

HOW TO CREATE SST TAX CODE MANUALLY

[1.0]

Crimsen

[17/01/2022]

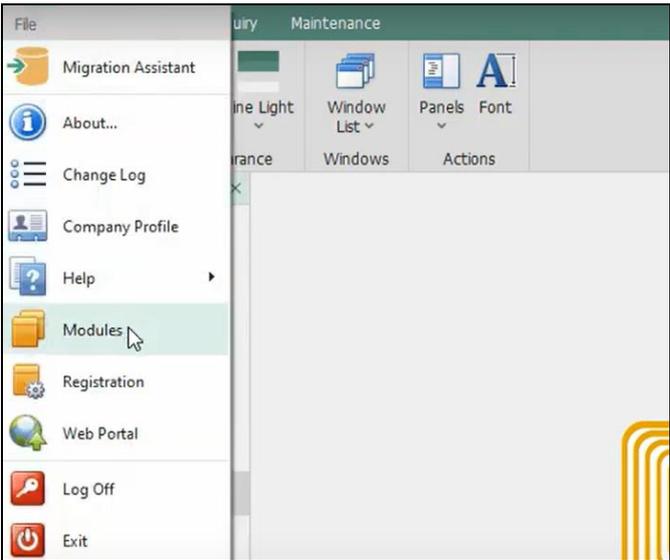
SCENARIO

For QNE Optimum software version 2019.0.1.2 and below, require to update tax code.



SOLUTION

1. Go to File > Modules





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QNE TIPS

Product : QNE Optimum

Version: 1.00

Doc No : 1

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2. Tick GST/VAT/SST. Save & Close

Module Manager

Modules & Features

- General Ledger
- Account Receivable
- Account Payable
- Stocks
- Sales
- Purchases
- Multi-Location
- Multi-Currency
- Project
- GST/VAT/SST**
- Partial Delivery
- Manufacturing
- Price Group
- Audit Trail
- Report Suite
- Cost Centre
- Serial Number
- POS
- Validation Manager
- Points Management
- User Defined Fields
- GST Margin Scheme
- GST Group Registration
- Finance Charge
- Deposit
- Advance Currency
- Layout Customization
- Batch Email Distribution
- Landing Cost
- Packing Lists
- WTax
- Stock Commission Group
- Batch Number
- Starter Pack Plus
- Starter Pack
- Free Edition
- Itemized Project Knock-Off
- User Default Setting
- Partial Exemption
- Recurring
- Progress Invoicing
- Billing Approvals Control
- Customer / Supplier Item
- Stock Take
- Cash Register Integration
- Maybank2e
- Credit Control
- QNE BizPay
- QNE BizPay Plus
- E-Commerce
- Apply Pricing Rule
- Packing UOM
- Property Management
- Post as Accrued AP
- Meter Billing
- Advance Manufacturing
- Cash Flow Forecast Advisor
- Finished Goods Produce
- Fixed Commission Rates
- Renewal System
- Packing UOM Summary
- Consolidated Financial Reports
- Stock Sub-Code

