

# Access UBS Accounting, Inventory & Billing

elnvoicing Quick Guide v1.2

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# Access UBS Einvoicing

# 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.



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



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





6. In the "Send Method" section, click on the 3 dots button to activate the LHDNM send method.

Inventory & Billing				) [FEEDBACK] Share yo	ur elnvoicing journey with us by con	npleting this 2-minute survey.	
Dashboard							
Customers & Sales							
Suppliers & Purchases		Configurations > C	ompany				
Inventory & Services		Legal Name	Access A Sdn. Bhd.				
Assist NEW		Address	Suite 1B-6, Level 6, Block 1B,		City / Town	KUALA LUMPUR	
hortcuts	ø		Plaza Sentral, Jalan Stesen Sentral 5,		State	14 Wilavah Persekutuan Kuala Li 🗸	
Invoicing	*		Kuala Lumpur Sentral,		Postal Code	51000	
Outgoing Dashboard		Com. Reg. No.	199601001813		Country	MYS MALAYSIA	
Configurations	٠	TIN / UEN No.	C10345931060		MSIC Code		
Mapping	٠	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~			Exemption Cert No.	ComCert 888	
		Approval requ	uired for outgoing and incoming documents		elnvoicing Start Date	01/07/2024	
		Contact Details					
		Designation					
		Name					
		Contact No.	0320135790		Email Address	lemail.com	
		Sand Mathod					
		Send	Workspace Organization			Status	Actions
		LHDNM	2f1704df-0cfa-412d-8e1d-03febf37dafc			Inactive	
							Save

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.

shboard				ANNOUNCEM 2024, Please co	ENT) Attention: UBS users with an annual t ntact us (apac.support.my@theaccessgrou	furnover of RM100 million are mandated to implement LHDN environg on 1 August $$<2{\rm eff}S>$$ up.com, +60.3 9212 1280, and we will provide the necessary support.
stomers & Sales						
pplers & Purchases	Configu	mations > Co	ompany			
rentory & Services		egal Name	Access A Sdn. Bhd.			
sist 🚥		Address	Suite 18-6. Level 6. Block 18.		City/Tean	KUALA LUMPUR
ortcuts 🕻	₽		Nava Sermal Jalan Steazo Several 5			14 Williamh Barredo annar Konta Isaa
Noking	•					
outgoing Dashboard			huana compor seneral,		Postal Cade	51000
configurations +	Con	a Hog No.	199601001813		Country	MIS MALAYSIA U
tanning .	TIN	/UEN No.	C10345931060		MSIC Cede	a data
				the second se	Exemption Cart No.	Confee MA
		upreval requ	ared for surgoing and incoming documents	Acknowledgemen	4	
	Cont	act Details		- I acknowledge	and authorize Access to act as an interme	diary party to send and receive e-involves to and from
		interation.		LHDN on beha	ill of my company.	
				Additionally,1	accountedge my responsibility to ensure i	the accuracy and correctness of all systematical data.
		LANCE		Select Worksp	sace Organization	
	c	Contact No.	0320135790	1.65 Test Com	gary -	
	Send	t Method		No Selection		
	S-	end thed	Workspace Organization	UBD Test Com	pany 4	Carcel
	DH	DNM 3	211704df-0cta-412d-8e1d-03febf37dafc	USS Test Com	¢any	
				UBS Test Cam	pany 2	

#### **Important Note:**

- 1. An admin account is required to configure the Workspace Organization in UBS via IAM.
- 2. After completing step #1, you can log out from the admin account and log in with a nonadmin account for other purposes. This will not affect the configuration done in step #1.
- 3. To log out of your current account, the steps are as follows:
  - a. Do Not disconnect IAM
  - b. Visit <u>https://identity.accessacloud.com/</u> and sign out of your Admin's account.
- 4. 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.

IAM.ClientServic	æ													
		C D		Common Files		Access :	Software		IAM.ClientService			Search IAM.ClientService		
⊕ New ~ 🐰						Sort ~	≡ View						🔲 Prev	view
🛓 Downloads 🦼	•	Name				Date mo	odified		Туре	Size				
🗧 Documents 🖈	•	C Productio	'n			31/7/202	24 9:45 AM		File folder					
🔀 Pictures 🦼	•	🖻 IAM.Clien	it.dll			28/7/2024 8:50 PM Application exten		Application exten	. 76 KB					
🕜 Music 🚽		S IAM.Clien	t.VFP.dll			28/7/2024 8:50 PM		Application exten 63 KB						
		🗟 IAM.Clien	it.Win32.dll			28/7/2024 8:50 PM		Application exten 45 KB						
Videos 🤉		📪 IAM.ClientService.exe		28/7/2024 8:50 PM		Application 50 KB								
		IAM.ClientService.exe.config		28/7/2024 9:51 PM		CONFIG File	4 KB							
		IAM.Clien	tTray.exe			28/7/202	24 8:50 PM		Application	113 KB				
		IAM.Clien	tTray.exe.co	onfig		26/7/202	24 2:50 AM		CONFIG File	1 KB		Select a file to prev	iew.	



# Navigating the system

After successfully updating to the elnvoicing version, log in to your Access UBS solution. On the Landing Page, you will find the Test Mode icon right 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	🏟 🛱 🏟
☆ ДЕМО СОМРАНУ 🚺	23/02/2024 02:49:14 PM	O 🛱 🖗 🗓
New Company_iAssist	03/06/2024 03:04:21 PM	

1.	To initiate your daily billing and accounting tasks	•	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)	$\succ$	click on the TM icon under the Actions panel.
	version		The system will automatically generate a separate folder containing replicated company data for your testing purposes, ensuring your live database remains undisturbed.

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

# 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.

File 🔻 Maintenance	Reports 🔻	Services 🔻	Housekeeping 🔻	Setup 🔻	Administration 🔻	Help 🔻	▲ This database is in test mode.	

