



User Guide

Sage GST Diagnostic Tool

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Document Sign-Off

Role	Name	Signature	Date
Author	Jovis Low		06/03/2018

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Document Change Control

Version	Date	Author	Summary of Changes
1.0	01/03/2018	Jovis Low	Initial creation.
1.1	06/03/2018	Jovis Low	Update login screen, main screen and about screen.

This document supports this version of Sage GST Diagnostic Tool: 1.0.0.2

This document supports this version of Sage UBS: 9.9.3.7 and above

This document supports this version of GST Accounting Software Guide: 05/02/2018

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1 Introduction

Kastam Malaysia introduced GST Malaysia since 1st April 2015, and there were a lot of new processes introduced by them for the past three (3) years. Sage GST Diagnostic Tool is invented for helping Sage UBS customers to understand their GAF and TAP data, so that they could have well-preparation before Kastam Malaysia request any data checking from them.

Sage GST Diagnostic Tool is not a tool for making any correction on the GAF and TAP data; but it is a tool for helping Sage UBS customers to identify what is the data problem and understand the root cause, so that they could always apply the correct data entry practice at Sage UBS.

1.1 Pre-requisite Software

The following software are required to run Sage GST Diagnostic Tool:

No.	Software Name & Version	Purpose
1	MYSQL version 5.5 or above.	Database engine.
2	Microsoft .NET Framework 4.5.2.	System engine.
3	Any internet browser.	For viewing website contents.
4	Microsoft Excel 2016 or any version that could support *.xlsx file type.	For viewing output data in *.xlsx format.
5	Adobe Acrobat Reader DC.	For viewing user guide.

1.2 Supported Windows Operating System

You are recommended to use the following Windows operating system for Sage GST Diagnostic Tool:

- Windows 10.

1.3 Out-Of-Support Windows Operating System

The following Windows operating system is no longer supported by Sage GST Diagnostic Tool:

- Windows XP.
- Windows Vista.
- Windows 7.

1.4 I'm On Windows 8, What Should I Do?

According to Microsoft, regardless you are on Windows 8 or Windows 8.1, both operating systems already reached end of mainstream support by 9th January 2018.

Although the Extended Support will only be ended by 10th January 2023, but we strongly recommend you for upgrade to Windows 10 as soon as possible.

1.5 Recommended Screen Resolution and Text Size

You are recommended to use one of the following screen resolution and text size combinations for better viewing quality when using Sage GST Diagnostic Tool:

No.	Screen Resolution	Text Size
a	1920 x 1080	150%
b	1920 x 1080	125%
c	1920 x 1080	100%
d	1366 x 768	100%

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1.6 Out of Coverage

The following topics will not be covered by this document:

- Installation of MYSQL.
- Installation of Microsoft .NET Framework 4.5.2.
- Installation of Microsoft Excel 2016.
- Installation of any internet browser.
- Installation of Adobe Acrobat Reader DC.

1.7 Sage Cover

Sage GST Diagnostic Tool shall only work with valid Sage Cover. You will be able to run Sage GST Diagnostic Tool with the following conditions:

- You just newly purchased a copy of Sage UBS and already activated the software license, or
- You are an existing Sage UBS user, you have renewed your Sage Cover and it is still within the validity period.

1.8 Compatibility

Sage GST Diagnostic Tool is compatible with Kastam Malaysia's GST Accounting Software Guide dated 05/02/2018. For Sage UBS, the supported version is 9.9.3.7 or above.

If you are about to import the GAF file and TAP file from other accounting software, please make sure their files are compatible with Kastam Malaysia's GST Accounting Software Guide dated 05/02/2018.

1.9 Reference

Some useful links for your reference:

No.	Topic	URL
1	GST Accounting Software Guide website by Kastam Malaysia.	http://gst.customs.gov.my/en/rq/Pages/rq_asg.aspx
2	DG's Decisions website by Kastam Malaysia.	http://gst.customs.gov.my/en/rq/Pages/rq_fai.aspx
3	Microsoft .NET Framework 4.5.2 offline installer. * Please scroll-down for <i>Install Instructions</i> .	https://www.microsoft.com/en-us/download/details.aspx?id=42642
4	Installing MYSQL on Microsoft Windows by MYSQL.	https://dev.mysql.com/doc/refman/5.5/en/windows-installation.html
5	Download MYSQL Community Server installer.	https://dev.mysql.com/downloads/mysql/
6	What is Sage Cover?	http://www.sage.com/en-my/solutions/accounting-solutions/sage-ubs/sage-cover

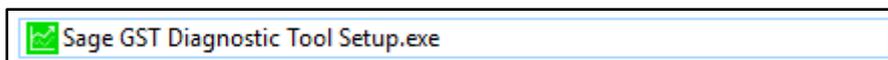
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2 Installation and Uninstallation Guidelines

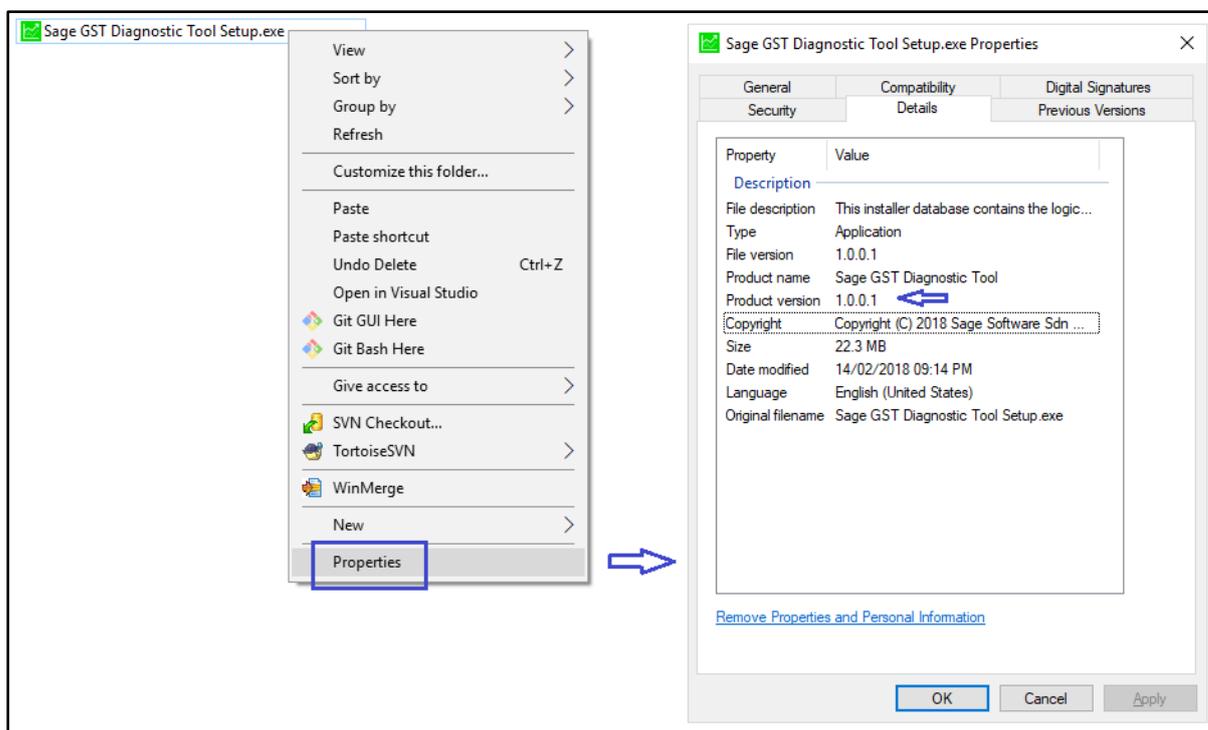
2.1 Install Sage GST Diagnostic Tool

Please follow the steps below to install Sage GST Diagnostic Tool on your Windows 10.

- a) The installer of Sage GST Diagnostic Tool looks like this.



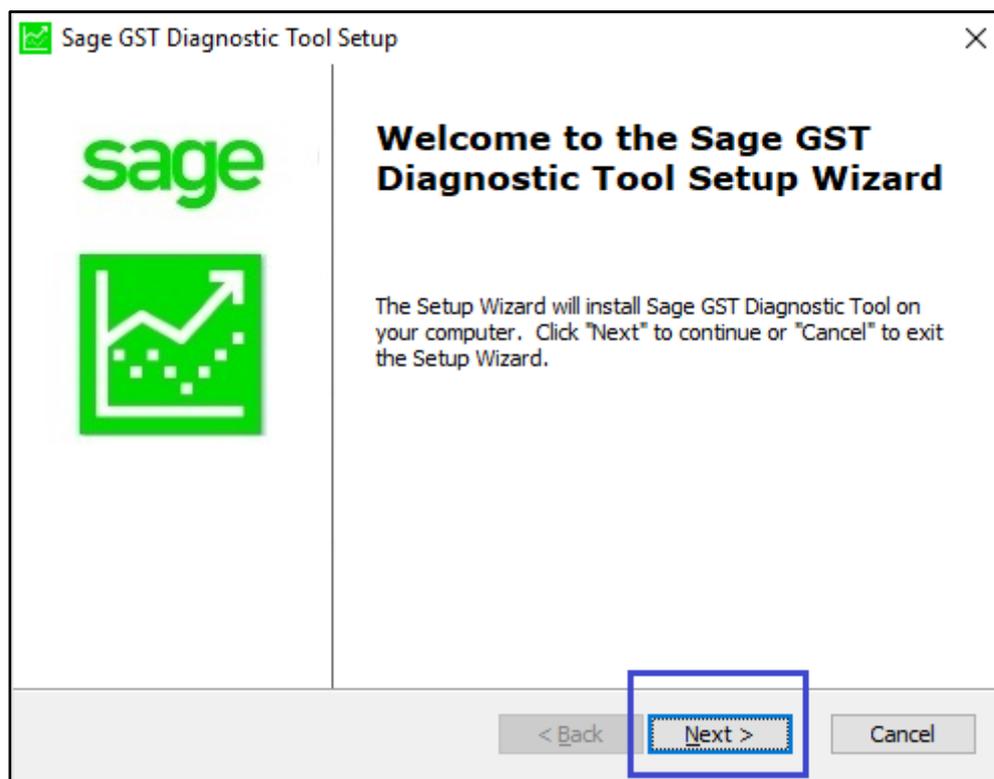
- b) Always double-check the **product version** by browsing the properties of the installer. Just right-click it, and choose “**Properties**”. Please take note that this product version is referring to the version of Sage GST Diagnostic Tool.



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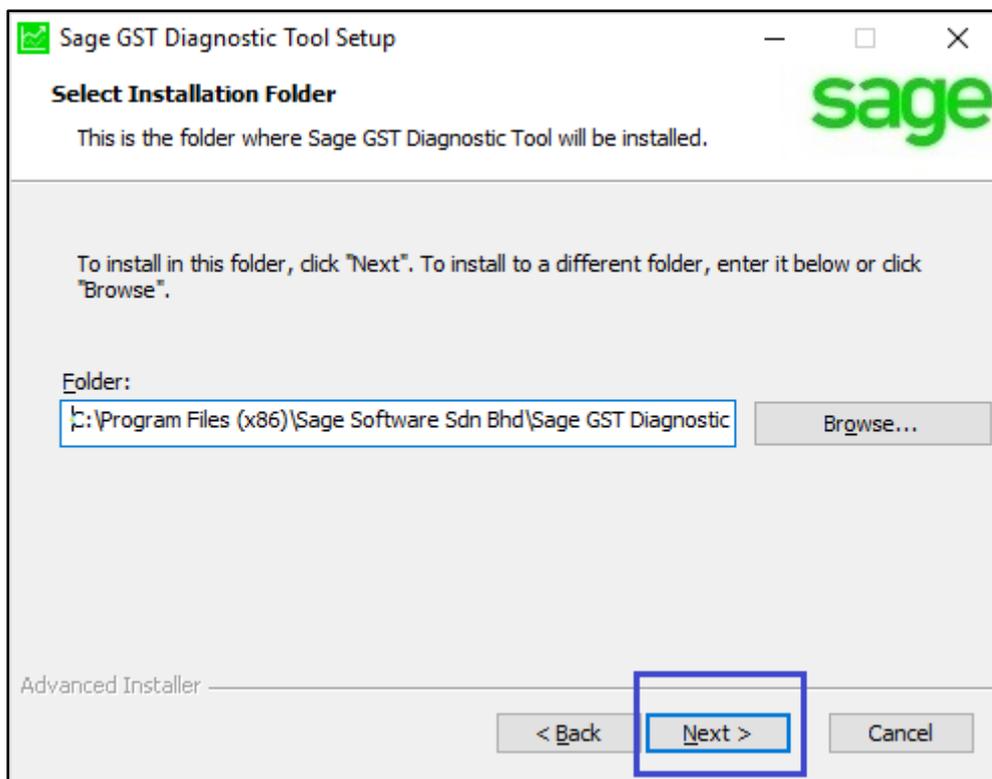
- c) To start the installation, please double-click the installer and you shall see the screen below. Please click the "**Next >**" button to proceed to next step.



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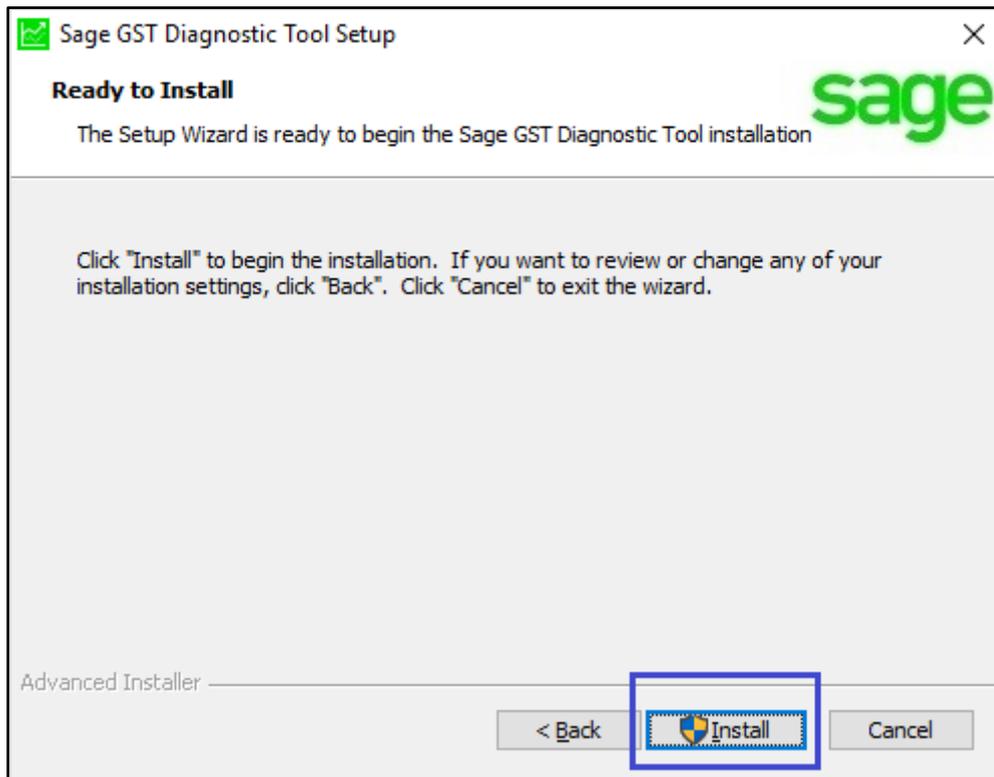
- d) Now, you can select the installation folder by clicking the “**Browse...**” button. Please only do this if you are familiar with the file structure of your computer. Else, please just proceed the installation with the default folder by clicking “**Next >**” button.



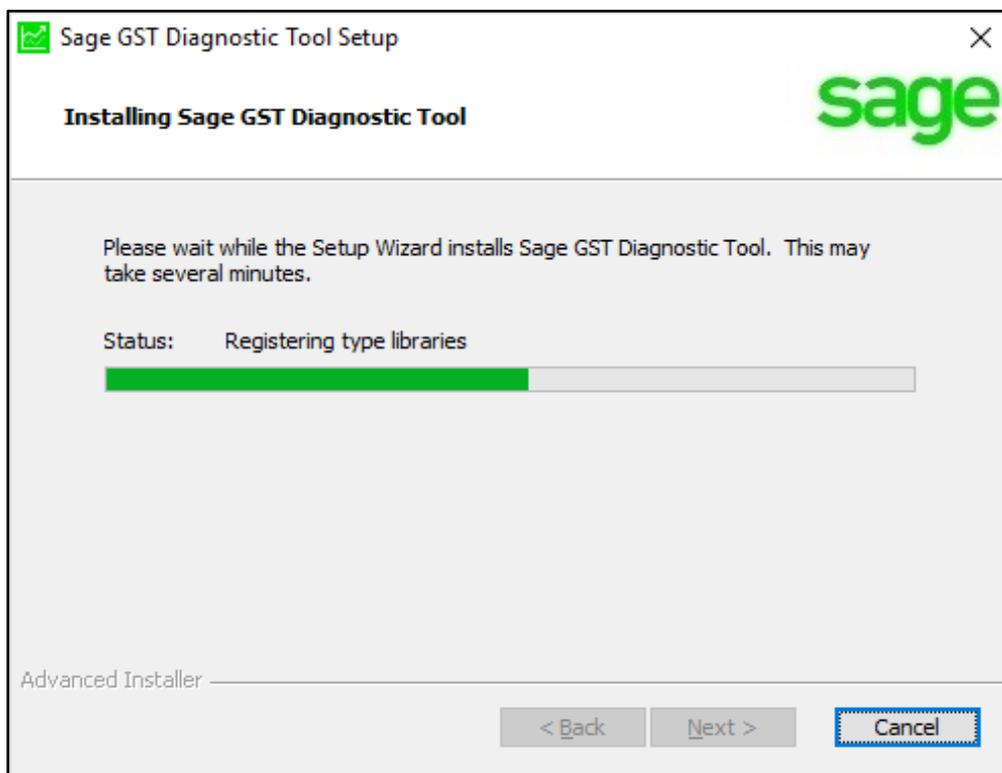
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- e) By now, Windows is ready to install Sage GST Diagnostic Tool on your computer. Please click the **“Install”** button to proceed the installation.



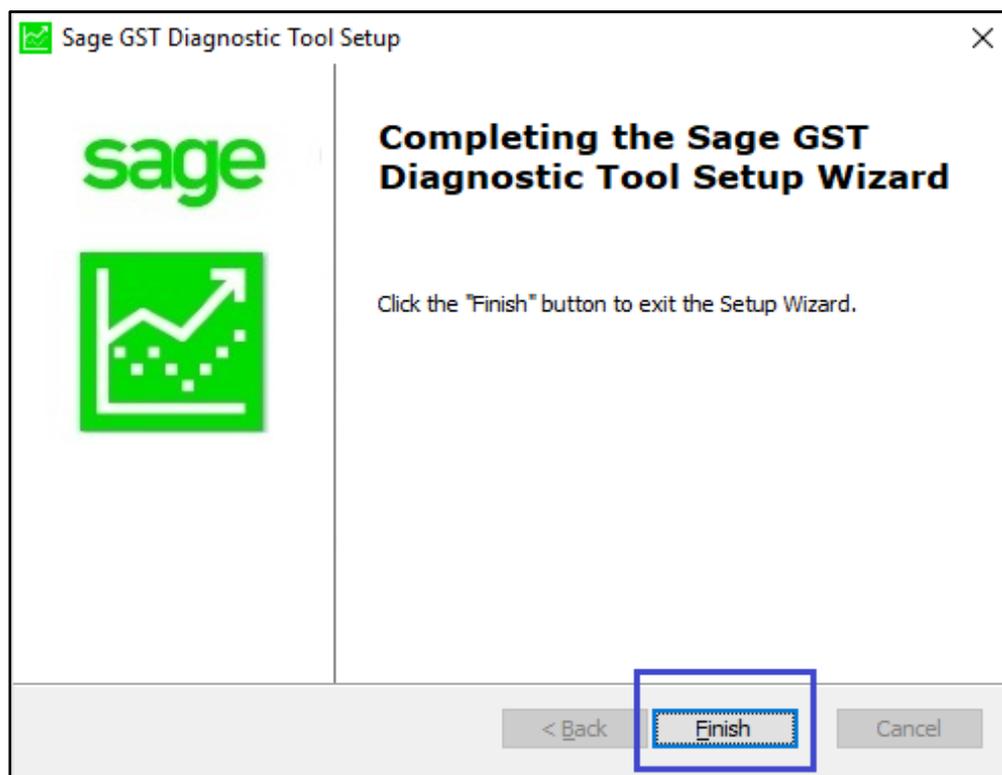
- f) Your Windows is busy to install Sage GST Diagnostic Tool for you. Please wait.



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- g) Congratulations! The installation process has been done successfully by now. Please remember to click the "**Finish**" button to complete the installation process.

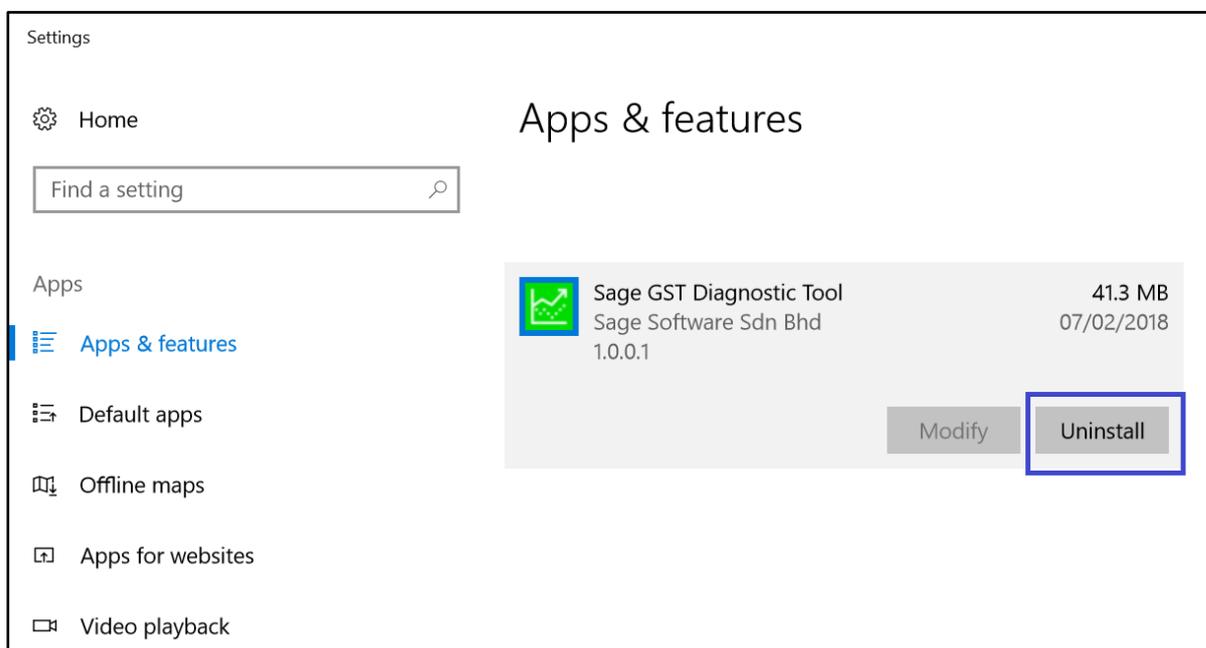


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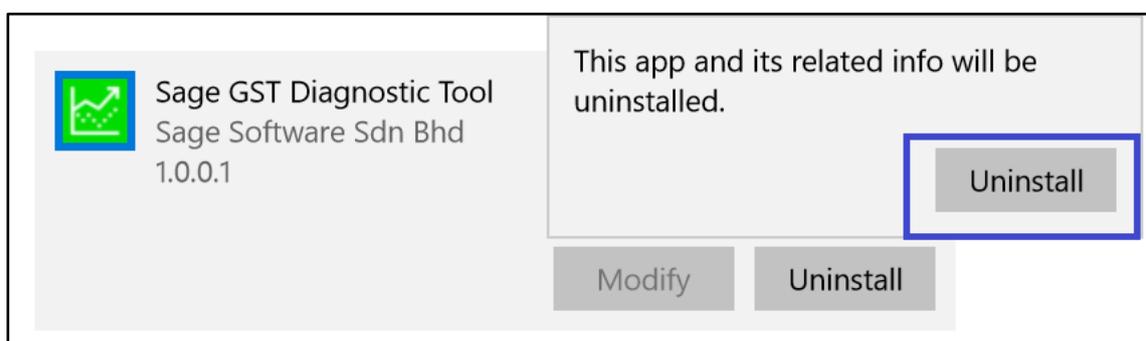
2.2 Uninstall Sage GST Diagnostic Tool

Please follow the steps below to uninstall Sage GST Diagnostic Tool on your Windows 10.

