



RAMESES SYSTEMS
Ground Floor, Unit 105, Mahogany Place
Pope John Paul II Ave., Mabolo, Cebu City 6000 Philippines
Tel. +6332 2313230; email: rameses.systems@gmail.com
www.etracs.org

ETRACS v2.55 USER TRAINING

11 - 15 March 2024

PROGRAM OF ACTIVITIES

DATE	ACTIVITY	WHO SHOULD ATTEND
(Day 1 of 5)	<ul style="list-style-type: none">- Introduction to the E-TRACS v2.55- Administration (Users, Roles, Orgs, etc...)- Taxpayer Profiling- Financial Master Files- Treasury Master Files- Accountable Form Transactions	Personnel from the Treasury, IT offices
(Day 2 of 5)	<ul style="list-style-type: none">- Collection (AF 51, 52, 54, etc...)- Remittance- Liquidation- Deposit- Report Management- Handling of Sub-Collectors and Field Collections- Batch Collection, Cash Ticket, and Remote Collection	Personnel from the Treasury, IT offices
(Day 3 of 5)	<ul style="list-style-type: none">- Introduction to Business Permit- Master File Management- Introduction to Rule Authoring- Capturing of Business Applications- Capture Assess and Post Payment feature	Personnel from the Treasury, BPLO, IT offices
(Day 4 of 5)	<ul style="list-style-type: none">- New/Renewal of Business Applications- Business Collection (AF 51)- Issuance of Business Permit- Add LOB – Business Application- Retire LOB – Business Application- Retire Business- Report Management	Personnel from the Treasury, BPLO, IT offices
(Day 5 of 5)	<ul style="list-style-type: none">- Preview: Online Business Applications- Preview: Online Business Payment- Open Forum/Q&A/ Clarifications	Personnel from the Treasury, BPLO, IT offices