#### elnvoicing Console

• elnvoicing menu is available on the left panel of your working screen. Click to expand the functionalities to address each phase of your elnvoicing 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.



# eInvoicing Console

Let us go through each functionality to understand how it aids users in setting up the elnvoicing requirements accurately.

# Configurations

In the Configuration section, you can manage crucial elements required for elnvoice as mandated by LHDN. This central hub allows you to perform settings and information essential for the smooth transmission of your e-invoice to the LHDN portal for validation.

#### Company

onfigurations > C	ompany					
Legal Name	ABC Company					_
Address	Suite 1B-6, Level 6, Block 1B,	c	ity / Town	Kuala Lumpur	)	1
	Plaza Sentral, Jalan Stesen Sentral 5,		State	14 Wilayah Perseku	utuan Kuala Li $\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!$	
	Kuala Lumpur Sentral,	P	ostal Code	50470		
Com. Reg. No.	199701025891		Country	MYS MALAYSIA	~	
TIN / UEN No.	C1977042052		MSIC Code	Add		
Sales Tax No. 🖂	000223567111	Exemptio	n Cert. No.			
🗹 Approval requ	uired for outgoing and incoming documents	elnvoicing	Start Date	01/08/2024 🔳		
Contact Details						
Designation	Manager					
Name	Steven Lee					
Contact No.	0143687722	Email Address	Test@gmai	il.com		
Send Method						
Send Method	Workspace Organization				Status	Actions
LHDNM					Active	•

All details from your Company Profile will be automatically filled in on this screen. However, users must complete all other empty fields as this information is necessary for LHDN validation during the elnvoice process.



The company configuration comes in 3 sections:

Section	Fields / Options	Remarks
Company Details	TIN	<ul> <li>If the TIN field is blank, the system will automatically treat it as NA when transmitting elnvoice</li> </ul>
	Sales Tax No.	<ul> <li>Company Sales and/or Services Tax Registration number. If it is blank, the system will automatically treat it as "NA" during elnvoice transmission</li> </ul>
	Address details	<ul> <li>Currently, only Malaysia's state list is provided by LHDN, if the country is not Malaysia, please select "17 Not Applicable".</li> </ul>
	MSIC code	<ul> <li>Similar to GST, you can now manage MSIC code alongside SST.</li> <li>If you previously added an MSIC code during the GST period, we advise reviewing it and making any necessary changes.</li> <li>Updates to codes will automatically be reflected in your mapped items and saved transactions.</li> </ul>
	eInvoicing Start Date	<ul> <li>Enter the start date for your elnvoice implementation. The system will check the Outgoing Dashboard and any transactions before this start date will not be displayed</li> </ul>
Approval setting	For Approval setting (optional, but good practice to verify data accuracy)	Not mandatory, but a prudent step to ensure accuracy and compliance with regulatory requirements before transmitting the elnvoice for validation
Send Method	LHDNM	<ul> <li>Currently, only the LHDNM option is available</li> <li>Please ensure that you have set LDHNM to Active, otherwise, the transaction(s) will not be listed in the Outgoing Dashboard.</li> </ul>



#### Customers

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

Configurations > C	ustomers						:=	
Q 3000/E01				Default Send Method (All Customers)	LHDNM	~		
Customer Code	Customer Name	TIN	Default Send Method	Actions				
3000/E01	Tanked Up Co.	TIN_001	~					
		(k)						

Section	Fields / Options	Remarks
Header	Default Send Method (All Customers)	<ul> <li>This global setting defines the default send method.</li> <li>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.</li> </ul>
		<ul> <li>Click to switch to List view.</li> <li>Click to switch to Full view.</li> </ul>
Customer Listing	Default Send Method	You can change the default Send Method at the customer level. Currently, only the LHDNM option is available.
	Actions	$\succ$ Click $\equiv$ 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 elnvoice process.



Select Customer	3000/D01 Destiny Intimates Sdr	n. Bhd.	~)
ompany Reg. No.	199771028892	Exemption Cert. No.	
ales Tax No. 🗸		City / Town	Kuala Lumpur
voice Add 🛛 🗸	999, JALAN TUN PERAK,	State	14 Wilayah Persekutuan Kuala Lumpur $\vee$
	50470 KUALA LUMPUR.	Postal Code	43200
		Country	MYS MALAYSIA V
		Incoterms	Select incoterms ~
Name	Mr Kelvin	MyKad V	
Name Contact No.	Mr Kelvin 0328173433	MyKad V Email Address	KelvinABC@gmail.com
Name Contact No. Gend method	Mr Kelvin 0328173433	MyKad ~ Email Address	KelvinABC@gmail.com
Name Contact No. Send method Send Method	Mr Kelvin 0328173433 TIN / UEN / ID	MyKad ~ Email Address Set as default	KelvinABC@gmail.com Actions
Name Contact No. Gend method Send Method LHDNM	Mr Kelvin 0328173433 TIN / UEN / ID C1988053040	MyKad ~ Email Address	KelvinABC@gmail.com Actions

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

Section	Fields / Options	Remarks
Customer Details	Company Reg. No.	<ul> <li>If the TIN field is blank, the system will automatically treat it as "NA" during elnvoice transmission.</li> </ul>
	Sales Tax No. V	<ul> <li>Customer Sales and/or Services Tax Registration number. If it is blank, the system will automatically treat it as "NA" during elnvoice transmission</li> </ul>
	Exemption Certificate No.	<ul> <li>Required to be filled if your customer has applied for an exemption.</li> </ul>
	Address details	<ul> <li>Similar to Customer Maintenance, you can switch between Invoice and Delivery Addresses as needed.</li> <li>If address line 1 is blank, you will encounter an error during elnvoice transmission. You will need to input NA if not applicable.</li> <li>Currently, LHDN provides only Malaysia's state list. If the country is not Malaysia, please select "17 Not Applicable".</li> </ul>
Customer Contact Details	MyKad V	Click on the dropdown menu to select the ID type and enter the ID number where required.
Send Method	LHDNM	<ul> <li>Currently, only the LHDNM option is available</li> <li>Click to enter the customer's TIN</li> </ul>
Navigation	$\mathbb{K} \textcircled{0} \textcircled{0} \textcircled{0} \textcircled{0}$	<ul> <li>Users can click on the arrow key to navigate between previous and next customers.</li> </ul>
		<ul> <li>Click to switch List view</li> <li>Click to switch to Full view</li> </ul>



