# Sage 300 2024

## Malaysia Tax Reports User's Guide

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# Contents


Chapter 1: Introduction ... 1

Chapter 2: Installing and activating Malaysia Tax Reports ... 3

Installing Malaysia Tax Reports ... 3

Activating Malaysia Tax Reports ... 4

Chapter 3: Setting Up Malaysia Tax Reports ... 7

Setting GST and SST compliance options ... 7

Setting up Tax authorities ... 8

Assigning SST Tariff codes ... 10

Adding or editing tax classes ... 12

Entering tax rates ... 15

Non-claimable purchase tax rates ... 16

Adding and editing tax groups ... 16

Setting the GST tax code mapping ... 18

Setting the SST tax code mapping ... 20

Updating GST codes ... 22

Updating SST codes ... 23

B2B Service Tax exempt invoices ... 23

Integration settings ... 24

Chapter 4: Generating Reports ... 35

Tax Tracking report ... 35

GST-03 report ..... 38

GAF report ..... 42

SST-02 Report ..... 44

Customised Reports (SST only) ..... 45

Printing Tips ..... 46

Appendix A: Types of GST for Malaysia ..... 49

Recommended GST tax codes ..... 49

GST Tax Code for Purchases ..... 51

GST Tax Code for Supply ..... 55

Explanation of the tax codes ..... 58

Appendix B: Producing data required for GST return preparation ..... 66

Appendix C: Notes on transaction entry for GAF ..... 67

Appendix D: Recommended SST Tax Codes ..... 69

Recommended SST Tax Codes for Supply ..... 69

Recommended SST Tax Codes for Purchase ..... 70

Appendix E: Data Entry Tools, Tips, and Shortcuts ..... 73

Menu Commands ..... 73

Data Entry Tools and Shortcuts ..... 75

Working with Detail Entry Tables ..... 79

Keyboard Shortcuts for Detail Tables ..... 80

Setting Finder Criteria ..... 80

Appendix F: Support and Resources ..... 82

Finding Help and Documentation ..... 82

Support and Resources ........ 82

Index ........ 86

# Chapter 1: Introduction

Malaysia Tax Reports helps you gather and prepare information that you need to do the following:

- Print a GST-03 report
- Generate a GAF V2.0 file for submission to Malaysia Customs
- Print an SST-02 report

SST is a single tier tax system, introduced from 01 September 2018 to replace the multi-tier Goods and Service Tax (GST,) which was in place in Malaysia up to May 2018.

## Sales Tax

- Sales Tax is a single-stage tax charged and levied:
  - On taxable goods manufactured in Malaysia by a taxable person and sold by him (including used or disposed of); and
  - On taxable goods imported into Malaysia
- Goods which are NOT listed under the Proposed Sales Tax (Goods Exempted from Sales Tax) Order are subject to Sales Tax.
- The rate of Sales Tax is at 5%, 10% or a specific rate.
- Sales tax is to be accounted for on an accrual basis, at the time when the goods are sold, disposed or first used.
- A taxable person is required to be registered, issue invoices and charge sales tax on sales, maintain proper records and account for the tax by submitting bi-monthly returns to JKDM.

## Service Tax

- Service Tax is charged on any provision of taxable services made in the course or furtherance of any business, by a taxable person in Malaysia.
- Service Tax is NOT charged on imported nor exported services.
- The rate of Service Tax is 6% and a specific rate for credit/charge cards.

- Service Tax is to be accounted for on a payment basis, at the time when payment is received, or on the day following period of twelve months when any whole or part of the payment is not received from the date of the invoice for the taxable service provided.
- A taxable person is required to be registered, issue invoices and charge service tax on prescribed services provided, maintain proper records and account for the tax by submitting bi-monthly returns to JKDM.

For more information, please see the Customs official SST website https://mysst.customs.gov.my/, or contact your SST consultant or solution provider.

To ensure that tax reports include all required information, you must have other Sage 300 programs.

The following programs are required:

- System Manager
- Tax Services
- Bank Services
- General Ledger
- Accounts Payable
- Accounts Receivable

The following optional programs are used to detect transaction details in invoices and Credit/Debit notes to include in GAF and SST files.

- Order Entry
- Purchase Orders
- Inventory Control

**Depending on your purchase agreement, some features described in this guide may not be available in your product**.

# Chapter 2: Installing and activating Malaysia Tax Reports

The Malaysia Tax Reports program is compatible with Sage 300, but you install it separately. After installation, some setup is required.

## Installing Malaysia Tax Reports

You install Malaysia Tax Reports separately from Sage 300.

### To install Malaysia Tax Reports:

1. Run the Malaysia Tax Reports installation program, and follow the steps in the installation wizard until installation is complete.
2. In Sage 300, activate the Malaysia Tax Reports program.

   Malaysia Tax Reports screens are added to the desktop navigation pane, under Common Services.

   For more information about activating programs, see the System Manager help.

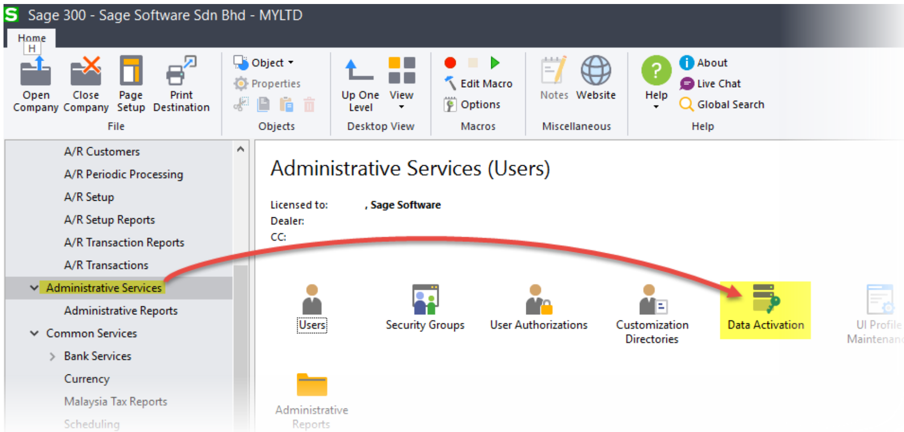
### After installing Malaysia Tax Reports

If security is turned on for your Sage 300 system, assign users security authorization for Malaysia Tax Reports. (Only the system administrator can do this.)

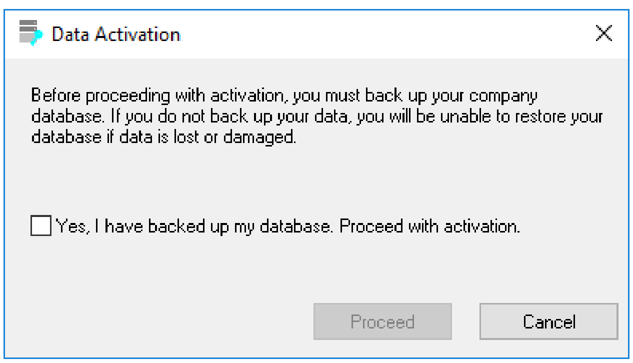
For more information about assigning security authorizations, see the System Manager help.

# Activating Malaysia Tax Reports

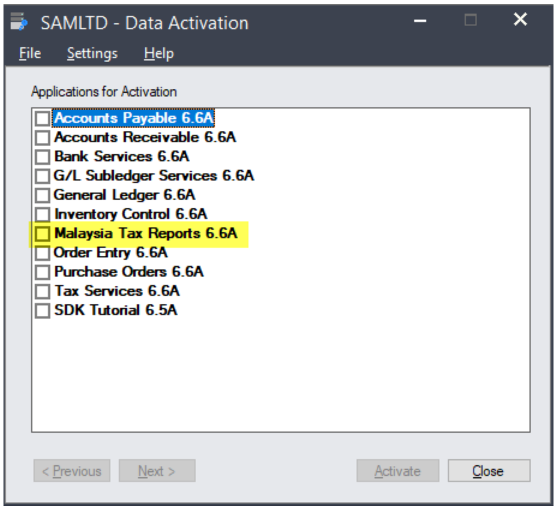
1. Log into Sage 300 2019.
2. From **Administrative Services**, double-click **Data Activation**.




3. On the “Data Activation” message window, select the check box to confirm that the company database has been backed up.

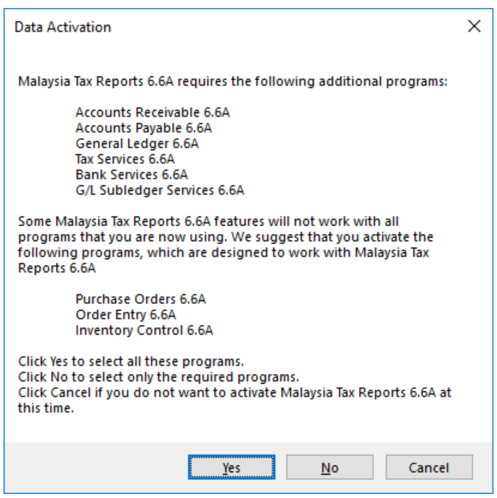



Click **Proceed** to open the “Data Activation” window.



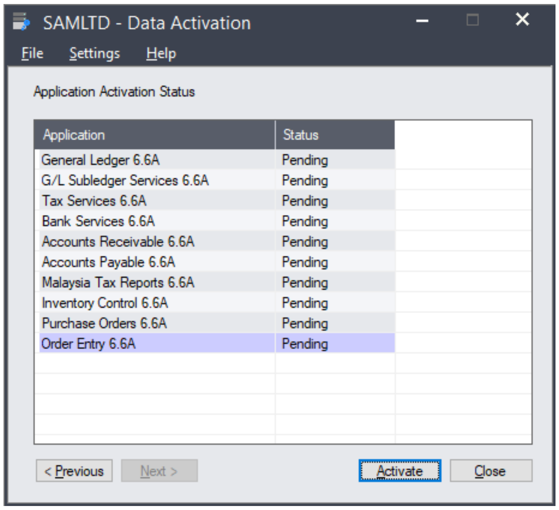

4. Select the **Malaysia Tax Reports** check box, and then click **Next**.

5. If you have not activated the Sage 300 applications required to run Malaysia Tax Reports, you are asked if you want them to be activated.



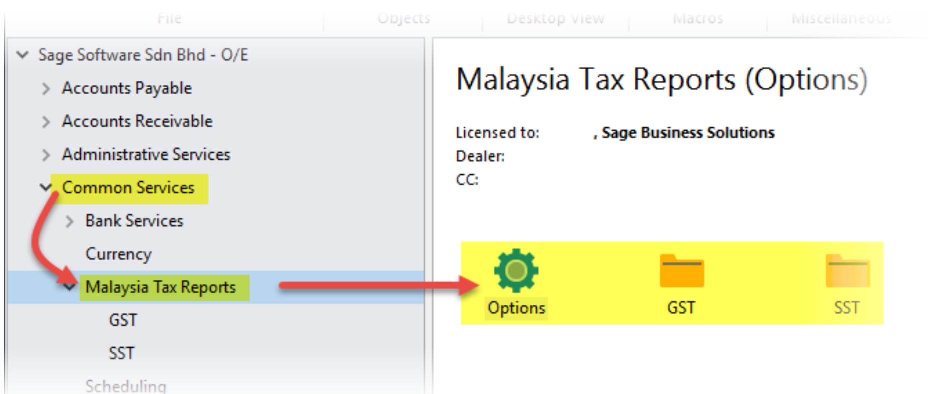

- Click **Yes** to activate all the required and optional applications.
- Click **No** to activate only the required applications.

6. The “Data Activation” window lists all the applications that are pending activation.




Click **Activate** to activate the listed applications.

The activation creates a folder, **Malaysia Tax Reports** under **Common Services**, which contains shortcuts to its programs.



# Chapter 3: Setting Up Malaysia Tax Reports

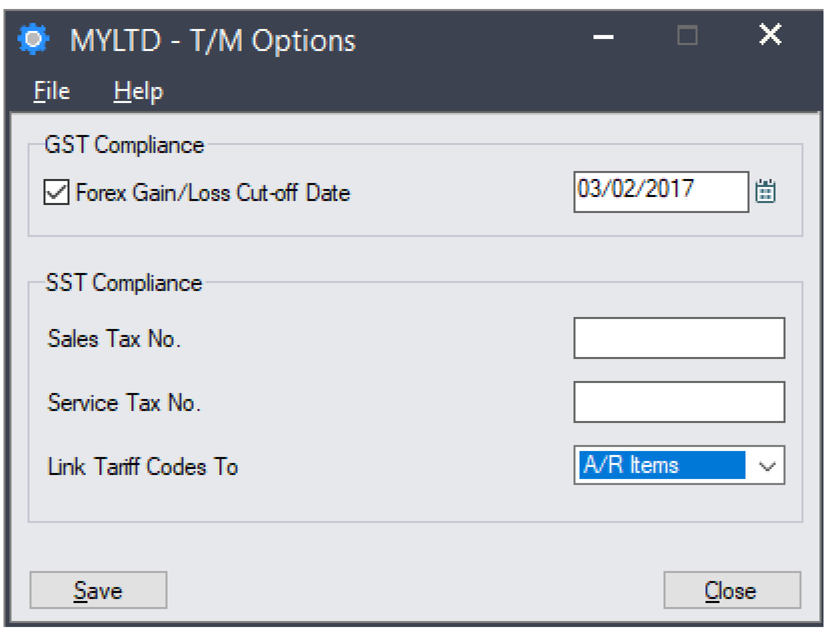
The Malaysia Tax Reports program is compatible with Sage 300, but you install it separately. After installation, some setup is required.

## Setting GST and SST compliance options

Malaysia Tax Reports (T/M) allows you to enable and set a cut-off date before which any recorded forex gain/loss is not reported in the GST-03 and GAF files.

You can also enter the Sales and Service Tax numbers for the company, and select the inventory items to which SST Tariff Codes are to be assigned.

1. From **Common Services** > **Malaysia Tax Reports**, double-click **Options** to open the “T/M Options” window.




2. To set a Forex cut-off date for GST-03, under **GST Compliance**, select the **Forex Gain/Loss Cut-off Date** check box, and enter or click on the calendar icon to select a date.

3. Under **SST Compliance**, enter the company's Sales Tax and Service Tax numbers. In the **Link Tariff Codes To** field, select whether the SST Tariff codes for the company are to be assigned to Accounts Receivable (A/R) or Inventory Control (I/C) items.

    | |
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    | **Note:** The default setting is **A/R Items**. If you use Inventory Control, please change this setting to **I/C Items**. |

4. Click **Save** and then **Close** to save your settings and exit the “T/M Options” window.

# Setting up Tax authorities

Set up a Tax Authority for each jurisdiction as follows:

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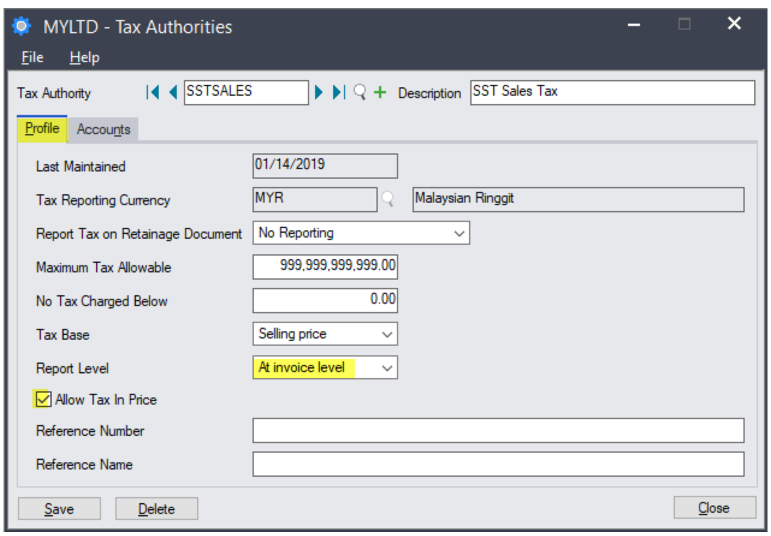
| **Note:** For the SST, you must set up separate Tax authorities for Sales Tax and Service Tax. |

1. From **Tax Services**, double-click **Tax Authorities** to open the “Tax Authorities” window.

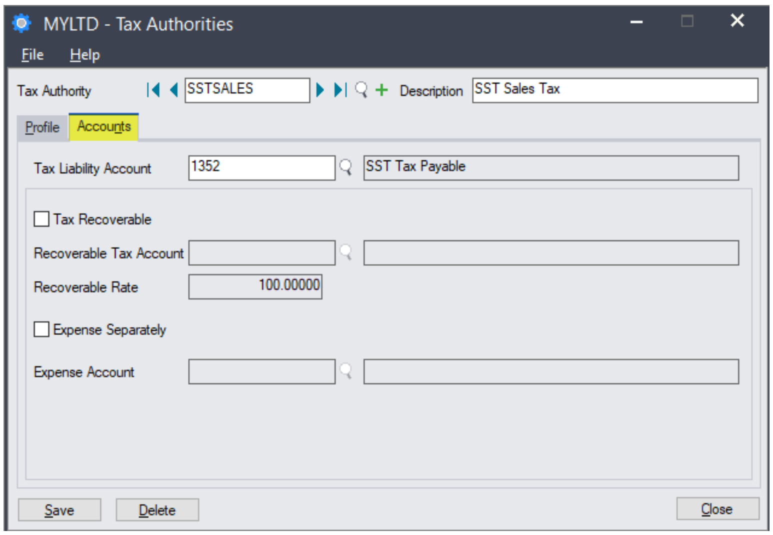
2. In the **Tax Authority** field, enter or click to select the code for an existing Tax Authority, or click to enter a unique code of up to 12 characters to set up a new Tax Authority.
3. If required, in the **Description** field, enter a description of the Tax Authority.
4. Click the **Profile** tab, and complete the fields as required.

    If you select **No Reporting** in the **Report Tax on Retainage Document** field, the **Maximum Tax Allowable** and **No Tax Charged Below** fields become available for entering information.

5. In the **Report Level** field, select **At invoice level** to record the tax information at invoice level on the Tax Tracking report.

If you are adding a Tax Authority, but are not ready to enter tax rates, you can select **No Reporting** until you are ready to accumulate tax information.

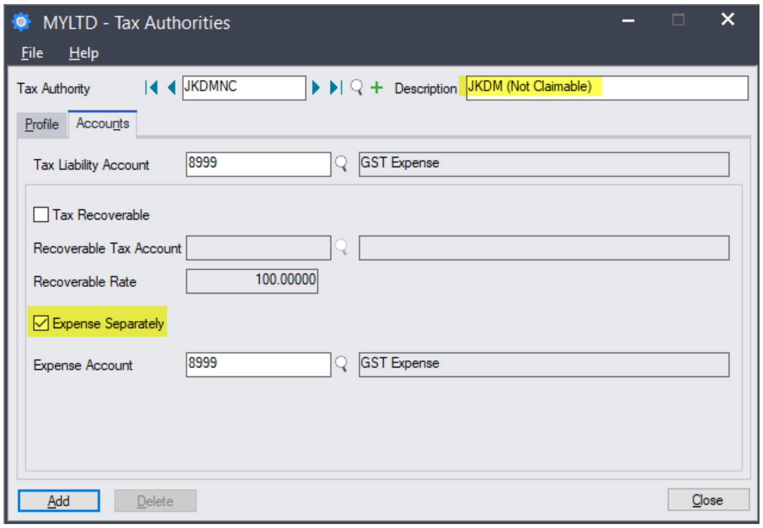
6. Select the **Allow Tax in Price** check box to include the tax in the selling price. This is dependent on the **Tax Included** option being selected in Accounts Receivable, and the Item Pricing.
7. You can enter identifying information for a “principal” in the **Reference Number** and **Reference Name** fields. You can group tax reporting by these principals.
8. Click the **Accounts** tab to select the tax related accounts.




9. In the **Tax Liability Account** field, enter the general ledger account to which amounts calculated as sales taxes for this Tax Authority are posted.
10. Select the **Tax Recoverable** check box if the tax paid on purchases can be recovered from the Tax Authority.

    In the **Recoverable Tax Account** field, enter the general ledger asset or contra liability account to which recoverable tax amounts are posted.

    In the **Recoverable Rate** field, enter the percentage of tax paid that is recoverable. If this is less than 100%, you can select the **Expense Separately** check box to expense the unrecoverable portion, or you can include it in the cost of the purchased items.
11. For taxes that are not recoverable, you can create a separate Tax Authority for which you select the Expense Separately option, and enter a tax expense account.

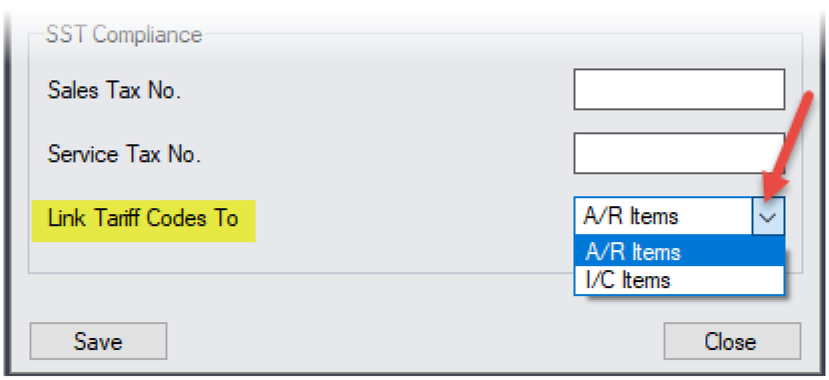



# Assigning SST Tariff codes

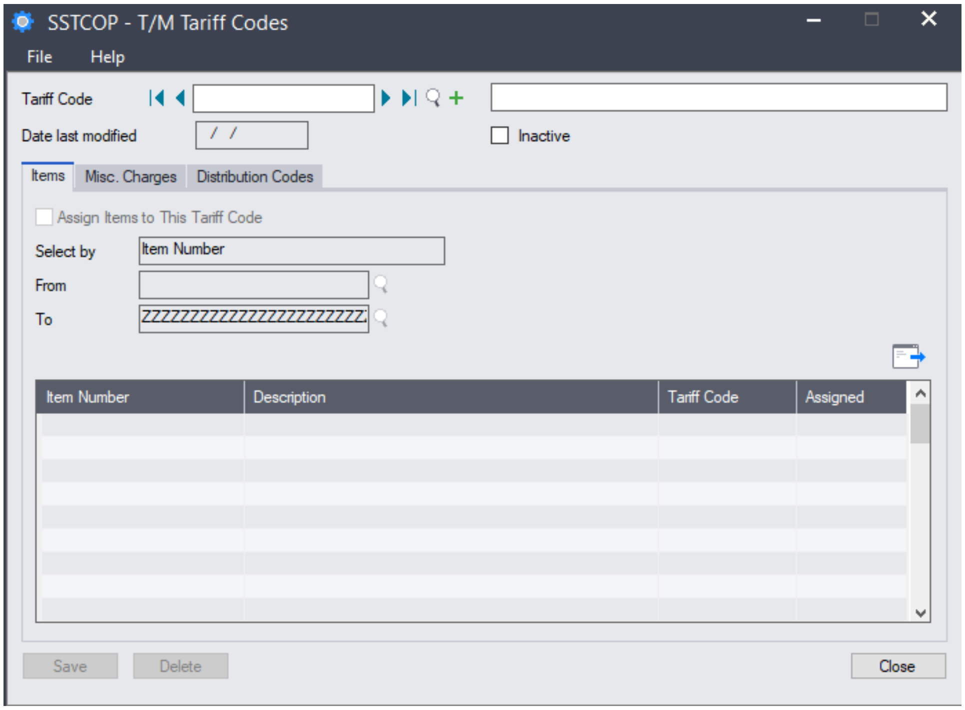
To enable reporting of Sales and Service details by Tariff Code in the SST-02 return, you need to create a list of Tariff codes relevant to the business and assign them to either the A/R or I/C inventory items.

