



Norad



Deutsche Gesellschaft
für Internationale
Zusammenarbeit (GIZ) GmbH



Digital
Economy
Compliance

Developed by CIAT / NORAD



USER MANUAL FOR OFFICIALS

PROGRAMME:

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

PROJECT

Indirect Taxation in the Digital Economy

NOVEMBER 2021

CONTENT

INTRODUCTION	4
• Notation	4
ACCESS TO THE SYSTEM	4
LOGIN TO THE SYSTEM	5
USER DATA	6
• Language and general data	6
• Password change	6
MENU OPTIONS	7
• Security	7
• Security-Users	8
• Security- Taxpayers	11
• Security- Two-Factor Authentication	13
• Security- Disable Two-Factor Authentication	15
• Security - Security Actions Logs	16
• Security- Security Event Log	17
• Security- HTTP Security Requests log	18
• Security- Log Security Queries	19
• Security - Application Actions log	20
• Security-Application Event Log	21
• Security- HTTP Application Requests log	22
• Security-Application Query Log	23
• Settings	24
• Settings-Terms and Conditions Template	25
• Settings - Home Screen Template	26
• Settings- App Notifications	27
• Settings- Security Notifications	28
• Settings - Environment Variables (Application)	29
• Settings-Environment Variables (Security)	30
• Configurations - Catalogues	31
• Settings- Taxpayer fields	33
• Operations	34
• Operations-Economic Activity	34
• Taxes	35
• Taxes- Manage Taxes	36
• Taxes-Managing Forms	38
• Taxes- Managing Reports	45
• Tax - Managing the Tax Operations	49
• Taxes - Managing Operations Reports	50
• Taxpayers	51

• Taxpayers - Feedback	52
• Taxpayers- Taxpayer requests	53
• Taxpayers - Taxpayer Report	55
• Taxpayers - Payment Inquiry	56
• Taxpayers - Balance Inquiry	57
• Taxpayers - Balance Adjustment	58
• Taxpayers- Current Account	60
• Declarations	62
• Declarations - Revision of corrections	62
• Payments	66
• Payments- Consult of Payments	66
• Payments- Registration of Payments	67
• Payments- Upload Bank Information	70
• Payments- Consulting Bank Information	72
• Payments- Payments Reconciliation	74
• Reports	76
• Reports-Declaration Consultation	76
• Reports- Consulting Reports	78
• Management Report	80
• Management Report - Taxpayers	80
• Management Report - Declarations	83
• Management Report - Payments	86
ANNEX I: EVENT LOG	96
• Security actions log	96
• Security event log	97
• Security Query log	97
• Application Actions log	98
• Application Event Log	100
• Application Query Log	102
ANNEX II: PRIMITIVES FOR CELL FORMULAS	105

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.

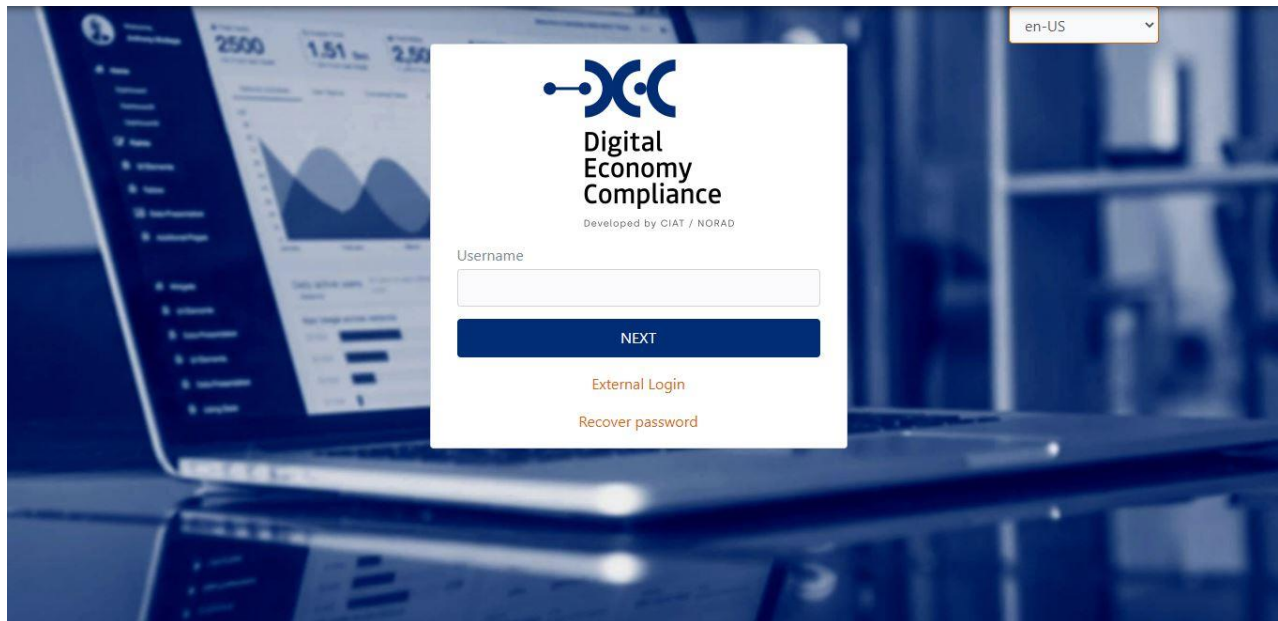
ACCESS TO THE SYSTEM

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.

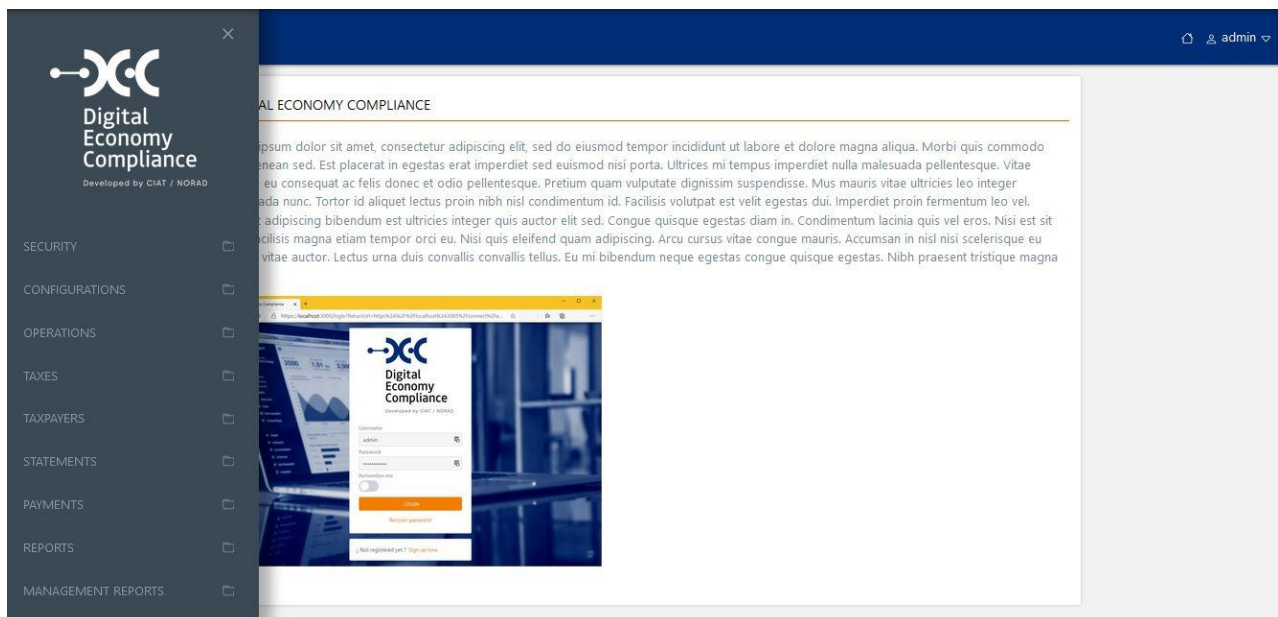
LOGIN TO THE SYSTEM

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.

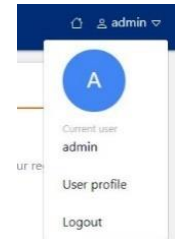


Access levels: As we will see later in the security section, the levels of access to the functionalities of the system are parameterizable from preset roles, depending on the roles that the user has associated, the corresponding menu options will be displayed.

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

User Name

Email

Full Name

Preferred Language

en-US

X

▼

Theme


Light mode

X

▼

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



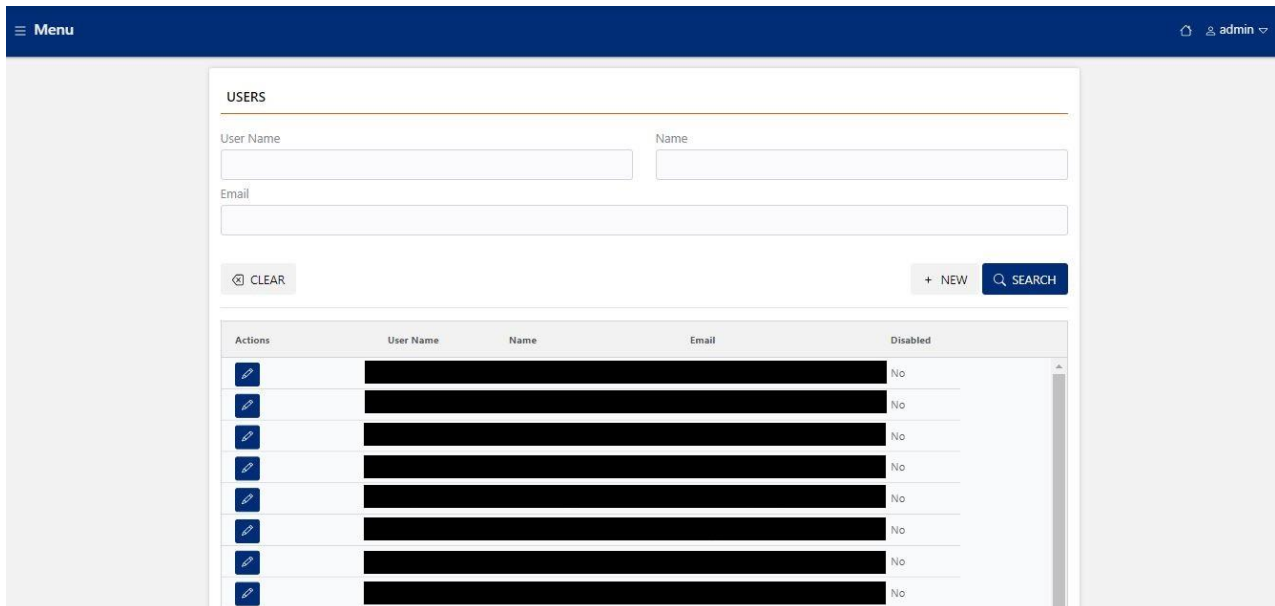
Roles with access: *User manager*

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.



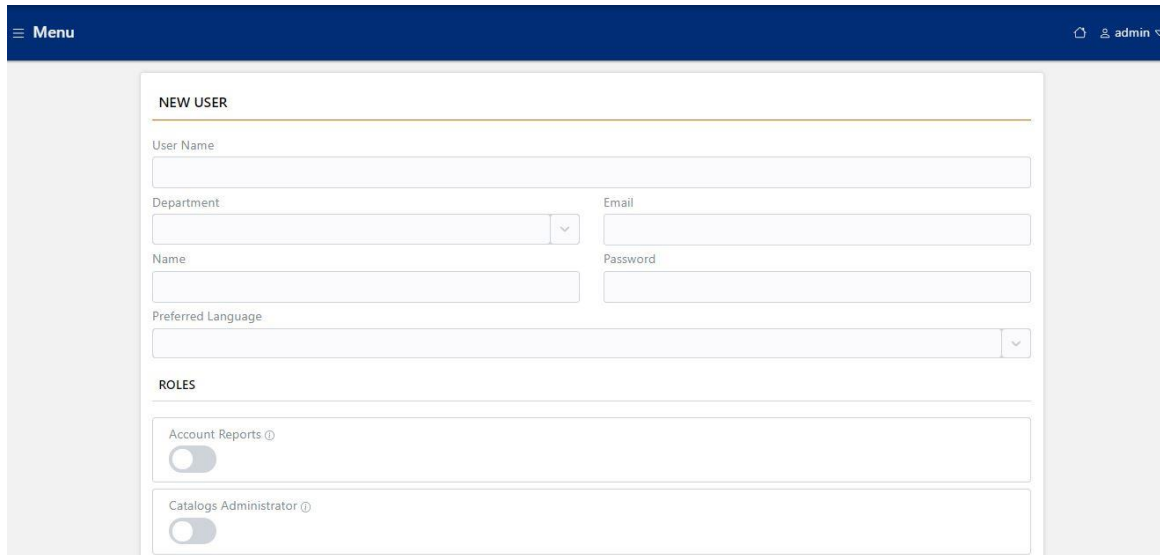
Filter: Filtering by *Username* (identifier), *Name* of the official and by *Email* Associated to the user.



Actions	User Name	Name	Email	Disabled
				No
				No
				No
				No
				No
				No
				No
				No

New User

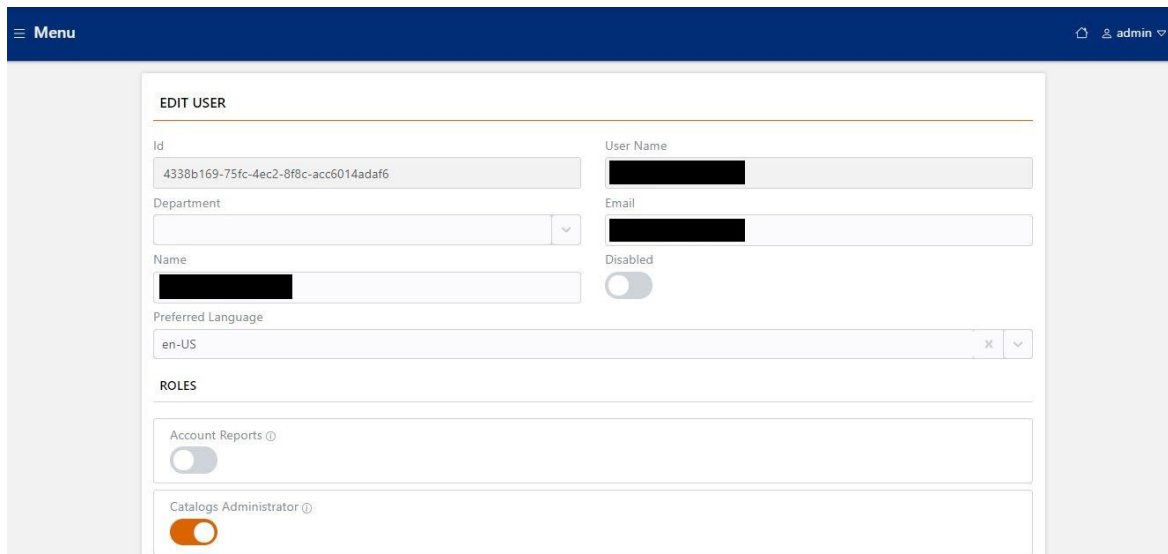
Using the button again, we can create a new official user, for which we will have to fill in the general data, such as Username, Department, Email, Name of the official, password and the language of preference, as well as select all the roles that the user needs from the role list that is displayed at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



The screenshot shows the 'NEW USER' form. It has a dark blue header with a 'Menu' icon and 'admin' user info. The form is divided into two main sections: 'NEW USER' and 'ROLES'. The 'NEW USER' section contains fields for 'User Name', 'Department' (a dropdown), 'Email', 'Name', 'Password', and 'Preferred Language' (a dropdown). The 'ROLES' section contains two toggle switches: 'Account Reports' and 'Catalogs Administrator', both currently turned off.

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.

The screenshot shows the 'EDIT USER' form. It has a dark blue header with a 'Menu' icon and 'admin' user info. The form is divided into two main sections: 'EDIT USER' and 'ROLES'. The 'EDIT USER' section contains fields for 'Id' (4338b169-75fc-4ec2-8f8c-acc6014adaf6), 'User Name' (redacted), 'Department' (a dropdown), 'Email' (redacted), 'Name' (redacted), 'Disabled' (a toggle switch), and 'Preferred Language' (en-US). The 'ROLES' section contains two toggle switches: 'Account Reports' and 'Catalogs Administrator', both currently turned off.

.....



This screenshot shows the continuation of the 'EDIT USER' form. It contains three more toggle switches: 'Taxreturn Reports' (turned on), '2FA Administrator' (turned off), and 'Users Administrator' (turned off). At the bottom, there are two buttons: 'CANCEL' and 'SAVE'.

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.

Menu

admin

TAXPAYERS







User Name

Name

Email

CLEAR

SEARCH

Actions	User Name	Name	Email	Disabled
	RUC-210301-TWUJJK	TAXPAYER DEMO		No
	RUC-201026-ME7BRX	ctbte 8 individual		No
	RUC-210428-EASRHU	TV por Streaming		No
	RUC-201203-XLEAKK	SubsSmart		No
	RUC-2010120-BYMFUX	Javier Fernandez		No
	RUC-201030-GHF8IZ	Ctbte 9 Nat US		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.



Menu
admin

Id
0a4f66d0-ec45-4b76-aa13-ac60010e606e

User Name
RUC-201026-0NT9XV

Email
sdctfsjdbcsjbdjh@xsghj.net

Name
Ctbte #6 Individual Inglés Dato adicional

Disabled
☒

Preferred Language
en-US

× CANCEL

✓ SAVE

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 glxp efg7` into your two factor authenticator app. Spaces and casing do not matter.

