

Advelsoft GST Amendment

From 6% to 0%

User Guide

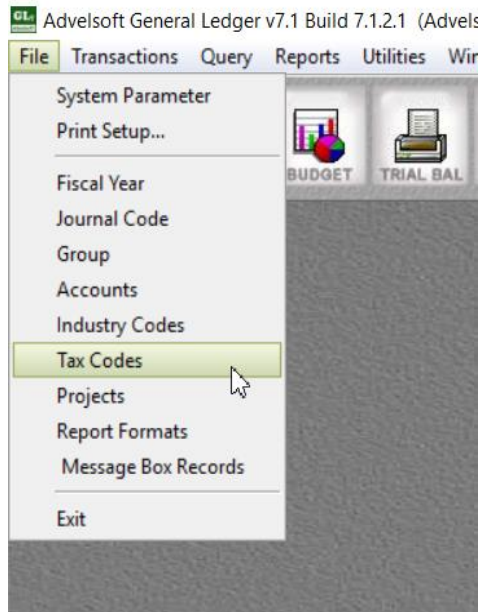


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1. Login GL



a.) Add TX0 as shown below

Record Will Be Changed

1) General

Tax Code Id: 24

Type: Purchase

Tax Type: GST

Description: Goods and Service Tax (Malaysia)

Tax Code: TX0

Tax Percent: 0

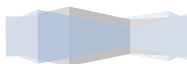
Tax Code Description: Purchases with GST incurred amended from 6% to 0% effective on 01 June 2018

G/L Acc No. 4G0010

Tax Code	GST 03 Field	Amount Type
TX0	FIELD6A	Net

Insert Change Delete

OK Cancel Help



b.) Add SR0 as shown below

Record Will Be Changed

1) General

Tax Code Id: 25

Type: Supply

Tax Type: GST

Description: Goods and Service Tax (Malaysia)

Tax Code: SR0

Tax Percent: 0

Tax Code Description: Standard-rated supplies amended from GST 6% to 0% effective on 01 June 2018

G/L Acc No. 4G0020

Tax Code	GST 03 Field	Amount Type
SR0	FIELD5A	Net

Insert Change Delete

OK Cancel Help

c.) Add AJS0 as shown below

Record Will Be Changed

1) General

Tax Code Id: 26

Type: Supply

Tax Type: GST

Description:

Tax Code: AJS0

Tax Percent: 0

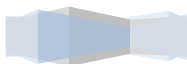
Tax Code Description: Amendment made on Output Tax from 6% to 0% effective on 01 June 2018

G/L Acc No. 4G0020

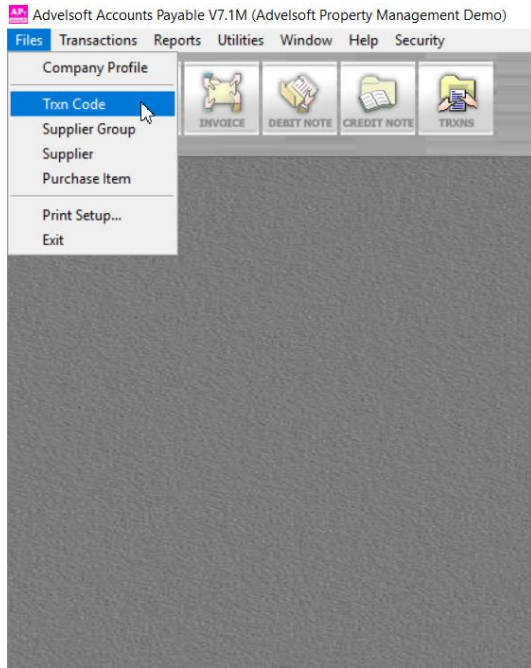
Tax Code	GST 03 Field	Amount Type
AJS0	FIELD5B	Net

