

**giz**

*iTAX:*  
Business License  
User's Manual



May 2014

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# 1 INTRODUCTION

iTAX is an integrated Tax Management System composed of several modules that individually accommodate the procedures that signify each of the local government offices.

iTAX provides a Business License Module for use by the LGA to register and manage taxpayer information for business licenses.

## 2 OVERVIEW

Business is an enterprise, firm or an organization involved in the trade of goods, services or both to consumers. Businesses in Tanzania need Business Licenses in order to operate.

The Business License module is a module in the **iTAX** software application that automates most of the processes and transactions related to revenue collection of Business License. This module is linked to other modules in the **iTAX** software which enables it to utilize the common functions that handle taxpayer data, accounting, payments, enforcements and reports.

The Business License module provides the functionalities that allow an LGA or the user to process transactions regarding the Business License. The module also provides analysis of estimated income from Business License.

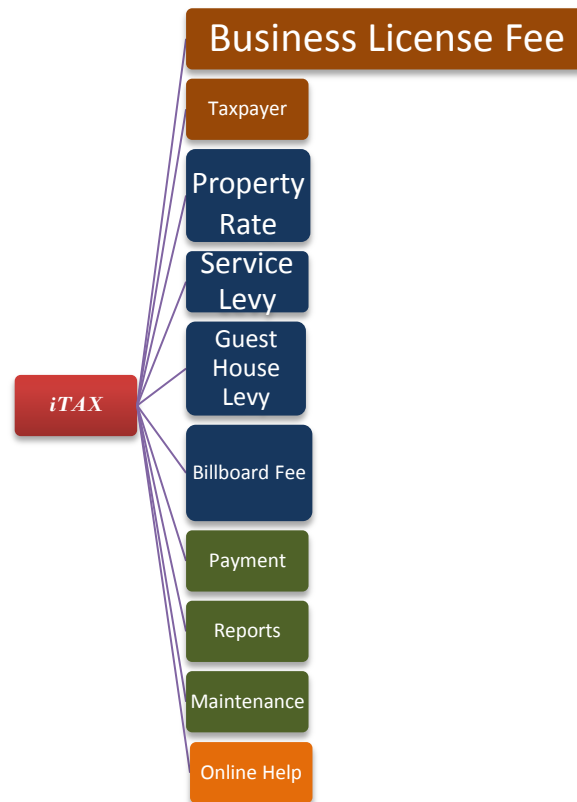


Figure 1 – Business License Fee

Figure 1 illustrates the structure of the iTAX application with Business License as the module under focus. Also shown are other modules such as Reports and Maintenance that provide common services. Online Help is an additional function in the software that provides help from the Internet.

The table below summarizes the features, transactions and reports associated with the Billboard Fee module.

<b>FEATURES</b>	
	<ol style="list-style-type: none"> <li>1. Record all data items on Business License.</li> <li>2. Issue a receipt for Business License payment</li> <li>3. Accept full, partial and advance payments</li> </ol>
<b>TRANSACTIONS</b>	
	<ol style="list-style-type: none"> <li>1. Create, edit and delete business information</li> <li>2. Edit ownership information</li> <li>3. Compute penalties/interests</li> </ol>
<b>REPORTS/DISPLAYS</b>	
	<ol style="list-style-type: none"> <li>1. List of all Businesses</li> <li>2. Business License due bill</li> <li>3. General Abstract of collections</li> <li>4. Collection Report</li> <li>5. Business Types by Location</li> <li>6. Business License Collection</li> <li>7. List of Business by Type</li> <li>8. Business License Certificate</li> </ol>

*Figure 2 – Business License module features, transaction and reports*

# 3 BUSINESS LICENSE MODULE

To access the Business License module go to the Business License Menu > Business License Entry.