## Suppliers

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

Configurations > S	Suppliers						:=	e te
Q Search Supplier				1	Default Send Method (All Suppliers)	Blank (Default)	~	
Supplier Code	Supplier Name	TIN	Default Send Method	Actio	ns			
4000/100	Slate Jeans Co.		~	=				
4000/101	Mad Ink Clothing Co		$\sim$	≡				
4000/200	Employee Access Expense		~	≡				
4000/w/01	SYARIKAT Hourglass Jeans		~	≡				
4000/×01	N. Allen Menswear Sdn. Bhd.		~	=				
4000/Y01	West Side Street Clothing Snd. Bhd.		~	=				
4000/201	SYARIKAT Z		~	=				
		$(\mathbf{k})$						

Section	Fields / Options	Remarks
Header	Default Send Method (All Suppliers)	<ul> <li>This global setting defines the default send method.</li> <li>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.</li> </ul>
		<ul> <li>Click to switch List view</li> <li>Click to switch to Full view</li> </ul>
Supplier listing	Default Send Method	You can change the default Send Method at the supplier level. Currently, only the LHDNM option is available.
	Actions	$\succ$ Click $\equiv$ 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 elnvoice process.



Select Supplier	4000/W01 SYARIKAT Hourglass	Jeans	~	
ompany Reg. No.	199791052876	MSIC Code & Description	14102 🖂 Manufacture of cloth	ings
ales Tax No. 🖂		City / Town	Kuala Lumpur	
Address	56, JALAN PENANG,	State	14 Wilayah Persekutuan Kuala Lu	ımpui v
	50250 KUALA LUMPUR.	Postal Code	423000	
		Country	MYS MALAYSIA	~
		Incoterms	Select incoterms	~
- Name Contact No.	Mr. Patrick 0322331166	MyKad V Email Address	Patrick.P@gmail.com	
Contact No. Gend method	Mr. Patrick 0322331166	MyKad $\checkmark$ Email Address	Patrick.P@gmail.com	
Name Contact No. Send method	Mr. Patrick 0322331166 TIN / UEN / ID	MyKad ~ Email Address Set as default	Patrick P@gmail.com Actions	
Name Contact No. Send method Send Method LHDNM	Mr. Patrick 0322331166 TIN / UEN / ID C4869623355	MyKad ~ Email Address Set as default	Patrick.P@gmail.com Actions	

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

Section	Fields / Options	Remarks
Supplier Details	Company Reg. No.	<ul> <li>If the TIN field is blank, the system will automatically treat it as "NA" during elnvoice transmission</li> </ul>
	Sales Tax No. 🗸	<ul> <li>Supplier Sales and/or Services Tax Registration number. If it is blank, the system will automatically treat it as "NA" during elnvoice transmission</li> </ul>
	MSIC Code & Description 43211 V	Supplier MSIC code
Supplier Contact	Address details	<ul> <li>You can switch between Invoice and Delivery Addresses as needed</li> <li>If address line 1 is blank, you will encounter an error during elnvoice transmission. You will need to input NA if not applicable.</li> <li>Currently, LHDN provides only Malaysia's state list. If the country is not Malaysia, please select "17 Not Applicable".</li> </ul>
Details	MyKad V	Click on the dropdown menu to select the ID type and enter the ID number where required.
Send Method	LHDNM	<ul> <li>Currently, only the LHDNM option is available</li> <li>Click          to enter the supplier's TIN</li> </ul>
Navigation	$\mathbb{K} \langle \mathbf{O} \rangle \langle \mathbf{O} \rangle$	Users can click on the arrow key to navigate between previous and next suppliers.
		• 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.

Configurations > MSIC						
Listed by		MSIC			Show by	Filter options
O Item		Select MSIC		$\sim$	Only items without M	15IC V
O Item Group	Select Item Group	$\checkmark$				
Products Services				Select MSIC		🗸 🛍 Remove 📀 🖍dd
🔲 Item Group	ltem No	Description	Q   52321 RETAIL	SALE OF TEXTILES IN SPE	CIALIZED STORES	Actions
BOM	BOM-BP	Back Pieces				
ВОМ	BOM-FP	Front Pieces				Select the MISC code, then click "Add
ВОМ	BOM-PT	Pockets				to bulk assign the MISC code to the
BOM	BOM-WB	Waistband				selected item(s) or service(s)
BOM	BOM-ZFC	Zip Fly Closure				
JEANS	M-X-BL-JBK-X	Men-X-Blue (/X)				✓ 💼
JEANS	M-X-BL-JBU-X	Men-X-Blue (/X)				✓ 💼
BOM	MBOM-BP	Back Pieces				✓ 💼
Вом	MBOM-FP	Front Pieces				$\checkmark$
		$\mathbb{K}$	$\langle 1 \rangle \rangle$			

- 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

<u>Sales Transaction</u> – 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 elnvoice 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.

**<u>Purchase transaction</u>** – 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 elnvoice 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.

