

The image features a central, large, light green circle with a subtle gradient, surrounded by several concentric, semi-transparent layers of the same color. The background is white, with additional decorative elements consisting of curved, overlapping bands of light green and blue in the corners. The text "e-Invoice Guide" is centered within the main circle in a bold, dark blue font.

e-Invoice Guide



Update Contact Info



Update Contact Info

- Tenancy Processing
- Ownership Processing
- Transaction Processing
- Enquiry & Communication
- Summary Reports
- Chart Reports
- Setup
- Occupant Registration
- GST
- SST
- LHDN e-Invoice** 1
- e-Invoice Submission
- Submission Listing
- e-Invoice Summary Report
- Update Contact Info** 2
- e-Invoice Setup

Single Phas JMB

Print Help

Reverse Posting Export Import

3

Lotno	Name	Deptcode	NRIC	Business Registration No	Tax Identification No
A-01-01	GABRIELLE	JMB	95		
A-01-02	John	JMB			
999	John Soo	JMB			
B-01-01	JOHNSON CHIA	JMB			
B-01-08	JOHNSON CHIA	JMB			
A-01-02	MAY LIM	JMB			
A-01-03	Chin Hanafi Thomas Hana Tommy1 Alex Jiu Hui Yan Sing Jeffrey	JMB			
C-07-09	Chin Hanafi Thomas Hana Tommy1 Alex Jiu Hui Yan Sing Jeffrey	JMB			
1-06-01	MS A	JMB	89		

- 1) Go to **LHDN e-Invoice**
- 2) Select **Update Contact Info**
- 3) Select **Export** to output Contact Info excel file template

Grey color section is unmodifiable; Yellow section is compulsory; Blue section is compulsory but conditional

partyid	contactid	name	lotid	lotno	deptcode	bastt	agrmparty	email	tel1type
1	1	GABRIELLE	1	A-01-01	JMB	2	1	jeffrey@cssdecisions.com	MOBILE
2	2	John	2	A-01-02	JMB	2	1	johnsoo@cssdecisions.com	MOBILE
88	2	John Soo	73	999	JMB	2	1	johnsoo@cssdecisions.com	MOBILE
3	4	JOHNSON CHIA	6	B-01-01	JMB	2	1	Johnsonchia@jmb.com	MOBILE
45	4	JOHNSON CHIA	41	B-01-08	JMB	2	1	Johnsonchia@jmb.com	MOBILE
4	5	MAY LIM	2	A-01-02	JMB	2	2	testemail@test.com	
55	10	Chin Hanafi Thomas Hana Tommy1 Alex Jiu Hui Yan Sing Jeffrey	3	A-01-03	JMB	2	2	sing@cssdecisions.com, burplextar@gmail.com	MOBILE
5	10	Chin Hanafi Thomas Hana Tommy1 Alex Jiu Hui Yan Sing Jeffrey	8	C-07-09	JMB	2	1	sing@cssdecisions.com, burplextar@gmail.com	MOBILE
6	11	MS A	9	1-06-01	JMB	2	1	MSA@GMAIL.COM	MOBILE
86	11	MS A	70	1-22-11	JMB	2	1	MSA@GMAIL.COM	MOBILE
8	13	MS C	11	1-06-03	JMB	2	1	MSC@HOTMAIL.COM	MOBILE
10	15	MS E	12	1-06-05	JMB	2	1	MSE@GMAIL.COM	MOBILE
11	16	MR G	14	1-06-06	JMB	2	1	MRG@HOTMAIL.COM	MOBILE
9	18	MS D	13	1-06-03A	JMB	2	1	MSD@YAHOO.COM	MOBILE
12	19	MR F	15	1-06-07	JMB	2	1	MRF@HOTMAIL.COM	MOBILE
13	20	MS F	16	1-06-08	JMB	2	1	MSF@YAHOO.COM	MOBILE

HOME / OFFICE / MOBILE / OTHER :
 Please specify
 [100 character]
 (compulsory)
 [20 character]
 (compulsory)

Fill in necessary information according to excel file template for respective owners

Update Contact Info

- Tenancy Processing
- Ownership Processing
- Transaction Processing
- Enquiry & Communication
- Summary Reports
- Chart Reports
- Setup
- Occupant Registration
- GST
- SST
- LHDN e-Invoice
- e-Invoice Submission
- Submission Listing
- e-Invoice Summary Report
- Update Contact Info
- e-Invoice Setup

Single Phas JMB

Print Help

Reverse Posting Export Import

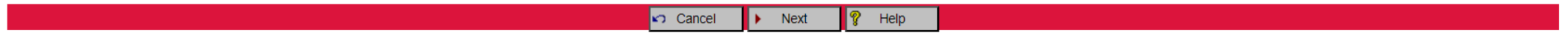
Lotno	Name	Deptcode	NRIC	Business Registration No	Tax Identification No
A-01-01	GABRIELLE	JMB	95		
A-01-02	John	JMB			
999	John Soo	JMB			
B-01-01	JOHNSON CHIA	JMB			
B-01-08	JOHNSON CHIA	JMB			
A-01-02	MAY LIM	JMB			
A-01-03	Chin Hanafi Thomas Hana Tommy1 Alex Jiu Hui Yan Sing Jeffrey	JMB			
C-07-09	Chin Hanafi Thomas Hana Tommy1 Alex Jiu Hui Yan Sing Jeffrey	JMB			
1-06-01	MS A	JMB	89		

1) Click **Import** to input Contact Info excel file template data into system

Update Contact Info



Input File Name



File Name No file chosen



1) Click **Choose File**

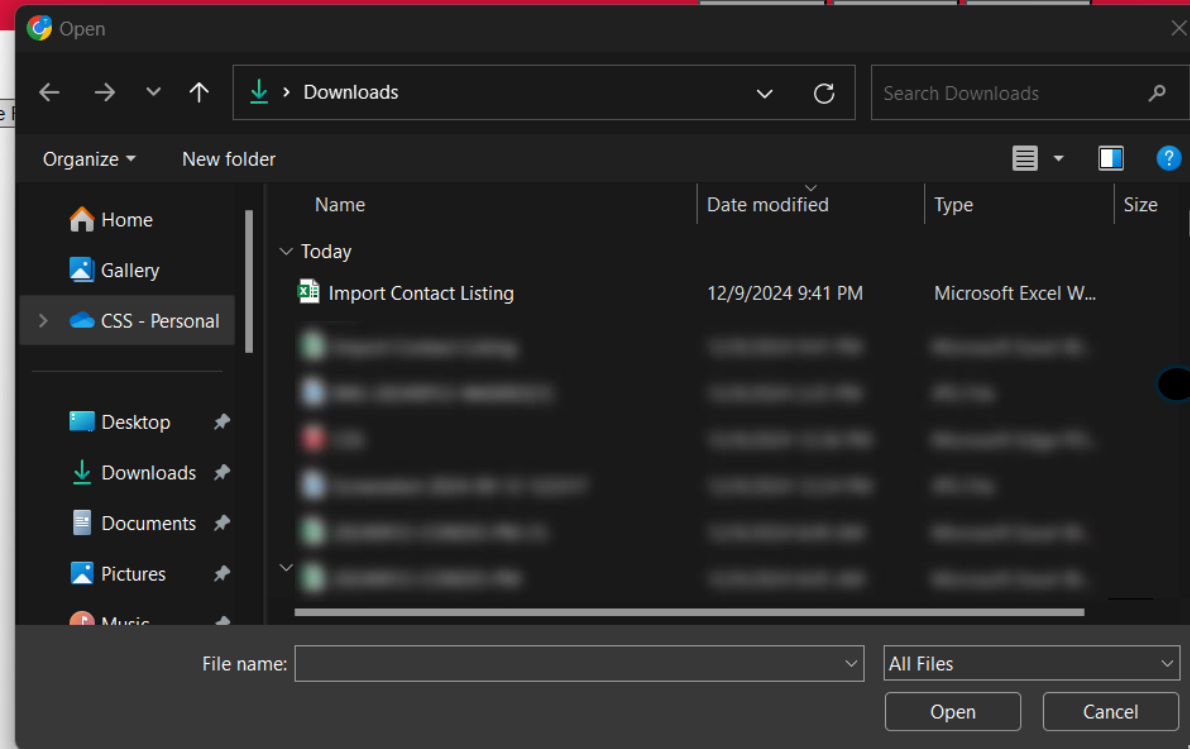
System Manager Logout

- Tenancy Processing
- Ownership Processing
- Transaction Processing
- Enquiry & Communication
- Summary Reports
- Chart Reports
- Setup
- Occupant Registration
- GST
- SST
- LHDN e-Invoice
- e-Invoice Submission
- Submission Listing
- e-Invoice Summary Report
- Update Contact Info
- e-Invoice Setup

