



# Getting Started Manual For GST

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Managed by **Agile Matrix Solutions Sdn Bhd**

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For information about customer support, please visit our homepage at <http://www.treezsoft.com> on the World Wide Web.

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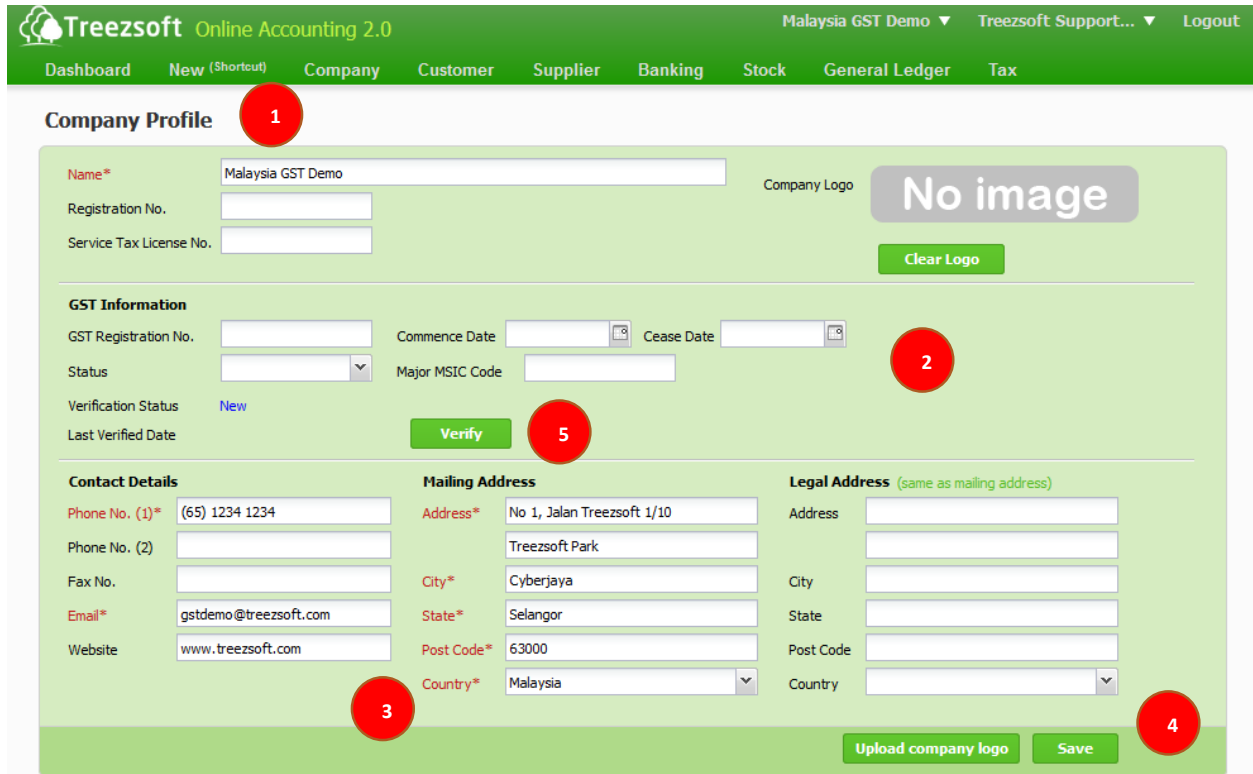
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## Step 1: How to Activate GST Module?



**Treezsoft Online Accounting 2.0** Malaysia GST Demo ▼ Treezsoft Support... ▼ Logout

Dashboard New (Shortcut) **Company** Customer Supplier Banking Stock General Ledger Tax

### Company Profile

**Name\*** Malaysia GST Demo **Company Logo** No image   
 Clear Logo

Registration No.   
 Service Tax License No.   
 Clear Logo

**GST Information**

GST Registration No.   
 Commence Date   
 Cease Date   
 Status   
 Major MSIC Code   
 Verification Status New   
 Last Verified Date   
 Verify

**Contact Details**

Phone No. (1)\* (65) 1234 1234   
 Phone No. (2)   
 Fax No.   
 Email\* gstdemo@treezsoft.com   
 Website www.treezsoft.com

**Mailing Address**

Address\* No 1, Jalan Treezsoft 1/10   
 Treezsoft Park   
 City\* Cyberjaya   
 State\* Selangor   
 Post Code\* 63000   
 Country\* Malaysia

**Legal Address (same as mailing address)**

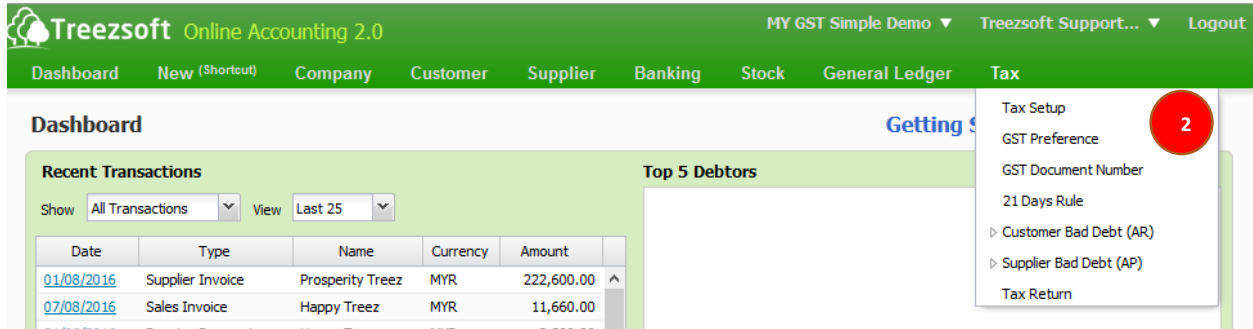
Address   
 City   
 State   
 Post Code   
 Country

Upload company logo Save

1. Go to **Company Profile** (under **Company** module).
2. Fill in your company **GST Information**.
  - a. **Status** shall be **Active**.
  - b. For your **Major MSIC Code**, please refer   
 [http://www.statistics.gov.my/portal/index.php?option=com\\_content&view=article&id=1492&Itemid=99&lang=en](http://www.statistics.gov.my/portal/index.php?option=com_content&view=article&id=1492&Itemid=99&lang=en).
3. Ensure company is registered in **Malaysia**.
4. Save the form.
5. Access <https://gst.customs.gov.my/TAP/#1> to ensure the inserted GST information is correct, then click **Verify** button to activate GST module.

*Note: If your business involved more than 1 MISC code, you could setup them separately in **Chart of Account** or **Stock Group**. By doing so, system would auto calculate MISC code amount breakdown in GST return.*

## Step 2: Verify Activated GST Module



The screenshot shows the Treezsoft Online Accounting 2.0 interface. The top navigation bar includes links for Dashboard, New (Shortcut), Company, Customer, Supplier, Banking, Stock, General Ledger, and Tax. The Tax module is highlighted, and its dropdown menu is open, showing options: Tax Setup, GST Preference, GST Document Number, 21 Days Rule, Customer Bad Debt (AR), Supplier Bad Debt (AP), and Tax Return. A red circle with the number 2 is placed over the Tax Setup option.

**Recent Transactions**

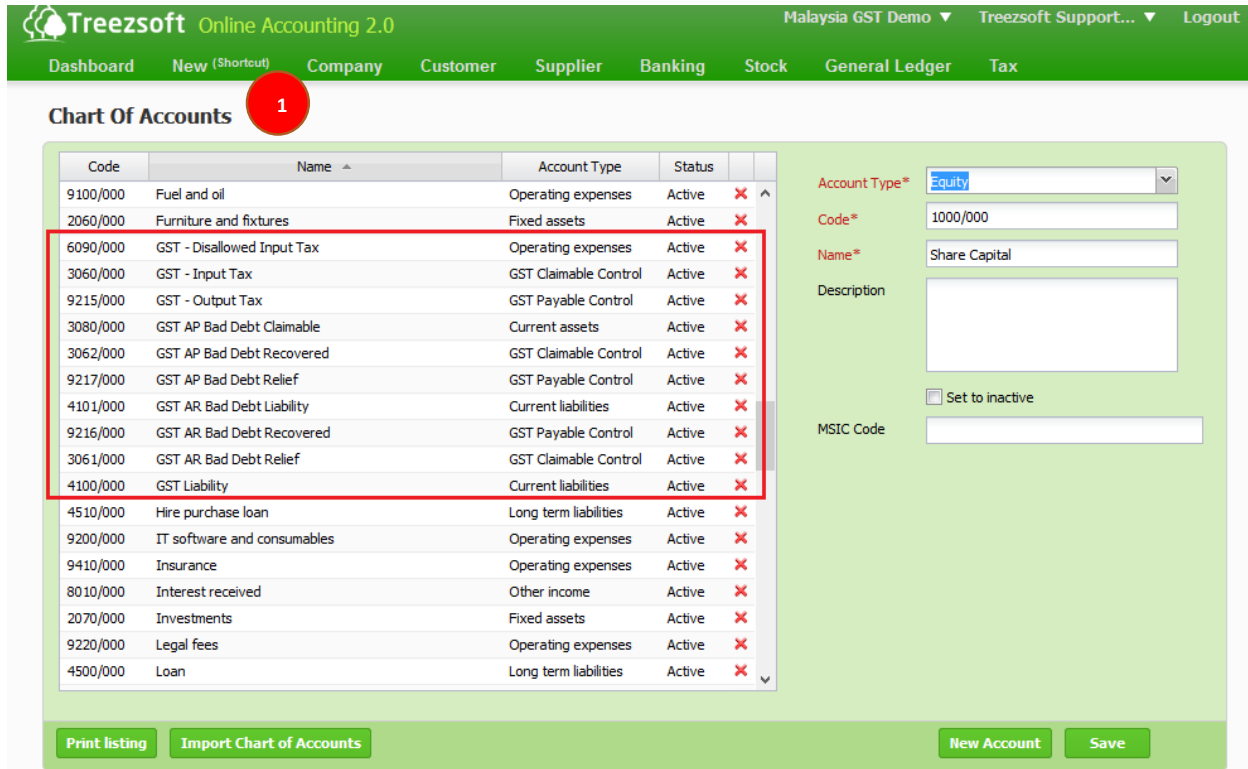
Show:  View:

Date	Type	Name	Currency	Amount
01/08/2016	Supplier Invoice	Prosperity Treez	MYR	222,600.00
07/08/2016	Sales Invoice	Happy Treez	MYR	11,660.00

**Top 5 Debtors**

1. If you just activated GST module from step 1, please re-login.
2. You would able to find GST features under **Tax** module.

## 2.1 Verify GST Related Account Code



**Treezsoft Online Accounting 2.0** Malaysia GST Demo Treezsoft Support... Logout

Dashboard New (Shortcut) **Company** Customer Supplier Banking Stock General Ledger Tax

**Chart Of Accounts** 1

Code	Name	Account Type	Status
9100/000	Fuel and oil	Operating expenses	Active
2060/000	Furniture and fixtures	Fixed assets	Active
6090/000	GST - Disallowed Input Tax	Operating expenses	Active
3060/000	GST - Input Tax	GST Claimable Control	Active
9215/000	GST - Output Tax	GST Payable Control	Active
3080/000	GST AP Bad Debt Claimable	Current assets	Active
3062/000	GST AP Bad Debt Recovered	GST Claimable Control	Active
9217/000	GST AP Bad Debt Relief	GST Payable Control	Active
4101/000	GST AR Bad Debt Liability	Current liabilities	Active
9216/000	GST AR Bad Debt Recovered	GST Payable Control	Active
3061/000	GST AR Bad Debt Relief	GST Claimable Control	Active
4100/000	GST Liability	Current liabilities	Active
4510/000	Hire purchase loan	Long term liabilities	Active
9200/000	IT software and consumables	Operating expenses	Active
9410/000	Insurance	Operating expenses	Active
8010/000	Interest received	Other income	Active
2070/000	Investments	Fixed assets	Active
9220/000	Legal fees	Operating expenses	Active
4500/000	Loan	Long term liabilities	Active

Account Type\* Equity  
 Code\* 1000/000  
 Name\* Share Capital  
 Description  
☐ Set to inactive  
 MSIC Code

Print listing Import Chart of Accounts New Account Save

1. Go to **Chart of Accounts** (under **Company** module).
2. You would be able to find pre-loaded GST related account code. (total of 15 GST related account code pre-loaded)
3. You may change them based on your needs, but remember to review your **Tax Setup** and **GST Preference** first under **Tax** module if they are affected.

*Note: If your business involved more than 1 MISC code, you could setup them separately in **Chart of Account** or **Stock Group**. By doing so, system would auto calculate MISC code amount breakdown in GST return.*

## 2.2 Verify GST Code

Treezsoft Online Accounting 2.0 Malaysia GST Demo Treezsoft Support... Logout

Dashboard New (Shortcut) Company Customer Supplier Banking Stock General Ledger Tax

**Tax** 1

Tax Code	Label	Description	Rate (%)	
AJP	AJP_A	Input Tax 6% - Adjustment for Annual Adjustment	6.00	✗
AJP	AJP_APB	Input Tax 6% - Adjustment for AR Bad Debt Recover	6.00	✗
AJP	AJP_ARBD	Input Tax 6% - Adjustment for AR Bad Debt Relief	6.00	✗
AJP	AJP_C	Input Tax 6% - Adjustment for Capital Goods	6.00	✗
AJP	AJP_O	Input Tax 6% - Adjustment for Others Adjustment	6.00	✗
AJS	AJS_A	Output Tax 6% - Annual Adjustment	6.00	✗
AJS	AJS_APB	Output Tax 6% - Adjustment for AP Bad Debt Relief	6.00	✗
AJS	AJS_ARBD	Output Tax 6% - Adjustment for AR Bad Debt Recovery	6.00	✗
AJS	AJS_C	Output Tax 6% - Adjustment for Capital Goods	6.00	✗
AJS	AJS_O	Output Tax 6% - Others Adjustment	6.00	✗
BL	BL	Input Tax 6% - Not Claimable	6.00	✗
BL	BL_CE	Input Tax 6% - Capital Goods Acquired To Make Exempt Supplies	6.00	✗
BL	BL_E	Input Tax 6% - To Make Exempt Supplies	6.00	✗
DS	DS	Output Tax 6% - Deemed Supplies	6.00	✗

Print listing

New Tax Save

Tax Code\* AJP

Label\* AJP\_A

Description Input Tax 6% - Adjustment for Annual Adjustment

Rate (%)\* 6.00

Account Code\* 3060/000

Include in GST Return ☒


GST Return Category\* AP - Purchase

1. Go to **Tax Setup** (under **Tax** module).
2. You would be able to find pre-loaded GST code with corresponding description and rate. (total of 39 GST code pre-loaded)

*Note: The pre-loaded GST code has compliance with RMCD. If you need any changes, please contact [support@treezsoft.com](mailto:support@treezsoft.com).*



## 2.3 Verify GST Preference


**Treezsoft** Online Accounting 2.0

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Dashboard
New (Shortcut)
Company
Customer
Supplier
Banking
Stock
General Ledger
Tax

**GST Preferences**
1

### GST Account Defaults

**Prepayment**

**Prepayment Tax Code**  
 Default tax code and account for prepayment/deposit

**GST Liability**  
 Default contra account for above prepayment/deposit

**Bad Debt (AR)**

**Bad Debt Relief Tax Code**  
 Default tax code and account for bad debt relief

**Bad Debt Recover Tax Code**  
 Default tax code and account for bad debt recover

**GST Bad Debt Liability**  
 Default contra account for above bad debt handling

**Bad Debt Provision (sales)**  
 Default provision account for sales bad debt

**Bad Debt Expenses (sales)**  
 Default bad debt account for sales

**Bad Debt Recover (sales)**  
 Default bad debt recover account for sales

**Bad Debt (AP)**

**Bad Debt Relief Tax Code**  
 Default tax code and account for bad debt relief

**Bad Debt Recover Tax Code**  
 Default tax code and account for bad debt recover

**GST Bad Debt Claimable**  
 Default contra account for above bad debt handling

**Bad Debt Expenses (purchase)**  
 Default bad debt account for purchase

**Bad Debt Recover (purchase)**  
 Default bad debt recover account for purchase

**Reverse Charge**

**Reverse Charge Tax Code (sales)**  
 Default tax code for reverse charge / self recipient accounting / imported service to be credited

**Reverse Charge Tax Code (purchase)**  
 Default tax code for reverse charge / self recipient accounting / imported service to be debited

### Financial Settings

**GST Taxable Period**  
 Frequency (in month unit) to declare GST return

**GST Next Filing Date**  
 Next date to declare GST Return

**Bad Debt Relief Min. Month**  
 Minimum aged month required to request bad debt relief

**Days Limits**  
 Days limit rule to overrides basic tax point

**Max Input Tax Claim**  
 Max input tax claimable amount for simplified tax invoice

**De minimis Rule**


Total value of exempt supplies not exceed  per month

Total value of exempt supplies not exceed  % of all supplies value per month

Save

1. Go to **GST Preference** (under **Tax** module).
2. You would be able to find pre-loaded GST preference with corresponding description.

## 2.4 Verify GST Document Number


**Treezsoft** Online Accounting 2.0

Malaysia GST Demo ▼ Treezsoft Support... ▼ Logou

Dashboard New (Shortcut) **Company** Customer Supplier Banking Stock General Ledger Tax

### GST Document Numbers 1

In GST mode, different serial numbers is required for certain document type.  
These different serial numbers are shown as per below, while the rest of the document type are not affected.

