eService (ES) User Guide
Tax Schedules

Table of Content

Topics	Page
A. Introduction	3
B. General Information	4
C. Tax Schedule Mapping	5
D. Search and select entity	7
E. Submit Tax Schedule	10
F. Add or Edit Records Before Submission	26
G. Edit Tax Schedule After Submission	31
H. Add Tax Schedule With No Record	37
I. View Tax Schedule After Submission	42
J. Status Types	44
K. Troubleshooting Guide	45

PURPOSE

This user guide acts as a reference for steps on navigating through the Tax Schedule module in One Common Portal (OCP).

FURTHER ASSISTANCE

For any inquiries, please contact +673-2383933, +673-2380651 or email revenue@mofe.gov.bn

Operating Hours:
Mondays to Thursdays: 8.30am – 12.00pm and 1.30pm - 3.30pm
Saturdays: 8.30am - 12.00pm and 1.30pm - 3.30pm

Closed on Fridays, Sundays, and Public Holidays

B. General Information

1. All tax schedules must be submitted. However, for tax schedules that are not relevant, user may declare and submit those tax schedules with no record by following the steps in Section H. Add Tax Schedule With No Record.

2. If using file upload:
    a. Only Excel file (.xls or .xlsx format) can be uploaded.
    b. The size of each Excel file should not exceed 5MB.
    c. Users are strongly encouraged to use the Excel file template provided. This can be obtained from either the Tax Schedule (Schedule Details) page or from One Common Portal under Resources & Guides.
    d. Each tax schedule must be saved in one (1) Excel file containing one (1) worksheet only. If the file contains multiple worksheets, only the first worksheet will be uploaded.
    e. Each worksheet should contain no more than 1,000 rows of records. If there are more than 1,000 rows of records, the records must be split into multiple files. User would then need to upload the files one after another.
    f. There must be no formula included in the worksheet as this may disrupt the data and the submission process.
    g. No cells should be left blank. If a cell is not applicable, input ‘n/a’ or ‘-‘ or ‘0’, whichever is applicable.
    h. Each schedule must be prepared and submitted separately according to the tax schedule type.

3. Once the Tax Schedules are submitted, certain records will be auto-reflected in the Income Tax Form. Please ensure the total amount for each schedule tallies with the corresponding amount in the Income Tax Form. You may refer Section C. Tax Schedule Mapping for the relevant Tax Schedules and the corresponding Income Tax Form fields.

C. Tax Schedule Mapping

Schedule Name	Tax Schedule Column	Income Tax Form Fields
Revenue Records - General	Total Sum of Total Revenue (column C)	D1
Revenue and Cost Records - Contract	Total sum of progress billing for the year (column I)	D1
Revenue and Cost Records - Motor Vehicle Dealers	Total sum of sales price (column I)	D1
Purchases Records	Total Sum of Total Purchases (column C)	D6
Salaries and Wages Records	Total sum of Total basic salaries/wages (column E)	Section E, E10(i) Salary
	Total sum of Bonus (column F)	Section E, E10(ii) Bonus
	Total sum of Allowances (column G)	Section E, E10(iii) Allowance
	Total sum of Overtime (column H)	Section E, E10(iv) Other Emoluments
	and Total sum of Other payments (column I)	
Directors' Remuneration Records	Total sum of Total Salary (column H)	Section E, E3(i) Salary
	Total sum of Bonus (column J)	Section E, E3(ii) Bonus
	Total sum of Allowances (column K)	Section E, E3(iii) Allowance
	Total sum of Fee (column I)	Section E, E3(iv) Fees
	Total sum of Benefit in kind/other payment (column L)	Section E, E3(v) Others
Motor Vehicle Expenses Records	Total Sum of Fuel and parking (column D)	Section E, E7(i) Fuel and parking
	Total Sum of Repair and maintenance (column F)	Section E, E7(ii) Repair and maintenance
	Total Sum of Road tax and insurance (column E)	Section E, E7(iii) Road tax and insurance
	Total Sum of Others (column G)	Section E, E7(iv) Others

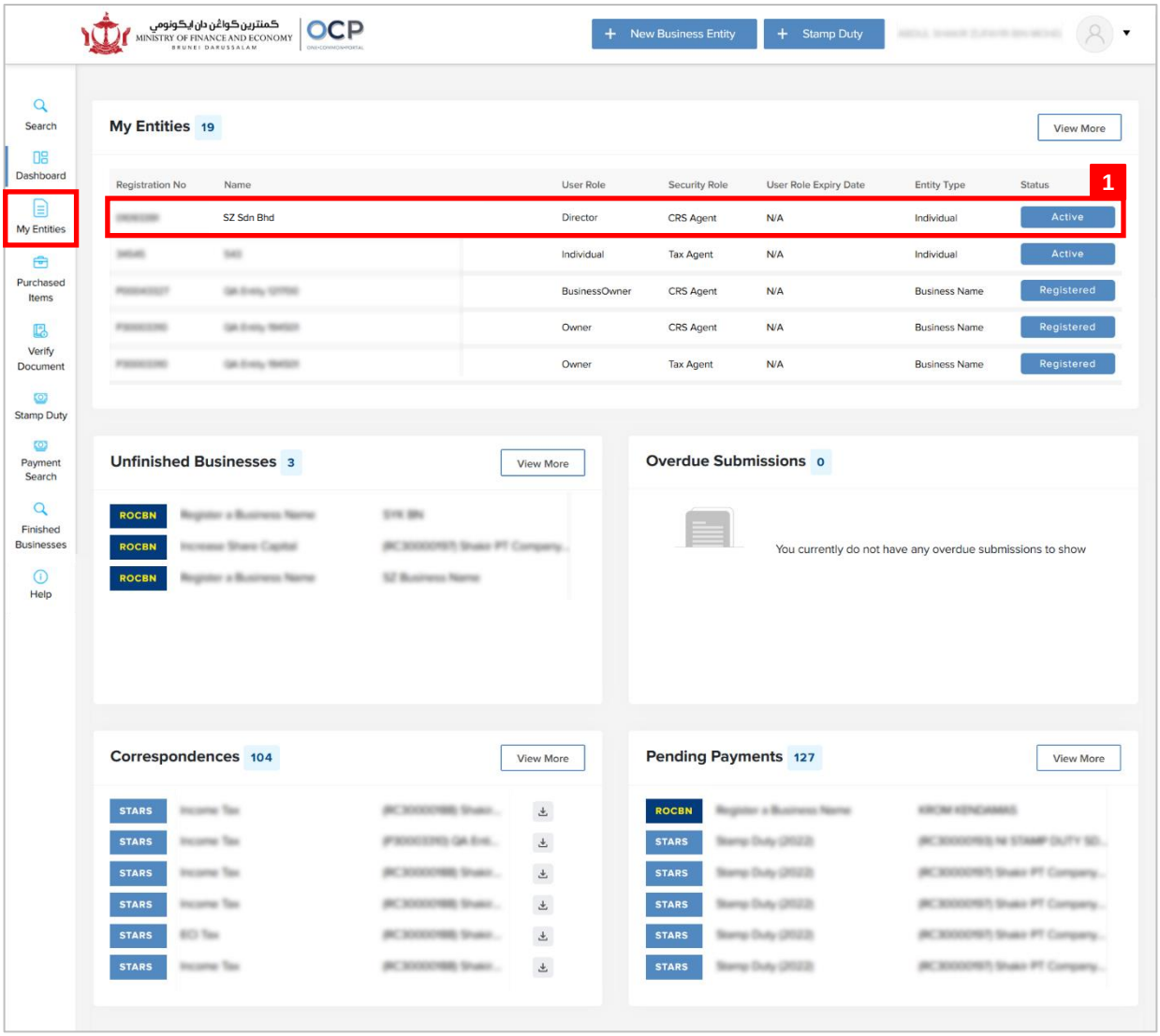
C. Tax Schedule Mapping

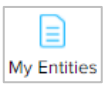
Schedule Name	Tax Schedule Column	Income Tax Form Fields
Entertainment Expenses Records	Total Sum of Amount (column I)	Section E, E4 Entertainment
Fixed Assets Records – Registered Motor Vehicles	None	None
Fixed Assets Records – Other Assets	None	None
Related Party Disclosure	None	None
Rental Expenses Records – Immovable Properties	Total Sum of Rental / lease charge for the year (column L)	Section E, E8 Rents
Rental Expense Records – Movable Properties	None	None

OCP – Tax Schedules

SEARCH AND SELECT ENTITY	Online User
	Director / Employee / Agent

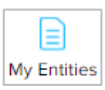
This section will guide user to search and select entity in OCP.



Once user logged in, a list of entities will be displayed in the dashboard under the **My Entities** section or by clicking on the 

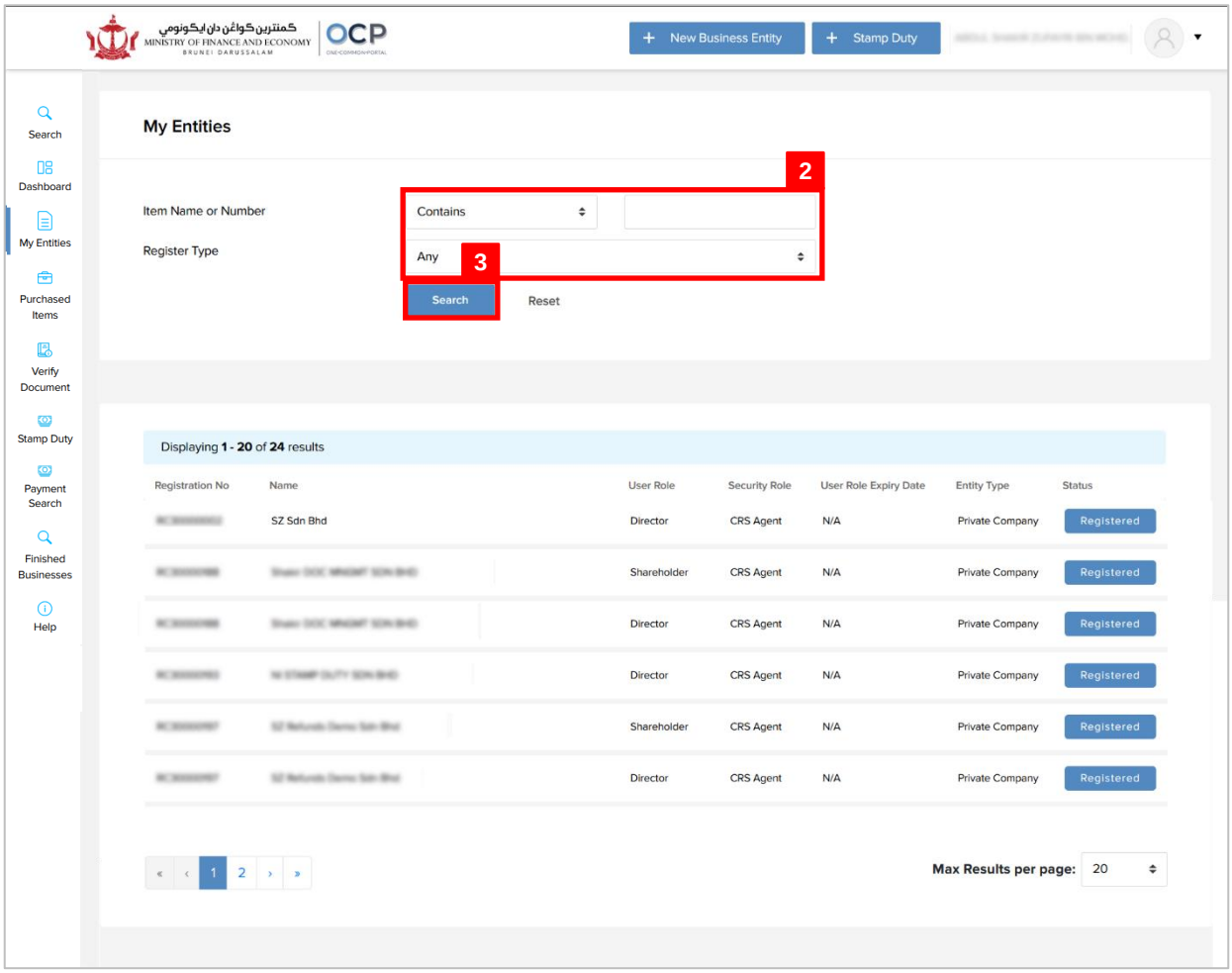
icon on the left-hand side menu.

1. Click on the **Entity** for which Tax Schedule is to be submitted and proceed to Step 4.

   If the entity is not listed, click on the 

icon and proceed to step 2.

The **My Entities** page will be displayed.

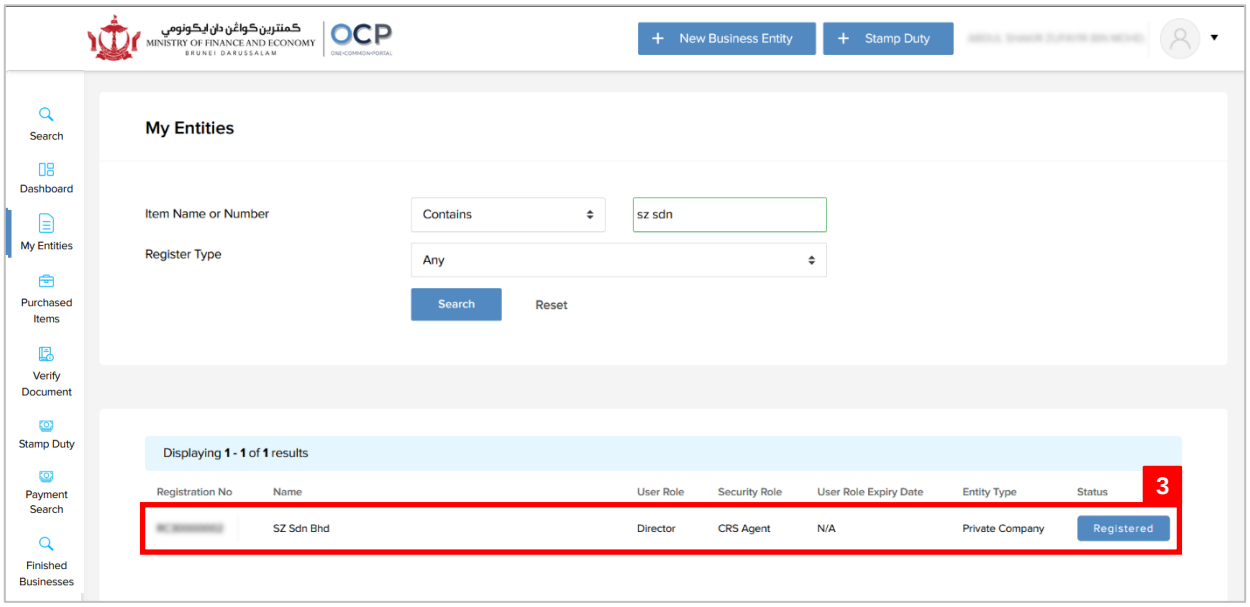


2. Enter the details in **My Entities** section as per the example below.

Field	Example
Item Name or Number	*SZ Sdn Bhd or RC50001234*
Register Type	*Companies*

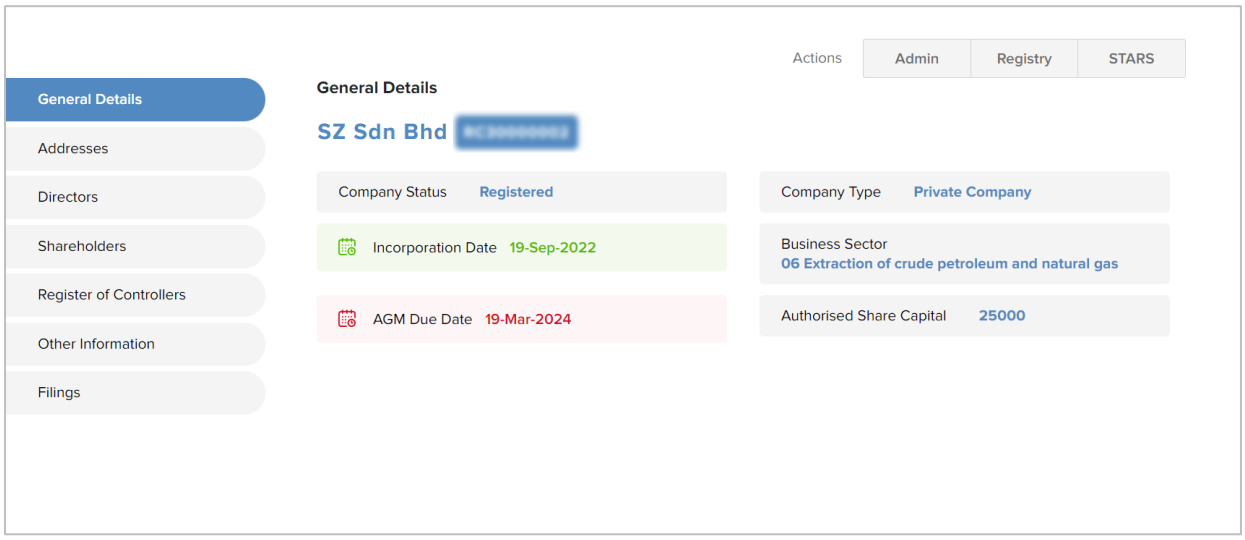
3. Click on **Search**

The **Search Results** will be displayed below the **My Entities** section.



4. Click on the entity.

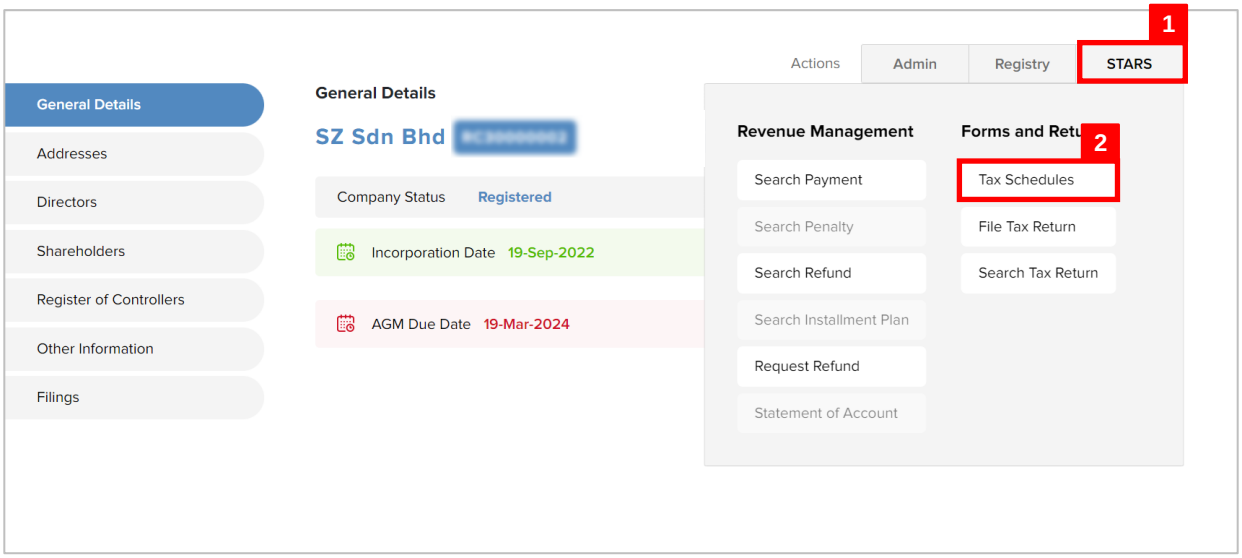
The **General Details** page of the selected entity will be displayed.



OCP – Tax Schedules

SUBMIT TAX SCHEDULES	Online User
	Director / Employee / Agent

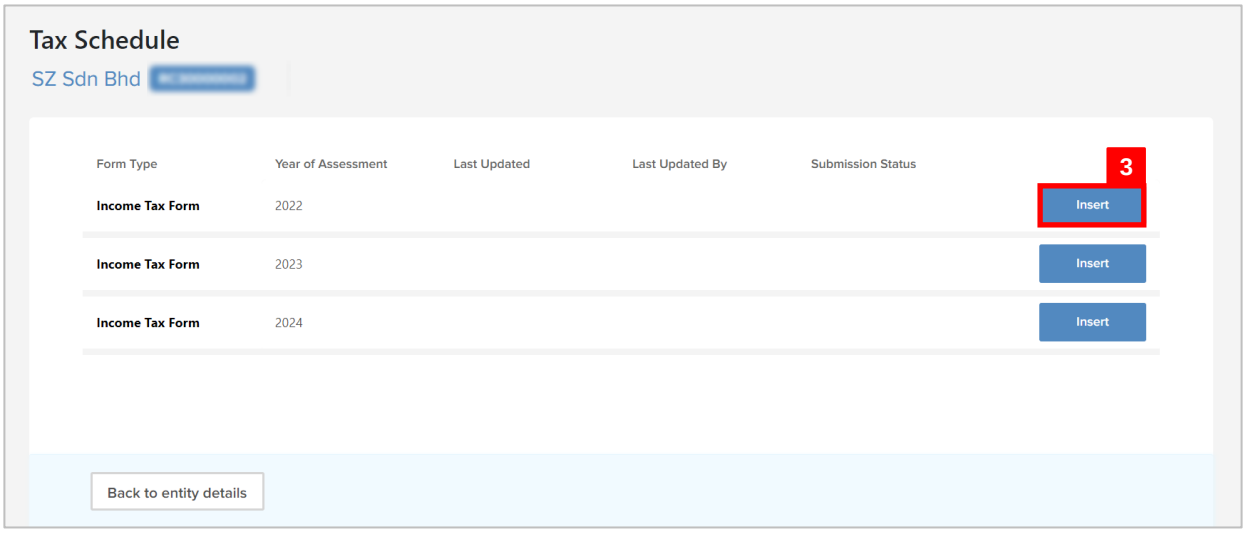
This section guides user on how to submit Tax Schedules.