Tasks

- Apply Changes
- Save & Close
- Close

3. Go to GST/SST > Tax Code. Notice that all tax codes haven't been updated

Tax Codes - QNE Business Solutions

Navigation: Tax Codes

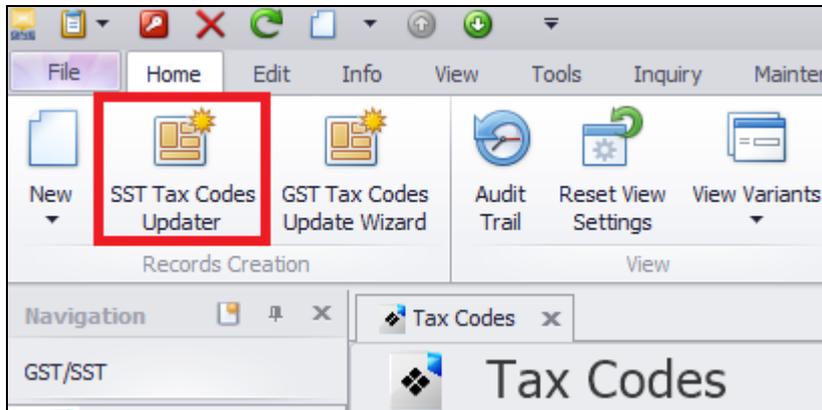
Enter text to search... Find Clear

Drag a column header here to group by that column

Tax #	Tax Type	Rate	Description	Input/Output Tax
AJP	Standard-rated	6.00%	Any adjustment made to Input Tax such as bad debt relief, and other input tax adjustments such as longer...	Input Tax
AJS	Standard-rated	6.00%	This refers any adjustment made to output tax. These include longer period adjustment, bad debt recovered...	Output Tax
BL-ITD	Standard-rated	6.00%	This refers to GST incurred by a business but GST registered trader is not allowed to claim input tax incurred...	Input Tax
BL-ITH	Standard-rated	6.00%	Purchases with GST incurred but not claimable (Disallowance of Input Tax e.g. medical expenses for staff)	Input Tax
DS	Standard-rated	6.00%	Deemed supplies (e.g. transfer or disposal of business assets without consideration)	Output Tax
EP	Exempt	0.00%	Purchases exempted from GST e.g. purchase of residential property or financial services	Input Tax
ES	Exempt	0.00%	Exempt supplies under GST	Output Tax
ESN43	Exempt	0.00%	Non-incident exempt supplies [(1 Aug 2016)Tax Code Update - Set this tax as Inactive]	Output Tax
EP	N/A	0.00%	This refers to purchase of transactions which disregarded from charging and payment of GST under GST legi...	Input Tax
GS	N/A	0.00%	In certain circumstances, a taxable supply may be disregarded for the purpose of GST. This refers to suppli...	Output Tax
IES	Exempt	0.00%	This refers to exempt supplies made under incidental exempt supplies and applicable for wholly taxable supp...	Output Tax
IM	Standard-rated	6.00%	This refers to all goods imported into Malaysia which are subject to GST. The GST amount is calculated on th...	Input Tax
IM0	N/A	0.00%	GST incurred for import of goods	Input Tax
IM0-SVC	N/A	0.00%	GST incurred for import of services	Input Tax
IM-CG	Standard-rated	6.00%	This refers to importation of goods with GST incurred which the company claim for input tax and capitalize th...	Input Tax
IM-RE	Standard-rated	6.00%	This refers to all goods imported into Malaysia which are subject to GST that is not directly attributable to tax...	Input Tax
IS	Zero-rated	0.00%	Imports under special scheme with no GST incurred (e.g. Approved Trader Scheme, ATMS Scheme)	Input Tax
NP	Out-of-scope	0.00%	This tax code is applicable for matters to be treated as neither a purchase of goods nor a purchase of servi...	Input Tax
NR	Out-of-scope	0.00%	This refers to the purchase of goods and services from non-GST registered supplier/trader. The supplier/tr...	Input Tax
NS	Out-of-scope	0.00%	This refers supplies treated as neither a supply of goods nor a supply of services and no GST chargeable. B...	Output Tax
OP	Out-of-scope	0.00%	Purchase transactions which is out of the scope of GST legislation (e.g. purchase of goods overseas)	Input Tax
OS	Out-of-scope	0.00%	Out of scope supply is a supply which is not within the ambit or boundary of GST, and therefore GST is not c...	Output Tax
OS-ER	Out-of-scope	0.00%	Where any local authority or statutory body has perform its enforcement and regulatory functions, the stat...	Output Tax