**Note:** A single Tariff Code can be assigned to many items, but each item can have only one Tariff Code.

1. If you have not yet done so, from **Common Services** > **Malaysia Tax Reports**, double-click **Options** to open the “T/M Options” window. In the **Link Tariff Codes To** field, select whether the Tariff codes are to be assigned to Accounts Receivable (A/R) or Inventory Control (I/C) items.




2. From **Common Services** > **Malaysia Tax Reports** > **SST**, double-click **Tariff Codes** to open the “T/M Tariff Codes” window.




3. In the **Tariff Code** field, enter or click to select an existing Tariff Code, or click + to add a Tariff Code.
4. If required, enter a description of the Tariff Code.
5. In the **Items** tab, select the **Assign Items to This Tariff Code** check box.

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| **Note:** The **Items** tab is only available if, in the “T/M Options” window **Link Tariff Codes To** field, you have selected **I/C Items**. |

6. In the **Select by**, **From** and **To** fields, enter or select the items to which the Tariff Code is assigned.

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| **Note:** To use this with A/R items, your A/R invoices must be Item type invoices. |

7. Click and then **Yes** to assign the Tariff Code to the selected items.

| |
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| **Note:** To remove the Tariff Code assignment, clear the **Assign Items to This Tariff Code** check box before clicking . |

8. If required, click the **Misc Charges** tab to assign Tariff codes to O/E Miscellaneous Charges.
9. If required, click the **Distribution Codes** tab to assign Tariff codes to A/R Distribution Codes for use with A/R Miscellaneous Receipts.
10. Click **Save** to save your Tariff Code assignment.

# Adding or editing tax classes

For each Tax Authority, you must define tax classes for sales and purchases to identify the type of tax needed. You can define up to 10 tax classes for each of the following:

- Customers
- Sales items
- Vendors
- Purchase items

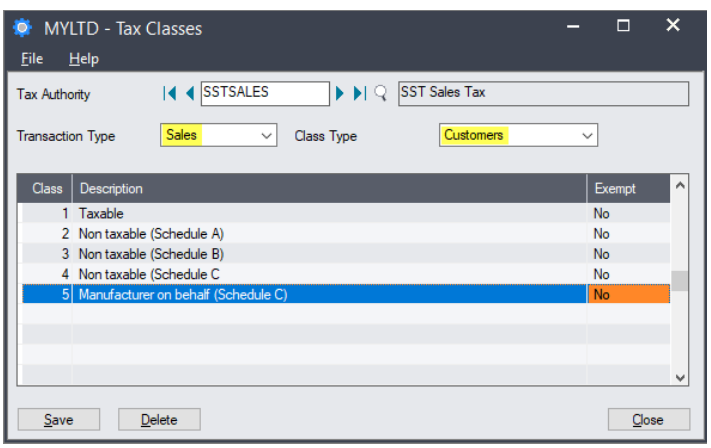
## Sales transactions

For sales transactions, you must classify information into two major areas to create a matrix:

- Customer types
- Items

You should consult your solution provider and SST consultant when setting up tax classes for your business.

1. From **Tax Services**, double-click **Tax Classes** to open the “Tax Classes” window.

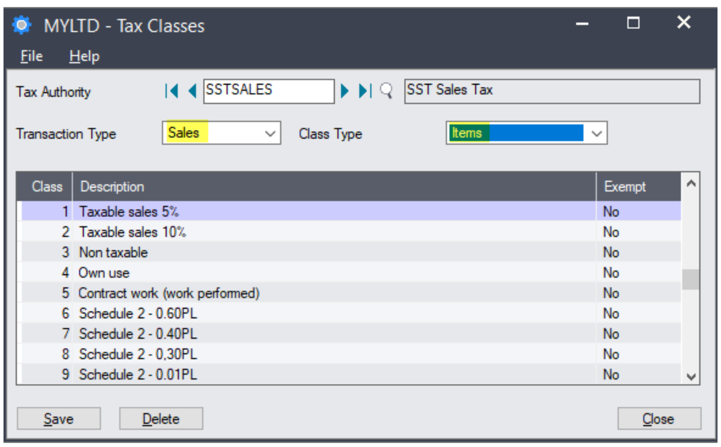



2. In the **Tax Authority** field, select the Tax Authority for which the tax classes are being set up.
3. In the **Transaction Type** field, select **Sales**.
4. In the **Class Type** field, select **Customers**.
5. In the table, press your **Insert** key to enter the relevant Customer tax classes. The following are examples:

- Taxable
- Non-Taxable (Schedule A)
- Non-TaxableSchedule B))

**Note:** The first class should be your standard taxable class.

6. Click **Save** to save your Customer tax classes.
7. In the **Class Type** field, select **Items**, and then enter the Items tax classes for the Tax Authority. Examples are:
   - Taxable item
   - Non-Taxable item
   - Services
   - Free Gift over RM500




8. Click **Save** to save your Sales Items tax classes for the Tax Authority.

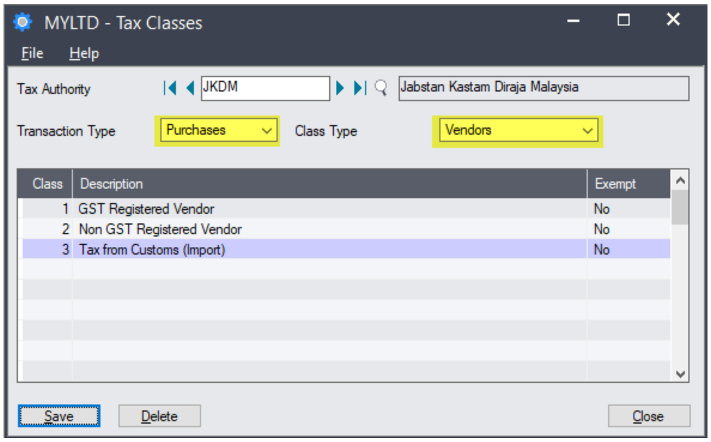
## Purchase transactions

For purchase transactions, you must classify information into two major areas to create a matrix:

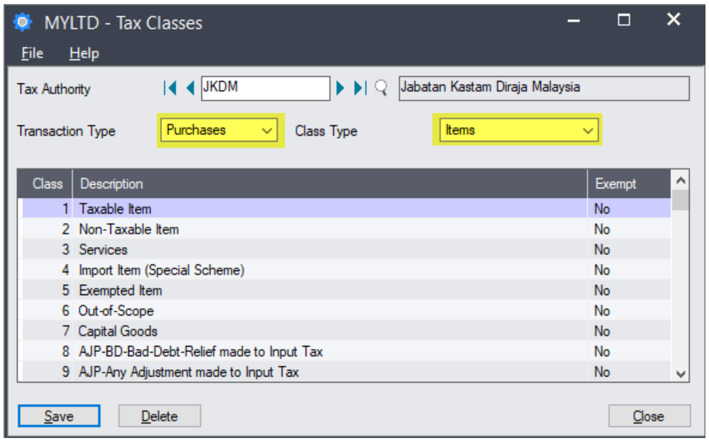
- Vendor types
- Items

1. From **Tax Services**, click **Tax Classes** to open the “Tax Classes” window.
2. In the **Tax Authority** field, select the Tax Authority for which the tax classes are being set up.
3. In the **Transaction Type** field, select **Purchases**.
4. In the **Class Type** field, select Vendors.

5. In the table, enter the relevant Vendor tax classes. The following are examples:
   - GST Registered Vendor
   - Non GST Registered Vendor
   - Tax from Custom (Import)




6. Click **Save** to save your Vendor tax classes.
7. In the **Class Type** field, select **Items**, and then enter the Items tax classes for the Tax Authority. Examples are:
   - Taxable Item
   - Non-Taxable Item
   - Services
   - Import Item (Special Scheme)
   - Exempted item
   - Out-of-Scope
   - Capital Goods
   - AJP-BD-Bad Debt Relief made to Input Tax
   - AJP-Any Adjustment made to Input Tax

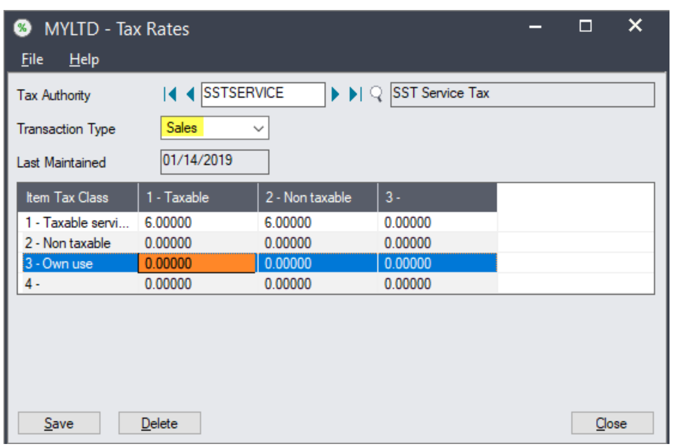



8. Click **Save** to save your Purchase Items tax classes for the Tax Authority.

# Entering tax rates

After entering your sales and purchases tax classes, you can enter their tax rates.

1. From **Tax Services**, click **Tax Rates** to open the “Tax Rates” window.
2. In the **Tax Authority** field, select the required Tax Authority.
3. In the **Transaction Type** field, select **Sales**.
4. On the Sales matrix, enter the tax rates as percentages, as shown in the following example.



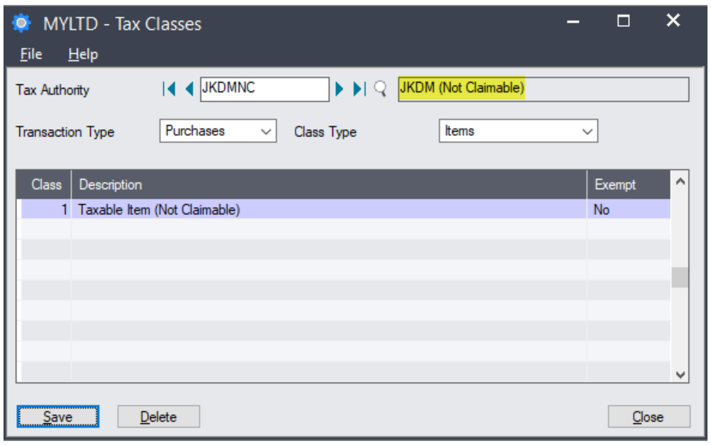

5. Click **Save** to save your Sales transactions tax rates.
6. In the “Tax Rates” window **Transaction Type** field, select **Purchases**.
7. On the Purchases matrix, enter the tax rates as percentages.
8. Click **Save** to save your Purchases transactions tax rates.

# Non-claimable purchase tax rates

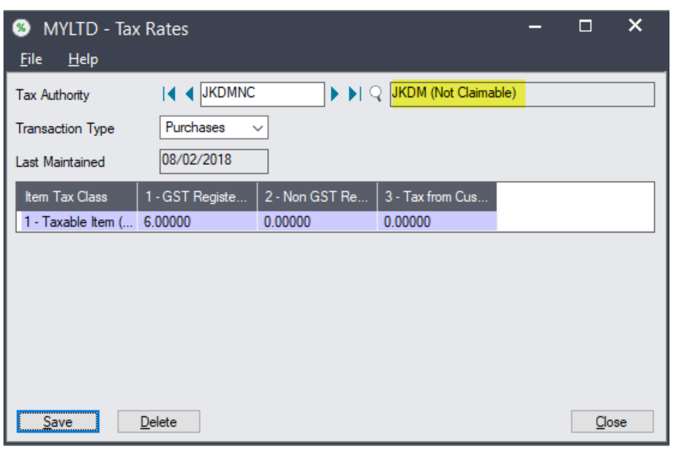
Non-Claimable Tax “BL” must be entered in a separate Tax Authority, so that it can be recorded as a separate expense account.

When setting up a tax class and tax rates for non-claimable purchase items, in the “Tax Classes” and “Tax Rates” windows Tax Authority field, select the non-claimable Tax Authority that you created previously.

- Taxable item (Not Claimable)




The following is an example of a non-claimable Tax Rate setup:



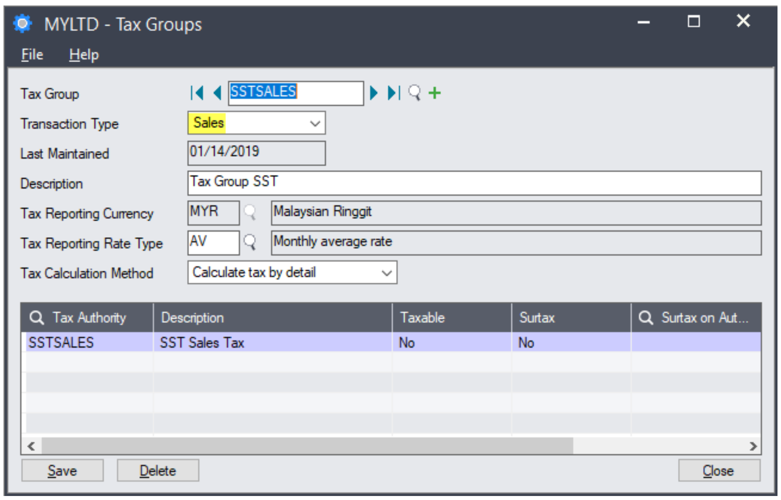

# Adding and editing tax groups

Create sales and purchases tax groups to which you assign tax authorities.

**Note:** For SST, you must create separate tax groups for Sales Tax and Service Tax.

**Note:** Defining a tax reporting source currency for multicurrency companies allows you to report taxes in a currency that is different to the customer/vendor currency or the functional currency.

1. From **Tax Services**, click **Tax Groups** to open the "Tax Groups" window.
2. In the **Tax Group** field, click to select an existing tax group to edit, or click to enter a unique code to set up a new group.
3. In the **Transaction Type** field, select **Sales**.




4. To use multicurrency accounting, select the **Tax Reporting Currency** and **Tax Reporting Rate Type**.

   **Note:** The currency of the Tax Authority must be the same as that of the tax group. All customers and vendors assigned to a tax group must use the same currency as the group.

   **Note:** For SST, the **Tax Reporting Rate Type** should be set to **AV**.

5. In the **Tax Calculation Method** field, select the method used by the group to calculate tax.
   - **Calculate tax by summary**. The tax is calculated by multiplying the invoice total by the tax rate.
   - **Calculate tax by detail**. The tax is calculated on each invoice detail, by multiplying the tax base by the tax rate. Select this option for SST.
6. In the table, complete the following columns for each Tax Authority.
   - If the tax charged by the authority is taxable by another authority lower down in the list, in the **Taxable** column, type **Yes**.
   - If there is a surtax on the tax amount for the authority, in the Surtax column, type **Yes**. In the **Surtax on Authority** column, select the Tax Authority on which the surtax is based.

7. In the **Transaction Type** field, select **Purchases**, and repeat the above steps.
8. Click **Save** to save your changes to the Tax Group.

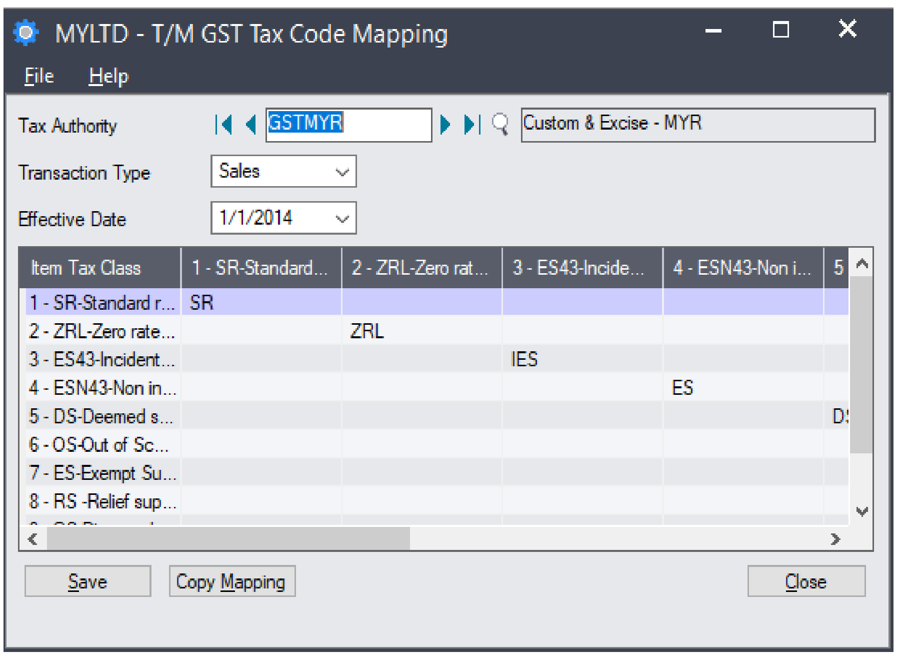
# Setting the GST tax code mapping

You need to assign the GST Tax codes suggested by the Tax Authority. Refer to Appendix 1 for more tax code details.

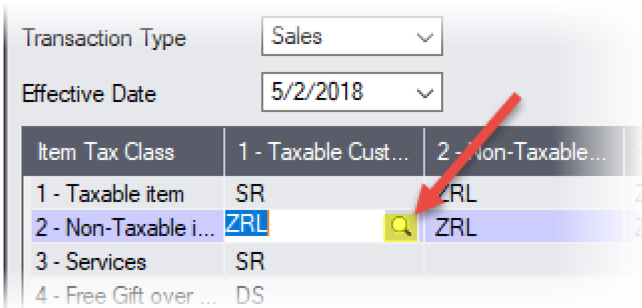
1. From **Common Services** > **Malaysia Tax Reports** > **GST**, double-click **GST Tax Code Mapping** to open the "T/M GST Tax Code Mapping" window.

   **Note:** If you used the Malaysia GST macro that was available previously, tax codes mapped there are copied to this window.

2. In the **Tax Authority** field, select the Tax Authority for which the tax codes are to be mapped.
3. In the **Transaction Type** field, select **Sales** to list the Sales tax classes you have created for the selected Tax Authority.




4. Double-click on each tax class field and click the **Search** (🔍) icon to open the "Finder -Malaysia GST Tax Codes" window.>




5. Highlight the required tax code, and click **Select** to insert it into the tax class field.

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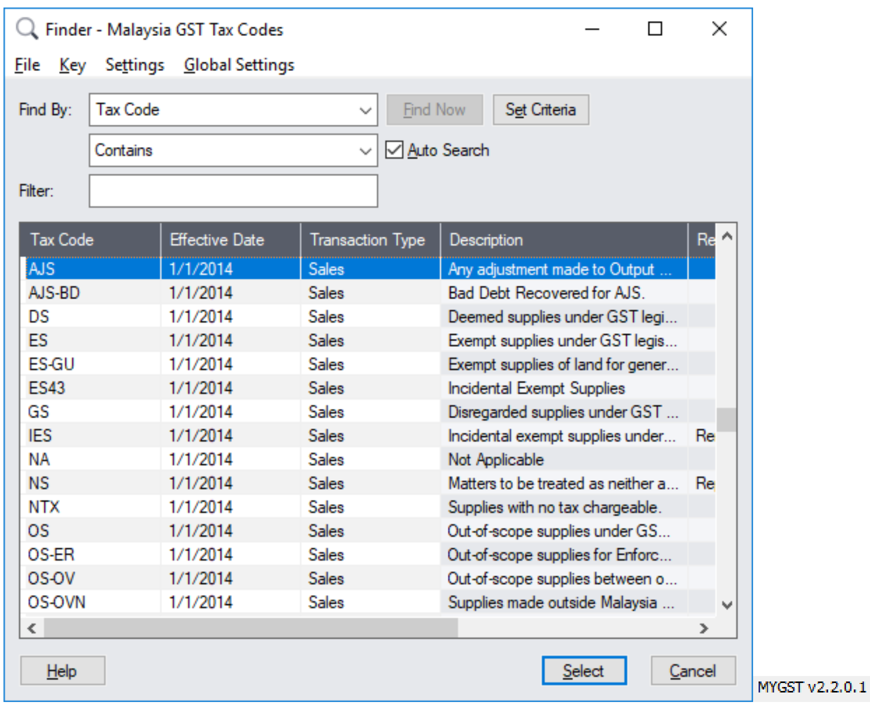
| **Note:** You may sometimes need to update the list of GST codes in Sage 300. For more information, see ""Updating GST codes" (page 22)". |

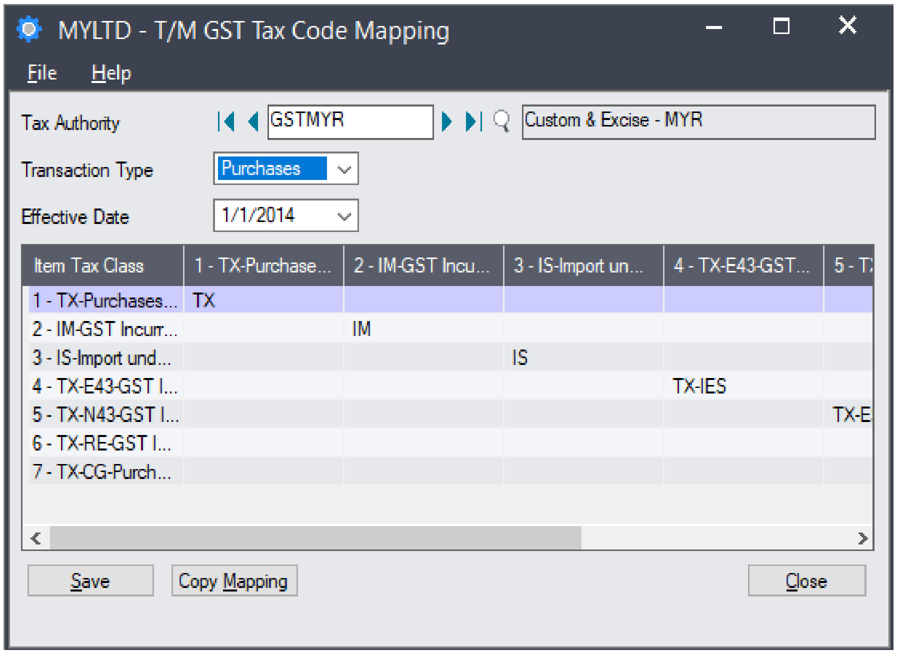



In the above example, the following tax codes are applied:

- Selling Fruit Juice (taxable) to a Local Customer is in matrix (1,1). The tax code should be SR.
- Selling Rice (non-taxable) to a Local Customer is in matrix (1,2). The tax code should be ZRL.
- Selling Fruit Juice to Singapore (export) is in matrix (1,3). The tax code should be ZRE.

