

# 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"



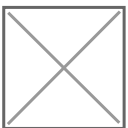
18. Click "Delivery Note"



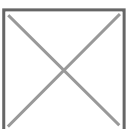
19. Verify that "Customer" and "Sales Taxes and Charges Template" matches the Sales Order.



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"



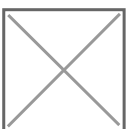
34. Verify that "Tax Category" and "Sales Taxes and Charges" matches Delivery Order.



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.



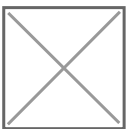
40. Verify that the "Total Taxes and Charges" and "Grand Total" matches the Delivery Order.



41. Click "Save"



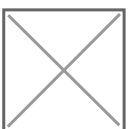
42. Click "Submit"



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

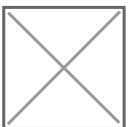
Note: The following is an example of how the General Ledger would look when tax is applied. Refer to Procure to Pay step 43. to view Sample when no tax is applied.



## 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.



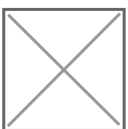
7. Select Item Code



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



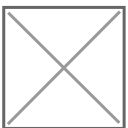
14. Click "Submit"



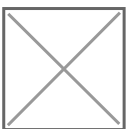
15. Click "Yes"



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"



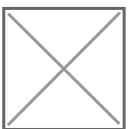
28. Verify "Supplier"



29. Verify that [Tax Category](#) and [Purchase Taxes and Charges](#) matches Purchase Order.



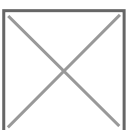
30. Verify that [Purchase Taxes and Charges](#) table matches the one in Purchase Order.



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"



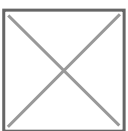
37. Verify that Purchase Invoice ID is created.



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.

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DR: Cost of Goods Accounts RM100
TOTAL DEBIT: RM100

CREDIT: Creditors Account RM100
TOTAL CREDIT: RM100
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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.



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