4. At Tax code > Home > Click SST Tax Codes Updater icon



5. Click Submit. System will create SST tax codes as below

Tax Code	Description	Tax Type	Is Output Tax	Tax Rate	Is Active	Update Action	Proceed
ST-5%	Sales Tax (SST)	Standard-rated	<input checked="" type="checkbox"/>	5.00%	<input checked="" type="checkbox"/>	Create	<input checked="" type="checkbox"/>
ST-10%	Sales Tax (SST)	Standard-rated	<input checked="" type="checkbox"/>	10.00%	<input checked="" type="checkbox"/>	Create	<input checked="" type="checkbox"/>
SVT-6%	Service Tax (SST)	Standard-rated	<input checked="" type="checkbox"/>	6.00%	<input checked="" type="checkbox"/>	Create	<input checked="" type="checkbox"/>
PT-5%	Purchase Tax (SST)	Standard-rated	<input type="checkbox"/>	5.00%	<input checked="" type="checkbox"/>	Create	<input checked="" type="checkbox"/>
PT-10%	Purchase Tax (SST)	Standard-rated	<input type="checkbox"/>	10.00%	<input checked="" type="checkbox"/>	Create	<input checked="" type="checkbox"/>
ESVT-6%	Expenses Service Tax (SST)	Standard-rated	<input type="checkbox"/>	6.00%	<input checked="" type="checkbox"/>	Create	<input checked="" type="checkbox"/>
ST-GEX	Sales Tax(Goods Exempted...	Exempt	<input checked="" type="checkbox"/>	0.00%	<input checked="" type="checkbox"/>	Create	<input checked="" type="checkbox"/>
ST-EP	Sales Tax(Export)	Exempt	<input checked="" type="checkbox"/>	0.00%	<input checked="" type="checkbox"/>	Create	<input checked="" type="checkbox"/>
ST-DA	Sales Tax(Designated Area)	Exempt	<input checked="" type="checkbox"/>	0.00%	<input checked="" type="checkbox"/>	Create	<input checked="" type="checkbox"/>
ST-SA	Sales Tax(Special Area)	Exempt	<input checked="" type="checkbox"/>	0.00%	<input checked="" type="checkbox"/>	Create	<input checked="" type="checkbox"/>
ST-PA	Sales Tax(Persons Exempted...	Exempt	<input checked="" type="checkbox"/>	0.00%	<input checked="" type="checkbox"/>	Create	<input checked="" type="checkbox"/>
ST-PB	Sales Tax(Persons Exempted...	Exempt	<input checked="" type="checkbox"/>	0.00%	<input checked="" type="checkbox"/>	Create	<input checked="" type="checkbox"/>
ST-PC1	Sales Tax(Persons Exempted...	Exempt	<input checked="" type="checkbox"/>	0.00%	<input checked="" type="checkbox"/>	Create	<input checked="" type="checkbox"/>
ST-PC2	Sales Tax(Persons Exempted...	Exempt	<input checked="" type="checkbox"/>	0.00%	<input checked="" type="checkbox"/>	Create	<input checked="" type="checkbox"/>
ST-PC3	Sales Tax(Persons Exempted...	Exempt	<input checked="" type="checkbox"/>	0.00%	<input checked="" type="checkbox"/>	Create	<input checked="" type="checkbox"/>
ST-PC4	Sales Tax(Persons Exempted...	Exempt	<input checked="" type="checkbox"/>	0.00%	<input checked="" type="checkbox"/>	Create	<input checked="" type="checkbox"/>
ST-PC5	Sales Tax(Persons Exempted...	Exempt	<input checked="" type="checkbox"/>	0.00%	<input checked="" type="checkbox"/>	Create	<input checked="" type="checkbox"/>
PT-EX	Purchase Tax(Goods Exempt...	Exempt	<input type="checkbox"/>	0.00%	<input checked="" type="checkbox"/>	Create	<input checked="" type="checkbox"/>
PT-PC1	Purchase Tax(Persons Exem...	Exempt	<input type="checkbox"/>	0.00%	<input checked="" type="checkbox"/>	Create	<input checked="" type="checkbox"/>
PT-PC2	Purchase Tax(Persons Exem...	Exempt	<input type="checkbox"/>	0.00%	<input checked="" type="checkbox"/>	Create	<input checked="" type="checkbox"/>
PT-PC3	Purchase Tax(Persons Exem...	Exempt	<input type="checkbox"/>	0.00%	<input checked="" type="checkbox"/>	Create	<input checked="" type="checkbox"/>
PT-PC4	Purchase Tax(Persons Exem...	Exempt	<input type="checkbox"/>	0.00%	<input checked="" type="checkbox"/>	Create	<input checked="" type="checkbox"/>
PT-PC5	Purchase Tax(Persons Exem...	Exempt	<input type="checkbox"/>	0.00%	<input checked="" type="checkbox"/>	Create	<input checked="" type="checkbox"/>
STU-10%	Sales Tax (SST) – Goods For...	Standard-rated	<input checked="" type="checkbox"/>	10.00%	<input checked="" type="checkbox"/>	Create	<input checked="" type="checkbox"/>
STU-5%	Sales Tax (SST) – Goods For...	Standard-rated	<input checked="" type="checkbox"/>	5.00%	<input checked="" type="checkbox"/>	Create	<input checked="" type="checkbox"/>
SVTU-6%	Service Tax (SST) – Service...	Standard-rated	<input checked="" type="checkbox"/>	6.00%	<input checked="" type="checkbox"/>	Create	<input checked="" type="checkbox"/>
SVTD-6%	Service Tax With Payment B...	Standard-rated	<input checked="" type="checkbox"/>	6.00%	<input checked="" type="checkbox"/>	Create	<input checked="" type="checkbox"/>
SVTE	EXEMPTION FROM PAYMENT...	Exempt	<input type="checkbox"/>	0.00%	<input checked="" type="checkbox"/>	Create	<input checked="" type="checkbox"/>
IM-SVTE	Service Tax(Imported Servic...	Exempt	<input type="checkbox"/>	0.00%	<input checked="" type="checkbox"/>	Create	<input checked="" type="checkbox"/>
IM-SVT	Service Tax(Imported Servic...	N/A	<input type="checkbox"/>	0.00%	<input checked="" type="checkbox"/>	Create	<input checked="" type="checkbox"/>



