

Taxable Period and GST-03 Verification

1. Taxable Period

With this new enhancement, users are able to check their Taxable Period for GST Reporting accordingly. Example as below:

1.1 Set up with Monthly Submission (Taxable period = 1 month)

Last Accounting Year (Closing Date)	31/12/2014
This Accounting Year Start Date	01/01/2015
GST Effective Date	01/04/2015
GST Taxable Period / Category	1 month

Taxable Period Listing against Accounting Period

Accounting Period	Taxable Period	Start Date	End Date	GST Submission Due Date
1				
2				
3				
4	1	01/04/2015	30/04/2015	31/05/2015
5	2	01/05/2015	31/05/2015	30/06/2015
6	3	01/06/2015	30/06/2015	31/07/2015
7	4	01/07/2015	31/07/2015	31/08/2015
8	5	01/08/2015	31/08/2015	30/09/2015
9	6	01/09/2015	30/09/2015	31/10/2015
10	7	01/10/2015	31/10/2015	30/11/2015
11	8	01/11/2015	30/11/2015	31/12/2015
12	9	01/12/2015	31/12/2015	31/01/2016
13	10	01/01/2016	31/01/2016	29/02/2016
14	11	01/02/2016	29/02/2016	31/03/2016
15	12	01/03/2016	31/03/2016	30/04/2016
16	13	01/04/2016	30/04/2016	31/05/2016
17	14	01/05/2016	31/05/2016	30/06/2016
18	15	01/06/2016	30/06/2016	31/07/2016

1.2 Set up with Quarterly Submission (Taxable period = 3 months)

Last Accounting Year (Closing Date)	31/12/2014
This Accounting Year Start Date	01/01/2015
GST Effective Date	01/04/2015
GST Taxable Period / Category	3 month

Taxable Period Listing against Accounting Period

Accounting Period	Taxable Period	Start Date	End Date	GST Submission Due Date
1				
2				
3				
4	1	01/04/2015	30/04/2015	31/07/2015
5		01/05/2015	31/05/2015	
6		01/06/2015	30/06/2015	
7	2	01/07/2015	31/07/2015	31/10/2015
8		01/08/2015	31/08/2015	
9		01/09/2015	30/09/2015	
10	3	01/10/2015	31/10/2015	31/01/2015
11		01/11/2015	30/11/2015	
12		01/12/2015	31/12/2015	
13	4	01/01/2016	31/01/2016	30/04/2015
14		01/02/2016	29/02/2016	
15		01/03/2016	31/03/2016	
16	5	01/04/2016	30/04/2016	31/07/2015
17		01/05/2016	31/05/2016	
18		01/06/2016	30/06/2016	

2. GST- 03 Verification

We have identified 2 possibilities that may result in incorrect GST amount reported in the GST-03 Return. They are:

1. Transactions without reference number that have been grouped and will repeatedly be reported in all taxable periods.
2. Back-dated [or out-of-period] transactions after the GST submission due date


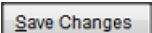
This new enhancement will allow you to define the correct taxable period for all the varied transactions entered in the system without disrupting the previous GST submission.

