B.   SUPPLIER TRANSACTIONS
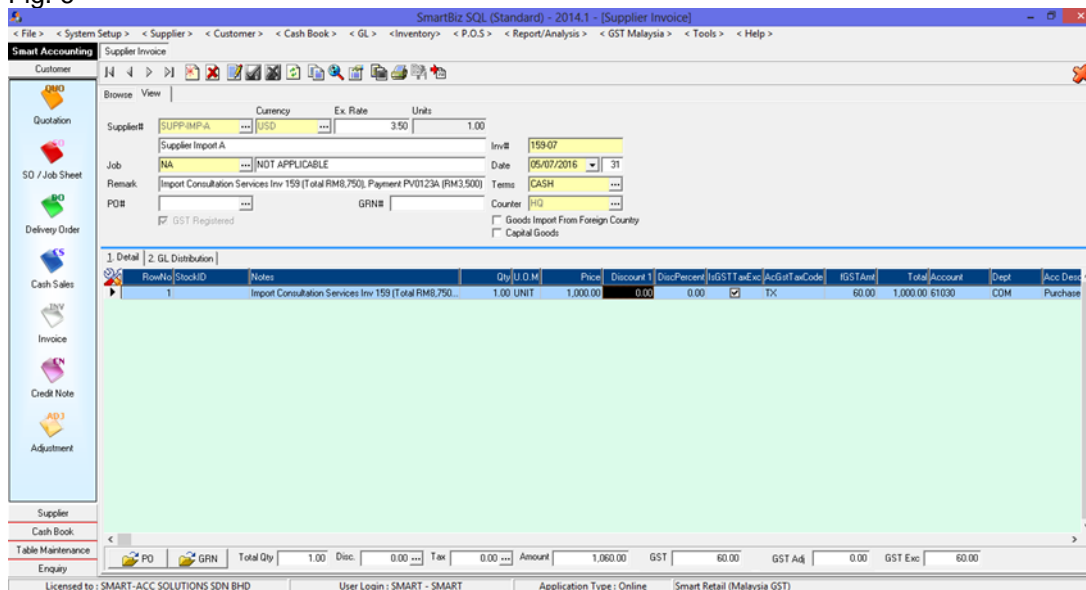
1.   Supplier Invoice (Local Purchase)

Fig. 5
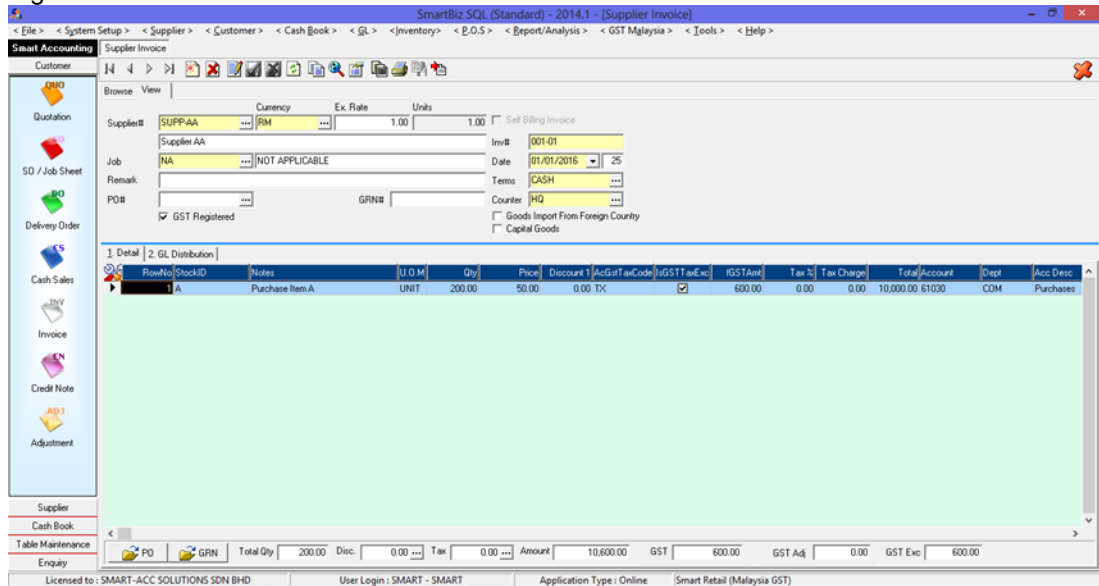
i.   [GST Registered] is automatically enabled for all new detail transactions [IsGSTTaxExc]. This will ensure that all detail transaction will have the proper GST Tax Code as set in Default Settings. User will still be able to choose another GST Tax Code during the transactions and unmark [IsGSTTaxExc].

