Chapter 12 Tax

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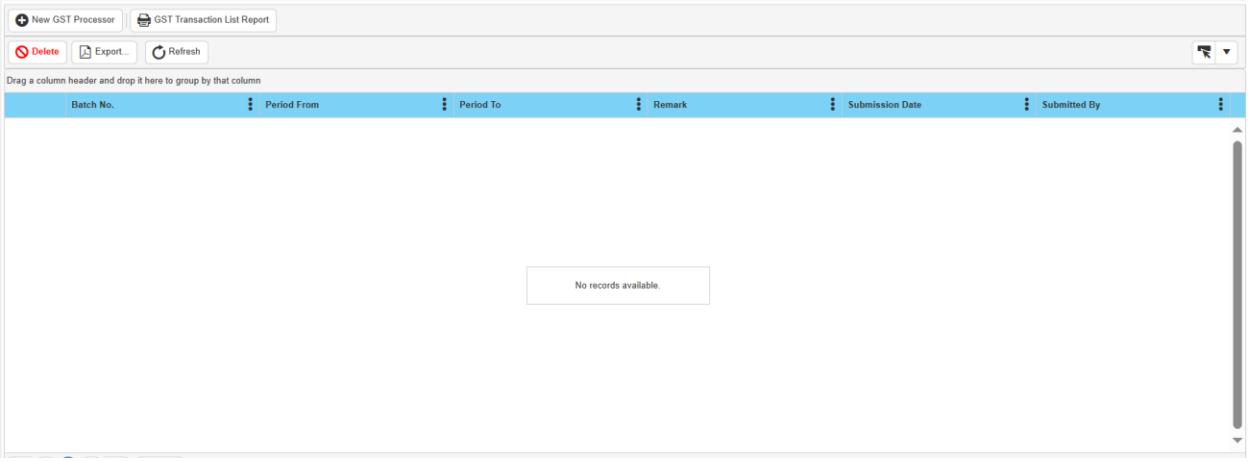
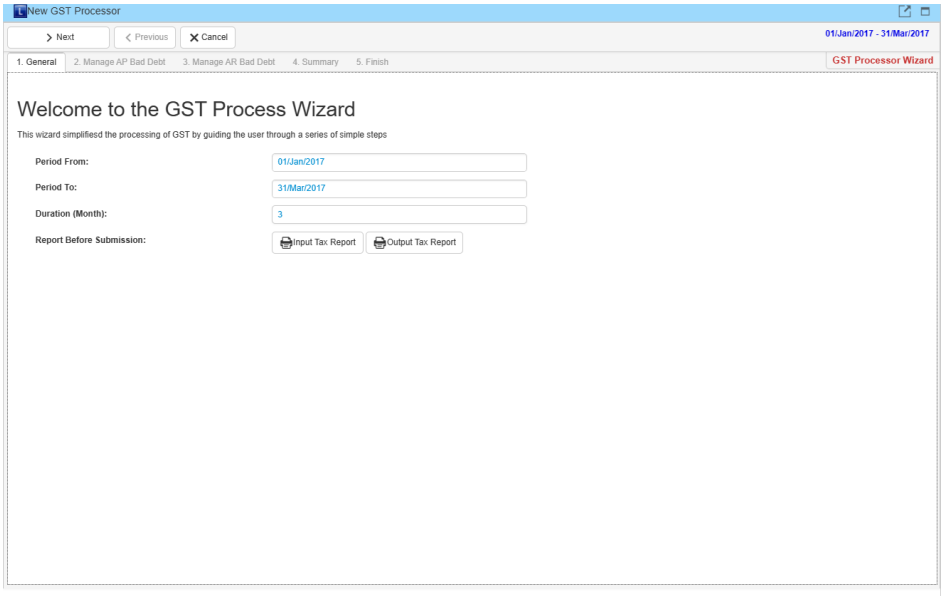
12.1 GST Processor

