

Sage UBS Accounting

Sample Report 1.0

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Business Partner

Sage UBS Accounting Sample Report

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Chapter 1: Debtors

1.1: Chart of Account

| CHART OF ACCOUNT | | | | | | |
|------------------|---|----------------|--------|------|-------|-------------|
| | | | | | | 22/12/2016 |
| EXAMPLE | | | | | | Page 1 of 2 |
| ACC.NO. | AC DESCRIPTION | ACCOUNT TYPE | SA | TYPE | DEPT. | |
| 1000/000 | CAPITAL | CAPITAL | | A | | |
| 1000/001 | CAPITAL - WAN | CAPITAL | | A | | |
| 1000/002 | CAPITAL - ALI | CAPITAL | | A | | |
| 1050/000 | RETAINED EARNING | CAPITAL | PA | A | | |
| 2000/000 | FIXED ASSETS | FIXED ASSETS | | D | | |
| 2000/100 | MOTOR VEHICLE JCQ 369 | FIXED ASSETS | | D | | |
| 2000/105 | ACCUM. DEPRN. - MOTOR VEHICLE (JCQ 369) | FIXED ASSETS | AD | D | | |
| 2000/200 | FURNITURE & FITTING | FIXED ASSETS | | D | | |
| 2000/205 | ACCUM. DEPRN. - FURNITURE & FITTINGS | FIXED ASSETS | AD | D | | |
| 2000/300 | OFFICE EQUIPMENT | FIXED ASSETS | | D | | |
| 2000/305 | ACCUM. DEPRN. - OFFICE EQUIPMENT | FIXED ASSETS | AD | D | | |
| 2000/400 | OFFICE EQUIPMENT 1 | FIXED ASSETS | | D | | |
| 2000/405 | ACCUM. DEPRN. - OFFICE EQUIPMENT -1 | FIXED ASSETS | | D | | |
| 2001/000 | MOTOR VEHICLE | FIXED ASSETS | | D | | |
| 2001/100 | MOTOR VEHICLE AAA 369 | FIXED ASSETS | | D | | |
| 2001/105 | ACCUM. DEPRN. - MOTOR VEHICLE (AAA 369) | FIXED ASSETS | AD | D | | |
| 2001/200 | MOTOR VEHICLE BBB 369 | FIXED ASSETS | | D | | |
| 2001/205 | ACCUM. DEPRN. - MOTOR VEHICLE (BBB 369) | FIXED ASSETS | AD | D | | |
| 2002/000 | FURNITURE & FITTING | FIXED ASSETS | | D | | |
| 2002/005 | ACCUM. DEPRN. - FURNITURE & FITTINGS | FIXED ASSETS | AD | D | | |
| 2010/000 | GOODWILL | OTHER ASSETS | | E | | |
| 2012/000 | LAND | FIXED ASSETS | | D | | |
| 2012/005 | ACC LAND | FIXED ASSETS | AD | D | | |
| 3000/000 | TRADE DEBTORS | CURRENT ASSETS | | F | | |
| 3005/000 | OTHER DEBTORS | CURRENT ASSETS | | F | | |
| 3010/000 | BANK - UMBC AC | CURRENT ASSETS | BKCAOR | F | | |
| 3020/000 | CASH IN HAND | CURRENT ASSETS | BKPVCA | F | | |
| 3021/000 | PETTY CASH - ALI | CURRENT ASSETS | BKPVCA | F | | |
| 3030/000 | STOCK | CURRENT ASSETS | BS | F | | |
| 3040/000 | DEPOSIT & PREPAYMENT | CURRENT ASSETS | | F | | |
| 3060/000 | WITHHOLDING TAX PAYABLE | CURRENT ASSETS | | F | | |

1.2: Tax Code Maintenance

| Tax Code Maintenance | | | | | | |
|----------------------|--|----------------|------------------|------------|----------|--------|
| Tax Code | Description | Tax Percentage | Transaction Type | Tax Method | A/C No | Status |
| TX-E43 | GST incurred directly attributable to incidental exempt | 6.00 | P | SRP | | ACTIVE |
| TX-ER | Input tax allowed on the acquisition of goods or service | 6.00 | P | SRP | | ACTIVE |
| TX-ES | Purchase with GST incurred directly attributable to non | 6.00 | P | SRP | | ACTIVE |
| TX-FRS | Purchase under Flat Rate Scheme. | 2.00 | P | SRP | | ACTIVE |
| TX-IES | Purchase with GST incurred directly attributable to inc | 6.00 | P | SRP | | ACTIVE |
| TX-N43 | GST incurred directly attributable to non-incidental ex | 6.00 | P | | | ACTIVE |
| TX-NC | GST incurred and choose not to claim the input tax. | 6.00 | P | | | ACTIVE |
| TX-RE | GST incurred that is not directly attributable to taxat | 6.00 | P | SRP | | ACTIVE |
| ZDA | Exportation of goods from Malaysia to Designated Area | 0.00 | S | ZRL | | ACTIVE |
| ZP | Purchase from GST-registered supplier with no GST incur | 0.00 | P | | 4800/010 | ACTIVE |
| ZRE | Export Zero rated supplies | 0.00 | S | ZRE | 4800/020 | ACTIVE |
| ZRL | Local Zero rated supplies | 0.00 | S | ZRL | 4800/020 | ACTIVE |

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1.3: Debtors Listing

| DEBTORS LISTING | | | | | | | |
|-----------------|-----------------------|------------|--------------|-------------|----------|-------|---------------------------|
| EXAMPLE | | | | | | | 23/12/2016 Page 1 of 1 |
| ACC.NO. | NAME | CONTACT | PHONE | FAX | AREA | AGENT | TERM |
| 3000/001 | T&T SOLUTIONS SDN BHD | Ms. Alicia | 03-79554388 | 03-79577398 | PREPAID | ALI | 30 |
| 3000/002 | UST CO. LTD | | 817-297-7597 | | | | |
| 3000/A01 | A COMPANY | | 03-91446655 | 03-91446699 | PREPAID | HAM | 30 |
| 3000/A02 | AUTOKEEN SDN BHD | Mr. Saiful | 04-3998951 | 04-3904107 | POSTPAID | ALI | 30 |
| 3000/B01 | B COMPANY | | 03-78965336 | 03-78965337 | POSTPAID | SITI | 30 |
| 3000/C01 | C COMPANY | Ms. Sofia | 03-78399000 | 03-78397000 | POSTPAID | HAM | 30 |
| 3000/H01 | HAPPY SDN BHD | Ms. Tan | 03-92865050 | 03-92866050 | PREPAID | SITI | COD |
| 3000/H02 | H&H SDN BHD | | | | | | |
| 3000/P01 | P&P SDN BHD | Ms. Aini | 03-77821888 | 03-77822888 | PREPAID | ALI | COD |

1.4: Print Labels

UBS ACCOUNTING SYSTEM

PRINT LABELS

3000/001

T&T SOLUTIONS SDN BHD
No. 7, Jalan 19/1,
46300, Petaling Jaya
Malaysia.

Print... Preview View Exit

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1.5: Print Debtors Statement

| EXAMPLE 441389-K | | | | | |
|--|----------|-----------------------------|----------------------|------------|-----------|
| Suite IB-6, Level 6, Block IB, Plaza Sentral, Jalan Stesen Sentral 5, Kuala Lumpur Sentral, 50470 Kuala Lumpur. | | | | | |
| T&T SOLUTIONS SDN BHD | | | STATEMENT OF ACCOUNT | | |
| No. 7, Jalan 19/1, 46300, Petaling Jaya | | | | | |
| Malaysia. | | | | | |
| | TERM | MONTH | PAGE | DATE | |
| 3000/001 | 30 | ..December 2016 | 1/1 | 31/12/2016 | |
| DATE | REF.NO. | DESCRIPTION | DEBIT | CREDIT | BALANCE |
| | | BALANCE B/F | | | 402.80 |
| 23/02/2016 | DN000001 | DEBIT NOTE | 212.00 | | 614.80 |
| 23/02/2016 | IN000019 | SALES | 4,908.00 | | 5,522.80 |
| 26/02/2016 | 11111 | SALES - SOFTWARE | 1,060.00 | | 6,582.80 |
| 05/03/2016 | INV 0010 | SALES - SOFTWARE | 1,060.00 | | 7,642.80 |
| 05/03/2016 | INV 0011 | SALES SOFTWARE - SITI | 1,060.00 | | 8,702.80 |
| 05/03/2016 | CN000009 | GOOD RETURNED | | 212.00 | 8,490.80 |
| 05/03/2016 | IN000024 | SALES | 11,158.18 | | 19,648.98 |
| 28/05/2016 | 555 | SALES - SOFTWARE | 3,180.00 | | 22,828.98 |
| 28/05/2016 | 3443 | SALES | 1,060.00 | | 23,888.98 |
| 01/06/2016 | CN000013 | GOOD RETURNED | | 1,060.00 | 22,828.98 |
| 26/07/2016 | CN000017 | GOOD RETURNED | | 21.20 | 22,807.78 |
| 26/07/2016 | IN000041 | SALES TESTING | 9,300.00 | | 32,107.78 |
| 07/09/2016 | IN000049 | SALES TESTING | 2,120.00 | | 34,227.78 |
| 13/09/2016 | I6544 | SALES - SOFTWARE | 2,120.00 | | 36,347.78 |
| 13/09/2016 | INV1111 | SALES - HARDWARE / SOFTWARE | 2,120.00 | | 38,467.78 |
| 25/11/2016 | IN000045 | SALES TESTING | 79.00 | | 38,546.78 |
| 22/12/2016 | OR 00021 | BANK - UMBC A/C | | 418.00 | 38,128.78 |
| RINGGIT MALAYSIA : THIRTY EIGHT THOUSAND ONE HUNDRED TWENTY EIGHT AND CENTS SEVENTY EIGHT ONLY | | | | | |
| RM | | | | | 38,128.78 |
| 5 MONTHS+ | 4 MONTHS | 3 MONTHS | 2 MONTHS | 1 MONTH | CURRENT |
| 31,689.78 | 0.00 | 6,360.00 | 0.00 | 79.00 | 0.00 |
| WE SHALL BE GRATEFUL IF YOU WILL LET US HAVE PAYMENT AS SOON AS POSSIBLE. | | | | | |
| ANY DISCREPANCY IN THIS STATEMENT PLEASE INFORM US IN WRITING WITHIN 10 DAYS. | | | | | |

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1.6: Print Debtors Transactions

1.6.1: Transaction Summary

| DEBTORS - TRANSACTION SUMMARY 1 TO 12 | | | | | | | | 31/12/2016 |
|---------------------------------------|-----------------------|------------|-----------|---------|---------|----------|---------|-------------|
| EXAMPLE | | | | | | | | Page 1 of 1 |
| A/C NO. | NAME | 01/01/2016 | INVOICE | DB.NOTE | CR.NOTE | PAYMENT | RET.CHQ | 31/12/2016 |
| 3000/001 | T&T SOLUTIONS SDN BHD | 402.80 | 39225.18 | 212.00 | 1293.20 | 418.00 | 0.00 | 38128.78 |
| 3000/002 | UST CO. LTD | 0.00 | 7399.94 | 0.00 | 0.00 | 0.00 | 0.00 | 7399.94 |
| 3000/A01 | A COMPANY | 70615.70 | 283155.04 | 106.00 | 424.00 | 14000.00 | 0.00 | 339452.74 |
| 3000/A02 | AUTOKEEN SDN BHD | 18796.45 | 36236.00 | 0.00 | 0.00 | 3000.00 | 0.00 | 52032.45 |
| 3000/B01 | B COMPANY | 10346.00 | 63812.00 | 0.00 | 0.00 | 0.00 | 0.00 | 74158.00 |
| 3000/C01 | C COMPANY | 1060.00 | 5240.00 | 0.00 | 0.00 | 2000.00 | 0.00 | 4300.00 |
| 3000/H01 | HAPPY SDN BHD | 0.00 | 26655.00 | 0.00 | 2120.00 | 4000.00 | 0.00 | 20535.00 |
| 3000/H02 | H&H SDN BHD | 0.00 | 0.00 | 0.00 | 0.00 | 1000.00 | 0.00 | -1000.00 |
| 3000/P01 | P&P SDN BHD | 0.00 | 5984.00 | 0.00 | 0.00 | 0.00 | 0.00 | 5984.00 |
| | | 101220.95 | 467707.16 | 318.00 | 3837.20 | 24418.00 | 0.00 | 540990.91 |

1.6.2: List Bills And Payments

| BILLS AND PAYMENT - DEBTORS | | | | | | | |
|-----------------------------|----------|---------------|----------|-----|--------------------------|------------|--------|
| DECEMBER 2016 | | | | | | | |
| EXAMPLE | | | | | | | |
| | | | | | | | |
| 31/12/2016 | | | | | | | |
| Page 2 of 2 | | | | | | | |
| DATE | A/C NO. | ACCOUNT DESP. | REF. | T/A | DESCRIPTION | DEBIT | CREDIT |
| 09/06/2016 | 3000/C01 | C COMPANY | INV 0019 | I 0 | SALES - SOFTWARE | 1,000.00 | |
| 27/07/2016 | 3000/C01 | C COMPANY | INV 0028 | I 0 | SALE - XXXXX | 3,180.00 | |
| 25/03/2016 | 3000/H01 | HAPPY SDN BHD | INV 0016 | I 0 | A COMPANY - SERVICE | 2,120.00 | |
| 25/06/2016 | 3000/H01 | HAPPY SDN BHD | INV 0025 | I 0 | SALES - ACC SOFTWARE | 1,000.00 | |
| 25/06/2016 | 3000/H01 | HAPPY SDN BHD | INV 0026 | I 0 | SALES - PAYROLL SOFTWARE | 1,272.00 | |
| 21/03/2016 | 3000/H01 | HAPPY SDN BHD | IN000031 | I 0 | SALES TESTING | 8,671.00 | |
| 01/06/2016 | 3000/H01 | HAPPY SDN BHD | IN000036 | I 0 | SALES TESTING | 4,982.00 | |
| 21/06/2016 | 3000/H01 | HAPPY SDN BHD | IN000038 | I 0 | SALES TESTING | 5,650.00 | |
| 25/11/2016 | 3000/H01 | HAPPY SDN BHD | IN000047 | I 0 | SALES TESTING | 840.00 | |
| 15/09/2016 | 3000/H01 | HAPPY SDN BHD | INV 0032 | I 0 | SALES - HARDWARE | 2,120.00 | |
| 07/03/2016 | 3000/P01 | P&P SDN BHD | INV337 | I 0 | SALES - SOFTWARE | 1,060.00 | |
| 07/02/2016 | 3000/P01 | P&P SDN BHD | INV3573 | I 0 | SALES - SOFTWARE | 1,060.00 | |
| 01/06/2016 | 3000/P01 | P&P SDN BHD | IN000035 | I 0 | SALES TESTING | 2,544.00 | |
| 25/11/2016 | 3000/P01 | P&P SDN BHD | IN000048 | I 0 | SALES TESTING | 1,320.00 | |
| TOTAL FOR 65 RECORDS | | | | | | 467,707.16 | |

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1.6.3: List By Account And Description

| EXAMPLE | | | | |
|------------------------------|----------|--------------------------|-----------|------------|
| BILLS FOR THE MONTH November | | | | |
| 3000/B01 | | | | |
| B COMPANY | | | | 30/11/2016 |
| | | | | PAGE : 1 |
| DATE | REF.NO. | DESCRIPTION | AMOUNT | SUBTOTAL |
| 07/11/2016 | INV 0029 | SALES - ACC SOFTWARE | 28,090.00 | 28,090.00 |
| 07/11/2016 | INV 0030 | SALES - PAY SOFT - B S/B | 26,500.00 | 26,500.00 |
| | | TOTAL : | | 54,590.00 |

Sage UBS Accounting Sample Report

1.7: Print Debtors Aging

| DEBTORS AGING REPORT | | | | | | | | | |
|----------------------|--|--------|----------------|------------------|-------------|-----------|------------|--|---|
| EXAMPLE | | | | | | | | | 31/12/2016 Page 1 of 1 |
| CODE | 5 MTHS+ (CONTACT ADDRESS) NAME | 4 MTHS | 3 MTHS AREA | 2 MTHS AGENT) | 1 MTH | CURRENT | BALANCE | MTD-PAY. P.D.C. MTD-SALES YTD-SALES | TELEPHONE LAST PAY CRLIMIT TERMS |
| 3000/001 | T&T SOLUTIONS SDN BHD | | | | | | | | |
| | 31,689.78 | - | 6,360.00 | - | 79.00 | - | 38,128.78 | 418.00 | 03-79554388 |
| | Ms. Alicia | | PREPAID | ALI | | | | 0.00 | 22/12/2016 |
| | No. 7, Jalan 19/1, 46300, Petaling Jaya Malaysia. | | | | | | | 0.00 | |
| | | | | | | | | 39,225.18 | 30 |
| 3000/002 | UST CO. LTD | | | | | | | | |
| | 7,399.94 | - | - | - | - | - | 7,399.94 | 0.00 | 817-297-7597 |
| | | | | | | | | 0.00 | |
| | | | | | | | | 0.00 | |
| | 524 Pecan Street 76036 Crowley, Texas, US | | | | | | | 7,399.94 | |
| 3000/A01 | A COMPANY | | | | | | | | |
| | 127,749.90 | - | 27,560.00 | - | 184,142.84 | - | 339,452.74 | 0.00 | 03-91446655 |
| | | | PREPAID | HAM | | | | 0.00 | 21/06/2016 |
| | NO. 1, JALAN CHERAS, TAMAN CHERAS, 43200 KUALA LUMPUR, MALAYSIA. | | | | | | | 0.00 | |
| | | | | | | | | 283,155.04 | 30 |
| 3000/A02 | AUTOKEEN SDN BHD | | | | | | | | |
| | 52,032.45 | - | - | - | - | - | 52,032.45 | 0.00 | 04-3998951 |
| | Mr. Saiful | | POSTPAID | ALI | | | | 0.00 | 25/06/2016 |
| | Lot 651, Jalan Perusahaan 1, Kawasan Perusahaan Perai, 13600 Perai, Penang Malaysia. | | | | | | | 0.00 | |
| | | | | | | | | 36,236.00 | 30 |
| 3000/B01 | B COMPANY | | | | | | | | |
| | 19,568.00 | - | - | - | 54,590.00 | - | 74,158.00 | 0.00 | 03-78965336 |
| | | | POSTPAID | SITI | | | | 0.00 | |
| | NO. 3, JALAN 222, TAMAN 222, 46500 PETALING JAYA, SELANGOR. | | | | | | | 0.00 | |
| | | | | | | | | 63,812.00 | 30 |
| 3000/C01 | C COMPANY | | | | | | | | |
| | 4,300.00 | - | - | - | - | - | 4,356.60 | 0.00 | 03-78399000 |
| | Ms. Sofia | | POSTPAID | HAM | | | | 0.00 | 07/11/2016 |
| | Surian Tower, No 1, Jalan PJU 7/3, Mutiara Damansara, 47810 Petaling Jaya, Selangor, Malaysia. | | | | | | | 0.00 | |
| | | | | | | | | 5,240.00 | 30 |
| 3000/H01 | HAPPY SDN BHD | | | | | | | | |
| | 17,575.00 | - | 2,120.00 | - | 840.00 | - | 20,535.00 | 0.00 | 03-92865050 |
| | Ms. Tan | | PREPAID | SITI | | | | 0.00 | 15/09/2016 |
| | No 87, Jalan Kampung Pandan, 55100 Kuala Lumpur, Malaysia | | | | | | | 0.00 | |
| | | | | | | | | 26,655.00 | COD |
| 3000/H02 | H&H SDN BHD | | | | | | | | |
| | - | - | - | - | - | -1,000.00 | -943.40 | 0.00 | |
| | | | | | | | | 0.00 | 15/09/2016 |
| | | | | | | | | 0.00 | |
| | | | | | | | | 0.00 | |
| 3000/P01 | P&P SDN BHD | | | | | | | | |
| | 4,664.00 | - | - | - | 1,320.00 | - | 5,984.00 | 0.00 | 03-77821888 |
| | Ms. Aini | | PREPAID | ALI | | | | 0.00 | |
| | PJCC, 37-G, Jalan PJS 5/30, Taman Desaria, 46150 Petaling Jaya, Selangor, Malaysia | | | | | | | 0.00 | |
| | | | | | | | | 5,984.00 | COD |
| NO. OF A/C PRINTED : | 9 | | 5 MTHS+ | | 264,979.07 | 48.97% | | 418.00 | <- MTD PAY. |
| | | | 4 MTHS | | 0.00 | 0.00% | | 0.00 | <- PDC |
| | | | 3 MTHS | | 36,040.00 | 6.66% | | 0.00 | <- MTD SALES |
| | | | 2 MTHS | | 0.00 | 0.00% | | 467,707.16 | <- YTD SALES |
| | | | 1 MTH | | 240,971.84 | 44.53% | | | |
| | | | CURRENT | | (1,000.00) | -0.18% | | | |
| | | | BALANCE | | 541,104.11 | | | | |

Sage UBS Accounting Sample Report

1.8: Print Sales Analysis

1.8.1: Year Sales Report

| CUSTOMERS SALES ANALYSIS | | | | 31/03/2016 |
|--------------------------|--------------|--------------|--------------|-------------|
| EXAMPLE | | | | Page 1 of 1 |
| NAME | Jan. 2016 | Feb. 2016 | Mar. 2016 | TOTAL |
| T&T SOLUTIONS SDN BHD | 0.00 | 5968.00 | 13278.18 | 19246.18 |
| UST CO. LTD | 0.00 | 0.00 | 2399.94 | 2399.94 |
| A COMPANY | 0.00 | 26521.60 | 16250.00 | 42771.60 |
| AUTOKEEN SDN BHD | 0.00 | 0.00 | 9750.00 | 9750.00 |
| B COMPANY | 0.00 | 6042.00 | 0.00 | 6042.00 |
| C COMPANY | 0.00 | 1060.00 | 0.00 | 1060.00 |
| HAPPY SDN BHD | 0.00 | 0.00 | 10791.00 | 10791.00 |
| H&H SDN BHD | 0.00 | 0.00 | 0.00 | 0.00 |
| P&P SDN BHD | 0.00 | 1060.00 | 1060.00 | 2120.00 |
| | 0.00 | 40,651.60 | 53,529.12 | 94,180.72 |

1.8.2: Top 50 Customers

| TOP 50 CUSTOMERS | | | 23/12/2016 |
|--------------------|-----------------------|--|------------|
| PERIOD FROM 1 - 12 | | | |
| EXAMPLE | | | |
| A/C NO. | NAME | | SALES |
| 1 3000/A01 | A COMPANY | | 283,155.04 |
| 2 3000/B01 | B COMPANY | | 63,812.00 |
| 3 3000/001 | T&T SOLUTIONS SDN BHD | | 39,225.18 |
| 4 3000/A02 | AUTOKEEN SDN BHD | | 36,236.00 |
| 5 3000/H01 | HAPPY SDN BHD | | 26,655.00 |
| 6 3000/002 | UST CO. LTD | | 7,399.94 |
| 7 3000/P01 | P&P SDN BHD | | 5,984.00 |
| 8 3000/C01 | C COMPANY | | 5,240.00 |
| 9 3000/H02 | H&H SDN BHD | | 0.00 |
| | TOTAL | | 467,707.16 |

Sage UBS Accounting Sample Report

1.8.3: Agent Commission Listing

| AGENT COMMISSION LISTING | | | |
|--------------------------|--------------|----------------|---------------------------|
| EXAMPLE | | | 23/12/2016 Page 1 of 1 |
| AGENT | SALES AMOUNT | COMMISSION (%) | COMMISSION (AMT) |
| | 7,399.94 | 8.00 | 592.00 |
| ALI | 80,363.98 | 8.00 | 6,429.12 |
| HAM | 288,077.04 | 8.00 | 23,046.16 |
| SITI | 88,347.00 | 8.00 | 7,067.76 |
| | 464,187.96 | | 37,135.04 |

1.9: Print Receipt

| | | |
|--|---|---|
| EXAMPLE 441389-K | | OFFICIAL RECEIPT |
| Suite 1B-6, Level 6, Block 1B, Plaza Sentral, Jalan Stesen Sentral 5, Kuala Lumpur Sentral, 50470 Kuala Lumpur. | | DATE 22/12/2016 A/C NO. 3000/001 REF.NO. OR 00021 |
| RECEIVED FROM | T&T SOLUTIONS SDN BHD | |
| | No. 7, Jalan 19/1, 46300, Petaling Jaya Malaysia. | |
| THE SUM OF RINGGIT MALAYSIA : FOUR HUNDRED EIGHTEEN ONLY | | |
| PAYMENT FOR | T&T SOLUTIONS SDN BHD | |
| RM 418.00 | | COMPUTER GENERATED |
| CHEQUE NO. | | ISSUED BY |

