


# Tax Register

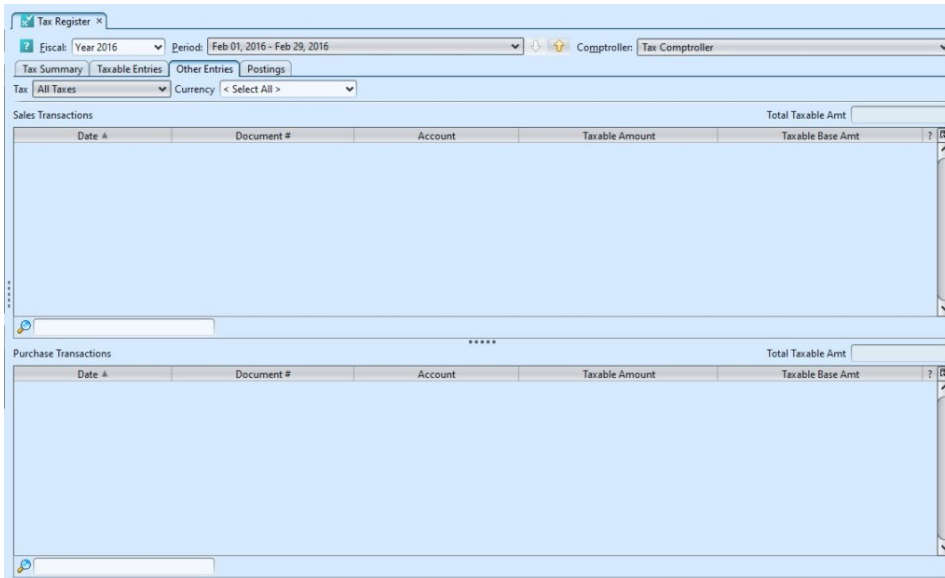
Tax Register allows user to view tax summary and details for applied tax on sales, purchase, and other entries. Below actions are available from "Tax Register":

 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							
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
<a href="#">GST Return File Export</a> <a href="#">Tax Report</a> <a href="#">Taxable Sales Report</a> <a href="#">Pay Or Claim</a> <span style="float: right;">Net Tax Amount to be Paid: \$52,434.32</span>							

Tax Register							
Fiscal: Year 2016		Period: Feb 01, 2016 - Feb 29, 2016		Comptroller: Tax Comptroller			
Tax Summary							
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
			Total Taxable Amt	\$537,546.89	Total Tax Amt	\$52,628.30	
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	(\$273.35)	(\$19.13)	7%	(\$273.35)	(\$19.13)
Feb 5, 2016	CN-0035	4110.011/ME001-Metro	(\$560.75)	(\$4.25)	7%	(\$560.75)	(\$4.25)
Feb 5, 2016	CN-0036	PR-BGD-Prime Stores Bangladesh	(\$577.10)	(\$40.40)	7%	(\$577.10)	(\$57.71)
Feb 5, 2016	CN-0037	PR-BGD-Prime Stores Bangladesh	(\$115.42)	(\$8.08)	7%	(\$115.42)	(\$8.08)
Feb 5, 2016	CN-0038	PR-BGD-Prime Stores Bangladesh	(\$841.12)	(\$58.88)	7%	(\$841.12)	(\$58.88)
Feb 5, 2016	CN-0039	PR-BGD-Prime Stores Bangladesh	(\$1,401.87)	(\$98.13)	7%	(\$1,401.87)	(\$98.13)
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%	\$3,196.26	\$223.74
Feb 6, 2016	SI-0082	PR-BGD-Prime Stores Bangladesh	\$3,463.63	\$242.45	7%	\$3,463.63	\$242.45
			Total Taxable Amt	\$52,770.91	Total Tax Amt	\$5193.98	
Purchase Transactions							
Date	Document #	Account	Taxable Amount	Tax Amount	Tax Rate	Taxable Base Amt	Tax Base Amt
			Total Taxable Amt	\$52,770.91	Total Tax Amt	\$5193.98	
Feb 4, 2016	DN-16-020001	Hifi-TFI trading	(\$53.15)	(\$0.22)	7%	(\$53.15)	(\$0.22)
Feb 11, 2016	PP116-020007	6002.001/LU001-L'Oreal Singapore	\$5394.68	\$27.63	7%	\$5394.68	\$27.63
Feb 12, 2016	DN-16-020006	6002.001/LU001-Luxasia	(\$535.00)	(\$37.45)	7%	(\$535.00)	(\$37.45)
Feb 12, 2016	PI-0045	6002.001/LU001-Luxasia	\$5140.00	\$359.80	7%	\$5140.00	\$359.80
Feb 12, 2016	PI-0046	6002.001/LU001-Luxasia	\$5280.00	\$369.60	7%	\$5280.00	\$369.60
Feb 25, 2016	4386339889	6004/CO001-Courts Singapore (SGD)	\$51,994.38	\$363.62	7%	\$51,994.38	\$363.62
			Total Taxable Amt	\$52,770.91	Total Tax Amt	\$5193.98	