Insert Change Delete

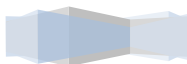
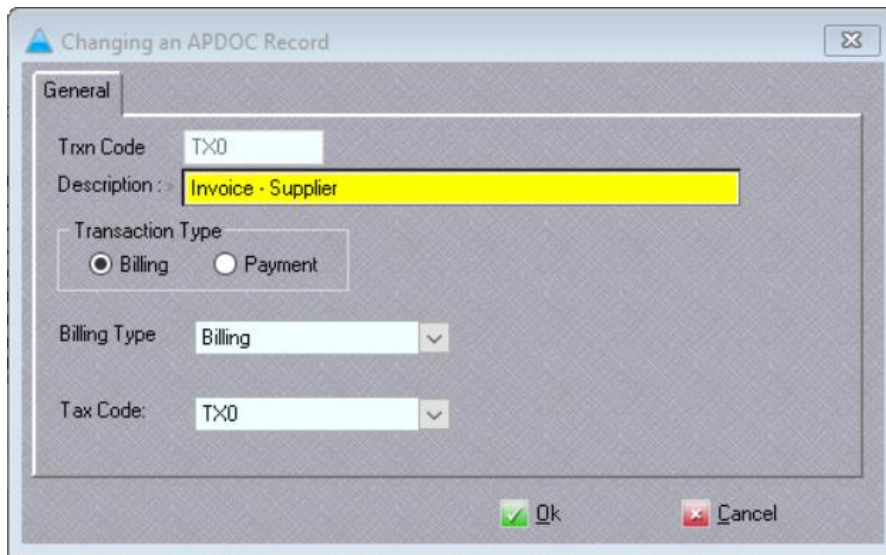
OK Cancel Help



2. Login AP



a.) Add in TX0 code



b.) Enter invoices for Supplier by choosing 'TX0' from 01 June 2018 onwards.

Update Invoice X

Invoice No. 0000092 **REGISTERED PERSON**

Supplier No.: A0001 ADVELSOFT (M) SDN BHD

Invoice Date: 01/06/2018 Tax Invoice Type: Exclusive GRN No. 0000000

PO No.: 0123345 Supplier D.O./Inv: Inv.148888

Reference: Purchase

1. Item: AE-MEQUIP Pij No: Description: Maintenance Equipments

Tax Code: TX0 Qty. Receive: 1.0000 Unit Cost: 1,000.0000

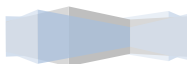
Item	Description	Pij No	Quantity Unit	Unit Cost Net Amt	Tax Code Gst Rate	GST Amt Amount
1	AE-MEQUIP Maintenance Equipments		1.00	1,000.0000	TX0 0%	0.00
2				1,000.00		1,000.00
				0.00	0%	0.00

Net Amt: 1,000.00

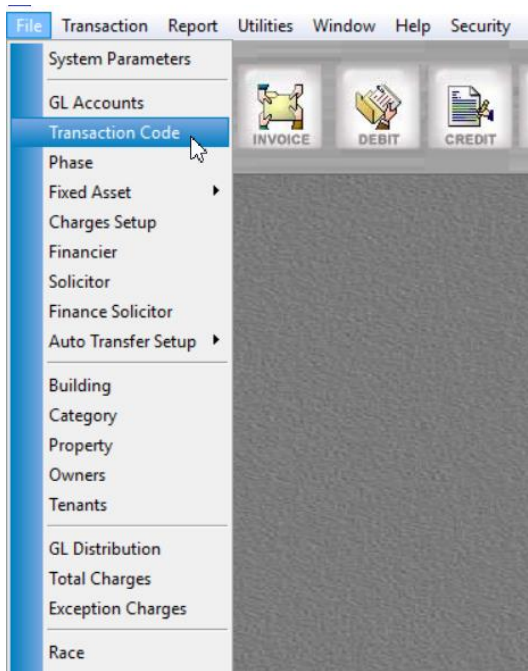
Total GST: 0.00

Total Amount: 1,000.00

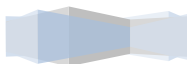
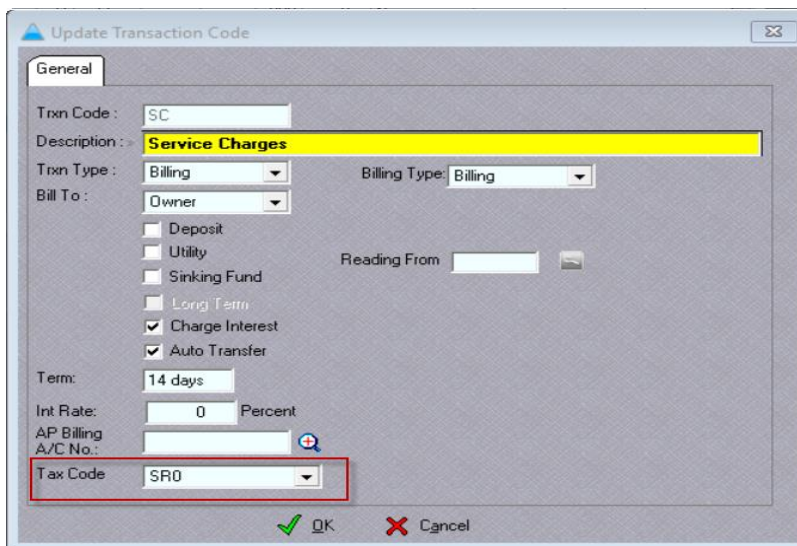
Other Charges Insert Delete Save Cancel



