



The Dashboard

HOW-TO-GUIDE

FOR

THE NGF IGR DASHBOARD

A user-friendly manual

WELCOME TO THE NGF IGR DASHBOARD

Adopted by the 36 State governors of the federation on 15 February 2017, the IGR Dashboard is designed to support State Boards of Internal Revenue (SBIR) in developing a more competitive tax/revenue environment for raising internally generated revenue. The Dashboard will provide real time access to all 36 SBIRs, and will maintain useful tax/revenue information, including IGR statistics and States' performances around revenue and tax reforms.

The programme will facilitate an organized approach for revenue generation and management and support the strengthening of States' fiscal repositioning.

Objectives of the Guide:

To provide users of the dashboard with adequate understanding of:

1. How to access the Dashboard
2. How to securely log onto the platform
3. How to access and use the various interactive tools embedded in the Dashboard

Accessing the Site:

- i. Launch your web browser either on your computer or mobile device
- ii. Visit the NGF website via <http://www.nggovernorsforum.org>
- iii. Click on the **IGR Dashboard** tab on the NGF home screen



OR

- Log on directly to the Dashboard via <http://www.nggovernorsforum.org/igrdashboard/>

USER LOGIN

The Dashboard is only accessible to selected State officials

- You will be redirected to the login page below:

NIGERIA GOVERNORS' FORUM





The Dashboard

Note: Password is case sensitive

SIGN IN

[Contact System Administrator](#)

- Fill in your default login credentials to access the Dashboard
- After signing in, you will be redirected to the IGR Dashboard home page below:

**NIGERIA GOVERNORS' FORUM**

Welcome, Guest | [Sign Out](#) | [Admin Login](#)

[Home](#) | [Group Explorer](#) | [State Explorer](#) | [States' IGR](#) | [Federation Allocation](#) | [Total Recurrent Revenue](#) | [TRR Analytics](#) | [Resources](#)

Welcome to the Nigeria Governors' Forum IGR Dashboard

Dear Chairman,

Welcome to the Nigeria Governors' Forum IGR Dashboard!

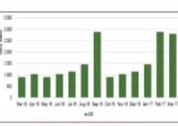
This platform provides real time access to all 36 State Boards of Internal Revenue, and maintains useful tax/revenue information, including IGR statistics, revenue/tax reforms tracking and resource tools.

Dashboard reports will be used as advocacy tools for driving stronger political commitment from Governors to fast-track IGR reforms.

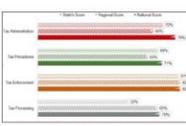
Please note that first entries from States are due by 7th April 2017.



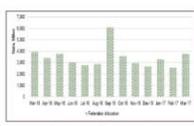
Group Explorer Page



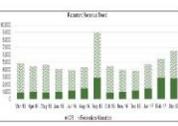
States' IGR Page



State Explorer Page



Federation Allocation Page



Recurrent Revenue Page



TRR Analytics Page

FAQ | Help | Contact Us
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GENERAL CONTENT:

The home page provides the user access to the general tools of the Dashboard which feature reports, analytics, and resources:

1. Group Explorer

This tool provides a regional and national overview of States' performances across the four tax categories (*tax administration, tax procedures, tax processing and tax enforcement*).

Select *zone, quarter* and *year*; click *display* to view results.

The screenshot shows the Group Explorer tool interface. At the top, there is a navigation bar with the following elements: "Select View" with a dropdown menu showing "OVERALL, CATEGORY", "Zone" with a dropdown menu showing "National", "Quarter" with a dropdown menu showing "Select Quarter", "Year" with a dropdown menu showing "Select Year", and a "Display" button. Below this bar, the text "States' Scoring" is displayed. The interface is enclosed in a dashed green border.

2. State Explorer

The State Explorer provides a drill-down of the four assessment categories for each State in a given quarter.

Select *State, quarter* and *year*; click *display* to view results.

The screenshot shows the State Explorer tool interface. At the top, there is a navigation bar with the following elements: "State" with a dropdown menu showing "No year created yet", "Quarter" with a dropdown menu showing "Quarter 1", "Year" with a dropdown menu showing "2017", and a "Display" button. Below this bar, the text "State Performance" is displayed. To the right of the text, there is a legend: "Δ = change since last quarter". Below the legend, there is a dark grey bar with a small white triangle in the center. The interface is enclosed in a dashed green border.

3. State's IGR

This tool presents States' IGR performances on a month-on-month basis.

Select *State* and *year*; click *display* to view results.

The screenshot shows the State's IGR tool interface. At the top, there is a navigation bar with the following elements: "State" with a dropdown menu showing "No year created yet", "Year" with a dropdown menu showing "2017", and a "Display" button. Below this bar, the text "States' Internally Generated Revenue" is displayed. Below the text, there is a dark grey bar with a horizontal axis labeled "State | Year" and a series of month abbreviations: "Jan", "Feb", "Mar", "Apr", "May", "Jun", "Jul", "Aug", "Sep", "Oct", "Nov", "Dec". The interface is enclosed in a dashed green border.

