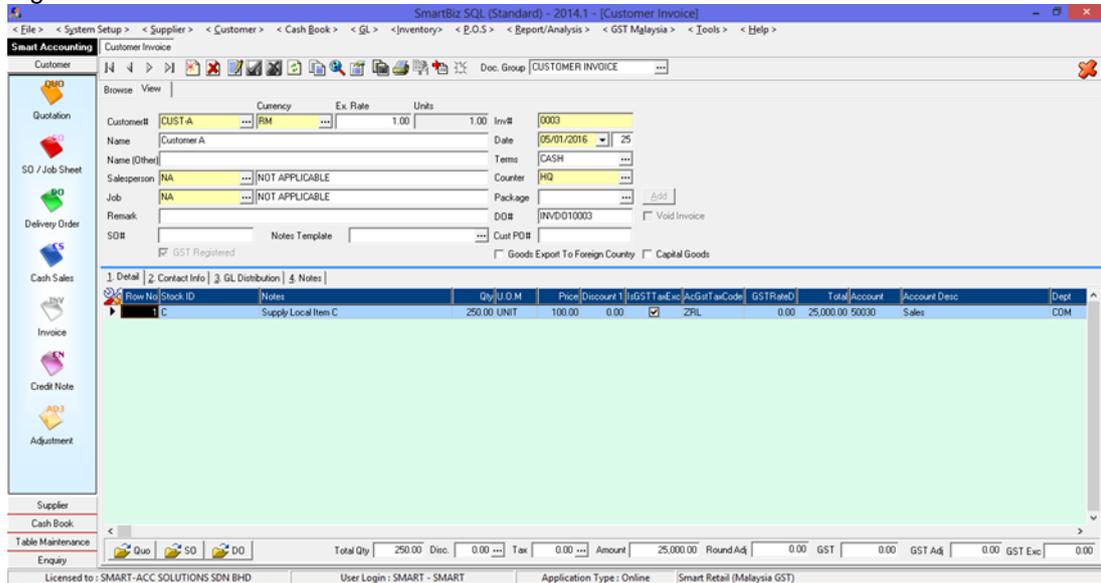


C. CUSTOMER TRANSACTIONS

1. Customer Invoice (Local Sales)

Fig. 1

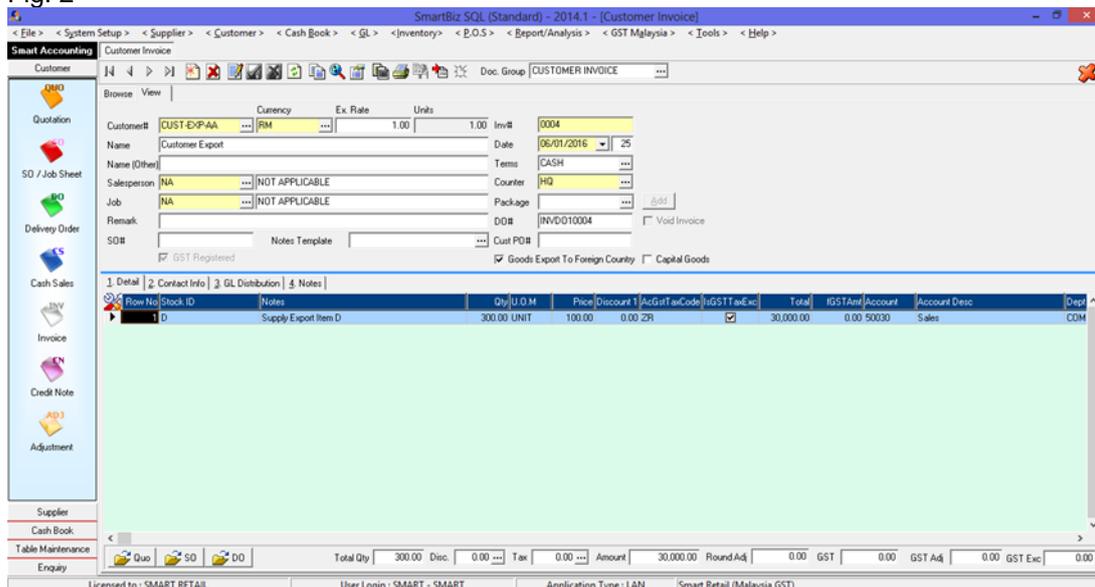


- i. [GST Registered] is automatically enabled for all new detail transactions [IsGSTTaxExc]. This will ensure that all detail transaction will have the proper GST Tax Code as set in Default Settings. User will still be able to choose another GST Tax Code during the transactions and unmark [IsGSTTaxExc].
- ii. If [GST Registered] is disabled, then all detail transactions will have “ZRL” as GST Tax Code. User will still able to choose another 0 rated GST Tax Code during the transactions (c).
- ii. **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].

