



Norad



Deutsche Gesellschaft  
für Internationale  
Zusammenarbeit (GIZ) GmbH



Digital  
Economy  
Compliance

Developed by CIAT / NORAD



# USER MANUAL FOR OFFICIALS

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**PROGRAMME:**

CIAT-NORAD Cooperation Program for the Strengthening of Tax Administrations in Latin American and Caribbean Countries

**PROJECT**

Indirect Taxation in the Digital Economy

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NOVEMBER 2021

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## INTRODUCTION

This document aims to describe all the functionalities of the Compliance System of Digital Economy, for the role of the Taxpayer.

The system aims that companies or people who sell products or provide services in the digital economy, can register in the jurisdiction where they operate, and file tax returns according to the requirements of that jurisdiction.

With the features described in this manual, the taxpayer will be able to perform all the stages of the taxpayer's life cycle, highlighting the taxpayer's registration, the filing of tax returns and complementary reports, as well as the consultation and follow-up of their returns, their current account and payments made.

## NOTATION

Throughout this manual some special notations are used to highlight important aspects about some system functionalities or special behavior, which are described below.

### Advice:



**NOTE:** Using this notation, we describe small tips about using the system.

### Information:



**NOTE:** Using this notation, certain system behaviors important to highlight are reported.

### Warning:



**NOTE:** This notation warns of requirements that must be fulfilled when using the application.

### Roles with access to functionality:



**ROLES WITH ACCESS:** Using this notation, roles with access to the described functionality are specified.

## ACCESS TO THE SYSTEM

The Digital Economy Compliance system is a web-based system and must be accessed through the URL provided by the Tax Administration where it is implemented.

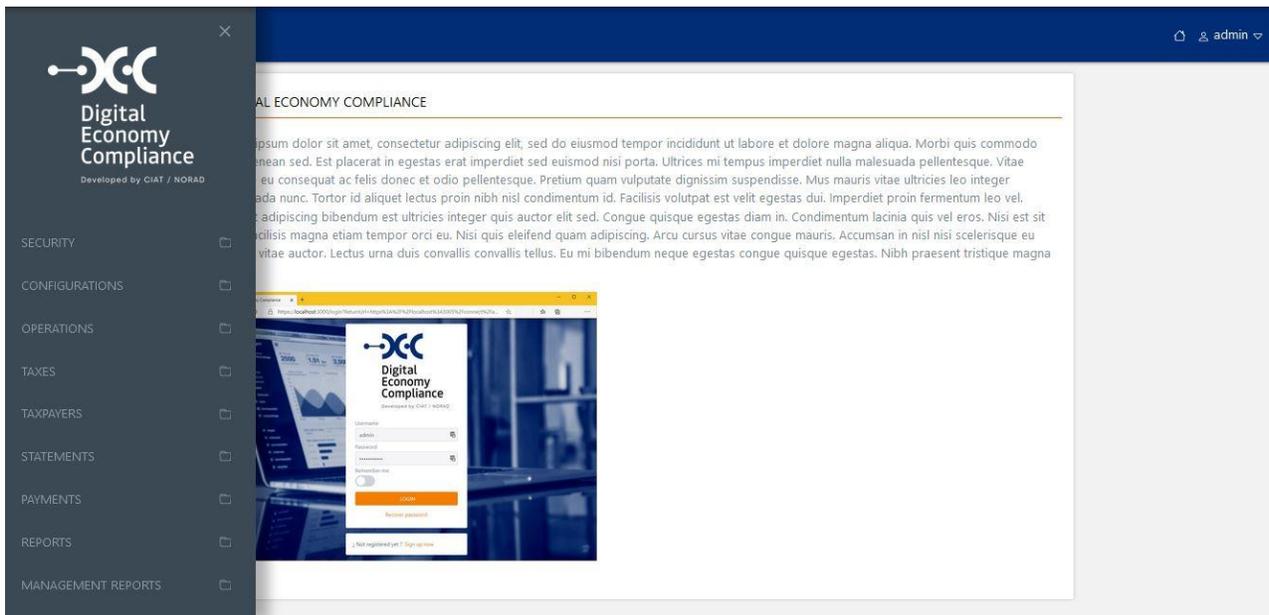
## LOGIN TO THE SYSTEM

The entry to the Digital Economy Compliance System is made by entering a user and password, with the possibility of using two authentication factors, as we will see later in the user customization features.

In the login screen we must provide the user ID data and the associated password.



Once verified that the credentials are correct, the system will display the welcome page.

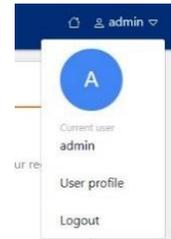


**Access levels:** As we will see later in the security section, the levels of access to the functionalities of the system are parameterizable from preset roles, depending on the roles that the user has associated, the corresponding menu options will be displayed.

## USER DATA

### LANGUAGE AND GENERAL DATA

In the upper right part of the screen, by clicking on the username, we can access the user profile screen, where the taxpayer's name, its identifier, the associated email, and the preferred language will be displayed. The language can be changed by selecting any of the languages available in the list.



**USER PROFILE**

---

<p>User Name</p> <input type="text" value="[REDACTED]"/>	<p>Full Name</p> <input type="text" value=""/>
<p>Email</p> <input type="text" value="[REDACTED]"/>	<p>Preferred Language</p> <input type="text" value="en-US"/>
	<p>Theme</p> <input type="text" value="Light mode"/>

x CANCEL
✓ SAVE

[Change Password](#)

Once the new language has been selected and the save button pressed, the system records the change of language assigned to the user and displays a notification indicating that the change has been made, but for it to be effective, the user must exit the system and re-enter.

### PASSWORD CHANGE

Finally, in this screen you can also change the password using the button available for this purpose.

**CHANGE PASSWORD**

---

Current password

New password

Repeat password

x CANCEL
✓ SAVE

## MENU OPTIONS

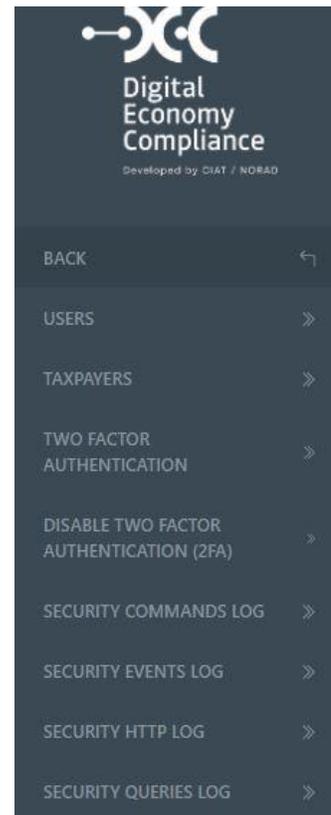
The system options menu is organized by areas of interest or modules, grouped into the following submenus:

- Security
- Settings
- Operations
- Taxes
- Taxpayers
- Declarations
- Payments
- Reports
- Management Report

## SECURITY

The security section groups the following functionalities:

- Users- Allow managing the official users of the system.
- Taxpayers - Allow managing the taxpayers users of the system.
- Two-Factor Authentication - Enables 2FA to be enabled for the logged-in user.
- Disable Two-Factor Authentication- to disable 2FA for both taxpayers' users and official users.
- Security actions log
- Security event log
- HTTP Request security log
- Security Query log
- Application Actions log
- Application Event Log
- HTTP Request Application log
- Application Query Log



## Security-Users



Roles with access: *User manager*

This functionality allows users who have access to it, to manage all the official users of the system, also allowing the creation of new users in the system.

At the top of the screen is the filter section, which can be applied to filter the list of users displayed at the bottom.



**Filter:** Filtering by *Username* (identifier), *Name* of the official and by *Email* Associated to the user.

The screenshot displays the 'USERS' management interface. At the top, there is a dark blue header with a 'Menu' icon on the left and a user profile 'admin' on the right. Below the header, the main content area is titled 'USERS'. It features a filter section with three input fields: 'User Name', 'Name', and 'Email'. Below these fields are two buttons: 'CLEAR' and '+ NEW SEARCH'. The main part of the interface is a table with the following columns: 'Actions', 'User Name', 'Name', 'Email', and 'Disabled'. The table contains several rows of user data, with the 'User Name', 'Name', and 'Email' columns redacted with black bars. Each row has a blue pencil icon in the 'Actions' column and a 'No' value in the 'Disabled' column.

### New User

Using the button again, we can create a new official user, for which we will have to fill in the general data, such as Username, Department, Email, Name of the official, password and the language of preference, as well as select all the roles that the user needs from the role list that is displayed at the bottom of the screen. Finally, press the save button.



Menu admin

### NEW USER

User Name:

Department:  Email:

Name:  Password:

Preferred Language:

### ROLES

Account Reports

Catalogs Administrator

### Edit User

To modify a user, we must use the edit user button, so the system will load in a new screen all the information of the user in edit mode.



Menu admin

### EDIT USER

Id: 4338b169-75fc-4ec2-8f8c-acc6014adaf6 User Name:

Department:  Email:

Name:  Disabled:

Preferred Language: en-US

### ROLES

Account Reports

Catalogs Administrator

.....

Taxreturn Reports

2FA Administrator

Users Administrator

In this screen, you can modify the user's data such as the department, the email, the name and the language of preference, as well as you can enable or disable the roles associated with the



user. The user can also be disabled, when using this functionality, the user will be suspended until enabled again.

## Security- Taxpayers



Roles with access: "Taxpayer Administrator"

This functionality allows users who have access to it, to manage all the taxpayers who use the system

At the top of the screen is the filters section, which can be applied to filter the list of users displayed at the bottom.



**Filters:** You can filter by *Username* (identifier), *Taxpayer Name* and by the *Email* associated to the user.

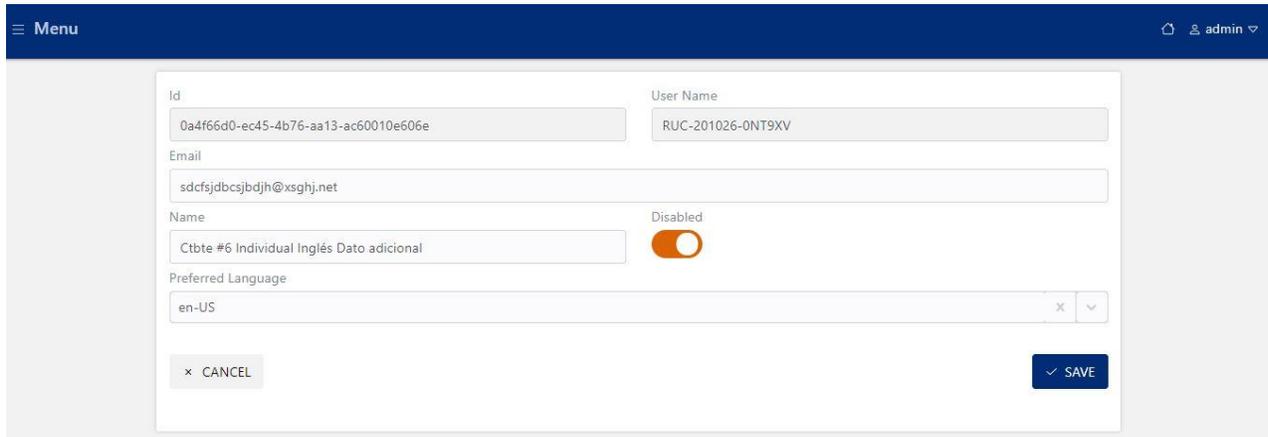
The screenshot shows a web interface for managing taxpayers. At the top, there is a navigation bar with a 'Menu' icon and a user profile 'admin'. Below this is a section titled 'TAXPAYERS' with three filter input fields: 'User Name', 'Name', and 'Email'. A 'CLEAR' button is located below the filters, and a 'SEARCH' button is on the right. Below the filters is a table with the following data:

Actions	User Name	Name	Email	Disabled
	RUC-210301-TWUJK	TAXPAYER DEMO	[REDACTED]	No
	RUC-201026-ME7BRX	ctbte 8 individual	[REDACTED]	No
	RUC-210428-EASRHU	TV por Streaming	[REDACTED]	No
	RUC-201203-XLEAKK	SubsSmart	[REDACTED]	No
	RUC-210120-BYMFUX	Javier Fernandez	[REDACTED]	No
	RUC-201030-GHF8IZ	Ctbte 9 Nat US	[REDACTED]	No

### Editing the taxpayer user

To modify a taxpayer, we must use the edit button of the taxpayer that we want to modify, to which the system will load in a new screen all the taxpayer's information in edit mode.





The screenshot displays a user profile management interface. At the top, there is a dark blue header with a 'Menu' icon on the left and a user profile icon labeled 'admin' on the right. The main content area is a light gray box containing a white form with the following fields:

- Id:** 0a4f66d0-ec45-4b76-aa13-ac60010e606e
- User Name:** RUC-201026-0NT9XV
- Email:** sdcfsjdbcsjbdjh@xsgjh.net
- Name:** Ctbte #6 Individual Inglés Dato adicional
- Disabled:** A toggle switch is currently turned on (orange).
- Preferred Language:** en-US (with a dropdown arrow and a close 'x' icon).

At the bottom of the form, there are two buttons: a gray 'CANCEL' button with a close icon and a dark blue 'SAVE' button with a checkmark icon.

In this screen you can modify the taxpayer data such as email, name and preferred language. The taxpayer user can also be disabled, when using this functionality, this user will be suspended until it is enabled again.

## Security- Two-Factor Authentication



Roles with access: *ALL USERS*

By using this functionality, you can enable the option of two-factor authentication. For this we must scan the QR code generated by the system with our mobile device, using the app **Microsoft Authenticator**, and get the generated verification code.

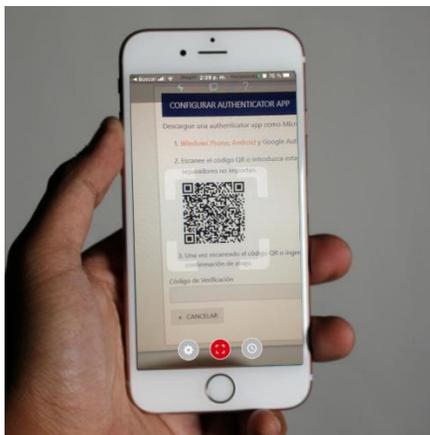
**CONFIGURE AUTHENTICATOR APP**

Download a two-factor authenticator app like Microsoft Authenticator for

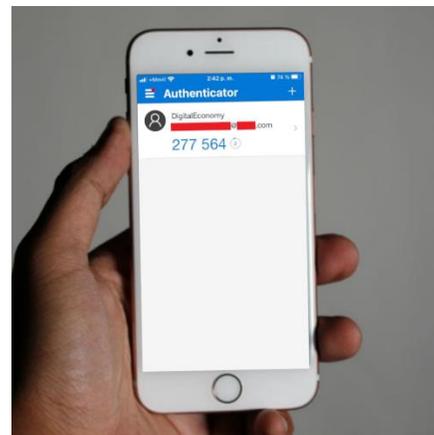
1. **Windows Phone, Android** and Google Authenticator for **Android** and **iOS**.
2. Scan the QR Code or enter this key `v2dy z56k t7ac af7t bw55 wkoh g1xp efg7` into your two factor authenticator app. Spaces and casing do not matter.
3. Once you have scanned the QR code or input the key above, your two factor authentication app will provide you with a unique code. Enter the code in the confirmation box below.

Verification Code

× CANCEL
✓ VERIFY

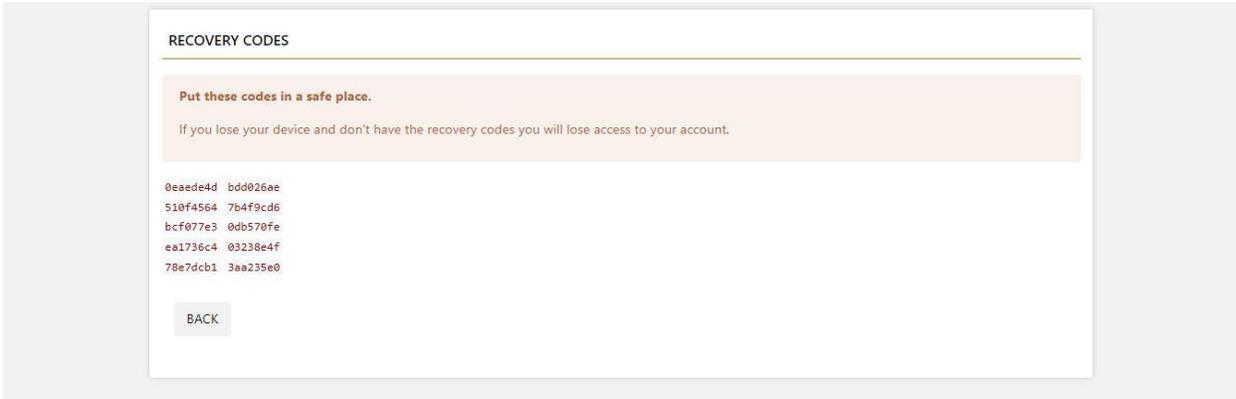


QR scan



Verification Code generation

To finish, we must enter the verification code generated, in the Verification Code field, and press the verify button. The system will display a confirmation screen, with the recovery codes.



From this moment, every time we are going to enter the system, in addition to the user and password the system will ask us for a verification code, which we must obtain from the mobile device with which we scan the QR at the time of enabling this functionality.

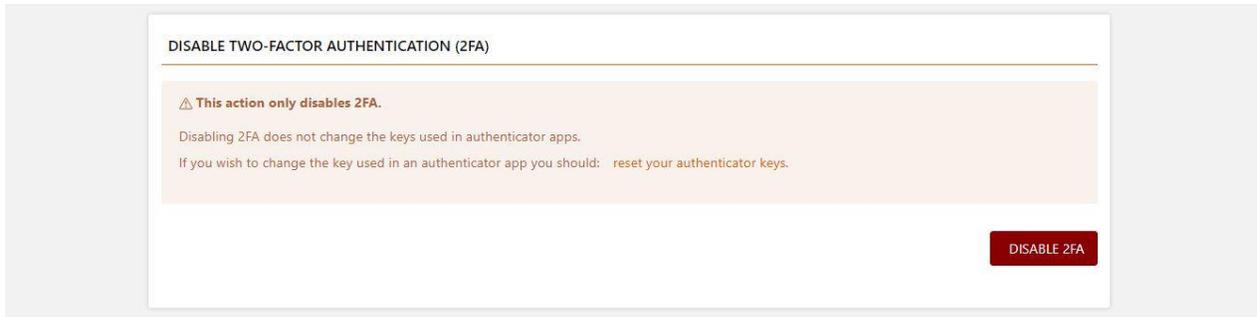


### Disabling the two-factor Authentication

To disable this functionality, we must go to the double authentication menu option and select the option *Disable 2FA*.



The system will load a confirmation screen, to disable the two-factor authentication, once confirmed, it will be disabled, and the entry will be only with the username and password.



## Security- Disable Two-Factor Authentication

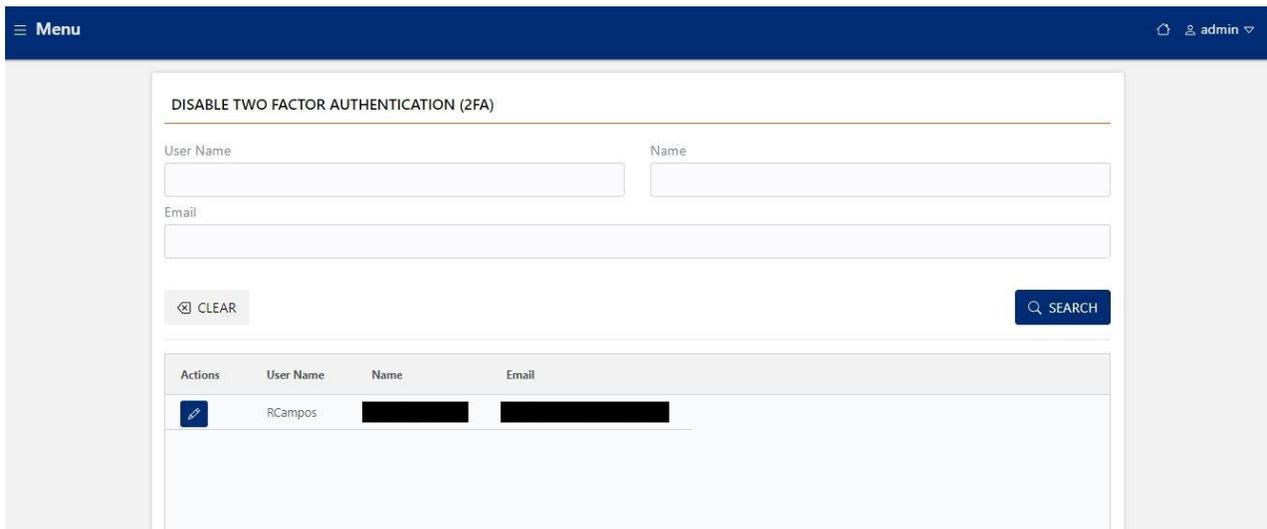


Roles with access: *2FA Administrator*

This functionality allows users administrators of the system security to disable the two-factor authentication for both an official user and a taxpayer user.