4. Federation Account

This tool presents States federation revenue performances on a month-on-month basis.

Select *year* and click *display* to view results.

Select Year No year created yet ▼ Display

State	January	February	March	April	May	June	July	August	September	October	November	December	Total
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5. Total Recurrent Revenue

This tool provides a snapshot of the recurrent revenue of States

Select *year* and click *display* to view results.

Year No year created yet ▼ Display

Total Recurrent Revenue (TRR)

State	Last Recorded IGR ()	State	Last Recorded FA ()	State	Last Recorded TRR ()
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6. Total Recurrent Revenue Analytics

This section provides an analysis of States' IGR performances vis-à-vis federation transfers.

Select *year* and click *display* to view results.

Year No year created yet ▼ Display

IGR FA Analysis

State	IGR (N) ()	IGR (% of TRR)	IGR (Δ, N)	IGR (Δ, %)	State	FA (N) ()	FA (% of TRR)	FA (Δ, N)	FA (Δ, %)	State	TRR (N) ()	TRR (Δ, N)	TRR (Δ, %)
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7. Resources

This section provides the user access to downloadable resources that will support the implementation of tax/revenue reforms, including tools, guides and policy reports. You will be redirected to the NGF site which hosts these resources.

Click on the *Resources* tab to access content

ADMIN LOGIN

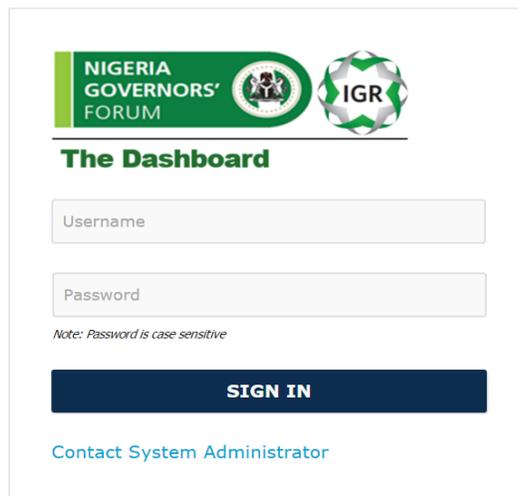
This login grants restricted access to the State Board of Internal Revenue (SBIR). This gives you access to the Dashboard's content management console, where data can be entered via web forms as inputs to the analytics of the Dashboard.

- Click on **Admin Login** to access the content management console.

Welcome, Guest :: [Sign Out](#) | [Admin Login](#)

[Home](#) | [Group Explorer](#) | [State Explorer](#) | [States' IGR](#) | [Federation Allocation](#) | [Total Recurrent Revenue](#) | [TRR Analytics](#) | [Resources](#)

- After clicking on **Admin Login**, you will be redirected to the interface below to fill in your admin credentials (your State e.g. Abia, Adamawa, Kogi, Borno, Delta, Lagos, and the default password)



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The Dashboard

Username

Password

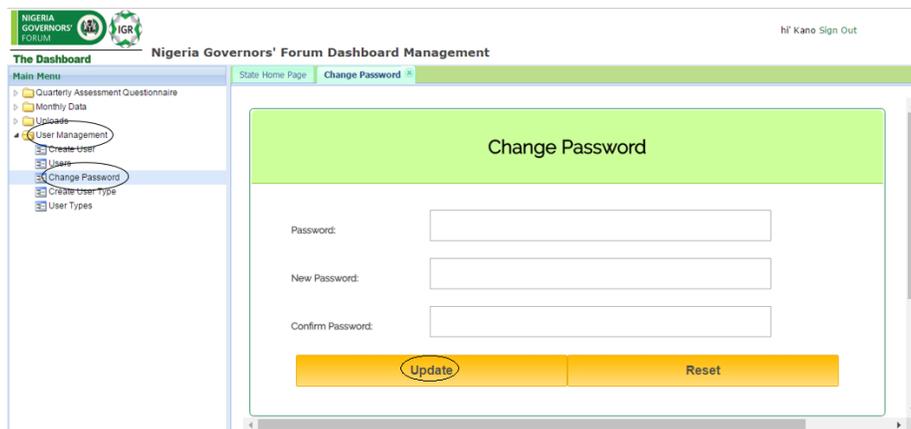
Note: Password is case sensitive

SIGN IN

[Contact System Administrator](#)

Note: Please change your password after your first login to ensure your access to the Dashboard is secure.

- After signing in, click on **User Management** then **Change Password**. Fill in the **default password** and your **new password** of choice; click **Update** to change your login details.



