Tax Management System

For Adamawa State Sustainable Revenue Enhancement Programme

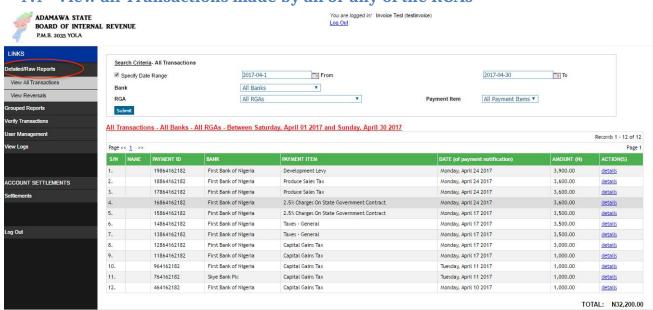
Ke Nako Ltd.

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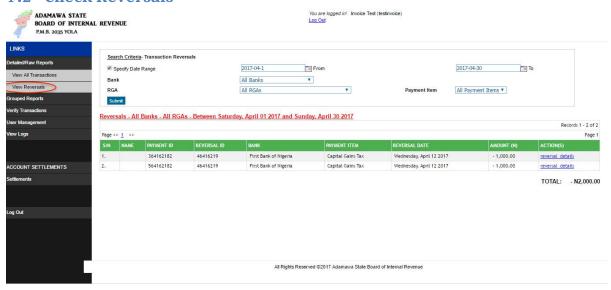
1 View All Transactions in Detail





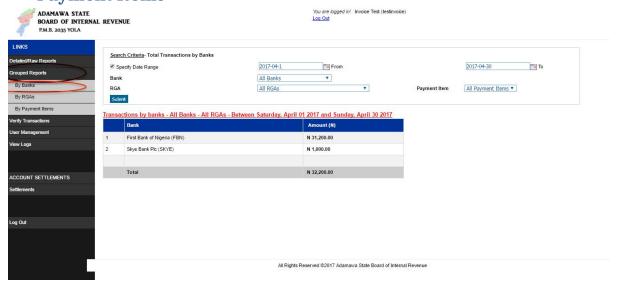
- i. Click on View All Transactions under Detailed/Raw Reports
- ii. Click **Specify Date Range**, then insert the date range in **From** and **To** text boxes to search by **Date**
- iii. You can filter search by Banks, RGAs and Payment Items.
 - Select All Banks or any bank from the Bank drop down list to search by banks
 - b. Select All RGAs or any RGA from the RGA drop down list to search by RGAs
 - c. Select **All Payments Items** or any Payment Item from the **Payment Item** drop down list to search by Payment Item
- iv. Click **Submit** to run the query.
- v. To view details of any of the listed items on the table, click **details** under the **ACTION(S)** column of the table.

1.2 Check Reversals



- i. Click on View Reversals under Detailed/Raw Reports
- ii. Click **Specify Date Range**, then insert the date range in **From** and **To** text boxes to search by **Date**
- iii. You can also filter search by Banks, RGAs and Payment Items
 - Select All Banks or any bank from the Bank drop down list to search by banks
 - b. Select All RGAs or any RGA from the RGA drop down list to search by RGAs
 - c. Select **All Payments Items** or any Payment Item from the **Payment Item** drop down list to search by Payment Item
- iv. Click **Submit** to run the guery.
- v. To view details of any of the listed items on the table
 - a. Click reversal details under the ACTION(S) column of the table.

2 Generate Transaction Reports by Groups of RGAs, Banks and Payment Items

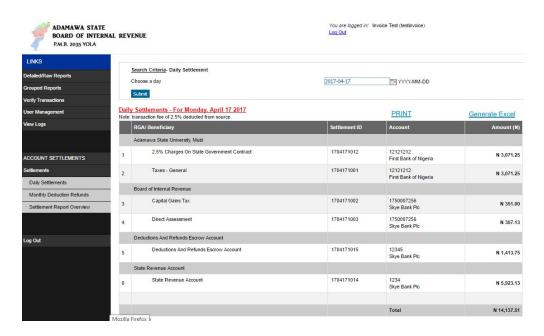


- To generate transaction reports by Banks, Click on By Banks under Grouped Reports.
 - a. Click Specify Date Range, then insert the date range in From and To text boxes to search by Date
 - b. You can also filter search by Banks, RGAs and Payment Items
 - Select All Banks or any bank from the Bank drop down list to search by banks
 - ii. Select **All RGAs** or any RGA from the **RGA** drop down list to search by RGAs
 - iii. Select **All Payments Items** or any Payment Item from the **Payment Item** drop down list to search by Payment Item
 - c. Click **Submit** to run the query.
- ii. To generate transaction reports by RGAs, click on **By RGAs Grouped Reports**.
 - a. Click **Specify Date Range**, then insert the date range in **From** and **To** text boxes to search by **Date**.
 - b. You can also filter search by Banks, RGAs and Payment Items
 - Select All Banks or any bank from the Bank drop down list to search by banks
 - ii. Select All RGAs or any RGA from the RGA drop down list to search by RGAs
 - iii. Select **All Payments Items** or any Payment Item from the **Payment Item** drop down list to search by Payment Item
 - c. Click **Submit** to run the query.
- iii. To generate Transaction reports by Payment Items, click on **By Payment Items** under **Grouped Reports**.
 - a. Click **Specify Date Range**, then insert the date range in **From** and **To** text boxes to search by **Date**.
 - b. You can also filter search by Banks, RGAs and Payment Items