- a) Go to **Apps & Features**, and look for **Sage GST Diagnostic Tool**. Left-click it, and then choose **Uninstall**.



- b) Windows 10 will prompt you another message for confirmation. Please click **Uninstall**.



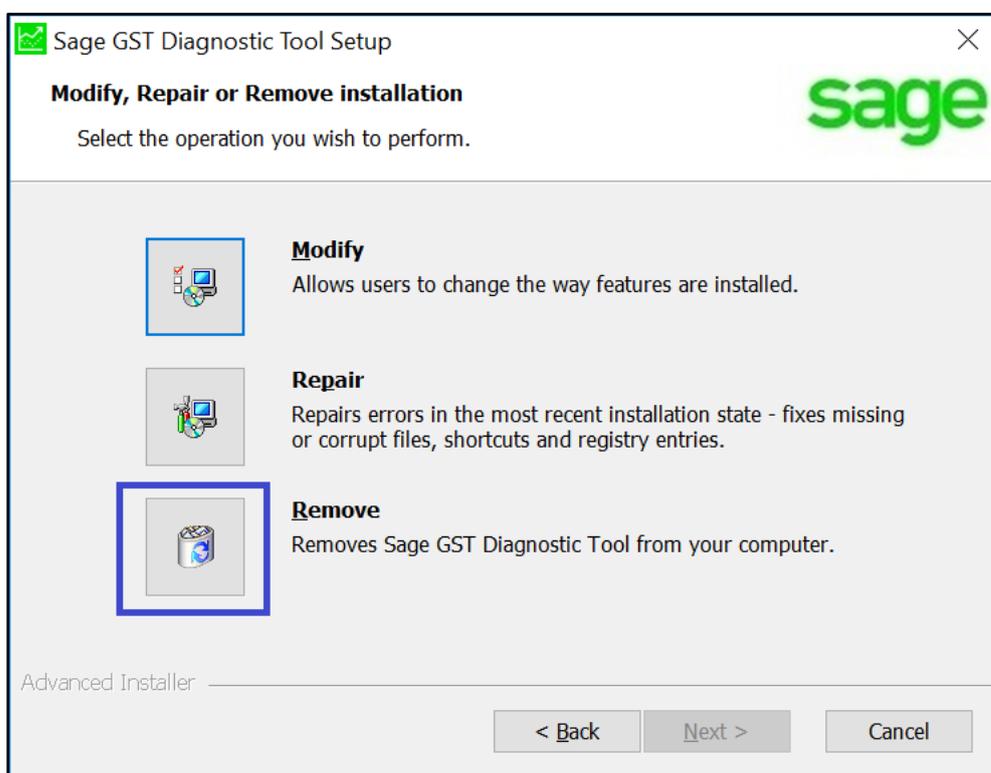
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c) After that, please click the “**Next >**” button in the Setup Wizard screen below.



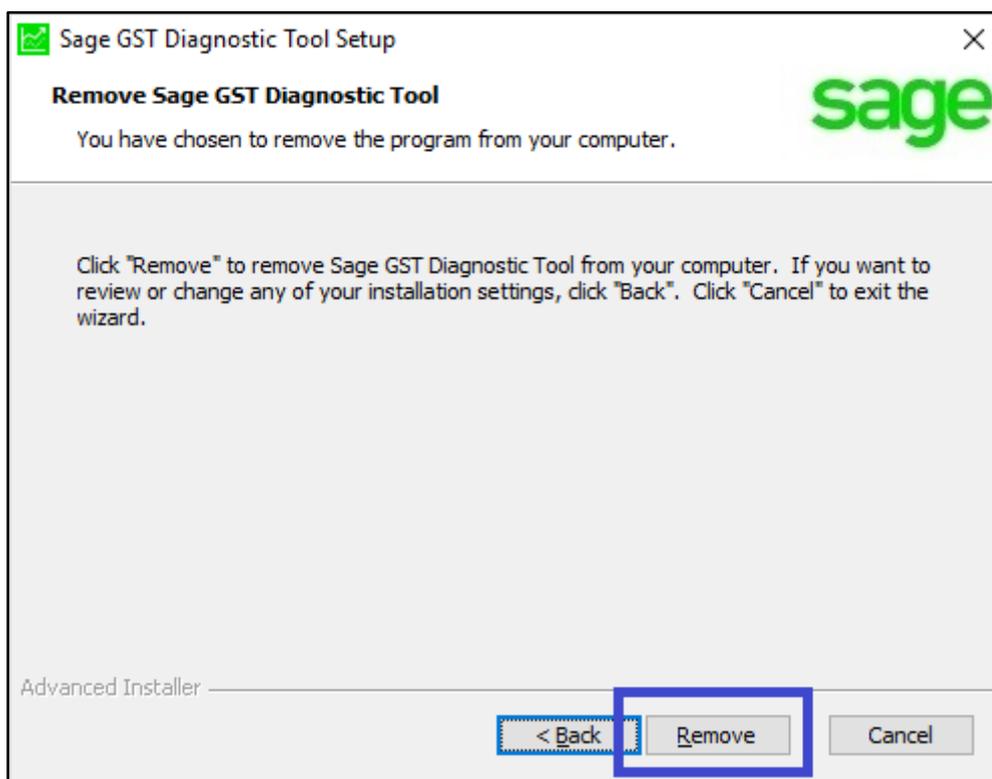
d) Now, you will need to select the operation that you wish to perform. For uninstallation, please choose “**Remove**”.



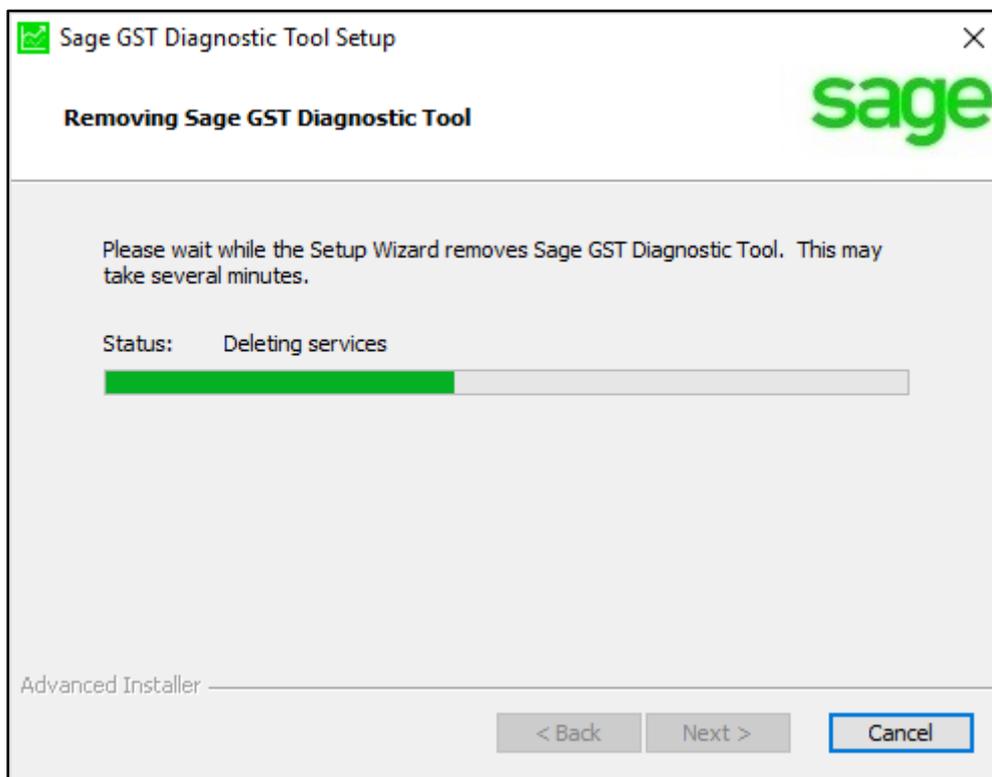
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- e) In the “**Remove Sage GST Diagnostic Tool**” screen, please click the “**Remove**” button.



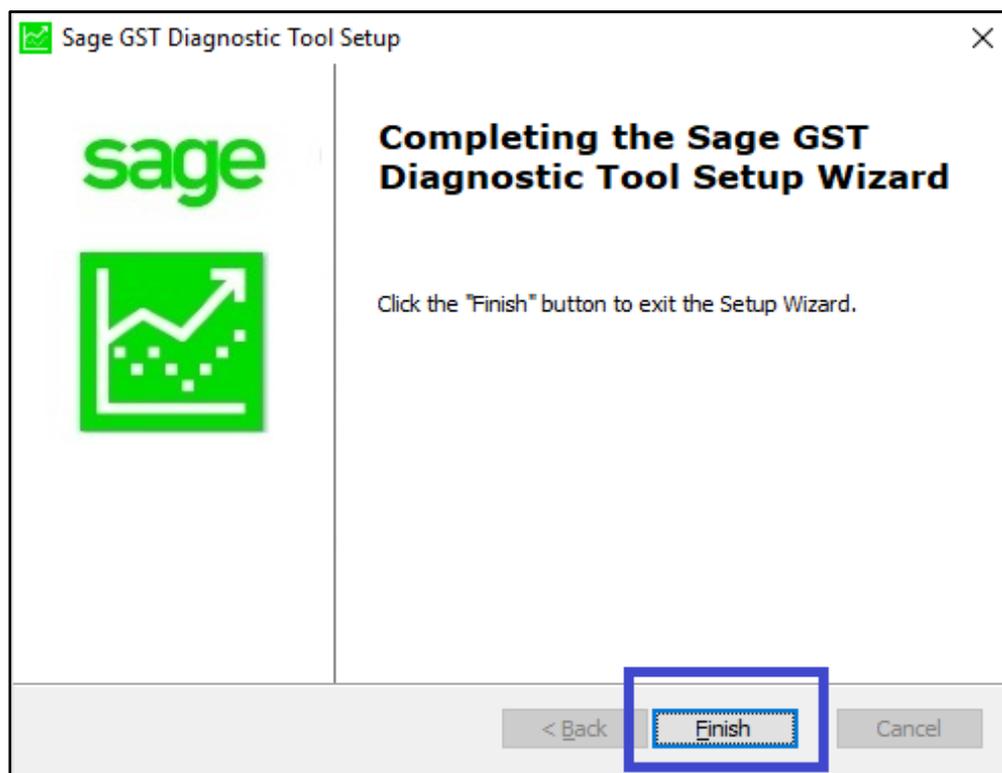
- f) Next, Windows is removing Sage GST Diagnostic Tool from your computer.



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- g) Once Windows done the uninstallation, you will see the screen below. Please click the "**Finish**" button to complete uninstallation process.



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3 Features and Functions Guidelines

3.1 Splash Screen



The splash screen is displaying the product name, product version, the trademark information with logo.

3.2 Login Screen



Login screen allows you to enter your user name and password to use Sage GST Diagnostic Tool. Please take note that this credential is not same as your Sage UBS credential.

To read the user guide, please click the **User Guide** link.

For first-time user, please proceed to [License Settings](#) and [MySQL Database Settings](#) first.

For non-first-time user, please enter your credential and click the “**Sign In**” button to start using Sage GST Diagnostic Tool. By default, the user name is “**admin**” and the password is “**sage**”.

If you decided to quit the system, please click the **X** at the top-right corner.

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3.2.1 License Settings

License Settings

Close Save Test

License Settings

License Server IP Address: 127.0.0.1

Port Number: 8900

In License Settings screen, you will need to tell Sage GST Diagnostic Tool which license server it should communicate with. If you are activating Sage UBS license on the same computer, then the License Server IP Address shall be 127.0.0.1, the port number can be either one of 8900, 8901, 8903 and 8904.

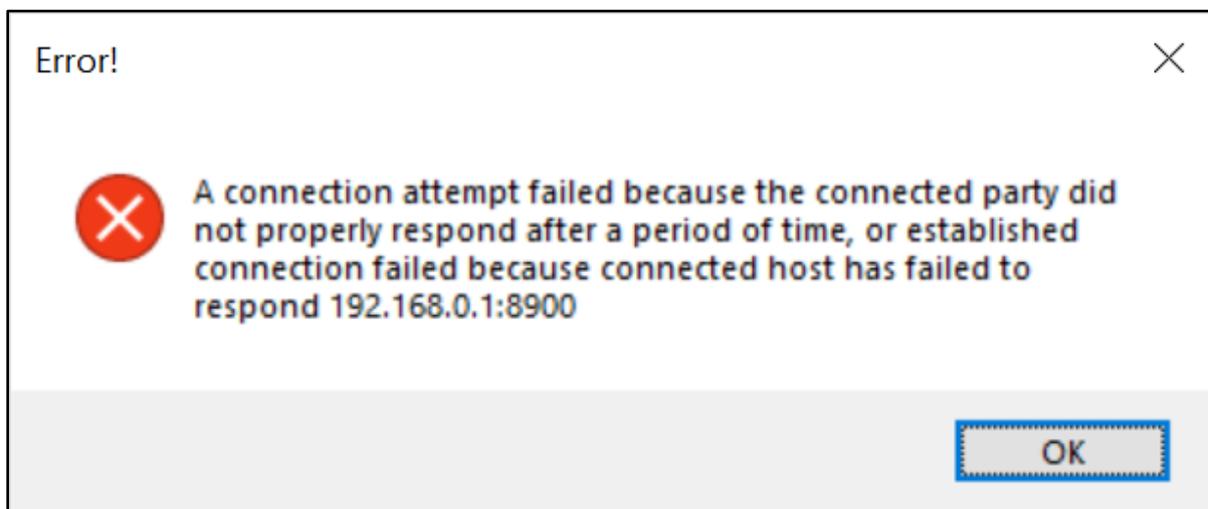
If your license server is another computer, then just enter the IP address of that license server in License Server IP Address text box, enter the required port number and click the “**Test**” button.

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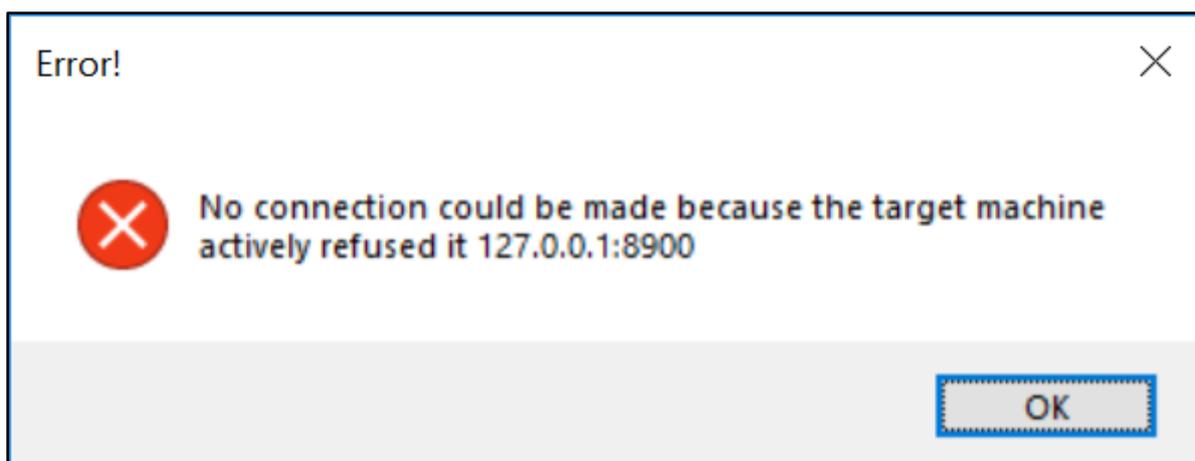
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If the license connection is failed (due to license server is not online or IP address is wrong or Sage UBS License Service is not running):

You will see either one of the following messages:



Solution: Please make sure the license server is online and the IP address is correct.



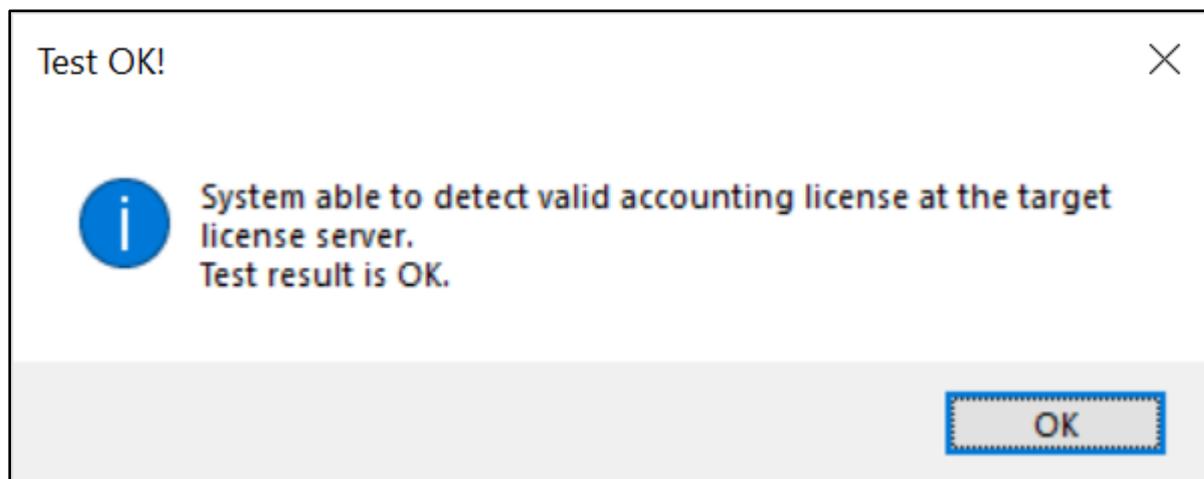
Solution: Please make sure Sage UBS License Service is running at Windows > Control Panel > Administrative Tools > Services.

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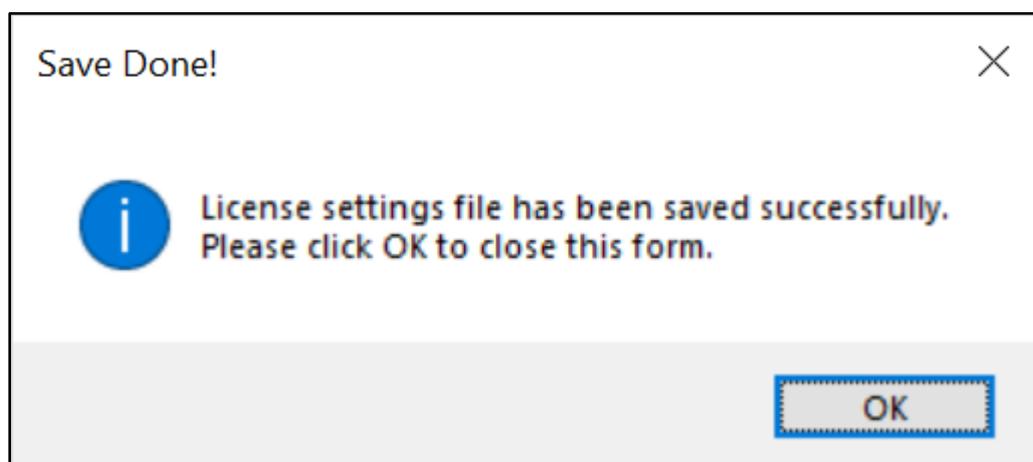
If the license connection is successful:

You will see the following message:



Save the License Settings:

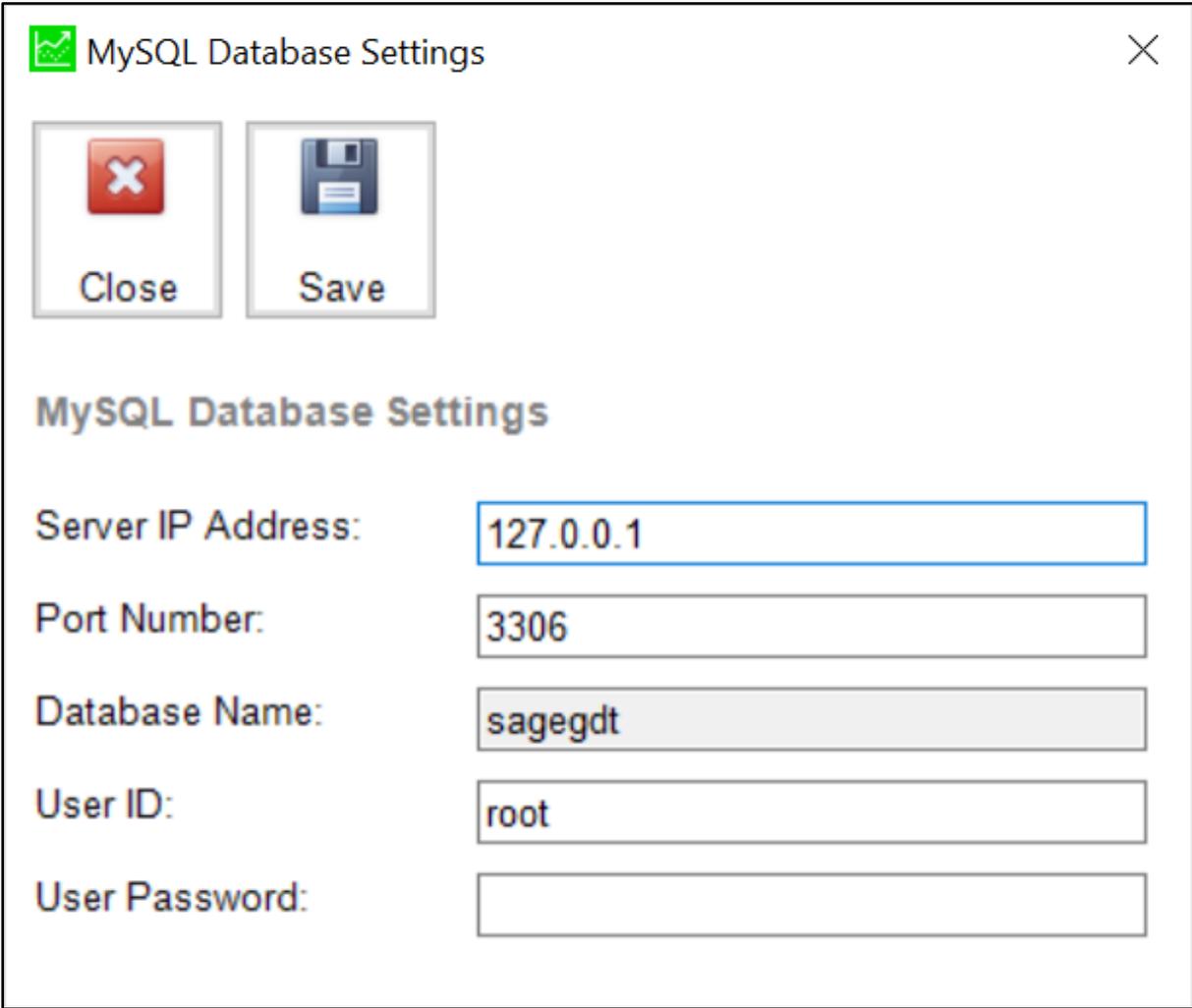
Since the connection to your license server is successful, please remember to save the License Settings by clicking the “**Save**” button. You should see the following message after that.



By now, your License Settings shall be working fine. Let's take a look at your [MySQL Database Settings](#).

