

**THE UNITED REPUBLIC OF TANZANIA**



**MINISTRY OF FINANCE AND PLANNING**

**Government e-Payment Gateway**

**Sp portal**

**User Guide**

**(Draft 0)**

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# **1 Introduction**

## **1.1 Purpose of this user manual**

This User Manual provides instructional support and guidance to Authorized registered users of Government Electronic Payment Gateway (GePG). The manual focuses on access, navigation, use and management of the system to all Stakeholders.

## **1.2 About the system**

Government Electronic Payment Gateway (GePG) is a web based application system designed to be used by MoFP employees, MDA employees, LGA employees, Payment Service Providers (PSP) and Revenue Payers who are key stakeholders in the process of collecting Government Revenue.

## **1.3 System Requirements**

The GePG can be accessed using an electronic device or a computer system with the following minimum specifications:

- i. Web browser
- ii. A viable internet or network connection

## **1.4 Audience**

The manual is a walkthrough to the system that will help its users in understanding the interface and its features to enhance and ease their experience. All features and components of the system have been vividly described in this manual with screenshots and examples to facilitate easier understanding.

## 2 Features

The Government Electronic Payment Gateway (GePG) has been designed using the latest technology to ensure real time interactivity and includes multiple features as listed below:

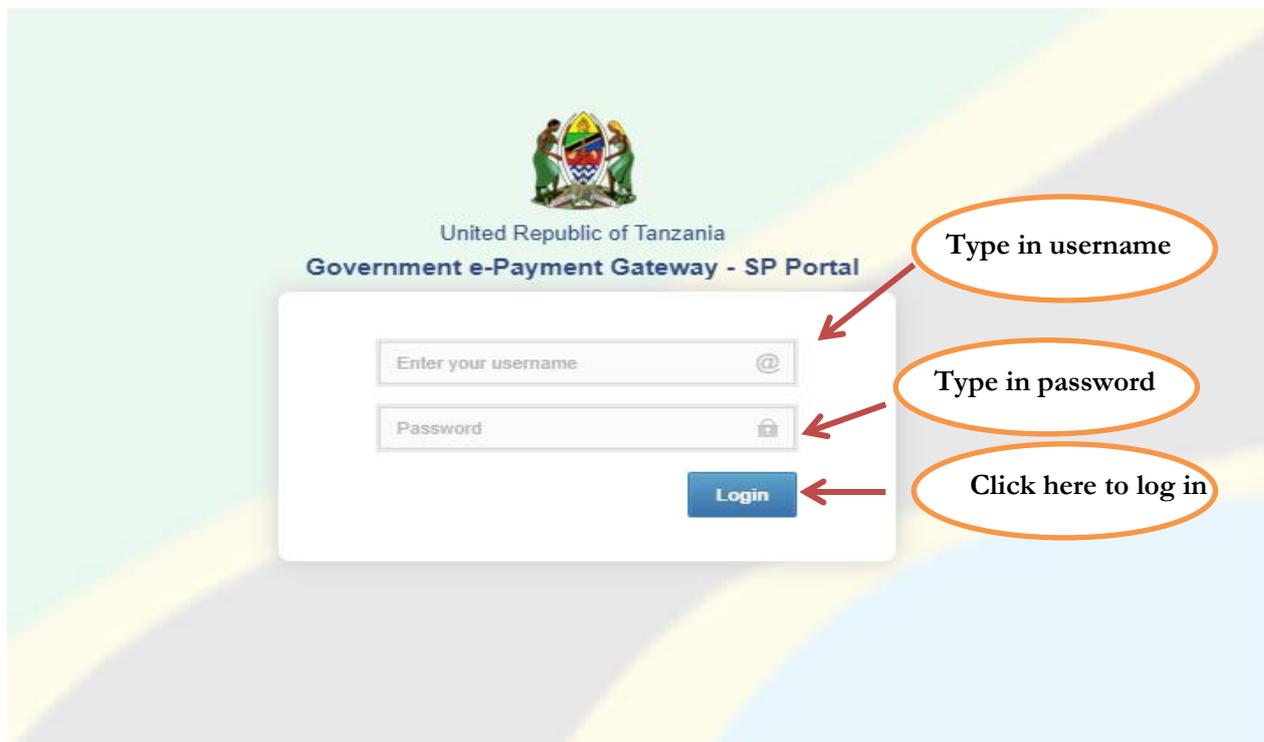
- Login Page
- Home Page / GePG Dashboard
- User Profile
- User Management
- Bill Management
- Payments
- Collections
- Reports
- Settings

### 2.1 Login Page

In order to login to the GePG, you need to have defined credentials that are **username** and **password**. Then you can access the system through the URL <http://www.gepg.go.tz/>.

#### Steps to Login

1. Enter your email address
2. Enter your password
3. Click Login



**Figure 1: User log in screen**

 **NOTE:** If you don't have login credentials, please contact your System Administrator.

## 2.2 Home Page

After log in successfully, your screen will look like this. (GePG dashboard)

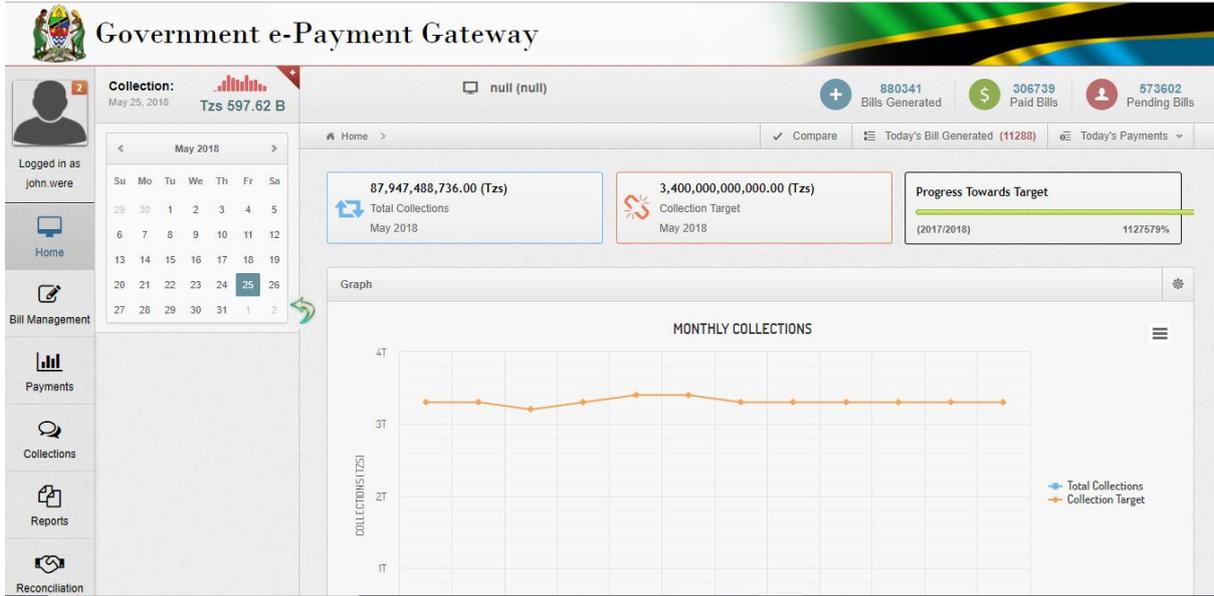


Figure 2 :GePG Dashboard

The Dashboard above displays functionalities for you to use(based on your access rights) at the left most part, while presenting summary of collection and collection targets at the center, total count of Generated, Paid and Pending Bills at the top right part as well as List of Service Providers(Least and Top collectors) at the bottom part.



Scrolling down to the very bottom of the dashboard you may see Lists of Service Providers with their respective collections.

Daily Collection (May 25, 2018)	All	Least Collectors	Top Collectors
Service Provider	Vote Code	Amount (Tzs)	
Tanzania Electric Supply Company Limited	SP103	1,982,642,830.00	
Ministry of Lands, Housing and Human Settlements Development	SP117	108,605,425.00	
Tanzania Forest Service Agency	SP128	92,360,045.00	
Immigration Services Department	SP109	69,191,000.00	
Dar Es Salaam Water And Sewerage Corp	SP104	67,858,279.00	

## 2.3 User Profile

This feature contains your (user's) personal information (including user's details modification) and logout functionality. You may be able to make changes to your user profile.



**Fig 3: User profile**

Steps:



1. Click once on **User profile** picture at the top left corner of homepage then My profile and log out features will be displayed.
2. Change any editable field to modify User's profile personal information such as email address, address and phone number.

3. Click on the  sign on the profile picture field to ADD your profile picture.
4. Click in New Password field and enter New Password ( if you want to change your current password)
5. Re-enter the new password in the Confirm Password field for confirmation .
6. Click Save to keep the changes.
7. Click Clear to Discard the changes.

INSTITUTE OF ACCOUNTANCY ARUSHA (SP410)

Bills Generated 0 Paid Bills 0 Pending Bills 0

Home > Compare Today's Bill Generated (0) Today's Payments

**My Profile**

Title \* Mr

Name : \* manager iaa

Email address : \* manager@iaa.ac.tz Phone Number : \* 0789678987

Address : \* P.O.BOX 2798 Profile Picture : No file selected +

Username : \* manager.iaa

Change Password (Write the New password to change the Old)

Password : \* Old Password New Password Confirm New Password

Clear Update

2

3

4

5

7

6

## **2.4 User management**

This module is designed to manage user registration, permission and listing.

