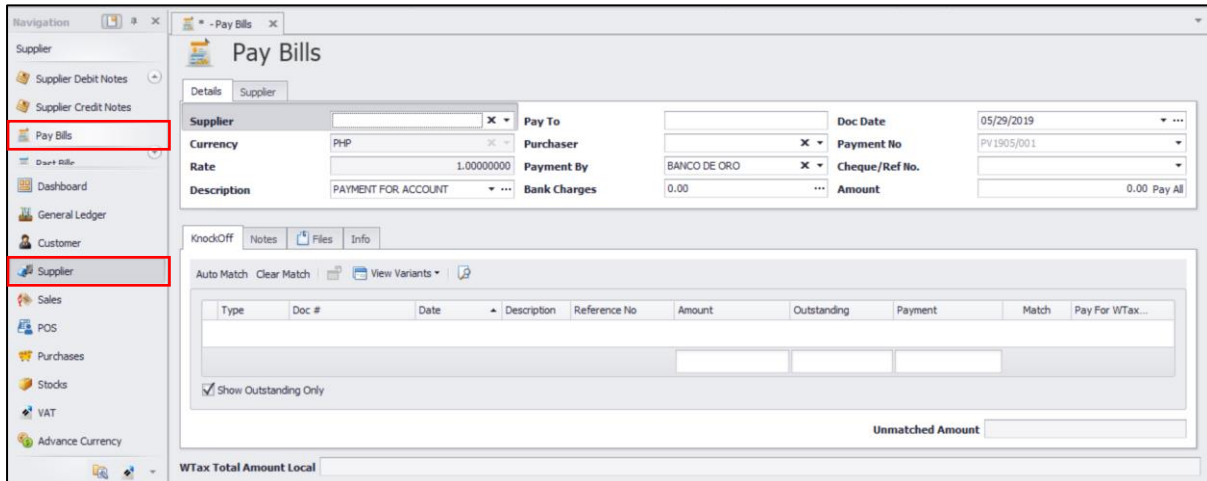✏️ **HOW TO RECOGNIZE WTAX UPON PAYMENT**
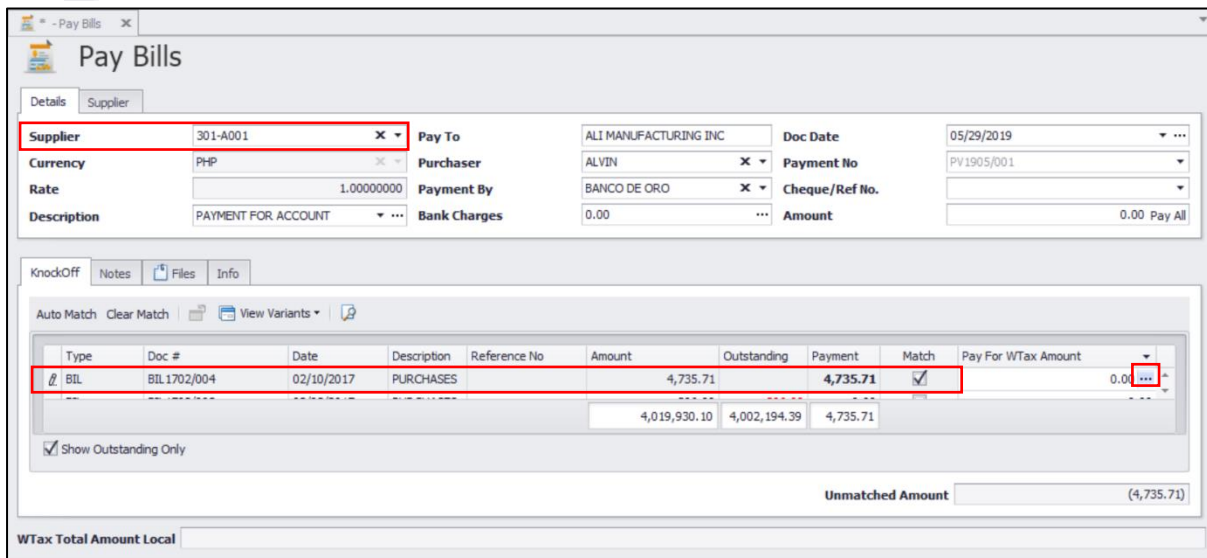
In the System, there is a feature where WTAX can be recognized upon payment.

