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Introduction
The Malaysia Tax Reports module (T/M) enables you to

- Print the GST-03 report
- Generate the **GAF v2.0** file for submission to Malaysia Customs.

This Guide provides instructions for setting up the Malaysia Tax Reports module for Sage 300 2019. You should review the following sections carefully to ensure that the setup proceeds smoothly:

- Minimum Module Requirements
- Version Compatibility
- Setup and Configuration
- Generating and Printing Reports

Modules Required
The information in this section is based on the **ROYAL MALAYSIAN CUSTOMS - GUIDE TO ENHANCE YOUR ACCOUNTING SOFTWARE TO BE GST COMPLIANT** (edition released on 26 February 2018)

To comply with JKDM, you need at least the following the Sage 300 modules:

- System Manager
- Tax Services
  - Mandatory for Sage 300 to handle transactions with tax
  - Required for generating Tax Tracking reports for Sales, Purchases and Tax Returns (GST-03)
- Bank Services
- General Ledger
  - Required for generating the GST Audit File (GAF)
- Account Payable
  - Required for Purchase transactions with Tax information
- Account Receivable
  - Required for Sales transactions with Tax information
Additional Modules Supported

The Malaysia Tax Reports module uses the Purchase Order and Order Entry modules to detect transaction details in Invoices and Credit/Debit notes to include in GAF files.
Installing Malaysia Tax Reports

Install Malaysia Tax Reports from the 2019 installation EXE file.

Activating Malaysia Tax Reports

1. Log into Sage 300 2019.
2. From Administrative Services, double-click Data Activation.

3. On the “Data Activation” message window, select the check box to confirm that the company database has been backed up.

Click Proceed to open the “Data Activation” window.
4. Select the **Malaysia Tax Reports** check box, and then click **Next**.

5. If you have not activated the Sage 300 applications required to run Malaysia Tax Reports, you are asked if you want them to be activated.

   - Click **Yes** to activate all the required and optional applications.
   - Click **No** to activate only the required applications.

6. The “Data Activation” window lists all the applications that are pending activation.
Click **Activate** to activate the listed applications.

The activation creates a folder, **Malaysia Tax Reports** under **Common Services**, which contains shortcuts to its programs.

### Configuring the security settings

Use Sage 300 Administrative Services to provide access for your users to Malaysia Tax Reports.

1. Run Sage 300 as Administrator.
2. From **Administrative Services**, double-click **Security Groups** to open the “Security Groups” window.
3. In the **Application** field, select **Malaysia Tax Reports**.
4. In the **Group ID** field, either click 📑 to select an existing user group, or click ⚡ to enter a unique ID for a new user group to which access to Malaysia GST is to be granted.
5. In the list of actions, select the **Malaysia Tax Reports** check box.
6. Click Close, and then Yes to the confirmation message.

**Forex Gain/Loss Cut-off Date**

Malaysia Tax Reports (T/M) supports forex gains and losses for both the A/R and A/P modules. It also allows you to enable and set a cut-off date before which any recorded forex gain/loss is not reported in the GST-03 and GAF files.

1. From **Common Services > Malaysia Tax Reports**, double-click **Options** to open the “T/M Options” window.

2. To set a cut-off date, select the **Forex Gain/Loss Cut-off Date** check box, and enter or click on the calendar icon to select a date.

3. Click **Save** and then **Close** to save your settings and exit the “T/M Options” window.
Setting up Tax authorities

Set up a Tax Authority for each jurisdiction as follows:

1. From Tax Services, double-click Tax Authorities to open the “Tax Authorities” window.

2. In the Tax Authority field, enter or click to select the code for an existing Tax Authority, or click to enter a unique code of up to 12 characters to set up a new Tax Authority.

3. If required, in the Description field, enter a description of the Tax Authority.

4. Click the Profile tab, and complete the fields as required.

   If you select No Reporting in the Report Tax on Retainage Document field, the Maximum Tax Allowable and No Tax Charged Below fields become available for entering information.

5. In the Report Level field, select At invoice level to record the tax information at invoice level on the Tax Tracking report.

   If you are adding a Tax Authority, but are not ready to enter tax rates, you can select No Reporting until you are ready to accumulate tax information.

6. Select the Allow Tax in Price check box to include the tax in the selling price. This is dependent on the Tax Included option being selected in Accounts Receivable, and the Item Pricing.

7. You can enter identifying information for a “principal” in the Reference Number and Reference Name fields. You can group tax reporting by these principals.

8. Click the Accounts tab to select the tax related accounts.
9. In the **Tax Liability Account** field, enter the general ledger account to which amounts calculated as sales taxes for this Tax Authority are posted.

10. Select the **Tax Recoverable** check box if the tax paid on purchases can be recovered from the Tax Authority.

   In the **Recoverable Tax Account** field, enter the general ledger asset or contra liability account to which recoverable tax amounts are posted.

   In the **Recoverable Rate** field, enter the percentage of tax paid that is recoverable. If this is less than 100%, you can select the **Expense Separately** check box to expense the unrecoverable portion, or you can include it in the cost of the purchased items.

11. For taxes that are not recoverable, you can create a separate Tax Authority for which you select the **Expense Separately** option, and enter a tax expense account.

### Adding or editing tax classes

For each Tax Authority, you must define tax classes for sales and purchases to identify the type of tax needed. You can define up to 10 tax classes for each of the following:

- **Customers**
- Sales items
- Vendors
- Purchase items

**Sales transactions**

For sales transactions, you must classify information into two major areas to create a matrix:

- Customer types
- Items

You should consult your solution provider and GST consultant when setting up tax classes for your business.

1. From **Tax Services**, double-click **Tax Classes** to open the “Tax Classes” window.

   ![Tax Classes Window](image)

2. In the **Tax Authority** field, select the Tax Authority for which the tax classes are being set up.

3. In the **Transaction Type** field, select **Sales**.

4. In the **Class Type** field, select **Customers**.

5. In the table, press your **Insert** key to enter the relevant Customer tax classes. The following are examples:
   - Taxable customer
   - Non-Taxable Customer (Local)
   - Non-Taxable Customer (Export)

   **Note:** The first class should be your standard taxable class.

6. Click **Save** to save your Customer tax classes.

7. In the **Class Type** field, select **Items**, and then enter the Items tax classes for the Tax Authority. Examples are:
   - Taxable item
   - Non-Taxable item
• Services
• Free Gift over RM500

8. Click **Save** to save your Sales Items tax classes for the Tax Authority.

**Purchase transactions**

For purchase transactions, you must classify information into two major areas to create a matrix:

- Customer types
- Items

1. From **Tax Services**, click **Tax Classes** to open the “Tax Classes” window.
2. In the **Tax Authority** field, select the **Tax Authority** for which the tax classes are being set up.
3. In the **Transaction Type** field, select **Purchases**.
4. In the **Class Type** field, select **Vendors**.
5. In the table, enter the relevant Vendor tax classes. The following are examples:
   - GST Registered Vendor
   - Non GST Registered Vendor
   - Tax from Custom (Import)
6. Click **Save** to save your Vendor tax classes.

7. In the **Class Type** field, select **Items**, and then enter the Items tax classes for the Tax Authority. Examples are:
   - Taxable Item
   - Non-Taxable Item
   - Services
   - Import Item (Special Scheme)
   - Exempted item
   - Out-of-Scope
   - Capital Goods
   - AJP-BD-Bad Debt Relief made to Input Tax
   - AJP-Any Adjustment made to Input Tax

8. Click **Save** to save your Purchase Items tax classes for the Tax Authority.
Entering tax rates

After entering your sales and purchases tax classes, you can enter their tax rates.

