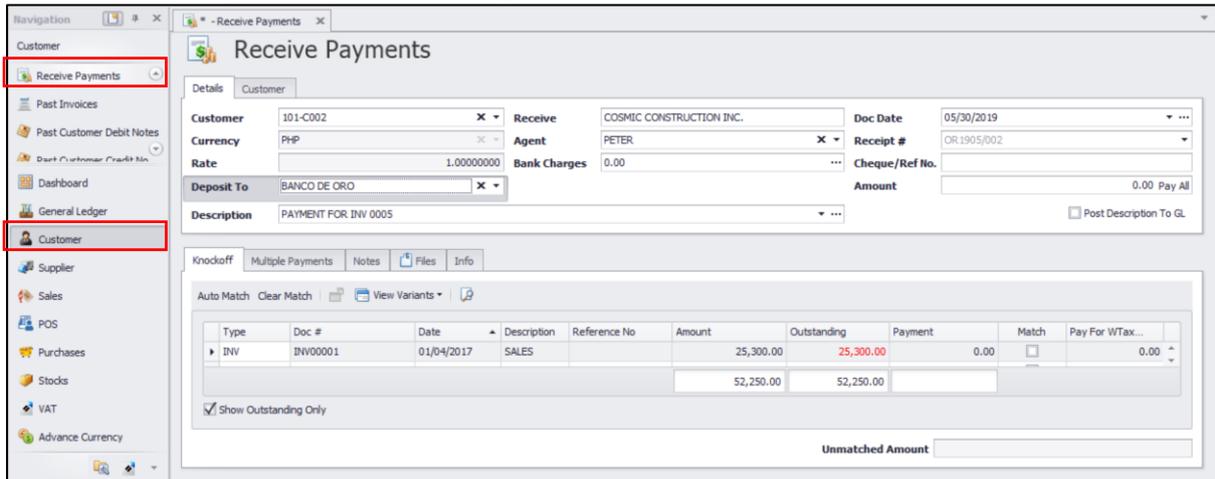




HOW TO RECOGNIZE WTAX UPON COLLECTION

In the System, there is a feature where WTAX can be recognized upon collection.

For the collection, click Customer and go to Receive Payments.



Navigation: Customer, Receive Payments, Past Invoices, Past Customer Debit Notes, Past Customer Credit Notes, Dashboard, General Ledger, Customer, Supplier, Sales, POS, Purchases, Stocks, VAT, Advance Currency.

Receive Payments

Details Customer

Customer: 101-C002 Receive: COSMIC CONSTRUCTION INC. Doc Date: 05/30/2019
 Currency: PHP Agent: PETER Receipt #: OR1905/002
 Rate: 1.00000000 Bank Charges: 0.00 Cheque/Ref No.:
 Deposit To: BANCO DE ORO Amount: 0.00 Pay All
 Description: PAYMENT FOR INV 0005 Post Description To GL

