

# **USER MANUAL**

## **Tally.ERP9 for SST Malaysia**



### **RJ Info Matrix (M) Sdn Bhd**

#### **Kuala Lumpur, Malaysia**

Suite 1007, 10th floor, Wisma Lim Foo Yong, 86, Jalan Raja Chulan, 50200 Kuala Lumpur  
Tel: +603-21103684, Fax: +603-21452422

#### **Penang, Malaysia**

Unit 5, 1<sup>st</sup> Floor, 23, Lebuhr Pantai, 10300 Penang  
Tel: +604-2612831, Fax: +604-2613573

#### **Johor Bahru, Malaysia**

No. 41, Jalan Berlian, Kim Teng Park, 80300 Johor Bahru  
Tel: +6017-7776744

Email: [support@ramjaya.com](mailto:support@ramjaya.com)

Web: [www.ramjaya.com](http://www.ramjaya.com)

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Version: RJ Info Matrix (M) Sdn Bhd/ Tally.ERP9 training user manual for SST Malaysia/6.4/29-Aug-2018

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## **Install Sales & Service Tax addon**

### **1. Installing Sales & Service Tax addon file**

Download file RJMySST.TCP file that you received to your server folder

- a) Rename existing file (if any) RJMySST.TCP under the server folder Tally.ERP9\TDL with current date (RJMySSTDDMMYYYY.TCP, where DD is date, MMM is month, YYYY is year)
- b) Copy the downloaded file RJMySST.TCP to the server folder Tally.ERP9\TDL

If this is the first time the addon is being installed then enable the addon file.  
**(F12: Configure->ProductI & Features-> F4: Manage Local TDL)**

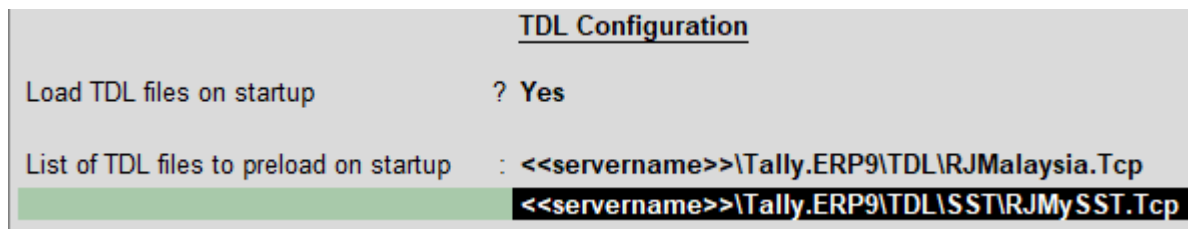
Add the following to the last line and accept.

<path>/RJMySST.Tcp

The <path> could be local drive or network storage as given below,

Local drive example: C:\Tally.ERP9\TDL\RJMySST.TCP

Network storage example: \\<ServerName>\Tally.ERP9\TDL\RJMySST.TCP



Replace the <ServerName> with the name of your Tally server where the license is installed.

The list of files should show no errors and display the information as shown below

Product & Features		SST Demo Company	Ctrl + M
S. No.	Name	Status	
<b>Product Releases</b>			
1	Tally.ERP 9 Series A Release 6.4.7	Installed (Latest)	
<b>TDL Files/Add-ons</b>			
1	RJ Malaysia GST 0% ERP9A_6.4 (3-Sep-2018, 10:00am)		
2	RJ Sales & Service Tax Malaysia ERP9_A6.4 (3-Sep-2018, 10:00am)		

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## Setup for Sales & Service Tax

### 2. Enable Sales & Service Tax

**Gateway of Tally >F11:Features->Statutory & Taxation**

Set the option “Enable Malaysian Sales & Service Tax?” to Yes. Enter the registration numbers and date of registration.