1. On the **General Details** page of the entity, click on the STARS tab.

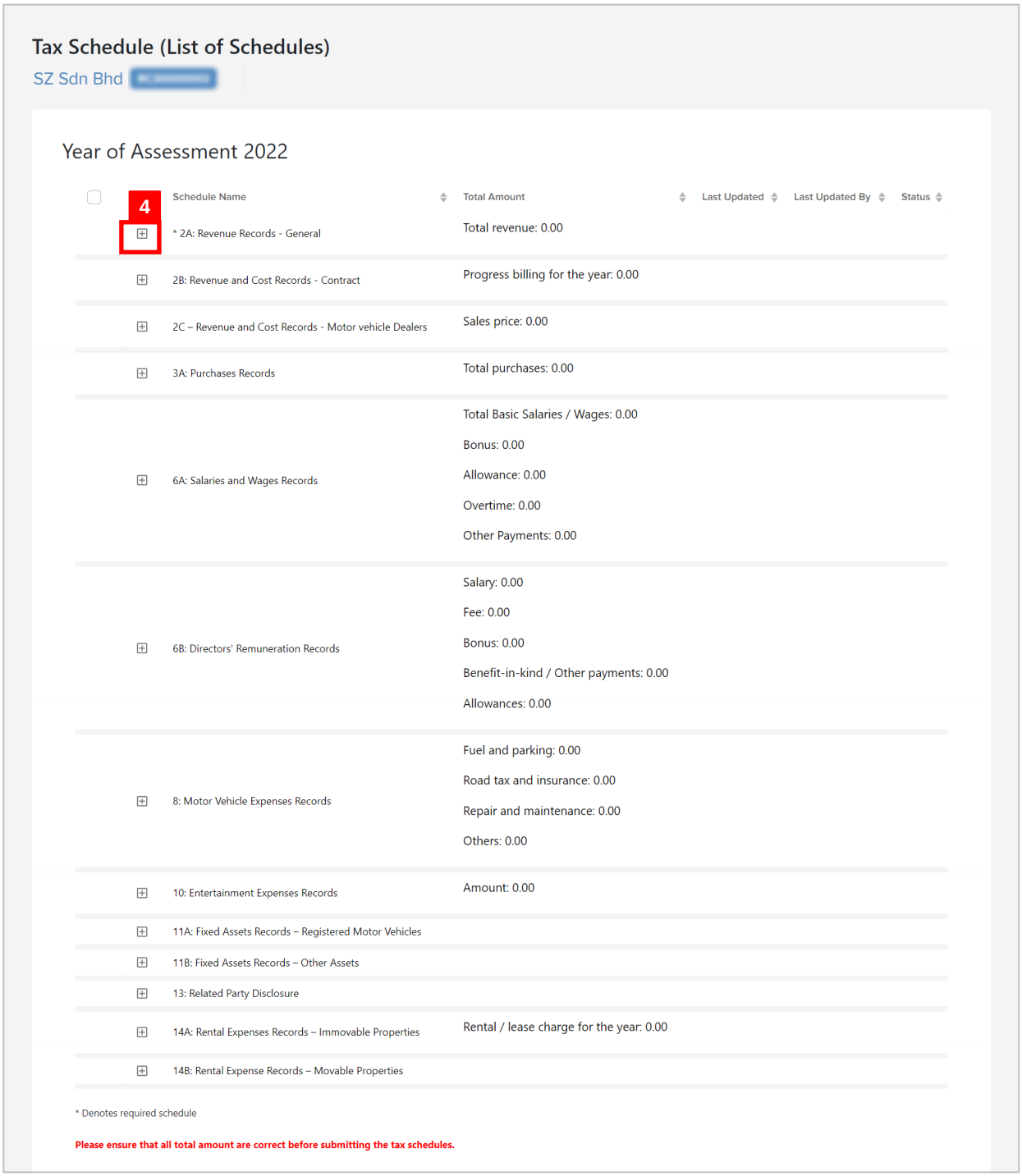
2. Select and click on Tax Schedules .

The **Tax Schedule** page will be displayed.



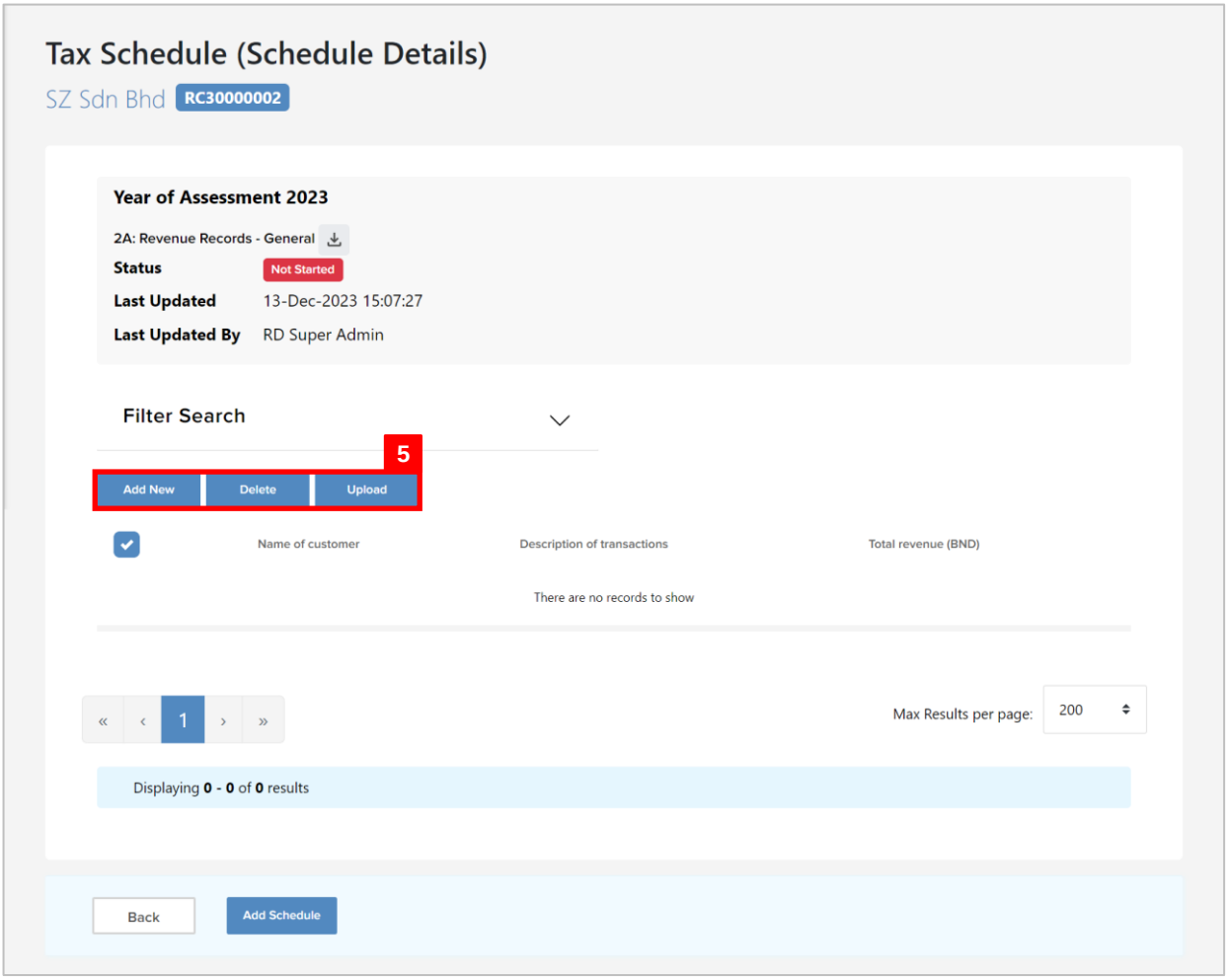
3. Select the relevant Year of Assessment and click on Insert

The **Tax Schedule (List of Schedules)** page will be displayed.



4. Click on the ⊞ button of the relevant tax schedule.

The **Tax Schedule (Schedule Details)** page for the selected Tax Schedule will be displayed.



5. To **enter records manually**, click on Add New and proceed to A.

To **upload from an excel file**, click on Upload and proceed to B.

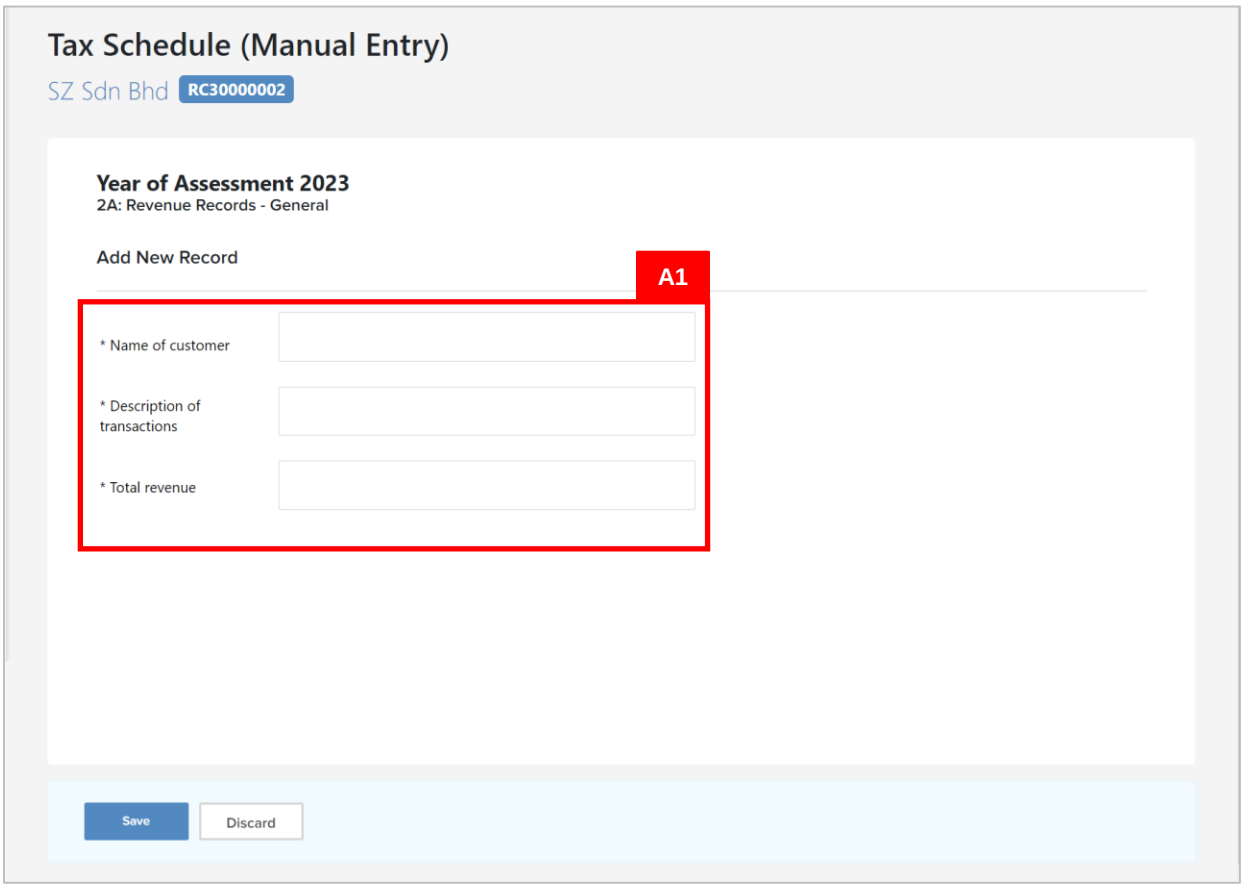
Note: A **prescribed template** must be used for File Upload. You may download the template by clicking the icon.

Note*: User may opt to click on the following button to be redirected as follows:*

Delete	To delete the records
Back	To go back to Tax Schedule (List of Schedules) page

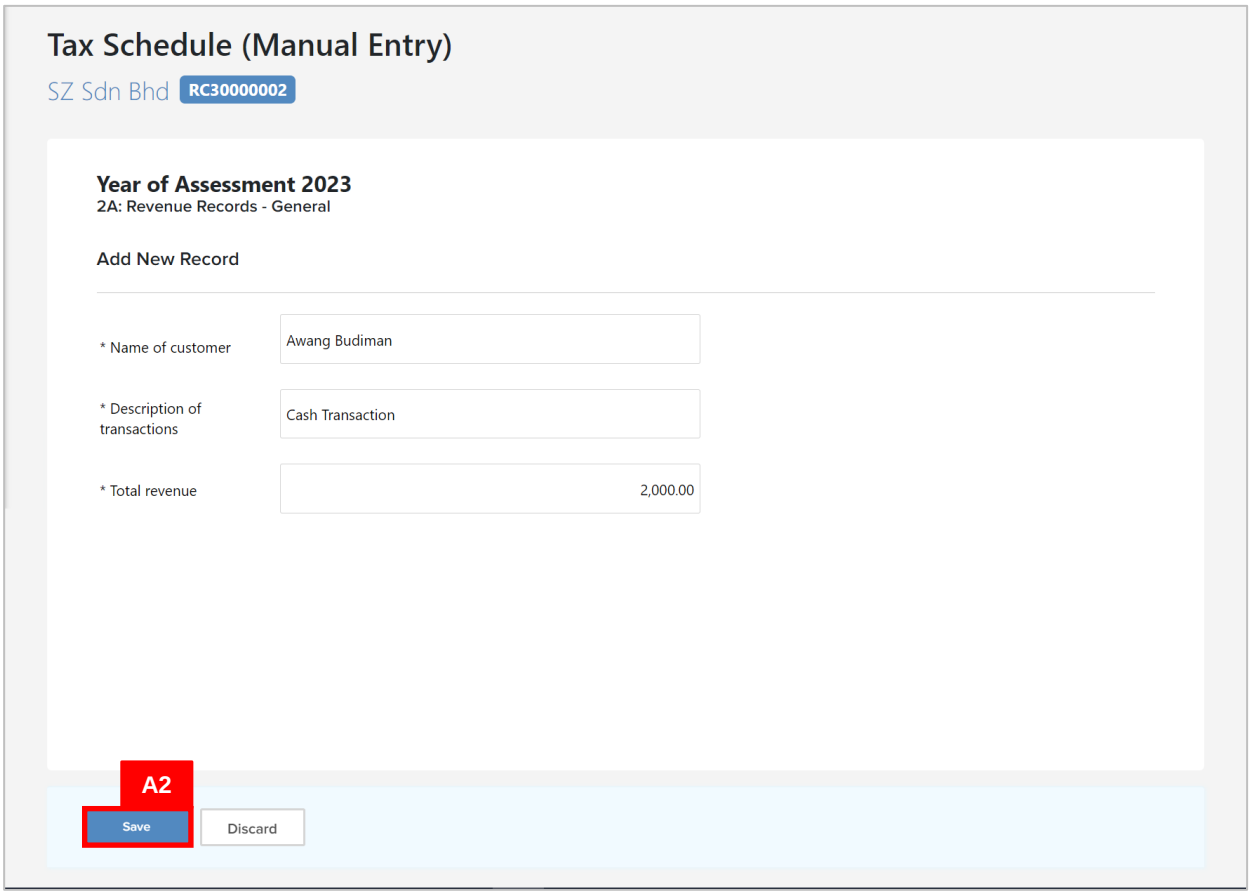
A. Manual entry of Tax Schedule records

Continuing from Step 5, the **Tax Schedule (Manual Entry)** page will be displayed.



A1. Enter the details in the **Add New Record** section as per the example below

Field	Example
Name of Related Party (company/others entities/individual)	*Awang Budiman*
Description of Transaction	*Equipment Rental & Personnel Services*
Total Revenue	*18,827.65*

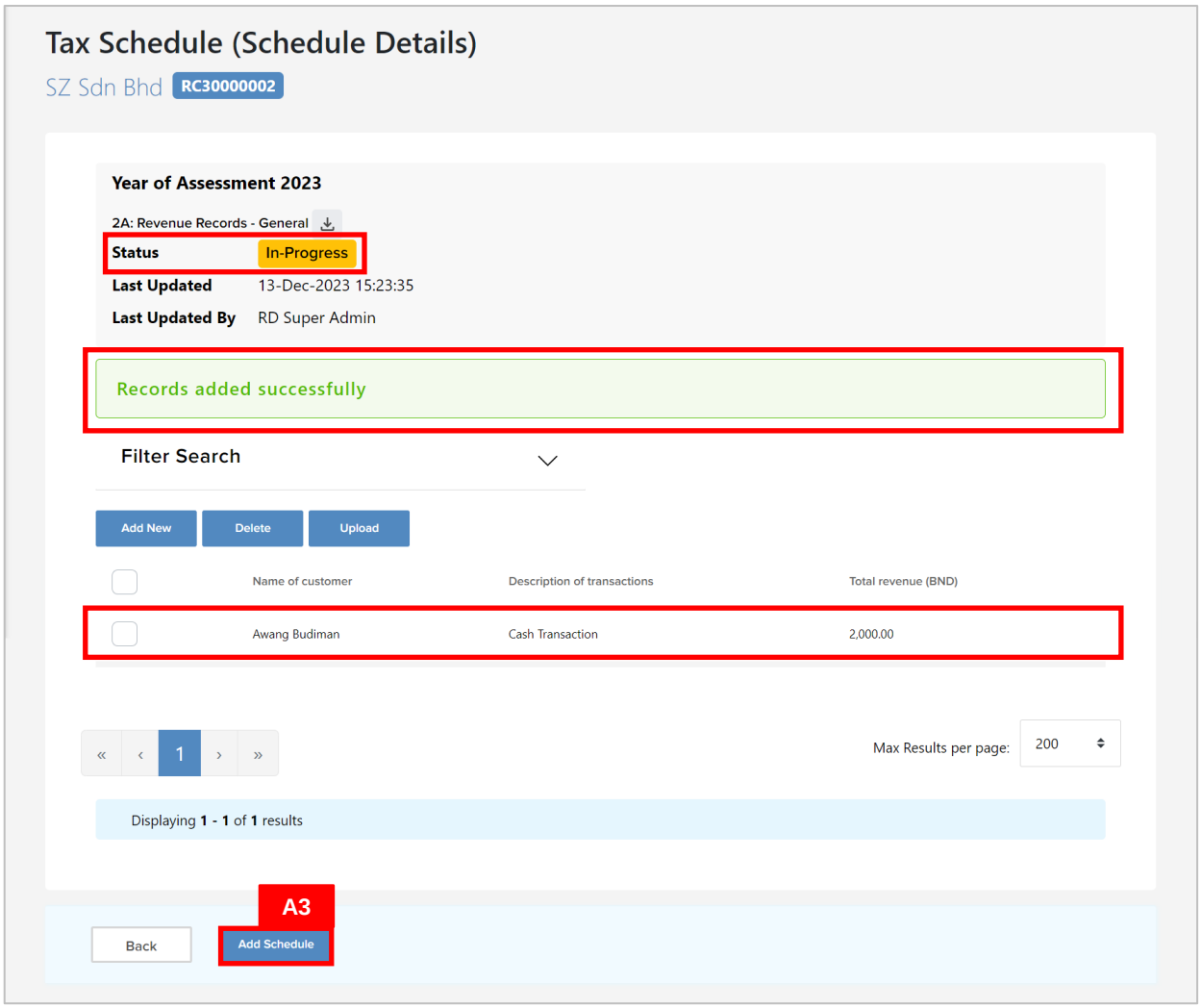


A2. Once details have been completed, click on Save

Note: *User may opt to click on the following button to be redirected as follows:*

Discard	To discard the record

A **confirmation message** will appear to notify user that a record has been added. The added record(s) should be shown on the page. Status will be set to **In Progress**.



To add more record, repeat from step 5.

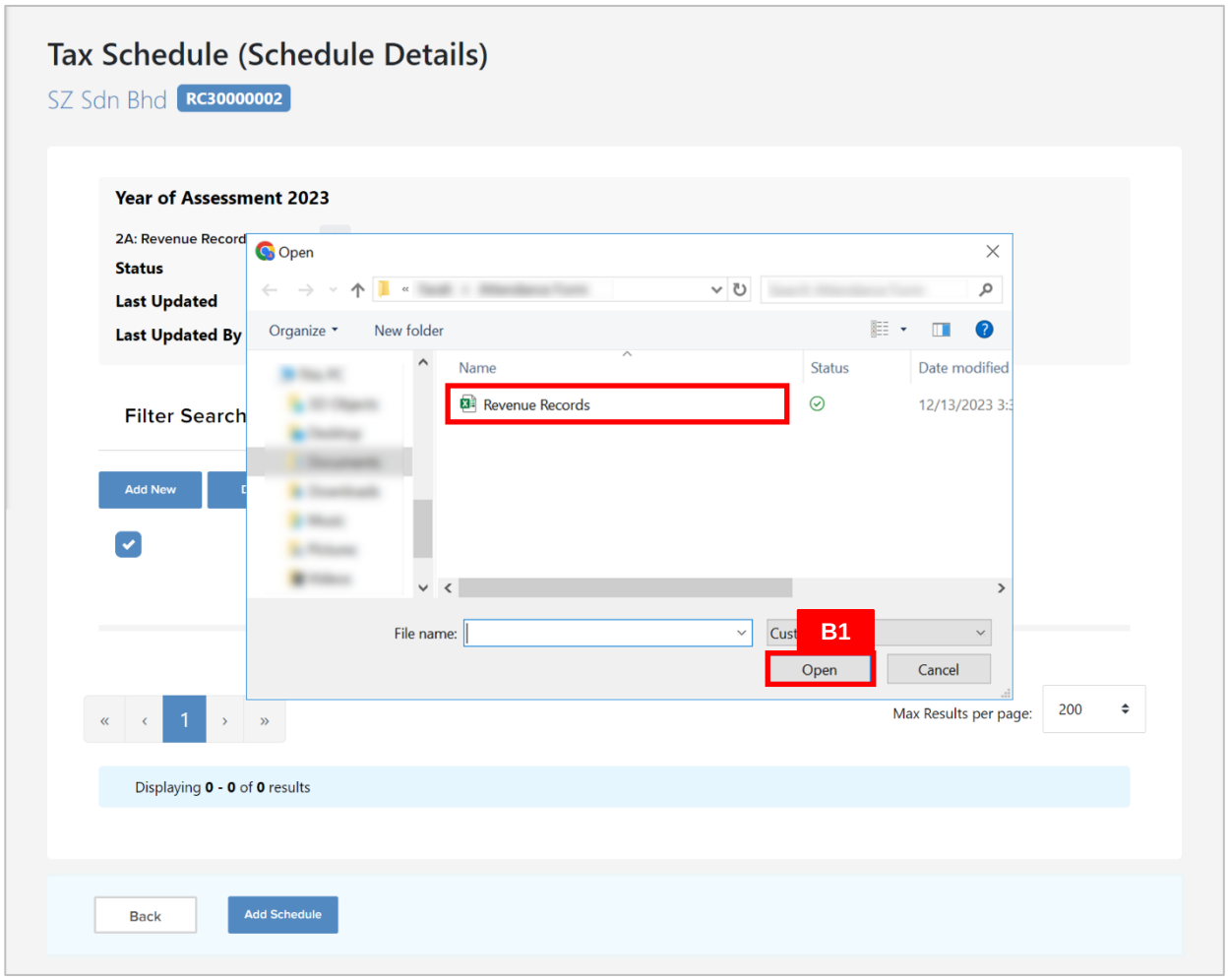
To continue at another time, click on the Back button and all records will be saved. User will be directed back to the **Tax Schedule (List of Schedules)** page.

A3. Once all records have been added, click on Add Schedule

Continue to Step 6.