6. Notice all tax codes are up to date upon submit. Click Close.

The screenshot shows the 'SST Tax Codes Updater' application window. It contains a table with the following columns: Tax Code, Description, Tax Type, Is Output Tax, Tax Rate, Is Active, Update Action, and Proceed. A red box highlights the 'Update Action' column, which contains the text 'Up to date' for every row. At the bottom right of the window, there are 'Submit' and 'Close' buttons.

Tax Code	Description	Tax Type	Is Output Tax	Tax Rate	Is Active	Update Action	Proceed
ST-5%	Sales Tax (SST)	Standard-rated	<input checked="" type="checkbox"/>	5.00%	<input checked="" type="checkbox"/>	Up to date	<input type="checkbox"/>
ST-10%	Sales Tax (SST)	Standard-rated	<input checked="" type="checkbox"/>	10.00%	<input checked="" type="checkbox"/>	Up to date	<input type="checkbox"/>
SVT-6%	Service Tax (SST)	Standard-rated	<input checked="" type="checkbox"/>	6.00%	<input checked="" type="checkbox"/>	Up to date	<input type="checkbox"/>
PT-5%	Purchase Tax (SST)	Standard-rated	<input type="checkbox"/>	5.00%	<input checked="" type="checkbox"/>	Up to date	<input type="checkbox"/>
PT-10%	Purchase Tax (SST)	Standard-rated	<input type="checkbox"/>	10.00%	<input checked="" type="checkbox"/>	Up to date	<input type="checkbox"/>
ESVT-6%	Expenses Service Tax (SST)	Standard-rated	<input type="checkbox"/>	6.00%	<input checked="" type="checkbox"/>	Up to date	<input type="checkbox"/>
ST-GEX	Sales Tax(Goods Exempted...	Exempt	<input checked="" type="checkbox"/>	0.00%	<input checked="" type="checkbox"/>	Up to date	<input type="checkbox"/>
ST-EP	Sales Tax(Export)	Exempt	<input checked="" type="checkbox"/>	0.00%	<input checked="" type="checkbox"/>	Up to date	<input type="checkbox"/>
ST-DA	Sales Tax(Designated Area)	Exempt	<input checked="" type="checkbox"/>	0.00%	<input checked="" type="checkbox"/>	Up to date	<input type="checkbox"/>
ST-SA	Sales Tax(Special Area)	Exempt	<input checked="" type="checkbox"/>	0.00%	<input checked="" type="checkbox"/>	Up to date	<input type="checkbox"/>
ST-PA	Sales Tax(Persons Exempted...	Exempt	<input checked="" type="checkbox"/>	0.00%	<input checked="" type="checkbox"/>	Up to date	<input type="checkbox"/>
ST-PB	Sales Tax(Persons Exempted...	Exempt	<input checked="" type="checkbox"/>	0.00%	<input checked="" type="checkbox"/>	Up to date	<input type="checkbox"/>
ST-PC1	Sales Tax(Persons Exempted...	Exempt	<input checked="" type="checkbox"/>	0.00%	<input checked="" type="checkbox"/>	Up to date	<input type="checkbox"/>
ST-PC2	Sales Tax(Persons Exempted...	Exempt	<input checked="" type="checkbox"/>	0.00%	<input checked="" type="checkbox"/>	Up to date	<input type="checkbox"/>
ST-PC3	Sales Tax(Persons Exempted...	Exempt	<input checked="" type="checkbox"/>	0.00%	<input checked="" type="checkbox"/>	Up to date	<input type="checkbox"/>
