

IES BUSINESS:

WITHHOLDING TAX CERTIFICATES

Introduction

Withholding Tax Certificates may be received as part of Payment from Customers, in which case the Certificates are produced by them. This Document deals with Withholding Tax Certificates produced by your system when paying Suppliers (AP Creditors).

Tax Certificates produced by the system may be printed and queried.

How to print and query Withholding Tax Certificates

There are 2 primary ways of printing Withholding Tax Certificates, e.g. en masse by production date or batch, and on a single basis from the Certificate query screen.



Accounts Payable / Creditors

ENQUIRIES: -



FILE MAINTENANCE: -




JOURNALS: -



WITHHOLDING TAX CERTIFICATES: -



From the main AP Creditors options, choose WITHHOLDING TAX CERTIFICATES. This Option will open the WTAX Certificate 'en masse' print screen. Use the lookup on the Date Field to select the Date the Certificates were produced, i.e. the actual Date when the Payment Sequence(s) were performed, and the system will 'load' all Certificates produced on that Date.

Be sure to use your  today!

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Tax Cert Posting Date: 01/02/2006

1) Select any Tax Cert Batch by selecting a Posting Date (use lookup ...)

2) Query any Tax Certificate by dbl-clicking on it.

3) Delete any Certs that should not be printed by pressing DEL on it.

4) Select the PRINT function when you are ready to print (always to Printer!)

Tip: Individual Tax Certificates can also be queried and printed directly from the AP Creditor master screen ...

>>> Tax Certificates	AP Account
1 6	CO-0014 Hoskins Inc.

Choose a Date, and the system loads Certificates produced on that date.

The rest is simple. To query a Tax Certificate, just dbl-click on it. Any Certificates included on the list, and that should not be printed, can be removed by pressing the DEL button on it.

When ready to print, just choose the Print function. Note that Tax Certificate printing is directly to the printer!

Finding a Tax Certificate from the AP master screen

From the AP Master screen, just choose the "Tax Certs" icon.



The system will list up to 50 recent Tax Certificates for this Account. Select any Certificate listed, and this will open the Query screen, which also includes a print option.

Tax Certificate Query [3] (ENG)

W / Holding Tax Certificate

Certificate # 6

Date 01/02/2006

Supplier CO-0014 Hoskins Inc.

>>> Invoice #	Tax Type	Amount	Trans Key
1 ABC102	2	3.47	1391275947C
2 ABC101	5	12.50	1391275947D

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Note that the listed Invoices may be drilled by dbl-clicking on them, and the print function may be used to print or re-print the Tax Certificate.


Technical Notes for Implementors and Developers

The print program for Withholding Tax Certificates is stored in file CBP, and is called PRINT.1.WTAXCERT. This program should be copied to file CLIENT.BP, and then modified and cataloged there, so as not to have the local version affected by future IES upgrades.

Hint: The source program includes notes and instructions on the data locations and relationships. If you need further advice, please contact support@infolab.cc.

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