

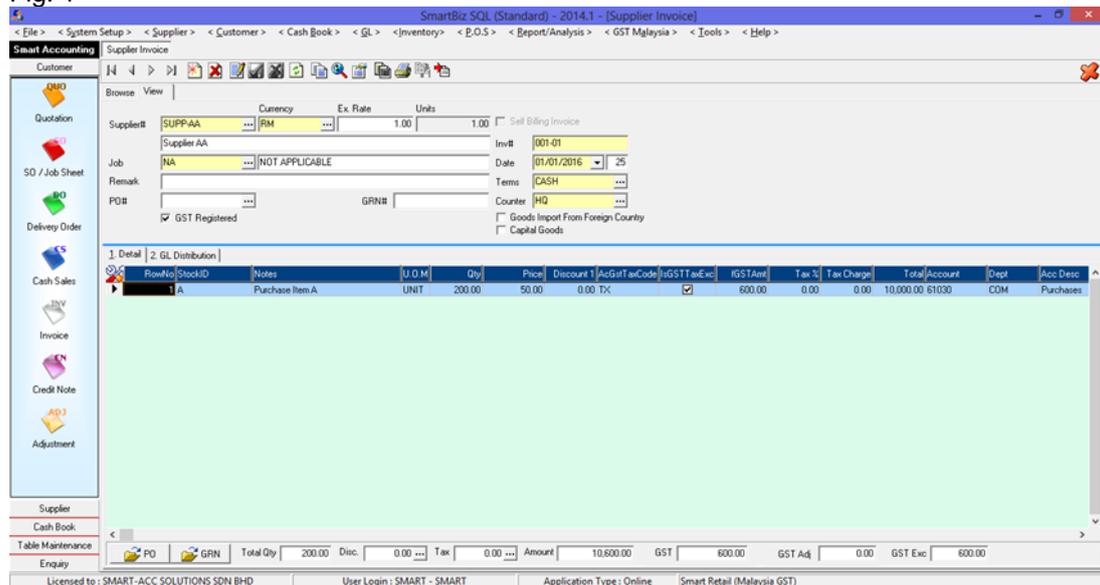


How To Do Supplier Invoice For Malaysia GST

1. Supplier 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]. 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. Select the correct GST Tax Code.

- iii. If [GST Registered] is disabled, then all detail transactions will have "ZP" as GST Tax Code. User will still be able to choose another 0 rated GST Tax Code during the transactions (c).
- 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. Supplier Invoice (Capital Goods Purchase)

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]. 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 purchase
- iii. 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).
- 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].

Notes:

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

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