



How To Do Customer Invoice For Malaysia GST

1. Customer Invoice

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

Fig. 1

The screenshot shows the 'Customer Invoice' window in SmartBiz SQL. The window title is 'SmartBiz SQL (Standard) - 2014.1 - [Customer Invoice]'. The menu bar includes File, System Setup, Supplier, Customer, Cash Book, GL, Inventory, P.O.S, Report/Analysis, GST Malaysia, Tools, and Help. The toolbar contains various icons for navigation and actions. The main area is divided into several sections:

- Customer Information:** Customer# (CUST A), Name (Customer A), Date (05/01/2016), Inv# (0003), Currency (RM), Ex. Rate (1.00), Units (1.00), Terms (CASH), Counter (HQ), Package (), DOD# (INVD010003), and Cust PO# ().
- Transaction Details:** Includes checkboxes for 'GST Registered', 'Goods Export To Foreign Country', and 'Capital Goods'.
- Table:** A table with columns: Row No, Stock ID, Notes, Qty, U.O.M, Price, Discount, IsGSTTaxExc, AcctTaxCode, GSTRateD, Total, Account, Account Desc, and Dept. The table contains one row: Row No: 1, Stock ID: C, Notes: Supply Local Item C, Qty: 250.00, U.O.M: UNIT, Price: 100.00, Discount: 0.00, IsGSTTaxExc: checked, AcctTaxCode: ZRL, GSTRateD: 0.00, Total: 25,000.00, Account: 50030, Account Desc: Sales, Dept: CDM.
- Summary:** Total Qty: 250.00, Disc: 0.00, Tax: 0.00, Amount: 25,000.00, Round Adj: 0.00, GST: 0.00, GST Adj: 0.00, GST Exc: 0.00.

- i. [GST Registered] is automatically enabled for all new detail transactions [IsGSTTaxExc] when the Company is a registered as a GST Tax Person. 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).
- iii. **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].

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.



2. Customer Invoice (Capital Goods Sales)

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Fig. 2

The screenshot shows the 'Customer Invoice' window in SmartBiz SQL. The form includes fields for Customer#, Name, Date, Terms, Counter, Package, and Remark. A table below the form lists items with columns for Row No, Stock ID, Notes, Qty, U.O.M, Price, Discount, AcGstTaxCode, IsGSTTaxExc, Total, IGSTAm, Account, Account Desc, and Dept. The table contains one row: 1 B, Supply Item B, 130.00 UNIT, 100.00, 0.00 SR, 13,000.00, 780.00 50030, Sales, CDM. The bottom of the window shows a summary of totals: Total Qty 130.00, Disc. 0.00, Tax 0.00, Amount 13,780.00, Round AdJ 0.00, GST 780.00, GST AdJ 0.00, GST Exc 780.00.

- i. [GST Registered] is automatically enabled for all new detail transactions [IsGSTTaxExc] when the Company is a registered as a GST Tax Person. 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].

Disclaimer:

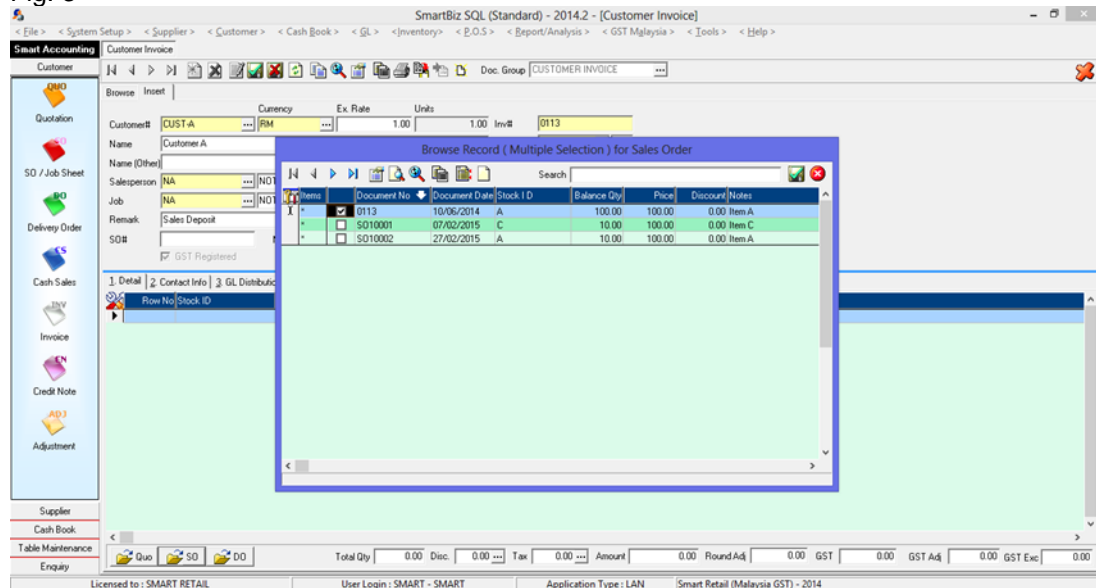
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2. Customer Invoice (Deposit)

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Fig. 3



- i. Key in the Customer Code (which is the same as in Sales Order for Deposit).
- ii. Click on [SO] button to import the Sales Order particulars.

Note:

It is important to ensure for invoice that involves Deposit, the transaction MUST import from the Sales Order. GST reporting will less out the GST amount on the Sales Deposit.

- iii. [GST Registered] is automatically enabled for all new detail transactions [IsGSTTaxExc] when the Company is a registered as a GST Tax Person. 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].

iv. Tick the check box [Capital Goods] if this is a Capital Goods sale

- v. 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).

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].

Notes:

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

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