ETHIOPIA
Ethiopian Revenues and Customs Authority

SIGTAS User Guide

07 – Document Management

Third Edition (June 2009)

100-30-07-03

crc sogema

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About this Guide

Introduction

This document is a reference guide for the document and file management 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 **Doc/Files** 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 document management procedures, refer to the appropriate procedure manuals.

Audience

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

- Create and delete files containing information about taxpayer documents
- Print a list of documents in a file
- Register a document into a file
- Assign a unique number to a document or a file
- Register incoming and outgoing documents in SIGTAS
- Monitor document distribution
- Print document details
- Print a list of a taxpayer's documents
- Modify the print status of documents, either individually or in batches
- Monitor the lending of taxpayer files
- View information about requested or borrowed files

About Document Management

Introduction

The document management functionality of SIGTAS enables the revenue department to efficiently monitor and organise all incoming and outgoing documents relating to taxpayers.

Registering a document in SIGTAS

Each document that is originally produced by SIGTAS and returned by a taxpayer was already assigned a document number at the time of its creation. Documents not produced by SIGTAS (either sent directly to the revenue department by a taxpayer or produced manually by the tax department) are registered in SIGTAS and assigned a document number. This document number should be placed on the document at the time of its registration into SIGTAS.

Registering a document into a file

Files are created in SIGTAS for each corresponding physical file folder that holds a taxpayer's documents. When the revenue department has processed a document and it is ready to be filed away, it is registered in SIGTAS as being part of a file. A file can be created for:

- A taxpayer
- A taxpayer for a specific tax type
- A taxpayer for a specific tax type for a specific year

Reports

The document management functionality includes the ability to generate four reports relating to documents and files. These reports can be either very broad or specific in nature, depending on the criteria you select when creating them. All of SIGTAS' reports can be previewed onscreen or sent directly to a printer.

Print states

SIGTAS contains functionality to track the print state of documents. By tracking whether or not a document has already been printed, revenue department employees cannot accidentally re-print documents that were not intended to be reprinted, for security reasons.

Loaning and returning files

Once a document is part of a file, it can be lent out as needed. However, a request to borrow the file must be registered in SIGTAS before it is lent out. Files should not be removed from the filing room unless they have been registered as borrowed in SIGTAS.

When a file is returned, the state it was returned in is registered in SIGTAS. If the file is in good condition and contains all of the documents that were in it originally, its status is set to **Good**. If the file is returned with documents missing, its File Status can be set to **Missing Documents**. SIGTAS can print a list of exactly what documents should be in a file folder so that an audit can be performed to compare the SIGTAS list of documents against the actual file folder contents.

About Files

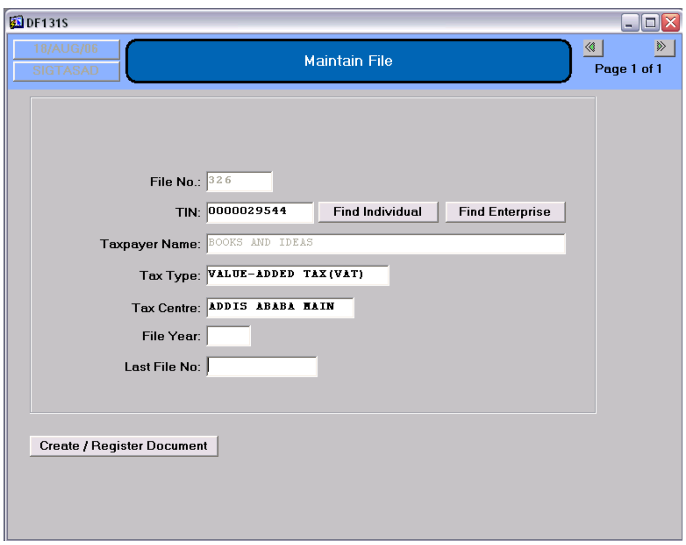
In SIGTAS, you can create a file where you can register and store all the documents that are sent to or lent out from the filing room. A file can be created to register and store all the documents for each taxpayer, or you can narrow the contents of a file by specifying its tax type and/or the fiscal year of the documents in the file. However, a taxpayer can only have one file for a tax type for any given year.

Once a file has been created, a number is automatically assigned to it by SIGTAS. This file number should then be assigned to the physical file folder where the actual documents are stored. If a file exists that was not originally created in SIGTAS, and is already identified by a number, you can capture it in SIGTAS and give it a new file number. The original pre-SIGTAS file number is stored with the newer one in case it is ever required.

Creating a File

To create a file, do as follows:

1. On the **Doc/Files** menu, click **Create File.** The **Maintain File** (DF131S) screen opens.



Note: The **Maintain File** (DF131S) screen can also be opened by clicking the **File** button in the **Create** / **Register Document** (DF132S) screen.

2. On the toolbar, click the **Cancel Query** button.

3. In the **Taxpayer No.** field, type the **TIN** and press **Enter**.

Or

Click the **Find Individual** or **Find Enterprise** button, find the taxpayer and click **Select**. The fields for **Taxpayer Name** and **Tax Centre** will be filled in automatically.

Note: If you want to create a general file for a taxpayer that does not pertain to a specific tax type or year, the TIN is all you need to create a file. Leave the field for **Tax Type** empty.

4. To specify the tax type for this file, double-click in the **Tax Type** field, make a selection and click **OK**.

5. To specify the fiscal year to which this file applies, type the year in the **File Year** field and press **Enter**.

   Note: The year must be the current year or a previous year.

6. If a physical file already exists that was not created and numbered by SIGTAS, type the original number of the file in the **Last File** field. Although this original file number can be accessed at a later time for reference purposes, the physical file number should be changed to the new one generated by SIGTAS.

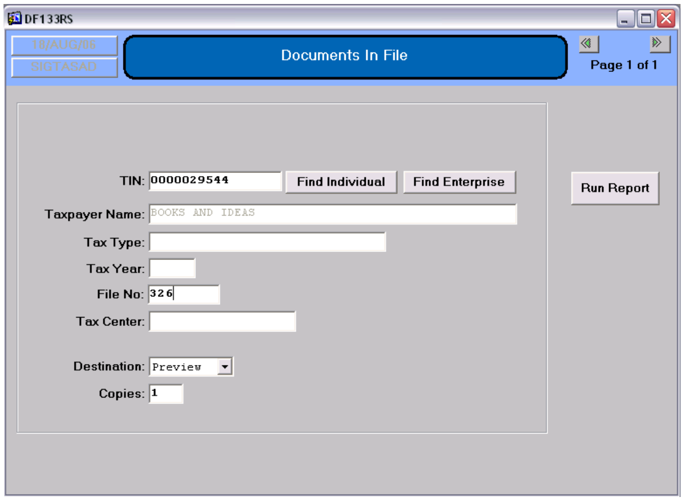
7. On the toolbar, click the **Save** button. A file number will be created automatically and appear in the **File No.** field. This number should then be written on the corresponding physical file.

