How to submit GST using Mr Accounting software

There are **2 methods** to submit using Mr Accounting software:

1) Create **TAP txt file** and **upload** on Customs website
   You can use Mr Accounting to generate a special text file that stores information for the 19 fields in Part B and C of the GST-03 form. Then, log in to the Customs website and upload the file there.

2) **Print** out **GST Return Form** and manually submit at the **counter**
   You can also use Mr Accounting to print out a GST-03 form to submit at the counter in the Customs department or put the form in an envelope to mail to the Customs department.

Note: Make sure you submit your GST return at least **1 week before the due date**. You may not be able to log in to the Customs website in the final week as there is usually a lot of traffic during this time. Also, there is a long queue at the Customs department during this time. There are 250,000+ registered GST companies in Malaysia!

Method 1: Create TAP txt file and upload on Customs website

Step 1: From the main menu, select **GST module -> GST Return -> New** (**see below**).

2. Set your **taxable period** correctly (monthly or quarterly). You can set monthly or quarterly in **Default Settings**

1. Make sure your **GST number** is entered correctly in **Company Profile**

3. After setting taxable period, click on **Calculate**

4. Make sure the amounts are correct for **5 a)/b)**

5. Select **Next** to move to next screen

Step 2: Next screen (**see below**)

2. **Scroll down** to make sure the amounts are correct for Part C

1. **Carry forward refund:** The tax refunded will **remain in tax control account** to **set off** against GST payable in the **next period**

3. Select **Next** to move to next screen

Step 3: Last screen (**see below**)

1. It is recommended that you fill in your MSIC code. Search for this online.

Note: The value of output tax involves **only the tax amount** not the sales amount

Code	Value of Output Tax	Percentage
	RM 0.00	0.00 %
	RM 0.00	0.00 %
	RM 0.00	0.00 %
	RM 0.00	0.00 %
	RM 0.00	0.00 %
Others	RM 0.00	0.00 %
TOTAL	RM 0.00	100%

PART D : DECLARATION

I, hereby declare that the information stated in this form are true, correct and complete

20) Name of Authorized Person *   Au Beng Chee

2. Enter the personal details of authorised person. This person is responsible and held accountable for the accuracy of this GST Return

21) Identity Card No. *   New 550506 - 14 - 5159   OR   Old

3. Save the GST Return form

Previous   Save   Print   Exit

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4. Select Reconcile to reconcile the GST Return. *Note: You may want to backup first in case of errors*

G.S.T Return History Quick View   (Click the Heading to sort data)

Voucher No	Taxable Period From	Taxable Period To	Return Due Date	Tax Payable	Tax Claimable	Authorized Person	Reconcile	Submitted	Remark
GST00002	01/04/2015	30/06/2015	31/07/2015	0.00	120.00	Au Beng Chee		☐	

1. Select the GST Return

Voucher Number   Show All Transactions ☐
Search ____   ☐ Print Detail

2. Select Reconcile

Print GST TAP File   Submit   Reconcile   New   Record   Print   Delete   Exit

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IMPORTANT NOTE:

⚠ Please recalculate your GST Return to make sure all the value is up to date and SAVE AGAIN before do reconciliation

