

Access UBS Accounting, Inventory & Billing

eInvoicing Quick Guide v1.2

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Access UBS Invoicing

Introduction

Welcome to Access UBS Accounting, Inventory, and Billing, featuring our innovative e-invoicing capabilities! This User Guide provides comprehensive information and guidelines for all users. Your engagement with Access UBS Accounting, Inventory, and Billing is essential as we aim to deliver a seamless and efficient user experience. Thank you for choosing our platform and contributing to its continuous improvement.

Important notes on Test Mode Version

1. If you prefer not to work directly with your live data, you can access the test mode via the system's Test Mode icon . This will generate a separate folder for your testing environment. In this environment, you may test the transmission of invoices where the Outgoing Dashboard is available
2. This Test Mode is still currently limited to the local machine and does not connect to the LHDN API.

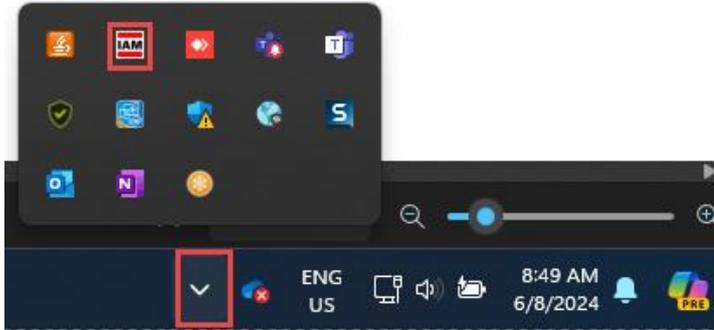
Prerequisites

Configuring Middleware Service (IAM) with WorkSpace credentials

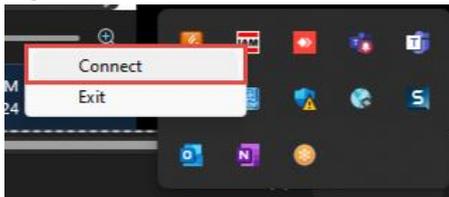
Before transmitting any document to LHDN, please ensure that the following settings are configured:

1. IAM

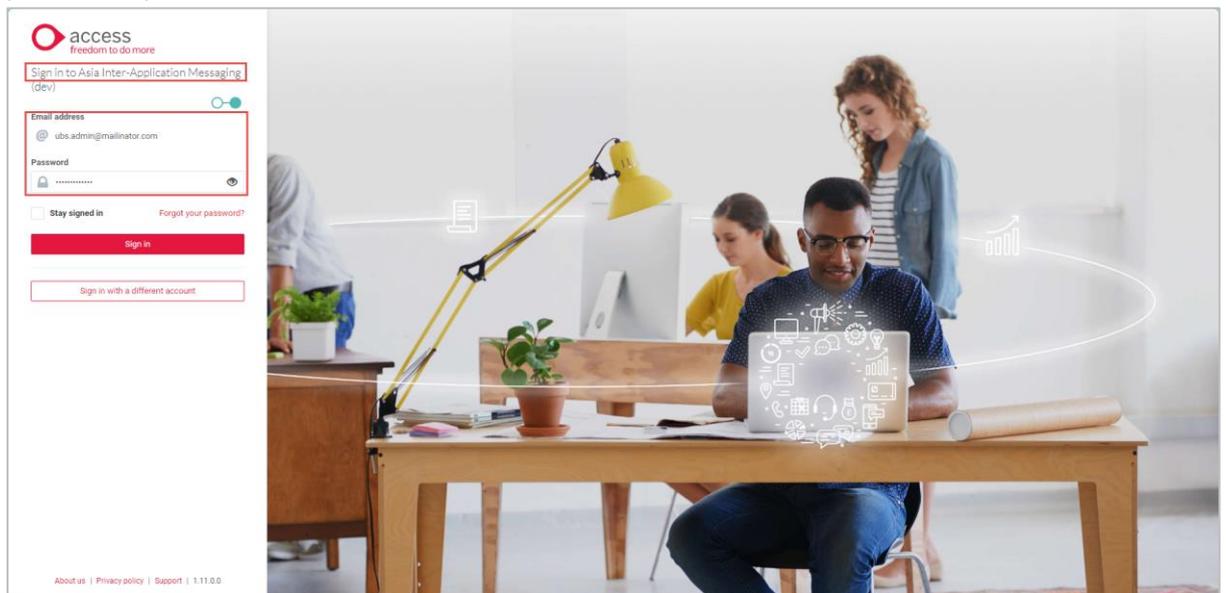
You should be able to see the IAM icon in the bottom right corner of your screen, within the Hidden Icons area



2. Right-click on the IAM icon and select “Connect”



3. You will be redirected to the “Sign in to Asia Inter-Application Messaging” page. Log in using your Workspace Admin Account



4. You should be able to view the following message after successfully logging in.

Login Success

Hi `ubs.admin@mailinator.com`,

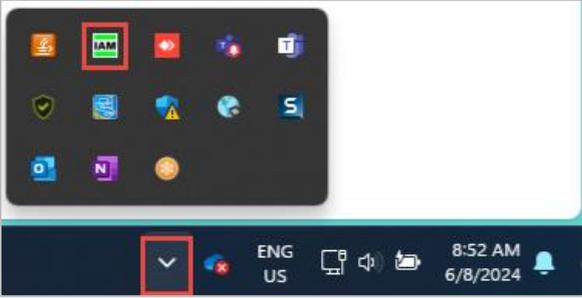
You have successfully login to the IAM platform.

You may close this page and check back on the IAM client service for the connection status.

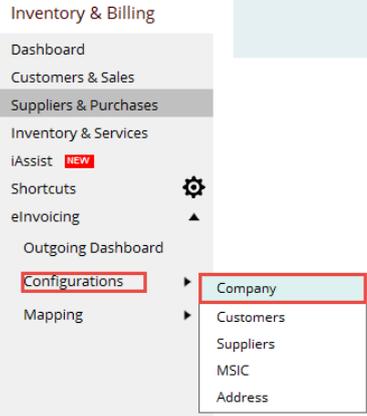
You will be connected to the following entitie(s):

- APAC MY Dev 3
- UBS Test Company 4
- UBS Test Company
- UBS Test Company 3
- UBS Test Company 2

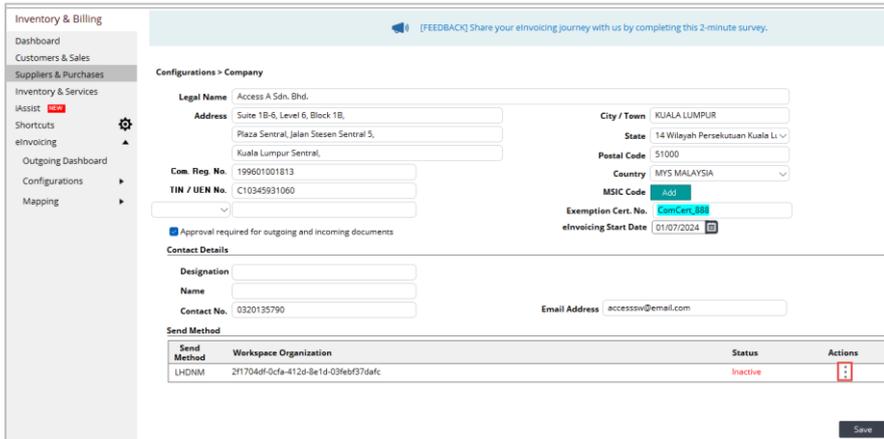
The colour of the IAM's icon will now change to green



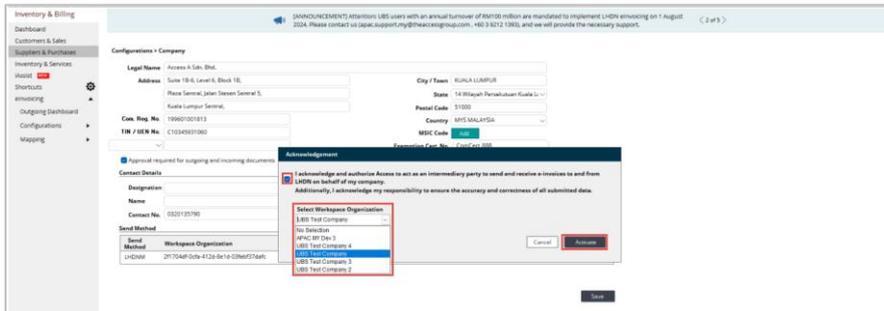
5. Go to UBS...Inventory & Billing / Billing...eInvoicing...Configurations...Company



- In the “Send Method” section, click on the 3 dots button to activate the LHDNM send method.

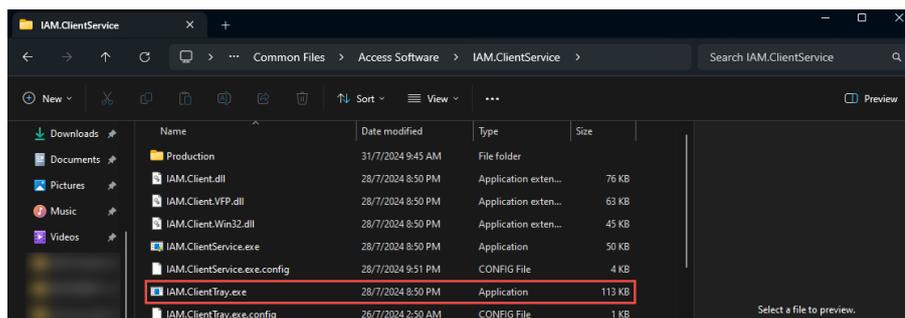


Tick the checkbox for the consent message, select “Workspace Organization”, and click the “Activate” button. Please note that the Workspace Organization list will only be visible if you are logged in to IAM with an Admin account.



Important Note:

- An admin account is required to configure the Workspace Organization in UBS via IAM.
- After completing step #1, you can log out from the admin account and log in with a non-admin account for other purposes. This will not affect the configuration done in step #1.
- To log out of your current account, the steps are as follows:
 - Do Not** disconnect IAM
 - Visit <https://identity.accesscloud.com/> and sign out of your Admin’s account.
- After completing the Online Update, you should restart your machine. If you do not see the IAM tray icon in the Hidden Icons area, please navigate to the following path (C:\Program Files (x86)\Common Files\Access Software\IAM.ClientService) and manually launch the IAM.ClientTray application.



Navigating the system

After successfully updating to the eInvoicing version, log in to your Access UBS solution. On the Landing Page, you will find the Test Mode icon  seamlessly integrated into the Actions panel on the right. This feature allows you to conduct tests on a separate database, ensuring that your live data remains unaffected.