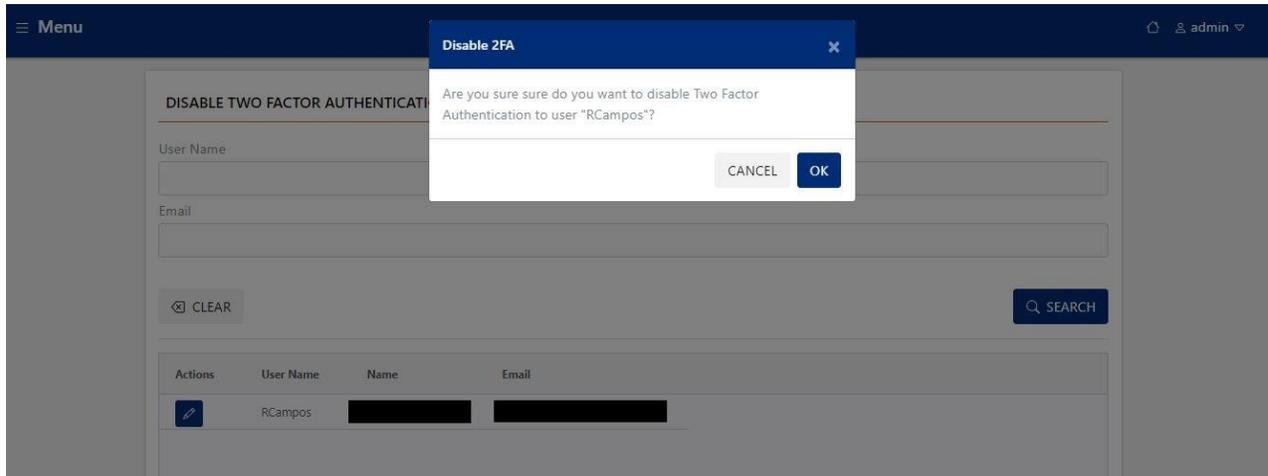


**NOTE:** It is important to know in which cases it is useful or necessary to use this functionality. While all system users (officials or taxpayers) can enable or disable 2FA on their own. This functionality should be used by system security administrators, on occasions such as when the mobile device where the 2FA was configured is stolen or lost.



To disable the 2FA of a user we must use the edit button of the user in the list, and the system will ask us to confirm the deactivation of the 2FA.





Once confirmed, the related user will be able to enter the system again, only providing the user identification and password information.

### Security - Security Actions Logs

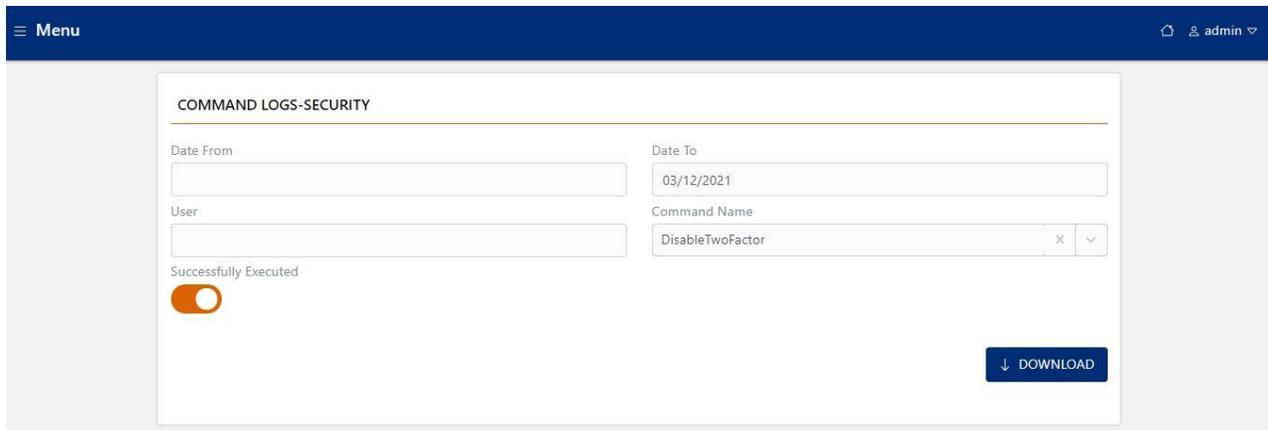


Roles with access: *"System auditor"*

This functionality allows access to the logs of **security actions** executed in the system, we can filter by date range, users who executed the action and type of action executed<sup>1</sup>.



**Date:** When the system requires the capture of a date field, a calendar is displayed that helps the user with the entry of this information.



**NOTE:** After applying all the filters, the system downloads the log of the **actions** matching selected search filters (**only logs with error status**). In case you want to download the successful actions, we must mark the field "Successful Execution".

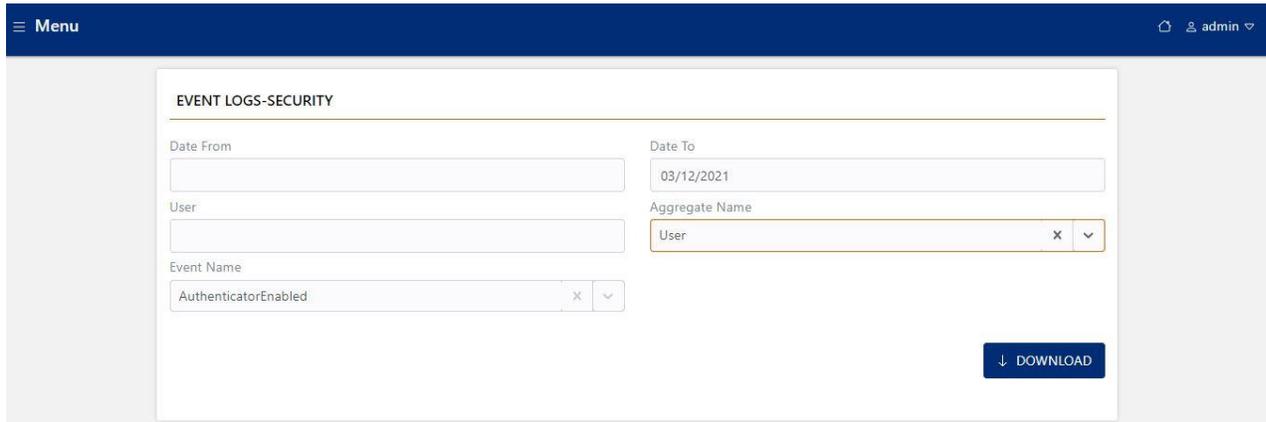
<sup>1</sup> See in the *Annex I: Event log*, the different types of actions associated with this log.

## Security- Security Event Log



Roles with access: "System auditor"

This functionality allows accessing the logs of **security events** occurred in the system, filters can be selected by date range, user associated with the event, entity and type of event occurred<sup>2</sup>.



The screenshot shows a web interface for "EVENT LOGS-SECURITY". It features a dark blue header with a "Menu" icon and a user profile "admin". The main content area contains a search form with the following fields:

- Date From:
- Date To:
- User:
- Aggregate Name:  (with a dropdown arrow)
- Event Name:  (with a dropdown arrow)

A "DOWNLOAD" button is located at the bottom right of the form.



**NOTE:** After applying all the filters, the system downloads the log of the **event** matching the selected search filters.

<sup>2</sup> See in the *Annex I: Event log*, the different types of actions associated with this log.

## Security- HTTP Security Requests log



Roles with access: "System auditor"

This functionality allows access to the HTTP **security requests logs** performed in the system, you can filter by date range, user associated with the event, http status code and https method.

Menu
admin

**HTTP LOGS-SECURITY**

Date From 03/12/2021	Date To 03/12/2021
User	Http Status Code
Http Method	

↓ DOWNLOAD



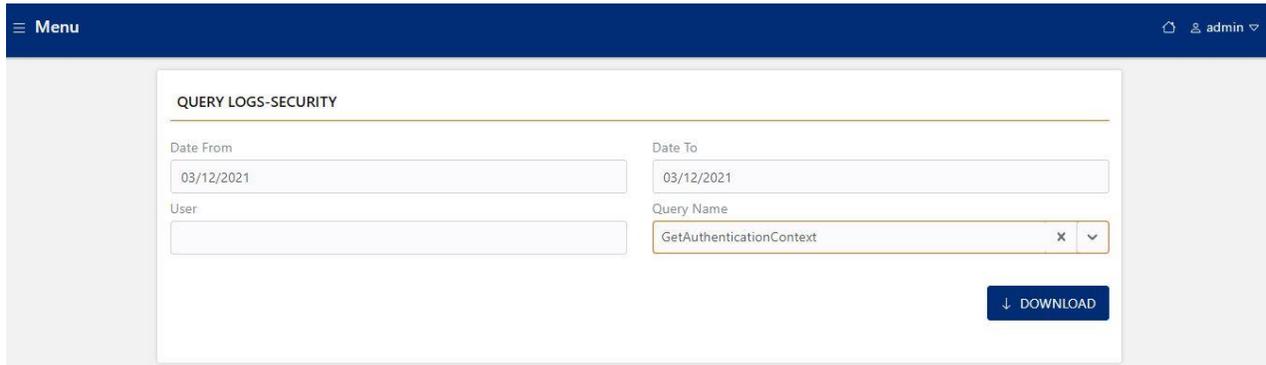
**NOTE:** After applying all the filters, the system downloads the log of the **https requests** matching the selected search filters.

## Security- Log Security Queries



Roles with access: *"System auditor"*

This functionality allows access to the security **inquiries logs** performed in the system, you can filter by date range, user associated with the query, and name of the query<sup>3</sup>.



The screenshot shows a web interface titled "QUERY LOGS-SECURITY". It features a dark blue header with a "Menu" icon and a user profile "admin". The main content area contains a form with the following fields:

- Date From:** 03/12/2021
- Date To:** 03/12/2021
- User:** (empty text input)
- Query Name:** GetAuthenticationContext (dropdown menu)

A blue "DOWNLOAD" button with a downward arrow is located at the bottom right of the form.



**NOTE:** After applying all the filters, the system downloads the log of the **query** executed matching the selected search filters.

<sup>3</sup> See in the *Annex I: Event log*, the different types of actions associated with this log.

## Security - Application Actions log



Roles with access: "System auditor"

This functionality allows accessing the logs of application **actions** executed in the system, you can filter by date range, users who executed the action and type of action executed.<sup>4</sup>

The screenshot shows a web interface titled "COMMAND LOGS-APPLICATION". It features several filter fields: "Date From" (03/12/2021), "Date To" (03/12/2021), "User" (empty), and "Command Name" (ReadInboxRequest). There is a "Successfully Executed" toggle switch which is currently turned off. A "DOWNLOAD" button is located at the bottom right of the filter area.



**NOTE:** After applying all the filters, the system downloads the log of the **actions** matching selected search filters (**only logs with error status**). In case you want to download the successful actions, we must mark the field "Successful Execution".

<sup>4</sup> See in the *Annex I: Event log*, the different types of actions associated with this log.

## Security-Application Event Log



Roles with access: "System auditor"

This functionality allows accessing the **application events logs** occurred in the system, filters can be selected by date range, user associated with the event, entity and type of event occurred.<sup>5</sup>

Menu
admin

**EVENT LOGS-APPLICATION**

Date From	Date To
<input type="text" value="03/12/2021"/>	<input type="text" value="03/12/2021"/>
User	Aggregate Name
<input type="text"/>	<input type="text" value="NotificationTemplate"/> <span style="float: right;">x v</span>
Event Name	
<input type="text" value="InboxCreated"/> <span style="float: right;">x v</span>	

↓ DOWNLOAD



**NOTE:** After applying all the filters, the system downloads the log of the **event** matching the selected search filters.

<sup>5</sup> See in the *Annex I: Event log*, the different types of actions associated with this log.

## Security- HTTP Application Requests log



Roles with access: *"System auditor"*

This functionality allows access to the HTTP **security requests logs** performed in the system, you can filter by date range, user associated with the event, http status code and https method.

Menu
admin

**HTTP LOGS-APPLICATION**

Date From 03/12/2021	Date To 03/12/2021
User	Http Status Code
Http Method	

↓ DOWNLOAD



**NOTE:** After applying all the filters, the system downloads the log of the **https requests** matching the selected search filters.

## Security-Application Query Log



Roles with access: "System auditor"

This functionality allows access to the logs of **application queries** made in the system, you can filter by date range, user associated with the query, and name of the query.<sup>6</sup>

Menu
admin

**QUERY LOGS-APPLICATION**

Date From <input type="text" value="03/12/2021"/>	Date To <input type="text" value="03/12/2021"/>
User <input type="text"/>	Query Name <input type="text" value="NotificationTemplateQueryPaginated"/>

↓ DOWNLOAD



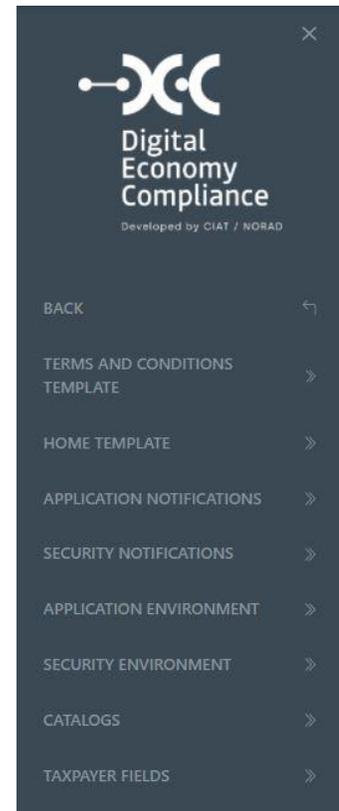
**NOTE:** After applying all the filters, the system downloads the log of the **query** executed matching the selected search filters.

<sup>6</sup> See in the *Annex I: Event log*, the different types of actions associated with this log.

## SETTINGS

The following features are grouped in the settings section:

- Terms and Conditions Template – Allows you to customize the terms and condition content.
- Home Screen Template - Allows you to customize the welcome message to the system.
- Application Notifications - Allows you to configure notification templates used at the application level.
- Notifications Application- Allows you to configure notification templates used at the security level.
- Environment Variables (Application)
- Environment Variables (Security)
- Catalogs - Allows you to configure the system parameters.
- Taxpayer Fields - Allows you to Enable / Disable fields requested in the taxpayer registry.

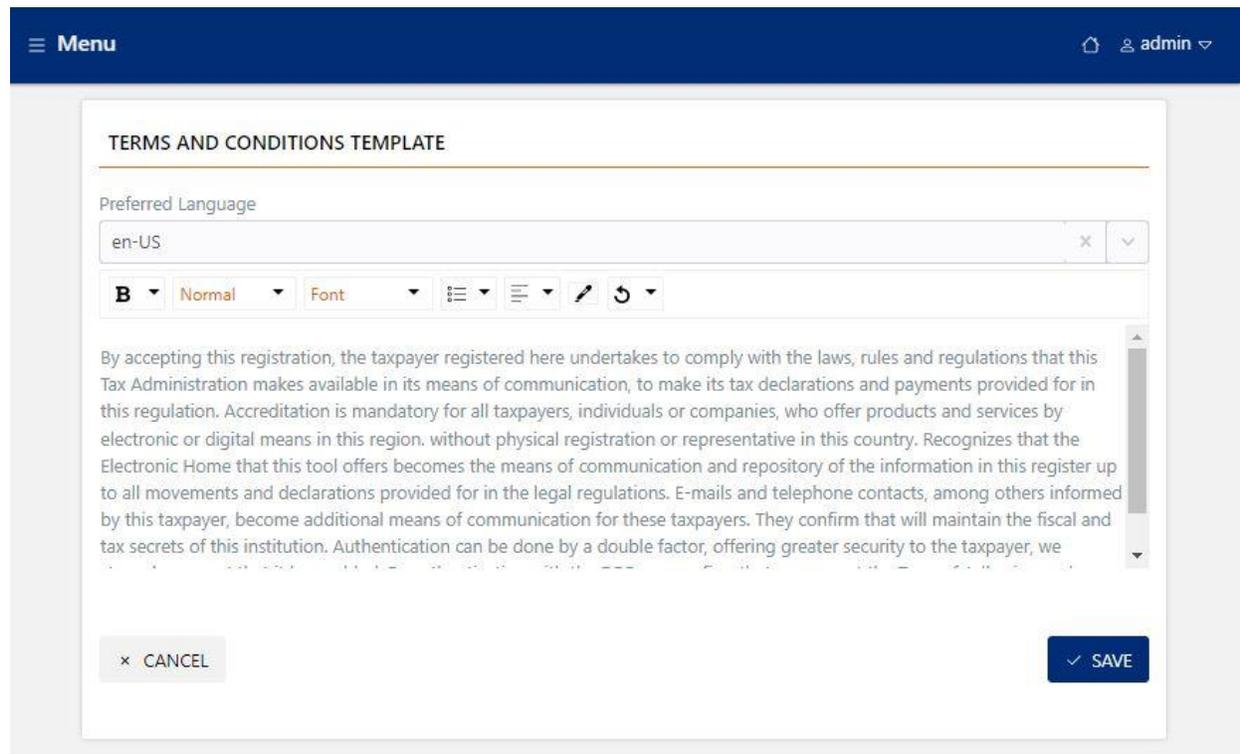


## Settings-Terms and Conditions Template



Roles with access: Environment Variable Manager

This functionality allows you to customize the text of the terms and conditions of the taxpayer registration application, which can be adapted for each of the languages configured in the system.



The screenshot shows a web interface for editing the 'TERMS AND CONDITIONS TEMPLATE'. At the top, there is a dark blue navigation bar with a 'Menu' icon and the text 'Menu'. On the right side of the bar, there is a home icon and the user name 'admin' with a dropdown arrow. Below the navigation bar, the main content area has a title 'TERMS AND CONDITIONS TEMPLATE' followed by a horizontal separator line. Underneath, there is a 'Preferred Language' section with a text input field containing 'en-US' and a dropdown arrow. Below the language field is a rich text editor toolbar with icons for bold (B), normal font (Normal), font color (Font), bulleted list, numbered list, link, and undo. The main text area contains a paragraph of text: "By accepting this registration, the taxpayer registered here undertakes to comply with the laws, rules and regulations that this Tax Administration makes available in its means of communication, to make its tax declarations and payments provided for in this regulation. Accreditation is mandatory for all taxpayers, individuals or companies, who offer products and services by electronic or digital means in this region. without physical registration or representative in this country. Recognizes that the Electronic Home that this tool offers becomes the means of communication and repository of the information in this register up to all movements and declarations provided for in the legal regulations. E-mails and telephone contacts, among others informed by this taxpayer, become additional means of communication for these taxpayers. They confirm that will maintain the fiscal and tax secrets of this institution. Authentication can be done by a double factor, offering greater security to the taxpayer, we". At the bottom of the editor, there are two buttons: a grey 'CANCEL' button with a close icon and a blue 'SAVE' button with a checkmark icon.

## Settings - Home Screen Template



Roles with access: Environment Variable Manager

This functionality allows you to customize the welcome screen of the system, which can be adapted for each of the languages configured in the system.