Type ▲	Document Number	Prefix	Include Year	Last Number Used	Next Number*
Module: Customer					
Cash Sales	Receipt No.	TCS-	<input type="checkbox"/>		00001
Credit Note	Credit Note No.	TCN-	<input type="checkbox"/>		00001
Debit Note	Debit Note No.	TDN-	<input type="checkbox"/>		00001
Sales Invoice	Invoice No.	TI-	<input type="checkbox"/>		00001
Sales Return	Ref. No.	TSR-	<input type="checkbox"/>		00001
Module: Tax					
AP Bad Debt Recover	Ref. No.	OSP-	<input type="checkbox"/>		00001
AP Bad Debt Relief	Ref. No.	OS-	<input type="checkbox"/>		00001
AR Bad Debt Correct Provision	Ref. No.	BDCP-	<input type="checkbox"/>		00001
AR Bad Debt Provision	Ref. No.	BDP-	<input type="checkbox"/>		00001
AR Bad Debt Recover	Ref. No.	BDRC-	<input type="checkbox"/>		00001
AR Bad Debt Relief	Ref. No.	BDRF-	<input type="checkbox"/>		00001
AR Bad Debt Write-Off	Ref. No.	BDW-	<input type="checkbox"/>		00001

Save

1. Go to **GST Document Numbers** (under **Tax** module).
2. You would be able to find pre-loaded GST document number.
3. You may change the document number by changing the **Prefix** or **Include year** (to include calendar year in the document number, e.g. TCS-2015-00001).

## 2.5 Verify Supplier GST Information

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Dashboard New (Shortcut) Company Customer Supplier Banking Stock General Ledger Tax

### Supplier 1

Name\* Italian Furniture  
Print on cheque as Italian Furniture  
Code\* I0001 Generate Code  
Default Currency\* MYR ▼  
Description  
Supplier Type ▼

Registration No.  
Default Payment Term ▼  
Credit Limit 30,000.00  
☐ Set to inactive

**GST Information**  
GST Registration No. 63369854  
Commence Date 01/04/2015  
Cease Date 31/03/2016 2  
Status Active ▼  
Verification Status New  
Last Verified Date  
Verify 4

**Self-billed Information**  
☐ Self-billed Invoice  
Approval No.  
Commence Date  
Cease Date  
Status ▼  
Assign Doc No.

**Account Information**  
Control Account\* 4000/000 ▼  
Account ▼  
Default account used as the detail when entering bill

**Contact Details**  
Contact Name  
Phone No. (1)  
Phone No. (2)  
Fax No.  
Email  
Website

**Address Information**  
Address  
City  
State  
Post Code  
Country ▼

**Contact Person**

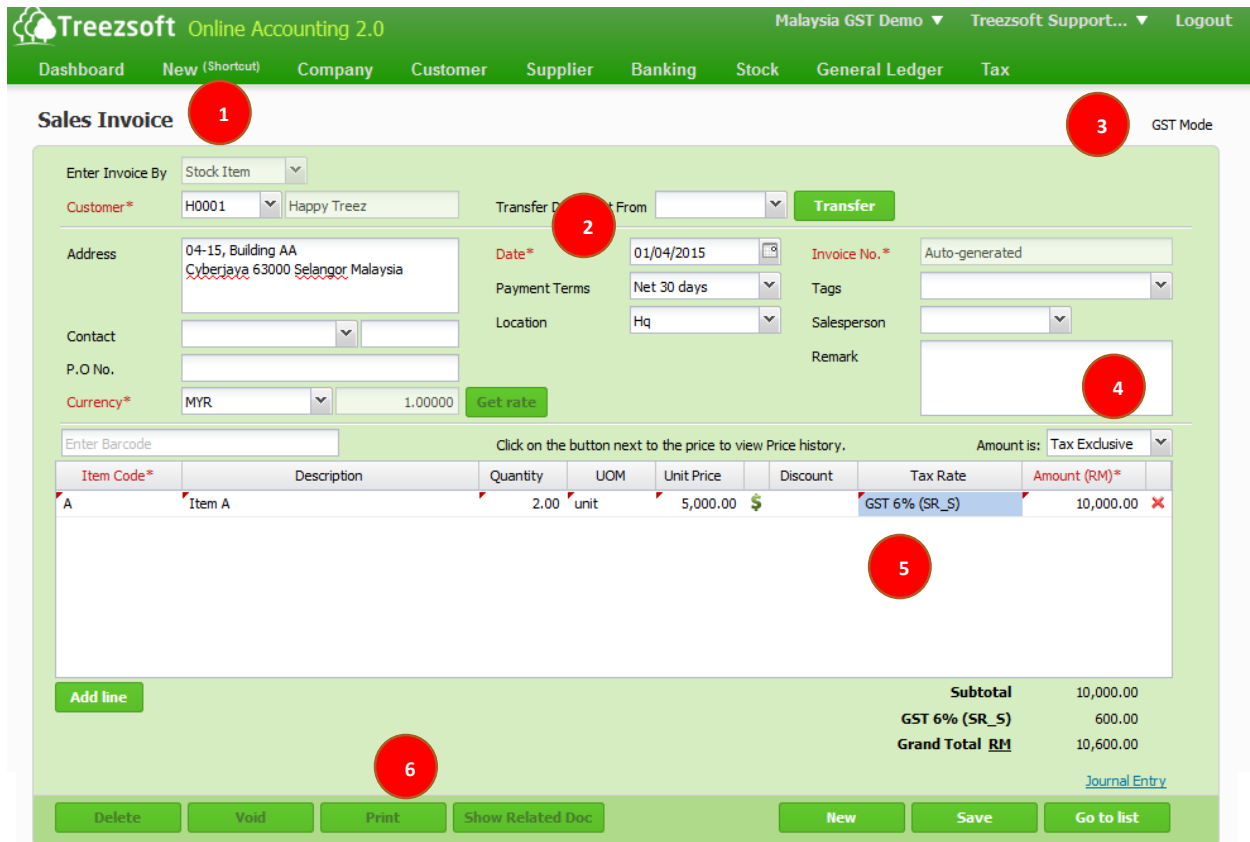
Name	Phone No. (1)	Email	Job Title
✕			

Add line 3

Delete New Save Go to list

- Go to **Manage > Suppliers** (under **Supplier** module), and click **New Supplier**.
- Fill in supplier **GST Information**. **Status** shall be **Active**.
- Save the form.
- Access <https://gst.customs.gov.my/TAP/#1> to ensure the inserted GST information is correct, then click **Verify** button to confirm.

## Step 3: Issue Full Tax Invoice



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Dashboard New (Shortcut) Company Customer Supplier Banking Stock General Ledger Tax

**Sales Invoice** 1 3 GST Mode

Enter Invoice By: Stock Item

Customer\*: H0001 Happy Treez

Transfer Date: From: 2 **Transfer**

Address: 04-15, Building AA  
Cyberjaya 63000 Selangor Malaysia

Date\*: 01/04/2015 2 Invoice No.\*: Auto-generated

Payment Terms: Net 30 days

Location: Hq

Tags: 4

Contact: 4

P.O No.:

Currency\*: MYR 1.00000 **Get rate**

Remark: 4

Enter Barcode: Click on the button next to the price to view Price history. Amount is: Tax Exclusive

Item Code*	Description	Quantity	UOM	Unit Price	Discount	Tax Rate	Amount (RM)*
A	Item A	2.00	unit	5,000.00	\$	GST 6% (SR_S) <span style="border: 1px solid red; border-radius: 50%; padding: 2px 5px;">5</span>	10,000.00

**Add line**

**Subtotal** 10,000.00

**GST 6% (SR\_S)** 600.00

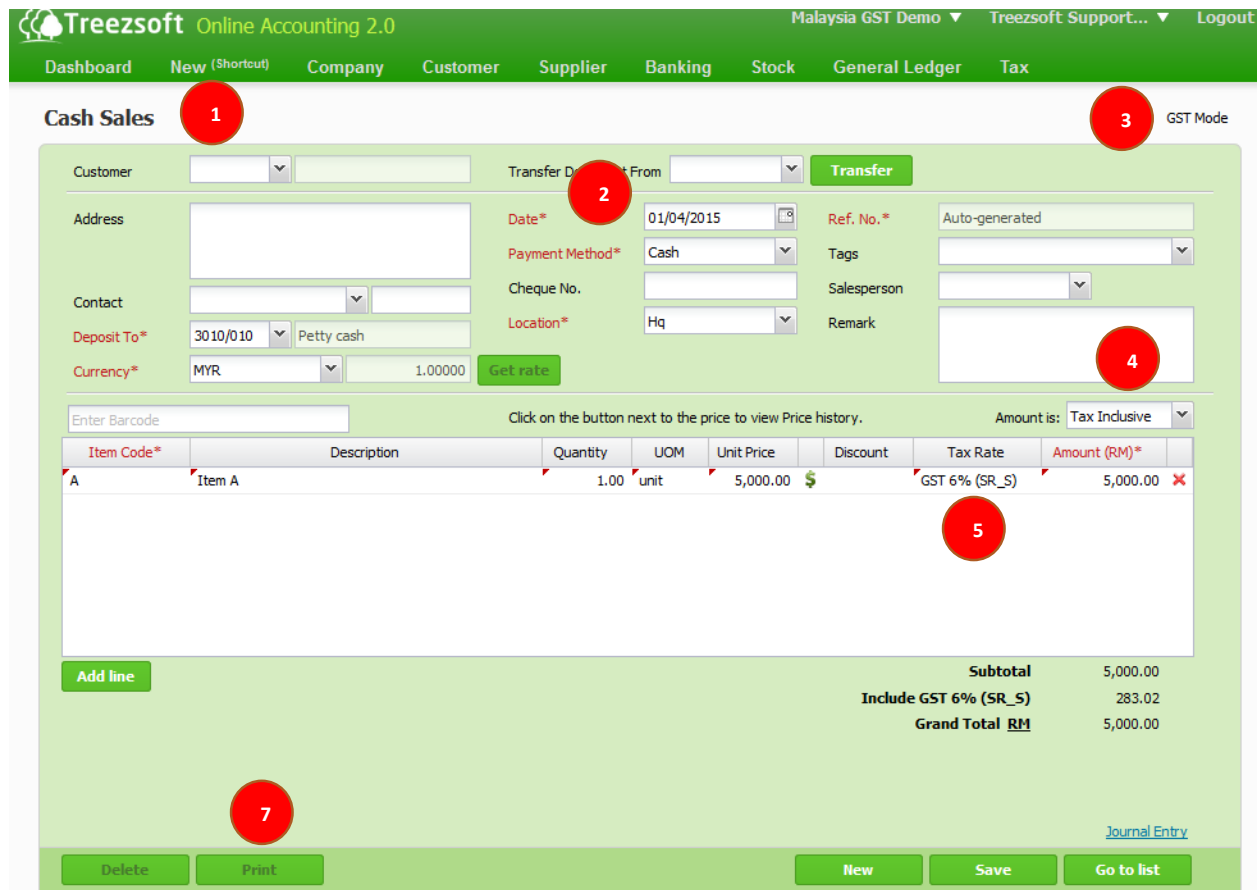
**Grand Total RM** 10,600.00

6 **Print** **Save** **Go to list**

1. Go to **Sales Invoice** (under **Customer** module), and click **New Sales Invoice**.
2. Select **Date** of invoice.
3. Observe whether it is in **GST Mode**.
4. Determine whether amount is **Tax Exclusive** or **Tax Inclusive**.
5. Charge your item with appropriate **Tax Rate**.
6. **Save** first and then **Print** your full tax invoice.

*Note: If you try to issue invoice with invoice date is out of your company GST commence and cease date, the indicator **GST Mode** would disappear and you are not allowed to charge GST.*

## Step 4: Issue Simplified Tax Invoice



**Cash Sales** GST Mode

Customer:  Transfer Date:  From:  **Transfer**

Address:  Date\*:  Ref. No.\*:  Auto-generated

Contact:  Payment Method\*:  Cash Tags:

Deposit To\*:  3010/010 Petty cash Cheque No.:  Salesperson:

Currency\*:  MYR 1.00000 Location\*:  Hq Remark:

**Get rate**

Enter Barcode:  Click on the button next to the price to view Price history. Amount is:  Tax Inclusive

Item Code*	Description	Quantity	UOM	Unit Price	Discount	Tax Rate	Amount (RM)*
A	Item A	1.00	unit	5,000.00	\$	GST 6% (SR_S)	5,000.00

**Add line**

**Subtotal** 5,000.00

**Include GST 6% (SR\_S)** 283.02

**Grand Total RM** 5,000.00

**Journal Entry**

**Delete** **Print** **New** **Save** **Go to list**

1. Go to **Cash Sales** (under **Customer** module), and click **New Cash Sales**.
2. Select **Date** of cash sales.
3. Observe whether it is in **GST Mode**.
4. Determine whether amount is **Tax Exclusive** or **Tax Inclusive**.
5. Charge your item with appropriate **Tax Rate**.
6. Ensure **NO Customer** selected.
7. **Save** first and then **Print** your simplified tax invoice.

### Note:

If you try to issue invoice with invoice date is out of your company GST commence and cease date, the indicator **GST Mode** would disappear and you are not allowed to charge GST.

If customer request for full tax invoice, just full in **Customer** and **Address**, then re-print.

## Step 5: Issue Credit Note

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Dashboard New (Shortcut) Company Customer Supplier Banking Stock General Ledger Tax

**Credit Note** GST Mode

Customer\* H0001 Date\* 02/04/2015 Credit Note No.\* Auto-generated

Address 04-15, Building AA  
Cyberjaya 63000 Selangor Malaysia Ref. No.

Contact Tags

Currency\* MYR 1.00000 Salesperson Remark\*

Get rate

Select account for debit and fill in informative description in "Details" column. ☒ Auto populate amount from selected invoice

Account*	Details	Tax Rate	Amount (RM)*
6030/000	Discounts taken	GST 6% (SR_S)	212.00
6030/000	Discounts taken	GST 6% (SR_D)	53.00

Add line

**Subtotal** 265.00  
**Include Tax GST 6% (SR\_S)** 12.00  
**Include Tax GST 6% (SR\_D)** 3.00  
**Grand Total RM** 265.00

**Apply Invoice** (Tick the box next to the outstanding invoice to apply credit note.)

	Invoice No.	Date	Due Date	Currency	Rate	Invoice Amount	Outstanding	Amount (RM)*
<input checked="" type="checkbox"/>	TI-00001	2015-04-01	01/05/2015	MYR	1.00000	265.00	0.00	265.00

**Total applied amount** 265.00  
**Total refunded amount** 0.00

[Journal Entry](#)

Delete Void Print Show Refund Doc New Save Go to list

**Sales Invoice Detail**

Tick the box next to the outstanding item to apply credit note.

Invoice No.: TI-00001 Currency: MYR

	Item Code	Description	Quantity	UOM	Tax Rate	Item Amount	Outstanding	Amount
<input checked="" type="checkbox"/>	A	Item A	1.00	unit	GST 6% (SR_S)	212.00	0.00	212.00
<input checked="" type="checkbox"/>	B	Item B	1.00	unit	GST 6% (SR_D)	53.00	0.00	53.00

OK

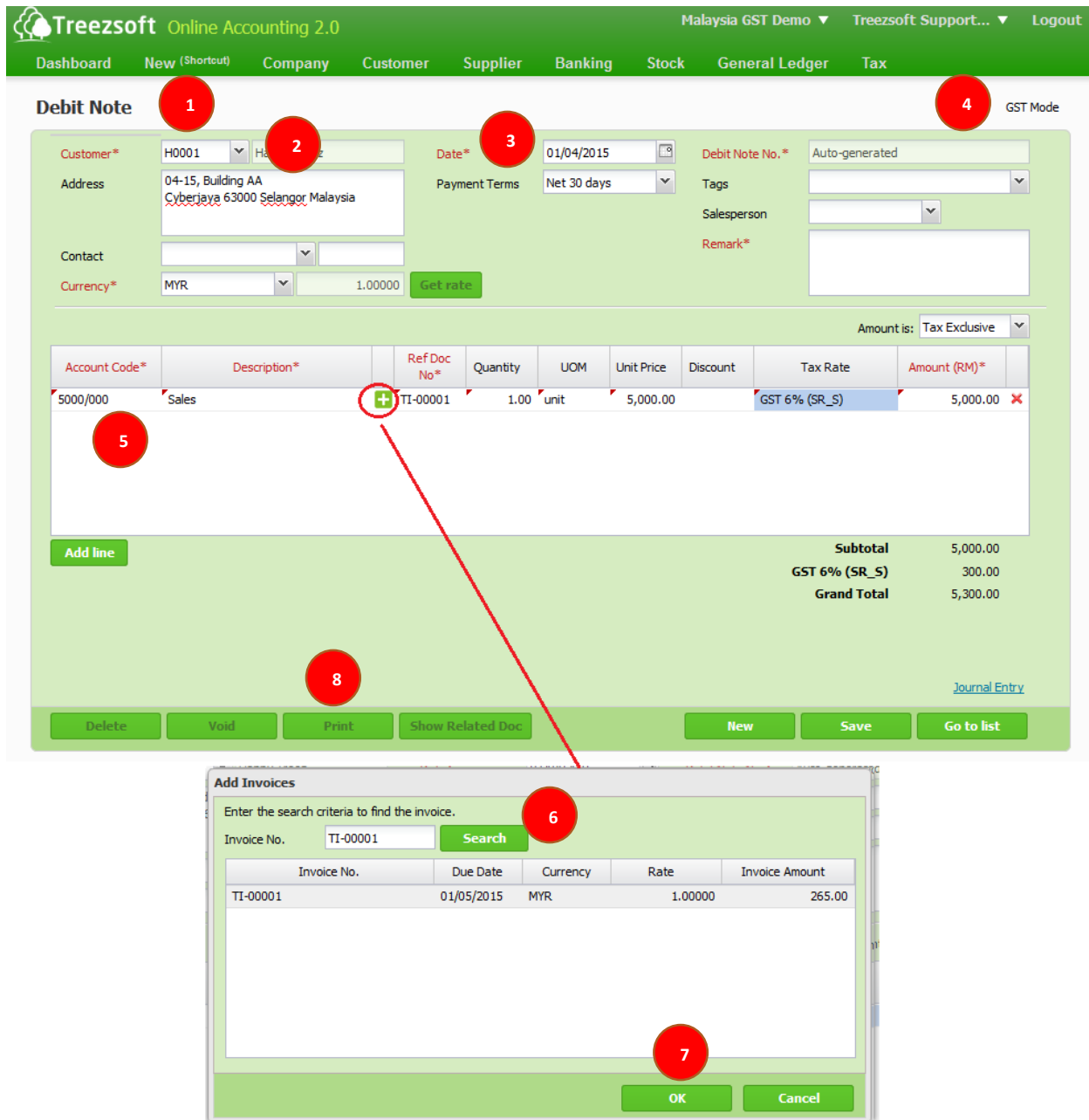
1. Go to **Refund & Credit > Credit Note** (under **Customer** module), and click **New Credit Note**.
2. Select **Customer** to credit.
3. Select **Date** of credit note.
4. Observe whether it is in **GST Mode**.
5. Tick **Auto populate amount form selected invoice**. (System will auto determine amount, GST amount and corresponding GST code to be credited based on selected invoices)
6. Select invoices to be credited.
7. Observe auto populated amount and GST code to be credited. (System will credit as **Discount allowed** by default)
8. If you would like to check what item is credited, click on “+” button. In the pop up screen, you could further select which item to be credited.
9. **Save** first and then **Print** your credit note.

