



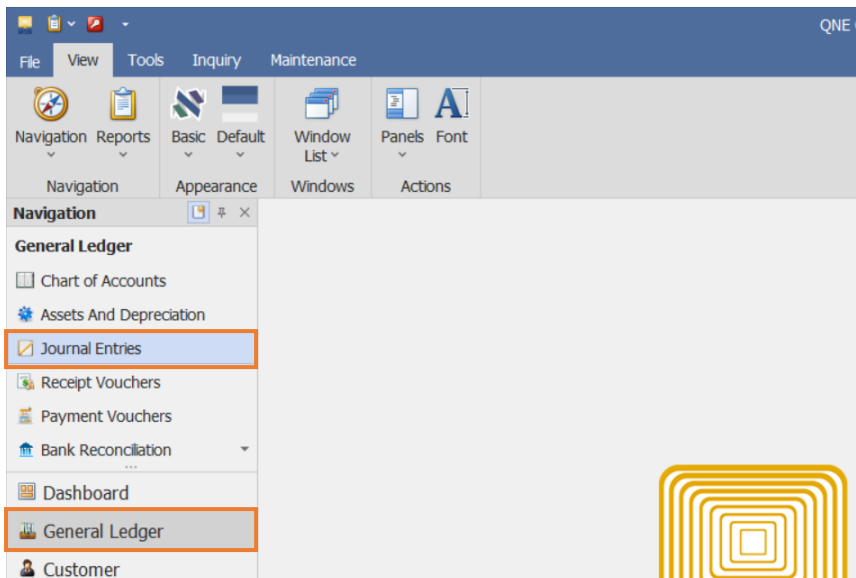
HOW TO ADD BIR CLASSIFICATION FOR GENERAL LEDGER TRANSACTIONS

BIR Classification is a vital part of the BIR Forms and Reports in QNE. Defining Supplier/Customer information will complete the data that are required when generating DAT files and BIR Forms in the system.

In QNE, there is a function that BIR Classification must be tagged manually for Non-Customer and Non-Supplier transactions. These transactions are under General Ledger; Journal Voucher, Receipt Voucher and Payment Voucher.

Journal Entries

Go to *General Ledger > Journal Entries*.



Create a transaction, example: Liquidation.

Journal Entries

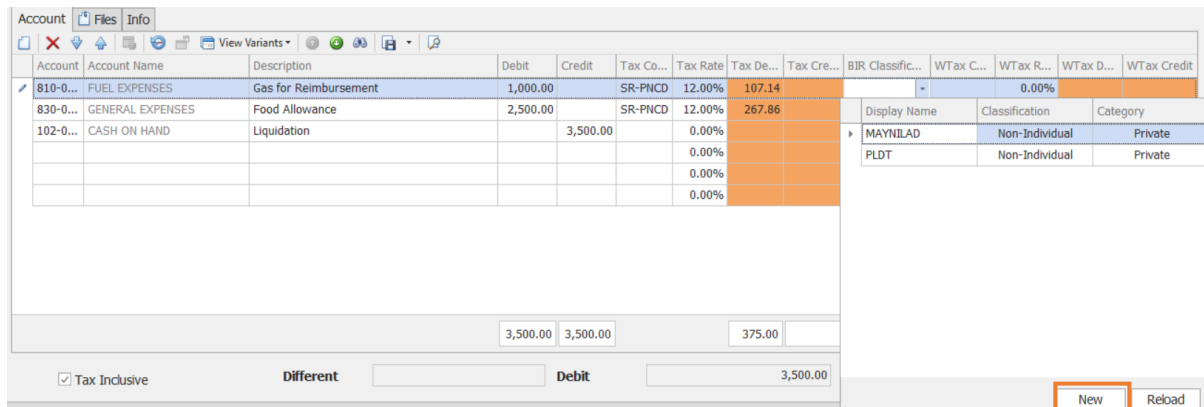
Journal

Description: Liquidation Doc Date: 04/08/2020

Currency: PHP Rate: 1.00000000 Journal #: JV2004/002

Account	Account Name	Description	Debit	Credit	Tax Co...	Tax Rate	Tax De...	Tax Cre...	BIR Classific...	WTax C...	WTax R...	WTax D...	WTax Credit
810-0...	FUEL EXPENSES	Gas for Reimbursement	1,000.00		SR-PNCD	12.00%	107.14			0.00%			
830-0...	GENERAL EXPENSES	Food Allowance	2,500.00		SR-PNCD	12.00%	267.86			0.00%			
102-0...	CASH ON HAND	Liquidation		3,500.00		0.00%				0.00%			
						0.00%				0.00%			
						0.00%				0.00%			

As shown above, BIR Classification can be tagged per line item. To Add new BIR Classification, click the column and look for the *New* button. Otherwise, just select on the existing list.



