EC TAX

USER GUIDE

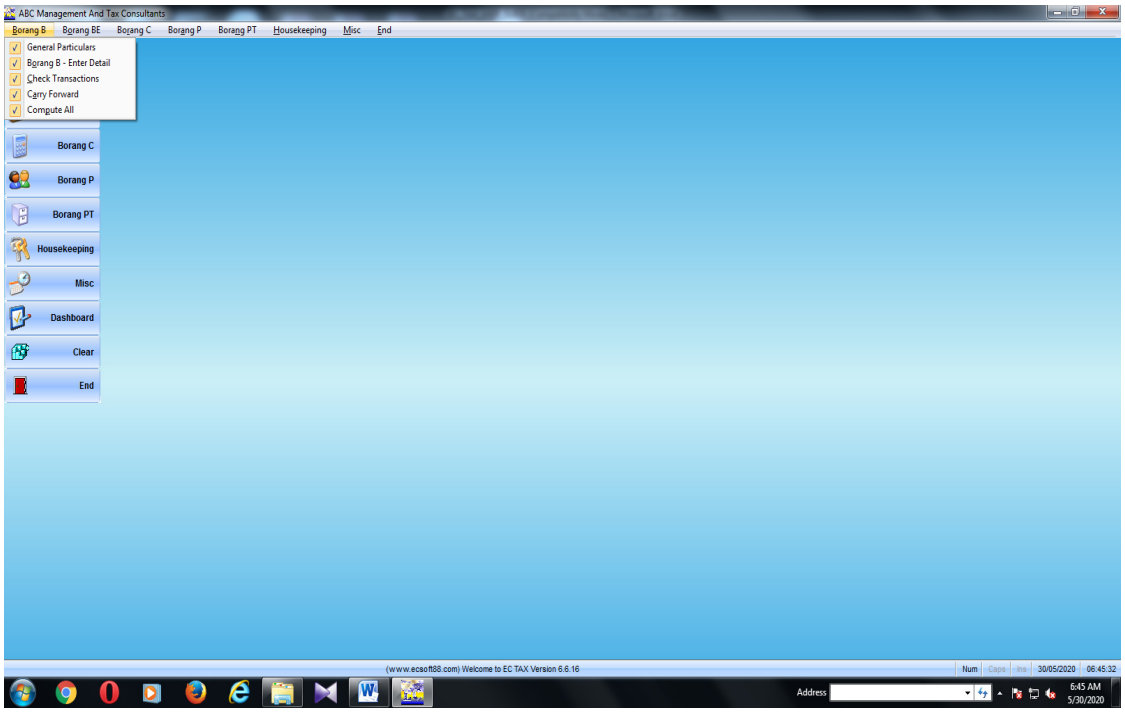
CONTENTS

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1. Operating Environment	**1**
2. Borang B	**2**
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8. Miscellaneous	**24**

OPERATING ENVIRONMENT

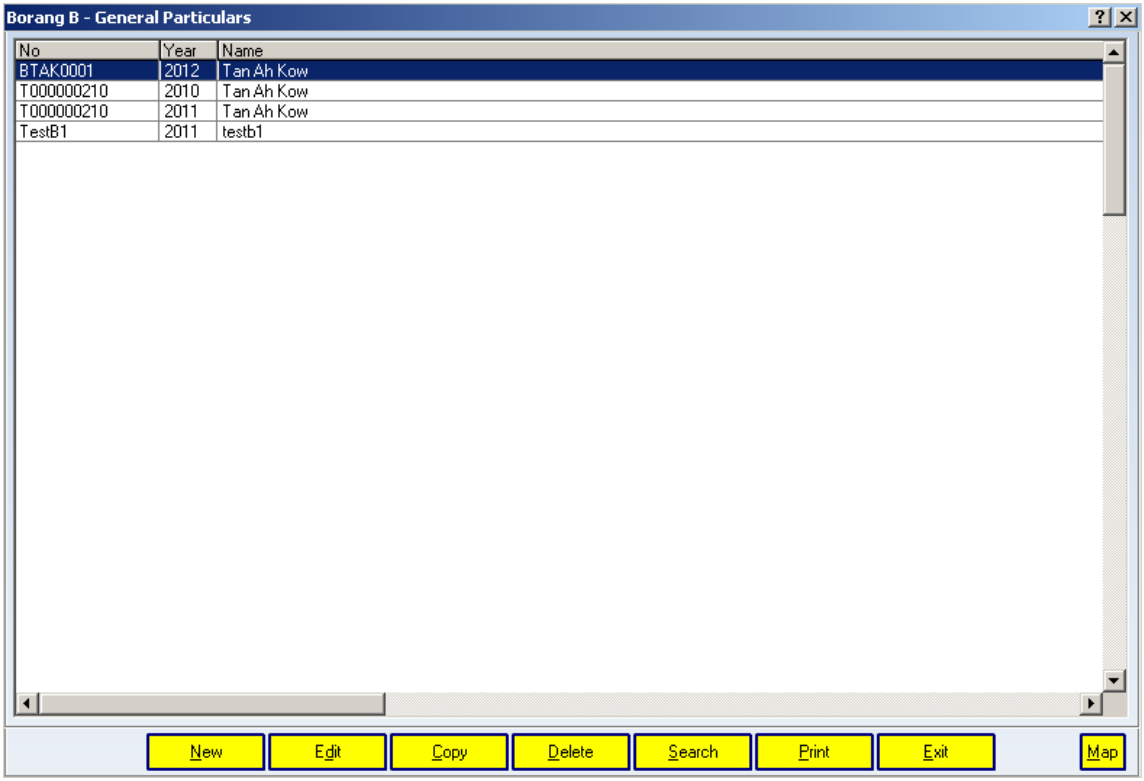
HARDWARE REQUIREMENTS	Intel pentium or higher microprocessor-based PC 640 k-bytes memory minimum 1 hard disk 1 laser printer 1 pen drive (backup purposes)
SYSTEM SOFTWARE REQUIREMENTS	Windows XP or higher.
INSTALLATION	Insert the EC CD-ROM into a CD-ROM drive. Click on `EC Tax' and follow directions.
TO START	To start EC Tax, double-click on EC Tax on desktop. Select the company required or click "ADD" to create a new company. If you are greeted with a message whether to create files, click on "YES" (Note: This message whether to create files will not appear the next time you start up EC Tax once the data files are created). If you want to enter the key code, please select the directory ".\data". The system uses 5 PIN numbers. PIN 0 can access all the functions of the program. Only pin 0 can have access to "Housekeeping->Menu Control Manager". You can set the accessibility in each menu and sub-menus for other PIN users if you use PIN 0. PIN 1 is similar to PIN 0 except PIN 1 cannot access "Menu Control Manager". PIN 2, PIN 3 and PIN 4 have decreasing order of accessibility. For password, type "EC" and click "ACCEPT" (This password can be changed by the user). The main menu should now be displayed on the screen. You can select any menu from top or at the column on the left of the screen. The menu at the left of the screen shows only commonly used items. These items are marked by a "tick" sign or a "star" sign in the menu shown at the top. See figure below.

Borang B



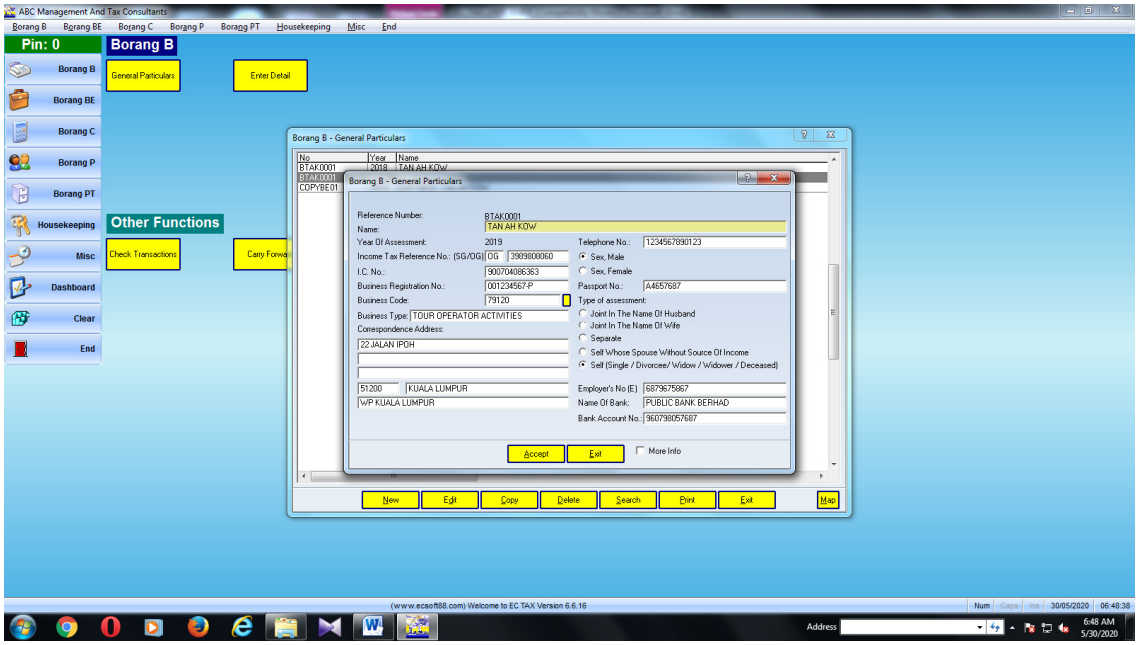
To create a new employee/client, click Borang B->General particulars.