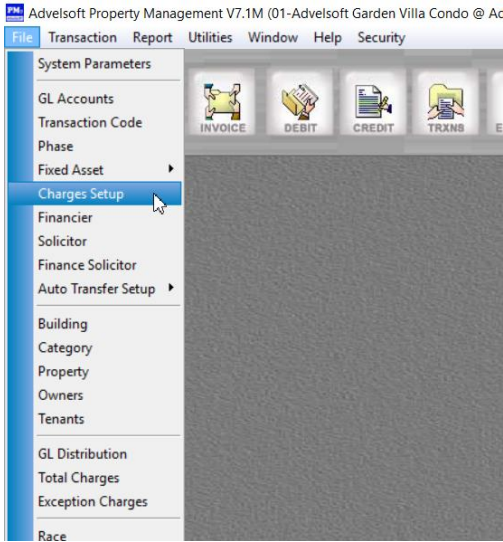
3. Login PM



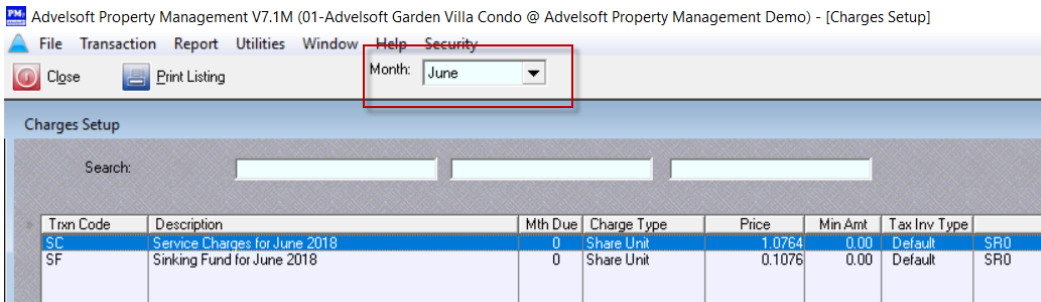
a.) Transaction Code
Amend SC tax code to 'SR0' after 01 June 2018



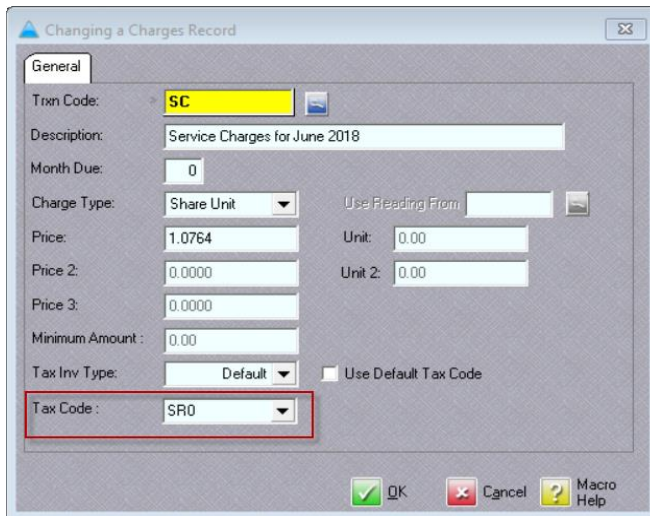
b.) Charges Setup



Select Month : June or next quarter of invoice to be generated



Change SC – Tax Code to 'SR0' after 01 June 2018



Generate Tax Invoice and ensure tax code must be 'SR0' before proceed after 01 June 2018

Following sample Tax Invoice will be generated

Advelsoft Property Management Demo
 BRN: 855271-W GST No: 001412628480
 26-G, Jalan Dinar F U3/F,
 Taman Subang Perdana, Seksyen U3,
 40150 Shah Alam,
 Selangor D.E.
 Tel: 03-7847 2178 Fax: 03-7847 4692 Email: general@adve

TAX INVOICE

LEE BON BON
 PRIMER GARDEN TOWN VILLAS
 A-01-2, JALAN HIJAU PELANGI U9/55
 CAHAYA SPIK, SEKSYEN U9
 40150 SHAH ALAM, SELANGOR
 GST No:

Invoice No. : 0000002
 Date : 01/06/2018
 Property No. : A-01-2

Phase : Advelsoft Garden Villa Condo

Item No. / Description	Due Date	Amount	Code	GST		Total (RM)
				Rate %	Amount	
SC Service Charges for June 2018	15/06/2018	293.00	SR0	0		304.62
SF Sinking Fund for June 2018	15/06/2018	293.00	SR0	0		30.45

Ringgit Malaysia : Three Hundred Thirty-Five And Cents-Seven Only.

