

Chapter 12 Tax

In This Chapter:

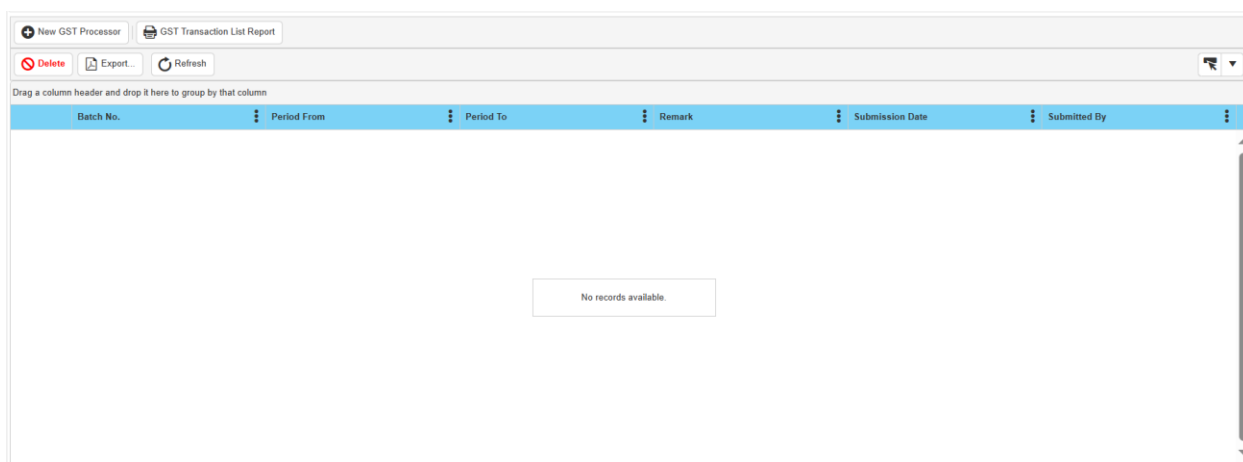
12.2 SST Processor

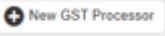
12.2 SST Processor

12.3 Tax Code Maintenance

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**'

The screenshot shows the 'New GST Processor' window with the 'GST Processor Wizard' tab selected. The wizard is on the 'General' step (1 of 5). It displays a 'Welcome to the GST Process Wizard' message and a series of input fields for configuring the GST processing period. The fields are: 'Period From:' (01/Jan/2017), 'Period To:' (31/Mar/2017), 'Duration (Month):' (3), and 'Report Before Submission:' (Input Tax Report and Output Tax Report). Navigation buttons '> Next', '< Previous', and 'X Cancel' are at the top. The progress bar shows steps: 1. General, 2. Manage AP Bad Debt, 3. Manage AR Bad Debt, 4. Summary, 5. Finish.

New GST Processor

> Next < Previous X Cancel 01/Jan/2017 - 31/Mar/2017

1. General 2. Manage AP Bad Debt 3. Manage AR Bad Debt 4. Summary 5. Finish GST Processor Wizard

Welcome to the GST Process Wizard

This wizard simplified the processing of GST by guiding the user through a series of simple steps

Period From: 01/Jan/2017

Period To: 31/Mar/2017

Duration (Month): 3

Report Before Submission: Input Tax Report Output Tax Report

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

The screenshot shows the 'New GST Processor' window with the 'Manage AP Bad Debt' tab selected. The screen displays two tables for managing AP Bad Debt. The first table, 'AP Bad Debt Relief List', has a checked checkbox and columns: Trans. No., Tax Date, Amount, Paid Amount, Unpaid, Tax Amount, Supplier Name, and Aging (Mon...). The second table, 'AP Bad Debt List', has an unchecked checkbox and the same columns. Both tables show 'No records available.' messages. Navigation buttons '> Next', '< Previous', and 'X Cancel' are at the top. The progress bar shows steps: 1. General, 2. Manage AP Bad Debt, 3. Manage AR Bad Debt, 4. Summary, 5. Finish.

