
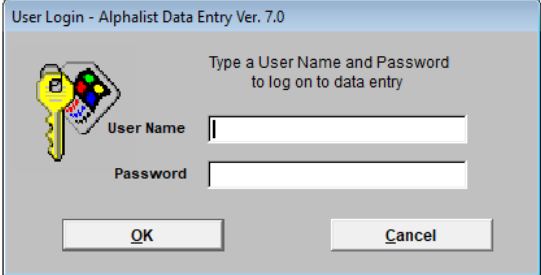

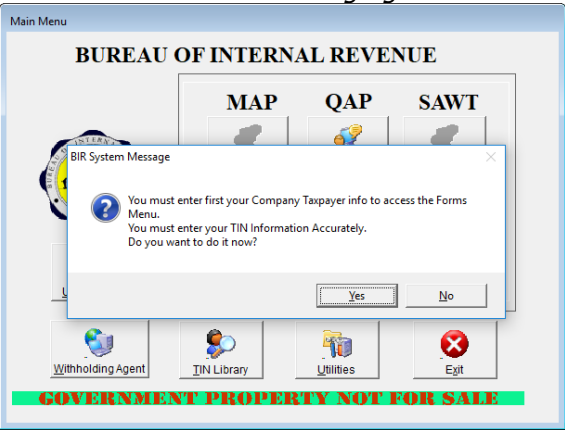
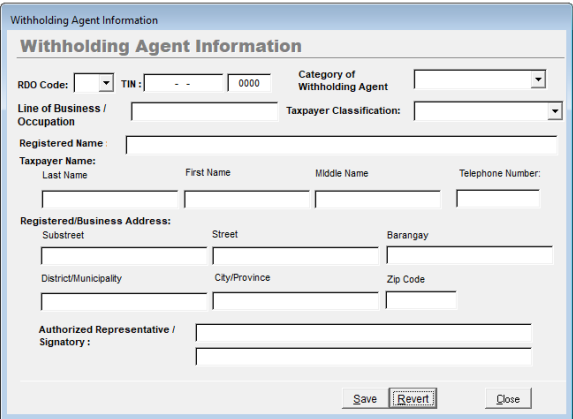

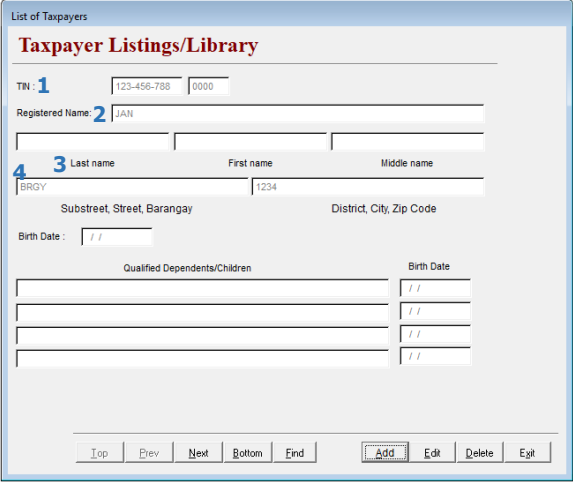
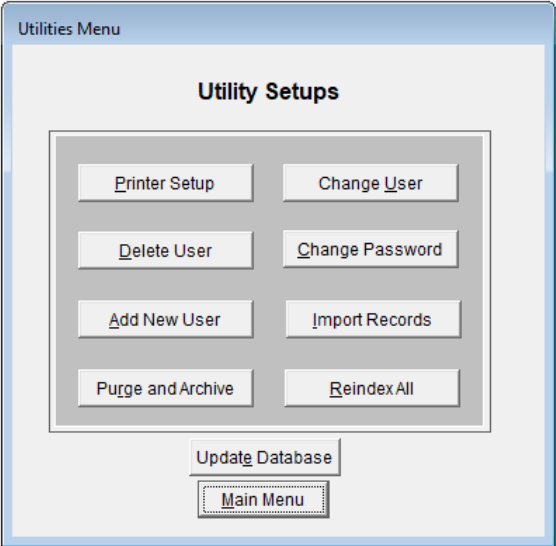


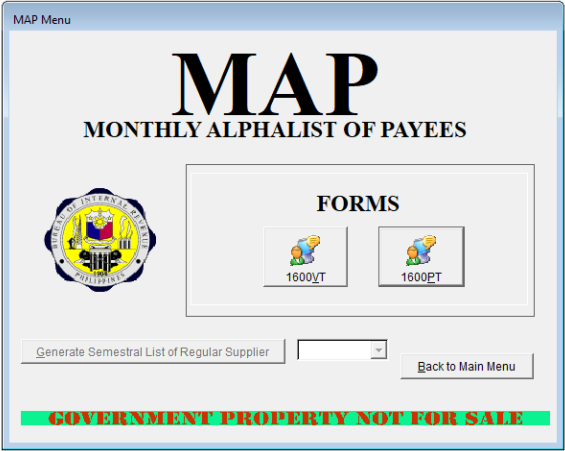
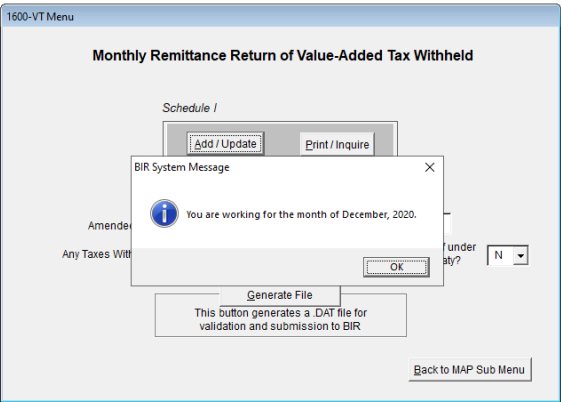
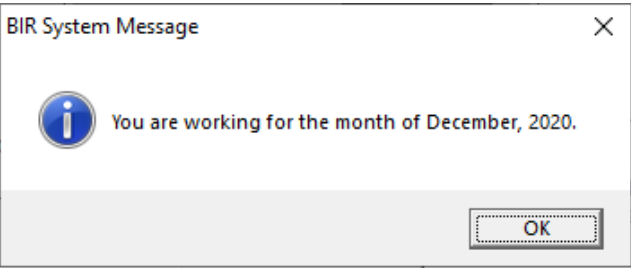
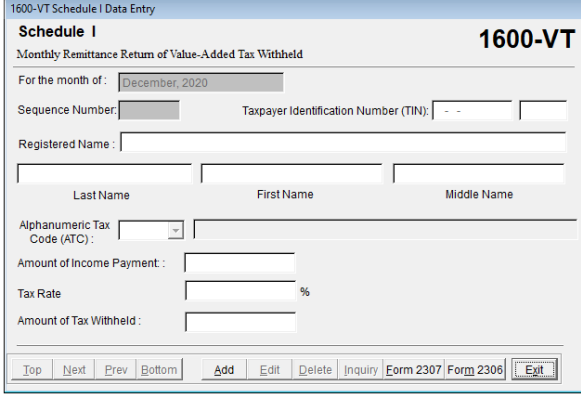
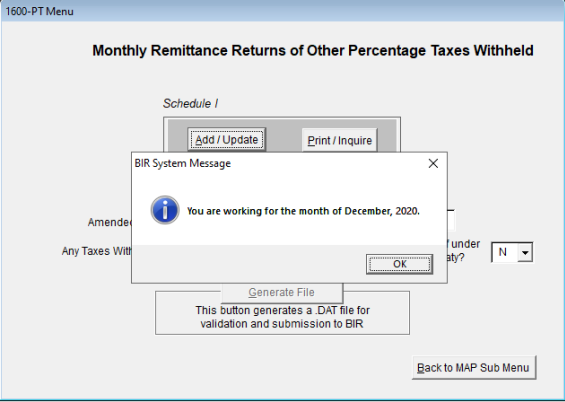
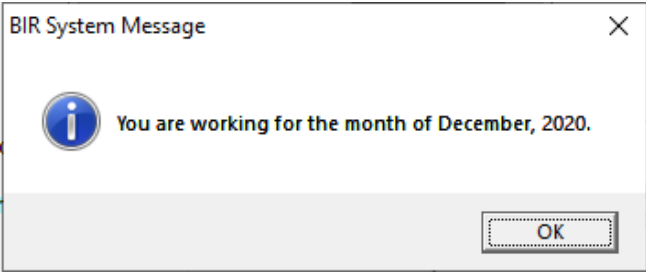