E & O E	Amount excluding GST (RM) :	335.07
	GST Payable Amount (RM) :	0.00
	Total Amount (RM) :	335.07

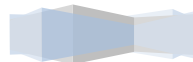
Kindly forward your remittance to us before and/or within the due date as overdue interest of 10% per annum will be charged for late and partial payments. Your immediate attention is very much appreciated.

***** PAYMENT CHECKLIST : PLEASE**

- 1) Make cheque payable to "Advelsoft Property Management Demo" by due date.
- 2) Write your Unit No. at reverse side of your cheque.

(Computer generated billing, no signature is required)

for Advelsoft Property Management Demo



c.) Reversal of GST 6% stated in Custom FAQ 25 May 2018

FAQ 25 May 2018

4. TAX INVOICE

4.1. Q : Do you need to make amendments to the tax invoice to standard rate 0%?
 A : Yes, tax invoices need to be issued and the standard rate of 6% is changed to standard rate 0%.

4.2. Q : I made a supply after 01 June 2018 and charged GST at standard rated of 6%. Tax invoice was issued to the buyer. This means I HAVE FULLY charged GST. Do I have to account for tax at standard rate of 6%?
 A : 1. Yes. If a credit note CANNOT be issued to the buyer, GST at standard rate of 6% should be accounted for.
 2. If a credit note can be issued and the company has accounted for the GST, the company may make adjustments via GST-03.

i.) Goto File -> Transaction Code, create adjustment code for SC and SF, you may create others code if required.

Trxn Code	Description	Bill To	Trxn Type	P/T	Deposit	Refund	Chg In	Term	Int Rate	Auto Transfer	Tax Code	Utility	Reading
AJS-SC	SC - Amendment of GST 6% to 0%		Payment	C	No	-		000	0	No			
AJS-SF	SF - Amendment of GST 6% to 0%		Payment	C	No	-		000	0	No			
AS	Assessment	Owner	Billing	B	No	-	Yes	014	0	No			
CN-EL	Credit Note - Electricity Charges		Payment	C	No	-		000	0	No			
CN-FI	Credit Note - Fire Insurance		Payment	C	No	-		000	0	No			
CN-INT	Credit Note - Interest Charges		Payment	C	No	-		000	0	No			
CN-QR	Credit Note - Quat Rent		Payment	C	No	-		000	0	No			
CN-RT	Credit Note - Rental		Payment	C	No	-		000	0	No			
CN-SC	SC Waiver from Developer (23/10/15 ~ 22/10/17)		Payment	C	No	-		000	0	No			
CN-SF	SF Waiver from Developer (23/10/15 ~ 22/10/17)		Payment	C	No	-		000	0	No			
CN-WA	Credit Note - Water Charges		Payment	C	No	-		000	0	No			
CP	Car Park Rental	Tenant	Billing	B	No	-	No	000	0	No			
CS	Car Stickers	Owner	Billing	B	No	-	No	000	0	No			
D/AC	Deposit - Access Card	Tenant	Billing	B	Yes	RD/AC	No	000	0	No			
D/BBQ	Deposit - BBQ Pit	Owner	Billing	B	Yes	RD/BBQ	No	000	0	No			
D/ELE	Deposit - Electricity	Tenant	Billing	B	Yes	RD/ELE	No	000	0	No			
D/MPH	Deposit - Rental of Multi Purpose Hall	Tenant	Billing	B	Yes	RD/MPH	No	000	0	No			

Update Transaction Code

General

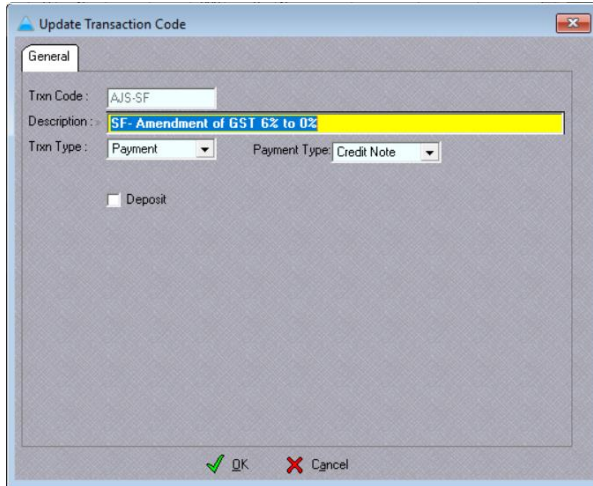
Trxn Code: AJS-SC

Description: SC - Amendment of GST 6% to 0%

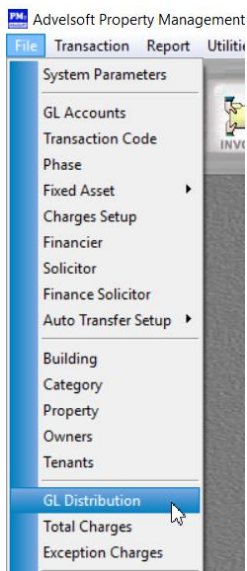
Trxn Type: Payment Payment Type: Credit Note

