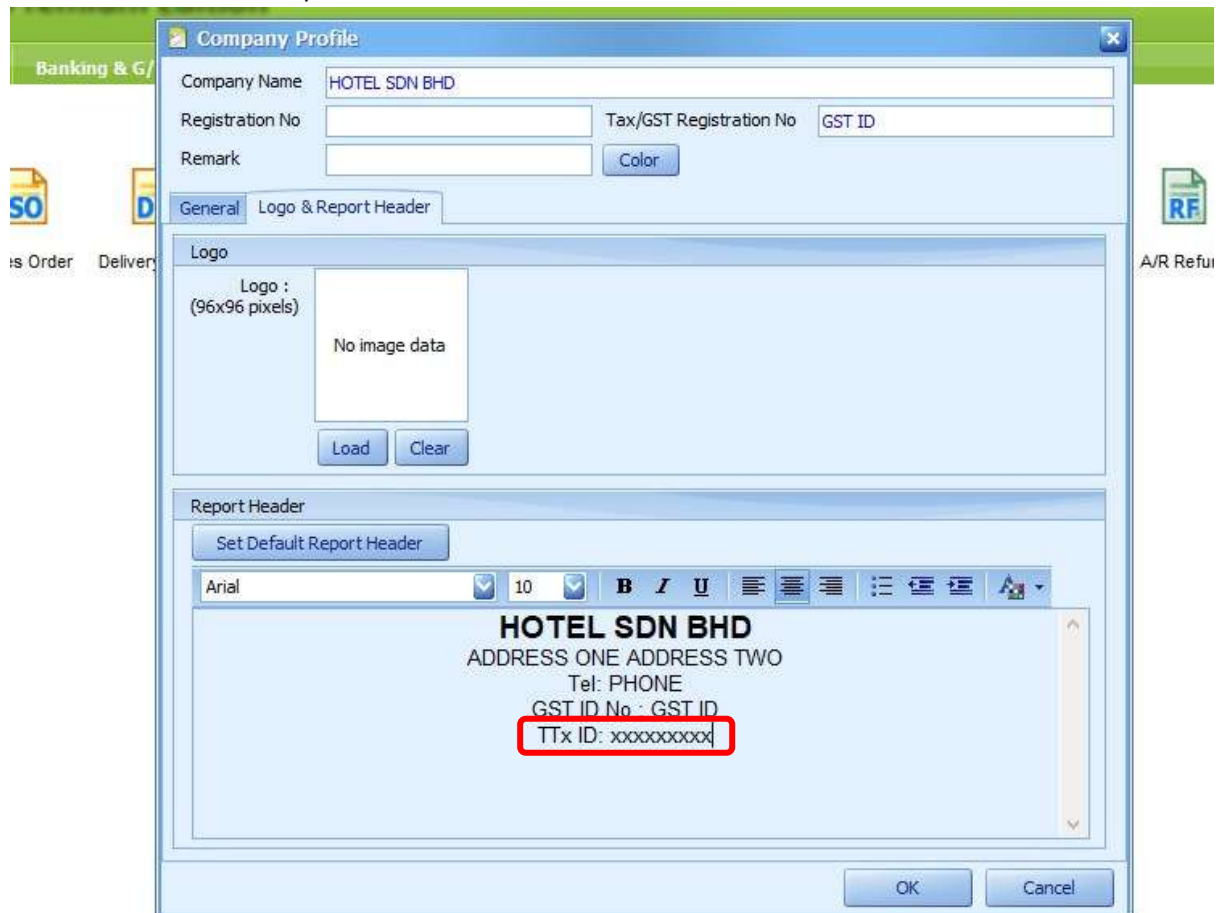


1. Key in TTx ID at General Maintenance /Company Profile/Logo & Report Header in order to show in Tax Invoice Report.



Company Profile

Company Name: HOTEL SDN BHD

Registration No: Tax/GST Registration No: GST ID

Remark:

General **Logo & Report Header**

Logo

Logo : (96x96 pixels)