**Important!** Data shown in these images are for illustration purposes only. You should consult your solution provider and a GST consultant on setting up Tax classes tailored to your business model.

6. In the **Transaction Type** field, select **Purchases** to list the Purchases tax classes that you created for the selected Tax Authority.




7. Double-click on each tax class field and click the **Search** () icon to open the “Finder -Malaysia EST Tax Codes” window.

8. Highlight the required tax code, and click **Select** to insert it into the tax class field.

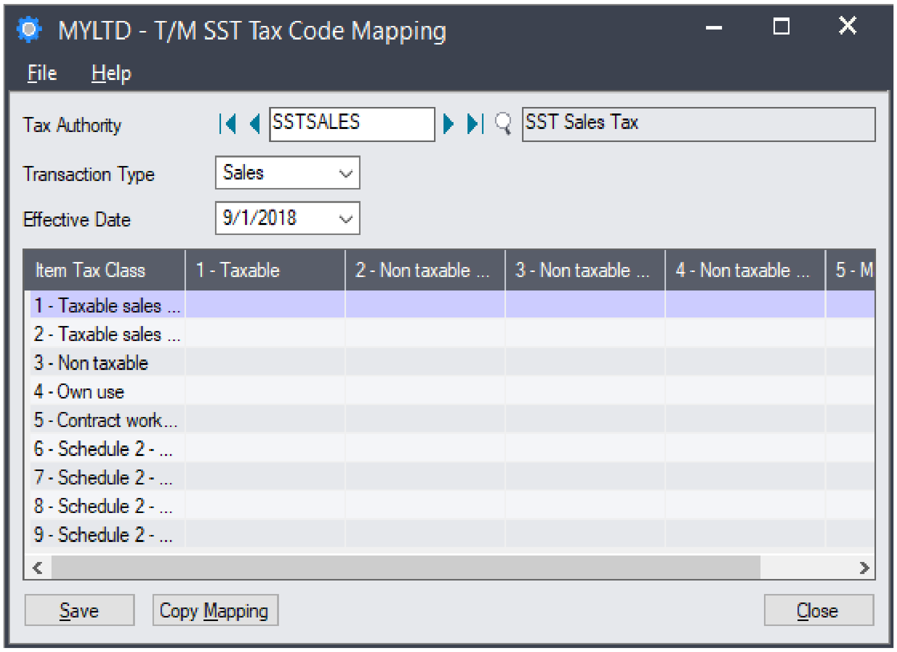
# Setting the SST tax code mapping

You need to assign the SST Tax codes as required.

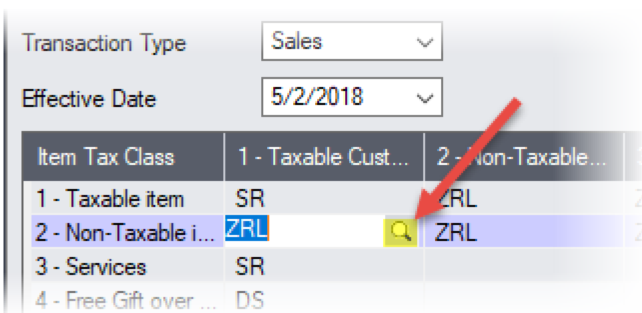
1. From **Common Services** > **Malaysia Tax Reports** > **SST**, double-click **SST Tax Code Mapping** to open the “T/M SST Tax Code Mapping” window.

2. In the **Tax Authority** field, select the Tax Authority for which the tax codes are to be mapped.

3. In the **Transaction Type** field, select **Sales** to list the Sales tax classes you have created for the selected Tax Authority.




4. Double-click on each tax class field and click the **Search** (🔍) icon to open the “Finder -Malaysia SST Tax Codes” window.




5. Highlight the required tax code, and click **Select** to insert it into the tax class field.

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|---|
| **Note:** You may sometimes need to update the list of SST codes in Sage 300. For more information, see “"Updating SST codes" (page 23)”. |

| |
|---|
| **Important!** Data shown in these images are for illustration purposes only. You should consult your solution provider and a SST consultant on setting up Tax classes tailored to your business model. |

6. In the **Transaction Type** field, select **Purchases** to list the Purchases tax classes that you created for the selected Tax Authority.

7. Double-click on each tax class field and click the **Search** (🔍) icon to open the “Finder -Malaysia SST Tax Codes” window.

8. Highlight the required tax code, and click **Select** to insert it into the tax class field.

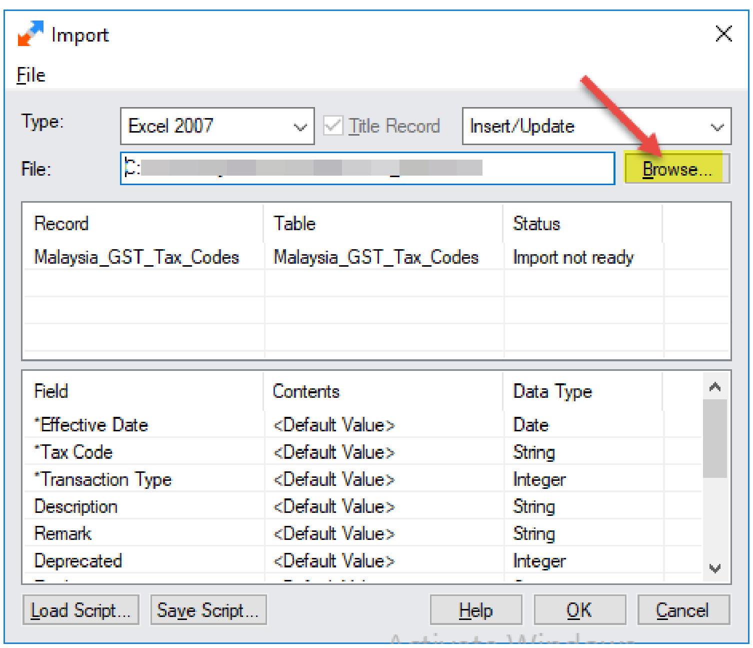
## Updating GST codes

If JKDM changes the GST codes, you can use the “T/M Import GST Codes” window to import an updated list into Sage 300 from a previously saved file.

1. From **Common Services** > **Malaysia Tax Reports** > **GST**, double-click **Import GST Codes** to open the “T/M Import GST Codes” window.


> **Tip:** As a precaution, you can save the list of GST codes that you are currently using by clicking **Export**..

2. Click **Import**, and then **Yes** to the warning message.
3. On the “Import” window, click **Browse** to select the file from which the tax code list is to be imported.

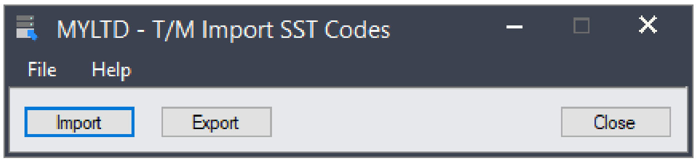



4. Click **OK** to import the updated tax code list.

# Updating SST codes

If JKDM changes the SST codes, you can use the “T/M Import SST Codes” window to import an updated list into Sage 300 from a previously saved file.

1. From **Common Services** > **Malaysia Tax Reports** > **SST**, double-click **Import SST Codes** to open the “T/M Import SST Codes” window.




**Tip:** As a precaution, you can save the list of SST codes that you are currently using by clicking **Export**.

2. Click **Import**, and then **Yes** to the warning message.
3. On the “Import” window, click **Browse** to select the file from which the SST code list is to be imported.
4. Click **OK** to import the updated tax code list.

# B2B Service Tax exempt invoices

The following requirements exist for Service Tax invoices:

- Service Tax is only chargeable to the end recipient of the service.
- Middle parties registered under the same category of services are exempt from paying Service Tax.
- Service invoices to middle parties must show the exempted tax amount.

The following steps are required to meet these requirements

1. Create an exempt service tax code to apply 0% Service Tax to middle party transactions.
   - This enables you to have an internal tax report by tax code, listing transactions showing the total taxable amount.
   - You can use the total taxable amount to compute and cross-check the 6% exempted Service Tax.
2. You must compute the 6% Service Tax manually, and enter it into a field in the invoice. This can be the item description, remark, or user-defined field. If necessary, edit the invoice template to create the required field.

# Integration settings

There are mandatory fields required to generate the GAF and GST-03. The following shows how to configure the data before entering any transactions.

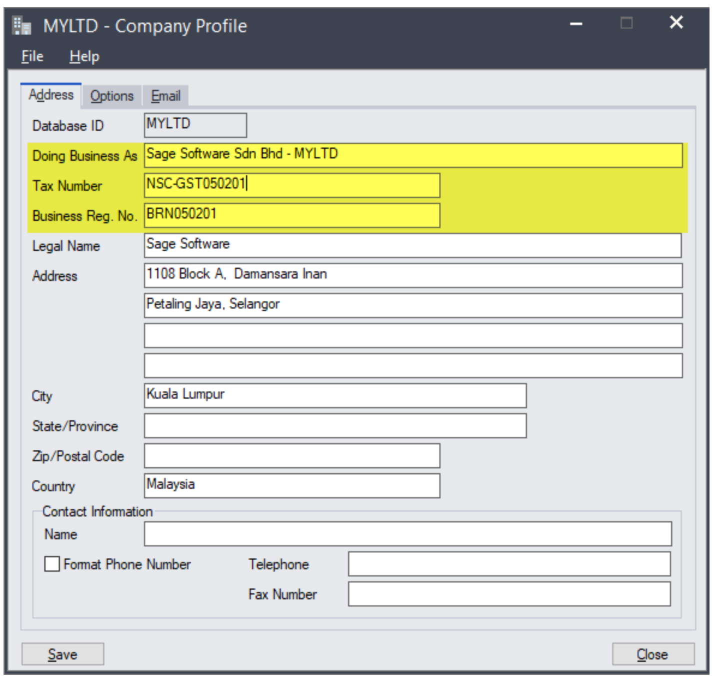
## Company Profile

1. From **Common Services**, double-click **Company Profile** to open the “Company Profile” window.
2. On the “Company Profile” window, enter the following information into the relevant fields:

   Company names => **Doing Business As**

   Company BRN => **Business Reg. No**.

   Company GST No. => **Tax Number**




## Accounts Payable and Accounts Receivable

The transfer of information from the General Ledger to the GAF requires some General Ledger Integration settings in Accounts Receivable and Accounts Payable. This information is recorded in the GAF under **L Record Elements**.

GUIDE ON ACCOUNTING SOFTWARE ENHANCEMENT TOWARDS GST COMPLIANCE
As at 05 February 2018

(iv) L Record Elements

The L record is used to record general ledger transactions by the company.

| Record Type | Element # | Element Name | Data Type | Header | Comments | |
|---|---|---|---|---|---|---|
| L | 1 | Record Identifier | AN | L | Must be a single character corresponding to record type.Must be 'L' | |
| L | 2 | Transaction Date | DATE | L2_TransactionDate | Format: dd/MM/yyyy | |
| L | 3 | Account ID | AN | L3_AccountID | General Ledger Code for individual account | |
| L | 4 | Account Type | AN | L4_AccountType | Type of account- Profit and Loss (PL) or Balance Sheet (BS), or Retained Earning (RE) | ***GAF v2.0 new field |
| L | 5 | Account Name | AN | L5_AccountName | Name of individual General Ledger account | |
| L | 6 | Transaction Description | AN | L6_TransactionDescription | Transaction Description | GL Detail Description |
| L | 7 | Entity Name | AN | L7_EntityName | Name of entity involved (if applicable) | GL Entry Description |
| L | 8 | Transaction ID | AN | L8_TransactionID | Transaction ID of unique group number that related with double entries. Example: Recommend format "yyyy-MM-serialNumber"/ "2016-06-00001" | |
| L | 9 | Source Document ID | AN | L9_SourceDocID | Source document number to which line relates (For example, cheque number, invoice number, credit note number, trust receipt number) | GL Detail Reference |
| L | 10 | Source Type | AN | L10_SourceType | Refers to type of transaction such as AR. Refers to the type of transaction such as AR, AP, Inventory, Sales, Purchases, Cash Disbursement, Cash Receipt, General Journal etc. | |
| L | 11 | Debit | C | L11_Debit | Debit Amount | |
| L | 12 | Credit | C | L12_Credit | Credit amount | |
| L | 13 | Running Balance | C | L13_RunningBalance | Running Balance Amount | |

64

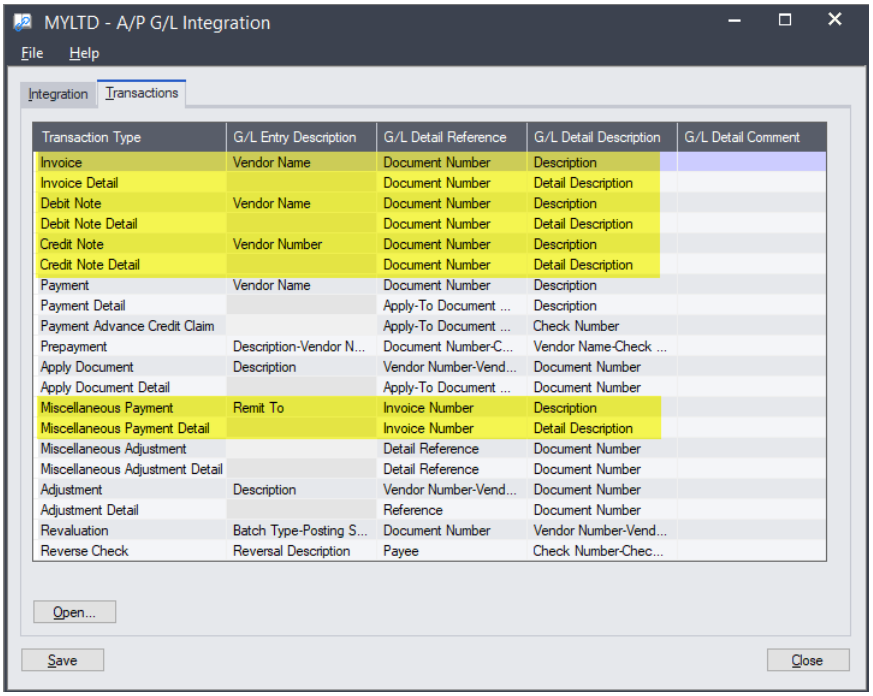
## Accounts Payable

1. From **Accounts Payable** > **A/P Setup**, double-click **G/L Integration** to open the "A/P G/L Integration" window.
2. For Account Payable Invoice entry transactions, such as Invoices, Debit Notes, and Credit Notes, click the **Transactions** tab to set the A/P G/L Integration as follows. Select the appropriate information in the GL for the GAF:

   Vendor Name => **G/L Entry Description**

   Document Number => **G/L Detail Reference**

   Detail Description => **G/L Detail Description**




| Transaction Type | G/L Entry Description | G/L Detail Reference | G/L Detail Description | G/L Detail Comment |
|---|---|---|---|---|
| Invoice | Vendor Name | Document Number | Description | |
| Invoice Detail | | Document Number | Detail Description | |
| Debit Note | Vendor Name | Document Number | Description | |
| Debit Note Detail | | Document Number | Detail Description | |
| Credit Note | Vendor Number | Document Number | Description | |
| Credit Note Detail | | Document Number | Detail Description | |
| Payment | Vendor Name | Document Number | Description | |
| Payment Detail | | Apply-To Document ... | Description | |
| Payment Advance Credit Claim | | Apply-To Document ... | Check Number | |
| Prepayment | Description-Vendor N... | Document Number-C... | Vendor Name-Check ... | |
| Apply Document | Description | Vendor Number-Vend... | Document Number | |
| Apply Document Detail | | Apply-To Document ... | Document Number | |
| Miscellaneous Payment | Remit To | Invoice Number | Description | |
| Miscellaneous Payment Detail | | Invoice Number | Detail Description | |
| Miscellaneous Adjustment | | Detail Reference | Document Number | |
| Miscellaneous Adjustment Detail | | Detail Reference | Document Number | |
| Adjustment | Description | Vendor Number-Vend... | Document Number | |
| Adjustment Detail | | Reference | Document Number | |
| Revaluation | Batch Type-Posting S... | Document Number | Vendor Number-Vend... | |
| Reverse Check | Reversal Description | Payee | Check Number-Chec... | |

3. For Account Payable Miscellaneous Payment transactions, set the following integration.

   Remit To => **G/L Entry Description**

   Invoice Number => **G/L Detail Reference**

   Detail Description => **G/L Detail Description**

   The system populates the Vendor Name in the **Remit To** field automatically if a vendor is selected.

4. Click **Save** to save your settings.

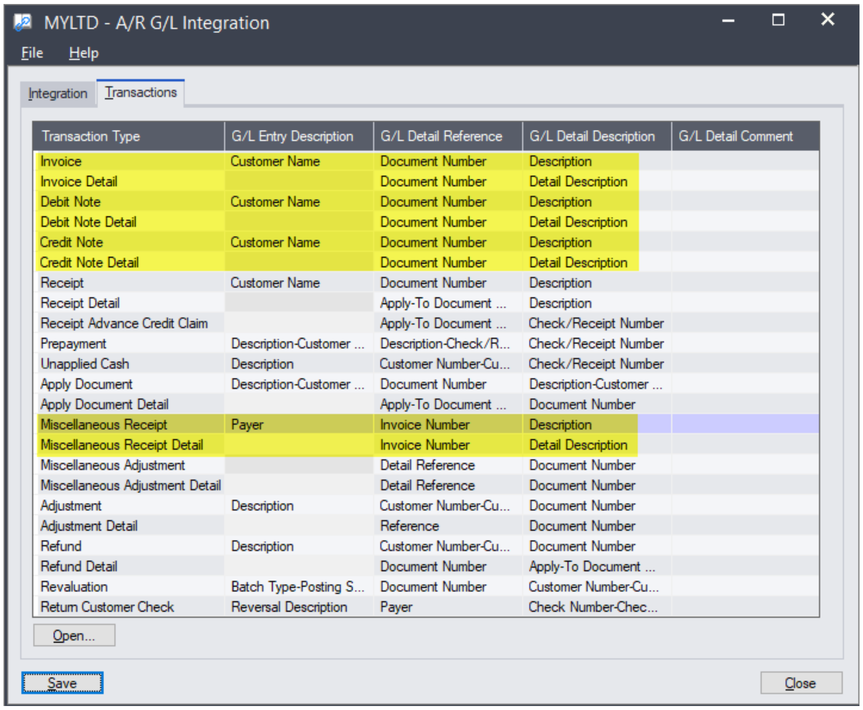
## Accounts Receivable

1. From **Accounts Receivable** > **A/R Setup**, double-click **G/L Integration** to open the “A/R G/L Integration” window.
2. For A/R Invoice transactions, such as Invoices, Debit Notes and Credit Notes, click the Transactions tab and set the A/R G/L Integration as follows. Select the appropriate information in the GL for the GAF:

   Customer Name => **G/L Entry Description**

   Document Number => **G/L Detail Reference**

   Detail Description => **G/L Detail Description**




| Transaction Type | G/L Entry Description | G/L Detail Reference | G/L Detail Description | G/L Detail Comment |
|---|---|---|---|---|
| Invoice | Customer Name | Document Number | Description | |
| Invoice Detail | | Document Number | Detail Description | |
| Debit Note | Customer Name | Document Number | Description | |
| Debit Note Detail | | Document Number | Detail Description | |
| Credit Note | Customer Name | Document Number | Description | |
| Credit Note Detail | | Document Number | Detail Description | |
| Receipt | Customer Name | Document Number | Description | |
| Receipt Detail | | Apply-To Document ... | Description | |
| Receipt Advance Credit Claim | | Apply-To Document ... | Check/Receipt Number | |
| Prepayment | Description-Customer ... | Description-Check/R... | Check/Receipt Number | |
| Unapplied Cash | Description | Customer Number-Cu... | Check/Receipt Number | |
| Apply Document | Description-Customer ... | Document Number | Description-Customer ... | |
| Apply Document Detail | | Apply-To Document ... | Document Number | |
| Miscellaneous Receipt | Payer | Invoice Number | Description | |
| Miscellaneous Receipt Detail | | Invoice Number | Detail Description | |
| Miscellaneous Adjustment | | Detail Reference | Document Number | |
| Miscellaneous Adjustment Detail | | Detail Reference | Document Number | |
| Adjustment | Description | Customer Number-Cu... | Document Number | |
| Adjustment Detail | | Reference | Document Number | |
| Refund | Description | Customer Number-Cu... | Document Number | |
| Refund Detail | | Document Number | Apply-To Document ... | |
| Revaluation | Batch Type-Posting S... | Document Number | Customer Number-Cu... | |
| Return Customer Check | Reversal Description | Payer | Check Number-Chec... | |

3. For Accounts Receivable Miscellaneous Receipt transactions, set the following integration.

   Payer => **G/L Entry Description**

   Invoice Number => **G/L Detail Reference**

   Detail Description => **G/L Detail Description**

   The system populates the Customer name in the **Payer** field automatically if a customer is selected.

## Customer and vendor information

The Customer and Vendor GST numbers are also required. This information is reflected in the GAF under the **P and S Record Elements**.