Sage UBS Accounting Sample Report

1.10: Open Item Menu Debtors

1.10.1: List Unpaid Bills

| EXAMPLE 441389-K | | | | | | | | | |
|--|--------------|-------|-----------|----------|------------------|-----------------------|-------------|-------------------|--|
| T&T SOLUTIONS SDN BHD | | | | | | OVERDUE ADVICE | | | |
| No. 7, Jalan 19/1, 46300, Petaling Jaya | | | | | | | | | |
| Malaysia, Ms. Alicia | | | | | | DATE: 31/12/2016 | | | |
| A/C NO.: 3000/001 | | | | | | PAGE: 1/1 | | | |
| DATE | REFERENCE | TERMS | INV AMT | PAID AMT | UNPAID AMT | DUE DATE | OVERDUE AMT | (DAYS) | |
| 01/04/2015 | I INV0000001 | 30 | 402.80 | 0.00 | 402.80 | 01/05/2015 | 402.80 | 610 | |
| 23/02/2016 | D DN000001 | 30 | 212.00 | 0.00 | 212.00 | 24/03/2016 | 212.00 | 282 | |
| 23/02/2016 | I IN000019 | 30 | 4,908.00 | 0.00 | 4,908.00 | 24/03/2016 | 4,908.00 | 282 | |
| 26/02/2016 | I 11111 | 30 | 1,060.00 | 0.00 | 1,060.00 | 27/03/2016 | 1,060.00 | 279 | |
| 05/03/2016 | I INV0010 | 30 | 1,060.00 | 0.00 | 1,060.00 | 04/04/2016 | 1,060.00 | 271 | |
| 05/03/2016 | I INV0011 | 30 | 1,060.00 | 0.00 | 1,060.00 | 04/04/2016 | 1,060.00 | 271 | |
| 05/03/2016 | C CN000009 | 30 | -212.00 | 0.00 | -212.00 | 04/04/2016 | -212.00 | 271 | |
| 05/03/2016 | I IN000024 | 30 | 11,158.18 | 0.00 | 11,158.18 | 04/04/2016 | 11,158.18 | 271 | |
| 28/05/2016 | I 555 | 30 | 3,180.00 | 0.00 | 3,180.00 | 27/06/2016 | 3,180.00 | 187 | |
| 28/05/2016 | I 3443 | 30 | 1,060.00 | 0.00 | 1,060.00 | 27/06/2016 | 1,060.00 | 187 | |
| 01/06/2016 | C CN000013 | 30 | -1,060.00 | 0.00 | -1,060.00 | 01/07/2016 | -1,060.00 | 183 | |
| 26/07/2016 | C CN000017 | 30 | -21.20 | 0.00 | -21.20 | 25/08/2016 | -21.20 | 128 | |
| 26/07/2016 | I IN000041 | 30 | 9,300.00 | 0.00 | 9,300.00 | 25/08/2016 | 9,300.00 | 128 | |
| 07/09/2016 | I IN000049 | 30 | 2,120.00 | 0.00 | 2,120.00 | 07/10/2016 | 2,120.00 | 85 | |
| 13/09/2016 | I 16544 | 30 | 2,120.00 | 0.00 | 2,120.00 | 13/10/2016 | 2,120.00 | 79 | |
| 13/09/2016 | I INV1111 | 30 | 2,120.00 | 0.00 | 2,120.00 | 13/10/2016 | 2,120.00 | 79 | |
| 25/11/2016 | I IN000045 | 30 | 79.00 | 0.00 | 79.00 | 25/12/2016 | 79.00 | 6 | |
| 22/12/2016 | P OR 00021 | 30 | -418.00 | 0.00 | -418.00 | 21/01/2017 | | | |
| CURRENT BALANCE | | | | | 38,128.78 | 38,546.78 | | (OVER DUE) | |

Sage UBS Accounting Sample Report

1.10.2: Print Details Aging

| DEBTORS - DETAILED AGING ANALYSIS REPORT | | | | | | | | | |
|--|----------------------------------|---|----------|--------------|-------------|--------|-------------|---------|----------|
| | | | | | | | 31/12/2016 | | |
| EXAMPLE | | | | | | | Page 1 of 1 | | |
| | | 5 MTHS+ | 4 MTHS | 3 MTHS | 2 MTHS | 1 MTH | CURRENT | BALANCE | |
| 3000/001 | T&T SOLUTIONS SDN BHD | | | | | | | | |
| | | Ms. Alicia | PREPAID | ALI | | | | | |
| | | No. 7, Jalan 19/1, 46300, Petaling Jaya Malaysia. | | | | | | | |
| 01/04/2015 | I INV000001 | Maintenance Charges | 402.80 | | | | | | |
| | | A/01/01 | | | | | | | |
| 23/02/2016 | D DN000001 | DEBIT NOTE | 212.00 | | | | | | |
| 23/02/2016 | I IN000019 | SALES | 4908.00 | | | | | | |
| 26/02/2016 | I 11111 | SALES + SOFTWARE | 1060.00 | | | | | | |
| 05/03/2016 | I INV 0010 | SALES + SOFTWARE | 1060.00 | | | | | | |
| 05/03/2016 | I INV 0011 | SALES SOFTWARE + | 1060.00 | | | | | | |
| 05/03/2016 | C CN000009 | GOOD RETURNED | -212.00 | | | | | | |
| 05/03/2016 | I IN000024 | SALES | 11158.18 | | | | | | |
| 28/05/2016 | I 555 | SALES + SOFTWARE | 3180.00 | | | | | | |
| 28/05/2016 | I 3443 | SALES | 1060.00 | | | | | | |
| 01/06/2016 | C CN000013 | GOOD RETURNED | -1060.00 | | | | | | |
| 26/07/2016 | C CN000017 | GOOD RETURNED | -21.20 | | | | | | |
| 26/07/2016 | I IN000041 | SALES TESTING | 9300.00 | | | | | | |
| 07/09/2016 | I IN000049 | SALES TESTING | | | 2120.00 | | | | |
| 13/09/2016 | I 16544 | SALES + SOFTWARE | | | 2120.00 | | | | |
| 13/09/2016 | I INV1111 | SALES + HARDWARE / | | | 2120.00 | | | | |
| 25/11/2016 | I IN000045 | SALES TESTING | | | | 79.00 | | | |
| 22/12/2016 | P OR 00021 | BANK + UMBC A/C | | | | | | -418.00 | |
| MTD COLLECTION | | LAST DATE RECEIPT | TERMS | CREDIT LIMIT | TELEPHONE | P.D.C. | | | |
| 418.00 | | 22/12/2016 | 30 | 0.00 | 03-79554388 | 0.00 | | | |
| | | | 32107.78 | 0.00 | 6360.00 | 0.00 | 79.00 | -418.00 | 38128.78 |
| | | | 32107.78 | 0.00 | 6360.00 | 0.00 | 79.00 | -418.00 | 38128.78 |

Sage UBS Accounting Sample Report

1.10.3: Commission Payment Listing

| PAYMENT RECEIVED THIS MONTH | | | | | | | | | |
|-----------------------------|------------|--------------|----------------|--------------------|---------------------------|------------------|------|-------|------------|
| 23/12/2016 | | | | | | | | | |
| Page 1 of 1 | | | | | | | | | |
| EXAMPLE | | | | | | | | | |
| RECEIPT NO. | DATE | CUSTOMER NO. | RECEIPT AMOUNT | <----- BILL NO. | BEING PAYMENT FOR DATE | -----> AMOUNT | DAYS | % | COMMISSION |
| <u>A COMPANY</u> | | | | | | | | | |
| P OR 00009 345345 | 07/03/2016 | 3000/A01 | 4,000.00 | C CN000001 | 09/04/2015 | -106.00 | 333 | -2.00 | 2.12 |
| | | | | I IN000003 | 17/04/2015 | 512.00 | 325 | -2.00 | -10.24 |
| | | | | I IN000004 | 17/04/2015 | 3,180.00 | 325 | -2.00 | -63.60 |
| | | | | C CN000002 | 17/04/2015 | -1,060.00 | 325 | -2.00 | 21.20 |
| | | | | P OR 00001 | 17/04/2015 | -1,000.00 | 325 | -2.00 | 20.00 |
| | | | | I 999 | 10/07/2015 | 1,060.00 | 241 | -2.00 | -21.20 |
| | | | | I 345 | 10/07/2015 | 1,414.00 | 241 | -2.00 | -28.28 |
| P OR 00010 987987 | 07/03/2016 | 3000/A01 | 2,000.00 | I IN000005 | 10/07/2015 | 1,294.00 | 241 | -2.00 | -25.88 |
| | | | | I IN000006 | 10/07/2015 | 706.00 | 241 | -2.00 | -14.12 |
| P OR 00012 9876543 | 26/03/2016 | 3000/A01 | 3,000.00 | I IN000014 | 30/09/2015 | 3,000.00 | 178 | -2.00 | -60.00 |
| P OR 00015 123455 | 21/06/2016 | 3000/A01 | 4,000.00 | I INV 0020 | 07/07/2006 | 1,060.00 | 3637 | -2.00 | -21.20 |
| | | | | I 345 | 10/07/2015 | 706.00 | 347 | -2.00 | -14.12 |
| | | | | I IN000005 | 10/07/2015 | 2,234.00 | 347 | -2.00 | -44.68 |
| <u>AUTOKEEN SDN BHD</u> | | | | | | | | | |
| P OR 00011 | 07/03/2016 | 3000/A02 | 1,000.00 | I 2866 | 31/07/2015 | 1,000.00 | 220 | -2.00 | -20.00 |
| P OR 00017 PBBS78787 | 25/06/2016 | 3000/A02 | 1,000.00 | I IN000040 | 25/06/2016 | 1,000.00 | 0 | 2.00 | 20.00 |
| <u>HAPPY SDN BHD</u> | | | | | | | | | |
| P 888 | 01/06/2016 | 3000/H01 | 2,000.00 | I INV 0016 | 25/03/2016 | 2,000.00 | 68 | | |
| P OR 00020 | 15/09/2016 | 3000/H01 | 2,000.00 | I IN000031 | 21/03/2016 | 1,880.00 | 178 | -2.00 | -37.60 |
| | | | | I INV 0016 | 25/03/2016 | 120.00 | 174 | -2.00 | -2.40 |
| | | | 19,000.00 | | | 19,000.00 | | | -300.00 |

Sage UBS Accounting Sample Report

1.10.4: Print Due Date Invoices

| DEBTORS - DUE PAYMENT FOR THE MONTH OF DECEMBER 2016 | | | | | | |
|--|----------|-----------------------|-------------|-------|------------|-------------|
| | | | | | | 31/12/2016 |
| EXAMPLE | | | | | | Page 1 of 1 |
| INV DATE | A/C NO. | NAME | REF. NO. | TERMS | DUE DATE | DUE AMT |
| 23/02/2016 | 3000/001 | T&T SOLUTIONS SDN BHD | D DN000001 | 30 | 24/03/2016 | 212.00 |
| 26/02/2016 | 3000/001 | T&T SOLUTIONS SDN BHD | I 11111 | 30 | 27/03/2016 | 1,060.00 |
| 28/05/2016 | 3000/001 | T&T SOLUTIONS SDN BHD | I 3443 | 30 | 27/06/2016 | 1,060.00 |
| 28/05/2016 | 3000/001 | T&T SOLUTIONS SDN BHD | I 555 | 30 | 27/06/2016 | 3,180.00 |
| 13/09/2016 | 3000/001 | T&T SOLUTIONS SDN BHD | I 16544 | 30 | 13/10/2016 | 2,120.00 |
| 23/02/2016 | 3000/001 | T&T SOLUTIONS SDN BHD | I IN000019 | 30 | 24/03/2016 | 4,908.00 |
| 05/03/2016 | 3000/001 | T&T SOLUTIONS SDN BHD | I IN000024 | 30 | 04/04/2016 | 11,158.18 |
| 26/07/2016 | 3000/001 | T&T SOLUTIONS SDN BHD | I IN000041 | 30 | 25/08/2016 | 9,300.00 |
| 25/11/2016 | 3000/001 | T&T SOLUTIONS SDN BHD | I IN000045 | 30 | 25/12/2016 | 79.00 |
| 07/09/2016 | 3000/001 | T&T SOLUTIONS SDN BHD | I IN000049 | 30 | 07/10/2016 | 2,120.00 |
| 05/03/2016 | 3000/001 | T&T SOLUTIONS SDN BHD | I INV 0010 | 30 | 04/04/2016 | 1,060.00 |
| 05/03/2016 | 3000/001 | T&T SOLUTIONS SDN BHD | I INV 0011 | 30 | 04/04/2016 | 1,060.00 |
| 01/04/2015 | 3000/001 | T&T SOLUTIONS SDN BHD | I INV000001 | 30 | 01/05/2015 | 402.80 |
| 13/09/2016 | 3000/001 | T&T SOLUTIONS SDN BHD | I INV1111 | 30 | 13/10/2016 | 2,120.00 |
| | | | | | | 39,839.98 |

1.10.5: Print Overdue Invoices

| DEBTORS - OVERDUE BY 45 TO 120 DAYS | | | | | | |
|-------------------------------------|----------|-----------------------|------------|-------|----------|-------------|
| | | | | | | 31/12/2016 |
| EXAMPLE | | | | | | Page 1 of 1 |
| INV DATE | A/C NO. | NAME | REF. NO. | TERMS | DUE AMT | ODUE DAYS |
| 13/09/2016 | 3000/001 | T&T SOLUTIONS SDN BHD | I 16544 | 30 | 2,120.00 | 79 DAYS |
| 07/09/2016 | 3000/001 | T&T SOLUTIONS SDN BHD | I IN000049 | 30 | 2,120.00 | 85 DAYS |
| 13/09/2016 | 3000/001 | T&T SOLUTIONS SDN BHD | I INV1111 | 30 | 2,120.00 | 79 DAYS |
| | | | | | 6,360.00 | |

1.10.6: Print Sales & Collection

| SALES & COLLECTION BY AGENT | | | | | | |
|-----------------------------|------------|-------------|-----------|----------|----------|-------------|
| | | | | | | Page 1 of 1 |
| AGENT | January'16 | February'16 | March'16 | April'16 | May'16 | June'16 |
| | 0.00 | 0.00 | 2,399.94 | 0.00 | 0.00 | 0.00 |
| | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| ALI | 0.00 | 7,028.00 | 24,088.18 | 0.00 | 6,360.00 | 20,020.00 |
| | 0.00 | 0.00 | 1,000.00 | 0.00 | 0.00 | 2,000.00 |
| HAM | 0.00 | 27,581.60 | 16,250.00 | 0.00 | 2,120.00 | 27,560.60 |
| | 0.00 | 1,000.00 | 10,000.00 | 0.00 | 0.00 | 4,000.00 |
| SITI | 0.00 | 6,042.00 | 10,791.00 | 0.00 | 0.00 | 13,964.00 |
| | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2,000.00 |
| TOTAL SALES | 0.00 | 40,651.60 | 53,529.12 | 0.00 | 8,480.00 | 61,544.60 |
| TOTAL COLLECTION | 0.00 | 1,000.00 | 11,000.00 | 0.00 | 0.00 | 8,000.00 |

Sage UBS Accounting Sample Report

1.10.7: Print Debtor Paid Invoices

| DEBTOR PAID INVOICES | | | | |
|-----------------------------|-------------------------------|-------------|-------------|-----------------|
| | | | | 23/12/2016 |
| EXAMPLE | | | | Page 1 of 1 |
| INVOICE NO./ RECEIPT NO. | INVOICE DATE/ RECEIPT DATE | INVOICE AMT | RECEIPT AMT | DAYS UNTIL PAID |
| <hr/> | | | | |
| 3000/A01 | <u>A COMPANY</u> | | | |
| I 345 | 10/07/2015 | 2,120.00 | | 347 |
| OR 00009 | 07/03/2016 | | 1,414.00 | |
| OR 00015 | 21/06/2016 | | 706.00 | |
| I 999 | 10/07/2015 | 1,060.00 | | 241 |
| OR 00009 | 07/03/2016 | | 1,060.00 | |
| I IN000004 | 17/04/2015 | 3,180.00 | | 325 |
| OR 00009 | 07/03/2016 | | 3,180.00 | |
| I INV 0020 | 07/07/2006 | 1,060.00 | | 3,637 |
| OR 00015 | 21/06/2016 | | 1,060.00 | |
| | | <hr/> | | |
| | | 7,420.00 | | 4,550 |
| <hr/> | | | | |
| 3000/H01 | <u>HAPPY SDN BHD</u> | | | |
| I INV 0016 | 25/03/2016 | 2,120.00 | | 174 |
| 888 | 01/06/2016 | | 2,000.00 | |
| OR 00020 | 15/09/2016 | | 120.00 | |
| | | <hr/> | | |
| | | 2,120.00 | | 174 |
| <hr/> | | | | |

Chapter 2: Creditor

2.1: Creditor Listing

| CREDITORS LISTING | | | | | | | |
|-------------------|----------------------------|---------|-------------|-------------|------|-------|---------------------------|
| EXAMPLE | | | | | | | 23/12/2016 Page 1 of 1 |
| ACC.NO. | NAME | CONTACT | PHONE | FAX | AREA | AGENT | TERMS |
| 4000/A01 | A&A ENTERPRISE SDN BHD | | | | | | |
| 4000/B01 | B&B SDN BHD | | | | | | |
| 4000/D01 | DHL | | | | | | |
| 4000/D02 | DELI RASA SDN BHD | Mr. Tan | 03-22542337 | | | | 30 |
| 4000/T11 | TOWNTALK MOBILE ENTERPRISE | | | | | | |
| 4000/X01 | X COMPANY | | 03-89657788 | 03-89651122 | | | 30 |
| 4000/Y01 | Y COMPANY | | 012-3332288 | 03-80236654 | | | 30 |
| 4000/Z01 | Z COMPANY | | | | | | |

2.2: Print Label

UBS ACCOUNTING SYSTEM

PRINT LABELS

4000/A01
 A&A ENTERPRISE SDN BHD
 NO. 23, JALAN 1/2,
 TAMAN SS,
 50000 KL.

Print... Preview View Exit

Sage UBS Accounting Sample Report

2.3: Print Remittance Advice

| EXAMPLE 441389-K | | | | | |
|--|-----------|-----------------------|-------------------|------------|-----------|
| Suite 1B-6, Level 6, Block 1B, Plaza Sentral, Jalan Stesen Sentral 5, Kuala Lumpur Sentral, 50470 Kuala Lumpur. | | | | | |
| A&A ENTERPRISE SDN BHD NO. 23, JALAN 1/2, TAMAN SS, 50000 KL. | | | REMITTANCE ADVICE | | |
| | TERM | MONTH | PAGE | DATE | |
| 4000/A01 | | ..December 2016 | 1/1 | 31/12/2016 | |
| DATE | REF.NO. | DESCRIPTION | DEBIT | CREDIT | BALANCE |
| | | BALANCE B/F | | | 0.00 |
| 26/07/2016 | 865566 | PURCHASES | | 4,611.00 | 4,611.00 |
| 27/07/2016 | SI234234 | PURCHASE FOR XXX | | 2,120.00 | 6,731.00 |
| 01/09/2016 | V8765544 | PURCHASES | | 930.00 | 7,661.00 |
| 03/09/2016 | 34564 | PURCHASES | | 5,045.60 | 12,706.60 |
| 03/09/2016 | 3456 | PURCHASES | | 349.80 | 13,056.40 |
| 03/09/2016 | 43W33RWR | | | | |
| 03/09/2016 | 45674 | PURCHASES | | 4,386.28 | 17,442.68 |
| 07/09/2016 | V7543 | PURCHASES | | 2,013.78 | 19,456.46 |
| 15/09/2016 | TML1140 | CASH IN HAND | 2,000.00 | | 17,456.46 |
| | 765765 | | | | |
| 15/09/2016 | 892927381 | BANK - UMBC A/C | 1,000.00 | | 16,456.46 |
| 25/11/2016 | SI000003 | PURCHASES | | 292.56 | 16,749.02 |
| 25/11/2016 | SI000004 | PURCHASES | | 244.00 | 16,993.02 |
| 19/11/2016 | 1111 | PURCHASES | | 1,060.00 | 18,053.02 |
| 19/12/2016 | IV5555 | PURCHASE FOR ITEM 111 | | 1,060.00 | 19,113.02 |
| 19/12/2016 | CN576 | CN | 1,060.00 | | 18,053.02 |
| 19/12/2016 | PV375 | PREPAYMENT | 1,000.00 | | 17,053.02 |
| 19/12/2016 | 11111 | PUU | | 1,060.00 | 18,113.02 |
| 19/12/2016 | 222 | | | 1,000.00 | 19,113.02 |
| RINGGIT MALAYSIA : NINETEEN THOUSAND ONE HUNDRED THIRTEEN AND CENTS TWO ONLY | | | | | |
| RM | | | | | 19,113.02 |

| | | | | | |
|------------|-----------|-----------|----------|----------|----------|
| 5 MONTHS | 4 MONTHS | 3 MONTHS | 2 MONTHS | 1 MONTH | CURRENT |
| 1,671.00 | 0.00 | 12,725.46 | 0.00 | 536.56 | 4,180.00 |
| 11 MONTHS+ | 10 MONTHS | 9 MONTHS | 8 MONTHS | 7 MONTHS | 6 MONTHS |
| 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

2.4: Print Creditors Transaction

2.4.1: Transaction Summary

| CREDITORS - TRANSACTION SUMMARY 1 TO 12 | | | | | | | | 31/12/2016 |
|---|----------------------------|------------|------------|---------|---------|-----------|---------|-------------|
| EXAMPLE | | | | | | | | Page 1 of 1 |
| A/C NO. | NAME | 01/01/2016 | INVOICE | DB.NOTE | CR.NOTE | PAYMENT | RET.CHQ | 31/12/2016 |
| 4000/A01 | A&A ENTERPRISE SDN BHD | 0.00 | 24,173.02 | 0.00 | 0.00 | 5,060.00 | 0.00 | 19,113.02 |
| 4000/B01 | B&B SDN BHD | 0.00 | 9,375.00 | 0.00 | 0.00 | 0.00 | 0.00 | 9,375.00 |
| 4000/D01 | DHL | 1,467.04 | 4,412.56 | 0.00 | 0.00 | 0.00 | 0.00 | 5,879.60 |
| 4000/D02 | DELI RASA SDN BHD | 0.00 | 318.00 | 0.00 | 0.00 | 0.00 | 0.00 | 318.00 |
| 4000/T11 | TOWNTALK MOBILE ENTERPRISE | 0.00 | 122,159.60 | -95.40 | 0.00 | 4,430.00 | 0.00 | 117,634.20 |
| 4000/X01 | X COMPANY | 28,822.48 | 29,818.66 | 0.00 | 0.00 | 4,000.00 | 0.00 | 54,641.14 |
| 4000/Y01 | Y COMPANY | 3,074.00 | 5,710.00 | 0.00 | 0.00 | 0.00 | 0.00 | 8,784.00 |
| 4000/Z01 | Z COMPANY | 850.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 850.00 |
| | | 34,213.52 | 195,966.84 | -95.40 | 0.00 | 13,490.00 | 0.00 | 216,594.96 |

Sage UBS Accounting Sample Report

2.4.2: List Bills And Payments

| BILLS AND PAYMENT - CREDITORS | | | | | | | |
|-------------------------------|----------|---------------|-----------|-----|--------------------|-------|-------------|
| DECEMBER 2016 | | | | | | | |
| | | | | | | | 31/12/2016 |
| | | | | | | | Page 2 of 2 |
| DATE | A/C NO. | ACCOUNT DESP. | REF. | T/A | DESCRIPTION | DEBIT | CREDIT |
| 19/12/2016 | 4000/X01 | X COMPANY | V7655544 | 1 0 | SHGGGGD | | 212.00 |
| 24/02/2016 | 4000/Y01 | Y COMPANY | V8766 | 1 0 | PURCHASES | | 1,000.00 |
| 26/03/2016 | 4000/Y01 | Y COMPANY | 0017 | 1 0 | PURCHASES FOR AAA | | 1,590.00 |
| 21/03/2016 | 4000/Y01 | Y COMPANY | B8766 | 1 0 | PURCHASE OF GGG | | 530.00 |
| 09/06/2016 | 4000/Y01 | Y COMPANY | S12212 | 1 0 | PURCHASES OF AAA | | 1,590.00 |
| 15/09/2016 | 4000/Y01 | Y COMPANY | 567876757 | 1 0 | PURCHASES OF AAAAA | | 1,000.00 |
| TOTAL FOR 54 RECORDS | | | | | | 0.00 | 195,966.84 |

2.4.3: List By Account And Description

| EXAMPLE | | | | |
|------------------------------|---------|-----------------------|-----------|------------|
| BILLS FOR THE MONTH December | | | | |
| | | | | 31/12/2016 |
| | | | | PAGE : 1 |
| 4000/A01 | | | | |
| A&A ENTERPRISE SDN BHD | | | | |
| DATE | REF.NO. | DESCRIPTION | AMOUNT | SUBTOTAL |
| 19/12/2016 | 222 | | -1,000.00 | 1,000.00 |
| 19/12/2016 | IV5555 | PURCHASE FOR ITEM 111 | -1,060.00 | 1,060.00 |
| 19/11/2016 | 1111 | PURCHASES | -1,060.00 | 1,060.00 |
| 19/12/2016 | 11111 | PUU | -1,060.00 | 1,060.00 |
| TOTAL : | | | | 4,180.00 |