Company Name	Last Login	Actions
☆ SAMPLE_DA Sdn. Bhd.	03/04/2024 10:33:15 AM	   
☆ DEMO COMPANY 1	23/02/2024 02:49:14 PM	   
☆ New Company_iAssist	03/06/2024 03:04:21 PM	    2

Within the Landing Page itself, users can accomplish two (2) essential tasks:

1.	To initiate your daily billing and accounting tasks	<ul style="list-style-type: none"> click on the company name listed under the “Company Name” column. The e-invoice setup functions are now accessible for preparation in your live data. The submission functions remain inaccessible as the LHDN production server has not yet been opened.
2.	To access the Test Mode (TM) version	<ul style="list-style-type: none"> click on the TM icon under the Actions panel. The system will automatically generate a separate folder containing replicated company data for your testing purposes, ensuring your live database remains undisturbed.

Test Mode Version

After accessing the company through the Test Mode icon, you will observe the following:

- The label  **This database is in test mode.** resides on the menu bar indicating the company you are currently accessing is on the Test Mode version and all tasks performed here will not impact the company live date.



eInvoicing Console

- eInvoicing menu is available on the left panel of your working screen. Click to expand the functionalities to address each phase of your eInvoicing workflow needs.

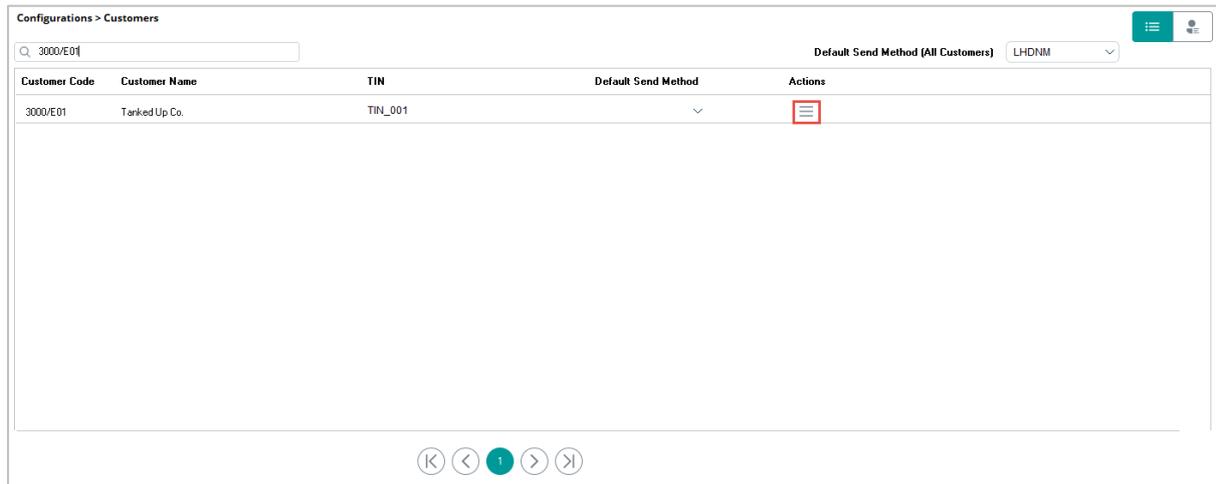
Function	Functional Objective
Outgoing Dashboard	To View, Approve, Disapprove and Transmit documents
Configurations	Maintain additional values required for e-Invoicing in Company, Customers, Suppliers and Products
Mapping	Realigning current values to comply with data standardization, integration, and compliance for e-invoice
Setting	This feature is only available in Test Mode and is used for setting a temporary email address for testing purposes.

The company configuration comes in 3 sections:

Section	Fields / Options	Remarks
Company Details	TIN	<ul style="list-style-type: none"> If the TIN field is blank, the system will automatically treat it as NA when transmitting eInvoice
	Sales Tax No. <input type="text"/>	<ul style="list-style-type: none"> Company Sales and/or Services Tax Registration number. If it is blank, the system will automatically treat it as “NA” during eInvoice transmission
	Address details	<ul style="list-style-type: none"> Currently, only Malaysia’s state list is provided by LHDN, if the country is not Malaysia, please select “17 Not Applicable”.
	MSIC code	<ul style="list-style-type: none"> Similar to GST, you can now manage MSIC code alongside SST. If you previously added an MSIC code during the GST period, we advise reviewing it and making any necessary changes. Updates to codes will automatically be reflected in your mapped items and saved transactions.
	eInvoicing Start Date	<ul style="list-style-type: none"> Enter the start date for your eInvoice implementation. The system will check the Outgoing Dashboard and any transactions before this start date will not be displayed
Approval setting	For Approval setting (optional, but good practice to verify data accuracy)	<ul style="list-style-type: none"> ➤ Not mandatory, but a prudent step to ensure accuracy and compliance with regulatory requirements before transmitting the eInvoice for validation
Send Method	LHDNM	<ul style="list-style-type: none"> ➤ Currently, only the LHDNM option is available ➤ Please ensure that you have set LDHNM to Active, otherwise, the transaction(s) will not be listed in the Outgoing Dashboard.

Customers

This screen automatically displays all customers stored in your Customer Masters, offering a convenient overview of any missing information required for eInvoicing.



Section	Fields / Options	Remarks
Header	Default Send Method (All Customers)	<ul style="list-style-type: none"> This global setting defines the default send method. If no specific method is set at the customer level, the system will automatically use the globally defined default method. For example, during Phase 1 of UBS EInvoicing, LDHN is the sole supported method. Therefore, individual customer settings should not specify a send method; instead, ensure that the 'Default Send Method for All Customers' is set to LDHNM.
	 	<ul style="list-style-type: none"> Click  to switch to List view. Click  to switch to Full view.
Customer Listing	Default Send Method	<ul style="list-style-type: none"> You can change the default Send Method at the customer level. Currently, only the LHDNM option is available.
	Actions	<ul style="list-style-type: none"> Click  to switch to Full view.

Click on the icon under the Action column to start updating the necessary information for the customers. Customer details will automatically appear on this screen. Make sure to fill in all the remaining fields, as this information is crucial for LHDN validation during the eInvoice process.

Configurations > Customers

Select Customer: 3000/D01 Destiny Intimates Sdn. Bhd.

Company Reg. No. 199771028892

Sales Tax No.

Invoice Add

Exemption Cert. No.

City / Town Kuala Lumpur

State 14 Wilayah Persekutuan Kuala Lumpur

Postal Code 43200

Country MYS MALAYSIA

Incoterms Select incoterms

Contact Details

Designation

Name Mr Kelvin

Contact No. 0328173433

MyKad

Email Address KelvinABC@gmail.com

Send method

Send Method	TIN / UEN / ID	Set as default	Actions
LHDNM	C1988053040	<input type="checkbox"/>	

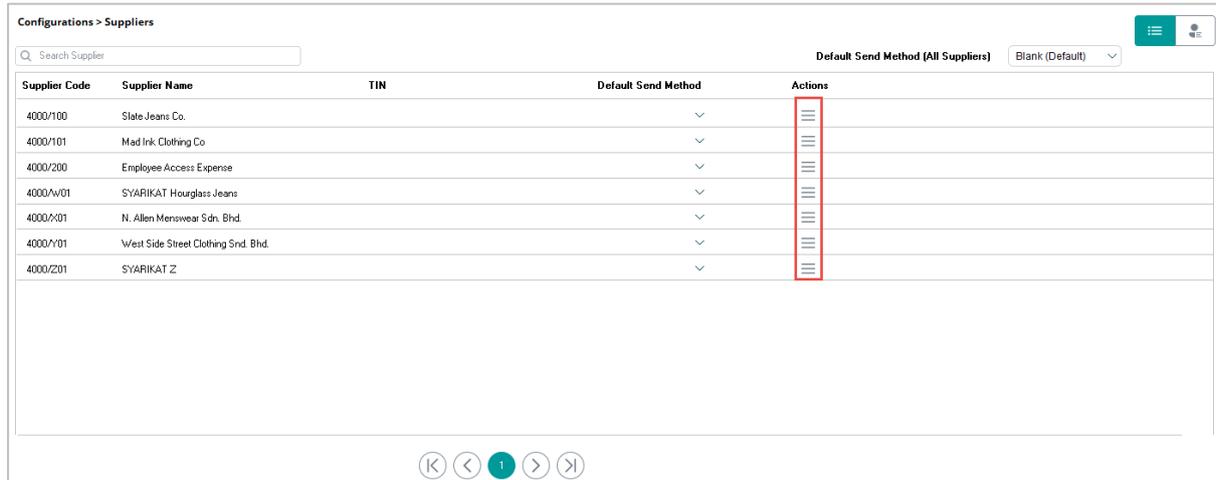


Note: All changes will be immediately updated in the database upon completion.

Section	Fields / Options	Remarks
Customer Details	Company Reg. No.	<ul style="list-style-type: none"> If the TIN field is blank, the system will automatically treat it as "NA" during eInvoice transmission.
	Sales Tax No. <input type="text"/>	<ul style="list-style-type: none"> Customer Sales and/or Services Tax Registration number. If it is blank, the system will automatically treat it as "NA" during eInvoice transmission
	Exemption Certificate No.	<ul style="list-style-type: none"> Required to be filled if your customer has applied for an exemption.
	Address details	<ul style="list-style-type: none"> Similar to Customer Maintenance, you can switch between Invoice and Delivery Addresses as needed. If address line 1 is blank, you will encounter an error during eInvoice transmission. You will need to input NA if not applicable. Currently, LHDN provides only Malaysia's state list. If the country is not Malaysia, please select "17 Not Applicable".
Customer Contact Details	MyKad <input type="text"/>	<ul style="list-style-type: none"> Click on the dropdown menu to select the ID type and enter the ID number where required.
Send Method	LHDNM	<ul style="list-style-type: none"> Currently, only the LHDNM option is available Click to enter the customer's TIN
Navigation		<ul style="list-style-type: none"> Users can click on the arrow key to navigate between previous and next customers.
		<ul style="list-style-type: none"> Click to switch List view Click to switch to Full view

Suppliers

This screen automatically displays all suppliers stored in your Supplier Masters, offering a convenient overview of any missing information required for eInvoicing



Supplier Code	Supplier Name	TIN	Default Send Method	Actions
4000/100	Slate Jeans Co.		▼	☰
4000/101	Mad Ink Clothing Co		▼	☰
4000/200	Employee Access Expense		▼	☰
4000/v01	SYARIKAT Hourglass Jeans		▼	☰
4000/z01	N. Allen Menswear Sdn. Bhd.		▼	☰
4000/y01	West Side Street Clothing Snd. Bhd.		▼	☰
4000/z01	SYARIKAT Z		▼	☰

Section	Fields / Options	Remarks
Header	Default Send Method (All Suppliers)	<ul style="list-style-type: none"> This global setting defines the default send method. If no specific method is set at the supplier level, the system will automatically use the globally defined default method. For example, during Phase 1 of UBS EInvoicing, LDHN is the sole supported method. Therefore, individual supplier settings should not specify a send method; instead, ensure that the 'Default Send Method for All Suppliers' is set to LDHNM.
		<ul style="list-style-type: none"> Click  to switch List view Click  to switch to Full view
Supplier listing	Default Send Method	➤ You can change the default Send Method at the supplier level. Currently, only the LHDNM option is available.
	Actions	➤ Click  to switch to Full view.

