

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

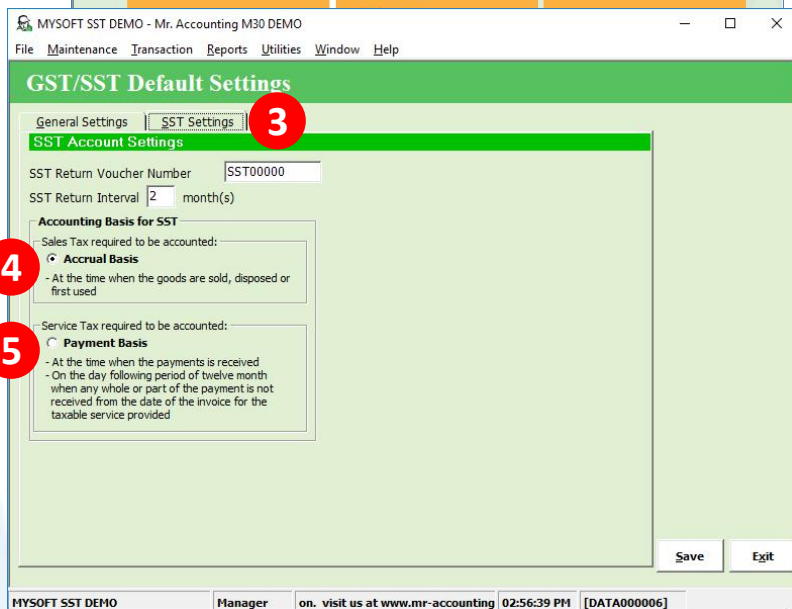
Kindly perform the last GST reconciliation before processing the steps below.

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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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)

Mr. Accounting M30 DEMO GST/SST
Easy to learn, Easy to use, Easy to upgrade
Tuesday, 28 August, 2018

Hi, Manager
MYSOFT SST DEMO 's Accounts

Malaysian GST/SST

Tax Code List:

Tax Code	Tax Description	Tax Rate	Tax Amo	In use
Both				
C10	Sales Tax 10%	10%	299.90	✓
CJ5	Sales Tax 5%	5%	37.50	✓
CP6	Services Tax 6%	6%	204.06	✓
CPE	Service Tax Exempted	0%	0.00	✓
CJE	Sales Tax Exempted	0%	0.00	✓
CNR	Not Relevant to SST	0%	0.00	✓
CJE-DA	Export/Special Area/Designated Area	0%	0.00	✓
CJE-CP	SST Schedule A (Class of Person)	0%	0.00	✓
CJE-NTG	SST Schedule B (Manufacturer of Specific Non Taxa...	0%	0.00	✓
CJE-RM	SST Schedule C (Item [1] and [2], Purchase / Impo...	0%	0.00	✓
CJE-RMOB	SST Schedule C (Item [3] and [4], Purchase / Impo...	0%	0.00	✓
CJE-WPE	SST Schedule C (Item [5], Value of Work Performe...	0%	0.00	✓
	Purchase Tax Code			
	Supply Tax Code			

Tax Type Settings:

Tax Code: CP6
Tax Description: Services Tax 6%
Tax Rate: 6 %
Tax Category: SST-Service Tax 6
Tax Type: ☒ Purchase Tax (Input Tax)
☐ Supply Tax (Output Tax)
☒ Both (Same Tax Code use for Input and Output Tax)
General Ledger Posting: ☒ Input Tax GL Code follow Stock Purchase GL Code
OutPut Tax (Sales/Supply): 32200 Sales/Output Tax

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)

Update SST Tax Setting

- Update SST Tax Code
- Update SST Default Setting
- Update Master Data to SST Tax Code
- Tax Return
- GST Return
- SST Return

**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

The screenshot shows the MYSOFT SST DEMO - Mr. Accounting M30 DEMO interface. The main window displays the 'Mr. Accounting M30 DEMO GST/SST' title bar and a menu bar with File, Maintenance, Transaction, Reports, Utilities, Window, and Help. The main area shows a dashboard with icons for Customer, Sales Order, Invoicing, Apps, Supplier, Purchase Order, Stock, and Tax Module. A red circle with the number 1 highlights the 'Tax Module' icon. Below the dashboard, there is a section for 'Malaysian GST/SST' with three columns: Maintenance, Transactions, and Reports. The 'Transactions' column has a red circle with the number 2 highlighting the 'SST Return' option. Below this, there is a section for 'S.S.T Return History Quick View' with a table of columns: Voucher Number, Taxable Period From, Taxable Period To, Return Due Date, Tax Payable, Authorized, Reconcile, Submitted, Status, and Remark. A red circle with the number 3 highlights the 'Show All Transactions' button. Below the table, there is a search bar and buttons for Submit, Reconcile, New, Record, Print, Delete, and Exit. At the bottom, there is a section for 'PART A: REGISTERED MANUFACTURE / REGISTERED PERSON PARTICULARS' with fields for SST Registration No., Name of Registered Manufacturer / Registered Person, Taxable Period (From and Until), and Return and Payment Due Date. A red circle with the number 4 highlights the 'SST - 02' field, and a red circle with the number 5 highlights the 'Taxable Period' fields. At the bottom of the form, there is a red circle with the number 6 highlighting the 'Calculate' button.

