User Manual

WHT on Sales

A. Introduction

This user manual is a step-by-step guide for processing different scenarios of sales namely:

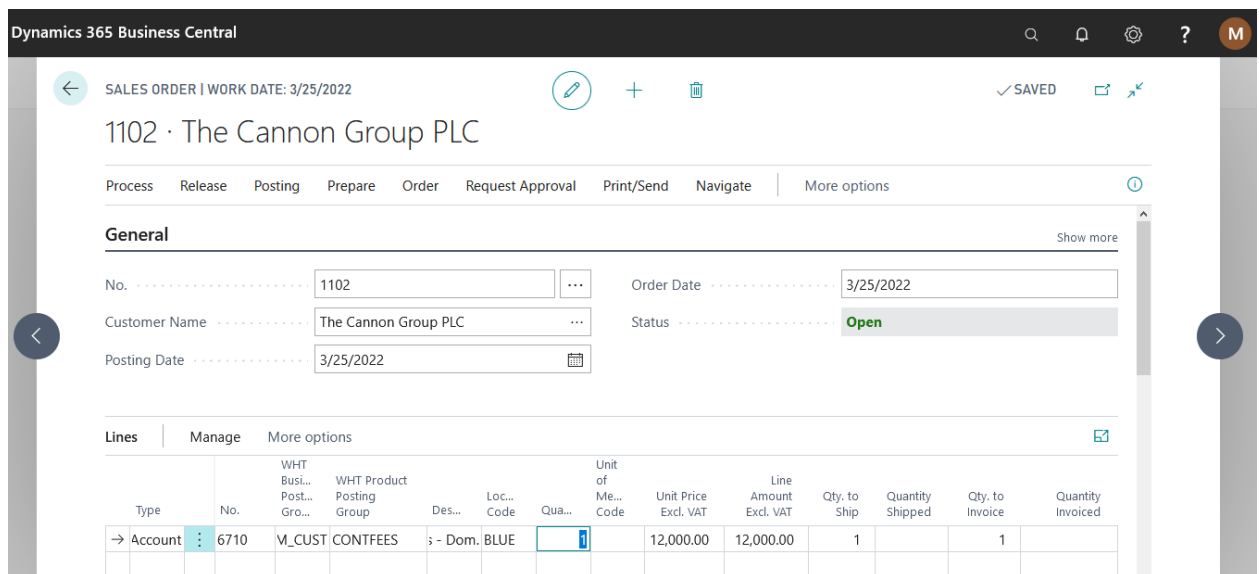- Order based sales
- Direct invoicing without sales order

The document assumes that the user is accustomed to using Business Central for the sales process and includes steps only in respect of setting up, calculation and accounting of withholding tax

B. Sales Order based Invoice

Realized WHT Type	Payment
Scenario	Sales Order based invoicing
Background	- The supervisor has already setup the WHT Business posting group on the customers and WHT Product posting groups items and general ledgers. The realized WHT type has been set as applicable in law (for this user guide it is assumed to be set to 'payment' for WHT on sales) - The agent is now creating a new sales order. Agent selects the customer to whom the order is proposed to be issued. On the sales order lines *fast-tab* , the agent now select the applicable item or general account to be invoiced.

a) WHT Business and Product posting groups

System will now default the WHT Business posting group as set on the customer and the WHT product posting groups as setup on the item or general ledger to the sales order page on the respective lines.

b) Preview and post:

User can now click on the 'Preview Posting' to see the accounting distribution of WHT payable. Since the WHT realized type is set to 'payment', WHT is expected to be calculated at the time of payment (receipt from customer). User proceeds to ship and post the sales invoice on the order.

c) WHT on receipt from customer

User proceeds to account for the receipt from customer. The user selects the invoice to apply ID for accounting the receipt.

d) Post the receipt journal

e) Check accounting

User can open the posted sales invoice document to check the accounting of WHT.

C. Direct Sales Invoice

User shall follow the standard process for accounting of sales invoice. The process of cash receipt journal is common to both the sales invoices whether the sale is based on order or a direct sale invoice.