



How to maintain a tax code

Sage UBS

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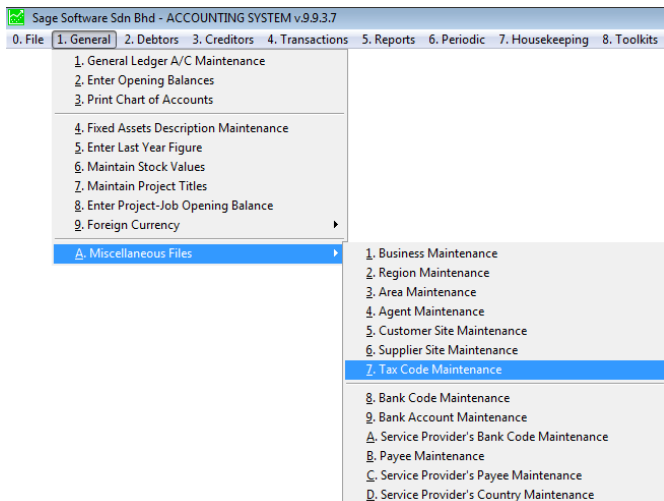
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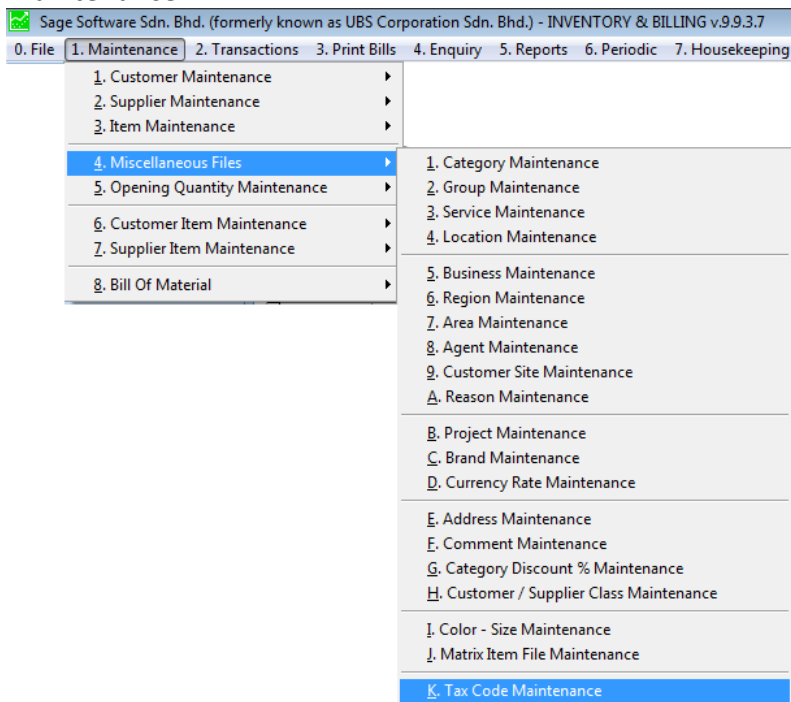
Sage UBS Accounting, Inventory & Billing

1. How to add a new Sales tax code?

- I. Sage UBS Accounting -> Go to 1. General ->A. Miscellaneous Files -> Z. Tax Code Maintenance

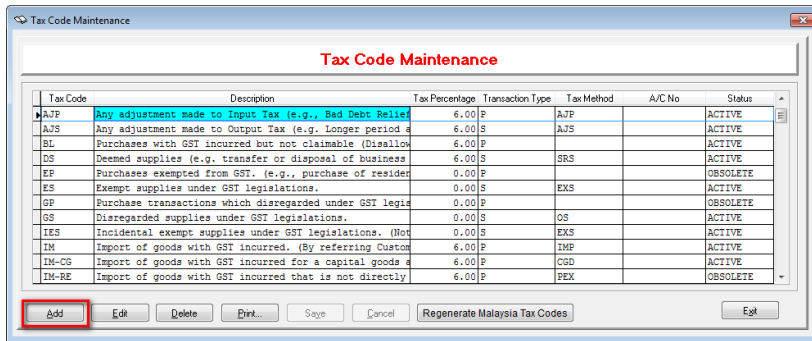


Sage UBS Inventory & Billing-> 1. Maintenance-> 4. Miscellaneous Files-> K. Tax Code Maintenance