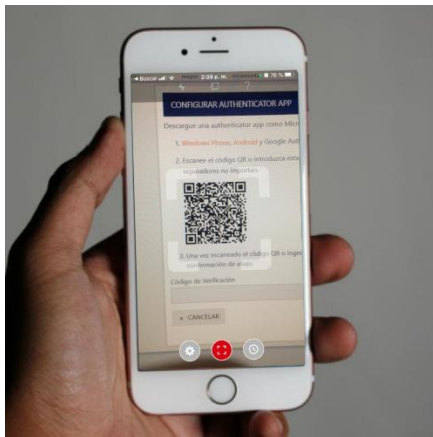


3. Once you have scanned the QR code or input the key above, your two factor authentication app will provide you with a unique code. Enter the code in the confirmation box below.

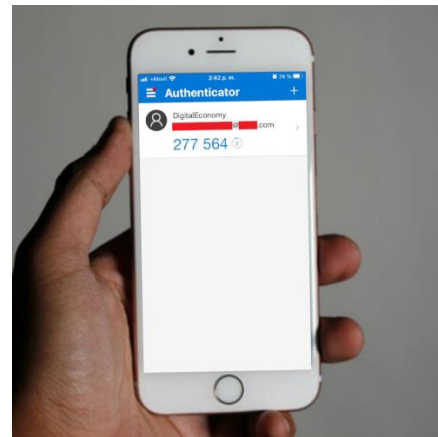
Verification Code

× 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.

RECOVERY CODES

Put these codes in a safe place.
If you lose your device and don't have the recovery codes you will lose access to your account.

0eae4d bdd026ae
510f4564 7b4f9cd6
bcf077e3 0db570fe
ea1736c4 03238e4f
78e7dcb1 3aa235e0

BACK

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.



Digital Economy Compliance
Developed by CIAT / NORAD

TWO-FACTOR AUTHENTICATION

Authenticator code

Remember this browser

LOGIN

Don't have access to your authenticator device? You can

LOGIN WITH A RECOVERY CODE

Disabling the two-factor Authentication

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

TWO FACTOR AUTHENTICATION

Two-factor authentication (2FA)


[Disable 2FA](#)
[Reset recovery codes](#)

Authenticator app

[Reset authenticator app](#)

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.

DISABLE TWO-FACTOR AUTHENTICATION (2FA)

 **This action only disables 2FA.**

Disabling 2FA does not change the keys used in authenticator apps.

If you wish to change the key used in an authenticator app you should: [reset your authenticator keys.](#)

DISABLE 2FA

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.

Menu

admin

DISABLE TWO FACTOR AUTHENTICATION (2FA)


User Name

Name

Email

CLEAR

SEARCH

Actions	User Name	Name	Email
	RCampos		

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 executed¹.



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".

¹ 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 occurred².

Menu

admin

EVENT LOGS-SECURITY

Date From

Date To

03/12/2021

User

Aggregate Name

User x v

Event Name

AuthenticatorEnabled x v

DOWNLOAD



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

² 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



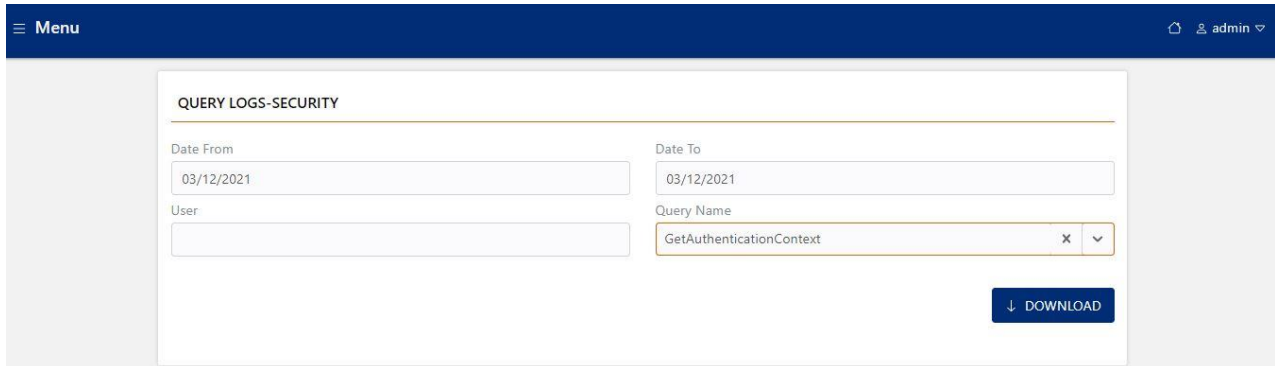
NOTE: After applying all the filters, the system downloads the log of the **https requests** matching the selected search filters.

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 query³.




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

³ 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.⁴

Menu

admin

COMMAND LOGS-APPLICATION

Date From

03/12/2021

Date To

03/12/2021

User

Command Name

ReadInboxRequest

Successfully Executed

☐

DOWNLOAD



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".

⁴ 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.⁵

Menu

admin

EVENT LOGS-APPLICATION

Date From

03/12/2021

Date To

03/12/2021

User

Aggregate Name

NotificationTemplate

Event Name

InboxCreated

DOWNLOAD



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

⁵ 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.⁶

Menu

admin

QUERY LOGS-APPLICATION

Date From

03/12/2021

Date To

03/12/2021

User

Query Name

NotificationTemplateQueryPaginated

X

↓ DOWNLOAD



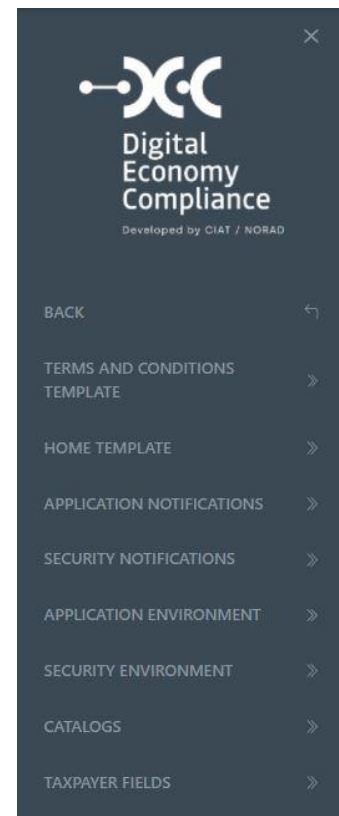
NOTE: After applying all the filters, the system downloads the log of the **query** executed matching the selected search filters.

⁶ 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.

Menu

admin

TERMS AND CONDITIONS TEMPLATE

Preferred Language

en-US

B

Normal

Font

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

CANCEL

SAVE

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     <p>
8       Lorem ipsum dolor sit amet, consectetur adipiscing
9       incididunt ut labore et dolore magna aliqua. Morbi
10      placerat in egestas erat imperdiet sed euismod nisi
11      imperdiet nulla malesuada pellentesque. Vitae congu
12      odio pellentesque. Pretium quam vulputate dignissim
13      ultricies leo integer malesuada nunc. Tortor id ali
14      condimentum id. Facilisis volutpat est velit egesta
15      leo vel. Suscipit adipiscing bibendum est ultricies
16      Congue quisque egestas diam in. Condimentum lacinia
17      facilisis magna etiam tempor orci eu. Nisi quis ele
18      cursus vitae congue mauris. Accumsan in nisl nisi s
19      auctor. Lectus urna duis 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 nisl nisi scelerisque eu ultrices vitae auctor. Lectus
urna duis 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

CLEAR

+ NEW

SEARCH

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

c6bc8399-ea91-4791-9699-be20cf534619

Name

tax-payer-request-approved

Email notification

☒

Push Notification

☒

Preferred Language

en-US

Inbox

Notifications

1 <!DOCTYPE html PUBLIC "-//W3C//DTD XHTML 1.0 Transitional//EN" "http://www.w3.org/TR/xhtml1/DTD/xhtml1-transitional.dtd">

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=1.0"/>

6 <title>Styleline Ping Email</title>

7 <style type="text/css">

8 @import url(http://fonts.googleapis.com/css?family=Roboto: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: #2196F3;

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 {

Complete!

Your request was approved

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
<input checked="" type="checkbox"/>	Correo/buzon de Prueba	true	true	es-ES
<input checked="" type="checkbox"/>	restore-password	true	false	es-ES
<input checked="" type="checkbox"/>	restore-password	true	false	en-US

