

## REVIEW EXPENSE (PENDING)

Listed in the *Figure 1* are the Payments recorded from the **Record Payments Module** (Payments to the Suppliers which have an outstanding Payable recorded from the *Purchase Journal / Accounts Payable Module*). These Items are to be reviewed and posted as a Cash Disbursement Journal in the Accounting.

**Figure 1**

Review Expense (Pending)

Receipt #	Supplier	Remarks	Payment	Notice	Amount
REC#-090971	Supplier Name	Partial Payment	07/25/2019		112,000.00

Showing 1 to 1 of 1 entries

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Clicking the **+ Button** will open the transaction. The **Review Journal Tab** (*Figure 2*) shows the Debit and Credit Entries and the Amounts. The **Payment Tab** (*Figure 3*) shows the details of the Original Transaction.

**Figure 2**

Receipt #	Supplier	Remarks	Payment	Notice	Amount
REC#-090971	Supplier Name	Partial Payment	07/25/2019		112,000.00

Review Journal

Payment

Txn # :  
TXN-YYYYMMDD-XXX  
Date :  
07/25/2019  
Supplier :  
Supplier Name  
Branch :  
Admin

Apply 2307 Form

ATC : <> WC 160  
Remarks :  
EWT- Income payments made by top 10,000 private corporations to their local/resident supplier of services

Method of Payment :  
Check  
OR # :  
REC#-09097  
Amount :  
112,000.00  
Check Date :  
07/23/2019  
Check # :  
000012312

Journal Entries

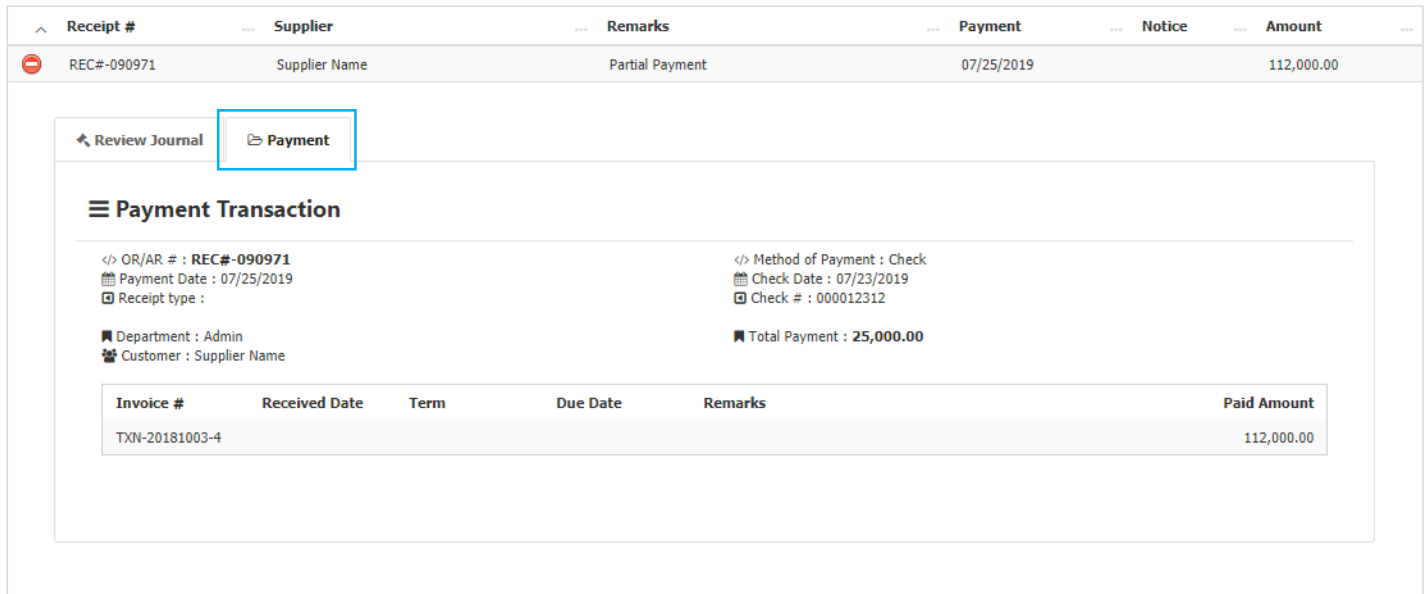
Account	Memo	Dr	Cr	Action
Professional Fee		112,000.00	0.00	<div>+</div> <div>×</div>
Cash in Bank - GRB		0.00	102,000.00	<div>+</div> <div>×</div>
Withholding Tax Payable		0.00	10,000.00	<div>+</div> <div>×</div>
Total		112,000.00	112,000.00	

