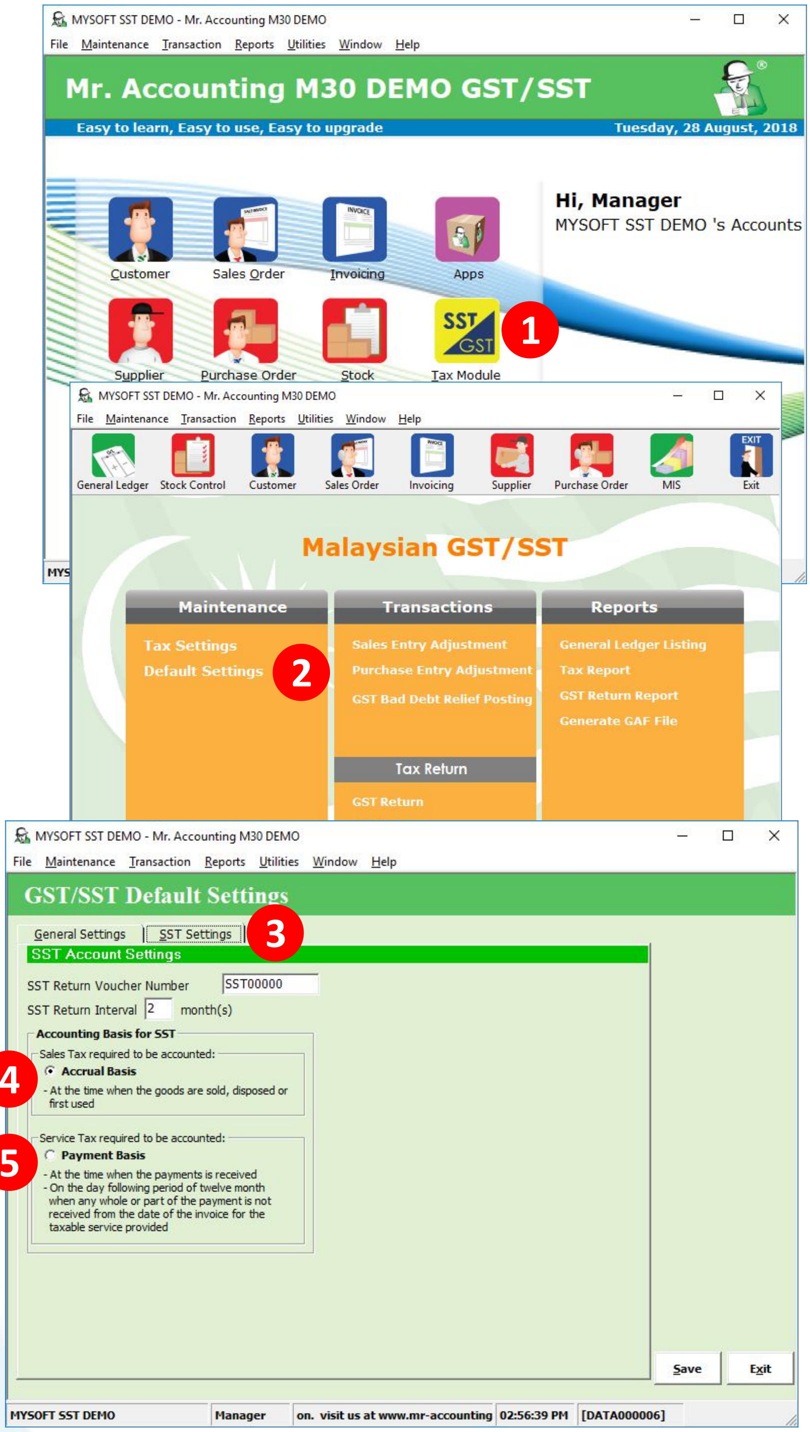
How to do SST Return - Mr. Accounting M10/M20/M30