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3.2.2 MySQL Database Settings



MySQL Database Settings

Close Save

MySQL Database Settings

Server IP Address: 127.0.0.1

Port Number: 3306

Database Name: sagegdt

User ID: root

User Password:

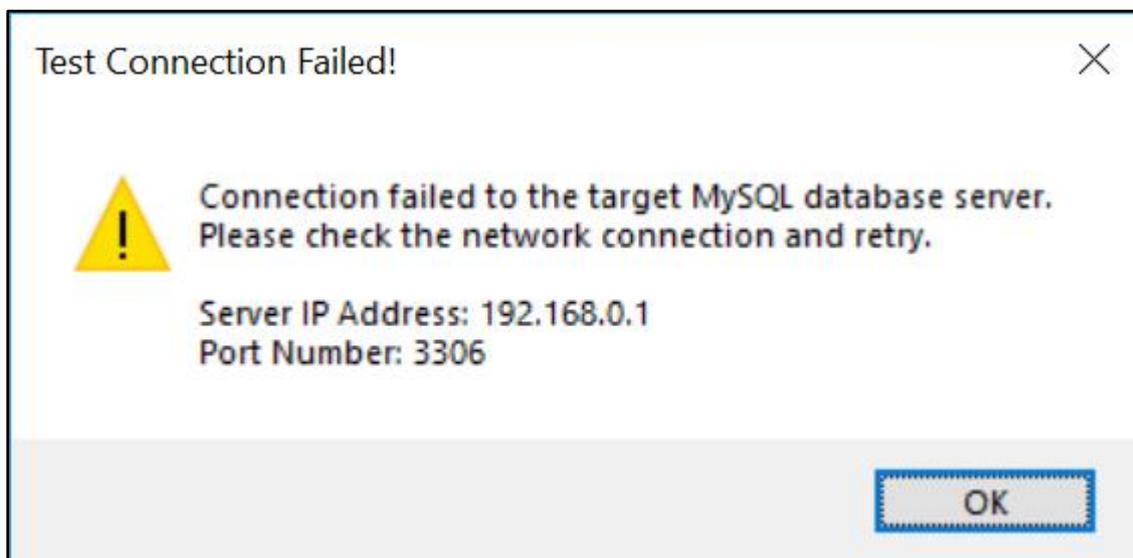
In MySQL Database Settings screen, you will need to tell Sage GST Diagnostic Tool which database server it should communicate with. If you have installed MySQL on the same computer, then the **Server IP Address** shall be 127.0.0.1 or localhost (depends on your MySQL configurations), the default MySQL **Port Number** is 3306. The **Database Name** is always “**sagegdt**”. For the **User ID** and **User Password**, it shall follow your credential setup when you install MySQL.

If your MySQL is installed on another computer, then just enter the IP address of that computer in **Server IP Address** text box, enter the required port number, MySQL user credentials and then click the “**Save**” button.

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If the MySQL database connection is failed (due to database server is not online or IP address is wrong or MySQL service is not running):

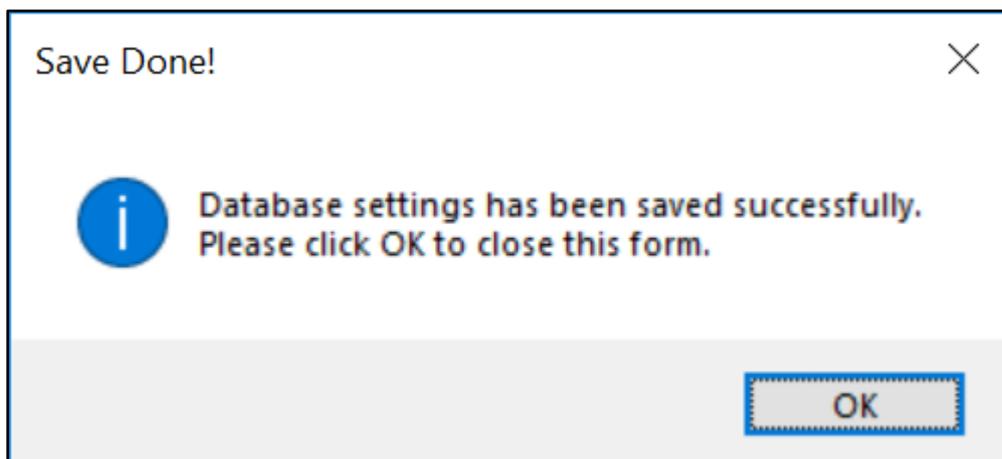
You will see the following message:



Solution: Please make sure the database server is online, the IP address and port number are correct.

If the MySQL database connection is successful:

You will see the following message:



The best part of this design is, if you are doing your first-time setup, Sage GST Diagnostic Tool will automatically create the database schema and build up those required tables, indexes and stored procedures for you.

Since all settings are ready, let's take a look at the [User Login Process](#).

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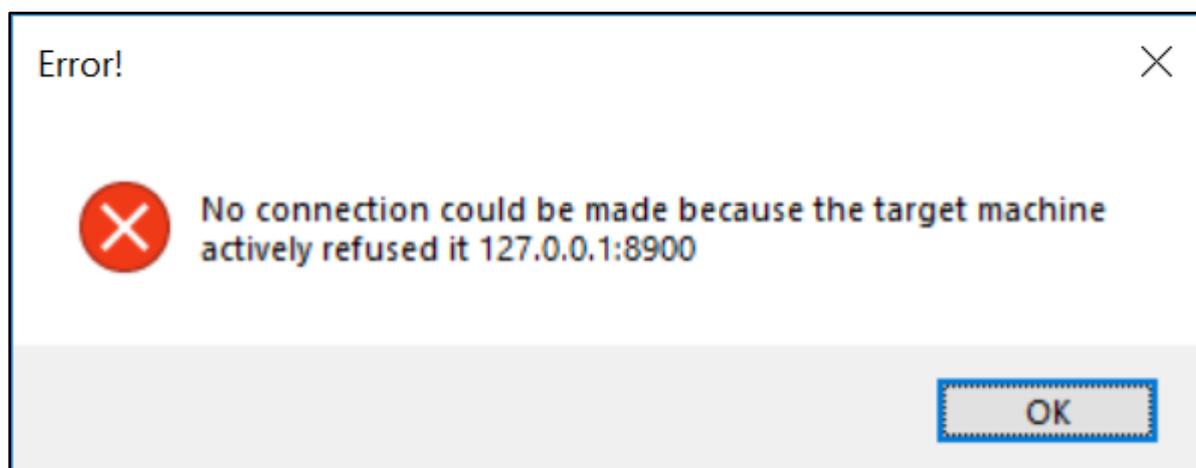
3.2.3 User Login Process



The user login process is simple. You just need to enter your **User Name** and **Password**, then click the “**Sign In**” button.

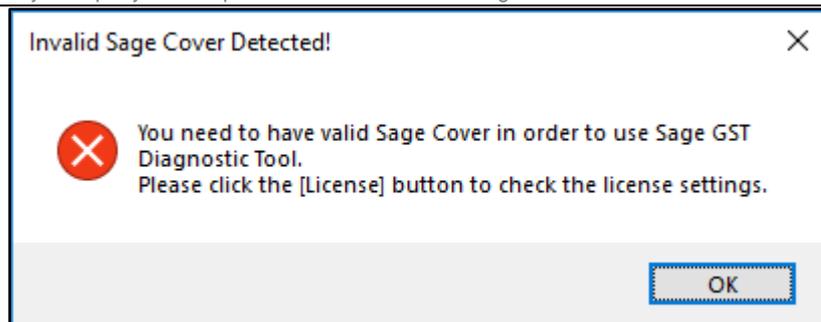
If the license connection is failed (due to license server is not online or IP address is wrong or Sage UBS License Service is not running or Sage Cover is no longer valid):

You will see either one of the following messages:



Solution: Please make sure Sage UBS License Service is running at Windows > Control Panel > Administrative Tools > Services.

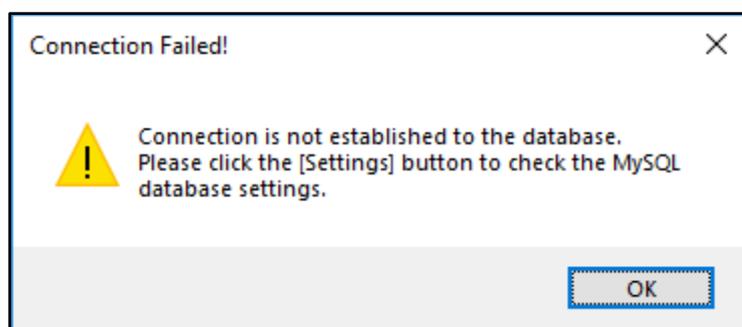
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Solution: Please renew your Sage Cover.

If the MySQL database connection is failed (due to database server is not online or IP address is wrong or MySQL Service is not running):

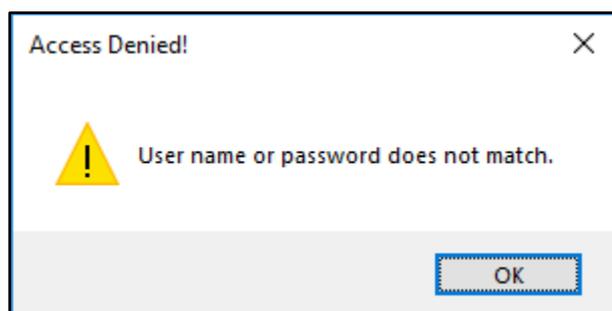
You will see the following message:



Solution: Please make sure the database server is online, or the IP address is correct or the MySQL service is running.

If the user credential is not correct:

You will see the following message:



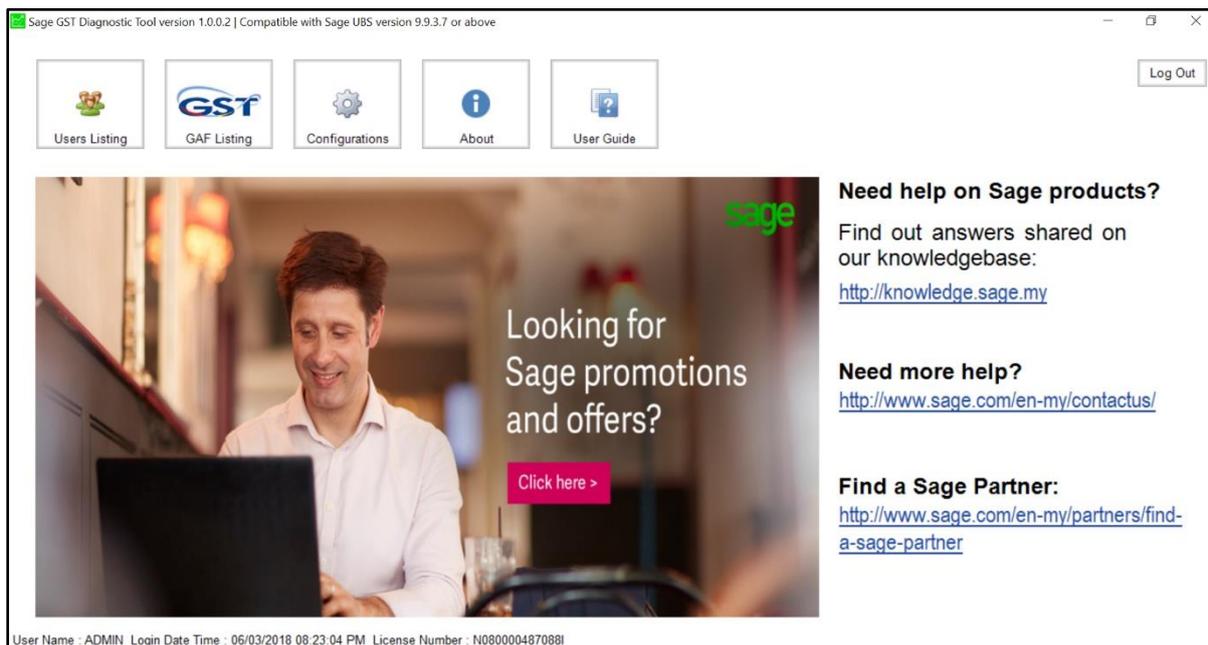
Solution: Please make sure the user name and password are correct.

Once you have correct license and database settings, with the correct user credential, you shall be able to log into the system and you will see the [Main Screen](#).

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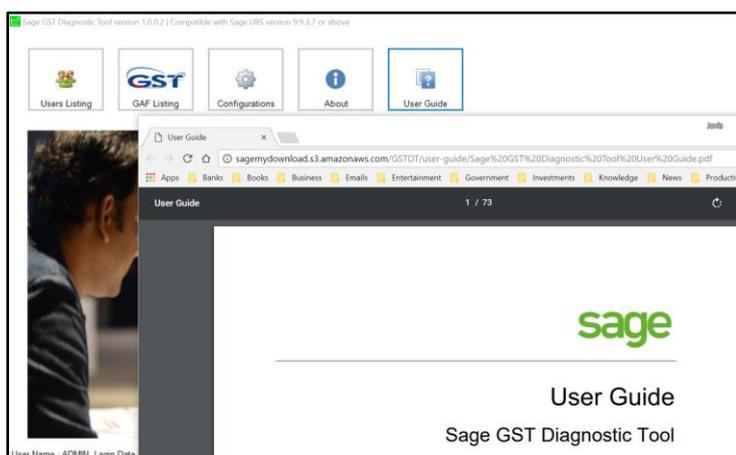
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3.3 Main Screen



The Main screen is designed based on full-view-at-a-glance concept, where users can easily understand the purpose of the specific screen objects. We will explain in more detailed at the sub sections below.

3.3.1 User Guide Button



User Guide button will open the updated user guide using your default internet browser. Always feel free to read this document to know more updated great features from Sage GST Diagnostic Tool.

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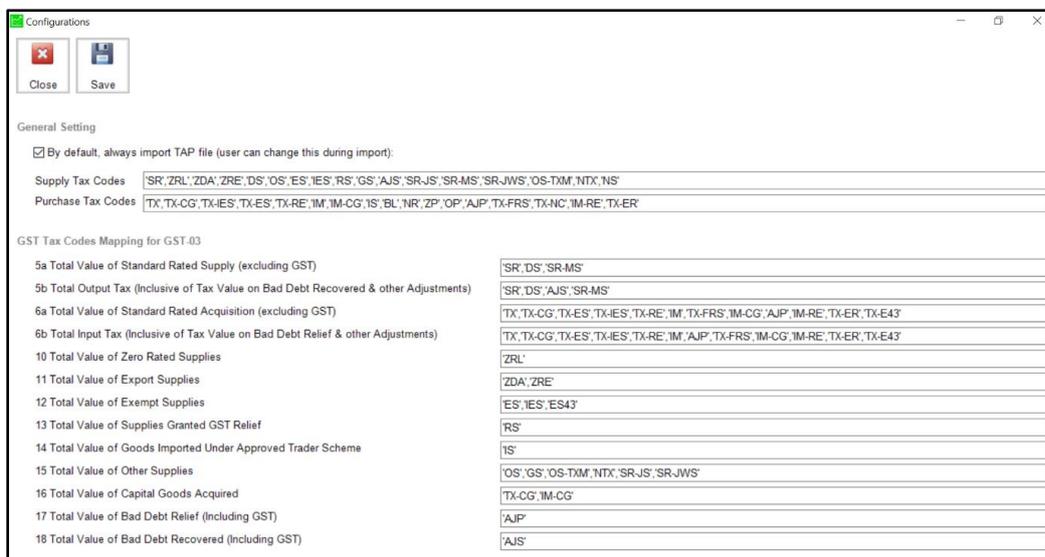
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3.3.2 About Button



About button will show you the product details, including product name, product version, compatibility information, trademark information, connected license number and its Sage Cover expiry date.

3.3.3 Configurations Button

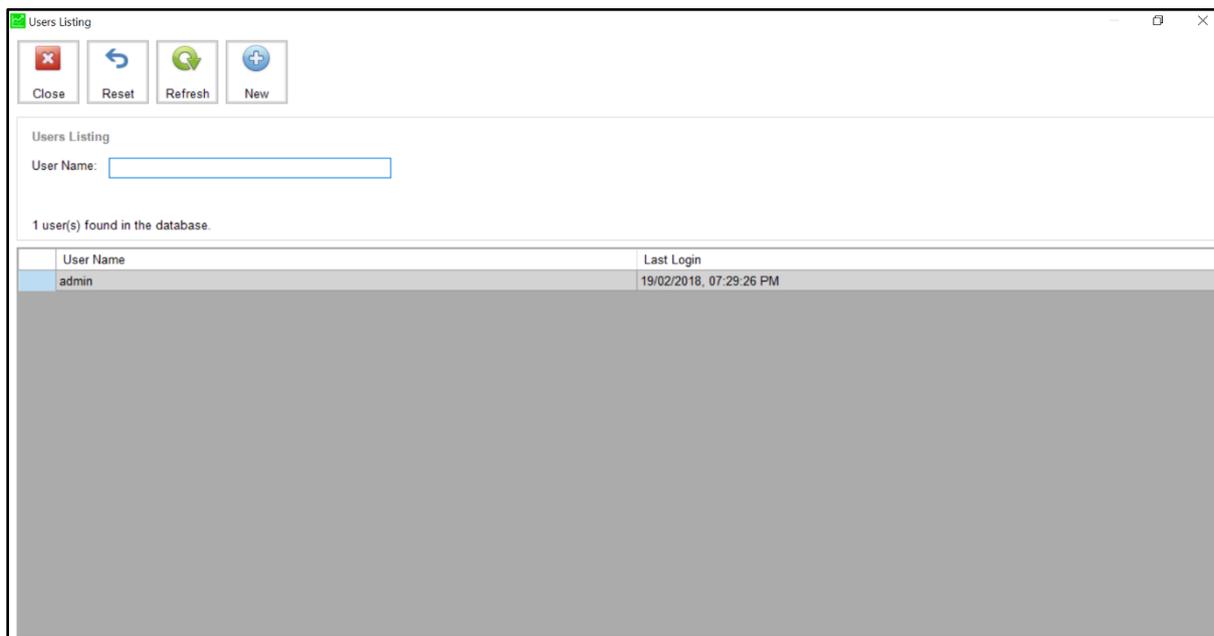


Configurations button will show you the configuration screen of Sage GST Diagnostic Tool, where you could maintain the related settings from-time-to-time. We will explain the detailed functions at the [Configurations](#) section later.

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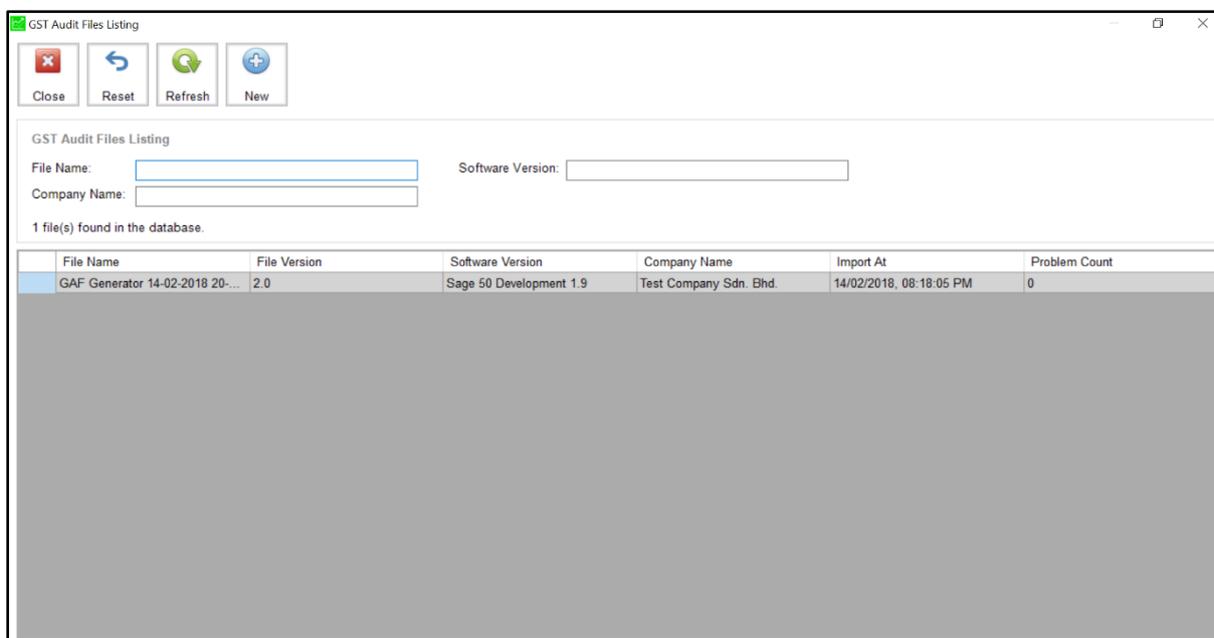
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3.3.4 Users Listing Button



Users Listing button will show you the listing screen of users, where you could maintain the relevant user access at here. We will explain the detailed functions at the [Users Listing](#) section later.

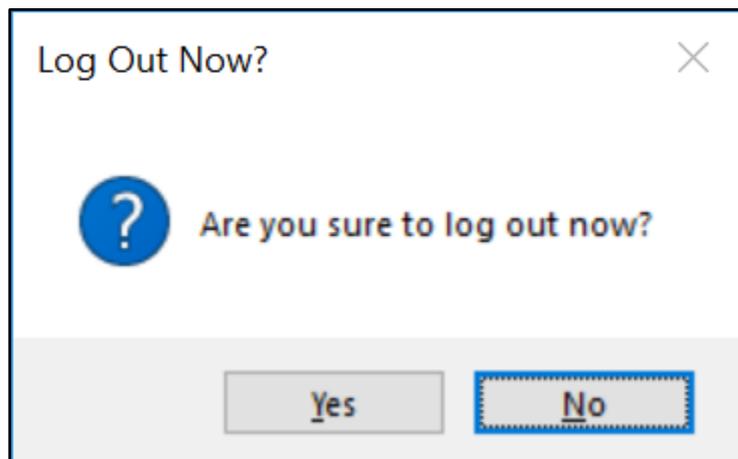
3.3.5 GAF Listing Button



GAF Listing button will show you the listing screen of imported GAF files, where you could keep track the relevant files and their results at here. We will explain the detailed functions at the [GST Audit Files Listing](#) section later.

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3.3.6 Log Out Button



Log Out button allows you to log out from Main screen, and system will bring you back to the Login screen. To log out, please click the **Yes** button when you see this message box.

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3.3.7 Knowledgebase Link

Need help on Sage products?

Find out answers shared on our knowledgebase:

<http://knowledge.sage.my>

Knowledgebase link will bring you to our official knowledgebase website at <http://knowledge.sage.my/>.

3.3.8 Contact Us Link

Need more help?

<http://www.sage.com/en-my/contactus/>

Contact Us link will bring you to our official contact us website at <http://www.sage.com/en-my/contactus> where you could locate the correct support hotline number and email address.

3.3.9 Find a Sage Partner Link

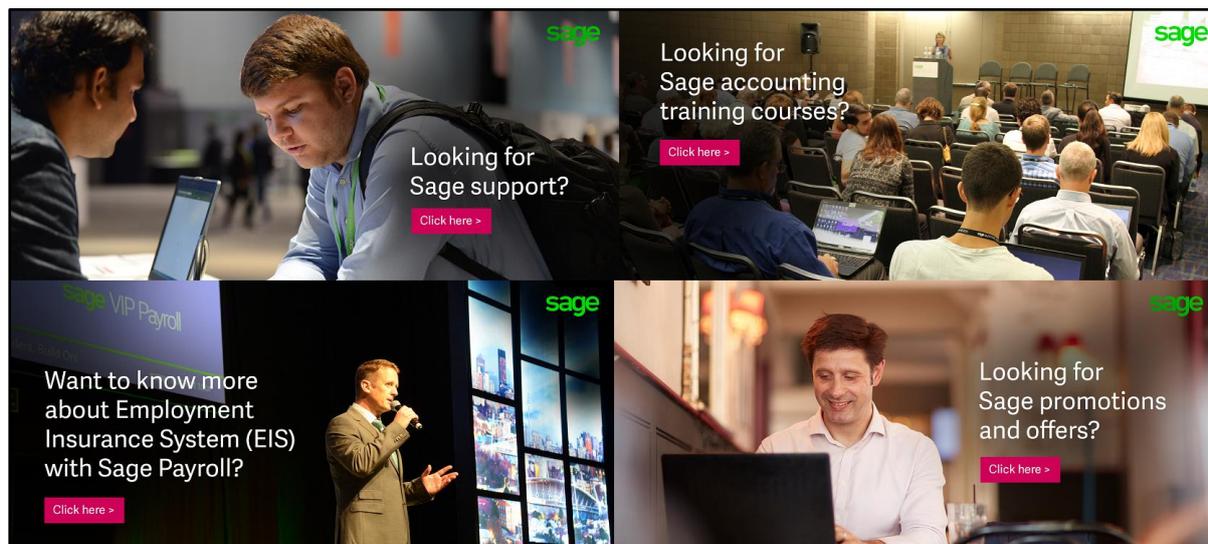
Find a Sage Partner:

<http://www.sage.com/en-my/partners/find-a-sage-partner>

Find a Sage Partner link will bring you to our official partner listing website at <http://www.sage.com/en-my/partners/find-a-sage-partner> where you could locate the partner by country and product line.

