

Panduan Kemaskini MYOB Accounting 21.1 dan MYOB Premier 16.1 – bagi pengguna MYOB Premier 15 dan 16, serta MYOB Accounting 20 dan 21

Langkah-langkah yang harus anda ambil sebelum memasukkan transaksi harian ke dalam MYOB keluaran terbaru anda.

1. Import GST

Hanya bagi pengguna yang menggunakan transaksi yang berkaitan dengan Import Tax (IM). Sila ikut langkah-langkah berikut:

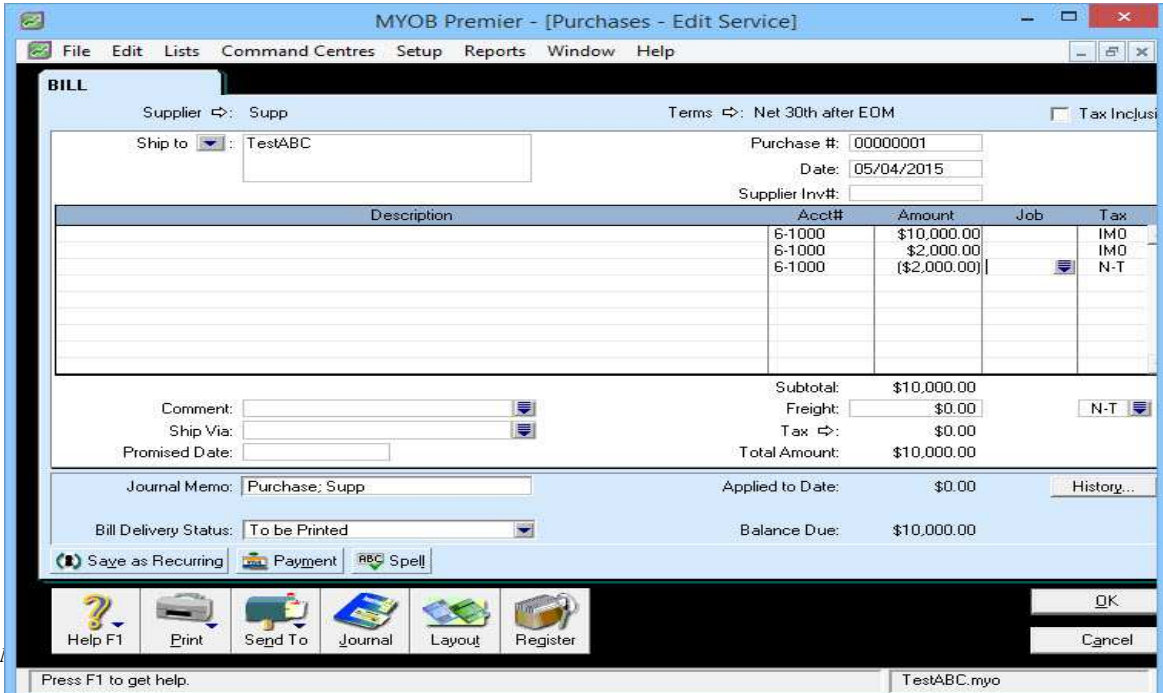
a) Membayar import GST secara langsung kepada pihak Kastam.

Bagi pengguna yang membayar import GST kepada pihak Kastam Diraja Malaysia (RMCD) secara langsung, anda telah merekod bil dari pembekal luar negara menggunakan IM0. Semasa anda membayar import GST kepada RMCD, anda telah menggunakan kod cukai IM apabila merekod transaksi tersebut di Pay Import GST.

Langkah-langkah berikut adalah bagi memastikan anda mengemukakan maklumat yang telah dikemaskini pada GST03 bagi bulan Jun 2015 (bagi penyerahan bulanan) dan April sehingga Jun 2015 (bagi penyerahan suku tahunan).

