Sales and Service Tax (SST)

- SST Overview
- Setup and Master Data Maintenance
- Transactions
- Sales and Service Tax Report MY

SST Overview

Tax Structure

The main components that form the Taxes and Charges function in the system are the Tax Category and Item Tax Template.

- **Tax Categories** are used to define the different tax scenarios and can be assigned to a specific Customer, Supplier or Item
- **Item Tax Templates** are used to set the applicable Tax Rate for a particular Tax Account and can be assigned to a specific Item
- **Taxes and Charges Templates** are used to define the different taxes and charges required for a particular Tax Category

o41Taxes-&-Charges.png

Tax Data Mapping

> *SMURPS: Accounting > Taxes > Tax Category*
> *SMURPS: Accounting > Taxes > Item Tax Template*
> *SMURPS: Accounting > Taxes > Purchase Taxes and Charges Template*
> *SMURPS: Accounting > Taxes > Sales Taxes and Charges Template*

The application of the Malaysian Sales and Service Tax (SST) should be automated in any purchase or sales transaction based on the mapping in the table below.

TAXES AND CHARGES TEMPLATE	PARTY TAX CATEGORY	ITEM TAX TEMPLATE	ITEM TAX CATEGORY	TAX RATE	SCENARIO
SST Standard Rated Purchase	Local Taxable Purchase	Buying TX Sales	Local Taxable Purchase	5%, 10%	Buy Taxable Goods from Local Registered Supplier
		Buying TX Service	Local Taxable Purchase	8%, 6%	Buy Taxable Services from Local Registered Supplier

Buying ZR Sales	Local Taxable Purchase	0%	Buy Non-Taxable Goods from Local Registered Supplier		
Buying ZR Service	Local Taxable Purchase	0%	Buy Non-Taxable Services from Local Registered Supplier		
SST Non-Registered Purchase	Local Exempted	Buying NR Sales	Local Exempted	0%	Buy Taxable/Non-Taxable Goods from Local Non-Registered Supplier *All product items*
		Buying NR Service	Local Exempted	0%	Buy Taxable/Non-Taxable Services from Local Non-Registered Supplier *All service items*
SST Exempted Import Purchase	Import Exempted	Buying IM Sales	Import Exempted	0%	Buy Taxable/Non-Taxable Goods from Foreign Supplier *All product items*
		Buying IM Service	Import Exempted	0%	Buy Taxable/Non-Taxable Services from Foreign Supplier *All service items*
SST Local Exempted Purchase	Local Exempted	EPC-1	Local Exempted	0%	Buy Exempted Goods from Registered Local Supplier excluding petroleum. *All product items*
		EPC-2	Local Exempted	0%	Buy Exempted Petroleum Goods from Registered Local Supplier. *All product items*

EPC-3	Local Exempted	0%	Buy Exempted Goods on behalf of a Registered Local Supplier excluding petroleum. *All product items*		
EPC-4	Local Exempted	0%	Buy Exempted Petroleum Goods on behalf of a Registered Local Supplier. *All product items*		
EPC-5	Local Exempted	0%	Buy Exempted Service from Registered Local Supplier who holds DG Approval *All service items*		
SST Standard Rated Local Sales	Local Taxable Sales	Selling TX Sales	Local Taxable Sales	5%, 10%	Sell Taxable Goods to Local Customer
		Selling TX Service	Local Taxable Sales	8%, 6%	Sell Taxable Services to Local Customer
		Selling ZR Sales	Local Taxable Sales	0%	Sell Non-Taxable Goods to Local Customer
		Selling ZR Service	Local Taxable Sales	0%	Sell Non-Taxable Services to Local Customer
SST Standard Rated Export Sales	Local Taxable Sales	Selling TX Sales	Local Taxable Sales	5%, 10%	Sell Taxable Goods to Foreign Customer
		Selling TX Service	Local Taxable Sales	8%, 6%	Sell Taxable Services to Foreign Customer
		Selling ZR Sales	Local Taxable Sales	0%	Sell Non-Taxable Goods to Foreign Customer
		Selling ZR Service	Local Taxable Sales	0%	Sell Non-Taxable Services to Foreign Customer

