EC Tax

Frequently Asked Questions

1. Question
What is so special about EC Tax ?

Answer
It is a very simple Windows-based full-featured Borang B, BE, C, P and PT program.

2. Question
How soon can I start using EC Tax ?

Answer
Immediately. Just click "Readme" and you can start right away.

3. Question
Where do I enter the general particulars of an employee/client ?

Answer
In Borang B->General Particulars. This also apply to Borang BE, Borang C Borang P and Borang PT.

4. Question
Is there a backup facility ?

Answer
Click 'Housekeeping->Backup And Restore->Zip File' or 'Housekeeping->Backup And Restore->Copy Data Files'.

5. Question
What reports are generated by EC Tax ?

Answer
EC tax has a very comprehensive range of reports. For detail, please click "Readme".

6. Question
How do I enter the detail particulars in a Borang B/BE/C/P/PT ?

Answer
Click 'Borang B->Enter Detail'. Click the employee/client required. Click `Accept'. Click the description you want to enter/edit. Click button `J/R/C' search by 'Page/Part/Code'. Click button `D' to search the item by description.

7. Question
How do I check that I have done the Borang B/BE/C/P/PT correctly

Answer
Click 'Borang B->Check Transaction'.

8. Question
How can I enter the monthly payment for tax so that I can know the balance outstanding for each year of assessment ?

Answer
Click 'Misc->Payment'.

9. Question
How do I carry forward to the following Assessment Year ?

Answer
Click 'Borang B/BE/C/P/PT->Carry Forward'.

10. Question
How Do I let the system calculate everything including tax payable/repayble ?.

Answer
Click 'Borang B/BE/C/PT->Compute All'.

11. Question
How can I change the Borang B/BE/C/P/PT report. ?

Answer
Click 'Housekeeping->Report Designer'.

12. Question
How do I change my Password ?

Answer
Click 'Housekeeping->Change Password'.

13. Question
Can I use my employee/client real data now and when I enter the key code, my data is still there ?

Answer
YES.

14. Question
How do I print my past years' Borang B/BE/C/P/PT record ?

Answer
In ‘Misc->Document Manager’ or in ‘Misc->History’.

15. Question
How do I change the font type in my printout ?

Answer
In 'Housekeeping->Report Designer'.

16. Question
How do I import data such as salary, bonus, OT and EPF from EC Payroll into my Borang B or Borang BE ?

Answer
Click ‘Misc->Import From EC Payroll’.

17. Question
How do I change the font size?

Answer
In 'Housekeeping->Report Designer'.

18. Question
How do I import/export my Borang B particulars to another computer ?

Answer
Click ‘Misc->Export Transactions’ or ‘Misc->Import Transactions’.

19. Question
How do I change my left margin ?

Answer
In 'Housekeeping->Report Designer'.

20. Question
How do I print out only the Borang B of a particular employee/client for all the years of assessment ?

Answer
In ‘Misc->Document Manager’.

21. Question
How do I change the displayed language or report ?

Answer

In ‘Housekeeping->Page 3->Working Sheet In English’.

22. Question
How do I print the Borang B/BE/C/P/PT ?

Answer
In Borang B/BE/C/P/PT->Enter Detail.

23. Question
How do I import data such as Profit & Loss Account And Balance Sheet into my Borang B, Borang C, Borang P or Borang PT ?

Answer
In ‘Misc->Import From EC Accounting’.

24. Question
If an employee/client has his file changed from SG to OG or Borang C to Borang PT, what should I do ?

Answer
Select ‘Misc->Change Form’.

25. Question
How do I search an employee or a client by name ?

Answer
In Misc->Check for employee/client by name. You can also search the employee/client if you right click on the listbox when you are in Borang B/BE/C/P/PT->Enter Detail.

26. Question
How do I export my reports to EXCEL ?

Answer
In ‘Misc->Microsoft Excel’.

27. Question
How do I export my report to Text file ?

Answer
In Misc->Text File.

28. Question
How do I get a summary of my chargeable income and income tax for each year of assessment ?

Answer
In ‘Misc->Summary’.

29. Question
How do I export the data for e-filing / submission ?

Answer
In 'Misc->Export Data For e-Filing Or Submission'.

30. Question
How do I check for filing deadline ?

Answer
In 'Misc->Check Form', select 'Date Submitted'.

31. Question
How do I check for CP 204 deadline ?

Answer
In 'Misc->Check Form', select 'CP 204 Deadline'.

32. Question
How do I import particulars from EC Secretarial ?

Answer
In 'Misc->Import From EC Secretarial'.

33. Question
How do I import capital allowance from EC Accounting ?

Answer
In 'Borang B->Enter Detail', select button 'U'. Click 'HK-1.2.4'. Click 'Import HK-1.2.4 from EC Accounting'.

34. Question
How do I import statutory income from EC Accounting ?

Answer
In 'Borang B->Enter Detail', select button 'U'. Click 'HK-1'. Click 'Import HK-1 from EC Accounting'.

35. Question
How do I import 'Own Salary, Allowances, Bonus And EPF' from EC Payroll ?

Answer

In ‘Borang B->Enter Detail’, select button ‘U’. Click ‘HK-1’. Click ‘Import Own salary, Allowances, Bonus And EPF From EC Payroll’.

36. Question
How do I print the tax computation ?

Answer
In ‘Borang B->Enter Detail’, select button ‘X’.

37. Question
How do I print the list for all the working sheets ?

Answer
In ‘Borang B->Enter Detail’, select button ‘S’.

38. Question
How do I get the amount for penalty in CP 204 for Borang C or Boarng PT ?

Answer
In ‘Borang C/PT->Enter Detail’, select button ‘U’. Click ‘CP 207’. Click ‘Edit->List’.