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**

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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PART B1 : SALES / SERVICE DETAILS

(5)	(6)	(7)	(8)	(9)	(10)
No.	Description of Taxable Goods / Type of Taxable Service Provided *	Customs Tariff Code / Service Type Code *	Value of Taxable Goods Sold / Value of Work Performed *	Value of Goods For Own Used / Disposed Values of Service For Own Use *	Value of Taxable Service *
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

*Press on [Delete] key to remove row

TOTAL * 0 0 0

NET TOTAL * 0

PART B2 : VALUE OF TAX PAYABLE FOR GOODS (SALES, DISPOSED, OWN USE) / SERVICES (SERVICES PERFORMED / OWN USE)

11) Total Value of Tax Payable as Per Tax Rate.

	Value of Taxable Sales / Service / No of Cards	Tax Rate	Value of Tax Payable
a) Taxable Goods at 5% Rate	0.00	5 %	0
b) Taxable Goods at 10% Rate	0.00	10 %	0
c) Taxable Services other than from Group H	2,279.06	6 %	136.74
d) Taxable Services from Group H	0	RM 25	0

12) Total Value of Tax Payable
(12) = [(11(a) + 11(b)) / [(11(c) + 11(d))]

13) Amount of Tax Deducted from Credit Note / Contra Tax *

14) Total Tax Payable Before Penalty Impost
(14) = (12) - (13)

15) Penalty Rate / Penalty Amount

16) Total of Tax Payable inclusive Penalty
(16) = (14)

Page 1 Page 2 Page 3 Page 4 Calculate Save Exit

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PART C : GOODS UNDER SCHEDULE 2, SALES TAX (RATE OF TAX) ORDER 2018

17) Total Value of Tax Payable as per rate of tax

	Value of Taxable Sales	Value of Tax Payable
At Rate RM 0 Per Litre *	0	0
At Rate RM 0 Per Kilogram *	0	0
At Rate 0 % ad-voluerum *	0	0

PART D : SALES EXEMPTED FROM SALES TAX

18) Sales of Taxable Goods Exempted From Tax under the Sales Tax (Goods Exempted From Tax) Order 2018 *

a) Export / Special Area / Designated Area *

b) Local sales exempted to person under the Sales Tax (Person Exempted From Payment of Tax) Order 2018 *

1) Schedule A (Class of Person) *

2) Schedule B (Manufacturer of specific non taxable goods) *

3) Schedule C (Raw Materials / Packaging / Components) *

i) Item 1 and 2 (Purchase / Importation of Raw Material Exempted From Sales Tax) *

ii) Item 3 and 4 (Purchase / Importation of Raw Material on behalf of Registered Manufacturer Exempted From Sales Tax) *

iii) Item 5 (Value of Work Performed Exempted From Sales Tax) *

PART E : PURCHASE UNDER THE SCHEDULE C, SALES TAX (PERSON EXEMPTED FROM PAYMENT OF TAX) ORDER 2018

19) Item 1 and 2 (Purchase / Importation of Raw Material Exempted From Sales Tax) *

20) Item 3 and 4 (Purchase / Importation of Raw Material on behalf Registered Manufacturer Exempted From Sales Tax) *

21) Item 5 (Value of Work Performed Exempted from Sales Tax) *

Page 1 Page 2 Page 3 Page 4 Calculate Save Exit

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PART F : DECLARATIONS

22) I as an authorized officer hereby certify that the particulars stated in this return are true and complete.

dd/mm/yyyy

Date 30/11/2018

23) Name of Declarant

24) Identity Card / Passport No.

25) Designation of Declarant

26) Telephone No.

