



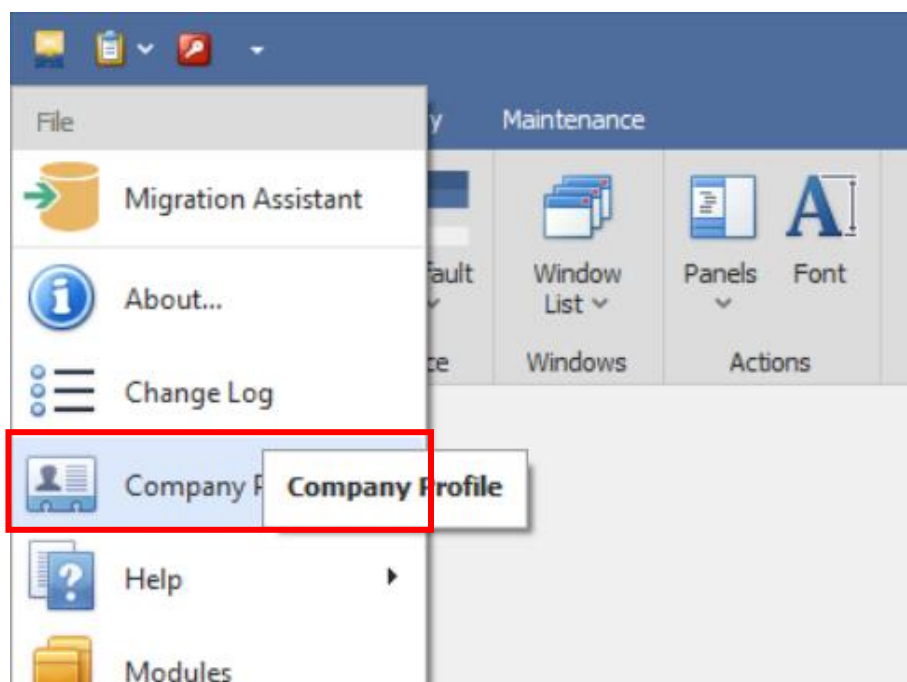
## HOW TO ENABLE BIR 1701 OR BIR 1702 REPORT

BIR 1701 and BIR 1702 captures all transactions withheld by Customers. It was also summarized per Customer per Withholding Tax Code.

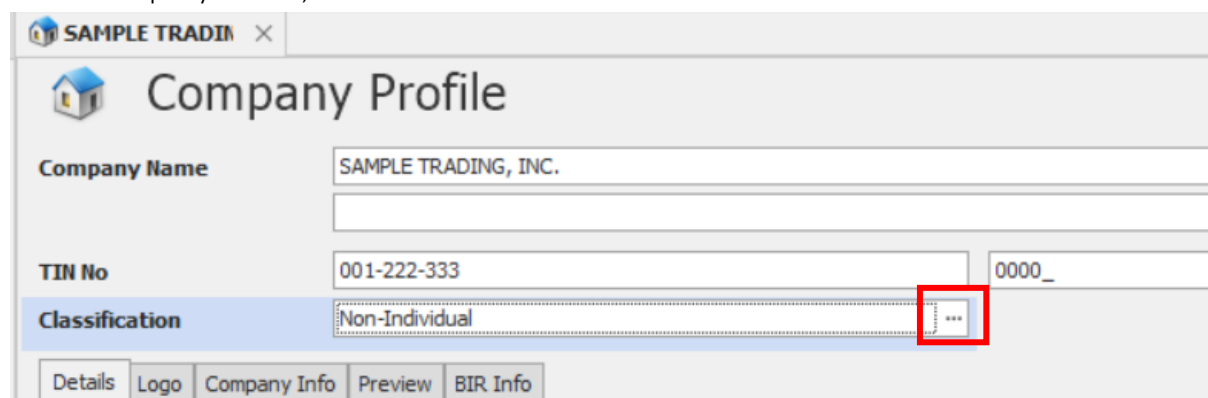
This Report will be enabled depending on the set Company's BIR Classification (if Individual or non-Individual) in Company Profile.

To maintain the BIR Classification:

1. Go to **File > Company Profile**



2. In Company Profile, click 3-dot button for BIR Classification.



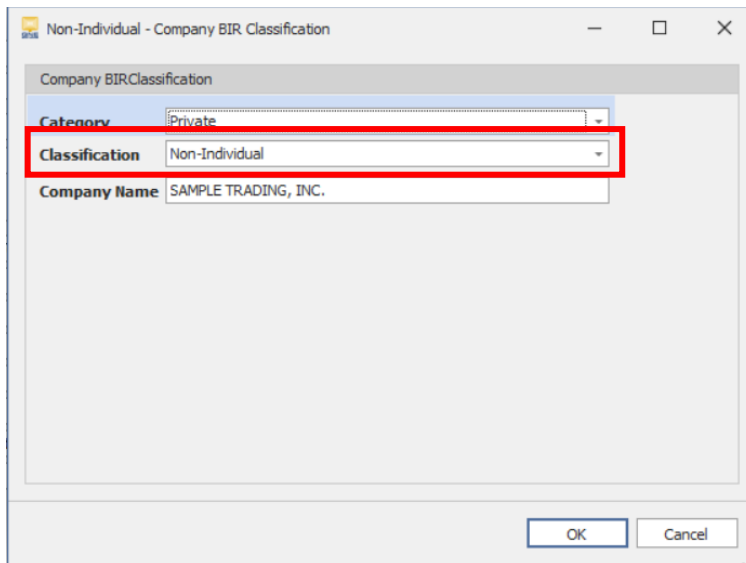
3. Fill in all the information needed:

3.1 Category: Choose whether the business/Institution is *Private* or *Government*

3.2 Classification: If the business was registered as *Individual* or *Non-Individual*

*Note: If Individual, input the Lastname, Firstname, and Middlename. Otherwise, input the Registered Company Name of the business*

The BIR Classification will identify what BIR form will be shown for the Database, BIR 1701 or BIR 1702.



Non-Individual - Company BIR Classification

Company BIRClassification

Category: Private

**Classification: Non-Individual**

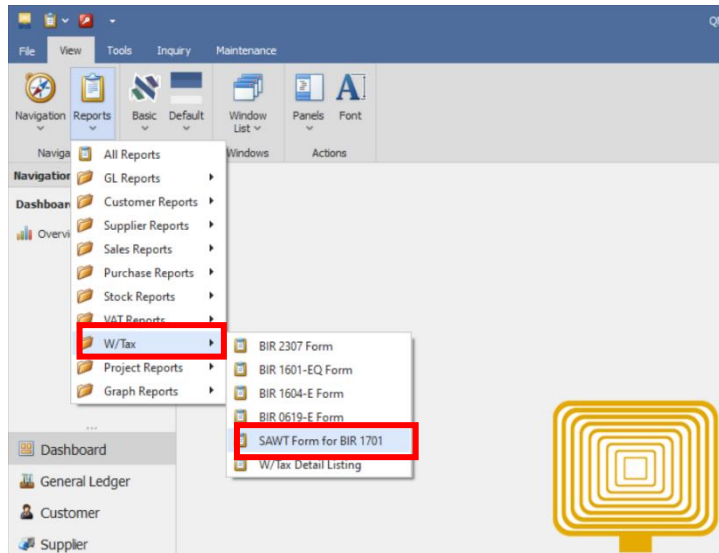
Company Name: SAMPLE TRADING, INC.

OK Cancel

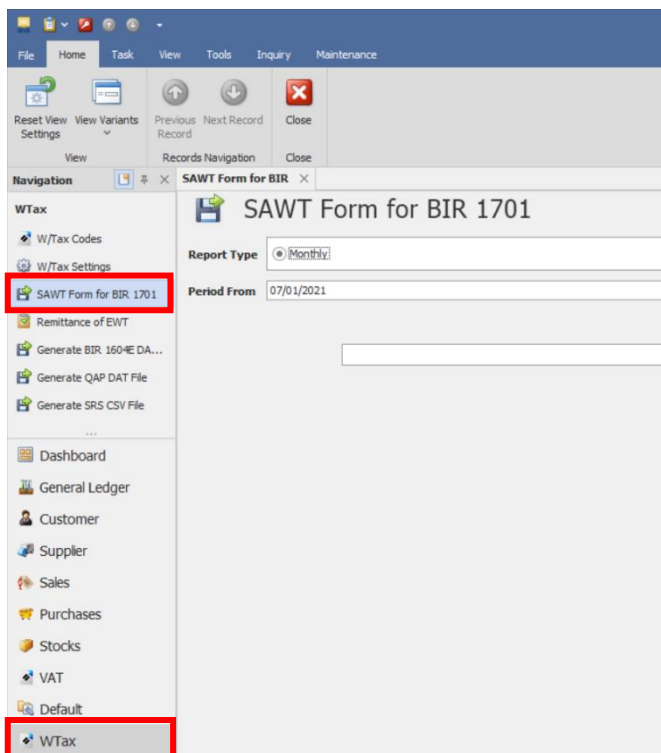
If the Classification is Individual, SAWT for BIR 1701 Report and DAT File will be enabled

4.1 To generate a SAWT Form and DAT File for Individual:

4.1.1 Go to **Reports > W/Tax > SAWT Form for BIR 1701**.



4.1.2 DAT file for SAWT will be generated under **Navigation Pane > WTAX > Generate Form for BIR 1701**



4.2 Otherwise, if the Classification is Non-Individual, SAWT Form for BIR 1702 Report and DAT File can be generated on the same menu.

