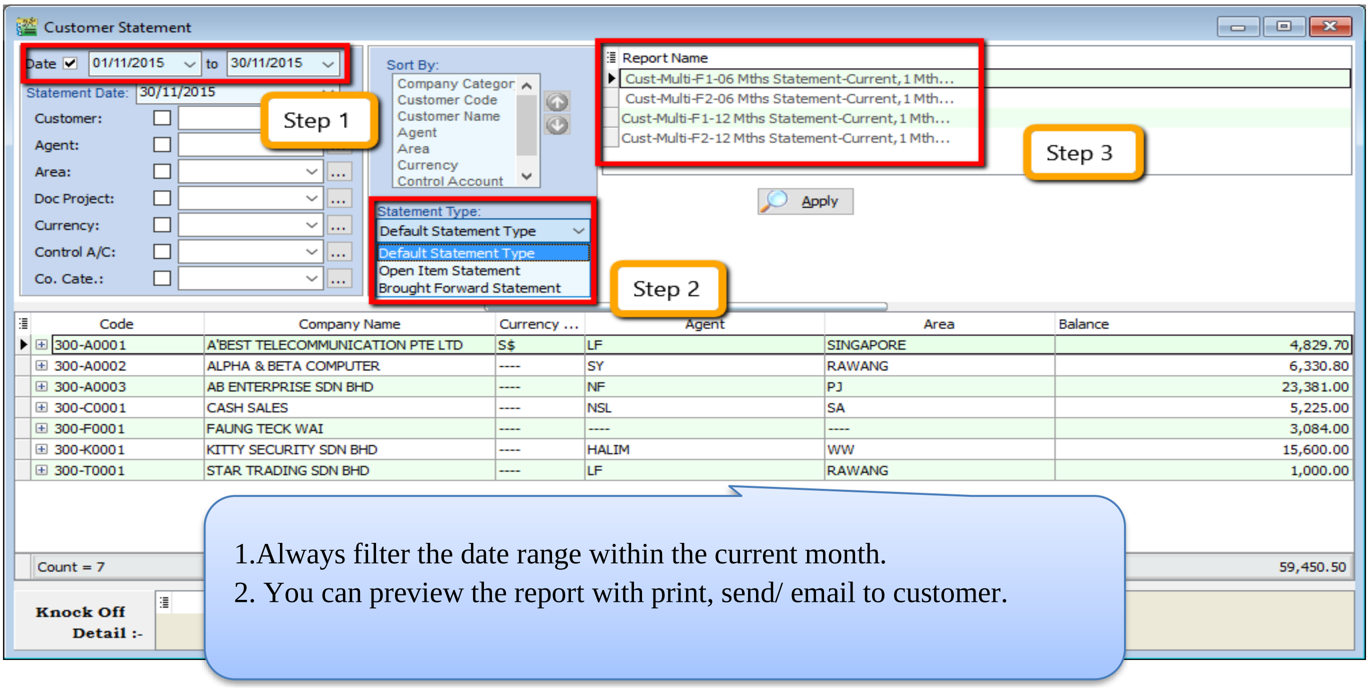
8.2.2 Customer Statement

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**



8.2.3 Customer Due Document Listing

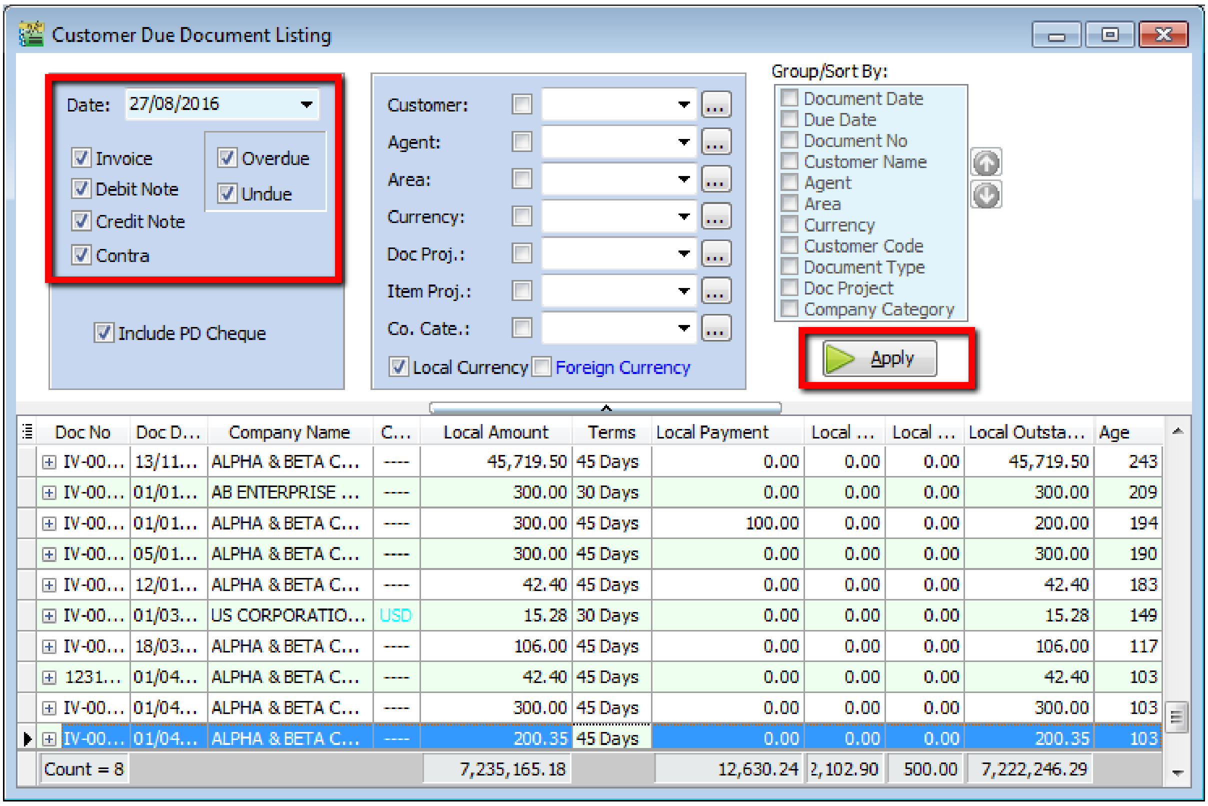
In this report, you can print a reminder letter to remind customers of outstanding amounts.

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

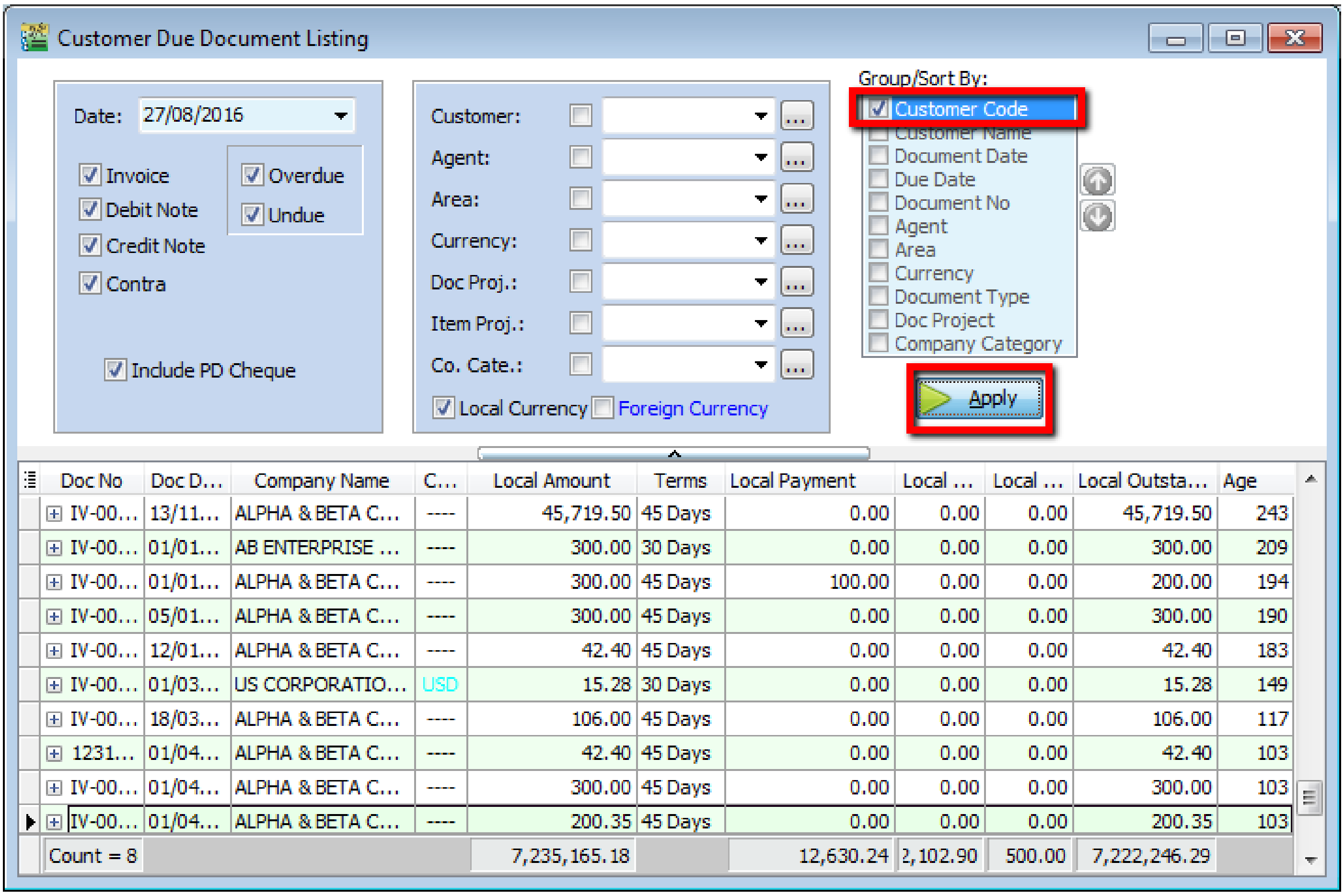
Step 2: Overdue or Undue document.

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

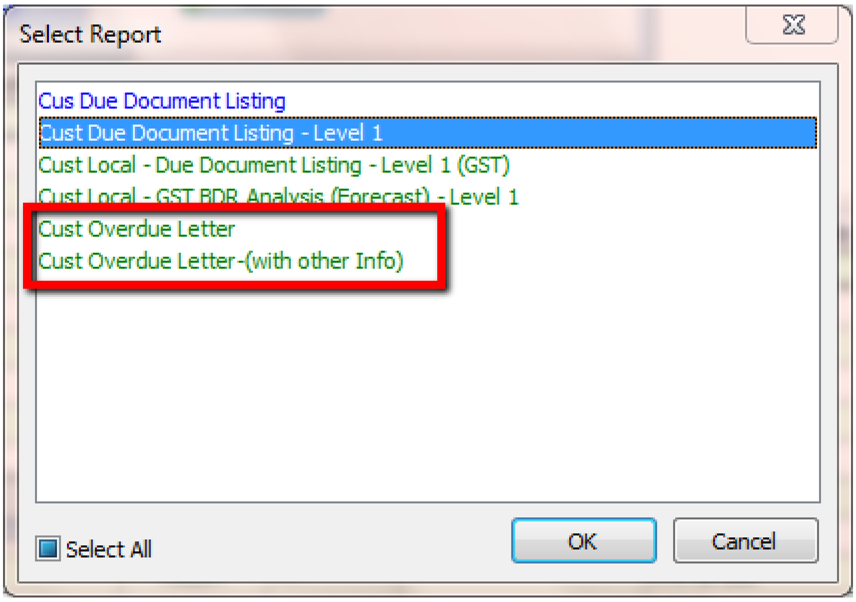
Step 4: **Apply.**



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



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



Testing Company o

Date: 27/08/2016
Page: 1 of 1

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

RE : OVERDUED ACCOUNT

Our record shows that an amount of RM 10.60 is now overdued. A list of overdued 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.
- - - - - - - - - - - - - - - -

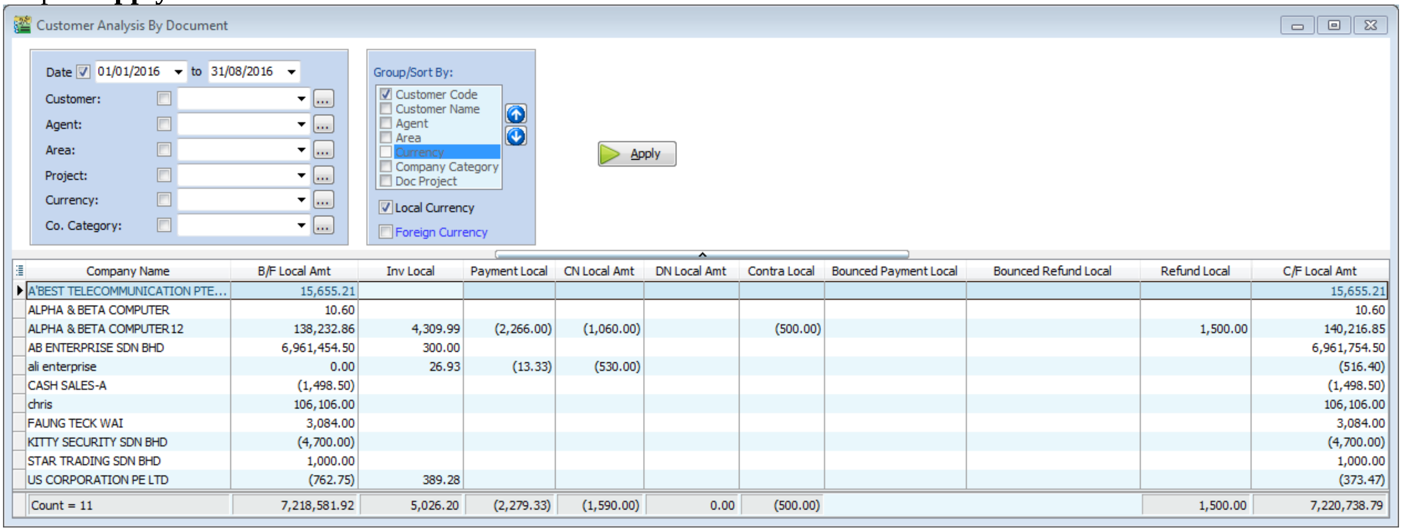
8.2.4 Customer Analysis By Document

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
A'BEST 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

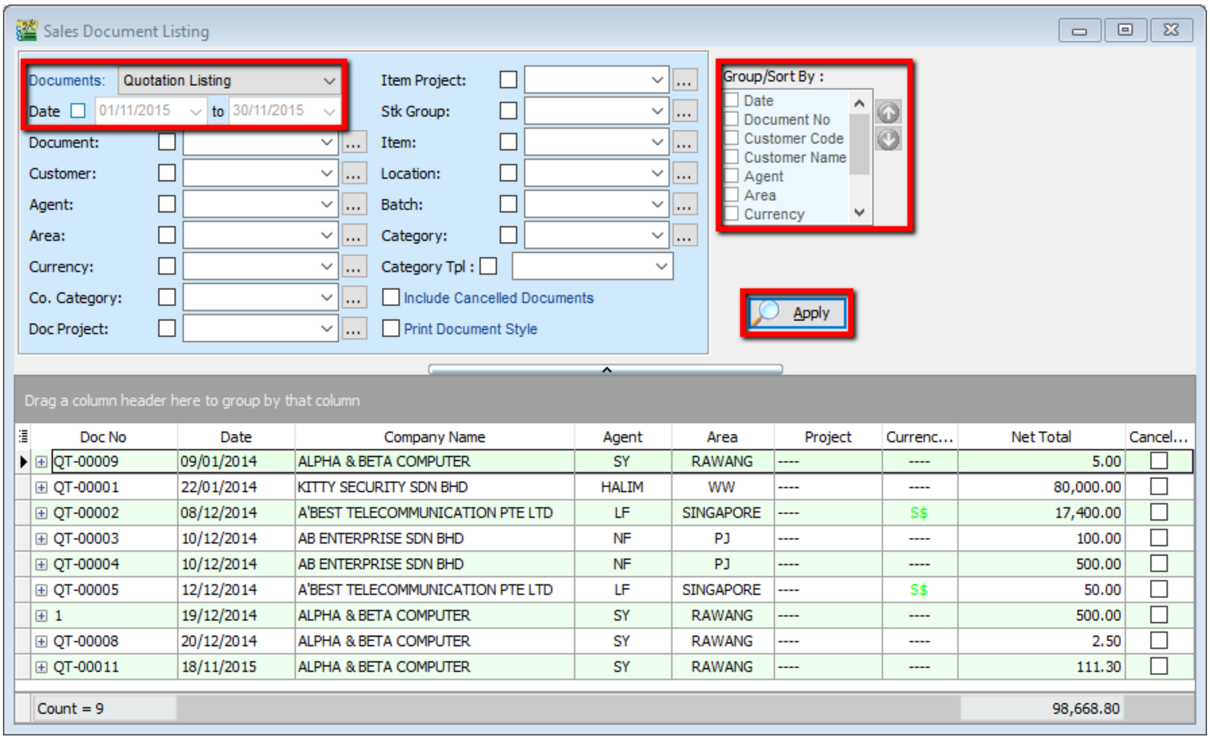
Step 1: You can filter which type of document you want: e.g, **Sales Quotation /Sales Order/ Deliver Order/ Invoice Listing**

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

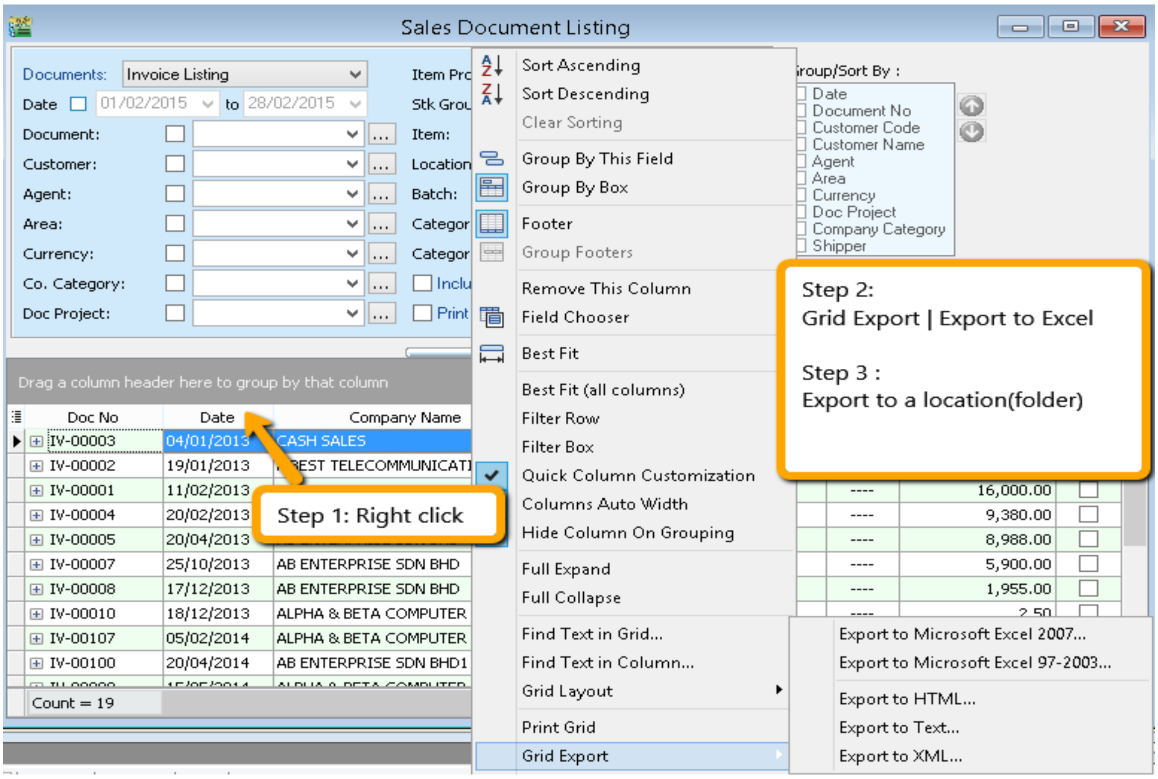


Doc No	Date	Company Name	Agent	Area	Project	Currenc...	Net Total	Cancel...
QT-00009	09/01/2014	ALPHA & BETA COMPUTER	SY	RAWANG	----	----	5.00	
QT-00001	22/01/2014	KITTY SECURITY SDN BHD	HALIM	WW	----	----	80,000.00	
QT-00002	08/12/2014	A'BEST TELECOMMUNICATION PTE LTD	LF	SINGAPORE	----	S$	17,400.00	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



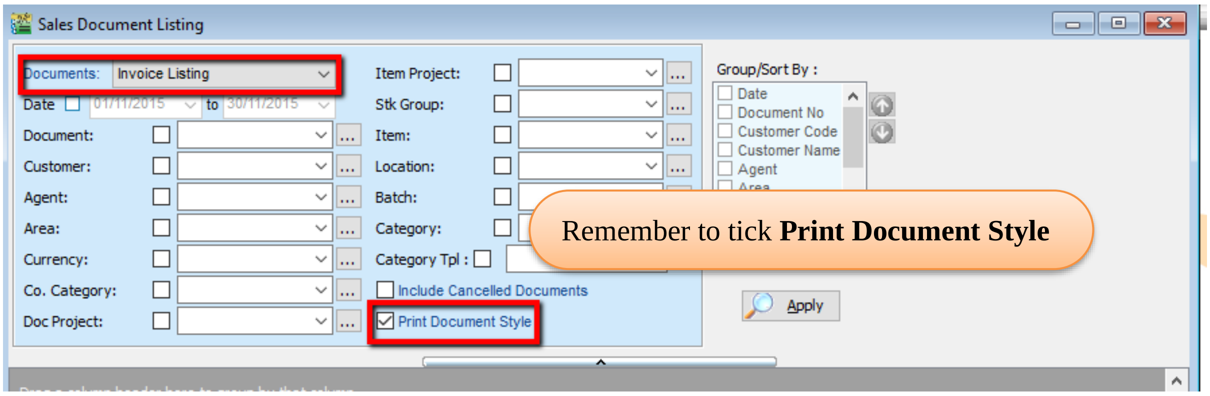
8.3.1.2 Batch Printing Invoices

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"**

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



8.3.2 Outstanding Sales Document Listing (Require Partial Delivery Module)

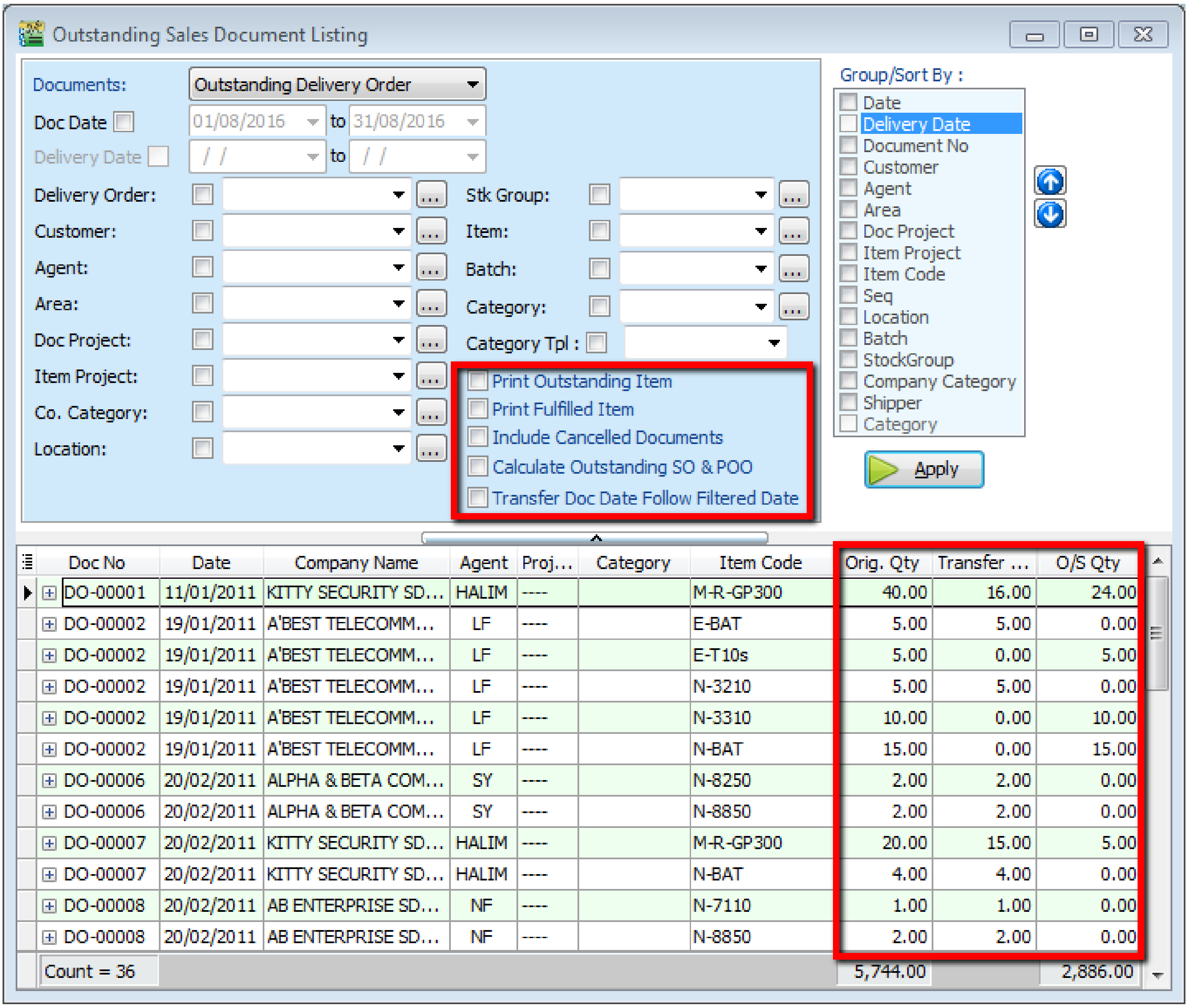
This report can help you check the transfer document's info, such as the amount of outstanding items for the particular document and; which invoices the DO have been transferred to.

Step 1: **Sales | Print Outstanding Sales Document Listing.**

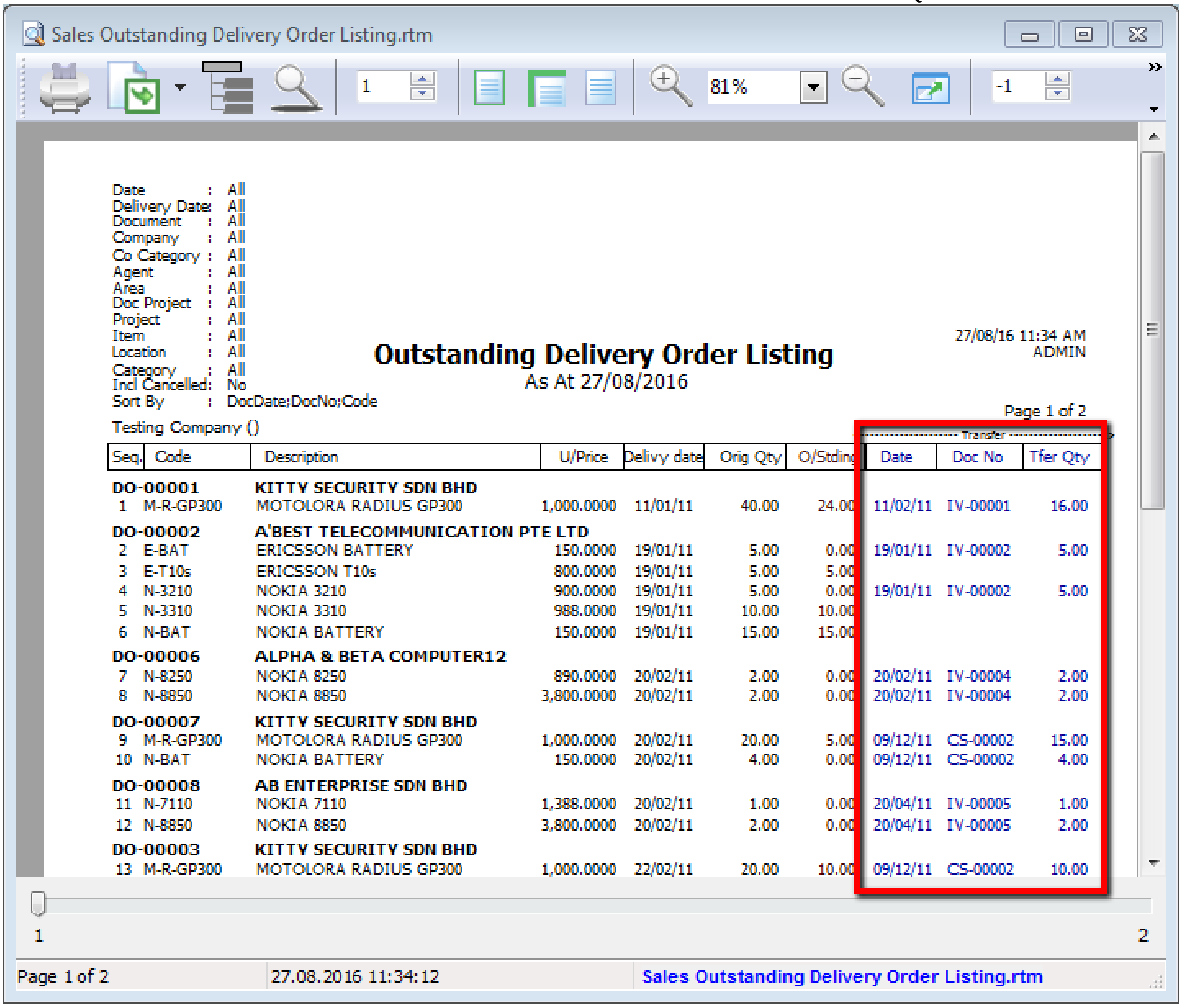
Step 2: Filter the information that you want and apply.

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.**



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



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	Delivy date	Orig Qty	O/Stding	Transfer Date	Transfer Doc No	Transfer Tfer Qty
DO-00001		KITTY SECURITY SDN BHD							
1	M-R-GP300	MOTOLORA RADIUS GP300	1,000.0000	11/01/11	40.00	24.00	11/02/11	IV-00001	16.00
DO-00002		A'BEST TELECOMMUNICATION PTE LTD							
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			
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			
DO-00006		ALPHA & BETA COMPUTER12							
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
DO-00007		KITTY SECURITY SDN BHD							
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
DO-00008		AB ENTERPRISE SDN BHD							
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
DO-00003		KITTY SECURITY SDN BHD							
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

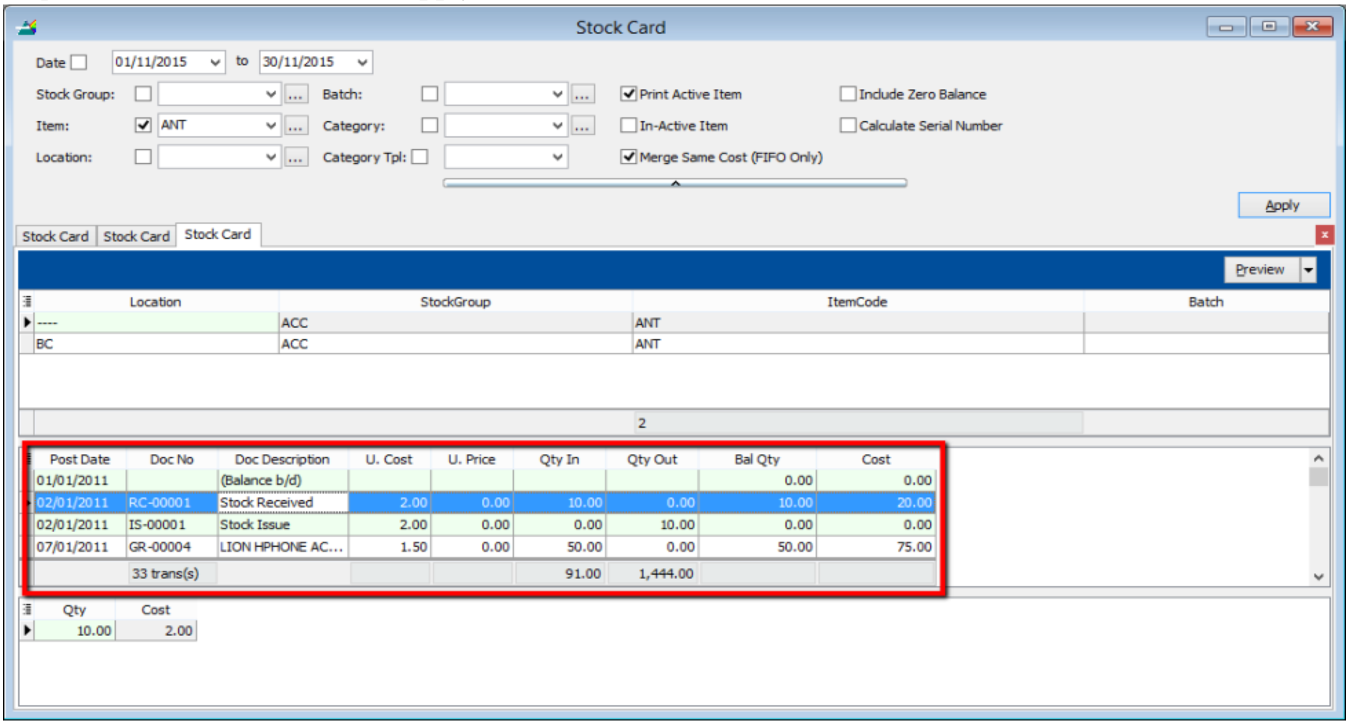
Page 1 of 2 | 27.08.2016 11:34:12 | Sales Outstanding Delivery Order Listing.rtm

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:

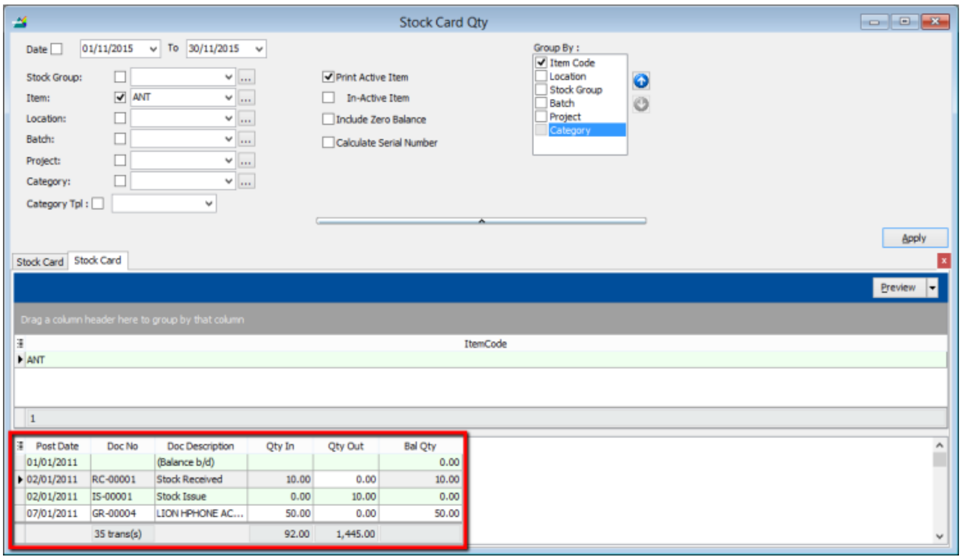
Step: **Stock | Print Stock Card | Apply.**



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.

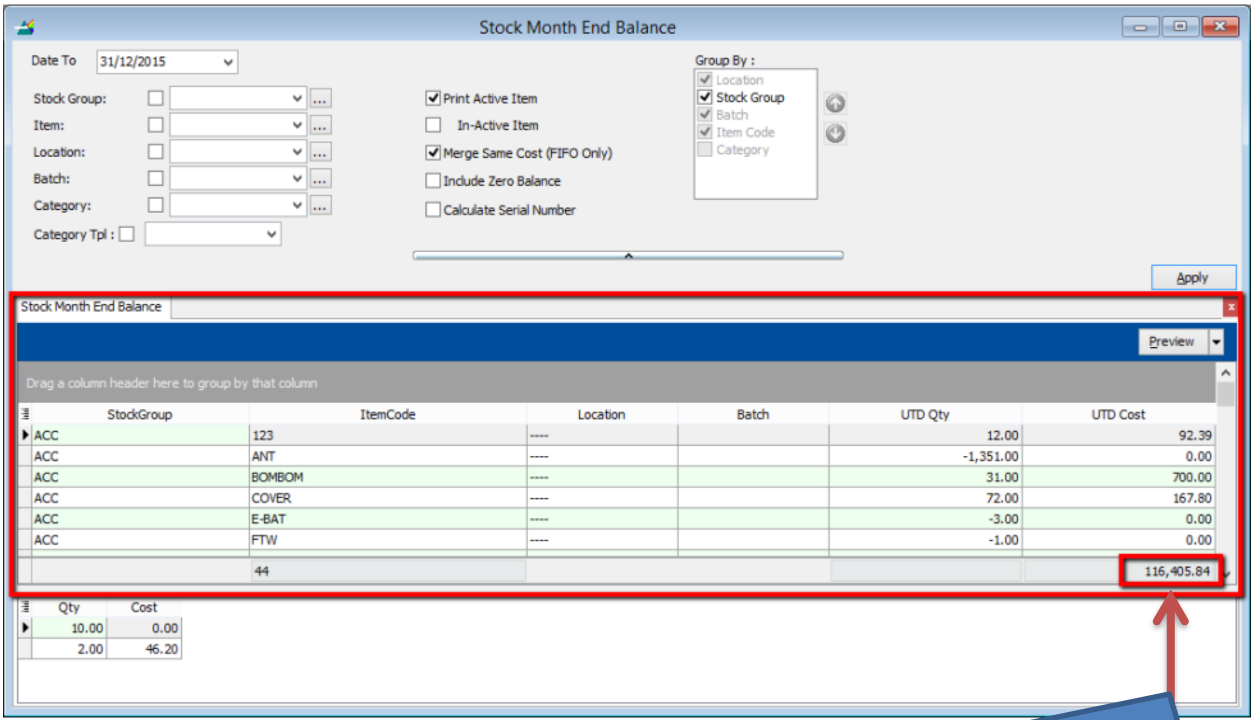
Step: **Stock | Print Stock Card Qty | Apply.**



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.**

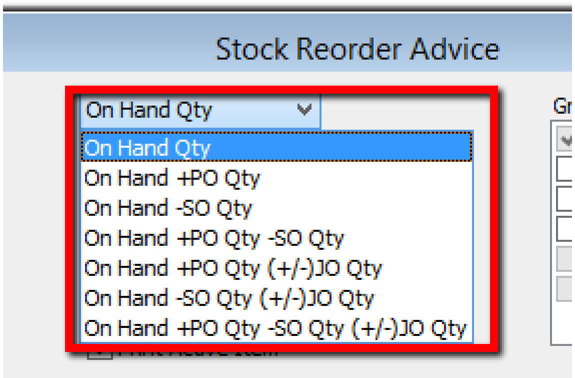


You may get the final figure from here and then update at accounting stock value so that P&L and Balance Sheet Report will capture.

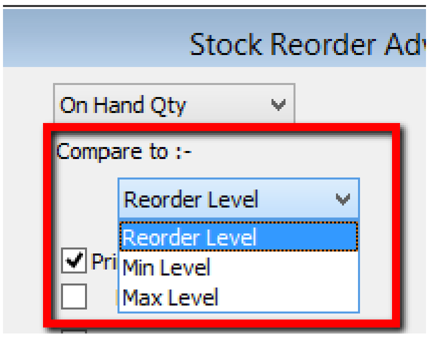
8.4.4 Stock Reorder Advice:

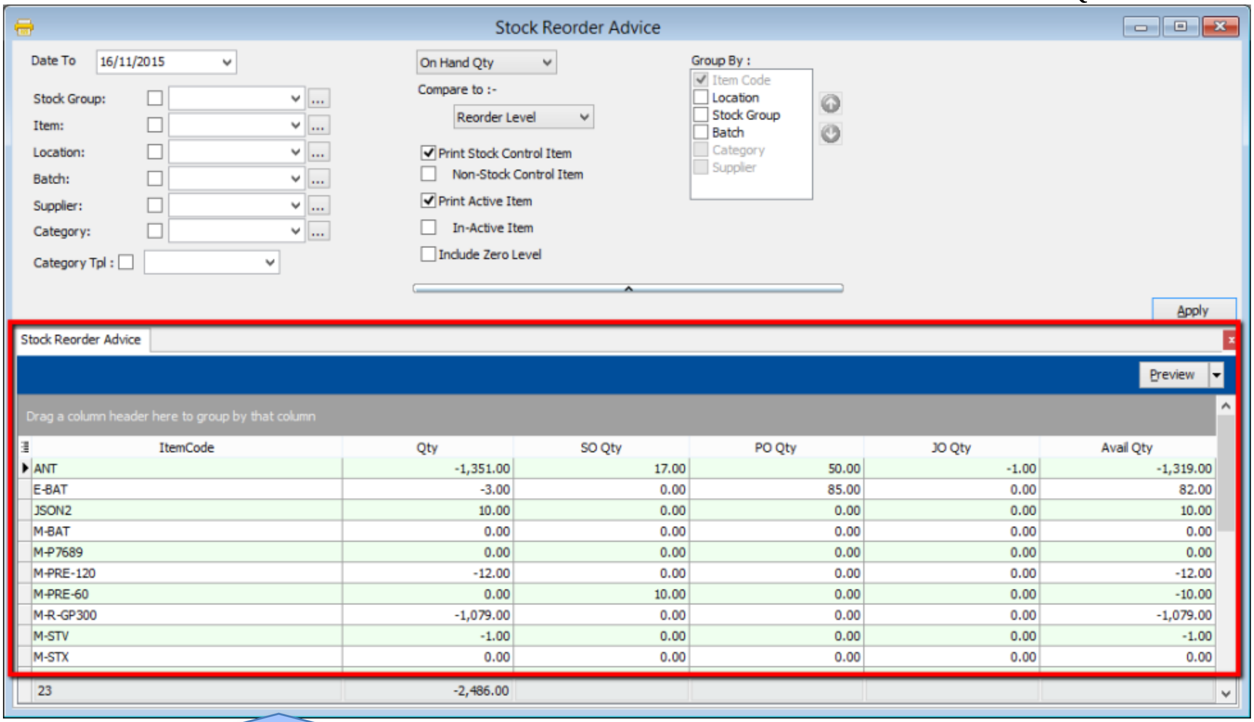
This report is to show reorder advice according to stock level, normally used to trace pending Purchase Orders and Sales Orders. You may compare as seen below:

Step: **Stock | Print Stock Reorder Advice | Apply.**



VS





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.

