



ETHIOPIA
Ethiopian Revenues and Customs Authority



SIGTAS User Guide

03 – Cashing

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About this Guide

Introduction

This document is a reference guide for the cashing section in the Standard Integrated Government Tax Administration System (SIGTAS). It describes the tasks that you can perform and the reports that you can create in the **Cash/Collect > Cashing** menu.

For more information on how to use SIGTAS, refer to the **SIGTAS General Help Guide**. It describes the common user interface items in SIGTAS, the common terminology that is used throughout the user guides, and instructions on how to navigate within SIGTAS.

For more information about the cashing business procedures, refer to the appropriate procedure manuals.

Audience

This user's guide is targeted at revenue department personnel who must perform the following tasks in SIGTAS:

- Capture payments
- Reverse payments
- Distribute arrears
- View information about payments and reverse payments
- View information about collected tax per tax type
- Create cash balance reports
- Create monthly cash and VAT revenue reports
- Capture and cancel payment vouchers
- Create payment voucher reports

About Cashing

Introduction

When taxpayers make payments on their tax accounts, the information about the payment must be captured in SIGTAS. The *Cashing* section of SIGTAS allows you to capture this payment information. The payment can be distributed automatically or manually among outstanding arrears between tax, interest and penalties, as well as tax types and tax periods. When a payment has been captured, a receipt can be printed and sent to the taxpayer. If necessary, payments can also be reversed.

Payment vouchers that are issued to the cashiers as a receipt of payment after a payment has been deposited at the bank can also be captured or cancelled.

It is important to enter the payment date and amount correctly. If the payment date is incorrect, SIGTAS might charge interest on a tax account that was paid in full and on time. If the amount is incorrect, SIGTAS will calculate an overpayment or an underpayment.

Many types of reports can be created to verify the daily or monthly cash balance, the monthly revenue, payments and reverse payments, and to view information about payment vouchers and tax collected per tax type.

Common Cashing Terminology

The following terms are commonly used in the cashing section of SIGTAS.

Arrears Distribution

Arrears distribution refers to distributing payments for outstanding arrears among tax, penalties and interest, as well as tax periods and tax types. You can distribute arrears manually or allow SIGTAS to distribute the arrears automatically.

Capturing a Payment

Capturing a payment refers to entering information about a payment into SIGTAS.

Interest

Interest refers to additional charges on a tax account when payment has not been received by the payment due date.

Penalties

Penalties refer to additional charges on a tax account for infractions of tax law, such as late-filing or late-payment.

Tax

Tax refers to any charges levied on taxpayers by the revenue department, or by other departments for which revenue is collected by the revenue department. Tax does not include penalties or interest.

Taxpayer

A taxpayer is either an individual or an enterprise that is liable for paying taxes.

TIN

TIN refers to the Taxpayer Identification Number that is assigned to each taxpayer.

About Payments

Capturing a payment refers to entering payment information in SIGTAS. Payments are captured in SIGTAS using the **Capture a Tax Payment** (CA71S) screen. Payments are applied to the tax owing, and any penalties or interest charges. A SIGTAS document number from an official document should always be used when capturing payments. If a SIGTAS document number is unavailable, you can enter a manual receipt number. However, this should be in exceptional circumstances only.

Reversing Payments

When a payment transaction error occurs, the payment can be reversed in SIGTAS and re-captured correctly.

Arrears Distribution

When a payment is automatically distributed among several tax periods that have tax, penalty and interest charges, the payment is first applied to the oldest tax period and then to the more recent ones. The payment is first applied to tax, then to penalties and finally to interest.

Capturing a Payment

When payments are received from taxpayers, the amounts must be captured in SIGTAS in the **Capture a Tax Payment** (CA71S) screen. All payments must be accompanied by an official document such as a self-declaration form, an assessment notice, a late-payment reminder or a tax account statement. If the taxpayer does not have an official document, a manual receipt number must be entered to capture the payment.

Payments can be made electronically, by cash, by cheque (certified, personal, or post dated) or by government voucher cheque. If the method of payment is a personal cheque, SIGTAS verifies the non-sufficient funds (NSF) status of the taxpayer before proceeding. If cheques cannot be accepted from the taxpayer, you cannot proceed to capture the payment unless the form of payment is changed to another form.

Partial payments for immediate assessments for stamp duty and turnover tax on agricultural products are not possible. The **Capture a Tax Payment** (CA71S) screen will disallow the tax officer to capture a partial payment for a liability calculated for these taxes.

To capture a payment, do as follows:

1. On the **Cash/Collect** menu, click **Cashing**, and then **Capture a Payment**. The **Capture a Tax Payment** (CA71S) screen opens.

The screenshot shows the 'Capture a Tax Payment' interface. Key data points include: Document No. 340609, Receipt No. (empty), Tax Account No. 30711, TIN & Name 0000029580 GROceries LTD, Tax Type EXCISE TAX, Tax Centre MEKELE BRANCH, Payment Date 02-08-2006, Entered Date 02-08-2006, Location FIRA, Payment Type CERTIFIED CHEQUE, Amount 1,000.00, Bank Name NATIONAL BANK, Cheque No. 987654321, Account Balance 6,000.00, Total Payment 1,000.00, and New Balance (empty). A table below shows tax details for EXCISE TAX at MEKELE BRANCH, with an amount owing of 6,000.00 and amount paid of 1,000.00.

Note: By default, the current day's date is displayed in both the **Payment Date** field and the **Entered Date** field. The tax centre of the cashier is also displayed in the **Location** field. The payment date is the date the payment was made and the entered date is the date the payment is captured in SIGTAS. The payment date can only be modified by the cashier supervisor.

- Enter a document number or a manual receipt number, as follows:

To enter a document number

- In the **Document No.** field, type the number of the official document that was received from the taxpayer and press **Enter**. The following information appears automatically in the screen.

Field	Description
Tax Account No.	The number of the tax account.
TIN & Name	The TIN and name of the taxpayer.
Tax Type	The type of tax that pertains to the payment.
Tax Centre	The tax centre where the tax account is registered.
Account Balance	The balance of the tax account, including penalties and interest. A positive number indicates the amount that the taxpayer owes; a negative number indicates the amount remaining in the taxpayer's tax account.

If you are cashing against an assessment notice containing a range of assessments, then in the **Range Start Period** field, enter the starting tax period of that assessment range (the end of the range will already be in the regular **Tax Period** field).

The type of document will appear in the light blue box above the **New Balance** field.

- To enter a manual receipt number**, proceed as follows:

- In the **Receipt No.** field, type the number of the manual receipt and press **Enter**. Note that manual receipt numbers must begin by an **M** (for manual).

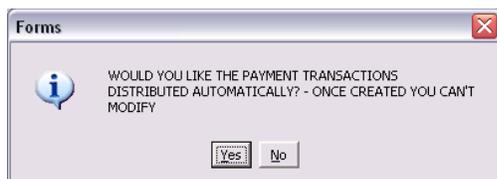
- ♦ In the **Tax Account No.** field, type the number of the tax account and press **Enter**. The TIN, taxpayer name, tax type, tax centre and account balance appear automatically in the screen.
4. Double-click in the **Location** field, enter the tax centre where the payment was made and click **OK**. By default, the tax centre of the cashier is displayed.
 5. Double-click in the **Payment Type** field, select the method of payment and click **OK**.
 6. In the **Amount** field, type the amount of the payment and press **Enter**. The amount that you enter appears in the **Total Payment** field and is subtracted from the amount in the **Account Balance** field. The new balance appears in the **New Balance** field.

If the payment was made by cheque

- ♦ Double-click in the **Bank Name** field, select the bank where the cheque was deposited and click **OK**.
 - ♦ In the **Cheque No.** field, type the number of the cheque and press **Enter**.
7. If the taxpayer is paying by more than one kind of payment type (for example, if the taxpayer is paying a portion by cheque and a portion by cash), repeat the previous two steps (Step 5 and 6) for each payment method. If one of the payment types is **Cash**, it is recommended to enter this payment type last.

If you enter another payment, the amount will be added to the previous amount in the **Total Payment** field, and the **New Balance** field will be updated.

8. To enter any additional information, in the **Comment** field type your comments and press **Enter**. The tax type, tax centre and charge type appear automatically in the bottom block.
9. If the payment document that was entered is an account statement, an arrears distribution form, a payment agreement or a payment agreement reminder, the following message appears:



This message box lets you choose if you want to manually distribute the payment or if you want SIGTAS to distribute it automatically.

If you want to manually distribute the payment among the arrears

- ♦ Click **No**.

If you want to automatically distribute the payment among the arrears

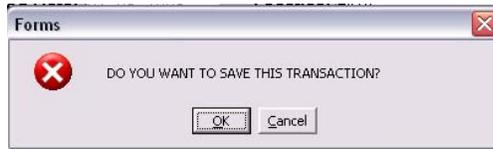
- ♦ Click **Yes** and proceed to **Automatically distributing a payment among arrears** section in this user guide.
10. To specify that the payment is to be applied against opening arrears, select the **Arr.** check box.
 11. **If the payment is against an assessment**
 - ♦ The number of the assessment should appear automatically in the **Assess No.** field. If not, in the **Assess No.** field, type the number of the assessment and press **Enter**. The tax period is displayed automatically in the **Tax Period** field.

If the payment is against a self-declaration form or if the tax period has not been assessed

- ♦ Double-click in the **Tax Period** field, select a tax period and click **OK**.

12. Verify that **PAYMENT** is selected in the **Charge Type** field.
13. If the payment is for a licence, double-click in the **Licence Base** field, select the licence base and click **OK**.
14. If the payment is against an establishment, double-click in the **Estab. Name** field, select the establishment and click **OK**.
15. To specify that the payment is to be used as an appeal deposit, select the **Appeal Deposit?** check box.
16. To distribute the payment between tax, penalty, interest and installments, in the **Amount Paid** column do as follows:
 - ♦ In the **Tax** field, enter the amount distributed to tax.
 - ♦ In the **Pen** field, enter the amount distributed to penalties.
 - ♦ In the **Int** field, enter the amount distributed to interest.
 - ♦ In the **Inst** field, enter the amount distributed to installments.

When the total amount of the payment has been distributed, the following message appears:



17. To save the transaction, click **OK**.
18. If you captured the payment using a document number, click the **Print Receipt** button to print a payment receipt. The payment receipt is printed and the following message appears:

FRM-40400: Transaction complete: 4 records applied and saved.

Automatically Distributing a Payment Among Arrears

Note: Continued from Step 9 in **Capturing a Payment** section in this user guide.

- ♦ The payment receipt is printed, and the **Auto Generated Tax Transactions (CA71S)** screen opens and shows you how the payment is to be distributed.

Reversing a Payment

You can reverse a payment only if the payment is against an assessment that has not been reassessed or recalculated since the date the payment was made.

To reverse a payment, do as follows:

1. On the **Cash/Collect** menu, click **Cashing**, and then **Reverse Payment**. The **Reverse Payment (CA86S)** screen opens.

2. In the **Receipt No.** field, type the number of the manual or printed receipt and click the **Find Record** button on the toolbar or **F8**. The following information is displayed automatically in the screen:

Field	Description
Printed Date	The date the receipt was printed.
TIN	The TIN of the taxpayer.
Name	The name of the taxpayer.
Amount	The total amount of the payment.
Payment Type	The payment type, such as cash or cheque.
Bank	The name of the bank, if the payment type was a cheque.
Cheque No.	The number of the cheque, if the payment type was a cheque.
Amount	The amount of the payment.

3. Click the **Reverse** button. The payment is reversed and the current day's date appears in the **Reverse Date** field.

Creating a List of Payments Received Between Two Dates Report

The **List of Payments Received Between Two Dates** (CA80R) report contains a list of the payments that were collected for a tax type between two dates. You can narrow the results by specifying a tax centre, the basis of the licence if the type of tax is a licence, the tax period and the imposition base.

To create the report, do as follows:

1. On the **Cash/Collect** menu, click **Cashing**, and then **Print List of Payments Between Two Dates**. The **List of Payments Received Between Two Dates (CA80RS)** screen opens.

CA80RS

02-MAR-2010

MARGA

List of Payments Received Between Two Dates

Page 1 of 1

Run Report

Tax Type: SCHEDULE C-NORMAL

Tax Centre: ADDIS ABABA MAIN

Based on:

Tax Period: 2005

Imposition Base: CATEGORY B

Paid Between: 02-MAR-2005 To: 02-MAR-2010

2. Double-click in the **Tax Type** field, select the type of tax and click **OK**.
3. To specify a tax centre, double-click in the **Tax Centre** field, make a selection and click **OK**.
4. To specify a tax period, double-click in the **Tax Period** field, make a selection and click **OK**.
5. To specify the imposition base, double-click in the **Imposition Base** field, make a selection and click **OK**.
6. To specify the date at which SIGTAS should start searching for payments, in the **Paid Between** field enter the date and press **Enter**. The report will include payments that were made on and after this date.
7. To specify the date at which SIGTAS should stop searching for payments, in the **To** field enter the date and press **Enter**. The report will include payments that were made on and before this date.
8. Click the **Run Report** button. The **List of Payments Received Between Two Dates (CA80R)** report is created.

