



taxnet

AUTOMATED TAX SYSTEM

# TAXPAYER END-USERS GUIDE

— Concessionaire user guide on the Taxnet platform

## PLATFORM OVERVIEW

# WHAT IS TAXNET

Taxnet is an automated VAT/WHT collection system that helps simplify the process of VAT/WHT payment to FIRS

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### Automatic Upload of Transactions

Transactions occurring in the TAXPAYER ERP are automatically transferred to Taxnet VIA API at the frequency agreed with the TAXPAYER based on the system in place



### Automatic Billing of VAT/WHT Transactions

On the 1<sup>st</sup> day of every month, all VATable transactions compiled from the taxpayer's system for the previous month are automatically billed at 7.5%



### Direct Debit of VAT/WHT Credited to FIRS CBN Account

On the 21<sup>st</sup> day of the month, a direct debit instruction is issued to sweep the amount billed to FIRS's CBN account. The concessionaire can also opt to pay the VAT/WHT bill before this date using Remita

# LIST OF PROCESSES COVERED

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1. Logging in
2. The Dashboard
3. Additional Dashboard Feature
4. Transactions
5. Transaction Details (VAT/WHT)
6. VAT/WHT Bills
7. Claims & Disputes Details
8. Reporting
9. Creating Concessionaire User
10. Permissions
11. Form 002
12. Adding Payment Info

# LOGGING IN

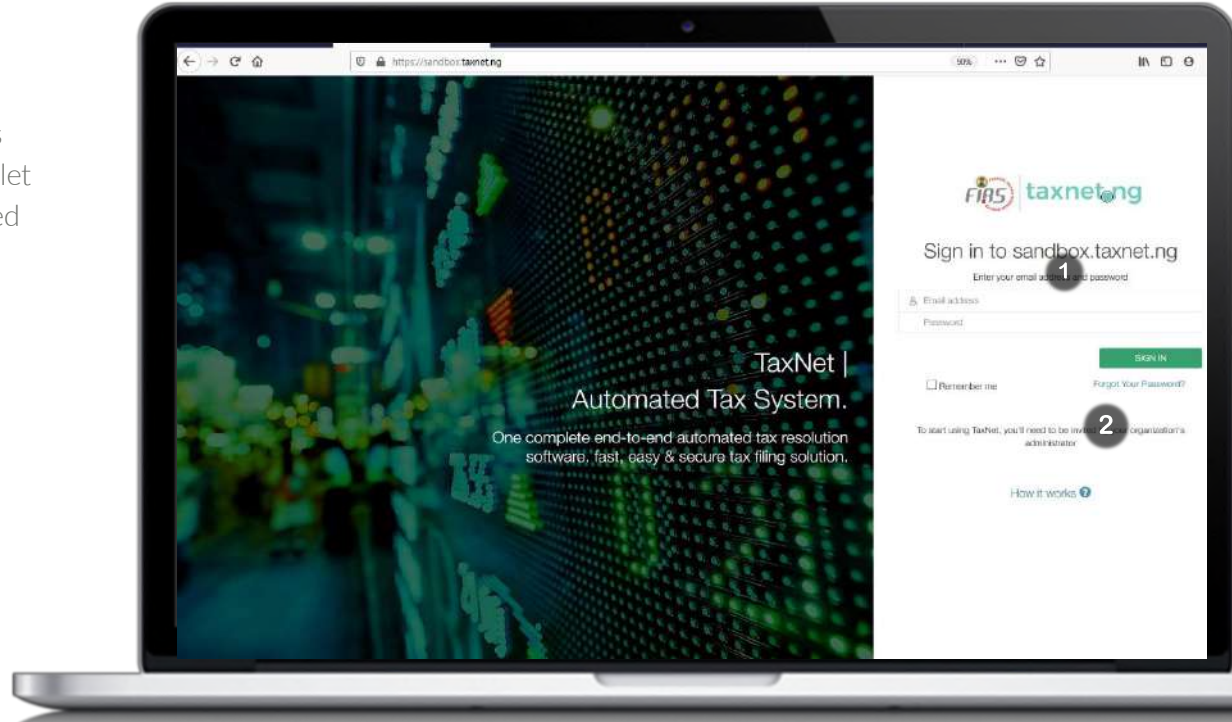
The Taxnet platform can be accessed by Visiting <https://www.taxnet.firs.gov.ng>. It is accessible from any personal computer, tablet or any smart mobile device that is connected to the internet

## 1 Logging in..

Your user account will be automatically provisioned by the system administrator and an email will be sent to you so that you can setup your password. To use the platform, Login with your username and password

## 2 Additional Help...

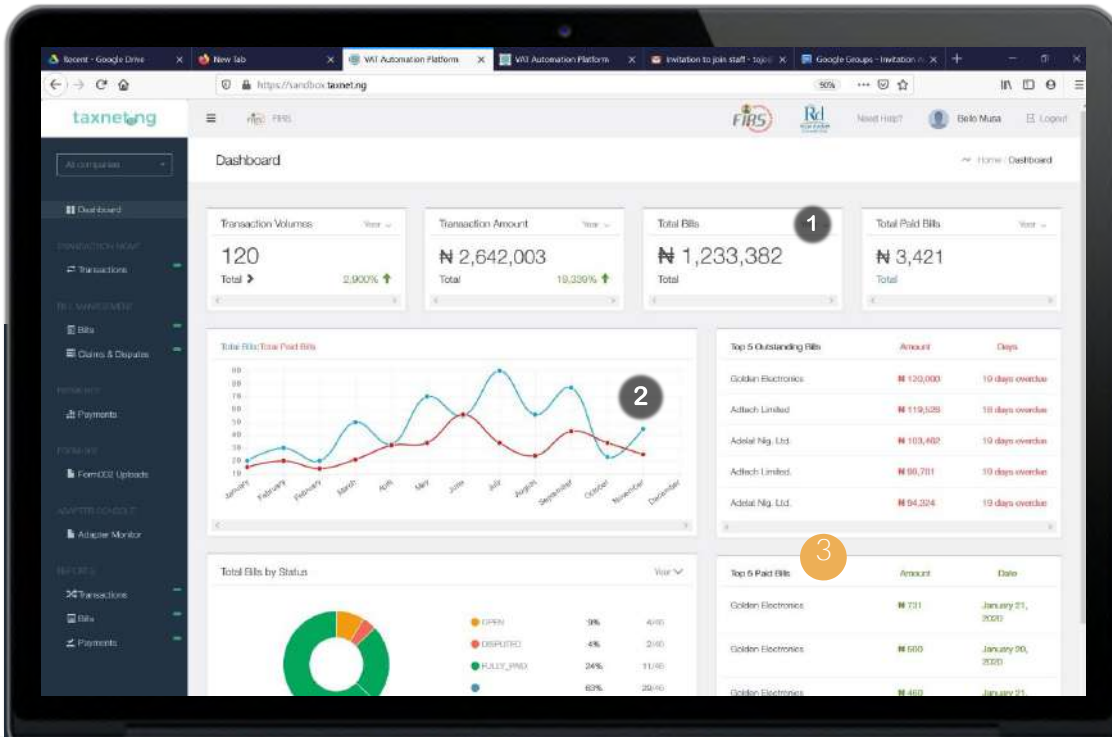
If you need a refresher on how the platform works, you can always click the “How it works” link to get a quick overview



## STEP BY STEP GUIDE

# THE DASHBOARD

On successful login, you will see the dashboard landing page. This page gives you a good overview of all transactions and bills related to your company



## 1 Important Matrices

This section of the dashboard shows you important numbers that you should take note of, including transaction volumes, total bills, total payments, etc. This can be seen for the entire year or the current month.

## 2 Charts

The charts section shows you important trends and other useful key figures

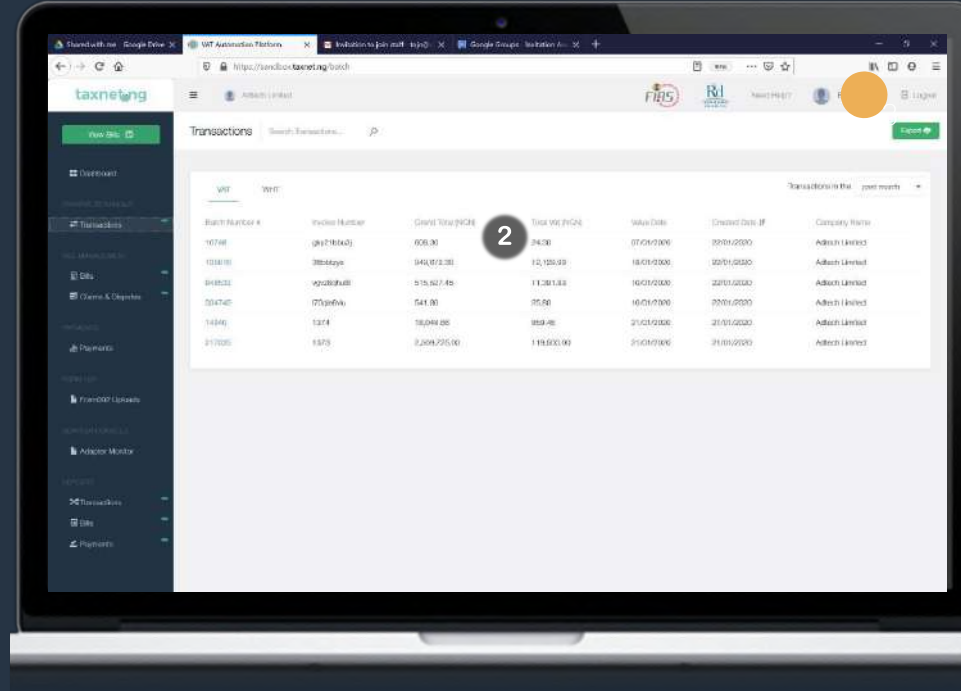
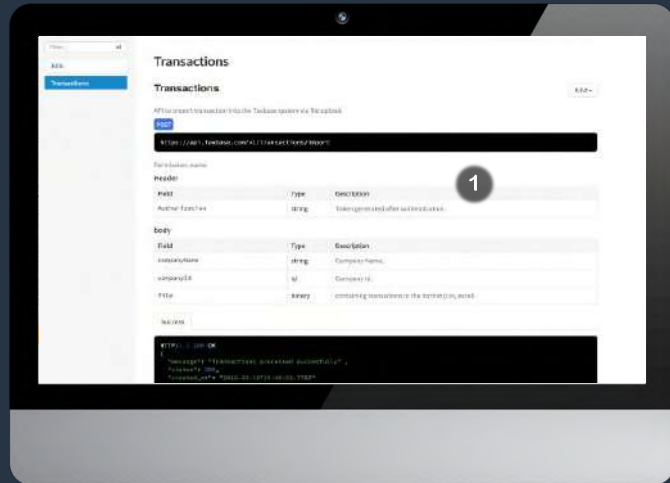
## 3 Total Bills By Status

This chart shows the different status of all the bill raised against the taxpayer's transactions.

# TRANSACTIONS

1 Transactions occurring in your ERP are automatically transferred to Taxnet VIA API in real-time or the frequency of data exchange agreed with the taxpayer

2 You can see the transaction list uploaded automatically here



3 Use the export button to download transaction to excel (csv) format

# TRANSACTIONS DETAILS

The image shows two overlapping screenshots of the taxnetng web application. The background screenshot displays a 'Transactions' list with columns for VAT, WHT, Batch Number, Invoice Number, Grand Total (NGN), Total (NGN), Invoice Date, Created Date, and Company Name. A red circle with the number '1' highlights the 'Batch Number' column. The foreground screenshot shows the 'Transaction Details' page for a specific transaction. A red arrow points from the 'Batch Number' in the list to the 'Transaction Details' page. A red circle with the number '2' highlights the 'Billed To' information.

**Transaction Details**

Home / Transactions / Transaction Details

Invoice Number: #xeyv2sc2wik  
Billed: ✔  
Billed On: 30/10/2019  
Bill Number: 2100100102

Billed To:  
Portify cargo org.  
Tin can island lagos  
contact@portifycargo.mg  
NGN

Invoice Date:  
August 14, 2019

Transaction Currency:  
NGN

Invoice Type:  
invoice

Sub Amount:  
4,696,399.00

Total Tax:  
234,819.95

Exchange Rate:  
1

Grand Total:  
4,931,218.95

Total Tax (NGN):  
234,819.95

Global Discount:  
None

Grand Total (NGN):  
4,931,218.95

The list of transactions is grouped into VAT and WHT, each filtered by date, invoice number and batch number.

## 1 View all transactions

Each VAT/WHT transaction is displayed in the list shown here.

## 2 Transaction details

You can see details of each transaction by clicking on the batch number. A “billed” status is assigned once the transaction has been billed.

## STEP BY STEP GUIDE

## VAT/WHT BILLS

On the 1st of every month all vatable transaction are calculated and presented as a bill payable

1

## List of bills

View all your bills here filtered by date, status, amount due.

2

## Bill details

Clicking on the bill number shows document containing the bill and information like the Remita Retrieval Reference and more.

3

## Export

Select button to export bill to excel (csv) format.

The image shows a laptop displaying the taxnet.ng website. The top part of the laptop screen shows a list of bills with columns: Open, Partially Paid, Fully Paid, Disputed, Pending Approval, Awaiting Payment, and All. A red circle with the number '1' highlights the 'All' column. Below the laptop, a tablet displays the 'Bill Details' page for a specific bill. A red arrow points from the 'All' column on the laptop to the 'Bill Details' page on the tablet. The tablet screen shows the bill details, including the Remita Retrieval Reference (RFR) and the bill number. A red circle with the number '2' highlights the RFR. At the bottom of the tablet screen, there is a table with columns: Description, Amount, and Total VAT Payable. The table shows a total VAT payable of USD 2.38 and ₦ 730.54.

Open	Partially Paid	Fully Paid	Disputed	Pending Approval	Awaiting Payment	All
2100000004	VAT	MSN	24.00	0.00	0.00	+ DISPUTED
2100000001	VAT	CHF	12,128.80	0.00	0.00	+ AWAITING_PAYMENT
2100000002	VAT	CHF	11,381.80	0.00	0.00	+ AWAITING_PAYMENT
2100000005	VAT	USD	800.46	0.00	0.00	+ AWAITING_PAYMENT
2100000004	VAT	MSN	116,826.80	0.00	0.00	+ AWAITING_PAYMENT
1000000000	CULTY	MSN	800000.00	0.00	0.00	+ AWAITING_PAYMENT

Description	Amount
Net Value of Transactions	USD 67.00
Tax on Component	USD 2.38
Gross Value of Transactions	USD 69.38
Tax on GST Component (NET)	₦ 730.54
Adapower	0
<b>Total VAT Payable</b>	<b>USD 2.38</b>



# STEP BY STEP GUIDE

## DISPUTES

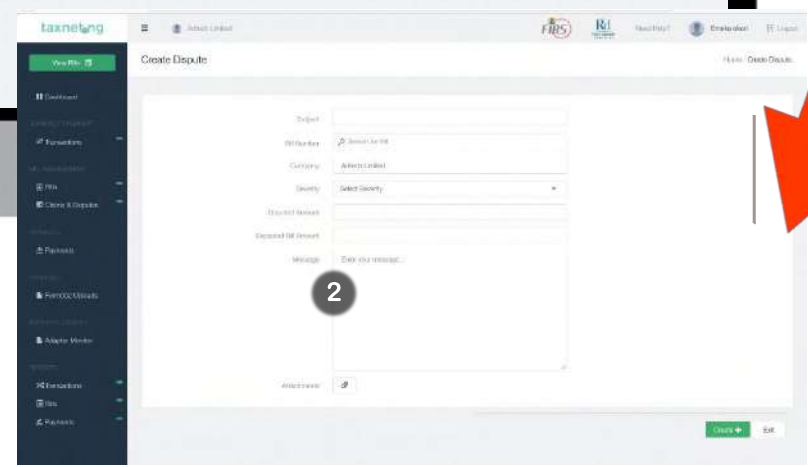
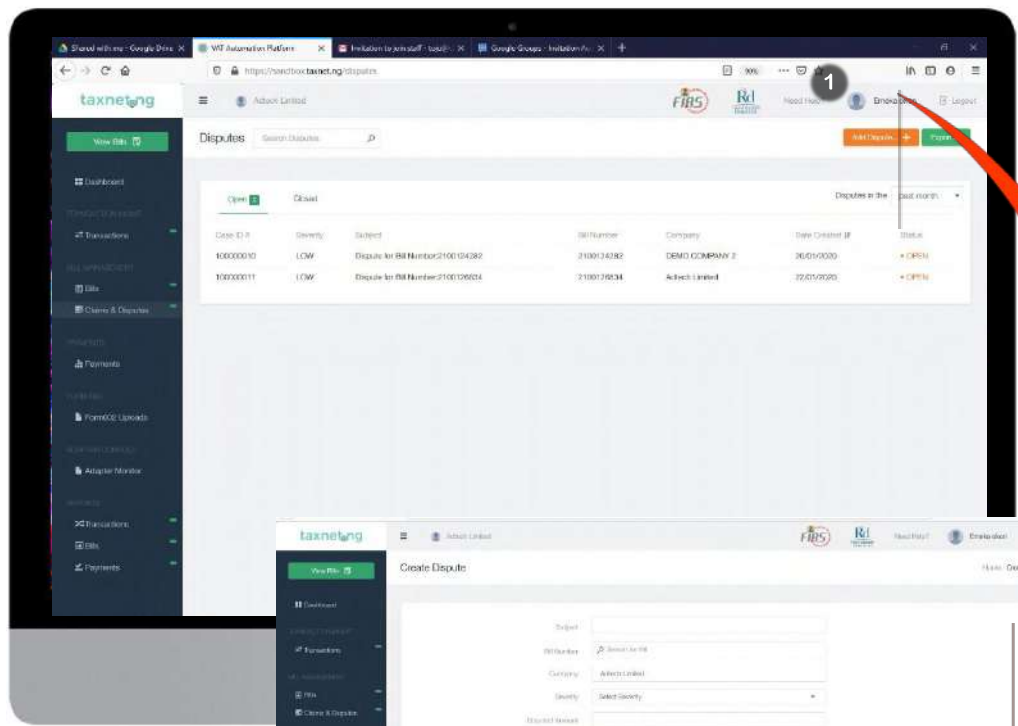
Where the amount on the bill generated is incorrect, you can always contest it by logging into the Taxnet platform and raising a bill dispute. Taxpayer can also attach supporting document where necessary.

### 1 Close dispute

Here you can close a previously open disputed.

### 2 Create Dispute

On the create dispute screen, enter the Subject, Bill Number, Severity, Disputed amount, expected bill amount, message and attachment if necessary and select create to complete the process.



# DISPUTES & DETAILS

The screenshot displays the taxnetng Disputes interface. The top section shows a list of disputes with columns for Case ID #, Severity, Subject, Bill Number, Company, Date Created, and Status. A red circle with the number '1' highlights the first row of the table. Below the table, a detailed view of a dispute is shown, including fields for Case Number, Status, Created On, Created By, Subject, Bill Number, Company, Expected Bill Amount, and Dispute Amount. A red circle with the number '2' highlights the 'Add message' button in the 'Comments' section.

Case ID #	Severity	Subject	Bill Number	Company	Date Created	Status
100000010	LOW	Dispute for Bill Number:2100124282	2100124282	DEMO COMPANY 3	20/01/2020	OPEN
100000011	LOW	Dispute for Bill Number:2100128834	2100128834	Attech Limited	22/01/2020	OPEN

**1** View dispute details

**2** Add messages

Any company can contest a VAT/WHT bill issued to them. Here, you will see the details about any bill that was disputed.

## 1 View dispute details

By clicking on the case ID, you can view the details about the contested bill from any company.

## 2 Add messages

Here, you can respond to a dispute. Any comments related to this case can be added in form of a thread.

# STEP BY STEP GUIDE

# REPORTING

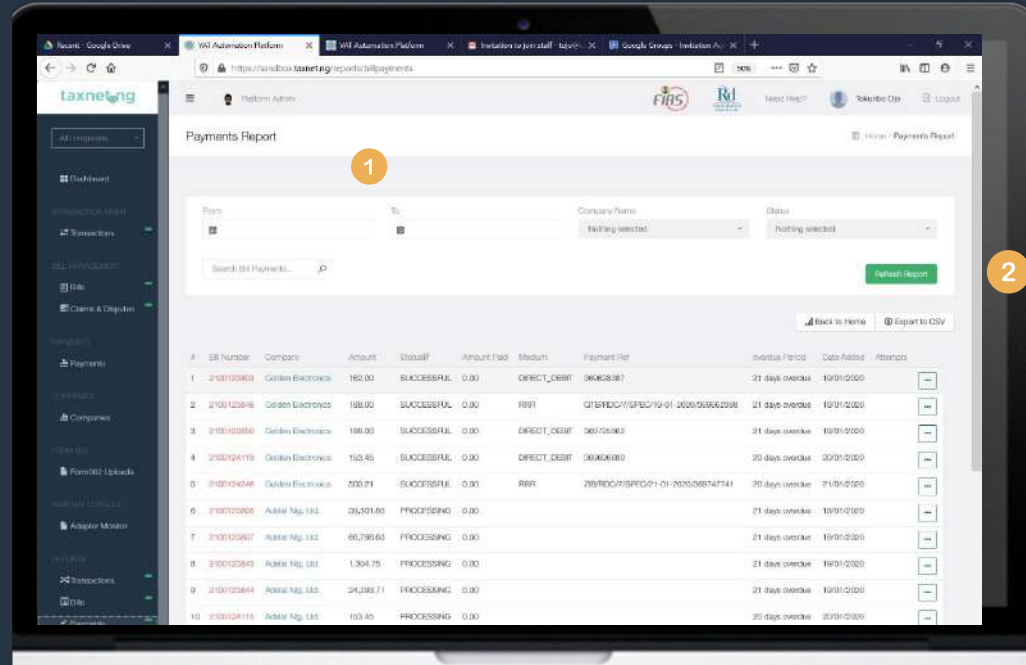
Various reports are available on the Taxnet platform and more will be added as demanded over time.

## 1 Date Range

Use the date range to select start and end date of the report

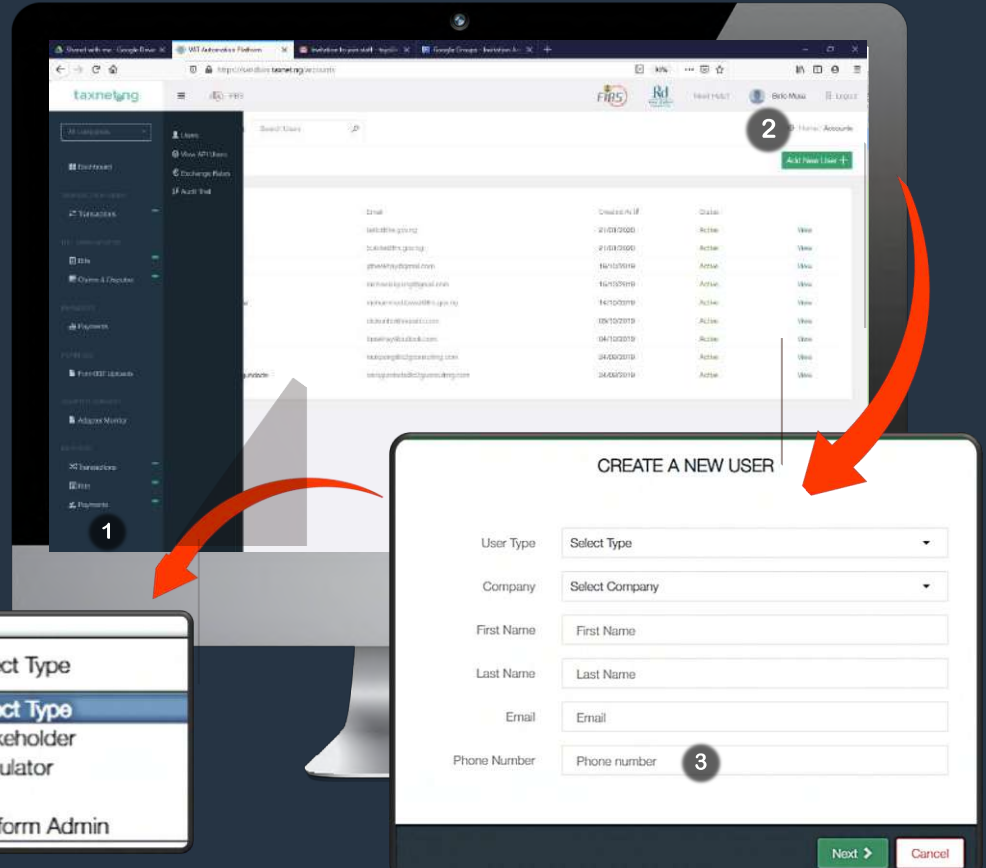
## 2 Export as CSV

If you want to submit a report, all you must do is click export as CSV.



# CREATE TAXPAYER USER

- 1 To Create New User: Go to Settings -> Users -> Add New User
- 2 On the Create A New User Screen, fill in details as shown below and select Next to display the permission necessary permission.
- 3 Select Next to display the permission screen



## STEP BY STEP GUIDE

# PERMISSIONS

On clicking on Next, the system displays the permission screen as shown below.

The screenshot shows a 'CREATE A NEW USER' form with a 'PERMISSIONS' section. It contains three permission items, each with a checked checkbox and a dropdown menu:

- Dispute Bills: Nothing selected. Description: This permission enables the user to dispute a bill.
- Manage Bills: Nothing selected. Description: This permission enables the user to view, create, edit and manage Bills for the selected stakeholders. Below are the list of stakeholders assigned.
- Create Dispute: Nothing selected. Description: This permission enables the user to create a dispute. There are no permissions assigned at the moment.

At the bottom of the form, there is a 'Send enrollment email' checkbox (checked), a 'Save' button, and 'Previous' and 'Cancel' buttons. A red arrow points from the 'Dispute Bills' dropdown menu to a zoomed-in view of the dropdown options.

The zoomed-in view shows the dropdown menu for 'Dispute Bills' with the following options:

- Nothing selected
- ALL STAKEHOLDERS
- DEMO COMPANY 1
- DEMO COMPANY 2
- DEMO3 Company 3
- DEMO COMPANY 4

## 1 Create New User

Click on the dropdown to select a permission right for the user. The permission right give users access right to certain functionalities of user for all companies or a selected company.

## 2 Save

Select save to complete the process of creating a new stakeholder

STEP BY STEP GUIDE

# FORM 002

In Nigeria, it is required that VAT/WHT ret on a monthly basis on Form 002. A return accompanied with a listing of all VAT-able supplies received and provided. Failure to file a return a fine. Failure to return VAT due will incur a fine equal to 5% of the interest.

## 1 Download form

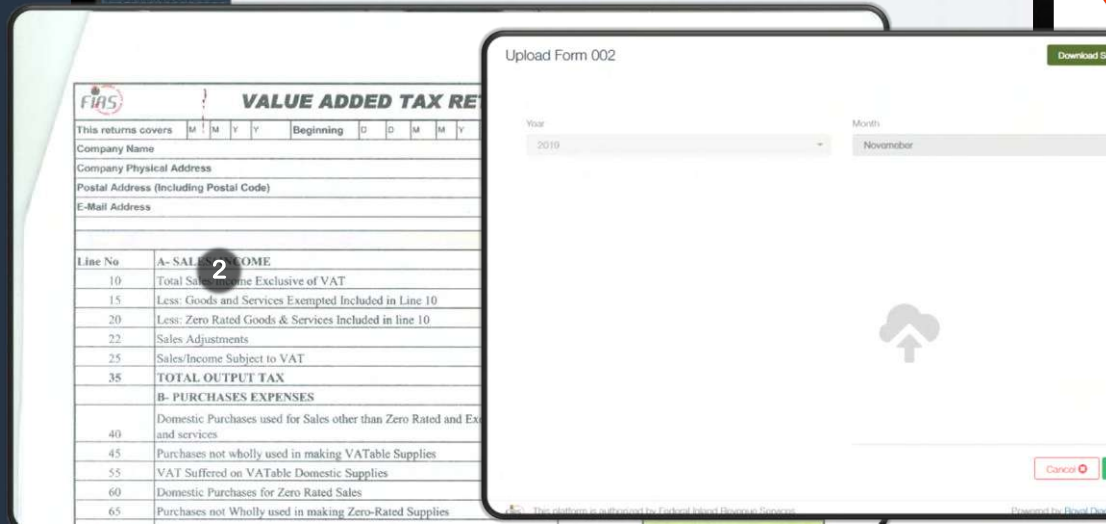
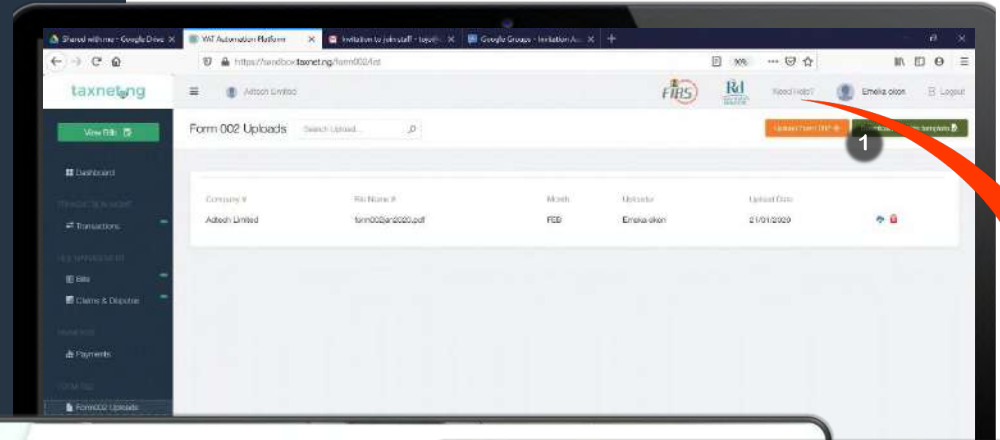
Here, you can download the form 002 by clicking “download sample template fill and upload.