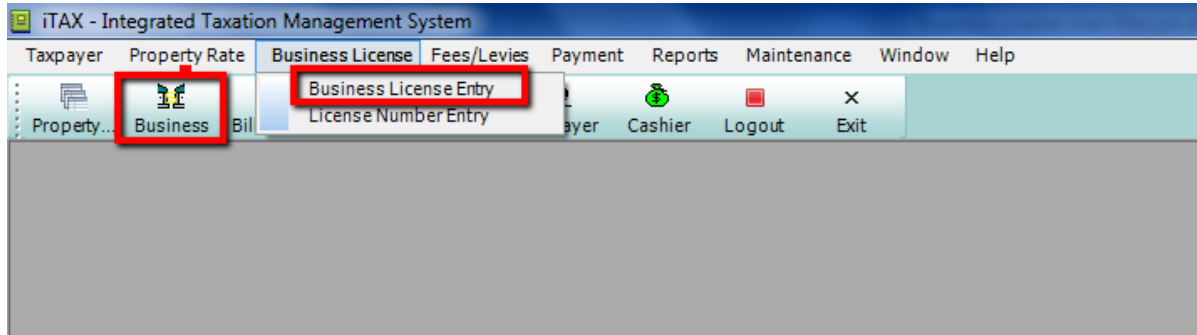


Figure 3 – Business License Entry Menu

The Business License Entry window will display.

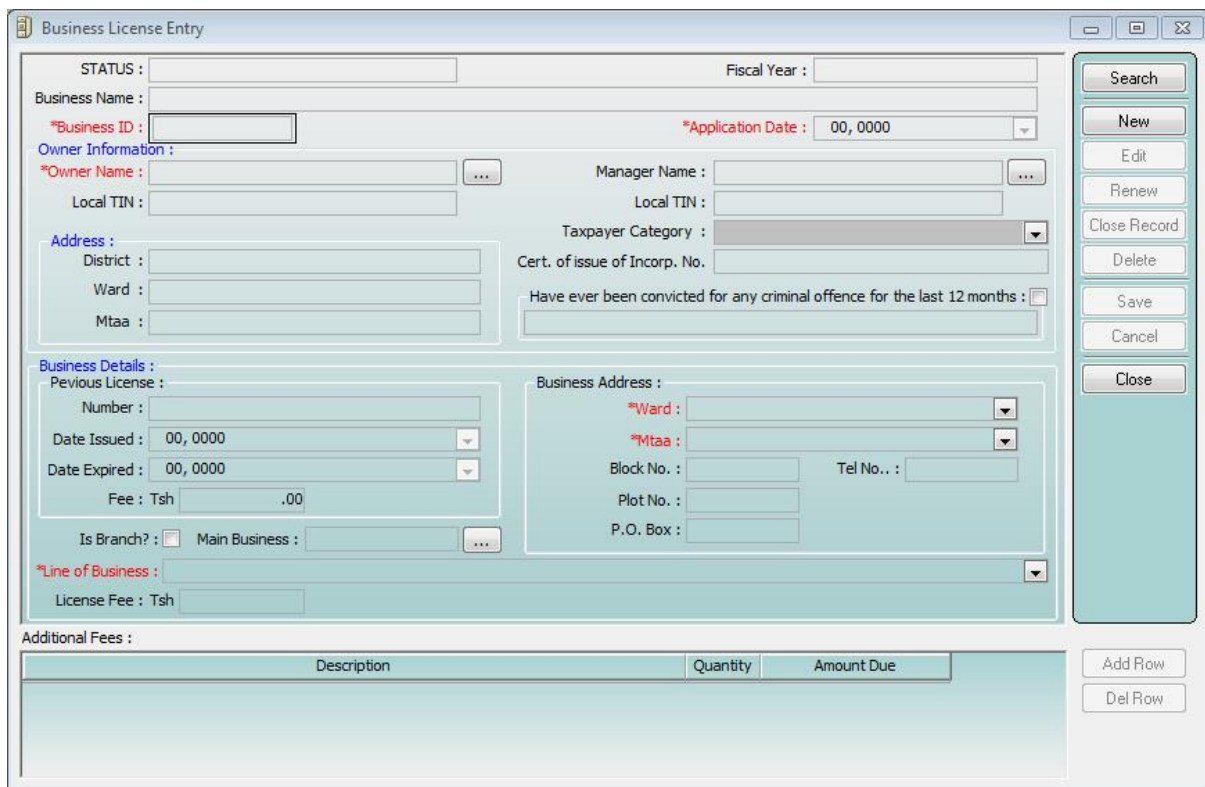


Figure 4 – Business License Entry window

## 3.1 Searching for Business License information

1. In the Business License Entry window, click the SEARCH button to locate a certain business. The Business License Search window (Figure 5) will display.