SIOTAS CA80R Page 1 of 1
02-MAR-2010 MARGA
04:03 PM List of Payments Received Between Two Dates

SELECTION CRITERIA
Tax Type: SCHEDULE C-NORMAL
Based On:
Tax Centre: ADDIS ABABA MAIN
Tax Period: 2005 Imposition Base: CATEGORY B
From: 02-MAR-2005 To: 02-MAR-2010

TIN	Taxpayer Name/Establishment/Based On	Transaction Date	Charge Type	Transaction Against	Amount	Doc No./ Receipt No.
000006705	REGISTRM12135	22-NOV-2006	PAYMENT	PENALTY	1,000.00	96292
Total Payments:					1,000.00	
Total Of Reverse Payments:						
Total General Payments:					0.00	

Inland Revenue Department - ETHIOPIA

Creating a Payment and Reverse Payment Report

The **List of Payments and Reverse Payments Received Between Two Dates** (CA801R) report contains a list of the payments and reverse payments that were registered for a tax type between two dates. You can narrow the results by specifying a tax centre, the basis of the licence if the type of tax is a licence, the tax period and the imposition base.

To create the report, do as follows:

1. On the **Cash/Collect** menu, click **Cashing**, and then **Print List of Payments and Reverse Payments**. The **List Of Payments and Reverse Payments Received Between Two Dates** (CA801RS) screen opens.

CA801RS Page 1 of 1
21-APR-2010 MARGA List Of Payments and Reverse Payments Received Between Two Dates

Tax Type: SCHEDULE C-NORMAL
Tax Centre: ADDIS ABABA MAIN
Based On:
Tax Period: 2005 Imposition Base: CATEGORY A
Paid From: 21-MAR-2005 To: 21-APR-2010

Run Report

2. Double-click in the **Tax Type** field, select the type of tax for which you create the report and then click on **OK**.

3. To specify a tax centre, double-click in the **Tax Centre** field, make a selection and click on **OK**.
4. To specify a tax period, double-click in the **Tax Period** field, make a selection and click **OK**.
The imposition base corresponding to the selected tax period (if applicable) is automatically displayed in the corresponding field.
5. To specify the date SIGTAS should start searching for payments, in the **Paid From** field enter the date and press **Enter**. The report will include payments that were made on and after this date.
6. To specify the date on which SIGTAS should stop searching for payments, in the **To** field enter the date and press **Enter**. The report will include payments that were made on and before this date.
7. Click on the **Run Report** button. The **List of Payments and Reverse Payments Received Between Two Dates** (CA801R) report is created according to the specified criteria. The following example is given for illustrative purposes only.

SIGTAS CA801R		Page 1 of 1				
21-APR-2010	10:41 AM	MARGA				
List of Payments and Reverse Payments Received Between Two Dates						
SELECTION CRITERIA						
Tax Type: SCHEDULE C-NORMAL						
Based On:						
Tax Centre: ADDIS ABABA MAIN		Imposition Base: CATEGORY A				
Tax Period: 2005						
From: 21-03-2005						
To: 21-04-2010						
TIN	Taxpayer Name/Establishment/Based On	Transaction Date	Charge Type	Transaction Against	Amount	Doc. No./ Receipt No.
0000536188	REGISTNM4970	24-03-2008	PAYMENT	INTEREST	8,634.09	2394580002
	REGISTNM4970	24-03-2008	REVERSE PAYMENT	INTEREST	8,634.09	
0000536188	REGISTNM4970	24-03-2008	PAYMENT	TAX	21,144.72	2394580002
	REGISTNM4970	24-03-2008	REVERSE PAYMENT	TAX	21,144.72	
					Total Payments:	29,778.81
					Total ReversePayments:	29,778.81
					Balance of Payments:	0.00
ETHIOPIAN REVENUES AND CUSTOMS AUTHORITY-ETHIOPIA						

About Arrears Distribution

The **Distribute Arrears** (CA72RS) screen allows you to see how a tax payment will be automatically distributed among outstanding arrears for a specific tax account. A document called the Arrears Distribution Form is created, which shows how the payment will be distributed. This screen is used mainly when a taxpayer who wants to make a payment wants to know how it will be distributed; the *Arrears Distribution Form* can be given to the taxpayer and used as a payment document.

The payment is distributed for each arrear until the payment is exhausted or the arrears are paid in full. If the payment is exhausted before all arrears are paid, SIGTAS calculates the amounts left owing in the tax account. If the arrears are paid in full, the balance of the tax account is set to zero (0). If the payment results in an overpayment, the balance is applied to the current tax period.

Distributing Arrears

To distribute arrears, do as follows:

1. On the **Cash/Collect** menu, click **Cashing**, and then **Print Distribute Arrears Report**. The **Distribute Arrears** (CA72RS) screen opens.

2. Enter the tax account number or the TIN as follows:

To enter the tax account number

In the **Tax Account No.** field, type the number of the tax account and press **Enter**. You can then proceed to Step 5.

To enter the TIN, proceed as follows:

In the **TIN** field, enter the TIN of the taxpayer and press **Enter**.

Or

Click the **Find Individual** or **Find Enterprise** button, select the taxpayer and click **OK**.

3. Double-click in the **Tax Type** field, select the type of tax and click **OK**.
4. Double-click in the **Tax Centre** field, select the tax centre of the taxpayer and click **OK**.

5. In the **Payment Amount** field, type the amount of the payment and press **Enter**.
6. To specify from which tax period the arrears should be distributed, double-click in the **From Tax Period** field, make a selection and click **OK**. The arrears will be distributed starting at and including this tax period.

Note: If a tax period is not specified in the **From Tax Period** field, the arrears are distributed starting at the opening arrears.

7. To specify to which tax period the arrears are to be distributed, double-click in the **To Tax Period** field, make a selection and click **OK**. The arrears will be distributed up to and including this tax period.
8. Click the **Print** button. The **Arrears Distribution Form** is printed.

ETHIOPIA - Federal Inland Revenue Authority ADDIS ABABA VAT		Document No.: 38484 Filing date: Payment date:
ARREARS DISTRIBUTION FOR: VALUE-ADDED TAX(VAT)		
Tax Account No.: 10111 Fiscal no.: 1000433	Tax Period: From	Period date: To
LASER MANUFACTURING MAILING_ADDRESS_1000433 ADDIS ABABA OROMIA ETHIOPIA		For Official use Payment Date: Amount DUE PAID Tax \$10,000.00 Penalty \$0.00 Interest \$0.00 Total \$10,000.00 Signature of Inland Revenue Div. Officer

ETHIOPIA - Federal Inland Revenue Authority ADDIS ABABA VAT		Document No.: 38484
ARREARS DISTRIBUTION FOR: VALUE-ADDED TAX(VAT)		

Transaction Date	Transac. Type	Tax Period	Transac. Amount	Balance Available	Balance to pay	Assess. No.
------------------	---------------	------------	-----------------	-------------------	----------------	-------------

PART 1 - TAXPAYER AND TAX IDENTIFICATION LASER MANUFACTURING		Date Issued: 09 January 2004
Tax Account No.: 10111 Fiscal no.: 1000433	Tax Period: From	Period date: To
		Filing date: Payment Date:

Transaction Date	Transac. Type	Tax Period	Transac. Amount	Amount Available	Balance to pay	Assess. No.
Opening Balance					38,717.13	
Proposed payment				10,000.00		
11 September 2003	TAX	07/2003	22,318.05	0.00	28,717.13	10102

For Official use Payment Date:		
Amount	DUE	PAID
Tax	\$0.00	
Penalty	\$0.00	
Interest	\$10,000.00	
Total	\$10,000.00	

About the Cash Balance and Revenue Reports

With SIGTAS, you can create detailed reports that show the daily cash balance, as well as the monthly revenue that was collected.

- The **Daily Cash Balance by Taxpayer** (CA731R) report contains a list of all the payments and reversed payments on a specific date, and includes details about each payment or reverse payment.

Differentiating VAT revenues collected from the rest of the tax types is critical for the end of the day reconciliation between the money and the transactions captured in SIGTAS. Since the cashier will have to fill two deposit slips for two different bank accounts, SIGTAS enables her/him to separate the two categories of taxes (VAT VS Rest of taxes).

- The **Daily Cash Balance by Transaction** (CA73R) report includes details about each payment and reverse payment that occurred on a specific date, and the manner in which payments were distributed between tax, penalties and interest.
- The **Daily Cash Balance by Revenue Code** (CA83R) report shows all the revenue that was collected on a specific date and identifies the revenue code for each amount.
- The monthly cash revenue reports show the amounts collected to date for a specific Ethiopian calendar month and year, and a specific tax type and tax centre. The results can be itemized as follows:
 - by legal status of the taxpayer - **Cash by Legal Status** (CA85R1)
 - by revenue code - **Cash by Revenue Code** (CA85R2)
 - by tax authority - **Cash by Tax Authority** (CA85R3)
 - by legal status of taxpayers for each tax authority - **Cash by Legal Status/Tax Authority** (CA85R4)
 - by tax authority for each type of taxpayer legal status - **Cash by Tax Authority/Legal Status** (CA85R5)
 - by tax centre - **Cash by Tax Centre** (CA85R6)
- The **Monthly VAT Summary Revenue Report** (CA89R) report shows all the details, by Ethiopian calendar month and year, about all the revenue that was collected specifically for the VAT tax type.
- The **Taxes Collected Per Tax Type** (CA74R) report shows the amounts that were collected between two dates for each tax type or one tax type only.

Creating Daily Cash Balance Reports

The **Daily Cash Balance by Taxpayer** (CA731R) report contains a list of all payments and reverse payments on a specific date and prints the details of each payment or reverse payment such as the tax account number, the receipt number and the amount.

The **Daily Cash Balance by Transaction** (CA73R) report contains a list of all the payments and reverse payments that occurred on a specific date, and shows the details of each payment and reverse payment. It also identifies the types of payments and whether the payments were against tax, interest, penalties or installments.

The reports also show the breakdown of cash and cheques collected under the criteria that was entered in the **Daily Cash Balance** (CA73RS) screen.

You can narrow the results of both reports by specifying a cashier, a tax type or a payment location.

It is possible for a cashier to capture a payment that was made at another location. In both reports, the **Cash** column indicates if the payment was made at the location of the cashier or at another location.

C = the payment was made at the cashier's location.
NC = the payment was not made at the cashier's location.

To create the reports, do as follows:

1. On the **Cash/Collect** menu, click **Cashing**, and then **Print Daily Cash Balance**. The **Daily Cash Balance (CA73RS)** screen opens.

2. In the **Cash Report Date** field, enter the date for which you want to create a report. Usually, this is the current day's date.
3. To specify a cashier, double-click in the **Cashier Name (Last/First)** field, make a selection and click **OK**. The following information appears automatically in the screen.

Field	Description
Cashier Name (Last/First)	The first and last name of the cashier.
Cashier User ID	The cashier's user identification.

4. To specify a tax type, double-click in the **Tax Type** field, select the tax type for which you create the report and click on **OK**.

Note: Only the transaction for this tax type will be included. If the field is left empty, all tax type transactions will be printed.
5. To specify the location where the payment was made, double-click in the **Payment Location** field, make a selection and click **OK**.
6. To create the **Daily Cash Balance by Taxpayer (CA731R)** report, select the **Summary Listing** option button.

To create the **Daily Cash Balance by Taxpayer (CA731R)** and the **Daily Cash Balance by Transaction (CA73R)** reports, select the **Summary and Detail Listings** option button.

7. Click the **Run Report** button. The **Daily Cash Balance by Taxpayer (CA731R)** report is created. If you selected the **Summary and Detail Listings** option button, the **Daily Cash Balance by Transaction (CA73R)** report is also created and displays once the first report

(by Taxpayer) has been closed.