Borang B – General Particulars



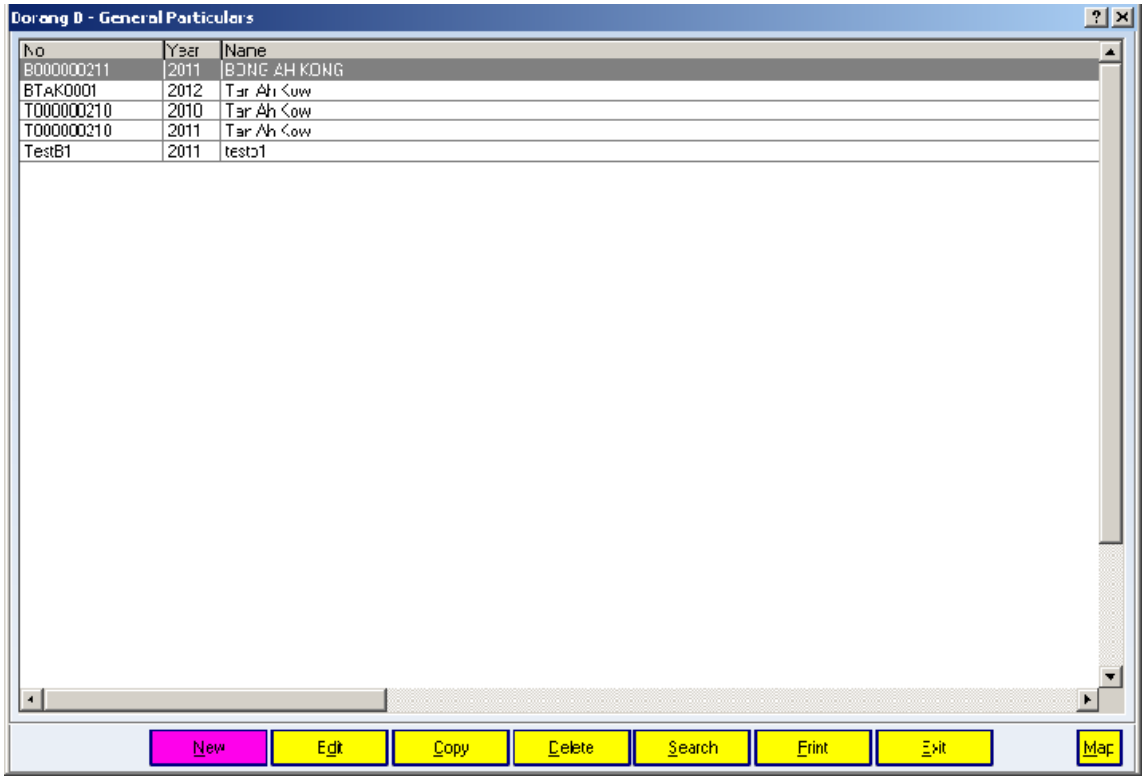
To create a new employee/client, click `New'.

Borang B. Enter new employee/client.



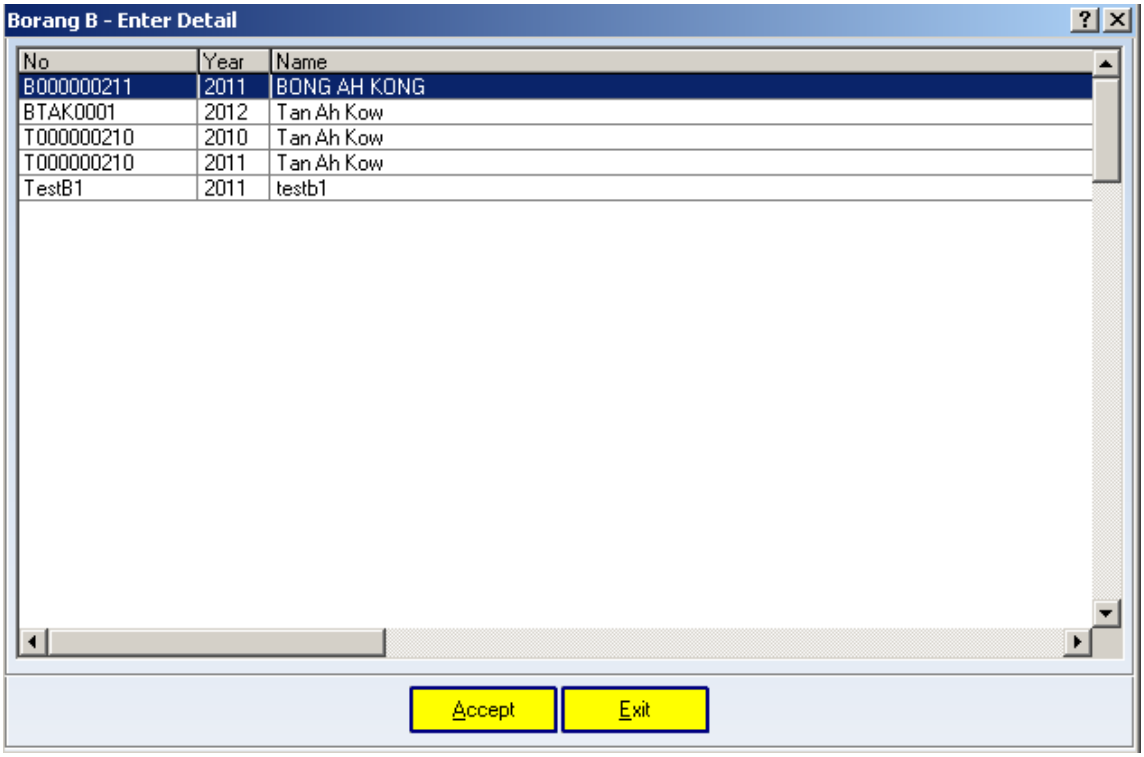
Enter the employee/client number. Enter name of employee/client. Change year of assessment if necessary. Enter other details. Click `Accept'.

Borang B. New employee/client appears in listbox.



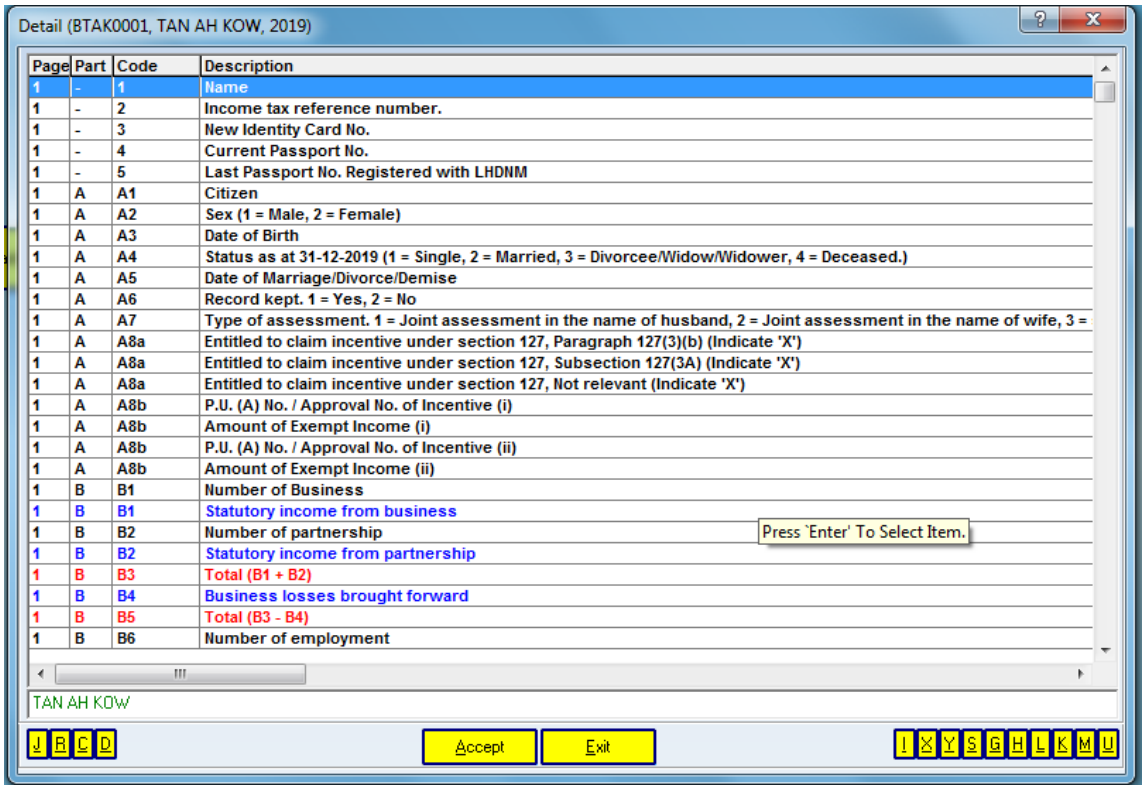
Select `Edit', `Copy', `Delete', `Search' or `Print' if necessary.

