

## How to add customer exemption number & expiry date?

### Part A : Customer | Maintain Customer

Look for your customer name | edit | go to Tax | insert the Tax Exemption No & Expiry Da

The screenshot shows the 'Maintain Customer' window with the following details:

- Company: FIRST FITNESS CLUB
- Control A/C: 300-000
- Code: 300-F0001
- Tab: Tax (highlighted with a red arrow)
- Tax Exemption No: 123467889 (highlighted with a red box)
- Expiry Date: 31/12/2019
- Tax: (empty dropdown)
- Tax Area: (empty dropdown)

### Part B : Report Format add customer exemption Number

Step 1 : Go to Sales | Sales Invoice | Select any of your invoice | Preview | choose your invoice format template | click on the bottom blue color report name to go into report designer page.

The screenshot shows the 'Invoice - Sales Tax' report designer page with the following details:

- Company: Testing Gym Manufacturer Sdn Bhd (154716-A)
- Address: No. 57, Jalan SS 17/1C, 47500, Petaling Jaya, Selangor, Malaysia.
- Contact: Phone: 03-5637 0217 Fax: 03-5637 0117
- GST No: 000612345678 / SST No. B10-1808-2200200
- Customer: FIRST FITNESS CLUB
- Address: No. 251-A, Lorong Loveland, 10400 Georgetown, Penang.
- Attn: Mr. Adullah Shamil
- TEL: 04-348 5124 FAX: (empty)
- DocNo: IV-00006
- Your Ref: (empty)
- Our D/O No: (empty)
- Terms: C.O.D.
- Date: 05/09/2018
- Page: 1 of 1

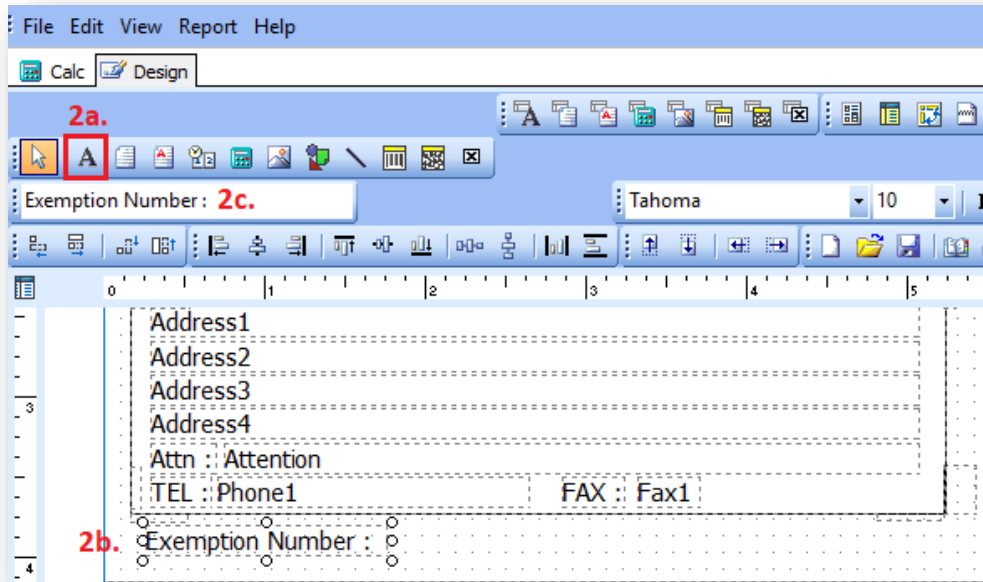
No	Description	Qty	Price/Unit	Discount	Sub Total	Total Excl. Tax (RM)	Total Tax 10% (RM)	Total Incl. Tax (RM)	Tax
1	Set Up Bench DM-020	2.00	UNIT 1,349.00		2,698.00	2,698.00	0.00	2,698.00	STE
2	Gym Equipment Servicing/Repair	1.00	TIME 400.00		400.00	400.00	0.00	400.00	STE

Page 1 of 1 | 05.09.2018 10:15:22 | Invoice - Sales Tax (highlighted with a red box)

