



How To Setup Customer And Supplier For Malaysia GST

1. Setup/Edit Customer

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

Fig. 1

The screenshot shows the 'Customer' setup window in SmartBiz SQL. The window title is 'SmartBiz SQL (Standard) - 2014.2 - [Card File]'. The menu bar includes File, System Setup, Supplier, Customer, Cash Book, GL, Inventory, P.O.S, Report/Analysis, GST Malaysia, Tools, and Help. The main area is divided into several sections: 'Customer' (Code: CUST-A, Name: Customer A, GST Code: CUST-A-GST-NBR), 'As Customer' (Debtor Acc: 31000, Open Bal: 0.00, Balance: 349,465.81, Credit Term: CASH), 'As Supplier' (Creditor Acc: 40000, Open Balance: 0.00, Credit Limit: 0.00, Credit Term: CASH), and 'Miscellaneous' (Company: CUST-A, Group: NA, Race: NA, Date of Birth:). There are also checkboxes for 'Print Statement', 'GST Registered', and 'Active'. A 'Notes' field is at the bottom. The status bar at the bottom shows 'Licensed to: SMART RETAIL', 'User Login: SMART - SMART', 'Application Type: LAN', and 'Smart GST Training'.

- i. If the Customer is a GST Tax Registered Person with Kastam, ensure the [GST Code] of the customer is keyed in.
- ii. [] GST Registered will automatically be ticked once the [GST Code] is keyed in.

Disclaimer:

The information in this document is meant to supplement, not replace, proper guidance. The author advise readers to take full responsibility for their actions and know their limits. Before practicing the guides described in this document, be sure that your data is well backup, and do not take risks beyond your level of experience, aptitude and comfort level.



2. Setup/Edit Supplier

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

Fig. 2

The screenshot shows the 'Supplier' setup window in SmartBiz SQL. The window title is 'SmartBiz SQL (Standard) - 2014.2 - [Card File]'. The menu bar includes 'File', 'System Setup', 'Supplier', 'Customer', 'Cash Book', 'GL', 'Inventory', 'E.O.S', 'Report/Analysis', 'GST Malaysia', 'Tools', and 'Help'. The 'Supplier' card is active, showing the following details:

- Code:** SUPP-AA
- Name:** Supplier AA
- Currency:** RM
- Print Statement:**
- GST Registered:**
- Active:**
- GST Code:** SUPP-AA-GST-NBR
- Self Billed Option:** Self Billing
- RMCD Approval No:** [Blank]
- Document Group:** [Blank]
- Company:** SUPP-AA
- Group:** NA
- Race:** NA
- Date of Birth:** [Blank]
- Notes:** [Blank]

The bottom status bar shows: Licensed to: SMART RETAIL, User Login: SMART - SMART, Application Type: LAN, Smart GST Training.

- i. If the Supplier is a GST Tax Registered Person with Kastam, ensure the [GST Code] of the supplier is keyed in.
- ii. [] GST Registered will automatically be ticked once the [GST Code] is keyed in.
- iii. If this Supplier is NOT a Self Billed Supplier (example farmers, fisherman), leave the <Self Bill Option> blank

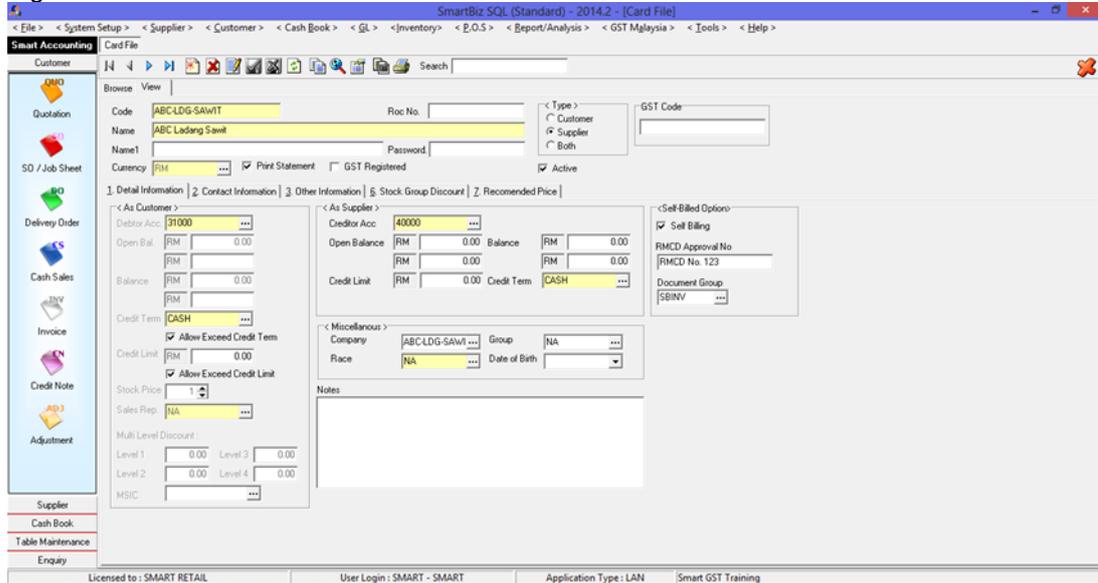
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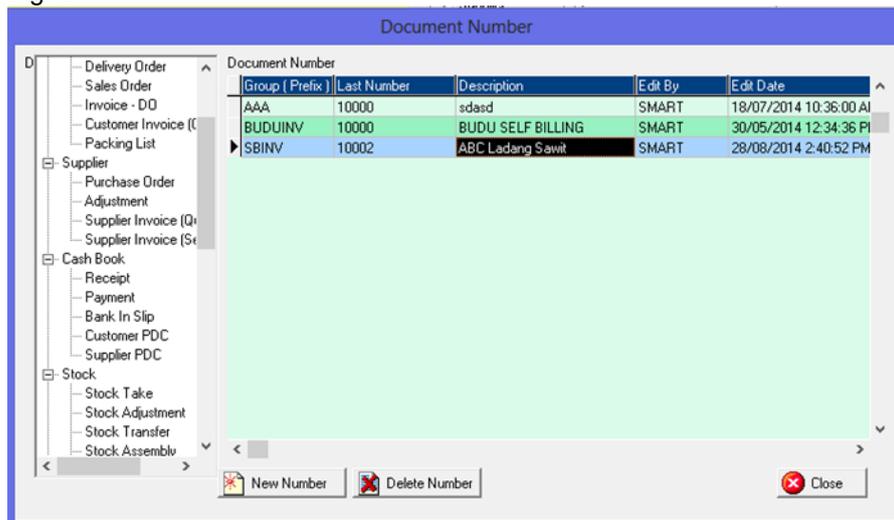
3. Setup/Edit Supplier (Self Billed)

Fig. 3



- i. If the Supplier is a GST Tax Registered Person with Kastam, ensure the [GST Code] of the supplier is keyed in. [] GST Registered will automatically be ticked once the [GST Code] is keyed in.
- iii. If this Supplier is a Self Billed Supplier (example farmers, fisherman), Enable the [] Self Billing in <Self Bill Option> and key in the Self Billed Supplier RMCD Approval No. in the column [RMCD Approval No.]
- v. Do not exit the maintenance screen. Go to <System Setup> - <8. Document Number> and create a Document Term Group for this Self Billed Supplier

Fig. 4



- vi. At the [Document Group], select the Document Group just created.

Notes:

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

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