Remarks :  
Partial Payment

FINALIZE AND POST THIS JOURNAL

If you choose *Check* as the Payment Method, fill up the *Check Date* and *Check Number* Input Fields. If you wish to generate a **BIR FORM 2307**, click *Apply 2307 Form*, Enter the ATC, and Remarks details. Adjust the details to your preference then click **Finalize and Post this Journal Button** to post the Transaction to Accounting.

Figure 3



Receipt #	Supplier	Remarks	Payment	Notice	Amount
REC#-090971	Supplier Name	Partial Payment	07/25/2019		112,000.00

[Review Journal](#)
[Payment](#)

### Payment Transaction

</> OR/AR # : **REC#-090971**  
 📅 Payment Date : 07/25/2019  
 📄 Receipt type :

</> Method of Payment : Check  
 📅 Check Date : 07/23/2019  
 📄 Check # : 000012312

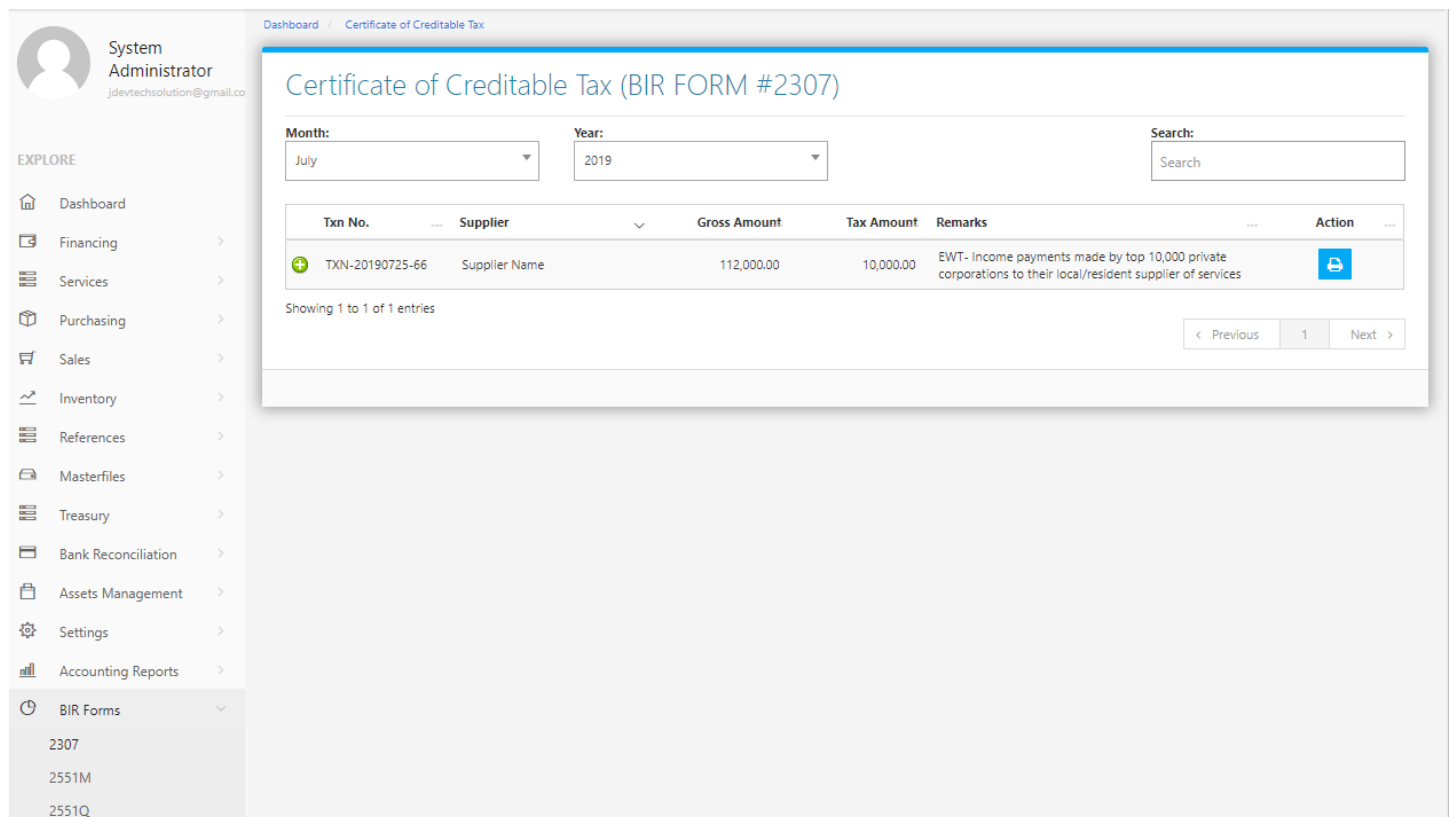
🏢 Department : Admin  
 🧑 Customer : Supplier Name


