



UNITED REPUBLIC OF TANZANIA

PRESIDENTS' OFFICE

REGIONAL ADMINISTRATION AND LOCAL GOVERNMENT

LGRCIS User Manual on LGRCIS and GePG Integration

Version 2

May, 2018

## Contents

Business License.....	4
Liquor License .....	6
Hotel Levy .....	8
Service Levy.....	11
House Rent.....	14
Land Sales.....	16
Solid Waste .....	19
Telecom Towers.....	21
Taxis .....	23
Forestry and Agricultural Products .....	25
Miscellaneous sources .....	27
Electronic Collection Agents .....	29
Payment .....	30
Property Tax.....	31

### **Overview of LGRCIS and GePG Systems Integration**

The integration of Local Government Revenue Collection Information Systems (LGRCIS) and Government e-payments Gateway (GePG) has changed the way of processing billing in all LGRCIS Modules. The creation of invoices or Fee Bills processing will now involves requesting of the control numbers from GePG system. The given control number shall be used in payment process and the taxpayers can use the control numbers to pay through banks or mobile network operators (M-Pesa, T-Pesa, Airtel Money, Halotel Pesa, Tigo Pesa and Z-Pesa).

The introduction of GePG is following amendment of the Public Finance Act (Cap.348) Section 44, 6A (1-2): the Accounting officer shall ensure that all public moneys are collected through Government e-payment Gateway system acronym "GePG".

The detailed changes made on LGRCIS modules is as indicated in the table below: -

Module	Description
--------	-------------

## Business License

- Fee Bills/Invoices

- ✓ The interface for printing Fee Bills is available on Business Account. The printing involves requesting the payment control number and the fee bills assigned control number will be ready for printing see the attached figure below:

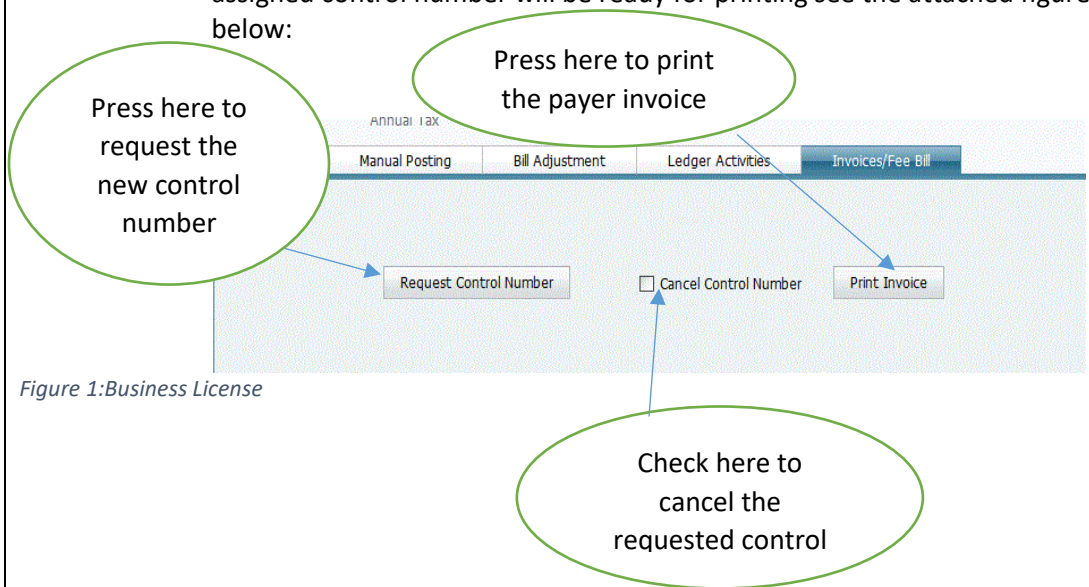
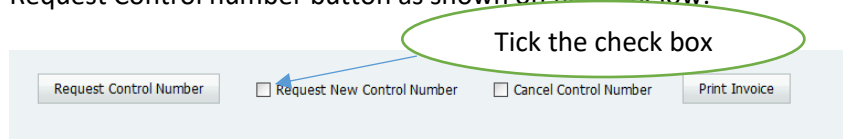


Figure 1: Business License

- Cancellation of control number

- ✓ In case of requesting the new control number such as when bill particulars has been altered; the original control number will require to be cancelled before requesting the new control number. As shown on the figure above, check cancel Control Number for cancelling the already assigned control number ready for requesting the new one.
- ✓ If the previous control number has been cancelled and trying to request the new control number, if returns “**No details found for the selected criteria**” tick the check box Request New Control Number and press Request Control number button as shown on figure below:



- Reports

- ✓ There is a special reports on all requested control numbers named Printed Invoices on Menu having rooms to check the paid and unpaid control numbers. Also this report will have various compilation criteria such as date range or financial years. The report contains payer particulars tied with control numbers

**NB:**

- You can use Mass Invoices Menu to print Single Invoice for the taxpayer with more than one business. And the same procedure will be used for requesting control number as described above.
- In case of failure on requesting control number or any data assessment based on control number, you can use the Menu named Control Number Management found on billing to preview the details of requested data if something is wrong on bills and if everything is OK, you can resend request for requesting the control number on this page. See the attached figure below:

Select you previewing criteria then press Load

Choose	Year Of Tax	Taxpayer's ID	Taxpayer's Name	Total Tax	Reference Number
<input type="checkbox"/>	2017/2018	201900779206	FLORA ANDERSON MKWAYI	2,000.00	2001006025000000
<input type="checkbox"/>	2017/2018	201900779195	Edgar Jim Mwasigallah	51,000.00	2001006025000000
<input checked="" type="checkbox"/>	2017/2018	201900779194	AUGUST BERNAD MSAKI	142,000.00	2001006025000000
<input type="checkbox"/>	2017/2018	201900779190	PIUS EMMANUEL MBOYA	402,000.00	2001006025000000
<input type="checkbox"/>	2017/2018	200100000180	M/S AKON INVESTMENT	101,000.00	2001006025000000
<input type="checkbox"/>	2017/2018	200100000180	M/S AKON INVESTMENT	101,000.00	2001006025000000
				<b>Total Tax:799,000.00</b>	

Send(for requesting Control Number)

If you are working with data having empty control numbers, choose them as many you can then press send button to request the new control number

Figure 2:Control Number Preview

## Liquor License

- Fee Bills/Invoices

- ✓ The interface for printing Fee Bills is now available on Vendor Account. The printing involves requesting the payment control number and the fee bills assigned control number will be ready for printing see the attached figure below:

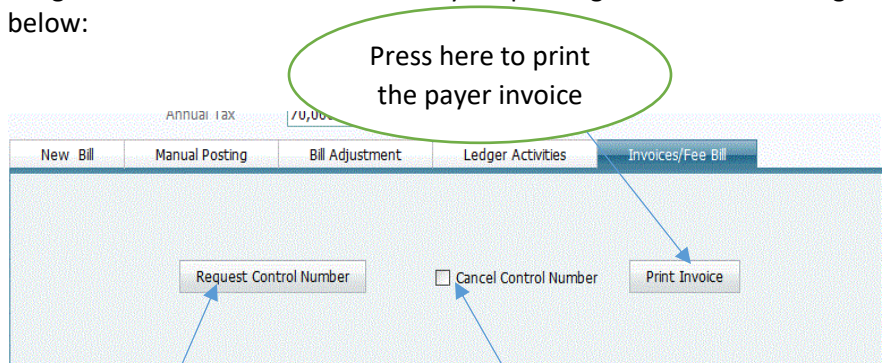


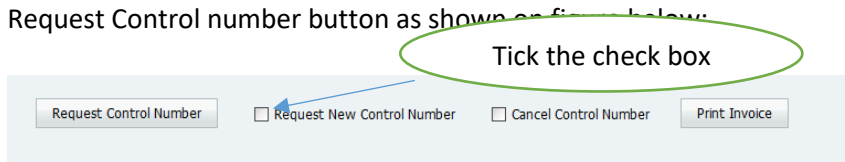
Figure 3:Liquor License

Press here to request the new control number

Check here to cancel the requested control

- Cancellation of control number

- ✓ In case of requesting the new control number such as when bill particulars has been altered; the original control number will require to be cancelled before requesting the new control number. As shown on the figure above; check cancel Control Number for cancelling the already assigned control number ready for requesting the new one.
- ✓ If the previous control number has been cancelled and trying to request the new control number, it returns “No details found for the selected criteria” tick the check box Request New Control Number and press Request Control number button as shown on figure below:



- Reports

- ✓ There is a special reports on all requested control numbers named Printed Invoices on Menu having rooms to check the paid and unpaid control numbers. Also this report will have various compilation criteria such as date range or financial years. The report contains payer particulars tied with control numbers



**NB:**

- You can use Mass Invoices Menu to print Single Invoice for the taxpayer with more than one business. And the same procedure will be used for requesting control number as described above.
- In case of failure on requesting control number or any data assessment based on control number, you can use the Menu named Control Number Management found on billing to preview the details of requested data if something is wrong on bills and if everything is OK, you can resend request for requesting the control number on this page. See the attached figure below:

Criteria

All  
 By Ward  
 By Mtaa  
 By Taxpayer  
 By Business ID

Ward  
Mtaa  
Taxpayer's ID  
Business ID

Others

Empty Control Numbers  
 With Control Numbers  
 All

GePG Status

Received  
 No Received  
 All

Load

Select you previewing criteria then press Load

Generated Bills

Choose	Year Of Tax	Taxpayer's ID	Taxpayer's Name	Total Tax	Reference Number
<input type="checkbox"/>	2017/2018	201900779206	FLORA ANDERSON MKWAYI	2,000.00	2001006025000000
<input type="checkbox"/>	2017/2018	201900779195	Edgar Jim Mwasigallah	51,000.00	2001006025000000
<input type="checkbox"/>	2017/2018	201900779194	AUGUST BERNAD MSAKI	142,000.00	2001006025000000
<input checked="" type="checkbox"/>	2017/2018	201900779190	PIUS EMMANUEL MBOYA	402,000.00	2001006025000000
<input type="checkbox"/>	2017/2018	200100000180	M/S AKON INVESTMENT	101,000.00	2001006025000000
<input type="checkbox"/>	2017/2018	200100000180	M/S AKON INVESTMENT	101,000.00	2001006025000000

Total Tax:799,000.00

Send(for requesting Control Number)

If you are working with data having empty control numbers, choose them as many you can then press send button to request the new control number

## Hotel Levy

- Fee Bills/Invoices

- ✓ The interface for printing Fee Bills is now available on Assessment pages and Hotel's Account. The printing involves requesting the payment control number and the fee bills assigned control number will be ready for printing see the attached figure below:

a)Hotel Account

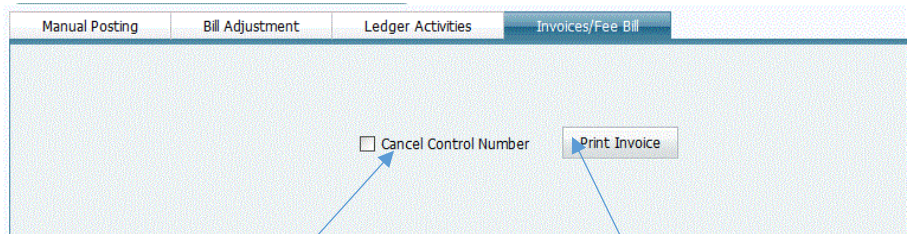


Figure 4:Hotel Account

Check here to  
cancel the  
requested control

Press here to  
request control  
number and print  
the payer invoice

b) Assessment page

Retrieve payer details, perform assessments if any then press Print invoice button as shown on figure below:

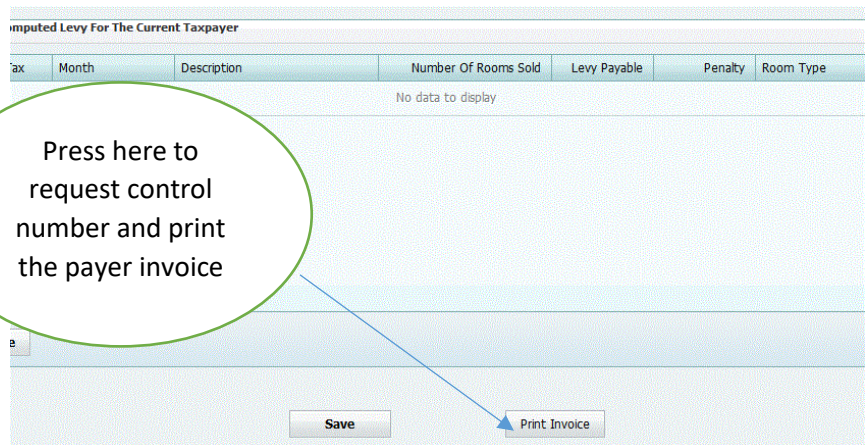
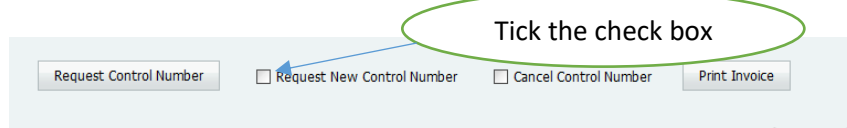


Figure 5:Hotel Assessment



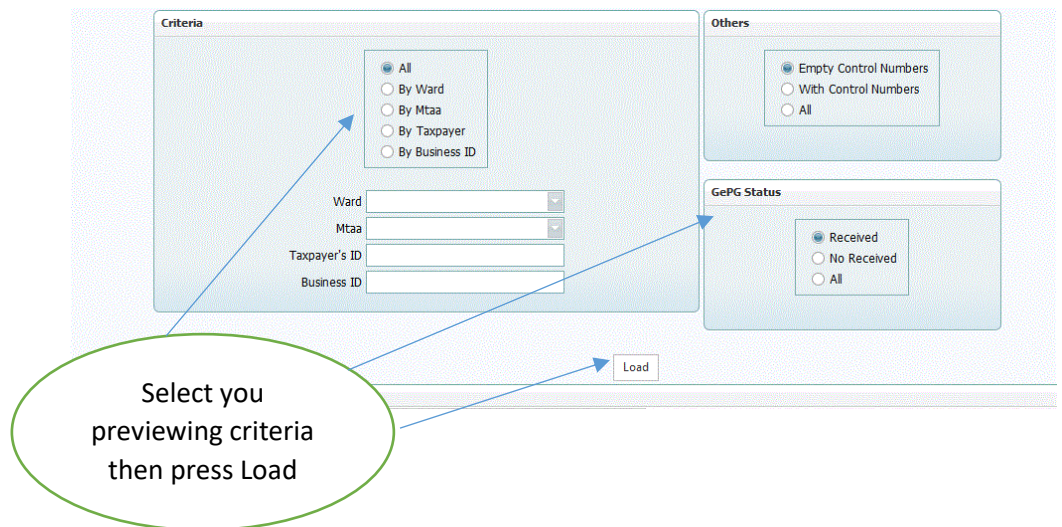
- Cancellation of control number
  - ✓ In case of requesting the new control number such as when bill particulars has been altered; the original control number will require to be cancelled before requesting the new control number. As shown on the figure above; check cancel Control Number for cancelling the already assigned control number ready for requesting the new one.
  - ✓ If the previous control number has been cancelled and trying to request the new control number, if returns “No details found for the selected criteria” tick the check box Request New Control Number and press Request Control number button as shown on figure below:



- Reports
  - ✓ There is a special reports on all requested control numbers named Printed Invoices on Menu having rooms to check the paid and unpaid control numbers. Also this report will have various compilation criteria such as date range or financial years. The report contains payer particulars tied with control numbers

**NB:**

- In case of failure on requesting control number or any data assessment based on control number, you can use the Menu named Control Number Management found on billing to preview the details of requested data if something is wrong on bills and if everything is OK, you can resend request for requesting the control number on this page. See the attached figure below:



Generated Bills

Choose	Year Of Tax	Taxpayer's ID	Taxpayer's Name	Total Tax	Reference Number
<input type="checkbox"/>	2017/2018	201900779206	FLORA ANDERSON MKWAYI	2,000.00	2001006025000000
<input type="checkbox"/>	2017/2018	201900779195	Edgar Jim Mwasigallah	51,000.00	2001006025000000
<input type="checkbox"/>	2017/2018	201900779194	AUGUST BERNAD MSAKI	142,000.00	2001006025000000
<input checked="" type="checkbox"/>	2017/2018	201900779190	PIUS EMMANUEL MBOYA	402,000.00	2001006025000000
<input type="checkbox"/>	2017/2018	200100000180	M/S AKON INVESTMENT	101,000.00	2001006025000000
<input type="checkbox"/>	2017/2018	200100000180	M/S AKON INVESTMENT	101,000.00	2001006025000000
				<b>Total Tax:799,000.00</b>	
Send(for requesting Control Number)					

If you are working with data having empty control numbers, choose them as many you can then press send button to request the new control number

Service Levy

- Fee Bills/Invoices

- ✓ The interface for printing Fee Bills is now available on Assessment pages and Levy's Account. The printing involves requesting the payment control number and the fee bills assigned control number will be ready for printing see the attached figure below:

a) Levy Account

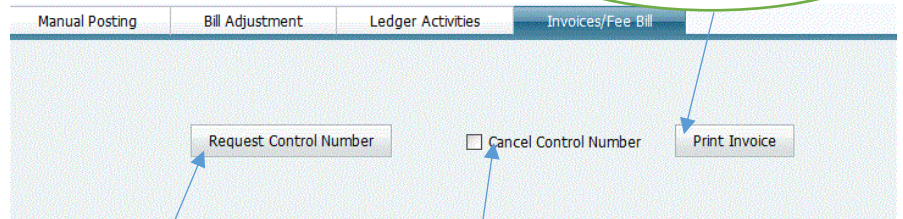


Figure 6:Service Levy Account

Press here to Request new control number

Check here to cancel the requested control

b) Assessment page

Retrieve payer details, perform assessments if any then press Print invoice button as shown on figure below:

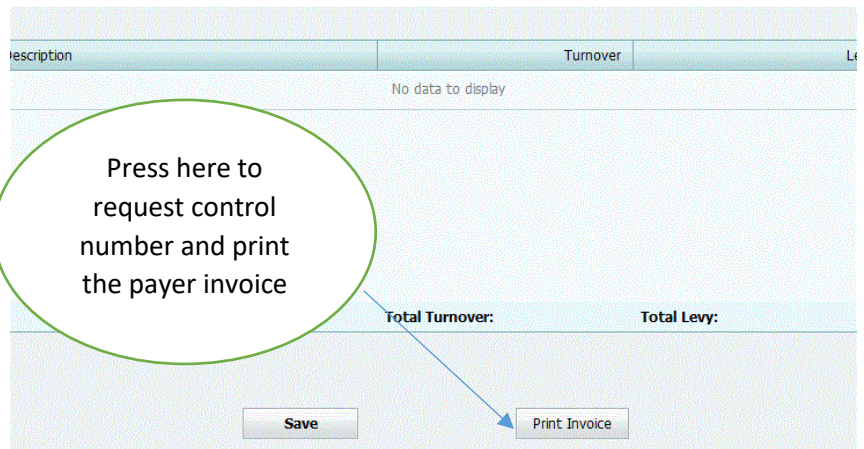
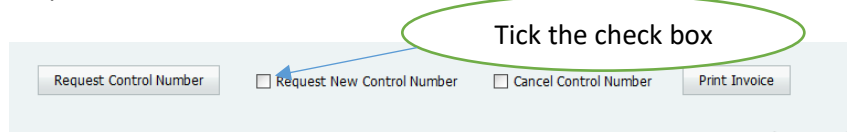


Figure 7:Service Levy Assessment

- Cancellation of control number
  - ✓ In case of requesting the new control number such as when bill particulars has been altered; the original control number will require to be cancelled before requesting the new control number. As shown on the figure above; check cancel Control Number for cancelling the already assigned control number ready for requesting the new one.
  - ✓ If the previous control number has been cancelled and trying to request the new control number, if returns “No details found for the selected criteria” tick the check box Request New Control Number and press Request Control number button as shown on figure below:

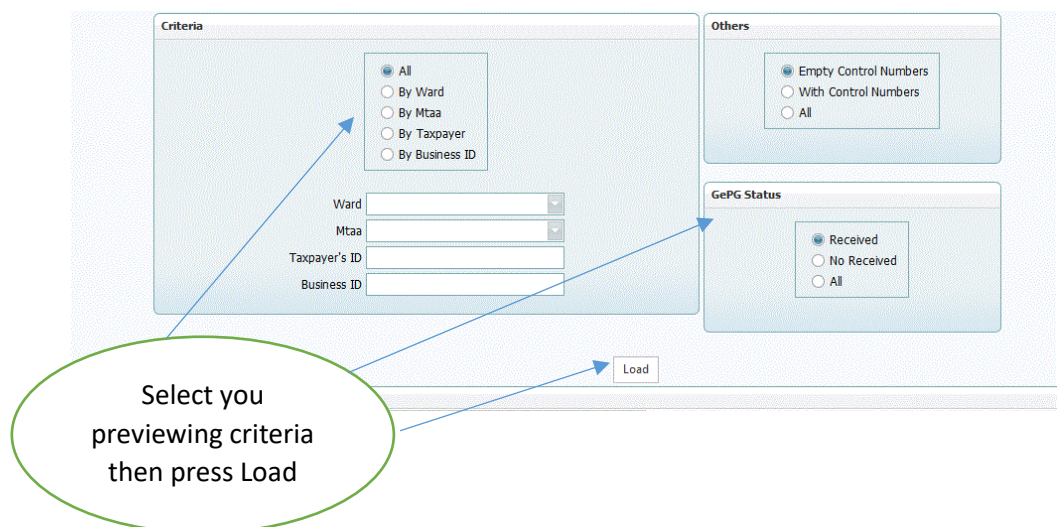


- Reports
 

There is a special reports on all requested control numbers named Printed Invoices on Menu having rooms to check the paid and unpaid control numbers. Also this report will have various compilation criteria such as date range or financial years. The report contains payer particulars tied with control numbers

**NB:**

- In case of failure on requesting control number or any data assessment based on control number, you can use the Menu named Control Number Management found on billing to preview the details of requested data if something is wrong on bills and if everything is OK, you can resend request for requesting the control number on this page. See the attached figure below:





Generated Bills

Choose	Year Of Tax	Taxpayer's ID	Taxpayer's Name	Total Tax	Reference Number
<input type="checkbox"/>	2017/2018	201900779206	FLORA ANDERSON MKWAYI	2,000.00	2001006025000000
<input type="checkbox"/>	2017/2018	201900779195	Edgar Jim Mwasigallah	51,000.00	2001006025000000
<input type="checkbox"/>	2017/2018	201900779194	AUGUST BERNAD MSAKI	142,000.00	2001006025000000
<input checked="" type="checkbox"/>	2017/2018	201900779190	PIUS EMMANUEL MBOYA	402,000.00	2001006025000000
<input type="checkbox"/>	2017/2018	200100000180	M/S AKON INVESTMENT	101,000.00	2001006025000000
<input type="checkbox"/>	2017/2018	200100000180	M/S AKON INVESTMENT	101,000.00	2001006025000000
				<b>Total Tax:799,000.00</b>	

Send(for requesting Control Number)

If you are working with data having empty control numbers, choose them as many you can then press send button to request the new control number



## House Rent

- Fee Bills/Invoices

- ✓ The interface for printing Fee Bills is now available on Tenant Account. The printing involves requesting the payment control number and the fee bills assigned control number will be ready for printing see the attached figure below:

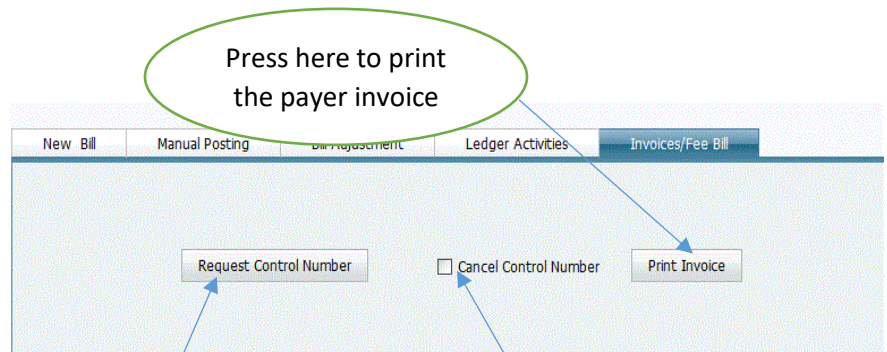
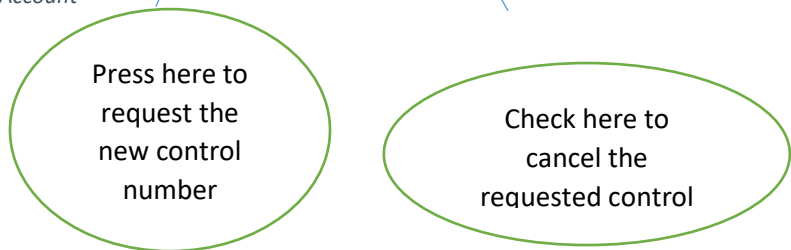
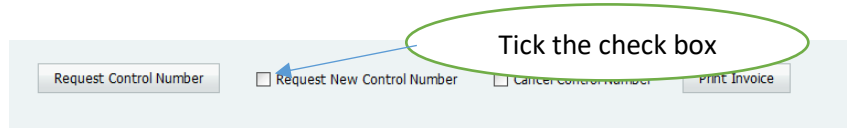


Figure 8:House rent Account



- Cancellation of control number

- ✓ In case of requesting the new control number such as when bill particulars has been altered; the original control number will require to be cancelled before requesting the new control number. As shown on the figure above; check cancel Control Number for cancelling the already assigned control number ready for requesting the new one.
- ✓ If the previous control number has been cancelled and trying to request the new control number, if returns “**No details found for the selected criteria**” tick the check box Request New Control Number and press Request Control number button as shown on figure below:



- Reports

- ✓ There is a special reports on all requested control numbers named Printed Invoices on Menu having rooms to check the paid and unpaid control numbers. Also this report will have various compilation criteria such as date range or financial years. The report contains payer particulars tied with control numbers

**NB:**

- You can use Invoices Menu to print individual or mass invoices. And the same procedure will be used for requesting control number as described above.
- In case of failure on requesting control number or any data assessment based on control number, you can use the Menu named Control Number Management found on billing to preview the details of requested data if something is wrong on bills and if everything is OK, you can resend request for requesting the control number on this page. See the attached figure below:

Criteria

Others

GePG Status

Load

Select you previewing criteria then press Load

Generated Bills

Choose	Year Of Tax	Taxpayer's ID	Taxpayer's Name	Total Tax	Reference Number
<input type="checkbox"/>	2017/2018	201900779206	FLORA ANDERSON MKWAYI	2,000.00	2001006025000000
<input type="checkbox"/>	2017/2018	201900779195	Edgar Jim Mwasigallah	51,000.00	2001006025000000
<input type="checkbox"/>	2017/2018	201900779194	AUGUST BERNAD MSAKI	142,000.00	2001006025000000
<input checked="" type="checkbox"/>	2017/2018	201900779190	PIUS EMMANUEL MBOYA	402,000.00	2001006025000000
<input type="checkbox"/>	2017/2018	200100000180	M/S AKON INVESTMENT	101,000.00	2001006025000000
<input type="checkbox"/>	2017/2018	200100000180	M/S AKON INVESTMENT	101,000.00	2001006025000000

Total Tax:799,000.00

Send(for requesting Control Number)

If you are working with data having empty control numbers, choose them as many you can then press send button to request the new control number

## Land Sales

- Fee Bills/Invoices

- ✓ The interface for printing Fee Bills is now available on Land Sale's Account. The printing involves requesting the payment control number and the fee bills assigned control number will be ready for printing see the attached figure below:

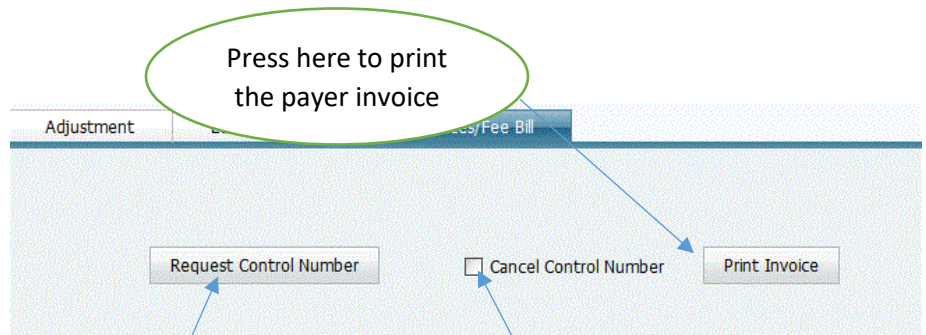
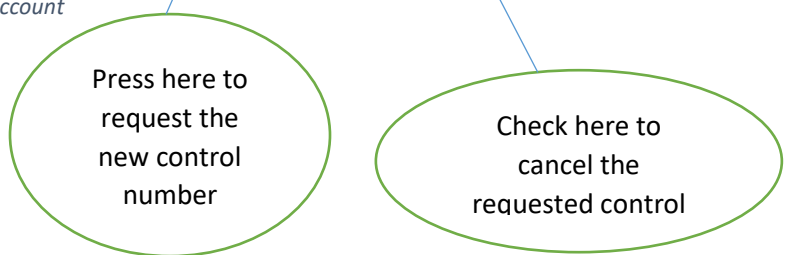
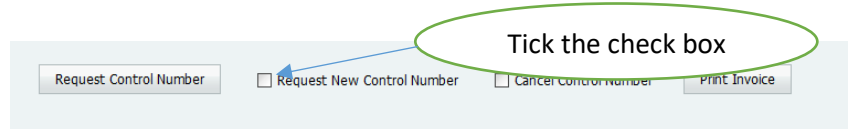


Figure 9: Land Sale Account



- Cancellation of control number

- ✓ In case of requesting the new control number such as when bill particulars has been altered; the original control number will require to be cancelled before requesting the new control number. As shown on the figure above; check cancel Control Number for cancelling the already assigned control number ready for requesting the new one.
- ✓ If the previous control number has been cancelled and trying to request the new control number, if returns “**No details found for the selected criteria**” tick the check box Request New Control Number and press Request Control number button as shown on figure below:



- Reports

- ✓ There is a special reports on all requested control numbers named Printed Invoices on Menu having rooms to check the paid and unpaid control



numbers. Also this report will have various compilation criteria such as date range or financial years. The report contains payer particulars tied with control numbers

**NB:**

- You can use Invoices Menu to print individual or mass invoices. And the same procedure will be used for requesting control number as described above.
- In case of failure on requesting control number or any data assessment based on control number, you can use the Menu named Control Number Management found on billing to preview the details of requested data if something is wrong on bills and if everything is OK, you can resend request for requesting the control number on this page. See the attached figure below:

Select you previewing criteria then press Load

Generated Bills

Choose	Year Of Tax	Taxpayer's ID	Taxpayer's Name	Total Tax	Reference Number
<input type="checkbox"/>	2017/2018	201900779206	FLORA ANDERSON MKWAYI	2,000.00	2001006025000000
<input type="checkbox"/>	2017/2018	201900779195	Edgar Jim Mwasigallah	51,000.00	2001006025000000
<input type="checkbox"/>	2017/2018	201900779194	AUGUST BERNAD MSAKI	142,000.00	2001006025000000
<input checked="" type="checkbox"/>	2017/2018	201900779190	PIUS EMMANUEL MBOYA	402,000.00	2001006025000000
<input type="checkbox"/>	2017/2018	200100000180	M/S AKON INVESTMENT	101,000.00	2001006025000000
<input type="checkbox"/>	2017/2018	200100000180	M/S AKON INVESTMENT	101,000.00	2001006025000000
				<b>Total Tax:799,000.00</b>	

Send(for requesting Control Number)

If you are working with data having empty control numbers, choose them as many you can then press send button to request the new control number

--	--



## Solid Waste

- Fee Bills/Invoices

- ✓ The interface for printing Fee Bills is now available on Occupant's Account. The printing involves requesting the payment control number and the fee bills assigned control number will be ready for printing see the attached figure below:

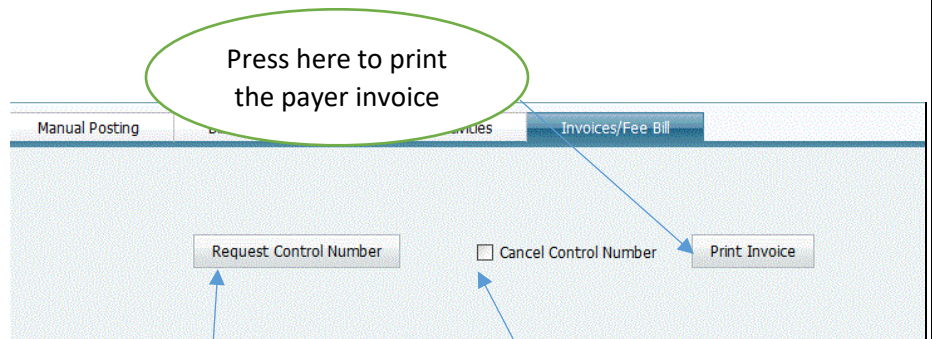
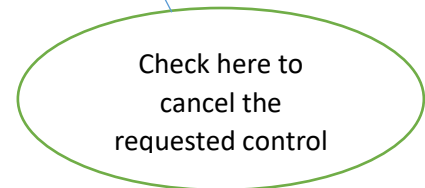
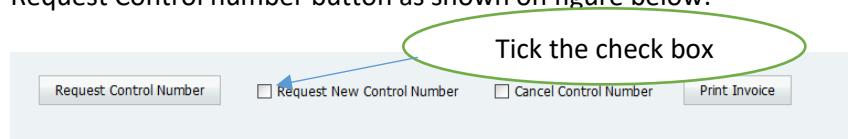


Figure 10:Occupant's Account



- Cancellation of control number

- ✓ In case of requesting the new control number such as when bill particulars has been altered; the original control number will require to be cancelled before requesting the new control number. As shown on the figure above; check cancel Control Number for cancelling the already assigned control number ready for requesting the new one.
- ✓ If the previous control number has been cancelled and trying to request the new control number, if returns “**No details found for the selected criteria**” tick the check box Request New Control Number and press Request Control number button as shown on figure below:



- Reports

- ✓ There is a special reports on all requested control numbers named Printed Invoices on Menu having rooms to check the paid and unpaid control numbers. Also this report will have various compilation criteria such as date range or financial years. The report contains payer particulars tied with control numbers

**NB:**

- You can use Invoices Menu to print individual or mass invoices. And the same procedure will be used for requesting control number as described above.
- In case of failure on requesting control number or any data assessment based on control number, you can use the Menu named Control Number Management found on billing to preview the details of requested data if something is wrong on bills and if everything is OK, you can resend request for requesting the control number on this page. See the attached figure below:

Select you previewing criteria then press Load

Generated Bills

Choose	Year Of Tax	Taxpayer's ID	Taxpayer's Name	Total Tax	Reference Number
<input type="checkbox"/>	2017/2018	201900779206	FLORA ANDERSON MKWAYI	2,000.00	2001006025000001
<input type="checkbox"/>	2017/2018	201900779195	Edgar Jim Mwasigallah	51,000.00	2001006025000001
<input type="checkbox"/>	2017/2018	201900779194	AUGUST BERNAD MSAKI	142,000.00	2001006025000001
<input checked="" type="checkbox"/>	2017/2018	201900779190	PIUS EMMANUEL MBOYA	402,000.00	2001006025000001
<input type="checkbox"/>	2017/2018	200100000180	M/S AKON INVESTMENT	101,000.00	2001006025000001
<input type="checkbox"/>	2017/2018	200100000180	M/S AKON INVESTMENT	101,000.00	2001006025000001
				<b>Total Tax:799,000.00</b>	

Send(for requesting Control Number)

If you are working with data having empty control numbers, choose them as many you can then press send button to request the new control number

- Fee Bills/Invoices

- ✓ The interface for printing Fee Bills is available on Tower's Account. The printing involves requesting the payment control number and the fee bills assigned control number will be ready for printing see the attached figure below:

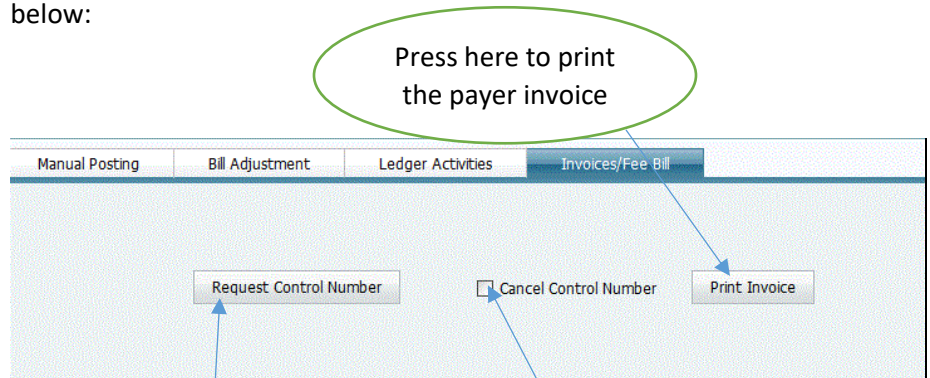
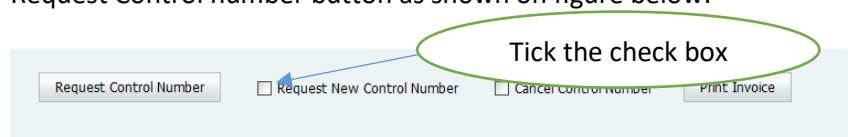


Figure 11: Telecom Tower Account

- Cancellation of control number

- ✓ In case of requesting the new control number such as when bill particulars has been altered; the original control number will require to be cancelled before requesting the new control number. As shown on the figure above; check cancel Control Number for cancelling the already assigned control number ready for requesting the new one.
- ✓ If the previous control number has been cancelled and trying to request the new control number, if returns "No details found for the selected criteria" tick the check box Request New Control Number and press Request Control number button as shown on figure below:





- Reports

- ✓ There is a special reports on all requested control numbers named Printed Invoices on Menu having rooms to check the paid and unpaid control numbers. Also this report will have various compilation criteria such as date range or financial years. The report contains payer particulars tied with control numbers

**NB:**

- You can use Invoices Menu to print individual or mass invoices. And the same procedure will be used for requesting control number as described above.
- In case of failure on requesting control number or any data assessment based on control number, you can use the Menu named Control Number Management found on billing to preview the details of requested data if something is wrong on bills and if everything is OK, you can resend request for requesting the control number on this page. See the attached figure below:

Select you previewing criteria then press Load

Generated Bills

Choose	Year Of Tax	Taxpayer's ID	Taxpayer's Name	Total Tax	Reference Number
<input type="checkbox"/>	2017/2018	201900779206	FLORA ANDERSON MKWAYI	2,000.00	2001006025000001
<input type="checkbox"/>	2017/2018	201900779195	Edgar Jim Mwasigallah	51,000.00	2001006025000001
<input type="checkbox"/>	2017/2018	201900779194	AUGUST BERNAD MSAKI	142,000.00	2001006025000001
<input checked="" type="checkbox"/>	2017/2018	201900779190	PIUS EMMANUEL MBOYA	402,000.00	2001006025000001
<input type="checkbox"/>	2017/2018	200100000180	M/S AKON INVESTMENT	101,000.00	2001006025000001
<input type="checkbox"/>	2017/2018	200100000180	M/S AKON INVESTMENT	101,000.00	2001006025000001
				<b>Total Tax:799,000.00</b>	

Send(for requesting Control Number)

If you are working with data having empty control numbers, choose them as many you can then press send button to request the new control number

## Taxis

- Fee Bills/Invoices

- ✓ The interface for printing Fee Bills is available on Taxi's Account. The printing involves requesting the payment control number and the fee bills assigned control number will be ready for printing see the attached figure below:

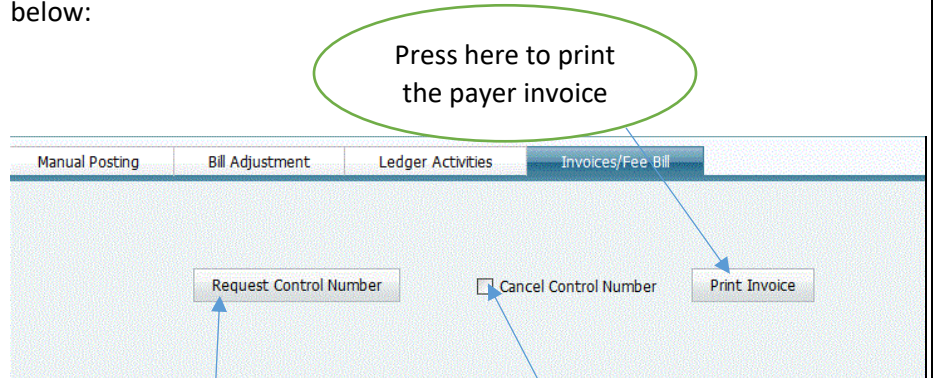
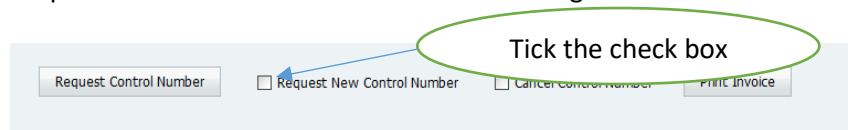


Figure 12:Taxi's Account

- Cancellation of control number

- ✓ In case of requesting the new control number such as when bill particulars has been altered; the original control number will require to be cancelled before requesting the new control number. As shown on the figure above; check cancel Control Number for cancelling the already assigned control number ready for requesting the new one.
- ✓ If the previous control number has been cancelled and trying to request the new control number, if returns “**No details found for the selected criteria**” tick the check box Request New Control Number and press Request Control number button as shown on figure below:



- Reports

- ✓ There is a special reports on all requested control numbers named Printed Invoices on Menu having rooms to check the paid and unpaid control numbers. Also this report will have various compilation criteria such as date



range or financial years. The report contains payer particulars tied with control numbers

**NB:**

- You can use Invoices Menu to print mass invoices. And the same procedure will be used for requesting control number as described above.
- In case of failure on requesting control number or any data assessment based on control number, you can use the Menu named Control Number Management found on billing to preview the details of requested data if something is wrong on bills and if everything is OK, you can resend request for requesting the control number on this page. See the attached figure below:

Select you previewing criteria then press Load

Generated Bills

Choose	Year Of Tax	Taxpayer's ID	Taxpayer's Name	Total Tax	Reference Number
<input type="checkbox"/>	2017/2018	201900779206	FLORA ANDERSON MKWAYI	2,000.00	2001006025000000
<input type="checkbox"/>	2017/2018	201900779195	Edgar Jim Mwasigallah	51,000.00	2001006025000000
<input type="checkbox"/>	2017/2018	201900779194	AUGUST BERNAD MSAKI	142,000.00	2001006025000000
<input checked="" type="checkbox"/>	2017/2018	201900779190	PIUS EMMANUEL MBOYA	402,000.00	2001006025000000
<input type="checkbox"/>	2017/2018	200100000180	M/S AKON INVESTMENT	101,000.00	2001006025000000
<input type="checkbox"/>	2017/2018	200100000180	M/S AKON INVESTMENT	101,000.00	2001006025000000
				<b>Total Tax:799,000.00</b>	

Send(for requesting Control Number)

If you are working with data having empty control numbers, choose them as many you can then press send button to request the new control number

- Fee Bills/Invoices

- ✓ The interface for printing Fee Bills is available on New/Update Assessment Pages under Previous Assessment Invoices/Fee Bills. The printing involves requesting the payment control number and the fee bills assigned control number will be ready for printing see the attached figure below:

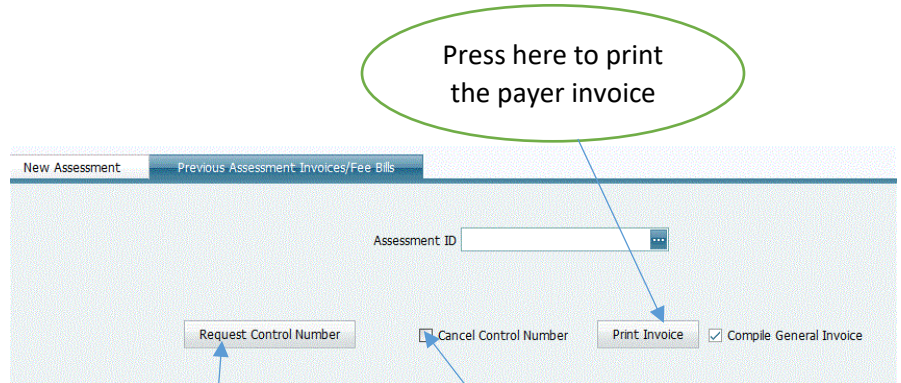
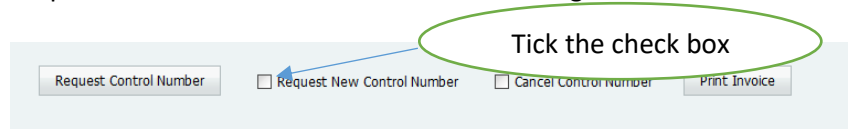


Figure 13:Agro Forestry

- Cancellation of control number

- ✓ In case of requesting the new control number such as when bill particulars has been altered; the original control number will require to be cancelled before requesting the new control number. As shown on the figure above; check cancel Control Number for cancelling the already assigned control number ready for requesting the new one.
- ✓ If the previous control number has been cancelled and trying to request the new control number, if returns “**No details found for the selected criteria**” tick the check box Request New Control Number and press Request Control number button as shown on figure below:



- Reports

- ✓ There is a special reports on all requested control numbers named Printed Invoices on Menu having rooms to check the paid and unpaid control numbers. Also this report will have various compilation criteria such as date

range or financial years. The report contains payer particulars tied with control numbers

**NB:**

- In case of failure on requesting control number or any data assessment based on control number, you can use the Menu named Control Number Management found on billing to preview the details of requested data if something is wrong on bills and if everything is OK, you can resend request for requesting the control number on this page. See the attached figure below:

Criteria

All  
 By Ward  
 By Mtaa  
 By Taxpayer  
 By Business ID

Ward  
Mtaa  
Taxpayer's ID  
Business ID

Others

Empty Control Numbers  
 With Control Numbers  
 All

GePG Status

Received  
 No Received  
 All

Load

Select you previewing criteria then press Load

Generated Bills

Choose	Year Of Tax	Taxpayer's ID	Taxpayer's Name	Total Tax	Reference Number
<input type="checkbox"/>	2017/2018	201900779206	FLORA ANDERSON MKWAYI	2,000.00	2001006025000001
<input type="checkbox"/>	2017/2018	201900779195	Edgar Jim Mwasigallah	51,000.00	2001006025000001
<input type="checkbox"/>	2017/2018	201900779194	AUGUST BERNAD MSAKI	142,000.00	2001006025000001
<input checked="" type="checkbox"/>	2017/2018	201900779190	PIUS EMMANUEL MBOYA	402,000.00	2001006025000001
<input type="checkbox"/>	2017/2018	200100000180	M/S AKON INVESTMENT	101,000.00	2001006025000001
<input type="checkbox"/>	2017/2018	200100000180	M/S AKON INVESTMENT	101,000.00	2001006025000001