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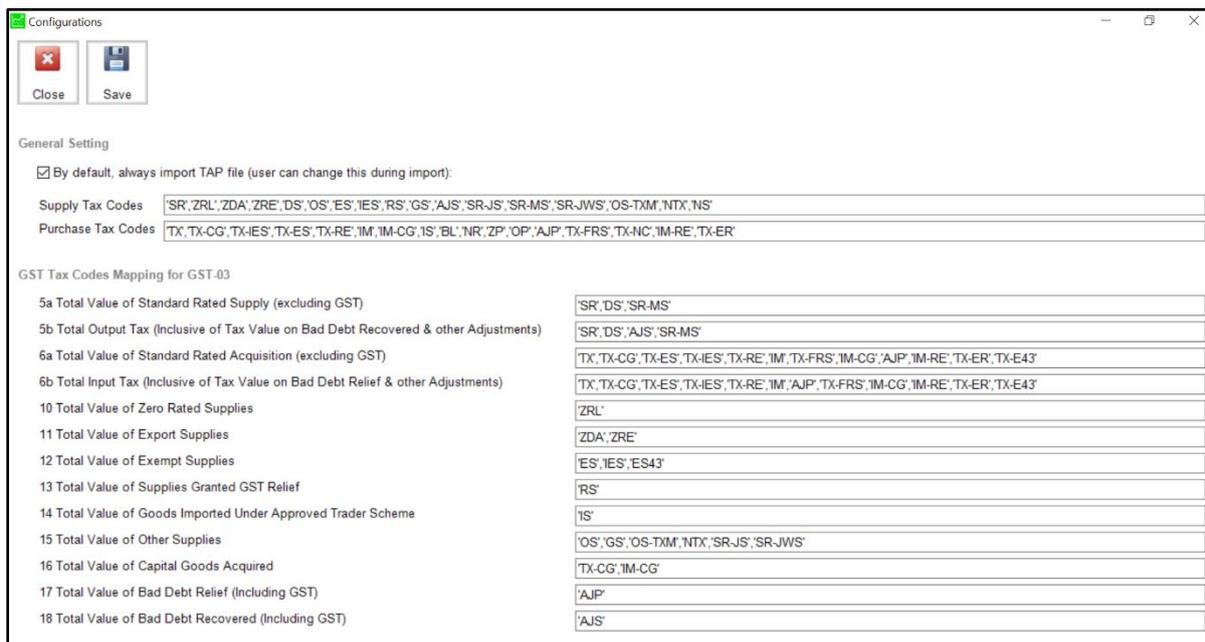
3.3.10 The Slideshow



The **Slideshow** at the Main screen will help you get-to-know more about Sage on Sage events, support information, training courses, promotions and offers etc. Just simply click on the image and system will bring you to the relevant website via any internet browser.

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3.4 Configurations



Configurations screen consists of two (2) sub sections: **General Setting** and **GST Tax Codes Mapping for GST-03**. We will explain in more detailed about how to maintain the relevant settings in the relevant sub sections later.

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3.4.1 General Setting

General Setting	
<input checked="" type="checkbox"/>	By default, always import TAP file (user can change this during import):
Supply Tax Codes	'SR','ZRL','ZDA','ZRE','DS','OS','ES','IES','RS','GS','AJS','SR-JS','SR-MS','SR-JWS','OS-TXM','NTX','NS'
Purchase Tax Codes	'TX','TX-CG','TX-IES','TX-ES','TX-RE','IM','IM-CG','IS','BL','NR','ZP','OP','AJP','TX-FRS','TX-NC','IM-RE','TX-ER'

In **General Setting**, you could define whether to always import TAP file or not. This setting will help you to tick/ un-tick the import TAP checkbox at [GST Audit File Information](#) screen. However, you still can change your mind in that screen.

Besides that, you can maintain all your **Supply Tax Codes** and **Purchase Tax Codes** here. This is the place to tell Sage GST Diagnostic Tool what are the tax codes involved for supply and purchase in your company.

Case Scenario:

If your company has maintained different set of tax codes than what Kastam Malaysia provides in the GST Accounting Software Guide, you should maintain them at here. Example: Your company maintains tax code TX as TX6, then you just need to make sure you maintain TX6 at **Purchase Tax Codes**.

This is the way how you should maintain the tax code:

- If there is any existing tax code in the text box, then enter TX6 as **','TX6'**. Which is **comma single quote TX6 single quote**.
- If there is no other tax code in the text box, then enter TX6 as **'TX6'**. Which is **single quote TX6 single quote**.

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3.4.2 GST Tax Codes Mapping for GST-03

GST Tax Codes Mapping for GST-03	
5a Total Value of Standard Rated Supply (excluding GST)	'SR','DS','SR-MS'
5b Total Output Tax (Inclusive of Tax Value on Bad Debt Recovered & other Adjustments)	'SR','DS','AJS','SR-MS'
6a Total Value of Standard Rated Acquisition (excluding GST)	'TX','TX-CG','TX-ES','TX-IES','TX-RE','IM','TX-FRS','IM-CG','AJP','IM-RE','TX-ER','TX-E43'
6b Total Input Tax (Inclusive of Tax Value on Bad Debt Relief & other Adjustments)	'TX','TX-CG','TX-ES','TX-IES','TX-RE','IM','AJP','TX-FRS','IM-CG','IM-RE','TX-ER','TX-E43'
10 Total Value of Zero Rated Supplies	'ZRL'
11 Total Value of Export Supplies	'ZDA','ZRE'
12 Total Value of Exempt Supplies	'ES','IES','ES43'
13 Total Value of Supplies Granted GST Relief	'RS'
14 Total Value of Goods Imported Under Approved Trader Scheme	'IS'
15 Total Value of Other Supplies	'OS','GS','OS-TXM','NTX','SR-JS','SR-JWS'
16 Total Value of Capital Goods Acquired	'TX-CG','IM-CG'
17 Total Value of Bad Debt Relief (Including GST)	'AJP'
18 Total Value of Bad Debt Recovered (Including GST)	'AJS'

In ***GST Tax Codes Mapping for GST-03***, you can maintain the tax codes relevant to item 5a, 5b, 6a, 6b, 10, 11, 12, 13, 14, 15, 16, 17 and 18 at here.

What you can get from Sage GST Diagnostic Tool are the default settings based on GST Accounting Software Guide dated 05/02/2018. If you would like to maintain your own tax codes here, you may follow the example in the case scenario below.

Case Scenario:

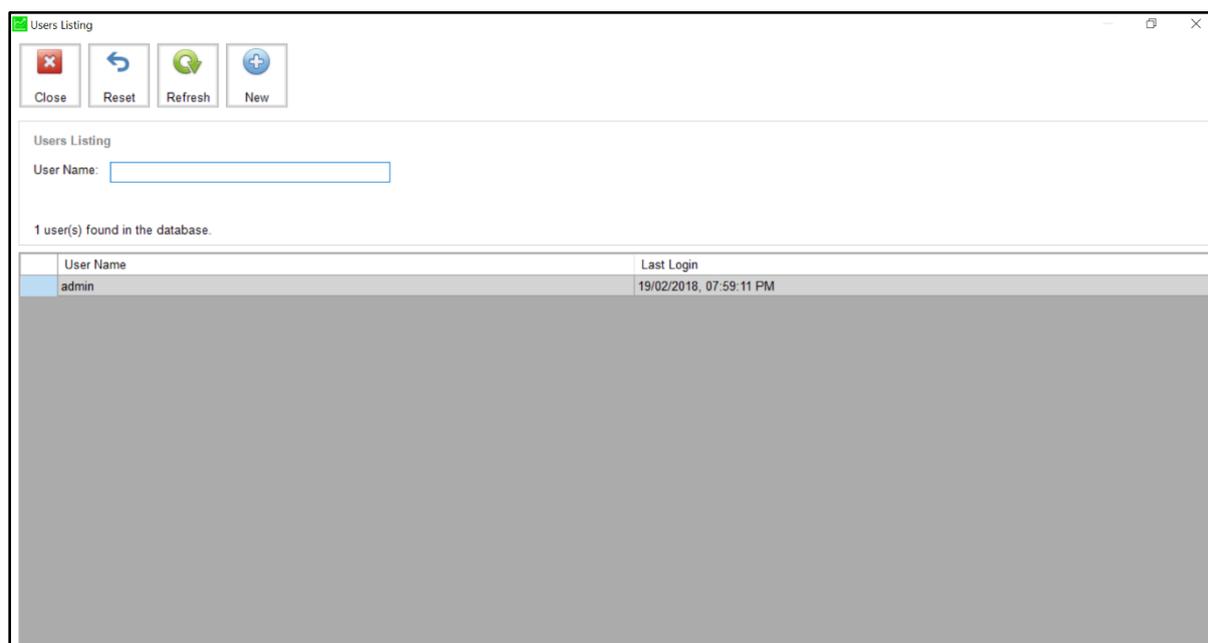
If your company has maintained different set of tax codes than what Kastam Malaysia provides in the GST Accounting Software Guide, you should maintain them at here. Example: Your company maintains tax code ZRL as ZRL-0, then you just need to make sure you maintain ZRL-0 at ***10 Total Value of Zero Rated Supplies***.

This is the way how you should maintain the tax code:

- If there is any existing tax code in the text box, then enter ZRL-0 as ***'ZRL-0'***. Which is ***comma single quote ZRL-0 single quote***.
- If there is no other tax code in the text box, then enter ZRL-0 as ***'ZRL-0'***. Which is ***single quote ZRL-0 single quote***.

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3.5 Users Listing



In **Users Listing** screen, system provides you a listing of existing users in your Sage GST Diagnostic Tool. If you would like to create new user, then just click the **New** button and system will bring you to [User Information](#) screen, which we will explain in the sub topic later.

If you would like to search for user data, just enter the user name that you would like to search, and then click the **Refresh** button, system will proceed a wild-card search from the user table. The relevant result will be displayed in the listing.

If you would like to clear the filtering criteria, in this case the **User Name**, just click the **Reset** button and system will clear the filtering criteria for you. To have original listing of existing users, just click the **Refresh** button now.

If you would like to maintain existing user record, just double-click the target record from the listing, and system will bring you to [User Information](#) screen.

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3.5.1 User Information

3.5.1.1 Create New User Information

User Information

Close

Save

User Information

User Name: *

New Password: *

Re-Type New Password: *

Created By:

Updated By:

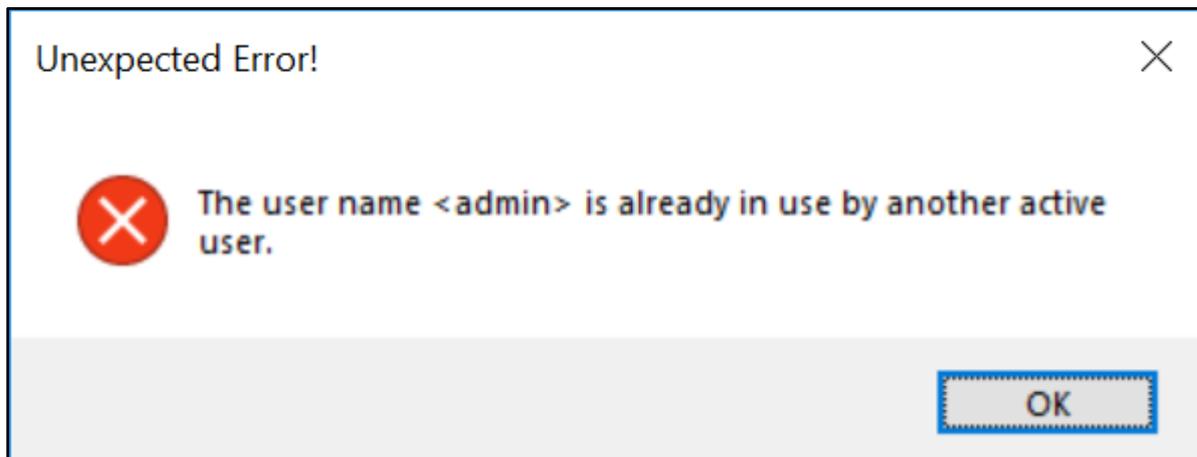
When you are about to **Create New User Information**, there are three (3) mandatory fields: **User Name**, **New Password** and **Re-Type New Password**. After entered those mandatory fields, you will need to click the **Save** button to save the record.

You can create as many users as you need, it does not tie to the concurrent user count in your Sage UBS product license.

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If the User Name is being used by another active user.

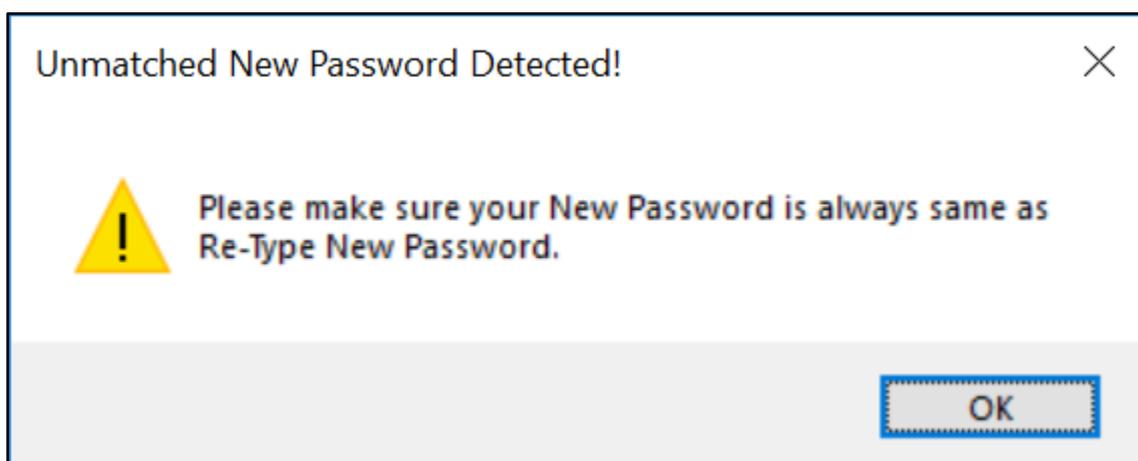
You will see the following message:



Solution: You should use another User Name.

If the New Password is not same as Re-Type New Password, or vice-versa.

You will see the following message:



Solution: You should use the same password for both New Password text box and Re-Type New Password text box.

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3.5.1.2 Update Existing User Information

User Information

Close

Save

User Information

User Name: *

Old Password: *

New Password: *

Re-Type New Password: *

Created By:

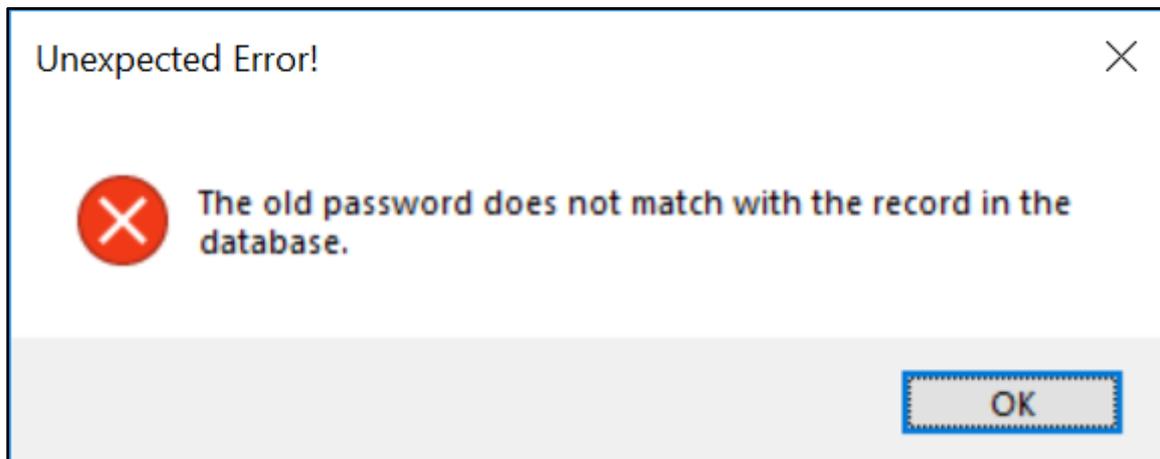
Updated By:

When you are about to **Update Existing User Information**, there are three (3) mandatory fields: **Old Password**, **New Password** and **Re-Type New Password**. After entered those mandatory fields, you will need to click the **Save** button to update the record.

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If the Old Password is not entered correctly.

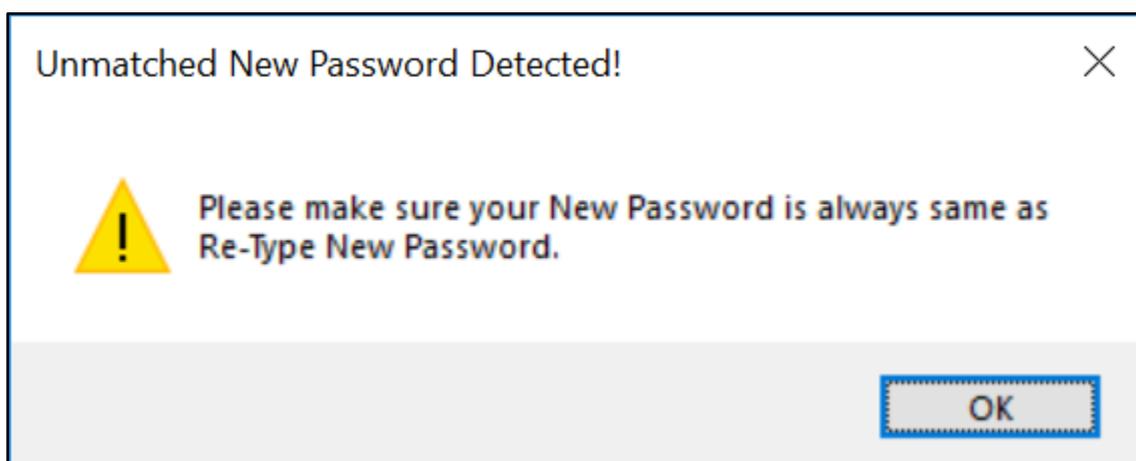
You will see the following message:



Solution: You should enter the correct Old Password.

If the New Password is not same as Re-Type New Password, or vice-versa.

You will see the following message:



Solution: You should use the same password for both New Password text box and Re-Type New Password text box.

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3.6 GST Audit Files Listing

File Name	File Version	Software Version	Company Name	Import At	Problem Count
GAF.TXT	2.0	Sage UBS Accounting 2015	SAMPLE 1234 TEST SDN BH...	23/02/2018, 01:31:22 PM	1
GAF Generator 02-02-2018 17...	2.0	Sage 50 Business Premium 1.9	TEST SAMPLE 1234 SDN BHD	23/02/2018, 11:07:53 AM	3943
GAF.TXT	2.0	Sage UBS Accounting 2015	SAMPLE 1234 TEST SDN BH...	23/02/2018, 10:48:45 AM	1
GAF.TXT	2.0	Sage UBS Accounting 2015	Sage Software Sdn. Bhd.	21/02/2018, 05:35:52 PM	124
GAF-old.TXT	2.0	Sage UBS Accounting 2015	Sage Software Sdn. Bhd.	21/02/2018, 04:56:17 PM	124

In **GST Audit Files Listing** screen, system provides you a listing of imported GAF files in your Sage GST Diagnostic Tool. If you would like to import new file, then just click the **New** button and system will bring you to [GST Audit File Information](#) screen, which we will explain in the sub topic later.

If you would like to search for imported files, just enter the **File Name**, **Company Name** or **Software Version** that you would like to search, and then click the **Refresh** button, system will proceed a wild-card search from the imported file tables. The relevant result will be displayed in the listing.

If you would like to clear the filtering criteria, in this case the **File Name**, **Company Name** or **Software Version**, just click the **Reset** button and system will clear the filtering criteria for you. To have original listing of imported files, just click the **Refresh** button now.

If you would like to review imported file record, just double-click the target record from the listing, and system will bring you to [GST Audit File Information](#) screen.

The default record sorting is newest imported record always appear on top.

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3.6.1 GST Audit File Information

3.6.1.1 Import New GST Audit File Information

When you are about to import new GST Audit File information into Sage GST Diagnostic Tool, basically you just need to:

1. Select the **GAF** File.
2. Select the **TAP** File. This file is optional if you un-tick the check box.
3. Then, click the **Import** button.

Sage GST Diagnostic Tool will help you to analyze the data and put them into the respective data groups. Once the analysis work and data grouping work are done, you will see this message:



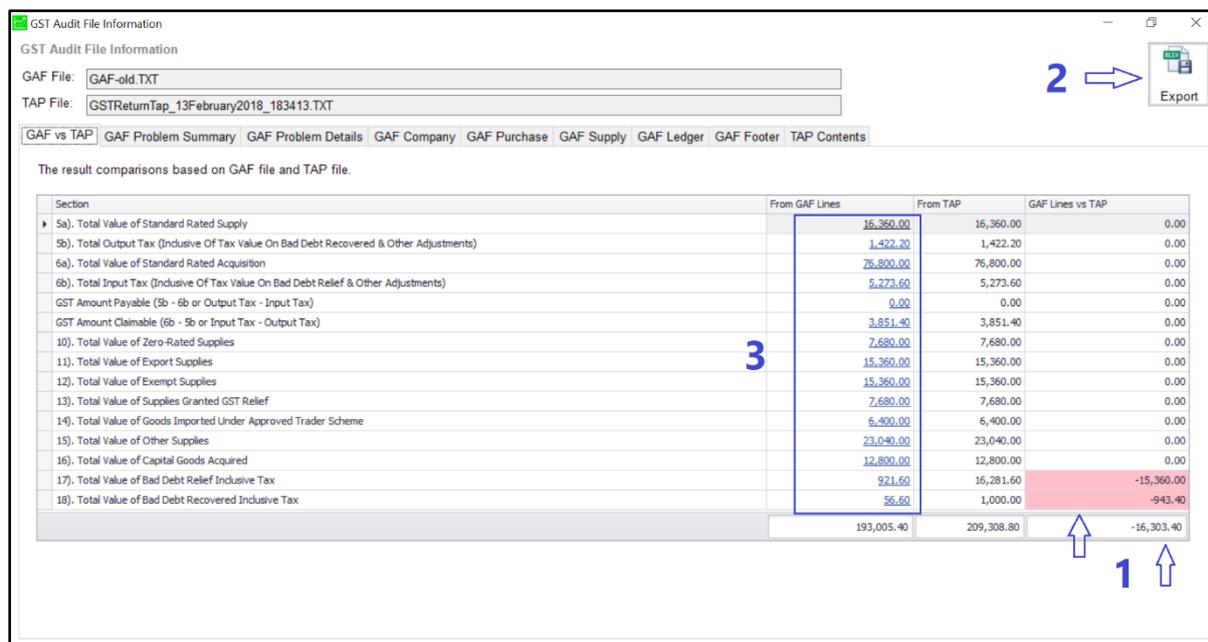
Let's start to review the imported data.

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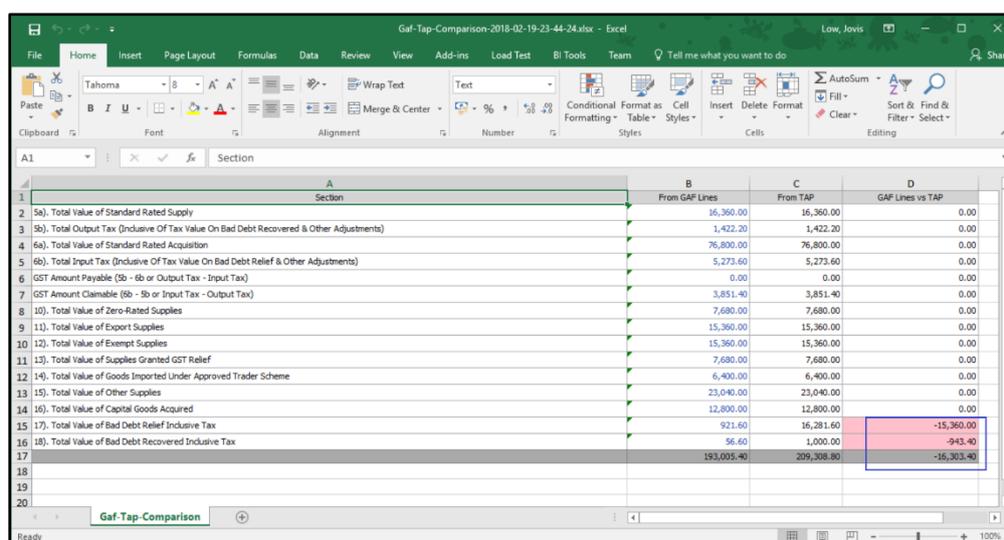
3.6.1.2 Review Imported GST Audit File Information

3.6.1.2.1 GAF vs TAP



In **GAF vs TAP** tab, you could instantly identify the data error via the user interface design. Problematic data is highlighted with pink color, and their sum value will not equal to zero (**Refer 1**).

