

# 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.

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

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

**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

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

3. **Save** the GST Return form

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

Previous Save Print Exit

visit us at www.mr-accounting.com This product is demo version. 10:23:5

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	<input type="checkbox"/>		

1. Select the GST Return

2. Select **Reconcile**

Voucher Number Search Show All Transactions Print Detail

Print GST TAP File Submit Reconcile New Record Print Delete Exit

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)

**G. S. T. Reconcile**

Date: 30/06/2015 Voucher Number: GST00002

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)

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 Tax		210.00
32300	Tax control	210.00	

Confirm to save? ?

Yes No

Save Cancel

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

**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	30/06/2015	<input type="checkbox"/>	

Voucher Number: Search

Show All Transactions ☐

Print Detail ☐

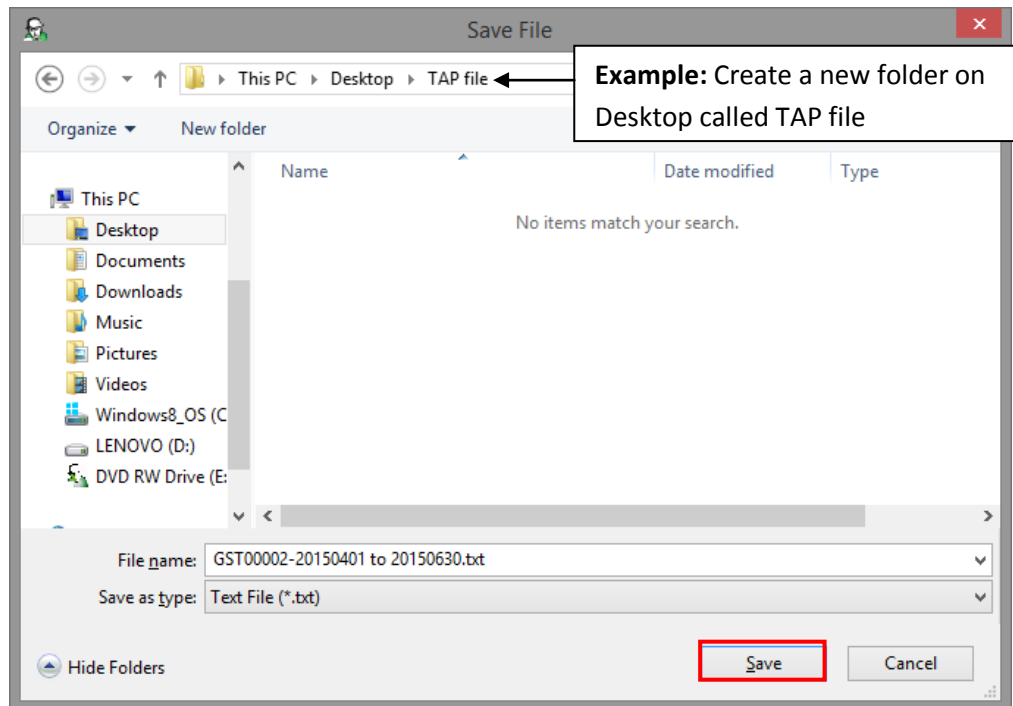
Print GST TAP File Submit Reconcile New Record Print Delete Exit

IMPORTANT NOTE:

Please recalculate and SAVE the GST Return to make sure all the value is up to date.

Recalculate GST Return Confirm Generate TAP File

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.

Not everything gets taxed, basic necessities are still free of GST

Why Should I Sign Up?

Language

English

Malay

**Login**

Email Address

Password

Forgot My Password

**Logon** Sign up

**Manage Registrations**

- Register For GST
- Retrieve Saved Request
- Lookup Registration Status
- Apply for Registration Exemption
- Apply for Flat Rate Scheme
- File GST Non-Registrant Declaration
- Lookup GST Status
- Manage Advance Ruling

**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.

The screenshot shows the 'Customer Springboard' interface. On the left is a navigation menu with options like Home, Back, TRN, Data, RunDate, Navigation, Registration, and Miscellaneous. The main area displays taxpayer details for 'MBN ENGINEERING SERVICE SDN BHD'. A table titled 'MY ACCOUNTS' lists account information, with the 'Account Id' 000884441088 circled in red. Other details include Business Reg. No. 5488963F, Balance RM 0.00, and various address fields.

