

STRATPOINT – VAT REPORT and QUARTERLY ALPHABETICAL LIST OF PAYEES SUBJECTED TO EXPANDED WITHHOLDING TAX

Functional Requirements Document

Customer Name	STRATPOINT(ALL SUBISIDIARY)
Date	December 27, 2021
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1. PROJECT DETAILS

Solution Title	VAT Report and Quarterly Alphabetical List of Payees Subjected to Expanded Withholding Tax
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2. SOLUTION OVERVIEW

This document will outline the customization report requirements for the VAT Report and Quarterly Alphabetical List of Payments subjected to expanded withholding tax applicable for Stratpoint and all related subsidiary.

NOTE:

Propose design/process may change in the event a problem may encounter on the development.

2.1. Sources of VAT Report Entries

- Bill
- Bill Credit
- Journal Voucher
- Invoice
- All possible sources of input/ output VAT

2.2. VAT Report as per BIR contains the ff. criteria

- TIN are 9 characters only.
- Name of supplier should be legal name.
- No special characters on all texts (e.g., name, address, balances).
- Special characters are the ff.

Character	Description	Use
~	Tilde	Accent mark commonly used in Spanish
`	Grave accent	Accent mark commonly used in French
!	Exclamation point	Expressing strong emotion in written language; expressing logical negation in programming languages; noting factorial operation in mathematics
@	Ampersat	Connecting usernames to domain names in email addresses; expressing rates in accounting and invoicing; preceding usernames/handles on social media platforms and chat rooms
#	Octothorpe	Number sign; expressing non-executable statement in programming
\$	Dollar sign	Expressing value in currency
%	Percent sign	Expressing value in percentages
^	Circumflex, caret	Expressing exponents in mathematics; shorthand for CTRL key on PCs
&	Ampersand	Symbolizing "and" in English text; combining values in spreadsheet formulas
*	Asterisk	Mathematical multiplication; indicating footnotes
(Open parenthesis	Beginning parenthetical text
)	Close parenthesis	Ends parenthetical text
_	Underscore	Alternative to space key when spaces are not allowed
-	Hyphen, dash	Mathematical subtractions; creating en dashes or em dashes in written text
+	Plus sign	Mathematical additions
=	Equal sign	Mathematical equations

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{	Open brace	Opening groups of statements or blocks of code in various programming languages
[Open bracket	Beginning section of missing details in quoted text; beginning string validation in programming languages; beginning mathematical notation for intervals
}	Close brace	Closing groups of statements or blocks of code in various programming languages
]	Close bracket	Ending section of missing details in quoted text; ending string validation in programming languages; ending mathematical notation for intervals
	Vertical bar	<u>Delimiter</u> in text files; redirecting a command's <u>output</u> to the input of another in a command line interface (CLI); representing an OR boolean operator (double pipe)
	Backslash	Separating locations in a file or network path
:	Colon	Separating the protocol from a web address in a URL; identifying a range in a spreadsheet formula; preceding a list of items in written text
;	Semicolon	Joining two related sentences in written text; finishing an instruction in programming languages; separating long items in a list in written text
"	Double quotation mark	Indicating a verbatim transcription of something that has been written or spoken; identifying text or data that is not part of a programming command or <u>HTML</u> tag
'	Single quotation mark, apostrophe	Containing commands or literal strings; indicating a quotation within a quotation; expressing a contraction or possessive noun in written text
<	Open angle bracket, less than symbol	Expressing the relationship between two values in which the one on the right is greater than the one on the left
,	Comma	Separating items in a list; joining independent clauses or sentences with a conjunction; separating digits in large numbers; separating values or elements in a computer program
>	Close angle bracket, greater than symbol	Expressing the relationship between two values in which the one on the left is greater than the one on the right
.	Period	Indicating the end of a declarative sentence; separating a file name from the file extension; separating sections of a URL
?	Question mark	Asking a question
/	Forward slash	Mathematical division; separating month, day, and year of a date; signifying non-executable statements in programming languages; closing tags in HTML and XML; delimiting expressions; separating locations in a <u>file</u> or network path; writing URLs and network addresses

