

How to maintain SST Code In Sage Business Cloud Accounting

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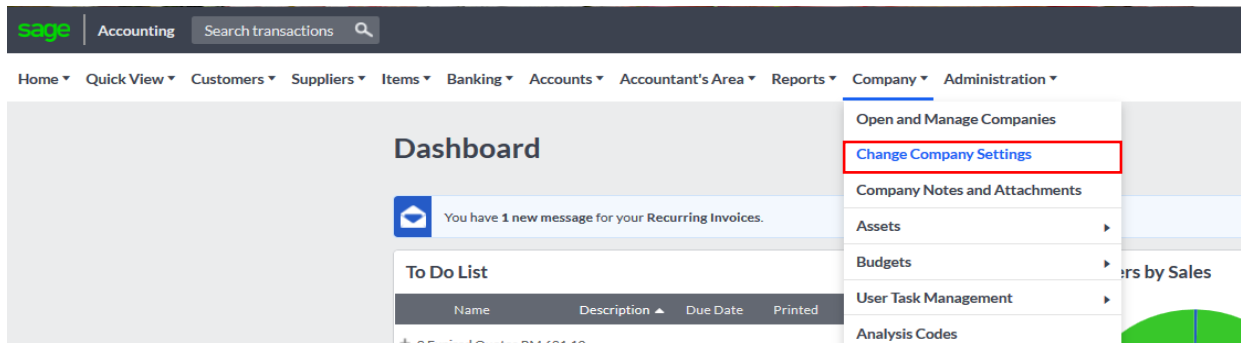
HOW TO MAINTAIN SST

IMPORTANT:

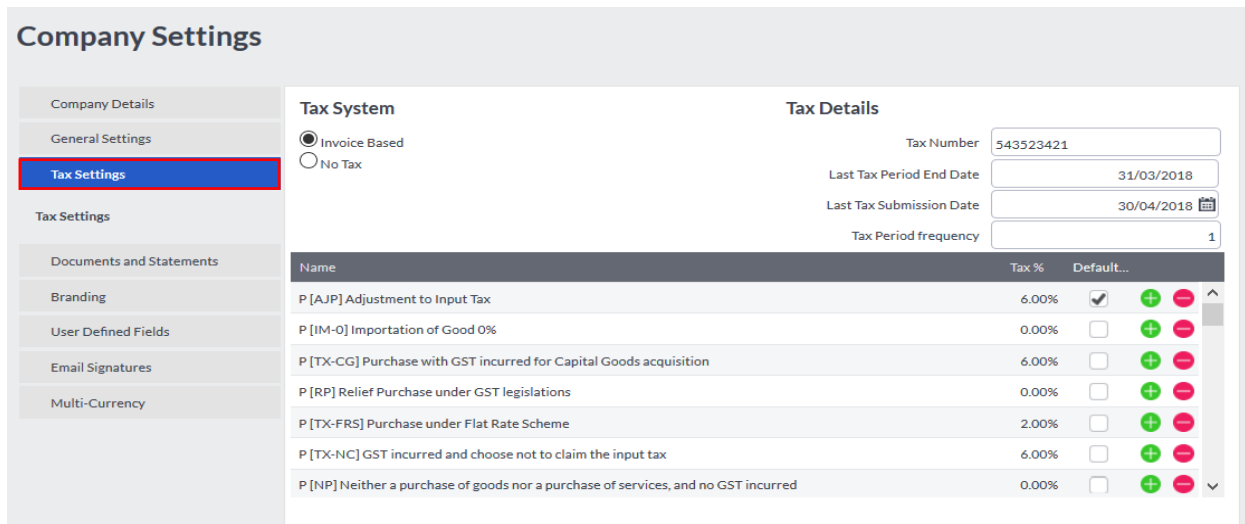
- The changes made should be effective on 1st September 2018
- Refer the FAQ update on Custom Malaysia website [here](#) for more information

Add SST Tax Code

Step 1: Go to Company → Change Company Setting



Step 2: Go to Tax Settings



Step 3: Click on the Sign to add new Tax Code as below:

- P [PTAX-0] Purchase Tax 0%
- P [PTAX-05] Purchase Tax 5%
- P [PTAX-10] Purchase Tax 10%
- P [PSV-0] Purchase Service Tax 0%
- P [PSV-06] Purchase Service Tax 6%
- S [STAX-0] Sales Tax 0%
- S [STAX-0] Sales Tax 5%
- S [STAX-0] Sales Tax 10%
- S [SSV-0] Service Tax 0%
- S [SSV-06] Service Tax 6%