B. Input of Tax Schedule via file upload

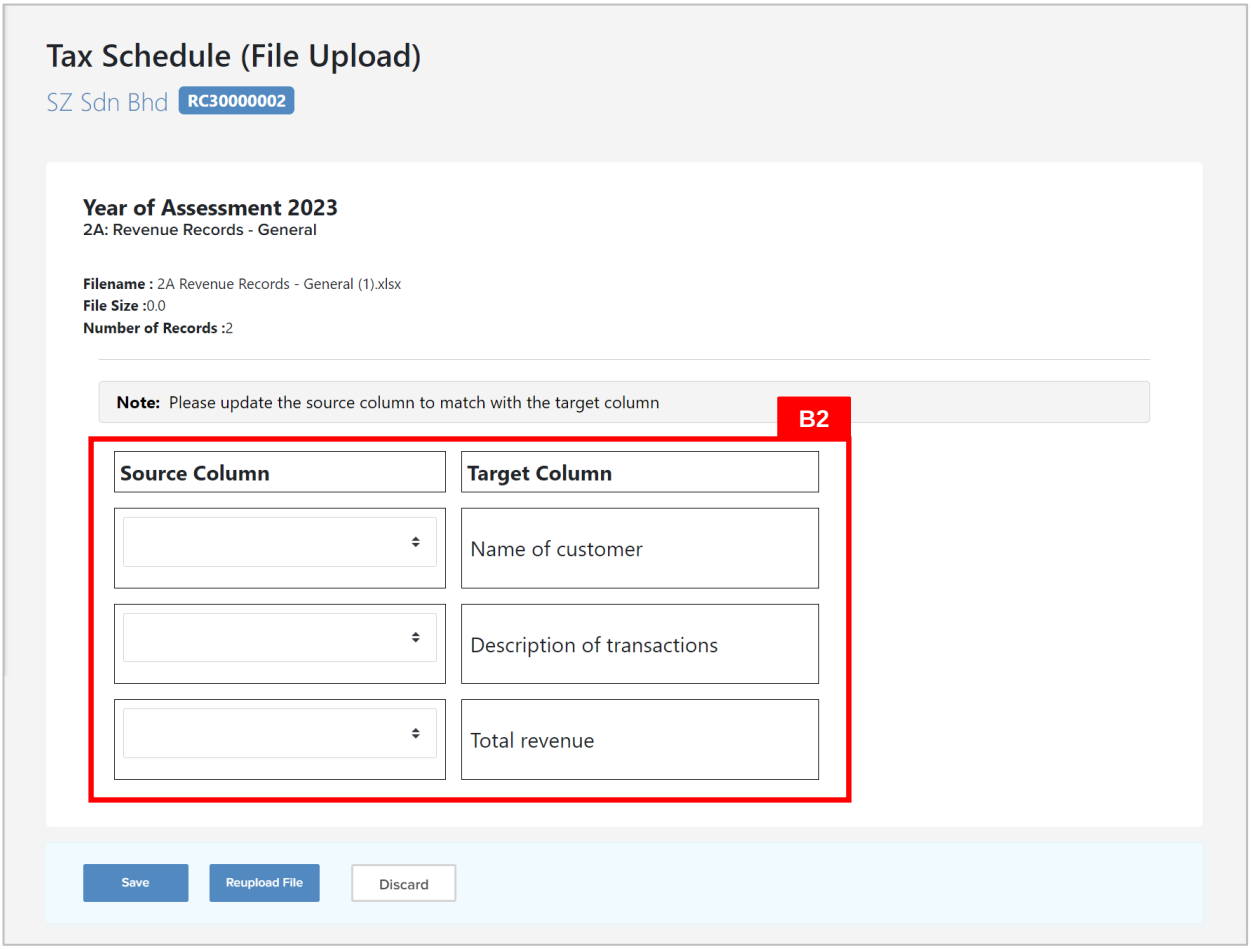
Continuing from Step 5, Upload File window will pop up.



B1. Select on the relevant file and click Open.

***Note**: Please read the **General Information** before uploading any files.*

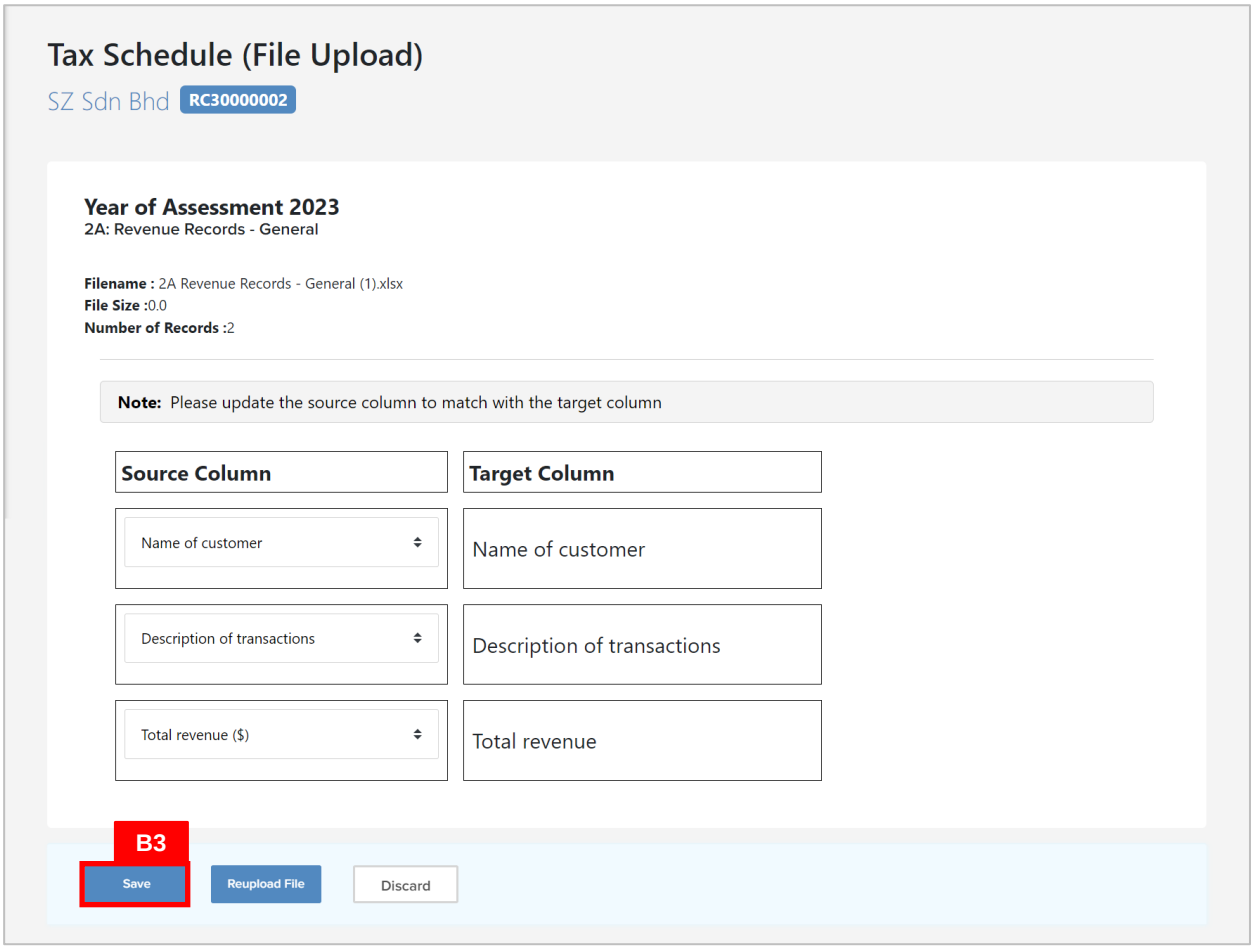
The **Tax Schedule (File Upload)** page will be displayed.



B2: Select the **source column** from the file selected to match with the **target column** as per the example below:

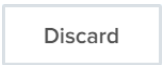
Source Column from uploaded file	Target Column
Name of Customer	Awang Budiman
Description of transactions	Equipment rental & Personnel Services
Total Revenue	18,827.65

***Note**: Please ensure the columns are correctly matched in order for the data to be correctly uploaded. The names of the source column and target column **do not** have to be the same as long as the data is correct.*

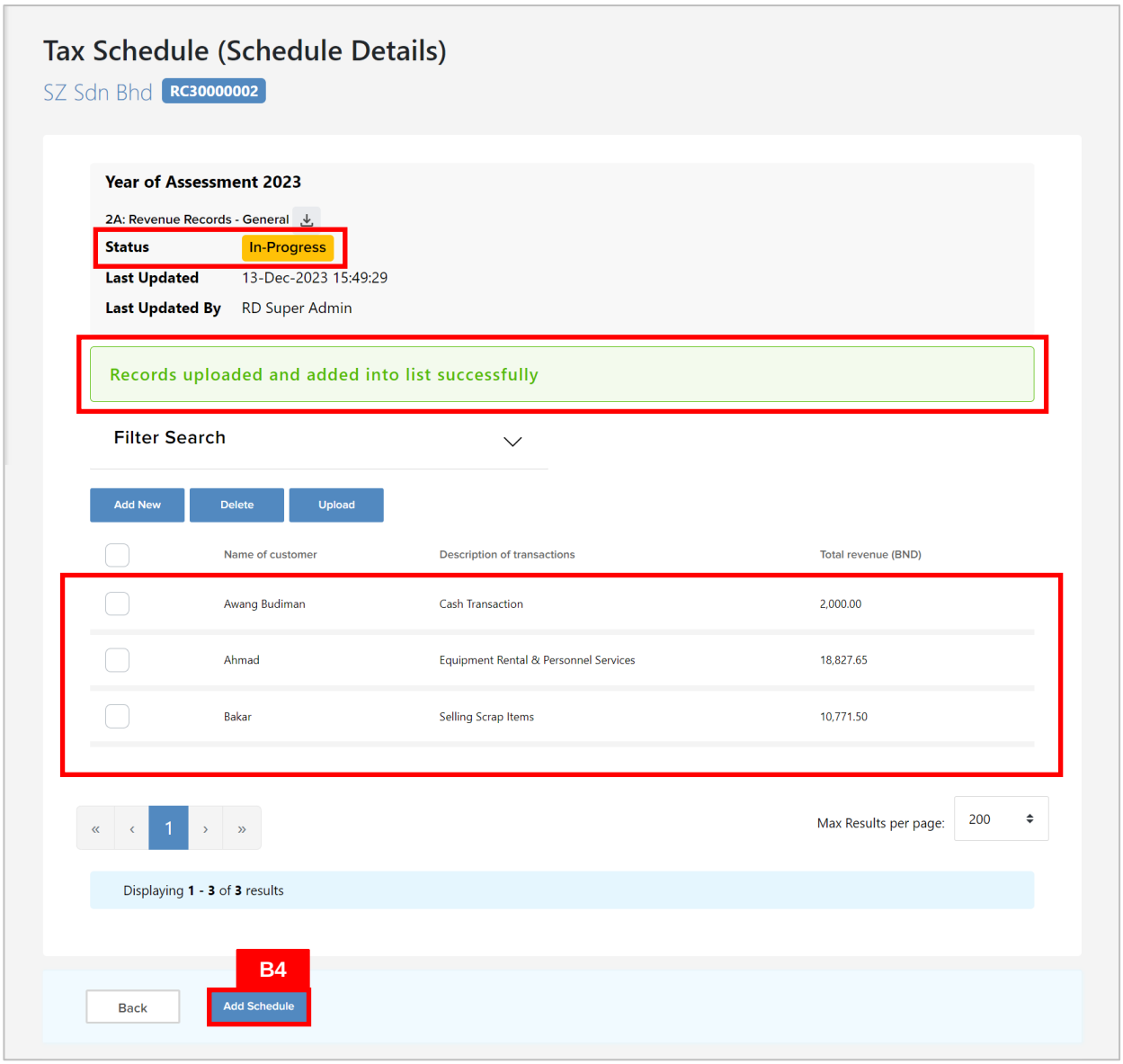


B3**.** Once all columns have been matched, click on

Note*: User may opt to click on the following button to be redirected as follows:*

	To discard the record

A **confirmation message** will appear to notify user that the records have been uploaded. The uploaded record(s) should be shown on the page. Status will be set to **In Progress**.



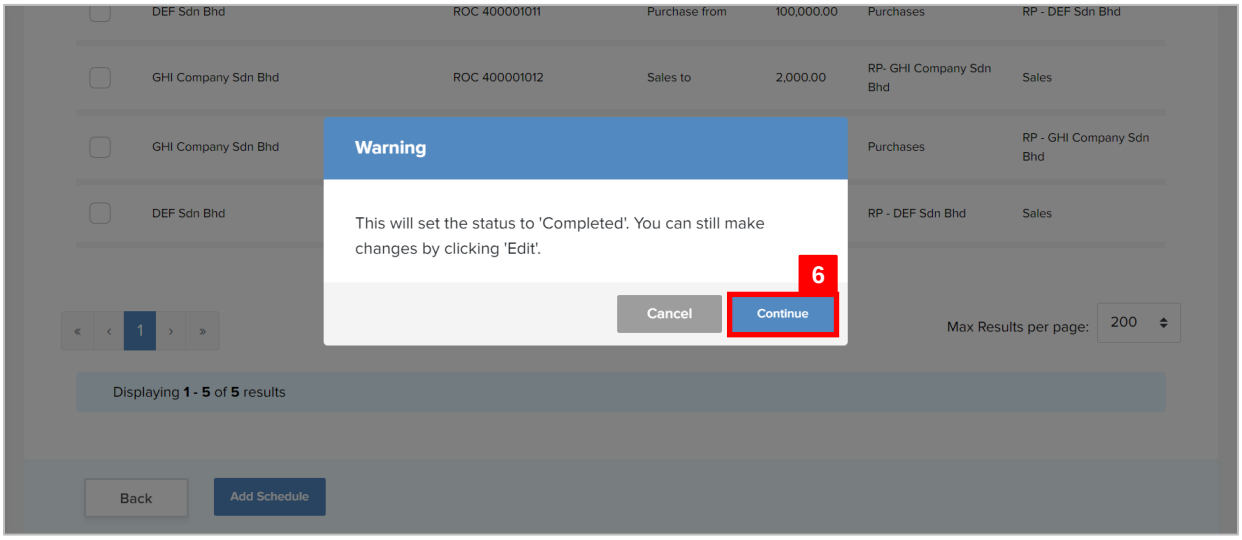
To **add more records**, repeat from step 5.

To continue at another time, click on the Add Schedule button and all records will be saved. User will be directed back to the **Tax Schedule (List of Schedules)** page.

B4**.** Once all records have been added, click on Back

Continue to Step 6.

System will prompt user before adding the tax schedule.

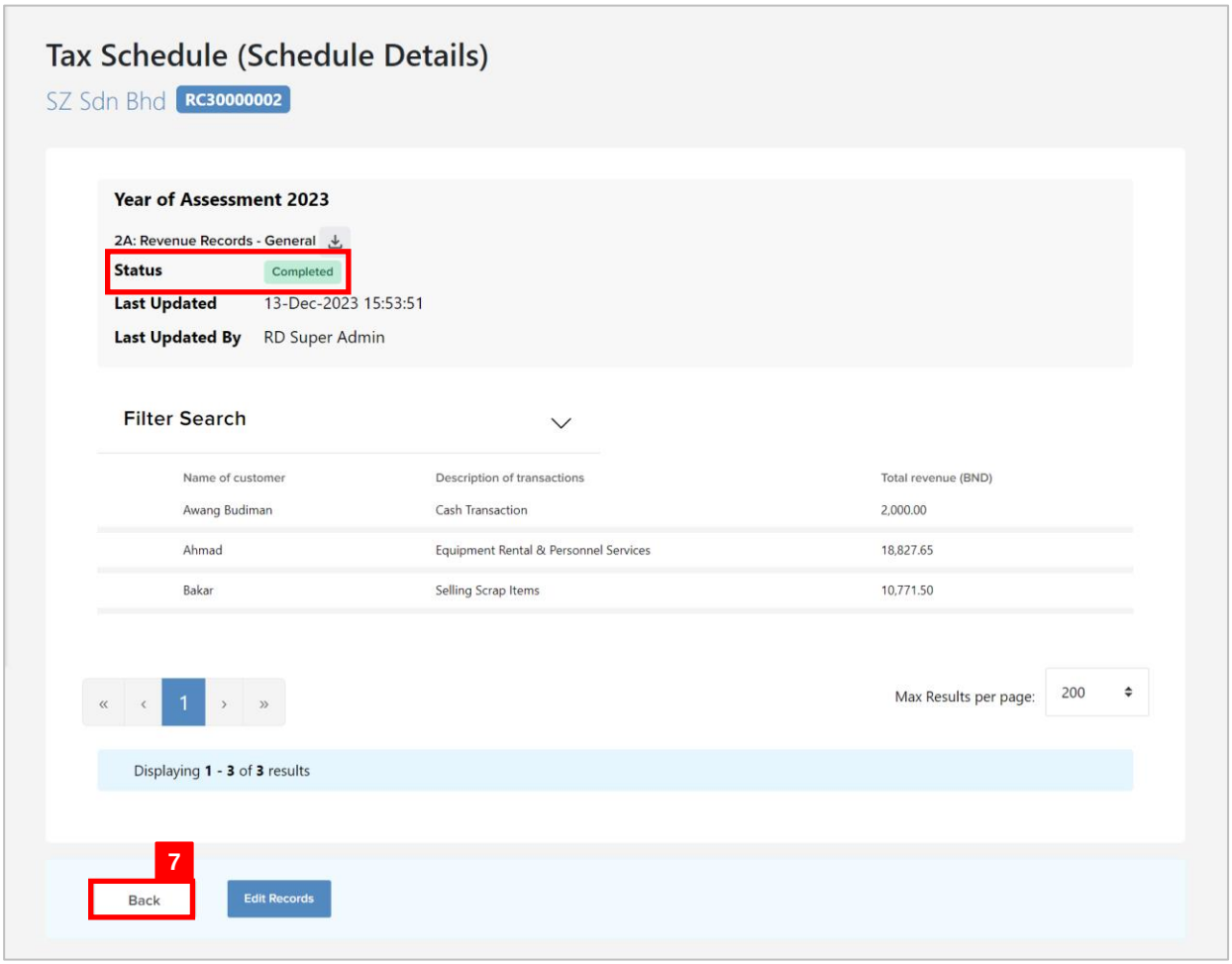


6. Click on Continue to confirm.

***Note**: User may opt to click on the following button to be redirected as follows:*

Cancel	To cancel Add Schedule

The status will be set to **Completed**.

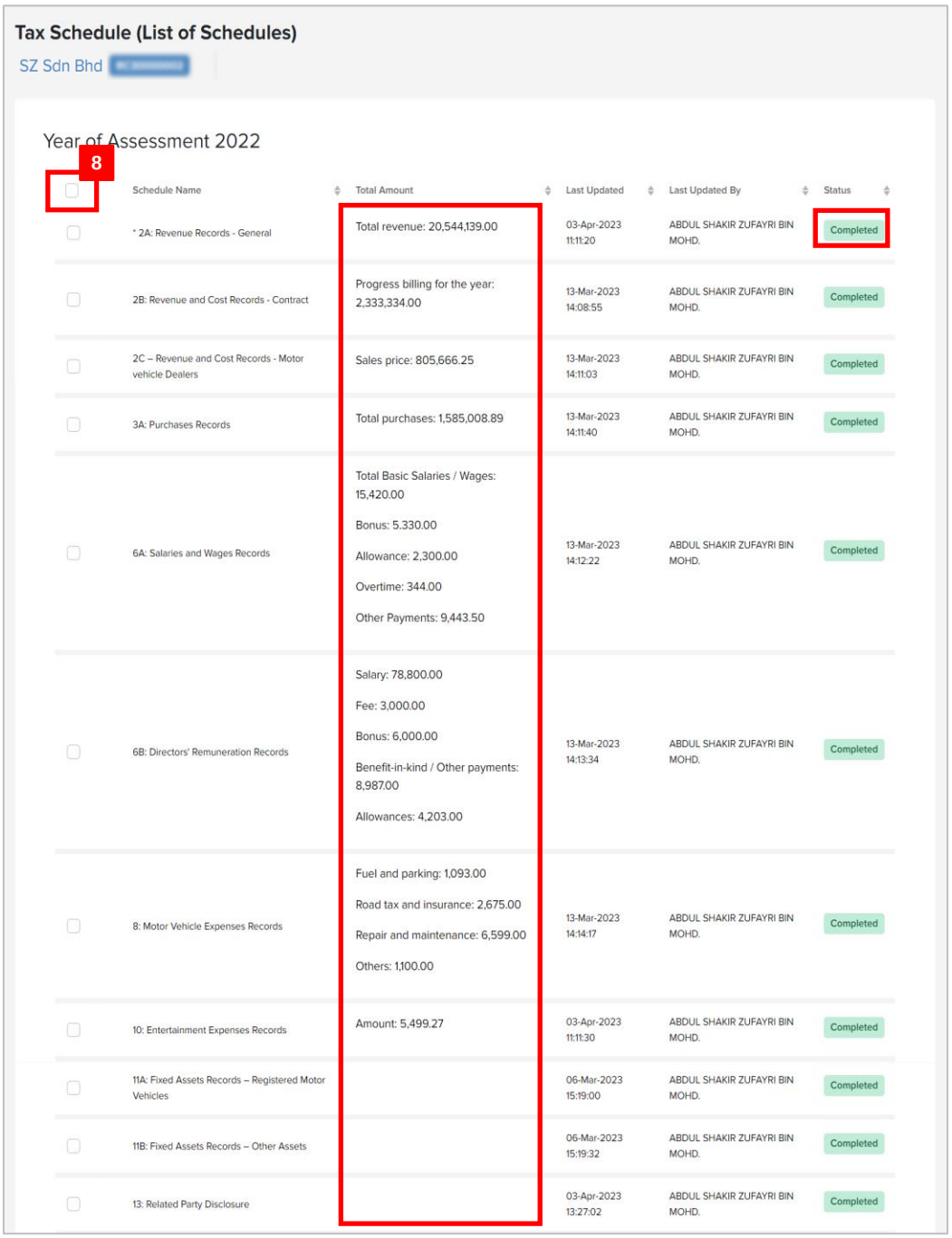


7. Click on Back

***Note**: User may opt to click on the following button to be redirected as follows:*

Edit Records	To edit the records

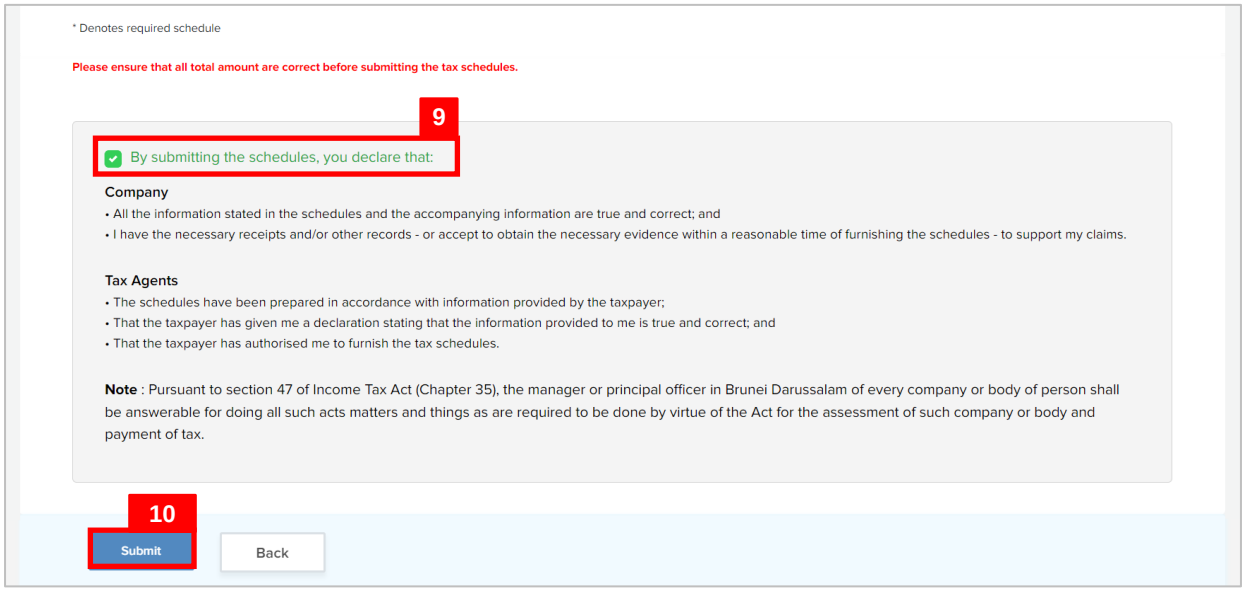
The **Tax Schedule (List of Schedules)** page will be displayed. Status for completed tax schedules will be set to **Completed**. Please ensure that the total amount tallies with user's tax schedules.

