

Express365 Accounting SST Guidelines

November 2019

Latest Update: 10th Dec 2019



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SST Updates guidelines

Express 365 (E365) cloud accounting strives to give you the best accounting experience, we've rolled up updates on SST, FREE for our clients!

We will be updating the tax codes, Charts of Accounts, tax preferences, and many more automatically for our current clients so that all your accounts will be always up to date.

While most of the updates will be done by us automatically, you will need to follow a few simple steps to verify the changes and to update your own tax preferences.

We will guide you on those simple steps.

1. Enable SST

After ceasing your GST registration, you will need to enable SST if you are SST registered. To enable SST mode, navigate through: **Tax > SST > SST Preference**.

The screenshot shows the 'SST Preferences' form in the Express 365 software. The form is organized into three main sections:

- SST Information:** Includes checkboxes for 'Sales Tax Registration No' (unchecked) and 'Service Registration No' (checked). It features input fields for 'Commence Date' (01/06/2019), 'Cease Date', 'Verification Status' (Verified), and 'Last Verified Date' (2019-06-19). A 'Verify' button is located at the bottom of this section.
- Financial Settings:** Contains fields for 'SST Taxable Period' (Frequency), 'Sales Tax Next Filing Date' (Next date to declare SST Return), 'Service Tax Next Filing Date' (31/10/2019), 'SST Clearing Account' (Temporary account for SST to be paid/refunded: 9999/005), and 'Deferred Output Tax Account' (9216/100).
- Bad Debt (AR):** Includes fields for 'SST Bad Debt Contra Account' (4101/001), 'Sales Tax Bad Debt Relief Period' (72), 'Service Tax Bad Debt Relief Period' (6 to 72), and 'Grace Period for Payment Basis Tax' (12).

A navigation menu at the top of the interface shows 'Tax Setup' expanded to 'SST', with 'SST Preference' highlighted in a red box. A 'Save' button is located at the bottom of the form.

Then, fill in all information accordingly as shown below.

SST Preferences

SST Information <input checked="" type="checkbox"/> Sales Tax Registration No SLT-111 <input checked="" type="checkbox"/> Service Registration No SVT-312 Commence Date: 01/09/2018 Cease Date: Verification Status: Verified Last Verified Date: 2019-10-31 Verify	Financial Settings SST Taxable Period Frequency (in month unit) to declare SST Return: 2 Sales Tax Next Filing Date Next date to declare SST Return: Service Tax Next Filing Date Next date to declare SST Return: 31/10/2019 SST Clearing Account Temporary account for SST to be paid/refunded: 9999/005 Deferred Output Tax Account: 9216/100
	Bad Debt (AR) SST Bad Debt Contra Account (Default contra account for above bad debt handling): 4101/001 Sales Tax Bad Debt Relief Period Months from the date the taxable goods is sold.: 72 Service Tax Bad Debt Relief Period After period of months from the date of service tax paid: 6 to 72 Grace Period for Payment Basis Tax Months after invoice date: 12

Save

Click on **Verify** to verify your SST information, then **Save** it. You will have to re-login for the changes to take effect.

2. Verify COA and Tax Codes

As we have automatically updated your accounts, please check back to make sure you are informed about the updates incurred.

There will be 5 new SST related account added to your COA. To verify this update, navigate through: **Settings > Charts of Account**.

Code	Name	Account Type	Status
4030/000	Service tax liability	Current liabilities	Active
3010/040	Savings account	Cash and bank	Active
9210/000	Sales tax	Operating expenses	Active
5010/000	Sales Returns	Revenues	Active
5000/000	Sales	Revenues	Active
9010/000	Salaries	Operating expenses	Active
4030/100	SST - Service Tax Payable	Current liabilities	Active
9210/100	SST - Sales Tax Payable	Current liabilities	Active
9216/100	SST - Deferred Output Tax	Current liabilities	Active
4101/001	SST - Contra Account	Current liabilities	Active
9999/005	SST - Clearing	Current liabilities	Active
6100/200	SST - AP Service Tax Expenses	Operating expenses	Active
6100/100	SST - AP Sales Tax Expenses	Operating expenses	Active
4060/000	SOCSO payable	Current liabilities	Active
9030/000	SOCSO	Operating expenses	Active
8050/000	Royalties and franchise	Other income	Active
1050/000	Retained earnings	Retained earnings	Active

There will be 5 new account added to your COA automatically.