*Note:*

*If you try to issue credit note with credit note date is out of your company GST commence and cease date, the indicator **GST Mode** would disappear and you are not allowed to charge GST.*

*If you would like manually assign the account code to be credited, un-tick **Auto populate amount form selected invoice** and the account code table would be available for editing.*

## Step 6: Issue Debit Note



**Debit Note** GST Mode

Customer\*  Date\*  Debit Note No.\*

Address  Payment Terms  Tags

Contact  Salesperson

Currency\*  1.00000  Remark\*

Amount is:

Account Code*	Description*	Ref Doc No*	Quantity	UOM	Unit Price	Discount	Tax Rate	Amount (RM)*
5000/000	Sales	TI-00001	1.00	unit	5,000.00		GST 6% (SR_S)	5,000.00

Subtotal 5,000.00  
GST 6% (SR\_S) 300.00  
Grand Total 5,300.00

[Journal Entry](#)

**Add Invoices**

Enter the search criteria to find the invoice.

Invoice No.

Invoice No.	Due Date	Currency	Rate	Invoice Amount
TI-00001	01/05/2015	MYR	1.00000	265.00

1. Go to **Refund & Credit > Debit Note** (under **Customer** module), and click **New Debit Note**.
2. Select **Customer** to debit.
3. Select **Date** of debit note.
4. Observe whether it is in **GST Mode**.





5. Select account to be credited.
6. Click on “+” button to search the invoice to be debited.
7. After selected the invoice, click **OK**.
8. **Save** first and then **Print** your debit note.

*Note: If you try to issue debit note with debit note date is out of your company GST commence and cease date, the indicator **GST Mode** would disappear and you are not allowed to charge GST.*

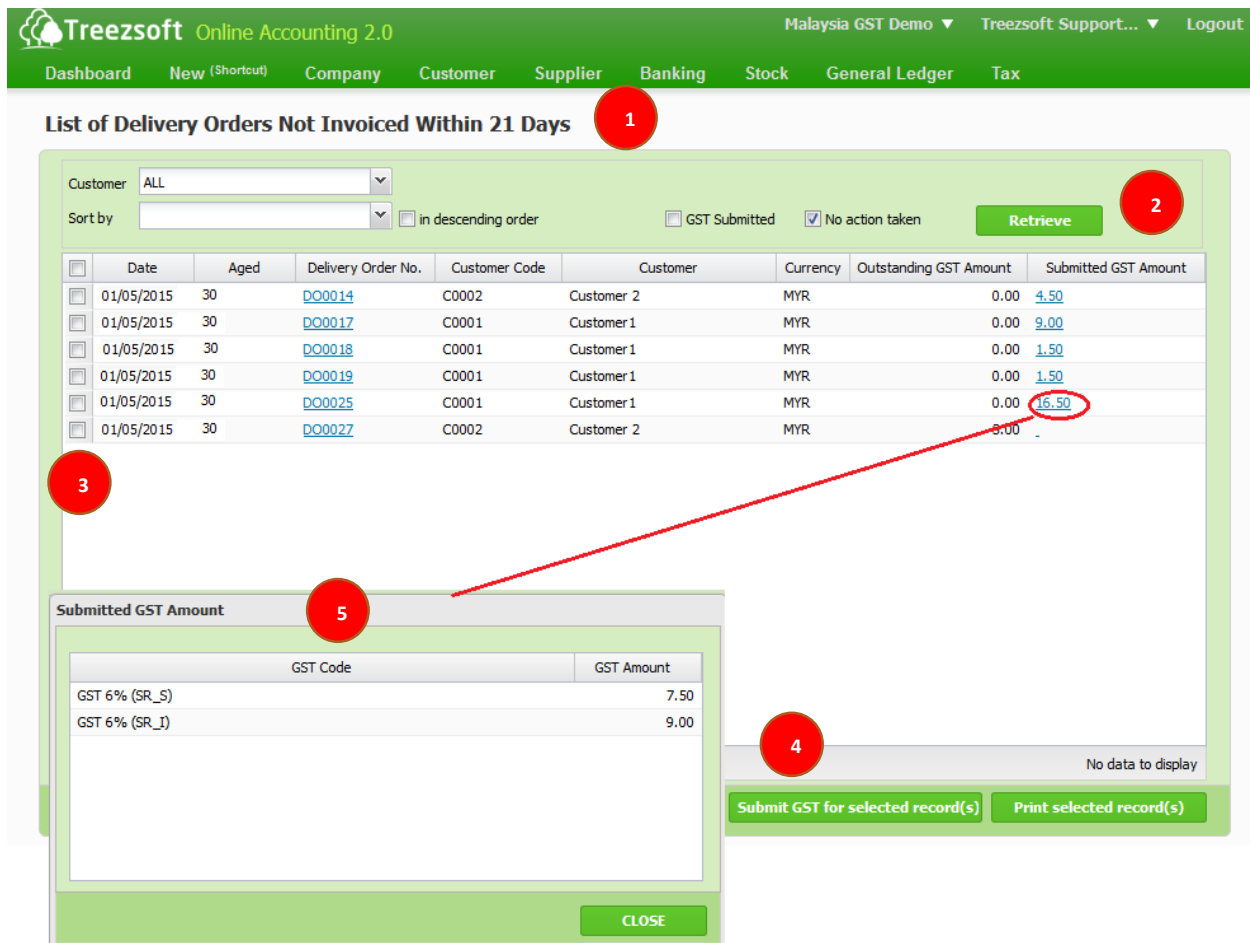
## Step 7: 21 Days Rule

### Definition:

If the tax invoice is issued by supplier within 21 days from the date of goods delivered or services performed and no payment is made since then, the date of invoice will be considered as **Time of Supply**.

However, if the tax invoice is not issued within 21 days from the date of goods delivered or services performed, then the **Time of Supply** will have to fall back to the date of delivery.

Below listed the steps on how to declare GST for your delivery order which tax invoice is not issued within 21 days from the delivery order date.



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Dashboard New (Shortcut) Company Customer Supplier Banking Stock General Ledger Tax

### List of Delivery Orders Not Invoiced Within 21 Days

Customer: ALL Sort by: in descending order ☐ GST Submitted ☒ No action taken **Retrieve**

	Date	Aged	Delivery Order No.	Customer Code	Customer	Currency	Outstanding GST Amount	Submitted GST Amount
<input type="checkbox"/>	01/05/2015	30	<a href="#">DO0014</a>	C0002	Customer 2	MYR	0.00	<a href="#">4.50</a>
<input type="checkbox"/>	01/05/2015	30	<a href="#">DO0017</a>	C0001	Customer 1	MYR	0.00	<a href="#">9.00</a>
<input type="checkbox"/>	01/05/2015	30	<a href="#">DO0018</a>	C0001	Customer 1	MYR	0.00	<a href="#">1.50</a>
<input type="checkbox"/>	01/05/2015	30	<a href="#">DO0019</a>	C0001	Customer 1	MYR	0.00	<a href="#">1.50</a>
<input type="checkbox"/>	01/05/2015	30	<a href="#">DO0025</a>	C0001	Customer 1	MYR	0.00	<a href="#">16.50</a>
<input type="checkbox"/>	01/05/2015	30	<a href="#">DO0027</a>	C0002	Customer 2	MYR	0.00	-

**Submitted GST Amount**

GST Code	GST Amount
GST 6% (SR_S)	7.50
GST 6% (SR_I)	9.00

No data to display

**Submit GST for selected record(s)** **Print selected record(s)**

**CLOSE**

1. Go to **21 Days Rule** (under **Tax** module).
2. **Retrieve** all delivery order that not issued tax invoice within 21 days or retrieve delivery order that has declared GST.

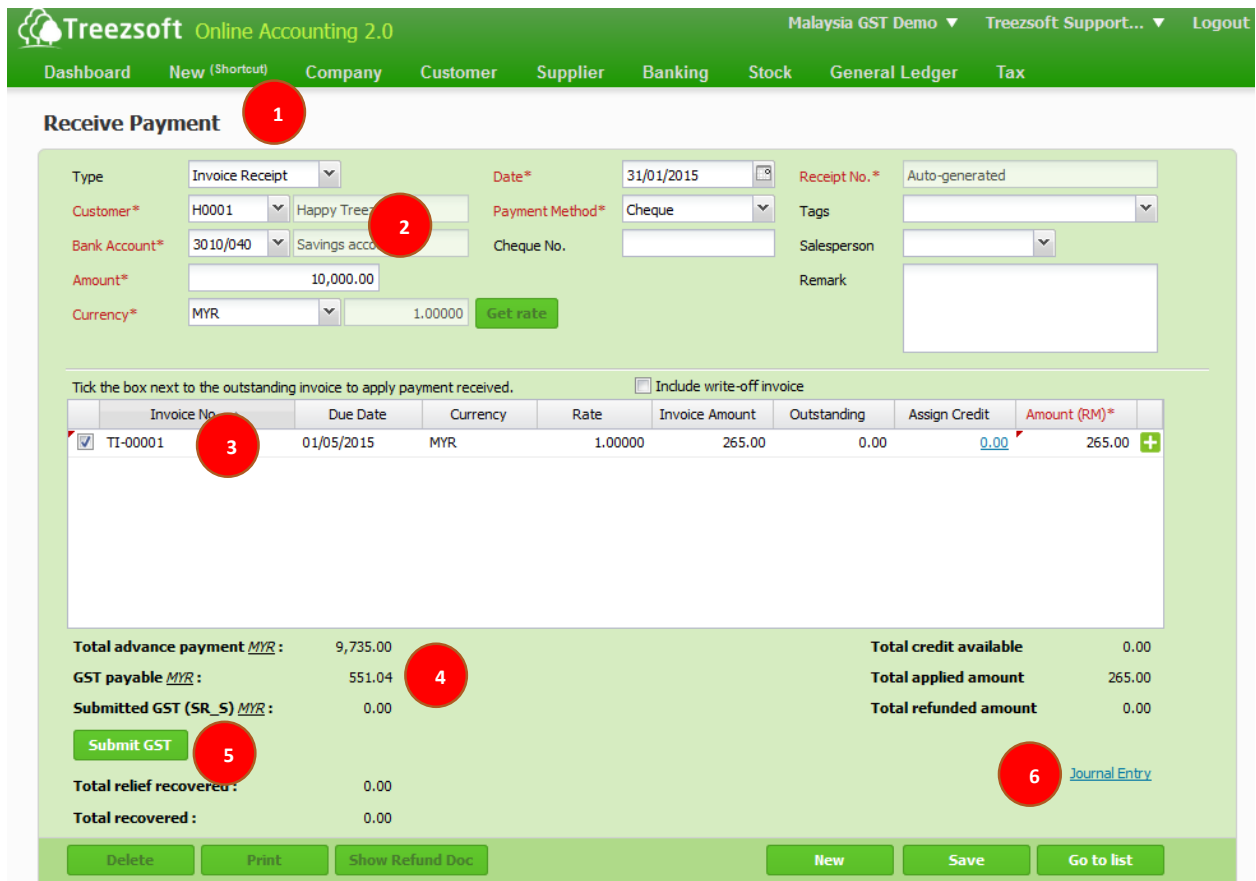


3. Select delivery order which still have **Outstanding GST Amount**.
4. Declare GST by click on **Submit GST for selected record(s)**.
5. To view which GST code has been declared, click on the hyperlink under **Submitted GST Amount**.

*Note: When you issue tax invoice for a delivery order where invoice date is after 21 days of DO date, GST would be auto declared for the DO instead of the tax invoice.*

## Step 8: Deposit or Advance Payment

***Definition:** If the deposit forms part payment of the total consideration payable by the recipient, GST will be chargeable at the time of payment of the deposit. On the other hand, if the deposit are used as security and will be fully refunded upon completion of services, no GST will be chargeable.*



**Treezsoft Online Accounting 2.0** Malaysia GST Demo Treezsoft Support... Logout

Dashboard New (Shortcut) **Company** Customer Supplier Banking Stock General Ledger Tax

### Receive Payment

Type: Invoice Receipt Date\*: 31/01/2015 Receipt No.\*: Auto-generated

Customer\*: H0001 Happy Tree Payment Method\*: Cheque Tags:

Bank Account\*: 3010/040 Savings acco Cheque No.: Salesperson:

Amount\*: 10,000.00 Remark:

Currency\*: MYR 1.00000 Get rate

Tick the box next to the outstanding invoice to apply payment received. ☐ Include write-off invoice

	Invoice No.	Due Date	Currency	Rate	Invoice Amount	Outstanding	Assign Credit	Amount (RM)*	
<input checked="" type="checkbox"/>	TI-00001	01/05/2015	MYR	1.00000	265.00	0.00	0.00	265.00	+

**Total advance payment MYR:** 9,735.00 **Total credit available:** 0.00

**GST payable MYR:** 551.04 **Total applied amount:** 265.00

**Submitted GST (SR\_5) MYR:** 0.00 **Total refunded amount:** 0.00

**Submit GST** **Journal Entry**

**Total relief recovered:** 0.00

**Total recovered:** 0.00

Delete Print Show Refund Doc New Save Go to list

1. Go to **Receive Payment** (under **Customer** module), and click **New Receive Payment**.
2. Select **Invoice Receipt**, **Customer**, and fill in **Amount** received.
3. If have invoice to be paid, just tick on it.
4. Any unapplied received amount would be considered as deposit or advance payment. System will auto calculate **GST payable MYR** based on **Total advance payment MYR**.
5. Click **Submit GST** to declare GST for advance payment.
6. Click **Journal Entry** hyperlink to verify inserted double entry.

***Note:** When actual tax invoice issued, you could come back to this payment and apply to the tax invoice. Double entry for GST Output would be handled automatically to prevent double declaration.*

## Step 9: Record Purchase

**Treezsoft Online Accounting 2.0** Malaysia GST Demo ▼ Tenant Master Tre... ▼ Logout

Dashboard New (Shortcut) Company Customer Supplier Banking Stock General Ledger Tax

**Supplier Invoice** 1 3 GST Mode

Enter Invoice By: Stock Item ▼

Supplier\* 2 S0001 ▼ Transfer Document From: ▼ **Transfer**

Address:

Invoice Date\* 16/04/2015 Ref. No.\* Auto-generated

Payment Terms: Net 30 days Tags: ▼

Invoice Due Date\* 16/05/2015 Salesperson: ▼

Location: Hq Remark:

Invoice No.\* LO-0458

Currency\* MYR 1.00000 **Get rate**

☐ Self-billed Invoice

☐ Reverse Charge

Enter Barcode:

Amount is: Tax Exclusive ▼

Item Code*	Description	Quantity	UOM	Unit Price	Discount	Tax Rate	Amount (RM)*
0001	Item 1	9.00	unit	25.00		GST 6% (TX_S)	225.00 ✖

4 **Add line**

**Subtotal** 225.00

**GST 6% (TX\_S)** 13.50

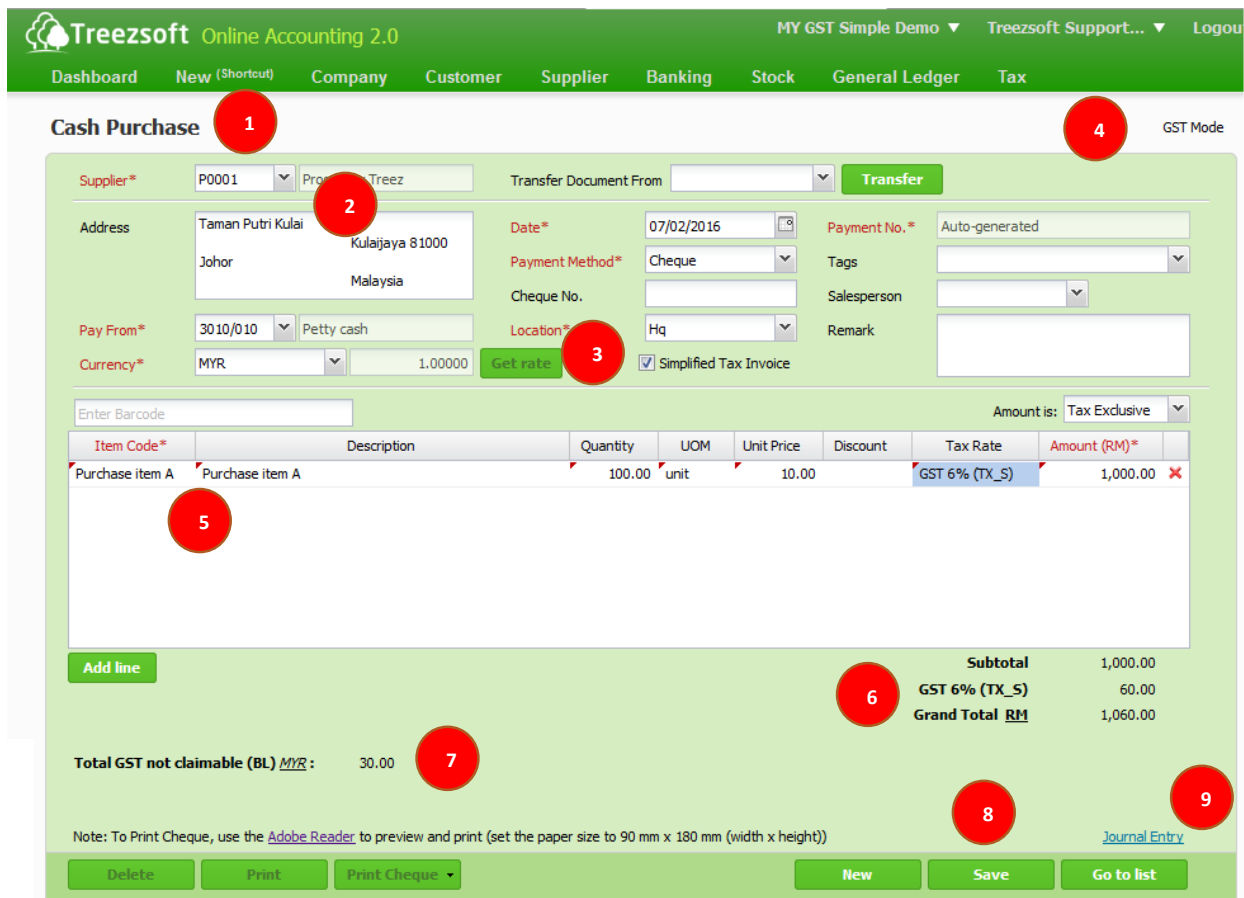
**Grand Total RM** 238.50

5 [Journal Entry](#)

**Delete** **Print** **Show Related Doc** **New** **Save** **Go to list**

1. Go to **Supplier Invoice** (under **Supplier** module), and click **New Supplier Invoice**.
2. Select **Supplier** and fill in the mandatory info.
3. Observe whether it is in **GST Mode**.
4. Fill in purchased items.
5. **Save**.

## Step 10: Blocked Input Tax for Simplified Tax Invoice



The screenshot shows the 'Cash Purchase' form in the TreezSoft Online Accounting 2.0 system. The form is titled 'Cash Purchase' (1) and is set to 'GST Mode' (4). The form includes fields for Supplier\* (P0001), Address (Taman Putri Kulai, Kulajaya 81000, Johor, Malaysia), Date\* (07/02/2016), Payment Method\* (Cheque), Cheque No., Location\* (Hq), Pay From\* (3010/010, Petty cash), Currency\* (MYR), and a checkbox for 'Simplified Tax Invoice' (3). The form also has a table for items with columns: Item Code\*, Description, Quantity, UOM, Unit Price, Discount, Tax Rate, and Amount (RM)\*. The table contains one item: 'Purchase item A' with a quantity of 100.00, unit price of 10.00, and a tax rate of 'GST 6% (TX\_S)' for an amount of 1,000.00. The form also displays a summary section with 'Subtotal' (1,000.00), 'GST 6% (TX\_S)' (60.00), and 'Grand Total RM' (1,060.00). A note at the bottom states: 'Total GST not claimable (BL) MYR : 30.00' (7). The form includes buttons for 'Delete', 'Print', 'Print Cheque', 'New', 'Save', and 'Go to list'. A 'Journal Entry' link is also present (9).

1. Go to **Cash Purchase** (under **Supplier** module), and click on **New Cash Purchase**.
2. Fill in mandatory info.
3. Tick on **Simplified Tax Invoice**.
4. Observe whether it is in **GST Mode**.
5. Fill in purchased items.
6. Observe total input tax.
7. Observe total input tax not claimable.
8. **Save**.

*Note: System will auto split your input tax into claimable and non-claimable account with relative tax code and amount. To verify the ledger, just click on **Journal Entry** hyperlink at the bottom right.*

# Step 11: Record Purchase Credit Note

**Treezsoft Online Accounting 2.0** Malaysia GST Demo ▾ Tenant Master Tre... ▾ Logout

Dashboard New (Shortcut) Company Customer Supplier Banking Stock General Ledger Tax

**Supplier Credit Note** 1 2 3 4 GST Mode

Supplier\* S0001 ▾ Supplier 1 2 Date\* 16/04/2015 3 Ref. No.\* APCN0004 4

Address

Credit Note No.\* SCN-2369

Currency\* MYR ▾ 1.00000 5 Get rate

Tags

Salesperson

Remark\* Discount from supplier

Select account for credit and fill in informative description in "Details" column. ☒ Auto populate amount from selected invoice

Account*	Details	Tax Rate	Amount (RM)*
6030/000	Discounts taken	GST 6% (TX_S)	1,000.00 ✖
6030/000	Discounts taken	GST 6% (TX_C)	1,000.00 ✖

7

Add line

**Subtotal** 2,000.00

**Include Tax GST 6% (TX\_S)** 56.60

**Include Tax GST 6% (TX\_C)** 56.60

**Grand Total RM** 2,000.00

**Apply Invoice** (Tick the box next to the outstanding invoice to apply credit note.)

	Invoice No. ▲	Due Date	Ref. No.	Currency	Rate	Invoice Amount	Outstanding	Amount (RM)*	
<input checked="" type="checkbox"/>	APDN0004	16/05/2015	APDN0004	MYR	1.00000	7,420.00	6,420.00	1,000.00	+ ▲
<input type="checkbox"/>	APDN0006	18/03/2015	VI0006	MYR	1.00000	650.00	580.00	0.00	+ ▲
<input type="checkbox"/>	APDN0007	18/03/2015	VI0007	MYR	1.00000	670.00	670.00	0.00	+ ▲
<input type="checkbox"/>	APDN0001	10/01/2015	APDN0001	MYR	1.00000	212.00	164.00	0.00	+ ▲
<input checked="" type="checkbox"/>	APDN0003	16/05/2015	APDN0003	MYR	1.00000	1,272.00	272.00	1,000.00	+ ▲
<input type="checkbox"/>	APDN0002	18/03/2015	APDN0002	MYR	1.00000	1,000.00	1,000.00	0.00	+ ▼

6

**Total applied amount** 2,000.00

**Total refunded amount** 0.00

9

[Journal Entry](#)

Delete Print Show Refund Doc New Save Go to list

**Sales Invoice Detail**

Tick the box next to the outstanding item to apply credit note.

Invoice No. : APDN0004 Currency : MYR

	Item Code	Description	Quantity	UOM	Tax Rate	Item Amount	Outstanding	Amount
<input checked="" type="checkbox"/>		Purchases	0.00		GST 6% (TX_C)	3,180.00	2,180.00	1,000.00
<input type="checkbox"/>		Purchases	0.00		GST 6% (TX_S)	4,240.00	4,240.00	0.00

8

OK

1. Go to **Refund & Credit > Supplier Credit Note** (under **Supplier** module), and click **New Supplier Credit Note**.
2. Select **Supplier** to debit.
3. Select **Date** of credit note.
4. Observe whether it is in **GST Mode**.
5. Tick **Auto populate amount form selected invoice**. (System will auto determine amount, GST amount and corresponding GST code to be credited based on selected invoices)
6. Select invoices to be credited.
7. Observe auto populated amount and GST code to be credited. (System will credit as **Discount Taken** by default)
8. If you would like to check what item is credited, click on “+” button. In the pop up screen, you could further select which item to be credited.
9. **Save**.

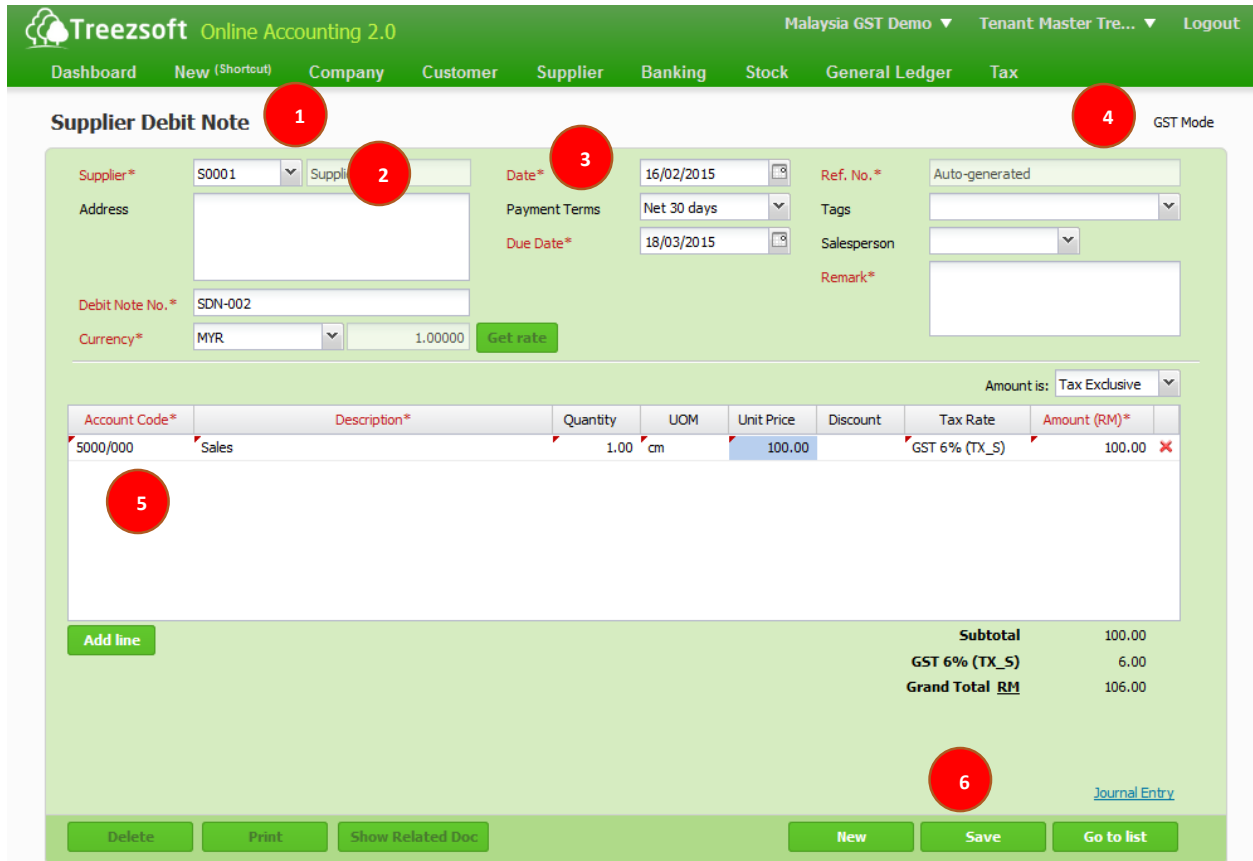
*Note:*

*If you try to issue credit note with credit note date is out of your supplier GST commence and cease date, the indicator **GST Mode** would disappear and you are not allowed to charge GST.*

*If you would like manually assign the account code to be credited, un-tick **Auto populate amount form selected invoice** and the account code table would be available for editing.*



## Step 12: Record Purchase Debit Note



**Supplier Debit Note** GST Mode

Supplier\* S0001 Supplier Date\* 16/02/2015 Ref. No.\* Auto-generated

Address Payment Terms Net 30 days Tags

Debit Note No.\* SDN-002 Due Date\* 18/03/2015 Salesperson

Currency\* MYR 1.00000 Remark\*

[Get rate](#)

Amount is: Tax Exclusive

Account Code*	Description*	Quantity	UOM	Unit Price	Discount	Tax Rate	Amount (RM)*
5000/000	Sales	1.00	cm	100.00		GST 6% (TX_S)	100.00

[Add line](#)

Subtotal 100.00  
GST 6% (TX\_S) 6.00  
Grand Total RM 106.00

[Journal Entry](#)

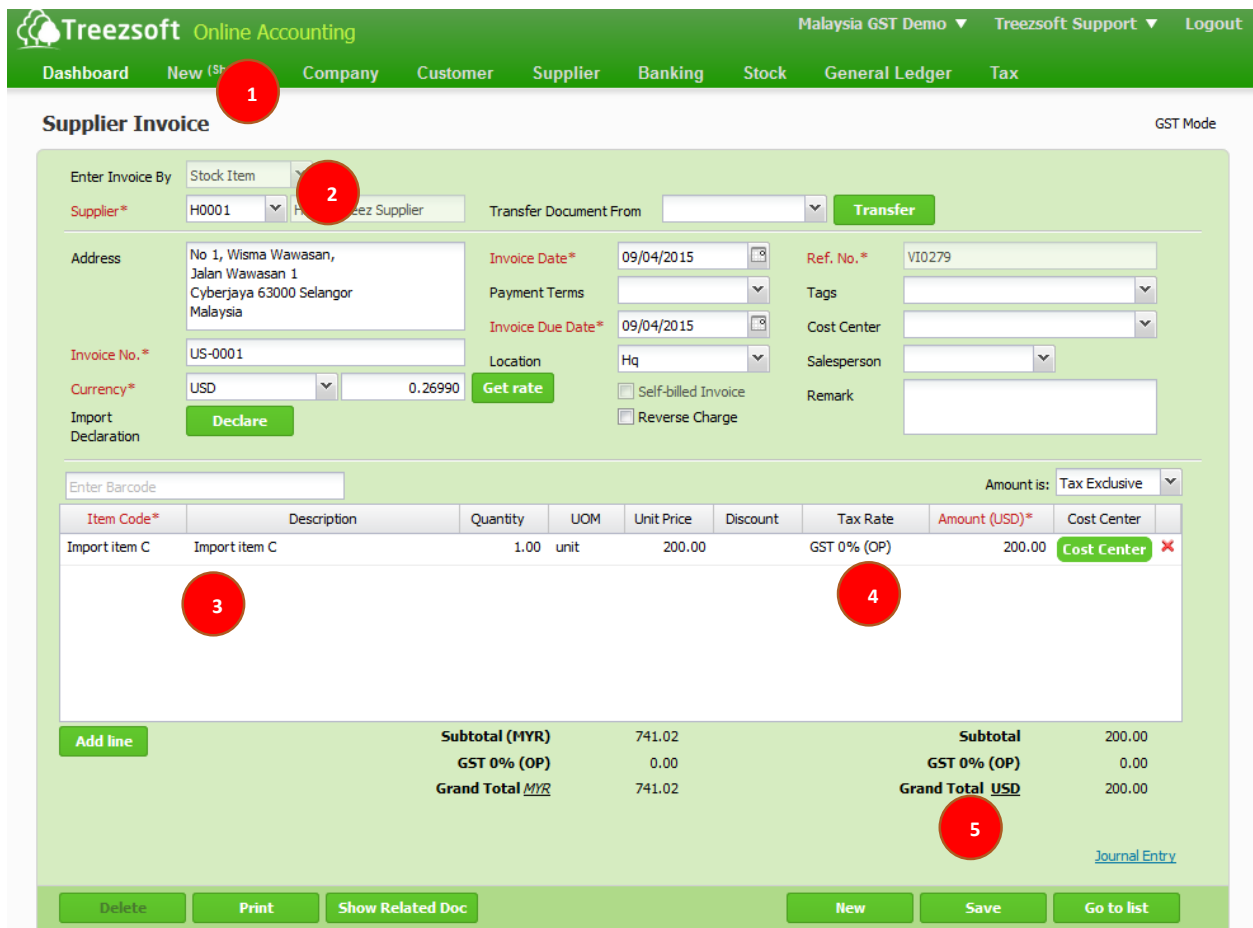
[Delete](#) [Print](#) [Show Related Doc](#) [New](#) [Save](#) [Go to list](#)

1. Go to **Refund & Credit > Supplier Debit Note** (under **Supplier** module), and click **New Supplier Debit Note**.
2. Select **Supplier** to credit.
3. Select **Date** of credit note.
4. Observe whether it is in **GST Mode**.
5. Select account to be debited.
6. **Save**.

*Note: If you try to issue debit note with debit note date is out of your supplier GST commence and cease date, the indicator **GST Mode** would disappear and you are not allowed to charge GST.*

## Step 13: Import Goods

*Definition: A supplier who does not belong in Malaysia and supplies goods to a customer in Malaysia does not have to charge GST. However, the customer who receives the goods for the purpose of any business carried on by him is required to account for GST. The GST payment shall be done together with duty fee, insurance fee, which payable to customs in order to get K1 declaration form.*



The screenshot shows the 'Supplier Invoice' form in the Treezsoft Online Accounting system. The form is divided into several sections:


- Header:** Includes the Treezsoft logo, 'Online Accounting', and navigation links like 'Dashboard', 'New Supplier', 'Company', 'Customer', 'Supplier', 'Banking', 'Stock', 'General Ledger', and 'Tax'.
- Supplier Information:** Includes fields for 'Supplier\*' (H0001), 'Address' (No 1, Wisma Wawasan, Jalan Wawasan 1, Cyberjaya 63000 Selangor Malaysia), 'Invoice No.\*' (US-0001), 'Currency\*' (USD), and 'Import Declaration' (Declare).
- Invoice Details:** Includes 'Invoice Date\*' (09/04/2015), 'Invoice Due Date\*' (09/04/2015), 'Ref. No.\*' (VI0279), 'Payment Terms', 'Tags', 'Cost Center', 'Location' (Hq), 'Salesperson', and 'Remark'.
- Table:** A table with columns: Item Code\*, Description, Quantity, UOM, Unit Price, Discount, Tax Rate, Amount (USD)\*, and Cost Center. It contains one row for 'Import item C' with a quantity of 1.00, unit price of 200.00, and tax rate of GST 0% (OP).
- Summary:** Includes 'Subtotal (MYR)' (741.02), 'GST 0% (OP)' (0.00), and 'Grand Total MYR' (741.02). It also shows 'Subtotal' (200.00), 'GST 0% (OP)' (0.00), and 'Grand Total USD' (200.00).
- Footer:** Includes buttons for 'Delete', 'Print', 'Show Related Doc', 'New', 'Save', and 'Go to list'.

Numbered callouts indicate the following steps:

1. Go to **Supplier Invoice** (under **Supplier** module), and click **New Supplier Invoice**.
2. Select **Supplier** and fill in the rest of information.
3. Fill in imported service.
4. Ensure tax rate "OP" is selected.
5. **Save**. (continue next page)

1. Go to **Supplier Invoice** (under **Supplier** module), and click **New Supplier Invoice**.
2. Select **Supplier** and fill in the rest of information.
3. Fill in imported service.
4. Ensure tax rate "OP" is selected.
5. **Save**. (continue next page)

*Note: Tax rate "IM" is not allowed to enter before received Declaration K1, thus, only could put "OS" as tax rate.*

 **Treezsoft** Online Accounting
Malaysia GST Demo ▾ Treezsoft Support ▾ Logout

Dashboard New (Shortcut) Company Customer Supplier Banking Stock General Ledger Tax

### Cash Payment 1

**Pay From\*** 3010/020 Current account 1

**Pay To** Customs Malaysia

**Tags**

**Cost Center**

**Currency\*** MYR 1.00000 Get rate

**Date\*** 10/04/2015

**Payment Method\*** Cheque

**Cheque No.** 698745

**Payment No.\*** CP0001

**Remark**

Please use cash purchase if would like to claim input tax.

Account*	Details	Amount (RM)*	Cost Center
6010/000	Custom Duty 10% on RM 741.02	74.10	Cost Center ✖
3060/000	GST - Input Tax (IM): 6% on Googs (RM741.02) + Insurance (RM100) + Duty (RM74.10)	54.91	Cost Center ✖

Add line

**Grand Total RM** 129.01

Note: To Print Cheque, use the [Adobe Reader](#) to preview and print (set the paper size to 90 mm x 180 mm (width x height))

Delete
Print
Print Cheque ▾
New
Save
Go to list

Journal Entry

During/after make payment (Duty fee and GST on total value of import) to custom, create a cash payment.

1. Go to **Cash Payment** (under **Banking** module), and click **New Cash Payment**.
2. Select **appropriate account code**:
  - a. E.g. Purchase account to record duty fee, insurance, etc.
  - b. And then **must** select **GST input tax account** to record GST paid to custom.
3. **Save**. (continue next page)

**Treezsoft Online Accounting** Malaysia GST Demo Treezsoft Support Logout

Dashboard New (Shortcut) Company Customer Supplier Banking Stock General Ledger Tax

### Supplier Invoice GST Mode

Enter Invoice By: Stock Item

Supplier\*: H0001 Happy Treez Supplier Transfer Document From:  **Transfer**

Address: No 1, Wisma Wawasan, Jalan Wawasan 1, Cyberjaya 63000 Selangor Malaysia

Invoice Date\*: 09/04/2015 Ref. No.\*: VI0279

Payment Terms:  Tags:

Invoice Due Date\*: 09/04/2015 Cost Center:

Location: Hq Salesperson:

Invoice No.\*: US-0001

Currency\*: USD 0.26990 **Get rate**

Import Declaration: **Declare**

**Import Declaration**

Declaration Date\*: 03/07/2015 Declaration No.\*: 11111111

Invoice Total MYR: 741.02

Value of Import MYR\*: 915.12 (tax based which inclusive purchase/duty/insurance/etc)

Import GST payable (IM) MYR: 54.91

Paid by: CP0001 **Search Cash Payment**

Date	Payment No.	Pay To	Payment Method	Cheque No.	Pay From	Currency	GST - Input Tax Amount
10/04/2015	CP0001	Customs Malaysia	Cheque	698745	Current account 1	MYR	54.91

Total: 54.91

**Delete OK**

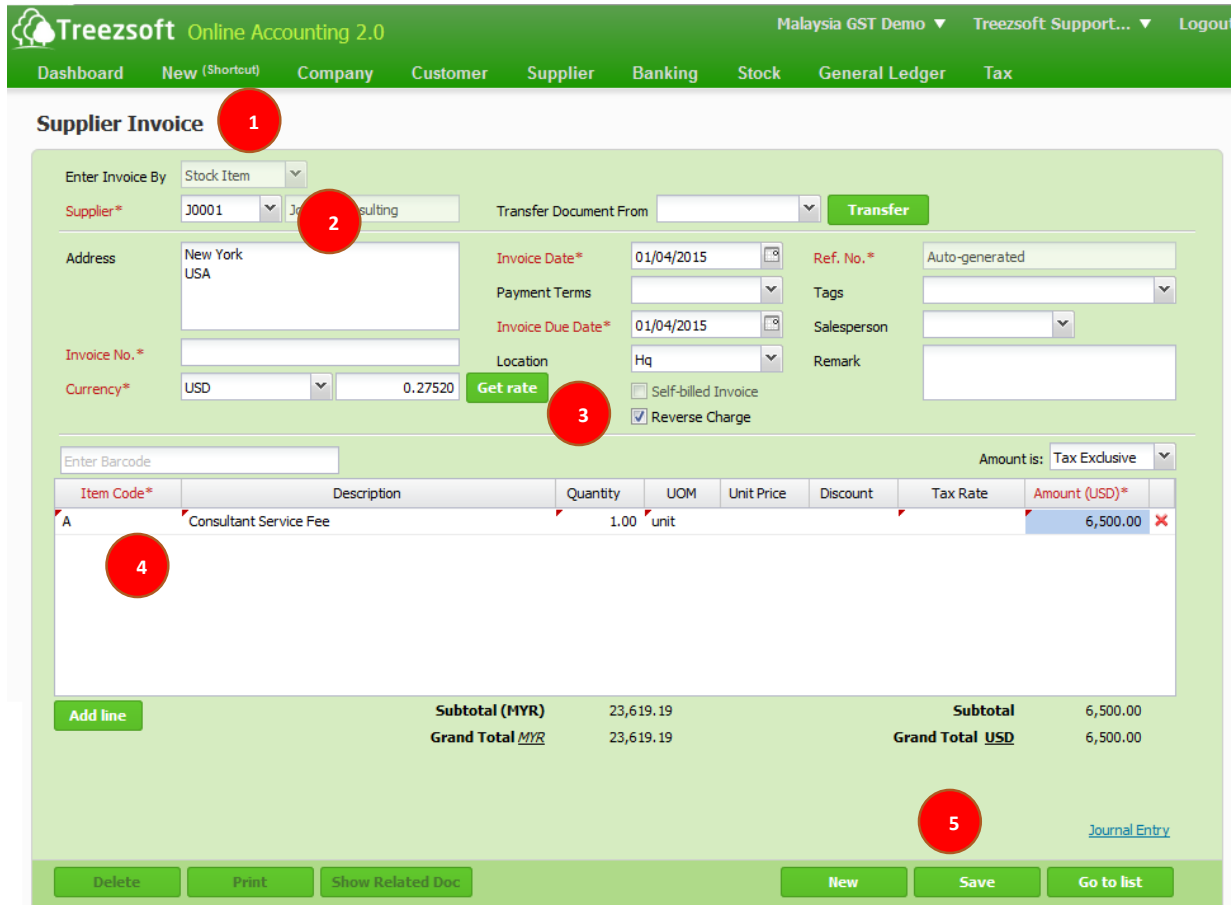
Once payment made and received K1, insert K1 information into original Supplier Invoice and link the cash payment just now to this supplier invoice.

1. Search back the original supplier invoice.
2. Click **Declare**.
3. Fill in all necessary information.
4. Search the related cash payment by enter **Payment No.** and click **Search Cash Payment**.
5. If cash payment exist, it will appear in the table.
6. Ensure the "Import GST payable (IM) MYR" is same with Total, otherwise mean some transactions is entered wrongly.
7. **OK** to close this screen and then **Save** the supplier invoice.

*Note: It is important for you to insert K1 information and link the cash payment back to original supplier invoice, so that you could claim back the GST paid to custom in your next tax return, and the GAF audit file able to trace back these transactions.*

## Step 14: Reverse Charge (Import Service)

*Definition: A supplier who does not belong in Malaysia and supplies services to a customer in Malaysia does not have to charge GST. However, the customer who receives the services for the purpose of any business carried on by him is required to account for GST by a reverse charge mechanism.*



**Supplier Invoice**

Enter Invoice By: Stock Item

Supplier\*: J0001

Address: New York, USA

Invoice No.\*:

Currency\*: USD

0.27520

Get rate

Transfer Document From:

Transfer

Invoice Date\*: 01/04/2015

Payment Terms:

Invoice Due Date\*: 01/04/2015

Location: Hq

Ref. No.\*: Auto-generated

Tags:

Salesperson:

Remark:

Self-billed Invoice

Reverse Charge

Enter Barcode:

Amount is: Tax Exclusive

Item Code*	Description	Quantity	UOM	Unit Price	Discount	Tax Rate	Amount (USD)*
A	Consultant Service Fee	1.00	unit				6,500.00

Add line

Subtotal (MYR) 23,619.19

Grand Total MYR 23,619.19

Subtotal 6,500.00

Grand Total USD 6,500.00

Journal Entry

Delete Print Show Related Doc New Save Go to list

1. Go to **Supplier Invoice** (under **Supplier** module), and click **New Supplier Invoice**.
2. Select **Supplier** and fill in the rest of information.
3. Tick **Reverse Charge**.
4. Fill in imported service.
5. **Save**.

*Note: Now, you are ready to trigger reverse charge mechanism during make payment. (Continue below)*

## Make Payment

Select a supplier to retrieve outstanding invoices

Supplier\*  Jordan Consultancy      Date\*       Payment No.\*

Pay From\*  Current account      Payment Method\*       Tags

Amount\*       Cheque No.       Salesperson

Currency\*       0.27520      [Get rate](#)      Remark

Tick the box next to the outstanding invoice to apply payment made.

	Invoice No.	Due Date	Ref. No.	Currency	Rate	Invoice Amount	Outstanding	Amount (USD)*	
<input checked="" type="checkbox"/>	J03698	01/04/2015	VI0001	USD	0.27520	6,500.00	0.00	6,500.00	<a href="#">+</a>

**Reverse Charge**

debit : GST (TX\_I) = RM 1,417.15      **10**      Grand total equivalent to RM 23,619.19

credit : GST (SR\_I) = RM 1,417.15

Total applied amount      6,500.00  
 Total refunded amount      0.00

Note: To Print Cheque, use the [Adobe Reader](#) to preview and print (set the paper size to 90 mm x 180 mm (width x height))

[Delete](#)   [Print](#)   [Print Cheque ▾](#)   [Show Refund Doc](#)   [New](#)   [Save](#)   [Go to list](#)   [Journal Entry](#) **11**

6. Go to **Make Payments** (under **Supplier** module), and click **New Make Payment**.
7. Select **Supplier** and fill in the rest of information.
8. Select the tax invoice of imported service.
9. **Save**.
10. After saved, **Reverse Charge** would appear for review.
11. To view corresponding double entry, click on **Journal Entry** hyperlink.

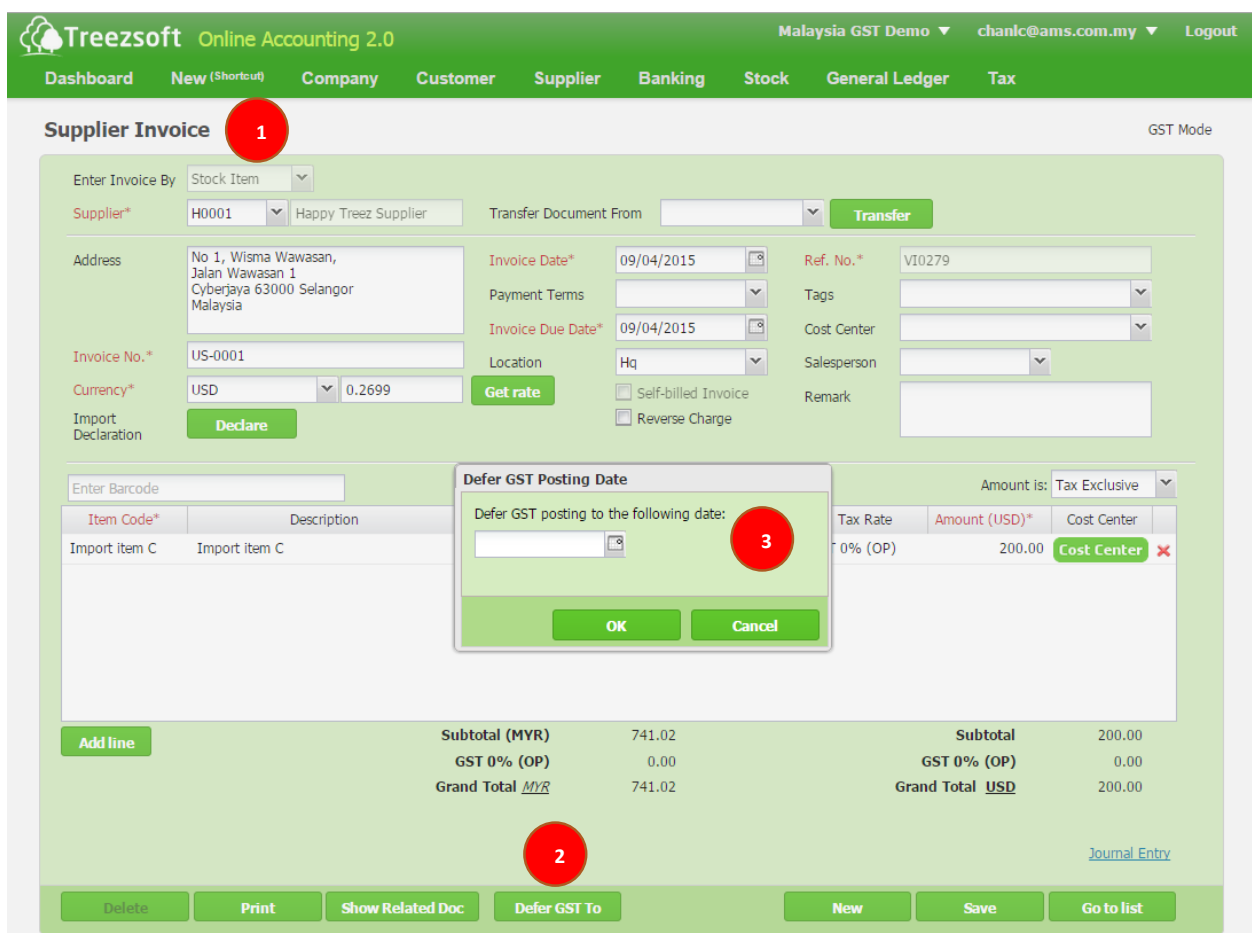
*Note: You may make payment to multiple invoices in one go regardless they are supposed to be reverse charge or not. At the end, system will only perform reverse charge for the correct invoice.*

## Step 15: Defer GST Date

### Definition:

Defer date allow back-dated transactions to be entered into the system after their GST-03 for the period of time being submitted. The transaction will be included into the GST-03 with the entered defer GST Date.

This feature is available for **Cash Sales, Sales Invoice, Sales Return, Credit Note, Debit Note, Cash Purchase, Supplier Invoice, Purchase Return, Supplier Credit Note, Supplier Debit Note and Journal Entry**.



