

How to Setup Federal Withholding Tax - FWT

1. Go to Common Info > Company Location.
2. Select a location from the search screen. Then click open.
3. Navigate to Purchase tab. Enter amount in Withhold Percent field.

The screenshot shows a software interface with a top menu bar containing 'New', 'Save', 'Search', 'Delete', 'Undo', and 'Close'. Below this is a tabbed interface with tabs for 'Detail', 'Setup', 'GL Accounts', 'Sales', 'Grain', 'Point of Sale', 'Pricing', 'Cash Deposit', 'Sub Location', 'Purchase', 'Logistics', and 'Contract Management'. The 'Purchase' tab is active. The main area contains three input fields: 'Withhold Percent' (set to 0%), 'Company Name', and 'Print Sign Off'. At the bottom, there is a status bar with a question mark, a globe icon, a lightbulb icon, an envelope icon, the text 'Edited', and a page indicator 'Page 1 of 1'.

4. Click Save.