After verifying your COA list, you can check you tax setup too. Simply navigate through: **Tax > Tax setup**.

Tax Code	Label	Description	Rate (%)	Active
Type : -				
Type : GST				
Type : SST				
SL	PLE_SCA	SST - AP Sales Tax Exempted for Schedule C Item 1 & 2 (Purchase / Importation of Raw Material Exempted From Sales Tax)	0.00	Yes
SL	PLE_SCB	SST - AP Sales Tax Exempted for Schedule C Item 3 & 4 (Purchase / Importation of Raw Material on behalf of Registered Manufacturer Exempted From Sales Tax)	0.00	Yes
SL	PLE_SCC	SST - AP Sales Tax Exempted for Schedule C Item 5 (Value of Work Performed Exempted From Sales Tax)	0.00	Yes
SL	PL_0	SST - AP Sales Tax 0%	0.00	Yes
SL	PL_10	SST - AP Sales Tax 10%	10.00	Yes
SL	PL_5	SST - AP Sales Tax 5%	5.00	Yes
SL	PL_D2	SST - Sales Tax Deduction 2%	0.00	Yes
SL	PL_D4	SST - Sales Tax Deduction 4%	0.00	Yes

Note that there will be a list of new tax codes added under SST group as shown above.

3. Configure Tariff Code of Goods and Services

After setting up and reviewing your SST preferences and tax codes. You will now need to setup the Tariff Code section.

Tariff Code mapping is used to determine the tariff code of goods/service, which can be mapped using Stock Item or Accounts. For example, if a sales invoice is entered by Stock Item, Item's tariff code will be used. While if sales invoice is entered by Accounts, Account's tariff code will be used.

You can find your item's tariff code in the SST registration form that you submit to the custom department or visit this link: <http://mysstext.customs.gov.my/tariff/>

After tariff code mapping is done, system will calculate and group the taxable amount in SST-02.

To setup your Tariff Codes, navigate through: **Tax > SST > Tariff Code**.

Type	Code	Description	Default for Historical Invoice
	8471302000	Laptops including notebooks and sub-notebooks	Yes

Header	Sub	Item	= Code
0301	11	9200	= 0301119200

Then, click on New to create a new Tariff Code. Enter all the details in their respective columns. Assign items and account that you would like to map the Tariff code to.

Please do not skip this step, as it is crucial to make sure your item and account are mapped to their respective tariff codes.

Tariff and Service Type Code

Type	Code	Description	Default for Historical Invoice
	8471302000	Laptops including notebooks and sub-notebooks	Yes

Not sure about your Tariff / Service Type Code?
1. Search Tariff Code (for Sales Tax) from <http://tariff.customs.gov.my>
2. Search Service Type Code (for Service Tax) from <https://set01.customs.gov.my/account/register-license/2>

Type:
Code*: 8471302000
Description*: Laptops including notebooks and sub-notebooks

Default for Historical Invoice
Assign Item **Assign Account**

Example:

Header	Sub	Item	= Code
0301	11	9200	= 0301119200

New **Save**

A pop-up screen will appear when you click on **Assign Item** (as shown in screenshot below).

Tariff and Service Type Code

Assign Tariff Code

Please determine which items are under the selected Code **8471302000**.

Note: This mapping will be used when your transaction is entered by Stock Item.

<input type="checkbox"/>	Item Code	Item Name	Current Code
<input type="checkbox"/>	Item 1	Item 1	1111
<input type="checkbox"/>	Petrol 95	Petrol 95	1111
<input type="checkbox"/>	0002	Item 2	1111
<input type="checkbox"/>	ItemZ	ItemZ	1111
<input type="checkbox"/>	Item 3	Item 3	1111
<input type="checkbox"/>	Item 4	Item 4	1111
<input type="checkbox"/>	Item 5	Item 5	1111
<input type="checkbox"/>	B0325	Book	
<input type="checkbox"/>	P7821	Pencil	
<input type="checkbox"/>	p001	paper	

Assign **Cancel** **Remove Current Tariff Code from selected records**

New **Save**

Select the item that you would like to map to the tariff code and click **Save**.

