

Initial Setup

Withholding Tax Account

Menu : GL | Maintain Account...

GL Account	Description	Remark
460-XXX	WITHHOLDING TAX PAYABLE	Under Current Liabilities
990-XXX	WITHHOLDING TAX EXPENSE	Under Expenses

NOTE:

GL Account not compulsory to follow.

Maintain Withholding Tax

Menu : Tools | Maintain Withholding Tax...

- 1. Click New.
- 2. Input the following data:

Field Name	Explanation	Remark
Code	Set a code	WTH-TAX15
Description	Describe the meaning/usage of this code	Withholding Tax 15%
Tax Rate	Withholding Tax Rate	15%
Tax Account (DR)	Set to Withholding Tax Exepense account	At GL\Maintain Account, create the Withholding Tax Expense account under Expenses
Tax Account (CR)	Set to Withholding Tax Payable account	At GL\Maintain Account, create the Withholding Tax Payable account under Current Liabilities



Withholding Tax				
Code	WTH-TAX15			New
Description	WITHHOLDING TAX 15%			Edit
				Delete
Tax Rate	15%			<u>S</u> ave
Tax Account (DR)	990-000	\checkmark	,	Cancel
Tax Account (CR)	460-000	~		More
	Active	Set as Default	U	Pre <u>v</u> iew
				Refresh
			1	Browse

3. Click on Save.

Withholding Tax Withholding Tax Purchase Entry



Available in:

Menu : [Purchase | Purchase Invoice...] or [Supplier | Supplier Invoice...]

Menu : [Purchase | Cash Purchase...] or [Supplier | Supplier Invoice...]

Menu : [Purchase | Purchase Debit Note...] or [Supplier | Supplier Debit Note...]

Menu : [Purchase | Purchase Returned ...] or [Supplier | Supplier Credit Note...]

1. In **Purchase Invoice**, insert the following columns:

- WH Local Tax Amt
- WH Tax
- WH Tax Rate

Inv	oice	Matrix	
1	Item	Code	Description Qt
	(All)		
\square	(Sor	ted)	
	UOI # 2nd Acccc Base Base Deliv Desc Disc From From From	M Description ount e Qty h very Date cription DocNo n DocNo n DocType n Ext. No ort Curr. Code	Project Qty Rate Remark 1 Remark 2 S/U QTY Shelf Stock Group Style Sub Total Sub Total Supplier Item Tariff Tariff
	Impo Impo Item L/Co Loca Loca More No. Perm	ort Curr. Rate ort Purchase Amt st1 st2 I Tax Amount tion Description	 ☐ Tax ☐ Tax Amt ☐ Tax Inclusive ☐ Tax Rate ☐ Taxable Amount ☐ Transferable ☑ U/Price ☑ WH Local Tax Amt ☑ WH Tax ☑ WH Tax Rate



2. Select the Withholding Tax Code in **WH Tax** column.

			Pu	rchase I	nvoice				Cancelled 🗌	1
Supplier :-	400-C0001 💌					1	Inv No :	PI-00029	Q	
	CELCOM (M) COMMUNICATION BH	D					NextNo:	- PI-00030		D
Address :-	33-37 MENARA CELCOM						Date :-	06/06/2020) 🔽	-
	7 JALAN 89						Agent :-			
	KAW PERUSAHAAN						Terms :-	45 Days	-	C
Description to	Burchase						Ref 1 :-	1 <u></u>		Re
Description	Fulciase					(Ext. No :-		/	
										Br
Invoice Ma	itrix									>
Item Co	de Description	Qty	UOM	WH Tax	WH Tax Rate	WH Local Tax Amt	U/Price	Sub Total	Sub Total (Tax)	
D-PRE-50	DIGI PREPAID-RM50	200.00	UNIT	WTH-TAX15	15%	1,500.00	50.00	10,000.00	10,000.00	
C-PRE-100	CELCOM PREPAID-RM100	300.00	UNIT	WTH-TAX15	15%	540.00	12.00	3,600.00	3,600.00	
2 records		500.00						13,600.00	13,600.00	
2 records		500.00				Ne	t Total (RI	13,600.00	13,600.00	
2 records	tal: 13,600.00	500.00				Ne	t Total (RM anding Cost	13,600.00 1): 1:	13,600.00 13,600.00 0.00 +	

3. System will auto post the withholding tax double entry. Press **CTRL + O** to check the double entry.

GL Description	Local DR	Local CR
Withholding Tax Expense	XXX	
Withholding Tax Payable		XXX

