

Monthly URA routine: EFRIS invoices and VAT return

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Owner: Aaron Tushabe · **Backup:** *to be named* · **Last reviewed:** 29 Oct 2026

Adapted from GitLab's [Tax](#) pages (CC BY-SA 4.0).

Each month NFE issues its electricity bills as fiscal invoices in **EFRIS** and files the **Monthly VAT return** in **eTax**. The return for month M is due on the **15th of month M+1**.

This page is the source of truth for the routine. Claude's `ura-monthly-vat` skill follows it, so to run it with Claude, say "**run the ura-monthly-vat routine**".

Rules

- The taxpayer is **Watt Works Foundation Limited**. "Nearly Free Energy" is the brand only.
- Aaron logs in to EFRIS and eTax himself, and types every CAPTCHA and OTP. Logins are in the password manager.
- Only **one eTax session** at a time. Opening eTax in a second tab logs the first one out.
- Only generate an EFRIS invoice when its gross amount matches the billing PDF total **to within 1 UGX**. If it doesn't, stop and check.
- Aaron submits the VAT return himself.
- Record every FDN (fiscal document number) and the return's acknowledgement number in that month's working notes.

Step 1: Review the month's invoices

Invoices are in the Sezibwa Rentals folder, under `<Month YYYY> Invoices/NFE-YYYY-NNNNN.pdf`. Check each one against the tariff:

Tier	kWh	UGX per kWh, excluding VAT
T1	1-15	250
T2	16-80	779.40
T3	81-150	412
T4	151+	779.40

There's also a service charge of UGX 7,320 a month, and VAT of **18%** on everything. Build a review table (invoice, customer, kWh per tier, taxable amount, VAT, total) and flag anything that doesn't add up.

Step 2: Issue the invoices in EFRIS

In EFRIS, go to Fiscal Document Management → Receipts/Invoices → **Issue**.

1. **Section A:** Branch = Watt Works Foundation Limited; Currency = UGX; Seller's Reference No. = the NFE invoice number.
2. **Section B:** pick the buyer from **Frequent Contacts**. The customer-to-contact mapping is in the working notes. For a new customer, add them as a contact first.
3. **Section C:** add one line per tier, with the kWh from the bill as the quantity, plus the service charge. EFRIS prices include VAT:

Code	Item	Unit	Price incl. VAT
001	First 15 kWh	kWh	295
002	Between 16-80 kWh	kWh	919.69
003	Between 81-150 kWh	kWh	486.16
004	Above 150 kWh	kWh	919.69
005	Service Charge	per month	8,637.60

4. **Section D:** set Payment Mode to **Mobile money**. It defaults to Cash.
5. Check the gross amount against the bill (within 1 UGX), then click **Generate Invoice** and confirm **once**.
6. Note the FDN and verification code.
7. After the last invoice, open **Fiscal Document Inquiry** and confirm the count is right, there are no duplicates, and every invoice is "Valid".

Step 3: File the Monthly VAT return in eTax

1. Go to e-Services → Return → **Monthly Value-Added Tax**. Set the period to the month and choose **Submit Return** (not View Return).
2. eTax prefills sales and purchases from EFRIS **by invoice date**. Invoices issued in month M+1 belong to month M+1's return. **Decision (Sep 2026): file as prefilled**, and never add carried-over invoices by hand.
3. **Sales** tab: set "additional sales to declare?" to **No** (it defaults to Yes). **Purchases** tab: set "dispute prefilled purchases?" to **No** (it defaults to Yes). UEDCL purchase invoices come in from EFRIS automatically.
4. Review Input Tax Allowed, VAT Withholding Credit and the Tax Summary: sales, output VAT, input VAT, net VAT.
5. Aaron submits. Save the acknowledgement (EB...) receipt as `URA_VAT_Return_<Mon><YYYY>_Ack_<ref>.pdf` in that month's Invoices folder.

Step 4: Close out

In that month's working notes, record: the filed figures, the acknowledgement number, the FDNs, which invoices carry over into next month's return, and follow-ups. Then post the VAT payment in ERPNext against the **VAT** account.

Known issues

- ☐ The billing template shows the wrong seller VAT number. It should show the company TIN.
- ☐ Two customers share service address R5.

Other URA obligations

UNVERIFIED: confirm with the accountant.

Obligation	When	Status
VAT return	15th of each month	Filed monthly (this page)
PAYE	15th of each month, once there are salaried staff	Registered Aug 2025; confirm whether returns are due
Withholding tax	When paying suppliers that require it	To confirm
Provisional income tax	During the year	To confirm
Annual income tax return, FY2025-26	About 31 Dec 2026	To confirm with the accountant

Related

- [VAT treatment decisions](#)
 - [Roadmap](#): EFRIS integration for billing
 - [Battery import cost analysis](#): import VAT and withholding tax (confirm current rates)
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Revision #2

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