For the payment, click Supplier and go to Pay Bills.

After choosing the Supplier on which the company has outstanding Bills to pay. The user must click which Bill will be settled. Click Match and look for the "Pay for WTax Amount". Click this icon ⋯ to input the WTax Amount.
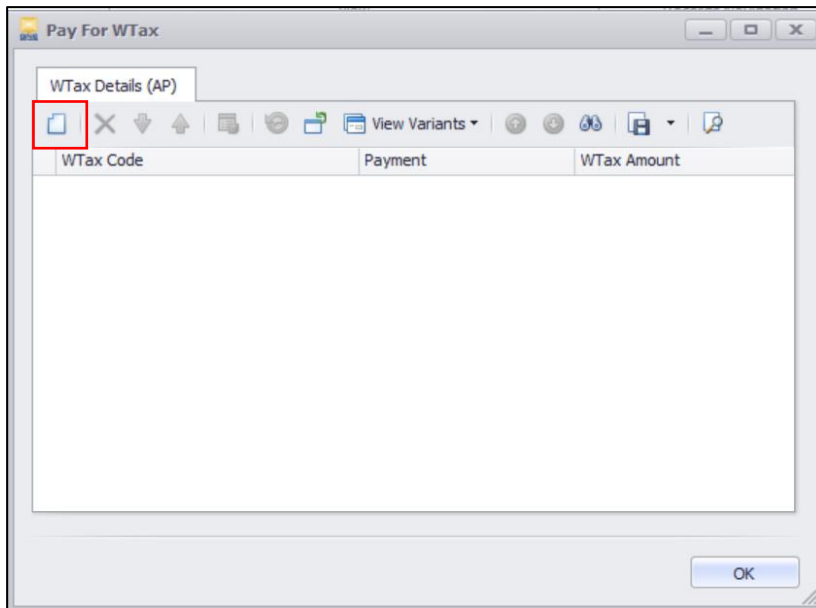
After clicking the icon, Pay for WTax window will open.

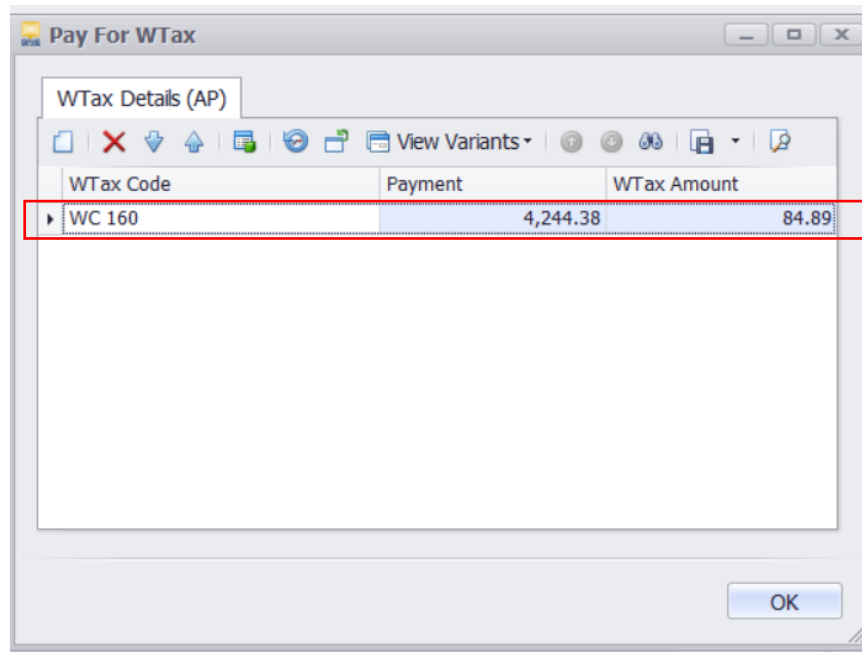Click to the new button to add a payment. Choose a WTax code for the payment.
