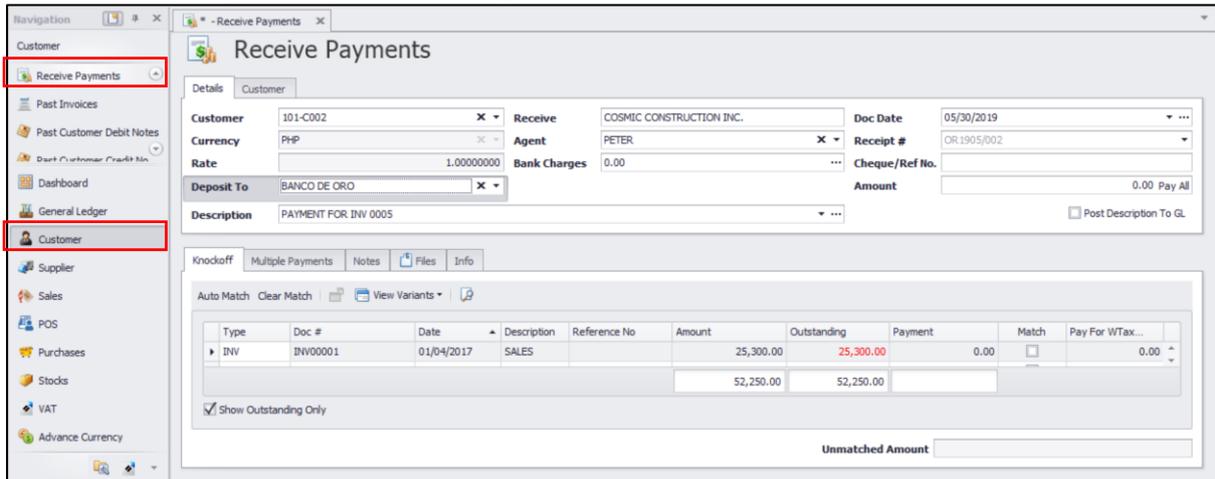# HOW TO RECOGNIZE WTAX UPON COLLECTION

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

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

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.