SST Exempted Export Sales	Export Exempted	Selling EX Sales	Export Exempted	0%	Sell Taxable/Non-Taxable Goods to Foreign Customer *All product items
		Selling EX Service	Export Exempted	0%	Sell Taxable/Non-Taxable Services to Foreign
SST Local Exempted Sales	Local Exempted	ESA	Local Exempted	0%	Sell Exempted Goods to Schedule A (Class of Person) — Government, diplomats, charities.
		ESB	Local Exempted	0%	Sell Exempted Goods to Manufacturer of non-taxable goods
		ESC-1	Local Exempted	0%	Sell Exempted Goods to Local Customer excluding petroleum. *All product items
		ESC-2	Local Exempted	0%	Sell Exempted Petroleum Goods to Local Customer. *All product items
		ESC-3	Local Exempted	0%	Sell Acrual Goods to Local Approved Agent on Behalf of a Registered Manufacturer excluding petroleum. *All product items

ESC-4	Local Exempted	0%	Sell Acrual Petroleum Goods to Local Approved Agent on Behalf of a Registered Manufacturer. *All product items
ESC-5	Local Exempted	0%	Sell Accrual Goods to Local Customer who holds DG Approval. *All product items

Item Tax Data Maintenance

> *SMURPS: Stock > Items and Pricing > Item*

The Item Tax Template and Item Tax Category assignment in the Item Master Data depends on the other attributes of the product.

- Purchase Item -This Item is purchased from a third-party Supplier and not manufactured
- Sales Item - This Item can be sold to Customers
- Applicable for Purchase Tax - This Item is subject to input tax if purchased from a SST-registered Supplier
- Applicable for Sales Tax - This Item is subject to output tax if sold to a local Customer

NO.	PURCHASE ITEM	SALES ITEM	APPLICABLE FOR PURCHASE TAX	APPLICABLE FOR SALES TAX	ITEM TAX TEMPLATE	ITEM TAX CATEGORY
1	Yes	Yes	Yes	Yes	Buying TX Sales Buying NR Sales Buying IM Sales Selling TX Sales Selling EX Sales	Local Taxable Purchase Local Exempted Import Exempted Local Taxable Sales Export Exempted

Buying TX Service Buying NR Service Buying IM Service Selling TX Service Selling EX Service	Local Taxable Purchase Local Exempted Import Exempted Local Taxable Sales Export Exempted					
2	Yes	Yes	Yes	No	Buying TX Sales Buying NR Sales Buying IM Sales Selling ZR Sales Selling EX Sales	Local Taxable Purchase Local Exempted Import Exempted Local Taxable Sales Export Exempted
					Buying TX Service Buying NR Service Buying IM Service Selling ZR Service Selling EX Service	Local Taxable Purchase Local Exempted Import Exempted Local Taxable Sales Export Exempted
3	Yes	Yes	No	Yes	Buying ZR Sales Buying NR Sales Buying IM Sales Selling TX Sales Selling EX Sales	Local Taxable Purchase Local Exempted Import Exempted Local Taxable Sales Export Exempted
					Buying ZR Service Buying NR Service Buying IM Service Selling TX Service Selling EX Service	Local Taxable Purchase Local Exempted Import Exempted Local Taxable Sales Export Exempted