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II. Click Add:



III. Enter information below:

Tax Code = SR0

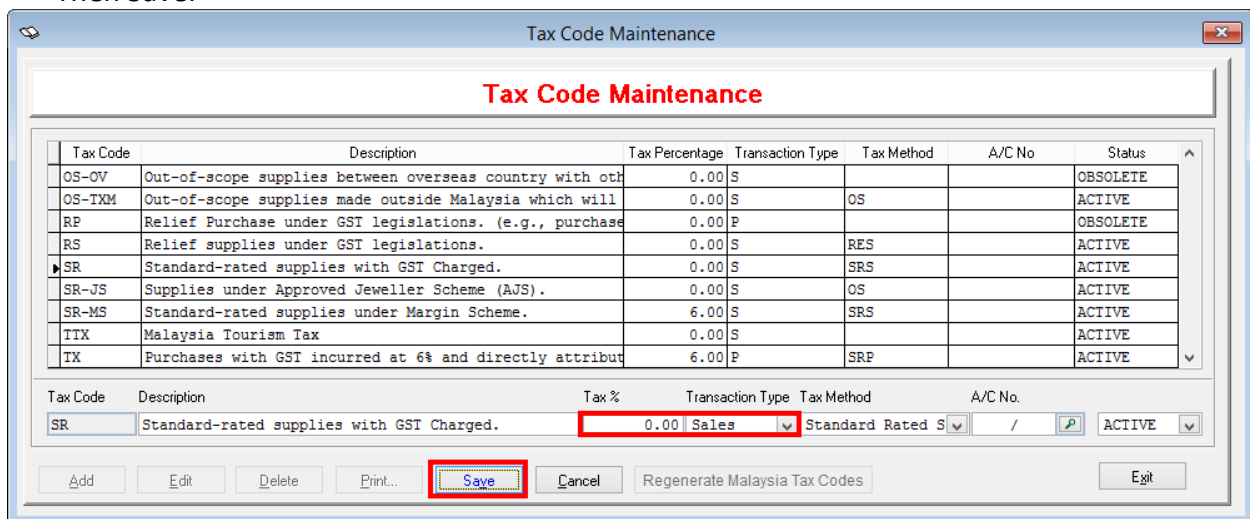
Description = Standard rated at 0 Percent

Tax% = 0.00

Transaction type = **Sales**

Status = Active

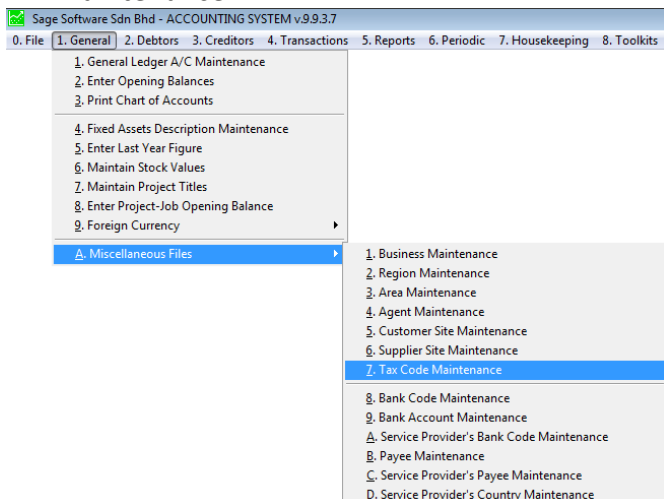
Then Save.