Recalculate GST Return   Confirm Reconcile

3. Select Confirm Reconcile

5. Reconcile screen (**see below**)

1. Set the date to the **last day** of the **taxable period**

2. Check your **amounts**

4. Select **Yes** in the new window

3. Select **Save**

6. Select **Print TAP file** in the GST Return Quick View, then select **Confirm Generate TAP file** in the new window.

7. **Save** the TAP file in your desired folder. (e.g. in TAP file folder in Desktop)
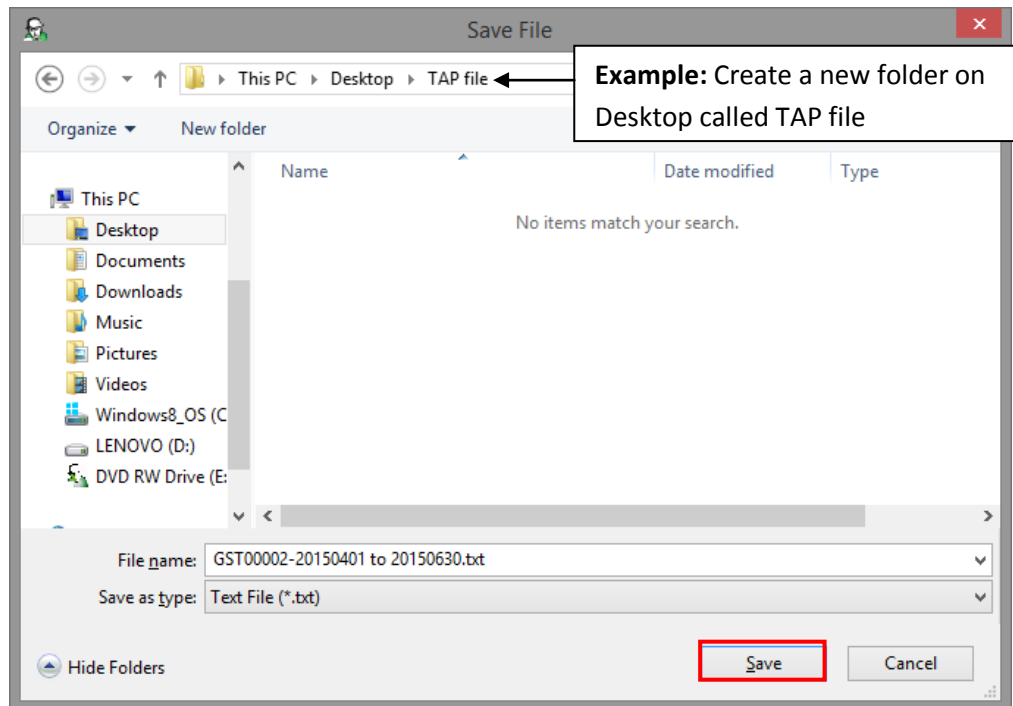
8. Follow the steps below to **upload the TAP file on the Customs website**. (this information is from the Customs website)

1.1 File A Return (GST - 03) - For Taxpayers Who Have Accounting Software

1. Login ID (email address).

2. Password (specified during registration).

3. Click [Logon] button.

Note: If the company fails to import data (text file) from Accounting Software into GST return in the TAP, this means the text file is not in accordance with the format prescribed in Accounting Software Guide. Please contact your vendor for compatibility testing session on your Accounting Software. The test must be carried out with GST Division, Headquarters.

4. **Customer Springboard** screen will display taxpayer information.

5. Click [Account Id] hyperlink.

6. **Account Springboard** screen will display taxpayer account information.

7. Click [Periods] tab.

8. Click [File Now] hyperlink to file return for desired taxable period.

9. Click [Next] button: to continue to the next step.

10. **Return Details** screen will require return information.

11. Click [Import] button once: to transfer all the data from Accounting Software to Return (GST - 03).

Previous | **Additional Details** | **Next** | **Save and Finish Later** | **Cancel**

GOODS AND SERVICES TAX RETURN

ADDITIONAL INFORMATION

Total Value of Local Zero-Rated Supplies	RM	0.00
Total Value of Export Supplies	RM	0.00
Total Value of Exempt Supplies	RM	0.00
Total Value of Supplies Granted GST Relief	RM	0.00
Total Value of Goods Imported Under Approved Trader Scheme	RM	0.00
Total Value of GST Suspended Under Approved Trader Scheme	RM	0.00
Total Value of Capital Goods Acquired	RM	0.00
Bad Debt Relief	RM	0.00
Bad Debt Recovered	RM	0.00

Menu **Log Off**

🏠 **Home**

▸ Back

TRN

Data: trainerzu

RunDate: 01-Jul-2015

Navigation

My Accounts
Act: 000884441088
Goods and Services Tax Return

Import

Previous | **Industry Codes** | **Next** | **Save and Finish Later** | **Cancel**

GOODS AND SERVICES TAX RETURN

BREAKDOWN VALUE OF OUTPUT TAX IN ACCORDANCE WITH MAJOR INDUSTRY CODES

MSIC Code		Value of Output Tax	Percentage
	RM	0.00	0 %
	RM	0.00	0 %
	RM	0.00	0 %
	RM	0.00	0 %
	RM	0.00	0 %
Others	RM	0.00	0 %
Total	RM	0.00	0 %

12. All data is transferred from Accounting Software will appear in **Return Summary** screen.

13. **Return Summary** screen will require applicant to review and verify information

14. Review the application details.
(Note: Applicant can choose either to Submit the application or to Save and Finish Later)