Menu
admin

UPDATE - SECURITY NOTIFICATIONS

Template id
589a22a5-e96c-47e0-9973-dd8d0532af67

Name
restore-password

Email notification
☒

Push Notification
☐

Preferred Language
en-US

```

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>Stylus 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: #218604;
24 }
25
26 .img {
27 border: none;
28 }
29
30 /* General styling */
31
32 td, h1, 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

CLEAR

+ NEW

SEARCH

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
smtp_server

Type
Text

Value
smtp.office365.com

CANCEL

SAVE

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

CLEAR
NEW
SEARCH

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
maximum_failed_access_attempts

Type
Number

Value
3

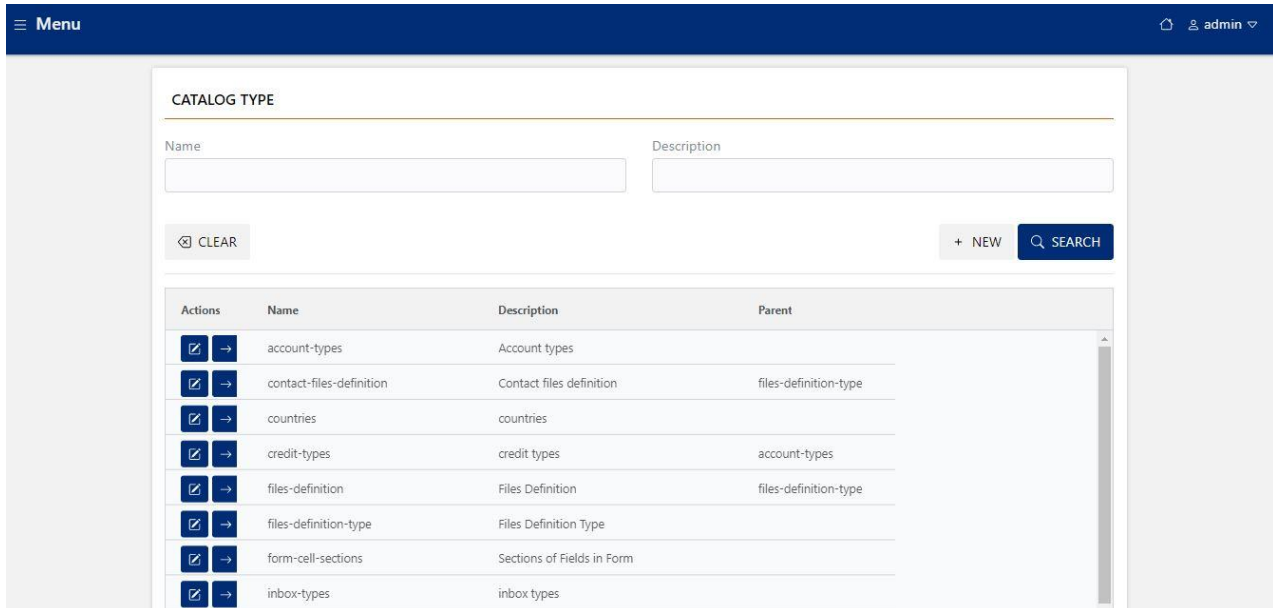
CANCEL
SAVE

Configurations - Catalogues



Roles with access: "Catalog Manager"

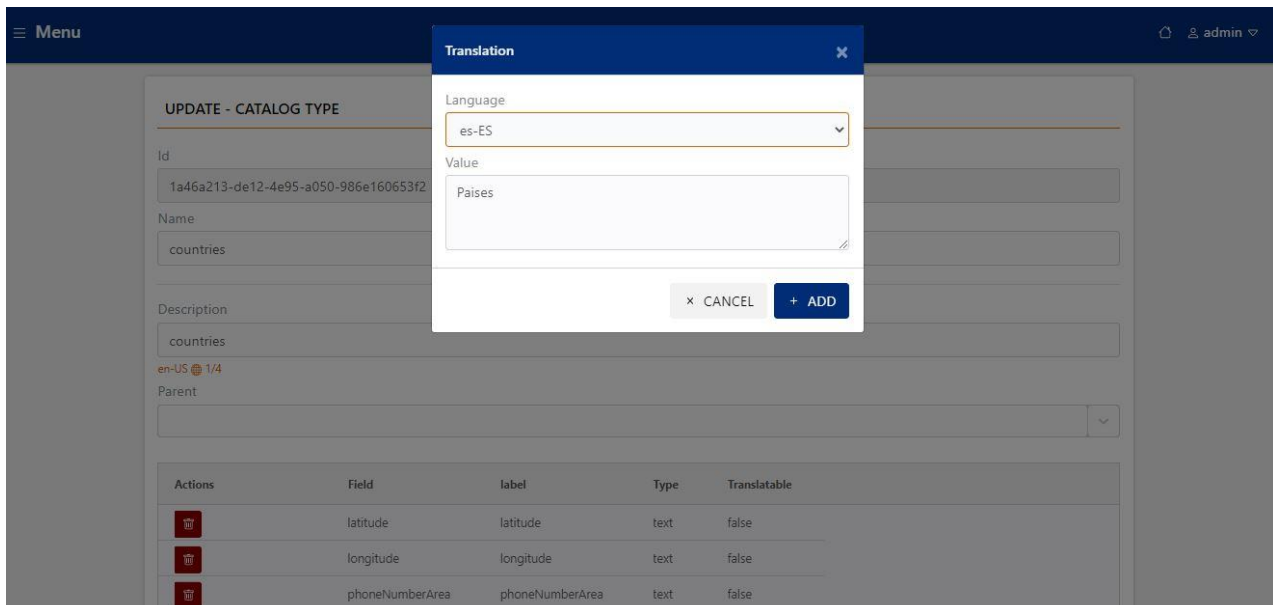
The catalogs functionality is one of the functionalities that allows the system to have a high degree of configuration and parameterization, here the different parametric lists of the system can be configured, such as the types of periodicities, the list of countries with their corresponding associated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



CATALOG TYPE

Name Description

Actions	Name	Description	Parent
<input checked="" type="checkbox"/> →	account-types	Account types	
<input checked="" type="checkbox"/> →	contact-files-definition	Contact files definition	files-definition-type
<input checked="" type="checkbox"/> →	countries	countries	
<input checked="" type="checkbox"/> →	credit-types	credit types	account-types
<input checked="" type="checkbox"/> →	files-definition	Files Definition	files-definition-type
<input checked="" type="checkbox"/> →	files-definition-type	Files Definition Type	
<input checked="" type="checkbox"/> →	form-cell-sections	Sections of Fields in Form	
<input checked="" type="checkbox"/> →	inbox-types	inbox types	



UPDATE - CATALOG TYPE

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

Name: countries

Description: countries

en-US 1/4

Parent:

Translation

Language: es-ES

Value: Países

Actions	Field	label	Type	Translatable
<input checked="" type="checkbox"/>	latitude	latitude	text	false
<input checked="" type="checkbox"/>	longitude	longitude	text	false
<input checked="" type="checkbox"/>	phoneNumberArea	phoneNumberArea	text	false



NOTE: The catalogs are multilingual.

Menu
admin

CATALOG

Name

RETURN
+ ADD
SEARCH

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.

Menu

admin

TAXPAYER FIELDS

<div>Contact ADDRESS</div> <div>Enabled</div> <div></div>	<div>Contact CITY</div> <div>Enabled</div> <div></div>	<div>Contact IDENTIFICATION</div> <div>Enabled</div> <div></div>	<div>Contact IDENTIFICATION TAX NUMBER</div> <div>Enabled</div> <div></div>
<div>Contact PHONE NUMBER</div> <div>Enabled</div> <div></div>	<div>Contact POLITICAL DIVISION</div> <div>Enabled</div> <div></div>	<div>Contact ZIP CODE</div> <div>Enabled</div> <div></div>	<div>General Data ADDRESS</div> <div>Enabled</div> <div></div>
<div>General Data CITY</div> <div>Enabled</div> <div></div>	<div>General Data COMMERCIAL NAME</div> <div>Enabled</div> <div></div>	<div>General Data POLITICAL DIVISION</div> <div>Enabled</div> <div></div>	<div>General Data WEB SITE</div> <div>Enabled</div> <div></div>
<div>General Data ZIP CODE</div> <div>Enabled</div> <div></div>	<div>Tax IDENTIFICATION</div> <div>Enabled</div> <div></div>	<div>Tax IDENTIFICATION DOCUMENT NUMBER</div> <div>Enabled</div> <div></div>	<div>Tax PHONE NUMBER</div> <div>Enabled</div> <div></div>

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.

Menu

admin

ECONOMY ACTIVITY

Code

Name

CLEAR

+ NEW

SEARCH

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.

Menu

admin

MANAGE TAXES

Code



Short Name

Name

CLEAR

+ NEW

SEARCH

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

Menu

admin

General

Rates

Periodicity

Code

Short Name

Name

101

VAT US

Value Added Tax

en-US 2/4

en-US 2/4

CANCEL

DELETE

SAVE



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

Translation

Language
es-ES

Value
IVA

CANCEL ADD

Taxes- Rates

Menu
admin

General Rates Periodicity

Rate Type

CLEAR

+ NEW SEARCH

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

CLEAR

+ NEW SEARCH

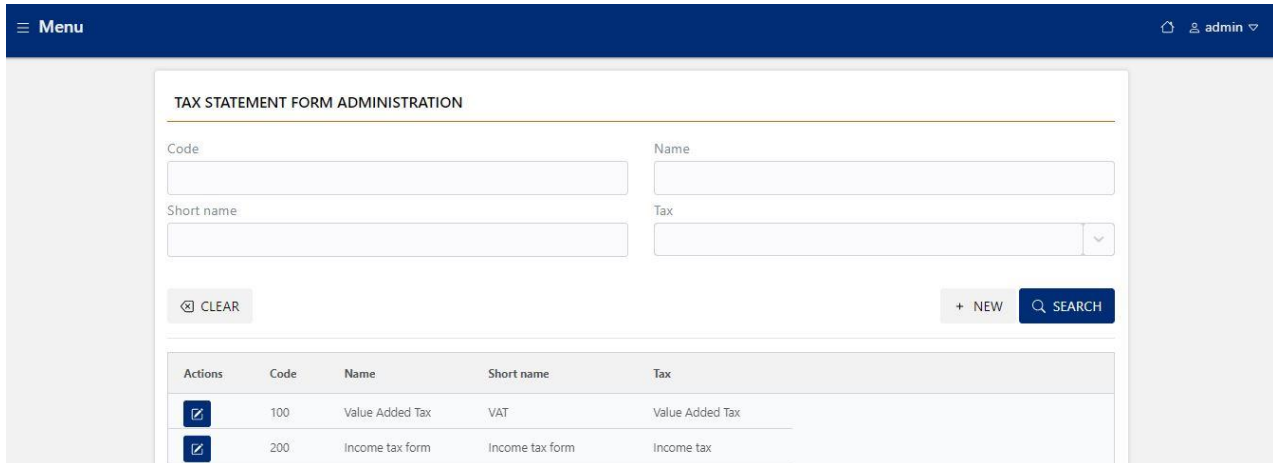
Actions	Rate Type	Value	Date From	Date To
<input checked="" type="checkbox"/>	IVA	10	01/01/2020	31/01/2020
<input checked="" type="checkbox"/>	IVA	7	01/02/2020	

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.

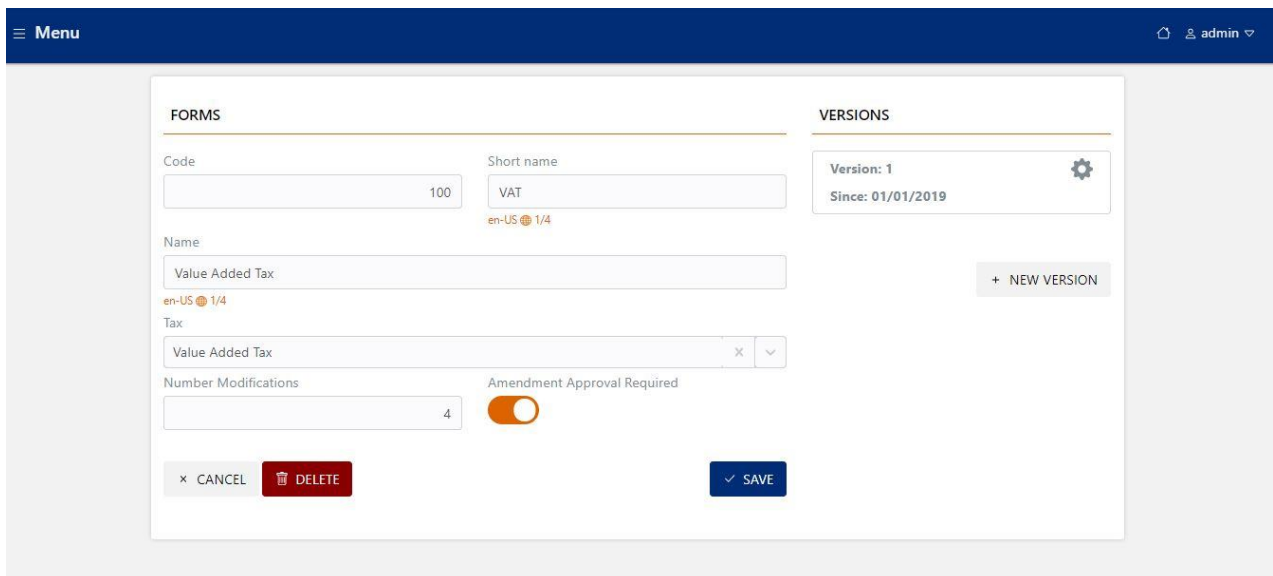


The screenshot shows the 'TAX STATEMENT FORM ADMINISTRATION' interface. It includes a header with a 'Menu' button and a user profile 'admin'. The main area contains a form with fields for 'Code', 'Name', 'Short name', and 'Tax'. Below the form is a 'CLEAR' button and a '+ NEW' button next to a 'SEARCH' button. A table below the form lists existing forms:

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



The screenshot shows the 'FORMS' configuration interface. It includes a header with a 'Menu' button and a user profile 'admin'. The main area is divided into two sections: 'FORMS' and 'VERSIONS'. The 'FORMS' section contains fields for 'Code' (100), 'Short name' (VAT), 'Name' (Value Added Tax), 'Tax' (Value Added Tax), 'Number Modifications' (4), and 'Amendment Approval Required' (toggle switch). The 'VERSIONS' section shows 'Version: 1' and 'Since: 01/01/2019'. There are buttons for '+ NEW VERSION', 'CANCEL', 'DELETE', and 'SAVE'.

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

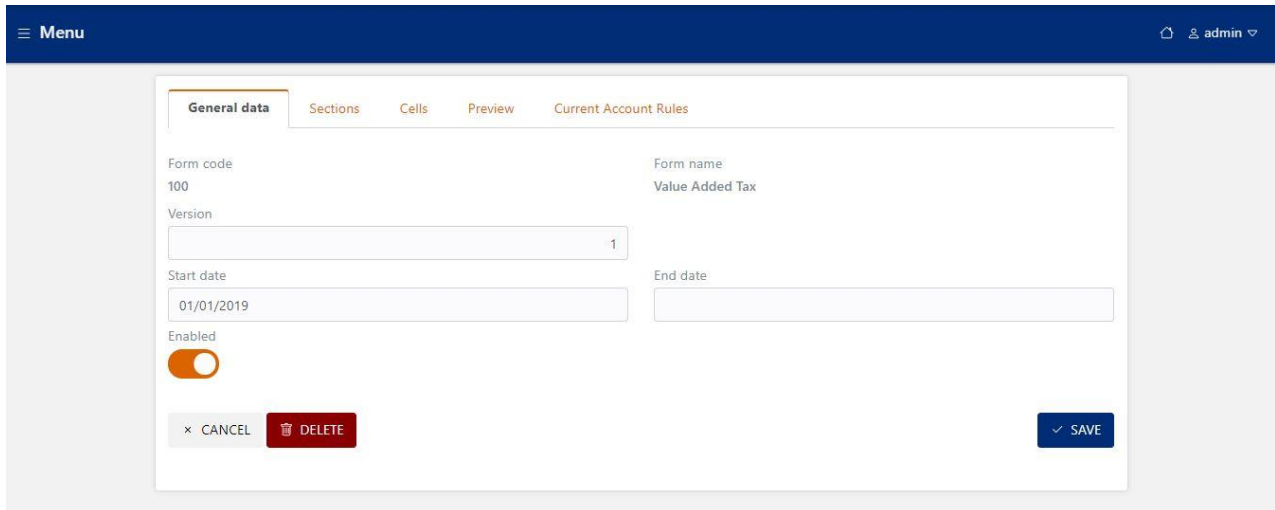
The forms can have different versions associated, with different validity ranges, we will see below the details that must be parameterized for a version of a tax form.



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



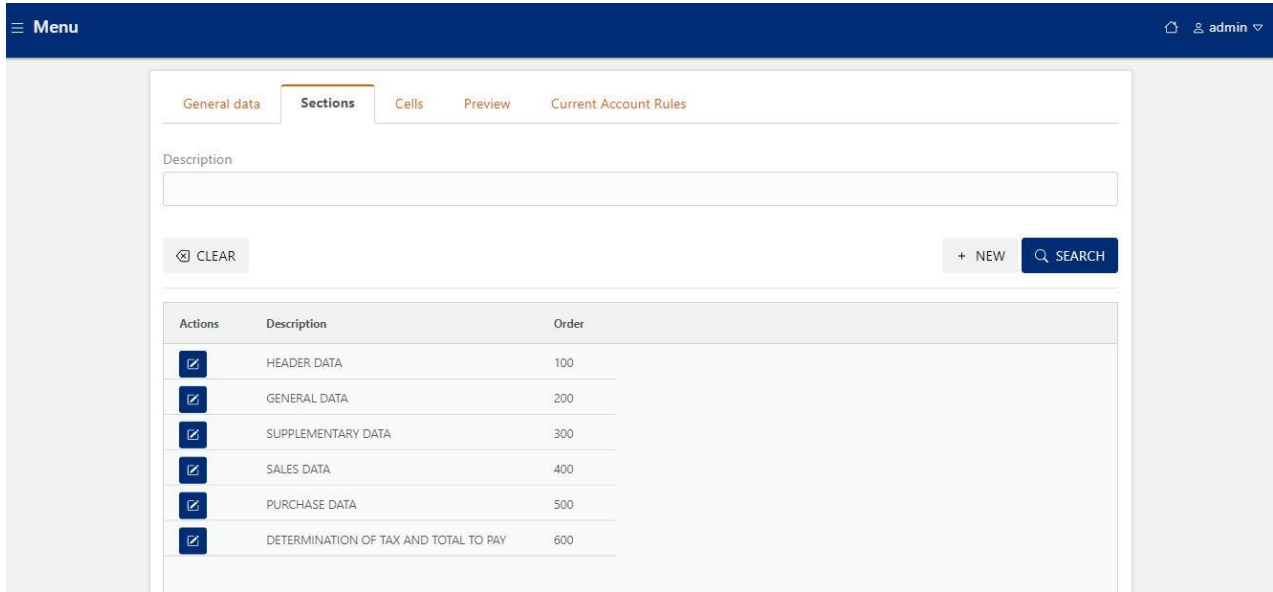
The screenshot shows a web application interface for configuring a tax form version. At the top, there is a dark blue header with a 'Menu' icon and a user profile 'admin'. Below the header, the main content area has a tabbed interface with 'General data' selected. The 'General data' tab contains the following fields:

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

At the bottom of the form, there are three buttons: 'CANCEL' (with a close icon), 'DELETE' (with a trash icon), and 'SAVE' (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



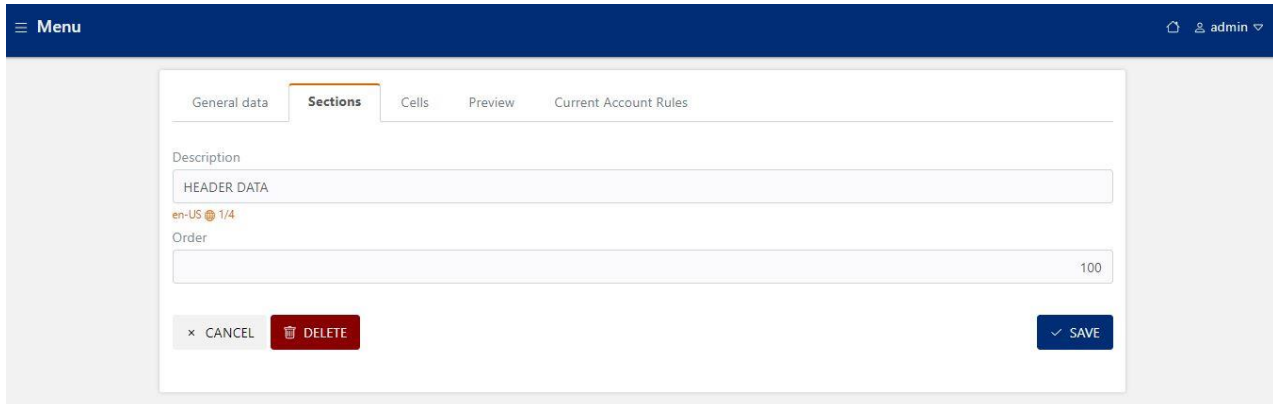
Menu admin

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

Description

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.



Menu admin

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

Description

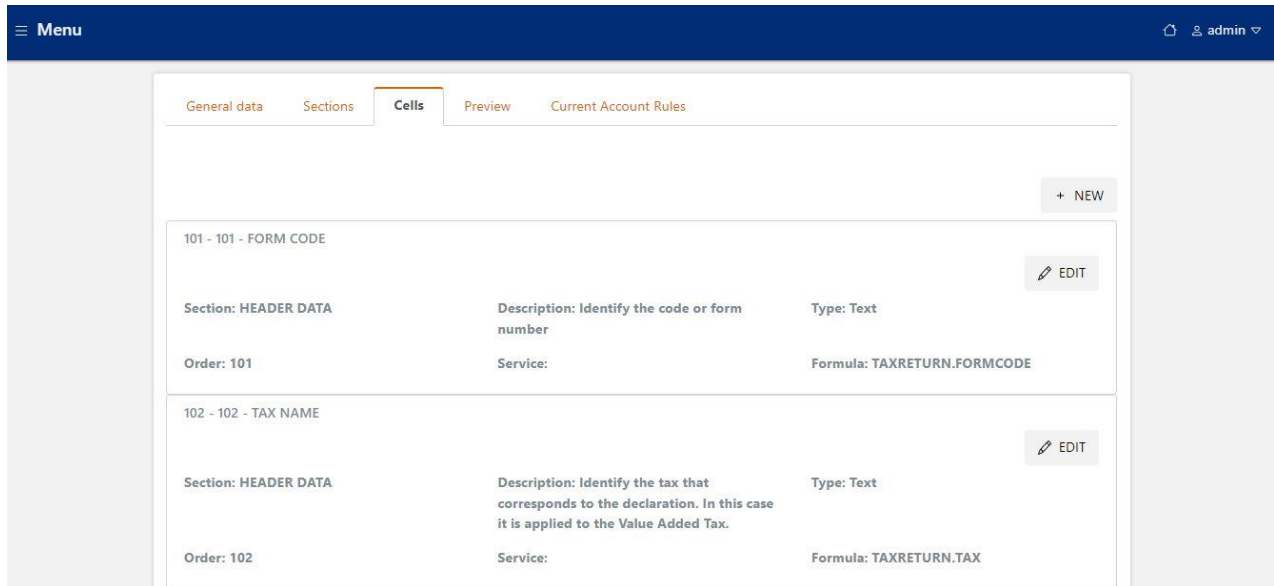
HEADER DATA

en-US 1/4

Order

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



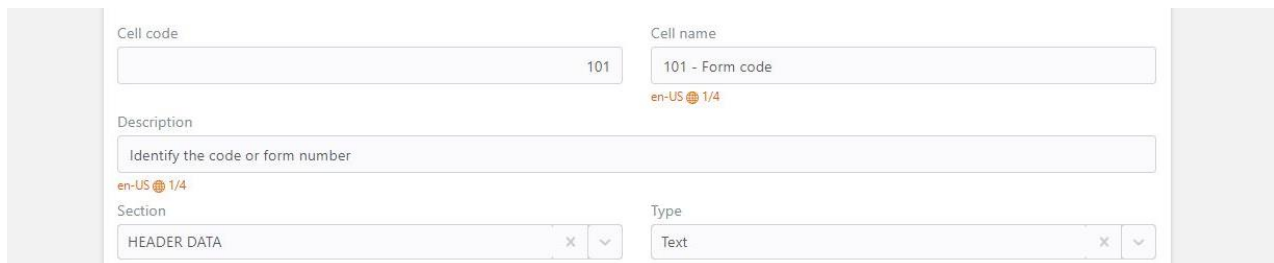
The screenshot shows the 'Cells' tab in the 'Form, Version, Cells' interface. The interface has a dark blue header with a 'Menu' button and a user profile 'admin'. Below the header, there are tabs for 'General data', 'Sections', 'Cells', 'Preview', and 'Current Account Rules'. The 'Cells' tab is active, showing a list of cells. Each cell has a 'Section', 'Description', 'Type', and 'Formula'. There are also '+ NEW' and 'EDIT' buttons.

Section	Description	Type	Formula
101 - 101 - FORM CODE	Identify the code or form number	Text	TAXRETURN.FORMCODE
102 - 102 - TAX NAME	Identify the tax that corresponds to the declaration. In this case it is applied to the Value Added Tax.	Text	TAXRETURN.TAX

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:



The screenshot shows the 'Cell Detail' form. It has the following fields:

- Cell code:** 101
- Cell name:** 101 - Form code
- Description:** Identify the code or form number
- Section:** HEADER DATA
- Type:** Text

- **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).

- **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:** 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.

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.

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.

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-201203-XLEAKK"/>	104 - Period ⓘ <input type="text" value="202101"/>
106 - Type of tax declaration ⓘ <input type="text" value="original"/>	107 - Tax return currency ⓘ <input type="text"/>

GENERAL DATA	
201 - Name ⓘ <input type="text" value="SubsSmart"/>	202 - Country ⓘ <input type="text" value="Panamá"/>
203 - Fiscal address ⓘ <input type="text" value="Dirección SubsSmart"/>	204 - Website ⓘ <input type="text" value="www.subsmart.com"/>
205 - Email ⓘ <input type="text" value="sebastian.noguez@ideati.net"/>	

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

43 of 105

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




1

Account type

CLEAR

+ NEW

SEARCH

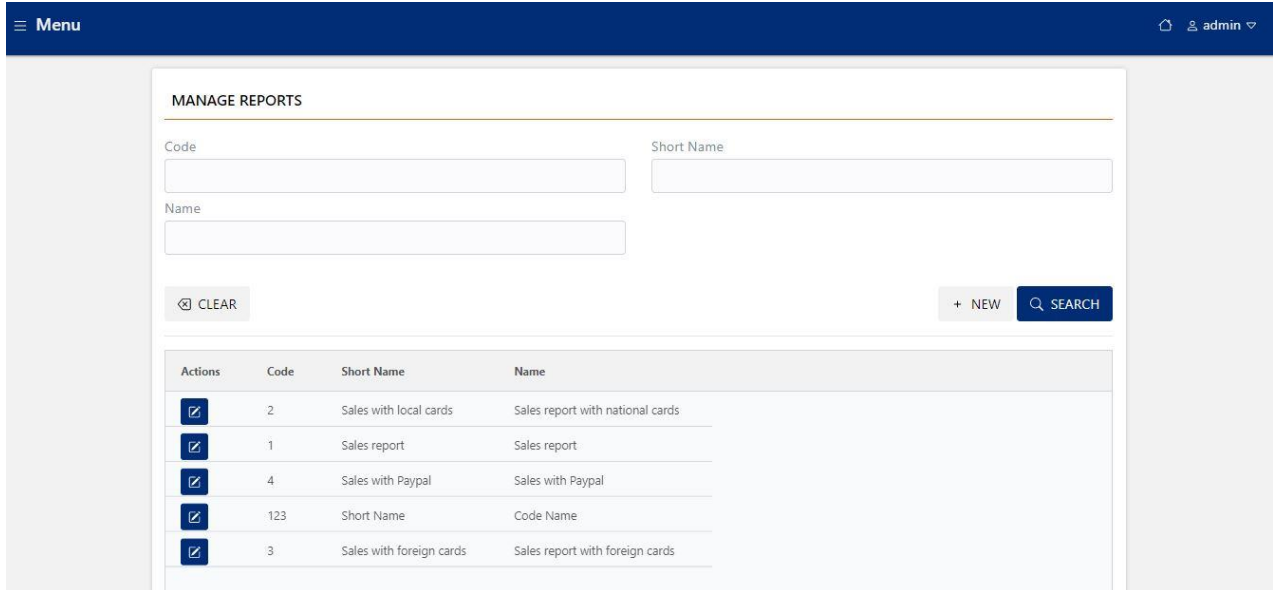
Actions	Account type	Transaction type	Cell
	Taxreturn Account	Debit	609
	Taxreturn Amended Credit	Amendment credit	607
	Taxreturn Amended Credit	Amendment credit use	606

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.

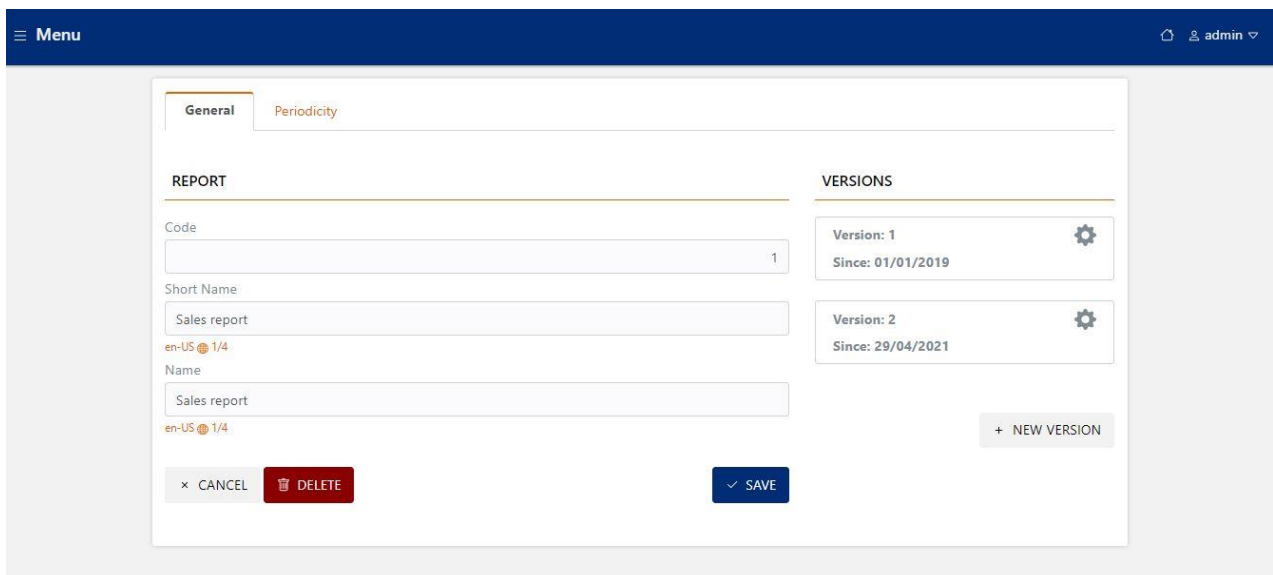


The screenshot shows the 'MANAGE REPORTS' interface. At the top, there is a header bar with a 'Menu' icon and a user profile 'admin'. Below the header, the main content area is titled 'MANAGE REPORTS'. It features three input fields: 'Code', 'Short Name', and 'Name'. Below these fields is a 'CLEAR' button. To the right of the input fields are two buttons: '+ NEW' and 'SEARCH'. Below the input fields is a table with the following columns: 'Actions', 'Code', 'Short Name', and 'Name'. The table contains five rows of data:

Actions	Code	Short Name	Name
	2	Sales with local cards	Sales report with national cards
	1	Sales report	Sales report
	4	Sales with Paypal	Sales with Paypal
	123	Short Name	Code Name