1. From **Tax Services**, click **Tax Rates** to open the “Tax Rates” window.
2. In the **Tax Authority** field, select the required Tax Authority.
3. In the **Transaction Type** field, select **Sales**.
4. On the Sales matrix, enter the tax rates as percentages, as shown in the following example.

5. Click **Save** to save your Sales transactions tax rates.
6. In the “Tax Rates” window **Transaction Type** field, select **Purchases**.
7. On the Purchases matrix, enter the tax rates as percentages, as shown in the following example.

8. Click **Save** to save your Purchases transactions tax rates.
Non-claimable purchase tax rates

Non-Claimable Tax “BL” must be entered in a separate Tax Authority, so that it can be recorded as a separate expense account.

When setting up a tax class and tax rates for non-claimable purchase items, in the “Tax Classes” and “Tax Rates” windows **Tax Authority** field, select the non-claimable Tax Authority that you created previously.

- **Taxable item (Not Claimable)**

The following is an example of a non-claimable Tax Rate setup:
Adding and editing tax groups

Create sales and purchases tax groups to which you assign tax authorities.

**Note:** Defining a tax reporting source currency for multicurrency companies allows you to report taxes in a currency that is different to the customer/vendor currency or the functional currency.

1. From **Tax Services**, click **Tax Groups** to open the “Tax Groups” window.
2. In the **Tax Group** field, click to select an existing tax group to edit, or click to enter a unique code to set up a new group.
3. In the **Transaction Type** field, select **Sales**.

![Tax Groups Window](image)

4. To use multicurrency accounting, select the **Tax Reporting Currency** and Tax Reporting Rate Type.

**Note:** The currency of the Tax Authority must be the same as that of the tax group. All customers and vendors assigned to a tax group must use the same currency as the group.

5. In the **Tax Calculation Method** field, select the method used by the group to calculate tax.
   - **Calculate tax by summary.** The tax is calculated by multiplying the invoice total by the tax rate.
   - **Calculate tax by detail.** The tax is calculated on each invoice detail, by multiplying the tax base by the tax rate.

6. In the table, complete the following columns for each Tax Authority.
   - If the tax charged by the authority is taxable by another authority lower down in the list, in the **Taxable** column, type **Yes**.
   - If there is a surtax on the tax amount for the authority, in the **Surtax** column, type **Yes**. In the **Surtax on Authority** column, select the Tax Authority on which the surtax is based.

7. In the **Transaction Type** field, select **Purchases**, and repeat the above steps.
8. Click **Save** to save your changes to the Tax Group.

**Setting the tax code mapping**

Lastly, assign the Tax Code suggested by the Tax Authority. Refer to Appendix 1 for more tax code details.

1. From **Common Services > Malaysia Tax Reports**, double-click **Tax Code Mapping** to open the “T/M Tax Code Mapping” window.

   If you used the Malaysia GST macro that was available previously, tax codes mapped there are copied to this window.

2. In the **Tax Authority** field, select the Tax Authority for which the tax codes are to be mapped.

3. In the **Transaction Type** field, select **Sales** to list the Sales tax classes you have created for the selected Tax Authority.
4. Double-click on each tax class field and click the **Search** icon to open the “Finder - Malaysia GST Tax Codes” window.

5. Highlight the required tax code, and click **Select** to insert it into the tax class field.

   You may sometimes need to update the list of JDKM tax codes in Sage 300. For more information, see “Updating the JDKM tax codes” on page 22.

   In the above example, the following tax codes are applied:
   - Selling Fruit Juice (taxable) to a Local Customer is in matrix (1,1). The tax code should be SR.
   - Selling Rice (non-taxable) to a Local Customer is in matrix (1,2). The tax code should be ZRL.
   - Selling Fruit Juice to Singapore (export) is in matrix (1,3). The tax code should be ZRE.

   Data shown in these images are for illustration purposes only. You should consult your solution provider and a GST consultant on setting up Tax classes tailored to your business model.
6. In the **Transaction Type** field, select **Purchases** to list the Purchases tax classes that you created for the selected Tax Authority.

![MYLTDM Tax Code Mapping](image)

7. Double-click on each tax class field and click the **Search (C)** icon to open the "Finder - Malaysia GST Tax Codes" window.

8. Highlight the required tax code, and click **Select** to insert it into the tax class field.
Updating the JDKM tax codes

If JDKM changes the tax codes, you can use the “T/M Import Tax Codes” window to import an updated list into Sage 300 from a previously saved file.

1. From Common Services > Malaysia Tax Reports, double-click Import Tax Codes to open the “T/M Import Tax Codes” window.

As a precaution, you can save the list of tax codes that you are currently using by clicking Export.

2. Click Import, and then Yes to the warning message.

3. On the “Import” window, click Browse to select the file from which the tax code list is to be imported.

4. Click OK to import the updated tax code list.

Integration settings

There are mandatory fields required to generate the GAF and GST-03. The following shows how to configure the data before entering any transactions.
Company Profile

1. From Common Services, double-click Company Profile to open the “Company Profile” window.

2. On the “Company Profile” window, enter the following information into the relevant fields:
   - Company names => Doing Business As
   - Company GST No. => Tax Number

Accounts Payable and Accounts Receivable

The transfer of information from the General Ledger to the GAF requires some General Ledger Integration settings in Accounts Receivable and Accounts Payable. This information is recorded in the GAF under L Record Elements.
Accounts Payable

1. From **Accounts Payable > A/P Setup**, double-click **G/L Integration** to open the "A/P G/L Integration" window.

2. For Account Payable Invoice entry transactions, such as Invoices, Debit Notes, and Credit Notes, click the **Transactions** tab to set the A/P G/L Integration as follows. Select the appropriate information in the GL for the GAF:

   - **Vendor Name** => **G/L Entry Description**
   - **Document Number** => **G/L Detail Reference**
   - **Detail Description** => **G/L Detail Description**

3. For Account Payable Miscellaneous Payment transactions, set the following integration.

   - **Remit To** => **G/L Entry Description**  
   - **Invoice Number** => **G/L Detail Reference**  
   - **Detail Description** => **G/L Detail Description**

   The system populates the Vendor Name in the **Remit To** field automatically if a vendor is selected.

4. Click **Save** to save your settings.
Accounts Receivable

1. From **Accounts Receivable > A/R Setup**, double-click **G/L Integration** to open the “A/R G/L Integration” window.

2. For A/R Invoice transactions, such as Invoices, Debit Notes and Credit Notes, click the **Transactions** tab and set the A/R G/L Integration as follows. Select the appropriate information in the GL for the GAF:
   - **Customer Name** => **G/L Entry Description**
   - **Document Number** => **G/L Detail Reference**
   - **Detail Description** => **G/L Detail Description**

3. For Accounts Receivable Miscellaneous Receipt transactions, set the following integration.
   - **Payer** => **G/L Entry Description**
   - **Invoice Number** => **G/L Detail Reference**
   - **Detail Description** => **G/L Detail Description**

   The system populates the Customer name in the **Payer** field automatically if a customer is selected.
Customer and vendor information

The Customer and Vendor GST numbers are also required. This information is reflected in the GAF under the P and S Record Elements.

Customer information

1. From Accounts Receivable > A/R Customers, double-click Customers to open the “A/R Customers” window.

2. On the “A/R Customers window”, click the Address tab to enter the following information into the relevant fields:

   Customer Name => Customer Name
   
   Customer BRN => Business Reg. No.
3. Click the **Invoicing** tab to enter the following information:

Customer GST => **Registration Number**

4. Click **Save** to save your settings.

5. From **Accounts Receivable > A/R Customers**, double-click **Ship-To Locations** to open the “A/R Ship-To Locations” window.