Creating a Report of the Documents in a File

The **List of Documents in a File** (DF133R) report can be very useful for auditing purposes. The exact contents of a file can be viewed onscreen or printed and compared to the contents of its corresponding physical file.

To create the report, do as follows:

1. On the **Doc/Files** menu, click **Print List of Docs. in File**. The **Documents in File** (DF133RS) screen opens.



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

   Or

   Click the **Find Individual** or **Find Enterprise** button, find the taxpayer and click **Select**.

3. To specify a tax type, double-click the **Tax Type** field, make a selection and click **OK**.

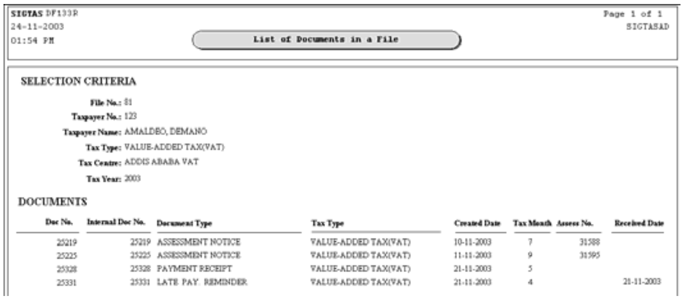
4. To specify a tax year, double-click the **Tax Year** field, make a selection and click **OK**.

5. Double-click the **File No** field, select the file and click **OK**.

6. In the **Destination** field, specify whether you want to preview or print the report.

7. If you are printing the report, in the **Copies** field type the number of copies that you want to print.

8. Click the **Run Report** button. The **List of Documents in a File** (DF133R) report is created.



SIGTAS DF133R
24-11-2003
01:54 PM

List of Documents in a File

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SIGTASAD

SELECTION CRITERIA

File No.: 81
Taxpayer No.: 123
Taxpayer Name: AMALDEO, DEMANO
Tax Type: VALUE-ADDED TAX(VAT)
Tax Centre: ADDIS ABABA VAT
Tax Year: 2003

DOCUMENTS

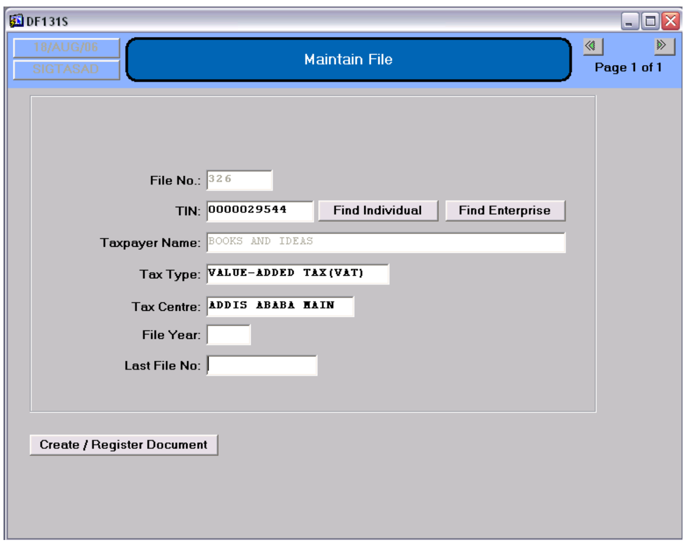
Doc No.	Internal Doc No.	Document Type	Tax Type	Created Date	Tax Month	Assess No.	Received Date
25219	25219	ASSESSMENT NOTICE	VALUE-ADDED TAX(VAT)	10-11-2003	7	31588	
25225	25225	ASSESSMENT NOTICE	VALUE-ADDED TAX(VAT)	11-11-2003	9	31595	
25328	25328	PAYMENT RECEIPT	VALUE-ADDED TAX(VAT)	21-11-2003	5		
25331	25331	LATE PAY. REMINDER	VALUE-ADDED TAX(VAT)	21-11-2003	4		21-11-2003

Deleting a File

A file can only be deleted in SIGTAS if it does not contain any documents.

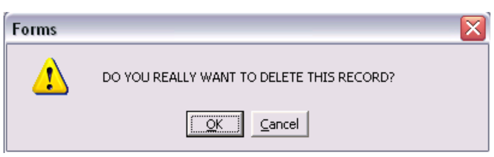
To delete a file, do as follows:

1. On the **Doc/Files** menu, click **Create File**. The **Maintain File** (DF131S) screen opens.



2. In the **File No.** field, type the number of the file and click the **Find Record** button on the toolbar or press **F8**.

3. On the toolbar, click the **Delete Record** button. The following message appears:



4. Click **OK** to permanently delete this file.

About Document Registration

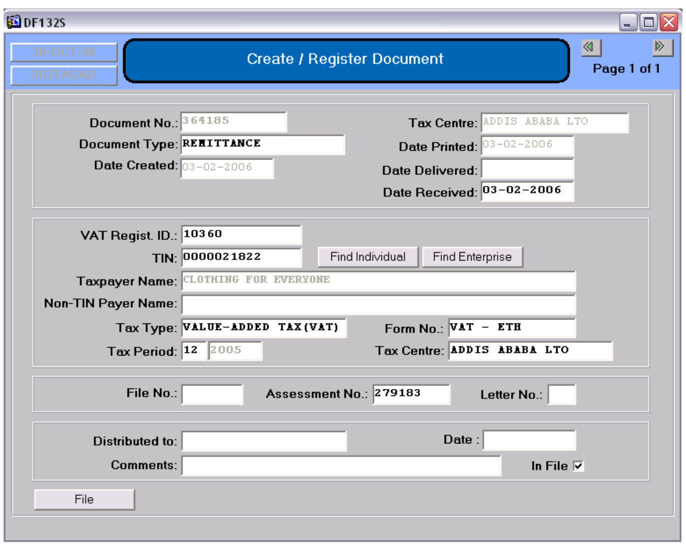
You can register documents in SIGTAS that already have document numbers, such as assessment notices or late-payment reminders. You can also register non-SIGTAS documents that do not have document numbers. These would typically be documents that have been mailed in or delivered by taxpayers, such as letters, remittances or corporation registration forms. When you register non-SIGTAS documents, SIGTAS automatically assigns a document number to them.

