

SQL Account SST Workbook 1

SQL Account Work Book



SQL Account® WORKBOOK

[Date]

SQL Account SST Workbook 1

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SQL Account SST Workbook 1

Mate Paper Supplies Sdn Bhd (Company Reg. No. 122533668794) is an office supply company in Setia Alam. They bought & start using SQL Financial Accounting Software to computerize their account from 1st of Jan 20YY.

20YY : Current Year eg.2019

20XX : Current Year - 1 eg 2018

Create New Database

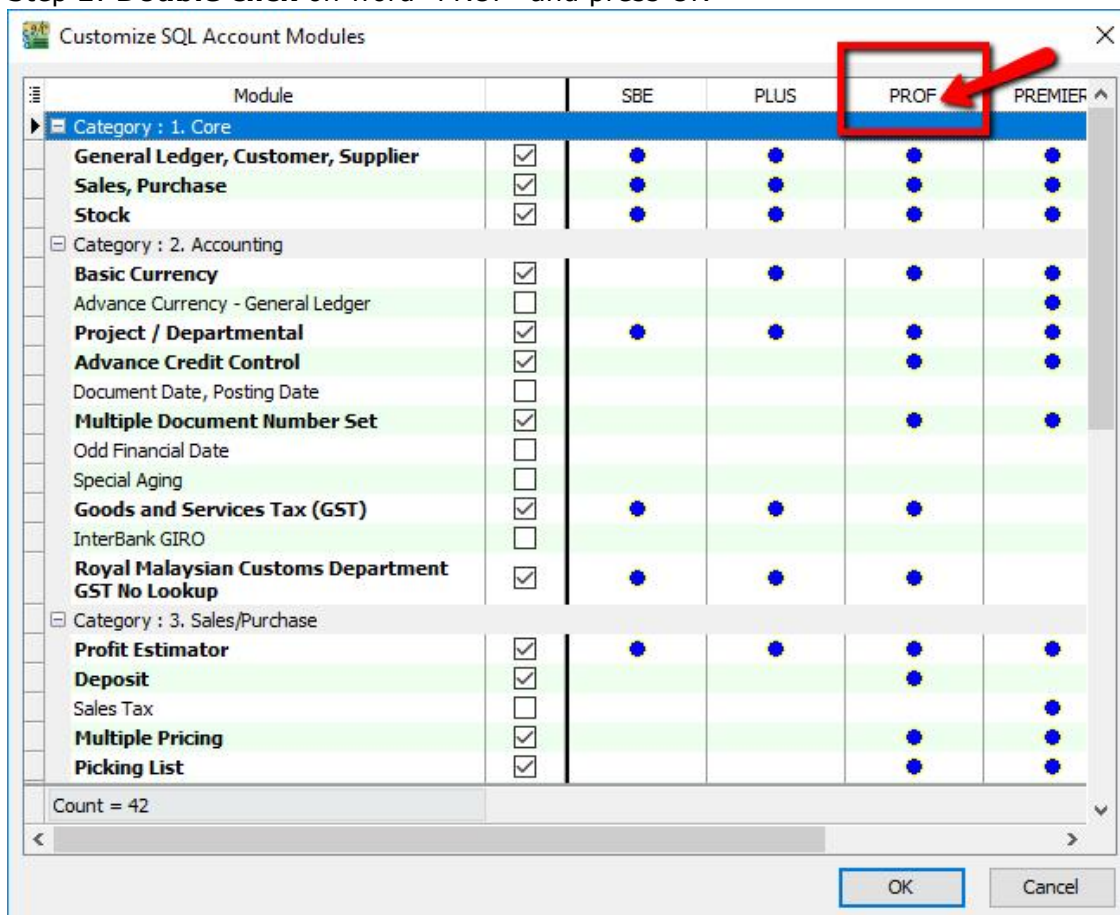
Company Name	Mate Paper Supplies SDN BHD
Remark	20YY
User Name & Password	ADMIN

File → Customize SQL Financial Accounting Modules

Turn on Professional Module by click on "PROF" and OK.

