


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 2016Period: Feb 01, 2016 - Feb 29, 2016Comptroller: Tax Comptroller

Tax SummaryTaxable EntriesOther EntriesPostings

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 AmtTotal Taxable Amt\$537,546.89Total 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 AmtTotal Taxable Amt\$52,770.91Total Tax Amt\$5193.98

GST Return File ExportTax ReportTaxable Sales ReportPay Or ClaimNet Tax Amount to be Paid\$52,434.32

Tax Register

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

Tax SummaryTaxable EntriesOther EntriesPostings

Tax: All TaxesCurrency: Select All

Balance DebitBalance 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)	(\$557.71)
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%	\$54,566.08	\$5319.63
Feb 5, 2016	SI-0083	PR-BGD-Prime Stores Bangladesh	\$3,463.63	\$243.26	7%	\$54,046.60	\$5346.36

Total Taxable Amt\$537,546.89Total 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	Hifi-TFI trading	(\$53.15)	(\$50.22)	7%	(\$53.15)	(\$50.22)
Feb 11, 2016	PP116-020001	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	4386339889	6004/C0001-Courts Singapore (SGD)	\$51,994.38	\$5139.62	7%	\$51,994.38	\$5139.62

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

Total 6 records.

The screenshot displays the SAP Tax Register interface. At the top, there is a header bar with the title 'Tax Register' and a close button. Below this, a navigation bar contains several tabs: 'Escal: Year 2016', 'Period: Feb 01, 2016 - Feb 29, 2016', 'Comptroller: Tax Comptroller', 'Tax Summary', 'Taxable Entries', 'Other Entries', and 'Postings'. The 'Taxable Entries' tab is currently selected. Below the navigation bar, there are two dropdown menus: 'Tax: All Taxes' and 'Currency: < Select All >'. The main area is divided into two sections: 'Sales Transactions' and 'Purchase Transactions'. Each section has a table with columns: 'Date #', 'Document #', 'Account', 'Taxable Amount', and 'Taxable Base Amt'. The 'Sales Transactions' table is currently empty. The 'Purchase Transactions' table is also empty. On the right side of each table, there is a 'Total Taxable Amt' field. The interface is in German, as indicated by the labels 'Verkaufstransaktionen' and 'Kaufstransaktionen'.

Tax Register

Escal: 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 >

Sales Transactions Total Taxable Amt

Date #	Document #	Account	Taxable Amount	Taxable Base Amt
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Purchase Transactions Total Taxable Amt

Date #	Document #	Account	Taxable Amount	Taxable Base Amt
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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

Tax Register

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

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	\$531,852.80	\$52,229.71

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

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

Tax Register

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

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				\$1,561.36	\$531,852.80	\$52,229.71

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% ...				\$5193.98	\$52,770.91	\$5193.98

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: General Journal

Voucher Type:

Fiscal Period: Year 2016 Feb-16

Date: 29

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

The screenshot shows the 'Paid Tax Summary' window. A 'Report Options' dialog box is open in the center, with the 'Print/export/preview the generated report.' option selected. The dialog has buttons for 'Print', 'Export', 'Preview', and 'Cancel'. In the background, the 'Paid Tax Summary' window displays a table with columns: Tax A, Tax Rate, Amount, Taxable Base Amt, and Tax Base Amt. The table shows data for 'Purchase Tax Account 7%' with a tax rate of 7%. At the bottom, there are buttons for 'GST Return File Export', 'Tax Report', 'Taxable Sales Report', 'Pay Or Claim', and 'Net Tax Amount to be Paid'.

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

The screenshot shows the 'Tax Register' window. The 'Taxable Entries' tab is selected. The window displays a table with columns: Date, Document #, Account, Taxable Amount, Tax Amount, Tax Rate, Taxable Base Amt, and Tax Base Amt. The table shows data for 'Sales Transactions' and 'Purchase Transactions'. At the bottom left, there is a 'Search Engine' text field. The 'Purchase Transactions' table shows data for 'PPI16-020007' and 'PPI16-020006'.

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

Fiscal: Year 2015 Period: Jan 01, 2015 - Mar 31, 2015 Comptroller: Comptroller of GST
 Tax Summary Taxable Entries **Other Entries**
 Tax: All Taxes Currency: < Select All >
 Sales Transactions Total Taxable Amt

Date	Document #	Account	Taxable Amount	Taxable Base Amt
Search Engine				

 Purchase Transactions Total Taxable Amt

(Malaysia only) GST Return File Export

Fiscal: Year 2015 Period: Jan 01, 2015 - Mar 31, 2015 Comptroller: Comptroller of GST
 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 6% SP-6	6% MYR		RM10,437.89	RM626.28	RM10,437.89	RM626.28

 Total Non-Taxable Amt Total Taxable Amt RM10,437.89 Total Tax Amt RM626.28
 Paid Tax Summary

Tax	Tax Rate	Currency	Taxable Amount	Tax Amount	Taxable Base Amt	Tax Base Amt
Purchase Tax Account 6% TX-6	6% MYR		RM427,522.87	RM25,651.36	RM427,522.87	RM25,651.36

 Total Non-Taxable Amt Total Taxable Amt RM427,522.87 Total Tax Amt RM25,651.36
GST Return File Export Tax Report Taxable Sales Report Pay Or Claim Net Tax Amount to be Claimed RM1,025.08

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)

