

Sage POS

Point-of-Sales



**BOUTIQUES |
RETAIL**



**GROGERS |
CONVENIENCE STORES**



**HAIR SALON |
PERSONAL CARE**



**RESTAURANTS |
CAFE**

SAGE POS 2015

 **GST** Compliant

User Guide

MARCH 16, 2015
SAGE SOFTWARE SDN BHD
Author: Liong Kah Mee

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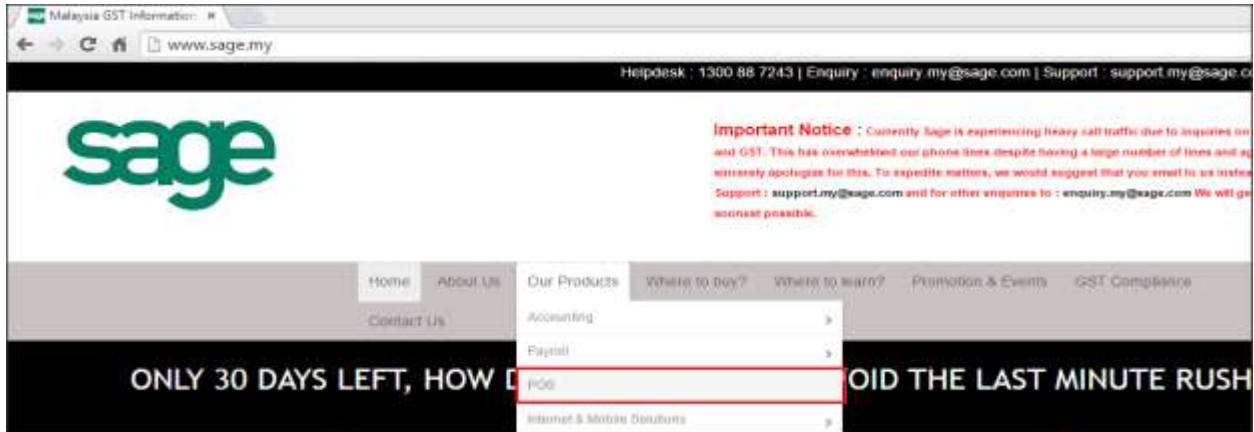
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Getting Started

To download Sage POS 2015 installer, please go to <http://www.sage.my/>

a. Home > Our Products > POS > Download



Sage POS Point-of-Sales

BOUTIQUES | RETAIL **GROCERS | CONVENIENCE STORES** **HAIR SALON | PERSONAL CARE** **RESTAURANTS | CAFE**

Simple to Set-Up. Simple to Learn. Be GST Compliant

Optional Items*

- Code Soft VFD-800 Customer Display **RM 300**
- Code Soft TCM8815 Touch Screen **RM 1,000**
- Acer Veriton X2630G (Windows 7) CPU **RM 1,400**

Standard Package

- Code Soft CS-800 - Handheld Laser Scanner
- Code Soft TP-31605 - Thermal Receipt Printer
- Code Soft EC-410 - Cash Drawer
- Sage POS 2015 (Single User)
- Sage URS one 2015 (Single User) & Sage 50 Accounting 2015 (Single User)

LIMITED UNITS For RM 2,500*

* Available for Klang Valley only. Delivery and training from 2nd March onwards. Terms and Conditions Apply.

Training @ RM 300 per person

- Set-up and Configuration of POS system | 2 to 3 hours | Every Monday and Friday @ Sage Training Centre in Plaza Sentral

03-2272 9988
Enquiry.my@sage.com
www.sage.my

Sage's POS is already used by over 10,000 retail stores. The latest update is to support the features of the up coming Malaysian GST.

English | 中文版 | Download

Sage POS 2015 version 9.9.1.0

Installer: [Download Now](#)

Last Upload At: 12/03/2015, 04:56 p.m.

Release Notes:

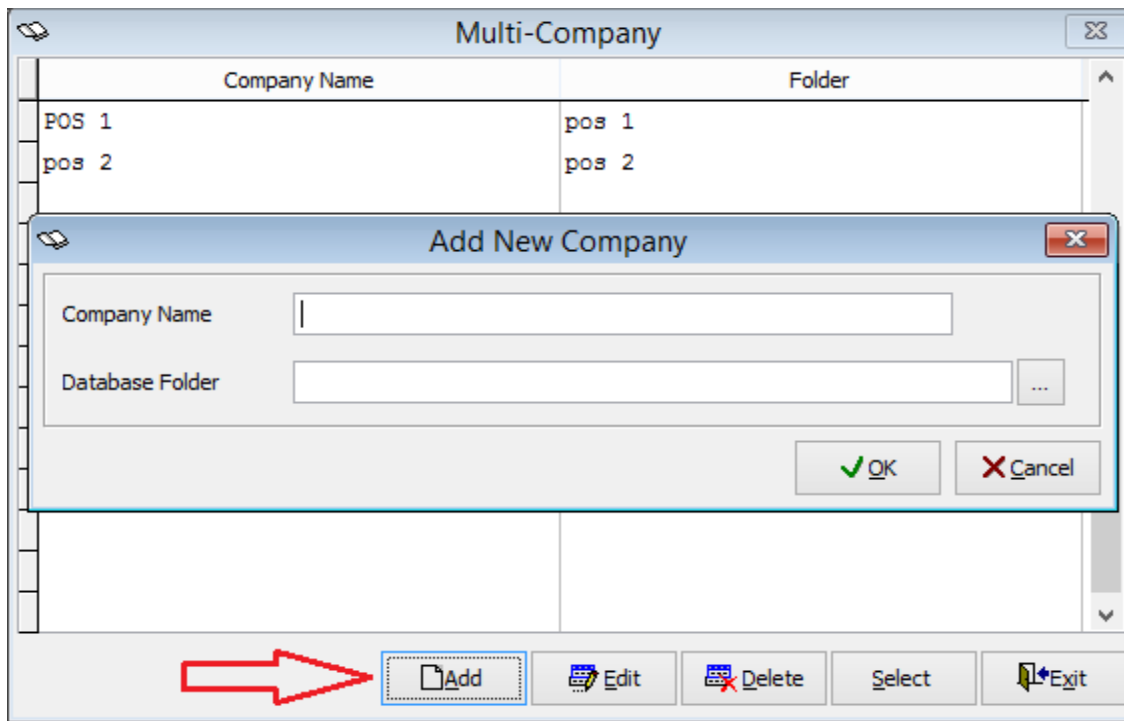
- Version 9.9.1.0

Create a new company

To create a new company, at the POS landing page, click on Add.

Fill in your company name and name of the database folder, system will auto generate a database folder once you click OK.

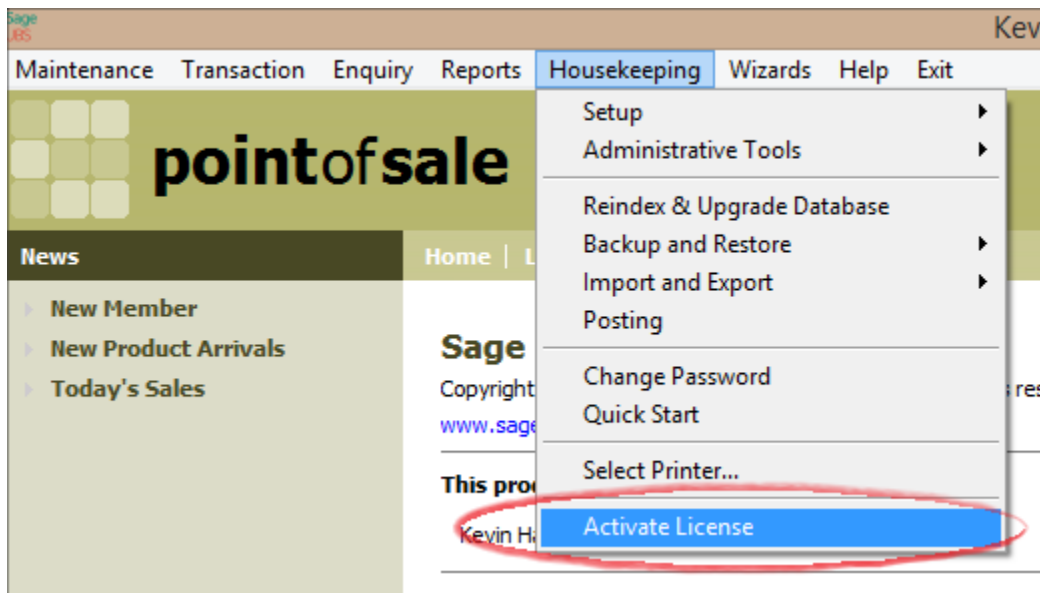
The company database folder will be shown under your UBSPOS2015 data folder.



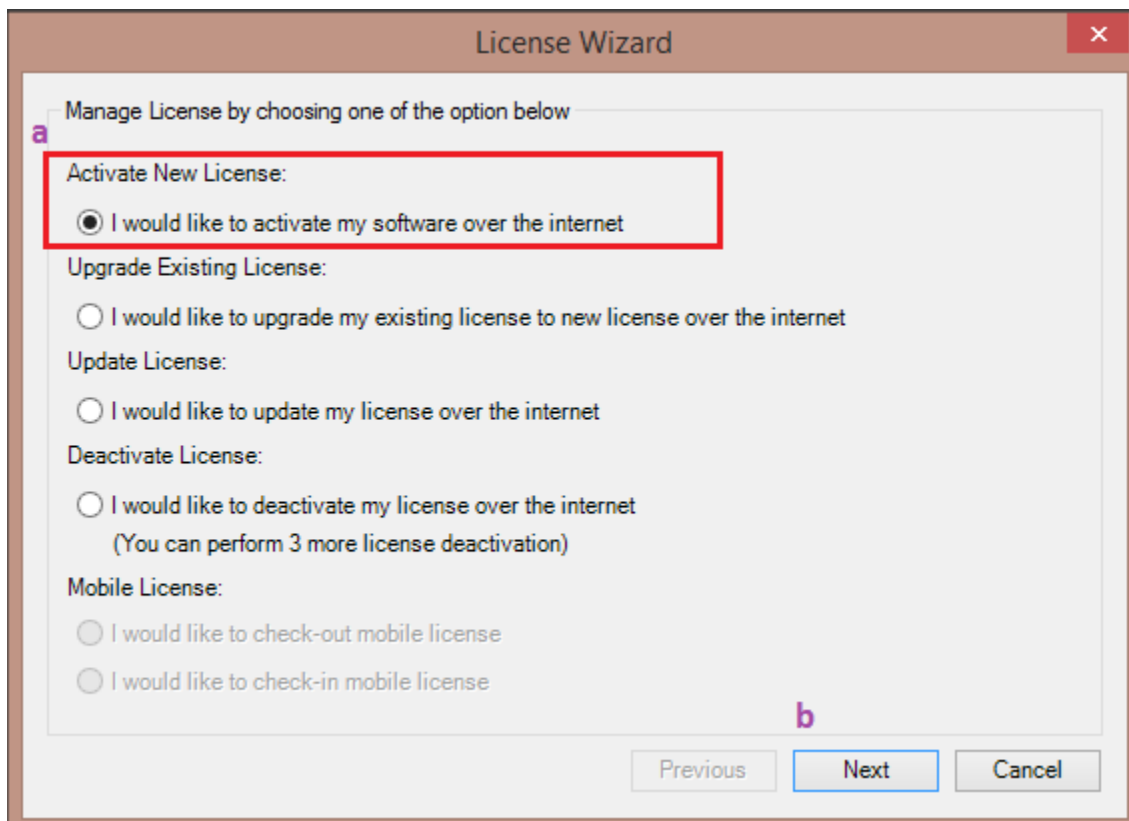
After you have login, system will pop out the Simple Wizard to guide you through the company and GST setting.

How to activate your license

1. For the first time activation of license, please click on Housekeeping > Activate License.



2. Choose Activate New License > I would like to activate my software over the internet.



3. Fill in your MyAppID and Activation Code. Then click on Next.

License Wizard

Activate License Over Internet

MyAppID

Activation Code

Previous Next Cancel

4. Fill in all the necessary information, then click Next.

License Wizard

Activate License Over Internet

Product Registration

Email Address*

Company Profile

Company Name*

Company Reg. No.*

Company Address

Address*

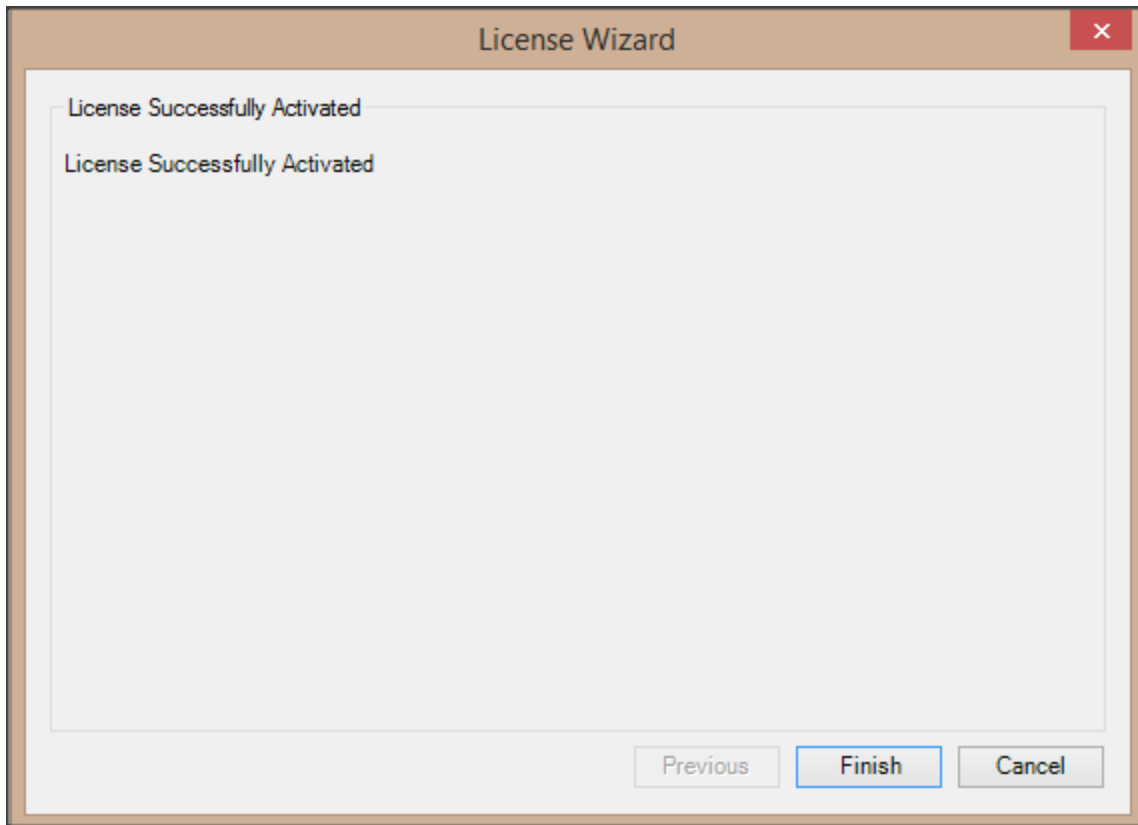
City* PostCode*

State* Country*

Contacts Information

Previous Next Cancel

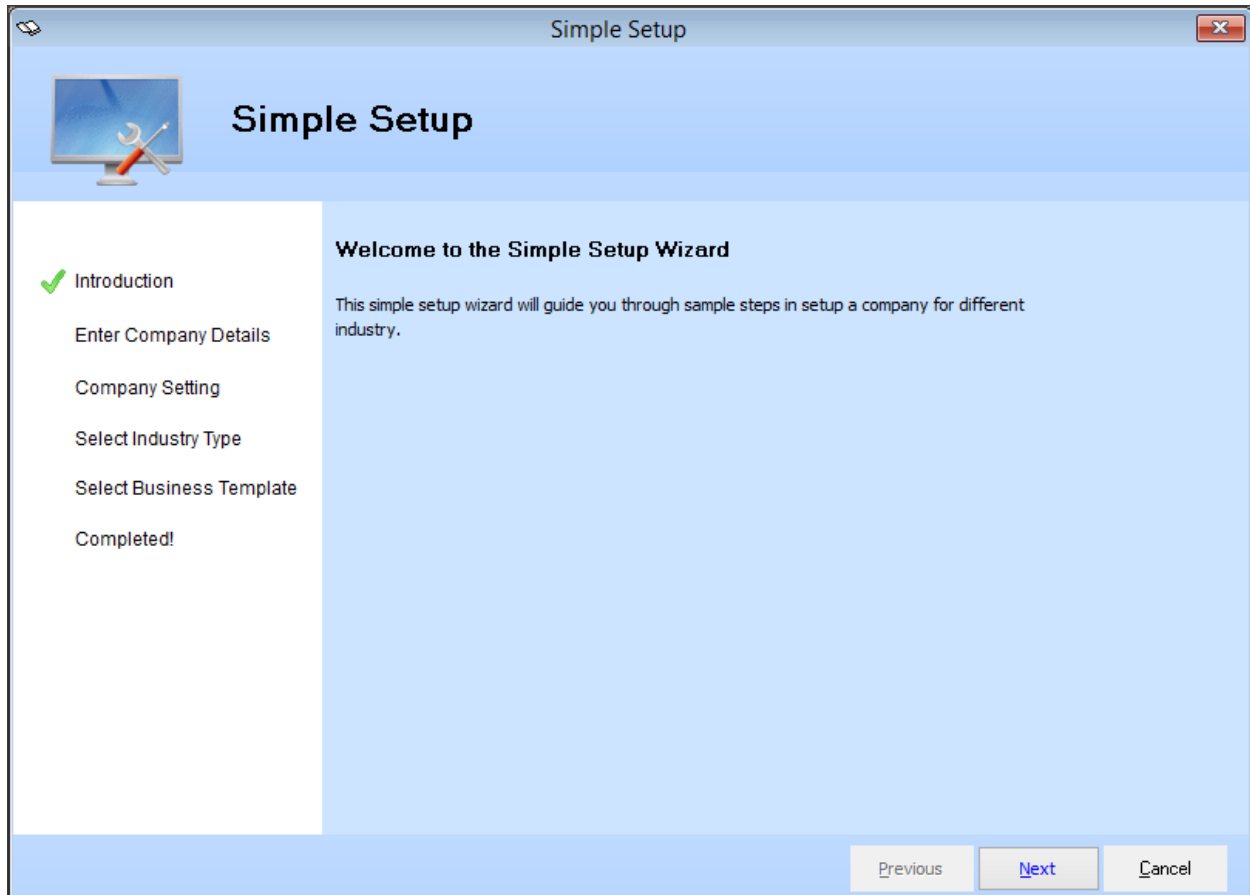
5. Now you have successfully activated the license.