ST-PC4	Sales Tax(Persons Exempted...	Exempt	<input checked="" type="checkbox"/>	0.00%	<input checked="" type="checkbox"/>	Up to date	<input type="checkbox"/>
ST-PC5	Sales Tax(Persons Exempted...	Exempt	<input checked="" type="checkbox"/>	0.00%	<input checked="" type="checkbox"/>	Up to date	<input type="checkbox"/>
PT-EX	Purchase Tax(Goods Exempt...	Exempt	<input type="checkbox"/>	0.00%	<input checked="" type="checkbox"/>	Up to date	<input type="checkbox"/>
PT-PC1	Purchase Tax(Persons Exem...	Exempt	<input type="checkbox"/>	0.00%	<input checked="" type="checkbox"/>	Up to date	<input type="checkbox"/>
PT-PC2	Purchase Tax(Persons Exem...	Exempt	<input type="checkbox"/>	0.00%	<input checked="" type="checkbox"/>	Up to date	<input type="checkbox"/>
PT-PC3	Purchase Tax(Persons Exem...	Exempt	<input type="checkbox"/>	0.00%	<input checked="" type="checkbox"/>	Up to date	<input type="checkbox"/>
PT-PC4	Purchase Tax(Persons Exem...	Exempt	<input type="checkbox"/>	0.00%	<input checked="" type="checkbox"/>	Up to date	<input type="checkbox"/>
PT-PC5	Purchase Tax(Persons Exem...	Exempt	<input type="checkbox"/>	0.00%	<input checked="" type="checkbox"/>	Up to date	<input type="checkbox"/>
STU-10%	Sales Tax (SST) – Goods For...	Standard-rated	<input checked="" type="checkbox"/>	10.00%	<input checked="" type="checkbox"/>	Up to date	<input type="checkbox"/>
STU-5%	Sales Tax (SST) – Goods For...	Standard-rated	<input checked="" type="checkbox"/>	5.00%	<input checked="" type="checkbox"/>	Up to date	<input type="checkbox"/>
SVTU-6%	Service Tax (SST) – Service...	Standard-rated	<input checked="" type="checkbox"/>	6.00%	<input checked="" type="checkbox"/>	Up to date	<input type="checkbox"/>
SVTD-6%	Service Tax With Payment B...	Standard-rated	<input checked="" type="checkbox"/>	6.00%	<input checked="" type="checkbox"/>	Up to date	<input type="checkbox"/>
SVTE	EXEMPTION FROM PAYMENT...	Exempt	<input type="checkbox"/>	0.00%	<input checked="" type="checkbox"/>	Up to date	<input type="checkbox"/>
IM-SVTE	Service Tax(Imported Servic...	Exempt	<input type="checkbox"/>	0.00%	<input checked="" type="checkbox"/>	Up to date	<input type="checkbox"/>
IM-SVT	Service Tax(Imported Servic...	N/A	<input type="checkbox"/>	0.00%	<input checked="" type="checkbox"/>	Up to date	<input type="checkbox"/>



- Go to GST/SST Accounts Setup. Click Apply. In this step, system will define the GL account into the tax code we created just now at step 5

The screenshot shows the 'GST/SST Accounts Setup' window in QNE Business Solutions. The 'Apply' button in the top-left corner is highlighted with a red box. The main area displays a table of GST Accounts with columns for 'Create', 'GLAccount', 'Account Code', and 'Account Name'. The 'SST-1000 - New' account is selected, and its details are shown on the right, including the assignment of GST Accounts and Tax Codes.