Account	Account Name	Description	Debit	Credit	Tax Co...	Tax Rate	Tax De...	Tax Cre...	BIR Classific...	WTax C...	WTax R...	WTax D...	WTax Credit
810-0...	FUEL EXPENSES	Gas for Reimbursement	1,000.00		SR-PNCD	12.00%	107.14				0.00%		
830-0...	GENERAL EXPENSES	Food Allowance	2,500.00		SR-PNCD	12.00%	267.86				0.00%		
102-0...	CASH ON HAND	Liquidation		3,500.00							0.00%		

Display Name: MAYNILAD, Classification: Non-Individual, Category: Private

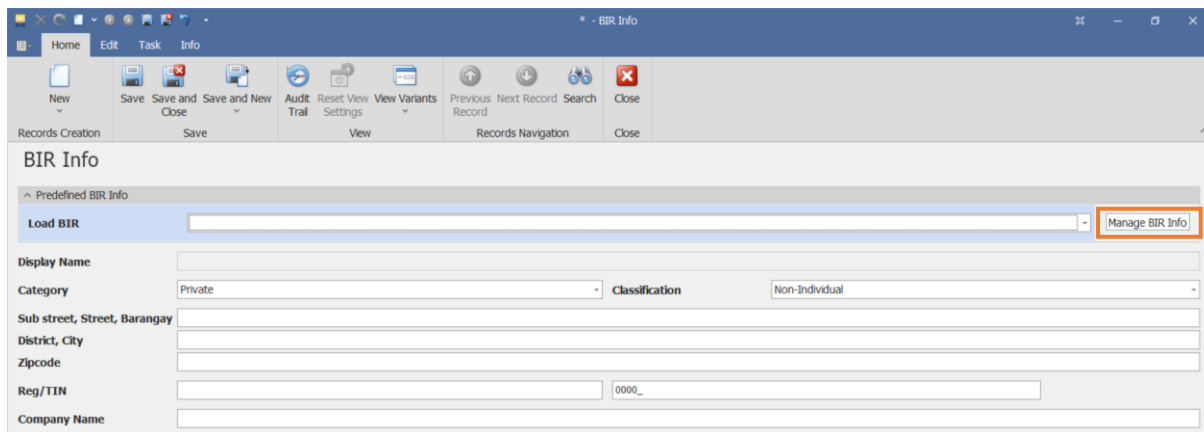
PLDT, Non-Individual, Private

3,500.00, 3,500.00, 375.00

✓ Tax Inclusive, Different, Debit, 3,500.00

New, Reload

Click *Manage BIR Info* then *New*.



BIR Info

Predefined BIR Info

Load BIR: [Dropdown] Manage BIR Info

Display Name: [Text Box]

Category: Private, Classification: Non-Individual

Sub street, Street, Barangay: [Text Box]

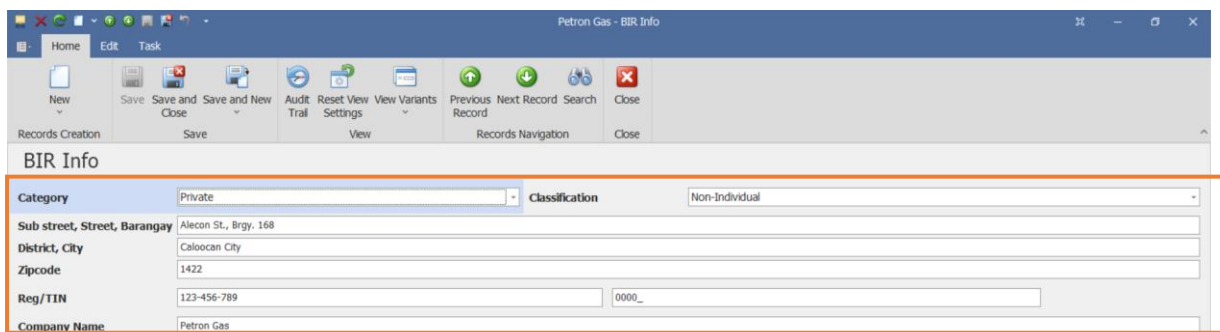
District, City: [Text Box]

Zipcode: [Text Box]

Reg/TIN: [Text Box] 0000_

Company Name: [Text Box]

After clicking *New*, another window will open. Fill out the information needed then *Save and Close*.