### **2.4.1 User Registration**

This feature is used to register new system users. This is done through the following steps:

1. Click User Management (The "Users List", "Users Registration" ,"User Roles" and "User Permission" links will be displayed)
2. Click Users Registration (This will open the User Registration Form)
3. Select the appropriate Title for the user
4. Enter User Personal Details (i.e FirstName, Middle Name, Last Name, UserName, Email Address, etc..)
5. Select the drop down menu for the appropriate Sub Service Provider, Collection Center, Roles and Status of the user.
6. Tick on the boxes for Yes or No accordingly and
7. Click Create to Save the details
8. Click Clear to clear the fields

### **2.4.3 Permissions per Roles**

This will show you the permissions assigned on each pre-defined Role(s). Roles and their respective permissions are pre-defined by the system and thereafter each Service Provide will be able to view the existing Roles and assigns them to the users based on organization's User Matrix. Viewing of Permissions per each Role is done through the following steps:

1. Click User Management (The "Users ", "Users Registration" and "Permission per Role" links will be displayed)
2. Click Permissions per Roles ( This will open the Users Permission Form).
3. Select the Role you want to see its permissions .
4. The displayed "Ticked" permissions are the ones that have been assigned to the selected Role
5. On the "Search" text box, enter the keyword of the user you want to search and the list of all users whose details match with the keyword provided will be listed.
6. If you want to list ALL existing users, leave the "Search" text box blank (in step 3) and

**Government e-Payment Gateway**

iaa.admin  
Last Login : August 02, 2018

Institute of Accountancy Arusha (SP214)

Bills Generated: 0 | Paid Bills: 0 | Pending Bills: 0

Users (2) | Home > | Compare | Today's Bill Generated (0) | Today's Payments

Logged in as iaa.admin

User Registration (3)

Permissions per Role

View Permissions per Role

Role Name: SP Manager (3)

View Permissions per Role		
<input checked="" type="checkbox"/> CREATE BILL	<input checked="" type="checkbox"/> DELETE BILL	<input checked="" type="checkbox"/> VIEW BILL
<input checked="" type="checkbox"/> VIEW PENDING BILL	<input checked="" type="checkbox"/> VIEW SETTLED BILL	<input checked="" type="checkbox"/> VIEW DEFECT BILL
<input checked="" type="checkbox"/> SEARCH BILL	<input checked="" type="checkbox"/> SEARCH PENDING BILL	<input checked="" type="checkbox"/> SEARCH SETTLED BILL
<input checked="" type="checkbox"/> SEARCH DEFECT BILL	<input checked="" type="checkbox"/> PRINT BILL	<input checked="" type="checkbox"/> EXPORT BILL
<input checked="" type="checkbox"/> SEARCH PAYMENT	<input checked="" type="checkbox"/> VIEW RECONCILED PAYMENT	<input checked="" type="checkbox"/> VIEW SUCCESSFUL PAYMENT
<input checked="" type="checkbox"/> VIEW FAILED PAYMENT	<input checked="" type="checkbox"/> PRINT RECEIPT	<input checked="" type="checkbox"/> MANAGE ALLOCATED SUB SERVICE PROVIDER BUDGET/TARGET
<input checked="" type="checkbox"/> MANAGE SP EXCHANGE RATE	<input checked="" type="checkbox"/> VIEW MOF/GEFG CONTACT PERSONNEL	<input checked="" type="checkbox"/> MANAGE SP CONTACT PERSONNEL
<input checked="" type="checkbox"/> VIEW_REPORTS	<input checked="" type="checkbox"/> VIEW_COLLECTIONS	<input checked="" type="checkbox"/> MANAGE SP SUBREVENUE SOURCE
<input checked="" type="checkbox"/> MANAGE SP COLLECTION TARGET	<input checked="" type="checkbox"/> MANAGE SP REVENUE SOURCE	

Settings (1) | (4)

**Figure 4: Permissions assigned to “SP Manager” Role**

## **2.5 Bill Management**

GePG provides Bill Management to facilitate Bills preparation and reporting by various Stakeholders. The feature involve Bills Creation, Upload, and Search (for both paid and pending bills).

### **2.5.1 Bill Creation**

This allows a GePG user(s) without Billing Systems on their end, and who wish to create a Bill, to do so through GePG. This process is done through the following steps:

1. Click Bill Management (The Create Bill, Upload Bills, Search Bills, Paid Bills and Pending Bills links will be displayed)
2. Click Create Bill (The Bill Creation form will be displayed)
3. Fill Payer's personal information (i.e. Payer Name, Bill Description, Email address and Phone number).
4. Click in the Set Reminder check box to put a Tick, if you want the bill reminder messages to be sent to the Payer.
5. Fill Bill information by Selecting the currency ( The appropriate Exchange Rate will display), Payment Type and Expiry Date ( Bill Expiry Date)
6. Select the Revenue Source(s) for the Bill and enter the Amount corresponding to that source.
7. Enter the Miscellaneous Amount for that Revenue Source if any.
8. Enter Bill Reference Number
9. Click "ADD" to append and enter the next Revenue Source Details (If the Bill, is for more than one "Revenue Sources").
10. Click the "Red round Sign" at the right most part of line (If you want to delete any of the appended Revenue Source(s)).
11. Click "Submit" to save the bill.

The image shows a web application interface for creating a bill. The left sidebar contains navigation options: 'Create Bill' (highlighted with a red box and callout 1), 'Search Bills' (callout 2), 'Pending Bills', 'Defect Bills', 'Bill Management', 'Payments', 'Collections', 'Reports', and 'Settings'. The main content area is divided into several sections:

- Payer Info** (callout 3): Includes fields for 'Payer Name' (Demo Test), 'Bill Description' (Describe the Bill information e.g. Bill Property Tax), 'Email address' (demo@mof.go.tz), 'Phone Number' ((255) (700) 900000), and a 'Set Reminder' checkbox (Yes).
- Bill Info** (callout 5): Includes 'Currency' (Select Currency), 'Exchange Rate', 'Payment Type' (Full Payment), and 'Expiry Date' (days, dd-mm-yyyy).
- Revenue Sources** (callout 6): A section titled 'Revenue Sources (you can ADD multiple sources)' containing a table with columns for 'Revenue Source', 'Amount', and 'Bill Reference'. A green 'Add +' button (callout 9) is located below the table.
- Payment Options**: Includes a 'Method' dropdown with radio buttons for 'Mobile Money or Bank Deposit' (selected) and 'Electronic Fund Transfer'.
- A 'Submit' button (callout 11) is located at the bottom right of the form.

**Figure 5: Bill creation form**

## 2.5.2 Search Bills

This allows a GePG user(s) to Search and View details of the Bills that have been stored in the system. This process is done through the following **steps**:

1. Click Bill Management (The Create Bill, Upload Bills, Search Bills, Paid Bills and Pending Bills links will be displayed).
2. Click Search Bills (The Search Bill Form will be displayed)
3. From the Filter, select Revenue Source and Payment Status (i.e Paid / Pending) then enter bill reference number, date range (Date from and Date To).
4. Click "Search Bill" to get the Bill or "Clear" to clear search criteria.
5. Click the "View" option at the right most part of the Row if you want to view Bill Details
6. Leave the "Search Bill" fields empty and Click "Search Bill" (If you want to get a list of ALL Bills)

The screenshot displays a web application interface for Bill Management. On the left is a sidebar with navigation options: Home, Pending Bills, Defect Bills, Payments, Collections, Reports, and Settings. The main content area is divided into two sections: a search form and a bill list.

**Search Bill Form:** This form contains several input fields: Bill Control Number (with value 991680003378), Bill Reference (with value CAZ245556), Payer Name (with value Bill Owner Name), and Date From/Date To (both with placeholder dd-mm-yyyy). There are 'Clear' and 'Search Bill' buttons at the bottom right of the form.

**Bill List:** This section shows a table of bills with columns: Date, Payer, Bill Control ID, Bill Amount, Paid Amount, Currency, Expire Date, and Options. The first entry is: 31-07-2018, dangote industries ltd, 991680003378, 57,052.00, 57,052.00, TZS, 30-08-2018. Below the table is a pagination bar with 'Previous', '1', 'Next', and 'Last' buttons.

**Callouts:** Five numbered callouts (1-5) are present: 1 points to the 'Bill Management' menu item; 2 points to the 'Create Bill' button; 3 points to the 'Search Bills' button; 4 points to the 'Search Bill' button in the search form; 5 points to the 'Options' icon in the bill list table.

Figure 6: Searching bill

### 2.5.3 Pending Bills

This allows user(s) to View the monthly summaries of the Total Pending Amounts. It also allow searching for a specific pending bill and view its details. This process is done through the following steps:

1. Click Bill Management (The Create Bill, Upload Bills, Search Bills, Paid Bills and Pending Bills links will be displayed)
2. Click Pending Bills (The Pending Bill Form will be displayed with Pending Amount for the current month, at the top of the form)
3. The middle part of the form shows the list of all pending bills at the current month.
4. Click the Search field and enter the keyword of the pending bill you want to view
5. Select the number in the Show Entries Drop down List at the right most part to specify the number of records to display.
6. Click First, Previous, Next or Last button at the bottom of the page to navigate between pages.