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

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	\$398.59	\$55,694.09	\$398.59
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	\$193.98	\$52,770.91	\$193.98

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

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	\$398.59	\$55,694.09	\$398.59
Sales Tax Account 7% SR				\$1,561.36	\$31,852.80	\$2,229.71

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

**Paid Tax Summary**

Tax	Tax Rate	Taxable Amount	Tax Base Amt
Purchase Tax Account 7% ...		\$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 #:

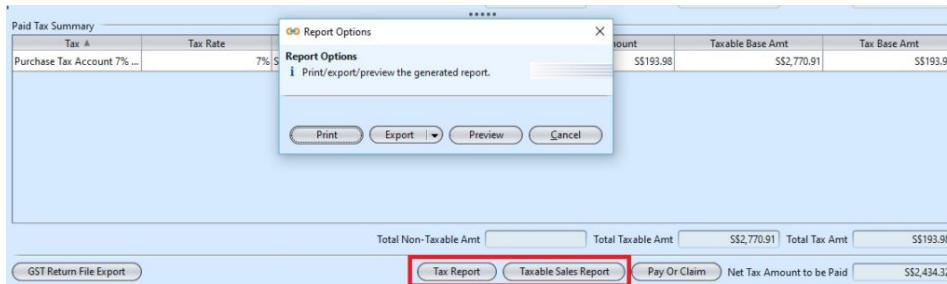
OK    Cancel

## 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

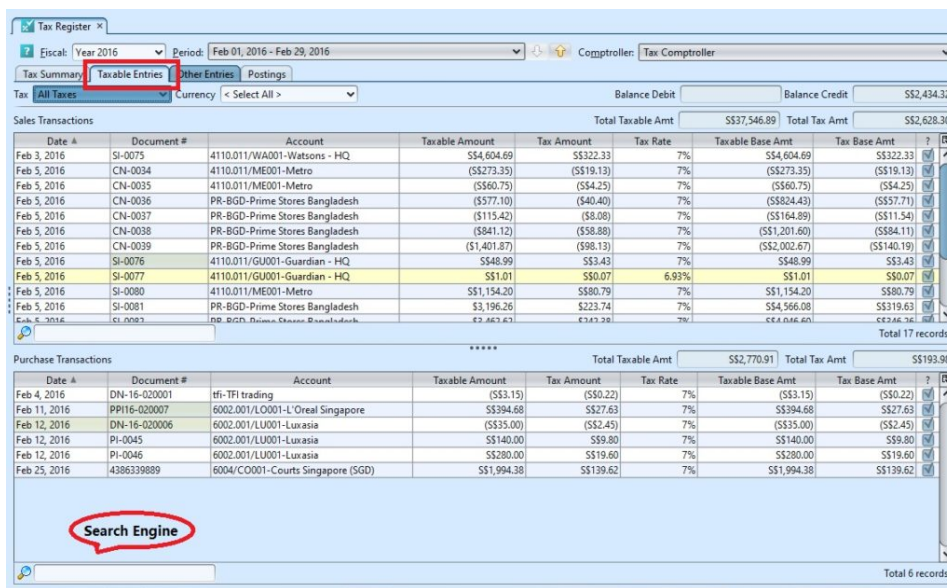
2. On **"Tax Summary"** tab click **"Taxable Sales Report"** button at the bottom right of the screen to generate taxable sales report for the selected fiscal year and

