



# **BUREAU OF INTERNAL REVENUE**

**AUDIT INFORMATION, TAX EXEMPTION AND  
INCENTIVES DIVISION**

*ELECTRONIC PERSONAL EQUITY  
AND RETIREMENT ACCOUNT (ePERA)*  
**User's Manual**

*September 2021*



## Revision Sheet

Release No.	Date	Revision Description
1.0	March 16, 2020	Initial
2.0	February 23, 2021	Final
3.0	March 3, 2021	Final
4.0	May 10, 2021	Modified for EPERA v1.1 Final
5.0	September 28, 2021	Modified for EPERA v1.1.1 Final



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# 1 HOW TO USE THIS GUIDE

This guide is your primary reference of information on the Electronic Personal Equity and Retirement Account (ePERA). Each chapter focuses on major functional area of PERA and contains information on prerequisites and system users assigned to complete the processes. Discussion of tasks with sample screens are included for the purpose of illustration.

## 1.1 Guide Structure

This documentation is composed of the following chapters:

Chapter	Title	Description
1	<b>HOW TO USE THIS GUIDE</b>	This section provides the document structure, intended audience, and definition of terms.
2	<b>ABOUT THE SYSTEM</b>	Introduces the system, login details and site navigation.
3	<b>GETTING STARTED</b>	This section provides relevant information regarding use of the system.
4	<b>USING THE SYSTEM</b>	This section presents the instructions on how a user shall be able to execute the system functionalities on Report Compliance, Tax Credits and Report Generation.

## 1.2 Intended Audience

This documentation is intended for the following users:

	Role	Functions
1	<b>PERA Reports Officer</b>	Approves quarterly report compliance submitted by PERA Administrators Endorses annual report compliance submitted by PERA Administrators
2	<b>PERA Reports Approver</b>	Approves annual report compliance submitted by PERA Administrators
3	<b>PERA Tax Credits Officer</b>	Endorses TCC-related requests
4	<b>PERA Tax Credits Approver</b>	Approves TCC-related requests
5	<b>RDO Officer</b>	Tags a TCC as claimed



### 1.3 Acronyms

	Acronym	Definition
1	<b>ePERA</b>	Electronic Personal Equity and Retirement Account
2	<b>PERA</b>	Personal Equity and Retirement Account
3	<b>TCC</b>	Tax Credit Certificate

### 1.4 Helpdesk Information

The following information can be used to contact the BIR ePERA Helpdesk.

1	<b>EMAIL</b>
2	<b>LANDLINE NUMBERS</b>
3	<b>MOBILE NUMBERS</b>
4	<b>FACEBOOK</b>



## 2 ABOUT THE SYSTEM

### 2.1 System Overview

The ePERA addresses the BIR's need to effectively operationalize the PERA Act of 2008 and its implementing rules and regulations. It is designed to efficiently administer the PERA products and generate the reportorial requirements in a secure and efficient way.

#### In a Glance

Responsible organization	BUREAU OF INTERNAL REVENUE (BIR)
System name or title	Electronic Personal Equity and Retirement Account
System code	ePERA
System category	Major Application (performs clearly defined functions for which there is a readily identifiable security consideration and need)
Operational status	Production
System environment and special conditions	<p><b>Server:</b> Operating system: Windows Server 2008 R2 Language: Java Application Server: Glassfish 4.0 Database: Oracle 12c</p> <p><b>Client:</b> VPN: Browser: Chrome 83 or higher, Firefox 78 or higher, Safari 13 or higher Adobe Reader or equivalent Microsoft Office or equivalent</p>
Major functions	<p>Manage quarterly and annual report submissions Manage tax credit issuances, utilizations, and reprinting requests Manage user accounts Manage organizations, submission schedules, and other system parameters. Generate management reports</p>

### 2.2 System Modules

The ePERA is composed of six (6) modules: (1) Dashboard; (2) Report Compliance Module; (3) Tax Credit Module; (4) Reports Module; (5) User Management Module; and (6) Maintenance Module.

**Dashboard** – This module allows authorized users to view notifications, to do's and other action items of the currently logged in user.

**Report Compliance** – This module allows authorized users to view/approve/reject/ return quarterly and annual reports submitted by the PERA Administrators through the BIR PERASys. The following reports are submitted through this module:

- Quarterly Report on PERA Transaction Annex B.1
- Alpha List Per Employer of Employees Making Qualified PERA Contributions and the Actual Total Amount of Qualified PERA Contribution (Annex B.2)
- Quarterly Report on PERA Distributions and Early Withdrawals (Annex B.3)



- Consolidated (Annual) Report from the submitted Quarterly report

Tax Credits – This module allows authorized users to view/approve/reject applications for tax credit certificates. It shall also allow authorized users to generate individual tax credit certificates and to tag a certificate as claimed.

Applications submitted are:

- Certification of Aggregate Amount of Qualified PERA Contribution (BIR Form No. 2338) (Annex "E") (for employee and employer's qualified contributions)
- Application for PERA-TCC (BIR Form No. 1942) (Annex "D") (for qualified Overseas Filipinos and self-employed Contributor)

Tax Credit Certificates generated:

- PERA Tax Credit Certificate (TCC) to be issued in the name of the qualified Overseas Filipino or self-employed Contributor (BIR Form 2337) Annex "D-1"

Reports – This module allows authorized users to generate predefined management reports. Reports can be generated in Excel and PDF formats.

User Management - This module allows authorized users to manage user accounts. It also allows users to manage roles and the permissions granted to the roles. Roles are then granted to the users.

Maintenance - This module allows authorized users to manage system parameters.

## **2.3 System Menu**



### 3 GETTING STARTED

#### 3.1 Launching

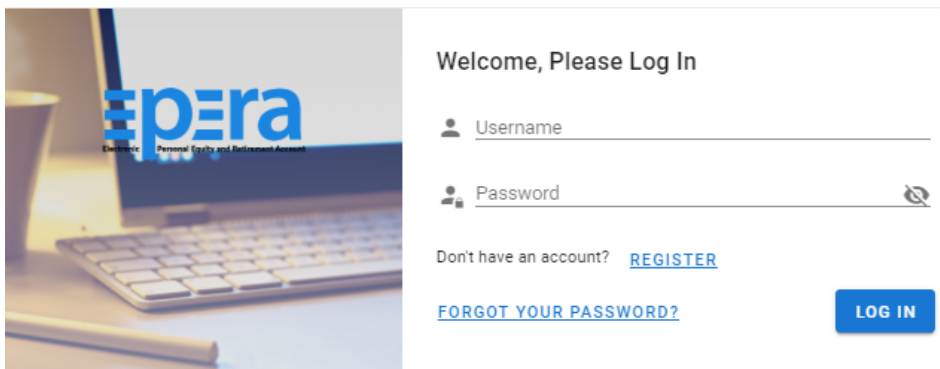
Requirements:

1. A workstation connected to the BIR wide area network or a workstation connected to the BIR WAN through VPN.
2. Screen resolution must be at 1366 x 768.
3. Browser: Chrome 83 or higher, Firefox 78 or higher, Safari 13 or higher

#### 3.2 Requesting for a User Account

A new employee of the BIR tasked to process or monitor the PERA data shall request for an ePERA user account to access the system.

1. Open your browser.
2. Enter the link <IP>:8081/login in the address bar. The Sign In page displays.



3. Click on Register Account button. The **Register User** window displays.
- 4.

**Register User**
✕

<input type="text" value="Username"/> <small>Required</small>	<input type="text" value="Email"/> <small>Required</small>
<input type="text" value="First Name"/> <small>Required</small>	<input type="text" value="Middle Name"/> <small>Required</small>
<input type="text" value="Last Name"/> <small>Required</small>	<input type="text" value="Suffix"/> <small>Required</small>
<input type="text" value="Mobile Number"/>	<input type="text" value="Contact Number"/>
<input type="text" value="Position"/> <small>Required</small>	<input type="text" value="Organization"/> <small>Required</small>
<input type="text" value="Roles"/> <small>Required</small>	

Status: Pending

SUBMIT
CLOSE





5. Click on **Submit** button.
6. Check your email for the verification notification.

### 3.3 Logging In

1. Open your browser.
2. Enter the link <IP>:8081/login in the address bar. The Sign In page displays.
3. Enter your Username and Password.
4. Click on **Log In** button. The Home page displays.