<u>Company: SST Demo Company</u>	
<u>Statutory and Taxation</u>	
<b>Enable Malaysian Sales &amp; Service Tax</b>	? <b>Yes</b>
Sales Tax registration number	: 1234567890
Date of Registration	: 1-Sep-2018
Service tax registration number	: 0987654321
Date of Registration	: 1-Sep-2018
SST Filing Period	: Bi-Monthly
<hr/>	
<b>Prepare &amp; Follow Malaysian Style GST Returns</b> (will be discontinued from 1-Sep-2018)	? <b>No</b>
GST Regn. No.	: 001234567890
Company Regn. Number	: 123456-X
Self Billing Approval Number	: Ref: 111111
Carry forward GST refund	? <b>No</b>
<u>Malaysian Standard Industrial Classification Codes</u>	
MSIC 1	: 00014
MSIC 2	:
MSIC 3	:
MSIC 4	:
MSIC 5	:
GST Filing Period	: <b>Monthly</b>

Note: You may set the option “Prepare & Follow Malaysian Style GST Returns?” to No so that GST options do not hinder data entry. This option may be enabled anytime to view the transactions and reports prior to 1-Sep-2018

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### 3. Setup SST Categories

Gateway of Tally > **Accounts Info.** -> **SST Categories**

Categories for service tax

Service Category Alteration		SST Demo Company					
Name	Consultant	List of Sales & Service Tax Categories					
		Taxable Service	Group	Service Type Code	Threshold	Sales Tax	Service Tax
		Accommodation	A	9901.01.0650	RM 500,000	0	6%
		Advertising	I	9909.08.1677	RM 500,000	0	6%
		Advocate and solicitors, Syaria lawyer	G	9907.01.0670	RM 500,000	0	6%
		Air Transport	I	9909.10.1681	RM 500,000	0	6%
		Architect	G	9907.05.0672	RM 500,000	0	6%
		Automotive Repair Centre	I	9909.05.1666	RM 500,000	0	6%
		Beer House	C	9903.06.0657	RM 500,000	0	6%
		Betting and Gaming	F	9906.01.1660	RM 500,000	0	6%
		<b>Consultant</b>	<b>G</b>	<b>9907.06.1674</b>	<b>RM 500,000</b>	<b>0</b>	<b>6%</b>
		Courier	I	9909.06.1665	RM 500,000	0	6%
		Credit Card / Charge Card	H	9908.01.0678	No Threshold	0	RM25
		Dance Halls	C	9903.02.0653	RM 500,000	0	6%
		Electricity	I	9909.09.1680	RM 500,000	0	6%
		Employment	G	9907.08.1668	RM 500,000	0	6%
		Food and Beverages	B	9902.01.2651	RM 1,000,000	0	6%
		Forwarding Agents	I	9909.03.0663	No Threshold	0	6%
		Golf Club and Golf Driving Range	E	9905.01.1659	RM 500,000	0	6%
		Health Centres	C	9903.03.0654	RM 500,000	0	6%
		Hire and Drive	I	9909.07.1676	RM 500,000	0	6%
		Importer				10%	0
		Insurance and Takaful	I	9909.01.0661	RM 500,000	0	6%
		IT Providers	G	9907.10.1676	RM 500,000	0	6%
		Licensed/registered surveyor, appraisers, estate agents	G	9907.03.0673	RM 500,000	0	6%
		Management	G	9907.06.1675	RM 500,000	0	6%
		Manufacturer				10%	0
		Massage Parlours	C	9903.04.0655	RM 500,000	0	6%
		Night Clubs	C	9903.01.0652	RM 500,000	0	6%
		Paid TV Broadcasting	I	9909.08.1679	RM 500,000	0	6%
		Parking Spaces Operator	I	9909.04.1664	RM 500,000	0	6%
		Private Agency (Gaurds/Protection)	G	9907.09.1667	RM 500,000	0	6%
		Private Clubs	D	9904.01.1658	RM 500,000	0	6%
		Professional Engineer	G	9907.04.0671	RM 500,000	0	6%
		Public Accountant	G	9907.02.0669	RM 500,000	0	6%
		Public Houses	C	9903.05.0656	RM 500,000	0	6%
		Telecommunication	I	9909.02.0662	RM 500,000	0	6%

Categories for Sales Tax (if any)