☰ Menu
🏠 admin ▾

**HOME TEMPLATE**

Preferred Language

en-US ✕ ▾

```

1 <div className="row">
2   <div className="col-12 col-md-6">
3     <div>
4       <h1 className="display-4 font-weight-bolder text-dark">
5
6     </div>
7     <div>
8       <p>
9         Lorem ipsum dolor sit amet, consectetur adipiscing
10        incididunt ut labore et dolore magna aliqua. Morbi
11        placerat in egestas erat imperdiet sed euismod nisi
12        imperdiet nulla malesuada pellentesque. Vitae congu
13        odio pellentesque. Pretium quam vulputate dignissim
14        ultricies leo integer malesuada nunc. Tortor id ali
15        condimentum id. Facilisis volutpat est velit egesta
16        leo vel. Suscipit adipiscing bibendum est ultricies
17        Congue quisque egestas diam in. Condimentum lacinia
18        facilisis magna etiam tempor orci eu. Nisi quis ele
19        auctor. Lectus urna dui convallis convallis tellus
20        congue quisque egestas. Nibh praesent tristique mag
21      </p>
22    </div>
23  </div>
24 </div>
25 <div className="col-12 col-md-6">
26   <div className="px-4 py-3">
27     <img width="500" className="img-fluid mx-auto mb-2" src
28   </div>
29 </div>
30 </div>
                
```

adipiscing bibendum est ultricies integer quis auctor elit  
sed. Congue quisque egestas diam in. Condimentum  
lacinia quis vel eros. Nisi est sit amet facilisis magna  
etiam tempor orci eu. Nisi quis eleifend quam  
adipiscing. Arcu cursus vitae congue mauris. Accumsan  
in nisi nisi scelerisque eu ultrices vitae auctor. Lectus  
urna dui convallis convallis tellus. Eu mi bibendum  
neque egestas congue quisque egestas. Nibh praesent  
tristique magna sit.



## Settings- App Notifications



Roles with access: Notification Manager

This functionality allows you to configure the application level (multilanguage) notifications that are received when certain actions are performed in the system, such as filing a tax return or updating the registration data.

Menu admin

### APPLICATION NOTIFICATIONS

Name

Actions	Name	Email notification	Push Notification	Language
<input checked="" type="checkbox"/>	header-content-to-print	false	false	es-ES
<input checked="" type="checkbox"/>	header-content-to-print	false	false	en-US
<input checked="" type="checkbox"/>	payments-received	true	false	es-ES
<input checked="" type="checkbox"/>	payments-received	true	false	en-US
<input checked="" type="checkbox"/>	payments-received-processing	true	false	es-ES
<input checked="" type="checkbox"/>	payments-received-processing	true	false	en-US

Menu admin

### UPDATE - APPLICATION NOTIFICATIONS

Template id:

Name:

Email notification:

Push Notification:

Preferred Language:

Inbox:

```

1 <!DOCTYPE html PUBLIC "-//W3C//DTD XHTML 1.0 Transitional//EN" "
2 <html xmlns="http://www.w3.org/1999/xhtml">
3 <head>
4 <meta http-equiv="Content-Type" content="text/html; charset=utf-8">
5 <meta name="viewport" content="width=device-width, initial-scale=1">
6 <title>Skyline Ping Email</title>
7 <style type="text/css">
8 @import url(http://fonts.googleapis.com/css?family=Lato:400);
9
10 /* Take care of image borders and formatting */
11
12 .img {
13   max-width: 600px;
14   outline: none;
15   text-decoration: none;
16   -ms-interpolation-mode: bicubic;
17 }
18
19 a {
20   text-decoration: none;
21   border: 0;
22   outline: none;
23   color: #218E04;
24 }
25
26 .img {
27   border: none;
28 }
29
30 /* General styling */
31
32 .id, h1, h2, h3 {
33   font-family: Helvetica, Arial, sans-serif;
34   font-weight: 400;
35 }
36
37 body {

```

Dear {{TaxpayerName}},

Your request number{{RequestNumber}} has been approved. You have been assigned the following tax identification number(TIN)

TIN: {{TIN}}

## Settings- Security Notifications



Roles with access: Notification Manager

This functionality allows you to configure the security level (multilanguage) notifications that are received when certain actions are performed in the system, such as the password reset request.

Menu admin

### SECURITY NOTIFICATIONS

Name

✕ CLEAR
+ NEW
🔍 SEARCH

Actions	Name	Email notification	Push Notification	Language
	Correo/buzon de Prueba	true	true	es-ES
	restore-password	true	false	es-ES
	restore-password	true	false	en-US

Menu admin

### UPDATE - SECURITY NOTIFICATIONS

Template id

Email notification

Preferred Language

Name

Push Notification

```

1 <!DOCTYPE html PUBLIC "-//W3C//DTD XHTML 1.0 Transitional//EN" "
2 <html xmlns="http://www.w3.org/1999/xhtml">
3 <head>
4 <meta http-equiv="Content-Type" content="text/html; charset=utf
5 <meta name="viewport" content="width=device-width, initial-scal
6 <title>Stylus Ping Email</title>
7 <style type="text/css">
8 @import url(http://fonts.googleapis.com/css?family=ato:400);
9
10 /* Take care of image borders and formatting */
11
12 .img {
13 max-width: 600px;
14 outline: none;
15 text-decoration: none;
16 -ms-interpolation-mode: bicubic;
17 }
18
19 a {
20 text-decoration: none;
21 border: 0;
22 outline: none;
23 color: #218604;
24 }
25
26 .img {
27 border: none;
28 }
29
30 /* General styling */
31
32 td, th, h2, h3 {
33 font-family: Helvetica, Arial, sans-serif;
34 font-weight: 400;
35 }
36
37 body {
                    
```



Dear {{ UserName }},

Please, to restore your password click the following link

[Restore password](#)

Thanks!

## Settings - Environment Variables (Application)



Roles with access: Environment Variable Manager

This functionality allows you to set the value of various configuration variables used by the system, such as the configuration of the SMTP mail.

Menu 🏠 👤 admin

### APPLICATION ENVIRONMENT

Name  Type

Actions	Name	Type	Value
<input checked="" type="checkbox"/>	extension-days	number	15
<input checked="" type="checkbox"/>	load_taxreturn_amendment	bool	false
<input checked="" type="checkbox"/>	payment_tolerance_percentage	number	10
<input checked="" type="checkbox"/>	Prueba Administración de Parámetros Generales - Nombre	number	100
<input checked="" type="checkbox"/>	smtp_password	text	1Za9MA&uXp
<input checked="" type="checkbox"/>	smtp_port	number	587
<input checked="" type="checkbox"/>	smtp_server	text	smtp.office365.com
<input checked="" type="checkbox"/>	smtp_ssl	bool	true

Menu 🏠 👤 admin

### UPDATE - APPLICATION ENVIRONMENT

Name

Type

Value

## Settings-Environment Variables (Security)



Roles with access: Environment Variable Manager

This functionality allows you to set the value of various security variables used by the system, such as the number of failed logins attempts that must occur for the user to be blocked.

Menu admin

### SECURITY ENVIRONMENT

Name  Type

Actions	Name	Type	Value
<input checked="" type="checkbox"/>	external_ws_login_enabled	bool	true
<input checked="" type="checkbox"/>	external_ws_login_url	text	/api/v1/Account/Login
<input checked="" type="checkbox"/>	lockout_time_spam_minutes	number	2
<input checked="" type="checkbox"/>	maximum_failed_access_attempts	number	3
<input checked="" type="checkbox"/>	session_lifetime_tax_officer_minutes	number	20
<input checked="" type="checkbox"/>	session_lifetime_taxpayer_minutes	number	20
<input checked="" type="checkbox"/>	smtp_password	text	1Za9MA&uXp
<input checked="" type="checkbox"/>	smtp_port	number	587

Menu admin

### UPDATE - SECURITY ENVIRONMENT

Name

Type

Value

## Configurations - Catalogues



Roles with access: "Catalog Manager"

The catalogs functionality is one of the functionalities that allows the system to have a high degree of configuration and parameterization, here the different parametric lists of the system can be configured, such as the types of periodicities, the list of countries with their corresponding associated political divisions, among others.

Actions	Name	Description	Parent
	account-types	Account types	
	contact-files-definition	Contact files definition	files-definition-type
	countries	countries	
	credit-types	credit types	account-types
	files-definition	Files Definition	files-definition-type
	files-definition-type	Files Definition Type	
	form-cell-sections	Sections of Fields in Form	
	inbox-types	inbox types	

**UPDATE - CATALOG TYPE**

Id: 1a46a213-de12-4e95-a050-986e160653f2

Name: countries

Description: countries

en-US @ 1/4

Parent: [dropdown]

Actions	Field	label	Type	Translatable
	latitude	latitude	text	false
	longitude	longitude	text	false
	phoneNumberArea	phoneNumberArea	text	false



**NOTE:** The catalogs are multilingual.



Menu admin

---

CATALOG

Name:

Actions	Name	Code
<input checked="" type="checkbox"/>	United States of America	001
<input checked="" type="checkbox"/>	Guatemala	502
<input checked="" type="checkbox"/>	Honduras	504
<input checked="" type="checkbox"/>	Panamá	507
<input checked="" type="checkbox"/>	Venezuela	58
<input checked="" type="checkbox"/>	Bolivia	591
<input checked="" type="checkbox"/>	Argentina	AR



**NOTE:** The functionality allows to parameterize both the structure of the catalogs, and the editing of the values associated with it.

## Settings- Taxpayer fields



Roles with access: "Taxpayer Administrator"

This functionality is especially useful so that the tax administration where the system is implemented can customize the fields it wants in the taxpayer registry, although the taxpayer registry has many fields that are mandatory (and therefore not parameterizable), there is a set of fields that can be enabled or disabled to be displayed or not in the registration and updating of the registry.

TAXPAYER FIELDS			
Contact ADDRESS Enabled <input checked="" type="checkbox"/>	Contact CITY Enabled <input checked="" type="checkbox"/>	Contact IDENTIFICATION Enabled <input checked="" type="checkbox"/>	Contact IDENTIFICATION TAX NUMBER Enabled <input checked="" type="checkbox"/>
Contact PHONE NUMBER Enabled <input checked="" type="checkbox"/>	Contact POLITICAL DIVISION Enabled <input checked="" type="checkbox"/>	Contact ZIP CODE Enabled <input checked="" type="checkbox"/>	General Data ADDRESS Enabled <input checked="" type="checkbox"/>
General Data CITY Enabled <input checked="" type="checkbox"/>	General Data COMMERCIAL NAME Enabled <input checked="" type="checkbox"/>	General Data POLITICAL DIVISION Enabled <input checked="" type="checkbox"/>	General Data WEB SITE Enabled <input checked="" type="checkbox"/>
General Data ZIP CODE Enabled <input checked="" type="checkbox"/>	Tax IDENTIFICATION Enabled <input checked="" type="checkbox"/>	Tax IDENTIFICATION DOCUMENT NUMBER Enabled <input checked="" type="checkbox"/>	Tax PHONE NUMBER Enabled <input checked="" type="checkbox"/>

OPERATIONS

In the operations menu you will find the only associated functionality, which is called Economic Activity.



Operations-Economic Activity



Roles with access: "Form Manager"

This functionality allows the Tax Administration to establish the operations or economic activities that it wishes to control in the digital economy system. These operations play a particularly significant role in the system, since they are the ones that the taxpayer must select at the time of completing his registration, and they are the ones that the official must consider associating the different taxes, forms and reports that are parameterized in the system.

The screenshot shows the 'ECONOMY ACTIVITY' management interface. At the top, there is a search form with 'Code' and 'Name' input fields, a 'CLEAR' button, and '+ NEW' and 'SEARCH' buttons. Below the form is a table listing various economic activities.

Actions	Code	Name	Description
	001	Services broker	Services broker
	002	Delivery of digital content	Delivery of digital content from downloads, streaming or other technologies.
	003	Software or infrastructure services/ licensing	Software or infrastructure services/ licensing
	004	Advertising	Advertising
	005	Other activities	Other activities
	006	IT services export	IT services export
	C2620.01	Computer manufacturing	Manufacture of central computers, microcomputers



**NOTE:** The DEC it was designed to be as friendly as possible for the taxpayer, in that sense it is important that the list of operations or economic activities is not very extensive, although the system has no restrictions in this regard.



## TAXES

The following features are grouped in the tax section:

- Managing Taxes
- Managing Forms
- Managing Reports
- Managing Tax Operations
- Managing Operations Reports



## Taxes- Manage Taxes



Roles with access: "Form Manager"

This functionality allows managing the different taxes that the tax administration wants to parameterize for the digital economy.

The screenshot shows the 'MANAGE TAXES' interface. At the top, there is a dark blue header with a 'Menu' icon and the user 'admin'. Below the header, the main content area is titled 'MANAGE TAXES'. It contains a form with three input fields: 'Code', 'Short Name', and 'Name'. Below the form are three buttons: 'CLEAR', '+ NEW', and 'SEARCH'. Below the form is a table with the following data:

Actions	Code	Short Name	Name
	101	VAT US	Value Added Tax
	102	Income tax	Income tax

When adding a new tax or editing an existing tax we can set the general tax information rates and periodicities.

### Taxes- General

The screenshot shows the 'Taxes- General' configuration form. It has a dark blue header with 'Menu' and 'admin'. The form has three tabs: 'General' (selected), 'Rates', and 'Periodicity'. The 'General' tab contains the following fields:

- Code:** 101
- Short Name:** VAT US
- Name:** Value Added Tax

Below the form are three buttons: 'CANCEL', 'DELETE', and 'SAVE'. There is also a language indicator 'en-US 2/4'.



**NOTE:** In the DEC, all text fields (names, descriptions, etc.) allow translations into the multiple languages that the system has configured.

**Translation** ✕

Language

Value

### Taxes- Rates

Menu admin

General
Rates
Periodicity

Rate Type

Actions	Rate Type	Value	Date From	Date To
<input checked="" type="checkbox"/>	IVA	10	01/01/2020	31/01/2020
<input checked="" type="checkbox"/>	IVA	7	01/02/2020	

### Taxes-Periodicity

Menu admin

General
Rates
Periodicity

Rate Type

Actions	Rate Type	Value	Date From	Date To
<input checked="" type="checkbox"/>	IVA	10	01/01/2020	31/01/2020
<input checked="" type="checkbox"/>	IVA	7	01/02/2020	

## Taxes-Managing Forms



Roles with access: "Form Manager"

This functionality allows managing the tax forms that are the main instrument used by the system to allow the filings of tax returns of taxpayers.

Actions	Code	Name	Short name	Tax
	100	Value Added Tax	VAT	Value Added Tax
	200	Income tax form	Income tax form	Income tax

When adding a new form or editing an existing form, we can configure the tax form in detail.

### Forms - General

When creating or editing a tax form, we must establish the form code, the short name, the name, the tax associated to the form, the maximum number of corrective or rectifying declarations allowed for the form, and finally, if the rectifications that decrease the value of the tax require a review process with its consequent approval or rejection by the tax administration or if, on the contrary, they are approved automatically.

## Forms- Versions

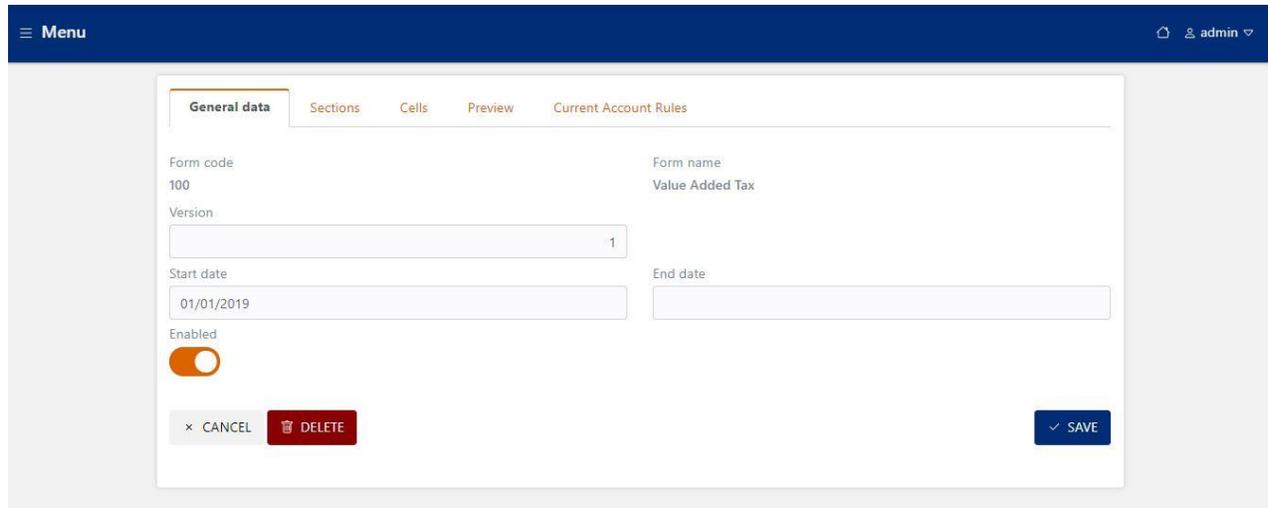
The forms can have different versions associated, with different validity ranges, we will see below the details that must be parameterized for a version of a tax form.



**NOTE:** To access the versions of a tax form, you must use the configuration icon (gear) that appears in the list of versions associated with the form or through the *updated version* button, to add a new one.



## Form, Version, General



The screenshot displays the 'Form, Version, General' configuration interface. At the top, there is a dark blue header with a 'Menu' icon on the left and a user profile 'admin' on the right. Below the header, the main content area features a white form with several tabs: 'General data' (selected), 'Sections', 'Cells', 'Preview', and 'Current Account Rules'. The 'General data' tab contains the following fields and controls:

- Form code:** 100
- Form name:** Value Added Tax
- Version:** 1
- Start date:** 01/01/2019
- End date:** (empty field)
- Enabled:** A toggle switch is currently turned on (orange).

At the bottom of the form, there are three buttons: a grey 'CANCEL' button with a close icon, a red 'DELETE' button with a trash icon, and a blue 'SAVE' button with a checkmark icon.

In the general information section, the validity range of the version is established (in case of not setting the end date, the form is considered active), you can also enable or disable the form, the latter is especially useful when we are configuring an updated version of a form and we are in the testing stage.

## Form, Version, Sections

Actions	Description	Order
<input checked="" type="checkbox"/>	HEADER DATA	100
<input checked="" type="checkbox"/>	GENERAL DATA	200
<input checked="" type="checkbox"/>	SUPPLEMENTARY DATA	300
<input checked="" type="checkbox"/>	SALES DATA	400
<input checked="" type="checkbox"/>	PURCHASE DATA	500
<input checked="" type="checkbox"/>	DETERMINATION OF TAX AND TOTAL TO PAY	600

In the tab *Sections*, we can configure all the sections that our form will have, this is especially useful to organize our tax form by different thematic areas, such as general information or tax determination.

Description: HEADER DATA

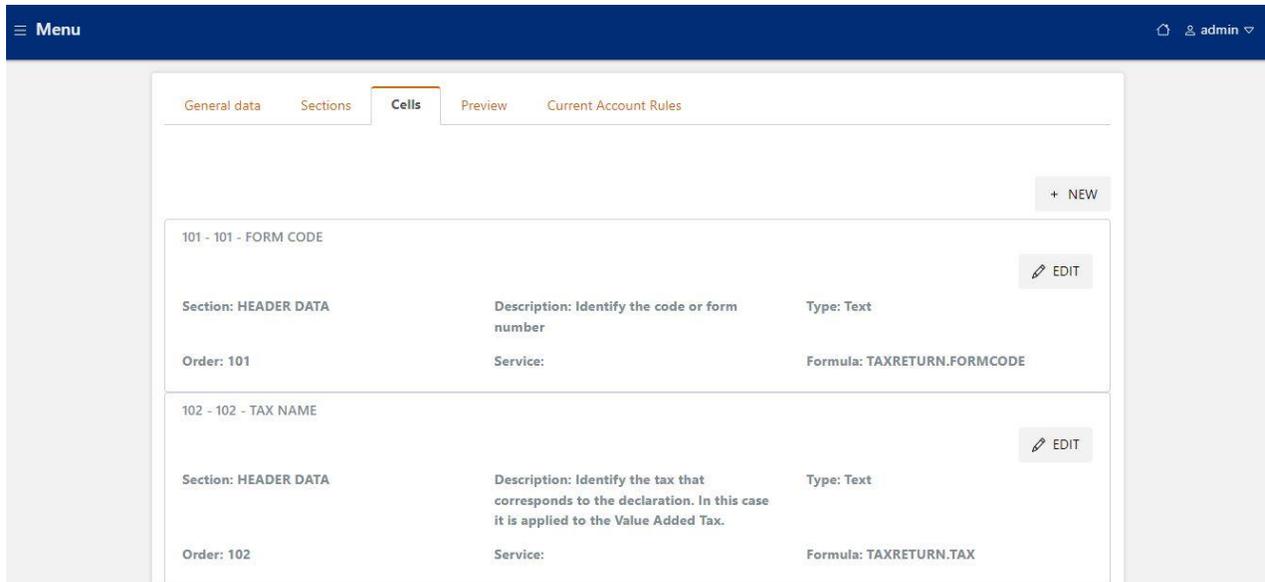
en-US 1/4

Order: 100

× CANCEL    DELETE    SAVE

For each section, a name is set, the translations to the different languages are enabled and the order in which it will be displayed when using the form.