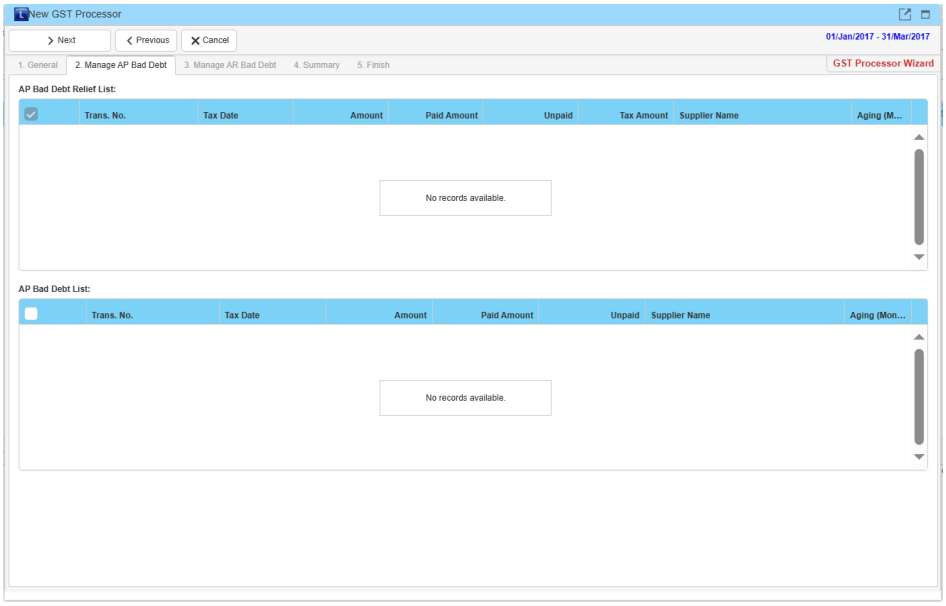
- To open GST Processor, on the **SmartLeg@l** navigation, click Tax and go to **GST Processor**.



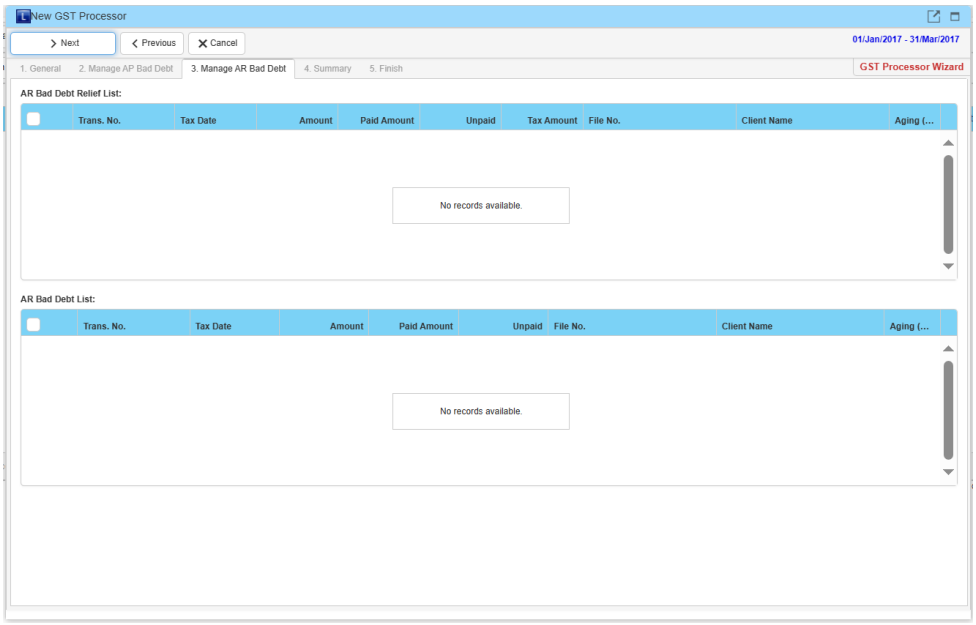
- Click '**Export**' to print the desired search results in txt, excel or html format.
- Click '**Delete**' to delete the selected record
- If there do not have any GST Processor records it will show no records available and you may click New GST Processor to create a record
- When you decide to create a GST Processor, after you click that it will pop up a GST Processor Wizard as figure below shown
- After that, click to the '**>Next**' you may go to '**Manage AP Bad Debt**'



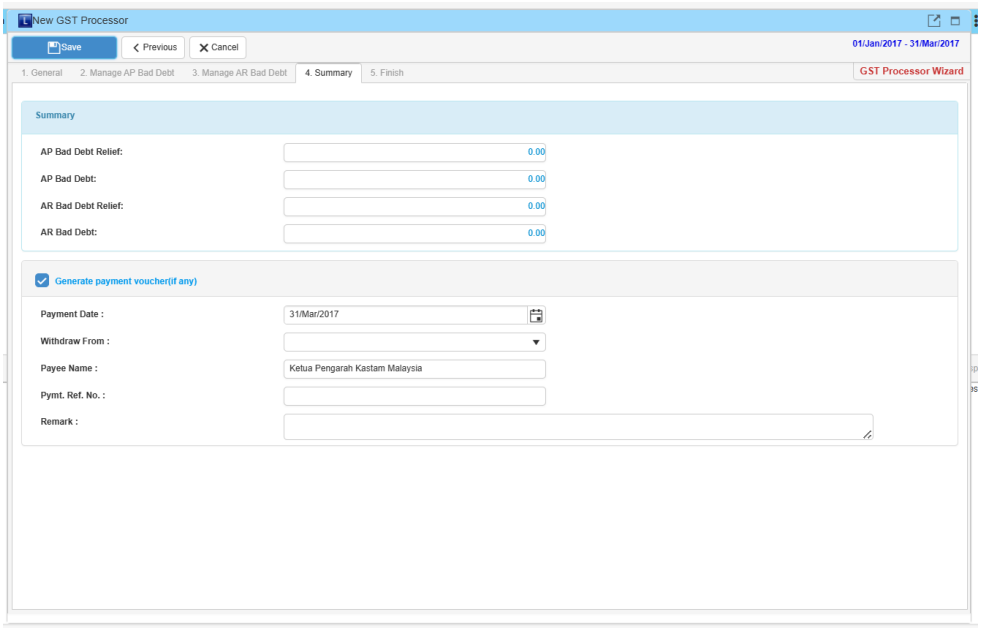
- If you feel satisfied with the records, you may proceed to '**Manage AR Bad Debt**' by clicking on the '**>Next**' button.



- You may go to the '**Summary**' part if everything is fine by clicking the '**>Next**' button.

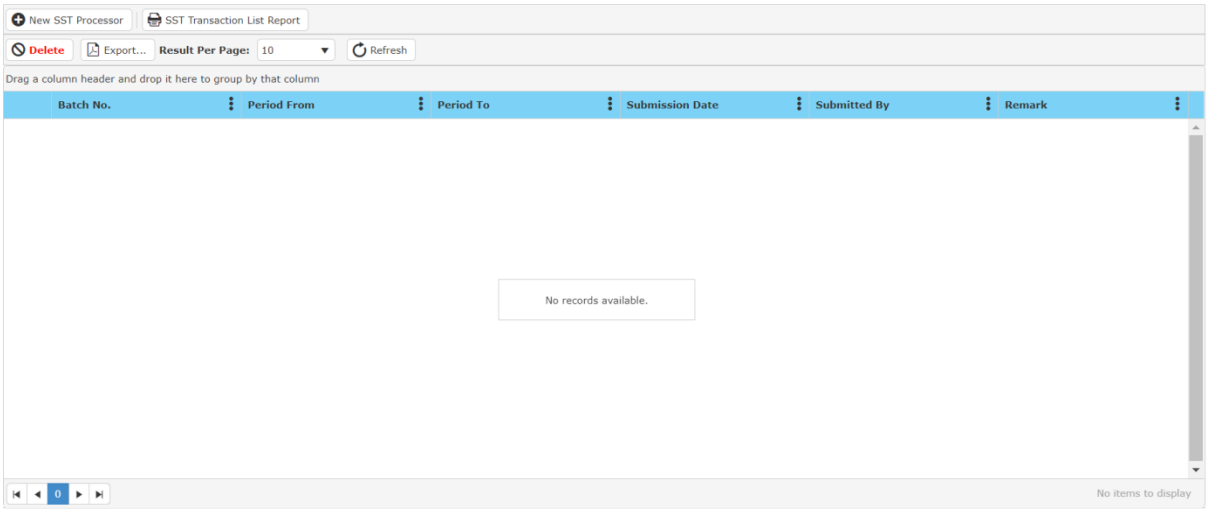


- Fill in all the fields accordingly and press '**Save**' button to save all the newly created processor.