	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

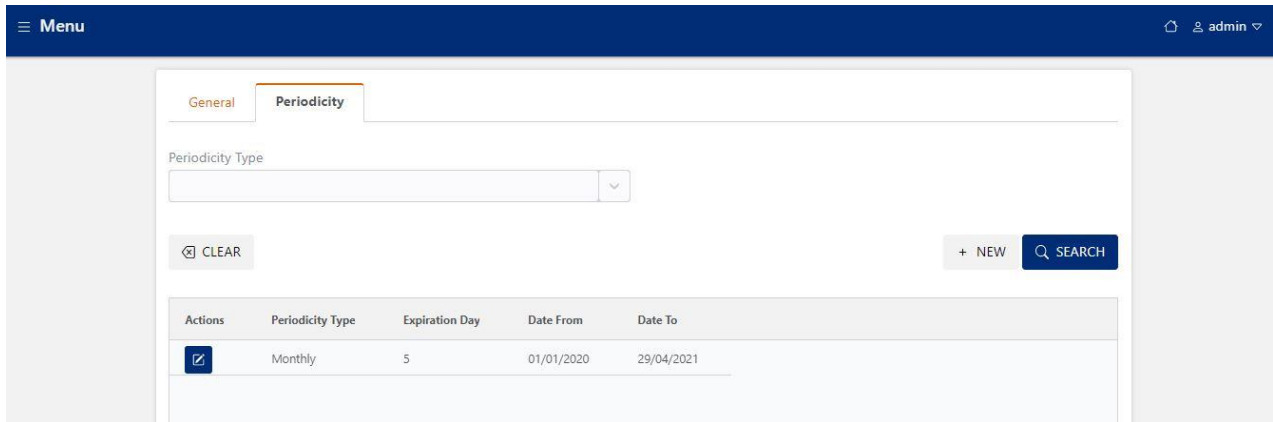


The screenshot shows the 'Reports, General' settings screen. At the top, there is a header bar with a 'Menu' icon and a user profile 'admin'. Below the header, the main content area is titled 'Reports, General'. It features two tabs: 'General' (selected) and 'Periodicity'. The 'General' tab is divided into two sections: 'REPORT' and 'VERSIONS'. The 'REPORT' section has three input fields: 'Code' (with a value of '1'), 'Short Name' (with a value of 'Sales report'), and 'Name' (with a value of 'Sales report'). Below these fields is a 'CANCEL' button and a 'DELETE' button. The 'VERSIONS' section has two entries: 'Version: 1' (Since: 01/01/2019) and 'Version: 2' (Since: 29/04/2021). Each entry has a gear icon for settings. Below the versions section is a '+ NEW VERSION' button. At the bottom of the screen are three buttons: 'CANCEL', 'DELETE', and 'SAVE'.


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.

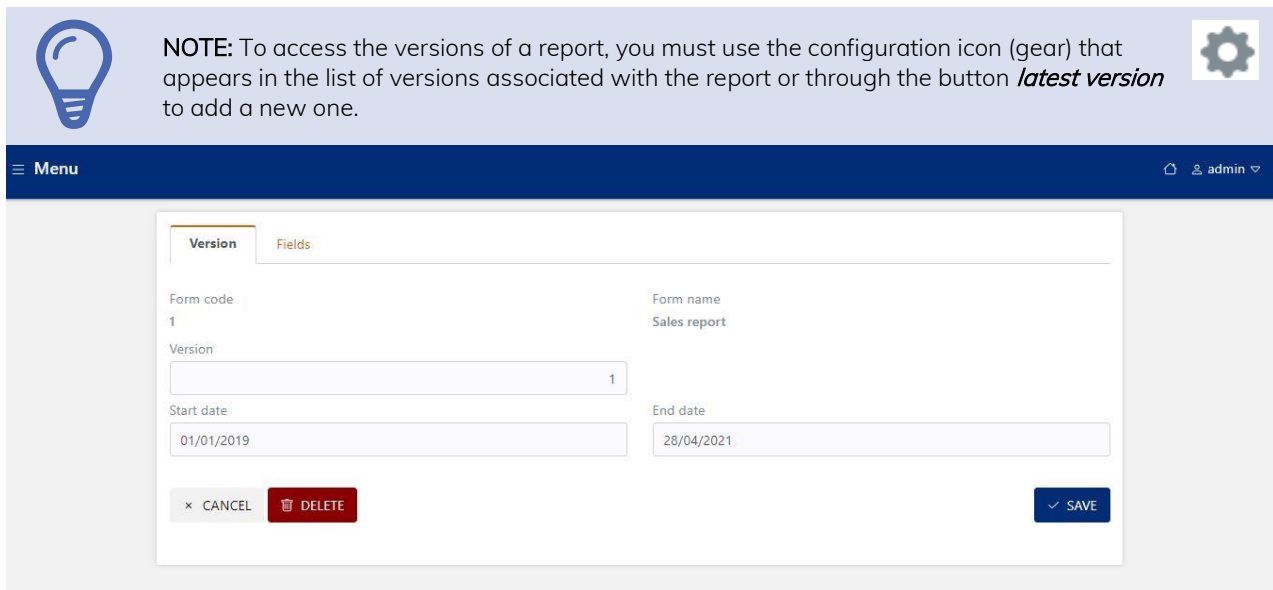


The screenshot shows the 'Periodicity' tab of a configuration form. At the top, there's a 'Periodicity Type' dropdown menu. Below it is a 'CLEAR' button. To the right are '+ NEW' and 'SEARCH' buttons. A table below lists the configured periodicities:

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.



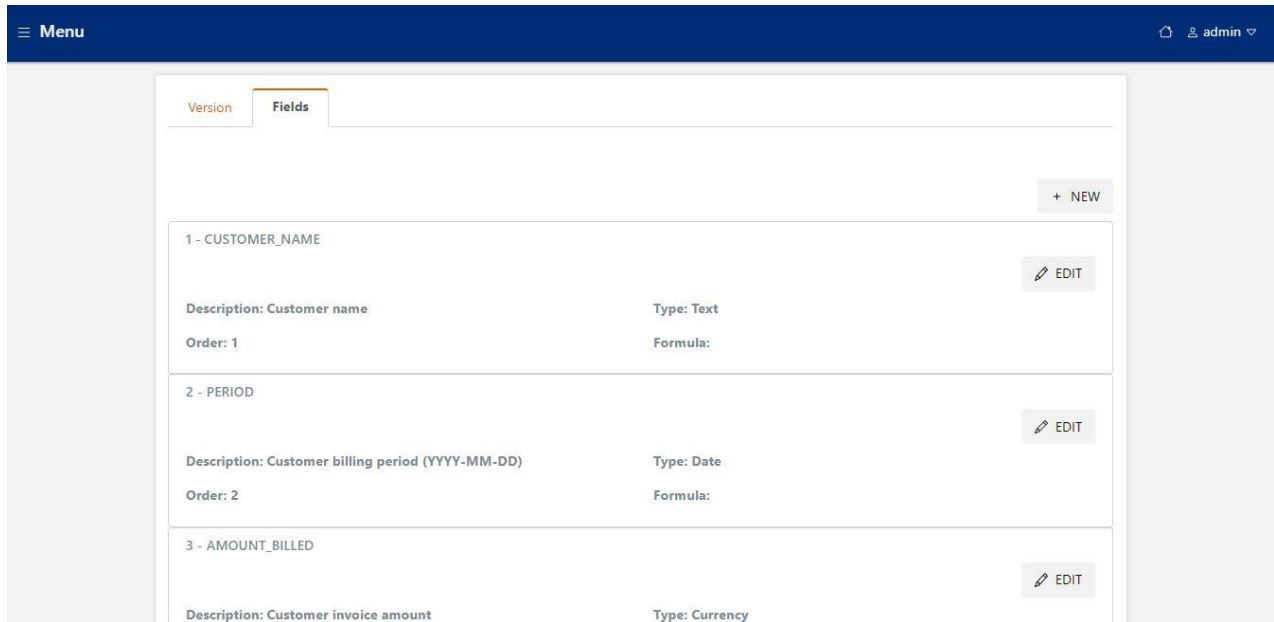
NOTE: To access the versions of a report, you must use the configuration icon (gear) that appears in the list of versions associated with the report or through the button *latest version* to add a new one.

The screenshot shows the 'Version' tab of a configuration form. It includes fields for 'Form code' (1), 'Form name' (Sales report), 'Version' (1), 'Start date' (01/01/2019), and 'End date' (28/04/2021). At the bottom are 'CANCEL', 'DELETE', and 'SAVE' buttons.

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.



Menu admin

Version **Fields**

+ NEW

1 - CUSTOMER_NAME

Description: Customer name Type: Text

Order: 1 Formula:

2 - PERIOD

Description: Customer billing period (YYYY-MM-DD) Type: Date

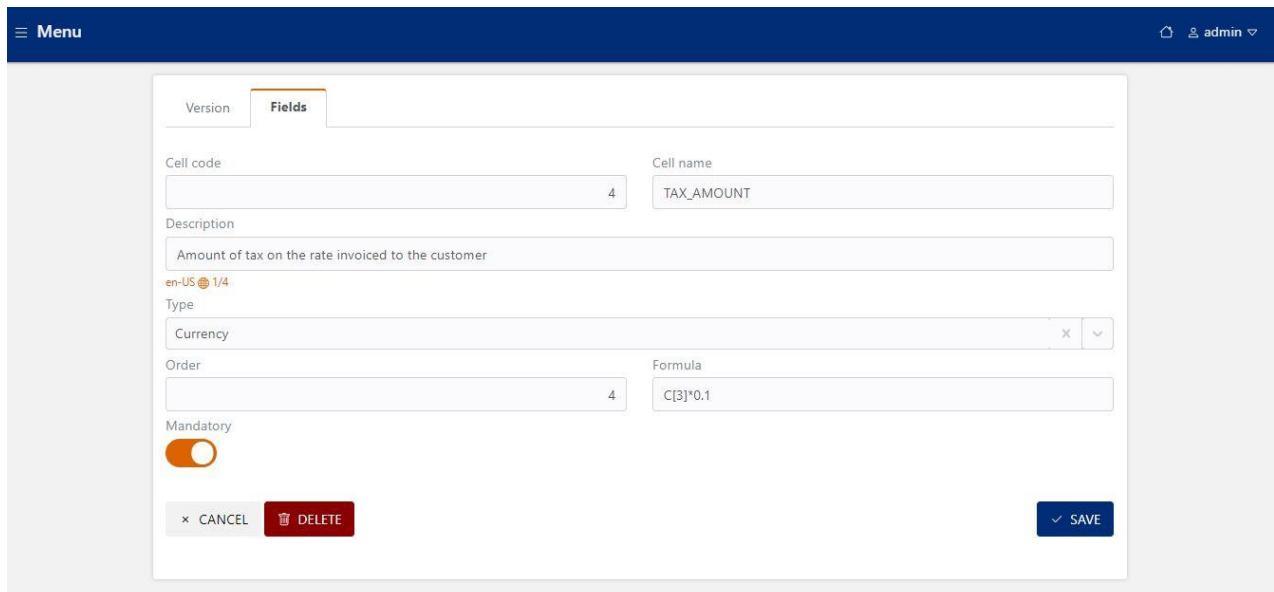
Order: 2 Formula:

3 - AMOUNT_BILLED

Description: Customer invoice amount Type: Currency

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:



Menu admin

Version **Fields**

Cell code 4 Cell name TAX_AMOUNT

Description Amount of tax on the rate invoiced to the customer

en-US 1/4

Type Currency

Order 4 Formula C[3]*0.1

Mandatory ☒

× CANCEL 🗑 DELETE ✓ SAVE

- **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.

Menu

admin

MANAGE TAX OPERATIONS







Tax

Operation

CLEAR

+ NEW

SEARCH

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

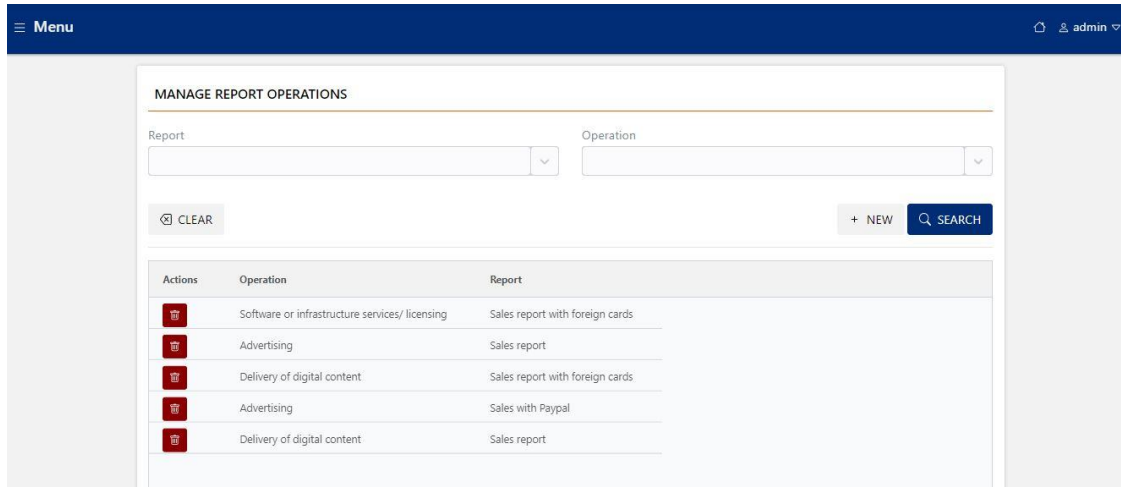
This table of associations between operations and taxes are used at the time of the registration of taxpayers to establish their fiscal vector of obligations, which is established based on the operations that the taxpayer has selected.

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 the 'MANAGE REPORT OPERATIONS' interface. 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 three columns: 'Actions', 'Operation', and 'Report'.

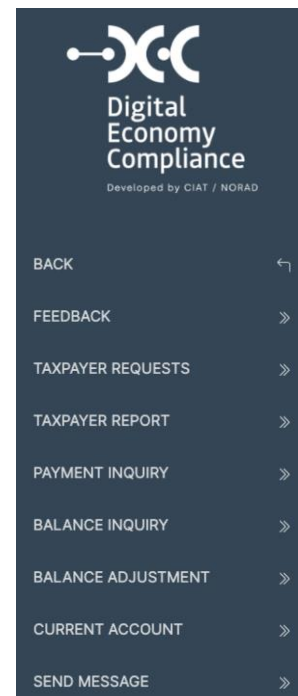
Actions	Operation	Report
	Software or infrastructure services/ licensing	Sales report with foreign cards
	Advertising	Sales report
	Delivery of digital content	Sales report with foreign cards
	Advertising	Sales with Paypal
	Delivery of digital content	Sales report

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.

Menu
admin

FEEDBACK

Nit
Date From
Date To

CLEAR
SEARCH

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.

Menu
admin

TAXPAYER REQUESTS

Date From
Date To

Request Type

CLEAR
SEARCH

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.

Menu
admin

REQUEST

Request
Taxpayer

General
Tax
Contacts
Operations
Tax vector
Report
Documents

Identification tax number
Contact name in country of residence
Document number of the contact in country of residence
Contact tax identification number
Area
Phone number of a contact in the country of residence
Taxreturn Currency @
Contact E-Mail

CANCEL
REJECT
RETURN
APPROVE

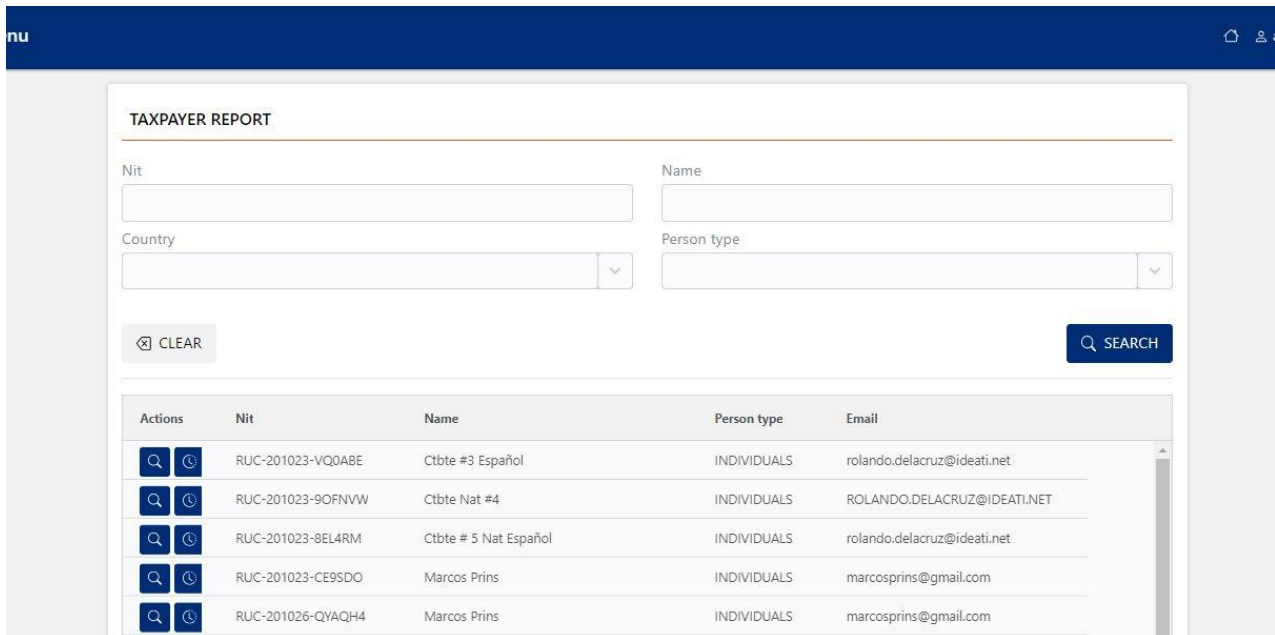
At the bottom of the screen, the various actions that the official can perform are displayed as buttons. Any of the selected actions will communicate to the taxpayer the result of their request through the communication channels of the system that is the taxpayer's email, and the DEC electronic mailbox.

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.



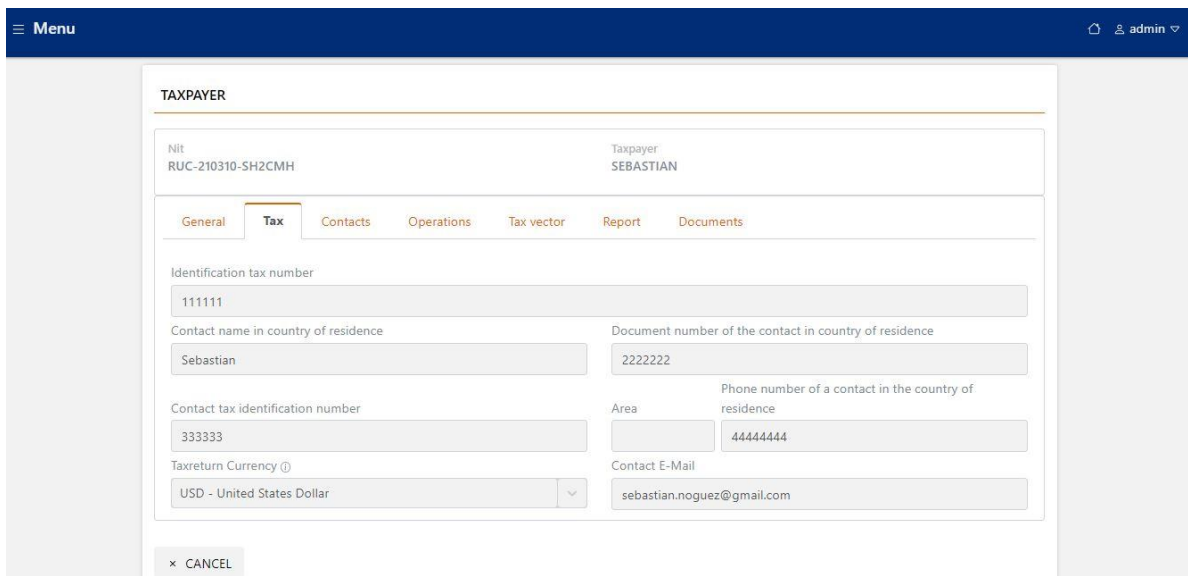
The screenshot shows the 'TAXPAYER REPORT' interface. It includes search filters for Nit, Name, Country, and Person type. Below the filters is a table with the following data:

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-201023-8EL4RM	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.



