Smart-Acc Solutions Sdn Bhd
(company Registration 624898-T)
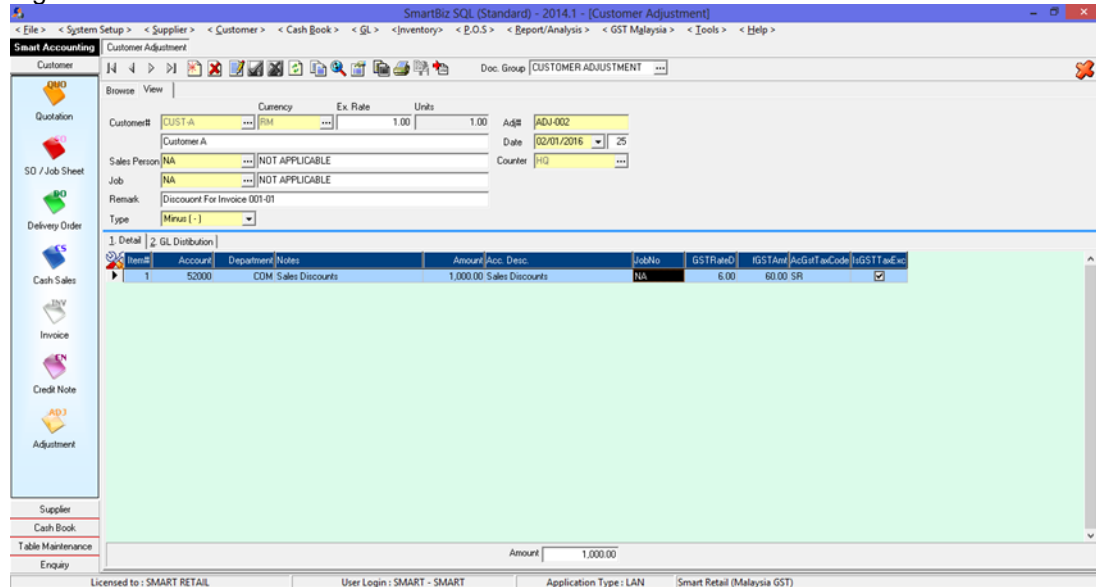
Written By : Richard Tai

How To Do Customer Adjustment For Malaysia GST

1.   Customer Adjustment

It is important to ensure that the settings here are accurate before starting any transactions

Fig. 1

This transaction is for cases where the Customer is given discount for a particular invoice issued.

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 transaction

iii.   Select the correct GST Tax Code.

iv.   Once the entry is saved, a box will prompt out showing the outstanding invoices. Match the amount of the adjustment to the related invoice.
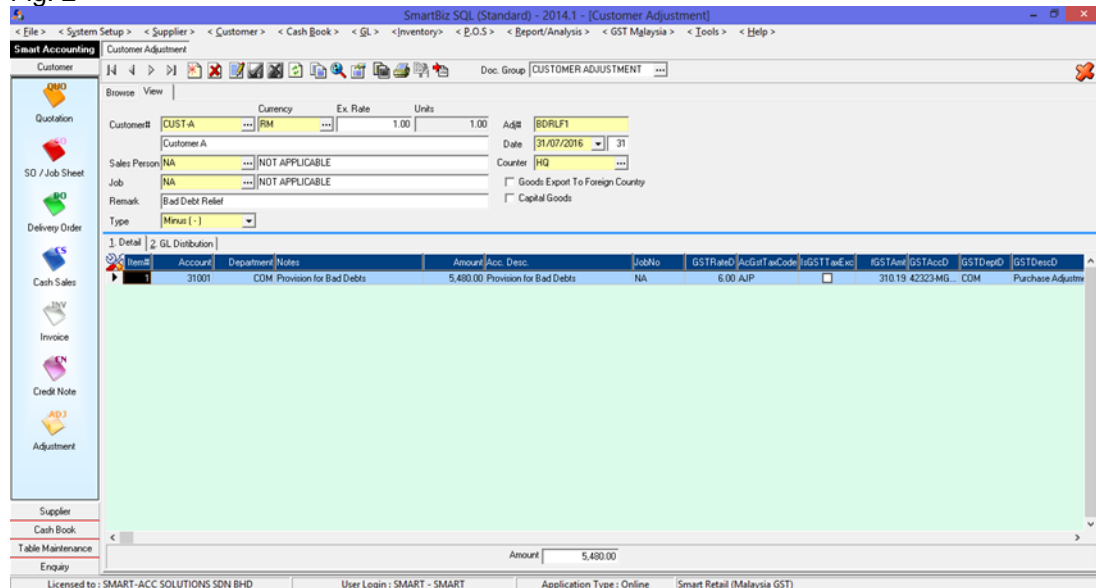
2.   Customer Adjustment For Bad Debts

It is important to ensure that the settings here are accurate before starting any transactions

Fig. 2

This transaction is for cases where the Customer outstanding invoice/s become bad and is transfer to Provision For Bad Debts account.

Call out the report from <GST Malaysia> - <A. Pending Adjustment> - <2. Outstanding Customer Invoice > 180 Days>

i.   At Customer Adjustment, select the customer code and type in the remarks

iii.   Select the adjustment type. Bad Debt Relief normally is [Minus(-)]

iv.   Adjustment document number will be automatically generated. You can type in your own document number if required. Key in the document date.

v.   Select the correct account code. In this scenario, select Provision For Bad Debts code. Key in the amount.

vi.   Select the correct GST Tax Code. Bad Debt Relief normally is inclusive of GST, as such, un-tick the [IsGSTTaxExc].

Notes:
DO NOT BACK DATE TRANSACTIONS AS GST REPORTS AND RELEVANT SUBMISSIONS HAD BEEN SEND (SUBMITTED) TO KASTAM.