



How to maintain GST 6% to GST 0%

In Sage Business Cloud Accounting

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HOW TO MAINTAIN GST 6% TO 0%

IMPORTANT:

- The changes made should be effective on 1st June 2018
- Refer the FAQ update on Custom Malaysia website [here](#) for more information (updated on 30th Mei 2018)
- (Optional) If you have finalized your transaction ended on May 2018, to secure your previous period data's, kindly go to Company → Change Company Setting → General Settings → Financial Year → Set Lockdown Date

Lockdown Date

Setting a Lockdown Date means that no transaction can be processed or edited with a date up to and including this date.

Set a Lockdown Date

Lockdown Date 

Please take note that there will be no changes allowed to the transaction with a date up to and including this date.

Add GST Percent SR 0%

Step 1: Go to Company → Change Company Setting

The screenshot shows the Sage Accounting dashboard. At the top, there is a navigation bar with 'Accounting' and a search box. Below it, a menu bar includes 'Home', 'Quick View', 'Customers', 'Suppliers', 'Items', 'Banking', 'Accounts', 'Accountant's Area', 'Reports', 'Company', and 'Administration'. The 'Company' menu is open, showing options like 'Open and Manage Companies', 'Change Company Settings' (highlighted with a red box), 'Company Notes and Attachments', 'Assets', 'Budgets', 'User Task Management', and 'Analysis Codes'. The dashboard background shows a 'Dashboard' section with a message about recurring invoices and a 'To Do List' table.

Step 2: Go to Tax Settings

The screenshot shows the 'Company Settings' page. On the left, a sidebar menu has 'Tax Settings' highlighted with a red box. The main content area is divided into 'Tax System' and 'Tax Details'. Under 'Tax System', 'Invoice Based' is selected. 'Tax Details' includes fields for 'Tax Number' (543523421), 'Last Tax Period End Date' (31/03/2018), 'Last Tax Submission Date' (30/04/2018), and 'Tax Period frequency' (1). Below this is a table of tax codes:

Name	Tax %	Default...		
P [AJP] Adjustment to Input Tax	6.00%	<input checked="" type="checkbox"/>	+	-
P [IM-0] Importation of Good 0%	0.00%	<input type="checkbox"/>	+	-
P [TX-CG] Purchase with GST incurred for Capital Goods acquisition	6.00%	<input type="checkbox"/>	+	-
P [RP] Relief Purchase under GST legislations	0.00%	<input type="checkbox"/>	+	-
P [TX-FRS] Purchase under Flat Rate Scheme	2.00%	<input type="checkbox"/>	+	-
P [TX-NC] GST incurred and choose not to claim the input tax	6.00%	<input type="checkbox"/>	+	-
P [NP] Neither a purchase of goods nor a purchase of services, and no GST incurred	0.00%	<input type="checkbox"/>	+	-

Step 3: Used Tax Code-Add New SR-0

For the Tax Code that already in use in the previous Tax Period the field will be deemed and cannot be edited. User will have to create new Tax Code with 0% and to Map the Tax Code accordingly for GST Return 03.

Company Settings

- Company Details
- General Settings
- Tax Settings**
- Tax Settings
- Documents and Statements
- Branding
- User Defined Fields
- Email Signatures
- Multi-Currency

Tax System

Invoice Based
 No Tax

Tax Details

Tax Number: 543523421

Last Tax Period End Date: 31/03/2018

Last Tax Submission Date: 30/04/2018

Tax Period frequency: 1

Name	Tax %	Default...
P [TX-NC] GST incurred and choose not to claim the input tax	6.00%	<input type="checkbox"/> + -
P [NP] Neither a purchase of goods nor a purchase of services, and no GST incurred	0.00%	<input type="checkbox"/> + -
S [NS] Neither a supply of goods nor a supply of services, and no GST chargeable	0.00%	<input type="checkbox"/> + -
S [SR] Standard-rated supplies	6.00%	<input type="checkbox"/> + -
None	0.00%	<input type="checkbox"/> + -
Service Tax	6.00%	<input type="checkbox"/> + -
Sales Tax (10%)	10.00%	<input type="checkbox"/> + -

Save
Save and Close
Cancel

Step 4: Click on the button to add new line. Fill in the Name for the Tax as per example below for SR tax code → 0.00%.

Kindly take note that the name cannot be same. In the example, the original Tax Code is using [SR] the new one is using [SR-0]

Step 5: Click on the Default box to make the SR-0 as a default tax.

