

First TUFMAN Training Workshop (TTW-1)  
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SPC, Noumea, New Caledonia

## **Session 7.2**

# **TUFMAN Licensing Setup**

## INTRODUCTION

Licensing is perhaps the most complex element of TUFMAN. This is because licensing itself is fairly complicated, is the central element that links everything else together, is very varied, and can be quite different from one country to the next. So in TUFMAN licensing is very important and should be given a lot of attention, problems with licensing will lead to errors in report output, revenue report errors, and lead to bad information being used for important decisions.

TUFMAN caters for differences in the region so that each country will have a different setup and are able to process their own specific licenses. For example license numbers are different, license certificates, the types of fees charged, etc. The system does that in 3 main ways:

- The TUFMAN profile – contains general options that affect licensing
- TUFMAN license profiles – these allow you to setup different ‘license types’ as you will see below
- License certificates – These can be customised to allow a different certificate for each license profile

How these are setup and what are the options in each will be detailed below, to give you a better understanding of the licensing system in TUFMAN.

## LICENSE SETUP IN THE TUFMAN PROFILE

The most general licensing options are found in the TUFMAN profile, which is described in the session on TUFMAN administration. Here we will only talk about the options specific to licensing. The TUFMAN profile is opened by going to ‘Admin->General Admin->Profile setup’. On this form there are a few options for licensing. Note that these have been setup when TUFMAN was first installed in your country and will probably never need to be changed.

- **Show licensing** – if this is not checked then there will be no Licensing button on the TUFMAN main menu, so you would only uncheck this if you have no licenses at all in your country.
- **Show registrations** – if this is checked, then the licensing sub-menu will contain a ‘Registrations’ button, that will allow you to enter and issue registrations separate from licenses, complete with registration number and registration certificate. Generally this is not used anymore since the registration fee is included as part of the license, which is a much easier method to administrate
- **Show receipting** – Check this box to enable the receipting functions of TUFMAN, which allow you to enter money received for licenses etc., and generate revenue reports.
- **Local currency** – this is relevant for the receipting in TUFMAN. All foreign amounts received are converted to the local currency and the licensing revenue reports will also report in this currency, so it is important to set this to the correct currency used in your country
- **Agreement number format** – this option defines how the agreement number is generated. If a company code is CPY and the second agreement is being entered, for example, then the types of agreement numbers available are CPY002, 02CPY, and CPY2012.
- **ARP type** – sets the default Agreement Review Period (ARP) type, which is either ‘agreement dates’, ‘calendar year’, or ‘date range’.

## LICENSE PROFILES

In addition to the TUFMAN profile options are the 'License profiles'. There will usually be several of these, exactly how many depends on how many different types of licenses you have and how finely you want them defined, since the system is very flexible and can be setup a number of different ways.

### What they are and what they represent

A license profile is basically a 'license type' and defines a number of key parameters for the license. You must have at least 1 license profile, and will need a license profile for each of the following:

- At least one for each license ownership type (domestic, foreign, and joint venture)
- At least one for each license numbering system
- At least one for each license certificate

For example consider that the licenses below are issued in a country:

Ref	Description	Ownership	License number example	License certificate
A	Domestic longline	Domestic	D-1234-LL-01	Domestic certificate
B	Domestic purse seine	Domestic	D-1234-PS-01	Domestic certificate
C	Foreign JP licenses	Foreign	F-1234-LL-01	Special JP certificate
D	Other foreign licenses	Foreign	F-1234-LL-01	Foreign license cert
E	Joint venture licenses	Joint venture	JV-1234-LL-01	JV certificate

For this example you would need 4 license profiles to cater for the different ownerships, license numbers, and certificates.

License profile ID	Description	For license refs	Comments
1	Domestic licenses	A and B	A and B have the same ownership, license number format, and certificate, so can be handled by 1 license profile
2	Foreign JP	C	C and D are almost the same, but 3 has a different license certificate so must have its own license profile
3	Foreign	D	See above
4	Joint venture	E	Different ownership, certificate and license number format to all of the others

Note that license profile 1 caters for both purse seine and longline domestic licenses. If desired, it is possible to split this into 2 license profiles, one specific for purse seine vessels and one for longliners, it is just a matter of choice.

In TUFMAN, there are 2 main places where you will see the license profile. The first is in the agreement details, where there is a list of 'licenses that can be issued under the agreement', and the

second is on the license detail form where you see the 'type of license' of the license being issued. This list will be the same list as that for the agreement 'licenses issued under the agreement'. There will be more on this later.