Click on the icon under the Action column to start updating the necessary information for the suppliers. The supplier details will automatically appear on this screen. Please make sure to fill in all the remaining fields, as this information is vital for LHDN validation during the eInvoice process.

Configurations > Suppliers

Select Supplier: 4000/W01 SYARIKAT Hourglass Jeans

Company Reg. No. 1199791052876

Sales Tax No.

Address 56, JALAN PENANG,
50250 KUALA LUMPUR.

MSIC Code & Description 14102 Manufacture of clothings

City / Town Kuala Lumpur

State 14 Wilayah Persekutuan Kuala Lumpur

Postal Code 423000

Country MYS MALAYSIA

Incoterms Select incoterms

Contact Details

Designation

Name Mr. Patrick **MyKad**

Contact No. 0322331166 **Email Address** Patrick.P@gmail.com

Send method

Send Method	TIN / UEN / ID	Set as default	Actions
LHDNM	C4869629355	<input type="checkbox"/>	

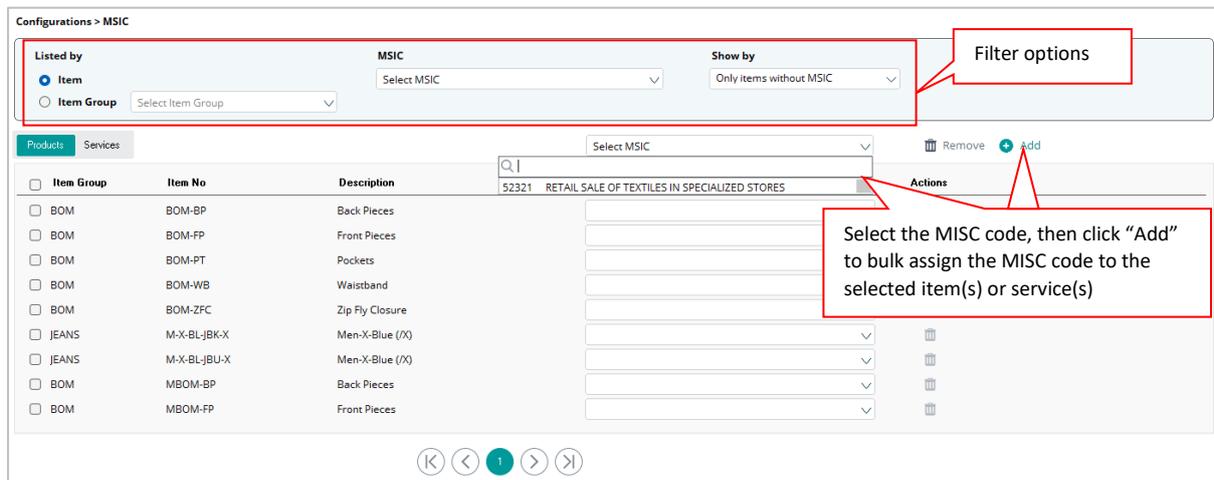


Note: All changes will be immediately updated in the database upon completion.

Section	Fields / Options	Remarks
Supplier Details	Company Reg. No.	<ul style="list-style-type: none"> If the TIN field is blank, the system will automatically treat it as "NA" during Invoice transmission
	Sales Tax No. <input type="text"/>	<ul style="list-style-type: none"> Supplier Sales and/or Services Tax Registration number. If it is blank, the system will automatically treat it as "NA" during Invoice transmission
	MSIC Code & Description 43211 <input type="text"/>	<ul style="list-style-type: none"> Supplier MSIC code
	Address details	<ul style="list-style-type: none"> You can switch between Invoice and Delivery Addresses as needed If address line 1 is blank, you will encounter an error during Invoice transmission. You will need to input NA if not applicable. Currently, LHDN provides only Malaysia's state list. If the country is not Malaysia, please select "17 Not Applicable".
Supplier Contact Details	MyKad <input type="text"/>	<ul style="list-style-type: none"> Click on the dropdown menu to select the ID type and enter the ID number where required.
Send Method	LHDNM	<ul style="list-style-type: none"> Currently, only the LHDNM option is available Click to enter the supplier's TIN
Navigation		<ul style="list-style-type: none"> Users can click on the arrow key to navigate between previous and next suppliers.
		<ul style="list-style-type: none"> Click to switch List view Click to switch to Full view

MISC Code

MSIC codes are 5-digit numeric codes that denote the nature and activity of a taxpayer’s business. When configuring MSIC codes, you may only select the code maintained in the Company configuration that accurately corresponds to your business.



- The separation of items and services supports a structured and efficient mapping process, empowering users to navigate and manage their data with ease and accuracy.
- Users only need to click on the dropdown list and select the correct value to map to the item. There are 2 options available:
 - Option 1: Select the MSIC code from the header dropdown menu, then click on “Add” to bulk assign the MSIC code to the selected item(s) / service(s)
 - Option 2: Update the MSIC code directly on the item/service line
- Additionally, users can optimize their mapping experience by utilizing header options to apply filters.

Note: Selecting “Only items without MSIC” in the “Show by” field will hide any item lines that have already been assigned a value from the classification list. Alternatively, users can select “All” to display the entire item list, regardless of mapping status.

- All settings will be automatically saved once changes are made.

Why maintain MSIC at the item level instead of the customer

Sales Transaction – Your business may involve multiple MSIC codes. To help you assign the correct MSIC code when creating a transaction, the system will automatically select the MSIC code assigned to the item and include it in the eInvoice transmission.

Note: If there are multiple MSIC codes within the same transaction, the system will consistently select the MSIC code assigned to the first item line in that transaction.

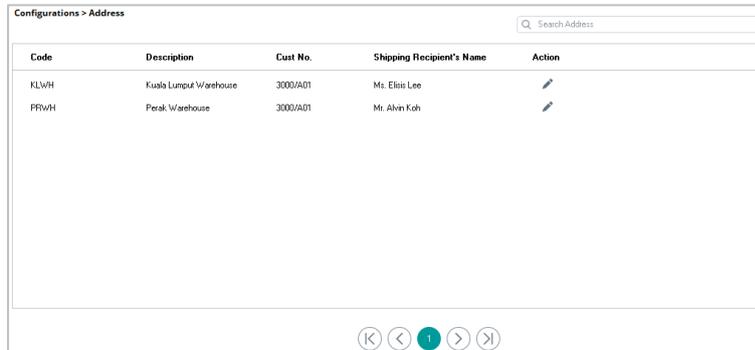
Purchase transaction – The system will select the MSIC code maintained in the Configurations > Supplier

Address Configuration (Shipping Recipient Address)

Address configuration allows you to maintain additional information required for eInvoice shipping recipients. All addresses stored in your Address Maintenance will automatically appear on this screen.

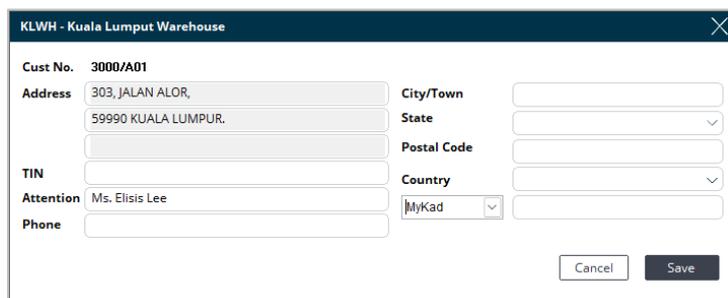
List View

Click on the action button to edit address information.



Code	Description	Cust No.	Shipping Recipient's Name	Action
KLWH	Kuala Lumpur Warehouse	3000/A01	Ms. Elisis Lee	
PRWH	Perak Warehouse	3000/A01	Mr. Alvin Koh	

Full View



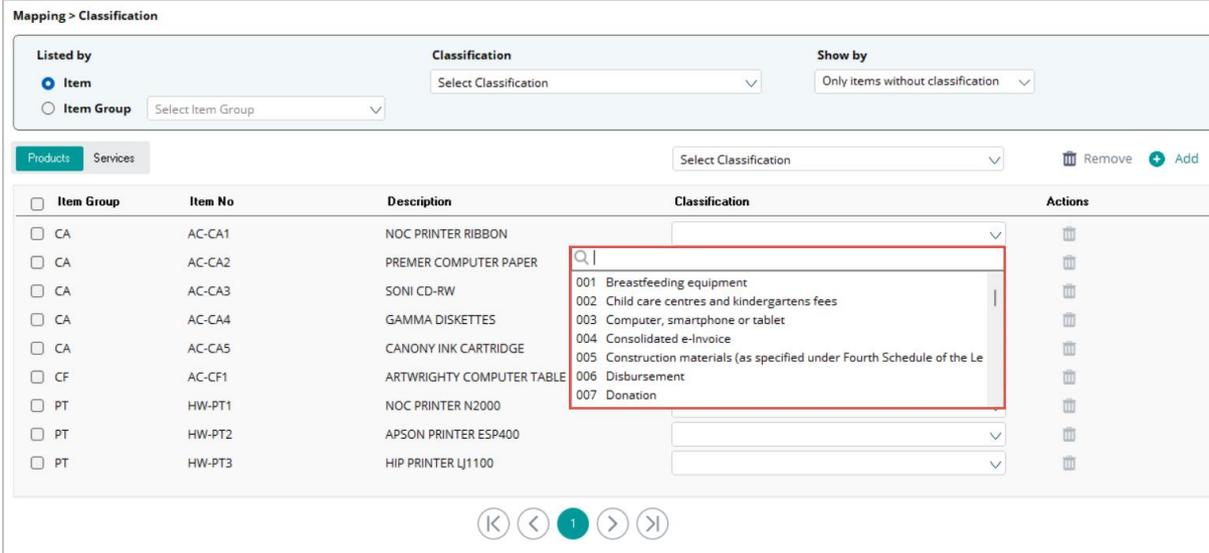
Note: All changes will be immediately updated in the database upon completion.

Section	Fields / Options	Remarks
Shipping Recipient Details	TIN	<ul style="list-style-type: none"> If the TIN field is blank, the system will automatically treat it as "NA" during eInvoice transmission
	Address details	<ul style="list-style-type: none"> Similar to Customer Maintenance, you can switch between Invoice and Delivery Addresses as needed. If address line 1 is blank, the system will automatically treat line 1 as "NA" during eInvoice transmission Currently, LHDN provides only Malaysia's state list. If the country is not Malaysia, please select "17 Not Applicable".
Shipping Recipient Contact Details	Attention	➤ Shipping Recipient's Name
	MyKad	➤ Click on the dropdown menu to select the ID type and enter the ID number where required.

Mapping

Classification

The classification code list defines the category of products or services billed in commercial transactions. Mandated by LHDN, it is integrated into our solution, allowing users to easily select and apply the required codes to the items stored in the system.