Langkah 1: Sila hasilkan GST detail accrual report (dibawah tab GST yang terdapat di index to reports). Pilih transaksi Jun 2015 (bagi penyerahan bulanan) dan April sehingga June 2015 (bagi penyerahan suku tahunan) yang telah direkod menggunakan IM0. Klik pada anak panah zum bagi setiap transaksi.

Contohnya, setelah anda zum masuk, skrin berikut akan dipaparkan.



MYOB Premier - [Purchases - Edit Service]

File Edit Lists Command Centres Setup Reports Window Help

BILL

Supplier: Supp Terms: Net 30th after EOM Tax Includi

Ship to: TestABC Purchase #: 00000001 Date: 05/04/2015 Supplier Inv#:

Description	Acct#	Amount	Job	Tax
	6-1000	\$10,000.00		IM0
	6-1000	\$2,000.00		IM0
	6-1000	(\$2,000.00)		N-T

Subtotal: \$10,000.00
 Freight: \$0.00
 Tax: \$0.00
 Total Amount: \$10,000.00

Comment: Ship Via: Promised Date: Applied to Date: \$0.00 History...
 Bill Delivery Status: To be Printed Balance Due: \$10,000.00

Save as Recurring Payment Spell

Help F1 Print Send To Journal Layout Register

Press F1 to get help. TestABC.myo

Langkah 2: Anda perlu menukar kod cukai IM0 pada bil pembekal anda kepada OP (Out of Scope Purchase).

Supplier: Supp Terms: Net 30th after EOM Tax Inclusive

Ship to: TestABC Purchase #: 00000001
Date: 05/04/2015
Supplier Inv#: 00000001

Description	Acct#	Amount	Job	Tax
	6-1000	\$10,000.00		OP
	6-1000	\$2,000.00		OP
	6-1000	(\$2,000.00)		N-T

Subtotal: \$10,000.00
Freight: \$0.00 N-T
Tax: \$0.00
Total Amount: \$10,000.00

Journal Memo: Purchase; Supp Applied to Date: \$0.00 History...
Bill Delivery Status: To be Printed Balance Due: \$10,000.00

Buttons: Save as Recurring, Payment, ABC Spell, Help F1, Print, Send To, Journal, Layout, Register, OK, Cancel

Press F1 to get help. TestABCv16.MYD

Nota: Cadangan kami adalah supaya anda menyertakan Nama Pembekal, Nombor Invois Pembekal, Tarikh Invois Pembekal di ruangan Memo sebagai rujukan apabila dimasukkan ke Pay Import GST. Nombor K1 serta tarikh juga akan diambil dari skrin Pay Import GST.

Maklumat ini juga akan ditunjukkan di fail GAF anda. Rujuk di bawah.

Account: 1-2110 CIMB Bank Balance: \$2,280.00

Card: Forwarder Agent Cheque No.: 5
Payee: Supplier ABC Date: 01/06/2015 **K1 Date**
GST Paid: \$3,300.00
Imp Decl. #: K1 No 123456 **K1 No.**