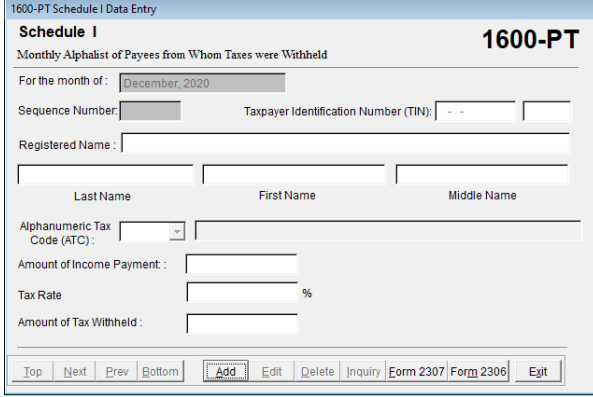

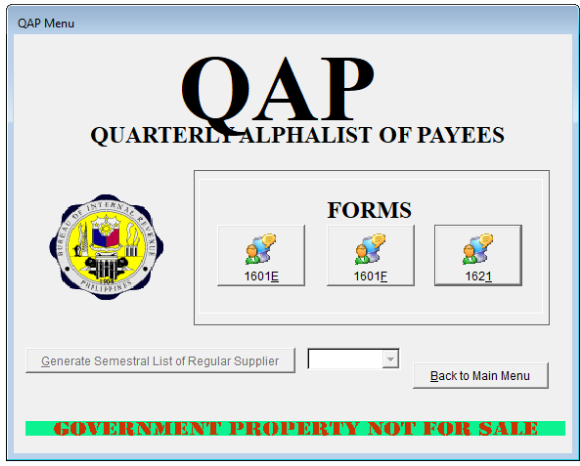
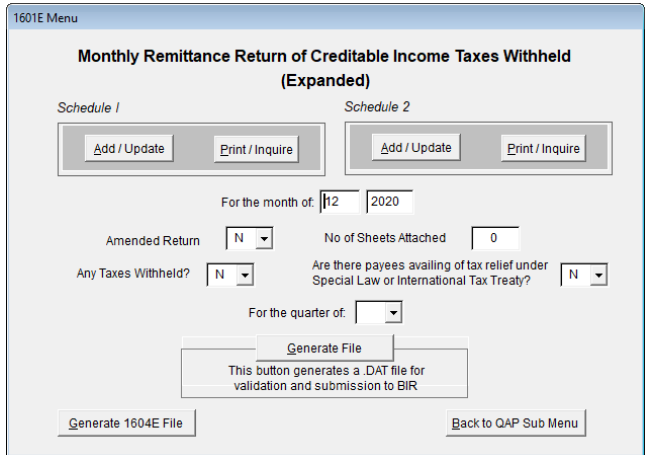



| FORM/MENU  | PROCEDURES  |
|--|---|
| <p><b>User Login Form</b></p> <p> This is where taxpayer enters his/her user-defined login name and password which will be used every time he/she enters the Alphalist Data Entry module</p>   | <p>On your desktop, double-click the Alphalist Data Entry Module 7.0 shortcut button and the User Login Form will appear.</p> <ol style="list-style-type: none"> <li>1. Enter &lt;User Name&gt;</li> <li>2. Enter &lt;Password&gt;</li> <li>3. Click OK button or ALT+O</li> </ol> <p><i>Note: Underlined letter/number is a shortcut key which can be pressed together with ALT key (e.g, ALT+O)</i></p>   |
| <p><b>Alphalist Data Entry Main Menu</b></p> <p> This menu contains all the functionalities of the Alphalist Data Entry module</p> <p><b>Note:</b> <i>The <b>BIR System Message</b> pop-up will appear only on the initial installation of this program to capture information of the Withholding Agent.</i></p>   | <p>Fill in all mandatory fields, then click <b>Save</b> button. The <b>&lt;Revert&gt;</b> button is used to undo encoding or when the user does not want to save the encoded data of the withholding agent. Once the <b>Withholding Agent Information</b> screen is filled up, the next time you view the same screen to update information, <b>Edit</b> &amp; <b>Close</b> buttons are activated.</p> <p><b>Note:</b> <i>If field validation rule is violated, an <b>Error Message</b> pop up will appear.</i></p> |