**Supplier Invoice** GST Mode

Enter Invoice By: Stock Item

Supplier\*: H0001 Happy Treez Supplier Transfer Document From:  Transfer

Address: No 1, Wisma Wawasan,  
Jalan Wawasan 1  
Cyberjaya 63000 Selangor  
Malaysia Invoice Date\*: 09/04/2015 Ref. No.\*: V10279

Invoice No.\*: US-0001 Payment Terms:  Tags:

Currency\*: USD 0.2699 Invoice Due Date\*: 09/04/2015 Cost Center:

Import Declaration: Dedare Location: Hq Salesperson:

☐ Self-billed Invoice Remark:

☐ Reverse Charge

Enter Barcode:

Item Code*	Description	Tax Rate	Amount (USD)*	Cost Center
Import item C	Import item C	0% (OP)	200.00	<span>Cost Center</span> <span>×</span>

Amount is: Tax Exclusive

Subtotal (MYR) 741.02 Subtotal 200.00

GST 0% (OP) 0.00 GST 0% (OP) 0.00

Grand Total MYR 741.02 Grand Total USD 200.00

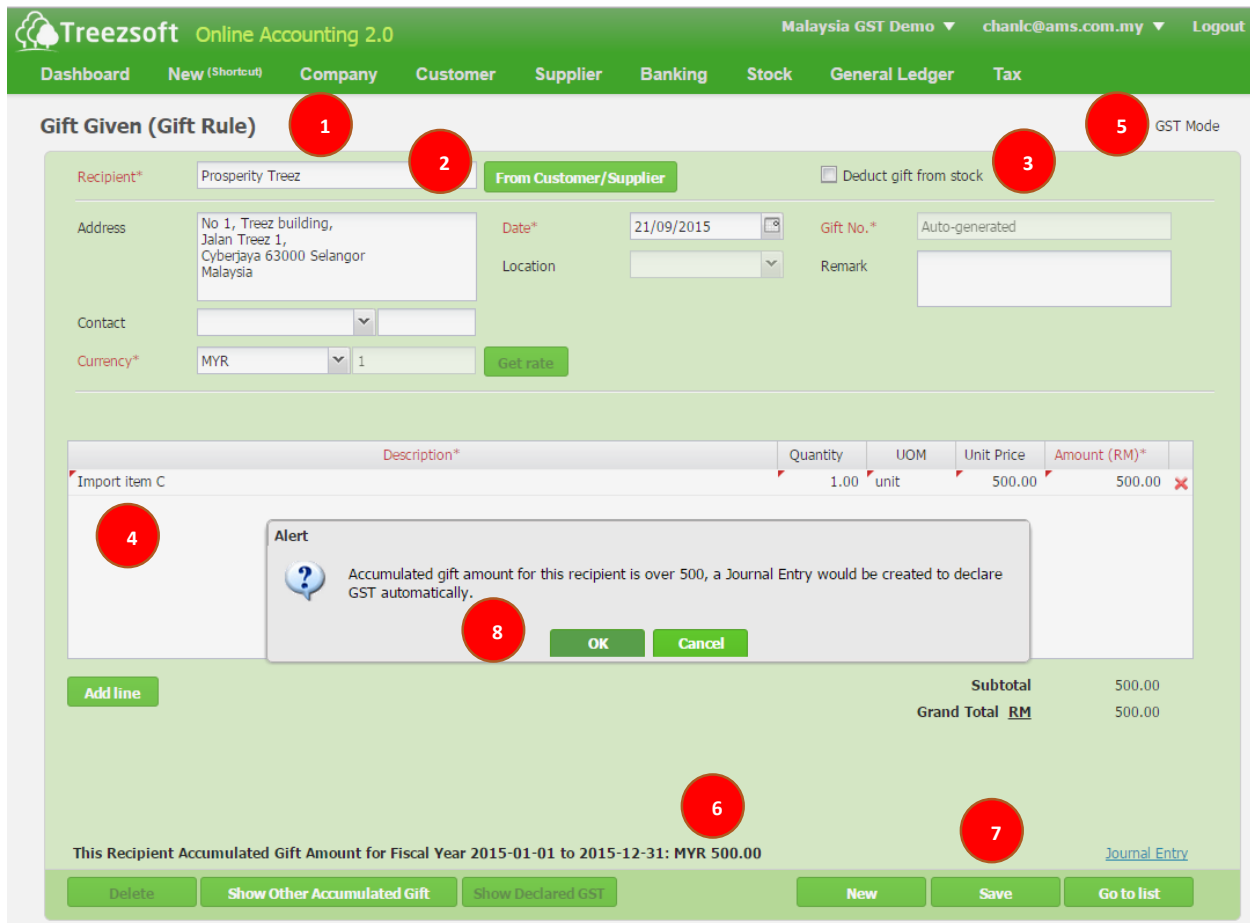
Add line Journal Entry

Delete Print Show Related Doc Defer GST To New Save Go to list

1. Select a supplier invoice record.
2. Click **Defer GST To**.
3. Fill the Defer GST posting date and click **OK**.
4. Click **Save**.

## Step 16: Gift Given (Gift Rule)

*Definition: Total accumulated amount given to a same recipient within a same fiscal year that exceeded the Gift Rule trigger amount (Malaysia is RM 500) need to be declared GST.*

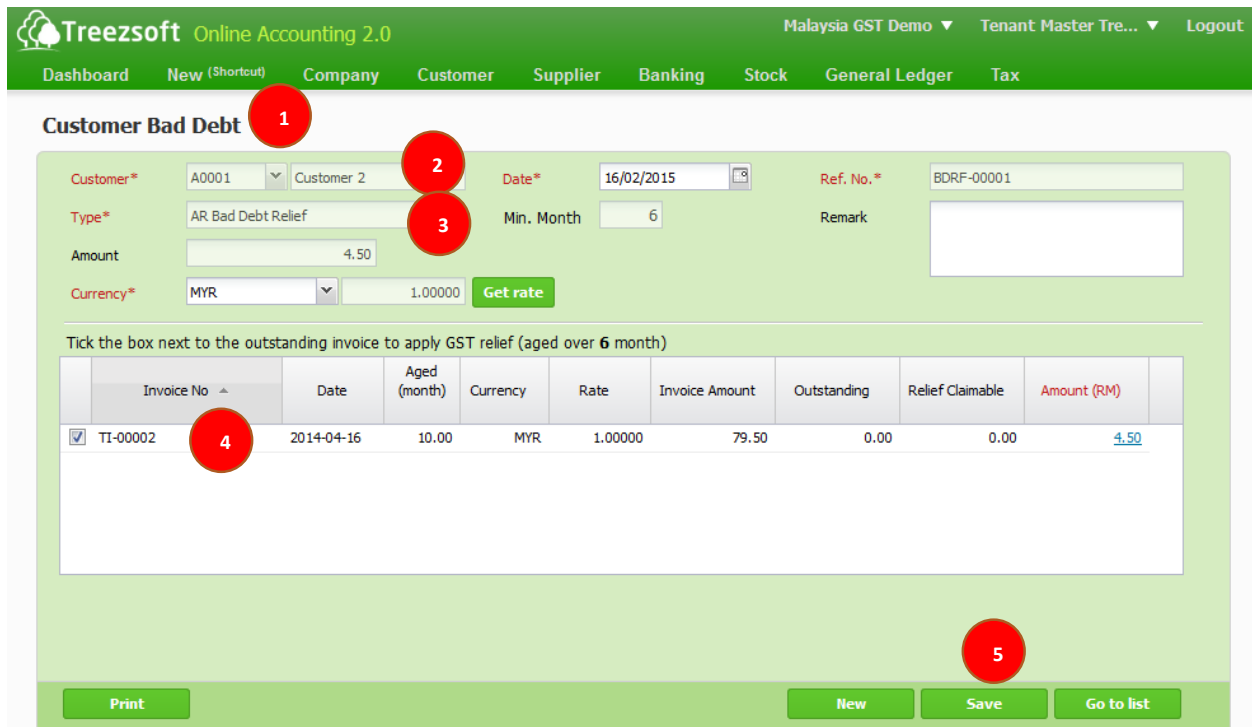


1. Go to **Gift Given (Gift Rule)** (under **Tax** module), and click **New**.
2. Enter the **Recipient** or click **From Customer/Supplier** to select recipient from existing Customer/Supplier list.
3. Tick **Deduct gift from stock** if the gift given is from existing stock.
4. Fill in given item.
5. Observe whether it is in **GST Mode**.
6. Observe **Recipient Accumulated Gift Amount for Fiscal Year**.
7. **Save**.
8. If **Recipient Accumulated Gift Amount for Fiscal Year** exceeded or equal to the Trigger Amount set in **GST Preference** (under **Tax** module), a journal entry will be auto generated in order to submit GST for the Gift Given. Click **OK** to generate Journal Entry for the recipient.



## Step 17: Bad Debt Relief for Sales

*Definition: A supply has been made and a Tax Invoice has been issued. However, there has been no payment or only partial collection for the debt and it is past a period of 6 months from the date of the invoice. Taxable party could claim back GST paid without write-off the invoice. However, it is also required that if collections are made that the repayment of GST is required.*



**Customer Bad Debt**

Customer\* A0001 Customer 2 Date\* 16/02/2015 Ref. No.\* BDRF-00001

Type\* AR Bad Debt Relief Min. Month 6 Remark

Amount 4.50

Currency\* MYR 1.00000 Get rate

Tick the box next to the outstanding invoice to apply GST relief (aged over 6 month)


	Invoice No	Date	Aged (month)	Currency	Rate	Invoice Amount	Outstanding	Relief Claimable	Amount (RM)
<input checked="" type="checkbox"/>	TI-00002	2014-04-16	10.00	MYR	1.00000	79.50	0.00	0.00	4.50

Print New Save Go to list

9. Go to **Customer Bad Debt (AR) > Bad Debt (AR)** (under **Tax** module), and click **New**.
10. Select **Customer** and fill in the rest of information.
11. Select **Type** as **AR Bad Debt Relief**.
12. Tick on invoice(s) that to be bad debt relief.
13. **Save**.

*Note: Bad debt write-off or provision will not entitle you for relief to claim back GST paid. In order to claim back GST paid, you must issue bad debt relief, even though the invoice has been written-off or provided.*



 **Treezsoft** Online Accounting 2.0
Malaysia GST Demo ▼ Tenant Master Tre... ▼ Logout

[Dashboard](#) [New \(Shortcut\)](#) [Company](#) [Customer](#) [Supplier](#) [Banking](#) [Stock](#) [General Ledger](#) [Tax](#)

### Customer Bad Debt Recover 7

Customer  Customer 2

Amount

Currency

Date

Ref. No.

Remark

PK	Invoice PK	Invoice No	Date	Aged (month)	Currency	Rate	Relief Claimed	Outstanding	Amount
591939	591926	TI-00002	2014-04-16	10.00	MYR	1.00000	<a href="#">4.50</a>	0.00	<a href="#">4.50</a>

[Journal Entry](#)


Go to list

7. To verify bad debt recover been created from above, go to **Customer Bad Debt (AR) > Bad Debt Recover (AR)** (under **Tax** module), and click **Ref No**.

*Note: Bad debt recover transaction and double entry would auto created by system after saved.*

## Step 19: Bad Debt Relief for Purchase

*Definition: A purchase has been made and a Tax Invoice has been received. However, there has been no payment or only partial paid for the purchase and it is past a period of 6 months from the date of the invoice. Taxable party shall pay back GST claimed for that purchase. However, if payments are made after this then taxable party could claim back again the GST.*


**Treezsoft Online Accounting 2.0**
Malaysia GST Demo ▼ Tenant Master Tre... ▼ Logout

Dashboard
New (Shortcut)
**Company**
Customer
Supplier
Banking
Stock
General Ledger
Tax

### Supplier Bad Debt Relief 1

Supplier\*  Supplier 
Date\* 
Ref. No.\*

Amount 
Min. Month 
Remark

Currency\*   [Get rate](#)

Doc. No.

Tick the box next to the outstanding supplier invoice to return GST claimed (aged over 6.00 months)

	Supplier Invoice No ^	Date	Aged (month)	Currency	Rate	Invoice Amount	Outstanding	Declarable GST	Amount (RM)
<input checked="" type="checkbox"/>	ss	2014-04-16	10.00	MYR	1.00000	68.90	0.00	0.00	<a href="#">3.90</a>

3

[Journal Entry](#)


[Print](#)
[New](#)
[Save](#)
[Go to list](#)

4

1. Go to **Supplier Bad Debt (AP) > Bad Debt Relief (AP)** (under **Tax** module), and click **New**.
2. Select **Supplier** and fill in the rest of information.
3. Tick on supplier invoice(s) that to be bad debt relief.
4. **Save**.

## Step 20: Bad Debt Recover for Purchase

*Definition: Whenever payments are made against purchase bad debt relief, GST claim back is required.*


**Treezsoft** Online Accounting 2.0

Malaysia GST Demo ▼ Tenant Master Tre... ▼ Logout

Dashboard New (Shortcut) Company Customer Supplier Banking Stock General Ledger Tax

### Make Payment

Select a supplier to retrieve outstanding invoices

Supplier\* S0001  Date\* 16/02/2015  Payment No.\* PV0007

Pay From\* 3010/020  Current account 1  Payment Method\* Cheque  Tags

Amount\* 1,000.00  Cheque No. sss  Salesperson

Currency\* MYR  1.00000   Remark

Tick the box next to the outstanding invoice to apply payment made.

	Invoice No.	Due Date	Ref. No.	Currency	Rate	Invoice Amount	Outstanding	Amount (RM)*	
<input type="checkbox"/>	asd	16/05/2015	APDN0004	MYR	1.00000	7,420.00	6,420.00	0.00	+
<input type="checkbox"/>	asdasdasd	18/03/2015	VI0006	MYR	1.00000	650.00	580.00	0.00	+
<input type="checkbox"/>	dd	18/03/2015	VI0007	MYR	1.00000	670.00	670.00	0.00	+
<input type="checkbox"/>	dn1	10/01/2015	APDN0001	MYR	1.00000	212.00	164.00	0.00	+
<input checked="" type="checkbox"/>	ss	16/05/2014	VI0011	MYR	1.00000	68.90	0.00	68.90	+
<input type="checkbox"/>	ss	16/05/2015	APDN0003	MYR	1.00000	1,272.00	272.00	0.00	+
<input type="checkbox"/>	ssss	18/03/2015	APDN0002	MYR	1.00000	1,000.00	1,000.00	0.00	+
								<b>Total applied amount</b>	68.90
								<b>Total refunded amount</b>	0.00

Note: To Print Cheque, use the [Adobe Reader](#) to preview and print (set the paper size to 90 mm x 180 mm (width x height))

- Go to **Make Payments** (under **Supplier** module), and click **New Make Payment**.
- Select **Supplier** and fill in the rest of information.
- Tick on supplier invoice(s) that to be applied.
- If any applied supplier invoice has issued bad debt relief previously, system will auto detect and calculate total relief to be recovered.
- Save**. Supplier bad debt recover is now auto created.

Treezsoft Online Accounting 2.0
Malaysia GST Demo ▼ Tenant Master Tre... ▼ Logout

Dashboard New (Shortcut) **Company** Customer Supplier Banking Stock General Ledger Tax

### Supplier Bad Debt Recover 6

Supplier:  Supplier:

Date:

Ref. No.:

Amount:

Remark:

Currency:

PK	Invoice No	Date	Aged (month)	Currency	Rate	Relief Claimed	Outstanding	Amount
591943	VI0011	2015-02-16	0.00	MYR	1.00000	<a href="#">4.50</a>	0.00	<a href="#">4.50</a>

Go to list

6. To verify supplier bad debt recover been created from above, go to **Supplier Bad Debt (AP) > Bad Debt Recover (AP)** (under **Tax** module), and click **Ref No.**

*Note: Supplier bad debt recover transaction and double entry would auto created by system after saved.*

## Step 21: Activate Self-billed Tax Invoice

**Treezsoft Online Accounting 2.0** Malaysia GST Demo Treezsoft Support... Logout

Dashboard New (Shortcut) Company Customer **Supplier** Banking Stock General Ledger Tax

**Supplier** 1

Name\* Syarikat Daun Tembaku Sdn. Bhd. Registration No.

Print on cheque as Syarikat Daun Tembaku Sdn. Bhd. Default Payment Term

Code\* S0001  Credit Limit 30,000.00

Default Currency\* MYR  ☐ Set to inactive

Description

Supplier Type

**GST Information**

GST Registration No. 100900/2015

Commence Date 01/04/2015 2

Cease Date 31/03/2016

Status Active

Verification Status Verified

Last Verified Date 2015-01-30 4

**Self-billed Information** 5

☒ Self-billed Invoice

Approval No\* 369825

Commence Date\* 01/04/2015

Cease Date\* 31/03/2016

Status\* Active

6

**Account Information**

Control Account\* 4000/000

Account  Default account used as the detail when entering bill

**Contact Details**

Contact Name

Phone No. (1)

Phone No. (2)

Fax No.

Email

Website

**Address Information**

Address

City

State

Post Code

Country

**Contact Person**

Name	Phone No. (1)	Email	Job Title
<input type="text"/>			

3

1. Go to **Manage > Suppliers** (under **Supplier** module), and select desired supplier.
2. Fill in supplier **GST Information**. **Status** shall be **Active**.
3. Save the form.
4. Access to ensure the inserted GST information is correct, then click **Verify** button to confirm.
5. Tick **Self-billed Invoice** and fill in all required fields.

- Click **Assign Doc No.** to assign unique invoice number for this supplier, and you would be redirected to below screen if success:

**Treezsoft Online Accounting 2.0** Malaysia GST Demo ▼ Treezsoft Support... ▼ Logou

Dashboard New (Shortcut) Company Customer Supplier Banking Stock General Ledger Tax

### GST Document Numbers

In GST mode, different serial numbers is required for certain document type.  
These different serial numbers are shown as per below, while the rest of the document type are not affected.