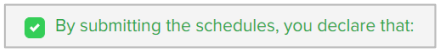


To add more records, repeat from Step 4.

If user has not completed all tax schedules and would like to continue at another time, click on the Back button at the bottom of the page.

8. Once **all Tax Schedules have been completed**, click on the **tick box** to select all Tax Schedules.

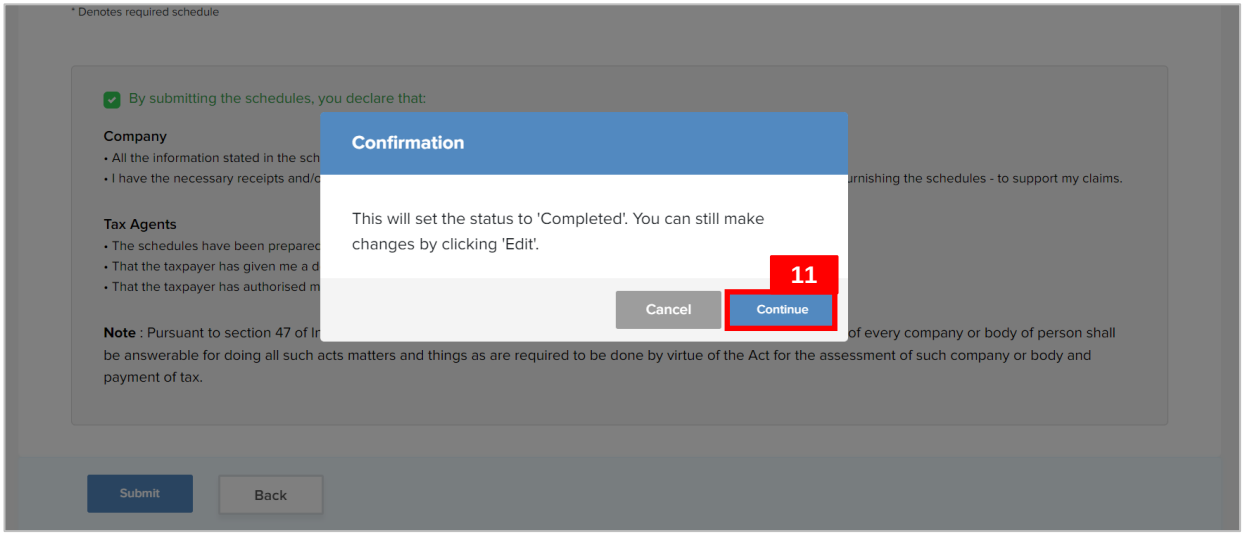


9. Read through the **Disclaimer** and click on the 

checkbox.

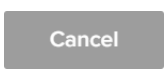
10. Click on

System will prompt user before submitting the tax schedules.

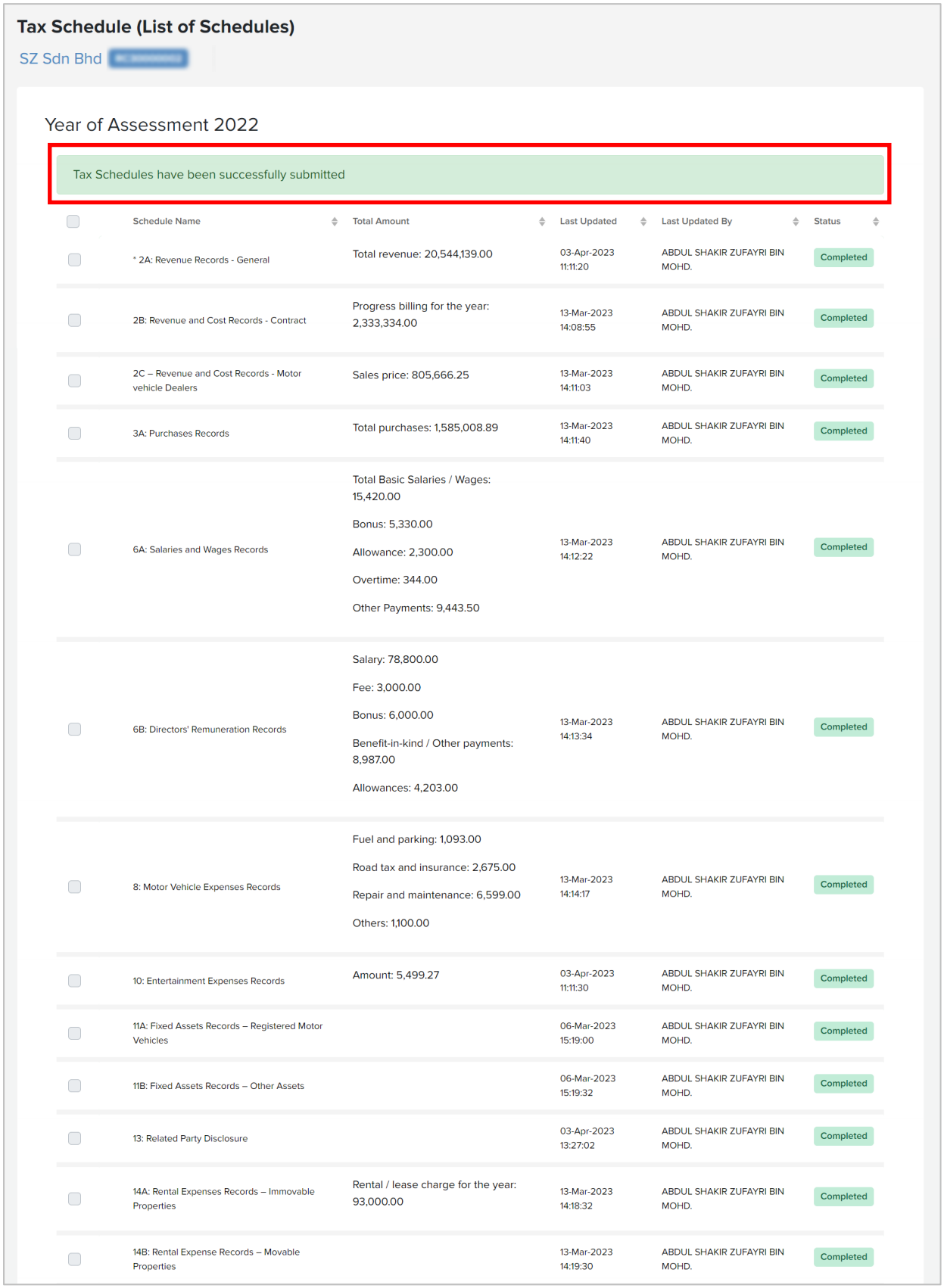


11. Click on

***Note**: User may opt to click on the following button to be redirected as follows*:

	To cancel submission

A **confirmation message** will appear to notify user that the Tax Schedules have been submitted.



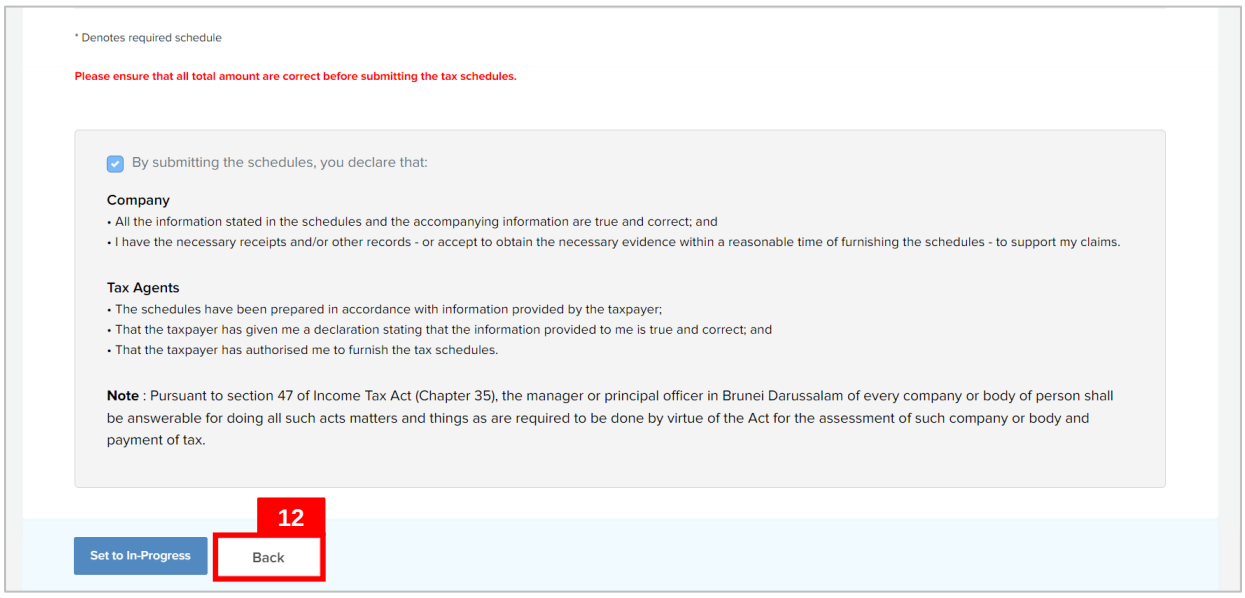
Tax Schedule (List of Schedules)

SZ Sdn Bhd [redacted]

Year of Assessment 2022

Tax Schedules have been successfully submitted

Schedule Name	Total Amount	Last Updated	Last Updated By	Status
* 2A: Revenue Records - General	Total revenue: 20,544,139.00	03-Apr-2023 11:11:20	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed
2B: Revenue and Cost Records - Contract	Progress billing for the year: 2,333,334.00	13-Mar-2023 14:08:55	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed
2C – Revenue and Cost Records - Motor vehicle Dealers	Sales price: 805,666.25	13-Mar-2023 14:11:03	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed
3A: Purchases Records	Total purchases: 1,585,008.89	13-Mar-2023 14:11:40	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed
6A: Salaries and Wages Records	Total Basic Salaries / Wages: 15,420.00 Bonus: 5,330.00 Allowance: 2,300.00 Overtime: 344.00 Other Payments: 9,443.50	13-Mar-2023 14:12:22	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed
6B: Directors' Remuneration Records	Salary: 78,800.00 Fee: 3,000.00 Bonus: 6,000.00 Benefit-in-kind / Other payments: 8,987.00 Allowances: 4,203.00	13-Mar-2023 14:13:34	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed
8: Motor Vehicle Expenses Records	Fuel and parking: 1,093.00 Road tax and insurance: 2,675.00 Repair and maintenance: 6,599.00 Others: 1,100.00	13-Mar-2023 14:14:17	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed
10: Entertainment Expenses Records	Amount: 5,499.27	03-Apr-2023 11:11:30	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed
11A: Fixed Assets Records – Registered Motor Vehicles		06-Mar-2023 15:19:00	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed
11B: Fixed Assets Records – Other Assets		06-Mar-2023 15:19:32	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed
13: Related Party Disclosure		03-Apr-2023 13:27:02	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed
14A: Rental Expenses Records – Immovable Properties	Rental / lease charge for the year: 93,000.00	13-Mar-2023 14:18:32	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed
14B: Rental Expense Records – Movable Properties		13-Mar-2023 14:19:30	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed



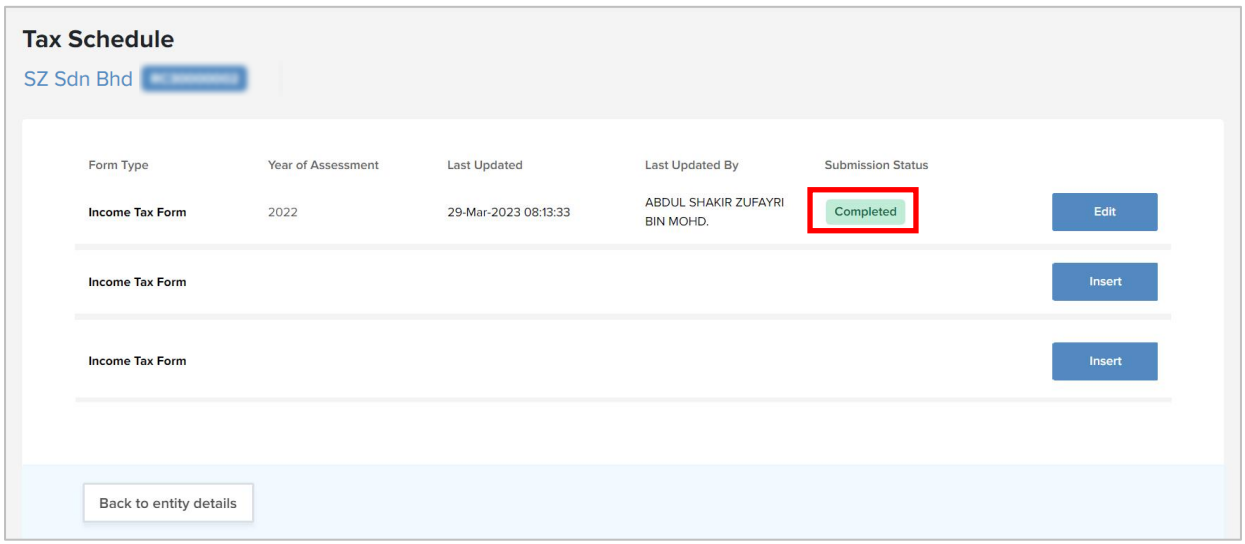
12. Click on Back

***Note**: User may opt to click on the following button to be redirected as follows:*

Set to In-Progress	To set the Tax Schedule status back to In-Progress, allowing user to edit their Tax Schedules (see Section G. Edit Tax Schedule After Submission)

User will be redirected to the **Tax Schedule** page.

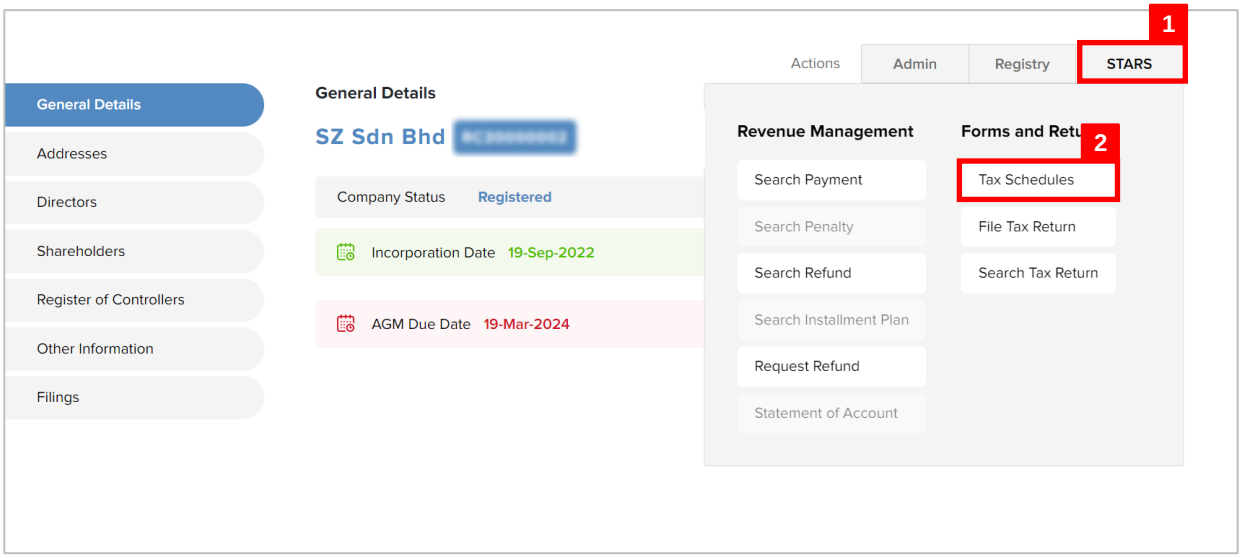
The submission status will be set to **Completed**.



OCP – Tax Schedules

ADD OR EDIT RECORDS	Online User
	Director / Employee / Agent

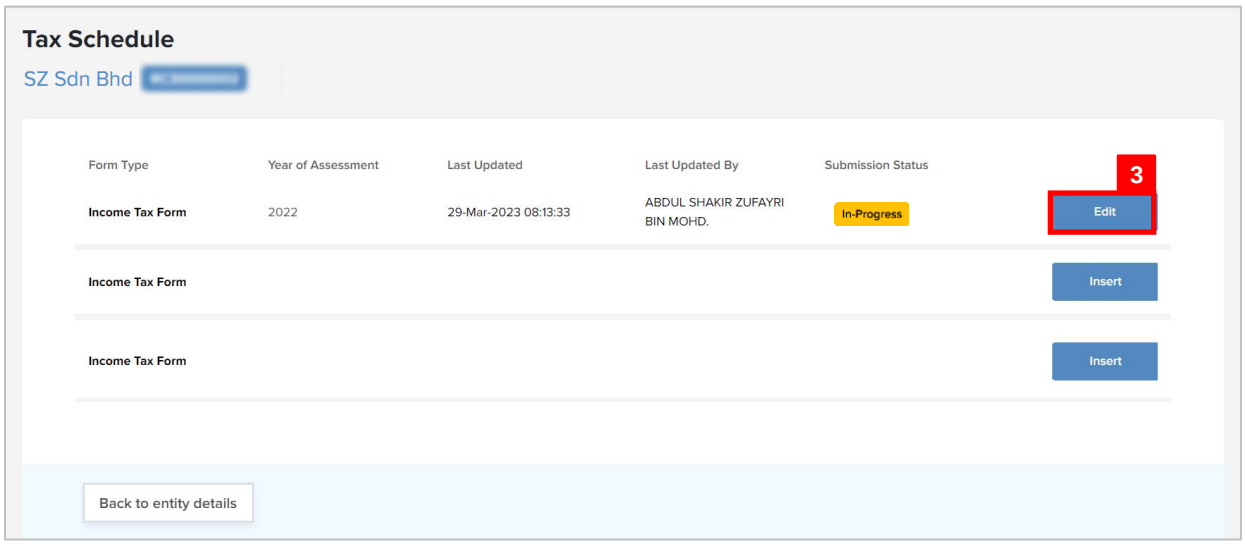
This section guides user to add or edit records before Tax Schedules are submitted.



1. On the **General Details** page of the selected entity, click on the STARS tab.

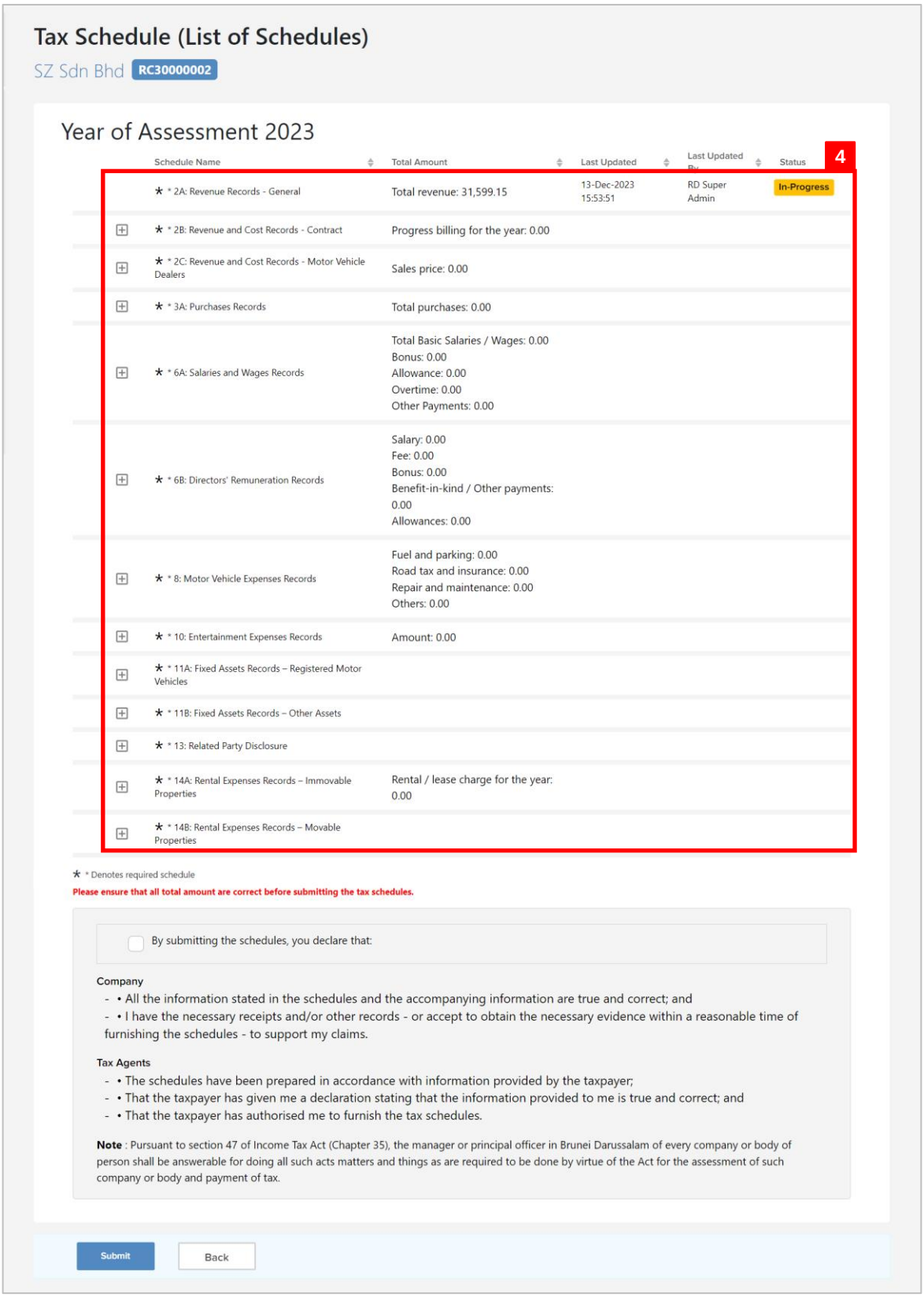
2. Select and click on Tax Schedules .

The **Tax Schedule** page will be displayed.



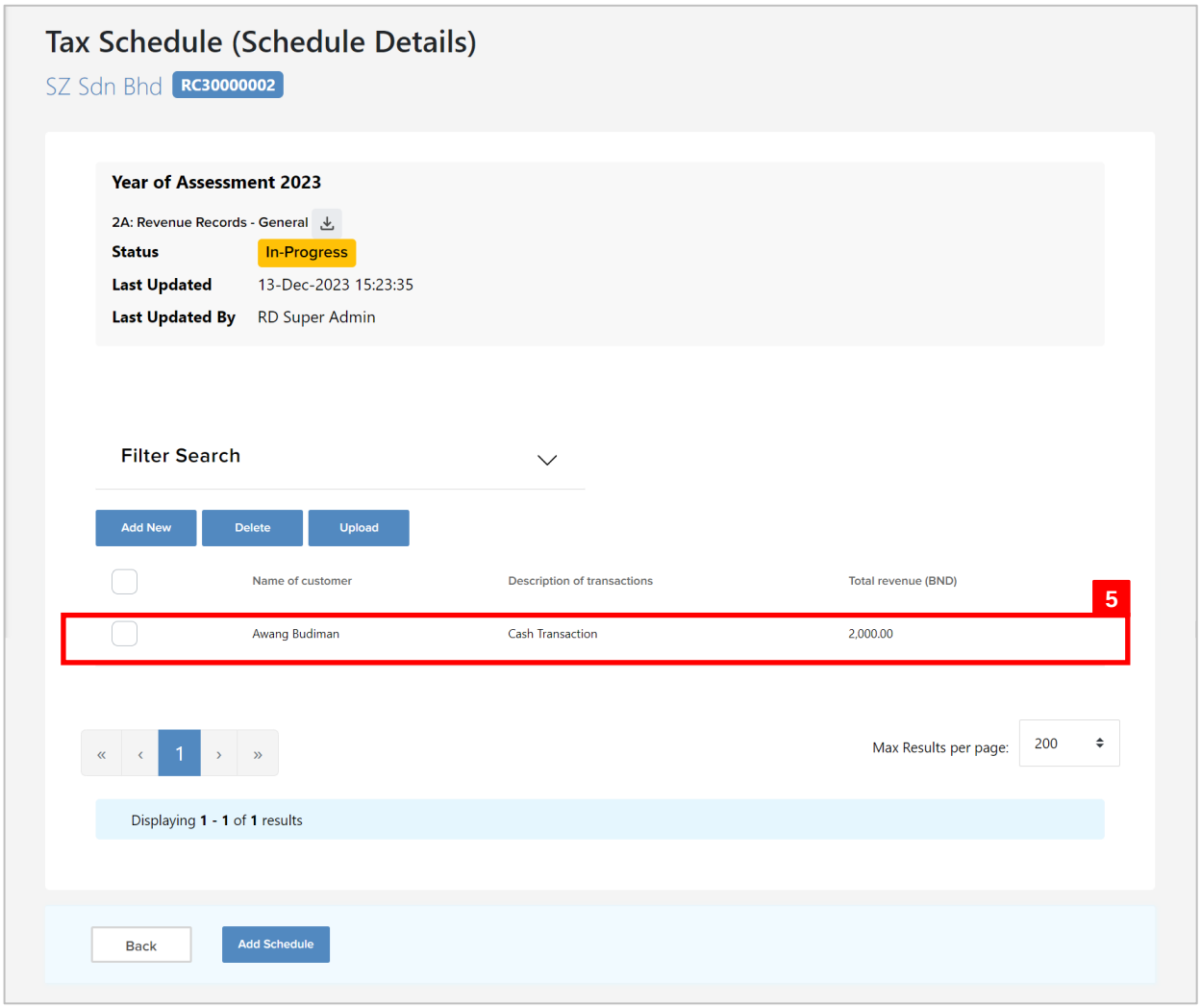
3. Select the relevant Year of Assessment and click on Edit to edit.

The **Tax Schedule (List of Schedules)** page will be displayed.



4. Select and click on the relevant Tax Schedule that user would like to edit.

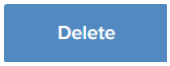
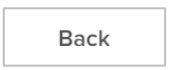
The **Tax Schedule (Schedule Details)** page for the selected Tax Schedule will be displayed.



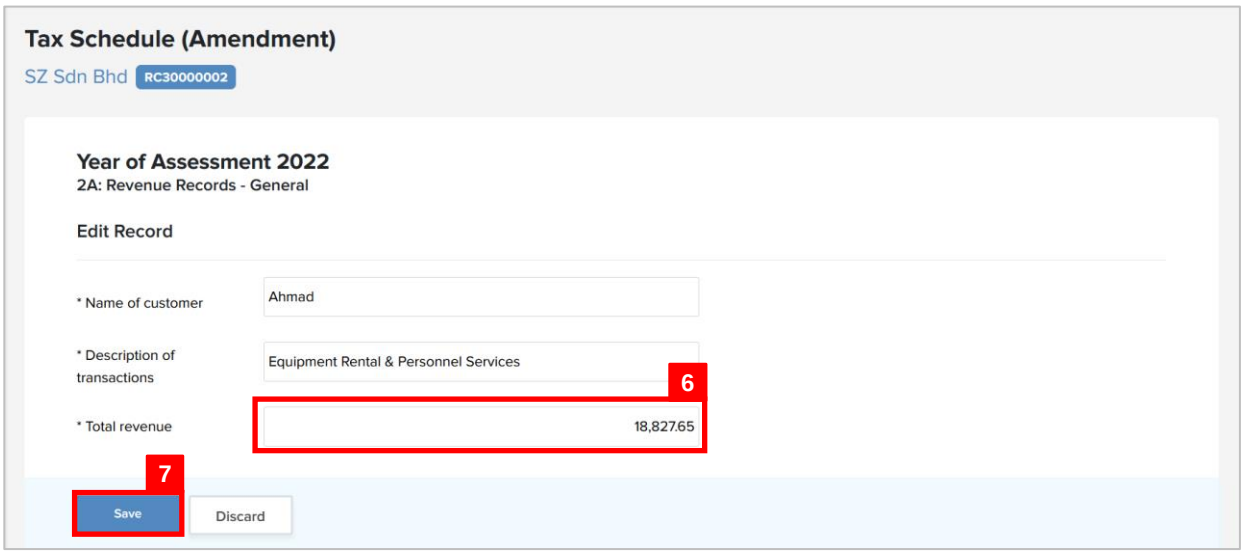
5. To edit records, click on the relevant record.

To add records, user may follow steps from Section E. Submit Tax Schedule from Step 5 through Step 12 of that section.

Note: User may opt to click on the following button to be redirected as follows:

	To download the Tax Schedule Excel template
	To delete the records
	To go back to List of Schedules page

The **Tax Schedule (Amendment)** Page will be displayed.

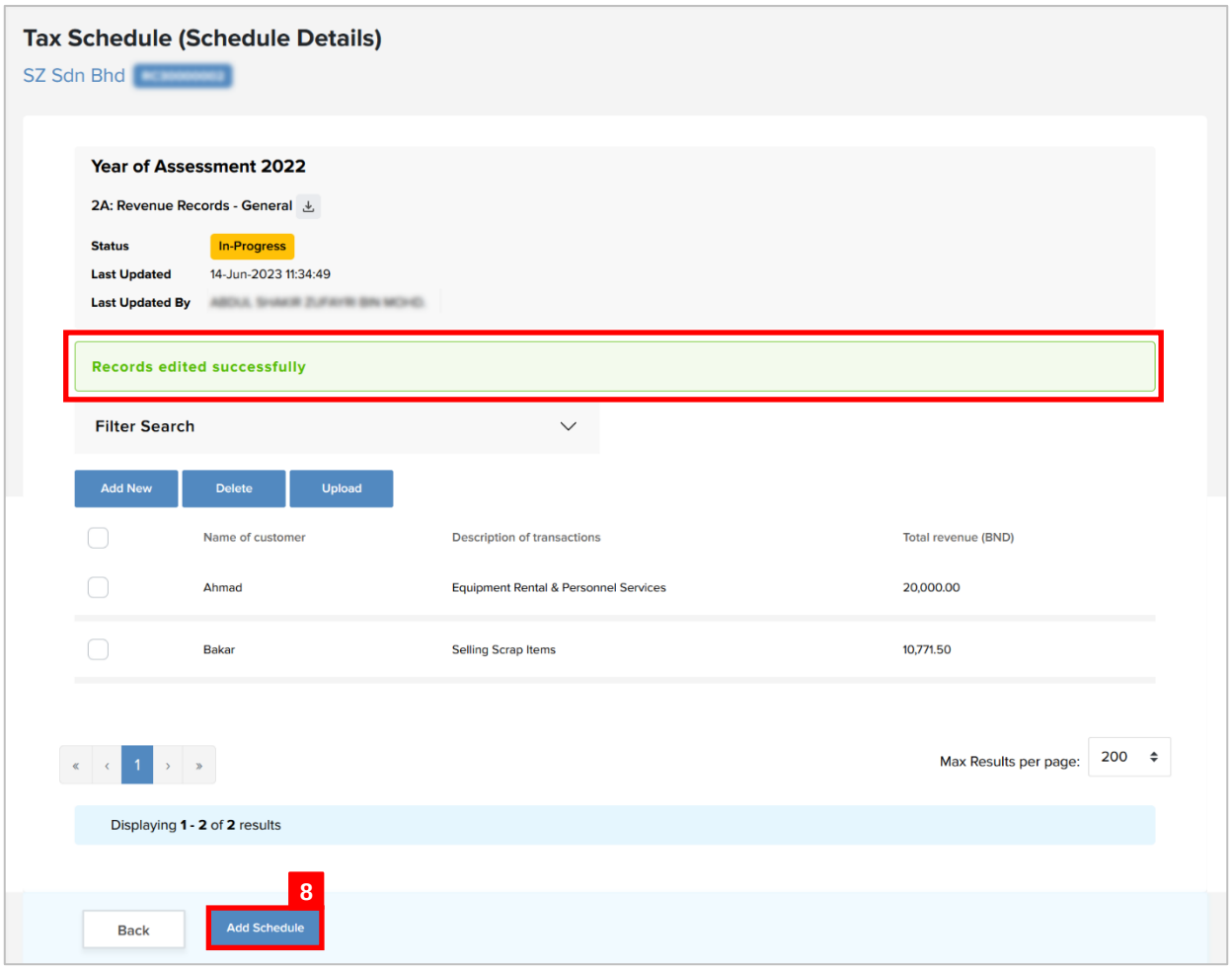


6. Edit the relevant details that you would like to edit as per example below:

Field	Example
Amount	*20,000.00*

7. Once the details have been edited, click on Save

User will be redirected to the **Tax Schedule (Schedule Details)** page. A **confirmation message** will appear to notify user that the record has been edited.



To edit more records, repeat from Step 5.

8. Once editing is done, click on the **Add Schedule** button to proceed.

Continue to Step 6 through Step 12 of Section E. Submit Tax Schedule.

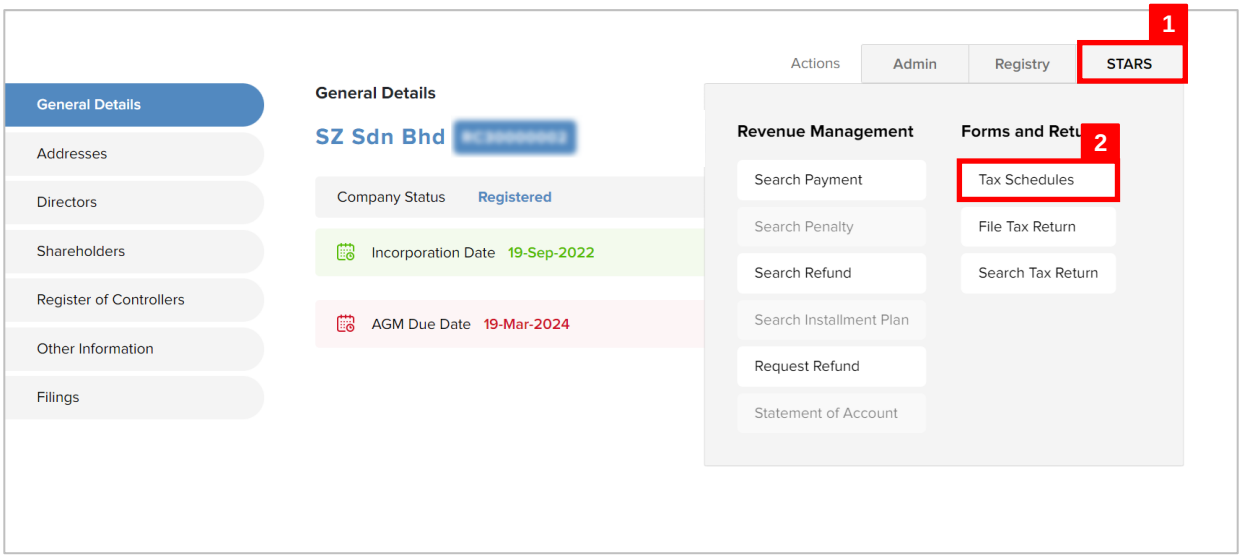
Note: User may opt to click on the following button to be redirected as follows:

	To download the Tax Schedule Excel template
Back	To go back to List of Schedules page

OCP – Tax Schedules

EDIT TAX SCHEDULE	Online User
	Director / Employee / Agent

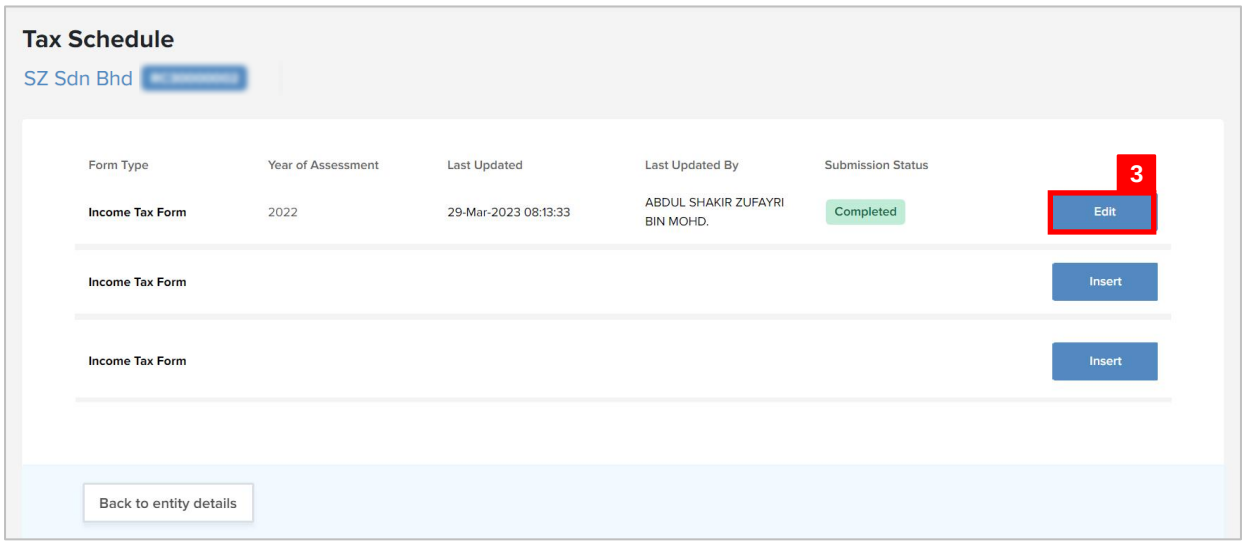
This section guides users to edit the tax schedules **after** submission.



1. On the **General Details** page of the selected entity, click on the STARS tab.

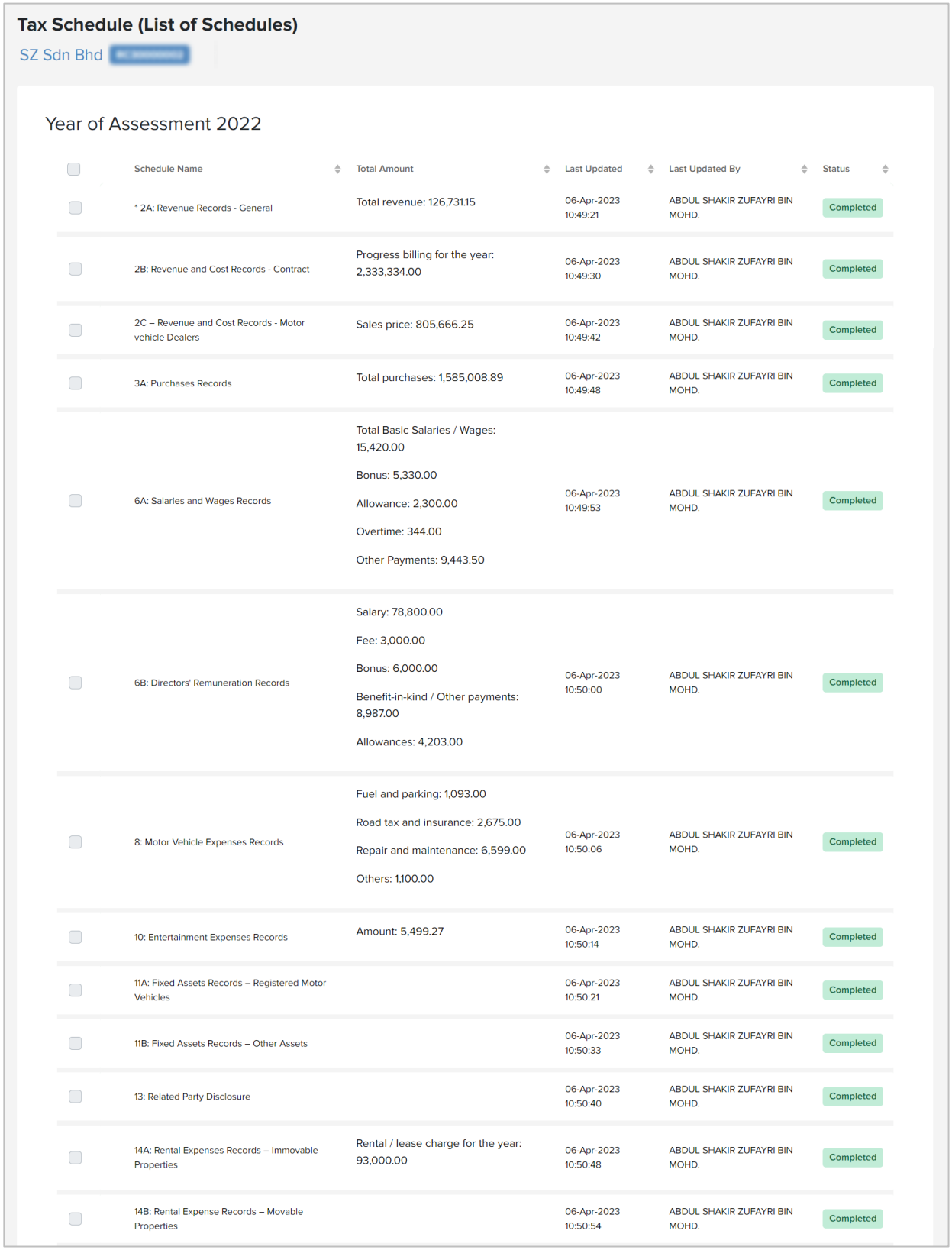
2. Select and click on Tax Schedules.

The **Tax Schedule** page will be displayed.

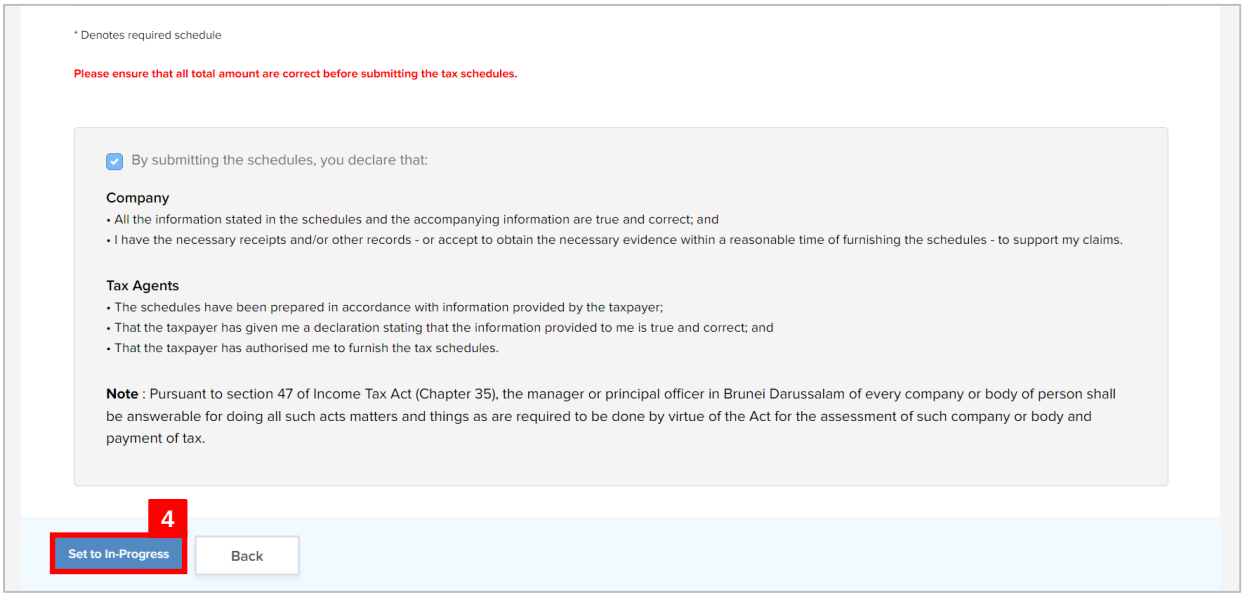


3. Select the relevant Year of Assessment and click on Edit to edit.

The **Tax Schedule (List of Schedules)** page will be displayed.