4	Yes	Yes	No	No	Buying ZR Sales Buying NR Sales Buying IM Sales Selling ZR Sales Selling EX Sales	Local Taxable Purchase Local Exempted Import Exempted Local Taxable Sales Export Exempted
					Buying ZR Service Buying NR Service Buying IM Service Selling ZR Service Selling EX Service	Local Taxable Purchase Local Exempted Import Exempted Local Taxable Sales Export Exempted
5	Yes	No	Yes	No	Buying TX Sales Buying NR Sales Buying IM Sales	Local Taxable Purchase Local Exempted Import Exempted
					Buying TX Service Buying NR Service Buying IM Service	Local Taxable Purchase Local Exempted Import Exempted
6	Yes	No	No	No	Buying ZR Sales Buying NR Sales Buying IM Sales	Local Taxable Purchase Local Exempted Import Exempted
					Buying ZR Service Buying NR Service Buying IM Service	Local Taxable Purchase Local Exempted Import Exempted
7	No	Yes	Yes	Yes	Selling TX Sales Selling EX Sales	Local Taxable Sales Export Exempted

Selling TX Service Selling EX Service	Local Taxable Sales Export Exempted					
8	No	Yes	Yes	No	Selling ZR Sales Selling EX Sales	Local Taxable Sales Export Exempted
					Selling ZR Service Selling EX Service	Local Taxable Sales Export Exempted

SST Report

> *SMURPS: Sales and Service Tax Report SMURPS*

To generate the SST Report, make the following selection and click `Generate SST Report`.

- Company - Company that is SST registered
- Document Type - Sales Invoice
- From Date - Start date of the SST reporting period, typically bi-monthly
- To Date - End date of the SST reporting period, typically bi-monthly

Items Section

Detailed breakdown of taxable Sales Invoice transactions by Item whereby the following fields are not blank: -

- Sales Taxes and Charges Template
- Tax Category

ITEMS

	Document No.	Date	Party Name	Party Tax Categ...	Document Tax ...	Item Code	Item Name	Customs Tariff ...	Invoice
1	CN0028069	2022-08-01	CLC WHOLESALE (...	Local Taxable Sales	SST Standard Rate...	KT/0017	KOAY TEOW HIJA...		
2	CN0028069	2022-08-01	CLC WHOLESALE (...	Local Taxable Sales	SST Standard Rate...	SM/0015	MEE (3KG X 4PKT)		
3	CN0028070	2022-08-01	CLC WHOLESALER...	Local Taxable Sales	SST Standard Rate...	KT/0013	KOAY TEOW HIJA...		
4	CN0028070	2022-08-01	CLC WHOLESALER...	Local Taxable Sales	SST Standard Rate...	KT/0017	KOAY TEOW HIJA...		
5	CN0028070	2022-08-01	CLC WHOLESALER...	Local Taxable Sales	SST Standard Rate...	TF/0020	SILKEN TAUHU (3...		
6	CN0028071	2022-08-01	CLC WHOLESALER...	Local Taxable Sales	SST Standard Rate...	KT/0013	KOAY TEOW HIJA...		
7	CN0028072	2022-08-01	ECONMART (SENT...	Local Taxable Sales	SST Standard Rate...	KT/0020	KOAY TEOW MER...		
8	CN0028072	2022-08-01	ECONMART (SENT...	Local Taxable Sales	SST Standard Rate...	SM/0013	MEE (1KG X 10PKT)		
9	CN0028073	2022-08-01	ECONMART SUPE...	Local Taxable Sales	SST Standard Rate...	KT/0013	KOAY TEOW HIJA...		
10	CN0028073	2022-08-01	ECONMART SUPE...	Local Taxable Sales	SST Standard Rate...	SM/0013	MEE (1KG X 10PKT)		
11	CN0028074	2022-08-01	ECONMART SUPE...	Local Taxable Sales	SST Standard Rate...	KT/0013	KOAY TEOW HIJA...		
12	CN0028074	2022-08-01	ECONMART SUPE...	Local Taxable Sales	SST Standard Rate...	SM/0013	MEE (1KG X 10PKT)		
13	CN0028075	2022-08-01	H AND C FRESH S...	Local Taxable Sales	SST Standard Rate...	SM/0011	MEE (450G X 10P...		
14	CN0028076	2022-08-01	H AND C FRESH S...	Local Taxable Sales	SST Standard Rate...	KT/0013	KOAY TEOW HIJA...		
15	CN0028077	2022-08-01	H AND C FRESH S...	Local Taxable Sales	SST Standard Rate...	TF/0013	TAUHU TELUR (13...		
16	CN0028078	2022-08-01	BONKEE YUAN TR...	Local Taxable Sales	SST Standard Rate...	KT/0020	KOAY TEOW MER...		
17	CN0028079	2022-08-01	BONKEE YUAN TR...	Local Taxable Sales	SST Standard Rate...	LP/0001	LAKSA PANJANG (...		
18	CN0028080	2022-08-01	HOCK MEI TRADI...	Local Taxable Sales	SST Standard Rate...	KT/0020	KOAY TEOW MER...		
19	CN0028080	2022-08-01	HOCK MEI TRADI...	Local Taxable Sales	SST Standard Rate...	LP/0001	LAKSA PANJANG (...		
20	CN0028082	2022-08-01	NSK TRADE CITY (...	Local Taxable Sales	SST Standard Rate...	KT/0017	KOAY TEOW HIJA...		
21	CN0028083	2022-08-01	ECONSAVE CASH ...	Local Taxable Sales	SST Standard Rate...	YM/0003	YEE MEE (380G X ...		
22	CN0028084	2022-08-01	PASARAYA BS TE...	Local Taxable Sales	SST Standard Rate...	KT/0017	KOAY TEOW HIJA...		
23	CN0028085	2022-08-01	NSK TRADE CITY (...	Local Taxable Sales	SST Standard Rate...	BM/0005	HOKKIEN MEE (1K...		