Update Contact Info

Input File Name

File Name



Select the file name that wish to import Contact info template into system

Update Contact Info

Input File Name

Cancel Next Help

2

File Name Import Contact Listing.xlsx

1

- 1) Selected file will reflect accordingly
- 2) Click **Next**

Update Contact Info

- Tenancy Processing
- Ownership Processing
- Transaction Processing
- Enquiry & Communication
- Summary Reports
- Chart Reports
- Setup
- Occupant Registration
- GST
- SST
- LHDN e-Invoice
- e-Invoice Submission
- Submission Listing
- e-Invoice Summary Report
- Update Contact Info
- e-Invoice Setup

Import Data

Cancel Help Import Now

partyid	contactid	name	lotid	lotno	deptcode	basstt	agrpmparty	iscompany	nric	email	tel1type	tel1num	add1line1	add1line2	add1line3	add1line4	add1postcode	add1
1	1	GABRIELLE	1	A-01-01	JMB	2	1	False	951	jeffrey@cssdecisions.com	MOBILE	012	A-01-01,					
2	2	John	2	A-01-02	JMB	2	1	False		johnsoo@cssdecisions.com	MOBILE	016	A-01-02,					
88	2	John Soo	73	999	JMB	2	1	False		johnsoo@cssdecisions.com	MOBILE	016	A-01-02,					
3	4	JOHNSON CHIA	6	B-01-01	JMB	2	1	False		Johnsonchia@jmb.com	MOBILE	016						
45	4	JOHNSON CHIA	41	B-01-08	JMB	2	1	False		Johnsonchia@jmb.com	MOBILE	016						
4	5	MAY LIM	2	A-01-02	JMB	2	2	False		testemail@test.com								
55	10	Chin Hanafi Thomas Hana Tommy1 Alex Jiu Hui Yan Sing Jeffrey	3	A-01-03	JMB	2	2	False		sing@cssdecisions.com, burplextar@gmail.com	MOBILE	018						
5	10	Chin Hanafi Thomas Hana Tommy1 Alex Jiu Hui Yan Sing Jeffrey	8	C-07-09	JMB	2	1	False		sing@cssdecisions.com, burplextar@gmail.com	MOBILE	018						
6	11	MS A	9	1-06-01	JMB	2	1	False	890	MSA@GMAIL.COM	MOBILE	013	No 90-2,	tam				

Updated owner's **Contact Info** will recorded in system based on imported file info



Update E-Invoice Setup Info

(This part generally maintain by CSS technician, user could update but not advisable)



- Tenancy Processing
- Ownership Processing
- Transaction Processing
- Enquiry & Communication
- Summary Reports
- Chart Reports
- Setup
- Occupant Registration
- GST
- SST
- LHDN e-Invoice
- e-Invoice Submission**
- Submission Listing
- e-Invoice Summary Report
- Update Contact Info
- e-Invoice Setup**

Go To

Save **Edit** Delete Cancel Help

1

2

3

CompCode	<input type="text" value="JMB"/>
Company Name	<input type="text" value="JMB SAGITTARIUS VILLA"/>
Company Num	<input type="text" value="123"/>
Email	<input type="text" value="jombsagittarius@gmail.com"/>
Address	<input type="text" value="A-01-01, Sagittarius Villa,"/> <input type="text" value="Unit C-3-1, Level 5, Block C,"/> <input type="text" value="Viva Homes(UE3), 85, Jalan Loke Yew,"/> <input type="text" value="55200 Kuala Lumpur, Malaysia."/>
Postcode	<input type="text" value="52000"/>
City	<input type="text" value="Kuala Lumpur"/>
State	<input type="text" value="Wilayah Persekutuan k"/>
Telephone 1	<input type="text" value="603-9200 4096"/>
Country Code	<input type="text" value="MY"/>
Business Registration Number	<input type="text" value="201"/>
<input checked="" type="checkbox"/> e-Invoice Company	
Tax Identification Number	<input type="text" value="C22"/>
e-invoice commence	<input type="text" value="1/06/2024"/>
Malaysia Standard Industrial Code	<input type="text" value="NOT APPLICABLE"/>
<input checked="" type="checkbox"/> SST Company	
SST Register Num	<input type="text" value="123"/>
SST Commence	<input type="text" value="1/01/2020"/>

- 1) Go to **LHDN e-Invoice**
- 2) Select **e-Invoice Setup**
- 3) Click **Edit**

- Tenancy Processing
- Ownership Processing
- Transaction Processing
- Enquiry & Communication
- Summary Reports
- Chart Reports
- Setup
- Occupant Registration
- GST
- SST
- LHDN e-Invoice
- e-Invoice Submission
- Submission Listing
- e-Invoice Summary Report
- Update Contact Info
- e-Invoice Setup

Go To

CompCode	<input type="text" value="JMB"/>
Company Name	<input type="text" value="JMB SAGITTARIUS VILLA"/>
Company Num	<input type="text" value="123-"/>
Email	<input type="text" value="jmb sagittarius@gmail.com"/>
Address	<input type="text" value="A-01-01, Sagittarius Villa,"/> <input type="text" value="Unit C-3-1, Level 5, Block C,"/> <input type="text" value="Viva Homes(UE3), 85, Jalan Loke Yew,"/> <input type="text" value="55200 Kuala Lumpur, Malaysia."/>
Postcode	<input type="text" value="52000"/>
City	<input type="text" value="Kuala Lumpur"/>
State	<input type="text" value="Wilayah Persekutuan K"/>
Telephone 1	<input type="text" value="603-9200 4096"/>
Country Code	<input type="text" value="MY"/>
Business Registration Number	<input type="text" value="201-"/>
Tax Identification Number	<input checked="" type="checkbox"/> e-Invoice Company <input type="text" value="C22"/>
e-invoice commence	<input type="text" value="1/06/2024"/>
Malaysia Standard Industrial Code	<input type="text" value="NOT APPLICABLE"/>
SST Register Num	<input checked="" type="checkbox"/> SST Company <input type="text" value="123-"/>
SST Commence	<input type="text" value="1/01/2020"/>

- 1) Update & amend necessary info accordingly
- 2) Click **Save** to apply changes



Lembaga Hasil Dalam Negeri (LHDN) e-Invoice Submission



- Tenancy Processing
- Ownership Processing
- Transaction Processing
- Official Receipt
- General Billing
- Late Payment Charges
- Utility Meter Billing
- Debit Note
- Credit Note
- Payment Voucher
- Account Allocation
- Advance Payment Setting
- Account Reversal
- Tax Invoice Cancellation
- SST Invoice Cancellation
- Document Query
- Post To General Ledger
- Posted GL Transaction
- CCP File Output
- CCP File Input
- Enquiry & Communication
- Summary Reports
- Chart Reports

Go To Search ▲ ▼ Property Code

Add Save Edit Cancel Print Help

Doc Num Manual Num

Date Trnx Bill Advice Date Begin

Lot Num Name Date End

Ref Num Issue To LPI Grace

Remarks

Additional Info:
 LPI Update
 Due Date

GL Code Item Description

Amount Total Amount Add Item Save Item Item Num

SST Code SST Amount

Gross Amount

	Item Num	GL Code	Item Description	Date Begin	Date End	Amount	Item Balance
Select	1	IVSC	SERVICE CHARGE			150.00	150.00
Select	2	IVSF	SINKING FUND			15.00	15.00

Once user generated invoice in CSS system, it will be ready to linked for LHDN submission

