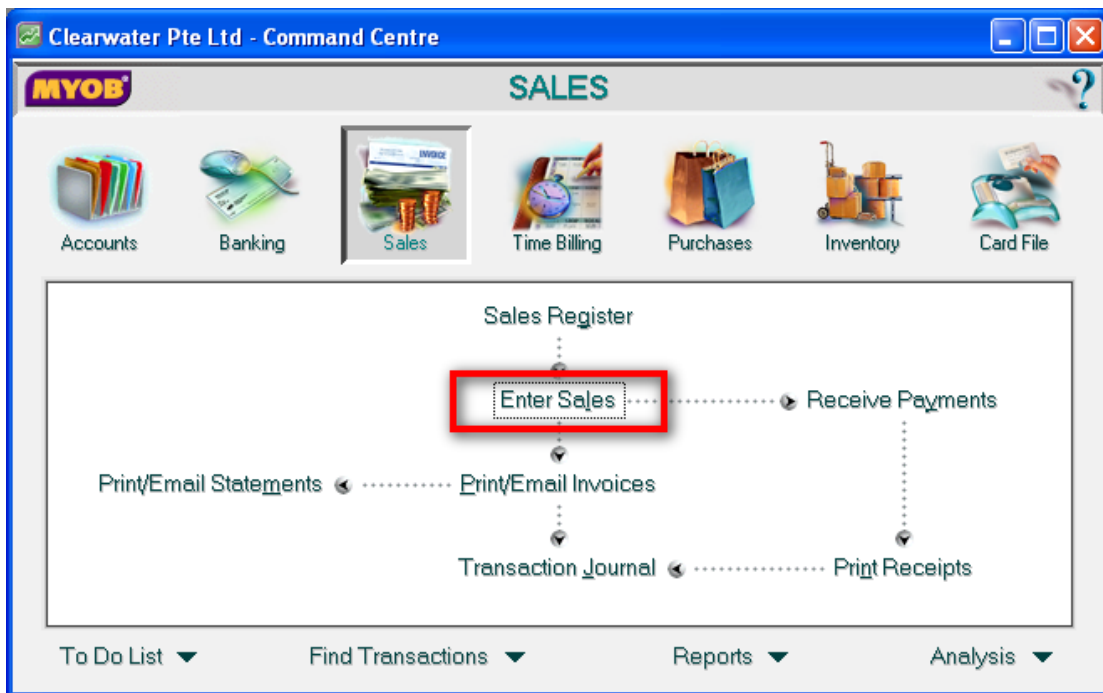
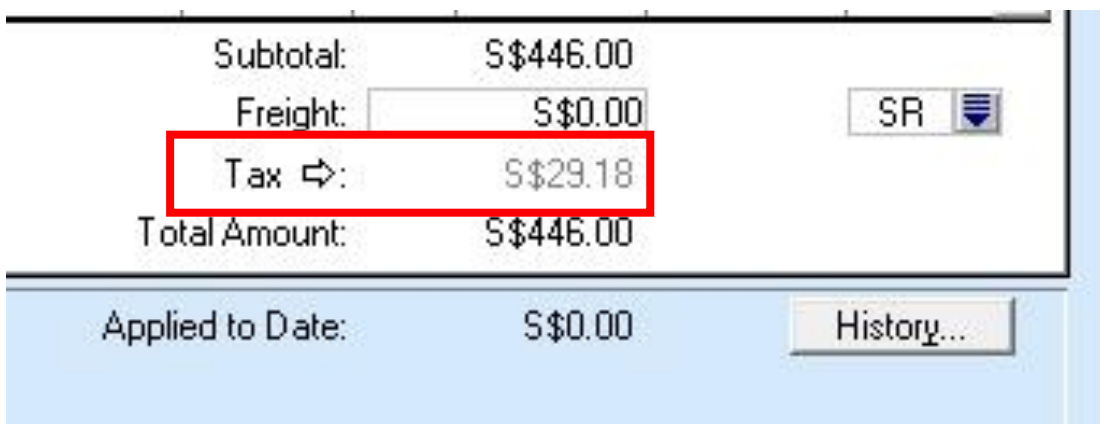


HOW TO AMEND GST AMOUNT?

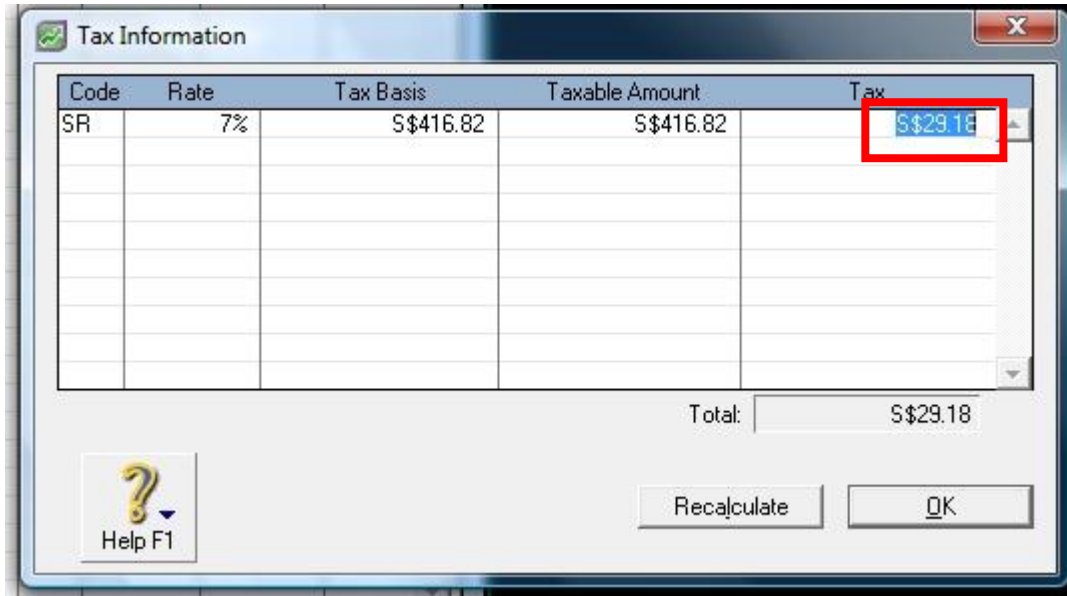
1. There is only one way in amending the GST amount in the event of difference in a few cents. The following method has to be adopted.
2. First of all, go to Sales Module and select "Enter Sales".



3. Select an **Invoice** you would like to amend your GST amount.
4. Look for "TAX" at the bottom right corner.



5. Click on the "Arrow" next to the Tax.
6. "Tax Information" window will appear.



7. Amend your GST amend in the "Tax" column.