Registering a Document into SIGTAS

You can register a document that was either created in SIGTAS, manually created by the tax department, or created by a third source and submitted by a taxpayer. If the document was created in SIGTAS, it already has a document number. Otherwise, a number will be assigned to it automatically when it is registered in SIGTAS.

To register a document, do as follows:

1. On the **Doc**/**Files** menu, click **Create**/**Register Document**. The **Create** / **Register Document** (DF132S) screen opens.



Note: The **Create** / **Register Document** (DF132S) screen can also be opened by clicking the **Create / Register Document** button in the **Maintain File** (DF131S) screen.

2. If the document was not created by SIGTAS

- On the toolbar, click the **Cancel Query** button.
- Double-click in the **Document Type** field, select the type of document and click **OK**.
- To specify the date the document was received, in the **Date Received** field enter the date.
- In the **TIN** field, type the TIN and press **Enter**, or click the **Find Individual** or **Find Enterprise** button, find the taxpayer and click **Select.** The taxpayer's name is displayed automatically.

◆ Double-click in the **Tax Type** field, select the type of tax that pertains to the document and click **OK**.

◆ If the document is a remittance form, specify a form number by double-clicking in the **Form No**. field, making a selection and clicking **OK.**

◆ To specify the tax period that pertains to the document, double-click in the **Tax Period** field, make a selection and click **OK.**

If the document was created by SIGTAS

◆ In the **Document No.** field, type the number of the document and click the **Find Record** button on the toolbar or press **F8.** The document information appears in the screen.

3. To specify the assessment that pertains to the document, double-click in the **Assessment No.** field, make a selection and click **OK.**

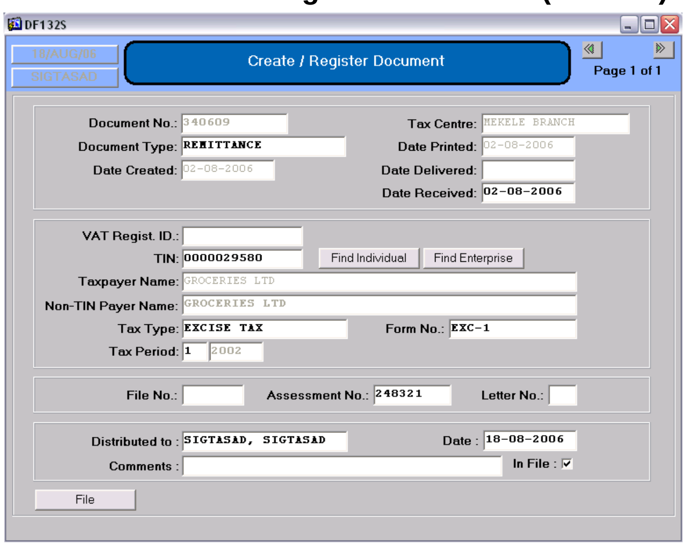
4. To register the name of the revenue department employee to whom the document will be forwarded, double-click in the **Distributed to** field, make a selection and click **OK.**

5. To enter the date the individual in the **Distributed To** field will receive the document, enter a date in the **Date** field.

6. To add any comment, in the **Comments** field type the comments and press **Enter.**

7. On the toolbar, click the **Save** button. If the document that was registered was not created by SIGTAS, a document number appears in the **Document No.** field.

About the Create / Register Document (DF132S) Screen



The following table contains a description of the items in the **Create/Register Document** (DF132S) screen.

Create/Register Document (DF132S)	
Document No.	The number of the document.
Document Type	The type of document.
Date Created	The date the document was created.

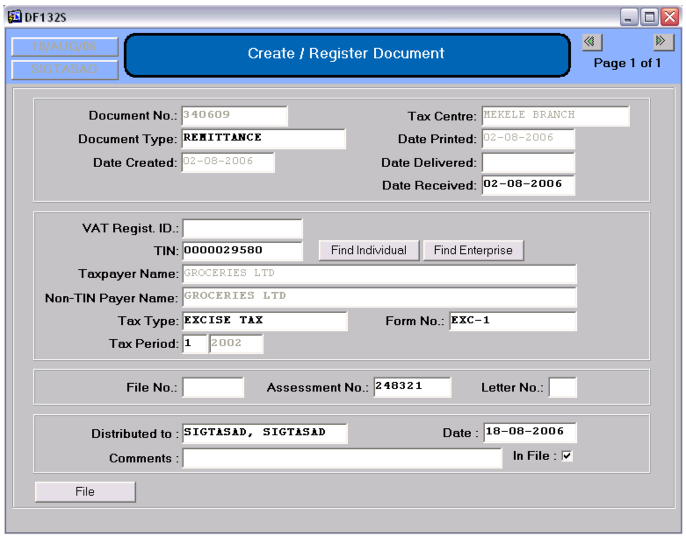
Create/Register Document (DF132S)	
Tax Centre	The tax centre where the document was created (tax centre to which the user is affiliated). BUT: If the taxpayer's or his tax accounts' tax centre is specified in the second "tax centre field" (see below), then the tax centre in the upper field will only take into account the taxpayer's or his accounts' tax centre. Both tax centres fields will display the same centre.
Date Printed	The date the document was printed.
Date Delivered:	The date the revenue department sent this document to the taxpayer.
Date Received:	The date the revenue department received the document.
TIN	The TIN of the taxpayer to whom this document pertains.
Taxpayer Name	The name of the taxpayer to whom this document pertains.
Tax Type	The type of tax that pertains to the document.
Form No.	The number of the tax form, if the document is a remittance form.
Tax Period	The tax period that pertains to the document.
Tax Centre	The Tax Centre to which the taxpayer or his account(s) is affiliated to. The centre specified in this field is the only one SIGTAS will keep (for this screen). If a tax centre has been specified in the upper tax centre field (the one to which the user is affiliated to), it will be changed to the one to which the taxpayer or his account(s) is affiliated to.
File No:	The electronic SIGTAS file this document is part of.
Assessment No.	The number of the assessment that pertains to the document.
Letter No.	The number associated to the type of document. **Note:** This number is automatically generated by SIGTAS when the type of document is created in the **Maintain Letters and Reminders** (MF35S) screen.
Distributed to	The name of the employee that will receive this document.
Date	The date the employee in the **Distributed to** field will receive the document.
Comments	Any additional comments about the document.
In File	This field is not used at this time.