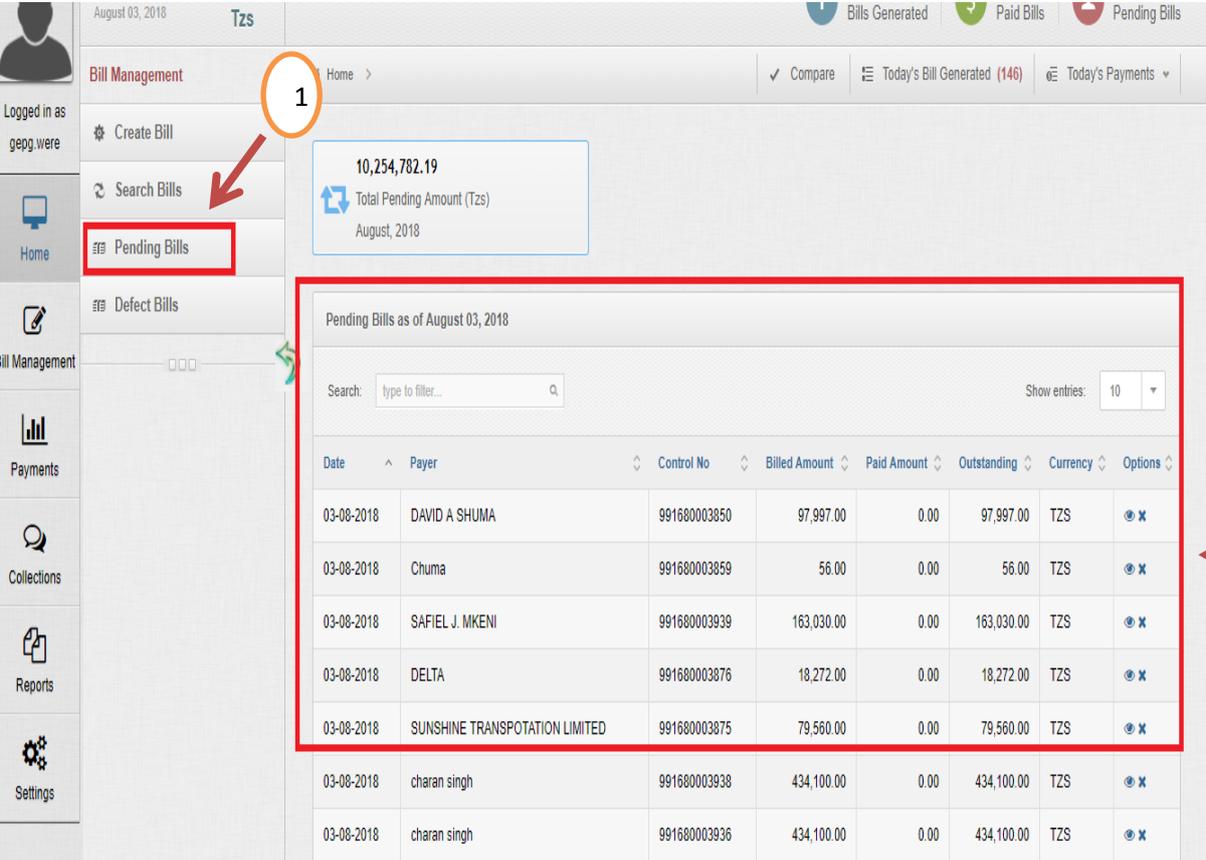
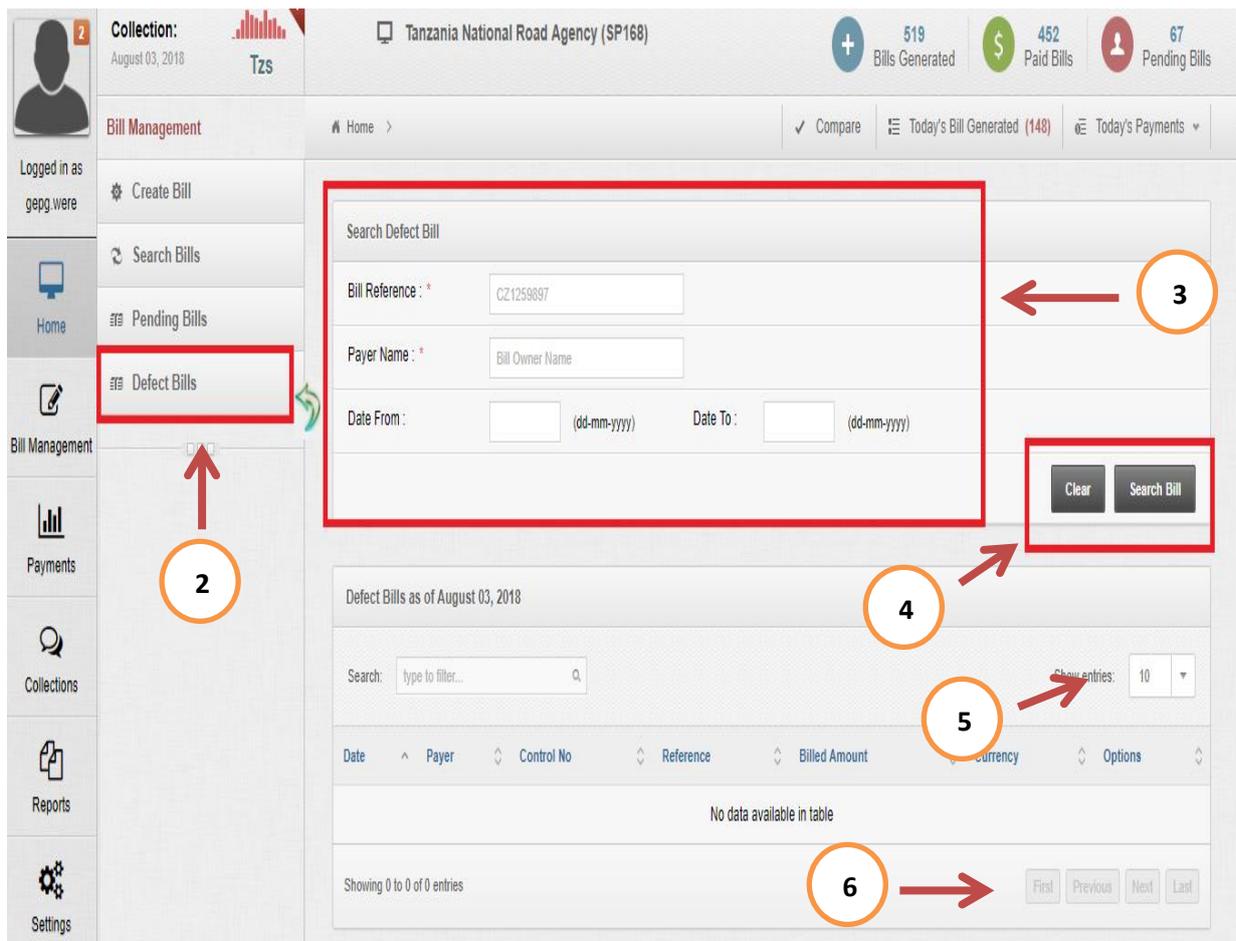


Figure 7: Pending bills

## 2.5.4 Defect Bills

This allows user(s) to View the monthly summaries of the Total Amounts of Defect Bills. It also allows searching for a specific defect bill and view its details including reason for being defect. This process is done through the following **steps**:

1. Click Bill Management (The Create Bill, Upload Bills, Search Bills, Paid Bills, Pending Bills and Defect Bills links will be displayed)
2. Click Defect Bills (The Defect Bills Form will be displayed with the Total Amount of Defect Bills for the current month, at the top of the form)
3. Click the Search field and enter the keyword of the defect bill you want to view
4. Click the "View Option" to view defect bill's details
5. Select the number in the Show Entries Drop down List at the right most part to specify the number of records to display.
6. Click First, Previous, Next or Last button at the bottom of the page to navigate between pages.



**Figure 8: Defect bills**

### 2.5.3 Paid Bills

This allows user(s) to View the monthly summaries of the Total Billed Amount, Total Paid Amount and Total Remains from Partial Payments. It also allow the user to search for a specific bill and view its details. This process is done through the following steps:

1. Click **Bill Management** ( The Create Bill, Upload Bills, Search Bills, Paid Bills and Pending Bills links will be displayed)
2. Click **Paid Bills** (The Search Bill Form will be displayed with Billed Amount, Total Paid Amount and Total Remains from Partial Payments for the current month, at the top of the form)
3. The middle part of the form shows the list of all paid bills at the current month.
4. To specify the paid bill to view, Click the “Search” field and enter the keyword of the bill.

5. To specify the number of records to view in the Paid Bills List, select the number in the “Show Entries” Drop down List at the right most part.
6. Click First, Previous, Next or Last button at the bottom of the page to navigate between pages.

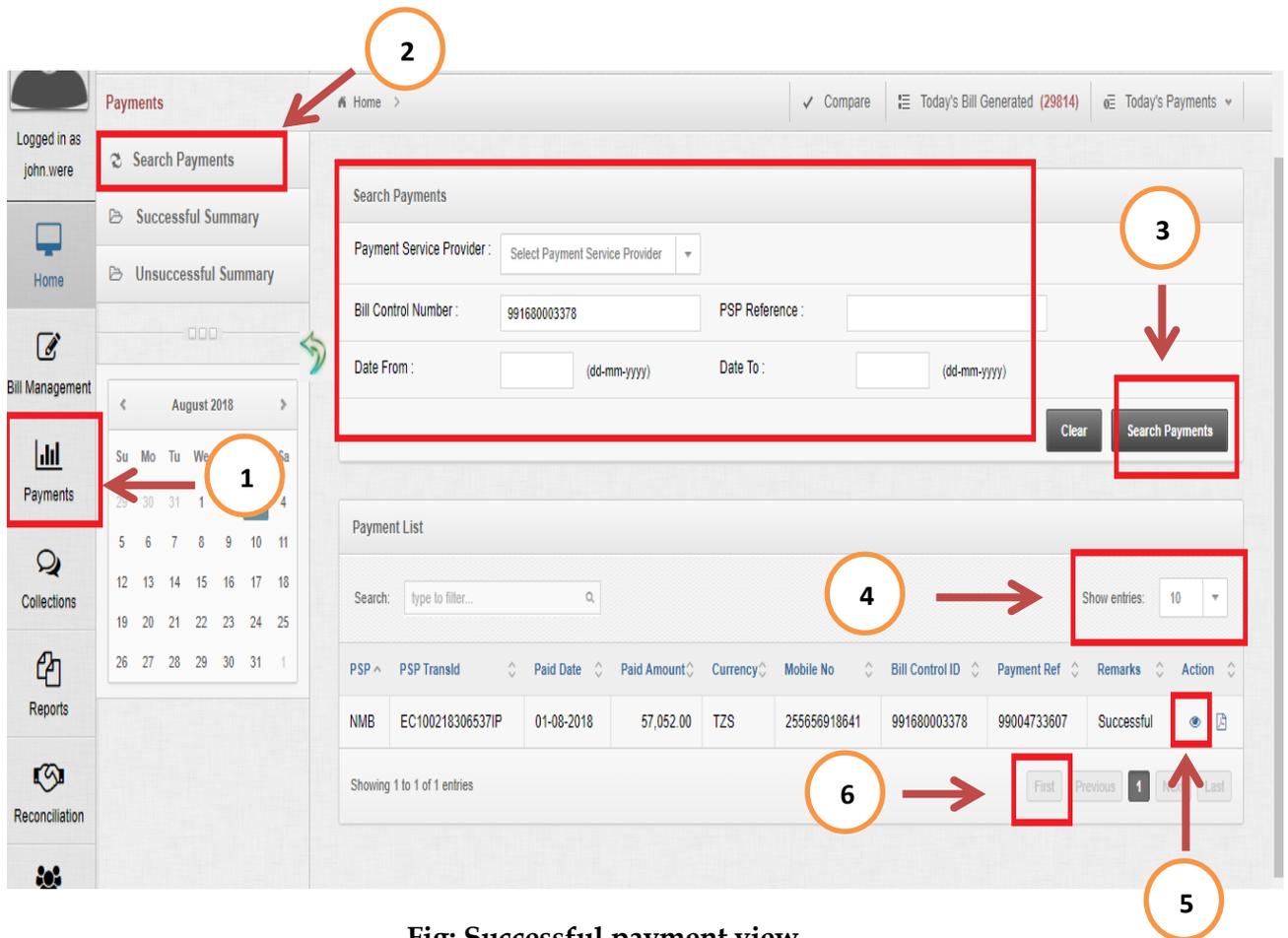
## **2.6 Payment**

This feature allows user(s) to Search and View details of the Payments made through Payment Service Providers (PSP). The View includes Successful, Unsuccessful, and Reconciled Payments.