Sage UBS Accounting Sample Report

2.5: Print Creditors Aging

| CREDITORS AGING REPORT | | | | | | | | | |
|------------------------|---|--------|----------|--------|------------|---------|-----------|------------|----------------------------------|
| | | | | | | | | | 31/12/2016 |
| | | | | | | | | | Page 1 of 1 |
| EXAMPLE | 5 MTHS+ | 4 MTHS | 3 MTHS | 2 MTHS | 1 MTH | CURRENT | BALANCE | MTD-PAY. | TELEPHONE |
| CODE | (CONTACT ADDRESS) NAME | AREA | AGENT) | | | | | P.D.C. | LAST PAY |
| | | | | | | | | MTD-PURC. | CR.LIMIT |
| | | | | | | | | YTD-PURC. | TERMS |
| 4000/A01 | A&A ENTERPRISE SDN BHD | | | | | | | | |
| | 1671.00 | - | 12725.46 | - | 536.56 | 4180.00 | 19113.02 | 2,060.00 | |
| | | | | | | | | 0.00 | 19/12/2016 |
| | | | | | | | | 4,180.00 | |
| | NO. 23, JALAN I/2, TAMAN SS, 50000 KL. | | | | | | | 24,173.02 | |
| 4000/B01 | B&B SDN BHD | | | | | | | | |
| | 1500.00 | - | 6700.00 | - | 1175.00 | - | 9375.00 | 0.00 | |
| | | | | | | | | 0.00 | |
| | | | | | | | | 0.00 | |
| | no. 45, jalan tun razak, 50000 KUALA LUMPUR, MALAYSIA | | | | | | | 9,375.00 | |
| 4000/D01 | DHL | | | | | | | | |
| | 3667.60 | - | - | - | - | 2212.00 | 5879.60 | 0.00 | |
| | | | | | | | | 0.00 | |
| | | | | | | | | 2,212.00 | |
| | | | | | | | | 4,412.56 | |
| 4000/D02 | DELI RASA SDN BHD | | | | | | | | |
| | - | - | - | - | - | 318.00 | 318.00 | 0.00 | 03-22542337 |
| | | | | | | | | 0.00 | |
| | Mr. Tan | | | | | | | 318.00 | |
| | NO. 23, JALAN AMPANG, 50000 KUALA LUMPUR, MALAYSIA | | | | | | | 318.00 | 30 |
| 4000/T11 | TOWNTALK MOBILE ENTERPRISE | | | | | | | | |
| | 113454.20 | - | - | - | 3180.00 | 1000.00 | 117634.20 | 0.00 | |
| | | | | | | | | 0.00 | 21/06/2016 |
| | | | | | | | | 1,000.00 | |
| | LOT 9946, JALAN BESAR SURA GATEKPLK PERNIAGAAN SURAGATE MALAYSIA | | | | | | | 122,159.60 | |
| 4000/X01 | X COMPANY | | | | | | | | |
| | 53807.14 | - | 530.00 | - | 92.00 | 212.00 | 54641.14 | 0.00 | 03-89657788 |
| | | | | | | | | 0.00 | 26/03/2016 |
| | | | | | | | | 212.00 | |
| | NO. JALAN KASTURI, TAMAN KASTURI, 43300 SERI KEMBANGAN, SELANGOR. | | | | | | | 29,818.66 | 30 |
| 4000/Y01 | Y COMPANY | | | | | | | | |
| | 7784.00 | - | 1000.00 | - | - | - | 8784.00 | 0.00 | 012-3332288 |
| | | | | | | | | 0.00 | |
| | | | | | | | | 0.00 | |
| | NO. 9, JALAN USJ 1/9, 47500 PETALING JAYA. | | | | | | | 5,710.00 | 30 |
| 4000/Z01 | Z COMPANY | | | | | | | | |
| | 850.00 | - | - | - | - | - | 850.00 | 0.00 | |
| | | | | | | | | 0.00 | |
| | | | | | | | | 0.00 | |
| | | | | | | | | 0.00 | |
| NO. OF A/C PRINTED: 8 | | | | | | | | | |
| | | | 5 MTHS+ | | 182,733.94 | 84.37% | | 2,060.00 | <- MTD PAY. |
| | | | 4 MTHS | | 0.00 | 0.00% | | 0.00 | <- PDC |
| | | | 3 MTHS | | 20,955.46 | 9.67% | | 7,922.00 | <- MTD PURC. |
| | | | 2 MTHS | | 0.00 | 0.00% | | 195,966.84 | <- YTD PURC. |
| | | | 1 MTH | | 4,983.56 | 2.30% | | | |
| | | | CURRENT | | 7,922.00 | 3.66% | | | |
| | | | BALANCE | | 216,594.96 | | | | NOTE: NEGATIVE FOR DEBIT BALANCE |

Sage UBS Accounting Sample Report

2.6: Print Purchase Analysis

2.6.1: Year Purchases Report

| SUPPLIERS PURCHASES ANALYSIS | | | |
|------------------------------|--------------|--------------|---------|
| EXAMPLE | Page 1 of 1 | | |
| NAME | Jan. 2016 | Feb. 2016 | TOTAL |
| A&A ENTERPRISE SDN BHD | 0.00 | 0.00 | 0.00 |
| B&B SDN BHD | 0.00 | 0.00 | 0.00 |
| DHL | 0.00 | 0.00 | 0.00 |
| DELI RASA SDN BHD | 0.00 | 0.00 | 0.00 |
| TOWNTALK MOBILE ENTERPRISE | 0.00 | 0.00 | 0.00 |
| X COMPANY | 0.00 | 3359.56 | 3359.56 |
| Y COMPANY | 0.00 | 1000.00 | 1000.00 |
| Z COMPANY | 0.00 | 0.00 | 0.00 |
| | 0.00 | 4359.56 | 4359.56 |

2.6.2: Top 50 Suppliers

| TOP 50 SUPPLIERS | | |
|--------------------|----------------------------|------------|
| PERIOD FROM 1 - 12 | | |
| EXAMPLE | 23/12/2016 | |
| A/C NO. | NAME | PURCHASES |
| 1 4000/T11 | TOWNTALK MOBILE ENTERPRISE | 122,159.60 |
| 2 4000/X01 | X COMPANY | 29,818.66 |
| 3 4000/A01 | A&A ENTERPRISE SDN BHD | 24,173.02 |
| 4 4000/B01 | B&B SDN BHD | 9,375.00 |
| 5 4000/Y01 | Y COMPANY | 5,710.00 |
| 6 4000/D01 | DHL | 4,412.56 |
| 7 4000/D02 | DELI RASA SDN BHD | 318.00 |
| 8 4000/Z01 | Z COMPANY | 0.00 |
| | TOTAL | 195,966.84 |

Sage UBS Accounting Sample Report

2.7: Open Item Menu Creditors

2.7.1: List Unpaid Bills

| EXAMPLE 441389-K | | | | | | |
|--|------------|-------|-----------|----------|---|------------|
| A&A ENTERPRISE SDN BHD NO. 23, JALAN 1/2, TAMAN SS, 50000 KL. | | | | | REMITTANCE ADVICE DATE : 31/12/2016 PAGE : 1/1 | |
| A/C NO. : 4000/A01 | | | | | | |
| DATE | REFERENCE | TERMS | INV AMT | PAID AMT | UNPAID AMT | DUE DATE |
| 26/07/2016 | I 865566 | 0 | 4,611.00 | 0.00 | 4,611.00 | 26/07/2016 |
| 27/07/2016 | I S1234234 | 0 | 2,120.00 | 1,220.20 | 899.80 | 27/07/2016 |
| 03/09/2016 | I 34564 | 0 | 5,045.60 | 500.00 | 4,545.60 | 03/09/2016 |
| 03/09/2016 | I 45674 | 0 | 4,386.28 | 0.00 | 4,386.28 | 03/09/2016 |
| 07/09/2016 | I V7543 | 0 | 2,013.78 | 0.00 | 2,013.78 | 07/09/2016 |
| 19/11/2016 | I 1111 | 0 | 1,060.00 | 0.00 | 1,060.00 | 19/11/2016 |
| 25/11/2016 | I S1000003 | 0 | 292.56 | 0.00 | 292.56 | 25/11/2016 |
| 25/11/2016 | I S1000004 | 0 | 244.00 | 0.00 | 244.00 | 25/11/2016 |
| 19/12/2016 | P PV375 | 0 | -1,000.00 | 0.00 | -1,000.00 | 19/12/2016 |
| 19/12/2016 | I 11111 | 0 | 1,060.00 | 0.00 | 1,060.00 | 19/12/2016 |
| 19/12/2016 | I 222 | 0 | 1,000.00 | 0.00 | 1,000.00 | 19/12/2016 |
| | | | | | 19,113.02 | |

2.7.2: Print Details Aging

| CREDITORS - DETAILED AGING ANALYSIS REPORT | | | | | | | | | |
|--|--|------------------|----------|--------------|-----------|--------|-------------|-----------|----------|
| | | | | | | | 31/12/2016 | | |
| EXAMPLE | | | | | | | Page 1 of 1 | | |
| | | | 5 MTHS+ | 4 MTHS | 3 MTHS | 2 MTHS | 1 MTH | CURRENT | BALANCE |
| 4000/A01 | A&A ENTERPRISE SDN BHD | | | | | | | | |
| | NO. 23, JALAN 1/2, TAMAN SS, 50000 KL. | | | | | | | | |
| 26/07/2016 | I 865566 | PURCHASES | 4,611.00 | | | | | | |
| 27/07/2016 | I S1234234 | PURCHASE FOR XXX | 899.80 | | | | | | |
| 03/09/2016 | I 34564 | PURCHASES | | | 4,545.60 | | | | |
| 03/09/2016 | I 45674 | PURCHASES | | | 4,386.28 | | | | |
| 07/09/2016 | I V7543 | PURCHASES | | | 2,013.78 | | | | |
| 19/11/2016 | I 1111 | PURCHASES | | | | | 1,060.00 | | |
| 25/11/2016 | I S1000003 | PURCHASES | | | | | 292.56 | | |
| 25/11/2016 | I S1000004 | PURCHASES | | | | | 244.00 | | |
| 19/12/2016 | P PV375 | PREPAYMENT | | | | | | -1,000.00 | |
| 19/12/2016 | I 11111 | PUU | | | | | | 1,060.00 | |
| 19/12/2016 | I 222 | | | | | | | 1,000.00 | |
| MTD PAYMENTLAST DATE PAYMENT | | | TERMS | CREDIT LIMIT | TELEPHONE | P.D.C. | | | |
| -2,060.0019/12/2016 | | | | 0.00 | | 0.00 | | | |
| | | | 5510.80 | 0.00 | 10945.66 | 0.00 | 1596.56 | 1060.00 | 19113.02 |
| | | | 5510.80 | 0.00 | 10945.66 | 0.00 | 1596.56 | 1060.00 | 19113.02 |

Sage UBS Accounting Sample Report

2.7.3: Commission Received Listing

| COMMISSION RECEIVED THIS MONTH | | | | | | | | | | |
|-----------------------------------|------------|--------------|----------------|--------------------|---------------------------|------------------|----------|-------|------------|-------------|
| | | | | | | | | | | 23/12/2016 |
| EXAMPLE | | | | | | | | | | Page 1 of 1 |
| VOUCHER NO. | DATE | SUPPLIER NO. | RECEIPT AMOUNT | <----- BILL NO. | BEING PAYMENT FOR DATE | -----> AMOUNT | DAYS | % | COMMISSION | |
| <u>A&A ENTERPRISE SDN BHD</u> | | | | | | | | | | |
| P TML1140 765765 | 15/09/2016 | 4000/A01 | 2000.00 | I SI234234 | 27/07/2016 | 720.20 | 50 | 1.00 | 7.20 | |
| | | | | I V8765544 | 01/09/2016 | 930.00 | 14 | 2.00 | 18.60 | |
| | | | | I 3456 | 03/09/2016 | 349.80 | 12 | 2.00 | 7.00 | |
| 43W33RWR | | | | | | | | | | |
| P 892927381 | 15/09/2016 | 4000/A01 | 1000.00 | I SI234234 | 27/07/2016 | 500.00 | 50 | 1.00 | 5.00 | |
| | | | | I 34564 | 03/09/2016 | 500.00 | 12 | 2.00 | 10.00 | |
| P CN576 | 19/12/2016 | 4000/A01 | 1060.00 | I IV5555 | 19/12/2016 | 1,060.00 | | 2.00 | 21.20 | |
| <u>TOWNTALK MOBILE ENTERPRISE</u> | | | | | | | | | | |
| P 3333 | 28/05/2016 | 4000/T11 | 1430.00 | I CS21602221 | 28/05/2016 | 1,430.00 | | 2.00 | 28.60 | |
| P TML1133 UMBC324234 | 21/06/2016 | 4000/T11 | 3000.00 | I CS123456 | 28/05/2016 | 1,430.00 | 24 | 2.00 | 28.60 | |
| | | | | I 8877 | 01/06/2016 | 1,570.00 | 20 | 2.00 | 31.40 | |
| <u>X COMPANY</u> | | | | | | | | | | |
| P TML1126 UMBC656578 | 07/03/2016 | 4000/X01 | 2000.00 | I 00000001 | 17/04/2015 | 1,378.00 | 325 | -2.00 | -27.56 | |
| | | | | I 5555 | 01/07/2015 | 622.00 | 250 | -2.00 | -12.44 | |
| P TML1128 676767 | 26/03/2016 | 4000/X01 | 2000.00 | I 00000002 | 10/07/2015 | 2,000.00 | 260 | -2.00 | -40.00 | |
| | | | 12490.00 | | | | 12490.00 | 77.60 | | |

2.7.4: Print Due Date Invoice

| CREDITORS - DUE PAYMENT FOR THE MONTH OF DECEMBER 2016 | | | | | | |
|--|----------|-----------|-------------|-------|------------|-------------|
| | | | | | | 31/12/2016 |
| EXAMPLE | | | | | | Page 2 of 2 |
| INV DATE | A/C NO. | DESP. | REF. NO. | TERMS | DUE DATE | DUE AMT |
| 21/06/2016 | 4000/X01 | X COMPANY | 1 VINS33232 | 30 | 21/07/2016 | 2,501.45 |
| 04/12/2015 | 4000/Y01 | Y COMPANY | 1 00000007 | 30 | 03/01/2016 | 3,074.00 |
| 26/03/2016 | 4000/Y01 | Y COMPANY | 1 0017 | 30 | 25/04/2016 | 1,590.00 |
| 15/09/2016 | 4000/Y01 | Y COMPANY | 1 567876757 | 30 | 15/10/2016 | 1,000.00 |
| 21/03/2016 | 4000/Y01 | Y COMPANY | 1 I8766 | 30 | 20/04/2016 | 530.00 |
| 09/06/2016 | 4000/Y01 | Y COMPANY | 1 SI2212 | 30 | 09/07/2016 | 1,590.00 |
| 24/02/2016 | 4000/Y01 | Y COMPANY | 1 V8766 | 30 | 25/03/2016 | 1,000.00 |
| 30/09/2015 | 4000/Z01 | Z COMPANY | 1 00000005 | | 30/09/2015 | 850.00 |
| | | | | | | 218,044.36 |

Chapter 3: Transaction

3.1: Print Batch Of Transaction

| TRANSACTIONS BATCH LISTING | | | | | | | | | |
|-----------------------------------|-----|------------|----------|----------------------------|--------|-------------|------------------------|----------|----------|
| BATCH TITLE : PURCHASE - DEC 2016 | | | | | | PIN: 01 | | | |
| BATCH NO. : 42 | | | | | | 24/12/2016 | | | |
| EXAMPLE | | | | | | Page 1 of 1 | | | |
| PD | TRN | DATE | ACC.NO. | A/C DESCRIPTION | PJ/JOB | REF. | DESCRIPTION | DEBIT | CREDIT |
| 12 | 1 | 19/11/2016 | 6010/000 | PURCHASES | | 1111 | A&A ENTERPRISE SDN BHD | 1,000.00 | |
| 12 | 2 | 19/11/2016 | 4800/010 | GST Input Tax | | 1111 | A&A ENTERPRISE SDN BHD | 60.00 | |
| 12 | 3 | 19/11/2016 | 4000/A01 | A&A ENTERPRISE SDN BHD | | 1111 | PURCHASES | | 1,060.00 |
| 12 | 4 | 19/12/2016 | 6011/000 | PURCHASES - 2 | | IV 5555 | PURCHASE FOR ITEM 111 | 1,000.00 | |
| 12 | 5 | 19/12/2016 | 4800/010 | GST Input Tax | | IV 5555 | PURCHASE FOR ITEM 111 | 60.00 | |
| 12 | 6 | 19/12/2016 | 4000/A01 | A&A ENTERPRISE SDN BHD | | IV 5555 | PURCHASE FOR ITEM 111 | | 1,060.00 |
| 12 | 7 | 19/12/2016 | 6011/000 | PURCHASES - 2 | | V 123456755 | PURCAHSE FOR XXXX | 2,000.00 | |
| 12 | 8 | 19/12/2016 | 4800/010 | GST Input Tax | | V 123456755 | PURCAHSE FOR XXXX | 212.00 | |
| 12 | 9 | 19/12/2016 | 4000/D01 | DHL | | V 123456755 | PURCAHSE FOR XXXX | | 2,212.00 |
| 12 | 10 | 19/12/2016 | 9050/000 | TRAVELLING EXPENSES | | VIN87666 | ABC TRAVEL - XXXX | 300.00 | |
| 12 | 11 | 19/12/2016 | 4800/010 | GST Input Tax | | VIN87666 | ABC TRAVEL - XXXX | 18.00 | |
| 12 | 12 | 19/12/2016 | 4000/D02 | DELI RASA SDN BHD | | VIN87666 | ABC TRAVEL - XXXX | | 318.00 |
| 12 | 13 | 19/12/2016 | 6010/001 | PURCHASES - 1 | | V 868785 | SHGGGGD | 1,000.00 | |
| 12 | 14 | 19/12/2016 | 4000/T11 | TOWNTALK MOBILE ENTERPRISE | | V 868785 | SHGGGGD | | 1,000.00 |
| 12 | 15 | 19/12/2016 | 9060/000 | UPKEEP OF MOTOR VEHICLE | | V 7655544 | SHGGGGD | 200.00 | |
| 12 | 16 | 19/12/2016 | 4800/010 | GST Input Tax | | V 7655544 | SHGGGGD | 12.00 | |
| 12 | 17 | 19/12/2016 | 4000/X01 | X COMPANY | | V 7655544 | SHGGGGD | | 212.00 |
| 12 | 18 | 19/12/2016 | 6010/001 | PURCHASES - 1 | | CN576 | CN | | 1,000.00 |
| 12 | 19 | 19/12/2016 | 4800/010 | GST Input Tax | | CN576 | CN | 60.00 | |
| 12 | 20 | 19/12/2016 | 4000/A01 | A&A ENTERPRISE SDN BHD | | CN576 | CN | 1,060.00 | |
| 12 | 21 | 19/12/2016 | 3010/000 | BANK - UMBC A/C | | PV 375 | PREPAYMENT | | 1,000.00 |
| 12 | 22 | 19/12/2016 | 4000/A01 | A&A ENTERPRISE SDN BHD | | PV 375 | PREPAYMENT | 1,000.00 | |
| 12 | 23 | 19/12/2016 | 6010/000 | PURCHASES | | 11111 | PUU | 1,000.00 | |
| 12 | 24 | 19/12/2016 | 4800/010 | GST Input Tax | | 11111 | PUU | 60.00 | |
| 12 | 25 | 19/12/2016 | 4000/A01 | A&A ENTERPRISE SDN BHD | | 11111 | PUU | | 1,060.00 |
| 12 | 26 | 19/12/2016 | 6010/000 | PURCHASES | | 222 | | 943.40 | |
| 12 | 27 | 19/12/2016 | 4800/010 | GST Input Tax | | 222 | | 56.60 | |
| 12 | 28 | 19/12/2016 | 4000/A01 | A&A ENTERPRISE SDN BHD | | 222 | | | 1,000.00 |
| TOTAL DEBIT | | | | | | | | 9,982.00 | |
| TOTAL CREDIT | | | | | | | | | 9,982.00 |

Sage UBS Accounting Sample Report

3.2: Print Batch Summary

| BATCH SUMMARY | | | | | | | | |
|------------------------------|--------------|---------------------|-------------|--------------|---------------|---------------|--------------|----------------------|
| | | | | | | | 24/12/2016 | |
| | | | | | | | Page 1 of 1 | |
| EXAMPLE | | | | | | | | |
| BATCH NO. | NO.OF TRANS. | BATCH TITLE | TOTAL DEBIT | TOTAL CREDIT | BATCH BALANCE | BATCH PRINTED | BATCH LOCKED | PERIOD OF 1ST TRANS. |
| 36 | 21 | SALES - NOV'2016 | 265,140.80 | 265,140.80 | | NO | NO | 11 |
| 37 | 18 | PURCHASE - NOV'2016 | 4,983.56 | 4,983.56 | | NO | NO | 11 |
| 38 | 7 | BANK - NOV'2016 | 1,374.60 | 1,374.60 | | NO | NO | 11 |
| 39 | 0 | CASH - NOV'2016 | 0.00 | 0.00 | | NO | NO | |
| 40 | 0 | JOURNAL - NOV'2016 | 0.00 | 0.00 | | NO | NO | |
| 41 | 0 | SALES - DEC'2016 | 0.00 | 0.00 | | NO | NO | |
| 42 | 28 | PURCHASE - DEC'2016 | 9,982.00 | 9,982.00 | | NO | NO | 12 |
| 43 | 8 | BANK - DEC'2016 | 2,742.00 | 2,742.00 | | NO | NO | 12 |
| 44 | 6 | CASH - DEC'2016 | 836.00 | 836.00 | | NO | NO | 12 |
| 45 | 0 | JOURNAL - DEC'2016 | 0.00 | 0.00 | | NO | NO | |
| TOTAL DEBIT: | | | 285,058.96 | | | | | |
| TOTAL CREDIT: | | | 285,058.96 | | | | | |
| *** SOME BATCHES NOT PRINTED | | | | | | | | |
| *** SOME BATCHES NOT LOCKED | | | | | | | | |

Sage UBS Accounting Sample Report

3.3: Scan Batches

| SCAN BATCHES | | | | | | |
|--|-------------|-----------|---------|------------|-------------|---------------|
| PLEASE VIEW THOSE BATCHES WITH ERROR MESSAGE | | | | | | |
| BATCH NO. | NO.OF TRANS | PERIOD(S) | MESSAGE | BATCH BAL. | PERIOD BAL. | 0 AMT. TRANS. |
| 1 | 48 | 2 | | YES | YES | 0 |
| 2 | 10 | 2 | | YES | YES | 0 |
| 3 | 7 | 2 | | YES | YES | 0 |
| 4 | 0 | | | YES | YES | 0 |
| 5 | 6 | 2, 1 | | YES | YES | 0 |
| 6 | 63 | 3 | | YES | YES | 0 |
| 7 | 28 | 3 | | YES | YES | 0 |
| 8 | 46 | 3 | | YES | YES | 0 |
| 9 | 8 | 3 | | YES | YES | 0 |
| 10 | 14 | 3 | | YES | YES | 0 |
| 11 | 21 | 4, 3 | | YES | YES | 0 |
| 12 | 0 | | | YES | YES | 0 |
| 13 | 0 | | | YES | YES | 0 |
| 14 | 0 | | | YES | YES | 0 |
| 15 | 0 | | | YES | YES | 0 |
| 16 | 12 | 5 | | YES | YES | 0 |
| 17 | 0 | | | YES | YES | 0 |
| 18 | 11 | 5 | | YES | YES | 0 |
| 19 | 0 | | | YES | YES | 0 |
| 20 | 4 | 5 | | YES | YES | 0 |
| 21 | 114 | 6, 8 | | YES | YES | 0 |
| 22 | 54 | 6 | | YES | YES | 0 |
| 23 | 31 | 6 | | YES | YES | 0 |
| 24 | 11 | 6 | | YES | YES | 0 |
| 25 | 2 | 6 | | YES | YES | 0 |

24/12/2016

Page 1 of 1

Sage UBS Accounting Sample Report

3.4: Open Item Menu Debtor

3.4.1: Maintain B/F Bills

Debtor - Maintain B/F Bills

Account No. / Edit Refno(2) & Desp.(2) Foreign Currency Bills

| Date | A/C No. | T | Reference | E | Desp. | Debit | Credit | Agent | PJ | Job | GST Value |
|------------|----------|---|------------|---|--------------------|----------|---------|-------|----|-----|-----------|
| 01/04/2015 | 3000/001 | I | INV0000001 | | Maintenance Charge | 402.80 | 0.00 | | | | 22.80 |
| 10/07/2015 | 3000/A01 | P | OR 00002 | | BANK - UMBC A/C | 0.00 | 100.00 | | | | |
| 27/07/2015 | 3000/A01 | I | 123321 | | SALES FOR SW | 1060.00 | 0.00 | | | | 60.00 |
| 27/07/2015 | 3000/A01 | I | 99898 | | A COMPANY | 2120.00 | 0.00 | | | | 120.00 |
| 27/07/2015 | 3000/A01 | I | IN000009 | | SALES | 9381.40 | 0.00 | | | | 191.40 |
| 27/07/2015 | 3000/A01 | I | IN000010 | | SALES | 1378.00 | 0.00 | | | | 78.00 |
| 27/07/2015 | 3000/A01 | C | CN000004 | | GOOD RETURNED | 0.00 | 212.00 | | | | |
| 27/07/2015 | 3000/A01 | C | CN000005 | | GOOD RETURNED | 0.00 | 100.00 | | | | |
| 27/07/2015 | 3000/A01 | P | OR 00003 | | BANK - UMBC A/C | 0.00 | 1000.00 | | | | |
| 30/09/2015 | 3000/A01 | I | IN000013 | | SALES AAA | 5915.00 | 0.00 | | | | 165.00 |
| 30/09/2015 | 3000/A01 | C | CN000006 | | GOOD RETURNED | 0.00 | 1060.00 | | | | |
| 30/09/2015 | 3000/A01 | P | OR 00006 | | BANK - UMBC A/C | 0.00 | 1000.00 | | | | |
| 04/12/2015 | 3000/A01 | I | IN000017 | | SALES | 14024.00 | 0.00 | | | | 624.00 |
| 04/12/2015 | 3000/A01 | C | CN000007 | | GOOD RETURNED | 0.00 | 1060.00 | | | | |
| 04/12/2015 | 3000/A01 | I | INV 0004 | | A COMPANY | 1060.00 | 0.00 | | | | 60.00 |

List Generate Add Delete Multi Delete Save Cancel Exit

3.4.2: Check Bills

CHECK BILLS

24/12/2016
Page 1 of 1

EXAMPLE

| DATE | REF. NO. | ACC. NO. | DEBIT | CREDIT | PAID AMT | STATUS |
|------------|------------|----------|------------|----------|----------|--------|
| 11/11/2016 | I IN000044 | 3000/A01 | 182,871.82 | 0.00 | 0.00 | |
| 25/11/2016 | I IN000045 | 3000/001 | 79.00 | 0.00 | 0.00 | |
| 25/11/2016 | I IN000046 | 3000/A01 | 1,271.02 | 0.00 | 0.00 | |
| 25/11/2016 | I IN000047 | 3000/H01 | 840.00 | 0.00 | 0.00 | |
| 25/11/2016 | I IN000048 | 3000/P01 | 1,320.00 | 0.00 | 0.00 | |
| 07/11/2016 | I INV 0029 | 3000/B01 | 28,090.00 | 0.00 | 0.00 | |
| 07/11/2016 | I INV 0030 | 3000/B01 | 26,500.00 | 0.00 | 0.00 | |
| 07/11/2016 | P OR 00018 | 3000/C01 | 0.00 | 1,000.00 | 0.00 | |
| 22/12/2016 | P OR 00021 | 3000/001 | 0.00 | 418.00 | 0.00 | |
| | | | 240,971.84 | 1,418.00 | | |

Sage UBS Accounting Sample Report

3.4.3: Reverse Bills

| Debtor - Reverse Bills | | | | | | | | | |
|------------------------|----------|------|-----------|---|-----------|----------------|---|-------------|------------------------------|
| Date | A/C No. | Type | Reference | E | Bill Type | Bill Reference | E | Paid Amount | Bad Debt Recovered Reference |
| 01/06/2016 | 3000/H01 | P | 888 | | I | INV 0016 | | 2000.00 | |
| 07/03/2016 | 3000/A01 | P | OR 00009 | | C | CN000001 | | -106.00 | |
| 07/03/2016 | 3000/A01 | P | OR 00009 | | I | IN000003 | | 512.00 | |
| 07/03/2016 | 3000/A01 | P | OR 00009 | | I | IN000004 | | 3180.00 | |
| 07/03/2016 | 3000/A01 | P | OR 00009 | | C | CN000002 | | -1060.00 | |
| 07/03/2016 | 3000/A01 | P | OR 00009 | | P | OR 00001 | | -1000.00 | |
| 07/03/2016 | 3000/A01 | P | OR 00009 | | I | 999 | | 1060.00 | |
| 07/03/2016 | 3000/A01 | P | OR 00009 | | I | 345 | | 1414.00 | |
| 07/03/2016 | 3000/A01 | P | OR 00010 | | I | IN000005 | | 1294.00 | |
| 07/03/2016 | 3000/A01 | P | OR 00010 | | I | IN000006 | | 706.00 | |
| 07/03/2016 | 3000/A02 | P | OR 00011 | | I | 2866 | | 1000.00 | |
| 26/03/2016 | 3000/A01 | P | OR 00012 | | I | IN000014 | | 3000.00 | |
| 21/06/2016 | 3000/A01 | P | OR 00015 | | I | INV 0020 | | 1060.00 | |
| 21/06/2016 | 3000/A01 | P | OR 00015 | | I | 345 | | 706.00 | |
| 21/06/2016 | 3000/A01 | P | OR 00015 | | I | IN000005 | | 2234.00 | |

Debtor No. Reference no.