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2. Customer Invoice (Export Sales)

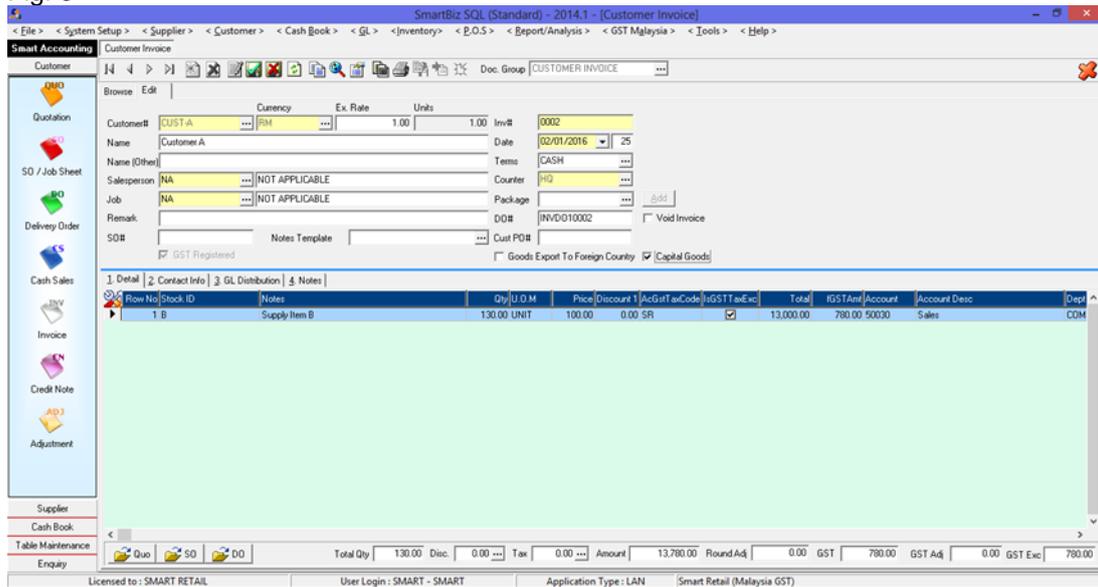
Fig. 2



- 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 [Goods Export To Foreign Country] if this is an export sales
- iii. If [GST Registered] is disabled, then all detail transactions will have “ZRL” 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. It should be “ZRE”
- v. If the price of this detail transaction is inclusive of GST amount, then un-tick (disable) the [IsGSTTaxExc].