Customs Tariff Summary Items Section

Summarized information of the taxable Sales Invoice transactions by the Item Customs Tariff Number.

CUSTOMS TARIFF SUMMARY ITEMS

	Customs Tariff Number	Description	Value of Taxable Goods
1	1902309000	1902309000	0
2	2103901900	2103901900	4542.908
3	2103902900	2103902900	928.569
4	2106909900	2106909900	61472.192
5		**Total of Value of Taxable Goods Sold**	**66943.669**

Exempted Sales Summary Section

Summarized information of the exempted Sales Invoice transaction by the Item Tax under Schedule A, B, C1 and C2, C3 and C4 and C5

Exempted Sales Summary

	Item	Total Amount
1	Schedule A (Class of Person)	0
2	Schedule B (Manufacturer of specific non taxable g...	0
3	Schedule C Item 1 and 2 (Purchase / Importation of ...	2556
4	Schedule C Item 3 and 4 (Purchase / Importation of ...	0
5	Schedule C Item 5 (Value of Work Performed Exemp...	0

Exempted Purchase Summary Section

Summarized information of the Purchase Invoice transaction by the Item Tax under Schedule C1 and C2, C3 and C4 and C5

Exempted Purchase Summary

	Item	Total Amount
1	Schedule C Item 1 and 2 (Purchase / Importation of ...	1560
2	Schedule C Item 3 and 4 (Purchase / Importation of ...	18850
3	Schedule C Item 5 (Value of Work Performed Exemp...	0

Summary Items Section

Summarized information of the taxable Sales Invoice transactions based on the Sales and Service Tax Configuration setup.

- Value of Taxable Goods Sold (MYR)
- Value of Sales Tax Payable (MYR)
- Value of Taxable Services Sold (MYR)
- Value of Service Tax Payable (MYR)
- Total Value of Tax Payable (MYR)
- Value of Exported Goods Sold (MYR)
- Value of Exempted Services Sold (MYR)
- Value of Exempted Goods Purchased (MYR)
- Value of Exempted Services Purchased (MYR)

SUMMARY ITEMS

1	Taxable Period From	2021-01-01
2	Taxable Period To	2021-02-28
3	Value of Taxable Goods Sold (MYR)	66943.669
4	Value of Sales Tax Payable (MYR)	3347.141
5	Value of Taxable Services Sold (MYR)	0
6	Value of Service Tax Payable (MYR)	0
7	Total Value of Tax Payable (MYR)	3347.141
8	Value of Exported Goods Sold (MYR)	0
9	Value of Exempted Services Sold (MYR)	14000
10	Value of Exempted Goods Purchased (MYR)	0
11	Value of Exempted Services Purchased (MYR)	0

Setup and Master Data Maintenance

Chart of Accounts

The Chart of Accounts is like the backbone of your accounting system. It’s a list of all the accounts where money in your business is tracked what you earn, what you spend, and what you own. Every sale, purchase, or expense gets recorded into these accounts, so at any time, you can review how much money you have, how much you owe, and how much you’ve earned.