The screenshot displays the 'Mapping > Classification' screen. At the top, there are filters for 'Listed by' (Item selected), 'Classification' (Select Classification), and 'Show by' (Only items without classification). Below this is a table with columns: Item Group, Item No, Description, Classification, and Actions. A dropdown menu is open over the Classification column, showing a list of classification codes (001-007) with a search bar. The 'Add' button is highlighted in green.

Item Group	Item No	Description	Classification	Actions	
<input type="checkbox"/>	CA	AC-CA1	NOC PRINTER RIBBON	<input type="text"/>	
<input type="checkbox"/>	CA	AC-CA2	PREMER COMPUTER PAPER	<input type="text"/>	
<input type="checkbox"/>	CA	AC-CA3	SONI CD-RW	<input type="text"/>	
<input type="checkbox"/>	CA	AC-CA4	GAMMA DISKETTES	<input type="text"/>	
<input type="checkbox"/>	CA	AC-CA5	CANONY INK CARTRIDGE	<input type="text"/>	
<input type="checkbox"/>	CF	AC-CF1	ARTWRIGHTY COMPUTER TABLE	<input type="text"/>	
<input type="checkbox"/>	PT	HW-PT1	NOC PRINTER N2000	<input type="text"/>	
<input type="checkbox"/>	PT	HW-PT2	APSON PRINTER ESP400	<input type="text"/>	
<input type="checkbox"/>	PT	HW-PT3	HIP PRINTER LJ1100	<input type="text"/>	

- The separation of items and services supports a structured and efficient mapping process, empowering users to navigate and manage their data with ease and accuracy.
- Users only need to click on the dropdown list and select the correct value to map to the item. There are 2 options available:
 - Option 1: Select Classification from the header dropdown menu, then click on “Add” to bulk assign the Classification to the selected item(s) / service(s)
 - Option 2: Update the MSIC code directly on the item/service line
- Additionally, users can optimize their mapping experience by utilizing header options to apply filters.

Note: Selecting “Only items without classification” in the “Show by” field will hide any item lines that have already been assigned a value from the classification list. Alternatively, users can select “All” to display the entire item list, regardless of mapping status.

- All settings will be automatically saved once changes are made.

Currency Code

Currency code mapping enables the system to link your current currency code to the e-invoice code when transmitting to LHDN. To assist you better, only the currencies used within your company will be listed for selection.

Mapping > Currency

Currency Code	Description	eInvoice Currency Code & Description
SGD	SINGAPORE DOLLAR	SGD Singapore Dollar

⏪ ⏩ 1 ⏪ ⏩

Unit of Measurement (UOM)

UOM mapping enables the system to link your current UOM to the eInvoice code when transmitting to LHDN. To assist you better, only the UOM used within your company will be listed for selection.

Mapping > UOM

UOM	eInvoice UOM Code and Description
inch	INH inch
piece	H87 piece
rack unit	H80 rack unit

⏪ ⏩ 1 ⏪ ⏩

Tax Type

UBS aligns the SST-02 tax method with the eInvoice Tax Type. This means that the system will automatically link the tax code used in transactions with the correct e-invoice Tax Type when sending e-invoices. If you need more information, you can refer to the following for reference.

UBS Tax Method	UBS Tax Method Description	eInvoice Code	eInvoice Description
SST-8,11A,13a	Value of Taxable Goods Sold, Taxable Goods at 5%, Tax deduction from CN	01	Sales Tax
SST-8,11A,13a,17i	Value of Taxable Goods Sold, Taxable Goods at 5%, Tax deduction from CN, Value of Tax Payable Per Litre	01	Sales Tax
SST-8,11A,13a,17ii	Value of Taxable Goods Sold, Taxable Goods at 5%, Tax deduction from CN, Value of Tax Payable Per Kilo	01	Sales Tax
SST-8,11A,13a,17iii	Value of Taxable Goods Sold, Taxable Goods at 5%, Tax deduction from CN, Value of Tax Payable-ad-volume	01	Sales Tax
SST-8,11B,13a	Value of Taxable Goods Sold, Taxable Goods at 10%, Tax deduction from CN	01	Sales Tax
SST-8,11B,13a,17i	Value of Taxable Goods Sold, Taxable Goods at 10%, Tax deduction from CN, Value of Tax Payable Per Litre	01	Sales Tax
SST-8,11B,13a,17ii	Value of Taxable Goods Sold, Taxable Goods at 10%, Tax deduction from CN, Value of Tax Payable Per Kilo	01	Sales Tax
SST-8,11B,13a,17iii	Value of Taxable Goods Sold, Taxable Goods at 10%, Tax deduction from CN, Value of Tax Payable-ad-volerum	01	Sales Tax
SST-9,11A,13a	Value of Goods For Own Used/ Free Services, Taxable Goods at 5%, Tax deduction from CN	06	Not Applicable
SST-9,11B,13a	Value of Goods For Own Used/ Free Services, Taxable Goods at 10%, Tax deduction from CN	06	Not Applicable
SST-9,11C,13a	Value of Goods For Own Used/ Free Services, Taxable Services, Tax deduction from CN	06	Not Applicable

SST-9,13a	Value of Goods For Own Used/ Free Services, Taxable Goods at 5%	06	Not Applicable
SST-10,11C,13a	Value of Taxable Services, Taxable Services, Tax deduction from CN,	01	Sales Tax
SST-13b,13A	Sales Tax Deduction, Adjustment under Sales Tax Deduction,	01	Sales Tax
SST-13c,18C	Service Tax Deduction, Exempted Taxable Services,	02	Service Tax
SST-13b	Sales Tax Deduction	01	Sales Tax
SST-13c	Service Tax Deduction	02	Service Tax
SST-13A	Adjustment under Sales Tax Deduction	01	Sales Tax
SST-17i	Value of Tax Payable Per Litre	01	Sales Tax
SST-17ii	Value of Tax Payable Per Kilo	01	Sales Tax
SST-17iii	Value of Tax Payable-ad-volerum	01	Sales Tax
SST-18A	Exempted - Export/Special Area/Designated Area	E	Tax exemption (where applicable)
SST-18B1	Exempted – Sales - Schedule A	E	Tax exemption (where applicable)
SST-18B2	Exempted – Sales - Schedule B	E	Tax exemption (where applicable)
SST-18B3i	Exempted – Sales - Schedule C Items 1 and 2	E	Tax exemption (where applicable)
SST-18B3ii	Exempted – Sales - Schedule C Items 3 and 4	E	Tax exemption (where applicable)
SST-18B3iii	Exempted – Sales - Schedule C Item 5	E	Tax exemption (where applicable)
SST-18C	Exempted – Sales - Taxable Services	E	Tax exemption (where applicable)
SST-19	Exempted – Purchase - Item 1 and 2	E	Tax exemption (where applicable)
SST-20	Exempted – Purchase - Item 3 and 4	E	Tax exemption (where applicable)
SST-21	Exempted – Purchase - Item 5	E	Tax exemption (where applicable)
SST-02A-10a	Value of Imported Service	02	Service Tax
Transaction not using tax code.		06	Not Applicable
Tax Code without Tax Method		06	Not Applicable

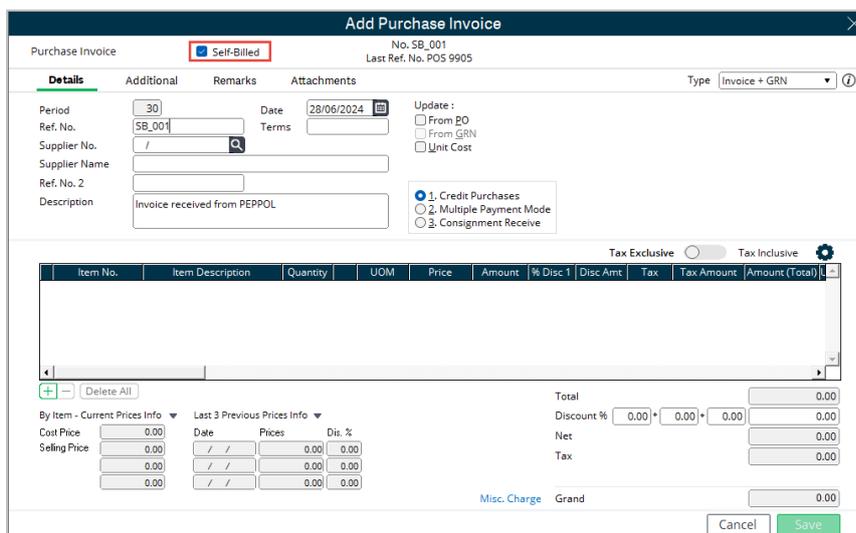
eInvoice Type

The eInvoice Type mapping will be automatically handled by the system. You may refer to the following for reference.

UBS Transaction Type	eInvoice Type Code	eInvoice Type Description
Sales Invoice	01	Invoice
Cash Sales	01	Invoice
Sales Credit Note (Adjustment)	02	Credit Note
Sales Credit Note (Sales Return)	02	Credit Note
Sales Debit Note (Adjustment)	03	Debit Note
Sales Debit Note (Goods Replacement)	03	Debit Note
Self-billed Invoice	11	Self-billed Invoice
Self-billed Purchase Credit Note	13	Self-billed Debit Note
Self-billed Purchase Debit Note (Adjustment)	12	Self-billed Credit Note
Self-billed Purchase Debit Note (Purchase Return)	12	Self-billed Credit Note

Issuing Self-billed

A "Self-billed" checkbox has been added to purchase transactions. Please check this checkbox to indicate that it is a Self-Billed Invoice/Credit Note/Debit Note. Self-Billed now shares the running number with the normal Purchase Invoice/Credit Note/Debit Note.



