

Sage 300 2024

eInvoicing 7.1A (EI7A) Guide

August 2024

This is a publication of Sage Software, Inc.

© 2024 The Sage Group plc or its licensors. All rights reserved. Sage, Sage logos, and Sage product and service names mentioned herein are the trademarks of The Sage Group plc or its licensors. All other trademarks are the property of their respective owners.

Last updated: August 8, 2024

Contents

Using eInvoicing	2
Install and Activate eInvoicing	3
Install eInvoicing	3
Activate eInvoicing	3
Workstation Setup	4
Set Up eInvoicing	5
Options	5
Setup for Sending Transactions	6
Setup for Receiving Transactions	10
eInvoicing Transactions	13
Outgoing Document Processing	13
Incoming Document Processing	15
Printing Sage 300 Forms with a QR Code	16
Accounts Receivable Invoices, Debit Notes, and Credit Notes	16
Order Entry Invoices, Debit Notes, Credit Notes	17
Additional Information	18

Using eInvoicing

Sage 300 eInvoicing allows you to send documents to the Inland Revenue Board of Malaysia (LHDN) via SESAMi as the Access Point Provider.

Install and Activate eInvoicing

The eInvoicing program is compatible with Sage 300 2024 PU2 and up, but you install it separately.

Note: You need to back up your database prior to installing and activating eInvoicing 7.1A.

Install eInvoicing

To install eInvoicing:

1. Run the eInvoicing installation program as Administrator, and follow the steps in the installation wizard until installation is complete.

Note: eInvoicing requires MS .NET Framework 3.5 to be installed. If it detects that the Operating System does not have .NET Framework 3.5 installed yet, it will install this first before proceeding with the eInvoicing install.

2. After installation, go to your Sage 300 Programs folder's \sage300\EI71A\ENG and copy/paste the following:
 - a. ARDINVMY.RPT to AR71A\ENG folder
 - b. OEINV01MY.RPT, OEINV04MY.RPT and OEARN01MY.RPT to OE71A\ENG folder
3. Copy the EI71A.LIC file to your Sage 300 SharedData folder.

Activate eInvoicing

1. Log in to Sage 300 as ADMIN.
2. Go to **Administrative Services**, and double click **Data Activation**.
3. Select the check box to confirm that the company database has been backed up.
4. Click **Proceed** to open the Data Activation window.

5. Select the eInvoicing 7.1A check box and click **Next**.
6. Click **Activate**.

Activation creates an eInvoicing folder in the Sage 300 Desktop which contains shortcuts to its programs.

After activating eInvoicing, you can proceed to register your company with SESAMi in the Options screen. See Set Up eInvoicing section.

Workstation Setup

There is a separate installer for the eInvoicing Workstation Setup.

After running Sage 300 workstation setup on the client machine, install the EIWS71A.exe as Administrator.

Note: eInvoicing Workstation Setup requires MS .NET Framework 3.5 to be installed. If it detects that the Operating System does not have .NET Framework 3.5 installed, it will install this first before proceeding with the eInvoicing workstation setup install.

Note: You need to run EIWS71A.exe on each client machine that uses eInvoicing.

Set Up eInvoicing

Options

Use the EI Options screen to register your company with SESAMi and enter the company's Tax Information.

To register your company with SESAMi:

1. Go to **eInvoicing > E/I Setup > Options**.
2. In the Registration tab, the following fields will appear:
 - **Company Profile**, where the Company Name, Business Reg. No. and Address fields will be defaulted from the Common Services - Company Profile screen. If some of these fields are missing, go back to CS Company Profile screen and enter the missing fields.

Note: It is important to enter your complete address in the Company Profile accurately. This includes all address fields as well as the State, Country and Postal Code, as these fields are mandatory for your registration.

- **Country and Industry** drop-down lists, where you can select your Country and Industry.
 - **Contact information**, where you can enter the name of your contact person; their designation; contact number and email address.
 - **Registration status**, where your company's Peppol details and registration status will be populated upon being on boarded.
3. Click the Transactions tab, to enter your company's tax information.
 - Enter the mandatory Tax Identification Number (TIN).
 - Enter the Sales Service Tax Number (SST). If your company is not registered for SST, leave it as NA.
 - Enter the Malaysian Tourism Tax Number (TTx). If the company is not registered for TTx, leave it as NA.

- Select the mandatory Malaysia Standard Industrial Classification (MSIC) code from the finder. If you do not have MSIC, you can select 00000 (Not Applicable).
4. Click **Save**.
 5. Go back to the Registration tab.

Note: You may be required to submit certain business documents before you can successfully register.