3. Customer Invoice (Capital Goods Sales)

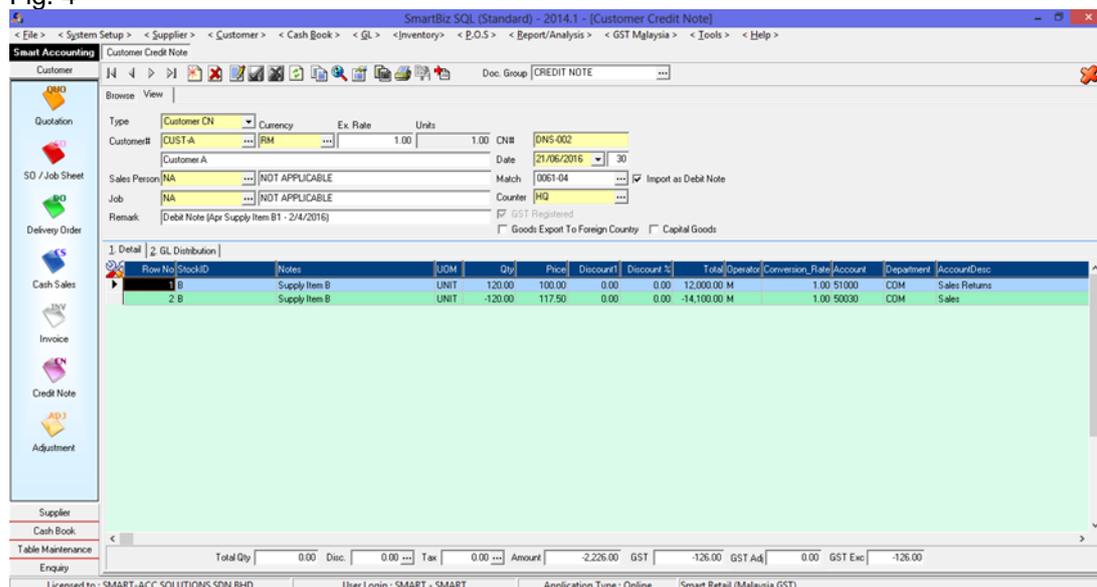
Fig. 3



- 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 sale
- iii. If [GST Registered] is disabled, then all detail transactions will have “ZRL” 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. Customer Debit Note

Fig. 4



This transaction is for cases where the Customer had been 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 Export To Foreign Country] if this is an sale 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 “ZR” as GST Tax Code. User will still able to choose another 0 rated GST Tax Code during the transactions (c).

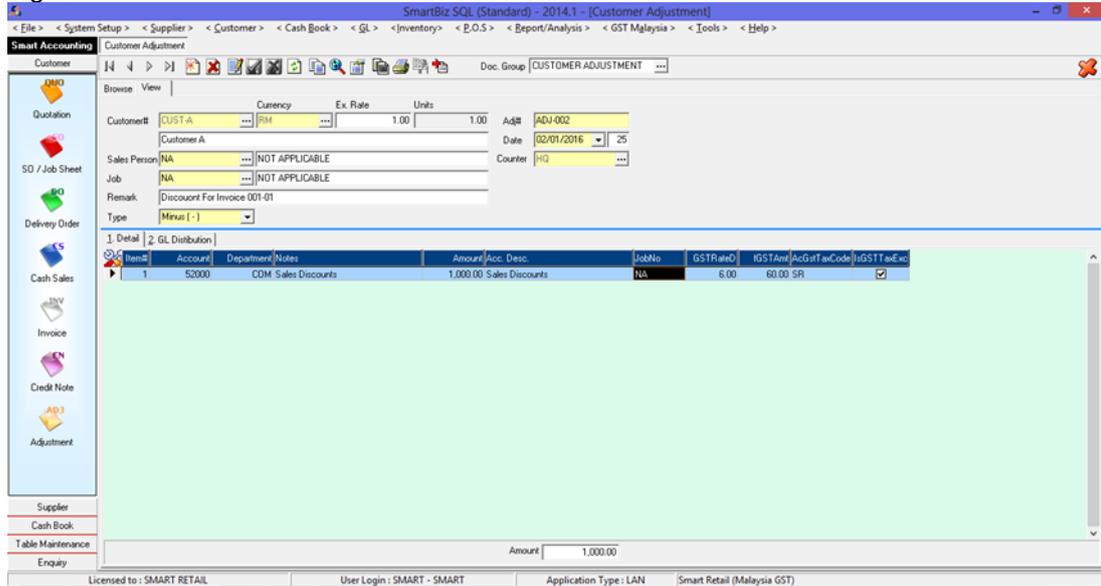
vi. Select the correct GST Tax Code.

