

## 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	Type	Name on Account
<b>Add</b>		
<b>Account Add</b> Adding a new Account: Type in the name of the Bank Account and select the Type it is eg. Bank Account, Loan Account, Credit Card, Till Account, Contra Account (eg. may be used where you've got a Supplier who is also a Customer). TCA - This is a Tax Asset Account eg. Professional Services Withholding Tax or TCL - Tax Liability Account where you owe Revenue eg. RCT you've withheld from a Sub-contractor.		
Account Name:*	Type:*	Opening Balance:
PSWT	<ul style="list-style-type: none"><li>Credit Card</li><li>Contra Account</li><li>Drawings</li><li>Loan</li><li>Short Term Loan</li><li>Till</li><li>TCL</li></ul>	
Test Till Account		Till
Test Rec account		Bank
Income tax account	TCA	Drawings
Drawings	TCL	Drawings

3. 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 **actually received** 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 Payment**

Date: 29/11/2011  
Type: Cheque  
Amount: 75.00  
Bank Account: Bank Account  
Invoice No.:  
Slip No: 123

**Bulk Lodgements for Sales Invoices**  
Use this section to add in bulk lodgements 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.

Credit Notes that were created manually will also appear here allowing you to allocate them if necessary.

Customer: Listry community Centre  
End Date: 29/11/2011

Payments: No Records Found  
Total Selected: 0.00

Invoices:  
selected Invoice No Sequence Date  
03 25/07/2011

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

- 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.

**Add New Payment**

Date: 29/11/2011  
 Type: Cheque  
 Amount: 25.00  
 Bank Account: PSWT

Invoice No:  
 Slip No:

**Bulk Lodgements for Sales Invoices**  
 Use this section to add in bulk lodgements 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.

Credit Notes that were created manually will also appear here allowing you to allocate them if necessary.

Ok Cancel

selected	Date	Type	Ref	Cheque	Total	Unallocated	selected	Invoice No	Sequence	Date	Due	Gross	Am
<input checked="" type="checkbox"/>	29/11/2011	payment		123	75.00	75.00	<input checked="" type="checkbox"/>	03		25/07/2011	24/08/2011	100.00	
												<b>100.00</b>	
Total Selected:												0.00	
												Total Selected:	

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

Account Name	Type	Name on Account	Current Balance
PSWT	Bank		25.00
Test Till Account	Till		0.00
Test Rec account	Bank		0.00

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