|   |  |
|---|--|
| <p><b>TIN Library Menu</b></p> <p> This is where the taxpayer's information is recorded.</p>  | <ol style="list-style-type: none"> <li>1. Enter the Taxpayer Identification Number</li> <li>2. Enter the Registered Name if the taxpayer's classification is Non-Individual</li> <li>3. Enter the Last Name, First Name and Middle Name if the taxpayer's classification is Individual</li> <li>4. Enter the taxpayer's address</li> <li>5. Click Save button to save the record</li> <li>6. Click Add button to add new record</li> <li>7. Click Edit button to update the encoded record</li> <li>8. Click Delete button to delete a record</li> <li>9. Click Exit button to go back to Main Menu</li> </ol> |
| <p><b>Utilities Menu</b></p>    |  |
| <p><b>Re-index All</b></p> <p> A functionality under the Utilities Menu which will re-build all transaction tables</p>   | <ol style="list-style-type: none"> <li>1. Click the Reindex All button</li> <li>2. The message saying "All Transaction Tables Rebuilt" will pop-up when the procedure is done.</li> <li>3. Click OK</li> </ol>   |
| <p><b>Update Database</b></p> <p> A functionality under the Utilities Menu which will update the existing database</p>   | <ol style="list-style-type: none"> <li>1. Click the Update Database button</li> <li>2. An information message saying "Successfully Done" will pop-up when the procedure is done.</li> <li>3. Click OK</li> </ol>   |

|   |   |
|---|---|
| <p><b>MAP Menu</b></p> <p>✚ This is where the data entry for 1600VT and 1600PT Forms are located</p>                     | <ol style="list-style-type: none"> <li>1. To access 1600VT, click 1600VT button or ALT + V</li> <li>2. 1600VT Form will appear</li> </ol><br><ol style="list-style-type: none"> <li>1. To access 1600PT, click 1600PT button or ALT + P</li> <li>2. 1600VT Form will appear</li> </ol>  |
| <p><b>1600-VT Form Menu</b></p> <br> | <ol style="list-style-type: none"> <li>1. Click Add/Update button or ALT+A</li> <li>2. An information message saying "You are working for the month of &lt;month, year&gt;" will appear, click OK</li> <li>3. 1600-VT Schedule I Data Entry Menu will appear</li> </ol>   |
| <p><b>1600-VT Data Entry Menu</b></p> <p>✚ This is the data entry form for Monthly Remittance Return of Value-Added Tax Withheld</p>  | <ol style="list-style-type: none"> <li>1. Click Add button to add new record</li> <li>2. Fill in all mandatory fields, then click <b>Save</b> button. The <b>&lt;Revert&gt;</b> button is used to undo encoding or when the user does not want to save the encoded data.</li> <li>3. Click Exit and Back to MAP Sub Menu</li> </ol> |

|  |  |
|--|--|
|   | <p><i>Note: If the taxpayer's information was encoded from the Taxpayer Listing Menu, just enter the Taxpayer Identification Number and his/her information will be automatically retrieved.</i></p>   |
| <p><b>1600-PT Form Menu</b></p>                           | <ol style="list-style-type: none"> <li>3. Click Add/Update button or ALT+A</li> <li>4. An information message saying "You are working for the month of &lt;month, year&gt;" will appear, click OK</li> <li>5. 1600-PT Schedule I Data Entry Menu will appear</li> </ol>  |
| <p><b>1600-PT Data Entry Menu</b></p> <p> This is the data entry form for Monthly Remittance Returns of Other Percentage Taxes Withheld</p> | <ol style="list-style-type: none"> <li>1. Click Add button to add new record</li> <li>2. Fill in all mandatory fields, then click <b>Save</b> button. The <b>&lt;Revert&gt;</b> button is used to undo encoding or when the user does not want to save the encoded data.</li> <li>3. Click Exit and Back to MAP Sub Menu</li> </ol> <p><i>Note: If the taxpayer's information was encoded from the Taxpayer Listing Menu, just enter the Taxpayer Identification Number and his/her information will be automatically retrieved.</i></p> |

|  |  |
|--|--|
|   |  |
| <p><b>QAP Menu</b></p> <p> This is where the data entry for 1601E, 1601F, and 1621 Forms are located</p>  | <ol style="list-style-type: none"> <li>1. To access 1601E, click 1601E button or ALT + E</li> <li>2. 1601E Form will appear</li> <li>3. To access 1601F, click 1601F button or ALT + F</li> <li>4. 1601F Form will appear</li> <li>5. To access, 1621, click 1621 button or ALT + 1</li> <li>6. 1621 Form will appear</li> </ol> |
| <p><b>1601E Form Menu</b></p>   | <ol style="list-style-type: none"> <li>1. 1601E Form Menu with 2 schedules that will appear.</li> </ol>  |
| <p><b>1601E Data Entry Menu – Schedule 1</b></p> <p> This is the data entry for Monthly Remittance of Creditable Income Taxes Withheld (Expanded)</p>                                     | <ol style="list-style-type: none"> <li>1. Click Add button to add new record</li> <li>2. Fill in all mandatory fields, then click <b>Save</b> button. The <b>&lt;Revert&gt;</b> button is used to undo encoding or when the</li> </ol>   |

user does not want to save the encoded data.

3. Click Exit and you will be redirected to 1601E Form Menu

*Note: If the taxpayer's information was encoded from the Taxpayer Listing Menu, just enter the Taxpayer Identification Number and his/her information will be automatically retrieved.*

**1601E Data Entry Menu – Schedule 2**

This is the data entry for Alphalist of other Payees whose Income Payments are exempt from Withholding Tax but Subject to Income Tax


1. Click Add button to add new record
2. Fill in all mandatory fields, then click **Save** button. The **<Revert>** button is used to undo encoding or when the user does not want to save the encoded data.
3. Click Exit and you will be redirected to 1601E Form Menu

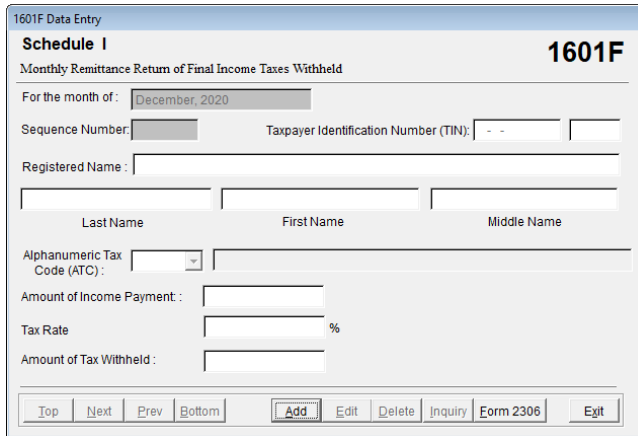
*Note: If the taxpayer's information was encoded from the Taxpayer Listing Menu, just enter the Taxpayer Identification Number and his/her information will be automatically retrieved.*

**1601F Form Menu**

1. 1601F Form Menu with 3 schedules will appear.