Borang B – Enter Detail.



Click the employee/client required and click `Accept'. (To search for a particular client, right click on the listbox.)

Borang B – Detail.



Press `Enter'. Enter detail and press 'Enter' again.

Left Buttons:
J – search by page number of Borang B
R – search by part number eg. A, B, C…
C – search by code number eg. A7, D5, K6,….
D – search by description eg. identity, sex, name,…..

Right Buttons:
I – Export data for e-Filing or submission (Please check IRB website for use of form)
X – Tax Computation
Y – Part J of Borang B (Profit And Loss A/C And Balance Sheet)
S – Working Sheet Listing
G – Guide
H – Working Sheet
L – Appendix
K – Check Transactions
M – Compute All
U – Update Borang B

Example of Borang B.

LEMBAGA HASIL DALAM NEGERI MALAYSIA
BORANG NYATA INDIVIDU
(PEMASTAUTIN YANG MENJALANKAN PERNIAGAAN)
DI BAWAH SEKSYEN 77 AKTA CUKAI PENDAPATAN 1967
Borang ini ditetapkan di bawah seksyen 152 Akta Cukai Pendapatan 1967

Borang **B**

TAHUN TAKSIRAN **2019**
CP4A - Pin. 2019

MAKLUMAT ASAS

1	Nama *(Seperti dokumen pengenalan diri)*	TAN AH KOW		
2	No. cukai pendapatan	OG 3989808060	3 No. pengenalan	900704086363
4	No. pasport semasa	A4657687	5 No. pasport didaftar dengan LHDNM	A365988

BAHAGIAN A: MAKLUMAT INDIVIDU

A1	Warganegara	MY (Guna kod negara *(Isi 'MY' jika warganegara Malaysia)*)	A2	Jantina	1	*1 = Lelaki 2 = Perempuan*
A3	Tarikh lahir	04/07/1990 *(hh/bb/tttt)*	A4	Status pada 31-12-2019	1	*1 = Bujang 2 = Kahwin 3 = Janda / duda 4 = Meti*
A5	Tarikh kahwin / cerai / mati	*(hh/bb/tttt)*	A6	Penyimpanan rekod	1	*1 = Ya 2 = Tidak*
A7	Jenis taksiran	5 *1 = Bersama atas nama suami 2 = Bersama atas nama isteri 3 = Berasingan 4 = Diri sendiri di mana suami / isteri tiada pendapatan, tiada punca pendapatan atau ada pendapatan dikecualikan cukai 5 = Diri sendiri (Bujang / janda / duda / si mati)*				

A8a	Layak menuntut insentif di bawah seksyen 127 *(Tandakan 'X')*		*1 = Perenggan 127(3)(b)*		*2 = Subseksyen 127(3A)*	X	*3 = Tidak berkenaan*

A8b Jika A8a = 1 dan / atau 2, nyatakan:

Bil.	No. P.U. (A) / No. Kelulusan Insentif	Amaun Pendapatan Dikecualikan (RM)
i.		
ii.		

BAHAGIAN B: PENGIRAAN CUKAI PENDAPATAN

						RM	Sen
B1	Pendapatan berkanun perniagaan	B1a	Bilangan perniagaan	1	B1	219640	.00
B2	Pendapatan berkanun perkongsian	B2a	Bilangan perkongsian		B2		.00
B3	Agregat pendapatan berkanun perniagaan (B1 + B2)				B3	219640	.00
B4	**TOLAK:** Rugi perniagaan bawa hadapan *(Terhad kepada B3)*				B4		.00
B5	JUMLAH (B3 – B4)				B5	219640	.00
B6	Pendapatan berkanun penggajian	B6a	Bilangan penggajian		B6		.00
B7	Pendapatan berkanun sewa				B7		.00
B8	Pendapatan berkanun faedah, diskaun, royalti, premium, pencen, anuiti, bayaran berkala lain, apa-apa perolehan atau keuntungan lain dan tambahan mengikut peruntukan perenggan 43(1)(c)				B8		.00
B9	PENDAPATAN AGREGAT (B5 + B6 + B7 + B8)				B9	219640	.00
B10	**TOLAK:** Rugi perniagaan tahun semasa *(Terhad kepada B9)*				B10		.00
B11	JUMLAH (B9 – B10)				B11	219640	.00
B12	**TOLAK:** Perbelanjaan lain [Perbelanjaan mencari gali] *(Terhad kepada B11)*				B12		.00
B13	**TOLAK:** Derma / hadiah / sumbangan yang diluluskan *(Amaun dari E8)*				B13		.00
B14	JUMLAH [B11 – B12 – B13] *(Isi '0' jika nilai negatif)*				B14	219640	.00
B15	PENDAPATAN PERINTIS KENA CUKAI				B15		.00
B16	JUMLAH PENDAPATAN [SENDIRI] (B14 + B15)				B16	219640	.00
B17	JUMLAH PENDAPATAN YANG DIPINDAHKAN DARIPADA SUAMI / ISTERI * BAGI TAKSIRAN BERSAMA				B17		.00
	* Jenis pendapatan SUAMI / ISTERI yang dipindahkan		*1 = Ada pendapatan perniagaan 2 = Tiada pendapatan perniagaan*				
B18	JUMLAH PENDAPATAN YANG DISATUKAN (B16 + B17)				B18	219640	.00
B19	Jumlah pelepasan *(Amaun dari F19)*				B19	9000	.00
B20	PENDAPATAN BERCUKAI [(B16 – B19) atau (B18 – B19)] *(Isi '0' jika nilai negatif)*				B20	210640	.00
B21	PENGIRAAN CUKAI PENDAPATAN *(Rujuk jadual kadar cukai yang disediakan di Portal Rasmi LHDNM, http://www.hasil.gov.my)*						
B21a	Cukai ke atas yang pertama	150000	.00		B21a	22900	.00
B21b	Cukai ke atas baki	60640	.00	Atas kadar 24 %	B21b	14553	.60
B22	JUMLAH CUKAI PENDAPATAN (B21a + B21b)				B22	37453	.60

B23 **TOLAK:** Jumlah rebat
- *Sendiri* .00
- *Suami / isteri* .00
- *Levi pelepasan bagi perjalanan umrah / perjalanan tujuan keagamaan agama lain (Terhad 2 kali perjalanan seumur hidup)* .00
- *Bilangan perjalanan*
- *Zakat dan fitrah* .

B23 —

B24	JUMLAH CUKAI YANG DIKENAKAN [B22 – B23] *(Isi '0' jika nilai negatif)*				B24	37453	.60
B25	**TOLAK:** *- Seksyen 110 (lain-lain)* . *- Seksyen 132 dan 133* .				B25		.
B26	CUKAI KENA DIBAYAR (B24 – B25)				B26	37453	.60
B27	**ATAU:** CUKAI KENA DIBAYAR BALIK (B25 – B24)				B27		.
B28	Ansuran / Potongan Cukai Bulanan (PCB) yang telah dibayar untuk pendapatan tahun 2019 – SENDIRI dan SUAMI / ISTERI bagi taksiran bersama				B28	50000	.00
B29	Baki cukai kena dibayar (B26 – B28) / Cukai terlebih bayar (B28 – B26)				B29	X 12546	.40
						(Tandakan 'X' jika cukai terlebih bayar)	

AKUAN

Saya TAN AH KOW — No. pengenalan / pasport * *(* Potong yang tidak berkenaan)* 900704086363

dengan ini mengakui bahawa maklumat mengenai pendapatan dan tuntutan bagi potongan dan pelepasan yang saya berikan dalam borang nyata ini dan dokumen yang disertakan adalah benar, betul dan lengkap.