Step 1: File | Customize SQL Account Modules

Step 2: **Double click** on word "PROF" and press OK



Step 3: File | Log on

Step 4: Re-login SQL then you can start your exam

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Setup Financial Start Period in SQL Account

Tools → Options → General Ledger

Financial Start Period	01/01/20YY
System Conversion Date	01/01/20YY

Start Malaysia SST Features in SQL

Official SST Start Date given by Kastam Malaysia: 01/01/20YY

Sales Tax Registration No: B17-1972-21044917

All goods are trade in SST at the rate of 10%.

Maintain Company Profile

File → Company Profile to fill in your address, attention, email and report

Company Reg. No.	543679-M
Attention To	Leon Kong
Company Add.	1, Lorong Setia Dagang, Bandar Setia, 41150 Setia Alam, Shah Alam, Selangor.
Telephone No.	03-37864400
Fax No.	03-37864401



Set Report Header to make sure it appears on your documents' header.

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Task A : Chart of Account

GL → Maintain Account

Maintain following accounts at chart of accounts:

Note : please read the remark column before create the following account

A/C Type	A/C Code	A/C Description	Special Type A/C	Remark
Fixed Assets	200-500	Land & Building		-
Fixed Assets	200-505	Accum Deprn – Land & Building	Accumulated Deprn. Acc	-
Current Assets	310-001	Maybank	Bank Account	*Create this account under Cash 310-000
Current Liabilities	451-000	Interest Payable		-
Current Liabilities	452-000	EIS - Staff		
Sales	500-000	Sales of Finished Goods		*Replace 500-000 to Sales of Finished Good
Sales	500-001	Sales of Semi-Finished Goods		-
Sales	500-002	Other Sales		-
Cost Of Goods Sold	610-000	Purchases of Raw Material		*Replace 610-000 to Purchases of Raw Material
Cost Of Goods Sold	610-001	Purchase of Semi-Finished Goods		-
Cost of Goods Sold	610-002	Other Purchases		-
Expenses	925-000	EIS - Employer		
Expenses	926-000	Legal & Professional Fees		-
Expenses	927-000	First Aid Kit & Medicine Supplies		-
Other Income	531-000	Rental Income		-

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Task B : Trade Debtors / Customers Maintenance

Customer → Maintain Customer

Maintain following customers:

Note :

- 1) you are required to create the agent & assign it accordingly.
- 2) Please create new Tariff Code as below:

Tariff Code	Tariff Description
4707300000	Paper or paperboard made mainly of mechanical pulp (for example, newspapers, journals and similar printed matter)
8214100000	Paper knives, letter openers, erasing knives, pencil sharpeners and blades therefore
9609903000	Pencils and crayons other than those of subheading 9609.10
4823700000	Moulded or pressed articles of paper pulp

Debtor's Company Detail	Credit Terms	Tariff Code & Tax Code	Agent
ABC Stationery Shop 3, Jalan Klang Lama, 58000 Kuala Lumpur, Federal Territory of Kuala Lumpur Attn :Ryan Tel : 017-3687709	30 Days		Amy
Plus Supply Sdn Bhd 8, Jalan Tek Boon, George Town, 10400 George Town, Pulau Pinang Attn : Ms. Hanikah Tel : 07-9660472 Fax : 07-9660473	60 Days	Tariff Code 4707300000 Tax Code SEC5	Brandon
Fuzion Paper Sdn Bhd Lot 177, Jalan Kuih, 07000 Langkawi. Attn : Elizabeth Tel : 012-5843478	30 Days	Tax Code SE	Brandon
Cash Sales (Walk In Customer)	C.O.D		

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Task C : Trade Creditors / Suppliers Maintenance

Supplier → Maintain Supplier
Maintain following suppliers:

Creditor's Company Detail	Credit Terms	GST No.	Agent
Pentel Malaysia Lot 10, Jalan 1/2, 46200 Petaling Jaya, Selangor Attn. : Mr. Subama Tel : 03-7433 7600	30 Days	Tariff Code 4707300000 Tax Code PEC5 Tariff Code 8214100000 Tax Code PEC1	Brandon
Eco Sg. Buloh Trading Jalan Lintang, Taman Permata, 31100 Sungai Buloh, Selangor Malaysia Attn. To : Ms. Ann Tel : 03-3780665 Fax : 03-3780666	30 Days	Tariff Code 8214100000 Tax Code PEC1	Amy
Winner Sdn Bhd No.71 Jalan Anggerik Emas 3, Taman Anggerik Emas, 81300 Johor Bharu, Johor Attention: Ms. Yong Tel : 07-3884357	30 Days		Amy

Task D : Stock Group & Maintain Stock Item

D1 : Maintain Stock Group

Stock → Maintain Stock Group

Note : please assign FIFO costing method for all stock group.