3.4.4: Edit B/F or O/I

| Debtor - Edit B/F or O/I | | |
|--------------------------|-----------------------|--------|
| Debtor | Name | B or O |
| 3000/001 | T&T SOLUTIONS SDN BHD | O |
| 3000/002 | UST CO. LTD | O |
| 3000/A01 | A COMPANY | O |
| 3000/A02 | AUTOKEEN SDN BHD | O |
| 3000/B01 | B COMPANY | O |
| 3000/C01 | C COMPANY | O |
| 3000/H01 | HAPPY SDN BHD | O |
| 3000/H02 | H&H SDN BHD | O |
| 3000/P01 | P&P SDN BHD | O |

Sage UBS Accounting Sample Report

3.4.5: Bill Payment Ledger

(a) View Bill Payment Ledger

| BILL LEDGER | | | | | |
|------------------------|-------------------|-----------|--------|----------|------------|
| EXAMPLE | | | | | 24/12/2016 |
| | | | | | Page 14 of |
| ACCOUNT NO. : 3000/A01 | | IINV 0031 | | | |
| | | A COMPANY | | | |
| DATE | REFERENCE | DEBIT | CREDIT | PAID AMT | BALANCE |
| | BILL AMOUNT | | | | 1,060.00 |
| | LAST YEAR PAYMENT | | | | 1,060.00 |
| <hr/> | | | | | |
| ACCOUNT NO. : 3000/A01 | | IIN000044 | | | |
| | | A COMPANY | | | |
| DATE | REFERENCE | DEBIT | CREDIT | PAID AMT | BALANCE |
| | BILL AMOUNT | | | | 182,871.82 |
| | LAST YEAR PAYMENT | | | | 182,871.82 |
| <hr/> | | | | | |
| ACCOUNT NO. : 3000/A01 | | IIN000046 | | | |
| | | A COMPANY | | | |
| DATE | REFERENCE | DEBIT | CREDIT | PAID AMT | BALANCE |
| | BILL AMOUNT | | | | 1,271.02 |
| | LAST YEAR PAYMENT | | | | 1,271.02 |

Sage UBS Accounting Sample Report

(b) Edit Bill Opening Balance

Edit Bill Amount & Opening Balance
✕

3000/001

T&T SOLUTIONS SDN BHD

Outstanding B/F System

38128.78

Outstanding O/I System

38128.78

Foreign Currency Bills

Adjustment Required

0.00

| Entry | Date | T | Reference | E | Debitamt | Creditamt | LastBal | PaidAmt | Paid |
|----------|------------|---|------------|---|----------|-----------|----------|---------|--------------------------|
| 00000000 | 01/04/2015 | I | INV0000001 | | 402.80 | 0.00 | 402.80 | 0.00 | <input type="checkbox"/> |
| 30000791 | 23/02/2016 | D | DN000001 | | 212.00 | 0.00 | 212.00 | | <input type="checkbox"/> |
| 30000848 | 23/02/2016 | I | IN000019 | | 4908.00 | 0.00 | 4908.00 | | <input type="checkbox"/> |
| 30000346 | 26/02/2016 | I | 11111 | | 1060.00 | 0.00 | 1060.00 | 0.00 | <input type="checkbox"/> |
| 30000373 | 05/03/2016 | I | INV 0010 | | 1060.00 | 0.00 | 1060.00 | 0.00 | <input type="checkbox"/> |
| 30000378 | 05/03/2016 | I | INV 0011 | | 1060.00 | 0.00 | 1060.00 | 0.00 | <input type="checkbox"/> |
| 30000797 | 05/03/2016 | C | CN000009 | | 0.00 | 212.00 | -212.00 | | <input type="checkbox"/> |
| 30000874 | 05/03/2016 | I | IN000024 | | 11158.18 | 0.00 | 11158.18 | | <input type="checkbox"/> |
| 30000547 | 28/05/2016 | I | 555 | | 3180.00 | 0.00 | 3180.00 | 0.00 | <input type="checkbox"/> |
| 30000550 | 28/05/2016 | I | 3443 | | 1060.00 | 0.00 | 1060.00 | 0.00 | <input type="checkbox"/> |
| 30000809 | 01/06/2016 | C | CN000013 | | 0.00 | 1060.00 | -1060.00 | | <input type="checkbox"/> |

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View
List
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Update
Exit

(c) Check Duplicated Gpost Entry No.

UBS ACCOUNTING SYSTEM
✕

CHECK DUPLICATED GLPOST ENTRY NO.

| ENTRY | BTH. | TRN. | A/C NO. | DATE | DESP. | DEBIT | CREDIT |
|----------|------|------|----------|------------|----------------------|---------|---------|
| 30000309 | 2 | 1 | 6010/000 | 24/02/2016 | X COMPANY | 1430.00 | 0.00 |
| 30000310 | 2 | 2 | 4800/010 | 24/02/2016 | X COMPANY | 85.80 | 0.00 |
| 30000311 | 2 | 3 | 4000/X01 | 24/02/2016 | PURCHASES | 0.00 | 1515.80 |
| 30000312 | 2 | 4 | 6010/000 | 24/02/2016 | X COMPANY | 796.00 | 0.00 |
| 30000313 | 2 | 5 | 4800/010 | 24/02/2016 | X COMPANY | 47.76 | 0.00 |
| 30000314 | 2 | 6 | 6010/000 | 24/02/2016 | X COMPANY | 1000.00 | 0.00 |
| 30000315 | 2 | 7 | 4000/X01 | 24/02/2016 | PURCHASES | 0.00 | 1843.76 |
| 30000328 | 1 | 1 | 3000/001 | 24/02/2016 | SALES - SOFTWARE -HD | 1060.00 | 0.00 |
| 30000329 | 1 | 2 | 5000/000 | 24/02/2016 | C COMPANY | 0.00 | 1000.00 |
| 30000330 | 1 | 3 | 4800/020 | 24/02/2016 | C COMPANY | 0.00 | 60.00 |
| 30000331 | 1 | 4 | 5000/000 | 24/02/2016 | A COMPANY SALLES | 0.00 | 1000.00 |
| 30000332 | 1 | 5 | 4800/020 | 24/02/2016 | A COMPANY SALLES | 0.00 | 60.00 |
| 30000333 | 1 | 6 | 3000/A01 | 24/02/2016 | A COMPANY SALLES | 1060.00 | 0.00 |
| 30000334 | 2 | 8 | 6010/000 | 24/02/2016 | Y COMPANY | 943.40 | 0.00 |
| 30000335 | 2 | 9 | 4800/010 | 24/02/2016 | Y COMPANY | 56.60 | 0.00 |

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Exit

3.6: Open Item Menu Creditors

3.6.1: Maintain B/F Bills

Creditor - Maintain B/F Bills

Account No. / Edit Refno(2) & Desp.(2) Foreign Currency Bills

| Date | A/C No. | T | Reference | E | Desp. | Debit | Credit | Agent | PJ | Job | GST Value |
|------------|----------|---|-----------|---|---------------------|--------|----------|-------|----|-----|-----------|
| 27/07/2015 | 4000/D01 | I | GLN7676 | | TRANSPORT | 0.00 | 733.52 | | | | 18.00 |
| 04/12/2015 | 4000/D01 | I | TML1122 | | TRANSPORTATION | 0.00 | 733.52 | | | | 18.00 |
| 27/07/2015 | 4000/X01 | I | 434343 | | PURCHASE FOR AAAC | 0.00 | 2120.00 | | | | 120.00 |
| 27/07/2015 | 4000/X01 | I | 00000003 | | PURCHASES | 0.00 | 2378.00 | | | | 78.00 |
| 27/07/2015 | 4000/X01 | D | 00000001 | | PURCHASES RETURN | 106.00 | 0.00 | | | | |
| 30/09/2015 | 4000/X01 | I | 00000004 | | PURCHASES | 0.00 | 2375.88 | | | | 77.88 |
| 30/09/2015 | 4000/X01 | D | 00000002 | | PURCHASES RETURN | 672.00 | 0.00 | | | | |
| 04/12/2015 | 4000/X01 | I | 00000006 | | PURCHASES | 0.00 | 13978.00 | | | | 678.00 |
| 04/12/2015 | 4000/X01 | I | 00000008 | | PURCHASES | 0.00 | 1060.00 | | | | 60.00 |
| 04/12/2015 | 4000/X01 | D | SDN00001 | | PURCHASE DEBIT NOTI | 106.00 | 0.00 | | | | |
| 04/12/2015 | 4000/X01 | I | INV 0006 | | COMPANY | 0.00 | 2120.00 | | | | 120.00 |
| 04/12/2015 | 4000/Y01 | I | 00000007 | | PURCHASES | 0.00 | 3074.00 | | | | 174.00 |
| 30/09/2015 | 4000/Z01 | I | 00000005 | | PURCHASES | 0.00 | 850.00 | | | | |

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3.6.2: Reverse Bills

Creditor - Reverse Bills

| Date | A/C No. | Type | Reference | E | Bill Type | Bill Reference | E | Paid Amount | Input Tax Adjustment Ref. No. |
|------------|----------|------|-----------|---|-----------|----------------|---|-------------|-------------------------------|
| 28/05/2016 | 4000/T11 | P | 3333 | | I | CS21602221 | | -1430.00 | |
| 15/09/2016 | 4000/A01 | P | 892927381 | | I | SI234234 | | -500.00 | |
| 15/09/2016 | 4000/A01 | P | 892927381 | | I | 34564 | | -500.00 | |
| 19/12/2016 | 4000/A01 | P | CN576 | | I | IV5555 | | -1060.00 | |
| 07/03/2016 | 4000/X01 | P | TML1126 | | I | 00000001 | | -1378.00 | |
| 07/03/2016 | 4000/X01 | P | TML1126 | | I | 5555 | | -622.00 | |
| 26/03/2016 | 4000/X01 | P | TML1128 | | I | 00000002 | | -2000.00 | |
| 21/06/2016 | 4000/T11 | P | TML1133 | | I | CS123456 | | -1430.00 | |
| 21/06/2016 | 4000/T11 | P | TML1133 | | I | 8877 | | -1570.00 | |
| 15/09/2016 | 4000/A01 | P | TML1140 | | I | SI234234 | | -720.20 | |
| 15/09/2016 | 4000/A01 | P | TML1140 | | I | V8765544 | | -930.00 | |
| 15/09/2016 | 4000/A01 | P | TML1140 | | I | 3456 | | -349.80 | |

Creditor No. / Reference no. Reverse Exit

Sage UBS Accounting Sample Report

3.7: GST Bad Debt Journal (AR)

3.7.1: Bad Debt Relief

| | | | |
|------------------------|--|-------------|-----------------|
| EXAMPLE | Suite 1B-6, Level 6, Block 1B, Plaza Sentral, Jalan Stesen Sentral 5, Kuala Lumpur Sentral, 50470 Kuala Lumpur. | 441389-K | |
| JOURNAL VOUCHER | | | |
| Currency | MYR | Voucher No. | JL000001 |
| Currency Rate | 1.00 | Date | 24/02/2016 |
| Period | 2 | Journal | Bad Debt Relief |
| | | Page | 1 of 1 |
| | | Printed On | 24/12/2016 |
| | | Printed By | ADMIN |

| No. | Account Code | GL Account Name | Description | Tax Code | Local Debit | Local Credit |
|-----|--------------|--------------------|------------------------|----------|-------------|--------------|
| 1 | 4800/010 | GST Input Tax | GST Bad Debt Relief | AJP | 195.38 | |
| 2 | 4810/000 | GST Liability [AR] | GST Bad Debt Liability | | | 195.38 |
| | | | | | 195.38 | 195.38 |

Details :

| Date | Reference | Debtor | Outstanding Amount | GST Value (MYR) |
|------------|-----------|----------------------|--------------------|-----------------|
| 17/04/2015 | IN000003 | 3000/A01 - A COMPANY | 512.00 | 15.38 |
| 17/04/2015 | IN000004 | 3000/A01 - A COMPANY | 3,180.00 | 180.00 |
| | | | | 195.38 |

Sage UBS Accounting Sample Report

3.8: GST Bad Debt Journal (AP)

3.8.1: Output Tax Adjustment (Refund Customs)

| | | | | | |
|----------------|-----------------|--|------------------------|------------|--|
| EXAMPLE | 441389-K | Suite 1B-6, Level 6, Block 1B, Plaza Sentral, Jalan Stesen Sentral 5, Kuala Lumpur Sentral, 50470 Kuala Lumpur. | | | |
| | | | JOURNAL VOUCHER | | |
| Currency | MYR | Voucher No. | JL000005 | | |
| Currency Rate | 1.00 | Date | 28/05/2016 | | |
| Period | 5 | Journal | Output Tax Adjustment | | |
| | | | Page | 1 of 1 | |
| | | | Printed On | 24/12/2016 | |
| | | | Printed By | ADMIN | |

| No. | Account Code | GL Account Name | Description | Tax Code | Local Debit | Local Credit |
|-----|--------------|--------------------|----------------------------|----------|-------------|--------------|
| 1 | 4820/000 | GST Claimable [AP] | GST Claimable (AP) | | 363.89 | |
| 2 | 4800/020 | GST Output Tax | Output Tax Adjustment (AP) | AJS | | 363.89 |
| | | | | | 363.89 | 363.89 |

Details :

| Date | Reference | Creditor | Outstanding Amount | GST Value (MYR) |
|------------|-----------|----------------------|--------------------|-----------------|
| 10/07/2015 | 00000002 | 4000/X01 - X COMPANY | 272.00 | 8.62 |
| 27/07/2015 | 00000003 | 4000/X01 - X COMPANY | 2,378.00 | 78.00 |
| 30/09/2015 | 00000004 | 4000/X01 - X COMPANY | 2,375.88 | 77.88 |
| 27/07/2015 | 434343 | 4000/X01 - X COMPANY | 2,120.00 | 120.00 |
| 01/07/2015 | 5555 | 4000/X01 - X COMPANY | 1,402.60 | 79.39 |
| | | | | 363.89 |

Chapter 4: Reports

4.1: View Ledgers

| SALES - MAINTENANCE CHARGES | | | | | | | | |
|-----------------------------|-------|----------|-----------------------|----|-----|-------|-----------|------------|
| | | | | | | | | 31/12/2016 |
| EXAMPLE | | | | | | | | PAGE : 1 |
| ACCOUNT NO. : 5004/000 | | | | | | | | |
| DATE | BATCH | REF. | DESCRIPTION | PJ | JOB | DEBIT | CREDIT | BALANCE |
| | | | BALANCE B/F | | | | | 0.00 |
| 24/02/2016 | 1 | IN000022 | B COMPANY | | | | 1,000.00 | -1,000.00 |
| 26/02/2016 | 1 | IN000023 | A COMPANY | | | | 10,000.00 | -11,000.00 |
| 07/03/2016 | 6 | IN000030 | AUTOKEEN SDN BHD | | | | 3,600.00 | -14,600.00 |
| 21/03/2016 | 11 | IN000031 | HAPPY SDN BHD | | | | 500.00 | -15,100.00 |
| 09/06/2016 | 21 | IN000033 | A COMPANY | | | | 1,250.00 | -16,350.00 |
| 09/06/2016 | 21 | IN000034 | AUTOKEEN SDN BHD | | | | 500.00 | -16,850.00 |
| 21/06/2016 | 21 | IN000037 | A COMPANY | | | | 1,300.00 | -18,150.00 |
| 25/06/2016 | 21 | IN000040 | AUTOKEEN SDN BHD | | | | 800.00 | -18,950.00 |
| 07/09/2016 | 26 | IN000049 | T&T SOLUTIONS SDN BHD | | | | 1,200.00 | -20,150.00 |
| | | | | | | 0.00 | 20,150.00 | -20,150.00 |

4.2: Print Ledgers

| GENERAL LEDGER | | | | | | | | |
|------------------------|-------|-------------|-----------------------------|----|-----|-------|-----------|------------|
| | | | | | | | | 31/12/2016 |
| EXAMPLE | | | | | | | | Page 14 of |
| ACCOUNT NO. : 5004/000 | | | SALES - MAINTENANCE CHARGES | | | | | |
| DATE | BATCH | REF. | DESCRIPTION | PJ | JOB | DEBIT | CREDIT | BALANCE |
| | | | BALANCE B/F | | | | | 0.00 |
| 24/02/2016 | 1 | 46 IN000022 | B COMPANY | | | | 1,000.00 | -1,000.00 |
| 26/02/2016 | 1 | 13 IN000023 | A COMPANY | | | | 10,000.00 | -11,000.00 |
| 07/03/2016 | 6 | 61 IN000030 | AUTOKEEN SDN BHD | | | | 3,600.00 | -14,600.00 |
| 21/03/2016 | 11 | 12 IN000031 | HAPPY SDN BHD | | | | 500.00 | -15,100.00 |
| 09/06/2016 | 21 | 64 IN000033 | A COMPANY | | | | 1,250.00 | -16,350.00 |
| 09/06/2016 | 21 | 73 IN000034 | AUTOKEEN SDN BHD | | | | 500.00 | -16,850.00 |
| 21/06/2016 | 21 | 94 IN000037 | A COMPANY | | | | 1,300.00 | -18,150.00 |
| 25/06/2016 | 21 | 23 IN000040 | AUTOKEEN SDN BHD | | | | 800.00 | -18,950.00 |
| 07/09/2016 | 26 | 8 IN000049 | T&T SOLUTIONS SDN BHD | | | | 1,200.00 | -20,150.00 |
| | | | | | | 0.00 | 20,150.00 | -20,150.00 |

Sage UBS Accounting Sample Report

4.3: Trial Balance

| TRIAL BALANCE - FOR THE MONTH OF DECEMBER 2016 | | | | | | |
|--|-------------------------------------|--------------|------------|---------------|----------|--|
| EXAMPLE | | | | Page 1 of 1 | | |
| A/C NO. | A/C DESCRIPTION | YEAR-TO-DATE | | MONTH-TO-DATE | | |
| | | DEBIT | CREDIT | DEBIT | CREDIT | |
| 1050/000 | RETAINED EARNING | | 79,337.31 | | | |
| 2000/405 | ACCUM. DEPRN. - OFFICE EQUIPMENT -1 | | 49.48 | | | |
| 3000/000 | TRADE DEBTORS | 541,522.11 | | | | |
| 3010/000 | BANK - UMBC A/C | 39,291.90 | | | 1,742.00 | |
| 3020/000 | CASH IN HAND | 22,548.56 | | | 418.00 | |
| 3021/000 | PETTY CASH - ALI | 1,470.00 | | | | |
| 3091/000 | RS | 10,000.00 | | | | |
| 4000/000 | TRADE CREDITORS | | 216,594.96 | | 5,862.00 | |
| 4005/001 | AMOUNT OWNING TO DIRECTOR | | 26,000.00 | | | |
| 4070/000 | SUSPEND SALES VAT | | 60.00 | | | |
| 4800/010 | GST Input Tax | 16,240.24 | | 448.60 | | |
| 4800/020 | GST Output Tax | | 29,406.55 | | | |
| 4810/000 | GST Liability [AR] | | 2,164.43 | | | |
| 4820/000 | GST Claimable [AP] | 363.89 | | | | |
| 5000/000 | SALES - SOFTWARE | | 365,530.43 | | | |
| 5001/000 | SALES - HARDWARE | | 33,080.98 | | | |
| 5002/000 | SALES - SERVICES | | 38,450.00 | | | |
| 5003/000 | CASH SALES | | 21,200.00 | | | |
| 5004/000 | SALES - MAINTENANCE CHARGES | | 20,150.00 | | | |
| 5010/000 | RETURN INWARDS | 3,120.00 | | | | |
| 5020/000 | DISCOUNT ALLOWED | 2,559.60 | | | | |
| 6010/000 | PURCHASES | 173,587.63 | | 2,943.40 | | |
| 6010/001 | PURCHASES - 1 | 2,500.00 | | | | |
| 6011/000 | PURCHASES - 2 | 3,000.00 | | 3,000.00 | | |
| 6015/000 | CARRIAGE INWARDS | | 1,230.00 | | | |
| 9010/000 | ADVERTISEMENT | 4,218.00 | | | | |
| 9030/000 | DEPRECIATION OF FIXED ASSETS | 49.48 | | | | |
| 9050/000 | TRAVELLING EXPENSES | 3,522.24 | | 500.00 | | |
| 9060/000 | UPKEEP OF MOTOR VEHICLE | 3,066.00 | | 730.00 | | |
| 9070/000 | WATER & ELECTRICITY | 1,000.00 | | 400.00 | | |
| 9090/000 | FOOD ALLW | 300.00 | | | | |
| 9091/000 | PETROL ALLW | 350.37 | | | | |
| 9093/000 | TELEPHONE | 2,698.12 | | | | |
| 9094/000 | PRINTING & STATIONARY | 1,840.00 | | | | |
| 9801/000 | GST Expenses | 6.00 | | | | |
| TOTAL : | | 833,254.14 | 833,254.14 | 8,022.00 | 8,022.00 | |

Sage UBS Accounting Sample Report

4.4: Profit & Loss Account

| EXAMPLE 441389-K | | |
|-----------------------------------|--------------|---------------|
| TRADING AND PROFIT & LOSS ACCOUNT | | |
| FOR YEAR ENDING 31/12/2016 | | |
| | YEAR-TO-DATE | DECEMBER |
| | (RM) | MONTH-TO-DATE |
| | (RM) | (RM) |
| SALES / INCOME | | |
| SALES - SOFTWARE | 365,530.43 | 0.00 |
| SALES - HARDWARE | 33,080.98 | 0.00 |
| SALES - SERVICES | 38,450.00 | 0.00 |
| CASH SALES | 21,200.00 | 0.00 |
| SALES - MAINTENANCE CHARGES | 20,150.00 | 0.00 |
| | 478,411.41 | 0.00 |
| SALES ADJUSTMENTS | | |
| RETURN INWARDS | 3,120.00 | 0.00 |
| DISCOUNT ALLOWED | 2,559.60 | 0.00 |
| | 5,679.60 | 0.00 |
| COST OF GOODS SOLD | | |
| PURCHASES | 176,087.63 | 2,943.40 |
| PURCHASES - 2 | 3,000.00 | 3,000.00 |
| CARRIAGE INWARDS | (1,230.00) | 0.00 |
| | 177,857.63 | 5,943.40 |
| GROSS PROFIT/(LOSS) | 294,874.18 | (5,943.40) |
| EXPENSES | | |
| ADVERTISEMENT | 4,218.00 | 0.00 |
| DEPRECIATION OF FIXED ASSETS | 49.48 | 0.00 |
| TRAVELLING EXPENSES | 3,522.24 | 500.00 |
| UPKEEP OF MOTOR VEHICLE | 3,066.00 | 730.00 |
| WATER & ELECTRICITY | 1,000.00 | 400.00 |
| FOOD ALLW | 300.00 | 0.00 |
| PETROL ALLW | 350.37 | 0.00 |
| TELEPHONE | 2,698.12 | 0.00 |
| PRINTING & STATIONARY | 1,840.00 | 0.00 |
| GST Expenses | 6.00 | 0.00 |
| | 17,050.21 | 1,630.00 |
| NET PROFIT/(LOSS) | 277,823.97 | (7,573.40) |
| RETAINED PROFIT/(LOSS) B/F | 79,337.31 | 364,734.68 |
| RETAINED PROFIT/(LOSS) C/F | 357,161.28 | 357,161.28 |

4.5: Balance Sheet

| EXAMPLE 441389-K | | |
|---|--------------------------|-------------------------|
| BALANCE SHEET | | |
| AS AT 31/12/2016 | | |
| | 31/12/2016 (RM) | 31/12/2015 (RM) |
| FIXED ASSETS | | |
| FIXED ASSETS | (49.48) | 0.00 |
| CURRENT ASSETS | | |
| TRADE DEBTORS | 541,522.11 | 101,220.95 |
| BANK - UMBC A/C | 39,291.90 | 11,007.00 |
| CASH IN HAND | 22,548.56 | 3,634.56 |
| PETTY CASH - ALL | 1,470.00 | 0.00 |
| RS | 10,000.00 | 0.00 |
| | <u>614,832.57</u> | <u>115,862.51</u> |
| CURRENT LIABILITIES | | |
| TRADE CREDITORS | 216,594.96 | 34,213.52 |
| OTHER CREDITORS | 26,000.00 | 0.00 |
| SUSPEND SALES VAT | 60.00 | 0.00 |
| GST Control Account | 13,166.31 | 2,543.74 |
| GST Liability [AR] | 2,164.43 | (232.06) |
| GST Claimable [AP] | (363.89) | 0.00 |
| | <u>257,621.81</u> | <u>36,525.20</u> |
| NET CURRENT ASSETS | | |
| | <u>357,210.76</u> | <u>79,337.31</u> |
| | <u><u>357,161.28</u></u> | <u><u>79,337.31</u></u> |
| FINANCED BY CAPITAL | | |
| RETAINED EARNING | <u>357,161.28</u> | <u>79,337.31</u> |
| | <u>357,161.28</u> | <u>79,337.31</u> |
| | <u><u>357,161.28</u></u> | <u><u>79,337.31</u></u> |
| I/WE HEREBY CERTIFY THAT THE STATEMENT GIVEN ABOVE IS TRUE AND CORRECT TO THE BEST OF MY/OUR KNOWLEDGE AND BELIEF. | | |