System Manager Logout

- Tenancy Processing
- Ownership Processing
- Transaction Processing
- Enquiry & Communication
- Summary Reports
- Chart Reports
- Setup
- Occupant Registration
- GST
- SST
- LHDN e-Invoice 1
- e-Invoice Submission 2
- Submission Listing
- e-Invoice Summary Report
- Update Contact Info
- e-Invoice Setup

e-Invoice Submission



Property Code JMB




e-Invoice Type Invoice 3 Invoice Period Month 2024 Oct 4 5

- 1) Go to select **LHDN e-invoice**
- 2) Select **e-Invoice Submission**
- 3) Select **e-Invoice Type**
- 4) Filter **Invoice Period Month**
- 5) Click **Get Invoice**

- Tenancy Processing
- Ownership Processing
- Transaction Processing
- Enquiry & Communication
- Summary Reports
- Chart Reports
- Setup
- Occupant Registration
- GST
- SST
- LHDN e-Invoice
- e-Invoice Submission
- Submission Listing
- e-Invoice Summary Report
- Update Contact Info
- e-Invoice Setup

e-Invoice Submission

Property Code JMB ▼

 Help

e-Invoice Type Invoice ▼ Invoice Period Month 2024 Oct ▼ Get Invoice Post Now

Page Size 50 ▼ 1

<input checked="" type="checkbox"/>	Doc Date	Source	Doc No	Lot No	Party Name			Sum Amount
<input checked="" type="checkbox"/>	1/10/2024	GENERAL BILLING	10000280	1-06-01	MS A			1,126.00
<input checked="" type="checkbox"/>	1/10/2024	GENERAL BILLING	10000281	1-06-02	MS B			1,096.00
<input checked="" type="checkbox"/>	1/10/2024	GENERAL BILLING	10000282	1-06-03	MS C			1,096.00
<input checked="" type="checkbox"/>	1/10/2024	GENERAL BILLING	10000283	1-06-03A	MS D			1,126.00
<input checked="" type="checkbox"/>	1/10/2024	GENERAL BILLING	10000284	1-06-05	MS E			1,096.00
<input checked="" type="checkbox"/>	1/10/2024	GENERAL BILLING	10000285	1-06-06	MR G			1,096.00
<input checked="" type="checkbox"/>	1/10/2024	GENERAL BILLING	10000286	1-06-07	MR F			1,096.00
<input checked="" type="checkbox"/>	1/10/2024	GENERAL BILLING	10000287	1-06-08	MS F			1,096.00
<input checked="" type="checkbox"/>	1/10/2024	GENERAL BILLING	10000288	1-06-09	MR H			1,096.00
<input checked="" type="checkbox"/>	1/10/2024	GENERAL BILLING	10000289	1-06-10	MS I			1,126.00
<input checked="" type="checkbox"/>	1/10/2024	GENERAL BILLING	10000290	1-06-11	MR J			1,126.00
<input checked="" type="checkbox"/>	1/10/2024	GENERAL BILLING	10000291	1-06-12	MS K			1,096.00
<input checked="" type="checkbox"/>	1/10/2024	GENERAL BILLING	10000292	1-06-13	MR L			1,096.00
<input checked="" type="checkbox"/>	1/10/2024	GENERAL BILLING	10000293	1-06-13A	MS M			1,126.00
<input checked="" type="checkbox"/>	1/10/2024	GENERAL BILLING	10000294	10-7-C	NOR AIN BINTI DAUD			1,960.00
<input checked="" type="checkbox"/>	1/10/2024	GENERAL BILLING	10000295	A 06-22	MR AMIR			2,000.00
<input checked="" type="checkbox"/>	1/10/2024	GENERAL BILLING	10000296	A-01-01	Gabrielle			2,000.00

1) Filter number of items to show in one page at **Page Size** column (optional)

1	<input checked="" type="checkbox"/>	1/10/2024	GENERAL BILLING	10000338	abc-77-89	Ap			165.00
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1) Tick All / Selected invoices that required for LHDN submission

- Tenancy Processing
- Ownership Processing
- Transaction Processing
- Enquiry & Communication
- Summary Reports
- Chart Reports
- Setup
- Occupant Registration
- GST
- SST
- LHDN e-Invoice
- e-Invoice Submission**
- Submission Listing
- e-Invoice Summary Report
- Update Contact Info
- e-Invoice Setup

e-Invoice Submission



Property Code JMB ▼



e-Invoice Type Invoice ▼ Invoice Period Month 2024 Oct ▼ Get Invoice Post Now

Page Size 50 ▼

1

<input checked="" type="checkbox"/>	Doc Date	Source	Doc No	Lot No	Party Name			Sum Amount
<input checked="" type="checkbox"/>	1/10/2024	GENERAL BILLING	10000280	1-06-01	MS A			1,126.00
<input checked="" type="checkbox"/>	1/10/2024	GENERAL BILLING	10000281	1-06-02	MS B			1,096.00
<input checked="" type="checkbox"/>	1/10/2024	GENERAL BILLING	10000282	1-06-03	MS C			1,096.00
<input checked="" type="checkbox"/>	1/10/2024	GENERAL BILLING	10000283	1-06-03A	MS D			1,126.00
<input checked="" type="checkbox"/>	1/10/2024	GENERAL BILLING	10000284	1-06-05	MS E			1,096.00
<input checked="" type="checkbox"/>	1/10/2024	GENERAL BILLING	10000285	1-06-06	MR G			1,096.00
<input checked="" type="checkbox"/>	1/10/2024	GENERAL BILLING	10000286	1-06-07	MR F			1,096.00
<input checked="" type="checkbox"/>	1/10/2024	GENERAL BILLING	10000287	1-06-08	MS F			1,096.00
<input checked="" type="checkbox"/>	1/10/2024	GENERAL BILLING	10000288	1-06-09	MR H			1,096.00
<input checked="" type="checkbox"/>	1/10/2024	GENERAL BILLING	10000289	1-06-10	MS I			1,126.00
<input checked="" type="checkbox"/>	1/10/2024	GENERAL BILLING	10000290	1-06-11	MR J			1,126.00
<input checked="" type="checkbox"/>	1/10/2024	GENERAL BILLING	10000291	1-06-12	MS K			1,096.00
<input checked="" type="checkbox"/>	1/10/2024	GENERAL BILLING	10000292	1-06-13	MR L			1,096.00
<input checked="" type="checkbox"/>	1/10/2024	GENERAL BILLING	10000293	1-06-13A	MS M			1,126.00

1) Click **Post Now**

System Manager Logout

- Tenancy Processing
- Ownership Processing
- Transaction Processing
- Enquiry & Communication
- Summary Reports
- Chart Reports
- Setup
- Occupant Registration
- GST
- SST
- LHDN e-Invoice
- e-Invoice Submission
- Submission Listing
- e-Invoice Summary Report
- Update Contact Info
- e-Invoice Setup

e-Invoice Submission

Are you sure you want to post the documents to Inland Revenue Board of Malaysia (IRBM) / Lembaga Hasil Dalam Negeri (LHDN)?

OK Cancel

Property Code

Help

e-Invoice Type Invoice Period Month

Page Size

<input checked="" type="checkbox"/>	Doc Date	Source	Doc No	Lot No	Party Name			Sum Amount
<input checked="" type="checkbox"/>	1/10/2024	GENERAL BILLING	10000280	1-06-01	MS A			1,126.00
<input checked="" type="checkbox"/>	1/10/2024	GENERAL BILLING	10000281	1-06-02	MS B			1,096.00
<input checked="" type="checkbox"/>	1/10/2024	GENERAL BILLING	10000282	1-06-03	MS C			1,096.00
<input checked="" type="checkbox"/>	1/10/2024	GENERAL BILLING	10000283	1-06-03A	MS D			1,126.00
<input checked="" type="checkbox"/>	1/10/2024	GENERAL BILLING	10000284	1-06-05	MS E			1,096.00
<input checked="" type="checkbox"/>	1/10/2024	GENERAL BILLING	10000285	1-06-06	MR G			1,096.00
<input checked="" type="checkbox"/>	1/10/2024	GENERAL BILLING	10000286	1-06-07	MR F			1,096.00
<input checked="" type="checkbox"/>	1/10/2024	GENERAL BILLING	10000287	1-06-08	MS F			1,096.00
<input checked="" type="checkbox"/>	1/10/2024	GENERAL BILLING	10000288	1-06-09	MR H			1,096.00
<input checked="" type="checkbox"/>	1/10/2024	GENERAL BILLING	10000289	1-06-10	MS I			1,126.00
<input checked="" type="checkbox"/>	1/10/2024	GENERAL BILLING	10000290	1-06-11	MR J			1,126.00
<input checked="" type="checkbox"/>	1/10/2024	GENERAL BILLING	10000291	1-06-12	MS K			1,096.00
<input checked="" type="checkbox"/>	1/10/2024	GENERAL BILLING	10000292	1-06-13	MR L			1,096.00
<input checked="" type="checkbox"/>	1/10/2024	GENERAL BILLING	10000293	1-06-13A	MS M			1,126.00