Company Settings

- Company Details
- General Settings
- Tax Settings**
- Tax Settings
- Documents and Statements
- Branding
- User Defined Fields
- Email Signatures
- Multi-Currency

Tax System

Invoice Based
 No Tax

Tax Details

Tax Number: 543523421

Last Tax Period End Date: 30/04/2018

Last Tax Submission Date: 31/05/2018

Tax Period frequency: 1

Name	Tax %	Default...
S [SR] Standard-rated supplies	6.00%	<input type="checkbox"/> + -
S [SR-0] Standard Rated Supplies	0.00%	<input checked="" type="checkbox"/> + -
None	0.00%	<input type="checkbox"/> + -
Service Tax	6.00%	<input type="checkbox"/> + -
Sales Tax (10%)	10.00%	<input type="checkbox"/> + -
Sales Tax (5%)	5.00%	<input type="checkbox"/> + -
P [TX] Taxable Purchases	6.00%	<input type="checkbox"/> + -

Save
Save and Close
Cancel

Step 6: Click on Save.

Add GST Percent TX 0%

Step 1: Go to Company → Change Company Setting

The screenshot shows the Sage Accounting dashboard. At the top, there is a navigation bar with 'Accounting' and a search box. Below it, a menu bar includes 'Home', 'Quick View', 'Customers', 'Suppliers', 'Items', 'Banking', 'Accounts', 'Accountant's Area', 'Reports', 'Company', and 'Administration'. The 'Company' menu is open, showing options like 'Open and Manage Companies', 'Change Company Settings' (highlighted with a red box), 'Company Notes and Attachments', 'Assets', 'Budgets', 'User Task Management', and 'Analysis Codes'. The dashboard background shows a 'Dashboard' section with a message about recurring invoices and a 'To Do List' table.

Step 2: Go to Tax Settings

The screenshot shows the 'Company Settings' page in Sage Accounting. The 'Tax Settings' tab is selected and highlighted with a red box. The page is divided into three main sections: 'Company Details', 'Tax System', and 'Tax Details'.
 - **Tax System:** Includes radio buttons for 'Invoice Based' (selected) and 'No Tax'.
 - **Tax Details:** Includes input fields for 'Tax Number' (543523421), 'Last Tax Period End Date' (31/03/2018), 'Last Tax Submission Date' (30/04/2018), and 'Tax Period frequency' (1).
 - **Tax Table:** A table listing various tax codes with their respective tax percentages and default status.

Name	Tax %	Default...		
P [AJP] Adjustment to Input Tax	6.00%	<input checked="" type="checkbox"/>	+	-
P [IM-0] Importation of Good 0%	0.00%	<input type="checkbox"/>	+	-
P [TX-CG] Purchase with GST incurred for Capital Goods acquisition	6.00%	<input type="checkbox"/>	+	-
P [RP] Relief Purchase under GST legislations	0.00%	<input type="checkbox"/>	+	-
P [TX-FRS] Purchase under Flat Rate Scheme	2.00%	<input type="checkbox"/>	+	-
P [TX-NC] GST incurred and choose not to claim the input tax	6.00%	<input type="checkbox"/>	+	-
P [NP] Neither a purchase of goods nor a purchase of services, and no GST incurred	0.00%	<input type="checkbox"/>	+	-

Step 3: Add New TX-0

For the Tax Code that already in use in the previous Tax Period the field will be deemed and cannot be edited. User will have to create new Tax Code with 0% and to Map the Tax Code accordingly for GST Return 03.

Company Settings

- Company Details
- General Settings
- Tax Settings**
- Tax Settings
- Documents and Statements
- Branding
- User Defined Fields
- Email Signatures
- Multi-Currency

Tax System

Invoice Based
 No Tax

Tax Details

Tax Number: 543523421

Last Tax Period End Date: 30/04/2018

Last Tax Submission Date: 31/05/2018

Tax Period frequency: 1

Name	Tax %	Default...
Sales Tax (10%)	10.00%	<input type="checkbox"/>
Sales Tax (5%)	5.00%	<input type="checkbox"/>
P [TX] Taxable Purchases	6.00%	<input type="checkbox"/>
P [IM] Import of Goods	6.00%	<input type="checkbox"/>
P [IS] Imports under special scheme	0.00%	<input type="checkbox"/>
P [BL] GST incurred but not claimable	6.00%	<input type="checkbox"/>
P [NR] No GST - Non-registered Supplier	0.00%	<input type="checkbox"/>

Step 4: Click on the button to add new line. Fill in the Name for the Tax as per example below for TX tax code → 0.00%.