**Licenses Issued Under the Agreement:**

Foreign 12 month license	Foreign	<b>New License</b> Add <input type="text"/> <input type="button" value="Delete"/>

**license Details:**

Vessel: 107 CN VESSEL 33129

Type of license (as per agreement): Foreign 12 month license Fixed Period

### The License Profile screen

To view your current license profiles and edit or add new ones, go to 'Admin->General Admin->license setup'. This function is protected by the admin password. You will see something like the window below, which is a summary of the existing license profiles. In this summary you can see the ownership, gear (if specified), description, period and period type, the number of agreements using this license profile and the number of licenses issued with this license profile. Here you can add new license profiles and delete existing ones (if no license have been issued). Note the warning at the top of the window.

**WARNING: Changes must be made with extreme caution because they can have serious effects on the database if not done properly. Never make changes without consulting SPC beforehand.**

ID	Ownership	Gear	Description	Period type	Period	#Agr	#Licenses
4	Domestic		Domestic 12 month license	Fixed Period	12	9	75
6	Foreign		Foreign 12 month license	Fixed Period	12	25	278

### How to setup a license profile

When you select a license profile in the summary list above, you see the details of the license profile in the bottom half of the screen:

Full description of license	Domestic 12 month license	ID	4
Short description of license		Co ID	FM
Ownership	Domestic	<b>Fees applied</b>	
License period type	Fixed Period	<input type="checkbox"/>	Activation fee
License period	12	<input type="checkbox"/>	Registration fee
Gear		<input type="checkbox"/>	Observer fee
license mask	FM[YY-ARP]-[COID][VID][GR2]-[SEQVARP]	<input checked="" type="checkbox"/>	License fee
SequenceGroup	1	<input type="checkbox"/>	Goods and services fee
License certificate	licRep_FM Cert_Domestic	<input type="checkbox"/>	Extra vessel fee
License period units	Days	<input type="checkbox"/>	Value of Catch fee
Enter license holder	<input type="checkbox"/>	<input type="checkbox"/>	Access fee
Payment required	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Other fee
Registration required	<input type="checkbox"/>	Other fee description	Offload Fees
Activation required	<input type="checkbox"/>		
Comments			

Here is a description of each of the fields in a license profile:

- Full description of license – make this meaningful
- Short description of license – a shorter description if the full description is too long for reports
- Ownership – Domestic, foreign, or joint venture
- License period type – fixed period or per trip
- License period – the default length of the license, in months
- Gear – the gear, or leave blank if this profile is used for multiple gears
- License mask – this is how TUFMAN generates the license number, using a ‘mask’ of codes. The codes won’t be detailed here but this system allows TUFMAN to generate just about any license number format you would need.
- Sequence group – this is used for the numbering of the licenses
- License certificate – the name of the license certificate used for this license profile, which can be a Microsoft Access report or a word document
- License period units – the units that would be shown on the license certificate, if at all, which is days, months or years
- Enter license holder – this would be checked if the license holder needs to be specifically entered for the license, where the license holder is different from the agreement party.
- Payment required – if this is checked then a license cannot be issued without entering the receipt details and linking to the license.
- Registration required – checked if a separate registration should be entered before the license can be issued.
- Activation required – Solomon islands only
- Fees applied – the list of fees used by this license profile. Only the checked fees are shown on the license details form. Note the ‘Other fee’ which allows a different fee to be shown with its own custom description.