Name	Tax %	Default...		
P [PTAX-0] Purchase Tax 0%	0.00%	<input type="checkbox"/>	<input style="color: green;" type="button" value="+"/>	<input style="color: red;" type="button" value="-"/>
P [PTAX-05] Purchase Tax 5%	5.00%	<input type="checkbox"/>	<input style="color: green;" type="button" value="+"/>	<input style="color: red;" type="button" value="-"/>
P [PTAX-10] Purchase Tax 10%	10.00%	<input type="checkbox"/>	<input style="color: green;" type="button" value="+"/>	<input style="color: red;" type="button" value="-"/>
P [PSV-0] Purchase Service Tax 0%	0.00%	<input type="checkbox"/>	<input style="color: green;" type="button" value="+"/>	<input style="color: red;" type="button" value="-"/>
P [PSV-6] Purchase Service Tax 6%	6.00%	<input type="checkbox"/>	<input style="color: green;" type="button" value="+"/>	<input style="color: red;" type="button" value="-"/>
S [STAX-0] Sales Tax 0%	0.00%	<input type="checkbox"/>	<input style="color: green;" type="button" value="+"/>	<input style="color: red;" type="button" value="-"/>
S [STAX-05] Sales Tax 5%	5.00%	<input type="checkbox"/>	<input style="color: green;" type="button" value="+"/>	<input style="color: red;" type="button" value="-"/>
S [STAX-10] Sales Tax 10%	10.00%	<input type="checkbox"/>	<input style="color: green;" type="button" value="+"/>	<input style="color: red;" type="button" value="-"/>
S [SSV-0] Sales Service Tax 0%	0.00%	<input type="checkbox"/>	<input style="color: green;" type="button" value="+"/>	<input style="color: red;" type="button" value="-"/>
S [SSV-06] Sales Service Tax 6%	6.00%	<input type="checkbox"/>	<input style="color: green;" type="button" value="+"/>	<input style="color: red;" type="button" value="-"/>

Step 5: Click on the Default box to set one default Tax Code.

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

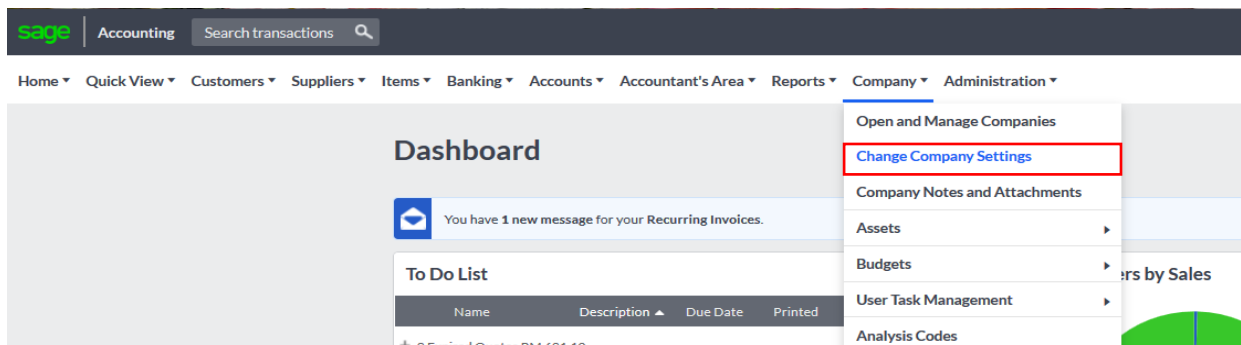
Tax Number: 543523421
Last Tax Period End Date: 31/05/2018
Last Tax Submission Date: 30/06/2018
Tax Period frequency: 1

