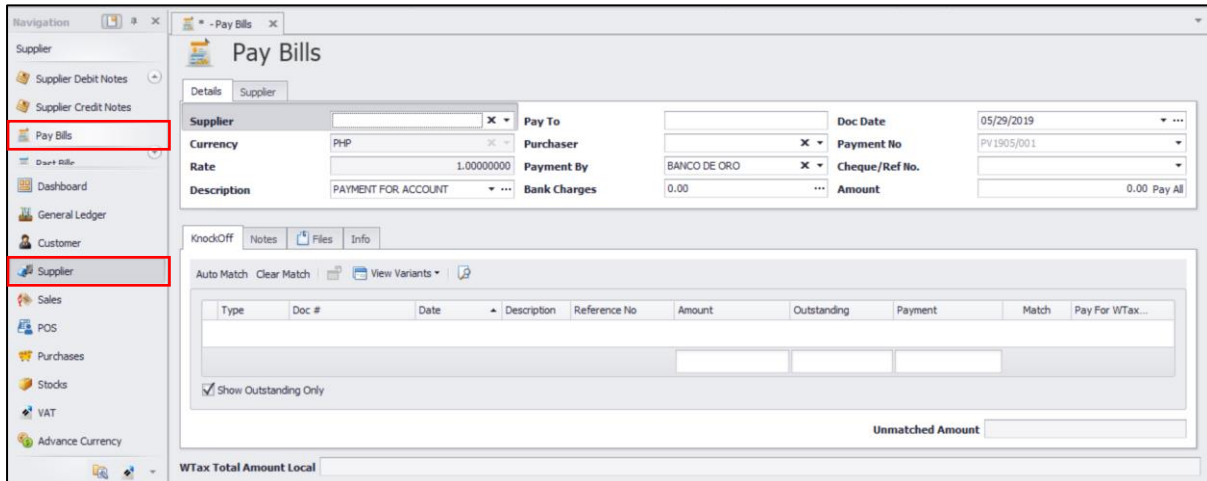





HOW TO RECOGNIZE WTAX UPON PAYMENT

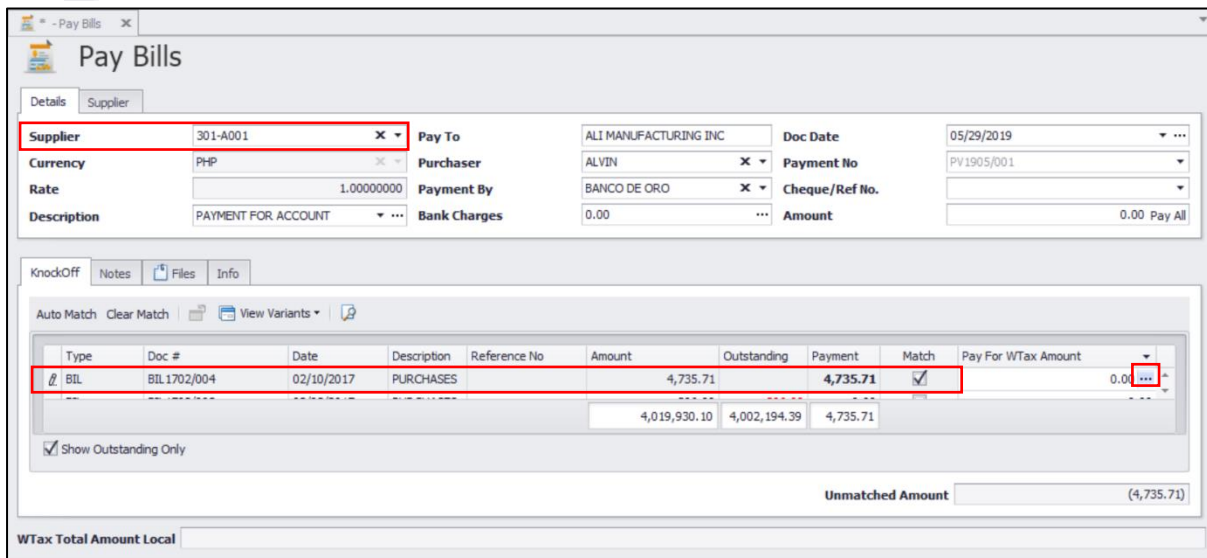
In the System, there is a feature where WTAX can be recognized upon payment.