15. To submit the application, Click [Submit] button.

16. Click [OK] button.

17. Fill in [Password] field.
    Note: Taxpayer is required to key in the password

18. Click [OK] button.

Note: The password is the same as TAP login password

19. Confirmation screen will display the return information.

20. Click [Print] button: to print the return information.
    or

21. Click [Print Acknowledgment Receipt] button: to print the acknowledgement receipt.
    or

22. Click [Ok] button: to return to the taxpayer's [Account Springboard].

9. After uploading the TAP file following the steps above, select **Submit** in the GST Return Quick View.
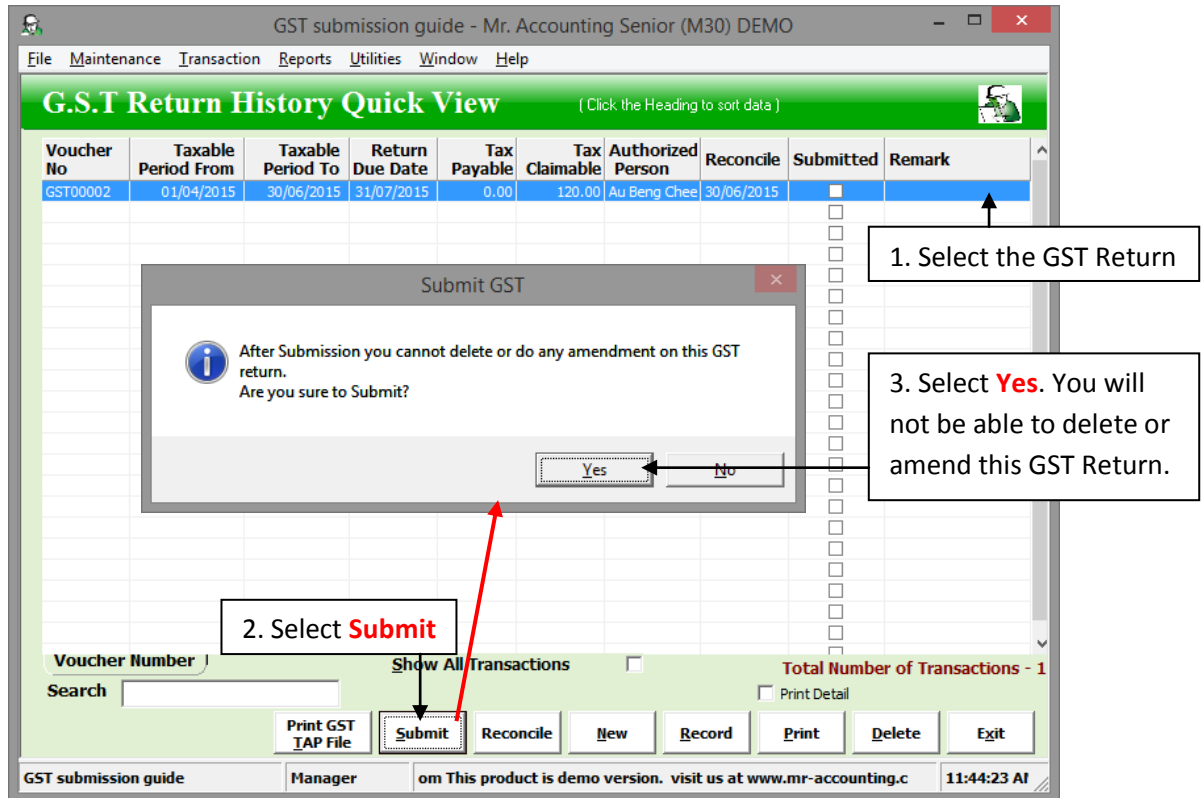
10. After you select Yes, the submit checkbox will be ticked. *FIN*
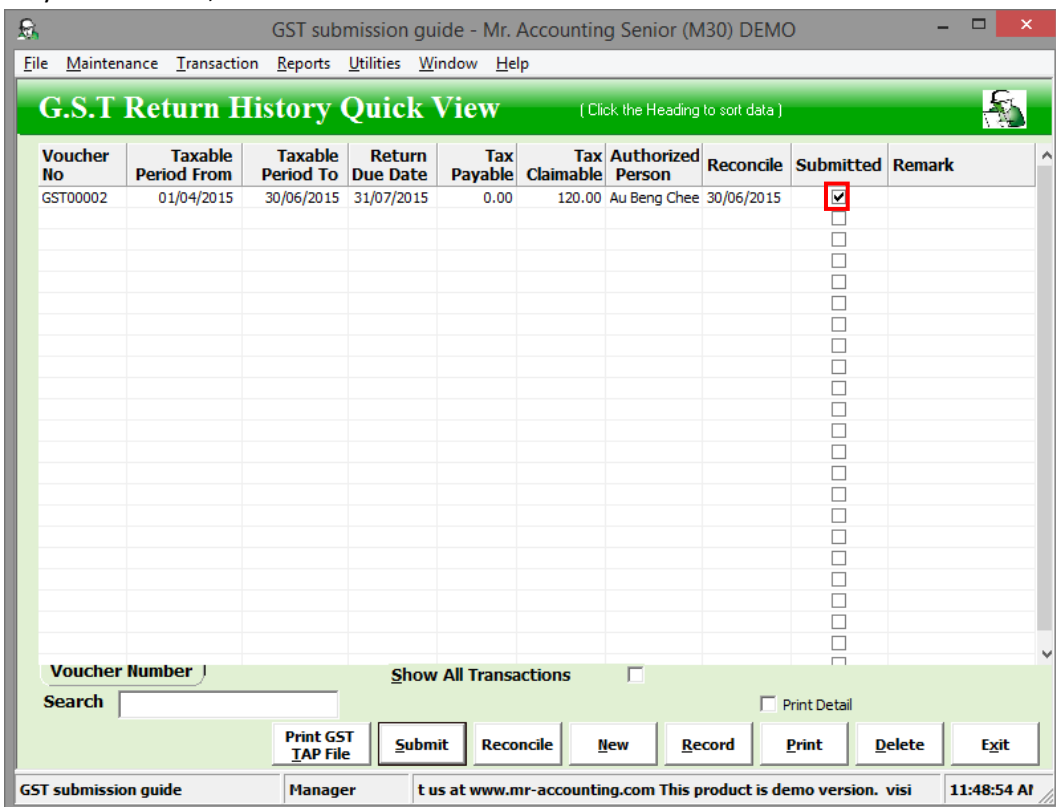
Method 2: Print out GST Return Form and manually submit at the counter