Deposit

OK Cancel



ii.) Goto -> File -> GL Distribution

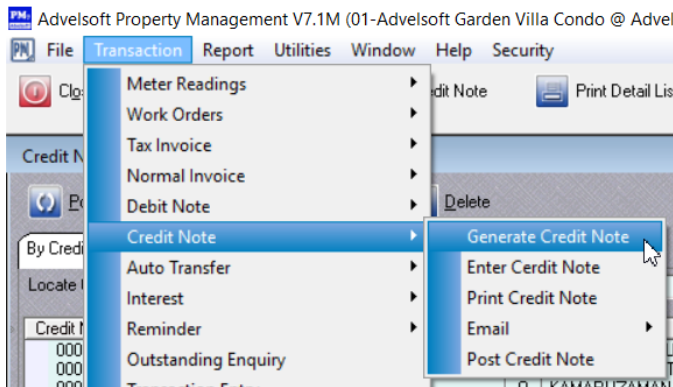


Tag double entry of accounts for new transaction codes created.

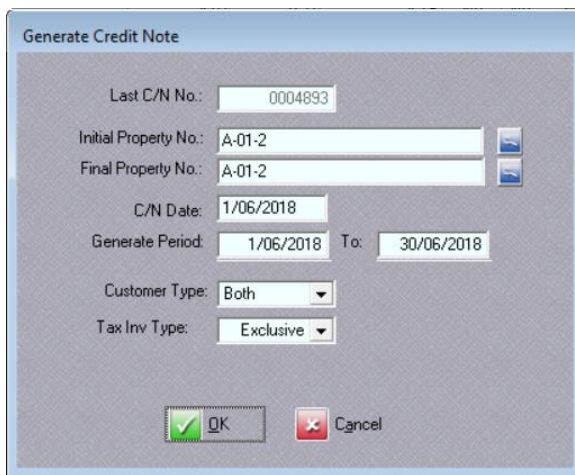




iii.) Goto -> Transaction -> Credit Note -> Generate Credit Note



Select range of unit number, ensure C/N Date to be entered must be after 01 June 2018



Press Ok

Enter Unit Price by rate per share unit / build-up x 6%

Generate Credit Note

Last C/N No.: 0004893 Initial Property No.: A-01-2 To A-01-2 Both
 C/N Date: 1/06/2018 Generate Period: 1/06/2018 To 30/06/2018

Code: AJS-SF Desc: SF- Amendment of GST 6% to 0%
 Charge Type: Share Unit Tax Code: AJS0 Quantity: 0.00 Unit Price/Amount: 0.0065

Code	Description	CT	Tax Code	Qty	Price
AJS-SC	SC - Amendment of GST 6% to 0%	A	AJS0	0.00	0.0646
AJS-SF	SF- Amendment of GST 6% to 0%	A	AJS0	0.00	0.0065

Rate per share unit x 6%

Buttons: + Insert - Delete OK Cancel

Credit Note generated and post as usual

Update Credit Note

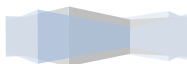
CN No.: 0004894
 Property No.: A-01-2 YAP AH LOY
 Date: 1/06/2018 Reference:
 CN Type: Normal Tax Invoice Type: Exclusive

2. Code: AJS-SF Description: SF- Amendment of GST 6% to 0%
 Bill No.: Tax Code: AJS0 Quantity: 283.00 Unit Price: 0.0065

Line	Code	Description	Bill No	Bill Date	Qty Price	Net Amt	Tax Code	GST Amt	Amount
1	AJS-SC	SC - Amendment of GST 6% to 0%			283.00	18.28	AJS0	0.00	18.28
2	AJS-SF	SF- Amendment of GST 6% to 0%	//	//	0.0646				
			//	//	283.00	1.84	AJS0	0.00	1.84
					0.0065				

