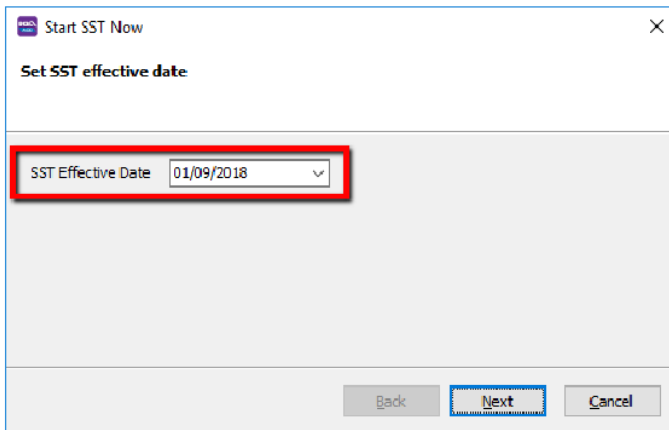


May call your local agent to upgrade if you are SST registrant, and once upgrade proceed with this step for start SST to billing on September.

## SST Start-Up Guide

1. Click to menu : **SST/GST** → **Start SST Now...**
2. **Set SST effective date.**

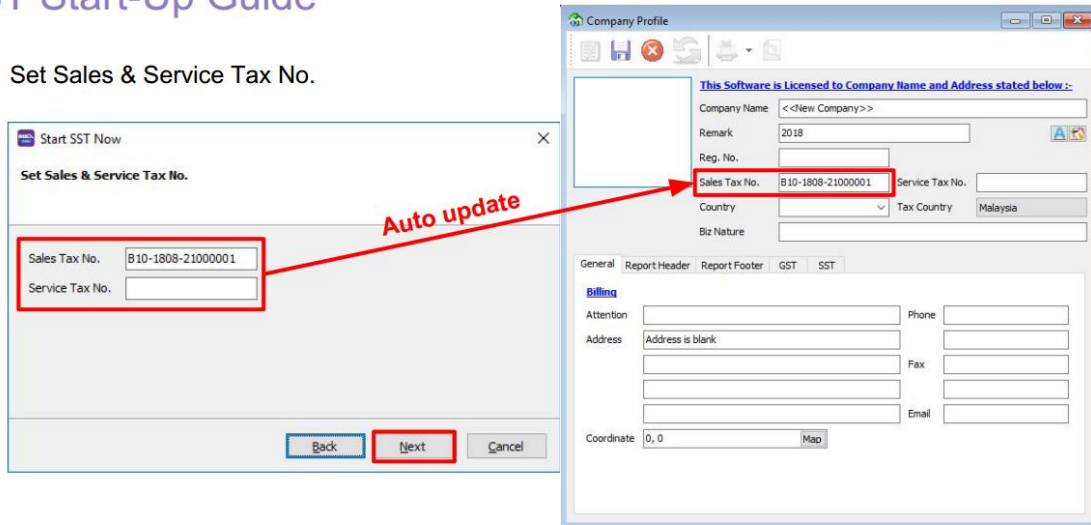


The screenshot shows a dialog box titled "Start SST Now" with a close button (X) in the top right corner. Below the title bar, the text "Set SST effective date" is displayed. A dropdown menu is shown with the date "01/09/2018" selected. At the bottom of the dialog, there are three buttons: "Back", "Next" (which is highlighted with a blue border), and "Cancel".



