

Handling Of Tourism Tax (TTx) In Sage UBS

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1. Introduction

Stated in General Guide On Tourism Tax, every operator is required to issue an invoice, receipt or other document in the National language or in the English language to the tourist in respect of the accommodation provided and must state the rate and amount of TTx payable separately from the charges for the accommodation provided by the operator. Other document includes local order and statement of account.

Any person who is not a registered operator is not allowed to issue an invoice, receipt or other document showing an amount which purports to be TTx.

This guide is prepared to assist you on how to handle Tourism Tax (TTx) in Sage product.

2. Prerequisite

2.1 General Ledger Account

Add a new GL account, **TTx Output Tax (Current Liabilities)** in Accounting.

Menu can be accessed via *Accounting* → *General* → *General Ledger A/C Maintenance*

General Ledger A/C Maintenance

Account Number: 4900/000 Fixed Asset Code: /

A/C Description: TTx Output Tax View Ledger: Bank Account:

Special Account: Department: Country Code: Account Type: G Tax Code: Group To: 4900/000 Account Code: Last Year Figure: 0.00

Balance Sheet Accounts

- A. CAPITAL/RETAINED EARNINGS
- B. LONG TERM LIABILITIES
- C. OTHER LIABILITIES
- D. FIXED ASSETS
- E. OTHER ASSETS
- F. CURRENT ASSETS
- G. CURRENT LIABILITIES

Incomes/Expenses Accounts

- H. SALES
- I. SALES ADJUSTMENTS
- J. COST OF GOODS SOLD
- L. OTHER INCOMES
- M. EXPENSES
- P. TAXATION
- S. EXTRA-ORDINARY INCOME/ (EXP.)
- T. APPROPRIATION ACCOUNT

Buttons: Add, Save, Delete, Budget, Exit

2.2 Tax Code

Add a new tax code, **TTX**, with description as Malaysia Tourism Tax, 0.00% of tax percentage and without tax method.

Menu can be accessed via *Accounting* → *General* → *Miscellaneous Files* → *Tax Code Maintenance*

Tax Code Maintenance

Tax Code	Description	Tax Percentage	Transaction Type	Tax Method	A/C No	Status
AJP	Any adjustment made to Input Tax (e.g., Bad Debt Relieved)	6.00	P	AJP		ACTIVE
AJS	Any adjustment made to Output Tax (e.g. Longer period e	6.00	S	AJS		ACTIVE
BL	Purchases with GST incurred but not claimable (Disallow	6.00	P			ACTIVE
DS	Deemed supplies (e.g. transfer or disposal of business	6.00	S	SRS		ACTIVE
EP	Purchases exempted from GST. (e.g., purchase of residen	0.00	P			ACTIVE
ES	Exempt supplies under GST legislations.	0.00	S	EXS		ACTIVE
ES43	Incidental Exempt supplies (Note: To be replaced by IES	0.00	S	EXS		ACTIVE
GP	Purchase transactions which disregarded under GST legis	0.00	P			ACTIVE
GS	Disregarded supplies under GST legislations.	0.00	S			ACTIVE
TTX	Malaysia Tourism Tax	0.00	Sales		/	ACTIVE

Buttons: Add, Edit, Delete, Print..., Save, Cancel, Regenerate Malaysia Tax Codes, Exit

2.3 Item

Maintain an item with code **TTX** and default selling price is 10.00. Please remember to set the default [GL account](#) for posting purposes.

Menu can be accessed via *Inventory & Billing* → *Maintenance* → *Item File Maintenance*

Change item type to **Service**. Menu can be accessed via *Inventory & Billing* → *Maintenance* → *Item File Maintenance* → *More Info. (2)*

Commission Rate by Collection Duration			
Month	%	Tax % 1	Tax % 2
0 - 2	0.00	0.00	0.00
3 - 4	0.00	0.00	0.00
5 - 6	0.00	0.00	0.00
7 & Above	0.00	0.00	0.00

3. Sample Transaction

3.1 Accounting

Below is the sample transaction entry key in via Transaction File Maintenance (Assuming there are 3 rooms rent by your customer).

Menu can be accessed via *Accounting* → *Transactions* → *Transactions File Maintenance*

GL Account	Reference No.	GST classification	Debit	Credit	Remark
Sales	INV00017	SR		1,500.00	
GST Output Tax	INV00017	SR		90.00	
TTx Output Tax	INV00017	TTx		30.00	Assuming 3 rooms are rent by your customer 3 * 10.00 = 30.00
Customer	INV00017		1620.00		

In Goods and Service Tax Report

GOODS AND SERVICE TAX REPORT									
DATE RANGE : / / TO 12/12/3069									
TRANSACTION TYPE : ALL				PRINTED ON : 12/09/2017					
SAGE UBS 2015 GST ACCOUNTING PRACTICAL EXAMINATION				PAGE : 1					
PD	DATE	ACCNO	REF.	COMPANY	Tax %	Taxable Sales	Taxable Purch.	Tax Collected	Tax Paid
TTX	9	11/09/2017	4900/000	INV00017					
				Malaysia Tourism Tax	0.00	30.00	0.00	0.00	0.00
						30.00	0.00	0.00	0.00

In GAF

S Mr Cool 889977-U 008610429184 11/09/2017 INV00017 1 1500.00 90.00 SR XXX 0.00 0.00
S Mr Cool 889977-U 008610429184 11/09/2017 INV00017 2 30.00 0.00 TTX XXX 0.00 0.00
L 01/01/2017 4900/000 BS TTx Output Tax OPENING BALANCE 0.00 0.00 0.00
L 11/09/2017 4900/000 BS TTx Output Tax 00000283 INV00017 JOURNAL 0.00 30.00 -30.00
L 11/09/2017 4900/000 BS TTx Output Tax Mr Cool 00000284 INVI 071 PURCHASE 0.00 30.00 -60.00

4. Other Report

4.1 Information to be filled in for TTx – 03

If you are using Sales Invoice to do the transaction, you can refer to **Products Sales Report** in order to complete field 5 (a) in TTx – 03 for total TTx quantity and TTx Output Tax of the month. Menu can be accessed via *Inventory & Billing* → *Reports* → *Sales Reports* → *Products Sales – By Type*

PRODUCTS SALES REPORT									
SEPTEMBER 2017 - SEPTEMBER 2017									
UNITED SDN. BHD.								PAGE : 1	
								13/09/2017	
ITEM NO.	ITEM DESCRIPTION	UM	QTY	FOC	INV	CS	DN	TOTAL	CN
GROUP:									
TTX	TTX		3	0	30.00	0.00	0.00	30.00	0.00
	SUB-TOTAL :		3	0	30.00	0.00	0.00	30.00	0.00
			3	0	30.00	0.00	0.00	30.00	0.00

***** END *****