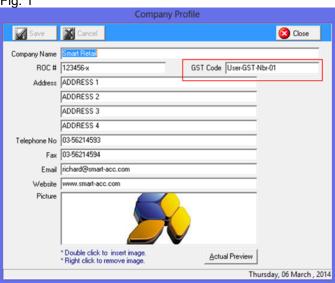
Written By: Richard Tai

How To Setup Company Profile For Malaysia GST

1. Setup/Edit Company Profile

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

Fig. 1



- Ensure that the column [GST Code] (Fig. 2) of the user company is keyed in. This is i. extremely important for reporting and submissions to Kastam.
- ii. Once Company GST Code is keyed in (meaning the company is a GST Tax Registered Person with Kastam), all Customer Invoices issued will automatically be a Tax Invoice, irrespective whether the customer is a GST Registered Tax person or not.

Notes:

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