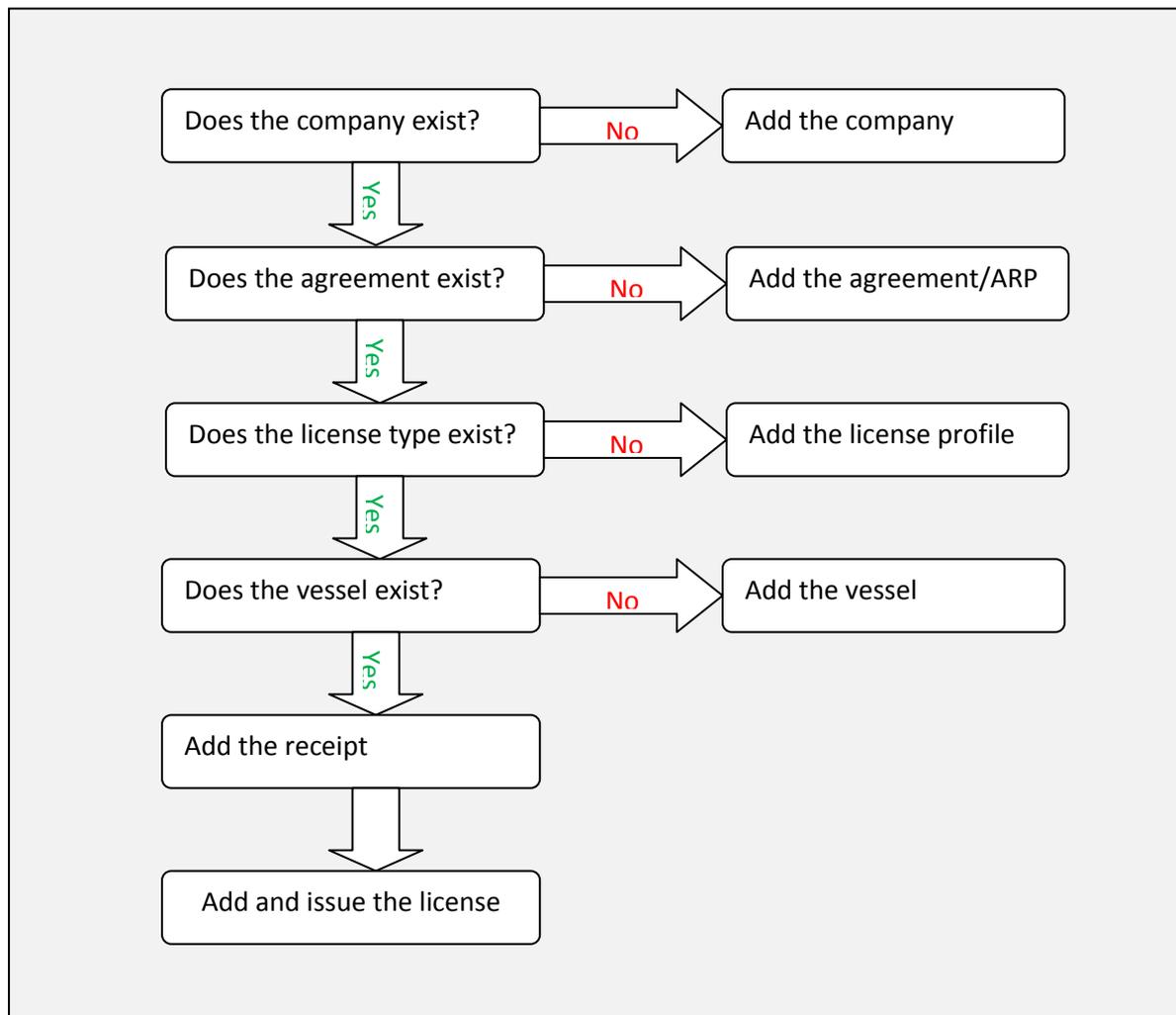
## Modifying License profiles

Modifying an existing profile should only be done with extreme care and with advice from SPC, because if licenses have been issued already then there could be undesirable effects. Generally unless the changes are very minor, like a description adjustment, then you might be better off adding a new license profile. If adding a new profile then it is also best to seek advice from SPC.

## SETTING UP A LICENSE IN TUFMAN

### The requirements

The basic process of entering a license is shown in the diagram below. Some processes might be skipped, for example not all countries enter the receiving information:



### The license certificate

The license certificate is generated one of 2 ways in TUFMAN. The first way is by an internal MS Access report. This means that the report is designed and run in Microsoft Access and will produce a certificate that cannot be edited. The second way is by word document, or template. This word document is located in the same folder as TUFMAN and is opened and filled in by TUFMAN when the certificate is generated. The benefit of this method is that the certificate can be changed more easily, even without the involvement of SPC, and the details on the certificate can be changed or

added to before printing. You can also save the document which you cannot do with the Access report method.