6. In the “A/R Ship-To Locations” window, create a default Primary Ship-To-Location to specify the country to which Account Receivable transactions for the selected customer are shipped.

The **Country** field should not be blank.
This information is recorded in the GAF under **S Record Elements.**

### Vendor information

1. From **Accounts Payable > A/P Vendors**, double-click **Vendors** to open the “A/P Vendors” window.

2. On the “A/P Vendors”, click the **Address** tab to enter the following information into the relevant fields:

   Supplier Name => **Vendor Name**

   Supplier BRN => **Business Reg. No.**
3. Click the **Invoicing** tab to enter the following information into the relevant field:

**Supplier GST = Registration Number**

![Image of Sage 300 screen showing Vendor GST information]

This information is recorded in the GAF under **P Record Elements**.

If you use the Order Entry module, the **S record** information is acquired from Order Entry Invoice transactions when they are posted to Accounts Receivable. Make sure that both the customer and the items tax are set up before entering transactions.

If you use the Purchase Order module, once the PO Invoice is posted in Accounts Payable, the details of the PO Invoice are updated in the GAF.
The Malaysia Tax Authority (JKDM) requires the periodic submission of certain reports.

**Tax Tracking report**

1. To run a Purchase and Sales Tax Tracking report, from **Tax Services > Tax Reports**, double-click **Tax Tracking**.

2. On the “Tax Tracking Report” window do the following:
   a. Under **Report By**, select the desired period.
   b. Under **Print By**, select **Item Tax Class**.
   c. In the **Transaction Type** field, select the desired transaction type, which can be **Sales** or **Purchases**.

3. Click **Print** to run the report.

   **This information should be kept for tax audit purposes. **DO NOT** choose “Clear Tax Tracking Information” unless the GST-03 and GAF reports have been generated.**
This report includes a summary of the tax codes on the last page.

<table>
<thead>
<tr>
<th>Customer No.</th>
<th>Customer Name</th>
<th>Tax Code</th>
<th>Tax Type</th>
<th>Tax Amount</th>
<th>Remark</th>
</tr>
</thead>
<tbody>
<tr>
<td>42192</td>
<td>AUSTON TRADERS SDN BHD</td>
<td>11/1/2019</td>
<td>GST</td>
<td>29,949.00</td>
<td>MMR</td>
</tr>
<tr>
<td>42192</td>
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<td>GST</td>
<td>24,800.00</td>
<td>MMR</td>
</tr>
<tr>
<td>52105</td>
<td>PRODIRECT SDN BHD</td>
<td>1/3/2019</td>
<td>GST</td>
<td>21,000.00</td>
<td>MMR</td>
</tr>
<tr>
<td>52105</td>
<td>PRODIRECT SDN BHD</td>
<td>1/4/2019</td>
<td>GST</td>
<td>18,000.00</td>
<td>MMR</td>
</tr>
<tr>
<td>52404</td>
<td>BLAI AYAH DECOR SDN BHD</td>
<td>1/7/2019</td>
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<td>MMR</td>
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<tr>
<td>52404</td>
<td>BLAI AYAH DECOR SDN BHD</td>
<td>1/8/2019</td>
<td>GST</td>
<td>11,000.00</td>
<td>MMR</td>
</tr>
<tr>
<td>52405</td>
<td>MATAKA SDN BHD</td>
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<td>15,000.00</td>
<td>MMR</td>
</tr>
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<td>GST</td>
<td>7,800.00</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>1/1/2019</td>
<td>GST</td>
<td>2,000.00</td>
<td>MMR</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year Tabled</th>
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<th>Tax Code</th>
<th>Tax Type</th>
<th>Tax Amount</th>
<th>Remark</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019</td>
<td>AUSON HOLLAND MANTNMNT</td>
<td>1/2/2019</td>
<td>GST</td>
<td>15,900.00</td>
<td>MMR</td>
</tr>
<tr>
<td>2019</td>
<td>AUSON HOLLAND MANTNMNT</td>
<td>2/2/2019</td>
<td>GST</td>
<td>14,500.00</td>
<td>MMR</td>
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<tr>
<td>2019</td>
<td>AUSON HOLLAND MANTNMNT</td>
<td>3/2/2019</td>
<td>GST</td>
<td>11,000.00</td>
<td>MMR</td>
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<tr>
<td>2019</td>
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<td>MMR</td>
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<tr>
<td>2019</td>
<td>BLAI AYAH DECOR SDN BHD</td>
<td>4/2/2019</td>
<td>GST</td>
<td>11,000.00</td>
<td>MMR</td>
</tr>
<tr>
<td>2019</td>
<td>BLAI AYAH DECOR SDN BHD</td>
<td>5/1/2019</td>
<td>GST</td>
<td>15,000.00</td>
<td>MMR</td>
</tr>
<tr>
<td>2019</td>
<td>AUSTON TRADERS SDN BHD</td>
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<tr>
<td>2019</td>
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<tr>
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<td>15,000.00</td>
<td>MMR</td>
</tr>
<tr>
<td>2019</td>
<td>PRODIRECT SDN BHD</td>
<td>6/2/2019</td>
<td>GST</td>
<td>16,000.00</td>
<td>MMR</td>
</tr>
</tbody>
</table>

Fiscal 2019 Total: 100,800.00 | 7,820.00
GAF report

1. From **Common Services > Malaysia Tax Reports**, double-click **GAF File** to generate the GAF in text format for submission to JKDM.

2. On the “T/M GST Audit File Generator” window, enter the period to be covered in the report, and the name and location of the output report file.

3. Click **Generate** to generate the GAF report.

The generated output file is as shown below. Please note the change of format between GAF v1.0 and GAF v2.0.

GST-03 report

1. From **Common Services > Malaysia Tax Reports**, double-click **GST 03** to prepare the GST-03 submission to JKDM.

2. In the **From Tax Authority** and **To Tax Authority** fields, you can specify the range of Tax authorities for which the GST-03 report is to be generated. Enter the same Tax Authority in both fields to specify only one.
3. Click **Generate** to display the data for the selected period.

4. Under **Field 19**, enter the applicable industrial codes and their corresponding output tax values.

   The information retrieved from reports depends on how the items have been set up. For example, if you use Inventory Control, you can enter the industrial code into Item- >Commodity Number, and then use this to extract it from the report.

5. If you specify a single Tax Authority, the **Use Tax Authority Reference Number for Tax Number** and **Use Tax Authority Reference Name for Business Name** check boxes become available.
Select these check boxes to use what is entered in the “Tax Authorities” window **Reference Number** and **Reference Name** fields for the selected Tax Authority as the Tax Number and Business Name in the GST-03 report.

6. You can drill down into each value by clicking on the icon. This generates a list of transactions as shown below.

7. Click **Print** to print the GST-03 report.
8. Alternatively, click on the **Generate TAP Return File** button to produce a TAP file for submission via the JKDM website.
In Accounts Receivable and Order Entry, you can now enter an Export Declaration Number at the Header level for the whole invoice, or at the Detail level for each invoice item.