Step 1: From the main menu, select **GST module -> GST Return -> New** (**see below**).

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1. Make sure your **GST number** is entered correctly in **Company Profile**

3. After setting taxable period, click on **Calculate**

4. Make sure the amounts are correct for **5 a)/b)**

5. Select **Next** to move to next screen

Step 2: Next screen (**see below**)

2. **Scroll down** to make sure the amounts are correct for Part C

1. **Carry forward refund:** The tax refunded will **remain in tax control account** to **set off** against GST payable in the **next period**

3. Select **Next** to move to next screen

Step 3: Last screen (**see below**)

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	RM 0.00	0.00 %
	RM 0.00	0.00 %
	RM 0.00	0.00 %
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TOTAL	RM 0.00	100%

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21) Identity Card No. *   New 550506 - 14 - 5159   OR   Old

2. Enter the **personal details** of **authorised person**. This person is responsible and held accountable for the accuracy of this GST Return

3. Save the GST Return form

Previous   Save   Print   Exit

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4. Select Reconcile to reconcile the GST Return. *Note: You may want to backup first in case of errors*

G.S.T Return History Quick View   (Click the Heading to sort data)

Voucher No	Taxable Period From	Taxable Period To	Return Due Date	Tax Payable	Tax Claimable	Authorized Person	Reconcile	Submitted	Remark
GST00002	01/04/2015	30/06/2015	31/07/2015	0.00	120.00	Au Beng Chee		☐	

1. Select the GST Return

Voucher Number   Show All Transactions ☐

Search   ☐ Print Detail

Print GST TAP File   Submit   Reconcile   New   Record   Print   Delete   Exit

2. Select **Reconcile**

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IMPORTANT NOTE:

⚠ Please recalculate your GST Return to make sure all the value is up to date and SAVE AGAIN before do reconciliation

Recalculate GST Return   Confirm Reconcile

3. Select **Confirm Reconcile**

5. Reconcile screen (**see below**)

1. Set the date to the last day of the taxable period

G. S. T. Reconcile

Date	30/06/2015
Reference	GST 09/07/2015
Description	GST between 01/04/2015 and 30/06/2015
Output tax code	32200 — Sales/Output Tax
Input tax code	32100 — Purchase/Input Tax
Tax control code	32300 — Tax control
Output tax amount	90.00 (Sales Tax)
Input tax amount	210.00 (Purchase Tax)

Voucher Number: GST00002

Confirm posting details are correct before save.

GL Code	Description	Debit	Credit
32200	Sales/Output Tax	90.00	
32300	Tax control		90.00
32100	Purchase/Input		210.00
32300	Tax control	210.00	

2. Check your amounts

Mr. Accounting Senior (M30...

? Confirm to save??