Knockoff Multiple Payments Notes Files Info

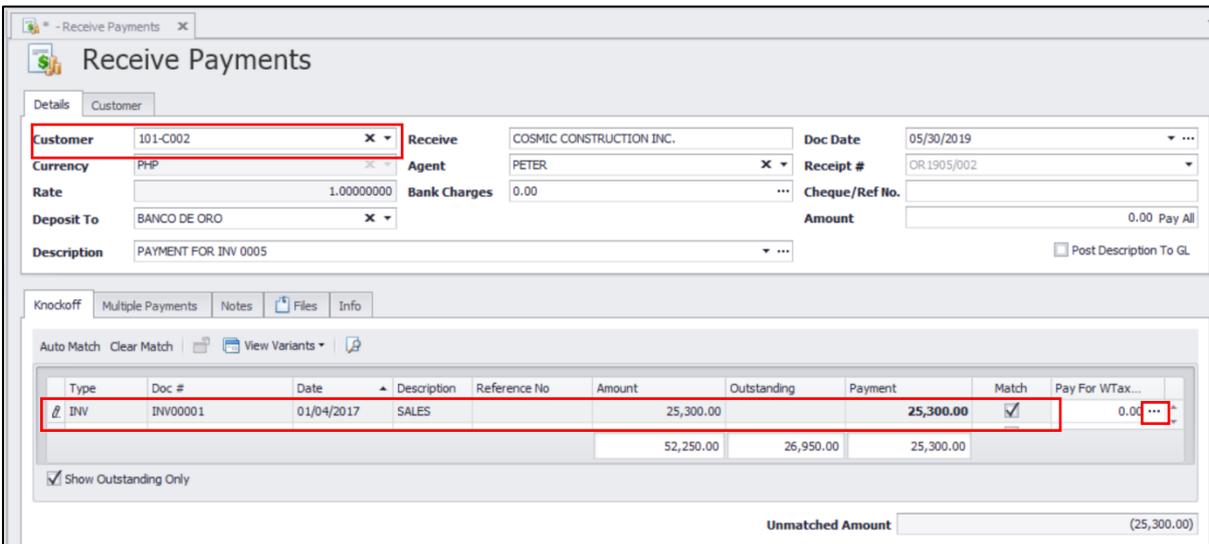
Auto Match Clear Match View Variants

Type	Doc #	Date	Description	Reference No	Amount	Outstanding	Payment	Match	Pay For WTax...
INV	INV00001	01/04/2017	SALES		25,300.00	25,300.00	0.00	<input type="checkbox"/>	0.00
					52,250.00	52,250.00			

Show Outstanding Only

Unmatched Amount

After choosing the Customer with outstanding invoice. The user must click which invoice will be settled. Click Match and look for the "Pay for WTax Amount". Click this icon  to input the WTax Amount.



Receive Payments

Details Customer

Customer: 101-C002 Receive: COSMIC CONSTRUCTION INC. Doc Date: 05/30/2019
 Currency: PHP Agent: PETER Receipt #: OR1905/002
 Rate: 1.00000000 Bank Charges: 0.00 Cheque/Ref No.:
 Deposit To: BANCO DE ORO Amount: 0.00 Pay All
 Description: PAYMENT FOR INV 0005 Post Description To GL

Knockoff Multiple Payments Notes Files Info

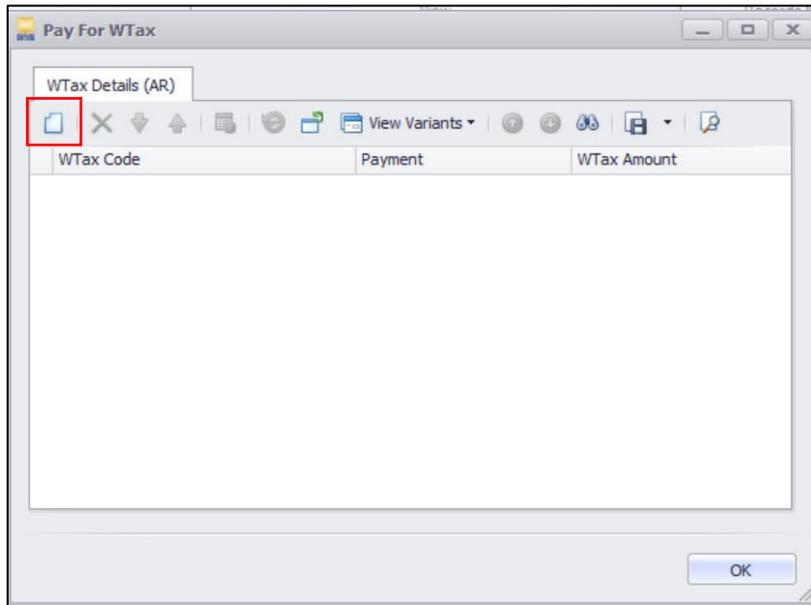
Auto Match Clear Match View Variants

Type	Doc #	Date	Description	Reference No	Amount	Outstanding	Payment	Match	Pay For WTax...
INV	INV00001	01/04/2017	SALES		25,300.00	25,300.00	25,300.00	<input checked="" type="checkbox"/>	0.00
					52,250.00	26,950.00	25,300.00		