NIGERIA GOVERNORS' FORUM IGR

Nigeria Governors' Forum Dashboard Management

State Home Page | Change Password

The Dashboard

Change Password

Password:

New Password:

Confirm Password:

Update **Reset**

Main Menu

- Quarterly Assessment Questionnaire
- Monthly Data
- Uploads
- User Management**
 - create-user
 - Users
 - Change Password**
 - Create User Type
 - User Types

Admin Content

The IGR Dashboard provides the Admin user access to update the Dashboard:

a. Quarterly Assessment Questionnaire:

- This folder provides the admin user access to complete a quarterly assessment of the State's tax/revenue environment under four major tax heads namely: **Tax Administration, Tax Procedures, Tax Processing and Tax Enforcement.**

The screenshot displays the 'Nigeria Governors' Forum Dashboard Management' interface. The left sidebar contains a 'Main Menu' with options: Quarterly Assessment Questionnaire, Tax Administration, Tax Procedures, Tax Processing, Tax Enforcement, View/Edit Submissions, Monthly Data, Uploads, and User Management. The top navigation bar includes 'State Home Page', 'Change Password', and 'Tax Administration'. The main content area is titled 'Tax Administration' and contains the following form fields:

- Which quarter of the year are you filling for? (Dropdown menu: Select Quarter of the Year)
- Which year are you filling for? (Dropdown menu: Select Year)
- Organisational and Institutional Arrangements
- Which of the following statements apply? (Tick all that apply)
- 1. The State Board of Internal Revenue Service (SBIRS) Board meets :
 - Weekly
 - Monthly
 - Quarterly
 - Ad hoc
 - Never
- 2. The SBIRS Board issues policies guidance/regulation guidance :
 - Regularly
 - Ad hoc
 - Never
- 3. The SBIRS Board reports to/briefs/meets with the Governor :
 - Weekly
 - Monthly
 - Quarterly
 - Annually

The screenshot displays the 'Nigeria Governors' Forum Dashboard Management' interface. The left sidebar contains a 'Main Menu' with options: Quarterly Assessment Questionnaire, Tax Administration, Tax Procedures, Tax Processing, Tax Enforcement, View/Edit Submissions, Monthly Data, Uploads, and User Management. The top navigation bar includes 'State Home Page', 'Change Password', 'Tax Administration', and 'Tax Procedures'. The main content area is titled 'Tax Procedures (Registration, Filing, Assessment and Payment)' and contains the following form fields:

- These procedures and processes are at the core of any tax administration. Taxpayers need to be enumerated and registered; they need to file returns (with a self-assessment) and they need to pay their taxes either self-assessed or assessed by the SBIRS (best of judgement assessments).*
- Tax registration using Unified Tax Identification Number (TIN)
- Which quarter of the year are you filling for? (Dropdown menu: Select Quarter of the Year)
- Which year are you filling for? (Dropdown menu: Select Year)
- 21. What is the number of registered taxpayers under TIN?
Enter integer number
- 22. Is TIN the only taxpayer database used by the state?
 - Yes
 - No
- 23. Are there action plans to increase the number of people registered for TIN?
 - Yes
 - No
- If Yes, are they by: (Please tick all that apply)*

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Nigeria Governors' Forum Dashboard Management

State Home Page Change Password Tax Administration Tax Procedures Tax Processing

Print Form

Tax Processing (Manual Versus Automated)

Tax payment (cash paid to tax officers versus bank and electronic payment)

Which quarter of the year are you filling for?
----Select Quarter of the Year----

Which year are you filling for?
----Select Year----

42. Is there a central platform for collection of taxes in the state?
 Yes
 No

43. Is the platform automated?
 Yes
 No

44. Does it provide management and accounting information?
Online:
 Yes
 No
In real time:
 Yes
 No

45. Does the SBIRS use agents/tax consultants who are not SBIRS employees to collect taxes/levies on their behalf?
 Yes

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Nigeria Governors' Forum Dashboard Management

State Home Page Change Password Tax Administration Tax Procedures Tax Processing Tax Enforcement

Print Form

Tax Enforcement

Capacity for taxpayer audits

Which quarter of the year are you filling for?
----Select Quarter of the Year----

Which year are you filling for?
----Select Year----

51. Has the State conducted taxpayer tax audits?
 Yes
 No

High Net Worth Individuals (HNWI)