### 3.4 Forgot Password

1. Open your browser.
2. Enter the link <IP>:8081/login in the address bar. The Sign In page displays.
3. Click on forgot Password link. Forgot Password window displays.

The screenshot shows a blue header bar with the text "Reset Password" and a close button (X). Below the header is a white input field labeled "E-mail" with the placeholder text "Enter a valid email address". At the bottom right of the window is a blue button labeled "SUBMIT".

4. Enter email address.
5. Click on submit button. The reset password displays.

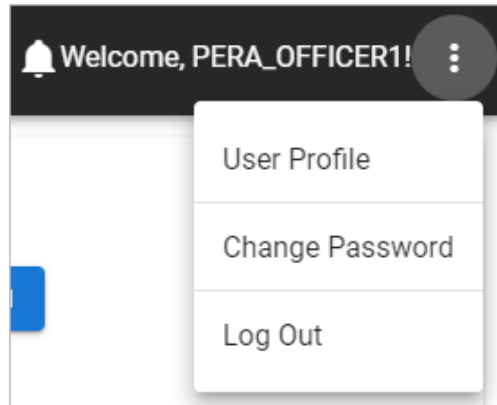
The screenshot shows a blue header bar with the text "Reset Password" and a close button (X). Below the header is a white input field labeled "E-mail" with the placeholder text "Enter a valid email address" and the example email "abc@yopmail.com". Below that is another white input field labeled "Enter a correct answer". At the bottom right of the window is a blue button labeled "SUBMIT".

6. Enter a correct answer, then click submit button.
7. Open your email and look for the Forgot password email from the ePERA.
8. Click on the link provided in the email. System redirects the user to the Change Password facility of the EPERA.
9. Enter New Password.
10. Re-enter New Password.
11. Click on Save button. System redirects the user to the EPERA Home page. New password shall be used in your next log in.



### 3.5 Viewing Your User Profile

1. Log In to the system.
2. Click on Welcome link. A dropdown menu displays.



3. Click on User Profile. The User Profile page displays.

## User Profile ✕

**BASIC INFORMATION**    SECURITY QUESTIONS

Username PERA_OFFICER1	Email pera_officer1@yopmail.com
Organization Bureau of Internal Revenue	Organization Type Regulator
First Name PERA	Middle Name TEST
Last Name OFFICER-ONE	Suffix <span>▼</span>
Mobile Number Enter valid mobile number	Contact Number Enter valid contact number

Roles

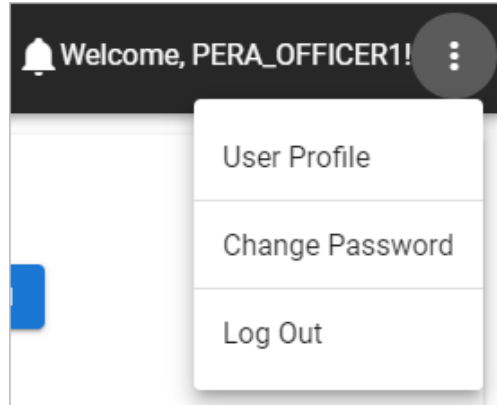
PERA Reports Officer

**CLOSE**




### 3.6 Change Password

1. Log In to the system.
2. Click on Welcome link. A dropdown menu displays.




3. Click on Change Password. The Change Password page displays.


### Change Password

Old Password 

Required

New Password 

Your password should be at least eight(8) characters with one(1) capital letter, one(1) number and one(1) special character. (eg. P@ssword1)

Confirm New Password 

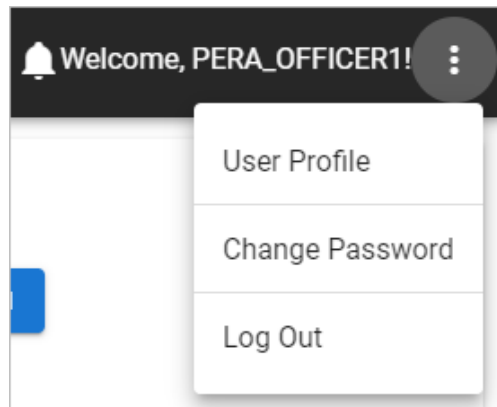
Should match new password

**SAVE PASSWORD**

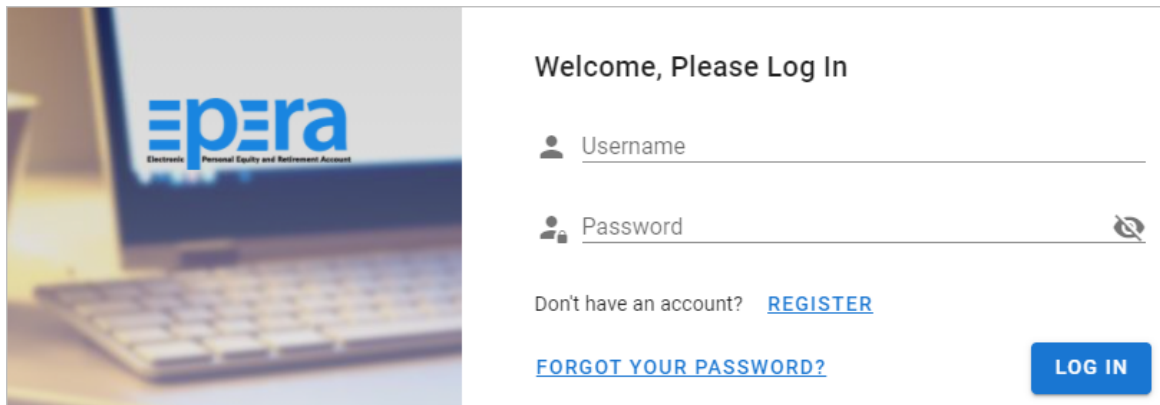
4. Enter Old Password.
5. Enter New Password.
6. Enter Confirm Password.
7. Click Save Password.

### 3.7 Signing Off

1. Click on Welcome message. A sub-menu displays.



2. Click on Log Out.





### 3.8 Common Navigation Steps

This sub-section details common steps when navigating through the various facilities in the system.

The steps below describe the process of navigating the Report Compliance List. The same steps shall be followed when navigating the other facilities within the ePERA.

#### 3.8.1 Accessing a List Page

Use this procedure when accessing a List Page (e.g. Quarterly Report Compliance List, Annual Report Compliance List, etc.).



1. Click on Report Compliance on the main menu. A sub-menu displays.
2. Click on Quarterly Report Compliance on the sub-menu. The Quarterly Report Compliance page displays. Default list displays all records.

The screenshot shows the ePERA interface with a sidebar on the left containing 'DASHBOARD', 'REPORT COMPLIANCE', 'Quarterly Reports', 'Annual Reports', and 'REPORTS'. The main content area is titled 'QUARTERLY REPORTS' and features a table with columns for 'PERA TRANSACTION' and 'PERA DISTRIBUTION'. The table lists several banks and their submission status for each quarter of 2021.

PERA ADMINISTRATOR	YEAR	PERA TRANSACTION		PERA DISTRIBUTION		Actions
		Q1	Q2	Q3	Q4	
ANI Bank	2021	No Submission	No Submission	No Submission	No Submission	
AT Asset Management	2021	No Submission	No Submission	No Submission	No Submission	
Asia United Bank	2021	No Submission	No Submission	No Submission	No Submission	
BDO Unibank	2021	No Submission	No Submission	No Submission	No Submission	
Bank of the Philippine Islands	2021	No Submission	No Submission	No Submission	No Submission	
China Banking Corporation	2021	No Submission	No Submission	No Submission	No Submission	



#### 3.8.2 Filtering the List

Use this procedure when you are searching for a specific record or a selected set of records.

1. Click on Filter  icon. The filter toolbar displays.
2. Enter values for any of the search criteria fields. The list is automatically filtered as values are entered in the search criteria fields.
3. Click on Reset icon. The search criteria fields are cleared.
4. Click on  icon. The filter toolbar displays.