Code	Description	Sales	S/Rtrn	C/Sales	Purchase	C/Purchase	P/Rtrn
RM	Raw Materials	500-002	510-000	500-002	610-000	610-000	612-000
SF	Semi-finished Goods	500-001	510-000	500-001	610-001	610-001	612-000
FG	Finished Goods	500-000	510-000	500-000	610-002	610-002	612-000

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D2: Maintain Stock Item

Stock → Maintain Stock Item

Note : all below item has an opening stock, the cost for the opening stock items follow Ref. Cost.

Item Code	Description	Item Group	UOM	Ref. Cost	Ref. Price	Opening Bal. (Qty)	Tariff Code
Blade	Silver Blade for Sharpener	RM	Unit	0.80	2.00	350	8214100000
Pulp	Moulded Paper Pulp	SF	Unit	150.00	250.00	400	4823700000
Pencil	2B Pencil	FG	Unit	0.50	2.10	5000	9609903000
A4 Paper	A4 Paper	FG	Unit	7.00	20.00	400	4707300000
Sharpener	2B Pencil Sharpener	FG	Unit	0.50	1.50	1000	8214100000

Task E : Opening Balance

E1: Below is detail outstanding aging for debtor as at 31/12/20YY.

GL → Maintain Opening Balance → Trade Debtor → Select your Debtor & click on Debit Column, & select Open Customer Invoice.

Company : All
Control A/c : All
Co. Category : All
Agent : All
Area : All
Currency : All
Incl Cancelled : No
Sort By : Code;CompanyName

Customer 4 Months Aging As At 31/12/20XX

Mate Paper Supplies Sdn Bhd (543679-M)

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		MTD Pay	Total	Current Mth	1 Month	2 Months	3 Mths & Above
ABC Stationery Shop	017-3687709		79,000.00	40,000.00	39,000.00		
IV-00001	30/11/XX 30 Days				39,000.00		
IV-00003	31/12/XX 30 Days			40,000.00			
Fuzion Paper Sdn Bhd	012-5843478		35,800.00	35,800.00			
IV-00002	31/12/XX 30 Days			35,800.00			
Grand Total		0.00	114,800.00	75,800.00	39,000.00	0.00	0.00

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E2: Statement Report given by **Trade Creditors**.

Below is detail outstanding statement from Eco Sungai Buloh Trading as at 31/12/20XX.

Eco Sg. Buloh Trading
 Jalan Lintang, Taman Permata,
 31100 Sungai Buloh,
 Selangor Malaysia,
 Phone: 03-3780665 Fax: 03-3780666

Customer Mate Paper Supplies SDN BHD 1, Lorong Setia Dagang, Bandar Setia, 41150 Setia Alam, Shah Alam, Selangor. Tel 03-37864400 Fax 03-37864401						Statement of Account Total Debit (1) 40,000.00 Total Credit (0) Closing Balance 40,000.00	
Attention Leon Kong	Customer Account 300-M0001	Sales Executive ----	Currency RM	Name ADMIN	Page No 1 of 1	Terms 30 Days	Date 31/12/20XX
Date 31/12/20XX	Reference PI-0001	Transaction Description Sales		Debit 40,000.00		Credit	Balance 40,000.00

RINGGIT MALAYSIA : FORTY THOUSAND ONLY RM : 40,000.00

Current Mth	1 Month	2 Months	3 Months	4 Months	5 Mths & Above
40,000.00	-	-	-	-	-

We shall be grateful if you will let us have payment as soon as possible. Any discrepancy in this statement must be reported to us in writing within 10 days.

Below is detail outstanding statement from Pentel Malaysia as at 31/12/20XX.

