


GST-03 Adjustment Before & After GST Return

Invoice

Customer: 300-A0001
AB ENTERPRISE SDN BHD
Address :- 48 FLOOR MEMA
NO. 55

Warning

 GST Return (01 Apr 2015 to 30 Jun 2015) already processed, edit or delete is not allowed

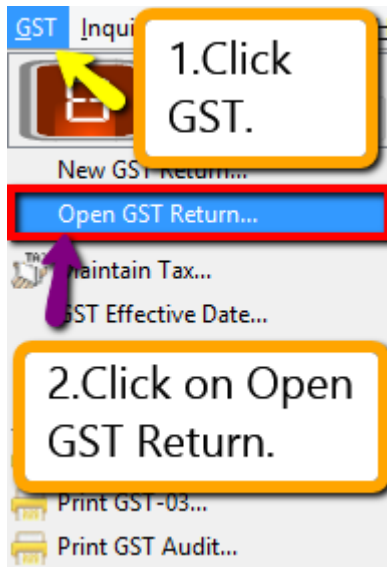
OK

	Tax Inc...	Sub T...	Sub Total...
1 records	73.80	1,230.00	1,303.80

Deposit Amount: 0.00
Local Net Total: 1,303.80
Net Total: 1,303.80

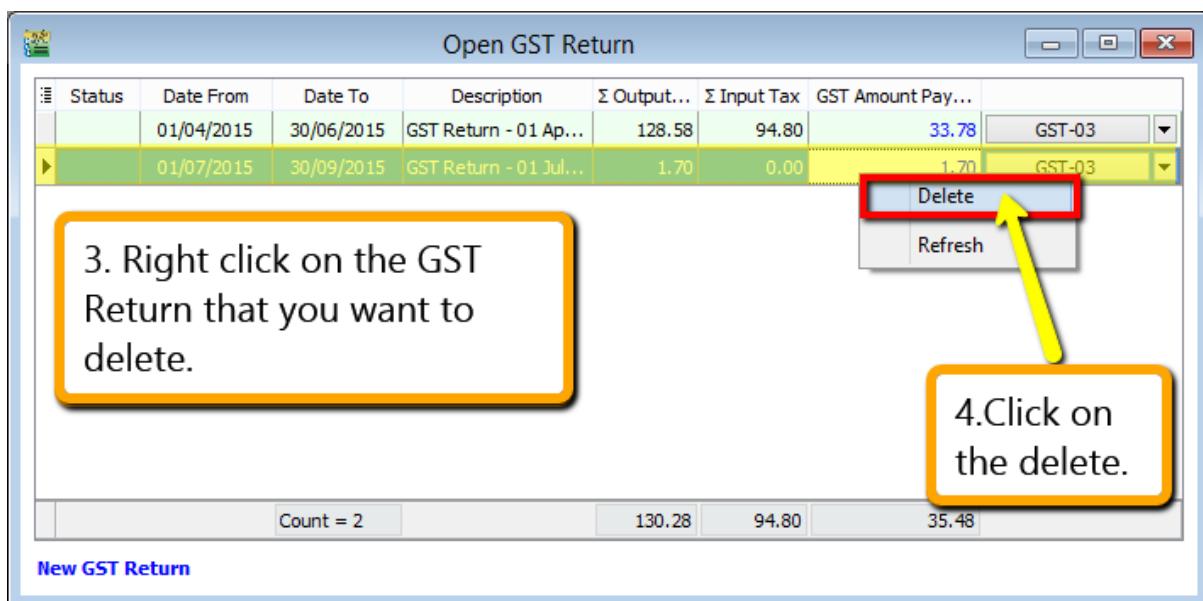
Buttons: New, Edit, Delete, Save, Cancel, Refresh, Browse, Close

Before submit to Kastam :



Step 1 : Click **GST**

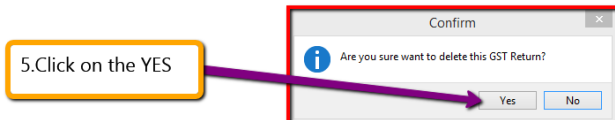
Step 2 : Click on **Open GST Return.**



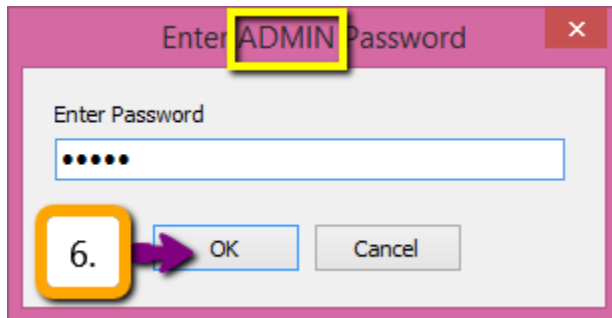
Step 3 : **Right click** on the GST Return that you want to delete.