Similarly, you will see a pop-up screen as below when **Assign Account** button is clicked.

Tariff and Service Type Code

Type: 847130

Default for: Not sure about your Tariff / Service Type Code?

<http://tariff.customs.gov.my>
from
er-license/2

Assign Tariff Code

Please determine which coas are under the selected Code **8471302000**.

Note: This mapping will be used when your transaction is entered by Accounts.

<input type="checkbox"/>	Account Code	Account Name	Current Tariff Code
<input type="checkbox"/>	5000/000	Sales	1111
<input type="checkbox"/>	5010/000	Sales Returns	
<input type="checkbox"/>	5020/000	Discounts allowed	
<input type="checkbox"/>	8010/000	Interest received	
<input type="checkbox"/>	8020/000	Dividends received	
<input type="checkbox"/>	8030/000	Realised Forex Gains	
<input type="checkbox"/>	8040/000	Rent and hire received	
<input type="checkbox"/>	8050/000	Royalties and franchise	
<input type="checkbox"/>	8060/000	Unrealised Forex Gains	
<input type="checkbox"/>	6000/000	Opening stock	
<input type="checkbox"/>	6020/000	Materials	
<input type="checkbox"/>	6010/000	Purchases	
<input type="checkbox"/>	6015/000	Purchases Returns	

Assign **Cancel** **Remove Current Tariff Code from selected records**

Code: 0301119200

Books and sub-notebooks

New **Save**

Select the account that you would like to map to the tariff code and click **Save**.

The account should be an account that is used to represent the sales of goods and services.

4. Update Stock Tax Code

After that, you just need to update each of your stock item's tax code. You can easily update all by batch by navigating through: **Stock > Manage > Stock Item > Batch Update**.

The screenshot shows the 'List of Stock Items' page. The top navigation bar includes Dashboard, Sales, Purchases, Banking, Stock, General Ledger, Tax, and Settings. The 'Stock' menu is open, showing options like Stock Issues, Stock Received, Stock Adjustments, Stock Transfers, Stock Take, Serial Number Inquiry, Manage (highlighted), Stock Groups, Stock Category, Locations, Price Level, and Reports. The 'Manage' option is further highlighted with a red box. Below the menu, there is a search bar with 'Include Obsolete' and a 'Search' button. A table lists stock items with columns for Code, Name, and Base UOM. At the bottom, there are buttons for Import, Batch Update, Print Listing, Print selected barcode, Obsolete selected, Delete selected, and New.

Go to **Batch Update**, you can choose the tax code for the respective stock item by clicking on the respective tax column. Click **Save** to confirm all changes made. You can also update your selling and purchase prices for each stock item if there is any changes.

The screenshot shows the 'Stock Item Batch Update' page. It features a table with the following columns: Code, Name, Selling Price, Purchase Price, Standard Cost, Sales Tax, and Purchase Tax. The table is highlighted with a red border. Below the table, there is a section for 'Active item only' and buttons for 'Save' and 'Go to list'.

Code	Name	Selling Price	Purchase Price	Standard Cost	Sales Tax	Purchase Tax
0002	Item 2	1.000	0.500	0.500	SL_5	PL_5
B0325	Book	35.000	15.000	4.450		
Item 1	Item 1	100.000	50.000	50.000		
Item 3	Item 3	10.000	10.000	10.000		
Item 4	Item 4	100.000	100.000	100.000		
Item 5	Item 5					
ItemZ	ItemZ	3.000	2.000	3.000		
p001	paper	0.100	0.020	0.010		
P7821	Pencil	1.200	0.400	0.150		
Petrol 95	Petrol 95					



Remember to set your purchase tax to “none” as you wouldn’t need to keep track of purchase tax (input tax) under the SST system.

5. Start Your Business Operation as Normal

You're ready to start your business operation with E365 now. You can check these changes when issuing a sales invoice that's DATED after or on **1st September 2018**. Your printout will be automatically updated according to your SST setup as well.

To issue a sales invoice, navigate through: **Sales > Sales invoice > New invoice**.

