

KE NAKO LTD.

Tax Management System

For Adamawa State Sustainable Revenue
Enhancement Programme

Ke Nako Ltd.


USER GUIDE

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1 View All Transactions in Detail

1.1 View all Transactions made by all or any of the RGAs

 **ADAMAWA STATE**
BOARD OF INTERNAL REVENUE
P.M.B. 2035 YOLA

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LINKS

- Detailed/Raw Reports**
- View All Transactions
- View Reversals

Grouped Reports

- Verify Transactions
- User Management
- View Logs

ACCOUNT SETTLEMENTS

- Settlements
- Log Out

Search Criteria - All Transactions

Specify Date Range 2017-04-1 From 2017-04-30 To

Bank: RGA: Payment Item:

All Transactions - All Banks - All RGAs - Between Saturday, April 01 2017 and Sunday, April 30 2017


Records 1 - 12 of 12 Page 1

S/N	NAME	PAYMENT ID	BANK	PAYMENT ITEM	DATE (of payment notification)	AMOUNT (N)	ACTION(S)
1.		19864162182	First Bank of Nigeria	Development Levy	Monday, April 24 2017	3,900.00	details
2.		18864162182	First Bank of Nigeria	Produce Sales Tax	Monday, April 24 2017	3,600.00	details
3.		17864162182	First Bank of Nigeria	Produce Sales Tax	Monday, April 24 2017	3,600.00	details
4.		16864162182	First Bank of Nigeria	2.5% Charges On State Government Contract	Monday, April 24 2017	3,600.00	details
5.		15864162182	First Bank of Nigeria	2.5% Charges On State Government Contract	Monday, April 17 2017	3,500.00	details
6.		14864162182	First Bank of Nigeria	Taxes - General	Monday, April 17 2017	3,500.00	details
7.		13864162182	First Bank of Nigeria	Taxes - General	Monday, April 17 2017	3,500.00	details
8.		12864162182	First Bank of Nigeria	Capital Gains Tax	Monday, April 17 2017	3,000.00	details
9.		11864162182	First Bank of Nigeria	Capital Gains Tax	Monday, April 17 2017	1,000.00	details
10.		964162182	First Bank of Nigeria	Capital Gains Tax	Tuesday, April 11 2017	1,000.00	details
11.		764162182	Skye Bank Plc	Capital Gains Tax	Tuesday, April 11 2017	1,000.00	details
12.		464162182	First Bank of Nigeria	Capital Gains Tax	Monday, April 10 2017	1,000.00	details

TOTAL: N32,200.00

- 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.
 - a. 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

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LINKS

- Detailed/Raw Reports
 - View All Transactions
 - View Reversals**
- Grouped Reports
- Verify Transactions
- User Management
- View Logs

ACCOUNT SETTLEMENTS

- Settlements
- Log Out

Search Criteria - Transaction Reversals

Specify Date Range 2017-04-1 From 2017-04-30 To

Bank: All Banks RGA: All RGAs Payment Item: All Payment Items

Reversals - All Banks - All RGAs - Between Saturday, April 01 2017 and Sunday, April 30 2017

Records 1 - 2 of 2
Page << 1 >> Page 1

S/N	NAME	PAYMENT ID	REVERSAL ID	BANK	PAYMENT ITEM	REVERSAL DATE	AMOUNT (N)	ACTION(S)
1.		364162182	46416219	First Bank of Nigeria	Capital Gains Tax	Wednesday, April 12 2017	- 1,000.00	reversal details
2.		564162182	46416219	First Bank of Nigeria	Capital Gains Tax	Wednesday, April 12 2017	- 1,000.00	reversal details

TOTAL: - N2,000.00

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- 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
 - a. 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
 - a. Click **reversal details** under the **ACTION(S)** column of the table.