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

Step 1: Check SST Default Setting



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

OR

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

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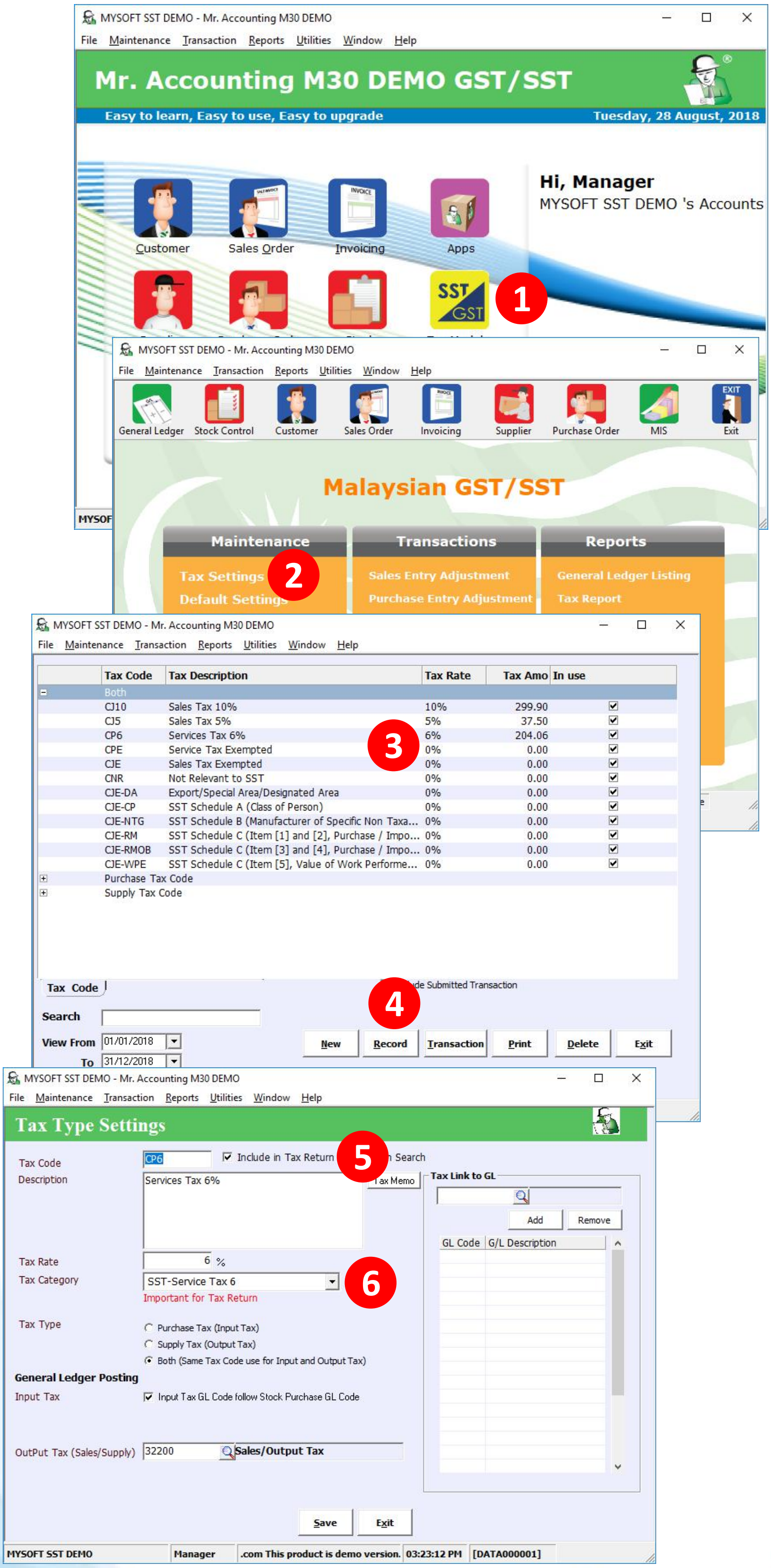
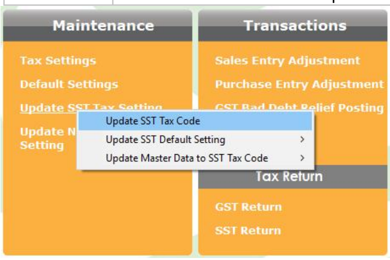
How to do SST Return - Mr. Accounting M10/M20/M30

