

## New Deployment – Setting on SST Tax Return Function

### Step 1: Set company/entity SST registration number

Path: General setting > Entity > Entity profile > Edit > Save

#### Edit entity

Cancel Save

##### Profile

Entity name \*

MHub Training Company

Entity code \*

MHubIDH

Registration number \*

198301012676 - test

Tax identification number (TIN) \*

C2899954011

SST registration number

J31-300002519

Tourism tax registration number

Tourism tax registration number

MSIC code \*

00000 NOT APPLICABLE

### Step 2: Set the Tax Rate Code

Path: General Setting > General Configuration > Tax > New > Save

#### Edit tax

Cancel Save

Tax code \*

SST

Tax name \*

SST

Tax rate (%) \*

6.00

Tax type code (LHDN) \*

02 Service Tax

Tax type

Service Performed

Effective date \*

01/07/2025

Use tax grouping

No

### Step 3: Activate and assign COA to the tax code

Path: Settings > Master files > Taxation settings > Edit > Save

#### Taxation settings

3 found

Export Cancel Save

Tax code

Tax name

Tax code

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1. Assign COA to required Tax Code
2. On the toggle status to activate the tax code

### Step 4: Create and activate Tariff Code

Path: Settings > Master files > Product tariff codes > New > Save

#### Edit Tariff

Cancel Save

Tariff Code \*

9907.07.1675

Description \*

Management

Status



Active

Step 5: Preset the tariff code to the line item

Path: Settings > Master files > Line items > Edit / New > Save

Edit line item

Item code \*

1000001

Item description \*

Office Maintenance

Classification code

Select

Chart of account (Sales)

Select

Chart of account (Purchase)

000-003 Repair and Maintenance

Unit price

0.00

Tax type \*

SST 10%

Tariff / Service type

9907.07.1675 Management

Status

Active

Tax inclusive

No

Step 6: Create transaction

Invoice

Path: Account Receivable > Invoice/billing > Invoice

New invoice

Document type \*

Select

Debtor code \*

Select

Description

Invoice no. \*

Invoice date \*

23/12/2025

Due date \*

dd/mm/yyyy

Reference no.

Currency

MYR

Line items

Item code	Item description	Chart of account	Qty	UOM	Unit price	Amount	Tax	Tax %	Product tariff code	Tax amount	Amount (incl. tax)	Project
Select		000-003	1	unit	0.00	0.00	SST 10%	10%	9907.07.1675	0.00	0.00	Select
Total						0.00				0.00	0.00	

Receipt

Path: Cash Management > Receipt > Debtor receipt

New debtor receipt

Document type \*

Official Receipt

Debtor code \*

PRIMA PERBADANAN PRIMA MALAYSIA

PERBADANAN PRIMA MALAYSIA

ABC, 47301, PETALING JAYA, Selangor, Malaysia

accounts1@efamosa.com

Received from

PERBADANAN PRIMA MALAYSIA

Bank account \*

AF6543 AFF

Payment method \*

Bank Transfer

Receipt no.

70-000002

Receipt date \*

23/12/2025

Reference no.

Description

Amount (MYR) \*

10,000.00

Payment reference no.

Knock-off

Please select at least one document to knock off.

	Document date	Document no.	Description	Outstanding balance (MYR)	Knock-off amount (MYR)	Closing balance (MYR)
<input type="checkbox"/>	06/01/2025	21-000001	COMMISSION	16,331.22	0.00	16,331.22
<input type="checkbox"/>	25/04/2025	SIT1	TEST	500.00	0.00	500.00
<input type="checkbox"/>	09/05/2025	SIT2	test11	50.00	0.00	50.00
<input type="checkbox"/>	04/09/2025	SIT4	-	11,000.00	0.00	11,000.00
<input type="checkbox"/>	01/12/2025	SIT3	-	11,000.00	0.00	11,000.00
<input checked="" type="checkbox"/>	23/12/2025	21-000002	Tariff code testing	6,500.00	6,500.00	0.00
Total				45,381.22	6,500.00	38,881.22