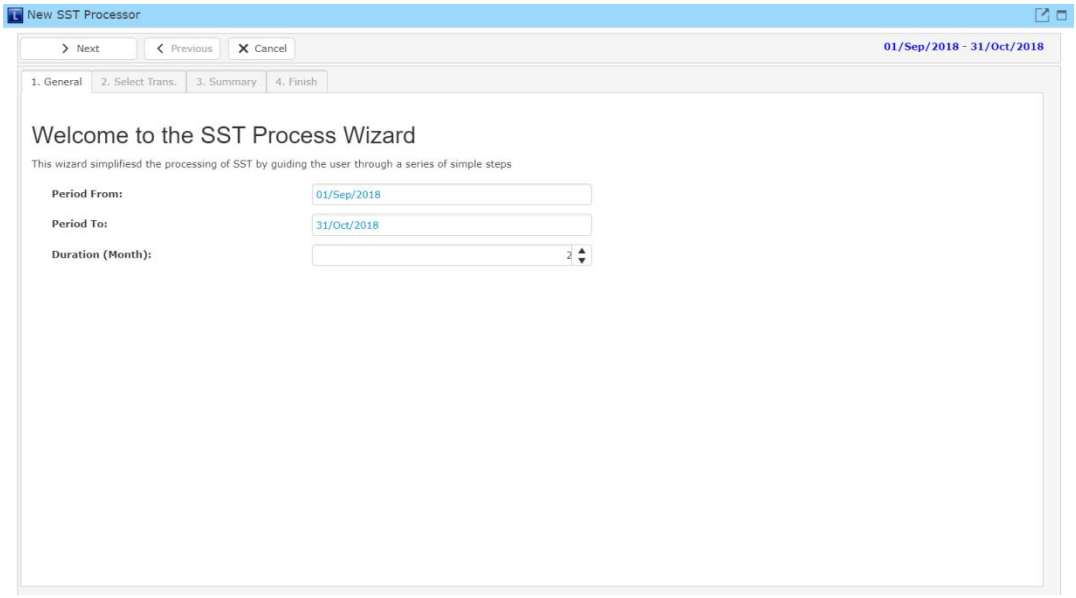


12.2 SST Processor

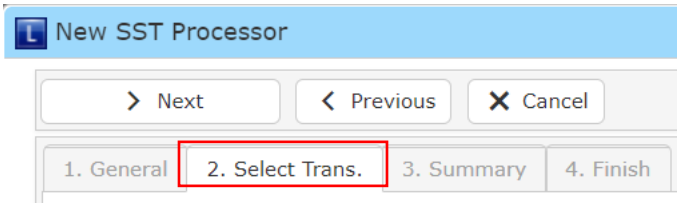
- To open SST Processor, on the **SmartLeg@l** navigation, click Tax and go to **SST Processor**.