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**
6. Make sure the **Tax Category** is tagged correctly. (Please refer to below table)

Tax Code	Category	SST Return Column
CJ10	SST-Sales Tax 10	11)b)
CJ5	SST-Sales Tax 5	11)a)
CP6	SST-Service Tax 6	11)c)
CPE	SST-Exempted	-
CJE	SST-Exempted	-
CNR	SST-Not Relevant	-
CJE-DA	SST-Designated Area	18)a)
CJE-CP	SST-Schedule A	18)b)1)
CJE-NTG	SST-Schedule B	18)b)2)
CJE-RM	SST-Raw Material Exempted	18)b)3)i) OR 19)
CJE-RMOB	SST-Raw Material On Behalf Exempted	18)b)3)ii) OR 20)
CJE-WPE	SST-Work Performed Exempted	18)b)3)iii) OR 21)



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

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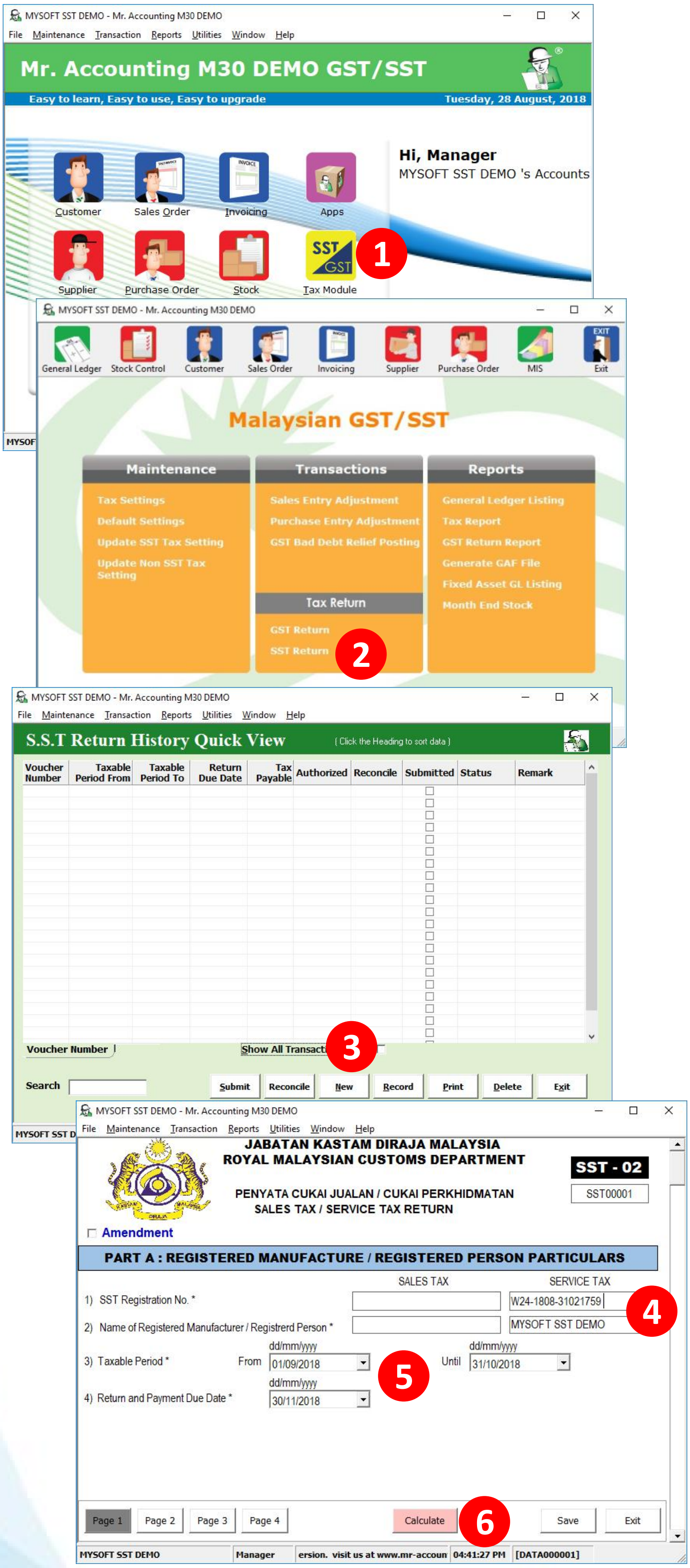
Step 3: Produce SST Return