6. Click **Register**. This may take up to 1 - 2 business days if you have furnished the required documents for registration.
7. Click **Close** to exit the form.
8. Confirm with your Access Point Provider that your registration was successful. This can take 1 - 2 business days.
9. Open the EI Options screen.
10. Click **Verify** and confirm the Peppol ID is populated.
11. Confirm the Status field shows Success, and the Verified field shows Verified.
12. Click **Close** to exit the form.

You can then proceed to setup your mapping for Customers, Currencies, Units of Measure, Miscellaneous Charges and more, as described below.

Setup for Sending Transactions

Customers

The EI Customers screen allows you to set up the Peppol ID and tax information for every customer for which you are sending invoices.

This screen displays the following information that is required to submit an eInvoice.

- Customer Number
- Customer Name
- Business Registration Number
- Customer's Peppol ID
- Customer's SST Number
- Customer's Tax Identification Number

- Country
- Contact Name

Note: The Tax Identification and Business Registration numbers are mandatory. And you can click the country drop-down, to select the customer's country.

Note: The Peppol ID, SST and TIN numbers, and Country columns are editable, while the rest of the columns are automatically populated from A/R Customers and cannot be edited in this screen.

To setup a Customer in E/I Customers:

1. Go to **eInvoicing > E/I Setup > Customers**.
2. You can first limit the number of Customers displayed in the grid by entering or selecting customer numbers in the **From/To** fields at the top of the screen, and then clicking the **Go** button.
3. Select the row of the customer for whom you want to enter the Customer Peppol ID:
 - Verify the Customer has a Business Registration Number (BRN). If the customer does not have a BRN, double click on the BRN field for the customer and it will drill down to the A/R Customers screen where you can enter the BRN and save it.
 - Also, while in the AR Customers screen, go to Contact tab and enter in the Contact, Telephone and Email fields, if not already filled in.
 - Enter the customer's Peppol ID. If the customer does not have a Peppol ID, you can input 0000:XXXXXXXXXXXX where XXXXXXXXXXXX is the customer's Business Registration Number.
 - Enter the customer's Tax Identification Number (TIN). TIN is required for the document to be sent successfully.
 - Enter the customer's SST number. If the customer is not registered for SST, leave the field as NA.
 - Select the customer's country from the Country drop down list. Country defaults to Malaysia.
4. Click **Close** to exit the form.

Note: The Peppol ID field is mandatory for eInvoicing submissions. You will have to obtain these IDs from your customers and manually update them here. The customer's Peppol ID should be in the format XXXX: YYYYYY.... format. "XXXX" represents SchemeID (ie 0230 for Malaysia) and YYYYYY.... is the Endpoint ID.

Note: If the customer does not have a Peppol ID, you can input 0000:XXXXXXXXXXXX where XXXXXXXXXXXXXXX is the customer's Business Registration Number.

Note: If you want to change the other fields like Customer Name or Business Reg. No., you can double click on that row, and it will bring up that specific customer in the A/R Customers screen.

Currency Code Mapping

Your currency codes for outgoing documents must comply with the Peppol standard currency codes.

Refer to the Peppol website for the currency code list.

You must map every currency that you use in your Sage 300 invoices to the associated Peppol currency; even if they appear to be the same currency.

Example: If you use MYR in your Sage 300 invoices, you must map your Sage 300 currency 'MYR' to the Peppol currency 'MYR'.

To map your currency codes, follow these steps:

1. Go to **eInvoicing > E/I Setup > Currency Code Mapping**.
2. When mapping for the first time, click the Currency Code column and select the Sage 300 currency code from the Currency Code finder.
3. Click the Peppol Currency Code column and select the corresponding Peppol currency code from the Peppol Currency Code finder.
4. Use the Insert key to add more mapping rows.
5. Use the Delete key to remove incorrectly mapped rows.
6. Click **Close** to exit the form.

Unit of Measure Mapping

You must map every Unit of Measure (UOM) that you use in your Sage 300 invoices to an associated Peppol UOM, even if they appear the same.

To map your UOM, follow these steps:

1. Go to **eInvoicing > E/I Setup > Unit of Measure Mapping**.
2. If you are mapping for the first time, click on a new row or click Insert, to create subsequent new mapping row.
3. Click the finder icon and select a Sage 300 UOM from the finder list, or manually type the Unit of Measure. If you are using AR Items, enter the Unit of Measure for all the AR Items as well.
4. Click the finder icon in the Peppol Unit of Measure column and select a UOM from the list of UOMs.
5. Use the Insert key to add more mapping rows.
6. Click **Delete** to remove incorrectly mapped rows.
7. Click **Close** to exit the form.

Miscellaneous Charges Code Mapping

If you have miscellaneous charges that are included in the Order Entry transactions, map them to a valid Peppol Allowance or Charge Code.