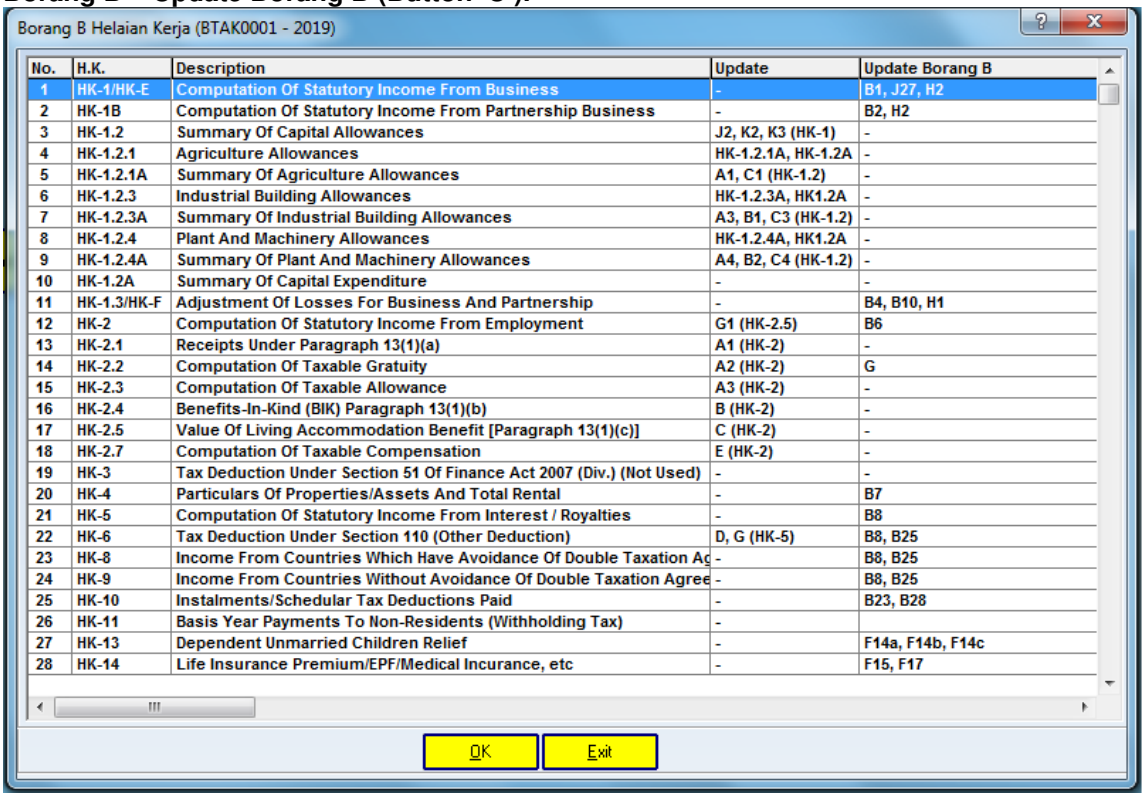
1 = Borang nyata ini bagi pihak saya sendiri
2 = Borang nyata ini bagi pihak individu di ruangan 1
3 = Sebagai pentadbir harta pusaka (Jika A4 = 4) **
** Borang ini bukan pemberitahuan di bawah subseksyen 74(3) ACP 1967. Sila isi Borang CP57 (Pemberitahuan Kematian Pembayar Cukai) yang boleh diperoleh di Portal Rasmi LHDNM, *http://www.hasil.gov.my*

1

Tandatangan

Tarikh 30/05/2020 *(hh/bb/tttt)*

Borang B – Update Borang B (Button 'U').



No.	H.K.	Description	Update	Update Borang B
1	HK-1/HK-E	Computation Of Statutory Income From Business	-	B1, J27, H2
2	HK-1B	Computation Of Statutory Income From Partnership Business	-	B2, H2
3	HK-1.2	Summary Of Capital Allowances	J2, K2, K3 (HK-1)	-
4	HK-1.2.1	Agriculture Allowances	HK-1.2.1A, HK-1.2A	-
5	HK-1.2.1A	Summary Of Agriculture Allowances	A1, C1 (HK-1.2)	-
6	HK-1.2.3	Industrial Building Allowances	HK-1.2.3A, HK1.2A	-
7	HK-1.2.3A	Summary Of Industrial Building Allowances	A3, B1, C3 (HK-1.2)	-
8	HK-1.2.4	Plant And Machinery Allowances	HK-1.2.4A, HK1.2A	-
9	HK-1.2.4A	Summary Of Plant And Machinery Allowances	A4, B2, C4 (HK-1.2)	-
10	HK-1.2A	Summary Of Capital Expenditure	-	-
11	HK-1.3/HK-F	Adjustment Of Losses For Business And Partnership	-	B4, B10, H1
12	HK-2	Computation Of Statutory Income From Employment	G1 (HK-2.5)	B6
13	HK-2.1	Receipts Under Paragraph 13(1)(a)	A1 (HK-2)	-
14	HK-2.2	Computation Of Taxable Gratuity	A2 (HK-2)	G
15	HK-2.3	Computation Of Taxable Allowance	A3 (HK-2)	-
16	HK-2.4	Benefits-In-Kind (BIK) Paragraph 13(1)(b)	B (HK-2)	-
17	HK-2.5	Value Of Living Accommodation Benefit [Paragraph 13(1)(c)]	C (HK-2)	-
18	HK-2.7	Computation Of Taxable Compensation	E (HK-2)	-
19	HK-3	Tax Deduction Under Section 51 Of Finance Act 2007 (Div.) (Not Used)	-	-
20	HK-4	Particulars Of Properties/Assets And Total Rental	-	B7
21	HK-5	Computation Of Statutory Income From Interest / Royalties	-	B8
22	HK-6	Tax Deduction Under Section 110 (Other Deduction)	D, G (HK-5)	B8, B25
23	HK-8	Income From Countries Which Have Avoidance Of Double Taxation Ag	-	B8, B25
24	HK-9	Income From Countries Without Avoidance Of Double Taxation Agree	-	B8, B25
25	HK-10	Instalments/Schedular Tax Deductions Paid	-	B23, B28
26	HK-11	Basis Year Payments To Non-Residents (Withholding Tax)	-	
27	HK-13	Dependent Unmarried Children Relief	-	F14a, F14b, F14c
28	HK-14	Life Insurance Premium/EPF/Medical Incurance, etc	-	F15, F17