The screenshot shows the E365 software interface. At the top, there is a navigation bar with tabs: Dashboard, Sales, Purchases, Banking, Stock, General Ledger, Tax, and Settings. Below this, a 'List of Sales' dropdown menu is open, with 'Sales Invoices' highlighted in a red box. The main area displays a table of sales invoices with the following columns: Customer, Currency, Amount, Payment Terms, Due Date, Status, and Printed. The table contains 13 rows of data. At the bottom, there is a footer with navigation controls (Page 1 of 1) and several action buttons: Print listing, Invoice By Batch, Import (Template), New Sales Invoice, Print selected record(s), and Delete selected record(s).

Customer	Currency	Amount	Payment Terms	Due Date	Status	Printed			
1	MYR	6.00	Net 30 days	27/04/2019	Confirmed				
1	MYR	1,590.00	Net 30 days	22/09/2019	Fully Paid				
1	MYR	100.00	Net 30 days	31/10/2019	Confirmed	Printed			
	MYR	14,000.00	Net 30 days	03/11/2019	Confirmed				
	MYR	6,000.00	Net 30 days	06/11/2019	Partially Paid				
09/10/2019	IV0007	W0001	Wendy	MYR	10.50	Net 30 days	08/11/2019	Confirmed	
09/10/2019	IV0008	A0001	Affi	MYR	200.00	Net 30 days	08/11/2019	Confirmed	
09/10/2019	IV0009	A0001	Affi	MYR	28.00	Net 30 days	08/11/2019	Confirmed	
11/10/2019	IV0010	A0001	Affi	MYR	0.84	Net 30 days	10/11/2019	Confirmed	Printed
22/10/2019	IV0011	C0002	Customer 2	MYR	35.00	Net 30 days	21/11/2019	Confirmed	
22/10/2019	IV0012	C0002	Customer 2	MYR	35.00	Net 30 days	21/11/2019	Confirmed	
22/10/2019	IV0020	C0003	Customer 3	MYR	3.00	Net 30 days	21/11/2019	Confirmed	
22/10/2019	IV0021	C0001	Customer 1	MYR	0.10	Net 30 days	21/11/2019	Confirmed	Printed

Sales Invoice

Enter Invoice By: Stock Item Ship To

Customer*: W0001 Wendy Transfer Document From Transfer

Address: No 45 Jalan Nuri 2, Bandar Putra, Kulai 81000 Johor, Malaysia Date*: 01/09/2018 Invoice No.*: IV0007

Contact: Wendy +60128754261 Payment Terms: Net 30 days Tags

P.O No. Location: B1 Salesperson: Joyce

Currency*: MYR 1 Delivery Method Remark

Delivery Terms Apply Margin Scheme Apply Progress Invoicing Apply Flat Rate Scheme More Info

Enter Barcode Click on the button next to the price to view Item Info. Discount by % Amount is: Tax Exclusive

Item Code*	Description	Quantity	UOM	Unit Price	Discount	Tax Code	%	Tag	Amount (RM)*
A0001	Acer Computer	1.000	unit	2,000.000	\$	SL_5	5.00		2,000.00
Acer AS 100	Acer AS 100	1.000	unit	5,000.000	\$	SL_10	10.00		5,000.00
C0001	Computer Repair	1.000	unit	500.000	\$	SV_6	6.00		500.00
F0001	Food	1.000	unit	100.000	\$		0.00		100.00

Subtotal 7,600.00
 SL_5 (5%) 100.00
 SL_10 (10%) 500.00
 SV_6 (6%) 30.00
Grand Total RM 8,530.00 [Journal Entry](#)

Actions Print / Email Show Related Doc Copy to New New Save Go to list

You can also view the accounts that each item has registered by clicking on the **Journal Entry** hyperlink.

Enter Invoice By: Stock Item Ship To

Customer*: W0001 Wendy Transfer Document From Transfer

Address: No 45 Jalan Nuri 2, Bandar Putra, Kulai 81000 Johor, Malaysia Date*: 31/10/2019 Invoice No.*: IV0007