1) Click **OK** to confirm Post Now action

e-Invoice Submission

Property Code

Help

e-Invoice Type Invoice Period Month

Page Size

<input checked="" type="checkbox"/>	Doc Date	Source	Doc No	Lot No	Party Name			Sum Amount
<input checked="" type="checkbox"/>	1/10/2024	GENERAL BILLING	10000280	1-06-01	MS A			1,126.00
<input checked="" type="checkbox"/>	1/10/2024	GENERAL BILLING	10000281	1-06-02	MS B			1,096.00
<input checked="" type="checkbox"/>	1/10/2024	GENERAL BILLING	10000282	1-06-03	MS C			1,096.00
<input checked="" type="checkbox"/>	1/10/2024	GENERAL BILLING	10000283	1-06-04	MS D	Please wait while working on your request...		1,126.00
<input checked="" type="checkbox"/>	1/10/2024	GENERAL BILLING	10000284	1-06-05	MS E			1,096.00
<input checked="" type="checkbox"/>	1/10/2024	GENERAL BILLING	10000285	1-06-06	MR G			1,096.00
<input checked="" type="checkbox"/>	1/10/2024	GENERAL BILLING	10000286	1-06-07	MR F			1,096.00
<input checked="" type="checkbox"/>	1/10/2024	GENERAL BILLING	10000287	1-06-08	MS F			1,096.00
<input checked="" type="checkbox"/>	1/10/2024	GENERAL BILLING	10000288	1-06-09	MR H			1,096.00
<input checked="" type="checkbox"/>	1/10/2024	GENERAL BILLING	10000289	1-06-10	MS I			1,126.00
<input checked="" type="checkbox"/>	1/10/2024	GENERAL BILLING	10000290	1-06-11	MR J			1,126.00
<input checked="" type="checkbox"/>	1/10/2024	GENERAL BILLING	10000291	1-06-12	MS K			1,096.00
<input checked="" type="checkbox"/>	1/10/2024	GENERAL BILLING	10000292	1-06-13	MR L			1,096.00
<input checked="" type="checkbox"/>	1/10/2024	GENERAL BILLING	10000293	1-06-13A	MS M			1,126.00

Wait for the system to work on the Posting to LHDN request


- Tenancy Processing
- Ownership Processing
- Transaction Processing
- Enquiry & Communication
- Summary Reports
- Chart Reports
- Setup
- Occupant Registration
- GST
- SST
- LHDN e-Invoice
- e-Invoice Submission
- Submission Listing
- e-Invoice Summary Report
- Update Contact Info
- e-Invoice Setup

e-Invoice Submission

Your submission has been posted. Please go to [Submission Listing](#) to check your submission status.

1

Property Code

 Help

e-Invoice Type Invoice Period Month

Once posted, the system will reflect submission posted status

General Billing

Go To Search This document has been registered in LHDN e-Invoice. 1 Property Code

Doc Num	<input type="text" value="10000338"/>	Manual Num	<input type="text"/>	Additional Info:	e-Invoice Info:
Date Trnx	<input type="text" value="1/10/2024"/>	Bill Advice	<input type="text" value="1/10/2024"/>	Date Begin	<input type="text"/>
Lot Num	<input type="text" value="abc-77-89"/>	Name	<input type="text" value="Ap..."/>	Date End	<input type="text"/>
Ref Num	<input type="text"/>	Issue To	<input type="text" value="Owner"/>	LPI Grace	<input type="text" value="14"/>
Remarks	<input type="text"/>			LPI Update	<input type="text"/>
				Due Date	<input type="text" value="14/10/2024"/>

GL Code	<input type="text" value="IVSC"/>	Item Description	<input type="text" value="SERVICE CHARGE"/>	
Amount	<input type="text" value="150.00"/>	Total Amount	<input type="text" value="165.00"/>	<input type="button" value="Add Item"/> <input type="button" value="Save Item"/>
SST Code	<input type="text"/>	SST Amount	<input type="text" value="0.00"/>	Item Num <input type="text" value="1"/>
		Gross Amount	<input type="text" value="165.00"/>	

	Item Num	GL Code	Item Description	Date Begin	Date End	Amount	Item Balance
Select	1	IVSC	SERVICE CHARGE			150.00	150.00
Select	2	IVSF	SINKING FUND			15.00	15.00

1) When user search the document number that has been posted to LHDN will show the registered status

****Note:**

Submitted CSS Document that valid in LHDN Record will be unable to amend by user



Submission Listing



Submission Listing

Property Code

Period Month Submission Batch

<input type="text"/>	Date Submit	<input type="text"/>	e-Invoice Type	<input type="text"/>	Status	<input type="text"/>	Accepted Documents	<input type="text" value="0"/>
<input type="text"/>	Submit By	<input type="text"/>	e-Invoice Version	<input type="text"/>	Document Count	<input type="text" value="0"/>	Rejected Documents	<input type="text" value="0"/>

- 1) Go to **LHDN e-Invoice**
- 2) Select **Submission Listing**
- 3) Filter **Period Month** to view
- 4) Select correspondence **Submission Batch** number
- 5) Click **Submit**

Submission Listing

Property Code

Print Help

Period Month Submission Batch

Date Submit e-Invoice Type Status Accepted Documents

Submit By e-Invoice Version Document Count Rejected Documents

Page Size Submission Status Document Status

Doc Date	Source	Doc No	Lot No	Party Name	Sum Amount	e-Invoice UUID	e-Invoice Status	Error Message
1/10/2024	GENERAL BILLING	10000338	abc-77-89	Ap.....	165.00	DEMO-PT_JMB_JMB_IV_10000338 UUID : 9MPX:..... SID : GY1A\.....	Valid	

- 1) User may check the LHDN submission update at **e-Invoice Status** column & overall information
 - a) Once the **Status** is **Completed** & the **e-Invoice Status** column shows **Valid** indicate the invoice had successfully linked with LHDN e-Invoice

****Note:**

- If the Status show **Submitted** instead of **Completed**, kindly proceed to step
- Click **Update Status**

Submission Listing

- Tenancy Processing
- Ownership Processing
- Transaction Processing
- Enquiry & Communication
- Summary Reports
- Chart Reports
- Setup
- Occupant Registration
- GST
- SST
- LHDN e-Invoice
- e-Invoice Submission
- Submission Listing
- e-Invoice Summary Report
- Update Contact Info
- e-Invoice Setup

Property Code JMB

Print Help

Period Month Submission Batch 1

Date Submit e-Invoice Type Status Accepted Documents
 Submit By e-Invoice Version Document Count Rejected Documents

Page Size Submission Status Document Status

Doc Date	Source	Doc No	Lot No	Party Name	Sum Amount	e-Invoice UUID	e-Invoice Status	Error Message
1/10/2024	GENERAL BILLING	10000338	abc-77-89	Ap	165.00	DEMO-PT_JMB_JMB_IV_10000338 3 UUID : 9MPX SID : GY1AY	Valid	
1/10/2024	GENERAL BILLING	10000283	1-06-03A	MS D	1,126.00	DEMO-PT_JMB_JMB_IV_10000283		Identification number is not valid - BUYER

- 1) All submitted document that share similar SID number will reflect at table below
- 2) User may check the LHDN submission update at **e-Invoice Status** column
- 3) To view more details of an e-Invoice, click into blue colored highlighted line at **e-Invoice UUID** column