Supp Name: **Supp Name**
Memo: Supp01 TestABC

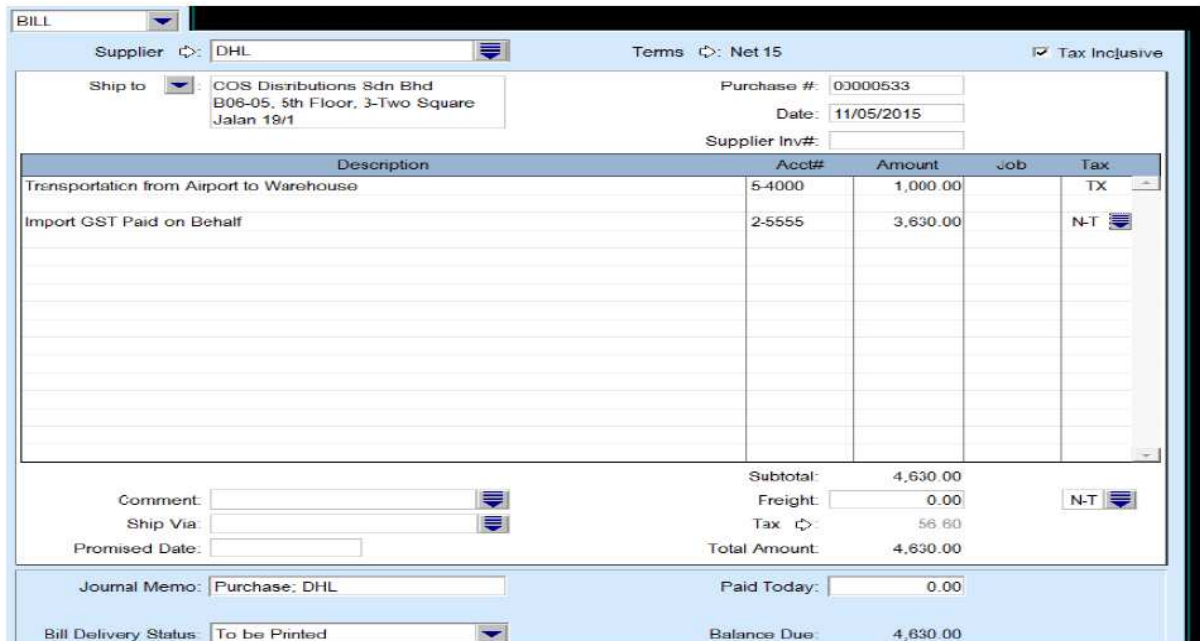
Acct #	Name	Tax Basis	Memo	Tax
6-1000	Purchases	\$35,000.00	Invoice No: 000659, Inv Date: 22/05	IM
6-1000	Purchases	\$20,000.00	Invoice No: 000671, Inv Date: 29/05	IM

Supp Inv details

Tax Basis Total: \$55,000.00
Tax: \$3,300.00
Total Paid: \$3,300.00
Out of Balance: \$0.00

Cheque Already Printed
Remittance Advice Delivery Status: To be Printed

Langkah 3: Buka bil dari Freight Forwarder anda. Rujuk pada skrin berikut.



Supplier: DHL Terms: Net 15 Tax Inclusive

Ship to: COS Distributions Sdn Bhd
B06-05, 5th Floor, 3-Two Square
Jalan 19/1

Purchase #: 03000533 Date: 11/05/2015
Supplier Inv#:

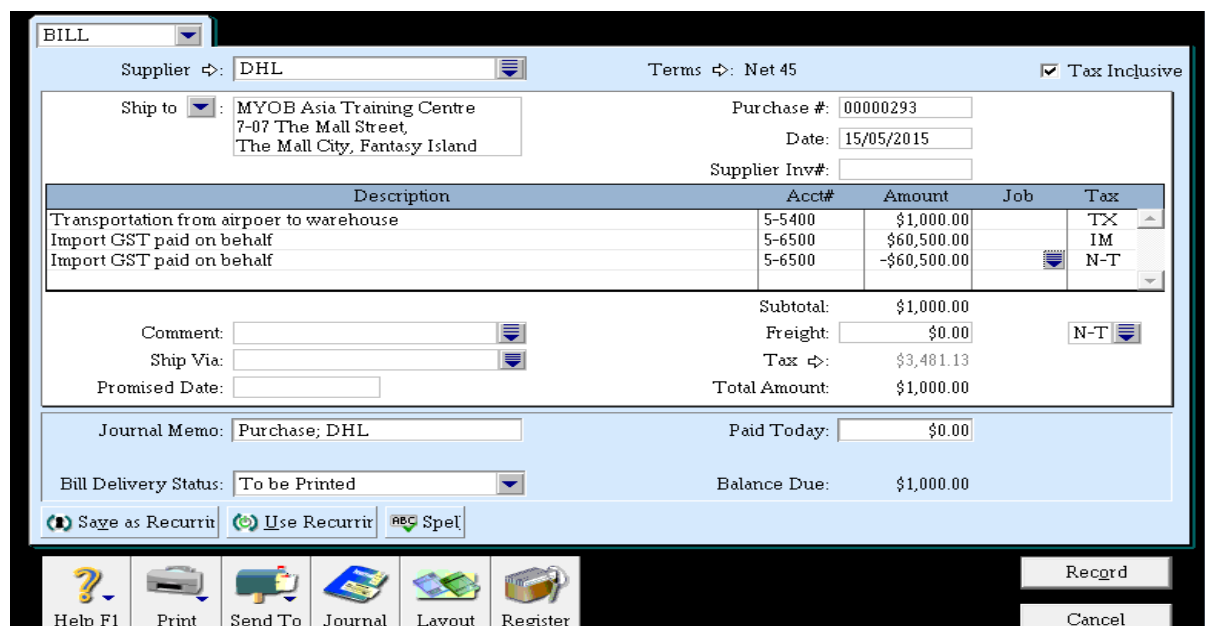
Description	Acct#	Amount	Job	Tax
Transportation from Airport to Warehouse	5-4000	1,000.00		TX
Import GST Paid on Behalf	2-5555	3,630.00		N-T