For better record reference while you are digging for more records, please click the **Export** button to save the comparison results in spreadsheet (**Refer 2**). Don't worry, the same highlights will be available in your spreadsheet output:



For drill-down value findings, please click any value under "**From GAF Lines**" column (**Refer 3**). We will discuss the details at the section [Drill-Down From GAF Lines Value](#).

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3.6.1.2.1.1 Drill-Down of From GAF Lines Value

The screenshot shows the 'GAF vs TAP' tab in the Sage GST Audit File Information software. A summary table on the left lists various tax items, with '5b). Total Output Tax (Inclusive Of Tax Value On Bad Debt Recovered & Other Adjustments)' highlighted in blue and its value '1,422.20' circled. A pop-up window titled '5b). Total Output Tax (Inclusive Of Tax Value On Bad Debt Recovered & Other Adjustments)' is open, displaying a table of tax codes and their amounts:

Tax Code	Amount
AJS	440.60
DS	60.00
SR	460.80
SR-MS	460.80
Total	1,422.20

The main 'Contents' table on the right shows a comparison between 'From TAP' and 'GAF Lines vs TAP' for various line items. The value '1,422.20' is also highlighted in the 'From TAP' column for line item 5b).

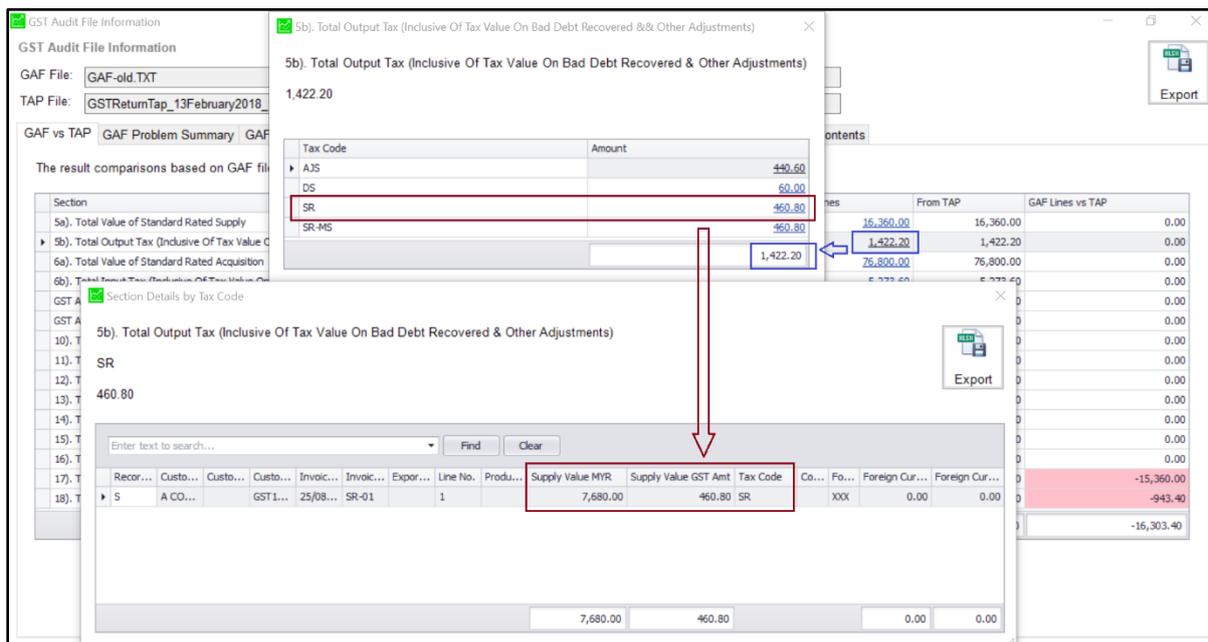
At **GAF vs TAP** tab, clicking the value at **From GAF Lines** column will pop-up a summary screen which allows you to identify which tax codes (and their total amount) are involved in the summation of the selected value.

The example of the above screen is telling us 1,422.20 for Item 5b is came from AJS, DS, SR and SR-MS, with the respective amount of 440.60 (AJS), 60.00 (DS), 460.80 (SR) and 460.80 (SR-MS).

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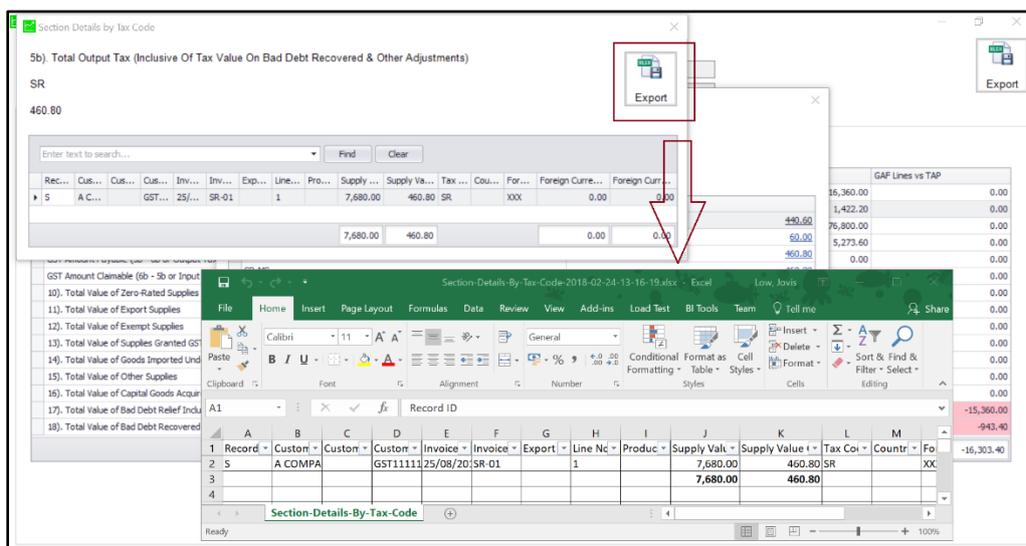
3.6.1.2.1.2 Drill-Down of Details by Tax Code



At the summary screen, Sage GST Diagnostic Tool allows you to further drill-down the information by clicking on the Amount column. The outcome of this drill-down will be the listing of transactions related to the selected tax code.

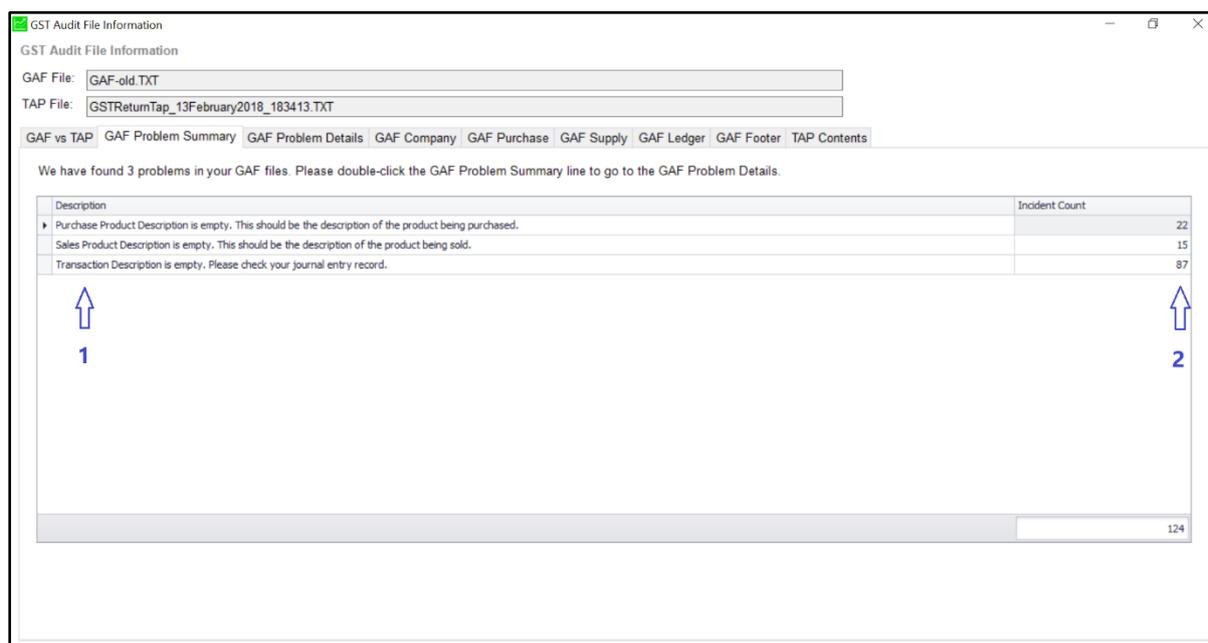
The example of the above screen is showing the involved transaction for the selected tax code, SR.

Tips: Click the Export button to export the data to spreadsheet, so that you could keep it for reference later.



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3.6.1.2.2 GAF Problem Summary



GAF Problem Summary gives you a quick summary about any GAF data issues that not required complex validation process, such as wrong date format, unknown product description, unknown supplier name, unknown customer name and etc.

The user interface will show you only two (2) columns:

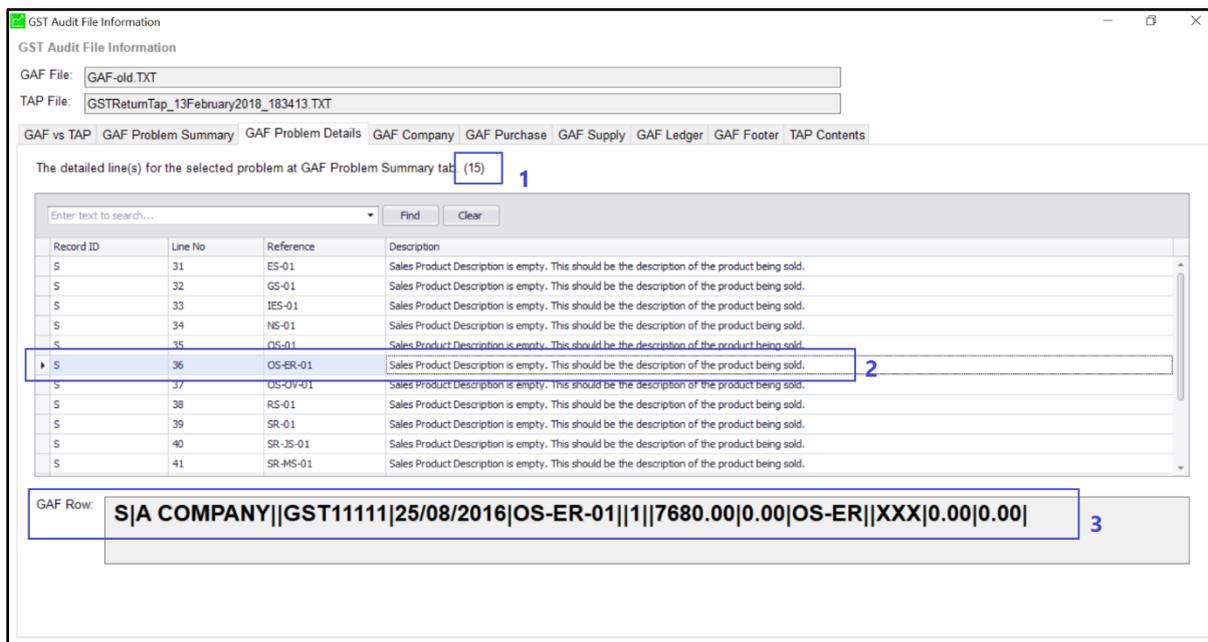
1. Description of the incident.
2. The count of the incident (which means how many lines involved).

Double-click the row at the listing of **GAF Problem Summary** will bring you to [GAF Problem Details](#) screen.

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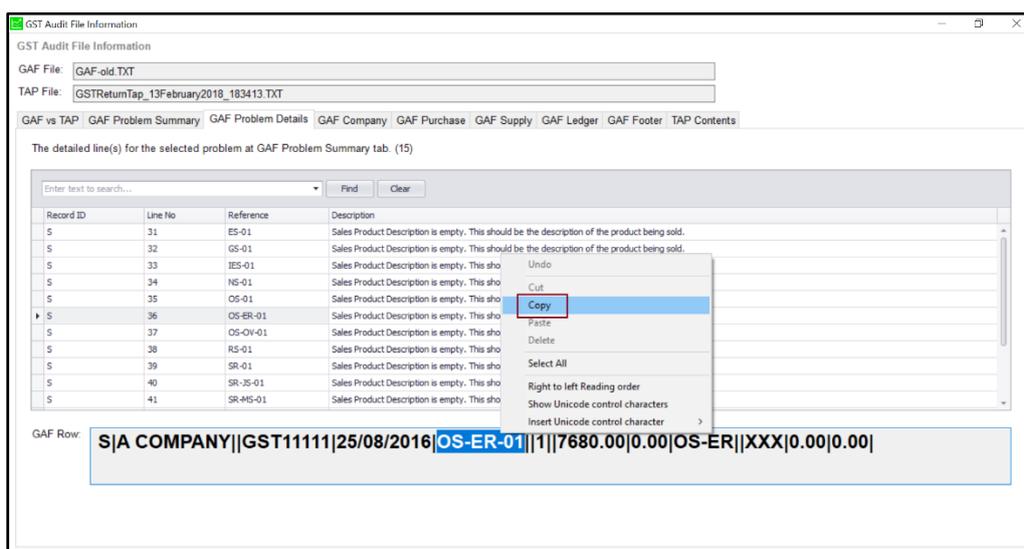
3.6.1.2.3 GAF Problem Details



GAF Problem Details will give the following information:

1. The count of the similar problem.
2. The involved record identifier, line number, reference number and description of the problem.
3. When you left-click at the row of the listing, it will show you the involved GAF line with **bigger-and-bolder** font in the **GAF Row** text box.

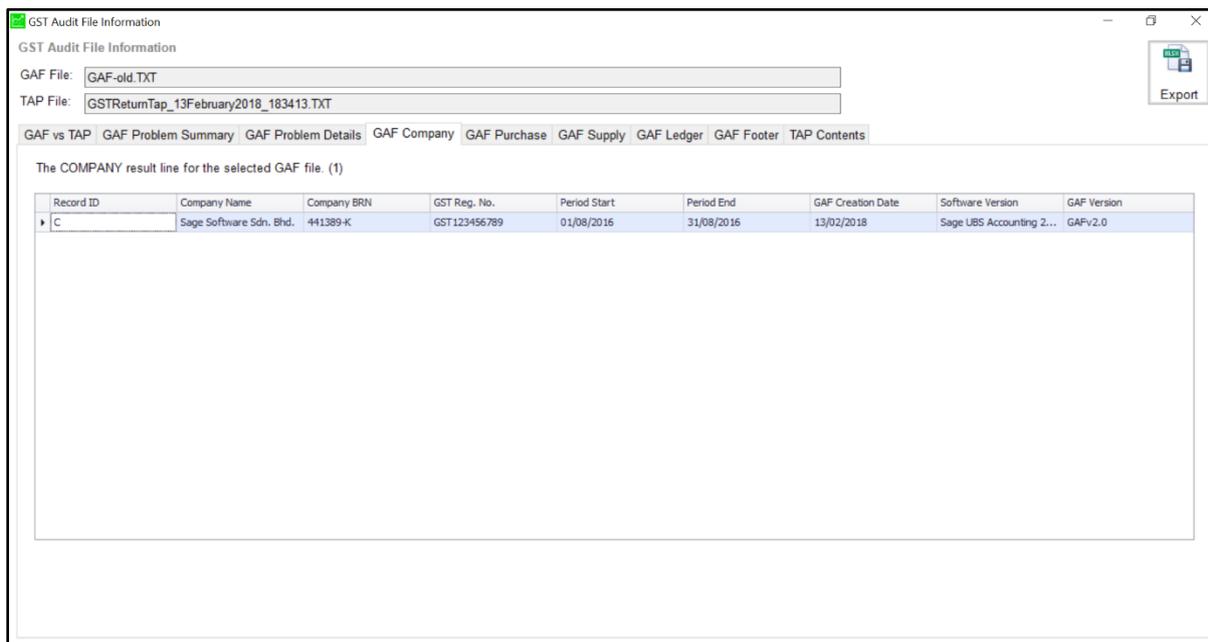
Tips: You can copy the reference number from the **GAF Row** text box directly, and then paste it at **Quick Find** for data searching.



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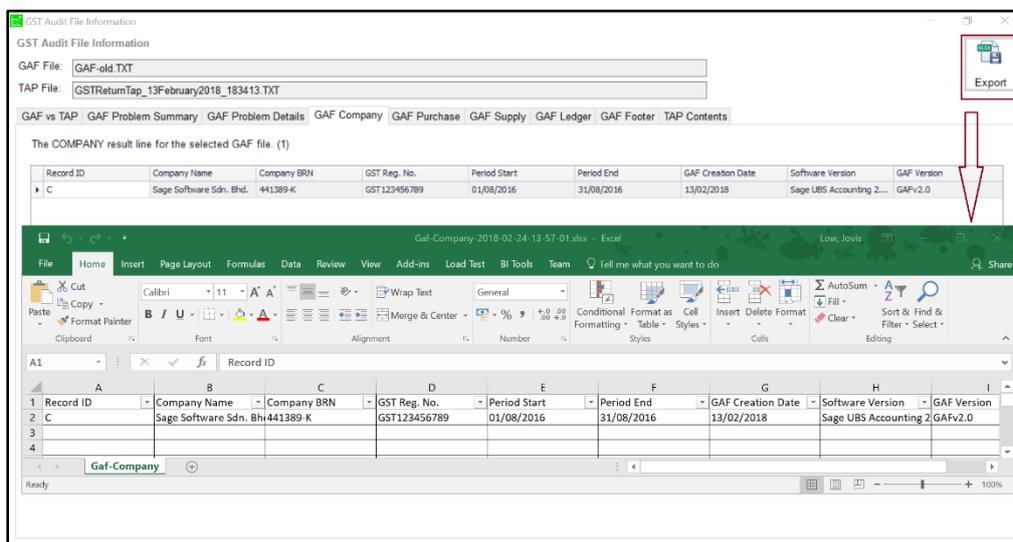
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3.6.1.2.4 GAF Company



GAF Company shows the company record of the imported GAF file. You should have only one (1) record at here.

Tips: Need to keep the record for future reference? Just click the **Export** button and export it to spreadsheet.



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3.6.1.2.5 GAF Purchase

GST Audit File Information

GAF File: GAF-old.TXT

TAP File: GSTReturnTap_13February2018_183413.TXT

GAF vs TAP | GAF Problem Summary | GAF Problem Details | GAF Company | GAF Purchase | GAF Supply | GAF Ledger | GAF Footer | TAP Contents

The PURCHASE result lines for the selected GAF file. (24)

Record ID	Supplier...	Supplier...	Supplier...	Invoice ...	Posting ...	Invoice ...	Import ...	Line No.	Product ...	Purchase Value...	Purchase Value GS...	Tax Code	Foreign ...	Foreign Currency Purchas...	Foreign Currency GST...
P	X COMP...			24/08/2...	24/08/2...	IM-CG-01	IM-CG1...	1		6,400.00	384.00	IM-CG	XXX	0.00	0.00
P	X COMP...			24/08/2...	24/08/2...	IM-RE-01	IM-RE-1...	1		6,400.00	384.00	IM-RE	XXX	0.00	0.00
P	A COMP...		GST11111	31/08/2...	31/08/2...	AJP-01		1	GST Bad...	0.00	460.80	AJP	XXX	0.00	0.00
P	A COMP...		GST11111	13/02/2...	31/08/2...	SR-01		1	GST Bad...	0.00	460.80	AJP	XXX	0.00	0.00
P	X COMP...			24/08/2...	24/08/2...	IM-01	IM123456	1		6,400.00	384.00	IM	XXX	0.00	0.00
P	X COMP...			01/01/2...	31/08/2...	AJS-01		1		6,400.00	384.00	TX	XXX	0.00	0.00
P	Z COMP...			24/08/2...	24/08/2...	BL-01		1		6,400.00	384.00	BL	XXX	0.00	0.00
P	X COMP...			25/08/2...	25/08/2...	EP-01		1		6,400.00	0.00	EP	XXX	0.00	0.00
P	X COMP...			25/08/2...	25/08/2...	GP-01		1		6,400.00	0.00	GP	XXX	0.00	0.00
P	X COMP...			24/08/2...	24/08/2...	IS-01		1		6,400.00	0.00	IS	XXX	0.00	0.00
P	X COMP...			25/08/2...	25/08/2...	NP-01		1		100.00	0.00	NP	XXX	0.00	0.00
										134,500.00	6,041.60		0.00	0.00	

Find Duplicate Invoice | Find Invoice Not Listed In Ledger | Detect Invalid Tax Code

GAF Purchase consists of some great features which could help you to analyze your purchase records at GAF easily, as easy as within one (1) click.

Let us explain in more detailed about those great features here and the upcoming sub sections:

1. The **counter** at the label will tell you how many records you have for **GAF Purchase**.

GAF Purchase

The PURCHASE result lines for the selected GAF file. (24)

2. Use **Quick Find** to search the data that you need, instantly. Just click the **Clear** button if you would like to have a new search.

z Find Clear

Drag a column header here to group by that column

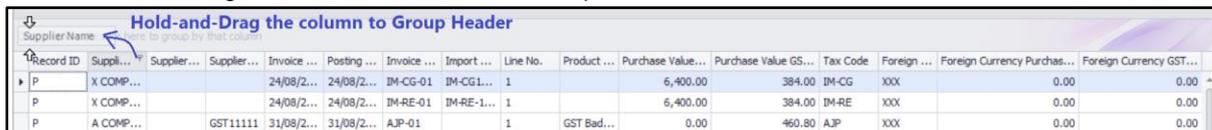
Record ID	Supplier ...	Supplier ...	Supplier ...	Invoice ...	Posting ...	Invoice ...	Import ...	Line No.	Product ...	Purchase Value...	Purchase Value GS...	Tax Code	Foreign ...	Foreign Currency Purchas...	Foreign Currency GST...
P	X COMP...			24/08/2...	24/08/2...	BL-01		1		6,400.00	384.00	BL	XXX	0.00	0.00
P	X COMP...			24/08/2...	24/08/2...	EP-01		1		6,400.00	0.00	EP	XXX	0.00	0.00

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3. You can define the **Data Grouping** according to what you need. It's simple.

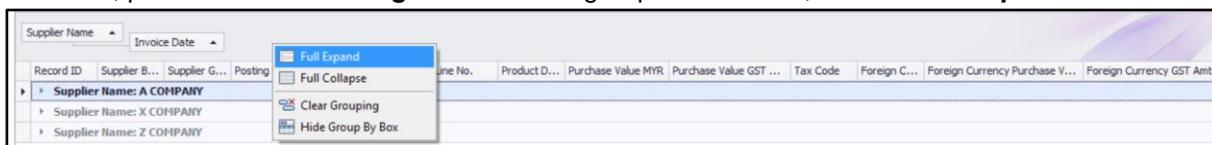
First, hold-and-drag the needed columns to Group Header.



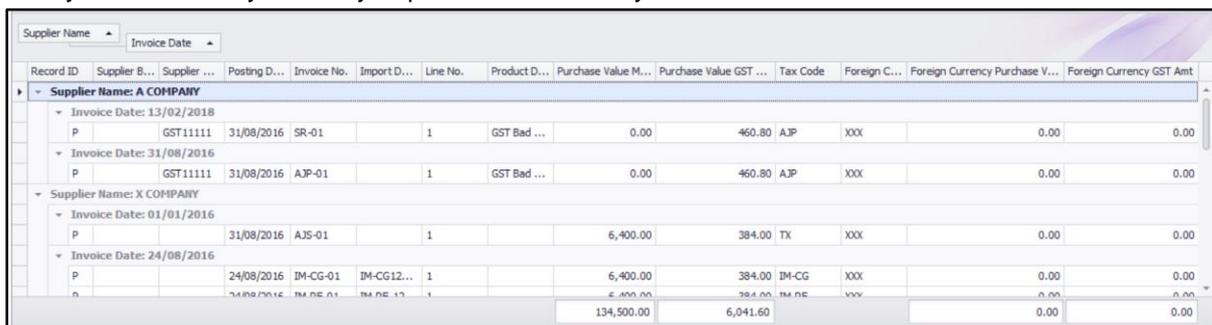
You can drag as many columns as you need.