An **Export Declaration Number** field is available in the following locations:

- On the “A/R Invoice Entry” (*Accounts Receivable > A/R Transactions > Invoice Entry*) window
  - Detail level in the table on the **Document** tab
  - Header level on the **Taxes** tab
- On the “O/E Invoice Entry” (*Order Entry > O/E Transactions > Invoice Entry*) window
  - Detail level in the table on the **Invoice** tab
  - Header level on the **Taxes** tab

**Note:** If an Export Declaration Number is entered at both the Header and the Detail levels, the Detail level entry has priority, and is reported in the GAF File.
Appendix A – Types of GST for Malaysia

**JKDM Recommended Tax Codes for Goods and Services Tax**

Notes: The tax codes listed are recommendations to allow proper classifications of typical purchase and sales scenarios encountered by GST-registered businesses for the purpose of ST. The list is not intended to be prescriptive nor comprehensive.

### Purchases & Expenses Incurred

<table>
<thead>
<tr>
<th>No</th>
<th>Description</th>
<th>GST-03 Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Purchases with GST</td>
<td>6a</td>
</tr>
<tr>
<td>2</td>
<td>Purchases under Flat Rate Scheme</td>
<td>6a</td>
</tr>
<tr>
<td>3</td>
<td>Imported goods</td>
<td>6a</td>
</tr>
<tr>
<td>4</td>
<td>Acquisition of capital items</td>
<td>6a</td>
</tr>
<tr>
<td></td>
<td>reported capital goods acquired (item 16)</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Transaction which is eligible for Deemed input tax</td>
<td>6a</td>
</tr>
<tr>
<td>6</td>
<td>Purchase attributable to Incidental exempt supplies</td>
<td>6b</td>
</tr>
<tr>
<td>7</td>
<td>Purchase attributable to mixed supplies (taxable)</td>
<td>6a</td>
</tr>
<tr>
<td>8</td>
<td>Adjustments on bad debts relief</td>
<td>6b</td>
</tr>
<tr>
<td></td>
<td>reported Bad debt relief (item 17)</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Annual / Longer Period Adjustments</td>
<td>6b</td>
</tr>
<tr>
<td>10</td>
<td>Other Adjustments on input tax</td>
<td>6b</td>
</tr>
<tr>
<td>11</td>
<td>TOTAL PURCHASES AT STANDARD &amp; FLAT RATE (Item 1-10)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>reported standard rated acquisition (item 6a &amp; 6b)</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Imported Goods under Approved Trader scheme</td>
<td>14</td>
</tr>
<tr>
<td>13</td>
<td>Imported Goods where GST has been deferred</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Purchase under Blocked input tax</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Purchase from non GST-registered supplier</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Purchase from GST-registered supplier with no GST</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Purchase which is out of the scope of GST</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>Purchase attributable to exempt supplies</td>
<td></td>
</tr>
</tbody>
</table>
### GST Tax Code for Purchases

<table>
<thead>
<tr>
<th>No</th>
<th>Description</th>
<th>GST-03 Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>19</td>
<td>Purchases exempted from GST (e.g. relief)</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Purchase attributable to mixed supplies (exempt)</td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>Purchases for non-business use</td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>Other Purchase with no GST</td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>TOTAL PURCHASES WITHOUT GST (Item 12-22)</td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>TOTAL PURCHASES (Item 11 + 23)</td>
<td></td>
</tr>
</tbody>
</table>

#### GST Tax Code for Purchases

<table>
<thead>
<tr>
<th>Tax Type</th>
<th>Description</th>
<th>Tax Code</th>
<th>Tax Rate</th>
<th>Description</th>
<th>GST-03</th>
</tr>
</thead>
<tbody>
<tr>
<td>GST</td>
<td>Goods And Services Tax (Malaysia)</td>
<td>TX</td>
<td>6%</td>
<td>Purchases with GST incurred at 6% and directly attributable to taxable supplies.</td>
<td>6a, 6b</td>
</tr>
<tr>
<td>GST</td>
<td>Goods And Services Tax (Malaysia)</td>
<td>TX-CG</td>
<td>6%</td>
<td>Purchase with GST incurred for capital goods acquisition.</td>
<td>6a, 6b, 16</td>
</tr>
<tr>
<td>GST</td>
<td>Goods And Services Tax (Malaysia)</td>
<td>TX-ES</td>
<td>6%</td>
<td>Purchase with GST incurred directly attributable to non-incidental exempt supplies. (Note: Replace TX-N43)</td>
<td>6a, 6b</td>
</tr>
<tr>
<td>GST</td>
<td>Goods And Services Tax (Malaysia)</td>
<td>TX-IES</td>
<td>6%</td>
<td>Purchase with GST incurred directly attributable to incidental exempt supplies. (Note: Replace TX-E43)</td>
<td>6a, 6b</td>
</tr>
<tr>
<td>GST</td>
<td>Goods And Services Tax (Malaysia)</td>
<td>TX-RE</td>
<td>6%</td>
<td>Purchase with GST incurred that is not directly attributable to taxable or exempt supplies. (Applicable for partially exempt trader/mixed supplier only)</td>
<td>6a, 6b</td>
</tr>
<tr>
<td>GST</td>
<td>Goods And Services Tax (Malaysia)</td>
<td>IM</td>
<td>6%</td>
<td>Import of goods with GST incurred. (By referring Customs Form No. 1 (K1), and/or other reference documents)</td>
<td>6a, 6b</td>
</tr>
<tr>
<td>GST</td>
<td>Goods And Services Tax (Malaysia)</td>
<td>IM-CG</td>
<td>6%</td>
<td>Importation of capital goods with GST incurred. (By referring Customs Form No. 1 (K1), and/or other reference documents)</td>
<td>6a, 6b, 16</td>
</tr>
</tbody>
</table>
## Appendix A – Types of GST for Malaysia

| GST | Goods And Services Tax (Malaysia) | IS | 0% | Imports of goods under Approved Trader Scheme (ATS) whereas the payment of GST chargeable is suspended on the goods imported. | 14 |
| GST | Goods And Services Tax (Malaysia) | BL | 6% | Purchases with GST incurred but not claimable (Disallowance of Input Tax) (e.g. medical expenses for staff). | - |
| GST | Goods And Services Tax (Malaysia) | NR | 0% | Purchase from non GST-registered supplier with no GST incurred. | - |
| GST | Goods And Services Tax (Malaysia) | ZP | 0% | Purchase from GST-registered supplier with no GST incurred. | - |
| GST | Goods And Services Tax (Malaysia) | OP | 0% | Purchase transactions which is out of the scope of GST legislation (e.g. purchase of goods overseas). | - |
| GST | Goods And Services Tax (Malaysia) | AJP | 6% | Any adjustment made to Input Tax (e.g. Bad Debt Relief & other input tax adjustment). | 6b only |
| GST | Goods And Services Tax (Malaysia) | TX-FRS | 2% | Purchase under Flat Rate Scheme. | 6a, 6b |
| GST | Goods And Services Tax (Malaysia) | TX-NC | 6% | GST incurred and choose not to claim the input tax. | - |

**Special notes:**

* Applicable to GST-registered businesses that makes both taxable and exempt supplies. For more information, please refer to GST guide "Partially Exempt Traders and Input Tax Recovery" available at [http://gst.customs.gov.my](http://gst.customs.gov.my)

** Further break down of tax code for GST-03 Field 17 Bad Debt Relief.
### The table below lists additional Purchase Tax Codes included with the Sage 300 ERP Malaysia GST App.