### **2.6.1 Successful Payment**

This is used to Search or View the Successful Payments (payments that settled their corresponding Bills) done through PSPs. Follow the below **Steps**:

1. Click Payment (The Successful Payments, Unsuccessful Payments, Reconciled Payments and Search Payment links will be displayed)
2. Click Successful Payment (The Successful Payment Form will be displayed with summary of Payments for the current month, at the top of the form)
3. Click the “Search” field, provide the keyword of the payment transaction and press Enter (For specifying the paid transaction you want to view).
4. Select the number in the “Show Entries” Drop down List at the right most part of the form (For specifying the number of records to view in the Payment List).
5. Click the eye-like icon to view
6. Click First, Previous, Next or Last button at the bottom of the page to navigate between pages.



**Fig: Successful payment view**

## 2.6.2 Successful summary

This feature provides summary of files for all successful transactions. To view successful summary of transactions follow the following **Steps**:

1. Click successful summary
2. Select the number in the "Show Entries" Drop down List at the right most part of the form (For specifying the number of records to view in the Payment List).
3. Navigate to download icon to download file of successfully payments based on date.

Payments Summary

Search: type to filter...

Showing 1 to 8 of 8 entries

Date	File	Options
01-08-2018	0.04 KB	Download
02-08-2018	0.04 KB	Download
26-07-2018	0.04 KB	Download
27-07-2018	0.04 KB	Download
28-07-2018	0.03 KB	Download
29-07-2018	0.03 KB	Download
30-07-2018	0.03 KB	Download
31-07-2018	0.03 KB	Download

**Figure 9: Successful summary list**

### 2.6.3 Search Payments

This allows user(s) to Search and View details of the Payments that have been done through PSPs. This process is done through the following steps:

1. Click Payment(The Successful Payments, Unsuccessful Payments, Reconciled Payments, Paid Bills and Pending Bills links will be displayed)
2. Click Search Payment (The Search Payment Form will be displayed)
3. From the Filter, select payment service provider, then enter bill control number and select the date range i.e Date from to Date To.
4. Click "Search Payment" to get the Payments
5. Click "Clear" to clear search criteria.
6. Click the "View" Option at the right most part of the Row if you want to view Payment Details.
7. Click First, Previous, Next or Last button at the bottom of the page to navigate between pages.

Payments

Logged in as john.were

Search Payments

Success Summary

Unsuccessful Summary

Home

Bill Management

August 2018

Payments

Collections

Reports

Reconciliation

Home >

Compare

Today's Bill Generated (29814)

Today's Payments

Search Payments

Payment Service Provider: Select Payment Service Provider

Bill Control Number: 991680003378

PSP Reference:

Date From: (dd-mm-yyyy)

Date To: (dd-mm-yyyy)

Clear

Search Payments

Payment List

Search: type to filter...

Show entries: 10

PSP	PSP TransId	Paid Date	Paid Amount	Currency	Mobile No	Bill Control ID	Payment Ref	Remarks	Action
NMB	EC100218306537IP	01-08-2018	57,052.00	TZS	255656918641	991680003378	77	Successful	

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Figure 10: Search Payment View

### **2.7.1 GePG Collection**

This allows user(s) to View the daily summaries of the Total Collected Amount by various Payment Service Providers such as Mobile Network Operator (MNO), Banks and Point of Sales (POS). It also allows user(s) to search using specific collection criteria (i.e PSP, Amount, Transaction status etc.) and view its details. This process is done through the following steps:

1. Click Collections (The PSP Collection and Reconciliations links will be displayed)
2. Click PSP Collections (The Daily Collection Form will be displayed with the summarized Total Collections - MNO (TZS), Total Collections - BANKS (TZS) and Total Collections - MNO(TZS) at the top of the form)
3. From the filter enter date range i.e Date from To Date To.
4. The middle part of the form shows the list of PSPs daily collections with PSP Name(s) and with their corresponding Collected Amounts (TZS)
5. To specify individual collection, Click the "Search" field and enter the keyword of the collection transaction.
6. To specify the number of records to view in the collections List, select the number in the "Show Entries" Drop down List at the right most part.
7. Click First, Previous, Next or Last button at the bottom of the page to navigate between pages.

The screenshot shows the GePG Collections software interface. The left sidebar contains navigation options: Home, Bill Management, Payments, Collections (highlighted with a red box and callout 1), Reports, and Settings. The main content area is titled 'PSP Collections' and includes a summary section with three cards: 'Total Collections - MNO (Tzs)', 'Total Collections - BANKS (Tzs)', and 'Total Collections - POS (Tzs)', all showing 0.00. Below this is a 'Filter' section with 'From Date' (01-08-2018) and 'To Date' (31-08-2018) fields (highlighted with a red box and callout 3), and a 'Filter' button. The main data table is titled 'PSP Collections' and has a search bar (highlighted with a red box and callout 5) and a 'Show' dropdown set to 10 (highlighted with a red box and callout 6). The table lists PSP types and their collected amounts:

PSP	Collected Amount (Tzs)
CRDB	5,872,095.00
NMB	75,617,190.00

Callout 2 points to the 'PSP Collections' header, callout 4 points to the table, and callout 6 points to the 'Show' dropdown.

**Figure 11: PSP Collections**

## 2.8. Reports

This allows user(s) to have a well-formatted and organized presentation of data that have been processed and stored by the system. This process is done through the following steps:

1. Click Reports (The Collections vs. Target links will be displayed)
2. Click Collections Vs. Target (The Report form having Filter, monthly bill and collection summary with their graphical representation will be displayed)
3. From the filter select financial year , Month and Sub-SP.
4. Click “Search” to get the Report based on search criteria.

