

Enter Transactions Related to Sundry Expenses with GST 0%

Sundry Expenses [GST 0%]

GL Account	Reference No.	Taxable Purchase	GST classification	Debit	Credit
Travelling – top up value	PV 0001	100.00	EP	100.00	
Medical	PV 0001	65.00	EP	65.00	
CIMB Bank	PV 0001				165.00

1. Enter the **Payment date**
2. Select the **GL Account**.
3. Click Auto for next Voucher No. in **Ref. No.** field
4. Enter the **Descp**, it will be used as the **Product Description** in the GAF.
5. Enter the **Debit / Credit amount** accordingly.
6. Select the **GST tax code** only for **Expense GL account**.
7. The **Taxable Purchases** will be shown after you press <Enter> or <Tab> from the **GST Classification** field. Enter taxable purchase amount **only at Expense GL account**. It should be the **after discount amount** (if any).

In GST-03

Not required in GST-03 Return.

*** The End ***