Add Purchase Invoice

Purchase Invoice No. SB_001 Last Ref. No. POS 9905

Self-Billed

Details Additional Remarks Attachments Type Invoice + GRN

Period: 30 Date: 28/06/2024 Update: From BO From GRN Unit Cost

Ref. No.: SB_001

Supplier No.: /

Supplier Name: /

Ref. No. 2: /

Description: Invoice received from PEPOL

1. Credit Purchases 2. Multiple Payment Mode 3. Consignment Receive

Item No.	Item Description	Quantity	UOM	Price	Amount	% Disc 1	Disc Amt	Tax	Tax Amount	Amount (Total)

Total: 0.00
Discount %: 0.00 * 0.00 = 0.00
Net: 0.00
Tax: 0.00
Misc. Charge: Grand 0.00

By Item - Current Prices Info Last 3 Previous Prices Info

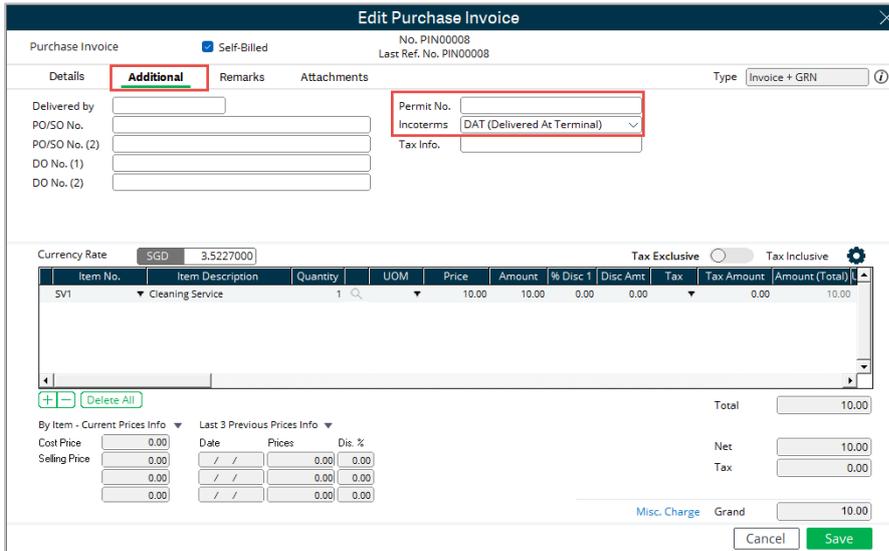
Cost Price: 0.00 Date: / / Prices: 0.00 0.00 Dis. %: / /

Selling Price: 0.00 / / 0.00 0.00 / / 0.00 0.00 / / 0.00 0.00

Cancel Save

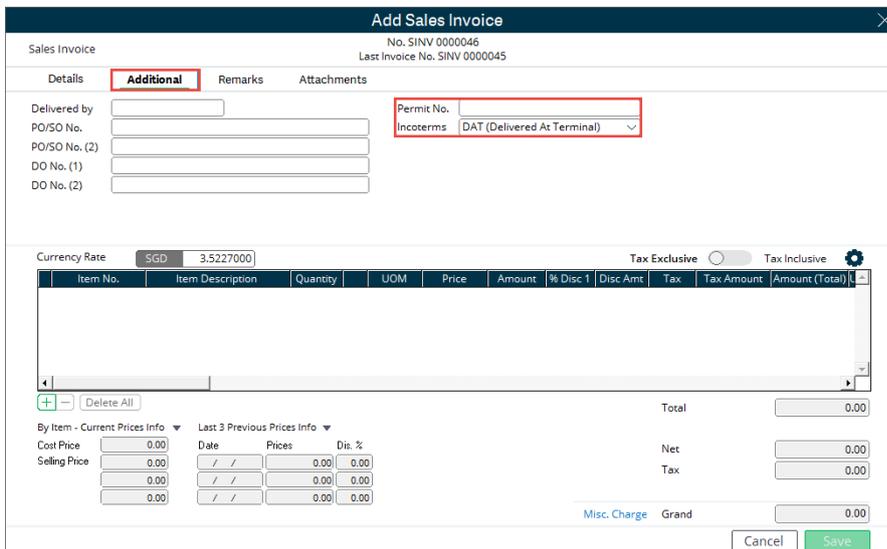
Import and Export Information

Purchase



UBS Fields (Purchase Transaction)	eInvoice Type Code
Permit No.	A field for you to key in you to key in Reference number of custom form no 1, 9
Incoterm	You can select the Incoterm from the dropdown list

Sales



UBS Fields (Purchase Transaction)	eInvoice Type Code
Permit No.	A field for you to key in you to key in Reference number of custom form no 2
Incoterm	You can select the Incoterm from the dropdown list

Outgoing Dashboard

The Outgoing dashboard is the centralized hub managing all invoices generated within the system. Here, you can effortlessly access, review, approve, disapprove, and transmit invoices for validation, streamlining your workflow and ensuring efficient invoice management.

1. Filter options

Filter option	Remarks
	<ul style="list-style-type: none"> This option allows you to filter and view the document list by different statuses, such as Approved only, Validated only, etc
	<ul style="list-style-type: none"> You can choose to view the document list by Customers/Suppliers with TIN or without TIN or both
	<ul style="list-style-type: none"> This option allows you to filter and view the document list by different document types, such as Invoice only, Adjustment only, etc.
	<ul style="list-style-type: none"> Date filtering of the current listing Default range is From current month start date To current month end date

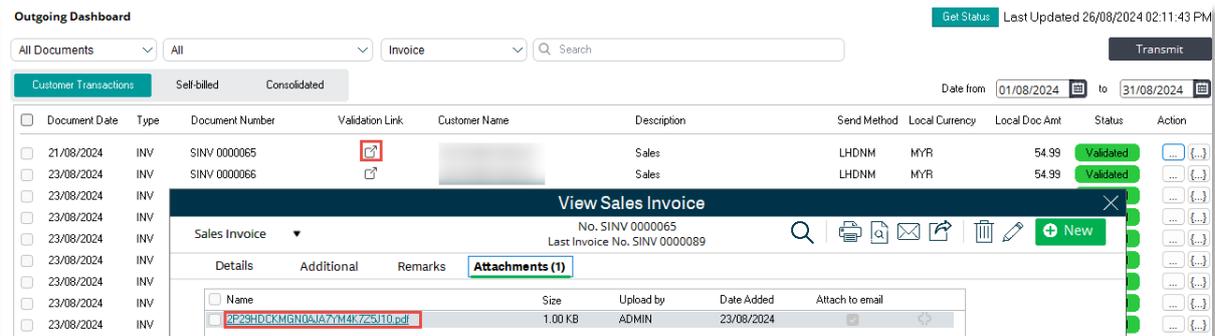
2. Actions

Action	Remarks
	<ul style="list-style-type: none"> Clicking on this option will open the transaction screen of the invoice, providing comprehensive visibility of all invoice details, and facilitating easy verification.
	<ul style="list-style-type: none"> Authorized users can click on this option to approve the invoice, signifying that the transaction details have been reviewed, and are good for transmission.
	<ul style="list-style-type: none"> Authorized users can click on this option to disapprove the invoice, signifying that the transaction details have errors and need amendments. The reason box prompts the user to input the rationale behind their actions, ensuring that the data entry clerk understands the corrections needed. You can view the reason

3. Document statuses

Document Status	Remarks
Review	<ul style="list-style-type: none"> Default status of transaction. You can transmit Review status document if “Approval required for outgoing and incoming document” is disabled.
Approved	<ul style="list-style-type: none"> Applicable only if “Approval required for outgoing and incoming document” is enabled. You can only transmit documents with Approved status. Editing a document with Approved status will change its status back to Review upon saving.
Disapproved	<ul style="list-style-type: none"> Applicable only if “Approval required for outgoing and incoming document” is enabled. You can mouse over  to view the disapproved reason. Editing a document with Approved status will change its status back to Review upon saving.
Validated	<ul style="list-style-type: none"> A status to prove that the document has been successfully validated by LDHN The  icon indicates that you have already emailed the validated document to your customer.
Submitted	<ul style="list-style-type: none"> A status that indicates the document has been submitted but not yet validated. Click the Get Status button to get the latest status update Re-transmission is not allowed. If you need to retransmit, please resave the transaction to reset its status back to Review.
Cancelled	<ul style="list-style-type: none"> Not supported A status that indicates the document has been cancelled by Supplier.
Failed	<ul style="list-style-type: none"> A status that indicates an error occurred while transmitting e-invoices from UBS. You can click  to view failed reason.
Rejected	<ul style="list-style-type: none"> Not supported A status that indicates the document has been requested for cancellation by the buyer.

Users have the option to select approved invoices for transmission. Once the transmission is successful, a Unique Identifier is provided for QR code generation. This validated invoice will then be stored in the Document Attachment tab of the invoice transaction screen for easy retrieval.



The screenshot shows the 'Outgoing Dashboard' interface. At the top, there are filters for 'All Documents', 'All', and 'Invoice', along with a search bar and a 'Transmit' button. Below the filters, there are tabs for 'Customer Transactions', 'Self-billed', and 'Consolidated'. A date range selector shows 'Date from 01/08/2024 to 31/08/2024'. The main table lists invoices with columns for Document Date, Type, Document Number, Validation Link, Customer Name, Description, Send Method, Local Currency, Local Doc Amt, Status, and Action. Two invoices are shown, both with a 'Validated' status. A modal window titled 'View Sales Invoice' is open, displaying details for a sales invoice (No. SINV 0000065, Last Invoice No. SINV 0000089). Below the details, there is an 'Attachments (1)' table with columns for Name, Size, Upload by, Date Added, and Attach to email. One attachment is listed: '2P2SHD0KMGND0AJ7m4K7zs1t0.pdf' with a size of 1.00 KB, uploaded by ADMIN on 23/08/2024.

Consolidated eInvoice

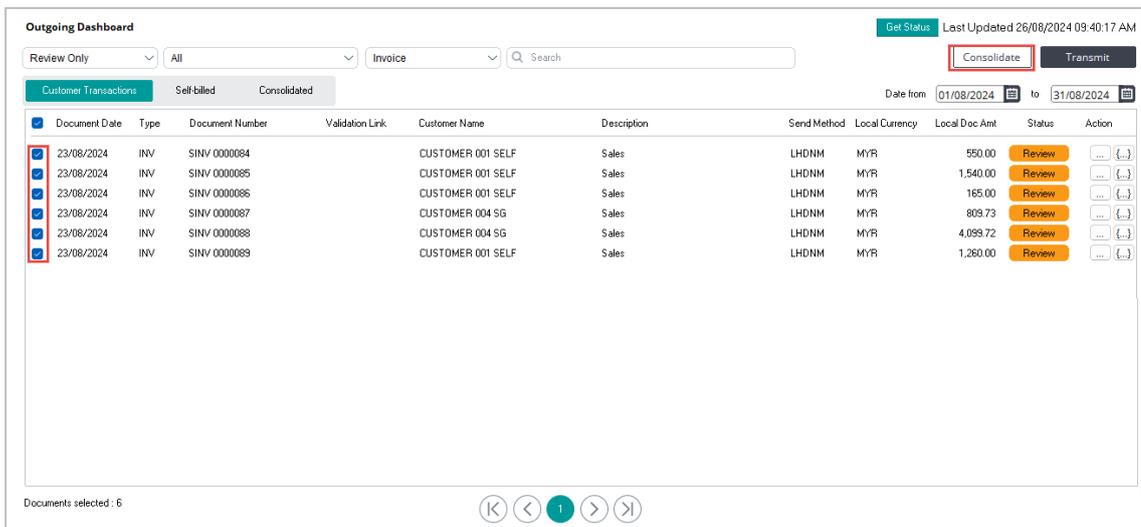
Issuing of Consolidated eInvoice

To assist the Suppliers in complying with e-Invoice requirements and to reduce the burden to both Suppliers and Buyers, the LHDN allows the Suppliers to consolidate the transactions with Buyers (who do not require an e-Invoice) into a consolidated e-Invoice every month.

In UBS, the consolidated eInvoice function is available in both the Customer Transactions and Self-billed tabs. Please be aware that adjustments are not permitted during the consolidation process.

Step:

1. Select the invoices you want to include in the consolidated e-invoice. Please note that if the Approval setting is enabled, you must first approve the transaction before you can select it for the consolidated einvoice.