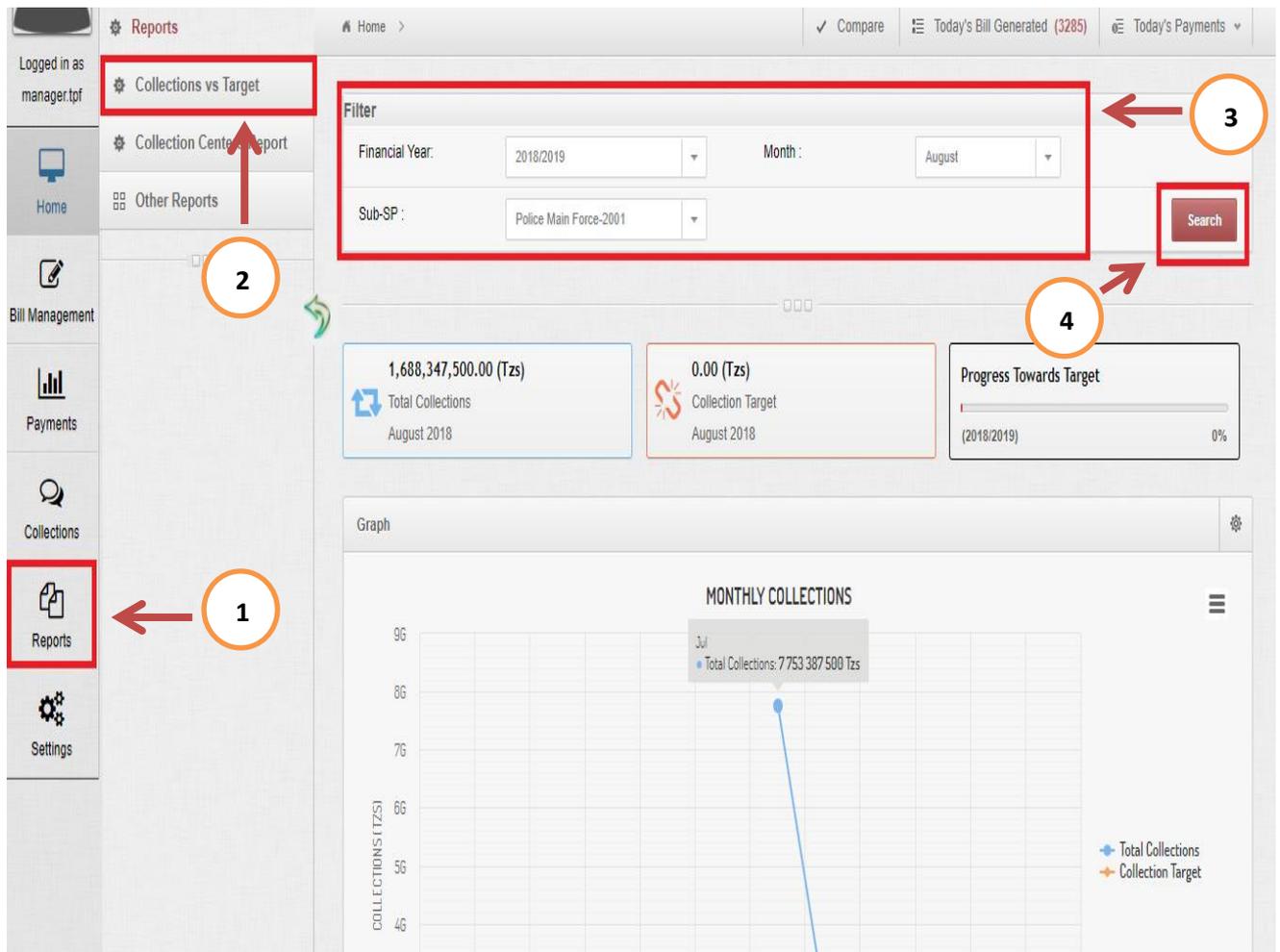
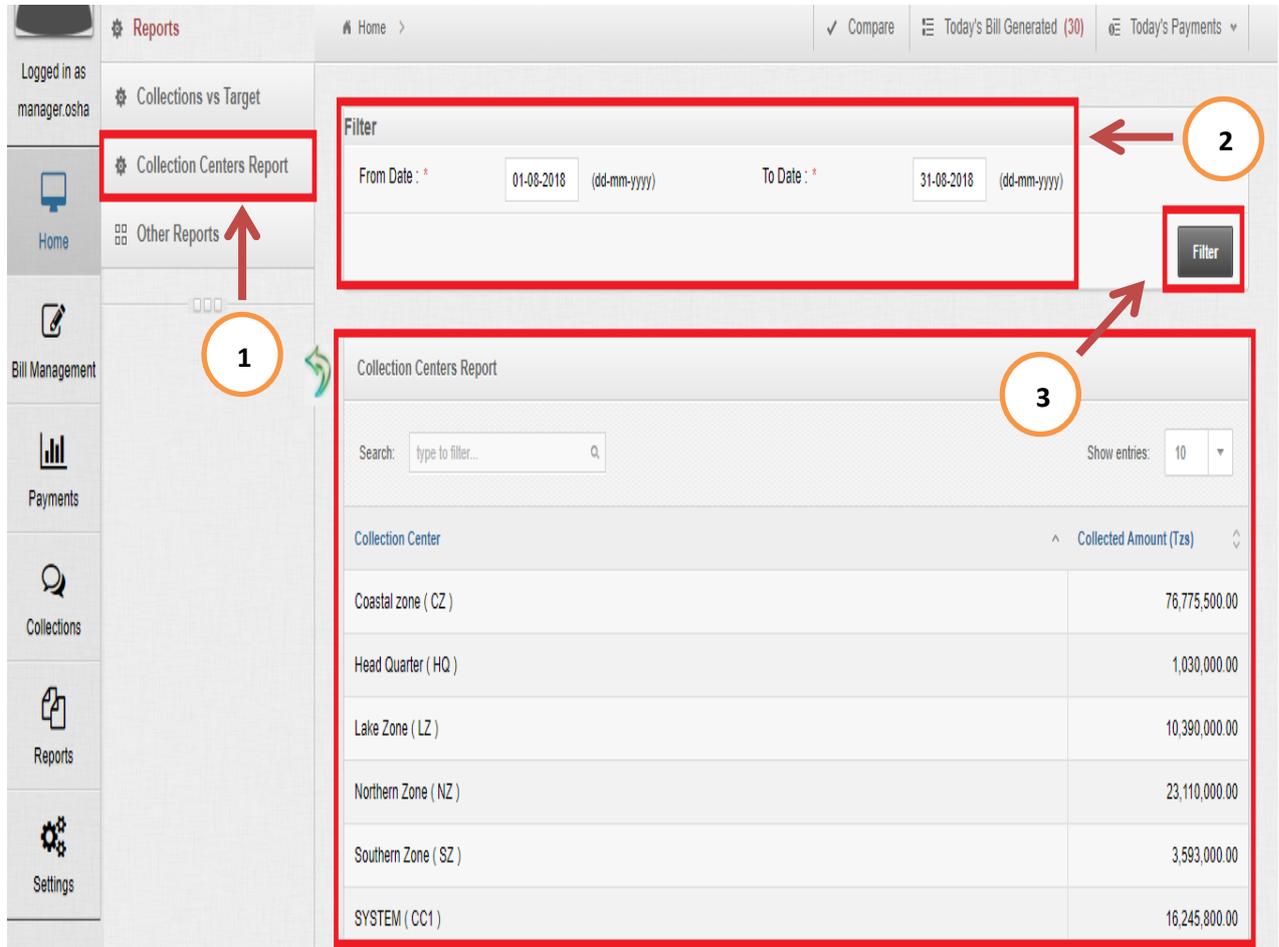


Figure 12 : Collection against target report

To view Reports based on collection centres , click collection centres report then follow the following steps:

1. In the filter select date range i.e date from to date to:
2. Click filter then report information based on collection centres and collected amount per collection centre.



**Figure 13: Reports based on collection centres**

## Other reports

Gepg includes many other system reports that you can use to gain insights into how collection is going on.

To view these reports follow the following steps:

1. Click other reports then list of available reports with their descriptions will be displayed.
2. Navigate to eye-like icon then click to view reports details.

3. Enter starting transaction date and ending transaction date then click preview to view the report.

4. 1

The screenshot shows the GePG Reports interface. On the left sidebar, the 'Reports' menu item is highlighted with a red box and labeled '1'. An arrow points from this menu item to the 'Other Reports' sub-menu item, which is also highlighted with a red box. The main content area displays a table of reports under the heading 'Other Reports'. The table has columns for 'Report Name', 'Description', and 'Action'. The first row, 'Collection Centre Collections', is highlighted with a red box, and its 'Action' column contains a blue circular icon with a white eye, which is labeled '2' with a red arrow pointing to it. Other reports listed include 'Detailed Sub Service Provider Collections Grouped by Currency', 'Government Exchequer Receipt', 'Service Provider Collections by Payment Service Provider(PSP)', 'Service Provider Collections by Service Type', 'Service Provider Monthly Summary Collections by Sub Service Provider', 'Service Provider Monthly Total Collections', 'Sub Service Provider Collections by Service Type', and 'Summary of Collection Centre Collections'.

Report Name	Description	Action
Collection Centre Collections	All payments made on bills generated by a specific Service Provider collection centre	👁
Detailed Sub Service Provider Collections Grouped by Currency	Detailed Sub Service Provider Collections Grouped by Currency in a specified Time Period	👁
Government Exchequer Receipt	Payment Receipt	👁
Service Provider Collections by Payment Service Provider(PSP)	Service Provider Revenue Collection as collected by each Payment Service Provider	👁
Service Provider Collections by Service Type	Summary of Service Provider Collections by Service Type	👁
Service Provider Monthly Summary Collections by Sub Service Provider	Total Collections on bills generated by each Sub Service Provider in a specified Time Period	👁
Service Provider Monthly Total Collections	Monthly payments made on bills generated by Service Provider	👁
Sub Service Provider Collections by Service Type	Detailed Sub Service Provider Collections by Service Type	👁
Summary of Collection Centre Collections	Summary of all payments made on bills generated by a specific Service Provider collection centres	👁

Figure 14: Other reports found on GePG

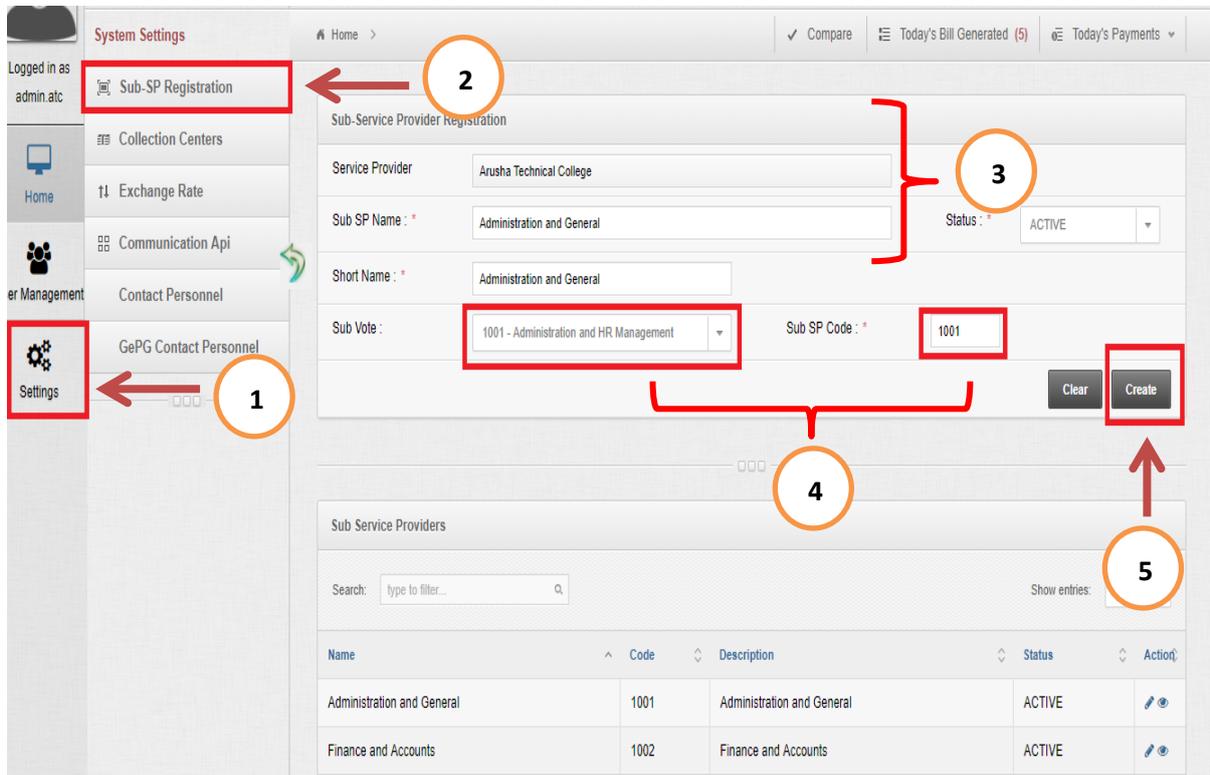
## 2.9. Settings

The setting module lets you define settings for sub SP registration, collection centres, exchange rate, communication API, contact personnel and GePG contact personnel.

