

Sage UBS nine Accounting 2014



Login to UBS Accounting

User ID

Password

Date

Product : UBS Accounting, Build 9.9.0.4 (MY) Malaysia Edition

License Key : S45000295329 (1 User Licenses)

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At the main screen **SELECT COMPANY**, click "*Setting*" button, tick checkbox "*Country Setting*"

Country Setting

Select Country: MY
Language: English
Company Name: Sage Software Sdn. Bhd. (formerly known as UBS Corporat:
Company Registration No.: 441389-K GST Registration No.:
Address: Suite 1B-6, Level 6, Block 1B,
Plaza Sentral, Jalan Stesen Sentral 5,
 Advance Setting
 Transaction
 Regional Option

Transaction

With Bank Charges
 With Purchase Tax
 With Sales Tax
 With WHT Receivable
 With WHT Payable
 With GST
 With Special Transaction
 Quick Transaction With Tax %
 Add Transaction With Tax %
 Add Transaction With Bill Period
 Save Transaction Description
 Print Transaction Voucher During Transaction

Rename 'GST' To: GST
Rename 'SPECIAL' To: Special
Set Blank GST Classification: XGST (XGST_ZR)

Standard Report Dir.: C:\99\UBSACC99\REPORTS\REPORTS_TIMES_NEW_ROMAN\
Report Convertor Dir.: C:\99\UBSACC99\REPORTS\CONVERTOR\
Set to Default OK Cancel

To activate the GST function,
goto **Housekeeping >> Setup >> General Setup >>> Company Profile**

General Setup

Company Profile	Setting	Setting 2	GST Setting
Company Name	Company GST Trading Sdn Bhd		
Address	No. 123, Jalan Penang,		
	10200 Penang		
	Tel : 04-2233440 Fax : 04-2233441		
Company Type			
Company Registration No.	12345-B		
Company UEN			
Major Industry Code	77720	<input checked="" type="checkbox"/> With Malaysia GST	
Debtor Account Groups		Last Accounting Year	
From	3000	Closing Date	31/12/2014
To	3000	Starting Period	1
Creditor Account Groups		Closing Period	12
From	4000	This Accounting Year	
To	4000	01/01/2015	To 31/12/2015

OK Cancel

Example of Chart of Account showing GST related accounts

UBS ACCOUNTING SYSTEM					
CHART OF ACCOUNT					
A/C NO.	A/C DESCRIPTION	ACCOUNT TYPE	SA	TYPE	
4010/000	ACCRUALS.....	CURRENT LIABILITIES		G	
4020/000	H.P. CREDITOR - MUI FINANCE (JBQ 369)...	CURRENT LIABILITIES		G	
4020/500	HIRE PURCHASE INTEREST SUSPENSE.....	CURRENT LIABILITIES		G	
4030/000	TERM LOAN - UMBC BANK.....	CURRENT LIABILITIES		G	
4040/000	HOLDING CO. - UBS GROUP.....	CURRENT LIABILITIES		G	
4050/000	SALES TAX.....	CURRENT LIABILITIES	ST	G	
4060/000	WITHHOLDING TAX RECEIVABLE.....	CURRENT LIABILITIES		G	
4070/000	SUSPEND SALES VAT.....	CURRENT LIABILITIES		G	
4080/000	PROVISION FOR TAXATION.....	CURRENT LIABILITIES		G	
4800/000	GST CONTROL.....	CURRENT LIABILITIES		G	
4800/010	GST OUTPUT TAX.....	CURRENT LIABILITIES	ST	G	
4800/020	GST INPUT TAX.....	CURRENT LIABILITIES	PT	G	
4810/000	GST LIABILITY (AR).....	CURRENT LIABILITIES		G	
4820/000	GST CLAIMABLE (AP).....	CURRENT LIABILITIES		G	

Print... Preview Converter Excel ... View Exit

Housekeeping >> Setup >> General Setup >>> GST Setting

General Setup			
Company Profile	Setting	Setting 2	GST Setting
GST Registration No.	GST00001	GST Effective Date	01/01/2014
GST Taxable Period / Category	3 months	GST Next Filing Date	01/02/2014
Prepayment			
GST Liability	4800/100		
Output Tax	4800/010		
Bad Debt Management		Partial Exemption Apportionment Adjustment	
Debtors:			
Bad Debt Relief (AR)	7000/020	GST Adjustment	0000/000
Bad Debt Recovered (AR)	7000/021	Input Tax	4800/020
Bad Debt Liability (AR)	4800/100	Output Tax	4800/010
Creditors:			
Input Tax Adjustment (AP)		Capital Goods Adjustment	
Output Tax Adjustment (AP)		GST Adjustment	0000/000
GST Claimable (AP)	4800/200	Input Tax	4800/020
		Output Tax	4800/010

OK Cancel

Mapping the GST related account number

Debtor / Creditor Maintenance

Debtors File Maintenance

Debtor No. **3000/001**

Name Open Item Debtor
 More Info.
 View Ledger

Company Registration No.