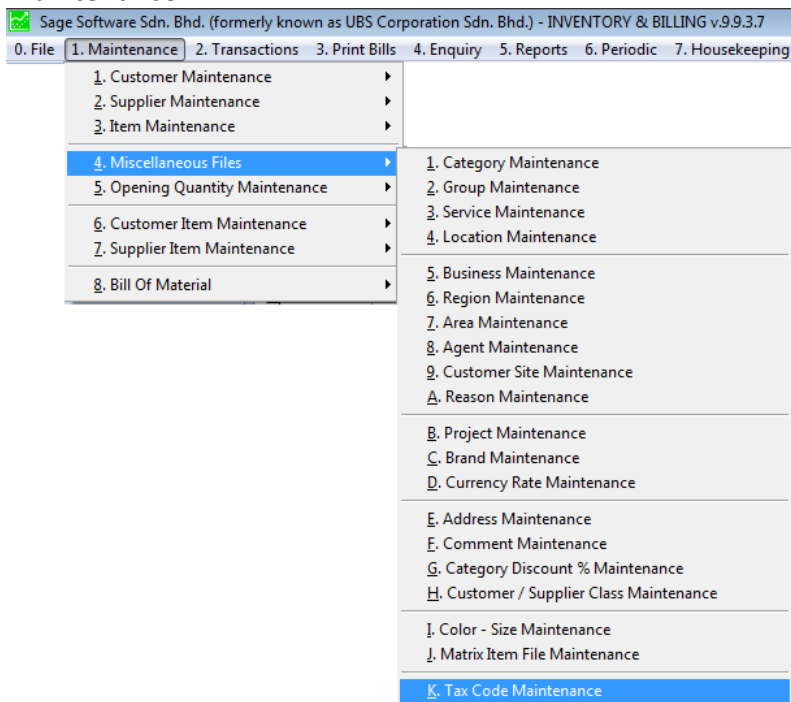
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2. How to add a new Purchase tax code?

I. Sage UBS Accounting -> Go to 1. General ->A. Miscellaneous Files -> Z. Tax Code Maintenance

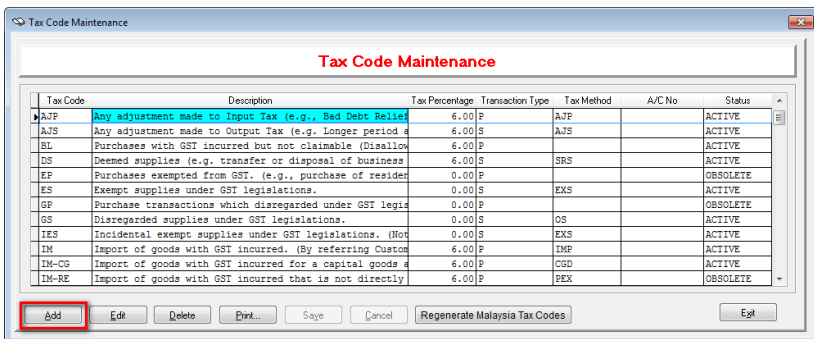


Sage UBS Inventory & Billing-> 1. Maintenance-> 4. Miscellaneous Files-> K. Tax Code Maintenance



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II. Click Add:



III. Enter information below:

Tax Code = TX0

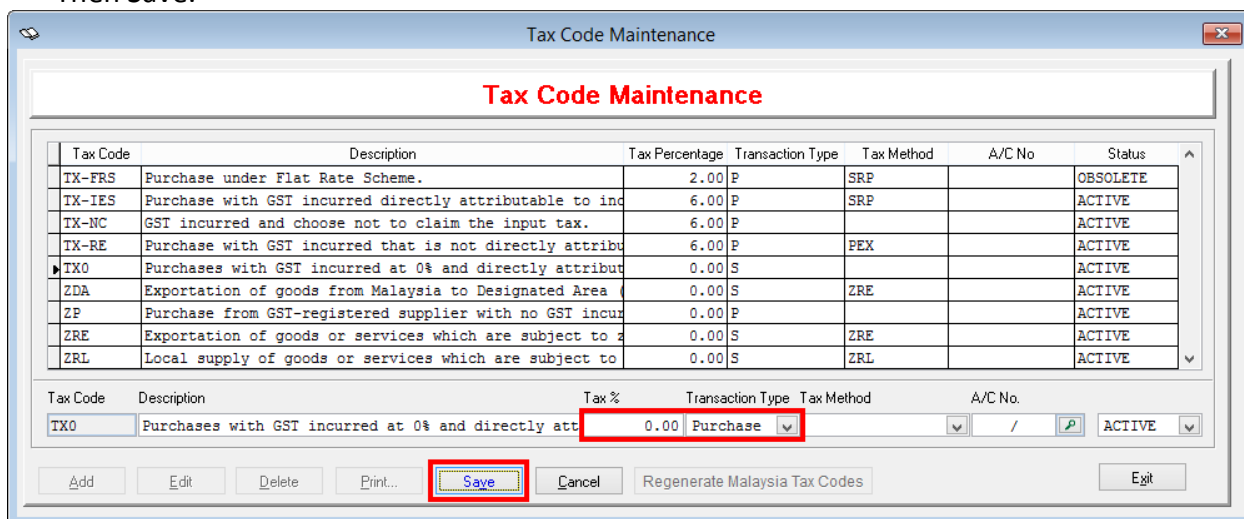
Description = Purchases with GST incurred at 0% and directly attributable to taxable supplies

Tax% = 0.00

Transaction type = **Purchase**

Status = Active

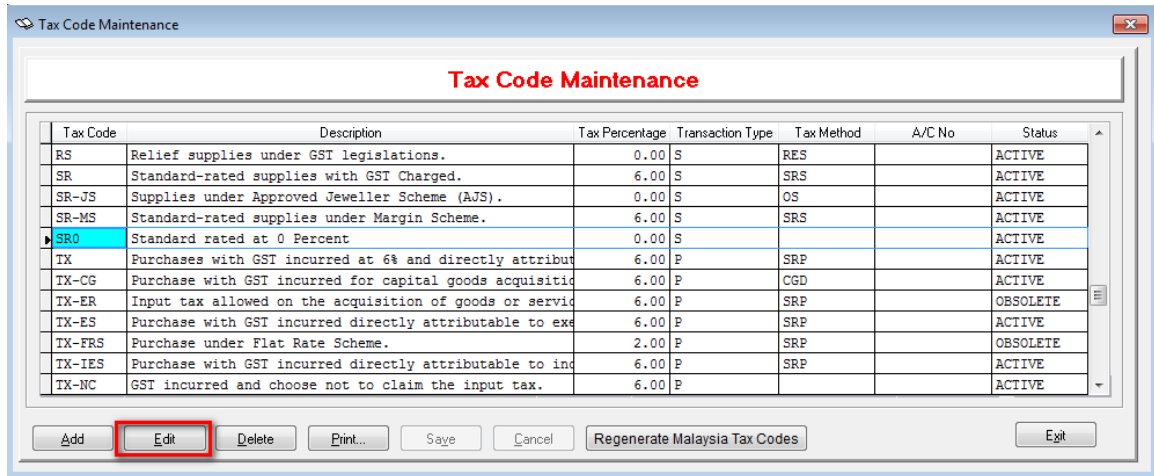
Then Save.