Submission Listing



Invoice Cancellation Back

Submission Information

CSS Ref Number

e-Invoice UUID

Submission ID

Document Status

Document Remarks

Recipient (Buyer) Information

Name

ID Type

Email

Address

Tax Identification Number (TIN)

SST Registration Number

Contact Number

Doc Date	Source	Doc No	Lot No	Item Num	GL Code	Item Description	Amount	Tax Amount	Total Amount
1/10/2024	GENERAL BILLING	10000338	abc-77-89	1	IVSC	SERVICE CHARGE	150.00	0.00	165.00
1/10/2024	GENERAL BILLING	10000338	abc-77-89	2	IVSF	SINKING FUND	15.00	0.00	165.00

Review details like **Submission Information & Recipient (Buyer) Information** as shown



Case Scenario: E-Invoice Cancellation (Within 3 days of Valid Submission)



Submission Listing

Property Code JMB

Print Help

Period Month 2024 Oct 3 Submission Batch SID00000039 12/09/2024 CSSTBH INVOICE 4 Submit 5

Date Submit	<input type="text"/>	e-Invoice Type	<input type="text"/>	Status	<input type="text"/>	Accepted Documents	<input type="text" value="0"/>
Submit By	<input type="text"/>	e-Invoice Version	<input type="text"/>	Document Count	<input type="text" value="0"/>	Rejected Documents	<input type="text" value="0"/>

- 1) Go to **LHDN e-Invoice**
- 2) Select **Submission Listing**
- 3) Filter **Period Month**
- 4) Filter latest **Submission Batch**
- 5) Click **Submit**

Submission Listing

- Tenancy Processing
- Ownership Processing
- Transaction Processing
- Enquiry & Communication
- Summary Reports
- Chart Reports
- Setup
- Occupant Registration
- GST
- SST
- LHDN e-Invoice
- e-Invoice Submission
- Submission Listing
- e-Invoice Summary Report
- Update Contact Info
- e-Invoice Setup

Property Code

Print Help

Period Month Submission Batch

Date Submit e-Invoice Type Status Accepted Documents

Submit By e-Invoice Version Document Count Rejected Documents

Page Size Submission Status Document Status

Doc Date	Source	Doc No	Lot No	Party Name	Sum Amount	e-Invoice UUID	e-Invoice Status	Error Message
1/10/2024	GENERAL BILLING	10000339	abc-77-89	At	25.00	DEMO-PT_JMB_JMB_IV_10000339 1 UUID : 5EVN SID : 5Z16k	<input checked="" type="checkbox"/> Valid	
1/10/2024	GENERAL BILLING	10000283	1-06-03A	MS D	1,126.00	DEMO-PT_JMB_JMB_IV_10000283		Identification number is not valid - BUYER

- 1) If user would like to cancel an e-Invoice submission, click into blue color underlined alphanumeric line
- Make sure the e-Invoice status is **Valid** before can proceed for cancellation

Submission Listing

- Tenancy Processing
- Ownership Processing
- Transaction Processing
- Enquiry & Communication
- Summary Reports
- Chart Reports
- Setup
- Occupant Registration
- GST
- SST
- LHDN e-Invoice
- e-Invoice Submission
- Submission Listing
- e-Invoice Summary Report
- Update Contact Info
- e-Invoice Setup

Invoice Cancellation Back

1

Submission Information

CSS Ref Number

e-Invoice UUID

Submission ID

Document Status

Recipient (Buyer) Information

Name

ID Type

Email

Address

Tax Identification Number (TIN)

SST Registration Number

Contact Number

Document Remarks

Doc Date	Source	Doc No	Lot No	Item Num	GL Code	Item Description	Amount	Tax Amount	Total Amount
1/10/2024	GENERAL BILLING	10000339	abc-77-89	1	IVAF	ADMINISTRATION CHARGES	25.00	0.00	25.00

1) Select Invoice Cancellation

Submission Listing

Are you sure you want to cancel this document? The action cannot be undone.

OK Cancel

- Tenancy Processing
- Ownership Processing
- Transaction Processing
- Enquiry & Communication
- Summary Reports
- Chart Reports
- Setup
- Occupant Registration
- GST
- SST
- LHDN e-Invoice
- e-Invoice Submission**
- Submission Listing
- e-Invoice Summary Report
- Update Contact Info
- e-Invoice Setup

Print Help

Invoice Cancellation Back

Submission Information

CSS Ref Number

e-Invoice UUID

Submission ID

Document Status

Document Remarks

Recipient (Buyer) Information

Name

ID Type

Email

Address

Tax Identification Number (TIN)

SST Registration Number

Contact Number

Doc Date	Source	Doc No	Lot No	Item Num	GL Code	Item Description	Amount	Tax Amount	Total Amount
1/10/2024	GENERAL BILLING	10000339	abc-77-89	1	IVAF	ADMINISTRATION CHARGES	25.00	0.00	25.00

1) Click **OK** to confirm Invoice Cancellation action

- Tenancy Processing
- Ownership Processing
- Transaction Processing
- Enquiry & Communication
- Summary Reports
- Chart Reports
- Setup
- Occupant Registration
- GST
- SST
- LHDN e-Invoice
- e-Invoice Submission
- Submission Listing
- e-Invoice Summary Report
- Update Contact Info
- e-Invoice Setup

Remarks



Specify the reason for canceling this document.

1

ISSUE WRONGLY FOR TESTING PURPOSE

2

- 1) **Specify the reason** for cancellation as future reference
- 2) Click **Next**

Submission Listing

Invoice Cancellation Back

Submission Information

CSS Ref Number

e-Invoice UUID

Submission ID

Document Status

Recipient (Buyer) Information

Name

ID Type

Email

Address

Tax Identification Number (TIN)

SST Registration Number

Contact Number

Document Remarks 1

Doc Date	Source	Doc No	Lot No	Item Num	GL Code	Item Description	Amount	Tax Amount	Total Amount
1/10/2024	GENERAL BILLING	10000339	abc-77-89	1	IVAF	ADMINISTRATION CHARGES	25.00	0.00	25.00

1) Cancelled invoice will input with the reason of cancellation at **Document Remarks** column

General Billing

- Tenancy Processing
- Ownership Processing
- Transaction Processing
- Official Receipt
- General Billing
- Late Payment Charges
- Utility Meter Billing
- Debit Note
- Credit Note
- Payment Voucher
- Account Allocation
- Advance Payment Setting
- Account Reversal
- Tax Invoice Cancellation
- SST Invoice Cancellation
- Document Query
- Post To General Ledger
- Posted GL Transaction
- CCP File Output
- CCP File Input
- Enquiry & Communication
- Summary Reports
- Chart Reports
- Setup
- Occupant Registration
- GST
- SST
- LHDN e-Invoice

Go To Search Property Code

Doc Num	<input type="text" value="10000339"/>	Manual Num	<input type="text"/>	Additional Info:	
Date Trnx	<input type="text" value="1/10/2024"/>	Bill Advice	<input type="text" value="1/10/2024"/>	Date Begin	<input type="text"/>
Lot Num	<input type="text" value="abc-77-89"/>	Name	<input type="text" value="Appl..."/>	Date End	<input type="text"/>
Ref Num	<input type="text"/>	Issue To	<input type="text" value="Owner"/>	LPI Grace	<input type="text" value="0"/>
Remarks	<input type="text"/>		LPI Update	<input type="text"/>	Due Date
				<input type="text" value="14/10/2024"/>	

GL Code	<input type="text" value="IVAF"/>	Item Description	<input type="text" value="ADMINISTRATION CHARGES"/>		
Amount	<input type="text" value="25.00"/>	Total Amount	<input type="text" value="25.00"/>	<input type="button" value="Add Item"/>	<input type="button" value="Save Item"/>
SST Code	<input type="text"/>	SST Amount	<input type="text" value="0.00"/>	Item Num	<input type="text" value="1"/>
		Gross Amount	<input type="text" value="25.00"/>		

<input checked="" type="checkbox"/>	Item Num	GL Code	Item Description	Date Begin	Date End	Amount	Item Balance
<input type="button" value="Select"/>	1	IVAF	ADMINISTRATION CHARGES			25.00	25.00