### 2.9. 1. Sub-SP registration

 To register Sub-SP go to Navigation pane and click settings, then click sub-SP registration and follow the following steps:

1. Go to Navigation pane and click settings;
2. Click sub-SP registration to fill sub-SP details;
3. Enter sub-SP name, short name and select active status;
4. Select appropriate sub-vote and enter sub-SP code;
5. Click create button to save sub-SP details or clear button to clear the details.



The screenshot shows the 'Sub-SP Registration' form in a web application. The navigation pane on the left has 'Settings' highlighted with a red box and a red arrow labeled '1'. The main form has 'Sub-SP Registration' highlighted with a red box and a red arrow labeled '2'. The form fields are: Service Provider (Arusha Technical College), Sub SP Name (Administration and General), Short Name (Administration and General), Sub Vote (1001 - Administration and HR Management), and Sub SP Code (1001). The Status is set to ACTIVE. The 'Create' button is highlighted with a red box and a red arrow labeled '5'. A red bracket labeled '3' groups the Sub SP Name, Short Name, and Status fields. A red bracket labeled '4' groups the Sub Vote and Sub SP Code fields. Below the form is a table of Sub Service Providers.

Name	Code	Description	Status	Action
Administration and General	1001	Administration and General	ACTIVE	 
Finance and Accounts	1002	Finance and Accounts	ACTIVE	 

Figure 15 : Sub-SP Registration

## 2.9. 2 Collection centres

This form is used to register new or modify existing Collection Center(s) in the system. To register, you should follow the following **Steps**:

1. Click Settings (The System Setting window will display links of ALL forms under this feature)
2. Click Collection Centers (The form will be displayed with the respective Service Provider's Name)
3. Enter Region, District, Description (Name), Center Code and Status (On the Collection Centers' section)
4. Click "Create" to get the Collection Center's details in the system or "Clear" to clear ALL fields.
5. Click on the "Search Box" and enter the keyword of the existing Collection Center(s) (e.g. Name, Code, Description or Status)
6. Click the "View" option at the right most part of the Row if you want to view or modify Collection Center's Details
7. Leave the "Search Box" field empty ( If you want to get a list of ALL Collection Center
8. To specify the number of records to view in the Collection Center List, select the number in the "Show Entries" Drop down List at the right most part.
9. Click First, Previous, Next or Last button at the bottom of the page to navigate between pages.

The screenshot displays a web application interface for managing collection centers. The interface is divided into a sidebar and a main content area.

**Sidebar:**

- Logged in as admin.atc
- System Settings
  - Sub-SP Registration
  - Collection Centers** (highlighted with a red box and callout 2)
  - Exchange Rate
  - Communication Api
  - Contact Personnel
  - GePG Contact Personnel
  - Settings** (highlighted with a red box and callout 1)

**Main Content Area:**

**Create Collection Center Form:**

- Service Provider: Arusha Technical College
- Region: Njombe (dropdown)
- District: (dropdown)
- Description(Name): (text input)
- Centre Code: (text input)
- Status: ACTIVE (dropdown)
- Buttons: Clear, Create (highlighted with a red box and callout 4)

**Collection Centers Table:**

Search: type to filter... (highlighted with a red box and callout 5)

Showing 1 to 3 of 3 entries

Center	Code	Region	District	Status	Action
Arusha Technical College (Kikuletwa Branch)	ATC-KIKULETWA	Arusha		ACTIVE	<b>[Edit/View]</b> (highlighted with a red box and callout 6)
Arusha Technical College HQ	ATC-MAIN CAMPUS	Arusha	Arusha	ACTIVE	[Edit/View]
Head Quarter	HQ	Katavi	Mlele	INACTIVE	[Edit/View]

Page navigation: First, Previous, Next, Last (highlighted with a red box and callout 9)

**Figure 16 : Creation of collection centre**

### 2.9.3 Exchange Rate

This form is used to set the Service Provider's exchange rate. To SET the exchange rate, you should follow the following Steps:

#### Create New Exchange Rate

1. Click Settings (The System Setting window will display links of ALL forms under this feature)
2. Click Exchange Rate (The form will be displayed with the respective Service Provider's Name)
3. Click the Calendar and select the Exchange Rate Date
4. Select the Currency
5. Enter the Exchange Rate
6. Select the Status
7. Click Save to store the Exchange Rate or Clear to Discard.

The screenshot displays the 'Create Exchange Rate' form within a web application. The form is titled 'Create Exchange Rate' and shows a service provider 'Tanzania National Road Agency - SP168'. The form fields are as follows:

- Service Provider: Tanzania National Road Agency - SP168
- Exchange Rate Date: 18-08-2018 (indicated by a red box and arrow 3)
- Currency: Uni... (indicated by a red box and arrow 4)
- Exchange Rate: 2240 (indicated by a red box and arrow 5)
- Status: AC... (indicated by a red box and arrow 6)

Buttons for 'Clear' and 'Save' are visible at the bottom right of the form (indicated by a red box and arrow 7). The sidebar on the left shows the 'Settings' icon (indicated by a red box and arrow 1) and the 'Exchange Rate' link (indicated by a red box and arrow 2). Below the form, there is a table titled 'Exchange Rates' with a search bar and a 'Show entries' dropdown set to 10. The table is currently empty, displaying 'No data available in table'.

Fig: Creation of exchange rate

## 2.9.4 Revenue Sources

This form is used to register Revenue Sources that are expected to be collected within the specified Financial Year in the system. To register, you should follow the following **Steps**:

### 2.9.4.1 To Register a Revenue Source

1. Click Settings (The System Setting window will display links of ALL forms under this feature)
2. Click Revenue Source (The form will be displayed with the respective Service Provider's Name)
3. Click the Drop Down List to select the Main Revenue Source ( The respective Revenue items will be displayed will check box)
4. Click in the check box corresponding to the revenue item you want to use)
5. Click "Save" to store the Main Revenue Sources with its Revenue Item(s) in the system.

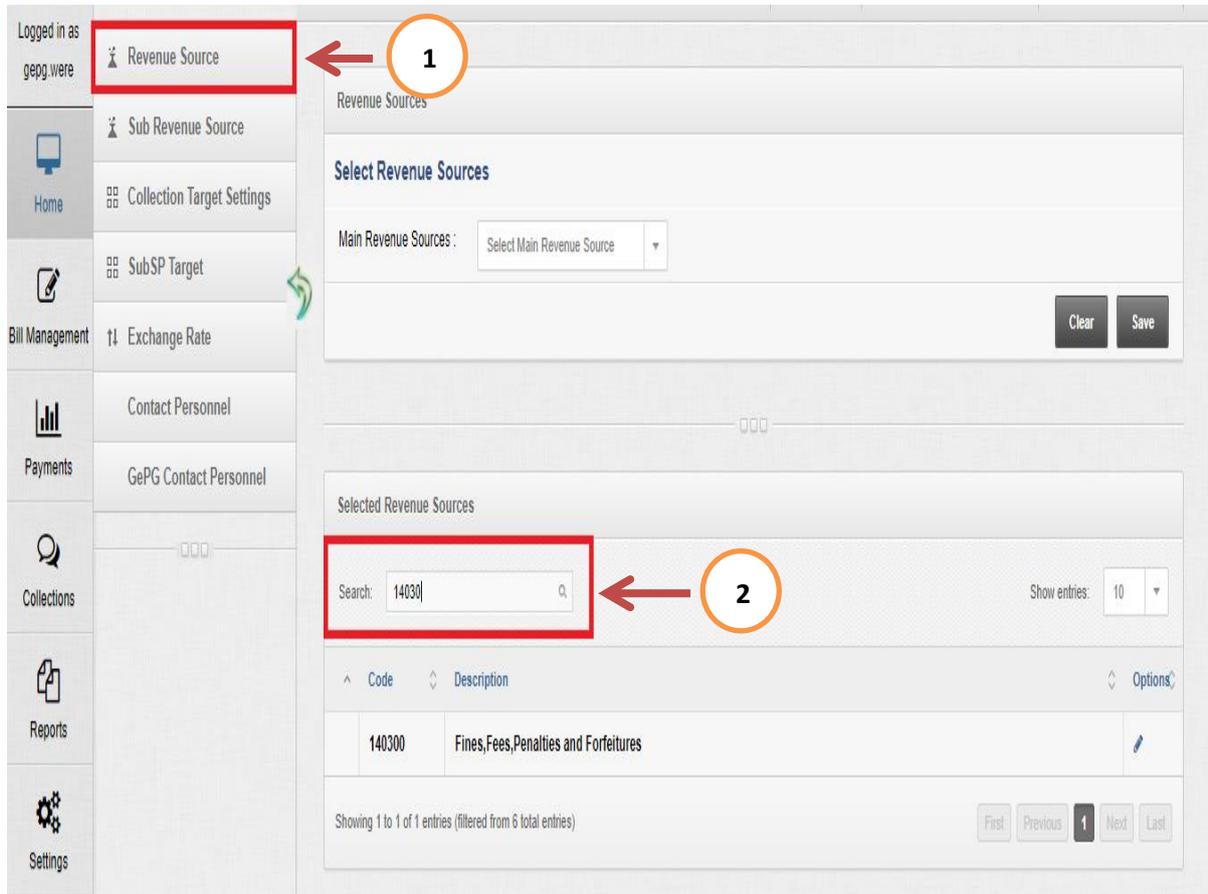
The screenshot shows the 'Revenue Source' registration form. On the left is a sidebar menu with 'Settings' highlighted (1). The main form has a 'Revenue Source' dropdown menu (2) and a 'Main Revenue Sources' dropdown menu (3). Below the dropdowns is a table of 'Selected Revenue Sources' with checkboxes (4). A 'Save' button is located at the bottom right (5).

Code	Description	Options
140300	Fines, Fees, Penalties and Forfeitures	
<input checked="" type="checkbox"/>	140290	Material testing fees
<input checked="" type="checkbox"/>	140368	Miscellaneous Receipts
<input checked="" type="checkbox"/>	140383	Road Reserve User Charges
	140200	Sales of Goods and Services
<input checked="" type="checkbox"/>	140382	Weighbridge collections

Figure 17: Registering revenue source

## 2.9.4.2 To Search for a Revenue Source:

1. Click in Filter field and type the Keyword of the Revenue code or description you want to search (The Revenue Source list that match the typed keyword will be displayed).