GLAccount	Account Code	Account Name
300-5000	300-5000	BAD DEBT RECOVERY
400-2000	400-2000	FREE GIFT
400-5000	400-5000	BAD DEBITS
402-0000	402-0000	GST EXPENSES
700-9000	700-9000	GST CONTROL ACCO...
700-9100	700-9100	GST LIABILITY - AR
700-9200	700-9200	GST CLAIMABLE ACC...
700-9300	700-9300	GST FROM DEPOSIT
700-9400	700-9400	RESIDUAL INPUT TAX
700-9500	700-9500	GST FROM DO
700-9999	700-9999	GST INPUT TAX
800-9100	800-9100	GST CLAIMABLE - AP
800-9200	800-9200	GST PAYABLE ACCOU...
800-9999	800-9999	GST OUTPUT TAX
SST-1000 - New	SST-1000	SST SALES TAX
SST-2000 - New	SST-2000	SST SERVICE TAX
SST-3000 - New	SST-3000	SST PURCHASE TAX
SST-4000 - New	SST-4000	SST EXPENSES SERVI...
SST-5000 - New	SST-5000	SST DEFERRED TAX
SST-6000 - New	SST-6000	SST FROM SUPPLIER...
SST-8000 - New	SST-8000	SST PAYABLE ACCOUNT

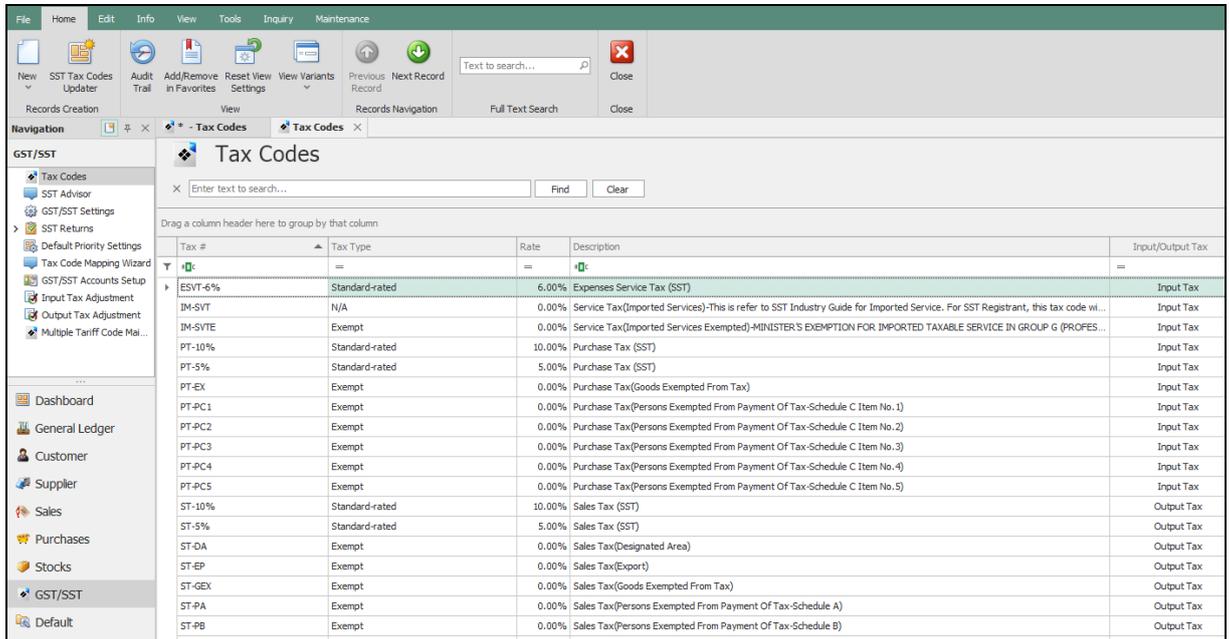
- Go to General Ledger > Chart of Accounts. Notice new GL Account codes have been created successfully.

The screenshot shows the 'Chart Of Accounts' window in QNE Business Solutions. The search bar contains 'sst'. The table shows various accounts, including 'LESS: COST OF SALES', 'SST PURCHASE TAX', 'LESS: EXPENSES', 'SST EXPENSES SERVICE TAX', 'CURRENT ASSETS', 'SST FROM SUPPLIER DEPOSIT', 'CURRENT LIABILITIES', 'SST SALES TAX', 'SST SERVICE TAX', 'SST DEFERRED TAX', and 'SST PAYABLE ACCOUNT'. The new GL Account codes are highlighted in yellow.