Menu	Log Off	MBN ENGINEERING SERVICE SDN BHD	NAMES AND ADDRESSES	I WANT TO...
Home		Business Reg. No. 5488963F	Legal Name MBN ENGINEERING SERVICE SDN BH	Manage My Profile
Back		Balance RM 0.00	Trading Name Add	
TRN			Location / Business SA, JLN KEBUN NENAS 1NKS7, BAND	
Data: trainerzu			Correspondence Ad Add	
RunDate: 01-Jul-2015				
Navigation		ACCOUNTS <sup>1</sup> REQUESTS <sup>5</sup> NOTICES <sup>1</sup> LETTERS <sup>1</sup>		
My Accounts		MY ACCOUNTS <sup>1</sup>		
Registration		MY ACCOUNTS		
Apply for Branch Registration		Account Id Account Type Name Frequency Address Balance(RM)		
Manage Designated Persons		000884441088 Goods and Services MBN ENGINEERING SERVICE Monthly SA, JLN KEBUN NENAS 1NKS7 0.00		
Miscellaneous				
Apply for Appeal				
Apply for Review				

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.

The screenshot shows the 'Account Springboard' interface. The left navigation menu is similar to the previous screen. The main area displays 'GOODS AND SERVICES TAX' information. A table titled 'PERIODS REQUIRING ATTENTION' lists tax periods with columns for Period, Return Status, File Now, Pay, Tax (RM), Penalty (RM), Credit (RM), Balance (RM), and Messages. The 'File Now' link for the 30-Apr-2015 period is circled in red.

Menu	Log Off	GOODS AND SERVICES TAX	NAMES AND ADDRESSES	I WANT TO...
Home		Business Reg. No. 5488963F	Legal Name MBN ENGINEERING SERVICE SDN BH	Make a Payment
Back		Monthly 000884441088	Trading Name Add	Authorize Tax Agent Access
TRN		Balance RM 0.00	Location / Business SA, JLN KEBUN NENAS 1NKS7, BAND	Request to Close Account
Data: trainerzu		Pending RM 0.00	Correspondence Ad Add	
RunDate: 01-Jul-2015				
Navigation		PERIODS REQUESTS <sup>5</sup> ACTIVITY NOTICES <sup>5</sup> LETTERS <sup>1</sup> SCHEMES <sup>1</sup>		
My Accounts		ATTENTION NEEDED <sup>3</sup> SEARCH		
Act 000884441088		PERIODS REQUIRING ATTENTION		
Registration		Period Return Status File Now Pay Tax (RM) Penalty (RM) Credit (RM) Balance (RM) Messages		
Apply for Special Scheme		30-Jun-2015 Generated File Now Pay 0.00 0.00 0.00 0.00 File Return		
Simplified Tax Invoice		31-May-2015 Overdue File Now Pay 0.00 0.00 0.00 0.00 File Return		
Apply for Person Registration		30-Apr-2015 Overdue File Now Pay 0.00 0.00 0.00 0.00 File Return		

9. Click [\[Next\]](#) button: to continue to the next step.

The screenshot shows a web application interface for reviewing return details. On the left is a sidebar with a 'Menu' (Log Off), a 'Home' button, a 'Back' link, and a 'TRN' section containing 'Data: trainerzu', 'RunDate: 01-Jul-2015', and a 'Navigation' menu with 'My Accounts', 'Act. 000884441088', and 'Goods and Services Tax Return'. The main content area has a top bar with 'Review Return Details', a circled 'Next' button, and 'Save and Finish Later' and 'Cancel' buttons. Below this is a header with three tabs: 'ABOUT THE SERVICE', 'WHAT YOU NEED', and 'AFTER YOU FINISH'. The 'ABOUT THE SERVICE' tab is active, showing two bullet points: 'This service allows a registered Goods and Services taxpayer to declare their GST for the selected filing period.' and 'Your session will expire after 15 minutes of inactivity.' The 'WHAT YOU NEED' tab shows one bullet point: 'GST info for the selected filing period.' The 'AFTER YOU FINISH' tab shows two bullet points: 'Print the confirmation page for your records.' and 'If a payment is due, make a payment using TAP, a designated bank, or by mailing a cheque to the processing centre.'