- i. Select All Banks or any bank from the Bank drop down list to search by banks
- ii. Select All RGAs or any RGA from the RGA drop down list to search by RGAs
- iii. Select **All Payments Items** or any Payment Item from the **Payment Item** drop down list to search by Payment Item
- c. Click **Submit** to run the query.

3 Account Settlements

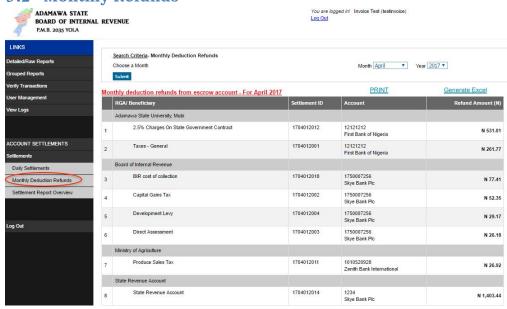
3.1 Generate Daily Settlements



- i. Click on Daily Settlements under Settlements
- ii. Choose a day by providing the date in the textbox following the format specified after the textbox.
- iii. Click the calendar icon after the textbox to open the date picker
- iv. Use the date picker to select a date of choice
- v. Click on **Submit** to run the query.
- vi. Click on **Print** to print hardcopy of the daily settlement report
- vii. Click on **Generate Excel** to generate an excel copy of the daily settlement report

Note: You can **ONLY** generate settlement reports for a day that has **ended**.

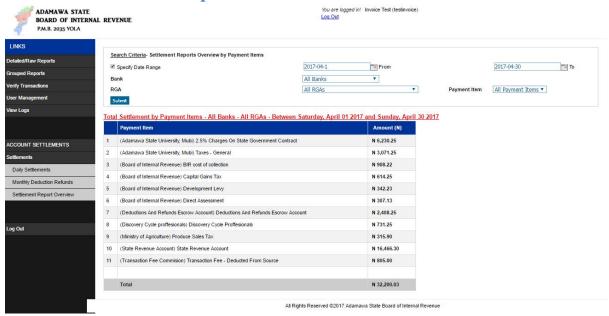
3.2 Monthly Refunds



- i. Click on Monthly Deduction Refunds under Settlements
- ii. Select a month from the Month drop down menu
- iii. Select a **year** from the **Year** drop down menu
- iv. Click on **Submit** to run the query.
- v. Click on **Print** to print a hardcopy of the Monthly Deduction Refunds report.
- vi. Click on **Generate Excel** to generate spread sheet copy of the Monthly Deduction Refunds report.

Note: You can **ONLY** generate Monthly Deduction Refunds report for a month that has **ended**.

3.3 Total Settlement Report Overview



- i. Click on Settlement Report Overview under Search Settlements Overview
 - a. Click Specify Date Range, then insert the date range in From and To text boxes to search by Date
- ii. You can also filter search by Banks, RGAs and Payment Items
 - Select All Banks or any bank from the Bank drop down list to search by banks
 - b. Select All RGAs or any RGA from the RGA drop down list to search by RGAs
 - c. Select **All Payments Items** or any Payment Item from the **Payment Item** drop down list to search by Payment Item
- iii. Click **Submit** to run the query.

3.4 Track Settlements

- i. Click on Track Settlements under Search Settlements Overview
- ii. Type the Payment ID in the **textbox** next to the **Payment ID** drop down menu.
- iii. Click on Submit to run the query.

4 Transaction Verification

4.1 Verify by Transaction ID

- iv. Click on By Transaction ID under Verify Transactions
- v. Type the Payment ID in the **textbox** next to the **Payment ID** drop down menu.
- vi. Click on **Submit** to run the guery.

4.2 Verify by Names

- i. Click on **By Names** under **Verify Transactions**
- ii. Type the Name in the **textbox** next to the **Names** drop down menu.
- iii. Click on **Submit** to run the query.

4.3 Very by Other Criteria

- i. Click on By Other Criteria under Verify Transactions
- ii. Select a **Criteria type** from the **Criteria** drop down menu.
- iii. Type your text in the text box next to the Criteria drop down.
- iv. Click on **Submit** to run the query.