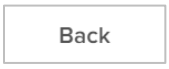


Schedule Name	Total Amount	Last Updated	Last Updated By	Status
* 2A: Revenue Records - General	Total revenue: 126,731.15	06-Apr-2023 10:49:21	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed
2B: Revenue and Cost Records - Contract	Progress billing for the year: 2,333,334.00	06-Apr-2023 10:49:30	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed
2C – Revenue and Cost Records - Motor vehicle Dealers	Sales price: 805,666.25	06-Apr-2023 10:49:42	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed
3A: Purchases Records	Total purchases: 1,585,008.89	06-Apr-2023 10:49:48	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed
6A: Salaries and Wages Records	Total Basic Salaries / Wages: 15,420.00 Bonus: 5,330.00 Allowance: 2,300.00 Overtime: 344.00 Other Payments: 9,443.50	06-Apr-2023 10:49:53	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed
6B: Directors' Remuneration Records	Salary: 78,800.00 Fee: 3,000.00 Bonus: 6,000.00 Benefit-in-kind / Other payments: 8,987.00 Allowances: 4,203.00	06-Apr-2023 10:50:00	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed
8: Motor Vehicle Expenses Records	Fuel and parking: 1,093.00 Road tax and insurance: 2,675.00 Repair and maintenance: 6,599.00 Others: 1,100.00	06-Apr-2023 10:50:06	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed
10: Entertainment Expenses Records	Amount: 5,499.27	06-Apr-2023 10:50:14	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed
11A: Fixed Assets Records – Registered Motor Vehicles		06-Apr-2023 10:50:21	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed
11B: Fixed Assets Records – Other Assets		06-Apr-2023 10:50:33	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed
13: Related Party Disclosure		06-Apr-2023 10:50:40	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed
14A: Rental Expenses Records – Immovable Properties	Rental / lease charge for the year: 93,000.00	06-Apr-2023 10:50:48	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed
14B: Rental Expense Records – Movable Properties		06-Apr-2023 10:50:54	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed

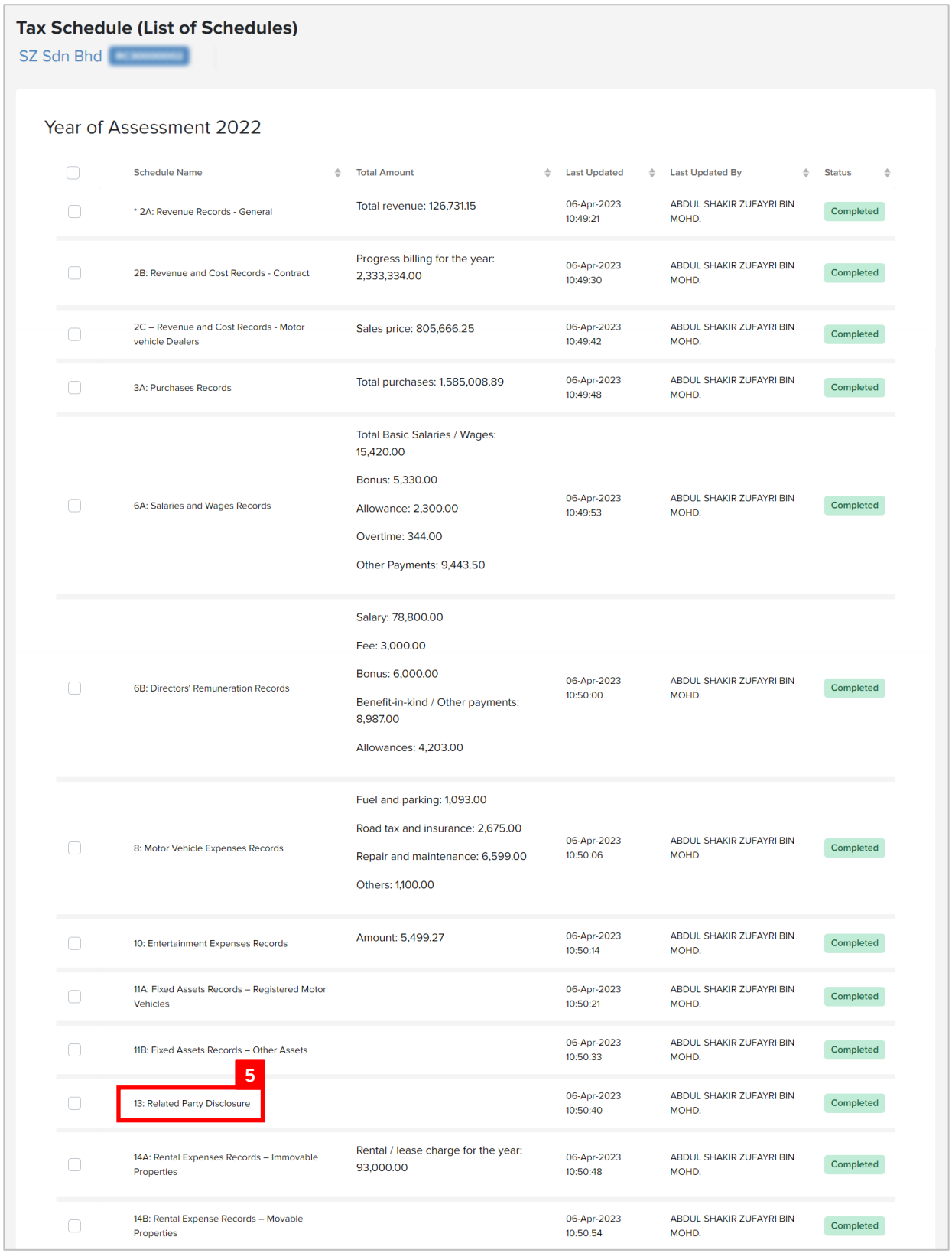


4. Scroll to the bottom of the page and click on

***Note**: User may opt to click on the following button to be redirected as follows:*

	To go back Tax Schedules page

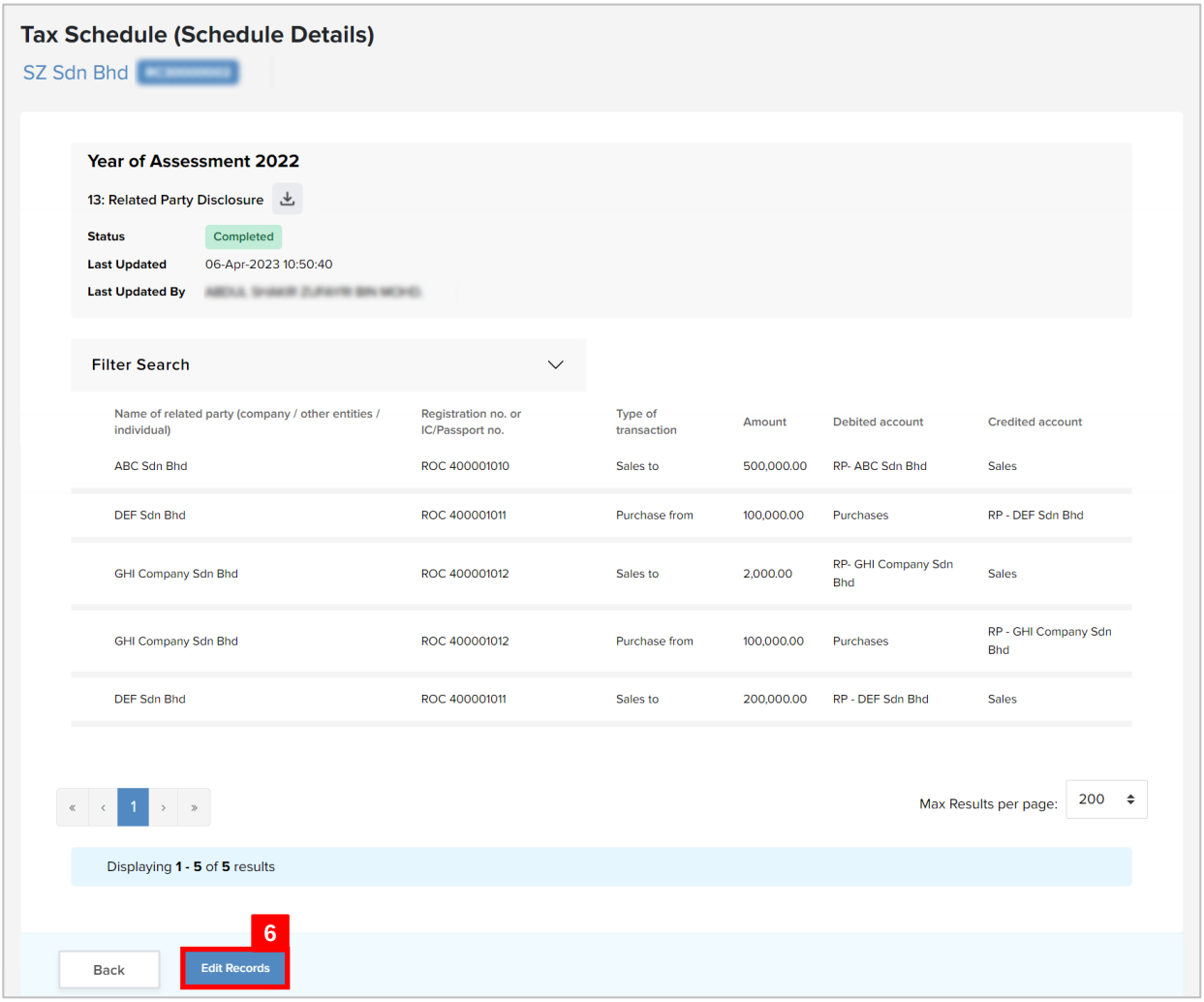
OCP – Tax Schedules



Schedule Name	Total Amount	Last Updated	Last Updated By	Status
* 2A: Revenue Records - General	Total revenue: 126,731.15	06-Apr-2023 10:49:21	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed
2B: Revenue and Cost Records - Contract	Progress billing for the year: 2,333,334.00	06-Apr-2023 10:49:30	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed
2C – Revenue and Cost Records - Motor vehicle Dealers	Sales price: 805,666.25	06-Apr-2023 10:49:42	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed
3A: Purchases Records	Total purchases: 1,585,008.89	06-Apr-2023 10:49:48	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed
6A: Salaries and Wages Records	Total Basic Salaries / Wages: 15,420.00 Bonus: 5,330.00 Allowance: 2,300.00 Overtime: 344.00 Other Payments: 9,443.50	06-Apr-2023 10:49:53	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed
6B: Directors' Remuneration Records	Salary: 78,800.00 Fee: 3,000.00 Bonus: 6,000.00 Benefit-in-kind / Other payments: 8,987.00 Allowances: 4,203.00	06-Apr-2023 10:50:00	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed
8: Motor Vehicle Expenses Records	Fuel and parking: 1,093.00 Road tax and insurance: 2,675.00 Repair and maintenance: 6,599.00 Others: 1,100.00	06-Apr-2023 10:50:06	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed
10: Entertainment Expenses Records	Amount: 5,499.27	06-Apr-2023 10:50:14	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed
11A: Fixed Assets Records – Registered Motor Vehicles		06-Apr-2023 10:50:21	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed
11B: Fixed Assets Records – Other Assets		06-Apr-2023 10:50:33	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed
13: Related Party Disclosure		06-Apr-2023 10:50:40	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed
14A: Rental Expenses Records – Immovable Properties	Rental / lease charge for the year: 93,000.00	06-Apr-2023 10:50:48	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed
14B: Rental Expense Records – Movable Properties		06-Apr-2023 10:50:54	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed

5. Select and click on the relevant Tax Schedule that user would like to edit.

The **Tax Schedule (Schedule Details)** page will be displayed**.**

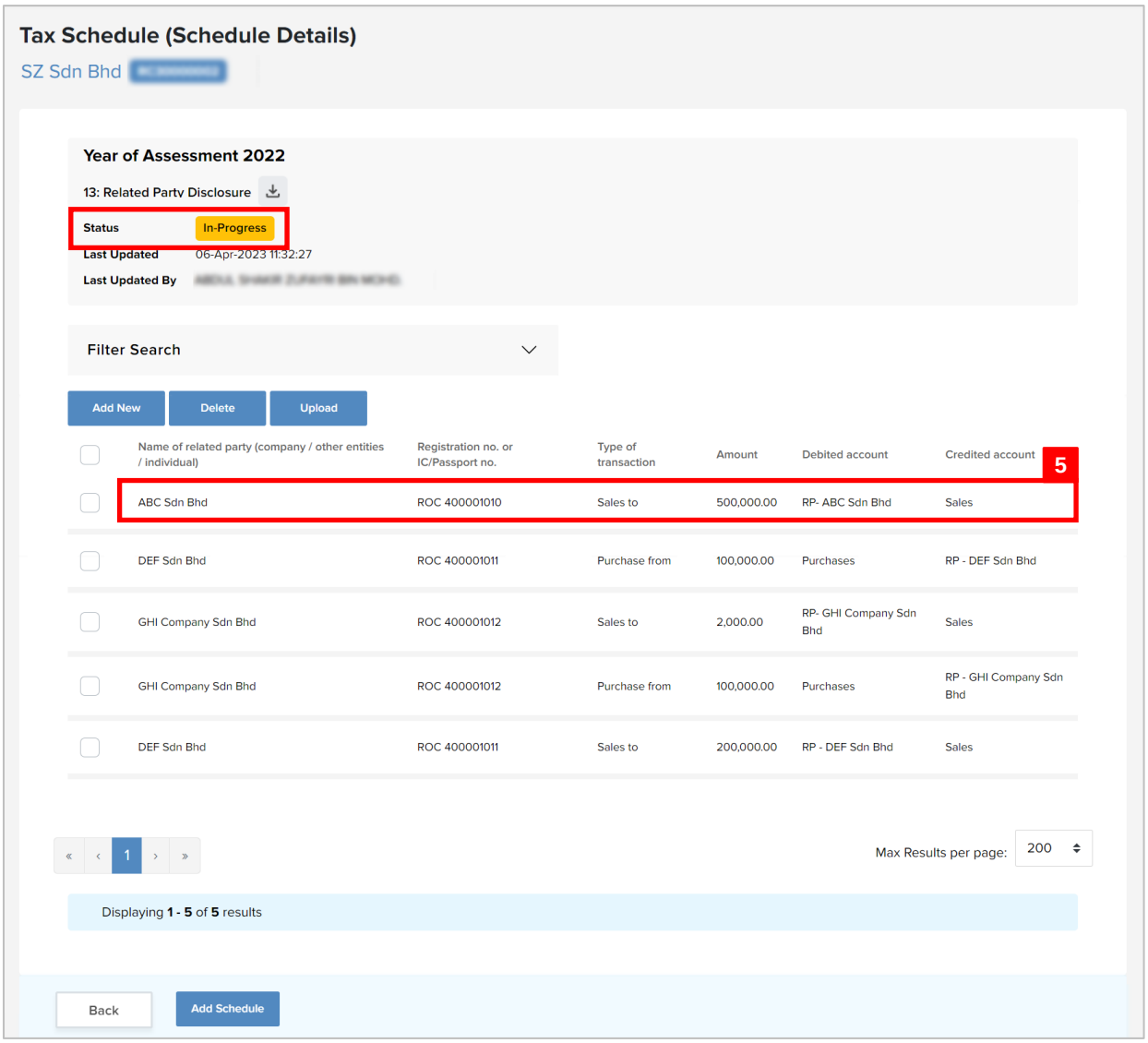


6. Click on **Edit Records** to edit.

***Note**: User may opt to click on the following button to be redirected as follows:*

	To download the Tax Schedule Excel template
Back	To go back to List of Schedules page

The status will be set to **In-Progress.**



5. To edit records, click on the relevant record and continue to Step 6 through Step 8 of Section F. Add or Edit Records Before Submission.

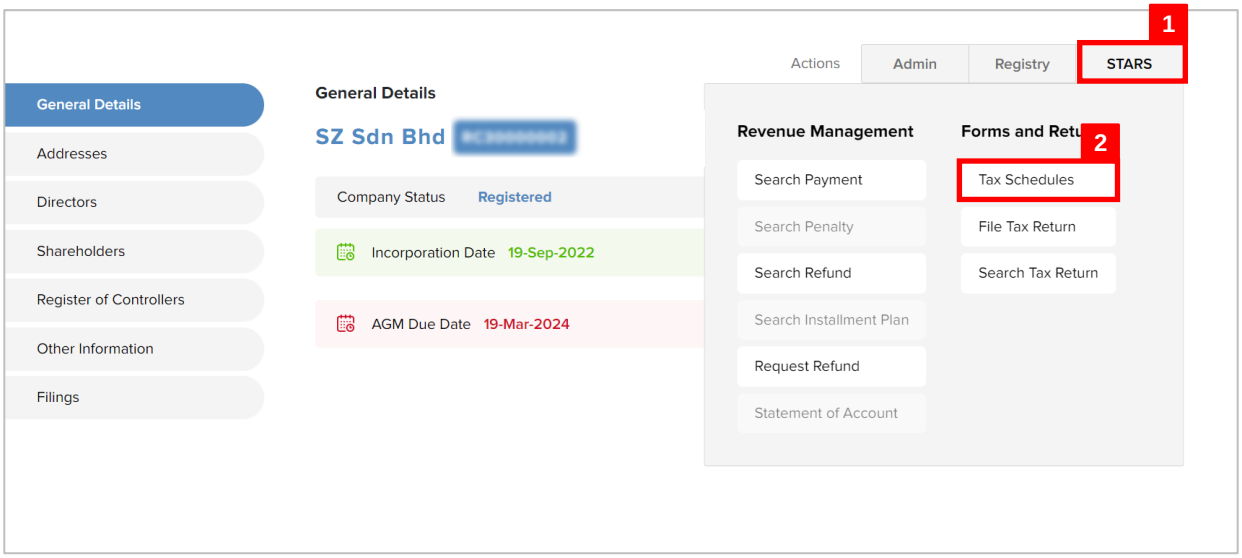
To add records, user may follow steps from Section E. Submit Tax Schedule from Step 5 through Step 12 of that section.

Note: User may opt to click on the following button to be redirected as follows:

	To download the Tax Schedule Excel template
Back	To go back to List of Schedules page

ADD TAX SCHEDULE WITH NO RECORD	Online User
	Director / Employee / Agent

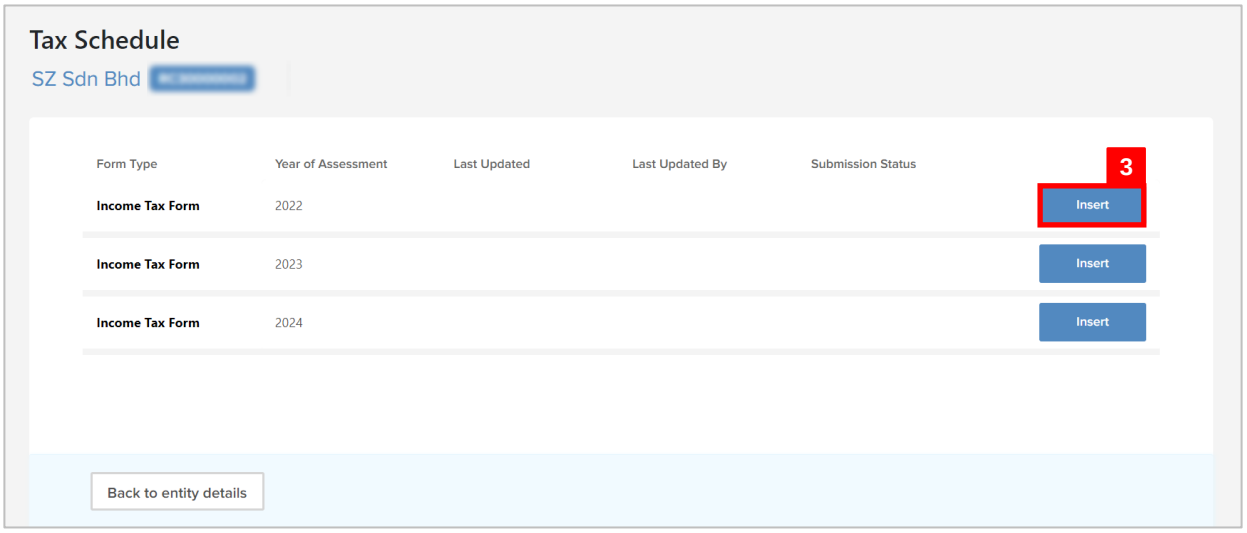
This section guides user on how to add Tax Schedules with no record.



1. On the **General Details** page of the selected entity, click on the STARS tab.

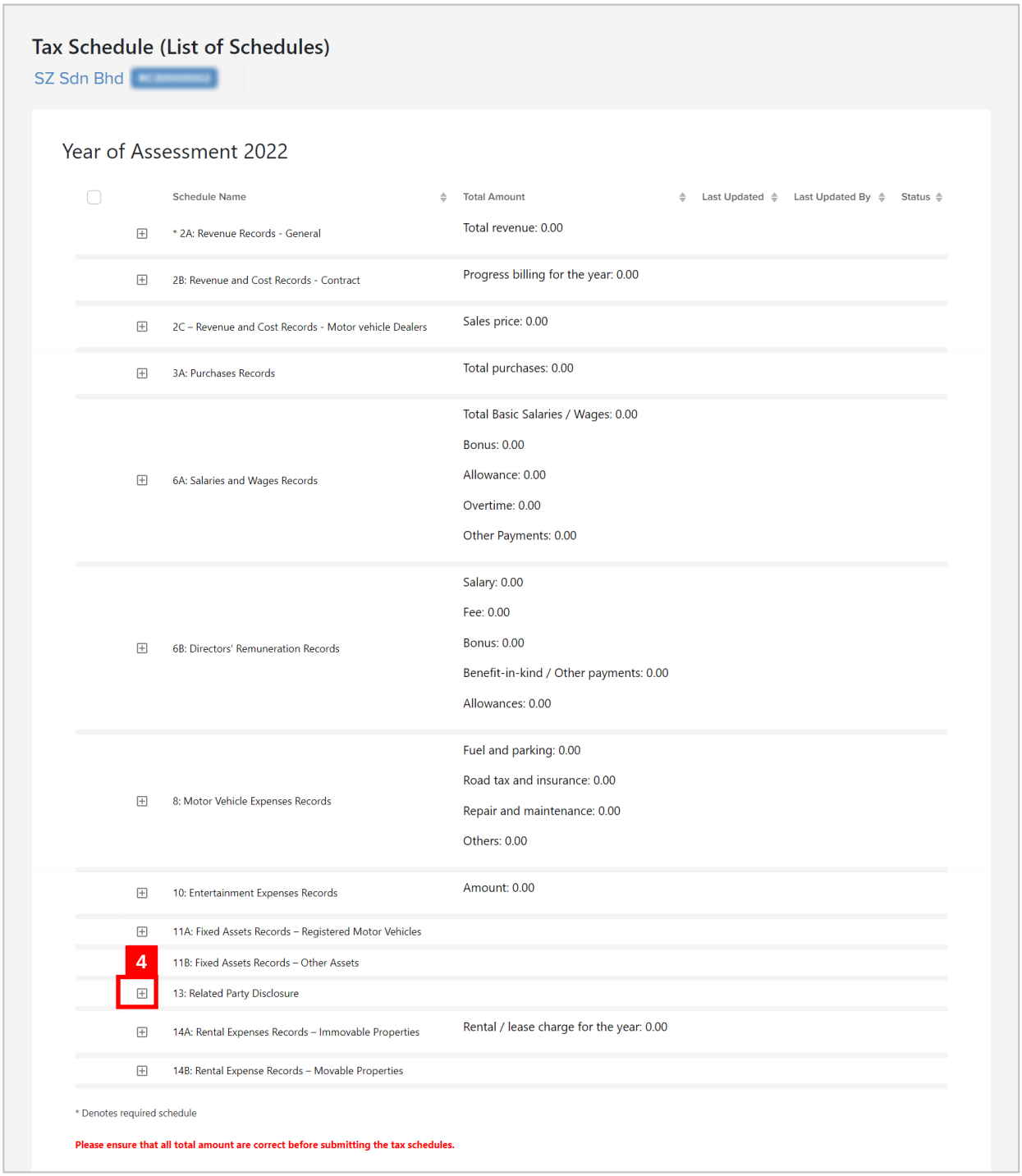
2. Select and click on Tax Schedules.

The **Tax Schedule** page will be displayed.