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

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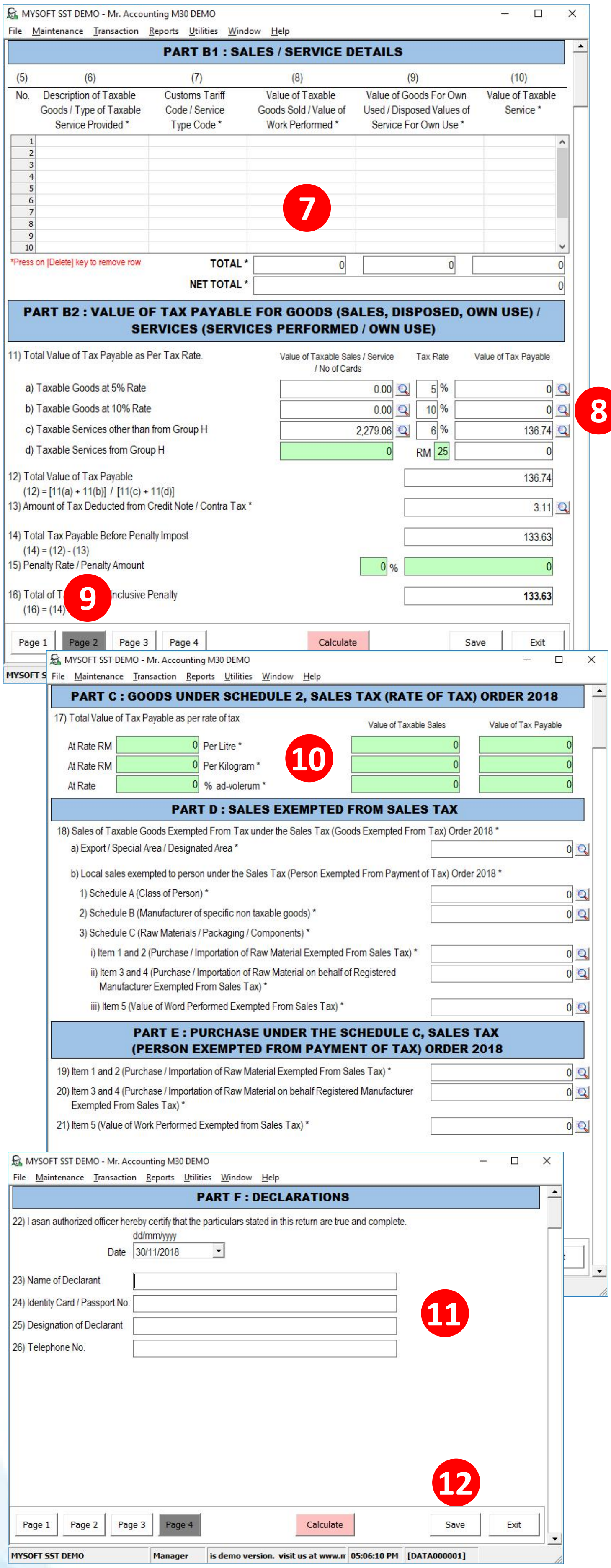

