

# GST SR SET TO ZERO

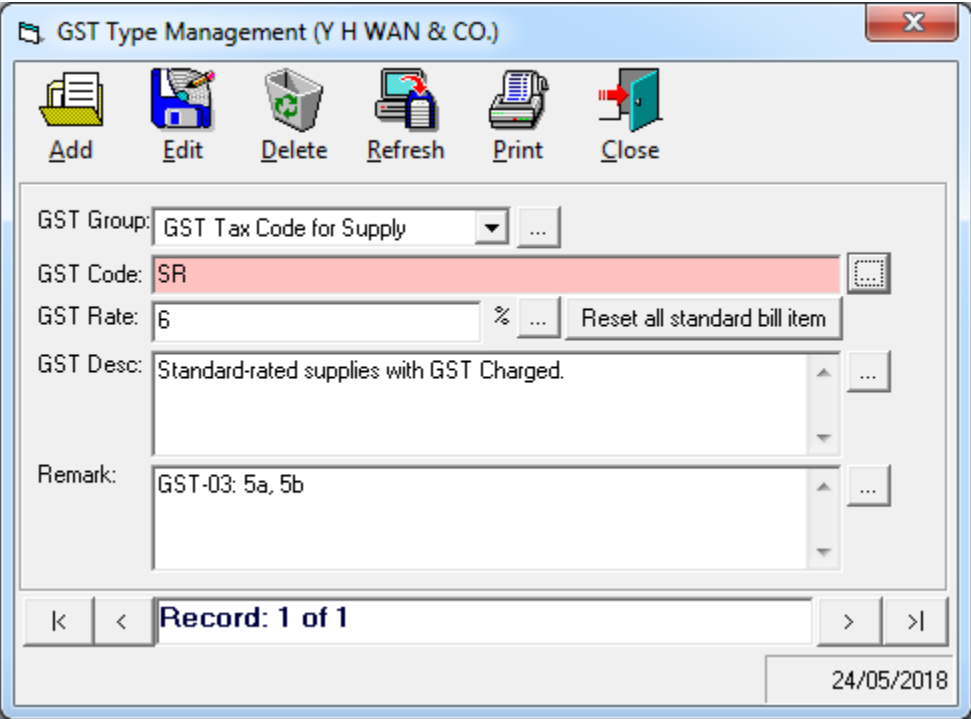
## 1.0 SR=0%

Effective 1 Jun 2018, government has revised the GST rate for code SR (Standard Rated) from 6% to 0%. In Summary, it means that from 1 Jun 2018 onwards, any proforma invoice or tax invoice with bill item carrying SR code must not show any amount in GST.

Thus, there are a few steps need to be done in MyLegalSoft to adapt for this change.

### Step 1: Reset SR to 0%

- Ater Login → Setting → GST Type



- Search for SR Code
  - Land your curson at GST Code text box.
  - Erase the existing text.
  - Type 'SR' and press the ... button at the end of the GST Code to search for SR code.
  - After the search is done, you will see 'Record: 1 of 1" at the bottom of the form.
- Edit the 6% to 0% for SR code
  - Press **Edit** button on top of the form.

GST Type Management (Y H WAN & CO.)

Update Cancel

GST Group: GST Tax Code for Supply

GST Code: SR

GST Rate: 0 % Reset all standard bill item

GST Desc: Standard-rated supplies with GST Charged.

Remark: GST-03: 5a, 5b

Edit record

24/05/2018

- Change 6 to 0.
  - Then, press **Update** button on top.
- Update SR=0 for all bill item which has SR code
  - After updating SR=0%, press **Reset all standard bill item** button. System will automatically update all bill item which as SR code to 0% in the standard billing item module.

## 2.0 Proforma Invoices before 1 Jun 2018

For proforma invoices before 1 Jun 2018 which user wishes to upgrade to tax invoice after 31 May 2018, the said invoice must not contain GST. For example, a proforma invoice as below:

Bill (Y H WAN & CO.)

165% Show Payment Record Hide Bill Header

Preview Cop Duplicate

**Y H WAN & CO.**  
 GST No. 11223344556677  
 Advocates & Solicitors  
 No 14B, 2nd Floor, Jalan SS21/62  
 Damansara Utama  
 47400 Petaling Jaya  
 Selangor

*(Please Quote Our Reference When Replying)*

**QUOTATION**

To : Susan Ref No : CON/3125/2018  
 Address : Inv. No : 4584  
 Date : 04/05/2018

Description	Amount (RM)	GST %	GST (RM)
<b>Professional Charges</b>			
Preparing Sale and Purchase Agreement	1,000.00	6.0	60.00
Entry and Withdrawal of Private Caveat	350.00	6.0	21.00
CKHT 2A (RM200.00/person)	200.00	6.0	12.00

To reset the whole bill into no GST, user can press **Reset SR** button as below.