New GST Processor

> Next < Previous X Cancel 01/Jan/2017 - 31/Mar/2017

1. General 2. Manage AP Bad Debt 3. Manage AR Bad Debt 4. Summary 5. Finish GST Processor Wizard

AP Bad Debt Relief List:

<input checked="" type="checkbox"/>	Trans. No.	Tax Date	Amount	Paid Amount	Unpaid	Tax Amount	Supplier Name	Aging (Mon...
No records available.								

AP Bad Debt List:

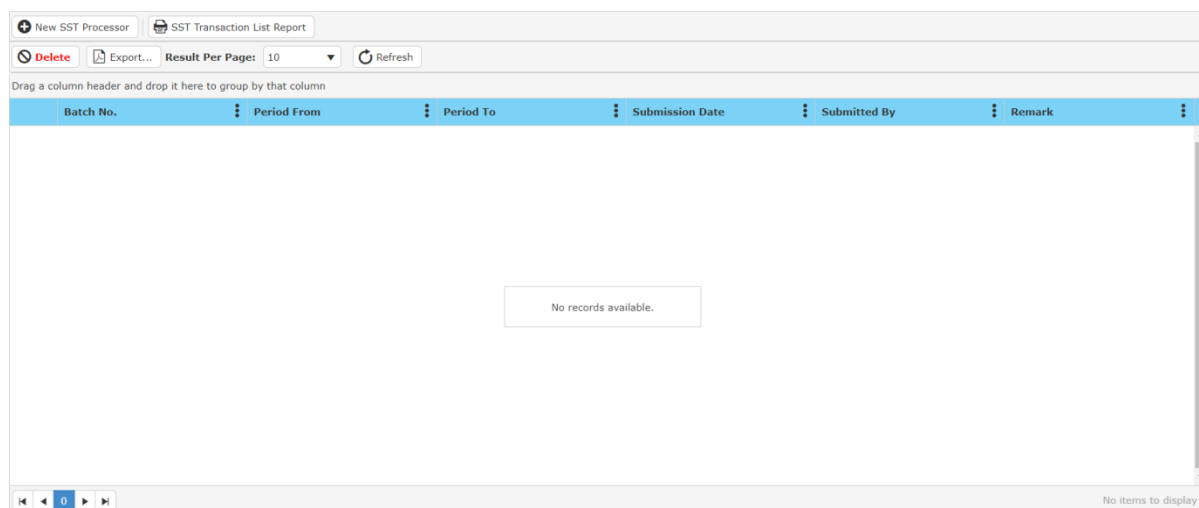
<input type="checkbox"/>	Trans. No.	Tax Date	Amount	Paid Amount	Unpaid	Supplier Name	Aging (Mon...
No records available.							


- 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

New SST Processor

> Next < Previous X Cancel 01/Sep/2018 - 31/Oct/2018

1. General 2. Select Trans. 3. Summary 4. Finish

Welcome to the SST Process Wizard

This wizard simplified the processing of SST by guiding the user through a series of simple steps

Period From: 01/Sep/2018

Period To: 31/Oct/2018

Duration (Month): 2

- 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'

New SST Processor

> Next < Previous X Cancel

1. General 2. Select Trans. 3. Summary 4. Finish

- 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

New SST Processor 01/Sep/2018 - 30/Nov/2018

Close

1. General 2. Select Trans. 3. Summary 4. Finish

Finish

Batch No.: SS_092018_112018

Total Tax Amount: 0.00

Penalty Amount: 0.00

Tax Payable: 0.00

Report: SST-02 Form SST Transaction Listing

Payment Voucher:

Trans. No.	Trans. Date	Type	Payee Name	Amount
No records available.				

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

SST Transaction List Report

Preview Export (PDF) Close

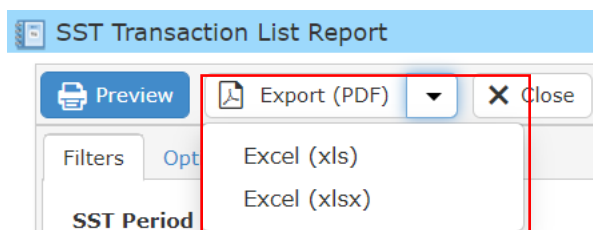
Filters Options **SST Transaction List Report**