Daily Cash Balance by Taxpayer (CA731R)

SIGTAS CA731R 21-APR-2010 11:19 AM	Page 1 of 1 MARGA																																																																																																			
Daily Cash Balance by Taxpayer																																																																																																				
<p>SELECTION CRITERIA</p> Report Date: 24-MAR-2008 Cashier Name: Tax Type: SCHEDULE C-NORMAL Payment Location: ADDIS ABABA MAIN																																																																																																				
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ETHIOPIAN REVENUES AND CUSTOMS AUTHORITY-ETHIOPIA																																																																																																				

Daily Cash Balance by Transaction (CA73R)

SIGTAS CA73R		Page 1 of 2					
21-APR-2010		MARGA					
11:20 AM		Daily Cash Balance by Transaction					
SELECTION CRITERIA							
Cashing Report Date: 24-MAR-2008							
Cashier Name:							
Tax Type: SCHEDULE C-NORMAL							
Payment Location: ADDIS ABABA MAIN							
Payment							
Time	Transaction Type	Transaction	Tax Account No.	Receipt No.	Cash	Amount	Total Cash
13:59	PAYMENT	TAX	7847	315660002	C	7,798.93	7,798.93
13:59	PAYMENT	INTEREST	7847	315660002	C	2,007.98	9,806.91
14:01	PAYMENT	TAX	7847	315670002	C	21,144.72	30,951.63
14:01	PAYMENT	INTEREST	7847	315670002	C	8,634.09	39,585.72
15:36	PAYMENT	PENALTY	1215	316370002	C	40.00	39,625.72
15:42	PAYMENT	TAX	0533	316460002	C	3,029,153.00	3,068,778.72
11:02	REVERSE	TAX	7847	315670002	NC	-21,144.72	3,068,778.72
11:02	REVERSE	INTEREST	7847	315670002	NC	-8,634.09	3,068,778.72
11:30	PAYMENT	TAX	7847	394580002	C	21,144.72	3,089,923.44
11:30	PAYMENT	INTEREST	7847	394580002	C	8,634.09	3,098,557.53
12:08	REVERSE	TAX	7847	394580002	NC	-21,144.72	3,098,557.53
12:08	REVERSE	INTEREST	7847	394580002	NC	-8,634.09	3,098,557.53
12:30	PAYMENT	TAX	7847	394810002	C	21,144.72	3,119,702.25
12:30	PAYMENT	INTEREST	7847	394810002	C	8,634.09	3,128,336.34
16:38	REVERSE	TAX	7847	315660002	C	-7,798.93	3,120,537.41
16:38	REVERSE	INTEREST	7847	315660002	C	-2,007.98	3,118,529.43
16:08	PAYMENT	TAX	7847	444520002	C	7,798.93	3,126,328.36
16:08	PAYMENT	INTEREST	7847	444520002	C	2,007.98	3,128,336.34
Payment Received - In Cash Drawer(C):						3,138,143.25	
Other Payment Received - Not in Cash Drawer (NC):						0.00	
Reversed Payments - In Cash Drawer(C):						69,364.53	
Reverse Payments- Not in Cash Drawer (NC):						0.00	
Total Payments in Cash Drawer(C):						3,068,778.72	

ETHIOPIAN REVENUES AND CUSTOMS AUTHORITY-ETHIOPIA

SIGTAS CA73R 21-APR-2010 11:20 AM		Daily Cash Balance by Transaction		Page 2 of 2 MARGA																																																																																																									
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ETHIOPIAN REVENUES AND CUSTOMS AUTHORITY-ETHIOPIA																																																																																																													

Creating Monthly Cash Revenue Reports

The monthly cash revenue reports show the revenue collected to date for a specific Ethiopian calendar month and year, itemized into the following categories: the legal status of the taxpayers, the revenue codes, the tax authorities, the legal status of the enterprises for each tax authority, the tax authority for each type of enterprise legal status and the tax centres.

Report	Description
Cash by Legal Status (CA85R1)	Shows the monthly revenue itemized by the legal status of taxpayers.
Cash by Revenue Code (CA85R2)	Shows the monthly revenue itemized by revenue code.
Cash by Tax Authority (CA85R3)	Shows the monthly revenue itemized by tax authority.
Cash by Legal Status/Tax Authority (CA85R4)	Shows the monthly revenue itemized by the legal status of the taxpayer for each tax authority.
Cash by Tax Authority/Legal Status (CA85R5)	Shows the monthly revenue itemized by the tax authority for each type of taxpayer legal status.
Cash by Tax Centre (CA85R6)	Shows the monthly revenue itemized by tax centre. If you specify a tax centre in the Tax Centre field, the report shows the revenue for the selected tax centre only.

In all reports, the **Monthly Amount** column shows the Ethiopian calendar monthly revenue, and the **YTD Amount** column shows the revenue collected since the start of the Ethiopian accounting year (Hamle 1) to the present date.

To create the reports, do as follows:

1. On the **Cash/Collect** menu, click **Cashing**, and then **Print Monthly Cash Revenue Reports**. The **Monthly Cash Revenue Reports** (CA85RS) screen opens.

2. Double-click in the **Tax Type** field, select the type of tax for which you want the report and click **OK**.
3. To view the monthly revenue for one tax centre only, double-click in the **Tax Centre** field, select a tax centre and click **OK**. If you do not select a tax centre, the report will display the monthly revenue for all tax centres.
4. Double-click in the **Month** field, select the Ethiopian calendar month and year for which you want the report and click **OK**. The following information is displayed automatically in the screen:

Field	Description
Month	The Ethiopian calendar month and year.
Dates From	The equivalent Gregorian calendar start date of the Ethiopian calendar month and year.
To	The equivalent Gregorian calendar end date of the Ethiopian calendar month and year.

5. Double-click in the **Report** field. The following window opens:

6. Select the report that you want to create and click **OK**.
7. Click the **Run Report** button. The report is created according to the selection criteria and report type. The following examples are given for illustrative purposes only.

If you select **Common Revenue**, the **Cash by Revenue Code (CA85R10)** report is created.

SIGTAS CA85R10		PAGE 1 OF 8	
21-APR-2010		MARGA	
11:45 AM		Cash by Revenue Code	
Selection Criteria			
Tax Type: SCHEDULE C-NORMAL			
Month/Year: MEGABIT	2000		
From: 10-MAR-2008	To: 08-APR-2008		
Description		Monthly Amount	YTD Amount
Revenue Code: AGRICULTURAL PRODUCTS	Sub. Total	0.00	0.00
Revenue Code: AGRICULTURAL PRODUCTS	Sub. Total	0.00	0.00
Revenue Code: AGRICULTURAL PRODUCTS	Sub. Total	0.00	0.00
Revenue Code: AGRICULTURAL PRODUCTS OLD	Sub. Total	0.00	0.00
Revenue Code: ALCOHOL AND ALCOHOLIC PRODUCTS	Sub. Total	0.00	0.00
Revenue Code: ALCOHOL AND ALCOHOLIC PRODUCTS OLD	Sub. Total	0.00	0.00
Revenue Code: Advertisement	Sub. Total	0.00	0.00
Revenue Code: Advertisement	Sub. Total	0.00	0.00
Revenue Code: Alcohol & Alcoholic Products	Sub. Total	0.00	0.00
Revenue Code: Alcohol & Alcoholic Products	Sub. Total	0.00	0.00
Revenue Code: Auditing	Sub. Total	0.00	0.00
Revenue Code: BEER	Sub. Total	0.00	0.00
Revenue Code: BEER	Sub. Total	0.00	0.00
Revenue Code: BEER	Sub. Total	0.00	0.00
Revenue Code: BEER OLD	Sub. Total	0.00	0.00
Revenue Code: Barbers & Beauty Salon	Sub. Total	0.00	0.00
<i>ETHIOPIAN REVENUES AND CUSTOMS AUTHORITY - ETHIOPIA</i>			

If you selected **Cash by Legal Status**, the **Cash by Legal Status (CA85R1)** report is created.

SIGTAS CA85R1
21-APR-2010
11:53 AM

Page 1 of 1
MARGA

Revenues Collected by Legal Status

SELECTION CRITERIA

Tax Type: SCHEDULE C-NORMAL
 Payment Location: ADDIS ABABA MAIN
 Tax Centre: ADDIS ABABA VAT
 Month/Year: MEGABIT 2000
 From: 10-MAR-2008 To: 08-APR-2008

	Monthly Amount	Year-To-Date Amount
Payment Location: ADDIS ABABA MAIN		
Tax Centre: ADDIS ABABA VAT		
PRIVATE COMPANY LT	0.00	10,194.04
Tax Centre Total:	0.00	10,194.04
Payment Location Total:	0.00	10,194.04
Total Revenues Collected:	0.00	10,194.04

ETHIOPIAN REVENUES AND CUSTOMS AUTHORITY-ETHIOPIA

If you selected **Cash by Revenue Code**, the **Cash by Revenue Code (CA85R2)** report is created.

SIGTAS CA85R2
21-APR-2010
12:27 PM

PAGE 1 OF 1
MARGA

Revenues Collected by Revenue Code

SELECTION CRITERIA

Tax Type: SCHEDULE C-NORMAL
 Payment Location: ADDIS ABABA MAIN
 Tax Centre: ADDIS ABABA VAT
 Month/Year: MEGABIT 2000
 From: 10-MAR-2008 To: 08-APR-2008

	Monthly Amount	Year-To-Date Amount
Payment Location: ADDIS ABABA MAIN		
Tax Centre: ADDIS ABABA VAT		
1104-1 Profits Tax from Corporate Business- Schedule C	0.00	10,194.04
Tax Centre Total:	0.00	10,194.04
Payment Location Total:	0.00	10,194.04
Total Revenues Collected:	0.00	10,194.04

ETHIOPIAN REVENUES AND CUSTOMS AUTHORITY - ETHIOPIA

If you selected **Cash by Tax Authority**, the **Cash by Tax Authority (CA85R3)** report is created.

SIGTAS CA85R3		Page 1 of 1
05-DEC-2003		SIGTASAD
01:41 PM	Cash by Tax Authority	
SELECTION CRITERIA		
Tax Type: VALUE-ADDED TAX(VAT)		
Tax Centre: AWASS BRANCH		
Month/Year: GINBOT	1996	
From: 09-05-2004	To: 07-06-2004	
<hr/>		
Description	Monthly Amount	YTD Amount
<hr/>		
Tax Centre: AWASS BRANCH		
FEDRAL INLAND REVENUE AUTHORITY	0.00	2,118,033.95
OROMIYA	0.00	18,678.15
SOUTHERN PEOPLES	0.00	436,317.84
Tax Centre Total:	0.00	2,573,029.94
Total Payments:	\$0.00	\$2,573,029.94

If you selected **Legal Status/Tax Authority**, the **Cash by Legal Status/Tax Authority (CA85R4)** report is created.

SIGTAS CA85R4		Page 1 of 1
18-DEC-2003		SIGTASAD
01:51 PM	Cash by Legal Status/Tax Authority	
SELECTION CRITERIA		
Tax Type: VALUE-ADDED TAX(VAT)		
Tax Centre: ADDIS ABABA VAT		
Month/Year: GINBOT	1996	
From: 09-05-2004	To: 07-06-2004	
<hr/>		
Description	Monthly Amount	YTD Amount
<hr/>		
Tax Centre: ADDIS ABABA VAT		
PRIVATE COMPANY LT		
ADDIS ABABA CITY ADMINISTRATION	0.00	5,656.60
AMHARA	0.00	29,859.29
FEDRAL INLAND REVENUE AUTHORITY	0.00	122,845,826.36
PARTNERSHIP		
FEDRAL INLAND REVENUE AUTHORITY	0.00	686,514.62
INDIVIDUAL		
ADDIS ABABA CITY ADMINISTRATION	0.00	24,206,552.28
AFAR	0.00	7,940.09
AMHARA	0.00	17,031.60
FEDRAL INLAND REVENUE AUTHORITY	0.00	12,115.49
GAMBELA	0.00	43,105.51
OROMIYA	0.00	489,007.71
SOUTHERN PEOPLES	0.00	28,141.65
PUBLIC ENTERPRISE		
ADDIS ABABA CITY ADMINISTRATION	0.00	136,659.60
FEDRAL INLAND REVENUE AUTHORITY	0.00	175,551,816.09
JOINT VERTURE		
FEDRAL INLAND REVENUE AUTHORITY	0.00	6,623,638.21
COOPERATIVE SOCIETY		
SHARE COMPANY		
FEDRAL INLAND REVENUE AUTHORITY	0.00	62,151,402.29
OTHERS		
ADDIS ABABA CITY ADMINISTRATION	0.00	50,461.50
CENTRAL GOVERNMENT	0.00	4,296.73
FEDRAL INLAND REVENUE AUTHORITY	0.00	1,511,923.50
Tax Centre Total:	0.00	394,401,949.13
Total Payments:	\$0.00	\$394,401,949.13

If you selected **Cash Authority/Legal Status**, the **Cash by Tax Authority/Legal Status (CA85R5)** report is created.