Subtotal: 4,630.00
Freight: 0.00
Tax: 56.60
Total Amount: 4,630.00

Comment: Ship Via: Promised Date: Journal Memo: Purchase; DHL Paid Today: 0.00
Bill Delivery Status: To be Printed Balance Due: 4,630.00

Pada baris Import GST Paid on Behalf, masukkan akaun Cost of Goods Sold anda pada ruangan Acct#.

Amaun pada ruangan Amount haruslah amaun asas cukai (tax basis amount), dan bukan amaun GST yang dibayar. Sila ubah kod cukai N-T ke IM. Masukkan entri yang sama pada baris seterusnya dan pilih Acct# serta amaun yang sama dan pilih kod N-T. Kemudian, klik Record. Sila rujuk pada skrin dibawah.



Supplier: DHL Terms: Net 45 Tax Inclusive

Ship to: MYOB Asia Training Centre
7-07 The Mall Street,
The Mall City, Fantasy Island

Purchase #: 00000293 Date: 15/05/2015
Supplier Inv#:

Description	Acct#	Amount	Job	Tax
Transportation from airpoer to warehouse	5-5400	\$1,000.00		TX
Import GST paid on behalf	5-6500	\$60,500.00		IM
Import GST paid on behalf	5-6500	-\$60,500.00		N-T

Subtotal: \$1,000.00
Freight: \$0.00
Tax: \$3,481.13
Total Amount: \$1,000.00

Comment: Ship Via: Promised Date: Journal Memo: Purchase; DHL Paid Today: \$0.00
Bill Delivery Status: To be Printed Balance Due: \$1,000.00

Save as Recurrit Use Recurrit REC Spel

Help F1 Print Send To Journal Layout Register Record Cancel

Nota: Anda tidak perlu merekod Import GST menggunakan Pay Import GST, kerana amaun import GST akan terapar secara automatik di GST 03 apabila bil direkod.

Rujuk pada laporan GST 03 anda.

Laporan telah disesuaikan untuk menyertakan transaksi gain/loss dari Sales ES43 dan Purchases TX – E43 di ruangan 12 (Total Value of Exempt Supplies), rujuk dibawah:

GST 3 [Detail]				
April 2015 To June 2015				
Date	ID#	Source	Amount	
Field 9: GST Amount Claimable (Item 6b - Item 5b)				
Total Value			RM0.00	
Field 10: Total Value of Local Zero-Rated Supplies				
			Total of Field 10 :	RM0.00
Field 11: Total Value of Export Supplies				
			Total of Field 11 :	RM0.00
Field 12: Total Value of Exempt Supplies				
ES Exempt supplies under GST				
07/06/2015	00000002	SJ		RM6,000.00
				RM6,000.00
ES43 Incidental Exempt supplies - Gain/Loss				
18/06/2015	CR000001	CR		(RM600.00)
				(RM600.00)
TX-E43 GST Incurred directly attributable to incidental exempt supplies - Gain/Loss				
15/06/2015	1	CD		RM750.00
				RM750.00
Net Exchange Gain/Loss				
				RM150.00
			Total of Field 12 :	RM6,150.00
Field 13: Total Value of Supplies Granted GST Relief				
			Total of Field 13 :	RM0.00
Field 14: Total Value of Goods Imported Under Approved Trader Scheme				
			Total of Field 14 :	RM0.00

3. Ruangan baru di Card Information.

Ruangan baru yang dikenali sebagai MSIC Code (Malaysia Standard Industrial Classifications) telah ditambah ke skrin Card Information bagi kad pelanggan. MSIC Code merupakan angka 5 digit yang mewakili jenis perniagaan apabila anda mendaftar untuk GST.

The screenshot shows the MYOB Premier software interface for the 'Card Information' window. The window title is 'MYOB Premier - [Card Information]'. The menu bar includes File, Edit, Lists, Command Centres, Setup, Reports, Window, and Help. The 'Selling Details' tab is selected, showing fields for 'Customer8' with an 'A/R Balance' of RM84,800.00. The 'MSIC Code' field is highlighted with a red box and contains the value '01118'. Other fields include 'BFN: 10000000.A', 'Tax ID Number: 120700/2015', and 'Tax Code: N-T Non-Taxable'. The 'Customer Terms Information' section shows 'Payment is Due: Day of Month after EOM', 'Discount Date: 1st', and 'Balance Due Date: 30th'. The 'Actions' section includes 'Help F1' and 'New' buttons. The status bar at the bottom shows 'Press F1 to get help.' and 'TestMSIC161.MYO'.

Langkah 1: Masukkan kod MSIC pada ruangan yang berkenaan di skrin Selling Details pelanggan seperti yang ditunjukkan di atas.

Nota: Sekiranya anda tidak memasukkan sebarang kod MSIC, segala amaun output jualan bagi pelanggan tersebut akan dilaporkan di ruangan 'Others' di Laporan GST 03.

Langkah 2: Hasilkan laporan GST 03 untuk melihat maklumat tambahan. Rujuk pada skrin dibawah.

File Edit Lists Command Centres Setup Reports Window Help	
Redisplay View: Print Preview	
b) Total Input Tax (Inclusive of Bad Debt Relief & other Adjustments)	RM25,435.89
7) GST Amount Payable (Item 5b - Item 6b)	RM0.00
8) GST Amount Claimable (Item 6b - Item 5b)	RM15,921.13
9) Do you choose to carry forward for GST?	No
10) Total Value of Local Zero-Rated Supplies	RM5,975.00
11) Total Value of Export Supplies	RM109,500.00
12) Total Value of Exempt Supplies	RM62,230.00
13) Total Value of Supplies Granted GST Relief	RM100,248.00
14) Total Value of Goods Imported Under Approved Trader Scheme	RM1,060,000.00
15) Total Value of GST Suspended under item 14	RM63,600.00
16) Total Value of Capital Goods Acquired	RM113,207.55
17) Bad Debt Relief	RM0.00
18) Bad Debt Recovered	RM0.00
19) Breakdown Value of Output Tax in accordance with MSIC Code	
11155	RM5,253.06
Others	RM4,261.70
Total	RM9,514.76

Maklumat tambahan ini juga akan dipaparkan di text file GST03 yang digunakan bagi penyerahan atas talian GST03. Rujuk dibawah:

GST 3 [Summary].txt - Notepad	
File Edit Format View Help	
25654.53 9514.76 391534.73 25435.89 0 5975.00 109500.00 62230.00 100248.00 1060000.00 113207.55 0.00 0.00 11155 5253.06 0.00 0.00 0.00 0.00 4261.70	



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