Configurations > Addre	555			Q Search Address
Code	Description	Cust No.	Shipping Recipient's Name	Action
KLWH	Kuala Lumput Warehouse	3000/A01	Ms. Elisis Lee	P
PRWH	Perak Warehouse	3000/A01	Mr. Alvin Koh	1
			$(\mathbb{K} \otimes \mathbb{1} \otimes \mathbb{N})$	

#### Full View

KLWH - Ku	ala Lumput Warehouse		×
Cust No.	3000/A01		
Address	303, JALAN ALOR,	City/Town	
	59990 KUALA LUMPUR.	State	~
		Postal Code	
TIN		Country	~
Attention	Ms. Elisis Lee	MyKad 🗸	
Phone			
			ancel Save

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

Section	Fields / Options	Remarks
Shipping Recipient Details	TIN	<ul> <li>If the TIN field is blank, the system will automatically treat it as "NA" during elnvoice transmission</li> </ul>
	Address details	<ul> <li>Similar to Customer Maintenance, you can switch between Invoice and Delivery Addresses as needed.</li> <li>If address line 1 is blank, the system will automatically treat line 1 as "NA" during elnvoice transmission</li> <li>Currently, LHDN provides only Malaysia's state list. If the country is not Malaysia, please select "17 Not Applicable".</li> </ul>
Shipping Recipient Contact Details	Attention	Shipping Recipient's Name
	MyKad V	<ul> <li>Click on the dropdown menu to select the ID type and enter the ID number where required.</li> </ul>



## 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.

Mapping > Classificat	ion			
Listed by		Classification	Show by	
O Item		Select Classification	<ul> <li>Only items without classification</li> </ul>	n 🗸
O Item Group	Select Item Group	V		
Products Services			Select Classification	V 🕅 Remove 🕚 Add
🗌 Item Group	Item No	Description	Classification	Actions
CA	AC-CA1	NOC PRINTER RIBBON		✓
CA	AC-CA2	PREMER COMPUTER PAPER	Q	â
CA	AC-CA3	SONI CD-RW	001 Breastfeeding equipment 002 Child care centres and kindergartens fees	<b>m</b>
CA	AC-CA4	GAMMA DISKETTES	003 Computer, smartphone or tablet	
CA	AC-CA5	CANONY INK CARTRIDGE	004 Consolidated e-Invoice 005 Construction materials (as specified under Fourth Schedule of the Le	Ū.
CF	AC-CF1	ARTWRIGHTY COMPUTER TABLE	006 Disbursement	<b></b>
D PT	HW-PT1	NOC PRINTER N2000	007 Donation	t t t t t t t t t t t t t t t t t t t
D PT	HW-PT2	APSON PRINTER ESP400		✓ III
D PT	HW-PT3	HIP PRINTER LJ1100	,	v 🛍
		$(\mathbf{k})$		

- 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	elnvoice Currency Code & Description
SGD	SINGAPORE DOLLAR	SGD Singapore Dollar V
		$(k) ( \bullet ) $

## Unit of Measurement (UOM)

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

ping > UOM		
UOM	eInvoice UOM Code and Description	
inch	INH inch v	
piece	H87 piece	
rack unit	H80 rack unit	
	(K) (I) (I) (I)	



## Тах Туре

UBS aligns the SST-02 tax method with the elnvoice 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	elnvoice Code	elnvoice 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	F	Tax exemption
331-10A	Area/Designated Area		(where applicable)
SST_18B1	Exempted - Sales - Schedule A	F	Tax exemption
331-1001	Exempted – Sales - Schedule A		(where applicable)
SST-18B2	Exempted – Sales - Schedule B	F	Tax exemption
		-	(where applicable)
SST-18B3i	Exempted – Sales - Schedule C Items 1	F	Tax exemption
	and 2	-	(where applicable)
SST-18B3ii	Exempted – Sales - Schedule C Items 3	F	Tax exemption
	and 4	-	(where applicable)
SST-18B3iii	Exempted – Sales - Schedule C Item 5	E	Tax exemption
		-	(where applicable)
SST-18C	Exempted – Sales - Taxable Services	F	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



#### elnvoice Type

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

UBS Transaction Type	elnvoice Type Code	elnvoice 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 P	urchase Inv	/oice				
Purchase Invoice		Self-Billed	Last	No. SB_001 Ref. No. POS 990	5				
Details	Additional	Remarks A	ttachments				Туре	Invoice + GRN	• (
Period Ref. No. Supplier No. Supplier Name Ref. No. 2	30 58_001	Date Terms	28/06/2024	Update : From <u>P</u> C From <u>G</u> I <u>U</u> nit Cos	) RN IT				
Description	Invoice rece	tived from PEPPOL		O <u>1</u> . Credi O <u>2</u> . Multij O <u>3</u> . Consi	t Purchases ble Payment Mode gnment Receive	•			
						Tax E	xclusive 🔿	Tax Inclusive	0
1									×
+ -) Delete A	All					Total			0.00
By Item - Current P	rices Info 💌	Last 3 Previous Prices In	fo 🔻			Discount % 0.	.00 + 0.00 +	0.00	0.00
Cost Price	0.00	Date Prices	Dis. %			Net	`		0.00
Selling Price	0.00		0.00 0.00 0.00 0.00 0.00 0.00 0.00			Tax			0.00
					Misc. Charge	Grand			0.00



# Import and Export Information

# <u>Purchase</u>

			Ed	it Purchase	e Invoic	е						$\rightarrow$
Purchase Invoic	e	Self-Billed		No. PIN000 Last Ref. No. PIN	100008 100008							
Details	Additional	Remarks	Attachments							Type Inv	roice + GRN	i
Delivered by PO/SO No. PO/SO No. (2) DO No. (1) DO No. (2)				Permit No. Incoterms Tax Info.	DAT (Deli	vered At Te	rminal)	~				
Currency Rate	SGD o. Iten ▼ Cleaning S	3.5227000 n Description service	Quantity 1 Q	UOM Pri	ice Ar 10.00	nount 961 10.00	Disc 1 Di 0.00	Tax Exc sc Amt 1 0.00	lusive ax T	ax Amount 0.0	Tax Inclusive	<b>()</b> 0.00
•   (+) (Delet	e All									Total		•
By item - Curren	0.00 0.00 0.00 0.00	Date Price	Ces into         ▼           ies         Dis. %           0.00         0.00           0.00         0.00           0.00         0.00					Misc. (	"harge	Net Tax Grand		10.00
										Ca	ncel	Save