Sage UBS Accounting Sample Report

4.6: Print A Group

| EXAMPLE | | 31/12/2016 Page 1 of 1 | |
|----------|------------------------------|---------------------------|--------------------|
| | | YEAR-TO-DATE (RM) | DECEMBER (RM) |
| 5000/000 | SALES - SOFTWARE | (365,530.43) | 0.00 |
| 5001/000 | SALES - HARDWARE | (33,080.98) | 0.00 |
| 5002/000 | SALES - SERVICES | (38,450.00) | 0.00 |
| 5003/000 | CASH SALES | (21,200.00) | 0.00 |
| 5004/000 | SALES - MAINTENANCE CHARGES | (20,150.00) | 0.00 |
| 5010/000 | RETURN INWARDS | 3,120.00 | 0.00 |
| 5020/000 | DISCOUNT ALLOWED | 2,559.60 | 0.00 |
| 6010/000 | PURCHASES | 173,587.63 | 2,943.40 |
| 6010/001 | PURCHASES - 1 | 2,500.00 | 0.00 |
| 6011/000 | PURCHASES - 2 | 3,000.00 | 3,000.00 |
| 6015/000 | CARRIAGE INWARDS | (1,230.00) | 0.00 |
| 9010/000 | ADVERTISEMENT | 4,218.00 | 0.00 |
| 9030/000 | DEPRECIATION OF FIXED ASSETS | 49.48 | 0.00 |
| 9050/000 | TRAVELLING EXPENSES | 3,522.24 | 500.00 |
| 9060/000 | UPKEEP OF MOTOR VEHICLE | 3,066.00 | 730.00 |
| 9070/000 | WATER & ELECTRICITY | 1,000.00 | 400.00 |
| 9090/000 | FOOD ALLW | 300.00 | 0.00 |
| 9091/000 | PETROL ALLW | 350.37 | 0.00 |
| 9093/000 | TELEPHONE | 2,698.12 | 0.00 |
| 9094/000 | PRINTING & STATIONARY | 1,840.00 | 0.00 |
| 9801/000 | GST Expenses | 6.00 | 0.00 |
| | | (277,823.97) | 7,573.40 |

4.7: Fixed Assets

| EXAMPLE | | DEPRECIATION & NET BOOKS VALUES | | | | | 31/12/2016 Page 1 of 1 | |
|---------------------------------|--|---------------------------------|-----------|----------|-----------|-----------|---------------------------|------------|
| | | <----- DEPRECIATION -----> | | | | | | |
| | | ACCU. | | | | | | |
| FIXED ASSETS | | PURC. COST | LAST YEAR | DISPOSAL | THIS YEAR | THIS YEAR | ACCU | BOOK VALUE |
| ACCUM DEPRN. - OFFICE EQUIPMENT | | -49.48 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | -49.48 |
| 1 | | -49.48 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | -49.48 |

4.8: Cash Flow Statement

| CASH FLOW STATEMENT | | |
|---|----------------|-------------------------|
| FOR YEAR ENDING 31/12/2016 | | |
| | Page 1 of 1 | |
| EXAMPLE 441389-K | (RM) | (RM) |
| CASH FLOW FROM OPERATING ACTIVITIES | | |
| NET PROFIT/(LOSS) | | 277,823.97 |
| DEPRECIATION OF FIXED ASSET | | 49.48 |
| OPERATION PROFIT BEFORE WORKING CAPITAL | | <u>277,873.45</u> |
| INCREASE/(DECREASE) IN WORKING CAPITAL | | |
| TRADE DEBTORS | 440,301.16 | |
| RS | 10,000.00 | |
| TRADE CREDITORS | (182,381.44) | |
| OTHER CREDITORS | (26,000.00) | |
| SUSPEND SALES VAT | (60.00) | |
| GST Control Account | (10,622.57) | |
| GST Liability [AR] | (2,396.49) | |
| GST Claimable [AP] | 363.89 | 229,204.55 |
| NET CASH INFLOW FROM OPERATION ACTIVITIES | | <u>48,668.90</u> |
| INVESTING ACTIVITIES | | |
| NET CASH INFLOW FOR INVESTING ACTIVITIES | | <u>0.00</u> |
| NET CASH INFLOW BEFORE FINANCING | | 48,668.90 |
| NET CASH INFLOW FROM FINANCING | | <u>0.00</u> |
| INCREASE IN CASH AND CASH EQUIVALENTS DURING OF FINANCIAL | | 48,668.90 |
| CASH AND CASH EQUIVALENTS AT BEGINNING OF FINANCIAL YEAR | | <u>14,641.56</u> |
| CASH AND CASH EQUIVALENTS AT END OF FINANCIAL YEAR | | <u><u>63,310.46</u></u> |

4.9: Good And Service Tax

4.9.1 : View Tax Totals


| VIEW TAX TOTALS | | | |
|----------------------------|-----|---------------------|-----------|
| EXAMPLE | | PERIOD FROM 1 TO 12 | |
| PAYMENT MADE TO GST | | 0.00 | PM |
| STANDARD-RATED SALES | (A) | 0.00 | 0.00 |
| | (B) | 0.00 | |
| ZERO-RATED SALES | (C) | 65,438.94 | 65,438.94 |
| | (D) | 0.00 | |
| EXEMPT SALES | (E) | 0.00 | 0.00 |
| | (F) | 0.00 | |
| TOTAL SALES | | | 65,438.94 |
| TAXABLE PURCHASES | (G) | 0.00 | 0.00 |
| | (H) | 0.00 | |
| ZERO-RATED PURCHASES | (I) | 0.00 | 0.00 |
| | (J) | 0.00 | |
| EXEMPT PURCHASES | (K) | 0.00 | 0.00 |
| | (L) | 0.00 | |
| TOTAL PURCHASES | | | 0.00 |
| SALES TAX | (M) | 0.00 | |
| | (N) | 0.00 | 0.00 |
| PURCHASES TAX | (O) | 0.00 | |
| | (P) | 0.00 | 0.00 |
| TAX EXCESS AT LAST MONTH : | | | 0.00 |


4.10: Malaysia GST

4.10.1 : Goods And Service Tax Report

| GOODS AND SERVICE TAX REPORT | | | | | | | | | |
|---|------------|----------|-----------|--------------------------|-------|---------------|-------------------------|---------------|----------|
| PERIOD : 11 TO 12 | | | | | | | | | |
| TRANSACTION TYPE : | | | | | | | PRINTED ON : 20/12/2016 | | |
| EXAMPLE | | | | | | | Page 1 of 1 | | |
| PD | DATE | ACCNO | REF. | COMPANY | Tax % | Taxable Sales | Taxable Purch. | Tax Collected | Tax Paid |
| NR Purchase from non GST-registered supplier with no GST | | | | | | | | | |
| 11 | 25/11/2016 | 6010/000 | SI000002 | B&B SDN BHD | 0.00 | 0.00 | 1,150.00 | 0.00 | 0.00 |
| 11 | 25/11/2016 | 6010/000 | SI000005 | B&B SDN BHD | 0.00 | 0.00 | 25.00 | 0.00 | 0.00 |
| | | | | | | 0.00 | 1,175.00 | 0.00 | 0.00 |
| SR Standard-rated supplies with GST charged | | | | | | | | | |
| 11 | 07/11/2016 | 5000/000 | INV 0029 | SALES - ACC SOFTWARE | 6.00 | 26,500.00 | 0.00 | 1,590.00 | 0.00 |
| 11 | 07/11/2016 | 5000/000 | INV 0030 | SALES - PAY SOFT - B S/B | 6.00 | 25,000.00 | 0.00 | 1,500.00 | 0.00 |
| 11 | 07/11/2016 | 4800/020 | OR 00018 | C COMPANY | 6.00 | 943.40 | 0.00 | 56.60 | 0.00 |
| 11 | 11/11/2016 | 5001/000 | IN000044 | A COMPANY | 6.00 | 172,520.59 | 0.00 | 10,351.23 | 0.00 |
| 11 | 25/11/2016 | 5000/000 | IN000046 | A COMPANY | 6.00 | 1,199.08 | 0.00 | 71.94 | 0.00 |
| | | | | | | 226,163.07 | 0.00 | 13,569.77 | 0.00 |
| TX Purchases with GST incurred at 6% and directly attributable | | | | | | | | | |
| 11 | 07/11/2016 | 9010/000 | IN3733536 | WEUWFAF | 6.00 | 0.00 | 300.00 | 0.00 | 18.00 |
| 11 | 07/11/2016 | 6010/000 | V8372 | PURCHASE - AAA | 6.00 | 0.00 | 3,000.00 | 0.00 | 180.00 |
| 11 | 25/11/2016 | 6010/000 | SI000003 | A&A ENTERPRISE SDN BHD | 6.00 | 0.00 | 276.00 | 0.00 | 16.56 |
| 11 | 25/11/2016 | 6010/000 | SI000004 | A&A ENTERPRISE SDN BHD | 6.00 | 0.00 | 100.00 | 0.00 | 6.00 |
| 12 | 19/11/2016 | 6010/000 | 1111 | A&A ENTERPRISE SDN BHD | 6.00 | 0.00 | 1,000.00 | 0.00 | 60.00 |
| | | | | | | 0.00 | 4,676.00 | 0.00 | 280.56 |
| ZP Purchase from GST-registered supplier with no GST | | | | | | | | | |
| 11 | 25/11/2016 | 6010/000 | SI000004 | A&A ENTERPRISE SDN BHD | 0.00 | 0.00 | 138.00 | 0.00 | 0.00 |
| 11 | 25/11/2016 | 6010/000 | SI000006 | X COMPANY | 0.00 | 0.00 | 69.00 | 0.00 | 0.00 |
| 11 | 25/11/2016 | 6010/000 | SI000007 | X COMPANY | 0.00 | 0.00 | 23.00 | 0.00 | 0.00 |
| | | | | | | 0.00 | 230.00 | 0.00 | 0.00 |
| ZRL Local Zero rated supplies | | | | | | | | | |
| 11 | 25/11/2016 | 5000/000 | IN000045 | T&T SOLUTIONS SDN BHD | 0.00 | 79.00 | 0.00 | 0.00 | 0.00 |
| 11 | 25/11/2016 | 5000/000 | IN000047 | HAPPY SDN BHD | 0.00 | 840.00 | 0.00 | 0.00 | 0.00 |
| 11 | 25/11/2016 | 5000/000 | IN000048 | P&P SDN BHD | 0.00 | 1,320.00 | 0.00 | 0.00 | 0.00 |
| | | | | | | 2,239.00 | 0.00 | 0.00 | 0.00 |

4.10.2 : GST Return Wizard


P.U. (A) 190



**JABATAN KASTAM DIRAJA MALAYSIA
ROYAL MALAYSIAN CUSTOMS DEPARTMENT**

**PENYATA CUKAI BARANG DAN PERKHIDMATAN
GOODS AND SERVICES TAX RETURN**

GST - 03

Nota Penting (Important Notes)

- 1) Sila isikan borang ini dengan menaip menggunakan **HURUF BESAR**.
*Please type in using **BLOCK LETTERS**.*
- 2) Sila rujuk Buku Panduan Mengisi Borang Cukai Barang dan Perkhidmatan (CBP).
Please refer to Goods and Services Tax (GST) Forms Guide.
- 3) Ruangan yang bertanda (*) adalah wajib diisi.
Column with () is a mandatory field.*
- 4) Sila tandakan (X) dalam petak yang berkenaan.
Please tick (X) accordingly.
- 5) Sekiranya mengikrar nilai sifar, sila isi angka "0".
If declaring a zero amount, please fill in "0".
- 6) Sila hubungi Pusat Panggilan Kastam di talian 1-300-88-8500 / 03-78067200 atau emel ccc@customs.gov.my untuk pertanyaan lanjut.
Please contact Customs Call Center at 1-300-88-8500 / 03-78067200 or email ccc@customs.gov.my for further enquiry.

Pindaan
Amendment

**BAHAGIAN A : BUTIRAN ORANG BERDAFTAR
PART A : DETAILS OF REGISTERED PERSON**

1) No. CBP *
GST No. *

2) Nama Perniagaan *
Name of Business *

**BAHAGIAN B : BUTIRAN PENYATA
PART B : DETAILS OF RETURN**

| | | |
|--|---------------------------|---|
| 3) Tempoh Bercukai * Taxable Period * | Tarikh Mula Start Date | 1 - 4 - 2015 <small>HH (DD) - BB (MM) - TTTT (YYYY)</small> |
| | Tarikh Akhir End Date | 30 - 6 - 2015 <small>HH (DD) - BB (MM) - TTTT (YYYY)</small> |
| 4) Tarikh Akhir Serahan Penyata dan Bayaran * Return and Payment Due Date * | | 31 - 7 - 2015 <small>HH (DD) - BB (MM) - TTTT (YYYY)</small> |

| | |
|--|--|
| 5) Cukai Output Output Tax | Amaun (Amount) |
| a) Jumlah Nilai Pembekalan Berkadar Standard * Total Value of Standard Rated Supply * | RM <input style="width: 150px;" type="text" value="10643.40"/> |
| b) Jumlah Cukai Output (Termasuk Nilai Cukai ke atas Hutang Lapuk Dibayar Balik dan Pelarasan lain) * Total Output Tax (Inclusive of Tax Value on Bad Debt Recovered & other Adjustments) * | RM <input style="width: 150px;" type="text" value="638.60"/> |

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GST-03 | 1 / 3

Sage UBS Accounting Sample Report

4.10.3 : Lampiran 2

| LAMPIRAN 2 | | | | | | | | | |
|-----------------------------------|--|--|-------------------------------------|--|--------------------|---|--|--------------------------------------|---------------|
| EXAMPLE | | | | | | PRINTED ON : 20/12/2016 | | | |
| | | | | | | Page 1 of 1 | | | |
| BAHAGIAN A : MAKLUMAT CUKAI INPUT | | | | | | | | | |
| Bil | Nama dan no. GST pembekal | Tarikh dan Nombor invoice / nota debit & nota kredit | Nombor K1 / K8 / K9(jika berkaitan) | Diskripsi barang/ perkhidmatan | Amaun Invois RM | Amaun Pelarasan (Sediakan lampiran) RM | Kadar dan Amaun bayaran CBP telah dibayar % RM | Tempoh bercukai pembayaran CBP RM | |
| 1 | PUU 000187652345 | 11111 19/12/2016 | | SALES - SOFTWARE / SITI BITIN ALI | 1,000.00 | 0.00 | 6.00 | 60.00 01/10/2016 - 31/12/2016 | |
| 2 | ELEC 000187652345 | 3333 19/12/2016 | | BANK - UMBC A/C / TOWNTALK MOBILE ENTERPRISE | 300.00 | 0.00 | 6.00 | 18.00 01/10/2016 - 31/12/2016 | |
| 3 | CN 000187652345 | CN576 19/12/2016 | | PURCHASE | -1,000.00 | 0.00 | 6.00 | -60.00 01/10/2016 - 31/12/2016 | |
| 4 | PURCHASE FOR ITEM 111 000187652345 | IV5555 19/12/2016 | | PURCHASE | 1,000.00 | 0.00 | 6.00 | 60.00 01/10/2016 - 31/12/2016 | |
| 5 | SMART WORKSHOP 000187652345 | 8765232 19/12/2016 | | REPAIT CAR | 500.00 | 0.00 | 6.00 | 30.00 01/10/2016 - 31/12/2016 | |
| 6 | B&B SDN BHD 324356 | 1233 19/12/2016 | | BEING ASHDKA | 200.00 | 0.00 | 6.00 | 12.00 01/10/2016 - 31/12/2016 | |
| 7 | PURCHASE FOR XXXX | V123456755 19/12/2016 | | PURCHASE | 2,000.00 | 0.00 | 6.00 | 212.00 01/10/2016 - 31/12/2016 | |
| 8 | ABC TRAVEL - XXX 000123451234 | VIN87666 19/12/2016 | | PURCHASE | 300.00 | 0.00 | 6.00 | 18.00 01/10/2016 - 31/12/2016 | |
| JUMLAH | | | | | RM | 4,300.00 | GST | RM | 350.00 |

Saya pengarah / pemilik syarikat (taipkan nama) yang bernama (taipkan nama dan no kad pengenalan).....
 mengaku bahawa maklumat di atas adalah benar. Sekiranya berlaku sebaliknya, Saya bersetuju bahawa pihak Jabatan Kastam Diraja
 Malaysia berhak untuk menolak permohonan tuntutan ini.

Tandatangan: _____ Cop syarikat: _____

4.11: Check GST Transaction Code

Check Gst Transaction Code

Period From: 1 / Period To: 12 Account No. /

| Date | Reference | Description | Debit | Credit | Gst |
|------------|-----------|------------------------|--------|--------|-----|
| 27/07/2016 | TML1137 | DASDASD | 6.00 | 0.00 | TX |
| 01/09/2016 | V2765544 | A&A ENTERPRISE SDN BHD | 36.00 | 0.00 | TX |
| 03/09/2016 | 34564 | A&A ENTERPRISE SDN BHD | 43.20 | 0.00 | TX |
| 03/09/2016 | 34564 | A&A ENTERPRISE SDN BHD | 206.40 | 0.00 | TX |
| 03/09/2016 | 34564 | A&A ENTERPRISE SDN BHD | 36.00 | 0.00 | TX |
| 03/09/2016 | 3456 | A&A ENTERPRISE SDN BHD | 14.40 | 0.00 | TX |
| 03/09/2016 | 3456 | A&A ENTERPRISE SDN BHD | 5.40 | 0.00 | TX |
| 03/09/2016 | 45674 | A&A ENTERPRISE SDN BHD | 68.28 | 0.00 | TX |
| 03/09/2016 | 45674 | A&A ENTERPRISE SDN BHD | 180.00 | 0.00 | TX |
| 07/09/2016 | IN84334 | X COMPANY | 12.00 | 0.00 | TX |
| 07/09/2016 | IN84334 | X COMPANY | 18.00 | 0.00 | TX |

Next Exit

4.12: Check VAT Sales Entry

| CHECK VAT SALES ENTRY | | | | | | | | | | | | | |
|-----------------------|-----|-----|------------|-----|------------|-----|----------|------------------|-----------|------------|--------|---------------|--|
| BTH | TRN | FPD | DATE | BPD | BDATE | VPD | ACC.NO. | ACCOUNT DESP. | DEBIT | CREDIT | TAXPUR | NOTE | |
| 36 | 1 | 11 | 11/11/2016 | 11 | 11/11/2016 | 11 | 5000/000 | SALES - SOFTWARE | | 191,689.55 | | -191,689.55SR | |
| 36 | 2 | 11 | 11/11/2016 | 11 | 11/11/2016 | 11 | 4800/020 | GST Output Tax | | 11,501.37 | | SR | |
| 36 | 3 | 11 | 11/11/2016 | 11 | 11/11/2016 | 11 | 5001/000 | SALES - HARDWARE | 19,168.96 | | | 19,168.96SR | |
| 36 | 4 | 11 | 11/11/2016 | 11 | 11/11/2016 | 11 | 4800/020 | GST Output Tax | 1,150.14 | | | SR | |
| 36 | 6 | 11 | 25/11/2016 | 11 | 25/11/2016 | 11 | 5000/000 | SALES - SOFTWARE | | 79.00 | | -79.00ZRL | |
| 36 | 8 | 11 | 25/11/2016 | 11 | 25/11/2016 | 11 | 5000/000 | SALES - SOFTWARE | | 1,199.08 | | -1,199.08SR | |
| 36 | 9 | 11 | 25/11/2016 | 11 | 25/11/2016 | 11 | 4800/020 | GST Output Tax | | 71.94 | | SR | |
| 36 | 11 | 11 | 25/11/2016 | 11 | 25/11/2016 | 11 | 5000/000 | SALES - SOFTWARE | | 840.00 | | -840.00ZRL | |
| 36 | 13 | 11 | 25/11/2016 | 11 | 25/11/2016 | 11 | 5000/000 | SALES - SOFTWARE | | 1,320.00 | | -1,320.00ZRL | |
| 36 | 16 | 11 | 07/11/2016 | 11 | 07/11/2016 | 11 | 5000/000 | SALES - SOFTWARE | | 26,500.00 | | -26,500.00SR | |
| 36 | 17 | 11 | 07/11/2016 | 11 | 07/11/2016 | 11 | 4800/020 | GST Output Tax | | 1,590.00 | | SR | |
| 36 | 18 | 11 | 07/11/2016 | 11 | 07/11/2016 | 11 | 5000/000 | SALES - SOFTWARE | | 30,000.00 | | -25,000.00SR | |
| 36 | 19 | 11 | 07/11/2016 | 11 | 07/11/2016 | 11 | 4800/020 | GST Output Tax | | 1,500.00 | | SR | |
| 38 | 7 | 11 | 07/11/2016 | 11 | 07/11/2016 | 11 | 4800/020 | GST Output Tax | | 56.60 | | -943.40SR | |

4.13: Check VAT Purchase Entry

| CHECK VAT PURCHASE ENTRY | | | | | | | | | | | | | |
|--------------------------|-----|-----|------------|-----|------------|-----|----------|---------------|--------|--------|--------|------|----|
| BTH | TRN | FPD | DATE | BPD | BDATE | VPD | ACC.NO. | ACCOUNT DESP. | DEBIT | CREDIT | TAXPUR | NOTE | |
| 37 | 4 | 11 | 25/11/2016 | 11 | 25/11/2016 | 11 | 4800/010 | GST Input Tax | 16.56 | | | | TX |
| 37 | 8 | 11 | 25/11/2016 | 11 | 25/11/2016 | 11 | 4800/010 | GST Input Tax | 6.00 | | | | TX |
| 37 | 17 | 11 | 07/11/2016 | 11 | 07/11/2016 | 11 | 4800/010 | GST Input Tax | 180.00 | | | | TX |
| 42 | 2 | 12 | 19/11/2016 | 12 | 19/11/2016 | 12 | 4800/010 | GST Input Tax | 60.00 | | | | TX |
| 42 | 5 | 12 | 19/12/2016 | 12 | 19/12/2016 | 12 | 4800/010 | GST Input Tax | 60.00 | | | | TX |
| 42 | 8 | 12 | 19/12/2016 | 12 | 19/12/2016 | 12 | 4800/010 | GST Input Tax | 212.00 | | | | TX |
| 42 | 11 | 12 | 19/12/2016 | 12 | 19/12/2016 | 12 | 4800/010 | GST Input Tax | 18.00 | | | | TX |
| 42 | 16 | 12 | 19/12/2016 | 12 | 19/12/2016 | 12 | 4800/010 | GST Input Tax | 12.00 | | | | BL |
| 42 | 19 | 12 | 19/12/2016 | 12 | 19/12/2016 | 12 | 4800/010 | GST Input Tax | | 60.00 | | | TX |
| 43 | 5 | 12 | 19/12/2016 | 12 | 19/12/2016 | 12 | 4800/010 | GST Input Tax | 12.00 | | | | TX |
| 44 | 3 | 12 | 19/12/2016 | 12 | 19/12/2016 | 12 | 4800/010 | GST Input Tax | 18.00 | | | | TX |
| 42 | 24 | 12 | 19/12/2016 | 12 | 19/12/2016 | 12 | 4800/010 | GST Input Tax | 60.00 | | | | TX |
| 42 | 27 | 12 | 19/12/2016 | 12 | 19/12/2016 | 12 | 4800/010 | GST Input Tax | 56.60 | | | | TX |
| 38 | 3 | 11 | 07/11/2016 | 11 | 07/11/2016 | 11 | 4800/010 | GST Input Tax | 18.00 | | | | TX |
| 43 | 3 | 12 | 19/12/2016 | 12 | 19/12/2016 | 12 | 4800/010 | GST Input Tax | 30.00 | | | | TX |

4.14: Project Report

4.14.1 : Project Ledger

| PROJECT LEDGER | | | | | | | | 31/12/2016 |
|------------------------|-------|---------------|-------------------------------------|-----|-----|-----------|----------|-------------|
| EXAMPLE | | | | | | | | Page 1 of 1 |
| ACCOUNT NO. : 3000/H01 | | HAPPY SDN BHD | | | | | | |
| DATE | BATCH | REF. | DESCRIPTION | PJ | JOB | DEBIT | CREDIT | BALANCE |
| | | | BALANCE B/F | | | | | 0.00 |
| 21/03/2016 | 11 | 16 | IN000031 SALES TESTING | | | 8,671.00 | | 8,671.00 |
| 25/03/2016 | 6 | 26 | INV 0016 A COMPANY - SERVICE OFFICE | | | 2,120.00 | | 10,791.00 |
| 01/06/2016 | 23 | 9 | 888 BANK - UMBC A/C | | | | 2,000.00 | 8,791.00 |
| 01/06/2016 | 21 | 89 | IN000036 SALES TESTING | | | 4,982.00 | | 13,773.00 |
| 21/06/2016 | 21 | 51 | CN000014 GOOD RETURNED | | | | 1,060.00 | 12,713.00 |
| 21/06/2016 | 21 | 106 | IN000038 SALES TESTING | | | 5,650.00 | | 18,363.00 |
| 25/06/2016 | 21 | 34 | INV 0025 SALES - ACC SOFTWARE | | | 1,000.00 | | 19,363.00 |
| 25/06/2016 | 21 | 40 | INV 0026 SALES - PAYROLL SOFTWARE | | | 1,272.00 | | 20,635.00 |
| 25/06/2016 | 21 | 54 | CN000015 GOOD RETURNED | | | | 1,060.00 | 19,575.00 |
| 15/09/2016 | 26 | 23 | INV 0032 SALES - HARDWARE | | | 2,120.00 | | 21,695.00 |
| 15/09/2016 | 28 | 9 | OR 00020 BANK - UMBC A/C | | | | 2,000.00 | 19,695.00 |
| 25/11/2016 | 36 | 12 | IN000047 SALES TESTING | P01 | | 840.00 | | 20,535.00 |
| | | | | | | 26,655.00 | 6,120.00 | 20,535.00 |