**Figure 18: Searching for revenue source**

## 2.9.4.2 To Modify Revenue Sources:

1. Click edit option to deselect revenue item(s) from the main revenue sources ( the deselect revenue sources form will display)
2. Click the check box and untick (to deselect)
3. Click Save to keep the changes or Clear to Discard
4. To specify the number of records to view in the Revenue Sources List, select the number in the “Show Entries” Drop down List at the right most part.
5. Click First, Previous, Next or Last button at the bottom of the page to navigate between pages.

The screenshot displays the 'Revenue Sources' management interface. On the left is a navigation sidebar with icons for Home, Bill Management, Payments, Collections, Reports, and Settings. The main content area is titled 'Revenue Sources' and contains two primary sections: 'Deselect Revenue Sources' and 'Selected Revenue Sources'.

**Deselect Revenue Sources:** This section features a 'Main Revenue Sources' dropdown menu currently set to '140300 : Fines, Fees, Penalties ...'. Below this, three revenue sources are listed with checkboxes: '140368 : Miscellaneous Receipts', '140382 : Weighbridge collections', and '140383 : Road Reserve User Charges'. A 'Clear' button and a 'Save' button are positioned to the right of these items. A red box highlights the 'Save' button, with a red arrow and the number '3' pointing to it.

**Selected Revenue Sources:** This section includes a search bar with the placeholder 'type to filter...'. Below the search bar, a table lists the selected revenue sources. A red box highlights the 'Show entries' dropdown menu, which is currently set to '10', with a red arrow and the number '4' pointing to it. Another red box highlights an edit icon (pencil) in the 'Options' column for the first row, with a red arrow and the number '1' pointing to it.

The table below shows the data for the 'Selected Revenue Sources' section:

Code	Description	Options
140300	Fines, Fees, Penalties and Forfeitures	
<input checked="" type="checkbox"/>	140368 Miscellaneous Receipts	
<input checked="" type="checkbox"/>	140382 Weighbridge collections	
<input checked="" type="checkbox"/>	140383 Road Reserve User Charges	
	140200 Sales of Goods and Services	
<input checked="" type="checkbox"/>	140290 Material testing fees	

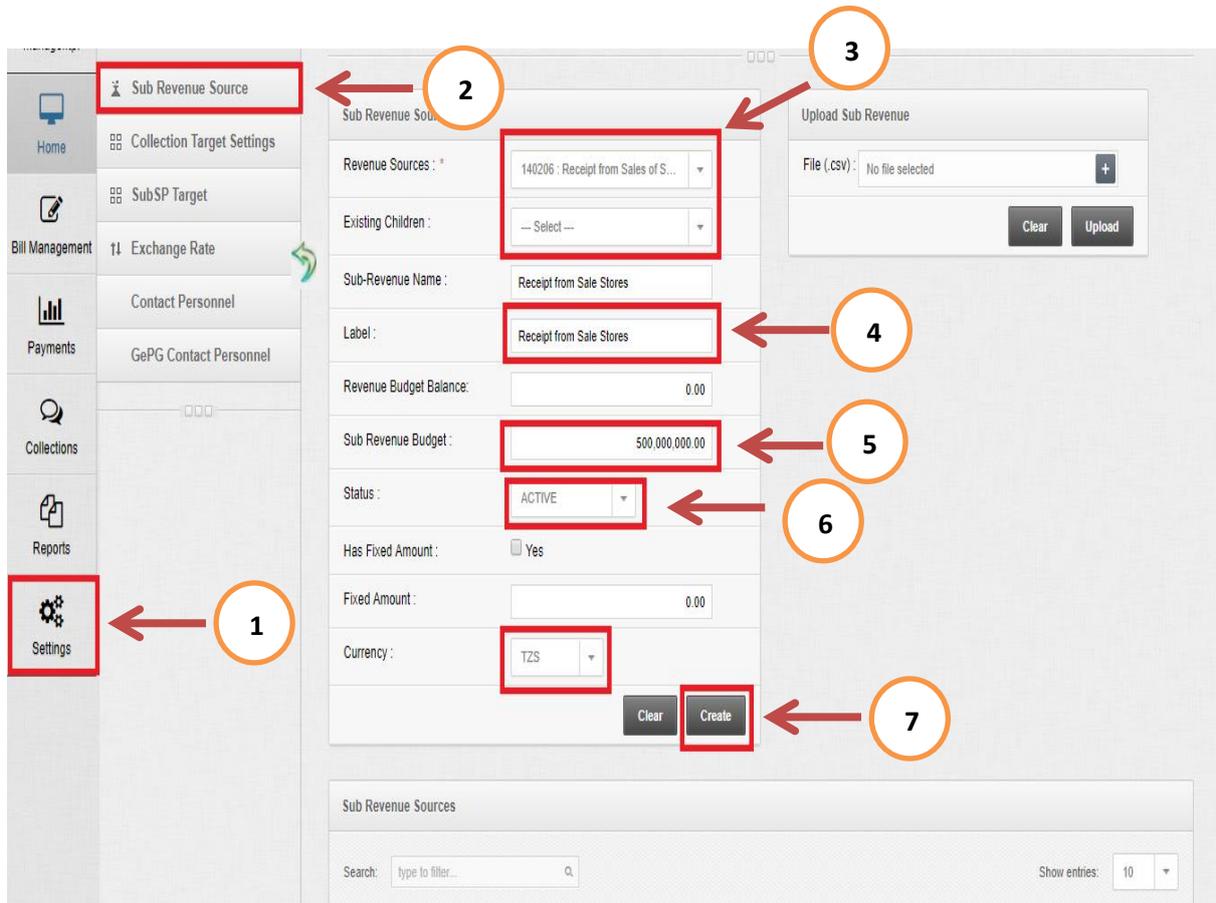
**Figure 19 : Modifying revenue sources**

### **2.9.5 Sub - Revenue Source**

This form will allow you to register Sub Revenue Sources that are expected to be collected within the specified Financial Year in the system. To register, you should follow the following:

#### **Steps: To Register a sub- Revenue Source:**

1. Click Settings (The System Setting window will display links of ALL forms under this feature.
2. Click Sub Revenue Source (The form will be displayed with the respective Service Provider's Name.
3. Click the Drop Down List to select the Main Revenue Source ( The respective Revenue items will be displayed will check box).
4. Click in the check box corresponding to the revenue item you want to use).
5. Click "Save" to store the Main Revenue Sources with its Revenue Item(s) in the system.
6. Click "Clear" to clear Selection.



**Figure 20: Sub-SP registration**

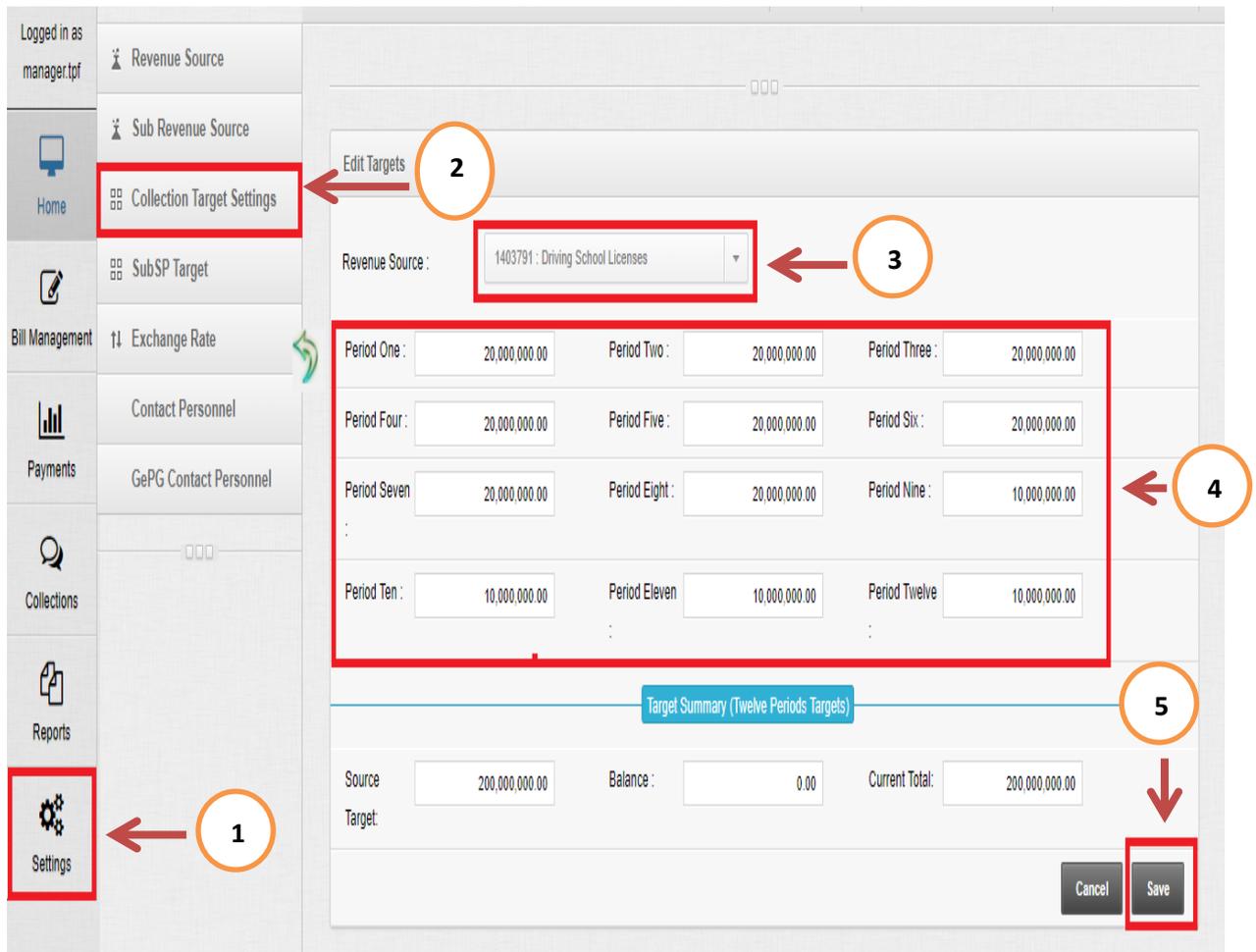
## 2.9.6 Collection Target Settings

This form will allow you to set the Collection targets. The annual Revenue Source's Budget is divided into twelve periods (months). To SET the target, you should follow the following

### Steps:

#### Create Target

1. Click Settings (The System Setting window will display links of ALL forms under this feature)
2. Click Collection Target (The form will be displayed with the respective Service Provider's Name)
3. Select the Revenue Source you want to set target on (After selection the Total Target per Revenue Source will be displayed).
4. Enter the Target amount for each Period ( The sum of all period should be less or equal to Total Target per Revenue Source)
5. Click Save to store the targets or Clear to Discard.