No image data

Report Header

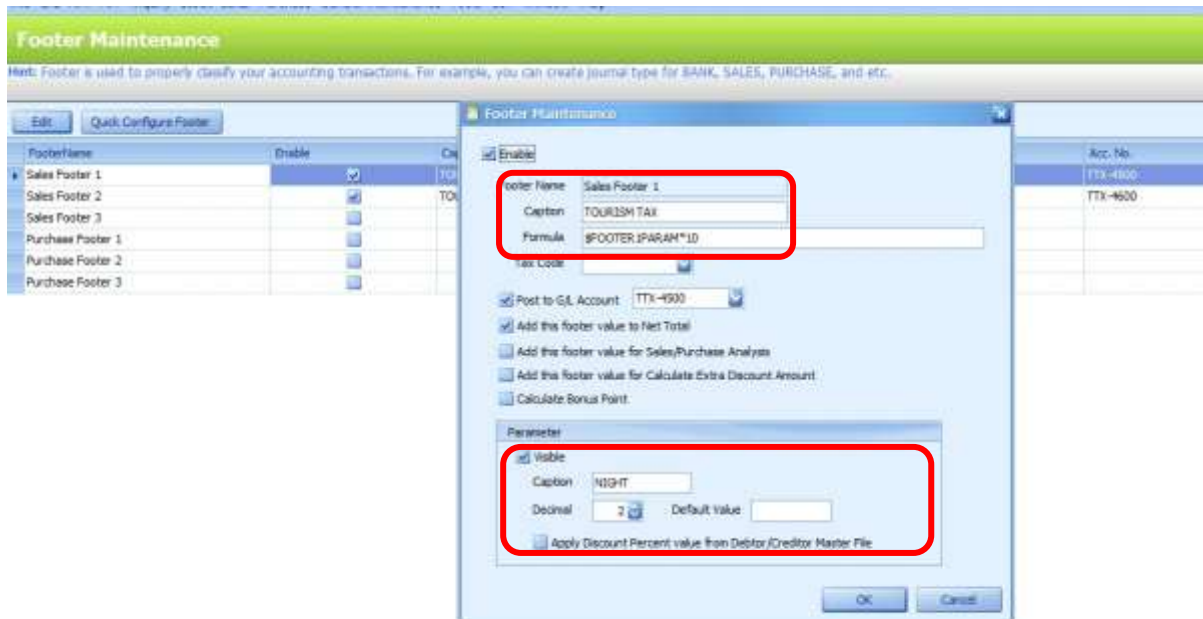
Arial 10 **B I U**

HOTEL SDN BHD
 ADDRESS ONE ADDRESS TWO
 Tel: PHONE
 GST ID No : GST ID
 TTx ID: xxxxxxxxxx

2. Create one Tourism Tax (TTX-4500) and Tourism Tax Exemption (TTX-4501) under current liabilities using new normal account.

The screenshot shows the 'Account Maintenance' window in Tally. On the left, a sidebar contains buttons for 'New Normal Account', 'New Special Account', 'Fixed Asset', 'Bank, Cash, Deposit', 'Debit Control', 'Credit Control', 'Stock', 'Retained Earning', 'Bill Account', 'Delete Account', 'Print Chart of Account', 'Refresh', and 'Close'. The 'New Normal Account' button is highlighted with a red box. A red arrow points from this button to a 'New Normal Account' dialog box. The dialog box has a title bar 'New Normal Account' and a close button. Inside, it says 'You may create more than one account.' Below this is a 'Parent Account' dropdown menu showing '<<CURRENT LIABILITIES>>'. There are 'Add' and 'Cancel' buttons. Below these is a table with columns: 'Acc. No.', 'Description', 'Desc. 2', 'Input T.', 'Output T.', and 'HSN Code'. The table contains several rows of liability accounts, including 'TRADE CREDITORS', 'OTHER CREDITORS', 'ACCOUNTS', 'HERE PURCHASE CREDITOR', 'HERE PURCHASE INTEREST SUPPLIER', 'SALES TAX', 'DEPOSIT RECEIVED', 'TEMPORARY ACCOUNT FOR CONTRA', 'LONG TERM LIABILITIES', 'OTHER LIABILITIES', 'SALES', 'SALES', 'CASH SALES', 'SALES ACCUMULATIONS', 'RETURN INWARDS', 'DISCOUNT ALLOWED', 'COST OF GOODS SOLD', and 'STOCKS AT THE BEGINNING OF YEAR'. At the bottom of the dialog box are 'Save' and 'Cancel' buttons.

3. Go to General Maintenance/Footer Maintenance/enable 'Sales Footer 1' and 'Sales Footer2'.
4. Fill in the information at sales footer 1 as per below:
Caption: TOURISM TAX
Formula: \$FOOTER1PARAM*10
Tick 'Post to G/L Account' and TTX-4500
Tick 'Add the footer value to Net Total'



Footer Maintenance

Hint: Footer is used to properly classify your accounting transactions. For example, you can create journal type for BANK, SALES, PURCHASE, and etc.

Footer Name	Enable	On
Sales Footer 1	<input checked="" type="checkbox"/>	TO
Sales Footer 2	<input checked="" type="checkbox"/>	TO
Sales Footer 3	<input type="checkbox"/>	
Purchase Footer 1	<input type="checkbox"/>	
Purchase Footer 2	<input type="checkbox"/>	
Purchase Footer 3	<input type="checkbox"/>	

Footer Maintenance

☒ Enable

Footer Name: Sales Footer 1

Caption: TOURISM TAX

Formula: \$FOOTER1PARAM*10

Post to G/L Account: TTX-4500

☒ Add this footer value to Net Total

☐ Add this footer value for Sales/Purchase Analysis

☐ Add this footer value for Calculate Extra Discount Amount

☐ Calculate Bonus Point

Parameter

☒ Visible

Caption: NIGHT

Decimal: 2

Default value:

☐ Apply Discount Percent value from Debtor/Creditor Master File

OK Cancel

5. Fill in the information at sales footer 2 as per below:
Caption: TOURISM TAX (EXEMPTION)
Formula: EMPTY
Tick 'Post to G/L Account' and TTX-4501

Footer Maintenance

Hint: Footer is used to properly classify your accounting transactions. For example, you can create journal type for BANK, SALES, PURCHASE, and etc.

