

Handling Of Tourism Tax (TTx) In Sage 50

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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 *Maintenance* → *GL Accounts*

The screenshot shows the 'GL Accounts Maintenance' window with the following details:

- GL Account Type:** Current Liabilities
- GL Account:** 2901/0000 *
- Description:** TTX OUTPUT TAX *
- Control Type:** None
- Group To:** (empty)
- Account Sub Type:** (empty)
- Default Purchase Tax Code:** (empty)
- Default Supply Tax Code:** (empty)
- Status:** Active Inactive

2.2 Tax Code

Add a new tax code, **TTX**, with description as Malaysia Tourism Tax, 0.00% of tax percentage and without tax type.
Menu can be accessed via *Maintenance* → *General* → *Tax*

The screenshot shows the 'Tax Maintenance' window with the following details:

- Tax Code:** TTX *
- Reporting Tax Code:** TTX *
- Description:** Malaysia Tourism Tax *
- Tax %:** 0.00
- Transaction Type:** Sales
- GL Account:** (empty)
- Tax Type:** (empty)
- Status:** Active Inactive

2.3 Item

Maintain an item with code **TTX** and default selling price is 10.00. Change item type to **Service**. Menu can be accessed via *Maintenance* → *Inventory Item*

The screenshot shows the 'Item Maintenance' window. The 'Item' field contains 'TTX' and the 'Item Description' field also contains 'TTX'. The 'Unit Selling Price' is set to '10.00'. The 'Item Type' is set to 'Service'. Other fields include 'Status' (Active), 'Base UOM' (UNIT - Unit), 'Sales UOM' (UNIT - Unit), 'Purchase UOM' (UNIT - Unit), 'Unit Cost' (0.0000), 'Min. Selling Price' (0.00), and 'Default Purchase Tax Code'.

Please remember to set the default [GL account](#) for posting purposes.

The screenshot shows the 'Item Maintenance' window with the 'GL Account' tab selected. The 'Item' field contains 'TTX' and the 'Item Description' field also contains 'TTX'. The 'GL Account' dropdown menu is open, showing '290 1/0000 - TTX OUTPUT TAX' selected for 'Credit Sales', 'Cash Sales', and 'Sales Return'. Other tabs include 'Basic', 'Stock Quantity', 'User-Defined Field', 'Bill of Material', 'Attachment', and 'Price History'.

3. Sample Transaction

3.1 Accounting

Below is the sample transaction entry key in via Sales Journal Entry (Assuming there are 3 rooms rented by your customer).

Menu can be accessed via *Accounting* → *Journal Entry* → *Sales Journal*

Sales Journal (New)

Next Entry No. GJ-00000008 Currency MYR - Malaysian ringgit
 Journal SJ01 - Sales Journal Currency Rate 1.0000000
 Journal Date 13/09/2017
 Period 21

Double Entry Simple

| GL Account | GL Name | Doc. Date | Doc Type | Reference | Debit | Credit | Tax Code | Tax % | Total | Taxable Am... | ... | C... | Major |
|------------|----------------|------------|---------------|-----------|----------|----------|----------|-------|----------|---------------|-----|------|-------|
| 5000/0000 | SALES | 13/09/2017 | Sales Invoice | HT 00001 | 0.00 | 1,500.00 | SR | 6.00 | 1,500.00 | 0.00 | ... | | |
| 2900/0020 | GST OUTPUT TAX | 13/09/2017 | Sales Invoice | HT 00001 | 0.00 | 90.00 | | 0.0 | 90.00 | 0.00 | ... | | |
| 2901/0000 | TTX Output Tax | 13/09/2017 | Sales Invoice | HT 00001 | 0.00 | 30.00 | TTX | 0.00 | 30.00 | 0.00 | ... | | |
| C0000001 | Customer1 | 13/09/2017 | Sales Invoice | HT 00001 | 1,620.00 | 0.00 | | 0.0 | 1,620.00 | 0.00 | ... | | |

| GL Account | Reference No. | Tax Code | Debit | Credit | Remark |
|----------------|---------------|----------|---------|----------|---|
| Sales | HT 00001 | SR | | 1,500.00 | |
| GST Output Tax | HT 00001 | SR | | 90.00 | |
| TTx Output Tax | HT 00001 | TTX | | 30.00 | Assuming 3 rooms are rented by your customer 3 * 10.00 = 30.00 |
| Customer | HT 00001 | | 1620.00 | | |