HK-1 Computation Of Statutory Income From Business

HK-1B Computation Of Statutory Income From Partnership Business

HK-1.2 Summary Of Capital Allowances

HK-1.2.1 Agriculture Allowances

HK-1.2.1A Summary Of Agriculture Allowances

HK-1.2.3 Industrial Building Allowances

HK-1.2.3A Summary Of Industrial Building Allowances

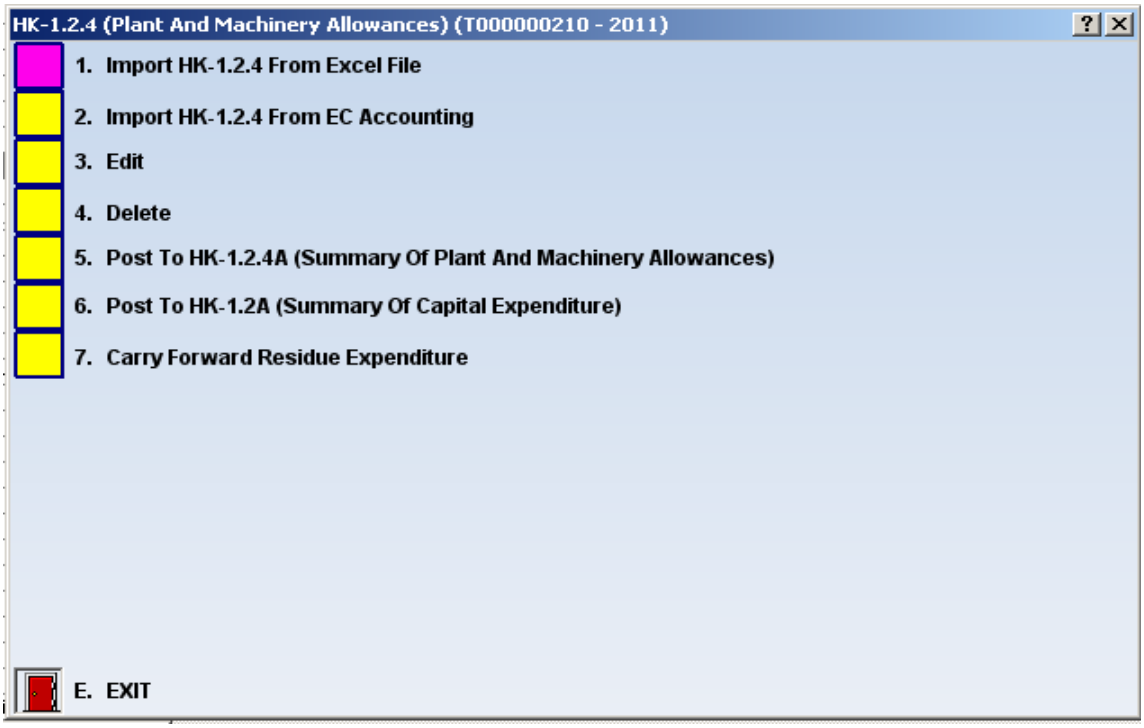
HK-1.2.4 Plant And Machinery Allowances

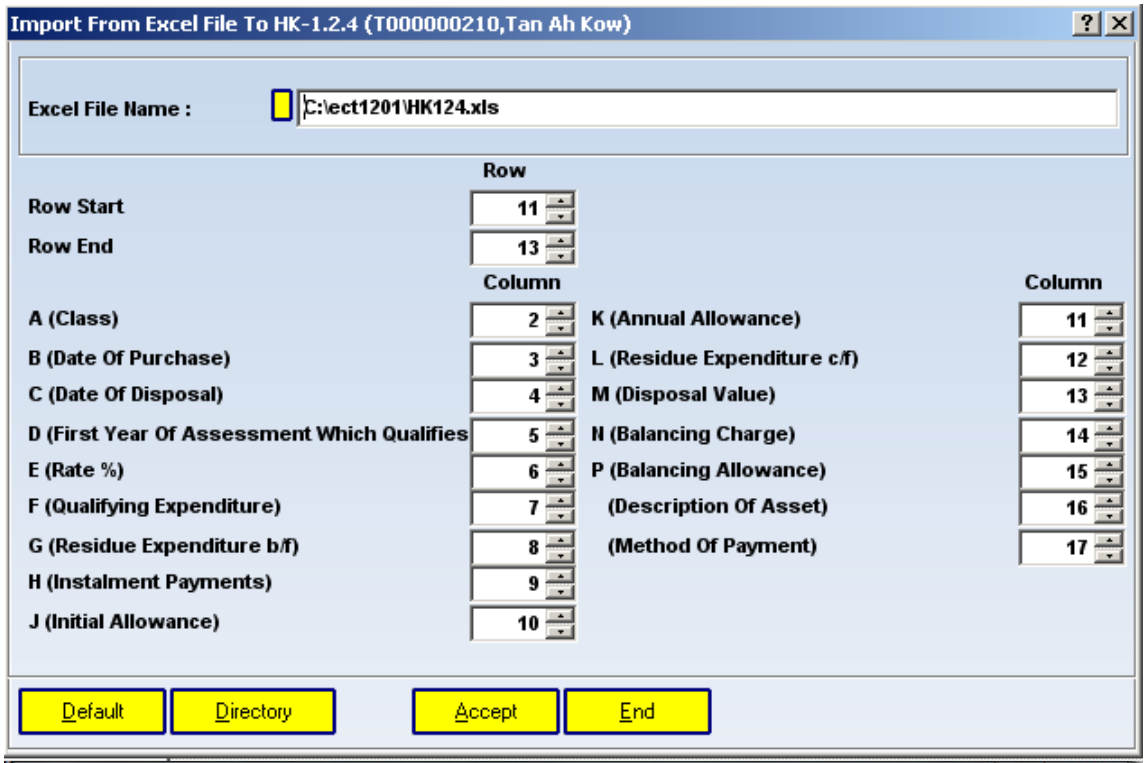
HK-1.2.4A Summary Of Plant And Machinery Allowances

