

INPUT AND OUTPUT ZERO AMOUNT

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Document Change Control

Version	Date	Author	Summary of Changes
1.1	13/08/2018	Hazim	Initial Creation

INPUT AND OUTPUT ZERO AMOUNT

Step1: If your input and output zero at GST dashboard

GST-03: Goods & Services Tax Return Overview

Current Taxable Period: 01/10/2017 - 31/12/2017
 Submission/Payment Due Date: 31/01/2018

Total Output Tax [] [] [] []
Total Input Tax [] [] [] []

Net GST Payable / (Claimable) [] [] [] []

Last Run [] [] [] []

Last Taxable Period: / / - / /
 Submission/Payment Due Date: [] [] [] [] [] []
 Total Output Tax [] [] [] []
 Total Input Tax [] [] [] []
 Net GST Payable / (Claimable) [] [] [] []

INPUT (purchase)
 Raw Materials, Consumable Goods, Machines, etc.
 Services, Rental, Insurance, etc.
 Utilities, Electricity, Water, etc.

Business

OUTPUT (sales)
 Goods or Services

GST on inputs = Input tax
 Output tax - Input tax
 GST on outputs = Output tax

In order to view the latest information, Please click the Refresh button.

Step2: Follow the steps below:

0. File 1. General 2. Debtors 3. Creditors 4. Transactions 5. Reports 6. Periodic 7. Housekeeping 8. Toolkits 9. Help 10. Connected Services

ADMIN

1. Setup
 2. Change Password
 3. Language
 4. File Organisation
 5. Upgrade Data Files
 6. Clear Files/Generate Sample Chart
 7. GST-03 Verification
 8. Transaction Type Tag
 9. Administrative Tools

1. General Setup
 2. Account Type Description Setting
 3. Financial Reports Heading
 4. Report Setting
 5. Label Setting
 6. User Defined
 7. User ID Maintenance

GST Dashboard
 GST Wizard
 My Favorites
 Dashboard
 General
 Debtors
 Creditors

21 Day Ruling
 Bad Debt Relief

View Delivery Orders pending issuance of Invoice

Date	Ref No.	Customer

Total Input Tax [] [] [] []
 Net GST Payable / (Claimable) [] [] [] []

Last Run [] [] [] []

Step3: Go to GST setting and click taxable period button:

General Setup

Company Profile Setting Setting 2 **GST Setting** GST Setting 2

GST Registration No. 002097889280 GST Effective Date 01/04/2015
 GST Taxable Period / Category 3 months **Taxable Period** GST Next Filing Date 01/01/2018

Prepayment
 GST Liability 4810/000
 Output Tax 4800/020

Bad Debt Management
 Debtors:
 Bad Debt Relief (AR) 4800/010
 Bad Debt Recovered (AR) 4800/020
 Bad Debt Liability (AR) 4810/000
 Creditors:
 Input Tax Adjustment (AP) 4800/010
 Output Tax Adjustment (AP) 4800/020
 GST Claimable (AP) 4820/000

Un-invoiced Delivery Order [GST 21-days ruling]
 Invoice to be issued 3090/000
 Accrued Debtor 3091/000
 Output Tax Account Code 4800/020

Imported Service (Reverse Charge Mechanism)
 Input Tax Code TX
 Output Tax Code DS
 Input Tax Account Code 4800/010
 Output Tax Account Code 4800/020

To perform the mapping automatically via GST Wizard OK Cancel

Step4: Make sure your current taxable period in the listing, if not click re-generate button.

UBS ACCOUNTING SYSTEM

Taxable Period

First Filing Date: 01/10/2016 GST Taxable Period / Category: 3 months

REC. NO.	START DATE	END DATE	DUE DATE	Lock Status
1	01/04/2015	30/06/2015	31/07/2015	L
2	01/07/2015	30/09/2015	31/10/2015	L
3	01/10/2015	31/12/2015	31/01/2016	L
4	01/01/2016	31/03/2016	30/04/2016	L
5	01/04/2016	30/06/2016	31/07/2016	L
6	01/07/2016	30/09/2016	31/10/2016	L
7	01/10/2016	31/12/2016	31/01/2017	L
8	01/01/2017	31/03/2017	30/04/2017	L
9	01/04/2017	30/06/2017	31/07/2017	L
10	01/07/2017	30/09/2017	31/10/2017	L
11	01/10/2017	31/12/2017	31/01/2018	L

Re-Generate Unlock Exit

Step5: Refresh your GST dashboard.

The screenshot displays the Sage UBS GST Dashboard interface. On the left, there is a navigation menu with sections for 'GST Dashboard', 'My Favorites', 'Dashboard', 'General', 'Debtors', 'Creditors', 'Transactions', 'Reports', 'New', and 'Search'. The main area is divided into several panels:

- View Delivery Orders pending issuance of Invoice:** A table with columns for Date, Ref No., Customer, Total, Status, and Days. Below the table are fields for Debtor No. and Customer Name, and an 'Inventory & Billing' button.
- View Goods received pending invoices from Supplier:** A table with columns for Date, Ref No., Supplier, Total, and Days. Below the table are fields for Creditor No. and Supplier Name, and an 'Inventory & Billing' button.
- Select I&B:** A dropdown menu currently showing 'C:\UBSSTK2015\SYA'.
- Time Of Supply Rule:** Text explaining the rule based on invoice date or payment received.
- GST-03: Goods & Services Tax Return Overview:** A summary panel showing:
 - Current Taxable Period: 01/10/2017 - 31/12/2017
 - Submission/Payment Due Date: 31/01/2018
 - Total Output Tax, Total Input Tax, and Net GST Payable / (Claimable) fields.
 - Last Run field and a 'Generate GST Return' button.
 - Last Taxable Period, Submission/Payment Due Date, Total Output Tax, Total Input Tax, and Net GST Payable / (Claimable) fields.
 - A 'View GST Return History' button.
- Business Flow Diagram:** A diagram showing 'INPUT purchases' (Raw Materials, Consumables, etc.) and 'OUTPUT sales' (Goods or Services) entering and leaving a 'Business' box. Below the diagram, a box labeled 'Output tax - Input tax' is highlighted with a red rectangle, and a 'Refresh GST Dashboard' button is also highlighted with a red rectangle. Text below the diagram reads: 'In order to view the latest information, Please click the Refresh button.'