<table>
<thead>
<tr>
<th>Tax Type</th>
<th>Description</th>
<th>Tax Code</th>
<th>Tax Rate</th>
<th>Description</th>
<th>GST-03</th>
</tr>
</thead>
<tbody>
<tr>
<td>GST **</td>
<td>Goods And Services Tax (Malaysia)</td>
<td>AJP-BD</td>
<td>6%</td>
<td>Any adjustment made to Input Tax only for Bad Debt Relief.</td>
<td>6b, 17</td>
</tr>
<tr>
<td>GST</td>
<td>Goods And Services Tax (Malaysia)</td>
<td>NP</td>
<td>0%</td>
<td>Not applicable – Example: Credit note for an invoice that was created before GST started.</td>
<td></td>
</tr>
</tbody>
</table>

### The table below lists the retired Purchase Tax Codes.

<table>
<thead>
<tr>
<th>Tax Type</th>
<th>Description</th>
<th>Tax Code</th>
<th>Tax Rate</th>
<th>Description</th>
<th>Ref. no. module system system</th>
<th>GST-03</th>
</tr>
</thead>
<tbody>
<tr>
<td>GST</td>
<td>Goods And Services Tax (Malaysia)</td>
<td>TX-E43</td>
<td>6%</td>
<td>Purchase with GST incurred directly attributable to incidental exempt supplies.</td>
<td>6</td>
<td>6a, 6b</td>
</tr>
<tr>
<td>GST *</td>
<td>Goods And Services Tax (Malaysia)</td>
<td>TX-N43</td>
<td>6%</td>
<td>Purchase with GST incurred directly attributable to non-incidental exempt supplies.</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>GST</td>
<td>Goods And Services Tax (Malaysia)</td>
<td>TX-ER</td>
<td>6%</td>
<td>Input tax allowed on the acquisition of goods or services by local authority or statutory body.</td>
<td>6a, 6b</td>
<td></td>
</tr>
<tr>
<td>GST</td>
<td>Goods And Services Tax (Malaysia)</td>
<td>IM-RE</td>
<td>6%</td>
<td>Import of goods with GST incurred that is not directly attributable to taxable or exempt supplies (Residual input tax).</td>
<td>6a, 6b</td>
<td></td>
</tr>
<tr>
<td>GST *</td>
<td>Goods And Services Tax (Malaysia)</td>
<td>EP</td>
<td>0%</td>
<td>Purchases exempted from GST. (e.g. purchase of residential property or financial services).</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Tax Type</td>
<td>Description</td>
<td>Tax Code</td>
<td>Tax Rate</td>
<td>Description</td>
<td>Ref. no. module system GST</td>
<td>GST-03</td>
</tr>
<tr>
<td>----------</td>
<td>-------------</td>
<td>----------</td>
<td>----------</td>
<td>-------------</td>
<td>---------------------------</td>
<td>--------</td>
</tr>
<tr>
<td>GST **</td>
<td>Goods And Services Tax (Malaysia)</td>
<td>RP</td>
<td>0%</td>
<td>Relief Purchase under GST legislations. (e.g. purchase of RON 95 petrol &amp; Diesel)</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>GST</td>
<td>Goods And Services Tax (Malaysia)</td>
<td>GP</td>
<td>0%</td>
<td>Purchase transactions which disregarded under GST legislation (e.g. purchase within GST group registration).</td>
<td>-</td>
<td></td>
</tr>
</tbody>
</table>

### Supplies

<table>
<thead>
<tr>
<th>Item No</th>
<th>Description</th>
<th>GST-03 Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Standard-rate supplies</td>
<td>5a</td>
</tr>
<tr>
<td>2</td>
<td>Flat rate supplies</td>
<td>5a</td>
</tr>
<tr>
<td>3</td>
<td>Disposal of capital goods</td>
<td>5a</td>
</tr>
<tr>
<td>4</td>
<td>Adjustments for invoices aged more than 6 months</td>
<td>5b</td>
</tr>
<tr>
<td>5</td>
<td>Annual / Longer Period Adjustments</td>
<td>5b</td>
</tr>
<tr>
<td>6</td>
<td>Other Output tax Adjustments</td>
<td>5b</td>
</tr>
<tr>
<td>7</td>
<td>Deemed supplies</td>
<td>5a</td>
</tr>
<tr>
<td>8</td>
<td>Other standard-rate supplies (if any)</td>
<td>5a</td>
</tr>
<tr>
<td>9</td>
<td>Bad Debt Recovered</td>
<td>5b, 18</td>
</tr>
<tr>
<td></td>
<td>reported bad debts recovered (item 18)</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>TOTAL STANDARD &amp; FLAT RATE SUPPLIES (ITEM 1-9)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>reported standard rated supplies (item 5 a &amp; b)</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Local zero-rate supplies</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>reported local zero-rate goods (item 10)</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Exported Goods</td>
<td>11</td>
</tr>
<tr>
<td></td>
<td>reported exported goods (item 11)</td>
<td></td>
</tr>
</tbody>
</table>
### Appendix A – Types of GST for Malaysia

<table>
<thead>
<tr>
<th>Item No</th>
<th>Description</th>
<th>GST-03 Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>13</td>
<td>Relief supplies</td>
<td>13</td>
</tr>
<tr>
<td></td>
<td>reported relief supplies (item 13)</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Disregarded supplies</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Exempt supplies</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>reported exempt supplies</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Incidental Exempt supplies</td>
<td>12</td>
</tr>
<tr>
<td>17</td>
<td>Out-of-scope supplies</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>Other Supplies</td>
<td>15</td>
</tr>
<tr>
<td>19</td>
<td>Other Supplies with no GST</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL AMOUNT WITHOUT GST (Item 11 - 18)**