ii.   Select the correct GST Tax Code.

iii.   If [GST Registered] is disabled, then all detail transactions will have "ZP" as GST Tax Code. User will still able to choose another 0 rated GST Tax Code during the transactions (c).

iv.   If the price of this detail transaction is inclusive of GST amount, then un-tick (disable) the [IsGSTTaxExc].

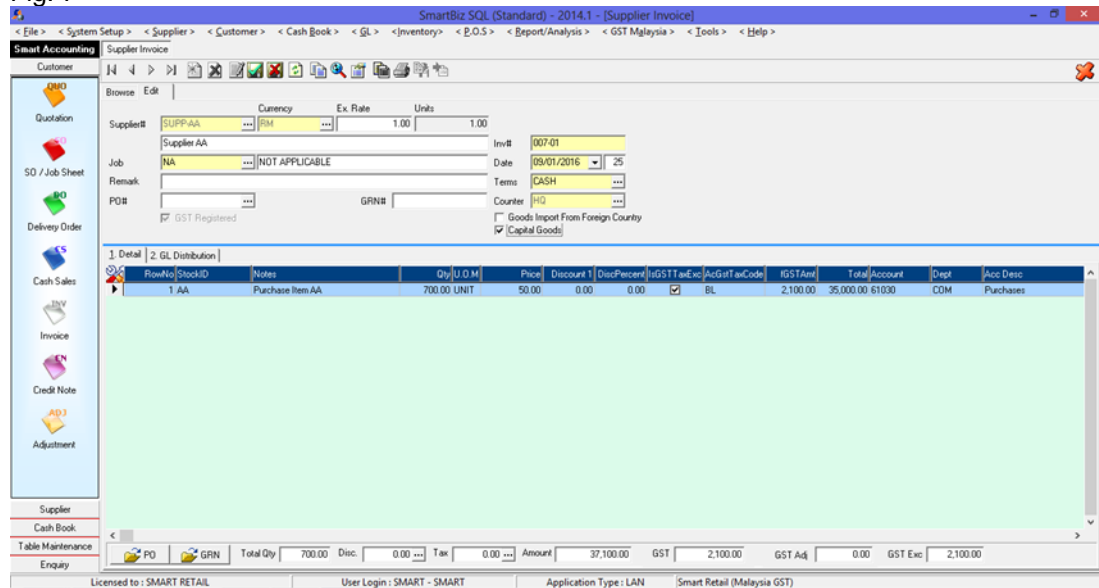**2. Supplier Invoice (Import Services such as Consultation)**

Fig. 6

i. [GST Registered] is automatically enabled for all new detail transactions [IsGSTTaxExc]. This will ensure that all detail transaction will have the proper GST Tax Code as set in Default Settings. User will still be able to choose another GST Tax Code during the transactions and unmark [IsGSTTaxExc].

ii. Since this transaction does not involved a Stock Code, type in the description in the [Notes] field by pressing [F11]

iii. If [GST Registered] is disabled, then all detail transactions will have "ZP" as GST Tax Code. User will still able to choose another 0 rated GST Tax Code during the transactions (c).

iv. Select the correct GST Tax Code.

iv. If the price of this detail transaction is inclusive of GST amount, then un-tick (disable) the [IsGSTTaxExc].

v. If this is a Foreign Currency transaction, the screen will show the amount in the transacted currency. All reports will show the amount in RM as well as the currency in use. GST amount is calculated based on the conversion amount.

3. Supplier Invoice (Capital Goods Purchase)

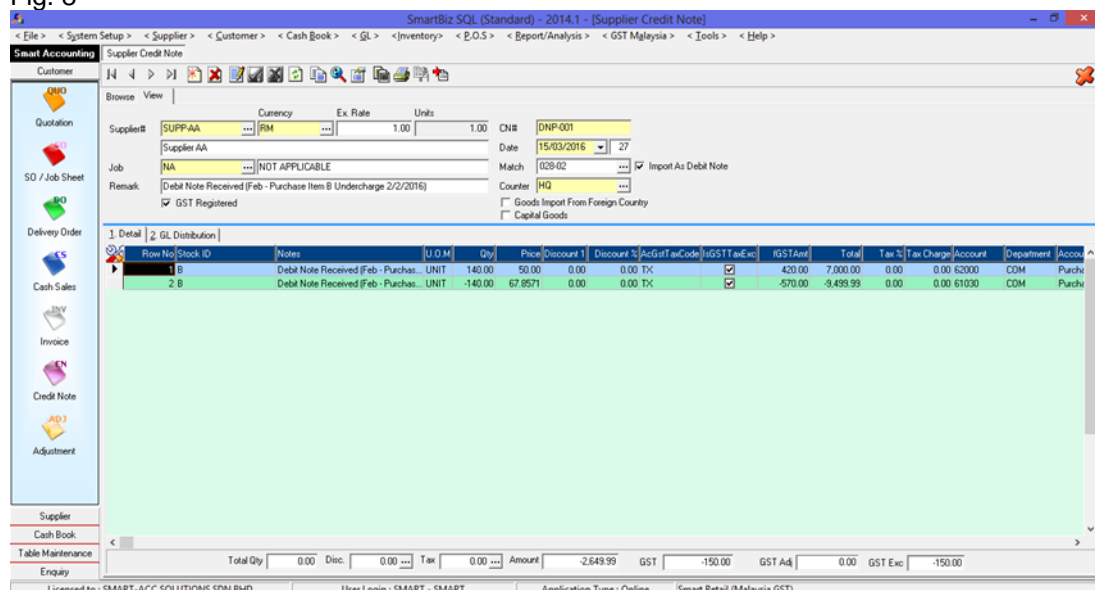Fig. 7

i.   [GST Registered] is automatically enabled for all new detail transactions [IsGSTTaxExc]. This will ensure that all detail transaction will have the proper GST Tax Code as set in Default Settings. User will still be able to choose another GST Tax Code during the transactions and unmark [IsGSTTaxExc].

ii.   Tick the check box [Capital Goods] if this is a Capital Goods purchase

iii. If [GST Registered] is disabled, then all detail transactions will have "ZP" as GST Tax Code. User will still able to choose another 0 rated GST Tax Code during the transactions (c).

iv.   Select the correct GST Tax Code.

v.   If the price of this detail transaction is inclusive of GST amount, then un-tick (disable) the [IsGSTTaxExc].

4. **Supplier Debit Note**

Fig. 8

This transaction is for cases where the Supplier short charged in the invoice, such as price had been billed lower. This transactions had been designed to ensure the cost calculations remain correct.

i. [GST Registered] is automatically enabled for all new detail transactions [IsGSTTaxExc]. This will ensure that all detail transaction will have the proper GST Tax Code as set in Default Settings. User will still be able to choose another GST Tax Code during the transactions and unmark [IsGSTTaxExc].

ii. Mark the [Import as Debit Note].

ii. Click on the [Match] and select the previous invoice. Details of the previous invoice will be displayed at the details area. There will be 2 lines of details: -

   a. Positive (+ve) quantity will reverse the previous invoice details
   b. Negative (-ve) quantity will be the actual change in the invoice.

iii. Tick the check box [Goods Import From Foreign Country] if this is an import transaction

