

How To Change Tax Date

Scenario:

Assume now in November, Customer C wants to change tax date from November to December because they will submit the taxation forms in December.

Solution

1. Select the **three dots** in the column of **doc date** to view the posting date.





2. After selecting the three dots, a message box will prompts out. You can select the drop down list to change for tax date.

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і								Tax Date: also known as 'GST Date', The date we post to the GST Return Form, e.g. if you want to daim										
								your input tax	later, you can always select different date compare									
								WTax Date: T	he date for Withholding Tax posting.									
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3. Select the tax date and click OK.

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Output:

For checking, you can select the three dots in the doc date column. Double-check the tax date and click Save. Now you can see that the tax date has been changed from November to December.

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