**TOTAL SUPPLIES (Item 10 + 19)**

### GST Tax Code for Supply

<table>
<thead>
<tr>
<th>Tax Type</th>
<th>Description</th>
<th>Tax Code</th>
<th>Tax Rate</th>
<th>Description</th>
<th>GST-03 Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>GST</td>
<td>Goods And Services Tax (Malaysia)</td>
<td>SR</td>
<td>6%</td>
<td>Standard-rated supplies with GST Charged.</td>
<td>5a, 5b</td>
</tr>
<tr>
<td>GST</td>
<td>Goods And Services Tax (Malaysia)</td>
<td>ZRL</td>
<td>0%</td>
<td>Local supply of goods or services that are subject to zero rated supplies.</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>Goods And Services Tax (Malaysia)</td>
<td>ZDA</td>
<td>0%</td>
<td>Exportation of goods from Malaysia to Designated Area (Pulau Langkawi, Labuan, &amp; Pulau Tioman) which are subject to zero rated supplies. (By referring Customs Form No. 2 (K2), and/or other reference documents)</td>
<td>10</td>
</tr>
<tr>
<td>GST</td>
<td>Goods And Services Tax (Malaysia)</td>
<td>ZRE</td>
<td>0%</td>
<td>Exportation of goods or services which are subject to zero rated supplies. (By referring Customs Form No. 2 (K2),and/or other reference documents)</td>
<td>11</td>
</tr>
<tr>
<td>Tax Type</td>
<td>Description</td>
<td>Tax Code</td>
<td>Tax Rate</td>
<td>Description</td>
<td>GST-03 Field</td>
</tr>
<tr>
<td>----------</td>
<td>-------------</td>
<td>----------</td>
<td>----------</td>
<td>-------------</td>
<td>--------------</td>
</tr>
<tr>
<td>GST</td>
<td>Goods And Services Tax (Malaysia)</td>
<td>DS</td>
<td>6%</td>
<td>Deemed supplies (e.g. transfer or disposal of business assets without consideration).</td>
<td>5a, 5b</td>
</tr>
<tr>
<td>GST</td>
<td>Goods And Services Tax (Malaysia)</td>
<td>OS</td>
<td>0%</td>
<td>Out-of-scope supplies under GST legislations.</td>
<td>15</td>
</tr>
<tr>
<td>GST</td>
<td>Goods And Services Tax (Malaysia)</td>
<td>ES</td>
<td>0%</td>
<td>Exempt supplies under GST legislations.</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>Goods And Services Tax (Malaysia)</td>
<td>IES</td>
<td>0%</td>
<td>Incidental exempt supplies under GST legislations. (Note: Replace ES43)</td>
<td>12</td>
</tr>
<tr>
<td>GST</td>
<td>Goods And Services Tax (Malaysia)</td>
<td>RS</td>
<td>0%</td>
<td>Relief supplies under GST legislations.</td>
<td>13</td>
</tr>
<tr>
<td>GST</td>
<td>Goods And Services Tax (Malaysia)</td>
<td>GS</td>
<td>0%</td>
<td>Disregarded supplies under GST legislations.</td>
<td>15</td>
</tr>
<tr>
<td>GST</td>
<td>Goods And Services Tax (Malaysia)</td>
<td>AJS</td>
<td>6%</td>
<td>Any adjustment made to Output Tax e.g.: Longer period adjustment, Bad Debt recover, outstanding invoice &gt; 6 months&amp; other output tax adjustments.</td>
<td>5b only</td>
</tr>
<tr>
<td>GST</td>
<td>Goods And Services Tax (Malaysia)</td>
<td>SR-MS</td>
<td>6%</td>
<td>Standard-rated supplies under Margin Scheme</td>
<td>5a, 5b</td>
</tr>
<tr>
<td>GST</td>
<td>Goods And Services Tax (Malaysia)</td>
<td>SR-JWS</td>
<td>0%</td>
<td>Supplies under Approved Jeweler Scheme (AJS)</td>
<td>15</td>
</tr>
<tr>
<td>GST</td>
<td>Goods And Services Tax (Malaysia)</td>
<td>ES-GU</td>
<td>0%</td>
<td>Exempt supplies of land for general use (Land used for burial, playground or religious building).</td>
<td></td>
</tr>
<tr>
<td>GST</td>
<td>Goods And Services Tax (Malaysia)</td>
<td>NS</td>
<td>0%</td>
<td>Matters to be treated as neither a supply of goods nor a supply of services, and no GST chargeable.</td>
<td></td>
</tr>
<tr>
<td>GST</td>
<td>Goods And Services Tax (Malaysia)</td>
<td>OS-TXM</td>
<td>0%</td>
<td>Out-of-scope supplies made outside Malaysia which will be taxable if made in Malaysia.</td>
<td>15</td>
</tr>
</tbody>
</table>
### Appendix A – Types of GST for Malaysia

<table>
<thead>
<tr>
<th>Tax Type</th>
<th>Description</th>
<th>Tax Code</th>
<th>Tax Rate</th>
<th>Description</th>
<th>GST-03 Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>GST</td>
<td>Goods And Services Tax (Malaysia)</td>
<td>NTX</td>
<td>0%</td>
<td>Supplies with no tax chargeable.</td>
<td>15</td>
</tr>
</tbody>
</table>

**Special notes:**

*** Further break down of tax code for GST-03 Field 18 Bad Debt Recover.

The table below lists additional Supply Tax Codes included with the Sage 300 ERP Malaysia GST App.

<table>
<thead>
<tr>
<th>Tax Type</th>
<th>Description</th>
<th>Tax Code</th>
<th>Tax Rate</th>
<th>Description</th>
<th>Ref. no. module system GST</th>
<th>GST-03</th>
</tr>
</thead>
<tbody>
<tr>
<td>GST ***</td>
<td>Goods And Services Tax (Malaysia)</td>
<td>AJS-BD</td>
<td>6%</td>
<td>Any adjustment made to Input Tax only for Bad Debt Recover.</td>
<td>9</td>
<td>5b, 18</td>
</tr>
</tbody>
</table>

The table below lists the retired Supply Tax Codes.

<table>
<thead>
<tr>
<th>Tax Type</th>
<th>Description</th>
<th>Tax Code</th>
<th>Tax Rate</th>
<th>Description</th>
<th>GST-03</th>
</tr>
</thead>
<tbody>
<tr>
<td>GST</td>
<td>Goods And Services Tax (Malaysia)</td>
<td>ES43</td>
<td>0%</td>
<td>Incidental Exempt supplies.</td>
<td>12</td>
</tr>
<tr>
<td>GST</td>
<td>Goods And Services Tax (Malaysia)</td>
<td>SR-JS</td>
<td>0%</td>
<td>Standard-rated supplies under Jeweller Scheme</td>
<td></td>
</tr>
<tr>
<td>GST</td>
<td>Goods And Services Tax (Malaysia)</td>
<td>OS-ER</td>
<td>0%</td>
<td>Out-of-scope supplies for Enforcement and Regulatory functions.</td>
<td></td>
</tr>
<tr>
<td>GST</td>
<td>Goods And Services Tax (Malaysia)</td>
<td>OS-OV</td>
<td>0%</td>
<td>Out-of-scope supplies between overseas country with other overseas country.</td>
<td></td>
</tr>
<tr>
<td>GST</td>
<td>Goods And Services Tax (Malaysia)</td>
<td>OS-OVN</td>
<td>0%</td>
<td>Supplies made outside Malaysia which would not taxable if made in Malaysia.</td>
<td></td>
</tr>
<tr>
<td>GST</td>
<td>Goods And Services Tax (Malaysia)</td>
<td>OS-OVT</td>
<td>0%</td>
<td>Supplies made outside Malaysia which would be taxable if made in Malaysia.</td>
<td></td>
</tr>
</tbody>
</table>
Explanation of the tax codes

GST Tax Code for Purchases:

1. Tax Code: TX

This refers to goods and/or services purchased from GST registered suppliers. The prevailing GST rate is 6% with effect from 01/04/2015. As it is a tax on final consumption, a GST registered trader will be able to claim credits for GST paid on goods or services supplied to them for the furtherance of businesses. The recoverable credits are called input tax. Examples include goods or services purchased for business purposes from GST registered traders, imported services etc.

2. Tax Code: TX-CG

This tax code refers to purchases with GST incurred at 6% for all capital goods acquired that is claimable regardless the value of the goods. For example, this includes land and buildings, equipment, machinery, vehicles, or other capital goods which the company claims for input tax, and capitalizes the acquired capital goods as their assets. The GST registrant claiming the capital goods has to declare the value of these claimed capital goods under field (6a & 6b) and field (16) of the GST-03 return.

3. Tax Code: TX-ES

This is only applicable to GST registered traders that make both taxable and exempt supplies (commonly known as partially exempt traders). TX-ES should be used for transactions involving the payment of input tax that is directly attributable to making non-Incidental Exempt Supplies. TX-ES is only included in the GST-03 (field 6a & 6b) return once the de minimis rule is fulfilled. An example for this tax code is where your company bought wall paper for your residential apartment rented to others, and the purchase costs already include 6% GST. However, you are not eligible to claim the amount of input tax as it would be applied directly to make an exempt supply (rental of the residential apartment). Please refer to APPENDIX 5 for more details on the de minimis rule. (Note: Replace TX-N43)

4. Tax Code: TX-IES

This refers to transactions involving the payment of input tax attributable to the incidental exempt financial supplies as input tax attributable to taxable supplies. This means that the registered person is entitled to claim any input tax that is attributable to the making of the following incidental exempt financial supplies. Examples of usage for this tax code are purchasing a security box for the accounts clerk to deposit daily earnings of the company in a bank, hiring a security firm to transfer/deposit money into financial institutions (bank), selling lots of shares through a remisier, with GST charged on the commission, and incurred GST on legal agreements and other expenses related to a financial loans. (Note: Replace TX-E43)

5. Tax Code: TX-RE

This is only applicable to GST registered traders that make both taxable and exempt supplies (commonly known as partially exempt traders/mixed suppliers). This refers to GST incurred that is not directly attributable to the making of taxable or exempt supplies (commonly known as residual input tax). However, a mixed supplier can claim the full amount of the residual input tax incurred if the amount of exempt supply fulfilled the de
minimis rule. Otherwise, he is required to apportion the residual input tax incurred accordingly. An example is a residual input tax on the operational overheads for a development of mixed property (properties that include residential and commercial). Please refer to APPENDIX 5 for more details on partial exemption.