52. Is there a special unit for HNWI?
 Yes
 No

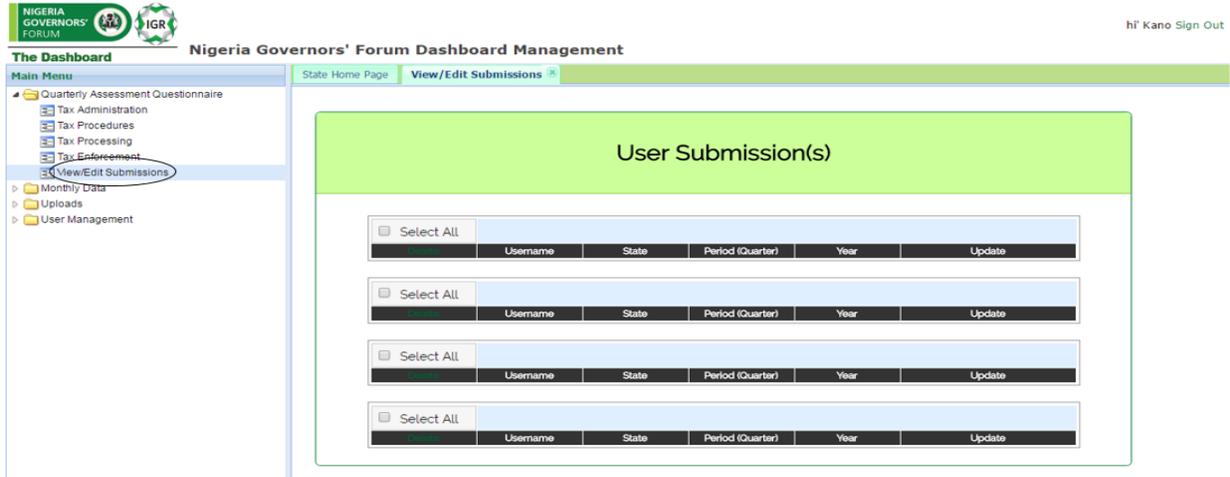
53. Are the HNWI identified in the database?
 Yes
 No

54. Has action been taken to assess and/or recover taxes from HNWI?
 Yes
 No

Other inter-agency cooperation

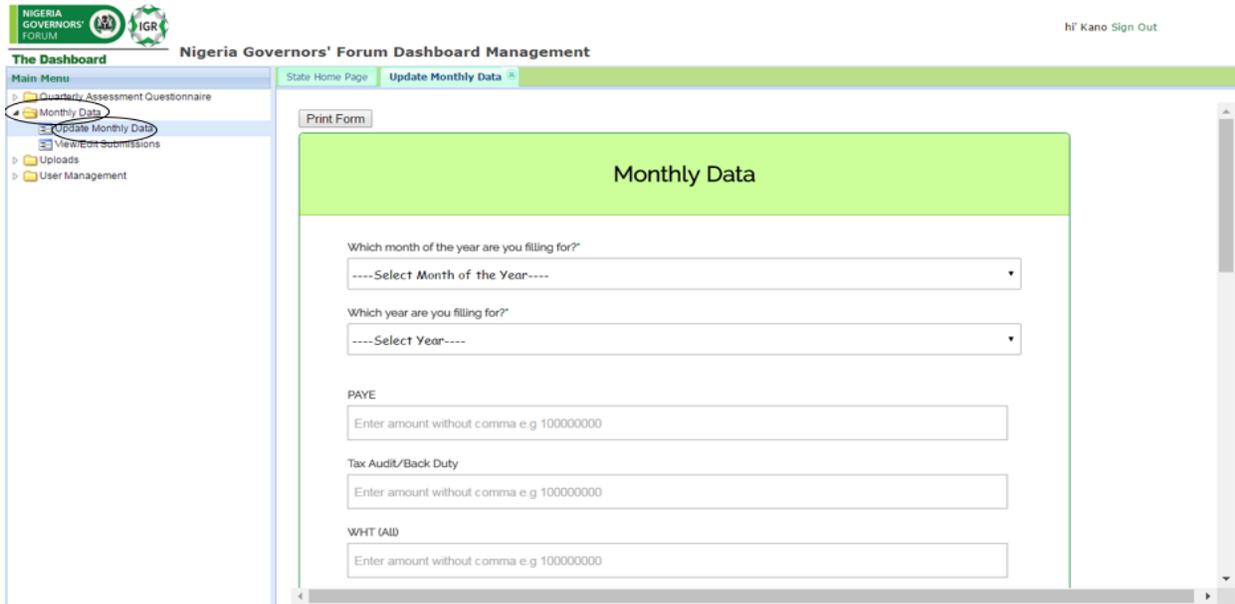
- The admin user fills the questionnaires, and submits them upon completion.

- Users can also view/edit submissions, using the **view/submission** link as shown below:



b. Monthly Data:

- This feature provides access to the admin user to update monthly IGR data under major tax heads.
- To access this feature, click on the folder **Monthly data** then **Update Monthly Data** to complete data form.



To logoff, click on **Sign Out** at the top right corner of the home screen.

Always remember to sign out after using the Dashboard.



The Dashboard

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