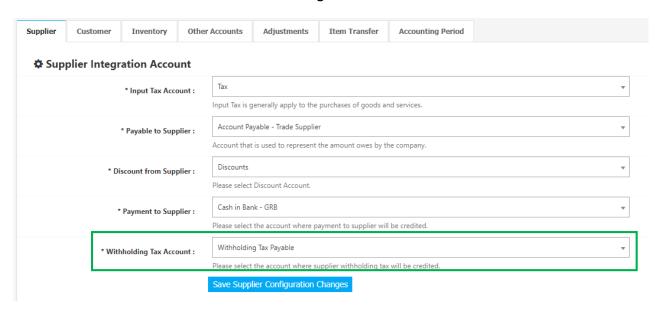
CERTIFICATE OF CREDITABLE TAX – BIR FORM 2307

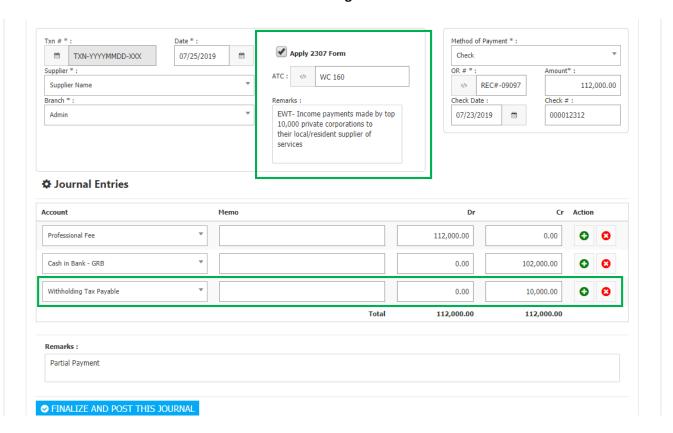
To use the BIR FORM 2307, first setup the Withholding Tax Account (Figure 1) from the **Settings -> General Configuration** -> **Supplier**

Figure 1



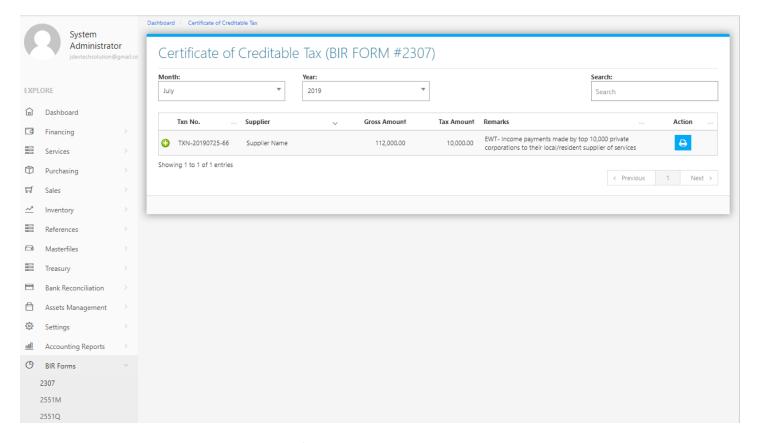
When creating a Cash Disbursement Journal (Figure 2), click Apply 2307 Form, Enter the ATC, and Remarks details. Use the **Withholding Tax Account** as Credit in the entry. The system will then get the credit amount as the withholding amount in the BIR 2307. Adjust the details to your preference then click **Finalize and Post this Journal Button** to post the Transaction to Accounting.

Figure 2



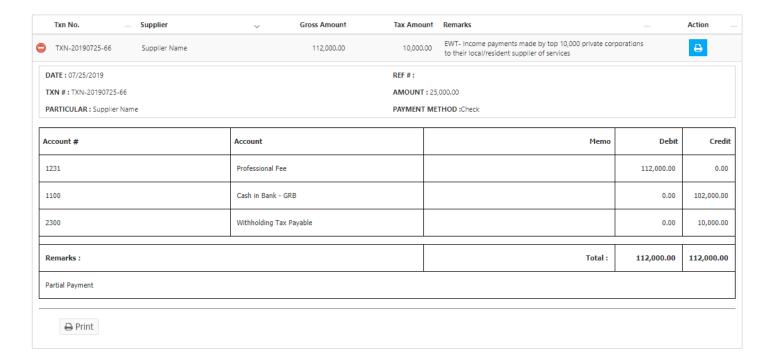
Listed in Figure 3 are the BIR FORM 2307 created from the **Cash Disbursement Journal** in the Financing Module. Choose desired **Month** and **Year** to filter the shown list (*Figure 3*).

Figure 3



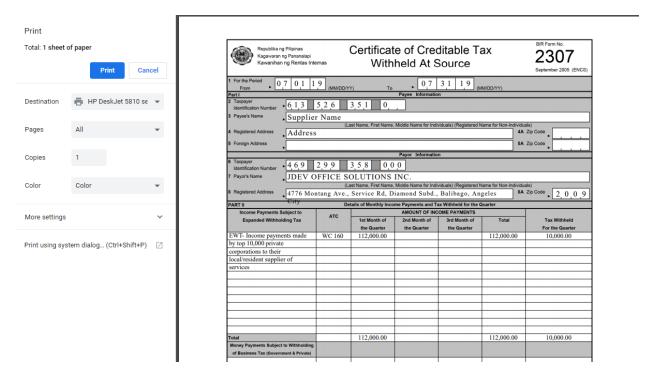
Clicking the + Button will open the Transaction/Voucher as shown in Figure 4. The Voucher can be printed.

Figure 4



Clicking the **Print Button** located at the right side will print the 2307 Form together with the details of the transaction as shown in the *Figure 5* which can be printed and saved as a PDF File.

Figure 5



The **Taxpayer Details of the Payee** (*TIN, Payee's Name, Registered Address*) will come from the Supplier Management in the **Supplier Masterfile Module** (*Figure 6*). The **Taxpayer Details of the Payor** (*TIN, Payor's Name, Registered Address, and Zip Code*) will come from the Company Setup in the **Settings** (*Figure 7*).

Figure 6

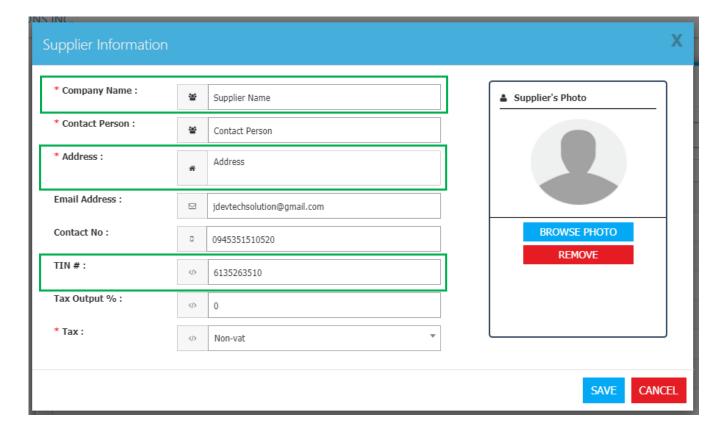


Figure 7

♣ BIR Form Settings			
Taxpayer's Name :	쑐	JDEV OFFICE SOLUTIONS INC.	
Registered Address :	i i	4776 Montang Ave., Service Rd, Diamond Subd., Balibago, Angeles City	
Zip Code:	>	2009	
Telephone No#:	·	9003988	
TIN:	>	469299358000	
RDO #:	>	057	
Nature of Business :	B	Service	
Industry Classification :	B	Service	
Save Changes Cancel			