💰 Total Payment : **25,000.00**

Invoice #	Received Date	Term	Due Date	Remarks	Paid Amount
TXN-20181003-4					112,000.00

The list of Generated **BIR Form 2307** can be found in the **BIR FORMS Menu -> 2307**. Choose desired Month and Year to filter the shown list (Figure 4).

Figure 4




 System Administrator  
 jdevtechsolution@gmail.co

Dashboard / Certificate of Creditable Tax

## Certificate of Creditable Tax (BIR FORM #2307)

Month:

Year:

Search:

Txn No.	Supplier	Gross Amount	Tax Amount	Remarks	Action
TXN-20190725-66	Supplier Name	112,000.00	10,000.00	EWT - Income payments made by top 10,000 private corporations to their local/resident supplier of services	<a href="#">Print</a>


Showing 1 to 1 of 1 entries

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EXPLORE
 

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  - 2551M
  - 2551Q

Clicking the **+ Button** will open the Transaction/Voucher as shown in *Figure 5*. The Voucher can be printed.


Txn No.	Supplier	Gross Amount	Tax Amount	Remarks	Action
TXN-20190725-66	Supplier Name	112,000.00	10,000.00	EWT- Income payments made by top 10,000 private corporations to their local/resident supplier of services	

DATE : 07/25/2019 REF # :

TXN # : TXN-20190725-66 AMOUNT : 25,000.00

PARTICULAR : Supplier Name PAYMENT METHOD :Check

Account #	Account	Memo	Debit	Credit
1231	Professional Fee		112,000.00	0.00
1100	Cash in Bank - GRB		0.00	102,000.00
2300	Withholding Tax Payable		0.00	10,000.00
Remarks :			Total :	112,000.00 112,000.00
Partial Payment				



 Print


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 6* which can be printed and saved as a PDF File.

Figure 6

Print

Total: 1 sheet of paper

 Print  Cancel

Destination  HP DeskJet 5810 se

Pages All

Copies 1

Color Color

More settings

Print using system dialog... (Ctrl+Shift+P) ☒

Republika ng Pilipinas  
Kagawaran ng Pananalapi  
Kawanihan ng Rentas Internas

**Certificate of Creditable Tax Withheld At Source**

BIR Form No. **2307**  
September 2005 (ENCS)

1 For the Period From 07/01/19 To 07/31/19 (MM/DD/YY)

**Part I Payee Information**

2 Taxpayer Identification Number 613 526 351 0

3 Payee's Name Supplier Name

4 Registered Address Address 4A Zip Code

5 Foreign Address 5A Zip Code

**Part II Payor Information**

6 Taxpayer Identification Number 469 299 358 000

7 Payor's Name JDEV OFFICE SOLUTIONS INC.

8 Registered Address 4776 Montang Ave., Service Rd, Diamond Subd., Balibago, Angeles 8A Zip Code 2009

**PART II Details of Monthly Income Payments and Tax Withheld for the Quarter**

Income Payments Subject to Expanded Withholding Tax	ATC	AMOUNT OF INCOME PAYMENTS				Tax Withheld For the Quarter
		1st Month of the Quarter	2nd Month of the Quarter	3rd Month of the Quarter	Total	
EWT- Income payments made by top 10,000 private corporations to their local/resident supplier of services	WC 160	112,000.00			112,000.00	10,000.00
Total		112,000.00			112,000.00	10,000.00
Money Payments Subject to Withholding of Business Tax (Government & Private)						

## Purchasing Flowchart