Service Category Alteration		SST Demo Company					
Name	Importer	List of Sales & Service Tax Categories					
		Taxable Service	Group	Service Type Code	Threshold	Sales Tax	Service Tax
		Accommodation	A	9901.01.0650	RM 500,000	0	6%
		Advertising	I	9909.08.1677	RM 500,000	0	6%
		Advocate and solicitors, Syaria lawyer	G	9907.01.0670	RM 500,000	0	6%
		Air Transport	I	9909.10.1681	RM 500,000	0	6%
		Architect	G	9907.05.0672	RM 500,000	0	6%
		Automotive Repair Centre	I	9909.05.1666	RM 500,000	0	6%
		Beer House	C	9903.06.0657	RM 500,000	0	6%
		Betting and Gaming	F	9906.01.1660	RM 500,000	0	6%
		Consultant	G	9907.06.1674	RM 500,000	0	6%
		Courier	I	9909.06.1665	RM 500,000	0	6%
		Credit Card / Charge Card	H	9908.01.0678	No Threshold	0	RM25
		Dance Halls	C	9903.02.0653	RM 500,000	0	6%
		Electricity	I	9909.09.1680	RM 500,000	0	6%
		Employment	G	9907.08.1668	RM 500,000	0	6%
		Food and Beverages	B	9902.01.2651	RM 1,000,000	0	6%
		Forwarding Agents	I	9909.03.0663	No Threshold	0	6%
		Golf Club and Golf Driving Range	E	9905.01.1659	RM 500,000	0	6%
		Health Centres	C	9903.03.0654	RM 500,000	0	6%
		Hire and Drive	I	9909.07.1676	RM 500,000	0	6%
		<b>Importer</b>				<b>10%</b>	<b>0</b>
		Insurance and Takaful	I	9909.01.0661	RM 500,000	0	6%
		IT Providers	G	9907.10.1676	RM 500,000	0	6%
		Licensed/registered surveyor, appraisers, estate agents	G	9907.03.0673	RM 500,000	0	6%
		Management	G	9907.06.1675	RM 500,000	0	6%
		Manufacturer				10%	0
		Massage Parlours	C	9903.04.0655	RM 500,000	0	6%
		Night Clubs	C	9903.01.0652	RM 500,000	0	6%
		Paid TV Broadcasting	I	9909.08.1679	RM 500,000	0	6%
		Parking Spaces Operator	I	9909.04.1664	RM 500,000	0	6%
		Private Agency (Gaurds/Protection)	G	9907.09.1667	RM 500,000	0	6%
		Private Clubs	D	9904.01.1658	RM 500,000	0	6%
		Professional Engineer	G	9907.04.0671	RM 500,000	0	6%
		Public Accountant	G	9907.02.0669	RM 500,000	0	6%
		Public Houses	C	9903.05.0656	RM 500,000	0	6%
		Telecommunication	I	9909.02.0662	RM 500,000	0	6%

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#### 4. Setup Ledgers for SST

Gateway of Tally > **A**ccounts Info.->**L**edgers->**C**reate

Create/update **Service** ledgers

Ledger Alteration	
Name	: Services
(alias)	:
Under	: Sales Accounts
Inventory values are affected	? Yes
Type of Ledger	?
Rounding method	:    Not Applicable
Rounding limit	: 0
<u>Statutory Information</u>	
Type of tax applicable	: <b>Service Tax</b>
SST Category Name	: Consultant
Method of calculation	: Tax based on Item R
Percentage of tax	: 6 %

List of Tax Types	
<input type="checkbox"/>	Not Applicable
<input type="checkbox"/>	Others
<input type="checkbox"/>	Sales Tax
<input checked="" type="checkbox"/>	<b>Service Tax</b>

List of Service Categories		
Name	Sales Tax	Service Tax
Consultant	0	6

Create **Service Tax and Sales Tax** (if applicable) ledgers

Name	: <b>Service Tax 6%</b>
(alias)	:
Under	: <b>Duties &amp; Taxes</b> (Current Liabilities)
Inventory values are affected	? <b>No</b>
Rounding method	:    <b>Not Applicable</b>
Rounding limit	: <b>0</b>
<u>Statutory Information</u>	
Type of tax	: <b>Service Tax</b>
Method of calculation	: Tax based on Item Rate
Percentage is based on Tax Type	: <b>6 %</b>

Create/update **Sales** ledgers (if applicable)

Ledger Alteration	
Name	: Sale of Product
(alias)	:
Under	: Sales Accounts
Inventory values are affected	? Yes
Type of Ledger	? <input type="checkbox"/> Not Applicable
Rounding method	: <input type="checkbox"/> Not Applicable
Rounding limit	: 0
<b>Statutory Information</b>	
Type of tax applicable	: Sales Tax
SST Category Name	: Importer
Method of calculation	: Tax based on Item R
Percentage of tax	: 10 %