GUIDE ON ACCOUNTING SOFTWARE ENHANCEMENT TOWARDS GST COMPLIANCE
As at 05 February 2018

**(iii) S Record Elements**

The S Records should record sales made by the company defined in the C record.

| Record Type | Element # | Element Name | Data Type | Header | Comments |
|---|---|---|---|---|---|
| S | 1 | Record Identifier | AN | S | Must be a single character corresponding to record type and must be 'S' |
| S | 2 | Customer Name | AN | S2_CustomerName | Name of customer |
| S | 3 | Customer BRN | AN | S3_CustomerBRN | Business Registration Number (BRN) of company which attain the supply/sale (If any) |
| S | 4 | Customer GST No | AN | S4_CustomerGSTNo | GST registration number of company from which supply was made (If any) |
| S | 5 | Invoice Date | DATE | S5_InvoiceDate | Invoice Date (Format: dd/MM/yyyy) |
| S | 6 | Invoice No | AN | S6_InvoiceNo | Invoice Number |
| S | 7 | Export Declaration Number | AN | S7_ExportK2No | Export Declaration Number. (e.g., Customs Form No. 2) |
| S | 8 | Line Number | AN | S8_LineNo | Number of Invoice Line |
| S | 9 | Product Description | AN | S9_ProductDescription | Description for what was sold |
| S | 10 | Supply Value (in MYR) | C | S10_SValueMYR | Value of supply excluding GST in Malaysia Ringgit |
| S | 11 | Supply Value GST Amount | C | S11_SGSTValueMYR | Value of GST on supply in Malaysia Ringgit |
| S | 12 | Tax Code | AN | S12_TaxCode | Tax code for lookup in tables |
| S | 13 | Country | AN | S13_Country | Destination of goods being exported. Example: KOREA |
| S | 14 | Foreign Currency Code | AN | S14_FCYCode | ISO's currency codes (3-letteralphabetical code) of Foreign Currency. Example: USD |
| S | 15 | Supply Foreign Currency Amount | C | S15_SValueFCY | Value of supply excluding GST in Foreign Currency (If applicable) |
| S | 16 | Supply Currency GST Amount | C | S16_SGSTValueFCY | Value of GST on supply in Foreign Currency (If applicable) |

**Customer GST *** GAF v2.0 new field**

**Export Declaration Number *** GAF v2.0 new field**

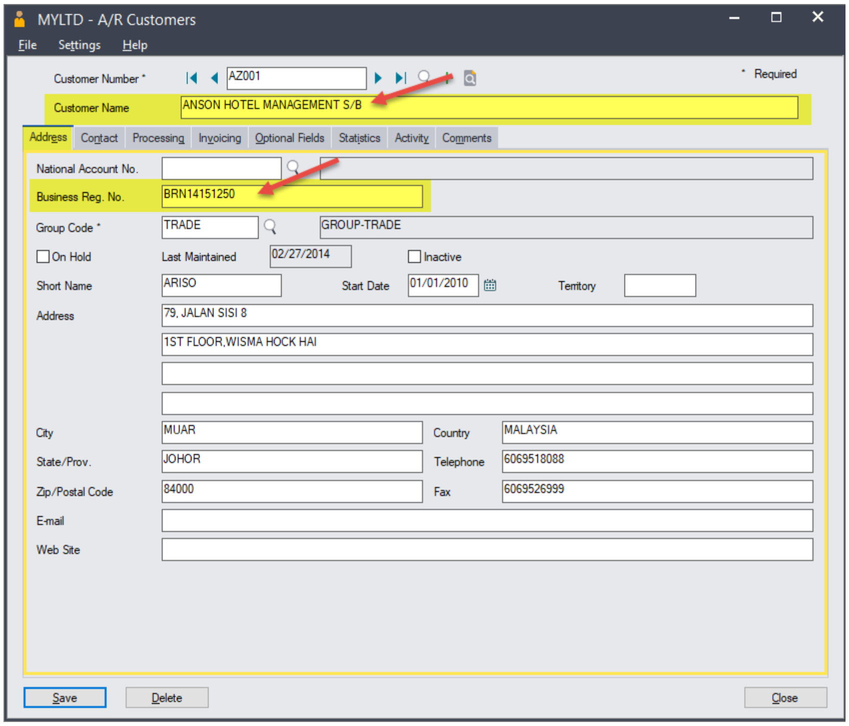
63

## Customer information

1. From **Accounts Receivable** > **A/R Customers**, double-click **Customers** to open the "A/R Customers" window.
2. On the "A/R Customers window", click the **Address** tab to enter the following information into the relevant fields:

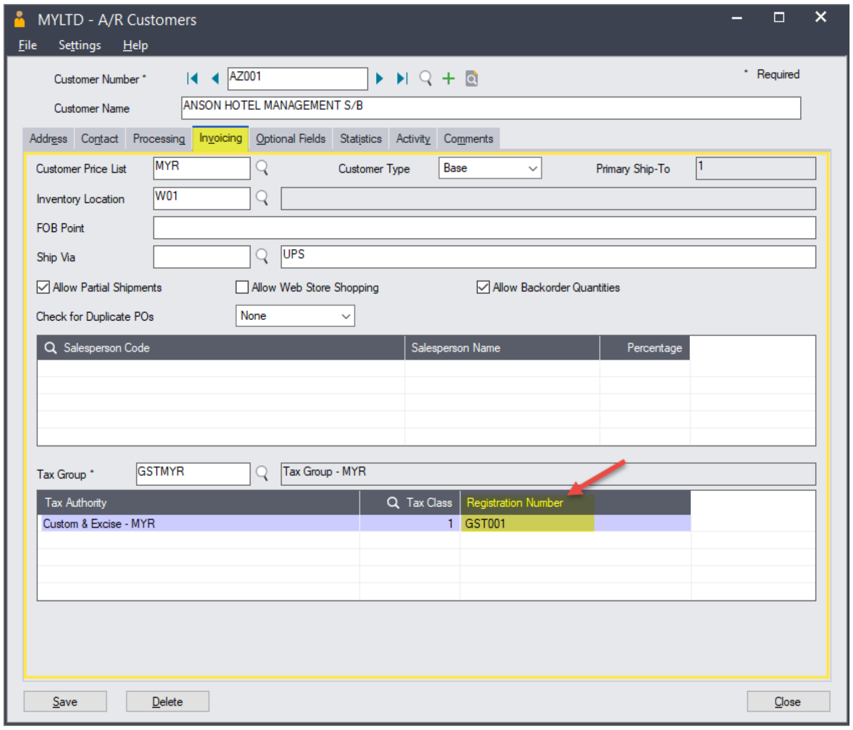
   Customer Name => **Customer Name**

   Customer BRN => **Business Reg. No.**

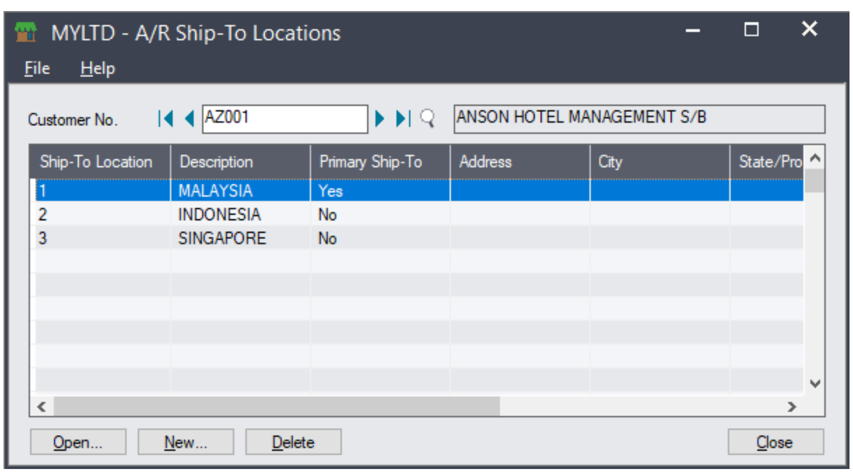



3. Click the **Invoicing** tab to enter the following information:

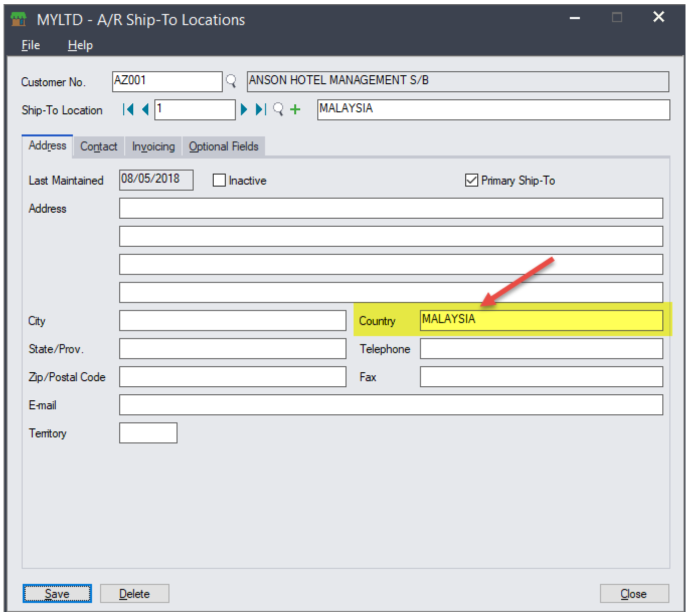
   Customer GST => **Registration Number**



4. Click **Save** to save your settings.
5. From **Accounts Receivable** > **A/R Customers**, double-click **Ship-To Locations** to open the "A/R Ship-To Locations" window.
6. In the "A/R Ship-To Locations" window, create a default Primary Ship-To-Location to specify the country to which Account Receivable transactions for the selected customer are shipped.



The **Country** field should not be blank.



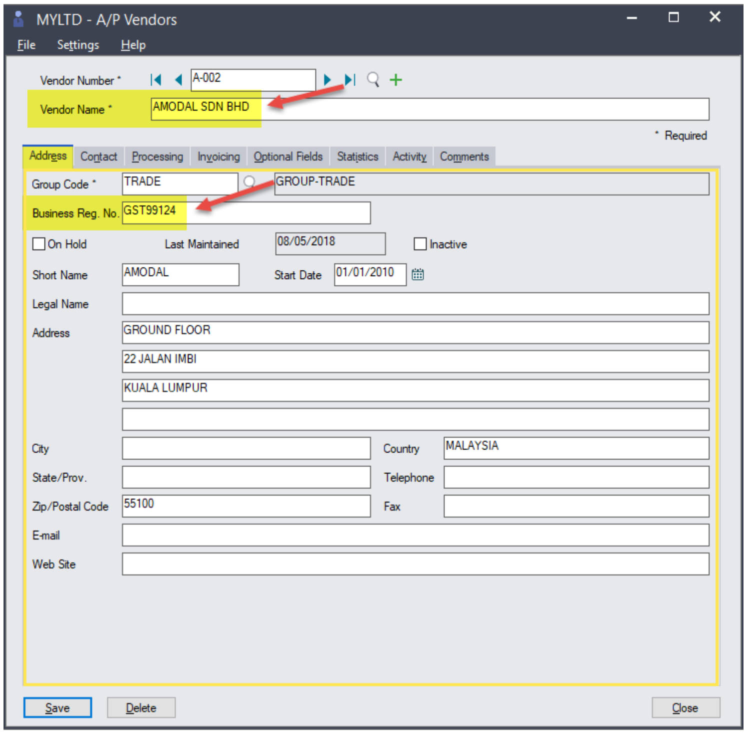

This information is recorded in the GAF under **S Record Elements**.

## Vendor information

1. From **Accounts Payable** > **A/P Vendors**, double-click **Vendors** to open the "A/P Vendors" window.
2. On the "A/P Vendors", click the **Address** tab to enter the following information into the relevant fields:

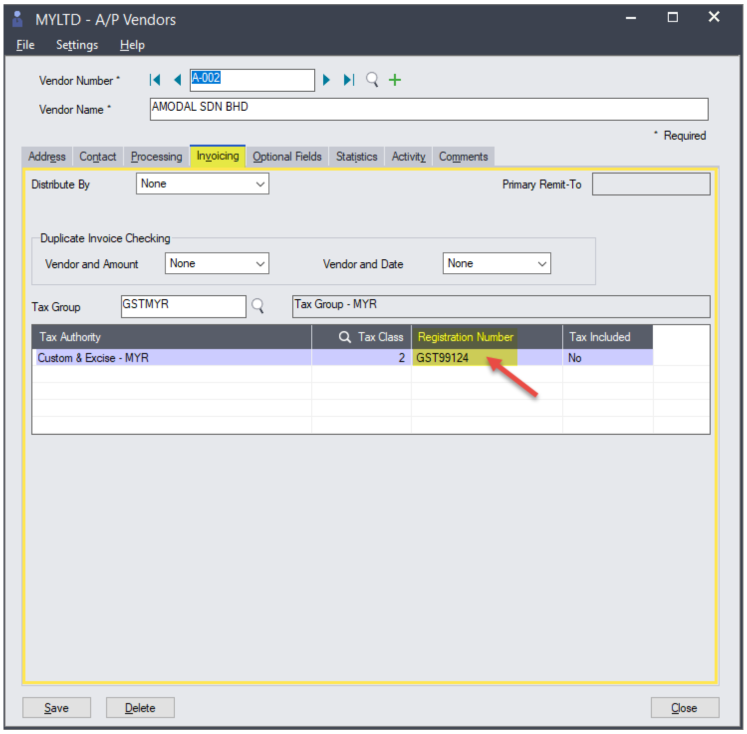
   Supplier Name => **Vendor Name**

   Supplier BRN => **Business Reg. No.**




3. Click the **Invoicing** tab to enter the following information into the relevant field:

   Supplier GST = **Registration Number**




This information is recorded in the GAF the under **P Record Elements**.

If you use the Order Entry module, the S record information is acquired from Order Entry Invoice transactions when they are posted to Accounts Receivable. Make sure that both the customer and the items tax are set up before entering transactions.

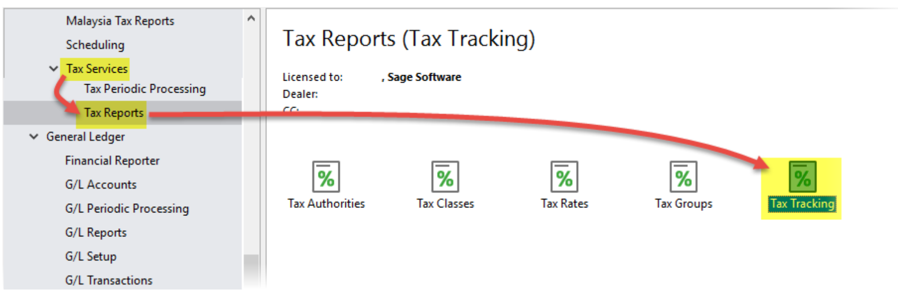
If you use the Purchase Order module, once the PO Invoice is posted in Accounts Payable, the details of the PO Invoice are updated in the GAF.

# Chapter 4: Generating Reports

Learn how to generate and print reports containing information that you need when reporting taxes.

## Tax Tracking report

1. To run a Purchase and Sales Tax Tracking report, from **Tax Services** > **Tax Reports**, double-click **Tax Tracking**.

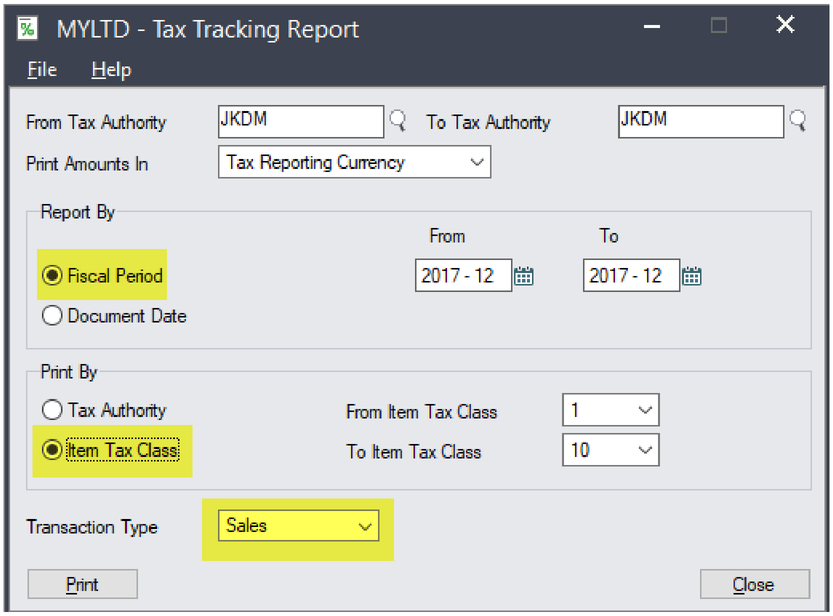



2. On the “Tax Tracking Report” window do the following:

   a. Under **Report By**, select the desired period.

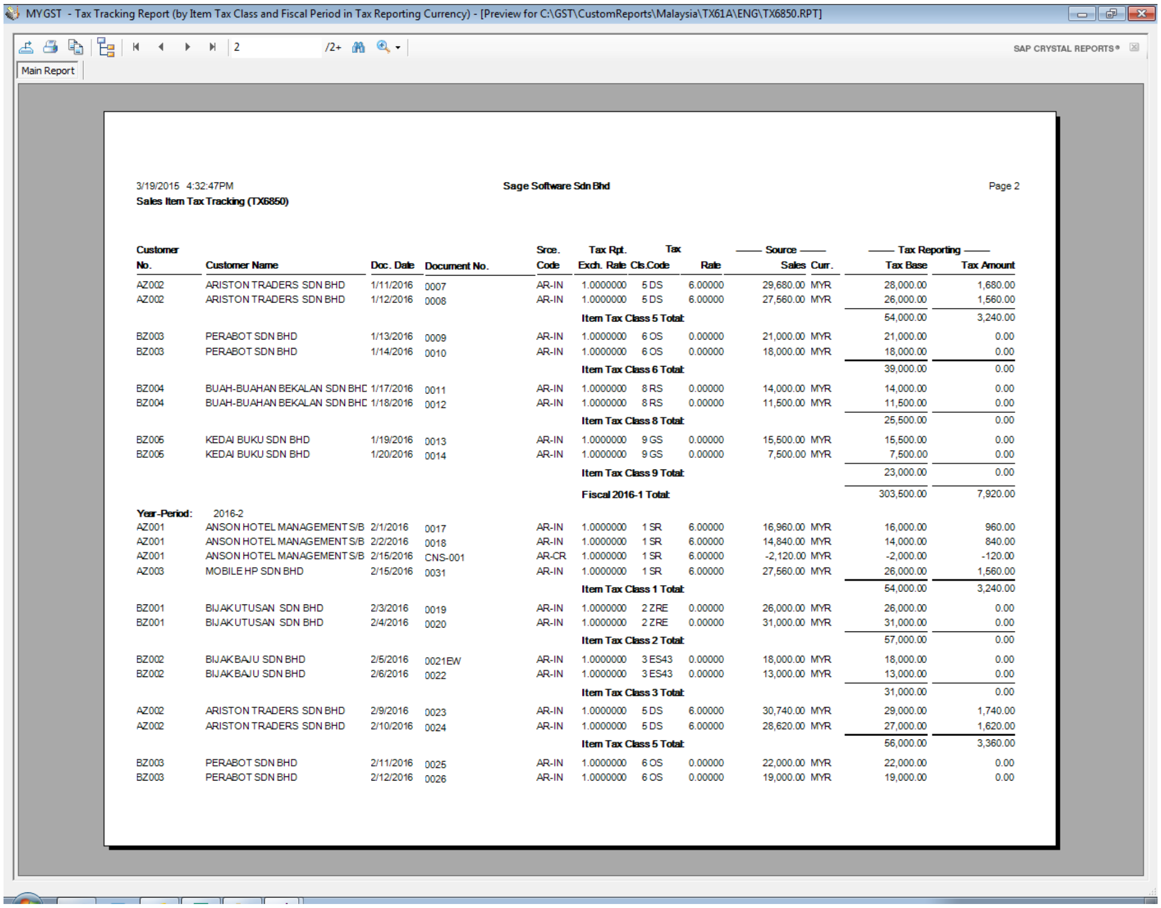
   b. Under **Print By**, select **Item Tax Class**.

   c. In the **Transaction Type** field, select the desired transaction type, which can be **Sales** or **Purchases**.




