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How To Do Cusomer Invoice For Malaysia GST

1.   **Customer Invoice**

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

Fig. 1

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].

2. Customer Invoice (Capital Goods Sales)

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

Fig. 2

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].
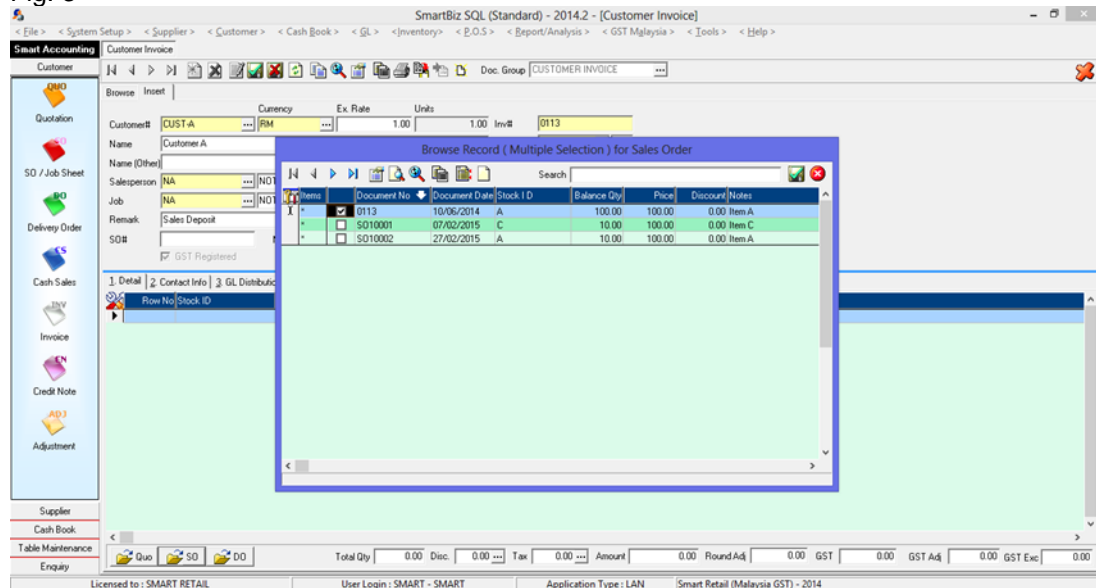
2.   Customer Invoice (Deposit)

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

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.