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

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5. Customer Adjustment

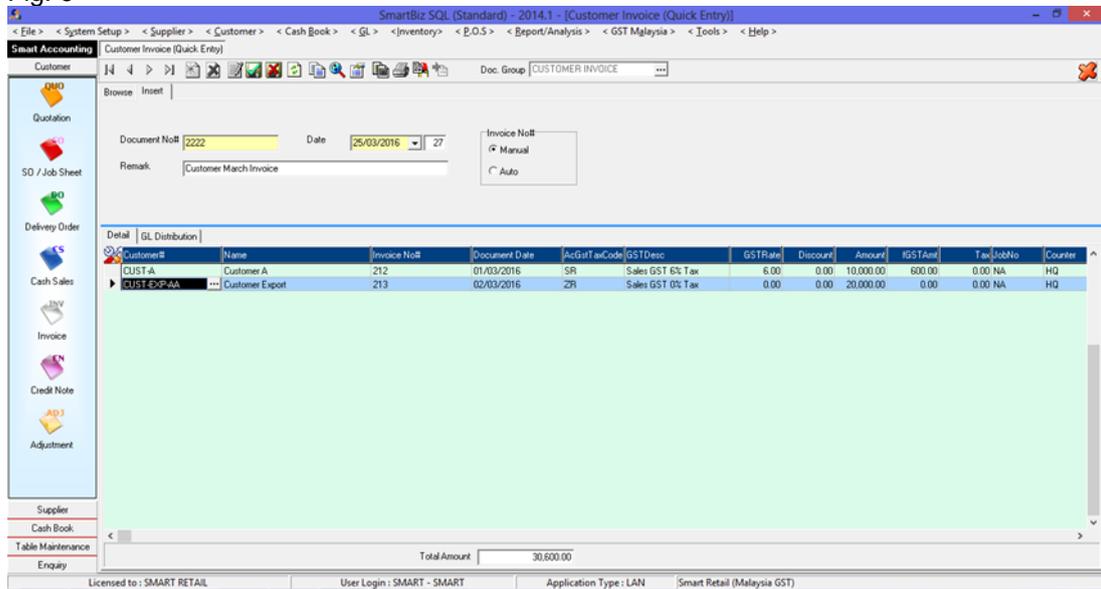
Fig. 5



- i. Key in the appropriate account code for this transaction. Example Sales Discount.
- ii. Select the correct GST Tax Code.
- iii. If this transaction is inclusive of GST amount, then un-tick (disable) the [IsGSTTaxExc].

6. Customer Quick Entries

Fig. 6

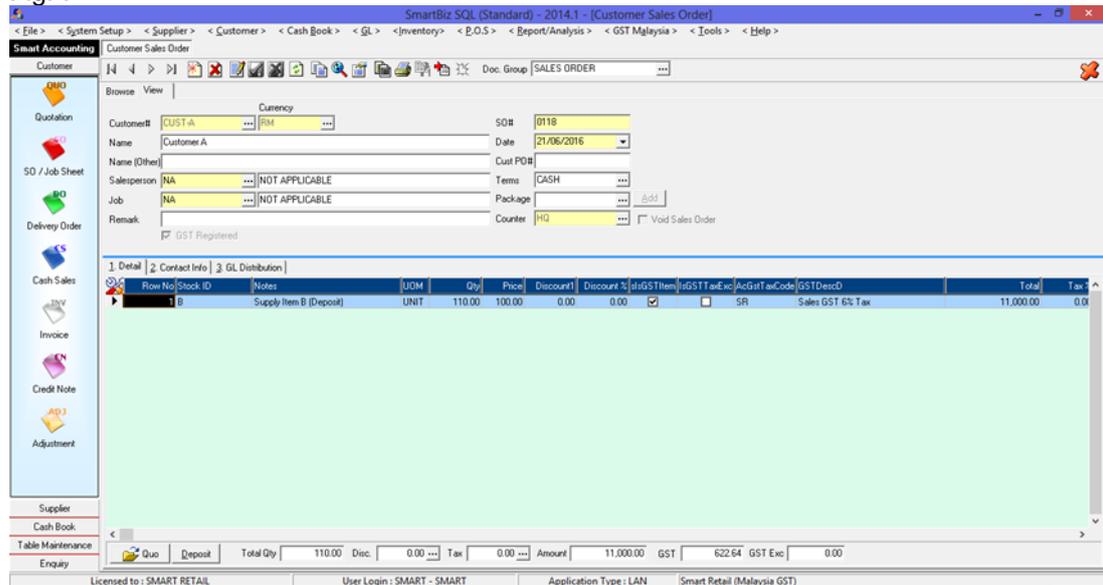


- i. Select the Customer Code at the details line.
- ii. Select the correct GST Tax Code.
- iii. If this transaction is inclusive of GST amount, then un-tick (disable) the [IsGSTTaxExc].
- iv. The [Discount] is a master invoice discount, no GST will be calculated

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7. Customer Deposit (Customer Deposit transactions is to be done at Customer Sales Order)

Fig. 7



- i. Select and key in the Customer Code and other relevant information.
- ii. If [GST Registered] is disabled, then all detail transactions will have “ZRL” as GST Tax Code. User will still able to choose another 0 rated GST Tax Code during the transactions (c).

ii. 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. Click on the [Deposit] button to call out the payment screen (Fig. 8). Key in the deposit amount.

Fig. 8