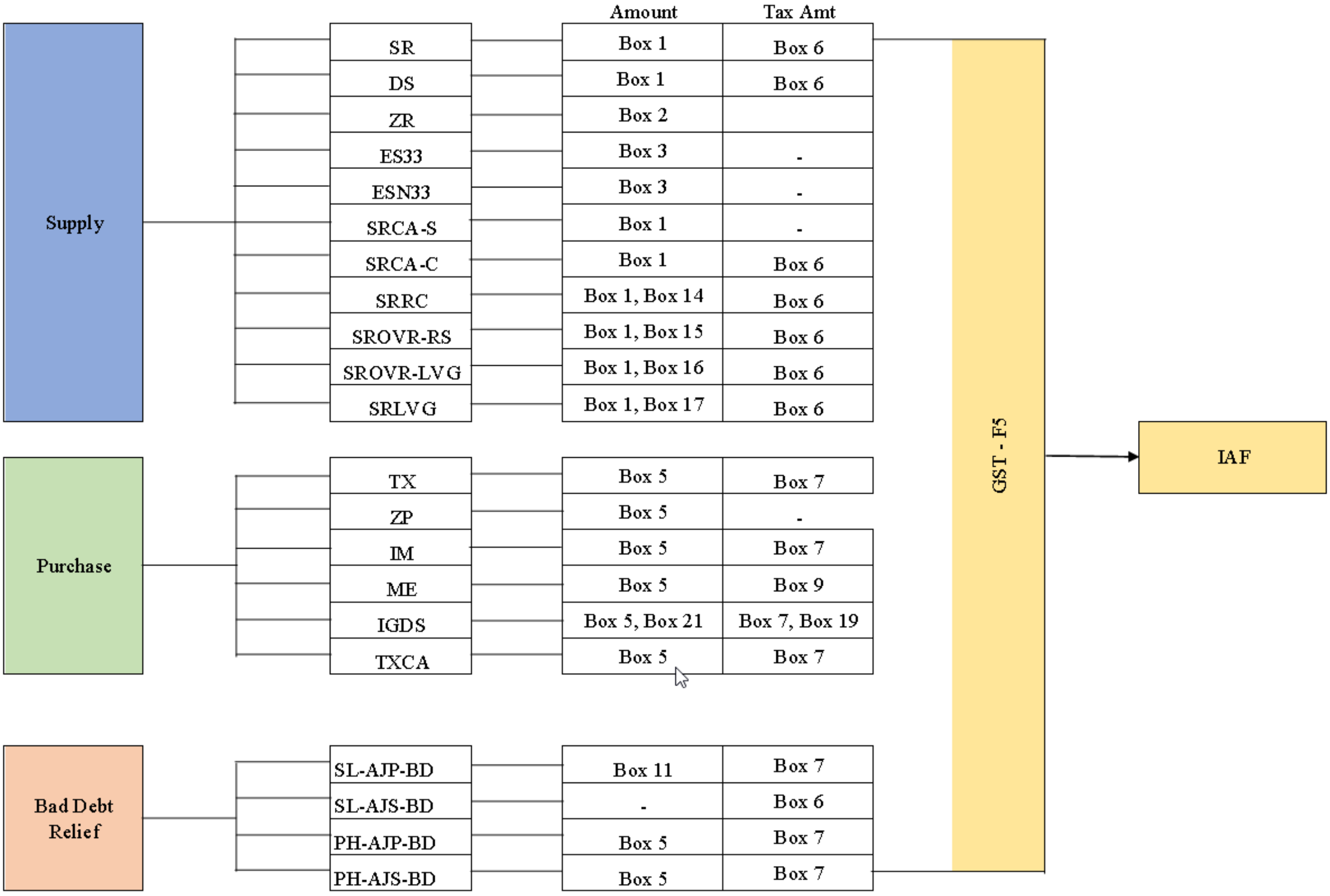
9 GST

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)
Standard Rated (SR)	GST is charged at the prevailing rate of 7% by GST-registered businesses7 on all sales of goods and services made in Singapore. In Budget 2022, the Minister for Finance announced that the GST rate will be increased from: i) 7% to 8% with effect from 1 Jan 2023; and ii) 8% to 9% with effect from 1 Jan 2024.
Zero Rated Local (ZRL)	GST is charged at 0%. There are two categories of zero-rated supply: 1) exports of goods; 2) provision of international services. 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 (www.iras.gov.sg > Taxes > GST > Charging GST (Output Tax) > When to Charge 0% GST (zero-rate) > Exporting of Goods). 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 (www.iras.gov.sg > Taxes > GST > Charging GST (Output Tax) > When to Charge 0% GST (zerorate) > Providing International Services).
Exempt Supply (ES)	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 (www.iras.gov.sg > Taxes > GST > Charging GST (Output Tax) > When is GST not charged > Supplies Exempt from GST).
Out-Of-Scope supply	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.
Deemed Supply	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.

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

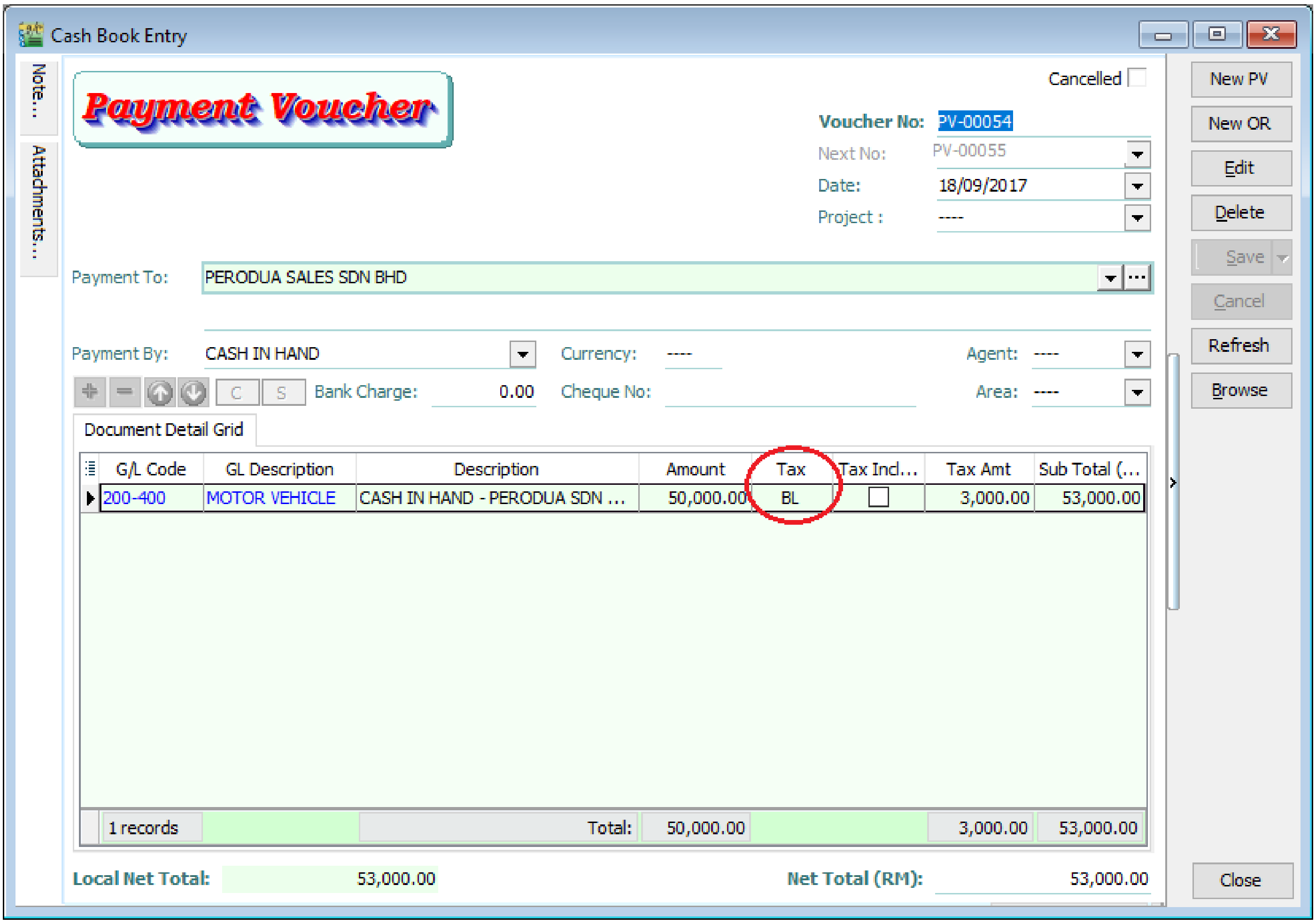
- **Medical and Personal Accident Insurance**
  - Medical and Personal Accident insurance policy that are taken up for the staff of your company unless the insurance or payment of compensation is obligatory under the Work Injury Compensation Act or under any collective agreement within the meaning of 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

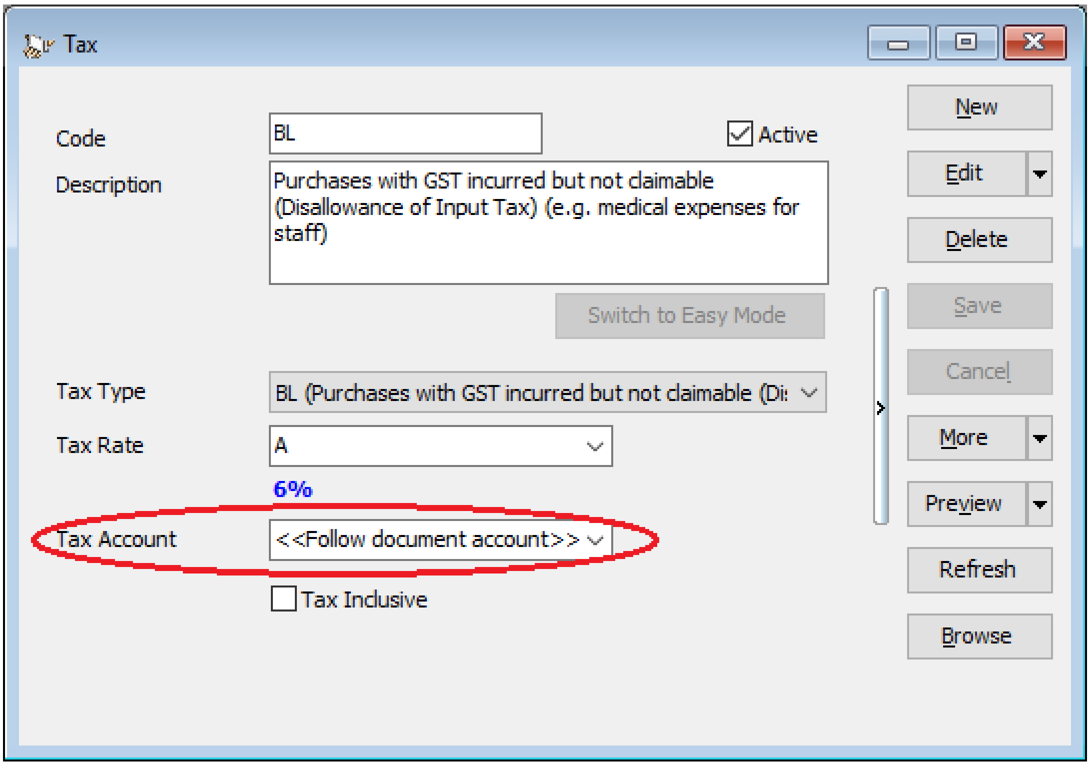
- **Club Subscription Fee**
  - Joining fee, monthly subscription fee or a transfer fee

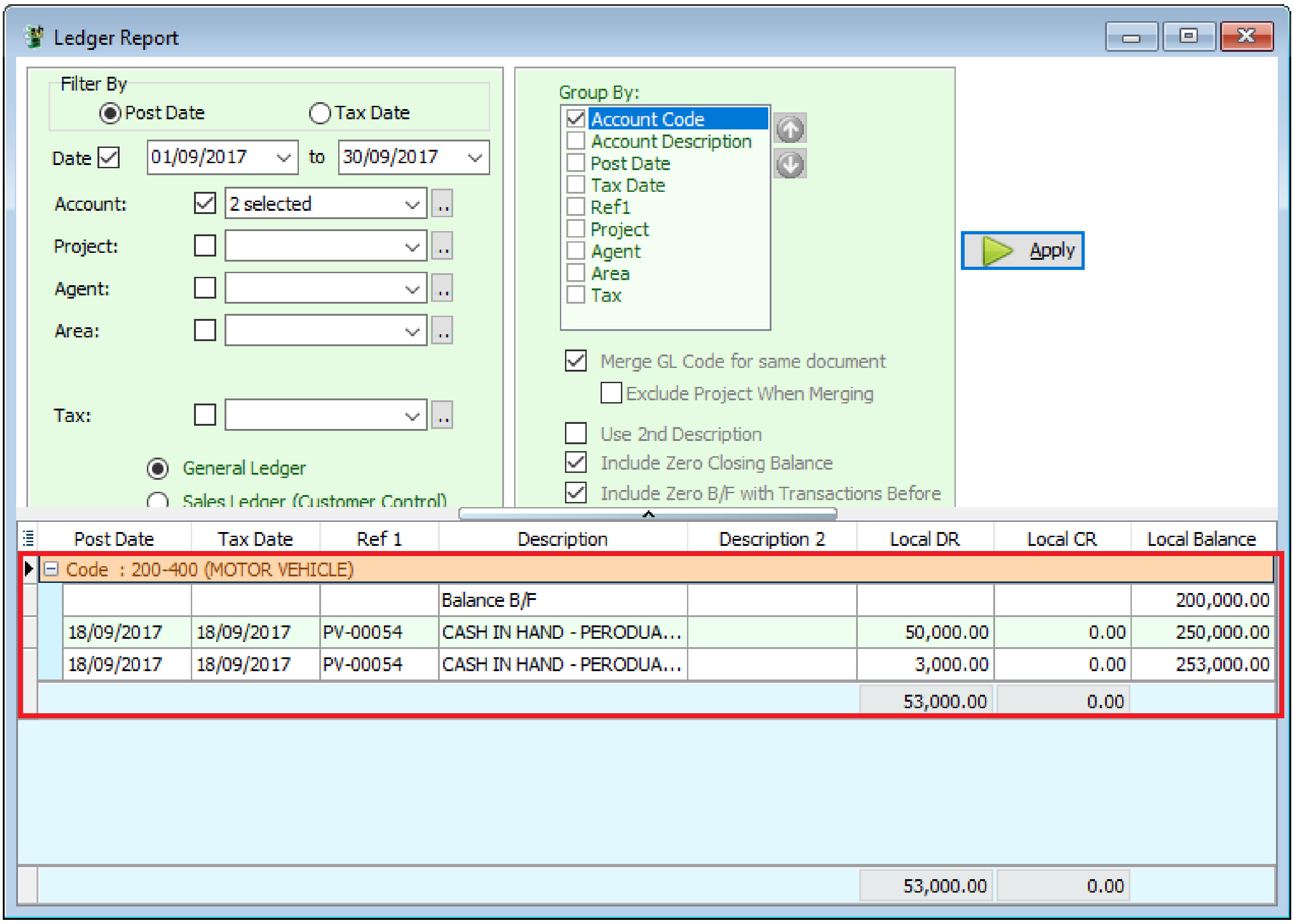
- **Any transaction involving betting, sweepstakes, lotteries, fruit machines or games of chance.**

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

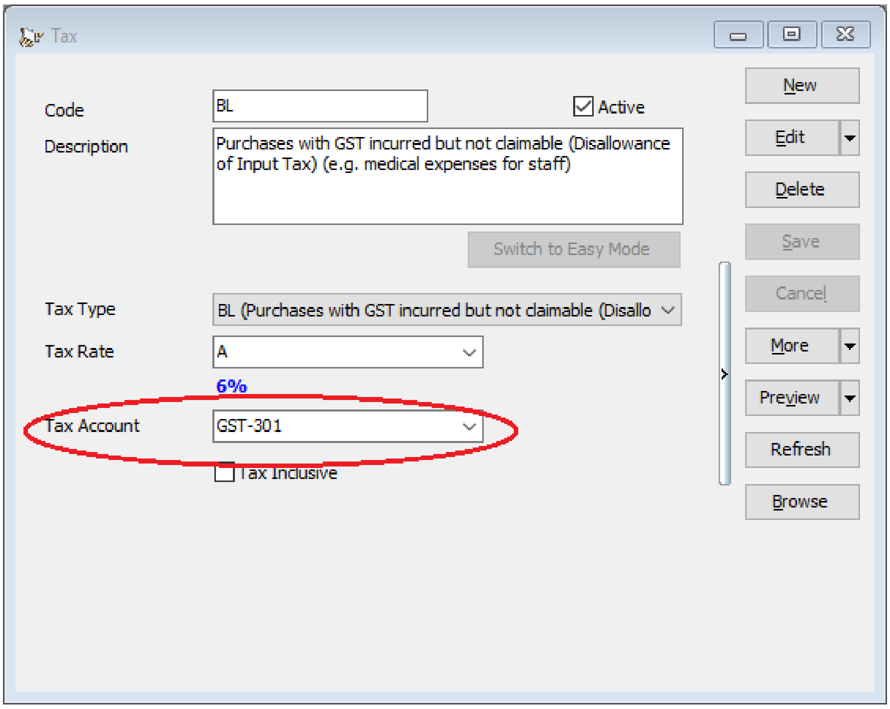


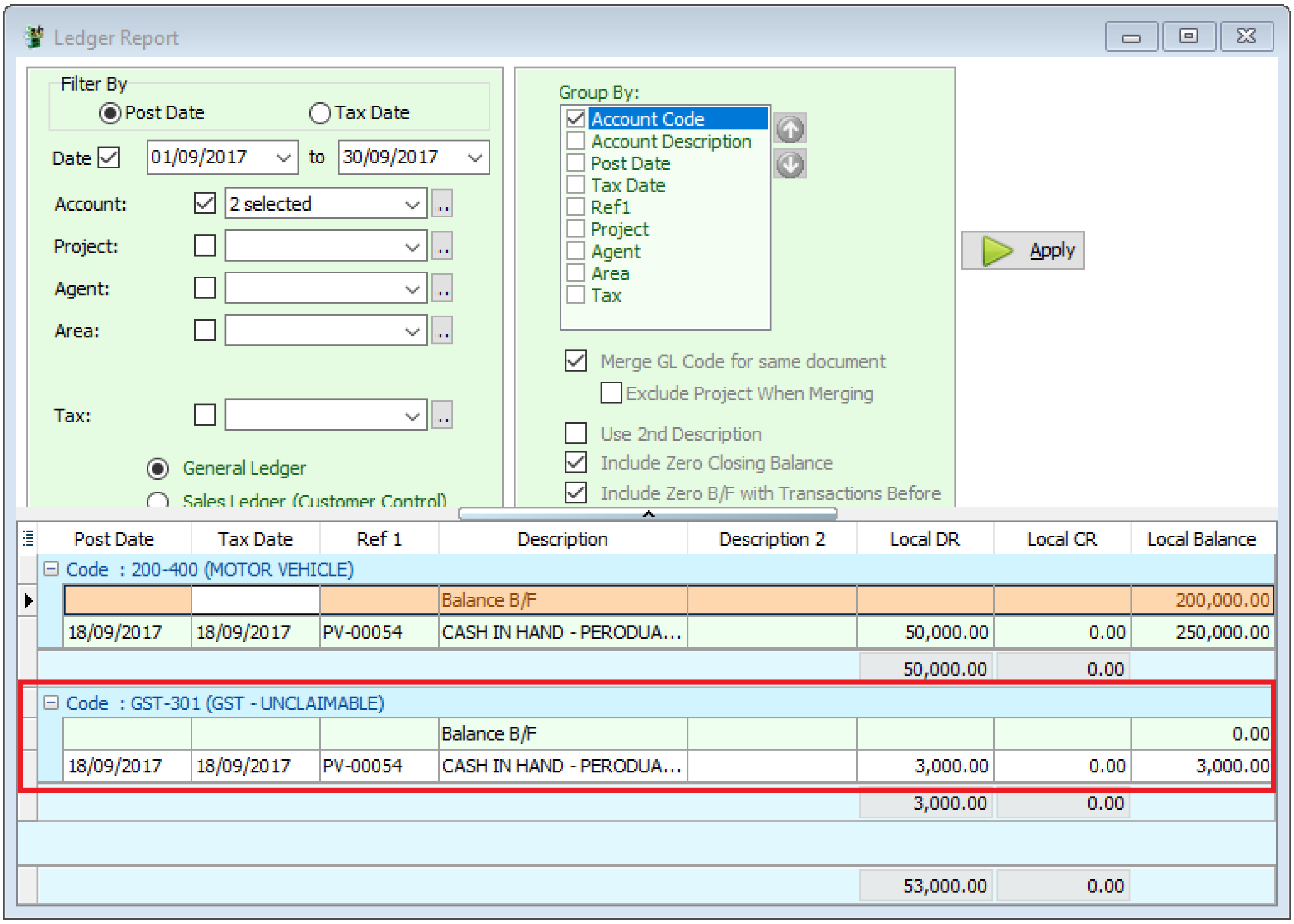
Step 2a : if in GST | Maintain Tax , the Tax Account you left it empty, system will auto post the 6% of tax amount according to the document's GL Code.





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.

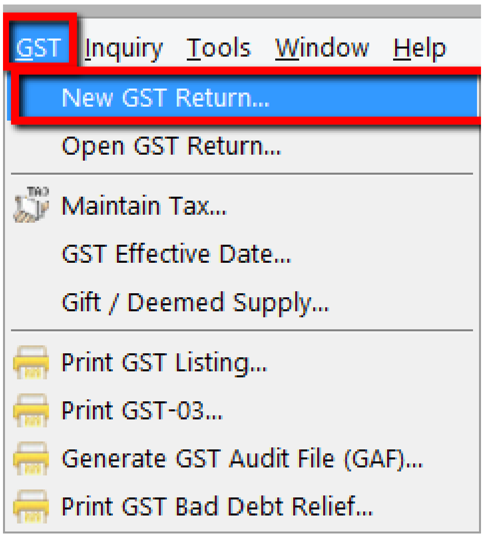




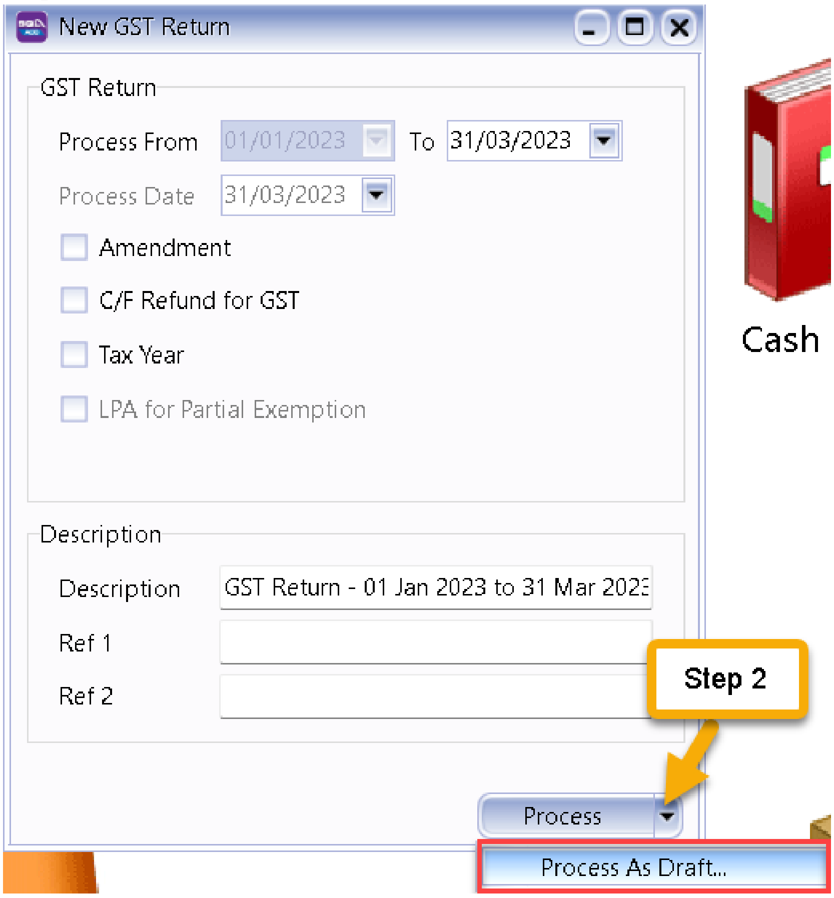
9.4 GST-F5 Draft

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

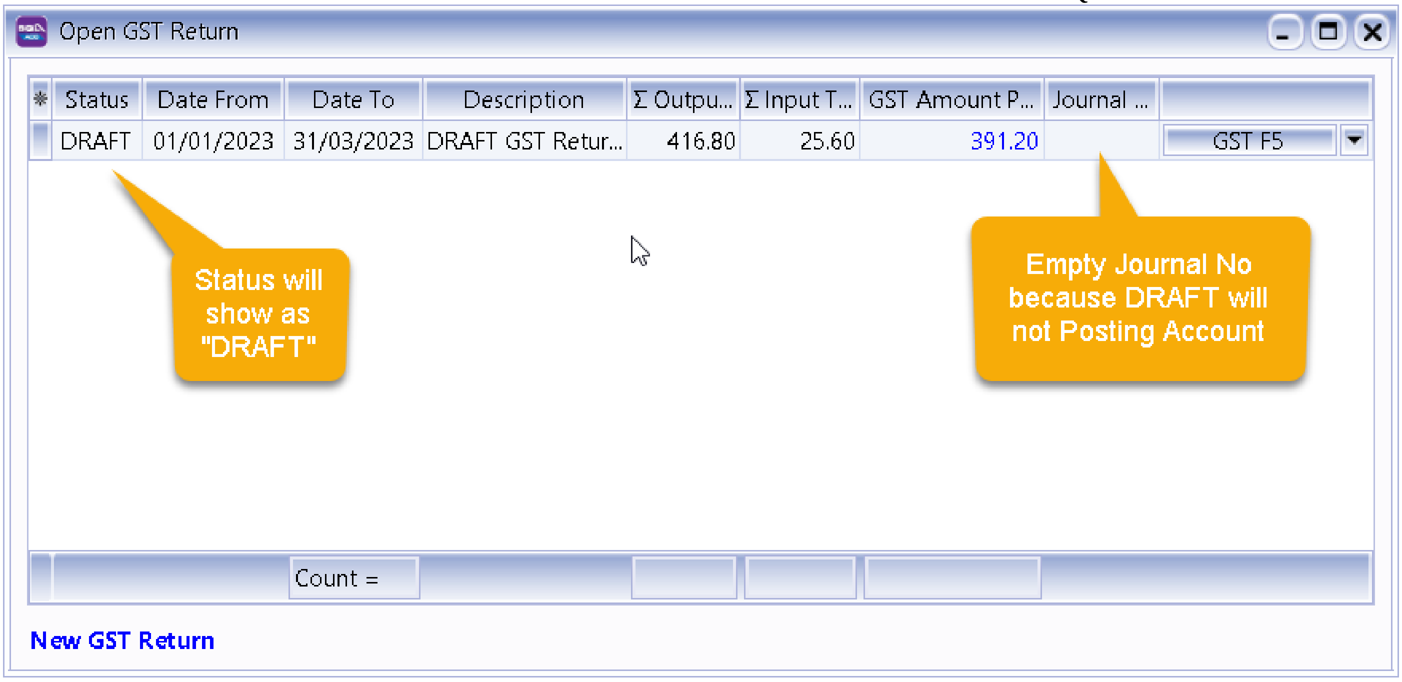
Step 1: **GST | New GST Return.**



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

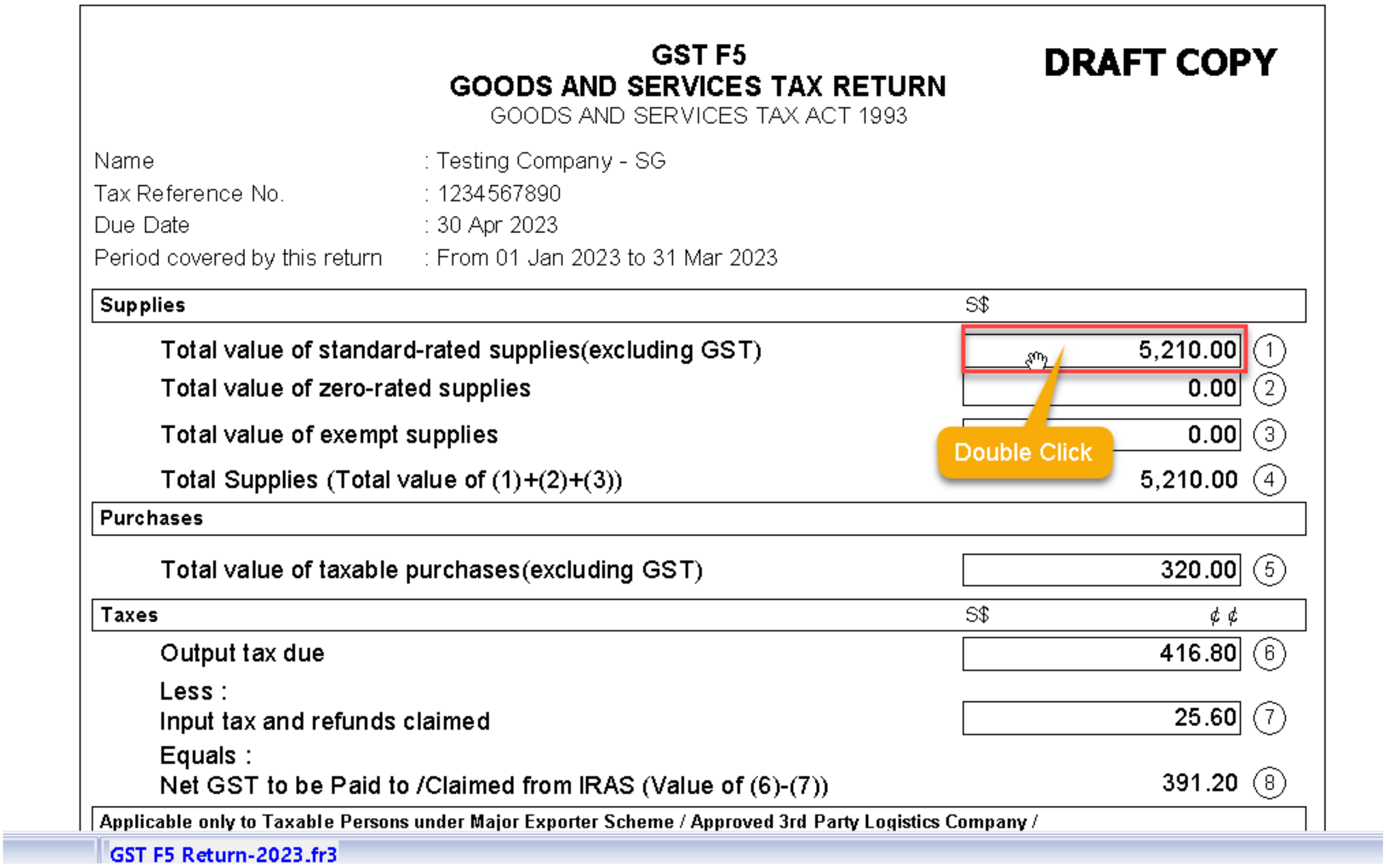


The Result is as below:

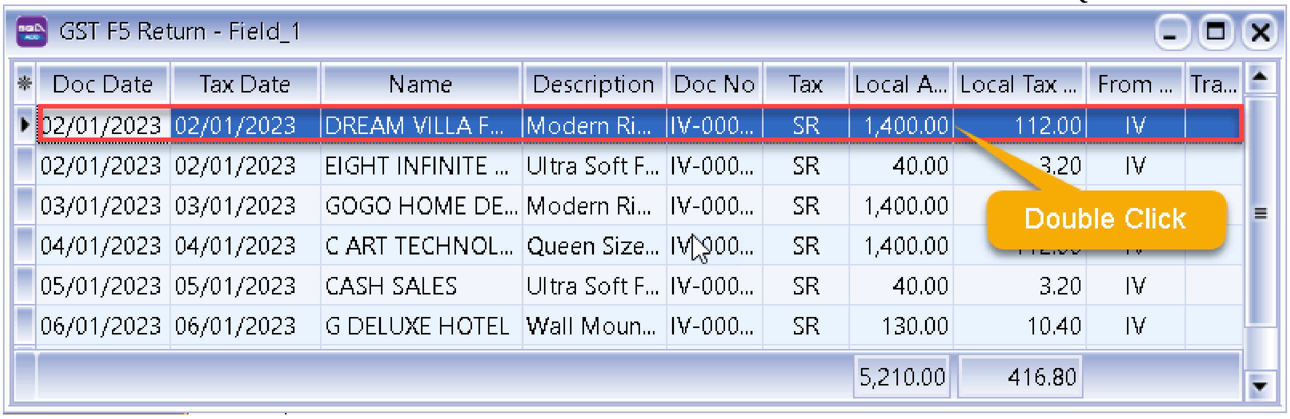


9.4.1 GST- F5 Drill Down

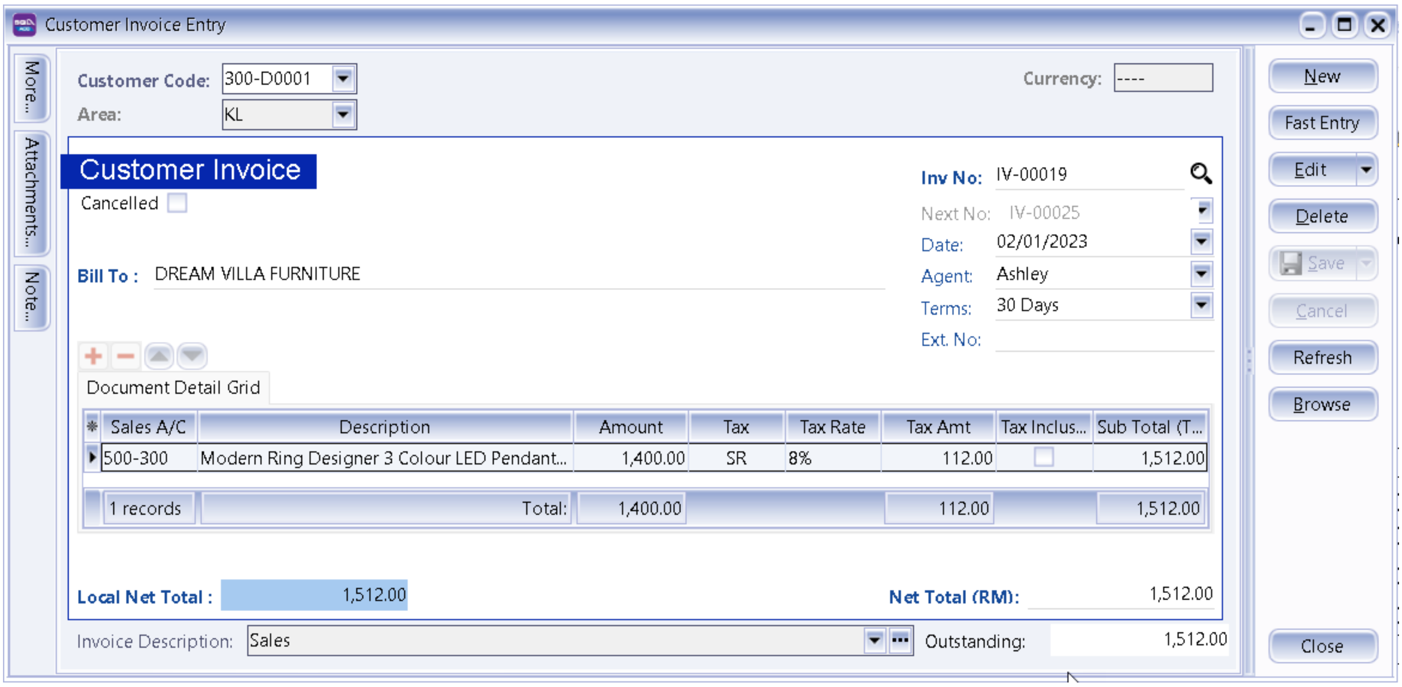
GST-F5 allow to drill down, example:
You can double click on Box 1 Column