Total Tax:799,000.00

Send(for requesting Control Number)

If you are working with data having empty control numbers, choose them as many you can then press send button to request the new control number



## Miscellaneous sources

- Fee Bills/Invoices

- ✓ The interface for printing Fee Bills is available on Create Individual Bills page. The printing involves requesting the payment control number and the fee bills assigned control number will be ready for printing. See the attached figure below:

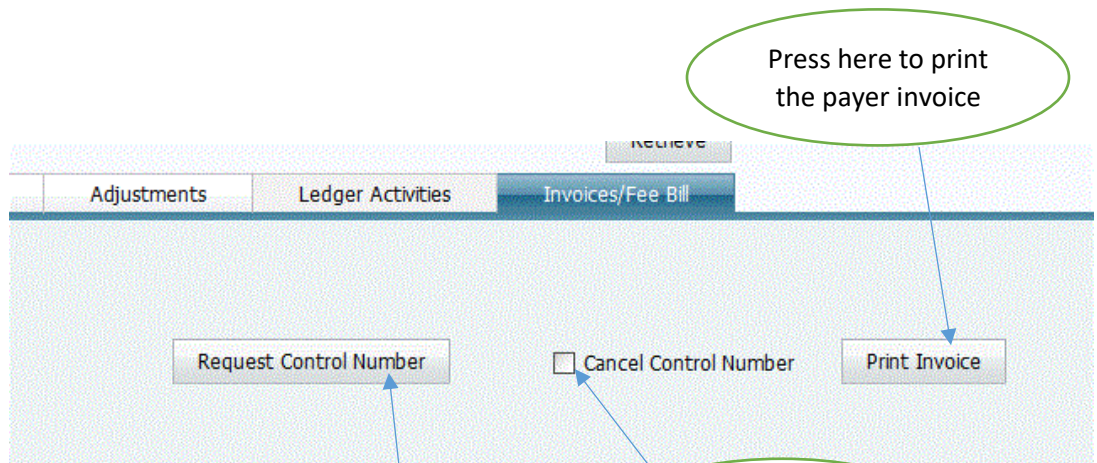
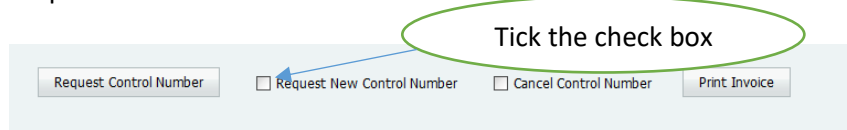


Figure 14: Miscellaneous sources

- Cancellation of control number

- ✓ In case of requesting the new control number such as when bill particulars has been altered; the original control number will require to be cancelled before requesting the new control number. As shown on the figure above; check cancel Control Number for cancelling the already assigned control number ready for requesting the new one.
- ✓ If the previous control number has been cancelled and trying to request the new control number, it returns "No details found for the selected criteria" tick the check box Request New Control Number and press Request Control number button as shown on figure below:





- Reports

- ✓ There is a special reports on all requested control numbers named Printed Invoices on Menu having rooms to check the paid and unpaid control numbers. Also this report will have various compilation criteria such as date range or financial years. The report contains payer particulars tied with control numbers

**NB:**

- In case of failure on requesting control number or any data assessment based on control number, you can use the Menu named Control Number Management found on billing to preview the details of requested data if something is wrong on bills and if everything is OK, you can resend request for requesting the control number on this page. See the attached figure below:

Select you previewing criteria then press Load

Generated Bills

Choose	Year Of Tax	Taxpayer's ID	Taxpayer's Name	Total Tax	Reference Number
<input type="checkbox"/>	2017/2018	201900779206	FLORA ANDERSON MKWAYI	2,000.00	2001006025000000
<input type="checkbox"/>	2017/2018	201900779195	Edgar Jim Mwasigallah	51,000.00	2001006025000000
<input type="checkbox"/>	2017/2018	201900779194	AUGUST BERNAD MSAKI	142,000.00	2001006025000000
<input checked="" type="checkbox"/>	2017/2018	201900779190	PIUS EMMANUEL MBOYA	402,000.00	2001006025000000
<input type="checkbox"/>	2017/2018	200100000180	M/S AKON INVESTMENT	101,000.00	2001006025000000
<input type="checkbox"/>	2017/2018	200100000180	M/S AKON INVESTMENT	101,000.00	2001006025000000
				<b>Total Tax:799,000.00</b>	

Send(for requesting Control Number)

If you are working with data having empty control numbers, choose them as many you can then press send button to request the new control number

## Electronic Collection Agents

- Fee Bills/Invoices
  - ✓ The interface for printing Fee Bills/Invoices is available on Transaction->Compile Individual Transaction. The printing involves requesting the payment control number and the fee bills assigned control number will be ready for printing see the attached figure below:

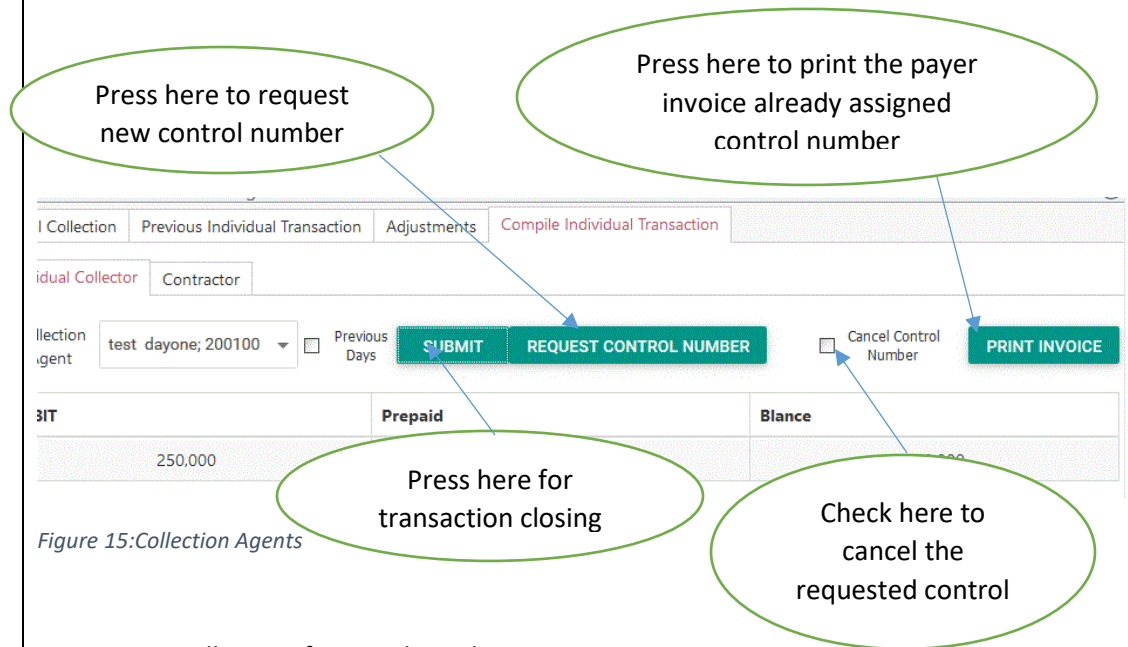
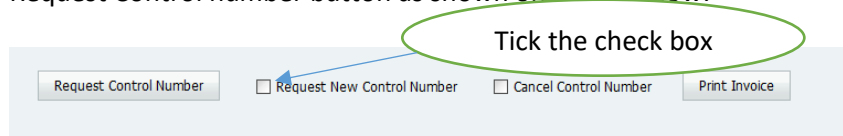