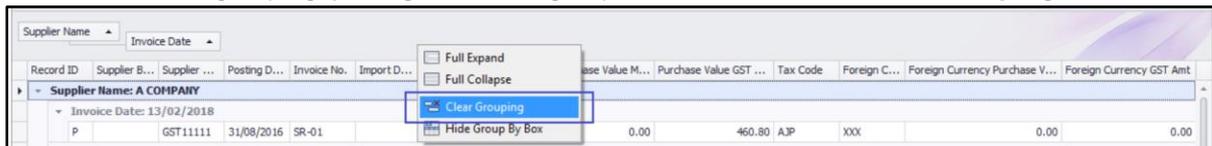
After that, please remember to **right-click** at the group header area, choose **Full Expand**.



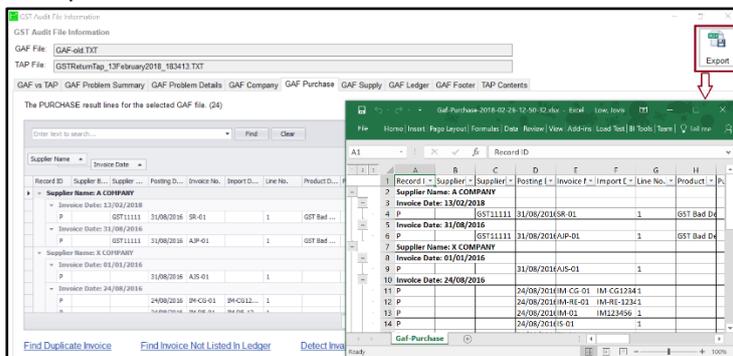
Now you have the layout that you prefer for data analysis.



To reset the data grouping, just **right-click** at group header and choose **Clear Grouping**.



Tips: Need more for better reference? Just click the **Export** button to export the layout and data into spreadsheet.



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4. You can filter the data instantly using **Quick Filter** feature. It's easy.

First, left-click the **cone-shape icon** at the column header, and then select the value that you would like to filter. Example: We are doing quick filtering at Tax Code column, and we are going to choose TX.

Record ID	Supplier...	Supplier...	Supplier...	Invoice ...	Posting ...	Invoice ...	Import ...	Line No.	Product ...	Purchase Value...	Purchase Value ...	Tax Code	Foreign...	Foreign Currency Purcha...	Foreign Currency GS...
P	X COMP...			25/08/2...	25/08/2...	EP-01		1		6,400.00	0.00	EP	(Custom)	0.00	0.00
P	X COMP...			25/08/2...	25/08/2...	GP-01		1		6,400.00	0.00	GP	AJP	0.00	0.00
P	X COMP...			24/08/2...	24/08/2...	IS-01		1		6,400.00	0.00	IS	BL	0.00	0.00
P	X COMP...			25/08/2...	25/08/2...	NP-01		1		100.00	0.00	NP	EP	0.00	0.00
P	X COMP...			25/08/2...	25/08/2...	NR-01		1		6,400.00	0.00	NR	GP	0.00	0.00
P	X COMP...			25/08/2...	25/08/2...	OP-01		1		6,400.00	0.00	OP	IM	0.00	0.00
P	X COMP...			25/08/2...	25/08/2...	RP-01		1		6,400.00	0.00	RP	IM-CG	0.00	0.00
P	X COMP...			24/08/2...	24/08/2...	ZP-01		1		6,400.00	0.00	ZP	IM-RE	0.00	0.00
P	X COMP...			25/08/2...	25/08/2...	TX-FRS-01		1		6,400.00	128.00	TX-FRS	IS	0.00	0.00
P	X COMP...			24/08/2...	24/08/2...	IM-CG-01	IM-CG1...	1		6,400.00	384.00	IM-CG	TX-CG	0.00	0.00
P	X COMP...			24/08/2...	24/08/2...	IM-RE-01	IM-RE-1...	1		6,400.00	384.00	IM-RE	TX-ER	0.00	0.00
										134,500.00	6,041.60				

Here is the result after we quick filter by Tax Code = TX. The table footer gives you updated summation results which only related to Tax Code = TX.

Record ID	Supplier...	Supplier...	Supplier...	Invoice ...	Posting ...	Invoice ...	Import ...	Line No.	Product ...	Purchase Value...	Purchase Value ...	Tax Code	Foreign...	Foreign Currency Purcha...	Foreign Currency GST Amt
P	X COMP...			01/01/2...	31/08/2...	A3S-01		1		6,400.00	384.00	TX	XXX	0.00	0.00
P	X COMP...			25/01/2...	31/08/2...	TX-00		1		6,400.00	384.00	TX	XXX	0.00	0.00
P	X COMP...			24/08/2...	24/08/2...	TX-01		1		6,400.00	384.00	TX	XXX	0.00	0.00
										19,200.00	1,152.00			0.00	0.00

✕ [Tax Code] = 'TX' Edit Filter

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Tips: Looking for something more advanced in Quick Filter?

The highlight #1 is showing you the filtering criteria in use now, you can click the **X** at highlight #1 to reset the Quick Filter. While highlight #2 showing you the option for **Edit Filter**, which allows you to apply for more filtering criteria.

Record ID	Supplier...	Supplier...	Supplier...	Invoice ...	Posting ...	Invoice ...	Import ...	Line No.	Product ...	Purchase Value...	Purchase Value ...	Tax Code	Foreign...	Foreign Currency Purcha...	Foreign Currency GST Amt
P	X COMP...			01/01/2...	31/08/2...	A35-01		1		6,400.00	384.00	TX	XXX	0.00	0.00
P	X COMP...			25/01/2...	31/08/2...	TX-00		1		6,400.00	384.00	TX	XXX	0.00	0.00
P	X COMP...			24/08/2...	24/08/2...	TX-01		1		6,400.00	384.00	TX	XXX	0.00	0.00

19,200.00 1,152.00 0.00 0.00

[Tax Code] = 'TX' **2** Edit Filter

Once you click the **Edit Filter** option at the above screen, system will show you the **Filter Editor** form. We are going to change the search condition from **'And'** to **'Or'**, and add one more tax code into the criteria.

The PURCHASE result lines for the selected SAF file. (24)

Filter Editor

Enter text to search...

Drag a column header here to group by that column

Record ID	Supplier...	Supplier...	Supplier...	Invoice ...	Posting ...
P	X COMP...			01/01/2...	31/08/2...
P	X COMP...			25/01/2...	31/08/2...
P	X COMP...			24/08/2...	24/08/2...

Code Foreign... Foreign Currency Purcha... Foreign Currency GST Amt

XXX 0.00 0.00

XXX 0.00 0.00

XXX 0.00 0.00

19,200.00 1,152.00 0.00 0.00

[Tax Code] = 'TX' Edit Filter

To do this, click at **'And'**, and from the pop-up list, choose **'Or'**.

Filter Editor

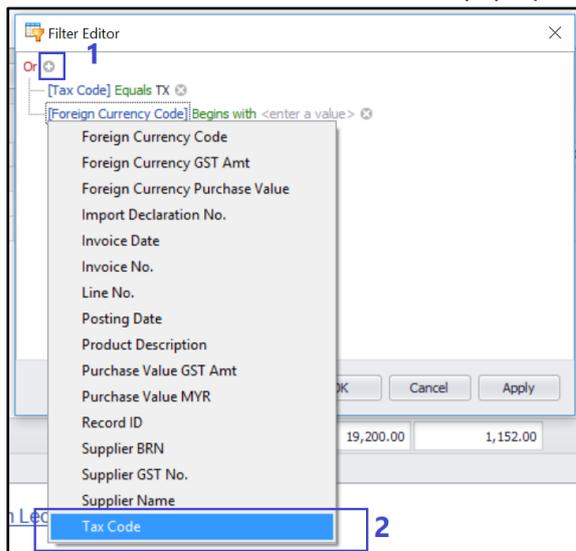
And

- And
- Or**
- Not And
- Not Or
- Add Condition
- Add Group
- Clear All

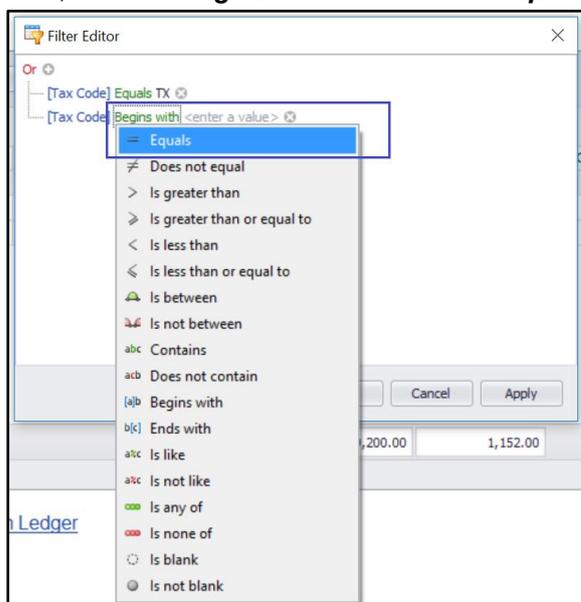
OK Cancel Apply

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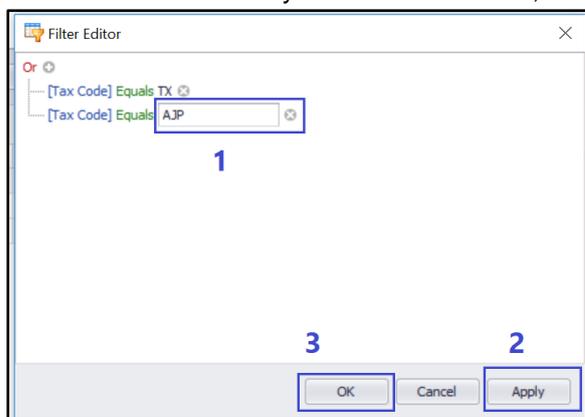
Then, click the **Plus** icon and from the pop-up field list, choose **"Tax Code"**.



Now, click on **"Begins with"** and choose **"Equals"**.



Enter the tax code that you would like to add, then click the **Apply** button and **OK** button.



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The listing will be updated instantly with the data that belongs to the updated filtering criteria in your **Quick Filter**. Take note that the filtering criteria at bottom-left of the table view has been updated with the latest condition we added just now.

Record ID	Supplier...	Supplier...	Supplier...	Invoice ...	Posting ...	Invoice ...	Import ...	Line No.	Product ...	Purchase Value...	Purchase Value ...	Tax Code	Foreign...	Foreign Currency Purcha...	Foreign Currency GST Amt
P	X COMP...			01/01/2...	31/08/2...	AJS-01		1		6,400.00	384.00	TX	XXX	0.00	0.00
P	X COMP...			25/01/2...	31/08/2...	TX-00		1		6,400.00	384.00	TX	XXX	0.00	0.00
P	X COMP...			24/08/2...	24/08/2...	TX-01		1		6,400.00	384.00	TX	XXX	0.00	0.00
P	A COMP...		GST11111	31/08/2...	31/08/2...	AJP-01		1	GST Bad...	0.00	460.80	AJP	XXX	0.00	0.00
P	A COMP...		GST11111	13/02/2...	31/08/2...	SR-01		1	GST Bad...	0.00	460.80	AJP	XXX	0.00	0.00
										19,200.00	2,073.60		0.00	0.00	

[Tax Code] = 'TX' Or [Tax Code] = 'AJP'
 Edit Filter

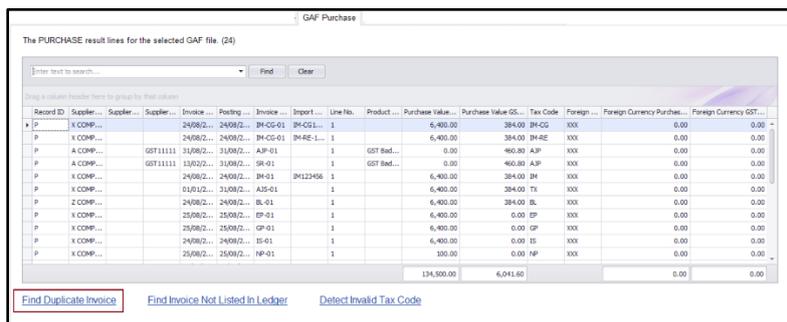
5. We have more great features and we will continue the explanations at the following sub sections:

- [Find Duplicate Invoice](#)
- [Find Invoice Not Listed In Ledger](#)
- [Detect Invalid Tax Code](#)

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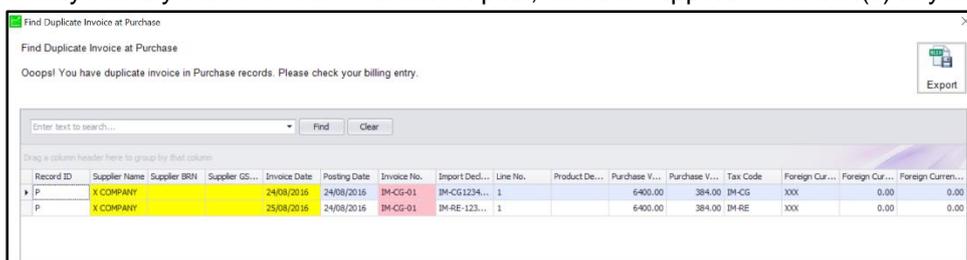
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3.6.1.2.5.1 Find Duplicate Invoice

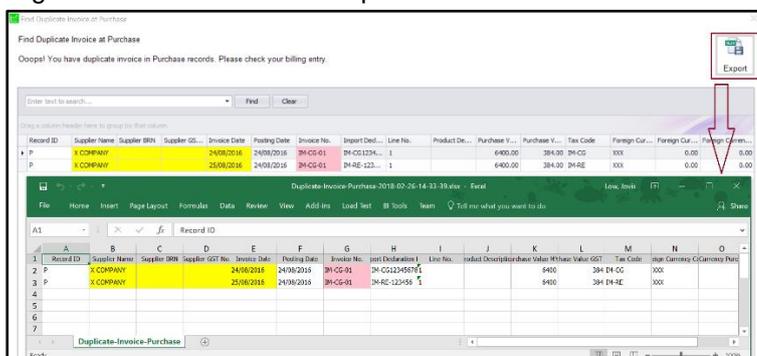


Need to find out if you have any duplicated invoice number from the same supplier in your Purchase records? Just one click at the **Find Duplicate Invoice** label, Sage GST Diagnostic Tool will show you the result instantly in a pop-up window.

You can easily identify the root cause column in pink, and the supportive column(s) in yellow.



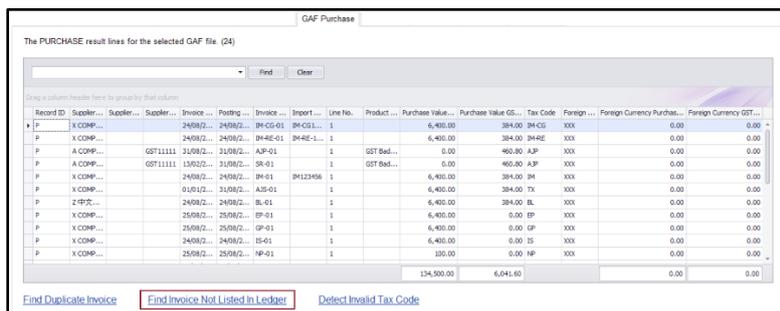
We know you might need to keep the information in spreadsheet, so just click at the **Export** button and the coloring will still be there in the output file.



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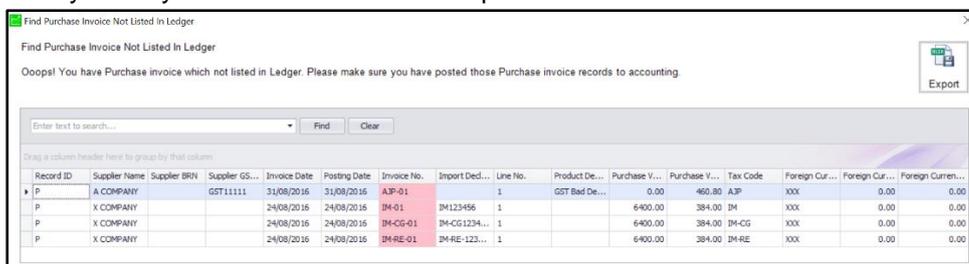
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3.6.1.2.5.2 Find Invoice Not Listed In Ledger

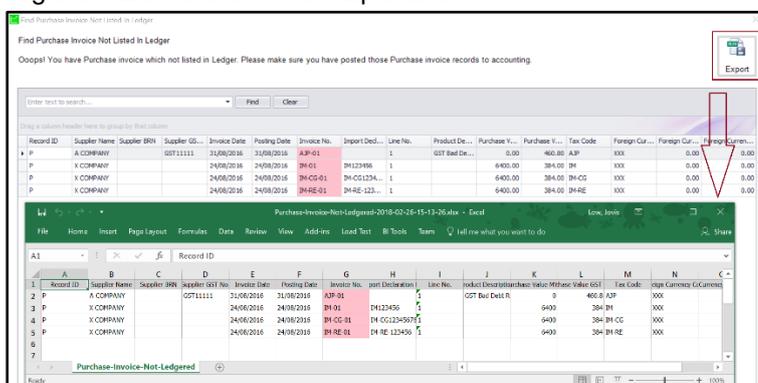


Need to find out if you have any Purchase document number which is not appear in your Ledger records? Just one click at the **Find Invoice Not Listed In Ledger** label, Sage GST Diagnostic Tool will show you the result instantly in a pop-up window.

You can easily identify the root cause column in pink.



We know you might need to keep the information in spreadsheet, so just click at the **Export** button and the coloring will still be there in the output file.



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3.6.1.2.5.3 Detect Invalid Tax Code

The PURCHASE result lines for the selected GAF file (24)

Record ID	Supplier	Supplier	Supplier	Invoice	Posting	Invoice	Import	Line No.	Product	Purchase Value	Purchase Value	Tax Code	Foreign	Foreign Currency	Purchase	Foreign Currency	GST
P	X COMP...			24/08/2...	24/08/2...	24-08-01	24-08-01	1		6,400.00	384.00	24-CG	XXX		0.00	0.00	
P	X COMP...			24/08/2...	24/08/2...	24-08-01	24-08-01	1		6,400.00	384.00	24-EE	XXX		0.00	0.00	
P	A COMP...			05/11/11	13/02/2...	13-02-01	13-02-01	1	GST Bas...	0.00	460.00	A3P	XXX		0.00	0.00	
P	A COMP...			05/11/11	13/02/2...	13-02-01	13-02-01	1	GST Bas...	0.00	460.00	A3P	XXX		0.00	0.00	
P	X COMP...			24/08/2...	24/08/2...	24-08-01	24-08-01	1	24123456	6,400.00	384.00	24	XXX		0.00	0.00	
P	X COMP...			01/01/2...	31/08/2...	AS-01	AS-01	1		6,400.00	384.00	TX	XXX		0.00	0.00	
P	Z 中文公...			24/08/2...	24/08/2...	BL-01	BL-01	1		6,400.00	384.00	BL	XXX		0.00	0.00	
P	X COMP...			25/08/2...	25/08/2...	EP-01	EP-01	1		6,400.00	0.00	EP	XXX		0.00	0.00	
P	X COMP...			25/08/2...	25/08/2...	OP-01	OP-01	1		6,400.00	0.00	OP	XXX		0.00	0.00	
P	X COMP...			24/08/2...	24/08/2...	IS-01	IS-01	1		6,400.00	0.00	IS	XXX		0.00	0.00	
P	X COMP...			25/08/2...	25/08/2...	NP-01	NP-01	1		100.00	0.00	NP	XXX		0.00	0.00	
										134,500.00	6,041.60			0.00	0.00		

Find Duplicate Invoice Find Invoice Not Listed In Ledger **Detect Invalid Tax Code**

Need to find out if you have mistakenly used Supply tax code in your Purchase records? Just one click at the **Detect Invalid Tax Code** label, Sage GST Diagnostic Tool will show you the result instantly in a pop-up window.

You can easily identify the root cause column in pink, and the supportive column(s) in yellow.

Detect Invalid Tax Codes at Purchase

Oops! You have 1 invalid tax code(s) in Purchase records. Please check your billing entry.

Enter text to search... Find Clear

Drag a column header here to group by that column

Record ID	Supplier Name	Supplier BRN	Supplier GS...	Invoice Date	Posting Date	Invoice No.	Import Decl...	Line No.	Product De...	Purchase V...	Purchase V...	Tax Code	Foreign Cur...	Foreign Cur...	Foreign Curren...
P	Z 中文公...			24/08/2016	24/08/2016	BL-01		1		6400.00	384.00	ZRL	XXX		0.00

Export

We know you might need to keep the information in spreadsheet, so just click at the **Export** button and the coloring will still be there in the output file.

Detect Invalid Tax Codes at Purchase

Oops! You have 1 invalid tax code(s) in Purchase records. Please check your billing entry.

Enter text to search... Find Clear

Drag a column header here to group by that column

Record ID	Supplier Name	Supplier BRN	Supplier GS...	Invoice Date	Posting Date	Invoice No.	Import Decl...	Line No.	Product De...	Purchase V...	Purchase V...	Tax Code	Foreign Cur...	Foreign Cur...	Foreign Curren...
P	Z 中文公...			24/08/2016	24/08/2016	BL-01		1		6400.00	384.00	ZRL	XXX		0.00

Export

Invalid-Tax-Codes-Purchase-2016-02-26-15-43-22.xlsx - Excel

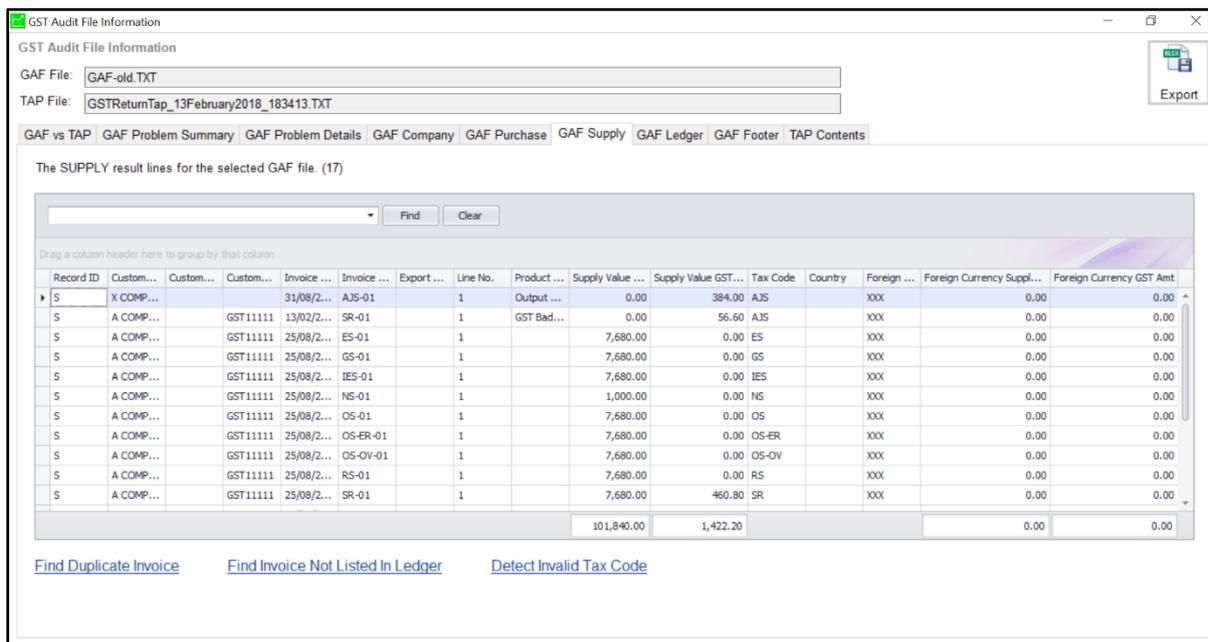
File Home Insert Page Layout Formulas Data Review View Add-ins Load Save Tools Teams Tell me what you want to do

Record ID	Supplier Name	Supplier BRN	Supplier GST No.	Invoice Date	Posting Date	Invoice No.	Import Declaration	Line No.	Tax Code	Purchase Value	Purchase Value GST	Tax Code	Foreign Currency	Foreign Currency	Purchase Currency
P	Z 中文公...			24/08/2016	24/08/2016	BL-01		1	ZRL	6400	384	XXX			

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3.6.1.2.6 GAF Supply



GAF Supply consists of some great features which could help you to analyze your supply records at GAF easily, as easy as within one (1) click.

