

UBS INVENTORY and BILLING version 9.9.0.4 (06/06/2014)

~ with GST functions

Sage **UBS nine** 2014 Inventory & Billing



Login to UBS Inventory & Billing

User ID

Password

Date

Product : UBS Inventory & Billing, Build 9.9.0.4 (MY)Malaysia Edition

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To activate the GST function,
Goto **Housekeeping >> Run Setup >> General Setup**

Run Setup

User Define - Desp. Body / Footer User Define - Formula User Define - Item Remark User Define - Markup Ratio Directory

Company Profile Stock Valuation Item Maintenance Transaction .Account No .Last Used Nos User Define - Desp. Header

Company/Address

A GST COMPANY (STOCK) SDN BHD
NO. 123, JALAN PERTAMA,
11220 PENANG

Company Registration No. 22338-H GST Registration No. GST00001

Currency used Change currency code to USD

Currency code: MYR
Currency symbol: RM
Currency word: RINGGIT MALAYSIA

Accounting Period

Last A/C year closing date: 31/12/2014
This A/C year closing period: 12

Multi Company With Malaysia GST

01/01/2015 31/12/2015

OK Cancel

Customer / Supplier Maintenance

Customer Maintenance - Customer File Maintenance

Customer No. **3000/A01**
Name **AA COMPANY (M) SDN BHD**
Company Registration No.

Open Item Customer
 Bad Status

Details **More Info**

Customer Type Non GST Customer
Customer Group Account Status Active

Remark 1
Remark 2
Remark 3
Remark 4

Bank Account No.
Mode of Delivery (ML/CR/RT/AR)
Term Exceed (Y/N)

Credit Sales Code /
Sales Return Code /
Credit Approval Ref.
Credit Approval Date / /
Collateral
Guarantor

GST Registration No. **GST-2014-A001**
Date GST Status Verified **01/01/2015**
RMCD Approval No.

Branch Code
Branch Name
Term In Month 0
Channel
Class Code
Site Name
Site Address 1
Site Address 2

Provision Discount 0.00
Invoice Discount 0.00

Local customer
 Export customer

Supplier Maintenance - Supplier File Maintenance

Supplier No. **4000/Y01**
Name **Y SUPPLIER SDN BHD**
Company Registration No.

Open Item Supplier
 Bad Status

Details **More Info**

Customer Type Non GST Customer
Customer Group Account Status Active

Remark 1
Remark 2
Remark 3
Remark 4

Bank Account No.
Mode of Delivery (ML/CR/RT/AR)
Term Exceed (Y/N)

Credit Sales Code /
Sales Return Code /
Credit Approval Ref.
Credit Approval Date / /
Collateral
Guarantor

GST Registration No. **GST2014-Y0034**
Date GST Status Verified **30/11/2014**
RMCD Approval No. **RMCD2014-00888**

Branch Code
Branch Name
Term In Month 0
Channel
Class Code
Site Name
Site Address 1
Site Address 2

Provision Discount 0.00
Invoice Discount 0.00

Local Supplier
 Export Supplier

Maintenance >> Misc Files >> Tax Code Maintenance

Tax Code Maintenance

Tax Code	Description	Tax Percentage	Transaction Type	A/C No.
IS	Imports under special scheme with no GST incurred (e.g. App	0.00	Purchase	
NR	Purchase from non GST-registered supplier with no GST incur	0.00	Purchase	
OP	Purchase transactions which is out of the scope of GST legi	0.00	Purchase	
OS	Out-of-scope supplies	0.00	Sales	
RS	Relief supply under GST	0.00	Sales	
SR	Standard-rated supplies with GST charged	6.00	Sales	
TX-E43	GST incurred directly attributable to incidental exempt sup	6.00	Purchase	
TX-N43	GST incurred directly attributable to non-incidental exempt	6.00	Purchase	
TX-RE	GST incurred that is not directly attributable to taxable o	6.00	Purchase	
TX6	Purchases with GST incurred at 6% and directly attributable	6.00	Purchase	

Buttons: Add, Delete, Print..., Save, Cancel, Exit

Product Item Maintenance

Item Maintenance - Item File Maintenance

Enter Item No. **S-003**

Item Description: **ITEM S-003 - STANDARD 6%**

Alternate Item No.
 Universal Item No.
 Brand

Category
 Item Group
 Supplier No. /

Shelf No.
 Packing
 Qty B/F: 0
 Minimum: 0
 Maximum: 0
 Reorder: 0

Purchases tax code: TX6
 Sales tax code: SR

Unit Of Measurement: **UNIT**

Unit Cost Price: 90.00
 Unit Selling Price: 100.00
 Mark Up Ratio: 0.00

2nd Unit
 2nd Unit Factor: 1.00000

Length: 0.0000
 Width: 0.0000
 Thickness: 0.0000
 Weight/Length: 0.0000
 Price/Weight: 0.0000

Remark
 More Info.(1)
 More Info.(2)
 Related Item

Serial No.
 Quantity Formula
 Unit Price Formula

Credit Sales Code: /
 Cash Sales Code: /
 Sales Return Code: /
 Purchase Code: /
 Purchase Return Code: /

Buttons: Add, Save, Delete, Exit

Purchase Invoice

Add Receive

Receive

Last Ref. No. 00000000

Period 4 April-2015 Update From P0

Your Ref. No. S-IV0098

Supplier Code 4000/Y01 Import Service

Supplier Name Y SUPPLIER SDN BHD

Date 01/04/2015 1. Credit Purchases
 2. Multiple Payment Mode
 3. Consignment Receive

Ref.No. 2

Description PURCHASES

Bill Terms

Delivered by

Permit No.