GST Setup

How to setup a new created company with GST features

1. To setup GST, please go to Wizards > Simple Setup



2. Fill in all the required information to be able to proceed to next step.

Simple Setup

Key in the company details. Those field with the indicator *) are mandatory and cannot be left blank.

Company Profile

a Company Name * Sample Company

Address * Jalan 1
Taman 1

b Country * MALAYSIA d

Telephone

Fax

Company Reg. No.

c GST Reg. No. * GST-1234

Malaysia GST
Business GST Application

Inclusive
 Exclusive

Accounting Period

e Last Year Accounting Closing Date * 31/12/2014

This Accounting Year Closing Period * 12

From Date 01/01/2015 To 31/12/2015

Currency

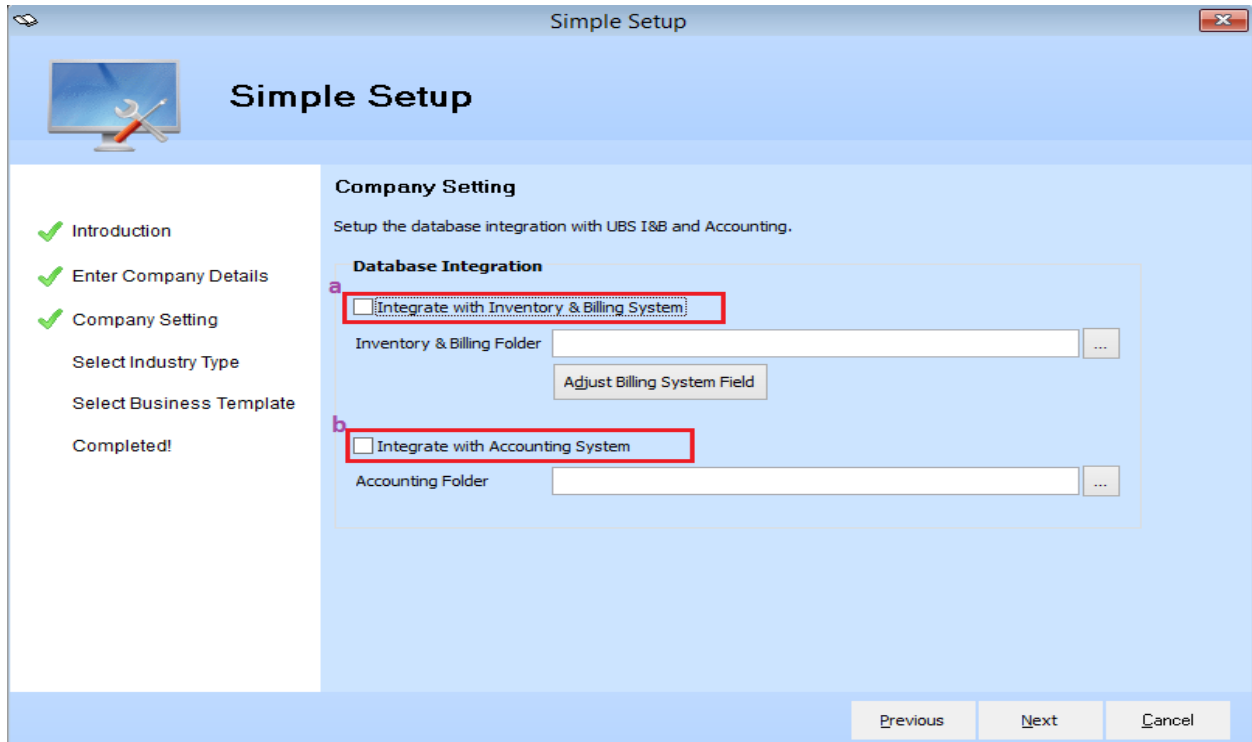
Currency Symbol RM

Currency Word Ringgit M'sia

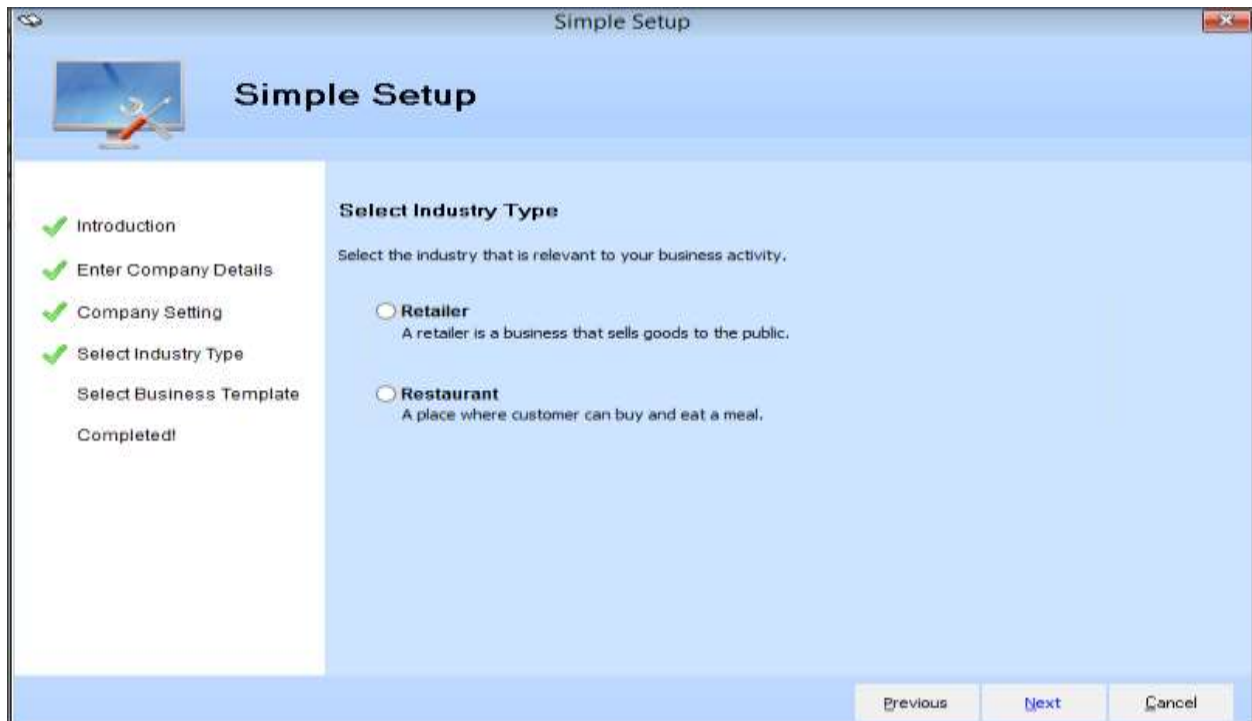
Previous Next Cancel

- Fill in your company address.
- Fill in your company's country located.
- Fill in your company's GST registration number.
- Tick on Malaysia GST, select pricing strategy either Tax Inclusive or Tax Exclusive for your company. Once it is ticked, the GST feature will be turned on.
- Set your company's accounting period. Then click on Next.

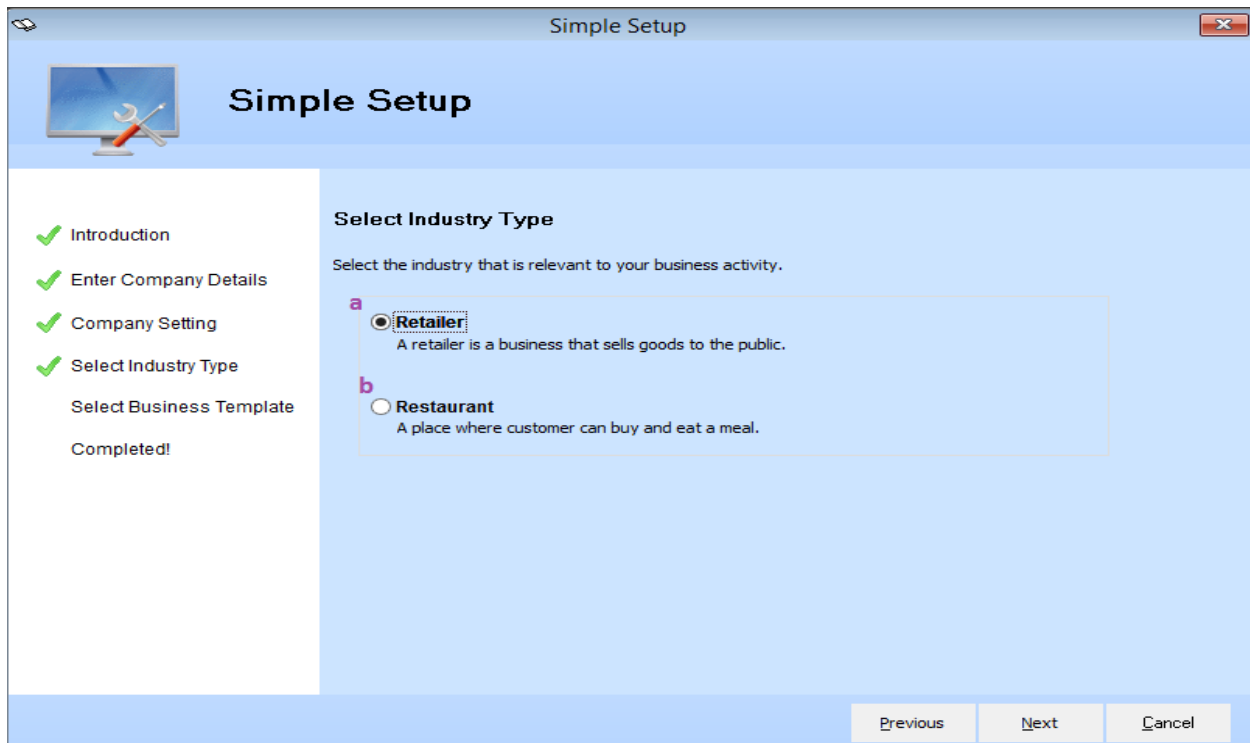
3. If you want to do data sharing with Sage UBS, you can set the data folder location here, **a** is for Inventory and Billing, and **b** is for Accounting.



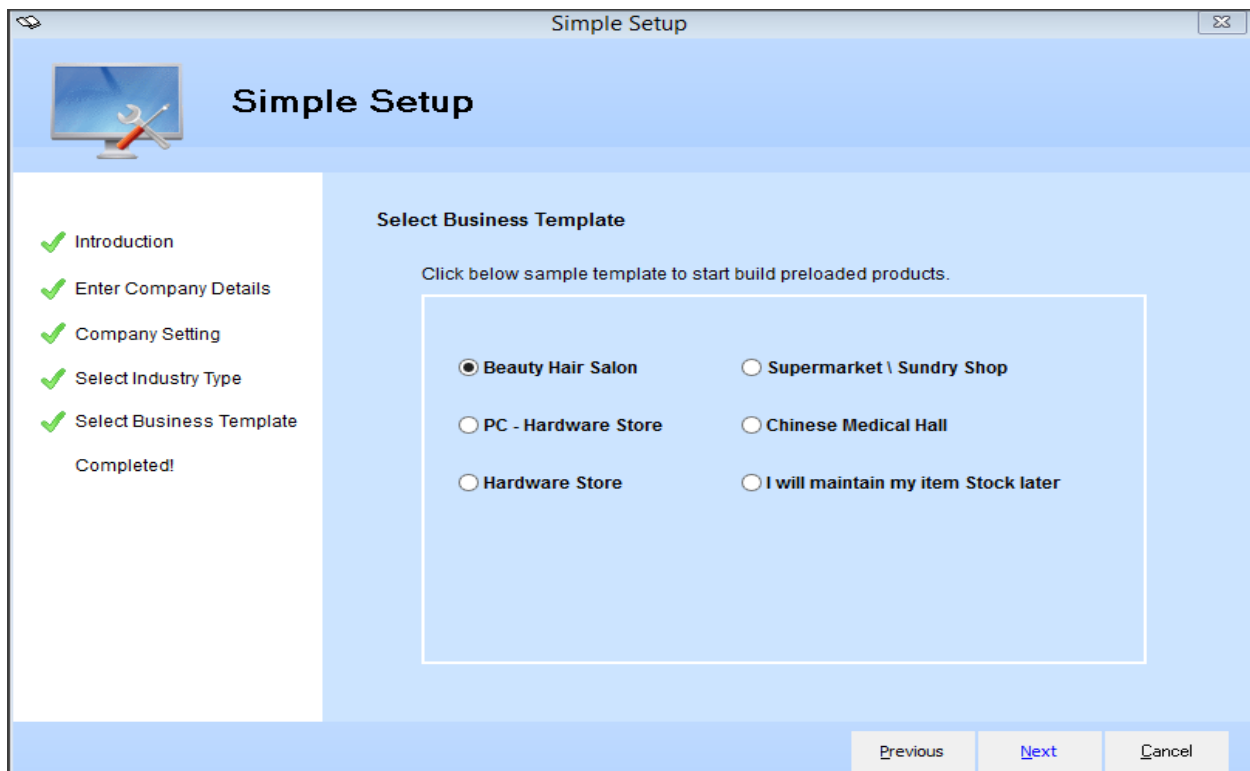
4. Select a most relevant Industry Type for your company.



5. a) If select Retailer > Please select your business template (for sample item list setup to suit your business). If you wish to setup your own item list, choose 'I will maintain my item stock later'.

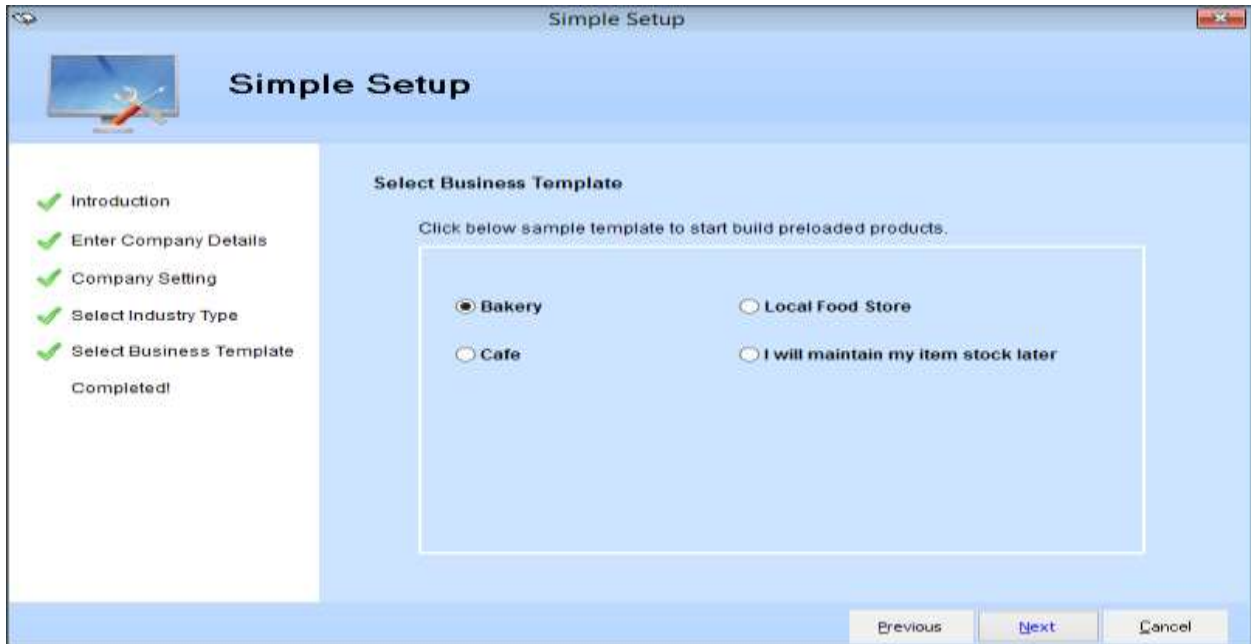


The screenshot shows the 'Simple Setup' window with the title bar 'Simple Setup' and a close button. The main area is titled 'Simple Setup' and contains a progress list on the left and a selection area on the right. The progress list includes: Introduction (checked), Enter Company Details (checked), Company Setting (checked), Select Industry Type (checked), Select Business Template (not checked), and Completed! (not checked). The selection area is titled 'Select Industry Type' and contains the instruction 'Select the industry that is relevant to your business activity.' Below this, there are two radio button options: 'a' **Retailer** (with a tooltip 'A retailer is a business that sells goods to the public.') and 'b' **Restaurant** (with a tooltip 'A place where customer can buy and eat a meal.'). At the bottom right, there are three buttons: 'Previous', 'Next', and 'Cancel'.

