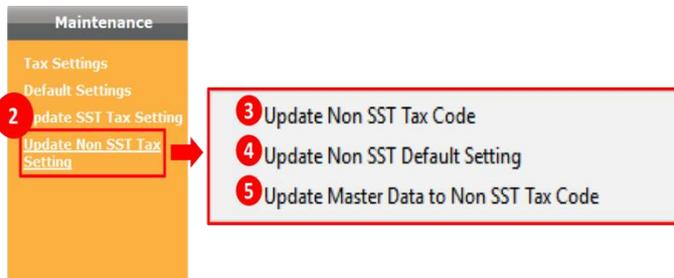


## Step to Update Non-SST Tax Setting



1. Go to **Tax Module**, and follow the guides below:
2. Click on **Update Non-SST Tax Setting**, and click on each below:
3. **Update Non-SST Tax Code**  
\*\*This will update Non-SST Code and replace GST Code.
4. **Update Non-SST Default Setting**  
\*\*This will update AR, AP, GL and Stock default setting tax code, so when you create a new customer it will auto default to the “**CNR = SST Not Relevant**”.
5. **Update Master Data to Non-SST Tax Code**  
Description: This will update existing AR Master, AP Master and Stock Master’s tax code, so when issues invoice the tax code will be “**CNR = SST Not Relevant**”.

Enter Security P I N

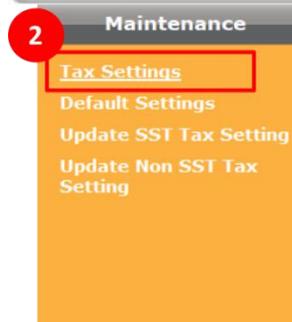
**P I N Holder**

**P I N Number**

Security **PIN Holder**&**PIN Number** required for **step 4 & 5**, both Security PIN are default as “**manager**”.

**If you changed the both Security PIN before**, please enter your PIN Holder & PIN Number.

## Hide unused Tax Code



Tax Code	Tax Description	Tax Rate	Tax Amount In use
T1	Standard-rated	0%	0.00
T2	Zero-rated	0%	0.00
T4	Exempt	0%	0.00
T5	Imports	0%	0.00
T6	Wholesaler	0%	0.00
T7	Partial Rate	0%	0.00
CRK	SST Not Relevant	0%	0.00
<b>Purchase Tax Code</b>			
00	SST incurred for import of goods	6%	0.00
05	Imports under special scheme with no GST incurred	0%	0.00
06	Imports with GST incurred but not payable	0%	0.00
NR	Non GST-registered supplier with no GST incurred	0%	0.00
20	GST-registered supplier with no GST incurred	0%	0.00
09	Supplier's exemption from GST	0%	0.00
OP	Transactions out of the scope of GST legislation	0%	0.00
TS-EX2	Select applicable or non-applicable supplier	0%	0.00
TS-EX3	Attributable to non-incidental exempt supplies	0%	0.00
TS-EX6	Attributable to taxable or exempt supplies	0%	0.00
AAP	Any Bad Debt Relief made to Input Tax	0%	0.00
GP	Transactions which disregard GST legislation	0%	0.00
TS	Purchase Tax	0%	0.00
TS-GS	Capital Goods Acquired	6%	0.00
<b>Supply Tax Code</b>			
06	Standard-rated supplies with GST	0%	0.00
ES43	Incidental Exempt supplies	0%	0.00
DS	Exempt supplies	0%	0.00
OS	Out of scope supplies	0%	0.00
05	Exempt supplies under SCCR	0%	0.00

1. Go to **Tax Module**.
2. Click on **Tax Setting**.

3. Select and double click the unused tax code.
  - "OP= Out of Scope" is selected as the example.

Tax Code: OP

Description: Transactions out of the scope of GST legislation

Tax Rate: 0 %

Tax Category: GST-Out Of Scope

Tax Type:
  Purchase Tax (Input Tax)
  Supply Tax (Output Tax)
  Both (Same Tax Code use for Input and Output Tax)

General Ledger Posting

Input Tax: 32100 Purchase/Input Tax

Buttons: Save, Exit

4. **Untick Show in Search**.
5. **Save and Exit**.

**Additional Item Information**

**Details**

Product Code: [ ] Units: [ ]

Product Name: [ ]

Description: [ ]

**Posting Details**

TaxType: [OP|] Department: [0] Job: [0]

GL Code: [ ] **Purchase 1**

**Values**

Quantity	[0.00]	Unit Price	[0.00]
Discount	[0.00] %	Tax Amount	[0.00]
Additional Disc.	[0.00] %	Item Total	[0.00]
Discount Amt	[0.00]	Gross Amount	[0.00]

**Stock Status**

In Stock	[0.00]	On Order	[0.00]
Allocated	[0.00]	Free Stock	[0.00]

Inclusive Tax

[OK] [Cancel]

6. During the time to select Product's Tax Type, unused "OP = Out of Scope" will not be show and hide from the search list.