Registering a Document Into a File

When the revenue department has processed a file, it should be sent to the filing room and placed in a numbered physical file folder. From there, the revenue department can lend the file out if it is needed.

To register a document into a file, do as follows:

1. On the **Doc**/**Files** menu, click **Create**/**Register Document**. The **Create** / **Register Document** (DF132S) screen opens.



2. In the **Document No.** field, type the number of the document and press **Enter**. The following information about the document appears in the screen.

Field	Description
Document Type	The type of document.
Date Created	The date the document was created.
Tax Centre	The tax centre where the document was created.
Date Printed	The date the document was printed.
TIN	The TIN of the taxpayer.
Taxpayer Name	The name of the taxpayer.
Tax Type	The type of tax that pertains to the document.

3. In the **File No.** field, type the number of the file into which this document should be registered.

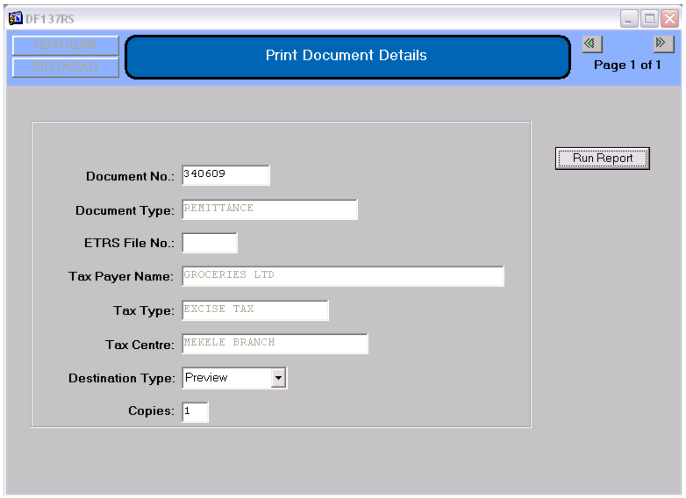
4. On the toolbar, click the **Save** button. The document now belongs to the file.

Viewing and Printing Information About a Document

The **Print Document Details** (DF137R) report contains complete information about one specific document.

To create the report, do as follows:

1. On the **Doc/Files** menu, click **Print Document Information**. The **Print Document Details** (DF137RS) screen opens.



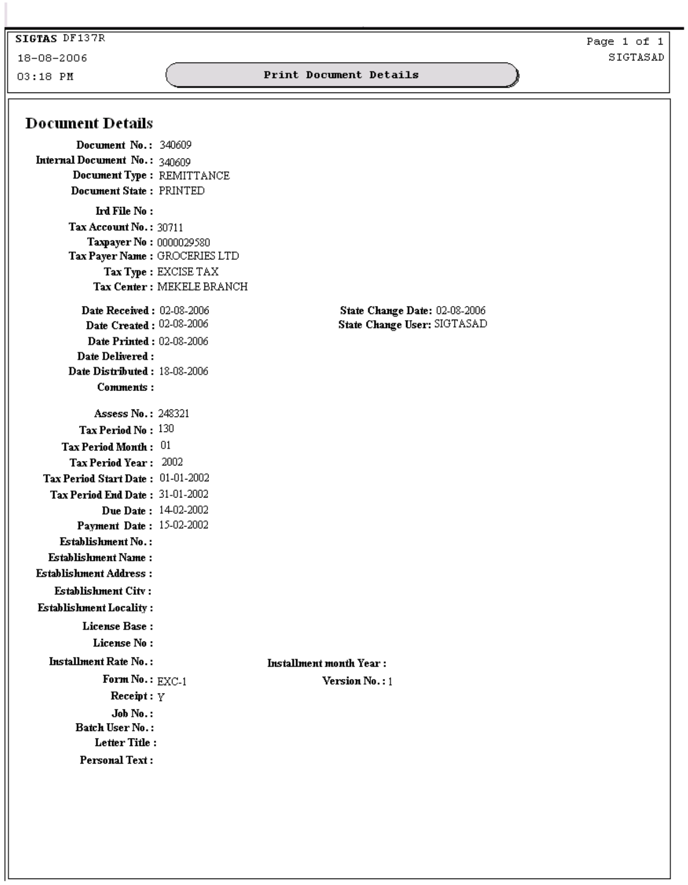
2. In the **Document No.** field, type the number of the document and press **Enter**. The following information about the document appears on the screen.

Field	Description
Document Type	The type of document.
File No.	The number of the file, if the document is stored in a file.
Taxpayer Name	The name of the taxpayer.
Tax Type	The type of tax that pertains to the document.
Tax Centre	The tax centre where the document was registered.

3. In the **Destination** field, specify if you want to preview or print the report.

4. If you are printing the report, in the **Copies** field type the number of copies that you want to print.

5. Click the **Run Report** button. The **Print Document Details** (DF137R) report is created.



SIGTAS DF137R
18-08-2006
03:18 PM
Print Document Details
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SIGTASAD

Document Details

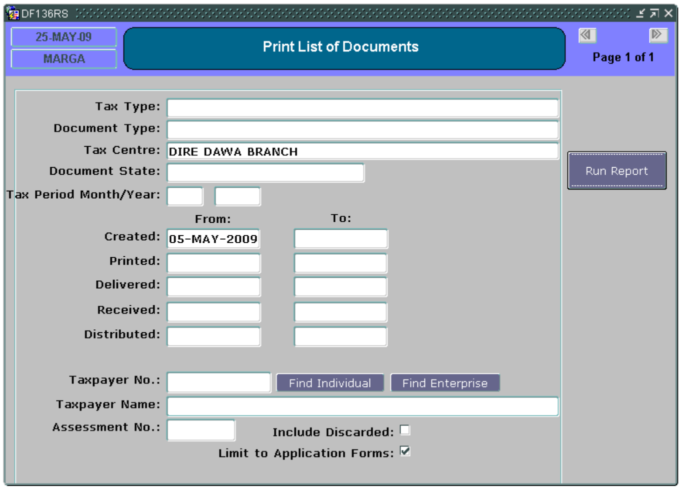
Document No.: 340609
Internal Document No.: 340609
Document Type: REMITTANCE
Document State: PRINTED
Ird File No:
Tax Account No.: 30711
Taxpayer No: 0000029580
Tax Payer Name: GROCERIES LTD
Tax Type: EXCISE TAX
Tax Center: MEKELE BRANCH
Date Received: 02-08-2006
State Change Date: 02-08-2006
Date Created: 02-08-2006
State Change User: SIGTASAD
Date Printed: 02-08-2006
Date Delivered:
Date Distributed: 18-08-2006
Comments:
Assess No.: 248321
Tax Period No: 130
Tax Period Month: 01
Tax Period Year: 2002
Tax Period Start Date: 01-01-2002
Tax Period End Date: 31-01-2002
Due Date: 14-02-2002
Payment Date: 15-02-2002
Establishment No.:
Establishment Name:
Establishment Address:
Establishment City:
Establishment Locality:
License Base:
License No:
Installment Rate No.:
Installment month Year:
Form No.: EXC-1
Version No.: 1
Receipt: Y
Job No.:
Batch User No.:
Letter Title:
Personal Text:

Creating a List of Documents Report

The **List of Documents** (DF136R) report is a flexible report tool for creating lists of documents that have been registered in SIGTAS. The documents included in the report can be adjusted according to the criteria selected from the **Print List of Documents** (DF136RS) screen. For example, if you select a tax type and a document type, only documents pertaining to those criteria will be listed in the report. At least one criterion must be chosen to create the report.

To create the report, do as follows:

1. On the **Doc/Files** menu, click **Print List of Documents**. The **Print List of Documents** (DF136RS) screen opens.

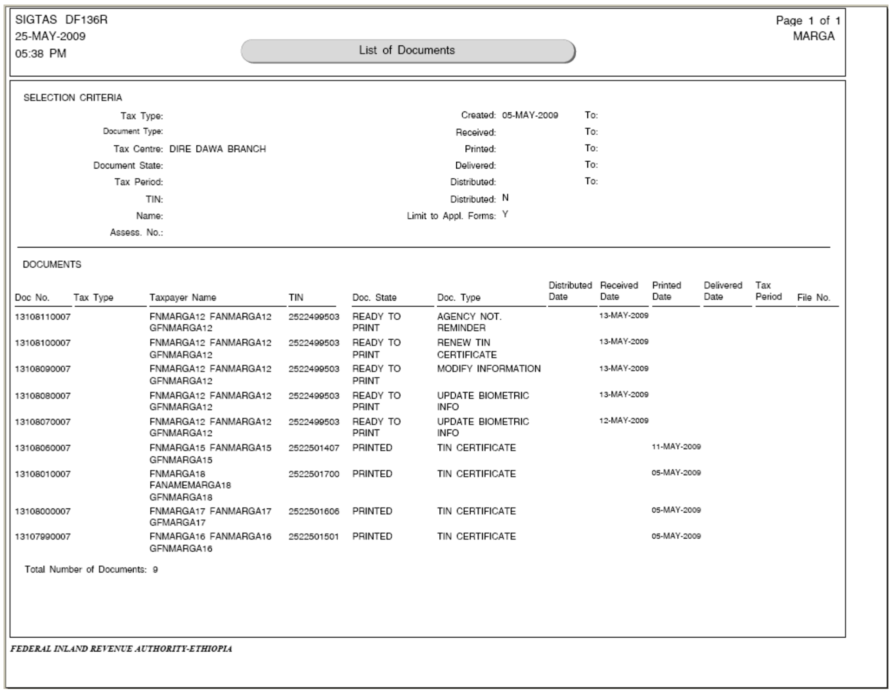


2. Specify at least one of the following criteria to create the report. Only documents that match the criterion you specify will be included in the report.

Criteria	Description
Tax Type	Includes only documents that pertain to this type of tax.
Document Type	Includes only documents of this type.
Tax Centre	Includes only documents registered at the selected tax centre. **Note:** In the case of remittance forms, the tax centre refers to the tax centre where the tax account of the taxpayer is based, not where the document was created.
Document State	Includes only documents having the selected state.
Tax Period Month/Year	Includes only documents created during the selected tax period (month/year).
Created – From/To	The range of dates in which the documents were created. If specified, only documents created between these dates will be listed in the report.
Printed – From/To	The range of dates in which the documents were printed. If specified, only documents printed between these dates will be listed in the report.
Delivered – From/To	The range of dates in which the documents were delivered by the tax department to the taxpayer.
Received – From/To	The range of dates in which documents were received. If specified, only documents received between these dates will be listed in the report.
Distributed – From/To	The range of dates in which the documents were distributed internally to an employee within the tax department.
Taxpayer No.	The taxpayer number. If specified, only documents associated with this taxpayer will be listed in the report.
Taxpayer Name	The name of the taxpayer. The name of the taxpayer will automatically be displayed once the taxpayer number is selected.
Assessment No.	The assessment number associated with the documents.
Include Discarded?	Specifies if discarded documents should be listed in the report. To include

Criteria	Description
	discarded documents, select this check box.
Limit to Application Forms	Check box. A selected check box, indicates that only document types that have the **Is an Application Form (used in TR149S)** check box selected in the **Maintain Document Type** (BT21) screen will be included in the report. For additional information on this screen, refer to the **Administration and System Security** User Guide. **Note:** This is useful for viewing, for example, the list of applications that a taxpayer has submitted in the past (changing one's info, replace TIN Certificate, etc.).

3. Click the **Run Report** button. The **List of Documents** (DF136R) report is created.


SIGTAS DF136R
25-MAY-2009
05:38 PM

List of Documents

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MARGA

SELECTION CRITERIA

Tax Type:
Document Type:
Tax Centre: DIRE DAWA BRANCH
Document State:
Tax Period:
TIN:
Name:
Assess. No.:

Created: 05-MAY-2009 To:
Received: To:
Printed: To:
Delivered: To:
Distributed: To:
Distributed: N
Limit to Appl. Forms: Y

DOCUMENTS

Doc No.	Tax Type	Taxpayer Name	TIN	Doc. State	Doc. Type	Distributed Date	Received Date	Printed Date	Delivered Date	Tax Period	File No.
13108110007		FNMARGA12 FANMARGA12 GFNMARGA12	2522499503	READY TO PRINT	AGENCY NOT. REMINDER		13-MAY-2009				
13108100007		FNMARGA12 FANMARGA12 GFNMARGA12	2522499503	READY TO PRINT	RENEW TIN CERTIFICATE		13-MAY-2009				
13108090007		FNMARGA12 FANMARGA12 GFNMARGA12	2522499503	READY TO PRINT	MODIFY INFORMATION		13-MAY-2009				
13108080007		FNMARGA12 FANMARGA12 GFNMARGA12	2522499503	READY TO PRINT	UPDATE BIOMETRIC INFO		13-MAY-2009				
13108070007		FNMARGA12 FANMARGA12 GFNMARGA12	2522499503	READY TO PRINT	UPDATE BIOMETRIC INFO		12-MAY-2009				
13108060007		FNMARGA15 FANMARGA15 GFNMARGA15	2522501407	PRINTED	TIN CERTIFICATE			11-MAY-2009			
13108010007		FNMARGA18 FANAMEMARGA18 GFNMARGA18	2522501700	PRINTED	TIN CERTIFICATE			05-MAY-2009			
13108000007		FNMARGA17 FANMARGA17 GFMARGA17	2522501606	PRINTED	TIN CERTIFICATE			05-MAY-2009			
13107990007		FNMARGA16 FANMARGA16 GFNMARGA16	2522501501	PRINTED	TIN CERTIFICATE			05-MAY-2009			