SIGTAS CA85R5		Page 1 of 1
26-JAN-2004		SIGTASAD
02:34 PM		
Cash by Tax Authority / Legal Status		
SELECTION CRITERIA		
Tax Type: VALUE-ADDED TAX(VAT)		
Tax Centre: ADDIS ABABA VAT		
Month/Year: GINBOT 1996		
From: 09-MAY-2004 To: 07-JUN-2004		
Description	Monthly Amount	YTD Amount
Tax Centre: ADDIS ABABA VAT		
ADDIS ABABA CITY ADMINISTRATION		
PRIVATE COMPANY LT	0.00	4,743.00
INDIVIDUAL	0.00	5,876,983.22
PUBLIC ENTERPRISE	0.00	104,145.66
COOPERATIVE SOCIETY	0.00	0.00
OTHERS	0.00	26,967.84
AFAR		
INDIVIDUAL	0.00	7,940.09
AMHARA		
PRIVATE COMPANY LT	0.00	11,504.83
INDIVIDUAL	0.00	423.29
COOPERATIVE SOCIETY	0.00	5,945.00
FEDERAL INLAND REVENUE AUTHORITY		
PRIVATE COMPANY LT	0.00	37,700,713.76
PARTNERSHIP	0.00	240,601.62
INDIVIDUAL	0.00	12,115.49
PUBLIC ENTERPRISE	0.00	80,152,906.68
JOINT VENTURE	0.00	2,357,981.68
SHARE COMPANY	0.00	13,722,477.08
OTHERS	0.00	892,094.40
GAMBELA		
INDIVIDUAL	0.00	22,863.37
OROMIYA		
INDIVIDUAL	0.00	52,161.58
SOUTHERN PEOPLES		
INDIVIDUAL	0.00	5,047.08
Tax Centre Total:		0.00 141,197,615.67
Total Payments:		0.00 141,197,615.67

If you selected **Cash by VAT Office**, the **Cash by Tax Centre (CA85R6)** report is created.

SIGTAS CA85R6		Page 1 of 1
18-DEC-2003		SIGTASAD
01:49 PM		
Cash by Tax Centre		
SELECTION CRITERIA		
Tax Type: VALUE-ADDED TAX(VAT)		
Tax Centre: ADDIS ABABA VAT		
Month/Year: GINBOT 1996		
From: 09-05-2004 To: 07-06-2004		
Description	Monthly Amount	YTD Amount
ADDIS ABABA VAT		
	0.00	394,693,327.38
Total Payments:		\$0.00 \$394,693,327.38

Creating a Monthly VAT Revenue Report

The **Monthly VAT Summary Revenue Report (CA89R)** report contains a monthly VAT revenue and net revenue summary by tax centre, and shows the amounts for the sales tax refund offset, the income tax refund offset, the VAT refund offset, the dishonoured cheques and the VAT refunds paid.

To create the report, do as follows:

1. On the **Cash/Collect** menu, click **Cashing**, and then **Print Monthly VAT Summary Consolidated Report**. The **Monthly VAT Summary consolidated Revenue Report**

(CA89RS) screen opens.

2. Double-click in the **Month** field, select the Ethiopian calendar month and year for which you want the report and click **OK**. The following information is displayed automatically in the screen:

Field	Description
Month	The Ethiopian calendar month. Selected from an LOV.
Year	The Ethiopian calendar year.
From	Displays the equivalent Gregorian calendar start date of the selected Ethiopian calendar month and year.
To	Displays the equivalent Gregorian calendar end date of the selected Ethiopian calendar month and year.

3. Click on the **Run Report** button. The **Monthly VAT Summary Revenue Report (CA89R)** report is created.

Tax Centre	Revenue	Sales Tax Refund Offset	Income Tax Refund Offset	Vat Refund Offset	Dishonoured Cheques	VAT Refunds Paid	Net Revenue
ADDIS ABABA VAT	36,282,642.28	0.00	0.00	0.00	217,149.00	0.00	36,065,493.28
						Total:	36,065,493.28

About the Monthly VAT Summary Revenue Report (CA89R)

SIGTAS CA89R		Page 1 of 1					
21-APR-2010 03:12 PM		Monthly VAT Summary Revenue Report					
SELECTION CRITERIA							PARIDA
Tax Authority: ETHIOPIAN REVENUS AND CUSTOMS AUTHORITY							
Tax Centre: ADDIS ABABA VAT							
Month: MEGABIT							Year: 1995
From: 10-MAR-2003							To: 08-APR-2003
Tax Centre	Revenue	Sales Tax Refund Offset	Income Tax Refund Offset	Vat Refund Offset	Dishonoured Cheques	VAT Refunds Paid	Net Revenue
ADDIS ABABA VAT	36,282,642.28	0.00	0.00	0.00	217,149.00	0.00	36,065,493.28
						Total:	36,065,493.28
ETHIOPIAN REVENUES AND CUSTOMS AUTHORITY-ETHIOPIA							

The following table contains a description of the items in the **Monthly VAT Summary Revenue Report (CA89R)** report.

Field	Description
Tax Centre	The tax centre for which the report is run.
Revenue	The total revenue for the selected month.
Sales Tax Refund Offset	The sales tax refunds (credits) for the selected month.
Income Tax Refund Offset	The income tax refunds for the selected month.
Vat Refund Offset	The VAT refunds (VAT goods-on-hand credit) for the selected month.
Dishonoured Cheques	The cancelled cheques for the selected month.
VAT Refunds Paid	The VAT refunds that were paid for the selected month.
Net Revenue	The net revenue for the selected month (revenue minus any deductions listed in the other columns).

Creating a Tax Collected Per Tax Type Report

The **Taxes Collected Per Tax Type (CA74R)** report contains the total amount of taxes that were collected between two dates for each tax type or for one tax type only. You can narrow the results by specifying a tax centre. This report can be printed at any time. Furthermore, the report shows the breakdown of the payments (and reverse payments) collected per tax type. The objective of this report is to reconcile the payment captured with the transfers within the same tax centre.

To create the report, do as follows:

1. On the **Cash/Collect** menu, click **Cashing**, and then **Print Tax Collected per Tax Type**. The **Print Taxes Collected Per Tax Type (CA74RS)** screen opens.

2. In the **Start Date** field, enter the date at which SIGTAS shall start searching for the collected taxes and then press **Enter**. The report will include all taxes collected on and after this date. By default, the current day's date is displayed.
3. In the **End Date** field, enter the date at which SIGTAS shall stop searching for the collected taxes and then press **Enter**. The report will include all taxes collected on and before this date.
4. To specify a tax centre, double-click in the **Tax Centre** field, make a selection and click **OK**.
5. To specify a tax type, double-click in the **Tax Type** field, make a selection and click **OK**.
6. To specify a payment location, double-click in the **Payment Location** field, make a selection and then click on **OK**.
7. Click on the **Run Report** button. The **Taxes Collected Per Tax Type (CA74R)** report is created according to the selection criteria. The following example is given for illustrative purposes only.

SIGTAS CA74R 21-APR-2010 03:39 PM		Taxes Collected Per Tax Type		PAGE 1 OF 1 MARGA													
<p>Selection Criteria</p> <p>Start Date: 01-MAR-2003 End Date: 01-APR-2004 Tax Authority: ETHIOPIAN REVENUS AND CUSTOMS AUTHORITY Tax Centre: ADDIS ABABA VAT Tax Type: SCHEDULE C-NORMAL</p>																	
<p>Payments by Tax Type Section</p> <table border="0"> <tr> <td style="border-bottom: 1px solid black;">Tax Type</td> <td style="border-bottom: 1px solid black;">Tax Collected</td> <td colspan="4"></td> </tr> <tr> <td></td> <td style="text-align: right;">Total:</td> <td></td> <td></td> <td style="text-align: right;">.00</td> <td></td> </tr> </table>						Tax Type	Tax Collected						Total:			.00	
Tax Type	Tax Collected																
	Total:			.00													
<p>Tax Collected by Tax Type Section</p> <table border="0"> <tr> <td style="border-bottom: 1px solid black;">Tax Type</td> <td style="border-bottom: 1px solid black;">Tax Collected</td> <td colspan="4"></td> </tr> <tr> <td></td> <td style="text-align: right;">Total:</td> <td></td> <td></td> <td style="text-align: right;">.00</td> <td></td> </tr> </table>						Tax Type	Tax Collected						Total:			.00	
Tax Type	Tax Collected																
	Total:			.00													
<p>Transfer to Other Tax Centres:</p> <table border="0"> <tr> <td></td> <td style="text-align: right;">Total:</td> <td></td> <td></td> <td style="text-align: right;">.00</td> <td></td> </tr> </table>							Total:			.00							
	Total:			.00													
<i>ETHIOPIAN REVENUES AND CUSTOMS AUTHORITY-ETHIOPIA</i>																	

About the Taxes Collected Per Tax Type (CA74R) Report

SIGTAS CA74R 21-APR-2010 03:39 PM		Taxes Collected Per Tax Type		PAGE 1 OF 1 MARGA													
<p>Selection Criteria</p> <p>Start Date: 01-MAR-2003 End Date: 01-APR-2004 Tax Authority: ETHIOPIAN REVENUS AND CUSTOMS AUTHORITY Tax Centre: ADDIS ABABA VAT Tax Type: SCHEDULE C-NORMAL</p>																	
<p>Payments by Tax Type Section</p> <table border="0"> <tr> <td style="border-bottom: 1px solid black;">Tax Type</td> <td style="border-bottom: 1px solid black;">Tax Collected</td> <td colspan="4"></td> </tr> <tr> <td></td> <td style="text-align: right;">Total:</td> <td></td> <td></td> <td style="text-align: right;">.00</td> <td></td> </tr> </table>						Tax Type	Tax Collected						Total:			.00	
Tax Type	Tax Collected																
	Total:			.00													
<p>Tax Collected by Tax Type Section</p> <table border="0"> <tr> <td style="border-bottom: 1px solid black;">Tax Type</td> <td style="border-bottom: 1px solid black;">Tax Collected</td> <td colspan="4"></td> </tr> <tr> <td></td> <td style="text-align: right;">Total:</td> <td></td> <td></td> <td style="text-align: right;">.00</td> <td></td> </tr> </table>						Tax Type	Tax Collected						Total:			.00	
Tax Type	Tax Collected																
	Total:			.00													
<p>Transfer to Other Tax Centres:</p> <table border="0"> <tr> <td></td> <td style="text-align: right;">Total:</td> <td></td> <td></td> <td style="text-align: right;">.00</td> <td></td> </tr> </table>							Total:			.00							
	Total:			.00													
<i>ETHIOPIAN REVENUES AND CUSTOMS AUTHORITY-ETHIOPIA</i>																	

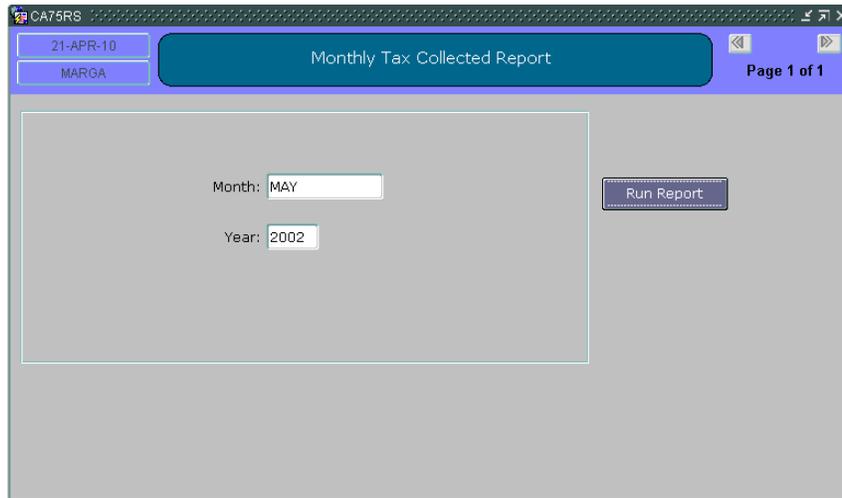
The following table contains a description of the fields in the **Taxes Collected per Tax Type (CA74R)** screen.

Field	Description
Start Date	The starting date of the period to be covered by the report.
End Date	The ending date of the period to be covered by the report.
Tax Authority	Displays the Tax Authority of the user.
Tax Centre	The tax centre for which the report is created. If blank, the report will print the payments for all tax centres.
Tax Type	The tax type for which the report is created. If blank, the report will show a breakdown per tax type.

Printing a Monthly Tax Collected Report

To create the **Monthly Tax Collected Report (CA75R)**, do as follows:

1. On the **Cash/Collect** menu, click **Cashing** and then **Print Monthly Tax Collected**. The **Monthly Tax Collected Report (CA75RS)** screen opens.