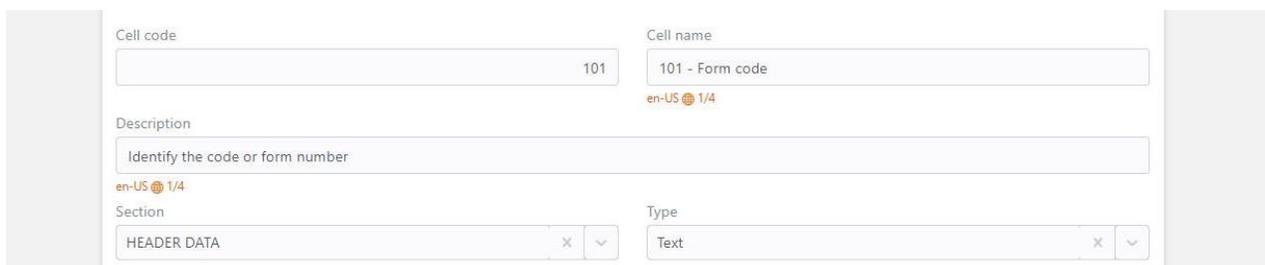
## Form, Version, Cells



In the tab *Cells*, we can configure in detail each of the cells that our tax form will contain, the cells may be information fields which will use primitive functions of the system, to preload the name of the taxpayer or the period of the tax return, or data entry cells where the taxpayer may enter the total sales of the period, as well as cells of arithmetic calculation type or cells to obtain information of web services developed by the tax administration, or by a third party (for example, currency exchange rate).

### Form, Version, Cell Detail

When we select edit an existing cell or add a new cell, we can set the detail associated with the cell based on the following detail:



- **Cell Code:** Cell number that identifies the cell within a form, is useful for when making instructions or corrections on a tax return, you can cite the code as a reference.
- **Cell Name:** Name of the cell that indicates the use of the field, allows translation into the multiple languages parameterized in the system.
- **Description:** Description of the cell, when using the form is displayed as a tooltip associated with the field, allows translation into the multiple languages parameterized in the system.
- **Section:** Allows selecting the section where the field will be displayed, you must select one of the sections that have been parameterized in the sections tab of the form version.
- **Type:** You must set the data type of the cell, which can be (Numeric, Currency, Date, List, Text).

Section: DETERMINATION OF TAX AND TOTAL TO PAY

Type: Currency

Service: https://dec-taxadministration-api.ideati.net/api/v1/TaxAdministrationFunctions/ExchangeRate

Service Parameters:

- Name: currency, Formula: \*BOL\*
- Name: Date, Formula: \*2021-08-02T21:59:50.256Z\*

- **Service:** In this field you can parameterize the URL of a web service, and then the different parameters that need to be sent, these parameters can be added dynamically to the web service that needs to be used.

Order: 101

Formula: TAXRETURN.FORMCODE

Mandatory:

Visible:

Editable:

- **Order:** The order in which the field will be displayed is established, in case of not having an established order, the field code will be used.
- **Formula:** In this field we can set any arithmetic formula for which we can reference other cells (e.g.:  $C [601] + C [602] + C [603] + C [604]$ ), we can use both mathematical and logical operators, but we can also use primitives predefined in the system (see *Annex II: Primitives for cell formulas*).
- **Compulsory:** Establishes the mandatory nature of the field when using the form.
- **Editable:** Sets whether the field is editable or not when the form is used.
- **Visible:** Sets whether the field is visible or hidden when the form is used.



**NOTE:** For fields of the list type, the system displays an additional property where a catalog associated with the field is selected. The catalogs that have been defined in the section of *Configurations / Catalogs* are listed.



**NOTE:** For type fields of **currency** type, the system displays an additional property where you can indicate if the field corresponds to the total value of the tax to be paid calculated for the declaration. You can only set this property for one form field.

Taxreturn Total

### Form, Version, Preview

This functionality is particularly useful so that those in charge of parameterization of forms by the tax administration can assess the forms, in addition to being able to see how the form will be displayed, they can also debug the different formulas that have been defined for each of the cells.

Menu admin

General data Sections Cells **Preview** Current Account Rules

Nit  
RUC-201203-XLEAKK

Taxpayer Name  
SubsSmart

Period  
2021 First quarter

PREVIEW



**NOTE:** To use this functionality we will have to select any taxpayer, a period and a declaration, this because there are many primitive formulas that are used that obtain data from both the taxpayer and the declaration.

### Form preview

**HEADER DATA**

101 - Form code ①  
100

102 - Tax name ①  
Value Added Tax

103 - NIT code ①  
RUC-201203-XLEAKK

104 - Period ①  
202101

106 - Type of tax declaration ①  
original

107 - Tax return currency ①

**GENERAL DATA**

201 - Name ①  
SubsSmart

202 - Country ①  
Panamá

203 - Fiscal address ①  
Dirección SubsSmart

204 - Website ①  
www.subsmart.com

205 - Email ①  
sebastian.noguez@ideati.net

### Formula debugging

**FORMULA LOG**

C203 update with Dirección SubsSmart  
C204 update with www.subsmart.com  
C205 update with sebastian.noguez@ideati.net  
C608 update with 1.00

### Form, Version, Current Account Rules

The last functionality associated with the versions of the forms is the current account rules, although the current account functionalities are the responsibility of the tax administration's core system, the DEC has developed this functionality to be able to parameterize a current account for the rectifying declarations, so that if when filing a rectifying return the total value



of the tax is reduced, a credit is generated that will be automatically used in the next tax returns filed by the taxpayer (if parameterized in this way).

Menu
admin

General data
Sections
Cells
Preview
Current Account Rules

Version

Account type

CLEAR
+ NEW
SEARCH

Actions	Account type	Transaction type	Cell
	Taxreturn Account	Debit	609
	Taxreturn Amended Credit	Amendment credit	607
	Taxreturn Amended Credit	Amendment credit use	606

## Taxes- Managing Reports



Roles with access: "Form Manager"

This functionality allows managing the complementary reports that you want to define and configure the tax administration so that taxpayers may report in a complementary and detailed way what they have declared through the tax returns.

Actions	Code	Short Name	Name
<input checked="" type="checkbox"/>	2	Sales with local cards	Sales report with national cards
<input checked="" type="checkbox"/>	1	Sales report	Sales report
<input checked="" type="checkbox"/>	4	Sales with Paypal	Sales with Paypal
<input checked="" type="checkbox"/>	123	Short Name	Code Name
<input checked="" type="checkbox"/>	3	Sales with foreign cards	Sales report with foreign cards

By selecting an existing report or adding a new one, we access the report settings screen.

### Reports, General

When creating or editing a report, we need to set the report code, the short name, the name.

## Reports-Periodicity

The periodicities associated with the report must be configured, so that by establishing the vector of reports associated with the taxpayer, the periodicity with which the reports must be presented can be established.

Actions	Periodicity Type	Expiration Day	Date From	Date To
	Monthly	5	01/01/2020	29/04/2021

## Reports-Versions

Reports can have different versions associated, with different validity ranges, we will see below the details that must be parameterized for a version of a particular report.

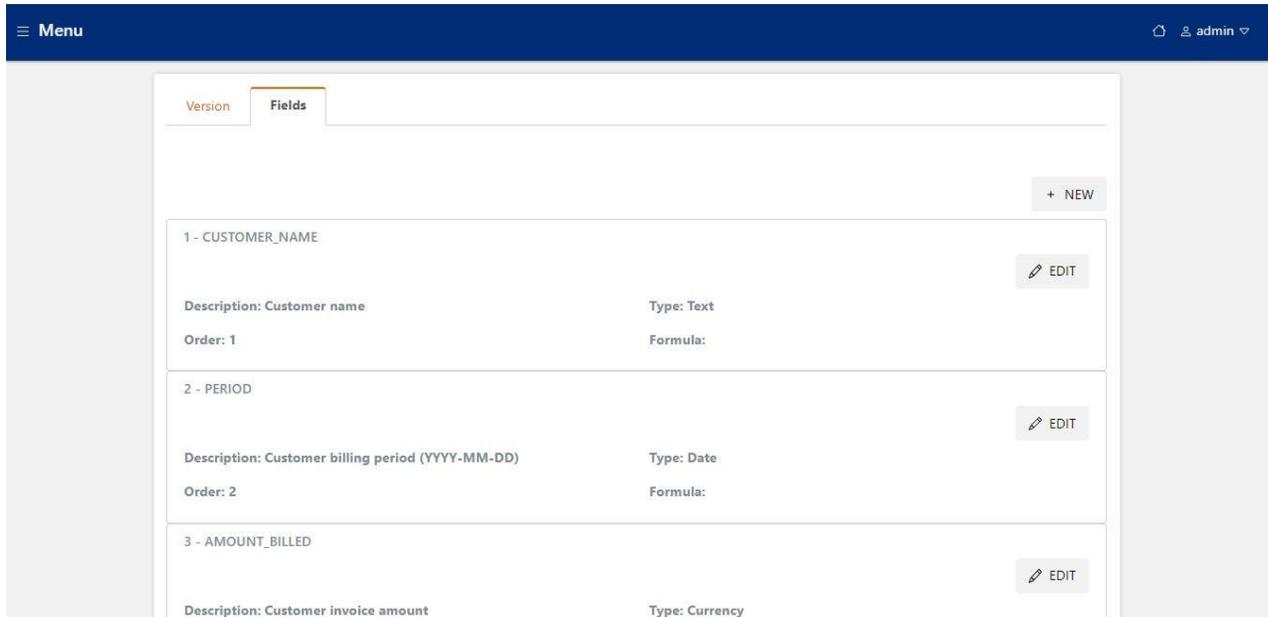
**NOTE:** To access the versions of a report, you must use the configuration icon (gear) that appears in the list of versions associated with the report or through the button *latest version* to add a new one.

Form code	Form name
1	Sales report
Version	
1	
Start date	End date
01/01/2019	28/04/2021

In the tab **Version**, the validity range of the version is set (in case of not setting the end date, the form is considered active).

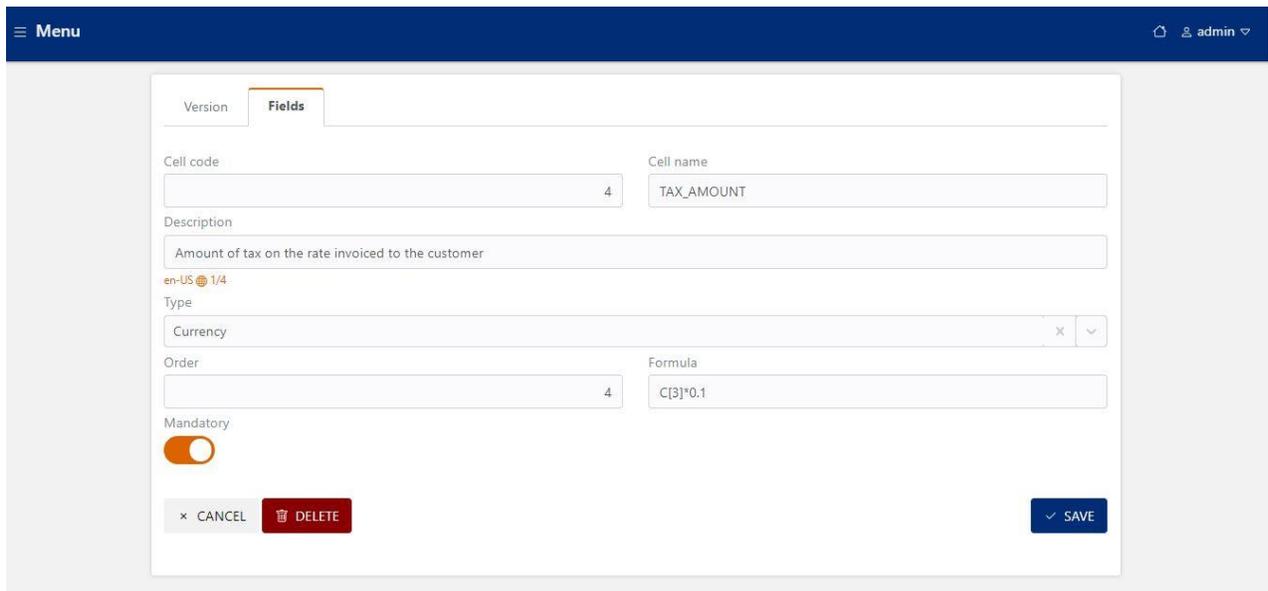
## Reports, Version, Fields

In the tab **fields**, we can configure in detail each of the field (or columns) that our report will contain, the fields of the reports are like the columns of a spreadsheet, for which several properties must be set.



### Reports, Version, Field detail

When we select edit an existing field or add a new field, we can set the detail associated with the field based on the following detail:



- **Cell Code:** Cell number that identifies the cell within a form. It is useful when making instructions or corrections on a tax return, you can cite the code as a reference.
- **Cell Name:** Name of the cell that indicates the use of the field, allows translation into the multiple languages parameterized in the system.
- **Description:** Cell description, complementary to the name.
- **Type:** You must set the data type of the cell, which can be (Numeric, Currency, Date, List, Text).
- **Formula:** In this field we can set any arithmetic formula for which we can reference other cells (e.g.: *C [3] \* 0.1*), in case of setting this property, the formula will be used when

processing the receipt of a report, and the formula will be executed for each record of the report.

- **Compulsory:** Establishes the mandatory nature of the field when using the form.



**NOTE:** For fields of the list type, the system displays an additional property where a catalog associated with the field is selected. The catalogs that have been defined in the section of *Configurations / Catalogs* are listed.

## Tax - Managing the Tax Operations



Roles with access: *"Form Manager"*

This functionality allows configuring the association between the different operations (economic activities) defined in the system and the taxes parameterized in the system.

The screenshot shows a web interface titled "MANAGE TAX OPERATIONS". At the top, there are two dropdown menus for "Tax" and "Operation". Below these are buttons for "CLEAR", "+ NEW", and "SEARCH". The main content is a table with three columns: "Actions", "Operation", and "Tax".

Actions	Operation	Tax
	Services broker	Value Added Tax
	Delivery of digital content	Income tax
	Software or infrastructure services/ licensing	Value Added Tax
	Advertising	Income tax
	Advertising	Value Added Tax
	Other activities	Income tax

This table of associations between operations and taxes are used at the time of the registration of taxpayers to establish their fiscal vector of obligations, which is established based on the operations that the taxpayer has selected.

## Taxes - Managing Operations Reports



Roles with access: "Form Manager"

This functionality allows configuring the association between the different operations (economic activities) defined in the system, and the complementary reports.

The screenshot shows a web interface titled "MANAGE REPORT OPERATIONS". At the top, there are two dropdown menus for "Report" and "Operation". Below these are buttons for "CLEAR", "+ NEW", and "SEARCH". The main part of the interface is a table with the following data:

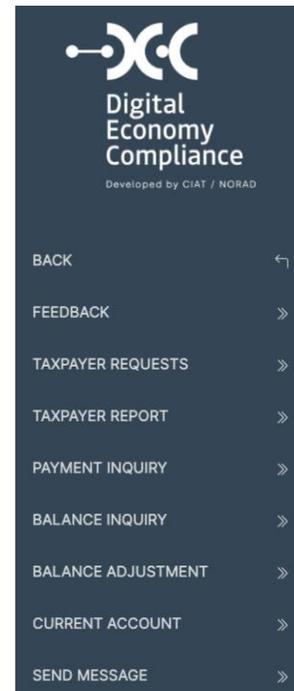
Actions	Operation	Report
	Software or infrastructure services/ licensing	Sales report with foreign cards
	Advertising	Sales report
	Delivery of digital content	Sales report with foreign cards
	Advertising	Sales with Paypal
	Delivery of digital content	Sales report

This table of associations between the operations and the complementary reports, are used at the time of the registration of the taxpayers to establish their vector of reports that the taxpayer is obliged to submit based on the operations that the taxpayer has selected.

## TAXPAYERS

The following features are grouped in the taxpayer's section:

- Feedback
- Taxpayer requests
- Taxpayer report
- Payment inquiry
- Balance inquiry
- Balance adjustment
- Current Account
- Send message



## Taxpayers - Feedback



Roles with access: "Taxpayer Administrator"

This functionality allows the official to view the comments and feedback sent by taxpayers from their personal access.

The screenshot displays the 'FEEDBACK' section of the application. At the top, there is a search area with three input fields: 'Nit', 'Date From', and 'Date To'. Below these fields are 'CLEAR' and 'SEARCH' buttons. The main content is a table with the following data:

State	Nit	Taxpayer Name	Registration Date
Prueba de comentarios enviados por el contribuyente des de su perfil de usuario.	RUC-210310-7QMS9Y	ctbte Jurídico Versión #5	11/11/2021
please, send me my last declaration	RUC-210205-KGXMOK	Empresa S.A.	09/09/2021
Este es un feedback de prueba.	RUC-210205-KGXMOK	Empresa S.A.	06/09/2021



**Filters:** Filtering by *TIN*, and for a range of dates in which the notification has been entered.

## Taxpayers- Taxpayer requests



Roles with access: "Taxpayer Approver"

This functionality allows the tax administration officials in charge of reviewing the applications for registration and updating of taxpayer data, reviewing each of the requests and approve, reject or request corrections to each of the requests entered.

**TAXPAYER REQUESTS**

Date From:  Date To:

Request Type:

Actions	Request	Type	Taxpayer	State	Date
<input checked="" type="checkbox"/>	TRR-201209-1WDXGN	Enroll	Prueba Registro Contribuyente	Pending	09/12/2020
<input checked="" type="checkbox"/>	TRR-201109-KIFMDT	Enroll	JOSE LOPEZ	Pending	09/11/2020
<input checked="" type="checkbox"/>	TRR-201106-GCG98W	Enroll	Marcos	Pending	06/11/2020
<input checked="" type="checkbox"/>	TRR-201027-PFEEWI	Enroll	Marcos Prins	Pending	27/10/2020



**Filters:** Filtering by *Type of Request*, and for a range of dates in which the request was entered.

When selecting an application from the list, the system displays all the information tabs of the application, which must be reviewed in detail by the tax administration official.

**REQUEST**

Request: 1001635460949 Taxpayer: Sebastian Loes

General | **Tax** | Contacts | Operations | Tax vector | Report | Documents

Identification tax number: 765765

Contact name in country of residence: Sebastian Document number of the contact in country of residence: 786786

Contact tax identification number: 8767868 Area: 507 Phone number of a contact in the country of residence: 876786

Taxreturn Currency: USD - United States Dollar Contact E-Mail: sebastian.noguez@gmail.com

At the bottom of the screen, the various actions that the official can perform are displayed as buttons. Any of the selected actions will communicate to the taxpayer the result of their request through the communication channels of the system that is the taxpayer's email, and the DEC electronic mailbox.

## Taxpayers - Taxpayer Report



Roles with access: "Taxpayer Inquiries"

This functionality allows consulting the information records of taxpayers registered in the DEC system; this functionality is especially useful for tax administration officials working on the taxpayer assistance platform of the digital economy.

Actions	Nit	Name	Person type	Email
	RUC-201023-VQ0ABE	Ctbte #3 Español	INDIVIDUALS	rolando.delacruz@ideati.net
	RUC-201023-9OFNVW	Ctbte Nat #4	INDIVIDUALS	ROLANDO.DELACRUZ@IDEATI.NET
	RUC-201023-8ELARM	Ctbte # 5 Nat Español	INDIVIDUALS	rolando.delacruz@ideati.net
	RUC-201023-CE9SDO	Marcos Prins	INDIVIDUALS	marcosprins@gmail.com
	RUC-201026-QYAQH4	Marcos Prins	INDIVIDUALS	marcosprins@gmail.com



**Filter:** Filtering by TIN, Name, country and Taxpayer type.

Selecting a taxpayer displays all the taxpayer information tabs.