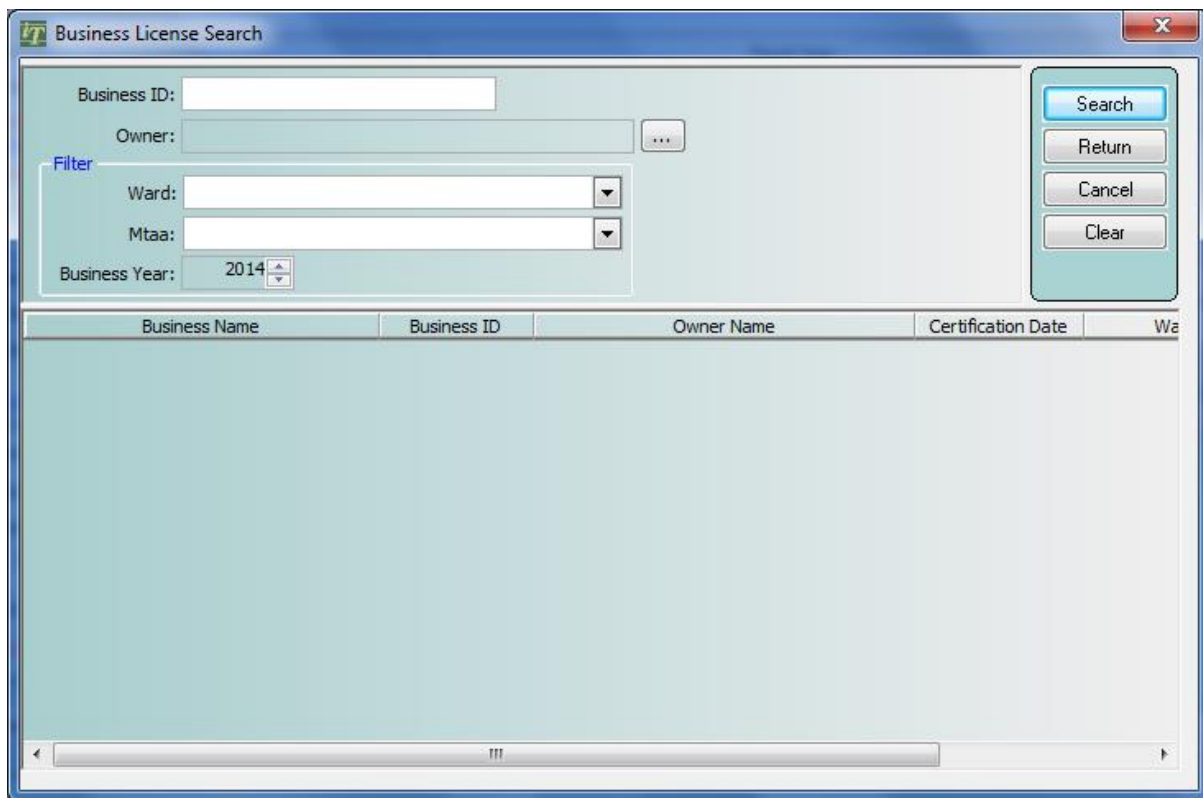


Figure 5 – Business License Search window

2. Retrieve the desired business license information from the Business License Search window by typing in the information that identifies the business. You can also search for a business by typing the information in any of the given columns.
3. Select the business you wish to view, then click RETURN button.
4. The Business License Entry window (Figure 6) will be populated with the retrieved information.

Figure 6 – Business License Entry window

### 3.2 Entering Business License information

1. In the Business License Entry window, click the NEW button to get a blank Business License Entry form.
2. Enter business information; Business ID, License Number, Registration Date, owner Name, Ward, Mtaa, Line of Business and other available information.
3. Click SAVE button when you are done, this will also post the debit in the taxpayer's account for Business License.

### 3.3 Editing Business License information

1. Use the search instruction in section 3.1 above to locate a specific business for editing.
2. Click the EDIT button to start editing business license data stored in the database.
3. Click SAVE button when you are done with editing.
4. Click the CLOSE button to end the editing session.