Let us explain in more detailed about those great features here and the upcoming sub sections:

1. The **counter** at the label will tell you how many records you have for **GAF Supply**.



2. Use **Quick Find** to search the data that you need, instantly. Just click the **Clear** button if you would like to have a new search.



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3. You can define the **Data Grouping** according to what you need. It's simple.

First, hold and drag the needed columns to Group Header.



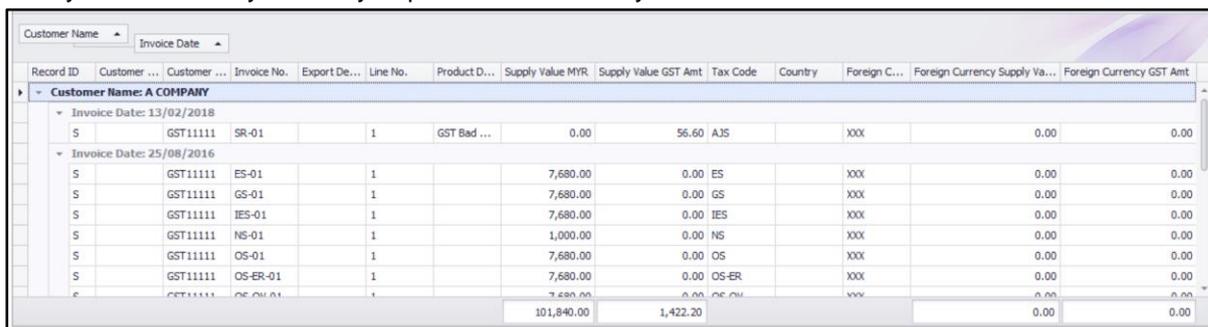
You can drag as many columns as you need.



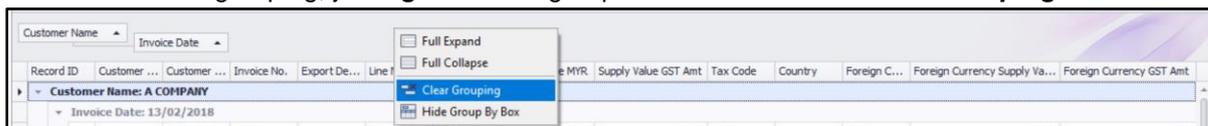
After that, please remember to **right-click** at the group header area, choose **Full Expand**.



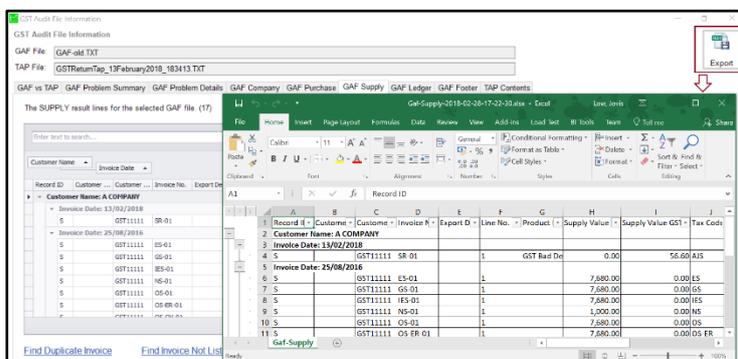
Now you have the layout that you prefer for data analysis.



To reset the data grouping, just **right-click** at group header and choose **Clear Grouping**.



Tips: Need more for better reference? Just click the **Export** button to export the layout and data into spreadsheet.



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4. You can filter the data instantly using **Quick Filter** feature. It's easy.

First, left-click the **cone-shape icon** at the column header, and then select the value that you would like to filter. Example: We are doing quick filtering at Tax Code column, and we are going to choose SR.

Record ID	Custom...	Custom...	Custom...	Invoice ...	Invoice ...	Export ...	Line No.	Product ...	Supply Value ...	Supply Value GST...	Tax Code	Country	Foreign ...	Foreign Currency Suppl...	Foreign Currency GST Amt	
S	X COMP...			31/08/2...	AJS-01		1	Output ...	0.00	384.00	AJS	(Custom)			0.00	0.00
S	A COMP...			13/02/2...	SR-01		1	GST Bad...	0.00	56.60	AJS	AJS			0.00	0.00
S	A COMP...			GST11111	25/08/2...	ES-01	1		7,680.00	0.00	ES	DS			0.00	0.00
S	A COMP...			GST11111	25/08/2...	GS-01	1		7,680.00	0.00	GS	ES			0.00	0.00
S	A COMP...			GST11111	25/08/2...	IES-01	1		7,680.00	0.00	IES	GS			0.00	0.00
S	A COMP...			GST11111	25/08/2...	NS-01	1		1,000.00	0.00	NS	IES			0.00	0.00
S	A COMP...			GST11111	25/08/2...	OS-01	1		7,680.00	0.00	OS	NS			0.00	0.00
S	A COMP...			GST11111	25/08/2...	OS-ER-01	1		7,680.00	0.00	OS-ER	OS-ER			0.00	0.00
S	A COMP...			GST11111	25/08/2...	OS-OV-01	1		7,680.00	0.00	OS-OV	OS-OV			0.00	0.00
S	A COMP...			GST11111	25/08/2...	RS-01	1		7,680.00	0.00	RS	SR-JS			0.00	0.00
S	A COMP...			GST11111	25/08/2...	SR-01	1		7,680.00	460.80	SR	SR-MS			0.00	0.00
									101,840.00	1,422.20		ZDA			0.00	0.00
												ZRE			0.00	0.00
												ZRL			0.00	0.00

Here is the result after we quick filter by Tax Code = SR. The table footer gives you updated summation results which only related to Tax Code = SR.

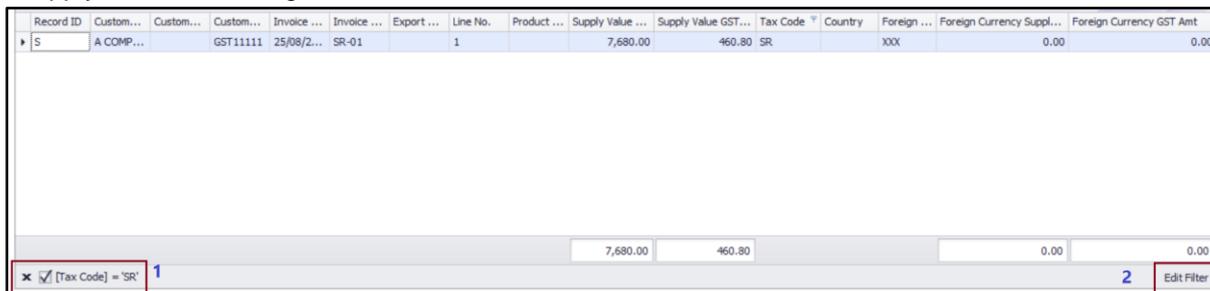
Record ID	Custom...	Custom...	Custom...	Invoice ...	Invoice ...	Export ...	Line No.	Product ...	Supply Value ...	Supply Value GST...	Tax Code	Country	Foreign ...	Foreign Currency Suppl...	Foreign Currency GST Amt	
S	A COMP...			GST11111	25/08/2...	SR-01	1		7,680.00	460.80	SR	XXX			0.00	0.00
									7,680.00	460.80				0.00	0.00	

✕ [Tax Code] = 'SR' Edit Filter

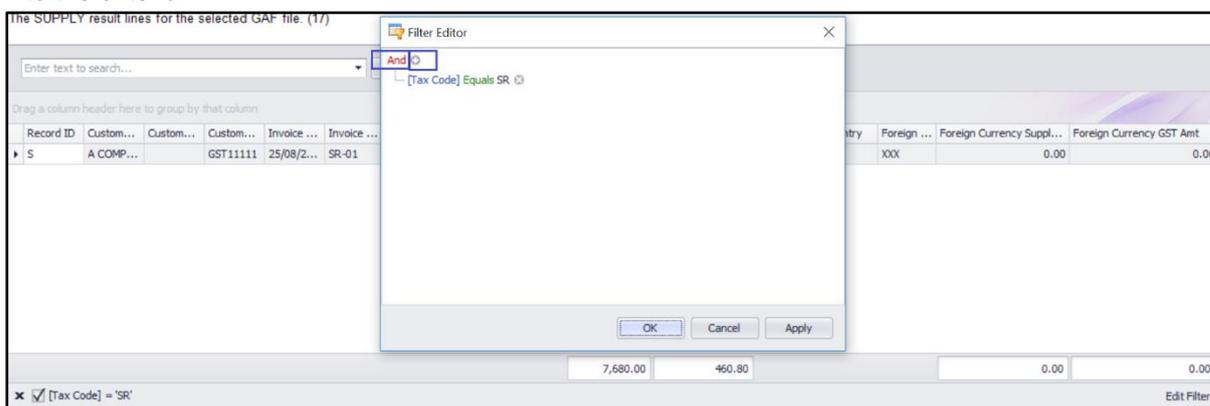
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Tips: Looking for something more advanced in Quick Filter?

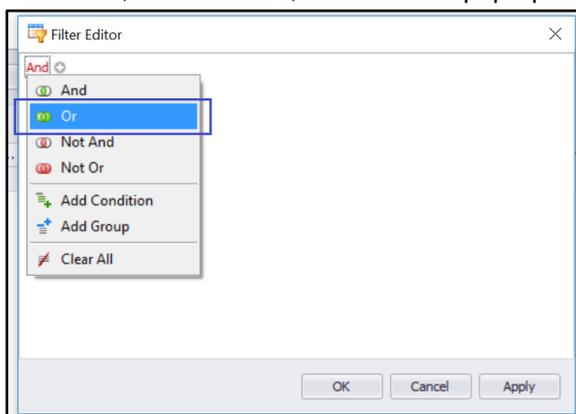
The highlight #1 is showing you the filtering criteria in use now, you can click the **X** at highlight #1 to reset the Quick Filter. While highlight #2 showing you the option for **Edit Filter**, which allows you to apply for more filtering criteria.



Once you click the **Edit Filter** option at the above screen, system will show you the **Filter Editor** form. We are going to change the search condition from **'And'** to **'Or'**, and add one more tax code into the criteria.



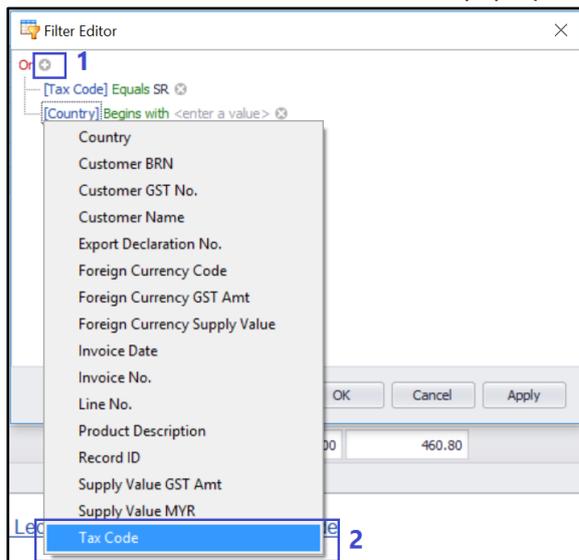
To do this, click at **'And'**, and from the pop-up list, choose **'Or'**.



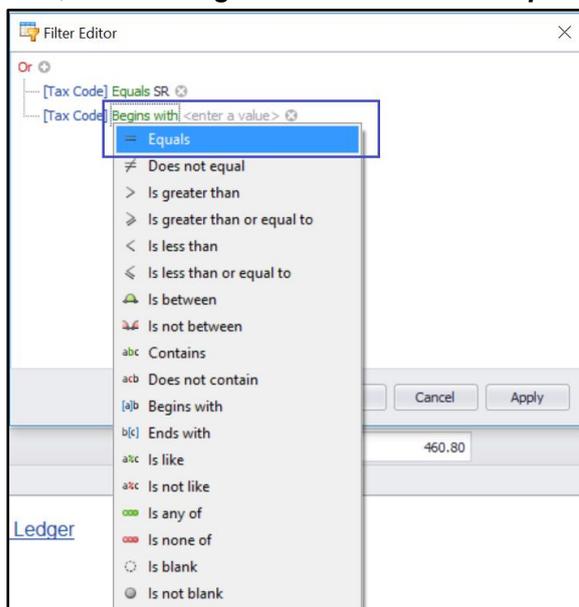
Title	Version	Client Name	Date
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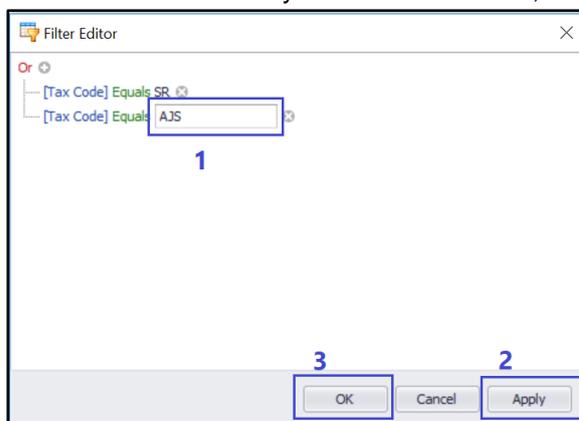
Then, click the **Plus** icon and from the pop-up field list, choose **"Tax Code"**.



Now, click on **"Begins with"** and choose **"Equals"**.



Enter the tax code that you would like to add, then click the **Apply** button and **OK** button.



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The listing will be updated instantly with the data that belongs to the updated filtering criteria in your **Quick Filter**. Take note that the filtering criteria at bottom-left of the table view has been updated with the latest condition we added just now.

Record ID	Custom...	Custom...	Custom...	Invoice ...	Invoice ...	Export ...	Line No.	Product ...	Supply Value ...	Supply Value GST...	Tax Code	Country	Foreign ...	Foreign Currency Suppl...	Foreign Currency GST Amt	
S	X COMP...			31/08/2...	AJS-01		1	Output ...	0.00	384.00	AJS		XXX		0.00	0.00
S	A COMP...		GST11111	13/02/2...	SR-01		1	GST Bad...	0.00	56.60	AJS		XXX		0.00	0.00
S	A COMP...		GST11111	25/08/2...	SR-01		1		7,680.00	460.80	SR		XXX		0.00	0.00

									7,680.00	901.40				0.00	0.00
--	--	--	--	--	--	--	--	--	----------	--------	--	--	--	------	------

[Tax Code] = 'SR' Or [Tax Code] = 'AJS'
 Edit Filter

5. We have more great features and we will continue the explanations at the following sub sections:

[Find Duplicate Invoice](#)

[Find Invoice Not Listed In Ledger](#)

[Detect Invalid Tax Code](#)

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3.6.1.2.6.1 Find Duplicate Invoice

GAF Supply

The SUPPLY result lines for the selected GAF file. (17)

Enter text to search... Find Clear

Drag a column header here to group by that column

Record ID	Custom...	Custom...	Custom...	Invoice ...	Invoice ...	Export ...	Line No.	Product ...	Supply Value ...	Supply Value GST...	Tax Code	Country	Foreign ...	Foreign Currency Suppl...	Foreign Currency GST Amt
S	X COMP...			31/08/2...	AJS-01		1	Output ...	0.00	384.00	AJS		XXX		0.00
S	A COMP...		GST11111	13/02/2...	SR-01		1	GST Bad...	0.00	56.60	AJS		XXX		0.00
S	A COMP...		GST11111	25/08/2...	ES-01		1		7,680.00	0.00	ES		XXX		0.00
S	A COMP...		GST11111	25/08/2...	GS-01		1		7,680.00	0.00	GS		XXX		0.00
S	A COMP...		GST11111	25/08/2...	IES-01		1		7,680.00	0.00	IES		XXX		0.00
S	A COMP...		GST11111	25/08/2...	NS-01		1		1,000.00	0.00	NS		XXX		0.00
S	A COMP...		GST11111	25/08/2...	OS-01		1		7,680.00	0.00	OS		XXX		0.00
S	A COMP...		GST11111	25/08/2...	OS-ER-01		1		7,680.00	0.00	OS-ER		XXX		0.00
S	A COMP...		GST11111	25/08/2...	OS-OV-01		1		7,680.00	0.00	OS-OV		XXX		0.00
S	A COMP...		GST11111	25/08/2...	RS-01		1		7,680.00	0.00	RS		XXX		0.00
S	A COMP...		GST11111	25/08/2...	SR-01		1		7,680.00	460.80	SR		XXX		0.00
									101,840.00	1,422.20			0.00	0.00	

Find Duplicate Invoice Find Invoice Not Listed In Ledger Detect Invalid Tax Code

Need to find out if you have issued duplicated invoice number to customers in your Supply records? Just one click at the **Find Duplicate Invoice** label, Sage GST Diagnostic Tool will show you the result instantly in a pop-up window.

You can easily identify the root cause column in pink, and the supportive column(s) in yellow.

Find Duplicate Invoice at Supply

Find Duplicate Invoice at Supply

Oops! You have duplicate invoice in Supply records. Please check your billing entry.

Export

Enter text to search... Find Clear

Drag a column header here to group by that column

Record ID	Customer N...	Customer B...	Customer G...	Invoice Date	Invoice No.	Export Decl...	Line No.	Product De...	Supply Valu...	Supply Valu...	Tax Code	Country	Foreign Cur...	Foreign Cur...	Foreign Curren...
S	A COMPANY		GST11111	13/02/2018	SR-01		1	GST Bad De...	0.00	56.60	AJS		XXX		0.00
S	A COMPANY		GST11111	25/08/2016	SR-01		1		7680.00	460.80	SR		XXX		0.00

We know you might need to keep the information in spreadsheet, so just click at the **Export** button and the coloring will still be there in the output file.

Find Duplicate Invoice at Supply

Find Duplicate Invoice at Supply

Oops! You have duplicate invoice in Supply records. Please check your billing entry.

Export

Enter text to search... Find Clear

Drag a column header here to group by that column

Record ID	Customer N...	Customer B...	Customer G...	Invoice Date	Invoice No.	Export Decl...	Line No.	Product De...	Supply Valu...	Supply Valu...	Tax Code	Country	Foreign Cur...	Foreign Cur...	Foreign Curren...
S	A COMPANY		GST11111	13/02/2018	SR-01		1	GST Bad De...	0.00	56.60	AJS		XXX		0.00
S	A COMPANY		GST11111	25/08/2016	SR-01		1		7680.00	460.80	SR		XXX		0.00

Duplicate-Invoice-Supply-2018-03-01-00-18-04.xlsx - Excel

File Home Insert Page Layout Formulas Data Review View Add-ins Load Test BI Tools Team Tell me what you want to do

A1 Record ID

Record ID	Customer Name	Customer BRN	Customer GST No	Invoice Date	Invoice No.	Export Declaration	Line No.	Product Description	Supply Value	Supply Value GST A	Tax Code	Country	Foreign Currency Ca	Foreign Currency Suppl...
1	S	A COMPANY	GST11111	13/02/2018	SR-01		1	GST Bad Debt R	0	56.6	AJS		XXX	0
2	S	A COMPANY	GST11111	25/08/2016	SR-01		1		7680	460.8	SR		XXX	0

Duplicate-Invoice-Supply

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3.6.1.2.6.2 Find Invoice Not Listed In Ledger

The SUPPLY result lines for the selected GAF file. (17)

Record ID	Custom...	Custom...	Custom...	Invoice ...	Invoice ...	Export ...	Line No.	Product ...	Supply Value ...	Supply Value GST...	Tax Code	Country	Foreign ...	Foreign Currency Suppl...	Foreign Currency GST Amt
S	X COMP...			31/08/2...	AJS-01		1	Output ...	0.00	384.00	AJS		XXX		0.00
S	A COMP...		GST11111	13/02/2...	SR-01		1	GST Bad...	0.00	56.60	AJS		XXX		0.00
S	A COMP...		GST11111	25/08/2...	ES-01		1		7,680.00	0.00	ES		XXX		0.00
S	A COMP...		GST11111	25/08/2...	GS-01		1		7,680.00	0.00	GS		XXX		0.00
S	A COMP...		GST11111	25/08/2...	IES-01		1		7,680.00	0.00	IES		XXX		0.00
S	A COMP...		GST11111	25/08/2...	NS-01		1		1,000.00	0.00	NS		XXX		0.00
S	A COMP...		GST11111	25/08/2...	OS-01		1		7,680.00	0.00	OS		XXX		0.00
S	A COMP...		GST11111	25/08/2...	OS-ER-01		1		7,680.00	0.00	OS-ER		XXX		0.00
S	A COMP...		GST11111	25/08/2...	OS-OV-01		1		7,680.00	0.00	OS-OV		XXX		0.00
S	A COMP...		GST11111	25/08/2...	RS-01		1		7,680.00	0.00	RS		XXX		0.00
S	A COMP...		GST11111	25/08/2...	SR-01		1		7,680.00	460.80	SR		XXX		0.00
									101,840.00	1,422.20			0.00	0.00	

Find Duplicate Invoice **Find Invoice Not Listed In Ledger** Detect Invalid Tax Code

Need to find out if you have any Supply document number which is not appear in your Ledger records? Just one click at the **Find Invoice Not Listed In Ledger** label, Sage GST Diagnostic Tool will show you the result instantly in a pop-up window.

You can easily identify the root cause column in pink.

Find Supply Invoice Not Listed In Ledger

Find Supply Invoice Not Listed In Ledger

Oops! You have Supply invoice which not listed in Ledger. Please make sure you have posted those Supply invoice records to accounting.

Record ID	Customer N...	Customer B...	Customer G...	Invoice Date	Invoice No.	Export Ded...	Line No.	Product De...	Supply Valu...	Supply Valu...	Tax Code	Country	Foreign Cur...	Foreign Cur...	Foreign Curren...
S	C 中文公...	88888-K	GST88888	25/08/2016	Gift0001		1		1000.00	60.00	DS		XXX		0.00

Export

We know you might need to keep the information in spreadsheet, so just click at the **Export** button and the coloring will still be there in the output file.

Find Supply Invoice Not Listed In Ledger

Find Supply Invoice Not Listed In Ledger

Oops! You have Supply invoice which not listed in Ledger. Please make sure you have posted those Supply invoice records to accounting.

Record ID	Customer N...	Customer B...	Customer G...	Invoice Date	Invoice No.	Export Declaration	Line No.	Product Description	Supply Value	Supply Value GST A	Tax Code	Country	Foreign Currency Ca	Foreign Currency Suppl...
S	C 中文公司名称	88888-K	GST88888	25/08/2016	Gift0001		1		1000	60	DS		XXX	0

Export

Supply-Invoice-Not-Ledgered-2018-03-01-00-40-51.xlsx - Excel

File Home Insert Page Layout Formulas Data Review View Add-ins Load Test BI Tools Team Tell me what you want to do

Record ID	Customer Name	Customer BRN	Customer GST No	Invoice Date	Invoice No.	Export Declaration	Line No.	Product Description	Supply Value	Supply Value GST A	Tax Code	Country	Foreign Currency Ca	Foreign Currency Suppl...
1	S	C 中文公司名称	88888-K	GST88888	25/08/2016	Gift0001	1		1000	60	DS		XXX	0

Supply-Invoice-Not-Ledgered

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3.6.1.2.6.3 Detect Invalid Tax Code

The SUPPLY result lines for the selected GAF file. (17)

Record ID	Custom...	Custom...	Custom...	Invoice ...	Invoice ...	Export ...	Line No.	Product ...	Supply Value ...	Supply Value GST...	Tax Code	Country	Foreign ...	Foreign Currency Suppl...	Foreign Currency GST Amt
S	X COMP...			31/08/2...	AJS-01		1	Output ...	0.00	384.00	AJS		XXX	0.00	0.00
S	A COMP...		GST11111	13/02/2...	SR-01		1	GST Bad...	0.00	56.60	AJS		XXX	0.00	0.00
S	A COMP...		GST11111	25/08/2...	ES-01		1		7,680.00	0.00	ES		XXX	0.00	0.00
S	A COMP...		GST11111	25/08/2...	GS-01		1		7,680.00	0.00	GS		XXX	0.00	0.00
S	A COMP...		GST11111	25/08/2...	IES-01		1		7,680.00	0.00	IES		XXX	0.00	0.00
S	A COMP...		GST11111	25/08/2...	NS-01		1		1,000.00	0.00	NS		XXX	0.00	0.00
S	A COMP...		GST11111	25/08/2...	OS-01		1		7,680.00	0.00	OS		XXX	0.00	0.00
S	A COMP...		GST11111	25/08/2...	OS-ER-01		1		7,680.00	0.00	OS-ER		XXX	0.00	0.00
S	A COMP...		GST11111	25/08/2...	OS-OV-01		1		7,680.00	0.00	OS-OV		XXX	0.00	0.00
S	A COMP...		GST11111	25/08/2...	RS-01		1		7,680.00	0.00	RS		XXX	0.00	0.00
S	A COMP...		GST11111	25/08/2...	SR-01		1		7,680.00	460.80	SR		XXX	0.00	0.00
									101,840.00	1,422.20			0.00	0.00	

Find Duplicate Invoice Find Invoice Not Listed In Ledger **Detect Invalid Tax Code**

Need to find out if you have mistakenly used Purchase tax code in your Supply records? Just one click at the **Detect Invalid Tax Code** label, Sage GST Diagnostic Tool will show you the result instantly in a pop-up window.