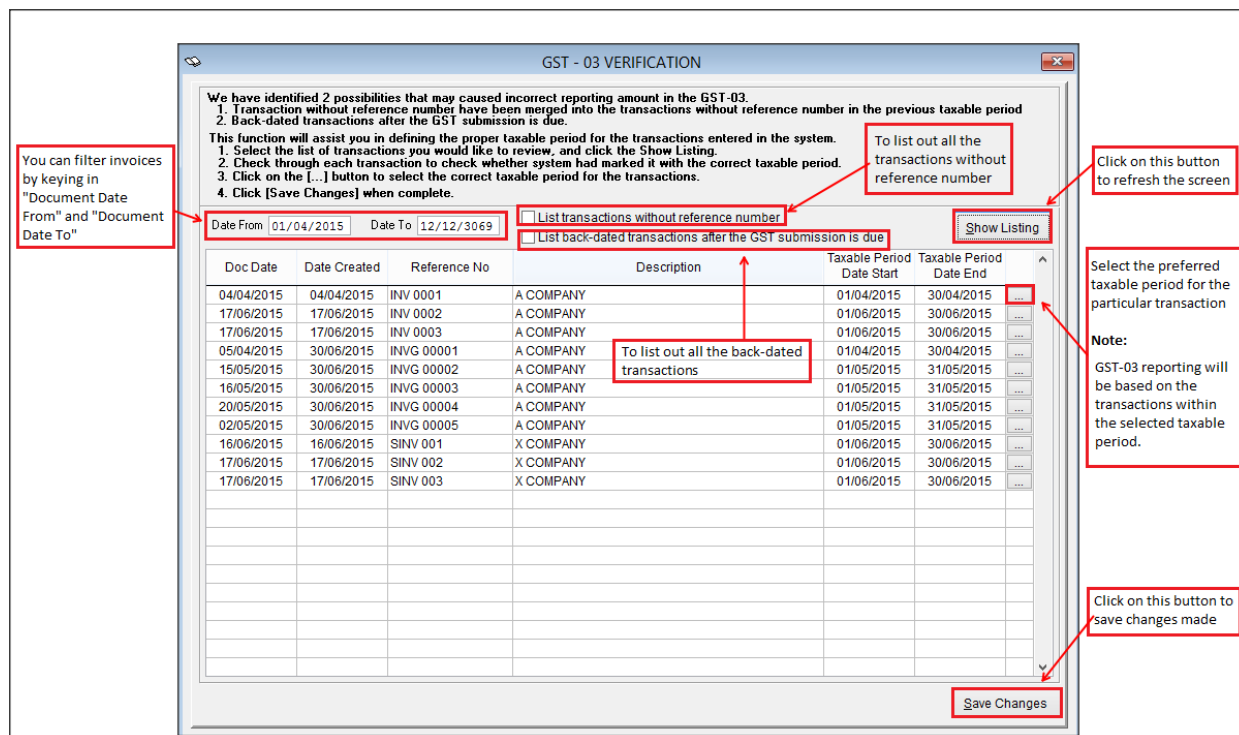
Go to **Accounting → Housekeeping → GST-03 Verification** and follow these simple steps below to assign correct taxable period to your out-of-period transactions:

- i. Set the date range for the transactions you wish to see
- ii. Check the required option, without reference or back-dated, for the system to filter the type of transactions accordingly
- iii. Click [Show Listing] button for the system to display the transactions of the selected option
- iv. Check through each transaction to verify on the taxable period that was auto assigned by the system following the document date. Quick reference for your better understanding:

Entry date	Document date	Assigned Taxable Period by system	Your option to assigning taxable period
25/06/2015	20/04/2015	01/04/2015 – 30/04/2015	➤ Change to May or June taxable period since April submission is closed.
25/06/2015	11/05/2015	01/05/2015 – 31/05/2015	➤ Remain as May if submission not done ➤ Change to June if May submission is done.
25/06/2015	22/06/2015	01/06/2015 – 30/06/2015	➤ Remain as June since submission is not due

Note: Detailed explanation with more samples are provided below in Item #2 for your reference.

- v. To change taxable period, click on the  button to select the correct taxable period for the transaction.
- vi. Once the list is completed, click  button to save the changes made.



2.1 Existing Transactions (before SageUBS v9.9.2.7)

- i. Taxable period will be mapped automatically based on the document date of the invoice. Example as below (Monthly submission):

Document Date (Invoice Date)	Created Date	Taxable Period
05 April 2015	05 April 2015	01/04/2015 – 30/04/2015
10 May 2015	10 May 2015	01/05/2015 – 31/05/2015
20 June 2015	20 June 2015	01/06/2015 – 30/06/2015

- ii. Taxable period of back-dated transactions will show as below:

Document Date (Invoice Date)	Created Date	Taxable Period
05 April 2015	05 May 2015	01/04/2015 – 30/04/2015
11 April 2015	10 May 2015	01/04/2015 – 30/04/2015
22 April 2015	20 June 2015	01/04/2015 – 30/04/2015

Note:

User may need to reselect the taxable period for all of back-dated transaction **IF** you are going to include these transactions into different taxable period submission.