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

# <u>Sales</u>

			ŀ	Add Sales Iı	nvoice				$\times$
Sales Invoice			Las	No. SINV 000 t Invoice No. SIN	0046 / 0000045				
Details	Additional	Remarks	Attachments						
Delivered by PO/SO No. PO/SO No. (2)				Permit No. Incoterms	DAT (Delivered A	ıt Terminal) ∨			
DO No. (1) DO No. (2)									
Currency Rate	SGD :	3.5227000 Description	Quantity	UOM Pri	ce Amount	Tax % Disc 1 Disc Amt	Exclusive ( Tax Ta	Tax Inclusive	Dtal) <mark>L 🔺</mark>
+ - Delet	t Prices Info	ast 3 Previous Prio	es info				Total		•
Cost Price	0.00 0.00 0.00 0.00	Image: Second	s Dis. % 0.00 0.00 0.00 0.00 0.00 0.00			Misc. Charge	Net Tax Grand		0.00
								Cancel	Save

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.

II De	ocuments		All		V Q Searc	h				т	ransmit
Cu	istomer Transaction	\$	Self-billed Consolidat	ed				Date from	01/08/2024	🖽 to 31/(	8/2024
	Document Date	Туре	Document Number	Validation Link	Customer Name	Description	Send Method	Local Currency	Local Doc Amt	Status	Action
	23/08/2024	IN∀	SINV 0000082	ď	CUSTOMER 004 SG	Sales	LHDNM	MYB	54.99	Validated	
	23/08/2024	IN∀	SINV 0000083	ď	CUSTOMER 004 SG	Sales	LHDNM	MYB	54.99	Validated	
	23/08/2024	IN∀	SINV 0000084	ď	CUSTOMER 001 SELF	Sales	LHDNM	MYB	550.00	(Consolidated)	
	23/08/2024	IN∀	SINV 0000085	ď	CUSTOMER 001 SELF	Sales	LHDNM	MYB	1,540.00	(Consolidated)	
	23/08/2024	INV	SINV 0000086	ď	CUSTOMER 001 SELF	Sales	LHDNM	MYB	165.00	(Consolidated)	
	23/08/2024	IN∀	SINV 0000087		CUSTOMER 004 SG	Sales	LHDNM	MYB	809.73	Review	
)	23/08/2024	IN∀	SINV 0000088		CUSTOMER 004 SG	Sales	LHDNM	MYB	4,099.72	P A	
	23/08/2024	INV	SINV 0000089	ď	CUSTOMER 001 SELF	Sales	LHDNM	MYB	1,260.00	Cor 3	

#### 1. Filter options

Filter option	Remarks
All Documents ~	<ul> <li>This option allows you to filter and view the document list by different statuses, such as Approved only, Validated only, etc</li> </ul>
All	<ul> <li>You can choose to view the document list by Customers/Suppliers with TIN or without TIN or both</li> </ul>
	<ul> <li>This option allows you to filter and view the document list by different document types, such as Invoice only, Adjustment only, etc.</li> </ul>
Date from 01/07/2023 🗐 to 31/07/2024 🗐	<ul> <li>Date filtering of the current listing</li> <li>Default range is From current month start date To current month end date</li> </ul>

## 2. Actions

Action	Remarks
View Transaction	<ul> <li>Clicking on this option will open the transaction screen of the invoice, providing comprehensive visibility of all invoice details, and facilitating easy verification.</li> </ul>
Approve	Authorized users can click on this option to approve the invoice, signifying that the transaction details have been reviewed, and are good for transmission.
Disapprove Reason × Please enter the reason	<ul> <li>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.</li> <li>You can view the reason</li> </ul>



#### 3. Document statuses

Document Status	Remarks
Review	Default status of transaction.
	<ul> <li>You can transmit Review status document if "Approval required for autoping and incoming document" is disclosed.</li> </ul>
	outgoing and incoming document is disabled.
Approved	<ul> <li>Applicable only if "Approval required for outgoing and incoming document" is enabled.</li> </ul>
	<ul> <li>You can only transmit documents with Approved status.</li> </ul>
	• Editing a document with Approved status will change its status back to Review upon saving.
Disapproved	<ul> <li>Applicable only if "Approval required for outgoing and incoming document" is enabled.</li> </ul>
	<ul> <li>You can mouse over <sup>A</sup> to view the disapproved reason.</li> </ul>
	<ul> <li>Editing a document with Approved status will change its status back to Review upon saving.</li> </ul>
Validated	A status to prove that the document has been successfully validated by LDHN
	<ul> <li>The control indicates that you have already emailed the validated document to your customer.</li> </ul>
Submitted	• 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	Not supported
	A status that indicates the document has been cancelled by Supplier.
Failed	• A status that indicates an error occurred while transmitting e-invoices from UBS.
	• You can click 🔺 to view failed reason.
Rejected	Not supported
	<ul> <li>A status that indicates the document has been requested for</li> </ul>
	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.

¢	Dutg	oing Dashboard	1								Get Stat	us Last Update	d 26/08/20	24 02:11:43 PM
	AII D	ocuments	<b>V</b> (	All	<ul> <li>✓ Invoice</li> </ul>	~	Q Search							Transmit
	C	ustomer Transaction	IS	Self-billed Cons	olidated						Date from	m 01/08/2024	🛅 to 3	/08/2024 🗰
		Document Date	Туре	Document Number	Validation Link	Customer Name		Description		Send Method	Local Currency	Local Doc Amt	Status	Action
		21/08/2024	INV	SINV 0000065	2			Sales		LHDNM	MYR	54.99	Validated	{}
		23/08/2024	INV	SINV 0000066	ď			Sales		LHDNM	MYR	54.99	Validated	{}
		23/08/2024	INV				Viev	v Sales Invoice					×	{}
		23/08/2024	INV				No	5INV 0000065					1	
		23/08/2024	INV	Sales Invoice	•		Last Invo	oice No. SINV 0000089					lew	{}
		23/08/2024	INV	Details	Additional Remar	ks Attachme	nts (1)							{}
		23/08/2024	INV											{}
		23/08/2024	INV	Name			Size	Upload by	Date Added	Attach to email				· · · · · · · · · · · · · · · · · · ·
		23/08/2024	INV	2P29HDCKM	GN0AJA7YM4K7Z5J10.pdf		1.00 KB	ADMIN	23/08/2024		çò			



# Consolidated elnvoice

#### Issuing of Consolidated elnvoice

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 elnvoice function is available in both the Customer Transactions and Selfbilled 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 elnvoice.