Further drill down,

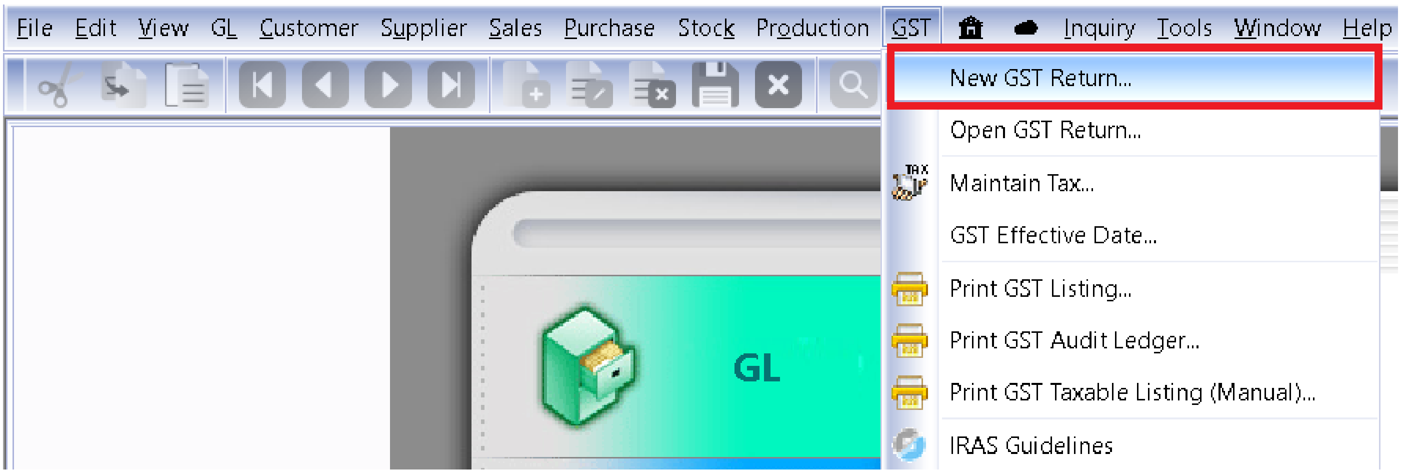


You can drill down until the particular document itself

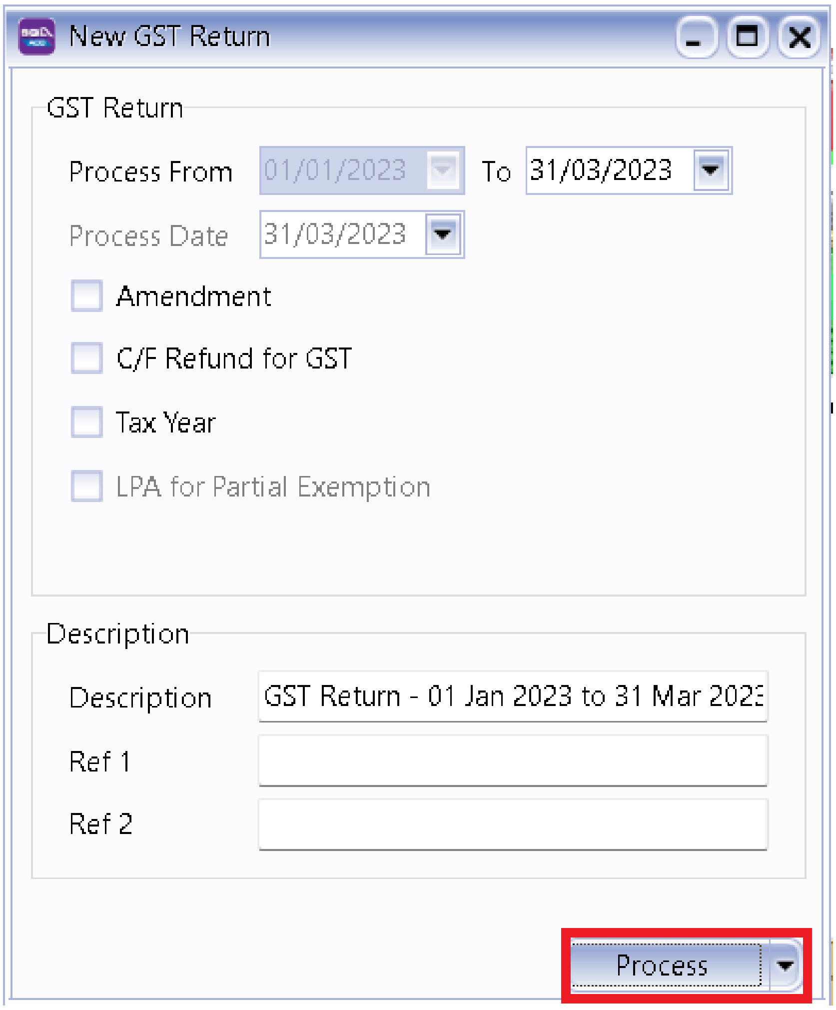


9.5 Submission GST Return To IRAS?

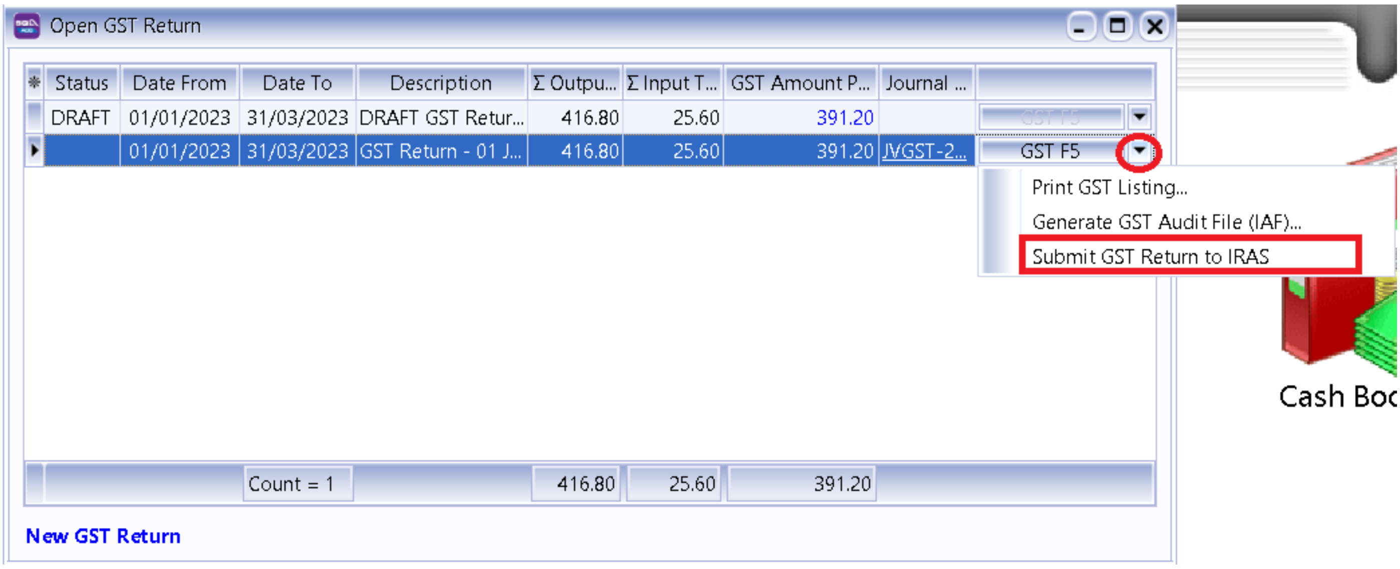
Step 1: **GST | New GST Return.**



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



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

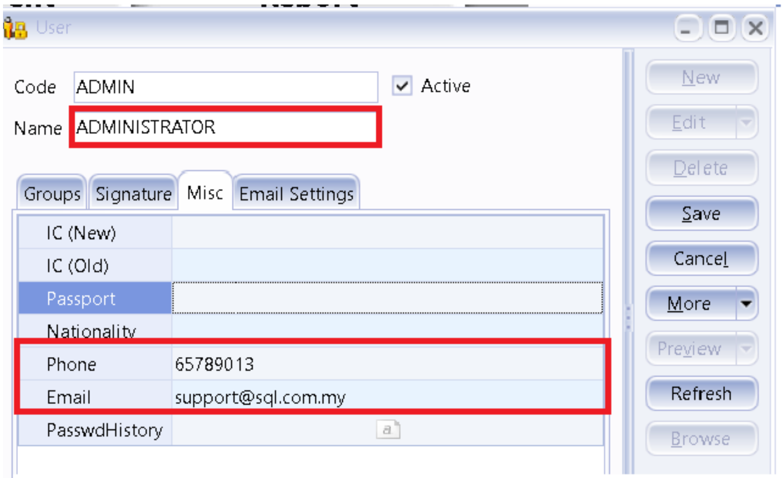


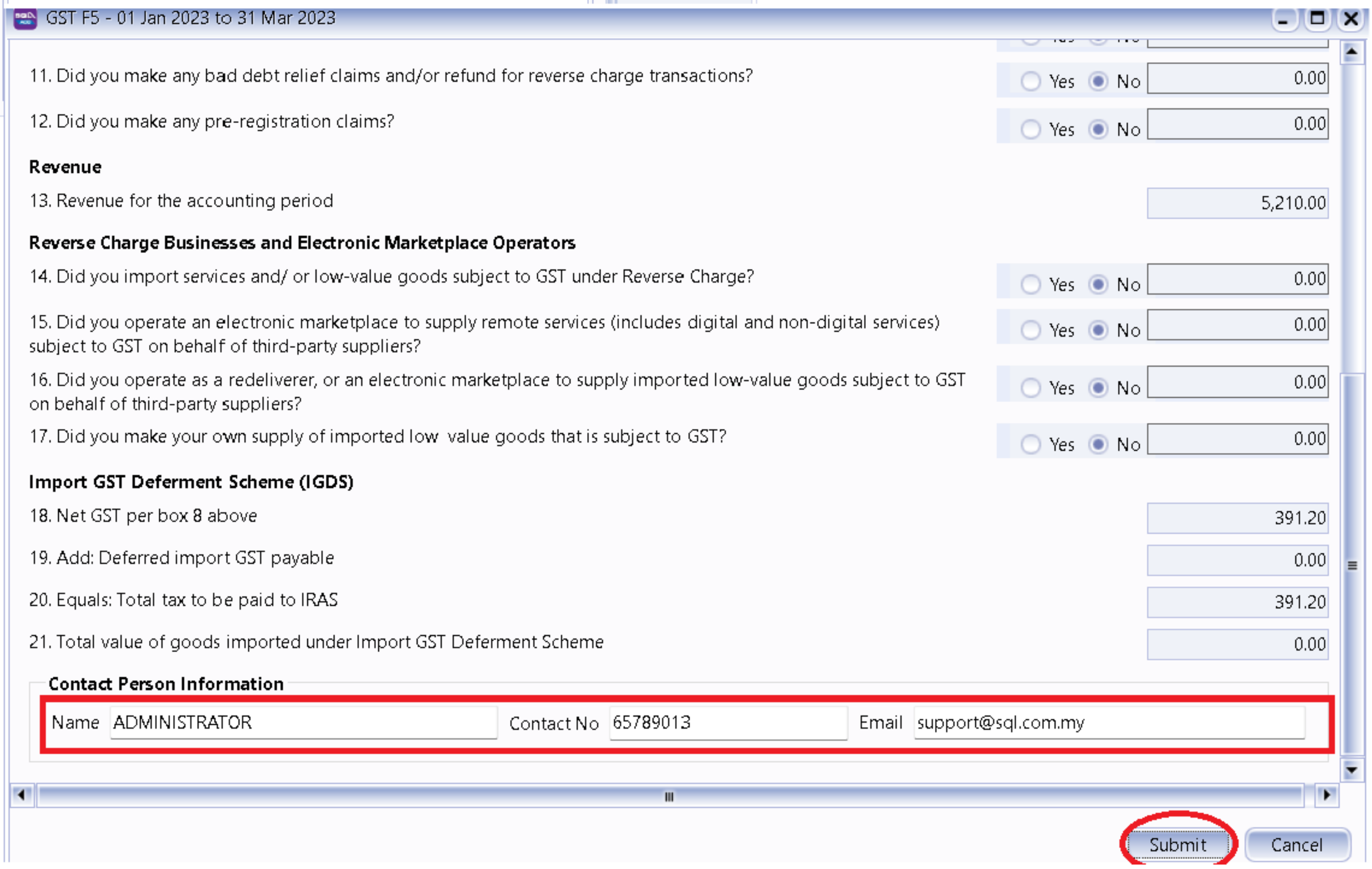
Step 4: Scroll all the way to bottom

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

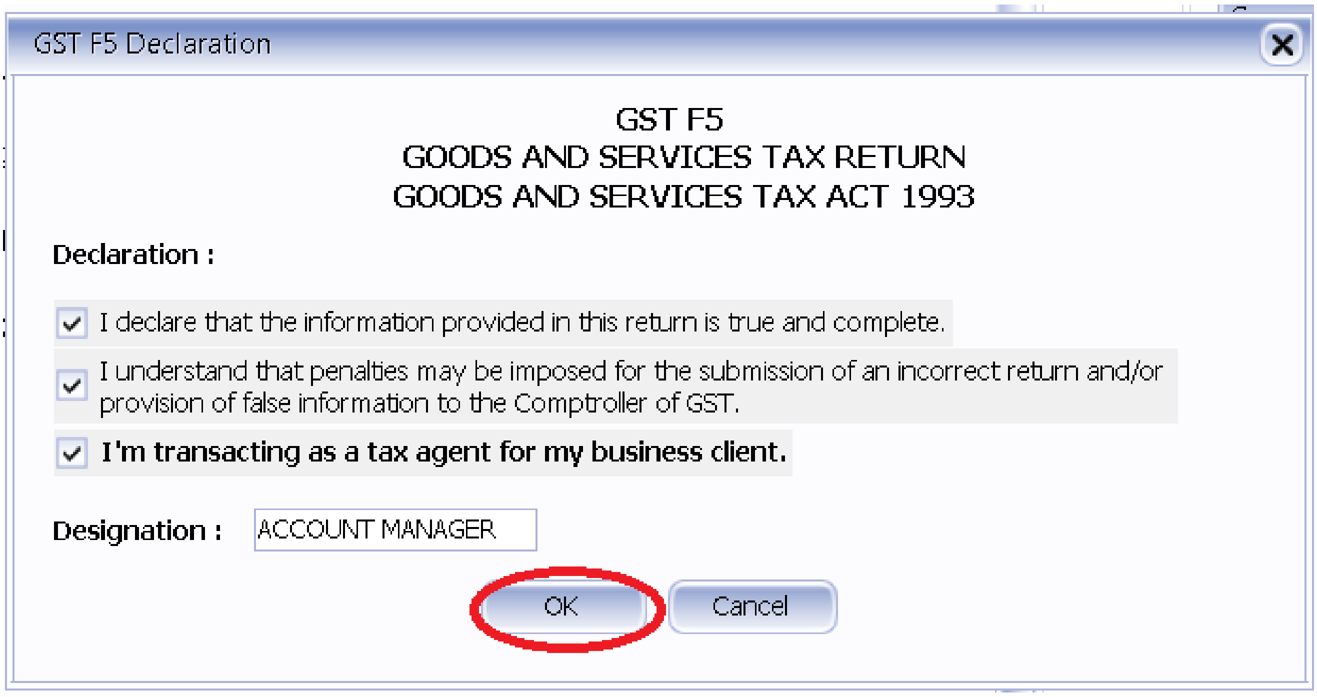
Go to menu Tools | Maintain User | Misc Tab

Step 6: Click on **Submit** button

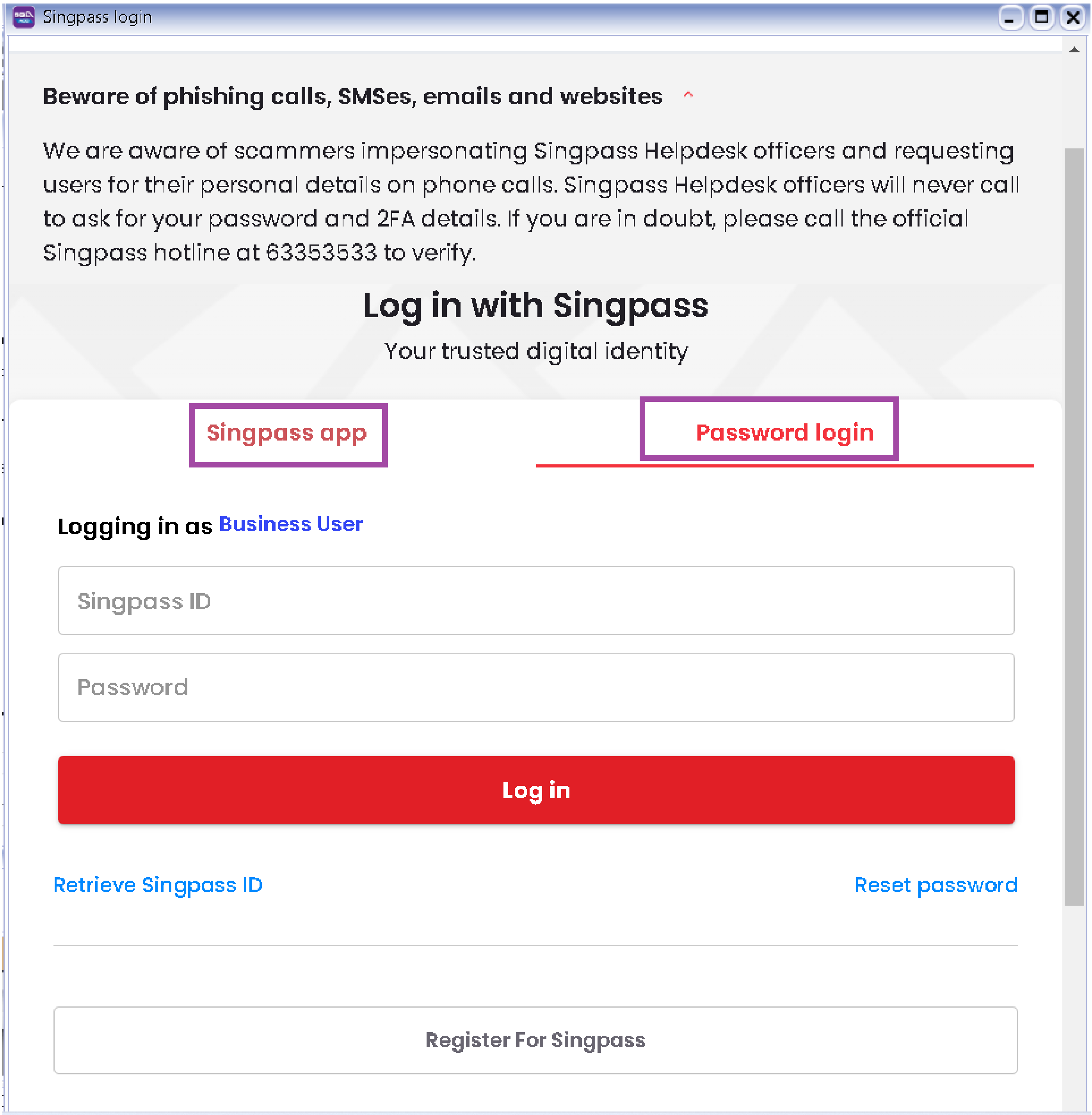

User
Code ADMIN
Active
Name ADMINISTRATOR
Groups
Signature
Misc
Email Settings
IC (New)
IC (Old)
Passport
Nationality
Phone 65789013
Email support@sql.com.my
PasswdHistory
New
Edit
Delete
Save
Cancel
More
Preview
Refresh
Browse


GST F5 - 01 Jan 2023 to 31 Mar 2023
11. Did you make any bad debt relief claims and/or refund for reverse charge transactions? Yes No 0.00
12. Did you make any pre-registration claims? Yes No 0.00
Revenue
13. Revenue for the accounting period 5,210.00
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 0.00
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 0.00
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 0.00
17. Did you make your own supply of imported low value goods that is subject to GST? Yes No 0.00
Import GST Deferment Scheme (IGDS)
18. Net GST per box 8 above 391.20
19. Add: Deferred import GST payable 0.00
20. Equals: Total tax to be paid to IRAS 391.20
21. Total value of goods imported under Import GST Deferment Scheme 0.00
Contact Person Information
Name ADMINISTRATOR
Contact No 65789013
Email support@sql.com.my
Submit
Cancel

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



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



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

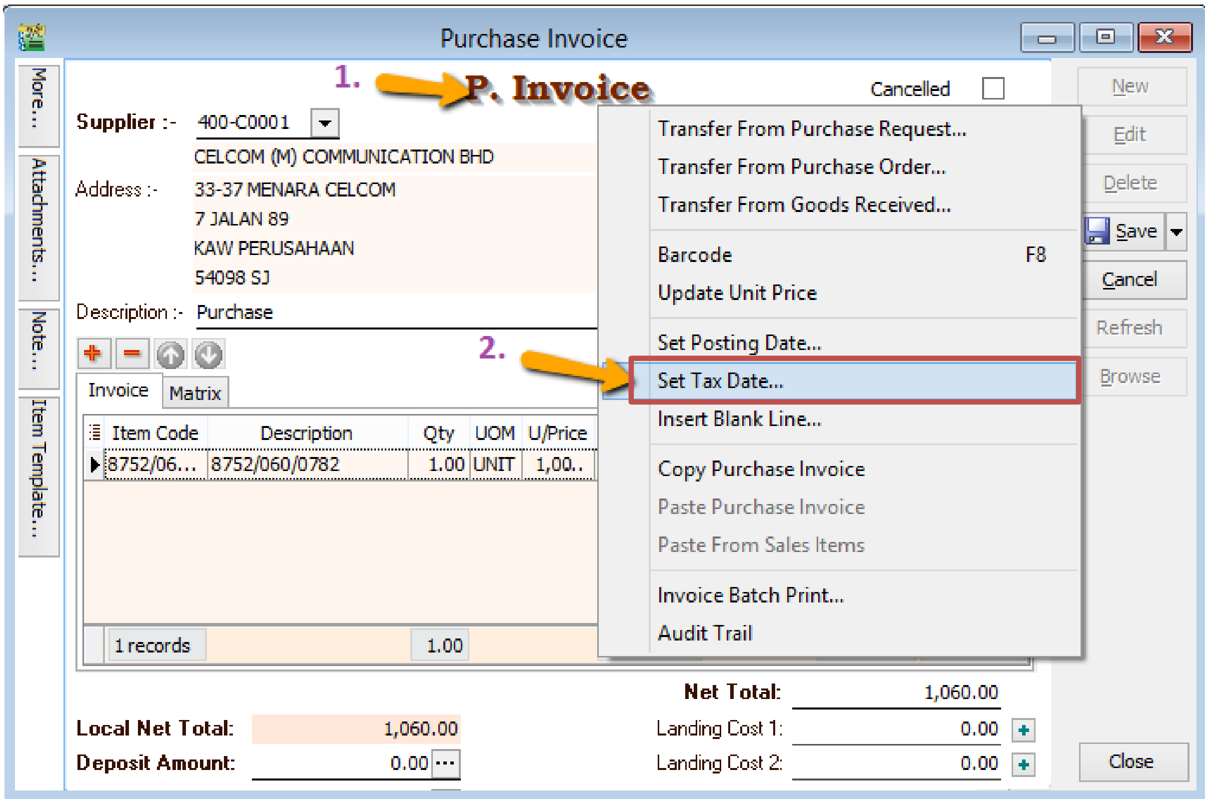
9.6 Set Tax Date

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

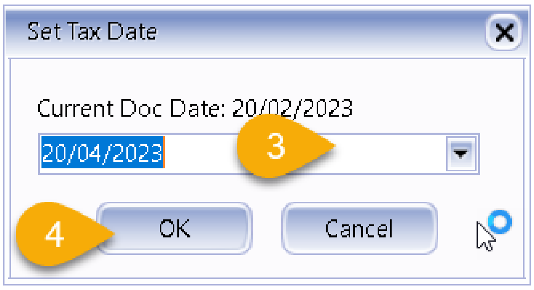
When you received a Purchase Tax Invoice which is dated in the previous taxable period (back-dated) and you want to claim that input tax in your current GST Return.

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

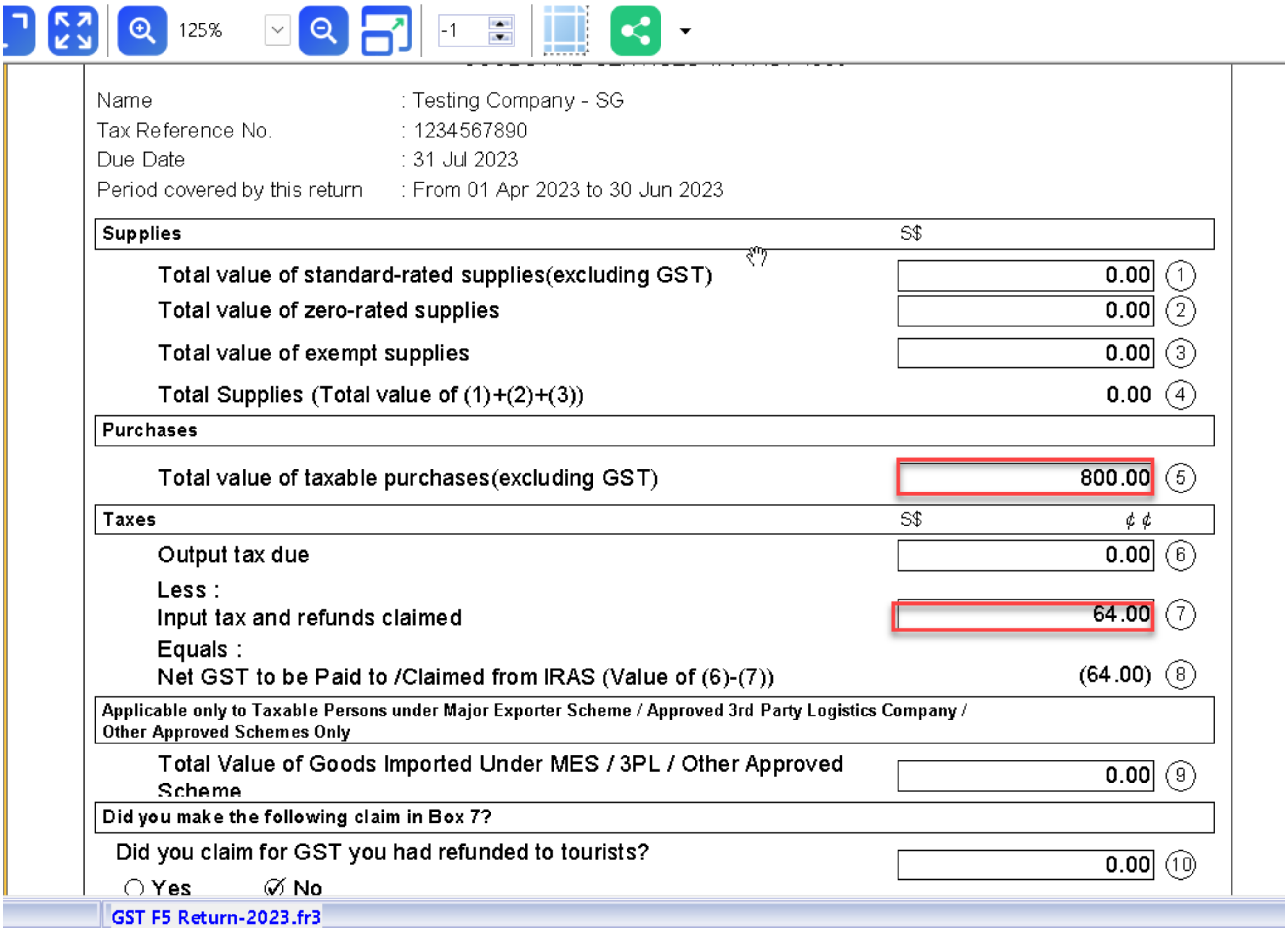
Step 2: Select **Set Tax Date.**



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.


125%

-1

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

○ Yes ☑ No

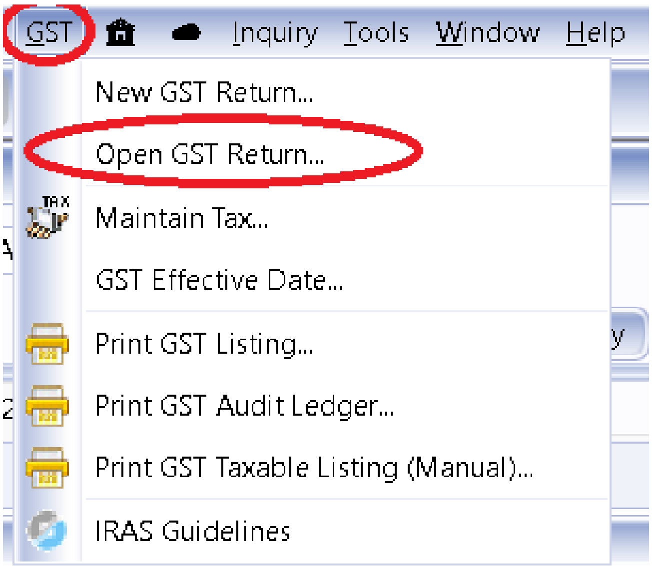
GST F5 Return-2023.fr3

9.7 Generate GST Audit File (IAF)

IAF = GST Audit File.

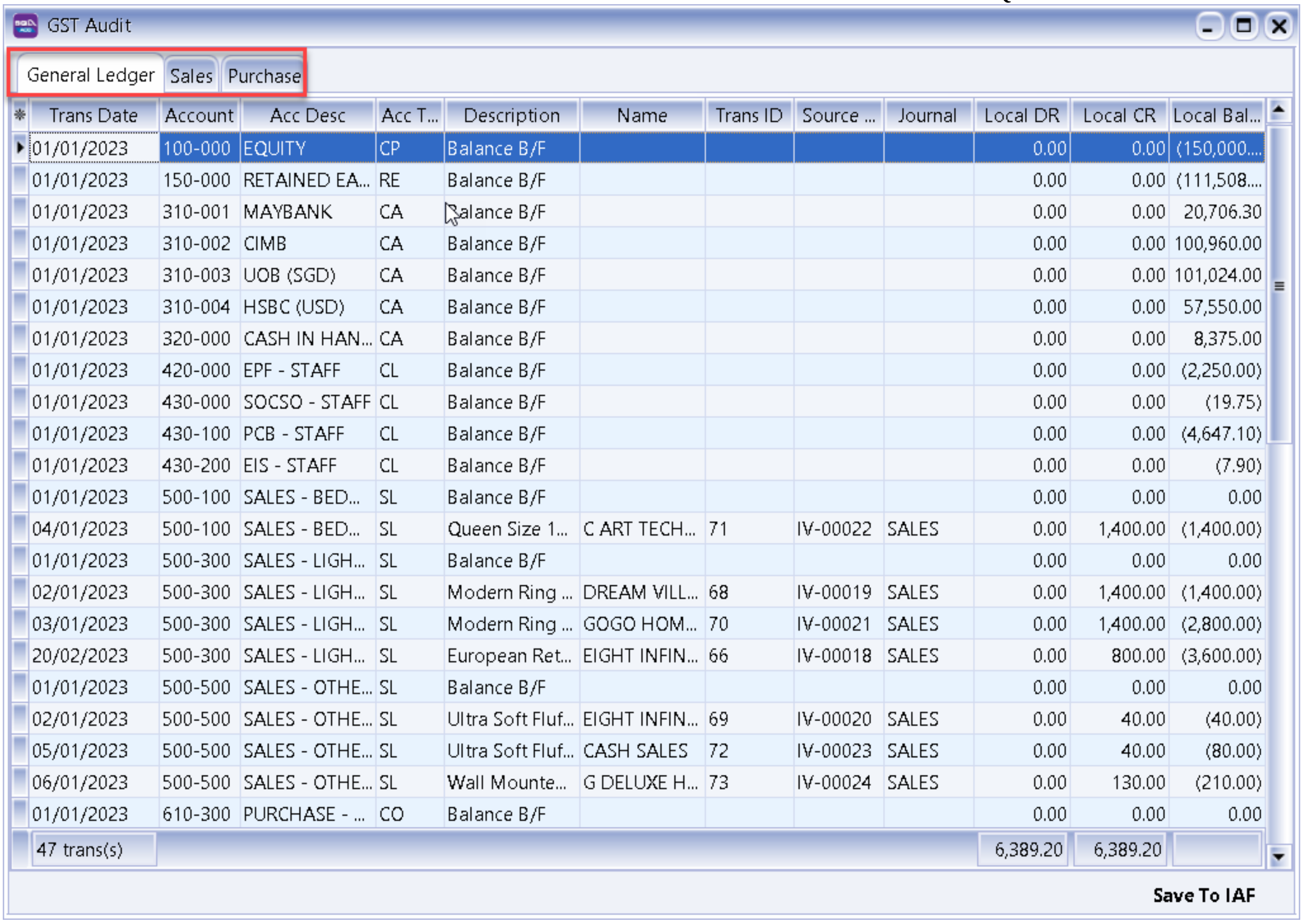
The purpose of a GAF is for Customs to audit the accuracy of your GST Return but GAF submission is only required upon request. It is not required to be submitted with GST-F5.

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).**

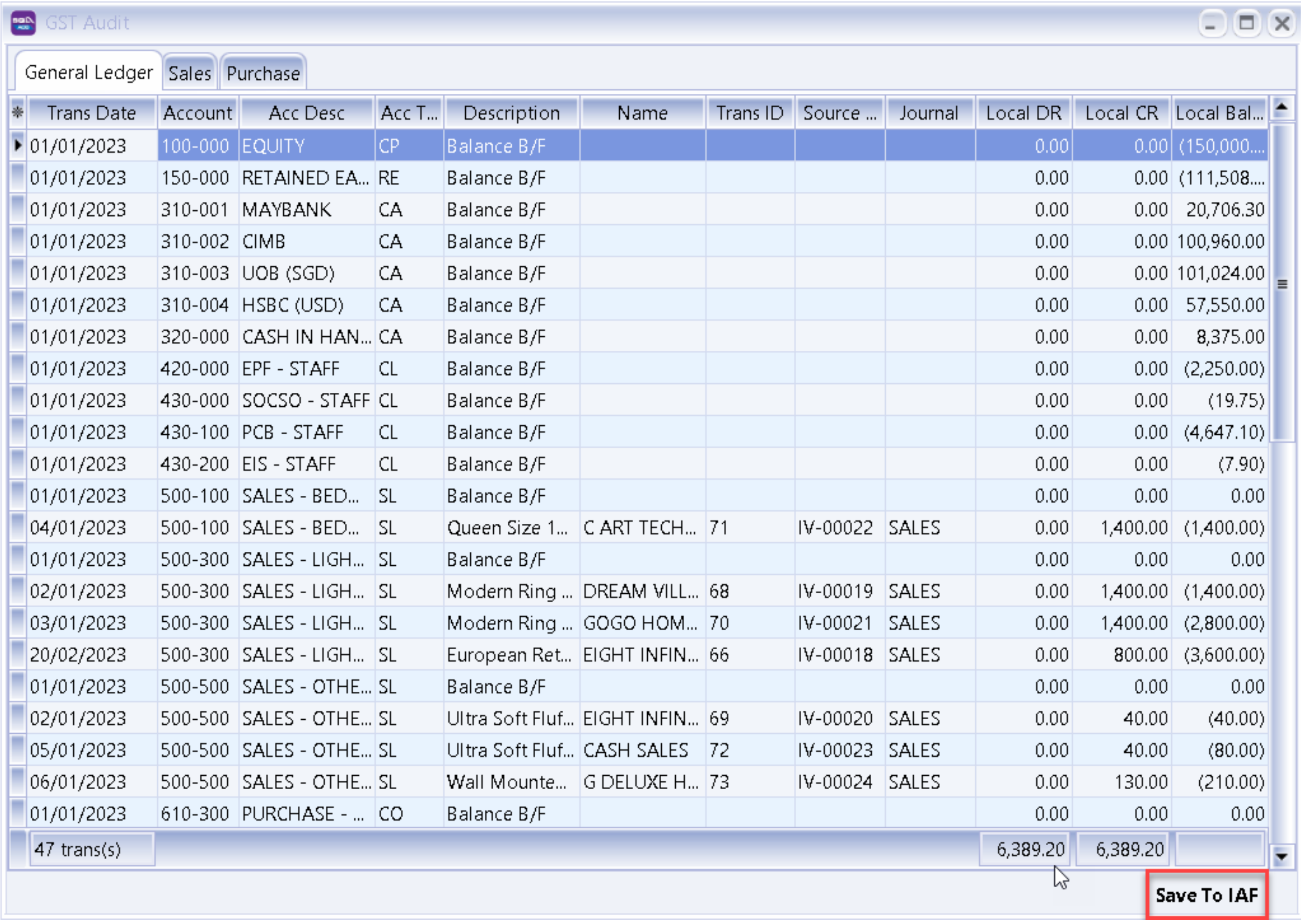
Step 3: The result is generated based on **General, Sales & Purchase Ledger** for you to check your transactions before submitting to Customs for auditing purposes.



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	SOCSO - 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	

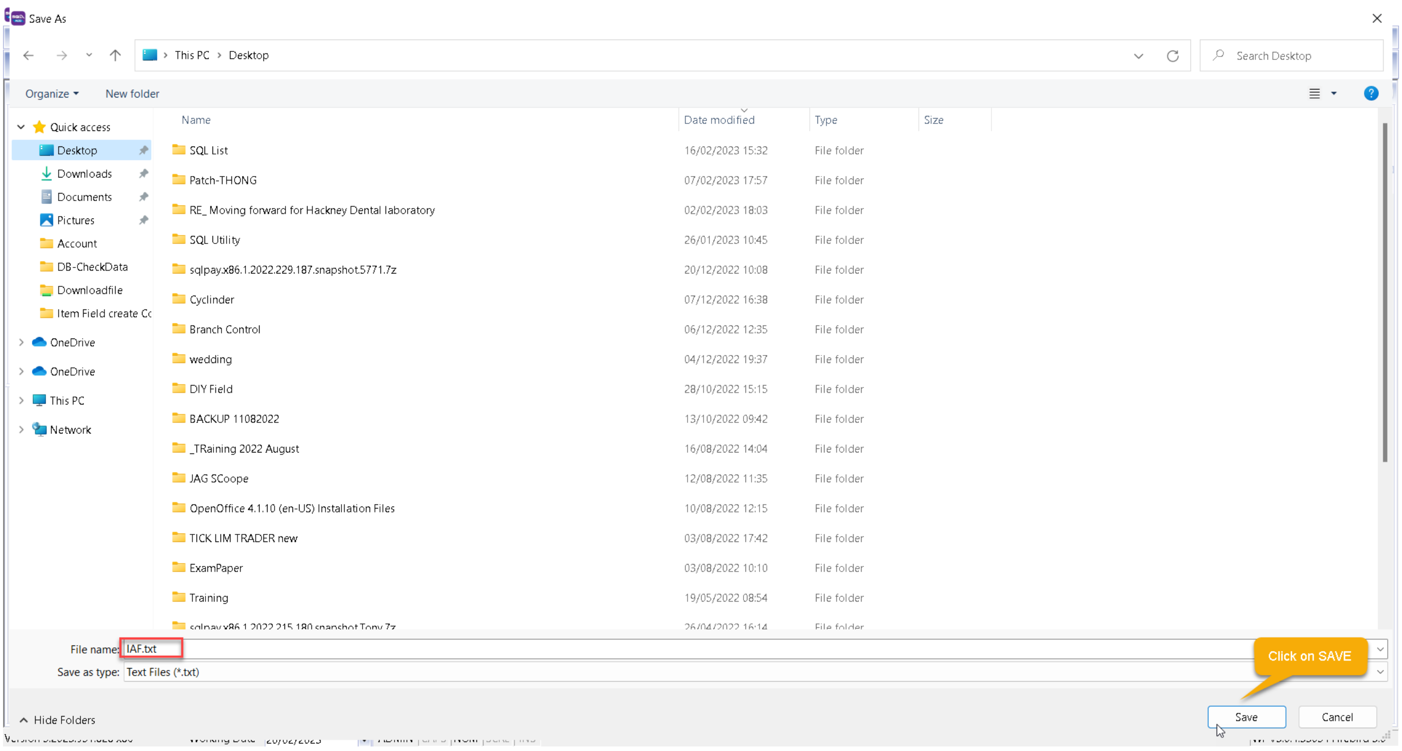
Step 4: You may check the report.

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

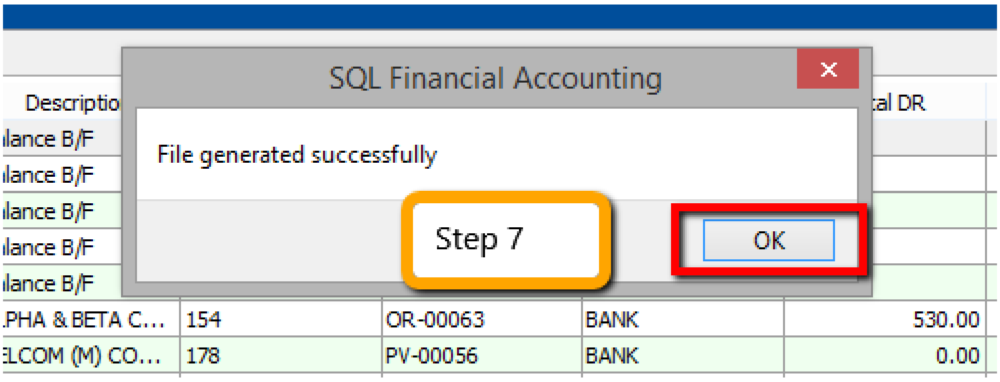


Trans Date	Account	Acc Desc	Acc T...	Description	Name	Trans ID	Source ...	Journal	Local DR	Local CR	Local Bal...
01/01/2023	100-000	EQUITY	CP	Balance B/F					0.00	0.00	(150,000....
01/01/2023	150-000	RETAINED EA...	RE	Balance B/F					0.00	0.00	(111,508....
01/01/2023	310-001	MAYBANK	CA	Balance B/F					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	SOCSO - 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	

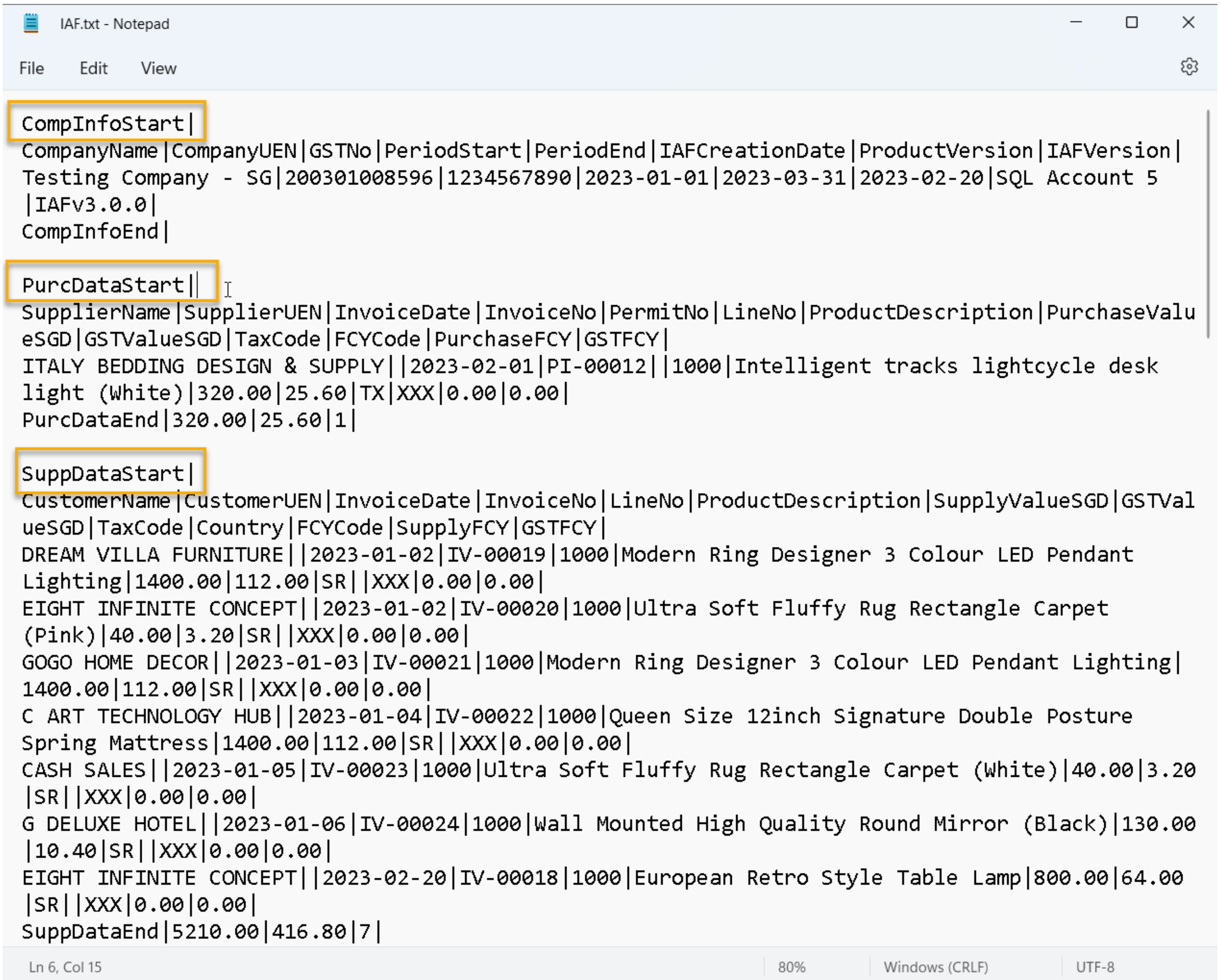
Step 6: Save your IAF text file to desktop.