3. Click **Print** to run the report.

| |
|---|
| **Important!** This information should be kept for tax audit purposes. **DO NOT** choose "Clear Tax Tracking Information" unless the GST-03 and GAF reports have been generated. |


MYGST - Tax Tracking Report (by Item Tax Class and Fiscal Period in Tax Reporting Currency) - [Preview for C:\GST\CustomReports\Malaysia\TX61A\ENG\TX6850.RPT]

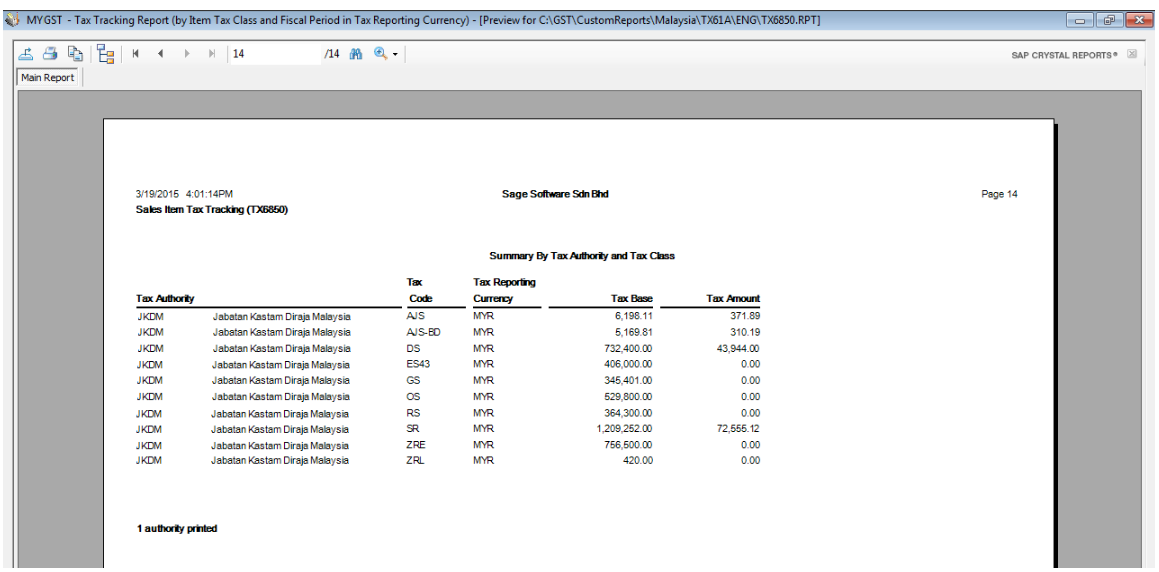
Main Report

3/19/2015 4:32:47PM Sage Software Sdn Bhd Page 2

Sales Item Tax Tracking (TX6850)

| Customer No. | Customer Name | Doc. Date | Document No. | Srce. Code | Tax Rpt. Exch. Rate | Tax Cls.Code | Rate | Source Sales | Source Curr. | Tax Reporting Tax Base | Tax Reporting Tax Amount |
|---|---|---|---|---|---|---|---|---|---|---|---|
| AZ002 | ARISTON TRADERS SDN BHD | 1/11/2016 | 0007 | AR-IN | 1.0000000 | 5 DS | 6.00000 | 29,680.00 | MYR | 28,000.00 | 1,680.00 |
| AZ002 | ARISTON TRADERS SDN BHD | 1/12/2016 | 0008 | AR-IN | 1.0000000 | 5 DS | 6.00000 | 27,560.00 | MYR | 26,000.00 | 1,560.00 |
| | | | | | Item Tax Class 5 Total: | | | | | 54,000.00 | 3,240.00 |
| BZ003 | PERABOT SDN BHD | 1/13/2016 | 0009 | AR-IN | 1.0000000 | 6 OS | 0.00000 | 21,000.00 | MYR | 21,000.00 | 0.00 |
| BZ003 | PERABOT SDN BHD | 1/14/2016 | 0010 | AR-IN | 1.0000000 | 6 OS | 0.00000 | 18,000.00 | MYR | 18,000.00 | 0.00 |
| | | | | | Item Tax Class 6 Total: | | | | | 39,000.00 | 0.00 |
| BZ004 | BUAH-BUAHAN BEKALAN SDN BHD | 1/17/2016 | 0011 | AR-IN | 1.0000000 | 8 RS | 0.00000 | 14,000.00 | MYR | 14,000.00 | 0.00 |
| BZ004 | BUAH-BUAHAN BEKALAN SDN BHD | 1/18/2016 | 0012 | AR-IN | 1.0000000 | 8 RS | 0.00000 | 11,500.00 | MYR | 11,500.00 | 0.00 |
| | | | | | Item Tax Class 8 Total: | | | | | 25,500.00 | 0.00 |
| BZ005 | KEDAI BUKU SDN BHD | 1/19/2016 | 0013 | AR-IN | 1.0000000 | 9 GS | 0.00000 | 15,500.00 | MYR | 15,500.00 | 0.00 |
| BZ005 | KEDAI BUKU SDN BHD | 1/20/2016 | 0014 | AR-IN | 1.0000000 | 9 GS | 0.00000 | 7,500.00 | MYR | 7,500.00 | 0.00 |
| | | | | | Item Tax Class 9 Total: | | | | | 23,000.00 | 0.00 |
| | | | | | Fiscal 2016-1 Total: | | | | | 303,500.00 | 7,920.00 |
| Year-Period: | 2016-2 | | | | | | | | | | |
| AZ001 | ANSON HOTEL MANAGEMENT S/B | 2/1/2016 | 0017 | AR-IN | 1.0000000 | 1 SR | 6.00000 | 16,960.00 | MYR | 16,000.00 | 960.00 |
| AZ001 | ANSON HOTEL MANAGEMENT S/B | 2/2/2016 | 0018 | AR-IN | 1.0000000 | 1 SR | 6.00000 | 14,840.00 | MYR | 14,000.00 | 840.00 |
| AZ001 | ANSON HOTEL MANAGEMENT S/B | 2/15/2016 | CNS-001 | AR-CR | 1.0000000 | 1 SR | 6.00000 | -2,120.00 | MYR | -2,000.00 | -120.00 |
| AZ003 | MOBILE HP SDN BHD | 2/15/2016 | 0031 | AR-IN | 1.0000000 | 1 SR | 6.00000 | 27,560.00 | MYR | 26,000.00 | 1,560.00 |
| | | | | | Item Tax Class 1 Total: | | | | | 54,000.00 | 3,240.00 |
| BZ001 | BIJAK UTUSAN SDN BHD | 2/3/2016 | 0019 | AR-IN | 1.0000000 | 2 ZRE | 0.00000 | 26,000.00 | MYR | 26,000.00 | 0.00 |
| BZ001 | BIJAK UTUSAN SDN BHD | 2/4/2016 | 0020 | AR-IN | 1.0000000 | 2 ZRE | 0.00000 | 31,000.00 | MYR | 31,000.00 | 0.00 |
| | | | | | Item Tax Class 2 Total: | | | | | 57,000.00 | 0.00 |
| BZ002 | BIJAK BAJU SDN BHD | 2/5/2016 | 0021EW | AR-IN | 1.0000000 | 3 ES43 | 0.00000 | 18,000.00 | MYR | 18,000.00 | 0.00 |
| BZ002 | BIJAK BAJU SDN BHD | 2/6/2016 | 0022 | AR-IN | 1.0000000 | 3 ES43 | 0.00000 | 13,000.00 | MYR | 13,000.00 | 0.00 |
| | | | | | Item Tax Class 3 Total: | | | | | 31,000.00 | 0.00 |
| AZ002 | ARISTON TRADERS SDN BHD | 2/9/2016 | 0023 | AR-IN | 1.0000000 | 5 DS | 6.00000 | 30,740.00 | MYR | 29,000.00 | 1,740.00 |
| AZ002 | ARISTON TRADERS SDN BHD | 2/10/2016 | 0024 | AR-IN | 1.0000000 | 5 DS | 6.00000 | 28,620.00 | MYR | 27,000.00 | 1,620.00 |
| | | | | | Item Tax Class 5 Total: | | | | | 56,000.00 | 3,360.00 |
| BZ003 | PERABOT SDN BHD | 2/11/2016 | 0025 | AR-IN | 1.0000000 | 6 OS | 0.00000 | 22,000.00 | MYR | 22,000.00 | 0.00 |
| BZ003 | PERABOT SDN BHD | 2/12/2016 | 0026 | AR-IN | 1.0000000 | 6 OS | 0.00000 | 19,000.00 | MYR | 19,000.00 | 0.00 |

This report includes a summary of the tax codes on the last page.


MYGST - Tax Tracking Report (by Item Tax Class and Fiscal Period in Tax Reporting Currency) - [Preview for C:\GST\CustomReports\Malaysia\TX61A\ENG\TX6850.RPT]

Main Report

3/19/2015 4:01:14PM Sage Software Sdn Bhd Page 14

Sales Item Tax Tracking (TX6850)

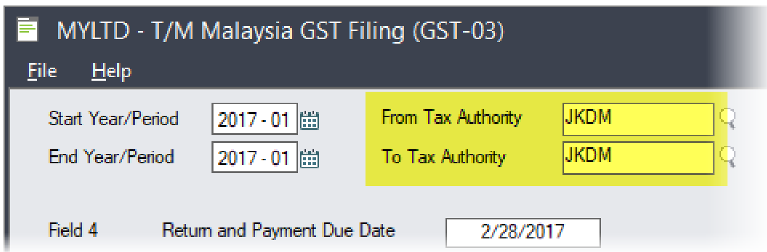
Summary By Tax Authority and Tax Class

| Tax Authority | | Tax Code | Tax Reporting Currency | Tax Base | Tax Amount |
|---|---|---|---|---|---|
| JKDM | Jabatan Kastam Diraja Malaysia | AJS | MYR | 6,198.11 | 371.89 |
| JKDM | Jabatan Kastam Diraja Malaysia | AJS-BD | MYR | 5,169.81 | 310.19 |
| JKDM | Jabatan Kastam Diraja Malaysia | DS | MYR | 732,400.00 | 43,944.00 |
| JKDM | Jabatan Kastam Diraja Malaysia | ES43 | MYR | 406,000.00 | 0.00 |
| JKDM | Jabatan Kastam Diraja Malaysia | GS | MYR | 345,401.00 | 0.00 |
| JKDM | Jabatan Kastam Diraja Malaysia | OS | MYR | 529,800.00 | 0.00 |
| JKDM | Jabatan Kastam Diraja Malaysia | RS | MYR | 364,300.00 | 0.00 |
| JKDM | Jabatan Kastam Diraja Malaysia | SR | MYR | 1,209,252.00 | 72,555.12 |
| JKDM | Jabatan Kastam Diraja Malaysia | ZRE | MYR | 756,500.00 | 0.00 |
| JKDM | Jabatan Kastam Diraja Malaysia | ZRL | MYR | 420.00 | 0.00 |

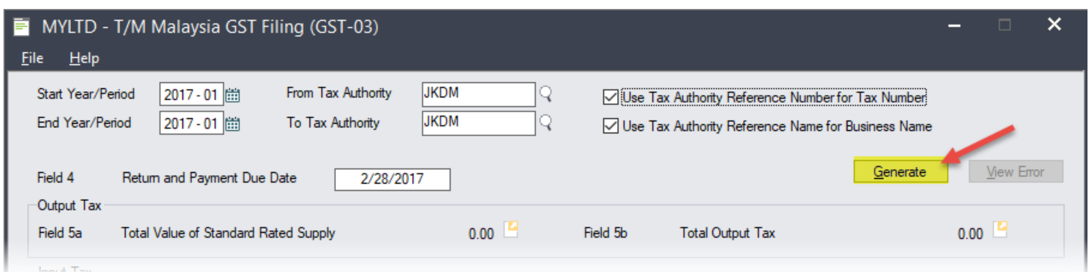
1 authority printed

# GST-03 report

1. From **Common Services** > **Malaysia Tax Reports** > **GST**, double-click **GST 03** to prepare the GST-03 submission to JKDM.
2. In the **From Tax Authority** and **To Tax Authority** fields, you can specify the range of Tax authorities for which the GST-03 report is to be generated. Enter the same Tax Authority in both fields to specify only one.

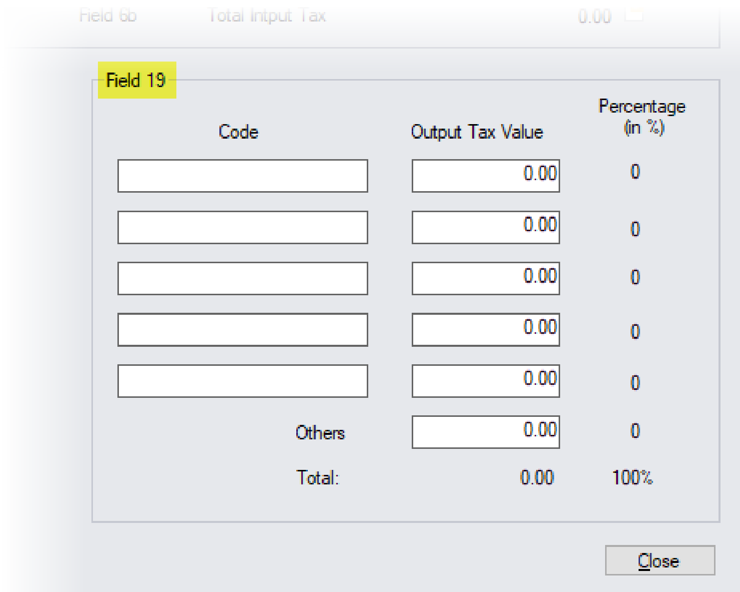



3. Click **Generate** to display the data for the selected period.

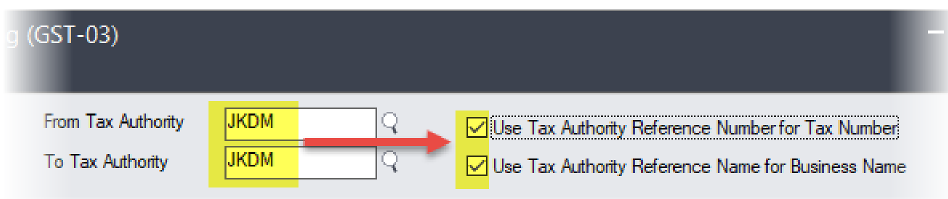



4. Under **Field 19**, enter the applicable industrial codes and their corresponding output tax values.

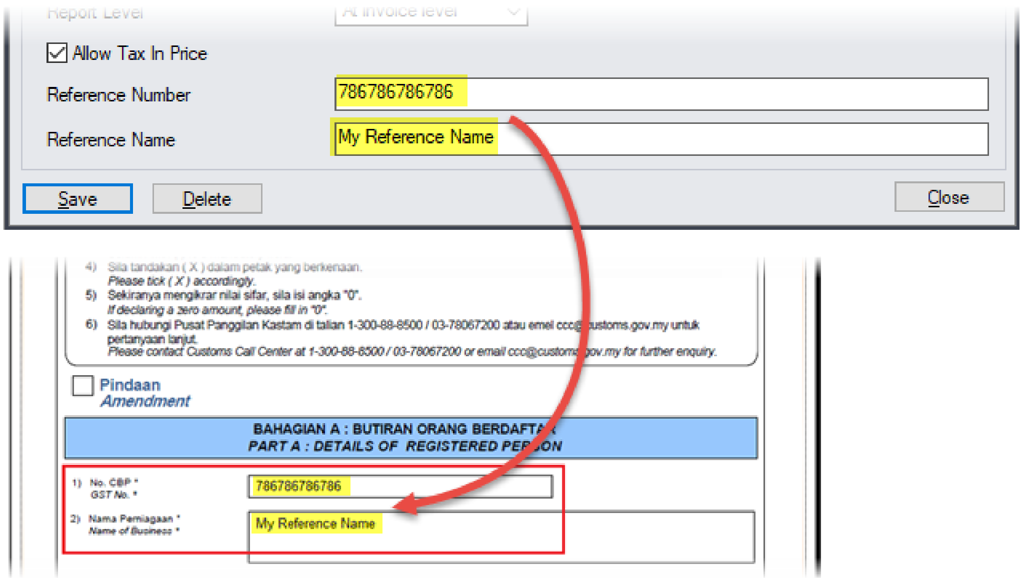
   The information retrieved from reports depends on how the items have been set up. For example, if you use Inventory Control, you can enter the industrial code into Item->Commodity Number, and then use this to extract it from the report.



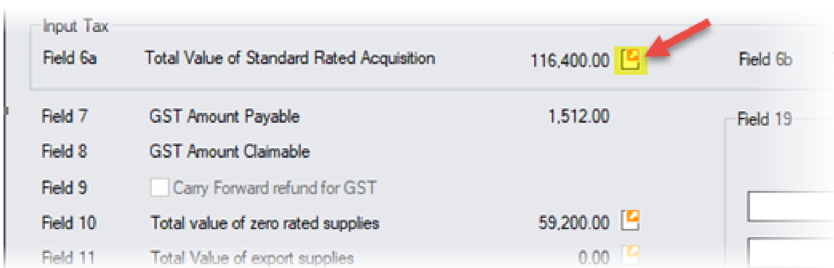

5. If you specify a single Tax Authority, the **Use Tax Authority Reference Number for Tax Number** and **Use Tax Authority Reference Name for Business Name** check boxes become available.



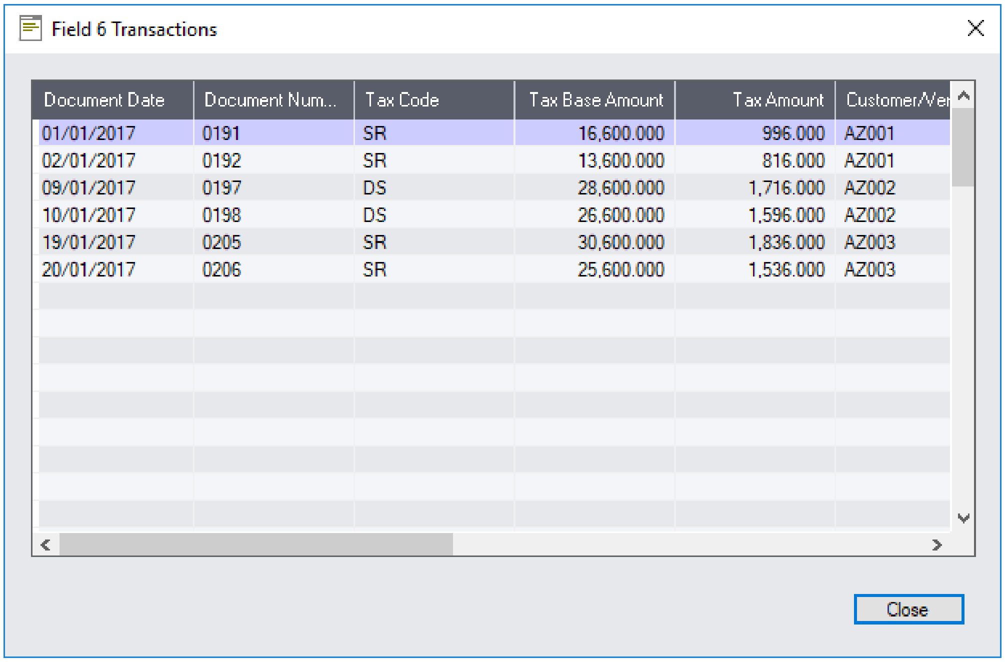

Select these check boxes to use what is entered in the "Tax Authorities" window **Reference Number** and **Reference Name** fields for the selected Tax Authority as the Tax Number and Business Name in the GST-03 report..




6. You can drill down into each value by clicking on the icon.

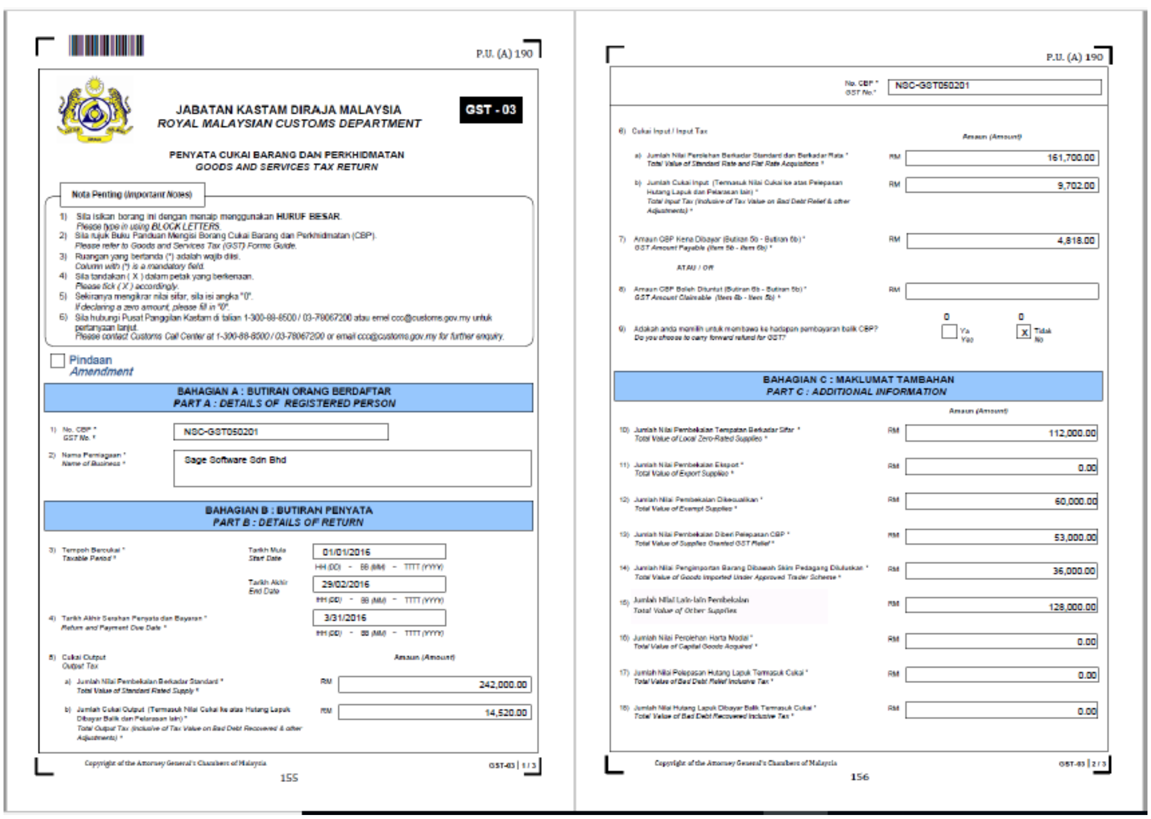



This generates a list of transactions as shown below.

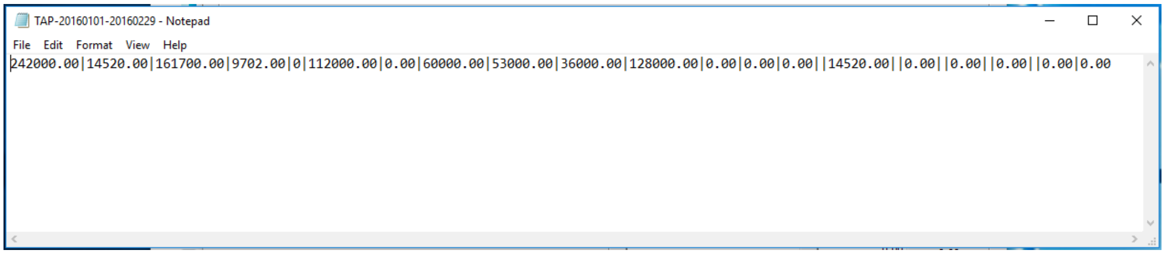



| Document Date | Document Num... | Tax Code | Tax Base Amount | Tax Amount | Customer/Ve |
|---|---|---|---|---|---|
| 01/01/2017 | 0191 | SR | 16,600.000 | 996.000 | AZ001 |
| 02/01/2017 | 0192 | SR | 13,600.000 | 816.000 | AZ001 |
| 09/01/2017 | 0197 | DS | 28,600.000 | 1,716.000 | AZ002 |
| 10/01/2017 | 0198 | DS | 26,600.000 | 1,596.000 | AZ002 |
| 19/01/2017 | 0205 | SR | 30,600.000 | 1,836.000 | AZ003 |
| 20/01/2017 | 0206 | SR | 25,600.000 | 1,536.000 | AZ003 |

7. Click **Print** to print the GST-03 report.

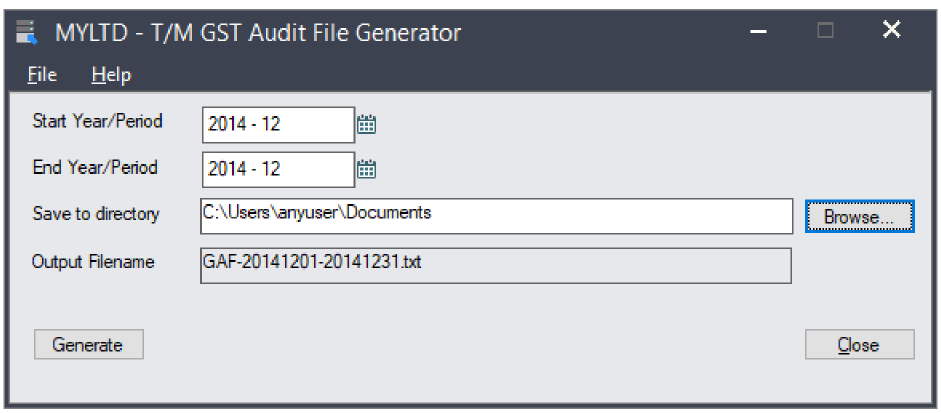


1. Alternatively, click on the **Generate TAP Return File** button to produce a TAP file for submission via the JKDM website.

