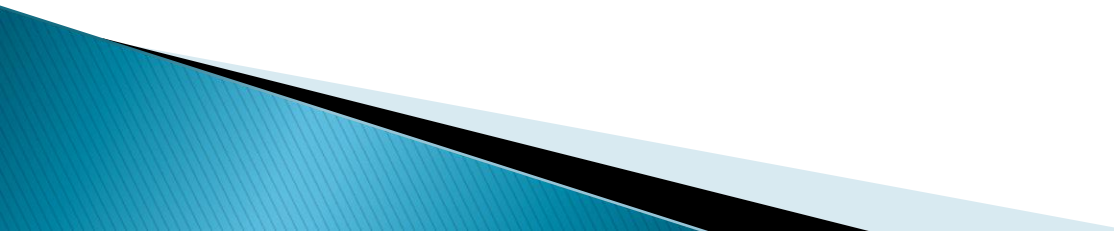


Ecocard Solutions Sdn Bhd

ES Accounting Version 5
Operational Check List

Operational Check List

- ▶ Overview
 - ▶ GST Month End
 - ▶ GST Annual Adjustment (Advance Level Only)
 - ▶ Month End (Optional)
 - ▶ Year End Processing
- 

Overview

System Arrangement

- ▶ **File**
 - Month End Processing, Year End Processing related functions and administration functions like data export and import, backups and restore
- ▶ **General Ledger**
 - All functions related to GL and processes that do not touch AR/AP. General Payment/Receipt do not affect debtor/creditor
- ▶ **Debtor**
 - All functions related to Debtor. Including reports
- ▶ **Creditor**
 - All functions related to Creditor, including reports
- ▶ **Malaysian GST Related**
 - All functions related to Malaysian GST and GST related reports
- ▶ **Extra Service**
 - Additional services made available for SME to reduce operating cost and integrating with POS
- ▶ **Reports**
 - All Standard Accounting reports, system report and batch printing functions
- ▶ **Setup**
 - Manages user access controls, user administration, and ES Accounting behavior

Overview

Closing Period

- ▶ ES Accounting is structured to run GST Month End and Month End separately and as independently as possible.
- ▶ It is expected GST Month End always run ahead of Month End
- ▶ You can only perform GST Annual Adjustment only once during the financial year
- ▶ GST Month End
 - Prior to submit your taxable returns you need to close GST Month End. By initiating this, the system will compute the input/output tax automatically.
 - Once you have filled in your tax, you need to make a manual journal entries to record the GST amount
- ▶ **Once GST Month End is called, no changes will be permitted on GST related transactions. Double check before you initiate GST Month End**

GST Month End Check List

- ▶ Step 1 : Verification ([File>Close GST Month](#))
- ▶ Step 2 : Alteration ([File>Close GST Month](#))
- ▶ Step 3 : Initiation GST Month End Close
- ▶ Step 4 : Print GST03 or Upload TAP file ([Malaysian GST Related>MY GST Filling Info](#))
- ▶ Step 5 : Generate Journal Entries ([General Ledger >Journal Maintenance](#))
- ▶ Step 6 : When Payment/Receipt Made, Generate Journal Entries ([General Ledger >Journal Maintenance or Receipt or Payment](#))

GST Close Month Processing

GST Close Month Processing is different from the normal Close Month End Processing. By separating GST Close Month from the normal Close Month End Processing, creates more flexibility for users to use the systems. Users can continue to make Malaysian GST submission without the need to close the financial year month end.

Month End Processing for	January 2015	
	<input type="button" value="Submit"/>	
<p>Malaysian GST Tax Relief and Recovery for Sales and Purchase transactions respectively will be executed after 6 months of the transactions. The tax amount that will be relief and recover for this month is as follows:</p> <p>Click on the link next to the amount to list out the transaction details</p>		
Bad Debt Relief	0.00	Show Listing
Bad Debt Recover Total Value	0.00	Show Listing
Bad Debt Recover Total Cases	0	
Outstanding Invoices for more than 6 months	0.00	Show Listing
Delivery Order		
Delivery Order Pending Tax Invoice Issuance	1	Show Listing
Pending Supplier Tax Invoice	0	Show Listing
Partial Exemptions Adjustments		
Input Tax Recoverable Rate	100.00%	
Monthly TX-RE Input Tax Incurred	0.00	Show Listing
Monthly TX-RE Input Tax Claimed	0.00	
Monthly TX-E43 Input Tax	0.00	Show Listing
Monthly TX-N43 Input Tax	0.00	Show Listing
Total Supplies (T=SR + ZRE + ZRL + DS + OS + RS + GS)	411,420.10	
Exempt Supplies (E=ES)	0.00	
Other Excluded Transaction (O)	0.00	
Qualify De Minimus Rule	true	

GST Month End Check List

1. Verification & 2. Alteration

▶ Automated Processes

- Bad Debt Relief
- O/S Invoices > 6 month

▶ Manual Processes

- Bad Debt Recover *(Customer>GST Bad Debt Recover)*
- GST Payment For O/S Invoice > 6 month
(Supplier>GST O/S Inv >6 Mth Payment)
- Delivery Order (21 Day Rule) *(Customer>Delivery Order & Supplier> Goods Received)*

GST Month End Scenario

Journal Entries

- ▶ Tax Output > Tax Input
 - 1. Dr Output Tax, Cr GST Control Account
 - 2. When Payment Made : Cr Bank, Dr GST Control Account

- ▶ Tax Output < Tax Input
 - 1. Cr Output, Dr GST Control Account
 - 2. When Gov Pays You : Dr Bank, Cr GST Control Account