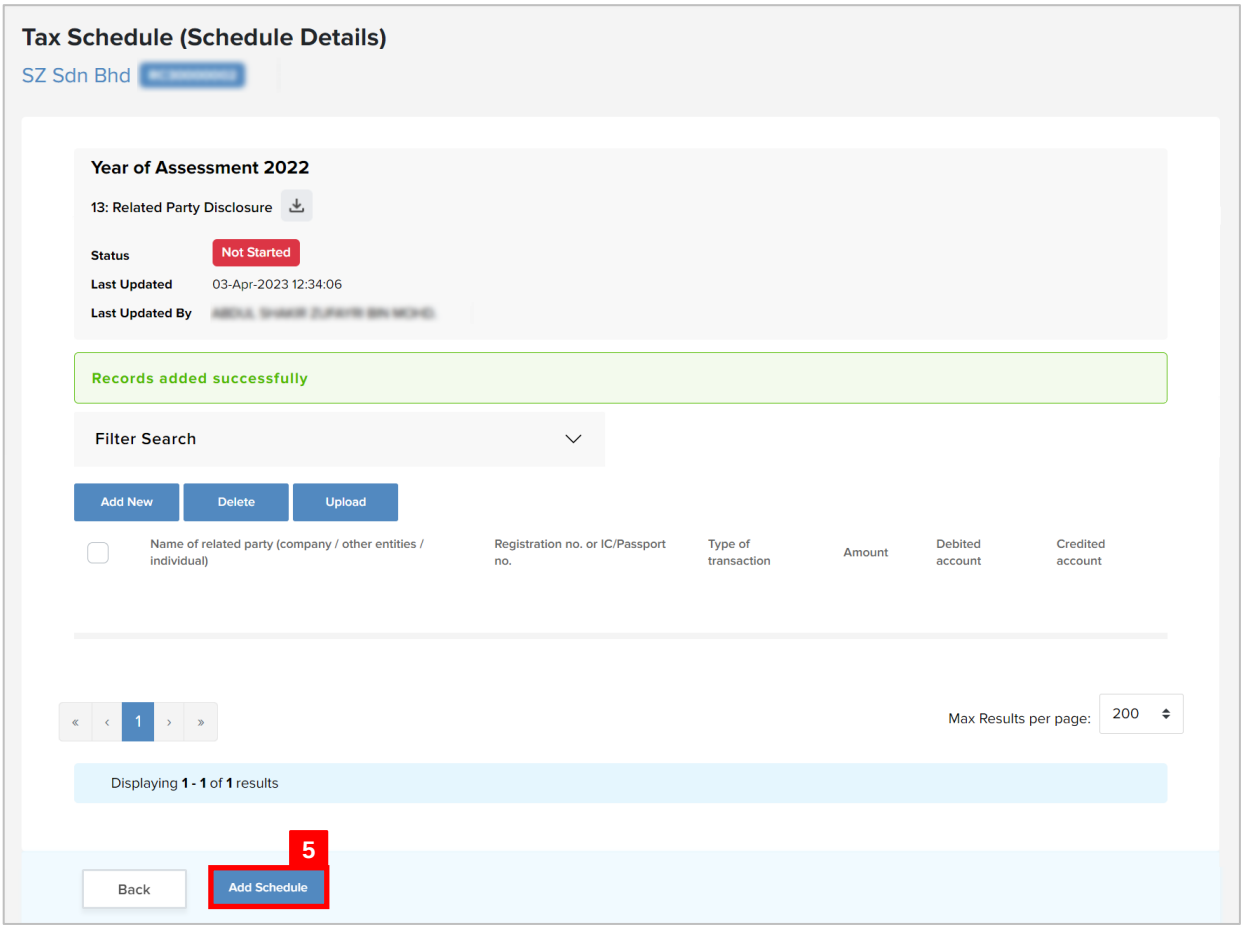
3. Select the relevant Year of Assessment and click on Insert. If user has started to enter Tax Schedule records, an Edit button will be shown instead.

The **Tax Schedule (List of Schedules)** page will be displayed.



4. Click on the ⊞ button of the relevant tax schedule.

The **Tax Schedule (Schedule Details)** page for the selected Tax Schedule will be displayed.

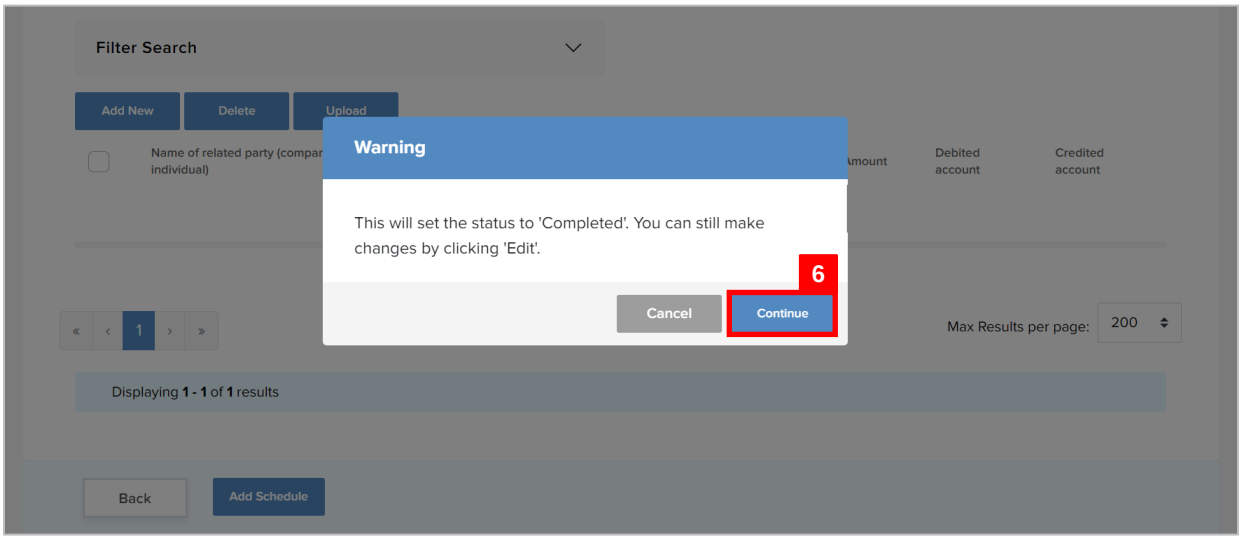


5. Click on **Add Schedule**

***Note**: User may opt to click on the following button to be redirected as follows:*

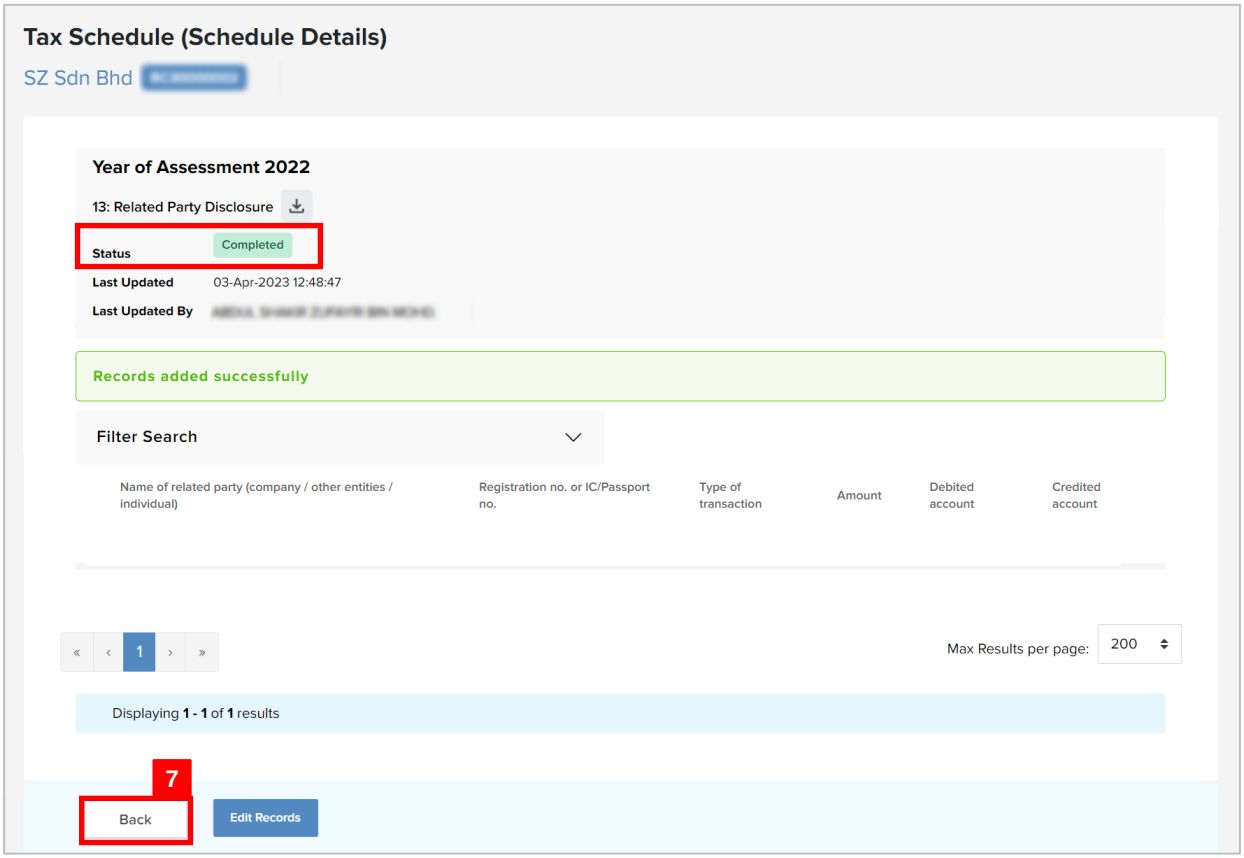
	To download the Tax Schedule Excel template
Back	To go back to List of Schedules page

System will prompt user before adding schedule.



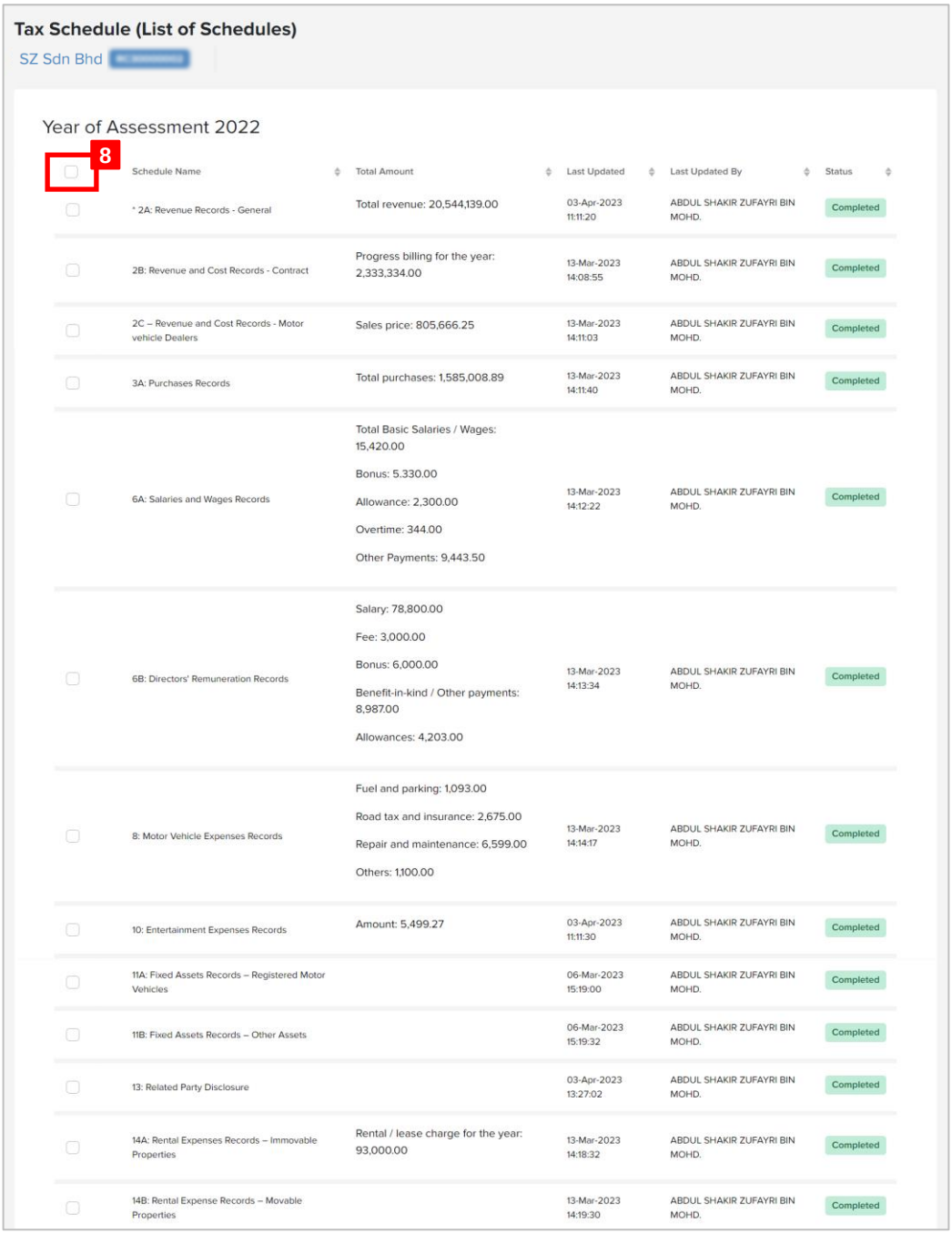
6. Click on **Continue**

The status will be set to **Completed.**



7. Click on **Back**

The **Tax Schedule (List of Schedules)** page will be displayed. Please ensure that the total amount tallies with user's tax schedules.



Repeat from Step 4 if applicable.

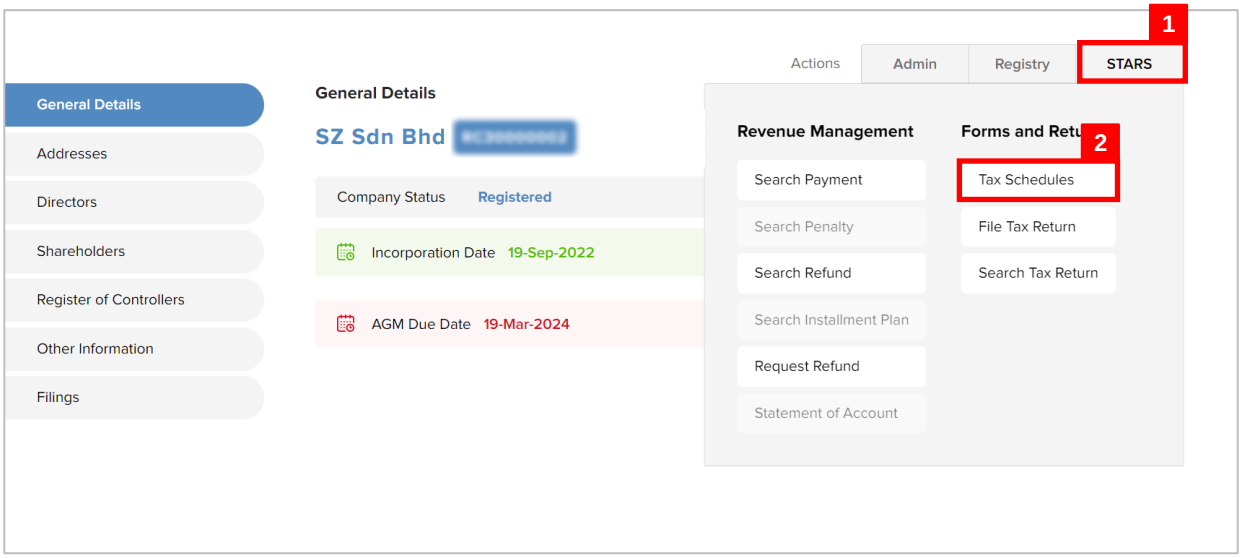
If user has not completed all tax schedules and would like to continue at another time, click on the Back button at the bottom of the page.

8. Once **all Tax Schedules have been completed**, click on the **tick box** to select all Tax Schedules and continue to Step 9 through Step 12 of Section E. Submit Tax Schedule.

OCP – Tax Schedules

VIEW TAX SCHEDULES	Online User
	Director / Employee / Agent

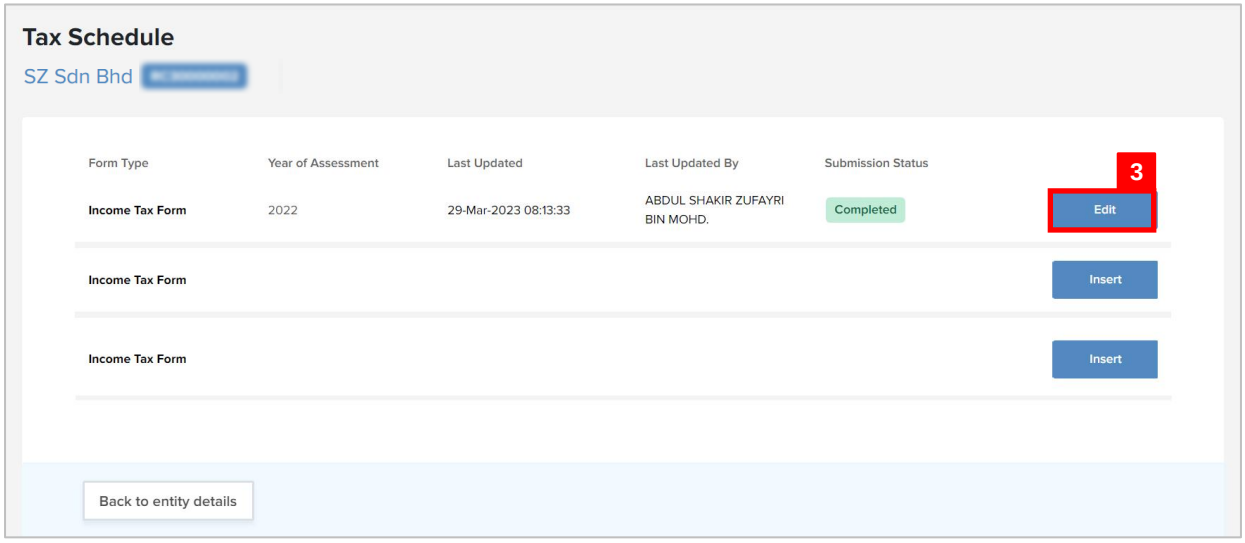
This section guides user on how to view Tax Schedules after submission.



1. On the **General Details** page of the selected entity, click on the STARS tab.

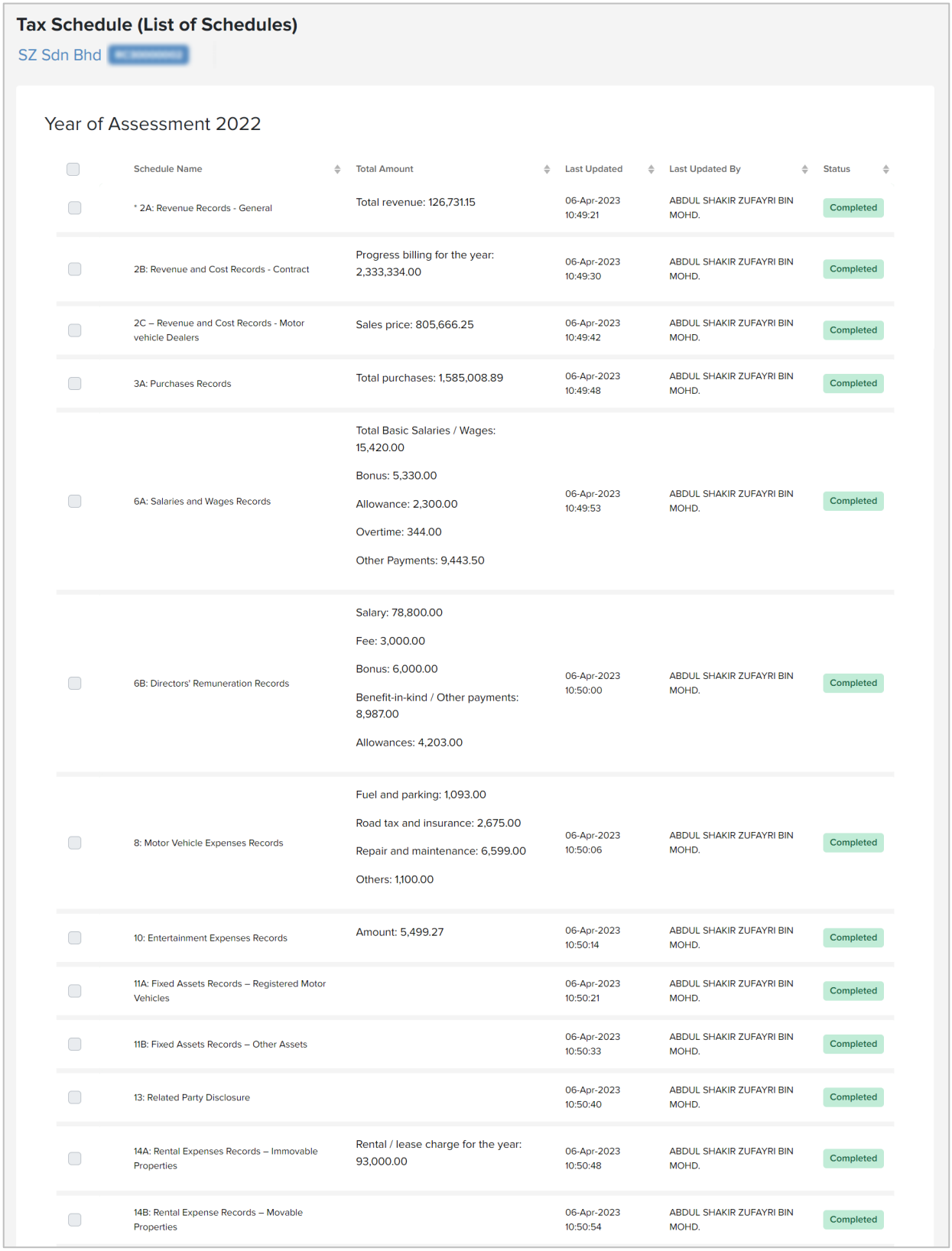
2. Select and click on Tax Schedules .

The **Tax Schedule** page will be displayed.



3. Select the relevant Year of Assessment and click on Edit to edit.

The **Tax Schedule (List of Schedules)** page will be displayed. User may click on the relevant Tax Schedule to view it.



Tax Schedule (List of Schedules)

SZ Sdn Bhd [redacted]

Year of Assessment 2022

Schedule Name	Total Amount	Last Updated	Last Updated By	Status
* 2A: Revenue Records - General	Total revenue: 126,731.15	06-Apr-2023 10:49:21	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed
2B: Revenue and Cost Records - Contract	Progress billing for the year: 2,333,334.00	06-Apr-2023 10:49:30	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed
2C – Revenue and Cost Records - Motor vehicle Dealers	Sales price: 805,666.25	06-Apr-2023 10:49:42	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed
3A: Purchases Records	Total purchases: 1,585,008.89	06-Apr-2023 10:49:48	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed
6A: Salaries and Wages Records	Total Basic Salaries / Wages: 15,420.00 Bonus: 5,330.00 Allowance: 2,300.00 Overtime: 344.00 Other Payments: 9,443.50	06-Apr-2023 10:49:53	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed
6B: Directors' Remuneration Records	Salary: 78,800.00 Fee: 3,000.00 Bonus: 6,000.00 Benefit-in-kind / Other payments: 8,987.00 Allowances: 4,203.00	06-Apr-2023 10:50:00	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed
8: Motor Vehicle Expenses Records	Fuel and parking: 1,093.00 Road tax and insurance: 2,675.00 Repair and maintenance: 6,599.00 Others: 1,100.00	06-Apr-2023 10:50:06	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed
10: Entertainment Expenses Records	Amount: 5,499.27	06-Apr-2023 10:50:14	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed
11A: Fixed Assets Records – Registered Motor Vehicles		06-Apr-2023 10:50:21	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed
11B: Fixed Assets Records – Other Assets		06-Apr-2023 10:50:33	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed
13: Related Party Disclosure		06-Apr-2023 10:50:40	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed
14A: Rental Expenses Records – Immovable Properties	Rental / lease charge for the year: 93,000.00	06-Apr-2023 10:50:48	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed
14B: Rental Expense Records – Movable Properties		06-Apr-2023 10:50:54	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed

OCP – Tax Schedules

STATUS TYPES	Online User
	Director / Employee / Agent

This section explains the different types of status being used.

