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

- Maintain Customer -	Read MyKad	New
Company: FIRST FITNESS CLUB		Edit
Control A/C: 300-000 🗸 Code: 300-F0001	GST. No. : Cust. Category:	Delete
General Credit Control Note Tax		More
Tax Exemption No: 123467889		Refresh
Expiry Date : 31/12/2019		Browse
Tax:		
Tax Area:		5
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		d
		Close

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.

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Testing Gym Manufacturer Sdn Bhd (154716-A) No. 57, Jalan SS 17/1C, 47500, Petaling Jaya, Selangor, Malaysia, Phone: 03-5637 0217 Fax: 03-5637 0117 (GST No: 000612345678/ SST No. B10-1808-2200200)									
	FIR No.	ST FITNESS CLUB 251-A, Lorong Loveland,		Invo	ice	DocNo Your Ref. Our D/O	: IV-00006 : No :		
	104 Pen	iang.				Terms Date	: C.O.D. : 05/09/20	18	
	104 Pen Attr	iou Georgetown, iang. 1 : Mr. Adullah Shamil 1 : 04-348 5124 FA	x :			Terms Date Page	: C.O.D. : 05/09/20 : 1 of 1	18	
	104 Pen Attr TEL No	uu Georgetown, ang. 1 : Mr. Adullah Shamil . : 04-348 5124 FA Description	X : Qty	Price/Unit	Discount	Terms Date Page Sub Total	: C.O.D. : 05/09/20 : 1 of 1 Total Excl. Tax Amt 1 Tax (RM) (18 10% Total Ind. RM) Tax (RM) Tax	
	104 Pen Attr TEL No	uu Georgetown, ang. 1 : Mr. Adullah Shamil . : 04-348 5124 FA Description Set Up Bench DM-020	X : Qty 2.00 UNIT	Price/Unit 1,349.00	Discount	Terms Date Page Sub Total 2,698.00	: C.O.D. : 05/09/20: : 1 of 1 Total Excl. Tax Amt 1 Tax (RM) (1 2,698.00 0.	18 10% Total Ind. Tax (RM) Tax 00 2,698.00 STE	
	104 Pen Attr TEL No 1 2	uu Georgetown, ang. 1 : Mr. Adullah Shamil 2 : 04-348 5124 FA Description Set Up Bench DM-020 Gym Equipment Servicing/Repair	X : Qty 2.00 UNIT 1.00 TIME	Price/Unit 1,349.00 400.00	Discount	Terms Date Page Sub Total 2,698.00 400.00	: C.O.D. : 05/09/20 : 1 of 1 Total Excl. Tax Amt : Tax (RM) (2,698.00 0. 400.00 0.	IS Total Ind. Tax (RM) Tax 00 2,698.00 STE 00 400.00 STE	-

- 2a : click on the A label icon
- 2b : click on the area that you want to locate the field
- 2c : rename the label

File Edit View Report Help					
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Exemption Number : 2c.	Tahoma 🔹 10 🔹 🖪				
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Address1 Address2 Address3 Address4 Attn: Attention TEL: Phone1	FAX :: Fax1				
2b . Exemption Number : 0					

- 3a : click on the DBText field
- 3b : click on the are that you want to located the field
- 3c : select Document Company & TaxExemptNo

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- 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 are that you want to located the field
- 5c : select Document Company & TaxExpDate

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Attn :: Attention TEL :: Phone1	FAX	: Fax1	
Exemption Numbe	er : TaxExemptNo Ex	piry Date : TaxEx	oDate 5b.

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

eports			
Invoid	e - Sales Tax		
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ave as:	Invoice - Sales Tax - New	Save	

Preview your new report

Invoice - Sales Tax		^
Invoice - Sales Tax - New		
Suica Invoice I		_
Sales Invoice 2		
Sales Invoice 3 (GST 1)		
Sales Invoice 3 (GST 2)		
Sales Invoice 3 (Sales Disc)		
Sales Invoice 3 (Sales Tax)		
Sales Invoice 3 (Simple)		
Sales Invoice 3 (SubTotal)		
Sales Invoice 4 (Simple)		
Sales Invoice 7 (GST 1)		
Sales Invoice 7 (GST 1) (SubTotal)		~
	OK	Cancel
Select All	UK	Caricer

The exemption number & expiry date added

- E	Aaintain Customer	- • ×	Selangor, Malaysia., Phone: 03-5637 0217 Fax: 03-5637 0117
Attac	- Maintain Customer - Read MyKad	New	(GST No: 000612345678 / SST No. B10-1808-2200200)
hmen	Company: EIRST EITNESS CLUB	Edit	
5	GST. No. :	Delete	Invoice
	Control A/C: 300-000	🔄 Save 👻	No. 251-A, Lorong Loveland,
		Cancel	10400 Georgetown,
	General Credit Control Note Tax	More 💌	renang.
	Tax Exemption No : 123467889	Refresh	Attn : Mr. Adullah Shamil TEL : 04-348 5124 FAX :
	Expiry Date : 31/12/2019	Browse	Exemption Number : 123467889 Expiry Date : 31/12/2019