You can easily identify the root cause column in pink, and the supportive column(s) in yellow.

Detect Invalid Tax Codes at Supply

Detect Invalid Tax Codes at Supply

Oops! You have 1 invalid tax code(s) in Supply records. Please check your billing entry.

Record ID	Customer N...	Customer B...	Customer G...	Invoice Date	Invoice No.	Export Ded...	Line No.	Product De...	Supply Valu...	Supply Valu...	Tax Code	Country	Foreign Cur...	Foreign Cur...	Foreign Currenc...
S	A COMPANY		GST11111	25/08/2016	SR-MS-01		1		7680.00	460.80	TX		XXX	0.00	0.00

Export

We know you might need to keep the information in spreadsheet, so just click at the **Export** button and the coloring will still be there in the output file.

Detect Invalid Tax Codes at Supply

Detect Invalid Tax Codes at Supply

Oops! You have 1 invalid tax code(s) in Supply records. Please check your billing entry.

Record ID	Customer N...	Customer B...	Customer G...	Invoice Date	Invoice No.	Export Declaration	Line No.	Product Description	Supply Value	Supply Value MY	Supply Value GST A	Tax Code	Country	Foreign Currency Co	Foreign Currency Suppl...
S	A COMPANY		GST11111	25/08/2016	SR-MS-01		1		7680	460.8	TX		XXX	0.00	0.00

Invalid-Tax-Codes-Supply-2018-03-01-00-54-19.xlsx - Excel

File Home Insert Page Layout Formulas Data Review View Add-ins Load Test BI Tools Team Tell me what you want to do

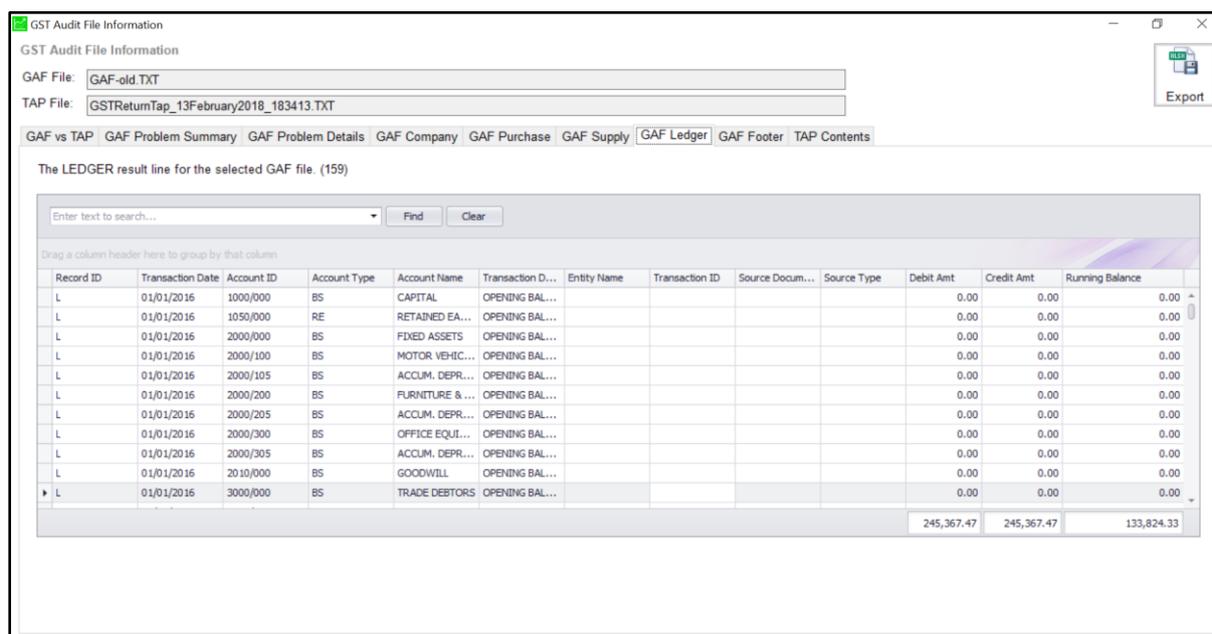
Record ID	Customer Name	Customer BRN	Customer GST No	Invoice Date	Invoice No.	Export Declaration	Line No.	Product Description	Supply Value	Supply Value MY	Supply Value GST A	Tax Code	Country	Foreign Currency Co	Foreign Currency Suppl...
1	A COMPANY		GST11111	25/08/2016	SR-MS-01		1		7680	460.8	TX		XXX	0.00	0.00

Invalid-Tax-Codes-Supply

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3.6.1.2.7 GAF Ledger



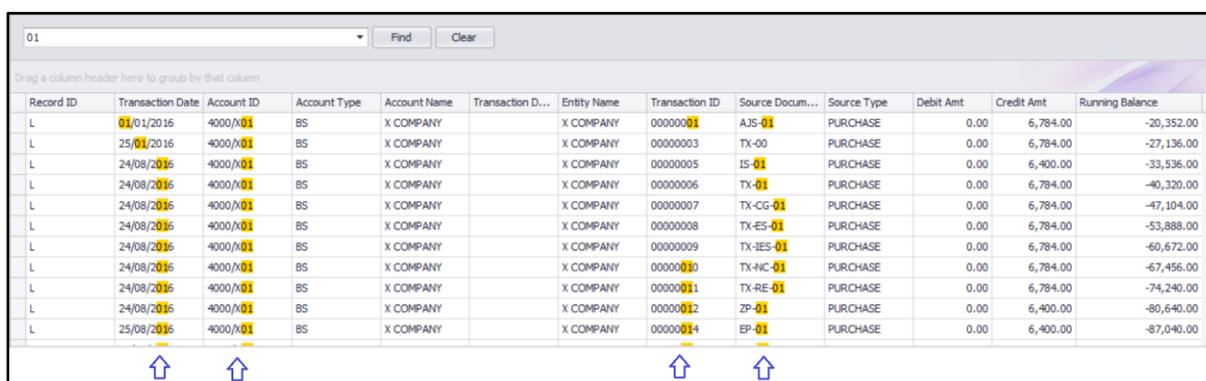
GAF Ledger consists of some great features which could help you to analyze your ledger records at GAF easily.

Let us explain in more detailed about those great features here:

1. The counter at the label will tell you how many records you have for **GAF Ledger**.



2. Use **Quick Find** to search the data that you need, instantly. Just click the **Clear** button if you would like to have a new search.



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3. You can define the **Data Grouping** according to what you need. It's simple.

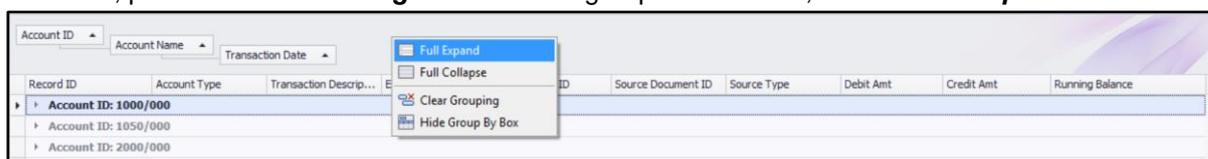
First, hold and drag the needed columns to Group Header.



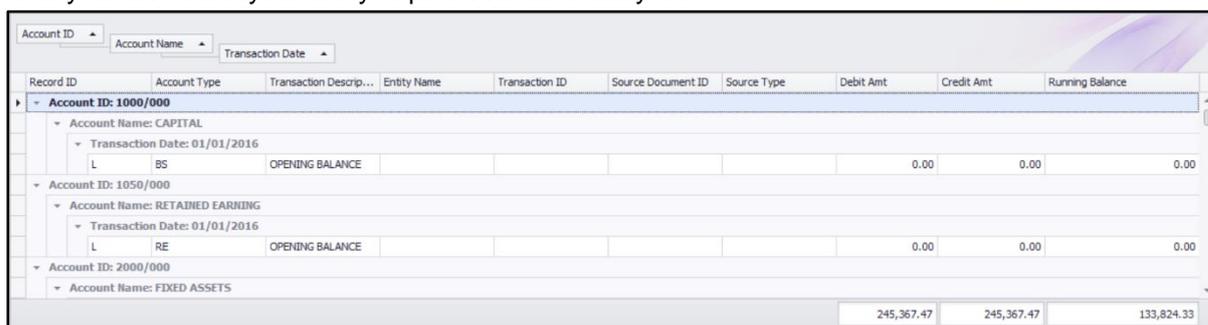
You can drag as many columns as you need.



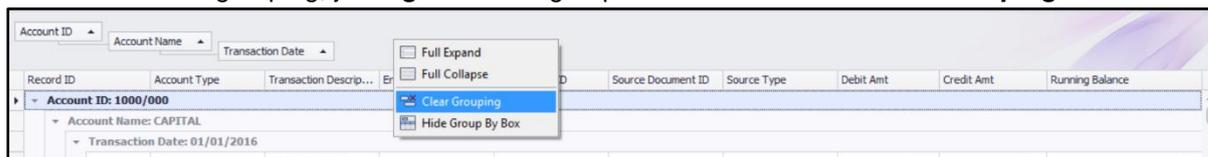
After that, please remember to **right-click** at the group header area, choose **Full Expand**.



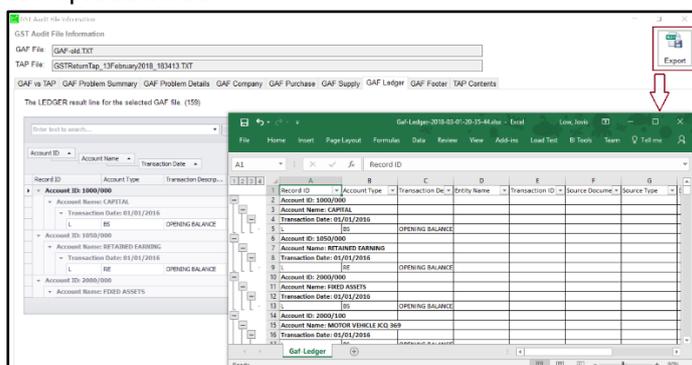
Now you have the layout that you prefer for data analysis.



To reset the data grouping, just **right-click** at group header and choose **Clear Grouping**.

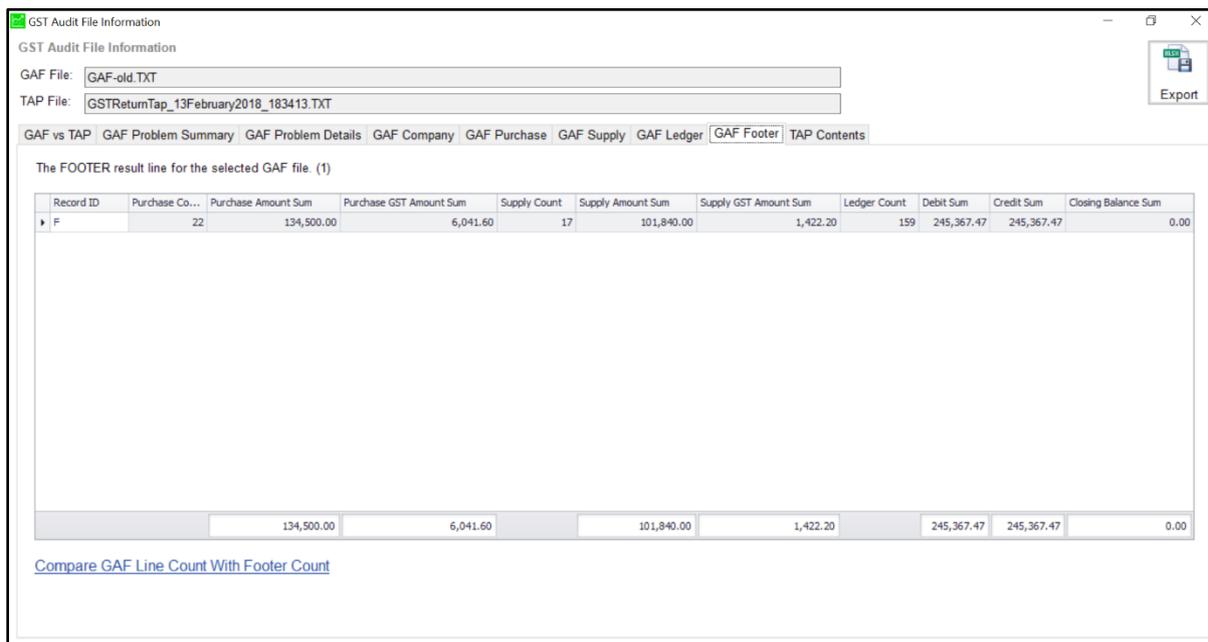


Tips: Need more for better reference? Just click the **Export** button to export the layout and data into spreadsheet.



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3.6.1.2.8 GAF Footer



GAF Footer consists of some great features which could help you to analyze your GAF footer records easily, as easy as within one (1) click.

Let us explain in more detailed about those great features here and the upcoming sub section:

1. The **counter** at the label will tell you how many record you have for **GAF Footer**.



2. We have more great feature and we will continue the explanation at the following sub section:

[Compare GAF Line Count With Footer Count](#)

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3.6.1.2.8.1 Compare GAF Line Count With Footer Count

The FOOTER result line for the selected GAF file. (1)

Record ID	Purchase Co...	Purchase Amount Sum	Purchase GST Amount Sum	Supply Count	Supply Amount Sum	Supply GST Amount Sum	Ledger Count	Debit Sum	Credit Sum	Closing Balance Sum
F	22	134,500.00	6,041.60	17	101,840.00	1,422.20	159	245,367.47	245,367.47	0.00
		134,500.00	6,041.60		101,840.00	1,422.20		245,367.47	245,367.47	0.00

[Compare GAF Line Count With Footer Count](#)

Need to find out if the GAF line count is same as GAF footer count? Just one click at the **Compare GAF Line Count With Footer Count** label, Sage GST Diagnostic Tool will show you the result instantly in a pop-up window.

You can easily identify the difference in pink.

Compare GAF Line Count With Footer Count

Export

Type	GAF Line Count	GAF Footer Count	Difference
Purchase Record	24	22	2
Supply Record	17	17	0
Ledger Record	159	159	0

We know you might need to keep the information in spreadsheet, so just click at the **Export** button and the coloring will still be there in the output file.

Compare GAF Line Count With Footer Count

Export

Type	GAF Line Count	GAF Footer Count	Difference
Purchase Record	24	22	2
Supply Record	17	17	0
Ledger Record	159	159	0

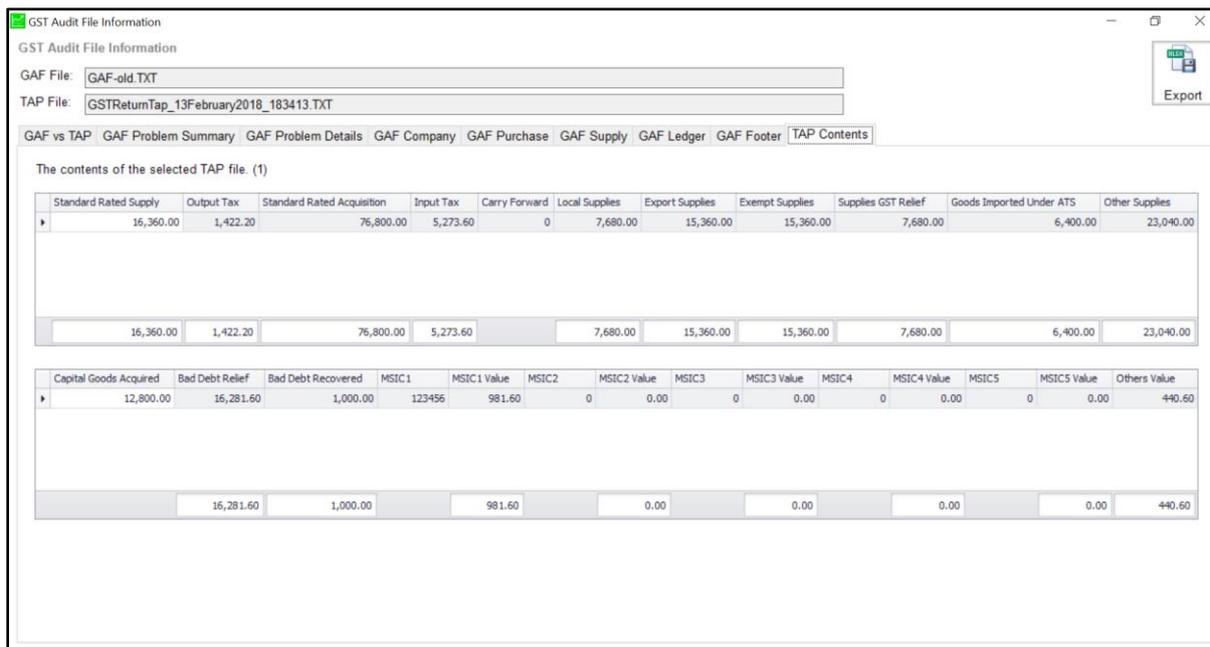
Compare-GAF-Line-Count-With-Footer-Count-2018-03-01-11-04-48.xls

Type	GAF Line Count	GAF Footer Count	Difference
Purchase Record	24	22	2
Supply Record	17	17	0
Ledger Record	159	159	0

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3.6.1.2.9 TAP Contents

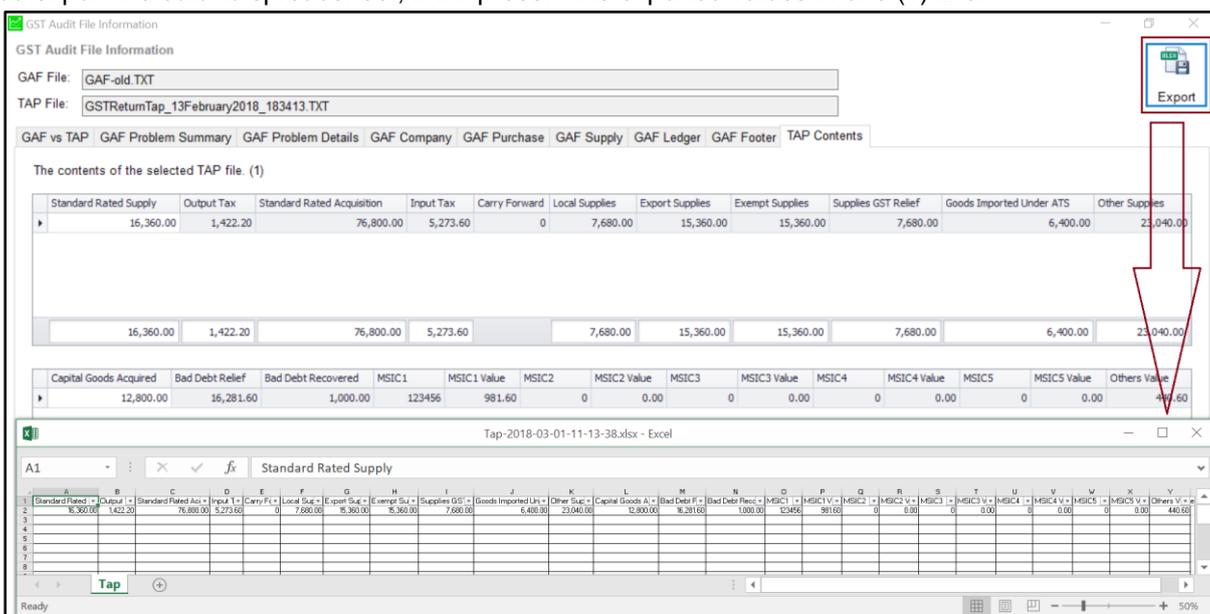


TAP Contents displaying the data from your TAP file in two (2) table views, this is because we want to make sure that you can see those important figures without dragging the column.

Just like what you can see in the previous tabs, we have similar design for **counter** label.



When you export the data to spreadsheet, it will present the exported values in one (1) line.



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3.6.1.2.10 Common Features

3.6.1.2.10.1 Data Grouping By Column Header

Drag a column header here to group by that column

You will be able to define your data grouping layout if you see “**Drag a column header here to group by that column**” on a specific table view.

We have detailed explanations about it at the following sections:

[GAF Purchase](#)

[GAF Supply](#)

[GAF Ledger](#)

3.6.1.2.10.2 Export To Spreadsheet



Whenever you see this button, it means that you could export the table view data into spreadsheet. Please take note that you must make sure your spreadsheet viewer could support *.xlsx format.

3.6.1.2.10.3 Quick Find



You will find the **Quick Find** control (as per picture above) on top of specific table view. It allows you to quickly search the data that you need from that table view.

We have detailed explanations about it at the following sections:

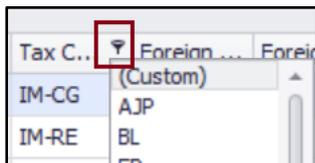
[GAF Purchase](#)

[GAF Supply](#)

[GAF Ledger](#)

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3.6.1.2.10.4 Quick Filter



Quick Filter feature exists on all table view. You can locate it by using the **cone-shape icon** at the column header, then proceed with the filtering criteria that you need.

We have detailed explanations about it at the following sections:

[GAF Purchase](#)

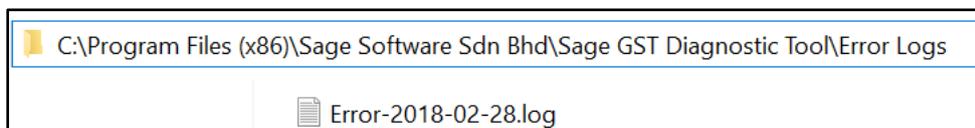
[GAF Supply](#)

[GAF Ledger](#)

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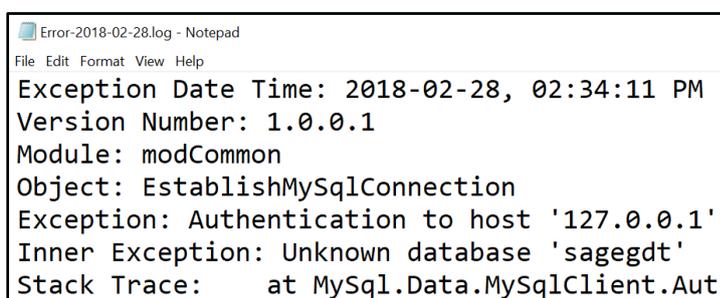
4 Technical Know-How

4.1 Error Log



Sage GST Diagnostic Tool captures all of the technical error information in its **Error Logs** folder. All errors will be grouped by date and store in the same file. Example: "**Error-2018-02-28.log**" consists of technical error happens on 28th February 2018 only.

4.1.1 How To Read Error Log?

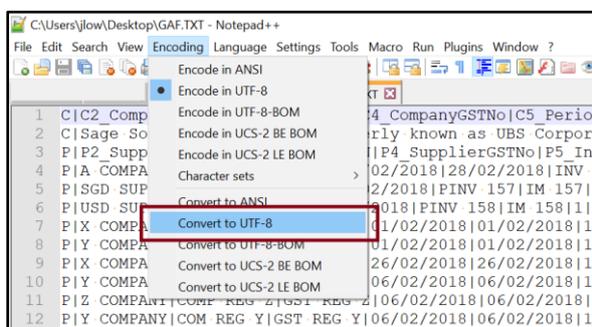


You can open the error log using any TXT viewer. The error log consists of important information that is useful for issue tracking, such as Exception Date Time, Sage GST Diagnostic Tool Version Number, the affected module, error details and etc.

4.2 Cannot See Chinese Characters?

Sage GST Diagnostic Tool is tested passed to display Chinese character from your GAF file. In case you noticed that the output is not displayed properly, then the root cause could be your GAF file is not in proper UTF-8 format.

What you need to do is to use any free TXT file format converter, to convert the GAF file to UTF-8, and re-import into Sage GST Diagnostic Tool.



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