Pentel Malaysia
 Lot 10, Jalan 1/2,
 46200 Petaling Jaya, Selangor,
 Phone: 03-7433 7600

Customer Mate Paper Supplies SDN BHD 1, Lorong Setia Dagang, Bandar Setia, 41150 Setia Alam, Shah Alam, Selangor. Tel 03-37864400 Fax 03-37864401						Statement of Account Total Debit (2) 74,800.00 Total Credit (0) Closing Balance 74,800.00	
Attention Leon Kong	Customer Account 300-M0001	Sales Executive ----	Currency RM	Name ADMIN	Page No 1 of 1	Terms 30 Days	Date 31/12/20XX
Date 31/12/20XX	Reference PI-00002	Transaction Description Sales		Debit 34,000.00		Credit	Balance 34,000.00
	31/12/20XX PI-00003	Sales		40,800.00			74,800.00

RINGGIT MALAYSIA : SEVENTY FOUR THOUSAND AND EIGHT HUNDRED ONLY RM : 74,800.00

Current Mth	1 Month	2 Months	3 Months	4 Months	5 Mths & Above
74,800.00	-	-	-	-	-

We shall be grateful if you will let us have payment as soon as possible. Any discrepancy in this statement must be reported to us in writing within 10 days.

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GL → Maintain Opening Balance & Enter the Opening balances as following:

E3: These are the GL Accounts' Opening Balance at 31/12/20XX

Code	Description	Debit	Credit
310-001	Maybank	RM 200,000.00	
320-000	Cash In Hand	RM 3,000.00	
330-000	Stock	RM 66,080.00	
200-500	Land & Building	RM 500,000.00	
200-300	Office Equipment	RM 30,000.00	
410-010	Wages & Salaries Accrued		RM 25,000.00
100-000	Equity		RM 774,080.00
300-A0001	ABC Stationery Shop	RM 79,000.00	
300-F0001	Fuzion Paper Sdn Bhd	RM 35,800.00	
400-E0001	Eco Sg.Buloh Trading		RM 40,000.00
400-P0001	Pentel Malaysia		RM 74,800.00
		RM 913,880.00	RM 913,880.00

GL → Bank Reconciliation & Enter the Opening balances as following:

E4: These are the bank reconciliations' opening balance at 31/12/20XX

Date	Doc No	Cheque No	Description	Amount
31/12/20XX	PV-5845	MBB03148	December Salary	RM 3,245.65
31/12/20XX	PV-5861	MBB03152	Payment to Eco Sg. Buloh Trading	RM 6,300.00
31/12/20XX	OR-9821	PBB12577	Payment from Lala Group	RM 1,200.00

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Task F: Daily Transactions in Daily Basis Task (SST Return)

F-1 : you receive a quotation request from your customer below:

Doc No	Doc Date	Debtor/ Debtor Code	Item Required
QT-00001	10/01/20YY	ABC Stationery Shop (300-A0001)	➤ Moulded Paper Pulp – 2 unit @RM 250 ➤ 2B Pencil – 20 unit @RM 2.10 ➤ 2B Pencil Sharpener – 10 unit@ RM 1.50
QT-00002	15/01/20YY	Plus Supply Sdn Bhd (300-P0001)	➤ Moulded Paper Pulp – 100 unit@ RM 300 ➤ 2B Pencil – 200 unit @ RM 2.10 ➤ 2B Pencil Sharpener – 200 unit @ RM 1.50

Both quotations immediately confirmed, please fully transfer both quotation to Tax Invoice as date same with quotation date.

Customer Name	Invoice Number
ABC Stationery Shop	IV-00004
Plus Supply Sdn Bhd	IV-00005

F-2 : Received a Payment Voucher & cheque from Debtor (ABC Stationery Shop) send by courier. Please record this into customer payment & knock off accordingly.

Document number : OR-00001, Cheque Number : HLB 225903

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ABC Stationery Shop
3, Jalan Klang Lama, 58000 Kuala Lumpur,
Federal Territory of Kuala Lumpur,
Phone: 017-3687709

Pay To : Mate Paper Supplies SDN BHD
1, Lorong Setia Dagang,
Bandar Setia,
41150 Setia Alam,
Shah Alam, Selangor.