Invoice will revert to unsubmitted state, user may **Edit** necessary info ready for new submission when completed amendment or user may perform Account Reversal action to **Void** the document



Case Scenario: E-Invoice Cancellation (After 3 days of Valid Submission)

[Credit Note to Contra off relevant billing > Credit
Note Submission to LHDN]



Submission Listing

Property Code

Period Month Submission Batch

<input type="text" value="1"/> Date Submit	<input type="text"/>	e-Invoice Type	<input type="text"/>	Status	<input type="text"/>	Accepted Documents	<input type="text" value="0"/>
<input type="text" value="2"/> Submit By	<input type="text"/>	e-Invoice Version	<input type="text"/>	Document Count	<input type="text" value="0"/>	Rejected Documents	<input type="text" value="0"/>

- 1) Go to **LHDN e-Invoice**
- 2) Select **Submission Listing**
- 3) Filter **Period Month**
- 4) Filter latest **Submission Batch**
- 5) Click **Submit**

Submission Listing

- Tenancy Processing
- Ownership Processing
- Transaction Processing
- Enquiry & Communication
- Summary Reports
- Chart Reports
- Setup
- Occupant Registration
- GST
- SST
- LHDN e-Invoice
- e-Invoice Submission
- Submission Listing**
- e-Invoice Summary Report
- Update Contact Info
- e-Invoice Setup

Property Code JMB

Print Help

Period Month 2024 Sep Submission Batch SID00000031 11/09/2024 CSSTBH INVOICE Submit

Date Submit	e-Invoice Type	Status	Accepted Documents	Update Status
11/09/2024 22:45:37	INVOICE	Completed	1	
Submit By	e-Invoice Version	Document Count	Rejected Documents	
CSSTBH	Version 1.0	1	0	

Page Size 10 Submission Status All Document Status All Search Reset

Doc Date	Source	Doc No	Lot No	Party Name	Sum Amount	e-Invoice UUID	e-Invoice Status	Error Message
1/09/2024	GENERAL BILLING	10000334	A-01-07	Mut	50.00	DEMO-PT_JMB_JMB_IV_10000334 1	Valid	
						UUID : 7459C SID : 661K		

1) Click into blue color underlined alphanumeric line

Submission Listing

- Tenancy Processing
- Ownership Processing
- Transaction Processing
- Enquiry & Communication
- Summary Reports
- Chart Reports
- Setup
- Occupant Registration
- GST
- SST
- LHDN e-Invoice
- e-Invoice Submission
- Submission Listing
- e-Invoice Summary Report
- Update Contact Info
- e-Invoice Setup

Invoice Cancellation Back

1

Submission Information

CSS Ref Number DEMO-PT_JMB_JMB_IV_10000334

e-Invoice UUID 7459

Submission ID 661K

Document Status Submitted

Document Remarks

Recipient (Buyer) Information

Name Muha

ID Type 80

Email sy.com

Address No 90 HONG

Tax Identification Number (TIN) IG24:

SST Registration Number NA

Contact Number 60

Doc Date	Source	Doc No	Lot No	Item Num	GL Code	Item Description	Amount	Tax Amount	Total Amount
1/09/2024	GENERAL BILLING	10000334	A-01-07	1	IVAF	ADMINISTRATION CHARGES	50.00	0.00	50.00

1) When the Invoice Cancellation button is dimmed for Valid invoice submission, means already exceed 3 days from LHDN submission

*This indicate invoice can only be cancelled by Credit Note contra & submit to LHDN for this contra processing

Credit Note

Go To Search **New** Property Code

Doc Num Manual Num **Additional Info:**
 Date Trnx Bill Advice
 Lot Num ... Name Date Begin
 Ref Num Issue To Date End
 Remarks

GL Code Item Description
 Amount Total Amount Item Num
 SST Code SST Amount
 Gross Amount

REC	X	Item Num	GL Code	Item Description	Date Begin	Date End	Amount	Item Balance
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	1	CNAF	TI CANCELLATION/REBATE - ADMINISTRATION CHARGES			50.00	50.00

1) Go to Transaction Processing > Credit Note > Create necessary Credit Note information & click **Save**

**** Note:**

User need to issue Credit Note with GL code **CN** instead of **CND** so it will be able to contra with relevant General Billing GL code

- Tenancy Processing
- Ownership Processing
- Transaction Processing 1
- Official Receipt
- General Billing
- Late Payment Charges
- Utility Meter Billing
- Debit Note
- Credit Note
- Payment Voucher
- Account Allocation 2
- Advance Payment Setting

Lot Num ... 3 Name Ownership Active Property Code

Print Help

	Date Trnx	Doc Num	Service Code	Ref Num	Manual Num	GL Code	Item Description	Amount	AP Code	AP Amount	Open Credit
Select	22/08/2024	10000043	OWN			CNWM	TI CANCELLATION/REBATE - WATER METER BILLING	15.00		0.00	15.00
Select	18/09/2024	10000048	OWN			CNAF	TI CANCELLATION/REBATE - ADMINISTRATION CHARGES	50.00		0.00	50.00

4

- 1) Go to **Transaction Processing**
- 2) Click **Account Allocation**
- 3) Click into 3 dot box to filter **Lot number**
- 4) **Select** the Credit Note that would like to cancelled relevant billing

Account Allocation

- Tenancy Processing
- Ownership Processing
- Transaction Processing
- Official Receipt
- General Billing
- Late Payment Charges
- Utility Meter Billing
- Debit Note
- Credit Note
- Payment Voucher
- Account Allocation
- Advance Payment Setting
- Account Reversal
- Tax Invoice Cancellation
- SST Invoice Cancellation
- Document Query
- Post To General Ledger
- Posted GL Transaction
- CCP File Output
- CCP File Input
- Enquiry & Communication
- Summary Reports
- Chart Reports
- Setup
- Occupant Registration
- GST
- SST
- LHDN e-Invoice

Entry Date


Please enter the account allocation date for the selected item.

1

Cancel Next Help

2

- 1) Confirm **Account Allocation Date**
- 2) Click **Next**

 System Manager	Logout
Tenancy Processing	
Ownership Processing	
Transaction Processing	
Official Receipt	
General Billing	
Late Payment Charges	
Utility Meter Billing	
Debit Note	
Credit Note	
Payment Voucher	
Account Allocation	
Advance Payment Setting	
Account Reversal	
Tax Invoice Cancellation	
SST Invoice Cancellation	
Document Query	
Post To General Ledger	
Posted GL Transaction	
CCP File Output	
CCP File Input	
Enquiry & Communication	
Summary Reports	
Chart Reports	
Setup	
Occupant Registration	
GST	
SST	
LHDN e-Invoice	