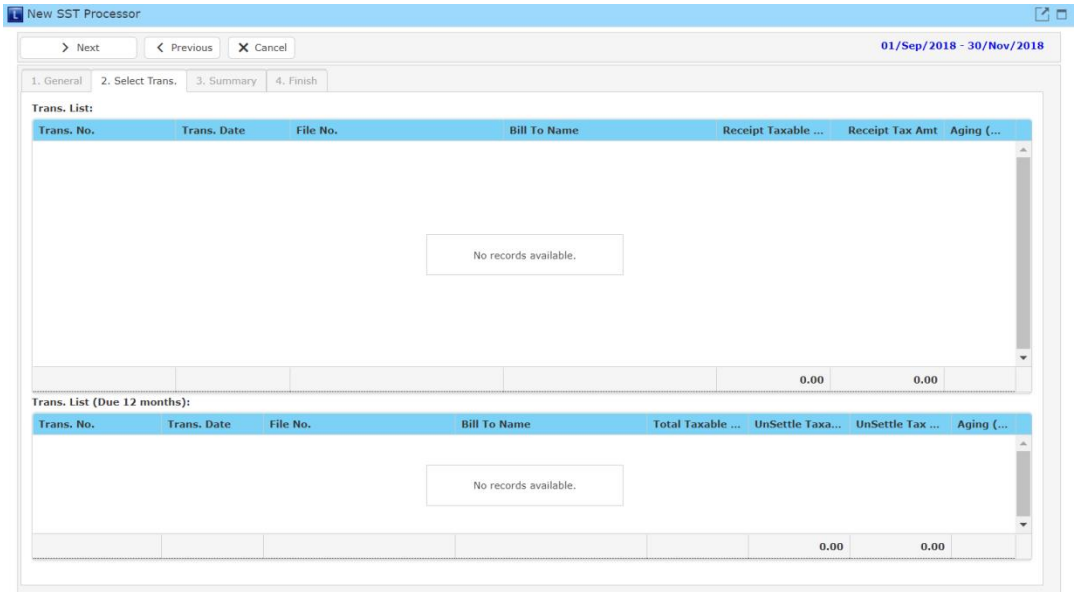


- Click '**Export**' to print the desired search results in txt, excel or html format.
- Click '**Delete**' to delete the selected record
- If there do not have any SST Processor records it will show no records available and you may click New SST Processor to create a record
- When you decide to create a SST Processor, after you click that it will pop up a SST Processor Wizard as figure below shown

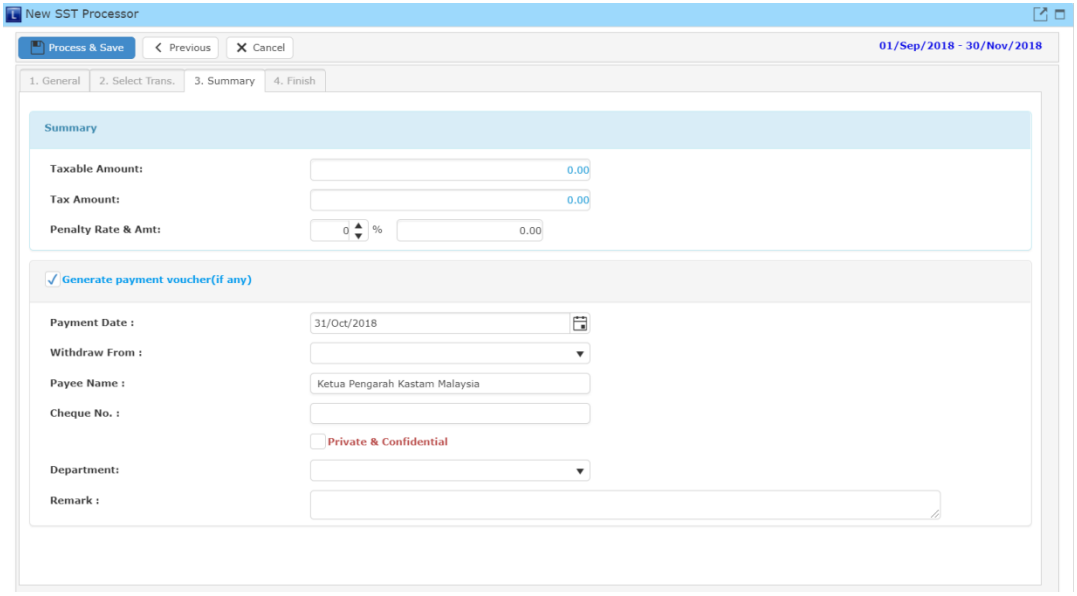


- The Period From is fixed, however you can decide the Period To by increase or decrease the duration
- After that, click to the next you may go to 'Select Trans'



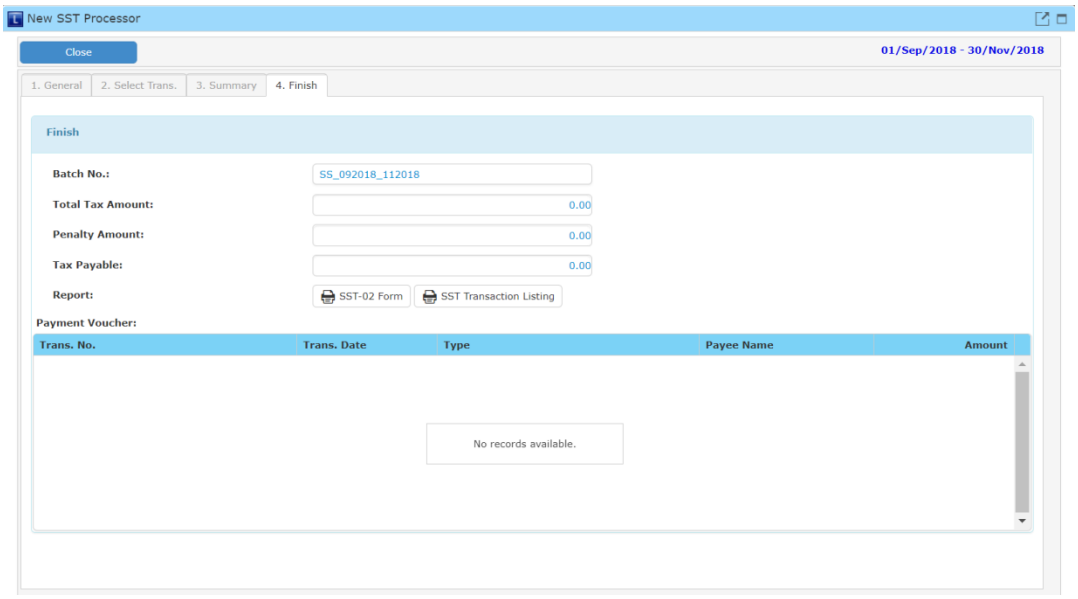


- You can select trans from the list of both table
- After you selected trans, click to next tab ‘Summary’



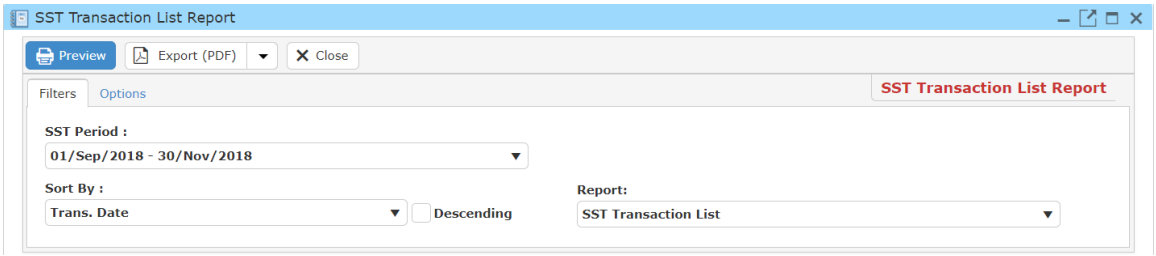
- You can adjust the penalty rate and amount

- You can key in the date or click to the calendar icon to choose the date
- Choose a account from withdraw and department from combo box
- Key in cheque number and remark if necessary
- Private and confidential is compulsory
- After you click to 'Save', it will directly go to the 'Finish' Tab

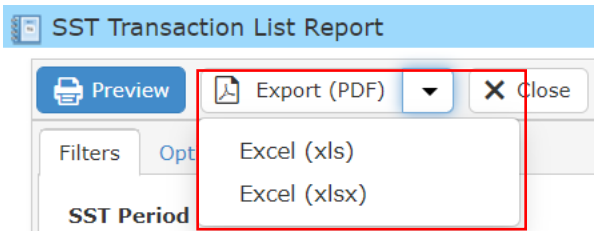


- You can print or preview the SST Transaction List Report while you click to

- It will pop-up a SST Transaction List Report as below and you can insert you requirement to filter the report
- Besides, you can preview the report