Buttons: Save Cancel + Insert - Delete

Summary:
 Net Amt: 20.12
 GST Amt: 0.00
 Amount: 20.12



Advelsoft Property Management Demo
 BRN: 855271-W GST No: 001412628480
 28-G, Jalan Dinar F U3/F,
 Taman Subang Perdana, Seksyen U3,
 40150 Shah Alam,
 Selangor D.E.
 Tel: 03-7847 2178 Fax: 03-7847 4892 Email: general@adve


TAX INVOICE

YAP AH LOY
 PRIMER GARDEN TOWN VILLAS
 A-01-2, JALAN HIJAU PELANGI U9/55
 CAHAYA SPK, SEKSYEN U9
 40150 SHAH ALAM, SELANGOR
 GST No:

Invoice No. : 0000008
 Date : 01/04/2018
 Property No. : A-01-2

Phase : Advelsoft Garden Villa Condo

Item No. / Description	Due Date	Amount	GST			Total (RM)
			Code	Rate %	Amount	
SC Service Charges - Apr 2018	15/04/2018	283.00	SR	6	18.28	322.90
SF Sinking Fund - Apr 2018	15/04/2018	283.00	SR	6	1.83	32.26
SC Service Charges - May 2018	15/05/2018	283.00	SR	6	18.28	322.90
SF Sinking Fund - May 2018	15/05/2018	283.00	SR	6	1.83	32.26
SC Service Charges - June 2018	15/06/2018	283.00	SR	6	18.28	322.90
SF Sinking Fund - June 2018	15/06/2018	283.00	SR	6	1.83	32.26

GST amount to be revised 

Ringgit Malaysia : One Thousand Sixty-Five And Cents Fifty-Four Only.
 E & O E

Amount excluding GST (RM) :	1,005.2
GST Payable Amount (RM) :	60.3
Total Amount (RM) :	1,065.5

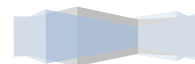
Kindly forward your remittance to us before and/or within the due date as over due interest of 10% per annum will be charged for late and partial payments. Your immediate attention is very much appreciated.

***** PAYMENT CHECKLIST : PLEASE**

- 1) Make cheque payable to "Advelsoft Property Management Demo" by due date.
- 2) Write your Unit No. at reverse side of your cheque.

(Computer generated billing, no signature is required)
 for Advelsoft Property Management Demo

Example Tax invoice generated prior June 2018 and GST amount to be reversed.



Advelsoft Property Management Demo

BRN: 855271-W GST No: 001412628480
 26-G, Jalan Dinar F U3/F,
 Taman Subang Perdana, Seksyen U3,
 40150 Shah Alam,
 Selangor D.E.
 Tel: 03-7847 2178 Fax: 03-7847 4692
 Email: general@advelsoft.com.my

CREDIT NOTE

Unit No. : A-01-2
 Name : YAP AH LOY
 GST No. : N/A
 Address : NO. 1, JALAN HIJAU PELANGI U9/45
 CAHAYA SPK, SEKSYEN U9
 40150 SHAH ALAM, SELANGOR

C/N No : **0004894**
 Date : 01/06/2018

Refer to

Tax Invoice No.	
Invoice Date	/ /

We have credited your account as below:

Item	Description	Amount	GST		Total (RM)
			Code	Rate %	
AJS-SC	SC - Amendment of GST 8% to 0%	18.28	AJS0		18.28
AJS-SF	SF- Amendment of GST 8% to 0%	1.84	AJS0		1.84

Ringgit Malaysia : Twenty And Cents Twelve Only.

E & O.E.

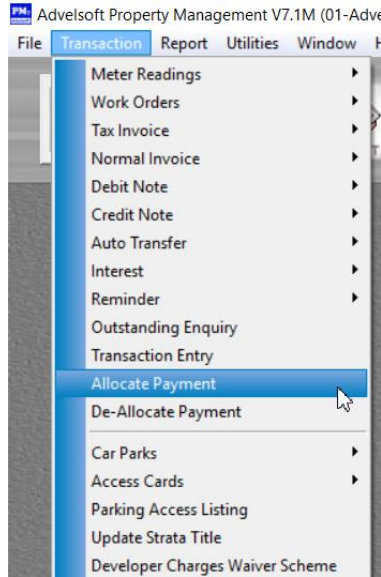
Amount excluding GST (RM) :	20.12
GST Payable Amount (RM) :	0.00
Total Amount (RM) :	20.12

 Authorised signature

***Note: There will be rounding error on credit note generated, you may charge to GST rounding in account.



Goto -> Transaction -> Allocate Payment
 To allocate generated credit note to respective unit accordingly.