Page 1 Page 2 Page 3 Page 4 Calculate Save Exit

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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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Malaysian GST/SST

Reports

- General Ledger Accounting
- Tax Report
- GST Return Report
- Generate GAF File

Tax Details

FROM DATE: 01/10/2018 TO DATE: 08/10/2018

TAX TYPE: GST

SST VOUCHER: SST00001

Itemised Tax Details

Show only Unreconciled records
*Check this to filter by Date

Preview Print Help Exit

Detailed Tax Report

MYSOFT SST DEMO

Detailed Tax Report (Payment Basis)

SST Voucher No [SST00001]

Print Date: 08/10/2018
Page: 1

Adjustment Transactions

Date	Sales Voucher	Sales Ref.	Receipt Voucher	Receipt Ref.	Amount	Amount(Base)	Tax	Tax(Base)	Matching Amt	Matching Amt (Base)
02/10/2018	ARGA0002	32323			900.00	900.00	54.00	54.00	954.00	954.00
						900.00		54.00		954.00

Credit Note Transactions

Date	CN Voucher	CN Ref.	Sales Voucher	Sales Ref.	Amount	Amount(Base)	Tax	Tax(Base)	Matching Amt	Matching Amt (Base)
03/10/2018	CN00001	CN00001	ARD00004	123123	-51.89	-51.89	-3.11	-3.11	-55.00	-55.00
						-51.89		-3.11		-55.00

Sales Transactions

Date	Sales Voucher	Sales Ref.	Receipt Voucher	Receipt Ref.	Amount	Amount(Base)	Tax	Tax(Base)	Matching Amt	Matching Amt (Base)
02/10/2018	ARD00001	3321	ARR00001	12321	47.17	47.17	2.83	2.83	50.00	50.00
02/10/2018	CSS00001		CSS00001		80.00	80.00	4.80	4.80	84.80	84.80
03/10/2018	ARC000004	333	ARC000004	333	1,000.00	1,000.00	60.00	60.00	1,060.00	1,060.00
03/10/2018	ARD00005	111	ARR00002	1123	200.00	200.00	12.00	12.00	212.00	212.00
03/10/2018	ARD00004	123123	CN00001	CN00001	51.89	51.89	3.11	3.11	55.00	55.00
						1,379.06		82.74		1,461.80

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For Sales Tax (Accrual Basis)

The screenshot shows the MYSOFT SST DEMO - Mr. Accounting M30 DEMO software interface. The main menu includes General Ledger, Stock Control, Customer, Sales Order, Invoicing, Supplier, Purchase Order, MIS, and Exit. The 'Reports' section is highlighted, and the 'Tax Report' option is selected. The 'Tax Details' dialog box is open, showing the 'FROM DATE' (01/10/2018) and 'TO DATE' (08/10/2018). The 'TAX TYPE' is set to 'SST'. The 'SST VOUCHER' is 'SST0001'. The 'Filter' option is selected. The 'Preview' button is highlighted. The 'Detailed Tax Report' window is shown, displaying the 'Sales Tax Report' for the period 01/10/2018 to 08/10/2018. The report includes a table with columns: Date, Name, Voucher Number, Reference No, Description, Amount, Tax, Gross Amount, Declaration No, and GST Voucher. The table lists various transactions, including Sales Tax 10%, Sales Tax 5%, and SST Schedules A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z.

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.

Step 5: SST Reconcile

[illegible]

IMPORTANT NOTE:

 Please recalculate your SST Return **4** to ensure all the value is up to date **5** **SAVE AGAIN** before do reconciliation

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SST Reconcile

Date: 31/10/2018 Voucher Number: SST00001

Reference: SST 31/10/2018

Description: SST between 01/09/2018 and 31/10/2018

Output tax code: 32200 Sales/Output Tax

Tax control code: 32300 Tax control

Output tax amount: 133.63 (Sales Tax)

6

Confirm posting details are correct before save.

GL Code	Description	Debit	Credit
32200	Sales/Output Tax	133.63	
32300	Tax control		133.63

Remark:

7

8

Save Cancel

Mr. Accounting M30 DEMO

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Mr. Accounting M30 DEMO

Confirm to save? ?

9

Yes No

Mr. Accounting M30 DEMO

 SST Reconciliation and Journal posting has done successfully

 **10**

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File Maintenance Transaction Reports Utilities Window Help

S.S.T Return History Quick View

(Click the Heading to soft data)

Voucher Number	Taxable Period From	Taxable Period To	Return Due Date	Tax Payable	Authorized	Reconcile	Submitted	Status	Remark
SST00001	01/09/2018	31/10/2018	30/11/2018	133.63		31/10/2018	☒	COMPLETE	

Submit SST

After Submission you cannot delete or do any amendment on this SST return.
Are you sure to Submit?

12

11 ☐ w All Transactions

Voucher Number |

Search

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