### 3.4 Printing Business License information

1. Use the search instruction in section 3.1 above to locate a specific business.
2. Click the PRINT button.



## 4 REPORTS MODULE

In the iTAX application reports are grouped together under the Reports Module. Reports that use data generated by the Business License module are General Abstract of collections and Collection Report. These reports are described in the sections below

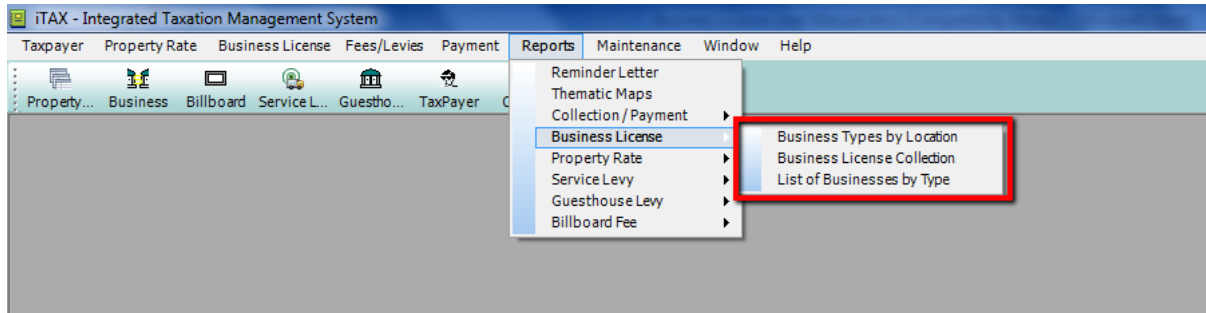


Figure 7 – Business License Report menu

### 4.1 General Abstract of Collections

To access the General Abstracts of Collections go to REPORTS Menu > COLLECTION / PAYMENT > GENERAL ABSTRACT OF COLLECTIONS.

Payment Da	Taxpayer Name	Receipt No	Means Crop	cesal bus	stancoves	Crop cetton	Crop cinding	facilitir	Baskacility user	king fi	Permit fees for billboards, posters or hoarding	Property	
20/03/2011	Mohamed, Yusuph	TEST											
		TEST2											
		TEST3											
		TEST4											
	Wogo, Ahmadi	1001										9,876.00	
		1002										22,124.00	
	DADI, JAMALI	W443	100,000.00						000.00	100,000.00			
		IPP MEDIA LTD	34567									140,000.00	
			54321									260,000.00	
			65432									300,000.00	
9876543												640,000.00	
TEST												100,000.00	
JUMA, MAPOPA M.	234567										102,900,109.00		
	TEST, TEST TEST	1004											
21/03/2011	Njojoro, Athumani	123											
		Mzee , Mohamedi	225-7878										
	BAKARI, MOHAMED	TEST											
		32234234	25,000.00										
		DADI, JAMALI	23422131	58,000.00					000.00	58,000.00			
		KIKO, JOHN C.	234567										
Kikomekala, Hassani	234567	9,876.00											
	TEST	15,000.00											
25/03/2011	Mohamed, Yusuph	TEST											

Figure 8 - General Abstract of Collections window

1. Select the type of report you wish to have, Quarterly or Monthly.
2. Click the month or quarter you wish to view depending on the above selection.
3. Select the year and then click RETRIEVE button.
4. Make sure to set the appropriate Print size and format before clicking the PRINT button.
5. To exit from the window, click the CLOSE button.

## 4.2 Collection Report

To access the Collection Report go to REPORTS Menu > COLLECTION / PAYMENT > COLLECTION REPORT.

The screenshot shows a software window titled "Collection Report". At the top, there are controls for "Daily", "3/26/2013", "By Taxtype", "Taxtype: Permit fees for billboards,", "Generate", "Print", and "Close". The main content area displays a report for the District of MTWARA MIKINDANI. The report title is "COLLECTION REPORT" and the name is "Permit fees for billboards, posters or hoarding". The period is "March 26, 2013" and the officer is "Demo Admin". A table lists tax entries with columns for Local TIN, Identifier (PRN, Bus#), Taxpayer, Type, Tax Type, and Amount. Two entries are shown for "adobe" and "nicholas", both with a tax type of "REG" and an amount of 86,184,000.00. The grand total is 172,368,000.00.