**TAXPAYER**

Nit: RUC-210310-SH2CMH      Taxpayer: SEBASTIAN

General | **Tax** | Contacts | Operations | Tax vector | Report | Documents

Identification tax number: 111111

Contact name in country of residence: Sebastian      Document number of the contact in country of residence: 2222222

Contact tax identification number: 333333      Area:      Phone number of a contact in the country of residence: 4444444

Taxreturn Currency: USD - United States Dollar      Contact E-Mail: sebastian.noguez@gmail.com

## Taxpayers - Payment Inquiry



Roles with access: "Account Inquiry"

This functionality allows tax administration officials working on the taxpayer assistance platform of the digital economy to consult the payments made by taxpayers.

Menu
admin

**PAYMENT INQUIRY**

Tax identification RUC-201203-XLEAKK	Tax Value Added Tax
Date from 03/12/2021	Date to 03/12/2021

CLEAR
SEARCH

Tax identification	Name	Date payment	Tax	Amount
RUC-201203-XLEAKK	Pedro Pablo López 500		101	500.00
RUC-201203-XLEAKK	Pedro Pablo López 501		101	501.00
RUC-201203-XLEAKK	Pedro Pablo López 502		101	502.00
RUC-201203-XLEAKK	Pedro Pablo López 503		101	503.00
RUC-201203-XLEAKK	Pedro Pablo López 504		101	504.00



**Filters:** Filtering by TIN, Tax and Date range.



**NOTE:** The payments that are deployed in this functionality are obtained by consulting the payments registered in the core system of the tax administration through the use of web services.

## Taxpayers - Balance Inquiry



Roles with access: "Account Inquiry"

This functionality allows the user to check the taxpayer's accounts balance. The taxpayer may have several types of account, one account for each tax and type of account (Declaration Account and Correction Account).

It can be filtered by tax and type of account, and the system will display the balances of each of the accounts, with a button (magnifying glass) that allows viewing the details of transactions for each account.

Actions	Tax	Account type	Name	Balance
	Value Added Tax	Taxreturn Amended Credit	ctbte Juridico Versión #5	0.00
	Income tax	Taxreturn Amended Credit	ctbte Juridico Versión #5	544,654,564,654,170.00
	Value Added Tax	Taxreturn Account	ctbte Juridico Versión #5	18.33



**Filters:** Filtering by TIN, Tax and Account type.

The tax returns account is fed with debit-type transactions for each tax return that is filed and generates a tax on payments by the taxpayer, and with credit-type transactions for each payment that is made by the taxpayer and reconciled in the system.

Menu admin

**TRANSACTIONS DETAIL**

× CANCEL

RUC-210310-7QMS9Y - CTBTE JURIDICO VERSIÓN

Date	Transaction type	Value	Document
10/03/2021	Amendment credit	1,300.60	<a href="#">101-202101-JIO011</a>
10/03/2021	Amendment credit use	-115.38	<a href="#">101-202102-SAHSPQ</a>
10/03/2021	Amendment credit use	-120.28	<a href="#">101-202103-EEHNV3</a>
10/03/2021	Amendment credit use	-165.08	<a href="#">101-202104-13BKHQ</a>
11/03/2021	Amendment credit use	-899.86	<a href="#">101-202104-VF8CDV</a>
11/03/2021	Amendment credit	7.00	<a href="#">101-202103-VQ1IC7</a>
16/08/2021	Amendment credit use	-7.00	<a href="#">101-202105-HZEUOF</a>

In the transaction detail query, each debit and credit transaction are displayed with the information of the document associated to it, which has a link that allows you to view it completely.

### Taxpayers - Balance Adjustment



Roles with access: "Taxpayer Administrator"

This functionality facilitates the adjustment or correction of balances in the taxpayer's accounts, through the creation of adjustment transactions (debit or credit).



**Filters:** Filtering by TIN, Tax and Account type and Type of transaction.

Menu admin

**BALANCE ADJUSTMENT**

Nit:  Tax:

Account type:  Transaction type:

× CLEAR + NEW SEARCH

Actions	Document	Nit	Account type	Transaction type	Tax	Amount	Date
	2021001505HFDT	RUC-210310-7QMS9Y	Taxreturn Account	Credit	Value Added Tax	125.00	15/11
	202100122UBKRB	RUC-210310-7QMS9Y	Taxreturn Account	Debit	Value Added Tax	22.00	12/11

Pressing the new button allows you to register a new adjustment transaction, where you must specify:

- TIN
- Tax (VAT, or those that have been parameterized in the system)
- Account Type (Declarations, Rectifications)
- Type of Transaction (Credit, Debit)
- Transaction amount
- Justification or reason for the adjustment transaction.

The screenshot shows a web application interface for recording a balance adjustment. The form is titled "BALANCE ADJUSTMENT" and is set against a dark blue header with a "Menu" icon and a user profile "admin". The form fields are as follows:

- Nit:** RUC-210310-7QMS9Y
- Tax:** Value Added Tax (with a dropdown arrow)
- Account type:** Taxreturn Account (with a dropdown arrow)
- Transaction type:** Debit (with a dropdown arrow)
- Amount:** 11.39
- Justification:** Adjustment of bank charges

At the bottom of the form, there are two buttons: a grey "CANCEL" button with a close icon and a blue "SAVE" button with a checkmark icon.

## Taxpayers- Current Account



Roles with access: "Current Account Manager"

This functionality allows tax administration officials working on the taxpayer assistance platform of the digital economy, to be able to consult the current account of taxpayers.

Menu
admin

**CURRENT ACCOUNT**

Nit

Tax

Period

CLEAR
DOWNLOAD
SEARCH

Nit	Tax Code	Period	Tax Amount	Penalty	Interest	Tax Arrears	total
RUC-201203-XLEAKK	101		4,995.00	4,995.00	4,995.00	4,995.00	4,995.00
RUC-201203-XLEAKK	101		4,996.00	4,996.00	4,996.00	4,996.00	4,996.00
RUC-201203-XLEAKK	101		4,997.00	4,997.00	4,997.00	4,997.00	4,997.00
RUC-201203-XLEAKK	101		4,998.00	4,998.00	4,998.00	4,998.00	4,998.00
RUC-201203-XLEAKK	101		4,999.00	4,999.00	4,999.00	4,999.00	4,999.00



**NOTE:** This functionality is enabled only when the DEC system is installed in an integrated way to the current account tax core.



**Filters:** Filtering by *TIN, Tax and Period.*



**NOTE:** The current account details displayed in this functionality are obtained by consulting the current account transactions registered in the tax administration's core system through the use of web services.

## Taxpayers – Send message



Roles with access: "Communications with contributor".

Allows communication with the taxpayer by sending messages to his mailbox. The rich text message must be written so that it can be viewed by the target taxpayer.

The screenshot shows a web interface for sending a message. At the top, there is a dark blue header with a 'Menu' icon and a user profile 'admin'. Below the header, the main content area is titled 'SEND MESSAGE'. It contains a search input field with a dropdown arrow. Below the search field are two input fields: 'Name' and 'Preferred Language'. Underneath these is a 'Subject' input field. A rich text editor follows, featuring a toolbar with icons for bold (B), normal, font color, bulleted list, numbered list, link, unlink, and undo. The text area of the editor is currently empty. At the bottom left of the form is a 'CANCEL' button, and at the bottom right is a blue 'SAVE' button.

A Subject is defined for the message as a title and its content.

## DECLARATIONS

This section includes the functionality to review corrections.



### Declarations - Revision of corrections



Roles with access: *"Declaration Approver"*

This functionality allows the tax administration officials in charge of reviewing the corrective statements that decrease the tax caused, with the associated tax form having the option of *Amendments requiring approval*.

Actions	Taxreturn Number	Form	Tax	Status	Taxpayer Name	Period	Create Date
	101-202101-CB18XD	100	Value Added Tax	Pending	Empresa S.A.	202101	08/02/2021
	101-202003-LCTU7R	100	Value Added Tax	Pending	QA IT	202003	16/04/2021
	101-202001-MYV0GQ	100	Value Added Tax	Pending	Romulo Campos	202001	31/03/2021
	101-201912-UEB4E7	100	Value Added Tax	Pending	Ctbte. Con Operación	201912	25/01/2021



**Filters:** Filtering by *date range*, in which the amending tax declaration has been submitted.

When you select a corrective tax return from the list, the system displays the detail of the tax return.

Menu admin

### HEADER DATA

101 - Form code ⓘ 100	102 - Tax name ⓘ Value Added Tax
103 - NIT code ⓘ RUC-210205-KGXMOK	104 - Period ⓘ 202101
106 - Type of tax declaration ⓘ amending	107 - Tax return currency ⓘ USD - Dólar estadounidense

### GENERAL DATA

201 - Name ⓘ Empresa S.A.	202 - Country ⓘ Panamá
203 - Fiscal address ⓘ Calle 50, Edificio HiTech, Of 5D	204 - Website ⓘ www.empresa.com
205 - Email ⓘ sebastian.noguez@gmail.com	

...

### DETERMINATION OF TAX AND TOTAL TO PAY

601 - Determined tax ⓘ 0.00	602 - Previous credit ⓘ 0.00
603 - Fines ⓘ 54,567.27	604 - Tax interest ⓘ 54,567.27
605 - Total to pay ⓘ 109,134.54	606 - Amendment credit applied ⓘ 1.00
607 - Credit due amendment ⓘ 109,134.54	608 - Type of change ⓘ 0.00
609 - Total local tax to pay ⓘ	610 - Next credit ⓘ

✕ CANCEL REJECT APPROVE

At the bottom of the screen, the two actions that the official can perform, reject or approve, are displayed as buttons.

### Declarations - Review of corrective statements, Refusal

When the option to reject a tax correction is selected, the tax administration official must indicate for each of the sections of the declarations, whether the revised data are correct or not, and in case of having to make corrections, the detail of the corrections to be made must be indicated by a text.



Menu
admin

### REJECT AMENDMENT

---

Form

Taxpayer

Taxpayer



---

#### HEADER DATA

Comments

Approve

---

#### GENERAL DATA

Comments

Approve

---

#### DETERMINATION OF TAX AND TOTAL TO PAY

Comments

Approve

General Comments

× CANCEL
REJECT

Finally, by clicking on the reject button, the taxpayer receives the details of the observations indicated by the officer, both in his e-mail box and in his tax electronic mailbox.

## Declarations - Review of corrective statements, Approval

When the option to approve an amending tax return is selected, the tax administration official can record a comment and then press the approve button.

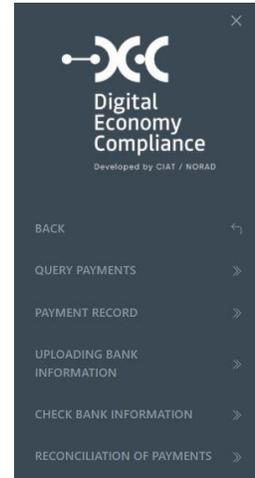
The screenshot shows a web application interface for approving an amendment. The page title is "APPROVE AMENDMENT". There are two input fields: "Form" containing "100 - VAT" and "Taxpayer" containing "Empresa S.A.". Below these is a large text area for "Comments". At the bottom, there are two buttons: "CANCEL" and "APPROVE".

Finally, if the officer clicks on the approve button, the taxpayer receives the approving notification of the rectification declaration both in his e-mail box and in his tax electronic mailbox.

## PAYMENTS

The section groups all the functionalities associated with the registration and consolidation of payments:

- Query Payments
- Payment record
- Uploading Banking Information
- Consult Banking Information
- Payment Reconciliation



### Payments- Consult of Payments



Roles with access: *"Payments Administrator"*

This functionality is used to consult the payment information that has been registered in the system through the Payment Record functionality.



**Filters:** You can filter by collecting entity, tax identification number, date from and date to, amount from and amount to, status.

**PAYMENT INQUIRY**

---

Tax collector

Date From  Date To

Status

Nit

Amount from  Amount up to

✕ CLEAR
🔍 SEARCH

Actions	Date payment	Nit	Amount	Status	Date received	Bank amount	Swift confirmation
	04/12/2021	RUC-211210-OWC7UH	323.00 BOB	Pending	---	---	---
	03/12/2021	RUC-210524-HRVDXS	62.00 USD	Pending	---	---	---
	11/11/2021	RUC-210524-HRVDXS	62.00 USD	Pending	---	---	---
	11/11/2021	RUC-210310-7QMS9Y	120.00 USD	Reconciled	12/12/2021	120.00 USD	---

By clicking on the magnifying glass button, you can consult the details of the registered payments, which have been managed through the payment registration functionality.



**PAYMENT**

Payment number 100-211111-NGYOD0	Form Value Added Tax	Period 202106	Status Reconciled
Taxreturn Number 1001630453884	Declaration amount USD 909.22		
Payment method International transfer	Date payment 11/11/2021	Currency USD - United States Dollar	Amount 120
Exchange rate 1	Amount in local currency 120		
Support document No file selected			
Swift confirmation number 3498			
Payment reference Pago parcial			

---

**RECONCILED**

Upload number 0004-211112-CX6WGH	Date payment 12/12/2021	Amount 120.00
Swift confirmation number 7565	Payment reference SWIFT-1257351SAKJH	

### Payments- Registration of Payments



Roles with access: *"Taxpayer Administrator"*

This functionality allows an official to register ex officio, payments that have been made by taxpayers and have not been informed, in order to be able to perform the reconciliation of pending payments reported by the collecting entities.

Menu
admin

**PAYMENT RECORD**

Nit	Form	Period
Taxreturn Number	Operation Type	Status

CLEAR
+ NEW SEARCH

Actions	Payment number	Date payment	Amount	Status	Created by	Taxreturn Number
---------	----------------	--------------	--------	--------	------------	------------------

Pressing the new button will display the interface where we must select the tax declaration on which a payment will be registered. It can be filtered by TIN, form and period to facilitate the search of the tax declaration.



Filters: By TIN, form or period.

Menu admin

### SELECT TAX RETURN

Nit:  Form:  Period:

Actions	Taxreturn Number	Create Date	Operation Type	Status	Form	Active	Period
<input type="button" value="SEARCH"/> <input type="button" value="RIGHT"/>	101-202011-O9UPRM	01/06/2021	Original	Accepted	100	Yes	202011
<input type="button" value="SEARCH"/> <input type="button" value="RIGHT"/>	101-202010-UYKKHU	01/06/2021	Original	Accepted	100	No	202010
<input type="button" value="SEARCH"/> <input type="button" value="RIGHT"/>	101-202010-DVJUY3	01/06/2021	Amending	Accepted	100	Yes	202010
<input type="button" value="SEARCH"/> <input type="button" value="RIGHT"/>	101-202009-PZGJ7Z	01/06/2021	Original	Accepted	100	Yes	202009

The user must select the tax declaration on which a payment report is to be registered, by pressing the button with the arrow icon on the right



After selecting the tax return for which a payment report is to be recorded, the system displays the payment registration form, which must specify:

- Payment method
- Payment date
- Currency
- Amount
- Support document
- Payment reference

**PAYMENT RECORD**

---

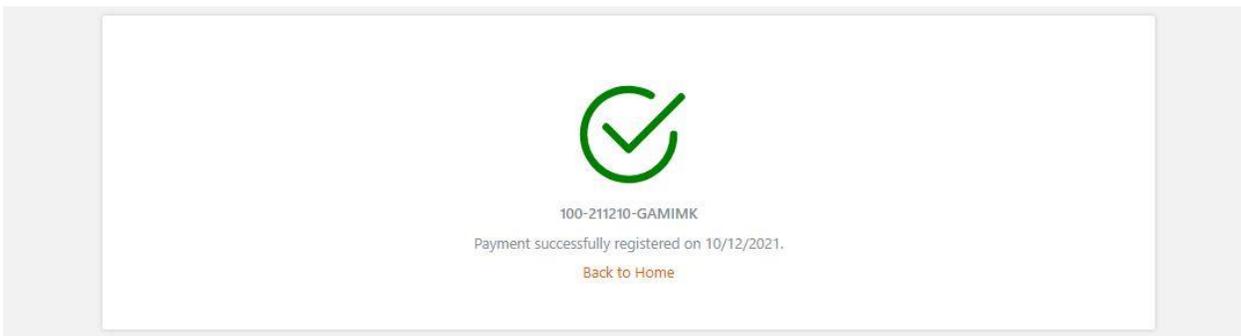
<p>Form Value Added Tax</p> <p>Taxreturn Number 101-202009-PZGJ7Z</p> <p>Payment method Paypal</p> <p>Exchange rate. 1</p> <p>Support socument No file selected</p> <p>Payment reference Payment managed by paypal</p>	<p>Period 202009</p> <p>Declaration amount PAB 452.08</p> <p>Date payment 03/12/2021</p> <p>Currency USD - United States D...</p> <p>Amount 62.00</p> <p>Amount in local currency 62</p> <p style="text-align: right;"><input type="button" value="Search file"/></p>
--	---

After completing and verifying all the payment fields, by pressing the save button, the system will ask us to confirm the payment registration.

**Attention** x

Are you sure you want to perform this action?

After confirming the registration of the payment, it is stored in the system with pending status, and we receive a confirmation message of receipt with the unique identifier of the payment.



## Payments- Upload Bank Information



Roles with access: *"Payment Manager"*

This functionality allows the official to upload to the system the list of payments received by the collecting entities. The screen displays the data structure that the upload file should have.

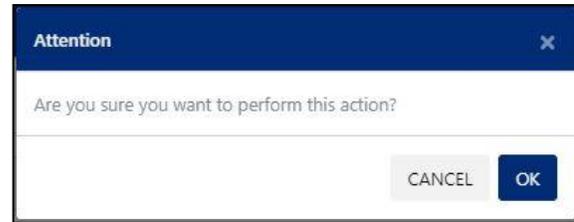
Header	Type	Description
DATE	Date	The date the payment was made
CURRENCY	Text	The currency in which the payment was made
AMOUNT	Currency	Amount of payment made
TAXPAYER	Text	Name of the taxpayer
BANK_COST	Currency	Bank cost
REFERENCE	Text	Bank reference
SWIFT	Text	Swift confirmation number

The user must select the bank and press the Upload File button to select the Excel file containing the bank information.

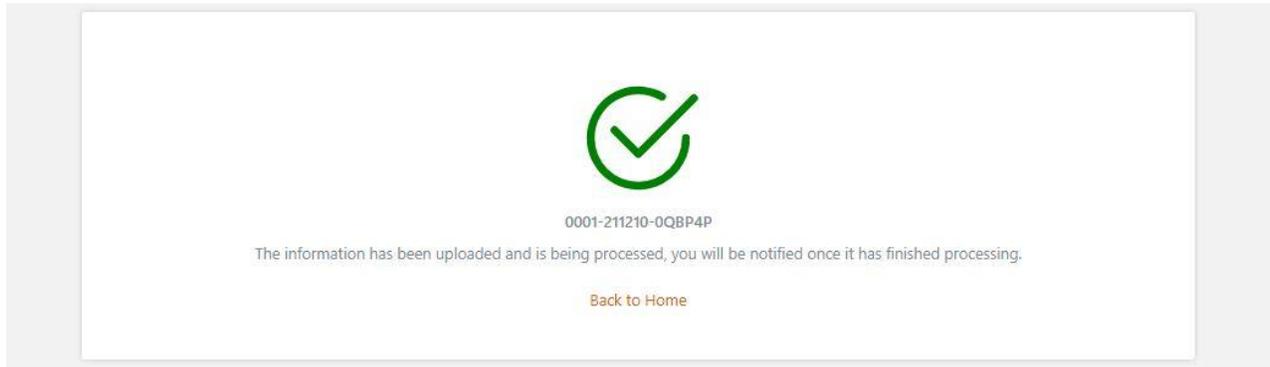
	A	B	C	D	E	F	G
1	DATE	CURRENCY	AMOUNT	TAXPAYER	BANK_COST	REFERENCE	SWIFT
2	10/11/2021	USD	1400	CONTRIB. 001	0	SWIFT-123876HGJ	
3	11/11/2021	USD	700	CONTRIB. 002	0	SWIFT-77aADA87	
4							



After selecting the bank information file, by pressing the save button, the system will ask us to confirm the registry of the information.



After confirming the registry, the records are stored in the system with received status.





## Payments- Consulting Bank Information



Roles with access: "Payment Manager"

This functionality is used to check the bank information that has been registered in the system through the Upload Bank Information functionality.



**Filters:** Filtering by collecting entity, upload number, date from and date to

### CHECK BANK INFORMATION

---

Tax collector

Date From

Upload number

Date To

CLEAR
 SEARCH

Actions	Upload number	Tax collector	State	Registration Date
	0004-211112-CX6WGH	DEUTSCHE BANK	received	12/11/2021
	0002-211112-LLDOLG	CHASE MANHATTAN BANK	received	12/11/2021
	0003-210921-MZYDMJ	WELLS FARGO BANK	received	21/09/2021
	0001-210921-TBZIEJ	CITIBANK	received	21/09/2021

By pressing the magnifying glass button, you can consult the details of the payments received, which have been informed by loading the bank information.