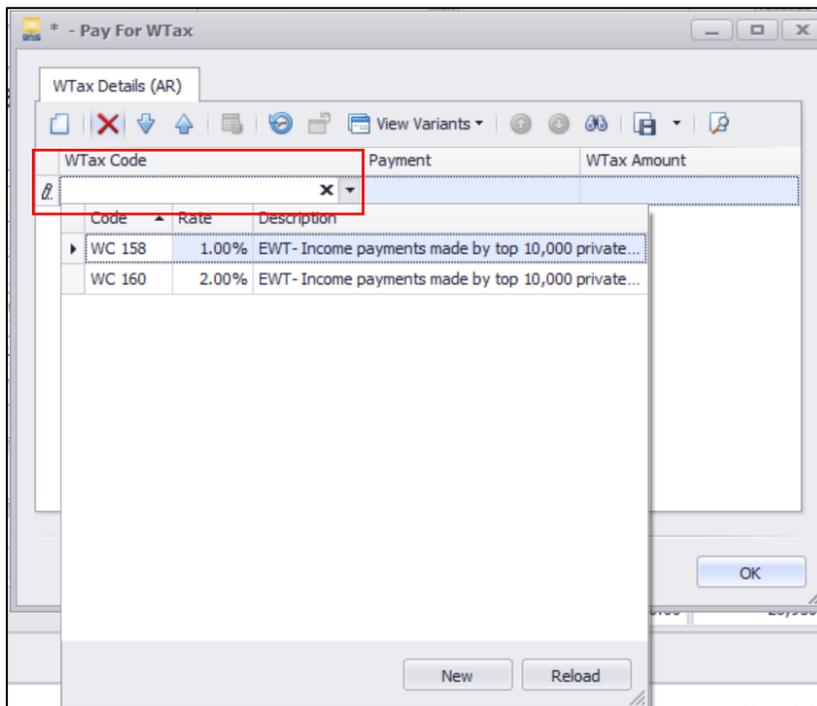
Show Outstanding Only

Unmatched Amount (25,300.00)

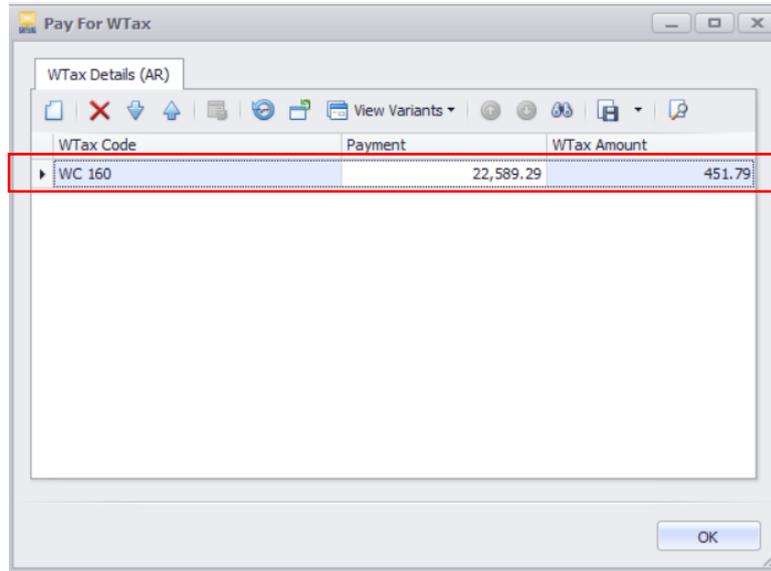
After clicking the icon, Pay for WTax window will open.



Click to the new button to add a WTax. Choose a WTax code for the computation of the WTax Amount.

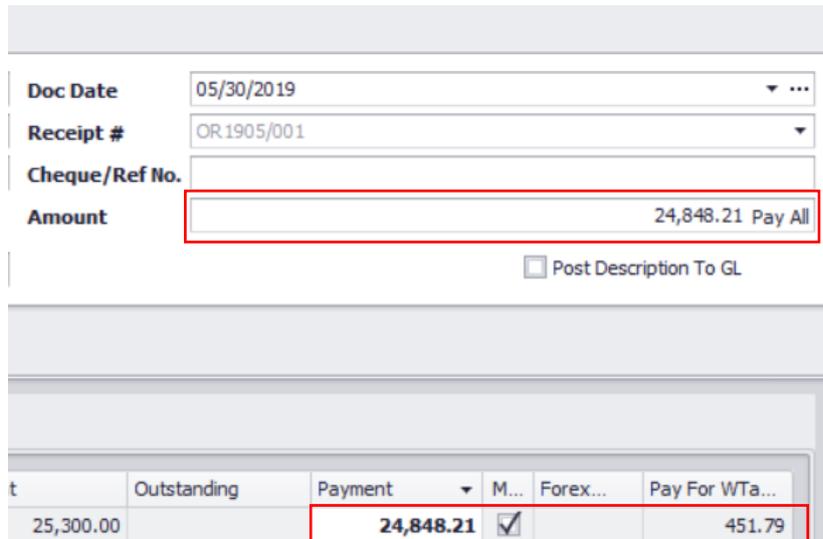


Under Payment Column, enter the Taxable amount, then click OK.



WTax Code	Payment	WTax Amount
WC 160	22,589.29	451.79

Withholding Tax Amount will automatically appear on the Pay For WTax column and will be deducted on the Payment column. Once done, click Save.



Doc Date: 05/30/2019

Receipt #: OR.1905/001

Cheque/Ref No.:

Amount: 24,848.21 Pay All

Post Description To GL

Outstanding	Payment	M...	Forex...	Pay For WTa...
25,300.00	24,848.21	<input checked="" type="checkbox"/>		451.79