

## **MYOB GST New Features Training**

### **Course description**

This course is ideal for existing users of MYOB Accounting Software. It is designed to provide participants with an understanding of GST concepts and how to account for GST in the business.

**Course duration** : **9.30 am to 5.00 pm**, including hands-on-training using latest version of MYOB software

### **Learning Outcome**

Participants will be introduced to Customs Recommended Tax Codes and how to apply those tax codes when recording transactions in MYOB Accounting software. Participants will also learn how to generate the GST 03 forms for submission purposes. Lastly, participants will learn how to generate the GAF files for audit purposes.

### **Course Outline**

<b>Part 1 : GST : the big picture</b>	<b>Part 2 - Handling GST transactions in MYOB</b>
<ul style="list-style-type: none"> <li>• Overview of the GST model</li> <li>• How GST work in Malaysia</li> <li>• Scope of GST</li> <li>• Types of supply : Standard rated supply, Zero rated supply, Exempt supply, Deemed supply, Mixed supply</li> <li>• GST input Tax and GST Output tax</li> <li>• Proper Invoice format</li> <li>• Blocked Input tax</li> <li>• Adjustments on GST</li> <li>• Taxable period</li> <li>• Payment of GST</li> <li>• Offences and Penalties</li> <li>• GST 03 return form</li> <li>• New GST features in latest version of MYOB Accounting v20 / MYOB Premier v15</li> </ul>	<ul style="list-style-type: none"> <li>• Create new account code to track Input Tax, Output Tax, Bad Debt Relief, Bad Debt Recovered, GST not claimable.</li> <li>• Link the Account codes to the Tax Codes</li> <li>• Setup Customer card with GST information</li> <li>• Setup Supplier card with GST information</li> <li>• Setup Inventory Items with the GST tax information</li> <li>• Enter sales, purchases and payment transactions using the Tax Codes.</li> <li>• View the Journal entries</li> <li>• View GST 03 forms in MYOB</li> <li>• How to handle Bad Debt Relief in MYOB</li> <li>• Review and reconcile GST transactions before submission</li> <li>• How to record Payment of GST in MYOB</li> <li>• Generate GAF files</li> </ul>