**1601F Data Entry Menu – Schedule I**


 This is the data entry for Monthly Remittance Return of Final Income Taxes Withheld

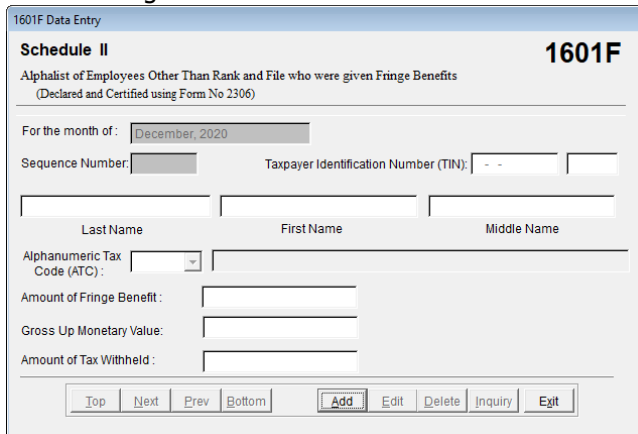


1. Click Add button to add new record
2. Fill in all mandatory fields, then click **Save** button. The **<Revert>** button is used to undo encoding or when the user does not want to save the encoded data.
3. Click Exit and you will be redirected to 1601F Form Menu

*Note: If the taxpayer's information was encoded from the Taxpayer Listing Menu, just enter the Taxpayer Identification Number and his/her information will be automatically retrieved.*

**1601F Data Entry Menu – Schedule II**


 This is the data entry for Alphalist of Employees Other Than Rank and File who were given Fringe Benefits



1. Click Add button to add new record
2. Fill in all mandatory fields, then click **Save** button. The **<Revert>** button is used to undo encoding or when the user does not want to save the encoded data.
3. Click Exit and you will be redirected to 1601F Form Menu

*Note: If the taxpayer's information was encoded from the Taxpayer Listing Menu, just enter the Taxpayer Identification Number and his/her information will be automatically retrieved.*

**1601F Data Entry Menu – Schedule III**

 This is the data entry for Alphabetical List of Other Payees Whose Income Payments Are Exempt from Withholding Tax but Subject to Income Tax

1. Click Add button to add new record
2. Fill in all mandatory fields, then click **Save** button. The **<Revert>** button is used to undo encoding or when the user does not want to save the encoded data.
3. Click Exit and you will be redirected to 1601F Form Menu

*Note: If the taxpayer's information was encoded from the Taxpayer Listing Menu, just enter the Taxpayer Identification Number and his/her information will be automatically retrieved.*

**SAWT Menu**

This is the Summary Alphalist of Withholding Taxes (SAWT) menu where attachment to BIR Form Nos. 1700, 1701Q, 1701, 1702Q, 1702, 2550M, 2551M and 2553 can be encoded

4. Select a form from the SAWT Form lists
5. Click Add/Update button
6. An information message saying "You are working for the Attachment of <selected form> for the month of <month, year> will appear
7. Click OK