<input type="checkbox"/>	11/07/2024	OWN	10000272	01010101	1	IVSC	SERVICE CHARGE	1,000.00	1,000.00	0.00
<input type="checkbox"/>	12/07/2024	OWN	10000274	8888888	1	IVSC	SERVICE CHARGE	999.00	984.00	0.00
<input type="checkbox"/>	16/07/2024	OWN	10000275		1	IVAC	ACCESS CARD	100.00	100.00	0.00
<input type="checkbox"/>	16/07/2024	OWN	10000275		2	IVAF	ADMINISTRATION CHARGES	100.00	100.00	0.00
<input type="checkbox"/>	16/07/2024	OWN	10000275		3	IVCS	CAR STICKER	100.00	100.00	0.00
<input type="checkbox"/>	16/07/2024	OWN	10000275		4	IVSC	SERVICE CHARGE	100.00	100.00	0.00
<input type="checkbox"/>	16/07/2024	OWN	10000275		5	IVRT	RENTAL	100.00	100.00	0.00
<input type="checkbox"/>	16/07/2024	OWN	10000276		1	IVSF2	SINKING FUND 2	100.00	100.00	0.00
<input type="checkbox"/>	16/07/2024	OWN	10000276		2	IVSC	SERVICE CHARGE	100.00	100.00	0.00
<input type="checkbox"/>	16/07/2024	OWN	10000279		1	IVLC	LEGAL FEE	100.00	100.00	0.00
<input type="checkbox"/>	16/07/2024	OWN	10000279		2	IVIN	FIRE INSURANCE	100.00	100.00	0.00
<input type="checkbox"/>	16/07/2024	OWN	10000279		3	IVAF	ADMINISTRATION CHARGES	100.00	100.00	0.00
<input type="checkbox"/>	16/07/2024	OWN	10000279		4	IVSC2	SERVICE CHARGE 2	100.00	100.00	0.00
<input type="checkbox"/>	16/07/2024	OWN	10000279		5	IVQR	QUIT RENT	100.00	100.00	0.00
<input type="checkbox"/>	16/07/2024	OWN	10000279		6	IVIN	FIRE INSURANCE	100.00	100.00	0.00
<input type="checkbox"/>	17/07/2024	OWN	10000300		1	IVSC	SERVICE CHARGE	406.45	396.45	0.00
<input type="checkbox"/>	1/08/2024	OWN	10000300		2	IVSC	SERVICE CHARGE	525.00	525.00	0.00
<input type="checkbox"/>	1/08/2024	OWN	10000321		1	IVAC	ACCESS CARD	1,000.00	1,000.00	0.00
<input type="checkbox"/>	1/08/2024	OWN	10000323		1	IVIN	FIRE INSURANCE	1,000.00	1,000.00	0.00
<input type="checkbox"/>	1/08/2024	OWN	10000325		1	IVCS	CAR STICKER	888.00	888.00	0.00
<input type="checkbox"/>	1/08/2024	OWN	10000326		1	IVCS	CAR STICKER	1,000.00	950.00	0.00
<input type="checkbox"/>	14/08/2024	OWN	10000327		1	IVAC	ACCESS CARD	1,000.00	1,000.00	0.00
<input type="checkbox"/>	14/08/2024	OWN	10000329		1	IVAC	ACCESS CARD	1,000.00	1,000.00	0.00
<input type="checkbox"/>	22/08/2024	OWN	10000039		1	UBWH	WATER METER BILLING	207.65	207.65	0.00
<input type="checkbox"/>	22/08/2024	OWN	10000039		2	UBIC	ICPT	0.05	0.05	0.00
<input type="checkbox"/>	22/08/2024	OWN	10000039		3	UBRE	REF	3.32	3.32	0.00
<input type="checkbox"/>	22/08/2024	OWN	10000070		1	IA	LATE PAYMENT INTEREST	100.00	100.00	0.00
<input type="checkbox"/>	22/08/2024	OWN	10000330		1	IVSC	SERVICE CHARGE	1,000.00	1,000.00	0.00
<input type="checkbox"/>	26/08/2024	OWN	10000331		1	IVQR	QUIT RENT	20.00	20.00	0.00
<input checked="" type="checkbox"/>	1/09/2024	OWN	10000334		1	IVAF	ADMINISTRATION CHARGES	50.00	0.00	50.00

1) Tick to select the billing item that wish to cancel

**Note:

Best practice is CN to respective General Billing docno

Account Allocation

- Tenancy Processing
- Ownership Processing
- Transaction Processing
- Official Receipt
- General Billing
- Late Payment Charges
- Utility Meter Billing
- Debit Note
- Credit Note
- Payment Voucher
- Account Allocation
- Advance Payment Setting
- Account Reversal
- Tax Invoice Cancellation
- SST Invoice Cancellation
- Document Query
- Post To General Ledger
- Posted GL Transaction
- CCP File Output
- CCP File Input
- Enquiry & Communication
- Summary Reports
- Chart Reports
- Setup
- Occupant Registration
- GST
- SST
- LHDN e-Invoice

JMB : A-01-07

Open Credit
 Source Balance
 Target Balance
 Allocated

1

Filter

 Consolidate Monthly LPI
 Owner & Tenant

	Date Trnx	Service Code	Doc Num	Manual Num	Item Num	GL Code	Item Description	Amount	Doc Balance	Allocated
<input type="checkbox"/>	1/06/2024	OWN	10000271		1	IVSC	SERVICE CHARGE	100.00	100.00	0.00
<input type="checkbox"/>	8/07/2024	OWN	10000270		1	IVSC	SERVICE CHARGE	1,000.00	1,000.00	0.00
<input type="checkbox"/>	11/07/2024	OWN	10000272	01010101	1	IVSC	SERVICE CHARGE	1,000.00	1,000.00	0.00
<input type="checkbox"/>	11/07/2024	OWN	10000273		1	IVSC	SERVICE CHARGE	1,000.00	1,000.00	0.00
<input type="checkbox"/>	12/07/2024	OWN	10000274	8888888	1	IVSC	SERVICE CHARGE	999.00	984.00	0.00
<input type="checkbox"/>	16/07/2024	OWN	10000275		1	IVAC	ACCESS CARD	100.00	100.00	0.00
<input type="checkbox"/>	16/07/2024	OWN	10000275		2	IVAF	ADMINISTRATION CHARGES	100.00	100.00	0.00
<input type="checkbox"/>	16/07/2024	OWN	10000275		3	IVCS	CAR STICKER	100.00	100.00	0.00
<input type="checkbox"/>	16/07/2024	OWN	10000275		4	IVSC	SERVICE CHARGE	100.00	100.00	0.00
<input type="checkbox"/>	16/07/2024	OWN	10000275		5	IVRT	RENTAL	100.00	100.00	0.00
<input type="checkbox"/>	16/07/2024	OWN	10000276		1	IVSF2	SINKING FUND 2	100.00	100.00	0.00
<input type="checkbox"/>	16/07/2024	OWN	10000276		2	IVSC	SERVICE CHARGE	100.00	100.00	0.00
<input type="checkbox"/>	16/07/2024	OWN	10000279		1	IVLC	LEGAL FEE	100.00	100.00	0.00
<input type="checkbox"/>	16/07/2024	OWN	10000279		2	IVIN	FIRE INSURANCE	100.00	100.00	0.00

1) Click **Save** to apply the selection

e-Invoice Submission

- Tenancy Processing
- Ownership Processing
- Transaction Processing
- Enquiry & Communication
- Summary Reports
- Chart Reports
- Setup
- Occupant Registration
- GST
- SST
- LHDN e-Invoice
- e-Invoice Submission**
- Submission Listing
- e-Invoice Summary Report
- Update Contact Info
- e-Invoice Setup

Property Code JMB

Help

e-Invoice Type Invoice Period Month

- 1
- 2

- 3
- 4
- 5

- 1) Go to select **LHDN e-invoice**
- 2) Select **e-Invoice Submission**
- 3) Select **e-Invoice Type**
- 4) Filter Invoice **Period Month**
- 5) Click **Get Invoice**

e-Invoice Submission

Property Code

Help

e-Invoice Type Invoice Period Month 2

Page Size

<input checked="" type="checkbox"/>	Doc Date	Source	Doc No	Lot No	Party Name	Target Document	Target Document Refno	Sum Amount
1 <input checked="" type="checkbox"/>	18/09/2024	CREDIT NOTE	10000048	A-01-07	Mu	10000334	DEMO-PT_JMB_JMB_IV_10000334 7459	50.00

- 1) Tick to select the **Credit Note** that wish to submit for LHDN processing
- 2) Click **Post Now**

Submission Listing



Property Code JMB



Period Month 3 Submission Batch 4 5

Date Submit	<input type="text"/>	e-Invoice Type	<input type="text"/>	Status	<input type="text"/>	Accepted Documents	<input type="text" value="0"/>
Submit By	<input type="text"/>	e-Invoice Version	<input type="text"/>	Document Count	<input type="text" value="0"/>	Rejected Documents	<input type="text" value="0"/>

- 1) Go to **LHDN e-Invoice**
- 2) Select **Submission Listing**
- 3) Filter **Period Month**
- 4) Filter latest **Submission Batch**
- 5) Click **Submit**

Submission Listing

- Tenancy Processing
- Ownership Processing
- Transaction Processing
- Enquiry & Communication
- Summary Reports
- Chart Reports
- Setup
- Occupant Registration
- GST
- SST
- LHDN e-Invoice
- e-Invoice Submission
- Submission Listing**
- e-Invoice Summary Report
- Update Contact Info
- e-Invoice Setup

Property Code **JMB** ▾

Print Help

Period Month **2024 Sep** ▾ Submission Batch **SID00000043 12/09/2024 CSSTBH CREDIT NOTE** ▾

