

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

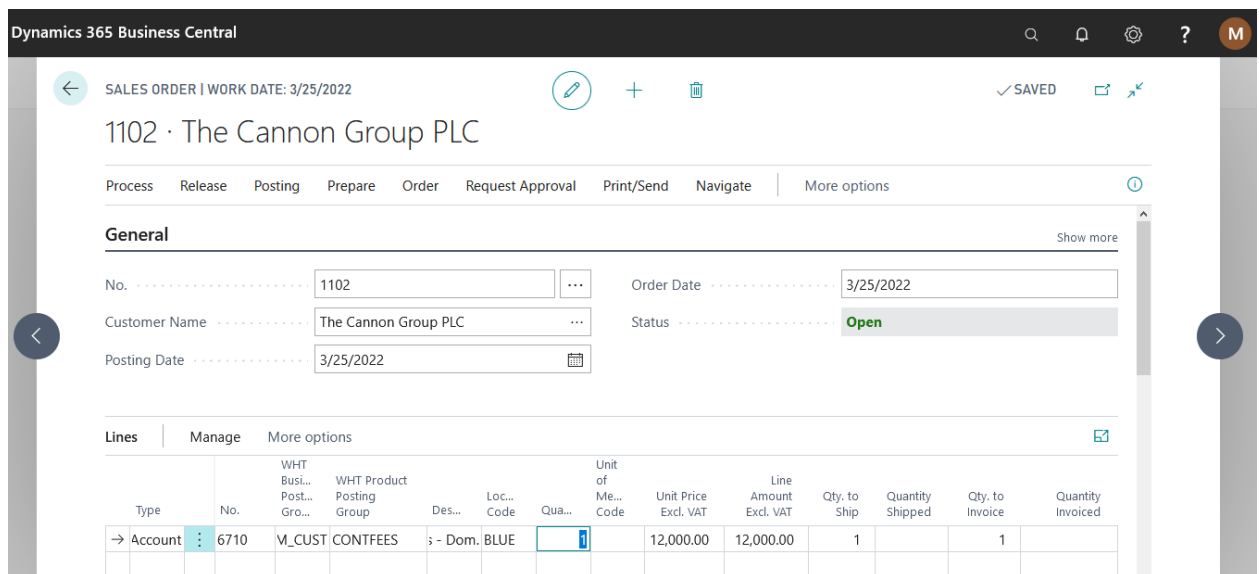
The document assumes that the user is accustomed to using Business Central for the sales process and includes steps only in respect of setting up, calculation and accounting of withholding tax

B. Sales Order based Invoice

Realized WHTType	Payment
Scenario	Sales Order based invoicing
Background	<ul style="list-style-type: none"> - 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 <i>fast-tab</i>, 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.



Dynamics 365 Business Central

SALES ORDER | WORK DATE: 3/25/2022

1102 · The Cannon Group PLC

Process Release Posting Prepare Order Request Approval Print/Send Navigate More options

General Show more

No. 1102 Order Date 3/25/2022

Customer Name The Cannon Group PLC Status Open

Posting Date 3/25/2022

Lines Manage More options

Type	No.	WHT Busi... Post... Gro...	WHT Product Posting Group	Des...	Loc... Code	Qua...	Unit of Me... Code	Unit Price Excl. VAT	Line Amount Excl. VAT	Qty. to Ship	Quantity Shipped	Qty. to Invoice	Quantity Invoiced
→ Account	6710	M_CUST	CONFEEES	;- Dom.	BLUE			12,000.00	12,000.00	1		1	

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.

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6710 CONSULTING FEES - DOM. | WORK DATE: 3/25/2022

General Ledger Entries

Posting Date	Docu... Type	Docum... No.	G/L Acc... No.	G/L Account Name	Amount	Description	Gen. Posting Type	Gen. Bus. Posting Group	Gen. Prod. Posting Group
→ 3/25/2022	Invoice	103163	6710	Consulting Fees - Dom.	-12,000.00	Order 1102	Sale	DOMESTIC	SERVICES
3/25/2022	Invoice	103163	5611	Sales VAT 10 %	-1,200.00	Order 1102			
3/25/2022	Invoice	103163	2310	Customers Domestic	13,200.00	Order 1102			

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.

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Process Line Entry | More options

Set Applies-to ID | Post Application... | Preview Posting | Show Only Sel... to Be Applied

Posting Date: 3/25/2022 | Currency Code: | Amount: 0.00 | Remaining Amount: 0.00

Document Type: Payment | Document No.: C1053

Applies-to ID	Posting Date	Docu... Type	Document No.	Customer No.	Description	Curren... Code	Remaining Amount	Appln. Remaining Amount	Amount Ap
	3/25/2022	Invoice	103145	10000	Order 1085		133.25	133.25	
	3/25/2022	Invoice	103158	10000	Order 1097		333.12	333.12	
	3/25/2022	Invoice	103162	10000	Invoice 1011		14,160.00	14,160.00	
→ C1053	3/25/2022	Invoice	103163	10000	Order 1102		13,200.00	13,200.00	13,200.00

APPLN. CURRENCY	AMOUNT TO A...	PMT. DISC. A...	ROUNDING	APPLIED AM...	AVAILABLE A...	BALANCE
	13,200.00	0.00	0.00	13,200.00	0.00	13,200.00

OK Cancel

d) Post the receipt journal

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CASH RECEIPT JOURNALS | WORK DATE: 3/25/2022

Batch Name: BANK1

Manage Process Post/Print Line Account | More options

Post | Post and Print | Preview Posting

Posting Date	Docu... Type	Docu... No.	ACCOUNT Type	ACCOUNT No.	Description	CURRENCY Code	Amount	Amount (LCY)	SUB-ACCOUNT Type	SUB-ACCOUNT No.	WHT Business Posting Group
→ 3/25/2022	Payment	C1053	Customer	10000	The Canno ...		-13,200.00	-13,200.00	Bank Acco...	WWB-OPERA ...	DOM_CUST

e) Check accounting

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

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5493 WHT PAYABLE | WORK DATE: 3/25/2022

General Ledger Entries

Posting Date	Docu... Type	Docum... No.	G/L Acc... No.	G/L Account Name	Amount	Description	Gen. Posting Type	Gen. Bus. Posting Group	Gen. Prod. Posting Group
→ 3/25/2022	Payment	C1053	5493	WHT Payable	840.00	The Cannon Gr ...			
3/25/2022	Payment	C1053	5310	Revolving Credit	12,360.00	The Cannon Gr...			
3/25/2022	Payment	C1053	2310	Customers Domestic	-13,200.00	The Cannon Gr...			

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.