1. Click "Accounting"



2. Click "Chart of Accounts"



3. Click "List View"



4. Click "Tree View"



5. Click "Expand All" and review Chart of Accounts Structure



6. Click desired Parent Account to create an account



7. Click "Add Child"



8. Enter "Account Name" and "Account Number"



9. Check 'Is Group' only if its a Parent Account and Select appropriate "Account Type"



10. Click "Create New" to create Chart of Accounts



11. Verify account tree that newly created account is updated accordingly



Tax Category

Tax Categories are used to define different tax scenarios and can be assigned to specific Customers, Suppliers, or Items.

1. Click "Accounting"



2. Click "Tax Category"



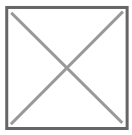
3. Click "Add Tax Category"



4. Enter Tax Category.



5. Click "Save" and Tax Category is created.



Item Tax Template

Item Tax Templates are used to define the applicable tax rate for a specific tax account and can be assigned to individual items.

1. Click "Accounting"



2. Click "Item Tax Template"



3. Click "Add Item Tax Template"



4. Enter Item Tax Template title.



5. Select "LHDN Tax Type"



6. Verify that LHDN Tax Code is populated.



7. Select Chart of Accounts associated with Item Tax Template.



8. Enter Tax Rate in %



9. Click "Save"



10. Verify that Item Tax Template ID is created.



Sales Taxes and Charges Template

A Sales Taxes and Charges Template defines the taxes or extra charges that are applied automatically on a sales invoice. It ensures the right tax is added to each sale and posts it to the correct account for accurate accounting and reporting.

1. Click "Accounting"



2. Click Sales Taxes and Charges Template.



3. Click "Add Sales Taxes and Charges Template"



4. Enter Sales Taxes and Charges Template "Title"



5. Select "Tax Category"



6. Click "Add Row"



7. Select "Type".

- On Net Total Tax on total of items
- On Previous Row Total Tax on cumulative total up to another row
- Actual Fixed amount instead of percentage
- On Item Quantity Tax per unit quantity



8. Select the appropriate "Account Head" that is linked to the payment Chart of Accounts.



9. Verify that "Tax Rate" is fetched accordingly based on Item Tax Template.



10. Click "Save"

Note: If the user enables "Is this Tax included in Basic Rate?" in the row, the tax amount will be included directly in the Rate, and the system will not display a separate tax component since it is already combined into the rate.



11. Verify that Sales Taxes and Charges Template ID is created correctly.



Purchase Taxes and Charges Template

A Purchase Taxes and Charges Template defines the taxes or extra charges that are applied automatically on purchase invoices. It ensures that the correct taxes are calculated, applied, and posted to the right accounts when buying from suppliers.

1. Click "Accounting"



2. Click "Purchase Taxes and Charges Template"



3. Click "Add Purchase Taxes and Charges Template"



4. Enter "Title"



5. Select Tax Category.



6. Select "Type" appropriate "Account Head" based on Chart of Accounts.

- On Net Total - Tax on total of items
- On Previous Row Total - Tax on cumulative total up to another row
- Actual - Fixed amount instead of percentage
- On Item Quantity - Tax per unit quantity



7. Click "Add Row".



8. Click "Save"

Note: If the user enables "Is this Tax included in Basic Rate?" in the row, the tax amount will be included directly in the Rate, and the system will not display a separate tax component since it is already combined into the rate.