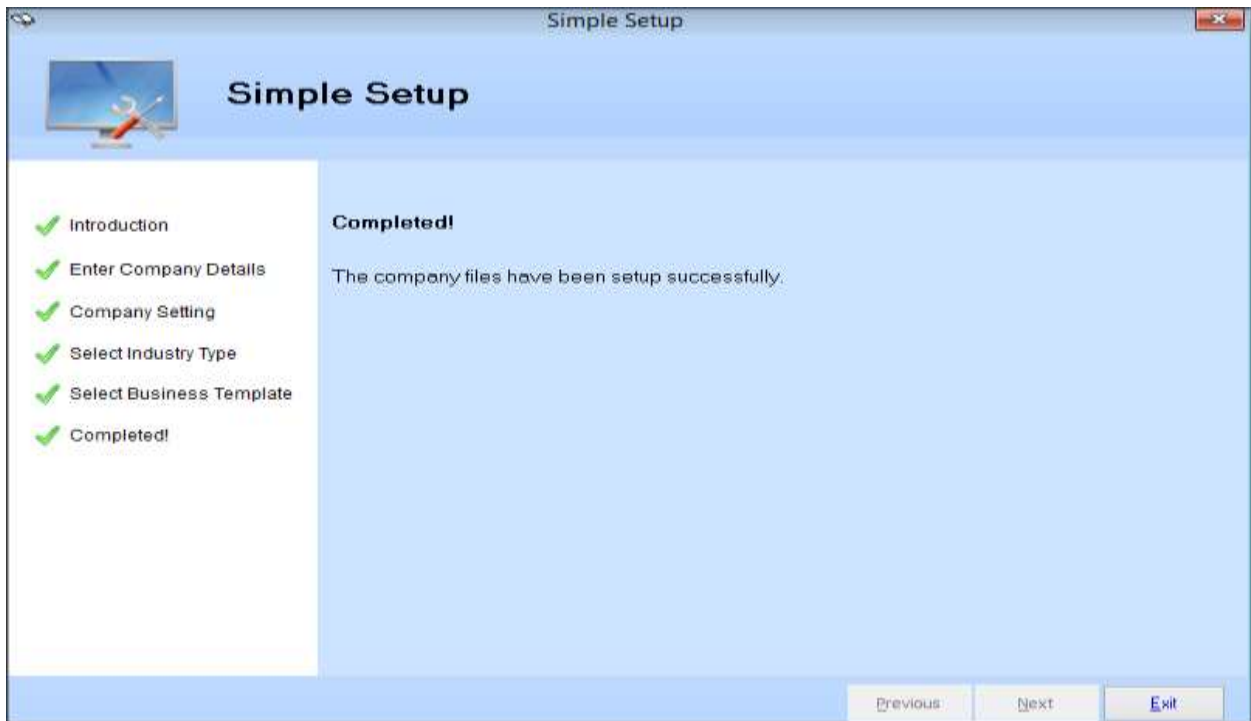


The screenshot shows the 'Simple Setup' window with the title bar 'Simple Setup' and a close button. The main area is titled 'Simple Setup' and contains a progress list on the left and a selection area on the right. The progress list includes: Introduction (checked), Enter Company Details (checked), Company Setting (checked), Select Industry Type (checked), Select Business Template (checked), and Completed! (not checked). The selection area is titled 'Select Business Template' and contains the instruction 'Click below sample template to start build preloaded products.' Below this, there are five radio button options arranged in two columns: **Beauty Hair Salon**, **PC - Hardware Store**, **Hardware Store**, **Supermarket \ Sundry Shop**, and **Chinese Medical Hall**. At the bottom right, there are three buttons: 'Previous', 'Next', and 'Cancel'.

- b) If select Restaurant > Please select your business template (for sample item list setup to suit your business). If you wish to setup your own item list, choose 'I will maintain my item stock later'.

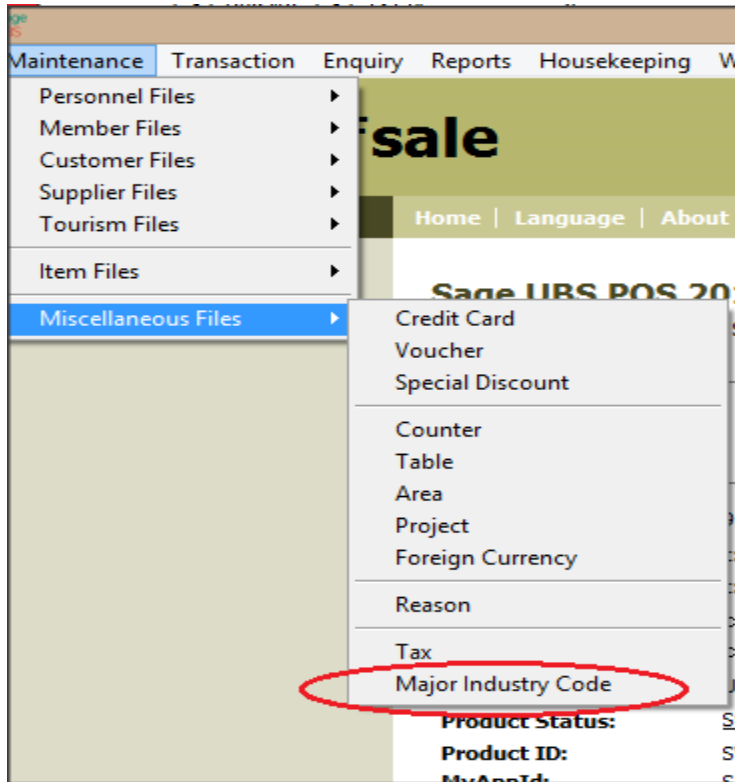


6. After you done the selection, the simple setup is complete. You can start using your company with the GST features.

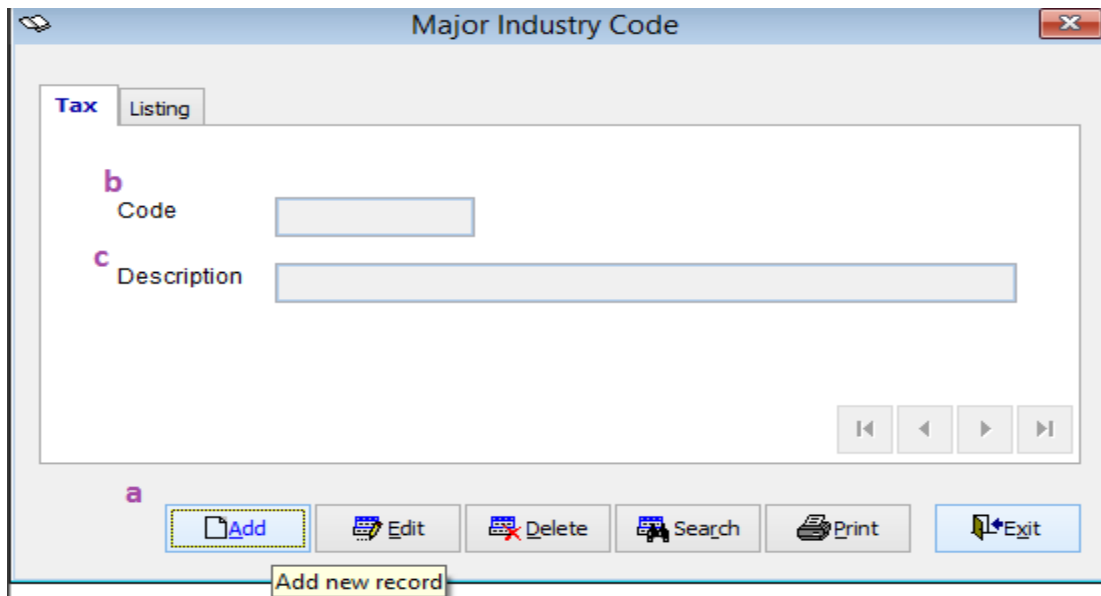


Major Industry Code

1. To add your company major industry code, please go to Maintenance > Miscellaneous Files > Major Industry Code



2. Fill in the code, and description by clicking Add.



How to apply service charge for your company

1. Go to Housekeeping > Setup > Transaction Setting > Transaction > Tick 'Apply Service Charge', amend on the service charge percentage you want > Apply.

Transaction Setting

Functions Appearance Controls Payment User Defined Tax Miscellaneous Format File Locations

Transaction Security Inventory Formula Tourism Printing

Transaction Activation

Sales Order / Layaway Deposit and Refund
 Invoice Auto Item Assembly (auto generate Receive and Issue)
 Touchscreen Left Handed Right Handed Apply Service Charge 10.00 %
Nature of Transaction Restaurant Tax Code SR

Restaurant Typed Transaction

Print the ordering list after the following transaction
Number of order receiving groups 1 group

Time Section

Special Section From To Special Section Pricing Price #1
Normal Section From To Normal Section Pricing Price #1

OK Cancel Apply

Company Setup

Set up your own item list

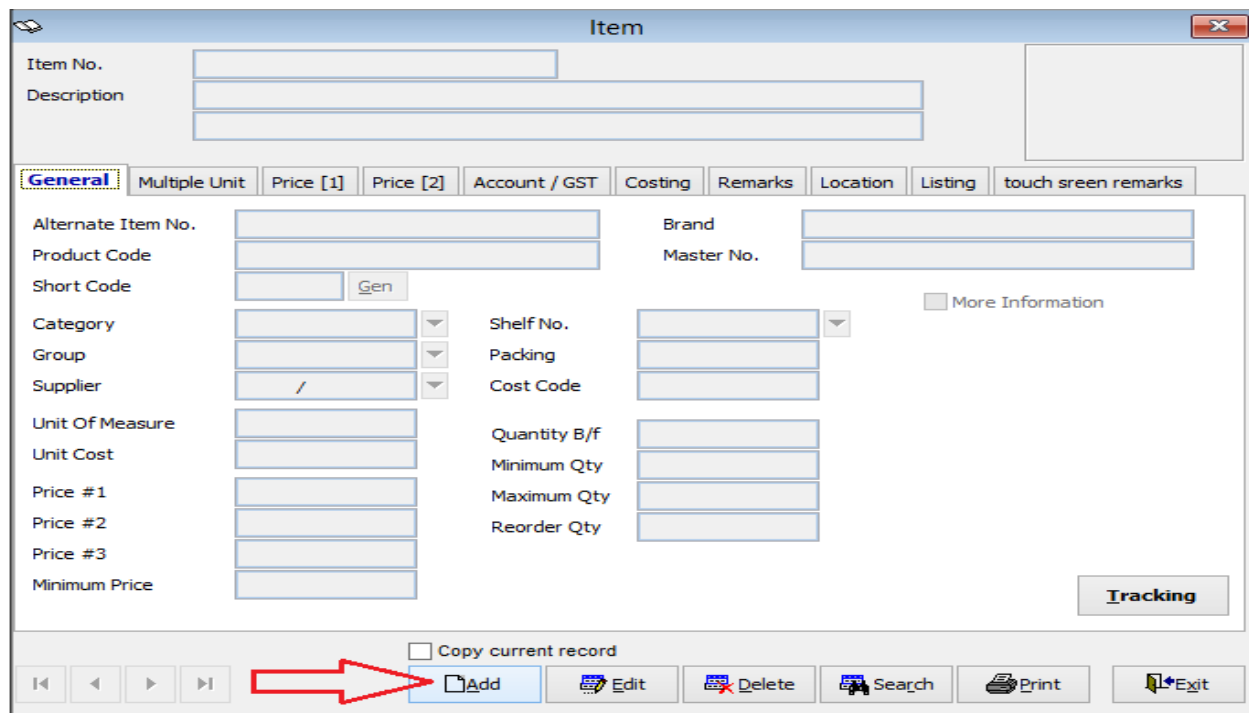
If you start up your Sage POS 2015 with a blank data and wish to set up your own item list, below are steps how to add an item, set item's price, add item's description, and add item's quantity balance.

Add an item

Go to Maintenance > Item Files > Item



You will notice the item list is blank. If you wish to create a new item, click Add.



Fill in your item code at the Item No., item description and some necessary information.

Note:

- a. For the Retailer Business: If you wish to maintain your Item No. same as item barcode number, you can either scan your item barcode or enter the number barcode, the number will be show at Item No.

- b. If you wish to maintain your item as Item No. and also the item barcode number, you also can add in your Item No, and also item barcode number under the same item maintenance.

Item

Item No. I001 **Key in the Item No.**

Description Milo 1KG

General Multiple Unit Price [1] Price [2] Account / GST Costing Remarks Location Listing touch screen remarks

Alternate Item No. 8700911113 **Scan from your item** Brand

Product Code Master No.

Short Code Gen More Information

Category Shelf No.

Group Packing

Supplier / Cost Code

Unit Of Measure Quantity B/f

Unit Cost Minimum Qty

Price #1 Maximum Qty

Price #2 Reorder Qty

Price #3

Minimum Price

Tracking

Save Cancel

Maintain your Item Quantity

You can either key in your Item quantity opening balance at Item Maintenance, or you can go to **Maintenance > Item Files > Item Opening Quantity**

Take an example, you want to key in the item opening quantity for item 002, click on 002, then click Edit.

Item No.	Unit	Unit Cost	Quantity B/f
001		5.00	100.00
002		0.00	0.00
003		0.00	0.00

Item No. 002
Description Milo 1KG
Unit Cost
Quantity B/f

Edit Exit

You can fill in the unit cost and Quantity B/F. Then click Save.

Item No.	Unit	Unit Cost	Quantity B/f
001		5.00	100.00
002		0.00	0.00
003		0.00	0.00

Item No. 002
Description Milo 1KG
Unit Cost 0.00
Quantity B/f 100.00

Save Cancel

Set Tax Code for Item

To set the tax code for your items, please go to **Maintenance > Item Files > Item > Account GST**

The screenshot shows the 'Item' window with the following details:

- Item No.: 001
- Description: Cafe Latte - Regular (HOT)
- Account / GST tab is selected.
- Account No. section includes fields for Credit Sales, Cash Sales, Sales Return, Purchase, and Purchase Return, all with a '/' symbol.
- Purchase tax and Sales tax fields are highlighted with a red box.
- Major Industry Code field is also visible.
- Buttons at the bottom include Add, Edit, Delete, Search, Print, and Exit.

Take an example, I want to set this item Purchase Tax Code as TX, and Sales Tax Code as SR. Please Click Edit, and choose the tax code you want.

The screenshot shows the 'Item' window with the 'Select Tax Code' dialog box open. The dialog box contains the following table:

Tax	Description	Tax %
TX	Purchases with GST incurred at 6% and	6.00
IM	GST incurred for import of goods	6.00
IS	Imports under special scheme with no G	0.00
BL	Purchases with GST incurred but not cl	6.00
NR	Purchase from non GST-registered suppl	0.00
ZP	Purchase from GST-registered supplier	0.00
EP	Purchases exempted from GST. E.g. purch	0.00
OP	Purchase transactions which is out of	0.00
TX-E43	GST incurred directly attributable to	6.00
TX-N43	GST incurred directly attributable to	6.00
TX-RE	GST incurred that is not directly attr	6.00
GP	Purchase transactions which disregarde	0.00
AJP	Any adjustment made to Input Tax e.g :	6.00

The 'TX' row is selected in the dialog box. Buttons for 'Select' and 'Close' are visible at the bottom of the dialog box.

Then click Save.

