

QUESTION 105

I try to key in supplier invoice in Module-billing/invoice. If I use this option, I need to key purchase item by item which is very time consuming.

For sales invoices, we just bill customer with description "Electrical Job" ONLY. So, can I choose to key in Supplier invoice in Creditor-purchase invoices. And description with "Electrical Parts". Can I use the Creditor-purchase invoices to key in my purchase invoices?

ANSWER :

GST is transaction based. It is advisable to key in the purchase transactions item by item.

Regulation 22 of GST Regulation 2014 requires the tax invoice to have **“a description sufficient to identify the goods or services supplied”**. To have a tax invoice with description “Electrical Job” only may not fulfill the conditions of a description sufficient to identify the services provided. Similarly, to have a description “Electrical Parts” in purchase invoice entry may not fulfill a description sufficient to identify the goods acquired.

Below is the sample of Tax invoice sample for contract services and the generation of GAF file.

Scenario 1

<u>Item.</u>	<u>Description.</u>	<u>Amount</u>	<u>GST 6%</u>	<u>TOTAL</u>
1.	To supply & installation of electricity wiring	RM 30,000.00	RM 1,800.00	RM 31,800.00
2.	To install 50 units of 13amp power sockets			
3.	To install 30 units of LED 18 watts lights			
				----- RM 31,800.00

Scenario 2

<u>Item.</u>	<u>Description.</u>	<u>Qty</u>	<u>@Price</u>	<u>Amount</u>	<u>GST 6%</u>	<u>TOTAL</u>
1.	13 amp power sockets.	50	200.00	10,000.00	600.00	10,600.00
2.	LED 18 watts lights.	20	100.00	10,000.00	600.00	10,600.00
3.	Installation charges			10,000.00	600.00	10,600.00
						----- RM 31,800.00

Scenario 1

- One GAF S record
- One GAF L record

Scenario 2

- Three(3) GAF S records
- One GAF L record