7. Key in **Sales / Service Details**
8. Click on **Magnifying Glass** to check the value in **Detailed**
9. Click on **Page 2**
10. For **Sales Tax Registrant** might fill in **Part C**, **Part D** and **Part E**
11. Fill in **Authorized Officer's** information
12. Click **Save** and **Exit**

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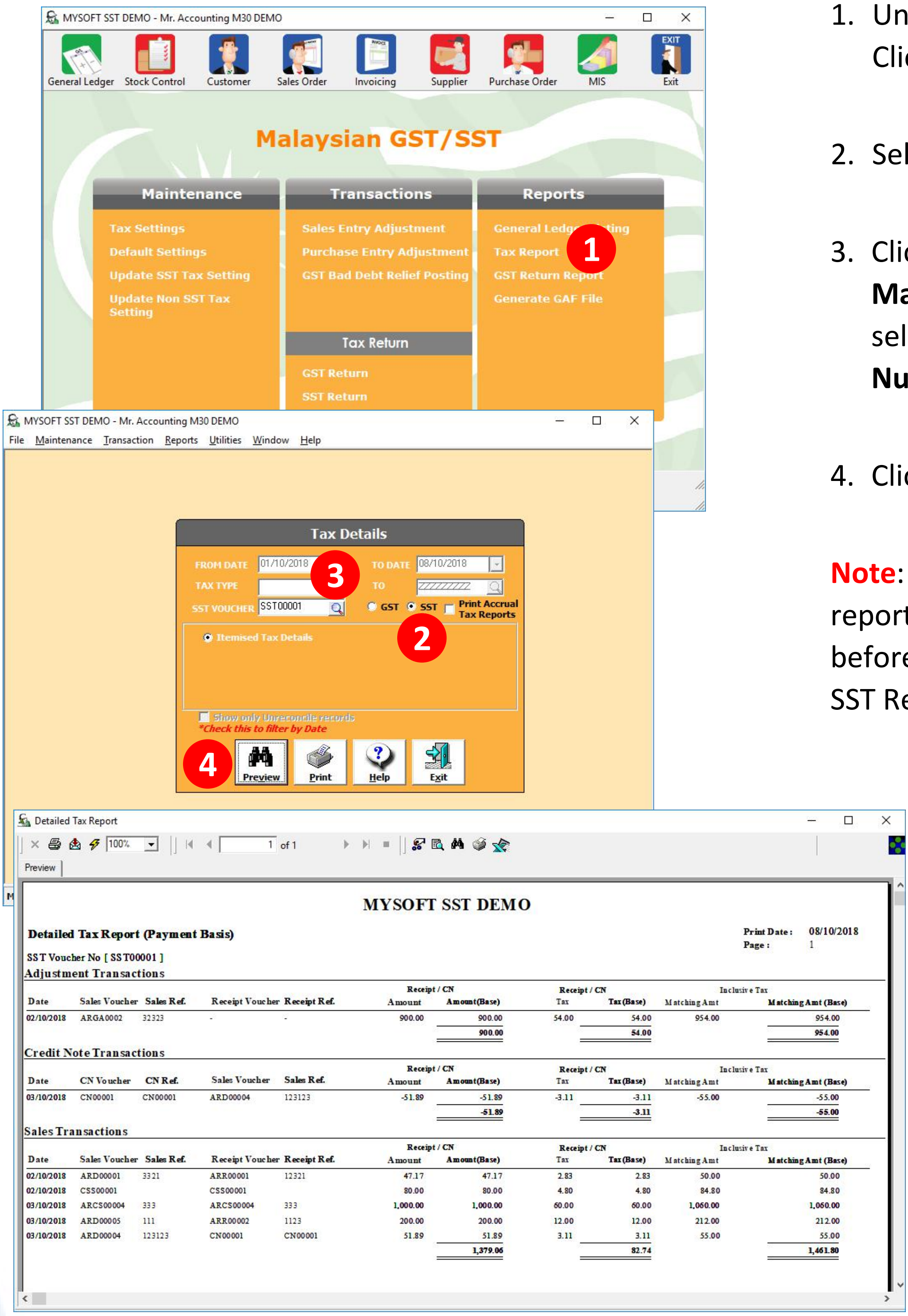
Step 4: Print SST Tax Detailed Report