Or

Path: Account Receivable > Enquiry > Knock-off management

#### Adjust knock-off

Cancel Save

70-000001 23/12/2025			
Debtor	PERBADANAN PR1MA MALAYSIA	Document type	Official Receipt
Received from	PERBADANAN PR1MA MALAYSIA	Reference no.	n/a
Description	testing tariff	Currency	MYR
Total amount		Knock-off amount	Closing balance
27,500.00		10,000.00	17,500.00

#### Unsettled items

Document no.	Category	Reference no.	
Search	3 item(s) selected	Search	

	Document no. / date	Document type	Description	Reference no.	e-Invoice status	Total amount (MYR)	Available balance (MYR)	Knock-off amount (MYR)	Closing balance
<input checked="" type="checkbox"/>	21-000002 23/12/2025	Oth Income Inv	Tariff code tes...		--	16,500.00	16,500.00	10,000.00	6,500.00
<input type="checkbox"/>	SIT3 01/12/2025	Invoice Trade			--	11,000.00	11,000.00	0.00	11,000.00
<input type="checkbox"/>	SIT4 04/09/2025	Invoice Trade			+	11,000.00	11,000.00	0.00	11,000.00
<input type="checkbox"/>	SIT2 09/05/2025	Invoice Trade	test11	TT	+	50.00	50.00	0.00	50.00
<input type="checkbox"/>	SIT1 25/04/2025	Invoice Trade	TEST	TEST1	+	500.00	500.00	0.00	500.00
<input type="checkbox"/>	21-000001 06/01/2025	Oth Income Inv	COMMISSION		+	16,331.22	16,331.22	0.00	16,331.22
								10,000.00	

**\*\*Reminder:** It is compulsory to knock off the receipt with the invoice to ensure the transactions appear in the SST return form.

#### Step 7: Edit tariff code

##### Invoice

Approved

Activity Log

Edit

Print

PERBADANAN PRIMA MALAYSIA

E100000000030

ABC, 47301, PETALING JAYA, Selangor, Malaysia  
accounts1@afamosa.com

e-Invoice status

-

e-Invoice uid

-

Debtor code

PR1MA

Invoice no.

SIT3

Invoice date

04/09/2025

Due date

04/09/2025

Reference no.

n/a

Currency

MYR

##### Edit invoice

Cancel Save

Document type \*

Invoice Trade

Invoice no. \*

SIT3

Debtor code \*

PR1MA PERBADANAN PR1MA MALAYSIA

PERBADANAN PRIMA MALAYSIA  
ABC, 47301, PETALING JAYA, Selangor, Malaysia  
accounts1@afamosa.com

Invoice date \*

04/09/2025

Financial period \*

2026/03

Due date \*

04/09/2025

Reference no.

Currency

MYR

##### Line items

Item code	Item description	Chart of account	Qty	UOM	Unit price	Amount	Tax	Tax %	Product tariff code	Tax amount	Amount (incl. tax)
100061	COMMISSION	PB001	1	unit	1,000.00	1,000.00	SST 10%	10%	Select	100.00	1,100.00
Total						1,000.00				100.00	1,100.00