2a : click on the A label icon

2b : click on the area that you want to locate the field

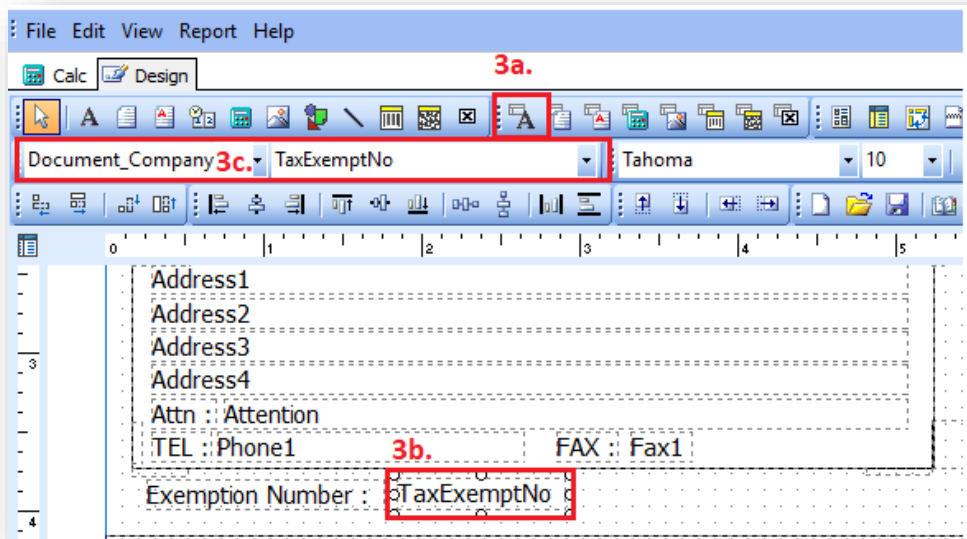
2c : rename the label



3a : click on the DBText field

3b : click on the area that you want to located the field

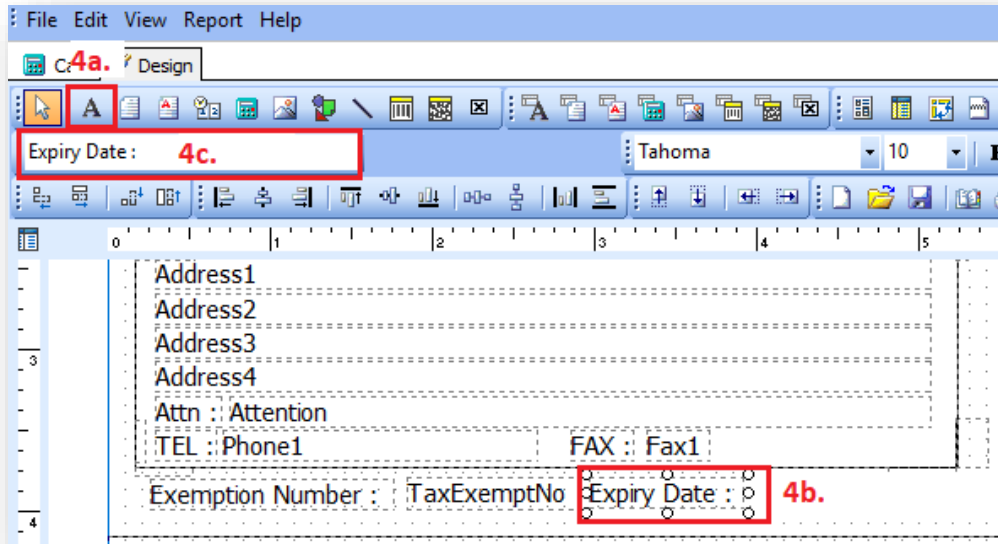
3c : select Document Company & TaxExemptNo