9. Verify that Purchase Taxes and Charges Template ID is created



Tax Rule

A Tax Rule tells the system when and how to apply a tax based on conditions like item, customer, supplier, or location. This is applicable for both Sales and Purchase

1. Click "Accounting"



2. Click "Tax Rule"



3. Click "Add Tax Rule"



4. Select "Tax Type" either Sales or Purchase



5. Select appropriate Sales Taxes and Charges



6. Update the ‘Filters’ that determine where the Sales Tax Template applies.



7. OPTIONAL: Click "From Date" if applicable



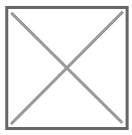
8. OPTIONAL: Click "To Date" if applicable



9. Click "Save"



10. Verify that Tax Rule ID is created



Item Master Data

Users should update the Item Master Data with the correct Tax Category and Item Tax Template so the system can automatically apply and calculate the right taxes on every sale or purchase.

1. Click "Stock"



2. Click "Item"



3. Select "Item"



4. Click "Tax" tab



5. Click "Add Row"



6. Select the Item Tax Template.



7. Select Tax Category that is associate with Item Tax Template



8. OPTIONAL Set the "Valid From" field for system to implement the "Item Tax Template"



9. Click "Save"



Customer Master Data

Users should update each Customer with the correct Tax Category so the system knows which taxes to apply when selling to them.

1. Click "Selling"



2. Click "Customer"



3. Select "Customer" to update.



4. Click "Tax" tab.



5. Select the appropriate Tax Category.



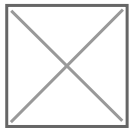
6. Click "Save"



Supplier Master Data

Users should update each Supplier with the correct Tax Category so system can automatically apply the right taxes on purchases.

1. Click "Buying"



2. Click "Supplier"



3. Click "Supplier"



4. Click "Tax" tab



5. Click on "Tax Category".



6. Select "Tax Catergory"



7. Click "Save"



Transactions

Order to Cash

Order-to-Cash process flows from Sales Order → Delivery Note → Sales Invoice, with taxes automatically applied at the invoice stage using the Sales Tax master data. This ensures accurate tax calculation, posting to the correct accounts throughout the sales process.

1. Click "Selling"



2. Click "Sales Order"



3. Click "Add Sales Order"



4. Select "Customer"



5. Verify that "Tax Category" matches in Customer Master Data and Sales Taxes and Charges Template matches "Tax Rule".



6. Select "Item Code"



7. Click "Edit".



8. Verify Item Tax Template. Users have the option to select a different Item Tax Template based on what is maintained in the Item Master Data



9. Click here to close pop up.



10. Verify Sales Taxes and Charges table matches the newly created/selected one.



11. Verify the "Amount (MYR)" calculation.



12. Verify "Totals Taxes and Charges (MYR)" and "Grand Total"



13. Click "Save"



14. Verify that Sales Order ID is created.



15. Click "Submit"



16. Click "Yes"



17. Click "Create"



18. Click "Delivery Note"



19. Verify that "Customer" and "Sales Taxes and Charges Template" matches the Sales Order.



20. Click "Edit".



21. Verify Item Tax Template matches the one in Sales Order.



22. Click here to close pop up.



23. Verify Sales Taxes and Charges table matches the Sales Order.



24. Verify "Amount (MYR)" table matches the Sales Order.



25. Verify that "Total Taxes and Charges (MYR)" and "Grand Total" in Delivery Order matches the Sales Order.



26. Click "Save" and "Submit"



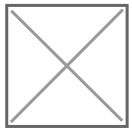
27. Go to "Sales Invoice" alternatively, you may generate the Sales Invoice using Create → Sales Invoice from the reference document.