List of Tax Types		
<input type="checkbox"/>	Not Applicable	
<input type="checkbox"/>	Others	
<input checked="" type="checkbox"/>	Sales Tax	
<input type="checkbox"/>	Service Tax	

List of Service Categories		
Name	Sales Tax	Service Tax
Importer	10	0

Create **Sales Tax** ledgers (if applicable)

Ledger Alteration	
Name	: Sales Tax 10%
(alias)	:
Under	: Duties & Taxes (Current Liabilities)
Inventory values are affected	? No
Rounding method	: <input type="checkbox"/> Not Applicable
Rounding limit	: 0
<b>Statutory Information</b>	
Type of tax	: Sales Tax
SST Category Name	: <input type="checkbox"/> Not Applicable
Method of calculation	: Tax based on Item Rate
Percentage of tax	: 10 %

Update **Customer/Supplier** ledgers

Use the option “Set/alter SST details ?”

Ledger Alteration	
Name : Customer Sdn Bhd (alias) :	
Under : Debtors (Current Assets)	Name : Customer Sdn Bhd Address : No.1, Jalan 1 Taman 1, 500001 Kuala Lumpur
Maintain balances bill-by-bill ? Yes	Country : Malaysia
Default credit period :	Contact person : Mr. Abc
Check for credit days during voucher entry ? No	Phone no. : 03-12345678
Inventory values are affected ? No	Mobile no. : 012-3456789
	Fax no. :
	E-mail : abc@customer.com
	CC to (if any) :
	Website :
	Provide bank details ? No
	Set/alter SST details ? <b>Yes</b>
	Company Regn. No. : 11111-A

Enter the customer/supplier’s type of service and registered SST numbers

Sales & Service Tax Details		Types of Service	
Type	Description	Type	Description
Type of service : <b>Taxable.</b>		Undefined	
Service tax registration number : 1111111111		Exempt-Area	Export/Special Area/Designated Area
Sales tax registration number : 2222222222		Exempt-Schedule A	Class of Person
		Exempt-Schedule B	Manufacturer of specific non taxable goods
		Exempt-Schedule C (Item 1 & 2)	Purchase/Importation of Raw Materials Exempted from Sales Tax
		Taxable	

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## 5. Setup Stock Items for SST

Gateway of Tally > **I**nventory Info.->**S**tock Items->**C**reate

Create items for Services

Stock Item Alteration																		
Name : <b>Service Item</b> (alias) :																		
Is Inactive ? <b>No</b>																		
Description : <b>Being serviuces rendered...</b>																		
Under : <input checked="" type="checkbox"/> <b>Primary</b>	Statutory Information																	
Units : <input checked="" type="checkbox"/> <b>Not Applicable</b>	Type of tax applicable : <b>Service Tax</b>	<table border="1"> <thead> <tr> <th colspan="3">List of Tax Types</th> </tr> <tr> <td><input type="checkbox"/> Not Applicable</td> <td colspan="2"></td> </tr> <tr> <td><input type="checkbox"/> Others</td> <td colspan="2"></td> </tr> <tr> <td><input type="checkbox"/> Sales Tax</td> <td colspan="2"></td> </tr> <tr> <td><input checked="" type="checkbox"/> <b>Service Tax</b></td> <td colspan="2"></td> </tr> </thead></table>		List of Tax Types			<input type="checkbox"/> Not Applicable			<input type="checkbox"/> Others			<input type="checkbox"/> Sales Tax			<input checked="" type="checkbox"/> <b>Service Tax</b>		
List of Tax Types																		
<input type="checkbox"/> Not Applicable																		
<input type="checkbox"/> Others																		
<input type="checkbox"/> Sales Tax																		
<input checked="" type="checkbox"/> <b>Service Tax</b>																		
	SST Category Name : <b>Consultant</b>	<table border="1"> <thead> <tr> <th colspan="3">List of Service Categories</th> </tr> <tr> <th>Name</th> <th>Sales Tax</th> <th>Service Tax</th> </tr> </thead> <tbody> <tr> <td><b>Consultant</b></td> <td>0</td> <td>6</td> </tr> </tbody> </table>		List of Service Categories			Name	Sales Tax	Service Tax	<b>Consultant</b>	0	6						
List of Service Categories																		
Name	Sales Tax	Service Tax																
<b>Consultant</b>	0	6																
	Percentage of tax : <b>6</b>																	

