


Tax Register

Tax Register allows user to view tax summary and details for applied tax on sales, purchase, and other entries. Below actions are available from "Tax Register":

 Pay or claim tax, print tax summary reports, view and search for taxable entries and other entries

 (Malaysia only) GST Return File Export

Tax Register

Fiscal: Year 2016 | Period: Feb 01, 2016 - Feb 29, 2016 | Comptroller: Tax Comptroller

Tax Summary | Taxable Entries | Other Entries | Postings

Collected Tax Summary

Tax	Tax Rate	Currency	Taxable Amount	Tax Amount	Taxable Base Amt	Tax Base Amt
Sales Tax Account 7% SR	7%	SGD	\$55,694.09	\$5398.59	\$55,694.09	\$5398.59
Sales Tax Account 7% SR	7%	USD	\$22,305.14	\$1,561.36	\$31,852.80	\$2,229.71

Total Non-Taxable Amt: Total Taxable Amt: \$537,546.89 Total Tax Amt: \$52,628.30

Paid Tax Summary

Tax	Tax Rate	Currency	Taxable Amount	Tax Amount	Taxable Base Amt	Tax Base Amt
Purchase Tax Account 7% ...	7%	SGD	\$52,770.91	\$5193.98	\$52,770.91	\$5193.98

Total Non-Taxable Amt: Total Taxable Amt: \$52,770.91 Total Tax Amt: \$5193.98

Buttons: GST Return File Export, Tax Report, Taxable Sales Report, Pay Or Claim, Net Tax Amount to be Paid: \$52,434.32

Tax Register

Fiscal: Year 2016 | Period: Feb 01, 2016 - Feb 29, 2016 | Comptroller: Tax Comptroller

Tax Summary | Taxable Entries | Other Entries | Postings

Tax: All Taxes | Currency: Select All

Balance Debit: Balance Credit: \$52,434.32

Sales Transactions

Date	Document #	Account	Taxable Amount	Tax Amount	Tax Rate	Taxable Base Amt	Tax Base Amt
Feb 3, 2016	SI-0075	4110.011/WA001-Watsons - HQ	\$54,604.69	\$5322.33	7%	\$54,604.69	\$5322.33
Feb 5, 2016	CN-0034	4110.011/ME001-Metro	(\$5273.35)	(\$519.13)	7%	(\$5273.35)	(\$519.13)
Feb 5, 2016	CN-0035	4110.011/ME001-Metro	(\$560.75)	(\$54.25)	7%	(\$560.75)	(\$54.25)
Feb 5, 2016	CN-0036	PR-BGD-Prime Stores Bangladesh	(\$577.10)	(\$40.40)	7%	(\$5824.43)	(\$577.10)
Feb 5, 2016	CN-0037	PR-BGD-Prime Stores Bangladesh	(\$115.42)	(\$8.08)	7%	(\$5164.89)	(\$511.54)
Feb 5, 2016	CN-0038	PR-BGD-Prime Stores Bangladesh	(\$841.12)	(\$58.88)	7%	(\$51,201.60)	(\$584.11)
Feb 5, 2016	CN-0039	PR-BGD-Prime Stores Bangladesh	(\$1,401.87)	(\$98.13)	7%	(\$52,002.67)	(\$5140.19)
Feb 5, 2016	SI-0076	4110.011/GU001-Guardian - HQ	\$548.99	\$53.43	7%	\$548.99	\$53.43
Feb 5, 2016	SI-0077	4110.011/GU001-Guardian - HQ	\$51.01	\$50.07	6.93%	\$51.01	\$50.07
Feb 5, 2016	SI-0080	4110.011/ME001-Metro	\$51,154.20	\$580.79	7%	\$51,154.20	\$580.79
Feb 5, 2016	SI-0081	PR-BGD-Prime Stores Bangladesh	\$3,196.26	\$223.74	7%	\$4,566.08	\$319.63
Feb 6, 2016	SI-0083	PR-BGD-Prime Stores Bangladesh	\$3,463.63	\$242.45	7%	\$4,016.60	\$299.34