Allocation By Invoice

Payment Amount : 18.28 Payment Balance : 0.00

Doc No.	CT	Inv. Date	Reference	Amount	Apply	Balance
IN0004905-01	0	1/04/2017	Service Charges for April 2017	304.62	0.00	304.62
IN0004905-02	0	1/04/2017	Sinking Fund for April 2017	30.45	0.00	30.45
TX0000008-01	0	1/04/2018	Service Charges - Apr 2018	322.90	0.00	322.90
TX0000008-02	0	1/04/2018	Sinking Fund - Apr 2018	32.28	0.00	32.28
TX0000008-03	0	1/04/2018	Service Charges - May 2018	322.90	0.00	322.90
TX0000008-04	0	1/04/2018	Sinking Fund - May 2018	32.28	0.00	32.28
TX0000008-05	0	1/04/2018	Service Charges - June 2018	322.90	18.28	304.62
TX0000008-06	0	1/04/2018	Sinking Fund - June 2018	32.28	0.00	32.28

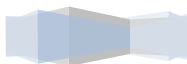
18.28 2,052.47

Allocation By Invoice

Payment Amount : 1.84 Payment Balance : 0.00

Doc No.	CT	Inv. Date	Reference	Amount	Apply	Balance
IN0004905-01	0	1/04/2017	Service Charges for April 2017	304.62	0.00	304.62
IN0004905-02	0	1/04/2017	Sinking Fund for April 2017	30.45	0.00	30.45
TX0000008-01	0	1/04/2018	Service Charges - Apr 2018	322.90	0.00	322.90
TX0000008-02	0	1/04/2018	Sinking Fund - Apr 2018	32.28	0.00	32.28
TX0000008-03	0	1/04/2018	Service Charges - May 2018	322.90	0.00	322.90
TX0000008-04	0	1/04/2018	Sinking Fund - May 2018	32.28	0.00	32.28
TX0000008-05	0	1/04/2018	Service Charges - June 2018	322.90	0.00	322.90
TX0000008-06	0	1/04/2018	Sinking Fund - June 2018	32.28	1.84	30.44

1.84 2,068.91



4. Login GST



Generate GST Submission, following result will be generated.

GST Submission

Part A Part B Part C Part D TX-RE Adj BD Relief BD Recovery BD Relief (Purchase) BD Recovery (Purchase)

5) Output Tax

a) Total Value of Standard Rated Supply 955.49

b) Total Output Tax (Inclusive of tax Value on bad Debt Recovered & other Adjustments) 0.00

6) Input Tax

a) Total Value of Standard Rate and Flat Rate Acquisitions 1,000.00

b) Total Input Tax (Inclusive of Tax Value on Bad Debt Relief & other Adjustments) 0.00

7) GST Amount Payable (Item 5b - Item 6b) 0.00

8) GST Amount Claimable (Item 6b - Item 5b) 0.00

View FIELD5A

1) MGSTFields_pk 2) MGSTFields1

Trxn No	J Code	Doc No.	Desc	Tax Code	Amount
54.355	AR	TX0000002-01	Service Charges for June 2018	SR0	304.62
54.356	AR	TX0000002-02	Sinking Fund for June 2018	SR0	30.45
54.357	AR	TX0000003-01	Service Charges for June 2018	SR0	266.95
54.358	AR	TX0000003-02	Sinking Fund for June 2018	SR0	26.68
54.359	AR	TX0000004-01	Service Charges for June 2018	SR0	297.09
54.360	AR	TX0000004-02	Sinking Fund for June 2018	SR0	29.70

955.49

Close Help

GST Submission

Part A Part B Part C Part D TX-RE Adj BD Relief BD Recovery BD Relief (Purchase) BD Recovery (Purchase)

5) Output Tax

a) Total Value of Standard Rated Supply 955.49

b) Total Output Tax (Inclusive of tax Value on bad Debt Recovered & other Adjustments) 0.00

6) Input Tax

a) Total Value of Standard Rate and Flat Rate Acquisitions 1,000.00

b) Total Input Tax (Inclusive of Tax Value on Bad Debt Relief & other Adjustments) 0.00

7) GST Amount Payable (Item 5b - Item 6b) 0.00

8) GST Amount Claimable (Item 6b - Item 5b) 0.00

View FIELD6A

1) MGSTFields_pk 2) MGSTFields1

Trxn No	J Code	Doc No.	Desc	Tax Code	Amount
54.361	AP	SI0000092-01	Maintenance Repair	TX0	1,000.00

1,000.00

Close Help

GST Submission

Part A Part B Part C Part D TX-RE Adj BD Relief BD Recovery BD Relief (Purchase) BD Recovery (Purchase)

5) Output Tax

a) Total Value of Standard Rated Supply 620.42

b) Total Output Tax (Inclusive of tax Value on bad Debt Recovered & other Adjustments) -20.12