**PAYMENT INQUIRY**

Upload number

0001-211210-0QBP4P

Tax collector

CITIBANK

Header	Type	Description
DATE	Date	The date the payment was made
CURRENCY	Text	The currency in which the payment was made
AMOUNT	Currency	Amount of payment made
TAXPAYER	Text	Name of the taxpayer
BANK_COST	Currency	Bank cost
REFERENCE	Text	Bank reference
SWIFT	Text	Swift confirmation number

DATE	CURRENCY	AMOUNT	TAXPAYER	BANK_COST	REFERENCE	SWIFT	HAS ERRORS	ERRORS
12/12/2021	USD	120.00	META	10.00	SWIFT-1257351SAKJH	7565	No	

## Payments- Payments Reconciliation



Roles with access: "Payment Manager"

This functionality is used to perform the reconciliation of payments, which allows to establish a link between the payments reported by the taxpayers and the payments actually received by the collecting entities.



**Filters:** Filtering by Collecting Entity, TIN, date from, date to, amount from and amount to

### RECONCILIATION OF PAYMENTS

---

Tax collector

Nit

Date From

Date To

Amount from

Amount up to

---

**PAYMENTS REPORTED BY THE TAXPAYER.**

Date payment	Amount	Nit
<input type="checkbox"/> 03/12/2021	62.00 USD	RUC-210524-HRVDXS
<input type="checkbox"/> 11/11/2021	62.00 USD	RUC-210524-HRVDXS
<input type="checkbox"/> 02/09/2021	700.00 USD	RUC-210902-9RRPRU
<input type="checkbox"/> 02/09/2021	140.00 USD	RUC-210902-9RRPRU

**PAYMENTS REPORTED BY THE COLLECTING ENTITY.**

Date payment	Amount	Taxpayer	Paym
<input type="checkbox"/> 12/12/2021	52.08 USD	AMAZON	SI
<input type="checkbox"/> 12/12/2021	120.00 USD	META	SI
<input type="checkbox"/> 11/12/2021	62.00 USD	NETFLIX USA	SI
<input type="checkbox"/> 11/11/2021	700.00 USD	CONTRIB. 002	SI

The screen has several filters that can be used in combination to limit the number of records displayed in the two boxes at the bottom of the screen.

The table on the left shows the payments that have been reported by taxpayers (or ex officio by an official) that have not yet been reconciled (status pending).

The table on the right shows the payments that have actually been received by the collecting entities and that have not yet been reconciled.

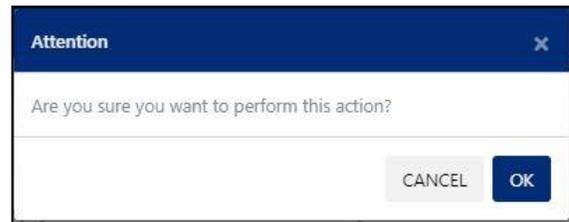


After selecting in the box on the right the payments reported by the taxpayers and selecting in the box on the left the payments received by the collecting entities, the correspondence is established, the system moves the matching records to the box at the bottom of the screen, which is the reconciliation box.

CONCILIATION.						
Date payment	Nit	Taxpayer Name	Taxpayer amount.	Bank amount	Swift confirmation number	Payment n
11/11/2021	RUC-210802-ATVFLD	Sebastian Noguez	700.00 USD	700.00 USD	---	100-21080

Once the records to reconcile have been selected, press the Save button

After selecting the Save button, the system will ask for confirmation of the action to be performed.



Reconciled payments are applied to taxpayers ' accounts through credit transaction records.

## REPORTS

In the section you can consult the tax returns and the supplementary reports or statements.



### Reports-Declaration Consultation



**Roles with access: "Declaration's consultation"**

This functionality allows tax administration officials working on the taxpayer assistance platform of the digital economy to consult the tax returns of taxpayers.

Menu admin

**TAXRETURN REPORTS**

Form Name	Period
<input type="text"/>	<input type="text"/>
Country	Operation Type
<input type="text"/>	<input type="text"/>
Nit	Taxreturn Number
<input type="text"/>	<input type="text"/>
Period From	Period To
<input type="text"/>	<input type="text"/>
Active	Status
<input type="text"/>	<input type="text"/>

CLEAR
SEARCH

Actions	Nit	Taxpayer Name	Taxreturn Number	Create Date	Operation Type
	RUC-210205-KGXMOK	Empresa S.A.	101-202108-EGQ5L9	26/08/2021	Original



**Filters:** Filtering by *Form, Period, Country, Declaration Type, TIN, Declaration Number, Date Range, Active and State.*

When selecting a tax return from the list, the system displays the detail of the return, displaying two tabs, the **general tab** where the declaration's transactional information is displayed, and the **declaration tab**, where the detail of the declaration boxes is displayed.



Menu admin

**Overview** Taxreturn

Taxreturn Number <input type="text" value="101-202108-EGQ5L9"/>	Taxpayer Name <input type="text" value="Empresa S.A."/>
Nit <input type="text" value="RUC-210205-KGXMOK"/>	Create Date <input type="text" value="26/08/2021"/>
Operation Type <input type="text" value="Original"/>	Status <input type="text" value="Accepted"/>
Form Name <input type="text" value="100"/>	Active <input type="text" value="Yes"/>
Period <input type="text" value="202108"/>	

Menu admin

Overview **Taxreturn**

**HEADER DATA**

101 - Form code ⓘ <input type="text" value="100"/>	102 - Tax name ⓘ <input type="text" value="Value Added Tax"/>
103 - NIT code ⓘ <input type="text" value="RUC-210205-KGXMOK"/>	104 - Period ⓘ <input type="text" value="202108"/>
106 - Type of tax declaration ⓘ <input type="text" value="original"/>	107 - Tax return currency ⓘ <input type="text" value="USD - Dólar estadounidense"/>

**GENERAL DATA**

201 - Name ⓘ <input type="text" value="Empresa S.A."/>	202 - Country ⓘ <input type="text" value="Panamá"/>
203 - Fiscal address ⓘ <input type="text" value="Calle 50, Edificio HiTech, Of 5D"/>	204 - Website ⓘ <input type="text" value="www.empresa.com"/>
205 - Email ⓘ <input type="text" value="sebastian.noguez@gmail.com"/>	

## Reports- Consulting Reports



Roles with access: "Report Detail"

This functionality allows tax administration officials working on the taxpayer assistance platform of the digital economy to consult the complementary reports of taxpayers.

Menu
admin

### REPORT DETAILS

Report type

Country

Nit

Period From

Tax payer Name

Period

Operation Type

Report number

Period To

CLEAR
SEARCH

Actions	Report number	Tax payer number	Tax payer Name	Type	State	Active	Registration Date
	3-202102-AID1OK	RUC-210524-HRVDXS	nombre traducción	amending	Accepted	Yes	03/07/2021
	3-202102-M41C3X	RUC-210524-HRVDXS	nombre traducción	amending	Accepted	Yes	03/07/2021
	3-202102-XMHSBZ	RUC-210524-HRVDXS	nombre traducción	amending	Accepted	Yes	03/07/2021



**Filters:** Filtering by *Form, Period, Country, Declaration Type, TIN, Declaration Number, Date Range, Active and State.*

When you select a report from the list, the system displays the detail of the selected report.



**REPORT DETAILS**

Report number	Period
3-202002-53AVKZ	202002
Report Name	
Sales report with foreign cards	
Tax payer number	Tax payer Name
RUC-201203-XLEAKK	SubsSmart

Cell name	Type	Description
ID_CUSTOMER	Text	Customer identification
CUSTOMER_NAME	Text	Customer name
SALE_AMOUNT	Currency	Total amount of the sale
TAX	Currency	VAT tax

ID_CUSTOMER	CUSTOMER_NAME	SALE_AMOUNT	TAX	HAS ERROR	ERROR
8888-8888-888	Cliente 1	100	7	No	
8888-8888-889	Cliente 2	200	14	No	

MANAGEMENT REPORT

In the section you can consult the consolidated information of taxpayers, declarations and payments.



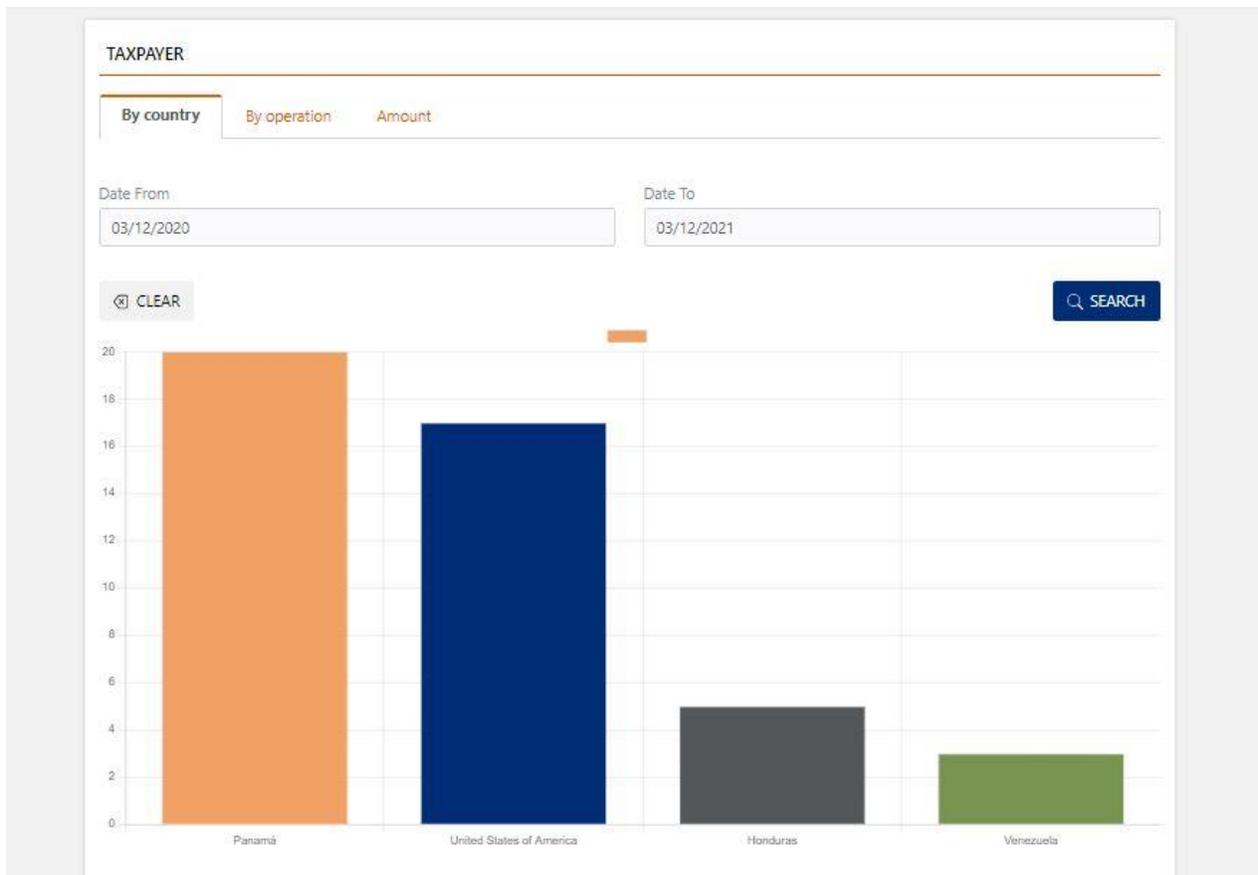
Management Report - Taxpayers



Roles with access: "Report Manager"

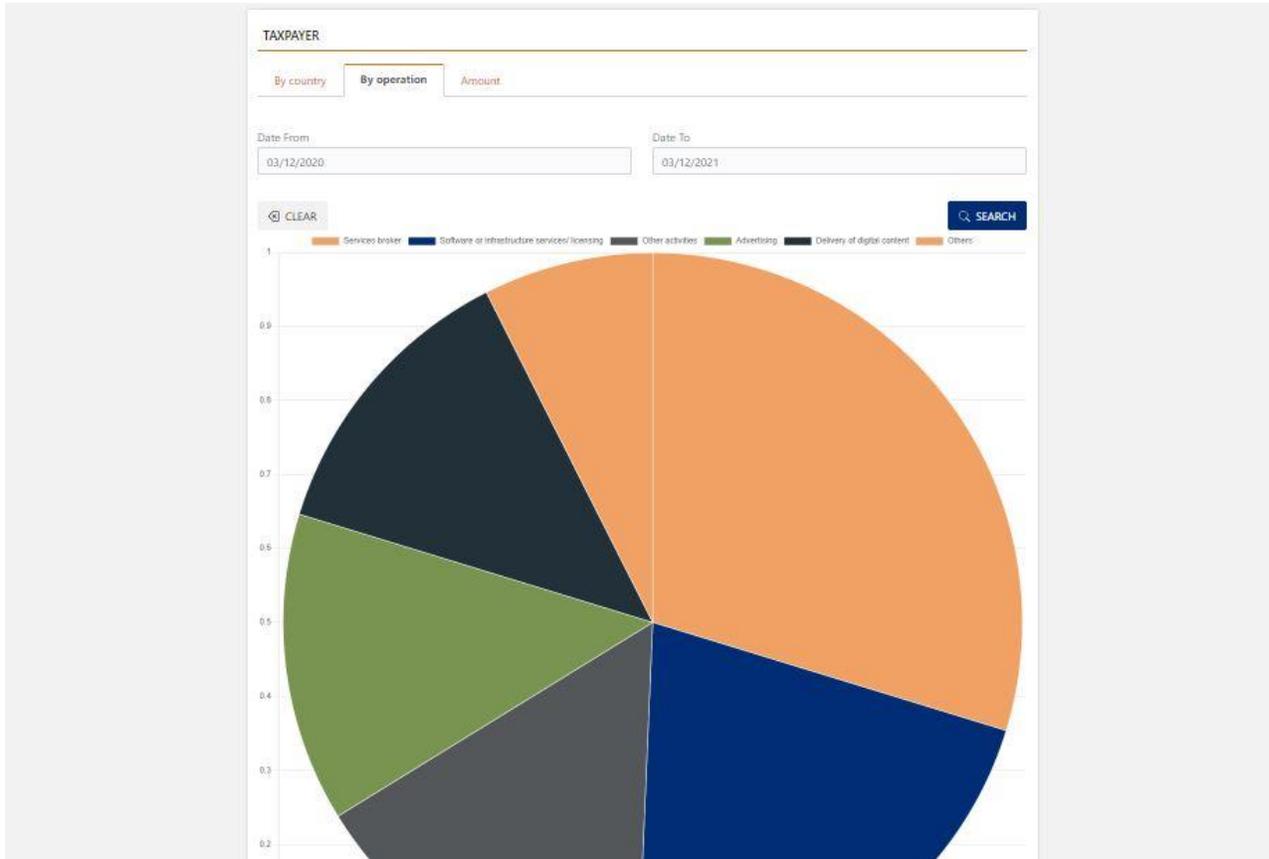
This functionality allows management officials of the tax administration to consult the information of the payments in a consolidated manner.

By country



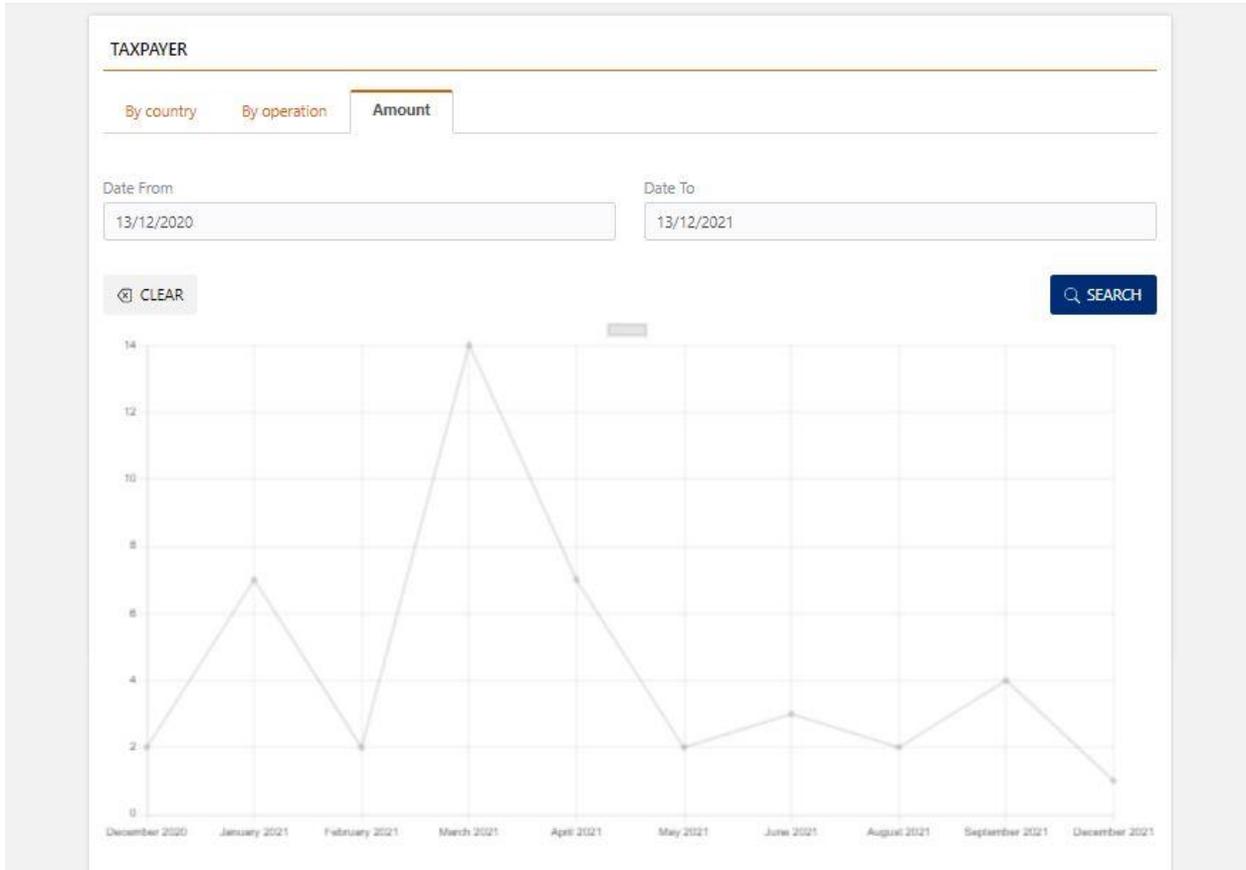


### By operation





### Amount



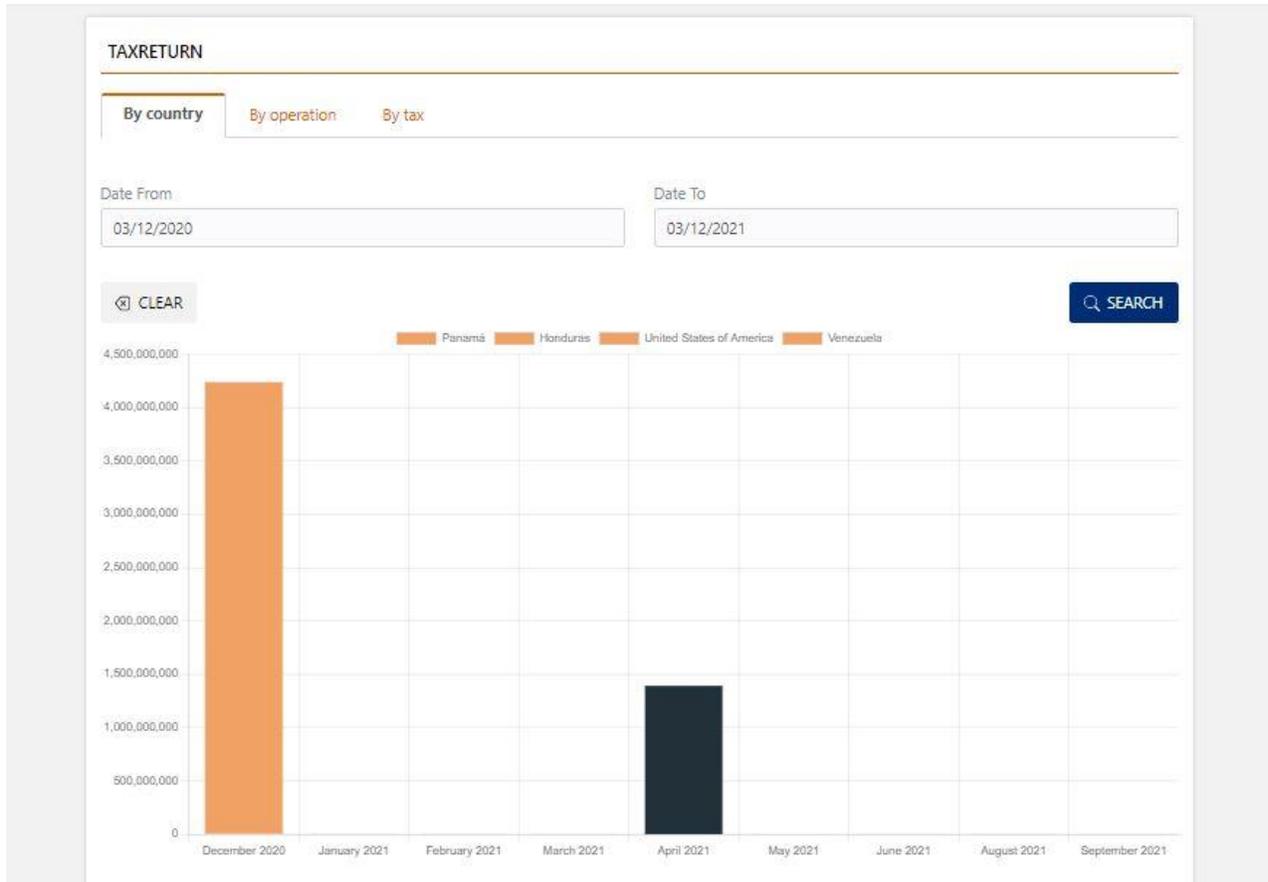
## Management Report - Declarations



Roles with access: "Report Manager"