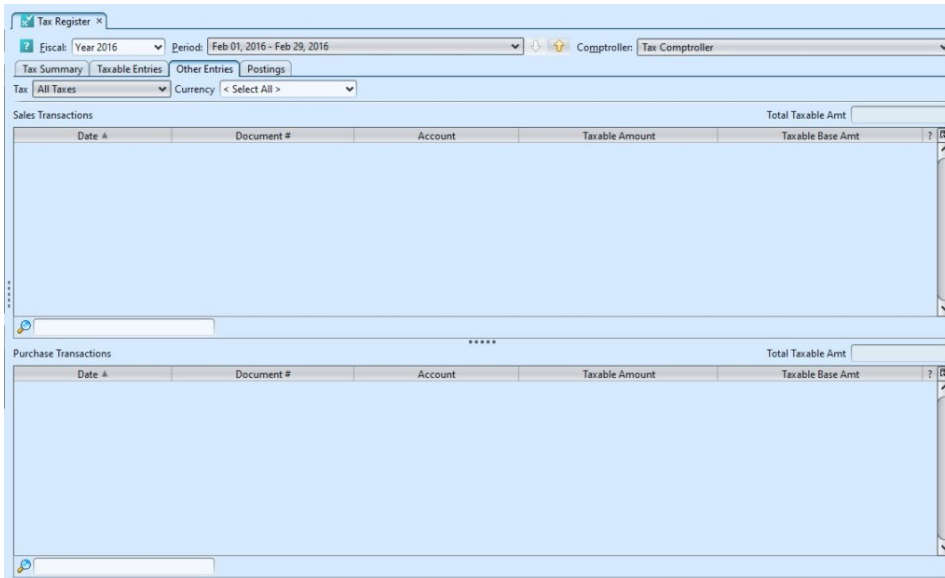
Total Taxable Amt: \$537,546.89 Total Tax Amt: \$52,628.30

Purchase Transactions

Date	Document #	Account	Taxable Amount	Tax Amount	Tax Rate	Taxable Base Amt	Tax Base Amt
Feb 4, 2016	DN-16-020001	Hfi-TFI trading	(\$53.15)	(\$50.22)	7%	(\$53.15)	(\$50.22)
Feb 11, 2016	PP116-020007	6002.001/LU001-L'Oreal Singapore	\$5394.68	\$527.63	7%	\$5394.68	\$527.63
Feb 12, 2016	DN-16-020006	6002.001/LU001-Luxasia	(\$535.00)	(\$52.45)	7%	(\$535.00)	(\$52.45)
Feb 12, 2016	PI-0045	6002.001/LU001-Luxasia	\$5140.00	\$59.80	7%	\$5140.00	\$59.80
Feb 12, 2016	PI-0046	6002.001/LU001-Luxasia	\$5280.00	\$519.60	7%	\$5280.00	\$519.60
Feb 25, 2016	438639889	6004/CO001-Courts Singapore (SGD)	\$51,994.38	\$5139.62	7%	\$51,994.38	\$5139.62

Total Taxable Amt: \$52,770.91 Total Tax Amt: \$5193.98

Total 17 records. Total 6 records.



Field Name	Description	Mandatory Information
Fiscal	Select a fiscal / financial year to view	Y
Period	Select a period within the selected fiscal / financial year to view	Y
Comptroller	Select a tax comptroller to view	Y
Tax	Tax code and name	Y
Tax Rate	Self-explanatory	Y
Currency	Self-explanatory	Y
Taxable Amount	Self-explanatory	Y
Tax Amount	Self-explanatory	Y
Taxable Base Amt	Self-explanatory	Y
Tax Base Amt	Self-explanatory	Y

Pay or Claim Tax

1. On ***"Tax Summary"*** tab select an account and fiscal year from the drop-down lists at the top left of the screen, it will pull up account's journal entries for the selected fiscal year

2. Select a journal entry from either ***"Collected Tax Summary"*** or ***"Paid Tax Summary"*** table

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Total Non-Taxable Amt: ***** | Total Taxable Amt: \$537,546.89 | Total Tax Amt: \$52,628.30