To map your miscellaneous charges, follow these steps:

1. Go to **eInvoicing > E/I Setup > Miscellaneous Charges Code Mapping**.
2. If you are mapping for the first time, click on a new row or click Insert, to create subsequent new mapping row.
3. Click the Sage 300 Miscellaneous Charge Code finder and select the Miscellaneous Code that you want to map.
4. Select **Allowance** or **Charge Code** type.
5. Click the Peppol Miscellaneous Charge Code finder and select the Peppol Allowance or Charge Code from the list.

Note: If Allowance Code Type is selected, the finder shows Peppol Allowance codes.

Note: If Charge Code Type is selected, the finder shows Peppol Charge codes.

6. Use the Insert key to add more mapping rows.
7. Use the Delete key to remove incorrectly mapped rows.
8. Click **Close** to exit the form.

Setup for Receiving Transactions

Vendors

The EI Vendors screen allows you to set up the Peppol ID and tax information for each vendor that you receive e-Invoices from.

This screen displays the following information required to receive an e-Invoice.

- Vendor Number
- Vendor Name
- Business Registration Number
- Vendor Peppol ID
- Vendor Type
- Vendor Currency
- Vendor SST Number
- Vendor Tax Identification Number
- Vendor Country
- Default Item Distribution Code
- Default Allowance Distribution Code
- Default Charge Distribution Code
- Contact Name

For eInvoicing Vendors:

1. Go to **eInvoicing > E/I Setup > Vendors**.
2. You can first limit the number of Vendors displayed in the grid by entering or selecting Vendor numbers in the From and To fields at the top of the screen, and then clicking the **Go** button.

3. Select the row of the vendor for whom you want to enter the Vendor Peppol ID:
 - Verify the Vendor has a Business Registration Number (BRN). If the vendor does not have a BRN entered, double click on the BRN field for the vendor and it will drill down to the A/P Vendors screen where you can enter the BRN and save it.
 - Enter the vendor's Peppol ID.
 - Select Vendor Type - AP Vendor or PO Vendor.
 - Enter the vendor's Tax Identification Number (TIN).
 - Enter the vendor's SST number. If the vendor is not registered for SST, leave the field as NA.
 - Select the vendor's country from the Country drop down list. Country defaults to Malaysia.
 - Enter the Default Item Distribution Code.
 - Enter the Default Allowance Distribution Code.
 - Enter the Default Charge Distribution Code.
4. Click **Close** to exit the form.

Distribution Code Mapping

Distribution Codes will be used for Incoming transactions, which will be available in the next version.

To map distribution codes, follow these steps:

1. Go to **eInvoicing > E/I Setup > Distribution Code Mapping**.
2. Select the Vendor Number by clicking on the arrows or selecting the vendor from the finder.
3. In the grid, select the Type: Item, Allowance or Charge.
 - If you select item type, enter the Item Identifier. Seller Item Numbers will appear in the finder, but you can also enter the Buyer Item Number and Seller Item Description. The Allowance or Charge Code field will be disabled.
 - If you select Allowance or Charge type, select the Peppol Allowance or Charge Code from the finder. The Item Identifier field will be disabled.
4. Select the AP Distribution Code from the Distribution Code finder.

5. Use the Delete key to remove rows and the Insert key to add more rows
6. Click **Close** to exit the form.

You may now proceed to send your documents, as described in the next section.

eInvoicing Transactions

Outgoing Document Processing

This screen shows all the documents that can be sent to LHDN.

Sage 300 supports sending these document types:

- Accounts Receivable: Invoice, Debit Note, Credit Note
- Order Entry: Invoice, Debit Note, Credit Note

For documents to appear in the EI Outgoing Document Processing screen,

- Accounts Receivable invoice, debit note and credit note must be posted.
- Order Entry invoice, debit note and credit note must be posted and Day End Processing done.

To send documents, follow these steps:

1. Go to **eInvoicing > E/I Transactions > EI Outgoing Document Processing**
2. You will see all the documents that have been posted and where day end processing was done.
3. You can enter different filters to limit the documents displayed.
 - Select By Document Date - enter the From and To document date
 - Select By Customer Number - enter the From and To Customer Number
 - Select by Document Number - enter the From and To Document Number
 - Check the different Peppol status that you want to be displayed. These are the Peppol statuses that you can filter.
 - a. Not Sent - document is not sent yet
 - b. In Process - document is sent and is pending response from LHDN.
 - c. Error - there is an error in sending the document. Usually, the Peppol Message will show the error.
 - d. Rejected by LHDN - document has been rejected by LHDN.

