



How To Do Supplier Adjustment For Malaysia GST

1. Supplier Adjustment

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

Fig. 1

Item#	Account	Department	Notes	Amount	Account Desc	JobNo	GSTRate	IsGSTTaxExc	GSTAmt	GSTAccD	GSTDepD	GSTDescD
33000	CDM	Credit Note Received (Feb-Purchas...		3,500.00	Purchase Discounts	NA	6.00	TX	210.00	42311-MG	CDM	Purchase GST 6%

This transaction is for cases where the Supplier provides discounts for a particular invoice issued.

- 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. Tick the check box [Capital Goods] if this is a Capital Goods transaction
- iii. Select the correct GST Tax Code.
- iv. Once the entry is saved, a box will prompt out showing the outstanding invoices. Match the amount of the adjustment to the related invoice.

Disclaimer:

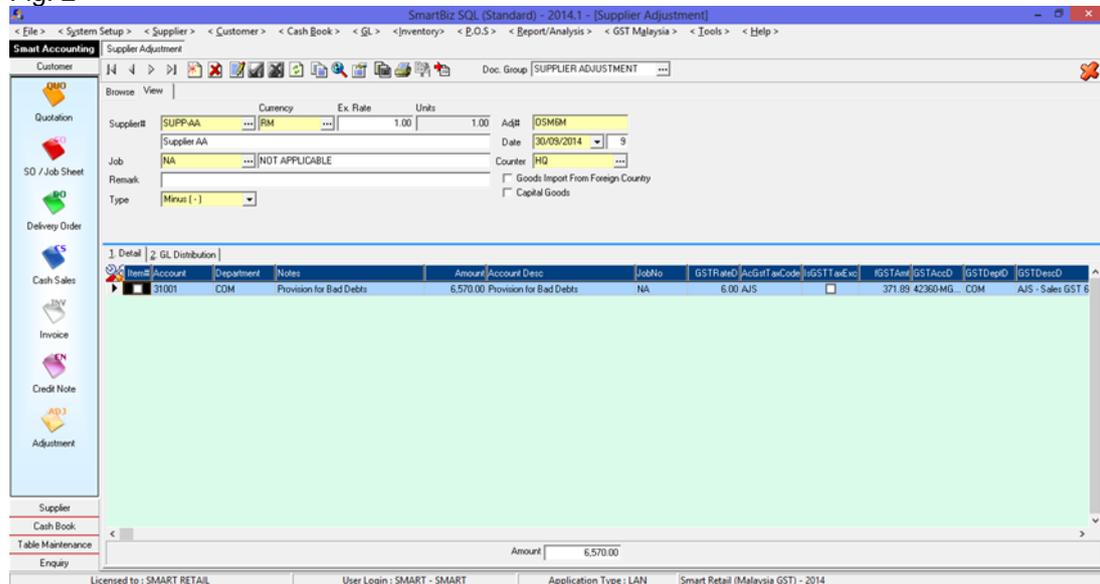
The information in this document is meant to supplement, not replace, proper guidance. The author advise readers to take full responsibility for their actions and know their limits. Before practicing the guides described in this document, be sure that your data is well backup, and do not take risks beyond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



2. Supplier Adjustment For Bad Debts

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Fig. 2



This transaction is for cases where the Supplier outstanding invoice/s become bad and is transfer to Provision For Bad Debts account.

Call out the report from <GST Malaysia> - <A. Pending Adjustment> - <3. Outstanding Supplier Invoice > 180 Days>

- i. At Supplier Adjustment, select the Supplier code and type in the remarks
- iii. Select the adjustment type. Bad Debt Relief normally is [Minus(-)]
- iv. Adjustment document number will be automatically generated. You can type in your own document number if required. Key in the document date.
- v. Select the correct account code. In this scenario, select Provision For Bad Debts code (A different Provision For Bad Debts code can be set, depending on the customer accounting policies). Key in the amount.
- vi. **Select the correct GST Tax Code.** Bad Debt Relief normally is inclusive of GST, as such, un-tick the [IsGSTTaxExc].

Notes:

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

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