2. Double-click in the **Month** field, make a selection and then click on **OK**.
3. In the **Year** field, enter the year for which the report is created.
4. Click the **Run Report** button. The **Monthly Taxes Collected Report (CA75R)** is created according to the criteria selected in the **Monthly Tax Collected Report (CA75RS)** screen. The following example is given for illustrative purposes only.

SITAS CATSR		Page 1 of 3						
21-APR-2010		MARCA						
04:03 PM		Monthly Taxes Collected Report						
SELECTION CRITERIA								
Month: MAY								
Year: 2002								
MONTH AMOUNTS								
Tax Type	Tax Collected This Period	%	Budget	%	Difference	%	Tax Collected Last Period	%
VALUE-ADDED TAX(VAT)	0.00	0					119,967.98	0
STAMP DUTY	0.00	0					0.00	0
EXCISE TAX	80,000.00	0					0.00	0
SCHED D-ROYALTIES	0.00	0					0.00	0
SCHED D-GAMES OF CHC	0.00	0					0.00	0
SCHED D-INT. ON DEP	0.00	0					0.00	0
SCHED D-DIVIDENDS	0.00	0					0.00	0
SCHEDULE A-PAYE	0.00	0					0.00	0
WITH TAX ON PAYM	0.00	0					0.00	0
SCHEDULE C-NORMAL	0.00	0					0.00	0
SCHEDULE C-MINING	0.00	0					0.00	0
SCHEDULE B	0.00	0					0.00	0
TURNOVER	0.00	0					0.00	0
SCHED D-GAIN ON SHAR	0.00	0					0.00	0
SCHEDULE A-PIT	0.00	0					0.00	0
SCHEDULE D-TEC SERV	0.00	0					0.00	0
SCHED D-CASUAL PROP	0.00	0					0.00	0
SCHED D-GAIN ON BUIL	0.00	0					0.00	0
ETHIOPIAN REVENUES AND CUSTOMS AUTHORITY-ETHIOPIA								

SITAS CATSR		Page 2 of 3						
21-APR-2010		MARCA						
04:03 PM		Monthly Taxes Collected Report						
MONTH AMOUNTS								
Tax Type	Tax Collected This Period	%	Budget	%	Difference	%	Tax Collected Last Period	%
COST SHARING	0.00	0					0.00	0
WITHHOLDING ON IMPORTS	0.00	0					0.00	0
SALES TAX	0.00	0					0.00	0
TEST	0.00	0					0.00	0
TURNOVER TAX ON AGRICULTURE PRODUCTS	0.00	0					0.00	0
AGRICULTURE INCOME TAX	0.00	0					0.00	0
SCHEDULE A-PAYE (SCHEDULE 1,3)	0.00	0					0.00	0
Total:	80,000.00	0			0	0.00	119,967.98	12
YEAR TO DATE AMOUNTS								
Tax Type	Tax Collected	%	Budget	%	Difference	%	Tax Collected Last Period	%
VALUE-ADDED TAX(VAT)	0.00	0			0		0.00	0
STAMP DUTY	0.00	0			0		0.00	0
EXCISE TAX	0.00	0			0		0.00	0
SCHED D-ROYALTIES	0.00	0			0		0.00	0
SCHED D-GAMES OF CHC	0.00	0			0		0.00	0
SCHED D-INT. ON DEP	0.00	0			0		0.00	0
SCHED D-DIVIDENDS	0.00	0			0		0.00	0
SCHEDULE A-PAYE	0.00	0			0		0.00	0
ETHIOPIAN REVENUES AND CUSTOMS AUTHORITY-ETHIOPIA								

Printing a Tax Authority Net Payments Report

This report lists the net payments per revenue code received by a Tax Authority.

To create the report, do as follows:

1. On the **Cash/Collect** menu, click **Cashing** and then **Print Tax Authority Net Payments Report**. The **Regional Retention by Revenue (CA108RS)** screen opens.

CA108RS

21-APR-10

MARGA

Regional Retention by Revenue

Page 1 of 1

Run Report

Tax Type: VALUE-ADDED TAX(VAT)

Tax Authority: ADDIS ABABA CITY ADMINISTRATION

Payment Location:

Month:

Dates From: 08-FEB-2006 To: 09-MAR-2006

2. Double-click in the **Tax Type** field, make a selection and click **OK**.
3. To specify a Tax Authority, double-click in the **Tax Authority** field, make a selection and click on **OK**.
4. To specify a payment location, double-click in the **Payment Location** field, make a selection and click on **OK**.
5. To specify a month, double-click in the **Month** field, make a selection and click **OK**.

Following this selection, the year and the dates of the year display automatically in the corresponding fields.

6. If you choose not to select a month, in the **Dates From** and **To** fields, specify the dates to be covered by the report for the retained taxes.
7. Click on the **Run Report** button. The **Regional Retention by Revenue** (CA108R) report is created according to the criteria selected in the submission screen. The following example is given for illustrative purposes only.

SIGTAS CAISER		Regional Retention by Revenue		Page 1 of 3		
01-NOV-2006				SIGTASAD		
02:07 PM						
SELECTION CRITERIA						
Tax Type: VALUE ADDED TAX(VAT)						
Tax Authority: ADDIS ABABA			Payment Location:			
Month/Year: YEKATTI 1998						
From: 05-02-2006		To: 09-03-2006				
Revenue	Description	Tax Auth's Own	Common	Total	Retention	Net Paym
1122	SUGAR		0,00	0,00	0,00	0
1123	SALT	70.079,06	0,00	70.079,06	3.503,95	66.575
1126	ALCOHOL AND ALCOHOLIC PRODUCTS	14.825,27	0,00	14.825,27	741,26	14.084
1127	BEER	10.626,44	0,00	10.626,44	531,32	10.095
1128	TOBACCO		0,00	0,00	0,00	0
1129	LEATHER AND LEATHER PRODUCTS	126.076,99	0,00	126.076,99	6.303,85	119.773
1131	PLASTIC PRODUCTS	59.038,01	0,00	59.038,01	2.951,90	56.086
1132	COTTON, YARNS AND FABRICS	20.589,53	0,00	20.589,53	1.029,48	19.560
1133	TEXTILE AND CLOTHING	722.164,70	0,00	722.164,70	36.108,24	686.056
1134	CHEMICAL AND CHEMICAL PRODUCTS	37.738,59	0,00	37.738,59	1.886,93	35.851
1135	NON-METALLIC MINERAL PRODUCTS	56.500,33	0,00	56.500,33	2.825,02	53.675
1136	IRON AND STEEL	108.357,38	0,00	108.357,38	5.417,87	102.939
1137	MOTOR VEHICLE ACCESSORIES AND PARTS	307.283,60	0,00	307.283,60	15.364,18	291.919
1138	MACHINERY, CAPITAL GOODS AND ACCESSORIES	28.669,53	0,00	28.669,53	1.433,48	27.236
1139	WOOD AND WOOD PRODUCTS	19.591,67	0,00	19.591,67	979,58	18.612
1141	FOOD	354.211,51	0,00	354.211,51	17.710,58	336.500

Printing Lists of Receipts (External Audit)

To produce the report, do as follows:

1. On the **Cash/Collect** menu, click **Cashing** and then **Print List of Receipts (External Audit)**. The **Print List of Receipts for External Audits (CA77RS)** screen opens.

2. In the **Start Date** field, enter the date on which the report should start including the receipts and press **Tab**.

- In the **End Date** field, enter the date on which the report should stop including the receipts.
- Click the **Run Report** button. The **List of Receipts For External Audit (CA77R)** report is created according to the criteria selected in the **Print List of Receipts for External Audit (CA77RS)** screen. The following example is given for illustrative purposes only.

Document Receipt No.	Receipt No.	Date	Time	Tax Account No.	Cashier	Amount
	2453	26-JAN-2006	08:42	2068	EMP_LNM290, EMP_FNM290	6,232.30
	2454	26-JAN-2006	08:44	3083	EMP_LNM290, EMP_FNM290	46.62
	2455	26-JAN-2006	08:57	4190	EMP_LNM290, EMP_FNM290	10,662.00
	2456	26-JAN-2006	09:23	0383	EMP_LNM290, EMP_FNM290	1,143.48
	5302	26-JAN-2006	09:28	4177	EMP_LNM290, EMP_FNM290	1,000.00
	2458	26-JAN-2006	09:32	5224	EMP_LNM290, EMP_FNM290	454.98
	2462	26-JAN-2006	09:45	1174	EMP_LNM290, EMP_FNM290	180,251.25
	2463	26-JAN-2006	09:48	7309	EMP_LNM290, EMP_FNM290	1,528.57
	2465	26-JAN-2006	09:50	3148	EMP_LNM290, EMP_FNM290	23,026.45
	2467	26-JAN-2006	09:57	5006	EMP_LNM290, EMP_FNM290	4,400.60
	2469	26-JAN-2006	10:00	1180	EMP_LNM290, EMP_FNM290	798.97
	2471	26-JAN-2006	10:03	7831	EMP_LNM290, EMP_FNM290	18.46
	2473	26-JAN-2006	10:06	0434	EMP_LNM290, EMP_FNM290	17,398.08
	2475	26-JAN-2006	10:11	0372	EMP_LNM290, EMP_FNM290	4,163.31
	2476	26-JAN-2006	10:14	5298	EMP_LNM290, EMP_FNM290	22,413.50
	2478	26-JAN-2006	10:17	0218	EMP_LNM290, EMP_FNM290	10,069.63
	5303	26-JAN-2006	10:24	2226	EMP_LNM290, EMP_FNM290	3,000.00
	5303	26-JAN-2006	10:24	2226	EMP_LNM290, EMP_FNM290	3,000.00

Printing Lists of Payments by Tax Authority Legal Status

To print the report, do as follows:

- On the **Cash/Collect** menu, click **Cashing** and then **Print List of Payments by Tax Auth. Legal Status**. The **Taxpayer Payments by Tax Authority and Legal Status (CA91RS)** screen opens.

CA91RS

21-APR-2010

MARGA

Taxpayer Payments by Tax Authority and Legal Status

Page 1 of 1

Tax Authority: ETHIOPIAN REVENUS AND CUSTOMS AUTHORITY

Payment Location: ADDIS ABABA VAT

Tax Type: VALUE-ADDED TAX(VAT)

Month: YEKATIT 2000

Dates From: 09-FEB-2008 To: 09-MAR-2008

Run Report

Note: The Tax Authority and the payment location of the user are automatically displayed in the corresponding fields.

2. Double-click in the **Tax Type** field, make a selection and click on **OK**.
3. To specify a month, double-click in the **Month** field, make a selection and click **OK**.
Following this selection, the year and the dates of the year display automatically in the appropriate fields.
4. If you choose not to select a month, in the **Dates From** and **To** fields, specify the dates to be covered by the report and press **Enter**.
5. Click on the **Run Report** button. The **Taxpayer Payments by Tax Authority / Legal Status (CA91R)** report is created according to the criteria selected in the submission screen. The following example is given for illustrative purposes only.

SIGTAS CA91R
PAGE 1 OF 29

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MARCA

Taxpayer Payments by Tax Authority/Legal Status

Selection Criteria

Tax Type: VALUE-ADDED TAX(VAT)
 Tax Authority: ETHIOPIAN REVENUS AND CUSTOMS AUTHORITY
 Month/Year: YEKATIT.2000
 From: 09-FEB-2008 To: 09-MAR-2008

Description

Payment Location: ADDIS ABABA VAT
 Tax Authority: ETHIOPIAN REVENUS AND CUSTOMS AUTHO
 Legal Status: FEDERAL PUBLIC ENTERPRISE

TIN	Taxpayer Name	Amount Paid
0000040513	REGISTNM454	181,425.57
0000028921	REGISTNM418	450,641.66
		Total: 632,067.23

Legal Status: INDIVIDUAL

TIN	Taxpayer Name	Amount Paid
0000031681	LASTNAME24815, FIRSTNAME24815	4,500.00
0000058345	LASTNAME6823, FIRSTNAME6823	27,937.46
0000003410	LASTNAME5901, FIRSTNAME5901	92,660.32
0000469373	LASTNAME4974, FIRSTNAME4974	88,241.99
0000009023	LASTNAME4368, FIRSTNAME4368	9,497.79
0000050941	LASTNAME4861, FIRSTNAME4861	251,630.98
0000051379	LASTNAME4876, FIRSTNAME4876	6,348.25
0000043275	LASTNAME23070, FIRSTNAME23070	1,637.69
0000024436	LASTNAME5864, FIRSTNAME5864	22,013.09
0000061342	LASTNAME5994, FIRSTNAME5994	2,017.79
0000019574	LASTNAME4307, FIRSTNAME4307	1,472.85
0000031559	LASTNAME3405, FIRSTNAME3405	18,349.38
0000013241	LASTNAME4277, FIRSTNAME4277	104,286.41
0000014171	LASTNAME6559, FIRSTNAME6559	16,472.91
0000003025	LASTNAME3591, FIRSTNAME3591	13,556.65
0000309719	LASTNAME6392, FIRSTNAME6392	14,244.80
0000526145	LASTNAME5729, FIRSTNAME5729	6,084.00
0000026321	LASTNAME4965, FIRSTNAME4965	13,073.91
0000031786	LASTNAME3602, FIRSTNAME3602	6,471.37
0000008851	LASTNAME1310, FIRSTNAME1310	38,054.54
0000021932	LASTNAME1323, FIRSTNAME1323	11,900.86
0000025019	LASTNAME184, FIRSTNAME184	28,930.16
0000016889	LASTNAME186, FIRSTNAME186	103,071.50
0000027912	LASTNAME1249, FIRSTNAME1249	839.64
0000018812	LASTNAME4460, FIRSTNAME4460	1,143.55
0000021317	LASTNAME4736, FIRSTNAME4736	54,965.51
0000360064	LASTNAME5756, FIRSTNAME5756	778.55
0000028906	LASTNAME5759, FIRSTNAME5759	9,512.91
0000031666	LASTNAME6107, FIRSTNAME6107	32,757.92

ETHIOPIAN REVENUS AND CUSTOMS AUTHORITY-ETHIOPIA

About Payment Vouchers

When payments are deposited at the bank, a bank employee signs the deposit slip and gives it to the revenue department representative who made the deposit. A payment voucher is then created by the revenue department for each signed deposit slip. The payment voucher contains the voucher number, the date the payment was deposited, the name of the cashier, the amount, the reason the payment voucher was issued and the name of the bank and bank account. These payment vouchers must be captured in SIGTAS. A payment voucher can also be cancelled in SIGTAS.