The screenshot shows the 'Item' window in Sage POS. The 'Item No.' field contains '001' and the 'Description' field contains 'Cafe Latte - Regular (HOT)'. The 'Account / GST' tab is selected, showing the following fields:

Account No.	
Credit Sales	/
Cash Sales	/
Sales Return	/
Purchase	/
Purchase Return	/
Purchase tax	TX
Sales tax	SR
Major Industry Code	

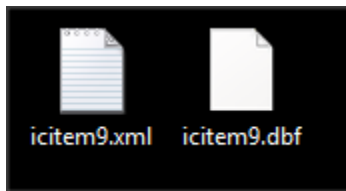
At the bottom of the window, there is a 'Copy current record' checkbox and a toolbar with buttons for Add, Edit, Delete, Search, Print, and Exit.

Example: In the cash receipt, you are able to view the item tax code.

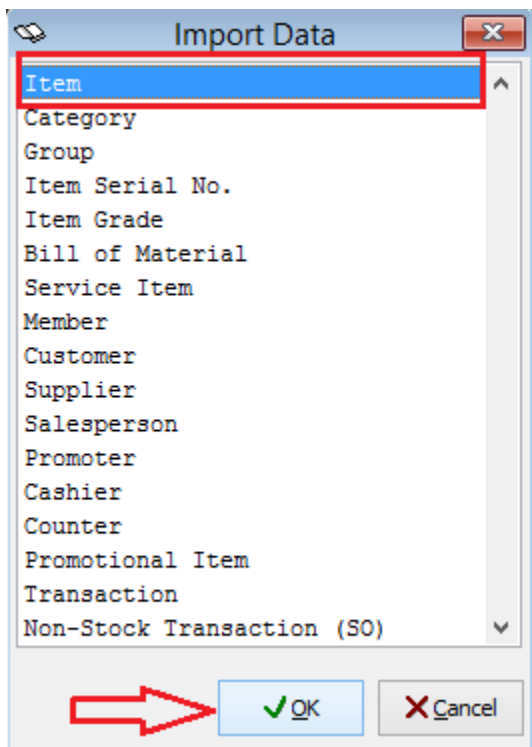
Import Item List

If you wish to Import an item list from previous POS version to the latest company you create in the 9.9.1.0 version and onwards, below is the steps you can follow:

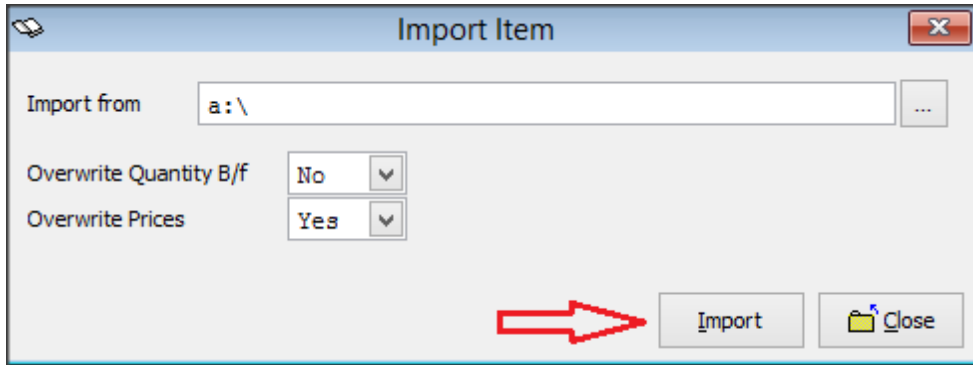
- a. After you done export the item listing file, you will get a dbf format file. If you are tick on the XML format, then you will get xml format after you done export. You can do the import using **either one** format file.



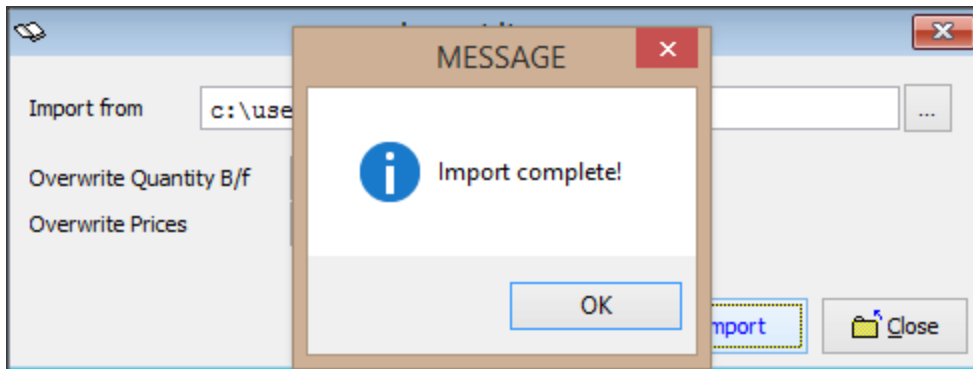
- b. In this example, icitem9.dbf will be choose to import into POS. Go to **Housekeeping > Import Data > Choose Item > Click OK**



- c. Browse the data folder for the icitem9.dbf file allocated. Choose the options either Yes or No for overwrite quantity b/f and overwrite price. Then click Import.



- d. A message box will prompt out if you import successfully.



Add New Personnel Files

If you wish to add the new personnel example cashier, supervisor, salesperson/agent and promoter/waiter, there are two ways:


a. Wizards > Add New Personnel File

To add a new Supervisor (Same steps for Cashier, Salesperson/agent and Promoter/Waiter)

Introduction > Next > Choose Supervisor > Next > Fill in the necessary information details > Next > Choose Location (if have any) > Save > Complete

The screenshot shows a software window titled "Add New Personnel Files". On the left side, there is a vertical progress bar with four items: "Introduction" (checked), "Select Personnel Role" (checked), "Enter Personnel Details" (with a red arrow pointing to it), "Personal Setting", and "Completed!". The main content area is titled "Select Personnel Role" and includes the instruction "Select role for the personnel to be added." Below this, there are four radio button options, each with a description: "Supervisor" (selected), "Salesperson / Agent", "Cashier", and "Promoter / Waiter". At the bottom right, there are three buttons: "Previous", "Next", and "Cancel".

Add New Personnel Files



Add New Personnel Files

- ✓ Introduction
- ✓ Select Personnel Role
- ✓ Enter Personnel Details
- Personal Setting
- Completed!

Enter Personnel Details (Supervisor)

Key in the personnel details. Those field with the indicator *) are mandatory and cannot be left blank.


Supervisor ID * ⓘ

Name *

Password * ⓘ

Previous
Next
Cancel

Add New Personnel Files



Add New Personnel Files

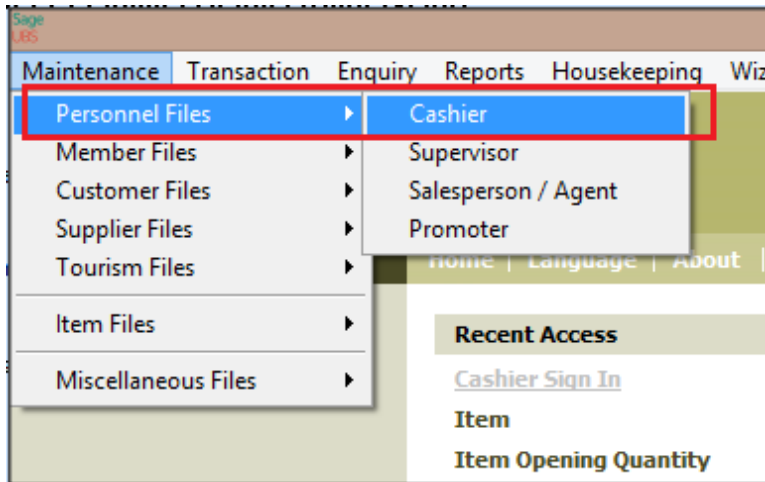
- ✓ Introduction
- ✓ Select Personnel Role
- ✓ Enter Personnel Details
- ✓ Personal Setting
- ✓ Completed!

Completed!

The new personnel files has been added successfully.

Add another personnel files
Save
Exit

b. Maintenance > Personnel Files > Cashier > Add



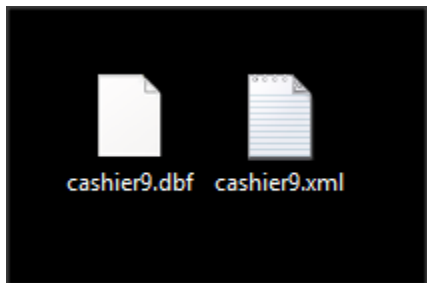
Fill in the necessary information for your cashier. Then click Save.

A screenshot of the 'Cashier' form in Sage POS 2015. The form is titled 'Cashier' and has a 'Listing' tab. The fields are: 'Cashier ID' with the value '001', 'Name' with the value 'CASHIER A', 'Password' with the value '***', 'Cash Amount' (empty), 'Auto Update' with a dropdown menu set to 'No', a checked checkbox for 'Allow to give discount', 'Maximum Discount' with the value '10.00%', and 'Location' (empty dropdown). At the bottom right, there are 'Save' and 'Cancel' buttons. A red arrow points to the 'Save' button.

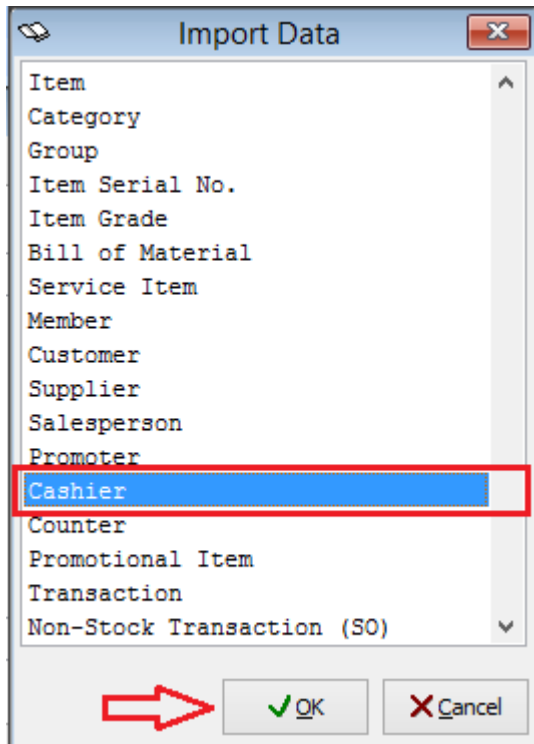
Import a Personnel Files

If you wish to Import a personnel files example for Cashier Listing (apply to others type of personnel files) from previous POS version to the latest company you create in the 9.9.1.0 version onwards, below is the steps you can follow:

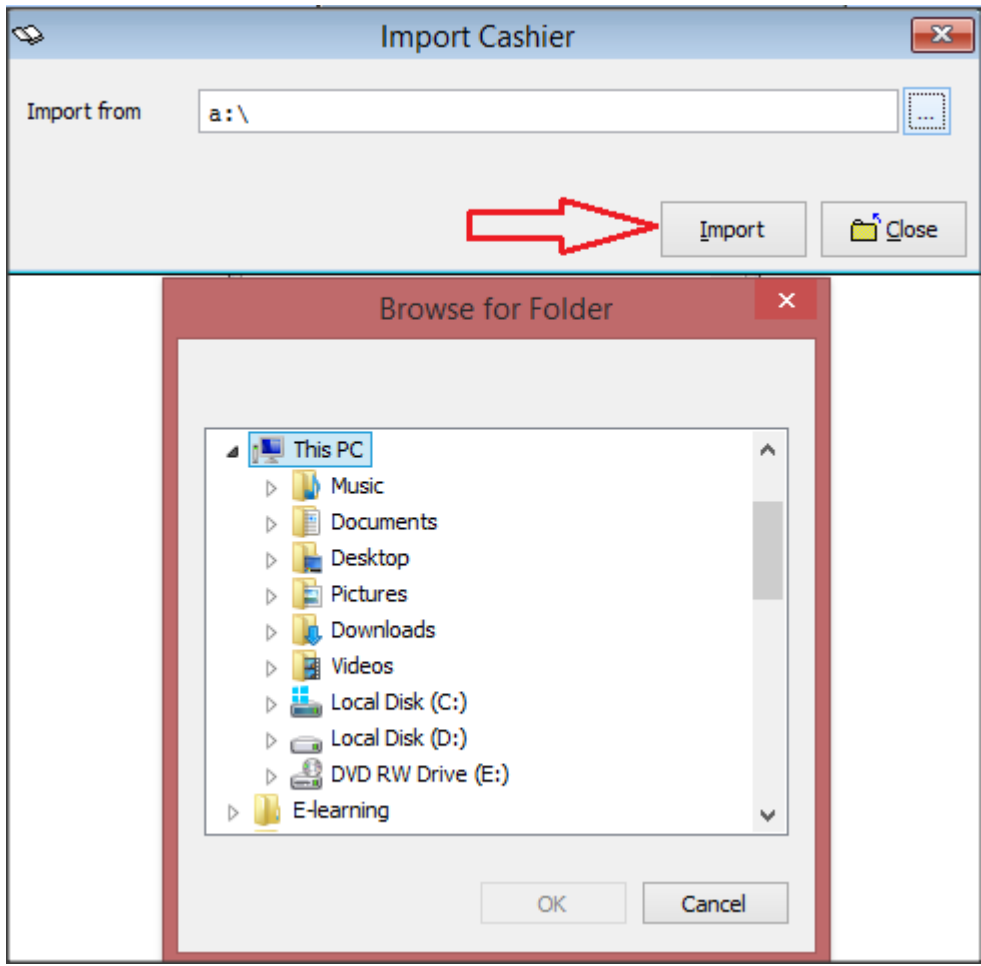
- a. After you done export the cashier listing, you will get a dbf format file. If you are tick on the XML format, then you will get xml format after you done export. You can do the import using **either one** format file.



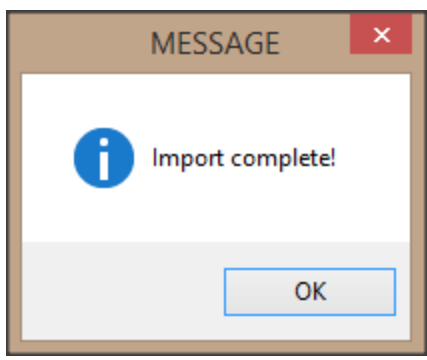
- b. In this example, cashier9.dbf will be choose to be import into POS. Go to **Housekeeping > Import Data > Choose Cashier > Click OK**



c. Browse the data folder for the cashier9.dbf file allocated. Then click Import.



d. A message box will prompt out if you import successfully.



How to Issued an Invoice

1. Go to Transaction > Inventory transaction > Invoice > Click Add > Choose customer > Click Next Page

Invoice - INV00005

Header Detail Summary Listing

Reference No. INV00005

Date 13/03/2015 17:52 Period 3

Description SALES

Customer No. 3000/001 CUSTOMER A Term

Agent

Purchase Order No.

Delivery Order No.

Update from the following transaction:

Delivery Order

Next Page

Save Cancel

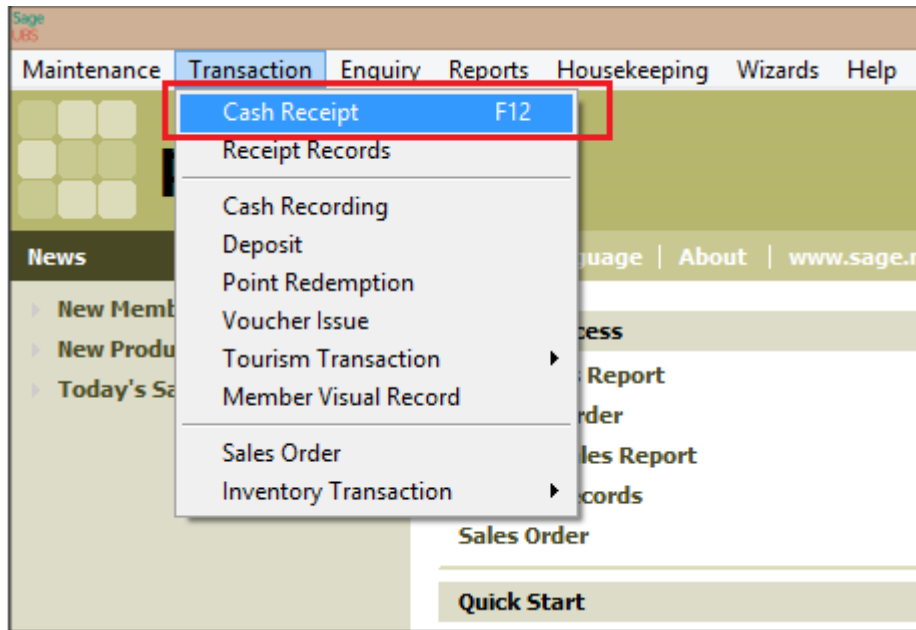
3. Below is the Full Tax Invoice Report.