iv. Tick the check box [Capital Goods] if this is a Capital Goods transaction

v. If [GST Registered] is disabled, then all detail transactions will have "ZP" as GST Tax Code. User will still able to choose another 0 rated GST Tax Code during the transactions (c).
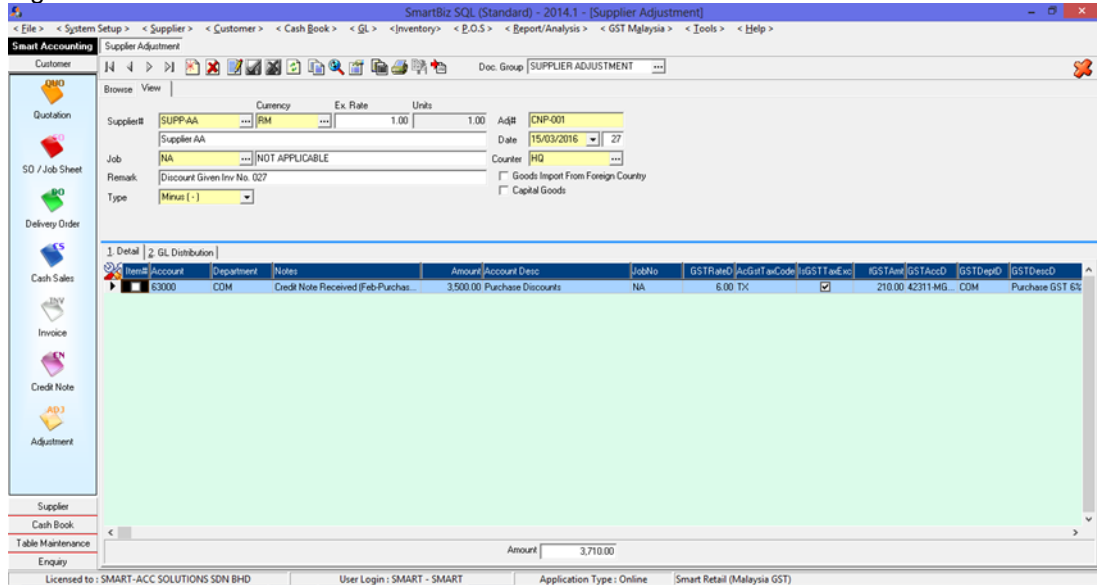
vi. Select the correct GST Tax Code.

vii. If the price of this detail transaction is inclusive of GST amount, then un-tick (disable) the [IsGSTTaxExc].
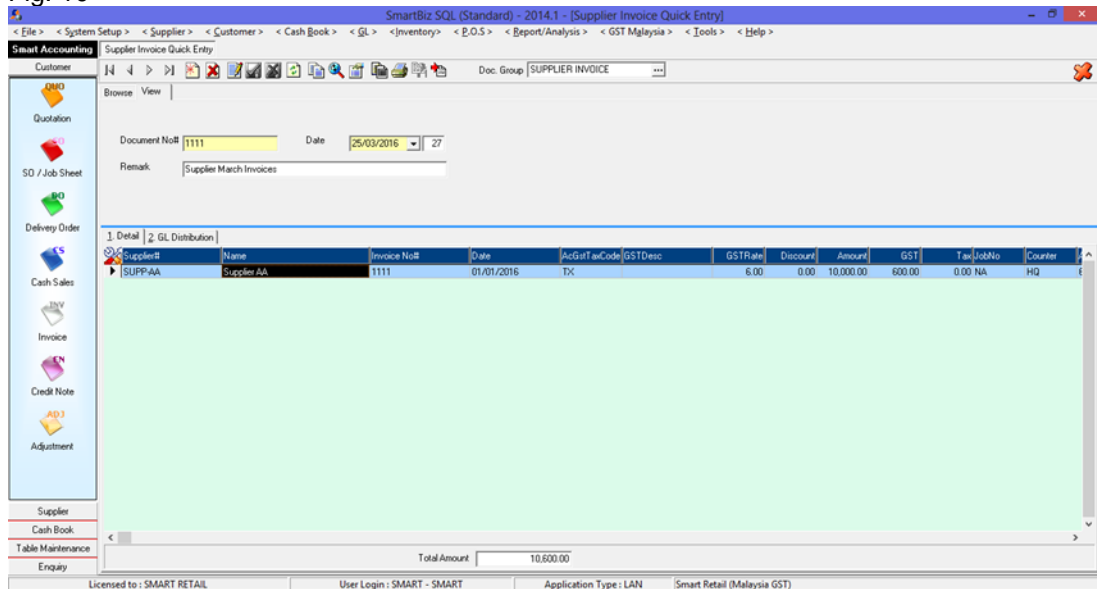
5.   **Supplier Adjustment**

Fig. 9

i.   Key in the appropriate account code for this transaction. Example Purchase Discount.

ii.   Select the correct GST Tax Code.

iii.   If this transaction is inclusive of GST amount, then un-tick (disable) the [IsGSTTaxExc].

6.   **Supplier Quick Entries**

Fig. 10

i.   Select the Supplier Code at the details line.

ii.   Select the correct GST Tax Code.

iii.   If this transaction is inclusive of GST amount, then un-tick (disable) the [IsGSTTaxExc].

iv.   The [Discount] is a master invoice discount, no GST will be calculated