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




The screenshot shows the 'Pay Bills' window in the QNE software. The 'Supplier' field is highlighted with a red box. Below the form, there is a table with columns: Type, Doc #, Date, Description, Reference No, Amount, Outstanding, Payment, Match, and Pay For WTax Amount. The 'Pay For WTax Amount' column has a dropdown menu with a pencil icon.

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.

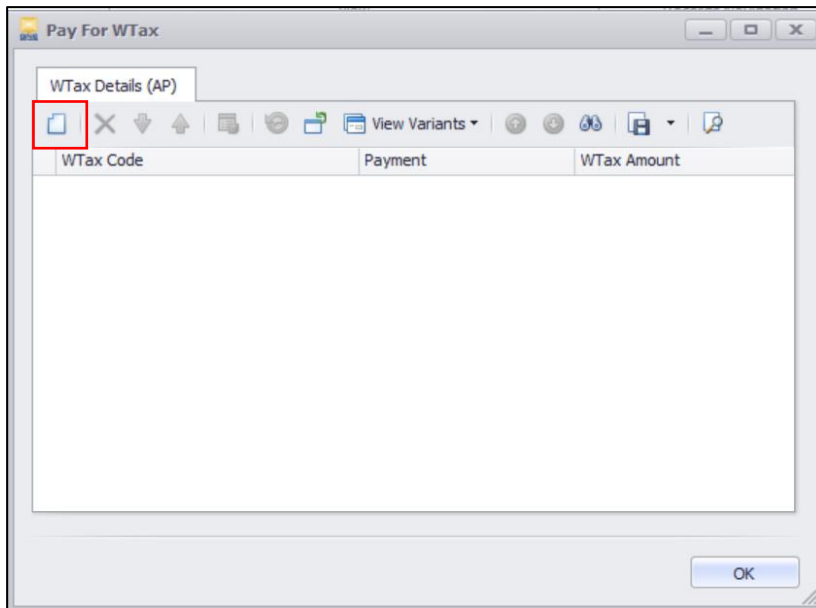


The screenshot shows the 'Pay Bills' window with a bill selected. The 'Supplier' field is highlighted with a red box. The table below shows a bill with the following details:

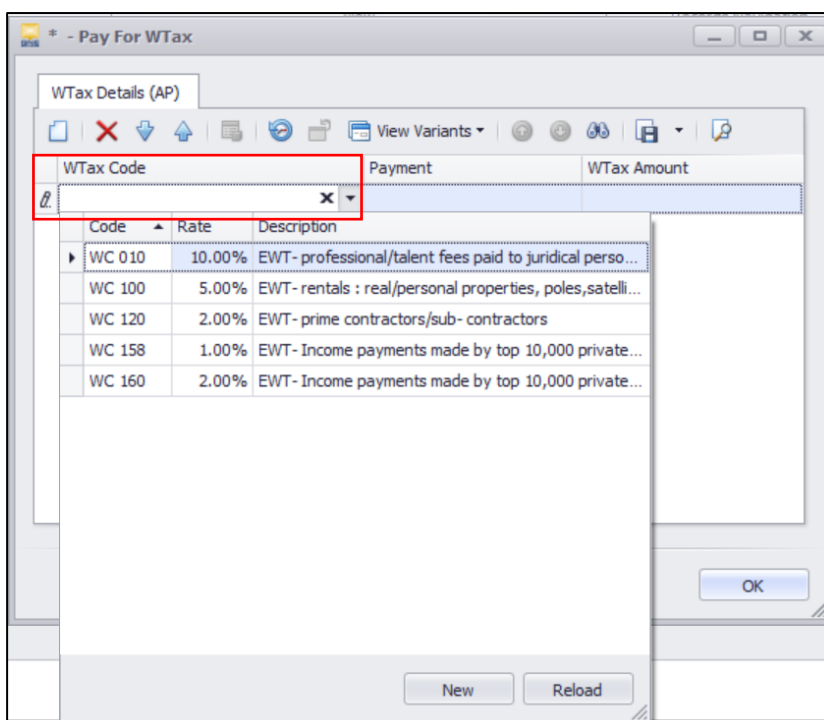
Type	Doc #	Date	Description	Reference No	Amount	Outstanding	Payment	Match	Pay For WTax Amount
BILL	BIL1702/004	02/10/2017	PURCHASES		4,735.71	4,735.71	4,735.71	<input checked="" type="checkbox"/>	0.00 
					4,019,930.10	4,002,194.39	4,735.71		

The 'Pay For WTax Amount' field is highlighted with a red box. The 'Unmatched Amount' is shown as (4,735.71).