Sample Company Jalan 1 Taman 1 MALAYSIA Company Reg No. : GST Reg No. :GST-1234		<h2>TAX INVOICE</h2>						
CUSTOMER A		Invoice No.: Trial Date : 13/03/2015 term currency @ 1.00	Printed On 13/03/2015 18:10 Printed By UBS Page 1					
attn. : tel. : fax : a/c no. : 3000/001								
Item No.	Description	Quantity	Unit Price	Discount	Total Excl. GST	GST	Total Incl. GST	Tax Code
BK-BRD1	Cinnamon	1 x	2.50	0.00	2.36	0.14	2.50	SR
Ringgit M'sia TWO AND FIFTY CENTS ONLY						Subtotal: 2.50 Discount 0.00% 0.00 Total Excl. of GST: 2.36 Add GST: 0.14 Total Incl. of GST: 2.50		
GST Summary		Amount	Tax					
SR	@ 6%	2.36	0.14					
Total Item(s): 1		_____ Authorised Signature(s)		_____ Received By				

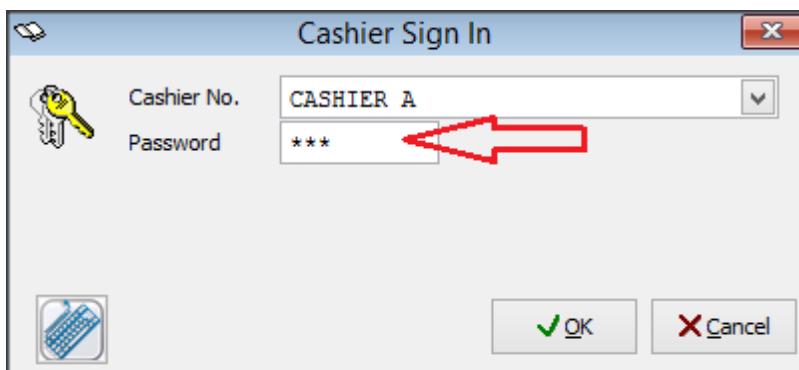
How to Issued a cash receipt

First, you need to have a cashier's personnel information. To add a cashier's personnel information, please refer to the topic of Company Setup > Add New Personnel File.

- a. To issue a cash receipt, please go to **Transaction > Cash Receipt**



- b. Fill in the password that you assign to the specific cashier, then click OK.



- c. Search the item at Item No. You can amend the quantity, item price and discount amount you prefer. Then Enter.

001, CASHIER A [Cash Receipt]

Welcome To Manual User Guide

RM 0.00

Item No.	Description	Quantity	Unit	Price(inc tax)	Discount	Tax	Amount

Item No. 001 >> Total Item(s) 0.00

Description Cafe Latte - Regular (HOT)

Quantity 1.00

Price 8.00

Discount 0.00% 0.00% 0.00

Tax SR 6.00% 0.45

Amount 8.00 Quantity Balance : 100.00

Customer Information Accept Other

Cashier : 001

F2 On-hold F3 Cash F4 Credit Card F6 Multiple Payment F7 Cancel F8 Other F9 Fast Key F11 Customer Information

- d. Item Price will be showing at the left top corner of the Cash Receipt screen.

001, CASHIER A [Cash Receipt]

QTY : 1.00 @ AMOUNT : RM 8.00

RM 8.00

Item No.	Description	Quantity	Unit	Price(inc tax)	Discount	Tax	Amount
1 001	Cafe Latte - Regular (HOT)	1.00		8.00	0.00	0.45	8.00

Item No. >> Total Item(s) 1.00

Description

Quantity 0.00

Price 0.00

Discount 0.00% 0.00% 0.00

Tax 0.00% 0.00

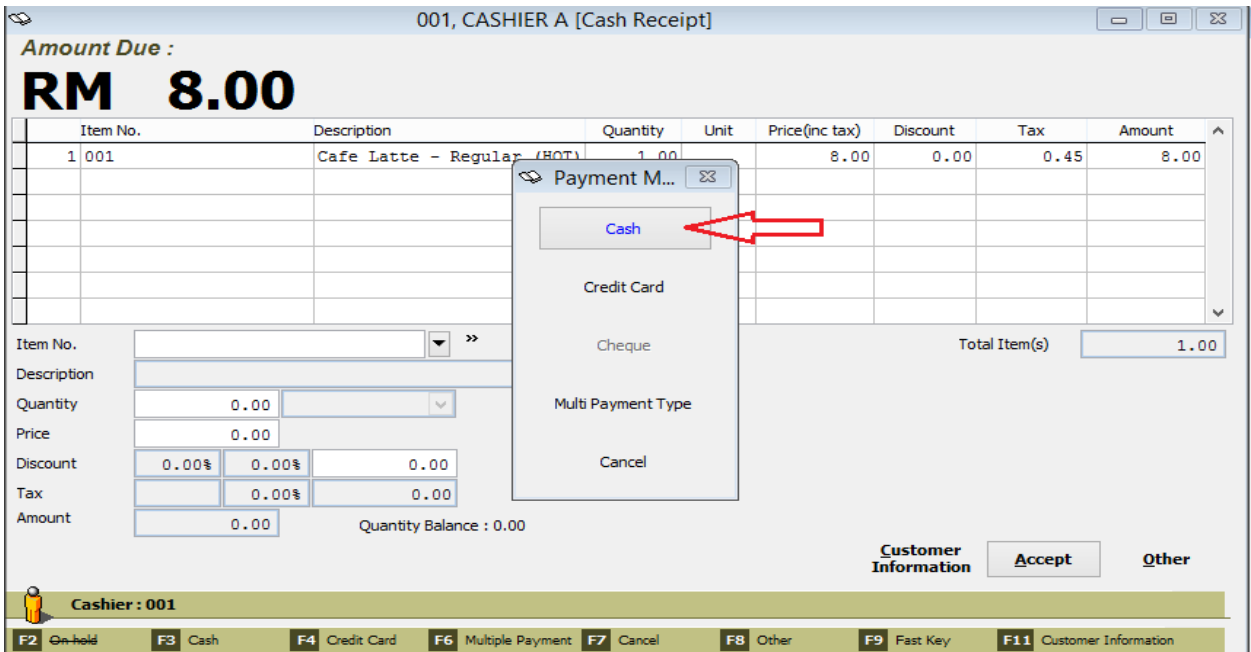
Amount 0.00 Quantity Balance : 0.00

Customer Information Accept Other

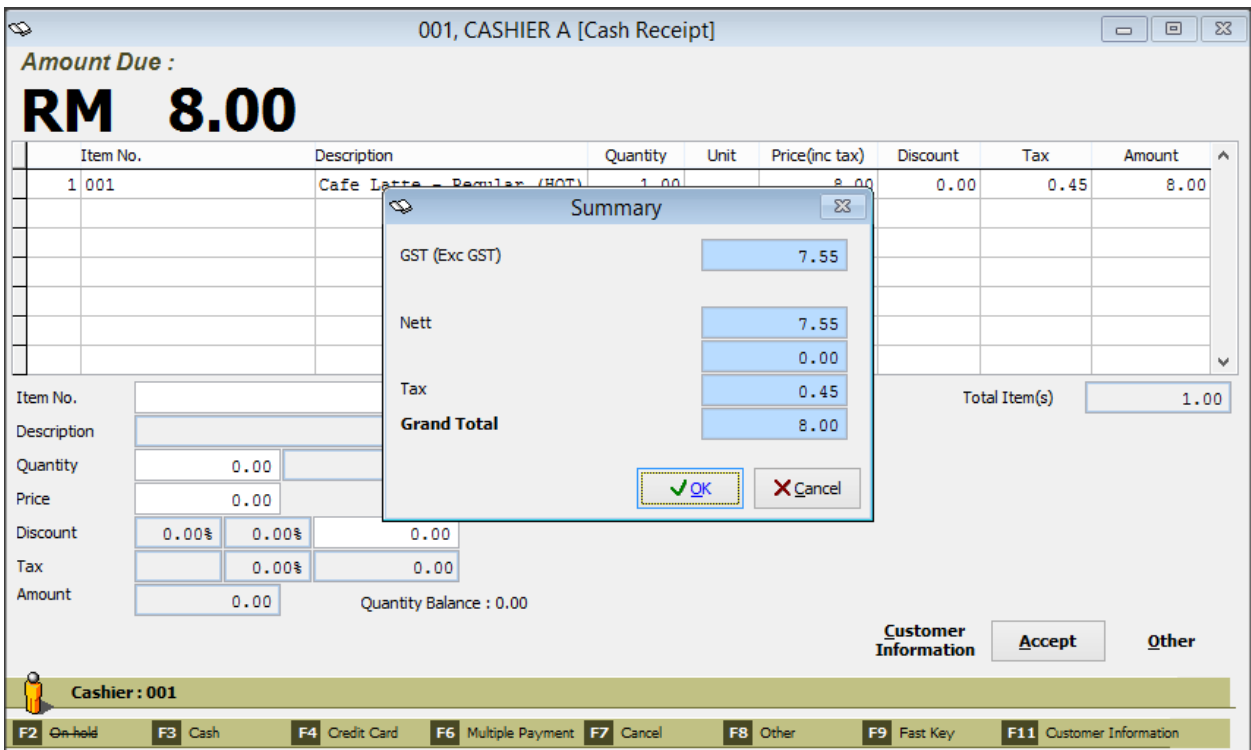
Cashier : 001

F2 On-hold F3 Cash F4 Credit Card F6 Multiple Payment F7 Cancel F8 Other F9 Fast Key F11 Customer Information

- e. To close this transaction, you can choose the payment method either Cash, Credit Card, or Multiple Payment. In this example, will be using Cash method. Press F3 for cash method, or go Accept, Click on Cash.



- f. Click on Summary to view the price amount either include or exclude (depend on your pricing strategy setup).



g. Click OK to finish. Then Click Print/Preview for Cash Receipt.

001, CASHIER A [Cash Receipt]

Amount Due :
RM 8.00

Item No.	Description	Quantity	Unit	Price(inc tax)	Discount	Tax	Amount
1 001	Cafe Latte - Regular (HOT)	1.00		8.00	0.00	0.45	8.00

Cash Payment

Total **8.00**

Paid **8.00**

Change **0.00**

→

Item No. _____
 Description _____
 Quantity 0.00
 Price 0.00
 Discount 0.00% 0.00%
 Tax 0.00% 0.00
 Amount 0.00
 Quantity Balance : 0.00

Total Item(s) 1.00

Customer Information

Cashier : 001

F2 On-hold F3 Cash F4 Credit Card F6 Multiple Payment F7 Cancel F8 Other F9 Fast Key F11 Customer Information

Manual User Guide
 Jalan 1
 Company Reg No. :
 GST Reg No. :
TAX INVOICE

Invoice No.: CS 00001
 Date : 16/03/2015 10:16
 Cashier # : 001

	RM	Code
Cafe Latte - Regular (HOT)		
1 x 8.00	8.00	SR
Subtotal :	8.00	
Total Excl. of GST	7.55	
Total Incl. of GST	8.00	
Payment :	8.00	
Change Due :	0.00	

Total Item(s) : 1

GST Summary	Amount (RM)	Tax (RM)
SR @ 6%	7.55	0.45

***** THANK YOU *****
 ***** PLEASE COME AGAIN *****

Pricing Strategy Calculation

How to calculate the Pricing Strategy of: Tax Inclusive

Example 1 Cash Receipt

Sample Company			
Jalan 1 Taman 1 MALAYSIA GST Reg No. : GST-1234			
TAX INVOICE			
Invoice No.:	CS 00001		
Date :	11/03/2015 15:25		
Cashier # :			
	RM	Code	
a Cinnamon			
1 x 2.50	2.50	SR	
b Pineapple Cream Bun			
1 x 3.00	3.00	SR	
Subtotal :	5.50		
c Total Excl. of GST	5.19		
d Total Incl. of GST	5.50		
Payment :	5.50		
Change Due :	0.00		
Total Item(s) : 2			
e GST Summary	Amount (RM)	Tax (RM)	
SR @ 6%	5.19	0.31	
***** THANK YOU ***** ***** PLEASE COME AGAIN *****			

- a. Item a, unit price RM 2.50.
 - i. Exclude GST: RM 2.36
 - ii. GST amount: RM 0.14

- b. Item b, unit price RM 3.00.
 - i. Exclude GST: RM 2.83
 - ii. GST amount: RM 0.17

- c. Total Excl. of GST = RM 2.36 + RM 2.83 = RM 5.19
- d. Total Incl. of GST = RM 2.50 + RM 3.00 = RM 5.50
- e. GST summary,
By using the price exclude GST amount x 6% = RM 5.19 x 6% = RM 0.31

How to calculate the Pricing Strategy of: Tax Exclusive

Example 2 Cash Receipt

Kevin Hardware Store			
Jalan 1			
Taman 1			
MALAYSIA			
Company Reg No. :			
GST Reg No. :GST-13124			
TAX INVOICE			
Invoice No.:	CS 00012		
Date :	12/03/2015 11:11		
Cashier # :	001		
	RM	Code	
a			
Aluminium channel			
1 x 50.00	50.00		SR
b			
A.C. plain sheet			
1 x 5.00	5.00		SR
Subtotal :	55.00		
c			
Total Excl. of GST	55.00		
d			
Total Incl. of GST	58.30		
Payment :	58.30		
Change Due :	0.00		
Total Item(s) : 2			
e			
GST Summary	Amount (RM)	Tax (RM)	
SR @ 6%	55.00	3.30	
***** THANK YOU *****			
***** PLEASE COME AGAIN *****			

- a. Item a, unit price RM 50.00
 - i. Include GST: RM 53.00
 - ii. GST amount: $RM\ 50 \times 6\% = RM\ 3.00$

- b. Item b, unit price RM 5.00
 - i. Include GST: RM 5.30
 - ii. GST amount: $RM\ 5 \times 6\% = RM\ 0.30$

- c. Total Excl. of GST = $RM\ 50.00 + RM\ 5.00 = RM\ 55.00$
- d. Total Incl. of GST = $RM\ 53.00 + RM\ 5.30 = RM\ 58.30$
- e. GST summary,
By using the price exclude GST amount $\times 6\% = RM\ 55.00 \times 6\% = RM\ 3.30$

How to calculate the Pricing Strategy of: Tax Inclusive with Service Charge 10%

Example 3 Cash Receipt with service charge 10%

Sample Company			
Jalan 1 Taman 1 MALAYSIA GST Reg No. : GST-1234			
TAX INVOICE			
Invoice No.:	CS 00002		
Date :	11/03/2015 16:52		
Cashier # :			
	RM	Code	
a	Chocolate Cream Bun		
b	1 x 4.50	4.50	SR
	Cinnamon		
	1 x 2.50	2.50	SR
	Subtotal :	7.00	
c	Service Charge 10%	0.66	SR
d	Total Excl. of GST	7.27	
e	Total Incl. of GST	7.70	
	Payment :	7.70	
	Change Due :	0.00	
	Total Item(s) : 2		
f	GST Summary		
	SR @ 6%	Amount (RM) 7.27	Tax (RM) 0.43
***** THANK YOU ***** ***** PLEASE COME AGAIN *****			

- a. Item a, unit price RM 4.50.
 - i. Exclude GST: RM 4.25
 - ii. GST amount: RM 0.25
- b. Item b, unit price RM 2.50.
 - i. Exclude GST: RM 2.36.
 - ii. GST amount: RM 0.14.
- c. Service Charge 10% = RM 4.25 + RM 2.36 = RM 6.61 x 10% = RM 0.66
- d. Total Excl. of GST = RM 4.25 + RM 2.36 + RM 0.66 = RM 7.27
- e. Total Incl. of GST = RM 4.50 + RM 2.50 + RM 0.66 + (RM 0.66 x 6%) = RM 7.70
- f. GST summary,

By using the price exclude GST amount x 6% = RM 7.27 x 6% = RM 0.43

How to calculate the Pricing Strategy of: Tax Exclusive with Service Charge 10%

Example 4 Cash Receipt with service charge 10%

Kevin Hardware Store
 Jalan 1
 Taman 1
 MALAYSIA
 Company Reg No. :
 GST Reg No. :GST-13124

TAX INVOICE

Invoice No.: CS 00014
 Date : 12/03/2015 11:18
 Cashier # : 001

	RM	Code
a A.C. plain sheet		
1 x 20.00	20.00	SR
b Alluminium channel		
1 x 50.00	50.00	SR
Subtotal :	70.00	
c Service Charge 10%	7.00	SR
d Total Excl. of GST	77.00	
e Total Incl. of GST	81.62	
Payment :	81.62	
Change Due :	0.00	

Total Item(s) : 2

f GST Summary			
	Amount (RM)	Tax (RM)	
SR @ 6%	77.00	4.62	

***** THANK YOU *****
 ***** PLEASE COME AGAIN *****

- a. Item a, unit price RM 20.00
 - iii. Include GST: RM 21.20
 - iv. GST amount: $RM\ 20 \times 6\% = RM\ 1.20$
- b. Item b, unit price RM 50.00
 - iii. Include GST: RM 53.00
 - iv. GST amount: $RM\ 50 \times 6\% = RM\ 3.00$
- c. Service Charge 10% = $(RM\ 20 \times 10\%) + (RM\ 50 \times 10\%) = RM\ 2 + RM\ 5 = RM\ 7.00$
- d. Total Excl. of GST = $RM\ 20 + RM\ 50 + RM\ 7.00 = RM\ 77.00$
- e. Total Incl. of GST = $RM\ 21.20 + RM\ 53.00 + RM\ 7.00 + (RM\ 7.00 \times 6\%) = RM\ 81.62$
- f. GST summary,