6) Input Tax

a) Total Value of Standard Rate and Flat Rate Acquisitions 1,000.00

b) Total Input Tax (Inclusive of Tax Value on Bad Debt Relief & other Adjustments) 0.00

7) GST Amount Payable (Item 5b - Item 6b) 0.00

8) GST Amount Claimable (Item 6b - Item 5b) 20.12

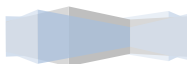
View FIELD5B

1) MGSTFields_pk 2) MGSTFields1

Trxn No	J Code	Doc No.	Desc	Tax Code	Amount
54.369	AR	CN0004894-01		AJ50	-18.63
54.370	AR	CN0004894-02		AJ50	-1.84

-20.12

Close Help



Doc No.	Date	Ref	Description	Tax Code	Amount	GST Amount	Tax Payable/Claimable
OUTPUT TAX							
TX0000003-01	01/06/2018	TX0000003-01	Service Charges for June 2018	SR0	266.95	0.00	0.00
TX0000003-02	01/06/2018	TX0000003-02	Sinking Fund for June 2018	SR0	26.68	0.00	0.00
TX0000004-01	01/06/2018	TX0000004-01	Service Charges for June 2018	SR0	297.09	0.00	0.00
TX0000004-02	01/06/2018	TX0000004-02	Sinking Fund for June 2018	SR0	29.70	0.00	0.00
Total				SR0	620.42	0.00	0.00
Total Output Tax					620.42	0.00	0.00
INPUT TAX							
S1000092-01	01/06/2018	inv.12345	Maintenance Repair	TX0	1,000.00	0.00	0.00
Total				TX0	1,000.00	0.00	0.00
Total Input Tax					1,000.00	0.00	0.00
Total Tax Payable :							0.00

6. RETURN

- 6.1. Q : Do I need to submit GST-03 return?
- A : Yes. Registered person are still required to submit GST-03 until further notice.

Submission of GST Form 03 still required until further notice

**BAHAGIAN B : BUTIRAN PENYATA
PART B : DETAILS OF RETURN**

3) Tempoh Bercukai * <i>Taxable Period *</i>	Tarikh Mula <i>Start Date</i>	<input style="width: 100%;" type="text" value="1/06/2018"/> <small>HH (DD) - BB (MM) - TTTT (YYYY)</small>
	Tarikh Akhir <i>End Date</i>	<input style="width: 100%;" type="text" value="30/06/2018"/> <small>HH (DD) - BB (MM) - TTTT (YYYY)</small>
4) Tarikh Akhir Serahan Penyata dan Bayaran * <i>Return and Payment Due Date *</i>		<input style="width: 100%;" type="text" value=" / /"/> <small>HH (DD) - BB (MM) - TTTT (YYYY)</small>
5) Cukai Output <i>Output Tax</i>		Amaun (Amount)
a) Jumlah Nilai Pembekalan Berkadar Standard * <i>Total Value of Standard Rated Supply *</i>	RM	<input style="width: 100%;" type="text" value="620.42"/>
b) Jumlah Cukai Output (Termasuk Nilai Cukai ke atas Hutang Lapuk Dibayar Balik dan Pelarasan lain) * <i>Total Output Tax (Inclusive of Tax Value on Bad Debt Recovered & other Adjustments) *</i>	RM	<input style="width: 100%;" type="text" value="0.00"/>

		No. CBP * GST No.*	001412628480
6) Cukai Input / Input Tax			
		Amaun (Amount)	
a) Jumlah Nilai Perolehan Berkadar Standard dan Berkadar Rata * <i>Total Value of Standard Rate and Flat Rate Acquisitions *</i>	RM		1,000.00
b) Jumlah Cukai Input (Termasuk Nilai Cukai ke atas Pelepasan Hutang Lapuk dan Pelarasan lain) * <i>Total Input Tax (Inclusive of Tax Value on Bad Debt Relief & other Adjustments) *</i>	RM		0.00
7) Amaun CBP Kena Dibayar (Butiran 5b - Butiran 6b) * <i>GST Amount Payable (Item 5b - Item 6b) *</i>	RM		0.00
ATAU / OR			
8) Amaun CBP Boleh Dituntut (Butiran 6b - Butiran 5b) * <i>GST Amount Claimable (Item 6b - Item 5b) *</i>	RM		0.00
9) Adakah anda memilih untuk membawa ke hadapan pembayaran balik CBP? <i>Do you choose to carry forward refund for GST?</i>		<input type="checkbox"/> Ya Yes	<input checked="" type="checkbox"/> Tidak No