BIR Info

Category: Private, Classification: Non-Individual

Sub street, Street, Barangay: Alecon St., Brgy. 168

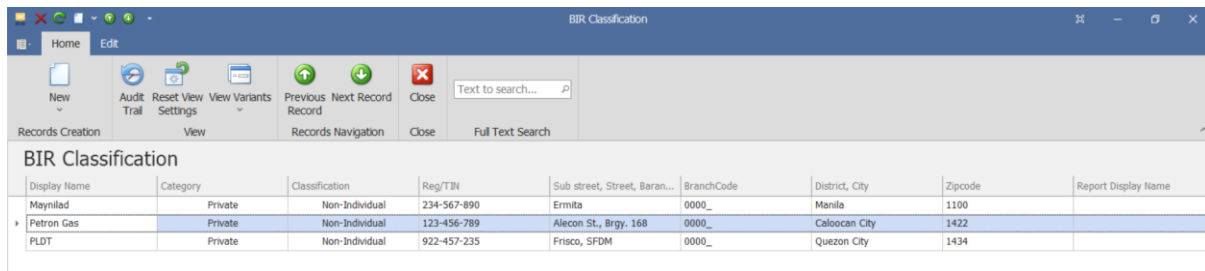
District, City: Caloocan City

Zipcode: 1422

Reg/TIN: 123-456-789, 0000_

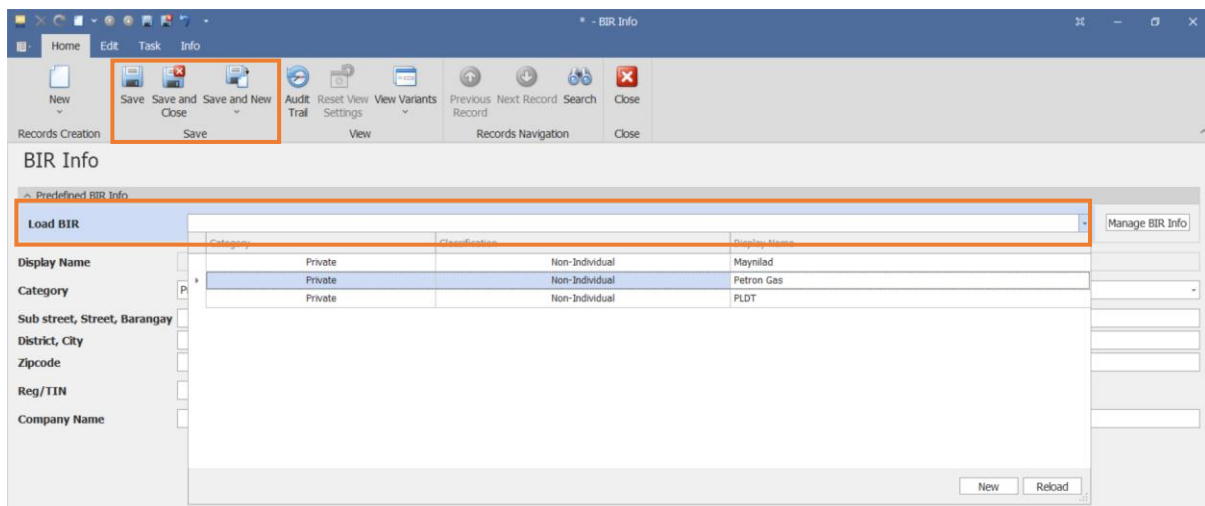
Company Name: Petron Gas

All information will be shown in the BIR Classifications. Once confirmed that the data has been added, close the Search Screen.



Display Name	Category	Classification	Reg/TIN	Sub street, Street, Baran...	BranchCode	District, City	Zipcode	Report Display Name
Maynilad	Private	Non-Individual	234-567-890	Ermita	0000_	Manila	1100	
Petron Gas	Private	Non-Individual	123-456-789	Alecon St., Brgy. 168	0000_	Caloocan City	1422	
PLDT	Private	Non-Individual	922-457-235	Frisco, SFD	0000_	Quezon City	1434	

To allow the BIR Classification to be displayed on the list during transaction, details must be loaded and saved. Click *Load BIR* to select which BIR Classification(s) must be shown and click *Save*.



BIR Info

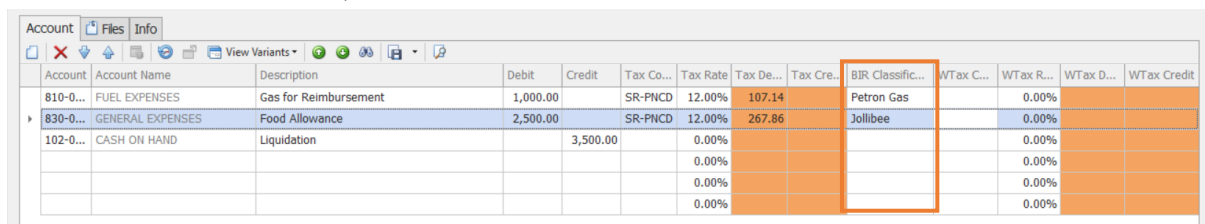
Predefined BIR Info

Load BIR

Category	Classification	Display Name
Private	Non-Individual	Maynilad
Private	Non-Individual	Petron Gas
Private	Non-Individual	PLDT

Buttons: New, Reload

Go back in the transaction, added BIR Classification can now be selected and used.



Account	Account Name	Description	Debit	Credit	Tax Co...	Tax Rate	Tax De...	Tax Cr...	BIR Classific...	WTax C...	WTax R...	WTax D...	WTax Credit
810-0...	FUEL EXPENSES	Gas for Reimbursement	1,000.00		SR-PNCD	12.00%	107.14		Petron Gas		0.00%		
830-0...	GENERAL EXPENSES	Food Allowance	2,500.00		SR-PNCD	12.00%	267.86		Jollibee		0.00%		
102-0...	CASH ON HAND	Liquidation		3,500.00							0.00%		

Same procedures can be applied for Receipt Voucher and Payment Voucher.



For further concerns regarding this matter, please contact support to assist you or create ticket thru this link <https://support.qne.com.ph>