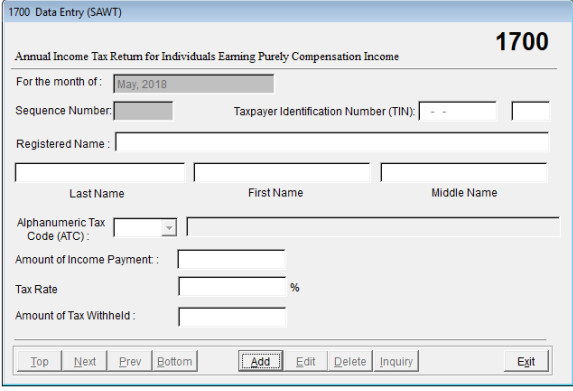

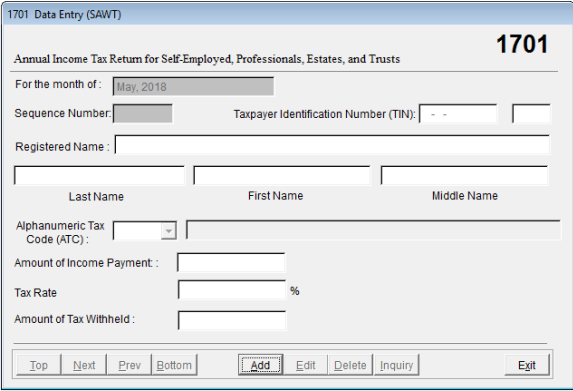

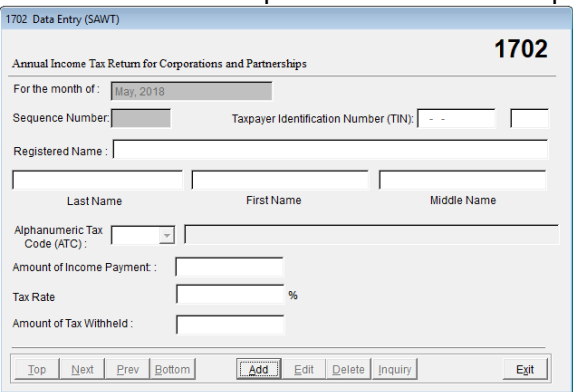

Note: Do above procedures (1-4) for all forms under SAWT

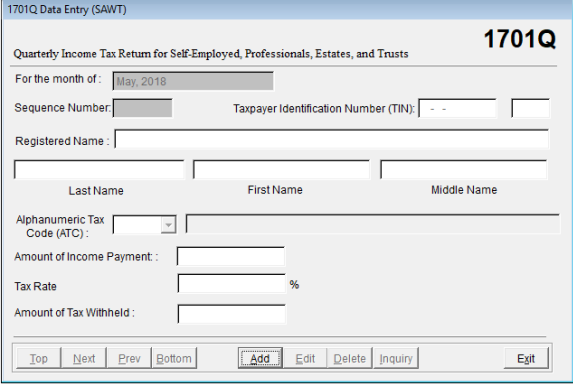

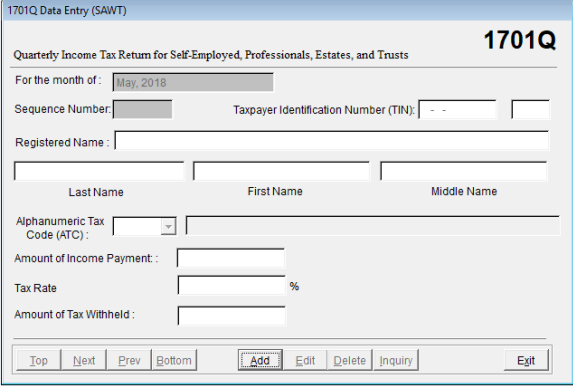

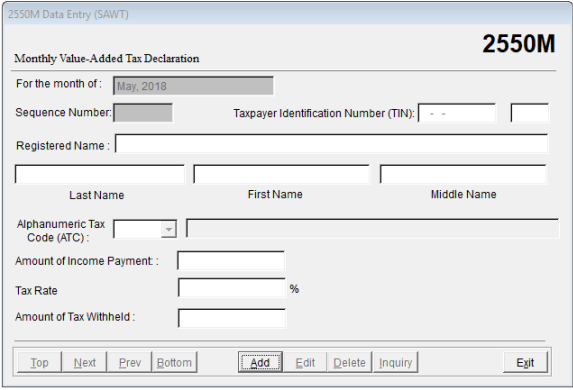

**1700 Data Entry (SAWT) Menu**

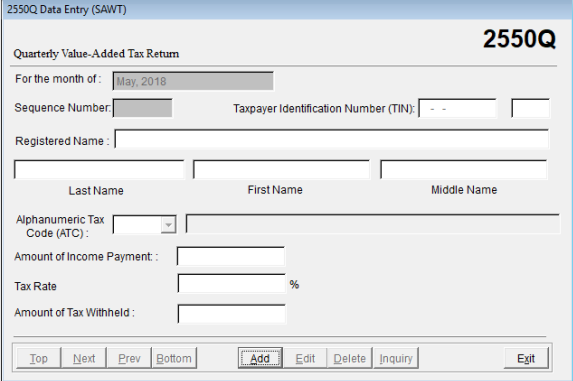

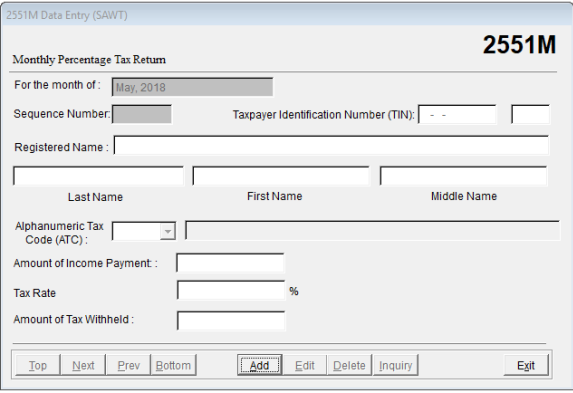

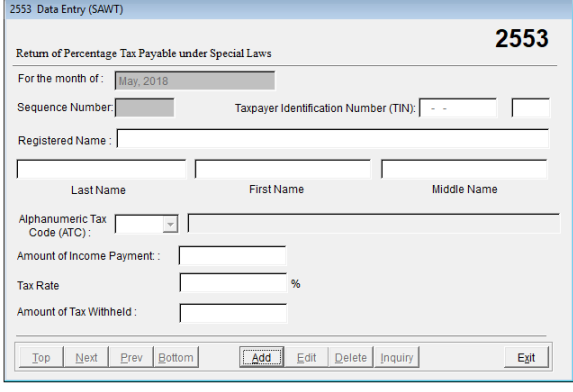
This is the data entry for Annual Income Tax Return for Individuals Earning Purely Compensation Income

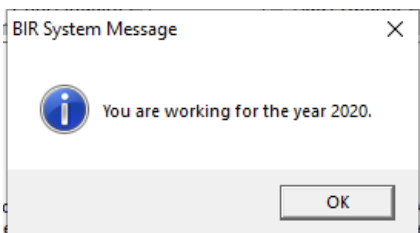
1. Click Add button to add new record
2. Fill in all mandatory fields, then click **Save** button. The **<Revert>** button is used to undo encoding or when the user does not want to save the encoded data.
3. Click Exit and you will be redirected to SAWT Menu



|   |   |
|---|---|
|    | <p><i>Note: If the taxpayer's information was encoded from the Taxpayer Listing Menu, just enter the Taxpayer Identification Number and his/her information will be automatically retrieved.</i></p>  |
| <p><b>1701 Data Entry (SAWT) Menu</b></p> <p> This is the data entry for Annual Income Tax Return for Self-employed, Professionals, Estates, and Trusts</p>  | <ol style="list-style-type: none"> <li>1. Click Add button to add new record</li> <li>2. Fill in all mandatory fields, then click <b>Save</b> button. The <b>&lt;Revert&gt;</b> button is used to undo encoding or when the user does not want to save the encoded data.</li> <li>3. Click Exit and you will be redirected to SAWT Menu</li> </ol> <p><i>Note: If the taxpayer's information was encoded from the Taxpayer Listing Menu, just enter the Taxpayer Identification Number and his/her information will be automatically retrieved.</i></p> |
| <p><b>1702 Data Entry (SAWT) Menu</b></p> <p> This is the data entry for Annual Income Tax Return for Corporations and Partnerships</p>                   | <ol style="list-style-type: none"> <li>1. Click Add button to add new record</li> <li>2. Fill in all mandatory fields, then click <b>Save</b> button. The <b>&lt;Revert&gt;</b> button is used to undo encoding or when the user does not want to save the encoded data.</li> <li>3. Click Exit and you will be redirected to SAWT Menu</li> </ol> <p><i>Note: If the taxpayer's information was encoded from the Taxpayer Listing Menu, just enter the Taxpayer Identification Number and his/her information will be automatically retrieved.</i></p> |
| <p><b>1701Q Data Entry (SAWT) Menu</b></p> <p> This is the data entry for Quarterly Income Tax Return for Self-employed, Professionals, Estates, and Trusts</p>  | <ol style="list-style-type: none"> <li>1. Click Add button to add new record</li> <li>2. Fill in all mandatory fields, then click <b>Save</b> button. The <b>&lt;Revert&gt;</b> button is used to undo encoding or when the user does not want to save the encoded data.</li> </ol>   |

|   |   |
|---|---|
|    | <p>3. Click Exit and you will be redirected to SAWT Menu</p> <p><i>Note: If the taxpayer's information was encoded from the Taxpayer Listing Menu, just enter the Taxpayer Identification Number and his/her information will be automatically retrieved.</i></p>   |
| <p><b>1701Q Data Entry (SAWT)</b></p> <p> This is the data entry for Quarterly Income Tax Return for Self-employed, Professionals, Estates, and Trust</p>  | <ol style="list-style-type: none"> <li>1. Click Add button to add new record</li> <li>2. Fill in all mandatory fields, then click <b>Save</b> button. The <b>&lt;Revert&gt;</b> button is used to undo encoding or when the user does not want to save the encoded data.</li> <li>3. Click Exit and you will be redirected to SAWT Menu</li> </ol> <p><i>Note: If the taxpayer's information was encoded from the Taxpayer Listing Menu, just enter the Taxpayer Identification Number and his/her information will be automatically retrieved.</i></p> |
| <p><b>2550M Data Entry (SAWT) Menu</b></p> <p> This is the data entry for Monthly VAT declaration</p>   | <ol style="list-style-type: none"> <li>1. Click Add button to add new record</li> <li>2. Fill in all mandatory fields, then click <b>Save</b> button. The <b>&lt;Revert&gt;</b> button is used to undo encoding or when the user does not want to save the encoded data.</li> <li>3. Click Exit and you will be redirected to SAWT Menu</li> </ol> <p><i>Note: If the taxpayer's information was encoded from the Taxpayer Listing Menu, just enter the Taxpayer Identification Number and his/her information will be automatically retrieved.</i></p> |
| <p><b>2550Q Data Entry (SAWT) Menu</b></p> <p> This is the data entry for Quarterly VAT return</p>   | <ol style="list-style-type: none"> <li>1. Click Add button to add new record</li> <li>2. Fill in all mandatory fields, then click <b>Save</b> button. The <b>&lt;Revert&gt;</b> button is used to undo encoding or when the user does not want to save the encoded data.</li> </ol>   |