4.14.2 : Project Summary

| PROJECT SUMMARY | | | | | 31/12/2016 |
|-----------------|------------|-------------|-------------|--------------|---------------|
| EXAMPLE | | | | | Page 1 of 1 |
| PROJECT | | BALANCE B/F | MTH-TO-DATE | YEAR-TO-DATE | CURR. BALANCE |
| P01 | PROJECT 01 | 0.00 | 0.00 | 20.00 | 20.00 |
| P02 | PROJECT 02 | 0.00 | 0.00 | -20.00 | -20.00 |
| TOTAL | | 0.00 | 0.00 | 0.00 | 0.00 |

4.14.3 : Project Job Summary

| PROJECT JOB SUMMARY | | | | | 31/12/2016 |
|---------------------|--------|-------------|-------------|--------------|---------------|
| EXAMPLE | | | | | Page 1 of 1 |
| PROJECT | | BALANCE B/F | MTH-TO-DATE | YEAR-TO-DATE | CURR. BALANCE |
| J01 | JOB 01 | 0.00 | 0.00 | 20.00 | 20.00 |
| J02 | JOB 02 | 0.00 | 0.00 | -20.00 | -20.00 |
| TOTAL | | 0.00 | 0.00 | 0.00 | 0.00 |

Sage UBS Accounting Sample Report

4.14.4 : Project % Profit

| PROJECT PROFIT MARGIN | | | | | | | |
|------------------------------|-------------------|-------------------|-------------------|-----------|------------------|-------------------|-------------|
| PERIOD FROM 1 TO 12 | | | | | | | |
| | | | | | | | 31/12/2016 |
| | | | | | | | Page 1 of 1 |
| PROJECT | INCOME | COST | GROSS | % | EXPENSES | NET | % |
| | 452,571.81 | 177,740.63 | 274,831.18 | 60 | 16,666.21 | 258,164.97 | 57 |
| P01 PROJECT 01 | 13,660.00 | 117.00 | 13,543.00 | 99 | 300.00 | 13,243.00 | 96 |
| P02 PROJECT 02 | 6,500.00 | 0.00 | 6,500.00 | 100 | 0.00 | 6,500.00 | 100 |
| TOTAL | 472,731.81 | 177,857.63 | 294,874.18 | 62 | 16,966.21 | 277,907.97 | 58 |

4.14.5 : Receipt & Payments Account

| EXAMPLE | | | |
|--|-----------|-------------------|-------------------|
| | | | 31/12/2016 |
| | | | Page 1 of 1 |
| RECEIPTS & PAYMENTS ACCOUNT | | | |
| OPENING BALANCE | | | |
| JOB | | Y-T-D | DECEMBER |
| B/F | X COMPANY | -28,822.48 | -54,429.14 |
| B/F | Y COMPANY | -3,074.00 | -8,784.00 |
| B/F | Z COMPANY | -850.00 | -850.00 |
| TOTAL | | -32,746.48 | -64,063.14 |
| RECEIPTS | | | |
| JOB | | Y-T-D | DECEMBER |
| | | 4,000.00 | 0.00 |
| TOTAL | | 4,000.00 | 0.00 |
| PAYMENTS | | | |
| JOB | | Y-T-D | DECEMBER |
| | | 35,528.66 | 212.00 |
| TOTAL | | 35,528.66 | 212.00 |
| CLOSING BALANCE | | | |
| JOB | | Y-T-D | DECEMBER |
| BAL. | X COMPANY | -54,641.14 | -54,641.14 |
| BAL. | Y COMPANY | -8,784.00 | -8,784.00 |
| BAL. | Z COMPANY | -850.00 | -850.00 |
| TOTAL | | -64,275.14 | -64,275.14 |

Sage UBS Accounting Sample Report

4.14.6 : Create Project Job Balance File

| PROJECT JOB BALANCE | | | |
|---------------------|-------------------------------------|-------------------|---------------------|
| PERIOD FROM 1 TO 12 | | 31/12/2016 | |
| PROJECT FROM | JOB FROM | SUB JOB FROM | AGENT FROM |
| PROJECT TO zzz | JOB TO zzz | SUB JOB TO zzz | AGENT TO zzzzzz |
| EXAMPLE | | | Page 1 of 1 |
| ACCNO | A/C DESCRIPTION | BALANCE | |
| 2000/405 | ACCUM. DEPRN. - OFFICE EQUIPMENT -1 | -49.48 | |
| 3000/001 | T&T SOLUTIONS SDN BHD | 38,143.98 | |
| 3000/002 | UST CO. LTD | 7,399.94 | |
| 3000/A01 | A COMPANY | 268,837.04 | |
| 3000/A02 | AUTOKEEN SDN BHD | 33,236.00 | |
| 3000/B01 | B COMPANY | 63,812.00 | |
| 3000/C01 | C COMPANY | 3,240.00 | |
| 3000/H01 | HAPPY SDN BHD | 20,535.00 | |
| 3000/H02 | H&H SDN BHD | -1,000.00 | |
| 3000/P01 | P&P SDN BHD | 5,984.00 | |
| | | 440,138.48 | |

4.14.7 : Project and Job Entries

Project And Job Entries

Period From: Account No.:

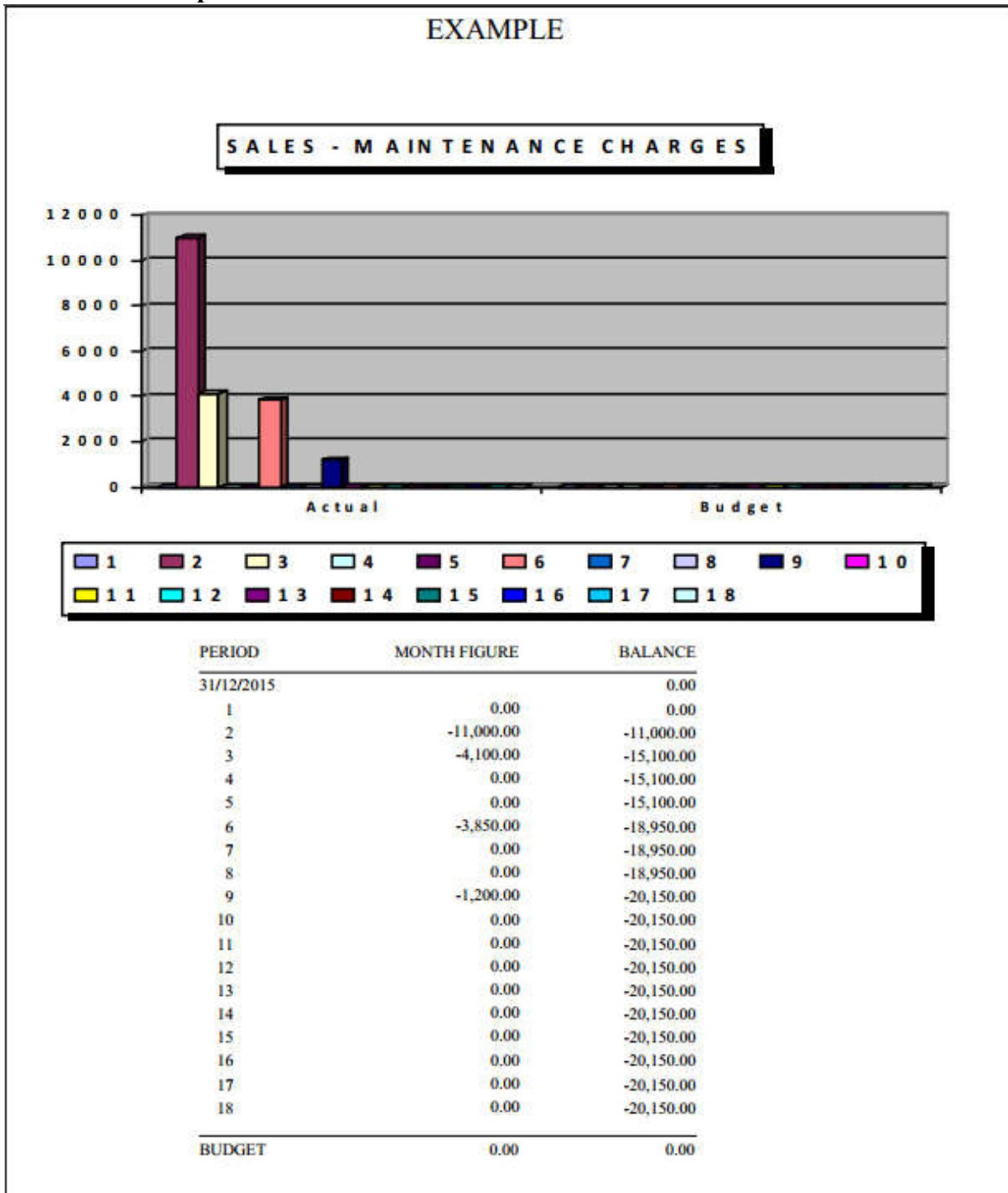
Period To:

| Date | Reference | Description | Debit | Credit | Pj. | Job | S-Job | Agent |
|------------|-----------|-------------------|-------|----------|-----|-----|-------|-------|
| 24/02/2016 | IN000022 | B COMPANY | 0.00 | 1000.00 | | | | |
| 26/02/2016 | IN000023 | A COMPANY | 0.00 | 10000.00 | | | | |
| 07/03/2016 | IN000030 | AUTOKEEN SDN BHD | 0.00 | 3600.00 | | | | |
| 21/03/2016 | IN000031 | HAPPY SDN BHD | 0.00 | 500.00 | | | | |
| 09/06/2016 | IN000033 | A COMPANY | 0.00 | 1250.00 | | | | |
| 09/06/2016 | IN000034 | AUTOKEEN SDN BHD | 0.00 | 500.00 | | | | |
| 21/06/2016 | IN000037 | A COMPANY | 0.00 | 1300.00 | | | | |
| 25/06/2016 | IN000040 | AUTOKEEN SDN BHD | 0.00 | 800.00 | | | | |
| 07/09/2016 | IN000049 | T&T SOLUTIONS SDN | 0.00 | 1200.00 | | | | |
| | | | | | | | | |
| | | | | | | | | |

Next Exit

4.15: More Report (1)

4.15.1: View Graph



Sage UBS Accounting Sample Report

4.15.2: Check Transaction

| TRANSACTIONS LISTING | | | | | | | | | |
|----------------------|--------------|----------|------------------------------|----|-----|-----------|-----------------------------|-------------|--------|
| PERIOD FROM 1 TO 1 | | | | | | | | | |
| | | | | | | | | 22/12/2016 | |
| | | | | | | | | Page 1 of 1 | |
| EXAMPLE | | | | | | | | | |
| PDBTH | DATE | A/C NO. | A/C DESCRIPTION | PJ | JOB | REF.NO. | DESCRIPTION | DEBIT | CREDIT |
| 1 | 5 31/01/2016 | 2000/405 | ACCUM. DEPRN. - OFFICE | | | FREF10011 | DEPRECIATION OF FIXED 07 | | 24.74 |
| 1 | 5 31/01/2016 | 2000/405 | ACCUM. DEPRN. - OFFICE | | | FREF10012 | DEPRECIATION OF FIXED 07 | | 24.74 |
| | | | | | | | | 0.00 | 49.48 |
| 1 | 5 31/01/2016 | 9030/000 | DEPRECIATION OF FIXED ASSETS | | | FREF10011 | ACCUM. DEPRN. - | 24.74 | |
| 1 | 5 31/01/2016 | 9030/000 | DEPRECIATION OF FIXED ASSETS | | | FREF10012 | ACCUM. DEPRN. - | 24.74 | |
| | | | | | | | | 49.48 | 0.00 |
| | | | | | | | | 49.48 | 49.48 |

4.15.3: Bank Reconciliation Statement

| BANK RECONCILIATION AS AT 31/12/2016 | | | |
|--------------------------------------|----------|-----------------------|--------------|
| | | | Page 1 of 1 |
| EXAMPLE | | | |
| 5004/000 SALES - MAINTENANCE CHARGES | | (RM) | (RM) |
| BALANCE AS PER BANK STATEMENT | | | 0.00 |
| LESS: UNPRESENTED CHEQUES | | | |
| 24/02/2016 | IN000022 | B COMPANY | 1,000.00 |
| 26/02/2016 | IN000023 | A COMPANY | 10,000.00 |
| 07/03/2016 | IN000030 | AUTOKEEN SDN BHD | 3,600.00 |
| 21/03/2016 | IN000031 | HAPPY SDN BHD | 500.00 |
| 09/06/2016 | IN000033 | A COMPANY | 1,250.00 |
| 09/06/2016 | IN000034 | AUTOKEEN SDN BHD | 500.00 |
| 21/06/2016 | IN000037 | A COMPANY | 1,300.00 |
| 25/06/2016 | IN000040 | AUTOKEEN SDN BHD | 800.00 |
| 07/09/2016 | IN000049 | T&T SOLUTIONS SDN BHD | 1,200.00 |
| | | | 20,150.00 |
| | | | (20,150.00) |
| BALANCE AS PER BANK ACCOUNT | | | (20,150.00) |

Sage UBS Accounting Sample Report

4.15.4: Payment Vouchers

| EXAMPLE 441389-K | | NO. | 3333 |
|--|--------------|-----------|-------------|
| PAYMENT VOUCHER | | DATE | 19/12/2016 |
| ACCOUNT NO. | 3020/000 | | |
| ACCOUNT DESCRIPTION | CASH IN HAND | | |
| PAY TO | | | |
| PAY FOR | | | |
| CHEQUE NO. | | | |
| AMOUNT | RM | 418.00 | |
| THE SUM OF RINGGIT MALAYSIA : FOUR HUNDRED EIGHTEEN ONLY | | | |
| <hr/> | | | |
| AUTHORISED BY | | ISSUED BY | RECEIVED BY |

4.15.5: Print Receipt

| EXAMPLE 441389-K | | OFFICIAL RECEIPT | |
|--|--|------------------|--------------------|
| Suite 1B-6, Level 6, Block 1B, Plaza Sentral, Jalan Stesen Sentral 5, Kuala Lumpur Sentral, 50470 Kuala Lumpur. | | DATE | 22/12/2016 |
| | | A/C NO. | 8011/000 |
| | | REF.NO. | OR 00022 |
| RECEIVED FROM | OTHER INCOME - LATE CHARGES | | |
| THE SUM OF RINGGIT MALAYSIA : TWO THOUSAND ONLY | | | |
| PAYMENT FOR | ABC SDN BHD NBEING RECEIVE LATE CHARGES | | |
| RM | 2,000.00 | | COMPUTER GENERATED |
| CHEQUE NO. | 787878 | | ISSUED BY |

Sage UBS Accounting Sample Report

4.15.6: Print Cheque

| | |
|---|-----------------|
| CHEQUE NO. : 767676 | DATE 19/12/2016 |
| PAY TO : SMART WORKSHOP FIVE HUNDRED THIRTY ONLY | *****530.00 |

4.15.7: Transaction Summary

| TRANSACTION SUMMARY 1 TO 12 | | | | | | |
|-----------------------------|----------|-------------------------------------|------------|-------------|--------------|-------------|
| | | | | | 31/12/2016 | |
| | | | | | Page 1 of 1 | |
| EXAMPLE | A/C NO. | A/C DESCRIPTION | 01/01/2016 | TOTAL DEBIT | TOTAL CREDIT | 31/12/2016 |
| | 1050/000 | RETAINED EARNING | -79,337.31 | 0.00 | 0.00 | -79,337.31 |
| | 2000/405 | ACCUM. DEPRN. - OFFICE EQUIPMENT -1 | 0.00 | 0.00 | 49.48 | -49.48 |
| | 3010/000 | BANK - UMBC A/C | 11,007.00 | 53,478.00 | 22,775.10 | 41,709.90 |
| | 3020/000 | CASH IN HAND | 3,634.56 | 21,332.00 | 2,418.00 | 22,548.56 |
| | 3021/000 | PETTY CASH - ALI | 0.00 | 2,000.00 | 530.00 | 1,470.00 |
| | 3091/000 | RS | 0.00 | 10,000.00 | 0.00 | 10,000.00 |
| | 4005/001 | AMOUNT OWNING TO DIRECTOR | 0.00 | 0.00 | 26,000.00 | -26,000.00 |
| | 4070/000 | SUSPEND SALES VAT | 0.00 | 0.00 | 60.00 | -60.00 |
| | 4800/010 | GST Input Tax | 2,377.77 | 14,011.87 | 65.40 | 16,324.24 |
| | 4800/020 | GST Output Tax | -4,921.51 | 1,735.94 | 26,220.98 | -29,406.55 |
| | 4810/000 | GST Liability [AR] | 232.06 | 339.60 | 2,622.89 | -2,051.23 |
| | 4820/000 | GST Claimable [AP] | 0.00 | 363.89 | 0.00 | 363.89 |
| | 5000/000 | SALES - SOFTWARE | 0.00 | 200.00 | 365,730.43 | -365,530.43 |
| | 5001/000 | SALES - HARDWARE | 0.00 | 19,368.96 | 52,449.94 | -33,080.98 |
| | 5002/000 | SALES - SERVICES | 0.00 | 0.00 | 38,450.00 | -38,450.00 |
| | 5003/000 | CASH SALES | 0.00 | 0.00 | 21,200.00 | -21,200.00 |
| | 5004/000 | SALES - MAINTENANCE CHARGES | 0.00 | 0.00 | 20,150.00 | -20,150.00 |
| | 5010/000 | RETURN INWARDS | 0.00 | 3,420.00 | 300.00 | 3,120.00 |
| | 5020/000 | DISCOUNT ALLOWED | 0.00 | 2,559.60 | 0.00 | 2,559.60 |
| | 6010/000 | PURCHASES | 0.00 | 174,283.99 | 696.36 | 173,587.63 |
| | 6010/001 | PURCHASES - 1 | 0.00 | 3,500.00 | 1,000.00 | 2,500.00 |
| | 6011/000 | PURCHASES - 2 | 0.00 | 3,000.00 | 0.00 | 3,000.00 |
| | 6015/000 | CARRIAGE INWARDS | 0.00 | 0.00 | 1,230.00 | -1,230.00 |
| | 8011/000 | OTHER INCOME - LATE CHARGES | 0.00 | 0.00 | 2,000.00 | -2,000.00 |
| | 9010/000 | ADVERTISEMENT | 0.00 | 4,200.00 | 0.00 | 4,200.00 |
| | 9030/000 | DEPRECIATION OF FIXED ASSETS | 0.00 | 49.48 | 0.00 | 49.48 |
| | 9050/000 | TRAVELLING EXPENSES | 0.00 | 3,522.24 | 0.00 | 3,522.24 |
| | 9060/000 | UPKEEP OF MOTOR VEHICLE | 0.00 | 3,000.00 | 0.00 | 3,000.00 |
| | 9070/000 | WATER & ELECTRICITY | 0.00 | 1,000.00 | 0.00 | 1,000.00 |
| | 9090/000 | FOOD ALLW | 0.00 | 300.00 | 0.00 | 300.00 |
| | 9091/000 | PETROL ALLW | 0.00 | 350.37 | 0.00 | 350.37 |
| | 9093/000 | TELEPHONE | 0.00 | 2,698.12 | 0.00 | 2,698.12 |
| | 9094/000 | PRINTING & STATIONARY | 0.00 | 1,840.00 | 0.00 | 1,840.00 |
| | 9801/000 | GST Expenses | 0.00 | 6.00 | 0.00 | 6.00 |
| | | | -67,007.43 | 326,560.06 | 583,948.58 | -324,395.95 |

Sage UBS Accounting Sample Report

4.15.8: Print P&L for 12 Months

| PROFIT & LOSS ACCOUNT | | | | | | | | | |
|--------------------------|----------|-----------|-----------|----------|----------|------------|-----------|----------|-----------|
| EXAMPLE | Jan'2016 | Feb'2016 | Mar'2016 | Apr'2016 | May'2016 | Jun'2016 | Jul'2016 | Aug'2016 | Sep'2016 |
| FOOD ALLW | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 300.00 | 0.00 | 0.00 | 0.00 |
| PETROL ALLW | 0.00 | 0.00 | 300.00 | 0.00 | 0.00 | 0.00 | 50.37 | 0.00 | 0.00 |
| WAGES | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TELEPHONE | 0.00 | 0.00 | 0.00 | 0.00 | 2,698.12 | 0.00 | 0.00 | 0.00 | 0.00 |
| PRINTING & STATIONARY | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,840.00 |
| GST Expenses | 0.00 | 0.00 | 0.00 | 0.00 | 6.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | -49.48 | 300.00 | 6,181.74 | 0.00 | 2,804.12 | 2,800.00 | 808.87 | 0.00 | 2,158.00 |
| NET PROFIT/(LOSS) | -49.48 | 37,590.60 | 31,170.20 | 1,000.00 | 5,195.88 | -54,707.45 | 19,321.13 | 0.00 | 18,516.82 |
| TAXATION | | | | | | | | | |

Sage UBS Accounting Sample Report

4.15.9: Budget & Variance

| BUDGET & VARIANCE | | | | | |
|-------------------|------------------------------|--------------------|--------|-------------|-------------|
| PERIOD : 1 TO 12 | | | | | |
| 12 MTHS | | | | | |
| | | | | | 22/12/2016 |
| | | | | | Page 1 of 1 |
| EXAMPLE | | | | | |
| ACCNO | A/C DESCRIPTION | ACTUAL | BUDGET | VARIANCE | % VAR. |
| 5000/000 | SALES - SOFTWARE | 365,530.43 | | 365,530.43 | |
| 5001/000 | SALES - HARDWARE | 33,080.98 | | 33,080.98 | |
| 5002/000 | SALES - SERVICES | 38,450.00 | | 38,450.00 | |
| 5003/000 | CASH SALES | 21,200.00 | | 21,200.00 | |
| 5004/000 | SALES - MAINTENANCE CHARGES | 20,150.00 | | 20,150.00 | |
| 5010/000 | RETURN INWARDS | 3,120.00 | | -3,120.00 | |
| 5020/000 | DISCOUNT ALLOWED | 2,559.60 | | -2,559.60 | |
| 6000/000 | STOCKS AT BEGINNING OF YEAR | | | | |
| 6010/000 | PURCHASES | 173,587.63 | | -173,587.63 | |
| 6010/001 | PURCHASES - 1 | 2,500.00 | | -2,500.00 | |
| 6011/000 | PURCHASES - 2 | 3,000.00 | | -3,000.00 | |
| 6015/000 | CARRIAGE INWARDS | -1,230.00 | | 1,230.00 | |
| 6020/000 | STOCKS AT END OF YEAR | | | | |
| 8010/000 | GAIN/LOSS ON DISPOSAL | | | | |
| 8011/000 | OTHER INCOME - LATE CHARGES | 2,000.00 | | 2,000.00 | |
| 9010/000 | ADVERTISEMENT | 4,218.00 | | -4,218.00 | |
| 9020/000 | BANK CHARGES | | | | |
| 9030/000 | DEPRECIATION OF FIXED ASSETS | 49.48 | | -49.48 | |
| 9040/000 | SALARIES | | | | |
| 9050/000 | TRAVELLING EXPENSES | 3,522.24 | | -3,522.24 | |
| 9060/000 | UPKEEP OF MOTOR VEHICLE | 3,066.00 | | -3,066.00 | |
| 9070/000 | WATER & ELECTRICITY | 1,000.00 | | -1,000.00 | |
| 9080/000 | BAD DEBTS WRITTEN OFF | | | | |
| 9090/000 | FOOD ALLW | 300.00 | | -300.00 | |
| 9091/000 | PETROL ALLW | 350.37 | | -350.37 | |
| 9092/000 | WAGES | | | | |
| 9093/000 | TELEPHONE | 2,698.12 | | -2,698.12 | |
| 9094/000 | PRINTING & STATIONARY | 1,840.00 | | -1,840.00 | |
| 9500/000 | TAXATION | | | | |
| 9801/000 | GST Expenses | 6.00 | | -6.00 | |
| NOTE: VARIANCE | | +VE FOR FAVOURABLE | | | |
| | | -VE FOR ADVERSE | | | |

Sage UBS Accounting Sample Report

4.15.10: Consolidated Account

| EXAMPLE | | | |
|-----------------------------------|-----------|----------|-----------|
| TRADING AND PROFIT & LOSS ACCOUNT | | | |
| JULY 2016 | | | |
| Page 1 of 2 | | | |
| | P01-JULY | P01-NOV | TOTAL |
| SALES | | | |
| SALES - SOFTWARE | 4,200.00 | 2,160.00 | 6,360.00 |
| SALES - HARDWARE | 4,000.00 | 0.00 | 4,000.00 |
| SALES - SERVICES | 800.00 | 0.00 | 800.00 |
| CASH SALES | 2,500.00 | 0.00 | 2,500.00 |
| SALES - MAINTENANCE CHARGES | 0.00 | 0.00 | 0.00 |
| | 11,500.00 | 2,160.00 | 13,660.00 |
| SALES ADJUSTMENTS | | | |
| RETURN INWARDS | 0.00 | 0.00 | 0.00 |
| DISCOUNT ALLOWED | 0.00 | 0.00 | 0.00 |
| | 0.00 | 0.00 | 0.00 |
| COST OF GOODS SOLD | | | |
| STOCKS AT BEGINNING OF YEAR | 0.00 | 0.00 | 0.00 |
| PURCHASES | 0.00 | 117.00 | 117.00 |
| PURCHASES - 2 | 0.00 | 0.00 | 0.00 |
| CARRIAGE INWARDS | 0.00 | 0.00 | 0.00 |
| STOCKS AT END OF YEAR | 0.00 | 0.00 | 0.00 |
| | 0.00 | 117.00 | 117.00 |
| GROSS PROFIT/(LOSS) | 11,500.00 | 2,043.00 | 13,543.00 |
| OTHER INCOMES | | | |
| GAIN/LOSS ON DISPOSAL | 0.00 | 0.00 | 0.00 |
| OTHER INCOME - LATE CHARGES | 0.00 | 0.00 | 0.00 |
| | 0.00 | 0.00 | 0.00 |
| EXPENSES | | | |
| ADVERTISEMENT | 0.00 | 0.00 | 0.00 |
| BANK CHARGES | 0.00 | 0.00 | 0.00 |
| DEPRECIATION OF FIXED ASSETS | 0.00 | 0.00 | 0.00 |
| SALARIES | 0.00 | 0.00 | 0.00 |
| TRAVELLING EXPENSES | 0.00 | 0.00 | 0.00 |
| UPKEEP OF MOTOR VEHICLE | 300.00 | 0.00 | 300.00 |
| WATER & ELECTRICITY | 0.00 | 0.00 | 0.00 |
| BAD DEBTS WRITTEN OFF | 0.00 | 0.00 | 0.00 |
| FOOD ALLW | 0.00 | 0.00 | 0.00 |
| PETROL ALLW | 0.00 | 0.00 | 0.00 |
| WAGES | 0.00 | 0.00 | 0.00 |
| TELEPHONE | 0.00 | 0.00 | 0.00 |
| PRINTING & STATIONARY | 0.00 | 0.00 | 0.00 |
| GST Expenses | 0.00 | 0.00 | 0.00 |
| | 300.00 | 0.00 | 300.00 |
| NET PROFIT/(LOSS) | 11,200.00 | 2,043.00 | 13,243.00 |
| TAXATION | | | |
| TAXATION | 0.00 | 0.00 | 0.00 |
| | 0.00 | 0.00 | 0.00 |
| EXTRA-ORDINARY INCOME/(EXP.) | | | |

| EXAMPLE | | | |
|-----------------------------------|-----------|----------|-----------|
| TRADING AND PROFIT & LOSS ACCOUNT | | | |
| JULY 2016 | | | |
| Page 2 of 2 | | | |
| | P01-JULY | P01-NOV | TOTAL |
| APPROPRIATION ACCOUNT | | | |
| | 0.00 | 0.00 | 0.00 |
| | 11,200.00 | 2,043.00 | 13,243.00 |

Sage UBS Accounting Sample Report

4.15.11: Print Overdue Letter

EXAMPLE 441389-K

Suite 1B-6, Level 6, Block 1B,
Plaza Sentral, Jalan Stesen Sentral 5,
Kuala Lumpur Sentral,
50470 Kuala Lumpur.

