

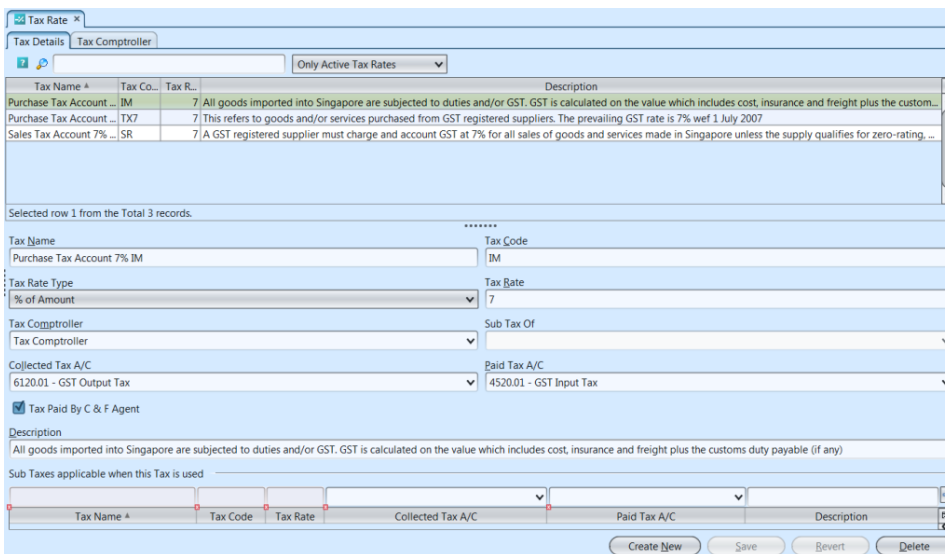


# Tax Rate

Create and manage tax schemes and tax comptroller of a tax scheme. Below actions are available under **“Tax Rate”**:

 Tax Details: Create new tax rate, update, delete

 Tax Comptroller: Create new tax comptroller, set tax payment period, update, delete



The screenshot shows the 'Tax Rate' form with the 'Tax Details' tab selected. It features a table of tax rates and a detailed form for the selected row.

Tax Name	Tax Co.	Tax R.	Description
Purchase Tax Account ... IM		7	All goods imported into Singapore are subjected to duties and/or GST. GST is calculated on the value which includes cost, insurance and freight plus the custom...
Purchase Tax Account ... TX7		7	This refers to goods and/or services purchased from GST registered suppliers. The prevailing GST rate is 7% wef 1 July 2007
Sales Tax Account 7% ... SR		7	A GST registered supplier must charge and account GST at 7% for all sales of goods and services made in Singapore unless the supply qualifies for zero-rating, ...

Selected row 1 from the Total 3 records.

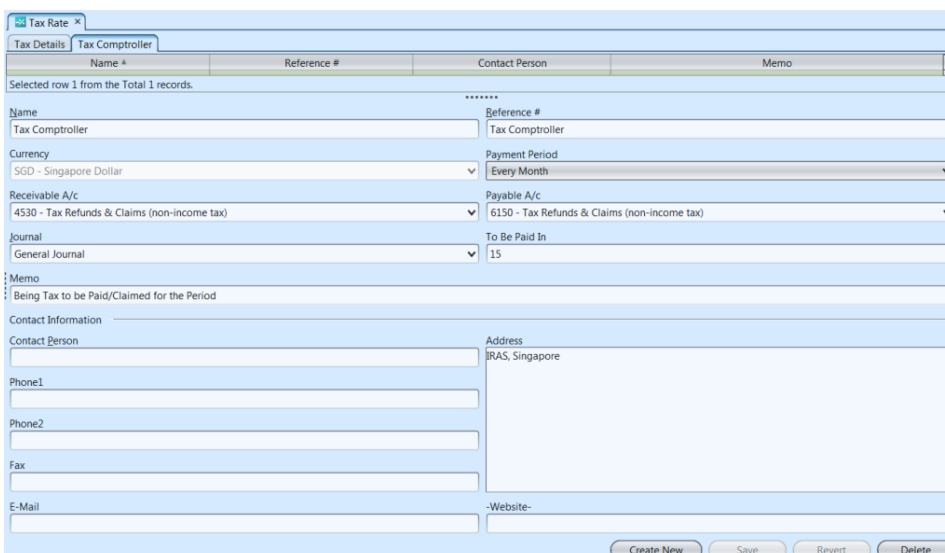
Form fields for the selected row:

- Tax Name: Purchase Tax Account 7% IM
- Tax Code: IM
- Tax Rate Type: % of Amount
- Tax Rate: 7
- Tax Comptroller: Tax Comptroller
- Sub Tax Of: (empty)
- Collected Tax A/C: 6120.01 - GST Output Tax
- Paid Tax A/C: 4520.01 - GST Input Tax
- Tax Paid By C & F Agent
- Description: All goods imported into Singapore are subjected to duties and/or GST. GST is calculated on the value which includes cost, insurance and freight plus the customs duty payable (if any)

Sub Taxes applicable when this Tax is used:

Tax Name	Tax Code	Tax Rate	Collected Tax A/C	Paid Tax A/C	Description

Buttons: Create New, Save, Revert, Delete



The screenshot shows the 'Tax Rate' form with the 'Tax Comptroller' tab selected. It features a table of tax comptrollers and a detailed form for the selected row.

Name	Reference #	Contact Person	Memo
Tax Comptroller	Tax Comptroller		

Selected row 1 from the Total 1 records.