PO/SO No.

PO/SO No. (2)

DO No. (1)

DO No. (2)

Remark 0

Remark 1

Remark 2

Remark 3

Remark 4

Remark 5

Remark 6

Remark 7

Remark 8

Remark 9

Remark 10

Remark 11

RC S-IV0098 - Y SUPPLIER SDN BHD - 4000/Y01 - 01/04/2015

Item No. S-003

Description ITEM S-003 - STANDARD 6%

Remark 1

Remark 2

Remark 3

Remark 4

Location

Unit Of Measure UNIT 1.00000 1.00000

On Hand 90 UNIT

Quantity 100

Price 90.00

Amount 9000.00

% Discount 0.00 0.00 0.00

GST Classification TX6 6.00 540.00

Inv/Po

Project/Job/S-Job

GL A/C 6010/000 / /

Service Tax Gst Item Change Unit
 Comment Ng Display Update Qty Total Up

Cost	90.00	<---- Last 3 (Prices , % Discount) ---->	
Selling	100.00	/ /	0.00 0.00
	0.00	/ /	0.00 0.00
	0.00	01/04/2015	90.00 0.00

Item	Description	Qty	Price	Amount
1 S-003	ITEM S-003 - STANDARD 6%	100 UNIT	90.00	9000.00

Sales (Tax Invoice)

Add Invoice

Invoice Last Invoice No. IV000001

Period: 4 April-2015 Update From SO

Invoice No. IV000001 Update Qty Returned

Cust. No. 3000/A01 Multiple Payment Mode

Name: AA COMPANY (M) SDN BHD

Date: 02/04/2015 With Delivery Address

Ref. No. 2:

Description: SALES

Bill Terms: 30 DAYS

Bill Age: 0

Delivered by:

PO/SD No.:

PO/SD No. (2):

DO No. (1):

DO No. (2):

Remark 0:

Remark 1:

Remark 2:

Remark 3:

Remark 4:

Remark 5:

Remark 6:

Remark 7:

Remark 8:

Remark 9:

Remark 10:

Remark 11:

INV IV000001 - AA COMPANY (M) SDN BHD - 3000/A01 - 02/04/2015

Item No. S-003

Description: ITEM S-003 - STANDARD 6%

Remark 1:

Remark 2:

Remark 3:

Remark 4:

Location:

Unit Of Measure: UNIT 1.00000 1.00000

Cost: 90.00

Selling: 100.00

0.00

0.00

<---- Last 3 (Prices, % Discount) ---->

/	/	0.00	0.00
/	/	0.00	0.00
02/04/2015		100.00	0.00

On Hand: 90 UNIT

Quantity: 10

Price: 100.00

Amount: 1000.00

% Discount: 0.00 0.00 0.00

GST Classification: SR 6.00 60.00

Inv/Do:

Project/Job/S-Job:

GL A/C: 5000/000 / /

Service Tax Gst Item Change Unit

Comment Ng Display Update Qty Total Up

Item	Description	Qty	Price	Amount
1	S-003 ITEM S-003 - STANDARD 6%	10 UNIT	100.00	1000.00

A GST COMPANY (STOCK) SDN BHD

NO. 123, JALAN PERTAMA,
11220 PENANG

(GST Reg No: GST00001)

TAX INVOICE

AA COMPANY (M) SDN BHD
NO.128-D, JALAN KEBUN BUNGA,
11340 PENANG

ATTN. :
TEL. :
FAX :
A/C NO. : 3000/A01

NO. : IV000001
DATE : 02/04/2015
TERM : 30 DAYS
PAGE : 1
PRINTED ON : 13/08/2014 10:13:18
PRINTED BY : ADMIN

ITEM NO.	DESCRIPTION	QUANTITY	UOM	U.PRICE	DISC AMT	TOTAL EXCL. GST	GST	TOTAL INCL. TAX GST CODE
1 S-003	ITEM S-003 - STANDARD	10	UNIT	100.00		1,000.00	60.00	1,060.00 SR

RINGGIT MALAYSIA : ONE THOUSAND SIXTY ONLY

GST Summary	Amount	Tax		
SR @ 6 %	1000.00	60.00	SUB TOTAL	1,000.00
			TOTAL DISCOUNT	0.00
			TOTAL EXCL. GST	1,000.00
			ADD GST	60.00
			TOTAL PAYABLE INCL. GST	RM 1,060.00