6. Tax Code: IM

This refers to all goods imported into Malaysia that are subject to GST. The GST amount is calculated on the value, which includes the cost, insurance and freight plus any customs duty payable based on the import declaration form (Customs Form No. 1 (K1), and other reference documents. This tax code is applicable for all GST registrants, unless the imported goods are for storage in a licensed warehouse or Free Trade Zone, or are imported by a GST registrant who is an approved person under a special scheme such as the Warehouse Scheme, or the Approved Trader Scheme.

7. Tax Code: IS

This refers to the total value of goods imported under the Approved Trader Scheme (ATS), where GST is suspended when the trader imports the goods into Malaysia. This scheme is designed to ease the cash flow of traders with significant imports. Approved persons under ATS must declare the total value of the goods imported and the GST amount suspended under ATS in field (14) & field (15) of the GST-03 return.

8. Tax Code: BL

This refers to GST incurred by a GST registered trader who is not allowed to claim the input tax incurred. The expenses include the following:
- The supply to or importation of a passenger car;
- The hiring of passenger car
- Club subscription fees (including transfer fee) charged by sporting and recreational clubs;
- Medical and personal accident insurance premiums by your staff
- Medical expenses incurred by your staff. This excludes those covered under the provision of the employee’s Social Security Act 1969, Workmen’s Compensation Act 1952 or under any collective agreement under the Industrial Relations Act 1967;
- Benefits provided to the family members or relatives of your staff;
- Entertainment expenses for a person other than employee or existing customer, except entertainment expenses incurred by a person who is in the business of providing entertainment.

9. Tax Code: NR

This refers to the purchase of goods and services from a non-GST registered supplier/trader. A supplier/trader that is not registered for GST is not allowed to charge and collect GST.

10. Tax Code: ZP

This refers to goods and services purchased from GST registered suppliers where GST is charged at zero-rated or 0%. This is also commonly known as zero-rated purchases. The list of zero-rated purchase as prescribed in GST (Zero-Rated Supply) Order 2014.

This refers to the purchase of exempt supply such as residential properties or certain financial services where there no GST was charged, as it is exempt from GST. Consequently, no input tax is incurred on these supplies. Examples of the supply of goods and services as an exempt supply are prescribed in the GST (Exempt Supply) Order 2014.

12. Tax Code: OP

This refers to the purchase of goods that are classified as being outside the scope of GST. Example of out of scope purchases are non-business purchases, purchase of services by a person who does not belong in Malaysia other than the supply of imported services, purchase from government supply, except selected government supplies prescribed in the GST (Application To Government) Order 2014, and purchase of goods made for supply outside Malaysia.

13. Tax Code: RP

This refers to the purchase of goods which have been given relief from charging and payment of GST. Example for this tax code are the purchase of RON95 petrol, diesel and other supplies as prescribed under GST (Relief) Order 2014.

14. Tax Code: GP

This refers to purchase transactions that are disregarded from charging and payment of GST under GST legislation. Examples are purchases within the GST group registration, purchases made within a Warehouse Scheme and other disregarded supplies.

15. Tax Code: AJP

This refers to any adjustment made to Input Tax, such as bad debt relief & other input tax adjustments.

16. Tax Code: TX-FRS

This refers to purchase from a person who qualifies for Flat Rate Schemes where Flat Rate Addition is charged at 2%. The Flat Rate Scheme (FRS) is applicable to farmer/fisherman/livestock breeder who is not registered under GST because his yearly turnover is below the prescribed threshold limit (RM500,000) and he is not voluntarily registered under GST.

17. Tax Code: TX-NC

This refers to GST incurred with purchases, where the company chooses not to claim the input tax. This tax code is not mapped in field 6a & 6b of the GST-03 return, and results as an expense of the company.

18. Tax Code: NP

This tax code is applicable for transactions that are treated as neither a purchase of goods nor a purchase of services, so no GST is incurred. For example, users can assign this tax code for purchases under the Second Schedule of GST Act 2014 for supplies that are treated as neither a supply of goods nor a supply of services, such as the purchase of Transfer of Going Concern (TOGC), a purchase from any society or similar organization, insurance indemnity settlement, and diplomatic/consular services.

19. Tax Code: IM-CG
This refers to all capital goods imported into Malaysia that are subject to GST. The GST amount is calculated on the value, which includes cost, insurance and freight plus any customs duty payable based on the import declaration form (Customs Form No. 1 (K1), and other reference documents).

**GST Tax Code for Supply:**

1. **Tax Code: SR**
   A GST registered supplier must charge and account GST at 6% for all sales of goods and services made in Malaysia, unless the supply qualifies for zero-rated, exemption or falls outside the scope of the GST legislations. The GST collected from customers is called output tax. The value of the sale and corresponding output tax must be reported in field (5a & 5b) in the GST-03 return.

2. **Tax Code: ZRL**
   Zero-rated supply is a taxable supply, which is subject to a rate of zero percent. A GST registered supplier can zero-rate (i.e. charge GST at 0%) certain local supply of goods and services, and the supplier has to declare the value of this zero-rated supply under field (10) of the GST-03 return. Examples of zero-rated supply, as prescribed in the tariff code in GST (Zero-rated Supply) Order 2014, are milled-rice, fresh fruit, and live animals (cattle, buffalo, goat, sheep and swine).

3. **Tax Code: ZDA**
   This refers to the supply of goods from Malaysia to a Designated Area (Pulau Langkawi, Labuan, & Pulau Tioman) that qualifies for a zero-rate if the movement is supported with a Customs No. 2 Form, which states the supplier’s name and address as the consignor, and the recipient’s name and address in the DA as the consignee, with supporting documents such as an invoice, packing list, etc. Thus, the exportation of goods from Malaysia to a Designated Area is subject to zero-rated supplies, and the supplier has to declare the value of this export under field (10) of the GST-03 return. For more information, please refer to GST (Zero-Rated Supply) Order 2014 and the Guide on Designated Area.

4. **Tax Code: ZRE**
   A GST registered supplier can zero-rate (i.e. charge GST at 0%) the supply of goods that qualify for zero-rate, if the movement of goods is supported with a Customs No.2 Form (K2), which states the supplier’s name and address as the consignor, and the overseas recipient’s name and address as the consignee. Also, the supply of services falls within the description of zero-rated if the services are attached with supporting documents such as an invoice for an international service. Examples include the sale of air-tickets, and international freight charges. The supplier has to declare the value of this export under field (11) of the GST-03 return.

5. **Tax Code: DS**
   GST is chargeable on supplies of goods and services. For GST to be applicable, there must be goods or services provided, and a consideration paid in return. However, there are situations where a supply has taken place even though no goods or services are provided or no consideration is paid. These are known as deemed supplies. Examples
include free gifts (more than RM500) and the disposal of business assets without consideration.