Payment Terms: Net 30 days Tags

Journal Entry

Date	Document No.	Account Code	Account	Description	Debit	Credit	Last Modified By	Last Modified On
31/10/20...	IV0007	3000/000	Debtors Control Account		8,230.00		leejx@ams...	2019-10-31 11:54:54
31/10/20...	IV0007	5000/000	Sales	Acer Computer		2,000.00	leejx@ams...	2019-10-31 11:54:54
31/10/20...	IV0007	9210/100	SST - Sales Tax Payable	SL_5 (5%)		100.00	leejx@ams...	2019-10-31 11:54:54
31/10/20...	IV0007	5000/000	Sales	Acer AS 100		5,000.00	leejx@ams...	2019-10-31 11:54:54
31/10/20...	IV0007	9210/100	SST - Sales Tax Payable	SL_10 (10%)		500.00	leejx@ams...	2019-10-31 11:54:54
31/10/20...	IV0007	5000/000	Sales	Computer Repair		500.00	leejx@ams...	2019-10-31 11:54:54
31/10/20...	IV0007	4030/100	SST - Service Tax Payable	SV_6 (6%)		30.00	leejx@ams...	2019-10-31 11:54:54

Subtotal 2,600.00
 SL_5 (5%) 100.00
 SV_6 (6%) 30.00
Grand Total RM 2,730.00 [Journal Entry](#)

Actions Print / Email Show Related Doc Copy to New New Save Go to list



A gentle reminder: Please make sure all updates are reflected in your invoices before starting your daily business operation. You can save and print your invoice to verify these updates as well. You can refer to the screenshot on the next page.

EXPRESS 365 **Support Company (B-569874)**
No. 1, Jalan Support, Taman Support Support City 11111 Support State Malaysia
Phone No. : 11111 | support@support.com
(Sales Tax Reg. No : SLT-111) | (Service Tax Reg. No : SVT-312)

Invoice No. : **IV0007**

Wendy
No 45 Jalan Nuri 2
Bandar Putra
Kulai 81000 Johor
Malaysia
Wendy Phone No. : +60128754260

Payment Terms : Net 30 days
Date : 31/10/2019
Due Date : 30/11/2019
Page : 1 of 2

No.	Description	Qty	UOM	Unit Price MYR	Disc. MYR	Tax Code	Amount MYR
1	Acer Computer	1.000	unit	2,000.000	0.00	SL_5	2,000.00
2	Computer Repair	1.000	unit	500.000	0.00	SV_6	500.00
3	Food	1.000	unit	100.000	0.00		100.00

Ringgit Malaysia : Two Thousand Seven Hundred Thirty Only

Sub Total	2,600.00
Sales Tax	100.00
Service Tax	30.00
Grand Total MYR	2,730.00

Tax Code	Amount	Tax
SL @ 5%	2,000.00	100.00
SV @ 6%	500.00	30.00

Note :

Authorised Signature

You can check that your SST information and tax codes are shown accordingly. Please also note that the title is "Invoice" instead of tax invoice used during GST period.

6. Generate SST Return (SST-02)

SST Return (SST-02) for Sales Tax and Service Tax need to be generated separately, if you are registered for both taxes.

Please note that for Service Tax return, only paid invoices or debit notes will be picked up, as it is “Cash Basis” according to the custom’s guideline.

To declare SST return, navigate through: **Tax > SST > SST Return**.

Click on **New Declaration** when you want to declare a new SST Return, or click on the **hyperlink** to access existing SST Return that has been saved previously if any.

Taxable Period		Submitted	Processed at	Tax Payable Amount						Total	Remark
Date From	Date To			Sales 5%	Sales 10%	Service 6%	CN/Contra	Penalty			
Service Tax											
25/08/2019	25/08/2019	Yes	2019-08-22 10:08:30	0.00	0.00	96.00	-90.00	0.00	6.00	No	
23/08/2019	24/08/2019	Yes	2019-08-22 10:04:51	0.00	0.00	90.00	-0.00	0.00	90.00	No	
22/08/2019	22/08/2019	Yes	2019-08-22 09:54:55	0.00	0.00	1,000.00	-0.00	0.00	1,000.00	No	
01/06/2019	31/07/2019	No	2019-06-19 11:24:39	0.00	0.00	0.57	-0.00	0.00	0.57	No	

Fill up necessary info and click on “Process” button for system to generate SST Return.

Once done, SST records will be displayed in the following tabs, “Tax Summary”, “Supply & Purchase Listing”, and “SST Return”.

6.1. Tax Summary

It displays the Supply and Purchase amount that occurred during the taxable period, group by SST tax code.