Date Submit	e-Invoice Type	Status	Accepted Documents	<input type="button" value="Update Status"/>
<input type="text" value="12/09/2024 23:13:13"/>	<input type="text" value="CREDIT NOTE"/>	<input style="border: 1px solid black; border-radius: 50%; padding: 2px 5px; text-align: center;" type="text" value="Not Complete"/> 1	<input type="text" value="1"/>	2
Submit By	e-Invoice Version	Document Count	Rejected Documents	
<input type="text" value="CSSTBH"/>	<input type="text" value="Version 1.0"/>	<input type="text" value="1"/>	<input type="text" value="0"/>	

Page Size **10** ▾ Submission Status **All** ▾ Document Status **All** ▾

Doc Date	Source	Doc No	Lot No	Party Name	Sum Amount	e-Invoice UUID	e-Invoice Status	Error Message
18/09/2024	CREDIT NOTE	10000048	A-01-07	Muhammad Syafiq Bin Mohd Said	50.00	DEMO-PT_JMB_JMB_CN_10000048 UUID : RHE [REDACTED] SID : 3NDW [REDACTED]	Submitted	

- 1) If the **Status** show Not Complete
- 2) Click **Update Status**

Submission Listing

Property Code

Print Help

Period Month Submission Batch

Date Submit e-Invoice Type Status Accepted Documents
 Submit By e-Invoice Version Document Count ¹ Rejected Documents

Page Size Submission Status Document Status

Doc Date	Source	Doc No	Lot No	Party Name	Sum Amount	e-Invoice UUID	e-Invoice Status	Error Message
12/09/2024	CREDIT NOTE	10000048	A-01-07	Mu	50.00	DEMO-PT_JMB_JMB_CN_10000048 ³ UUID : RHEH; SID : 3NDW	Valid ²	

- 1) Check if the **Status** is **Completed**
- 2) Once the **Status** is **Completed** & the **e-Invoice Status** column shows **Valid** indicate the invoice had successfully linked with LHDN e-Invoice
- 3) Click into blue color underlined alphanumeric line to view more details

Submission Listing

- Tenancy Processing
- Ownership Processing
- Transaction Processing
- Enquiry & Communication
- Summary Reports
- Chart Reports
- Setup
- Occupant Registration
- GST
- SST
- LHDN e-Invoice
- e-Invoice Submission
- Submission Listing
- e-Invoice Summary Report
- Update Contact Info
- e-Invoice Setup

Print Help

Credit Note Cancellatio Back

Submission Information

CSS Ref Number DEMO-PT_JMB_JMB_CN_10000048

e-Invoice UUID RHEH

Submission ID 3NDV

Document Status Submitted

Document Remarks

Recipient (Buyer) Information

Name Mu

ID Type 890

Email sye com

Address No 90 JNG

Tax Identification Number (TIN) IG24

SST Registration Number NA

Contact Number 601

Doc Date	Source	Doc No	Lot No	Item Num	GL Code	Item Description	Amount	Tax Amount	Total Amount
1/09/2024	GENERAL BILLING	10000334	A-01-07	1	CNAF	ADMINISTRATION CHARGES	50.00	0.00	50.00

Review details like **Submission Information & Recipient (Buyer) Information** as shown



Submission Listing



- System Manager
- Logout
- Tenancy Processing
- Ownership Processing
- Transaction Processing
- Enquiry & Communication
- Summary Reports
- Chart Reports
- Setup
- Occupant Registration
- GST
- SST
- LHDN e-Invoice**
- e-Invoice Submission
- Submission Listing**
- e-Invoice Summary Report
- Update Contact Info
- e-Invoice Setup

Submission Listing

Property Code JMB

Print Help

Period Month Submission Batch

Date Submit	<input type="text"/>	e-Invoice Type	<input type="text"/>	Status	<input type="text"/>	Accepted Documents	<input type="text" value="0"/>
Submit By	<input type="text"/>	e-Invoice Version	<input type="text"/>	Document Count	<input type="text" value="0"/>	Rejected Documents	<input type="text" value="0"/>

- 1) Go to **LHDN e-Invoice**
- 2) Select **Submission Listing**
- 3) Filter **Period Month**
- 4) Select **Submission Batch** number
- 5) Click **Submit**

Submission Listing

- Tenancy Processing
- Ownership Processing
- Transaction Processing
- Enquiry & Communication
- Summary Reports
- Chart Reports
- Setup
- Occupant Registration
- GST
- SST
- LHDN e-Invoice
- e-Invoice Submission
- Submission Listing
- e-Invoice Summary Report
- Update Contact Info
- e-Invoice Setup

Property Code JMB

Print Help

Period Month 2024 Oct Submission Batch SID00000038 12/09/2024 CSSTBH INVOICE Submit

Date Submit 12/09/2024 09:55:16 e-Invoice Type INVOICE Status Completed Accepted Documents 1 Update Status
Submit By CSSTBH e-Invoice Version Version 1.0 Document Count 37 Rejected Documents 36

Page Size 10 Submission Status All Document Status All Search Reset

Doc Date	Source	Doc No	Lot No	Party Name	Sum Amount	e-Invoice UUID	e-Invoice Status	Error Message
1/10/2024	GENERAL BILLING	10000338	abc-77-89	Ap	165.00	DEMO-PT_JMB_JMB_IV_10000338 UUID : 9MP) SID : GY1A'	Valid	
1/10/2024	GENERAL BILLING	10000283	1-06-03A	MS D	1,126.00	DEMO-PT_JMB_JMB_IV_10000283		Identification number is not valid - BUYER

- 1) Review submission status to LHDN at **e-Invoice Status** column
- 2) If there's any message appear in **Error Message** column, user will need to perform further rectification input before resubmit again the E-invoice process



e-Invoice Summary Report



e-Invoice Summary Report

- Tenancy Processing
- Ownership Processing
- Transaction Processing
- Enquiry & Communication
- Summary Reports
- Chart Reports
- Setup
- Occupant Registration
- GST
- SST
- LHDN e-Invoice 1
- e-Invoice Submission
- Submission Listing
- e-Invoice Summary Report 2
- Update Contact Info
- e-Invoice Setup

Property Code JMB

Help

From Date To Date e-Invoice Type 5

3

4

- 1) Go to **LHDN e-Invoice**
- 2) Select **e-Invoice Summary Report**
- 3) Filter **From Date & To Date** submitted period to view
- 4) Apply filter of **e-Invoice Type** to select choice of document type to view
- 5) Click **Submit**

e-Invoice Summary Report

- Tenancy Processing
- Ownership Processing
- Transaction Processing
- Enquiry & Communication
- Summary Reports
- Chart Reports
- Setup
- Occupant Registration
- GST
- SST
- LHDN e-Invoice
- e-Invoice Submission
- Submission Listing
- e-Invoice Summary Report
- Update Contact Info
- e-Invoice Setup

Property Code

Help

From Date To Date e-Invoice Type

Page Size

Document Status

Submission Batch	Submission Date	Source	Doc No	Doc Date	Lot No	Party Name	e-Invoice Type	Submission Status	Remarks
SID00000030	11/09/2024 22:40:23	GENERAL BILLING	10000300	1/08/2024	A-01-07	Mu	INVOICE	Submitted	
SID00000031	11/09/2024 22:45:37	GENERAL BILLING	10000334	1/09/2024	A-01-07	Mu	INVOICE	Submitted	
SID00000032	11/09/2024 22:47:22	GENERAL BILLING	10000335	9/09/2024	A-01-07	Mu	INVOICE	Valid	
SID00000033	11/09/2024 22:51:56	GENERAL BILLING	10000336	9/09/2024	abc-77-89	Ap	INVOICE	Valid	
SID00000034	11/09/2024 23:04:59	CREDIT NOTE	10000047	14/09/2024	abc-77-89	Ap	CREDIT NOTE	Cancelled	test
SID00000035	11/09/2024 23:10:55	GENERAL BILLING	10000332	10/09/2024	abc-77-89	Ap	INVOICE	Valid	

User may review Submission batch details like correspondence **Submission Status** of each **Submission Batch**