Name	Tax %	Default...		
S [STAX-0] Sales Tax 0%	0.00%	<input type="checkbox"/>	<input style="color: green;" type="button" value="+"/>	<input style="color: red;" type="button" value="-"/>
S [STAX-05] Sales Tax 5%	5.00%	<input type="checkbox"/>	<input style="color: green;" type="button" value="+"/>	<input style="color: red;" type="button" value="-"/>
S [STAX-10] Sales Tax 10%	10.00%	<input checked="" type="checkbox"/>	<input style="color: green;" type="button" value="+"/>	<input style="color: red;" type="button" value="-"/>
S [SVTAX-0] Sales Service Tax 0%	0.00%	<input type="checkbox"/>	<input style="color: green;" type="button" value="+"/>	<input style="color: red;" type="button" value="-"/>
S [SVTAX-06] Sales Service Tax 6%	6.00%	<input type="checkbox"/>	<input style="color: green;" type="button" value="+"/>	<input style="color: red;" type="button" value="-"/>
S [SR-0] Standard Rated Supplies	0.00%	<input type="checkbox"/>	<input style="color: green;" type="button" value="+"/>	<input style="color: red;" type="button" value="-"/>
P [TX-0] Purchase 0 %	0.00%	<input type="checkbox"/>	<input style="color: green;" type="button" value="+"/>	<input style="color: red;" type="button" value="-"/>

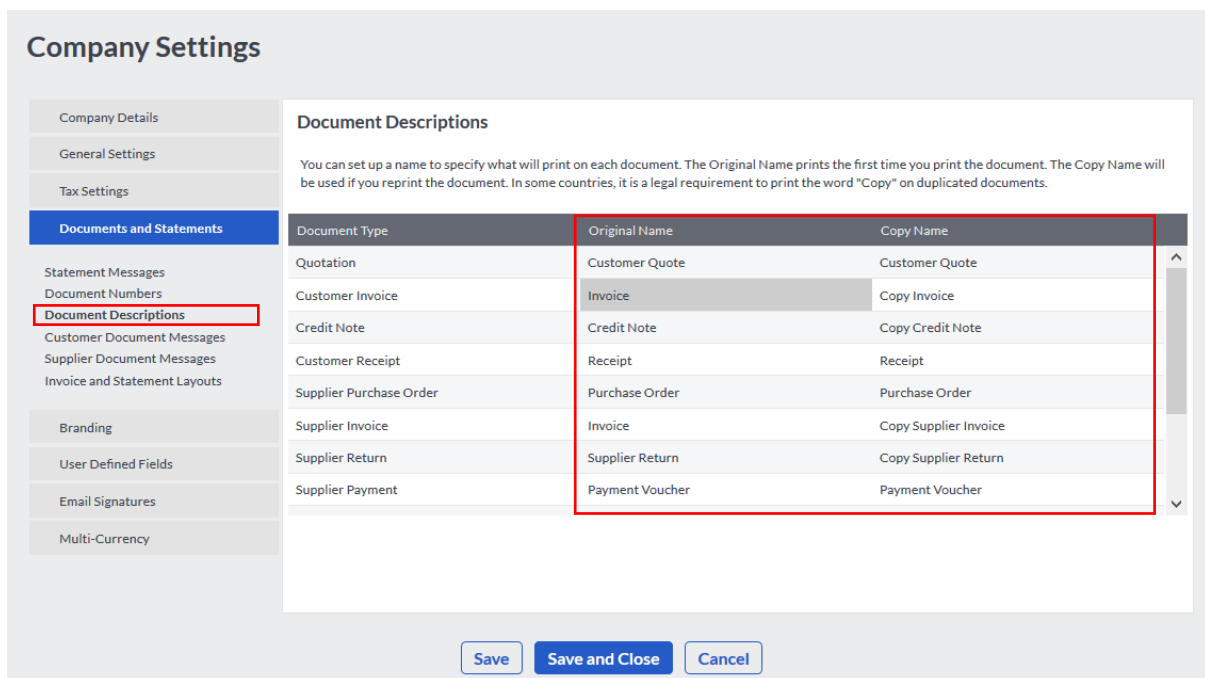
Step 6: Click on Save.

Change the Invoice Name

Step 1: Go to Company → Change Company Setting



Step 2: Go to Documents and Statements → Documents Descriptions → Change the name (eg: Invoice) → Save.



This name will appear on your Document such as Invoice and CN.

Update the Item Tax Default

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 → Save.

Update

Update:

Tax on Sales:

Save **Cancel**

You may tick on the specific item for specific tax rate and update the tax code accordingly. Update also for Tax on Purchase.

Transaction Example

Process Customer Invoice: One Item is charged using 10% Sales Tax, Service charges at 6%.

