Kindly perform the last GST reconciliation before processing the steps below.

Step 1: Check SST Default Setting

S MYSOFT SST DEMO - Mr.	Accounting M30	DEMO				<u>100</u> 1		×
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	Sales <u>O</u> rder	Invoicing	Apps	H M ¹	i, Man i YSOFT S	ager ST DEMO	's Acco	unts
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General Settings								
SST Account Settings								
SST Return Voucher Number	SST00000							
Accounting Basis for SST								
Sales Tax required to be accounte Accrual Basis	:d:							
- At the time when the goods are first used	sold, disposed or							
- Service Tax required to be accour	nted:							
 At the time when the payments On the day following period of f when any whole or part of the p received from the date of the in taxable service provided 	is received welve month payment is not voice for the							
¥						Save	Egi	t
MYSOFT SST DEMO	Manager	on. visit us at w	ww.mr-accounting	02:56:39 PM	[DATA000	006]		1.

- 1. Click on Tax Module
- 2. Click on Default Settings
- 3. Go to SST Settings Tab
- For Sales Tax Registrant user, the tax return submission is base on Accrual Basis (Base on Invoice)

OR

 For Service Tax Registrant user, the tax return submission is base on Payment Basis (Base on Receipt)

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Step 2: Check Tax Code Category



- 1. Click on Tax Module
- 2. Click on Tax Settings
- 3. Choose the Related Tax Code
- 4. Click on Record
- 5. Make sure Include in Tax Return is Ticked
- Make sure the Tax Category is tagged correctly. (Please refer to below table)

Tax Code		Category		SST Return Column
CJ10	SST-Sales	s Tax 10		11)b)
CJ5	SST-Sales	s Tax 5		11)a)
CP6	SST-Servi	ce Tax 6		11)c)
CPE	SST-Exem	npted		-
CJE	SST-Exem	npted		-
CNR	SST-Not F	Relevant		-
CJE-DA	SST-Desi	gnated Area		18)a)
CJE-CP	SST-Sche	dule A		18)b)1)
CJE-NTG	SST-Sche	dule B		18)b)2)
CJE-RM	SST-Raw	Material Exempted		18)b)3)i) OR 19)
	SST-Raw	Material On Behalf Evenn	ted	18)b)3)ii)
	331-IX4W			18)b)3)iii)
CJE-WPE	SST-Worl	k Performed Exempted		OR 21)
Mainter	nance	Transactions	*Make sur	e vou run
		Sales Entry Adjustment	Update SS	T Tax



*Make sure you run Update SST Tax Setting > Update SST Tax Code to get all the latest SST Tax Code

MYSOFT CORPORATION SDN BHD(500944-U) Suite 1-35, Block 4809, CBD Perdana 2, Jalan Persiaran Flora, Cyber 12, 63000 Cyberjaya Selangor. Tel: 03-8601 0698 / 019-8510698 Email: sales@mysoft.com.my



Step 3: Produce SST Return

- 1. Click on Tax Module
- 2. Click on SST Return
- 3. Click on New
- Make sure SST Registration No. is correct
- Make sure Taxable
 Period and Return and
 Payment Due Date is correct
- 6. Click on Calculate

×

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		PART B1 : SA	LES / SERVICE D	ETAILS				-
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o. [Description of Taxable	Customs Tariff	Value of Taxable	Value of Good	s For Own	Value of 1	axable	-
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b) Ta	axable Goods at 10% Rat	e		0.00	10 %		0	1
c) Ta	axable Services other that	n from Group H		2,279.06 🔍	6 %		136.74 🤇	1
d) Ta	axable Services from Gro	up H		0 RI	M 25		0	
Total	Value of Tax Payable	44740				ł	136.74	
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Total	Tay Payabla Defers D	ally Impost						
(14) =	(12) - (13)	any imposi					133.63	
Penal	Ity Rate / Penalty Amount			0 %			0	
Total	of T Inclusive	Penalty					133.63	
(16) =	(14)							
age 1	Page 2 Page 3	Page 4	Calculat	e	Sav	re	Exit	
000	S MYSOFT SST DEMO -	Mr. Accounting M30 DEMC)			-		>
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- 7. Key in Sales / Service Details
- Click on Magnifying Glass to check the value in Detailed
- 9. Click on Page 2
- 10.For Sales Tax Registrant might fill in Part C, Part D and Part E
- 11.Fill in Authorized Officer's information
- 12.Click Save and Exit

MYSOFT CORPORATION SDN BHD(500944-U)

How to do SST Return - Mr. Accounting M10/M20/M30 Step 4: Print SST Tax Detailed Report

For Service Tax (Payment Basis)



- 1. Under **Reports** Section Click on **Tax Report**
- 2. Select SST option
- Click on the SST Voucher Magnifying Glass to select SST Voucher Number
- 4. Click on Preview

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Note: Kindly check the report's figure is correct before proceed to Step 5 of SST Reconcile.

MYSOFT CORPORATION SDN BHD(500944-U)

Suite 1-35, Block 4809, CBD Perdana 2, Jalan Persiaran Flora, Cyber 12, 63000 Cyberjaya Selangor. Tel: 03-8601 0698 / 019-8510698 Email: sales@mysoft.com.my

www.mysoft.com.my

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For Sales Tax (Accrual Basis)

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- 1. Under **Reports** Section Click on **Tax Report**
- 2. Select SST option
- Click on the SST Voucher Magnifying Glass to select SST Voucher Number
- 4. Select Filter option
- 5. Click on Preview

Note: Kindly check the report's figure is correct before proceed to Step 5 of SST Reconcile.

MYSOFT CORPORATION SDN BHD(500944-U)



Step 5: SST Reconcile

	Return I	listory	Quick V	iew	(Click)	the Heading to	sort data)			
Voucher Number	Taxable Period From	Taxable Period To	Return Due Date	Tax Payable	Authorized	Reconcile	Submitted	Status	Remark	
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(1)										
Voucher	Number J			Show	3 ction	ns 🗆				
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- 1. Select the SST Return Voucher
- 2. Click on Reconcile
- 3. Make sure the **Status** is **READY RECON**.
- 4. If the Status is NOT READY RECON., Click on Recalculate SST Return
- 5. If the Status is READY RECON., Click on Confirm Reconcile
- 6. Check the **Double Entry Preview** make sure is correct
- 7. Fill in Remark if any
- 8. Click on Save
- 9. Click on Yes
- 10. Finally Click on Ok to Exit
- Click on Submit to avoid any amendment of the transaction
- 12. Click on Yes

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