The screenshot shows the 'TAXPAYER' information page for a taxpayer named SEBASTIAN. The page has tabs for General, Tax, Contacts, Operations, Tax vector, Report, and Documents. The 'Tax' tab is selected, showing the following information:

Nit: RUC-210310-SH2CMH
Taxpayer: SEBASTIAN

General tab selected. Fields include:

- 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: [Empty]
- Phone number of a contact in the country of residence: 4444444
- Taxreturn Currency: USD - United States Dollar
- Contact E-Mail: sebastian.noguez@gmail.com

A 'CANCEL' button is visible at the bottom left.

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 Lipez 500		101	500.00
RUC-201203-XLEAKK	Pedro Pablo Lipez 501		101	501.00
RUC-201203-XLEAKK	Pedro Pablo Lipez 502		101	502.00
RUC-201203-XLEAKK	Pedro Pablo Lipez 503		101	503.00
RUC-201203-XLEAKK	Pedro Pablo Lipez 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.

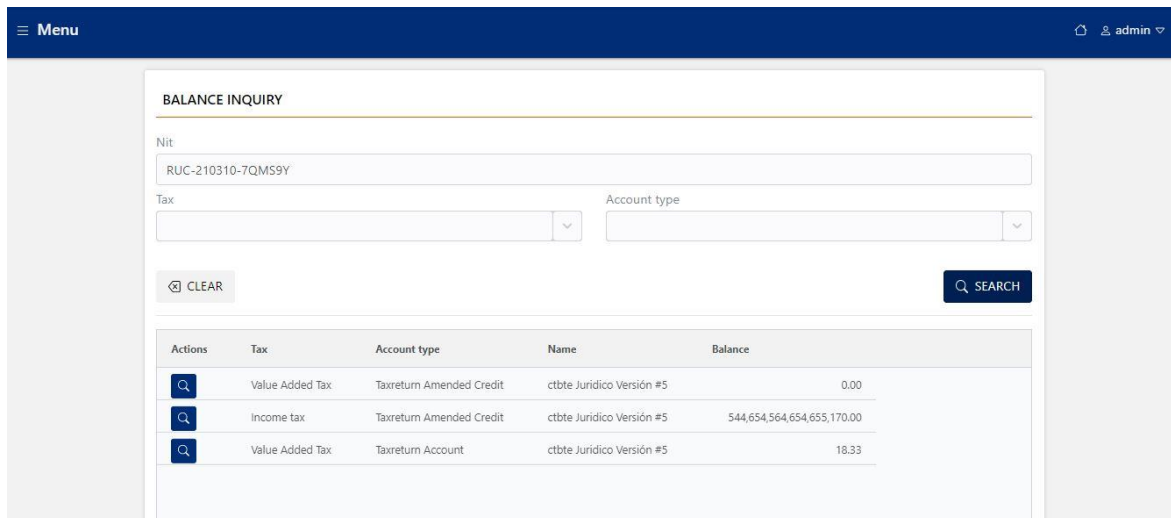
Taxpayers - Balance Inquiry



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.



The screenshot shows a web application interface for 'BALANCE INQUIRY'. 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 has a light gray background. On the left, there is a sidebar with a magnifying glass icon and the text 'BALANCE INQUIRY'. The main form area contains the following fields:

- Nit:** A text input field with the value 'RUC-210310-7QMS9Y'.
- Tax:** A dropdown menu.
- Account type:** A dropdown menu.
- CLEAR:** A button with a trash icon.
- SEARCH:** A button with a magnifying glass icon.

Below the form, there is a table with the following columns: Actions, Tax, Account type, Name, and Balance.

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	101-202101-JIO011
10/03/2021	Amendment credit use	-115.38	101-202102-SAHSPQ
10/03/2021	Amendment credit use	-120.28	101-202103-EEHNV3
10/03/2021	Amendment credit use	-165.08	101-202104-13BKHQ
11/03/2021	Amendment credit use	-899.86	101-202104-VF8CDV
11/03/2021	Amendment credit	7.00	101-202103-VQ11C7
16/08/2021	Amendment credit use	-7.00	101-202105-HZEUOF

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.

Menu

admin

BALANCE ADJUSTMENT

Nit

RUC-210310-7QMS9Y

Tax

Value Added Tax

Account type

Taxreturn Account

Transaction type

Debit

Amount

11.39

Justification

Adjustment of bank charges

CANCEL

SAVE

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

RUC-201203-XLEAKK

Tax

Value Added 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*.



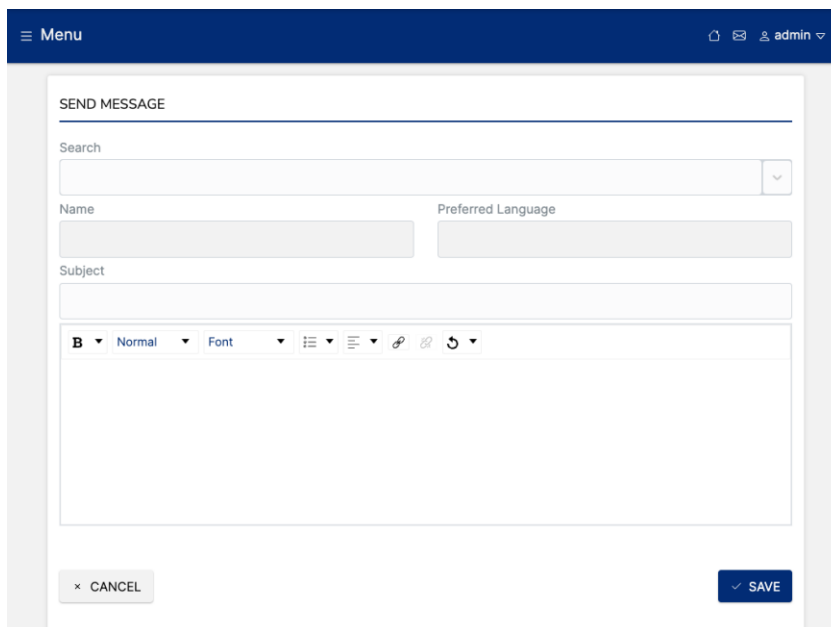
NOTE: The current account details displayed in this functionality are obtained by consulting the current account transactions registered in the tax administration's core system through the use of web services.

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 application interface for sending a message. At the top, there is a dark blue header bar with a 'Menu' icon on the left and a user profile 'admin' on the right. Below the header, the main content area is titled 'SEND MESSAGE'. It features a search bar, a 'Name' field, a 'Preferred Language' dropdown, and a 'Subject' field. Below these fields is a rich text editor with a toolbar containing icons for bold, italic, underline, link, unlink, and undo. The editor area is large and empty. At the bottom of the form, there are two buttons: a grey 'CANCEL' button and 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*.

Menu
admin

AMENDMENTS REVISION

Period From
Period To

CLEAR
SEARCH

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-MYVOGQ	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.

...

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

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

100 - VAT

Taxpayer

202101

Taxpayer

Empresa S.A.

HEADER DATA

Comments

Approve

☒

GENERAL DATA

Comments

Approve

☐

DETERMINATION OF TAX AND TOTAL TO PAY

Comments

Approve

☐

General Comments

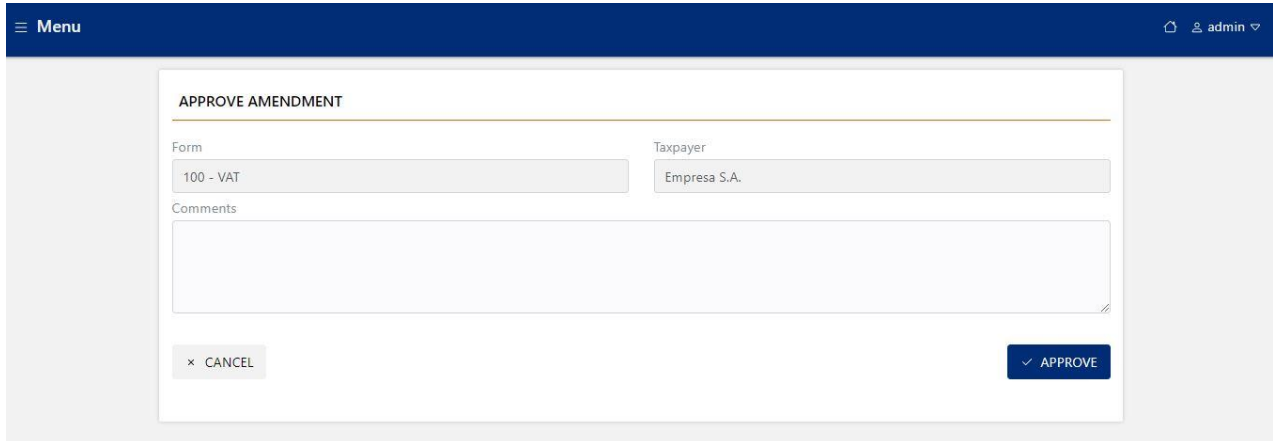
× CANCEL

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.



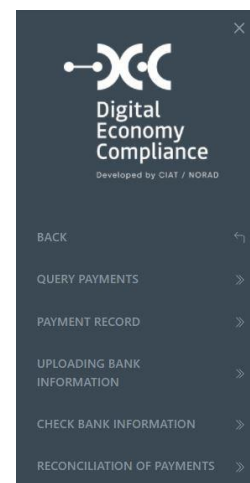
The screenshot shows a web application interface for approving amendments. At the top, there is a dark blue header bar with a 'Menu' icon on the left and a user profile 'admin' on the right. Below the header, the main content area features a form titled 'APPROVE AMENDMENT'. The form has two input fields: 'Form' with the value '100 - VAT' and 'Taxpayer' with the value 'Empresa S.A.'. Below these fields is a large text area labeled 'Comments'. At the bottom of the form, there are two buttons: a light gray 'CANCEL' button with a close icon and a dark blue 'APPROVE' button with a checkmark icon.

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

Nit

Date From

Date To

Amount from

Amount up to

Status

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

0004-2111112-CX6WGH

Date payment

12/12/2021

Amount

120.00

Swift confirmation number

7565

Payment reference

SWIFT-1257351SAKIH

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