- e. Failed to transmit - Peppol failed due to some issues.
 - f. Transmitted - document has been successfully transmitted to LHDN.
- Check the different Document Types that you want to be displayed. Document Types are:
 - a. A/R Invoice
 - b. A/R Debit Note
 - c. A/R Credit Note
 - d. O/E Invoice
 - e. O/E Debit Note
 - f. O/E Credit Note
4. Click the **Go** button to see the filtered results.
 5. Documents which are set to Yes in the Selected column will be sent when you click the Send button:
 - You can check Select/Deselect All to set the Selected to Yes for all the documents displayed, and uncheck Select/Deselect All to set the Selected to No for all the documents displayed.
 - You can also manually toggle Selected to Yes for the document/s you want to send.
- Tip:** You can double click on the Selected cell, or press the spacebar to toggle between Yes and No.
6. Click **Send**. Sending will take a few minutes.
 7. To update the Status of your documents, click **Refresh**.
 - Most documents will take a few minutes to be fully transmitted from Sage 300 and then processed through SESAMi and then LHDN.
 - You may click Refresh as many times as you wish to see an updated Status.
 - Once the document is fully sent, it will have a status of Transmitted.
 8. You can drill down to the document by clicking on the **Details...** button.
 9. Click **Close** to exit the form.

Incoming Document Processing

This screen will allow you to retrieve the documents from LHDN and import it to your Sage 300 Accounts Payable. It will be available in the next release.

Printing Sage 300 Forms with a QR Code

After installing, go to your Sage 300 Programs folder's \sage300\EI71A\ENG and copy/paste the following: ·

- ARDINVMY.RPT to AR71A\ENG folder
- OEINV01MY.RPT, OEINV04MY.RPT and OEARN01MY.RPT to OE71A\ENG folder

Once the document has been successfully transmitted, you can print the Sage 300 forms with a QR Code.

Accounts Receivable Invoices, Debit Notes, and Credit Notes

1. Go to **AR Transaction Reports > Invoices**.
2. Select form **ARDINVMY.RPT** from your Sage 300 Programs folder: \Sage300\AR71A\ENG folder.
3. Select either by Batch/Entry No., or by Customer/Document No., and enter the From/To range for the invoice that you want to print.
4. Click **Print**. The invoice will show a QR code if it has been successfully transmitted to LHDN.
5. When your customer receives the invoice, they can use the QR code to view the invoice in the LHDN portal.
6. You use the same form when printing Accounts Receivable debit notes and credit notes.

Order Entry Invoices, Debit Notes, Credit Notes

Printing Order Entry Invoices

1. Go to **OE Forms > Invoices**.
2. Select the OEINV01MY.RPT form your Sage 300 Programs folder: \Sage300\OE71A\ENG . If you want to print a non-datapiped report, select form OEINV04MY.RPT from the same folder.
3. Select the invoice that you want to print.
4. Click **Print**. The invoice will show a QR code if it has been successfully transmitted to LHDN.
5. When your customer receives the invoice, they can use the QR code to view the invoice in the LHDN portal.

Printing Order Entry Debit Notes, Credit Notes

1. Go to **OE Forms > Credit/Debit Notes**.
2. Select the Document Type you want to print (Credit Note or Debit Note).
3. Select form OEARN01MY.RPT from your Sage 300 Programs folder: \Sage300\OE71A\ENG.
4. Select the credit/debit note that you want to print.
5. Click **Print**. The credit/debit note will show a QR code if it has been successfully transmitted to LHDN.
6. When your customer receives the credit/debit note, they can use the QR code to view it in the LHDN portal.

Additional Information

- Opening the Options, Currency Code Mapping, Unit of Measure Mapping, or Misc. Charges Code Mapping screens for the first time will generate the Peppol records and will take a longer time. On some machines, the screen may not open completely and you just see the icon in the taskbar. In this case, close the icon in the taskbar and reopen the screen.
- Db Dumping and Db Loading to a different installation which has different shared data will not work due to encrypted IDs. Instead, you should use SQL backup and restore for all your SQL databases.
- A Credit Note must be applied to an invoice that was already successfully transmitted before it can be sent.
- Sage 300 can only support one non-zero tax amount per line (e.g. either Sales Tax or Service Tax, but not both).
- LHDN does not accept exempt tax where the Tax Base Amount is zero. Therefore, when the tax is exempt, use 0% tax rate instead of setting 'Yes' to the Exempt field in Sage 300 Tax Classes. The Tax Exemption Reason will be available in a future release.
- Incoming transactions will be available in a future release.
- Product classification codes for outgoing documents will be available in a future release.
- To customize a report by adding a QR code, see the instructions in KB article [240719211447057](#).

