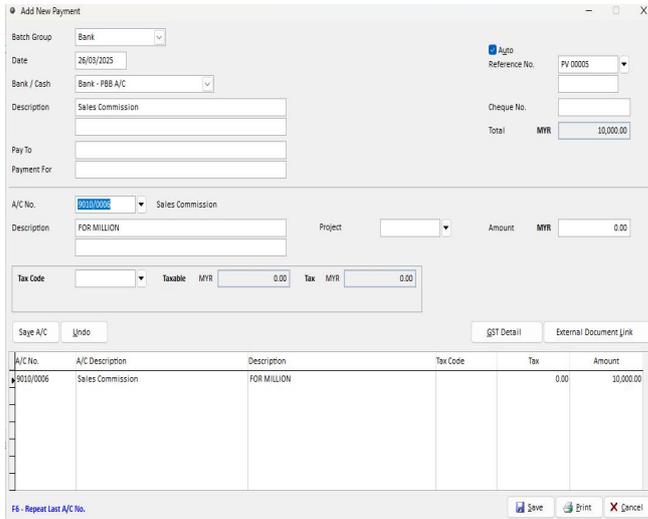


How does the system process generate self-billed E-invoice from a payment

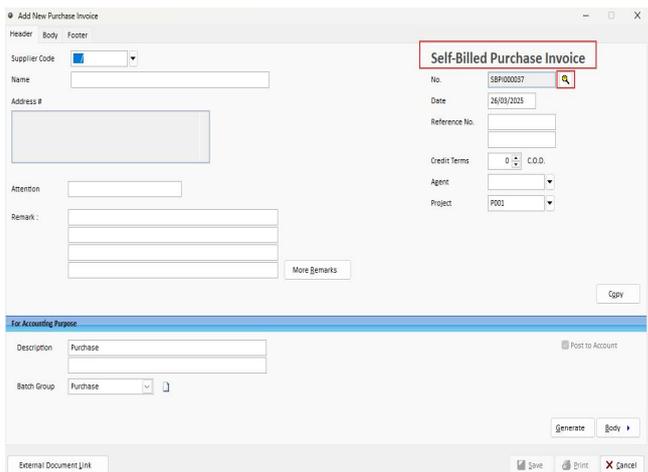
This topic covers how to create a self-billed e-invoice for an expense payment.



A/C No.	A/C Description	Description	Tax Code	Tax	Amount
9010/0006	Sales Commission	FOR MILLION		0.00	10,000.00

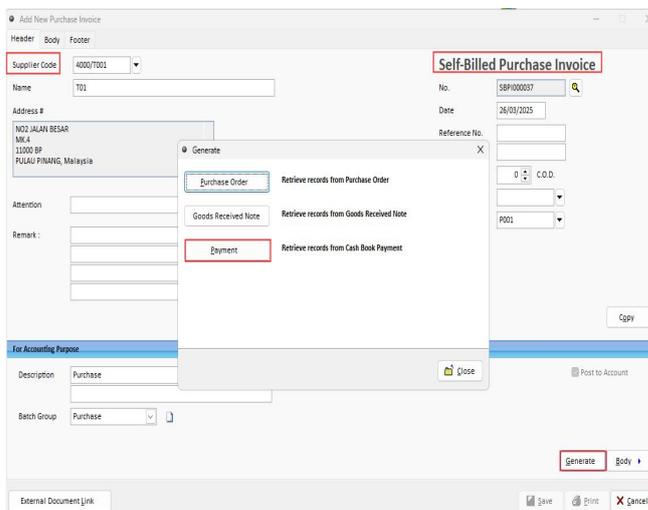
Step 1 : Go to General > Cash Book > Payment

- after that create a new payment voucher for the transaction
- **Enter details and click on save**



Step 2: Go to Purchase >Purchase Invoice > Add

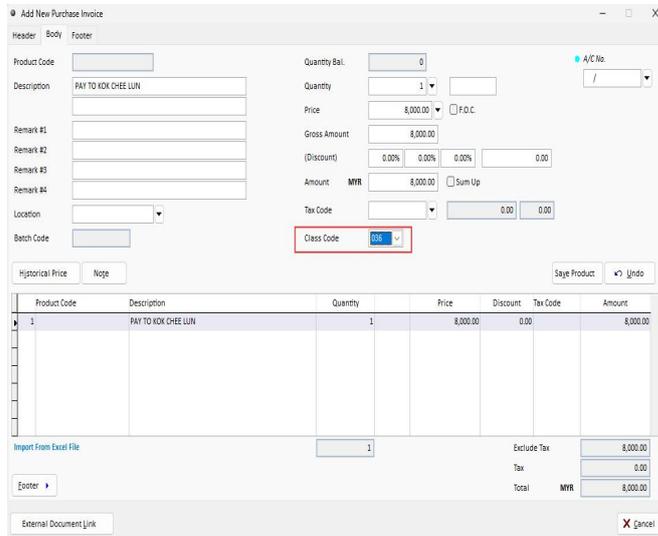
- Click on magnifier and select self-billed document



Step 3: Generate self-billed from payment

- Select supplier code and click on Generate then Payments.
- Tick the transaction that you want generate to Self-billed invoice .

How does the system process generate self-billed E-invoice from a payment



Product Code	Description	Quantity	Price	Discount	Tax Code	Amount
1	PAY TO KOK CHEE LUN	1	8,000.00	0.00		8,000.00

Step 4: Go to the body section, select the correct classification, and check the details. Once completed, click 'Save'

- After done user may go to e-Invoice document and tick the self-billed that you want submit it to IRBM for validation and click send.

Notes :

The supplier must maintain a TIN, IC number, phone number, and address.