#### 3.8.3 Approving a Submission



Use this procedure to approve a report submission.

1. Click on  beside record to be approved. A window showing the details of the request displays.
2. Enter Reason. This is a required field.
3. Click on  button. The status of the submission changes to Approved. The revised status is sent to the BSP PERASystem.

#### 3.8.4 Rejecting a Request

Use this procedure to reject a report submission.



1. Click on  beside record to be rejected. A window showing the details of the request displays.
2. Enter Reason. This is a required field.
3. Click on  button. The status of the submission changes to Rejected. The revised status is sent to the BSP PERASystem.



## 4 USING THE SYSTEM

This section provides a detailed description of the system functions. The functions are divided into three (3) modules: Report Compliance, Tax Credit Certificates and Reports. The Report Compliance Module covers the functions related to quarterly and annual report submission and approval. The Tax Credit Certificates Module covers the application, approval and issuances of tax credit certificates. The Reports Module covers the generation of statistical and management reports.

The functions defined in this section are available to a registered ePERA user depending on the role granted to the user. Please refer to Annex A for the list of permissions granted to each role. In the event that a user is granted with the permissions to both create and approve a request, the system disallows approval of one's own request.



## **4.1 Report Compliance**

This module covers quarterly and annual report submission processes. A user with the PERA Reports Officer or PERA Reports Approver role shall be able to execute the functions in this module.

Users with the PERA Reports Officer role can endorse and reject the reports. Users with the PERA Reports Approver role can approve and reject the reports. When BIR approves/rejects a report, status of the report in the PERASys is automatically updated. If a report is rejected, the report is returned for action of Account Officer using PERASys.

To illustrate, submission and approval of the reports follow any of the following paths:





**Path 1:**



**Path 2:**



### 4.1.1 Quarterly Report Compliance

The Quarterly Report Compliance requires the submission of two (2) reports, namely,

1. PERA Transactions – This report contains all the active contributors under a PERA Administrator as of end of the reporting quarter. The report *Quarterly Report on PERA Contributions (Annex B.1)* is generated based on the report submitted through this facility.
2. PERA Distributions – This report contains all the contributors under a PERA Administrator who terminated within the reporting quarter. The report *Quarterly Report on PERA Distributions and Early Withdrawal (Annex B.3)* is generated based on the report submitted through this facility.

#### 4.1.1.1 Accessing the Quarterly Report Compliance page

1. Click Report Compliance on the main menu.
2. Click on Quarterly Report Compliance on the sub-menu. The *Quarterly Report Compliance list* displays. This list displays all Draft, For Authorization, For Approval, Approved and Rejected Quarterly Report submissions. Note that the status link changes colors as follows:
  - Red – Report submission is beyond the submission period.
  - Blue – Report submission period has started.
  - Gray – Report submission period has not yet started. Link is not clickable.



© 2020

3. Click Pera Distribution tab. The Pera Distribution list displays.

PERA TRANSACTION		PERA DISTRIBUTION				Actions
PERA ADMINISTRATOR	YEAR	Q1	Q2	Q3	Q4	
ANI Bank	2021	No Submission	No Submission	No Submission	No Submission	
AT Asset Management	2021	No Submission	No Submission	No Submission	No Submission	
Asia United Bank	2021	No Submission	No Submission	No Submission	No Submission	
BDO Unibank	2021	No Submission	No Submission	No Submission	No Submission	



#### 4.1.1.2 Generating the report

Note that pending the integration of the system with BIR's TIN database, a user to manually review the validity of the TIN.

1. Access the Quarterly Report Compliance page.
2. Click on a link with status "For Approval". The Quarterly Report Compliance window displays.

Quarterly Reports > Quarterly Report on Transactions

PERA Administrator: Asia United Bank      YEAR: 2018      QUARTER: Q1      STATUS: For Approval

DETAILS		PROCESSING				
TYPE OF CONTRIBUTOR	NAME OF CONTRIBUTOR	TIN	NAME OF EMPLOYER	TIN	NAME OF REPRESENTATIVE	TIN
Employee	Cohen B Blackwater	911-001-010-000	JJJ Enterprise	301-301-301-302		
Employee	Denise A Brewer	911-001-009-000	JJJ Enterprise	301-301-301-302		
Employee	Jaiden E Leone	911-001-003-000	JJJ Enterprise	301-301-301-302		
Employee	Jayson Z Russon	911-001-004-000	JJJ Enterprise	301-301-301-302		
Employee	Alexandre E Ochoa	911-001-002-000	XYZ Enterprise	301-301-301-301		
Employee	Marcie B Deeanna	911-001-001-000	XYZ Enterprise	301-301-301-301		
Overseas Filipino	Damaris K Knight I	911-001-011-000				
Overseas Filipino	Lukas K Beaan I	911-001-005-000			Yamilet N. Arias	911-001-301-000
Overseas Filipino	Esperanza R Matteos	911-001-006-000			Spencer R. Reeves Jr.	911-001-302-000
Overseas Filipino	Esperanza R Matteos	911-001-006-000			Spencer R. Reeves Jr.	911-001-302-000
Self-Employed	Eat P Love	911-000-001-000				

Rows per page: 10      1-10 of 13

REMARKS

**GENERATE REPORT**   **APPROVE**   **REJECT**   **CLOSE**

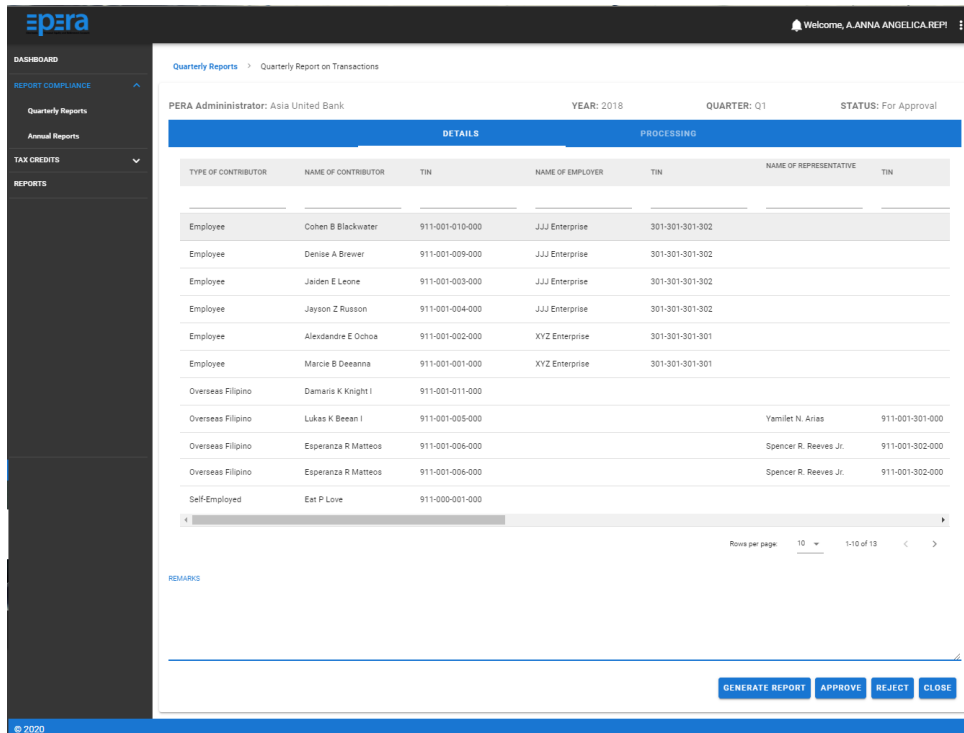
3. Click on Generate Report button. System downloads the report as an Excel file.



### 4.1.1.3 Approving/Rejecting a quarterly report submission

Note that only a user granted with the Account Approver role would be able to execute this.

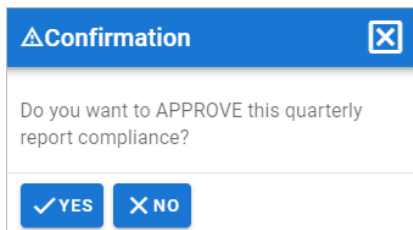
1. Access the Quarterly Report Compliance page.
2. Click on a link with status "For Approval". The Quarterly Report Compliance window displays.



3. Review the report. Note that after reviewing, you can opt to **Approve** the report or you can **Reject** and return the report for editing of the Account Officer using BSP PERASys.

#### Approve

4. Click Approve. A confirmation window displays.

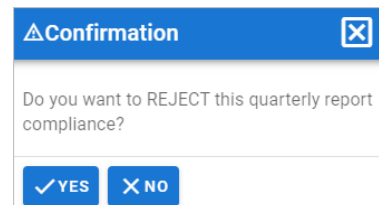


5. Click Yes. The status changes from "For Approval" to "Approved". System sends status update to PERASys. PERASys reflects the Approved status.

#### Reject

6. Enter Remarks. Note that system will require you to encode Remarks if you are rejecting a report.

7. Click Reject. A confirmation window displays.



8. Click Yes. The report status changes from "For Approval" to "Rejected". System sends status update to PERASys. PERASys reflects the Rejected status.



### 4.1.2 Annual Report Compliance

The Annual Report Compliance requires the submission of three (3) reports, namely,

1. PERA Transactions – This report contains all the active contributors under a PERA Administrator as of end of the reporting year. The report *Annual Report on PERA Contributions (Annex B.1)* is generated based on the report submitted through this facility.
2. Alphalist – This report is automatically populated once a tax credit application is approved. The report *Alphalist of PERA Contributors (Annex B.2)* is generated based on the approved contributors submitted through the tax credits application facility.
3. PERA Distributions – This report contains all the contributors under a PERA Administrator who terminated within the reporting quarter. The report *Annual Report on PERA Distributions and Early Withdrawal (Annex B.3)* is generated based on the report submitted through this facility.

#### 4.1.2.1 Accessing the Annual Reports Compliance page

1. Click Report Compliance on the main menu.
2. Click on Annual Report Compliance on the sub-menu. The *Annual Report Compliance list* displays. This list displays all Draft, For Authorization, For Approval, Approved and Rejected Annual Report submissions. Note that the status link changes colors as follows:
  - Red – Report submission is beyond the submission period.
  - Blue – Report submission period has started.
  - Gray – Report submission period has not yet started. Link is not clickable.

PERA ADMINISTRATOR	YEAR	PERA TRANSACTIONS	PERA DISTRIBUTIONS	ALPHALIST	Actions
ANI Bank	2020	No Submission	No Submission	No Submission	
AT Asset Management	2020	No Submission	No Submission	No Submission	
Asia United Bank	2020	No Submission	No Submission	No Submission	
BDO Unibank	2020	No Submission	No Submission	No Submission	



#### 4.1.2.2 Generating the report

Note that pending the integration of the system with BIR's TIN database, a user to manually review the validity of the TIN.

1. Access the Annual Report Compliance page.
2. Click on a link with status "For Approval". The Quarterly Report Compliance window displays.

Quarterly Reports > Quarterly Report on Transactions

PERA Administrator: Asia United Bank      YEAR: 2018      QUARTER: Q1      STATUS: For Approval

DETAILS		PROCESSING				
TYPE OF CONTRIBUTOR	NAME OF CONTRIBUTOR	TIN	NAME OF EMPLOYER	TIN	NAME OF REPRESENTATIVE	TIN
Employee	Cohen B Blackwater	911-001-010-000	JJJ Enterprise	301-301-301-302		
Employee	Denise A Brewer	911-001-009-000	JJJ Enterprise	301-301-301-302		
Employee	Jaiden E Leone	911-001-003-000	JJJ Enterprise	301-301-301-302		
Employee	Jayson Z Russon	911-001-004-000	JJJ Enterprise	301-301-301-302		
Employee	Alexandre E Ochoa	911-001-002-000	XYZ Enterprise	301-301-301-301		
Employee	Marcie B Deeanna	911-001-001-000	XYZ Enterprise	301-301-301-301		
Overseas Filipino	Damaris K Knight I	911-001-011-000				
Overseas Filipino	Lukas K Beaan I	911-001-005-000			Yamilet N. Arias	911-001-301-000
Overseas Filipino	Esperanza R Matteos	911-001-006-000			Spencer R. Reeves Jr.	911-001-302-000
Overseas Filipino	Esperanza R Matteos	911-001-006-000			Spencer R. Reeves Jr.	911-001-302-000
Self-Employed	Eat P Love	911-000-001-000				

Rows per page: 10      1-10 of 13

REMARKS

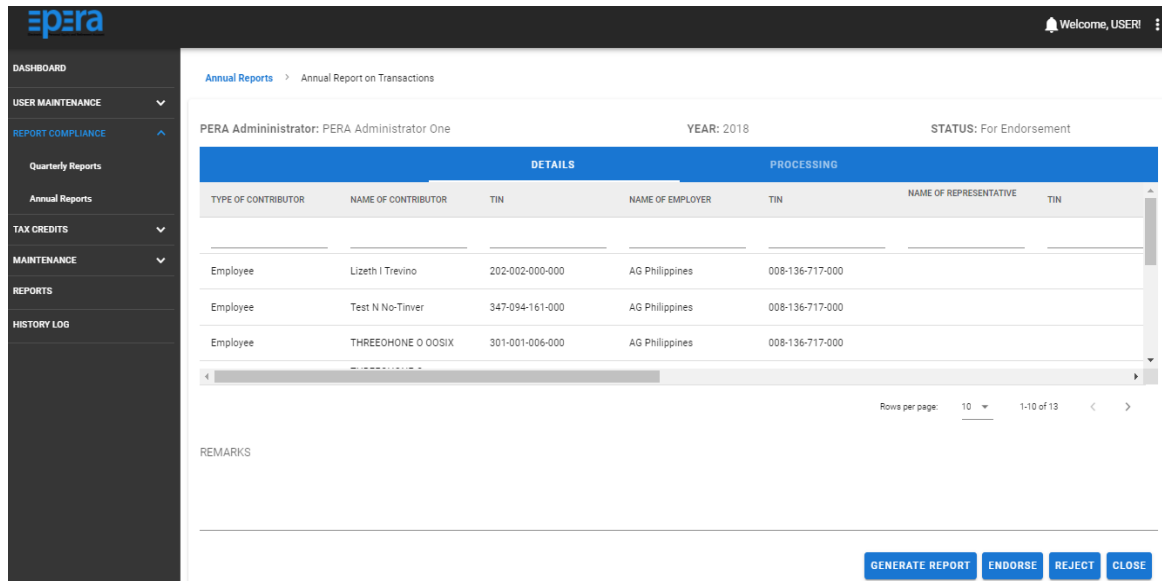
GENERATE REPORT    APPROVE    REJECT    CLOSE

3. Click on Generate Report button. System downloads the report as an Excel file.

#### 4.1.2.3 Endorsing/Rejecting an annual report submission

Note that only a user granted with the PERA Reports Officer role would be able to execute this.

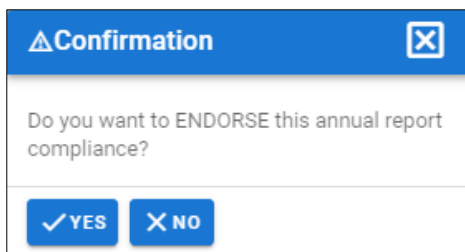
1. Access the Annual Report Compliance page.
2. Click on a link with status "For Endorsement". The Annual Report Compliance window displays.



- Review the amounts that were extracted and consolidated by the system from the uploaded financial transactions file. Note that after reviewing, you can opt to **Endorse** and submit the report for approval of PERA Reports Approver or you can **Reject** and return the report for editing of the Account Officer using BSP PERASys.

#### Approve

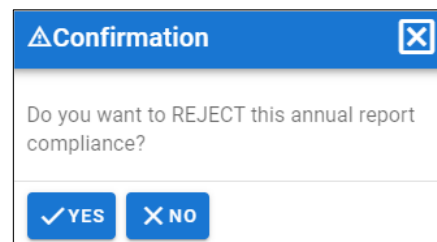
- Click Endorse. A confirmation window displays.



- Click Yes. The status changes from "For Endorsement" to "For Approval".

#### Reject

- Enter Remarks. Note that system will require you to encode Remarks if you are rejecting a report.
- Click Reject. A confirmation window displays.

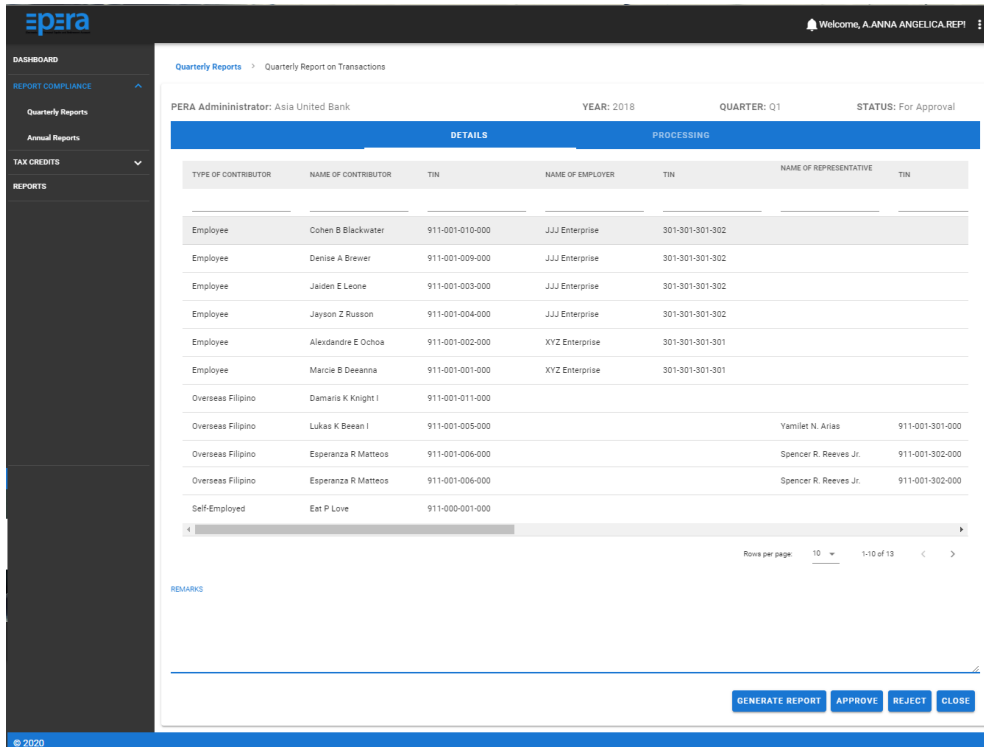


- Click Yes. The report status changes from "For Endorsement" to "Rejected". System sends status update to PERASys. PERASys reflects the Rejected status.

#### 4.1.2.4 Approving/Rejecting an annual report submission

Note that only a user granted with the PERA Reports Approver role would be able to execute this.

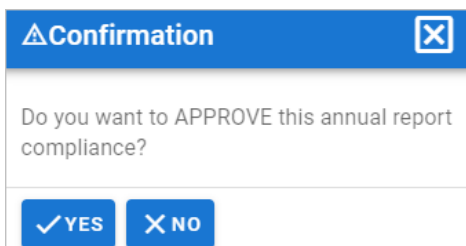
- Access the Annual Report Compliance page.
- Click on a link with status "For Approval". The Annual Report Compliance window displays.



- Review the amounts that were extracted and consolidated by the system from the uploaded financial transactions file. Note that after reviewing, you can opt to **Approve** the report or you can **Reject** and return the report for editing of the Account Officer using BSP PERASys.

### Approve

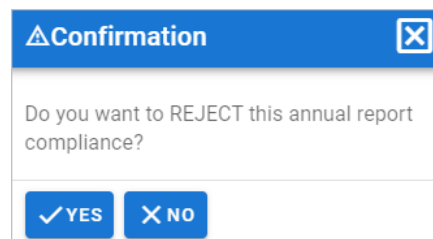
- Click Approve. A confirmation window displays.



- Click Yes. The status changes from "For Approval" to "Approved". System sends status update to PERASys. PERASys reflects the Approved status.

### Reject

- Enter Remarks. Note that system will require you to encode Remarks if you are rejecting a report.
- Click Reject. A confirmation window displays.



- Click Yes. The report status changes from "For Approval" to "Rejected". System sends status update to PERASys. PERASys reflects the Rejected status.

## 4.2 Tax Credit

Tax Credits (TCC) are issued to the contributors based on their contributions at the end of the calendar year.





## 4.2.1 Applications

Tax Credits Applications are submitted from BSP PERASys by the PERA Administrators. If the TIN Verification API is online, the system will verify the TIN and birthdate combination of the contributor. If an employee, the system will also verify the TIN and incorporation date of the contributor's employer. If any of the two verifications failed, the contributor will be tagged as rejected (checkbox is un-ticked) and error message is saved on the remarks box per contributor.

### 4.2.1.1 Accessing the Tax Credits Applications page

1. Click Tax Credits on the main menu.
2. Click on Applications on the sub-menu. The Applications list displays. This list displays all For Endorsement, For Approval, Approved and Rejected applications.

<input type="checkbox"/>	Year	Application Number	PERA Administrator	Contributor Type	Status	Actions
<input type="checkbox"/>	2018	ANI-2018-0062	ANI Bank	Employee	For Endorsement	
<input type="checkbox"/>	2018	PNB-2018-0001	Philippine National Bank	Employee	For Endorsement	
<input type="checkbox"/>	2018	PNB-2018-0007	Philippine National Bank	Self-Employed	Approved	
<input type="checkbox"/>	2018	PNB-2018-0008	Philippine National Bank	Overseas Filipino	Approved	
<input type="checkbox"/>	2018	PNB-2018-0011	Philippine National Bank	Employee	For Endorsement	
<input type="checkbox"/>	2017	BDO-2017-0001	BDO Unibank	Employee	Approved	
<input type="checkbox"/>	2017	BDO-2017-0002	BDO Unibank	Employee	For Endorsement	
<input type="checkbox"/>	2016	BDO-2016-0001	BDO Unibank	Employee	Approved	
<input type="checkbox"/>	2016	BDO-2016-0002	BDO Unibank	Employee	For Endorsement	

### 4.2.1.2 Endorse a Tax Credits Application

1. Click Tax Credits > Applications on the main menu.
2. Click on the Process icon under Actions column where status is For Endorsement.

Tax Credits > Tax Credit Details

TAX CREDITS

**EMPLOYEE** **PROCESSING**

PERA Administrator: ANI Bank      Year: 2018  
Application Number: ANI-2018-0062      Employer: Vineaid Corporation      Status: For Endorsement

<input checked="" type="checkbox"/>	Employer	Contributor TIN	First Name	Middle Name	Last Name	Suffix
<input checked="" type="checkbox"/>	Vineaid Corporation	134-763-128-000	GGGGCCF	GBG	FHIEJD	

Remarks

VALIDATE TIN   GENERATE FORM 2338   ENDORSE   RETURN   CLOSE

3. Review the submitted details. User may select the approved contributors by ticking the checkbox on the first column. User may also view or enter a comment for each contributor by clicking the message icon on the first column.



**Tax Credit**
✕

**Note:** This contributor is currently marked approved.

Year: 2018

Contributor: 134-763-128-000 - FHIEJD, GGGGCCF GBG

Employer: 007-850-511-000 - Vineaid Corporation

Remarks  
OK ✕

---

SAVE
CLOSE

- Click Endorse button. A confirmation message displays.

**Confirmation**
✕

Do you want to ENDORSE this application?

✓ YES
✕ NO

- Click Yes button. System displays success message. Systems changes status to For Approval.

### 4.2.1.3 Approve a Tax Credits Application

- Click Tax Credits > Applications on the main menu.
- Click on the Process icon under Actions column where status is For Approval.

[Tax Credits](#) > [Tax Credit Details](#)

TAX CREDITS

EMPLOYEE
PROCESSING

PERA Administrator: ANI Bank      Year: 2018  
Application Number: ANI-2018-0062      Employer: Vineaid Corporation      Status: For Approval

<input checked="" type="checkbox"/>	Employer	Contributor TIN	First Name	Middle Name	Last Name	Suffix
<input checked="" type="checkbox"/>	Vineaid Corporation	134-763-128-000	GGGGCCF	GBG	FHIEJD	

Rows per page: 10    1-1 of 1    ⏪ - + ⏩

Remarks

---

GENERATE FORM 2338
APPROVE
RETURN
CLOSE

- Review the submitted details. User may select the approved contributors by ticking the checkbox on the first column. User may also view or enter a comment for each contributor by clicking the message icon on the first column.



Tax Credit [X]

Note: This contributor is currently marked approved.

Year: 2018
Contributor: 134-763-128-000 - FHIEJD, GGGGCCF GBG
Employer: 007-850-511-000 - Vineaid Corporation

Remarks OK [X]

SAVE CLOSE

4. Click Approve button. A confirmation message displays.

Confirmation [X]

Do you want to APPROVE this application?

YES NO

5. Click Yes button. System displays success message. Systems changes status to Approved. Tax Credit Certificate is generated for the approved contributors. Alphalist is populated with the approved contributors. System sends status update to PERASys. PERASys reflects the Approved status.

4.2.1.4 Return the Tax Credits Application

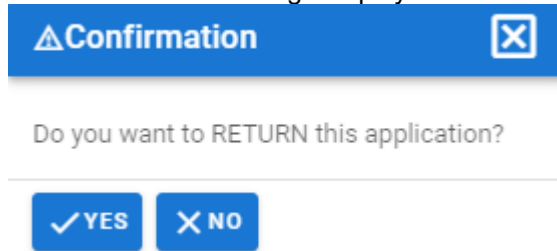
- 1. Click Tax Credits > Applications on the main menu.
2. Click on the Process icon under Actions column where status is For Endorsement or For Approval.

Tax Credits > Tax Credit Details

TAX CREDITS EMPLOYEE PROCESSING
PERA Administrator: ANI Bank Year: 2018
Application Number: ANI-2018-0062 Employer: Vineaid Corporation Status: For Approval
Table with columns: Employer, Contributor TIN, First Name, Middle Name, Last Name, Suffix
Vineaid Corporation 134-763-128-000 GGGGCCF GBG FHIEJD
Remarks
GENERATE FORM 2338 APPROVE RETURN CLOSE



3. Enter Remarks.
4. Click Return button. A confirmation message displays.



5. Click Yes button. System displays success message. Systems changes status to Rejected. System sends status update to PERASys. PERASys reflects the Rejected status.

#### 4.2.1.5 Generate Application Form

1. Click Tax Credits > Applications on the main menu.
2. Click on the Process icon under Actions column.
3. Click on Generate Form 2338 (for Employees) or Generate Form 1942 (for Self-employed or Overseas Filipino). The application form is generated.

#### 4.2.1.6 Trigger TIN Verification

These steps may be executed if on time of the submission of application, TIN Verification API is offline.

1. Click Tax Credits > Applications on the main menu.
2. Click on the Process icon under Actions column where status is For Endorsement.
3. Click on the Validate TIN button. The message "TIN Validation may take some time. Please wait." is displayed.
4. User may check the application again after a few minutes for the result. In case a TIN verification for a contributor failed, that contributor is tagged as rejected (checkbox on the first column is un-ticked) and the error message can be viewed through the message icon.

<input type="checkbox"/>	Employer	Contributor TIN	First Name
<input type="checkbox"/>	AG Philippines	301-001-003-000	THREEOHONE
<input type="checkbox"/>	AG Philippines	301-001-000-000	THREEOHONE



**Tax Credit**
✕

**Note:** This contributor is currently marked rejected.

**Year:** 2018

**Contributor:** 301-001-003-000 - OOTHREE, THREEOHONE OOONE

**Employer:** 008-136-717-000 - AG Philippines

**Remarks:**  
Employer TIN: 008136717 is invalid. Contributor TIN: 301-001-003-000 is invalid. ✕

SAVE
CLOSE

## 4.2.2 Certificates

### 4.2.2.1 Accessing the Certificates page

1. Click Tax Credits on the main menu.
2. Click on Certificates on the sub-menu. The *Certificates list* displays.

PERA Administrator	Certificate Number	TIN	Contributor Name	Contributor Type	Amount	Unclaimed Amount	Status
ANI Bank	052-2011-2337-SE00002	102-102-004-000	ZEROZEROFOUR, ANIONEZEROTWO ONEZEROTWO	Self-Employed	5,000.00	5,000.00	Unclaimed
ANI Bank	052-2011-2337-OF00003	102-102-003-000	ZEROZEROTHREE, ANIONEZEROTWO ONEZEROTWO	Overseas Filipino	4,000.00	4,000.00	Unclaimed
ANI Bank	052-2011-2337-ER00001	102-102-001-000	ZEROZERONE, ANIONEZEROTWO ONEZEROTWO	Employee	2,500.00	1,000.00	Partially Claimed
Asia United Bank	024-2011-2337-OF00007	102-102-007-000	ZEROZEROSEVEN, ANIONEZEROTWO ONEZEROTWO	Overseas Filipino	4,000.00	4,000.00	Unclaimed
Asia United Bank	024-2011-2337-SE00006	102-102-008-000	ZEROZEROEIGHT, ANIONEZEROTWO ONEZEROTWO	Self-Employed	5,000.00	5,000.00	Unclaimed

### 4.2.2.2 View Report Ledger per TCC

Note that only a user granted with the PERA TCC Officer role would be able to execute this.

1. Access the Certificates page.
2. Click on Generate Report Ledger icon. The Certificates window displays.



CERTIFICATES								
istrator	Certificate Number	TIN	Contributor Name	Contributor Type	Amount	Unclaimed Amount	Status	Actions
	052-2011-2337-SE00002	102-102-004-000	ZEROZEROFOUR, ANIONEZEROTWO ONEZEROTWO	Self-Employed	5,000.00	5,000.00	Unclaimed	
	052-2011-2337-OF00003	102-102-003-000	ZEROZEROTHREE, ANIONEZEROTWO ONEZEROTWO	Overseas Filipino	4,000.00	4,000.00	Unclaimed	
	052-2011-2337-ER00001	102-102-001-000	ZEROZEROONE, ANIONEZEROTWO ONEZEROTWO	Employee	2,500.00	1,000.00	Partially Claimed	
Bank	024-2011-2337-OF00007	102-102-007-000	ZEROZEROSEVEN, ANIONEZEROTWO ONEZEROTWO	Overseas Filipino	4,000.00	4,000.00	Unclaimed	

Republic of the Philippines  
Bureau of Internal Revenue

REPORT LEDGER PER TAX CREDIT CERTIFICATE

PERA Administrator	Certificate Number	TIN	Contributor Name	Contributor Type	Unclaimed	Claimed	Cancelled	Date Claimed/Print
ANI Bank	052-2011-2337-ER00001	102-102-001-000	ZEROZEROONE, ANIONEZEROTWO ONEZEROTWO	Employee	2,500.00	0.00	0.00	
ANI Bank	052-2011-2337-ER00001-1	102-102-001-000	ZEROZEROONE, ANIONEZEROTWO ONEZEROTWO	Employee	0.00	0.00	1,500.00	05/04/2021
ANI Bank	052-2011-2337-ER00001-2	102-102-001-000	ZEROZEROONE, ANIONEZEROTWO ONEZEROTWO	Employee	0.00	0.00	1,500.00	05/04/2021
ANI Bank	052-2011-2337-ER00001-3	102-102-001-000	ZEROZEROONE, ANIONEZEROTWO ONEZEROTWO	Employee	0.00	1,500.00	0.00	05/04/2021
Sub-Total					2,500.00	1,500.00	3,000.00	
Balance					1,000.00			

### 4.2.2.3 Endorse a Tax Credit Certificate Cancellation Request

Note that only a user granted with the PERA TCC Officer role would be able to execute this.