SST Return (SST-02)

SUBMITTED

Taxable Period*: 23/08/2019 to* 24/08/2019 Processed at: 2019-08-22 10:04:51

Type: Sales Tax Service Tax Declaration Date*: 22-08-2019

Remark:

Process Save **Print Supply & Purchase -** **Print SST-02** Submit [Journal Entry](#) **New** **Delete** **Go to list** [Tax Code Mapping](#)

Tax Summary | Supply Listing | Purchase Listing | SST Return

Tax Code: Search

Tax Code	Amount	Rate	SST Amount
Supply			
SVE	100.00	0.0	0.00
SV_6	1,500.00	6.0	90.00
TOTAL	1,600.00		90.00

6.2. Supply and Purchase Listing

It displays the details of all Supply and Purchase transactions that occurred during the taxable period. This allow you to do cross check easily.

You can click into each **hyperlink** to be directed to the document listed.

SST Return (SST-02)

SUBMITTED

Taxable Period¹: 23/08/2019 to² 24/08/2019 Processed at: 2019-08-22 10:04:51

Type: Sales Tax Service Tax Declaration Date³: 22-08-2019

Remark:

Process Save **Print Supply & Purchase** **Print SST-02** Submit Journal Entry New Delete Go to list Tax Code Mapping

Customer	Date	Type	Doc. No	Description	Amount	Tax Rate	Tax Amount	Tax Code
Customer 1	23/08/2019	Debit Note	ARDN0001	Sales (paid at 23/08/2019 - OR0006)	100.00	0.0	0.00	SVE
Customer 1	23/08/2019	Sales Invoice	IV0003	Sales (paid at 24/08/2019 - OR0007)	300.00	6.0	18.00	SV_6
Customer 1	23/08/2019	Sales Invoice	IV0003	Sales 2 (paid at 24/08/2019 - OR0007)	1,200.00	6.0	72.00	SV_6
TOTAL					1,600.00		90.00	

6.3. SST Return

It is a screen mimicking SST-02 form. All amounts will be automatically calculated for you and will be filled in to their respective column.

You can then easily copy and paste these figures when filling in your SST-02 form in the MySST website.

SST Return (SST-02)

SUBMITTED

Taxable Period*: 23/08/2019 to* 24/08/2019 Processed at: 2019-08-22 10:04:51

Type: Sales Tax Service Tax Declaration Date*: 22-08-2019

Remark:

Process Save **Print Supply & Purchase** **Print SST-02** Submit [Journal Entry](#) New Delete Go to list [Tax Code Mapping](#)

Tax Summary | **Supply Listing** | Purchase Listing | SST Return

PART B1 : SALES / SERVICE DETAILS

(5) No.	(6) Description of Taxable Goods / Type of Taxable Service Provided / Imported.*	(7) Customs Tariff Code / Service Type Code.*	(8) Value of Taxable Goods Sold (Including Value of Work Performed.* (RM)	(9) Value of Goods for Own Used / Disposed Values of Free Services (RM)	(10) Value of Taxable Service (Including Value of Debit Note) (RM)
1	1111	1111	0.00	0.00	1,500.00
TOTAL			0.00	0.00	1,500.00
NET TOTAL			1,500.00		

PART B2 : VALUE OF TAX PAYABLE FOR GOODS (SALES, DISPOSED, OWN USE) / SERVICES (SERVICES PERFORMED / OWN USE)

11) Total Value of Tax Payable as Per Tax Rate

	Value of Taxable Sales / Service / No. of Cards	Tax Rate	Value of Tax Payable
a) Taxable Goods at 5% Rate	RM 0.00	5%	RM 0.00
b) Taxable Goods at 10% Rate	RM 0.00	10%	RM 0.00
c) Taxable Services other than from Group H	RM 1,500.00	6%	RM 90.00
d) Taxable Services from Group H	0.00 Unit	RM 25	RM 0.00

12) Total Value of Tax Payable
(12) = [11(a) + 11(b)] OR [11(c) + 11(d)] **RM 90.00**

13) Amount of Tax Deduction

a) Tax Deduction from Credit Note* **RM 0.00**

If you found some mistakes in your transactions, you may first update the transaction and then reprocess the SST Return.

You can easily be directed to list of transactions by clicking the respective figure.

Lastly, remember to **save** your SST Return.