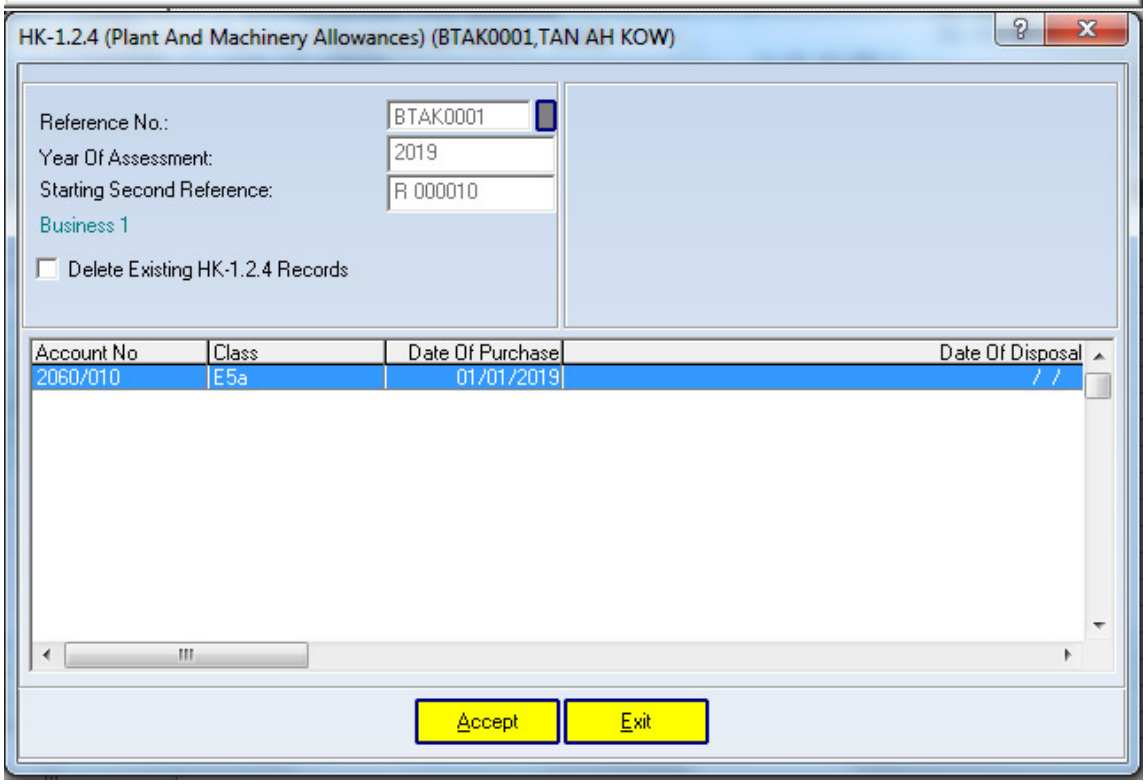
HK-1.2A Summary Of Capital Expenditure

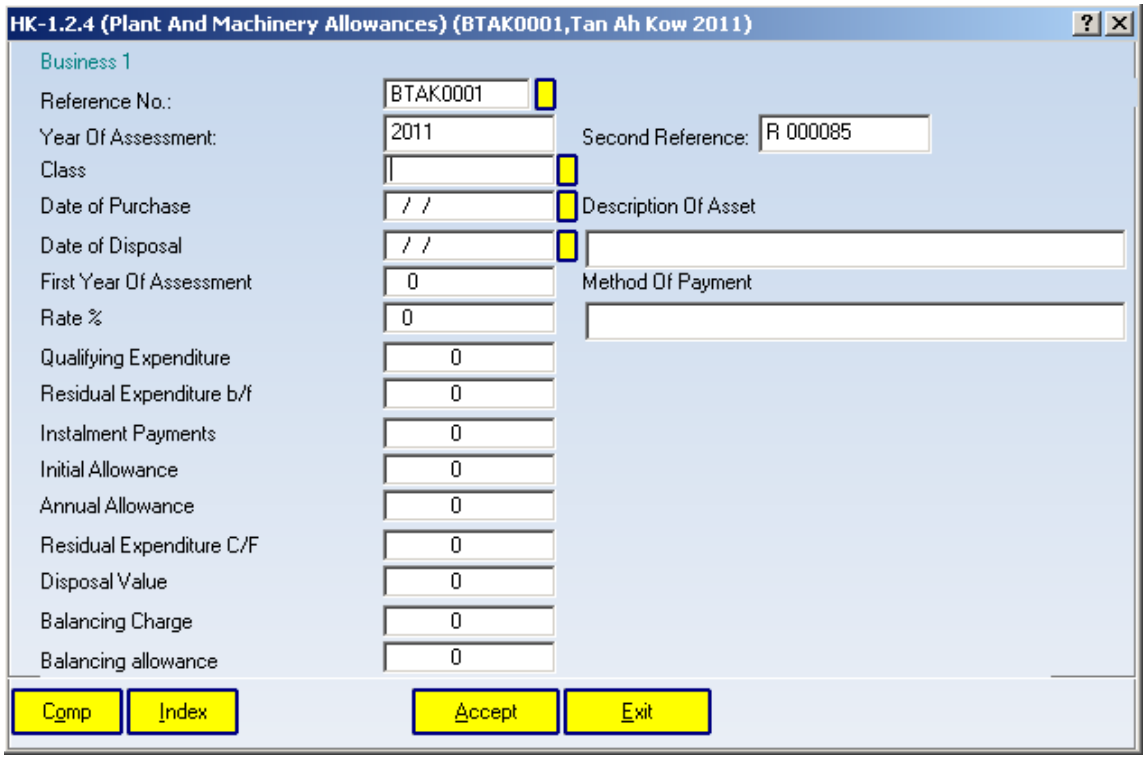
HK-1.3	Adjustment Of Losses For Business And Partnership
HK-2	Computation Of Statutory Income From Employment
HK-2.1	Receipts Under Paragraph 13(1)(a)
HK-2.2	Computation Of Taxable Gratuity
HK-2.3	Summary Of Taxable Allowances
HK-2.4	Benefits-In-Kind (BIK) Paragraph 13(1)(b)
HK-2.5	Benefit/Value Of Accomodation Provided [Paragraph 13(1)(c)]
HK-2.7	Computation Of Taxable Compensation
HK-3	Tax Deduction Under Section 110 (Dividends)
HK-4	Particulars Of Properties/Assets And Total Rental
HK-5	Computation Of Statutory Income From Interest/Royalties
HK-6	Tax Deduction Under Section 110 (Other Deduction)
HK-8	Income From Countries Which Have Avoidance Of Double Taxation Agreement
HK-9	Income From Countries Without Avoidance Of Double Taxation Agreement
HK-10	Instalments/Schedular Tax Deductions Paid
HK-11	Basis Year Payments To Non-Residents (Withholding Tax)
HK-13	Dependent Unmarried Children Relief
HK-14	Life Insurance Premium/EPF/Medical Insurance, etc
HK-15	Parent Relief
CP 501	Payment Slip

Example On Use Of Helaian Kerja (HK-1.2.4)




Import From Excel File To HK-1.2.4 (T000000210,Tan Ah Kow)
Excel File Name :
C:\ect1201\HK124.xls
Row
Row Start
11
Row End
13
Column
A (Class)
2
B (Date Of Purchase)
3
C (Date Of Disposal)
4
D (First Year Of Assessment Which Qualifies
5
E (Rate %)
6
F (Qualifying Expenditure)
7
G (Residue Expenditure b/f)
8
H (Instalment Payments)
9
J (Initial Allowance)
10
Column
K (Annual Allowance)
11
L (Residue Expenditure c/f)
12
M (Disposal Value)
13
N (Balancing Charge)
14
P (Balancing Allowance)
15
(Description Of Asset)
16
(Method Of Payment)
17
Default
Directory
Accept
End

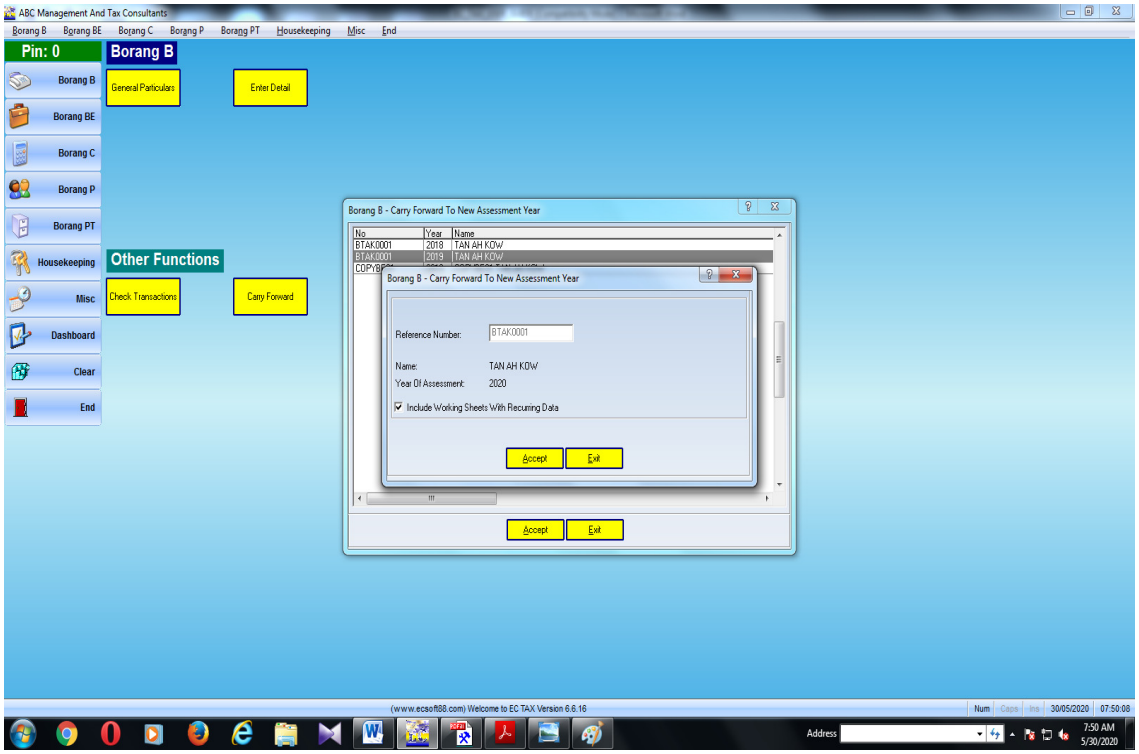

HK-1.2.4 (Plant And Machinery Allowances) (BTAK0001,TAN AH KOW)
Reference No.:
BTAK0001
Year Of Assessment:
2019
Starting Second Reference:
R 000010
Business 1
Delete Existing HK-1.2.4 Records
Account No
Class
Date Of Purchase
Date Of Disposal
2060/010
E5a
01/01/2019
/ /
Accept
Exit



Select `1. Import HK-1.2.4 From Excel File', '2. Import HK-1.2.4 From EC Accounting' or '3. Edit'. For '2', click the button besides the reference no. Change year of assessment if necessary. Click `Accept'. Details such as initial allowance, annual allowance, balancing charge and balancing allowance will be imported from EC Accounting. Select '3' to enter edit the imported transaction or to enter new transaction.

Select option '4' to delete. Select option '5' to 'Post To HK-1.2.4A (Summary Of Plant And Machinery Allowances). Select option '6' to 'Post To HK-1.2A (Summary Of Capital Expenditure). Select option '7' to 'Carry Forward Residue Expenditure' if necessary.

Borang B – Carry Forward To A New Assessment Year.



Click `Accept' to carry forward.

Borang BE – please see explanation in Borang B.

Working Sheets For Borang BE

HK-2	Computation Of Statutory Income From Employment
HK-2.1	Receipts Under Paragraph 13(1)(a)
HK-2.2	Computation Of Taxable Gratuity
HK-2.3	Summary Of Taxable Allowances
HK-2.4	Benefits-In-Kind (BIK) Paragraph 13(1)(b)
HK-2.5	Benefit/Value Of Accomodation Provided [Paragraph 13(1)(c)]
HK-2.7	Computation Of Taxable Compensation
HK-3	Tax Deduction Under Section 110 (Dividends)
HK-4	Particulars Of Properties/Assets And Total Rental
HK-5	Computation Of Statutory Income From Interest/Royalties
HK-6	Tax Deduction Under Section 110 (Other Deduction)
HK-8	Income From Countries Which Have Avoidance Of Double Taxation Agreement
HK-9	Income From Countries Without Avoidance Of Double Taxation Agreement
HK-10	Instalments/Schedular Tax Deductions Paid
HK-13	Dependent Unmarried Children Relief
HK-14	Life Insurance Premium/EPF/Medical Insurance, etc
HK-15	Parent Relief
CP 501	Payment Slip

Borang C – please see explanation in Borang B.