**Figure 21:** Collection Target settings

## 2.9.7 Sub-SP Target

This form will allow you to set the Sub SP / Sub Vote targets. The annual Service Provider's Budget is divided to ALL Sub SP in aggregate. To SET the Sub SP target, you should follow the following **Steps**:

### Create Target

1. Click Settings (The System Setting window will display links of ALL forms under this feature)
2. Click Sub SP Target Settings (The form will be displayed with the respective Service Provider's Name)
3. Select the Sub SP and Financial Year
4. Enter Sub SP target total amount
5. Select the appropriate status ( Active / Inactive)
6. Click Save to store the Sub SP targets or Clear to Discard

The screenshot shows a web application interface for creating sub-SP targets. The left sidebar contains a 'Settings' icon (1) and a 'SubSP Target' menu item (2). The main form area is titled 'Create Targets' and includes the following fields and controls:

- Service Provider:** Tanzania Police Force - SP108
- Sub SP:** Prison Farms-4003
- Financial Year:** 2016/2017
- Set Target:** 300000000
- Status:** ACTIVE
- Buttons:** Clear and Save

Below the form is a table titled 'Sub Service Provider Target' with a search bar and a table header. The table header includes columns for Sub SP, Sub Sp Code, Allocated Target, Fin Year, Status, and Action.

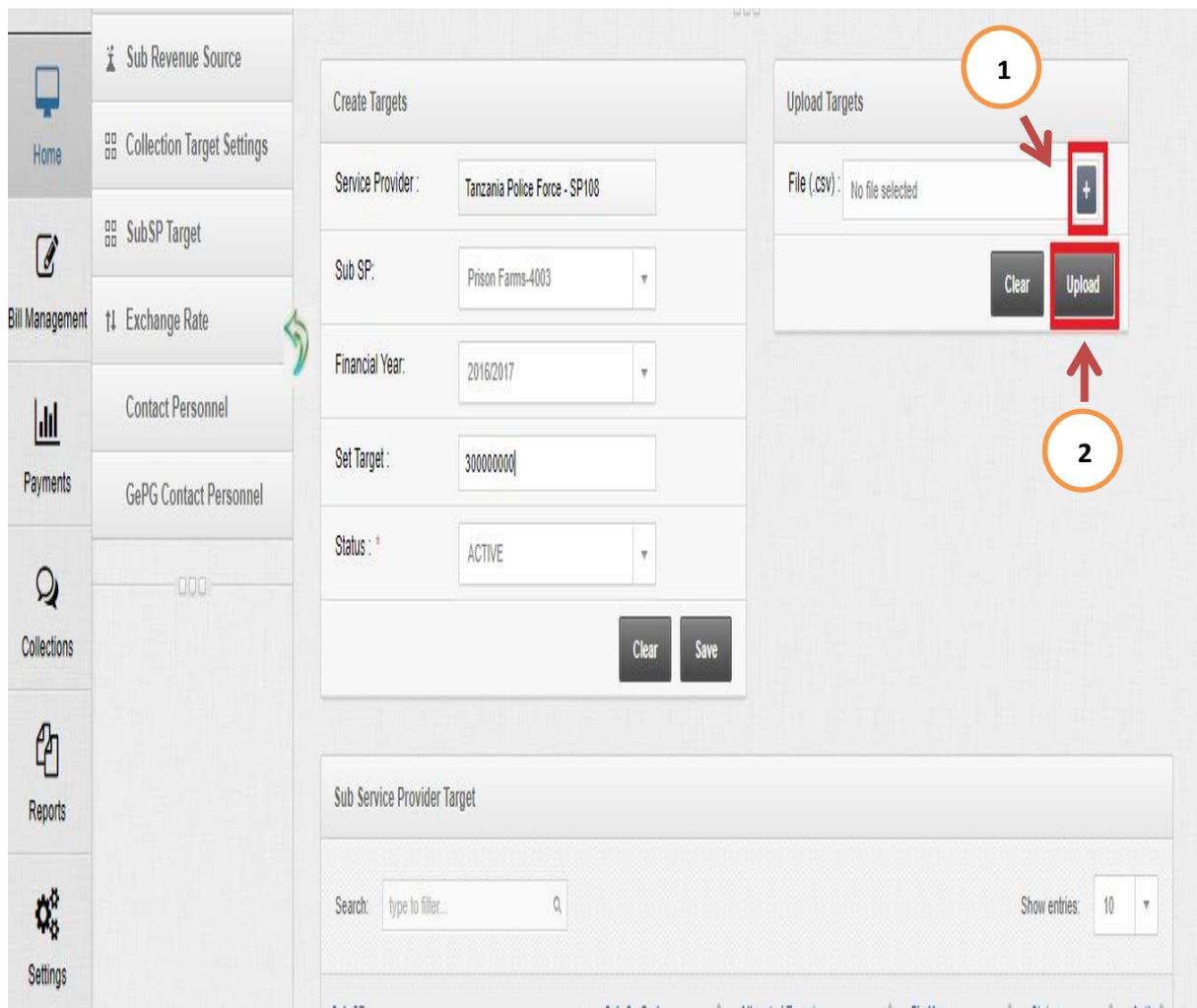
Numbered callouts (1-6) indicate the steps: 1 points to the Settings icon in the sidebar; 2 points to the SubSP Target menu item; 3 points to the Financial Year dropdown; 4 points to the Set Target input field; 5 points to the Status dropdown; and 6 points to the Save button.

**Figure 22: Sub-SP Target setting**

### 2.9.8 Upload Target

To Upload target , follow the following steps:

1. Navigate to “Upload Target” then click “” to choose the CSV file to be uploaded.
2. Click “Upload” to upload the file or “Clear” to clear the File field.



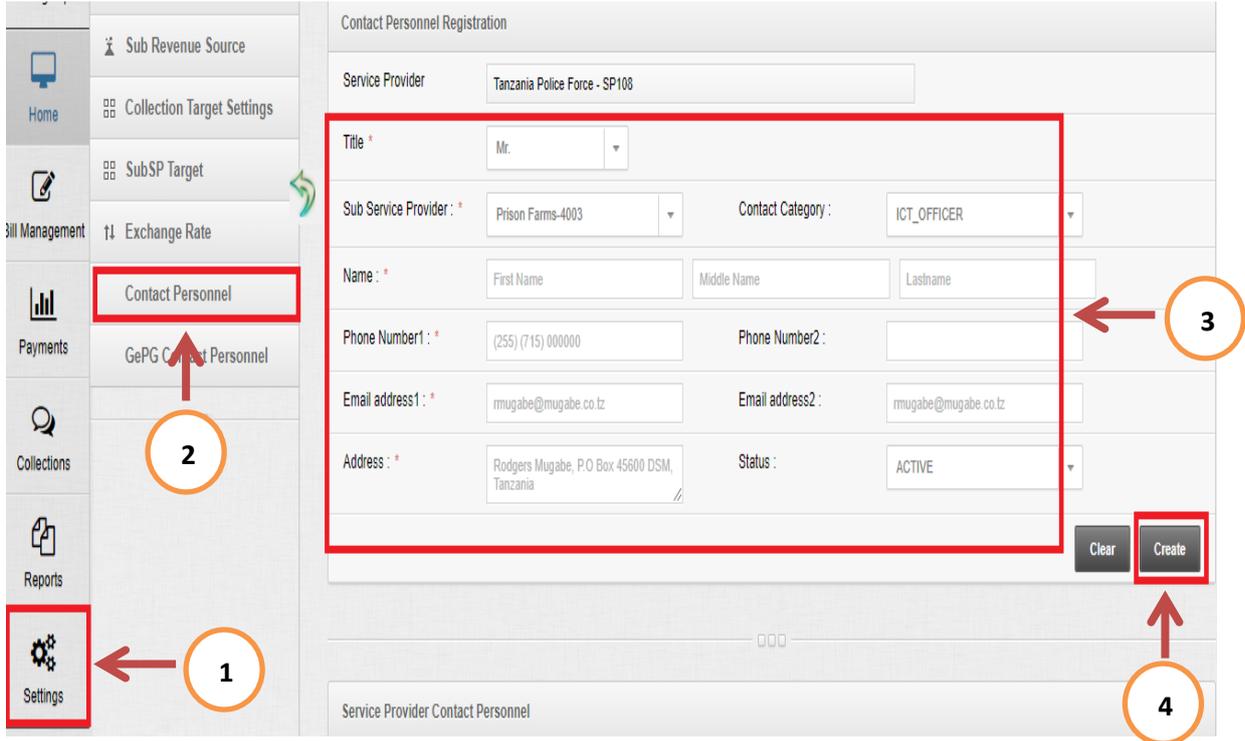
**Fig:Uploading Target**

### 2.9.10 Contact Personnel

This form lets you register the Contact Personnel. To Create the Contact Personnel, you should follow the following :

**Steps:**

- 1. Click Settings (The System Setting window will display links of ALL forms under this feature)
- 2. Click Create Personnel (you shall be shown the contact personnel registration form with several fields that need your inputs).
- 3. Enter all the required information in the contact personnel registration form.
- 4. Now that everything is set, you can click "Create" button to Contact Personnel or Clear to discard.



**Figure 23: Contact personnel registration**