Payment Voucher No. : PV-02100

Date : 16/01/20YY

Payment By : CASH AT BANK

A/C		Description		Amount(RM)
400-M0001		Mate Paper Supplies SDN BHD Payment For Account		15,000.00
Doc No.	Doc Date	Org. Amt	Paid Amt	
IV-00001	30/11/20XX	39,000.00	15,000.00	

RINGGIT MALAYSIA : FIFTEEN THOUSAND ONLY

Total : **15,000.00**

RYAN

Approved By

Received By

F-3: Issue a Cash Sales for walk in Customer as below :

Note: All cash sales are tax inclusive.

Doc No	Doc Date	Customer Name	Item Required	Received In
CS-00001	01/02/20YY	Mr. Tang (Cash Sales)	➤ A4 Paper – 100 unit @ RM 20.00 ➤ Moulded Paper Pulp - 10 unit @RM 250.00	310-001 Maybank Credit Card
CS-00002	05/02/20YY	Betty (Cash Sales)	➤ 2B Pencil – 1000 unit @ RM 2.10 ➤ 2B Sharpener - 500 unit @RM 1.50	310-001 Maybank Credit Card

F-4 : Ms.Yao is the purchasing department, she helps to order some item as below :

i.

Doc No	Doc Date	Supplier	Description
PO-00001	15/02/20YY	Pentel Malaysia	➤ 2000 units of Silver Blade @ RM 0.80 ➤ 4000 units of 2B Sharpener @ RM 0.50
PO-00002	28/03/20YY	Eco Sg. Buloh Trading	➤ 50 units of Moulded Paper Pulp @ RM 150

[Date]

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- ii. Pentel Malaysia send the goods partially on 20/02/20YY. Stock keeper informs they had collected 1500 unit of Silver Blade and 4000 unit of 2B Sharpener on 21/02/20YY. Please record this to SQL system. (GR-00001)
- iii. Ms.Yao had called Pentel Malaysia on 01/03/20YY to cancel order the balance of 500 unit from PO-00001. (PC-00001)
- iv. Eco Sg. Buloh Trading had sent the order PO-00002 on 30/03/20YY and attached with Tax Invoice together. (GR-00002 & PI-00004)
- v. Pentel Malaysia had sent the Tax Invoice for GR-00001 on 01/04/20YY. (PI-00005)
- vi. Account Department has issue Maybank cheque for payment PI-00004 & PI-00005 on 01/04/20YY, fully knocked off. (PV-00001 & PV-00002)



Cheque No refer to Payment Voucher below

Mate Paper Supplies Sdn Bhd (543679-M) 1, Lorong Setia Dagang, Bandar Setia, 41150 Setia Alam, Shah Alam, Selangor. Phone: 03-37864400 Fax: 03-37864401			
Pay To : Pentel Malaysia Lot 10, Jalan 1/2, 46200 Petaling Jaya, Selangor		Payment Voucher No. : PV-00001 Date : 01/04/20YY Cheque No. : MBB 39875 Payment By : MAYBANK	
A/C	Description		Amount(RM)
400-P0001 Pentel Malaysia	Payment For Account		3,200.00
Doc No.	Doc Date	Org. Amt	Paid Amt
PI-00005	01/04/20YY	3,200.00	3,200.00
RINGGIT MALAYSIA : THREE THOUSAND AND TWO HUNDRED ONLY			Total : 3,200.00

Mate Paper Supplies Sdn Bhd (543679-M) 1, Lorong Setia Dagang, Bandar Setia, 41150 Setia Alam, Shah Alam, Selangor. Phone: 03-37864400 Fax: 03-37864401			
Pay To : Eco Sg. Buloh Trading Jalan Lintang, Taman Permata, 31100 Sungai Buloh, Selangor Malaysia		Payment Voucher No. : PV-00002 Date : 01/04/20YY Cheque No. : MBB 29876 Payment By : MAYBANK	
A/C	Description		Amount(RM)
400-E0001 Eco Sg. Buloh Trading	Payment For Account		7,500.00
Doc No.	Doc Date	Org. Amt	Paid Amt
PI-00004	30/03/20YY	7,500.00	7,500.00
RINGGIT MALAYSIA : SEVEN THOUSAND AND FIVE HUNDRED ONLY			Total : 7,500.00