2.2 New Transactions (SageUBS v9.9.2.7 onwards)

- i. Taxable period will be mapped automatically based on the document date of the invoice.
Example as below (Monthly submission):

Document Date (Invoice Date)	Created Date	Taxable Period
10 June 2015	10 June 2015	01/06/2015 – 30/06/2015
12 June 2015	12 June 2015	01/06/2015 – 30/06/2015
20 June 2015	20 June 2015	01/06/2015 – 30/06/2015

- iii. Taxable period of back-dated transactions will show as below:

Document Date (Invoice Date)	Created Date	Taxable Period
05 April 2015	10 June 2015	01/04/2015 – 30/04/2015
11 April 2015	12 June 2015	01/04/2015 – 30/04/2015
22 April 2015	20 June 2015	01/04/2015 – 30/04/2015

Note:

User may need to reselect the taxable period for all of back-dated transaction **IF** you are going to include these transaction into different taxable period submission.

3. Affected Area – GST03

- GST-03 Reporting will be based the transaction within the selected taxable period.
- Please refer to the example below:

Feature/Screen	Steps/Description
	1. Start date/ End date of this submission is 01/06/2015 TO 30/06/2015

GST Return Report Wizard

1 Introduction Part B : Return Details

2 Part A: Registered Personal Details 5) Output Tax Amount

a) Total Value of Standard Rated Supply * RM 1,000.00

3 Part B : Return Details b) Total Output Tax (Inclusive of Bad Debt Recovered & other adjustments)* RM 60.00

4 Transaction Listing (Sales)

5 Item 5a details

Doc No	Doc Date	Document Type	Customer	Description	Tax Code	Taxable Amount	GST Amount
TAX CODE: SR (2)							
INV 0002	17/06/2015	GC	A COMPANY		SR	500.00	30.00
INV 0003	17/06/2015	GC	A COMPANY		SR	500.00	30.00
					TOTAL	1000.00	60.00

2. Until this stage, there are only 2 invoices which dated in JUNE been included in June submission.

- INV 0002 (17/06/2015)
- INV 0003 (17/06/2015)

GST - 03 VERIFICATION

We have identified 2 possibilities that may caused incorrect reporting amount in the GST-03.

- Transaction without reference number have been merged into the transactions without reference number in the previous taxable period
- Back-dated transactions after the GST submission is due.

This function will assist you in defining the proper taxable period for the transactions entered in the system.

- Select the list of transactions you would like to review, and click the Show Listing.
- Check through each transaction to check whether system had marked it with the correct taxable period.
- Click on the [...] button to select the correct taxable period for the transactions.
- Click [Save Changes] when complete.

Date From 01/04/2015 Date To 12/12/3069

List transactions without reference number

List back-dated transactions after the GST submission is due

Show Listing

Doc Date	Date Created	Reference No	Description	Taxable Period Date Start	Taxable Period Date End
05/04/2015	30/06/2015	INVG 00001	A COMPANY	01/06/2015	30/06/2015
15/05/2015	30/06/2015	INVG 00002	A COMPANY	01/06/2015	30/06/2015
16/05/2015	30/06/2015	INVG 00003	A COMPANY	01/05/2015	31/05/2015
20/05/2015	30/06/2015	INVG 00004	A COMPANY	01/05/2015	31/05/2015
02/05/2015	30/06/2015	INVG 00005	A COMPANY	01/05/2015	31/05/2015

3. Now, go to GST-03 verification, change the taxable period of back-dated transaction from the original taxable period to 01/06/2015 – 30/06/2015

4. Click on to confirm the changes.

Sample transactions:

- INVG 0001 (05/04/2015)
- INVG 0002 (15/05/2015)

GST Return Report Wizard

1 Introduction Part B : Return Details

2 Part A: Registered Personal Details 5) Output Tax Amount

a) Total Value of Standard Rated Supply * RM 1,500.00

3 Part B : Return Details b) Total Output Tax (Inclusive of Bad Debt Recovered & other adjustments)* RM 90.00

Transaction Listing (Sales)

Item 5a details

Doc No	Doc Date	Document Type	Customer	Description	Tax Code	Taxable Amount	GST Amount
TAX CODE: SR (4)							
INV 0002	17/06/2015	GC	A COMPANY		SR	500.00	30.00
INV 0003	17/06/2015	GC	A COMPANY		SR	500.00	30.00
INVG 00001	05/04/2015	GC	A COMPANY		SR	200.00	12.00
INVG 00002	15/05/2015	GC	A COMPANY		SR	300.00	18.00
					TOTAL	1500.00	90.00