Capturing a Payment Voucher

The **Capture Payment Voucher (CA87S)** screen is used to capture deposits in the appropriate bank account. The fields help define details for each deposit transaction, such as:

- ◆ Date
- ◆ Cashier
- ◆ Amount
- ◆ Purpose
- ◆ Bank Branch
- ◆ Bank Account number

The **Voucher No** is generated by SIGTAS and the **Amount Collected** field is displayed by SIGTAS.

To capture a payment voucher, do as follows:

1. On the **Cash/Collect** menu, click on **Cashing**, then **Payment Vouchers** and then on **Capture/Cancel Payment Voucher**. The **Capture Payment Voucher (CA87S)** screen opens.

The screenshot shows the 'Capture Payment Voucher' (CA87S) screen. The window title is 'CA87S'. The top bar displays '21-APR-2010' and 'MARGA'. The main title is 'Capture Payment Voucher' and it is 'Page 1 of 1'. The form fields are: Date: 21-APR-2010; Voucher No.: 2250001; Cashier: BENS Aid BENHARMAS; Voucher Amount: 5,500.00; Purpose: No cheque; Bank Branch: NATIONAL BANK OF ETH; Account No.: 0160101310600; Cancel Date: (empty); Deposit Date: 21-APR-2010.

2. In the **Date** field, enter the date of the payment voucher and press **Enter**.
3. Double-click in the **Cashier** field, select the name of the individual who deposited the payment and click **OK**.

4. In the **Amount** field, type the amount of the payment voucher and press **Enter**
5. To specify the reason the payment voucher was issued, field type the reason in the **Purpose** and press **Enter**.
6. Double-click in the **Bank Branch** field, select the branch where the payment was deposited and click **OK**.

The number of the bank account appears in the **Account No.** field.

7. Enter in the **Deposit Date** field, the date the deposit was made.
8. Click on the **Save** button on the toolbar. The following message displays in the task bar:

FRM-40400: Transaction complete: 1 records applied and saved.

Note: SIGTAS automatically generates a voucher number and displays it in the **Voucher No.** field.

Canceling a Payment Voucher

To cancel a payment voucher, do as follows:

1. On the **Cash/Collect** menu, click on **Cashing**, then on **Payment Vouchers** and then on **Capture/Cancel Payment Voucher**. The **Capture Payment Voucher (CA87S)** screen opens.

2. Click on the **Find Record** button on the toolbar.
3. In the **Voucher No.** field, enter the number of the payment voucher and click the **Find Record** button on the toolbar or press **F8**. The payment voucher information appears in the screen.
4. In the **Cancel Date** field, enter the date you want the payment voucher cancellation to take effect.
5. Click on the **Save** button on the toolbar.

Creating a Payment Voucher Report

The **List of Payment Vouchers (CA88R)** report contains information about all the payment vouchers that were issued starting at a specific date or about one payment voucher only. The contents of the report can vary, depending on the criteria that you select in the **Print List of Payment Vouchers (CA88RS)** screen. You can specify a cashier, a bank account, or only cancelled payment vouchers.

To create the report, do as follows:

1. On the **Cash/Collect** menu, click **Cashing**, then **Payment Vouchers**, and then **Print List of Payment Vouchers**. The **Print List of Payment Vouchers (CA88RS)** screen opens.

2. In the **Issued Dates From** field, enter the date SIGTAS should start searching for payment vouchers. The report will include all payment vouchers that were issued on and after this date.
3. To specify the date SIGTAS should stop searching for payment vouchers, in the **To** field enter the date. The report will include all payment vouchers that were issued on and before this date.
4. To search for the payment vouchers of one cashier only, double-click in the **Cashier** field, select the cashier and click **OK**.
5. To search for payment vouchers issued for one bank account only, double-click in the **Cashier** field, select the account and click **OK**. The name of the bank's branch is displayed automatically in the **Bank Branch** field.
6. To search only for payment vouchers that were deposited, check the **Deposited** box.
7. Click on the **Run Report** button. The **List of Payment Vouchers (CA88R)** report is created according to the selection criteria. The following example is given for illustrative purposes only.

SIGTAS CABBR		Page 1 of 1					
26-JAN-2004		SIGTASAD					
02:51 PM							
List of Payment Vouchers							
SELECTION CRITERIA							
Issued Date From: 26-01-2003		To: 12-01-2004					
Cashier: SIGTASAD SIGTASAD							
Voucher No.:		Cancelled ? : N					
Bank: BANK NATIONAL WEST							
Issue Date	Voucher No.	Cashier	Amount	Purpose	Bank Branch	Account No.	Cancel Date
18-DEC-2003	23	SIGTASAD SIGTASAD	50.00		BANK NATIONAL WEST	016010131060 0	13-JAN-2004
07-JAN-2004	636	SIGTASAD SIGTASAD	200.00		BANK NATIONAL WEST	016010131060 0	
08-JAN-2004	635	SIGTASAD SIGTASAD	4050.50		BANK NATIONAL WEST	016010131060 0	
12-JAN-2004	345	SIGTASAD SIGTASAD	1000.00		BANK NATIONAL WEST	016010131060 0	
TOTAL :			5300.50				

5. Double-click in the **Transaction Type** field, select a type of transaction from the list and then click on **OK**.
6. In the **Amount** field, enter the amount of the transaction.
7. You may enter any relevant comment relating to the transaction in the **Comment** field.
8. In the **Approval Date** field, enter the date on which the transaction was approved and then press **Enter**.
9. Double-click in the **Approval Position** field and select the position of the officer who approved the transaction and then press **Enter**.

The name of the officer is automatically displayed in the corresponding field.

10. To save the transaction, click on the **Save** button on the toolbar.

The following table contains a description of the fields in the **Register Bank Account Adjustment (CA60S)** screen.

Field	Description
Date	The date on which the transaction was captured. It cannot be later than the current date. The transaction's date is always before the date it is captured in SIGTAS. The transaction is first approved, then executed by the bank and then captured in SIGTAS.
Doc No.	The supporting document number that was previously registered using the Create/Register Document (DF132S) screen.
Account No.	The number of the account belonging to the Tax Authority or the tax centre. Tax Authority Officers cannot see the tax centre bank accounts.
Bank Name	This field automatically displays the name of the bank to which belongs the selected bank account.
Bank Branch	This field automatically displays the name of the bank branch to which belongs the selected bank account.
Transaction Type	The transaction type for which the bank account needs adjustments. An LOV is available for selection (balance adjustment credit or debit, bank charge, or interest).
Amount	The amount of the transaction.
Comment	Free text for additional information related to this transaction.
Approval Date	The date on which the transaction was approved. It cannot be later than the current date.
Approval Position	The position of the officer authorizing the transaction.
Approval Name	The name of the officer authorizing the transaction.

Registering a Bank Account Transfer

The **Register Bank Account Transfer** (CA61S) screen allows transferring funds from one bank account to another.

To register a bank account transfer, do as follows:

1. In the **Cash/Collect** menu, click **Bank Account Tracking**, and then **Register Bank Account Transfer**. The **Register Bank Account Transfer** (CA61S) screen opens.

2. In the **Date** field, enter the date on which the transaction was captured.
3. In the **Document No.** field, enter the number of the document that was previously registered in the **Create/Register Document** (DF132S) screen.

4. In the **From** bloc, double-click in the **Account No** field, select the account from which a transfer will be debited.

SIGTAS will then automatically display the bank name and branch in the corresponding fields.

5. In the **Amount** field of the **From** block, enter the amount that will be debited from the specified account. Make sure that the amount entered is available in the account.
6. In the **Comment** field, enter any additional information regarding the bank from which the money will be transferred.
7. In the **To** bloc, double-click in the **Account No** field, select the account number to which the transfer will be credited.

SIGTAS will then automatically display the bank name and branch in the corresponding fields.

8. In the **Approval Date** field of the **Approval** bloc, enter the date on which the transfer was issued.
9. Double-click in the **Approval Position** field of the **Approval** bloc and select the position of the person authorizing the transfer.

SIGTAS will display the name of the person authorizing the transaction in the **Approval Name** field.

- Click on the **Save** button on the toolbar.

The following table contains a description of the fields in the **Register Bank Account Transfer (CA61S)** screen.

Field	Description
Date	The date on which the transaction was captured. Cannot be later than the current date. The date of the transaction is always before the date captured in SIGTAS. The transaction is first approved, then executed by the bank and then captured in SIGTAS.
Document No.	The supporting document number that was previously generated in the Create/Register Document (DF132) screen.
(From block) Account No.	The number of the account from which the amount will be debited. An LOV is available for selection.
(From block) Bank Name	This field automatically displays the name of the bank from which the amount will be debited.
(From block) Bank Branch (This field automatically displays the name of the bank branch from which the amount will be debited.
(From block) Amount	The amount that will be transferred.
(From block) Comment	Free text for additional information related to the transaction.
(To block) Account No.	The number of the account to which the amount will be credited.
(To block) Bank Name	This field automatically displays the name of the bank to which the amount will be credited.
(To block) Bank Branch	This field automatically displays the name of the bank branch to which the amount will be credited.
Approval Date	The date on which the transaction was approved.
Approval Position	The position of the officer authorizing the transaction.
Approval Name	The name of the officer authorizing the transaction.

Creating a Bank Account Report – Non-Transfers

The **Bank Account Tracking – All Queries (CA62RS)** screen allows printing the details of each transaction (except for transfers) for each bank account number with the sub-total amount of each transaction type and the previous period and the end of the specified period balances.

To create a bank account report, do as follows:

- On the **Cash/Collect** menu, click **Bank Account Tracking**, and then **Bank Account Tracking Report – Non Transfers**. The **Bank Account Tracking – All Queries (CA62RS)** screen opens.

2. Double-click in the **Tax Authority** field, select a Tax Authority and then click on **OK**.
3. To run the report for a specific tax centre, double-click in the **Tax Centre** field and make a selection.
4. In the **From Date / To Date** fields, enter the date range for which you want to track the bank account.
5. Double-click in the **Bank Account No.** field, select the bank account and then click on **OK**.
6. Click on the **Run Report** button. The **Bank Account Tracking – All Queries (CA62R)** report is created according to the selection criteria. The following example is given for illustrative purposes only.

SIGTAS CA62R		Bank Account Tracking - ALL QUERIES		PAGE 1 OF 1	
21-APR-2010				MARGA	
06:11 PM					
SELECTION CRITERIA					
Tax Authority: ETHIOPIAN REVENUS AND CUSTOMS AUTH-		Including Tax Centre: N			
Tax Centre:					
Bank Account No: 999199919991:		Bank Name: ABYSSINIA BK			
		Bank Branch: BANK OF ABYSSINIA			
From: 21-APR-2010		To: 21-APR-2010			
Minimum Amount:					
Transaction Type: INTEREST					
Tax Authority: ETHIOPIAN REVENUS AND CUSTOMS AUTHORI					
Tax Centre:					
Bank Account No: 999199919991		Bank Name: ABYSSINIA BK		Bank Branch: BANK OF ABYSSINIA	
Transaction Type: INTEREST					
<u>Transaction Date</u>	<u>Transaction No</u>	<u>Amount:</u>	<u>Officer Name</u>	<u>Supporting Document No.</u>	
21-APR-2010	950001	300,00	EMP_FNM212 EMP_LNI	13259100001	
Sub-Total:		300,00			
Previous Period Balance:		0,00			
End of Specified Period Balance:		300,00			
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The following table contains a description of the fields in the **Bank Account Tracking – All Queries (CA62RS)** screen.