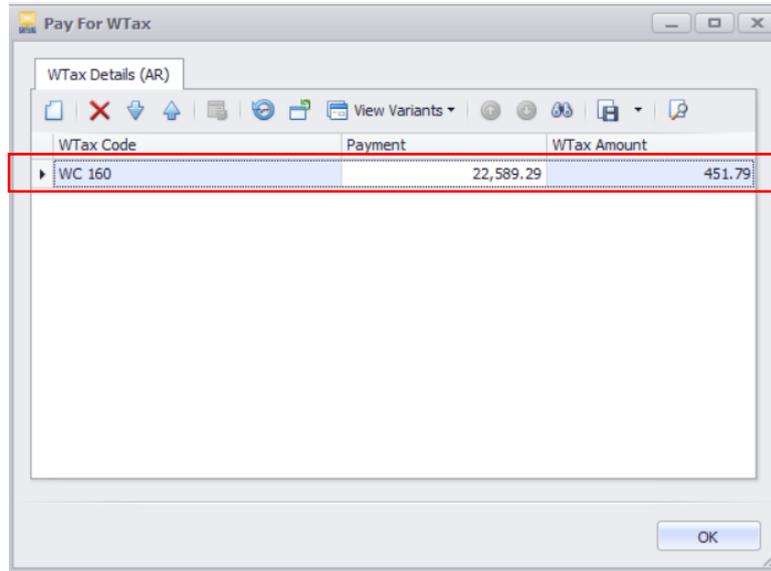After clicking the icon, Pay for WTax window will open.
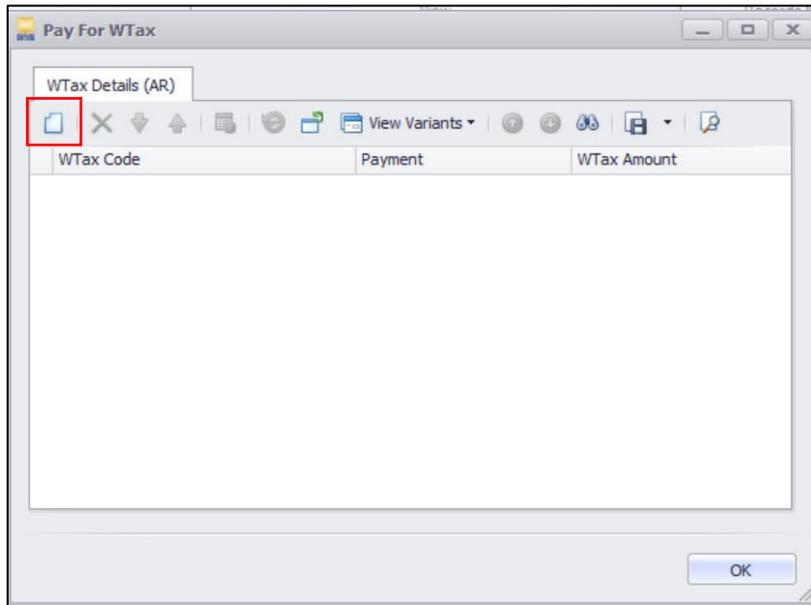
Click to the new button to add a WTax. Choose a WTax code for the computation of the WTax Amount.
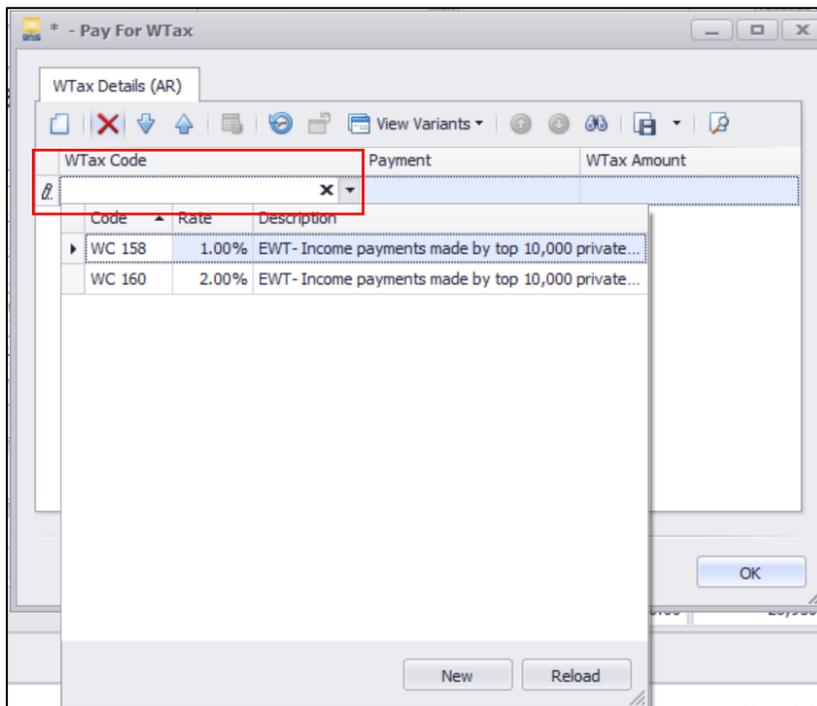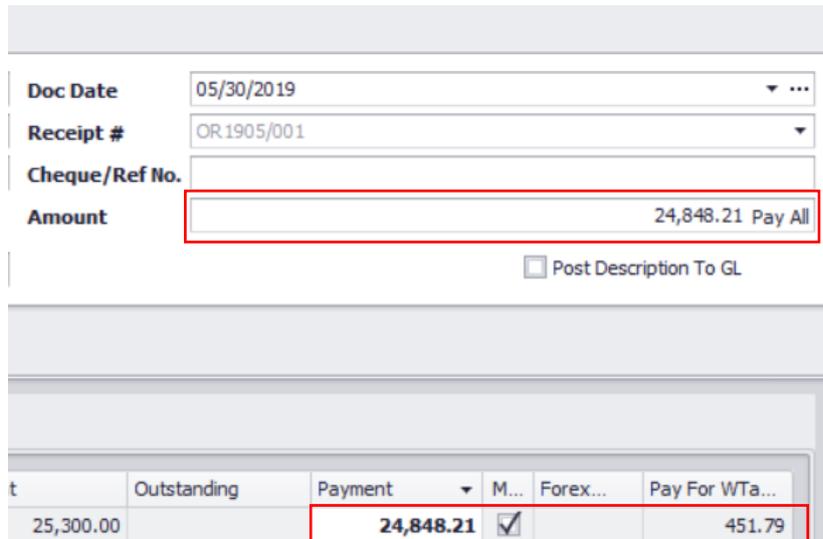
Under Payment Column, enter the Taxable amount, then click OK.

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