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:



```
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|PurchaseValu
eSGD|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|GSTVal
ueSGD|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|
```

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

CompInfoStart= Company Information

PurcDataStart = Purchase Transaction

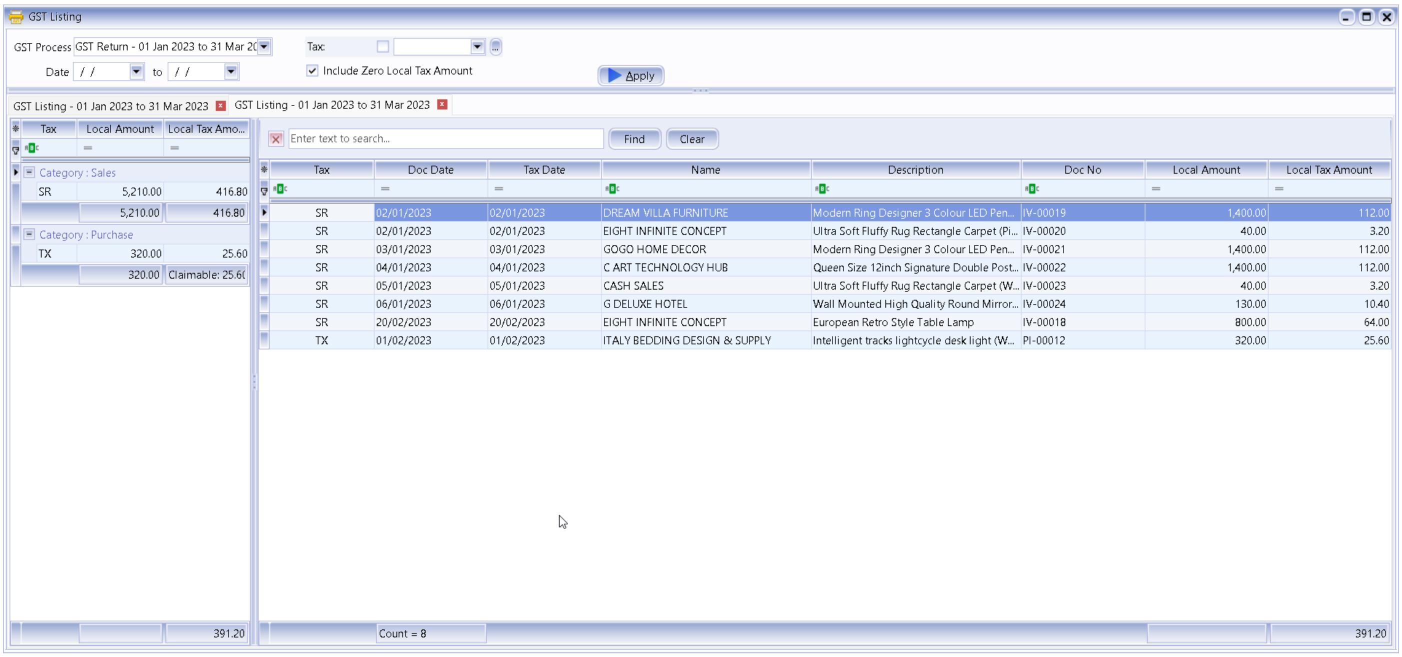
SuppDataStart = Sales Transaction

GLDataStart= General Ledger transaction

You have to submit IAF File upon request by IRAS.

9.8 GST Listing Report

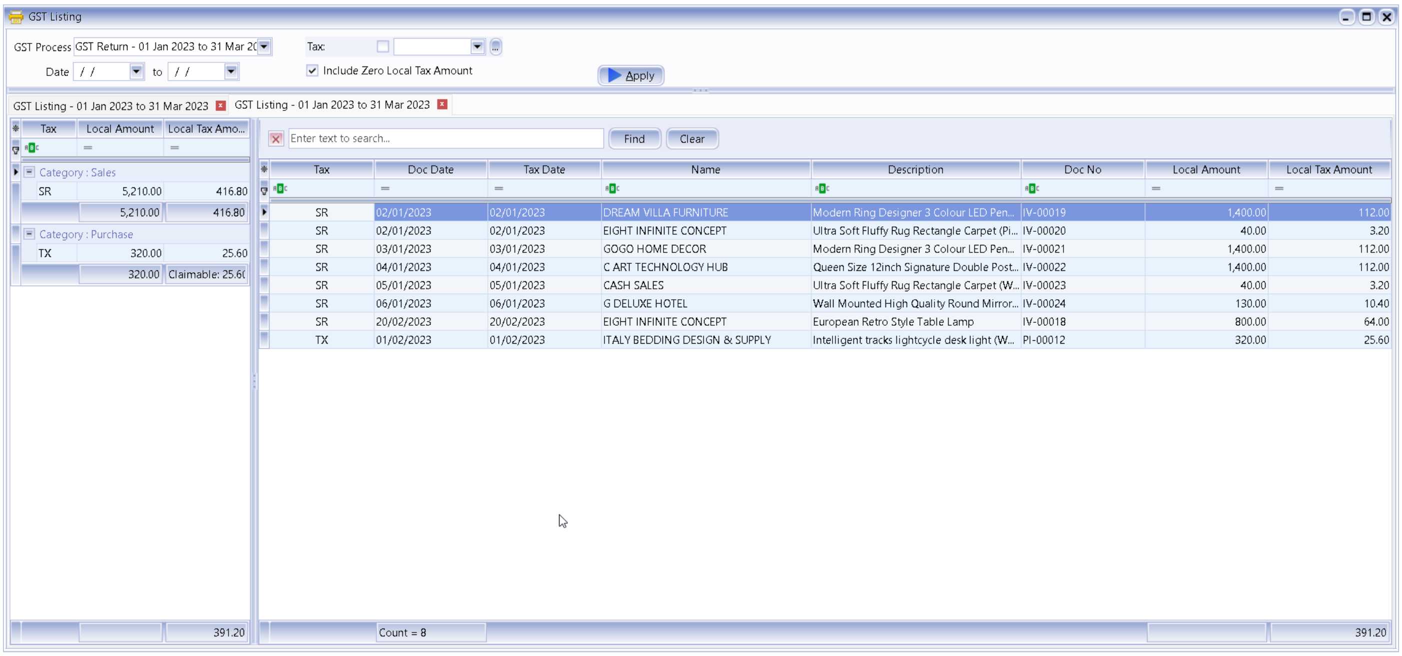
This report is to analyse the detail of GST transactions grouped by tax type. It can be used to check against GST-F5



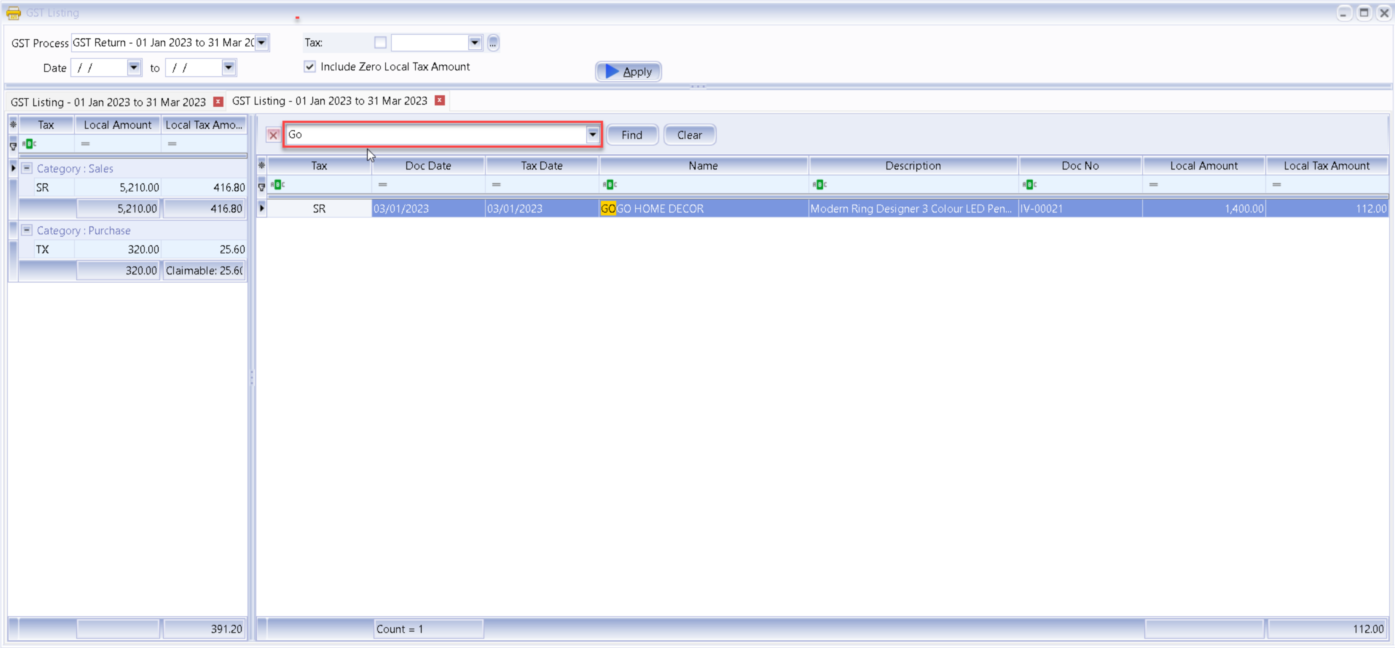
Step 1: **GST | Print GST Listing.**

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

Step 3: Click **Apply**.



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



10 Advance GST Info :

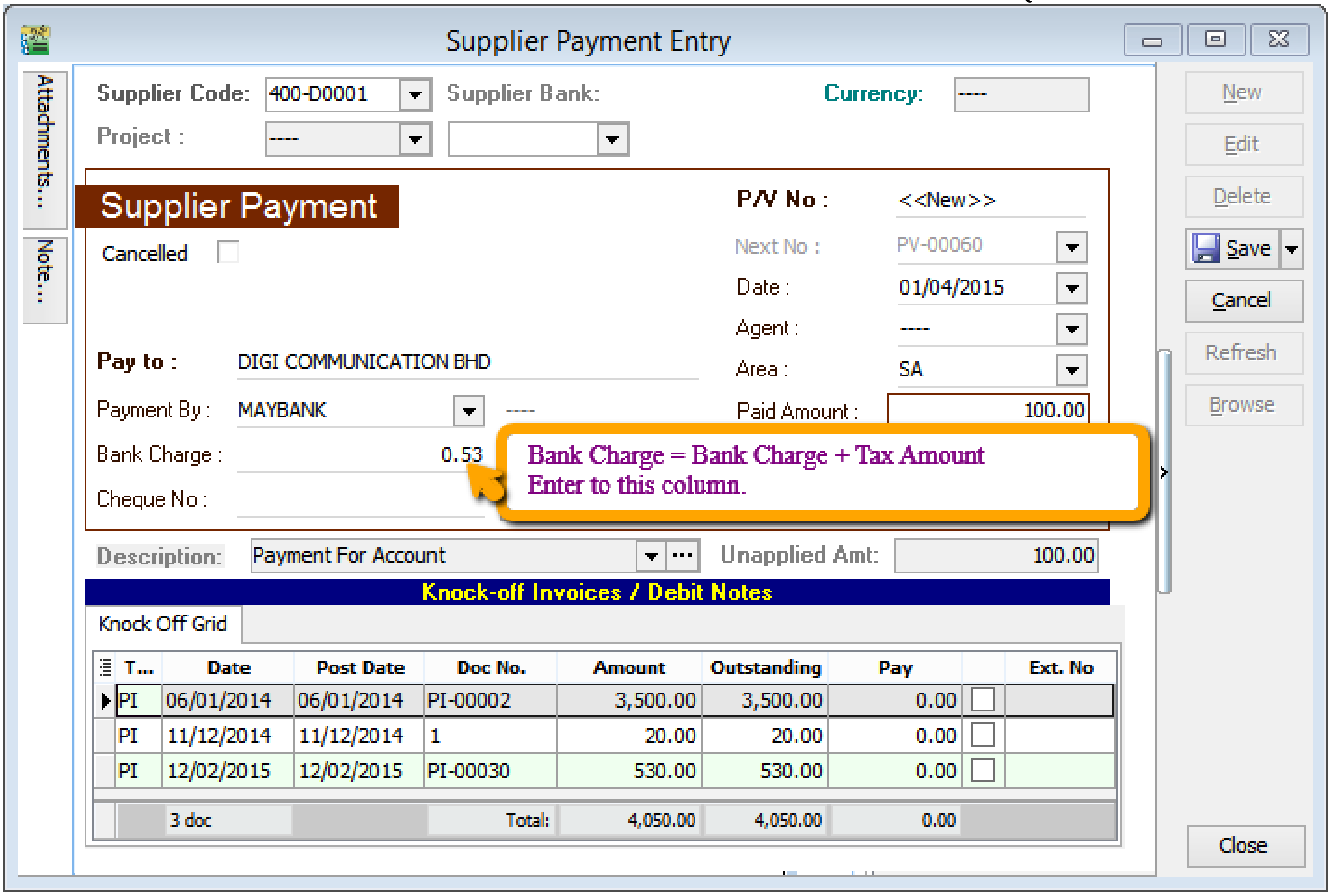
10.1 Bank Charges Reversal

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

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

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).



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:

Maybank

Malayan Banking Berhad (3813-K) (GST ID NO. : 000141295616)
14th Floor, Menara Maybank, 100 Jalan Tun Perak, 50050 Kuala Lumpur, Malaysia

MUKA/ 页 /PAGE :

NO INVOIS CUKAI 税务发票号 TAX INVOICE NO : CBS150430512398030655

E STREAM SOFTWARE SDN BHD

TARIKH PENYATA 结单日期 STATEMENT DATE : 30/04/15

NOMBOR AKAUN 户号 ACCOUNT NUMBER : 512398030655

ELIGIBLE FOR PROTECTION BY PIDM / TAX INVOICE

CORPORATE CURRENT ACCOUNT

URUSNIAGA AKAUN/ 户口进支项 /ACCOUNT TRANSACTIONS

TARIKH MASUK 进支日期 ENTRY DATE	TARIKH NILAI 反过账日期 VALUE DATE	BUTIR URUSNIAGA 进支项说明 TRANSACTION DESCRIPTION	JUMLAH URUSNIAGA 银码 TRANSACTION AMOUNT	BAKI PENYATA 结单存馀 STATEMENT BALANCE
		IV51276 89		
		BEBK04 6288		
30/04		CLEARING CHQ DEP	.00+	49.80
30/04		CLEARING CHQ DEP	.00+	49.80
30/04		CLEARING CHQ DEP	.00+	49.80
30/04		CLEARING CHQ DEP	.40+	07.20
30/04		INTER-BANK PAYMENT INTO A/C	.00+	49.20
		SDN BHD		
		SO 5740 FEE		
		SQL MAINTENACE		
		ENDING BALANCE :		
		LEDGER BALANCE :		
		TOTAL DEBIT :		
		TOTAL 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.

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CURRENT ACCOUNT HOLDERS ARE ENCOURAGED TO REGISTER VIA MAYBANK2U TO

BAKI LEGAR - BAKI AKHIR - CEK BELUM JELAS
可应用存馀 - 截止结馀减未过账反
LEDGER BALANCE - ENDING BALANCE - UNCLEARED CHEQUES

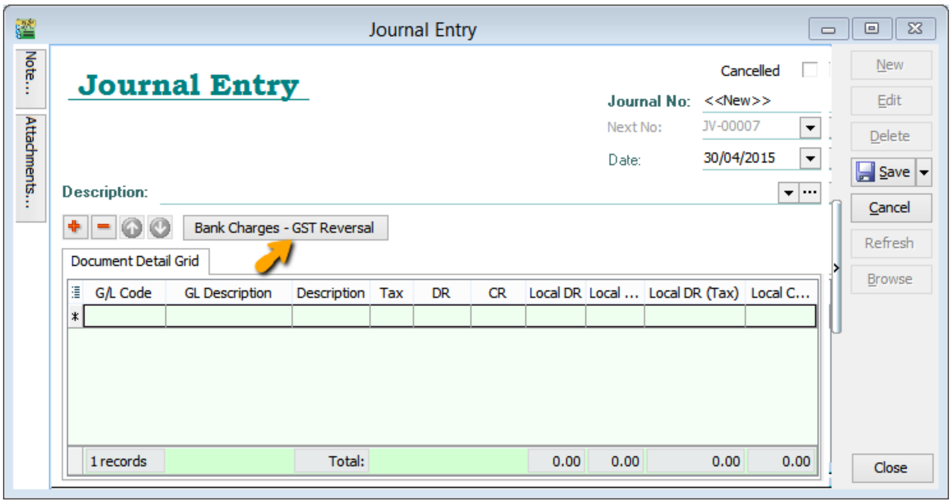
Perhatian / Note

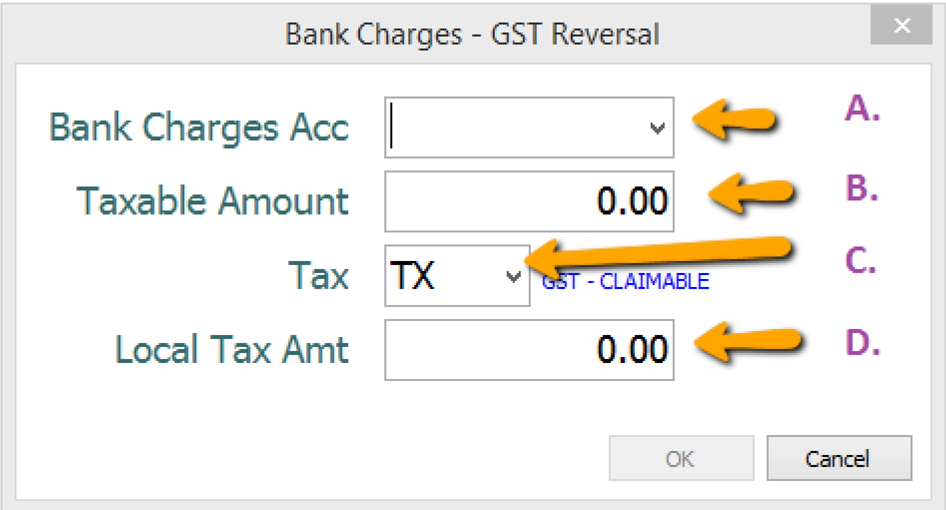
(1) Segala bilangan dan baki tersebut akan dianggap betul terkecuali Bank ini diberitahu atas sebarang perbezaan dalam tempoh 14 hari.
此對賬單所誌之賬項及結餘額應核對，
如有差誤請在十四天內通知本行。
All items and balances shown will be considered correct unless the Bank is notified of any discrepancy within 14 days.

(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
本欄內誌DR者為結欠
Overdrawn balances are denoted by DR

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



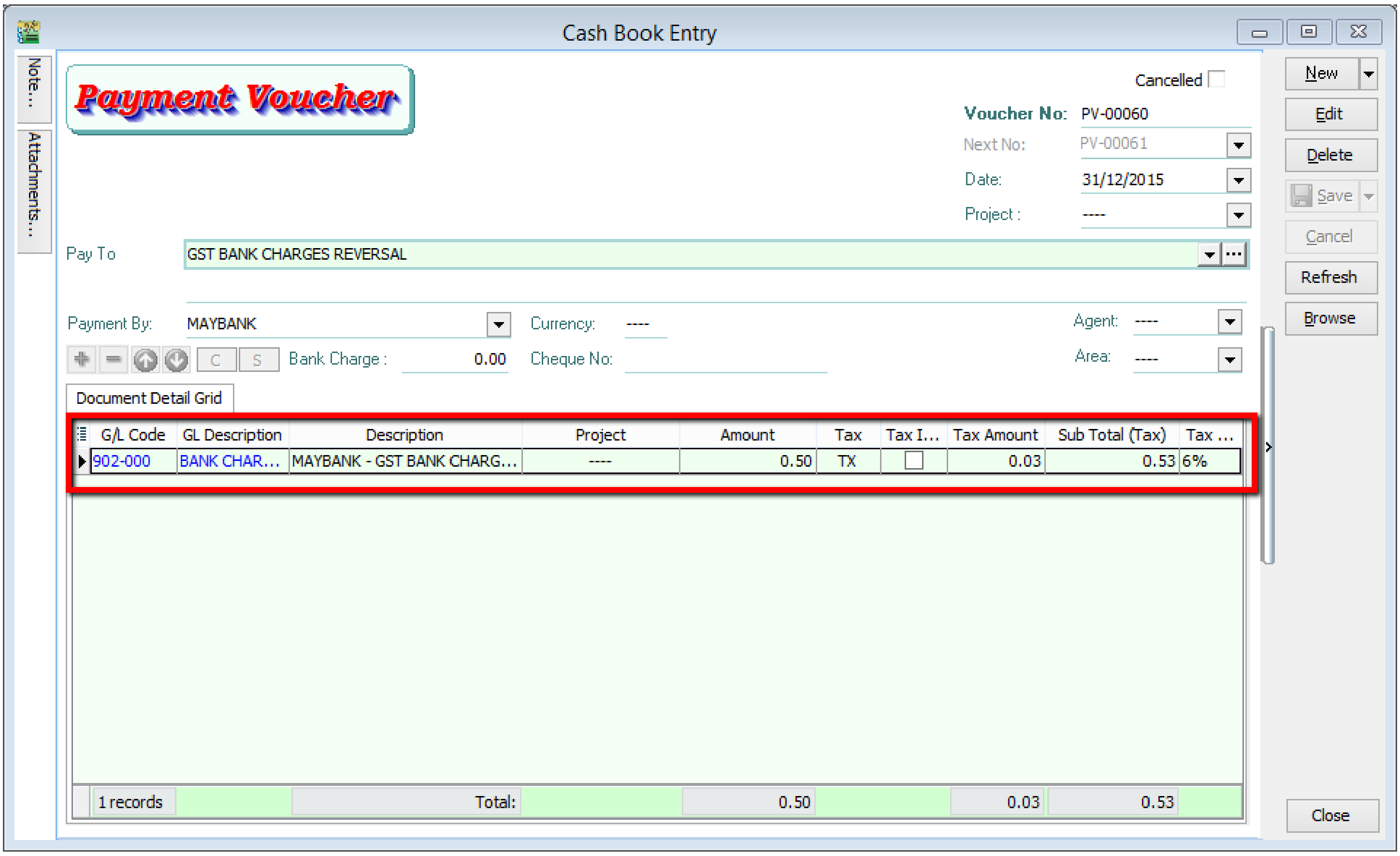


A : Select Bank Charges Account to reverse out.
B : Enter Bank Charges Taxable Amount. (The total bank charges before GST)
C : Select the Tax Code.
D : Enter Bank Charges Tax Amount. (May get it from Bank Statement)

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 :



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

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 5th January 2022. The 12th month expires as at end of 5th 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:

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

<u>Scenario B</u> :

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

01-2022	2|3|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 **<u>both</u>** 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

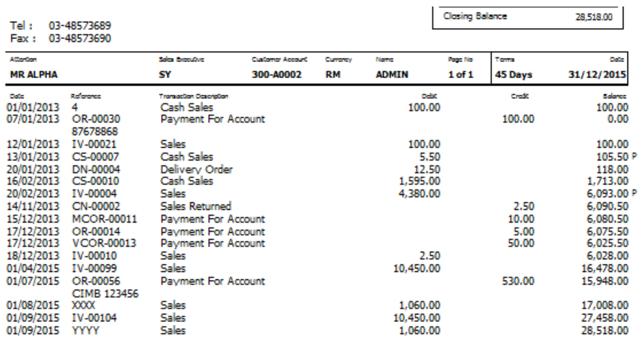
10.3.1 Bad Debt Relief

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

<u>How to be more effort to avoid "bad debt" relief?</u>

Customer Statement

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

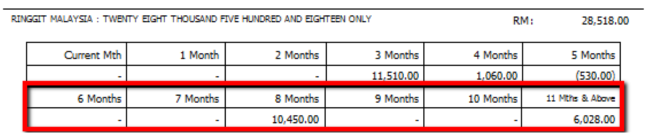


Tel : 03-48573689
Fax : 03-48573690

Closing Balance 28,518.00

Attention	Sales Executive	Customer Account	Currency	Name	Page No	Terms	Date
MR ALPHA	SY	300-A0002	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 87678868	Payment For Account		100.00	0.00
12/01/2013	IV-00021	Sales	100.00		100.00
13/01/2013	CS-00007	Cash Sales	5.50		105.50 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 CIMB 123456	Payment For Account		530.00	15,948.00
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

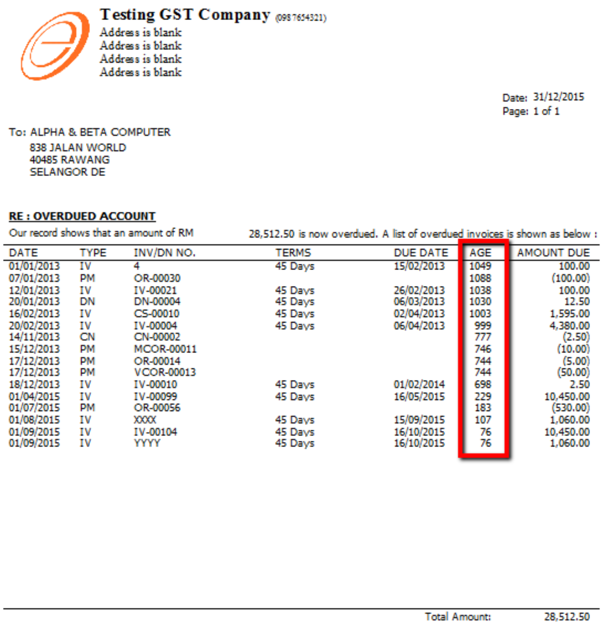


RINGGIT MALAYSIA : TWENTY EIGHT THOUSAND FIVE HUNDRED AND EIGHTEEN ONLY RM: 28,518.00

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 (0987654321)
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 RAWANG
SELANGOR DE

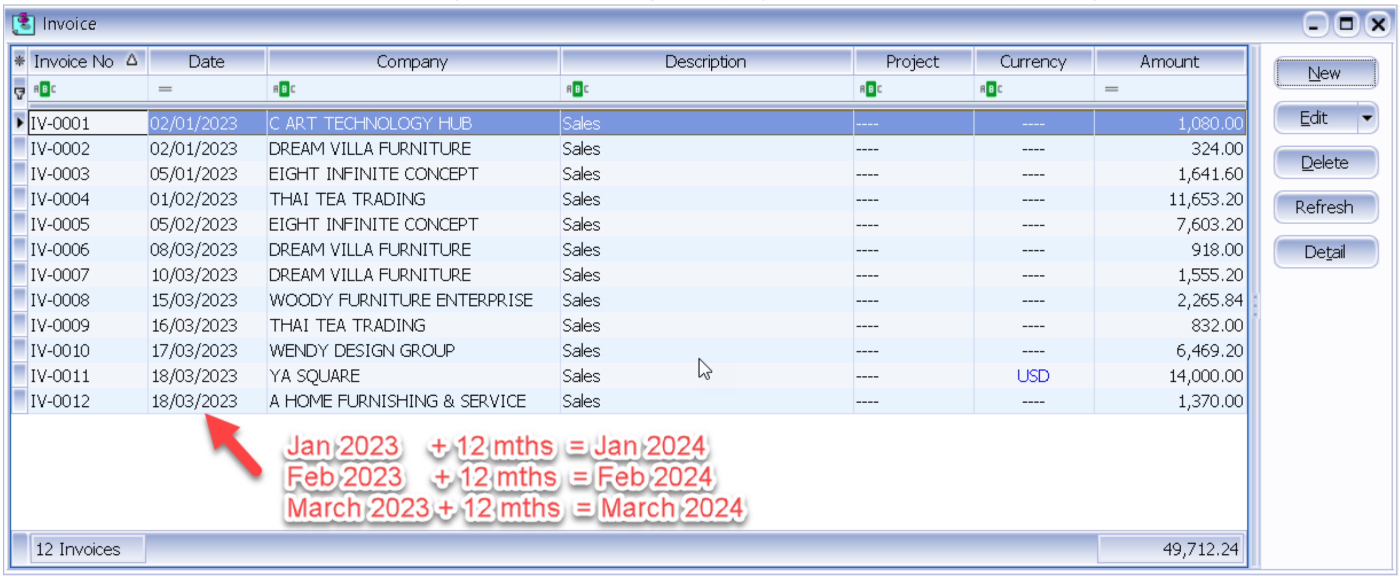
RE : OVERDUED ACCOUNT

Our record shows that an amount of RM 28,512.50 is now overdued. A list of overdued 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-00021	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

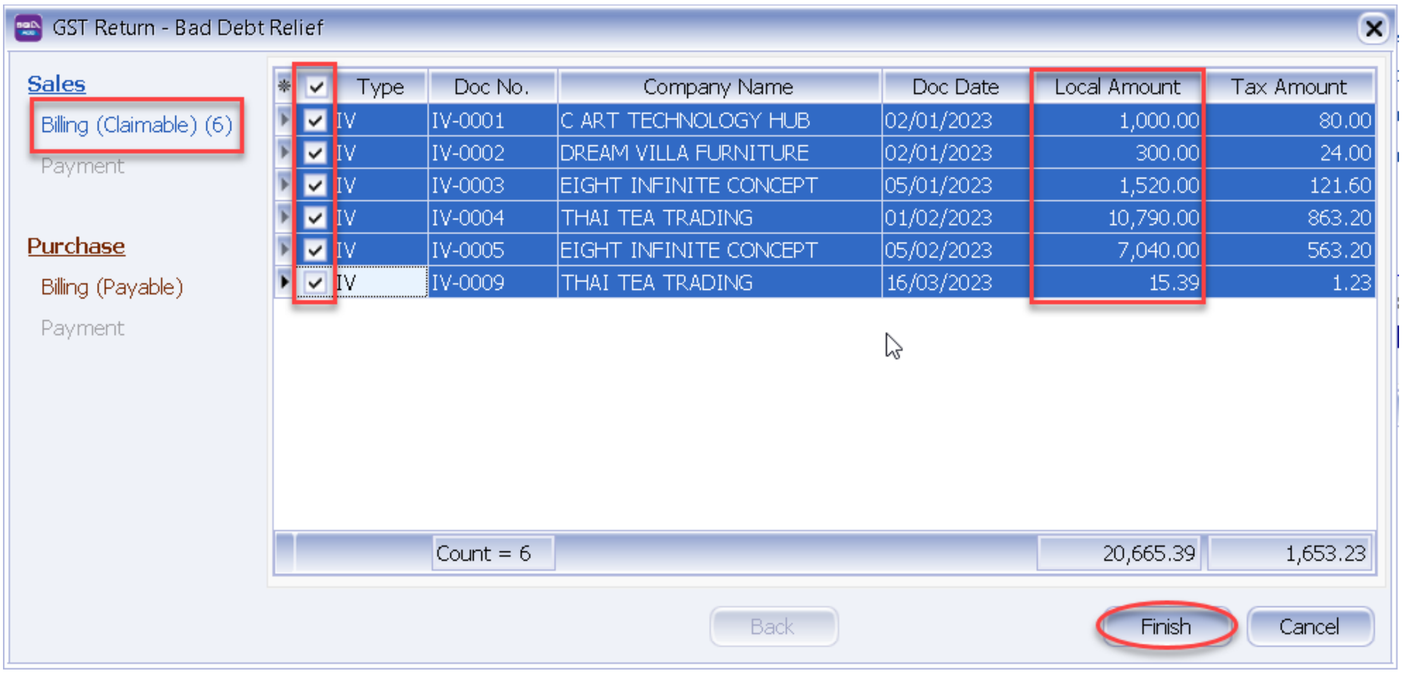
The following scenario demonstrates how the system handles Bad Debt Relief automatically. Refer to the listing below there are few invoices in January 2023, assuming company submits GST on a quarterly basis.



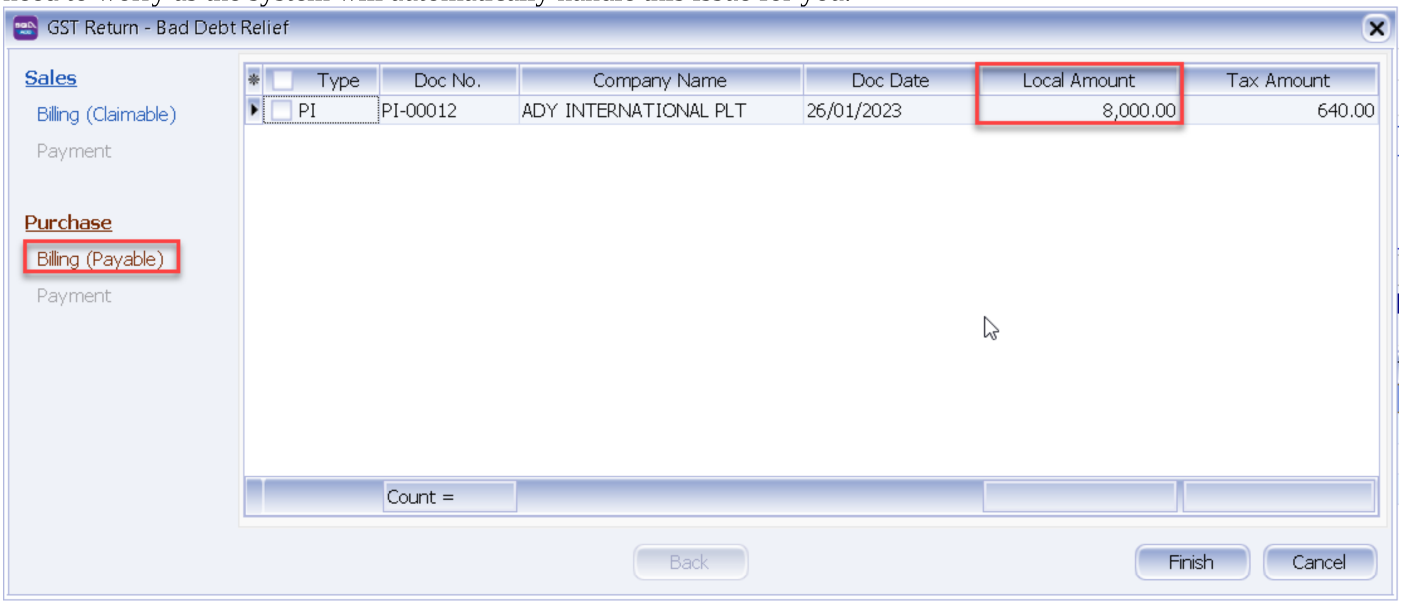
Invoice

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

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



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.

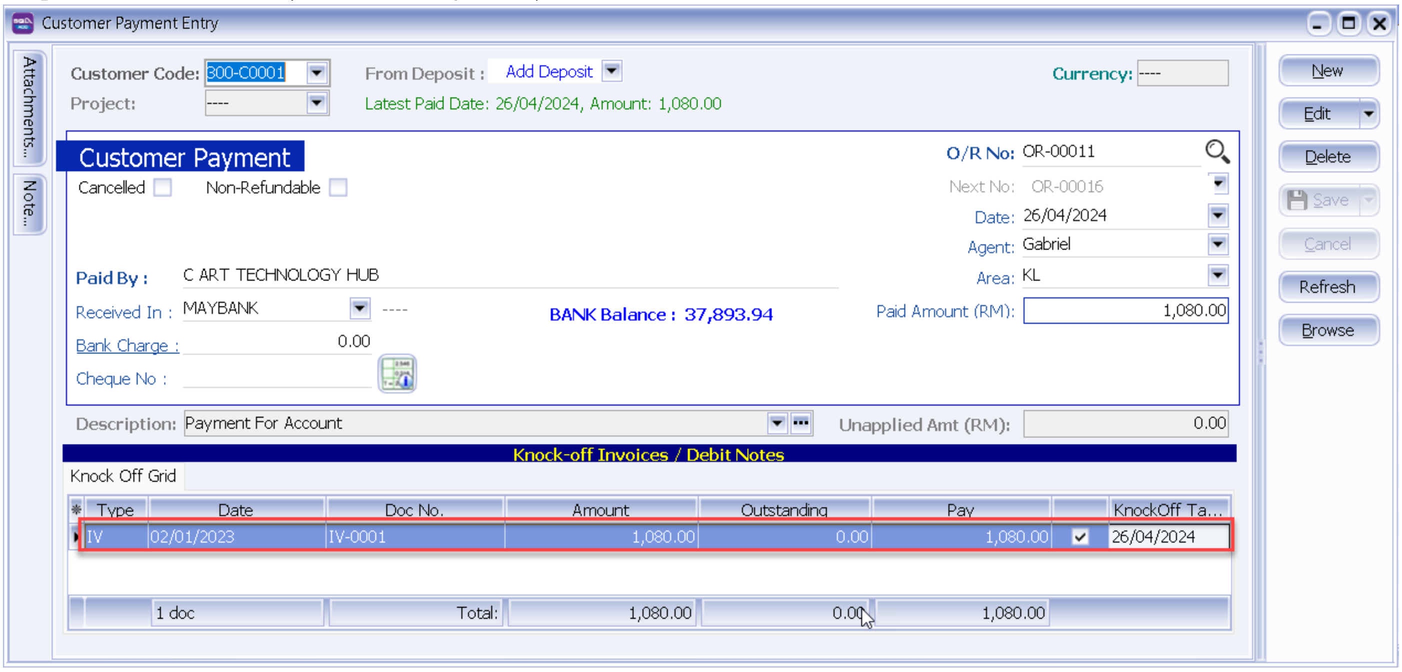


And you can see those outstanding purchase invoice will appear in the list under Purchase | Billing (Payable).

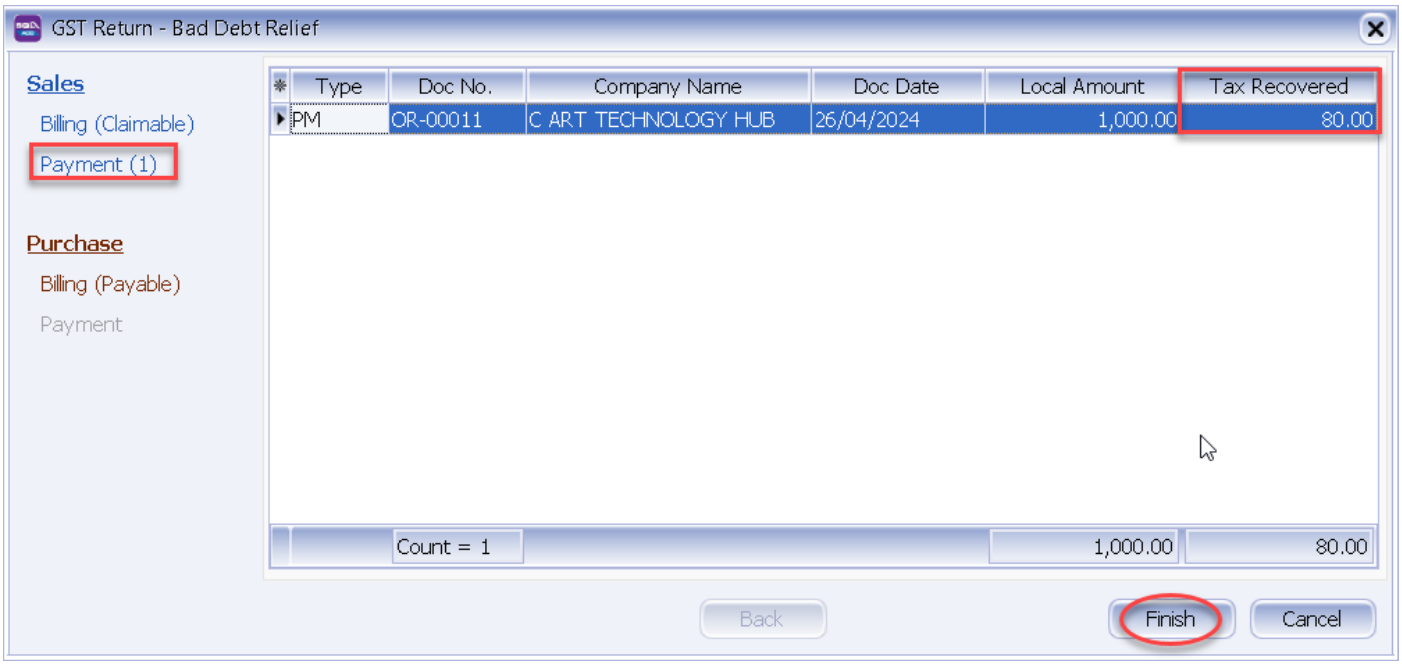
10.3.2 Bad Debt Recover

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.



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.