Outg	oing Dashboard								Get S	tatus Last Update	d 26/08/2024	1 09:40:17 AM
Revi	ew Only	~	All	~	Invoice	V Q Search	n			Consolida	ate T	fransmit
C	ustomer Transaction	15	Self-billed Consolidate	£					Date	rom 01/08/2024	🖬 to  31/	08/2024
	Document Date	Туре	Document Number	Validatio	in Link	Customer Name	Description	Send Met	hod Local Curren	cy Local Doc Amt	Status	Action
	23/08/2024	INV	SINV 0000084			CUSTOMER 001 SELF	Sales	LHDNM	MYB	550.00	Review	
	23/08/2024	INV	SINV 0000085			CUSTOMER 001 SELF	Sales	LHDNM	MYR	1,540.00	Review	
	23/08/2024	INV	SINV 0000086			CUSTOMER 001 SELF	Sales	LHDNM	MYR	165.00	Review	
	23/08/2024	INV	SINV 0000087			CUSTOMER 004 SG	Sales	LHDNM	MYR	809.73	Review	
	23/08/2024	INV	SINV 0000088			CUSTOMER 004 SG	Sales	LHDNM	MYR	4,099.72	Review	
	23/08/2024	INV	SINV 0000089			CUSTOMER 001 SELF	Sales	LHDNM	MYB	1,260.00	Review	
	nents selected : 6											

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

Outg	oing Dashboard	1						Get Statu	s Last Update	d 26/08/2024	09:40:17 AM
Con	solidated Only	(	All	~ Invoice	vQ ≤	iearch					
Cu	ustomer Transactior	IS	Self-billed Consolid	ated				Date from	01/08/2024	🗰 to 📴1/0	18/2024 🖽
	Document Date	Type	Document Number	Validation Link	Customer Name	Description	Send Method	Local Currency	Local Doc Amt	Status	Action
	15/08/2024	INV	SINV 0000050	ď		Sales	LHDNM	MYB	54.99	(Consolidated)	
	15/08/2024	INV	SINV 0000051	ď		Sales	LHDNM	MYB	54.99	(Consolidated)	{}
	23/08/2024	INV	SINV 0000074	C'		Sales	LHDNM	MYB	54.99	(Consolidated)	{}
	23/08/2024	INV	SINV 0000075	ď		Sales	LHDNM	MYB	54.99	(Consolidated)	{}
	23/08/2024	INV	SINV 0000076	ď		Sales	LHDNM	MYB	160.00	(Consolidated)	{}
	23/08/2024	INV	SINV 0000077	ď		Sales	LHDNM	MYR	40,590.00	(Consolidated)	{}
	23/08/2024	INV	SINV 0000084			Sales	LHDNM	MYB	550.00	(Consolidated)	
	23/08/2024	INV	SINV 0000085			Sales	LHDNM	MYB	1,540.00	(Consolidated)	{}
	23/08/2024	INV	SINV 0000086			Sales	LHDNM	MYB	165.00	(Consolidated)	{}
	23/08/2024	INV	SINV 0000087			Sales	LHDNM	MYB	809.73	(Consolidated)	
	23/08/2024	INV	SINV 0000088			Sales	LHDNM	MYB	4,099.72	(Consolidated)	{}
	23/08/2024	INV	SINV 0000089			Sales	LHDNM	MYB	1,260.00	(Consolidated)	{}
Docun	ients selected : 6				K						



3. 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.

•	Outgo	ing Dashboard								Get Statu	Last Update	ed 26/08	/2024 09:40:17 AM
	Revie	w Only	~	All	~ Invoice	~	Q Search					[	Transmit
	Cus	tomer Transaction	\$	Self-billed Consolidated						Date from	01/08/2024	🛗 to	31/08/2024 🖽
		Document Date	Туре	Document Number	Validation Link	Customer Name		Description	Send Method	Doc Currency	Doc Amt	Stal	us Action
		26/08/2024 26/08/2024	INV INV	Draft-240800000000000000000000000000000000000		General Public General Public			LHDNM	MYR SGD	3,515.00	Revi	907 (m) 907 (m) 907
	Docume	nts selected : 6				K		K					

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

Outgo	oing Dashboard	4						Get Statu	Last Updated 26	5/08/2024 09:40:17 AM
Revie	w Only	~	All	<ul> <li>✓ Invoice</li> </ul>	V Q Search					Transmit
Cu	stomer Transaction	15	Self-billed Consoli	dated				Date from	01/08/2024 🛅	to 31/08/2024 🛅
	Document Date	Туре	Document Number	Validation Link	Customer Name	Description	Send Method	Doc Currency	Doc Amt	Status Action
	26/08/2024 26/08/2024 Consolidated Draft-24080	INV INV eInvoi	Draft-24080000000000 Draft-24080000000000 Ce 0000000004	0004 0006	General Public General Public			MYR SGD	3,515.00 F 1,393. View Remo	Review {} List {} ove
	Document Da	ite	Document Number	Customer Name	Description	Doc Currency	Doc Amt	-		
	26/08/2024		SINV 0000084	CUSTOMER 001 SELF	Sales	MYB	550.00			
	26/08/2024		SINV 0000086	CUSTOMER 001 SELF	Sales	MYB	165.00			
	26/08/2024		SINV 0000089	CUSTOMER 001 SELF	Sales	MYR	1260.00			
Docum				K	$\langle 1 \rangle \rangle$					
					$\sim$ $\sim$ $\sim$ $\sim$	/				

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



Once the consolidated elnvoice 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 elnvoice. The same UUID and validation link will be saved for each transaction within the same Consolidated elnvoice and **NO PDF** will be created for the consolidated elnvoice.