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).

The screenshot shows the 'Goods and Services Tax Return' screen. The sidebar is identical to the previous screen. The main content area has a top bar with 'Previous', 'Return Details', and 'Next' buttons, and 'Save and Finish Later' and 'Cancel' buttons. The 'Return Details' button is active. Below this is a header with 'GOODS AND SERVICES TAX RETURN'. The 'OUTPUT TAX' section has two rows: 'Total Value of Standard Rated Supply' with a value of '0.00' and 'Total Output Tax (Inclusive of Tax Value on Bad Debt Recovered & other Adjustments)' with a value of '0.00'. The 'INPUT TAX' section has two rows: 'Total Value of Standard Rated Acquisition' with a value of '0.00' and 'Total Input Tax (Inclusive of Tax Value on Bad Debt Relief & other Adjustments)' with a value of '0.00'. Below these are two rows: 'GST Amount Payable' with a value of '0.00' and 'GST Amount Claimable' with a value of '0.00'. The 'Import' button in the top right corner is circled in red.



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

Import

Home

Back

TRN

Data: trainerzu

RunDate: 01-Jul-2015

Navigation

My Accounts

Act: 000884441088

Goods and Services Tax Return

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.

Menu Log Out

Import

[Home](#)  
[Back](#)

[Previous](#) [Return Summary](#) [Submit](#)

[Save and Finish Later](#) [Cancel](#)

TRN

Data: trainerzu

RunDate: 01-Jul-2015

Navigation

[My Accounts](#)

[Act: 00MR9441000](#)

Goods and Services Tax Return

### GOODS AND SERVICES TAX RETURN

GOODS AND SERVICES TAX RETURN FOR ACTIVITY FROM 01-APR-2015 TO 30-APR-2015

GST Amount Payable	RM 599,400.00
GST Amount Claimable	RM 0.00
Local Zero-Rated Supplies	RM 1,000.00
Export Supplies	RM 0.00
Exempt Supplies	RM 0.00
Supplies Granted GST Relief	RM 0.00
Goods Imported Under AT5	RM 0.00
GST Suspended Under AT5	RM 0.00
Capital Goods Acquired	RM 0.00
Bad Debt Relief	RM 0.00
Bad Debt Recovered	RM 0.00

MSIC	Value of Output Tax Percentage
17710	RM 600,000.00 100%
	RM 0.00 0%
	RM 0.00 0%
	RM 0.00 0%
	RM 0.00 0%
	RM 0.00 0%
Other	RM 0.00 0%
<b>Total</b>	<b>RM 600,000.00 100%</b>