By using the price exclude GST amount $\times 6\% = RM\ 77.00 \times 6\% = RM\ 4.62$

How to calculate the Pricing Strategy of: Tax Inclusive with Discount

Example 5 Cash Receipt with discount

Sample Company			
Jalan 1 Taman 1 MALAYSIA GST Reg No. :GST-1234			
TAX INVOICE			
Invoice No.:	CS 00003		
Date :	11/03/2015 20:06		
Cashier # :	001		
	RM	Code	
a			
Cinnamon			
1 x 2.50	2.50	SR	
Discount 5.00% -	0.13	2.37	
b			
Pineapple Cream Bun			
1 x 3.00	3.00	SR	
Discount 5.00% -	0.15	2.85	
Subtotal :	5.22		
c			
Total Excl. of GST	4.93		
d			
Total Incl. of GST	5.22		
Payment :	5.22		
Change Due :	0.00		
Total Item(s) : 2			
e			
GST Summary	Amount (RM)	Tax (RM)	
SR @ 6%	4.93	0.29	
***** THANK YOU ***** ***** PLEASE COME AGAIN *****			

- a. Item a, unit price RM 2.50
 - i. Discount 5% : RM 0.13, after discount: RM 2.37
 - ii. Exclude GST: RM 2.24
 - iii. GST amount: RM 0.13

- b. Item b, unit price RM 3.00
 - i. Discount 5%: RM 0.15, after discount: RM 2.85
 - ii. Exclude GST: RM 2.69
 - iii. GST amount: RM 0.16

- c. Total Excl. of GST = RM 2.24 + RM 2.69 = RM 4.93
- d. Total Incl. of GST = RM 2.37 + RM 2.85 = RM 5.22
- e. GST summary,

By using the price exclude GST amount x 6% = RM 4.93 x 6% = RM 0.29

How to calculate the Pricing Strategy of: Tax Exclusive with Discount

Example 6 Cash Receipt with discount

Kevin Hardware Store			
Jalan 1 Taman 1 MALAYSIA			
Company Reg No. : GST Reg No. :GST-13124			
TAX INVOICE			
Invoice No.:	CS 00016		
Date :	12/03/2015 11:31		
Cashier # :	001		
	RM	Code	
a Aluminium channel			
1 x 50.00	50.00	SR	
Discount 10.00% -	5.00	45.00	
b A.C. plain sheet			
1 x 20.00	20.00	SR	
Discount 10.00% -	2.00	18.00	
Subtotal :	63.00		
c Total Excl. of GST	63.00		
d Total Incl. of GST	66.78		
Payment :	66.78		
Change Due :	0.00		
Total Item(s) : 2			
e GST Summary	Amount (RM)	Tax (RM)	
SR @ 6%	63.00	3.78	
***** THANK YOU ***** ***** PLEASE COME AGAIN *****			

- a. Item a, unit price RM 50.00
 - i. Discount – 10%: RM 5.00, after discount: RM 45.00
 - ii. Include GST: $\text{RM } 45.00 + (\text{RM } 45.00 \times 6\%) = \text{RM } 47.70$
 - iii. GST amount: $\text{RM } 45.00 \times 6\% = \text{RM } 2.70$

- b. Item b, unit price RM 20.00
 - i. Discount – 10%: RM 2.00, after discount: RM 18.00
 - ii. Include GST: $\text{RM } 18.00 + (\text{RM } 18.00 \times 6\%) = \text{RM } 19.08$
 - iii. GST amount: $\text{RM } 18.00 \times 6\% = \text{RM } 1.08$

- c. Total Excl. of GST = $\text{RM } 45.00 + \text{RM } 18.00 = \text{RM } 63.00$
- d. Total Incl. of GST = $\text{RM } 47.70 + \text{RM } 19.08 = \text{RM } 66.78$
- e. GST summary,
By using the price exclude GST amount $\times 6\% = \text{RM } 63.00 \times 6\% = \text{RM } 3.78$

How to calculate the Pricing Strategy of: Tax Inclusive with Service Charge and Discount

Example 7 Cash Receipt with service charge and discount

Sample Company			
Jalan 1 Taman 1 MALAYSIA			
Company Reg No. : GST Reg No. : GST-1234			
TAX INVOICE			
Invoice No.:	CS 00006		
Date :	12/03/2015 11:38		
Cashier # :	001		
	RM	Code	
a Cinnamon			
1 x 2.50	2.50	SR	
Discount 5.00% -	0.13	2.37	
b Pineapple Cream Bun			
1 x 3.00	3.00	SR	
Discount 5.00% -	0.15	2.85	
Subtotal :	5.22		
c Service Charge 10%	0.49	SR	
d Total Excl. of GST	5.42		
e Total Incl. of GST	5.74		
Payment :	5.74		
Change Due :	0.00		
Total Item(s) : 2			
f GST Summary	Amount (RM)	Tax (RM)	
SR @ 6%	5.42	0.32	
***** THANK YOU ***** ***** PLEASE COME AGAIN *****			

- a.** Item a, unit price RM 2.50
 - i. Discount 5% : RM 0.13, after discount: RM 2.37
 - ii. Exclude GST: RM 2.24
 - iii. GST amount: RM 0.13

- b.** Item b, unit price RM 3.00
 - i. Discount 5%: RM 0.15, after discount: RM 2.85
 - ii. Exclude GST: RM 2.69
 - iii. GST amount: RM 0.16
- c.** Service Charge: $(RM\ 2.24 + RM\ 2.69) \times 10\% = RM\ 0.49$
- d.** Total Excl. of GST = $RM\ 2.24 + RM\ 2.69 + RM\ 0.49 = RM\ 5.42$
- e.** Total Incl. of GST = $RM\ 2.37 + RM\ 2.85 + RM\ 0.49 + (RM\ 0.49 \times 6\%) = RM\ 5.74$
- f.** GST summary,
By using the price exclude GST amount $\times 6\% = RM\ 5.42 \times 6\% = RM\ 0.32$

How to calculate the Pricing Strategy of: Tax Exclusive with Service Charge and Discount

Example 8 Cash Receipt with service charge and discount

Kevin Hardware Store			
Jalan 1 Taman 1 MALAYSIA			
Company Reg No. : GST Reg No. :GST-13124			
TAX INVOICE			
Invoice No.:	CS 00015		
Date :	12/03/2015 11:22		
Cashier # :	001		
	RM	Code	
a Aluminium channel			
1 x 50.00	50.00	SR	
Discount 10.00% -	5.00	45.00	
b A.C. plain sheet			
1 x 20.00	20.00	SR	
Discount 10.00% -	2.00	18.00	
Subtotal :	63.00		
c Service Charge 10%	6.30	SR	
d Total Excl. of GST	69.30		
e Total Incl. of GST	73.46		
Payment :	73.46		
Change Due :	0.00		
Total Item(s) : 2			
f GST Summary	Amount (RM)	Tax (RM)	
SR @ 6%	69.30	4.16	
***** THANK YOU ***** ***** PLEASE COME AGAIN *****			

- a. Item a, unit price RM 50.00
 - i. Discount – 10%: RM 5.00, after discount: RM 45.00
 - ii. Include GST: $RM\ 45.00 + (RM\ 45.00 \times 6\%) = RM\ 47.70$
 - iii. GST amount: $RM\ 45.00 \times 6\% = RM\ 2.70$
- b. Item b, unit price RM 20.00
 - i. Discount – 10%: RM 2.00, after discount: RM 18.00
 - ii. Include GST: $RM\ 18.00 + (RM\ 18.00 \times 6\%) = RM\ 19.08$
 - iii. GST amount: $RM\ 18.00 \times 6\% = RM\ 1.08$
- c. Service Charge: $= RM\ 45.00 + RM\ 18.00 = RM\ 63 \times 10\% = RM\ 6.30$
- d. Total Excl. of GST $= RM\ 45.00 + RM\ 18.00 + RM\ 6.30 = RM\ 69.30$
- e. Total Incl. of GST $= RM\ 47.70 + RM\ 19.08 + RM\ 6.30 + (RM\ 6.30 \times 6\%) = RM\ 73.46$
- f. GST summary,

By using the price exclude GST amount $\times 6\% = RM\ 69.30 \times 6\% = RM\ 4.16$

Sample Reports

Inventory Transaction > Sample Receive Format – Tax Inclusive

Sample Company Jalan 1 Taman 1 MALAYSIA GST Reg No. : GST-1234 SUPPLIER A attn. : tel. : fax : a/c no. : 4000/001		<h3 style="margin: 0;">RECEIVE</h3> Reference No.: RC 00001 Date : 12/03/2015 term currency @ 1.00 Printed On 12/03/2015 16:38 Printed By UBS Page 1																								
Item No.	Description	Quantity	Unit Price	Discount	Total Excl. GST	GST	Total Incl. GST	Tax Code																		
BK-BRD11	Chocolate Cream Bun	100 x	1.50	0.00	141.51	8.49	150.00	TX																		
BK-BRD10	Pineapple Cream Bun	100 x	2.00	0.00	188.68	11.32	200.00	TX																		
Ringgit Malaysia THREE HUNDRED FIFTY ONLY						Subtotal:	350.00																			
						Discount 0.00%	0.00																			
						Total Excl. of GST:	330.19																			
						Add GST:	19.81																			
						Total Incl. of GST:	350.00																			
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">GST Summary</th> <th style="text-align: left;">Amount</th> <th style="text-align: left;">Tax</th> <th colspan="6"></th> </tr> </thead> <tbody> <tr> <td>TX @ 6%</td> <td style="text-align: right;">330.19</td> <td style="text-align: right;">19.81</td> <td colspan="6"></td> </tr> </tbody> </table>									GST Summary	Amount	Tax							TX @ 6%	330.19	19.81						
GST Summary	Amount	Tax																								
TX @ 6%	330.19	19.81																								
Total Item(s): 200			_____ Authorised Signature(s)			_____ Received By																				

Inventory Transaction > Sample Receive Format – Tax Exclusive

Kevin Hardware Store Jalan 1 Taman 1 MALAYSIA GST Reg No. : GST-13124 X COMPANY		<h2 style="margin: 0;">RECEIVE</h2>																								
attn. : tel. : fax : a/c no. : 4000/X01		Reference No.: RC 00002 Date : 12/03/2015 term currency @ 1.00 Printed On 12/03/2015 16:32 Printed By UBS Page 1																								
Item No.	Description	Quantity	Unit Price	Discount	Total Excl. GST	GST	Total Incl GST	Tax Code																		
HS-ACDNT1	Aluminium channel (double mountain type)	1 x	5.00	0.00	5.00	0.30	5.30	TX																		
HS-ACPS1	A.C. plain sheet 120 x 120 x 4 mm	1 x	10.00	0.00	10.00	0.80	10.80	TX																		
Ringgit Malaysia FIFTEEN AND NINETY CENTS ONLY					Subtotal:		15.90																			
					Discount 0.00%		0.00																			
					Total Excl. of GST:		15.00																			
					Add GST:		0.90																			
					Total Incl. of GST:		15.90																			
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">GST Summary</td> <td style="width: 15%;">Amount</td> <td style="width: 15%;">Tax</td> <td colspan="6"></td> </tr> <tr> <td>TX @ 6%</td> <td>15.00</td> <td>0.90</td> <td colspan="6"></td> </tr> </table>									GST Summary	Amount	Tax							TX @ 6%	15.00	0.90						
GST Summary	Amount	Tax																								
TX @ 6%	15.00	0.90																								
Total Item(s): 2			_____ Authorised Signature(s)			_____ Received By																				

Inventory Transaction > Sample Purchase Return Format – Tax Inclusive

Sample Company Jalan 1 Taman 1 MALAYSIA GST Reg No.: GST-1234		<h2 style="margin: 0;">PURCHASE RETURN</h2>																								
SUPPLIER A attn. : tel. : fax : a/c no. : 4000/001		Invoice No.: PR 00001 Date : 12/03/2015 term currency @ 1.00 Printed On 12/03/2015 16:40 Printed By UBS Page 1																								
Item No.	Description	Quantity	Unit Price	Discount	Total Excl. GST	GST	Total Incl. GST	Tax Code																		
BK-BRD10	Pineapple Cream Bun	1 x	2.00	0.00	1.89	0.11	2.00	TX																		
BK-BRD11	Chocolate Cream Bun	1 x	1.50	0.00	1.42	0.08	1.50	TX																		
Ringgit Malaysia THREE AND FIFTY CENTS ONLY					<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Subtotal:</td> <td style="text-align: right;">3.50</td> </tr> <tr> <td>Discount 0.00%</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>Total Excl. of GST:</td> <td style="text-align: right;">3.31</td> </tr> <tr> <td>Add GST:</td> <td style="text-align: right;">0.19</td> </tr> <tr> <td>Total Incl. of GST:</td> <td style="text-align: right;">3.50</td> </tr> </table>		Subtotal:	3.50	Discount 0.00%	0.00	Total Excl. of GST:	3.31	Add GST:	0.19	Total Incl. of GST:	3.50										
Subtotal:	3.50																									
Discount 0.00%	0.00																									
Total Excl. of GST:	3.31																									
Add GST:	0.19																									
Total Incl. of GST:	3.50																									
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">GST Summary</td> <td style="width: 15%;">Amount</td> <td style="width: 15%;">Tax</td> <td colspan="6" style="border-top: 1px dashed black;"></td> </tr> <tr> <td>TX @ 6%</td> <td style="text-align: right;">3.31</td> <td style="text-align: right;">0.19</td> <td colspan="6"></td> </tr> </table>									GST Summary	Amount	Tax							TX @ 6%	3.31	0.19						
GST Summary	Amount	Tax																								
TX @ 6%	3.31	0.19																								
Total Item(s): 2		_____ Authorised Signature(s)			_____ Received By																					

Inventory Transaction > Sample Purchase Return Format – Tax Exclusive

Kevin Hardware Store Jalan 1 Taman 1 MALAYSIA GST Reg No. : GST-13124		PURCHASE RETURN						
Z COMPANY		Invoice No.: PR 00002 Date: 12/03/2015 term currency @ 1.00	Printed On 12/03/2015 16:35 Printed By UBS					
attn. : tel. : fax : a/c no. : 4000/Z01	Page 1							
Item No.	Description	Quantity	Unit Price	Discount	Total Excl. GST	GST	Total Incl. GST	Tax Code
HS-ACPS2	A.C. plain sheet 120 x 120 x 3 mm	1 x	10.00	0.00	10.00	0.60	10.60	TX
HS-ACS1	A.C. Sheet 6' x 28 Gauge	1 x	20.00	0.00	20.00	1.20	21.20	TX
Ringgit Malaysia THIRTY ONE AND EIGHTY CENTS ONLY					Subtotal:	31.80		
					Discount 0.00%	0.00		
					Total Excl. of GST:	30.00		
					Add GST:	1.80		
					Total Incl. of GST:	31.80		
GST Summary		Amount	Tax					
TX @ 6%		30.00	1.80					
Total Item(s): 2		_____ Authorised Signature(s)		_____ Received By				

Inventory Transaction > Sample Invoice Format – Tax Inclusive

Sample Company Jalan 1 Taman 1 MALAYSIA GST Reg No. : GST-1234		<h2 style="margin: 0;">TAX INVOICE</h2>						
CUSTOMER A attn. : tel. : fax : a/c no. : 3000/001		Invoice No.: Trial Date: 11/03/2015 term currency @ 1.00 Printed On 11/03/2015 18:47 Printed By UBS Page 1						
Item No.	Description	Quantity	Unit Price	Discount	Total Excl. GST	GST	Total Incl. GST	Tax Code
BK-BRD1	Cinnamon	1 x	2.50	0.00	2.36	0.14	2.50	SR
BK-BRD10	Pineapple Cream Bun	1 x	3.00	0.00	2.83	0.17	3.00	SR
Ringgit Malaysia FIVE AND FIFTY CENTS ONLY						Subtotal:	5.50	
						Discount 0.00%	0.00	
						Total Excl. of GST:	5.19	
						Add GST:	0.31	
						Total Incl. of GST:	5.50	
GST Summary		Amount	Tax		-----			
SR @ 6%		5.19	0.31					
Total Item(s): 2		_____ Authorised Signature(s)		_____ Received By				