In Tax Report

Tax Report
01/01/2017 To 31/12/2017

Transaction Type : All Page 1 of 1
 Printed On : 13/09/2017
 Printed By : admin

| Doc Date | Ref. No. | Description | Taxable Amt | GST Amt |
|--------------------------------------|-------------|-----------------------------|-------------|---------|
| TTX Malaysia Tourism Tax | | | | |
| 13/09/2017 | HT 00001 | 3 rooms | 30.00 | 0.00 |
| 13/09/2017 | SI-00000008 | Sales of SUPERIOR ROOM, TTX | 30.00 | 0.00 |
| Total | | | 60.00 | 0.00 |

In GAF

| |
|---|
| S Customer1 13/09/2017 HT 00001 1 1500.00 90.00 SR XXX 0.00 0.00 |
| S Customer1 13/09/2017 HT 00001 2 30.00 0.00 TTX XXX 0.00 0.00 |
| L 01/09/2017 2901/0000 BS TTX Output Tax OPENING BALANCE TTX Output Tax 0.00 0.00 0.00 |
| L 13/09/2017 2901/0000 BS TTX Output Tax Sales of SUPERIOR ROOM, TTX Sales of SUPERIOR ROOM, TTX 0000000007 SI-00000008 Sales Invoice 0.00 30.00 -30.00 |
| L 13/09/2017 2901/0000 BS TTX Output Tax 3 rooms 0000000008 HT 00001 Sales Invoice 0.00 30.00 -60.00 |

3.2 Inventory & Billing

Other than journal entry, Tourism Tax related transaction can be handled via Sales Invoice. Menu can be accessed via *Sales* → *Sales Invoice*

Sales Invoice (Open) - Standard Invoice

Header | Message | Delivery Address | Electronic Document

Customer: C00000001 - Customer 1
 Reference:
 Delivery Mode:
 Agent:
 Credit Term: D14 - 14 Days Term

Sales Invoice No.: SI-00000008
 Sales Invoice Date: 13/09/2017
 Currency: MYR - Malaysian ringgit
 Exchange Rate: 1.0000000
 Export K2 No.:
 Tax: **Exclusive**

Profit M. Computation | Advance

| Item Co... | Description | Location | Quantity | UOM | Unit Pr... | Gross Amt | Line Disc % | Line Disc Amt | Line Tax | Line Tax A... | Tax Accou... | Line To... | Account C... |
|------------|--------------------------|----------|----------|------|------------|-----------|-------------|---------------|----------|---------------|--------------|------------|--------------|
| 1 | SUPERIO... SUPERIOR ROOM | DEFAULT | 3 | Unit | 500.00 | 1,500.00 | 0.00 | 0.00 | SR | 90.00 | 2900/0020 | 1,590.00 | 5000/0000 |
| 2 | TTX | DEFAULT | 3 | Unit | 10.00 | 30.00 | 0.00 | 0.00 | | 0.00 | | 30.00 | 2901/0000 |

| Reference No. | Item | GST Classification | Quantity | Unit Price | Amount Inclusive Tax |
|---------------|--------------------|--------------------|----------|------------|----------------------|
| SI-00000008 | Superior Room | SR | 3 | 500.00 | 1590.00 |
| SI-00000008 | Tourism Output tax | TTX | 3 | 10.00 | 30.00 |

