

Monthly E-Invoice Consolidate Guide

Important: After submission to LHDN, Consolidated Transactions Cannot be Edited or Deleted.

Reminder : User is advice to submit consolidate E-Invoice, within seven (7) calendar days after the month end.

33. What are the consequences for failure to issue e-Invoice?

Failure to issue e-Invoice is an offence under Section 120(1)(d) of the Income Tax Act 1967 and will result in a fine of not less than RM200 and not more than RM20,000 or imprisonment not exceeding 6 months or both, for each non-compliance.

Step 1 : Go > System > Consolidate E-Invoice Submission

SystemsUtilityOpen Cash DrawerLogout

Systems

Announcement

Authorized User

User Group

Permission

Company

Branch

Consolidate E-Invoice Submission

System Control Parameter

User First Free Number

Combination Pre-Setting for SO, DO & INV Prefix (Single)

Combination Pre-Setting for SO, DO & INV Prefix (Multiple)

Master Files Default Settings

Default Maintain Stock In/Stock Out

Module Control Parameters

Management Setting And Reports

Step 2: Click Add New button

Document Consolidation

Document Type

Year

Month

Status

Hit Limit

Cash Sales

All

All

All

100

Go

Add New

Step 3: Select Document Type

Generate Consolidate Submission (Ver Ver 1.000)

From

To

Document Date.:

01/06/2025

30/06/2025

Document Type:

Cash Sales

Credit Sales Single

Credit Sales Multiple

Sales Return

AR Invoice

AR Debit Note

AR Credit Note

Cash Management Receipt

Step 4 : Click " Get Document " to list out all document that can be consolidate

Note: If there is no documents listed out. There is no need to do submission.

Generate Consolidate Submission (Ver Ver 1.000)

From

To

Document Date.:

01/06/2025

30/06/2025

Document Type:

Cash Sales

Get Documents

Cancel

Total Amount: 600.00

Total Document: 6

Page size: 10

No.	Doc.Type	Document No.	Date.	Amount.	Document Status.
1.	CS	CS-00025000249	25/6/2025	0.00	Consolidable
2.	CS	CS-00025000250	25/6/2025	0.00	Consolidable
3.	CS	CS-00025000252	26/6/2025	150.00	Consolidable
4.	CS	CSB-00025000004	24/6/2025	450.00	Consolidable
5.	CS	CSB-00025000005	25/6/2025	0.00	Consolidable
6.	CS	CSB-00025000006	25/6/2025	0.00	Consolidable

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CONSOLIDATE

Step 5 : Click " CONSOLIDATE " to submit LHDN

Step 6 : Make Sure all Submitted Consolidated E-Invoice is valid status.

If E-Invoice Status is **pending**, user may click update to get latest E-Invoice Status.

Document Consolidation

Document Type

Year

Month

Status

Hk Limit

Go

Cash SalesAllAllAll100Add New

30/07/2025 11:22:05 AM											
No.	Consolidation No.	Submission Date.	Document Type	Document Count	Total Amount	Total Discount	Total Tax	E-Invoice Status	E-Invoice		Action
1.	EC-00126000003.	23/07/2025	CS	24	27,600.00	0.00	1,358.40	Valid		<div>Cancel</div>	<div>ZW5AC3FF0F0524600002ED0K10</div> <div>View</div>
2.	EC-00126000002.	23/07/2025	CS	24	27,600.00	0.00	1,358.40	Pending		<div>Update</div>	<div></div> <div>View</div>
3.	EC-00126000001.	23/07/2025	CS	2	2,300.00	0.00	113.20	Pending		<div>Update</div>	<div></div> <div>View</div>

Step 7 : Repeat Step 2 to Step 6 for All Document Type and All branches