Total Number of Documents: 9

FEDERAL INLAND REVENUE AUTHORITY-ETHIOPIA

About Document Print States

The **Print State** functionality allows the revenue department to keep track of which documents have already been printed, which ones are ready to be printed, and which ones have been discarded. With SIGTAS, you can change a single document's print state manually, or automatically change the print state of several documents all at once.

When SIGTAS creates a document, such as an assessment notice in a batch procedure, the state of the document is set to **Ready to Print**. When the document is finally printed, its status is automatically changed to **Printed**.

Note: In the case of an assessment notice with a refund, the document **State** is automatically set to **Held**.

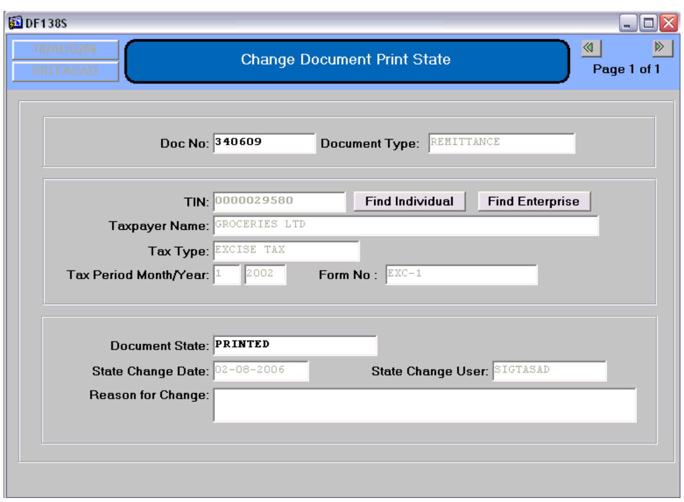
There are three instances where the document **State** must be changed manually:

- A batch of documents must be changed to **Discarded** because they contain an error, such as a wrong tax period.
- The revenue department has a document with the state of **Ready to Print**, but they do not want to print the document immediately. In this case, the document's state should be changed to **Held.** SIGTAS will hold the document until the state is changed back to **Ready to Print** or **Discarded**.
- An assessment notice has been printed but not yet distributed to the taxpayer and the tax department needs to reassess the assessment. The document state should be changed to **Discarded**.

Changing the Print State of a Single Document

To change the print state of a single document, do as follows:

1. On **the Doc/Files** menu, click **Change Doc**. **Print State**. The **Change Document Print State** (DF138S) screen opens.



2. In the **Doc. No**. field, type the number of the document then click the **Find Record** button on the toolbar or press **F8**. The following fields will automatically be filled by SIGTAS:

Change Document Print State (DF138S)	
Document Type	The type of document.

Change Document Print State (DF138S)	
TIN	The number of the taxpayer associated with the document.
Taxpayer Name	The name of the taxpayer.
Tax Type	The tax type associated with the document.
Tax period Month/Year	The month and year of the tax period.
Form No.	The number of the form, if the document is a remittance form.
Document State	The current state of the document.

If the document's **State** has already been modified, the following three fields will also be displayed automatically.

State Change Date	The date the document's state was last changed.
State Change User	The user who most recently changed the print state of the document.
Reason for Change	The reason the document's print state was changed.

3. Double-click in the **Document State** field, select the new document state and click **OK**.

Note: A document with a state of **Printed** can only be changed to **Discarded**. A document with a state of **Discarded** cannot have its print state changed.

4. In the **Reason for Change**, type the reason the document print state is being changed.

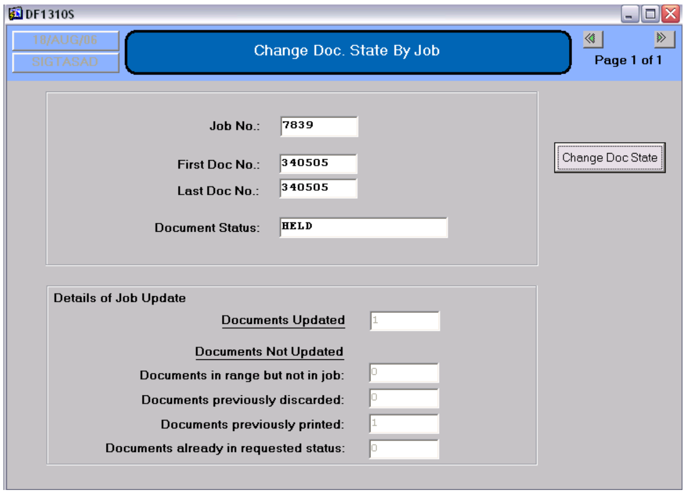
5. Click **Save** on the toolbar to save the print state change. The current day's date and the name of the revenue department employee who made the change appear automatically in the **State Change Date** and **State Change User** field.

Changing the Print State of Documents in a Job

This SIGTAS screen allows you to change the print state of a range of documents in a job. For example, if a job fails and you want to discard all the documents created by the job, you can use this screen.

To change the print state of some or all of the documents in a job, do as follows:

1. On the **Doc/Files** menu, click **Change Print Doc. State by Job**. The **Change Doc. State by Job** (DF1310S) screen opens.



2. Double-click the **Job No.** field, select a job number and click **OK**. The numbers of the first and last documents in this job are automatically displayed.

3. To change the first document number, type the new document number in the **First Doc.** field.

4. To change the last document number, type the new document number in the **Last Doc.** field.

5. Double-click the **Document Status** field**,** select the new document status for this job and click **OK**.

6. Click the **Change Doc. State** button. SIGTAS will change the **State** of each existing document between (and including) the first and the last document numbers selected.

   The following details of the update will be displayed when the batch process is completed.