Description	Account Code	MSIC Code	SA	Currency
LESS: COST OF SALES	COG			
SST PURCHASE TAX	SST-3000			RM
LESS: EXPENSES	EXP			
SST EXPENSES SERVICE TAX	SST-4000			RM
CURRENT ASSETS	BCA			
SST FROM SUPPLIER DEPOSIT	SST-6000			RM
CURRENT LIABILITIES	BCL			
SST SALES TAX	SST-1000			RM
SST SERVICE TAX	SST-2000			RM
SST DEFERRED TAX	SST-5000			RM
SST PAYABLE ACCOUNT	SST-8000			RM



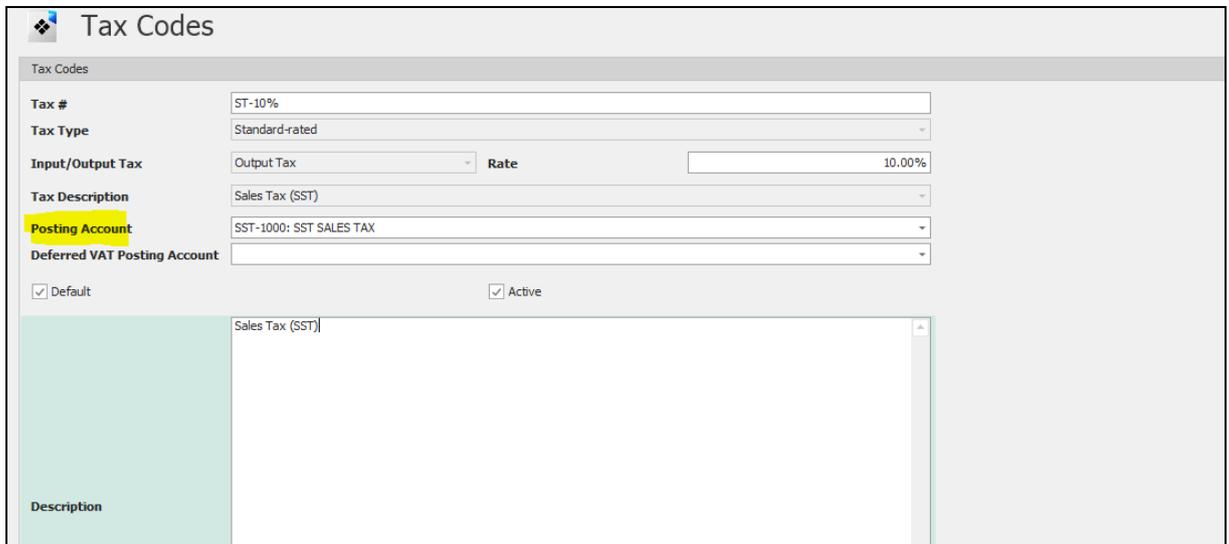
9. Go to GST/SST > Notice that system has created the new SST Tax Codes



The screenshot shows the 'Tax Codes' window in the QNE Software application. The window title is 'Tax Codes' and it contains a table with the following columns: Tax #, Tax Type, Rate, Description, and Input/Output Tax. The table lists various tax codes such as ESVT-6%, IM-SVT, PT-10%, PT-5%, PT-EX, PT-PC1, PT-PC2, PT-PC3, PT-PC4, PT-PC5, ST-10%, ST-5%, ST-DA, ST-EP, ST-GE, ST-PA, and ST-PB. Each row includes the tax code, its type (e.g., Standard-rated, Exempt, N/A), the rate (e.g., 6.00%, 0.00%, 10.00%, 5.00%), a detailed description, and the input/output tax status.