Field	Description
Tax Authority	This field specifies the Tax Authority. An LOV is available for selection. When selected, the report contains all bank accounts of the selected Tax Authority only.
Including Tax Centre	Check box. If selected, the report must contain all the transactions of the bank accounts of the tax centres belonging to the specified Tax Authority. If deselected, only transactions of the bank accounts of the selected Tax Authority will be included in the report.
Tax Centre	The tax centre may be either selected from the available list of values or left blank for all tax centres. Note: If a tax centre is selected, the report prints all bank accounts of this tax centre. In this case, the Including Tax Centre check box must be deselected.
Bank Account No.	The bank account number, selected from a list of values. If a type of transaction is selected in the Transaction Type field, then the Bank Account No field is mandatory and the Including Tax Centre check box must be deselected.
Bank Name	The name of the bank corresponding to the bank account number previously entered.
Bank Branch	The name of the branch corresponding to the bank account number previously entered.
Minimum Amount	The minimum amount of the threshold under which transactions are not printed.
From Date	The initial date (dd-mm-yyyy) of the period to be covered in the report.
To Date	The final date (dd-mm-yyyy) of the period to be covered in the report.
Transaction Type	The type of transaction. Specify one type from a list of values or leave blank for all types. If a bank account number is not selected, then this field is mandatory.

Creating a Bank Account Report – Transfers Report

The **Bank Account Tracking – Transfers** (CA63R) report allows printing the details of the transfers per bank account number and the bank accounts credited. Also, it allows printing the total amounts debited and the total amounts credited.

To create a bank account report-transfer, do as follows:

1. On the **Cash/Collect** menu, click **Bank Account Tracking** and then **Bank Account Tracking Report – Transfers**. The **Bank Account Tracking Report – Transfers** (CA63RS) screen opens.

The screenshot shows a software window titled 'CA63RS' with a subtitle 'Bank Account Tracking - Transfers'. The window contains a form with the following fields and values:

- Tax Authority: ETHIOPIAN REVENUS AND CUSTOMS AUTHO
- Tax Centre: (empty)
- From Date: 21-APR-2010
- To Date: 21-APR-2010
- From Account No.: 999199919991999
- Bank Name: ABYSSINIA BK
- Bank Branch: BANK OF ABYSSINIA
- To Account No.: 0160101310600
- Bank Name: NATIONAL BANK
- Bank Branch: NATIONAL BANK OF ETH
- Minimum Amount: (empty)

A 'Run Report' button is located on the right side of the form. The window also shows a date '21-APR-2010' and the text 'MARGA' and 'Page 1 of 1'.

2. Double-click in the **Tax Authority** field, make a selection and click **OK**.
3. To specify a tax centre, double click in the **Tax Centre** field, make a selection and click **OK**.
4. In the **From Date** and **To Date** fields, specify the dates between which transfers have been made and that will appear on the report.
5. To specify from which bank account the transfer has been made, double-click in the **From Account No** field, make a selection and click on **OK**.

Following this selection, the information pertaining to the bank account of the specified Tax Authority, is displayed in the corresponding fields (**Number, Bank Name, Bank Branch**) of the screen.

6. To specify into which bank account the transfer has been made, double-click in the **To Account No** field, make a selection and click on **OK**.

The information pertaining to the tax account selected in the **To Bank Account** field is displayed in the corresponding fields (**Number, Bank Name, Bank Branch**).

7. To specify a minimum amount of transfer, type in the **Minimum Amount** field the smallest amount for which the system should look for transfers.
8. Click on the **Run Report** button. The **Bank Account Tracking – Transfers** (CA63R) report is created. The following example is given for illustrative purposes only.

SELECTION CRITERIA											
Tax Authority : CENTRAL GOVERNMENT				Including Tax Centre : N							
Tax Centre : ADDIS ABABA LTO											
From Bank Account No :			From Bank Name :			From Bank Branch :					
To Bank Account No :			To Bank Name :			To Bank Branch :					
From: 16-10-2006			To: 16-10-2006								
Minimum Amount :											
Breakdown of Transfers											
From Bank Account Holder: CENTRAL GOVERNMENT - ADDIS ABABA LTO											
From Bank Name: COMMERC BANK											
From Bank Branch: COMM BK OF ETHIOPIA											
Bank Account No: 1418											
Transaction Date	Transaction No.	Amount Credited	Officer Name	Supporting Document No.	To Bank Account No.	To Bank Name	To Bank Branch Name/No.	To Bank Account Holder	Amount Debited	Amount @	
28-08-2006	7	10,00			584	COMMERC BANK	COMM. BK OF ETHIOPIA		-10,00		
31-08-2006	15	200,00			584	COMMERC BANK	COMM. BK OF ETHIOPIA		-200,00		
08-09-2006	25	20,00		510744	0160101310600	NATIONAL BANK	NATIONAL BANK OF ETH	ADDIS ABABA LTO	-20,00		
08-09-2006	27	5,00		510744	0160101310600	NATIONAL BANK	NATIONAL BANK OF ETH	ADDIS ABABA LTO	-5,00		
08-09-2006	30	5,00		510744	0160101310600	NATIONAL BANK	NATIONAL BANK OF ETH	ADDIS ABABA LTO	-5,00		
08-09-2006	32	20,00		510744	0160101310600	NATIONAL BANK	NATIONAL BANK OF ETH	ADDIS ABABA LTO	-20,00		
08-09-2006	93	-20,00	SHG TEST	510751	0160101310600	NATIONAL BANK	NATIONAL BANK OF ETH	ADDIS ABABA LTO	+20,00		
Total Credited:		240,00								Total Debited:	-240,00

The following table contains a description of the fields in the **Bank Account Tracking – Transfers (CA63RS)** screen.

Field	Description
Tax Authority	The Tax Authority of the user executing the report. If the user is an employee of a Tax Authority, then the Including Tax Centre and Tax Centre fields will be accessible for selection.
Including Tax Centre	If this check box is selected, the report must contain all the transactions of the bank accounts of the tax centres belonging to the specified Tax Authority. If deselected, only transactions of the bank accounts of the selected Tax Authority will be included in the report.
Tax Centre	Displays the tax centre of the user executing the report, if the user is an employee of a tax centre. If the employee is from a Tax Authority, the tax centre must either be selected from the available list of values or left blank for all tax centres. If a tax centre is selected, the report prints all bank accounts of this tax centre. In this case, the Including Tax Centres check box must be deselected.
From Date	The initial date (dd-mm-yyyy) of the period to be covered in the report.
To Date	The final date (dd-mm-yyyy) of the period to be covered in the report.
From Account No.	This field allows the selection of the credited bank account number from an LOV or can be left blank for all credited bank account numbers. If selected, the Including Tax Centre check box must be deselected.
(From) Bank Name	The name of the bank corresponding to the bank account number previously entered.
(From) Bank Branch	The name of the bank branch form which the account will be debited.
To Account No.	This field allows the selection of a debited bank account number from an LOV or can be left blank for all credited bank account numbers.
(To) Bank Name	Displays the bank name corresponding to the selection in the To Account No. field.
(To) Bank Branch	Displays the bank branch name corresponding to the selection in the To Account No. field.

Minimum Amount	The minimum amount of the threshold under which transaction are not printed. The amount must be entered as an absolute value.
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Reversing a Bank Transaction

The **Reverse Bank Transaction** (CA64S) screen allows reversing a bank transaction that has already been created under a bank account in SIGTAS.

Note: Once you save the information in the **Register Bank Account Adjustment** (CA60S), **Register Bank Account Transfer** (CA61S) and **Reverse Bank Transaction** (CA64S) screens, you can no longer update or delete these transactions. If corrections are needed with respect to the original transactions, you must reverse them using the **Reverse Bank Transaction** (CA64S) screen and then recreate the appropriate transactions. If corrections are needed to already reversed transactions, you must recreate the original transactions that were mistakenly reversed.

To reverse a bank transaction, do as follows:

1. On the **Cash/Collect** menu, click **Bank Account Tracking**, and then **Reverse Bank Transaction**. The **Reverse Bank Transaction** (CA64S) screen opens.

Note: After querying the transaction number in one of the two reports, **Bank Account Tracking – All Queries** or **Bank Account Tracking – Transfers**, you must enter it in the **Trans No.** field of the **Reverse Bank Transaction** (CA64S) screen. The details of the transaction are displayed in the corresponding fields.

Once the officer is certain that the transaction must be reversed, the date must be entered along with the supporting document and the name of the officer that authorized the reversing.

In case the selected transaction is already reversed, the reversed transaction number will be displayed. This will also prevent re-reversing the transaction.

2. In the **Trans No** field, enter the number of the transaction to reverse and press **F8**.

The details of the corresponding transaction are displayed in the corresponding fields.

3. In the **Comment** field, type any pertinent comment for the transaction to be reversed and then press **Tab**.
4. In the **Doc No.** field, enter the number of the document for which a reverse must be done and press **Enter**.
5. In the **Approval Date** field, enter the date on which the reverse transaction was approved and then press **Enter**.
6. Double-click in the **Approval Position** field and select the position of the officer authorizing the transaction.

The name of the officer displays in the **Approval Name** field.

7. Click on the **Reverse** button. The following message displays:

FRM-40400: Transaction complete: 2 records applied and saved.

Note: SIGTAS automatically generates a number for the reversed transaction. This number is displayed in the **Rev. Trans. No.** field.

The following table contains a description of the fields in the **Reverse Bank Transaction (CA64S)** screen.

Field	Description
Trans. No.	The number of the transaction to query. All transaction types, except for refund and any reversal transaction type, can be reversed.
Rev. Trans. No.	Displays the number of the reversed transaction after clicking on the Reverse button. The original transaction number is initially entered in the Trans. No. field.
Date	The date of the original transaction number.
Account No.	The account number of the original transaction (in the Trans. No. field).
Bank	The name of the bank of the original transaction (in the Trans. No. field).
Bank Branch	The name of the bank branch original transaction (in the Trans. No. field).
Trans. Type	The type of transaction of the original transaction (in the Trans. No. field).
To Acct No.	The account number to which the amount of the original transaction (in the Trans. No. field) will be credited.
Bank	The name of the bank to which the account will be credited.
Bank Branch	The name of the bank branch to which the account will be credited.
Amount	The amount of the original transaction (in the Trans. No. field).
Comment	Free text for additional information related to the reversed transaction.
Doc. No.	The supporting document number that was previously registered in Create/Register Document (DF132S) screen.
Approval Date	The date on which the reversed transaction was approved.
Approval Position	The position of the officer authorizing the reversed transaction.
Approval Name	The name of the officer authorizing the reversed transaction.

About Revenue Sharing

Introduction

This section describes two reports showing the revenues collected for a specified Tax Authority, namely the **Revenue Collected by Revenue Code and Tax Authority (CA66R)** and the **Revenue for Transfer by Tax Authority (CA67R)** report.

The **Revenue Collected by Revenue Code and Tax Authority (CA66R)** report presents an overview of the amounts collected by a specified Tax Authority, what belongs to it and what doesn't because its common revenues or because the taxpayer didn't pay at his tax centre of registration.

The **Revenue for Transfer by Tax Authority (CA67R)** report indicates the sums to be transferred from one Tax Authority to another. These sums must follow the bank account structure in place. In other words, based on this report, the Tax Authority must be able to determine the amounts to be transferred from each of VAT, shared revenues and non-shared revenues bank accounts.

Printing a Revenue Collected by Tax Authority and Revenue Code Report

The **Revenue Collected by Revenue Code and Tax Authority (CA66R)** report has a management purpose. It aims at determining, per revenue code, how much was physically collected at the Tax Authority, how much should be transferred to or received from the other Tax Authorities and finally, how much the specified Tax Authority should have (after all the transfers are done).

To create this report, do as follows:

1. On the **Cash/Collect** menu, click on **Revenue Sharing** and then on **Print Rev. Collected by Rev. Code and Tax Auth.** The **Revenue Collected by Tax Authority and Revenue Code (CA66RS)** screen opens.

2. Double-click in the **Tax Authority** field and select the Tax Authority for which you create the report.
3. To specify a tax type, double-click in the **Tax Type** field, make a selection and then click **OK**.