Step 4 : Click on the **delete.**

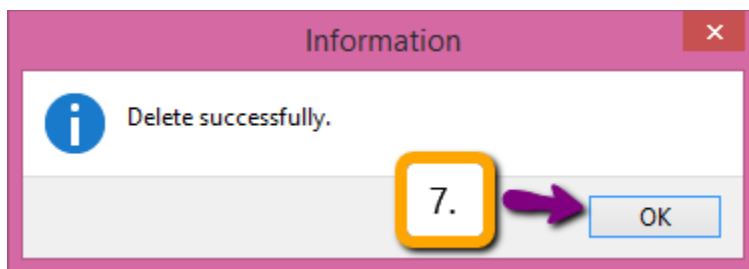
Status	Date From	Date To	Description	Σ Output Tax	Σ Input Tax	GST Amount Payable	
	01/04/2015	30/06/2015	GST Return - 01 Apr 2015 to 30 Jun 2015	128.58	94.80	33.78	GST-03
	01/07/2015	30/09/2015	GST Return - 01 Jul 2015 to 30 Sep 2015	1.70	0.00	1.70	GST-03



Step 5 : Click **Yes** for the delete GST Return.



Step 6 : Please make sure that you are enter your **ADMIN user password** (only ADMIN user have the right to delete)then click on **OK**.



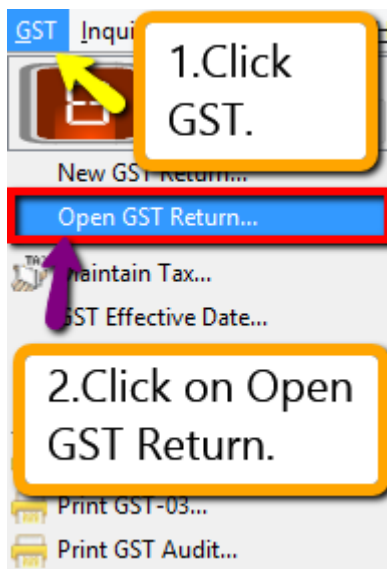
Step 7 : Click **OK** for delete successfully.

**** Please delete accordingly make sure you delete the last GST Return that you proceed then only you are able to delete the previous GST Return ****

After delete you can do whatever transaction that you want then re-process again the GST Return for the particular period will do.

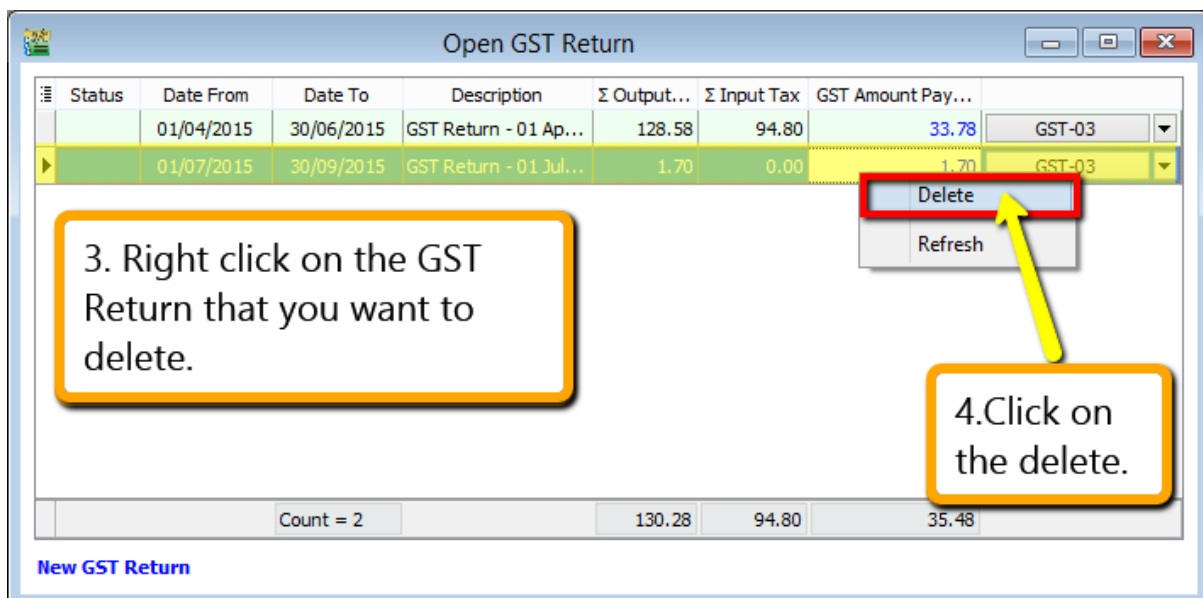
After submit to Kastam :

After submit to Kastam and you want to amend the GST-03 that you have proceed, you must get approval from Kastam then only you can amend.