RUC-210524-HRVDXS

RETURN

CLEAR

SEARCH

Actions	Taxreturn Number	Create Date	Operation Type	Status	Form	Active	Period
 	101-202011-O9UPRM	01/06/2021	Original	Accepted	100	Yes	202011
 	101-202010-UYKKHU	01/06/2021	Original	Accepted	100	No	202010
 	101-202010-DVJUY3	01/06/2021	Amending	Accepted	100	Yes	202010
 	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

Form

Value Added Tax

Period

202009

Taxreturn Number

101-202009-PZGJ7Z

Declaration amount

PAB 452.08

Payment method

Paypal

Date payment

03/12/2021

Currency

USD - United States D...

Amount

62.00

Exchange rate

1

Amount in local currency

62

Support document

No file selected

Search file

Payment reference

Payment managed by paypal

× CANCEL

✓ SAVE

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

Attention

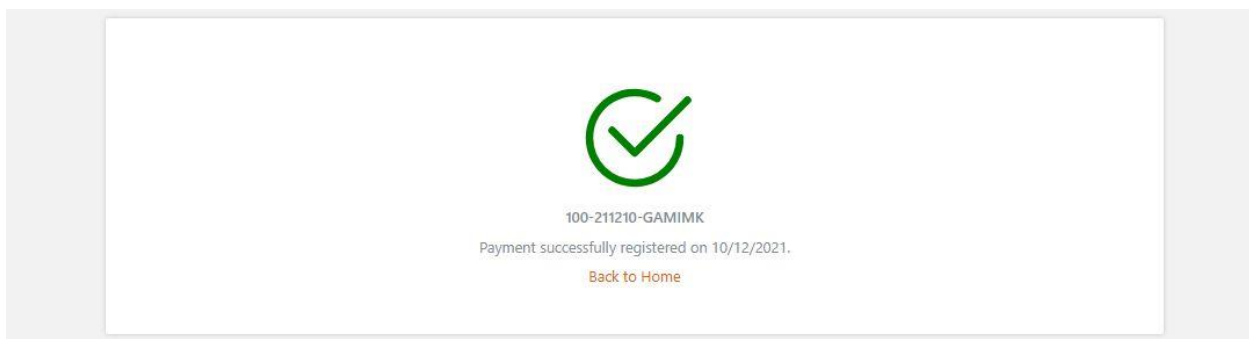
×

Are you sure you want to perform this action?

CANCEL

OK

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.

Menu
admin

TAXPAYER-PAYMENTS.TITLE.PAGEUPLOADPAYMENTS

EXCEL FILE DEFINITION

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

Tax collector
Attachment

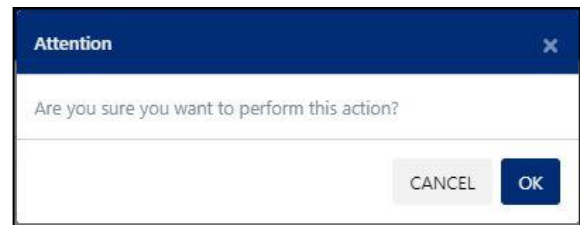
No file selected
Search file

CANCEL
SAVE

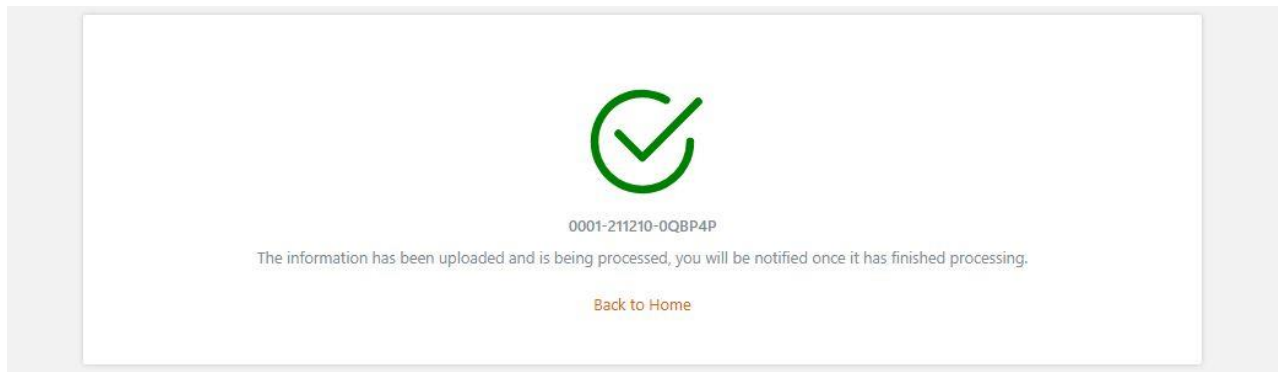
The user must select the bank and press the Upload File button to select the Excel file containing the bank information.

	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

▼





Upload number

Date From

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

TEST BANK

X

▼

Nit

Date From

Date To

Amount from

Amount up to

CLEAR

SEARCH

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 left 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.

Attention

Are you sure you want to perform this action?

CANCEL

OK

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
Country
Nit
Period From
Active
Period
Operation Type
Taxreturn Number
Period To
Status

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

OverviewTaxreturn

Taxreturn Number

101-202108-EGQ5L9

Taxpayer Name

Empresa S.A.

Nit

RUC-210205-KGXMOK

Create Date

26/08/2021

Operation Type

Original

Status

Accepted

Form Name

100

Active

Yes

Period

202108

x CANCEL

PRINT

Menu
admin

OverviewTaxreturn

HEADER DATA

101 - Form code ⓘ

100

102 - Tax name ⓘ

Value Added Tax

103 - NIT code ⓘ

RUC-210205-KGXMOK

104 - Period ⓘ

202108

106 - Type of tax declaration ⓘ

original

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

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.

Menu
admin

REPORT DETAILS

Report number

3-202002-53AVKZ

Period

202002

Report Name

Sales report with foreign cards

Tax payer number

RUC-201203-XLEAKK

Tax payer Name

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.



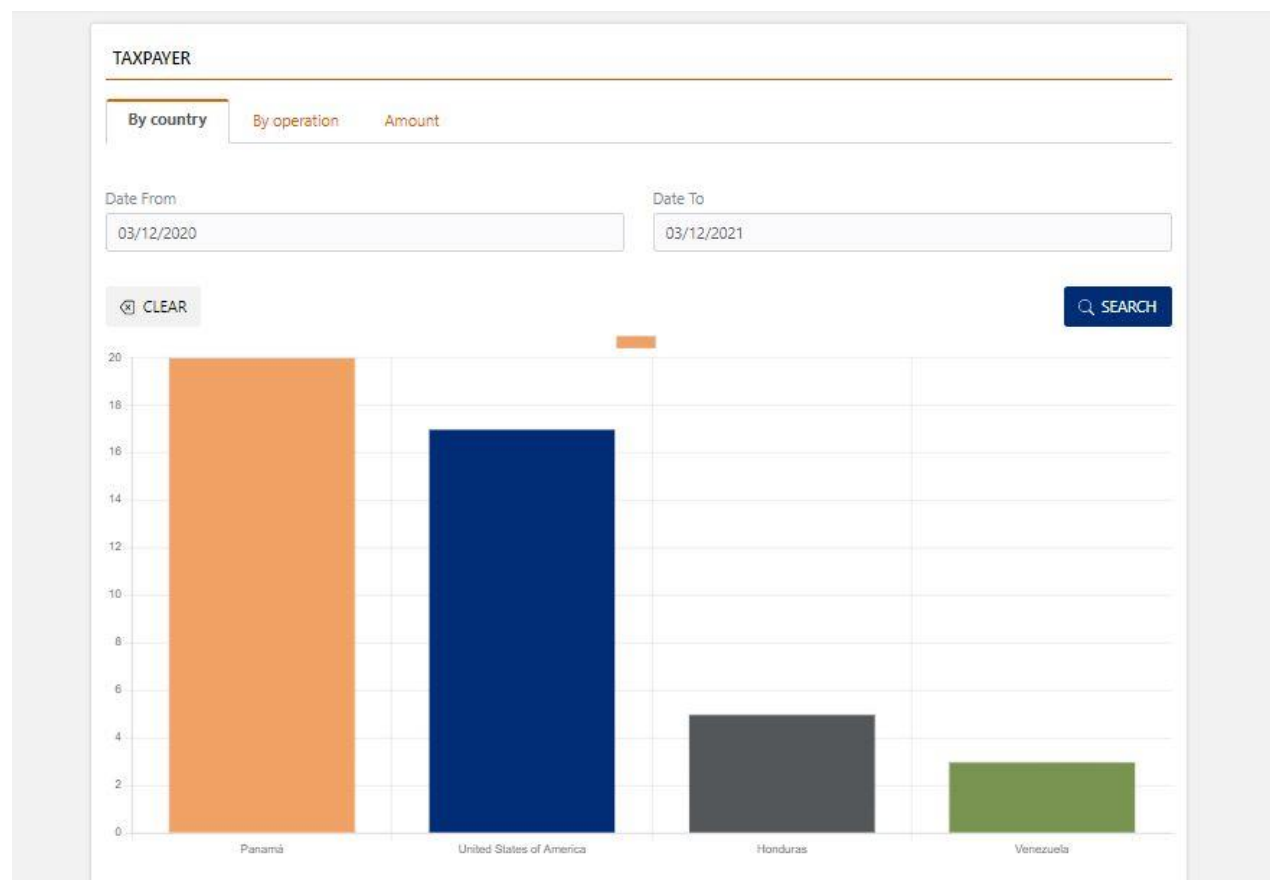
Management Report - Taxpayers



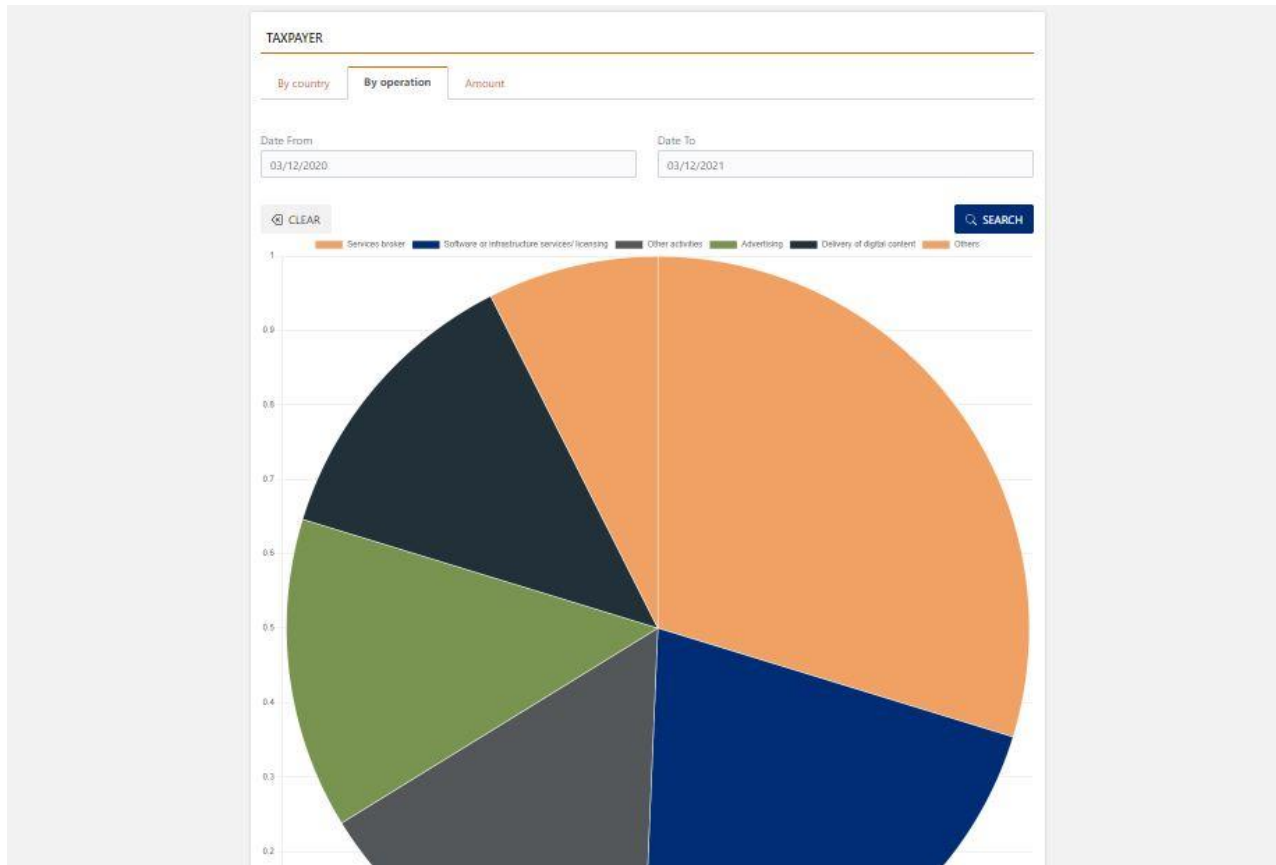
Roles with access: "Report Manager"

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

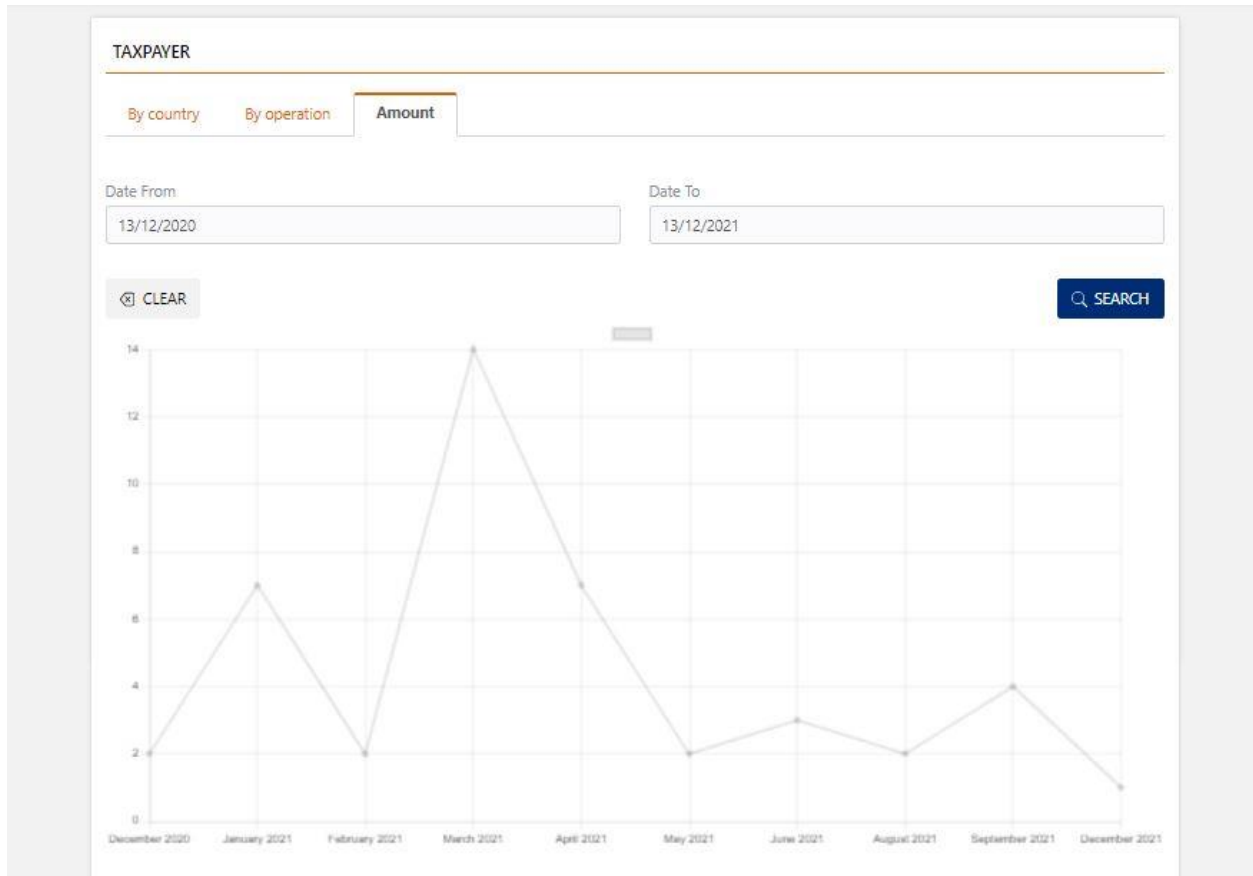
By country



By operation



Amount



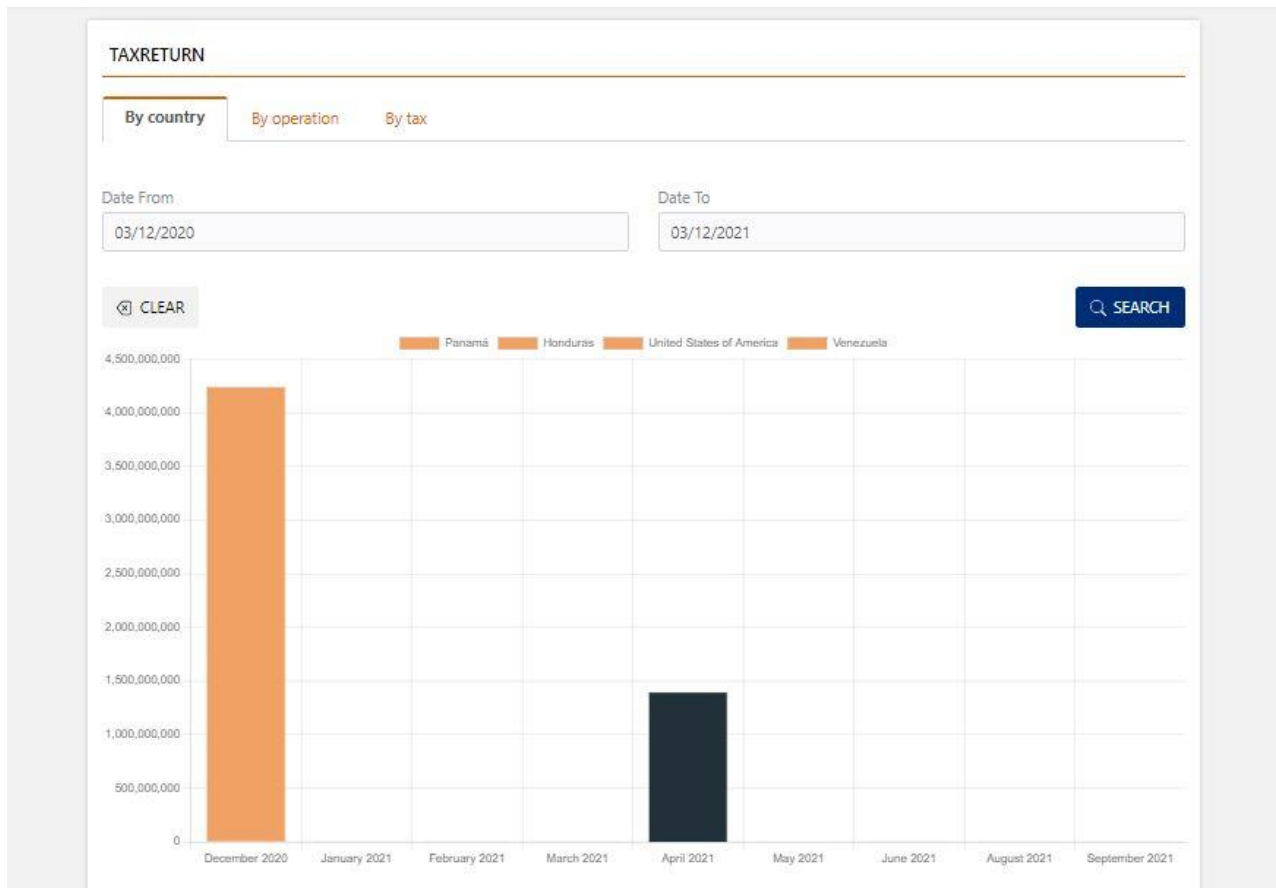
Management Report - Declarations



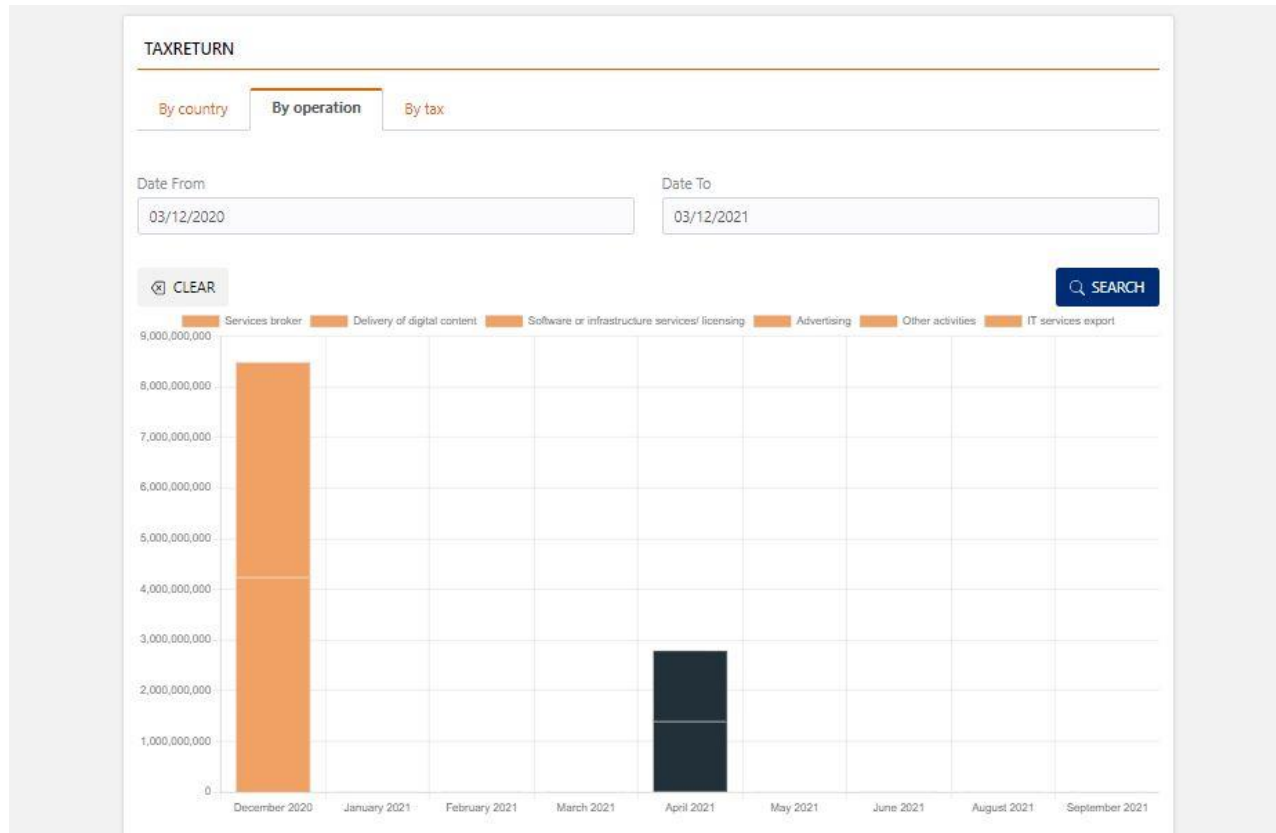
Roles with access: "Report Manager"

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

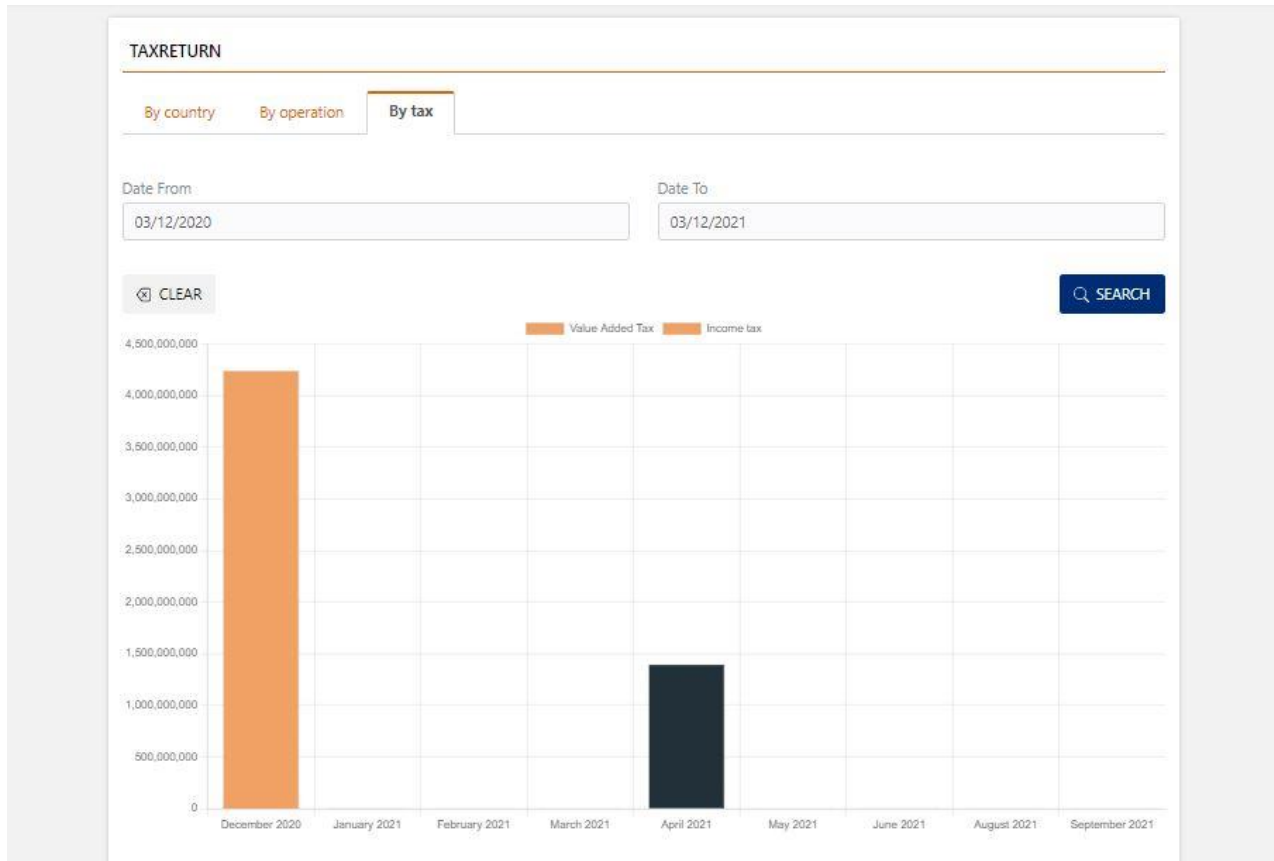
By country



By operation



Tax amount



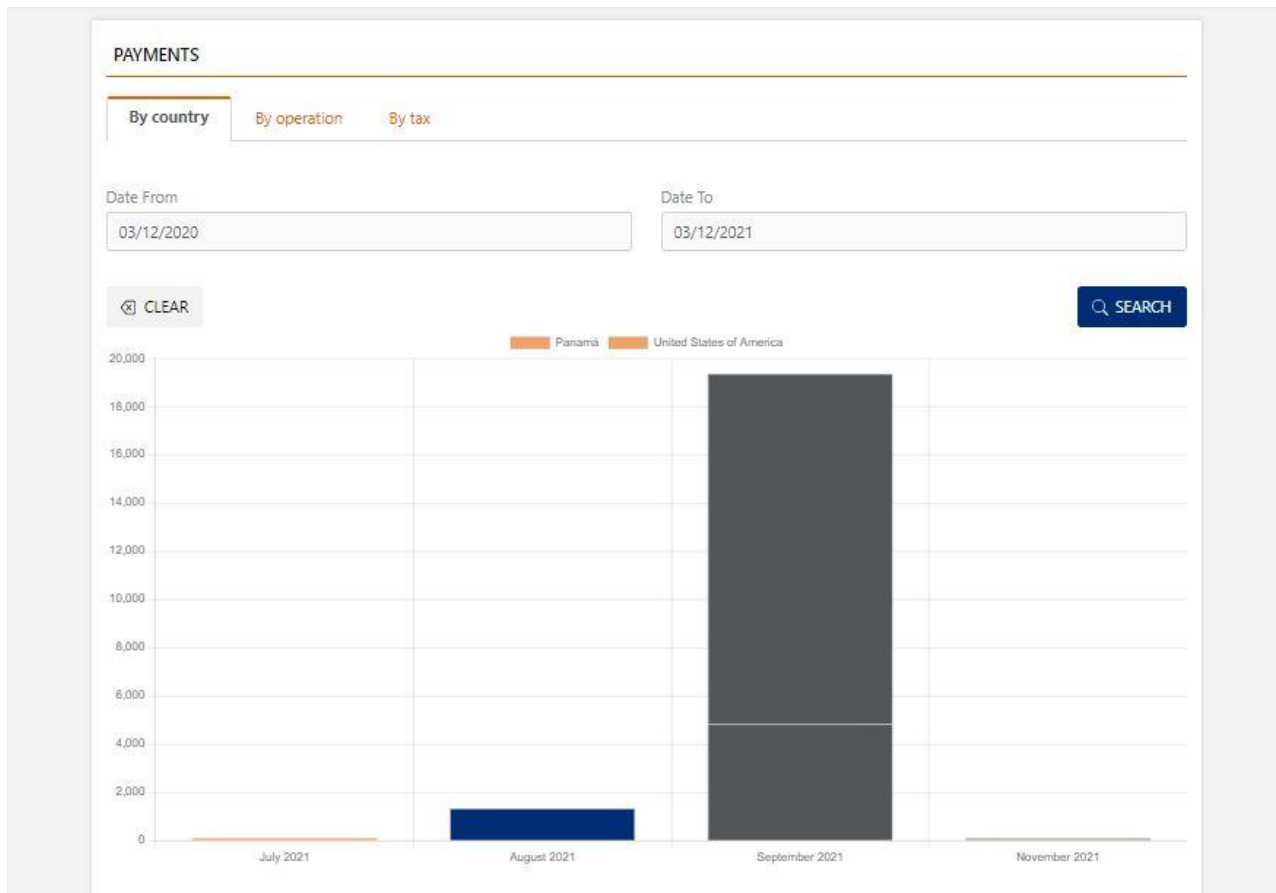
Management Report - Payments



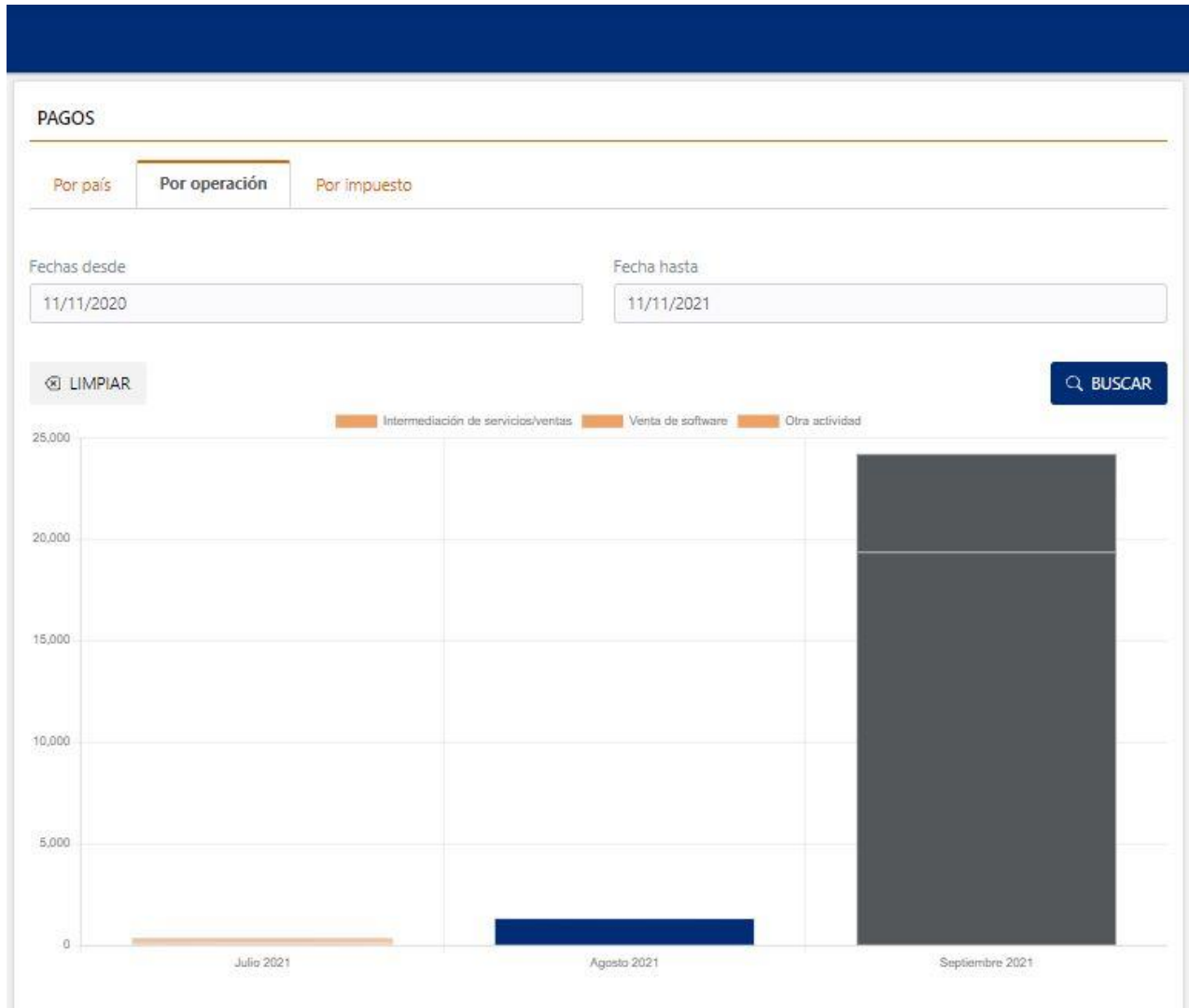
Roles with access: *"Report Manager"*

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

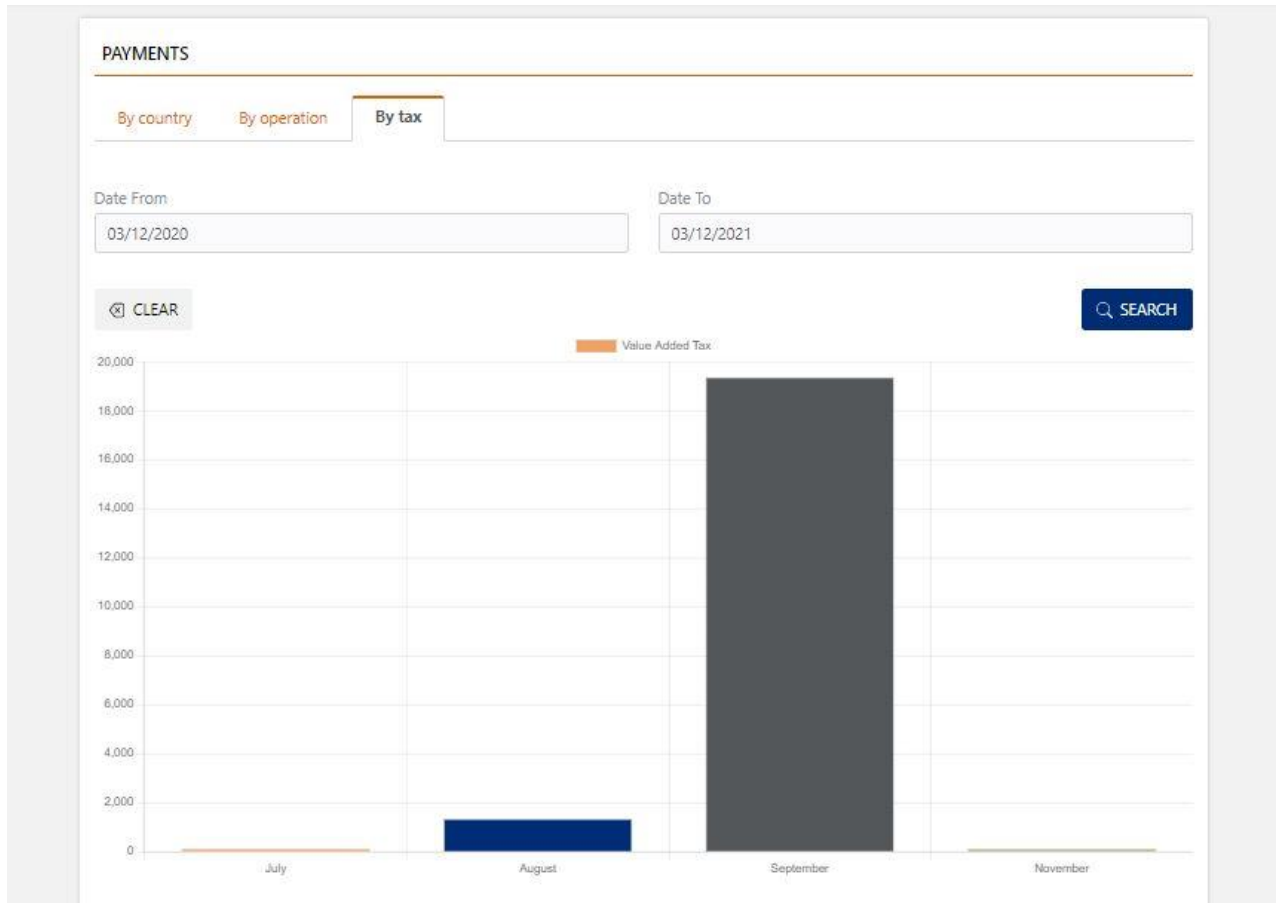
By country



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



Digital
Economy
Compliance

Developed by CIAT / NORAD

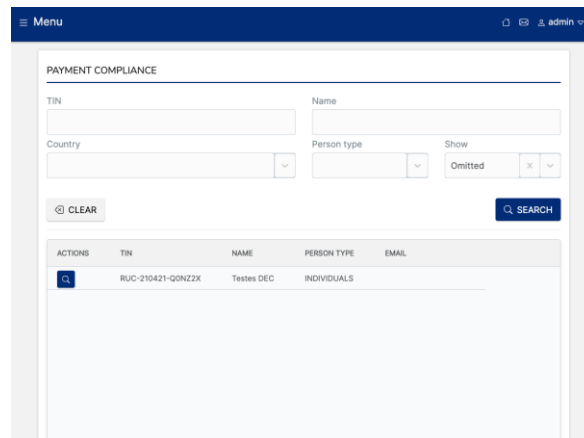
- BACK 
- VIEW PROCESSES 
- NON-COMPLIANCE CONTROL 
- COLLECTION STATISTICS 
- COMPLIANCE STATISTICS 
- PENALTIES CONFIGURATION 

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.



The screenshot shows the 'PAYMENT COMPLIANCE' interface. It includes a header with a 'Menu' button and a user profile 'admin'. Below the header, there are filter fields for 'TIN', 'Name', 'Country', 'Person type', and a 'Show' button with a dropdown menu currently set to 'Omitted'. There are 'CLEAR' and 'SEARCH' buttons. Below the filters is a table with the following columns: ACTIONS, TIN, NAME, PERSON TYPE, and EMAIL. The table contains one row with the following data: a magnifying glass icon in the ACTIONS column, 'RUC-210421-Q0NZ2X' in the TIN column, 'Testes DEC' in the NAME column, and 'INDIVIDUALS' in the PERSON TYPE column. The EMAIL column is empty.



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 web application interface for managing taxpayer information. At the top, there is a dark blue header with a 'Menu' icon and a user profile 'admin'. The main content area is divided into several sections:

- TAXPAYER**: Contains fields for TIN (RUC-210421-Q0NZ2X) and Taxpayer (Testes DEC).