## SST Start-Up Guide

3. **Set Sales & Service Tax No.**

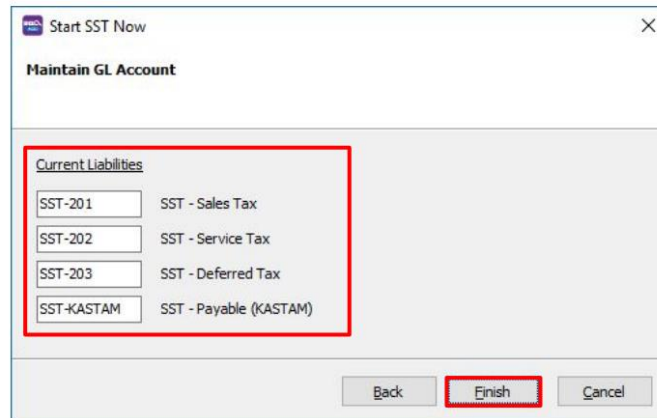


The screenshot shows two overlapping windows. The foreground window is titled "Start SST Now" and contains the text "Set Sales & Service Tax No.". It has two input fields: "Sales Tax No." with the value "B10-1808-21000001" and "Service Tax No." which is empty. At the bottom, there are "Back", "Next" (highlighted with a red border), and "Cancel" buttons. A red arrow labeled "Auto update" points from the "Sales Tax No." field in this dialog to the "Sales Tax No." field in the background window. The background window is titled "Company Profile" and contains a form with various fields. The "Sales Tax No." field in this window also contains the value "B10-1808-21000001". Other fields include "Company Name", "Remark", "Reg. No.", "Country", "Tax Country", "Biz Nature", "Attention", "Address", "Phone", "Fax", "Email", and "Coordinate".



## SST Start-Up Guide

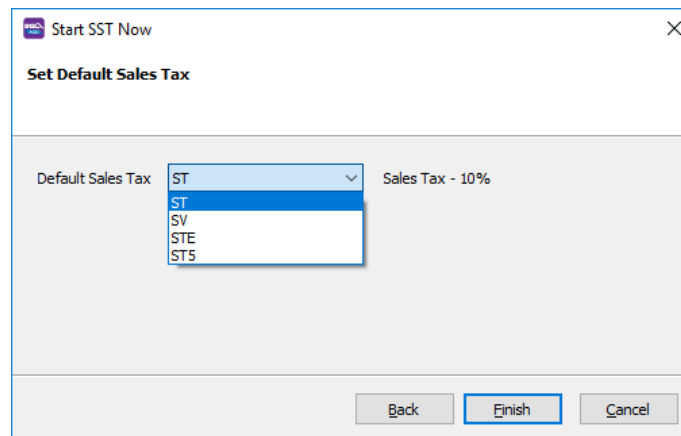
4. Auto generate **SST GL Account**.
5. Re-logon for these changes to take effect.



The screenshot shows a dialog box titled "Start SST Now" with a close button (X) in the top right corner. The main heading is "Maintain GL Account". Below this, there is a section titled "Current Liabilities" enclosed in a red rectangular box. This section contains four rows of text, each with a text input field on the left and a label on the right:

SST-201	SST - Sales Tax
SST-202	SST - Service Tax
SST-203	SST - Deferred Tax
SST-KASTAM	SST - Payable (KASTAM)

At the bottom of the dialog box, there are three buttons: "Back", "Finish" (highlighted with a red border), and "Cancel".



The screenshot shows a dialog box titled "Start SST Now" with a close button (X) in the top right corner. The main heading is "Set Default Sales Tax". Below this, there is a section for "Default Sales Tax" with a dropdown menu and a label "Sales Tax - 10%". The dropdown menu is open, showing the following options:

- ST
- SV
- STE
- ST5

At the bottom of the dialog box, there are three buttons: "Back", "Finish" (highlighted with a blue border), and "Cancel".

You can preset your tax code for billing...if default is sales tax then choose ST or service tax you can choose SV

## SST Start-Up Guide

6. For existing GST registered user, the following SST tax code will be added automatically.

Category : Sales & Service Tax			
ST	Sales Tax	SST-201	10%
ST5	Sales Tax 5%	SST-201	5%
SV	Service Tax	SST-203	6%
STE	Sales Tax Exempted	SST-201	



For SST template, please download free template from <https://www.sql.com.my/webstore/templates?title=sst>

For learn how to design your report, please refer to

<https://youtu.be/eVSYce0ZecI> (ss)

<https://youtu.be/DuXrpjC4D0> (non sst)

~END~