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 **Input Tax** (e.g: Bad Debt Relief)	**SL-AJP**-BD		80	(80)
2024.06	Any adjustment made to **Output Tax** (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

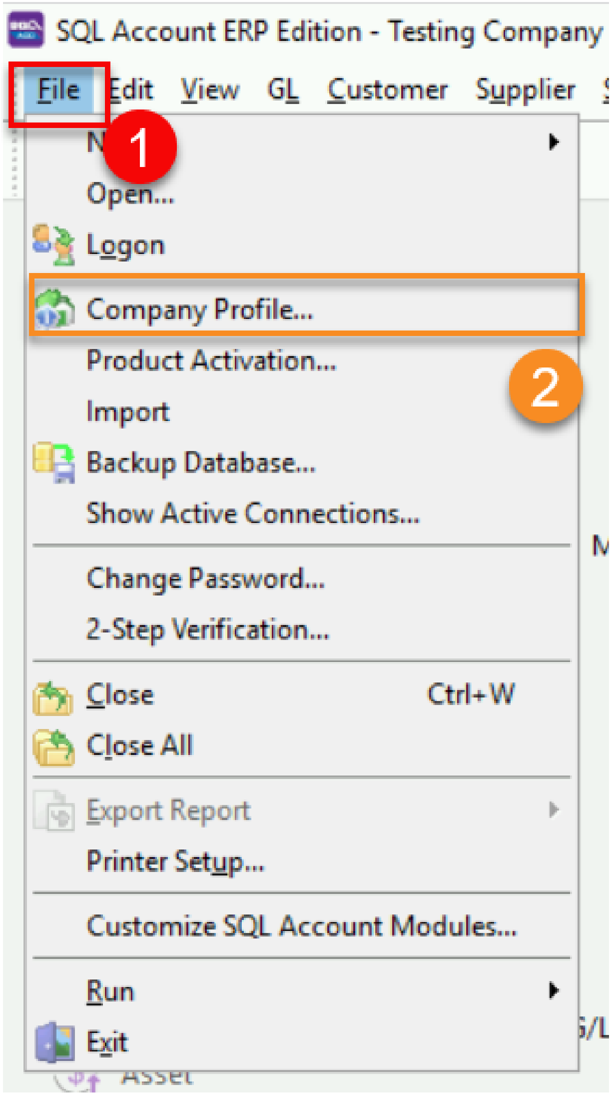
Year.Month	Description	Tax Code	DR	CR	Balance
	Balance B/F				0
2024.03	Any adjustment made to **Output Tax** (e.g : Bad Debt recover & outstanding invoice more than 6 months)	**PH-AJS**-BD	640		640
2024.06	Any adjustment made to **Input Tax** (e.g: Bad Debt Relief)	**PH-AJP**-BD		640	0

11 E-Invoicing

11.1 Register for Peppol

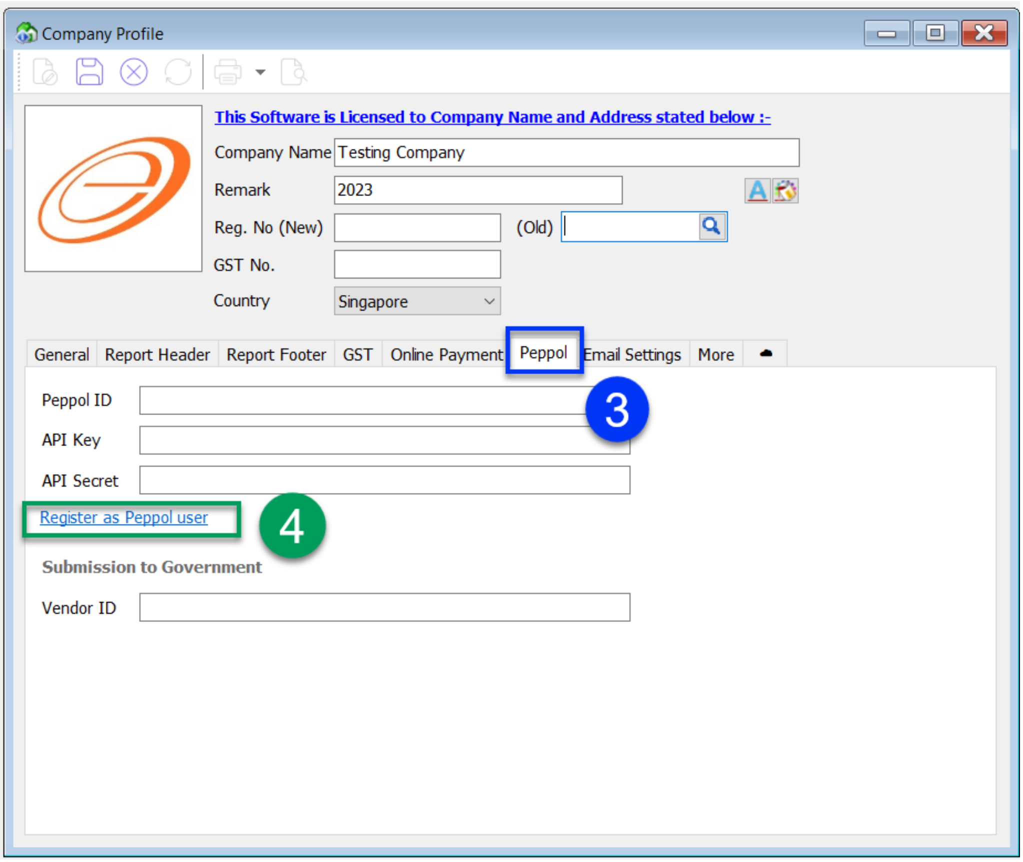
Step 1 : Go to **File**

Step 2 : Click on **Company Profile**



Step 3 : Click on **Peppol** Tab

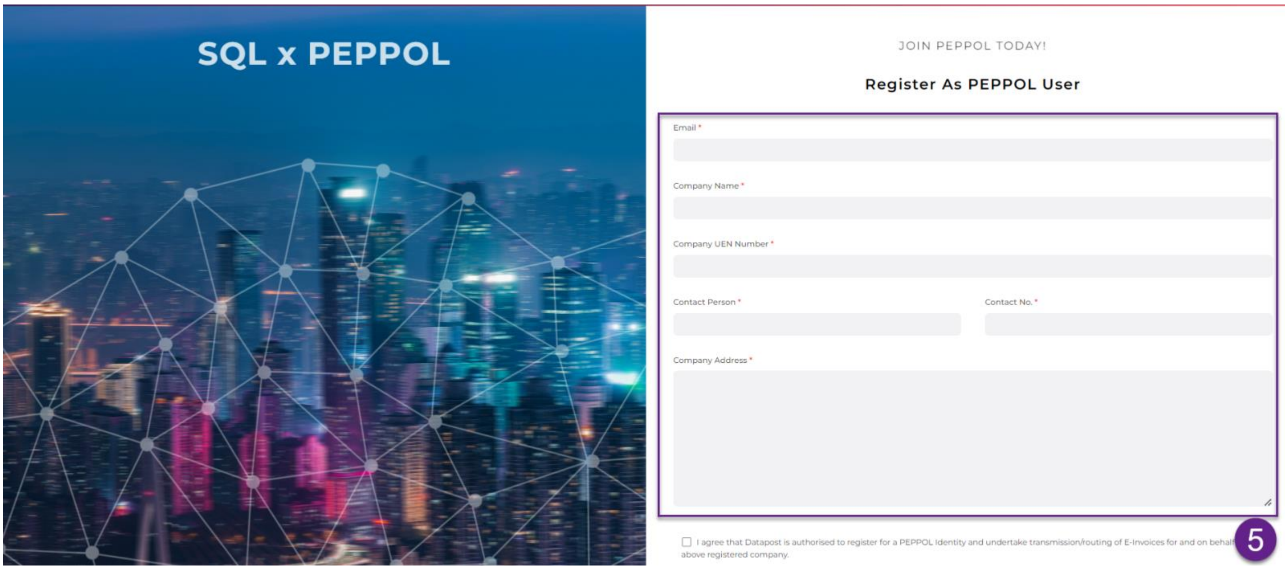
Step 4 : Click on **Register As Peppol User** to register your own company Peppol ID



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]



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

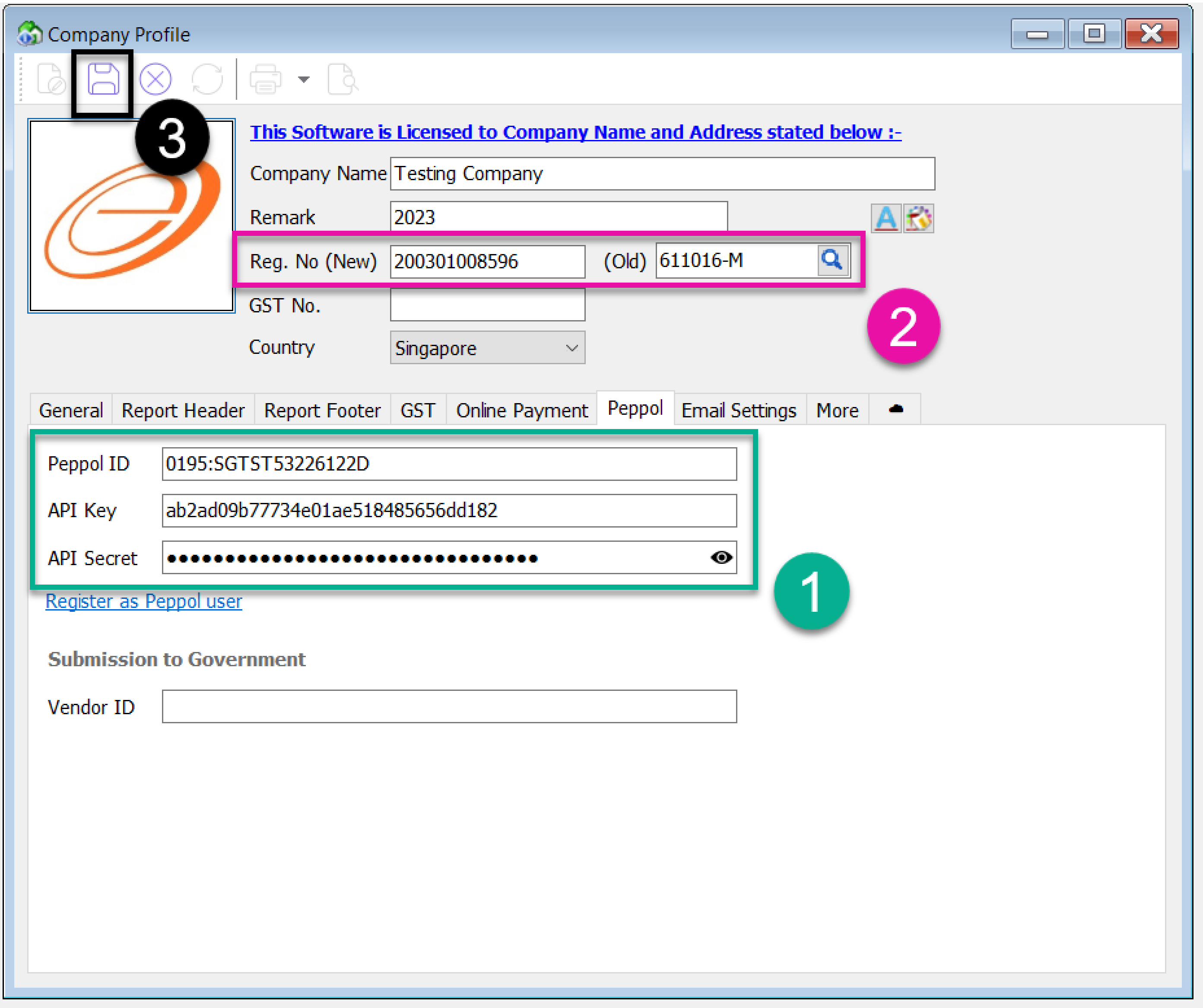
11.2 Setting Peppol In Company Profile

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)**

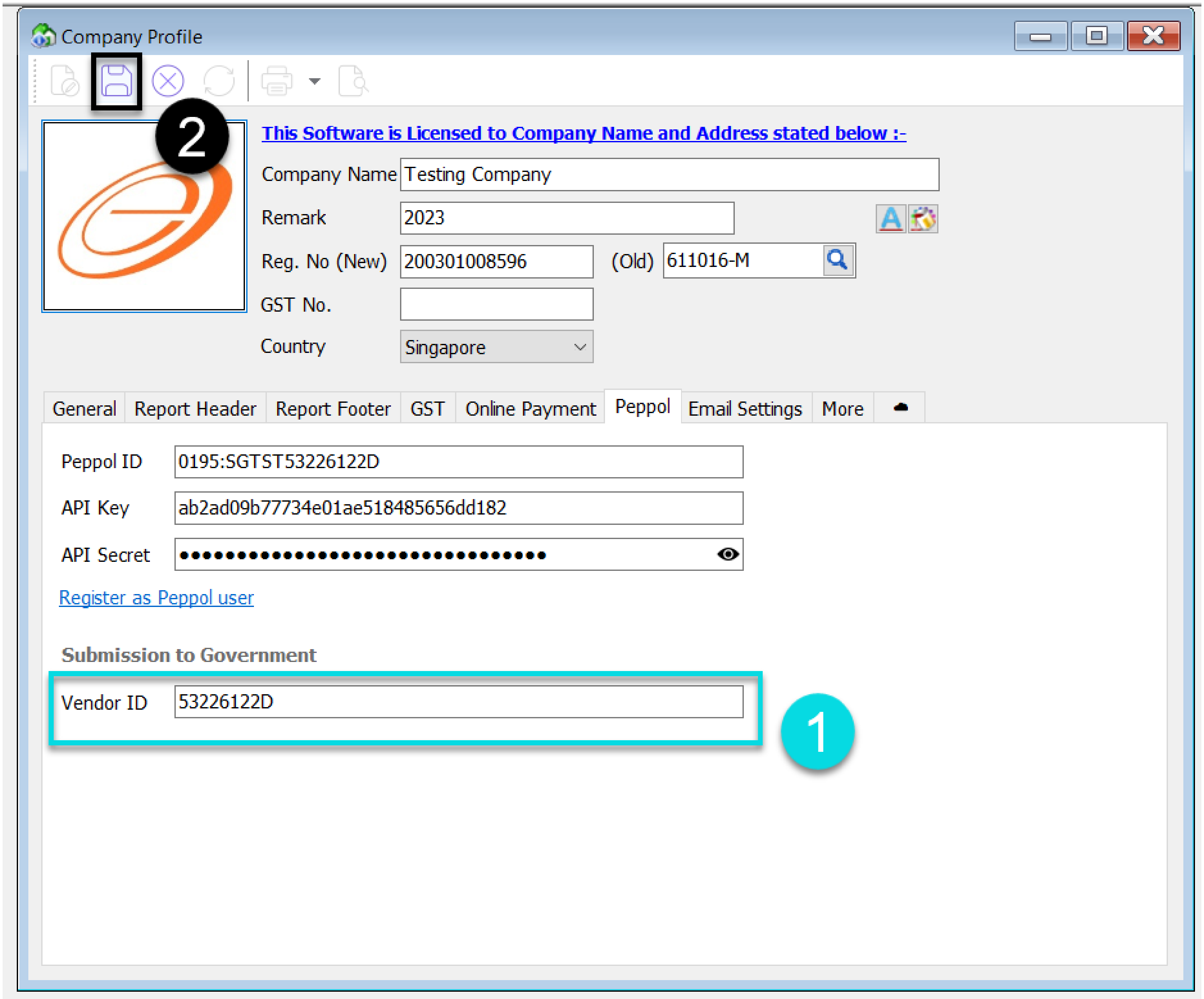
Step 3 : **Save**



11.2.2 B2G (Business To Government)

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

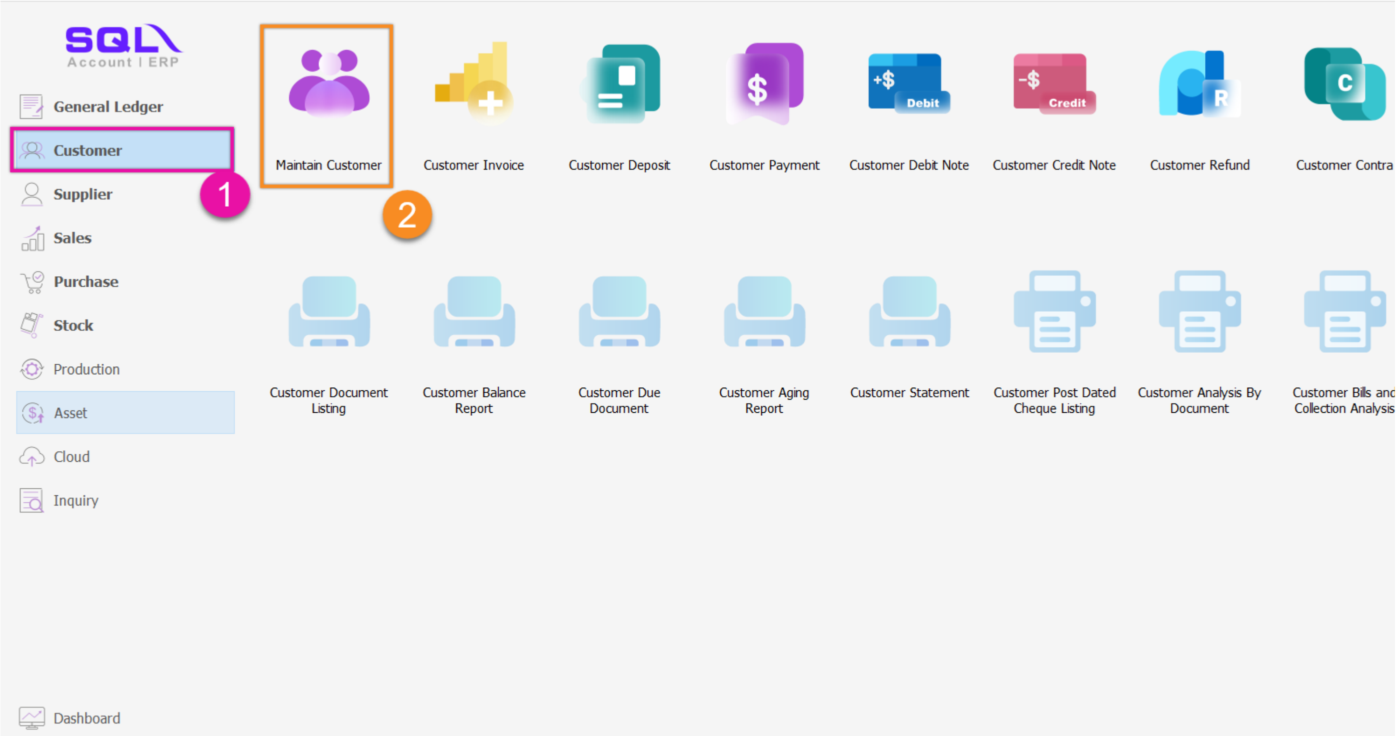
Step 2 : **Save**



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**

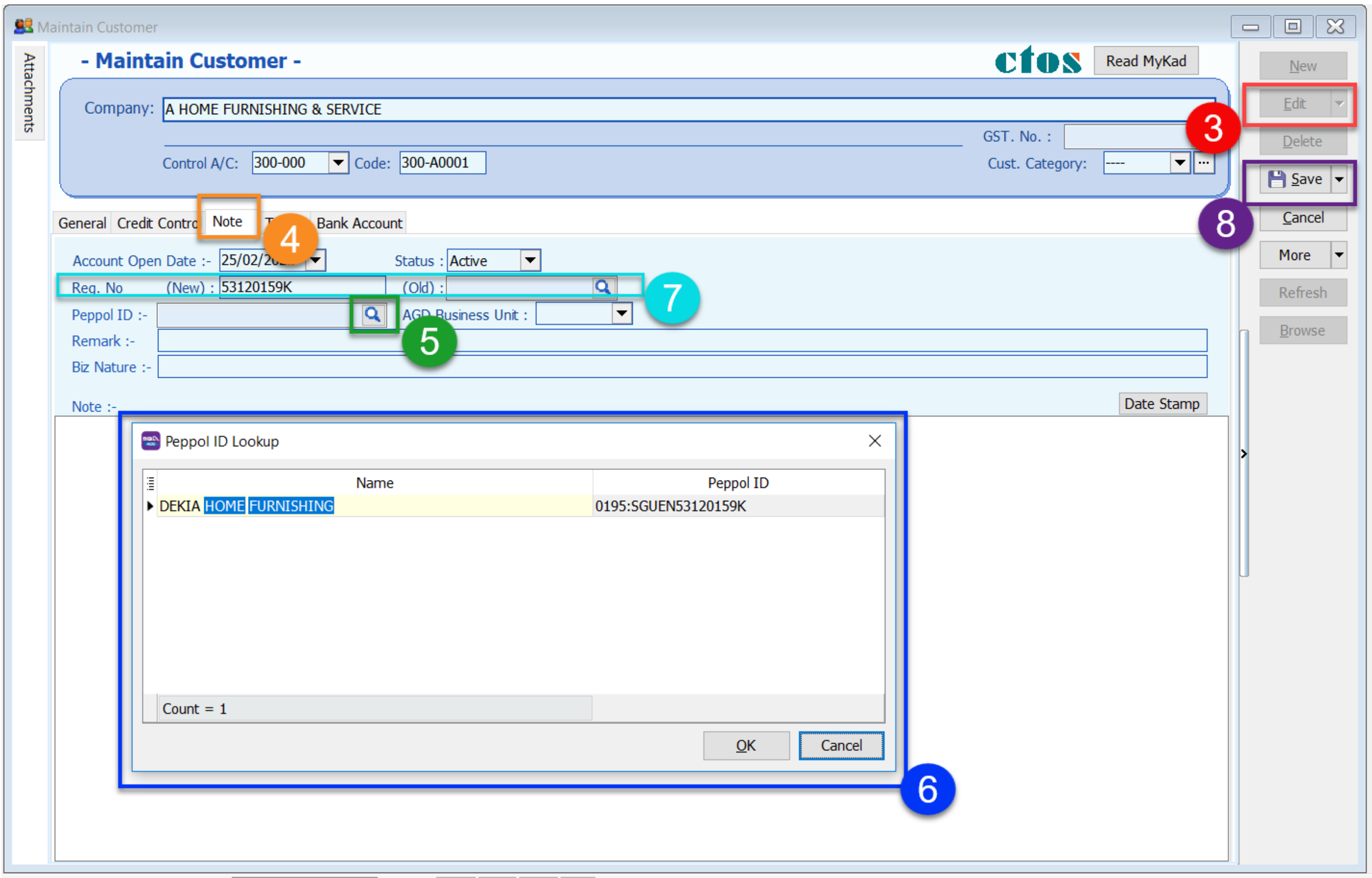
Step 5 : Click on the ‘**magnifier’ button** to search customer peppol ID

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**



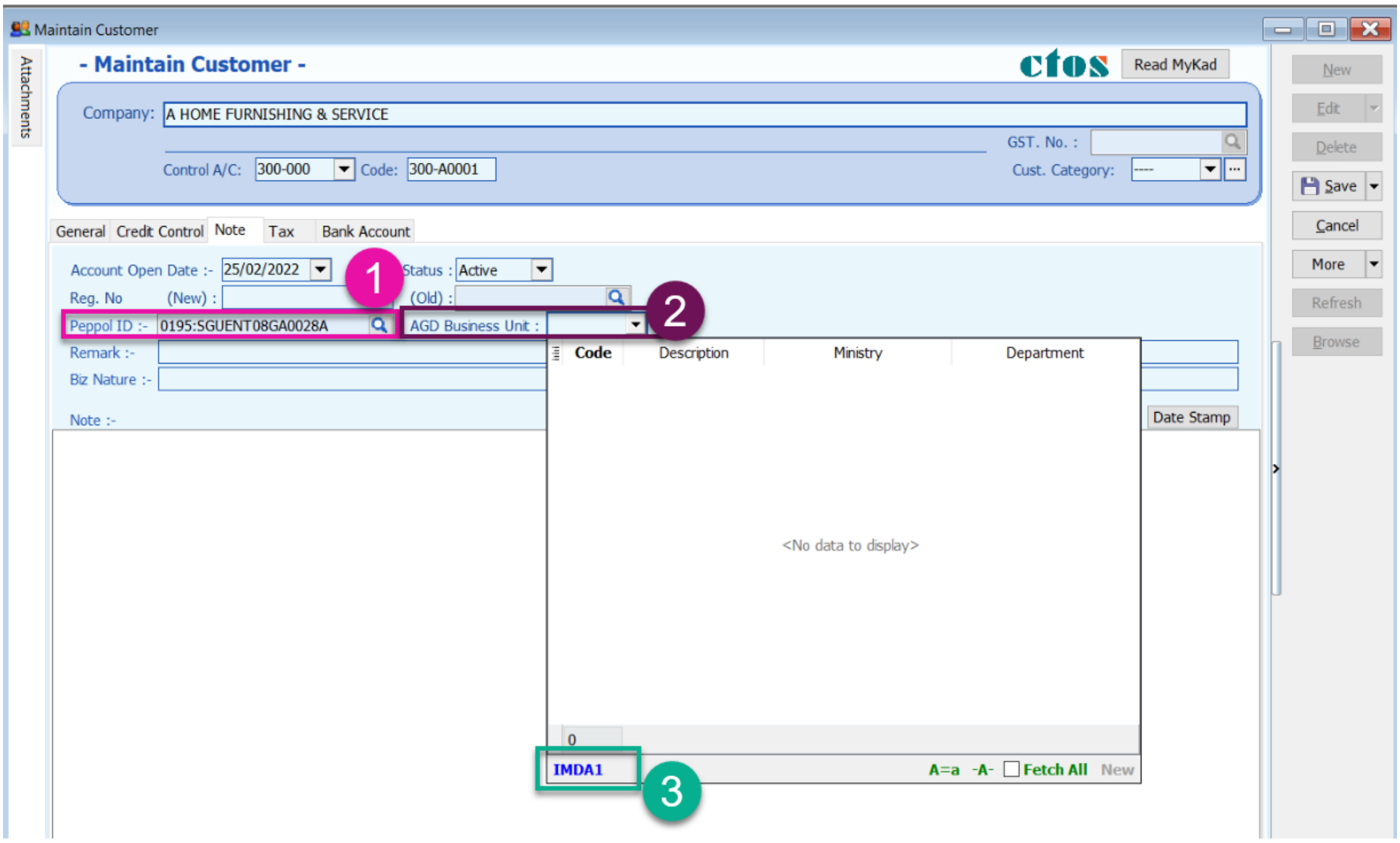
11.3.2 Peppol B2G (Business To Government)

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**

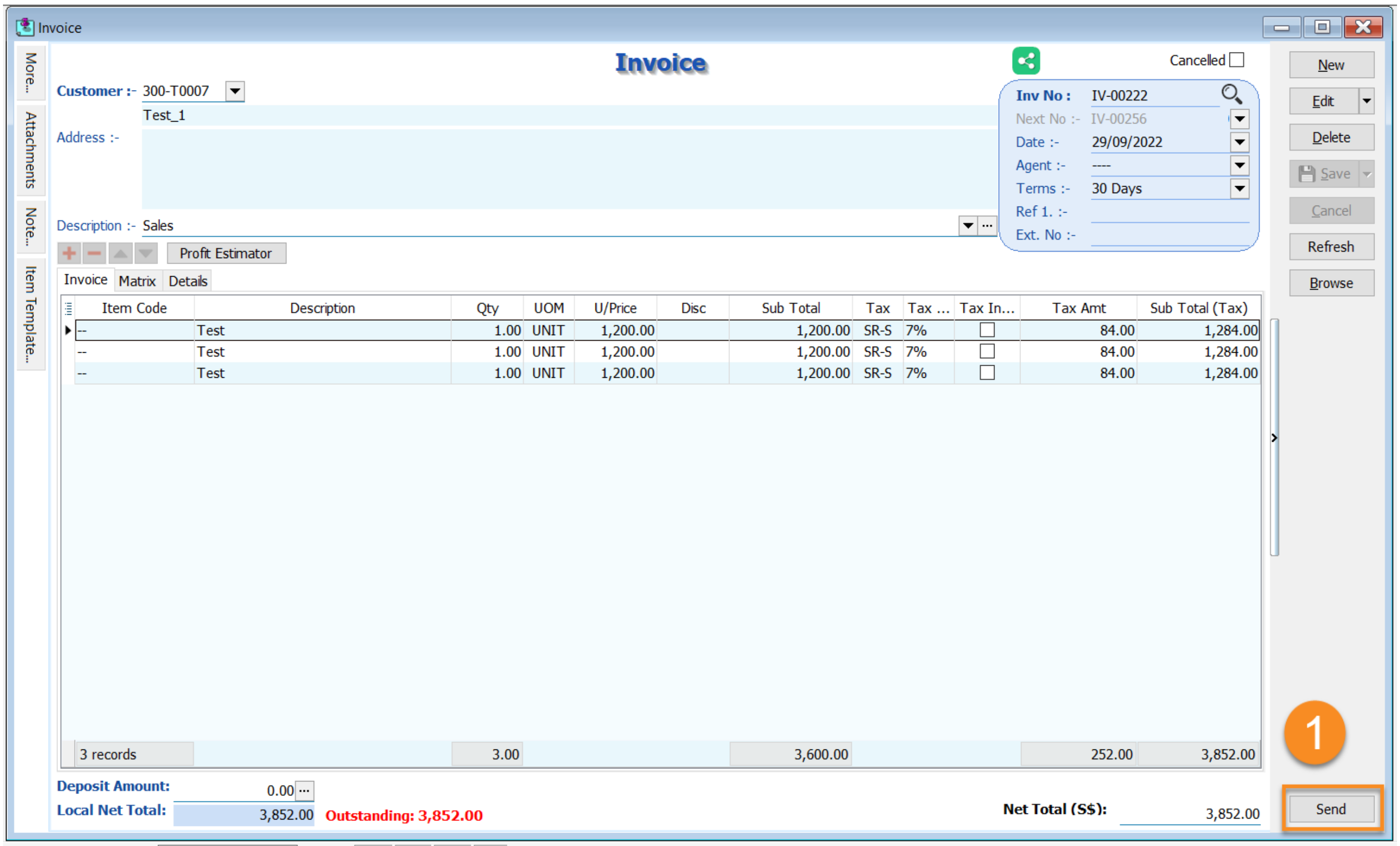


For Supplier : Go to Supplier > Maintain Supplier > Edit > Note Tab

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



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	• Cannot be Blank • Maximum 5 characters
Invoice / Credit Note	Inv No / CN No	• Maximum 27 characters • [a]**Limited charest**, cannot contain space
	Date	Cannot be backdated by more than 7 calendar days or forward-dated
	Description	• Cannot be blank • Maximum 254 characters
	Terms	Must be in list of acceptable payment terms
	More > Billing > Attention	• Cannot be blank • Maximum 20 characters • [a]**Limited 'charset**
	Item Description	• Maximum 254 characters
Credit Note > Items	FromDocType	All items must be transferred from invoice
	FromDocNo	• Maximum 30 characters • [a]**Limited charset** • All items must be transferred from **SAME** invoice

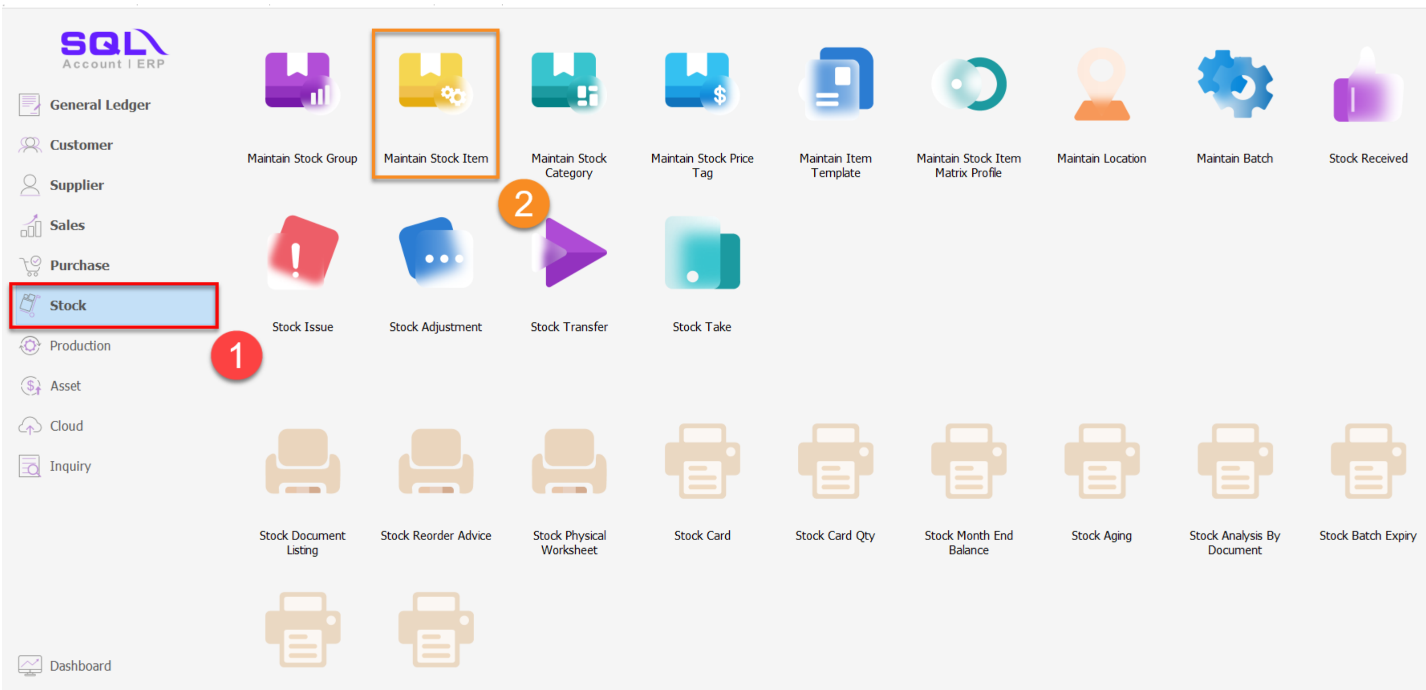
[a]**Limited charset** : Cannot contains symbols " # % & ' + < > ?

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**



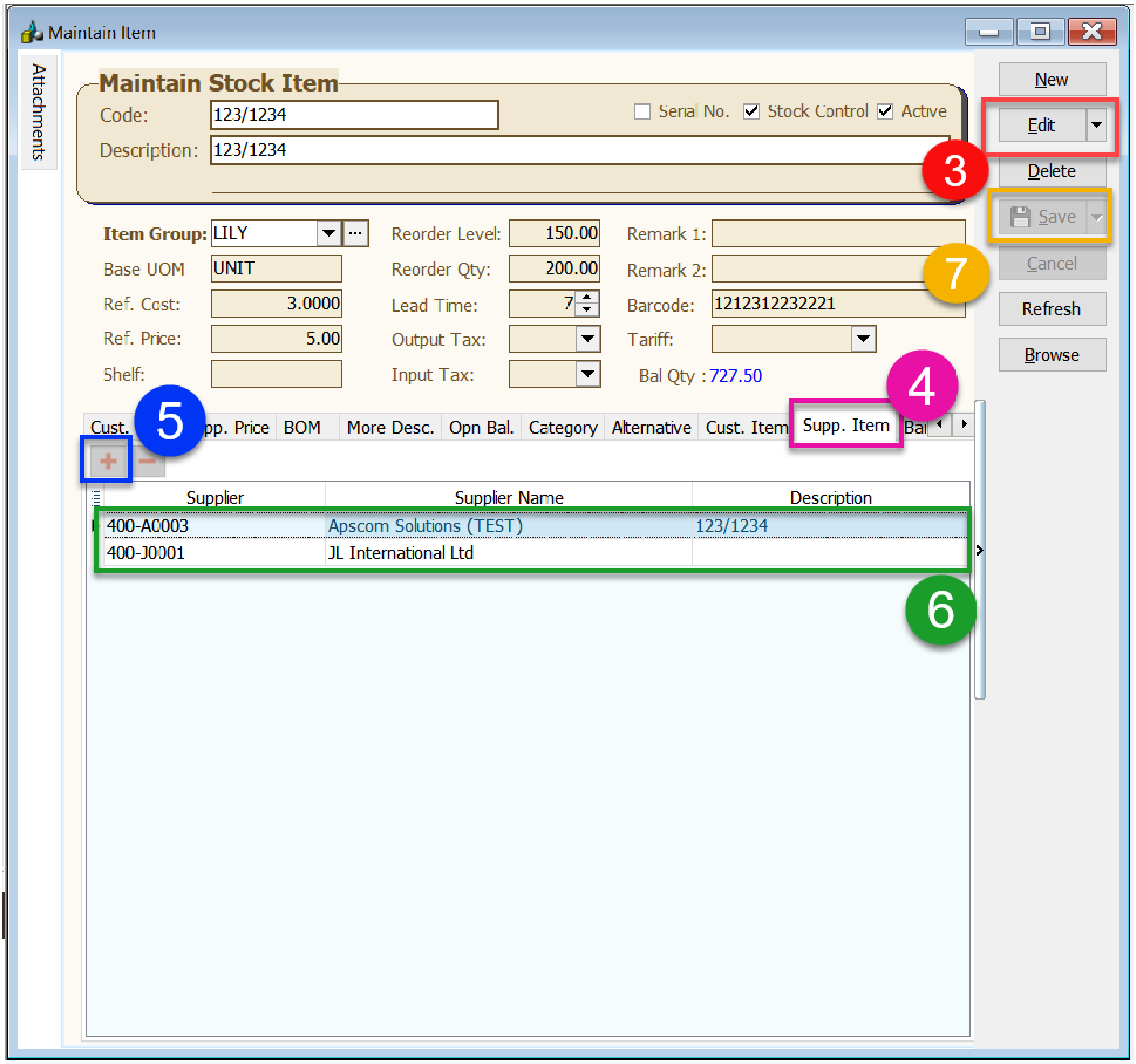
Step 3 : Click **Edit**

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

Step 5 : Click **'+'** button

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

Step 7 : **Save**

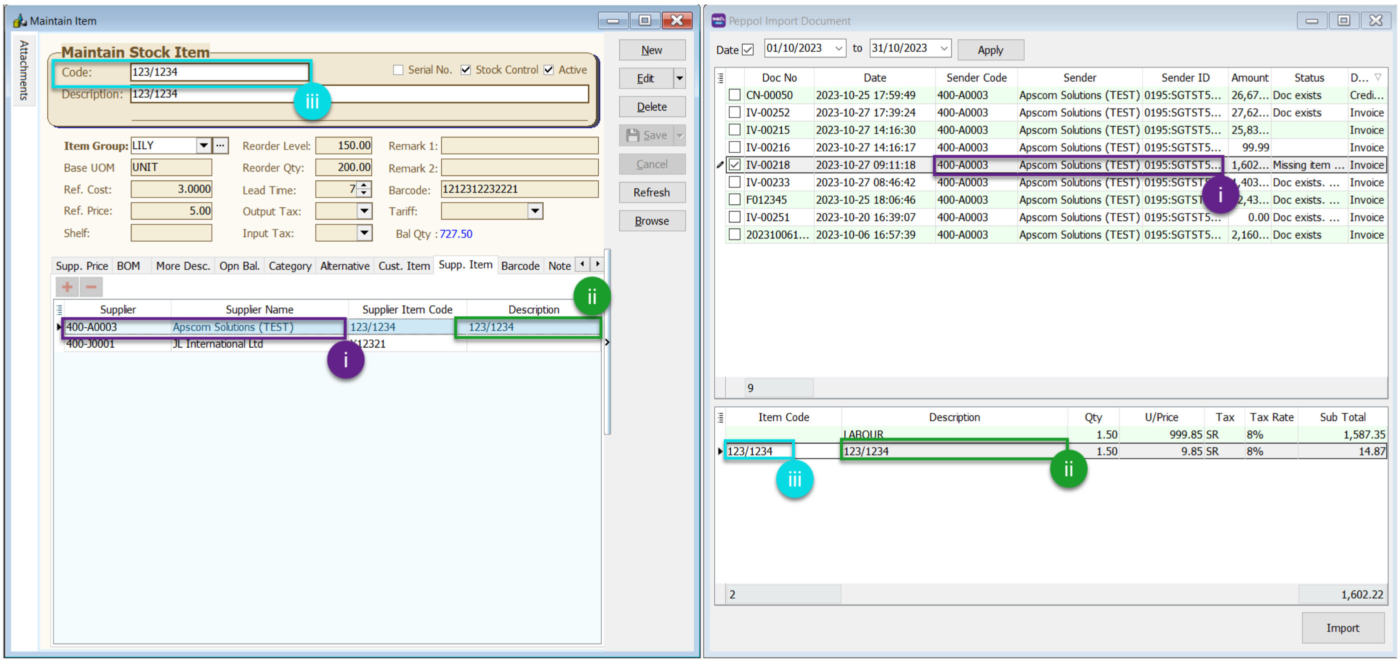


After done settings, when you import a document from Peppol, the items will be automatically mapped item code and displayed as shown in the picture below, as an example:

i : Supplier Code and Supplier Name matched

ii : Item Description matched

iii : Item Code set automatically

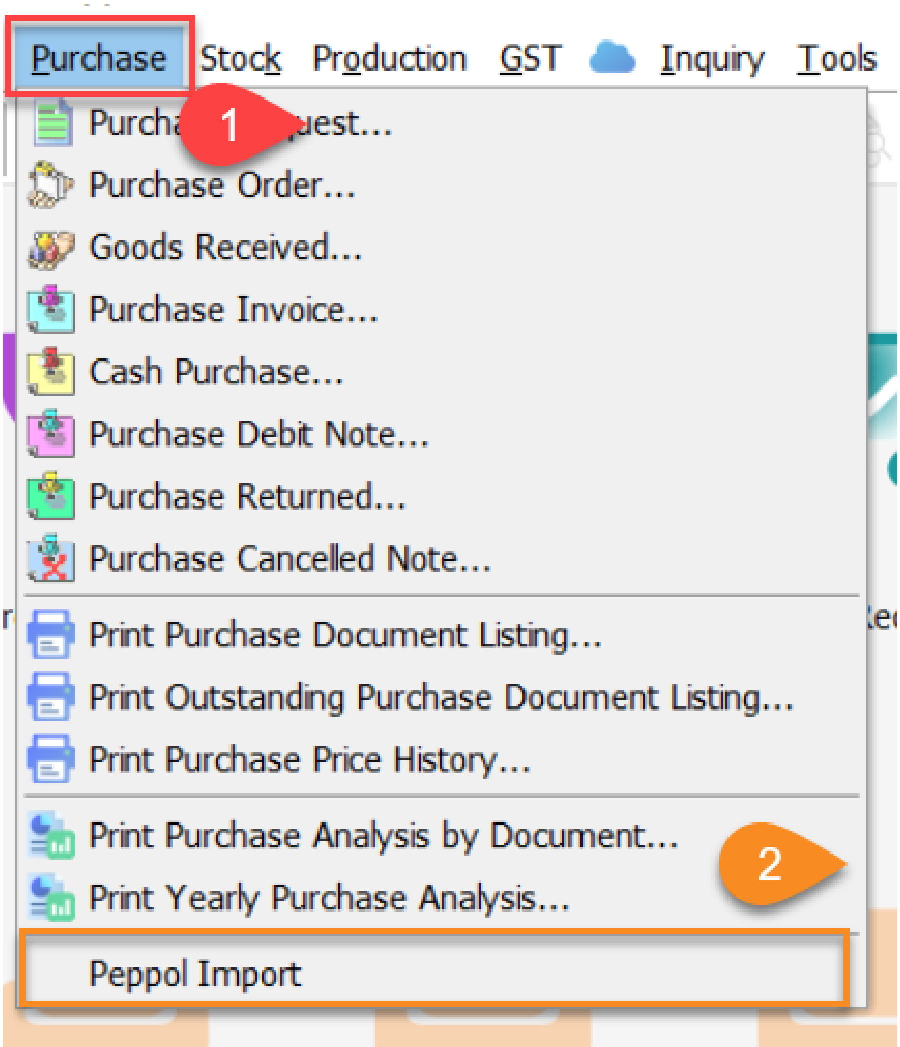


You can manually map item codes during the invoice import process even if you not follow this step to map item code

