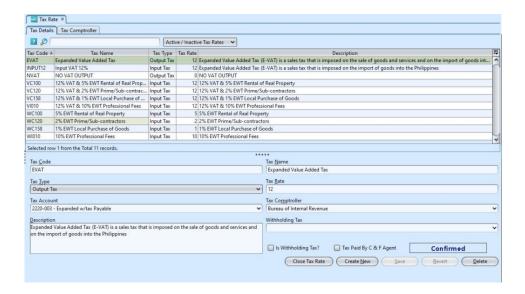
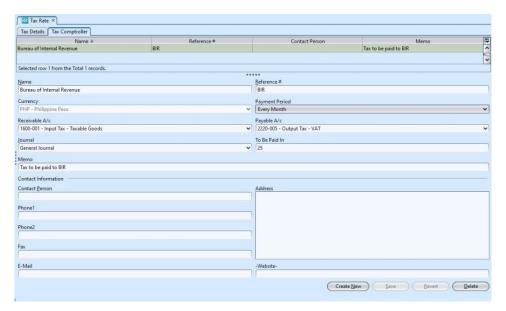
# Tax Rate (Withholding Tax)

Create and manage tax schemes and tax comptroller of a tax scheme. Below actions are available under "Tax Rate":

😊 Tax Details: Create new tax rate, update, delete

Tax Comptroller: Create new tax comptroller, set tax payment period, update, delete

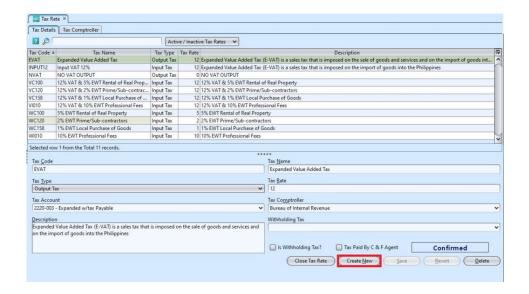




Tax Details	Tax Code	Code of the tax	Υ
	Tax Name	Name of the tax	Υ
	Tax Type	Input or Output Tax type	Υ
	Tax Rate	The percentage at which an individual or corporation is taxed.	Υ
	Tax Account	Account for tax	Υ
	Tax Comptroller	Designated tax comptroller	Υ
	Withholding Tax	If this is a combination tax with a withholding tax, to select the withholding tax rate from the available list	N
	Is Withholding Tax?	Tick if this is a withholding tax	N
	Tax Paid By C & F Agent	Select this options for the tax that will be paid by the clearing & forwarding agent (tax paid on import of products from non exempted countries)	Υ
	Name		
	Name	Name of tax comptroller	Υ
	Reference #	Name of tax comptroller  Reference code for easier search	N
	Reference #		•
	Reference # Payment Period	Reference code for easier search	N
	Reference # Payment Period Receivable A/C	Reference code for easier search Frequency of tax payment	N Y
	Reference # Payment Period Receivable A/C	Reference code for easier search Frequency of tax payment Account for receivable tax (purchase)	N Y
Tay	Reference # Payment Period Receivable A/C Payable A/C	Reference code for easier search Frequency of tax payment Account for receivable tax (purchase) Account for payable tax (sales)	N Y Y
Tax Comptroller	Reference # Payment Period Receivable A/C Payable A/C Journal	Reference code for easier search Frequency of tax payment Account for receivable tax (purchase) Account for payable tax (sales) Type of journal	N Y Y Y Y
	Reference # Payment Period Receivable A/C Payable A/C Journal To be Paid In	Reference code for easier search  Frequency of tax payment  Account for receivable tax (purchase)  Account for payable tax (sales)  Type of journal  Self-explanatory  Additional note for the tax	N Y Y Y Y Y
	Reference # Payment Period Receivable A/C Payable A/C Journal To be Paid In Memo	Reference code for easier search  Frequency of tax payment  Account for receivable tax (purchase)  Account for payable tax (sales)  Type of journal  Self-explanatory  Additional note for the tax comptroller	N Y Y Y Y N
	Reference # Payment Period Receivable A/C Payable A/C Journal To be Paid In Memo Contact Person	Reference code for easier search  Frequency of tax payment  Account for receivable tax (purchase)  Account for payable tax (sales)  Type of journal  Self-explanatory  Additional note for the tax comptroller  Self-explanatory	N Y Y Y Y N N
	Reference # Payment Period Receivable A/C Payable A/C Journal To be Paid In Memo Contact Person Address	Reference code for easier search  Frequency of tax payment  Account for receivable tax (purchase)  Account for payable tax (sales)  Type of journal  Self-explanatory  Additional note for the tax comptroller  Self-explanatory  Self-explanatory	N Y Y Y Y N N N
	Reference # Payment Period Receivable A/C Payable A/C Journal To be Paid In Memo Contact Person Address Phone	Reference code for easier search  Frequency of tax payment  Account for receivable tax (purchase)  Account for payable tax (sales)  Type of journal  Self-explanatory  Additional note for the tax comptroller  Self-explanatory  Self-explanatory  Self-explanatory	N Y Y Y Y N N N N