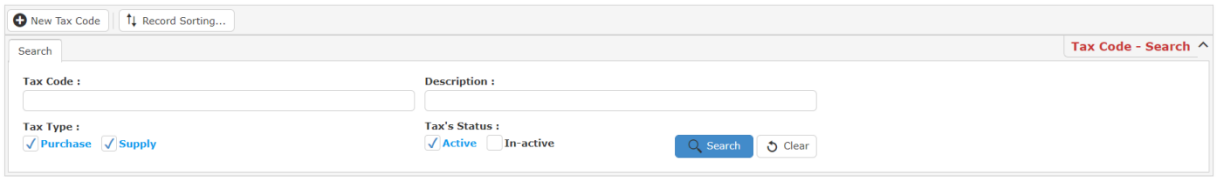


- You can also export the report into PDF or excel by clicking

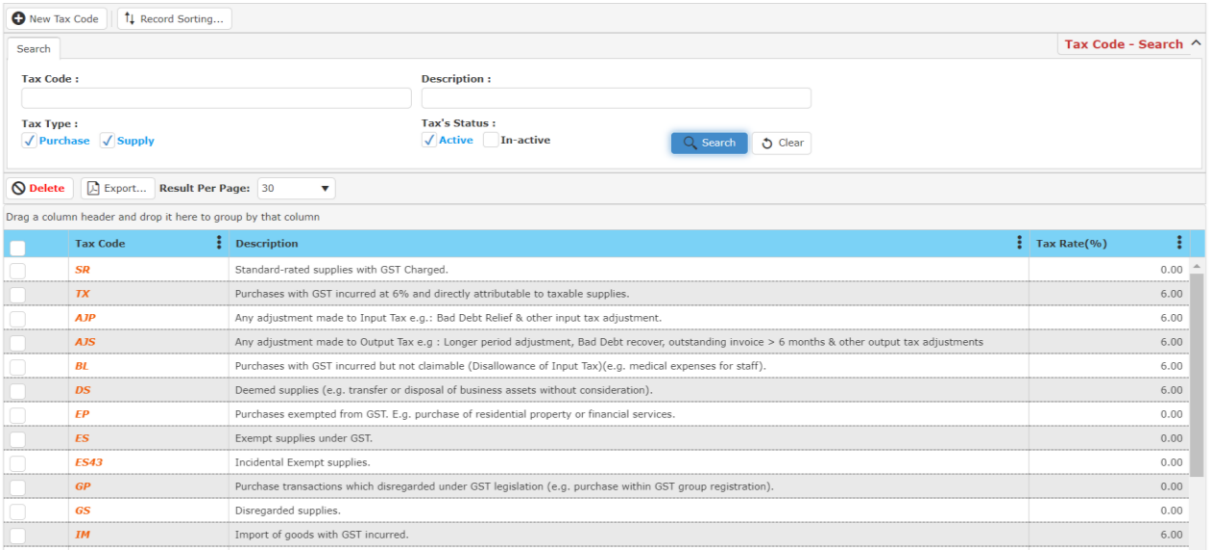


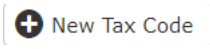
12.3 Tax Code Maintenance

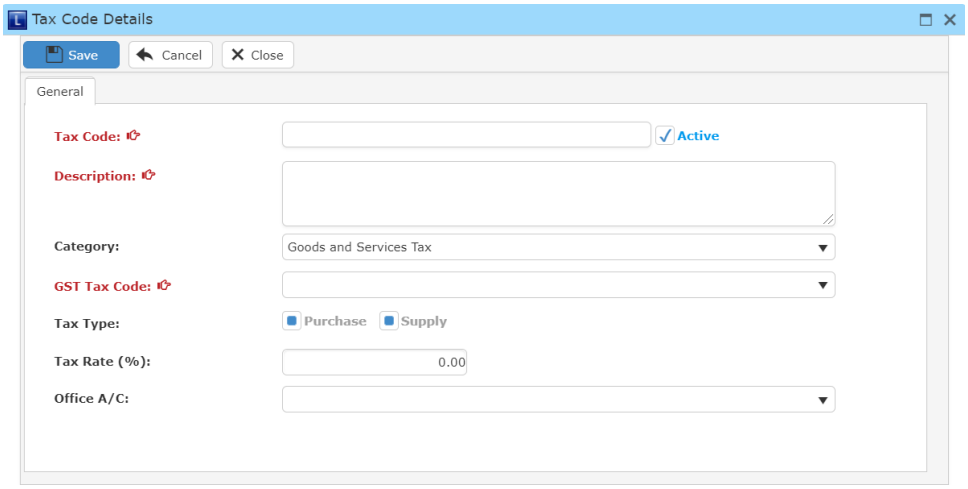
- To open Tax Code Maintenance, on the **SmartLeg@l** navigation, click Tax and go to **Tax Code Maintenance**



