



How To Change Tax Date

Scenario:

Assume now in November, Customer C wants to change tax date from November to December because they will submit the taxation forms in December.

Solution

1. Select the **three dots** in the column of **doc date** to view the posting date.

The screenshot shows the 'Sales Invoices' window in QNE Business Solutions. The 'Doc Date' field is highlighted in yellow, and a red square icon is visible next to it, indicating the three dots menu. The interface includes a navigation pane on the left, a top menu bar, and a main data entry area with various tabs and fields.

Customer	700-0001	Currency	MYR	Rate	1.00000000	Exchange Rate
To	GOOD ACCOUNTING SDN. BHD.	Attention	JOLIN TAN SIEW POH	Doc Date	11/2023	
Delivery Term		Agent	ROSE	Invoice No.	INV00002	
Term	C.O.D.	Our DO No		Reference No		
Location		Project				

Customer	Stock Code	Description	F.Disc	Batch No	Qty	UOM	Unit Price	Disc	Amount	Commission	Tax Code	Tax	WTax Code	WTax	Net	Prog...	Point	Total ...	Serial No
1		SUPPORT SOFTWARE TRAINING AN...			1	UNIT(S)	1,000.00		1,000.00		ST-10%	100.00		1,100.00		0%			

Progress % 0% Taxable 1,000.00 Tax 100.00 Rounding Adj Due Amount 1,100.00 Total Points

2. After selecting the three dots, a message box will prompt out. You can select the drop down list to change for tax date.

The screenshot shows the 'Sales Invoices' form with the 'Posting Date' dialog box open. The dialog box has fields for 'Doc Date' (24/11/2023), 'Posting Date' (24/11/2023), and 'Tax Date' (24/11/2023). A red box highlights the 'Tax Date' field. Below the fields is a 'Note' section with text explaining the difference between Document Date, Posting Date, and Tax Date. The background form shows customer details for '700-G001' and a line item for 'SUPPORT SOFTWARE TRAINING AN...'. The 'Progress %' is 0% and the 'Taxable' amount is 1,000.00.

3. Select the tax date and click OK.

The screenshot shows the 'Sales Invoices' form with the 'Posting Date' dialog box open. The dialog box has fields for 'Doc Date' (24/11/2023), 'Posting Date' (24/11/2023), and 'Tax Date' (24/11/2023). A red box highlights the 'Tax Date' field. Below the fields is a 'Note' section with text explaining the difference between Document Date, Posting Date, and Tax Date. The background form shows customer details for '700-G001' and a line item for 'SUPPORT SOFTWARE TRAINING AN...'. The 'Progress %' is 0% and the 'Taxable' amount is 1,000.00.

Output:

For checking, you can select the three dots in the doc date column. Double-check the tax date and click Save. Now you can see that the tax date has been changed from November to December.

The screenshot displays the 'Sales Invoices' window in QNE Software. The 'Details' tab is active, showing fields for Customer (700-G001), To (GOOD ACCOUNTING SDN. BHD.), Delivery Term (C.O.D.), and Location. The 'Doc Date' is set to 24/11/2023. A 'Posting Date' dialog box is open, showing 'Doc Date' as 24/11/2023, 'Posting Date' as 24/11/2023, and 'Tax Date' as 24/12/2023. The dialog box also contains a 'Note' section explaining the difference between Document Date and Posting Date, and a 'Tax Date' section explaining its use for GST returns. The 'Tax Date' is highlighted in yellow. The 'OK' button is visible at the bottom of the dialog box. The background window shows a table with columns for Customer, Stock Code, Description, F. Desc, Batch No, Qty, UOM, Unit Price, and Disc. The 'Taxable' amount is 1,000.00, and the 'Due Amount' is 1,100.00.

Customer	Stock Code	Description	F. Desc	Batch No	Qty	UOM	Unit Price	Disc
1	SUPPORT	SOFTWARE TRAINING AN...			1	UNIT(S)	1,000.00	