Outgoing Dashboard Get Status Last Updated 26/08/2024 09:40:17 AM

Review Only Invoice

Consolidate **Transmit**

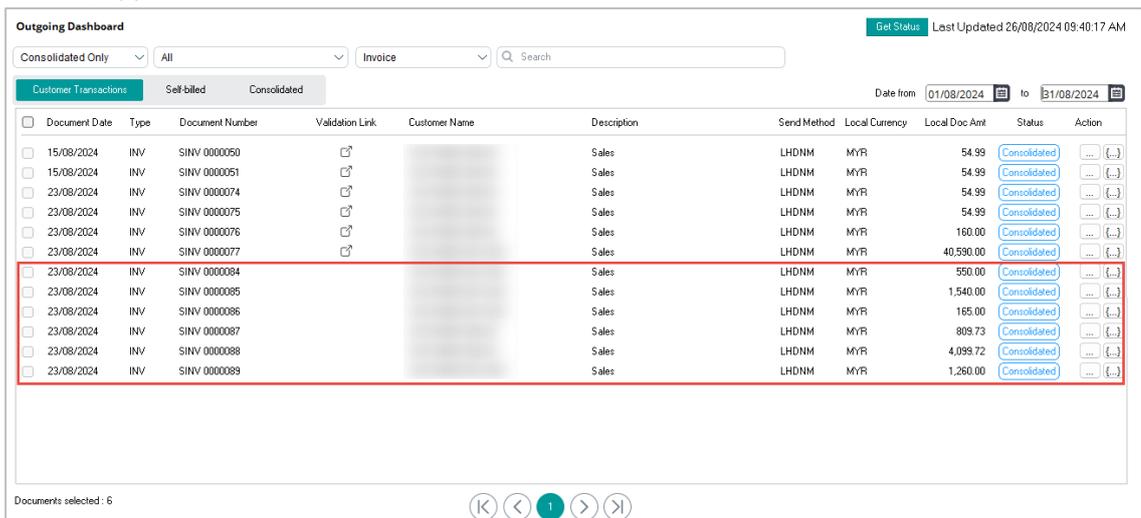
Customer Transactions | Self-billed | Consolidated

Date from 01/08/2024 to 31/08/2024

<input checked="" type="checkbox"/>	Document Date	Type	Document Number	Validation Link	Customer Name	Description	Send Method	Local Currency	Local Doc Amt	Status	Action
<input checked="" type="checkbox"/>	23/08/2024	INV	SINV 0000084		CUSTOMER 001 SELF	Sales	LHDNM	MYR	550.00	Review	...
<input checked="" type="checkbox"/>	23/08/2024	INV	SINV 0000085		CUSTOMER 001 SELF	Sales	LHDNM	MYR	1,540.00	Review	...
<input checked="" type="checkbox"/>	23/08/2024	INV	SINV 0000086		CUSTOMER 001 SELF	Sales	LHDNM	MYR	165.00	Review	...
<input checked="" type="checkbox"/>	23/08/2024	INV	SINV 0000087		CUSTOMER 004 SG	Sales	LHDNM	MYR	809.73	Review	...
<input checked="" type="checkbox"/>	23/08/2024	INV	SINV 0000088		CUSTOMER 004 SG	Sales	LHDNM	MYR	4,099.72	Review	...
<input checked="" type="checkbox"/>	23/08/2024	INV	SINV 0000089		CUSTOMER 001 SELF	Sales	LHDNM	MYR	1,260.00	Review	...

Documents selected : 6

2. Once the documents are included in the Consolidated eInvoice, their status will change from Review/Approved to Consolidated.



Outgoing Dashboard Get Status Last Updated 26/08/2024 09:40:17 AM

Consolidated Only Invoice

Consolidated

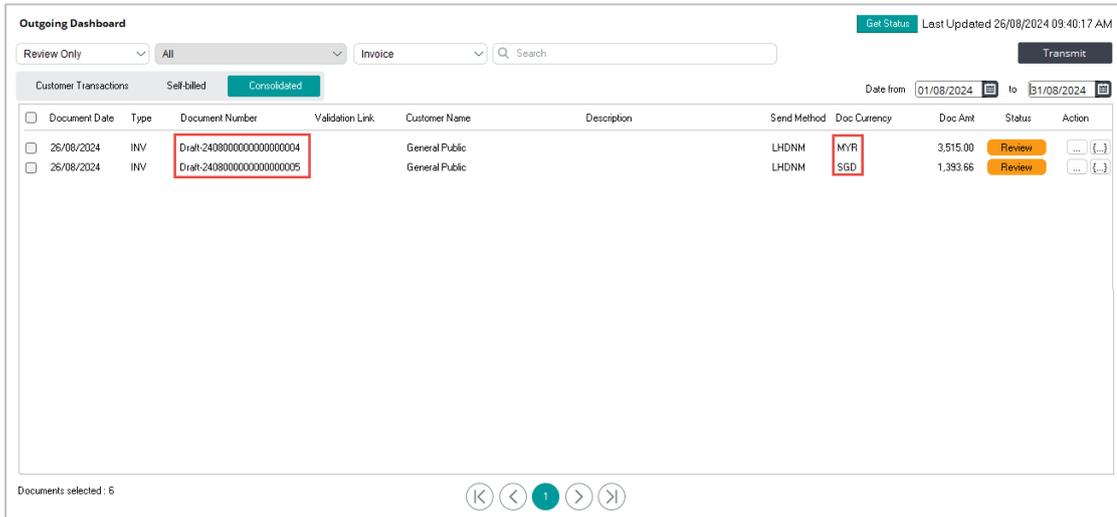
Customer Transactions | Self-billed | Consolidated

Date from 01/08/2024 to 31/08/2024

<input type="checkbox"/>	Document Date	Type	Document Number	Validation Link	Customer Name	Description	Send Method	Local Currency	Local Doc Amt	Status	Action
<input type="checkbox"/>	15/08/2024	INV	SINV 0000050			Sales	LHDNM	MYR	54.99	Consolidated	...
<input type="checkbox"/>	15/08/2024	INV	SINV 0000051			Sales	LHDNM	MYR	54.99	Consolidated	...
<input type="checkbox"/>	23/08/2024	INV	SINV 0000074			Sales	LHDNM	MYR	54.99	Consolidated	...
<input type="checkbox"/>	23/08/2024	INV	SINV 0000075			Sales	LHDNM	MYR	54.99	Consolidated	...
<input type="checkbox"/>	23/08/2024	INV	SINV 0000076			Sales	LHDNM	MYR	160.00	Consolidated	...
<input type="checkbox"/>	23/08/2024	INV	SINV 0000077			Sales	LHDNM	MYR	40,590.00	Consolidated	...
<input checked="" type="checkbox"/>	23/08/2024	INV	SINV 0000084			Sales	LHDNM	MYR	550.00	Consolidated	...
<input checked="" type="checkbox"/>	23/08/2024	INV	SINV 0000085			Sales	LHDNM	MYR	1,540.00	Consolidated	...
<input checked="" type="checkbox"/>	23/08/2024	INV	SINV 0000086			Sales	LHDNM	MYR	165.00	Consolidated	...
<input checked="" type="checkbox"/>	23/08/2024	INV	SINV 0000087			Sales	LHDNM	MYR	809.73	Consolidated	...
<input checked="" type="checkbox"/>	23/08/2024	INV	SINV 0000088			Sales	LHDNM	MYR	4,099.72	Consolidated	...
<input checked="" type="checkbox"/>	23/08/2024	INV	SINV 0000089			Sales	LHDNM	MYR	1,260.00	Consolidated	...

Documents selected : 6

- Now, navigate to the Consolidated tab, where you will see a new consolidated document with a **draft** reference created. Do note that If you select documents with different currencies, the system will automatically split them into separate consolidated documents, as only transactions with the same currency can be grouped in a single consolidated document.



Outgoing Dashboard Get Status Last Updated 26/08/2024 09:40:17 AM

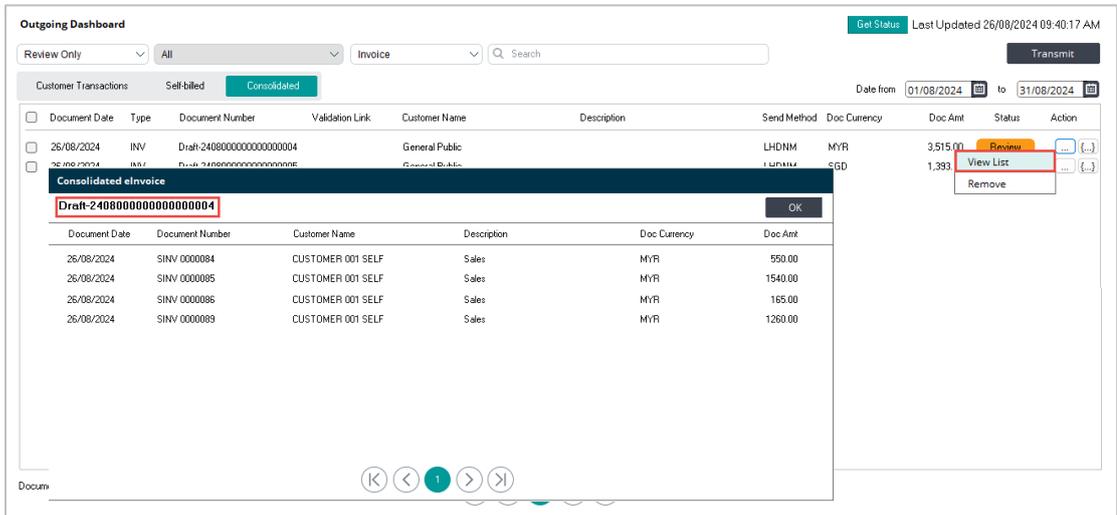
Review Only All Invoice Search Transmit

Customer Transactions Self-billed Consolidated Date from 01/08/2024 to 31/08/2024

<input type="checkbox"/>	Document Date	Type	Document Number	Validation Link	Customer Name	Description	Send Method	Doc Currency	Doc Amt	Status	Action
<input type="checkbox"/>	26/08/2024	INV	Draft-24080000000000000004		General Public		LHDNM	MYR	3,515.00	Review	⋮
<input type="checkbox"/>	26/08/2024	INV	Draft-24080000000000000005		General Public		LHDNM	SGD	1,393.66	Review	⋮

Documents selected: 6 ⏪ ⏩ 1 ⏪ ⏩

- Before transmitting, you can view the breakdown by clicking the three dots button and selecting "View List."