Nore			Pui	rchase I	nvoic	e				Cancelled		Ne
	Supplier :-	400-C0001 V	2					Inv No :	PI-00029		0	Edi
Atta		CELCOM (M) COMMUNICATION BH	D					Next No :	- PI-00030		-	Dele
hme	Auuress :-	33-37 MENARA CELCOM						Date :-	06/06/2020)		
ents.		KAW PERUSAHAAN						Agent :-			-	20
•		54098 SJ						Terms :-	45 Days		-	Can
Note	Description :-	Purchase					.	• Ref 1:-				Refr
	+ - 🕜							- (_/	Brov
Iter	Invoice Ma	trix										
nTen	Item Co	de Description	Qty UOM	WH Tax	WH Tax	Rate WH	H Local Tax A	mt U/Price	Sub Total	Sub Total (Tax)	>
_				100 1220 1 1220 N 1 1220 N 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	19900125		4 500		10 000 00	10.0		
pla	D-PRE-50	DIGI PREPAID-RM50	200.00 UNIT	WTH-TAX15	15%		1,500	.00 50.00	10,000.00	10,0	00.00	
ıplate	D-PRE-50 C-PRE-10	DIGI PREPAID-RM50 CELCOM PREPAID-RM100	200.00 UNIT 300.00 UNIT	WTH-TAX15 WTH-TAX15	15%		540	.00 50.00	3,600.00	3,6	500.00	
plate oub	D-PRE-50 C-PRE-100 le Entry 1 Code	DIGI PREPAID-RM50 CELCOM PREPAID-RM100 Account Description	200.00 UNIT 300.00 UNIT	WTH-TAX15 WTH-TAX15 Project Lu	15% 15%	Local CR	1,500 540 X	.00 50.00	3,600.00	3,6	00.00	
oub Ref	D-PRE-50 C-PRE-100 le Entry 1 Code 400-C00	DIGI PREPAID-RM50 CELCOM PREPAID-RM100 Account Description CELCOM (M) COMMUNICATL	200.00 UNIT 300.00 UNIT Description Purchase	WTH-TAX15 WTH-TAX15 Project Lu	15% 15%	Local CR 13,600.0	1,500 540 X	.00 50.00	3,600.00 13,600.00	10,0	00.00	J.
Date oub Ref	D-PRE-50 C-PRE-100 Ile Entry 1 Code 29 400-C00 29 610-2000	DIGI PREPAID-RM50 CELCOM PREPAID-RM100 Account Description CELCOM (M) COMMUNICATI PURCHASE-PREPAID	200.00 UNIT 300.00 UNIT Description Purchase CELCOM (M) COMM	Project Lu	15% 15% ocal DR	Local CR 13,600.0	1,500 540 X Tax	.00 50.00 .00 12.00	13,600.00 3,600.00	13,6 13,6	00.00	
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0002	▶ D-PRE-50 C-PRE-10	DIGI PREPAID-RM50 CELCOM PREPAID-RM100 CELCOM PREPAID-RM100 Account Description CELCOM (N) COMMUNICATI PURCHASE-PREPAID WITHHOLDING TAX EXEPENSE WITHHOLDING TAX PAYABLE	200.00 UNIT 300.00 UNIT Purchase CELCOM (N) COMM WITHHOLDING TAX	WTH-TAX15 WTH-TAX15 Project Lu	15% 15% 0cal DR 1,500.00	Local CR 13,600.0 1,500.0	1,500 540 X Tax	Net Total (RI Landing Cost	13,600.00 13,600.00 13,600.00 13,600.00	13,60 0 0	00.00	Ch
10 min 10	► D-PRE-50 C-PRE-100 HE Entry 1 Code 29 400-C00 29 990-000 29 990-000 29 610-2000 29 610-2000	DIGI PREPAID-RM50 CELCOM PREPAID-RM100 Account Description CELCOM (%) COMMUNICATI PURCHASE-PREPAID WITHHOLDING TAX EXPENSE WITHHOLDING TAX PAYABLE PURCHASE-PREPAID	200.00 UNIT 300.00 UNIT Description Purchase CELCOM (M) COMM WITHHOLDING TAX VITHHOLDING TAX CELCOM (M) COMM	WTH-TAX15 WTH-TAX15 Project Lt	15% 15% 0cal DR 1,500.00 1,500.00 3,600.00	Local CR 13,600.0 1,500.0	1,500 540 X 10	Net Total (RI Landing Cost	13,600.00 13,600.00 13,200.00 13,600.00	13,60 13,600 0	000.00 000.00 000.00	Clos
10002 Ref 00002 00002 00002 00002	▶ □-PRE-50 C-PRE-100 Ile Entry 1 Code 29 400-C00 29 900-000 29 460-000 29 610-2000 29 610-2000 29 900-000	DIGI PREPAID-RM50 CELCOM PREPAID-RM100 CELCOM PREPAID-RM100 Account Description CELCOM (M) COMMUNICATI PURCHASE-PREPAID WITHHOLDING TAX EXPENSE WITHHOLDING TAX PAYABLE PURCHASE-PREPAID WITHHOLDING TAX EXEPENSE	200.00 UNIT 300.00 UNIT Description Purchase CELCOM (M) COMM WITHHOLDING TAX WITHHOLDING TAX WITHHOLDING TAX	WTH-TAX15 WTH-TAX15 Project Lo	15% 15% 0,000.00 1,500.00 3,600.00 540.00	Local CR 13,600.0 1,500.0	1,500 540 X 10	Net Total (R Landing Cost	13,600.00 13,600.00 13,600.00 13,600.00 12: 1: 2: 	13,60 13,600 0	00.00	Clos
10 articles	▶ □-PRE-50 C-PRE-100 Ile Entry 1 Code 29 400-C00 29 610-2000 29 460-000 29 610-2000 29 610-2000 29 610-2000 29 610-2000 29 610-2000 29 610-2000 29 900-000 29 460-000	DIGI PREPAID-RM50 CELCOM PREPAID-RM100 CELCOM PREPAID-RM100 Account Description CELCOM (M) COMMUNICATI PURCHASE-PREPAID WITHHOLDING TAX PAYABLE WITHHOLDING TAX PAYABLE WITHHOLDING TAX PAYABLE	200.00 UNIT 300.00 UNIT Purchase CELCOM (M) COMM WITHHOLDING TAX WITHHOLDING TAX WITHHOLDING TAX	WTH-TAX15 WTH-TAX15 Project Lo	15% 15% 0000000 1,500.00 3,600.00 540.00	Local CR 13,600.0 1,500.0 540.0	Tax 0	Net Total (R Landing Cost	13,600.00 13,600.00 13,600.00 11: 2: 2:	13,60 0 0	00.00 00.00 00.00	Clo
10 articles	▶ D-PRE-50 C-PRE-10 ILE Entry II Code P9 400-C00 P9 460-000 P9 460-000 P9 990-000 P9 460-000 P9 990-000 P9 460-000	DIGI PREPAID-RM50 DIGI PREPAID-RM100 CELCOM PREPAID-RM100 Account Description U CELCOM (N) COMMUNICATI PURCHASE-PREPAID WITHHOLDING TAX EXPENSE WITHHOLDING TAX EXPENSE WITHHOLDING TAX PAYABLE WITHHOLDING TAX PAYABLE	200.00 UNIT 300.00 UNIT Purchase CELCOM (N) COMM WITHHOLDING TAX WITHHOLDING TAX WITHHOLDING TAX	WTH-TAX15 WTH-TAX15 Project Lu	15% 15% 15% 10,000.00 1,500.00 3,600.00 540.00	Local CR 13,600.0 1,500.0 540.0	1,500 540 X Tax 0 0	Net Total (RI Landing Cost	13,600.00 13,600.00 13,600.00 11; 12: 2: 	13,60 13,600 0 0	00.00	Clos