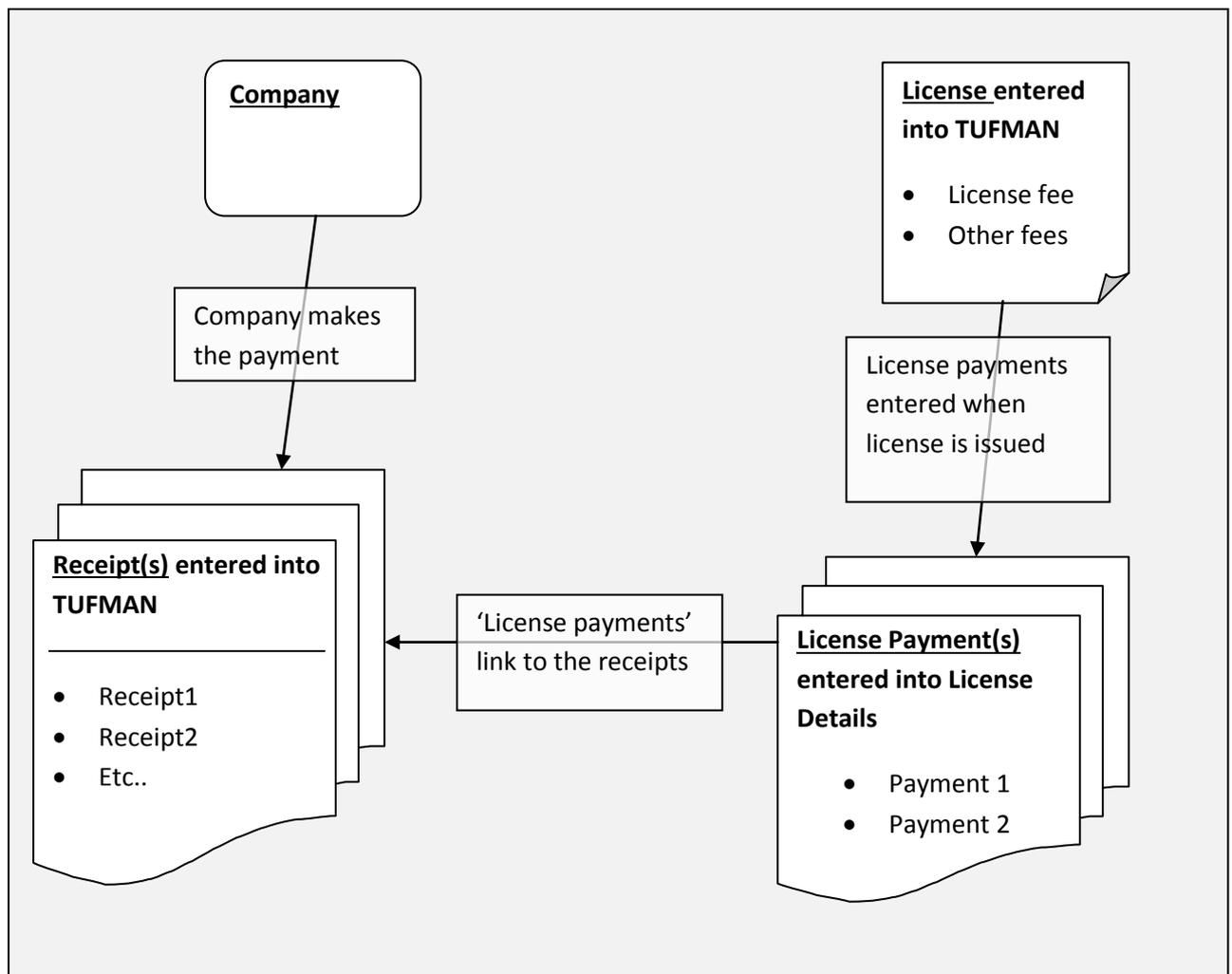
## RECEIPTING/FEES IN TUFMAN

### What is it and why do it?

Receipting in TUFMAN allows to you enter and keep track of licensing fees and payments. The main purpose of doing this is so that you can keep track of fees and revenue via the reporting system, which can give you total revenue, in your home currency, in a number of different formats. The key to producing the right numbers for these reports lies in the reconciliation and data quality reports for licensing fees. It is vital that all of the fees and payments have been entered correctly, completely, and balance one another, otherwise the revenue reports will not be reliable and these are usually required at the highest level.

### Brief overview of how it works and how to use it

The key elements of the Licensing fee/payment system are shown below:



Here is a simple example of a license which has 3 fees, a license fee, registration fee, and observer fee, paid for in 2 instalments:

**Fees due:**

License Fee	Registration Fee	Observer Fee
\$1000	\$200	\$50

**Payments**

Payment 1	\$1200	For license and registration fee
Payment 2	\$50	For observer fee

To enter this into TUFMAN you would do the following (assuming that the company, agreement, vessel etc already exist)

- 1) Enter the 2 payments under receipting as separate records:

Receipt Summary								
Company	Date rec'd	Remittance Ref	Foreign amount	Currency	Local amount	Complete	Balanced	Comments
FM Company 14	07-Nov-12	Payment1	\$ 1,200.00	USD	\$1,200.00	Yes	No	License and reg fee
FM Company 14	07-Nov-12	Payment2	\$ 50.00	USD	\$50.00	Yes	No	Observer fee

- 2) Enter the license and ensure that the fees are entered correctly, with \$1000 for the license fee, \$200 for the registration, and \$50 for the observer fee:

<b>Applicable Fees:</b>	Currency:	USD
license fee:		\$ 1,000.00
Observer fee:		\$ 200.00
Registration fee:		\$ 50.00
<b>TOTAL FEES DUE:</b>		<b>\$ 1,250.00</b>

- 3) While still entering the license, enter the payment information matching payment1 and payment2 to the correct fees, as below:

Payments:	Receipt	Pmt type	Amount	CUR	Local amount	Comments
	Note that currency of payment must match fee currency	Payment1	License Fee	1000	USD	\$1,000.00
	Payment1	Registration Fee	200	USD	\$200.00	
	Payment2	Observer Fee	50	USD	\$50.00	
	*					
Totals			1250		\$1,250.00	

Note that payment1 has 2 entries, one for the license fee and 1 for the registration fee, there is a separate line for each of the 3 types of fees, and the sum of the payments (\$1250) matches the sum of the fees.