Yes | No

4. Select Yes in the new window

3. Select Save

Save | Cancel

6. After reconciling, double click on the GST Return and select **Print** in the last screen.

19) Breakdown Value of Output Tax in Accordance with the Major Industries Code

Code		Value of Output Tax	Percentage
	RM	0.00	0.00 %
	RM	0.00	0.00 %
	RM	0.00	0.00 %
	RM	0.00	0.00 %
	RM	0.00	0.00 %
Others	RM	0.00	0.00 %
TOTAL	RM	0.00	100%

PART D : DECLARATION

I, hereby declare that the information stated in this form are true, correct and complete

20) Name of Authorized Person *   Au Beng Chee

Previous | Print | Exit

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7. In the new screen, check your amounts then select the Printer button and select your printer to print.

1. Select the **printer setup** button

4. Select the **Print Report** button

Note: The **newest version** of reports has a bar code on top. You can download the latest version from our website **www.mr-accounting.com**
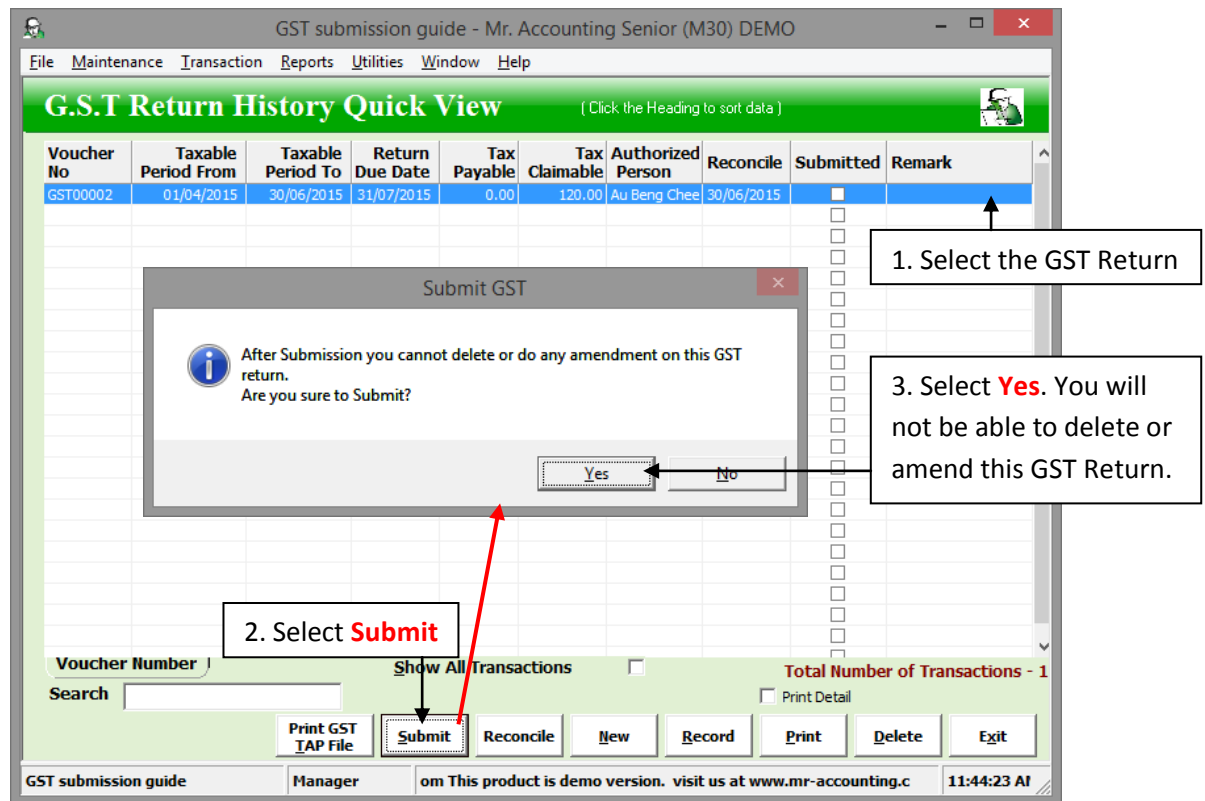
2. Select your **printer**

5. Select **OK**

3. Select **OK**

8. You need to submit the printed form at a **counter** in the **Customs department**. Or, put it in an **envelope** and **mail** it to the **below address** (some time needs to be allowed for mailing time).

KEPADA
KETUA PENGARAH KASTAM MALAYSIA
JABATAN KASTAM DIRAJA MALAYSIA
PUSAT PEMPROSESAN GST
ARAS 1, BLOK A, KOMPLEKS KASTAM WPKL,
JALAN SS 6/3, KELANA JAYA
47300 PETALING JAYA
SELANGOR.

9. After submitting the form at the counter or mailing it to the Customs department, select **Submit** in the GST Return Quick View.

10. After you select Yes, the submit checkbox will be ticked. *FIN*