NOTE:

Withholding tax amount will not add into the purchase invoice amount.



Payment of Withholding Tax

[GL | Cash Book Entry..]

- 1. Create new PV.
- 2. Enter Payee name.
- 3. Select bank account to pay.
- 4. In detail grid, select the GL Account (Withholding Tax Payable).
- 5. Enter the withholding tax amount to be paid. Save it.

Paymen	t Voucher		Voucher No	: ÞV-00053	Cancelled	Ne
			Next No:	PV-00054		E
			Date: Project :	06/06/2020	•	De
Payment To: WIT	HHOLDING PAYABLE				•	
Payment By: MAY	BANK 🔽 C	Currency;		Agent:		Re
+ - 60	S Bank Charge: 0.00 C	Cheque No:		Area:	🔽	Bro
Document Detail Criv	-					
Document Detail Grid	d GL Description	Description	Amount	Sub T	Total (Tax)	
Document Detail Grid G/L Code 460-000	GL Description	Description MAYBANK - WITHHOLDING PAYABLE	Amount 2,0	Sub T 040.00	Total (Tax) 2,040.00	
Document Detail Grid	d GL Description WITHHOLDING TAX PAYABLE	Description MAYBANK - WITHHOLDING PAYABLE	Amount 2,0	Sub T 040.00	Total (Tax) 2,040.00	
Document Detail Grid	d GL Description WITHHOLDING TAX PAYABLE	Description MAYBANK - WITHHOLDING PAYABLE	Amount 2,0 Total: 2,0	Sub T 040.00	Total (Tax) 2,040.00	

6. You can check the ledger report for **Withholding Tax Payable outstanding balance**.