Form fields for the selected row:

- Name: Tax Comptroller
- Reference #: Tax Comptroller
- Currency: SGD - Singapore Dollar
- Payment Period: Every Month
- Receivable A/c: 4530 - Tax Refunds & Claims (non-income tax)
- Payable A/c: 6150 - Tax Refunds & Claims (non-income tax)
- Journal: General Journal
- To Be Paid In: 15
- Memo: Being Tax to be Paid/Claimed for the Period

Contact Information:

- Contact Person: (empty)
- Address: IRAS, Singapore
- Phone1: (empty)
- Phone2: (empty)
- Fax: (empty)
- E-Mail: (empty)
- Website: (empty)

Buttons: Create New, Save, Revert, Delete

Tab	Field Name	Description	Mandatory Information
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Tax Details	Tax Name	Name of the tax	Y
	Tax Code	Code of the tax	Y
	Tax Rate Type	Select the types of tax rate	Y
	Tax Rate	The percentage at which an individual or corporation is taxed.	Y
	Tax Comptroller	Designated tax comptroller	N
	Sub Tax of	Self-explanatory	N
	Collected Tax A/C	Account for collected tax (sales)	Y
	Paid Tax A/C	Account for paid tax (purchase)	Y
Tax Comptroller	Tax Paid By C & F Agent	Select this options for the tax that will be paid by the clearing & forwarding agent (tax paid on import of products from non exempted countries)	Y
	Name	Name of tax comptroller	Y
	Reference #	Reference code for easier search	N
	Payment Period	Frequency of tax payment	Y
	Receivable A/C	Account for receivable tax (purchase)	Y
	Payable A/C	Account for payable tax (sales)	Y
	Journal	Type of journal	Y
	To be Paid In	Self-explanatory	Y
	Memo	Additional note for the tax comptroller	N
	Contact Person	Self-explanatory	N
	Address	Self-explanatory	N
	Phone	Self-explanatory	N
	Fax	Self-explanatory	N
	Email	Self-explanatory	N
Website	Self-explanatory	N	

## Create New Tax Scheme

1. Click **“Create New”** button at the bottom right side of screen on **“Tax Details”** tab, it will create new

form for data entry

The screenshot shows a web-based form for entering tax details. The form is divided into several sections:

- Tax Name:** Purchase Tax Account 7% IM
- Tax Code:** IM
- Tax Rate Type:** % of Amount
- Tax Rate:** 7
- Tax Comptroller:** Tax Comptroller
- Sub Tax Of:** (empty)
- Collected Tax A/C:** 6120.01 - GST Output Tax
- Paid Tax A/C:** 4520.01 - GST Input Tax
- Checkboxes:**  Tax Paid By C & F Agent
- Description:** All goods imported into Singapore are subjected to duties and/or GST. GST is calculated on the value which includes cost, insurance and freight plus the customs duty payable (if any)
- Sub Taxes applicable when this Tax is used:** (empty)
- Buttons:** Create New (highlighted with a red box), Save, Revert, Delete

2. Fill up the tax's information\*.

**\*Note:** Ticking the "Tax Paid By C & F Agent" checkbox indicates that this tax is being paid by the Clearing & Forwarding agent, thus the tax for this transaction will not be added on top of the transaction document total value.

3. Fill up sub taxes if applicable (i.e. cessation tax)

4. Click "**Save**" button at the bottom right side of screen when done

## Update Tax Details

1. On "**Tax Details**" tab double click on tax scheme to be updated, it will bring up the selected tax details on the bottom half of the screen

2. Click "**Save**" button at the bottom right side of the screen when done with the updates

## Delete Tax Scheme

1. On "**Tax Details**" tab double click on tax scheme to be deleted, it will bring up the selected tax on the bottom half of the screen

2. Click on "**Delete**" button at the bottom right side

of screen

3. Click on **“Yes”** button on the pop-up window to confirm tax scheme deletion

The screenshot shows a tax form with fields for Tax Name, Tax Code, Tax Rate Type, Tax Rate, Tax Comptroller, Sub Tax Of, Collected Tax A/C, and Paid Tax A/C. A dialog box titled "Deleting record?" is open in the center, asking "Do you really wish to delete this record?" with "Yes" and "No" buttons. The "Delete" button at the bottom right of the form is highlighted with a red box.

## Create New Tax Comptroller, Set Tax Payment Period

1. Click **“Create New”** button at the bottom right side of screen on **“Tax Comptroller”** tab

The screenshot shows the "Tax Comptroller" form. The "Payment Period" dropdown menu is open, showing options: "Every Three Months", "Every Month", "Every Two Months", "Every Three Months", "Every Four Months", and "Every Six Months". The "Create New" button at the bottom right is highlighted with a red box.

2. Fill up tax comptroller's information

3. Set the tax payment period from the **“Payment Period”** drop down list, user can set it by:

- Every Month
- Every Two Months
- Every Three Months

- Every Four Months
- Every Six Months

4. Click **“Save”** button at the bottom right side of screen when done

## Update Tax Comptroller Details

1. On **“Tax Comptroller”** tab double click on tax comptroller to be updated, it will bring up the selected tax comptroller details on the screen
2. Click **“Save”** button at the bottom right side of the screen when done with the updates

## Delete Tax Comptroller

1. On **“Tax Comptroller”** tab double click on tax comptroller to be deleted, it will bring up the selected tax comptroller on the screen
  2. Click on **“Delete”** button at the bottom right side of screen.
  3. Click on **“Yes”** button on the pop-up window to confirm tax comptroller deletion.
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