T&T SOLUTIONS SDN BHD
No. 7, Jalan 19/1,
46300, Petaling Jaya
Malaysia.

ACCOUNT NO. 3000/001
DATE 31/12/2016

RE : OVERDUE ACCOUNT

We would like to inform you that the amount RM 38,049.78 in your account is overdue.

Please prepare your payment immediately after receiving this letter.

4.16: More Report (2)

4.16.1: Generate Voucher Sequence

| Voucher No. | Date | Voucher Type | Description | Amount 1 | Amount 2 |
|-------------|------------|--------------|------------------------|----------|----------|
| 1 | 24/02/2016 | INV 0008 | SALES - SOFTWARE -HDGD | 1060.00 | 0.00 |
| 1 | 24/02/2016 | INV 0008 | C COMPANY | 0.00 | 1000.00 |
| 1 | 24/02/2016 | INV 0008 | C COMPANY | 0.00 | 60.00 |
| 1 | 24/02/2016 | INV 0009 | A COMPANY SALLES | 0.00 | 1000.00 |
| 1 | 24/02/2016 | INV 0009 | A COMPANY SALLES | 0.00 | 60.00 |
| 1 | 24/02/2016 | INV 0009 | A COMPANY SALLES | 1060.00 | 0.00 |
| 1 | 26/02/2016 | 11111 | SALES - SOFTWARE | 1060.00 | 0.00 |
| 1 | 26/02/2016 | 11111 | A/01/01 | 0.00 | 1000.00 |
| 1 | 26/02/2016 | 11111 | A/01/01 | 0.00 | 60.00 |
| 1 | 07/02/2016 | INV3573 | SALES - SOFTWARE | 1060.00 | 0.00 |
| 1 | 07/02/2016 | INV3573 | P&P SDN BHD | 0.00 | 1000.00 |
| 1 | 07/02/2016 | INV3573 | P&P SDN BHD | 0.00 | 60.00 |
| 1 | 26/02/2016 | IN000023 | A COMPANY | 0.00 | 10000.00 |
| 1 | 26/02/2016 | IN000023 | A COMPANY | 0.00 | 600.00 |
| 1 | 26/02/2016 | IN000023 | SALES | 10600.00 | 0.00 |

Sage UBS Accounting Sample Report

4.16.2: Print Transaction Voucher

| TRANSACTIONS VOUCHER LISTING | | | | | |
|---------------------------------|---|-----------|----------------------------|-----------|----------------------|
| BATCH NO.: 18 - BANK - MAY 2016 | | | VCS ... 18 | | |
| PERIOD: 5 | | | REF.: CS2160221 | | |
| DATE PREPARED 28/05/2016 | | | | | |
| TRN | DESCRIPTION | ACC.NO. | A/C DESCRIPTION | DEBIT | CREDIT |
| 0001 | TOWNTALK MOBILE ENTERPRISE PURCHASE HUAWEI G8 GREY | 9093/000 | TELEPHONE | 1,349.06 | |
| 0002 | TOWNTALK MOBILE ENTERPRISE PURCHASE HUAWEI G8 GREY | 4800/010 | GST Input Tax | 80.94 | |
| 0003 | TOWNTALK MOBILE ENTERPRISE PURCHASE HUAWEI G8 GREY | 4000/T11 | TOWNTALK MOBILE ENTERPRISE | | 1,430.00 |
| 0004 | PURCHASE HUAWEI G8 GREY HP | 4000/T11 | TOWNTALK MOBILE ENTERPRISE | | 1,430.00 |
| 0005 | PURCHASE HUAWEI G8 GREY HP TOWNTALK MOBILE | 9093/000 | TELEPHONE | 1,349.06 | |
| 0006 | PURCHASE HUAWEI G8 GREY HP TOWNTALK MOBILE | 4800/010 | GST Input Tax | 80.94 | |
| 0007 | BANK - UMBC A/C | 4000/T11 | TOWNTALK MOBILE ENTERPRISE | 1,430.00 | |
| 0008 | TOWNTALK MOBILE ENTERPRISE | 3010/000 | BANK - UMBC A/C | | 1,430.00 |
| 0009 | WATER | 9070/000 | WATER & ELECTRICITY | 100.00 | |
| 0010 | WATER | 9801/000 | GST Expenses | 6.00 | |
| 0011 | WATER | 3010/000 | BANK - UMBC A/C | | 106.00 |
| ATTACHMENTS : SHEETS | | | | TOTAL : | 4,396.00 4,396.00 |
| APPROVED | | CHECKED : | | ENTERED : | |
| | | | | CASHIER : | |
| | | | | PREPARED | |

4.16.3: Batch Main Account Transaction Summary

| BATCH MAIN ACCOUNT TRANSACTION SUMMARY | | | |
|--|-----------------------------|-------------|--------------|
| | | | 22/12/2016 |
| EXAMPLE | | | Page 1 of 10 |
| BATCH TITLE : SALES - FEB 2016 | | | |
| BATCH NO. : 1 | | PIN : 0 | |
| A/C NO. | A/C DESCRIPTION | TOTAL DEBIT | TOTAL CREDIT |
| 3000/000 | TRADE DEBTORS | 40,863.60 | 212.00 |
| 3020/000 | CASH IN HAND | 3,212.00 | |
| 4800/000 | GST Control Account | 12.00 | 1,815.60 |
| 5000/000 | SALES - SOFTWARE | 200.00 | 17,560.00 |
| 5001/000 | SALES - HARDWARE | | 10,000.00 |
| 5002/000 | SALES - SERVICES | | 300.00 |
| 5003/000 | CASH SALES | | 3,200.00 |
| 5004/000 | SALES - MAINTENANCE CHARGES | | 11,000.00 |
| 5010/000 | RETURN INWARDS | | 200.00 |
| | | 44,287.60 | 44,287.60 |
| BATCH TITLE : PURCHASE - FEB 2016 | | | |
| BATCH NO. : 2 | | PIN : 0 | |
| A/C NO. | A/C DESCRIPTION | TOTAL DEBIT | TOTAL CREDIT |
| 4000/000 | TRADE CREDITORS | | 4,359.56 |
| 4800/000 | GST Control Account | 190.16 | |
| 6010/000 | PURCHASES | 4,169.40 | |
| | | 4,359.56 | 4,359.56 |

Sage UBS Accounting Sample Report

4.16.4: Month Main Account Transaction Summary

| TRANSACTION SUMMARY 1 TO 12 | | | | | |
|-----------------------------|---------------------------------------|------------|-------------|--------------|-------------|
| 31/12/2016 | | | | | |
| Page 1 of 2 | | | | | |
| EXAMPLE | | | | | |
| A/C NO. | A/C DESCRIPTION | 01/01/2016 | TOTAL DEBIT | TOTAL CREDIT | 31/12/2016 |
| 1000/000 | CAPITAL | 0.00 | 0.00 | 0.00 | 0.00 |
| 1050/000 | RETAINED EARNING | -79,337.31 | 0.00 | 0.00 | -79,337.31 |
| 2000/000 | FIXED ASSETS | 0.00 | 0.00 | 49.48 | -49.48 |
| 2001/000 | MOTOR VEHICLE | 0.00 | 0.00 | 0.00 | 0.00 |
| 2002/000 | FURNITURE & FITTING | 0.00 | 0.00 | 0.00 | 0.00 |
| 2010/000 | GOODWILL | 0.00 | 0.00 | 0.00 | 0.00 |
| 2012/000 | LAND | 0.00 | 0.00 | 0.00 | 0.00 |
| 3000/000 | TRADE DEBTORS | 101,220.95 | 468,025.16 | 28,255.20 | 540,990.91 |
| 3005/000 | OTHER DEBTORS | 0.00 | 0.00 | 0.00 | 0.00 |
| 3010/000 | BANK - UMBC A/C | 11,007.00 | 53,478.00 | 22,775.10 | 41,709.90 |
| 3020/000 | CASH IN HAND | 3,634.56 | 21,332.00 | 2,418.00 | 22,548.56 |
| 3021/000 | PETTY CASH - ALL | 0.00 | 2,000.00 | 530.00 | 1,470.00 |
| 3030/000 | STOCK | 0.00 | 0.00 | 0.00 | 0.00 |
| 3040/000 | DEPOSIT & PREPAYMENT | 0.00 | 0.00 | 0.00 | 0.00 |
| 3060/000 | WITHHOLDING TAX PAYABLE | 0.00 | 0.00 | 0.00 | 0.00 |
| 3070/000 | SUSPEND PURCHASE VAT | 0.00 | 0.00 | 0.00 | 0.00 |
| 3080/000 | PROVISION FOR BAD DEBT | 0.00 | 0.00 | 0.00 | 0.00 |
| 3090/000 | ACCRUED DEBTOR | 0.00 | 0.00 | 0.00 | 0.00 |
| 3091/000 | RS | 0.00 | 10,000.00 | 0.00 | 10,000.00 |
| 4000/000 | TRADE CREDITORS | -34,213.52 | 13,585.40 | 195,966.84 | -216,594.96 |
| 4005/000 | OTHER CREDITORS | 0.00 | 0.00 | 26,000.00 | -26,000.00 |
| 4010/000 | ACCRUALS | 0.00 | 0.00 | 0.00 | 0.00 |
| 4020/000 | H.P. CREDITOR - MUI FINANCE (JBQ 369) | 0.00 | 0.00 | 0.00 | 0.00 |
| 4030/000 | TERM LOAN - UMBC BANK | 0.00 | 0.00 | 0.00 | 0.00 |
| 4040/000 | HOLDING CO. - UBS GROUP | 0.00 | 0.00 | 0.00 | 0.00 |
| 4060/000 | WITHHOLDING TAX RECEIVABLE | 0.00 | 0.00 | 0.00 | 0.00 |
| 4070/000 | SUSPEND SALES VAT | 0.00 | 0.00 | 60.00 | -60.00 |
| 4080/000 | PROVISION FOR TAXATION | 0.00 | 0.00 | 0.00 | 0.00 |
| 4800/000 | GST Control Account | -2,543.74 | 15,747.81 | 26,286.38 | -13,082.31 |
| 4810/000 | GST Liability [AR] | 232.06 | 339.60 | 2,622.89 | -2,051.23 |
| 4820/000 | GST Claimable [AP] | 0.00 | 363.89 | 0.00 | 363.89 |
| 4830/000 | GST Suspense | 0.00 | 0.00 | 0.00 | 0.00 |
| 5000/000 | SALES - SOFTWARE | 0.00 | 200.00 | 365,730.43 | -365,530.43 |
| 5001/000 | SALES - HARDWARE | 0.00 | 19,368.96 | 52,449.94 | -33,080.98 |
| 5002/000 | SALES - SERVICES | 0.00 | 0.00 | 38,450.00 | -38,450.00 |
| 5003/000 | CASH SALES | 0.00 | 0.00 | 21,200.00 | -21,200.00 |
| 5004/000 | SALES - MAINTENANCE CHARGES | 0.00 | 0.00 | 20,150.00 | -20,150.00 |
| 5010/000 | RETURN INWARDS | 0.00 | 3,420.00 | 300.00 | 3,120.00 |
| 5020/000 | DISCOUNT ALLOWED | 0.00 | 2,559.60 | 0.00 | 2,559.60 |
| 6000/000 | STOCKS AT BEGINNING OF YEAR | 0.00 | 0.00 | 0.00 | 0.00 |
| 6010/000 | PURCHASES | 0.00 | 177,783.99 | 1,696.36 | 176,087.63 |
| 6011/000 | PURCHASES - 2 | 0.00 | 3,000.00 | 0.00 | 3,000.00 |
| 6015/000 | CARRIAGE INWARDS | 0.00 | 0.00 | 1,230.00 | -1,230.00 |
| 6020/000 | STOCKS AT END OF YEAR | 0.00 | 0.00 | 0.00 | 0.00 |
| 8010/000 | GAIN/LOSS ON DISPOSAL | 0.00 | 0.00 | 0.00 | 0.00 |
| 8011/000 | OTHER INCOME - LATE CHARGES | 0.00 | 0.00 | 2,000.00 | -2,000.00 |
| 9010/000 | ADVERTISEMENT | 0.00 | 4,200.00 | 0.00 | 4,200.00 |
| 9020/000 | BANK CHARGES | 0.00 | 0.00 | 0.00 | 0.00 |
| 9030/000 | DEPRECIATION OF FIXED ASSETS | 0.00 | 49.48 | 0.00 | 49.48 |
| 9040/000 | SALARIES | 0.00 | 0.00 | 0.00 | 0.00 |
| 9050/000 | TRAVELLING EXPENSES | 0.00 | 3,522.24 | 0.00 | 3,522.24 |

| TRANSACTION SUMMARY 1 TO 12 | | | | | |
|-----------------------------|-------------------------|------------|-------------|--------------|------------|
| 31/12/2016 | | | | | |
| Page 2 of 2 | | | | | |
| EXAMPLE | | | | | |
| A/C NO. | A/C DESCRIPTION | 01/01/2016 | TOTAL DEBIT | TOTAL CREDIT | 31/12/2016 |
| 9060/000 | UPKEEP OF MOTOR VEHICLE | 0.00 | 3,000.00 | 0.00 | 3,000.00 |
| 9070/000 | WATER & ELECTRICITY | 0.00 | 1,000.00 | 0.00 | 1,000.00 |
| 9080/000 | BAD DEBTS WRITTEN OFF | 0.00 | 0.00 | 0.00 | 0.00 |
| 9090/000 | FOOD ALLW | 0.00 | 300.00 | 0.00 | 300.00 |
| 9091/000 | PETROL ALLW | 0.00 | 350.37 | 0.00 | 350.37 |
| 9092/000 | WAGES | 0.00 | 0.00 | 0.00 | 0.00 |
| 9093/000 | TELEPHONE | 0.00 | 2,698.12 | 0.00 | 2,698.12 |
| 9094/000 | PRINTING & STATIONARY | 0.00 | 1,840.00 | 0.00 | 1,840.00 |
| 9500/000 | TAXATION | 0.00 | 0.00 | 0.00 | 0.00 |
| 9801/000 | GST Expenses | 0.00 | 6.00 | 0.00 | 6.00 |
| | | 0.00 | 808,170.62 | 808,170.62 | 0.00 |

Sage UBS Accounting Sample Report

4.16.5: Main Account Month Balance

| SALES - MAINTENANCE CHARGES | | | | |
|-----------------------------|-------|-----------|------------|------------|
| EXAMPLE | | | | 22/12/2016 |
| ACCOUNT NO. : 5004/000 | | | | |
| DESCRIPTION | DEBIT | CREDIT | BALANCE | |
| BALANCE B/F | | | 0.00 | |
| 2016 JANUARY | 0.00 | 0.00 | 0.00 | |
| 2016 FEBRUARY | 0.00 | 11,000.00 | -11,000.00 | |
| 2016 MARCH | 0.00 | 4,100.00 | -15,100.00 | |
| 2016 APRIL | 0.00 | 0.00 | -15,100.00 | |
| 2016 MAY | 0.00 | 0.00 | -15,100.00 | |
| 2016 JUNE | 0.00 | 3,850.00 | -18,950.00 | |
| 2016 JULY | 0.00 | 0.00 | -18,950.00 | |
| 2016 AUGUST | 0.00 | 0.00 | -18,950.00 | |
| 2016 SEPTEMBER | 0.00 | 1,200.00 | -20,150.00 | |
| 2016 OCTOBER | 0.00 | 0.00 | -20,150.00 | |
| 2016 NOVEMBER | 0.00 | 0.00 | -20,150.00 | |
| 2016 DECEMBER | 0.00 | 0.00 | -20,150.00 | |
| | 0.00 | 20,150.00 | -20,150.00 | |

Sage UBS Accounting Sample Report

4.16.6: Trail Balance (2)

| TRIAL BALANCE (2) | | | | | | | |
|-------------------|------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Page 1 of 1 | | | | | | | |
| EXAMPLE | | | | | | | |
| AC NO. | AC DESCRIPTION | BALANCE B/F | | PERIOD 1 - 12 | | CURRENT BALANCE | |
| | | DEBIT | CREDIT | DEBIT | CREDIT | DEBIT | CREDIT |
| 1050/000 | RETAINED EARNING | | 79,337.31 | | | | 79,337.31 |
| 2000/405 | ACCUM. DEPRN. - OFFICE | | | | 49.48 | | 49.48 |
| 3000/000 | TRADE DEBTORS | 101,220.95 | | 468,025.16 | 28,255.20 | 541,990.91 | 1,000.00 |
| 3010/000 | BANK - UMBC A/C | 11,007.00 | | 53,478.00 | 22,775.10 | 41,709.90 | |
| 3020/000 | CASH IN HAND | 3,634.56 | | 21,332.00 | 2,418.00 | 22,548.56 | |
| 3021/000 | PETTY CASH - ALLI | | | 2,000.00 | 530.00 | 1,470.00 | |
| 3091/000 | RS | | | 10,000.00 | | 10,000.00 | |
| 4000/000 | TRADE CREDITORS | | 34,213.52 | 13,585.40 | 195,966.84 | | 216,594.96 |
| 4005/001 | AMOUNT OWNING TO DIRECTOR | | | | 26,000.00 | | 26,000.00 |
| 4070/000 | SUSPEND SALES VAT | | | | 60.00 | | 60.00 |
| 4800/010 | GST Input Tax | 2,377.77 | | 14,011.87 | 65.40 | 16,324.24 | |
| 4800/020 | GST Output Tax | | 4,921.51 | 1,735.94 | 26,220.98 | | 29,406.55 |
| 4810/000 | GST Liability [AR] | 232.06 | | 339.60 | 2,622.89 | | 2,051.23 |
| 4820/000 | GST Claimable [AP] | | | 363.89 | | 363.89 | |
| 5000/000 | SALES - SOFTWARE | | | 200.00 | 365,730.43 | | 365,530.43 |
| 5001/000 | SALES - HARDWARE | | | 19,368.96 | | 52,449.94 | 33,080.98 |
| 5002/000 | SALES - SERVICES | | | | 38,450.00 | | 38,450.00 |
| 5003/000 | CASH SALES | | | | 21,200.00 | | 21,200.00 |
| 5004/000 | SALES - MAINTENANCE CHARGES | | | | 20,150.00 | | 20,150.00 |
| 5010/000 | RETURN INWARDS | | | 3,420.00 | 300.00 | 3,120.00 | |
| 5020/000 | DISCOUNT ALLOWED | | | 2,559.60 | | 2,559.60 | |
| 6010/000 | PURCHASES | | | 174,283.99 | 696.36 | 173,587.63 | |
| 6010/001 | PURCHASES - 1 | | | 3,500.00 | 1,000.00 | 2,500.00 | |
| 6011/000 | PURCHASES - 2 | | | 3,000.00 | | 3,000.00 | |
| 6015/000 | CARRIAGE INWARDS | | | | 1,230.00 | | 1,230.00 |
| 8011/000 | OTHER INCOME - LATE CHARGES | | | | 2,000.00 | | 2,000.00 |
| 9010/000 | ADVERTISEMENT | | | 4,200.00 | | 4,200.00 | |
| 9030/000 | DEPRECIATION OF FIXED ASSETS | | | 49.48 | | 49.48 | |
| 9050/000 | TRAVELLING EXPENSES | | | 3,522.24 | | 3,522.24 | |
| 9060/000 | UPKEEP OF MOTOR VEHICLE | | | 3,000.00 | | 3,000.00 | |
| 9070/000 | WATER & ELECTRICITY | | | 1,000.00 | | 1,000.00 | |
| 9090/000 | FOOD ALLW | | | 300.00 | | 300.00 | |
| 9091/000 | PETROL ALLW | | | 350.37 | | 350.37 | |
| 9093/000 | TELEPHONE | | | 2,698.12 | | 2,698.12 | |
| 9094/000 | PRINTING & STATIONARY | | | 1,840.00 | | 1,840.00 | |
| 9801/000 | GST Expenses | | | 6.00 | | 6.00 | |
| TOTAL : | | 118,472.34 | 118,472.34 | 808,170.62 | 808,170.62 | 836,140.94 | 836,140.94 |

Sage UBS Accounting Sample Report

4.16.7: Trail Balance (3)

| EXAMPLE | | 31/12/2016 | | | |
|----------|-------------------------------------|------------|----------|--------------|-----------|
| A/C NO. | A/C DESP. | OPENING | | YEAR-TO-DATE | |
| | | DEBIT | CREDIT | DEBIT | CREDIT |
| 1050/000 | RETAINED EARNING | | 79337.31 | | 79337.31 |
| 2000/000 | FIXED ASSETS | | | | 49.48 |
| 2000/400 | OFFICE EQUIPMENT 1 | | | | 49.48 |
| 2000/405 | ACCUM. DEPRN. - OFFICE EQUIPMENT -1 | | | | 49.48 |
| 3000/000 | TRADE DEBTORS | 101220.95 | | 541104.11 | |
| 3000/001 | T&T SOLUTIONS SDN BHD | 402.80 | | 38128.78 | |
| 3000/002 | UST CO. LTD | | | | 7399.94 |
| 3000/A01 | A COMPANY | 70615.70 | | 339452.74 | |
| 3000/A02 | AUTOKEEN SDN BHD | 18796.45 | | 52032.45 | |
| 3000/B01 | B COMPANY | 10346.00 | | 74158.00 | |
| 3000/C01 | C COMPANY | 1060.00 | | 4356.60 | |
| 3000/H01 | HAPPY SDN BHD | | | 20535.00 | |
| 3000/H02 | H&H SDN BHD | | | | 943.40 |
| 3000/P01 | P&P SDN BHD | | | | 5984.00 |
| 3010/000 | BANK - UMBC A/C | 11007.00 | | 41709.90 | |
| 3020/000 | CASH IN HAND | 3634.56 | | 22548.56 | |
| 3021/000 | PETTY CASH - ALI | | | | 1470.00 |
| 3091/000 | RS | | | | 10000.00 |
| 4000/000 | TRADE CREDITORS | | 34213.52 | | 216594.96 |
| 4000/A01 | A&A ENTERPRISE SDN BHD | | | | 19113.02 |

4.16.8: Multi Column Report

| EXAMPLE | | 31/12/2016 | | | | | | | | | | | |
|------------|------|--------------------------|-----------|-----------|---------|----------|--------|------------|------------|-----------|---------|----------|-----------------|
| DATE | V.S. | DESCRIPTION | DEBIT | CREDIT | BALANCE | DEBIT | | | | | | T&T | SALES - PURCHAS |
| | | | | | | DEPRECIA | ACCUM. | P&P SDN | SALES -GST | Output | RETURN | | |
| | | BALANCE B/F | -4,518.71 | -4,518.71 | | | | | | | | 402.80 | |
| 31/01/2016 | 5,5 | ACCUM. DEPRN. - COMPUTER | 49.48 | 49.48 | | 49.48 | -49.48 | | | | | | |
| | | TRANSFER TO P&L | | | | | | | | | | | |
| | | MTD TOTAL | | | | 49.48 | -49.48 | | | | | | |
| | | YTD TOTAL | -4,518.71 | -4,518.71 | | 49.48 | -49.48 | | | -4,921.51 | | 402.80 | |
| 07/02/2016 | 1,1 | SALES - SOFTWARE | 6,180.00 | 6,180.00 | | | | 1,060.00 | -2,000.00 | -180.00 | -200.00 | 5,120.00 | -3,800.00 |
| 24/02/2016 | 2,2 | X COMPANY | 3,359.56 | 3,359.56 | | | | | | | | | 3,226.00 |
| 24/02/2016 | 1,1 | SALES - SOFTWARE | 2,120.00 | 2,120.00 | | | | | -2,000.00 | -120.00 | | | |
| 24/02/2016 | 2,2 | Y COMPANY | 1,000.00 | 1,000.00 | | | | | | | | | 943.40 |
| 24/02/2016 | 3,3 | REPAIR VAN | 1,374.60 | 1,374.60 | | | | | | -56.60 | | | |
| 24/02/2016 | 5,5 | GST Bad Debt Relief | 195.38 | 195.38 | | | | | | | | | |
| 24/02/2016 | 1,1 | A COMPANY | 35,987.60 | 35,987.60 | | | | -13,360.00 | -1,503.60 | | | 1,060.00 | -6,200.00 |
| | | TRANSFER TO P&L | | | | | | | | | | | |
| | | MTD TOTAL | | | | | | 1,060.00 | -17,360.00 | -1,860.20 | -200.00 | 6,180.00 | -10,000.00 |
| | | YTD TOTAL | -4,518.71 | -4,518.71 | | 49.48 | -49.48 | 1,060.00 | -17,360.00 | -6,781.71 | -200.00 | 6,582.80 | -10,000.00 |

