

## Un-tick GST at Bill Format Setting

Admin Tools

Maintenance

- Access Code
- Client Setup
- Tax Settings
- Salesman Settings
- Department Settings
- Job Settings
- Invoice Bill Format Setting**
- Backup Data

1. Go To **Admin Tools**.
2. Go to **Invoice Bill Format Setting**.

Bill Format Settings

Format	D.O.	Invoice	Debit Note	Credit Note
With GST Tax	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
With Letter Head	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
With Discount	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
With Stock Code	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
With Unit Price	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
With Quantity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
With Amount	<input type="checkbox"/>			
Number of Copies	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1"/>

Delivery Order | Invoice | Debit Note | Credit Note | Sales Order | Purchase Order

Foot Note:  (100 max)

(100 max)

3. Un-tick **with GST Tax** under **Invoice** column.
4. Save and Exit.
5. GST Total (6%) will be shown in Invoice. However the total price will not include GST (6%).

Total Amount

Item Total RM	50.00
Item Discount	0.00
<b>GST Total (6%)</b>	<b>0.00</b>
Global Discount	0.00
<b>Total Incl GST (RM)</b>	<b>50.00</b>