Footer Maintenance

Footer Name: Sales Footer 2
Caption: TOURISM TAX (EXEMPTION)
Formula:
Tax Code:
Port to G/L Account: TTX-4901
Add this footer value to Net Total
Add this footer value for Sales/Purchase Analysis
Add this footer value for Calculate Extra Discount Amount
Calculate Bonus Point

Parameter
Visible
Caption: NIGHT
Decimal: 2
Default Value:
Apply Discount Percent value from Debtor/Creditor Master File

OK Cancel

It will display as per below:

1	200.00	0.00	200.00	200.00
Subtotal (ex)				
Code	GST Rate	0	TOURISM TAX	1 NIGHT
Code	GST Rate	0	TOURISM TAX (EXEMPTION)	NIGHT
Inclusive?				Taxable Amount
				0.00
GST				0.00
Total				210.00

Save Save & Preview Save & Print Cancel

The required report format will show as at below:

HOTEL SDN BHD
 ADDRESS ONE ADDRESS TWO
 Tel: PHONE
 GST ID No: GST ID
TTX ID: 330003003

TAX INVOICE

No. : I-000002

CUSTOMER B

TEL : FAX :

Your Ref. :
 Our D/O No. :
 Terms : C.O.D.
 Date : 06/09/2017
 Page : 1 of 1

Item	Tax Code	Description	Qty	UOM	U/ Price Disc RM	Total RM
1.	SR	HOTEL FEE	1		440.00	440.00

RINGGIT MALAYSIA FOUR HUNDRED NINETY SIX AND CENTS FORTY ONLY

Sub Total (Excluding GST)	440.00
GST payable @ 6% on 440.00	26.40
Tourism Tax (RM10/ night)	30.00
Total (Inclusive of GST)	496.40

Notes :

1. All cheques should be crossed and made payable to HOTEL SDN BHD

2. Goods sold are neither returnable nor refundable. Otherwise a cancellation fee of 20% on purchase price will be imposed.

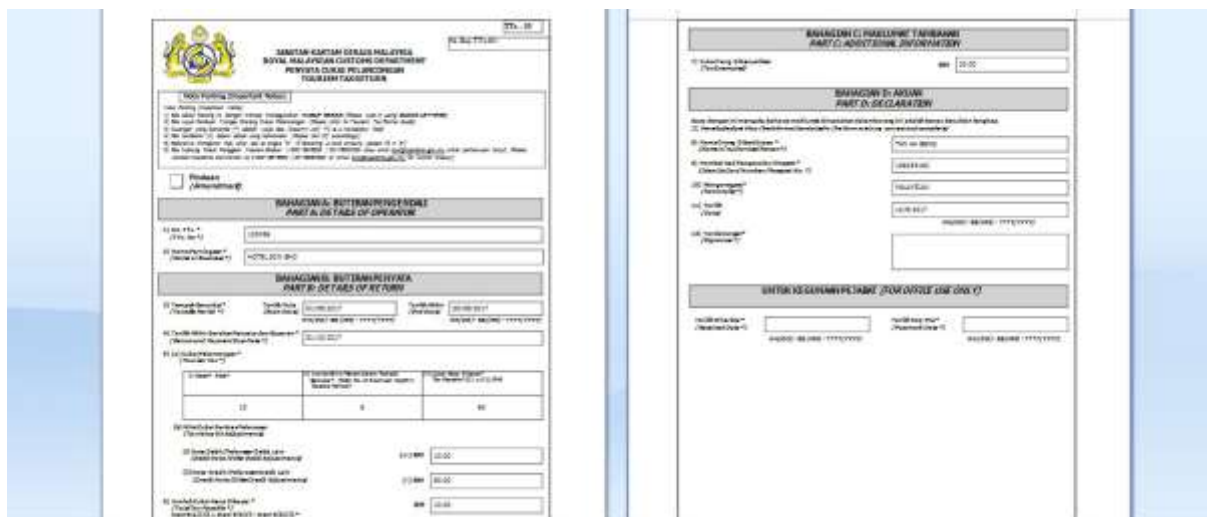
GST Summary	Amount(RM)	Tax(RM)
SR @ 6 %	440.00	26.40

6. The TTx-03 Report will show in Invoice/Print Invoice Listing. Filter the date range of your submission and inquiry then preview, select TTx-03 Form, it will prompt as per below:



Fill in related information which will show in Part D: Declaration.

7. The report format will as per below:



** Kindly take note that all the transactions will not be auto lock

*** Please note that must create tourism tax account code TTX-4500 (Tourism Tax) and TTX4501(Tourism tax Exemption) as the report capture this two account number.