For Service Tax (Payment Basis)



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

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

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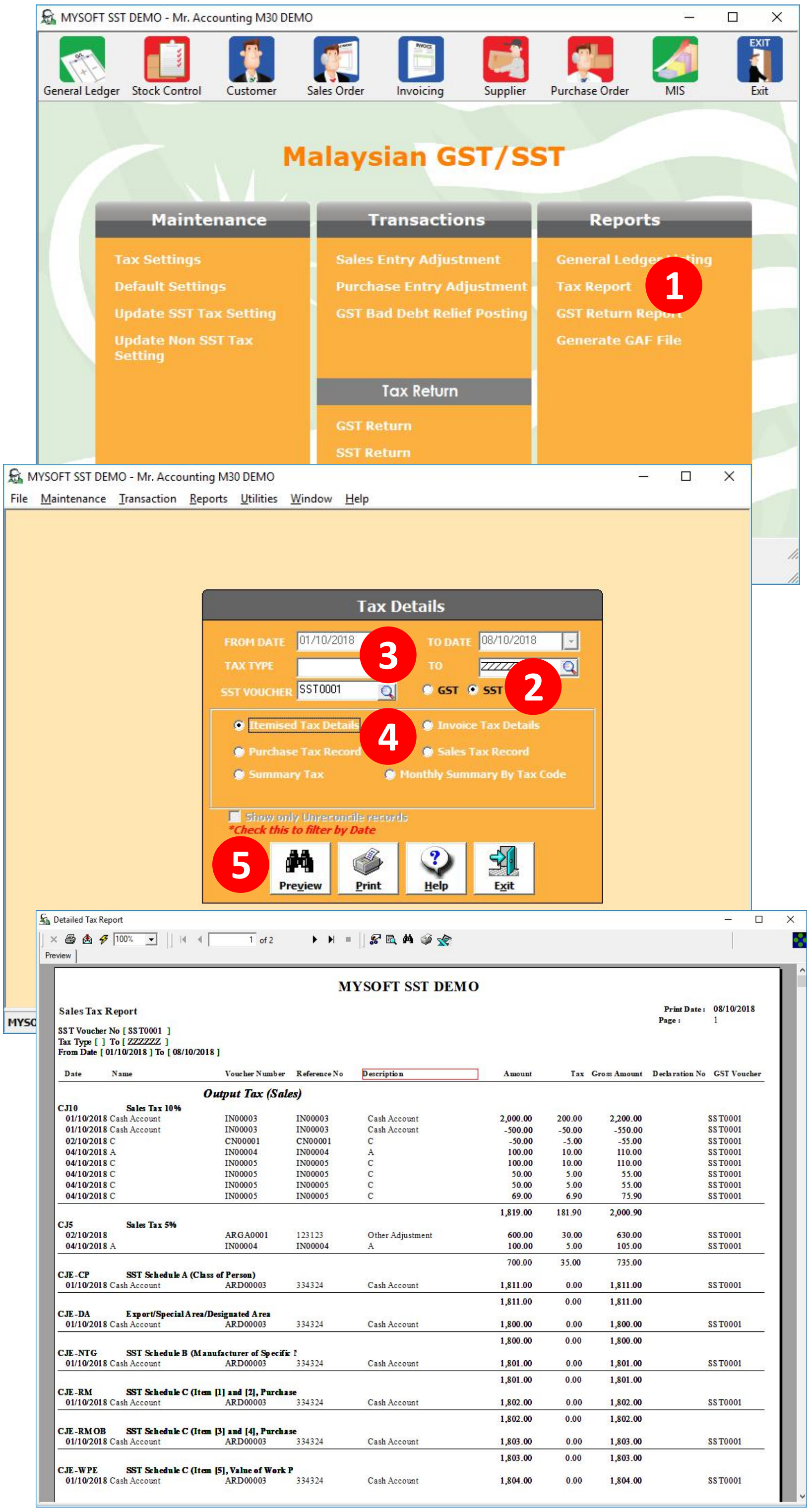
For Sales Tax (Accrual Basis)



1. Under **Reports** Section Click on **Tax Report**
2. Select **SST** option
3. 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.