Tax #	Tax Type	Rate	Description	Input/Output Tax
ESVT-6%	Standard-rated	6.00%	Expenses Service Tax (SST)	Input Tax
IM-SVT	N/A	0.00%	Service Tax(Imported Services)-This is refer to SST Industry Guide for Imported Service. For SST Registrant, this tax code will...	Input Tax
IM-SVTE	Exempt	0.00%	Service Tax(Imported Services Exempted)-MINISTER'S EXEMPTION FOR IMPORTED TAXABLE SERVICE IN GROUP G (PROFES...	Input Tax
PT-10%	Standard-rated	10.00%	Purchase Tax (SST)	Input Tax
PT-5%	Standard-rated	5.00%	Purchase Tax (SST)	Input Tax
PT-EX	Exempt	0.00%	Purchase Tax(Goods Exempted From Tax)	Input Tax
PT-PC1	Exempt	0.00%	Purchase Tax(Persons Exempted From Payment Of Tax-Schedule C Item No.1)	Input Tax
PT-PC2	Exempt	0.00%	Purchase Tax(Persons Exempted From Payment Of Tax-Schedule C Item No.2)	Input Tax
PT-PC3	Exempt	0.00%	Purchase Tax(Persons Exempted From Payment Of Tax-Schedule C Item No.3)	Input Tax
PT-PC4	Exempt	0.00%	Purchase Tax(Persons Exempted From Payment Of Tax-Schedule C Item No.4)	Input Tax
PT-PC5	Exempt	0.00%	Purchase Tax(Persons Exempted From Payment Of Tax-Schedule C Item No.5)	Input Tax
ST-10%	Standard-rated	10.00%	Sales Tax (SST)	Output Tax
ST-5%	Standard-rated	5.00%	Sales Tax (SST)	Output Tax
ST-DA	Exempt	0.00%	Sales Tax(Designated Area)	Output Tax
ST-EP	Exempt	0.00%	Sales Tax(Export)	Output Tax
ST-GE	Exempt	0.00%	Sales Tax(Goods Exempted From Tax)	Output Tax
ST-PA	Exempt	0.00%	Sales Tax(Persons Exempted From Payment Of Tax-Schedule A)	Output Tax
ST-PB	Exempt	0.00%	Sales Tax(Persons Exempted From Payment Of Tax-Schedule B)	Output Tax

10. Click inside the tax codes, system has defined the GL Posting account in the tax code.



The screenshot shows the 'Tax Codes' window in the QNE Software application, displaying the details for a specific tax code. The 'Tax #' is 'ST-10%', the 'Tax Type' is 'Standard-rated', and the 'Input/Output Tax' is 'Output Tax' with a 'Rate' of '10.00%'. The 'Tax Description' is 'Sales Tax (SST)'. The 'Posting Account' is 'SST-1000: SST SALES TAX'. The 'Deferred VAT Posting Account' is empty. The 'Default' checkbox is checked, and the 'Active' checkbox is also checked. The 'Description' field contains 'Sales Tax (SST)'.

Tax #	ST-10%
Tax Type	Standard-rated
Input/Output Tax	Output Tax
Rate	10.00%
Tax Description	Sales Tax (SST)
Posting Account	SST-1000: SST SALES TAX
Deferred VAT Posting Account	
Default	<input checked="" type="checkbox"/>
Active	<input checked="" type="checkbox"/>
Description	Sales Tax (SST)



QNE
SOFTWARE

QNE TIPS

Product : QNE Optimum

Version: 1.00

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11. Continue to define the taxable period category in GST/SST Settings. Set it as 2 months.

And set for the Effective Date

The screenshot shows the 'GST/SST Settings' window in the QNE Optimum software. The left sidebar contains a navigation menu with 'GST/SST' selected. The main area is titled 'GST/SST Settings' and is divided into 'General Settings' and 'SST Options'. In the 'General Settings' section, the 'Taxable Period Category' is set to '2 Months', 'Effective Date' is '01/01/2022', 'Filing Due Date' is '31/03/2022', and 'De-registration Date' is empty. The 'SST Options' section has two radio buttons: 'SST Registrant' (unselected) and 'Non SST Registrant' (selected). Below these sections are several tabs: 'Default Tax Code By Period', 'Preset Accounts', 'Free Gift', 'Partial Exemption', 'Adjustment', 'Exempt Supplies', 'Transactions' Tax Inclusive', 'Bank Charges', and 'Options'. The 'Default Tax Code By Period' tab is active, showing a table with columns for 'Effective Date From', 'Effective Date To', 'Input Tax', 'Output Tax', 'Free Gift', and 'Bank Charges'. The table is currently empty.