AUTHORISED SIGNATURE(S)

RECEIVED BY

Credit Note (Goods Return with Reason)

Add Credit Note

Credit Note Last CN No. CN000000

Period 4 April-2015
Credit Note No. CN000001
Cust. No. 3000/A01 Update from Invoice
Name AA COMPANY (M) SDN BHD
Date 29/04/2015 Multiple Payment Mode
Ref. No. 2 With Delivery Address
Description GOOD RETURNED
Bill Age 11
Delivered by

PO/SO No.
PO/SO No. (2)
DO No. (1)
DO No. (2)
Remark 0
Remark 1
Remark 2
Remark 3
Remark 4
Remark 5
Remark 6
Remark 7
Remark 8
Remark 9
Remark 10
Remark 11

Navigation: [Back] [Previous] [Next] [Forward] [Search] [Add] [Accept] [Print] [Cancel] [Exit]

CN CN000001 - AA COMPANY (M) SDN BHD - 3000/A01 - 29/04/2015

Item No. S-003 On Hand 90 UNIT
Description ITEM S-003 - STANDARD 6% Quantity 1
Price 100.00
Amount 100.00
% Discount 0.00 0.00 0.00
GST Classification SR 6.00 6.00
Reason FGRT
Inv/Do

UBS Inventory and Billing - UBS Inventory and Billing

Code	Description
BDRF	Bad Debt Relief
BDRV	Bad Debt Recovered
DDEL	Damage on Delivery
DISC	Discount
EXPD	Expired Items
FGRT	Faulty Goods Return
NATS	Not According to Specs
PRAD	Price Adjustment
WIDV	Wrong Item Delivered
WRCL	Warranty Claim

Amount 0.00

Buttons: [OK] [Cancel]

To post the Billing transactions to UBS Accounting

INVENTORY & BILLING

s 6. Periodic 7. Housekeeping 8. Tools

- 1. Month End Processing
- 2. Year End Processing
- 3. Export/Import ▶
- 4. Check Records In Files ▶
- 5. View Audit Trail
- 6. Post To Daccount**

Post To Daccount

List Bills Not Exported Invoices Cash Sales All Bills
 List Bills Exported Credit Note Debit Note
 List Exported Transactions Received / Receive (Self-Bill) Purchase Return

Exported File Name: e.g. A:\Glpost9.dbf

Date	Type	Ref.No.	A/C No.	Debit	Credit	Pj	Job	Posted	Rec	Pd.	^
01/04/2015	RC	S-IV0098	4000/Y01	0.00	9540.00			P	1	4	
02/04/2015	INV	IV000001	3000/A01	1060.00	0.00			P	2	4	

1

2

Step (1) Export Bills (at Periodic >> Post to Daccount)

The 'Export Bills' dialog box is titled 'UBS Inventory and Billing'. It features a red title bar and a main title 'Export Bills' in red. The interface includes several input fields and a list of transaction types. The 'Transaction Types' field is set to 'CN'. The 'Period To Export' is '4' (April), with 'Date From' as '01/01/1980' and 'Date To' as '12/12/3069'. The 'Reference No. From' is empty and 'Reference No. To' is 'zzzzzzzz'. There are checkboxes for 'List by account desp.' and 'With 0 Balance'. A list of transaction types is shown on the right, with '3. Credit Note' selected and highlighted in red. At the bottom, there is a field for 'No. of bills to be exported : 1' and buttons for 'Preview', 'Export', and 'Cancel'.

Transaction Types:

Period To Export: **April**

Date From:

Date To:

Reference No. From:

Reference No. To:

List by account desp.

With 0 Balance

No. of bills to be exported : 1

- 1. Invoice
- 2. Cash Sales
- 3. Credit Note
- 4. Debit Note
- 5. Receive
- 6. Purchase Return
- 7. All Bills

Step (2) Import into Daccount

The 'Importing Batch Of Transactions' dialog box is titled 'Importing Batch Of Transactions'. It features a red title bar and a main title 'Importing Batch Of Transactions' in black. The interface includes several input fields and a list of transaction types. The 'Bill Type To Import' is 'INV'. The 'Period To Import' is '4' (April), with 'Date From' as '01/01/1980' and 'Date To' as '12/12/3069'. The 'Import To Batch No.' is '16' and 'For New Batch - Enter' is '21'. The 'Batch Title' is 'SALES - APR '2015'. A summary table shows 'Transactions to be imported' as 0, 'Transactions already in batch' as 3, and a total of 3. At the bottom, there are buttons for 'OK' and 'Cancel'.

Bill Type To Import:

Period To Import: **April**

Date From:

Date To:

Import To Batch No.: For New Batch - Enter:

Batch Title:

Transactions to be imported	0
Transactions already in batch	3

	3

- 1. Invoices
- 2. Cash Sales
- 3. Credit Note
- 4. Debit Note
- 5. Received
- 6. Purchase Return
- 7. All Bills

Step (4) To import TAX INVOICE transaction from UBS INVENTORY & BILLING into UBS ACCOUNTING SYSTEM