Step 1 : Click **GST**

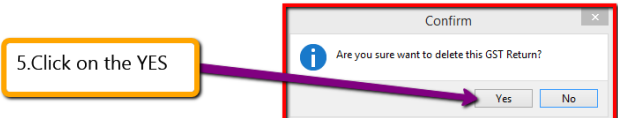
Step 2 : Click on **Open GST Return.**



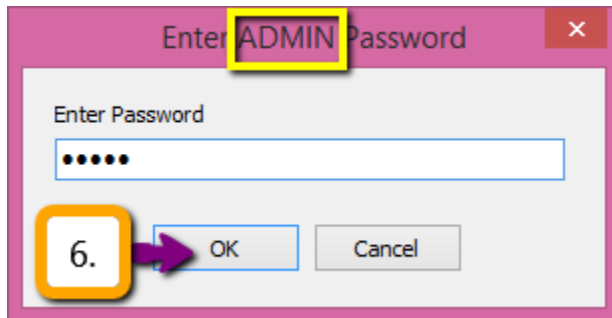
Step 3 : **Right click** on the GST Return that you want to delete.

Step 4 : Click on the **delete.**

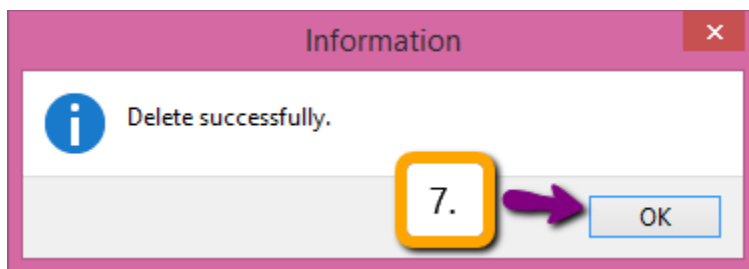
Status	Date From	Date To	Description	Σ Output Tax	Σ Input Tax	GST Amount Payable	
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	01/07/2015	30/09/2015	GST Return - 01 Jul 2015 to 30 Sep 2015	1.70	0.00	1.70	GST-03



Step 5 : Click **Yes** for the delete GST Return.

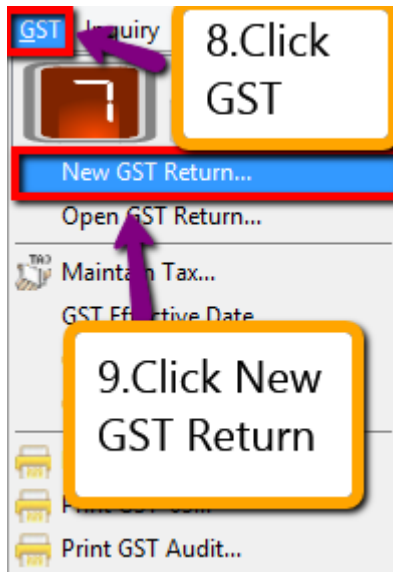


Step 6 : Please make sure that you are enter your **ADMIN user password** (only ADMIN user have the right to delete) then click on **OK**.



Step 7 : Click **OK** for delete successfully.

When your re-process the GST Return :



Step 8 : Click on **GST**.

Step 9 : Click on **New GST Return**.

A screenshot of the 'New GST Return' dialog box. The 'GST Return' section contains the following fields: 'Process From' (01/07/2015), 'To' (30/09/2015), and 'Process Date' (24/03/2015). The 'Amendment' checkbox is checked and highlighted with a red box, with a purple arrow pointing to it and a callout box containing the text '10. Check on the Amendment.'. Below it, the 'C/F Refund' checkbox is unchecked. The 'Description' section contains the following fields: 'Description' (GST Return - 01 Jul 2015 to 30 Sep 2015), 'Ref 1', and 'Ref 2'. A 'Process' button is located at the bottom right.

Step 10 : Insert the period that your want to re-process then make sure **check on the amendment** and **process** will do.

So when you view your Kastam GST-03 format, there will have a checked under amendment:

<p>3) Ruangan yang bertanda (*) adalah wajib diisi. <i>Column with (*) is a mandatory field.</i></p> <p>4) Sila tandakan (X) dalam petak yang berkenaan. <i>Please tick (X) accordingly.</i></p> <p>5) Sekiranya mengikrar nilai sifar, sila isi angka "0". <i>If declaring a zero amount, please fill in "0".</i></p> <p>6) Sila hubungi Pusat Panggilan Kastam di talian 1-300-88-8500 / 03-78067200 atau emel ccc@customs.gov.my untuk pertanyaan lanjut. <i>Please contact Customs CallCenter at 1-300-88-8500 / 03-78067200 or email ccc@customs.gov.my for further enquiry.</i></p>	
<input checked="" type="checkbox"/> Pindaan Amendment	