period



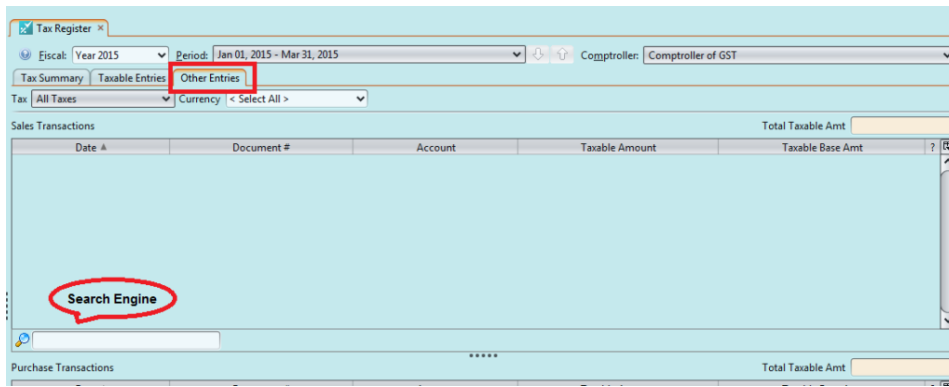
## View and Search for Taxable Entries

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

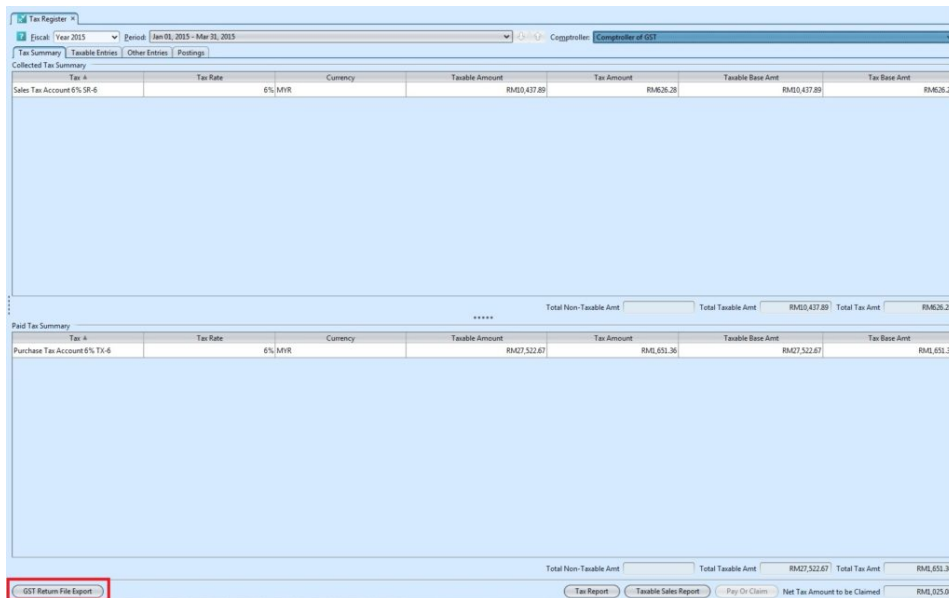


## View and Search for Other Entries

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)

