



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.

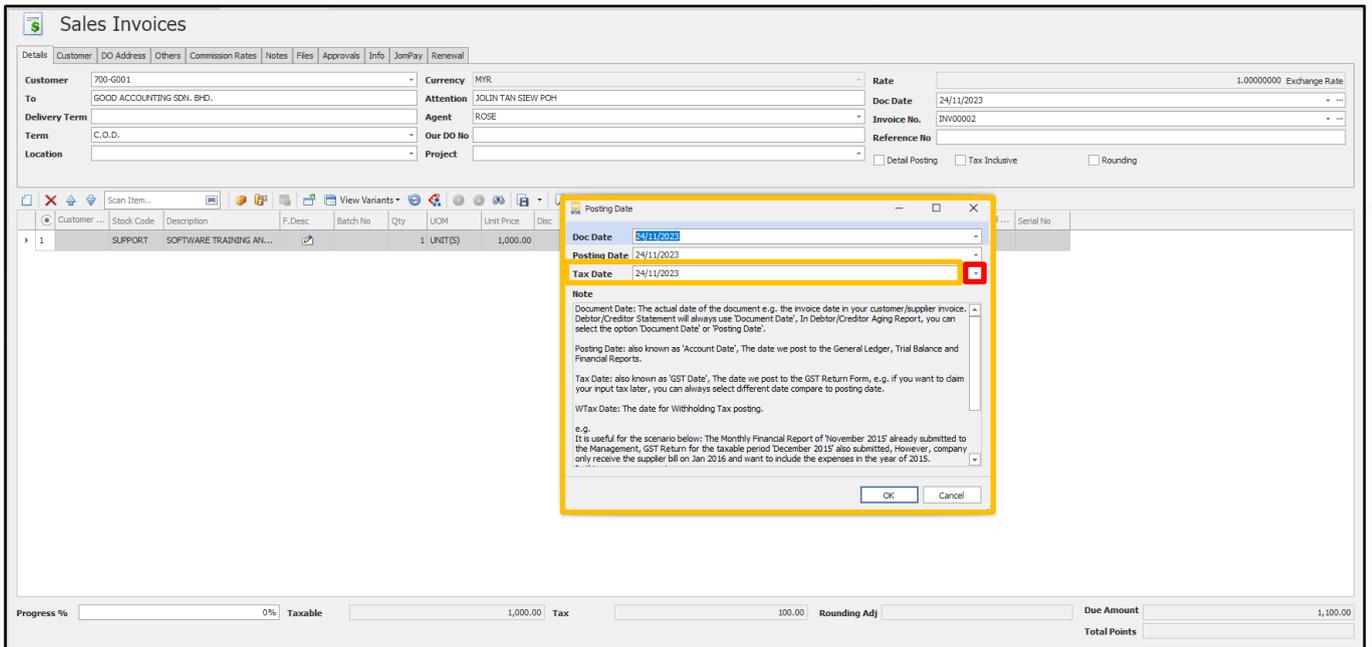
Solution

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

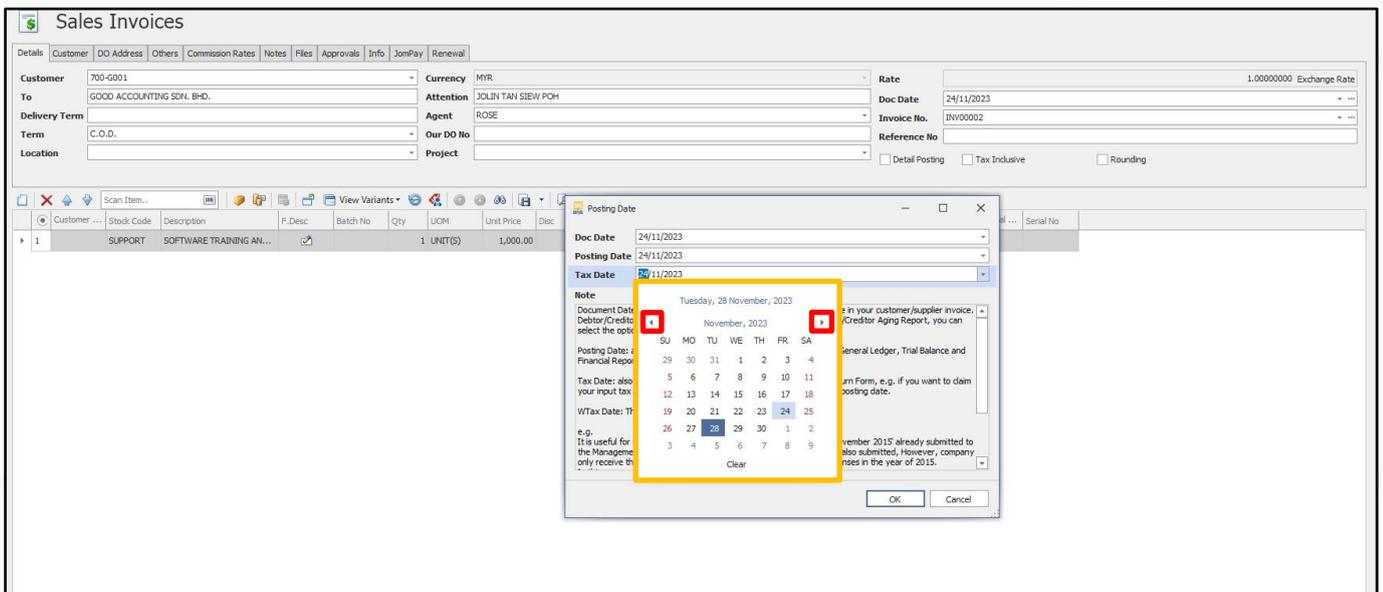
The screenshot displays the 'Sales Invoices' window in QNE Business Solutions. The 'Doc Date' field is highlighted in yellow, and a red square highlights the three dots icon next to it. The interface shows a sales invoice for customer 700-0001, dated 11/2023, with a total amount of 1,000.00.

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
700-0001		SUPPORT SOFTWARE TRAINING AN...			1	UNIT(S)	1,000.00		1,000.00		ST-10%	100.00		1,100.00		0%			

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



- Select the tax date and click OK.



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 a 'Sales Invoices' window in a software application. The main form contains the following details:

- Customer:** 700-G001
- To:** GOOD ACCOUNTING SON, BHD.
- Delivery Term:** C.O.D.
- Term:** C.O.D.
- Location:**
- Currency:** MYR
- Attention:** JOLIN TAN SIEW POH
- Agent:** ROSE
- Our DO No:**
- Project:**
- Rate:** 1.00000000 Exchange Rate
- Doc Date:** 24/11/2023
- Invoice No.:** INV00002
- Reference No.:**

A 'Posting Date' dialog box is open, showing the following information:

- Doc Date:** 20/11/2023
- Posting Date:** 24/11/2023
- Tax Date:** 24/12/2023

The dialog box includes a 'Note' section with the following text:

Note
Document Date: The actual date of the document e.g. the invoice date in your customer/supplier invoice. Debtor/Creditor Statement will always use Document Date. In Debtor/Creditor Aging Report, you can select the option 'Document Date' or 'Posting Date'.
Posting Date: also known as 'Account Date', The date we post to the General Ledger, Trial Balance and Financial Reports.
Tax Date: also known as 'GST Date', The date we post to the GST Return Form, e.g. if you want to claim your input tax later, you can always select different date compare to posting date.
W/Tax Date: The date for Withholding Tax posting.
e.g.
It is useful for the scenario below: The Monthly Financial Report of 'November 2015' already submitted to the Management, GST Return for the taxable period 'December 2015' also submitted, However, company only receive the supplier bill on Jan 2016 and want to include the expenses in the year of 2015.

The background form also shows a table with one item:

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

At the bottom of the window, there is a summary section:

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