5. Regenerate GST03 report.

6. All the back-dated transactions which taxable period = 01/06/2015 – 30/06/2015 are included in JUNE submission.

4. Other Setting – Set taxable period follow document date

With this new enhancement, all the taxable period of the transactions will be reset back to the original taxable period. Please refer to the example below:

1. All the taxable period of existing transactions has been change from the original taxable period to **01/06/2015 – 30/06/2015** as below:

GST - 03 VERIFICATION

We have identified 2 possibilities that may caused incorrect reporting amount in the GST-03.
 1. Transaction without reference number have been merged into the transactions without reference number in the previous taxable period
 2. Back-dated transactions after the GST submission is due.

This function will assist you in defining the proper taxable period for the transactions entered in the system.
 1. Select the list of transactions you would like to review, and click the Show Listing.
 2. Check through each transaction to check whether system had marked it with the correct taxable period.
 3. Click on the [...] button to select the correct taxable period for the transactions.
 4. Click [Save Changes] when complete.

Date From: 01/04/2015 Date To: 12/12/3069 List transactions without reference number List back-dated transactions after the GST submission is due

Doc Date	Date Created	Reference No	Description	Taxable Period Date Start	Taxable Period Date End
05/04/2015	30/06/2015	INVG 00001	A COMPANY	01/06/2015	30/06/2015
15/05/2015	30/06/2015	INVG 00002	A COMPANY	01/06/2015	30/06/2015
16/05/2015	30/06/2015	INVG 00003	A COMPANY	01/06/2015	30/06/2015
20/05/2015	30/06/2015	INVG 00004	A COMPANY	01/06/2015	30/06/2015
02/05/2015	30/06/2015	INVG 00005	A COMPANY	01/06/2015	30/06/2015
24/04/2015	30/06/2015	INVG 00006	B COMPANY	01/06/2015	30/06/2015
02/05/2015	30/06/2015	INVG 00007	C COMPANY	01/06/2015	30/06/2015

2. Go to **Accounting → Housekeeping → Administrative Tools → Tools**.
 - Check on the checkbox of [Set taxable period follow document date]
 - Click on to confirm the changes

Administrative Tools

Setting Setting 2 Setting 3 Tools

1. CHANGE ACCOUNT NO.
 2. CHANGE PROJECT CODE
 3. CHANGE JOB CODE
 4. CHANGE AREA CODE
 5. CHANGE AGENT CODE
 6. CHANGE BATCH LOCK STATUS

Set Opening Balance to 0
 Set Last Year Figure to 0
 Unlock Opening Balance
 Unlock Last Year Figure
 Clear User Login / Logout file
 Clear Menu Log File
 Allow Edit Transaction
 View Data Only
 Set taxable period follow document date

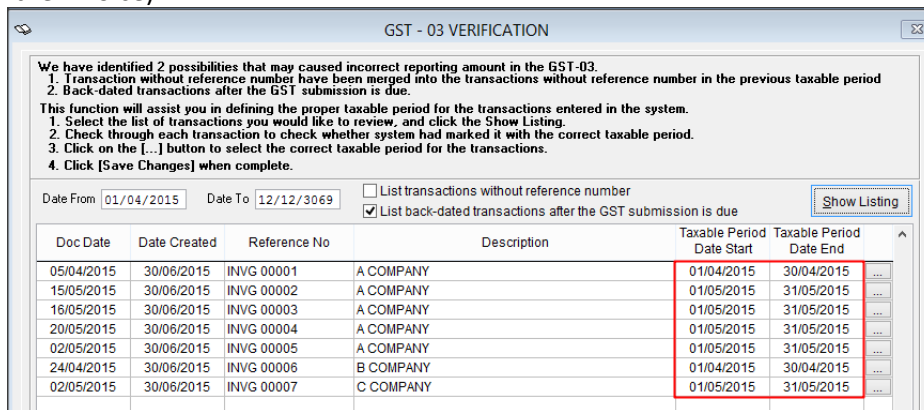
Change period of Whole Batch
 Batch No. 0
 Change To Period: 6 FPERIOD, 6 BPERIOD, 6 VPERIOD

1 To 18

Confirm
 Are you sure?

3. Back to the GST03 verification screen

- All the taxable periods has been reset back to the original taxable period (follow the document date of the invoice)



*** The End ***