|  |   |
|--|---|
|   | <p>3. Click Exit and you will be redirected to SAWT Menu</p> <p><i>Note: If the taxpayer's information was encoded from the Taxpayer Listing Menu, just enter the Taxpayer Identification Number and his/her information will be automatically retrieved.</i></p>   |
| <p><b>2551M Data Entry (SAWT) Menu</b></p> <p> This is the data entry for Monthly Percentage Tax return</p>                       | <ol style="list-style-type: none"> <li>1. Click Add button to add new record</li> <li>2. Fill in all mandatory fields, then click <b>Save</b> button. The <b>&lt;Revert&gt;</b> button is used to undo encoding or when the user does not want to save the encoded data.</li> <li>3. Click Exit and you will be redirected to SAWT Menu</li> </ol> <p><i>Note: If the taxpayer's information was encoded from the Taxpayer Listing Menu, just enter the Taxpayer Identification Number and his/her information will be automatically retrieved.</i></p> |
| <p><b>2553 Data Entry (SAWT) Menu</b></p> <p> This is the data entry for Percentage Tax Payable under Special Laws return</p>  | <ol style="list-style-type: none"> <li>1. Click Add button to add new record</li> <li>2. Fill in all mandatory fields, then click <b>Save</b> button. The <b>&lt;Revert&gt;</b> button is used to undo encoding or when the user does not want to save the encoded data.</li> <li>3. Click Exit and you will be redirected to SAWT Menu</li> </ol> <p><i>Note: If the taxpayer's information was encoded from the Taxpayer Listing Menu, just enter the Taxpayer Identification Number and his/her information will be automatically retrieved.</i></p> |

**1604C Menu**


1. 1604C Form Menu with 2 schedules will appear.
2. Click <Schedule 1>
3. An information message saying "You are working for the year <year>"
4. Click OK

*Note: Do above procedures (1-4) for Schedules 1 and 2.*

**1604C Data Entry Menu – Schedule 1**

This is the data entry for Alphabetical List of Employees

1. Click Add button to add new record
2. Fill in all mandatory fields, then click **Save** button. The **<Revert>** button is used to undo encoding or when the user does not want to save the encoded data.
3. Click Exit and you will be redirected to 1604C Menu

*Note: If the taxpayer's information was encoded from the Taxpayer Listing Menu, just enter the Taxpayer Identification Number and his/her information will be automatically retrieved.*

**1604C Data Entry Menu – Schedule 2**

This is the data entry for Alphalist of Minimum Wage Earners

1. Click Add button to add new record
2. Fill in all mandatory fields, then click **Save** button. The **<Revert>** button is used to undo encoding or when the user does not want to save the encoded data.

1604 Schedule 2 Data Entry

**Schedule 2**  
Alphalist of Minimum Wage Earners (Declared and Certified using BIR Form No. 2316)

**1604C**

Sequence Number:  Taxpayer Identification Number (TIN):  Region:

Last Name:  First Name:  Middle Name:  Nationality:

Current Employment Status:  Employment From:  // Employment To:  //

Reason of Separation:  Factor Used (No. of Days / Year):

NON-TAXABLE  TAXABLE  OTHER ITEMS

**Payment from Present Employer**

|                     |                                    |                                      |   |  |
|---------------------|------------------------------------|--------------------------------------|---|--|
| Gross Comp. Income  | Basic Statutory Minimum Wage / Day | Basic Statutory Minimum Wage / Month | Basic Statutory Minimum Wage / Year         | Basic Statutory Min. Wage (Net of SSS/GSIS/PRIC/HRDP/Union Dues) |
| Holiday Pay         | Overtime Pay Minimum Wage / Day    | Night Shift Differential             | Hazard Pay                                  | 13th Month & Other Benefits                                      |
| De Minimis Benefits | SSS, GSIS, PAG-IBIG & Union Dues   | Salaries & Other Forms of Comp.      | Total Nontaxable/Exempt Compensation Income |  |

**Payment from Previous Employer**

|                         |                             |                     |                                  |                                 |
|-------------------------|-----------------------------|---------------------|----------------------------------|---------------------------------|
| Gross Comp. Income      | Basic Statutory Min. Wage   | Holiday Pay         | Overtime Pay                     | Night Shift Differential        |
| Hazard Pay              | 13th Month & Other Benefits | De Minimis Benefits | SSS, GSIS, PAG-IBIG & Union Dues | Salaries & Other Forms of Comp. |
| Total Nontaxable/Exempt |                             |                     |                                  |                                 |

3. Click Exit and you will be redirected to 1604C Menu

*Note: If the taxpayer's information was encoded from the Taxpayer Listing Menu, just enter the Taxpayer Identification Number and his/her information will be automatically retrieved.*

**1604E Menu**

1604E Menu

**Annual Information Return of Creditable Income Taxes Withheld (Expanded) / Income Payments Exempt From Withholding Tax**

Schedule 3

Schedule 4


Year of Return Period

Amended Return  No of Sheets Attached

1. 1604E Form Menu with 2 schedules will appear.
2. Click <Schedule 1>
3. An information message saying "You are working for the year <year>"
4. Click OK

*Note: Do above procedures (1-4) for Schedules 3 and 4.*

### 1604E Data Entry Menu – Schedule 3

 This is the data entry for Alphalist of Payees Subject to Expanded Withholding Tax

1604E Schedule 3 Data Entry

**Schedule 3**  
Alphalist of Payees Subject to Expanded Withholding Tax (Reported under Form 2307)

**1604E**

Sequence Number:  Taxpayer Identification Number (TIN):

Registered Name:

Last Name:  First Name:  Middle Name:

Alphanumeric Tax Code (ATC):

Amount of Income Payment:


Rate of Tax:  %

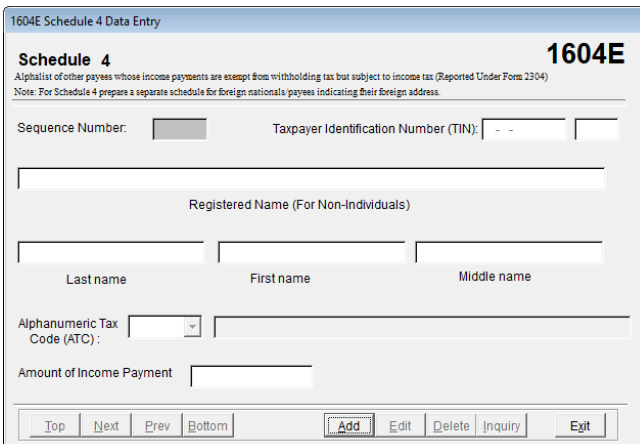
Amount of Tax Withheld:

1. Click Add button to add new record
2. Fill in all mandatory fields, then click **Save** button. The **<Revert>** button is used to undo encoding or when the user does not want to save the encoded data.
3. Click Exit and you will be redirected to 1604E Menu

*Note: If the taxpayer's information was encoded from the Taxpayer Listing Menu, just enter the Taxpayer Identification Number and his/her information will be automatically retrieved*

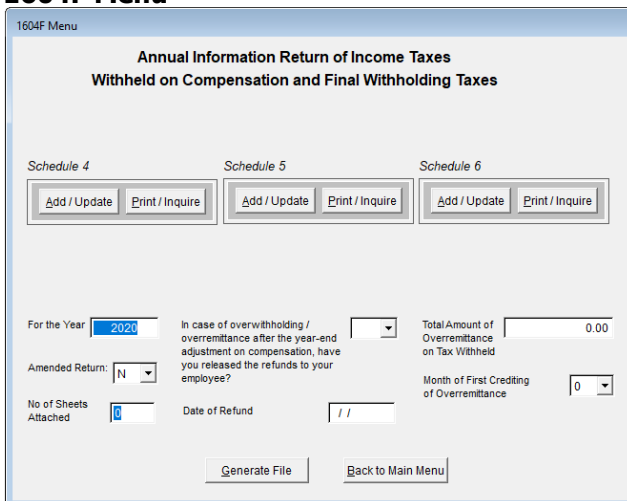
**1604E Data Entry Menu – Schedule 4**

-  This is the data entry for Alphalist of Other Payees Whose Income Payments Are Exempt from Withholding Tax but Subject to Income Tax (Reported Under Form 2304)



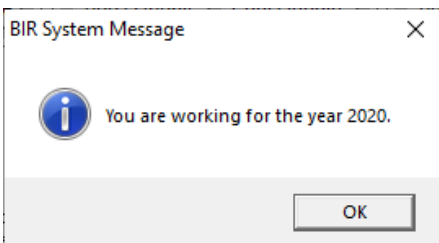
1. Click Add button to add new record
2. Fill in all mandatory fields, then click **Save** button. The **<Revert>** button is used to undo encoding or when the user does not want to save the encoded data.
3. Click Exit and you will be redirected to 1604E Menu


*Note: If the taxpayer's information was encoded from the Taxpayer Listing Menu, just enter the Taxpayer Identification Number and his/her information will be automatically retrieved*

**1604F Menu**


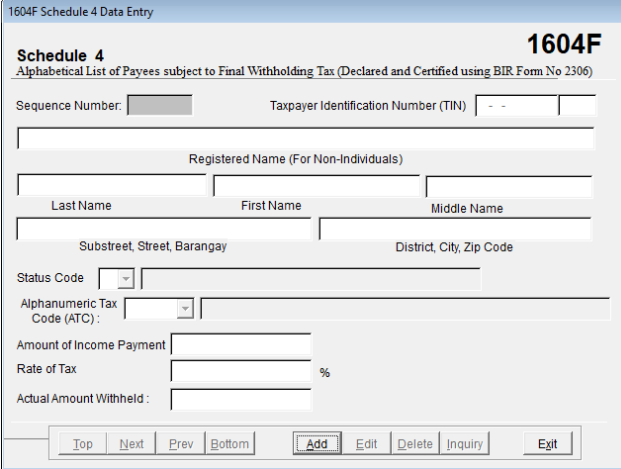

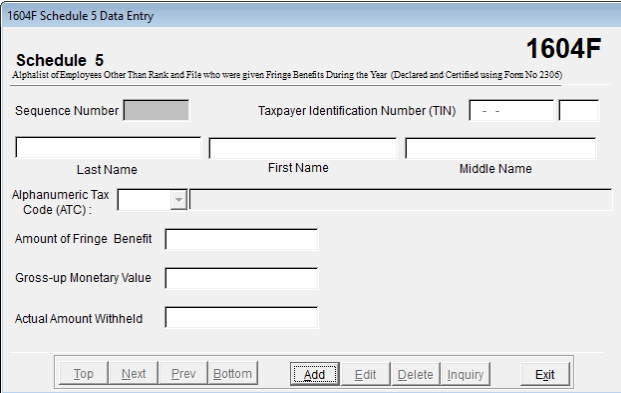

1. 1604F Form Menu with 3 schedules will appear.
2. Click <Schedule 1>
3. An information message saying "You are working for the year <year>"
4. Click OK

*Note: Do above procedures (1-4) for Schedules 4, 5, and 6.*


**1604F Data Entry Menu – Schedule 4**

-  This is the data entry for Alphabetical List of Payees subject to Final Withholding Tax (Declared and Certified using BIR Form No. 2306)

1. Click Add button to add new record
2. Fill in all mandatory fields, then click **Save** button. The **<Revert>** button is used to undo encoding or when the user does not want to save the encoded data.

|   |  |
|---|--|
|    | <ol style="list-style-type: none"> <li>3. Click Exit and you will be redirected to 1604F Menu</li> </ol> <p><i>Note: If the taxpayer's information was encoded from the Taxpayer Listing Menu, just enter the Taxpayer Identification Number and his/her information will be automatically retrieved.</i></p>  |
| <p><b>1604F Data Entry Menu – Schedule 5</b></p> <p> This is the data entry for Alphalist of Employees other than Rank and File who were given Fringe Benefits During the Year (Reported under Form 2306)</p>  | <ol style="list-style-type: none"> <li>1. Click Add button to add new record</li> <li>2. Fill in all mandatory fields, then click <b>Save</b> button. The <b>&lt;Revert&gt;</b> button is used to undo encoding or when the user does not want to save the encoded data.</li> <li>3. Click Exit and you will be redirected to 1604F Menu</li> </ol> <p><i>Note: If the taxpayer's information was encoded from the Taxpayer Listing Menu, just enter the Taxpayer Identification Number and his/her information will be automatically retrieved.</i></p> |
| <p><b>1604F Data Entry Menu – Schedule 6</b></p> <p> This is the data entry for Alphabetical List of Other Payees Whose Income Payments Are Exempt from Withholding Tax but Subject to Income Tax (Declared and certified using BIR Form No. 2304)</p>   | <ol style="list-style-type: none"> <li>1. Click Add button to add new record</li> <li>2. Fill in all mandatory fields, then click <b>Save</b> button. The <b>&lt;Revert&gt;</b> button is used to undo encoding or when the user does not want to save the encoded data.</li> <li>3. Click Exit and you will be redirected to 1604F Menu</li> </ol> <p><i>Note: If the taxpayer's information was encoded from the Taxpayer Listing Menu, just enter the Taxpayer Identification Number and his/her information will be automatically retrieved.</i></p> |