The screenshot shows the MyLegalSoft 2012 software interface. At the top, there is a menu bar with icons for Add, Edit, Delete, All File, Search, Job, Close File, Doc Mgmt, Print Cover, Client Ledger, and Close. Below the menu bar, there are several input fields for bill details: Ref No: CON/3125/2018, Lawyer: [empty], Group: Individual, Client: Susan, Open: 04/05/2018, Close: 01/01/1998, Status: Active. To the right, there is a summary table:

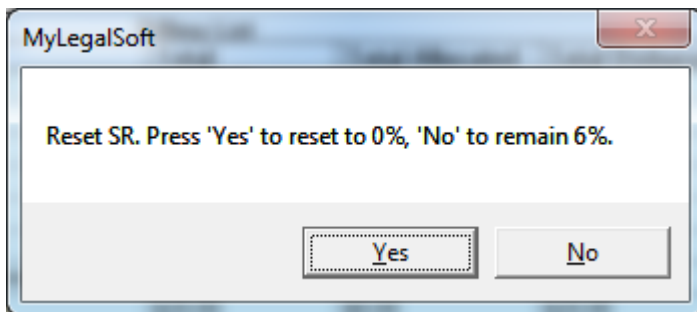
Prof. Charge	Disb	File Total
Bill: \$2,597.00	\$1,925.00	= \$4,522.00
Recv: \$2,597.00	\$1,925.00	= \$4,522.00
Outs: \$0.00	\$0.00	= \$0.00

Below this, there are fields for Property Price: \$0.00 and Loan Amount: \$0.00. The main area displays a 'Billing List' table:

No	Bill Item	Desc	Total	Total Allocated	Total Disbursed	Item Type	GST Amt	GST C
1	Professional Charge	Preparing Sale and Purchase Agreement	\$1,000.00	\$1,060.00	\$0.00	Null	60	SR
2	Professional Charge	Entry and Withdrawal of Private Caveat	\$350.00	\$371.00	\$0.00	Null	21	SR
3	Professional Charge	CKHT 2A (RM200.00/person)	\$200.00	\$212.00	\$0.00	Null	12	SR
4	Professional Charge	Foreigner Consent	\$300.00	\$318.00	\$0.00	Null	18	SR
5	Professional Charge	Low Cost Consent	\$600.00	\$636.00	\$0.00	Null	36	SR
6	Disbursement	Stamp Duty on Memorandum of Transfer	\$0.00	\$0.00	\$0.00	Stamp Duty	0	OS
7	Disbursement	Stamp Duty on Sale and Purchase Agreement	\$40.00	\$40.00	\$0.00	Stamp Duty	0	OS
8	Disbursement	Affirmation of Statutory Declaration	\$20.00	\$20.00	\$20.00	Null	0	OS
9	Disbursement	Land Search	\$120.00	\$120.00	\$0.00	Null	0	OS
10	Disbursement	Bankruptcy / Winding Up Search	\$60.00	\$60.00	\$0.00	Null	0	OS
11	Disbursement	SSM Search	\$60.00	\$60.00	\$0.00	Null	0	OS
12	Disbursement	CTC Title/ Official Search	\$50.00	\$50.00	\$0.00	Null	0	OS
13	Disbursement	Application for Consent	\$50.00	\$50.00	\$0.00	Null	0	OS
14	Disbursement	Registration of Consent	\$50.00	\$50.00	\$0.00	Null	0	OS
15	Disbursement	Registration of Transfer	\$500.00	\$500.00	\$0.00	Null	0	OS
16	Disbursement	Registration for Entry of Private Caveat	\$320.00	\$320.00	\$0.00	Null	0	OS

At the bottom of the interface, there is a toolbar with buttons: Bill Summ, Reset to Proforma Bill, Upgrade to Actual Bill, Add PFee, Add Disb, Edit Item, Del Item, and **Reset SR** (circled in blue). The status bar at the bottom shows 'Record: 4516 of 4519', 'Over Run', 'Outstanding', 'Task due on: 24/05/2018', and the date '24/05/2018'.

A confirmation message will appear:



Press "Yes" to reset SR to 0%.

Press "No" to remain SR as 6%.

In case when user press "Yes", system auto erases the GST amount and set it to 0.

**Y H WAN & CO.**  
GST No. 11223344556677  
Advocates & Solicitors  
No 14B, 2nd Floor, Jalan SS21/62  
Damansara Utama  
47400 Petaling Jaya  
Selangor

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**QUOTATION**

To : Susan  
Address :

Ref No : CON/3125/2018  
Inv. No : 4584  
Date : 04/05/2018

Description	Amount (RM)	GST %	GST (RM)
<b>Professional Charges</b>			
Preparing Sale and Purchase Agreement	1,000.00	-	0.00
Entry and Withdrawal of Private Caveat	350.00	-	0.00
CKHT 2A (RM200.00/person)	200.00	-	0.00

Please take note that invoice which has:

1. Payment allocation
2. Payment which has transfer money (e.g. transfer professional fee from client account to office account, transfer GST from client account to office account, transfer advance disbursement from client account to office account)
3. Disbursed item which has GST amount
4. Processed GST

Will note be able to amend SR=0.