- Address should be truncated; system should pick up all the essential information given the character limit in the BIR report. Essential information includes sub-street, street, barangay, district, city and postal code.
- Should include zero-rated and exempt transactions as well not only the vatiable.
- Identify specific list of special character

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2.3. VAT Purchase Listing

PURCHASE TRANSACTION													
RECONCILIATION OF LISTING FOR ENFORCEMENT													
TIN : 007357096													
OWNER'S NAME : STRATPOINT GLOBAL OUTSOURCING INC.													
OWNER'S TRADE NAME : STRATPOINT GLOBAL OUTSOURCING INC.													
OWNER'S ADDRESS: UNIT 601 619 702 AND 711 GLOBE TELECOM PLAZA TOWER 1 PIONEER COR MADISON STREET BARANGKA ILAYA MANDALUYONG CITY CITY 1550													
TAXABLE	TAXPAYER	REGISTERED NAME	NAME OF SUPPLIER	SUPPLIER'S ADDRESS	AMOUNT OF GROSS PURCHASE	AMOUNT OF EXEMPT PURCHASE	AMOUNT OF ZERO-RATED PURCHASE	AMOUNT OF TAXABLE PURCHASE	AMOUNT OF PURCHASE OF SERVICES	AMOUNT OF PURCHASE OF CAPITAL GOODS	AMOUNT OF PURCHASE OF GOODS OTHER THAN CAPITAL GOODS	AMOUNT OF INPUT TAX	AMOUNT OF GROSS TAXABLE PURCHASE
MONTH	IDENTIFICATION NUMBER		(Last Name, First Name, Middle Name)		GROSS PURCHASE	EXEMPT PURCHASE	ZERO-RATED PURCHASE	TAXABLE PURCHASE	PURCHASE OF SERVICES	PURCHASE OF CAPITAL GOODS	PURCHASE OF GOODS OTHER THAN CAPITAL GOODS	INPUT TAX	GROSS TAXABLE PURCHASE
-1	-2	-3	-4	-5	-6	-7	-8	-9	-10	-11	-12	-13	-14
7310201	102-060-624		CHUA POLLY	24 MADISON ST MANDALUYONG CITY	105,638.08	0	0	105,638.08	105,638.08	0	0	0	105,638.08
7310201	145-197-531		MIGUEL ARMANDO	NINO VILLAGE MUNTINLUPA CITY	1,800.96	1,800.96	0	0	0	0	0	0	0
7310201	206-154-104		GILBERT JOHN G	KATIPUNAN ROAD SAKENVILLE SAN LUIS	5,500.00	5,500.00	0	0	0	0	0	0	0