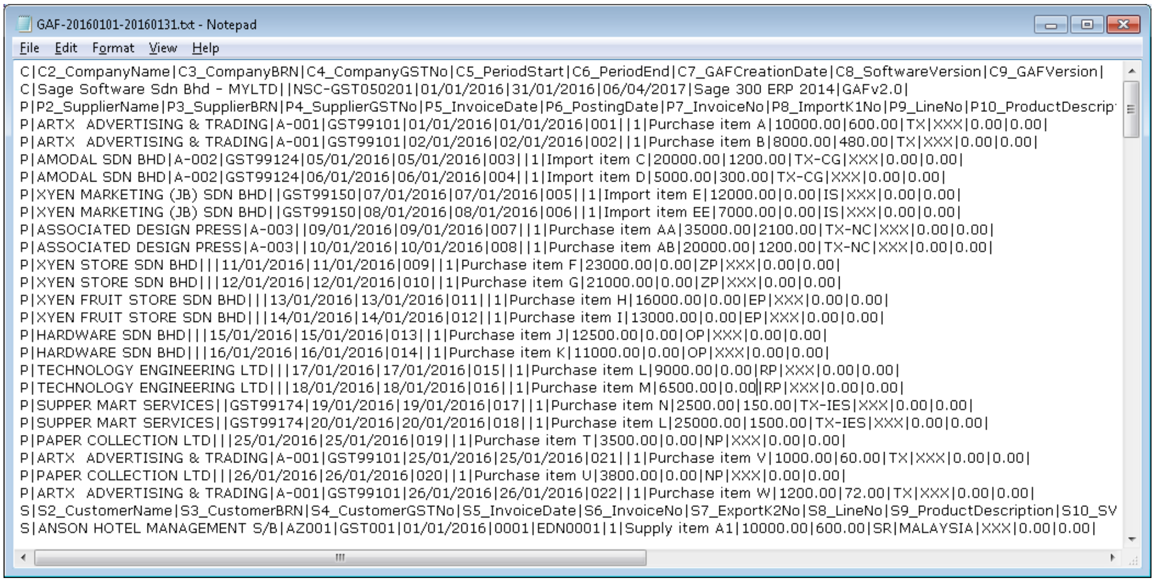



# GAF report

1. From **Common Services** > **Malaysia Tax Reports** > **GST**, double-click **GAF File** to generate the GAF in text format for submission to JKDM.
2. On the "T/M GST Audit File Generator" window, enter the period to be covered in the report, and the name and location of the output report file.
3. Click **Generate** to generate the GAF report.



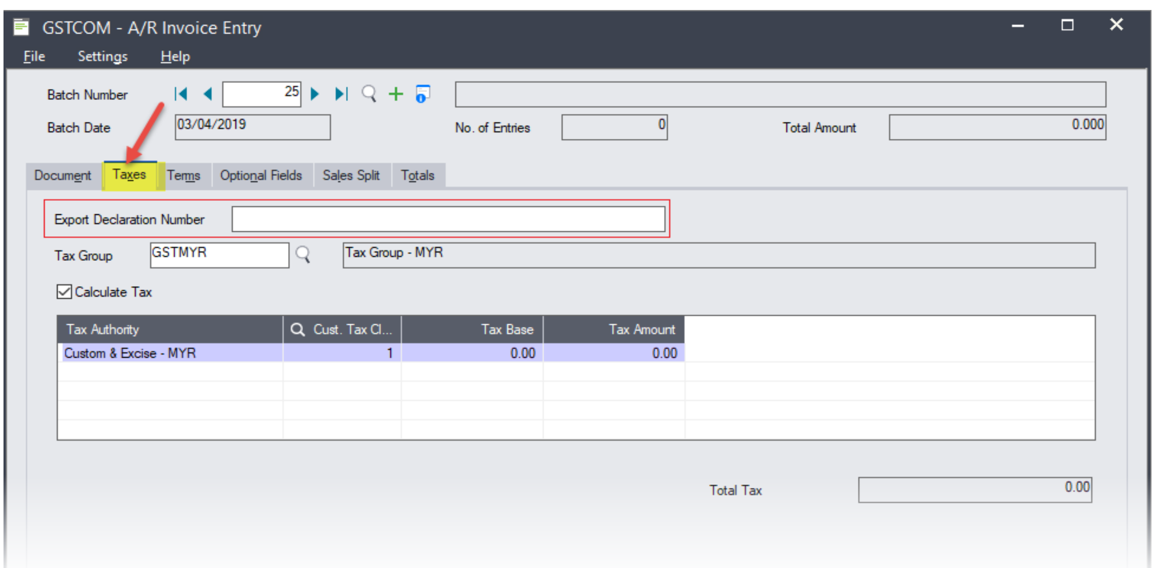

The generated output file is as shown below. Please note the change of format between GAF v1.0 and GAF v2.0.

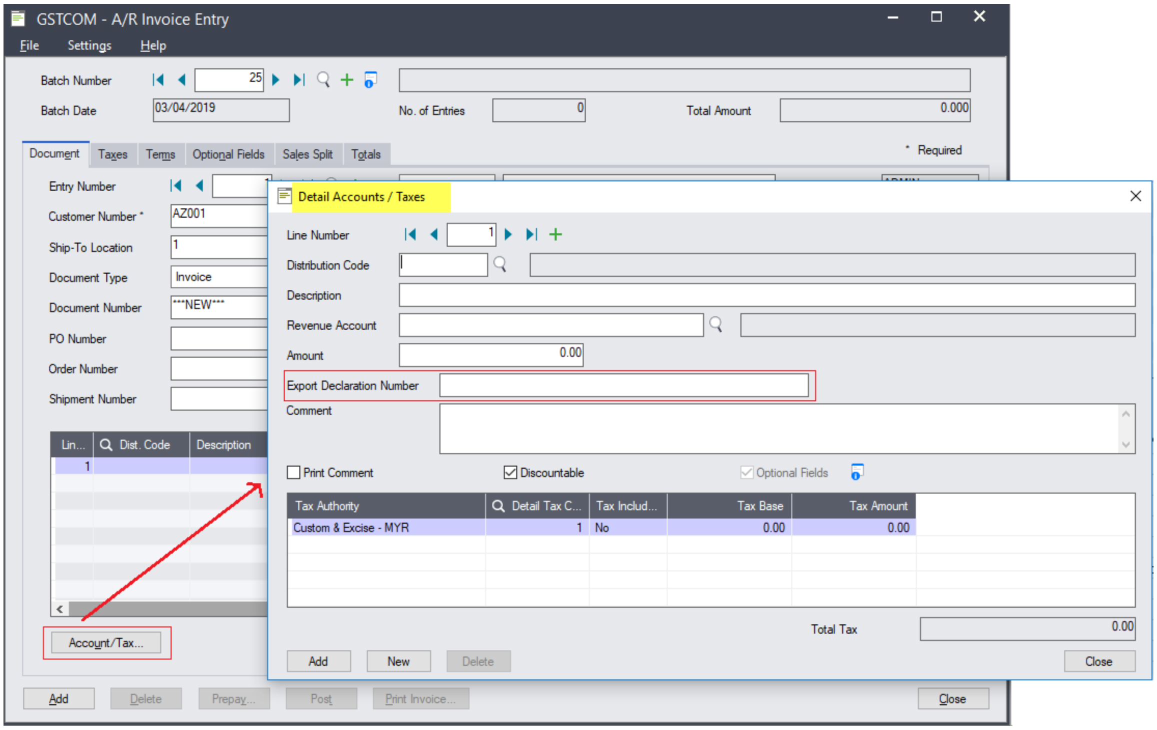



```
C|C2_CompanyName|C3_CompanyBRN|C4_CompanyGSTNo|C5_PeriodStart|C6_PeriodEnd|C7_GAFCreationDate|C8_SoftwareVersion|C9_GAFVersion|
C|Sage Software Sdn Bhd - MYLTD||NSC-GST050201|01/01/2016|31/01/2016|06/04/2017|Sage 300 ERP 2014|GAFv2.0|
P|P2_SupplierName|P3_SupplierBRN|P4_SupplierGSTNo|P5_InvoiceDate|P6_PostingDate|P7_InvoiceNo|P8_ImportK1No|P9_LineNo|P10_ProductDescrip
P|ARTX  ADVERTISING & TRADING|A-001|GST99101|01/01/2016|01/01/2016|001||1|Purchase item A|10000.00|600.00|TX|XXX|0.00|0.00|
P|ARTX  ADVERTISING & TRADING|A-001|GST99101|02/01/2016|02/01/2016|002||1|Purchase item B|8000.00|480.00|TX|XXX|0.00|0.00|
P|AMODAL SDN BHD|A-002|GST99124|05/01/2016|05/01/2016|003||1|Import item C|20000.00|1200.00|TX-CG|XXX|0.00|0.00|
P|AMODAL SDN BHD|A-002|GST99124|06/01/2016|06/01/2016|004||1|Import item D|5000.00|300.00|TX-CG|XXX|0.00|0.00|
P|XYEN MARKETING (JB) SDN BHD||GST99150|07/01/2016|07/01/2016|005||1|Import item E|12000.00|0.00|IS|XXX|0.00|0.00|
P|XYEN MARKETING (JB) SDN BHD||GST99150|08/01/2016|08/01/2016|006||1|Import item EE|7000.00|0.00|IS|XXX|0.00|0.00|
P|ASSOCIATED DESIGN PRESS|A-003||09/01/2016|09/01/2016|007||1|Purchase item AA|35000.00|2100.00|TX-NC|XXX|0.00|0.00|
P|ASSOCIATED DESIGN PRESS|A-003||10/01/2016|10/01/2016|008||1|Purchase item AB|20000.00|1200.00|TX-NC|XXX|0.00|0.00|
P|XYEN STORE SDN BHD|||11/01/2016|11/01/2016|009||1|Purchase item F|23000.00|0.00|ZP|XXX|0.00|0.00|
P|XYEN STORE SDN BHD|||12/01/2016|12/01/2016|010||1|Purchase item G|21000.00|0.00|ZP|XXX|0.00|0.00|
P|XYEN FRUIT STORE SDN BHD|||13/01/2016|13/01/2016|011||1|Purchase item H|16000.00|0.00|EP|XXX|0.00|0.00|
P|XYEN FRUIT STORE SDN BHD|||14/01/2016|14/01/2016|012||1|Purchase item I|13000.00|0.00|EP|XXX|0.00|0.00|
P|HARDWARE SDN BHD|||15/01/2016|15/01/2016|013||1|Purchase item J|12500.00|0.00|OP|XXX|0.00|0.00|
P|HARDWARE SDN BHD|||16/01/2016|16/01/2016|014||1|Purchase item K|11000.00|0.00|OP|XXX|0.00|0.00|
P|TECHNOLOGY ENGINEERING LTD|||17/01/2016|17/01/2016|015||1|Purchase item L|9000.00|0.00|RP|XXX|0.00|0.00|
P|TECHNOLOGY ENGINEERING LTD|||18/01/2016|18/01/2016|016||1|Purchase item M|6500.00|0.00|RP|XXX|0.00|0.00|
P|SUPPER MART SERVICES||GST99174|19/01/2016|19/01/2016|017||1|Purchase item N|2500.00|150.00|TX-IES|XXX|0.00|0.00|
P|SUPPER MART SERVICES||GST99174|20/01/2016|20/01/2016|018||1|Purchase item L|25000.00|1500.00|TX-IES|XXX|0.00|0.00|
P|PAPER COLLECTION LTD|||25/01/2016|25/01/2016|019||1|Purchase item T|3500.00|0.00|NP|XXX|0.00|0.00|
P|ARTX  ADVERTISING & TRADING|A-001|GST99101|25/01/2016|25/01/2016|021||1|Purchase item V|1000.00|60.00|TX|XXX|0.00|0.00|
P|PAPER COLLECTION LTD|||26/01/2016|26/01/2016|020||1|Purchase item U|3800.00|0.00|NP|XXX|0.00|0.00|
P|ARTX  ADVERTISING & TRADING|A-001|GST99101|26/01/2016|26/01/2016|022||1|Purchase item W|1200.00|72.00|TX|XXX|0.00|0.00|
S|S2_CustomerName|S3_CustomerBRN|S4_CustomerGSTNo|S5_InvoiceDate|S6_InvoiceNo|S7_ExportK2No|S8_LineNo|S9_ProductDescription|S10_SV
S|ANSON HOTEL MANAGEMENT S/B|AZ001|GST001|01/01/2016|0001|EDN0001|1|Supply item A1|10000.00|600.00|SR|MALAYSIA|XXX|0.00|0.00|
```

## Export Declaration Number

For Sales transactions that require an Export Declaration Number (K2) to be reported in the GAF file, you can enter the Export Declaration Number in either the **Taxes** tab of the "A/R Invoice Entry" or "O/E Invoice Entry" (Header Level) window, or in the "Detail Accounts/Taxes" window of the "A/R Invoice Entry" or "O/E Invoice Entry" (Detail Level) window.





If you enter the Export Declaration Number at both the Header and Detail levels of an invoice, that entered at the Detail level is reported in the GAF file.

## Import Declaration Number

For Purchase transactions that require an Import Declaration Number to be reported in the GAF file, you can enter the Import Declaration Number in the **Taxes** tab of the "A/P Invoice Entry" or "P/E Invoice Entry" window.

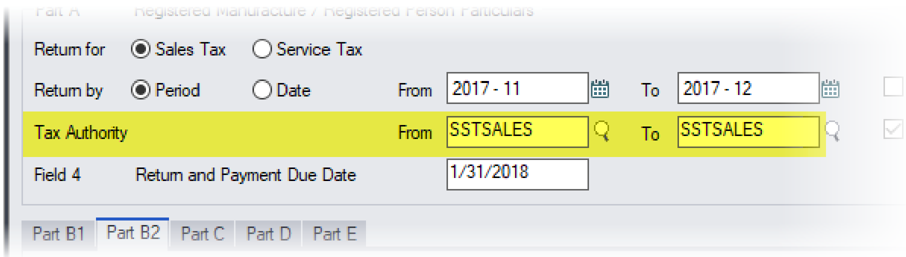
# SST-02 Report

Companies registered for Sales Tax and Service Tax are required to prepare and submit returns for each to JKDM bi-monthly.

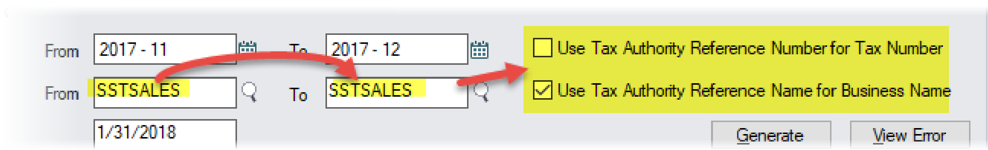
**Important!** If the company is registered for both Sales Tax and Service Tax, two separate returns are required for each reporting period – one for Sales Tax and one for Service Tax.

1. From **Common Services** > **Malaysia Tax Reports** > **SST**, double-click **SST 02** to prepare the SST-02 for submission to JKDM.
2. In **Part A**, select whether the return is for **Sales Tax** or **Service Tax**, and specify the date range or period to be covered.

3. In the **Tax Authority From** and **To** fields, you can specify the range of Tax authorities for which the SST-02 report is to be generated. Enter the same Tax Authority in both fields to specify only one.




4. Click **Generate** to display the data for the selected period.
5. In the **Part A**, **Part B2**, **Part C**, **Part D** and **Part E** tabs ,check and, where. necessary, change or enter information.
6. If you specify a single Tax Authority, the **Use Tax Authority Reference Number for Tax Number** and **Use Tax Authority Reference Name for Business Name** check boxes become available.




   Select these check boxes to use what is entered in the “Tax Authorities” window **Reference Number** and **Reference Name** fields for the selected Tax Authority as the Tax Number and Business Name in the SST-02 report..

7. Click **Print** to print the SST-02 report.

# Customised Reports (SST only)

Included in the TM installation are sample Invoice/Credit Note layouts (for both A/R and O/E). These files are in the TM66A/ENG directory.

- ardinvo-SST.rpt
- oecrn01-SST.rpt
- oeinv04-SST.rpt

These sample files comply with the requirements for Invoices/Credit Notes/Debit Notes, as specified by Malaysian Customs Department, and can be used and further customised as required.

For further assistance in using and customising these reports, please refer to the **Customizing Printed Forms** document available on the Sage 300 Product Documents site http://cdn.na.sage.com/docs/en/customer/300erp/Documentation.htm and listed under **Sage 300 2019 > Technical Documentation**.

# Printing Tips

Select report printing options and print destinations.

## Report Printing Options

You can print Sage 300 data in a variety of reports to view key information. Printed reports also serve as a source of backup information in case your data is damaged on your computer.

Sage 300 provides four destinations for printing reports. You can:

- Print to a physical printer, to create permanent copies of the information.
- Print to a preview on your screen, for quick review.
- Print to a file that you can save, print later, import into another program, or transfer to other electronic media.
- Print to e-mail, to send a report as an e-mail attachment.

For instructions on specifying the print destination for Sage 300 reports, see "Selecting a Print Destination" (page 46).

If you print reports to a physical printer, you can also specify a particular printer to use for printing a report. For instructions, see "Selecting a Printer for Reports" (page 47).

## Selecting a Print Destination

You can print reports to a printer, to the screen, to a file, or as an attachment to an e-mail message.

> **Note:** If you are not assigned to a security group that has authorization to change the print destination, the only destination available is a physical printer.

### To select a print destination:

1. On the Sage 300 Desktop, click **Print Destination**.
2. Select a print destination:

- **Printer.** Print to a physical printer.

  > **Note:** If you have multiple printers, you can specify the one to use when you print. For more information, see "Selecting a Printer for Reports" (page 47).

  > **Tip:** If you want to confirm the destination printer, page size, and orientation each time you print a report, on the Desktop, click **View** > **Print Preferences**, and then select **Confirm on print**.

- **Preview.** Display reports in a preview screen.

  > **Note:** From the preview screen, you can do things such as saving the report to a file, or printing the report to a physical printer.

- **File.** Print to a file.

  When you print, you specify details about the file to create, including:

  - Format (for example, PDF, DOC, or XLS).
  - Destination.
  - Name.
  - Location.

- **E-mail.** Print reports as attachments to e-mail messages.

  You specify the type of file to create:

  - **Adobe Acrobat (PDF).** You can open PDF files with Adobe Acrobat Reader (available as a free download from the Adobe Software website).
  - **Rich Text Format (RTF).** You can open RTF files with most Windows and Linux word processing programs.

  When you print a report, Sage 300 creates a PDF or RTF version of the report and attaches the report file to a new e-mail message.

3. Click **OK**.

## Selecting a Printer for Reports

When your print destination is Printer, Sage 300 prints reports to the Windows default printer, unless you have assigned a specific printer to a report.

The ability to assign different printers to different reports at print time means that you are not limited to printing to the default printer. For example, you can use a different printer to print item labels than you use to print inventory worksheets.

### To assign a specific report to a specific printer:

1. Open the report screen that you want to assign to a printer.
2. On the report screen, click **File** > **Print Setup**.

   The program displays the Windows default printer, but you can change the printer for a specific report.

3. Select the **Specific Printer** option, and then select from the list the printer to use for this report.

   The printer list includes all printers that have been added to the Printers and Faxes list in Windows.

4. Select a paper source if you want to use a particular paper tray or paper stock for this report.
5. Click **OK** to close the Print Setup screen.

### To clear the assigned printer for a specific report:

1. On the Sage 300 Desktop, do one of the following:
   - Select (highlight) the icon for the report, and then click **Object** > **Restore Defaults**.
   - Right-click the icon for the report, and then click **Restore Defaults** on the list that appears.
2. In the Restore Defaults screen, select the **Print Settings** option, and then click **OK**.

   The print setup for that report is reverted to the desktop default.

### To have the program prompt you to specify a printer and print options each time you print:

On the Sage 300 Desktop, click **View** > **Print Preferences**, and then select **Confirm on print**.

# Appendix A: Types of GST for Malaysia

## Recommended GST tax codes

**Warning!** Notes: The tax codes listed are JKDM recommendations to allow proper classifications of typical purchase and sales scenarios encountered by GST-registered businesses for the purpose of ST. The list is not intended to be prescriptive nor comprehensive.

