

Method 1: GST Advisor

- 1) Go to GST
- 2) Click "GST Advisor"
- 3) Enter the GST Submission Period
- 4) Click "Get Advice"
- 5) Go to "Bad Debt Relief AR" tab
- 6) Tick the documents that wants to create GST bad debt relief journals
- 7) Click "Create Bad Debt Relief"

The screenshot shows the 'GST Advisor' window with the 'Bad Debt Relief AR' tab selected. The 'GST Period' is set from 01/10/2015 to 31/12/2015. The 'Get Advice' button is visible in the top right. The main table lists transactions with columns: Date, GLAccount, Description, Reference No, Tax Code, Tax Rate, Amount, Tax Amount, Net Amount, Outstanding, and Taken Amt. A red box highlights the 'Create Bad Debt Relief' button and a checkbox next to a transaction dated 01/04/2015.

- 8) You can check the created GST Bad Debt Relief Journal from the "History" tab.

The screenshot shows the 'GST Advisor' window with the 'History' tab selected. The 'Bad Debt Relief' summary is displayed with the following details:

- From Account: 700-A001
- To GLAccount: 700-9100
- Relief Date: 31/12/2015
- Company: ADVANCE TRADING...
- Tax Code: AJP

The 'Bad Debt Relief Details' table is as follows:

Doc	Relief Amount	Relief Amount Local	Relief Tax Amount	Relief Tax Amount Local
INV00020	1,060.00	1,060.00	60.00	60.00

Method 2: Journal Entries

- 1) Go to General Ledger
- 2) Open Journal Entries
- 3) Click New to create new journals
- 4) Key in the journal date

Journal Entries - QNE Optimum

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Journal

Description: Doc Date: 07/11/2015 4

Currency: RM Rate: 1.00000000 Journal #: JY1511/002

Account	Account Name	Description	Project	Cost Centre	Reference No	Debit	Credit	Input/O...	Tax Code	Tax Rate	Tax Debit	Tax Credit
								Input Tax		0.00%		
								Input Tax		0.00%		
								Input Tax		0.00%		
								Input Tax		0.00%		
								Input Tax		0.00%		
								Input Tax		0.00%		

SUM= SUM= SUM= SUM=

Tax Inclusive Debit: Credit:

- 5) Go to Task
- 6) Click GST
- 7) Click Bad Debt Relief (AR)

Journal Entries - QNE Optimum

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Journal

Description: Doc Date: 07/11/2015

Currency: RM Rate: 1.00000000 Journal #: JY1511/002

Account	Account Name	Description	Project	Cost Centre	Reference No	Debit	Credit	Input/O...	Tax Code	Tax Rate	Tax Debit	Tax Credit
								Input Tax		0.00%		
								Input Tax		0.00%		

- 8) Find the customer company code.
- 9) Click Inquiry
- 10) System will shows outstanding documents for the company, tick on documents that wants to create GST Bad Debt Relief journal
- 11) Click OK

Bad Debt Relief (AR)

Company Code: 700-A001 As Of Date: 01/11/2015 Inquiry

To Account Code: 700-9100 To Tax Code: AJP

Bad Debt Items

	Doc #	Date	GL Account	Description	Reference No	Amount	Tax Code	Tax Rate	Tax Am...	Net Am...	Outstan...	B/D Amt
<input checked="" type="checkbox"/>	INV00020	01/04/2015	100-0200			1,000.00	SR	6.00%	60.00	1,060.00	1,060.00	1,060.00

Diagnostic (Child Window) OK Cancel

- 12) System will create the bad debt relief journal and you can save it.

Journal Entries (Bad Debt Relief - AR)

Description: Being bad debt relief for ADVANCE TRADING SDN. BHD. Doc Date: 01/11/2015

Currency: RM Rate: 1.00000000 Journal #: JV1511/002

Account	Account Name	Description	Project	Cost Centre	Reference No	Debit	Credit	Input/O...	Tax Code	Tax Rate	Tax Debit	Tax Credit
700-9999	GST INPUT TAX	GST LIABILITY - AR - ADVANCE TR...			INV00020	60.00		Input Tax		0.00%		
700-9100	GST LIABILIT...	GST INPUT TAX - ADVANCE TRADI...			INV00020		60.00	Input Tax		0.00%		

SUM=6... SUM=6... SUM= SUM=

Tax Inclusive Debit: 60.00 Credit: 60.00