Professional Service Withholding Tax.

- 1. Go to Accounts and then Bank.
- 2. Select Add put in the name of PSWT. Type of account will be "TCA"

Account Name		Туре	Name on Account
Add			
Account Add Adding a new Account T is also a Customer), TCA	ype in the name of the Bank Account and -This is a Tax Asset Account eg. Profess	select the Type it is eg. Bank Account, Loan Account ional Services Withholding Tax or TCL - Tax Liability	t, Credit Card, Till Account, Contra Account (eg. may be used where you've got a Suppler who Account where you owe Revenue eg. RCT you've withheld from a Sub-contractor.
Account Name.*	Type.* Openii	ng Balance:	
	Credit Card Contra Account Drawings		OK Cancel
Test Till Account	Loan Short Term Loan	Till	
Test Rec account	Till	Bank	
Income tax account	TCA	Drawings	
Drawings	TCL	+ Drawings	

 Next go to Sales and Lodgements, Click on the Add New Payment button, select your customer and enter the detail of the amount you have <u>actually received</u> from your customer i.e. If the Invoice amount is 100.00, 75.00 is received from your Customer and 25.00 will be passed onto the revenue on your behalf.

				Add New Paymen	Add New Payment ×									
Geraldine O'Connor Change Home Sales Purchases Accounts Image: The sales Image: The sales Image: The sales Image: The sales Image: The sales Image: The sales Image: The sales Image: The sales Image: The sales Image: The sales Image: The sales Image: The sales Image: The sales The sales The sales The sales Image: The sales The sales The sales The sales Image: The sales The sales The sales The sales Customer: The sales The sales The sales The sales Customer: The sales The sales The sales The sales		Date:* 29/11/2011 Type:* Cheque Amount:* 75.00 Bank Account:* Bank Account -0	*	Invoice No: Sip No: 123	vviice No: Sip No: 123		Bulk Lodgements for Sales Invoices Use this section to add in bulk lodgments for multiple sales invoices. Enter the lodgment details here and then the system will allow you to allocate the payment to multiple sales invoices that are outstanding for that particular Customer. You can also use this section to allocate individual lodgments too if you wish.							
Important Notel Tick t Payments will not be Customer: Lus	he payment on t recorded again try community	the left that you will ist an invoice unl Centre 💌 E	ant to allocate a ess allocated p End Date: 2	nd 8/1					Credit Notes that wer created manually will appear here allowing allocate them if neces	e also you to sary. Cancel				
Customer: Lis Payments will not be Customer: Lis Payments Add New Payment	te payment on t recorded again try community	the left that you wi ist an invoice unit Centre 💽 E	ant to allocate a ess allocated p End Date: 2	nd 9/1			Invoice	95	Credit Notes that wer created manually will appear here allowing allocate them if neces	re also you to sary. Cancel				

Add the details of the received lodgement amount and click ok, Select the account that the money is being logged into. Click OK.

4. Select the Add New Payments button again and put in the details of the second part of the payment that has been sent to the revenue. i.e. 25.00. This time the bank account selected is the PSWT Account.

Home	Sales		Add New Payment ×								SortlivBoo			
Retailer It's great sied the cust syments with Custome	Courtes Invoice to get paid! R tormer, the date and el Tick the payment in the recorded as r. Listry communi	End of the second of the secon	Date: 29/1 Type: Chec Amour 25.0 Bank / PSW	1/2011 III		Invoice No:		Bulk LC for Sales Use this set bulk lodgme sales invoic low the so how the so that are out you to allow that are out you can also section to a lodgments to created man appear here allocate the	odgements s Invoices ction to add in nets for multiple es. Enter the data held add add add add data held add data held add data held add data held add data functions testanding for lar Customer. o use this illocate individual too if you wish. s that were multiply will also a allowing you to m if necessary.	Ime		Repo	1 + +	
Payme	nts								Ok Cancel					
4dd New Pay	ment							Incodes Ma	C	<i>//</i>	Dura	0		
selected	Date	Type	Ref	Cheque	Total	Unallocated	selected	Invoice No	Sequence	Date	Due	Gross	AIT	
	29/11/2011	payment		123	75.00	75.00	- 13	03		25/07/2011	24/08/2011	100.00		
					Total	Selected: 0.00	-		-	-		100.00		
												Total Select	ed:	

Once you have saved this second payment you are then able to allocate the two lodgements against the outstanding invoice.

Add			Q	*
Account Name	Туре	Name on Account	Current Balance	
PSWT	Bank			25.00
Test Till Account	Till			0.00
Test Rec account	Bank			0.00

5. If you go to Accounts and then select Bank, you will then see the balance of 25.00 sitting in your PWST bank account.