

## How To Do Customer Credit Debit For Malaysia GST

## 1. Customer Debit Note

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

Fig. 1 SmartBiz SQL (Standard) - 2014.1 - [Customer Credit Note] < <u>C</u>ustomer > < Cash <u>B</u>ook > < <u>G</u>L > <]nventory > < <u>P</u>.0.5 > < <u>B</u>eport/Analysis > < GST Malaysia > < <u>I</u>cols > < <u>H</u>elp > Eile> < Syst m Setup > < Supplier > Doc. Group CREDIT NOTE N 4 > N 🖹 🕱 🖉 🖓 🖉 🖉 🖓 👘 🐗 👘 Browse View Туре 0 1.00 CUST-A --- RM Customer# 1.00 CN# DNS-002 21/06/2016 - 30 Date ··· NOT APPLICABLE SO / Job She Sales Pe NA Match 0061-04 --- 17 In ··· NOT APPLICABLE Debit Note (Apr Supply ) -em B1 - 2/4/2016) Goods Export To Foreign Country Capital Goods Delivery Orde 1. Detail 2. GL Dis - NY S Credit Note Supplier Cash Bo Table Maint 0.00 Disc. 0.00 ···· Tax 0.00 ···· Amount -2.226.00 GST -126.00 GST Adj 0.00 GST Exc -126.00 Total Qty Application Type : Online 0 : SMART-ACC SOLUTIONS SDN BHD User Login : SMART - SMART Smart Retail (Malaysia GS

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 as correct as possible.

- 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].
- iii. 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.
- 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].

Disclaimer:



## 2. Customer Credit Note

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

Fig. 2

	SmartRiz SOL (Standard) - 2014 2 - [Supplier Credit Note]													-	o x		
< File > < System !	Setup > < S	iupplier > < C	ustomer > <	Cash Book > <	GL> <inventory></inventory>	< P.O.S >	< Rep	ort/Analysis >	< GST Malay	sia > < Tools	s> < He	lp >					
Smart Accounting	Supplier Crea	RNote															
Customer	14 4 ≥	N 🖹 🗶	II 🖌 😹	2 🗈 🍳 🗋	j 🖻 🖉 🛤 ta												2
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Supplier																	
Cash Book	<																, <sup>*</sup>
Table Maintenance			Total Qty	10.00 Disc.	0.00 ··· Tax	0.00 -	- Amou	nt 5	00.00 GST		1.00	GST Adi	0.00	STER	0.00		
Enquity							_	, .							0.00		
Lie	Licensed to : SMART RETAIL User Login : SMART - SMART Application Type : LAN Smart Retail (Malavsia GST) - 2014																

This transaction is for cases where certain quantity of item is return from Customer.

- 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. Click on the [Match] and select the previous invoice. Details of the previous invoice will be displayed at the details area. Key in the quantity.
- iii. Tick the check box [Capital Goods] if this is a Capital Goods transaction
- 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).
- v. Select the correct GST Tax Code.
- vi. If the price of this detail transaction is inclusive of GST amount, then un-tick (disable) the [IsGSTTaxExc].

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

Disclaimer: