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DG TAXUD	REF: FITSDEV2-SC12-UMN-TEDBv2
TEDBv2 - User Manual	VER: 1.05

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DG TAXUD	REF: FITSDEV2-SC12-UMN-TEDBv2
TEDBv2 - User Manual	VER: 1.05

Table of Contents

1	Introduction	11
1.1	Objective of this Document.....	11
1.2	Scope of the document	11
1.3	Structure of this Document.....	11
1.4	Applicable Documents	12
1.5	Document Conventions.....	12
1.6	Terminology.....	13
1.6.1	Abbreviations and Acronyms.....	13
1.6.2	Glossary	13
2	Application overview.....	15
2.1	Objective of the system.....	15
2.2	Global architecture.....	15
3	General Information.....	16
3.1	Access the application	16
3.1.1	Access the public interface.....	16
3.1.2	Login to the secured interface	17
3.2	List of items.....	22
3.3	Summary Box	22
3.4	Common Form input fields	23
3.4.1	Mandatory field	23
3.4.2	Text field.....	23
3.4.3	Date Field	24
3.4.4	Enhanced text field	25
3.4.5	Check box.....	25
3.4.6	Drop-down list.....	26
3.4.7	Radio buttons	26
3.4.8	Cancel button	26
4	Production section.....	27
4.1	Production interface	27
4.1.1	Main menu.....	28
4.1.2	Creation of a new tax.....	28
4.1.3	Correction of a tax.....	31
4.1.4	Reform of a tax	33
4.1.5	Correction of a Measure.....	38
4.1.6	Correction of Reform.....	41
4.1.7	Secondary Functionalities	43
4.2	Validation interface.....	58

DG TAXUD	REF: FITSDEV2-SC12-UMN-TEDBv2
TEDBv2 - User Manual	VER: 1.05

4.2.1	Main menu.....	58
4.2.2	Approve a tax	58
4.2.3	Refuse the modifications on a tax.....	59
4.2.4	Approve a measure.....	60
4.2.5	Refuse the modifications on a measure.....	60
4.2.6	Approve a reform	61
4.2.7	Refuse the modifications on a reform	61
4.2.8	Secondary Functionalities	62
5	Publication Section.....	66
5.1	Main menu.....	66
5.2	Publication Interface.....	67
5.2.1	Manage the “Unattached Taxes” list.....	67
5.2.2	Manage the “Unattached Measures” list	70
5.2.3	Manage the “Unattached Reforms” list	72
5.2.4	Manage “Reformed Taxes” list	75
5.2.5	Perform yearly update.....	80
5.3	Configuration Interface.....	81
5.3.1	Manage the “Member States” list.....	81
5.3.2	Manage the “TAXREF Tax Types” list	83
5.3.3	Manage the “Users” list	84
5.3.4	Manage “Statistical Data”	85
5.3.5	Download “TEDBv2 State”	85
6	Dissemination Section.....	85
6.1	Search a tax.....	85
6.1.1	Search all	85
6.1.2	Simple search.....	85
6.1.3	Advanced search	85
6.1.4	Historic search	85
6.1.5	Member States search	85
6.1.6	Combine search criteria	85
6.1.7	View Search results	85
6.1.8	View single tax detail	85
6.1.9	View selected taxes details	85
6.2	Search a reform	85
6.2.1	Search all	85
6.2.2	Simple search.....	85
6.2.3	Member States search	85
6.2.4	View Search results	85
6.2.5	View single reform details	85

DG TAXUD	REF: FITSDEV2-SC12-UMN-TEDBv2
TEDBv2 - User Manual	VER: 1.05

6.2.6 View selected reform details85

DG TAXUD	REF: FITSDEV2-SC12-UMN-TEDBv2
TEDBv2 - User Manual	VER: 1.05

List of Tables

Table 1: Applicable documents	12
Table 2: Abbreviations and acronyms	13
Table 3: List of definitions	14
Table 4: Input Field: Data type description	24
Table 5: Production section – List of actions.....	28
Table 6: Search tax: Common advanced search fields	50
Table 7: Search tax: Advanced search fields operators	50
Table 8: Validation section – List of actions	58
Table 9: Publication section – List of actions	67
Table 10: Configuration section – List of actions.....	81
Table 11: Configuration section – List of actions.....	85

List of Figures

Figure 1: Global architecture of TEDBv2	15
Figure 2: TEDBv2 public interface – Search a tax	16
Figure 3: TEDBv2 public interface - Search a reform.....	17
Figure 5: ECAS: Authentication failed	18
Figure 7: TEDBv2 restricted interface – Validation home page	20
Figure 8: TEDBv2 restricted interface – Publication home page	21
Figure 9: List of items.....	22
Figure 10: Summary Box	22
Figure 11: Summary Box - Hidden	23
Figure 12: Input field: Mandatory Field	23
Figure 13: Input field: Validation error - The field is empty	23
Figure 14: Input field: Text Field.....	23
Figure 15: Input field: Date Field	24
Figure 16: Input field: Date Field – Show calendar	24
Figure 17: Input field: Date Field with value	24
Figure 18: Input field: Empty enhanced text Field	25
Figure 19: Input field: Enhanced text Field – Edit text	25
Figure 20: Input field: enhanced text Field with a formatted value	25
Figure 21: Input field: Check box.....	25
Figure 22: Input field: Drop-down list.....	26
Figure 23: Input field: Radio buttons.....	26
Figure 24: Button: Cancel button.....	26
Figure 25: Main menu of the MS production interface.....	28

DG TAXUD	REF: FITSDEV2-SC12-UMN-TEDBv2
TEDBv2 - User Manual	VER: 1.05

Figure 26: Creation of a new tax: Select tax type.....	29
Figure 27: Creation of a new tax: progress bar.....	30
Figure 28: Creation of a new tax: available actions.....	30
Figure 29: Creation of a new tax: Label - Error(s) in form	30
Figure 30: Information message: The new tax has been successfully saved.....	30
Figure 31: Information message: Tax successfully submitted for approval.....	31
Figure 32: Correction of a tax: progress bar - publication.....	31
Figure 33: Correction of a tax: confirmation	31
Figure 34: Correction of a tax: progress bar - update.....	31
Figure 35: Correction of a tax: available actions	32
Figure 36: Correction of a tax: Label - Error(s) in form.....	32
Figure 37: Correction of a tax: Confirmation Message - Submit	32
Figure 38: Information message: Tax has been successfully saved.....	32
Figure 39: Information message: Tax successfully submitted for approval.....	33
Figure 40: Confirmation message: Delete	33
Figure 41: Information message: Tax successfully deleted.....	33
Figure 42: Reform a tax: progress bar - publication	33
Figure 43: Reform a tax: confirmation	34
Figure 44: Reform a tax: Reform for Measure Creation	34
Figure 45: Reform a tax: Reform Creation Page.....	35
Figure 46: Reform a tax: Label - Error(s) in form - Reform.....	35
Figure 47: Reform a tax: Measure Creation Page.....	36
Figure 48: Reform of a tax: available actions.....	37
Figure 49: Reform of a tax: Label - Error(s) in form.....	37
Figure 50: Confirmation message: Submit.....	37
Figure 51: Information message: Measure successfully saved	37
Figure 52: Information message: Measure successfully submitted for approval	38
Figure 53: Reform a tax: Available actions - Reform.....	38
Figure 54: Correction of a Measure – Reform Details	38
Figure 55: Correction of a Measure – Progress Bar - Publication.....	39
Figure 56: Correction of a Measure – Available Actions.....	39
Figure 57: Correction of a Measure – Display Tax – Available Actions.....	39
Figure 58: Confirmation message: Update Measure.....	39
Figure 59: Correction of a Measure – Progress Bar – Update.....	39
Figure 60: Correction of a Measure – Update - Available Actions	40
Figure 61: Correction of a tax: Label - Error(s) in form.....	40
Figure 62: Confirmation message: Update Measure - Save.....	40
Figure 63: Information message: Measure successfully saved	40
Figure 64: Information message: Measure successfully submitted for approval	41

DG TAXUD	REF: FITSDEV2-SC12-UMN-TEDBv2
TEDBv2 - User Manual	VER: 1.05

Figure 65: Confirmation message: Delete	41
Figure 66: Information message: Measure successfully deleted	41
Figure 67: Correction of a Reform – Confirmation Update	41
Figure 68: Correction of a Reform – Reform Details - Edit	42
Figure 69: Correction of a tax: Label - Error(s) in form.....	42
Figure 70: Correction of a Reform – Confirmation Submit.....	42
Figure 71: Information message: Reform successfully saved	43
Figure 72: Information message: Reform successfully submitted for approval	43
Figure 73: Confirmation message: Delete	43
Figure 74: Information message: Reform successfully deleted	43
Figure 75: Search tax: Search all	44
Figure 76: Search tax: Simple Search.....	44
Figure 77: Search tax: Advanced Search criterion.....	48
Figure 78: Search tax: Validation of Advanced search criteria	51
Figure 79: Search tax: Date search.....	51
Figure 80: Search tax: List of results	52
Figure 81: Search reform: Search all.....	53
Figure 82: Search reform: Simple Search.....	53
Figure 83: Search reform: List of results.....	54
Figure 84: “Messages” list.....	55
Figure 85: Details of a message.....	55
Figure 86: “Under Progress” list - Taxes.....	56
Figure 87: “Under Progress” list - Measures	56
Figure 88: “Under Progress” list - Reforms	56
Figure 89: Main menu of the MS validation interface	58
Figure 90: Information message: Tax successfully sent to DG TAXUD	59
Figure 91: Reject modification form.....	59
Figure 92: Information message: Tax modification refused.....	60
Figure 93: Information message: Measure successfully sent to DG TAXUD	60
Figure 94: Reject modification form.....	61
Figure 95: Information message: Measure modification refused	61
Figure 96: Information message: Reform successfully sent to DG TAXUD	61
Figure 97: Reject modification form.....	62
Figure 98: Information message: Reform modification refused	62
Figure 100: Tax Details Screen – Progress Bar - Creation.....	63
Figure 101: Tax Details Screen – Progress Bar - Update	63
Figure 102: Tax Details Screen – Progress Bar - Reform	63
Figure 103: “Measures waiting validation” list.....	64
Figure 104: Measure Details Screen – Progress Bar - Creation.....	64

DG TAXUD	REF: FITSDEV2-SC12-UMN-TEDBv2
TEDBv2 - User Manual	VER: 1.05

Figure 105: Measure Details Screen – Progress Bar – Update 64

Figure 106: “Reforms waiting validation” list 65

Figure 107: Tax Details Sreen – Progress Bar 65

Figure 108: menu of the tax publisher interface 66

Figure 109: ‘Unattached Taxes” list..... 68

Figure 110: View details tax – Available actions 68

Figure 111: View details tax – Available actions – Amended tax..... 68

Figure 112: Amend the tax: available actions 68

Figure 113: Information message: Tax accepted successfully by DG TAXUD user 69

Figure 114: Reject tax form..... 69

Figure 115: Information message: Tax rejected successfully by DG TAXUD user..... 69

Figure 116: Messages List 70

Figure 118: Unattached Measures – measure detail available actions 70

Figure 119: View details tax – measure detail available actions..... 70

Figure 120: Unattached Measures – measure form: available actions 71

Figure 122: Unattached Measures – Reject measure form 72

Figure 123: Information message: Unattached Measure rejected successfully by DG TAXUD user ... 72

Figure 124: Unattached Measures – MS user home page –measure rejection message..... 72

Figure 126: Unattached Reforms – reform detail available actions..... 73

Figure 127: Unattached Reforms – reform detail available actions..... 73

Figure 128: Unattached Reforms – reform form: available actions 73

Figure 130: Unattached Reforms - Information message: reform accepted successfully by DG TAXUD user 74

Figure 131: Unattached Reforms – Reject reform form..... 74

Figure 132: Information message: Unattached Reform rejected successfully by DG TAXUD user 75

Figure 134: “Reformed Taxes” list..... 75

Figure 136: Reformed the tax: available actions 76

Figure 137: Amend the tax: available actions 76

Figure 138: Reformed Taxes - Information message: Tax successfully accepted by DG TAXUD user76

Figure 139: Reformed Taxes - Reject tax form 77

Figure 141: MS user home page – tax rejection message 77

Figure 142: Reformed Taxes - Display measure: available actions 77

Figure 144: Reformed Taxes - Information message: Measure successfully accepted by DG TAXUD user 78

Figure 145: Reformed Taxes – Display Measure: Reject measure form..... 79

Figure 146: Information message: Reformed Taxes –Measure successfully rejected by DG TAXUD user 79

Figure 148: “Yearly update” button..... 80

Figure 149: Yearly update process – Error message 80

Figure 151: Yearly update process – Success message..... 80

DG TAXUD	REF: FITSDEV2-SC12-UMN-TEDBv2
TEDBv2 - User Manual	VER: 1.05

Figure 152: "Member States" list 82

Figure 153: Member State edit form 82

Figure 154: Member State update form 83

Figure 155: "TAXREF Tax Types" list 83

Figure 156: Tax Type - edit form 84

Figure 157: "Users" list 84

Figure 158: User edit form 85

Figure 159: User update form 85

Figure 160: Manage Statistical Data 85

Figure 161: Manage Statistical Data - creation form 85

Figure 163: Manage Statistical Data - correction form 85

Figure 165: Download TEDBv2 State 85

Figure 166: File Download Window 85

Figure 167: Search tax: Simple Search 85

Figure 168: Search tax: Advanced Search 85

Figure 169: Search tax: Historic Search 85

Figure 170: Search Tax: Member state selection 85

Figure 171: Search Tax: Standard search results list 85

Figure 172: Search Tax: Advance search results list 85

Figure 173: Search Tax: Available 'Search results' actions 85

Figure 174: Search Tax: Export Search result pop-up 85

Figure 175: Search Tax: Display single tax detail 85

Figure 176: Detail view of the selected tax –Measures list 85

Figure 177: View selected taxes details 85

Figure 178: View selected Taxes details - tab pane 85

Figure 179: View selected Taxes details – view another tax. 85

Figure 181: View selected Taxes details - Keywords view mode - Highlights 85

Figure 182: View selected Taxes details - Keywords view mode - Links 85

Figure 183: Search a Reform: member state list 85

Figure 184: Search Reform: Search results list 85

Figure 185: Search Reform: Available 'Search results' actions. 85

Figure 186: Search Reform: Export Search result pop-up 85

Figure 187: Search Reform: Display single reform detail 85

Figure 188: Detail view of the selected reform – Measures list 85

Figure 189: View selected reform details 85

Figure 190: View selected reforms details - tab pane 85

Figure 191: View selected reforms details – view another reform 85

Figure 192: View selected reforms details - Keywords view mode - Highlights 85

Figure 193: View selected reforms details - Keywords view mode - Links 85

FITSDEV	REF: FITSDEV2-SC12-UMN-TEDBv2
TEDBv2 - User Manual	VER: 1.05
Introduction	

1 INTRODUCTION

1.1 OBJECTIVE OF THIS DOCUMENT

The purpose of this document is to provide all the details, which enable users to use the Taxes in Europe DataBase version 2 (TEDBv2).

This application is designed to:

- Provide citizens, Member States (MS), Companies and any other institution or individual with access to the information on the European taxes available on the Europa site, and to allow them to navigate, browse and search this information through the different documents;
- Allow MS users to add new taxes or refine the existing ones;
- Allow DG TAXUD users to check the modifications performed by MS users and to publish them to the public part of the application.

1.2 SCOPE OF THE DOCUMENT

The installation and configuration of the application is not described in the present document.

The user manual describes the use of TEDBv2. Therefore, it will detail:

- The Production interface;
- The Validation interface;
- The Publication interface partially;
- The Administration interface partially.

The Dissemination section, the details of the Publication interface and the management of statistical data are not in the scope of the present version.

1.3 STRUCTURE OF THIS DOCUMENT

This document is structured into the following chapters:

- Chapter 1** ‘**Introduction**’ includes the standard sections for the related documents, the document conventions and the terminology.
- Chapter 2** ‘**Application overview**’ presents an overview of the TEDBv2.
- Chapter 3** ‘**General Information**’ presents common features of the TEDBv2.
- Chapter 4** ‘**Production section**’ presents the Production and the Validation interfaces restricted to the MS users.
- Chapter 5** ‘**Publication Section**’ presents the Publication and the Configuration interfaces restricted to the DG TAXUD users.
- Chapter 6** ‘**Dissemination Section**’ presents the Dissemination interfaces.

FITSDEV	REF: FITSDEV2-SC12-UMN-TEDBv2
TEDBv2 - User Manual	VER: 1.05
Introduction	

1.4 APPLICABLE DOCUMENTS

Ref.	Title	Reference	Version	Date
A01	Framework Contract	TAXUD/[Removed]	N/A	15/09/2008
A02	Specific Contract Nr 12	TAXUD/20[Removed]	N/A	01/07/2011
A03	Framework Quality Plan	FITSDEV2-SC01-FQP	1.01	06/04/2009
A04	Contract Quality Plan	FITSDEV2-SC12-CQP	1.00	28/09/2011

Table 1: Applicable documents

1.5 DOCUMENT CONVENTIONS

Reference documents are shown in brackets [].

In the whole document, the screenshots present only simulated data.

FITSDEV	REF: FITSDEV2-SC12-UMN-TEDBv2
TEDBv2 - User Manual	VER: 1.05
Introduction	

1.6 TERMINOLOGY

1.6.1 ABBREVIATIONS AND ACRONYMS

Acronym	Meaning
DG TAXUD	Directorate General – Taxation and Customs Union
ECAS	European Commission Authentication Service
EU	European Union
FITSDEV2	FISCALIS Information Technology Services Development
IE7	Internet Explorer 7
MS	Member State
N/A	Not Applicable
SfR	Submit for Review
SfA	Submit for Acceptance
VAT	Value Added Tax
TEDBv2	Taxes in Europe DataBase version 2

Table 2: Abbreviations and acronyms

1.6.2 GLOSSARY

Definition	Meaning
DG TAXUD/D4	A unit of DG TAXUD responsible for analysis and tax policies concerning the economic aspects of taxation.
Internet user	An unidentified person who uses the Internet in order to gather information about the taxes available in Europe.
Production section	A part of TEDBv2 consisting of private Web pages which require the user to be authenticated as a "Tax Encoder", a "Tax Checker" or a "Tax Encoder Checker". Its aim is to provide the user with the availability to encode tax descriptions and validate them at a Member State level..
Production interface	A part of the Production section consisting of private Web pages that require the user to be authenticated as a "Tax Encoder" or a "Tax Encoder Checker". The authenticated user can validate tax descriptions of its Member State only.
Validation interface	A part of the Production section consisting of private Web pages that require the user to be authenticated as a "Tax Checker" or a "Tax Encoder Checker". The authenticated user can create or update tax descriptions of its Member State only.
Publication section	A part of TEDBv2 consisting of private Web pages which require the user to be authenticated as a "Tax Publisher". Its aim is to provide the user with ability to publish the tax descriptions and to administrate TEDBv2.
Publication interface	A part of the Publication section consisting of private Web pages that require the user to be authenticated as a "Tax Publisher". The authenticated user can check, amend and publish tax descriptions.
Administration interface	A part of the Publication section consisting of private Web pages that require the user to be authenticated as a "Tax Publisher". The authenticated user can parameter the application and administrate the users.
Dissemination section	A part of TEDBv2 consisting of public Web pages which provide any Internet user with a read-only access to the encoded tax descriptions.
Tax Encoder	A group of users authorised to enter tax descriptions of a specific Member State.

FITSDEV	REF: FITSDEV2-SC12-UMN-TEDBv2
TEDBv2 - User Manual	VER: 1.05
Introduction	

Definition	Meaning
Tax Checker	A group of users authorised to validate tax descriptions for a specific Member State.
Tax Encoder Checker	A group of users authorised to enter and validate tax descriptions of a specific Member State.
Tax Publisher	A group of users authorised to check, amend and publish tax descriptions, and to administrate the application.

Table 3: List of definitions

2 APPLICATION OVERVIEW

2.1 OBJECTIVE OF THE SYSTEM

TEDBv2 aims at gathering information about the main taxes in force throughout the MS. Internet user can freely access to the information on the Europa portal and request TEDBv2 using a search module.

2.2 GLOBAL ARCHITECTURE

TEDBv2 contains three main components:

- **Production section:** this restricted interface allows MS users to add new taxes or to refine existing ones in TEDBv2.
- **Publication section:** this restricted interface allows DG TAXUD users to check the modifications performed by MS users and to publish them to the public part of the application.
- **Dissemination section:** this public interface provides a public access to the information on the European taxes available on the Europa site, and allows them to navigate, browse and search this information through the different documents.

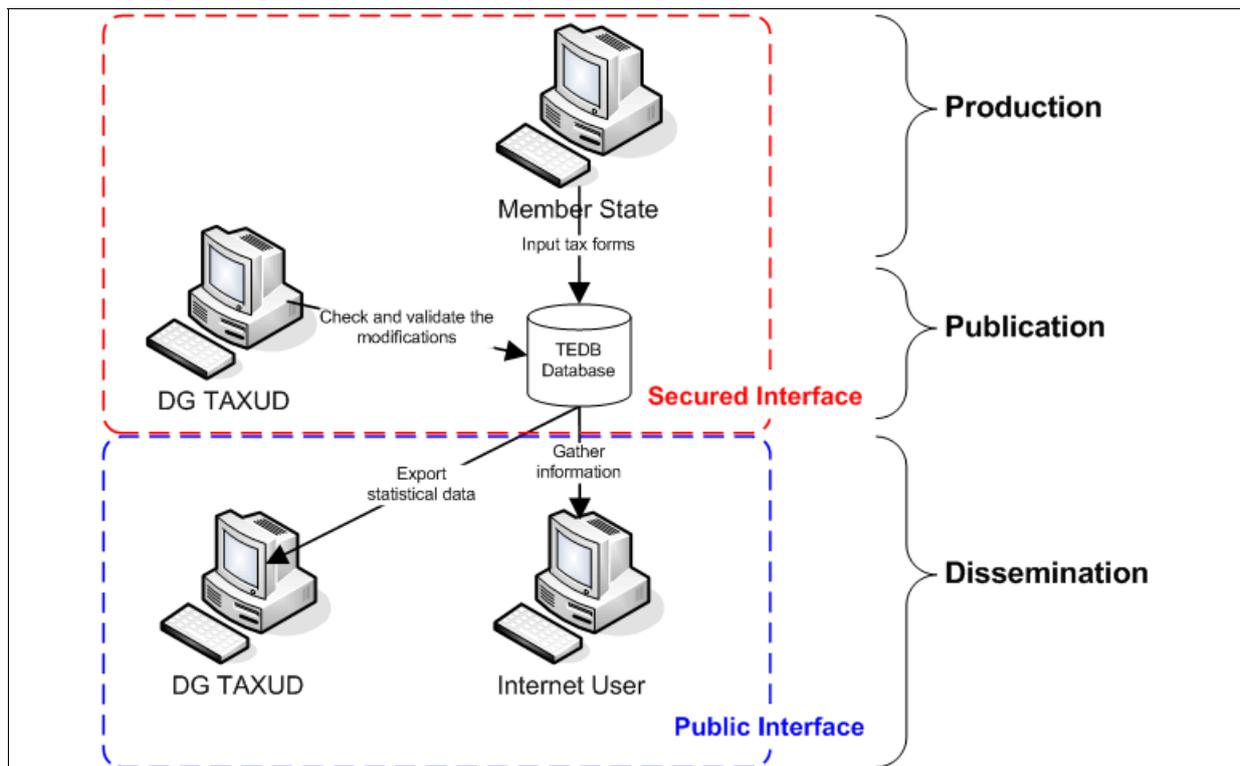


Figure 1: Global architecture of TEDBv2

FITSDEV	REF: FITSDEV2-SC12-UMN-TEDBv2
TEDBv2 - User Manual	VER: 1.05
General Information	

3 GENERAL INFORMATION

This section presents common features of TEDBv2.

3.1 ACCESS THE APPLICATION

The TEDBv2 application is accessible online through a hyperlink from the European Commission's Taxation and Customs Union Directorate-General website.

TEDBv2 is a Web-based application. The application contains two distinct interfaces:

- A public interface used to search and display the taxes, reforms and measures;
- A secured interface dedicated to create, modify and publish the taxes and measures in TEDBv2.

3.1.1 ACCESS THE PUBLIC INTERFACE

The public interface is directly accessible from the European Commission's Taxation web site. Two links to the main functionalities of the application are provided:

- Search a tax;

The screenshot shows the public interface for searching a tax. The page header includes the European Commission logo and the text 'Taxation and Customs Union'. Below the header, there is a navigation menu with links like 'About us', 'Online Databases', 'Tenders & Grants', 'FAQ', 'Subscribe to newflash', 'What's new?', and 'Sitemap'. The main content area is titled '"Taxes in Europe" database' and contains three search sections: 'Simple Search' with a 'Keyword:' input field, 'Advanced Search' with a dropdown menu and a search button, and 'Historic Search' with 'From' and 'To' date pickers. At the bottom, there is a list of member states with checkboxes to filter results by country.

Figure 2: TEDBv2 public interface – Search a tax

- Search a reform.

FITSDEV	REF: FITSDEV2-SC12-UMN-TEDBv2
TEDBv2 - User Manual	VER: 1.05
General Information	

Figure 3: TEDBv2 public interface - Search a reform

3.1.2 LOGIN TO THE SECURED INTERFACE

To access the secured interface, click on the bookmark provided by DG TAXUD.

Note: Depending on your Internet browser, dialog boxes may appear in order to inform you that the connection is redirected to a secured web site.

3.1.2.1 ECAS authentication form

Now, the ECAS login screen appears in your web browser:

Figure 4: ECAS: Authentication form

FITSDEV	REF: FITSDEV2-SC12-UMN-TEDBv2
TEDBv2 - User Manual	VER: 1.05
General Information	

Note: The screenshot has been taken from a development version of ECAS. This means, some elements in the ECAS authentication form may differ.

Fill in your “Login name” and “ECAS password”, then click on the “Submit” button.

If your credentials are not valid, the following error message appears:

Figure 5: ECAS: Authentication failed

In that case, please correct your personal data in order to permit the access to the restricted interface of TEDBv2.

Once authenticated and depending on your security group membership, you will be redirected to one of the following home pages:

- Tax Encoder group home page;
- Tax Checker group home page;
- Tax Encoder Checker group home page;
- Tax Publisher group home page.

3.1.2.2 Tax Encoder group home page

The members of this group include a majority of MS users.

From this home page, the authenticated user can manage the taxes and measures of his MS.

European Commission
Taxation and Customs Union

European Commission > Taxation and Customs Union > Taxes in Europe Database v2 > Member State Homepage

Available Actions

- Create Tax
- Modify Tax
- Modify Measure

Summary

Here is the information of what has been done in TEDBv2 since the 1st of Jan from the current year

- Updated tax(es) from 2007:
 - 14 tax(es) is (are) PUBLISHED
- Updated tax(es) from 2008:
 - 27 tax(es) is (are) PUBLISHED
- Updated tax(es) from 2009:
 - 33 tax(es) is (are) PUBLISHED
- Updated tax(es) from 2010:
 - 24 tax(es) is (are) PUBLISHED
- Updated tax(es) from 2011:
 - 5 tax(es) is (are) REFORMED
 - 5 tax(es) is (are) DRAFT
 - 3 tax(es) is (are) TO_BE_VALIDATED
 - 20 tax(es) is (are) PUBLISHED

Hide

Messages List

There were no results found.

Under Progress List: taxes

Last Saved On	Tax Name	Version date
2011/11/03	Excise duty - Coffee	2011/08/19
2011/11/03	Excise duty - Non-alcoholic beverages	2011/08/19
2011/11/04	Social security contribution - Turnover tax reimbursable pharmaceutical products	2011/08/19
2011/11/04	Capital tax - Inheritance tax and transfer duty upon death	2010/01/01
2011/11/04	Miscellaneous duties and taxes	2010/01/01

Results 1 - 5 of 5.

Under Progress List: measures

Last Saved On	Measure Name	Version date
2011/11/04	End of temporary VAT reduction buiding sector	

Results 1 - 1 of 1.

Under Progress List: reforms

Reform Name	Last Saved On
Conclave October 2009	2011/11/07

Results 1 - 1 of 1.

Taxes in Europe Database v2 v1.3.0 | Top

Figure 6: TEDBv2 restricted interface – Production home page

3.1.2.3 Tax Checker group home page

This group includes only a subset of MS users in charge of the data validation before publication.

FITSDEV	REF: FITSDEV2-SC12-UMN-TEDBv2
TEDBv2 - User Manual	VER: 1.05
General Information	

From this home page, the authenticated user can approve or reject the modifications on the taxes and measures of the MS. In case of approval, the modifications are sent to DG TAXUD for amendment or publication to the public interface.

The screenshot displays the 'Validation home page' of the TEDBv2 restricted interface. The page header includes the European Commission logo and 'Taxation and Customs Union'. The main content area is divided into three sections, each with a table of items waiting for validation. The 'Taxes waiting validation' section shows five entries with their respective last saved dates and version dates. The 'Measures waiting validation' section shows three entries. The 'Reforms waiting validation' section shows no results.

Last Saved On	Tax Name	Version date
2011/11/07	Capital tax - Inheritance tax and transfer duty upon death	2011/08/19
2011/11/03	Income tax on legal persons	2011/08/19
2011/11/04	Insurance tax	2011/11/04
2011/11/04	Miscellaneous duties and taxes	2011/11/04
2011/11/04	Registration duties, mortgage duties and court fees	2011/11/04

Last Saved On	Measure Name	Version date
2011/11/04	My measure 04112011	
2011/11/04	My Reform 04/11/2011	
2011/11/04	My measure 04112011	

Reform Name	Last Saved On
There were no results found.	

Figure 7: TEDBv2 restricted interface – Validation home page

3.1.2.4 Tax Encoder Checker group home page

This group includes MS users in charge of the encoding and the data validation before publication.

The home page is similar to the page of 3.1.2.2 - Tax Encoder group home page, but contains an additional link to also have access to 3.1.2.3 - Tax Checker group home page.

3.1.2.5 Tax Publisher group home page

The members of this group include only DG TAXUD users.

European Commission

Taxation and Customs Union

[Welcome, taxud-publisher](#) | [Logout](#) | [Contact](#) | [Search](#) | [Le](#)

European Commission > Taxation and Customs Union > Taxes in Europe Database v2 > DG Taxud Homepage

[About us](#) | [Online Databases](#) | [Tenders & Grants](#) | [FAQ](#) | [Subscribe to](#)

Validation

- [Send Reminder](#)
- [See More Unattached Taxes](#)
- [See More Unattached Measures](#)
- [See More Reformed Taxes](#)

Configuration

- [Member States](#)
- [TAXREF Tax Types](#)
- [Users](#)
- [Statistical Data](#)
- [TEDBv2 State](#)

Summary

Here is the information of what has been done in TEDBv2 since the 1st of Jan from the current year

- Updated tax(es) from 2007:
 - 419 tax(es) is (are) PUBLISHED
- Updated tax(es) from 2008:
 - 605 tax(es) is (are) PUBLISHED
- Updated tax(es) from 2009:
 - 679 tax(es) is (are) PUBLISHED
- Updated tax(es) from 2010:
 - 605 tax(es) is (are) PUBLISHED
- Updated tax(es) from 2011:
 - 14 tax(es) is (are) REFORMED
 - 13 tax(es) is (are) DRAFT
 - 3 tax(es) is (are) TO_BE_VALIDATED
 - 523 tax(es) is (are) PUBLISHED

[Hide](#)

Unattached Taxes

⏪ ⏩ ⏴ ⏵ | 3

Member State	Tax Name	Version date	Submit date
There were no results found.			

Unattached Measures

⏪ ⏩ ⏴ ⏵ | 3

Member State	Reform Name	Name	Version date
There were no results found.			

Reformed Taxes

⏪ ⏩ ⏴ ⏵ | 3

Member State	Tax Name	Version date	Submit date
There were no results found.			

Unattached Reforms

⏪ ⏩ ⏴ ⏵ | 15

Member State	Reform Name	Last Saved On
There were no results found.		

[Yearly Update](#)

Taxes in Europe Database v2 v1.3.0 | [Top](#)

Figure 8: TEDBv2 restricted interface – Publication home page

FITSDEV	REF: FITSDEV2-SC12-UMN-TEDBv2
TEDBv2 - User Manual	VER: 1.05
General Information	

3.2 LIST OF ITEMS

The list of data is rendered in tables like the following:

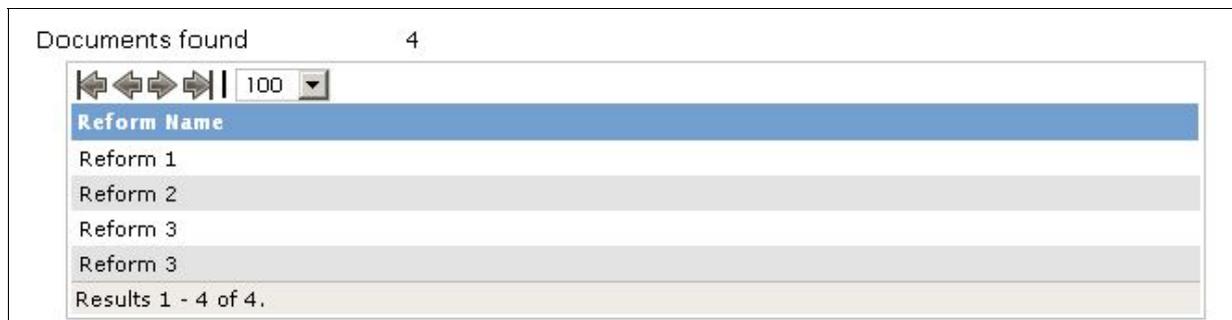


Figure 9: List of items

A click on the  image of the table toolbar displays the first results page.

A click on the  image of the table toolbar displays the previous results page if exists.

A click on the  image of the table toolbar displays the next results page if exists.

A click on the  image of the table toolbar displays the last results page.

These icons appear in green when the action is available, and are greyed out when the action is not available (if there is not enough data to be split in several pages).

By selecting a new value in the toolbar combo box, you can change the number of rows to be displayed in the current result page.

3.3 SUMMARY BOX

A summary box can be accessed only in the private part of TEDBv2. This box contains the list of the last actions/updates performed since January 1 of the current year.

To access this box, access the home page of the private part of TEDBv2. The summary box is displayed at the top of the page:

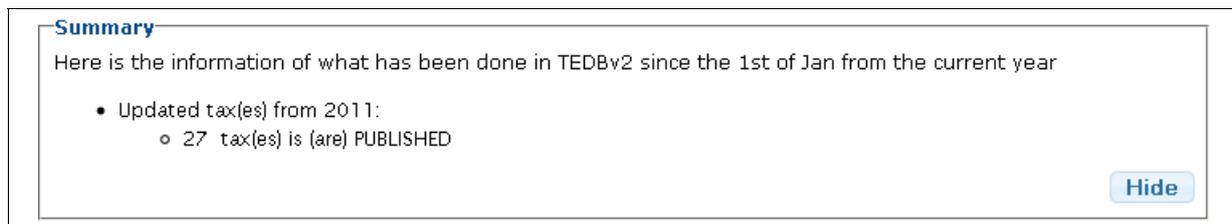


Figure 10: Summary Box

The content of the summary box is adapted according to the user profile:

- An MS user (Tax Checker and Tax Encored) will access a detailed overview of the last actions/updates;
- A DG TAXUD user will access to a consolidated version of the summary box (updates/actions performed or organised by MS).

The summary box is only informative and not clickable.

To hide the content of the summary box, click on the “Hide” button. The content of the box is hidden:

FITSDEV	REF: FITSDEV2-SC12-UMN-TEDBv2
TEDBv2 - User Manual	VER: 1.05
General Information	

Summary

Here is the information of what has been done in TEDBv2 since the 1st of Jan from the current year

[View](#)

Figure 11: Summary Box - Hidden

Click on the “View” button to display anew the content of the box.

3.4 COMMON FORM INPUT FIELDS

All forms of the application can contain the following kind of input fields.

3.4.1 MANDATORY FIELD

A mandatory field is represented by a red star at the end of its label

Tax is in force since *

Figure 12: Input field: Mandatory Field

During the validation phase, if the value of a mandatory field is not completed, a specific error message is rendered in the form just under the form element:

Tax is in force since *

The field is empty

Figure 13: Input field: Validation error - The field is empty

3.4.2 TEXT FIELD

Figure 14: Input field: Text Field

A text field can contain the kind of data types defined in the table below:

Type	Short Description	Sample value(s)
Free text	The text field allows the user to enter any character or number in any official language of the EU. The length of the data entered may be limited.	“Hello123”
Date	The date format is “YYYY/MM/DD” where: <ul style="list-style-type: none"> • DD: Day of the month; • MM: Month; • YYYY: Year. 	2009/01/31
Amount	An amount is a number containing an integer part and a decimal part: <ul style="list-style-type: none"> • The decimal part must be constituted of 2 digits; • After validation, the left-padding zeroes of the integer are not displayed; • The decimal part and the integer part must be separated by a dot (.); • Comma (,) is used for thousands separators. 	1,123.00

FITSDEV	REF: FITSDEV2-SC12-UMN-TEDBv2
TEDBv2 - User Manual	VER: 1.05
General Information	

Type	Short Description	Sample value(s)
Integer	An integer, which represents by example a number of years.	4
Rate	A rate is composed of a main part and a decimal part separated by a dot (.). The main part and the decimal part are composed of two digits	85.00 12.25
Year	A valid year is an integer value.	1990 2007

Table 4: Input Field: Data type description

3.4.3 DATE FIELD

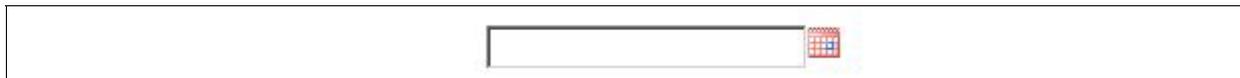


Figure 15: Input field: Date Field

The date field is an enhanced text field dedicated to the date input. If you click on the red icon, a calendar panel appears on the screen.



Figure 16: Input field: Date Field – Show calendar

To choose a date:

- Click on the left arrow to display the calendar of the previous month;
- Or click on the right arrow to display the calendar of the next month;
- Select a day in the current month just by clicking on it, or click on the “Done” button if the desired date is highlighted.

As a result, the textual representation of the selected date is rendered in the input box.

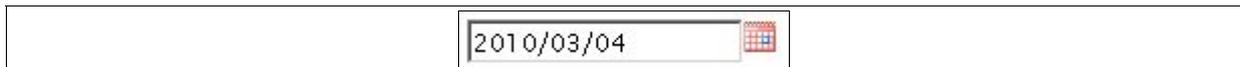


Figure 17: Input field: Date Field with value

Notes:

You can enter the date directly in the text box without using the provided calendar feature. To be valid, the entered date must respect the format YYYY/MM/DD (e.g. 2005/12/25);

In the displayed calendar, the date with yellow background is the current date while the date with an [CCN/WAN Contractor] foreground is the selected date.

FITSDEV	REF: FITSDEV2-SC12-UMN-TEDBv2
TEDBv2 - User Manual	VER: 1.05
General Information	

3.4.4 ENHANCED TEXT FIELD

A specific input field is available to enter free text. This component allows advanced formatting options.

This special text field is rendered as an “Edit” button followed by the formatted value if defined.



Figure 18: Input field: Empty enhanced text Field

To adjust the value, just click on the “Edit” button. An editor as shown below will be displayed.

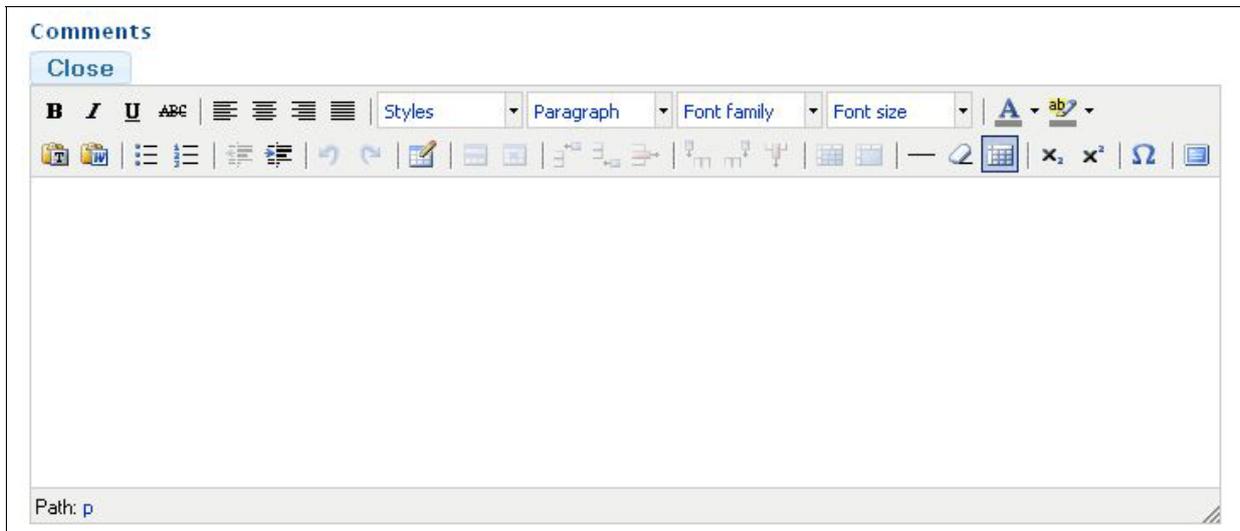


Figure 19: Input field: Enhanced text Field – Edit text

Type some text in the text-area. You can enhance the text with the provided formatting functionalities toolbar like in a word-processing application.

To close the editor, just click on the “Close” button. The formatted text is rendered in the page.



Figure 20: Input field: enhanced text Field with a formatted value

3.4.5 CHECK BOX



Figure 21: Input field: Check box

A check box can be either checked or non-checked.

FITSDEV	REF: FITSDEV2-SC12-UMN-TEDBv2
TEDBv2 - User Manual	VER: 1.05
General Information	

3.4.6 DROP-DOWN LIST



Figure 22: Input field: Drop-down list

The drop-down list provides a set of predefined values. Only one of these values can be selected at a time.

3.4.7 RADIO BUTTONS

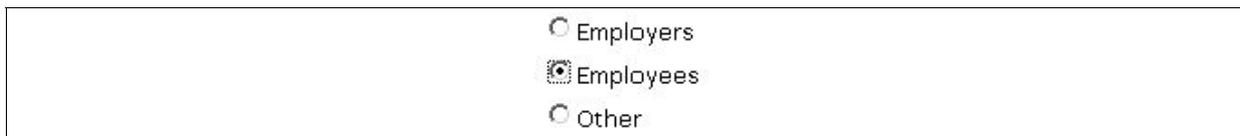


Figure 23: Input field: Radio buttons

Only one of the possible choices can be selected.

3.4.8 CANCEL BUTTON



Figure 24: Button: Cancel button

A click on a “Cancel” button discards all changes not yet saved and redirects the user to the home page.

FITSDEV	REF: FITSDEV2-SC12-UMN-TEDBv2
TEDBv2 - User Manual	VER: 1.05
Production section	

4 PRODUCTION SECTION

The Production section is part of the protected section of TEDBv2. Only the MS users have access to it. The Production section contains two distinct interfaces:

- The Production interface, accessible to the authenticated MS users authorised for data updates (members of the Tax Encoder group and Tax Encoder Checker group);
- The Validation interface, accessible to the MS users authorised for validation (members of the Tax Checker group and Tax Encoder Checker group).

According to the role of the user, the application will automatically redirect the user to the right interface. A MS user has only access to one and only one part of the Production section.

4.1 PRODUCTION INTERFACE

The following table lists the different actions that a user can perform in the Production Interface. The last column indicates the cases in which the action should be performed.

FITSDEV	REF: FITSDEV2-SC12-UMN-TEDBv2
TEDBv2 - User Manual	VER: 1.05
Production section	

Action	Details	When to perform the action?
Creation of new taxes	Section 4.1.2	This action can be achieved when a new tax has to be created. A tax can be updated by Tax Encoder users. Correcting a tax does not imply any workflow on measures and/or reforms. An update of a tax can be performed: <ul style="list-style-type: none"> • If there is no change in the rate; • If it implies only minor change in the base (less than 5% of revenue and/or 0.1% GDP); • If it does not concern a politically important systemic reform.
Correction of existing taxes	Section 4.1.3	In all the other cases, the tax will have to be reformed.
Reform of existing taxes (application of measures);	Section 4.1.4	A tax can be reformed, through the application of a measure. The measure can be related to an existing reform, or a new reform can be created beforehand. A reform on a tax has to be performed when there is a change in the rate, an important change in the base (more than 5% of revenue and/or 0.1% GDP) or when it concerns a politically important systemic reform. Only the taxes defined as "TAXREF" type can be reformed.
Correction of existing measures	Section 4.1.5	A measure exists and is related to a tax. This measure can be updated by Tax Encoder users.
Correction of existing reforms	Section 4.1.6	A reform exists and is published. This reform can be updated by Tax Encoder users.
Communication between DG TAXUD and MS users	Section 4.1.7.3	When DG TAXUD users decide to not publish a tax, measure or reform, they can communicate their reasons for rejection to MS users.

Table 5: Production section – List of actions

4.1.1 MAIN MENU

The following main menu is displayed on the left part of the screen.



Figure 25: Main menu of the MS production interface

From the main menu, MS users can access directly to the following functionalities:

- Create a tax;
- Modify a tax;
- Modify a measure.

Access path to other functionalities are detailed in the corresponding sections.

4.1.2 CREATION OF A NEW TAX

To create a new tax, click on the "Create Tax" menu item.

FITSDEV	REF: FITSDEV2-SC12-UMN-TEDBv2
TEDBv2 - User Manual	VER: 1.05
Production section	

The page flow of tax creation begins.

4.1.2.1 Choose a tax type

First, you have to choose the type of the new tax.

The following provides you the possibility to select the type of your new tax. Please, select one of the following options and click on the 'Next' button.

Type of tax

Direct taxes	<input type="radio"/> Personal income tax <input type="radio"/> Corporate income tax <input type="radio"/> Other
Indirect taxes	<input type="radio"/> VAT Excise duty (EU harmonised) <input type="radio"/> Alcoholic beverages <input type="radio"/> Energy products and electricity <input type="radio"/> Manufactured tobacco <input type="radio"/> Other
Social security contribution	<input type="radio"/> Employers <input type="radio"/> Employees <input type="radio"/> Other

Figure 26: Creation of a new tax: Select tax type

Just select the desired radio button.

Click on the "Next" button to continue.

4.1.2.2 Fill specific tax form

Depending on the type of tax selected in the previous screen, a specific form is proposed.

This form contains a common part and a specific one.

- The common part includes the sections listed here below:
 - Section 1: Generic information;
 - Section 2: Legal base;
 - Section 3: Who sets;
 - Section 4: Beneficiary;
 - Section 10: Tax due date;
 - Section 11: Tax collector;
 - Section 12: Miscellaneous and special features;
 - Section 13: Economic function;
 - Section 14: Environmental taxes;
 - Section 15: Revenue generated by the tax.

- The specific parts are included in the following sections:
 - Section 5: Geographical scope;

FITSDEV	REF: FITSDEV2-SC12-UMN-TEDBv2
TEDBv2 - User Manual	VER: 1.05
Production section	

- Section 6: Taxpayers;
- Section 7: Taxable income;
- Section 8: Deductions, allowances, credits, exemptions;
- Section 9: Rate(s) structure.

Fill in all mandatory fields.

Fill in other fields if needed.

At the top of the specific creation page, the following progress bar is displayed:



Figure 27: Creation of a new tax: progress bar

At the bottom of the specific creation page, the following actions are available:



Figure 28: Creation of a new tax: available actions

Click on the “Cancel” button to abort the current modification. See section Cancel button for more details.

Click on the “Save” button to create a working copy of the tax in the system.

Click on the “Submit” button to create a working copy of the tax and submit it for approval to the MS tax checker.

Save and Submit actions

When you click on the “Save” or “Submit” button, an automatic validation of the form is triggered.

If a problem occurs, the Web browser will refresh the current page: an error label appears on the top of the form.



Figure 29: Creation of a new tax: Label - Error(s) in form

The new values are kept in the form fields and the description of the error is shown under each incriminated input field.

Correct the mentioned error(s) and submit the Form again.

If the action is a success, the application automatically redirects the MS user to his homepage. An information message appears to confirm the success of the operation.

Confirmation of “Save” operation:

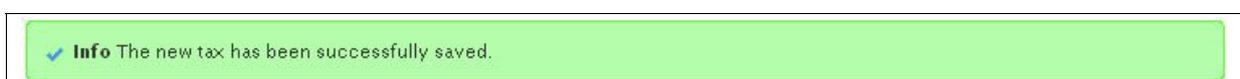


Figure 30: Information message: The new tax has been successfully saved

A confirmation of the “Submission” of a tax is also possible and illustrated by the following:

FITSDEV	REF: FITSDEV2-SC12-UMN-TEDBv2
TEDBv2 - User Manual	VER: 1.05
Production section	

✓ **Info** The tax has been successfully sent to the MSA Validator.

Figure 31: Information message: Tax successfully submitted for approval

Note: In case of a Save operation, the “Under Progress” list contains the new tax.

4.1.3 CORRECTION OF A TAX

To be able to correct a tax, first you have to select it.

4.1.3.1 Select the tax

You can access to a tax details from the following entry points:

- From the “Modify Tax” menu item: See section 4.1.7.1: Search of a tax;
- From the “Under progress” list: See section 4.1.7.4: Manage the “Under Progress” lists;
- From a tax referenced in a message received from TAXUD: See section 4.1.7.3: Manage “Messages” List.

The tax details screen is read-only.

At the top of the page, the following progress bar is displayed:



Figure 32: Correction of a tax: progress bar - publication

To be able to modify the content of the tax, click on the “Update Tax” button. A popup will be automatically displayed asking to confirm the action.

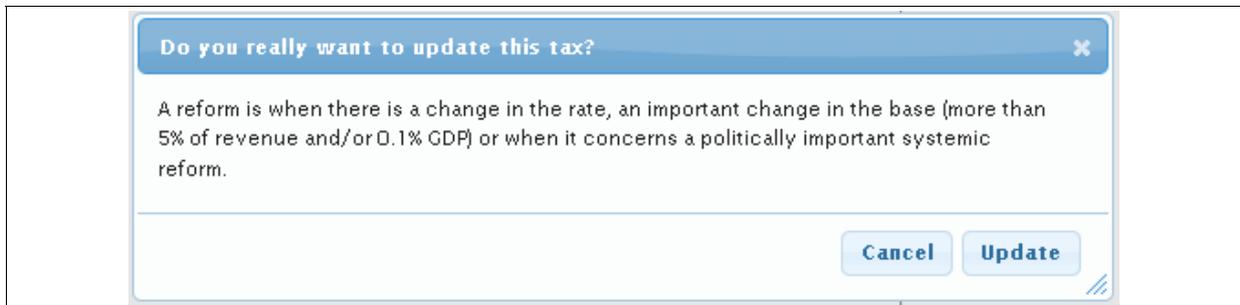


Figure 33: Correction of a tax: confirmation

To confirm the action, click on the “Update” button. You will be automatically redirected to the specific edit form for the selected tax

To cancel the action, click on the “Cancel” button.

4.1.3.2 Correct the tax

Perform the required modifications on the tax edit screen.

At the top of the edit page, the following progress bar is displayed:



Figure 34: Correction of a tax: progress bar - update

FITSDEV	REF: FITSDEV2-SC12-UMN-TEDBv2
TEDBv2 - User Manual	VER: 1.05
Production section	

At the bottom of the edit page, the following actions are available:



Figure 35: Correction of a tax: available actions

Click on the “Cancel” button to abort the current modification. See section Cancel button for more details.

Click on the “Save” button to update the working copy of the tax in the system.

Click on the “Submit” button to update the working copy of the tax and submit the tax for approval to a member of the Tax Checker group.

Click on the “Delete” button to delete the selected tax.

4.1.3.3 Save/Submit the tax

If you click on “Save” or “Submit” button, an automatic validation of the form is triggered.

If a problem occurs, the web browser will refresh the current page:

An error label appears on the top of the form



Figure 36: Correction of a tax: Label - Error(s) in form

The corrected values are kept in the form fields and an error description is shown under each incriminated input field.

Correct the mentioned error(s) and resubmit the form.

If the form is valid and you click on the “Submit” button, a confirmation popup is displayed:

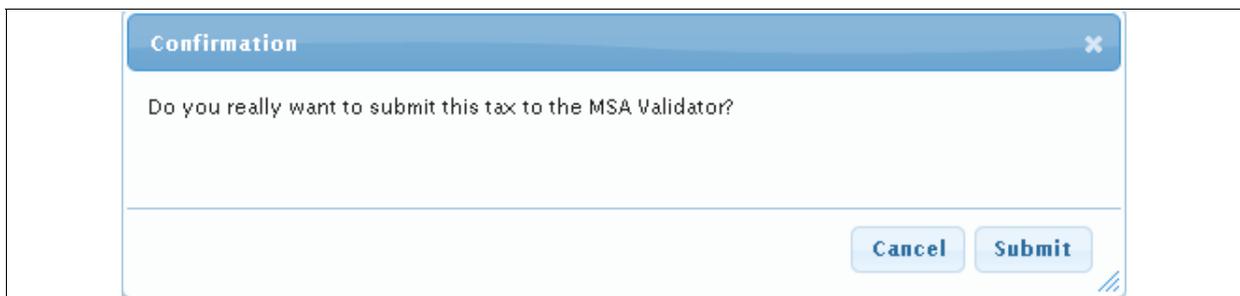


Figure 37: Correction of a tax: Confirmation Message - Submit

Click on the “Submit” button to confirm the action. Click on the “Cancel” button to stop the action.

If the action is a success, the application automatically redirects the MS user to the publication home page. An information message appears to confirm the success of the operation.

Confirmation of “Save” operation:

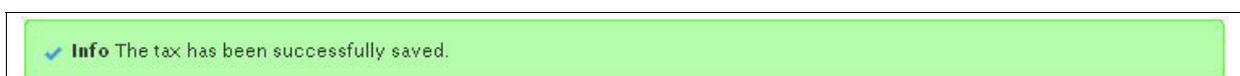


Figure 38: Information message: Tax has been successfully saved

Confirmation of “Submit” to MS validation operation:

FITSDEV	REF: FITSDEV2-SC12-UMN-TEDBv2
TEDBv2 - User Manual	VER: 1.05
Production section	

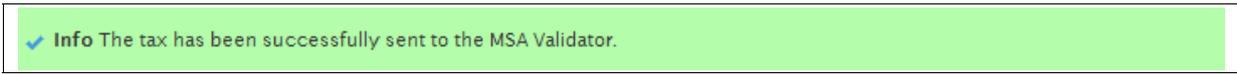


Figure 39: Information message: Tax successfully submitted for approval

Note: In case of a Save operation, the “Under Progress” list should contain the updated tax.

4.1.3.4 Delete the tax

When clicking on the “Delete” button, a confirmation popup is displayed:

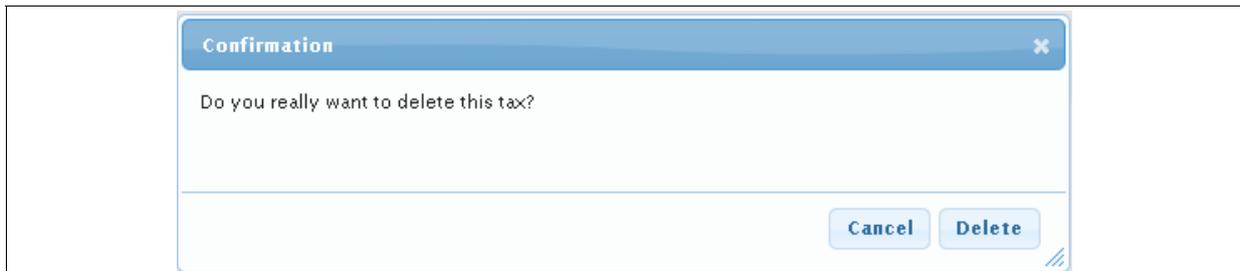


Figure 40: Confirmation message: Delete

To cancel the delete action, click on the “Cancel” button. To confirm the deletion, click on the “Delete” button.

Once the action is confirmed, the following information message is displayed:

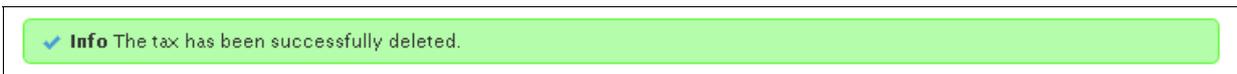


Figure 41: Information message: Tax successfully deleted

4.1.4 REFORM OF A TAX

To be able to reform a tax, first you have to select it. Please note that the action “Reform a Tax” is not available on taxes whose type is “Other”.

4.1.4.1 Select the tax

You can access a tax details from the following entry points:

- From the “Modify Tax” menu item: See section 4.1.3: Select the tax.
- From the “Under progress” list: See section 4.1.7.4: Manage the “Under Progress” lists.
- From a tax referenced in a message received from TAXUD: See section 4.1.7.3: Manage “Messages” List.

The tax details screen is read-only. At the top of the page, the following progress bar is displayed:



Figure 42: Reform a tax: progress bar - publication

To be able to reform a tax, click on the “Reform Tax” button. A popup will be automatically displayed asking to confirm the action.

FITSDEV	REF: FITSDEV2-SC12-UMN-TEDBv2
TEDBv2 - User Manual	VER: 1.05
Production section	

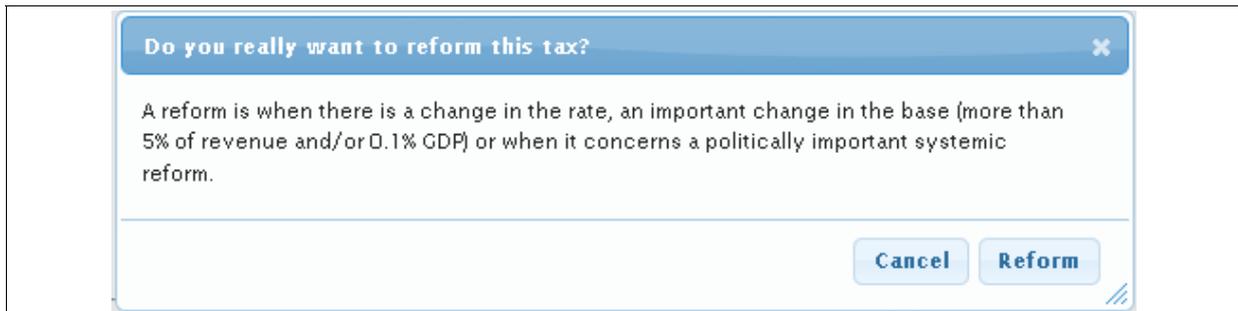


Figure 43: Reform a tax: confirmation

To cancel the action, click on the "No" button.

To confirm the action, click on the "Reform" button. You will be automatically redirected to the Reform for Measure Creation Page.

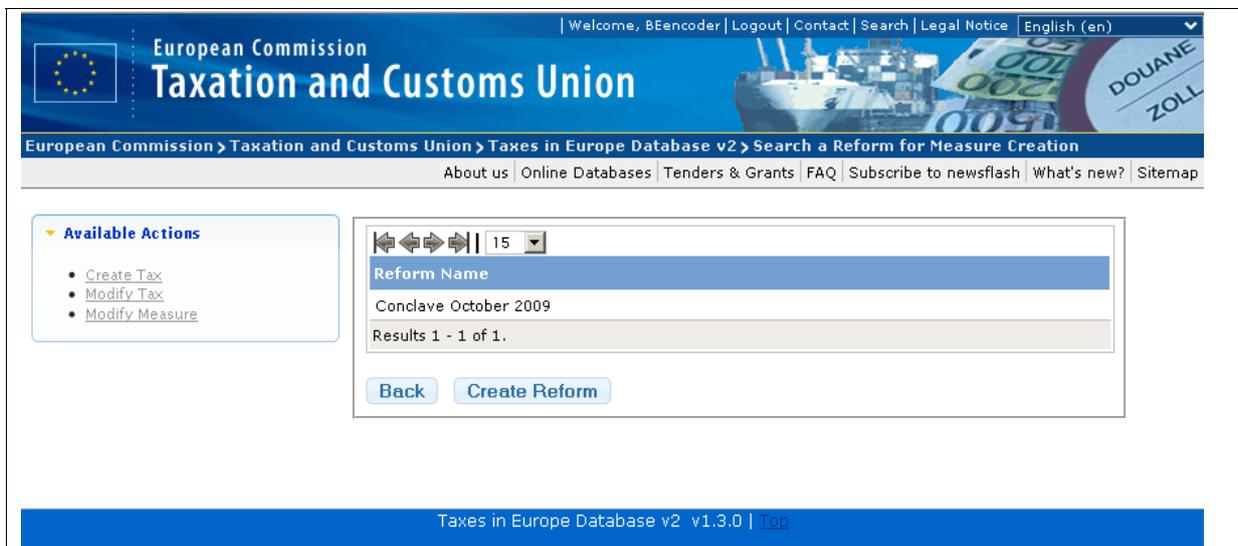


Figure 44: Reform a tax: Reform for Measure Creation

4.1.4.2 Associate a reform

Two scenarios are possible:

- Either the reform already exists in the list;
- Either the reform has to be created.

Selection of an existing reform

In the list of reforms displayed, click on the name of target reform. The Measure Creation Page is displayed.

Creation of a new reform

Click on the "Create Reform" button. The Reform Creation Page is displayed.

FITSDEV	REF: FITSDEV2-SC12-UMN-TEDBv2
TEDBv2 - User Manual	VER: 1.05
Production section	

Figure 45: Reform a tax: Reform Creation Page

Fill in the fields available to create the reform:

- Enter the name of the reform in the “Reform Name” field;
- Enter the date when the reform bill was decided.

To stop the reform creation, click on the “Back” button. You will be redirected to the Reform for Measure Creation Page.

To create the reform, click on the “Create Reform” button. The Measure Creation Page is displayed.

If a problem occurs, the web browser will refresh the current page: an error label appears on the top of the form

Figure 46: Reform a tax: Label - Error(s) in form - Reform

The corrected values are kept in the form fields and an error description is shown under each incriminated input field. Correct the mentioned error(s) and resubmit the form.

4.1.4.3 Create the measure

Fill in the fields available for the creation of the measure.

Creation
MSA Validation
TAXUD Validation
Publication

Cancel
Save
Submit

Reform name My Reform

Measure name *

Nature of measure *

- Nature of measure is change in rate
- Nature of measure is important change in base (more than 5% of revenue and/or 0.1% GDP)
- Nature of measure is none of the former, but politically important systemic reform

Tax type * Other indirect tax

Goal or Reason for the Reform

Edit

Date when measure bill was decided *

Date when measure came into force *

Change *

- Change in tax rate
- Change in tax base
- Change in tax payer
- Change in other

Estimated revenue effect of measure if appropriate million EUR/National currency

Planned financing of the reform: *

- Increase/decrease of other taxes
- Change of tax base/rate
- Increased/decreased deficit
- Increased/decreased spending

Description of the measure *

Edit

Cancel
Save
Submit

Figure 47: Reform a tax: Measure Creation Page

At the bottom of the edit page, the following actions are available:

FITSDEV	REF: FITSDEV2-SC12-UMN-TEDBv2
TEDBv2 - User Manual	VER: 1.05
Production section	



Figure 48: Reform of a tax: available actions

Click on the “Cancel” button to abort the current modification. See section Cancel button for more details.

Click on the “Save” button to update the working copy of the measure in the system.

Click on the “Submit” button to update the working copy of the measure and submit the measure for approval to a member of the Tax Checker group.

Save and Submit actions

If you click on “Save” or “Submit” button, an automatic validation of the form is triggered.

If a problem occurs, the web browser will refresh the current page:

An error label appears on the top of the form

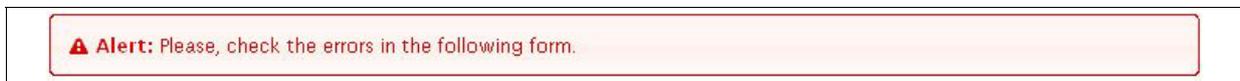


Figure 49: Reform of a tax: Label - Error(s) in form

The corrected values are kept in the form fields and an error description is shown under each incriminated input field.

Correct the mentioned error(s) and resubmit the form.

If the form is valid and you click on the “Submit” button, a confirmation popup is displayed:

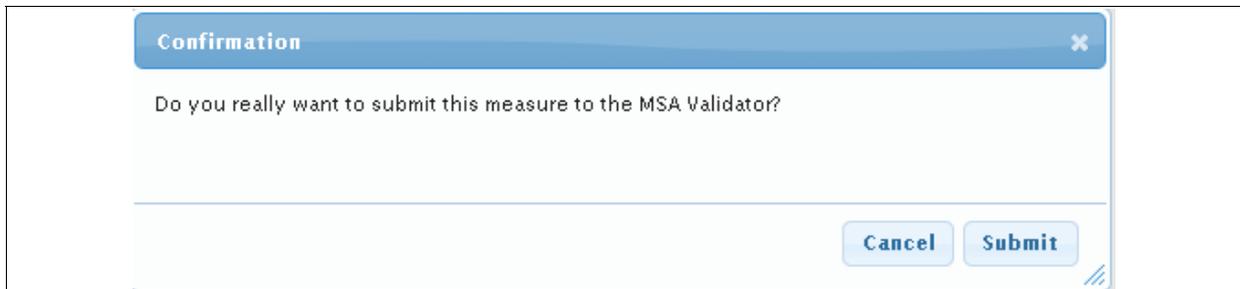


Figure 50: Confirmation message: Submit

Click on the “Submit” button to confirm the action. Click on the “Cancel” button to stop the action.

If the action is a success, the application automatically redirects the MS user to the publication home page. An information message appears to confirm the success of the operation.

Confirmation of “Save” operation:

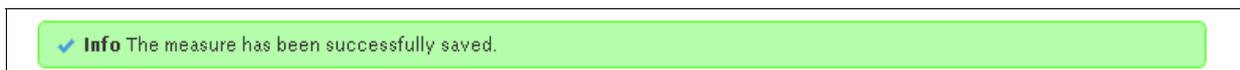


Figure 51: Information message: Measure successfully saved

Confirmation of “Submit” to MS validation operation:

FITSDEV	REF: FITSDEV2-SC12-UMN-TEDBv2
TEDBv2 - User Manual	VER: 1.05
Production section	

✓ **Info** The measure has been successfully sent to the MSA Validator.

Figure 52: Information message: Measure successfully submitted for approval

Note: In case of a Save operation, the “Under Progress” list should contain the updated measure.

4.1.4.4 Send the Reform

It is important to note that when the measure has been submitted, the user still has to submit the reform in case a new one has been created. Indeed, the above-described workflow does not automatically send the new reform. It is the responsibility of the user to submit the reform independently.

The new reform can be found in the “Under Progress List: reforms”. Access the details of the reform as defined in section 4.1.7.4: Manage the “Under Progress” lists.

The following actions are available:

Figure 53: Reform a tax: Available actions - Reform

To stop the action, click on the “Cancel” button. The Home page is displayed;

Click on the “Save” button to update the working copy of the reform in the system;

Click on the “Submit” button to update the working copy of the reform and submit the reform for approval to a member of the Tax Checker group. Please refer to section 4.1.6 for the details of the confirmation/information messages.

4.1.5 CORRECTION OF A MEASURE

An existing measure can be corrected through the following steps:

- Search a reform, as defined in section 4.1.7.2;
- The Reform Details screen is read-only:

The screenshot shows a workflow progress bar with four steps: 'Creation / update', 'MSA Validation', 'TAXUD Validation', and 'Publication' (which is highlighted in dark blue). Below the progress bar is a 'Measures List' section with a table:

Name	Date when measure came into force
Click system diesel excises	2011-01-01
End of temporary VAT reduction buiding sector	2011-01-01

Below the table, it says 'Results 1 - 2 of 2.' At the bottom of the screen, there is a form with two fields: 'Reform Name *' with the value 'Conclave October 20' and 'Date when reform bill was decided *' with the value '2009/10/31'. An 'Update Reform' button is located at the bottom right of the form.

Figure 54: Correction of a Measure – Reform Details

FITSDEV	REF: FITSDEV2-SC12-UMN-TEDBv2
TEDBv2 - User Manual	VER: 1.05
Production section	

4.1.5.1 Correct the measure

- In the list displayed, select the measure to update. The Measure Details screen is displayed in read-only. At the top of the form, the following progress bar is displayed:



Figure 55: Correction of a Measure – Progress Bar - Publication

The following actions are available:



Figure 56: Correction of a Measure – Available Actions

- To **cancel** the correction of the measure, click on the “Cancel” button;
- To display the **tax associated** to the measure, click on the “Display Tax” button. Please note that the “Display Tax” button is available only if the tax associated in the same state than the measure. The Tax Details page is displayed in read-only. The following actions are available in this page:



Figure 57: Correction of a Measure – Display Tax – Available Actions

- To update the tax, click on the “Update Tax” button (see section 4.1.3);
- If applicable, to reform the tax, click on the “Reform Tax” button (see section 4.1.4);
- To come back to the Measure Details screen in read-only, click on the “Display Measure” button.
- To **update** the measure, click on the “Update Measure” button. A confirmation popup is displayed:

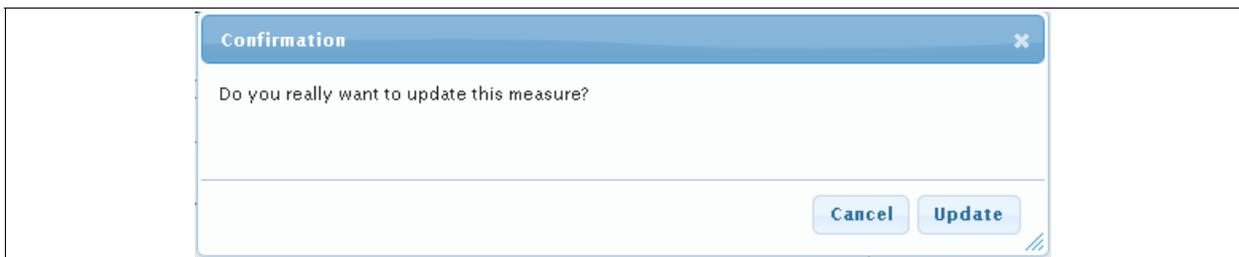


Figure 58: Confirmation message: Update Measure

- To cancel the action, click on the “Cancel” button. The confirmation popup is closed;
- To confirm the action, click on the “Update” button. The Measure Details screen is in edit mode. The progress bar displayed at the top of the form is as follows:



Figure 59: Correction of a Measure – Progress Bar – Update

- The following actions are available:

FITSDEV	REF: FITSDEV2-SC12-UMN-TEDBv2
TEDBv2 - User Manual	VER: 1.05
Production section	



Figure 60: Correction of a Measure – Update - Available Actions

Click on the “Cancel” button to abort the current modification. See section Cancel button for more details.

Click on the “Save” button to update the working copy of the measure in the system.

Click on the “Submit” button to update the working copy of the measure and submit the measure for approval to a member of the Tax Checker group.

Click on the “Delete” button to delete the selected measure.

4.1.5.2 Save/Submit the measure

If you click on “Save” or “Submit” button, an automatic validation of the form is triggered.

If a problem occurs, the web browser will refresh the current page:

An error label appears on the top of the form



Figure 61: Correction of a tax: Label - Error(s) in form

The corrected values are kept in the form fields and an error description is shown under each incriminated input field. Correct the mentioned error(s) and resubmit the form.

If the form is valid and you click on the “Submit” button, a confirmation popup is displayed:

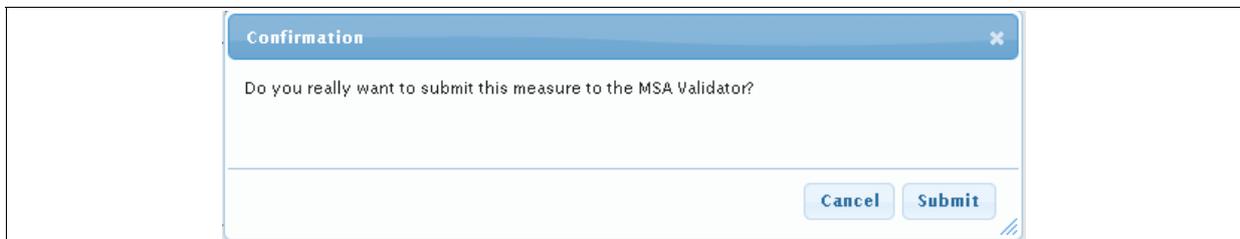


Figure 62: Confirmation message: Update Measure - Save

Click on the “Submit” button to confirm the action. Click on the “Cancel” button to stop the action.

If the action is a success, the application automatically redirects the MS user to the publication home page. An information message appears to confirm the success of the operation.

Confirmation of “Save” operation:

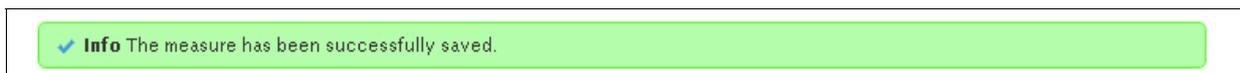


Figure 63: Information message: Measure successfully saved

Confirmation of “Submit” to MS validation operation:

FITSDEV	REF: FITSDEV2-SC12-UMN-TEDBv2
TEDBv2 - User Manual	VER: 1.05
Production section	



Figure 64: Information message: Measure successfully submitted for approval

Note: In case of a Save operation, the “Under Progress” list should contain the updated measure.

4.1.5.3 Delete the measure

When clicking on the “Delete” button, a confirmation popup is displayed:

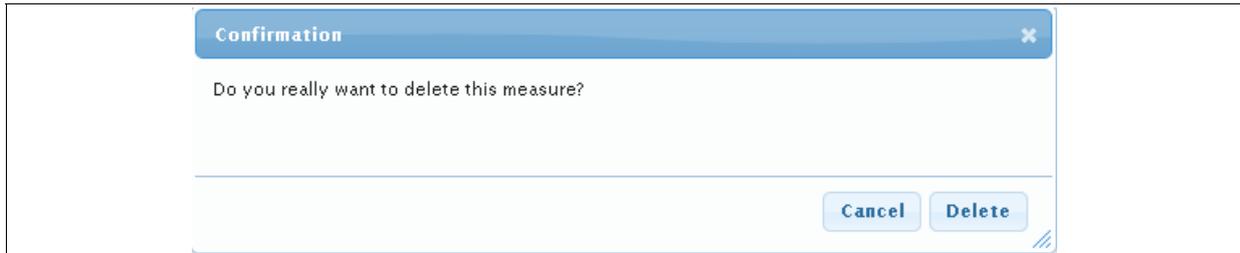


Figure 65: Confirmation message: Delete

To cancel the delete action, click on the “Cancel” button. To confirm the deletion, click on the “Delete” button.

Once the action is confirmed, the following information message is displayed:

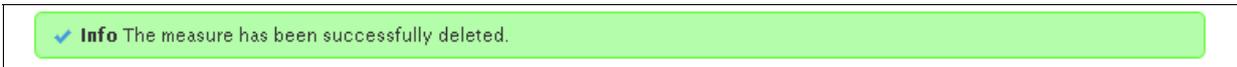


Figure 66: Information message: Measure successfully deleted

4.1.6 CORRECTION OF REFORM

An existing reform can be corrected through the following steps:

- Search a reform, as defined in section 4.1.7.2;
- The reform details screen is read-only (Figure 54).

4.1.6.1 Correct the reform

- Click on the “Update Reform” button. A confirmation popup is displayed:



Figure 67: Correction of a Reform – Confirmation Update

- To cancel the action, click on the “Cancel” button. The confirmation popup is closed.
- To confirm the action, click on the “Update” button. The Reform Details screen is displayed in edit mode.

Figure 68: Correction of a Reform – Reform Details - Edit

- Update target fields of the reform;
- One of the following actions can then be performed:
 - To stop the action, click on the “Cancel” button. The Home page is displayed;
 - If available, the “Delete” button can be used to delete the reform;
 - Click on the “Save” button to update the working copy of the reform in the system;
 - Click on the “Submit” button to update the working copy of the reform and submit the reform for approval to a member of the Tax Checker group.

4.1.6.2 Save / Submit the reform

If you click on “Save” or “Submit” button, an automatic validation of the form is triggered.

If a problem occurs, the web browser will refresh the current page:

An error label appears on the top of the form

Figure 69: Correction of a tax: Label - Error(s) in form

The corrected values are kept in the form fields and an error description is shown under each incriminated input field. Correct the mentioned error(s) and resubmit the form.

If the form is valid and you click on the “Submit” button, a confirmation popup is displayed:

Figure 70: Correction of a Reform – Confirmation Submit

FITSDEV	REF: FITSDEV2-SC12-UMN-TEDBv2
TEDBv2 - User Manual	VER: 1.05
Production section	

Click on the “Submit” button to confirm the action. Click on the “Cancel” button to stop the action.

If the action is a success, the application automatically redirects the MS user to the publication home page. An information message appears to confirm the success of the operation.

Confirmation of “Save” operation:

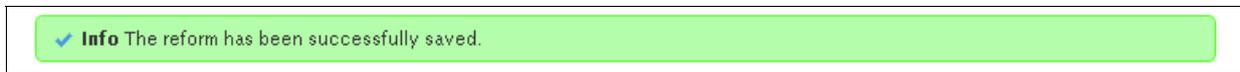


Figure 71: Information message: Reform successfully saved

Confirmation of “Submit” to MS validation operation:

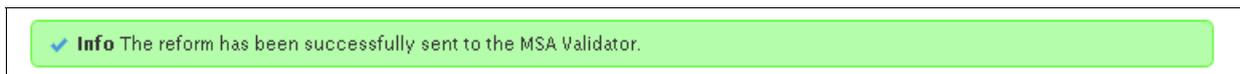


Figure 72: Information message: Reform successfully submitted for approval

Note: In case of a Save operation, the “Under Progress” list should contain the updated reform.

4.1.6.3 Delete the reform

The deletion of a reform is available only if no measure or tax is associated to this reform. If the action is not available, the button “Delete” is not displayed.

When clicking on the “Delete” button, a confirmation popup is displayed:



Figure 73: Confirmation message: Delete

To cancel the delete action, click on the “Cancel” button. To confirm the deletion, click on the “Delete” button.

Once the action is confirmed, the following information message is displayed:



Figure 74: Information message: Reform successfully deleted

4.1.7 SECONDARY FUNCTIONALITIES

The present section details additional functionalities that will be used when performing one of the above-described action:

- Search of a Tax;
- Search of a Reform;
- Manage “Messages” List;
- Manage the “Under Progress” List.

4.1.7.1 Search of a tax

In order to process with a tax search operation, click on the "Modify tax" menu item. The displayed tax search Form is divided in 3 sections: Simple search, Advanced search and Date.

To launch the process, just click on the "Search" button.

You can use one of the three kinds of search individually or combine them.

Search all

Figure 75: Search tax: Search all

If you leave all fields empty and click on the "Search" button, a full search is performed. As a result, the process retrieves all published taxes from the system.

Simple Search

This section includes only one text box: Keyword.

Just enter the term you want to find and click on "Search" button.

Figure 76: Search tax: Simple Search

Text based search

The simple search is a free text based search. This means that:

Any characters are allowed. However, the characters '?' and '*' have special usage.

- '?' matches one character except white spaces;
- '*' matches one or several characters except white spaces.

The search engine will match exact words. For example, search on "come" will retrieve all exact words "come" but it will not retrieve words including "come" as a part of themselves like "income" or "become".

The search engine is set as case insensitive. That means that search on "case" will retrieve the same results as search on "Case" or on "cAsE".

Scanned tax fields

The Simple search tries to retrieve the input keyword from the content of the following text fields of a tax:

Common fields:

- Generic tax name;

FITSDEV	REF: FITSDEV2-SC12-UMN-TEDBv2
TEDBv2 - User Manual	VER: 1.05
Production section	

- Tax name in the national language(s);
- Tax name in English;
- Comments about the “Legal base”;
- Comments about “Who sets”;
- Comments about the “Beneficiary”;
- Tax Due date;
- Tax collector;
- Miscellaneous and special features;
- Comments about the “Economic function”;
- Comments about the “Environmental taxes”;
- Geographical Scope;
- Comments about the “Taxpayers”;
- Comments about the “Taxable income”;
- Comments about the “Deductions, allowances, credits, exemptions”;
- Comments about the “Rate structure”.

Specific fields:

- Personal income tax (PIT) taxes:
 - Comments about the “Domestic-source income of non-residents”;
 - Comments about the “Employment incomes of married couples”;
 - Comments about the “Taxable income general rules”;
 - Comments about the “Income considered”;
 - Comments about the “Benefits in kind”;
 - Comments about the “Deduction for professional expenses”;
 - Comments about the “Deductions from the tax base”;
 - Comments about the “Allowances”;
 - Comments about the “Credits”;
 - Comments about the “Losses”;
 - Comments about the “Exemptions”;
 - Comments about the “Personal income tax rates”;
 - Comments about the “Regional taxes”;
 - Comments about the “Local/municipal taxes”;
 - Comments about the “Special surcharges”;
 - Comments about the “Separate taxation”;
 - Comments about the “Withholding taxes”.
- Corporate income tax (CIT) taxes:
 - Comments about the “Domestic-source income of non-residents”;
 - Comments about the “Taxable income general rules”;

FITSDEV	REF: FITSDEV2-SC12-UMN-TEDBv2
TEDBv2 - User Manual	VER: 1.05
Production section	

- Comments about the “Income considered”;
 - Comments about the “Treaty countries”;
 - Comments about the “Non-treaty countries”;
 - Comments about the “Measures against profit shifting”;
 - Comments about the “Valuation of inventory”;
 - Comments about the “Depreciation rules - Building”;
 - Comments about the “Depreciation rules - Movable (tangible) assets”;
 - Comments about the “Depreciation rules - Movable fixed assets”;
 - Comments about the “Depreciation rules - Intangible assets”;
 - Comments about the “Depreciation rules - Land (if any)”;
 - Comments about the “Deductions”;
 - Comments about the “Allowance”;
 - Comments about the “Losses”;
 - Comments about the “Surcharges”;
 - Comments about the “Special tax rate for SMEs”.
- VAT taxes
 - Comments about the “Included taxable persons doing occasional transactions”;
 - Comments about the “Special scheme for SMEs”;
 - Comments about the “Common Flat-rate scheme for farmers”;
 - Comments about the “Special scheme on the following”;
 - Comments about the “Special derogations to continue to tax”;
 - Comments about the “Special derogations to continue to exempt”;
 - Comments about the “Goods and hence taxed under VAT (article 14 – 15 2006/112/EC)”;
 - Comments about the “Goods and hence taxed under VAT (article 18 2006/112/EC)”;
 - Comments about the “Services and hence not subject to VAT (article 26(2) 2006/112/EC)”;
 - Comments about the “Supplied services of article 27 of 2006/112/EC”;
 - Exempted sectors;
 - Special Measures derogating from the normal VAT rules in accordance with Article 395 of Directive 2006/112/EC;
 - Comments about the “Standard VAT rate”;
 - Comments about the “Reduced rate #1”;
 - Comments about the “Special reduced VAT rate for specific regions (including articles 104 and 105 2006/112/EC)”;
 - Special provisions under article 110 2006/112/EC (existing provisions prior to 1991);
 - Special provisions under articles 112 2006/112/EC;
 - Special provisions under articles 113 2006/112/EC ;

FITSDEV	REF: FITSDEV2-SC12-UMN-TEDBv2
TEDBv2 - User Manual	VER: 1.05
Production section	

- Special provisions under articles 114 2006/112/EC;
 - Special provisions under articles 115 2006/112/EC;
 - Special provisions under articles 116 2006/112/EC;
 - Special provisions under articles 117 2006/112/EC;
 - Special provisions under articles 118 2006/112/EC;
 - Special provisions under articles 119 2006/112/EC;
 - Special provisions under articles 120 2006/112/EC;
 - Special provisions under articles 121 2006/112/EC;
 - Special provisions under articles 122 2006/112/EC;
- Excise duty on Alcoholic beverages taxes
No specific field for this type of tax is inspected during simple search.
- Excise duty on Energy products and electricity
No specific field for this type of tax are inspected during simple search.
- Excise duty on Manufactured tobacco
No specific field for this type of tax are inspected during simple search.
- Social security contribution - Employers taxes
 - Comments about the “The base or rate of social security contributions”;
 - Comments about the “Domestic-source income of non-residents”;
 - Comments about the “Employers pay social security contributions”;
 - Comments about the “General rule”;
 - Comments about the “Income considered”;
 - Comments about the “Benefits in kind”;
 - Comments about the “Reduction”;
 - Comments about the “Allowances”;
 - Comments about the “Credits”;
 - Comments about the “Rates apply to Social Security Contributions paid by Employees”;
 - Comments about the “Special surcharges”;
- Social security contribution - Employees taxes:
 - Comments about the “The base or rate of social security contributions”;
 - Comments about the “Domestic-source income of non-residents”;
 - Comments about the “Employees pay social security contributions”;
 - Comments about the “General rule”;
 - Comments about the “Income considered”;

FITSDEV	REF: FITSDEV2-SC12-UMN-TEDBv2
TEDBv2 - User Manual	VER: 1.05
Production section	

- Comments about the “Benefits in kind”;
 - Comments about the “Reduction”;
 - Comments about the “Allowances”;
 - Comments about the “Credits”;
 - Comments about the “Rates apply to Social Security Contributions paid by Employees”;
 - Comments about the “Special surcharges”;
- Other taxes
- No specific fields for this type of tax are inspected during a simple search.

Advanced search

This section allows performing a specific search on the taxes.

Structure of advance search criterion

The advance search criterion contains four elements:

- The field on which the criteria will be applied;
- The operator used to refine the search operation;
- The value to find in the database for this field;
- The logical operator to use for combination in case of advanced search on multiple criteria.

The screenshot shows an 'Advanced Search' window with two criteria. The first criterion is 'Type of Tax' with the operator 'equals' and the value 'VAT'. The second criterion is 'ESA95 : Year' with the operator 'lower' and the value '2010'. The criteria are connected by an 'AND' logical operator. There are '+' and '-' buttons at the bottom right of the search area.

Figure 77: Search tax: Advanced Search criterion

Nature of the fields

The type of the field value is one of the following:

- Text value: see Free text data type definition;
- Numeric value: see Amount, Integer, Rate and Year data type definition;
- Date value: see Date data type definition;
- Predefined value: Only proposed values are available. It is not possible to specify a free text.

Type of fields

The following items are available in the list of fields:

Field	Nature of the field
Type of Tax	Predefined value
Generic Tax Name	Text
Tax name in the national language(s)	Text

FITSDEV	REF: FITSDEV2-SC12-UMN-TEDBv2
TEDBv2 - User Manual	VER: 1.05
Production section	

Field	Nature of the field
Tax name in English	Text
Tax is for since	Date
Tax cease	Date
Legal base	Text
Who sets: Tax rate	Predefined value
Who sets: Tax base	Predefined value
Who sets: Reliefs	Predefined value
Who sets: Comments	Text
Beneficiary	Predefined value
Beneficiary: Comments	Text
Tax due date	Text
Tax collector	Text
Special features	Text
Geographical scope	Date
Taxpayer: Comments	Text
Income Tax: Comments	Text
Deductions - allowances - tax credits – exemptions: Comments	Text
Rate Description	Text
Economic function	Predefined value
Economic function: Comments	Text
Environmental taxes	Predefined value
Environmental taxes: Comments	Text
ESA95: code	Text
ESA95: Comments	Text
ESA95: Year	Numeric
ESA95: Annual tax revenue	Numeric
ESA95: Currency	Predefined value
ESA95: Tax revenue as % of GDP	Numeric
ESA95: Tax revenue as % of Total tax revenues	Numeric

FITSDEV	REF: FITSDEV2-SC12-UMN-TEDBv2
TEDBv2 - User Manual	VER: 1.05
Production section	

Field	Nature of the field
VAT: Standard rate	Numeric
VAT: Reduced rate	Numeric
Corporate income tax: Nominal rate	Numeric

Table 6: Search tax: Common advanced search fields

Available operators

According to the type of the field, the following operators are available:

Nature of the field	Available operators
Text	Contains Does not contains
Numeric	Equals (=) Not equals (! =) Lower (<) Lore or equals (<=) Upper (>) Upper or equals (>)
Date	Equals (=) Not equals (! =) Lower (<) Lore or equals (<=) Upper (>) Upper or equals (>)
Predefined value	Equals (=)

Table 7: Search tax: Advanced search fields operators

Validation of field value

When you click on the “Search” button, a validation process is automatically triggered. The content of the field value is analysed in order to determine if the entry matches the required format:

- For text field, no restriction is defined;
- For a date, the format should be (YYYY/MM/DD), otherwise the date is considered as invalid;
- For integer numeric field, the value should only contain numeric characters [0..9];
- For decimal numeric field, the value should only contain numeric characters [0..9] and the decimal separator (.);

FITSDEV	REF: FITSDEV2-SC12-UMN-TEDBv2
TEDBv2 - User Manual	VER: 1.05
Production section	

- For predefined values, no restriction is defined.

The following figure illustrates the kind of error messages returned by the validation process:

Figure 78: Search tax: Validation of Advanced search criteria

Criteria combination

To add a search criterion, click on the “+” button. A new advanced search criterion appears

To remove a search criterion, click on the “-“ button. The last criterion disappears.

Note: You can combine a maximum of three advanced search criteria in a single query with "AND" and/or "OR" logical operator. These operators have the same precedence. That means the evaluation of the expression: crit1 OR crit2 AND crit3 is equals to (crit1 OR crit2) AND crit3

Date search

In this section two date fields are available, the “From date” and the “To date” field.

The search is executed on the “version date” of the tax.

Figure 79: Search tax: Date search

The two dates are not mandatory. For example, you can only perform a search on the “To date” field without specifying a value for the “From date” field.

If you specify both dates, a logical "AND" operator is applied between the two criteria.

Combine simple, advanced and date criteria

The three main search sections can be combined independently with each other. This is useful for example to refine a simple search in order to reduce the result and find easily the tax you want.

The combination is performed with a logical "AND" operator between the three sections.

For example, if you perform a search with the following criteria:

- Simple Search: Keyword: vehicle
- Advance search: Type of tax | equals | Vat | AND
 Legal base | contains | article 38 | OR
 Vat standard rate | lower | 15.50 AND
- Date From: 2008/05/03
 To: 2015/04/05

The generated query will have the following semantics:

FITSDEV	REF: FITSDEV2-SC12-UMN-TEDBv2
TEDBv2 - User Manual	VER: 1.05
Production section	

Search all taxes
Containing the keyword 'vehicle'
AND (having a type of tax sets to VAT
AND having a legal base containing 'article 38'
OR having a VAT rate lower than 15.50
)
AND having a version date >= 2008/05/03
AND having a version date <= 2015/04/05

View search result

After a click on the "Search" button, the web browser will refresh the current page.

Simple Search

Keyword:

Advanced Search

+ -

Date

From To

Documents found 20

Tax Name	Last Saved On
Published Reformed Tax Before 1	2010/01/10
Published Reformed Tax Before 2	2010/01/10
Published Reformed Tax Before 3	2010/01/10
Published Reformed Tax Before 4	2010/01/10
Published Reformed Tax Before 5	2010/01/10
Tax to be checked 1	2010/06/16
Published Reformed Tax Before 6	2010/01/10
Published Reformed Tax Before 7	2010/01/10
Published Reformed Tax Before 8	2010/01/10
Published Reformed Tax Before 9	2010/01/10
Published Reformed Tax Before 10	2010/01/10
Published Reformed Tax Before 11	2010/01/10
Published Reformed Tax Before 12	2010/01/10
Published Reformed Tax Before 13	2010/01/10
Published Reformed Tax Before 14	2010/01/10

Results 1 - 15 of 20.

Figure 80: Search tax: List of results

As a result, the search conditions are kept in the "Search" form and the retrieved taxes appear in a list on top of the form.

The result list will show:

- The number of taxes found;

FITSDEV	REF: FITSDEV2-SC12-UMN-TEDBv2
TEDBv2 - User Manual	VER: 1.05
Production section	

- The name of each tax;
- The last modified date of each tax.

View details

To view the details of a tax retrieved by the search process, just click on the corresponding row in the result table. You will be automatically redirected to the details view of the selected tax.

4.1.7.2 Search of a reform

In order to process a reform search operation, click on the "Modify Measure" menu item.

To launch the process, click on the "Search" button.

Search All

Figure 81: Search reform: Search all

If you leave all fields empty and click on the "Search" button, a full search is performed. As a result, the process retrieves all reforms stored in the system.

Simple search

Figure 82: Search reform: Simple Search

Search criteria

The search process on reforms can be refined on two fields:

- Reform Name: the name of the reform to find.
- Measure Name: the name of the measure associated to the reform to find.

Note: A measure is associated to one and only one reform.
A reform can be associated to one or more measure(s).

FITSDEV	REF: FITSDEV2-SC12-UMN-TEDBv2
TEDBv2 - User Manual	VER: 1.05
Production section	

Nature of the field

The “Reform Name” and “Measure Name” fields accept input of “Free text” data type.

The reform search on free text means:

Any characters are allowed. However, the characters ‘?’ and ‘*’ have special use.

- ‘?’ matches any character except white spaces exactly one time.
- ‘*’ matches any character except white spaces zero or more times.

The search engine is not limited to exact words. For example, search on “come” will retrieve all words including “come” as a part of themselves like “income” or “become”.

The **search engine is set as case insensitive.** That means that search on “case” will retrieve the same results as search on “Case” or on “cAsE”.

There is also no synonyms dictionary. That means a search on “car” word only perform the search on “car” word and not on “vehicle” word.

Available operators

The “Name” and “Measure Name field accept the “Contains” and “Does not contain” operators.

Validation of field value

When you click on the “Search” button, a validation process is automatically triggered. The content of each field value is analysed in order to determine if the entry matches the required format. As all criteria of the form are related to “Free text ”values, no restriction is defined for the input.

Criteria combination

You can combine simple search criteria in a single query. In this case, a logical AND operator is applied between both criteria.

View search result

After a click on the “Search” button, the web browser will refresh the current page.

The screenshot shows a search form titled "Simple Search". It contains two rows of input fields. The first row has "Reform Name operator" set to "Contains" and "Reform Name" containing the text "reform". The second row has "Measure Name operator" set to "Does not contain" and "Measure Name" containing the text "vehicle". A blue "Search" button is located to the right of the second row. Below the search form, a results section titled "Documents found" shows "2" results. It includes a pagination control with arrows and a dropdown set to "15". The results list has a header "Reform Name" and two entries: "first reform" and "2nd reform". The second entry is highlighted in yellow. At the bottom of the results list, it says "Results 1 - 2 of 2."

Figure 83: Search reform: List of results

As a result, the search conditions are kept in the “Search” form and the retrieved reforms appear in a list on top of the form.

FITSDEV	REF: FITSDEV2-SC12-UMN-TEDBv2
TEDBv2 - User Manual	VER: 1.05
Production section	

The result list will show:

- The number of reforms found;
- The name of each reform;

View details

To view the details of a reform retrieved by the search process, just click on the corresponding row of the result table. You will be automatically redirected to the details view of the selected reform.

4.1.7.3 Manage “Messages” List

The “Messages” list is available from the home page accessible by MS users.

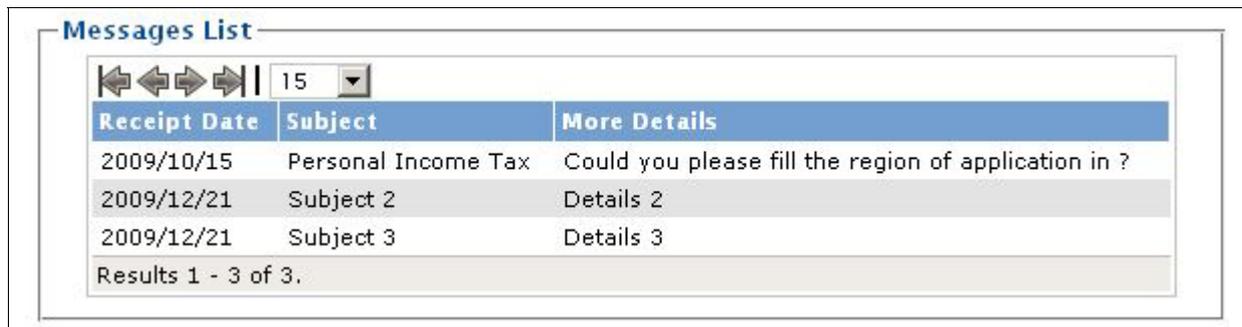


Figure 84: “Messages” list

This list returns all messages sent by DG TAXUD users when the validation of the proposed version of a tax/measure is not accepted for amendment/publication. The message contains a reason for the refusal. On this basis, the MS user can correct the tax/measure before a new submission for approval.

This list displays:

- The number of messages sent to the MS regarding taxes and measures;
- The date of reception of each message;
- The subject of each message;
- A brief detail of each message if provided.

View message content

To view the details of a message of the list, just click on the corresponding row in the “Messages” table. You will be automatically redirected to the detailed view of the selected message.

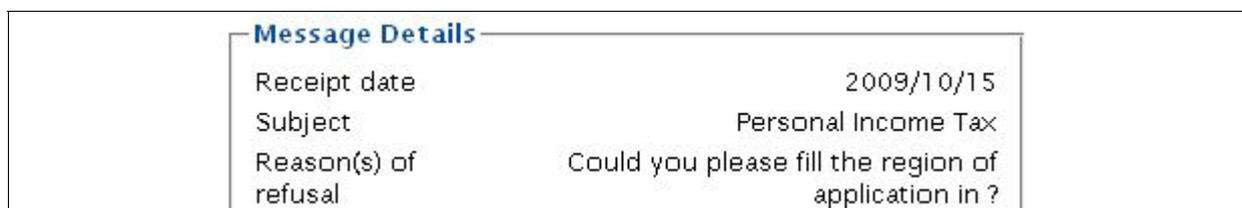


Figure 85: Details of a message

Open the concerned tax/measure

If the message concerns a tax, click on the “Open Tax” button. You will be automatically redirected to the detailed view of the selected tax

FITSDEV	REF: FITSDEV2-SC12-UMN-TEDBv2
TEDBv2 - User Manual	VER: 1.05
Production section	

If the message concerns a measure, click on the “Open Measure” button. You will be automatically redirected to the detailed view of the selected measure

Remove an element from the list

The message disappears automatically from the list when the correction of the concerned tax/measure is re-submitted for approval to an MS tax checker.

4.1.7.4 Manage the “Under Progress” lists

The “Under Progress” lists are available from the home page accessible by MS user. Three types of list exist:

- List of taxes under progress:

Under Progress List: taxes		
Last Saved On	Tax Name	Version date
2011/11/03	Capital tax - Inheritance tax and transfer duty upon death	2011/08/19
2011/11/03	Excise duty - Coffee	2011/08/19
2011/11/03	Excise duty - Non-alcoholic beverages	2011/08/19
Results 1 - 3 of 3.		

Figure 86: “Under Progress” list - Taxes

- List of measures under progress:

Under Progress List: measures		
Last Saved On	Measure Name	Version date
2011/11/04	My measure 04112011	
Results 1 - 1 of 1.		

Figure 87: “Under Progress” list - Measures

- List of reforms under progress:

Under Progress List: reforms	
Reform Name	Last Saved On
Conclave October 2009	2011/11/03
My Reform 04/11/2011	2011/11/04
Results 1 - 2 of 2.	

Figure 88: “Under Progress” list - Reforms

These lists return all taxes, measures and reforms managed by the member state having one of the following statuses:

- The tax, measure and reform not yet submitted for approval to MS tax checker.
- The creation/modification of a tax, measure and reform sent to DG TAXUD that have been refused and must be corrected.

FITSDEV	REF: FITSDEV2-SC12-UMN-TEDBv2
TEDBv2 - User Manual	VER: 1.05
Production section	

This list displays:

- The last modified date of each tax, measure and reform;
- The name of each tax, measure and reform;
- For the measures and taxes, the version date.

View details

To view the details of a tax, measure or reform of the list, just click on the corresponding row in target “Under Progress” list table. You will be automatically redirected to the detailed view of the selected tax, measure or reform.

Remove an element from the list

The item disappears automatically from the list when the correction of the concerned tax, measure or reform is resubmitted for approval to an MS tax checker.

FITSDEV	REF: FITSDEV2-SC12-UMN-TEDBv2
TEDBv2 - User Manual	VER: 1.05
Production section	

4.2 VALIDATION INTERFACE

The following table lists the different actions that a user can perform in the Validation Interface. The last column indicates the cases in which the action should be performed.

Action	Details	When to perform the action?
Approve a tax	Section 4.2.2	A tax has been created or updated by a Tax Encoder user. Approving the tax will automatically submit target tax to DG TAXUD users. Note that if a measure is associated to the tax, approving the tax will automatically approve the measure together.
Refuse the modifications on a tax	Section 4.2.3	A tax has been created or updated by a Tax Encoder user. If the modifications on the tax are not approved, target user can decide to send back the tax to the Tax Encoder user, clearly identifying the reason for rejection. Note that if a measure is associated to the tax, rejecting the tax will automatically reject the measure together.
Approve a measure	Section 4.2.4	A measure has been created or updated by a Tax Encoder user. Approving the measure will automatically submit target measure to DG TAXUD users. Note that if a tax is associated to the measure, approving the measure will automatically approve the tax together.
Refuse the modifications on a measure	Section 4.2.5	A measure has been created or updated by a Tax Encoder user. If the modifications on the measure are not approved, target user can decide to send back the measure to the Tax Encoder user, clearly identifying the reason for rejection. Note that if a tax is associated to the measure, rejecting the measure will automatically reject the tax together.
Approve a Reform	Section 4.2.6	A reform has been created or updated by a Tax Encoder user. Approving the reform will automatically submit target reform to DG TAXUD users.
Refuse the modifications on a reform	Section 4.2.7	A reform has been created or updated by a Tax Encoder user. If the modifications on the reform are not approved, target user can decide to send back the reform to the Tax Encoder user, clearly identifying the reason for rejection.

Table 8: Validation section – List of actions

4.2.1 MAIN MENU

The following main menu is displayed on the left part of the screen:



Figure 89: Main menu of the MS validation interface

4.2.2 APPROVE A TAX

To be able to approve a tax, first you have to select it.

FITSDEV	REF: FITSDEV2-SC12-UMN-TEDBv2
TEDBv2 - User Manual	VER: 1.05
Production section	

4.2.2.1 Select the tax

You can access a tax details from the "Tax waiting validation" list (See section 4.2.8.1: Manage the "Taxes waiting validation" List).

4.2.2.2 Accept the tax

To accept the tax, just click on the "Submit to DG TAXUD" button at the bottom of the details form.

If the action is a success, the application automatically redirects the MS user to the home page. An information message appears to confirm the success of the operation

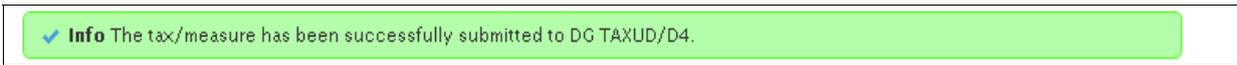


Figure 90: Information message: Tax successfully sent to DG TAXUD

Therefore, the tax does not appear anymore in the "Taxes waiting validation" list accessible by the MS tax checker users.

Note: In case of a measure is associated to the tax, target measure is automatically sent to DG TAXUD as well. Therefore, this measure does not appear in the "Measures waiting validation" list accessible by the MS tax checker users.

4.2.3 REFUSE THE MODIFICATIONS ON A TAX

To be able to reject the modifications on a tax, first you have to select it.

4.2.3.1 Select the tax

You can access a tax detail via the "Tax waiting validation" list (See section 4.2.8.1: Manage the "Taxes waiting validation" List).

4.2.3.2 Reject the tax

To reject the tax, just click on the "Reject Tax" button at the bottom of the details page.

A rejection form appears.

A screenshot of a web form titled "Rejection of the Tax update". The form has a blue header bar with the title and a close button. Below the header, it says "Please complete the form to update the current data:". There is a label "Reject reason:" followed by a large text input area. At the bottom right of the form, there are two buttons: "Cancel" and "Submit".

Figure 91: Reject modification form

To complete the refusal process, just encode the reason field and click on the "Submit" button.

FITSDEV	REF: FITSDEV2-SC12-UMN-TEDBv2
TEDBv2 - User Manual	VER: 1.05
Production section	

If the action is a success, the application automatically redirects the MS user to the publication home page. An information message appears to confirm the success of the refusal.

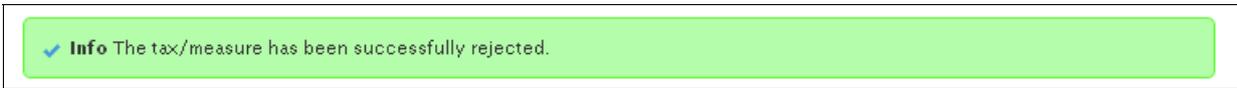


Figure 92: Information message: Tax modification refused

Consequently, the state of the tax changes, the tax does not appear anymore in the “Taxes waiting validation” list of the MS tax checker, but it will be added to the “Under Progress” list accessible by MS tax encoder users.

Note: In case of a measure is associated to the tax, target measure is automatically refused as well. Therefore, this measure does not appear in the “Measures waiting validation” list accessible by the MS tax checker users.

4.2.4 APPROVE A MEASURE

To be able to approve a measure, first you have to select it.

4.2.4.1 Select the measure

You can access a tax details from the “Tax waiting validation” list (See section 4.2.8.2: Manage the “Measures waiting validation” List).

4.2.4.2 Accept the measure

To accept the measure, just click on the “Submit to DG TAXUD” button at the bottom of the details form.

If the action is a success, the application automatically redirects the MS user to the home page. An information message appears to confirm the success of the operation

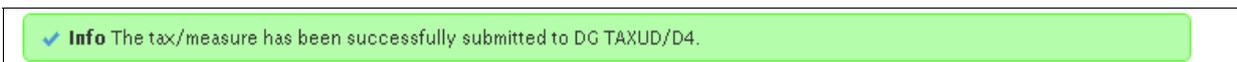


Figure 93: Information message: Measure successfully sent to DG TAXUD

Therefore, the measure does not appear anymore in the “Measures waiting validation” list accessible by the MS tax checker users.

4.2.5 REFUSE THE MODIFICATIONS ON A MEASURE

To be able to reject the modifications on a measure, first you have to select it.

4.2.5.1 Select the measure

You can access a tax detail via the “Tax waiting validation” list (See section 4.2.8.2: Manage the “Measures waiting validation” List).

4.2.5.2 Reject the measure

To reject the measure, just click on the “Reject Measure” button at the bottom of the details page.

A rejection form appears.

FITSDEV	REF: FITSDEV2-SC12-UMN-TEDBv2
TEDBv2 - User Manual	VER: 1.05
Production section	

Figure 94: Reject modification form

To complete the refusal process, just encode the reason field and click on the “Submit” button.

If the action is a success, the application automatically redirects the MS user to the publication home page. An information message appears to confirm the success of the refusal.

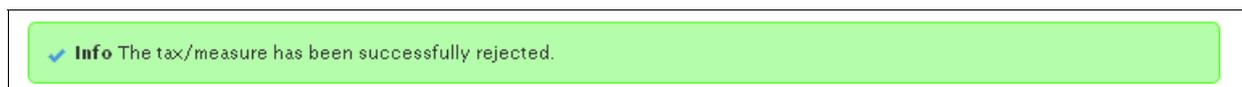


Figure 95: Information message: Measure modification refused

Consequently, the state of the measure changes, the tax does not appear anymore in the “Measures waiting validation” list of the MS tax checker, but it will be added to the “Under Progress” list accessible by MS tax encoder users.

4.2.6 APPROVE A REFORM

To be able to approve a reform, first you have to select it.

4.2.6.1 Select the reform

You can access a reform details from the “Reforms waiting validation” list (See section 4.2.8.3: Manage the “Reforms waiting validation” List).

4.2.6.2 Accept the reform

To accept the reform, just click on the “Send to DG TAXUD” button at the bottom of the details form.

If the action is a success, the application automatically redirects the MS user to the home page. An information message appears to confirm the success of the operation:

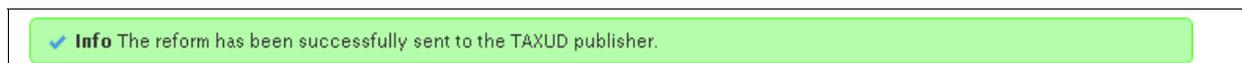


Figure 96: Information message: Reform successfully sent to DG TAXUD

Therefore, the reform does not appear anymore in the “Reforms waiting validation” list accessible by the MS tax checker users.

4.2.7 REFUSE THE MODIFICATIONS ON A REFORM

To be able to reject the modifications on a reform, first you have to select it.

FITSDEV	REF: FITSDEV2-SC12-UMN-TEDBv2
TEDBv2 - User Manual	VER: 1.05
Production section	

4.2.7.1 Select the reform

You can access a tax detail via the “Reforms waiting validation” list (See section 4.2.8.3: Manage the “Reforms waiting validation” List).

4.2.7.2 Reject the reform

To reject the reform, just click on the “Reject Reform” button at the bottom of the details page.

A rejection form appears:

Figure 97: Reject modification form

To complete the refusal process, just encode the reason field and click on the “Submit” button.

If the action is a success, the application automatically redirects the MS user to the publication home page. An information message appears to confirm the success of the refusal.

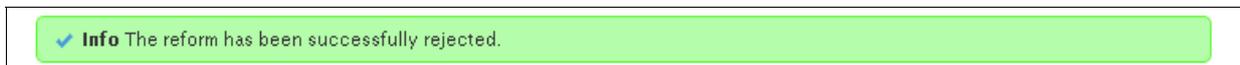


Figure 98: Information message: Reform modification refused

Consequently, the state of the reform changes, the reform does not appear anymore in the “Reforms waiting validation” list of the MS tax checker, but it will be added to the “Under Progress” list, which is accessible by MS tax encoder users.

4.2.8 SECONDARY FUNCTIONALITIES

The present section details an additional functionality that will be used when performing one of the above-described actions:

- Manage the “Taxes waiting validation” List;
- Manage the “Measure waiting validation” List;
- Manage the “Reforms waiting validation” List.

4.2.8.1 Manage the “Taxes waiting validation” List

The “Taxes waiting validation” list is available from the home page accessible by MS user.

Taxes waiting validation

Last Saved On	Tax Name	Version date
2011/11/03	Income tax on legal persons	2011/08/19
2011/11/03	My Tax	2011/11/03

Results 1 - 2 of 2.

Figure 99: “Taxes waiting validation” list

This list returns all taxes managed by the MS waiting for a formal approval before submission to DG TAXUD.

This list displays:

- The number of taxes to validate;
- The last modification date of each tax;
- The name of each tax;
- The version date of each tax.

View details

To view the details of a tax of the list, just click on the corresponding row of the “Taxes waiting validation” table. You will be automatically redirected to the detailed view of the selected tax. The progress bar displayed at the top of the page depends on the last action performed on the tax:

Creation

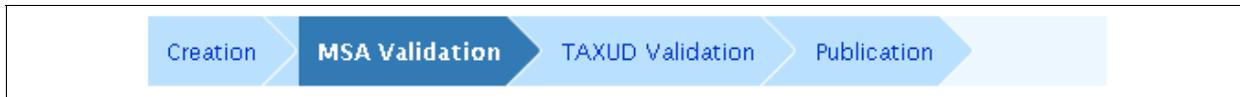


Figure 100: Tax Details Screen – Progress Bar - Creation

Update



Figure 101: Tax Details Screen – Progress Bar - Update

Reform



Figure 102: Tax Details Screen – Progress Bar - Reform

Remove an element from the list

The message disappears automatically from the list when:

- The MS approver submits the creation or the correction of the concerned tax to the DG TAXUD;
- The MS approver rejects the creation or the correction of the concerned tax.

4.2.8.2 Manage the “Measures waiting validation” List

The “Measures waiting validation” list is available from the home page accessible by MS user.

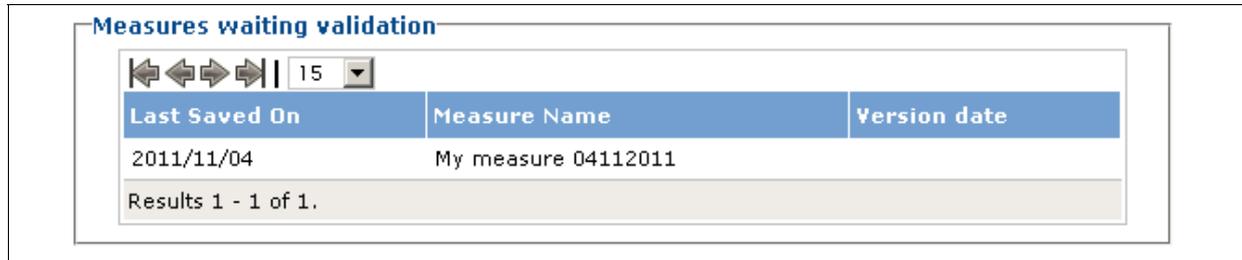


Figure 103: “Measures waiting validation” list

This list returns all measures managed by the MS waiting for a formal approval before submission to DG TAXUD.

This list displays:

- The number of measures to validate;
- The last modification date of each measure;
- The name of each measure;
- The version date of each measure.

View details

To view the details of a measure of the list, just click on the corresponding row of the “Measures waiting validation” table. You will be automatically redirected to the detailed view of the selected measure. The progress bar displayed at the top of the page is one of the following:



Figure 104: Measure Details Screen – Progress Bar - Creation

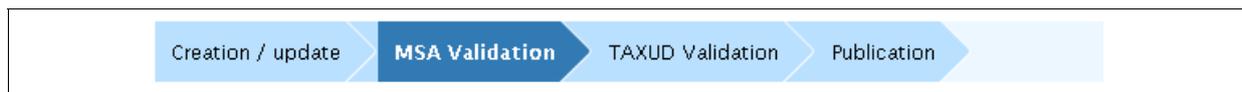


Figure 105: Measure Details Screen – Progress Bar – Update

Remove an element from the list

The message disappears automatically from the list when:

- The MS approver submits the creation or the correction of the concerned measure to the DG TAXUD;
- The MS approver rejects the creation or the correction of the concerned measure.

4.2.8.3 Manage the “Reforms waiting validation” List

The “Reforms waiting validation” list is available from the home page accessible by MS user.

Reforms waiting validation	
Last Saved On	Reform Name
2011/11/14	Conclave October 2009

Results 1 - 1 of 1.

Figure 106: “Reforms waiting validation” list

This list returns all reforms managed by the MS waiting for a formal approval before submission to DG TAXUD.

This list displays:

- The number of reforms to validate;
- The last modification date of each reform;
- The name of each reform.

View details

To view the details of a reform of the list, just click on the corresponding row of the “Reforms waiting validation” table. You will be automatically redirected to the detailed view of the selected reform. The progress bar displayed at the top of the page is the following:



Figure 107: Tax Details Sreen – Progress Bar

Remove an element from the list

The message disappears automatically from the list when:

- The MS approver submits the creation or the correction of the concerned reform to the DG TAXUD;
- The MS approver rejects the creation or the correction of the concerned reform.

FITSDEV	REF: FITSDEV2-SC12-UMN-TEDBv2
TEDBv2 - User Manual	VER: 1.05
Publication Section	

5 PUBLICATION SECTION

The Publication section is part of the protected section of TEDBv2. Only the DG TAXUD users have access to it.

The Publication section contains two distinct interfaces:

- The Publication interface, which allows the user to publish or reject a tax or a measure;
- The Validation interface, which allows the user to configure the application.

5.1 MAIN MENU

The following main menu is displayed on the left part of the screen.

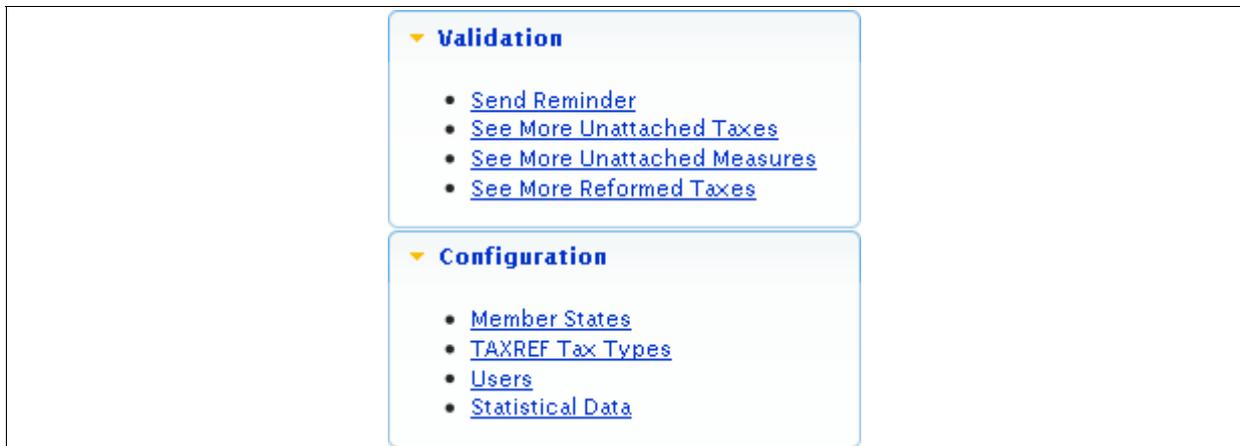


Figure 108: menu of the tax publisher interface

FITSDEV	REF: FITSDEV2-SC12-UMN-TEDBv2
TEDBv2 - User Manual	VER: 1.05
Publication Section	

5.2 PUBLICATION INTERFACE

The following table lists the different actions that a user can perform in the Publication Interface. The last column indicates the cases in which the action should be performed.

Action	Details	When to perform the action?
Amend a Tax	Sections 5.2.1.2 and 5.2.4.2	A tax has been created, updated or reformed. This tax can be amended before publishing it.
Accept a Tax	Sections 5.2.1.3 and 5.2.4.3	A tax has been created, updated or reformed. Accepting the tax will publish it and make it available to Internet Users. Note that if a measure is associated to the tax, approving the tax will automatically approve the measure together.
Reject a Tax	Sections 5.2.1.4 and 5.2.4.4	A tax has been created, updated or reformed. If the tax is not acceptable, DG TAXUD users can decide to reject the tax, clearly identifying the reasons for rejection. The tax rejected is then made available to Tax Encoder users. Note that if a measure is associated to the tax, rejecting the tax will automatically reject the measure together.
Amend a Measure	Sections 5.2.2.2 and 5.2.4.5.1	A measure has been created or updated. This measure can be amended before publishing it.
Accept a Measure	Sections 5.2.2.3 and 5.2.4.5.2	A measure has been created or updated. Accepting the measure will publish it and make it available to Internet Users. Note that if a tax is associated to the measure, approving the measure will automatically approve the tax together.
Reject a Measure	Sections 5.2.2.4 and 5.2.4.5.3	A measure has been created or updated. If the measure is not acceptable, DG TAXUD users can decide to reject the measure, clearly identifying the reasons for rejection. The measure rejected is then made available to Tax Encoder users. Note that if a tax is associated to the measure, rejecting the measure will automatically reject the tax together.
Amend a Reform	Section 5.2.3.2	A reform has been created or updated. This reform can be amended before publishing it.
Accept a Reform	Section 5.2.3.3	A reform has been created or updated. Accepting the reform will publish it and make it available to Internet Users.
Reject a Reform	Section 5.2.3.4	A reform has been created or updated. If the reform is not acceptable, DG TAXUD users can decide to reject the reform, clearly identifying the reasons for rejection. The reform rejected is then made available to Tax Encoder users.
Perform a "Yearly Update"	Section 5.2.5	Once a year, the Tax Publisher has the possibility to create a new version of each tax published during the previous year. This action is the "Yearly Update".

Table 9: Publication section – List of actions

5.2.1 MANAGE THE "UNATTACHED TAXES" LIST

The "Unattached Taxes" list is available from the home page accessible by the tax publisher and in the specific page accessible from "See More Unattached Taxes" menu item. This list presents the new taxes and the corrected taxes that have been submitted by the Member States.

Member State	Tax Name	Version date	Submit date
AT	Other Tax - Sent	2010/03/10	2005/01/01
AT	Other Tax - Sent	2010/03/10	2005/01/01
BE	Tax to be checked 1	2010/01/10	2005/01/01
BE	Published Reformed Tax After 6	2010/09/10	2005/01/01
BE	Published Tax 12	2010/04/26	2005/01/01
BE	Published Tax 1	2010/04/27	2005/01/01

Results 1 - 6 of 6.

Figure 109: "Unattached Taxes" list

This list displays:

- The Member State of each tax;
- The name of each tax;
- The version date of each tax (when the version of the tax has been created);
- The submission date of each tax (when the version of the tax has been submitted to DG TAXUD).

5.2.1.1 View details

To view the details of a tax, click on the corresponding row in a table in the home page. You will be automatically redirected to the detailed view of the selected tax.

If the tax has not yet been amended, the following actions are available:



Figure 110: View details tax – Available actions

If the tax has been previously amended, the following actions are available (please find below the details):



Figure 111: View details tax – Available actions – Amended tax

5.2.1.2 Amend the Tax

To perform a modification on the tax, click on the "Amend Tax" button at the bottom of the details form.

The tax edit form appears.

Perform the required modifications on the tax edit screen. At the bottom of the edit page, the following actions are available:



Figure 112: Amend the tax: available actions

Click on the "Cancel" button to abort the current modification. See section 3.4.8 for more details.

Click on the "Save" button to confirm the current modification.

FITSDEV	REF: FITSDEV2-SC12-UMN-TEDBv2
TEDBv2 - User Manual	VER: 1.05
Publication Section	

To publish the tax, click on the “Accept Tax” button. See Section 5.2.1.3 for more details.

5.2.1.3 Accept the Tax

The acceptance of a tax is available only if the reform associated is published. The button “Accept Tax” is not displayed if it is not the case.

To accept the tax, click on the “Accept Tax” button at the bottom of the details form.

If the action is a success, the application automatically redirects the DG TAXUD user to the home page. An information message appears to confirm the success of the operation:

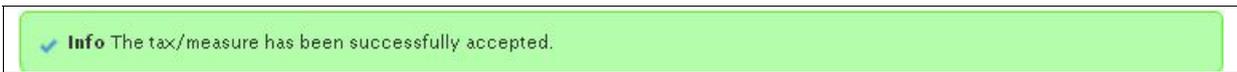


Figure 113: Information message: Tax accepted successfully by DG TAXUD user

Therefore, the tax does not appear anymore in the “Unattached Taxes” list accessible by the DG TAXUD user.

5.2.1.4 Reject the Tax

To reject the tax, click on the “Reject Tax” button at the bottom of the details page.

A rejection form appears:

 A screenshot of a web form titled "Rejection of the Tax update" in a blue header bar. Below the title, it says "Please complete the form to update the current data:". There is a label "Reject reason:" followed by a large empty text input field. At the bottom right of the form, there are two buttons: "Cancel" and "Submit".

Figure 114: Reject tax form

To complete the rejection process, encode the reason field and click on the “Submit” button.

If the action is a success, the application automatically redirects the DG TAXUD user to the publication home page. An information message appears to confirm the success of the rejection:

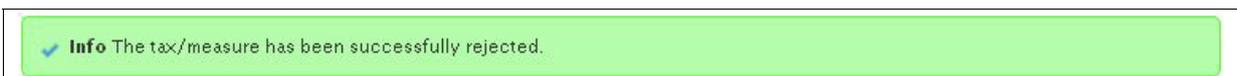


Figure 115: Information message: Tax rejected successfully by DG TAXUD user

Consequently, the state of the tax changes, the tax does not appear anymore in the “Unattached Taxes” list of the DG TAXUD user.

In addition, a message is sent automatically to the member state. The “Messages” available from the home page accessible by MS users contain a new entry. The subject of this new message is “Rejection of the update/creation of a tax by DG TAXUD.”

Messages List

Navigation: [Previous] [Next] [Refresh] [100]

Receipt Date	Subject	More Details
2010/06/01	Rejection of the update/creation of a tax by DG TAXUD.	rejected: wrong version date

Figure 116: Messages List

5.2.2 MANAGE THE “UNATTACHED MEASURES” LIST

The “Unattached Measures” list is available from the home page accessible by the tax publisher and in the specific page accessible from the “See More Unattached Measures” menu item. This list presents the corrected measures that have been submitted by the Member States

Unattached Measures

Navigation: [Previous] [Next] [Refresh] [15]

Member State	Reform Name	Name	Version date
BE	Test Reform	Measure to be published 1	2010/09/10
BE	Test Reform	Measure to be published 2	2010/09/10
BE	Test Reform	Measure to be published 3	2010/09/10

Results 1 - 3 of 3.

Figure 117: “Unattached Measures” list

This list displays:

- The Member State of each measure;
- The name of the related reform;
- The name of each measure;
- The version date of each measure (when the version of the measure has been created).

5.2.2.1 View details

To view the details of a measure from the list, click on the corresponding row of the “Unattached Measures” table. You will be automatically redirected to the detailed view of the selected measure. At the bottom of the details page, the following actions are available if the measure has not been amended yet:



Figure 118: Unattached Measures – measure detail available actions

Click on the “Amend Measure” button to amend the measure. See Section 5.2.1.2 for more details.

Click on the “Accept Measure” button to accept the measure. See Section 5.2.2.3 for more details.

Click on the “Reject Measure” button to reject the measure. See Section 5.2.2.4 for more details.

If the measure has been amended, the following actions are available (please find details below):



Figure 119: View details tax – measure detail available actions

FITSDEV	REF: FITSDEV2-SC12-UMN-TEDBv2
TEDBv2 - User Manual	VER: 1.05
Publication Section	

5.2.2.2 Amend Measure

To perform a modification on a measure, click on the "Amend Measure" button at the bottom of the details form.

The measure edit form appears.

Perform the required modifications on the measure edit screen. At the bottom of the edit page, the following actions are available:



Figure 120: Unattached Measures – measure form: available actions

Click on the "Accept Measure" button to accept the measure. See Section 5.2.2.3 for more details.

Click on the "Cancel" button to abort the current modification.

Click on the "Save" button to confirm the current modification. The measure remains in the "Unattached Measures" list.

5.2.2.3 Accept Measure

The acceptance of a measure is available only if the reform associated is published. The button "Accept Measure" is not displayed if it is not the case.

To accept the measure, click on the "Accept Measure" button at the bottom of the details page.

If the action is a success, the application automatically redirects the DG TAXUD user to the home page. An information message appears to confirm the success of the operation:

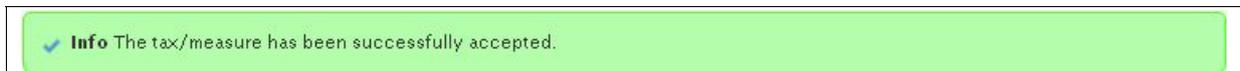


Figure 121: Reformed Taxes - Information message: Measure accepted successfully by DG TAXUD user

Therefore, the linked tax does not appear anymore in the "Unattached Measures" list accessible by the DG TAXUD user.

5.2.2.4 Reject Measure

To reject the measure, click on the "Reject Measure" button at the bottom of the details page.

A rejection form appears:

Figure 122: Unattached Measures – Reject measure form

To complete the rejection process, encode the reason field and click on the “Submit” button.

If the action is a success, the application automatically redirects the DG TAXUD user to the publication home page. An information message appears to confirm the success of the rejection.

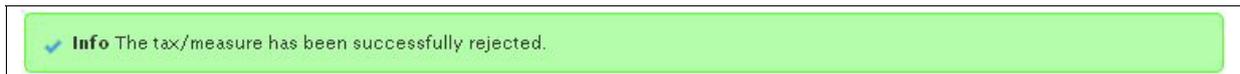


Figure 123: Information message: Unattached Measure rejected successfully by DG TAXUD user

Consequently, the state of the measure changes, it does not appear anymore in the “Unattached Measures” list of the DG TAXUD user.

In addition, a message is automatically sent to the member state. The “Messages” list available from the home page accessible by MS users will contains a new entry. The subject of this new message is “Rejection of the update/creation of a measure by DG TAXUD.”.

Receipt Date	Subject	More Details
2010/07/01	Rejection of the update/creation of a measure by DG TAXUD.	Rejected
2010/07/01	Rejection of the update/creation of a measure by DG TAXUD.	The date seems erroneous

Figure 124: Unattached Measures – MS user home page –measure rejection message

5.2.3 MANAGE THE “UNATTACHED REFORMS” LIST

The “Unattached Reforms” list is available from the home page accessible by the tax publisher and in the specific page accessible from the “See More Unattached Reforms” menu item. This list presents the corrected reforms that have been submitted by the Member States

Member State	Reform Name	Last Saved On
BE	My Reform	2011/11/03

Results 1 - 1 of 1.

Figure 125: “Unattached Reforms” list

This list displays:

- The Member State of each reform;
- The name of each reform;
- The date of last saving.

5.2.3.1 View details

To view the details of a reform from the list, click on the corresponding row of the “Unattached Reforms” table. You will be automatically redirected to the detailed view of the selected reform. At the bottom of the details page, the following actions are available if the reform has not yet been amended:



Figure 126: Unattached Reforms – reform detail available actions

Click on the “Amend Reform” button to amend the reform. See Section 5.2.3.2 for more details.

Click on the “Accept Reform” button to accept the reform. See Section 5.2.3.3 for more details.

Click on the “Reject Reform” button to reject the reform. See Section 5.2.3.4 for more details.

If the reform has been already amended, the following actions are available (please find below the details):



Figure 127: Unattached Reforms – reform detail available actions

5.2.3.2 Amend Reform

To perform a modification on a reform, click on the “Amend Reform” button at the bottom of the details form.

The reform edit form appears.

Perform the required modifications on the reform edit screen. At the bottom of the edit page, the following actions are available:



Figure 128: Unattached Reforms – reform form: available actions

Click on the “Accept Reform” button to accept the reform. See Section 5.2.3.3 for more details.

Click on the “Cancel” button to abort the current modification.

FITSDEV	REF: FITSDEV2-SC12-UMN-TEDBv2
TEDBv2 - User Manual	VER: 1.05
Publication Section	

Click on the “Save” button to confirm the current modification. The reform remains in the “Unattached Reforms” list.

5.2.3.3 Accept Reform

To accept the reform, click on the “Accept Reform” button at the bottom of the details page.

If the action is a success, a confirmation popup is displayed:



Figure 129: Confirmation Message – Accept Reform

Click on the “Cancel” button to stop the action. The confirmation popup is closed.

Click on the “Publish” button to confirm the action. The application redirects the DG TAXUD user to the home page. An information message appears to confirm the success of the operation:

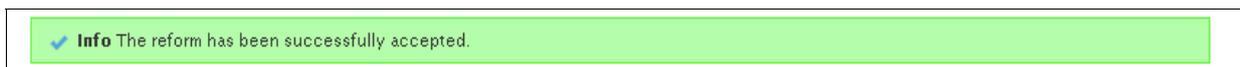


Figure 130: Unattached Reforms - Information message: reform accepted successfully by DG TAXUD user

Therefore, the reform does not appear anymore in the “Unattached Reforms” list accessible by the DG TAXUD user.

5.2.3.4 Reject Reform

To reject the reform, click on the “Reject Reform” button at the bottom of the details page.

A rejection form appears:

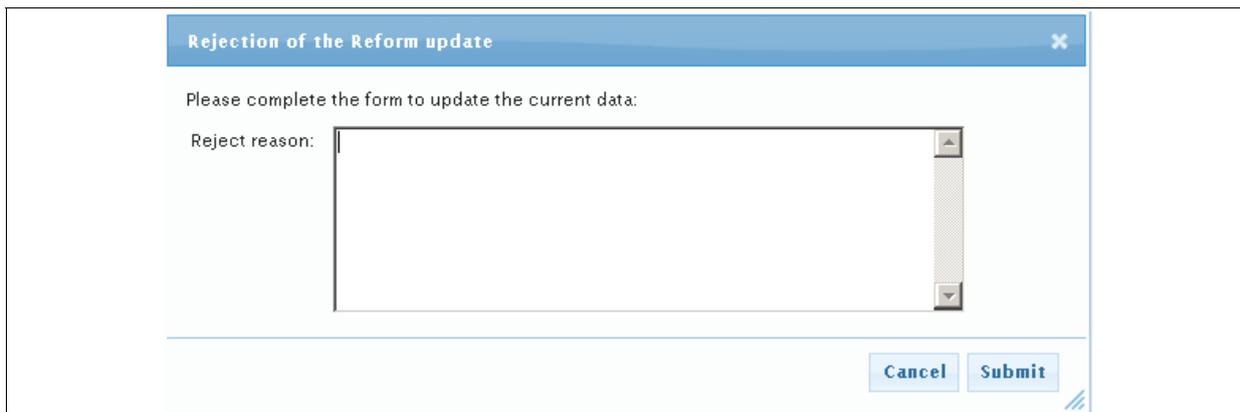


Figure 131: Unattached Reforms – Reject reform form

To complete the rejection process, encode the reason field and click on the “Submit” button.

If the action is a success, the application automatically redirects the DG TAXUD user to the publication home page. An information message appears to confirm the success of the rejection.

✓ **Info** The reform has been successfully rejected.

Figure 132: Information message: Unattached Reform rejected successfully by DG TAXUD user

Consequently, the state of the reform changes, it does not appear anymore in the “Unattached Reforms” list of the DG TAXUD user.

In addition, a message is automatically sent to the member state. The “Messages” list available from the home page accessible by MS users will contains a new entry. The subject of this new message is “Rejection of the update/creation of a reform by DG TAXUD.”.

Messages List

Navigation: [Previous] [Next] [Refresh] [15]

Receipt Date	Subject	More Details
2011/11/04	Rejection of the update/creation of a reform.	It is not correct.
2011/11/04	Rejection of the update/creation of a reform.	It seems erroneuous.

Results 1 - 2 of 2.

Figure 133: Unattached Reforms – MS user home page –measure rejection message

5.2.4 MANAGE “REFORMED TAXES” LIST

The “Reformed Taxes” list is available from the home page accessible by the tax publisher and in the specific page accessible from the “See More Reformed Taxes” menu item. This list presents the reformed taxes that have been submitted by the Member States.

Reformed Taxes

Navigation: [Previous] [Next] [Refresh] [15]

Member State	Tax Name	Version date	Submit date
AT	Other Tax - Sent	2010/03/10	2005/01/01
BE	Published Reformed Tax After 6	2010/09/10	2005/01/01
BE	Published Tax 12	2010/04/26	2005/01/01
BE	Published Tax 1	2010/04/27	2005/01/01

Results 1 - 4 of 4.

Figure 134: “Reformed Taxes” list

This list displays:

- The number of taxes to validate;
- The Member State of each tax;
- The version date of each tax (when the version of the tax has been created);
- The submit date of each tax (when the version of the tax has been submitted to DG TAXUD).

5.2.4.1 View details

To view the details of a tax from the list, click on the corresponding row of the “Reformed Taxes” table. You will be automatically redirected to the detailed view of the selected tax. At the bottom of the details page, the following actions are available, if the tax has not yet been amended:

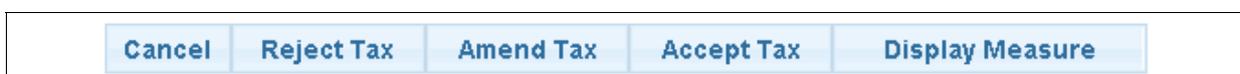


Figure 135: Reformed the tax: available actions

Click on the “Amend Tax” button to amend the tax. See Section 5.2.4.2 for more details.

FITSDEV	REF: FITSDEV2-SC12-UMN-TEDBv2
TEDBv2 - User Manual	VER: 1.05
Publication Section	

Click on the “Accept Tax” button to accept the tax. See Section 5.2.4.3 for more details.

Click on the “Reject Tax” button to reject the tax. See Section 5.2.4.4 for more details.

Click on the “Display Measure” button to view associated measure. See Section 5.2.4.5 for more details.

If the tax has been previously amended, the following actions are available (please find below the details):



Figure 136: Reformed the tax: available actions

5.2.4.2 Amend the Tax

To perform a modification on the reformed tax, click on the “Amend Tax” button at the bottom of the details page.

The tax edit form appears.

Perform the required modifications on the tax edit screen. At the bottom of the edit page, the following actions are available:



Figure 137: Amend the tax: available actions

Click on the “Cancel” button to abort the current modification. See section 3.4.8 for more details.

Click on the “Save” button to confirm the current modification. The tax already appears in the “Reformed Taxes” list.

Click on the “Accept Tax” button to accept the tax. See Section 5.2.4.3 for more details.

5.2.4.3 Accept the Tax

This button only appears in the two following cases:

- The tax has been reformed without creating a new reform;
- The tax has been reformed and a new reform has been created. This created reform has already been published (as defined in section 5.2.3.3). If the reforme has not been published yet, the related measures/taxes cannot be published.

To accept the tax, click on the “Accept Tax” button at the bottom of the details page.

If the action is a success, the application automatically redirects the DG TAXUD user to the home page. An information message appears to confirm the success of the operation:

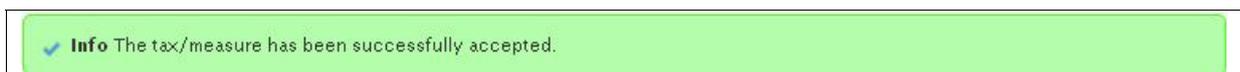


Figure 138: Reformed Taxes - Information message: Tax successfully accepted by DG TAXUD user

Therefore, the tax does not appear anymore in the “Reformed Taxes” list accessible by the DG TAXUD user.

5.2.4.4 Reject the Tax

To reject the tax, click on the “Reject Tax” button at the bottom of the details page.

A rejection form appears:

Figure 139: Reformed Taxes - Reject tax form

To complete the rejection process, just encode the reason field and click on the “Submit” button.

If the action is a success, the application automatically redirects the DG TAXUD user to the publication home page. An information message appears to confirm the success of the rejection:

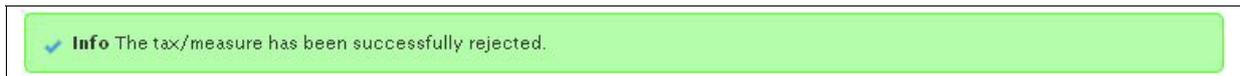


Figure 140: Reformed Taxes - Information message: Tax successfully rejected by DG TAXUD user

Consequently, the state of the tax changes, the tax does not appear anymore in the “Reformed Taxes” list of the DG TAXUD user.

In addition, a message is sent automatically to the member state. The “Messages” available from the home page accessible by MS users will contains a new entry. The subject of this new message is “Rejection of the update/creation of a reformed tax”.

Receipt Date	Subject	More Details
2010/06/01	Rejection of the update/creation of a reformed tax.	rejected

Figure 141: MS user home page – tax rejection message

5.2.4.5 Display the Measure

To access the linked measure, click on the “Display Measure” button at the bottom of the tax details page. The “Display Measure” button is available only if the measure associated in the same state than the tax.

At the bottom of the measure form, the following actions are available:



Figure 142: Reformed Taxes - Display measure: available actions

Click on the “Amend Measure” button to amend the measure. See Section 5.2.4.5.1 for more details.

Click on the “Accept Measure” button to accept the measure. See Section 5.2.4.5.2 for more details.

Click on the “Reject Measure” button to reject the measure. See Section 5.2.4.5.3 for more details.

FITSDEV	REF: FITSDEV2-SC12-UMN-TEDBv2
TEDBv2 - User Manual	VER: 1.05
Publication Section	

Click on the “Display Tax” button to view associated tax. See Section 5.2.4.5.4 for more details.

5.2.4.5.1 Amend the Measure

To perform a modification on a measure, click on the “Amend Measure” button at the bottom of the details form.

The measure edit form appears.

Perform the required modifications on the measure edit screen. At the bottom of the edit page, the following actions are available:



Figure 143: Reformed Taxes – Display Measure: available actions

Click on the “Accept Measure” button to amend the tax. See Section 5.2.4.5.2 for more details.

Click on the “Cancel” button to abort the current modification. See section 3.4.8 for more details.

Click on the “Save” button to confirm the current modification. The linked remains in the “Reformed Taxes” list.

5.2.4.5.2 Accept the Measure

To accept the measure, click on the “Accept Measure” button at the bottom of the details page.

If the action is a success, the application automatically redirects the DG TAXUD user to the home page. An information message appears to confirm the success of the operation:

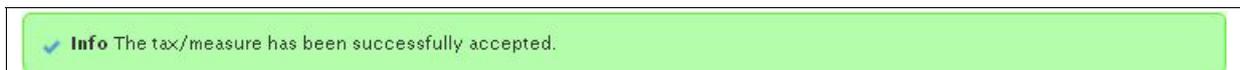


Figure 144: Reformed Taxes - Information message: Measure successfully accepted by DG TAXUD user

Therefore, the linked tax does not appear anymore in the “Reformed Taxes” list accessible by the DG TAXUD user.

5.2.4.5.3 Reject the Measure

To reject the measure, click on the “Reject Measure” button at the bottom of the details page.

A rejection form appears.

Figure 145: Reformed Taxes – Display Measure: Reject measure form

To complete the rejection process, encode the reason field and click on the “Submit” button.

If the action is a success, the application automatically redirects the DG TAXUD user to the publication home page. An information message appears to confirm the success of the rejection:

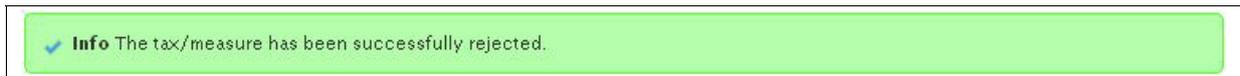


Figure 146: Information message: Reformed Taxes –Measure successfully rejected by DG TAXUD user

Consequently, the state of the measure changes and the linked tax does not appear anymore in the “Reformed Taxes” list of the DG TAXUD user.

In addition, a message is automatically sent to the member state. The “Messages” list available from the home page accessible by MS users will contains a new entry.

Receipt Date	Subject	More Details
2010/07/01	Rejection of the update/creation of a measure by DG TAXUD.	Rejected
2010/07/01	Rejection of the update/creation of a measure by DG TAXUD.	The date seems erroneous

Figure 147: Reformed Taxes – MS user home page – measure rejection message

5.2.4.5.4 Display the Tax

To access the linked tax, click on the “Display Tax” button at the bottom of the measure details page.

5.2.5 PERFORM YEARLY UPDATE

Once a year, the Tax Publisher has the possibility to create a new version of each tax published during the previous year. To perform this global update, click on the “Yearly update” button located at the bottom of the home page.



Figure 148: “Yearly update” button

After having clicked on the button, the content of the published taxes is copied into new versions.

A page is displayed, showing the number of generated taxes:



Figure 149: Yearly update process – Error message

If a problem occurs, the Web browser refreshes the home page: an error label appears on the top of the form.



Figure 150: Yearly update process – Error message

Otherwise, if the action is a success, the application automatically redirects the MS user to his homepage. An information message appears to confirm the success of the operation.

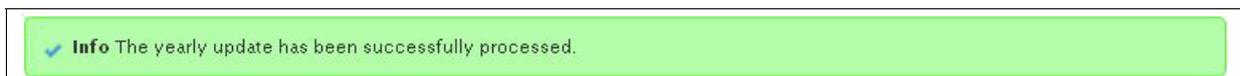


Figure 151: Yearly update process – Success message

Note: As mentioned before, the process can be executed only once a year. Consequently, the “Yearly Update” button is always present in the home page but only available once a year. This button becomes available from the 1st of January of each year and is disabled when it is clicked for the first time.

Note: When a MS user launches the yearly update process, depending of the number of taxes to duplicate, the response time can be longer than one minute.

FITSDEV	REF: FITSDEV2-SC12-UMN-TEDBv2
TEDBv2 - User Manual	VER: 1.05
Publication Section	

5.3 CONFIGURATION INTERFACE

The following table lists the different actions that a user can perform in the Configuration Interface. The last column indicates the cases in which the action should be performed.

Action	Details	When to perform the action?
Manage the “Member States” list (add and update)	Section 5.3.1	The list of MS can be updated: <ul style="list-style-type: none"> • Additional MS can be added; • The information of existing MS can be updated (e.g. contact email).
Manage the “TAXREF Tax Types” list	Section 5.3.2	A tax type can be TAXREF or not. The TAXREF of a tax can be updated.
Manage the “Users” list (add and update)	Section 5.3.3	The list of users can be updated: <ul style="list-style-type: none"> • Additional users can be added; • The information of existing users can be updated (e.g. group).
Manage “Statistical Data” (creation, correction, deletion and upload)	Section 5.3.4	Statistical data can be managed through the application: <ul style="list-style-type: none"> • Existing statistical data can be updated (e.g. GDP) or deleted; • Additional statistical data can be added; • The upload of the “Total Tax Revenues” file can be achieved, as well as the upload of the GDP file.
Download TEDBv2 State	Section 5.3.5	The state of TEDBv2 in a selected year can be downloaded through the application. An Excel file is generated and can be locally saved.

Table 10: Configuration section – List of actions

5.3.1 MANAGE THE “MEMBER STATES” LIST

The “Member States” list is available from “Member States” menu item in the home page.

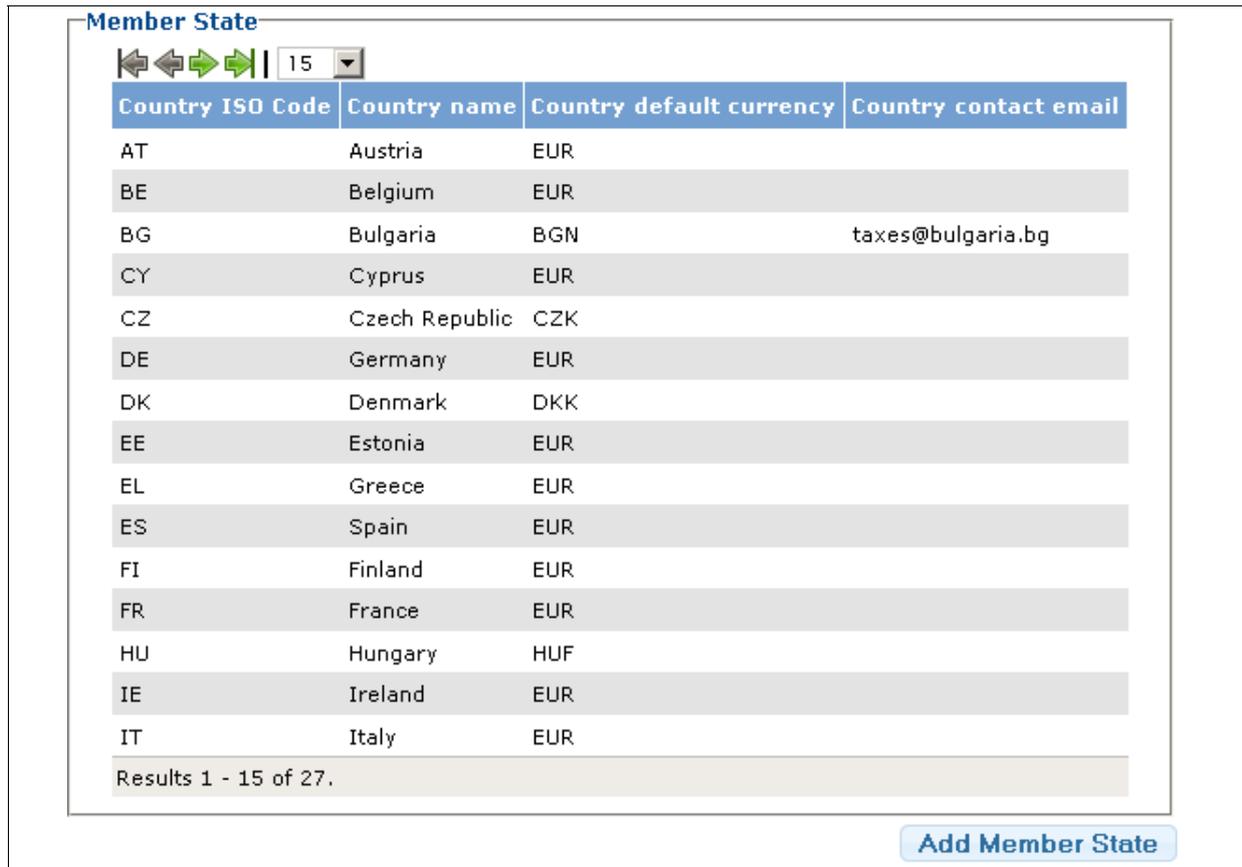


Figure 152: “Member States” list

This list displays:

- The country ISO Code of each MS;
- The country Name of each MS;
- The country default currency of each MS;
- The country contact email of each MS.

5.3.1.1 Add a Member States

To add a MS, just click on the “Add Member State” button at the bottom of the “Member State” list. A Member State form appears.

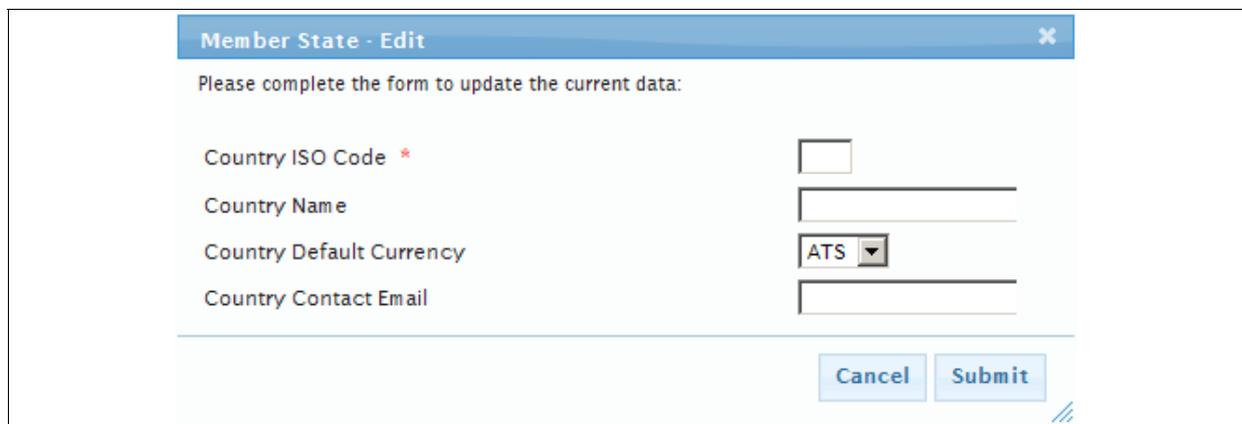


Figure 153: Member State edit form

FITSDEV	REF: FITSDEV2-SC12-UMN-TEDBv2
TEDBv2 - User Manual	VER: 1.05
Publication Section	

To complete the process, fill in all the required fields and click on the “Submit” button.
If the action is a success, the MS is automatically added to the “Member States” list.

5.3.1.2 Update a Member States

To update a MS, just click on the Member State line in the “Member Sate” list.

A Member State form appears.

Figure 154: Member State update form

To complete the process, apply the requested changes and click on the “Submit” button.
If the action is a success, the MS is automatically updated in the “Member States” list.

5.3.2 MANAGE THE “TAXREF TAX TYPES” LIST

The “TAXREF Tax Types” list is available from the “TAXREF Tax Type” menu item in the home page.

Figure 155: “TAXREF Tax Types” list

5.3.2.1 Enable/Disable the reform ability of the tax type

To Enable/Disable the reform ability of the tax type, click on a tax type displayed in the list: a Tax Type form appears.

Figure 156: Tax Type - edit form

The tax type is displayed in read-only mode.

To enable the reform ability of the tax type, tick the checkbox named “Is managed by TAXREF”.

To disable the reform ability of the tax type, uncheck the checkbox named “Is managed by TAXREF”.

5.3.3 MANAGE THE “USERS” LIST

The “Users” list is available from the “Users” menu item in the home page.

Login	Group
AT_Checker	TAX_CHECKER
AT_Encoder	TAX_ENCODER
BE_Checker	TAX_CHECKER
BE_Encoder	TAX_ENCODER
Publisher1	TAX_PUBLISHER
Publisher2	TAX_PUBLISHER
Publisher3	TAX_PUBLISHER
Publisher4	TAX_PUBLISHER
TaxCheckerAT	TAX_CHECKER
TaxCheckerBE	TAX_CHECKER
TaxEncoderAT	TAX_ENCODER
TaxEncoderBE	TAX_ENCODER
TaxEncoderBE2	TAX_ENCODER
TaxPublisher1	TAX_PUBLISHER
TaxPublisher2	TAX_PUBLISHER

Résultats 1 - 15 de 28.

Figure 157: “Users” list

This list displays:

- The login of each MS (used to authenticate in ECAS);
- The group of each MS.

5.3.3.1 Add a user

To add a user, click on the “Add User” button at the bottom of the “Users” list. A User form appears:

Figure 158: User edit form

To complete the process, fill in the requested fields and click on the “Submit” button.

If the action is a success, the user is automatically added in the “Users” list.

5.3.3.2 Update a user

To update a user, click on the user line in the “Users” list. A User form appears:

Figure 159: User update form

To complete the process, update the data of the selected user and click on the “Submit” button.

If the action is a success, the user is automatically updated in the “Users” list.

5.3.4 MANAGE “STATISTICAL DATA”

The statistical data functionalities are available from the “Statistical Data” menu item in the home page.

Statistical Data

ISO Code	Year	GDP	GDP in EUR	Total Tax Revenue	Total Tax Revenue in EUR
UK	1995	733266.0	884744.0	258262.0	311613.7
AT	1994	167009.9	169732.8	69417.4	70549.2
AT	1993	159160.4	160755.1	67361.2	68036.2
AT	1992	154206.9	149254.0	64266.8	62202.6
AT	1991	146083.2	139295.1	59025.3	56282.6
AT	1990	136212.9	129802.3	54122.9	51575.7
AT	1989	126835.8	119791.5	50030.6	47252.0
AT	1988	118582.1	111868.7	48037.0	45317.5
AT	1987	113089.1	106797.3		
AT	1986	108956.9	100190.7		
AT	1985	103419.2	90973.4		
AT	1984	98011.3	85711.5		
AT	1983	93331.9	80423.7		
AT	1982	87625.0	72204.3		
AT	1981	81596.9	63380.8		

Results 1 - 15 of 1,782.

Local "Total Tax Revenues" file

Local GDP file

Figure 160: Manage Statistical Data

The "Statistical Data" list displays:

- The ISO code of the member state for which the statistical data is applicable;
- The year;
- The GDP in national currency;
- The GDP in Euro;
- The Total tax revenue in national currency;
- The Total tax revenue in Euro.

5.3.4.1 Creation of Statistical data

To add a new entry in the "Statistical Data" list, click on the "Add Statistic Data" button. A creation form appears:

FITSDEV	REF: FITSDEV2-SC12-UMN-TEDBv2
TEDBv2 - User Manual	VER: 1.05
Publication Section	

Figure 161: Manage Statistical Data - creation form

To complete the process you have to:

- Fill in all mandatory fields;
 - Select an entry in the Member State combo box;
 - Provide a valid year.
- Fill in other fields if needed;
- Click on “Submit” button.

If an entry already exists in the system for the selected Member State, the Web browser will refresh the home page: an error label appears on the top of the form.

Figure 162: Manage Statistical Data – creation error message

Otherwise, if the action is a success, the edit form is closed and the new entry appears in the “Statistical data” list.

5.3.4.2 Correction of Statistical data

To update an existing Statistical data, click on the desired row in the “Statistical data” list. An edit form appears:

Statistic Data - Edit

Please complete the form to update the current data:

Member State *	UK-United Kingdom
Year *	1995
GDP	123456
GDP in EUR	456789
Total Tax Revenue	654321
Total Tax Revenue in EUR	987654
Delete Statistic Data	<input type="checkbox"/>

Cancel Submit

Figure 163: Manage Statistical Data - correction form

To complete the process, update the data of the selected user and click on the “Submit” button.

If the action is a success, the edit form is closed and the “Statistical data” list is automatically updated.

5.3.4.3 Deletion of Statistical data

To remove an existing Statistical data, click on the desired row in the “Statistical data” list. An edit form appears:

Statistic Data - Edit

Please complete the form to update the current data:

Member State *	UK-United Kingdom
Year *	1995
GDP	123456
GDP in EUR	456789
Total Tax Revenue	654321
Total Tax Revenue in EUR	987654
Delete Statistic Data	<input checked="" type="checkbox"/>

Cancel Submit

Figure 164: Manage Statistical Data - deletion form

To complete the process, tick the “Delete Statistic Data” check box and click on the “Submit” button.

If the action is a success, the edit form is closed and the edited data does not appear anymore in the “Statistical data” list.

FITSDEV	REF: FITSDEV2-SC12-UMN-TEDBv2
TEDBv2 - User Manual	VER: 1.05
Publication Section	

5.3.4.4 Upload of Statistical data

A DG TAXUD user has the possibilities to upload a file containing the total of tax revenues or a file containing the GDP data downloaded from Eurostat website.

The application also allows the upload of both files at the same time.

To upload Statistical data, you have to:

- Select the file(s) to upload;
 - Click on “browse” button, a file chooser dialog box is open;
 - Browse and Select the file to upload on your local machine;
 - Click on “Open” button.
- Click on the “Upload” button.

If the action is a success, all entries present in the file(s) appear(s) in the “Statistical data” list.

Note: When a DG TAXUD user launches the upload process, depending of the amount of statistical information present in the file(s), the response time can be longer than five minutes.

5.3.5 DOWNLOAD “TEDBV2 STATE”

DG TAXUD users can access a report containing a status of TEDBv2 for a selected year. To access this report, the following steps have to be followed:

- Click on the “TEDBv2 State” status displayed in the main menu. The Export TEDBv2 State page is displayed:

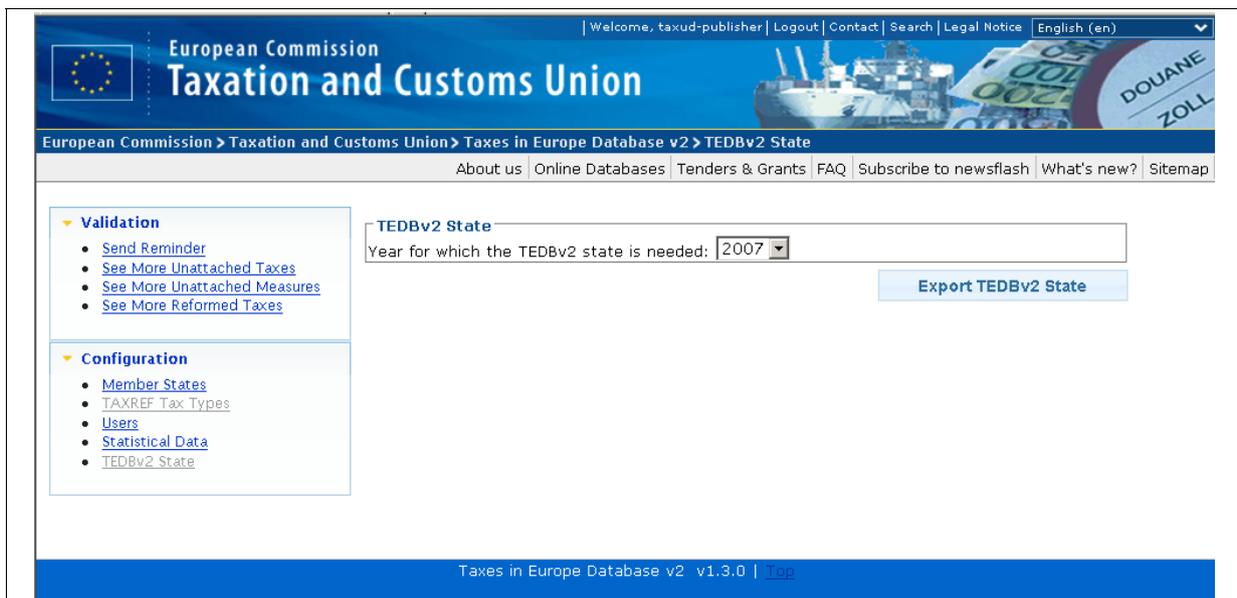


Figure 165: Download TEDBv2 State

- Select a year in the available drop-down list and click on the “Export TEDBv2 State” button;
- The File Download Window is displayed:

FITSDEV	REF: FITSDEV2-SC12-UMN-TEDBv2
TEDBv2 - User Manual	VER: 1.05
Publication Section	

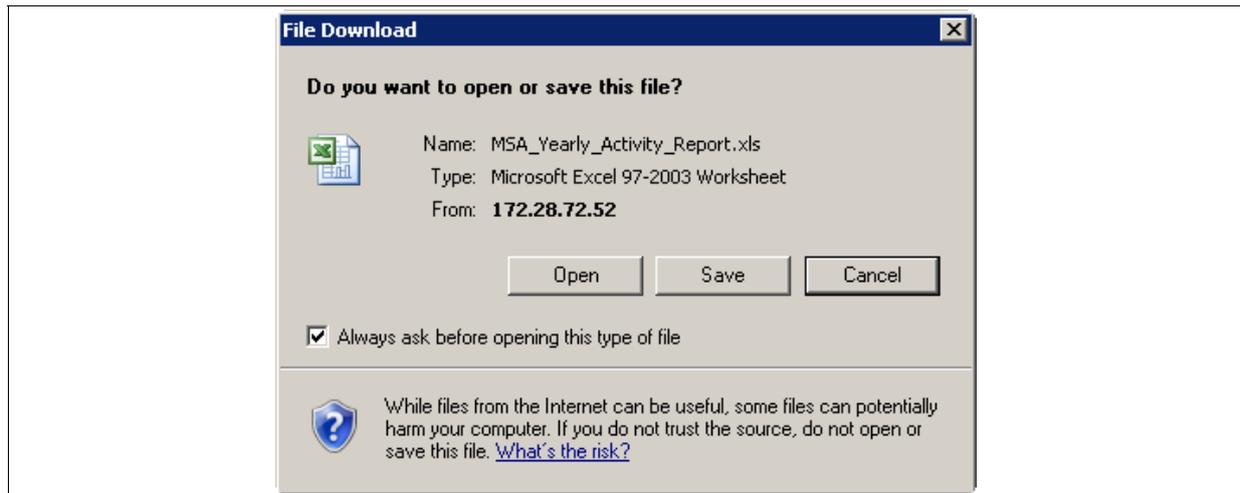


Figure 166: File Download Window

The downloaded file contains an overview of the following items for the selected year:

- Column 1: Number of created taxes in the selected year;
- Column 2: Number of reformed taxes in the selected year;
- Column 3: Number of updated taxes in the selected year;
- Column 4: Number of created measures in the selected year;
- Column 5: Number of updated measures in the selected year;
- Column 6: Number of created reforms in the selected year;
- Column 7: Number of updated reforms in the selected year.

6 DISSEMINATION SECTION

The following table lists the different actions that a user can perform in the Dissemination section. The last column indicates the cases in which the action should be performed.

Action	Details	When to perform the action?
Search a Tax	Section 6.1	A tax can be searched through the search tool available in the public TEDBv2.
Search a Reform	Section 6.2	A reform can be searched through the search tool available in the public TEDBv2.

Table 11: Configuration section – List of actions

6.1 SEARCH A TAX

The displayed tax search Form is divided in 4 sections: Simple search, Advanced search, Historic search, and Member state search.

To launch the process, click on the “Search” button.

6.1.1 SEARCH ALL

If you leave all fields empty and click on the “Search” button, a full search is performed. As a result, the process retrieves all published taxes from the system.

6.1.2 SIMPLE SEARCH

This section includes only one text box: Keyword.

Just enter the term you want to find and click on “Search” button.

Figure 167: Search tax: Simple Search

For more information, see Simple Search in 4.1.7.1 - Search of a tax.

6.1.3 ADVANCED SEARCH

This section allows performing a search on a specific field of the taxes.

Figure 168: Search tax: Advanced Search

For more information, see section Advanced search in 4.1.7.1 - Search of a tax.

6.1.4 HISTORIC SEARCH

In this section two date fields are available, the “From date” and the “To date” field.

The search is executed on the “version date” of the tax.

The screenshot shows a search interface titled "Historic Search". It contains two input fields: "From" and "To". Each field has a small calendar icon to its right, indicating that these are date pickers. The fields are currently empty.

Figure 169: Search tax: Historic Search

For more information, see section Date search in 4.1.7.1 - Search of a tax.

6.1.5 MEMBER STATES SEARCH

The screenshot shows a search interface for member states. It features two main checkboxes at the top: "Check/Uncheck all Member States" and "Check/Uncheck all Member States in the eurozone". Below these are two columns of checkboxes, each followed by a country name. The countries listed are: Austria (Euro), Belgium (Euro), Bulgaria, Cyprus (Euro), Czech Republic, Germany (Euro), Denmark, Estonia (Euro), Greece (Euro), Spain (Euro), Finland (Euro), France (Euro), Hungary, Ireland (Euro), Italy (Euro), Lithuania, Luxembourg (Euro), Latvia, Malta (Euro), Netherlands (Euro), Poland, Portugal (Euro), Romania, Sweden, Slovenia (Euro), Slovak Republic (Euro), and United Kingdom.

Figure 170: Search Tax: Member state selection

In order to limit the search result to taxes published by a subset of member states, you can select them individually.

6.1.5.1 Check/Uncheck all Member States

If you tick the Check/Uncheck all Member States checkbox, all listed countries are selected. Your selection is editable, thus you can refine the selected countries if you want.

6.1.5.2 Check/Uncheck all Member States in the euro zone

If you tick the Check/Uncheck all Member States in the euro zone checkbox, only euro zone countries are selected. Your selection is editable, thus you can refine the selected countries if you want.

6.1.6 COMBINE SEARCH CRITERIA

The four main search sections can be combined independently with each other. This is useful for example to refine a simple search in order to reduce the result and find easily the tax you want.

The combination is performed with a logical "AND" operator between the four sections.

6.1.7 VIEW SEARCH RESULTS

After a click on the “Search” button, you will be automatically redirected to the search result page.

This page displays a table containing all taxes matching the provided criteria. Depending of the provided criteria, the content of the result list is adapted as described in the following sections.

6.1.7.1 Standard search result list

By default, the results of the tax search are displayed in a single table. This table contains four columns:

- Check boxes columns used to select multiple taxes;
- Tax name: the name of the tax;
- Member State: the member state in which the tax is in application;
- Date: Date of the latest version of the tax.

	Tax Name	Member State	Date
<input type="checkbox"/>	PUB #001 - PIT	BE-Belgique	2010/05/12
<input type="checkbox"/>	PUB #002 - PIT	BE-Belgique	2010/05/10

Results 1 - 2 of 2.

Figure 171: Search Tax: Standard search results list.

6.1.7.2 Advanced search result list

If you specify advanced search criteria, the rendered result table is completed with the matching values of these criteria.

For example, the result of a search on taxes involving the following advanced criteria:

- Type of tax equals to PIT;
- ESA95: Year <= 2000;

will be rendered in a table displaying six columns. The four standards and one additional column per advanced search criteria specified. In our case “Type of tax” and “ESA95: Year”

	Tax Name	Member State	Date	Type of Tax	ESA95 : Year
<input type="checkbox"/>	PUB #001 - PIT	BE-Belgique	2010/05/12	PIT	1988
<input type="checkbox"/>	PUB #002 - PIT	BE-Belgique	2010/05/10	PIT	1956

Results 1 - 2 of 2.

Figure 172: Search Tax: Advance search results list

6.1.7.3 Available actions

New Search

Documents found 0

Navigation icons | 250

Tax Name	Member State	Version date
There were no results found.		

View Selected Taxes Keywords view mode Highlights Export Results

Figure 173: Search Tax: Available ‘Search results’ actions

- **New search**

To perform a new search, click on “New Search” button: you will be automatically redirected to the tax search page. All search fields are reset.

- **Export Search results**

You have the possibility to export the retrieved taxes from a CSV text file.

To export search results, click on the “Export Results” button.

Depending on your internet browser, a specific pop-up appears:

MS Internet Explorer 7.0	Firefox 3.0
<p>The following actions are available:</p> <ul style="list-style-type: none"> • Click on the “Open” button to open the exported file directly in your favourite text editor; • Click on the “Save” button to store the result on your local file system; • Click on the “Cancel” button to close the pop-up. 	<p>The following choices are available:</p> <ul style="list-style-type: none"> • Choose "Open with" to open the exported file directly in your favourite text editor; • Choose "Save File" to store the result on your local file system; <p>The following actions are available:</p> <ul style="list-style-type: none"> • Click on “OK” button to perform the selected action; • Click on “Cancel” button to close the pop-up.

Figure 174: Search Tax: Export Search result pop-up

6.1.8 VIEW SINGLE TAX DETAIL

To view the details of a tax found by the search process, click on the corresponding Tax Name column in the result table.

	Tax Name	Member State	Date
<input type="checkbox"/>	PUB #002 - OTHER	BE-Belgique	2010/05/10
<input type="checkbox"/>	PUB #002 - PIT	BE-Belgique	2010/05/10

Results 1 - 2 of 2.

Figure 175: Search Tax: Display single tax detail

You will be automatically redirected to the detail view of the selected tax.

If the tax has attached measures, a measures list is shown on screen before the details of the tax. You can reach the measure details by clicking on the corresponding row of the measures list table.

You will be automatically redirected to the detail view of the measure.

To be published Reformed Tax After 12

Measures List

Measure Name	Date when measure came into force
Measure to be published 4	2010/01/10

Results 1 - 1 of 1.

Generic Tax Name	To be published Reformed Tax After 12
Tax name in the national language	To be published Reformed Tax After 12
Tax name in English	To be published Reformed Tax After 12
Member State	BE-Belgium
Tax is in force since	2005/01/01
If abolished, date on which the tax ceases to apply	2030/12/31
This file was last updated on	

Figure 176: Detail view of the selected tax –Measures list

6.1.9 VIEW SELECTED TAXES DETAILS

You can view multiple taxes at the same time.

Just tick the desired checkboxes associated to a tax in the first column of the result table.

Click on “View selected taxes” button.

	Tax Name	Member State	Date
<input checked="" type="checkbox"/>	PUB #002 - OTHER	BE-Belgique	2010/05/10
<input checked="" type="checkbox"/>	PUB #002 - PIT	BE-Belgique	2010/05/10

Results 1 - 2 of 2.

[View Selected Taxes](#) Keywords view mode [Export Result](#)

Figure 177: View selected taxes details

You will be automatically redirected to the details view of the taxes selection.

On the top of the page, a tab pane is display. The current displayed tax is the tab in white. To view another tax, click on the tab corresponding to the name of the desired tax, the display will be adapted automatically.

PUB #001 - PIT PUB #002 - PIT

Figure 178: View selected Taxes details - tab pane

PUB #001 - PIT PUB #002 - PIT

Figure 179: View selected Taxes details – view another tax

If no tax is selected, an error message is displayed instead of the details view of the taxes selection.

Alert: No tax selected

Figure 180: No tax selected – Error message

6.1.9.1 Keywords view mode

If you provided a keyword in the search criteria, a combobox appears just after the “View Selected Taxes” button.



You can choose the rendering of keywords in the result:

- Highlight: all occurrences of the provided keyword are highlighted in the selected tax details screen;
- Links: For all occurrences of the provided keyword, a hyperlink is added before the tax details. A click on this link will scroll the screen to the text including this keyword.

If a keyword is provided, the display of selected taxes details is modified according to the type of rendering.

The following figures illustrate the view of taxes from a query including a keyword '#002'.



Figure 181: View selected Taxes details - Keywords view mode - Highlights



Figure 182: View selected Taxes details - Keywords view mode - Links

6.2 SEARCH A REFORM

To launch the process, just click on the “Search” button.

6.2.1 SEARCH ALL

If you leave all fields empty and click on the “Search” button, a full search is performed. As a result, the process retrieves all reforms stored in the system.

6.2.2 SIMPLE SEARCH

The simple search process on reforms can be refined on two fields:

- Reform Name: the name of the reform to find.
- Measure Name: the name of the measure associated to the reform to find.

For more information, see Simple Search in 4.1.7.1 - Search of a tax.

6.2.3 MEMBER STATES SEARCH

In order to limit the search result of published measure you can specify a subset of member states.

Figure 183: Search a Reform: member state list

For more information, see section 6.1.5.

6.2.4 VIEW SEARCH RESULTS

After a click on the “Search” button, you will be automatically redirected to the search result page.

This page displays a table containing all reforms matching the provided criteria. Depending on the provided criteria, the content of the result list is adapted as described in the following sections.

6.2.4.1 Search result list

The results of the reform search are displayed on screen in a single table. This table contains three columns:

- Check boxes columns used to select multiple reforms;
- Reform name: the name of the reform;
- Member State: the member state in which the tax is in application;



Figure 184: Search Reform: Search results list

6.2.4.2 Available actions

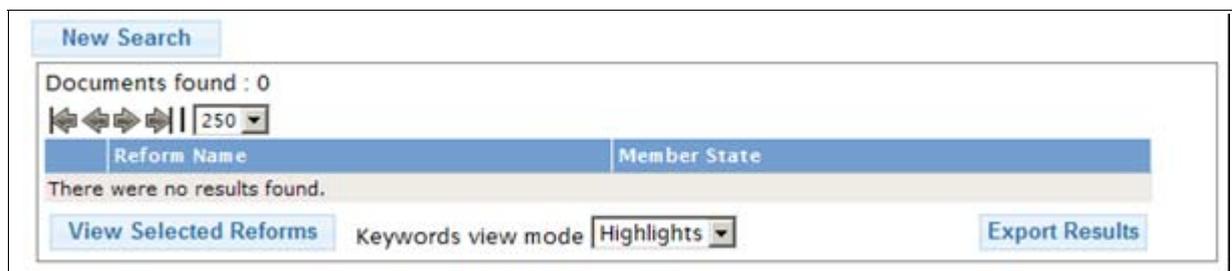


Figure 185: Search Reform: Available ‘Search results’ actions

- **New search**

To perform a new search, just click on “New Search” button, you will be automatically redirected to the reform search page. All search fields are reset.

- **Export Search results**

You have the possibility to export the retrieved reforms from a CSV text file.

To export search results, click on the “Export Result” button.

Depending of your internet browser, a specific pop-up appears:

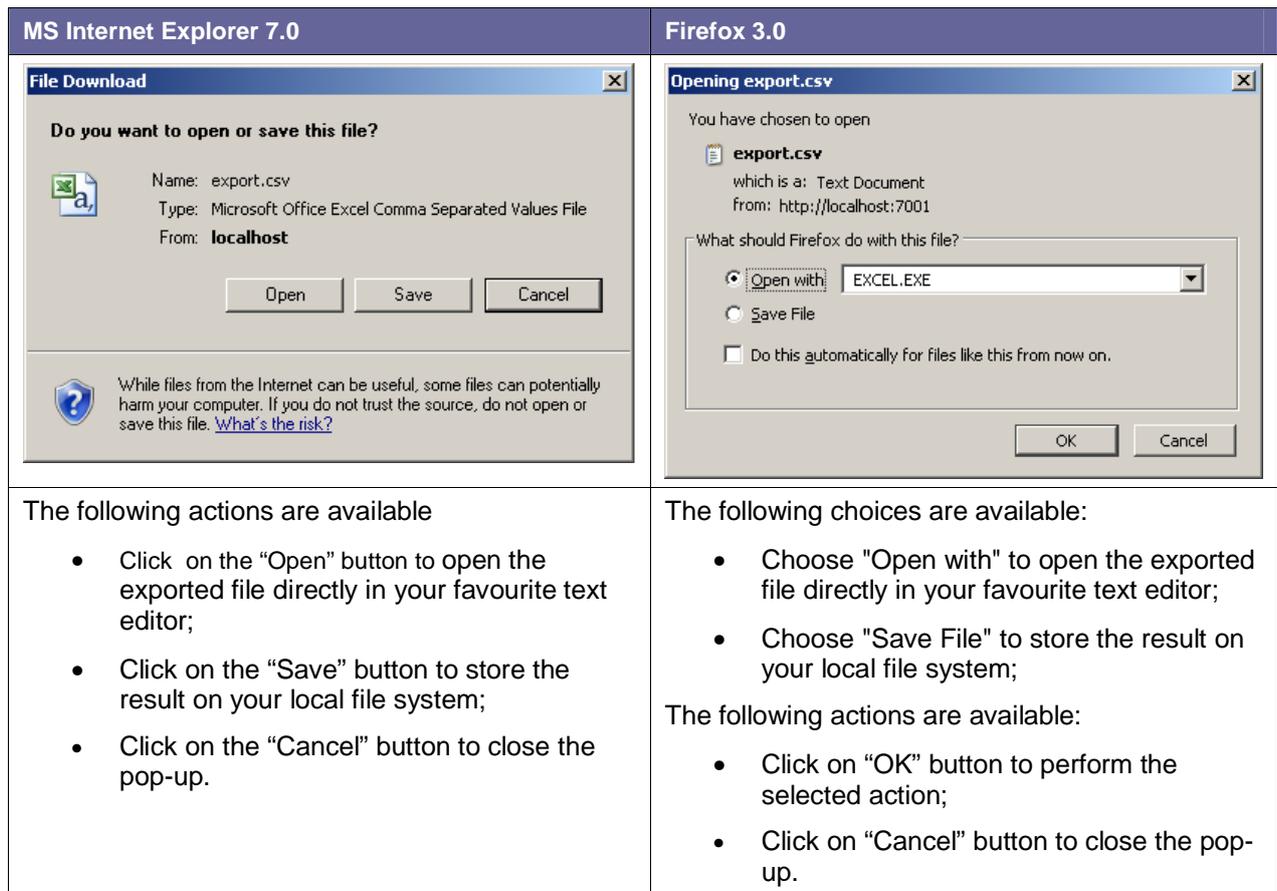


Figure 186: Search Reform: Export Search result pop-up

6.2.5 VIEW SINGLE REFORM DETAILS

To view the details of a reform found by the search process, just click on the corresponding Reform Name column in the result table.

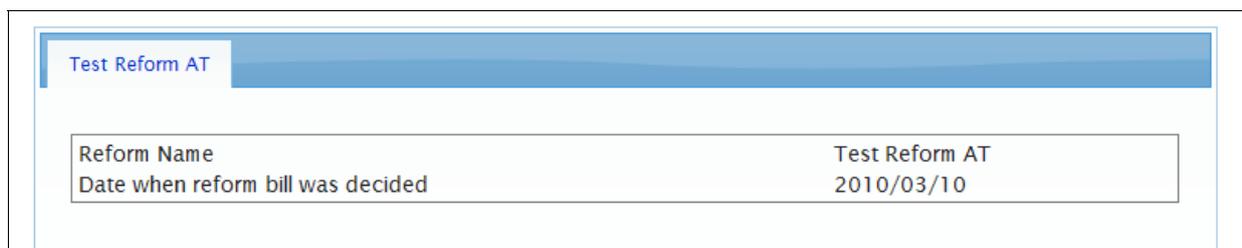


Figure 187: Search Reform: Display single reform detail

You will be automatically redirected to the detail view of the selected reform.

If the reform has attached measures, a measure list is shown on screen before the details of the reform. You can reach the measure details by clicking on the corresponding row of the measures list table.

You will be automatically redirected to the details view of the measure.



Figure 188: Detail view of the selected reform – Measures list

6.2.6 VIEW SELECTED REFORM DETAILS

To view the details of a selected reform retrieved by the search process:

- Tick all required checkboxes present in the first column of result list;
- Click on “View Selected Reforms” button.

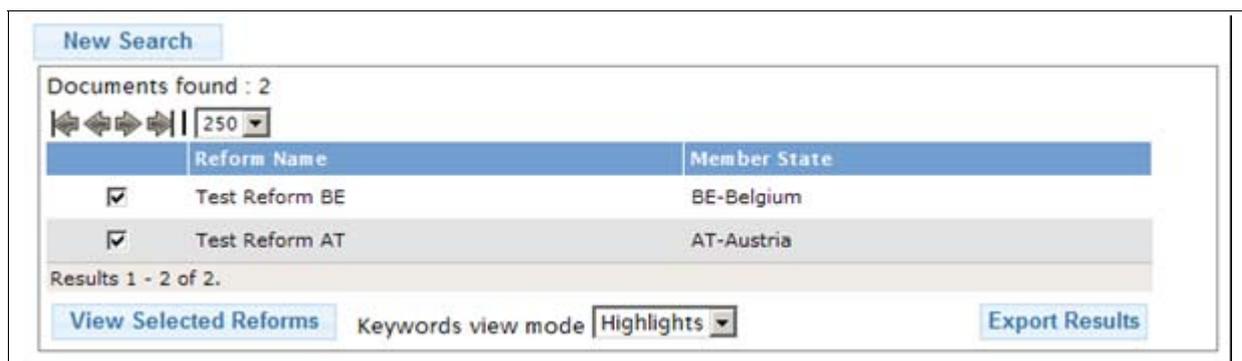


Figure 189: View selected reform details

You will be automatically redirected to the details view of the reforms selection.

On the top of the page, a tab pane is display. The current displayed reform is the tab in white. To view another reform, just click on the tab corresponding of the name of the desired reform, the display will be adapted automatically.



Figure 190: View selected reforms details - tab pane



Figure 191: View selected reforms details – view another reform

If no reform is selected, an error message is displayed instead of the details view of the reforms selection.

6.2.6.1 Keywords view mode

If you provide a keyword in the search criteria, a combobox appears just after the “View Selected Reforms” button.



You can choose the rendering of keywords in the result:

- Highlight: all occurrences of the provided keyword are highlighted in the selected reform details screen;
- Links: For all occurrences of the provided keyword, a hyperlink is added before the reform details. A click on this link will scroll the screen to the text including this keyword.

If a keyword is provided, the display of selected reforms details is modified according to the type of rendering.

The following figures illustrate the view of reforms from a query including a keyword ‘Reform’.

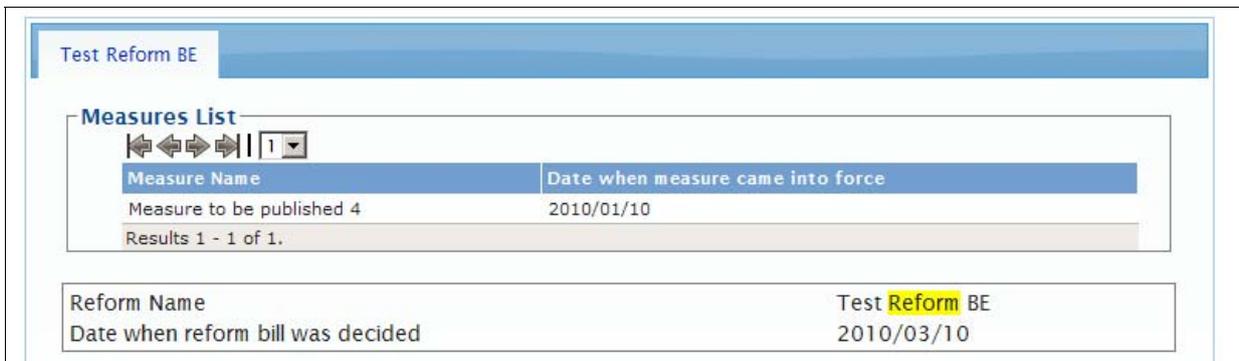


Figure 192: View selected reforms details - Keywords view mode - Highlights



Figure 193: View selected reforms details - Keywords view mode - Links