The screenshot shows a software window titled 'CA67RS' with a header bar containing '19-APR-10', 'MARGA', and 'Revenue for Transfer by Tax Authority'. Below the header, there is a 'Page 1 of 1' indicator and a 'Run Report' button. The main area contains several input fields: 'Tax Authority' with the value 'ETHIOPIAN REVENUS AND CUSTOMS AUTHORITY', 'Cashier Name' (empty), 'Payment Location' with the value 'ADDIS ABABA VAT', 'Start Date' with the value '22-MAY-2009', and 'End Date' with the value '19-APR-2010'.

2. Double-click in the **Tax Authority**, select the tax authority for which you create the report and then click on **OK**.
3. To print transactions done by a specific cashier, double-click in the **Cashier** field, select the name of the cashier and click **OK**.
4. To filter (to narrow) the results by a specific payment location, double-click in the **Payment Location** field and make your selection.

Note: The tax centre is not used as a selection criterion since a given tax centre can collect amounts on behalf of other tax centres belonging to the same Tax Authority. Therefore, the payment location has to be used as a selection criterion.

5. Enter a **Start** and an **End** date in the corresponding fields.

The report will print the transactions done between the specified dates (including the dates).

6. Click on the **Run Report** button. The **Revenue for Transfer by Tax Authority** (CA67R) report is created. The following example is given for illustrative purposes only.

About the Revenue Collected per Product

Introduction

This section describes two reports showing the revenues collected for a specified Tax Authority, namely the summary report **Revenue Collected per Product** (AS64R) and the detailed report **Revenue Collected per Product** (AS64R1). These reports are created using the **Revenue Collected per Product** (AS64RS) screen.

Each type of report can be run for one of the following three taxes at a time, namely chat, stamp duty or turnover tax on agricultural product over a specific time period.

Creating a Report on Revenue Collected per Product

To create a report **Revenue Collected per Product** (summary or a detailed), do as follows:

1. On the **Cash/Collect** menu, click on **Print Revenue Collected per Product**. The **Revenue Collected per Product** (AS64RS) screen opens.

The Tax Authority and the tax centre of the user are automatically displayed in the corresponding fields of the screen.

2. If you work for a Tax Authority [the check box **Tax Authority** selected in the screen **Maintain Tax Department Employee** (BT24)], you can select any tax centre under your Tax Authority or all tax centres under your Tax Authority by leaving the **Tax Centre** field blank.
3. Double-click in the **Tax Type** field and select the type of tax for which you create the report.
4. If you require a report for a specific product liable to the selected tax, double-click in the **Product** field and select the product type.

Note: If no selection is made, then all product types on which the selected tax type is levied will be listed in the report.

5. You may specify the time interval covered by the report by typing a start date and an end date in the corresponding fields.
6. If the selected tax is “Chat”, you may specify one of the following **Destination** option buttons to filter the results as follows:
 - ◆ “**All**” (default option) to include all chat transactions (local and for export);
 - ◆ “**Local**” to include only local chat transactions;
 - ◆ “**Export**” to include only export chat transactions.
7. If you produce a summary report, click on the **Summary Report** button. The report **Revenue Collected per Product (AS64R)** is created according to the specified criteria. The following example is given for illustrative purposes only.

SIGTAS AS64R		PAGE 1 OF 1					
01-MAR-2010		MARGA					
03:09 PM		Revenue Collected per Product (Summary)					
Selection Criteria							
Tax Authority: Tax Centre: ADDIS ABABA VAT		Tax Type: STAMP DUTY Product: From: To:					
Tax Centre: ADDIS ABABA VAT							
Product	Number of Taxpayers	Quantity	Rate(%)	Price	Revenue	Penalty	Total Revenue
AWARD	1	1,000	1		10.00	0.00	
BONDS	1	2,000	1		20.00	0.00	
CONTRACT AND AGREEMENTS AND MEMORANDA THEREOF	1	50		5.00	250.00	0.00	
SECURITY DEEDS	1	4,000	1		40.00	0.00	
WAREHOUSE BOND	1	200	1		2.00	0.00	
Total:					322.00	0.00	322.00

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8. If you produce a detailed report click on the **detailed Report** button. The report **Revenue Collected per Product (AS64R1)** is created according to the specified criteria. The following example is given for illustrative purposes only.

SIGTAS AS64R1		PAGE 1 OF 1							
01-MAR-2010		MARGA							
03:11 PM		Revenue Collected per Product (Detailed)							
Selection Criteria									
Tax Authority: ETHIOPIAN REVENUE AND CUSTOMS AUTHO		Tax Type: STAMP DUTY							
Tax Centre: ADDIS ABABA VAT		Product: From: To:							
Tax Centre: ADDIS ABABA VAT									
Receipt No.	Date of Receipt	Time of Receipt	TIN	Taxpayer Name	Product	Quantity	Revenue	Penalty	Total Revenue
1325120001	15-DEC-2009	09:12	0252290940		AWARD	1,000	10.00	0.00	322.00
					BONDS	2,000	20.00		
					SECURITY DEEDS	4,000	40.00		
					CONTRACT AND AGREEMENTS AND MEMORANDA THEREOF	50	250.00		
					WAREHOUSE BOND	200	2.00		
Total ADDIS ABABA VAT:						7,250	322.00	0.00	322.00
TOTAL TAX AUTHORITY:						7,250	322.00	0.00	322.00

ETHIOPIAN REVENUES AND CUSTOMS AUTHORITY-ETHIOPIA

About the Revenue Collected per Product (Summary) (AS64R) Report

The purpose of this report is to summarize the revenue collected from the chat, stamp duty or turnover tax on agricultural product, aggregated up to the Tax Authority level.

The output of the report is sorted by tax centre name in alphabetical order and within a tax centre by the name of product type in alphabetical order.

The following example is given for stamp duty tax. The following table contains the differences of the report's output for each tax type.

SIGTAS AS64R		PAGE 1 OF 1					
01-MAR-2010		MARGA					
10:57 AM		Revenue Collected per Product (Summary)					
Selection Criteria							
Tax Authority:		Tax Type: STAMP DUTY					
Tax Centre:		Product: From: To:					
Tax Centre: ADDIS ABABA VAT							
Product	Number of Taxpayers	Quantity	Rate(%)	Price	Revenue	Penalty	Total Revenue
AWARD	1	1,000	1		10.00	0.00	
BONDS	1	2,000	1		20.00	0.00	
CONTRACT AND AGREEMENTS AND MEMORANDA THEREOF	1	50		5.00	250.00	0.00	
SECURITY DEEDS	1	4,000	1		40.00	0.00	
WAREHOUSE BOND	1	200	1		2.00	0.00	
Total:					322.00	0.00	322.00

ETHIOPIAN REVENUES AND CUSTOMS AUTHORITY-ETHIOPIA

The following table contains a description of the items in the **Revenue Collected per Product (Summary)** (AS64R) report.

Field	Description
Selection Criteria section	
Note: This section prints the selection criteria that were captured in the Revenue Collected per Product (AS64RS) submission screen.	
Report's layout	
Tax Centre	The tax centre that collected the stamp duty tax. Note: There is a section for each tax centre with stamp duty activity.
Chat Type	Prints the type of chat declared at the station. This field appears only if the report is executed for the chat tax.
Export	This field appears only if the report is executed for the chat tax. "Y" indicates that the destination of chat is for export. "N" indicates that the destination of chat is for local consumption.
Product	The description of the type of product if the report is executed for stamp duty or turnover tax on agricultural product.
Number of Taxpayers	The number of taxpayers who paid taxes for the displayed product (if the report is executed for stamp duty or turnover tax on agricultural product) or for the displayed chat type if the report is executed for chat.
Quantity	The quantity traded for the chat type if the report is executed for chat tax or the quantity of stamps if the report is executed for stamp duty tax.
Rate (%)	The rate (as a percentage) that was charged for the specified product if the report is executed for stamp duty or turnover tax on agricultural product. Note: In case of stamp duty, depending on the product type, either the rate or the unit cost will be printed.
Price	The unit cost in case for a product type that is charged per unit of product (chat type or stamp duty). Note: Depending on the product type, either the unit cost or the rate will be printed.
Revenue	The revenue (non-including penalties) collected for this particular type of product in case of stamp duty/turnover tax on agricultural product or for the chat type.
Penalty	The amount of penalty (if applicable) paid for this particular type of product in case of stamp duty/turnover tax on agricultural product or for the chat type.
Total Revenue	The total revenue (including penalties) collected for this particular type of product in case of stamp duty/turnover tax on agricultural product or for the chat type.
Total	The total revenue collected for all product types in case of stamp duty/turnover tax on agricultural product or the chat type for this tax centre and each displayed column.

About the Revenue Collected per Product (Detailed) (AS64R) Report for Stamp Duty

The purpose of this report is to detail the revenue collected from the chat or stamp duty or turnover tax on agricultural product, summed by tax centre and by Tax Authority.

The following example is given for stamp duty tax. The following table contains the differences of the report's output for each tax type.

SIGTAS AS64R1		01-MAR-2010		03:11 PM		Revenue Collected per Product (Detailed)				PAGE 1 OF 1 MARGA	
Selection Criteria											
Tax Authority: ETHIOPIAN REVENUE AND CUSTOMS AUTHORITY Tax Centre: ADDIS ABABA VAT						Tax Type: STAMP DUTY Product From: To:					
Tax Centre: ADDIS ABABA VAT											
Receipt No.	Date of Receipt	Time of Receipt	TIN	Taxpayer Name	Product	Quantity	Revenue	Penalty	Total Revenue		
1325120001	15-DEC-2009	09:12	0232250940		AWARD	1,000	10.00	0.00	322.00		
					BONDS	2,000	30.00				
					SECURITY DEEDS	4,000	40.00				
					CONTRACT AND AGREEMENTS AND MERCHANDISE THEREOF	50	250.00				
					WAREHOUSE BOND	200	2.00				
Total ADDIS ABABA VAT:						7,250	322.00	0.00	322.00		
TOTAL TAX AUTHORITY:						7,250	322.00	0.00	322.00		
ETHIOPIAN REVENUE AND CUSTOMS AUTHORITY-ETHIOPIA											

The following table contains a description of the items in the **Revenue Collected per Product (Detailed)** (AS64R) report.

Field	Description
Selection Criteria section	
Note:	This section prints the selection criteria that were captured in the Revenue Collected per Product (AS64RS) submission screen.
Report's layout	
Note:	The output of the report depends on the selected type of tax. The differences are included in the table.
Tax Authority	The name of the Tax Authority specified in the submission screen.
Tax Centre	The name of each tax centre for which revenues were collected within the Tax Authority.
Receipt No.	The number of the receipt corresponding to the transaction for the listed taxpayer and product type.
Date of Receipt	The date on which the payment for the respective transaction was registered.
Time of Receipt	The time at which the payment for the respective transaction was registered.
TIN	Taxpayer's TIN, if any.

Taxpayer Name	<p>Last name followed by the first name corresponding to the TIN in case of an individual or the commercial name of an enterprise.</p> <p>If no TIN available, displays the last name followed by the first name that were captured in the Payer Name field of the Create/Print One Immediate Assessment Notice (AS76S) screen.</p>
Licence Plate No.	<p>Displays the licence plate of the vehicle transporting chat or an agricultural product. This field is not printed if the report is executed for stamp duty tax.</p> <p>Note: The licence plate displays three concatenated fields that were captured in the screen Create/Print One Immediate Assessment Notice (AS76S), namely the vehicle code followed by the licence plate number and the regional code.</p>
Chat Type	<p>Prints the type of chat declared at the station. This field appears only if the report is executed for the chat tax.</p> <p>Note: Multiple chat types registered in screen Create/Print One Immediate Assessment Notice (AS76S) for the same assessment notice require separate lines on the report. In this case only the first line displays the receipt number, date of receipt, time of receipt, TIN if applicable and taxpayer's name.</p>
Product	The description of the type of product if the report is executed for stamp duty or turnover tax on agricultural product.
Quantity	The quantity of each type of product that is listed if the report is executed for stamp duty/turnover tax on agricultural product.
Revenue	The revenue (non-including penalties) collected for this particular type of product in case of stamp duty/turnover tax on agricultural product or for the chat type.
Penalty	The amount of penalty (if applicable) paid for this particular type of product in case of stamp duty/turnover tax on agricultural product or for the chat type.
Total Revenue	The total revenue (including penalties) collected for this particular type of product in case of stamp duty/turnover tax on agricultural product or for the chat type.
Total Tax Centre Name	The total revenue collected for all product types in case of stamp duty/turnover tax on agricultural product or the chat type for this tax centre and each displayed column.
Total Tax Authority	The total revenue collected for all product types in case of stamp duty and turnover tax on agricultural product or the chat type for all tax centres for this Tax Authority.

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