1. Access the Certificates page.
2. Click on Process icon. The details window displays.

3. Enter remarks as needed.



### Details

**DETAILS** | **PROCESS HISTORY**

<b>Certificate Number:</b>	052-2011-2337-SE00002	<b>Issued Date:</b>	2021-05-04
<b>TIN:</b>	102-102-004-000	<b>Contributor Name:</b>	ZEROZEROFOUR, ANIONEZEROTWO ONEZEROTWO
<b>Tax Credit Amount:</b>	5,000.00	<b>Balance Amount:</b>	5,000.00
<b>Claimed Amount:</b>	0.00	<b>Status:</b>	For Endorsement (Cancellation)

Remarks

**ENDORSE** | **REJECT** | **CLOSE**

4. Click Endorse button. A confirmation message displays.

### Confirmation

Are you sure you want to endorse this certificate?

**✓ YES** | **✗ NO**

5. Click Yes button. System displays success message.



#### 4.2.2.4 Approve a Tax Credit Certificate Cancellation Request

Note that only a user granted with the PERA TCC Approver role would be able to execute this.

1. Access the Certificates page.
2. Click on Process icon. The details window displays.

Administrator	Certificate Number	TIN	Contributor Name	Contributor Type	Amount	Unclaimed Amount	Status
Bank	052-2011-2337-OF00003	102-102-003-000	ZEROZEROTHREE, ANIONEZEROTWO ONEZEROTWO	Overseas Filipino	4,000.00	4,000.00	Unclaimed
Bank	052-2011-2337-SE00002	102-102-004-000	ZEROZEROFOUR, ANIONEZEROTWO ONEZEROTWO	Self-Employed	5,000.00	5,000.00	For Approval (Cancellation)
Bank	052-2011-2337-ER00001	102-102-001-000	ZEROZEROOONE, ANIONEZEROTWO ONEZEROTWO	Employee	2,500.00	1,000.00	Partially Claimed
United Bank	024-2011-2337-OF00007	102-102-007-000	ZEROZEROSEVEN, ANIONEZEROTWO ONEZEROTWO	Overseas Filipino	4,000.00	4,000.00	Unclaimed
United Bank	024-2011-2337-EE00005	102-102-006-000	ZEROZEROSIX, ANIONEZEROTWO ONEZEROTWO	Employee	1,000.00	1,000.00	Unclaimed

3. Enter remarks as needed.

**Details** [Close]

**DETAILS** | **PROCESS HISTORY**

Certificate Number: 052-2011-2337-SE00002  
TIN: 102-102-004-000  
Tax Credit Amount: 5,000.00  
Claimed Amount: 0.00  
Issued Date: 2021-05-04  
Contributor Name: ZEROZEROFOUR, ANIONEZEROTWO ONEZEROTWO  
Balance Amount: 5,000.00  
Status: For Approval (Cancellation)

Remarks

[APPROVE] [REJECT] [CLOSE]

4. Click Approve button. A confirmation message displays.

**Confirmation** [Close]

Are you sure you want to approve this certificate?

[YES] [NO]

5. Click Yes button. System displays success message.





#### 4.2.2.5 Reject a Tax Credit Certificate Cancellation Request

Note that only a user granted with the PERA TCC Officer/Approver role would be able to execute this.

1. Access the Certificates page.
2. Click on Process icon. The Certificates window displays.

DETAILS		PROCESS HISTORY	
Certificate Number:	052-2011-2337-SE00002	Issued Date:	2021-05-04
TIN:	102-102-004-000	Contributor Name:	ZEROZEROFOUR, ANIONEZEROTWO, ONEZEROTWO
Tax Credit Amount:	5,000.00	Balance Amount:	5,000.00
Claimed Amount:	0.00	Status:	For Approval (Cancellation)

Remarks

APPROVE REJECT CLOSE

3. Enter remarks.
4. Click Reject button. A confirmation message displays.

**Confirmation**

Are you sure you want to reject this certificate?

✓ YES X NO

5. Click Yes button. System displays success message.

#### 4.2.3 Utilizations



### 4.2.3.1 Tag a TCC Utilization as Claimed

Note that only a user granted with the TCC Officer role would be able to execute this.

1. Click Tax Credits on the main menu.
2. Click on Utilizations on the sub-menu. The *Utilizations list* displays.
3. Click on Process icon with Issued status. The Details window displays.

DETAILS		PROCESS HISTORY	
RDO:	ANI Bank	Certificate Number:	052-2018-2337-ER00009-1
Contributor Name:	FHIEJD, GGGGCCF GBG	TIN:	134-763-128-000
Tax Credit Amount:	4,000.00	Unclaimed Amount:	1,500.00
Contributor Type:	Employee	Status:	Issued
Tax Type:	Income Tax	Taxable Year:	2019
Amount Claimed:	2,500.00		

Remarks

CLAIM CLOSE

4. Enter remarks as needed.
5. Click Claim button. A confirmation message displays.

Confirmation

Are you sure you want to claim this utilization?

YES NO

6. Click Yes button. System displays success message. Status will be changed to Claimed.



#### 4.2.3.2 Endorse a TCC Utilization Cancellation Request

Note that only a user granted with the PERA TCC Officer role would be able to execute this.

1. Click Tax Credits on the main menu.
2. Click on Utilizations on the sub-menu. The *Utilizations list* displays.
3. Click on Process icon with For Endorsement status. The Details window displays.

**Details** ✕

<b>RDO:</b>	Asia United Bank	<b>Certificate Number:</b>	043-2016-2337-ER00007-2
<b>Contributor Name:</b>	DDJAFHDFB, CEDJADG AJG	<b>TIN:</b>	400-093-195-000
<b>Tax Credit Amount:</b>	500.00	<b>Unclaimed Amount:</b>	0.00
<b>Contributor Type:</b>	Employee	<b>Status:</b>	For Endorsement (Cancellation)
<b>Tax Type:</b>	Income Tax	<b>Taxable Year:</b>	2017
<b>Amount Claimed:</b>	250.00		

Remarks

**ENDORSE** **REJECT** **CLOSE**

4. Enter remarks as needed.
5. Click Endorse button. A confirmation message displays.

**Confirmation** ✕

Are you sure you want to endorse this utilization?

**✓ YES** **✕ NO**

6. Click Yes button. System displays success message. System changes status to For Approval.

#### 4.2.3.3 Approve a TCC Utilization Cancellation Request

Note that only a user granted with the PERA TCC Approver role would be able to execute this.

1. Access the Applications page.
2. Click on Process icon with For Approval (Cancellation) status. The Details window displays.



Details <span>✕</span>			
<b>RDO:</b>	Union Bank of the Philippines	<b>Certificate Number:</b>	043-2016-2337-ER00005-1
<b>Contributor Name:</b>	BFJ, HIECB DJGFCE	<b>TIN:</b>	243-143-399-000
<b>Tax Credit Amount:</b>	7,500.00	<b>Unclaimed Amount:</b>	2,000.00
<b>Contributor Type:</b>	Employee	<b>Status:</b>	For Approval (Cancellation)
<b>Tax Type:</b>	Income Tax	<b>Taxable Year:</b>	2017
<b>Amount Claimed:</b>	500.00		
<div style="border: 1px solid #ccc; padding: 5px; min-height: 40px;">Remarks</div>			
<span>APPROVE</span> <span>REJECT</span> <span>CLOSE</span>			

3. Enter remarks as needed.
4. Click Approve button. A confirmation message displays.

△ Confirmation ✕

Do you want to APPROVE this application?

✓ YES✕ NO

5. Click Yes button. System displays success message. System displays success message. Systems changes status to Cancelled. System sends status update to PERASys. PERASys reflects the Cancelled status.



#### 4.2.3.4 Reject a TCC Utilization Cancellation Request

Note that only a user granted with the PERA TCC Officer/Approver role would be able to execute this.

1. Access the Applications page.
2. Click on Process icon with For Endorsement (Cancellation) status. The Details window displays.

**Details** ✕

<b>RDO:</b>	Asia United Bank	<b>Certificate Number:</b>	043-2016-2337-ER00007-2
<b>Contributor Name:</b>	DDJAFHDFB, CEDJADG AJG	<b>TIN:</b>	400-093-195-000
<b>Tax Credit Amount:</b>	500.00	<b>Unclaimed Amount:</b>	0.00
<b>Contributor Type:</b>	Employee	<b>Status:</b>	For Endorsement (Cancellation)
<b>Tax Type:</b>	Income Tax	<b>Taxable Year:</b>	2017
<b>Amount Claimed:</b>	250.00		

Remarks

ENDORSE
REJECT
CLOSE

3. Enter remarks.
4. Click Reject button. A confirmation message displays.

**Confirmation** ✕

Are you sure you want to reject this utilization?