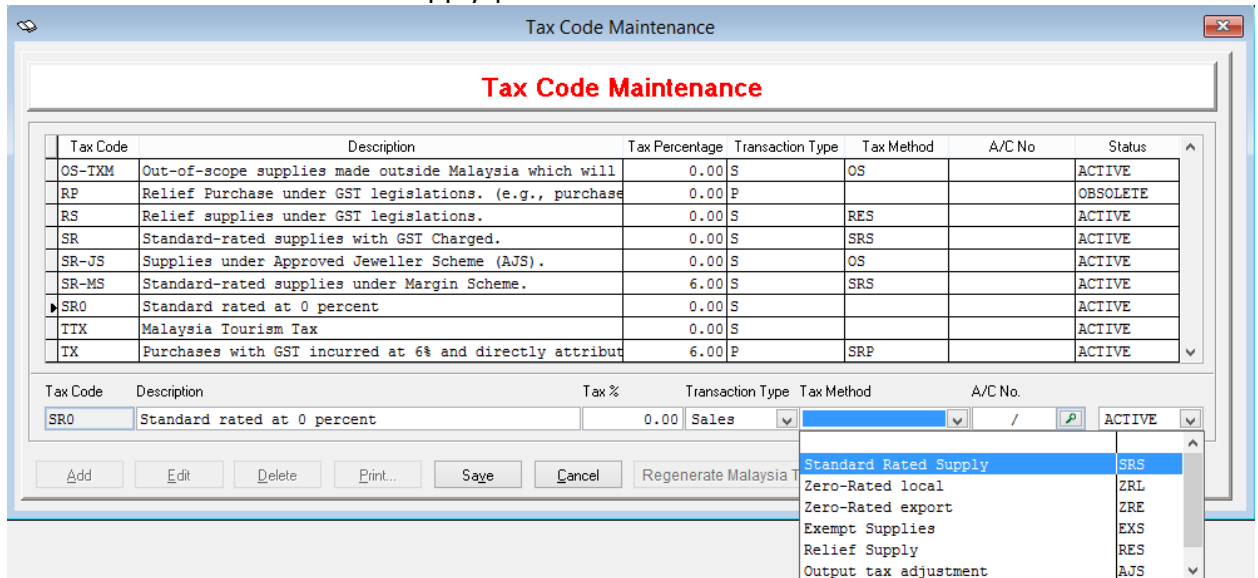
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3. How to map a tax code to GST Return column 5a?

I. Select the Tax Code that want to edit-> Edit



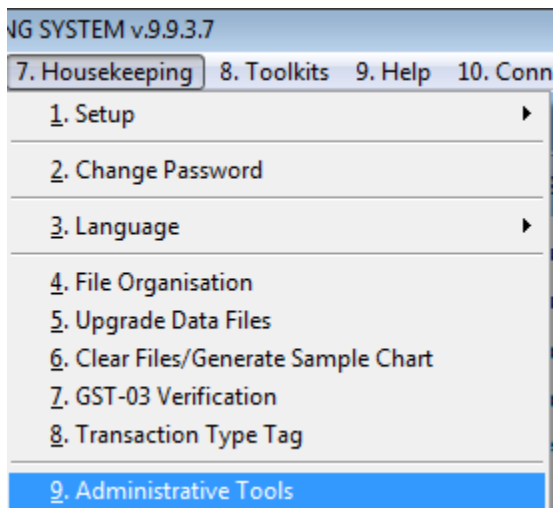
II. Tax Method = Standard rated Supply | SRS-> Save