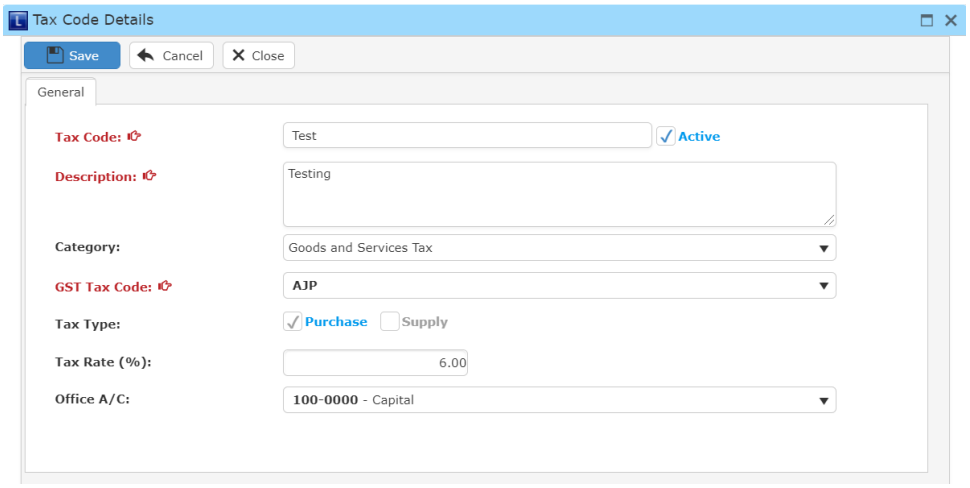
- You can enter tax code, description and choose tax type and status to search a tax code
- Click search once to browse all tax code as figure below shown
- To start a new search or to clear the search results, click '**Clear**'.



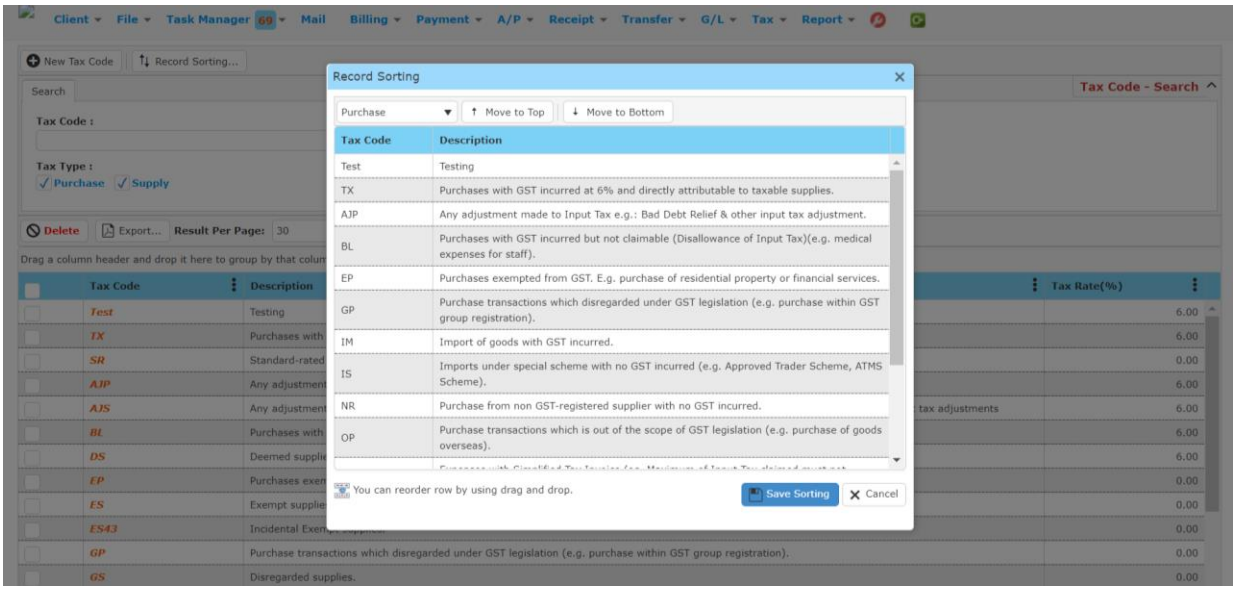
- Other than Search Tax Code you can create of New Tax Code by clicking  and it will pop up Tax Code Details input form



- Insert the Tax Code, Description and GST Tax Code is compulsory
- Moreover, you can adjust other info like tax rate, choose office a/c



- After you finish the tax code details, click 'Save' and the tax code will appeal in the tax code maintenance search list
- In addition, you can sort the all the tax code in tax code maintenance by clicking



- The system will pop up a record sorting wizard, you can make arrangement for all the tax code.