✓ YES
✕ NO

5. Click Yes button. System displays success message. System sends status update to PERASys. PERASys reflects the Approved status.

#### 4.2.4 Reprint Requests

##### 4.2.4.1 Endorse a TCC Reprint Request

Note that only a user granted with the PERA TCC Officer role would be able to execute this.



1. Click Tax Credits on the main menu.
2. Click on Reprint Requests on the sub-menu. The *Reprint Requests list* displays.
3. Click on Process icon with For Endorsement status. The TCC Reprint Request window displays.

### TCC Reprint Request

**DETAILS** | **PROCESS HISTORY**

**PERA Administrator:** China Banking Corporation  
**TIN:** 176-893-305-000  
**TCC Number:** 043-2016-2337-ER00013-1  
**Contributor:** HEE, CJGDGCI ABDF  
**Amount:** 2,250.00  
**Status:** For Endorsement  
**Reason:**  
LOST TCC

Remarks

**ENDORSE** **REJECT** **CLOSE**

4. Enter remarks as needed.
5. Click Endorse button. A confirmation message displays.

### Confirmation

Are you sure you want to endorse this reprint request?

**✓ YES** **✗ NO**

6. Click Yes button. System displays success message. System changes status to For Approval.



#### 4.2.4.2 Approve a TCC Reprint Request

Note that only a user granted with the PERA TCC Approver role would be able to execute this.

1. Click Tax Credits on the main menu.
2. Click on Reprint Requests on the sub-menu. The *Reprint Requests list* displays.
3. Click on Process icon with For Approval status. The TCC Reprint Request window displays.

**TCC Reprint Request**

**DETAILS** | **PROCESS HISTORY**

PERA Administrator: United Coconut Planters Bank  
TIN: 277-943-697-000  
TCC Number: 043-2016-2337-ER00003-3  
Contributor: FHGFD, GIEFA IJD  
Amount: 2,500.00  
Status: For Approval  
Reason: LOST TCC

Remarks

**APPROVE** **REJECT** **CLOSE**

4. Enter remarks as needed.
5. Click Approve button. A confirmation message displays.

**Confirmation**

Are you sure you want to approve this reprint request?

**✓ YES** **✗ NO**

6. Click Yes button. System displays success message. System displays success message. Systems changes status to Approved. System sends status update to PERASys. PERASys reflects the Approved status. Old TCC is tagged as cancelled. A new TCC number is generated.



### 4.2.4.3 Reject a TCC Reprint Request

Note that only a user granted with the PERA TCC Officer/Approver role would be able to execute this.

1. Click Tax Credits on the main menu.
2. Click on Reprint Requests on the sub-menu. The *Reprint Requests list* displays.
3. Click on Process icon with For Endorsement status. The TCC Reprint Request window displays.

**TCC Reprint Request**

**DETAILS** | **PROCESS HISTORY**

PERA Administrator: Philippine Veterans Bank  
TIN: 258-523-671-000  
TCC Number: 052-2016-2337-OF00016-1  
Contributor: Cabrera, Esteban Kamari I  
Amount: 3,000.00  
Status: For Endorsement  
Reason: LOST TCC

Remarks

**ENDORSE** **REJECT** **CLOSE**

4. Enter remarks.
5. Click Approve button. A confirmation message displays.

**Confirmation**

Are you sure you want to reject this reprint request?

**✓ YES** **✗ NO**

6. Click Yes button. System displays success message. System displays success message. Systems changes status to Rejected. System sends status update to PERASys. PERASys reflects the Rejected status.





### 4.3 Reports

This module allows the users to generate and download predetermined reports. It provides relevant users to view and analyze the data captured by the system.

#### 4.3.1 Management Reports

Users have the option to generate the report in PDF or Excel format.

The following reports are available:

Group Report	Report Type	Report Fields
Report Compliance	Alphalist of PERA Contributors	<ul style="list-style-type: none"> <li>• PERA Administrator</li> <li>• Year</li> <li>• Report Format</li> </ul>
	List of Approve Report Submission	<ul style="list-style-type: none"> <li>• PERA Administrator</li> <li>• Compliance Type</li> <li>• Report Format</li> </ul>
	List of Early Withdrawals	<ul style="list-style-type: none"> <li>• Year</li> <li>• Contributor Type</li> <li>• Report Format</li> </ul>
	List of Rejected Report Submission	<ul style="list-style-type: none"> <li>• PERA Administrator</li> <li>• Compliance Type</li> <li>• Report Format</li> </ul>
	Quarterly Report on PERA Contributions	<ul style="list-style-type: none"> <li>• PERA Administrator</li> <li>• Year</li> <li>• Quarter</li> <li>• Report Format</li> </ul>
	Quarterly Report on PERA Distributions and Early Withdrawals	<ul style="list-style-type: none"> <li>• PERA Administrator</li> <li>• Year</li> <li>• Quarter</li> <li>• Report Format</li> </ul>
	Report Ledger for Contribution/Withdrawal	<ul style="list-style-type: none"> <li>• PERA Administrator</li> </ul>
	Total No. of Contributors	<ul style="list-style-type: none"> <li>• PERA Administrator</li> <li>• Year</li> <li>• Quarter</li> <li>• Report Format</li> </ul>
Tax Credits	Claimed/Unclaimed TCC	<ul style="list-style-type: none"> <li>• Year</li> <li>• Claim Status</li> <li>• Contributor Type</li> <li>• Report Format</li> </ul>
	List of Approved TCC Applications	<ul style="list-style-type: none"> <li>• PERA Administrator</li> <li>• Year</li> <li>• Contributor Type</li> <li>• Report Format</li> </ul>
	List of Rejected TCC Applications	<ul style="list-style-type: none"> <li>• PERA Administrator</li> <li>• Year</li> <li>• Contributor Type</li> <li>• Report Format</li> </ul>
	TCC Tax Payment under PERA Act of 2008	<ul style="list-style-type: none"> <li>• Year</li> <li>• RDO Organization</li> <li>• Report Format</li> </ul>



**Note:** Show Details filter allows user to view the breakdown of the summary amounts presented in the report.

#### 4.3.1.1 Generating a Report

1. Click Reports on the main menu. A sub-menu displays.
2. Select Group Report. The report type will be based on the selected group report.

3. Select Report Type. The specific fields will be based on the selected report type.
4. Select/Enter Appropriate data on each fields.
5. Click Generate button. Report automatically downloads base on the selected format.



## ANNEX A: SECURITY MATRIX

	PERA Reports Officer	PERA Reports Approver	TCC Officer	TCC Approver	RDO Officer	System Administrator	Database Administrator
<b>User Maintenance</b>							
Users						A V E D En	
Roles							A V E D En
Access Control							V E En
<b>Report Compliance</b>							
Quarterly	V Ap G	V Ap G					
Annual	V Ap G	V Ap G					
<b>Tax Credits</b>							
Applications			V Ap G	V Ap G			
Certificates			V Ap G	V Ap G			
Utilizations			V Ap G	V Ap G	V Cl		
Reprint Requests			V Ap	V Ap			
<b>Reports</b>							
<i>Management Reports</i>							
Alphalist of PERA Contributors	G	G					
List of Approved Report Submission	G	G					
List of Early Withdrawals	G	G					
List of Rejected Report Submission	G	G					
Report on PERA Contributions	G	G					
Report on PERA Distributions and Early Withdrawals	G	G					
Report Ledger for Contribution/Withdrawal	G	G					
List of Approved TCC Applications			G	G			
List of Rejected TCC Applications			G	G			
Claimed/Unclaimed TCC			G	G			
Report Ledger per Tax Credit Certificate			G	G			
Users Master List						V	V
History Log							V



**Legend:**

- A Add Record
- V View List/View Record
- E Edit Record
- D Delete Record
- En Enable/Disable Record
- Ap Approve/Disapprove Request
- G Generate
- Cl Claim