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

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LINKS

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Grouped Reports

By Banks

By RGAs

By Payment Items

Verify Transactions

User Management

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ACCOUNT SETTLEMENTS

Settlements

Log Out

Search Criteria- Total Transactions by Banks

Specify Date Range

2017-04-1 From 2017-04-30 To

Bank All Banks

RGA All RGAs

Payment Item All Payment Items

Submit

Transactions by banks - All Banks - All RGAs - Between Saturday, April 01 2017 and Sunday, April 30 2017

	Bank	Amount (N)
1	First Bank of Nigeria (FBN)	N 31,200.00
2	Skye Bank Plc (SKYE)	N 1,000.00
	Total	N 32,200.00

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- i. 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
 - 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.
- 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
 - 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.
- 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

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View Logs

ACCOUNT SETTLEMENTS
Settlements
Daily Settlements
Monthly Deduction Refunds
Settlement Report Overview

Log Out

Search Criteria- Daily Settlement
Choose a day: 2017-04-17 [calendar icon] YYYY-MM-DD
[Submit](#)

Daily Settlements - For Monday, April 17 2017
Note: transaction fee of 2.5% deducted from source


[PRINT](#) [Generate Excel](#)

	RGA/ Beneficiary	Settlement ID	Account	Amount (N)
	Adamawa State University, Mubi			
1	2.5% Charges On State Government Contract	1704171012	12121212 First Bank of Nigeria	N 3,071.25
2	Taxes - General	1704171001	12121212 First Bank of Nigeria	N 3,071.25
	Board of Internal Revenue			
3	Capital Gains Tax	1704171002	1750007256 Skye Bank Plc	N 351.00
4	Direct Assessment	1704171003	1750007256 Skye Bank Plc	N 307.13
	Deductions And Refunds Escrow Account			
5	Deductions And Refunds Escrow Account	1704171015	12345 Skye Bank Plc	N 1,413.75
	State Revenue Account			
6	State Revenue Account	1704171014	1234 Skye Bank Plc	N 5,923.13
			Total	N 14,137.51

- 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



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LINKS

- Detailed/Raw Reports
- Grouped Reports
- Verify Transactions
- User Management
- View Logs

ACCOUNT SETTLEMENTS

- Settlements
- Daily Settlements
- Monthly Deduction Refunds**
- Settlement Report Overview

Log Out

Search Criteria: Monthly Deduction Refunds

Choose a Month: Month: Year:

Monthly deduction refunds from escrow account - For April 2017 [PRINT](#) [Generate Excel](#)

	RGA/ Beneficiary	Settlement ID	Account	Refund Amount (N)
Adamawa State University, Mubi				
1	2.5% Charges On State Government Contract	1704012012	12121212 First Bank of Nigeria	N 531.01
2	Taxes - General	1704012001	12121212 First Bank of Nigeria	N 261.77
Board of Internal Revenue				
3	BIR cost of collection	1704012018	1750007256 Skye Bank Plc	N 77.41
4	Capital Gains Tax	1704012002	1750007256 Skye Bank Plc	N 52.35
5	Development Levy	1704012004	1750007256 Skye Bank Plc	N 29.17
6	Direct Assessment	1704012003	1750007256 Skye Bank Plc	N 26.18
Ministry of Agriculture				
7	Produce Sales Tax	1704012011	1010520928 Zenith Bank International	N 26.92
State Revenue Account				
8	State Revenue Account	1704012014	1234 Skye Bank Plc	N 1,403.44

- 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

LINKS

Failed/Raw Reports

Grouped Reports

Verify Transactions

User Management

View Logs

ACCOUNT SETTLEMENTS

Settlements

Daily Settlements

Monthly Deduction Refunds

Settlement Report Overview

Log Out

Search Criteria- Settlement Reports Overview by Payment Items

Specify Date Range 2017-04-1 From 2017-04-30 To

Bank: All Banks

RGA: All RGAs

Payment Item: All Payment Items

Total Settlement by Payment Items - All Banks - All RGAs - Between Saturday, April 01 2017 and Sunday, April 30 2017

#	Payment Item	Amount (N)
1	(Adamawa State University, Mubi) 2.5% Charges On State Government Contract	N 6,230.25
2	(Adamawa State University, Mubi) Taxes - General	N 3,071.25
3	(Board of Internal Revenue) BIR cost of collection	N 908.22
4	(Board of Internal Revenue) Capital Gains Tax	N 614.25
5	(Board of Internal Revenue) Development Levy	N 342.23
6	(Board of Internal Revenue) Direct Assessment	N 307.13
7	(Deductions And Refunds Escrow Account) Deductions And Refunds Escrow Account	N 2,408.25
8	(Discovery Cycle professionals) Discovery Cycle Professionals	N 731.25
9	(Ministry of Agriculture) Produce Sales Tax	N 315.90
10	(State Revenue Account) State Revenue Account	N 16,466.30
11	(Transaction Fee Commission) Transaction Fee - Deducted From Source	N 805.00
Total		N 32,200.03

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- 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
 - a. 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 query.

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.