### Purchases & Expenses Incurred

| No | Description | GST-03 Field |
|---|---|---|
| 1 | Purchases with GST | 6a |
| 2 | Purchases under Flat Rate Scheme | 6a |
| 3 | Imported goods | 6a |
| 4 | Acquisition of capital items<br>reported capital goods acquired (item 16) | 6a |
| 5 | Transaction which is eligible for Deemed input tax | 6a |
| 6 | Purchase attributable to Incidental exempt supplies | 6b |
| 7 | Purchase attributable to mixed supplies (taxable) | 6a |
| 8 | Adjustments on bad debts relief | 6b |
| | reported Bad debt relief (item 17) | |
| 9 | Annual / Longer Period Adjustments | 6b |
| 10 | Other Adjustments on input tax | 6b |
| 11 | TOTAL PURCHASES AT STANDARD & FLAT RATE (Item 1-10)<br>reported standard rated acquisition (item 6a & 6b) | |
| 12 | Imported Goods under Approved Trader scheme | 14 |

| No | Description | GST-03 Field |
|---|---|---|
| 13 | Imported Goods where GST has been deferred | |
| 14 | Purchase under Blocked input tax | |
| 15 | Purchase from non GST-registered supplier | |
| 16 | Purchase from GST-registered supplier with no GST | |
| 17 | Purchase which is out of the scope of GST | |
| 18 | Purchase attributable to exempt supplies | |
| 19 | Purchases exempted from GST (e.g. relief) | |
| 20 | Purchase attributable to mixed supplies (exempt) | |
| 21 | Purchases for non-business use | |
| 22 | Other Purchase with no GST | |
| 23 | TOTAL PURCHASES WITHOUT GST (Item 12-22) | |
| 24 | TOTAL PURCHASES (Item 11 + 23) | |

## Supplies

| Item No | Description | GST-03 Field |
|---|---|---|
| 1 | Standard-rate supplies | 5a |
| 2 | Flat rate supplies | 5a |
| 3 | Disposal of capital goods | 5a |
| 4 | Adjustments for invoices aged more than 6 months | 5b |
| 5 | Annual / Longer Period Adjustments | 5b |
| 6 | Other Output tax Adjustments | 5b |
| 7 | Deemed supplies | 5a |
| 8 | Other standard-rate supplies (if any) | 5a |

| Item No | Description | GST-03 Field |
|---|---|---|
| 9 | Bad Debt Recovered<br>reported bad debts recovered (item 18) | 5b, 18 |
| 10 | TOTAL STANDARD & FLAT RATE SUPPLIES (ITEM 1-9)<br>reported standard rated supplies (item 5 a & b) | |
| 11 | Local zero-rate supplies<br>reported local zero-rate goods (item 10) | 10 |
| 12 | Exported Goods<br>reported exported goods (item 11) | 11 |
| 13 | Relief supplies<br>reported relief supplies (item 13 | 13 |
| 14 | Disregarded supplies | |
| 15 | Exempt supplies<br>reported exempt supplies | 12 |
| 16 | Incidental Exempt supplies | 12 |
| 17 | Out-of-scope supplies | |
| 18 | Other Supplies | 15 |
| 19 | Other Supplies with no GST | |
| 20 | TOTAL AMOUNT WITHOUT GST (Item 11 - 18) | |
| 21 | TOTAL SUPPLIES (Item 10 + 19) | |

## GST Tax Code for Purchases

| Tax Type | Description | Tax Code | Tax Rate | Description | GST-03 |
|---|---|---|---|---|---|
| GST | Goods And Services Tax (Malaysia) | TX | 6% | Purchases with GST incurred at 6% and directly attributable to taxable supplies. | 6a, 6b |

| Tax Type | Description | Tax Code | Tax Rate | Description | GST-03 |
|---|---|---|---|---|---|
| GST | Goods And Services Tax (Malaysia) | TX-CG | 6% | Purchase with GST incurred for capital goods acquisition. | 6a, 6b, 16 |
| GST | Goods And Services Tax (Malaysia) | TX-ES | 6% | Purchase with GST incurred directly attributable to non-incidental exempt supplies. (Note: Replace TX-N43) | 6a, 6b |
| GST | Goods And Services Tax (Malaysia) | TX-IES | 6% | Purchase with GST incurred directly attributable to incidental exempt supplies. (Note: Replace TX-E43) | 6a, 6b |
| GST | Goods And Services Tax (Malaysia) | TX-RE | 6% | Purchase with GST incurred that is not directly attributable to taxable or exempt supplies. (Applicable for partially exempt trader/mixed supplier only) | 6a, 6b |
| GST | Goods And Services Tax (Malaysia) | IM | 6% | Import of goods with GST incurred. (By referring Customs Form No. 1 (K1),and/or other reference documents) | 6a, 6b |
| GST | Goods And Services Tax (Malaysia) | IM-CG | 6% | Importation of capital goods with GST incurred. (By referring Customs Form No. 1 (K1),and/or other reference documents) | 6a. 6b, 16 |
| GST | Goods And Services Tax (Malaysia) | IS | 0% | Imports of goods under Approved Trader Scheme (ATS) whereas the payment of GST chargeable is suspended on the goods imported. | 14 |
| GST | Goods And Services Tax (Malaysia) | BL | 6% | Purchases with GST incurred but not claimable (Disallowance of Input Tax) (e.g. medical expenses for staff). | - |
| GST | Goods And Services Tax (Malaysia) | NR | 0% | Purchase from non GST-registered supplier with no GST incurred. | - |
| GST | Goods And Services Tax (Malaysia) | ZP | 0% | Purchase from GST-registered supplier with no GST incurred. | - |

| Tax Type | Description | Tax Code | Tax Rate | Description | GST-03 |
|---|---|---|---|---|---|
| GST | Goods And Services Tax (Malaysia) | OP | 0% | Purchase transactions which is out of the scope of GST legislation (e.g. purchase of goods overseas). | - |
| GST | Goods And Services Tax (Malaysia) | AJP | 6% | Any adjustment made to Input Tax (e.g. Bad Debt Relief & other input tax adjustment). | 6b only |
| GST | Goods And Services Tax (Malaysia) | TX-FRS | 2% | Purchase under Flat Rate Scheme. | 6a, 6b |
| GST | Goods And Services Tax (Malaysia) | TX-NC | 6% | GST incurred and choose not to claim the input tax. | - |

**Note:** * Applicable to GST-registered businesses that makes both taxable and exempt supplies. For more information, please refer to GST guide "Partially Exempt Traders and Input Tax Recovery" available at http://gst.customs.gov.my

**Note:** ** Further break down of tax code for GST-03 Field 17 Bad Debt Relief.

The table below lists additional Purchase Tax Codes included with Sage 300.

| Tax Type | Description | Tax Code | Tax Rate | Description | GST-03 |
|---|---|---|---|---|---|
| GST ** | Goods And Services Tax (Malaysia) | AJP-BD | 6% | Any adjustment made to Input Tax only for Bad Debt Relief. | 6b, 17 |
| GST | Goods And Services Tax (Malaysia) | NP | 0% | Not applicable - Example: Credit note for an invoice that was created before GST started. | |

The table below lists retired Purchase Tax Codes.

| Tax Type | Description | Tax Code | Tax Rate | Description | Ref. no. module system GST | GST-03 |
|---|---|---|---|---|---|---|
| GST | Goods And Services Tax (Malaysia) | TX-E43 | 6% | Purchase with GST incurred directly attributable to incidental exempt supplies. | 6 | 6a, 6b |
| GST * | Goods And Services Tax (Malaysia) | TX-N43 | 6% | Purchase with GST incurred directly attributable to non-incidental exempt supplies. | 20 | |
| GST | Goods And Services Tax (Malaysia) | TX-ER | 6% | Input tax allowed on the acquisition of goods or services by local authority or statutory body. | 6a, 6b | |
| GST | Goods And Services Tax (Malaysia) | IM-RE | 6% | Import of goods with GST incurred that is not directly attributable to taxable or exempt supplies (Residual input tax). | 6a, 6b | |
| GST * | Goods And Services Tax (Malaysia) | EP | 0% | Purchases exempted from GST. (e.g. purchase of residential property or financial services). | - | |
| GST ** | Goods And Services Tax (Malaysia) | RP | 0% | Relief Purchase under GST legislations. (e.g. purchase of RON 95 petrol & Diesel) | - | |
| GST | Goods And Services Tax (Malaysia) | GP | 0% | Purchase transactions which disregarded under GST legislation (e.g. purchase within GST group registration). | - | |

## GST Tax Code for Supply

| Tax Type | Description | Tax Code | Tax Rate | Description | GST-03 Field |
|---|---|---|---|---|---|
| GST | Goods And Services Tax (Malaysia) | SR | 6% | Standard-rated supplies with GST Charged. | 5a, 5b |
| GST | Goods And Services Tax (Malaysia) | ZRL | 0% | Local supply of goods or services that are subject to zero rated supplies. | 10 |
| | Goods And Services Tax (Malaysia) | ZDA | 0% | Exportation of goods from Malaysia to Designated Area (Pulau Langkawi, Labuan, & Pulau Tioman) which are subject to zero rated supplies. (By referring Customs Form No. 2 (K2), and/or other reference documents) | 10 |
| GST | Goods And Services Tax (Malaysia) | ZRE | 0% | Exportation of goods or services which are subject to zero rated supplies. (By referring Customs Form No. 2 (K2),and/or other reference documents) | 11 |
| GST | Goods And Services Tax (Malaysia) | DS | 6% | Deemed supplies (e.g. transfer or disposal of business assets without consideration). | 5a, 5b |
| GST | Goods And Services Tax (Malaysia) | OS | 0% | Out-of-scope supplies under GST legislations. | 15 |
| GST | Goods And Services Tax (Malaysia) | ES | 0% | Exempt supplies under GST legislations. | 12 |
| | Goods And Services Tax (Malaysia) | IES | 0% | Incidental exempt supplies under GST legislations.<br>(Note: Replace ES43) | 12 |
| GST | Goods And Services Tax | RS | 0% | Relief supplies under GST legislations. | 13 |

| Tax Type | Description | Tax Code | Tax Rate | Description | GST-03 Field |
|---|---|---|---|---|---|
| | (Malaysia) | | | | |
| GST | Goods And Services Tax (Malaysia) | GS | 0% | Disregarded supplies under GST legislations. | 15 |
| GST *** | Goods And Services Tax (Malaysia) | AJS | 6% | Any adjustment made to Output Tax e.g.: Longer period adjustment, Bad Debt recover, outstanding invoice > 6 months& other output tax adjustments. | 5b only |
| GST | Goods And Services Tax (Malaysia) | SR-MS | 6% | Standard-rated supplies under Margin Scheme | 5a, 5b |
| GST | Goods And Services Tax (Malaysia) | SR-JWS | 0% | Supplies under Approved Jeweler Scheme (AJS) | 15 |
| GST | Goods And Services Tax (Malaysia) | ES-GU | 0% | Exempt supplies of land for general use (Land used for burial, playground or religious building). | |
| GST | Goods And Services Tax (Malaysia) | NS | 0% | Matters to be treated as neither a supply of goods nor a supply of services, and no GST chargeable. | |
| GST | Goods And Services Tax (Malaysia) | OS-TXM | 0% | Out-of-scope supplies made outside Malaysia which will be taxable if made in Malaysia. | 15 |
| GST | Goods And Services Tax (Malaysia) | NTX | 0% | Supplies with no tax chargeable. | 15 |

**Note:** *** Further break down of tax code for GST-03 Field 18 Bad Debt Recover.

The table below lists additional Supply Tax Codes included with the Sage 300 ERP Malaysia GST App.

| Tax Type | Description | Tax Code | Tax Rate | Description | Ref. no. module system GST | GST-03 |
|---|---|---|---|---|---|---|
| GST *** | Goods And Services Tax (Malaysia) | AJS-BD | 6% | Any adjustment made to Input Tax only for Bad Debt Recover. | 9 | 5b, 18 |

The table below lists retired Supply Tax Codes.

| Tax Type | Description | Tax Code | Tax Rate | Description | GST-03 |
|---|---|---|---|---|---|
| GST | Goods And Services Tax (Malaysia) | ES43 | 0% | Incidental Exempt supplies. | 12 |
| GST | Goods And Services Tax (Malaysia) | SR-JS | 0% | Standard-rated supplies under Jeweller Scheme | |
| GST | Goods And Services Tax (Malaysia) | OS-ER | 0% | Out-of-scope supplies for Enforcement and Regulatory functions. | |
| GST | Goods And Services Tax (Malaysia) | OS-OV | 0% | Out-of-scope supplies between overseas country with other overseas country. | |
| GST | Goods And Services Tax (Malaysia) | OS-OVN | 0% | Supplies made outside Malaysia which would not taxable if made in Malaysia. | |
| GST | Goods And Services Tax (Malaysia) | OS-OVT | 0% | Supplies made outside Malaysia which would be taxable if made in Malaysia. | |

# Explanation of the tax codes

## GST Tax Code for Purchases:

1. Tax Code: TX

   This refers to goods and/or services purchased from GST registered suppliers. The prevailing GST rate is 6% with effect from 01/04/2015. As it is a tax on final consumption, a GST registered trader will be able to claim credits for GST paid on goods or services supplied to them for the furtherance of businesses. The recoverable credits are called input tax. Examples include goods or services purchased for business purposes from GST registered traders, imported services etc.

2. Tax Code: TX-CG

   This tax code refers to purchases with GST incurred at 6% for all capital goods acquired that is claimable regardless the value of the goods. For example, this includes land and buildings, equipment, machinery, vehicles, or other capital goods which the company claims for input tax, and capitalizes the acquired capital goods as their assets. The GST registrant claiming the capital goods has to declare the value of these claimed capital goods under field (6a &6b) and field (16) of the GST-03 return.

3. Tax Code: TX-ES

   This is only applicable to GST registered traders that make both taxable and exempt supplies (commonly known as partially exempt traders). TX-ES should be used for transactions involving the payment of input tax that is directly attributable to making non-Incidental Exempt Supplies. TX-ES is only included in the GST-03 (field 6a & 6b) return once the de minimis rule is fulfilled. An example for this tax code is where your company bought wall paper for your residential apartment rented to others, and the purchase costs already include 6% GST. However, you are not eligible to claim the amount of input tax as it would be applied directly to make an exempt supply (rental of the residential apartment). Please refer to APPENDIX 5 for more details on the de minimis rule. (Note: Replace TX-N43)

4. Tax Code: TX-IES

   This refers to transactions involving the payment of input tax attributable to the incidental exempt financial supplies as input tax attributable to taxable supplies. This means that the registered person is entitled to claim any input tax that is attributable to the making of the following incidental exempt financial supplies. Examples of usage for this tax code are purchasing a security box for the accounts clerk to deposit daily earnings of the company in a bank, hiring a security firm to transfer/deposit money into financial institutions (bank), selling lots of shares through a remisier, with GST charged on the commission, and incurred GST on legal agreements and other expenses related to a financial loans. (Note: Replace TX-E43)

5. Tax Code: TX-RE

This is only applicable to GST registered traders that make both taxable and exempt supplies (commonly known as partially exempt traders/mixed suppliers). This refers to GST incurred that is not directly attributable to the making of taxable or exempt supplies (commonly known as residual input tax). However, a mixed supplier can claim the full amount of the residual input tax incurred if the amount of exempt supply fulfilled the de minimis rule. Otherwise, he is required to apportion the residual input tax incurred accordingly. An example is a residual input tax on the operational overheads for a development of mixed property (properties that include residential and commercial). Please refer to APPENDIX 5 for more details on partial exemption.

6. Tax Code: IM

   This refers to all goods imported into Malaysia that are subject to GST. The GST amount is calculated on the value, which includes the cost, insurance and freight plus any customs duty payable based on the import declaration form (Customs Form No. 1 (K1), and other reference documents. This tax code is applicable for all GST registrants, unless the imported goods are for storage in a licensed warehouse or Free Trade Zone, or are imported by a GST registrant who is an approved person under a special scheme such as the Warehouse Scheme, or the Approved Trader Scheme.

7. Tax Code: IS

   This refers to the total value of goods imported under the Approved Trader Scheme (ATS), where GST is suspended when the trader imports the goods into Malaysia. This scheme is designed to ease the cash flow of traders with significant imports. Approved persons under ATS must declare the total value of the goods imported and the GST amount suspended under ATS in field (14) & field (15) of the GST-03 return.

8. Tax Code: BL

   This refers to GST incurred by a GST registered trader who is not allowed to claim the input tax incurred. The expenses include the following:

   - The supply to or importation of a passenger car;
   - The hiring of passenger car
   - Club subscription fees (including transfer fee) charged by sporting and recreational clubs;
   - Medical and personal accident insurance premiums by your staff
   - Medical expenses incurred by your staff. This excludes those covered under the provision of the employee's Social Security Act 1969, Workmen's Compensation Act 1952 or under any collective agreement under the Industrial Relations Act 1967;
   - Benefits provided to the family members or relatives of your staff;
   - Entertainment expenses for a person other than employee or existing customer, except entertainment expenses incurred by a person who is in the business of providing entertainment.

9. Tax Code: NR

This refers to the purchase of goods and services from a non-GST registered supplier/trader. A supplier/trader that is not registered for GST is not allowed to charge and collect GST.

10. Tax Code: ZP

    This refers to goods and services purchased from GST registered suppliers where GST is charged at zero-rated or 0%. This is also commonly known as zero-rated purchases. The list of zero-rated purchase as prescribed in GST (Zero-Rated Supply) Order 2014.

11. Tax Code: EP

    This refers to the purchase of exempt supply such as residential properties or certain financial services where there no GST was charged, as it is exempt from GST. Consequently, no input tax is incurred on these supplies. Examples of the supply of goods and services as an exempt supply are prescribed in the GST (Exempt Supply) Order 2014.

12. Tax Code: OP

    This refers to the purchase of goods that are classified as being outside the scope of GST. Example of out of scope purchases are non-business purchases, purchase of services by a person who does not belong in Malaysia other than the supply of imported services, purchase from government supply, except selected government supplies prescribed in the GST (Application To Government) Order 2014, and purchase of goods made for supply outside Malaysia.

13. Tax Code: RP

    This refers to the purchase of goods which have been given relief from charging and payment of GST. Example for this tax code are the purchase of RON95 petrol, diesel and other supplies as prescribed under GST (Relief) Order 2014.

14. Tax Code: GP

    This refers to purchase transactions that are disregarded from charging and payment of GST under GST legislation. Examples are purchases within the GST group registration, purchases made within a Warehouse Scheme and other disregarded supplies.

15. Tax Code: AJP

    This refers to any adjustment made to Input Tax, such as bad debt relief & other input tax adjustments.

16. Tax Code: TX-FRS

    This refers to purchase from a person who qualifies for Flat Rate Schemes where Flat Rate Addition is charged at 2%. The Flat Rate Scheme (FRS) is applicable to farmer/fisherman/livestock breeder who is not registered under GST because his yearly turnover is below the prescribed threshold limit (RM500,000) and he is not voluntarily registered under GST.

17. Tax Code: TX-NC

This refers to GST incurred with purchases, where the company chooses not to claim the input tax. This tax code is not mapped in field 6a & 6b of the GST-03 return, and results as an expense of the company.

18. Tax Code: NP

    This tax code is applicable for transactions that are treated as neither a purchase of goods nor a purchase of services, so no GST is incurred. For example, users can assign this tax code for purchases under the Second Schedule of GST Act 2014 for supplies that are treated as neither a supply of goods nor a supply of services, such as the purchase of Transfer of Going Concern (TOGC), a purchase from any society or similar organization, insurance indemnity settlement, and diplomatic/consular services.

19. Tax Code: IM-CG

    This refers to all capital goods imported into Malaysia that are subject to GST. The GST amount is calculated on the value, which includes cost, insurance and freight plus the any customs duty payable based on the import declaration form (Customs Form No. 1 (K1), and other reference documents).

## GST Tax Code for Supply:

1. Tax Code: SR

   A GST registered supplier must charge and account GST at 6% for all sales of goods and services made in Malaysia, unless the supply qualifies for zero-rated, exemption or falls outside the scope of the GST legislations. The GST collected from customers is called output tax. The value of the sale and corresponding output tax must be reported in field (5a & 5b) in the GST-03 return.

2. Tax Code: ZRL

   Zero-rated supply is a taxable supply, which is subject to a rate of zero percent. A GST registered supplier can zero-rate (i.e. charge GST at 0%) certain local supply of goods and services, and the supplier has to declare the value of this zero-rated supply under field (10) of the GST-03 return. Examples of zero-rated supply, as prescribed in the tariff code in GST (Zero-rated Supply) Order 2014, are milled-rice, fresh fruit, and live animals (cattle, buffalo, goat, sheep and swine).

3. Tax Code: ZDA

   This refers to the supply of goods from Malaysia to a Designated Area (Pulau Langkawi, Labuan, & Pulau Tioman) that qualifies for a zero-rate if the movement is supported with a Customs No. 2 Form, which states the supplier’s name and address as the consignor, and the recipient’s name and address in the DA as the consignee, with supporting documents such as an invoice, packing list, etc. Thus, the exportation of goods from Malaysia to a Designated Area is subject to zero-rated supplies, and the supplier has to declare the value of this export under field (10) of the GST-03 return. For more information, please refer to GST (Zero-Rated Supply) Order 2014 and the Guide on Designated Area.

4. Tax Code: ZRE

   A GST registered supplier can zero-rate (i.e. charge GST at 0%) the supply of goods that qualify for zero-rate, if the movement of goods is supported with a Customs No.2 Form (K2), which states the supplier's name and address as the consignor, and the overseas recipient's name and address as the consignee. Also, the supply of services falls within the description of zero-rated if the services are attached with supporting documents such as an invoice for an international service. Examples include the sale of air-tickets, and international freight charges. The supplier has to declare the value of this export under field (11) of the GST-03 return.

5. Tax Code: DS

   GST is chargeable on supplies of goods and services. For GST to be applicable, there must be goods or services provided, and a consideration paid in return. However, there are situations where a supply has taken place even though no goods or services are provided or no consideration is paid. These are known as deemed supplies. Examples include free gifts (more than RM500) and thedisposal of business assets without consideration.

6. Tax Code: OS

   Out of scope supply is a supply which is not within the ambit or boundary of GST, and, therefore, GST is not charged. Examples of out of scope supply are non-business supply, and supply by statutory bodies and local authorities with respect to regulatory and enforcement functions, and supply of goods made outside Malaysia, government supply, except selected government supplies prescribed in the GST (Application To Government) Order 2014.

7. Tax Code: ES

   This refers to supplies that are exempt under GST legislations. Exempt supply is a supply which is not subject to GST, and no GST is charged. Examples of exempt supply of services are domestic transportation of passengers by mass public transport i.e. by rail, ship, boat, ferry, express bus, stage bus, school bus, feeder bus, workers' bus and taxi, toll highway, private education and private health services. Examples of exempt supplies of goods are residential properties, land for agricultural use and land for general use as burial ground, a playground or religious building. The supplier has to declare the value of this exempt supply under the field (12) of the GST-03 return.

8. Tax Code: IES

   This refers to exempt supplies made under incidental exempt supplies, and is applicable for wholly taxable suppliers and partially exempt trader/mixed suppliers. Incidental exempt supply is a supply of financial services made by a registered person who is not in the business of providing the financial services. Incidental Exempt Supplies, as prescribed in Reg. 40, GST Regulations 2014, includes interest income from deposits placed with a financial institution in Malaysia, interest received from loans provided to employees, factoring receivables, and realized foreign exchange gains. The supplier may declare the value of this incidental exempt supply under field (12) of the GST-03 return. (Note: Replace ES43)

9. Tax Code: RS

   This refers to supplies that are given relief from GST. For example, as in Goods and Services Tax (Relief) Order 2014, educational institutions are given relief from the payment of GST on the acquisition of goods.

10. Tax Code: GS

    In certain circumstances, a taxable supply may be disregarded for the purpose of GST. Under GST legislation, examples of disregarded supplies include the supply of goods or services between members of a GST group, the supply of goods within warehouses under the Warehousing Scheme, and the supply of goods by a principal who is a taxable person to an agent who is acting in his own name as an auctioneer.

11. Tax Code: AJS

    This is any adjustment made to Output Tax, Examples are a longer period adjustment, bad debt recovered, outstanding invoices more than 6 months, & other output tax adjustments.

12. Tax Code: SR-MS

    This refers to standard-rated supplies under a Margin Scheme. A margin scheme allows an approved person, as defined under regulation 75 of the Goods and Services Tax Regulation 2014 (GSTR), who meets all the conditions imposed under regulation 77 of the GSTR 2014, to calculate and charge GST on the margin i.e. the difference between the price at which the goods are supplied (selling price) and the price at which the goods were acquired (purchase price). If there is no margin (because the purchase price exceeds or equals the selling price), then no GST is imposed.

13. Tax Code: SR-JWS

    Based on the Sec. 73(2) Approved Jeweller Scheme GST Act 2014, any taxable person who makes any prescribed supply of goods to the approved jeweller shall charge tax, and is not liable to account for tax on the prescribed supply. Any taxable person (approved jeweller) is not required to pay the tax charged to him by the supplier but shall account for the tax in his GST-03 return. This tax code is applicable only for an approved person (Gold Bullion House/Bank) of Approved Jeweller Scheme.