[Date]

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F-5 :

- i. On 16 Feb 20YY, ABC Stationery Shop send in their purchase order as below:

Doc Date	Doc No	Customer	Item Required
16/02/20YY	SO-00001	ABC Stationery Shop	➤ A4 Paper – 100 unit @ RM 20 (discount 10%) ➤ 2B Pencil Sharpener– 100 unit @ RM 1.50 (discount 10%)

- ii. Calby, the sales manager order her staff to packing SO-00001 and deliver the order by 20/02/20YY. However, when packing time, the staff told Calby that 50 of the 2B Pencil Sharpener packaging spoilt, at last they only able to send 50 units of 2B Pencil Sharpener to ABC Stationery Shop and 100 unit of A4 Paper, and Calby decided to give a free gift to ABC Stationery Shop to make up the relationship between customer. The free gift they given is 10 unit of 2B Pencil. Please generate the Delivery Order (DO-00001) as situation above and attached together with Tax Invoice. (IV-00006) on 20/02/20YY.
- iii. Insert the Sales Cancelled Note for balance from SO-00001 on 28/02/20YY. (CC-00001)
- iv. Fuzion Paper Sdn Bhd requested an urgent deliver. Please issue Delivery Order as detail below.

Doc No	Doc Date	Customer	Item Required
DO-00002	10/03/20YY	Fuzion Paper Sdn Bhd	➤ Moulded Paper Pulp – 50 unit @ RM250 per unit ➤ 2B Pencil – 500 unit @RM 2.10 per unit ➤ 2B Pencil Sharpener – 2000 unit @ RM 1.50 per unit

- v. Transfer DO-00002 into IV-00007 on 15/03/20YY.
- vi. On 24/03/20YY, received a payment RM 65,000 by cheque (PBB 89021) from ABC Stationery Shop and it knocked off the full amount of IV-00001, IV-00003 IV-00004 and balance partially knocked off IV-00006. (OR-00002)
- vii. Unfortunately, the next day, ABC informed that the cheque they bank in forgot to sign by another director, cheque bounced on 25/03/20YY.
- viii. On 27/03/20YY, Fuzion Paper Sdn Bhd online transfer into Maybank RM 16550 fully knocked off IV-00007. (OR-00003)
*Remark "Online Transfer" at cheque no column.

F6 : You received rental income from Mr Wai on 30/03/20YY, kindly maintain an official receipt in cash book entry:

[Date]

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Doc No	Received From	Received In / Payment Method	Account	Description	Amount
OR-00004	Mr Wai	Maybank (301-001)	531-000 Rental Income	Rental – MARCH 20YY	2,000.00

* Remark "HLB 56897" at cheque no column.

F-7 : ABC Stationery Shop redo another payment on 01/04/20YY, RM 65,000 by cheque (PBB 89088) from ABC Stationery Shop and it knocked off the full amount of IV-00001, IV-00003, IV-00004 and balance partially knocked off IV-00006.

Document Number : OR-00005

F-8 : Please process SST Return for 01/01/20YY to 28/02/20YY. Please save the SST-02 file in file name "SSTReturn-0920YY-1020YY".

SST Amount Paid : RM 4173.54

F-9: Account department received the bank statement from Maybank on 01/04/20YY, please prepare the bank reconciliation in the system:



Customer Name: Mate Paper Supplies Sdn Bhd
1, Lorong Setia Dagang,
Bandar Setia, 41150 Setia Alam, Shah Alam, Selangor.

Account No: 2112022011906

Account No.	Statement Date	Statement Number	Currency
78565151531	31/03/20YY	1 of 1	MYR

Date	Description	Ref No.	Withdrawal	Deposit	Balance	Details
01/03/20YY	Balance				208,345.65	
01/03/20YY	MBB03148		3,245.65		205,100.00	
02/03/20YY	PBB12577			1,200.00	206,300.00	
03/03/20YY	HLB 225903			15,000.00	221,300.00	
03/03/20YY	MBB03152		6,300.00		215,000.00	
25/03/20YY	PBB 89021		65,000.00		150,000.00	
25/03/20YY	PBB 89021 (B)			65,000.00	215,000.00	
27/03/20YY	Funds Transfer			16,550.00	231,550.00	
OPENING BALANCE		WITHDRAWAL		DEPOSIT		CLOSING BALANCE
		NO	TOTAL	NO	TOTAL	
208,345.65		3	74,545.65	4	97,750.00	231,550.00

Note:

1. All items and balances shown above will be considered correct unless the bank is notified of any discrepancy within 14 days.
2. Please notify us of any changes of address in writing.