Oute	oing Dashboard							Get Status	Last Undate	ed 26/08/20	24.02·11·43 PM
									Lastopaan		
All D	ocuments		All	<ul> <li>Invoi</li> </ul>	ice 🔶	Q Search					Iransmit
Cu	istomer Transaction	s	Self-billed Consolidated					Date from	01/08/2024	🛅 to 3'	1/08/2024 🖽
	Document Date	Туре	Document Number	Validation Link	Customer Name	Description	Send Method	Doc Currency	Doc Amt	Status	Action
	23/08/2024	INV	CDINV2408-000000000000000001	ď	General Public		LHDNM	SGD	62.44	Validated	()
	23/08/2024	INV	C0INV2408-000000000000002	ď	General Public		LHDNM	MYB	40,590.00	Validated	{}
	23/08/2024	INV	C0INV2408-0000000000000003	ď	General Public		LHDNM	SGD	45.42	Validated	{}
	26/08/2024	INV	C0INV2408-0000000000000004	ď	General Public		LHDNM	MYB	3,515.00	Validated	] []{.}
	26/08/2024	INV	Draft-24080000000000000000		General Public		LHDNM	SGD	1,393.66	Review	()
	Mylowois Portal									FAQ	N   BM Log N

MyInvois Portal		FAQ EN BM Login
Invoice e-insular IIIs Convalute appacement up on the convalute appacement over the convalute ap		v1.0
Supplier Name	Buyer Name	
Total Payable Amount	Sample	
RM 3,515.00	28 2024 2:11:20 PM	
Submission Date & Time	Validation Date & Time	
26/6/2024 2:11:25 PM	26/6/2024 2:11:26 PM	
	Thank you for using Mylovein Partol, Lendinga Hasil Dalam Negeri Malaysis (LHDMM)	

UID 7H4D6/YVRHQ0117NW822M66J101e-Invoice Coo Valid   Issuance Date 26/8/2024 2:11 PM (Local Tim urrency Code RM	ie / Number COINV2408-00000000000000004 ⊯) ()				Submission ID HRYEHTNE	11FD7M8TW82ZM66J10
kulange kele 100					3	
Summary More Details					La Cantel 45 Get V	alidation Link 😤 Downloa
Supplier (From)			Buyer (To)			
Name	Tax Identification Number(T	1N)	Name		Tax Identification Number(TIN)	
Access Software Sdn. Bhd.	C1858042040		General Public		E10000000010	
ID Type	Business Registration Numb	er	ID Type		Registration / Identification / Passport Numbe	r
BRN	199701025891		BRN		NA	
SST Registration Number	Tourism Tax Registration Nu	mber	SST Registration Number			
NA	NA		NA			
MSIC Code	Business Activity Description		Address			
	Wholesale of computer ha	rdware, software and peripherals	NA,NA, Not opplicable, MALAYSI			
		San	nnle			
Address		Juli	ipic			
			E-0100		000000000	
E-mail	Contact Number					
1						
ine Items						🖽 Full Vie
Classification Codes De	escription of Product or Service Qua	nbity Measurement	Unit Price(RM)	Subtotal(RM)	Total Tax Amount(RM)	
004-Consolidated e-Involce () Silt	NV 0000084 - SINV 0000086- 3.00	Unit	2,255.00	2,255.00	0.00	
004-Consolidated e-Involce	0.1 © 1.00	une Unit	1,260.00	1,260.00	0.00	

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



#### Editing of Consolidated elnvoice

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

•	Dutg	oing Dashboard	I						Get Status	Last Update	d 26/08/202	4 02:11:43 PM
	All D	ocuments	~	All	<ul> <li>✓ Invoi</li> </ul>	ce ~	Q Search					Transmit
	C	stomer Transaction	s	Self-billed Consolidat	ted				Date from	01/08/2024	🗰 to 🔢	/08/2024 🗰
		Document Date	Туре	Document Number	Validation Link	Customer Name	Description	Send Method	Doc Currency	Doc Amt	Status	Action
		23/08/2024	INV	COINV2408-000000000000	0001 🖸	General Public		LHDNM	SGD	62.44	Validated	{}
		23/08/2024	INV	COINV2408-000000000000	0002 C	General Public		LHDNM	MYB	40,590.00	Validated	{}
		23/08/2024	INV	COINV2408-000000000000	003 🖸	General Public		LHDNM	SGD	45.42	Validated	{}
		26/08/2024	INV	COINV2408-000000000000	0004 🖸	General Public		LHDNM	MYB	3,515.00	Validated	{}
		26/08/2024	INV	Draft-2408000000000000000	05	General Public		LHDNM	SGD	1,393.66	Review	{}
				Consultation of a large						V	iew List	
				Consolidated einvo	ice					R	emove	
				Draft-240800000	000000005				ОК	l		
				Document Date	Document Number	Customer Name	Description	Doc Currency	Doc Amt			
				26/08/2024	SINV 0000087	CUSTOMER 004 S	G Sales	SGD	229.86			
				26/08/2024	SINV 0000088	CUSTOMER 004 S	G Sales	SGD	1163.80			
						/						
						(						