1. Click the Edit button
2. Reselect the Tax Code
3. Select the product tariff code

Step 8: Generate SST Return form

Path: Account Receivable > Reports > SST report

SST report

Generate

Financial year \*

2025

Financial period range

2025/11

to

2025/12

Accounting basis \*

Collected

Type \*

Service Tax

BAHAGIAN B1 : MAKLUMAT JUALAN / PERKHIDMATAN					
PART B1 : SALES / SERVICE DETAILS					
(5) Bil.  No.	(6) Maklumat Barang Kena Cukai /  Jenis Perkhidmatan Bercukai (Diberikan / Diperoleh / Diimport).  Description of Taxable Goods / Type of Taxable Service (Provided / Acquired / Imported).*	(7) Kod Tariff Kastam / Kod Jenis Perkhidmatan.*  Customs Tariff Code / Service Type Code.*	(8) Nilai Barang-barang Dijual (Termasuk Nilai Nota Debit) / Nilai Kerja Yang Dilakukan.*  Value of Taxable Goods Sold (Including Value of Debit Note) / Value of Work Performed.*  (RM)	(9) Nilai Barang-barang (Yang Dipakai Sendiri / Dilupus).*  Nilai Perkhidmatan Yang Diberi Percuma.*  Value of Goods (For Own Used / Disposed). * Values of Free Services.*  (RM)	(10) Nilai Perkhidmatan Bercukai (Termasuk Nilai Nota Debit).  Value of Taxable Service (Including Value of Debit Note).*  (RM)
1	Management	9907.07.1675	0.00	0.00	25637.67
			0.00	0.00	0.00
			0.00	0.00	0.00
			0.00	0.00	0.00
			0.00	0.00	0.00
			0.00	0.00	0.00
			0.00	0.00	0.00
			0.00	0.00	0.00
			0.00	0.00	0.00
			0.00	0.00	0.00
JUMLAH.* TOTAL.*			0.00	0.00	25637.67
JUMLAH KESELURUHAN.* NET TOTAL.*			25637.67		

BAHAGIAN B2 : NILAI CUKAI YANG KENA DIBAYAR ATAS BARANGAN (JUALAN / PELUPUSAN / KEGUNAAN SENDIRI) / PERKHIDMATAN (PERKHIDMATAN DIBERIKAN / KEGUNAAN SENDIRI)
PART B2 : VALUE OF TAX PAYABLE FOR GOODS (SALES, DISPOSED, OWN USE) / SERVICES (SERVICES PERFORMED / OWN USE)

11) Jumlah Nilai Jualan dan Cukai Yang Kena dibayar Mengikut Kadar Cukai.\*  
Total Value of Sales and Tax Payable as Per Tax Rate.\*

	Nilai Jualan / Perkhidmatan Bercukai / Bilangan Kad Value of Taxable Sales / Service / No. of Cards	Kadar Cukai Tax Rate	Nilai Cukai Kena Bayar Value of Tax Payable
a) Barang Bercukai Berkadar 5%. Taxable Goods at 5% Rate.	RM 0	5%	RM 0
b) Barang Bercukai Berkadar 10%. Taxable Goods at 10% Rate.	RM 0	10%	RM 0
c) Perkhidmatan Bercukai Berkadar 6%. Taxable Services at 6% Rate.	RM 9433.96	6%	RM 566.04
d) Perkhidmatan Bercukai Berkadar 8%. Taxable Services at 8% Rate.	RM 16203.7	8%	RM 1296.3
e) Perkhidmatan Bercukai Butiran 1, Kumpulan H. Taxable Services Item 1, Group H.	0 UNIT	RM 25	RM 0

12) Jumlah Nilai Cukai Yang Kena Dibayar.\*  
Total Value of Tax Payable.\*  
(12) = [11(a) + 11(b)] ATAU / OR [11(c) + 11(d) + 11(e)]

RM	1862.34
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MHub Training Company									
Payment Collection									
Service tax 6% from 01/12/2025 to 31/12/2025									
Total 1 record found Date: 23/12/2025 2:56 PM									
Payment no.	Payment date	Knock off amt	Doc. no.	Net total	Tax code	Taxable amt	Tax	Taxable amt (collected)	Tax (collected)
70-000001	23/12/2025	10,000.00	21-000002	15,900.00	SV-6	15,000.00	900.00	9,433.96	566.04
Total:						15,000.00	900.00	9,433.96	566.04
MHub Training Company									
Payment Collection									
Service tax 8% from 01/12/2025 to 31/12/2025									
Total 1 record found Date: 23/12/2025 2:56 PM									
Payment no.	Payment date	Knock off amt	Doc. no.	Net total	Tax code	Taxable amt	Tax	Taxable amt (collected)	Tax (collected)
70-000001	23/12/2025	17,500.00	21-000003	37,800.00	SV-8	35,000.00	2,800.00	16,203.70	1,296.30
Total:						35,000.00	2,800.00	16,203.70	1,296.30