Outgoing Dashboard Get Status Last Updated 26/08/2024 09:40:17 AM

Review Only All Invoice Search Transmit

Customer Transactions Self-billed Consolidated Date from 01/08/2024 to 31/08/2024

<input type="checkbox"/>	Document Date	Type	Document Number	Validation Link	Customer Name	Description	Send Method	Doc Currency	Doc Amt	Status	Action
<input type="checkbox"/>	26/08/2024	INV	Draft-24080000000000000004		General Public		LHDNM	MYR	3,515.00	Review	⋮
<input type="checkbox"/>	26/08/2024	INV	Draft-24080000000000000005		General Public		LHDNM	SGD	1,393.66	View List	⋮

Consolidated invoice OK

Draft-24080000000000000004

Document Date	Document Number	Customer Name	Description	Doc Currency	Doc Amt
26/08/2024	SINV 0000084	CUSTOMER 001 SELF	Sales	MYR	550.00
26/08/2024	SINV 0000085	CUSTOMER 001 SELF	Sales	MYR	1540.00
26/08/2024	SINV 0000086	CUSTOMER 001 SELF	Sales	MYR	165.00
26/08/2024	SINV 0000089	CUSTOMER 001 SELF	Sales	MYR	1260.00

Documents selected: 6 ⏪ ⏩ 1 ⏪ ⏩

- No approval is required for consolidated documents. Similar to a standard eInvoice, select the document using the checkbox and click on "Transmit." The system will now generate the actual internal reference number for the consolidated eInvoice.

Once the consolidated invoice is successfully validated, you can click on the validation link, and the system will redirect you to the MyInvois page to view the summary of the validated eInvoice. The same UUID and validation link will be saved for each transaction within the same Consolidated Invoice and **NO PDF** will be created for the consolidated eInvoice.

Outgoing Dashboard Get Status Last Updated 26/08/2024 02:11:43 PM

All Documents | All | Invoice | Search | Transmit

Customer Transactions | Self-billed | **Consolidated** | Date from 01/08/2024 to 31/08/2024

Document Date	Type	Document Number	Validation Link	Customer Name	Description	Send Method	Doc Currency	Doc Amt	Status	Action
23/08/2024	INV	COINV2408-0000000000000001	[Link]	General Public		LHDNM	SGD	62.44	Validated	[...]
23/08/2024	INV	COINV2408-0000000000000002	[Link]	General Public		LHDNM	MYR	40,590.00	Validated	[...]
23/08/2024	INV	COINV2408-0000000000000003	[Link]	General Public		LHDNM	SGD	45.42	Validated	[...]
26/08/2024	INV	COINV2408-0000000000000004	[Link]	General Public		LHDNM	MYR	3,515.00	Validated	[...]
26/08/2024	INV	Draft-24080000000000000005		General Public		LHDNM	SGD	1,393.66	Review	[...]

◀ 1 ▶

MyInvois Portal FAQ EN BM Log In v1.0

Invoice
 e-Invoice No: COINV2408-0000000000000004
 UUID: 7H4DE1VVRHQ117NW8Z2M681D
 Valid

Supplier Name: Access Software Sdn. Bhd. | Buyer Name: General Public

Total Payable Amount: RM 3,515.00 | Submission Date & Time: 26/8/2024 2:11:23 PM | Validation Date & Time: 26/8/2024 2:11:28 PM

Sample

Thank you for using MyInvois Portal, Lembaga Hasil Dalam Negeri Malaysia (LHDNM)

You can log in to MyInvois Portal to view the complete details of the Consolidated eInvoice.

UUID: 7H4DE1VVRHQ117NW8Z2M681D | e-Invoice Code / Number: COINV2408-0000000000000004 | Submission ID: HRVEHTN81FDZM1TW8Z2M681D

Valid | Invoice Date: 26/8/2024 2:11 PM (Local Time) | Currency Code: RM | Exchange Rate: 1.00

Summary | More Details | Cancel | Get Validation Link | Download

Supplier (From)				Buyer (To)			
Name	Access Software Sdn. Bhd.	Tax Identification Number(TIN)	C185B042042	Name	General Public	Tax Identification Number(TIN)	E0000000010
ID Type	BRN	Business Registration Number	19970125981	ID Type	SRN	Registration / Identification / Passport Number	NA
SST Registration Number	NA	Tourism Tax Registration Number	NA	SST Registration Number	NA		
MSIC Code		Business Activity Description	Wholesale of computer hardware, software and peripherals	Address	NA, NA, Not Specified, MALAYSIA		
Address				Contact Number	000000000		
Email		Contact Number					

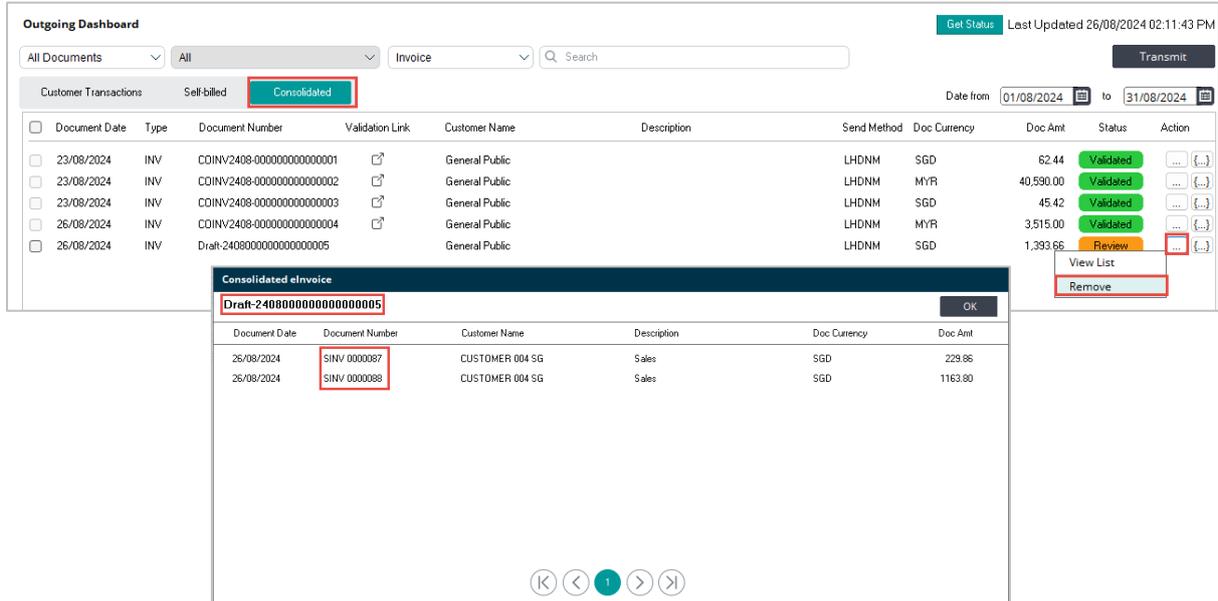
Sample

Classification Codes	Description of Product or Service	Quantity	Measurement	Unit Price(RM)	Subtotal(RM)	Total Tax Amount(RM)
004-Consolidated e-invoice	SINV 0000084 - SINV 0000066	1.00	Unit	2,255.00	2,255.00	0.00
004-Consolidated e-invoice	SINV 0000089	1.00	Unit	1,260.00	1,260.00	0.00

Editing of Consolidated eInvoice

If you need to edit a transaction that has been included in a consolidated eInvoice, navigate to the Consolidated tab, select the consolidated eInvoice you want to edit, and click on the three dots button, then choose "Remove."

Please note that only consolidated e-invoices with a **Review** status can be removed.



Outgoing Dashboard Get Status Last Updated 26/08/2024 02:11:43 PM

All Documents All Invoice Search Transmit

Customer Transactions Self-billed Consolidated Date from 01/08/2024 to 31/08/2024

Document Date	Type	Document Number	Validation Link	Customer Name	Description	Send Method	Doc Currency	Doc Amt	Status	Action
23/08/2024	INV	COINV2408-0000000000000001		General Public		LHDNM	SGD	62.44	Validated	...
23/08/2024	INV	COINV2408-0000000000000002		General Public		LHDNM	MYR	40,590.00	Validated	...
23/08/2024	INV	COINV2408-0000000000000003		General Public		LHDNM	SGD	45.42	Validated	...
26/08/2024	INV	COINV2408-0000000000000004		General Public		LHDNM	MYR	3,515.00	Validated	...
26/08/2024	INV	Draft-24080000000000000005		General Public		LHDNM	SGD	1,393.66	Review	...

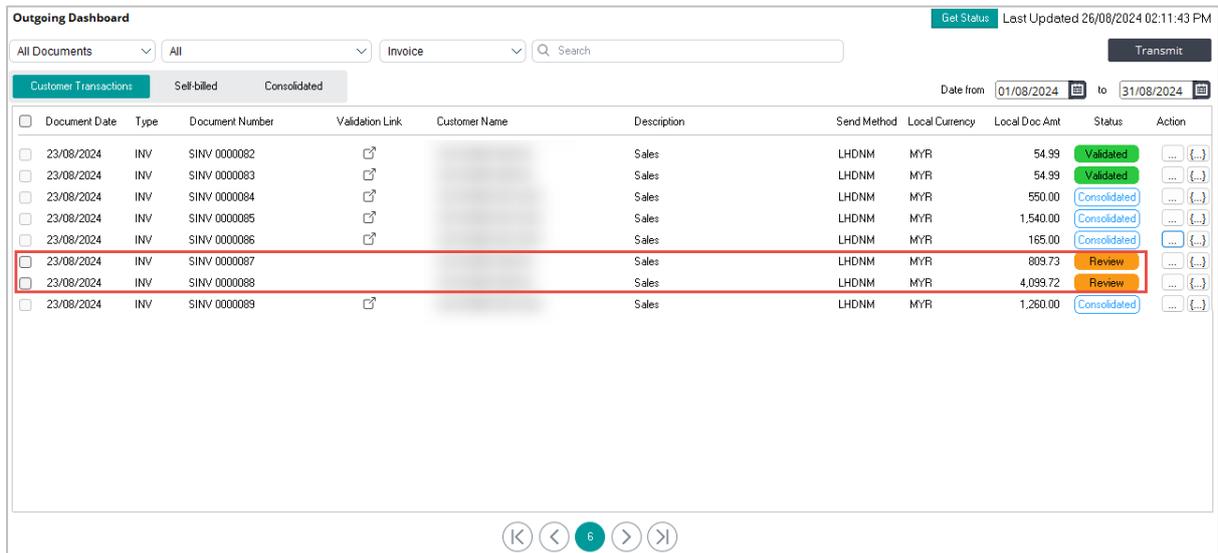
Consolidated eInvoice

Draft-24080000000000000005 OK

Document Date	Document Number	Customer Name	Description	Doc Currency	Doc Amt
26/08/2024	SINV 0000087	CUSTOMER 004 SG	Sales	SGD	229.86
26/08/2024	SINV 0000088	CUSTOMER 004 SG	Sales	SGD	1163.80

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This action will change the status of all transactions within the same consolidated e-invoice group from "Consolidated" back to their original status.