11.6 Import Purchase Document into SQL Account

Step 1 : Purchase

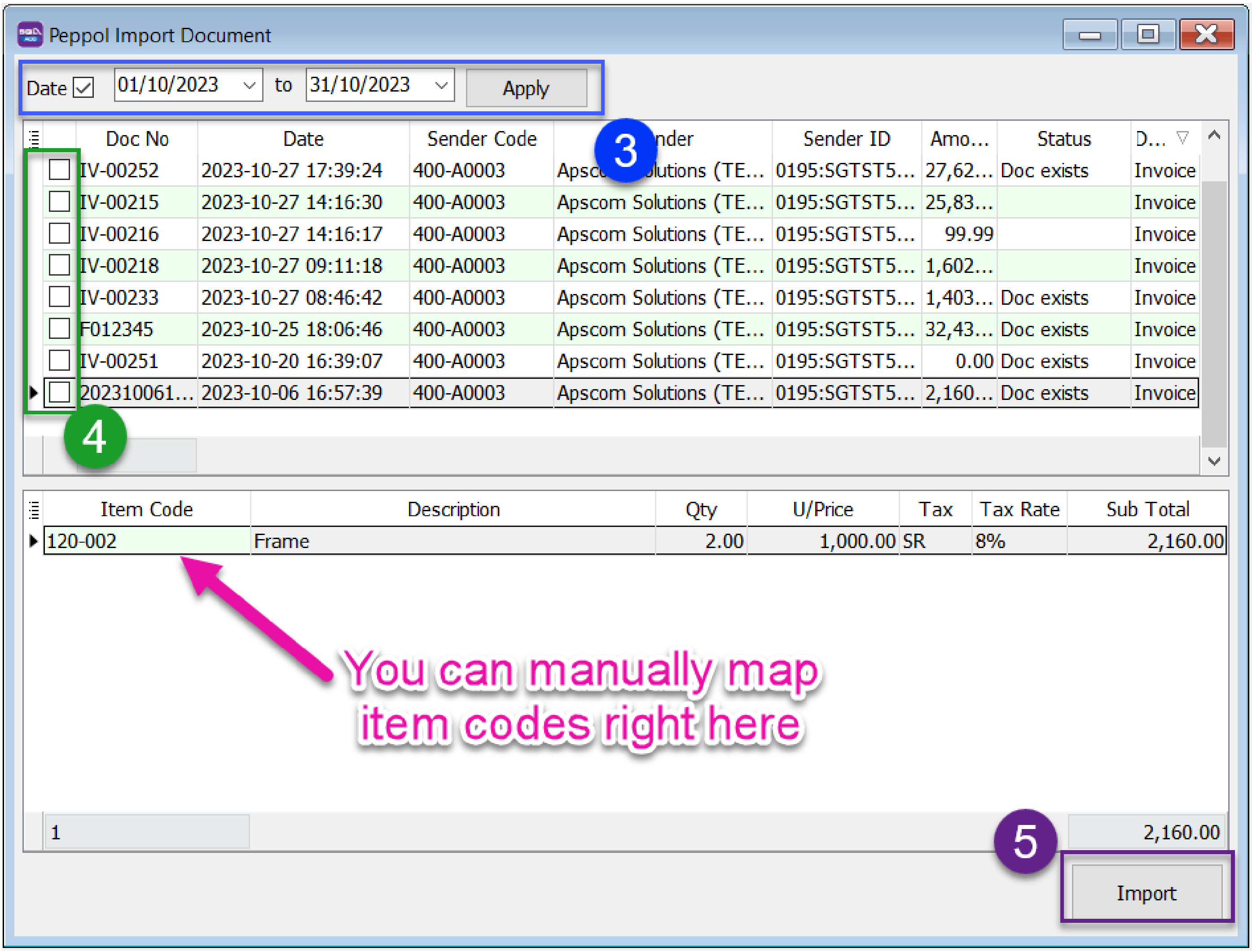
Step 2 : Peppol Import



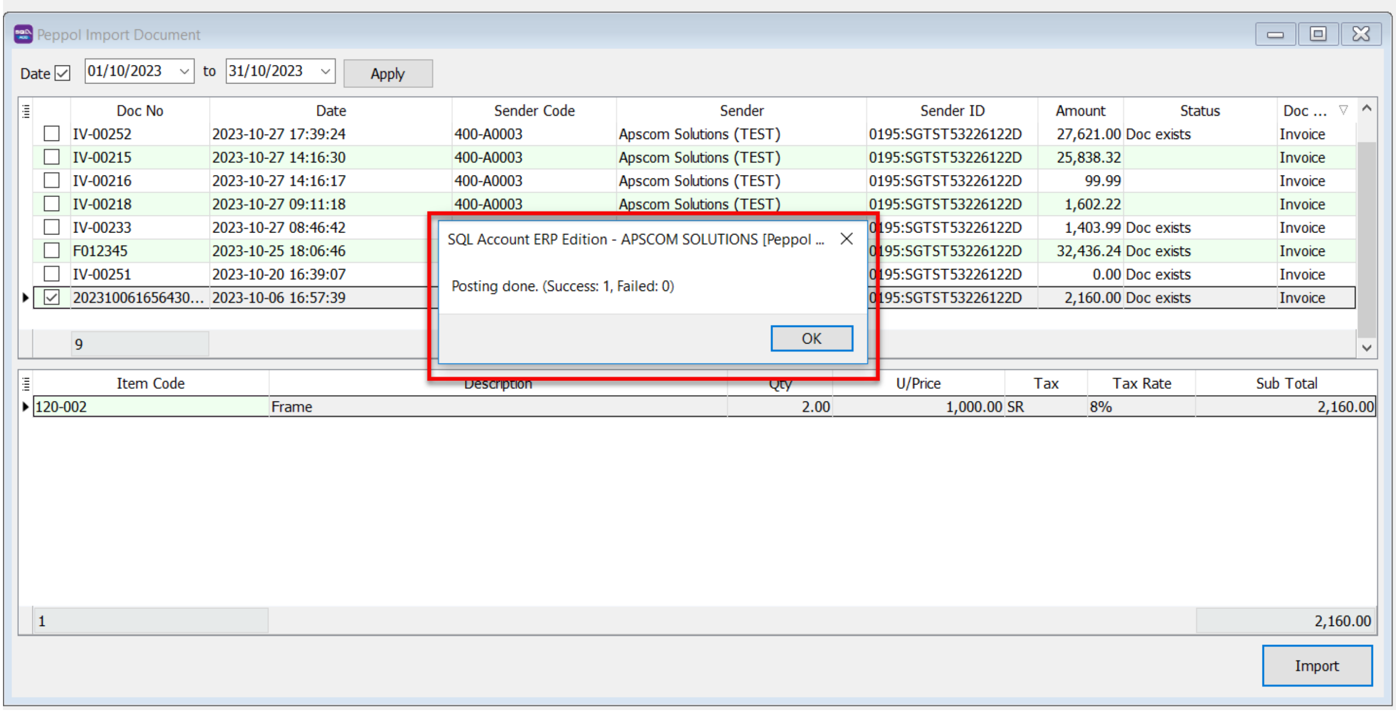
Step 3 : Select date range and click Apply

Step 4 : Tick the checkboxes to select documents to import

Step 5 : Click Import button



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



11.7 List Of Status

Status	Description	Import Eligibility	Solutions
Missing Item Code	Item code is empty for items in the selected invoice	Yes	● Set Item code mapping ● Manually select item code
Doc Exists	Document with same DocNo and Supplier is already exist	Yes	● Check the existing document and decide whether to overwrite it

11.8 Error code and Message

Error Code / Message	Possible Reason	Solutions
Export		
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	Steps : 1. Check and make sure both fields are entered correctly in Company Profile 2. Close the Peppol Import Document form completely 3. Reopen the form and try again
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.	● Make sure your company is Peppol registered, enter your company Peppol ID in Company Profile. ● If your company do not have Peppol ID, register.

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. (Go to GST > Maintain Tax, tax codes under 'Category: GST Supplies' are valid)
Invalid Tax Code "x"	Tax type of selected tax code selected is not a valid GST tax type.	
Must have at least one invoice item	Document does not contain any item	Add at least one item to the document
Import		
Please select supplier.	Sender code is empty for the selected invoice.	• Add sender to your supplier list with Peppol ID filled • If sender is already your supplier, make sure the Peppol ID is filled correctly • Manually select sender code

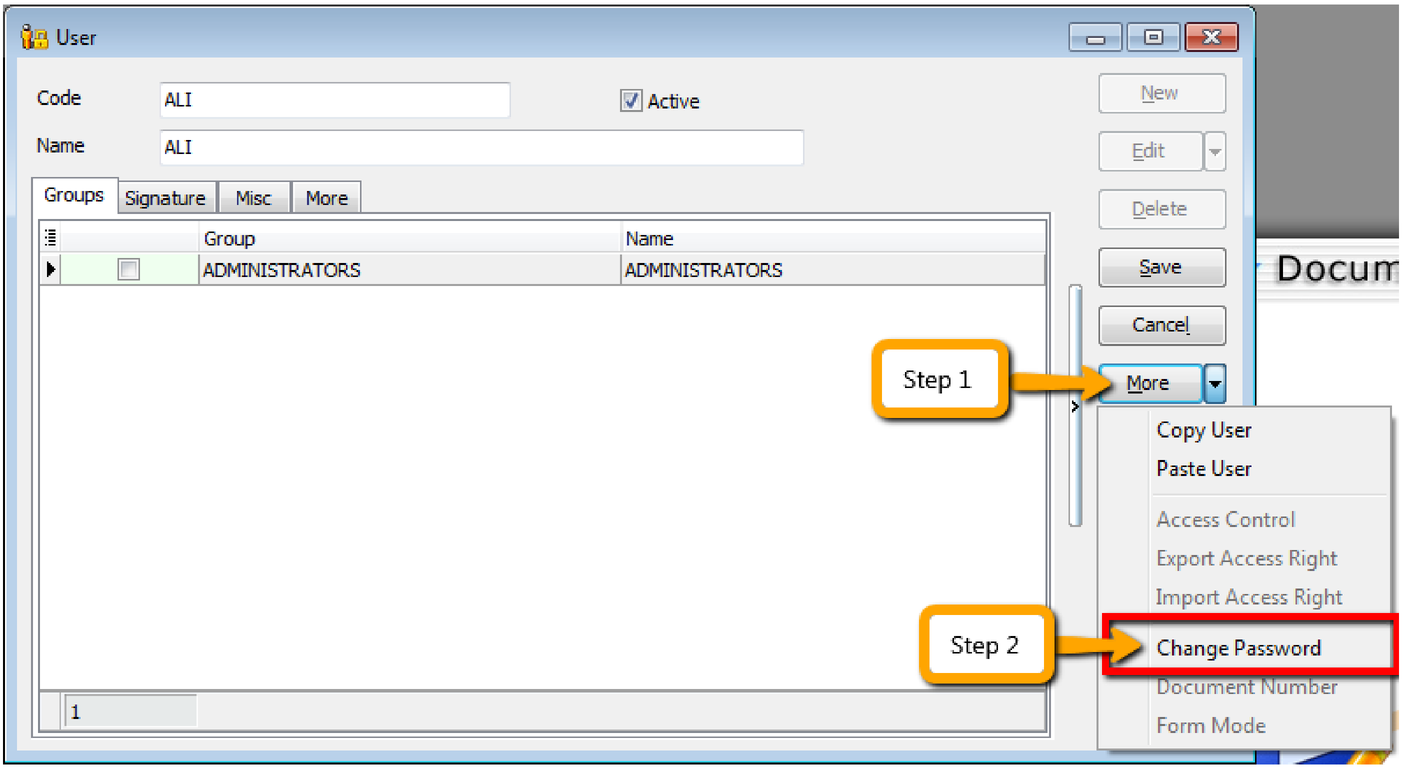
12 Tools

12.1 Maintain User

Step 1: Select **Tools | Maintain User | New**

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

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



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

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

12.1.1 User Access Right

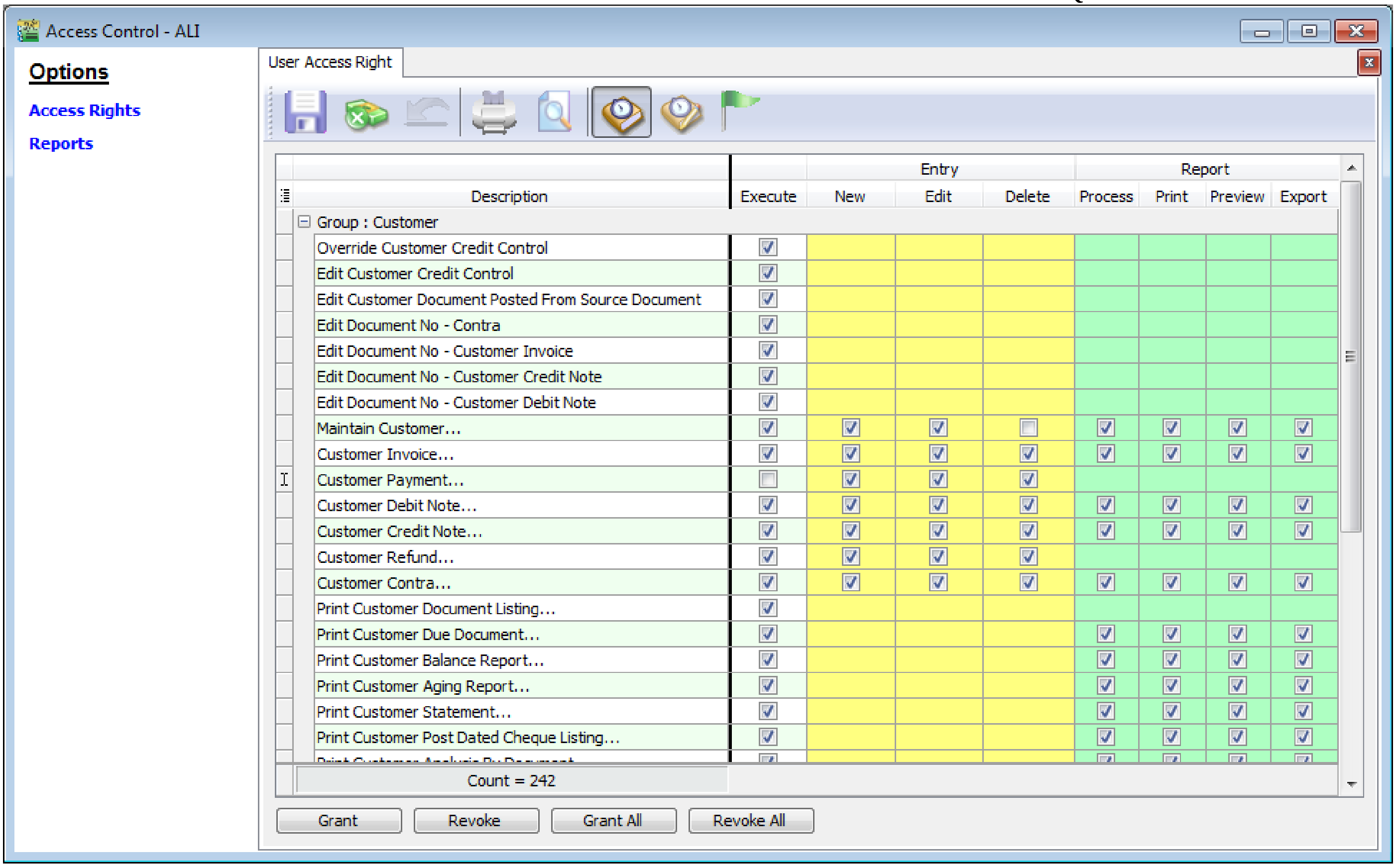
http://www.sql.com.my/video/sqlacc_tutorial/09-01_AccessRight01.mp4

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

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

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

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



12.2 Maintain Document Number

You can maintain document number format and next number.

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

Step 1: **Tools | Maintain Document Number.**

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

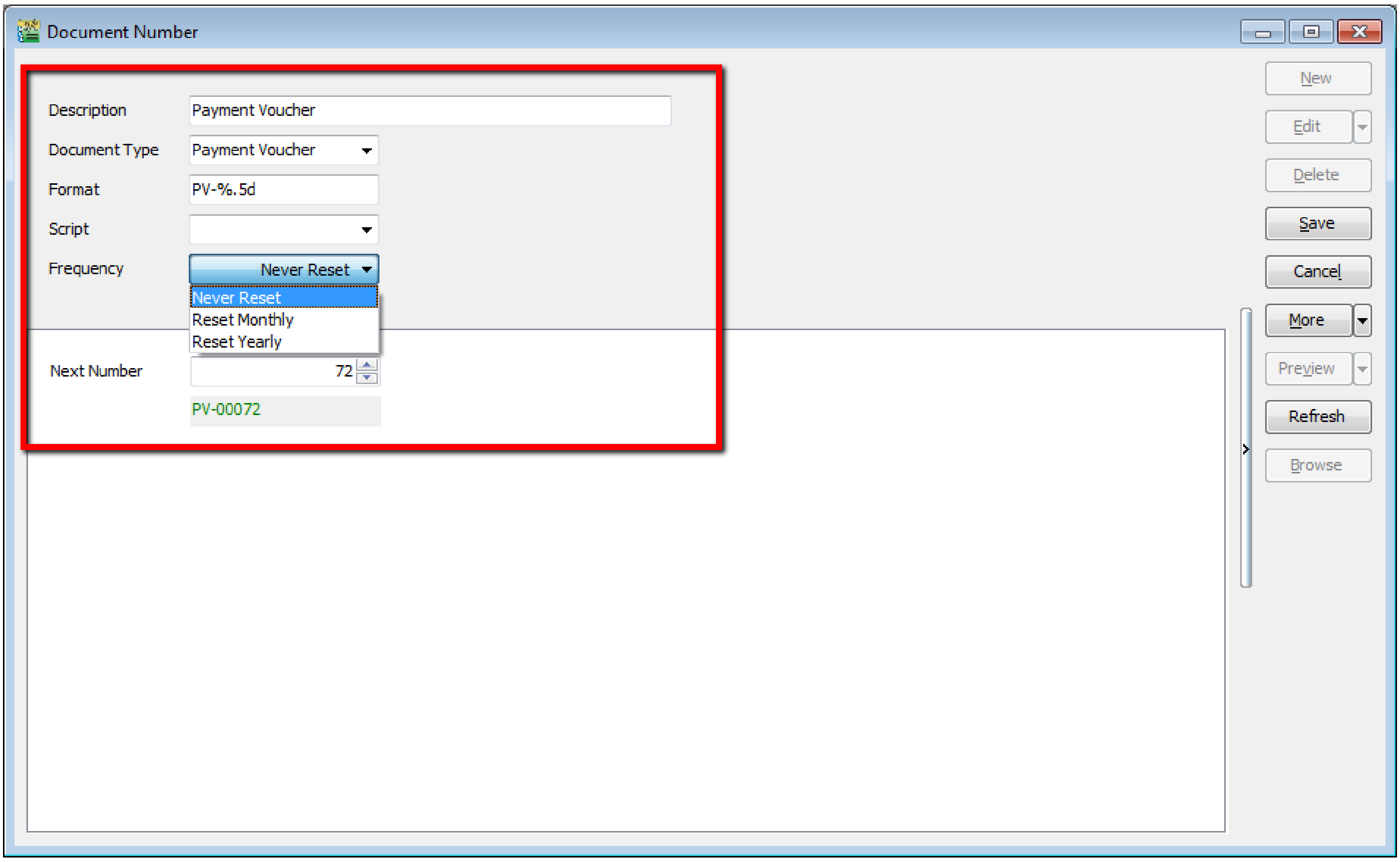
Step 3: The system's defaults is the **Forma**t %.5d, where "%" is the formula which allows the function to auto-run for the document number while 5d stands for 5 digits.

Standard Numbering format:

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

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

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



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.

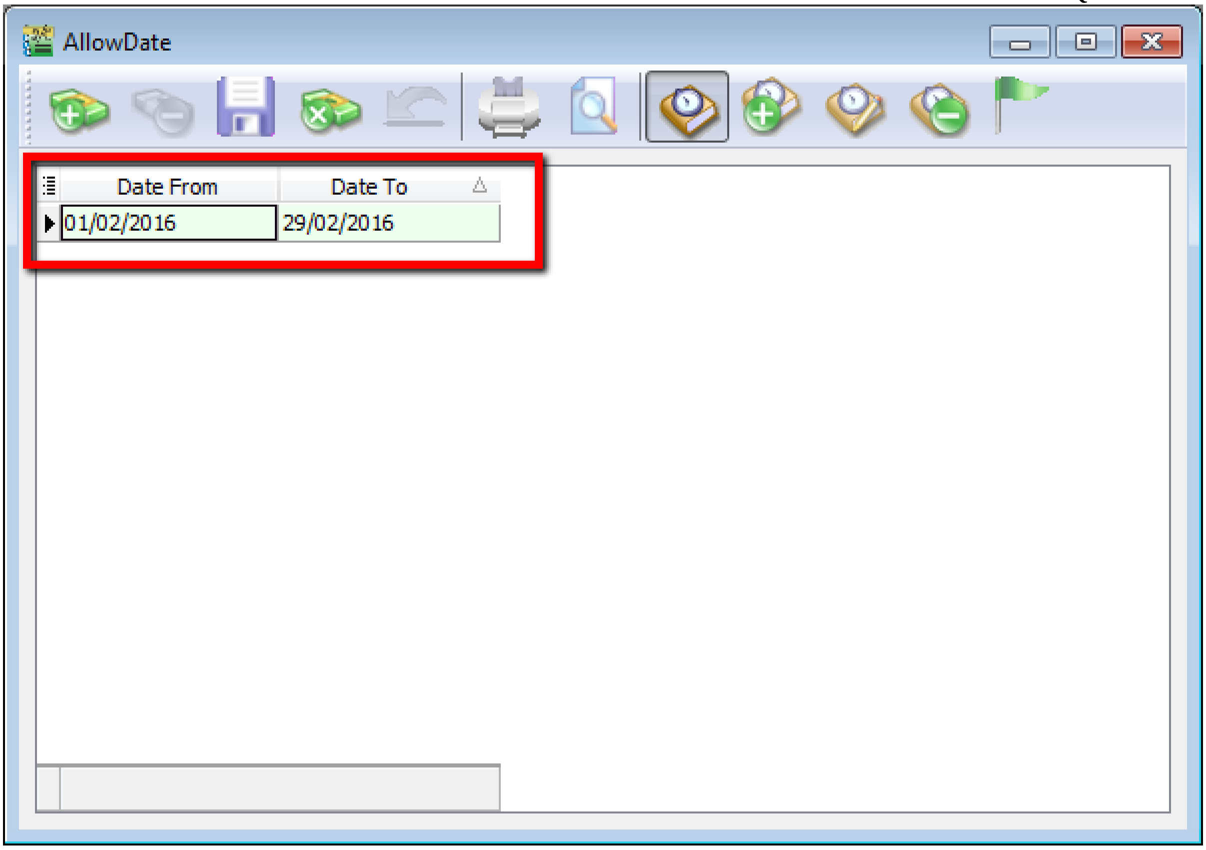
Brief – Any document which date falls within the allowed transaction dates. CAN be edited vice-versa, any document which date falls outside the allowed transaction dated CANNOT be edited/created.

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

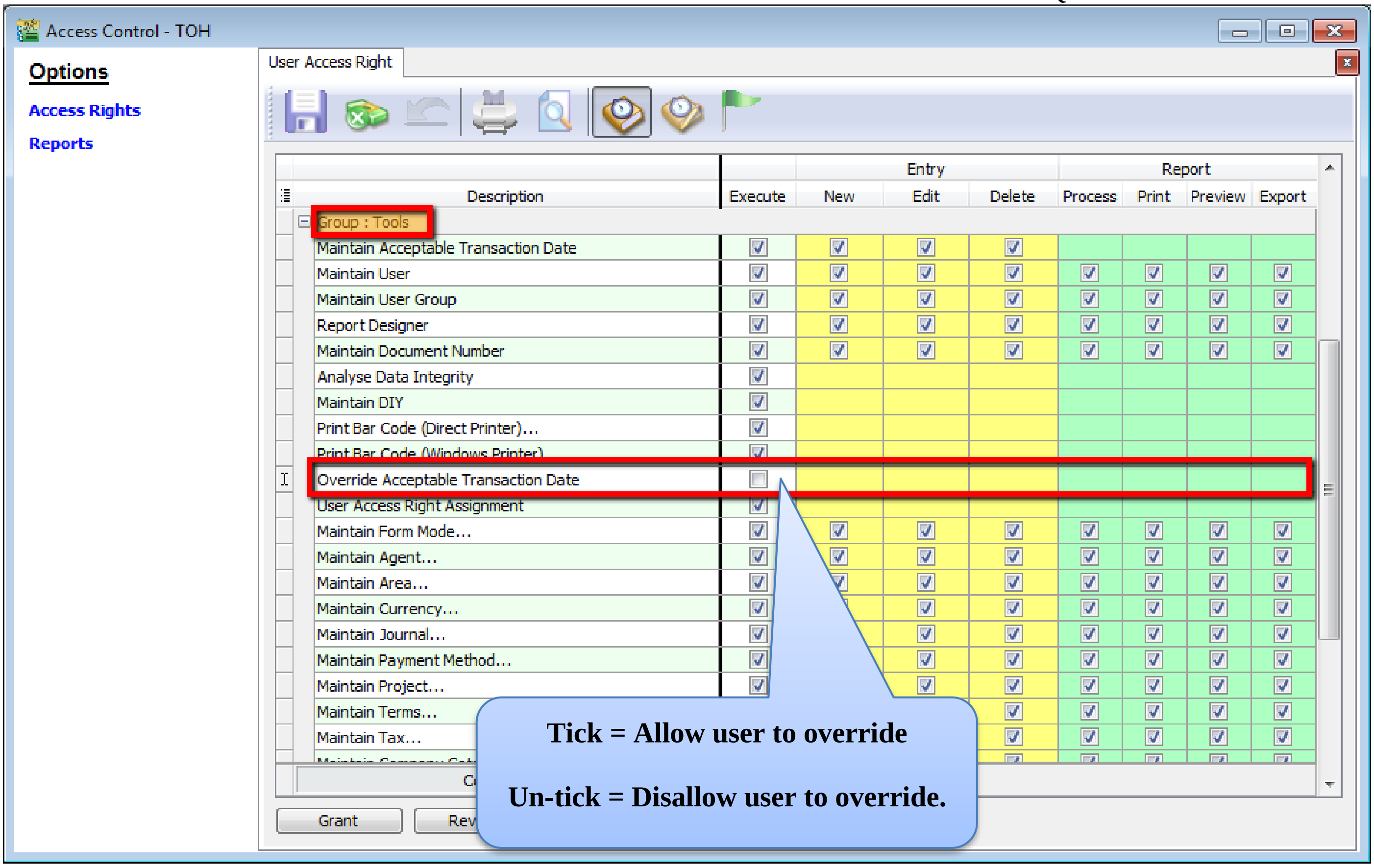
To override i.e. save a document that falls outside the acceptable transaction dates, you will need to be logged-in as a user with the right to override acceptable transactions dates.

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

Step 2: Click on **More | Access Control**

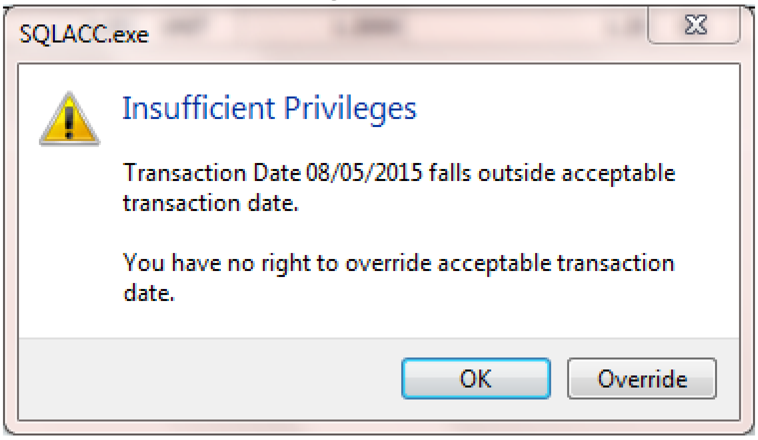
Step 3: Under **Group Tools**, tick or untick the option of **Override Acceptable Transaction Date** to allow or deny the user from having the overriding right to save a document out of the acceptable transaction period.

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

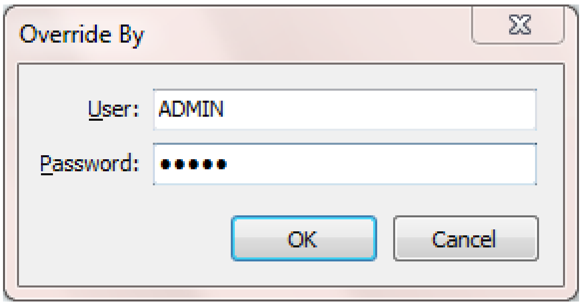


If the user Is not permitted to override, the system will prompt with an option and you can choose either

- **OK = cancel saving**



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



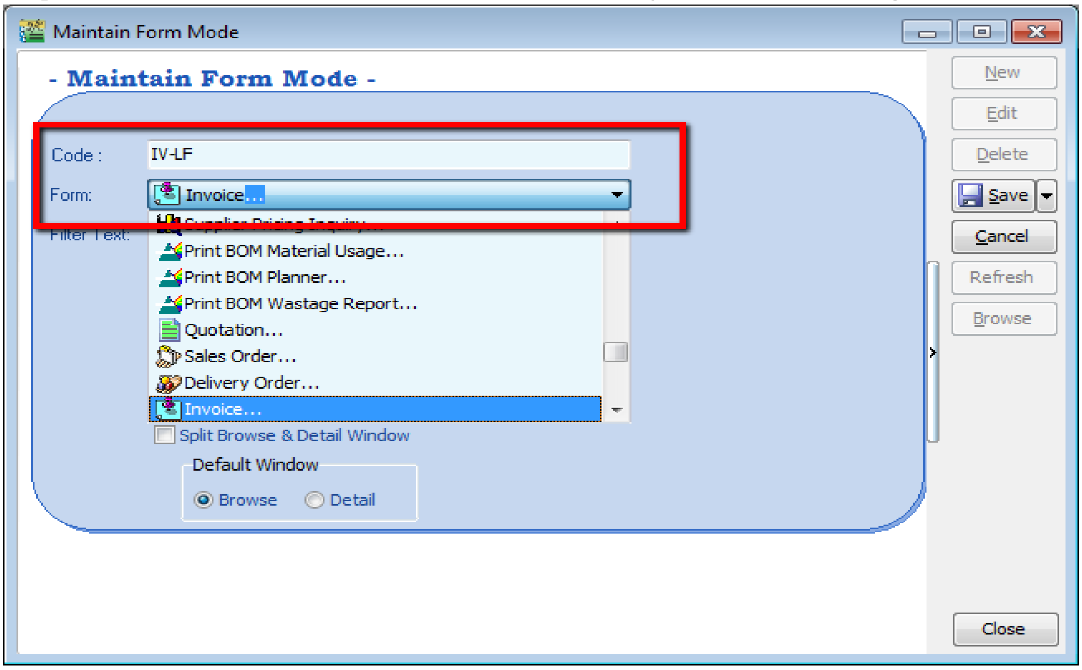
12.4 Maintain Form Mode

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.

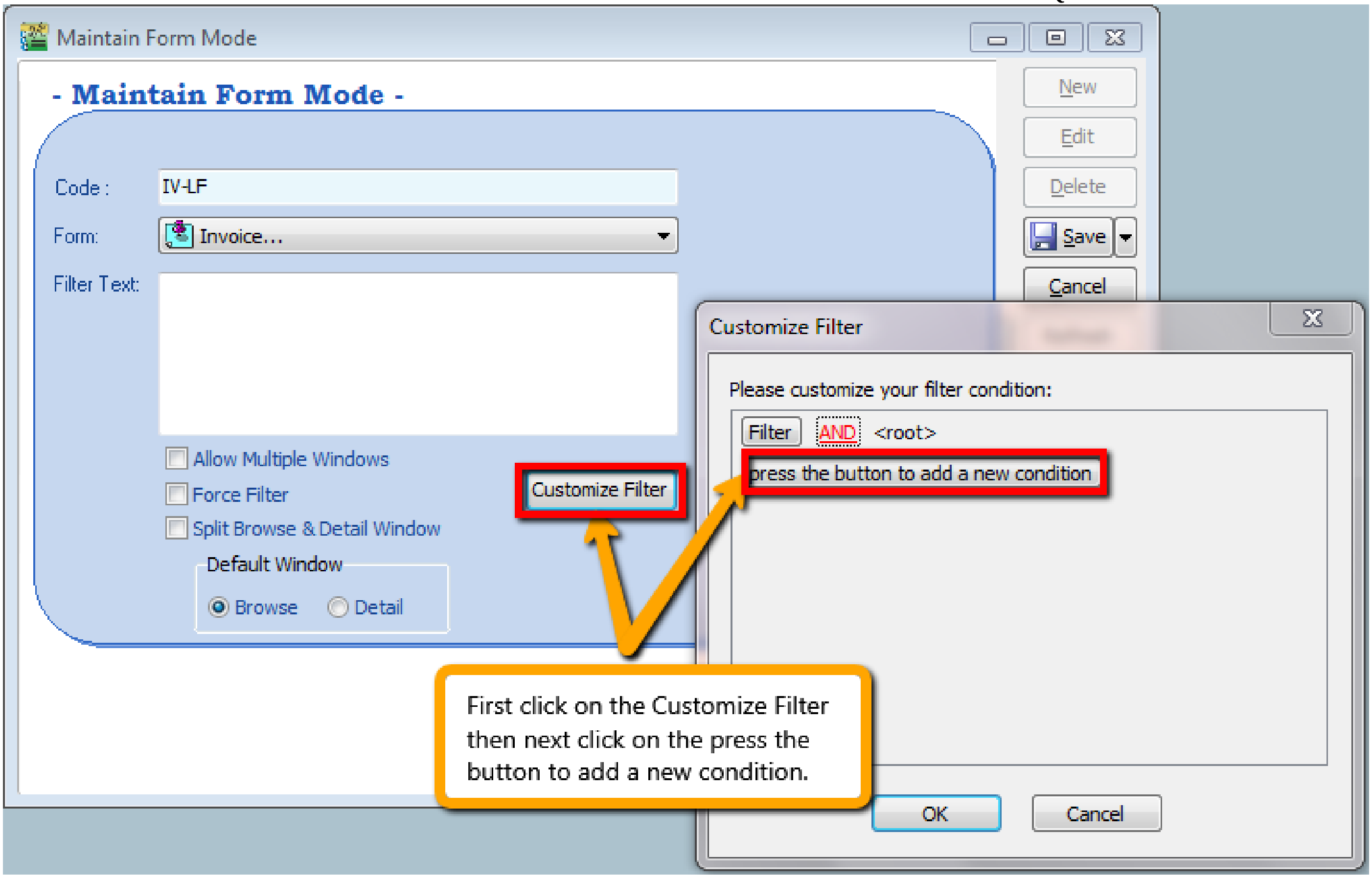
http://www.sql.com.my/video/sqlacc_tutorial/09-14b_FormMode_byAgent.mp4

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

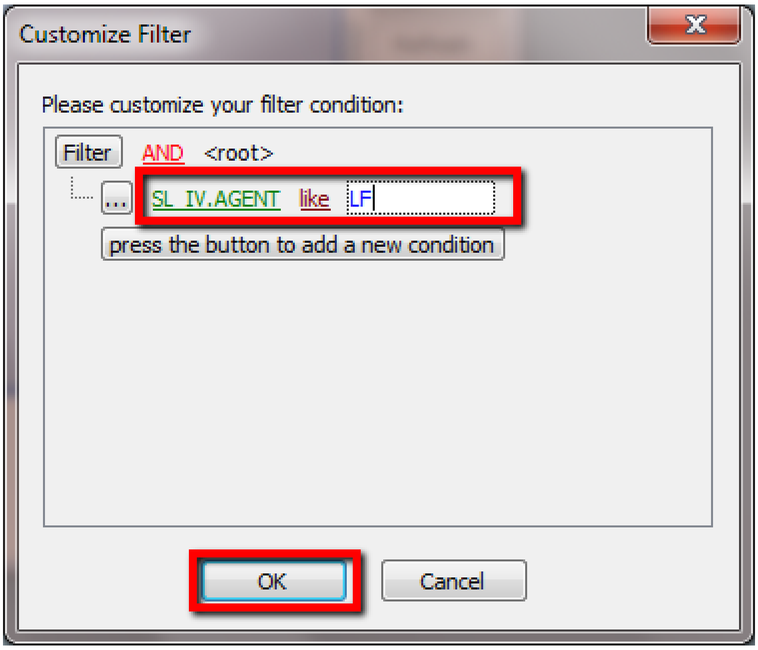
Step 2: **Enter Code & Select the document** form that you want to filter, e.g. Invoice



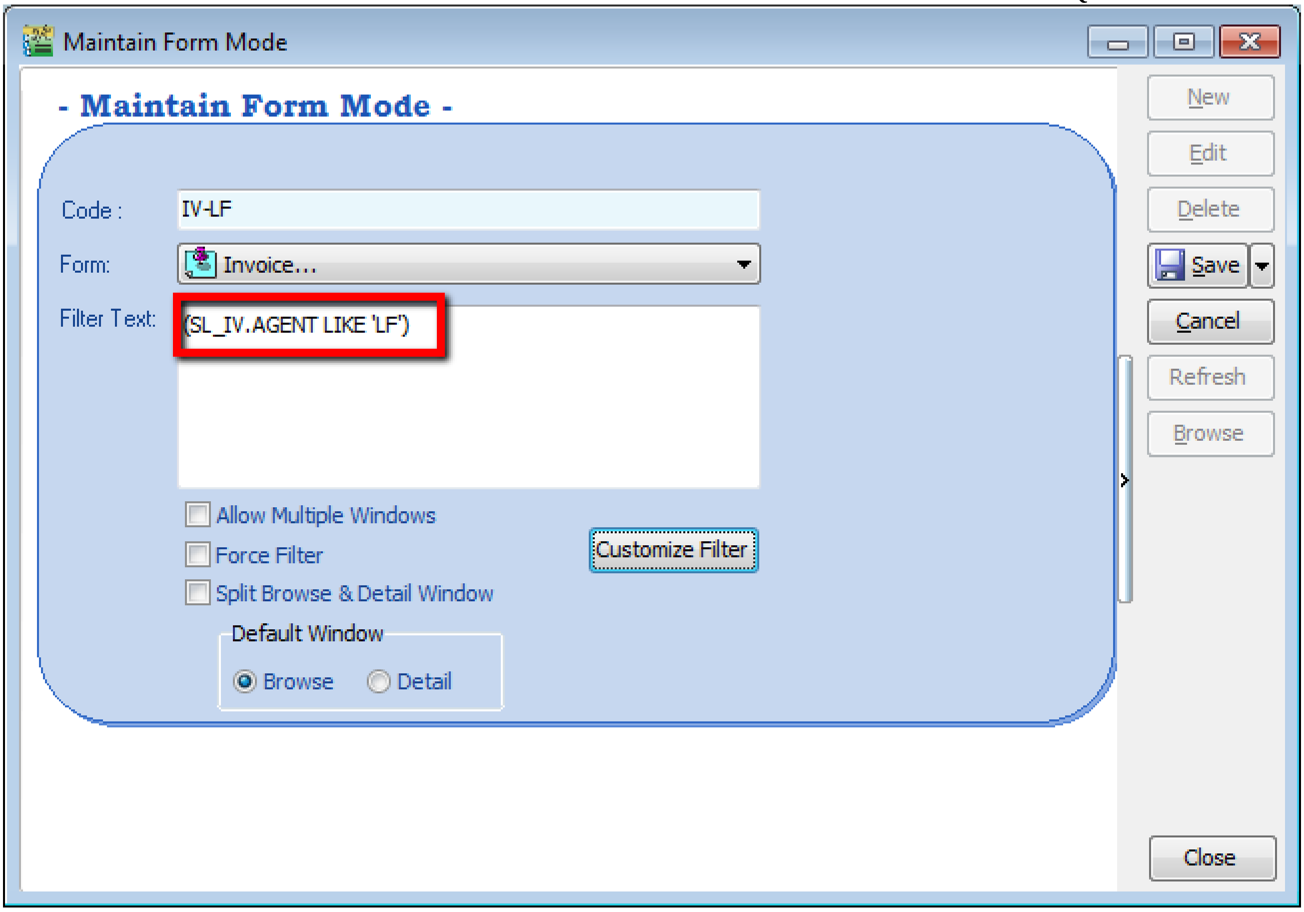
Step 4: Click on the **Customize Filter** and then click on the **press the button to add a new condition**.