[Date]

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F-10 : A payment made to Pentel Malaysia on 14/05/20YY. Below is a payment voucher that issued (PV-00003).

Mate Paper Supplies Sdn Bhd (543679-M) 1, Lorong Setia Dagang, Bandar Setia, 41150 Setia Alam, Shah Alam, Selangor. Phone: 03-37864400 Fax: 03-37864401			
Pay To : Pentel Malaysia Lot 10, Jalan 1/2, 46200 Petaling Jaya, Selangor		Payment Voucher No. : PV-00003 Date : 14/05/20YY Cheque No. : MBB 39877 Payment By : MAYBANK	
A/C	Description		Amount(RM)
400-P0001	Pentel Malaysia Payment For Account		34,000.00
Doc No.	Doc Date	Org. Amt	Paid Amt
PI-00002	31/12/20XX	34,000.00	34,000.00
RINGGIT MALAYSIA : THIRTY FOUR THOUSAND ONLY			Total : 34,000.00

F-11 : You withdraw RM 500.00 cash from Maybank for petty cash on 15/05/20YY. Please issue a Journal Entry to record this transaction. (JV-00001)



Enter Description as Cash Withdrawal and make sure your double entry is Dr. Cash In Hand & Cr. Maybank

F-12 : On 17/05/20YY, Plus Supply Sdn Bhd called Calby to deliver 100 moulded paper pulp. (DO-00003)

F-13:

- i. Winner Sdn Bhd had delivered 2000 units of 2B Pencil, 500 units of A4 Paper and 1000 units 2B Pencil Sharpener based on your Purchase Order (PO-00003), kindly issue the Purchase Order and a Goods Received Note (GR-00003) on 18/05/20YY.
- ii. Received the Tax Invoice (PI-00006) from Winner Sdn Bhd on 18/05/20YY for GR-00003.
- iii. After store keeper checking, Mr.Muthu realized that there is 20 unit of 2B Pencil broken, do a purchase returned to Winner Sdn Bhd on 20/05/20YY. (SC-00001)

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F-14 :

- i. Fuzion Paper Sdn Bhd request a quotation on 2 June 20YY for 50 unit of silver blade for sharpener and 10 unit of A4 paper. Ms.Calby the sales manager agreed to give 5% discount for both item. (QT-00003)
- ii. Fuzion Paper Sdn Bhd agreed with the quotation, they request for sending all the order by 5 June 20YY. May prepare DO-00004 transfer from QT-00003 and generate Tax Invoice as well.(IV-00008)
- iii. On 16 June 20YY, you received a post dated cheque from Fuzion Paper Sdn Bhd, kindly issue customer payment in your system. This payment is to knock off IV-00002 and IV-00008.



A sample of a CIMB Bank cheque. The cheque is pink and white. It features the CIMB Bank logo and name at the top left. The bank name is also printed in small text as 'CIMB BANK BERHAD (13491-P)'. A diagonal stamp reads 'AC PAYEE ONLY'. The date is filled in as '2006YY' with 'D D M M Y Y' below it. The amount is written in words as 'THIRTY SIX THOUSAND AND EIGHTY FIVE ONLY' and in figures as 'RM ***36,085.00**'. The payee is 'Mate Paper Supplies Sdn Bhd' and the issuer is 'FUZION PAPER SDN BHD'. A signature 'ELLIZABETH' is written in the bottom right. At the bottom, there is a MICR line with the numbers '93 332330 35011512 0009418050 223'. Other small text includes 'Cukai Setem Sudah Dibayar 35-14151' and 'JANGAN TANDATANGAN DI BAWAH GARISAN INI. NO SIGNATURE BELOW THIS LINE'.

