

Enter Transactions Related to Purchase

Sundry expenses (payment) with GST 6 % exclusive

GL Account	Reference No.	Taxable Purchase	GST classification	Debit	Credit
Utility expenses	IN150001	1500.00	TX	1500.00	
Input Tax	IN150001		TX	90.00	
Bank / Cash	IN150001				1590.00

The screenshot shows the 'Transactions File Maintenance' window. The batch title is 'BANK - JAN' 2016'. The transaction is dated 31/01/2016, with a reference number 'E 00001' and a description 'Electricity Bill - Jan 2016'. The taxable purchase amount is 1,500.00, and the GST classification is 'TX'. The window also shows a list of transactions with columns for Date, A/C No., Ref. No., A/C Description, Debit, and Credit.

1. Enter the **Invoice date** here.

2. Select the **GL Account**.

3. Enter the **Ref. No., i.e. Invoice No.**

4. Enter the **Desc**, it will be used as the **Product Description** in the

5. Enter the **Debit / Credit amount** accordingly.

6. Select the **GST tax code** only for **Purchase and Input Tax 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 Expenses GL account**. It should be the **after discount amount** (if any).

8. Click **GST Details** at **Input Tax GL account** only. The details are required for **GAF**.

The 'GST Detail' window displays the following information: Company Name: Tenaga Nasional Berhad; Company Registration No.: 200886-W; GST Registration No.: 001107427328; Invoice No.: E 00001; Invoice Date: 31/01/2015; Permit No.: [blank].

In GST-03

6) Input Tax

a) Total Value of Standard Rated Acquisition * RM 1,500.00

b) Total Input Tax (Inclusive of Bad Debt Relief & other Adjustments)* RM 90.00

*** The End ***