Create items for Sales of products

Stock Item Alteration																		
Name : <b>Product</b> (alias) :																		
Is Inactive ? <b>No</b>																		
Description : <b>Being sale of product ...</b>																		
Under : <input checked="" type="checkbox"/> <b>Primary</b>	Statutory Information																	
Units : <b>pcs</b>	Type of tax applicable : <b>Sales Tax</b>	<table border="1"> <thead> <tr> <th colspan="3">List of Tax Types</th> </tr> <tr> <td><input type="checkbox"/> Not Applicable</td> <td colspan="2"></td> </tr> <tr> <td><input type="checkbox"/> Others</td> <td colspan="2"></td> </tr> <tr> <td><input checked="" type="checkbox"/> <b>Sales Tax</b></td> <td colspan="2"></td> </tr> <tr> <td><input type="checkbox"/> Service Tax</td> <td colspan="2"></td> </tr> </thead></table>		List of Tax Types			<input type="checkbox"/> Not Applicable			<input type="checkbox"/> Others			<input checked="" type="checkbox"/> <b>Sales Tax</b>			<input type="checkbox"/> Service Tax		
List of Tax Types																		
<input type="checkbox"/> Not Applicable																		
<input type="checkbox"/> Others																		
<input checked="" type="checkbox"/> <b>Sales Tax</b>																		
<input type="checkbox"/> Service Tax																		
	SST Category Name : <b>Importer</b>	<table border="1"> <thead> <tr> <th colspan="3">List of Service Categories</th> </tr> <tr> <th>Name</th> <th>Sales Tax</th> <th>Service Tax</th> </tr> </thead> <tbody> <tr> <td><b>Importer</b></td> <td>10</td> <td>0</td> </tr> </tbody> </table>		List of Service Categories			Name	Sales Tax	Service Tax	<b>Importer</b>	10	0						
List of Service Categories																		
Name	Sales Tax	Service Tax																
<b>Importer</b>	10	0																
	Percentage of tax : <b>10</b>																	

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## Transactions with Sales & Service Tax

### 6. Invoicing with SST

**Service invoice** with both service items and/or service ledgers can be entered, the service tax will be calculated including taxable values from both.

Accounting Voucher Alteration (Secondary)		SST Demo Company	Ctrl + M
Sales No. <b>INV/001/18</b>		Taxable or Exempt? Taxable	1-Sep-2018 Saturday
Reference no.: _____			
Party A/c name : Customer Sdn Bhd			
Current balance : 18,391.00 Dr			
Name of Item	Quantity	Rate per	Amount
Service Item <i>Being services rendered...</i> <i>For the Period...</i>			5,000.00
<b>Additional Entries</b>			
<b>Services</b>			
<i>-Additional Services Rendered...</i>			
<i>-For the Period of...</i>			
<b>Service Tax 6%</b>			
<b>Disbursements</b>			
<i>-Logistics Expenses</i>			
<i>-Postage &amp; Courier</i>			
			6,860.00
Narration: _____			

The invoice maybe printed as shown below



**SST Demo Company**

No.123, Jalan Demo  
50001 Kuala Lumpur

### INVOICE

**To :**  
Customer Sdn Bhd  
No.1, Jalan 1  
Taman 1,  
500001 Kuala Lumpur  
Attn : Mr. Abc  
Phone : 03-12345678, 012-3456789  
Fax :

Number : **INV/001/18**

Date : **1-Sep-2018**

Reference : \_\_\_\_\_

SI No.	Description	Quantity	Rate	per	Amount
1	<b>Service Item</b> <i>Being services rendered...</i> <i>For the Period...</i>				5,000.00
	<b>Services</b> <i>-Additional Services Rendered...</i> <i>-For the Period of...</i>				1,000.00
	<b>Service Tax 6%</b>				360.00
	<b>Disbursements</b> <i>-Logistics Expenses</i> <i>-Postage &amp; Courier</i>				500.00
<b>Total</b>					<b>RM 6,860.00</b>

Amount Chargeable (in words) E. & O.E  
**Ringgit Malaysia Six Thousand Eight Hundred Sixty Only**

Declaration  
We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.

**for SST Demo Company**


\_\_\_\_\_  
Authorised Signatory

This is a Computer Generated Invoice

**Sales and Service invoice** with both product sale and services can be entered, the sales tax and service tax will both be calculated.