#### Create New Tax Scheme

1. Click "Create New" button at the bottom right side of screen on "Tax Details" tab, it will create new form for data entry



- 2. Fill up the tax's information\*.
  - Tick "Is Withholding Tax?" checkbox if this tax is a withholding tax type. This tax rate will then be available for selection in the "Withholding Tax" list for tax combination.
  - If this tax is a combination tax with withholding tax, select a tax from the "Withholding Tax" list. When this tax rate is used in transaction, the selected withholding tax will be applied as well.
  - Tick "Tax Paid By C & F Agent" checkbox if this tax is paid by the carriage & forwarding agent\*. This tax cannot be combined with "Withholding Tax" type or combination tax type listed above.

\*Note: Ticking the "Tax Paid By C & F Agent" checkbox indicates that this tax is being paid by the Clearing & Forwarding agent, thus the tax for this transaction will not be added on top of the transaction document total value.

3. Click "Save" button at the bottom right side of screen when done

#### Update Tax Details

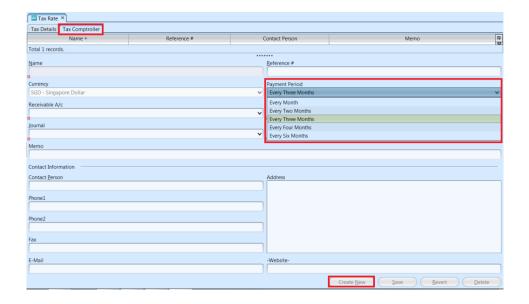
- 1. On "Tax Details" tab double click on tax scheme to be updated, it will bring up the selected tax details on the bottom half of the screen
- 2. Click "Save" button at the bottom right side of the screen when done with the updates

#### Delete Tax Scheme

- 1. On "Tax Details" tab double click on tax scheme to be deleted, it will bring up the selected tax on the bottom half of the screen
- 2. Click on "Delete" button at the bottom right side of screen
- 3. Click on "Yes" button on the pop-up window to confirm tax scheme deletion

## Create New Tax Comptroller, Set Tax Payment Period

 Click "Create New" button at the bottom right side of screen on "Tax Comptroller" tab



- 2. Fill up tax comptroller's information
- 3. Set the tax payment period from the "Payment Period" drop down list, user can set it by:
  - Every Month
  - Every Two Months
  - Every Three Months
  - Every Four Months
  - Every Six Months
- 4. Click *"Save"* button at the bottom right side of screen when done

#### Update Tax Comptroller Details

- 1. On "Tax Comptroller" tab double click on tax comptroller to be updated, it will bring up the selected tax comptroller details on the screen
- 2. Click "Save" button at the bottom right side of the screen when done with the updates

### Delete Tax Comptroller

- 1. On "Tax Comptroller" tab double click on tax comptroller to be deleted, it will bring up the selected tax comptroller on the screen
- 2. Click on "Delete" button at the bottom right side of screen.
- 3. Click on "Yes" button on the pop-up window to confirm tax comptroller deletion.