PGL Business Consult

Approved HRDF Training provider

PGL BUSINESS
your trusted business partner for your business needs

MYOB
Professional Partner

* Accounting
* Payroll
* Point of Sales

Training Venue : Unit KA3-2-13, Block KA3, Kuchai Avenue,
No. 39, Jalan Kuchai Maju 13, Kuchai Entrepreneur Park,
Off Jalan Kuchai Lama, 58200 Kuala Lumpur, Malaysia.

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

Part 1 : GST : the big picture	Part 2 - Handling GST transactions in MYOB
• Overview of the GST model • How GST work in Malaysia • Types of supply : Standard rated supply, Zero rated supply, Exempt supply, Deeemed supply, Mixed supply • GST input Tax and GST Output tax • Proper Invoice format • 21 day rule • Blocked Input tax • GST on Imports • GST treatment on advance payment received • Adjustments on GST • Taxable period • GST 03 return form • Customs requirement in a GST Accounting software • How MYOB software addresses the Customs requirement	• GST setup in MYOB • Create new account code to track Input Tax, Output Tax, Bad Debt Relief, Bad Debt Recovered, GST not claimable. • Link the Account codes to the Tax Codes • Setup Customer card with GST information • Setup Supplier card with GST information • Setup Inventory Items with the GST tax information • Enter sales, purchases and payment transactions using Tax Codes: SR, ZRL, ZRE, TX, ZP, NR, IM, OS, OP, ES, EP, BL, DS, AJS, AJP • Tax Exclusive / Tax Inclusive Invoice • View the Journal entries generated • View GST 03 forms in MYOB • How to handle Bad Debt Relief in MYOB • Review and reconcile GST transactions before submission • Record Payment of GST in MYOB • Generate GAF files