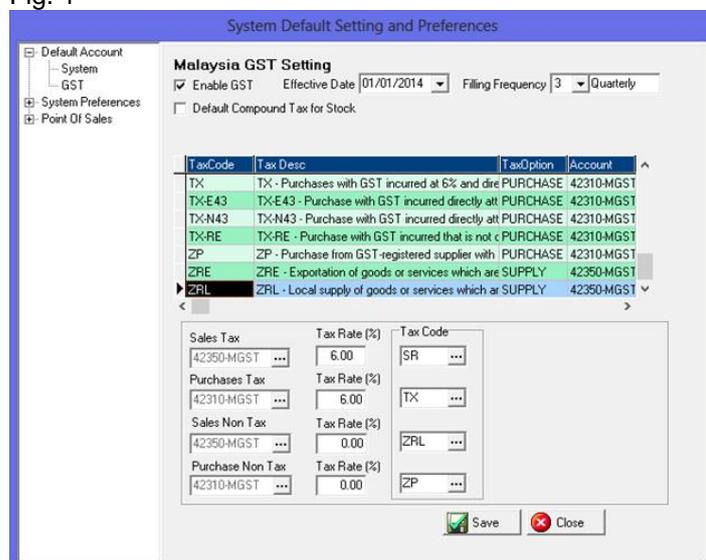


A. SETTINGS AND MAINTENANCE

1. System Default Gst Settings

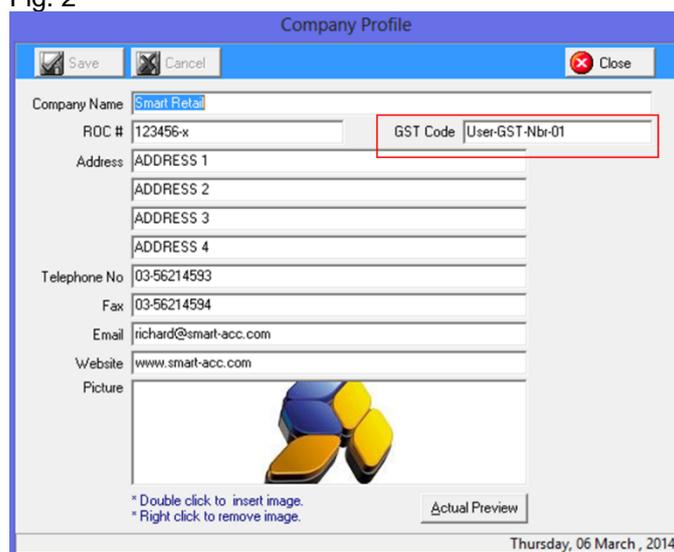
Fig. 1



- i. During upgrading, by default new GST Account Codes and Tax Codes will be created.
- ii. In new database, by default new GST Account Codes and Tax Codes is available.
- iii. Ensure that all the account codes and also the Tax Code are set (Fig. 1). System default GST settings are based on the standard requirements.
- iv. [Enable GST] if enabled, then in Stock Maintenance screen, the [GST Item] will automatically enable.
- v. [Default Compound Tax For Stock] if enabled, then in Stock Maintenance screen, the [GST Compound Tax] will automatically enable.
- vi. The effective had been pre-set to 01/4/2015. Set the company GST taxable period.

2. Company Setup

Fig. 2

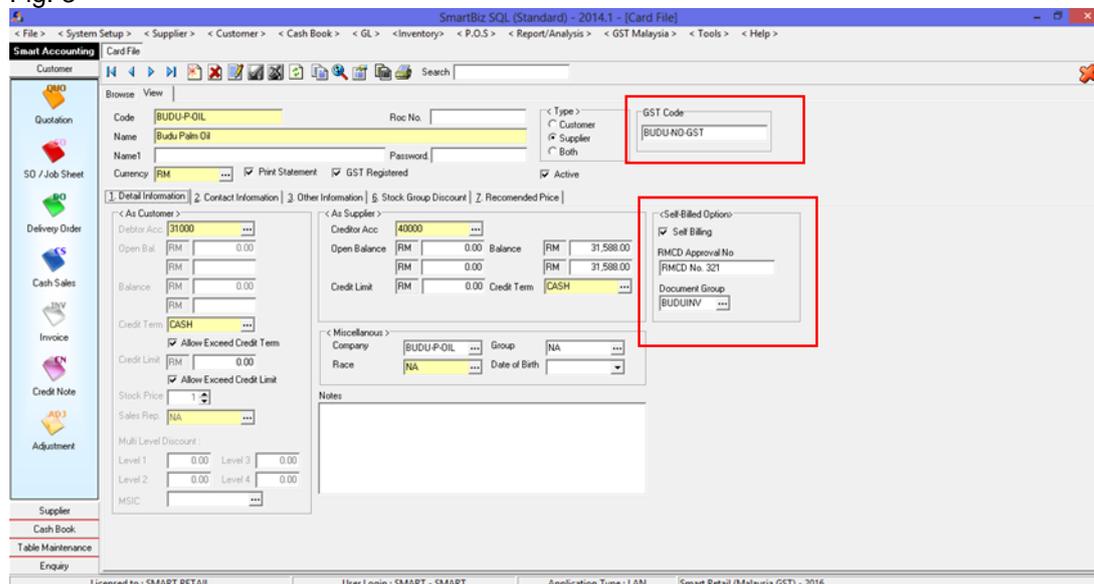


Ensure that the column [GST Code] (Fig. 2) of the user company is keyed in. This is extremely important for reporting and submissions to Kastam.

