**How to Automatically Issue Invoices and Handle 2307 BIR Files**

When you create an invoice in our system, the Withholding Tax is automatically calculated. This feature ensures that the tax computations are accurate and consistent. However, when collecting payments from customers, it's common that they don't always provide the proof of Withholding Tax (Form 2307). Sometimes, this document is overlooked during the collection process.

Our system makes it easy to monitor the collection of Form 2307 for each invoice. If you receive Form 2307 from a customer, simply upload a scanned copy to our system. You can track whether the Form 2307 has been collected by clicking on the designated tab and selecting the relevant period. If there’s no file attachment visible for an invoice, it indicates that the Form 2307 was not collected from the customer.

This feature allows everyone to easily monitor and ensure compliance with BIR requirements. Additionally, you can export all Withholding Tax amounts for BIR reporting directly from the system, eliminating the need for separate work. The system provides both the report and the supporting documents in one place.