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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

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].
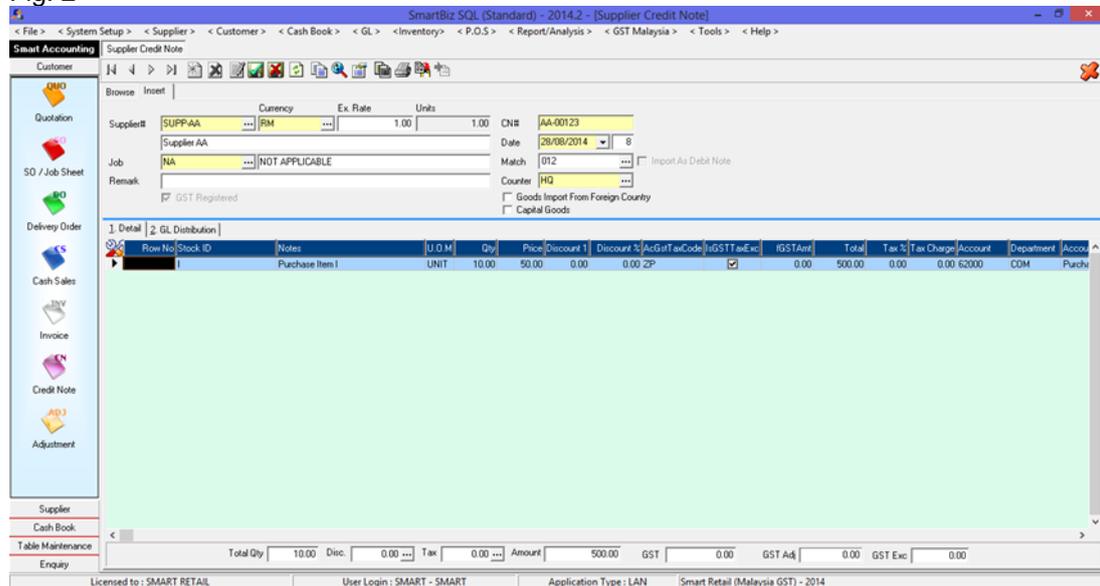
2.   Customer Credit Note

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

Fig. 2

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

iv.   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.