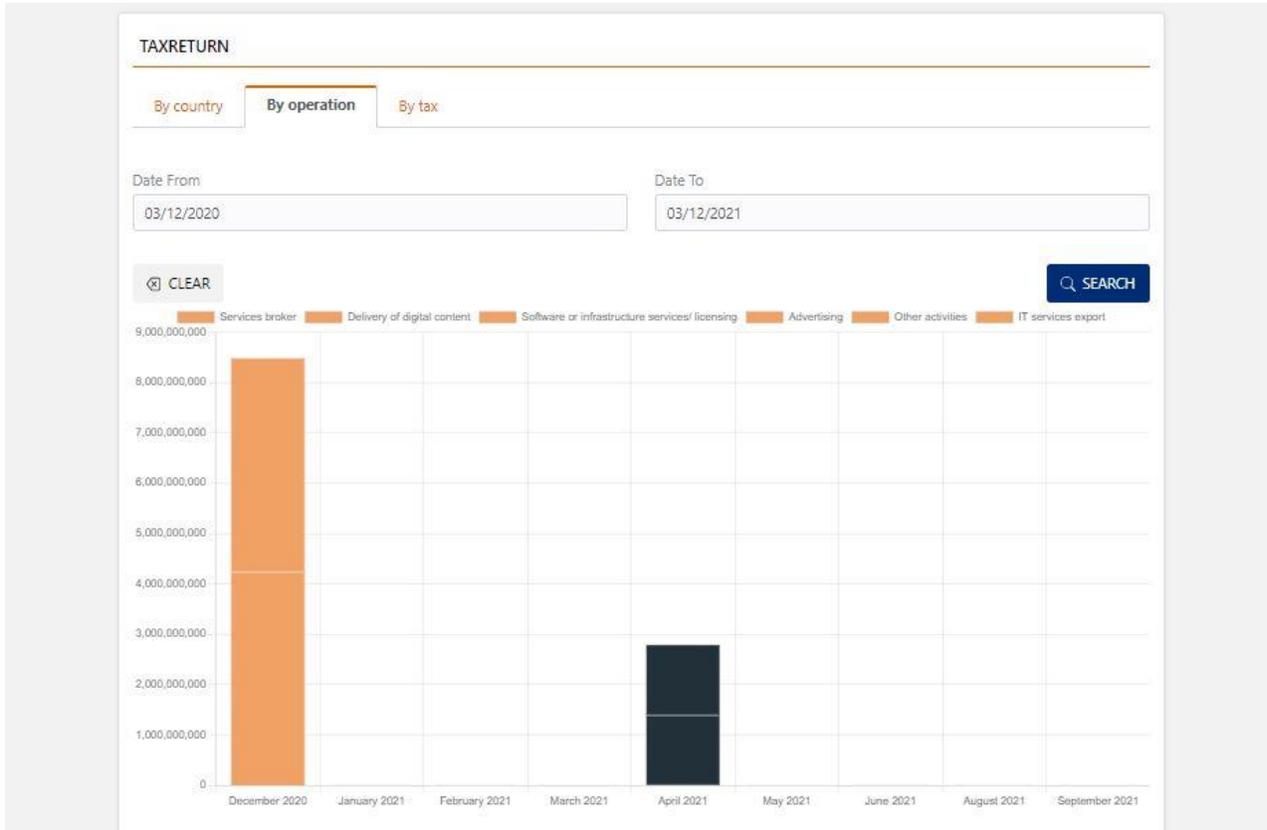
This functionality allows management officials of the tax administration to consult the information of declarations in a consolidated manner.

### By country



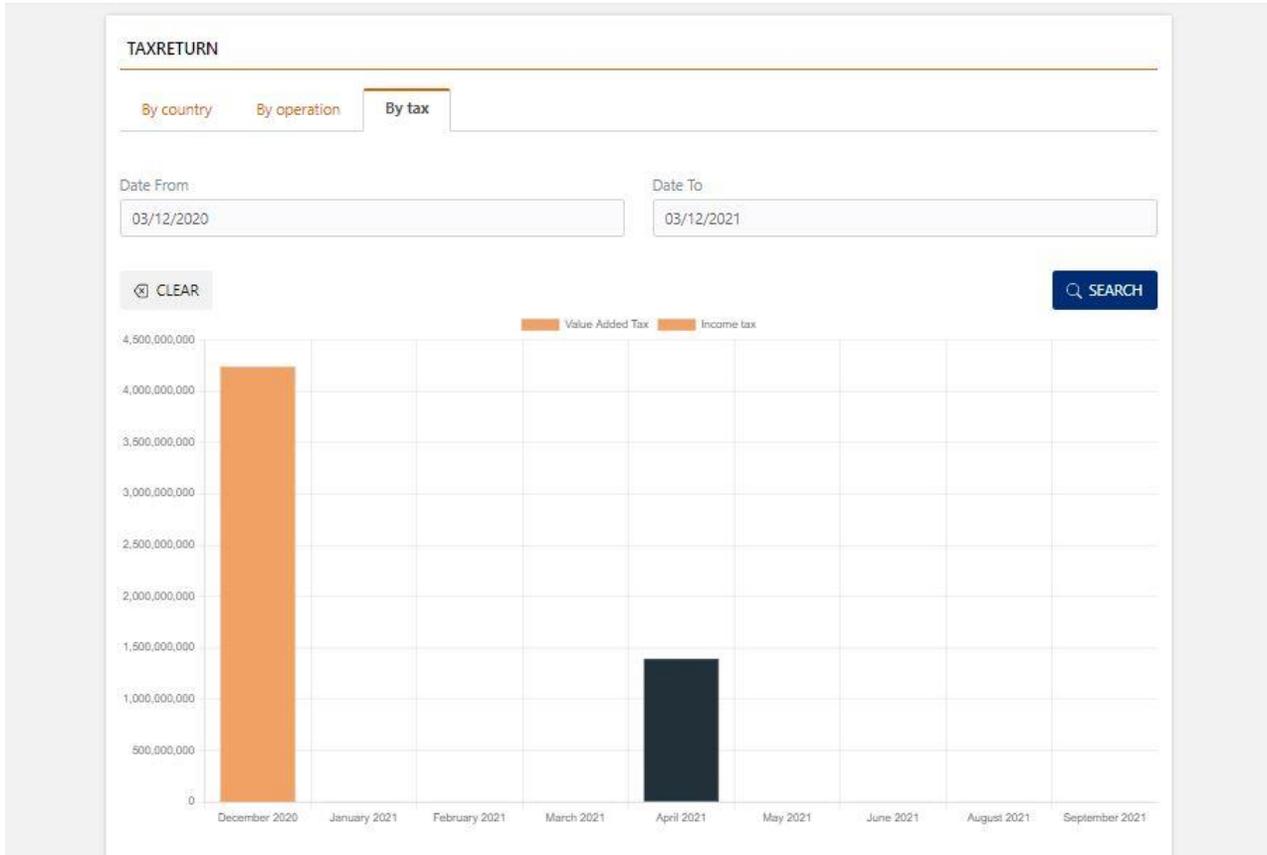


### By operation





### Tax amount



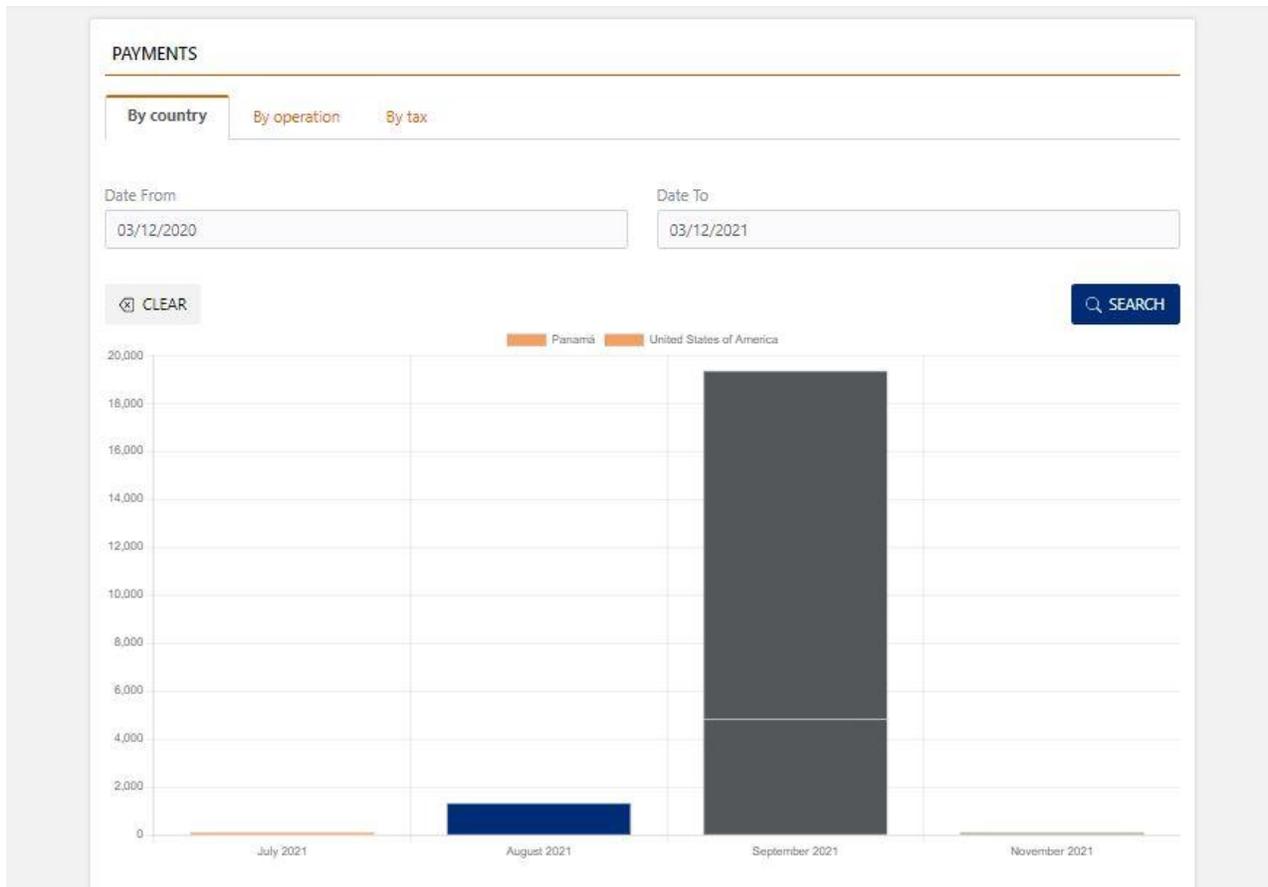
## Management Report - Payments



Roles with access: "Report Manager"

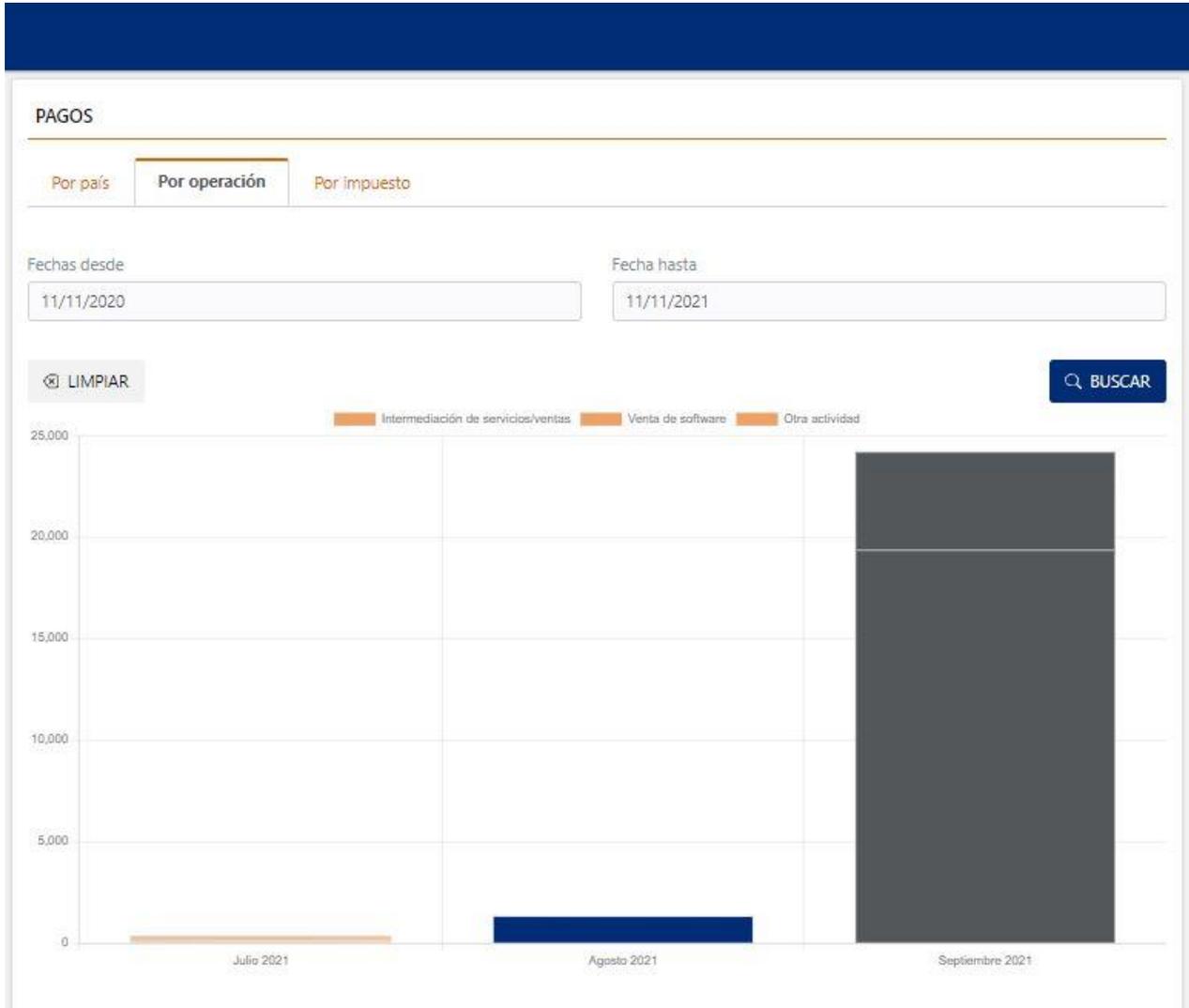
This functionality allows management officials of the tax administration to consult the information of the payments in a consolidated manner.

### By country



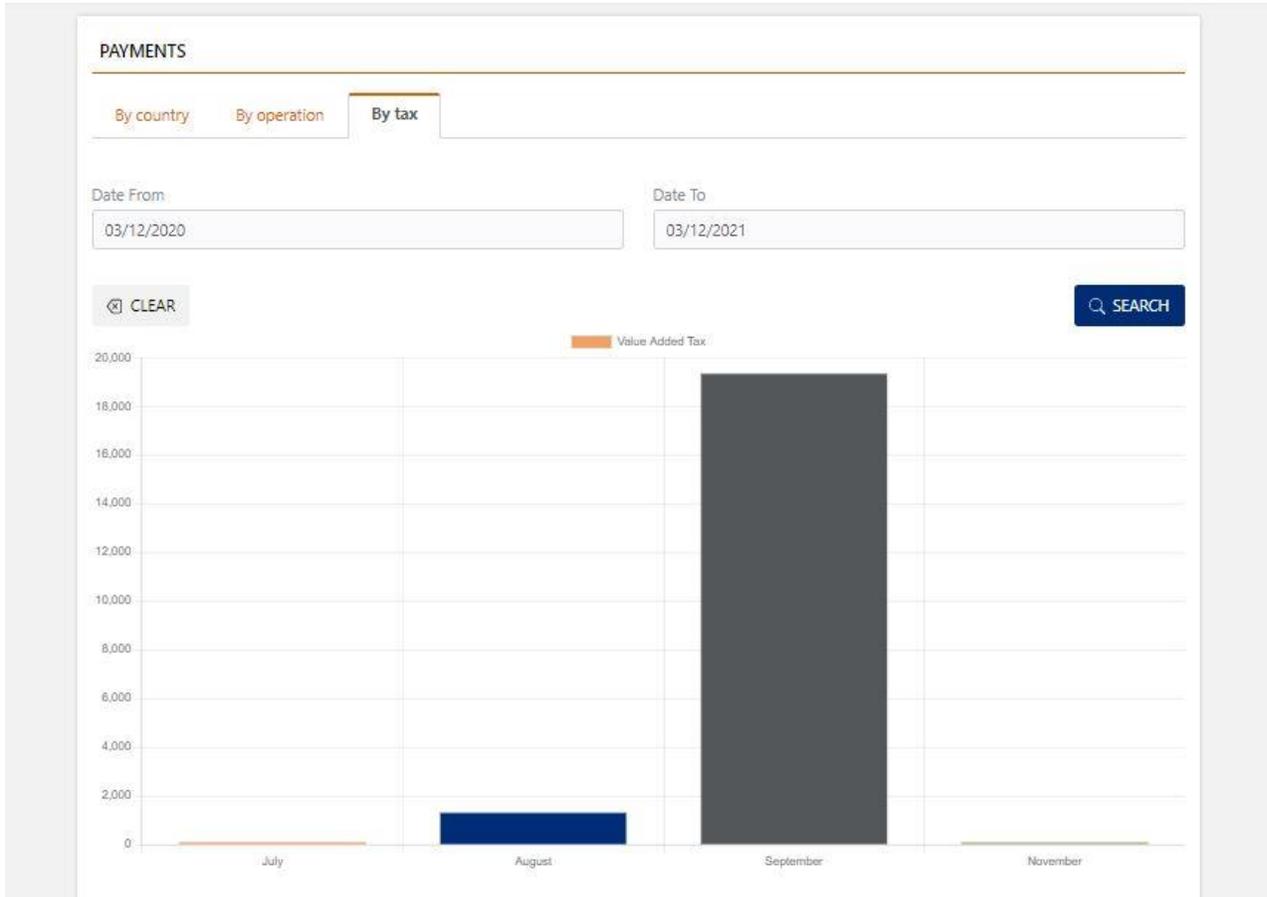


### By operation





### Tax amount



COMPLIANCE AND COLLECTION

In this section you will find the options to visualize and manage the follow-up of Compliance Control and Collection operations.