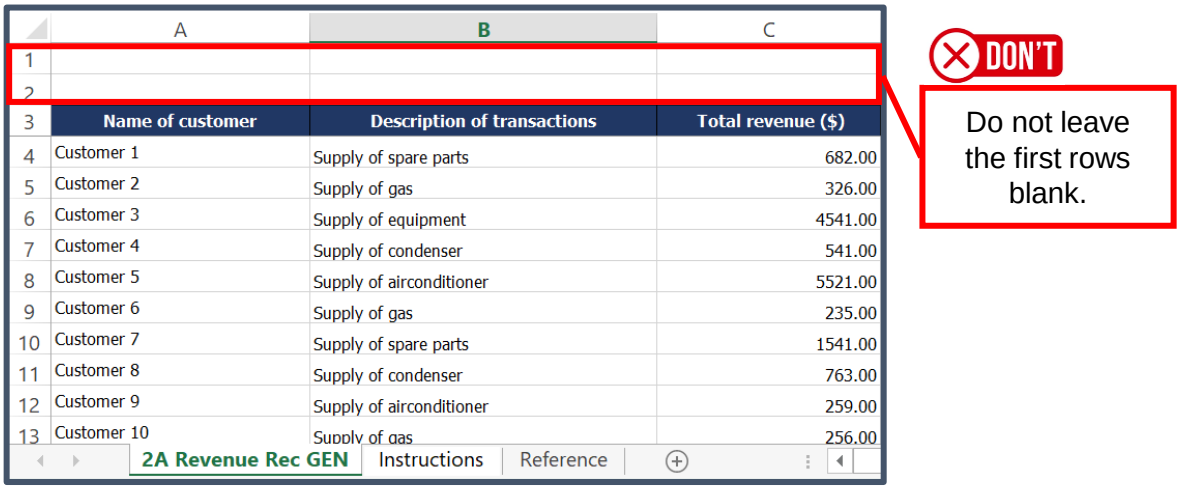
STATUS	DEFINITION
Not Started	User has not yet entered or uploaded any record into the tax schedules.
In-Progress	User has already entered or uploaded records into the tax schedules, but is yet to complete it.
Completed	User has already entered or uploaded records into the tax schedules, and has completed it.

TROUBLESHOOTING GUIDE	Online User
	Director / Employee / Agent

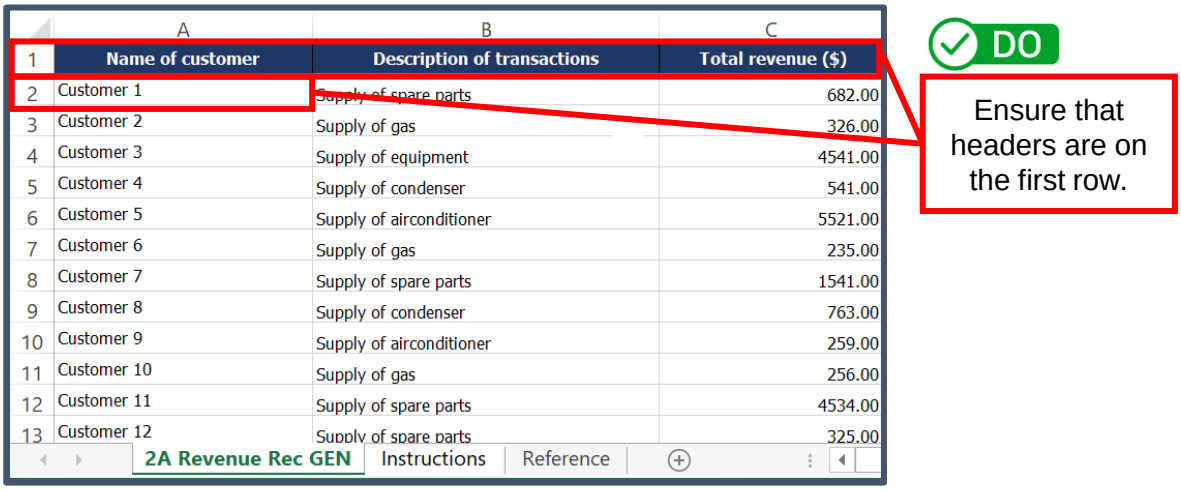
This section **contains** common issues and error messages and the solutions.

1. Error message: File Must Contain at Least One Column Name

This indicates that the Headers of the data are not on the first row of the worksheet.



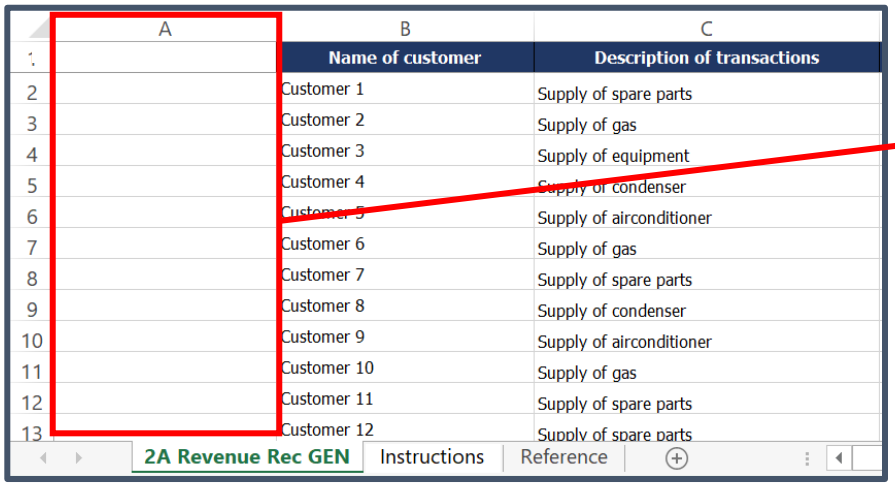
	A	B	C
1			
2			
3	Name of customer	Description of transactions	Total revenue ($)
4	Customer 1	Supply of spare parts	682.00
5	Customer 2	Supply of gas	326.00
6	Customer 3	Supply of equipment	4541.00
7	Customer 4	Supply of condenser	541.00
8	Customer 5	Supply of airconditioner	5521.00
9	Customer 6	Supply of gas	235.00
10	Customer 7	Supply of spare parts	1541.00
11	Customer 8	Supply of condenser	763.00
12	Customer 9	Supply of airconditioner	259.00
13	Customer 10	Supply of gas	256.00

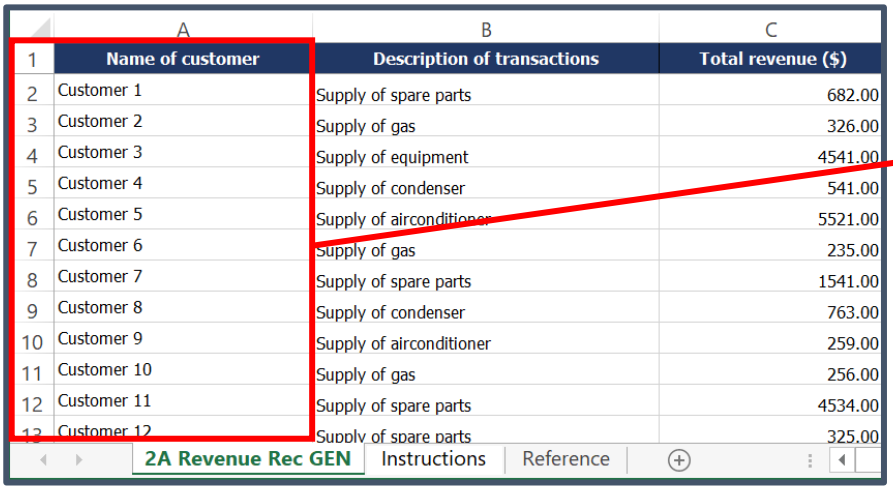


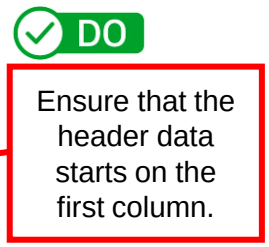
	A	B	C
1	Name of customer	Description of transactions	Total revenue ($)
2	Customer 1	Supply of spare parts	682.00
3	Customer 2	Supply of gas	326.00
4	Customer 3	Supply of equipment	4541.00
5	Customer 4	Supply of condenser	541.00
6	Customer 5	Supply of airconditioner	5521.00
7	Customer 6	Supply of gas	235.00
8	Customer 7	Supply of spare parts	1541.00
9	Customer 8	Supply of condenser	763.00
10	Customer 9	Supply of airconditioner	259.00
11	Customer 10	Supply of gas	256.00
12	Customer 11	Supply of spare parts	4534.00
13	Customer 12	Supply of spare parts	325.00

2. Error Message: First Column Name must be in the First Column

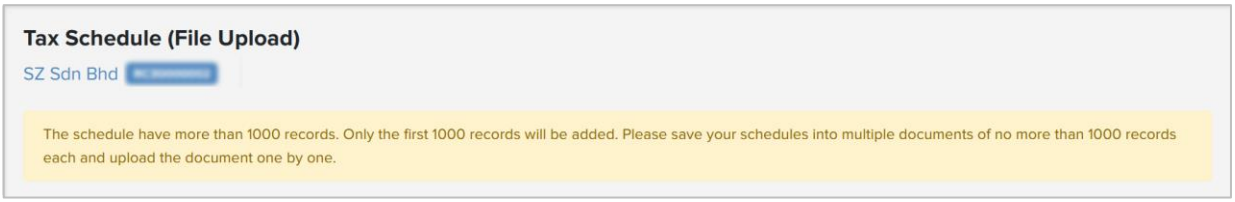
This indicates that user's Excel worksheet has a blank first column.







3. Error message: This schedule have more than 1000 records.



This indicates that the Excel worksheet contains more than 1,000 rows of records.

Each schedule must be saved in one (1) worksheet of no more than 1,000 rows. If your data has more than 1,000 rows, save them in multiple files and upload one file after another.

2A Revenue Records_General.xlsx – Excel

	A	B	C
1	Name of customer	Description of transactions	Total revenue ($)
995	Customer 992	Supply of gas	326.00
996	Customer 993	Supply of equipment	4541.00
997	Customer 994	Supply of condenser	541.00
998	Customer 995	Supply of airconditioner	5521.00
999	Customer 996	Supply of gas	235.00
1000	Customer 997	Supply of spare parts	1541.00
1001	Customer 998	Supply of condenser	763.00
1002	Customer 999	Supply of airconditioner	259.00
1003	Customer 1000	Supply of gas	256.00
1004	Customer 1001	Supply of spare parts	4534.00
1005	Customer 1002	Supply of spare parts	325.00
1006	Customer 1003	Supply of airconditioner	143.00

2A Revenue Rec GEN | Instructions | Reference

DON'T

Do not save data that contains more than 1,000 rows of records in one file.

2A Revenue Records_General Part 1.xlsx – Excel

	A	B	C
1	Name of customer	Description of transactions	Total revenue ($)
995	Customer 992	Supply of gas	326.00
996	Customer 993	Supply of equipment	4541.00
997	Customer 994	Supply of condenser	541.00
998	Customer 995	Supply of airconditioner	5521.00
999	Customer 996	Supply of gas	235.00
1000	Customer 997	Supply of spare parts	1541.00
1001			
1002			
1003			
1004			
1005			
1006			

2A Revenue Rec GEN

2A Revenue Records_General Part 2.xlsx – Excel

	A	B	C
1	Name of customer	Description of transactions	Total revenue ($)
2	Customer 998	Supply of condenser	763.00
3	Customer 999	Supply of airconditioner	259.00
4	Customer 1000	Supply of gas	256.00
5	Customer 1001	Supply of spare parts	4534.00
6	Customer 1002	Supply of spare parts	325.00
7	Customer 1003	Supply of airconditioner	143.00
8	Customer 1004	Supply of equipment	135.00
9	Customer 1005	Supply of condenser	867.00
10	Customer 1006	Supply of airconditioner	656.00
11	Customer 1007	Supply of spare parts	842.00
12	Customer 1008	Supply of gas	712.00
13	Customer 1009	Supply of equipment	682.00

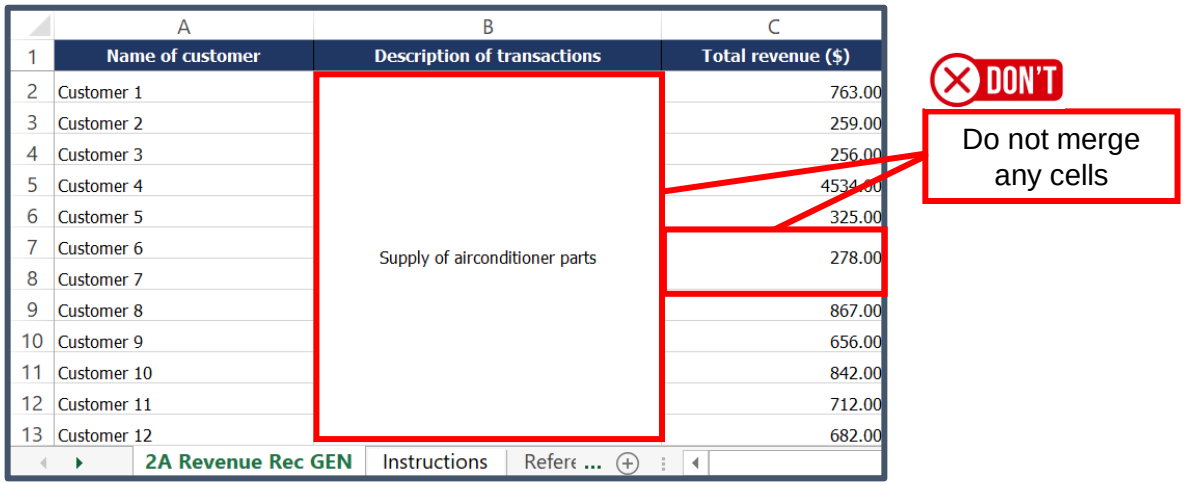
2A Revenue Rec GEN | Instructions | Refere ...

DO

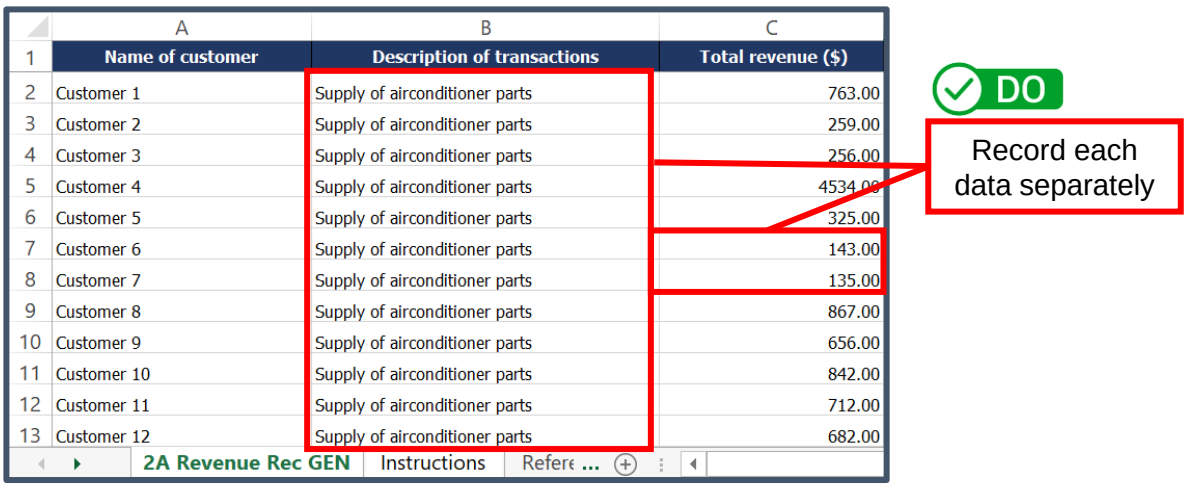
Separate the records into multiple files. Each file can only contain a maximum of 1,000 rows of records.

4. Error message: File Must Not Contain Merge Cell.

This indicates that the worksheet contains a merged cell(s).

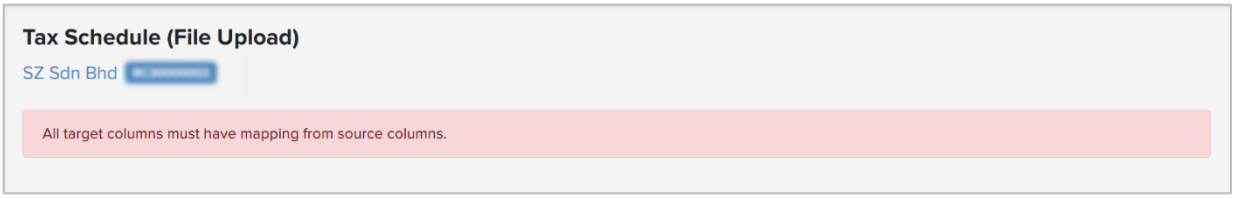


	A	B	C
1	Name of customer	Description of transactions	Total revenue ($)
2	Customer 1	Supply of airconditioner parts	763.00
3	Customer 2		259.00
4	Customer 3		256.00
5	Customer 4		4534.00
6	Customer 5		325.00
7	Customer 6		278.00
8	Customer 7		
9	Customer 8		867.00
10	Customer 9		656.00
11	Customer 10		842.00
12	Customer 11		712.00
13	Customer 12		682.00

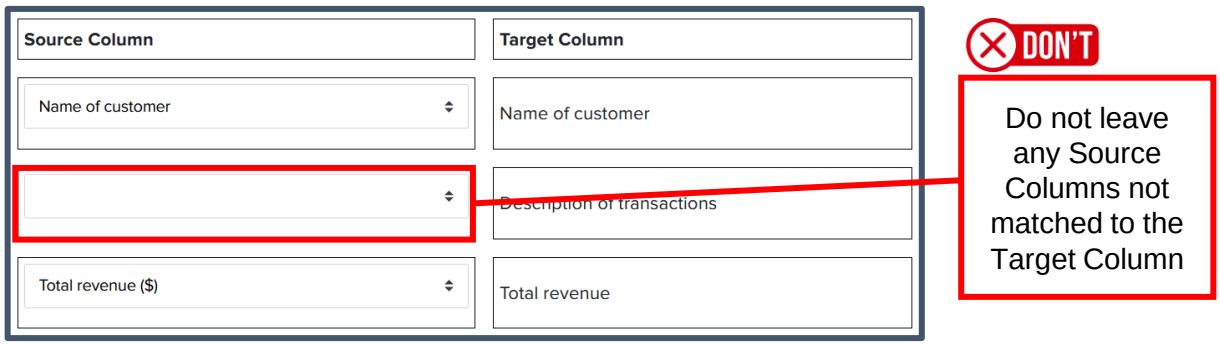


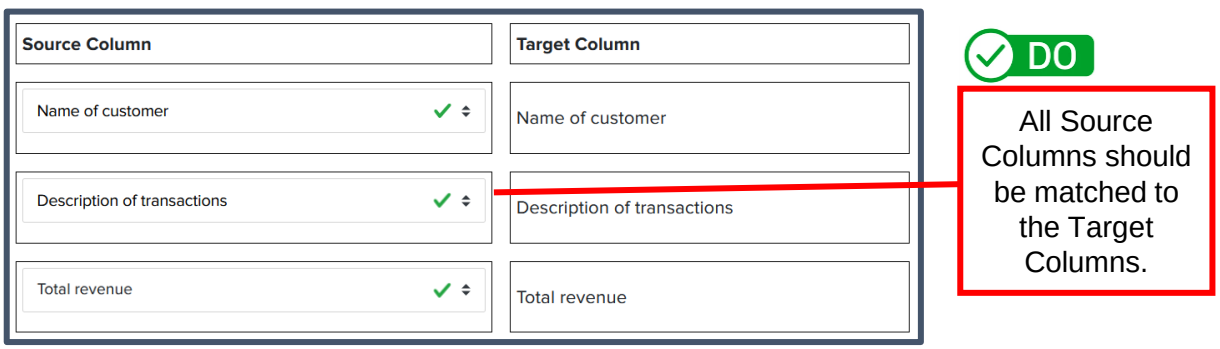
	A	B	C
1	Name of customer	Description of transactions	Total revenue ($)
2	Customer 1	Supply of airconditioner parts	763.00
3	Customer 2	Supply of airconditioner parts	259.00
4	Customer 3	Supply of airconditioner parts	256.00
5	Customer 4	Supply of airconditioner parts	4534.00
6	Customer 5	Supply of airconditioner parts	325.00
7	Customer 6	Supply of airconditioner parts	143.00
8	Customer 7	Supply of airconditioner parts	135.00
9	Customer 8	Supply of airconditioner parts	867.00
10	Customer 9	Supply of airconditioner parts	656.00
11	Customer 10	Supply of airconditioner parts	842.00
12	Customer 11	Supply of airconditioner parts	712.00
13	Customer 12	Supply of airconditioner parts	682.00

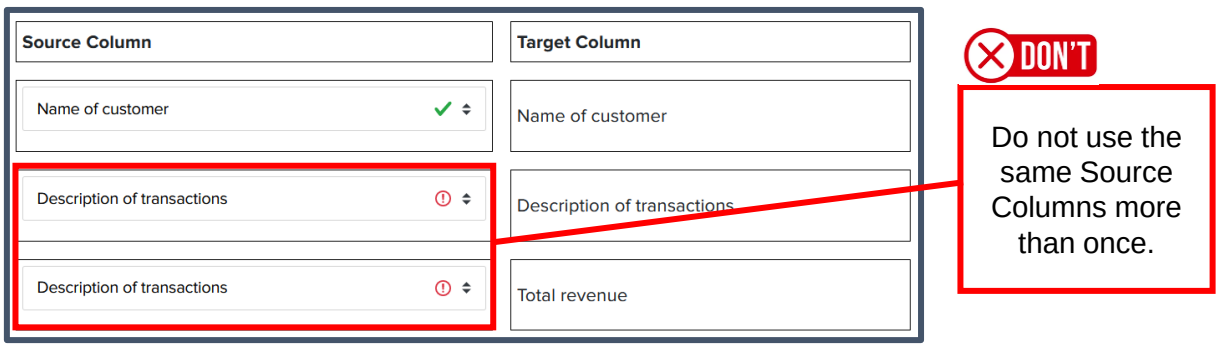
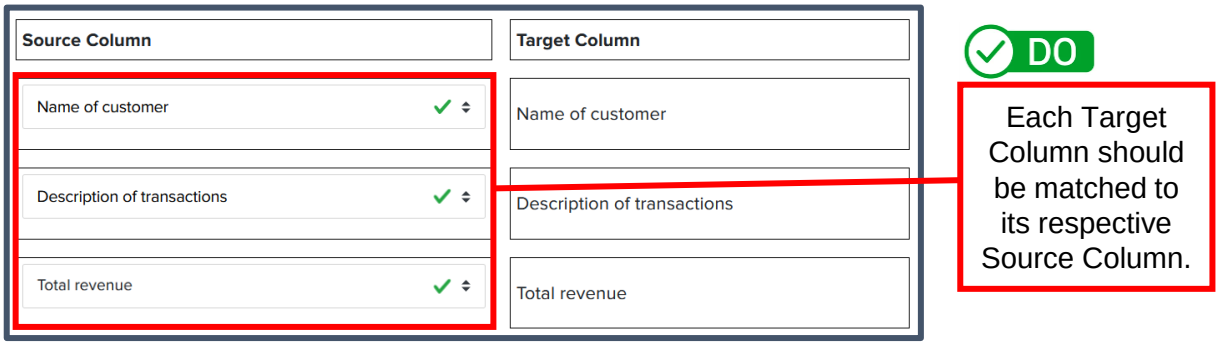
5. Error message: All target columns must have mapping from source columns.



This indicates that there is one or more Source Columns that have not been matched to the Target Column.





6. Error message: Each source column is only allowed to map with 1 target column.

This indicates that the same Source Column is matched more than once to different Target Columns.