1604F Schedule 6 Data Entry

**1604F**

**Schedule 6**  
Alphabetical List of Other Payees Whose Income Payments are Exempt from Withholding Tax  
but Subject to Income Tax (Declared and certified using BIR Form No. 2304)

Sequence Number:  Taxpayer Identification Number (TIN)  - -

Registered Name (For Non-Individuals)

Last Name  First Name  Middle Name

Substreet, Street, Barangay  District, City, Zip Code

Status Code

Alphanumeric Tax Code (ATC):

Amount of Income Payment

### Generate File Functionality

- ✚ This is a generic functionality that is available to all forms (MAP, QAP, SAWT, 1604C, 1604E, and 1604F)
- ✚ File will be saved to its root directory or where the application is installed (default is drive C)

Save As

Save in: BIRALPHA70

| Name          | Date modified      |
|---------------|--------------------|
| Archive       | 12/11/2020 2:40 pm |
| BITMAPS       | 12/11/2020 2:40 pm |
| DATA          | 12/16/2020 3:42 pm |
| eAlpha        | 12/11/2020 2:40 pm |
| EncryptedFile | 12/11/2020 2:40 pm |

Specify Save: 20031226000001220201600VT

Save as type: DAT

BIR System Message

Do you want to view the file created?

Microsoft Visual FoxPro

File Successfully created in  
C:\BIRALPHA70\20031226000001220201600VT.DAT

### For MAP/SAWT/1604C/1604E/1604F

1. In the selected form, validate that the month to be generated is specified in the fields "For the Month of"
2. Click <Generate File>
3. The Save As dialogue box will appear, click <Save>
4. A BIR System Message saying "Do you want to view the file created?" will appear
5. Click either <Yes> or <No> depending on your preference

### For QAP – 3 files will be generated

1. In the selected form, select a quarter to be generated on the field "For the Quarter of"
2. Click <Generate File>
3. The Save As dialogue box will appear, click <Save> (do it three (3) times)
4. An information message saying "File Successfully created in <directory> will appear
5. Click <OK>



**Generate File Functionality – QAP**

- ✚ This is a new functionality under QAP that is available to the annual alphalists for 1604E and 1604F may now be generated without re-encoding the information.

The screenshot shows the '1601E Menu' window titled 'Monthly Remittance Return of Creditable Income Taxes Withheld (Expanded)'. It features two tabs: 'Schedule 1' and 'Schedule 2', each with 'Add / Update' and 'Print / Inquire' buttons. Below the tabs, there are input fields for 'For the month of' (set to '12' and '2020'), 'Amended Return' (set to 'N'), 'No of Sheets Attached' (set to '0'), 'Any Taxes Withheld?' (set to 'N'), and 'Are there payees availing of tax relief under Special Law or International Tax Treaty?' (set to 'N'). A 'For the quarter of' dropdown is also present. A prominent 'Generate File' button is shown with a tooltip: 'This button generates a .DAT file for validation and submission to BIR'. At the bottom, there are buttons for 'Generate 1604E File' and 'Back to QAP Sub Menu'.

The screenshot shows a 'BIR System Message' dialog box with an information icon and the text: 'You are generating for the year of 2020.' An 'OK' button is located at the bottom right.

The screenshot shows a 'Save As' dialog box. The 'Save in:' field is set to 'BIRALPHA70'. The file list shows folders: 'Archive', 'BITMAPS', 'DATA', 'eAlpha', and 'EncryptedFile'. The 'Specify Save' field contains the filename '2003122600000123120201604e'. The 'Save as type' is set to 'DAT'. Buttons for 'Save', 'Cancel', 'Help', and 'Code Page...' are visible.


The screenshot shows a 'BIR System Message' dialog box with a question mark icon and the text: 'Do you want to view the file created?'. There are 'Yes' and 'No' buttons at the bottom.

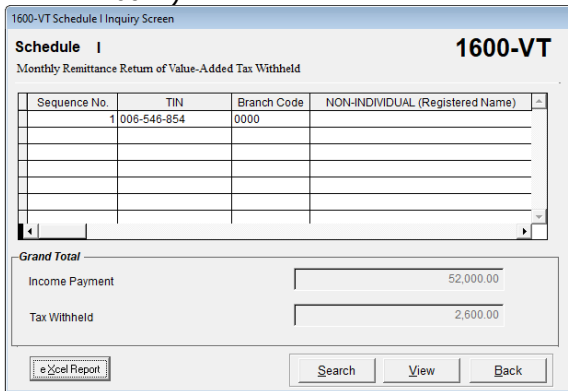
The screenshot shows a 'Microsoft Visual FoxPro' message box with an information icon and the text: 'File Successfully created in C:\BIRALPHA70\2003122600000123120201604E.DAT'. An 'OK' button is at the bottom.

**For Annual Alphalists**

1. Click <Generate 1604E File>
6. The Save As dialogue box will appear, click <Save>
7. A BIR System Message saying "Do you want to view the file created?" will appear
8. Click either <Yes> or <No> depending on your preference

**Print/Inquire Functionality**

 This is a generic functionality that is available to all forms (MAP, QAP, SAWT, 1604C, 1604E and 1604F)



| Sequence No. | TIN         | Branch Code | NON-INDIVIDUAL (Registered Name) |
|--------------|-------------|-------------|----------------------------------|
| 1            | 006-546-854 | 0000        |                                  |
|              |             |             |                                  |
|              |             |             |                                  |
|              |             |             |                                  |
|              |             |             |                                  |
|              |             |             |                                  |
|              |             |             |                                  |
|              |             |             |                                  |
|              |             |             |                                  |
|              |             |             |                                  |

**Grand Total**

Income Payment: 52,000.00

Tax Withheld: 2,600.00

Buttons: [Excel Report](#), [Search](#), [View](#), [Back](#)

For MAP/SAWT/1604C/1604E/1604F

1. In the selected form, validate that the month to be generated is specified in the field "For the Month of "
2. Click <Print/Inquire>

For QAP

1. In the selected form, select a quarter to be generated in the field "For the Quarter of"
2. Click <Print/Inquire>