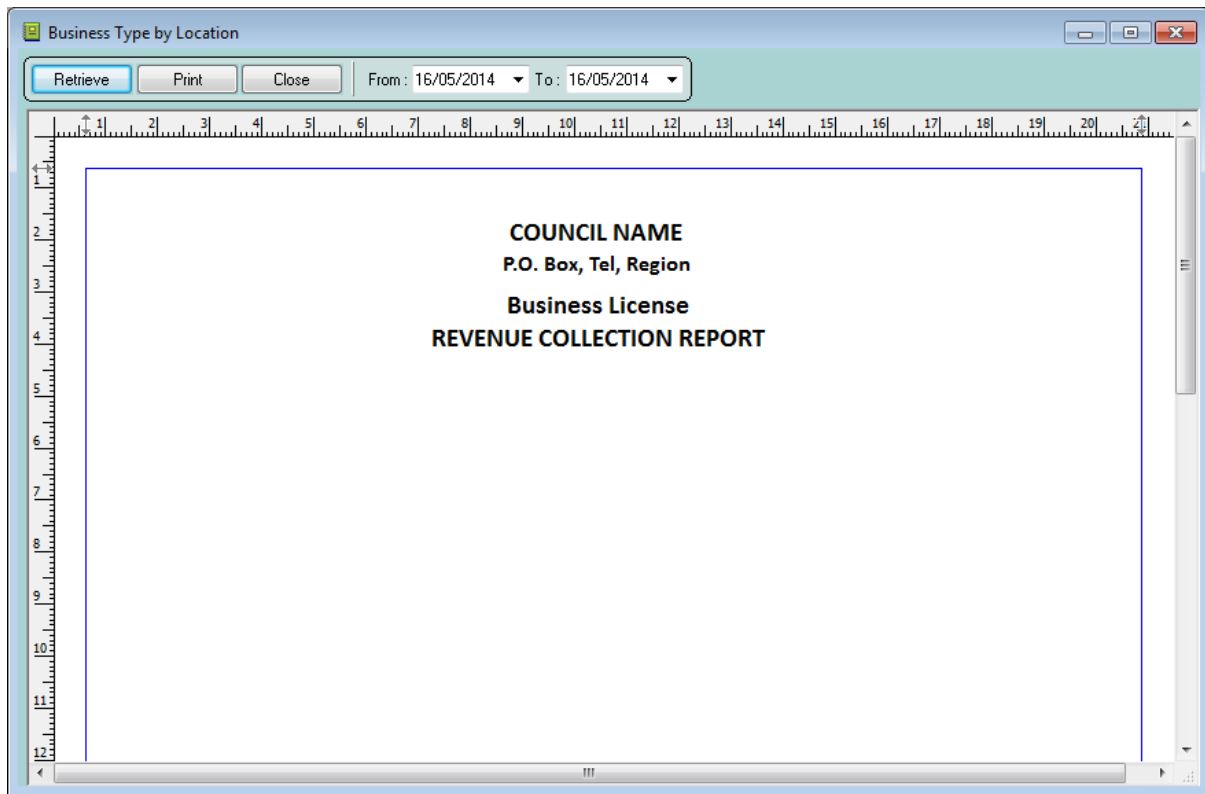
Local TIN	Identifier (PRN, Bus#)	Taxpayer	Type	Tax Type	Amount
<b>Date: 3/26/2013</b>					
OR No. : 102 PAID BY : adobe					
090-522-752246-2		adobe	REG	Permit fees for billboards, posters or ho	
			REG	Permit fees for billboards, posters or ho	86,184,000.00
			REG	Permit fees for billboards, posters or ho	86,184,000.00
					172,368,000.00
OR No. : 23456 PAID BY : nicholas					
090-522-752251-5		nicholas	REG	Permit fees for billboards, posters or ho	
GRAND TOTAL :					172,368,000.00

Figure 9 - Collection Report window

1. Select the type of report you wish to have; Daily or Quarterly or Monthly.
2. If you selected Daily report above, then select the Date from the Drop down Calendar.
3. If you selected monthly in step 1, select the month of the report.
4. If you selected quarterly in step 1, select the quarter of the report.
5. Select the year and the tax type.
6. If by "tax type" is selected, then select the tax type from the tax type dropdown box.
7. Click the GENERATE button to display the report.
8. Make sure to set the appropriate Print size and format before clicking the PRINT button.
9. To exit from the window, click the CLOSE button.

## 4.3 Business Types by Location

To access the Business Types by Location Report go to REPORTS Menu > BUSINESS LICENSE > BUSINESS TYPES BY LOCATION.



*Figure 10 – Business License Expected Report window*

1. Select the Ward and Mtaa and click the RETRIEVE button to display the report.
2. Make sure to set the appropriate Print size and format before clicking the PRINT button.
3. To exit from the window, click the CLOSE button.

## 5 ACRONYMS AND ABBREVIATIONS

GFA	GFA Consulting Group GmbH, Hamburg, Germany
GIZ	German Development Cooperation, Eschborn, Germany
iTAX	Integrated Taxation Management System for Local Government
LGA	Local Government Authority
TIN	Taxpayer Identification Number