F-15: Kindly issue a payment voucher for below document & put the date as 30/06/20XX (PV-00004) and cheque number: MBB

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Mate Paper Supplies Sdn Bhd NAME : WONG CHUN HAN DESIGNATION : DEPARTMENT : ----		Payslip For JUNE 20YY NEW IC NO : 850621-08-3003 DATE JOINED : 01/02/2013 BANK A/C :	
GROSS EARNING	Amount (RM)	DEDUCTIONS	Amount (RM)
BASIC SALARY	3,600.00	EPF (EMPLOYEE) SOCSO (EMPLOYEE) EIS (EMPLOYEE)	396.00 17.75 7.10
TOTAL EARNING / INCOME	3,600.00	TOTAL DEDUCTIONS	420.85
NETT PAY	3,179.15	EMPLOYER CONTRIBUTIONS EPF (EMPLOYER) SOCSO (EMPLOYER) EIS (EMPLOYER)	468.00 62.15 7.10

F-17 : On 01/07/20YY, please fully transfer the Delivery Order into Invoice

Date	Customer	From Doc No	Doc Number
01/07/20YY	Plus Supply Sdn Bhd	DO-00003	IV-00009

F-18 : Ms.Yong helped to buy First Aid Kit from NBC Pharmacy, please issue a payment voucher to Ms.Yong for her monthly claim expenses on 30/08/20YY.

Payment to: Yong Fei Fei

Payment by : Cash In Hand

GL Account : FIRST AID KIT & MEDICINE SUPPLIES

[Date]

SQL Account SST Workbook 1

	NBC PHARMACY SDN BHD (Company No.: 1000000-A) No. 79A, Jalan SS21/37, Damansara Utama, 47400 Petaling Jaya, Selangor Tel: 03-77222255 Fax: 03-77222266 www.nbc.com.my		TAX INVOICE	
			GST ID No.:	100100/2015
			Invoice No.	BMP100001112
			Invoice Date	05/08/20YY
Invoice To: Mate Paper Supplies Sdn Bhd				
Customer Name: 18 & 20, Lorong Tiara 1a, Bandar Baru Klang,				
Address: 41150 Klang, Selangor.				
Date	Descriptions	Prescription	Price	
05/08/20YY	TAB MOTILIUM 10 MG	28.00 TAB	280.00	
	TAB PANADOL	1.00 BOX	20.00	
	I/V NACL(G) 0.9% 100 MLS BOTTLE	5.00 BOT	200.00	
			Sub Total	500.00
			Discount 10%	0.00
			Tax Rate	0.00
			Grand Total	500.00
		Copyright © NBC Professional Group		

F-19: On 06/08/20YY, supplier Eco Sg. Buloh Trading agreed to offset the outstanding balances with the customer Plus Supply Sdn Bhd. Kindly record this transaction in the system. The knock off document is based on First-in First-out basis. (CT-0001)

F-20: Closing stock balance as at 31 December 20YY - RM 14820.00

SQL Account SST Workbook 1

Task G: Additional Module

H1: There is a new Customer from overseas, please maintain the customer with assign currency & tax code.

Company Name	Terms	Credit Limit	Currency	Tax Code
Lala Group #03-01 AXIA TOWER SINGAPORE 068811 Attn. : Miss Cheng Fang Yao Email :customer@lala.com.sg	30 Days	50,000	SGD	SE

H2:

- i. Issue a invoice to Lala Group, on 08/09/20YY the singapore currency rate is 2.95.

Date	Doc No	Item Description
08/09/20YY	IV-00010	➤ A4 Paper– 20 unit @ \$10 ➤ Silver Blade for Sharpener – 100 unit @ \$1

- ii. On 20th Sept 20YY, you received a full payment from Lala Group in RM 870.00 in currency rate 2.900, payment received in Maybank 310-001. (OR-00007)

Task I : Backup & Folder

File →Backup Database

After you completed all the part, please perform a backup.

Besides that, create a New Folder with name it as "NAME_StudentID", and put all report requested into the folder. Document checking list:

1 SST -02 File

Backup File

Net Profit & Loss as at 31/12/20YY: RM 15,390.41