The following functionalities are grouped in the taxpayers section:

- View processes
- Non-compliance control
- Collection statistics
- Compliance statistics
- Penalties configuration



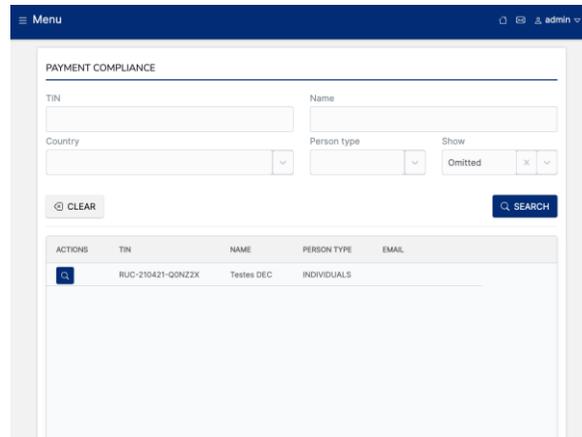
- BACK ←
- VIEW PROCESSES »
- NON-COMPLIANCE CONTROL »
- COLLECTION STATISTICS »
- COMPLIANCE STATISTICS »
- PENALTIES CONFIGURATION »

Compliance and collection – View processes



Roles with access: "Collection Manager"

Allows the consultation to analyze the compliance of payments by registered taxpayers. Lists all taxpayers with the option to view the historical detail and current status of their debts with the Administration.



Filters: You can filter by TIN, Country, Type of person and by currently omitted or not.

Once a taxpayer has been selected, we can visualize the history of its payment behavior.

The screenshot displays a taxpayer profile page with the following sections:

- TAXPAYER:** TIN RUC-210421-Q0NZ2X, Taxpayer Testes DEC.
- NON-COMPLIANCE DUE TO TAX:** DEMO COBRANZA.
- Summary Table:**

Period	Expiration date	Last payment	Wait	Penalty	Declaration amount	Monto de pago	Balance
2022-10	12/11/2022	---	10 days	0.00	---	0.00	0.00
- TAX RETURNS AND PAYMENTS:**

Date	Amount
21/11/2022	1,386.00
22/11/2022	699.30
21/11/2022	339.50
- COMMUNICATIONS:**

Date	Text
02/11/2022	dsa
01/11/2022	ComentariosComentariosComentariosComentariosCo

Here we can see a list of all the periods for which a non-payment was recorded and information on its evolution. We can visualize details such as the amount recovered, and the waiting time to recover the payment.

At the bottom we have the visualization of the last operations of the taxpayer, such as filing of returns and payment.

Finally, it allows you to record communications between the Administration and the taxpayer and enter a descriptive text of the conversation.

## Compliance and collection – Non-compliance control



Roles with access: "Compliance Manager".

Allows the consultation to analyze the lack of filing of returns by registered taxpayers. Lists all taxpayers with the option to view the historical detail and current status of their obligations to file.

The screenshot shows the 'NON COMPLIANCES' section of the application. It includes search filters for TIN, Name, Country, and Person type. A 'Show' dropdown is set to 'Omitted'. Below the filters is a table with the following data:

ACTIONS	TIN	NAME	PERSON TYPE	EMAIL
	RUC-201023-VQ0ABE	Ctbte #3 Español	INDIVIDUALS	rolando.delacru
	RUC-201023-90FNWV	Ctbte Nat #4	INDIVIDUALS	ROLANDO.DELA
	RUC-201023-8EL4RM	Ctbte # 5 Nat Español	INDIVIDUALS	rolando.delacru
	RUC-201023-CE9SDO	Marcos Prins	INDIVIDUALS	marcosprins@g
	RUC-201026-QYAQH4	Marcos Prins	INDIVIDUALS	marcosprins@g
	RUC-201026-ONT9XV	Ctbte #6 Individual Inglés Dato adicional	INDIVIDUALS	rolando.delacru
	RUC-201026-ME7BRX	ctbte 8 individual	INDIVIDUALS	rolando.delacru
	RUC-201028-FTYERLI	Ctbte # 10 FSP Natural	INDIVIDUALS	rolando.delacru



Filters: You can filter by TIN, Country, Type of person and by currently omitted or not.

Once a taxpayer has been selected, we can visualize the history of its filing behavior.

The screenshot shows the 'TAXPAYER' detail page for TIN RUC-201023-VQ0ABE (Ctbte #3 Español). It displays 'NON-COMPLIANCE DUE TO TAX' under the 'INCOME TAX' section. The following table shows the filing history:

Period	Expiration date	Notification date	Presentation date	Wait	Penalty	Declaration amount
2021	10/01/2022	07/11/2022	---	316 days	0.00	0.00

At the bottom of the page, there is a 'RETURN' button and the logo for Digital Economy Compliance.

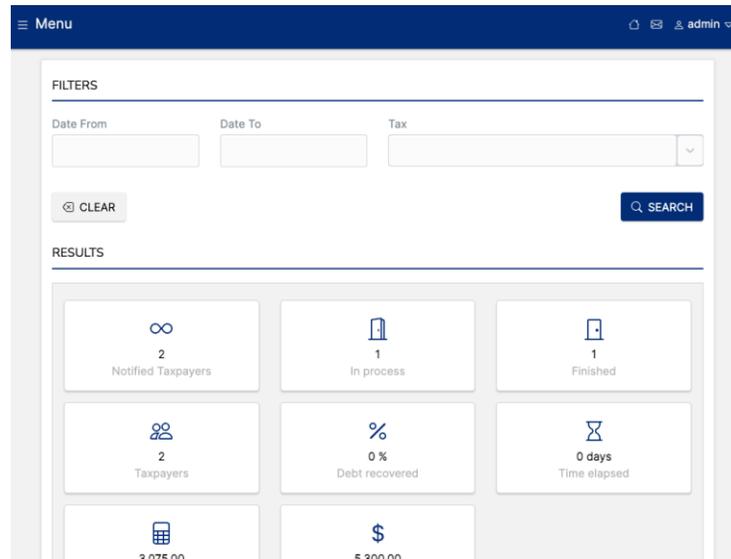
Here we can see the information of omissions by period and their current status.

## Compliance and collection – Collection statistics



Roles with access: "Collection Statistics".

It allows to visualize the status of compliance control processes based on the notifications that have been sent to taxpayers and their results.



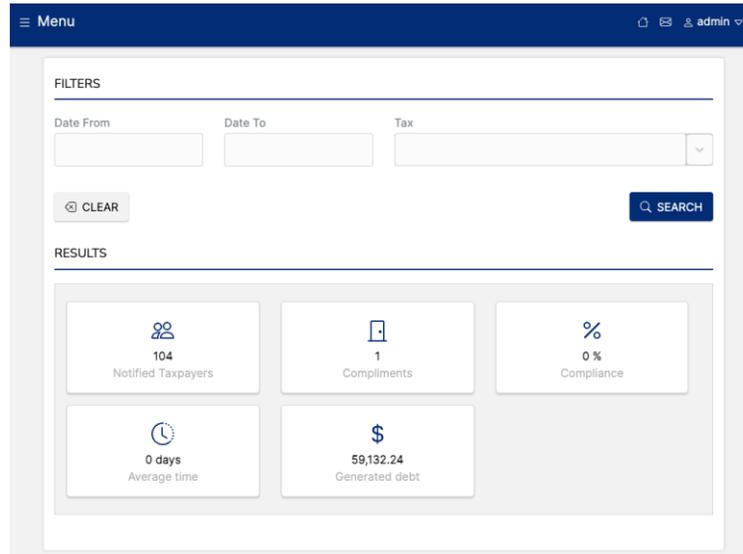
Filters: You can filter by Date From, Date To and Tax.

## Compliance and collection – Compliance statistics



Roles with access: "Compliance statistics".

It allows to visualize the status of compliance control processes based on the notifications that have been sent to taxpayers and their results.



Filters: You can filter by Date From, Date To and Tax.

## Compliance and collection – Penalties configuration



Roles with access: "Penalty administrator".

Tool to configure the amounts associated with penalties for non-compliance or failure to pay on time by taxpayers.

The screenshot shows the 'PENALTIES CONFIGURATION' interface. At the top, there is a 'Menu' button and a user profile 'admin'. Below the title, there are three filter dropdowns: 'Tax', 'Account type', and 'Type'. Below these filters are 'CLEAR' and '+ ADD' buttons, and a 'SEARCH' button with a magnifying glass icon. The main content is a table with the following data:

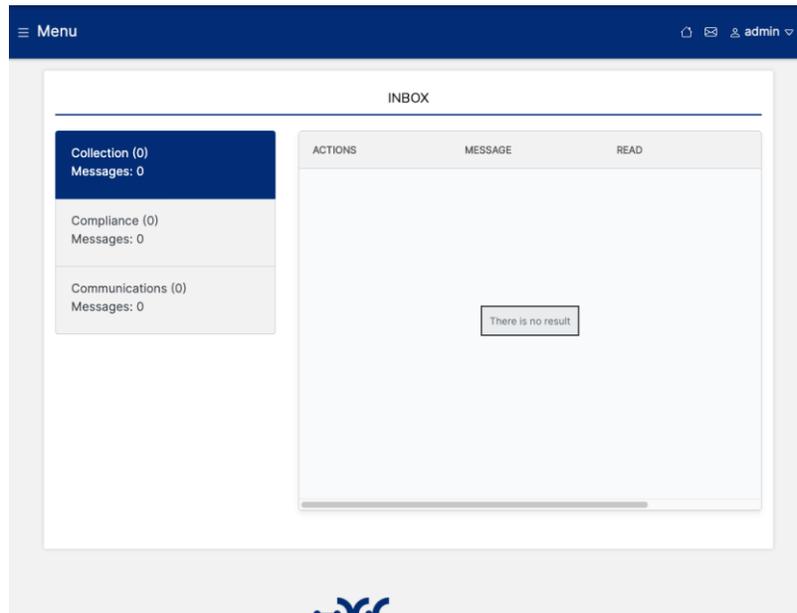
ACTIONS	TAX	ACCOUNT TYPE	TRANSACTION TYPE	PERIODICITY TYPE	PERIOD
	Demo cobranza	Taxreturn Account	Debit	Monthly	202201 to 2022
	Demo cobranza	Taxreturn Account	Debit	Monthly	202201 to 2022



Filters: Can be filtered by Tax, Type of account, Type of penalty, Type of penalty.

### Compliance and collection – Message box

The officer will have access to a message box where he/she will receive all notifications related to the collection and compliance control processes open in the system.





ANNEX I: EVENT LOG

SECURITY ACTIONS LOG

Log type	Event:
<b>Security actions log</b>	ChangePassword
	CreateUser
	CreateUserTaxpayer
	DisableTwoFactor
	DisableTwoFactorToUser
	EnableAuthenticator
	ForgetTwoFactorBrowser
	RecoverPassword
	RecoverPasswordRequest
	ResetAuthenticator
	UpdateProfile
	UpdateUser
	UpdateUserTaxpayer
	ReadInboxRequest
	CreateNotificationTemplate
	UpdateNotificationTemplate
	Createenvironmentvariable
	UpdateEnvironmentVariable
	CreateDocument
	DeleteDocument



SECURITY EVENT LOG

Log type	Event:
Security event log	AuthenticatorEnabled
	ExternalWsLogged
	PasswordChanged
	PasswordRecovered
	ProfileUpdated
	RecoverPasswordRequested
	TwoFactorBrowserForgotten
	TwoFactorDisabled
	UserCreated
	UserUpdated
	AuthenticatorReseted
	DomainEvent`
	NotificationTemplateCreated
	NotificationTemplateUpdated
	EnvironmentVariableCreated
	EnvironmentVariableUpdated
	DocumentCreated
DocumentDeleted	

SECURITY QUERY LOG

Log type	Event:
Security Query log	GetAuthenticationContext
	GetChangePasswordUrl
	GetProfile
	GetRecoveryCodes
	GetSharedKeyAndQrCodeUri
	GetTwoFactorAuthenticationContext
	GetUserByTaxpayerId
	Type:
	Login
	LoginExternalWs
	LoginUserName
	LoginWithfa
	LoginWithRecoveryCode
	Logout
	UserQueryPaginated
	NotificationTemplateQueryPaginated



CountInbox
CountNoReadInbox
GetInbox
GetInboxPaginated
EnvironmentVariableList
GetCommandLog
GetDomainEventLog
GetHttpLog
GetQueryLog
GetDocument

APPLICATION ACTIONS LOG

Log type	Event:
<b>Application Actions log</b>	ReadInboxRequest
	CreateNotificationTemplate
	UpdateNotificationTemplate
	CreateHomeTemplate
	CreateCatalog
	CreateCatalogType
	UpdateCatalog
	UpdateCatalogType
	ApproveEnrollmentRequest
	ApproveUpdateTaxpayerRequest
	CreateEnrollmentRequest
	CreateUpdateTaxpayerRequest
	RejectEnrollmentRequest
	RejectUpdateTaxpayerRequest
	RequestAdditionalInfoEnrollmentRequest
	UpdateEnrollmentRequest
	DisableFieldRegistration
	EnableFieldRegistration
	ApproveTaxReturn
	CalculateTaxes
	CreateCurrentAccountTransactionRule
	CreateTaxReturn
	CreateTaxReturnAmend
	DeleteCurrentAccountTransactionRule
RejectTaxReturn	
AddTaxPeriodicity	
AddTaxRate	



Createx
CreateTaxVector
DeleteTax
DeleteTaxPeriodicity
DeleteTaxRate
DeleteTaxVector
UpdateTax
UpdateTaxPeriodicity
UpdateTaxRate
Creareport
DeleteReportVersion
UpdateReportVersion
Addreport
CreateReport
CreateReportVector
CreateTaxReport
DeleteReport
DeleteReportPeriodicity
DeleteReportVector
TaxReportAmended
UpdateReport
UpdateReportPeriodicity
CreateReportCell
DeleteReportCell
UpdateReportCell
CreateOperation
DeleteOperation
UpdateOperation
CreateFormVersion
DeleteFormVersion
UpdateFormVersion
CreateFormStatement
DeleteFormStatement
UpdateFormStatement
CreateFormSection
DeleteFormSection
UpdateFormSection
CreateFormCell
DeleteFormCell
UpdateFormCell



	Createenvironmentvariable
	UpdateEnvironmentVariable
	CreateDocument
	DeleteDocument

**APPLICATION EVENT LOG**

Log type	Event:
<b>Application Event Log</b>	InboxCreated
	InboxRead
	NotificationTemplateCreated
	NotificationTemplateUpdated
	DomainEvent`
	HomeTemplateCreated
	CatalogCreated
	CatalogTypeCreated
	CatalogEdgeUpdated
	CatalogUpdated
	TaxpayerCreated
	TaxpayerOperationAdded
	TaxpayerOperationDeleted
	Taxreportadded
	TaxpayerReportDeleted
	TaxpayerTaxAdded
	TaxpayerTaxDeleted
	TaxpayerUpdated
	AdditionalInformationRequested
	EnrollmentRequestApproved
	EnrollmentRequestCreated
	EnrollmentRequestNumberAssigned
	EnrollmentRequestRejected
	EnrollmentRequestUpdated
	UpdateRequestCreated
	UpdateTaxpayerRequestApproved
	UpdateTaxpayerRequestRejected
	FieldRegistrationDisabled
	FieldRegistrationEnabled
	CurrentAccountTransactionRuleCreated
	Currentaccountcreated
	CurrentAccountTransactionCreated
Currentaccountupdated	



TaxReturnAmendCreated
TaxReturnApproved
TaxReturnCreated
TaxReturnInactivated
TaxReturnRejected
TaxCreated
TaxDeleted
TaxPeriodicityAdded
Taxperiodicityremoved
Taxperiodicityupdated
TaxRateAdded
TaxRateDeleted
TaxRateUpdated
TaxUpdated
TaxVectorAdded
ReportVersionCreated
Reportviewdeleted
ReportVersionUpdated
ReportCreated
ReportPeriodicityAdded
ReportPeriodicityRemoved
Reporting Periodicityupdated
Reporting
ReportVectorAdded
TaxReportAmendedCreated
TaxReportCreated
TaxReportProcessedWithError
TaxReportSubmitted
TaxReportSuccessfullyProcessed
ReportCellCreated
Reportdeleted
ReportCellUpdated
OperationCreated
OperationDeleted
OperationUpdated
FormVersionCreated
FormVersionDeleted
FormVersionUpdated
FormStatementCreated
FormStatementDeleted



FormStatementUpdated
FormSectionCreated
FormSectionDeleted
FormSectionUpdated
FormCellCreated
FormCellDeleted
FormCellUpdated
EnvironmentVariableCreated
EnvironmentVariableUpdated
DocumentCreated
DocumentDeleted

## APPLICATION QUERY LOG

Log type	Event:
<b>Application Query Log</b>	NotificationTemplateQueryPaginated
	CountInbox
	CountNoReadInbox
	GetInbox
	GetInboxPaginated
	GetHomeTemplate
	CatalogTypePaginatedQuery
	GetAllCatalogTypes
	GetCatalogByCode
	GetCatalogs
	GetCatalogsByFather
	GetCatalogsPaginated
	GetCatalogTypeById
	Getcatalogtypebyn
	Getformversions
	GetFormVersion
	TaxReturnExist
	CurrentAccountTransactionPaginated
	GetAmendingCreditPaginated
	GetTaxpayer
	GetTaxpayerCurrentAccount
	GetTaxpayerCurrentAccountReport
	GetTaxpayerPaginated
	GetTaxpayerPayments
	GetTaxpayerReport
	GetTaxpayerTax



GetTaxpayerRequest
GetTaxpayerRequestByTaxPayer
GetTaxpayerRequestPaginated
GetUpdateTaxPayerInfo
GetAllFieldRegistration
GetCurrentAccountTransactionRulePaginated
GetTaxReturnForAmendment
GetTaxReturnsPaginated
GetAllTaxPeriodicities
GetPeriodicityByCode
Getperiodicitytypebycode
GetPriorities
Gettaxspaginated
GetTaxPeriodicityPaginated
GetTaxRatesPaginated
GetTaxVectorPaginated
GetAllReportVersions
GetLastReportVersion
GetReportVersion
GetAllReportPeriodicities
GetReport
GetReportsPaginated
GetReportVectorPaginated
GetTaxpayerTaxReportDocument
GetTaxReport
GetTaxReportDetailsPaginated
GetTaxReportPaginated
GetReportCell
GetAllOperatio
GetOperationPaginated
GetAmountTaxByCountry
GetAmountTaxByOperation
GetAmountTaxByTax
GetTaxpayerAmountByLastDays
GetTaxpayerByCountry
GetTaxpayerByOperation
GetFormVersionByVersion
GetFormVersionForTaxReturn
GetLastFormVersion
GetFormSectionByFormVersion



	GetFormSectionPaginated
	GetFormDefinitionByVersion
	GetFormStatementsPaginated
	GetTaxFormFromByCode
	GetFormCell
	EnvironmentVariableList
	GetCommandLog
	GetDomainEventLog
	GetHttpLog
	GetQueryLog
	GetDocument

## ANNEX II: PRIMITIVES FOR CELL FORMULAS

Primitive	Description
TAXPAYER.CURRENCY	Returns the description of the default currency associated with the taxpayer.
TAXPAYER.CURRENCYCODE	Returns the default currency code associated with the taxpayer.
TAXPAYER.TIN	Returns the taxpayer's TIN.
TAXPAYER.TYPE	Returns the type of taxpayer (Legal, Natural)
TAXPAYER.NAME	Return the taxpayer's name.
TAXPAYER.COUNTRY	Returns the country associated to the taxpayer.
TAXPAYER.EMAIL	Returns the email associated to the taxpayer.
TAXPAYER.WEBSITE	Returns the website associated to the taxpayer.
TAXPAYER.ADDRESS	Return the taxpayer's address.
TAXPAYER.ID	Returns the taxpayer's internal ID.
TAXRETURN.TAXCODE	Returns the tax code associated with the form.
TAXRETURN.PERIOD	Returns the period associated with the declaration.
TAXRETURN.PERIODICITY	Returns the periodicity associated with the declaration.
TAXRETURN.FORMCODE	Returns the form code.
TAXRETURN.TYPE	Returns the declaration type (Original, Corrective).
TAXRETURN.ENABLE.NUMBER	Returns the active period declaration number.
TAXRETURN.ENABLE.TAXVALUE	Returns the total tax on the active return.
CREDIT.AVAILABLE (param: string Account type)	Returns the value available in the correction current account.
CREDIT.APPLY (param: number, param: string Counttype)	Returns the maximum between the value passed by parameter and the value available in the rectifications current account.
TAXRETURN.PREVIOUS.C [param: number]	Returns the value of a box in the active declaration of the previous period.