SST Period : 01/Sep/2018 - 30/Nov/2018

Sort By : Trans. Date ☐ Descending

Report: SST Transaction List

- 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@1** navigation, click Tax and go to **Tax Code Maintenance**

The screenshot displays the 'Tax Code Maintenance' search interface. At the top, there are buttons for 'New Tax Code' and 'Record Sorting...'. Below these is a search bar with the placeholder text 'Search'. To the right of the search bar is a link that says 'Tax Code - Search ^'. The main area contains two columns of input fields. The first column has 'Tax Code :' and 'Tax Type :'. The 'Tax Type :' field has two checkboxes: 'Purchase' (checked) and 'Supply' (checked). The second column has 'Description :' and 'Tax's Status :'. The 'Tax's Status :' field has two checkboxes: 'Active' (checked) and 'In-active' (unchecked). At the bottom right of the form, there are two buttons: 'Search' (with a magnifying glass icon) and 'Clear' (with a circular arrow icon).

- 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**'.

New Tax Code Record Sorting...

Search Tax Code - Search ^


Tax Code : Description :

Tax Type : ☒ Purchase ☒ Supply Tax's Status : ☒ Active ☐ In-active

Result Per Page: 30


Drag a column header and drop it here to group by that column


<input type="checkbox"/>	Tax Code	Description	Tax Rate(%)
<input type="checkbox"/>	SR	Standard-rated supplies with GST Charged.	0.00
<input type="checkbox"/>	TX	Purchases with GST incurred at 6% and directly attributable to taxable supplies.	6.00
<input type="checkbox"/>	AJP	Any adjustment made to Input Tax e.g.: Bad Debt Relief & other input tax adjustment.	6.00
<input type="checkbox"/>	AJS	Any adjustment made to Output Tax e.g. : Longer period adjustment, Bad Debt recover, outstanding invoice > 6 months & other output tax adjustments	6.00
<input type="checkbox"/>	BL	Purchases with GST incurred but not claimable (Disallowance of Input Tax)(e.g. medical expenses for staff).	6.00
<input type="checkbox"/>	DS	Deemed supplies (e.g. transfer or disposal of business assets without consideration).	6.00
<input type="checkbox"/>	EP	Purchases exempted from GST. E.g. purchase of residential property or financial services.	0.00
<input type="checkbox"/>	ES	Exempt supplies under GST.	0.00
<input type="checkbox"/>	ES43	Incidental Exempt supplies.	0.00
<input type="checkbox"/>	GP	Purchase transactions which disregarded under GST legislation (e.g. purchase within GST group registration).	0.00
<input type="checkbox"/>	GS	Disregarded supplies.	0.00
<input type="checkbox"/>	IM	Import of goods with GST incurred.	6.00

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


Tax Code Details

General

Tax Code:  ☒ Active

Description: 

Category:

GST Tax Code: 

Tax Type: ☒ Purchase ☐ Supply

Tax Rate (%):

Office A/C:

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

Tax Code Details

Save Cancel Close

General

Tax Code: Test ☒ Active

Description: Testing

Category: Goods and Services Tax

GST Tax Code: AJP

Tax Type: ☒ Purchase ☐ Supply

Tax Rate (%): 6.00

Office A/C: 100-0000 - Capital

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

↑↓ Record Sorting...

Record Sorting

Purchase ↑ Move to Top ↓ Move to Bottom

Tax Code	Description
Test	Testing
TX	Purchases with GST incurred at 6% and directly attributable to taxable supplies.
AJP	Any adjustment made to Input Tax e.g.: Bad Debt Relief & other input tax adjustment.
BL	Purchases with GST incurred but not claimable (Disallowance of Input Tax)(e.g. medical expenses for staff).
EP	Purchases exempted from GST. E.g. purchase of residential property or financial services.
GP	Purchase transactions which disregarded under GST legislation (e.g. purchase within GST group registration).
IM	Import of goods with GST incurred.
IS	Imports under special scheme with no GST incurred (e.g. Approved Trader Scheme, ATMS Scheme).
NR	Purchase from non GST-registered supplier with no GST incurred.
OP	Purchase transactions which is out of the scope of GST legislation (e.g. purchase of goods overseas).

You can reorder row by using drag and drop.

Save Sorting Cancel

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