6. Tax Code: OS

Out of scope supply is a supply which is not within the ambit or boundary of GST, and, therefore, GST is not charged. Examples of out of scope supply are non-business supply, and supply by statutory bodies and local authorities with respect to regulatory and enforcement functions, and supply of goods made outside Malaysia, government supply, except selected government supplies prescribed in the GST (Application To Government) Order 2014.

7. Tax Code: ES

This refers to supplies that are exempt under GST legislations. Exempt supply is a supply which is not subject to GST, and no GST is charged. Examples of exempt supply of services are non-business supply, and supply by statutory bodies and local authorities with respect to regulatory and enforcement functions, and supply of goods made outside Malaysia, government supply, except selected government supplies prescribed in the GST (Application To Government) Order 2014.

8. Tax Code: IES

This refers to exempt supplies made under incidental exempt supplies, and is applicable for wholly taxable suppliers and partially exempt trader/mixed suppliers. Incidental exempt supply is a supply of financial services made by a registered person who is not in the business of providing the financial services. Incidental Exempt Supplies, as prescribed in Reg. 40, GST Regulations 2014, includes interest income from deposits placed with a financial institution in Malaysia, interest received from loans provided to employees, factoring receivables, and realized foreign exchange gains. The supplier may declare the value of this incidental exempt supply under field (12) of the GST-03 return. (Note: Replace ES43)

9. Tax Code: RS

This refers to supplies that are given relief from GST. For example, as in Goods and Services Tax (Relief) Order 2014, educational institutions are given relief from the payment of GST on the acquisition of goods.

10. Tax Code: GS

In certain circumstances, a taxable supply may be disregarded for the purpose of GST. Under GST legislation, examples of disregarded supplies include the supply of goods or services between members of a GST group, the supply of goods within warehouses under the Warehousing Scheme, and the supply of goods by a principal who is a taxable person to an agent who is acting in his own name as an auctioneer.

11. Tax Code: AJS

This is any adjustment made to Output Tax, Examples are a longer period adjustment, bad debt recovered, outstanding invoices more than 6 months, & other output tax adjustments.
12. Tax Code: SR-MS

This refers to standard-rated supplies under a Margin Scheme. A margin scheme allows an approved person, as defined under regulation 75 of the Goods and Services Tax Regulation 2014 (GSTR), who meets all the conditions imposed under regulation 77 of the GSTR 2014, to calculate and charge GST on the margin i.e. the difference between the price at which the goods are supplied (selling price) and the price at which the goods were acquired (purchase price). If there is no margin (because the purchase price exceeds or equals the selling price), then no GST is imposed.

13. Tax Code: SR-JWS

Based on the Sec. 73(2) Approved Jeweller Scheme GST Act 2014, any taxable person who makes any prescribed supply of goods to the approved jeweller shall charge tax, and is not liable to account for tax on the prescribed supply. Any taxable person (approved jeweller) is not required to pay the tax charged to him by the supplier but shall account for the tax in his GST-03 return. This tax code is applicable only for an approved person (Gold Bullion House/Bank) of Approved Jeweller Scheme.

14. Tax Code: NS

This refers to supplies treated as neither a supply of goods nor a supply of services, and no GST is chargeable.

15. Tax Code: OS-TXM

This refers to out-of-scope supplies made outside Malaysia, which would be taxable if made in Malaysia. The out-of-scope supply must comply with the Malaysia GST legislations to fulfill these tax code conditions. The OS-TXM is applicable for calculating the input tax recoverable ratio (IRR) as a “T” element in the standard method of apportionment formula.

16. Tax Code: NTX

This refers to a supply for which no tax is chargeable, such as the supply of goods between Free Zone areas. Moreover, there is no GST chargeable on the supply of goods and services within or between designated areas. The supplies have to be declared under Field 10 of the GST-03 return. This NTX is applicable for calculating the input tax recoverable ratio (IRR) as a “T” element in the standard method of apportionment formula.
Appendix B – Producing Data Required for GST Return Preparation

This is the information required to complete a GST return (GST-03) by a GST-registered person.

<table>
<thead>
<tr>
<th>Name of field in GST return</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Field 5 a</td>
<td>Total Value of Standard Rated Supply (excluding GST)</td>
</tr>
<tr>
<td>Field 5 b</td>
<td>Total Output Tax <em>(Inclusive of Tax Value on Bad Debt Recovered and other Adjustments)</em></td>
</tr>
<tr>
<td>Field 6 a</td>
<td>Total Value of Standard Rated Acquisition (excluding GST)</td>
</tr>
<tr>
<td>Field 6 b</td>
<td>Total Input Tax <em>(Inclusive of Tax Value on Bad Debt Relief and other Adjustments)</em></td>
</tr>
<tr>
<td>Field 7</td>
<td>GST Amount Payable (Item 5b-6b)</td>
</tr>
<tr>
<td>Field 8</td>
<td>GST Amount Claimable (Item 6b-5b)</td>
</tr>
<tr>
<td>Field 10</td>
<td>Total Value of zero rated supplies</td>
</tr>
<tr>
<td>Field 11</td>
<td>Total Value of export supplies</td>
</tr>
<tr>
<td>Field 12</td>
<td>Total Value of exempt supplies</td>
</tr>
<tr>
<td>Field 13</td>
<td>Total Value of supplies granted GST relief</td>
</tr>
<tr>
<td>Field 14</td>
<td>Total Value of goods imported under ATS</td>
</tr>
<tr>
<td>Field 15</td>
<td>Total Value of other supplies</td>
</tr>
<tr>
<td>Field 16</td>
<td>Total Value of capital goods acquired (excluding GST)</td>
</tr>
<tr>
<td>Field 17</td>
<td>Total Value of Bad Debt Relief (including GST)</td>
</tr>
<tr>
<td>Field 18</td>
<td>Total Value of Bad Debt Recovered (including GST)</td>
</tr>
</tbody>
</table>

For more information on information required for GST return filing, please refer to the GST-03 Guides and GST forms available at [http://gst.customs.gov.my](http://gst.customs.gov.my)
Appendix C – Notes on Transaction entry for GAF

To comply with GAF generation requirements, please note the following when making data entries in Sage 300.

Account Payable Transactions
1. All purchase invoices should be entered using a valid vendor code and BRN, and correctly set up Tax Group and Tax Classes.
2. The JKDM GST ACT requires every invoice entry to include Tax information, regardless of whether the transaction is taxable. Transactions posted without Tax information create issues when generating the GAF.
3. An A/P Adjustment does not have Tax adjustment capability. If there is any amendment to Invoices, a credit note or a debit note should be raised for GST Audit purposes.
4. If an A/P Miscellaneous Payment is used, ensure that, after adding up the following fields, it is unique from other transactions.
   - Invoice Number
   - Payment Date
   - Remit-To (Remit-To Name)

Account Receivable Transactions
1. All sales invoices should be captured under a valid customer code, with the BRN number, and a proper Tax Group and appropriate Tax Classes setting.
2. Every invoice entry must include Tax information, regardless of whether the transaction is taxable. This is a mandatory requirement based on the JKDM GST ACT. Transactions posted without Tax information will cause issues when generating the GAF.
3. An A/R Adjustment does not have Tax adjustment capability. If there is any amendment to Invoices, a credit note or a debit note should be raised for GST Audit purposes.
4. If an A/R Miscellaneous Receipt is used, please ensure that, after adding up following fields, it is unique from other transactions
   - Invoice Number
   - Receipt Date
   - Customer ID (Payer)