17. Fill in [\[Password\]](#) field.  
Note: Taxpayer is required to key in the password
18. Click [\[OK\]](#) button.



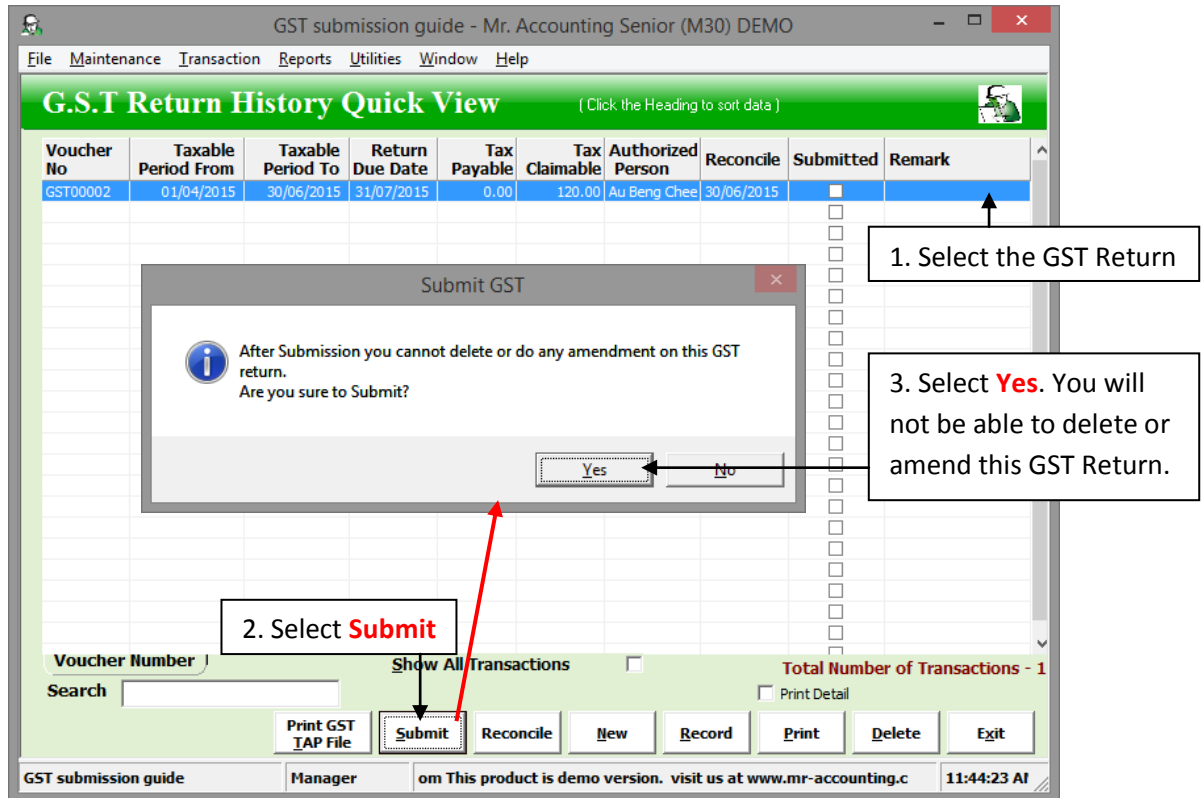
Note: The password is the same as TAP login password

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 [\[Account Springboard\]](#).

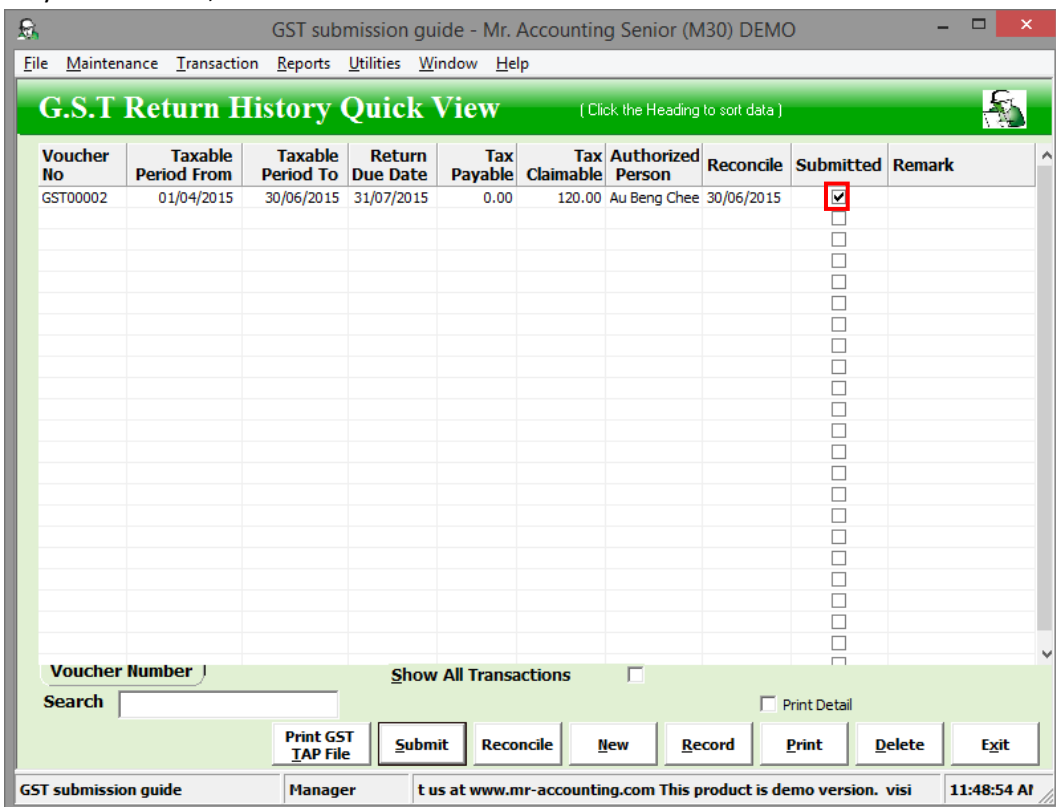
Taxpayer Name	AMI CAR RENTAL SDN BHD
GST No.	006574002582
Filing Period	31-May-2015
Amount Due	RM 50,400.00
Due Date	30-Jun-2015
Submitted On	01-Jul-2015 23:13:14
Acknowledgment Receipt No.	1-105-007-232