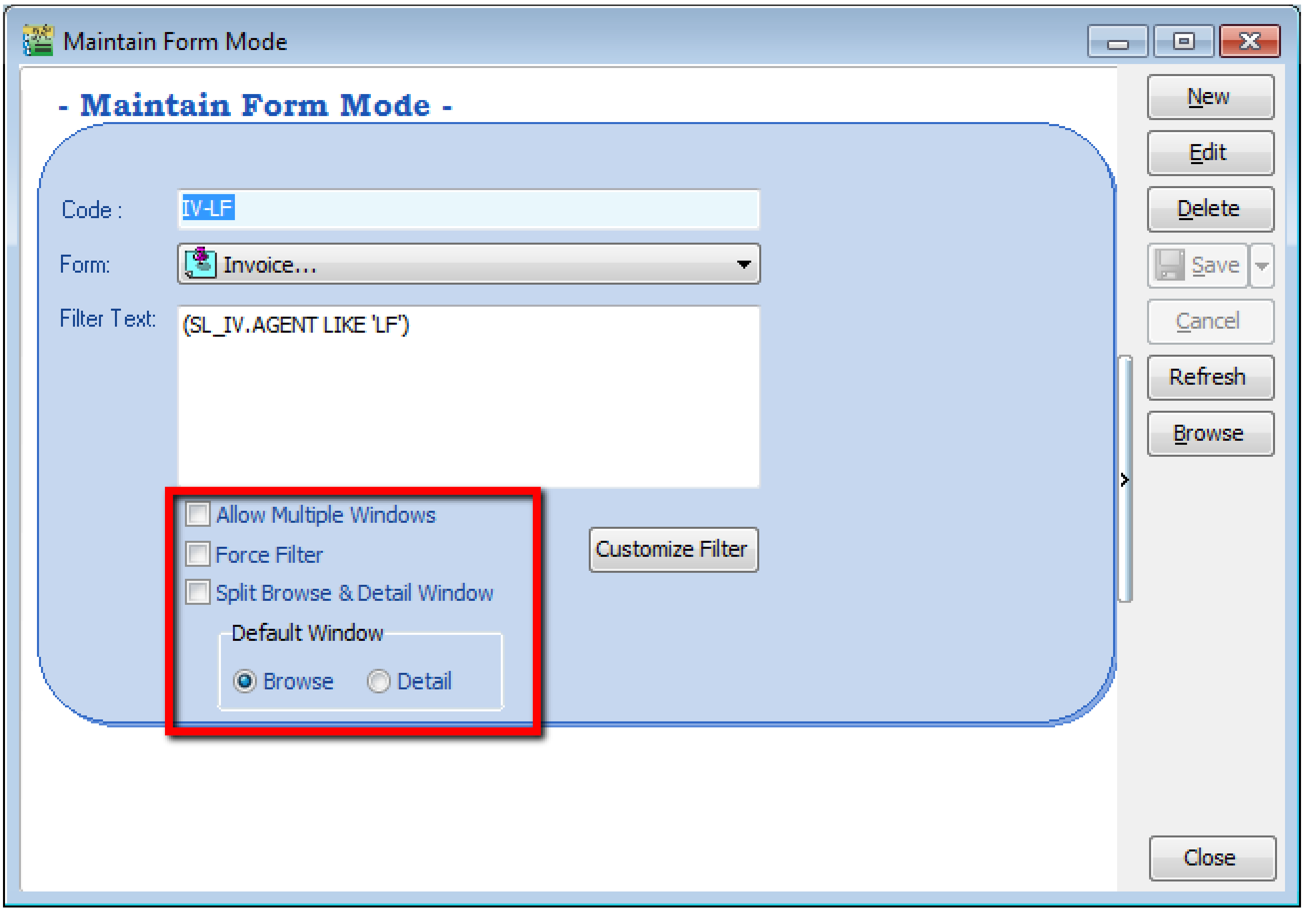
Step 5: Change the **"SL_IV.DOCKEY" to "SL_IV.Agent"** because right now I need to filter based on sales invoice agent field, then change **the "= equals" to "like"** after that **enter the agent code** that you want to filter and click on **OK**.



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

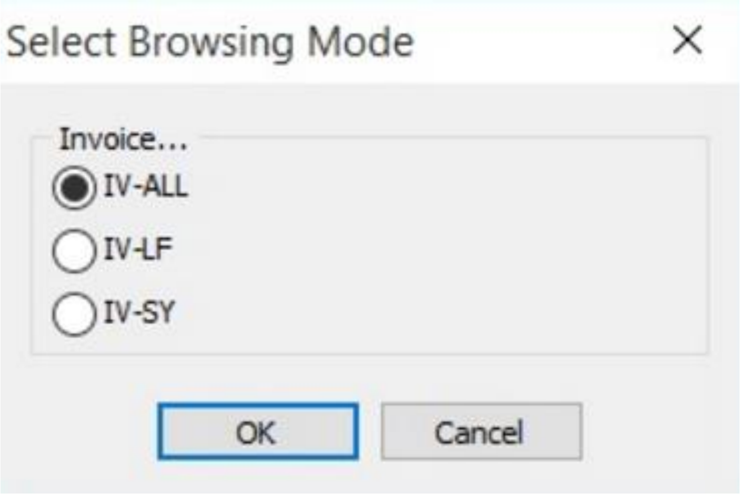


Other optional setting:



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

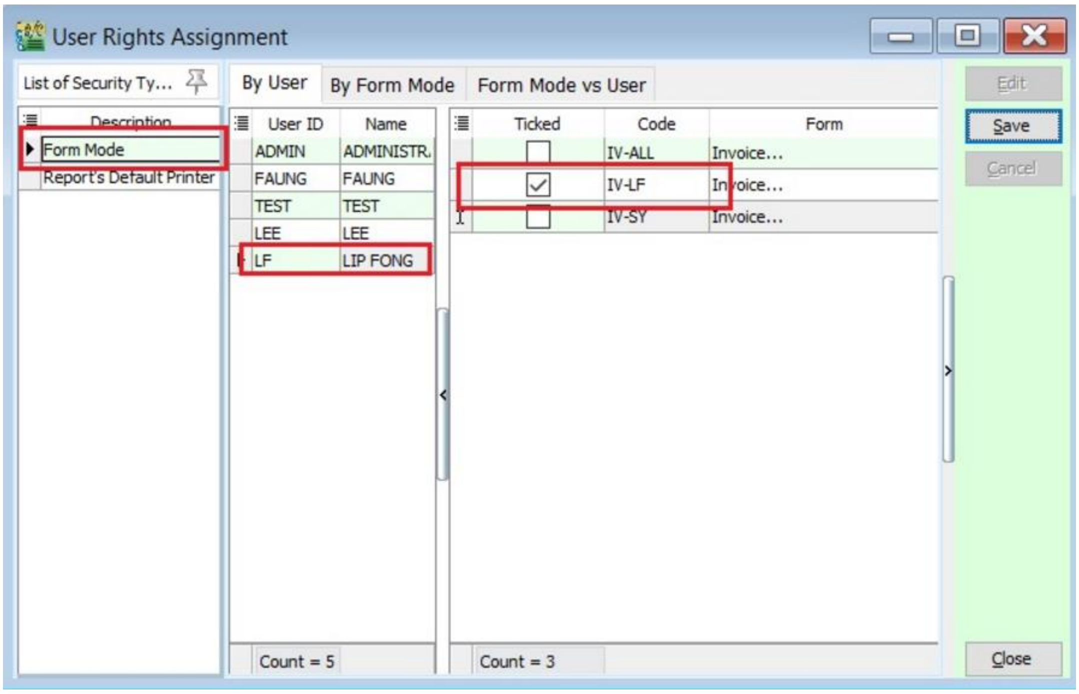
How do I apply the format mode on a specific user?

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

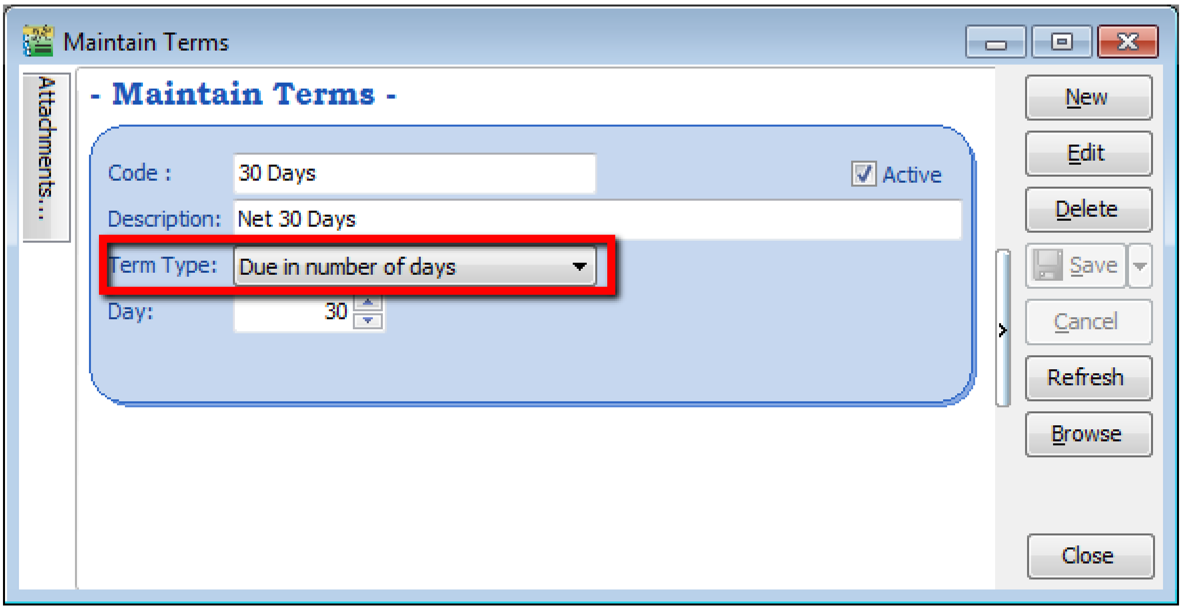


12.5 Maintain Terms

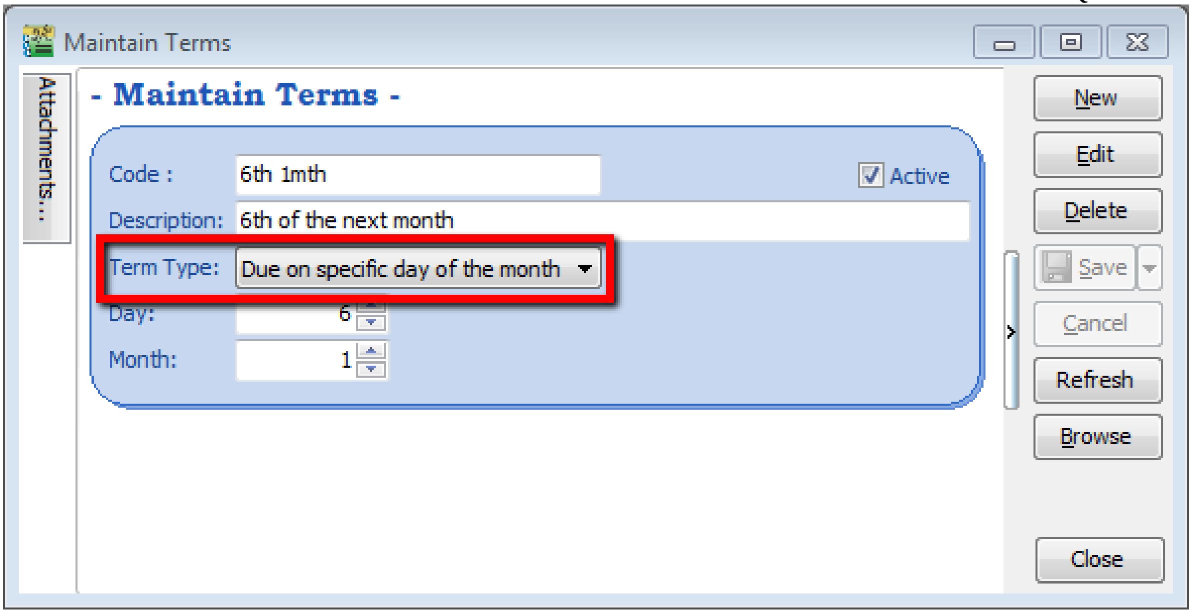
Maintain Terms allows the user to maintain their Customer and Supplier terms. In SQL there are 3 types of different terms for you to assign.

Step 1: **Tools | Maintain Terms | New**

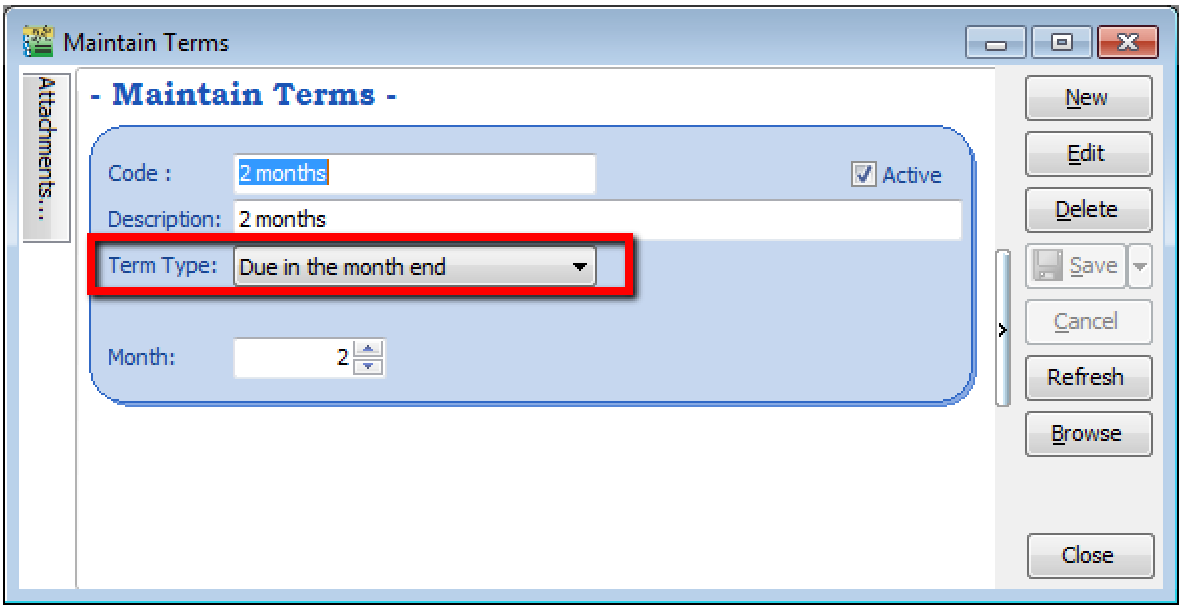
Step 2: **Insert Code, Description and allocated Term Type.**



- **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 30th day from the document date.



➢ **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 6th of the next month.



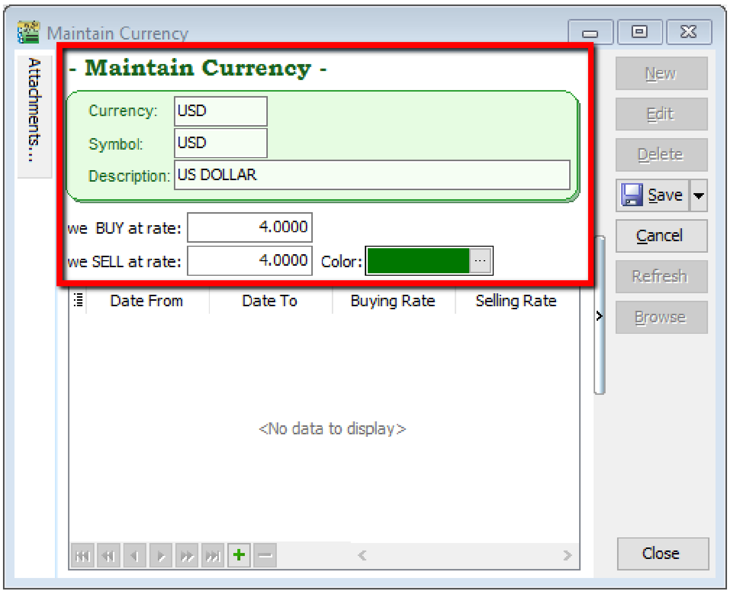
➢ **Due in the month end** – Means how many months until the document is due at the end of the final month, e.g. if you set it as 2 months, the document will be due at the end of 2nd month.

12.6 Maintain Currency

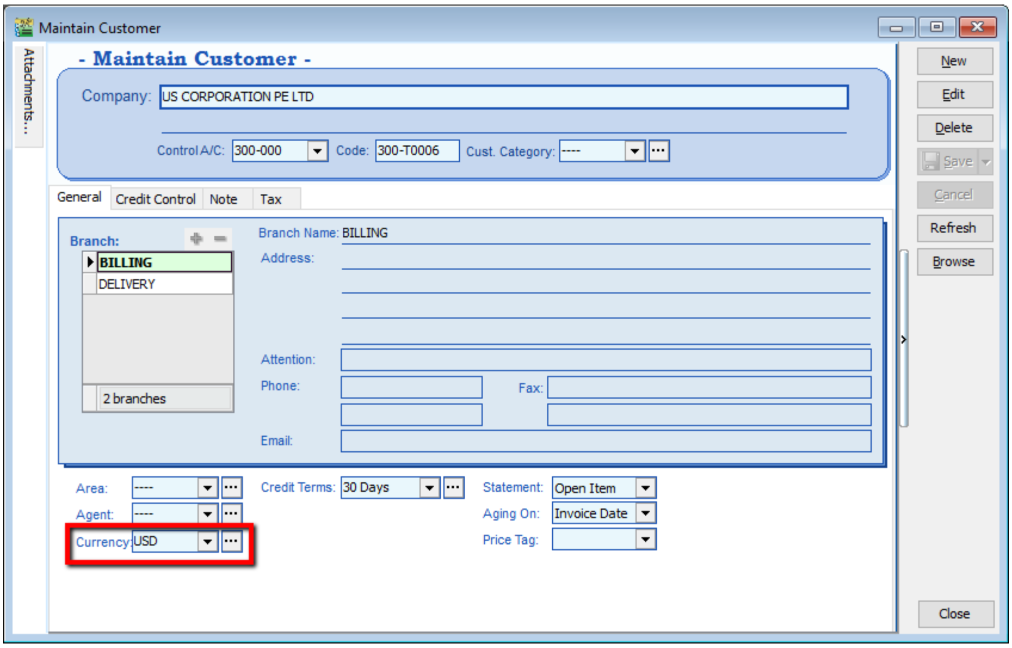
http://www.sql.com.my/video/sqlacc_tutorial/09-07_Maintain_Currency.mp4

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

Step 1: **Tools | Maintain Currency | New**



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

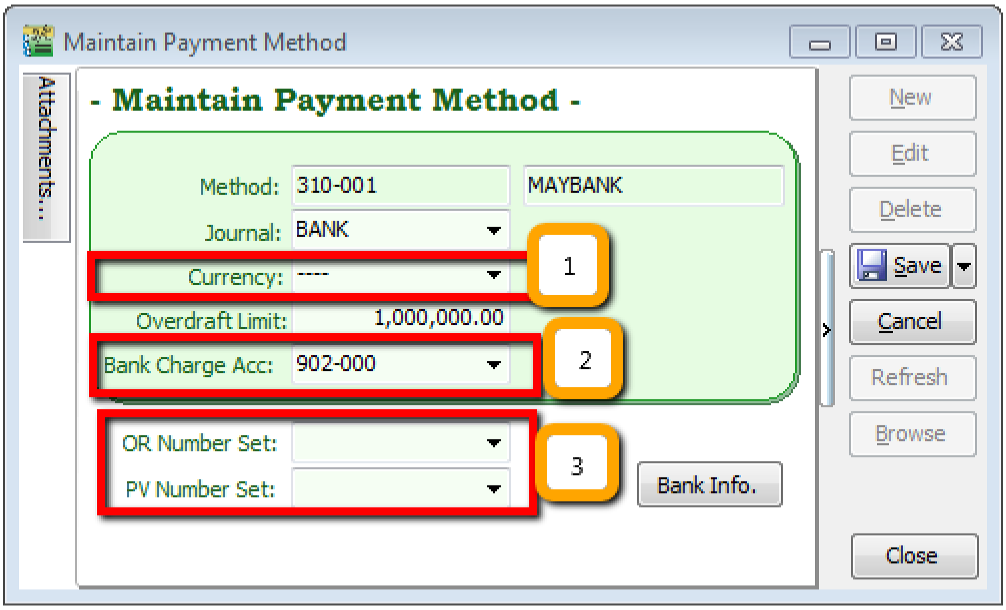


Step 3: Sales document, select the customer, sample as below:

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.**

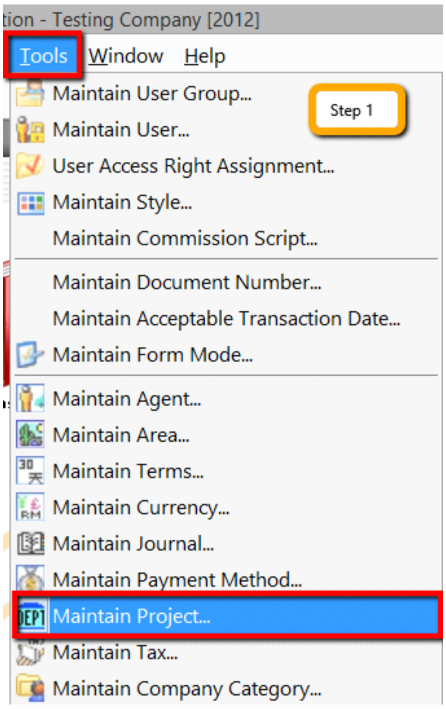


- **Currency** – You can select the currency for the particular payment method, so that the payment method will be in foreign currency payment. **(Requires Advance Currency Module)**
- **Bank Charge Acc** – You can pre-set bank charges account to the payment method accordingly.
- **OR & PV Number Set**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

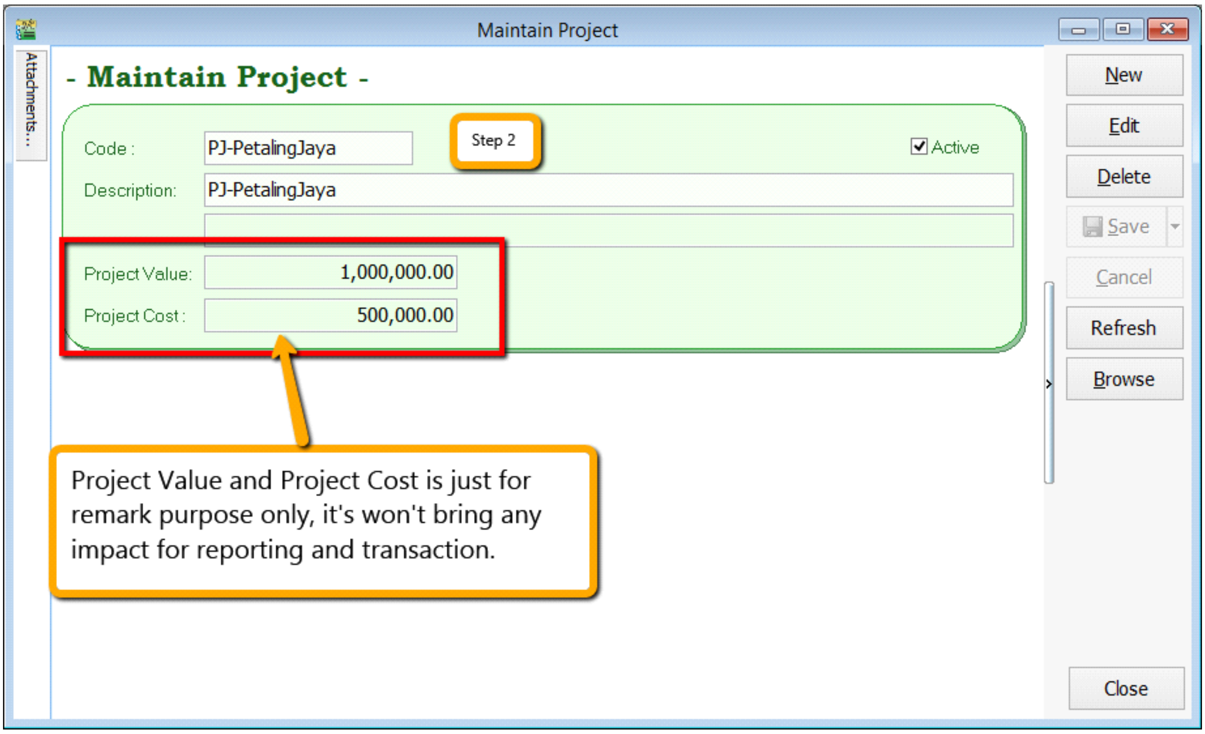
12.8 Maintain Project (Required Project Module)

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.

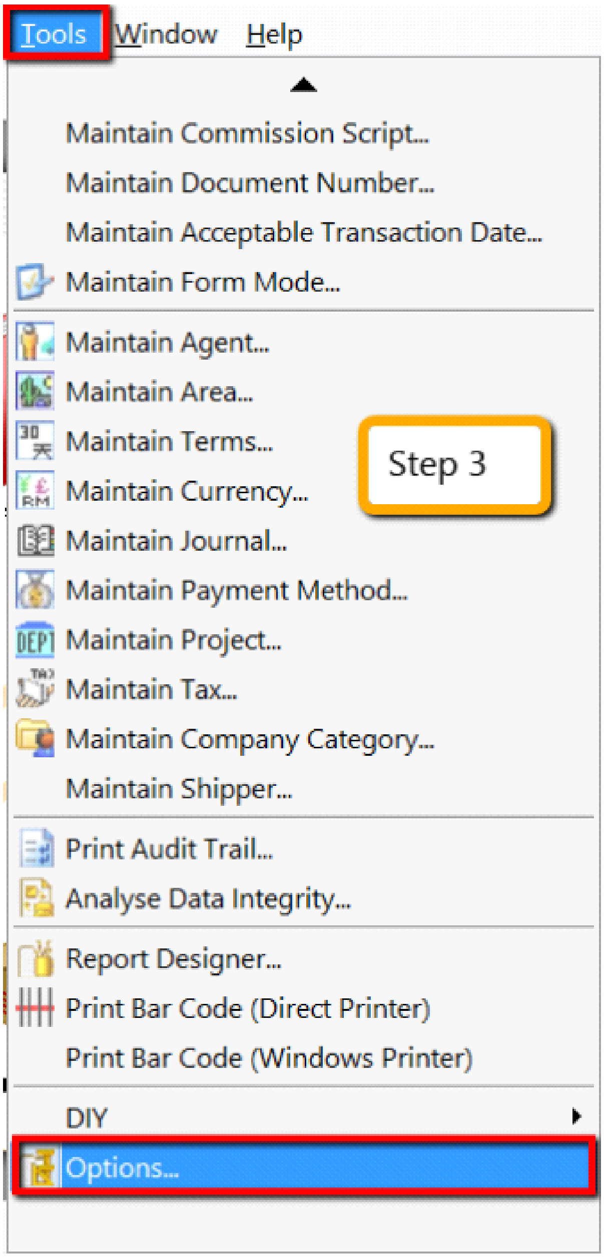
Step 1: Click on **Tools | Maintain Project.**



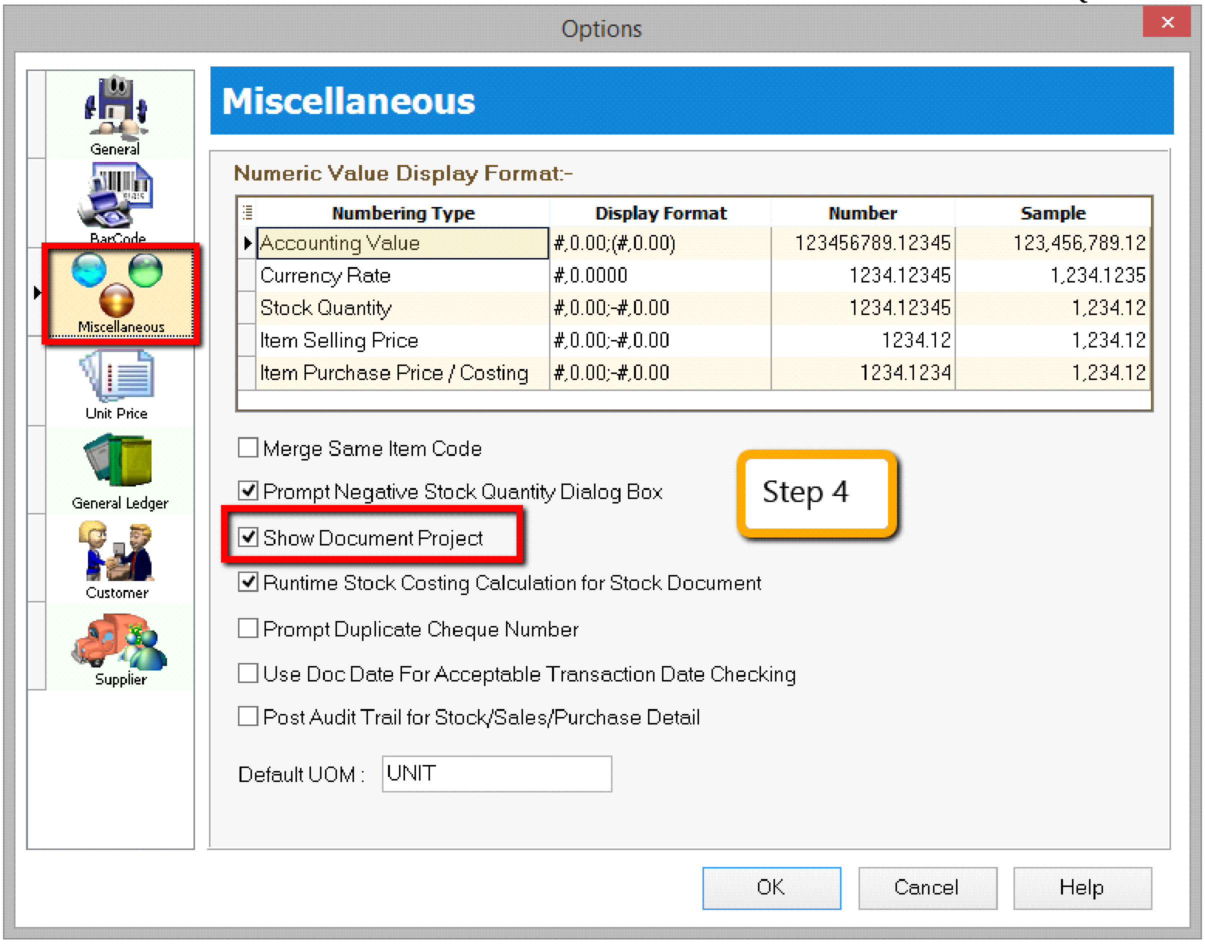
Step 2: Insert **Project Code & Description**. Project Value and Project Cost is not compulsory fields to fill in, if you have filled in then it is for remark purpose.



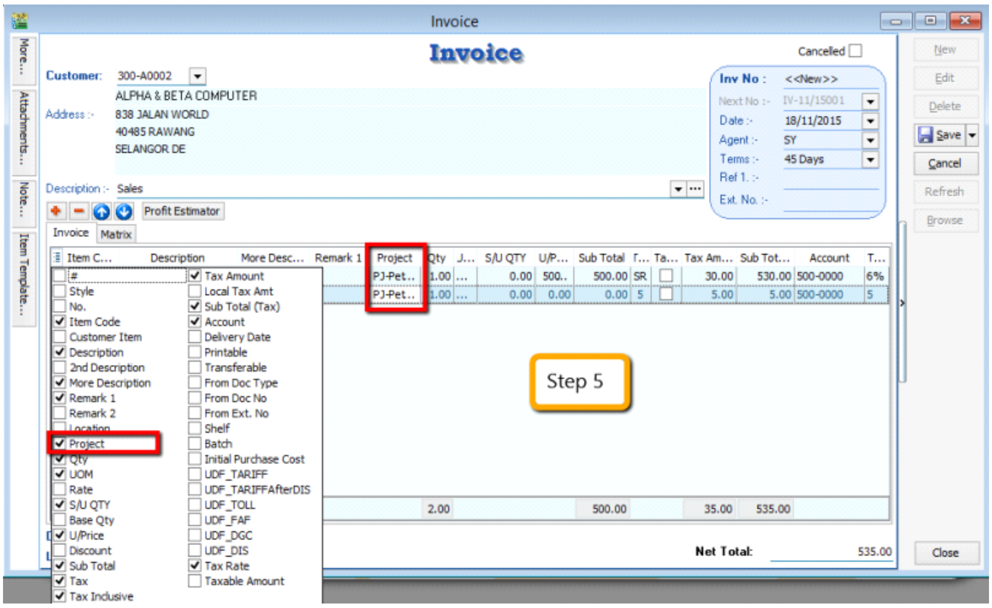
Step 3: Click on **Tools | Options.**



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

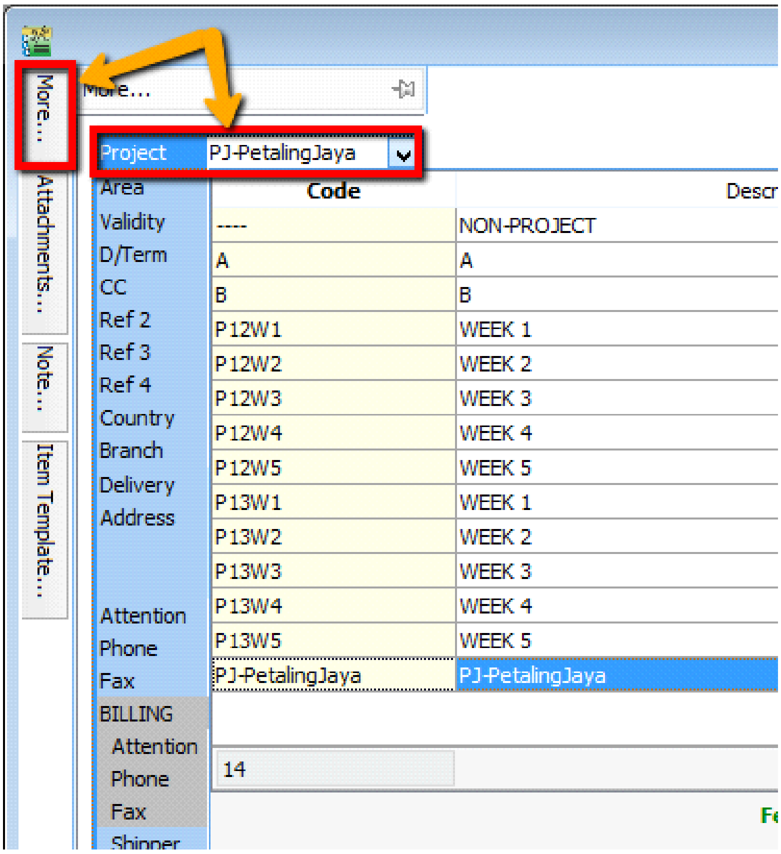


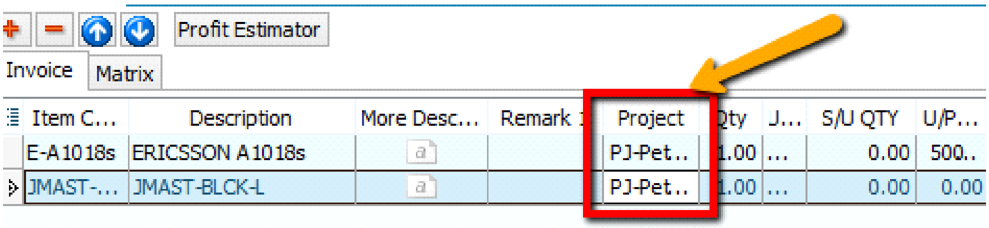
Step 5: During **sales and purchase** transactions, make sure you can **the project column**, then **update** accordingly.

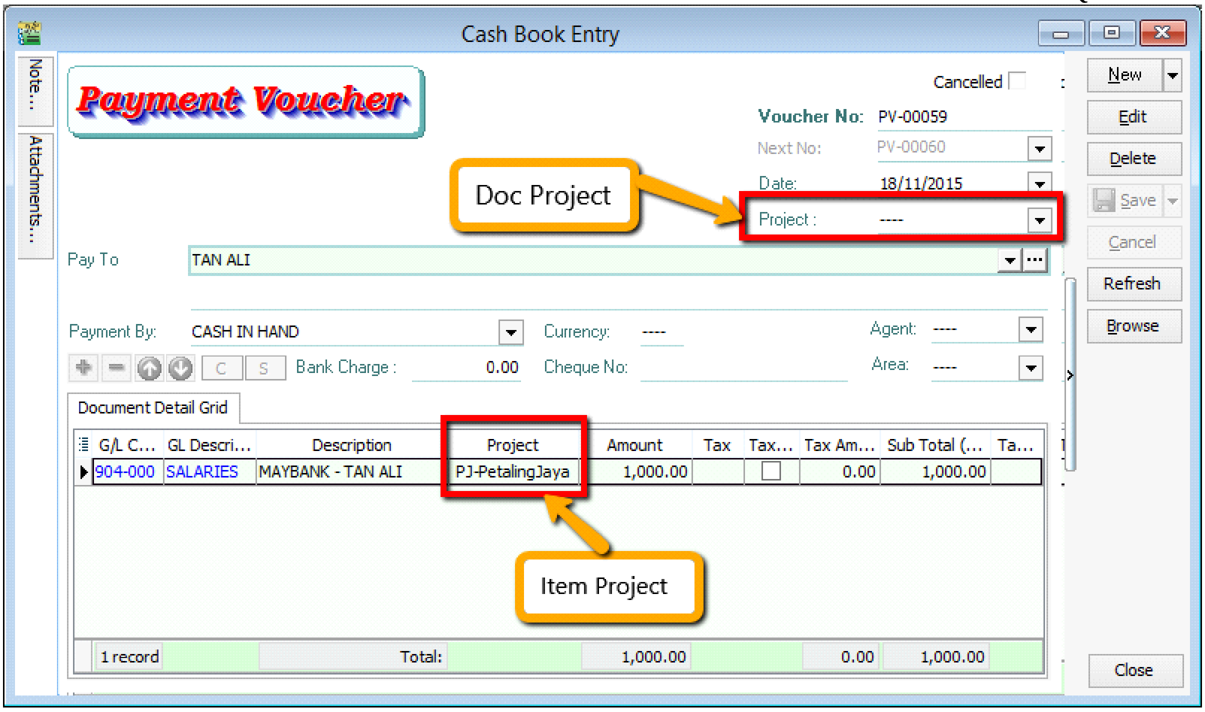


When keying-in a transaction, some users will ask why is there a project at item detail and another beside the Customer | More tab?