## 2 Form 002

Fill out the form as seen in image 2.

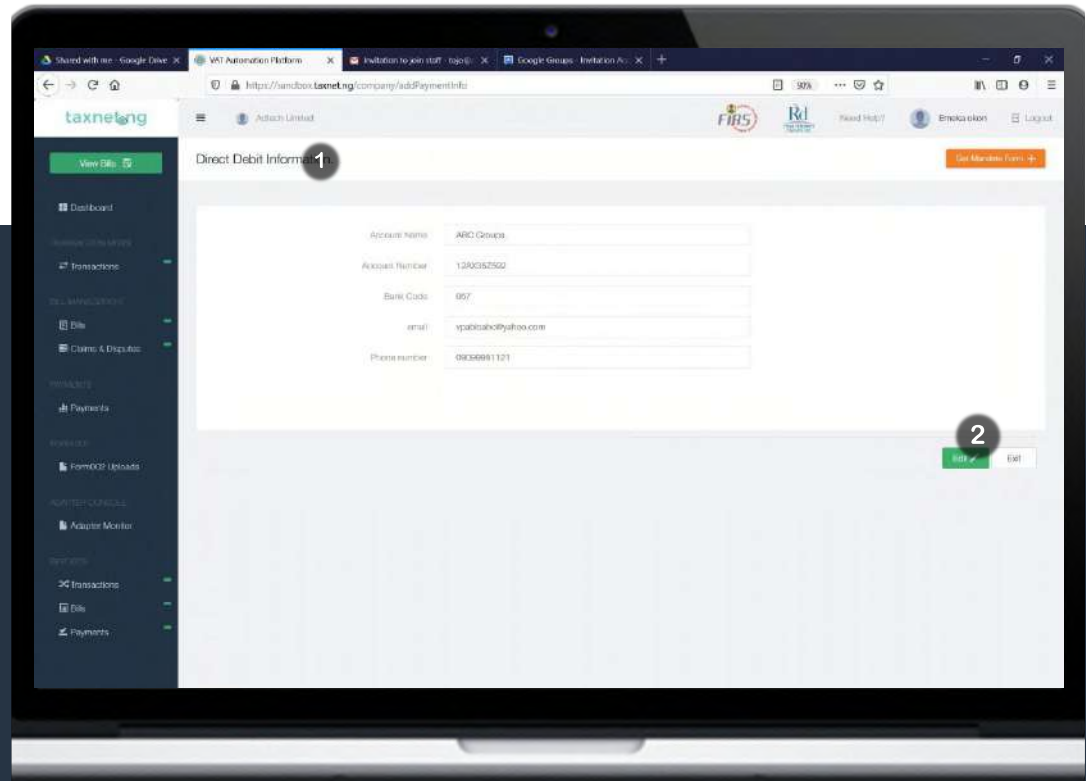
## 3 Upload form

After filling out the form, upload it by clicking on the upload form 002, then select the to select file. Click upload to complete.



# ADD TAXPAYER'S PAYMENT INFORMATION

The taxpayer's payment information are relevant for the direct debit process to work.



## 1 Add Payment Info

Go to Setting -> Add Payment Info, fill the relevant fields.

## 2 Save

Select save to complete the process of adding payment information

# GET IN TOUCH WITH US

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