4a : click on the A label icon

4b : click on the area that you want to locate the field

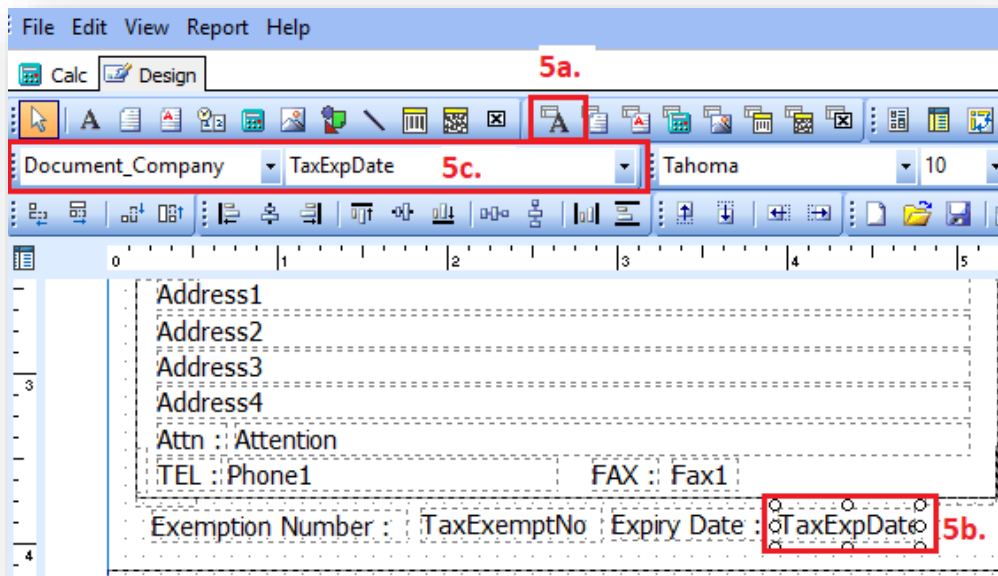
4c : rename the label



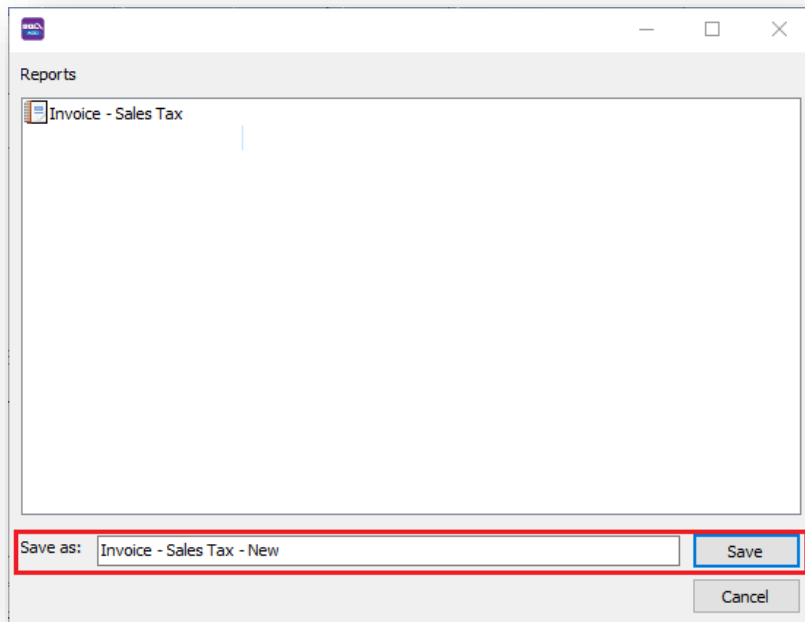
5a : click on the DBText field

5b : click on the area that you want to located the field

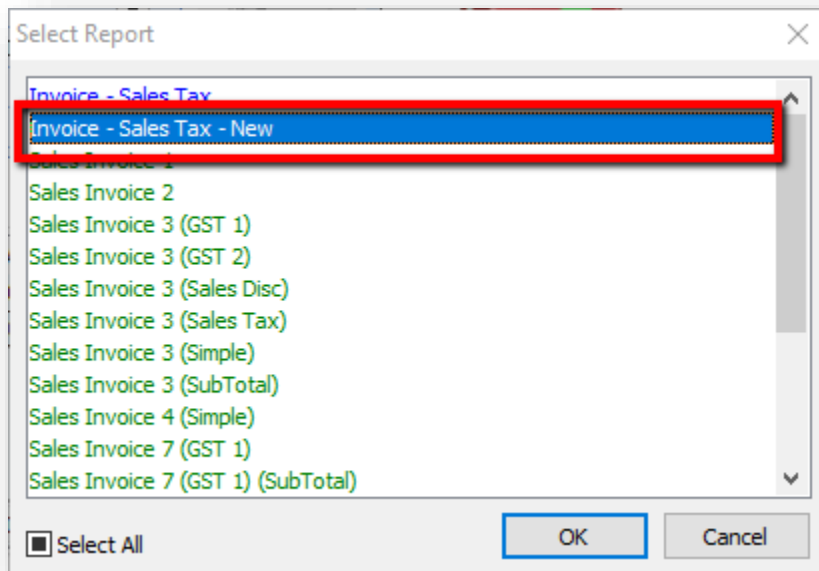
5c : select Document Company & TaxExpDate



Part C : Save as a new report name & preview the new format  
Once you complete, go file | save as | enter a new report name | Save



Preview your new report



The exemption number & expiry date added

The screenshot displays a software window titled "Maintain Customer" and an adjacent invoice. In the software window, the "Tax" tab is active, showing "Tax Exemption No : 123467889" and "Expiry Date : 31/12/2019". The invoice, titled "Invoice", lists the company as "FIRST FITNESS CLUB" and includes contact information. A red box in the software highlights the exemption number and expiry date, with a red arrow pointing to a corresponding red box on the invoice that contains the same information.

**Maintain Customer**

Company: FIRST FITNESS CLUB  
GST. No. :  
Control A/C: 300-000

General Credit Control Note Tax

Tax Exemption No : 123467889  
Expiry Date : 31/12/2019

Selangor, Malaysia,  
Phone: 03-5637 0217 Fax: 03-5637 0117  
(GST No: 000612345678 / SST No. B10-1808-2200200)

**Invoice**

FIRST FITNESS CLUB  
No. 251-A, Lorong Loveland,  
10400 Georgetown,  
Penang.

Attn : Mr. Adullah Shamil  
TEL : 04-348 5124 FAX :  
Exemption Number : 123467889 Expiry Date : 31/12/2019