## Method 1: GST Advisor

- 1) Go to GST
- 2) Click "GST Advisor"
- 3) Enter the GST Submission Period
- 4) Click "Get Advice"
- 5) Go to "Bad Debt Relief AR" tab
- 6) Tick the documents that wants to create GST bad debt relief journals
- 7) Click "Create Bad Debt Relief"

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8) You can check the created GST Bad Debt Relief Journal from the "History" tab.

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## **Method 2: Journal Entries**

🚜 General Ledger

Customer

Jupplier

- 1) Go to General Ledger
- 2) Open Journal Entries
- 3) Click New to create new journals

4)	Key in the journ	al date												
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- 8) Find the customer company code.
- 9) Click Inquiry
- 10) System will shows outstanding documents for the company, tick on documents that wants to create GST Bad Debt Relief journal
- 11) Click OK

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12) System will create the bad debt relief journal and you can save it.

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