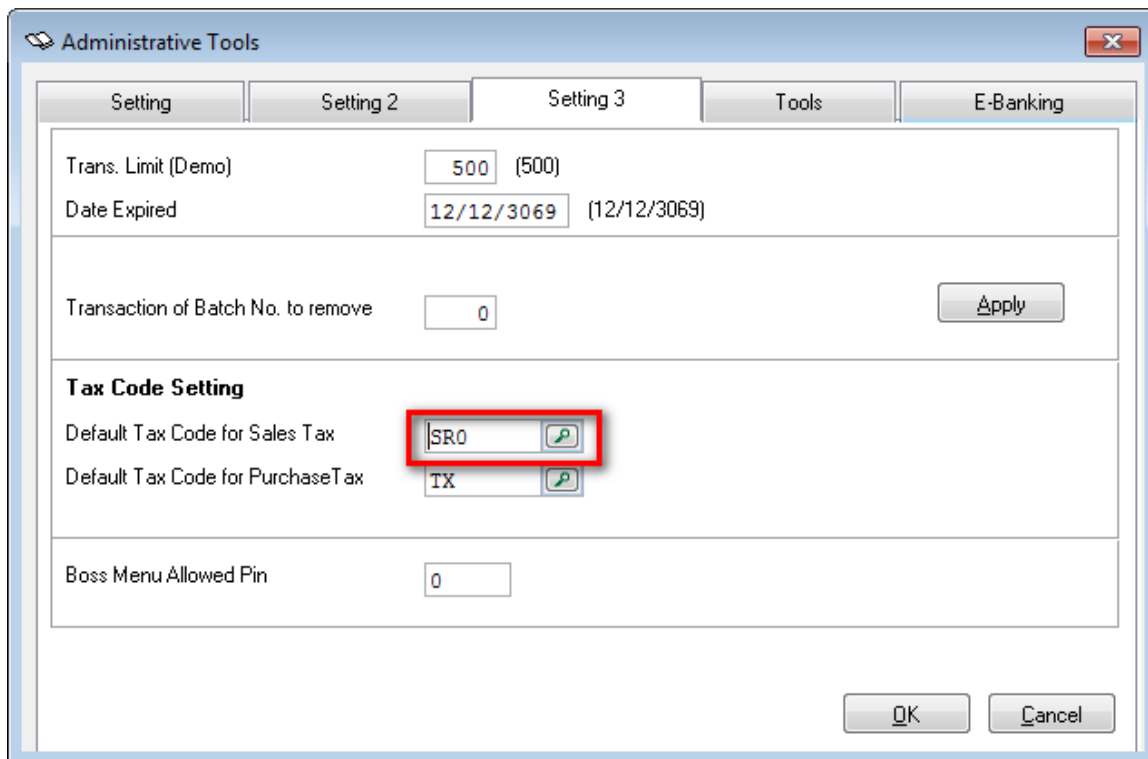
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4. Set Default Sales tax code to new tax code