Please print a copy of this receipt for record purposes. For further information and inquiries please visit our website [www.get.customs.gov.my](http://www.get.customs.gov.my) or contact us at 03-78067200.

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).

**GST submission guide - Mr. Accounting Senior (M30) DEMO**

File Maintenance Transaction Reports Utilities Window Help

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

**GST - 03**

PENYATA CUKAI BARANG DAN PERKHIDMATAN  
GOODS AND SERVICES TAX RETURN

☐ Amendment

**PART A : REGISTERED PERSON**

1) GST No. \* 123456789012

2) Name of Business \* GST submission guide

**PART B : RETURN DETAILS**

3) Taxable Period \* Start Date 01/04/2015 End Date 30/06/2015 Calculate

4) Return and Payment Due Date \* 31/07/2015

5) Output Tax

	Amount
a) Total Value of Standard Rated Supply *	RM 1,000.00
b) Total Output Tax (Inclusive of Bad Debt Recovered and other Adjustment) *	RM 90.00

Notes Next Exit

GST submission guide no version. visit us at www.mr-accounting.com This pro 09:44:49 AI

Step 2: Next screen (see below)

**GST submission guide - Mr. Accounting Senior (M30) DEMO**

File Maintenance Transaction Reports Utilities Window Help

6) Input Tax

	Amount
a) Total Value of Standard Rated Acquisition *	RM 3,000.00
b) Total Input Tax (Inclusive of Bad Debt Relief and other Adjustment) *	RM 210.00

7) GST Amount Payable (Item 5b - Item 6b) \* RM 0

OR

8) GST Amount Claimable (Item 6b - Item 5b) \* RM 120.00

9) Do you choose to carry forward refund for GST? ☒ Yes ☐ No

**PART C : ADDITIONAL INFORMATION**

	Amount
10) Total Value of Local Zero-Rated Supplies *	RM 500.00

11) Total Value of Imported Supplies \* RM 500.00

Previous Next Exit

GST submission guide Manager n. visit us at www.mr-accounting.com This product is demo versio 10:22:43 AI

Step 3: Last screen (see below)

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

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

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

**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

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

3. **Save** the GST Return form

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

Previous Save Print Exit

visit us at [www.mr-accounting.com](http://www.mr-accounting.com) This product is demo version. 10:23:5

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	<input type="checkbox"/>		

1. Select the GST Return

2. Select **Reconcile**

Voucher Number Search Show All Transactions ☐ Print Detail ☐

Print GST TAP File Submit Reconcile New Record Print Delete Exit

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)

**G. S. T. Reconcile**

Date: 30/06/2015 Voucher Number: GST00002

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)

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 Tax		210.00
32300	Tax control	210.00	

Confirm to save? ?