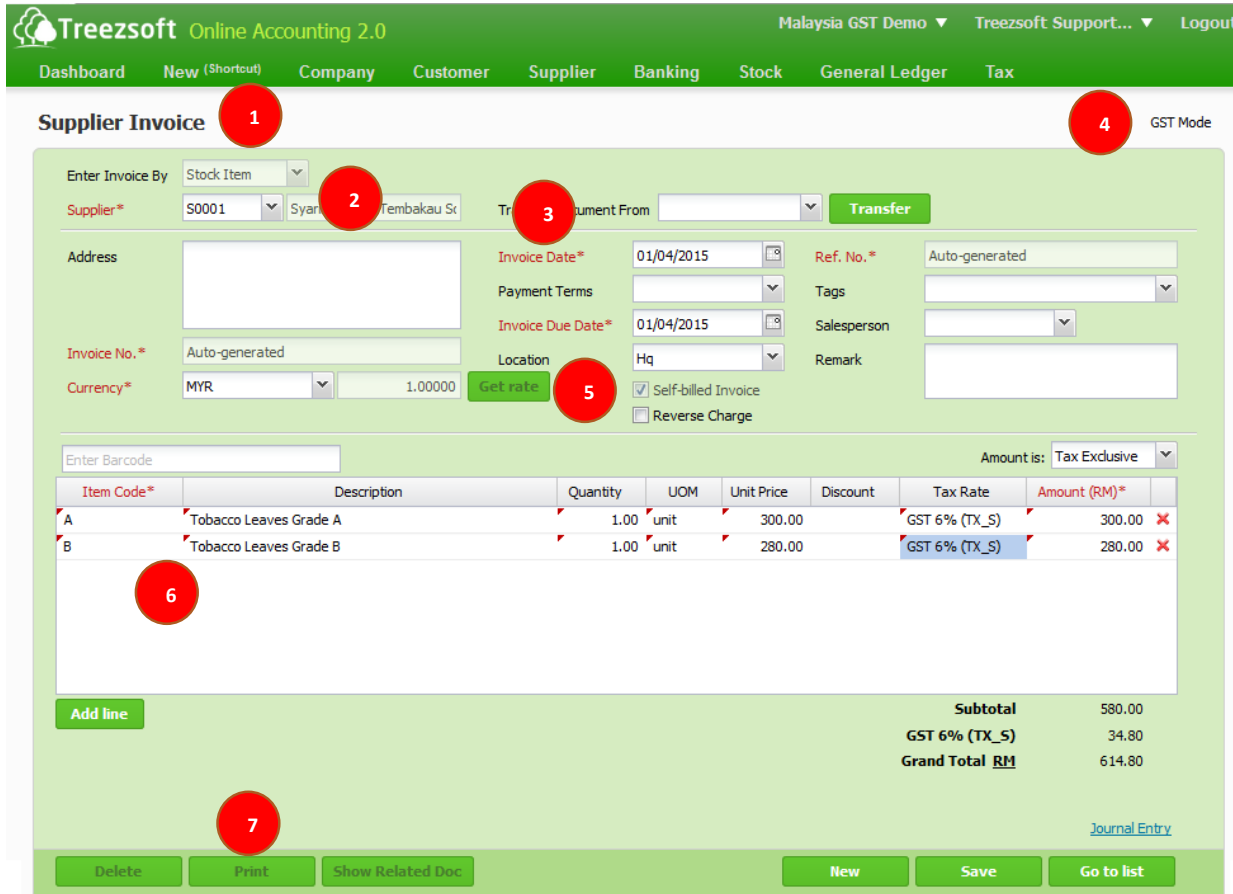
Type ^	Document Number	Prefix	Include Year	Last Number Used	Next Number*
<b>Module: Customer</b>					
Cash Sales	Receipt No.	TCS-	<input type="checkbox"/>		00001
Credit Note	Credit Note No.	TCN-	<input type="checkbox"/>		00001
Debit Note	Debit Note No.	TDN-	<input type="checkbox"/>		00001
Sales Invoice	Invoice No.	TI-	<input type="checkbox"/>	TI-00001	00002
Sales Return	Ref. No.	TSR-	<input type="checkbox"/>		00001
<b>Module: Supplier</b>					
Self-Billed: S0001	Self Invoice No.	S0001-	<input type="checkbox"/>		00001
<b>Module: Tax</b>					
AP Bad Debt Recover	Ref. No.	OSP-	<input type="checkbox"/>		00001
AP Bad Debt Relief	Ref. No.	OS-	<input type="checkbox"/>		00001
AR Bad Debt Correct Provision	Ref. No.	BDCP-	<input type="checkbox"/>		00001
AR Bad Debt Provision	Ref. No.	BDP-	<input type="checkbox"/>		00001
AR Bad Debt Recover	Ref. No.	BDRC-	<input type="checkbox"/>		00001
AR Bad Debt Relief	Ref. No.	BDRE-	<input type="checkbox"/>		00001

**Save**

- You may change the self-billed invoice number if necessary.



## Step 22: Issue Self-billed Tax Invoice

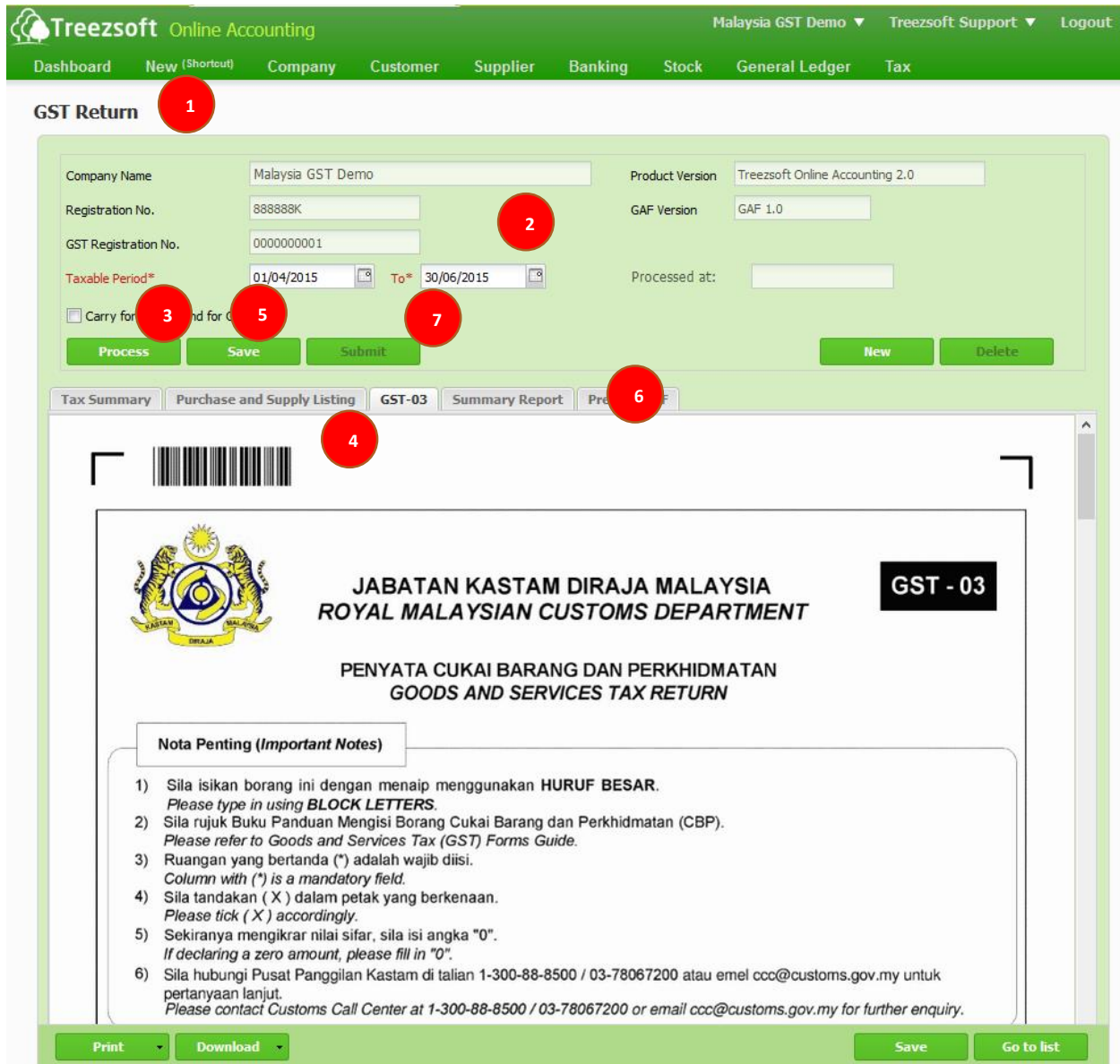


The screenshot shows the 'Supplier Invoice' form in the Treezsoft Online Accounting 2.0 interface. The form is titled 'Supplier Invoice' (1) and includes a 'GST Mode' indicator (4). The form fields are organized into sections: 'Enter Invoice By' (Stock Item), 'Supplier\*' (S0001), 'Invoice Date\*' (01/04/2015), 'Ref. No.\*' (Auto-generated), 'Address', 'Payment Terms', 'Tags', 'Invoice No.\*' (Auto-generated), 'Currency\*' (MYR), 'Invoice Due Date\*' (01/04/2015), 'Salesperson', 'Location' (Hq), 'Remark', and 'Self-billed Invoice' (checked) (5). A 'Transfer' button is located next to the 'Supplier\*' field. A 'Get rate' button is located next to the 'Currency\*' field. A table with 9 columns (Item Code\*, Description, Quantity, UOM, Unit Price, Discount, Tax Rate, Amount (RM)\*, and a status indicator) is shown below the form fields. The table contains two rows: 'A Tobacco Leaves Grade A' and 'B Tobacco Leaves Grade B'. A 'Subtotal' of 580.00, 'GST 6% (TX\_S)' of 34.80, and 'Grand Total RM' of 614.80 are displayed at the bottom right. A 'Journal Entry' link is located at the bottom right. A 'Delete' button (7) is located at the bottom left. A 'Print' button is located at the bottom center. A 'Show Related Doc' button is located at the bottom right. A 'New' button is located at the bottom right. A 'Save' button is located at the bottom right. A 'Go to list' button is located at the bottom right.

1. Go to **Supplier Invoice** (under **Supplier** module), and click **New Supplier Invoice**.
2. Select **Supplier**.
3. Select **Invoice Date**.
4. Observe whether it is in **GST Mode**.
5. Observe whether **Self-billed Invoice** is auto ticked. (if not, please activate self-billed invoice using previous step)
6. Select desired items.
7. **Save** first and then **Print** your self-billed invoice.

*Note: If you try to issue self-billed invoice with invoice date is out of supplier GST commence and cease date, the indicator **GST Mode** would disappear and you are not allowed to charge GST.*

## Step 23: Generate/Submit GST Return



The screenshot shows the 'GST Return' form in the TreezSoft Online Accounting system. The form is titled 'GST Return' and is part of the 'Tax' module. It contains several input fields for company information, registration details, and the taxable period. The form is divided into sections for 'Process', 'Save', and 'Submit'. The 'Process' button is highlighted with a red circle. The 'Save' button is also highlighted. The 'Submit' button is highlighted. The form also includes a 'New' button and a 'Delete' button. The form is titled 'GST Return' and is part of the 'Tax' module. The form contains several input fields for company information, registration details, and the taxable period. The form is divided into sections for 'Process', 'Save', and 'Submit'. The 'Process' button is highlighted with a red circle. The 'Save' button is also highlighted. The 'Submit' button is highlighted. The form also includes a 'New' button and a 'Delete' button. The form is titled 'GST Return' and is part of the 'Tax' module. The form contains several input fields for company information, registration details, and the taxable period. The form is divided into sections for 'Process', 'Save', and 'Submit'. The 'Process' button is highlighted with a red circle. The 'Save' button is also highlighted. The 'Submit' button is highlighted. The form also includes a 'New' button and a 'Delete' button.

1. Go to **Tax Return** (under **Tax** module), and click **New Declaration**.

2. Verify company info, **Taxable Period**, and determine whether to **Carry forward refund for GST**.

3. Click **Process**. (system will prompt if found any outstanding documents that need to take action)

4. Verify your transactions in the following tab:

- Purchase and Supply Listing
- Tax Summary, and Summary Report
- GST-03

5. After verification, click **Save** to temporary save the processed transactions.
6. After saved, you may generate following report by click **Print**:
  - a. Print Tax Summary
  - b. Print Purchase and Supply Listing
  - c. Print GST-03
  - d. Print Summary Report
7. You may leave your saved GST Return there and come back again to perform a re-process whenever necessary, as long as you haven't click **Submit**.

## Submit GST Return:

1. When no more changes and ready to submit GST-03 to government, please login customs website (<https://gst.customs.gov.my/TAP/>) to file your GST-03, based on the value provided in Treezsoft.
2. There are 3 way to fill up the GST-03 form in TAP:
  - a. Manual enter the GST amount in TAP as per guide on step 2,
  - b. Manual fill up via GST-03 paper form as per guide on step 2, or
  - c. Download the **Tap** from Treezsoft and upload it into TAP. *(refer below for downloading the Tap from Treezsoft)*

**GST Return**

Company Name: Treezsoft Support AB      Product Version: Treezsoft Online Accounting 2.0

Registration No.: 457894      GAF Version: GAF 1.0

GST Registration No.: 11111

Taxable Period\*: 28/03/2015 To\* 07/05/2015      Processed at: 2015-06-11 15:26:50

☐ Carry forward refund for GST

**Process**   **Save**   **Submit**   **New**   **Delete**

Tax Summary   Purchase and Supply Listing   **GST-03**   Summary Report   Preview GAF

**BAHAGIAN A : BUTIRAN ORANG BERDAFTAR**  
**PART A : REGISTERED PERSON DETAILS**

1) No. CBP \*  
GST No. \*      11111

2) Nama Pemiagaan \*  
Name of Business \*      Treezsoft Support AB

**BAHAGIAN B : BUTIRAN PENYATA**  
**PART B : RETURN DETAILS**

3) Tempoh Bercukai \*  
Taxable Period \*      Tarikh Mula  
Start Date      28-03-2015  
HH (DD) - BB (MM) - TTTT (YYYY)

Tarikh Akhir  
End Date      07-05-2015  
HH (DD) - BB (MM) - TTTT (YYYY)

4) Tarikh Akhir Serahan Penyata dan Bayaran \*  
Return and Payment Due Date \*      30-06-2015  
HH (DD) - BB (MM) - TTTT (YYYY)

5) Cukai Output  
Output Tax      Amaun (Amount)

a) **Download GAF**      **Download Tap**      **Download Standard**

RV      8,977.93

**Print**   **Download**   **Save**   **Go to list**

- After you have done GST filling in TAP, please come back to Treezsoft and click **Submit** for the corresponding GST Return. The purpose of this action is to lock all your transactions within the taxable period and a journal entry would be auto generated in order to charge input/output tax into GST Clearing account.

### GST Return

Registration No.   
GST Registration No.   
Taxable Period\*  To\*   
☐ Carry forward refund for GST

GAF Version   
**SUBMITTED**  
Processed at:

#### Journal Entry

Date	Document No.	Account	Description	Debit	Credit	Last Modified By
01/08/2015	GJ0002	GST - Input Tax	Tax Return (2015-07-01 - 2015-07-31)		1.32	leongkl@ams.com.my
01/08/2015	GJ0002	GST - Output Tax	Tax Return (2015-07-01 - 2015-07-31)	0.66		leongkl@ams.com.my
01/08/2015	GJ0002	GST Clearing	Tax Return (2015-07-01 - 2015-07-31)	0.66		leongkl@ams.com.my

---

*Guide on how to use TAP for GST filing:*

*<https://www.youtube.com/watch?v=YYe01EiFrCg>.*

*Guide on how to use TAP for GST payment:*

*<https://www.youtube.com/watch?v=pUm-i6wIRQg>.*

---

*Note:*

*Before click Submit, you may re-process or re-save multiple time as per your needs for cross check or preview purpose.*

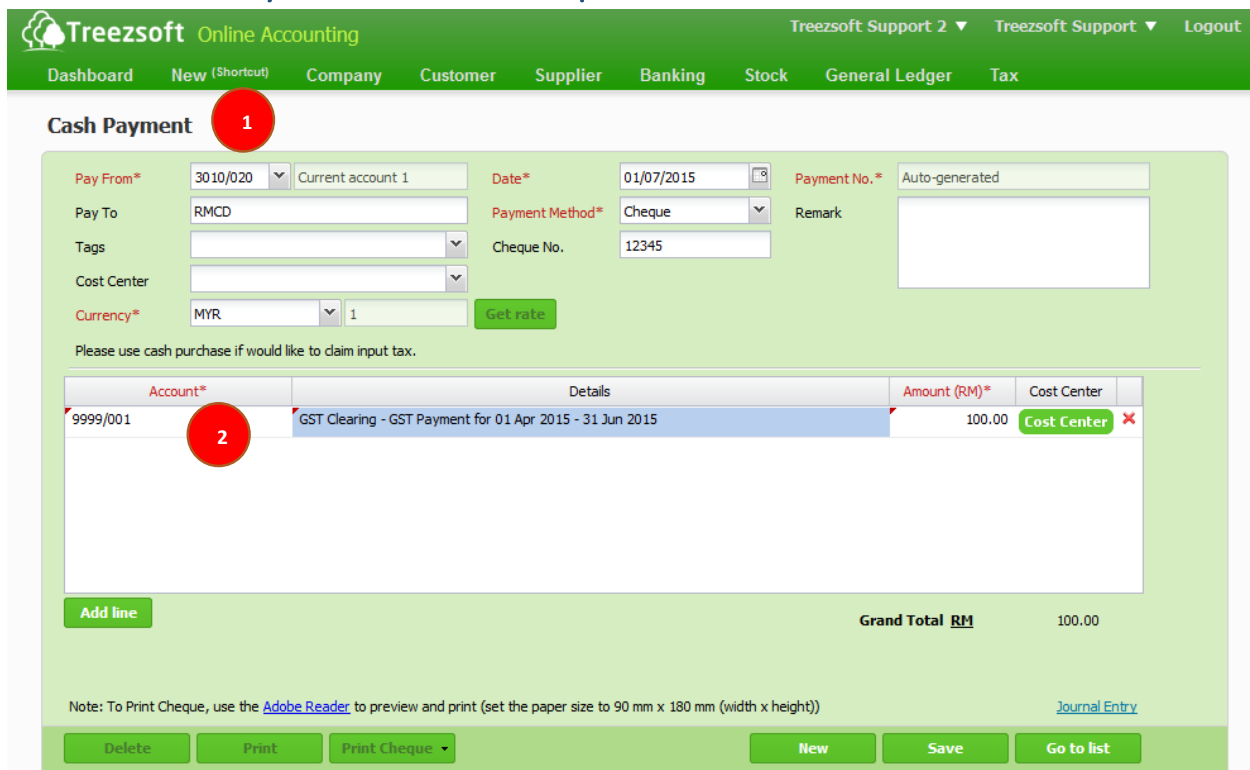
*System doesn't submit GST-03 directly into government website. You still required to fill in GST-03 via government website, by referring the info provided here.*

## Step 24: Record Payment/Refund of GST

*Definition: If you have paid GST to customs, or received GST refund from customs after submitted GST-03, remember to record the payment or refund in Treezsoft as well.*

*Please ensure you have submitted GST Return in Treezsoft (refer previous step 21) and verified the journal entry is auto generated before perform the following steps.*

### 24.1 Record Payment of GST that paid to Customs



The screenshot shows the 'Cash Payment' form in Treezsoft Online Accounting. The form is titled 'Cash Payment' with a red circle '1' next to it. The form fields include:

- Pay From\***: 3010/020 (Current account 1)
- Date\***: 01/07/2015
- Payment No.\***: Auto-generated
- Pay To**: RMCD
- Payment Method\***: Cheque
- Remark**: (empty text area)
- Tags**: (empty dropdown)
- Cheque No.**: 12345
- Cost Center**: (empty dropdown)
- Currency\***: MYR (1)
- Get rate**: (button)

Below the form fields, there is a note: 'Please use cash purchase if would like to claim input tax.'