In Financial Entry view

Financial entries

Doc No.: SI-00000008
 Currency: MYR

Drag a column header here to group by that column

| Created D... | Journal D... | JV No. | GL Account | GL Name | Tax | Project | Currency ... | Currency ... | Debit | Credit | Debit Amt... | Credit Amt ... |
|--------------|--------------|--------|------------|----------------|-----|---------|--------------|--------------|----------|----------|--------------|----------------|
| 13/09/2017 | 13/09/2017 | | 2900/0020 | GST OUTPUT ... | SR | | MYR | 1.0000000 | 0.00 | 90.00 | 0.00 | 90.00 |
| 13/09/2017 | 13/09/2017 | | 5000/0000 | SALES | SR | | MYR | 1.0000000 | 0.00 | 1,500.00 | 0.00 | 1,500.00 |
| 13/09/2017 | 13/09/2017 | | C00000001 | Customer 1 | | | MYR | 1.0000000 | 1,620.00 | 0.00 | 1,620.00 | 0.00 |
| 13/09/2017 | 13/09/2017 | | 2901/0000 | TTX Output Tax | TTX | | MYR | 1.0000000 | 0.00 | 30.00 | 0.00 | 30.00 |

In Tax Report

Tax Report
01/01/2017 To 31/12/2017

Transaction Type: All
 Page 1 of 1
 Printed On : 13/09/2017
 Printed By : admin

| Doc Date | Ref. No. | Description | Taxable Amt | GST Amt |
|------------|-------------|---------------------------------|--------------|-------------|
| | | TTX Malaysia Tourism Tax | | |
| 13/09/2017 | HT 00001 | 3 rooms | 30.00 | 0.00 |
| 13/09/2017 | SI-00000008 | Sales of SUPERIOR ROOM, TTX | 30.00 | 0.00 |
| | | Total | 60.00 | 0.00 |

In GAF

| |
|---|
| S Customer1 13/09/2017 SI-00000008 1 SUPERIOR ROOM 1500.00 90.00 SR Malaysia XXX 0.00 0.00 |
| S Customer1 13/09/2017 SI-00000008 2 TTX 30.00 0.00 TTX Malaysia XXX 0.00 0.00 |
| L 01/09/2017 2901/0000 BS TTX Output Tax OPENING BALANCE TTX Output Tax 0.00 0.00 0.00 |
| L 13/09/2017 2901/0000 BS TTX Output Tax Sales of SUPERIOR ROOM, TTX Sales of SUPERIOR ROOM, TTX 0000000007 SI-00000008 Sales Invoice 0.00 30.00 -30.00 |
| L 13/09/2017 2901/0000 BS TTX Output Tax 3 rooms 0000000008 HT 00001 Sales Invoice 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 By Month** in order to complete field 5 (a) in TTx – 03 for total TTx quantity of the month.

Menu can be accessed via *Sales* → *Sales Reports – Product* → *Item By Month*

| PRODUCT SALES BY MONTH | | | | | | | | |
|------------------------|---------------------|----------|----------|------------|--------------|----------|----------|----------|
| JUL 2017 - DEC 2017 | | | | | | | | |
| TYPE | : BY SALES QUANTITY | | | PAGE | : 1/1 | | | |
| ITEM | : TTXTOTTX | | | PRINTED ON | : 13/09/2017 | | | |
| | | | | PRINTED BY | : admin | | | |
| ITEM NO. | DESC | JUL | AUG | SEP | OCT | NOV | DEC | TOTAL |
| TTX | TTX | 0 | 0 | 3 | 0 | 0 | 0 | 3 |
| TOTAL | | 0 | 0 | 3 | 0 | 0 | 0 | 3 |

You can refer to Tax Reports for total TTx Output Tax of the month.

Menu can be accessed via *Accounting* → *Tax Reports* → *Tax Report*

| Tax Report | | | | |
|--------------------------|-----------------------------|-----------------------------|--------------|-------------|
| 01/01/2017 To 31/12/2017 | | | | |
| Transaction Type: All | | Page 1 of 1 | | |
| | | Printed On : 13/09/2017 | | |
| | | Printed By : admin | | |
| Doc Date | Ref. No. | Description | Taxable Amt | GST Amt |
| TTX | Malaysia Tourism Tax | | | |
| 13/09/2017 | HT 00001 | 3 rooms | 30.00 | 0.00 |
| 13/09/2017 | SI-00000008 | Sales of SUPERIOR ROOM, TTX | 30.00 | 0.00 |
| Total | | | 60.00 | 0.00 |

***** END *****