2.3.1 Print out Field Mapping

Field	NetSuite Field Source
Header	
PURCHASE TRANSACTION	Enter as text in the print out
RECONCILIATION OF LISTING FOR ENFORCEMENT	Enter as text in the print out
TIN :	Set up > Company > Subsidiary > VAT Registration No.
OWNER'S NAME :	Set up > Company > Subsidiary > Name
OWNER'S TRADE NAME:	Set up > Company > Subsidiary > Legal Name
OWNER'S ADDRESS :	Set up > Company > Subsidiary > Address Sub tab > Address
Body	
TAXABLE MONTH	Reports > VAT/GST > Purchase by Tax Code (Detail) > Accounting Period
TAX IDENTIFICATION NUMBER	List > Relationship > Vendor > Click View > Financial > TIN
REGISTERED NAME	List > Relationship > Vendor > Click View > Financial > LEGAL NAME
NAME OF SUPPLIER (Last Name, First Name, Middle Name)	List > Relationship > Vendor > Click View > Financial > Name (If Individual is Individual) List > Relationship > Vendor > Click View > Financial > Company Name (If Type is Company)
SUPPLIER'S ADDRESS	List > Relationship > Vendor > Click View > Address > ADDRESS
AMOUNT OF GROSS PURCHASE	Reports > VAT/GST > Purchase by Tax Code (Detail) > NET AMOUNT (Total Gross Purchases)
AMOUNT OF EXEMPT PURCHASE	Reports > VAT/GST > Purchase by Tax Code (Detail) > NET AMOUNT (under Tax Code - EX-PH)
AMOUNT OF ZERO-RATED PURCHASE	Reports > VAT/GST > Purchase by Tax Code (Detail) > NET AMOUNT (under Tax Code - Z-PH)
AMOUNT OF TAXABLE PURCHASE	Reports > VAT/GST > Purchase by Tax Code (Detail) > NET AMOUNT (Sum of Purchase of Services - SVC-PH, Amount of Capital Goods, Amount of Goods Other Than Capital Goods - IMPT-PH)
AMOUNT OF PURCHASE OF SERVICES	Reports > VAT/GST > Purchase by Tax Code (Detail) > NET AMOUNT (under Tax Code - SVC-PH)
AMOUNT OF CAPITAL GOODS	Reports > VAT/GST > Purchase by Tax Code (Detail) > NET AMOUNT (under Tax Code - Amount of Capital Goods)
AMOUNT OF GOODS OTHER THAN CAPITAL GOODS	Reports > VAT/GST > Purchase by Tax Code (Detail) > NET AMOUNT (under Tax Code - Amount of Goods Other Than Capital Goods - IMPT-PH)

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	Period > Select Tax Type > WITHHOLDING TAX RATE (2 nd month of the quarter)
AMOUNT OF TAX WITHHELD	Reports > Withholding Tax > Purchases by Withholding Tax Code (Detail) > Select Subsidiary > Select Tax Period > Select Tax Type > AMOUNT OF TAX WITHHELD (Amount of Income Payment X Withholding Tax Rate) (2 nd month of the quarter)
3 rd MONTH OF THE QUARTER	Enter as text in the print out
AMOUNT OF INCOME PAYMENT	Reports > Withholding Tax > Purchases by Withholding Tax Code (Detail) > Select Subsidiary > Select Tax Period > Select Tax Type > AMOUNT OF INCOME PAYMENT (3 rd month of the quarter)
TAX RATE	Reports > Withholding Tax > Purchases by Withholding Tax Code (Detail) > Select Subsidiary > Select Tax Period > Select Tax Type > WITHHOLDING TAX RATE (3 rd month of the quarter)
AMOUNT OF TAX WITHHELD	Reports > Withholding Tax > Purchases by Withholding Tax Code (Detail) > Select Subsidiary > Select Tax Period > Select Tax Type > AMOUNT OF TAX WITHHELD (Amount of Income Payment X Withholding Tax Rate) (3 rd month of the quarter)
TOTAL FOR THE QUARTER	Enter as text in the print out
TOTAL INCOME PAYMENT	Sum of Income Payment for 1 st , 2 nd and 3 rd month of the quarter
TOTAL TAX WITHHELD	Sum of Tax Withheld for 1 st , 2 nd and 3 rd month of the quarter
GRAND TOTAL (AMOUNT OF INCOME PAYMENT)	Sum of Income Payment per month of the quarter
GRAND TOTAL (AMOUNT OF TAX WITHHELD)	Sum of Tax Withheld per month of the quarter

2.4.2 Parameter

Composition of 1st Quarter

- January
- February
- March

Composition of 2nd Quarter

- April
- May
- June

Composition of 3rd Quarter

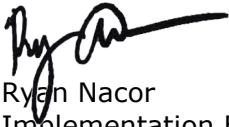
- July
- August
- September

Composition of 4th Quarter

- October
- November
- December

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