Figure 15:Collection Agents

- Cancellation of control number
  - ✓ In case of requesting the new control number such as when bill particulars has been altered; the original control number will require to be cancelled before requesting the new control number. As shown on the figure above; check cancel Control Number for cancelling the already assigned control number ready for requesting the new one.
  - ✓ If the previous control number has been cancelled and trying to request the new control number, if returns “No details found for the selected criteria” tick the check box Request New Control Number and press Request Control number button as shown on figure below:



# Payment

- Under payments module; there is interface for previewing the already arrived transactions from GePG. This will easier reconciliations between GePG and LGRCIS

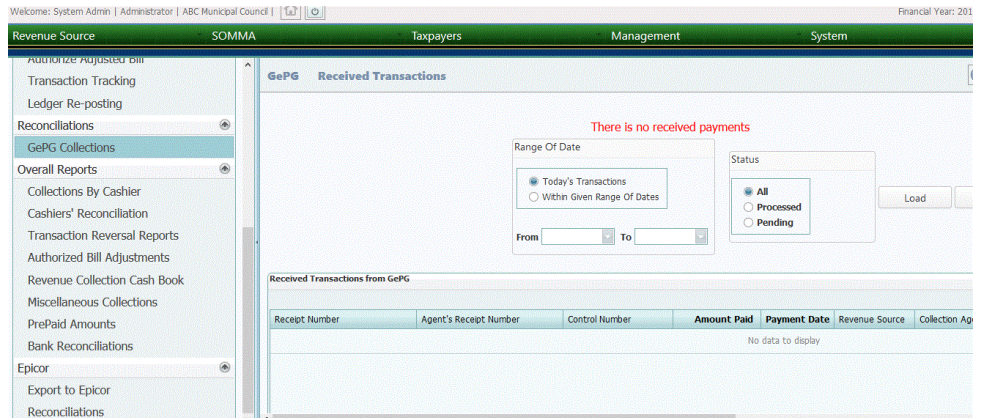


Figure 16: Transactions

Below reconciliation page; there is option for sending reconciliation to GePG

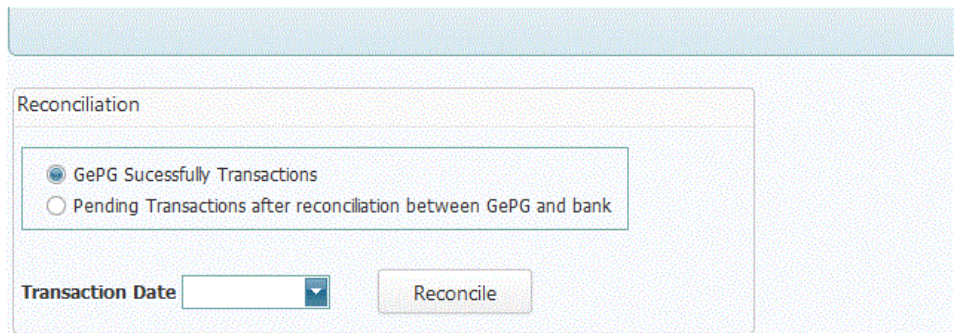


Figure 17: Reconciliations



## Property Tax

- Demand Notes

- ✓ The interface for printing demand is available on Building Account. The printing of demand notes involves requesting the payment control number and the fee bills assigned control number will be ready for printing see the attached figure below:

RN Unit	Payer's Name	Payer's TIN	Primary Use	Annual Tax
RU752001-1	A Juma		Industry / Factory	14430.77

Press here to request the new control number

Press here to print the payer demand note

New Bill | Demand Notice | Bill Adjustment | Manual Posting | Payment History | Ledger Activities

By Individual Unit

Cancel Control Number

Figure 18: Building Account

Check here to cancel the requested control

- Cancellation of control number

- ✓ In case of requesting the new control number such as when bill particulars has been altered; the original control number will require to be cancelled before requesting the new control number. As shown on the figure above, check cancel Control Number for cancelling the already assigned control number ready for requesting the new one.
- ✓ If the previous control number has been cancelled and trying to request the new control number, if returns “**No details found for the selected criteria**” tick the check box Request New Control Number and press Request Control number button as shown on figure below:

Tick the check box

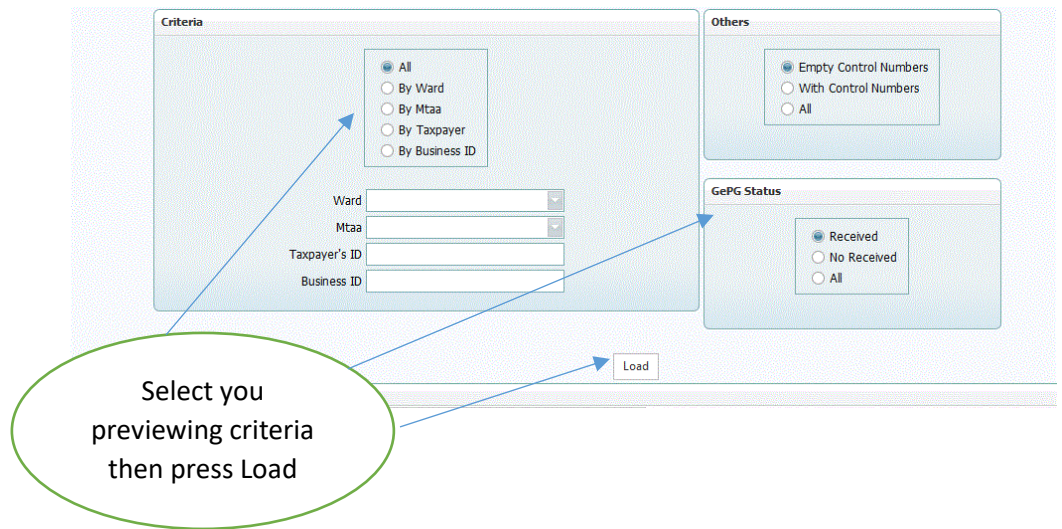
Request New Control Number  Cancel Control Number



- Reports
  - ✓ There is a special reports on all requested control numbers named Printed Invoices on Menu having rooms to check the paid and unpaid control numbers. Also this report will have various compilation criteria such as date range or financial years. The report contains payer particulars tied with control numbers

**NB:**

- Use Mass Demand Notes Menu to print Single Invoice for the taxpayer with more than one business. And the same procedure will be used for requesting control number as described above.
- Use Master Demand Notes Menu to print Single Invoice for the taxpayer with more than one buildings. And the same procedure will be used for requesting control number as described above.
- Use Condominium Demand Notes Menu to print demand notes for condominium buildings. And the same procedure will be used for requesting control number as described above.
- In case of failure on requesting control number or any data assessment based on control number, you can use the Menu named Control Number Management found on billing to preview the details of requested data if something is wrong on bills and if everything is OK, you can resend request for requesting the control number on this page. See the attached figure below:



Generated Bills

Choose	Year Of Tax	Taxpayer's ID	Taxpayer's Name	Total Tax	Reference Number
<input type="checkbox"/>	2017/2018	201900779206	FLORA ANDERSON MKWAYI	2,000.00	200100602500000
<input type="checkbox"/>	2017/2018	201900779195	Edgar Jim Mwasigallah	51,000.00	200100602500000
<input type="checkbox"/>	2017/2018	201900779194	AUGUST BERNAD MSAKI	142,000.00	200100602500000
<input checked="" type="checkbox"/>	2017/2018	201900779190	PIUS EMMANUEL MBOYA	402,000.00	200100602500000
<input type="checkbox"/>	2017/2018	200100000180	M/S AKON INVESTMENT	101,000.00	200100602500000
<input type="checkbox"/>	2017/2018	200100000180	M/S AKON INVESTMENT	101,000.00	200100602500000
				<b>Total Tax:799,000.00</b>	

Send(for requesting Control Number)

If you are working with data having empty control numbers, choose them as many you can then press send button to request the new control number