Process Customer Invoice

Send ▾
Edit
Options ▾
Add Time Entries ▾

Customer Details

Customer: Tax Reference:

Balance: Credit Limit:

Delivery Address

Delivery Address:

Postal Address

Invoice Details

Document No.: Date:

Customer Ref.: Due Date:

From Quote / Recurring Invoice: Discount %:

Layout:

Sales Rep:

Use Inclusive Amounts

Type	Selection	Description	Unit	Qty	Excl. Price	Tax Type	Disc %	Discount	Exclusive	Tax	Total	Brand
Item	Dress001	Dress Pink 001	PCS	3.00	RM 40.00	S [STA...	0.00%	RM 0.00	RM 120.00	RM 12.00	RM 132.00	+ -
Item	Service	Service	pcs	1.00	RM 10.00	S [SSV...	0.00%	RM 0.00	RM 10.00	RM 0.60	RM 10.60	+ -

Message:

[Set Default Message](#)

Total Discount:

Total Exclusive:


Total Tax:

Sub Total:

Total Rounding:

Total:

Invoice Sample:



INVOICE

<p>FROM ERIN CO</p> <p>TAX NO: 87645322 SERVICE TAX NO: 87645300</p> <p>POSTAL ADDRESS: Suite 1B-6 Plaza Sentral Jalan Stesen Sentral 5 Kuala Lumpur</p> <p>PHYSICAL ADDRESS: Suite 1B-6 Plaza Sentral Jalan Stesen Sentral 5 Kuala Lumpur</p> <p>41700</p>	<p>TO ATEN</p> <p>CUSTOMER TAX NO:</p> <p>POSTAL ADDRESS: No 123, Off Klang Road Kuala Lumpur</p> <p>PHYSICAL ADDRESS: No 123, Off Klang Road Kuala Lumpur</p>
---	--

Description	Quantity	Excl. Price	Disc %	Tax %	Tax Code	Excl. Total	SST Total	Incl. Total
Dress001 - Dress Pink 001	3.00	RM 40.00	0.00%	10.00%	STAX-10	RM 120.00	RM 12.00	RM 132.00
Service - Service	1.00	RM 10.00	0.00%	6.00%	SSV-06	RM 10.00	RM 0.60	RM 10.60

Malaysian Ringgit : ONE HUNDRED FORTY TWO AND SIXTY ONLY

	Total Discount:	RM 0.00
	Total Exclusive:	RM 130.00
	Total SST:	RM 12.60
	Sub Total:	RM 142.60
	Total Rounding:	RM 0.00
	Grand Total:	RM 142.60

BALANCE DUE
RM 142.60

Please make payment within 30 days of this invoice date

SAMPLE


Please take note that user must make changes on the invoices to follow the format for SST by using the Report Designer: <http://sageone.my/apps/>

Please Import the *SSTINVOICE.customLayout* report design to your designer.

Credit Note Sample:

CREDIT NOTE

NUMBER: CRN0000015
 REFERENCE:
 DATE: 30/08/2018
 DUE DATE: 31/08/2018
 SALES REP: AIN SAADIN
 OVERALL DISCOUNT %: 0.00%
 PAGE: 1/1



FROM
ERIN CO
 TAX NO: 12557432
 SERVICE TAX NO: 4527252
 POSTAL ADDRESS: Suite 1B-6 Plaza Sentral
 Jalan Stesen Sentral 5
 Kuala Lumpur
 41700

TO
ATEN
 CUSTOMER TAX NO:
 POSTAL ADDRESS: No 123 Jalan Angkasa
 Kuala Lumpur

PHYSICAL ADDRESS: Suite 1B-6 Plaza Sentral
 Jalan Stesen Sentral 5
 Kuala Lumpur

PHYSICAL ADDRESS: No 123 Jalan Angkasa
 Kuala Lumpur

Adjustment Reason: DAMAGE GOOD

Description	Quantity	Excl. Price	Disc %	Tax % Tax Code	Excl. Total	SST Total	Incl. Total
Dress001 - Dress Pink 001	1.00	RM 40.00	0.00%	10.00% STAX-10	RM 40.00	RM 4.00	RM 44.00

Malaysian Ringgit : FORTY FOUR ONLY

Total Discount:	RM 0.00
Total Exclusive:	RM 40.00
Total SST:	RM 4.00
Sub Total:	RM 44.00
Total Rounding:	RM 0.00
Grand Total:	RM 44.00

BALANCE DUE
RM 44.00

Adjustment Reason will be taken from Additional User Defined Field Or can be put in as additional notes in the item line in the invoice.

Please take note that user must make changes on the invoices to follow the format for SST by using the Report Designer: <http://sageone.my/apps/>

Please Import the SSTCN.customLayout report design to your designer.