<u>What is the difference between More | Project |(Document Project) and Item Detail | Project (Item Project)?</u>


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

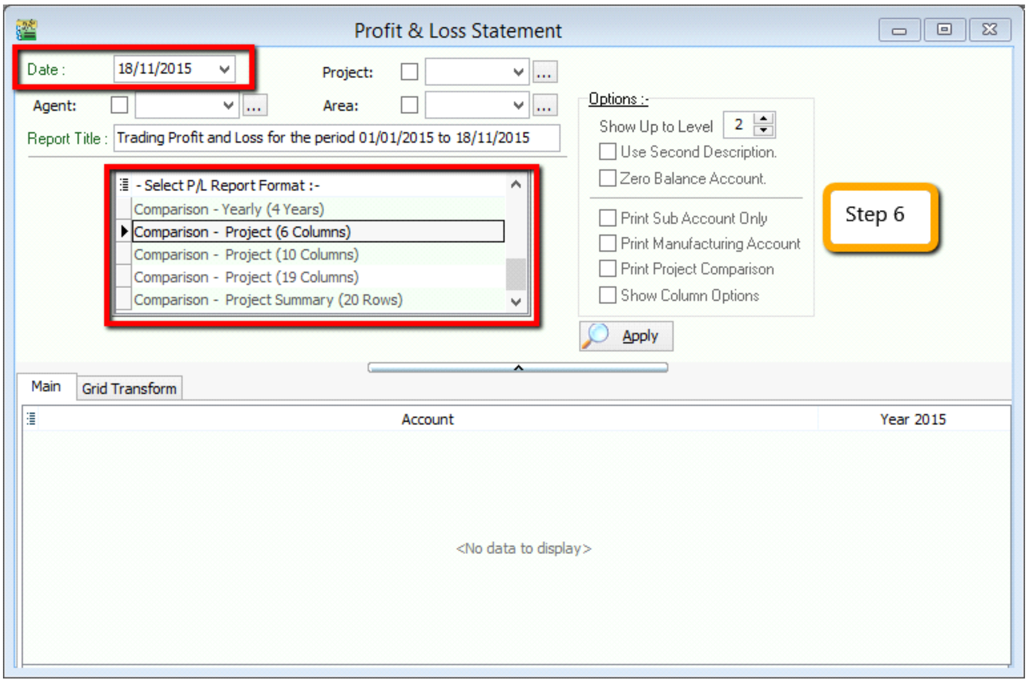

Profit Estimator
Invoice
Matrix
Item C... Description More Desc... Remark Project Qty J... S/U QTY U/P...
E-A1018s ERICSSON A1018s PJ-Pet.. 1.00 ... 0.00 500..
JMAST-... JMAST-BLCK-L PJ-Pet.. 1.00 ... 0.00 0.00



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

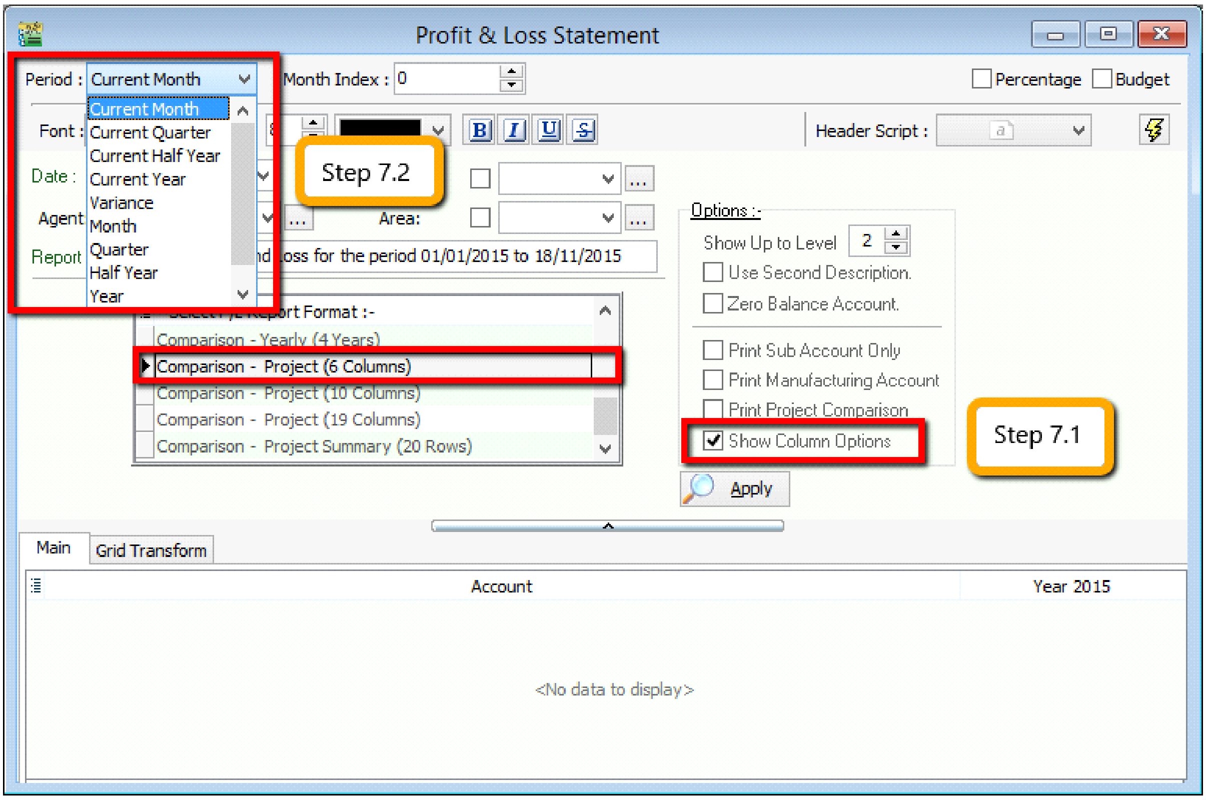
<u>After updating the document with project, how to view report with project and compare by project? For example: **GL | Print Profit & Loss Statement.**</u>

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)"**

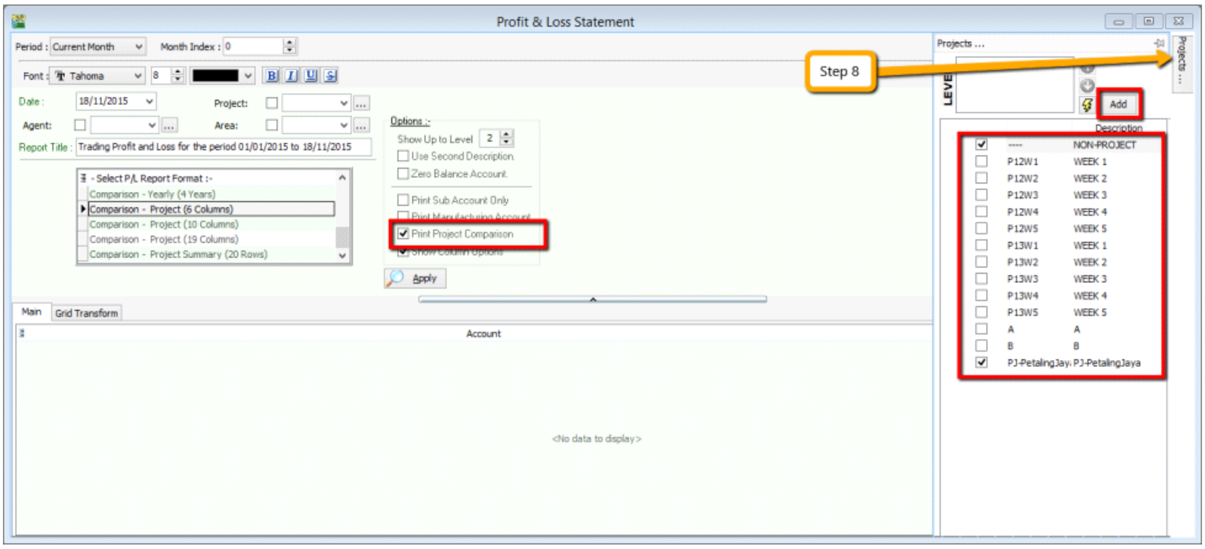


6 Columns = up to 6 projects
10 Columns = up to 10 projects
19 Columns = up to 19 projects.

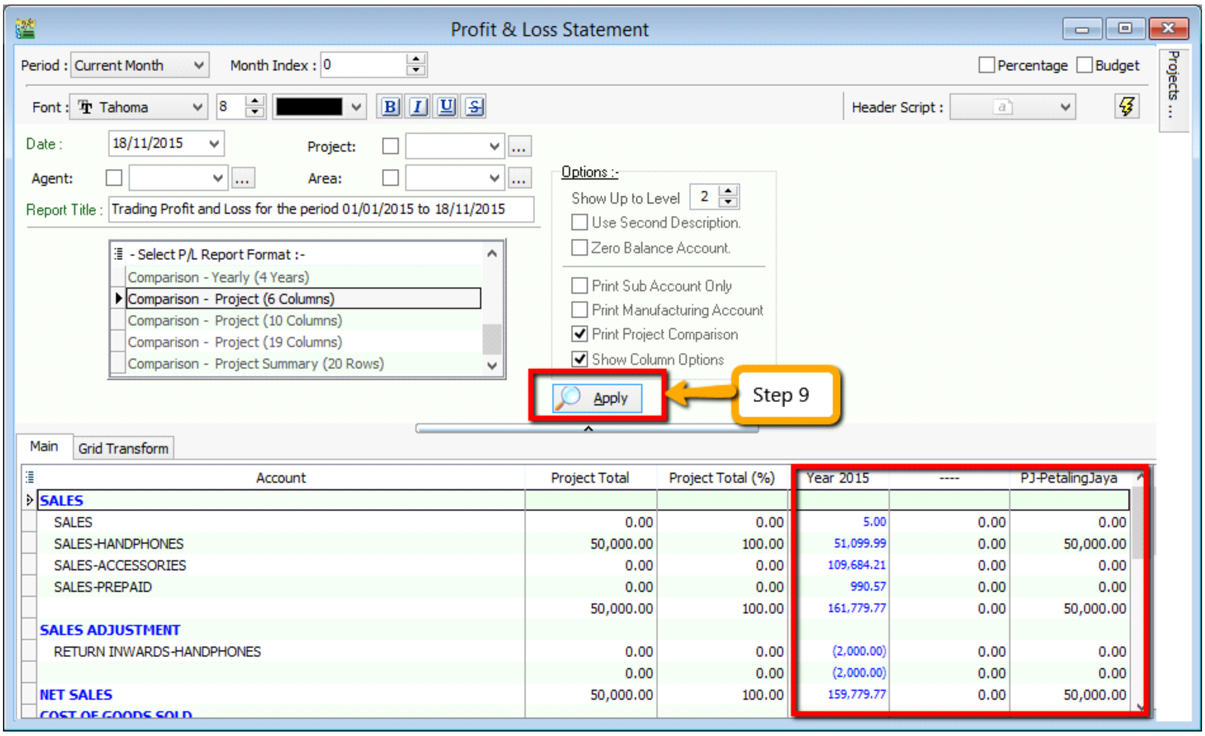
Step 7:
Step 7.1: After selecting the report that you need, make sure to tick the **"Show Column Options",** then the top of the report will show column options.
Step 7.2: You may change the period that you want to view, e.g. by default it will be **"Current Month".**
If you want to view the whole year 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.



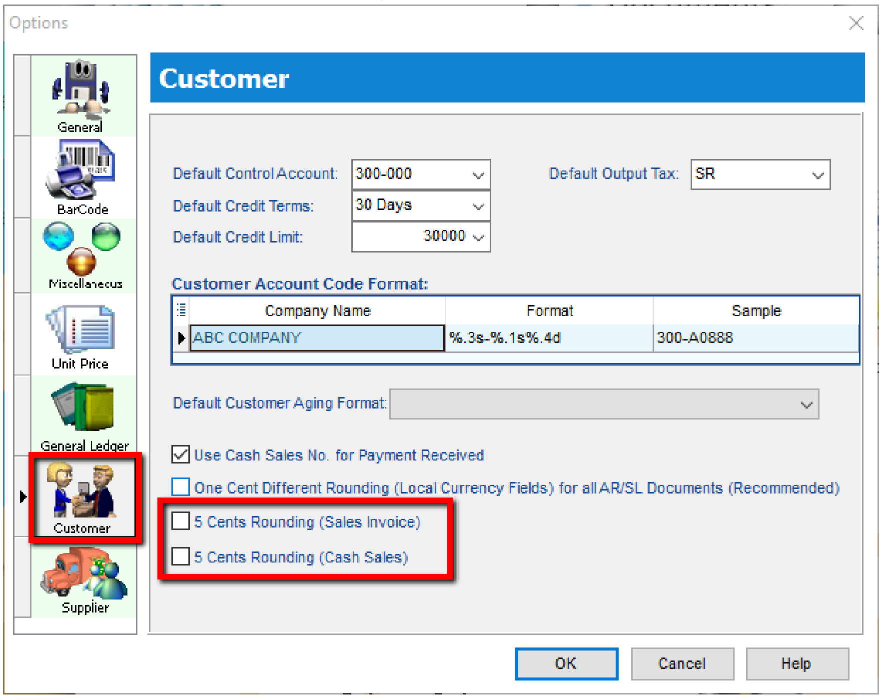
12.9 5 Cents Rounding

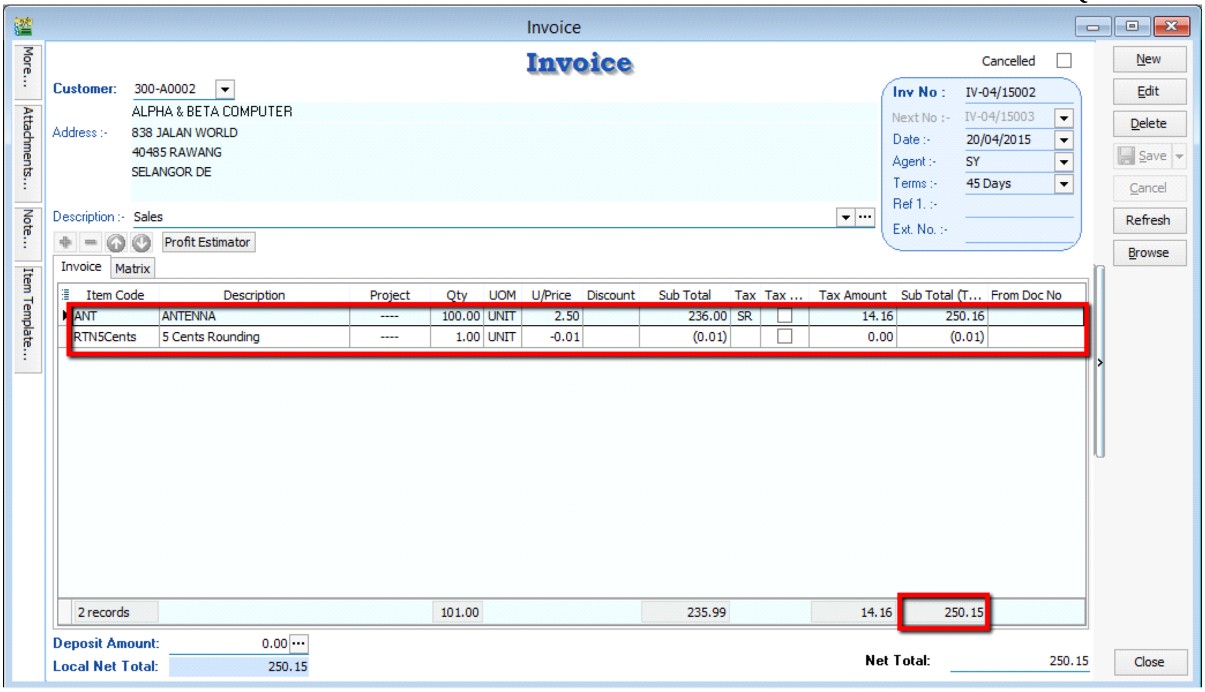
We can pre-set the system to automatically round your invoice or cash sales amounts to the nearest 5 cents.

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

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

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




Invoice
Invoice
Cancelled
New
Edit
Delete
Save
Cancel
Refresh
Browse
Close
More...
Attachments...
Note...
Item Template...
Customer: 300-A0002
ALPHA & BETA COMPUTER
Address :- 838 JALAN WORLD
40485 RAWANG
SELANGOR DE
Inv No : IV-04/15002
Next No :- IV-04/15003
Date :- 20/04/2015
Agent :- SY
Terms :- 45 Days
Ref 1. :-
Ext. No. :-
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 14.16 250.16
RTN5Cents 5 Cents Rounding ---- 1.00 UNIT -0.01 (0.01) 0.00 (0.01)
2 records 101.00 235.99 14.16 250.15
Deposit Amount: 0.00
Local Net Total: 250.15
Net Total: 250.15

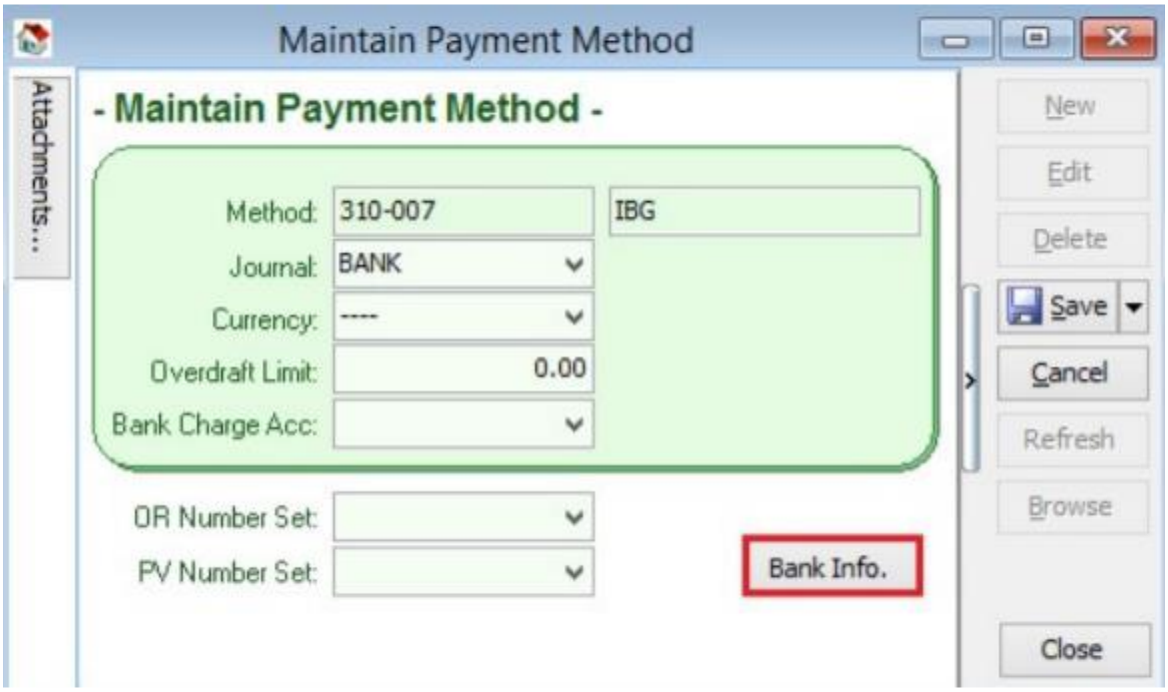
13 Interbank GIRO (IBG)

13.1 Bank credit – Supplier Payment IBG

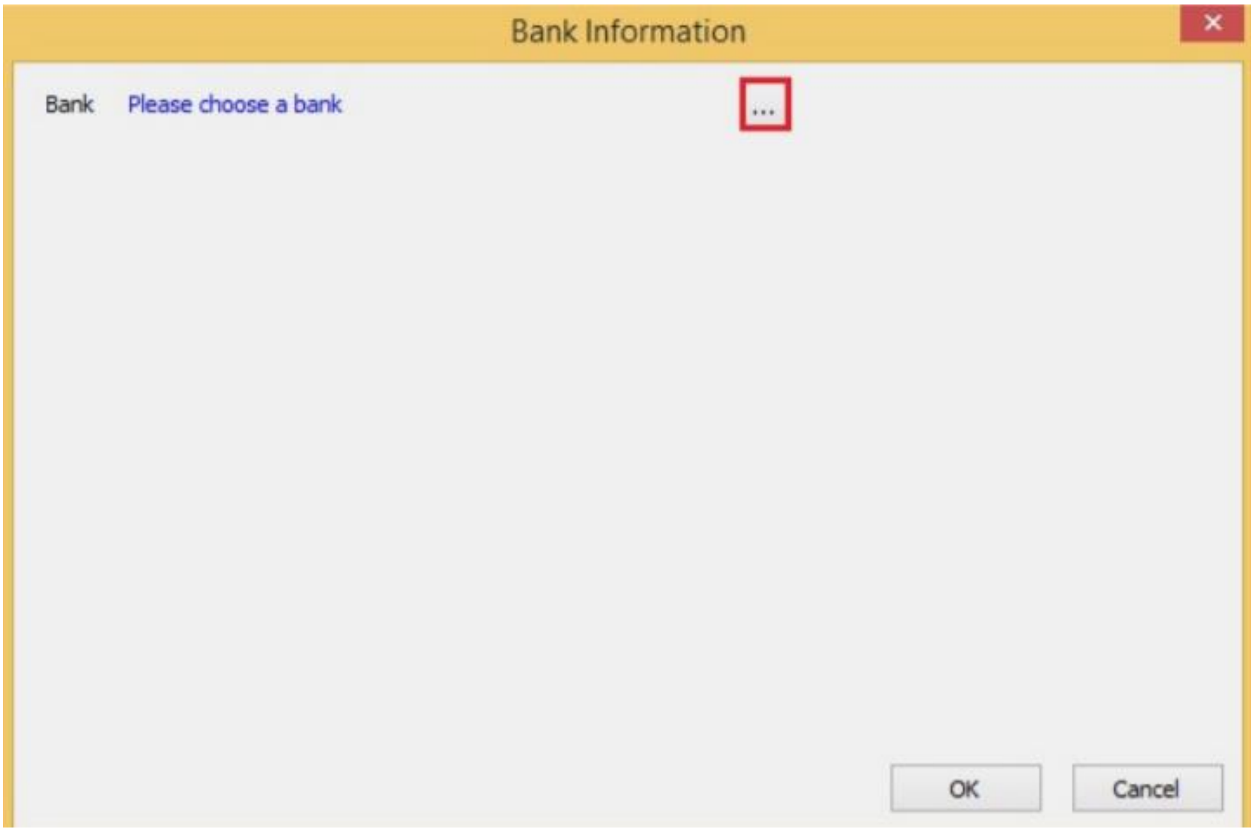
The following shows list of banks file format that are currently supported.

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

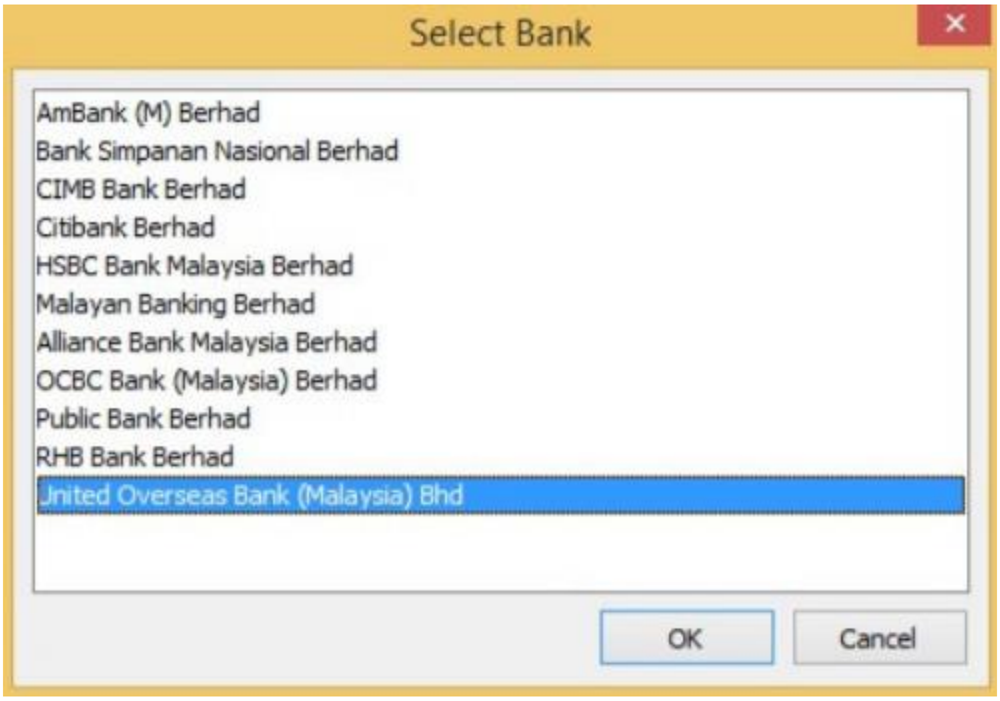
Step 1: Tools | Maintain Payment Method | Edit | Click on the Bank Info.



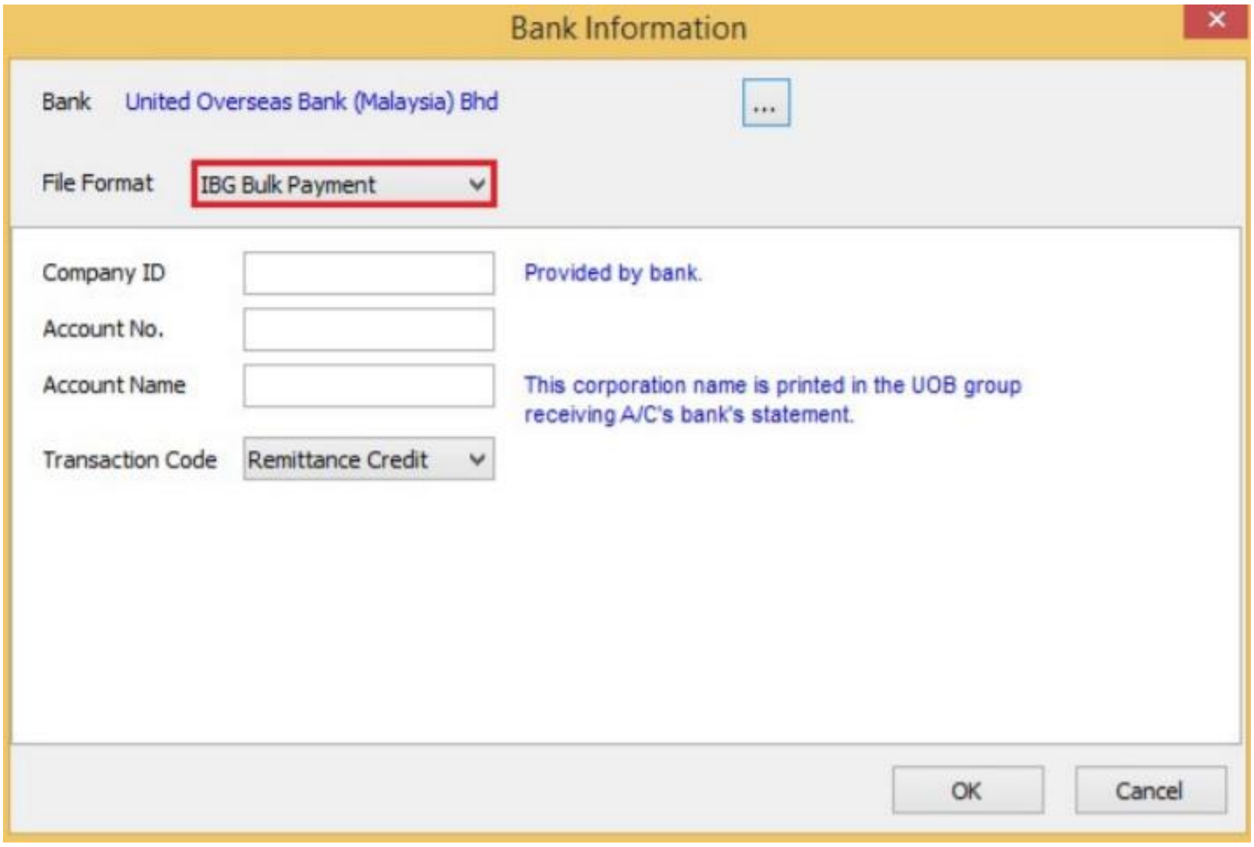
Step 2: Choose a Bank.



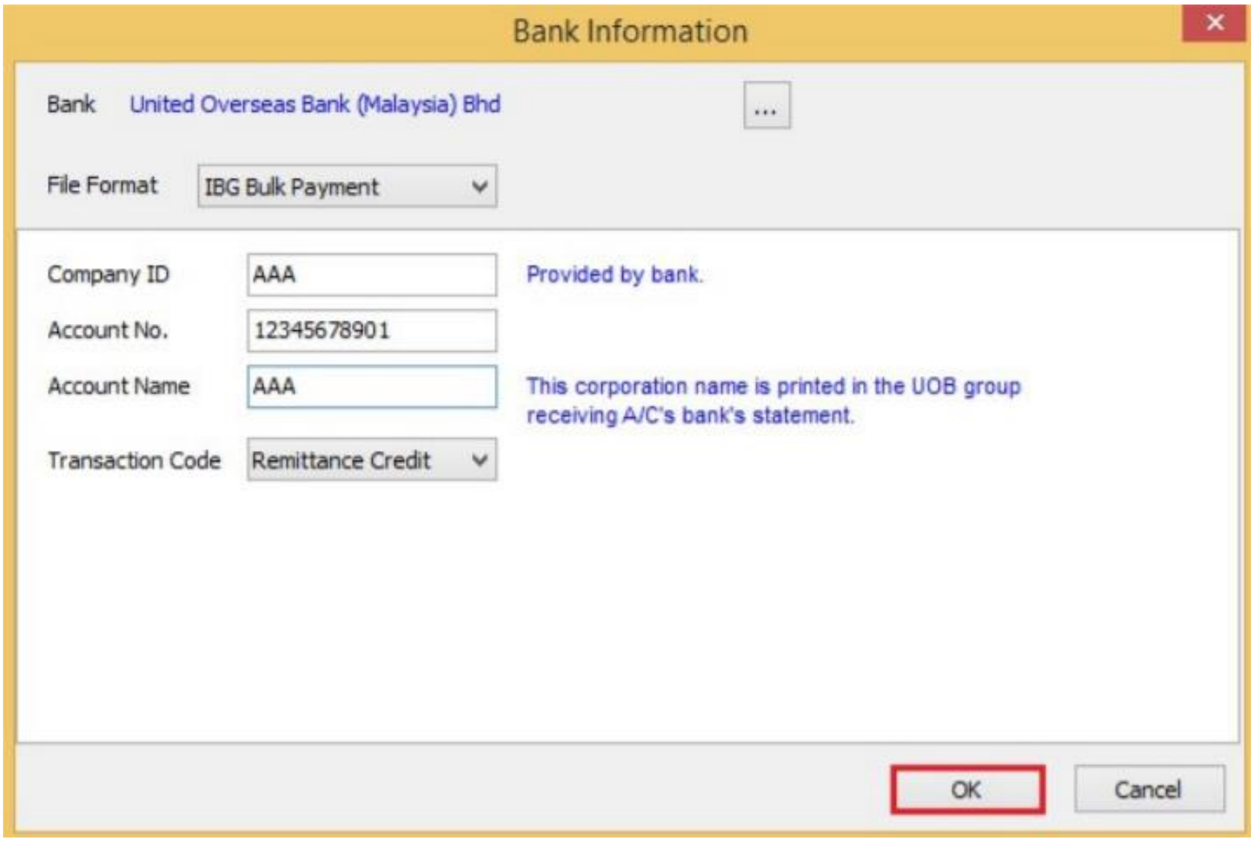
Step 3: Click Ok.



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

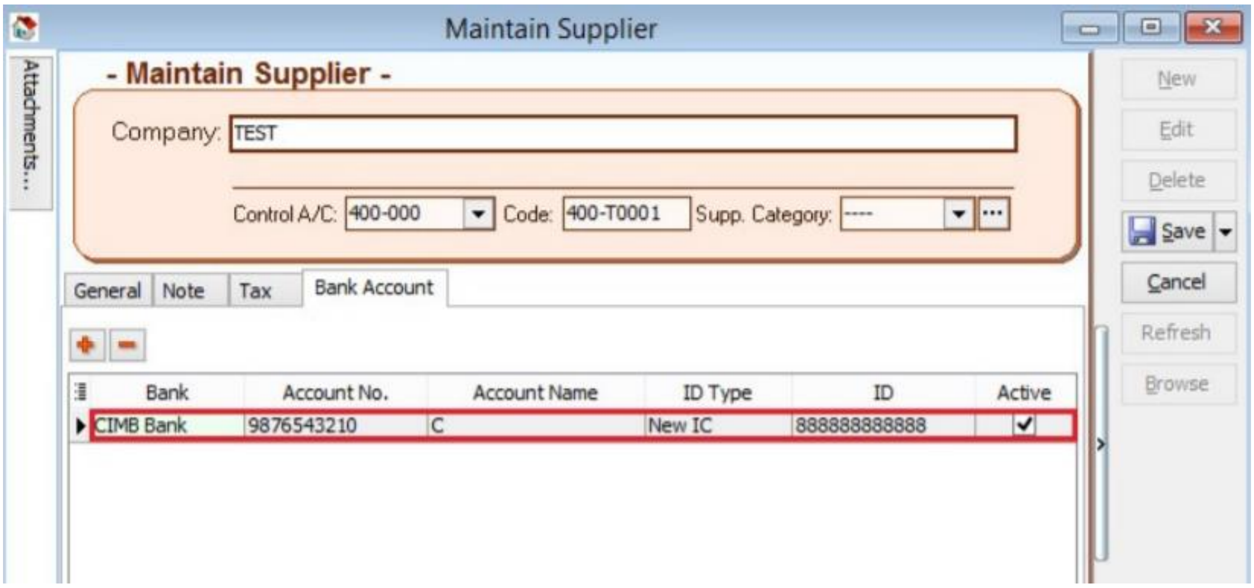


Step 5: Enter bank information | Click OK button | Save.



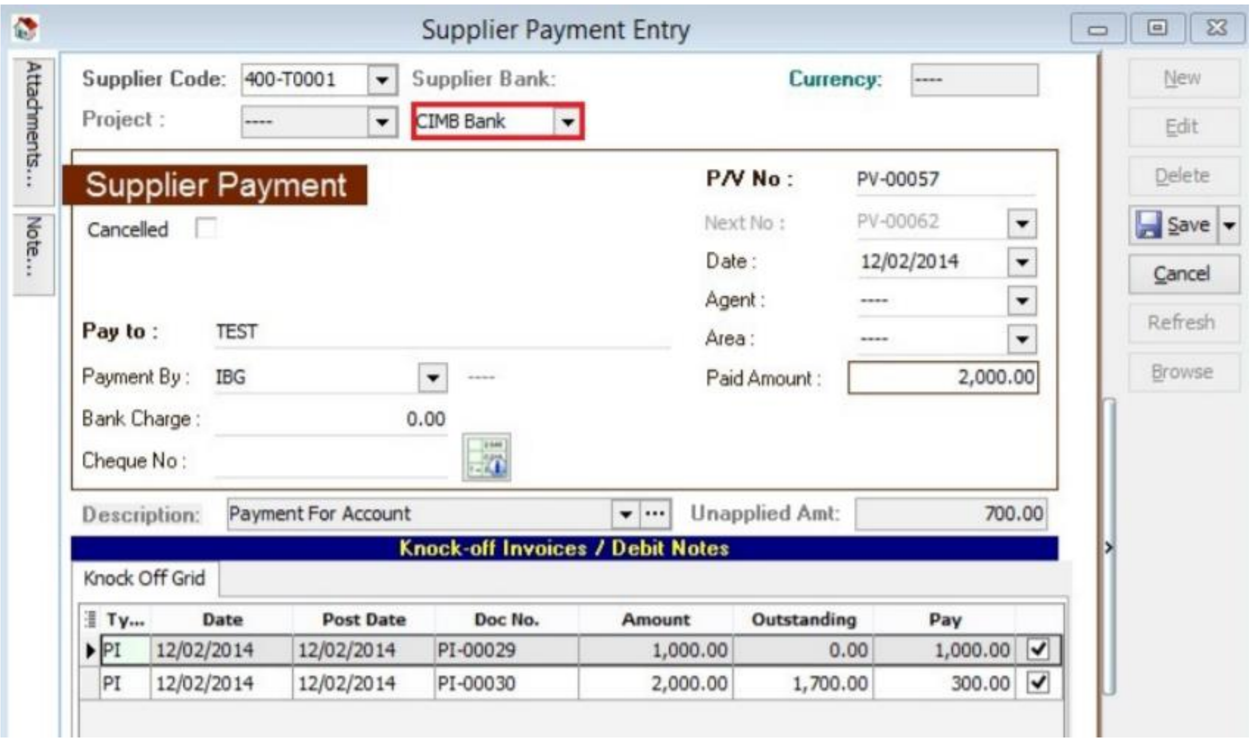
13.2 Supplier Bank Account

Step 1: Add Bank Account and Save.

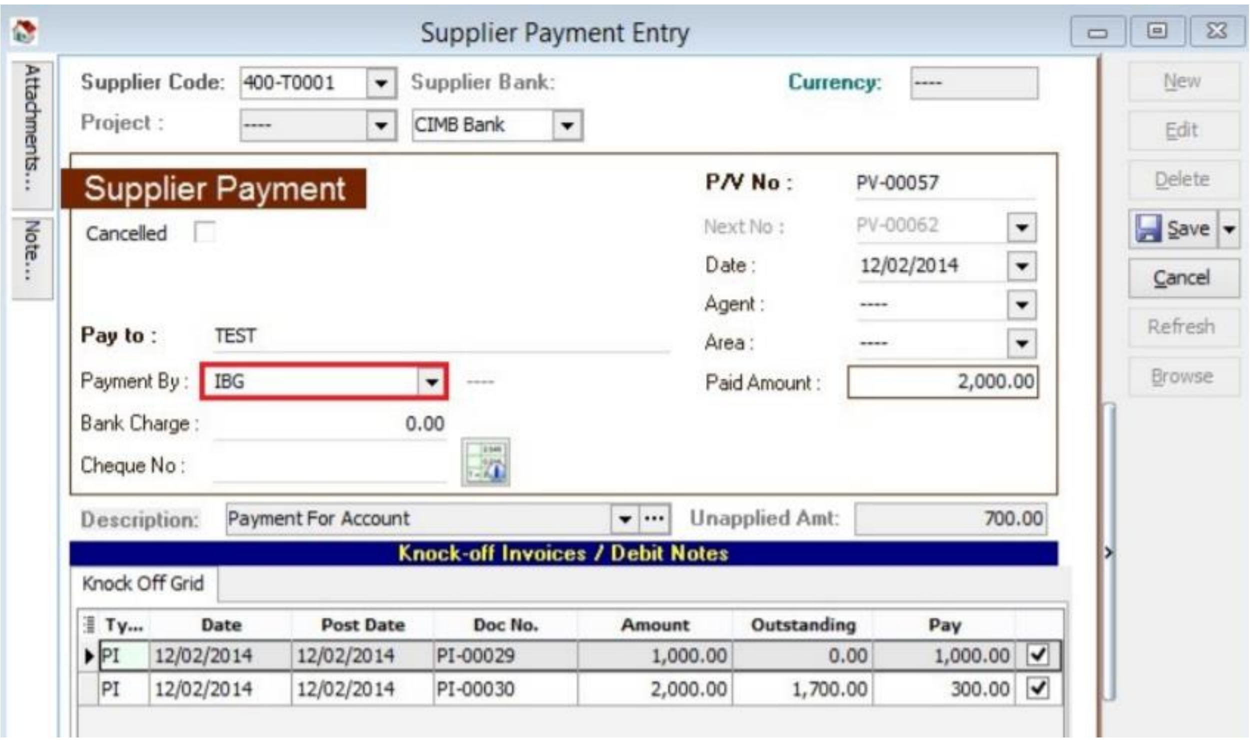


13.3 Supplier Payment Method

Step 1: Select Supplier Bank from drop down list.

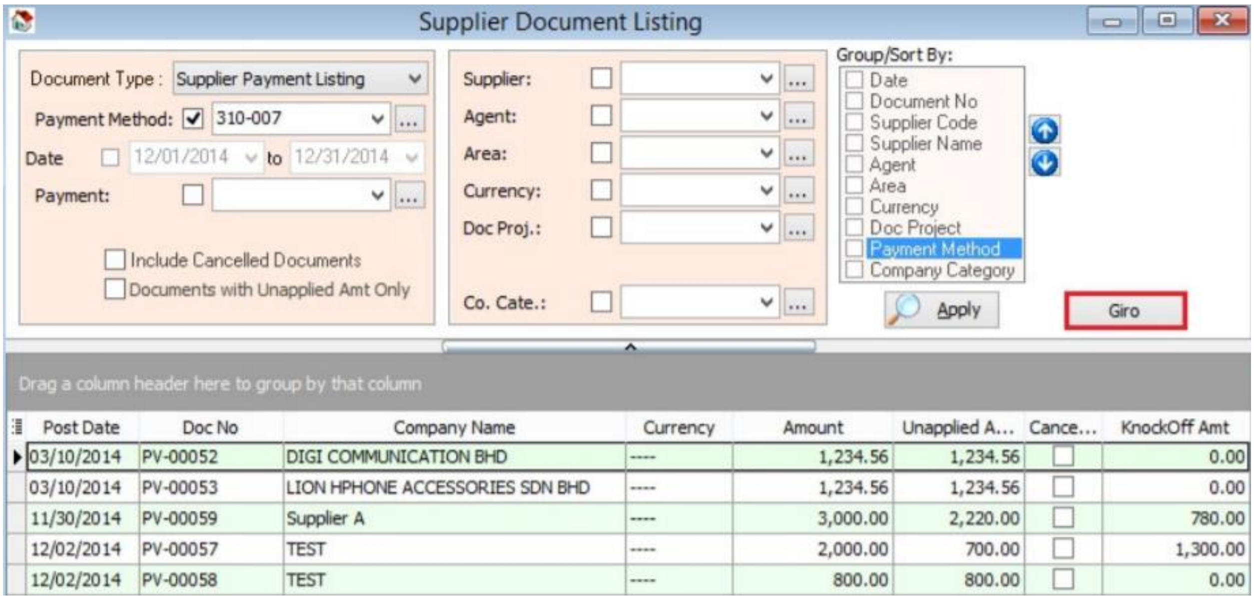


Step 2: Choose the payment method that contains bank information then Save.



13.4 Print Supplier Document (Interbank GIRO) Listing

Step 1: Click on the Giro button.



Step 2: Enter additional information and click on Save.

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