1. Sage UBS Accounting:Housekeeping->Administrative Tools->

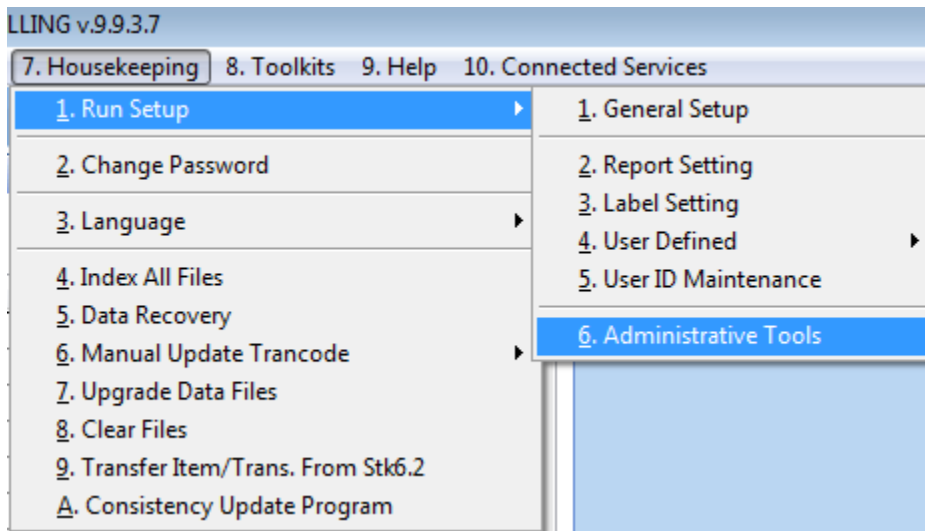


2. Setting 3-> Default Tax Code for Sales Tax = SR0

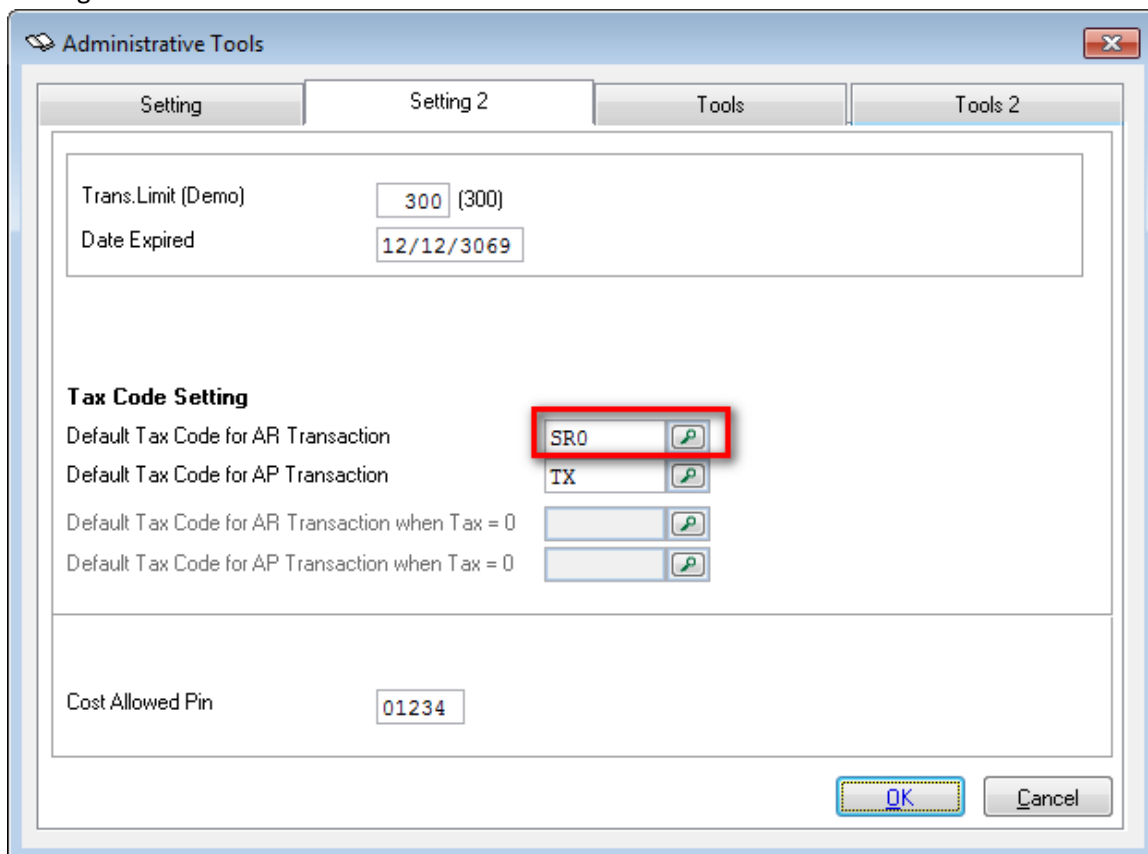


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3. Sage UBS Inventory & Billing ->Housekeeping-> Run Setup-> Administrative Tools



4. Setting 2-> Default Tax Code For AR Transaction = SRO



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5. Example -> Use new tax code in new transaction:

INV INV00001 - A COMPANY - 3000/A01 - 01/06/2018

Item No. ITEM A
Description ITEM A

On Hand 99
Quantity 1
Price 500.00
Amount 500.00
% Discount 0.00 0.00 0.00
GST Classification SR0 0.00 0.00

Unit Of Measure 1.00000 1.00000

Cost 0.00
Selling 0.00
0.00 01/06/2018 500.00 0.00

Inv/Do
Project/Job/S/Job
GL A/C 5000/000

Service Tag Gst Item Change Unit
Comment N2 Display Update Qty Total Up

Item	Description	Qty	Price	Amount
1 ITEM A	ITEM A	1	500.00	500.00

500.00

GST Return Report Wizard

1 Introduction
2 Part A: Registered Personal Details
3 Part B: Return Details

Part B : Return Details
5) Output Tax

a) Total Value of Standard Rated Supply * RM 500.00
b) Total Output Tax (Inclusive of Bad Debt Recovered & other adjustments)* RM 0.00

Transaction Listing (Sales)

Item 5a details

Doc No	Doc Date	Document Type	Customer	Description	Tax Code	Taxable Amount	GST Amount
INV00001	01/06/2018	GC	A COMPANY		SR0	500.00	0.00
					TOTAL	500.00	0.00

GRAND TOTAL: Taxable Amount 500.00 GST Amount 0.00

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