Working Sheets For Borang C

HK-PC1	Computation of Statutory Income For Business
HK-C14	Computation of Statutory Income – Dividend
HK-C15	Computation of Statutory Income - Interest/Royalty
HK-C16	Computation of Statutory Income – Rental
HK-F1	Adjustment of Loss for Business and Partnership
HK-J	Prior Year Income
HK-O	Information On Five Company Directors
HK-P	Information On Five Major Shareholders Of A Controlled Company
Lampiran A1	Computation Of Adjusted Income For Business
Lampiran B1	Tax Set-Off Under Section 110 (Dividend)
Lampiran B2	Tax Set-Off Under Section 110 (Others)
Lampiran B3	Income From Countries Which Have Avoidance Of Double Taxation Agreement
Lampiran B4	Income From Countries Without Avoidance Of Double Taxation Agreement
Lampiran B5	Particulars Of Properties/Assets And Total Rental
HK-1.2	Summary Of Capital Allowances
HK-1.2.1	Agriculture Allowances
HK-1.2.1A	Summary Of Agriculture Allowances
HK-1.2.3	Industrial Building Allowances

HK-1.2.3A	Summary Of Industrial Building Allowances
HK-1.2.4	Plant And Machinery Allowances
HK-1.2.4A	Summary Of Plant And Machinery Allowances
HK-1.2A	Summary Of Capital Expenditure
CP 204	Estimate Of Tax Payable By Companies
CP 204A	Revised Estimated Tax Payable By Companies
CP 204B	Notification Of Change In Accounting Year End
CP 207	Payment Slip (C)
HK-FIC	Financial Particulars of Company

Borang P – please see explanation in Borang B.

Working Sheets For Borang P

CP 30	Apportionment Of Partnership Income
HK-1A	Computation Of Divisible Business Income - Partnership
HK-1.2	Summary Of Capital Allowances
HK-1.2.1	Agriculture Allowances
HK-1.2.1A	Summary Of Agriculture Allowances
HK-1.2.3	Industrial Building Allowances
HK-1.2.3A	Summary Of Industrial Building Allowances
HK-1.2.4	Plant And Machinery Allowances
HK-1.2.4A	Summary Of Plant And Machinery Allowances
HK-1.2A	Summary Of Capital Expenditure
HK-3	Tax Deduction Under Section 51 Of Finance Act 2007 (Dividends)
HK-4	Particulars Of Properties/Assets And Total Rental
HK-5	Computation Of Statutory Income From Interest/Royalties
HK-6	Tax Deduction Under Section 110 (Other Deduction)
HK-11	Basis Year Payments To Non-Residents (Withholding Tax)

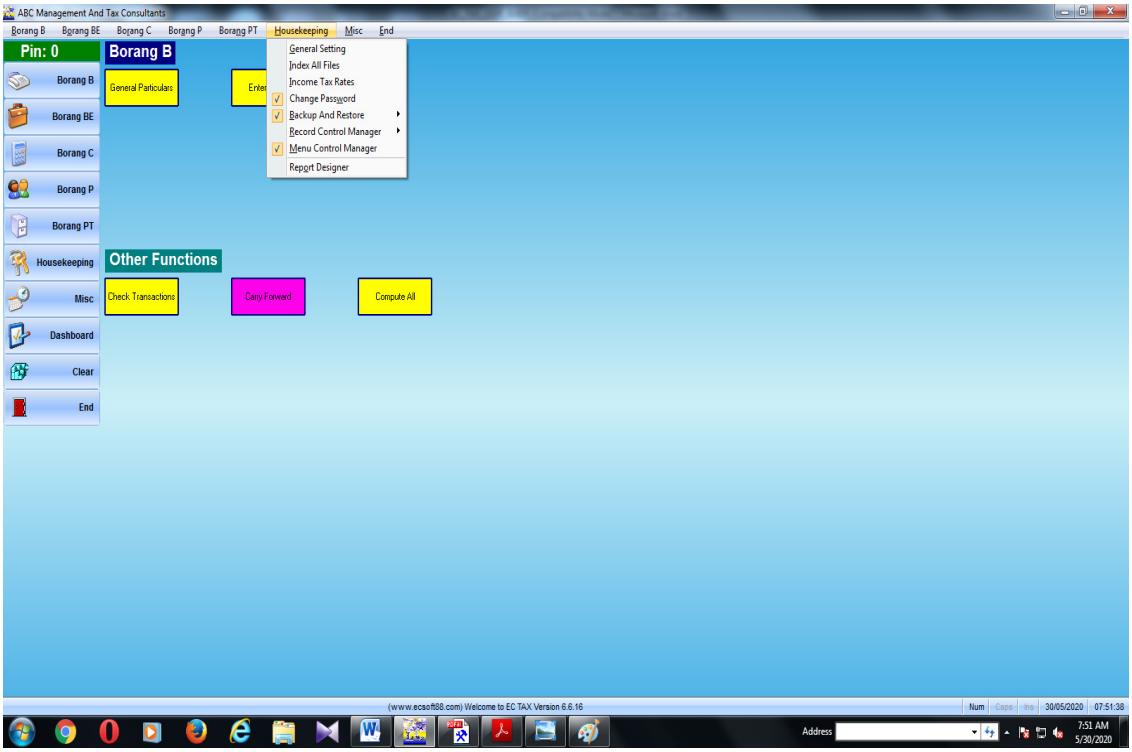
Borang PT – please see explanation in Borang B.

Working Sheets For Borang PT

HK-PC1	Computation of Statutory Income For Business
HK-C14	Computation of Statutory Income – Dividend
HK-C15	Computation of Statutory Income - Interest/Royalty
HK-C16	Computation of Statutory Income – Rental
HK-F1	Adjustment of Loss for Business and Partnership
HK-J	Prior Year Income
Lampiran A1	Computation Of Adjusted Income For Business
Lampiran B1	Tax Set-Off Under Section 110 (Dividend)
Lampiran B2	Tax Set-Off Under Section 110 (Others)
Lampiran B3	Income From Countries Which Have Avoidance Of Double Taxation Agreement
Lampiran B4	Income From Countries Without Avoidance Of Double Taxation Agreement
Lampiran B5	Particulars Of Properties/Assets And Total Rental
HK-1.2	Summary Of Capital Allowances
HK-1.2.1	Agriculture Allowances
HK-1.2.1A	Summary Of Agriculture Allowances
HK-1.2.3	Industrial Building Allowances
HK-1.2.3A	Summary Of Industrial Building Allowances
HK-1.2.4	Plant And Machinery Allowances

HK-1.2.4A	Summary Of Plant And Machinery Allowances
HK-1.2A	Summary Of Capital Expenditure
CP 204	Estimate Of Tax Payable By Companies
CP 204A	Revised Estimated Tax Payable By Companies
CP 204B	Notification Of Change In Accounting Year End
CP 207	Payment Slip (C)

Housekeeping



General Setting

To change Tax Agent particulars, select page 1.
To change Company Name appearing on opening screen, select page 2.
To change backup drive, display language and other particulars, select page 3.
To change company tax rate, select page 4.

Index All Files

Do this when advised by your dealer.

Income Tax Rates

Do this if you want to change the personal income tax rates

Change Password

Use this option to change your password.

Backup And Restore

Do this when you want to backup/restore your data. You can select both the zipped and unzipped option.

