



How To Do Supplier Credit Debit For Malaysia GST

1. Supplier Debit Note

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

Fig. 1

Row No	Stock ID	Notes	U.O.M	Qty	Price	Discount 1	Discount %	AcGstTaxCode	IGSTTaxExc	IGSTAmt	Total	Tax %	Tax Charge	Account	Department	Account										
1	B	Debit Note Received (Feb - Purchas...	UNIT	140.00	50.00	0.00	0.00	TX	<input checked="" type="checkbox"/>	420.00	7,000.00	0.00	0.00	62000	COM	Purch										
2	B	Debit Note Received (Feb - Purchas...	UNIT	-140.00	67.8571	0.00	0.00	TX	<input checked="" type="checkbox"/>	-570.00	-9,499.99	0.00	0.00	61030	COM	Purch										
											Total Qty	0.00	Disc.	0.00	Tax	0.00	Amount	-2,649.99	GST	-150.00	GST Adj	0.00	GST Exc	-150.00		

This transaction is for cases where the Supplier 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 "ZP" 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].

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 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 to Supplier.

- 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 "ZP" 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.

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