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Total Non-Taxable Amt: | Total Taxable Amt: \$52,770.91 | Total Tax Amt: \$5193.98

GST Return File Export | Tax Report | Taxable Sales Report | Pay Or Claim | Net Tax Amount to be Paid: \$52,434.32

3. Click **"Pay Or Claim"** button at the bottom right of the screen to pay or claim the tax, it will pop up a window to **"Post Journal Entry"** for posting of the tax payment / claim

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Paid Tax Summary

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Total Non-Taxable Amt: | Total Taxable Amt: \$52,770.91 | Total Tax Amt: \$5193.98

GST Return File Export | Tax Report | Taxable Sales Report | **Pay Or Claim** | Net Tax Amount to be Paid: \$52,434.32

Post Journal Entry

Post Entry to Journal

Post Journal Entry to the selected Journal, Fiscal period and Date.

To Journal:

Voucher Type:

Fiscal Period:

Date:

Document #:

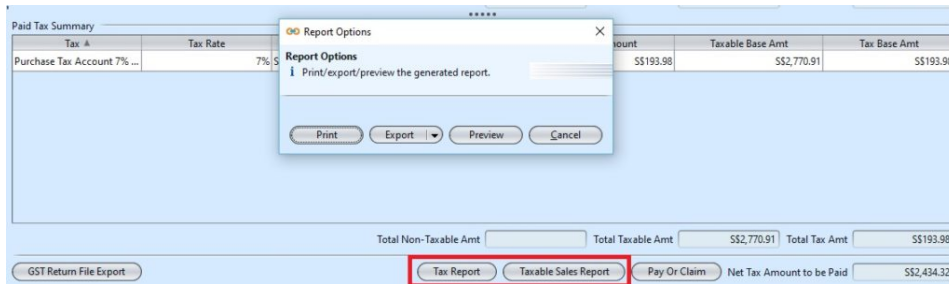
OK Cancel

Print Tax Summary Reports

1. On **"Tax Summary"** tab click **"Tax Report"** button at the bottom right of the screen to generate tax report for the selected fiscal year and period

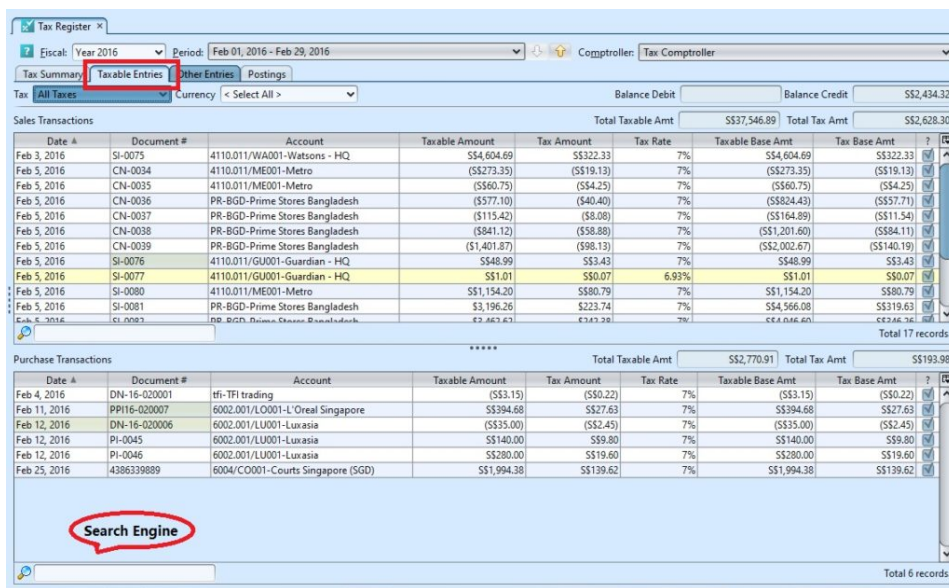
2. On **"Tax Summary"** tab click **"Taxable Sales Report"** button at the bottom right of the screen to generate taxable sales report for the selected fiscal year and

period



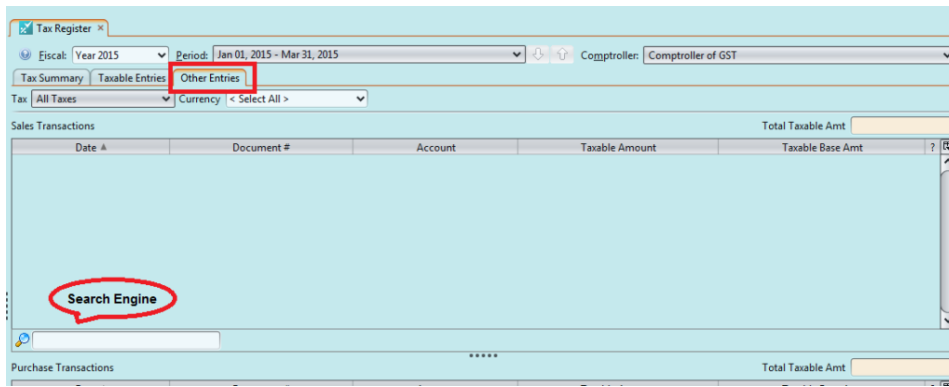
View and Search for Taxable Entries

1. On **"Taxable Entries"** tab enter search parameter to filter the result, i.e. type in the account name in the search textfield box at the bottom left of the **"Sales Transactions"** or **"Purchase Transactions"** table

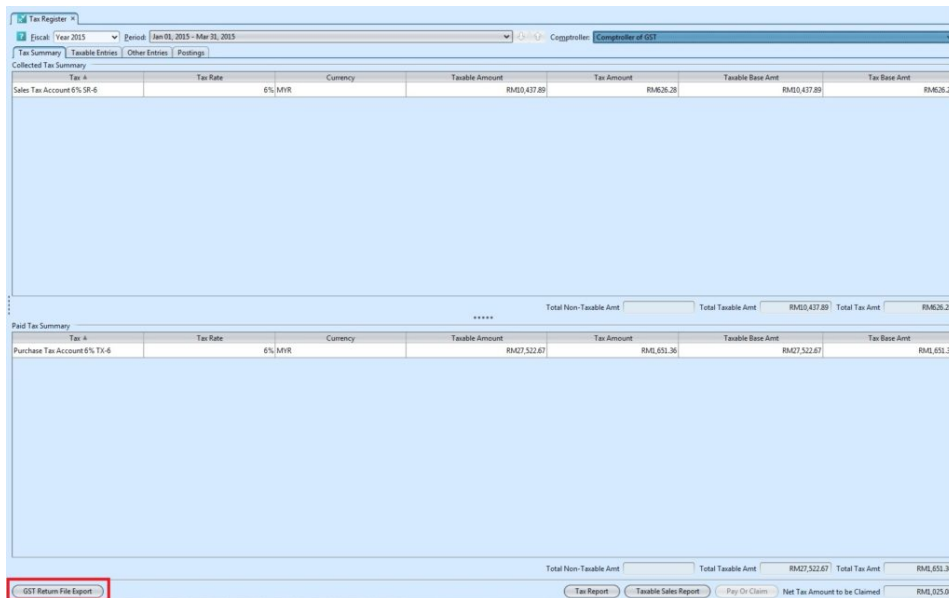


View and Search for Other Entries

1. On **"Other Entries"** tab enter search parameter to filter the result, i.e. type in the account name in the search textfield box at the bottom left of the **"Sales Transactions"** or **"Purchase Transactions"** table



(Malaysia only) GST Return File Export



1. On **"Tax Summary"** tab, click **"GST Return File Export"** button at bottom left screen
2. A window dialog will appear, select the folder location and click **"Save"** button to save the csv file
3. Format of tax return information in the csv file:
c1|c2|c3|c4|b5|c6|c7|c8|c9|c10|c11|c12|c13|i14|c15|i16|c17|i18|c19|i20|c21|i22|c23|c24

Note: See the tax return file format in **accounting guide document** from Royal Malaysian Customs for GST under **"APPENDIX 3 – Data Required for GST Filing"** page xviii-xix (page 18-19)