Kindly take note that the name cannot be same. In the example, the original Tax Code is using [TX] the new one is using [TX-0]

Company Settings

- Company Details
- General Settings
- Tax Settings**
- Tax Settings
- Documents and Statements
- Branding
- User Defined Fields
- Email Signatures
- Multi-Currency

Tax System

Invoice Based
 No Tax

Tax Details

Tax Number: 543523421

Last Tax Period End Date: 30/04/2018

Last Tax Submission Date: 31/05/2018

Tax Period frequency: 1

Name	Tax %	Default...
P [TX] Taxable Purchases	6.00%	<input type="checkbox"/>
P [TX-0] Taxable Purchases 0%	0.00%	<input type="checkbox"/>
P [IM] Import of Goods	6.00%	<input type="checkbox"/>
P [IS] Imports under special scheme	0.00%	<input type="checkbox"/>
P [BL] GST incurred but not claimable	6.00%	<input type="checkbox"/>
P [NR] No GST - Non-registered Supplier	0.00%	<input type="checkbox"/>
P [ZP] No GST - Registered Supplier	0.00%	<input type="checkbox"/>

Step 5: Click on Save.

Map the new Tax Code to the GST Return 03

Step 1: Go to Accountant's Area → Tax → Tax Returns and Reports

The screenshot shows the Sage Accounting interface. The top navigation bar includes 'Accounting', 'Search transactions', and a search icon. Below this, a secondary navigation bar lists various menu items: Home, Quick View, Customers, Suppliers, Items, Banking, Accounts, Accountant's Area, Reports, Company, and Administration. The 'Accountant's Area' menu is expanded, showing options like 'Invite My Accountant', 'Send a Note To My Accountant', 'Process Journal Entries', 'Reports', 'Tax', 'Trial Balance Export', and 'Help Centre'. The 'Tax' menu is further expanded, highlighting 'Tax Returns and Reports' with a red box. Other options in this sub-menu include 'Tax Adjustments' and 'Tax Payments and Refunds'. The background shows a user profile for 'Erin Co Worksp' and a notification for a new message.

Step 2: Click on Reports → Calculation Worksheet for GST Return

The screenshot displays the 'Tax Returns and Reports' section. On the left, there are tabs for 'Transactions' and 'Reports'. The 'Reports' dropdown menu is open, listing various report types: 'Tax Report', 'Tax Summary Report', 'Tax Transactions Report', 'Tax Payments and Refunds Report', 'Calculation Worksheet for GST Return' (highlighted with a red box), 'GST Audit Report', 'GAF Export', and 'Lampiran 2 Report'. On the right side, there are date pickers for 'Tax Period End Date' (31/03/2018) and 'Tax Submission Due' (30/04/2018), with 'Previous' and 'Next' buttons. Below these are fields for 'Tax Reporting Frequency' (1) and 'months'. At the bottom, a table shows tax-related data:

Status	Ref	Tax Payable	Tax Refundable	GST03 Calc.	Tax Report	Out of Period
Open	04/2018		RM 604.38	view	view	

Step 3: Click on GST Allocations button

The screenshot shows the 'Calculation Worksheet for GST Return' page. Under the heading 'Report Options', there are two dropdown menus: 'View Report By' set to 'Tax Period' and 'Tax Period' set to '04/2018'. Below these, there is explanatory text: 'Display transactions marked for a specific Tax period and return. Transactions back dated and marked as part of a different Tax return will not be displayed.' At the bottom, there are four buttons: 'View Report', 'View Audit Report', 'View Lampiran 2 Report', and 'GST Allocations' (highlighted with a red box). The footer contains copyright information: 'Copyright © 2018 Accounting, powered by Sage.' and links for 'Terms & Conditions', 'Contact Us', 'Need Help?', and 'Feedback'.

Step 4: Click on the field to show the drop-down list to choose the tax code in the specific field.

Calculation Worksheet for GST Return

Calculation Worksheet for GST Return

Tax Allocations
Use the following list to determine which Tax types in Accounting relate to which items on the GST Return.

Tax Code	Description	Tax Type in Accounting
Output Tax		
5a	Total Value of Standard-Rated Supplies	me, S [SR-JWS] Supplies under Approved Jeweller Scheme (AJS)
5b	Total Output Tax (Inclusive of Bad Debt Recovered & other Adjustments)	<input type="checkbox"/> P [TX-FRS] Purchase under Flat Rate Scheme <input type="checkbox"/> P [TX-NC] GST incurred and choose not to claim the input tax credit <input type="checkbox"/> P [NP] Neither a purchase of goods nor a purchase of services <input type="checkbox"/> S [NS] Neither a supply of goods nor a supply of services, other than a supply of immovable property <input checked="" type="checkbox"/> S [SR] Standard-rated supplies <input type="checkbox"/> S [SR-0] Standard Rated Supplies <input type="checkbox"/> None
Additional Information		
10	Total Value of Local Zero-Rated Supplies	
11	Total Value of Export Supplies	
12	Total Value of Exempt Supplies	
13	Total Value of Supplies Granted GST Relief	

Step 5: Tick on the New Tax Code Created.