Record Control Manager

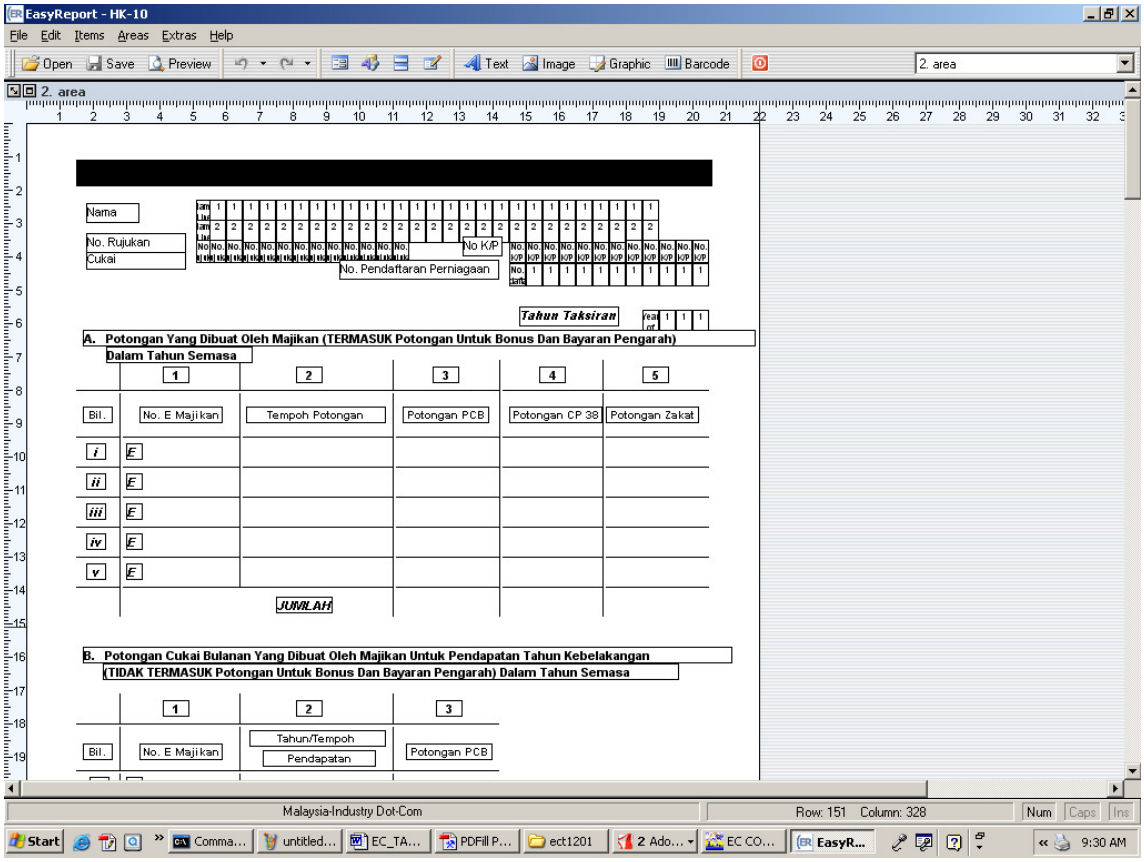
This menu is only accessible to PIN 0. Use this option to restrict access to Borang B, Borang BE, Borang C and Borang P for PIN 1, PIN 2, PIN 3 and PIN 4 (eg. if you want PIN 4 to have access to only Borang BE, then 'tick' only Borang BE for PIN 4).

Menu Control Manager

This menu is only accessible to PIN 0. Click the function to enable or disable access by other PINS.

Report Designer

You can change any report such as Industrial Building Allowances Report from here. Click the report you want to change and click `Accept'.

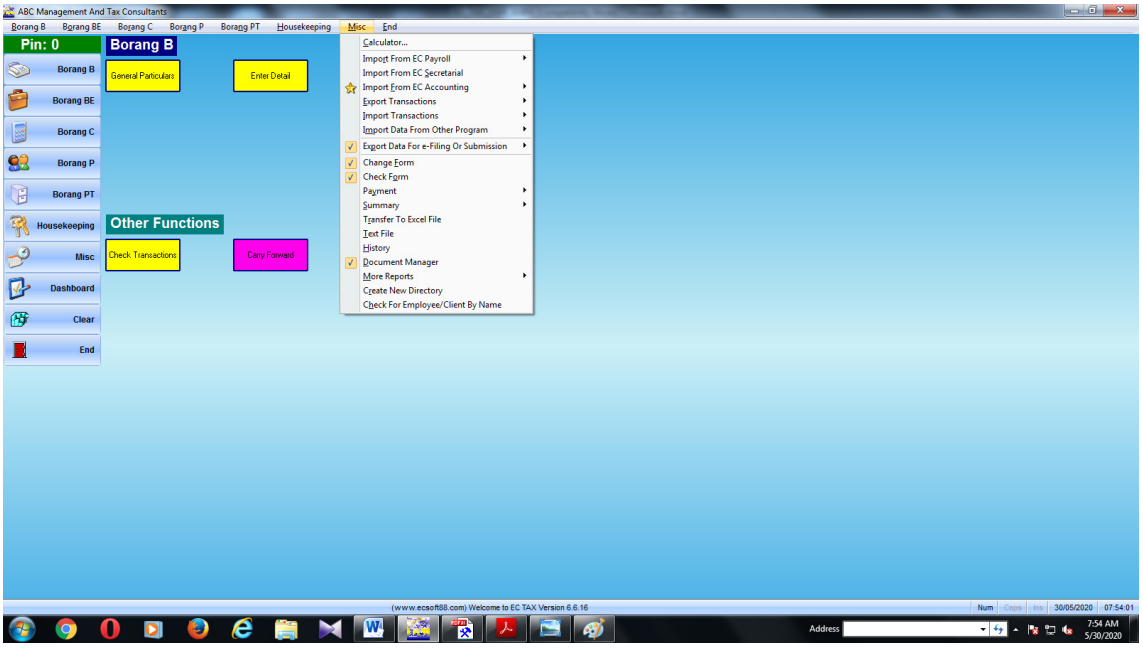


Report Designer – Example.

To change the font of `Tahun Taksiran'. Click `Tahun Taksiran'. Click `Items'->`Item Properties'. Select the font required. You can change the position the item selected by dragging it to a position you want.

Misc.

Calculator



Select this option to use the calculator.

Import From EC Payroll

This option will update your Borang B or Borang BE from EC Payroll's particulars such as 'Basic Particulars', 'Particulars Of Individual', 'Computation Of Income Tax (salary, bonus, tax deducted, SOCSO, etc)', 'Declaration', 'Particulars Of Husband / Wife', 'Other Particulars', 'Donations' and 'Relief'. Select 'Create New Account" if necessary. Click 'Accept'.

Import From EC Secretarial

This option will update your Borang C particulars such as 'Basic Information', 'Particulars Of Company', 'Declaration', 'Auditor', 'Tax Agent', 'HK-O (Directors)' and 'HK-P (Shareholders)'. Select 'Create New Account' if necessary. Click 'Accept'.

Import From EC Accounting

This option will update your Borang B, Borang C, Borang P or Borang PT from EC Accounting's Profit and Loss Account and Balance Sheet. Select directory to import. Select Reference number. Click 'Accept'.

Export Transactions

Select Borang B, Boarng BE, Borang C,. Borang P or Borang PT. This option allows you to do transactions in another computer.

Import Transactions

Select Borang B, Boarng BE, Borang C, Borang P or Borang PT. This option allows you to import transactions from another computer.

Import Data From e-Filing

Select Borang B, Boarng BE, Borang C or Borang P. Select '1. Check Text File' or '2. Import'. Enter Directory and File Name.

Export Data For e-Filing or Submission

Select Borang B, Boarng BE, Borang C, Borang P, Borang CP 30 or Boramg PT. Select Reference Number. Change File Name if necessary.

BE To B

Select this option if the tax reference number is changed from BE to B. The data will be copied to this new Borang B tax reference number.

B To BE

Select this option if the tax reference number is changed from B to BE. The data will be copied to this new Borang BE tax reference number.

C To PT

Select this option if the tax reference number is changed from C to PT. The data will be copied to this new Borang PT tax reference number.

P To PT

Select this option if the tax reference number is changed from P to PT. The data will be copied to this new Borang PT tax reference number.

Check Form

Select this option if you want to check repeated reference number.

Payment

Select this option for your record of payment to IRB. Select 'Payment - Borang B', 'Payment - Borang BE', 'Payment - Borang C', 'Payment - Borang PT' or 'Payment Summary'. Click 'New'. Select Reference Number. Change amount assessed if necessary. Enter payment detail.

Summary

Select Borang B, Boarng BE, Borang C or Borang PT. Select Reference Number. Click 'Print'. This will print a summary of all the years of assessment if the name is the same.

Transfer To Excel File
Click the report required. Please note the file name when prompted.

Text File
Click the report required. Please note the file name when prompted.

History
Click the Borang and the year of assessment required.

Document Manager
Click "New". Enter the particulars required. If you have saved the document such as in WORDS format in "C:\ECT\DOCUMENT", you can see the report when you click "Document". By saving your report such as in WORDS format in directory such as "C:\ECT\DOCUMENT", you can easily select and print out any report such as your "Tax Computation" of earlier years. The "Search" function allows you to search easily any report you saved in the directory.

More Reports
Select 'Business Code', 'CP 204', 'Program Access Record' or 'File Access Record'. For 'CP 204', the details are obtained from 'Borang C'->'Enter Detail'->'Update Borang C (U)'->'CP 204'. 'Program Access Record' allows you to check the date and time a particular PIN number access the directory. 'File Access Record' allows you to check the date and time a particular PIN number access a particular tax file.

Create New Directory (Company)
This function enables you to have report format different form the current directory. Any changes in your report will not have an effect on this new directory.

Check For Employee/Client By Name
This option allows you to search for employees/clients and print out sorted by name, reference no. or tax reference no.