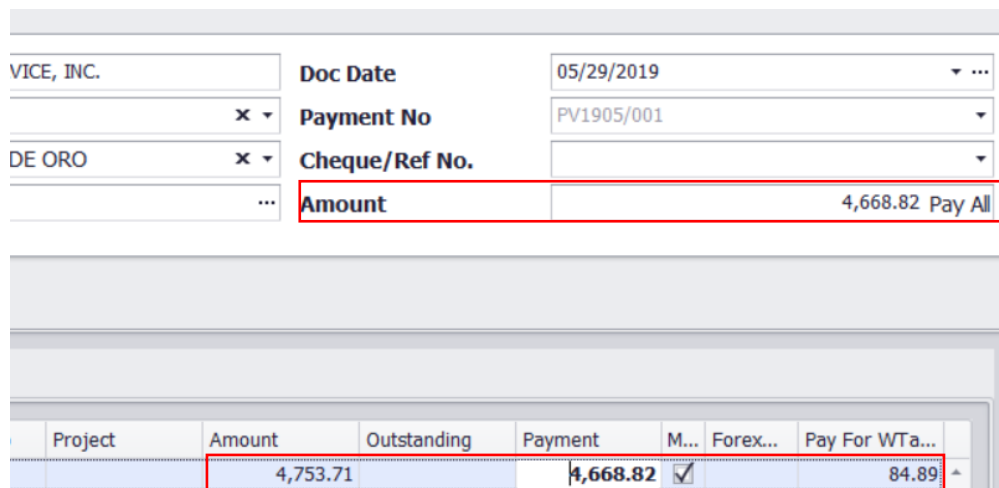
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QNE KNOWLEDGE BASE
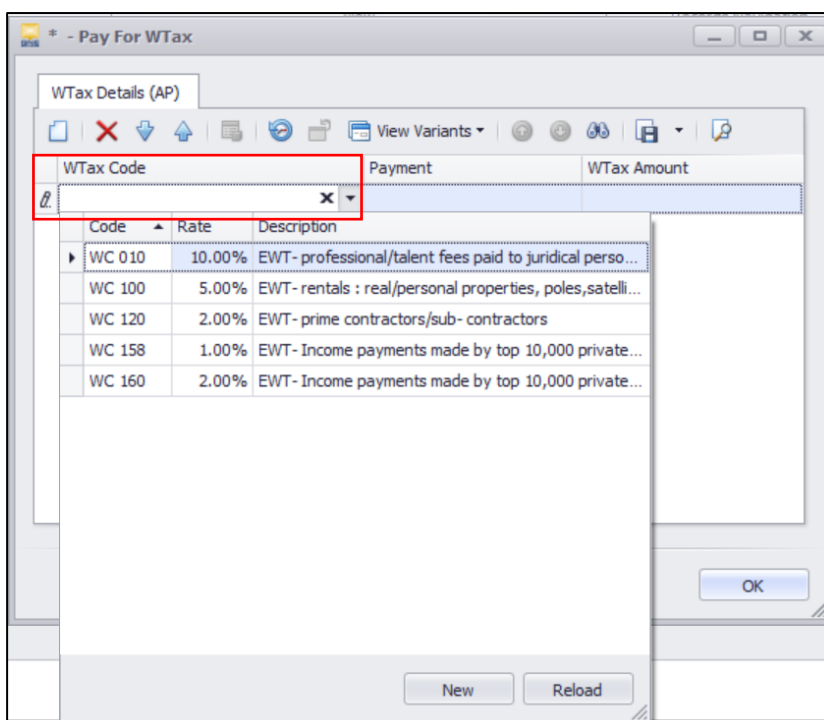
After choosing the WTax Code, input the Taxable Payment Amount and click Enter. WTax Amount will be computed based on the WTax Code then click OK.

Calculated amount will automatically appear on the Pay For WTax column and will be deducted on the Payment column. Once done, click Save.