Field	Description
Details of Job Update	
Documents Updated	The number of documents in the job that were updated.
Documents Not Updated	The number of documents in the job that were not updated.
Documents in range but not in job	The number of documents that were in the range between the first and last document numbers, but were not in the job.
Documents previously discarded	The number of documents that were previously discarded.
Documents previously printed	The number of documents that were previously printed.

Field	Description
Documents already in requested status	The number of documents that are in requested status.

About File Loans

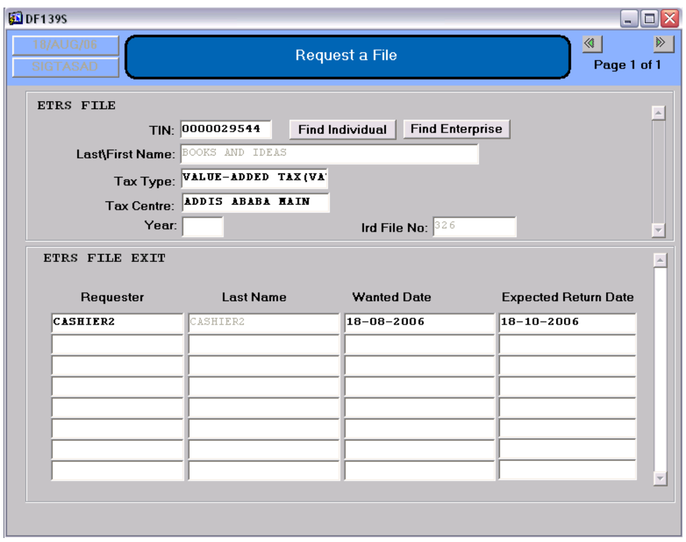
The revenue department can lend taxpayer files to employees and SIGTAS has the functionality to track these transactions; it maintains information describing the physical condition of a file (whether or not all of its documents are included and intact), a queue of requests for files that are currently on loan and the dates a file was borrowed, returned, and expected to be returned in the future.

Registering a Request to Borrow a File

Tax officers can use the **Request a file** (DF139S) screen to register a request to borrow a file. Filing officers can use this screen as well, or register a request to borrow a file from the **Register Exit/Return of ETRS Files** (DF134S) screen**.**

To register a request to borrow a file, do as follows:

1. On the **Doc/Files** menu, click **Request File**. The **Request a file** (DF139S) screen opens.



2. In the **TIN** field, type the taxpayer's number and press **Enter**.

Or

Click the **Find Individual** or **Find Enterprise** button, find the taxpayer and click **Select**.

3. Double-click in the **Tax Type** field, select the tax type that pertains to the file and click **OK**.

4. Double-click in the **Tax Centre** field, select the tax centre that pertains to the file and click **OK**.

5. To specify the year that pertains to the file, double-click in the year field, make a selection and click **OK**.

6. Click the **Find Record** button on the toolbar or press **F8**. The file number appears in the **IRD File No.** field, as well as a history of the request for this file.

7. Double-click in the **Requester** field, select the name of the individual requesting the file and click **OK**.

8. Enter the date the individual wants to borrow the file in the **Wanted Date** field.

9. Enter the date the individual expects to return the file in **the Expected Return Date** field.

10. Click **Save** on the toolbar to register the request.

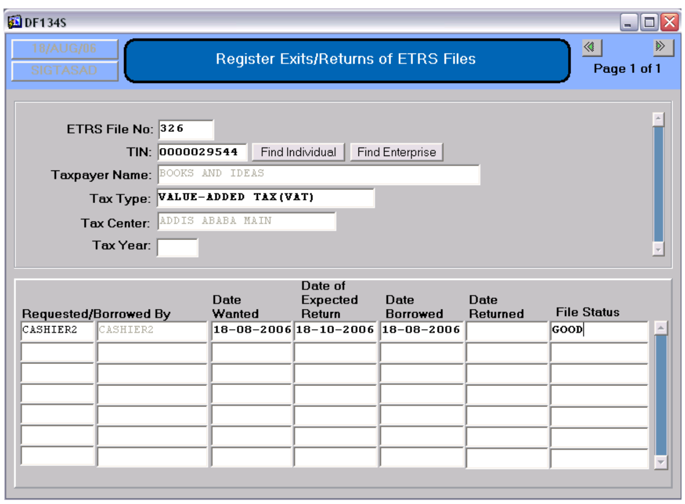
Registering a File Loan

Normally, a tax officer registers a request to borrow a file before it can be lent. If this was not previously done in the **Request a file** (DF139S) screen, a filing officer can register the request and the loan from the **Register Exits/Returns of ETRS Files** (DF134S) screen.

SIGTAS does not monitor the queue of users to ensure that only the next borrower on the list is allowed to borrow a file. It is at the discretion of revenue department clerks to decide who should have priority for borrowing files.

To register a file loan, do as follows:

1. On the **Doc/Files** menu, click **Register File Exit/Return**. The **Register Exits/Returns of ETRS Files** (DF134S) screen opens.



2. In the **ETRS File No**. field, type the number of the file and click the **Find Record** button on the toolbar or press **F8**. The following information appears automatically in the screen: the taxpayer's TIN and name, the tax type that pertains to the file, the tax centre where the file is registered and the year that pertains to the file.

3. **If the request to borrow the file was already made**

   The following information also appears automatically in the screen: the name of the individual who requested the file, the date the file is wanted and the expected return date.

   If the request to borrow the file has not been made

   - Double-click in the **Requested/Borrowed By** field, select the name of the individual who wants to borrow the file and click **OK**.

   - Enter the date the individual wants to borrow the file in the **Date Wanted** field.

   - Enter the date the individual expects to return the file in the **Date of Expected Return** field.

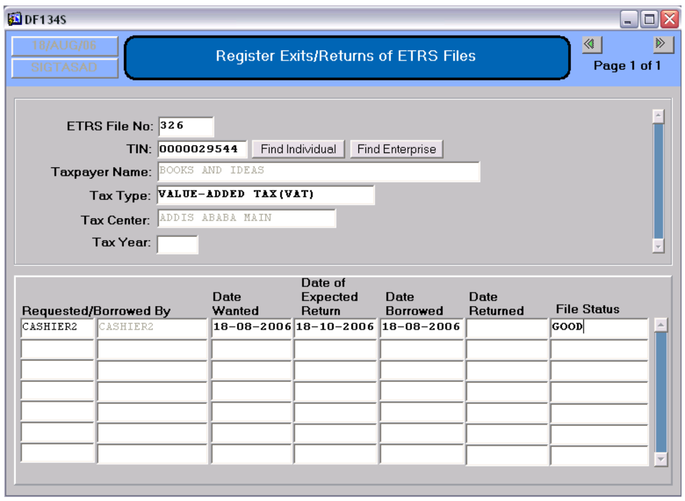
4. In the **Date Borrowed** field, enter the current day's date.