Sage UBS Accounting Sample Report

4.16.9: Bank Service Provider's Bank List

| BANK SERVICE PROVIDER'S BANK LIST | | |
|-----------------------------------|-------------------------------|------------------------------|
| EXAMPLE | | Page 5 of 5 22/12/2016 |
| BANK | BANK NAME | SERVICE PROVIDER'S BANK CODE |
| CIBB | CITIBANK BHD | CIBB |
| CIMB | CIMB BANK | CIMB |
| DEUM | DEUTSCHE BANK (M) BERHAD | DSBB |
| EONB | EON BANK | EONB |
| HLBB | HONG LEONG BANK | HLBB |
| HSBC | HSBC BANK | HSBC |
| MYBB | MAYBANK | MYBB |
| OCBC | OCBC BANK | OCBC |
| PUBB | PUBLIC BANK | PUBB |
| RBOS | ROYAL BANK OF SCOTLAND BERHAD | RBSB |
| RHBB | RHB BANK | RHBB |
| SCBB | STANDARD CHARTERED BANK | SCBB |
| UOBM | UNITED OVERSEA BANK | UOBB |

Chapter 5: Periodic

5.1: View Audit Trail

| VIEW AUDIT TRAIL | | | | | | | | | | | | |
|------------------|-----|-----|------------|----------|-----------------------|-------------------------------|---------|------------|-----------|------------|---------------|--------|
| | | | | | | | | | | | 01/01/1980 | |
| | | | | | | | | | | | Page 25 of 25 | |
| PD | BTH | TRN | DATE | A/C NO. | REF. | DESCRIPTION | USER ID | USER NAME | AMOUNT | DATE | TIME | ORIGIN |
| 12 | 43 | 3 | 19/12/2016 | 4800/010 | TML1141 767676 | BANK - UMBC A/C REPAIT CAR | ADMIN | Management | 30.00 | 19/12/2016 | 11:32:34 AM | UACC |
| 12 | 43 | 4 | 19/12/2016 | 9050/000 | TML1142 | BEING ASHDKA | ADMIN | Management | 200.00 | 19/12/2016 | 11:35:42 AM | |
| 12 | 43 | 5 | 19/12/2016 | 4800/010 | TML1142 | BEING ASHDKA | ADMIN | Management | 12.00 | 19/12/2016 | 11:35:42 AM | |
| 12 | 43 | 6 | 19/12/2016 | 3010/000 | TML1142 | BEING ASHDKA | ADMIN | Management | -212.00 | 19/12/2016 | 11:35:42 AM | |
| 12 | 42 | 21 | 19/12/2016 | 3010/000 | PV375 | PREPAYMENT | ADMIN | Management | -1,000.00 | 19/12/2016 | 11:51:05 AM | |
| 12 | 42 | 22 | 19/12/2016 | 4000/A01 | PV375 | PREPAYMENT | ADMIN | Management | 1,000.00 | 19/12/2016 | 11:51:06 AM | |
| 12 | 44 | 1 | 19/12/2016 | 9070/000 | 3333 | ELEC | ADMIN | Management | 100.00 | 19/12/2016 | 11:54:42 AM | |
| 12 | 44 | 2 | 19/12/2016 | 9070/000 | 3333 | ELEC | ADMIN | Management | 300.00 | 19/12/2016 | 11:54:42 AM | |
| 12 | 44 | 3 | 19/12/2016 | 4800/010 | 3333 | ELEC | ADMIN | Management | 18.00 | 19/12/2016 | 11:54:42 AM | |
| 12 | 44 | 4 | 19/12/2016 | 3020/000 | 3333 | ELEC | ADMIN | Management | -418.00 | 19/12/2016 | 11:54:42 AM | |
| 12 | 42 | 23 | 19/12/2016 | 6010/000 | 11111 | PUU | ADMIN | Management | 1,000.00 | 19/12/2016 | 12:32:16 PM | |
| 12 | 42 | 24 | 19/12/2016 | 4800/010 | 11111 | PUU | ADMIN | Management | 60.00 | 19/12/2016 | 12:32:16 PM | |
| 12 | 42 | 25 | 19/12/2016 | 4000/A01 | 11111 | PUU | ADMIN | Management | -1,060.00 | 19/12/2016 | 12:32:16 PM | |
| 12 | 42 | 26 | 19/12/2016 | 6010/000 | 222 | | ADMIN | Management | 943.40 | 19/12/2016 | 12:33:20 PM | |
| 12 | 42 | 27 | 19/12/2016 | 4800/010 | 222 | | ADMIN | Management | 56.60 | 19/12/2016 | 12:33:20 PM | |
| 12 | 42 | 28 | 19/12/2016 | 4000/A01 | 222 | | ADMIN | Management | -1,000.00 | 19/12/2016 | 12:33:20 PM | |
| 12 | 44 | 5 | 22/12/2016 | 3010/000 | OR 00021 | T&T SOLUTIONS SDN BHD | ADMIN | Management | 418.00 | 22/12/2016 | 12:06:08 PM | UACC |
| 12 | 44 | 6 | 22/12/2016 | 3000/001 | OR 00021 | BANK - UMBC A/C | ADMIN | Management | -418.00 | 22/12/2016 | 12:06:08 PM | UACC |
| 12 | 43 | 7 | 22/12/2016 | 3010/000 | OR 00022 MBB787878 | LATE CHARGES RECEIVE | ADMIN | Management | 2,000.00 | 22/12/2016 | 12:12:14 PM | UACC |
| 12 | 43 | 8 | 22/12/2016 | 8011/000 | OR 00022 MBB787878 | BANK - UMBC A/C | ADMIN | Management | -2,000.00 | 22/12/2016 | 12:12:14 PM | UACC |

5.2: GST Audit File

5.2.1: GAF Generator

| GAF.TXT - Notepad | | | | | | | | | | | |
|---|--|--|--|--|--|--|--|--|--|--|--|
| File Edit Format View Help | | | | | | | | | | | |
| C:\EXAMPLE\441389-K\0012345678900\01/01/2016\31/12/2016\27/12/2016\Sage UBS Accounting 2015\GAFv1.0.0 | | | | | | | | | | | |
| P A&A ENTERPRISE SDN BHD 5644776-P 26/07/2016 865566 1 MAINTENANCE CHARGES FOR ACCOUNTING 1350.00 81.00 TX XXX 0.00 0.00 | | | | | | | | | | | |
| P A&A ENTERPRISE SDN BHD 5644776-P 26/07/2016 865566 2 UBS ACCOUNTING - SINGLE USER 3000.00 180.00 TX XXX 0.00 0.00 | | | | | | | | | | | |
| P A&A ENTERPRISE SDN BHD 5644776-P 01/09/2016 V8765544 1 ITEM ZERO - FFFF 294.00 0.00 ZP XXX 0.00 0.00 | | | | | | | | | | | |
| P A&A ENTERPRISE SDN BHD 5644776-P 01/09/2016 V8765544 2 ITEM 001 - HHHH 600.00 36.00 TX XXX 0.00 0.00 | | | | | | | | | | | |
| P A&A ENTERPRISE SDN BHD 5644776-P 03/09/2016 34564 1 ITEM P1001 - HHADGJA 720.00 43.20 TX XXX 0.00 0.00 | | | | | | | | | | | |
| P A&A ENTERPRISE SDN BHD 5644776-P 03/09/2016 34564 2 ITEM 003 3440.00 206.40 TX XXX 0.00 0.00 | | | | | | | | | | | |
| P A&A ENTERPRISE SDN BHD 5644776-P 03/09/2016 34564 3 ITEM 001 600.00 36.00 TX XXX 0.00 0.00 | | | | | | | | | | | |
| P A&A ENTERPRISE SDN BHD 5644776-P 03/09/2016 3456 1 ITEM P1001 240.00 14.40 TX XXX 0.00 0.00 | | | | | | | | | | | |
| P A&A ENTERPRISE SDN BHD 5644776-P 03/09/2016 3456 2 ITEM 002 90.00 5.40 TX XXX 0.00 0.00 | | | | | | | | | | | |
| P A&A ENTERPRISE SDN BHD 5644776-P 03/09/2016 45674 1 ITEM 001 - FGHSA 1138.00 68.28 TX XXX 0.00 0.00 | | | | | | | | | | | |
| P A&A ENTERPRISE SDN BHD 5644776-P 03/09/2016 45674 2 MAINTENANCE CHARGES OF AA 3000.00 180.00 TX XXX 0.00 0.00 | | | | | | | | | | | |
| P A&A ENTERPRISE SDN BHD 5644776-P 07/09/2016 V7543 1 SERVICE FOR DJSAJAD 899.78 54.00 TX XXX 0.00 0.00 | | | | | | | | | | | |
| P A&A ENTERPRISE SDN BHD 5644776-P 07/09/2016 V7543 2 UBS ACCOUNTING - SINGLE USER 1000.00 60.00 TX XXX 0.00 0.00 | | | | | | | | | | | |
| P A&A ENTERPRISE SDN BHD 5644776-P 25/11/2016 SI000003 1 AYAM 276.00 16.56 TX XXX 0.00 0.00 | | | | | | | | | | | |
| P A&A ENTERPRISE SDN BHD 5644776-P 25/11/2016 SI000004 1 AYAM 138.00 0.00 ZP XXX 0.00 0.00 | | | | | | | | | | | |
| P A&A ENTERPRISE SDN BHD 5644776-P 25/11/2016 SI000004 2 ITEM 002 100.00 6.00 TX XXX 0.00 0.00 | | | | | | | | | | | |
| P B&B SDN BHD 334235-P 26/07/2016 986534677 1 ITEM 001 - PPP 1200.00 0.00 NR XXX 0.00 0.00 | | | | | | | | | | | |
| P B&B SDN BHD 334235-P 26/07/2016 986534677 2 ITEM 002 300.00 0.00 NR XXX 0.00 0.00 | | | | | | | | | | | |
| P B&B SDN BHD 334235-P 07/09/2016 V666 1 ITEM 002 - HHH 100.00 0.00 NR XXX 0.00 0.00 | | | | | | | | | | | |
| P B&B SDN BHD 334235-P 07/09/2016 V666 2 ITEM 001 600.00 0.00 NR XXX 0.00 0.00 | | | | | | | | | | | |
| P B&B SDN BHD 334235-P 07/09/2016 V666 3 SERVICE OF XXXX 6000.00 0.00 NR XXX 0.00 0.00 | | | | | | | | | | | |
| P B&B SDN BHD 334235-P 25/11/2016 SI000002 1 AYAM 1150.00 0.00 NR XXX 0.00 0.00 | | | | | | | | | | | |
| P B&B SDN BHD 334235-P 25/11/2016 SI000005 1 AYAM 25.00 0.00 NR XXX 0.00 0.00 | | | | | | | | | | | |
| P TOWNTALK MOBILE ENTERPRISE TR-0102088 01/06/2016 5555 1 ITEM 001 6000.00 360.00 TX XXX 0.00 0.00 | | | | | | | | | | | |
| P TOWNTALK MOBILE ENTERPRISE TR-0102088 01/06/2016 5555 2 ITEM 003 3000.00 0.00 ZP XXX 0.00 0.00 | | | | | | | | | | | |
| P TOWNTALK MOBILE ENTERPRISE TR-0102088 01/06/2016 8877 1 ITEM 001 6500.00 390.00 TX XXX 0.00 0.00 | | | | | | | | | | | |
| P TOWNTALK MOBILE ENTERPRISE TR-0102088 01/06/2016 8877 2 ITEM 002 - HJG 2800.00 168.00 TX XXX 0.00 0.00 | | | | | | | | | | | |

Sage UBS Accounting Sample Report

5.2.2: Bill Listing

UBS ACCOUNTING SYSTEM

Period From: 1 Ref.No. From: 1. Invoice 5. Receive
 Period To: 12 Ref.No. To: zzzzzzzz 2. Cash Sales 6. Purchase Return
 Date From: / / Cust/Supp No. From: / 3. Credit Note 7. Purchase Debit Note
 Date To: 12/12/3069 Cust/Supp No. To: zzzz/zzz 4. Debit Note 8. Purchase Credit Note
 9. All Bills

| Date | Pd | Type | Reference No. | Cust/Supp. No. | Name | Amount |
|------------|----|------|---------------|----------------|-----------------------|----------|
| 24/02/2016 | 2 | CN | CN000008 | 3000/A01 | A COMPANY | 212.00 |
| 05/03/2016 | 3 | CN | CN000009 | 3000/001 | T&T SOLUTIONS SDN BHD | 212.00 |
| 07/03/2016 | 3 | CN | CN000010 | 3000/A01 | A COMPANY | 106.00 |
| 21/03/2016 | 3 | CN | CN000011 | 3000/A01 | A COMPANY | 53.00 |
| 09/06/2016 | 6 | CN | CN000012 | 3000/A01 | A COMPANY | 53.00 |
| 01/06/2016 | 6 | CN | CN000013 | 3000/001 | T&T SOLUTIONS SDN BHD | 1,060.00 |
| 21/06/2016 | 6 | CN | CN000014 | 3000/H01 | HAPPY SDN BHD | 1,060.00 |
| 25/06/2016 | 6 | CN | CN000015 | 3000/H01 | HAPPY SDN BHD | 1,060.00 |
| 26/07/2016 | 7 | CN | CN000017 | 3000/001 | T&T SOLUTIONS SDN BHD | 21.20 |
| 24/02/2016 | 2 | CS | CS000006 | 3000/A01 | A COMPANY | 3,212.00 |
| 05/03/2016 | 3 | CS | CS000007 | 3000/001 | A/01/01 | 3,424.00 |
| 07/03/2016 | 3 | CS | CS000008 | 3000/P01 | P&P SDN BHD | 3,212.00 |
| 09/06/2016 | 6 | CS | CS000010 | 3000/A01 | A COMPANY | 3,212.00 |
| 21/06/2016 | 6 | CS | CS000011 | 3000/P01 | P&P SDN BHD | 3,212.00 |
| 25/06/2016 | 6 | CS | CS000012 | 3000/H01 | HAPPY SDN BHD | 2,530.00 |
| 26/07/2016 | 7 | CS | CS000013 | 3000/B01 | B COMPANY | 2,530.00 |
| 23/02/2016 | 2 | DN | DN000001 | 3000/001 | T&T SOLUTIONS SDN BHD | 212.00 |

5.3: Partial Exemption Apportionment

Partial Exemption Apportionment & Adjustment

Tax Year: 2016

| Taxable Period | Value of Taxable Supplies (T) | Value of Exempt Supplies | Value of all supplies (Taxable + Exempt) | % of Exempt Supplies | Check De Minimis Limit | GST | Residual Input Tax Recovery Rate (%) | Residual Input Tax Recovered | Exempt Input Tax | | | | | | | | | |
|---|-------------------------------|--------------------------|--|----------------------|------------------------|--------|--------------------------------------|------------------------------|------------------|------------|------|------------|------|-------|------|--------|------|------|
| January | 0.00 | 0.00 | 0.00 | 0.00 | Below | 0.00 | 100.00 | 0.00 | 0.00 | | | | | | | | | |
| February | 42,060.00 | 0.00 | 42,060.00 | 0.00 | Below | 0.00 | 100.00 | 0.00 | 0.00 | | | | | | | | | |
| March | 58,595.94 | 0.00 | 58,595.94 | 0.00 | Below | 0.00 | 100.00 | 0.00 | 0.00 | | | | | | | | | |
| April | 0.00 | 0.00 | 0.00 | 0.00 | Below | 0.00 | 100.00 | 0.00 | 0.00 | | | | | | | | | |
| May | 8,000.00 | 0.00 | 8,000.00 | 0.00 | Below | 0.00 | 100.00 | 0.00 | 0.00 | | | | | | | | | |
| June | 65,196.80 | 0.00 | 65,196.80 | 0.00 | Below | 0.00 | 100.00 | 0.00 | 0.00 | | | | | | | | | |
| July | 27,980.00 | 0.00 | 27,980.00 | 0.00 | Below | 0.00 | 100.00 | 0.00 | 0.00 | | | | | | | | | |
| August | 0.00 | 0.00 | 0.00 | 0.00 | Below | 0.00 | 100.00 | 0.00 | 0.00 | | | | | | | | | |
| September | 39,000.00 | 0.00 | 39,000.00 | 0.00 | Below | 0.00 | 100.00 | 0.00 | 0.00 | | | | | | | | | |
| October | 0.00 | 0.00 | 0.00 | 0.00 | Below | 0.00 | 100.00 | 0.00 | 0.00 | | | | | | | | | |
| November | 232,458.67 | 0.00 | 232,458.67 | 0.00 | Below | 0.00 | 100.00 | 0.00 | 0.00 | | | | | | | | | |
| December | 0.00 | 0.00 | 0.00 | 0.00 | Below | 0.00 | 100.00 | 0.00 | 0.00 | | | | | | | | | |
| <table style="width: 100%; border: none;"> <tr> <td style="border: 1px solid gray; width: 15%;">473,291.41</td> <td style="border: 1px solid gray; width: 15%;">0.00</td> <td style="border: 1px solid gray; width: 15%;">473,291.41</td> <td style="border: 1px solid gray; width: 15%;">0.00</td> <td style="border: 1px solid gray; width: 15%;">Below</td> <td style="border: 1px solid gray; width: 15%;">0.00</td> <td style="border: 1px solid gray; width: 15%;">100.00</td> <td style="border: 1px solid gray; width: 15%;">0.00</td> <td style="border: 1px solid gray; width: 15%;">0.00</td> </tr> </table> | | | | | | | | | | 473,291.41 | 0.00 | 473,291.41 | 0.00 | Below | 0.00 | 100.00 | 0.00 | 0.00 |
| 473,291.41 | 0.00 | 473,291.41 | 0.00 | Below | 0.00 | 100.00 | 0.00 | 0.00 | | | | | | | | | | |

For Annual Adjustment used only

Provisionally claimed of residual input tax & exempt input tax:

Allowable input tax (all residual input tax & exempt input tax):

Adjustment in GST return (Payable / Claimable):

5.4: Capital Goods

5.4.1: Maintain Capital Goods

Capital Goods

Capital Goods

Capital Goods: A128212 Active

Description: EQUIPMENT

Purchase Price (MYR) 10000.00

GST (MYR) 600.00

Date of Purchase 01/02/2016

Date of Disposal //

Equipment, Machinery, Vehicles etc. (5 Interval)
 Land & Building (10 intervals)

| Interval | Residual Input Tax Recovery Rate (%) | Adjustment (%) | Computation | CG Adjustment |
|----------|--------------------------------------|----------------|-------------|---------------|
| 1(2016) | 0.00 | 0.00 | | 0.00 |
| 2(2017) | 0.00 | 0.00 | | 0.00 |
| 3(2018) | 0.00 | 0.00 | | 0.00 |
| 4(2019) | 0.00 | 0.00 | | 0.00 |
| 5(2020) | 0.00 | 0.00 | | 0.00 |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Exit

Chapter 6: Housekeeping

6.1: GST-03 Verification

GST - 03 VERIFICATION

We have identified 2 possibilities that may caused incorrect reporting amount in the GST-03.
 1. Transaction without reference number have been merged into the transactions without reference number in the previous taxable period
 2. Back-dated transactions after the GST submission is due.

This function will assist you in defining the proper taxable period for the transactions entered in the system.
 1. Select the list of transactions you would like to review, and click the Show Listing.
 2. Check through each transaction to check whether system had marked it with the correct taxable period.
 3. Click on the [...] button to select the correct taxable period for the transactions.
 4. Click [Save Changes] when complete.

Date From Date To List transactions without reference number List back-dated transactions after the GST submission is due

| Doc Date | Date Created | Reference No | Description | Taxable Period Date Start | Taxable Period Date End | |
|------------|--------------|--------------|----------------------------|---------------------------|-------------------------|-----|
| 07/03/2016 | 07/04/2016 | INV337 | P&P SDN BHD | 01/01/2016 | 31/03/2016 | ... |
| 07/02/2016 | 07/04/2016 | INV3573 | P&P SDN BHD | 01/01/2016 | 31/03/2016 | ... |
| 07/03/2016 | 07/04/2016 | SI2361 | X COMPANY | 01/01/2016 | 31/03/2016 | ... |
| 07/03/2016 | 07/04/2016 | INV 0012 | A COMPANY | 01/01/2016 | 31/03/2016 | ... |
| 07/03/2016 | 07/04/2016 | INV 0013 | SALES - SOFTWARE AAA | 01/01/2016 | 31/03/2016 | ... |
| 07/03/2016 | 07/04/2016 | INV 0014 | SALES - HW | 01/01/2016 | 31/03/2016 | ... |
| 07/03/2016 | 07/04/2016 | TML1126 | X COMPANY | 01/01/2016 | 31/03/2016 | ... |
| 07/03/2016 | 07/04/2016 | OR 00009 | A COMPANY | 01/01/2016 | 31/03/2016 | ... |
| 07/03/2016 | 07/04/2016 | OR 00010 | A COMPANY | 01/01/2016 | 31/03/2016 | ... |
| 07/03/2016 | 07/04/2016 | OR 00011 | AUTOKEEN SDN BHD | 01/01/2016 | 31/03/2016 | ... |
| 07/03/2016 | 07/04/2016 | TML1127 | BANK - UMBC A/C | 01/01/2016 | 31/03/2016 | ... |
| 07/03/2016 | 07/04/2016 | JL000003 | GST Bad Debt Liability | 01/01/2016 | 31/03/2016 | ... |
| 07/03/2016 | 07/04/2016 | 888 | TOTAL FARE | 01/01/2016 | 31/03/2016 | ... |
| 07/03/2016 | 07/04/2016 | DEEE | TRANSP0 | 01/01/2016 | 31/03/2016 | ... |
| 21/03/2016 | 21/04/2016 | 7654322 | X COMPANY | 01/01/2016 | 31/03/2016 | ... |
| 21/03/2016 | 21/04/2016 | 97654567 | X COMPANY | 01/01/2016 | 31/03/2016 | ... |
| 23/03/2016 | 21/04/2016 | INV 0015 | SALES - STK SOFTWARE | 01/01/2016 | 31/03/2016 | ... |
| 25/03/2016 | 21/04/2016 | INV 0016 | A COMPANY - SERVICE OFFICE | 01/01/2016 | 31/03/2016 | ... |
| 26/03/2016 | 21/04/2016 | 0017 | PURCHASES FOR AAA | 01/01/2016 | 31/03/2016 | ... |
| 21/03/2016 | 21/04/2016 | 18766 | PURCHASE OF GGG | 01/01/2016 | 31/03/2016 | ... |
| 26/03/2016 | 21/04/2016 | OR 00012 | A COMPANY | 01/01/2016 | 31/03/2016 | ... |

6.2: Transaction Type Tag

We have identified 2 possibilities that may caused Reposting process unsuccessful.

1. Transaction without transaction type.
2. Transaction is mismatched with the transaction type.

This function will assist you in defining the proper transaction type for the transactions entered in the system.

1. Select the list of transactions you would like to review, and click the Show Listing.
2. Check through each transaction to check whether system had marked it with the correct transaction type.
3. Click on the [V] button to select the correct transaction type for the transactions.
4. Click [Save Changes] when complete.

Date From: Date To: System:

With transaction type only Without transaction type only

| Doc Date | Date Created | System | Reference No. | Description | Debit | Credit | Type |
|------------|------------------------|--------|---------------|--------------------------|---------|---------|------|
| 24/02/2016 | 24/02/2016 12:41:09 PM | USTK | 00000009 | X COMPANY | 1430.00 | 0.00 | RC |
| 24/02/2016 | 24/02/2016 12:41:09 PM | USTK | 00000009 | X COMPANY | 85.80 | 0.00 | RC |
| 24/02/2016 | 24/02/2016 12:41:09 PM | USTK | 00000009 | PURCHASES | 0.00 | 1515.80 | RC |
| 24/02/2016 | 24/02/2016 12:41:09 PM | USTK | 00000010 | X COMPANY | 796.00 | 0.00 | RC |
| 24/02/2016 | 24/02/2016 12:41:09 PM | USTK | 00000010 | X COMPANY | 47.76 | 0.00 | RC |
| 24/02/2016 | 24/02/2016 12:41:09 PM | USTK | 00000010 | X COMPANY | 1000.00 | 0.00 | RC |
| 24/02/2016 | 24/02/2016 12:41:09 PM | USTK | 00000010 | PURCHASES | 0.00 | 1843.76 | RC |
| 24/02/2016 | 24/02/2016 12:49:26 PM | UACC | INV 0008 | SALES - SOFTWARE -HDGDDK | 1060.00 | 0.00 | |
| 24/02/2016 | 24/02/2016 12:49:26 PM | UACC | INV 0008 | C COMPANY | 0.00 | 1000.00 | |
| 24/02/2016 | 24/02/2016 12:49:26 PM | UACC | INV 0008 | C COMPANY | 0.00 | 60.00 | |
| 24/02/2016 | 24/02/2016 12:51:12 PM | | INV 0009 | A COMPANY SALLES | 0.00 | 1000.00 | |
| 24/02/2016 | 24/02/2016 12:51:27 PM | | INV 0009 | A COMPANY SALLES | 0.00 | 60.00 | |
| 24/02/2016 | 24/02/2016 12:51:41 PM | | INV 0009 | A COMPANY SALLES | 1060.00 | 0.00 | |