As per the release in Custom Malaysia website [here](#), the SR-0 will be mapped to the 5a column.

Calculation Worksheet for GST Return

Calculation Worksheet for GST Return

Tax Allocations
Use the following list to determine which Tax types in Accounting relate to which items on the GST Return.

Tax Code	Description	Tax Type in Accounting
Output Tax		
5a	Total Value of Standard-Rated Supplies	Standard-rated supplies under Margin Scheme, S [SR-JWS] Supplies under Approved Jeweller Scheme (AJS)
5b	Total Output Tax (Inclusive of Bad Debt Recovered & other Adjustments)	<input checked="" type="checkbox"/> S [SR] Standard-rated supplies <input checked="" type="checkbox"/> S [SR-0] Standard Rated Supplies <input type="checkbox"/> None <input type="checkbox"/> Service Tax <input type="checkbox"/> Sales Tax (10%) <input type="checkbox"/> Sales Tax (5%) <input type="checkbox"/> P [TX] Taxable Purchases <input type="checkbox"/> P [IM] Import of Goods <input type="checkbox"/> P [IS] Imports under special scheme
Additional Information		
10	Total Value of Local Zero-Rated Supplies	
11	Total Value of Export Supplies	
12	Total Value of Exempt Supplies	
13	Total Value of Supplies Granted GST Relief	
Input Tax		
6a	Total Value of Standard Rated Acquisition	P [AJP] Adjustment to Input Tax, P [TX-CG] Purchase with GST included
6b	Total Input Tax (Inclusive of Bad Debt Relief & other Adjustments)	
Additional Information		
14	Total Value of Goods Imported Under Approved Trader Scheme	P [IS] Imports under special scheme
15	Total Value of GST Suspended under item 14	P [IS] Imports under special scheme

As per the release in Custom Malaysia website [here](#), the TX-0 will be mapped to the 6a column.

Calculation Worksheet for GST Return

Tax Allocations
Use the following list to determine which Tax types in Accounting relate to which items on the GST Return.

Tax Code	Description	Tax Type in Accounting
Output Tax		
5a	Total Value of Standard-Rated Supplies	S [SR] Standard-rated supplies, S (SR-0) Standard Rated Supplies
5b	Total Output Tax (Inclusive of Bad Debt Recovered & other Adjustments)	P [AJP] Adjustment to Input Tax, S [SR] Standard-rated supplies,
Additional Information		
10	Total Value of Local Zero-Rated Supplies	S [ZRL] Zero-rated local supplies, S [NTX] Supplies with no tax ct
11	Total Value of Export Supplies	S [ZRE] Zero-rated export supplies, S [ZDA] Zero-rated export si
12	Total Value of Exempt Supplies	S [ES-43] Incidental exempt supplies, S [IES] Incidental exempt si
13	Total Value of Supplies Granted GST Relief	S [RS] Relief supplies
Input Tax		
6a	Total Value of Standard Rated Acquisition	e to taxable or exempt supplies, P [AJP-BDR] Bad Debt Relief, P
6b	Total Input Tax (Inclusive of Bad Debt Relief & other Adjustments)	<input type="checkbox"/> Sales Tax (10%) <input type="checkbox"/> Sales Tax (5%) <input checked="" type="checkbox"/> P [TX] Taxable Purchases <input checked="" type="checkbox"/> P (TX-0) Taxable Purchases 0% <input checked="" type="checkbox"/> P [IM] Import of Goods <input type="checkbox"/> P [IS] Imports under special scheme <input type="checkbox"/> P [BL] GST incurred but not claimable <input type="checkbox"/> P [NR] No GST - Non-registered Supplier <input type="checkbox"/> P [ZP] No GST - Registered Supplier
Additional Information		
14	Total Value of Goods Imported Under Approved Trader Scheme	
15	Total Value of GST Suspended under item 14	
Account Allocations		
Tax Code	Description	
16	Total Value of Capital Goods Acquired	

Step 6: Click on Save Report.

Follow the same process to the other Tax Code if applicable.