3. Customer/Supplier Maintenance

a. Supplier Maintenance

Fig. 3



- i. Key In Supplier Code, Name, ROC No. and GST No.
- ii. If this is a Supplier, mark (Supplier)
- iii. Ensure that the column [GST Code] (Fig. 3) of the supplier is keyed in. This is extremely important for reporting and submissions to Kastam. [GST Registered] check box will automatically enable once this code is keyed in.
- iv. If this is a Self Bill Supplier, ensure the check box [] Self Billing is enable and the RMCD (Royal Malaysian Customs Department) Approval No. is keyed in. Ensure also that the Document Group is created at [Document Number] setting for this Supplier (This is a requirement of RMCD). This will ensure that during Supplier Invoice transaction, the Invoice Number will be automatically generated.
- v. Key in the address and other information.

Training On Malaysia GST – SmartSQL Settings And Maintenance

b. Customer Maintenance

Fig. 3

SmartBiz SQL (Standard) - 2014.1 - [Card File]

Customer Maintenance Form for 'Budu Plains Oil'.

As Customer:

- Debtor Acc: 31000
- Open Bal: RM 0.00
- Balance: RM 0.00
- Credit Term: CASH
- Credit Limit: RM 0.00
- Stock Price: 1
- Sales Prep: NA
- Multi Level Discount: Level 1: 0.00, Level 2: 0.00, Level 3: 0.00, Level 4: 0.00
- MSIC: []

As Supplier:

- Creditor Acc: 40000
- Open Balance: RM 0.00
- Balance: RM 31,588.00
- Credit Limit: RM 0.00
- Credit Term: CASH

Miscellaneous:

- Company: BUDU-P-OIL
- Group: NA
- Race: NA
- Date of Birth: []

Self-Billed Option:

- Self Billing
- FMCD Approval No: FMCD No. 321
- Document Group: BUDUINV

Customer Information:

- Code: BUDU-P-OIL
- Name: Budu Plains Oil
- Currency: RM
- Print Statement:
- GST Registered:
- Active:

GST Code: BUDUNGST

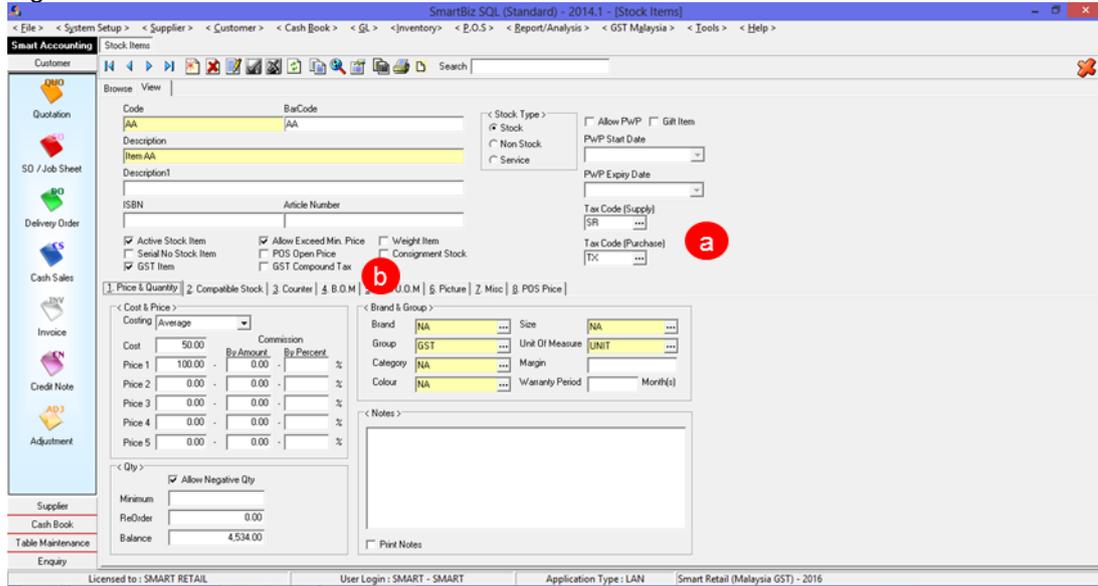
Notes: []

Licensed to: SMART RETAIL | User Login: SMART - SMART | Application Type: LAN | Smart Retail (Malaysia GST) - 2016

- Key In Customer Code, Name, ROC No. and GST No.
- If this is a Customer, mark (Customer)
- Ensure that the column [GST Code] (Fig. 3) of the supplier is keyed in. This is extremely important for reporting and submissions to Kastam. [GST Registered] check box will automatically enable once this code is keyed in.
- Key in the address and other information.

4. Stock Maintenance

Fig. 4



- a. During creating of new stock (and upgrading), by default the GST Tax Code for all Stock Code will follow the default Tax Code set in System Setting.
- b. If [Default Compound Tax For Stock] is enable at System Default Gst Settings, then all new stock maintenance will have [GST Compound Tax] enable automatically. This option will set the price of the Stock Item to be inclusive of GST.

Example:

Stock Item A	Price RM 100.00.	Actual Price RM 94.34 (RM 100 / 1.06)	GST RM 5.66
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