Yes No

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

GST submission guide Manager product is demo version. visit us at www.mr-accounting.com This 11:51:44 AI

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

The screenshot shows the GST form interface with several callouts and annotations:

- 1. Select the printer setup button**: Points to a printer icon in the top toolbar.
- 2. Select your printer**: Points to the printer selection dropdown in the 'Print Setup' dialog box, which is set to '\\Desmond-pc\EPSON L300 Series'.
- 3. Select OK**: Points to the 'OK' button in the 'Print Setup' dialog box.
- 4. Select the Print Report button**: Points to a printer icon in the top toolbar.
- 5. Select OK**: Points to the 'OK' button in the 'Print' dialog box.

**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](http://www.mr-accounting.com)

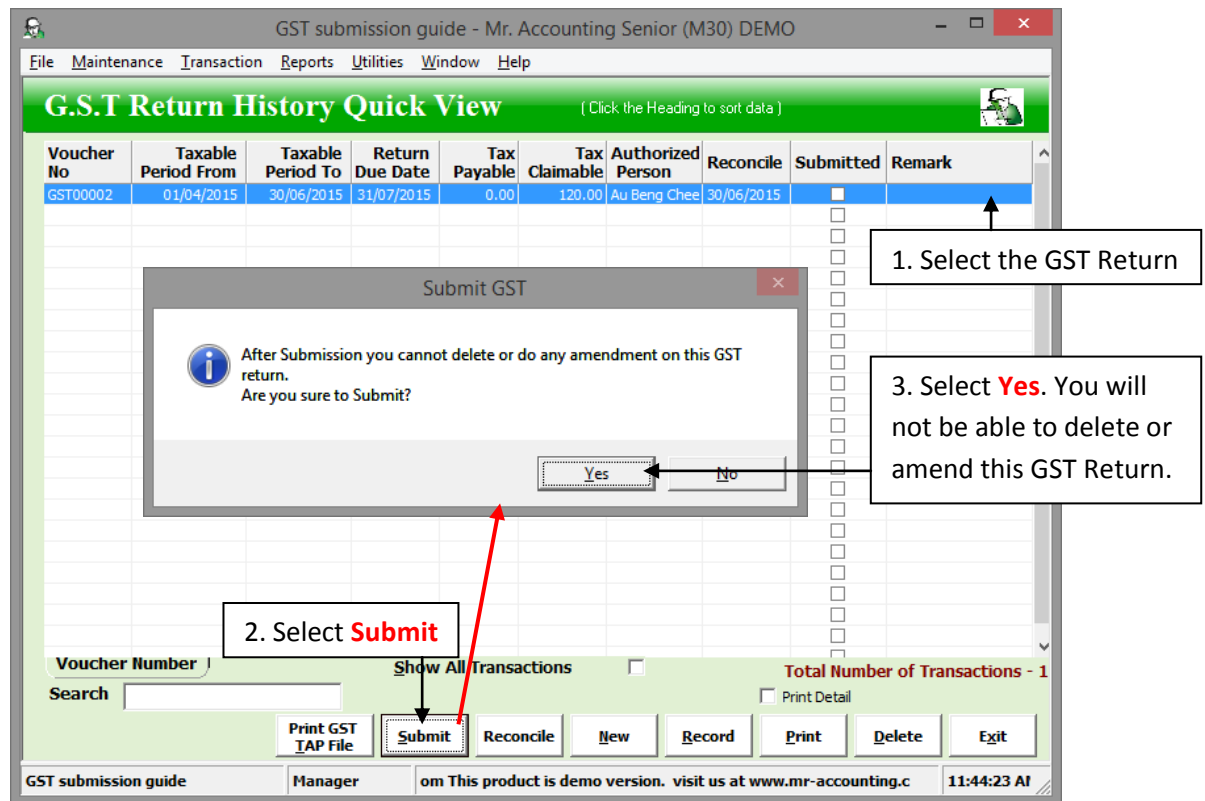
The form itself is titled 'JABATAN KASTAM DIRAJA MALAYSIA' and 'PENYATA CUKAI BARANG DAN PERKHIDMATAN'. It includes a barcode at the top and various fields for GST information.

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).





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\*

