

# Withholding Tax



## 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 <b>Withholding Tax Exepense</b> account	At GL\Maintain Account, create the Withholding Tax Expense account under Expenses
Tax Account (CR)	Set to <b>Withholding Tax Payable</b> account	At GL\Maintain Account, create the Withholding Tax Payable account under Current Liabilities

# Withholding Tax



Withholding Tax

Code: WTH-TAX15

Description: WITHHOLDING TAX 15%

Tax Rate: 15%

Tax Account (DR): 990-000

Tax Account (CR): 460-000

Active    **Set as Default**

Buttons: New, Edit, Delete, Save, Cancel, More, Preview, Refresh, 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

Invoice Matrix		
Item Code	Description	Qty
<input type="checkbox"/>	(All)	
<input checked="" type="checkbox"/>	(Sorted)	
<input checked="" type="checkbox"/>	UOM	<input type="checkbox"/> Project
<input type="checkbox"/>	#	<input checked="" type="checkbox"/> Qty
<input type="checkbox"/>	2nd Description	<input type="checkbox"/> Rate
<input type="checkbox"/>	Account	<input type="checkbox"/> Remark 1
<input type="checkbox"/>	Base Qty	<input type="checkbox"/> Remark 2
<input type="checkbox"/>	Batch	<input type="checkbox"/> S/U QTY
<input type="checkbox"/>	Delivery Date	<input type="checkbox"/> Shelf
<input checked="" type="checkbox"/>	Description	<input type="checkbox"/> Stock Group
<input type="checkbox"/>	Disc	<input type="checkbox"/> Style
<input type="checkbox"/>	From DocNo	<input checked="" type="checkbox"/> Sub Total
<input type="checkbox"/>	From DocType	<input checked="" type="checkbox"/> Sub Total (Tax)
<input type="checkbox"/>	From Ext. No	<input type="checkbox"/> Supplier Item
<input type="checkbox"/>	Import Curr. Code	<input type="checkbox"/> Tariff
<input type="checkbox"/>	Import Curr. Rate	<input type="checkbox"/> Tax
<input type="checkbox"/>	Import Purchase Amt	<input type="checkbox"/> Tax Amt
<input checked="" type="checkbox"/>	Item Code	<input type="checkbox"/> Tax Inclusive
<input type="checkbox"/>	L/Cost1	<input type="checkbox"/> Tax Rate
<input type="checkbox"/>	L/Cost2	<input type="checkbox"/> Taxable Amount
<input type="checkbox"/>	Local Tax Amount	<input type="checkbox"/> Transferable
<input type="checkbox"/>	Location	<input checked="" type="checkbox"/> U/Price
<input type="checkbox"/>	More Description	<input checked="" type="checkbox"/> WH Local Tax Amt
<input type="checkbox"/>	No.	<input checked="" type="checkbox"/> WH Tax
<input type="checkbox"/>	Permit No	<input checked="" type="checkbox"/> WH Tax Rate
<input type="checkbox"/>	Printable	

# Withholding Tax



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

**Purchase Invoice**

Supplier: 400-C0001  
 CELCOM (M) COMMUNICATION BHD  
 Address: 33-37 MENARA CELCOM  
 7 JALAN 89  
 KAW PERUSAHAAN  
 54098 SJ

Inv No: PI-00029  
 Next No: PI-00030  
 Date: 06/06/2020  
 Agent: ---  
 Terms: 45 Days  
 Ref 1: ---  
 Ext. No: ---

Item Code	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

Local Net Total: 13,600.00  
 Deposit Amount: 0.00

Net Total (RM): 13,600.00  
 Landing Cost 1: 0.00  
 Landing Cost 2: 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

**Purchase Invoice**

Supplier: 400-C0001  
 CELCOM (M) COMMUNICATION BHD  
 Address: 33-37 MENARA CELCOM  
 7 JALAN 89  
 KAW PERUSAHAAN  
 54098 SJ

Inv No: PI-00029  
 Next No: PI-00030  
 Date: 06/06/2020  
 Agent: ---  
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 Ref 1: ---  
 Ext. No: ---

Item Code	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

Local Net Total: 13,600.00  
 Deposit Amount: 0.00

Net Total (RM): 13,600.00  
 Landing Cost 1: 0.00  
 Landing Cost 2: 0.00

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**Double Entry**

Ref 1	Code	Account Description	Description	Project	Local DR	Local CR	Tax
PI-00029	400-C0001	CELCOM (M) COMMUNICATI...	Purchase	---		13,600.00	
PI-00029	610-2000	PURCHASE-PREPAID	CELCOM (M) COMM...	---	10,000.00		
PI-00029	990-000	WITHHOLDING TAX EXPENSE	WITHHOLDING TAX ...	---	1,500.00		
PI-00029	460-000	WITHHOLDING TAX PAYABLE	WITHHOLDING TAX ...	---		1,500.00	
PI-00029	610-2000	PURCHASE-PREPAID	CELCOM (M) COMM...	---	3,600.00		
PI-00029	990-000	WITHHOLDING TAX EXPENSE	WITHHOLDING TAX ...	---	540.00		
PI-00029	460-000	WITHHOLDING TAX PAYABLE	WITHHOLDING TAX ...	---		540.00	
					15,640.00	15,640.00	

**NOTE:**  
 Withholding tax amount will not add into the purchase invoice amount.

# Withholding Tax



## 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.

The screenshot shows the 'Cash Book Entry' window with a 'Payment Voucher' form. The form includes fields for Voucher No (PV-00053), Next No (PV-00054), Date (06/06/2020), and Project. The 'Payment To' field is set to 'WITHHOLDING PAYABLE' and 'Payment By' is 'MAYBANK'. A 'Document Detail Grid' table is visible, containing one record for 'WITHHOLDING TAX PAYABLE' with an amount of 2,040.00. The 'Local Net Total' and 'Net Total (RM)' are both 2,040.00.

G/L Code	GL Description	Description	Amount	Sub Total (Tax)
460-000	WITHHOLDING TAX PAYABLE	MAYBANK - WITHHOLDING PAYABLE	2,040.00	2,040.00

1 records | Total: 2,040.00 | Sub Total (Tax): 2,040.00

Local Net Total: 2,040.00 | Net Total (RM): 2,040.00

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