Accounting Voucher Alteration (Secondary)		SST Demo Company		Ctrl + M
Sales No: INV002/18		Taxable or Exempt? Taxable		1-Sep-2018 Saturday
Reference no.:				
Party A/c name : Customer Sdn Bhd				
Current balance : 18,391.00 Dr				
Name of Item	Quantity	Rate per	Amount	
Product Being sale of product ...	1 pcs	10,000.00 pcs	10,000.00	
<b>Additional Entries</b>				
Sales Tax 10%			1,000.00	
Services			500.00	
Additional Services Rendered...				
Service Tax 6%			30.00	
Narration:		1 pcs	11,530.00	

The invoice maybe printed as shown below



**SST Demo Company**  
No. 123, Jalan Demo  
50001 Kuala Lumpur

**INVOICE**

To :  
**Customer Sdn Bhd**  
No. 1, Jalan 1  
Taman 1,  
500001 Kuala Lumpur  
Attn : Mr. Abc  
Phone : 03-12345678, 012-3456789  
Fax :

Number : INV/002/18  
Date : 1-Sep-2018  
Reference : \_\_\_\_\_

Sl No.	Description	Quantity	Rate	per	Amount
1	<b>Product</b> <i>Being sale of product ...</i>	<b>1 pcs</b>	10,000.00	pcs	<b>10,000.00</b>
	<b>Sales Tax 10%</b>				<b>1,000.00</b>
	<b>Services</b>				<b>500.00</b>
	<i>Additional Services Rendered...</i>				
	<b>Service Tax 6%</b>				<b>30.00</b>
<b>Total</b>		<b>1 pcs</b>			<b>RM 11,530.00</b>

Amount Chargeable (in words) E. & O.E  
**Ringgit Malaysia Eleven Thousand Five Hundred Thirty Only**

Declaration  
We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.

**for SST Demo Company**

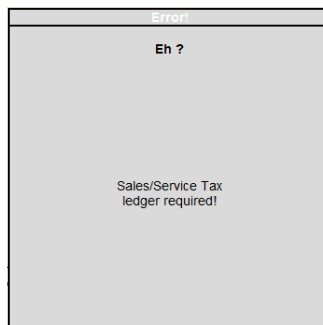
Authorized Signatory

This is a Computer Generated Invoice

For Purchases, Sales, Credit and Debit notes the "Taxable or Exempt ?" is set by default to "Taxable"

Accounting Voucher Creation		SST Demo Con
<b>Sales</b>	No. INV/004/18	
Reference no.:	Taxable or Exempt ?	<b>Taxable</b>
Types of Sales Tax		
Type	Description	
<input type="checkbox"/> Not Applicable		
Exempt-Area	Export/Special Area/Designated Area	
Exempt-Schedule A	Class of Person	
Exempt-Schedule B	Manufacturer of specific non taxable goods	
Exempt-Schedule C (Item 1 & 2)	Purchase/Importation of Raw Materials Exempted from Sales Tax	
Exempt-Schedule C (Item 3 & 4)	Purchase/Importation of Raw Materials on behalf of Registered Manufacturer Exempted from Sales Tax	
Exempt-Schedule C (Item 5)	Value of Work Performed Exempted from Sales Tax	
<b>Taxable</b>		

If the sales/service tax ledger has been omitted from the invoice which has taxable amounts then Tally will warn the user



The user may choose to disable this warning using the option "Warn on missing SST ledger ?" under F12:Configure options.

<u>Sales Invoice Standard Configuration</u>	
<u>General Options</u>	
Enable supplementary details (Address details, despatch details, etc.)	? <b>Yes</b>
Allow separate buyer and consignee names	? <b>No</b>
Use common ledger account for item allocation	? <b>No</b>
Use defaults for bill allocations	? <b>No</b>
Use voucher no. as bill ref. no. for bill allocations	? <b>Yes</b>
Provide additional descriptions for stock item name	? <b>Yes</b>
Provide additional descriptions for ledger name	? <b>Yes</b>
Allow entry of rate inclusive of tax for stock item	? <b>No</b>
Calculate tax on current sub-total (else calculations are on inventory total only)	? <b>No</b>
Warn on missing SST ledger	? <b>Yes</b>
<u>Other Options</u>	
Warn on negative stock balance	? <b>Yes</b>
<i>Press F12 for more options.</i>	