Update the Item Tax Default to SR-0 / TX-0

Step 1: Go to Items → Lists → List of Items

Step 2: Click on the Box to tick all item → Click on Update Button

List of Items

[Add Item](#) [Import Item](#)

22 Item(s) are selected. If you only meant to select the 20 item(s) on this page, please redo your selection.

[Actions](#)
[Delete](#)
[Mark As Active/Inactive](#)
[Update](#)

<input checked="" type="checkbox"/>	Code ^	Description	Category	Price Excl.	Price Incl.
<input checked="" type="checkbox"/>	Allowance	Allowance		RM 0.00	RM 0.00
<input checked="" type="checkbox"/>	BDYW3	Bodywork & S		RM 0.00	RM 0.00
<input checked="" type="checkbox"/>	BDYWORK	Bodywork & S		RM 0.00	RM 0.00
<input checked="" type="checkbox"/>	BDYWORK123	Bodywork & S		RM 0.00	RM 0.00
<input checked="" type="checkbox"/>	Commission	Commission		RM 0.00	RM 0.00
<input checked="" type="checkbox"/>	DNITEM	DN Item	DN Test	RM 400.00	RM 424.00
<input checked="" type="checkbox"/>	Dress001	Dress Pink 001	DRESS	RM 35.00	RM 37.10
<input checked="" type="checkbox"/>	Im Goods Amt	Im Goods Amt		RM 0.00	RM 0.00
<input checked="" type="checkbox"/>	Import Duty	Import Duty		RM 0.00	RM 0.00
<input checked="" type="checkbox"/>	Import Tax	Import Tax		RM 0.00	RM 0.00
<input checked="" type="checkbox"/>	Inventory Item	Inventory Item		RM 0.00	RM 0.00
<input checked="" type="checkbox"/>	Item 7	Item A		RM 0.00	RM 0.00

Step 3: Click on Update: Tax on Sales → Tax on Sales: S (SR-0) Standard Rated Supplies → Save.

Update ×

Update:

Tax on Sales:

Step 4: Click on Update: Tax on Purchase → Tax on Purchases: P (TX-0) Taxable Purchases 0% → Save.

Update ✕

Update: Tax on Purchases ▼

Tax on Purchases: P (TX-0) Taxable Purchases 0% (0 ▼

Save
Cancel

Transaction Example

Process Customer Invoice

Process Customer Invoice

Send ▼
Options ▼
Add Time Entries ▼

Customer Details

Customer: Shah & Co ▼

Balance: RM 1,693.30

Delivery Address

Delivery Address: No 123 Jalan VIP ▼

No 123 Jalan VIP

Off Jalan Happy

43000

Postal Address

No 123 Jalan VIP

Off Jalan Happy

43000

Invoice Details

Document No.: *NUMBER*

Customer Ref.:

From Quote: ▼

Layout: Default (Modern) ▼

Sales Rep: AIN SAADIN ▼

Date: 01/06/2018

Due Date: 01/07/2018

Discount %: 0.00 %

Tax Reference: 627251411

Credit Limit: RM 150,000.00

Use Inclusive Amounts

Use Last Invoice Detail

Type	Selection	Description	Unit	Qty	Excl. Price	Tax Type	Disc %	Discount	Exclusive	Tax	Total	Brar
Item	Dress001	Dress Pink 001	PCS	1.00	RM 35.00	S (SR-0...	0.00%	RM 0.00	RM 35.00	RM 0.00	RM 35.00	+ -
Item	Select Item						0.00%					+ -
Item	Select Item						0.00%					+ -

Message: Please make payment within 30 days of this invoice date

[Set Default Message](#)

Total Discount: RM 0.00

Total Exclusive: RM 35.00

Total Tax: RM 0.00

Sub Total: RM 35.00

Total Rounding: RM 0.00

Total: RM 35.00

GST Return 03

Calculation Worksheet for GST Return

Erin Co

GST Number: 543523421

Show Report Options

Taxable Period Start Date: 01/06/2018

Export TAP

Taxable Period End Date: 30/06/2018

Due Date: 30/06/2018



Part B: Return Details

Item 5 - Output Tax		
5a	Total Value of Standard Rated Supply	RM 35.00
5b	Total Output Tax (inclusive of Bad Debt Recovered & other Adjustments)	RM 0.00
Item 6 - Input Tax		
6a	Total Value of Standard Rated Acquisition	RM 0.00
6b	Total Input Tax (inclusive of Bad Debt Relief & other Adjustments)	RM 0.00
GST Amount Payable		
7	GST Amount Payable (Item 5b- 6b)	RM 0.00
or		
8	GST Amount Claimable (Item 6b- 5b)	RM 0.00
Part C: Additional Information		
10	Total Value of Local Zero-Rate Supplies	RM 0.00
11	Total Value of Export Supplies	RM 0.00