Inventory Transaction > Sample Invoice Format – Tax Exclusive

Kevin Hardware Store Jalan 1 Taman 1 MALAYSIA GST Reg No. : GST-13124 A COMPANY		TAX INVOICE						
attn. : tel. : fax : a/c no. : 3000/A01		Invoice No.: Trial Date : 11/03/2015 term currency @ 1.00 Printed On 11/03/2015 18:49 Printed By UBS Page 1						
Item No.	Description	Quantity	Unit Price	Discount	Total Excl. GST	GST	Total Incl. GST	Tax Code
HS-ACDMT1	Aluminium channel (double mountain type)	1 x	50.00	0.00	50.00	3.00	53.00	SR
HS-ACPS1	A.C. plain sheet 120 x 120 x 4 mm	1 x	20.00	0.00	20.00	1.20	21.20	SR
R Ringit M'sia SEVENTY FOUR AND TWENTY CENTS ONLY					Subtotal:		74.20	
					Discount 0.00%		0.00	
					Total Excl. of GST:		70.00	
					Add GST:		4.20	
					Total Incl. of GST:		74.20	
GST Summary		Amount	Tax					
SR	@ 6%	70.00	4.20					
Total Item(s): 2			_____ Authorised Signature(s)		_____ Received By			

Inventory Transaction > Sample Cash Sales Format – Tax Inclusive

Sample Company			
Jalan 1			
Taman 1			
MALAYSIA			
Company Reg No. :			
GST Reg No. :GST-1234			
TAX INVOICE			
Invoice No.:	Trial		
Date :	12/03/2015 15:56		
CUSTOMER A			
		RM	Code
Cinnamon			
1 x	2.50	2.50	SR
Pineapple Cream Bun			
1 x	3.00	3.00	SR
Subtotal :		5.50	
Service Charge 10%		0.52	SR
Cash :		6.05	
Total Excl. of GST		5.71	
Total Incl. of GST		6.05	
Total Item(s) : 2			
GST Summary	Amount (RM)	Tax (RM)	
SR @ 6%	5.71	0.34	

Inventory Transaction > Sample Cash Sales Format – Tax Exclusive

Kevin Hardware Store			
Jalan 1			
Taman 1			
MALAYSIA			
Company Reg No. :			
GST Reg No. :GST-13124			
TAX INVOICE			
Invoice No.:	Trial		
Date :	12/03/2015 11:07		
A COMPANY			
		RM	Code
Alluminium channel			
1 x	50.00	50.00	SR
A.C. plain sheet			
1 x	20.00	20.00	SR
	Subtotal :	70.00	

	Cash :	74.20	
	Total Excl. of GST	70.00	
	Total Incl. of GST	74.20	
Total Item(s) : 2			
GST Summary	Amount (RM)	Tax (RM)	
SR @ 6%	70.00	4.20	

Transaction > Sample Sales Order Format – Tax Inclusive (without discount)

Sample Company			
Jalan 1			
Taman 1			
MALAYSIA			
GST Reg No. :GST-1234			
SALES ORDER			
Reference No.: Trial			
Date : 11/03/2015 15:25			
Cashier # :			
		RM	Code
Cinnamon			
1 x	2.50	2.50	SR
Chocolate Cream Bun			
1 x	4.50	4.50	SR
	Subtotal :	7.00	
	Total Excl. of GST	6.61	
	Total Incl. of GST	7.00	
Total Item(s) : 2			

Transaction > Sample Sales Order Format – Tax Exclusive (without discount)

Kevin Hardware Store			
Jalan 1			
Taman 1			
MALAYSIA			
GST Reg No. :GST-13124			
SALES ORDER			
Reference No.: Trial			
Date : 09/03/2015 16:12			
Cashier # :			
X COMPANY			
		RM	Code
Alluminium channel			
1 x	50.00	53.00	SR
A.C. plain sheet			
1 x	20.00	21.20	SR
	Subtotal :	74.20	
	Total Excl. of GST	70.00	
	Total Incl. of GST	74.20	
Total Item(s) : 2			

Day End Activities

Print and Reconcile Report

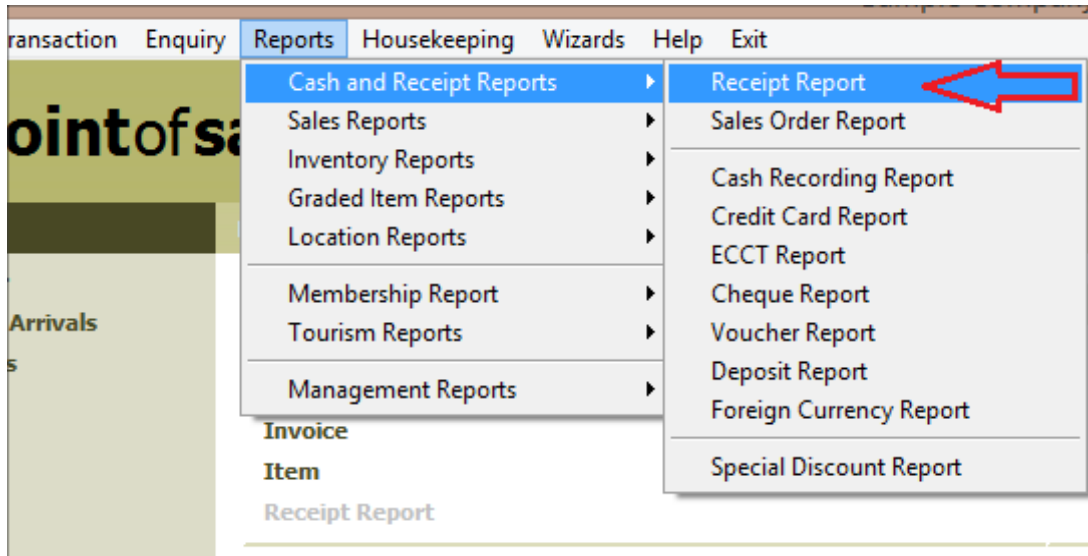
Cash and Receipt Report

Example Cash Receipt:

Sample Company			
Jalan 1			
Taman 1			
Malaysia			
Company Reg No. :COM-1234			
GST Reg No. :GST-1234			
TAX INVOICE			
Duplicate Copy			
Invoice No.:	CS 00003		
Date :	13/03/2015 16:01		
Cashier # :	C1		
A COMPANY			
		RM	Code
Cinnamon			
10 x 5.00		50.00	SR
Subtotal:		50.00	
Cash:		53.00	
Total Excl. of GST		50.00	
Total Incl. of GST		53.00	
Payment:		53.00	
Change Due:		0.00	
Total Item(s) : 10			
GST Summary	Amount (RM)	Tax (RM)	
SR @ 6%	50.00	3.00	
***** THANK YOU *****			
**** PLEASE COME AGAIN ****			

If you want to print/preview the whole list of Cash and Receipt report of your company, please go to

- a) Reports > Cash and Receipt Reports > Receipt Report > Print/Preview



Cash Receipt Report
Typical

Sample Company
 Cashier ID From (1 To 10000000)
 Counter From (1 To 10000000)
 Date From (01/01/2010 00:00) To (16/02/2015 00:00)

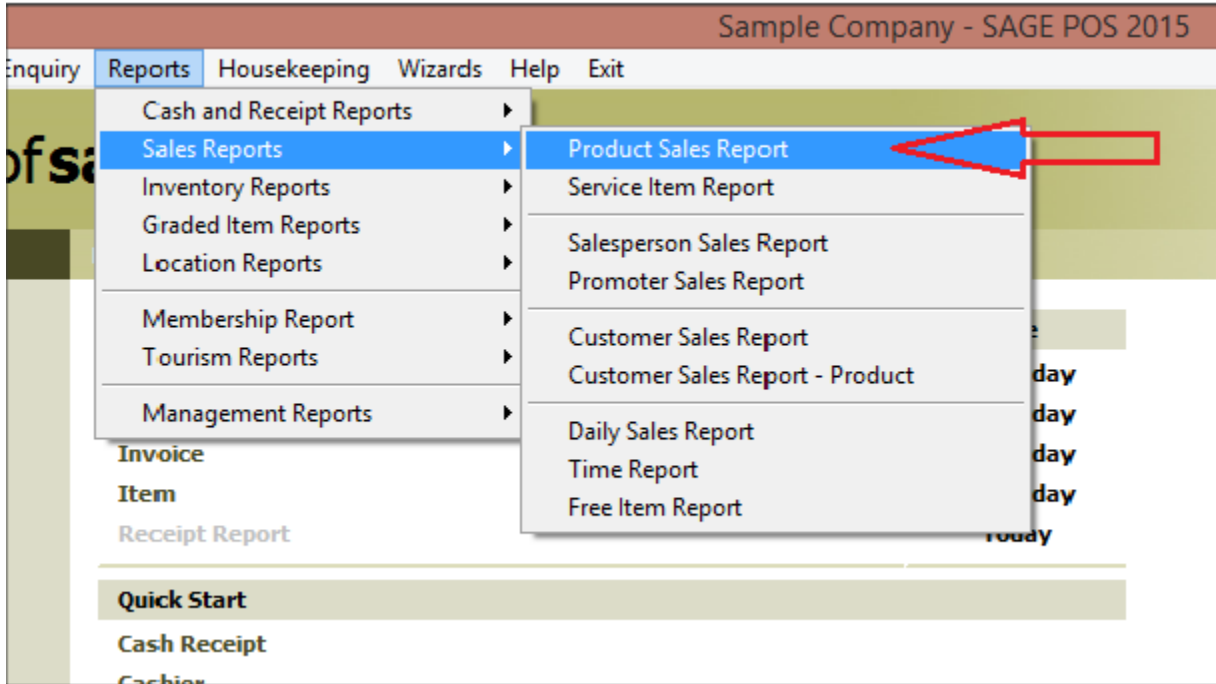
Page 1 of 1

Date	Reference No.	Sales	Discount	Tax	Grand	Cash	Credit Card	Cheque	Voucher	Deposit
12/02/2015 14:01	CR 00001	50.00		3.00	53.00	53.00				
		50.00	0.00	3.00	53.00	53.00	0.00	0.00	0.00	0.00
		50.00	0.00	3.00	53.00	53.00	0.00	0.00	0.00	0.00

Product Sales Report

If you want to view your company's product sales report, please go to

- b) Reports > Sales Reports > Product Sales Report > Print/Preview



Product Sales Report
Typical

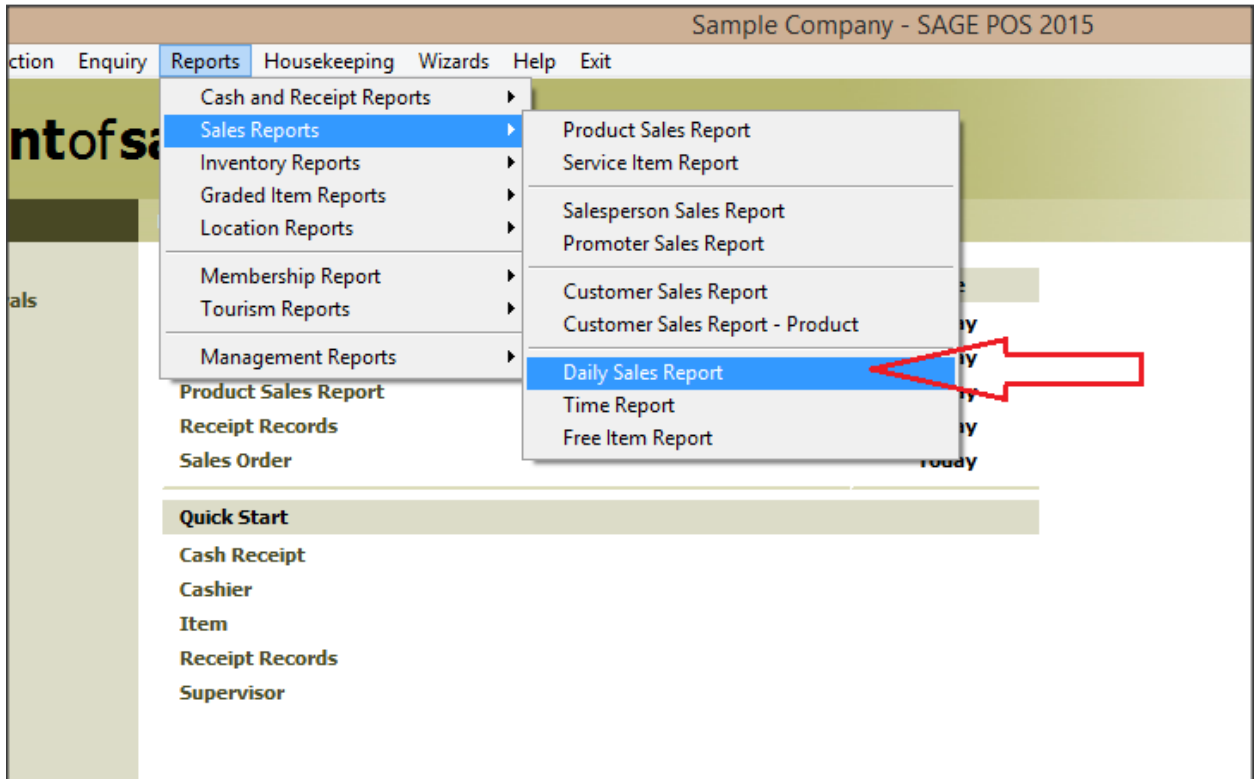
Sample Company
Category From () To [xxxxxxx]
Item No. From () To [xxxxxxxxxxxxxxxxxxxxx]
Date From [01/01/1980 00:00] To [14/03/2015 00:00]

Page 1 of 1

Item No.	Description	Quantity	Gross	Discount	Grand
BK-BRD1	Cinnamon	30	150.00		159.00
BK-BRD10	Pineapple Cream Bun	10	100.00		106.00
		40	250.00	0.00	265.00

Daily Sales Reports

c) Reports > Sales Reports > Daily Sales Report



Daily Sales Report

Sample Company
 Cashier ID From [] To [zzzzzzzz]
 Counter From [] To [zzzzzzzz]
 Date From [01/01/1930 00:00] To [14/03/2015 00:00]

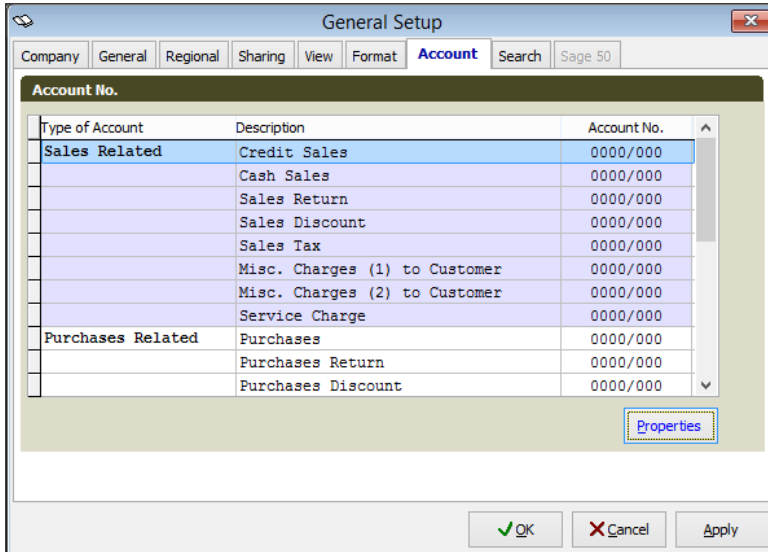
Page 1 of 1

Month	Cashier :	1	0.00	11	0.00	21	0.00	31	0.00
March 2015	C1	2	0.00	12	0.00	22	0.00		
		3	0.00	13	53.00	23	0.00		
		4	0.00	14	0.00	24	0.00		
		5	0.00	15	0.00	25	0.00		
		6	0.00	16	0.00	26	0.00		
		7	0.00	17	0.00	27	0.00		
		8	0.00	18	0.00	28	0.00		
		9	0.00	19	0.00	29	0.00		
		10	0.00	20	0.00	30	0.00		

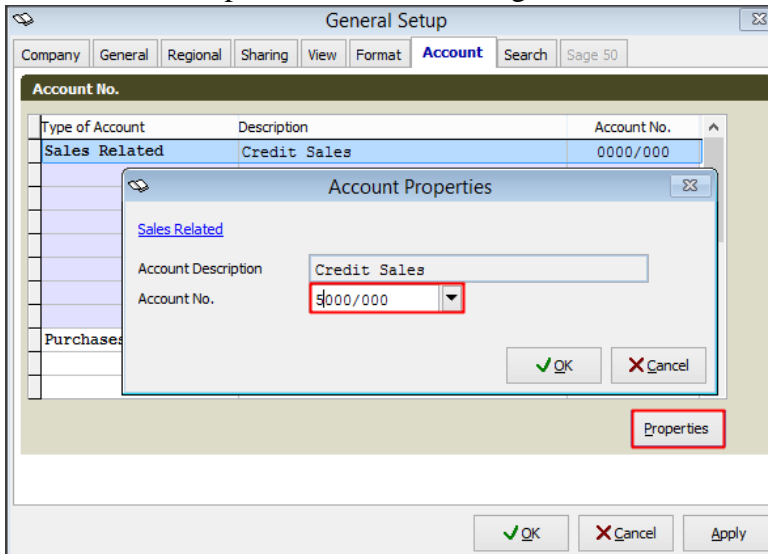
Post to Accounting

GL account mapping

1. Before post to Accounting, you have to map related GL account accordingly
Go to Housekeeping > Setup > General Setup > Account



2. Click on the [Properties] button to change the Account No.



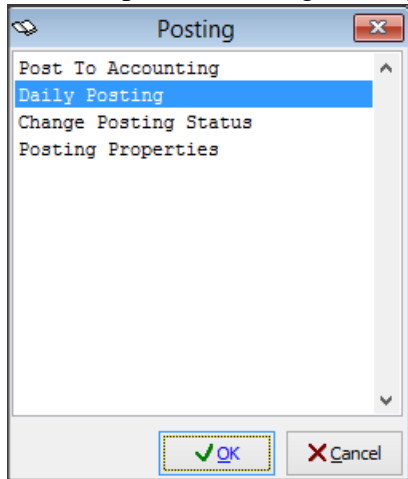
(Note* Selected GL account MUST BE same exactly as the GL Account in Sage UBS 2015 Accounting.)