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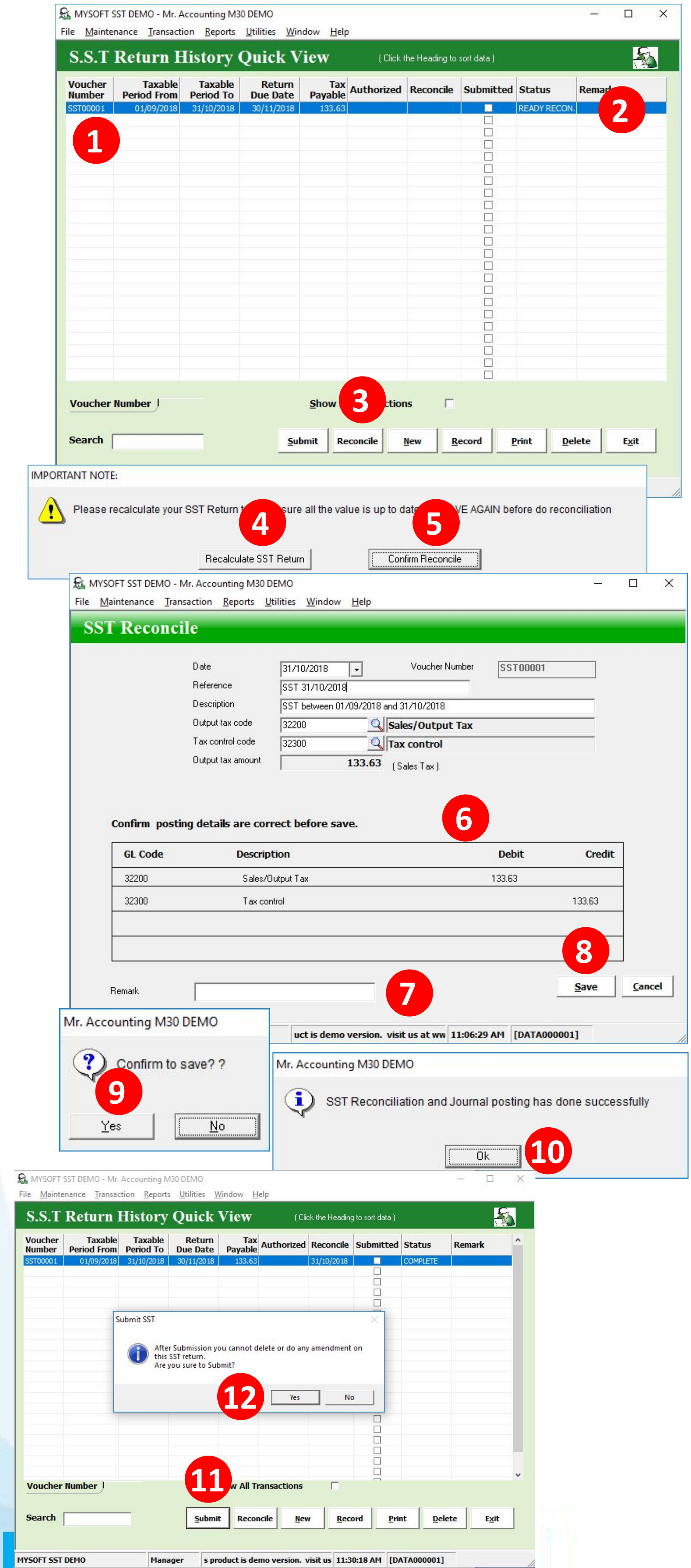
Step 5: SST Reconcile



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**
11. Click on **Submit** to **avoid any amendment** of the transaction
12. Click on **Yes**

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