Outgoing Dashboard Get Status Last Updated 26/08/2024 02:11:43 PM

All Documents All Invoice Search Transmit

Customer Transactions Self-billed Consolidated Date from 01/08/2024 to 31/08/2024

Document Date	Type	Document Number	Validation Link	Customer Name	Description	Send Method	Local Currency	Local Doc Amt	Status	Action
23/08/2024	INV	SINV 0000082			Sales	LHDNM	MYR	54.99	Validated	...
23/08/2024	INV	SINV 0000083			Sales	LHDNM	MYR	54.99	Validated	...
23/08/2024	INV	SINV 0000084			Sales	LHDNM	MYR	550.00	Consolidated	...
23/08/2024	INV	SINV 0000085			Sales	LHDNM	MYR	1,540.00	Consolidated	...
23/08/2024	INV	SINV 0000086			Sales	LHDNM	MYR	165.00	Consolidated	...
23/08/2024	INV	SINV 0000087			Sales	LHDNM	MYR	809.73	Review	...
23/08/2024	INV	SINV 0000088			Sales	LHDNM	MYR	4,099.72	Review	...
23/08/2024	INV	SINV 0000089			Sales	LHDNM	MYR	1,260.00	Consolidated	...

⏪ ⏩ 6 ⏪ ⏩

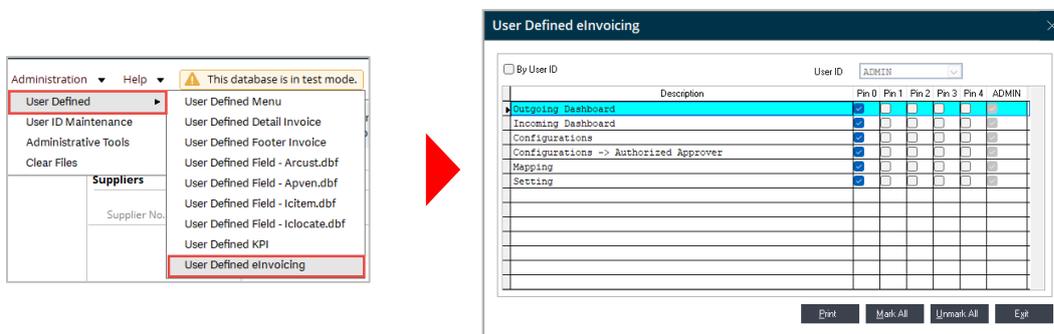
Adjusting a Consolidated invoice

In the adjustment screen (e.g., Credit Note or Debit Note), you can select invoices that were previously grouped under a consolidated invoice for adjustment. When transmitting a Credit Note to LHDN, the system will use the reference number and UUID of the Consolidated invoice. Please note that only invoices from the same consolidated invoice can be selected and transmitted to LHDN at one time.

Note: Adjustment of Cash Sales transactions is currently not supported.

enInvoicing User-Defined Menu

To restrict access to specific functions to authorized personnel, UBS has been upgraded to enable users to allocate permissions to the relevant menus. Kindly note that User-Defined enInvoicing is exclusively accessible in the Modern View.



Access for viewing or editing transactions will still be governed by the existing user-defined settings in the User-Defined Menu..



Setting (Available Only in Test Mode)

Users will be required to input a temporary email address in this section to simulate the receipt of the validated e-invoice.



Customizing source documents to include eInvoice QR code

If you have customized your source documents, please follow the instructions to add the eInvoice QR code to your customized template. Please be aware that the QR code will only be printed after the invoice is validated by LHDN.

Step 1: Please **copy a new set of your existing source document template**, paste it into the same folder, and rename it to the following:

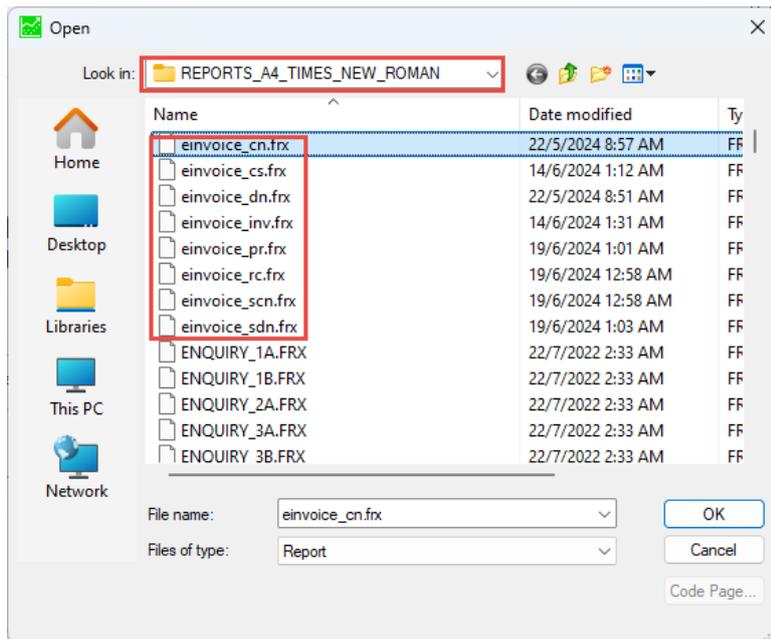
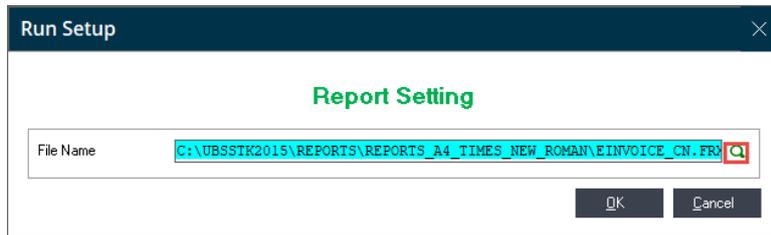
UBS Document Type	UBS Source Document Template with QR code
Sales Invoice	<ul style="list-style-type: none"> • einvoice_inv
Sales Credit Note	<ul style="list-style-type: none"> • einvoice_cn
Sales Debit Note	<ul style="list-style-type: none"> • einvoice_dn
Cash Sales	<ul style="list-style-type: none"> • einvoice_cs
Purchase Invoice	<ul style="list-style-type: none"> • einvoice_rc
Purchase Credit Note	<ul style="list-style-type: none"> • einvoice_scn
Purchase Debit Note	<ul style="list-style-type: none"> • einvoice_sdn
Purchase Return	<ul style="list-style-type: none"> • einvoice_pr

Step 2: Go to UBS...Inventory & Billing or Billing...Modern View...Setup...Report Setting

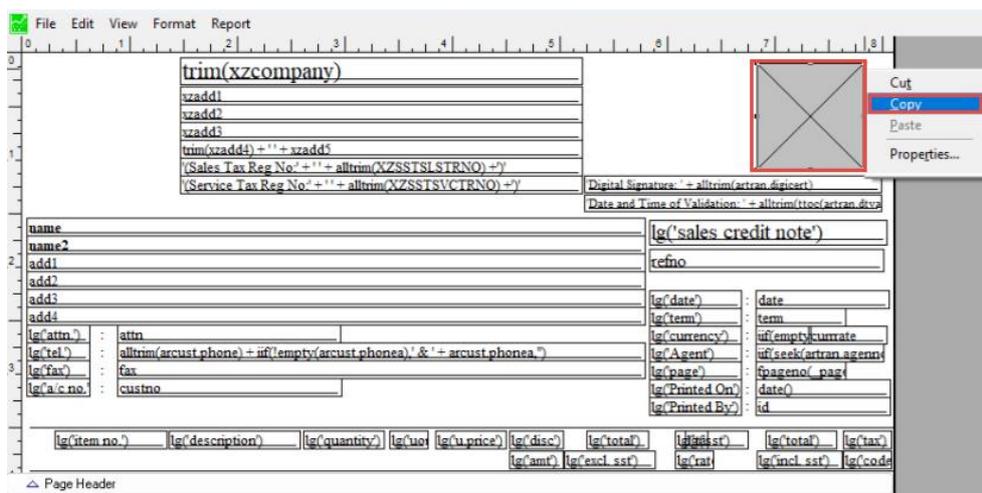


Step 3: Click on the magnifier glass icon and go to the following folder to open any of the invoice template (i.e einvoice_cn)

i.e. C:\UBSSTK2015\REPORTS\REPORTS_A4_TIMES_NEW_ROMAN



Step 4: Right-click on the grey square box and click on the “Copy” function



Step 5: Close the screen at step #4. At the Report Setting screen, browse your invoice customized template.

i.e. C:\UBSSTK2015\CompanyABC

Paste the copied item into your e-invoice customized template based on your location preference. Once done, your customized template will be ready for use.

For example:

Sample

trim(xzcompany)			
szadd1			
szadd2			
szadd3			
trim(szadd4)+''+szadd5			
(Sales Tax Reg No'+''+alltrim(XZSSTSLSTRNO)+')		Digital Signature: '+ alltrim(artran.digicst)	
(Service Tax Reg No'+''+alltrim(XZSSTSVCTRNO)+')		Date and Time of Validation: '+ alltrim(ttoc(artran.dtv)	
name		lg('sales credit note')	
name2		refno	
add1			
add2			
add3		lg('date') : date	
add4		lg('term') : term	
lg('attn') : attn		lg('currency') : iif(empty(curren	
lg('tel') : alltrim(arcust.phone)+ iif('empty(arcust.phonea),'&' + arcust.phonea,")		lg('Agent') : iif(seek(artran.agen	
lg('fax') : fax		lg('page') : fpageof_page	
lg('a/c.no.') : custno		lg('Printed On') : date()	
		lg('Printed By') : id	
lg('item no.') lg('description')		lg('total')	
		lg('incl sst')	
		lg('excl sst')	
		lg('rat')	
		lg('incl sst')	
		lg('code')	
Page Header			
Group Header 1: artran.type + artran.refno			
Group Header 2: totalgroup			
Group Header 3: sono			
item	itemno	desp	unit
"Invoice No.:" invno			
"Invoice Date:" invdate			
"Reason:" UF(EMPTY(cttran.reason)) iif(seek(alltrim(cttran.res			
lg('Item Grade:') Egrade(1)			
lg('serial no.:') Eserialno(1,"")			
Fcomment(1)			
FREMARK()			
EXEMPT()			
Detail			
Group Footer 3: sono			
totalup_amt			
Group Footer 2: totalgroup			
Group Footer 1: artran.type + artran.refno			
english(arcust.curcode.arcust.currency,1,iif(xzbmmroud.artran.grand_bil - no_display_amt - no_display_tax - (artran.bmmroud * -1).			
lg('next page...')		UPPER(arcust)	
		lg('NYR')	
lg('sub total')		sub_total	
lg('total discount')		total_discount	
lg('total excl sst')		sub_total - total	
lg('add sst')		round(iif(artran.t	
lg('rounding adjustment')		artran.bmmroud *	
lg('total payable incl sst')		iif(xzbmmroud.ar	
		sub_total_fc = to	
		total_discount_fc	
		sub_total_fc	
		tax	
		(artran.bmmroud *	
		sub_total_fc = ar	
lg('numbered signature received by')			
This is a scanned document. No signature is required.			

***** The End *****