14. Tax Code: NS

    This refers to supplies treated as neither a supply of goods nor a supply of services, and no GST is chargeable.

15. Tax Code: OS-TXM

    This refers to out-of-scope supplies made outside Malaysia, which would be taxable if made in Malaysia. The out-of-scope supply must comply with the Malaysia GST legislations to fulfill these tax code conditions. The OS-TXM is applicable for calculating the input tax recoverable ratio (IRR) as a "**T**" element in the standard method of apportionment formula.

16. Tax Code: NTX

    This refers to a supply for which no tax is chargeable, such as the supply of goods between Free Zone areas. Moreover, there is no GST chargeable on the supply of goods and services within or between designated areas. The supplies have to be declared under Field 10 of the GST-03 return. This NTX is applicable for calculating the input tax recoverable ratio (IRR) as a "T" element in the standard method of apportionment formula.

# Appendix B: Producing data required for GST return preparation

This is the information required to complete a GST return (GST-03) by a GST-registered person.

| Name of field in GST return | Description |
|---|---|
| Field 5 a | Total Value of Standard Rated Supply (excluding GST) |
| Field 5 b | Total Output Tax (Inclusive of Tax Value on Bad Debt Recovered and other Adjustments) |
| Field 6 a | Total Value of Standard Rated Acquisition (excluding GST) |
| Field 6 b | Total Input Tax (Inclusive of Tax Value on Bad Debt Relief and other Adjustments) |
| Field 7 | GST Amount Payable (Item 5b-6b) |
| Field 8 | GST Amount Claimable (Item 6b-5b) |
| Field 10 | Total Value of zero rated supplies |
| Field 11 | Total Value of export supplies |
| Field 12 | Total Value of exempt supplies |
| Field 13 | Total Value of supplies granted GST relief |
| Field 14 | Total Value of goods imported under ATS |
| Field 15 | Total Value of other supplies |
| Field 16 | Total Value of capital goods acquired (excluding GST) |
| Field 17 | Total Value of Bad Debt Relief (including GST) |
| Field 18 | Total Value of Bad Debt Recovered (including GST) |

For more information on information required for GST return filing, please refer to the GST-03 Guides and GST forms available at http://gst.customs.gov.my

# Appendix C: Notes on transaction entry for GAF

To comply with GAF generation requirements, please note the following when making data entries in Sage 300.

## Account Payable Transactions

1. All purchase invoices should be entered using a valid vendor code and BRN, and correctly set up Tax Group and Tax Classes.
2. The JKDM GST ACT requires every invoice entry to include Tax information, regardless of whether the transaction is taxable. Transactions posted without Tax information create issues when generating the GAF.
3. An A/P Adjustment does not have Tax adjustment capability. If there is any amendment to Invoices, a credit note or a debit note should be raised for GST Audit purposes.
4. If an A/P Miscellaneous Payment is used, ensure that, after adding up the following fields, it is unique from other transactions.
   - Invoice Number
   - Payment Date
   - Remit-To (Remit-To Name)

## Account Receivable Transactions

1. All sales invoices should be captured under a valid customer code, with the BRN number, and a proper Tax Group and appropriate Tax Classes setting.
2. Every invoice entry must include Tax information, regardless of whether the transaction is taxable. This is a mandatory requirement based on the JKDM GST ACT. Transactions posted without Tax information will cause issues when generating the GAF.
3. An A/R Adjustment does not have Tax adjustment capability. If there is any amendment to Invoices, a credit note or a debit note should be raised for GST Audit purposes.
4. If an A/R Miscellaneous Receipt is used, please ensure that, after adding up following fields, it is unique from other transactions

- Invoice Number
- Receipt Date
- Customer ID (Payer)

# Appendix D: Recommended SST Tax Codes

The following tax codes are recommended for supply and purchase.

## Recommended SST Tax Codes for Supply

| Tax Code | Tax Rate | Description | SST-02 Field |
|---|---|---|---|
| SA5 | 5% | Sales Tax - 5% | 8, 11a, 13 |
| SA10 | 10% | Sales Tax - 10% | 8, 11b, 13 |
| GOU5 | 5% | Goods - Own Use/Disposed - 5% Taxable | 9, 11a, 13 |
| GOU10 | 10% | Goods - Own Use/Disposed - 10% Taxable | 9, 11b, 13 |
| SAS2-60LT | 0% | Sales Tax - Schedule 2 - Goods RM0.60 Per Litre | 17A |
| SAS2-30LT | 0% | Sales Tax - Schedule 2 - Goods RM0.40 Per Litre | 17A |
| SAS2-40LT | 0% | Sales Tax - Schedule 2 - Goods RM0.30 Per Litre | 17A |
| SAS2-1LT | 0% | Sales Tax - Schedule 2 - Goods RM0.01 Per Litre | 17A |
| SAS2-KG | 0% | Sales Tax - Schedule 2 - Goods Per Kilogram | 17B |
| SAS2-AV | 0% | Sales Tax - Schedule 2 - Goods Ad-Valorem | 17C |
| SAE-ESD | 0% | Sales Tax - Exempt - Export/Special Area/Designated Area | 18a |
| SAE-A | 0% | Sales Tax - Exempt - Schedule A | 18b1 |

| Tax Code | Tax Rate | Description | SST-02 Field |
|---|---|---|---|
| SAE-B | 0% | Sales Tax - Exempt - Schedule B | 18b2 |
| SAE-C1 | 0% | Sales Tax - Exempt - Schedule C - Item 1 | 18b3i |
| SAE-C2 | 0% | Sales Tax - Exempt - Schedule C - Item 2 | 18b3i |
| SAE-C3 | 0% | Sales Tax - Exempt - Schedule C - Item 3 | 18b3ii |
| SAE-C4 | 0% | Sales Tax - Exempt - Schedule C - Item 4 | 18b3ii |
| SAE-C5 | 0% | Sales Tax - Exempt - Schedule C - Item 5 | 18b3iii |
| SE6 | 6% | Service Tax - 6% | 10, 11c, 13 |
| SOU6 | 6% | Services - Own Use - 6% Taxable | 9, 11c, 13 |
| SE-H | 0% | Service Tax - Group H Services | 11d |
| SEE-ESD | 0% | Service Tax - Exempt - Export/Special Area/Designated Area | 18a |
| SEE-ETS | 0% | Service Tax - Exempt - Exempted Taxable Services | 18c |
| SEE-B2B | 0% | Service Tax - Exempt - Exempted B2B Services | 18c |

## Recommended SST Tax Codes for Purchase

| Tax Code | Tax Rate | Description | SST-02 Field |
|---|---|---|---|
| P5-STD | 5% | Purchases - 5% - Sales Tax Deduction | 13b |
| P10-STD | 10% | Purchases - 10% - Sales Tax Deduction | 13b |
| PUE-C1 | 0% | Purchases - Exempt - Schedule C - Item 1 | 19 |
| PUE-C2 | 0% | Purchases - Exempt - Schedule C - Item 2 | 19 |
| PUE-C3 | 0% | Purchases - Exempt - Schedule C - Item 3 | 20 |
| PUE-C4 | 0% | Purchases - Exempt - Schedule C - Item 4 | 20 |

| Tax Code | Tax Rate | Description | SST-02 Field |
|---|---|---|---|
| PUE-C5 | 0% | Purchases - Exempt - Schedule C - Item 5 | 21 |
| P5 | 5% | Purchases - 5% | Blank |
| P10 | 10% | Purchases - 10% | Blank |
| PSE6 | 6% | Purchases - Services - 6% | Blank |
| P-NA | 0% | Purchases - Not subject to tax | Blank |

# Appendix E: Data Entry Tools, Tips, and Shortcuts

Use these tools and tips to speed up data entry in Sage 300.

## Menu Commands

The following commands appear on the File, Settings (when available), and Help menus on Sage 300 screens.

**Note:** Menu names and commands may differ by screen.

### File Menu

File Menu Commands

| Command | Description | Notes |
|---|---|---|
| Close | Closes the current screen. | You can also press Alt+F4 to close a screen. |
| Customize | Lets you hide or display fields for users by UI Profile ID. | Click **File** > **Customize** to hide fields on an open screen for users assigned to a UI Profile ID for that screen.<br>When these fields are hidden, data that would normally appear in these fields cannot be printed.<br>For more information, see the help for the UI Profile Maintenance screen in the System Manager help. |
| Export | Exports data records to other Sage 300 databases and non-Sage 300 programs. | Click **File** > **Export** to export data.<br>For example, you could export purchase statistics for use in spreadsheet or database software.<br>**Note:** You cannot export serial or lot numbers for kit components. |
| Import | Imports data records from other databases and from | Click **File** > **Import** to import data.<br>For example, you could use a spreadsheet to enter |

| Command | Description | Notes |
|---|---|---|
| | non-Sage 300 programs. | current requisitions or purchase orders when setting up your system, and then import the transactions later.<br>**Note:** You cannot import serial or lot numbers for kit components. |
| Print | Prints the current report, list, or screen. | On screens with a corresponding report, click **File** > **Print** to open the report screen, which you use to select report options (if applicable) before printing the report. |
| Print Setup | Selects a printer and sets printing options. | Click **File** > **Print Setup** to set up your printer. You can select the default printer or select another from the list of installed printers.<br>For more information about print options, refer to your operating system documentation. |
| Save | Saves the entries or changes you have made to the current screen. | If you have just entered a new record, **Add** appears instead of **Save**. |

## Settings Menu

Settings Menu Commands

| Command | Description | Notes |
|---|---|---|
| Auto Clear | Creates a new entry automatically when you post a transaction. | Use the **Auto Clear** option to streamline data entry in transaction entry screens.<br>• If Auto Clear is turned on, all fields are cleared each time you post a transaction, allowing you to immediately begin entering another transaction.<br>• If Auto Clear is turned off, transaction information remains on the screen after you post it. Click the **New** button to begin entering another transaction. |
| Clear Saved Settings | Restores default settings for a report. | This command is available for screens and for some reports. |

| Command | Description | Notes |
|---|---|---|
| Save Settings as Defaults | Saves the current report settings as personal defaults. | This command is available for screens and for some reports. |

## Help Menu

Help Menu Commands

| Command | Description |
|---|---|
| About | Displays version and copyright information for the current screen and program. |
| Contents | Opens Help. |
| Using Help | Opens Help to an introductory topic on how to use Help. |

# Data Entry Tools and Shortcuts

Use these tools and shortcuts to speed up data entry in Sage 300.

Data Entry Tools and Shortcuts

| Tool | Shortcut Key | Description |
|---|---|---|
| | Alt + A | Add or save a new record. |
| Calendar | F4<br>or<br>Alt + Down Arrow | Display the calendar for a date field. |
| | Alt + C<br>or<br>Alt + F4 | Close a screen or dialog box |
| | Del or<br>Alt + D | Delete the selected row or record. |
| Drilldown | n/a | The Drilldown button appears beside some data entry fields and in some column headings in transaction detail entry tables. Click it to |

| Tool | Shortcut Key | Description |
|---|---|---|
| | | view details of the record or transaction in the corresponding field. You can "drill down" both within Sage 300 programs and between separate programs. For example, you can drill down:<br>• From General Ledger transactions to original transaction entries.<br>• From Accounts Receivable to Order Entry.<br>• From Accounts Payable to Purchase Orders.<br>• From one transaction to an originating transaction (such as from a credit note to the invoice) within a program. |
| | Alt + E | Open the Set Criteria dialog box to filter the list of records to display in the Finder. |
| Finder | F5 | The Finder appears in some data entry fields, and in some table headings in transaction entry screens. Click it when you want to look up records you can select for a field. |

<table>
<tr><th>Tool</th><th>Shortcut Key</th><th>Description</th></tr>
<tr><td></td><td></td><td>Use the Finder to search lists of codes maintained in or used by Sage 300 programs (such as document numbers, terms codes, and account set codes). You can use menu commands in the Finder to help you search, as follows:
<ul>
<li>On the Settings menu, select Color options to highlight a field using color for the text or for the background.</li>
<li>On the Settings menu, select Field Name as Column Heading to use field descriptions or internal field names as column headings.</li>
<li>On the Settings menu, use Columns options to specify columns that appear in the table.</li>
<li>On the Global Settings menu, select the Go to Filter First option if you want the Finder to display the same filter settings you specified on the Find By list the next time you search this type of record.</li>
</ul>
You can also use the Auto Search option to locate a record quickly in a long list. To do this, select Auto Search and the criteria by which you want to search, and then begin typing the characters that start or are contained in the field you are searching on.<br><br>
Note: Records that appear in the Finder are restricted by any selection criteria you apply to this field. If you cannot find the record you are looking for with the Finder or the navigation buttons, check the Finder to see whether any criteria are being used to limit the selection. If necessary, remove the selection criteria. (For more information, see "Setting Finder Criteria" (page 80))<br><br>
Tip: For additional instructions on using the Finder to select records, press F1 when the Finder screen appears.</td></tr>
<tr><td>Go</td><td>F7</td><td>The Go button appears on screens where you must enter information (such as filter criteria) before viewing records that match the information you enter.<br>For example, on some Statistics and Inquiries screens, you must select a range of years and periods and specify an item number or vendor number before you can view statistics. (If you use</td></tr>
</table>

| Tool | Shortcut Key | Description |
|---|---|---|
| | | multicurrency accounting, you must also specify a currency.) After specifying this information, you click the Go button or press F7 to view statistics. |
| Navigation | n/a | Click the Previous and Next buttons to navigate through a list of existing records, or click the First and Last buttons to navigate to the first and last records.<br>**Note:** If you clicked the **Set Criteria** button on the Finder screen and specified criteria, only records that match the criteria you specified will appear when you use the navigation buttons. If a record does not appear, click the Finder and check to see whether you have specified criteria that prevent the record from appearing. |
| New | n/a | Click the New button or select **New** from a menu to begin creating a new record. |
| | Alt + S | Save changes to the displayed record. |
| Zoom | F9 | Click the Zoom button or press the F9 key to view or enter supplementary information for a transaction detail or for a field.<br>In any detail entry table, you can select a detail line and press F9 to open a screen that displays all the fields for a single detail, including additional tax-related fields that do not appear on the detail table. You can edit existing details, and even add new details for the document.<br>Beside any field that displays a Zoom button, you can click the button ( or select the field and then press F9) to open a separate screen where you can view and enter supplementary information specific to that field.<br>**Note:** If another Zoom button appears on the detail screen, you can click it or press Shift+F9 to open the new detail screen. (If you simply press F9 again, the first detail screen closes.) This function is referred to as "Detail Zoom." To close the second detail screen, press Shift+F9 again.<br>After viewing or editing the information in the detail screen, you can press F9 to close the screen. |

# Working with Detail Entry Tables

The first tab of each transaction entry screen in Sage 300 contains a detail entry table that shows the document details in tabular format.

In most cases, you can enter all the necessary details for a document right on the table.

**Tip:** If there are more columns than can be displayed at one time, you can use the horizontal scroll bar at the bottom of a list to view the additional columns. You can also rearrange the order of columns, or change column widths, consistent with how you enter data.

You can also view and edit all the fields for a single detail on a separate Detail Items/Taxes screen. To view this screen, select a detail line and click the **Item/Tax** button below the table, or press F9.

**Note:** You use the Detail Items/Taxes screen to view or change tax information for a detail. Detail tax fields do not appear in the detail table.

### To add details using the detail table, do one of the following:

- If a blank line is highlighted, tab to the **Item Number** field, then either type the item number or select it from the Finder. Enter the remaining information for the detail.
- To start a new line, press Insert or tab through the end of the last line on the table.

  If you want to insert a new line in a specific location, highlight the line above the location, and then press Insert.

**Note:** A detail line is saved as you enter it on the detail entry table.

### To edit details using the detail table:

- Select the line you want to edit, and then enter your changes on that line.

**Note:** For information about using your keyboard to move within a detail table, see "Keyboard Shortcuts for Detail Tables" (page 80)

### To delete details using the detail table:

1. Select the line you want to delete.
2. Press the Delete key on your keyboard.
3. If you see a message asking you to confirm the deletion, click **Yes**.

#### To edit item information or detail tax information using the Detail Items/Taxes screen:

1. Select the detail on the table, and then either click the **Item/Tax** button, or press F9.
2. Edit the item information and/or change the **Tax Class** or **Tax Included** options for the detail.

## Keyboard Shortcuts for Detail Tables

Use the following keyboard shortcuts to navigate in detail tables.

Keyboard Shortcuts for Detail Tables

| Key | Menu Command | Action |
|---|---|---|
| Ins/Insert | New | Insert a blank row to add a new record. |
| Del/Delete | Delete | Remove the selected row. |
| Up or Down Arrow | | Go up or down one row. |
| Left or Right Arrow | | Go left or right one column. |
| Pg Up | | Go to the top row in view. |
| Pg Dn | | Go to the bottom row in view. |
| Home | First | Go to the first row in a list. |
| End | Last | Go to the last row in a list. |
| Tab or Enter;<br>Shift+Tab or<br>Shift+Enter | | Go to the next or previous column in a list. |

## Setting Finder Criteria

To help you search quickly through a long list of records, you can use criteria to restrict the records that are displayed in the Finder and when you use the navigation buttons.

However, at other times, if the Finder uses criteria, it might not display all the records you expect to see.

#### To check or remove the criteria:

1. Click the Finder .
2. Click the **Set Criteria** button.

3. On the screen that appears, click the **Clear** button.

For instructions on setting criteria, click the **Help** button when the Set Criteria screen appears.

# Appendix F: Support and Resources

Find support and resources to help get Sage 300 up and running quickly.

## Finding Help and Documentation

You can find information about setting up and using Sage 300 in the Sage 300 help and in the product documentation included with this release.

**Note:** For technical support, visit our customer support website at https://support.na.sage.com or contact your Sage business partner.

### Context-Sensitive Help

Sage 300 features context-sensitive help that you can use to quickly open and view articles and information directly from Sage 300 screens.

- On the Sage 300 Desktop, press **F1** to view help for the current screen.
- On Sage 300 Web Screens, click the help menu at the top of the screen to see help articles and resources related to your current task.

### Product Documentation

Sage 300 includes guides in printable PDF format, including the *Installation and Administration Guide*, *Upgrade Guide*, and other documentation related to installation and setup.

These guides are available in the Docs folder on the Sage 300 server, and online at:

- https://cdn.na.sage.com/docs/en/customer/300erp/Sage300ERP_Documentation.htm.

#### To view the guides in the Docs folder:

- On the Windows taskbar, click **Start** > **Programs** > **Sage 300** > **Documentation**.

## Support and Resources

Use the links below to find instructions, software training, one-on-one support, technical specifications, or other resources to get Sage 300 working smoothly for your business.

Your Sage Business Partner is also an excellent resource to consult when you have questions about Sage 300.

## How can we help you?

### I'm setting up Sage 300 and need information or assistance

- **Sage 300 Resources online** – https://cdn.na.sage.com/docs/en/customer/300erp/Sage300ERP_Documentation.htm

  Find and download user guides, technical specifications, and more.

- **Sage 300 Web Portal** – www.sage.com/us/erp/sage-300

  Find a business partner, get priority support, and more.

### I'm looking for instructions to complete a task in Sage 300

While using Sage 300, you can get instructions directly from the software in the following ways:

- **Contextual Help** – To see topics related to your current task:
  - In the Sage 300 Desktop, press **F1**.
  - In Sage 300 Web Screens, click the help menu at the top of the screen.
- **Help Topics** – To explore topics and information in the Sage 300 Desktop, click **Help** > **Help Topics**.

### I think something is broken, or I'm getting error messages

Search our knowledge base for solutions to common issues, or contact us for one-on-one assistance.

- **Knowledge Base** – https://support.na.sage.com

  Find answers and solutions to FAQs and known software issues.

- **Customer Center** – https://customers.sagenorthamerica.com/irj/portal/anonymous/login

  Exclusive support for Sage customers.

- **Partner Center** – https://partners.sagenorthamerica.com

  Exclusive support for Sage partners.

## I'm looking for downloads, updates, or technical specifications

Find product updates, download resources, or review technical specifications for Sage 300.

- **Sage 300 Resources online** – https://cdn.na.sage.com/docs/en/customer/300erp/Sage300ERP_Documentation.htm

  Find and download user guides, technical specifications, and more.

- **Sage Business Care** – www.sage.com/us/erp/sage-business-care

  Find links to support services, contact our support team, and learn how to guarantee your Sage software is always up to date.

## I want to become a more skilled user of Sage 300

Find links to Sage software training, online communities, and more.

- **Sage University** – https://sageu.csod.com/LMS/catalog/Welcome.aspx?tab_page_id=-67

  Convenient, professional training options to help you achieve your business goals.

- **Sage Summit** – www.sage.com/sage-summit

  Connect with peers and experts at our annual conference.

- **Priority Software Support** – www.sage.com/us/erp/sage-business-care

  Learn how to get unlimited support by phone, e-mail, and live chat.

## I want to share knowledge with other Sage 300 users

Find and share tips, tricks, and solutions online in the Sage 300 Community.

- **Sage 300 Community** – http://sagecity.na.sage.com/support_communities/sage300_erp

  Explore Sage 300 blogs, discussions, FAQs, resources, and more.

- **Sage Summit** – www.sage.com/sage-summit

  Connect with peers and experts at our annual conference.

## I want to contact a Sage 300 representative

- **Support and Services** — http://support.na.sage.com

  Find links to support services, contact our support team, and learn how to guarantee your Sage software is always up to date.

# Index


## B

buttons

- Drilldown 75
- Finder 76
- Go 77
- Navigation 78
- New 78
- Zoom 78

## C

commands 75

## D

data entry screens 80

detail entry tables 79

details

- adding 79
- deleting 79
- editing 79

documentation and help 82

Drilldown button 75

## E

e-mail

- printing reports as attachments to 46

## F

File menu commands 73

- Close 73
- Customize 73
- Export 73
- Import 73
- Print 74
- Print Setup 74
- Save 74

Finder button 76

- setting criteria 80

function keys 75

## G

Go button 77

guides and documentation 82

## H

Help menu 75

## I

icons 75
installation 3
Installation and Administration Guide 82
installing Sage 300, documentation on 82

## K

keyboard shortcuts
  for detail tables 80
keys 75

## M

menus and commands 73, 75
  File 73
  Help 75
  Settings 74

## N

Navigation buttons 78
New button 78

## O

options
  for printing reports 46

## P

print destinations 46
  e-mail attachment 46
  file 46
  physical printer 46
  preview (on screen) 46
printer
  assigning to a specific report 47
printer, physical
  setting as print destination 46
printing reports 47
  options 46

## R

reports
  print destinations 46-47
  printing options 46

## S

Settings menu commands 74
  Auto Clear 74
  Clear Saved Settings 74
  Save Settings as Defaults 75
shortcuts 75

## T

technical support 82
tools 75

## U

Upgrade Guide 82

## Z

Zoom button 78