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

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

Out	tgoing Dashboard	ł						Get Statu	Last Update	d 26/08/2024	02:11:43 PM
All	Documents	~	All	~ Invoice	~	Q Search				Т	ransmit
	Eustomer Transactior	ns	Self-billed Consolidat	ed				Date from	01/08/2024	🗐 to 31/0	8/2024 📺
	Document Date	Tune	Document Number	Validation Link	Customer Name	Description	Send Methor	t Local Currencu	Local Doc Amt	Status	Action
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	23/08/2024	INV	SINV 0000082	ď		Sales	LHDNM	MYB	54.99	Validated	{}
	23/08/2024	INV	SINV 0000083	ď		Sales	LHDNM	MYB	54.99	Validated	{}
	23/08/2024	INV	SINV 0000084	ď		Sales	LHDNM	MYB	550.00	Consolidated	{}
	23/08/2024	INV	SINV 0000085	ď		Sales	LHDNM	MYB	1,540.00	(Consolidated)	{}
	23/08/2024	IN∀	SINV 0000086	ď		Sales	LHDNM	MYB	165.00	Consolidated	{}
	23/08/2024	INV	SINV 0000087			Sales	LHDNM	MYB	809.73	Review	{}
	23/08/2024	INV	SINV 0000088			Sales	LHDNM	MYB	4,099.72	Review	{}
	23/08/2024	INV	SINV 0000089	ď		Sales	LHDNM	MYB	1,260.00	(Consolidated)	{}
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#### Adjusting a Consolidated elnvoice

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

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

## elnvoicing 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 elnvoicing is exclusively accessible in the Modern View.

		User Defined elnvoicing						
Administration V Help V User ID Maintenance Administrative Tools Clear Files Supplier No.	This database is in test mode. User Defined Menu User Defined Detail Invoice User Defined Footer Invoice User Defined Field - Arcust.dbf User Defined Field - Lcitem.dbf User Defined Field - Lcitem.dbf User Defined Field - Lcitem.dbf	User Defined envoicing By User D User	ADMIN		2 Pin 3	2 Pin 4	ADMIN	
	User Defined eInvoicing	Prot	Mat	kAll	Um	ark All	Exit	

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

By User ID	User ID	ADM	IN					
Description		Pin 0	Pin 1	Pin 2	Pin 3	Pin 4	ADMIN	
2. Transactions		2	~	2	2	2		ſ
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2. Purchase Return		~	Y	$\leq$	2	2	×	Γ'
3. Delivery Order		~	~	2	2	2		Ι
4. Invoice		<ul> <li>Image: A set of the set of the</li></ul>	~	~	<b>~</b>	2	2	1
5. Cash Sale		~	$\mathbf{\mathbf{y}}$	$\sim$	2	2	1	Ļ
6. Credit Note		<u>~</u>	$\sim$	2	2	2		I
7. Debit Note		<u>~</u>	×.	<ul> <li>.</li> </ul>	$\sim$	2		L
8. Issue		<ul> <li></li> </ul>	7	$\sim$	$\square$	2	-	Ļ
9. Transfer		~	~	~	2	2		Ļ
A. Adjustment - Increase		~	1	2	2	2		Ļ
B. Adjustment - Reduce		<ul> <li></li> </ul>	Y	$\sim$	2	2		Ļ
C. Item Assembly		~	$\sim$	$\sim$	$\sim$	<u>_</u>		

#### 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.

Settings		Save
Email Settings 🔞		
Email Address (Test) :		



# Customizing source documents to include eInvoice QR code

If you have customized your source documents, please follow the instructions to add the elnvoice 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	einvoice_inv
Sales Credit Note	einvoice_cn
Sales Debit Note	einvoice_dn
Cash Sales	einvoice_cs
Purchase Invoice	einvoice_rc
Purchase Credit Note	einvoice_scn
Purchase Debit Note	einvoice_sdn
Purchase Return	einvoice_pr

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

<b>○</b> accessUBS								
File 👻 Maintenance 🍳 F	Reports 💌	Services 💌	Housekeeping	-	Setup 💌	Administration	•	Help 🔻
A D:!!!				-[	Setup	•		General Setup
Inventory & Billing					Change	Password		Report Setting
Dashboard					Langua	je 🕨	•	Label Setting



**Step 3:** Click on the magnifier glass icon and go to the following folder to open any of the einvoice template (i.e einvoice\_cn)

Run Setup ×									
		Report Setting	ı						
File Name	File Name C:\UBSSTK2015\REPORTS\REPORTS_A4_TIMES_NEW_ROMAN\EINVOICE_CN.FR								
			<u>0</u> K	<u>C</u> ancel					
🛃 Open				×					
Look in	: 📒 REPORTS_	A4_TIMES_NEW_ROMAN	> Ø Ø ▷ □ ·						
$\mathbf{A}$	Name	^	Date modified	Ту					
	einvoice_cr	n.trx	22/5/2024 8:57 AM	FF					
Home	einvoice_cs	s.frx	14/6/2024 1:12 AM	FF					
_	einvoice_d	n.frx	22/5/2024 8:51 AM	FF					
	einvoice_in	v.frx	14/6/2024 1:31 AM	FF					
Desktop	🗋 einvoice_p	r.frx	19/6/2024 1:01 AM	FF					
	einvoice_ro	frx	19/6/2024 12:58 AM	FF					
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Libraries	einvoice_so	in.frx	19/6/2024 1:03 AM	FF					
	BNQUIRY_1	A.FRX	22/7/2022 2:33 AM	FF					
	BNQUIRY_1	B.FRX	22/7/2022 2:33 AM	FF					
This PC	ENQUIRY_2	A.FRX	22/7/2022 2:33 AM	FF					
<u></u>	ENQUIRY_3	A.FRX	22/7/2022 2:33 AM	FF					
	ENOURY 3	B.FRX	22/7/2022 2:33 AM	FF					
Network									
	File name:	einvoice_cn.frx	~ (	ок					
	Files of type:	Report		Cancel					
			C	ode Page					

*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

~	File Edit View Format Report	
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-	xzadd3	Paste
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-	name	I de la sector
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-	Ig(ant) Ig(excl	sst) lg(rate lg(incl.sst) lg(code
-1	△ Page Header	



**Step 5:** Close the screen at step #4. At the Report Setting screen, browse your einvoice 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:

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