3. After done, click on [OK] or [Apply] button to save the changes

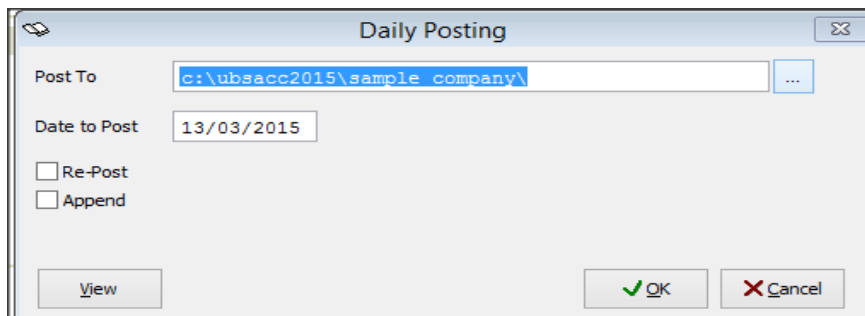
Daily posting

Note: Below example are using the **CS 00003 Cash Receipt** to done the posting to Accounting, Generate-03 and GAF. Same steps can be applied for all the reports type and include during posting.

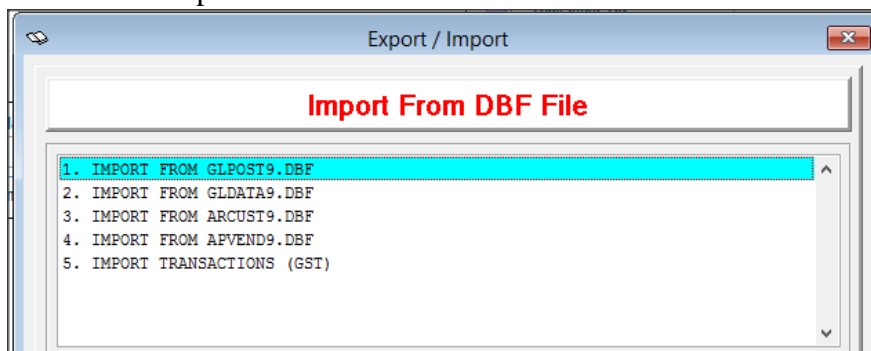
1. Go to Reports > Posting > Daily Posting



2. Select related Accounting data folder directory and click on [OK] button to proceed



3. After done, go to Sage UBS2015 Accounting > Periodic > Export/Import > Import from DBF File > Import From GLPOST9.DBF



4. Select correct Period to import and Import to batch no. Click on [Verify] button to check for the Transactions to be imported

Import Transactions

Period to import: 3

Last date to import: 12/12/3069

Source batch to import: 0 0 for all

Import to batch no.: 1

Batch title: SALES - JAN * 2014

Transactions to be imported: 3

Transactions already in batch: 0

3

Sort by date
 Sort by reference no.
 Sort by account no.
 Without sorting

Verify Import Cancel

5. After posted, go to Transactions > Transaction File Maintenance
- Daily sales posted successfully

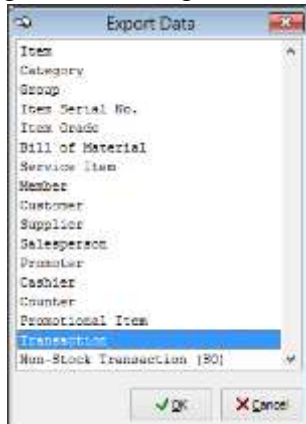
Date	A/C No	Reference	Descp.	Debit	Credit
13/03/2015	5005/000	20150313	CASH ACCOUNT	0.00	50.00
13/03/2015	4800/020	20150313	CASH ACCOUNT	0.00	3.00
13/03/2015	3020/000	20150313	CASH SALES	53.00	0.00

Generate GAF and GST-03

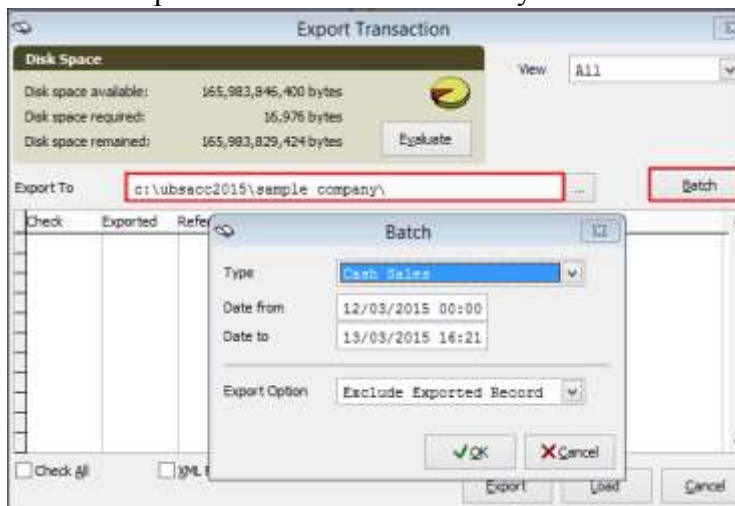
Export transactions

Before you can generate the GAF and GST-03 in Sage UBS2015 Accounting, you have export to export transactions as step below:

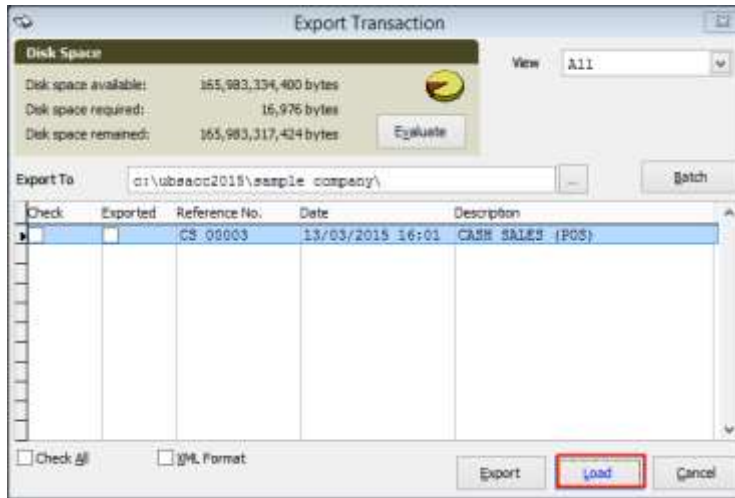
1. Sage POS2015, go to Housekeeping > Import and Export > Export Data > Transaction



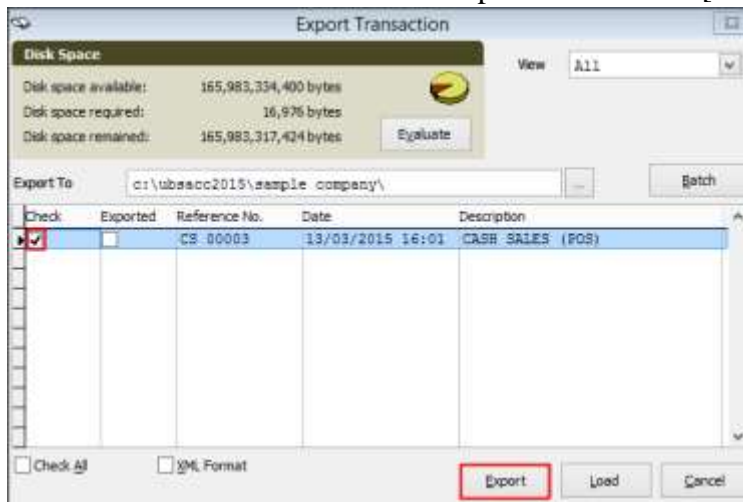
2. Select the “Export To” data folder directory and select the Batch



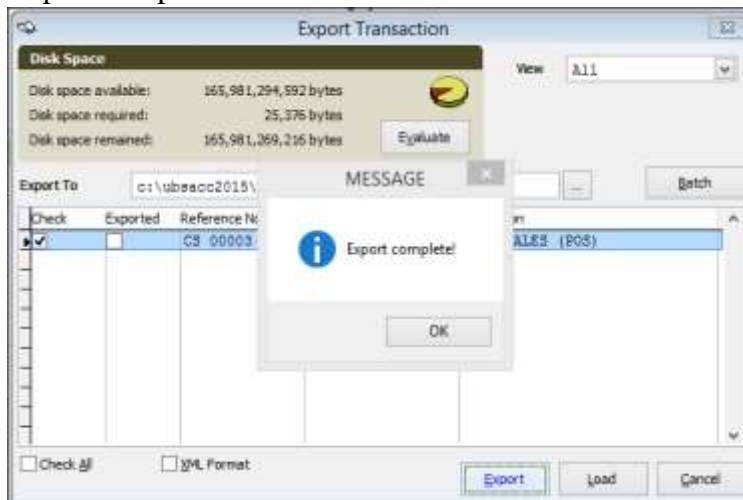
- Click on [Load] button to list out all the transactions



- Select the transaction that want to export and click on [Export] button to proceed.

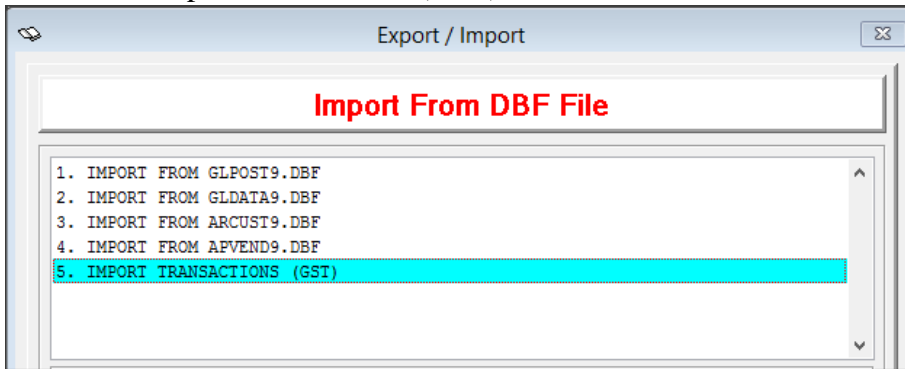


- Export complete



Import transactions

1. After export, go to Sage UBS2015 Accounting > Periodic > Export/Import > Import from DBF file > Import Transactions (GST)

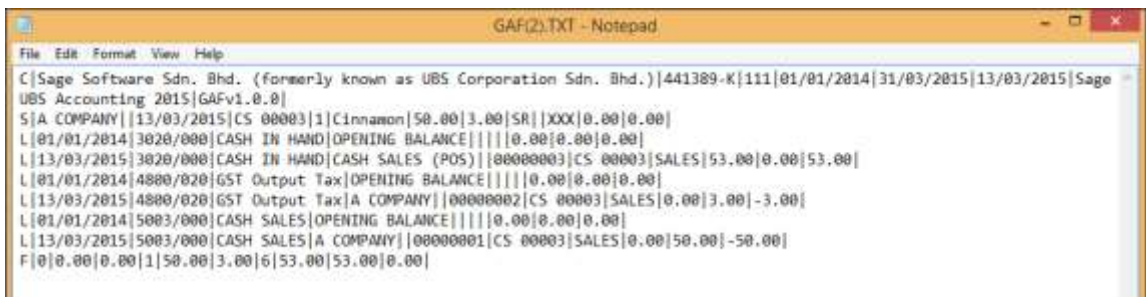


2. Click on [Verify] button to check for the Transactions to be imported and click on Import to proceed.



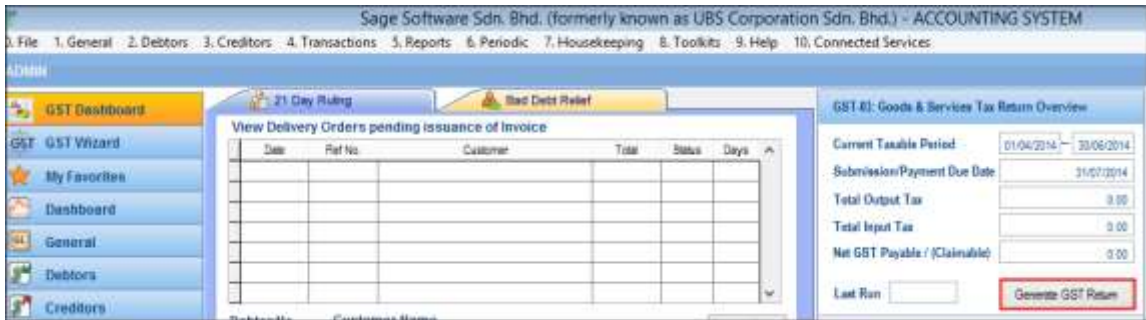
Generate GAF

1. Go to Periodic > GST Audit File > GAF Generator

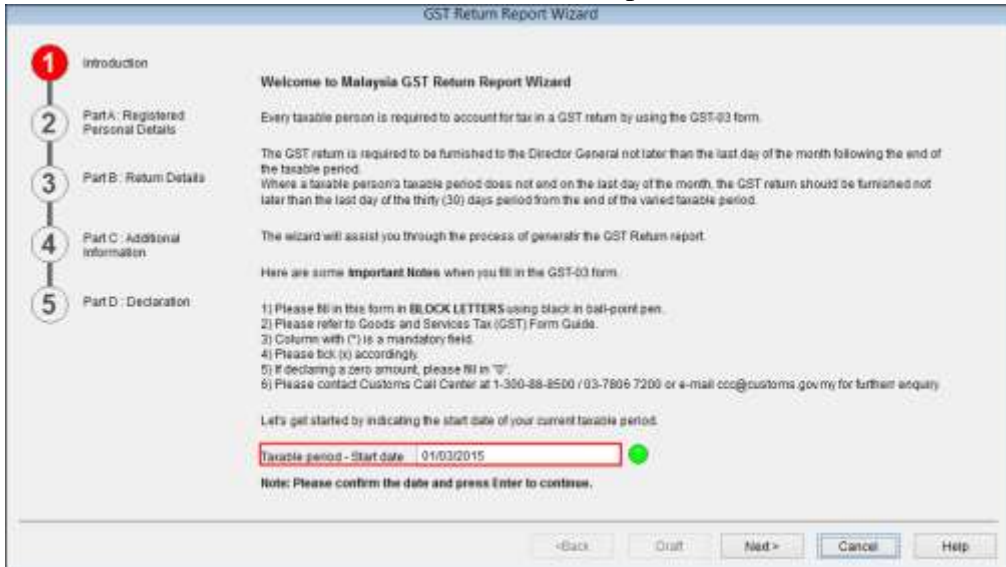


Generate GST Return

1. Go to GST Dashboard > Generate GST Return



2. Enter the correct date and click [Next] button to proceed



3. Imported transactions show accordingly.

GST Return Report Wizard

1 Introduction
 2 Part A: Registered Personal Details
 3 **Part B: Return Details**
 4 Part C: Additional Information
 5 Part D: Declaration

Part B: Return Details

5) Output Tax

	Amount
a) Total Value of Standard Rated Supply *	RM 50.00
b) Total Output Tax (Inclusive of Bad Debt Recovered & other adjustments)*	RM 3.00

6) Input Tax

a) Total Value of Standard Rated Acquisition *	RM 0.00
b) Total Input Tax (Inclusive of Bad Debt Relief & other Adjustments)*	RM 0.00
<input type="checkbox"/> Apply carried forward GST refund	0.00

7) GST Amount Payable (Item 5b - 6b) *

OR

8) GST Amount Claimable (Item 6b - Item 5b) *

9) Do you choose to carry forward refund for GST Yes No

<Back Draft **Next >** Cancel Help

Transaction Listing (Sales)

Item 5a details

Doc No	Doc Date	Document Type	Customer	Description	Tax Code	Taxable Amount	GST Amount
TAX CODE: SR (1)							
CS 00003	13/03/2015	GC	A COMPANY		SR	50.00	3.00
					TOTAL	50.00	3.00

***** The End *****