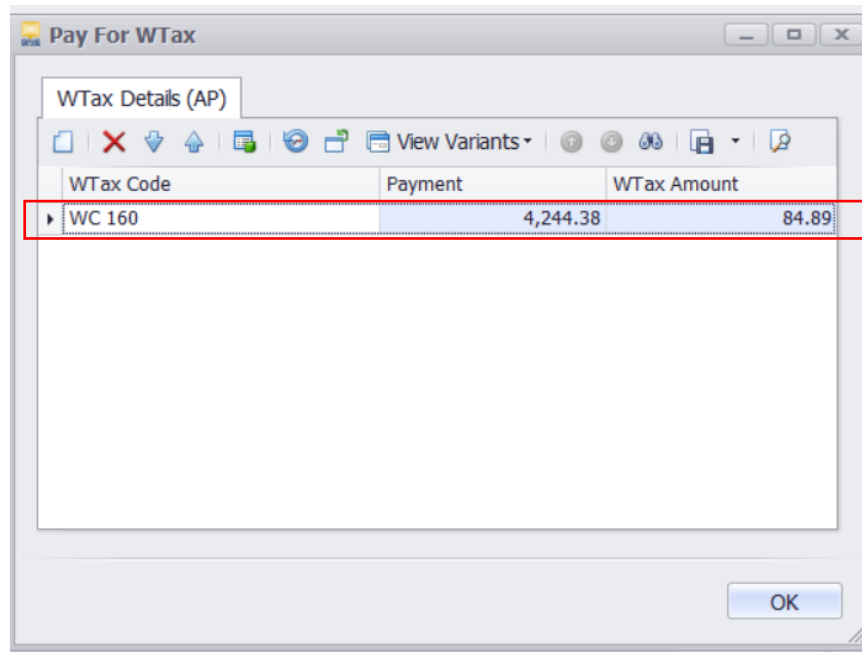
After clicking the icon, Pay for WTax window will open.



Click to the new button to add a payment. Choose a WTax code for the payment.

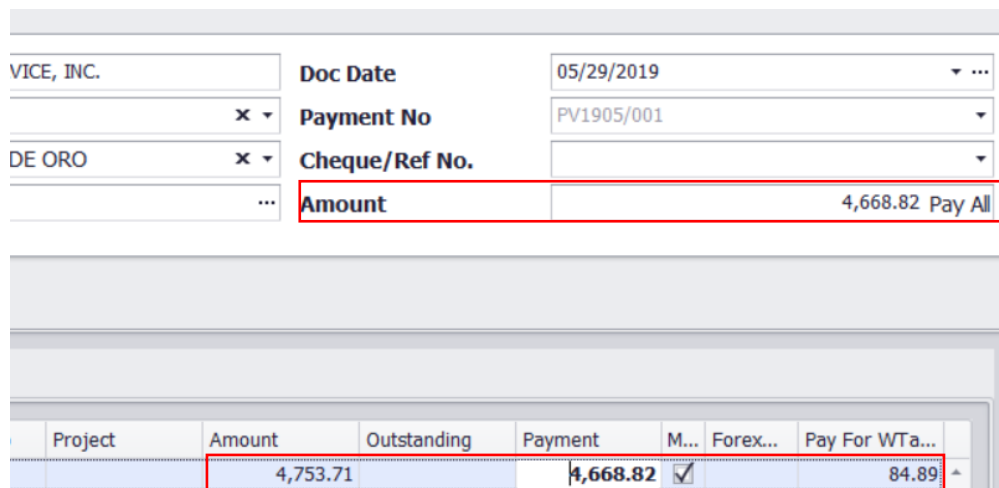


After choosing the WTax Code, input the Taxable Payment Amount and click Enter. WTax Amount will be computed based on the WTax Code then click OK.



WTax Code	Payment	WTax Amount
WC 160	4,244.38	84.89

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



VICE, INC.	Doc Date	05/29/2019
x	Payment No	PV1905/001
DE ORO	Cheque/Ref No.	
...	Amount	4,668.82 Pay All

Project	Amount	Outstanding	Payment	M...	Forex...	Pay For WTa...
	4,753.71		4,668.82	✓		84.89