More Information

Customer Type Non GST Customer
Customer Group Account Status Active

Remark 1
Remark 2
Remark 3
VAT Code

Bank Account No.
Bank Code

Mode of Delivery (ML/CR/RT/AR)
Term Exceed (Y/N)

Credit Sales Code / Branch Code
Sales Return Code / Branch Name
Credit Approval Ref. Class Code
Credit Approval Date / / Site Name
Collateral Site Address 1
Guarantor Site Address 2
Term In Month Provision Discount
Channel Invoice Discount

Local customer Export customer

GST Registration No.
Date GST Status Verified
RMCD Approval No.

Creditors File Maintenance

Creditor No. **4000/001**

Name Open Item Creditor
 More Info.
 View Ledger

More Information

Supplier Type Non GST Supplier
Supplier Group Account Status Active

Remark 1
Remark 2
Remark 3
VAT Code

Bank Account No.
Bank Code

Mode of Delivery (ML/CR/RT/AR)
Term Exceed (Y/N)

Purchase Code / Branch Code
Purchase Return Code / Branch Name
Credit Approval Ref. Class Code
Credit Approval Date / / Site Name
Collateral Site Address 1

GST Registration No.
Date GST Status Verified
RMCD Approval No.

Transaction File Maintenance – Input entries

Quick Entries

Master Account SALES

Purchase Tax

Sales Tax GST OUTPUT TAX

Description to follow Account Name

You just need to make one entry.
The computer will generate the other entry and update the Master Account.

Use this option

- To save time
- Avoid unbalance Credit & Debit

Transactions File Maintenance

Batch Title 07/08/2014

Batch No.

Voucher Seq.

Period

January 2015 **SALES**

Date	A/C No.	Ref. No.	Disp.	Debit	Credit
24/01/2016	5000/000	0016	Customer B	0.00	25,000.00

GST

Date	A/C No.	Ref. No.	A/C Description	Debit	Credit
24/01/2016	5000/000	0016	SALES	0.00	25,000.00
24/01/2016	4800/010	0016	GST OUTPUT TAX	0.00	1,500.00
24/01/2016	3000/002	0016	Customer B	26,500.00	0.00
				311,420.00	311,420.00

GST Return Report Wizard

1 Introduction

2 Part A : Registered Personal Details

3 Part B : Return Details

4 Part C : Additional Information

5 Part D : Declaration

Welcome to Malaysia GST Return Report Wizard

Every taxable person is required to account for tax in a GST return by using the GST-03 form.


The GST return is required to be furnished to the Director General not later than the last day of the month following the end of the taxable period.
Where a taxable person's taxable period does not end on the last day of the month, the GST return should be furnished not later than the last day of the thirty (30) days period from the end of the varied taxable period.

The wizard will assist you through the process of generating the GST Return report.

Here are some **Important Notes** when you fill in the GST-03 form.

- 1) Please fill in this form in **BLOCK LETTERS** using black ball-point pen.
- 2) Please refer to Goods and Services Tax (GST) Form Guide.
- 3) Column with (*) is a mandatory field.
- 4) Please tick (x) accordingly.
- 5) If declaring a zero amount, please fill in "0".
- 6) Please contact Customs Call Center at 1-300-88-8500 / 03-7806 7200 or e-mail ccc@customs.gov.my for further enquiry.

Let's get started by indicating the start date of your current taxable period.

Taxable period - Start date 

Generate GAF

Generate GST Audit File (GAF)

Period From	<input type="text" value="1"/>	<input type="button" value="⤵"/>			
Period To	<input type="text" value="18"/>	<input type="button" value="⤵"/>			
Sales Account No. From	<input type="text" value="5000/000"/>	<input type="button" value="⤵"/>	Purchases Account No. From	<input type="text" value="6000/000"/>	<input type="button" value="⤵"/>
Sales Account No. To	<input type="text" value="5zzz/zzz"/>	<input type="button" value="⤵"/>	Purchases Account No. To	<input type="text" value="6zzz/zzz"/>	<input type="button" value="⤵"/>

Generate into Directory

File Format:

Capital Goods

Capital Goods: **Active**

Description :

Purchase Price (MYR)

GST (MYR)

Date of Purchase

Date of Disposal

Equipment, Machinery, Vehicles etc. (5 Interval)
 Land & Building (10 intervals)

Interval	Residual Input Tax Recovery Rate	Adjustment (%)	Computation	CG Adjustment