The table below shows the payment details:


Account*	Details	Amount (RM)*	Cost Center
9999/001	GST Clearing - GST Payment for 01 Apr 2015 - 31 Jun 2015	100.00	Cost Center X

Below the table, there is a red circle '2' next to the 'Account\*' column header.

At the bottom of the form, there is a 'Grand Total RM' of 100.00. There are also buttons for 'Add line', 'Delete', 'Print', 'Print Cheque', 'New', 'Save', and 'Go to list'. A note at the bottom states: 'Note: To Print Cheque, use the [Adobe Reader](#) to preview and print (set the paper size to 90 mm x 180 mm (width x height))'. There is also a link for 'Journal Entry'.

1. Go to **Cash Payment** (under **Banking** module), and create a new cash payment.
2. Charge the payment to **GST Clearing** account and **save**.

## 24.2 Record Claim of GST that refund from Customs


**Treezsoft** Online Accounting

Treezsoft Support 2 ▼ Treezsoft Support ▼ Logout

Dashboard New (Shortcut) Company Customer Supplier Banking Stock General Ledger Tax

### Cash Receipt 1

Deposit To\* 3010/020 Current account 1

Date\* 01/07/2015

Receipt No.\* Auto-generated

Receive From RMCD

Payment Method\* Cheque

Remark

Tags

Cheque No. 113467

Cost Center

Currency\* MYR 1 Get rate

Account*	Details	Amount (RM)*	Cost Center
9999/001 <span>2</span>	GST Clearing - GST Claim for 01 Apr 2015 - 31 Jun 2015	0.66	Cost Center ✖

Add line

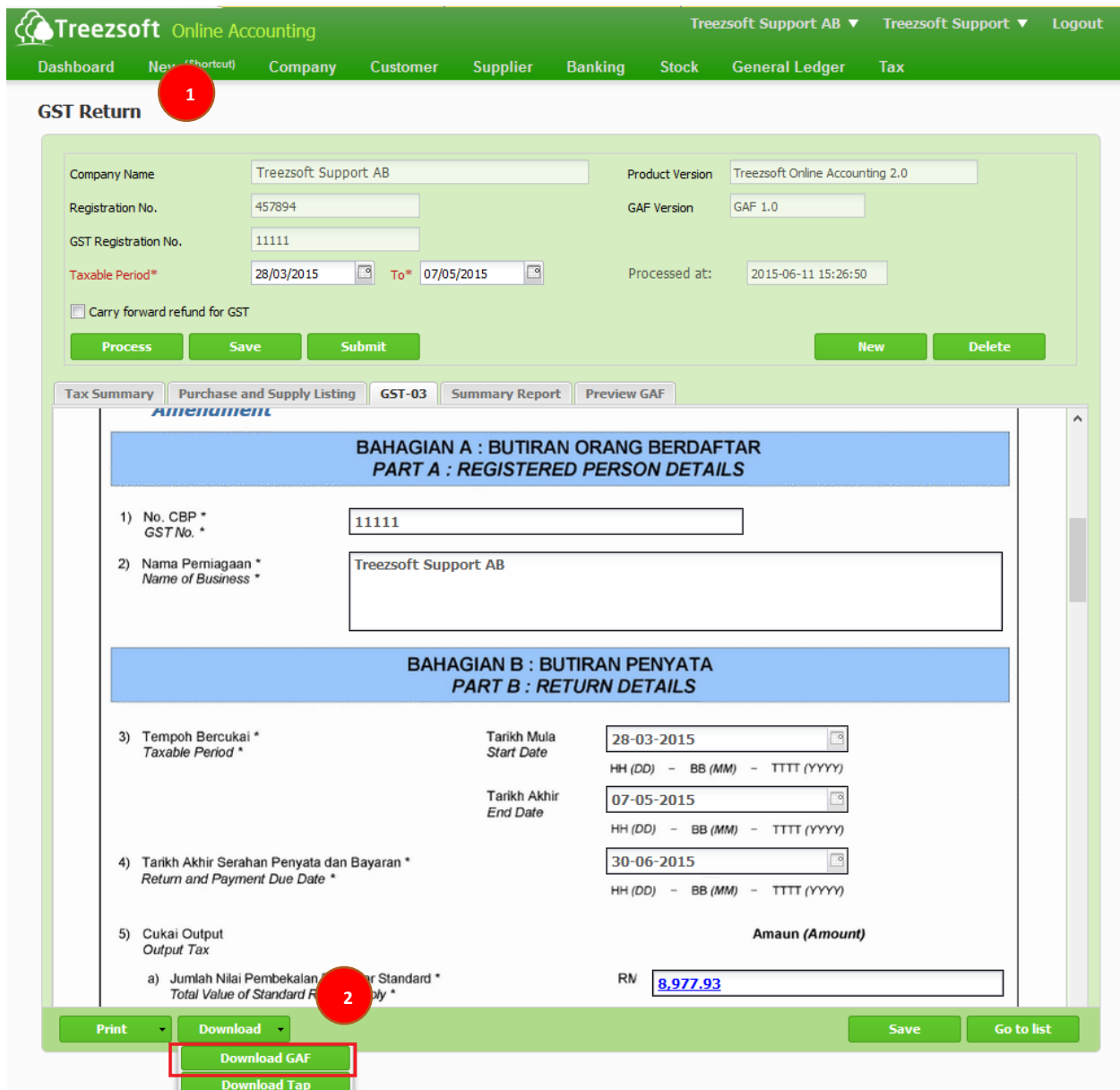
Grand Total **RM** 0.66

Delete Print New Save Go to list

1. Go to **Cash Receipt** (under **Banking** module), and create a new cash receipt.
2. Charge the refund to **GST Clearing** account and **save**.

## Step 25: Download GST Audit File (GAF)

*Definition: In case an audit is required, taxable party shall provide GAF file in xml or bar-delimited format.*



The screenshot shows the TreezSoft Online Accounting interface. At the top, there's a green navigation bar with the TreezSoft logo and 'Online Accounting' text. To the right of the logo are links for 'Treezsoft Support AB', 'Treezsoft Support', and 'Logout'. Below this is a menu bar with options: 'Dashboard', 'New (Shortcut)', 'Company', 'Customer', 'Supplier', 'Banking', 'Stock', 'General Ledger', and 'Tax'. The 'GST Return' tab is selected and highlighted with a red circle and the number '1'. Below the menu bar, there's a form for entering GST return details. The form includes fields for 'Company Name' (Treezsoft Support AB), 'Registration No.' (457894), 'GST Registration No.' (11111), 'Product Version' (Treezsoft Online Accounting 2.0), 'GAF Version' (GAF 1.0), 'Taxable Period\*' (28/03/2015 to 07/05/2015), and 'Processed at' (2015-06-11 15:26:50). There are buttons for 'Process', 'Save', 'Submit', 'New', and 'Delete'. Below the form, there's a tabbed interface with 'Tax Summary', 'Purchase and Supply Listing', 'GST-03', 'Summary Report', and 'Preview GAF'. The 'GST-03' tab is selected. The 'GST-03' tab contains two sections: 'BAHAGIAN A : BUTIRAN ORANG BERDAFTAR' (PART A : REGISTERED PERSON DETAILS) and 'BAHAGIAN B : BUTIRAN PENYATA' (PART B : RETURN DETAILS). In the 'PART A' section, there are fields for '1) No. CBP \* GST No. \*' (11111) and '2) Nama Perniagaan \* Name of Business \*' (Treezsoft Support AB). In the 'PART B' section, there are fields for '3) Tempoh Bercukai \* Taxable Period \*' (28-03-2015 to 07-05-2015), '4) Tarikh Akhir Serahan Penyata dan Bayaran \* Return and Payment Due Date \*' (30-06-2015), and '5) Cukai Output Output Tax' (Amaun (Amount) 8,977.93). At the bottom of the form, there are buttons for 'Print', 'Download', 'Save', and 'Go to list'. The 'Download' button is highlighted with a red circle and the number '2', and it has a dropdown menu with options: 'Download GAF' (highlighted with a red box) and 'Download Tap'.

- Go to **Tax Return** (under **Tax** module), and select a taxable period.
- Click **Download** > **Download GAF**. You only able to download it after saved the tax return.



## Step 26: Print Lampiran 2

*Definition: In case an audit is required, Customs might request Lampiran 2 when the company is requesting tax refunds from them.*

**GST Return** 1

Company Name: Treezsoft Support AB

Registration No.: 457894

GST Registration No.: 11111

Taxable Period\*: 28/03/2015 To\* 07/05/2015

☐ Carry forward refund for GST ☐ Amendment

Product Version: Treezsoft Online Accounting 2.0

GAF Version: GAF 1.0

Processed at: 2015-07-21 10:50:34

Process Save Submit New Delete

Tax Summary
Purchase and Supply Listing
GST-03
Summary Report
Preview GAF

☐

**Pindaan  
Amendment**

**BAHAGIAN A : BUTIRAN ORANG BERDAFTAR  
PART A : REGISTERED PERSON DETAILS**

1) No. CBP \*  
GST No. \* 11111

2) Nama Perniagaan \*  
Name of Business \* Treezsoft Support AB

**BAHAGIAN B : BUTIRAN PENYATA  
PART B : RETURN DETAILS**

3) Tempoh Bercukai \*  
Taxable Period \*

Tarikh Mula  
Start Date 28-03-2015

HH (DD) - BB (MM) - TTTT (YYYY)

Tarikh Akhir  
End Date 07-05-2015

HH (DD) - BB (MM) - TTTT (YYYY)

30-06-2015

HH (DD) - BB (MM) - TTTT (YYYY)

Penyata dan Bayaran \*

Amaun (Amount)


Print Tax Summary
Print Purchase and Supply Listing
Print GST-03
Print Summary Report
Print Lampiran 2

Print
Download
[Journal Entry](#)
Save
Go to list

2

1. Go to **Tax Return** (under **Tax** module), and select a taxable period.
2. Click **Print** > **Print Lampiran 2**. You only able to print it after saved the tax return.

# Step 27: Dashboard


**Treezsoft** Online Accounting 2.0

[Treezsoft Support](#)
[Treezsoft Support...](#)
[Logout](#)

[Dashboard](#)
[New \(Shortcut\)](#)
[Company](#)
[Customer](#)
[Supplier](#)
[Banking](#)
[Stock](#)
[General Ledger](#)
[Tax](#)

### Dashboard


[Getting Started Guide](#)

#### Recent Transactions

Show: All Transactions View: Last 10

Date	Type	Name	Currency	Amount
<a href="#">03/12/2014</a>	Delivery Order	Customer1	MYR	795.00
<a href="#">03/12/2014</a>	Sales Invoice	Customer1	MYR	238.50
<a href="#">30/01/2015</a>	Sales Invoice	Customer1	MYR	159.00
<a href="#">03/12/2014</a>	Sales Invoice	Customer1	MYR	79.50
<a href="#">03/12/2014</a>	Delivery Order	Customer1	MYR	795.00
<a href="#">30/01/2015</a>	Sales Invoice	Customer1	MYR	159.00
<a href="#">30/01/2015</a>	Sales Invoice	Customer1	MYR	79.50
<a href="#">03/12/2014</a>	Delivery Order	Customer1	MYR	795.00
<a href="#">30/01/2015</a>	Sales Invoice	Customer1	MYR	79.50
<a href="#">03/12/2014</a>	Sales Invoice	Customer1	MYR	79.50

#### Top 5 Debtors



Customer1  
Customer3

#### Outstanding Delivery Order


Show: Aged over 21 days View: Last 10

Date	DO No.	Name	Currency	Outstanding
03/12/2014	<a href="#">DO0041</a>	Customer1	MYR	318.00
03/12/2014	<a href="#">DO0040</a>	Customer1	MYR	556.50
03/12/2014	<a href="#">DO0039</a>	Customer1	MYR	556.50
03/12/2014	<a href="#">DO0038</a>	Customer1	MYR	397.50
03/12/2014	<a href="#">DO0037</a>	Customer1	MYR	132.50
03/12/2014	<a href="#">DO0036</a>	Customer1	MYR	265.00
03/12/2014	<a href="#">DO0035</a>	Customer1	MYR	397.50
02/12/2014	<a href="#">DO0034</a>	Customer1	MYR	662.50
01/12/2014	<a href="#">DO0028</a>	Customer2	MYR	53.00
01/12/2014	<a href="#">DO0027</a>	Customer2	MYR	53.00
01/01/2015	<a href="#">DO0025</a>	Customer1	MYR	291.50
01/12/2014	<a href="#">DO0019</a>	Customer1	MYR	26.50

#### Top 5 Expenditure

For the month of January

Click on the chart for more details.



Realised Forex Loss  
GST - Disallowed Input Tax  
Bad Debt - Sales

#### Upcoming

Collection

Date	Invoice No.	Customer	Currency	Outstanding	Due Date
01/06/2014	<a href="#">IV0026</a>	Customer 2	MYR	11.00	01/07/2014
18/12/2014	<a href="#">ABDN0002</a>	Customer 2	MYR	2,620.00	17/01/2015
20/12/2014	<a href="#">TI-00032</a>	Customer 2	MYR	79.50	19/01/2015
20/12/2014	<a href="#">TI-00018</a>	Customer 2	MYR	318.00	19/01/2015
20/12/2014	<a href="#">TI-00031</a>	Customer 2	MYR	26.50	19/01/2015
02/01/2015	<a href="#">IV0022</a>	Customer 2	MYR	212.00	01/02/2015
02/01/2015	<a href="#">IV0023</a>	Customer 2	MYR	106.00	01/02/2015
01/06/2014	<a href="#">IV0028</a>	Customer1	MYR	25.00	01/07/2014
02/06/2014	<a href="#">TI-00049</a>	Customer1	MYR	25.00	02/07/2014
03/06/2014	<a href="#">TI-00050</a>	Customer1	MYR	3,259.50	03/07/2014
04/06/2014	<a href="#">TI-00052</a>	Customer1	MYR	4,240.00	04/07/2014
04/06/2014	<a href="#">TI-00051</a>	Customer1	MYR	79.50	04/07/2014
06/06/2014	<a href="#">TI-00053</a>	Customer1	USD	79.50	06/07/2014

#### Unverified GST Information

Supplier

Supplier	GST Reg. No.	Commence Date	Cease Date	Status	Verify
<a href="#">Samsung</a>	tttt	01/12/2014	11/12/2015	Active	<a href="#">+</a>
<a href="#">Goole</a>	asdasdasda	11/12/2014	31/12/2014	Inactive	<a href="#">+</a>



**1. Outstanding Delivery Order:**

- a. Quick view for outstanding DO.
- b. Quick view for outstanding DO which age approaching 21 days.
- c. Quick view for outstanding DO which age over 21 days.
- d. Shortcut to issue invoice.
- e. Shortcut to submit GST if tax invoice not issued within 21 days.

**2. Unverified GST Information:**

- a. Quick view for supplier who GST information yet to verify.
- b. Quick view for customer who GST information yet to verify.
- c. Shortcut to verify GST information.