- NON-COMPLIANCE DUE TO TAX**: A section header.
- DEMO COBRANZA**: A section containing a table of payment-related metrics.

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**: A table showing payment history.

Date	Amount
21/11/2022	1,386.00
22/11/2022	699.30
21/11/2022	339.50
- COMMUNICATIONS**: A section for recording communications, showing a date (02/11/2022) and a text input field with 'dsa' entered.

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.

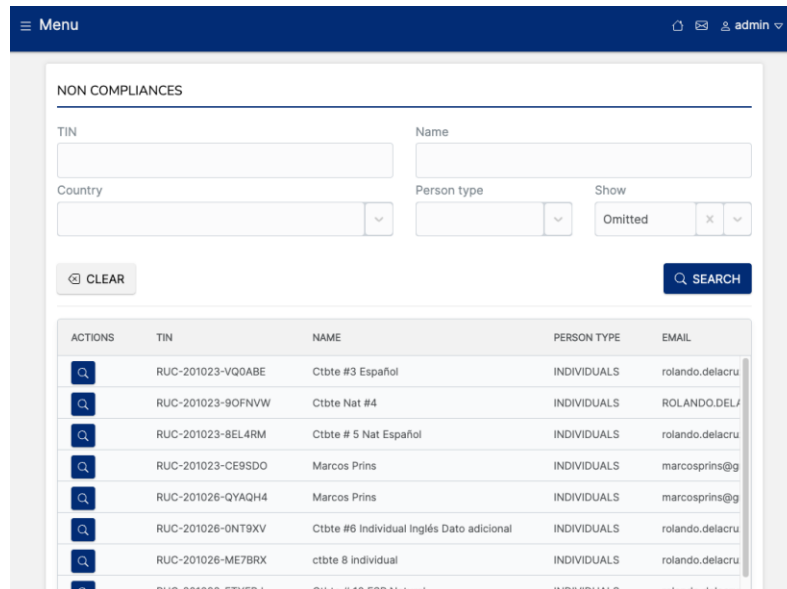
Finally, it allows you to record communications between the Administration and the taxpayer and enter a descriptive text of the conversation.

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.



NON COMPLIANCES

TIN: Name:

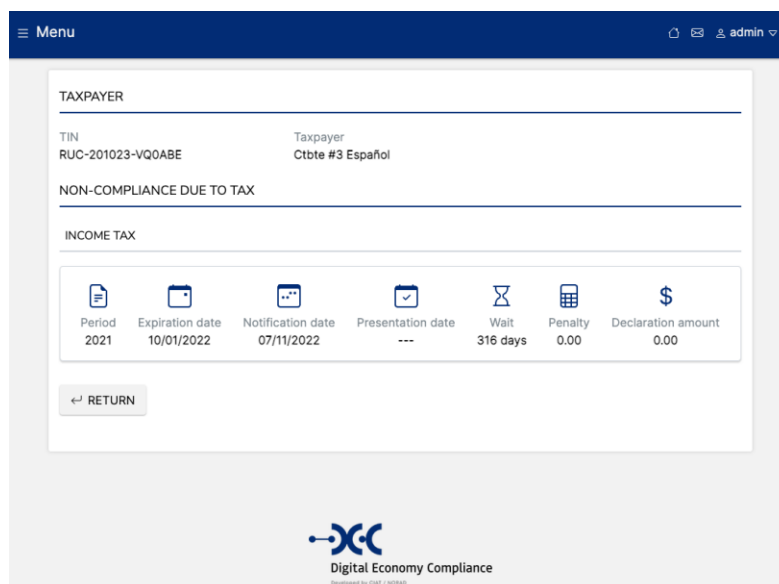
Country: Person type: Show:

ACTIONS	TIN	NAME	PERSON TYPE	EMAIL
<input type="button" value="i"/>	RUC-201023-VQ0ABE	Ctbte #3 Español	INDIVIDUALS	rolando.delacru
<input type="button" value="i"/>	RUC-201023-90FNVW	Ctbte Nat #4	INDIVIDUALS	ROLANDO.DELA
<input type="button" value="i"/>	RUC-201023-8EL4RM	Ctbte # 5 Nat Español	INDIVIDUALS	rolando.delacru
<input type="button" value="i"/>	RUC-201023-CE9SDO	Marcos Prins	INDIVIDUALS	marcosprins@g
<input type="button" value="i"/>	RUC-201026-QYAGH4	Marcos Prins	INDIVIDUALS	marcosprins@g
<input type="button" value="i"/>	RUC-201026-ONT9XV	Ctbte #6 Individual Inglés Dato adicional	INDIVIDUALS	rolando.delacru
<input type="button" value="i"/>	RUC-201026-ME7BRX	ctbte 8 individual	INDIVIDUALS	rolando.delacru
<input type="button" value="i"/>	RUC-201028-FTYFRLJ	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.




TAXPAYER

TIN: RUC-201023-VQ0ABE Taxpayer: Ctbte #3 Español

NON-COMPLIANCE DUE TO TAX

INCOME TAX

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

 Digital Economy Compliance
Developed by CMF / NODAS

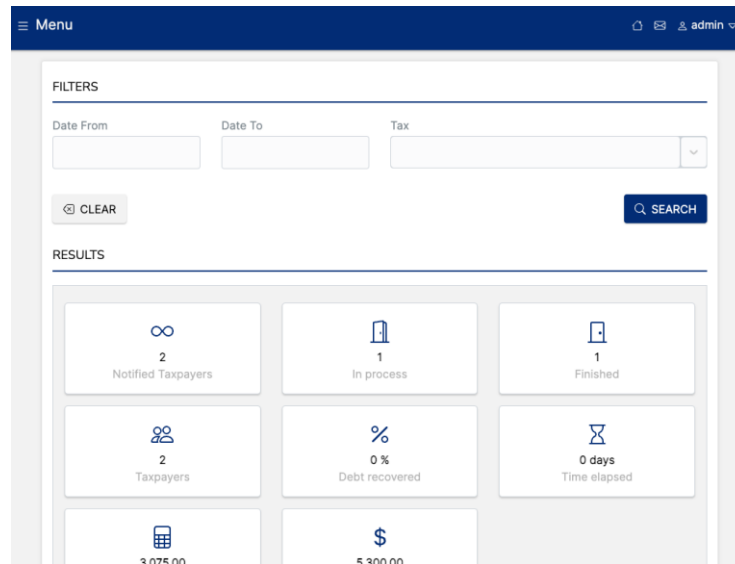
Here we can see the information of omissions by period and their current status.

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.



The screenshot shows a web application interface for "Collection Statistics". At the top, there is a dark blue header with a "Menu" button, a home icon, a mail icon, and a user profile labeled "admin". Below the header is a "FILTERS" section with three input fields: "Date From", "Date To", and "Tax". There is a "CLEAR" button and a "SEARCH" button. Below the filters is a "RESULTS" section displaying a grid of statistics:

Icon	Value	Description
∞	2	Notified Taxpayers
📄	1	In process
📄	1	Finished
👤	2	Taxpayers
%	0 %	Debt recovered
⌚	0 days	Time elapsed
📊	3.075.00	
\$	5.300.00	



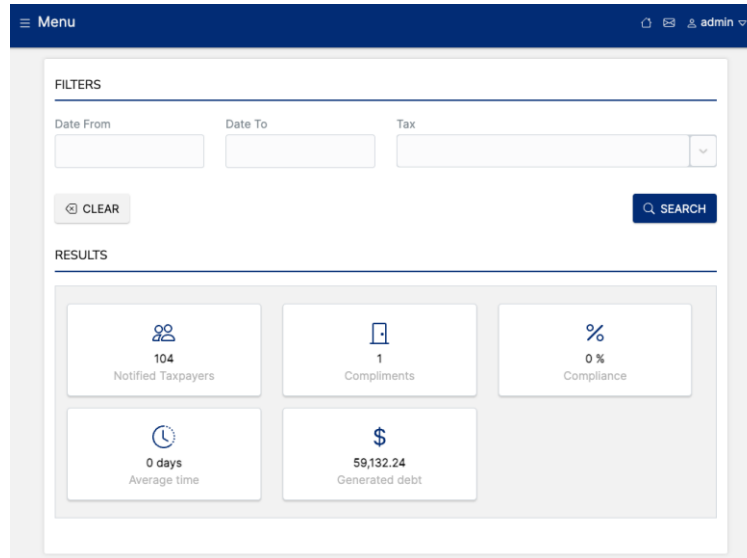
Filters: You can filter by Date From, Date To and Tax.

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.



The screenshot shows a web interface for "Compliance statistics". At the top, there is a dark blue header with a "Menu" button, a search icon, and a user profile labeled "admin". Below the header, the main content area is divided into two sections: "FILTERS" and "RESULTS".

The "FILTERS" section contains three input fields: "Date From", "Date To", and "Tax". Below these fields are two buttons: "CLEAR" and "SEARCH".

The "RESULTS" section displays four key metrics in a grid:

- Notified Taxpayers:** 104 (represented by a group of people icon)
- Compliments:** 1 (represented by a document icon)
- Compliance:** 0 % (represented by a percentage icon)
- Average time:** 0 days (represented by a clock icon)
- Generated debt:** 59,132.24 (represented by a dollar sign icon)



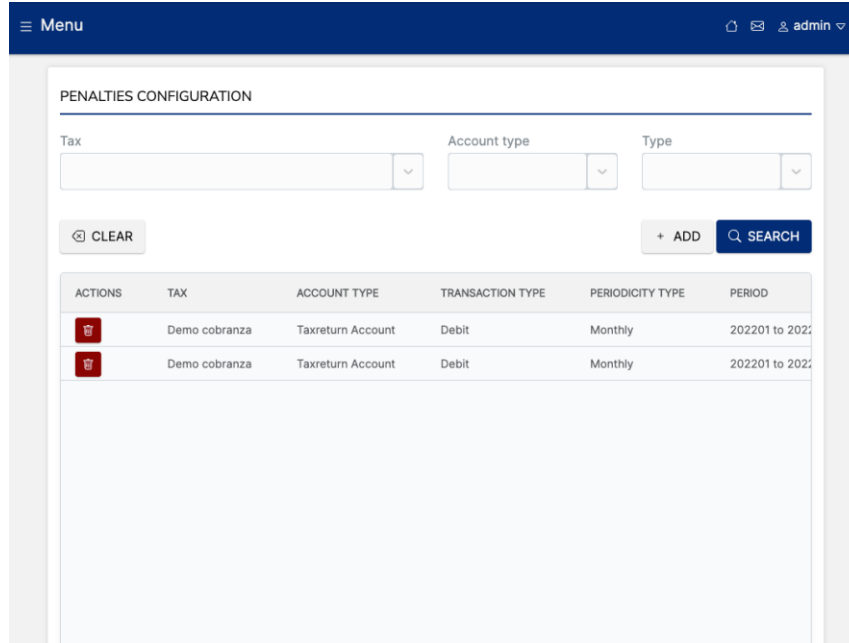
Filters: You can filter by Date From, Date To and Tax.

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 header bar with a "Menu" icon and a user profile "admin". Below the header, there are three dropdown menus for "Tax", "Account type", and "Type". Below these are buttons for "CLEAR", "+ ADD", and "SEARCH". The main content area is a table with the following columns: ACTIONS, TAX, ACCOUNT TYPE, TRANSACTION TYPE, PERIODICITY TYPE, and PERIOD. The table contains two rows of data, both showing "Demo cobranza" for the tax, "Taxreturn Account" for the account type, "Debit" for the transaction type, "Monthly" for the periodicity type, and "202201 to 2022" for the period. Each row has a red trash icon in the ACTIONS column.

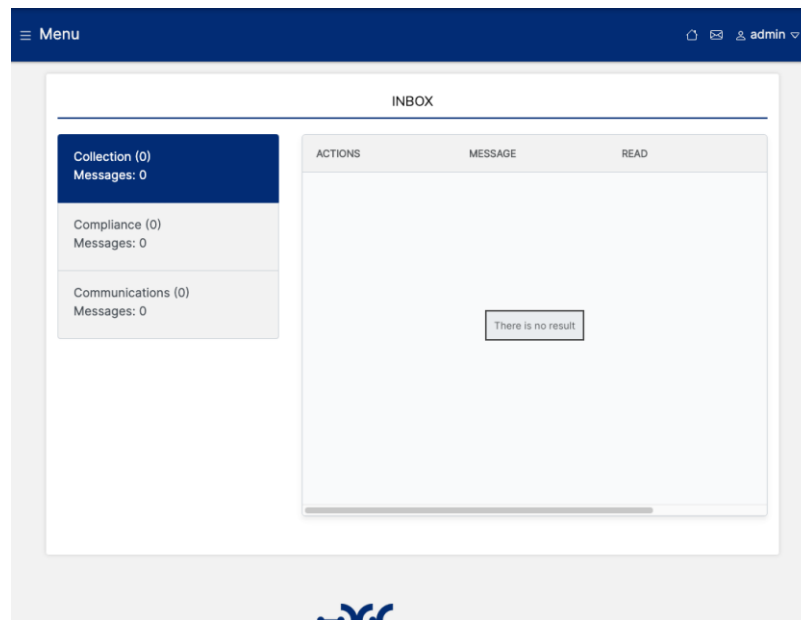
ACTIONS	TAX	ACCOUNT TYPE	TRANSACTION TYPE	PERIODICITY TYPE	PERIOD
	Demo cobranza	Taxreturn Account	Debit	Monthly	202201 to 2022
	Demo cobranza	Taxreturn Account	Debit	Monthly	202201 to 2022



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:
Security actions log	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:
Application Actions log	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:
Application Event Log	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:
Application Query Log	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
GetAllOperatios
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.