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

Registering a File Return

To register a file return, do as follows:

1. On the **Doc/Files** menu, click **Register File Exit/Return**. The **Register Exits/Returns of ETRS Files** (DF134S) screen opens.



2. In the **ETRS File No.** field, type the number of the file and click the **Find Record** button on the toolbar or press **F8**. The following information appears automatically in the screen:

Field	Description
TIN	The TIN of the taxpayer the file pertains to.
Taxpayer Name	The name of the taxpayer the file pertains to.
Tax Type	The tax type this file pertains to.
Tax Centre	The tax centre where the file is normally located.
Tax Year	The year the documents in the file pertain to.
Requested/Borrowed By	The revenue department employee who requested or borrowed the file.
Date Wanted	The date the borrower wants to remove the file.
Date of Expected Return	The date the borrower expects to return the file.
Date Borrowed	The date the file was borrowed.

3. In the **Date Returned** field, enter the date the file was returned.

4. Double-click in the **File Status** field, select the status of the file and click **OK**.

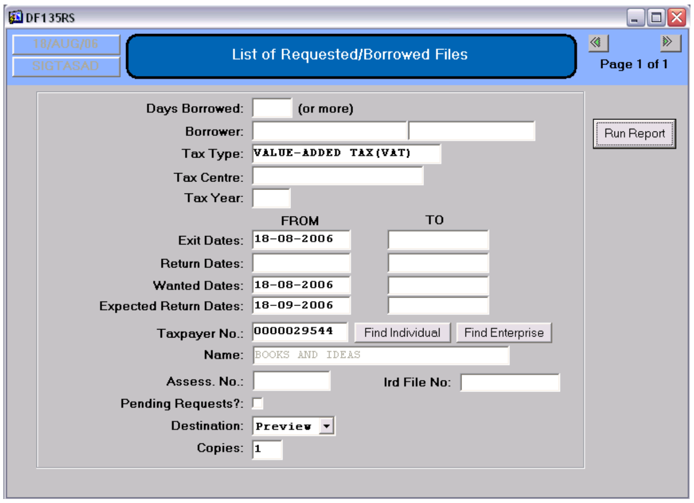
5. Click the **Save** button on the toolbar.

Creating a Report of Requested and Borrowed Files

The **List of Requested/Borrowed Files** (DF135R) report contains a list of the files that are on loan or have been requested. You can narrow the results by specifying criteria such as the tax type, the tax year or a specific taxpayer.

To create the report, do as follows:

1. On **the Doc/Files** menu, click **Print List of Borrowed Files.** The **List of Requested/Borrowed Files** (DF135RS) screen opens.



2. Specify at least one of the following criterions to create the report. Only files that match the criteria that you specify will be included in the report.

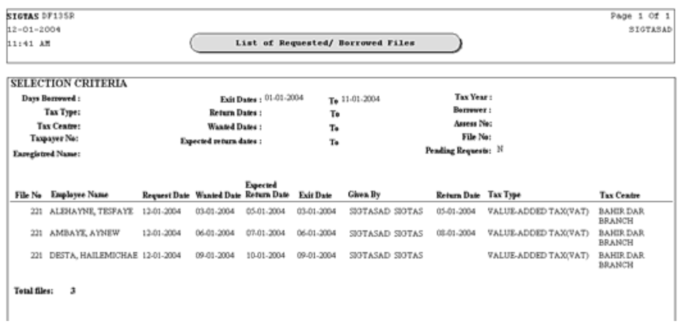
List of Requested/Borrowed Files (DF 135RS)	
Days Borrowed (or more)	The total minimum number of days the file has been borrowed
Borrower	The name of the revenue department employee who borrowed the file.
Tax Type	The tax type that pertains to the files being queried.
Tax Centre	The tax centre where the requested or borrowed files are normally kept.
Tax Year	The tax year pertaining to the files queried
Exit Dates	This field narrows the range of dates for the query to include only files removed during this period.
Return Dates	This field narrows the range of dates for the query to include only files returned during this period.
Wanted Dates	This field narrows the range of dates for the query to include only files requested for this time period.
Expected Return Dates	This field narrows the range of dates for the query to include only files that are expected back at the revenue department during this time period.
Taxpayer No.	The taxpayer number. If specified, only files borrowed by this taxpayer will be included in the report. If the taxpayer number is entered, the taxpayer name is displayed automatically.
Name	The name of the taxpayer.

List of Requested/Borrowed Files (DF 135RS)	
Assess. No.	The assessment number associated with the files. If specified, only borrowed files relating to this assessment will be included.
IRD File No.	The revenue department file number. If specified, only this file will be included.
Pending Requests?	Specifies the status of requests for files. If this box is checked, only requests that are pending will be listed on the report.

3. In the **Destination** field, specify if you want to preview or print the report.

4. If you are printing the report, in the **Copies** field type the number of copies that you want to print.

5. Click the **Run Report** button. The report is created.



SIGTAS DF135R
12-01-2004
11:41 AM

List of Requested/ Borrowed Files

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SIGTASAD

SELECTION CRITERIA

Days Borrowed :
Tax Type:
Tax Centre:
Taxpayer No:
Exregistred Name:

Exit Dates : 01-01-2004 To 11-01-2004
Return Dates : To
Wanted Dates : To
Expected return dates : To

Tax Year :
Borrower :
Assess No:
File No:
Pending Requests: N

File No	Employee Name	Request Date	Wanted Date	Expected Return Date	Exit Date	Given By	Return Date	Tax Type	Tax Centre
221	ALEHAYNE, TESFAYE	12-01-2004	03-01-2004	05-01-2004	03-01-2004	SIGTASAD SIGTAS	05-01-2004	VALUE-ADDED TAX(VAT)	BAHIR DAR BRANCH
221	AMBAYE, AYNEW	12-01-2004	06-01-2004	07-01-2004	06-01-2004	SIGTASAD SIGTAS	08-01-2004	VALUE-ADDED TAX(VAT)	BAHIR DAR BRANCH
221	DESTA, HAILEMICHAE	12-01-2004	09-01-2004	10-01-2004	09-01-2004	SIGTASAD SIGTAS		VALUE-ADDED TAX(VAT)	BAHIR DAR BRANCH

Total files: 3

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