

TAX CODE ASSIGNMENT AND GST RECONCILIATION

Training Fees : MYR689.00 inclusive of 6% GST

Date : **10th August 2016** (Wednesday)

Venue : Avenue Business Centre, Block E111 Phileo Damansara 1, Petaling Jaya, Selangor.

SAVE THE DATE

Tax code assignment is important to determine the accuracy for GST-03 submission. GST registrants may face many adjustment issues due to business and GST operation. GST reconciliation is one of the approaches to bridge the differences between GST-03, GST Audit File and General Ledger.

This program gives the participants the necessary content for the understanding of tax code assignment. Despite of GST was introduced since April 2015, tax code assignment is still a challenge to many accounting professionals as different industry may practice to use different tax code. The wrong tax code assignment and blank tax code always impact on the accuracy of GST return. This course is designed to bridge the differences between tax code assignment and differences between GST-03 and GST Audit File.

Content

- 23 recommended tax codes review
- GST mechanisms with tax code assignment to fix GST pitfalls
- Pitfalls inside GST Audit File
- GST reconciliation samples

Learning Outcomes

At the end of this program, the participants shall gain knowledge on the following:

- Refreshing the understanding on tax code assignment
- Preparing your GST Reconciliation using templates
- Latest updates for GST operation

Course Leader:

Stanley Wong Kah Leong



Stanley Wong is a licensed GST agent. He is also a chartered accountant, PMP, member of Malaysian Institute of Accountants and HRDF certified trainer. Being a regular speaker on GST, Stanley delivers training courses on GST mechanism, GST System Changes; focusing on GST governance, review and compliance perspective. He held MSc in IT specializing in project management and he has more than 20 year consulting experiences in dealing with financial system management regionally and locally. He is the director for SW Project Consulting Sdn. Bhd.

- ◆ GST Training
- ◆ GST Review and Compliance
- ◆ Mind Mapping
- ◆ Finance IT Project Consulting



Who Should Attend

- GST Steering Committee
- Corporate Accounting Division
- Internal Audit Division
- SME Accounting Division
- Academician
- Freelance Accounting Professionals

Training Methodology

- Power Point and Mind Map presentation
- Tax code assignment exercise
- Group Discussion

Syllabus:

Morning

Tax Code Assignment and Chart of Accounts

- ❖ Types of Full Tax Invoice
- ❖ Non issuance of tax invoices
- ❖ Tax Code for Supply and Acquisition
- ❖ Type of Supply and Acquisition
- ❖ Input Tax Credit Mechanism
- ❖ Block Input Tax, GST Expense and Deferred
- ❖ Tax Code Assignment Exercises
- ❖ Common mistakes of tax code assignment

Afternoon

Reading GST Audit File

- ❖ Accounting software compliance
- ❖ 5 Structures of GST Audit File
- ❖ Introduction to MS Excel Pivot Table
- ❖ Pivot Analysis for GST Audit File
- ❖ Reading your GST Audit File
- ❖ GST Summary Reports

GST Reconciliation

- ❖ GST-03 characteristics
- ❖ GST reconciliation Templates
- ❖ Typical items in reconciliation
- ❖ Actions after the reconciliation



ThinkBuzan
License Instructor

Certified Professional Trainer
HRDF Malaysia Training Provider (No.4847)



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Training Registration Form

Please complete this form and send to e-mail address below for training registration. The administrator will liaise with you to confirm the training details and payment options.

SW Project Consulting Sdn Bhd

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• Suite 5 Block E111 • Phileo Damansara 1 • 9 Jalan 16/11
• 46350 Petaling Jaya • Website: www.swprojectconsulting.com.my
• For Attention: Stanley Wong
• Email: stanley.wong@swprojectconsulting.com.my

GST Training

Web: www.gstsystemchanges.my
www.gstsystemchanges.net
www.swprojectconsulting.com.my
www.swpc.com.my

Training Type

Course name

Course Code

Target Date

Venue

Price

Public Training

Tax Code Assignment and GST Reconciliation

GSTRECON

August 10, 2016

Avenue Business Centre, Block E111 Phileo Damansara 1

MYR689 per delegate inclusive 6% GST
(Training manual, lunch and certificate of attendance)

Delegate's Particulars

Name

Job Title

Organization Name

Organization Address

Contact Details

Organization Web Site:

Contribution to HRDF:

HRDF SBL Scheme Claim:

City:

State:

Post Code:

Phone:

Fax:

Email:

Yes

No

Yes

No

HRDF:

Please scan this public training registration form to stanley.wong@swpc.com.my. You can fax to 03-74935100. **SW Project Consulting Sdn Bhd is a HRDF registered training provider (4847). The training program is eligible for HRDF-SBL.**

Name and Date

Signature and Company Stamp

Terms and Conditions:

1. SW Project Consulting Sdn Bhd reserves the right to change the training date based on the required number of quorum.
2. 50% of training fee to be imposed if the delegate is cancelling the registration 3 days before the training
3. Please transfer the payment to Maybank 514196636249 and provide proof of payment.