28. Click "Add Sales Invoice"



29. Select "Customer".



30. Click "Get Items From"



31. Click "Delivery Note"



32. Click on checkbox.



33. Click "Get Items"



34. Verify that "Tax Category" and "Sales Taxes and Charges" matches Delivery Order.



35. Click "Edit".



36. Verify Item Tax Template. Users have the option to select a different Item Tax Template based on what is maintained in the Item Master Data



37. Click here to close pop up.



38. Verify that Sales Taxes and Charges table matches the one in Delivery Order.



39. Verify the "Amount (MYR)" calculation.



40. Verify that the "Total Taxes and Charges" and "Grand Total" matches the Delivery Order.



41. Click "Save"



42. Click "Submit"



43. Click "Yes"



44. Verify the Sales Invoice ID is created.



45. Click "View"



46. Click "Accounting Ledger"



47. Verify the Account Ledger Posting for the Sales Invoice.

```
DR: Debtors Account RM141.330
TOTAL DEBIT: RM141.330

CREDIT: Sales Tax Payable Account RM7.440
CREDIT: Service Tax Payable Account RM9.920
CREDIT: Sales Account RM123.970
TOTAL CREDIT: RM141.330
```

Note: The following is an example of how the General Ledger would look when tax is applied. Refer to Procure to Pay step 43. to view Sample when no tax is applied.



Procure to Pay

Procure-to-Pay process flows from Purchase Order → Purchase Receipt → Purchase Invoice, with taxes automatically applied at the invoice stage using the Purchase Taxes and Charges master data. This ensures correct tax calculation, accurate posting to accounts throughout the purchasing process.

1. Click "Buying"



2. Click "Purchase Order"



3. Click "Add Purchase Order"



4. Click "Supplier"



5. Verify that Tax Category in Supplier Master Data and Purchase Taxes and Charges Template matches Tax Rule.



6. Verify Purchase Taxes and Charges table matches the newly created/selected one.



7. Select Item Code



8. Click edit.



9. Verify Item Tax Template matches Item Master Data



10. Click here to close pop up.



11. Verify "Totals Taxes and Charges (MYR)" and "Grand Total (MYR)"



12. Click "Save"



13. Verify Purchase Order ID is created



14. Click "Submit"



15. Click "Yes"



16. Click "Create"



17. Click "Purchase Receipt"



18. Verify "Supplier"



19. Verify Tax Category and Purchase Taxes and Charges Template



20. Verify Purchase Taxes and Charges Template table matches the Purchase Order.



21. Verify that "Total Taxes and Charges (MYR)" and "Grand Total" in Purchase Receipt matches the Purchase Order.



22. Click "Save"



23. Verify Purchase Receipt ID is created



24. Click "Submit"



25. Click "Yes"



26. Click "Create"



27. Click "Purchase Invoice"



28. Verify "Supplier"



29. Verify that Tax Category and Purchase Taxes and Charges matches Purchase Order.



30. Verify that Purchase Taxes and Charges table matches the one in Purchase Order.



31. Verify Item Code



32. Click edit.



33. Verify Item Tax Template. Users have the option to select a different Item Tax Template based on what is maintained in the Item Master Data



34. Click here to close pop up.



35. Verify "Total Taxes and Charges (MYR)" and "Grand Total (MYR)"



36. Click "Save"



37. Verify that Purchase Invoice ID is created.



38. Click "Submit"



39. Click "Yes"



40. Verify Purchase Invoice status updates to "Unpaid"



41. Click "View"



42. Click "Accounting Ledger"



43. Verify General Ledger for transaction.

```
DR: Cost of Goods Accounts RM100
TOTAL DEBIT: RM100

CREDIT: Creditors Account RM100
TOTAL CREDIT: RM100
```

Note: The following is an example of how the General Ledger would look when no tax is applied.Refer to Order to Cash step 47. to view Sample when tax is applied.



Sales and Service Tax Report MY

Order to Cash

1. Click "Accounting"



2. Click "Sales and Service Tax Report MY"



3. Select Document Type



4. Select "From Date" - Start date of the SST reporting period, typically bi-monthly



5. Select "To Date" - End date of the SST reporting period, typically bi-monthly



6. Click "Generate SST Report"



7. Report will be generated.



8. Click "Download" to export as Excel

