Smart-Acc Solutions Sdn Bhd
(company Registration 624898-T)

Written By : Richard Tai

How To Do Cusomer Delivery Order For Malaysia GST

1.   **Customer Delivery Order**

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

Fig. 1

i.   Select and key in the Customer Code and other relevant information.

ii.   [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].

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].
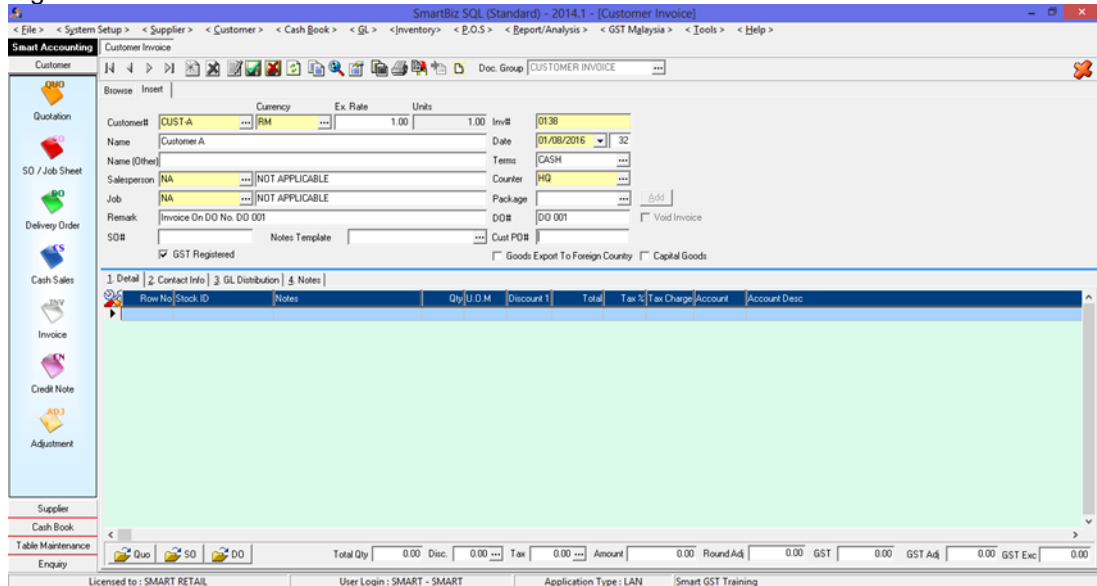
Disclaimer:
The information in this document is meant to supplement, not replace, proper guidance. The author advise readers to take full responsibility for their actions and know their limits. Before practicing the guides described in this document, be sure that your data is well backup, and do not take risks beyond your level of experience, aptitude and comfort level.

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2. Invoice After Delivery Order

It is important to ensure that the settings here are accurate before starting any transactions
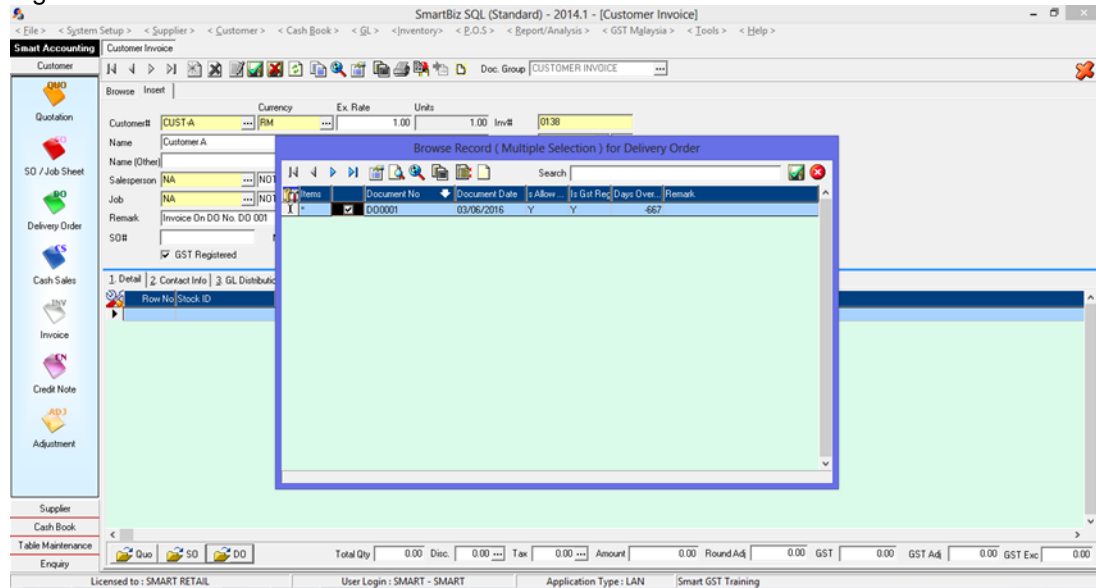
Fig. 2

i.   Select and key in the Customer Code and other relevant information.

ii.   [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].

iii. Click on the [DO] button to import the Delivery Order particulars to this invoice transaction.

Fig. 3

iv.   GST Tax Code is set as per Delivery Order transaction. Select the correct GST Tax Code if necessary.

iv.   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.

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