

EBM 2.1 USER MANUAL

Computer & tablet



1. INTRODUCTION

1.1. Overview

Rwanda Revenue Authority (RRA), since 2013, has embarked on the vast ambitious of digitalizing the sales invoices information through the usage of Electronic Billing Machine (EBM) System. This process started with the Value Added Tax (VAT) registered taxpayers and RRA has embarked on the extension of EBM usage to non-VAT registered taxpayers effective from October 2020.

In order to meet taxpayer's specific needs due to business operations on one hand and the efforts to reduce the EBM compliance cost, RRA has developed various EBM solutions that fit business operations. Even though some solutions have been developed exclusively for a given category of taxpayers, taxpayers may have the option to choose the EBM solution that fits better their business operations among the solutions below detailed.

1.2. Goal of the training manual

This training manual aims to help taxpayers to learn how to use Electronic Billing Machine Version 2.1 (EBM2.1).

1.3. Eligible taxpayers for EBM Software

This solution is specifically designed for Large, Medium and Small Taxpayers, both VAT and non- VAT registered taxpayers, as well as other taxpayers who may apply for it. It is installed on Computing devices such as Laptop, Desktop, Tablets, PDA or POS.


1.4. Management module

Program Main Menu

Main Function	Information
Environments	It is for setting to use Management Module. There are user management system,password change, system setting, etc.
Item Management	Users can manage their own items. They can type item information, assign an item code and set initial stock and unit price.
Customer Management	Users can register and manage customers' information (contact) can be used in sale or purchase items.
Sales Management	Users can manage their own sales and print sale receipts.
Purchase Management	Users can manage their purchase information.
Import Management	Users can check imported items, assign item code and confirm them..
Stock Management	Users can check a state of In/Out through transaction. Also they can manage stock.

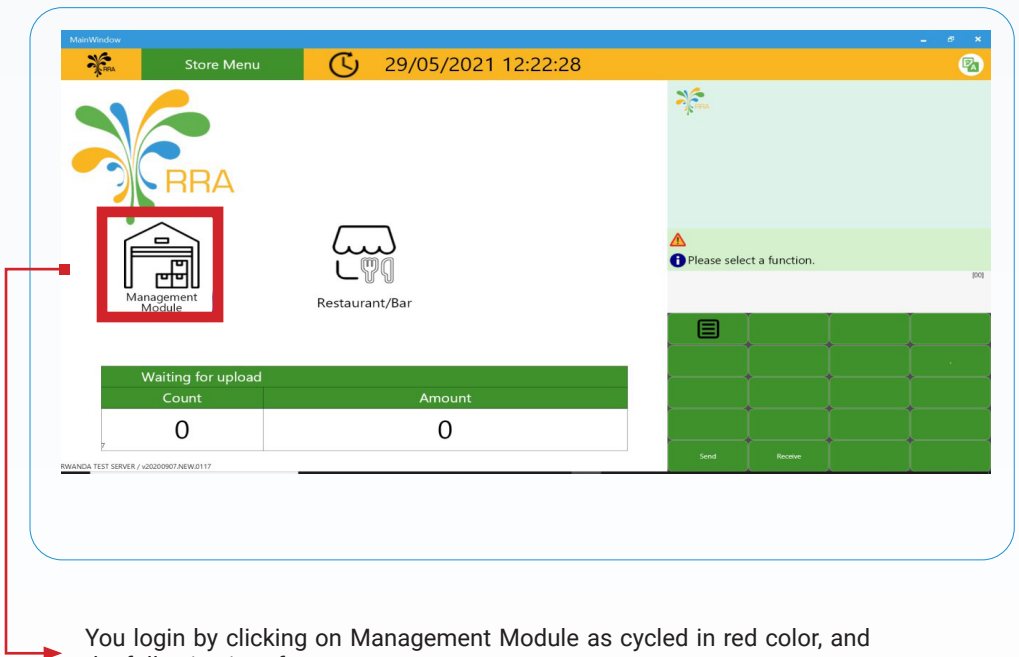
2. HOW TO USE EBM SOFTWARE / EBM V2.1

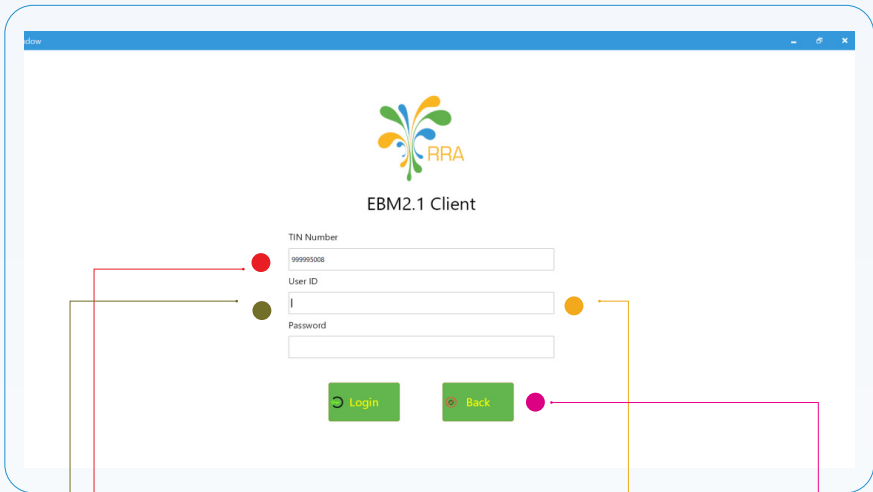
2.1. Program start



When users turn on the computing device after receiving EBM.1 client system, users can see this icon  on the screen. Double click the icon for executing the program.

2.2. Login

When the program starts, you can see the interface display like following.



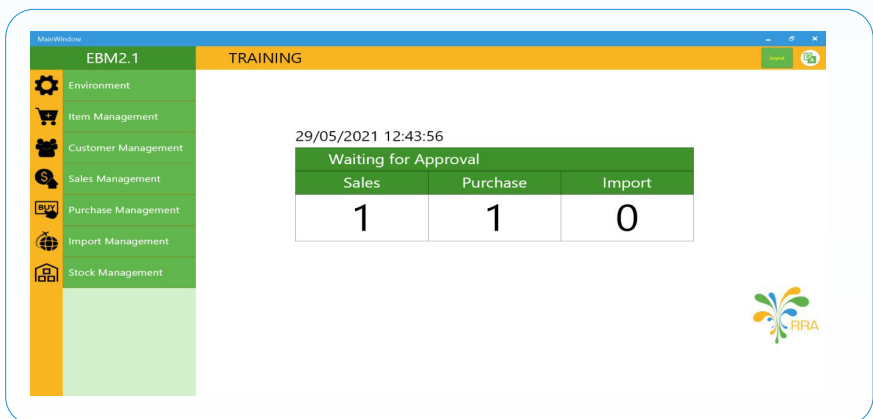


1. Check whether TIN is displayed.
2. Type User ID
3. Type Password and click  button.
4. If the User wants to go back to the main screen. Click on the  back button button

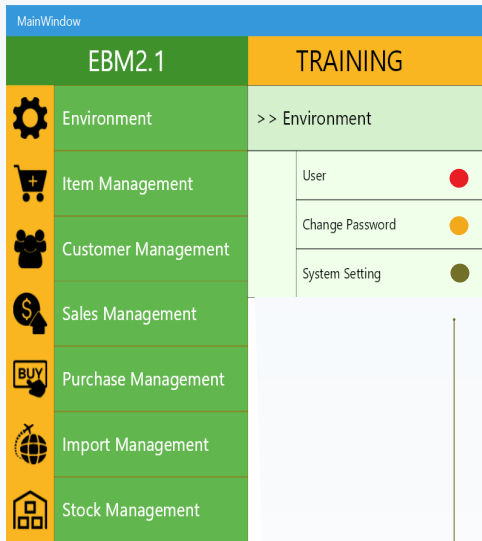
✖ If user ID and Password typed are not correct, User cannot log into the system

2.3. Program menu


After log in, you can see the following display.



2.4. Environment

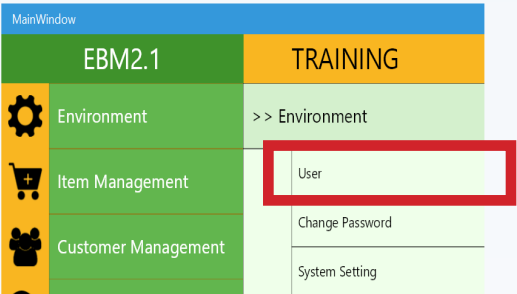


“Environment”, helps user to change password and manage systemsetting.

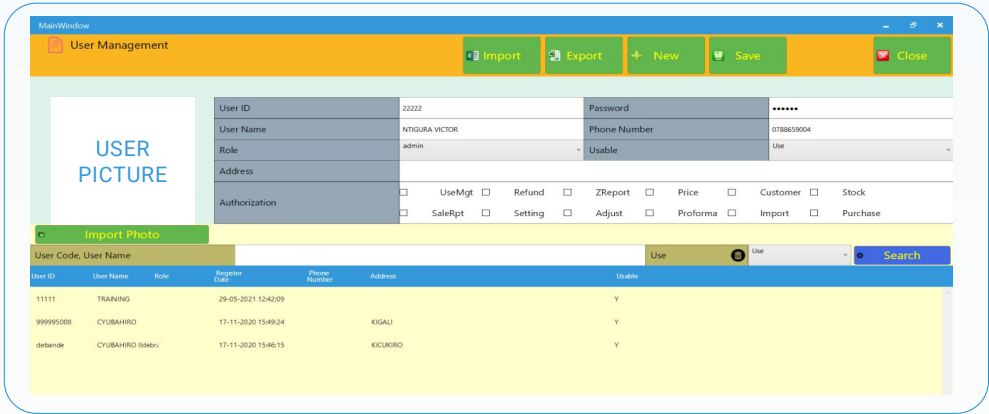
When you click  **Environment**, you can see sub menus like above, they provide the following functions:

- 1) **User Management:** Manage user who can use this program. (Specific explanation in part 2.4.1 User management.)
- 2) **Change Password:** Users can change their passwords. (Specific explanation in part 2.4.2 change password.)
- 3) **System Setting:** Set the values for default. (Specific explanation in part 2.5.3 system setting.)

2.4.1. User Management





The display is about the **"User management"**




The followings are about adding new users and modifying or deleting the existing user's information.

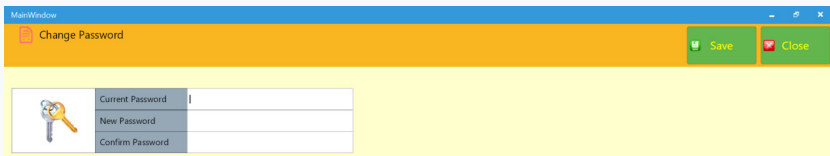
1) Add a new user

- Click  button.
- All fields become blanks at the top of display.
- Fill the blanks with right information.
- Click  button for saving information.

2) Change pre-registered users

- At the bottom of screen, search and choose users you want to modify.
- Click  button and change field information you want to change.

2.4.2.Password change



	Current Password

Please change the password periodically for security purpose (Recommended once per month)

- Type current password
- Type new password to change your password.
- Re type new password
- The new password will be accepted when user does log in next time. Please do not forget your new password.

2.4.3. System setting

Company Information	
Company Name	Test taapayer5008
Business Activity	test
Email Address	manager500800@test.co.kr
Phone No	0789995008
Branch Name	Headquarter
Manager Name	manager5008
Address	EAST KAVONZA NYAMIRAMA

More Information	
Paper size	80mm
TIN Number	999995008
SDC ID	SDC010000119
Branch Code	00
MRC No.	WISO1017531
Data Changed	17112020 03:22

Use system-setting menu for checking values associated to company information, system condition etc.

1) Company information.

- Manage company name, branch name, company head, address and etc.
- Registered company name and address will be printed on receipt therefore please manage them well.

2) More Information.

- Components showed in more information are system setting values cannot be modified by users. The information is for checking program error.

2.5. Item Management

The Following are about items for transaction.

Item Management

Import Export New Save Close

Item Code: [Field] Auto Numbering: [Field] Class Code: [Field]

Item Name: [Field] Use Barcode: [Field]

Batch Num: [Field] Origin: [Field] Insurance Y/N: [Field]

Item Type: [Field] Pkg Unit: [Field] Qty Unit: [Field]

Purchase Price: [Field] Sale Price: [Field] Tax Type: [Field]

Beginning Stock: [Field] Current Stock: [Field] Safety Stock: [Field]

Use Expiration: [Field] Expiration Date: [Field] Use: [Field]



Description: [Field]


Item Code	Item Name	Origin	Item Type	Pack Unit	Qty Unit	Purchase Price	Sale Price	Beginning Stock
RW3NTXNCH000049	Black tea	RWANDA	Service	Nett	Number	0.00	0.00	0
RW2BVXNCH0000007	Petit Skol (Bottle)	RWANDA	Finished Product	Bottle, bottleNumber		0.00	600.00	0
RW2BCNCH00000003	Petit Skol (crates)	RWANDA	Finished Product	crate	Number	10,200.00	0.00	2
RW1NTXNCH00000001	Umungu wa Kayumbi	RWANDA	Service	Cubic Metre		10,000.00	0.00	10
RW2NTXNCH000000065	Amagase	RWANDA	Service	Nett	Number	0.00	500.00	0
TZ18GXGX00000006	Sima ya Twiga 42.5	TANZANIA	Raw Material	Bag	Kilo-Gramme	9,500.00	11,000.00	680
TZ28XGXGX00000013	Tanzania rice G2 (50kg)	TANZANIA	Finished Product	Bag	Kilo-Gramme	35,000.00	40,000.00	100

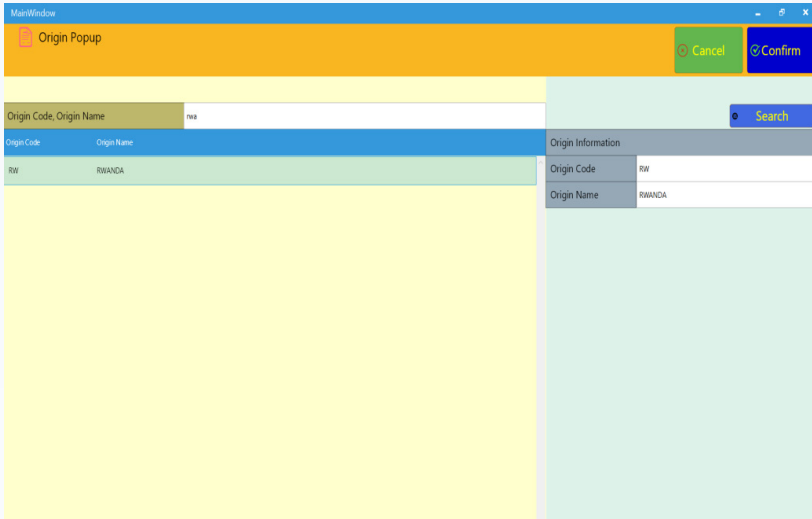
This part is about typed item list.

1. This part shows category where typed item is in.
2. This part shows specific information about typed item.

1) Add a new Item

- Please click  button to start to register a new item
- **Item code:** it is item code, which is found by clicking on  button. You click on it after filling all mandatory fields.
- **Auto Numbering:** Once checked, it helps to sort out registered items by item codes.
- **Item name:** Type the item name of your item and be as specific as possible. Example: Tanzania rice


- **Barcode:** If users want to use barcode number as code number, please click Use and then directly type barcode number, if users do not want type it, please click No Use and type nothing.
- **Origin:** choose item origin. When users touch  button, users can see display where they can choose origins like following.





Origin Code	Origin Name
RW	RWANDA

Origin Information

Origin Code	RW
Origin Name	RWANDA

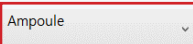

At Name, type parts of code and press enter key or click button. Then you can see origin code and name for your search. After click origin you want to choose and click  button.


- When you type parts of code on the Name part and touch enter keyboard or click the  button, you can see origin code and name based on the typed code users typed. Please click button
- the origin you want to choose and click  button.
- **Item Type:** Item Type: Check an item if it is finished item, Raw material or service.

Finished Product

Raw Material

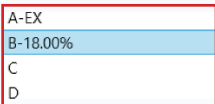
Service

- **Pkg Unit:** Click  and choose Packing Unit . Choose net always for services and for any product you cannot find easily the way it is packaged.

- **Qty Unit:** Choose Quantity Unit by click . Choose always number for services and for any product, you cannot find the way to count it.

- **Purchase Price:** Type purchase unit price.


- **Sale Price:** Type sale unit price.



-  **Tax Type:** Choose tax type. A-Ex for VAT exempted product, B-18.00% for products which pay VAT, C for export or rate and D for taxpayers who are not registered for VAT.

- **Beginning Stock:** Type the number of the initial stock when you register an item.


- **Current Stock:** It is about current left stock therefore you do not need to type something.

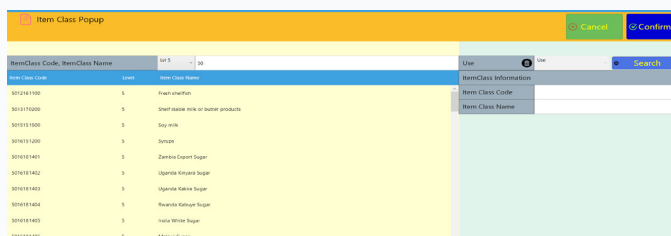
- **Safety Stock:** It is about Stock, which is at least amount you should maintain. When the number of stock is below the minimum stock value, it will show warning

- **Class code:** To find the class code click on search button  as cycled in red color.

- At , click  [level] button and always choose **Lvl 5**. Type part of content you want to search at **Item Class code, Item Class Name**. Example: If you do construction services, type **construction**. You can search also using the part of the class code and below are some part you can use and their descriptions:

Part of class code	Description
25	Used for spare parts and agricultural materials
42	Used for pharmaceutical and healthcare services
80	Used for house rent services
30	Used for construction services
50	Used for food and drinks
53	Used for clothes and shoes
56	Used for furniture
92	Used for consultancy services


After then when push enter key or click  **Search** button, highlighted lists correspond to your search will be displayed.




NOTE: If you do not find the exact class name choose the one corresponding to it.



- When category is chosen, the following is showed.



If you want to change it, click  button again.

- If you use Barcode, click Use at Use Barcode category and type
- barcode number directly at  Type the other lists following their characteristics.



- Check Auto Numbering and click  button, and then you can automatically create Item code.
- Type all information following their characteristics and click  button, you can add new item
- You can search just registered items at search engine by typing Item Code, Barcode, and Item Name at the bottom.


1) Pre-registered Item information change.

Item Code, Barcode, Item Name				Item		Use			Search
Item Code	Item Name	Origin	Item Type	Pack Unit	Qty Unit	Purchase Price	Sale Price	Beginning Stock	
KR2BAXCEL000001	TodayItem191227	SOUTH KOREA	Finished Product	Barrel	Cell	0	1500	1000	
RW2AM0BL000001	TodayItem1227	RWANDA	Finished Product	Ampoule	BL Barrel (petroleum)	500	2000	1500	

You can search pre-registered items at search engine by typing Item Code, Barcode, and Item Name at the bottom.

Item Code	KR-2BAXCEL-0000001		<input checked="" type="checkbox"/>	Auto Numbering	Class Code	11101502	Empty
Item Name	TodayItem191227				Use Barcode	No Use	Bar Code
Batch Num		Origin		SOUTH KOR	Insurance Y/N	No Use	L1 Sale Price
Item Type	Finished Product	Plg Unit		Barrel	Qty Unit	Cell	L2 Sale Price
Purchase Price	0	Sale Price	1500	Tax Type	B-18.00%		L3 Sale Price
Beginning Stock	1000	Current Stock	0	Safety Stock	0		L4 Sale Price
Description				Use	Use		L5 Sale Price

Click an item you want to change and change it.

- Categories you can change are Item Name, Purchase Price, Sale Price, Tax Type, Beginning Stock, Safety Stock, Description, Use and the others you cannot.
- If you want to change the others not accepted in system, please register new Item list similar to items you want to change.
- If you do not use registered item anymore, click No Use at Use category
- Click  button and complete the change.

2.6. Customer Management

The screenshot shows the 'Customer Management' window in ManiWindows. The title bar reads 'ManiWindows'. The main header is orange and contains the text 'Customer Management' on the left, and a row of buttons on the right: 'Import' (with a file icon), 'Export' (with a document icon), '+ New' (with a plus icon), 'Save' (with a floppy disk icon), and 'Close' (with a red X icon). Below the header is a form with several fields: 'Type' (set to 'Corporate'), 'Delegator', 'Phone 1', 'TIN', 'Nationality' (with a dropdown arrow), 'Phone 2', 'Name', 'E-Mail', 'Bank', 'Account', 'Address', 'Depositor', 'Group' (set to 'Default'), 'Remark', and 'Use'. Below the form is a search bar with 'Customer Code, Customer Name' as a placeholder, a 'Use' button, and a 'Search' button. Below the search bar is a table with the following columns: ID, Type, Name, Delegator, Nationality, Email, Phone1, Phone2, FAX. The table contains four rows of data:

ID	Type	Name	Delegator	Nationality	Email	Phone1	Phone2	FAX
785801667	Corporate	Aime						
999993124	Corporate	kamali						
999995001	Corporate	Noheli						
999999999	Corporate	general customer						

The following display is about customer management.

Like item management display, registered lists are at lower part of display and chosen customer specific information is at upper part of display.


The followings are about each category.

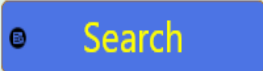

This image shows a close-up of the 'Type' dropdown menu. The dropdown is open, showing two options: 'Corporate' (highlighted in blue) and 'Individual' (in white). The background of the form is green.

Type: It identifies whether customer is **Corporate** or **Individual**.

- Corporate includes all customers who have TIN
- To register a new corporate customer click on search button cycled in red color

TIN



- On new display, fill in TIN (Example: 100005050) and click on
-  button, click on the customer name (HOTEL DES MILLE COLLINES (HMC) Ltd) then click on  button.

Taxpayer Popup

Cancel

Confirm

TIN, Taxpayer Name	100005050	Use	0	Use	Search
Taxpayer Name	Province	Address	Taxpayer Information		
100005050	HOTEL DES MILLE COLLINES (HMC) Ltd		TIN		
			Taxpayer Name		

Delegator: Type name of CEO (leader). In case of individual, type individual's name.


MainWindow

Origin Popup

Cancel

Confirm

Origin Code, Origin Name	RW	Search
Origin Code	Origin Name	Origin Information
RW	RWANDA	Origin Code: RW
		Origin Name: RWANDA

Nationality: Click  button and choose the nationality

- **E-Mail:** Type an E-Mail address.
- **Bank:** Type customer's main bank.
- **Account:** Type bank account numbers.
- **Depositor:** Type a name of a depositor.
- **Phone1, Phone2, Fax:** Type each phone number and fax number.
- **Address:** Type an address.
- **Remark:** Type remarks.
- **Use:** Click one between customer use or no use. (If you click No use, you cannot choose a customer in sale management.)

Note:

1. Individual customers are these who do not have TIN number to register them Use their **Telephone** in place of TIN, remove starting 0, example for 0788185500 use 788185500. Put their personal name in place of **Name**, others are the same as corporate customers.
2. For taxpayer who do not have neither TIN nor telephone, use **999999999** in place of **TIN**, others are the same like Individual.

The followings are about registration of new customer and delete or modification of pre-registered customer.

1) Registration of a new customer

- Click  button

At Type, choose a type of customer. If a customer is a corporation, type 'corporate', if he/she is an individual, type an 'individual'.

- Click  button for save after type all information.


2) Modify pre-registered customer information.

Customer Code, Customer Name	999991126	Use	Search				
Type	Name	Deligator	Nationality	Mail	Phone 1	Phone 2	Sex
999991126	Individual	jackson lee	air_crew@gmail.com	01071600000			

Choose a customer you want to change at the bottom of screen.

Type	Individual	Deligator	jackson lee	Phone 1	01071600000
TIN	999991126	Nationality	RWANDA	Phone 2	
Name	jackson lee	E-Mail	air_crew@gmail.com	FAX NO.	??????????
Bank	RWANDA BANK	Account	000000-00-000000	Depositor	jackson lee
Address	RWANDA, KIGALI	Remark	N/A	Use	Use
Group	Default				

At the top of screen, select a list you want to change and change it.

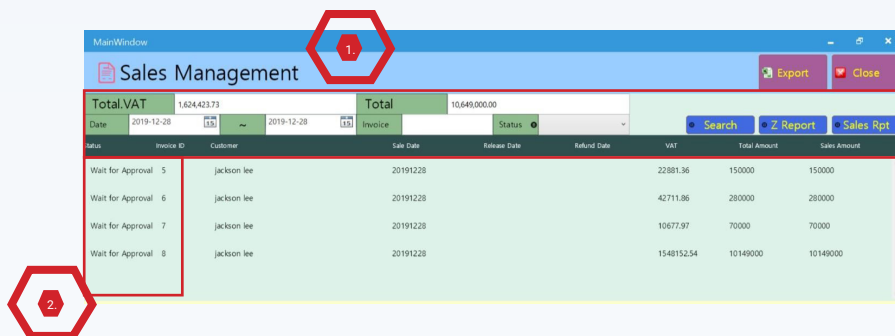
When you complete list change, save it by click  button.

2.7. Sales Management

When you click Sales management, you can see the following screen.

Sales Management										Export VAT	Export	Close
Total.VAT		1,525.42		Total		10,000.00						
Date	4/6/2022	Invoice	4/15/2022	Invoice	Status	Search Z Report Sales Rpt						
Name	Invoice ID	Customer	Sale Date	Refund Date	Refund Date	VAT	Total Amount	Sales Amount				
Wait for Approval	37	JATHIN	13-04-2022			1,525.42	10,000.00	10,000.00				
Detail list												
Status	Invoice ID	Customer							New Detail Modify			
VAT	Total Amount	Sales Amount							Delete			
Item Code	Item Name	Quantity	Unit Price	Amount	Sales Amount	VAT						

Sales management menu is made of two screens. At the top of screen, there is sales information. Detail information (list) is at the bottom of screen. The followings show more detail about sales information part.




1. This is for check sale information.
2. This is for check sale list. Default shows weekly input information








It means that you register sales but any item is not released. If you want to release an item, click the Wait for Approval status of sales information and process the release data. After then status become approved.

If customer request cancel the pre-registered sales, status will become cancel requested. If you refund it, it will be refunded. In addition, if you choose RollBack except Refund, it become Approved. Please notice that Status can be changed according to transaction type.


The followings are about how to register new sales information, how to release item and how to cancel the sales information customer request to cancel.





1) Register new sales information.


- Click  button.
- Type sale information on sale registration screen like below.

- Click the  button to select a customer. If the customer is not registered, please register him at customer management menu.
 - Click  in Item Code category to go to Item Popup menu.
 - Type Item Code, Item Name to search an item. If you need to register new item, click  button at the top to register new one.
 - If you complete searching item, type Unit Price, Sales Qty, Tax Type and press [Enter] key. Click  to register an item you searched.
 - After click the  button, item register space will be clear therefore you can register next item. For the other items registration, repeat the above process.
 - After registering all of items for sale, click  button at the top of display.
- After sale management, check the information you just registered at the top of Sales Management.
 - At the time, the status is Wait for Approval. If you want the item out, click sale you want to out and click  button.

2) Item out Management.

- If Status is Wait for Approval, it means that item is registered for sale but it is not out
- (released). If you want item out, click the sale list and click  button.


Current Status		Wait for Approval						
					Item Code			
Invoice ID	37	Sale Date	20220413		Class Code			
Customer ID	789999999	Customer Name	JATHIN				Current Stock	
Total Amount	10,000.00	Validate			Unit Price	0.00	Sales Qty	0
VAT	1,325.42	Cancel Request			Tax Type		Vat	0.00
D/C Amount	0.00	Cancel			D/C Rate (%)	0	D/C Amount	0.00
Supply Amount	10,000.00	Refund			Sales Price	0.00	Total Price	0.00
Remark								
Item Code	Current Stock	Unit Price	Sales Qty	Sales Price				
Item Name	VAT	D/C Amount	Total Price					
RWJNTXNJO000048	5,000.00	2	10,000.00					
Black tea	1,325.42	0.00	10,000.00					


- Item out is simple. Click  button and process payment.
- Please check status become Approved when item out is completed.
- Notice that item out cannot be approved if item out value is bigger than current stock value. In this case, supplement the stock.

3) Cancel/ Refund Registration.

- Like as item out registration, Click  button after check Approved status at Sales Management.

Approve	Cancel	Refund	CancelRequest	Item Code		
Invoice ID	38	Sale Date	20220413	Class Code		
Customer ID	789999999	Customer Name	JATHIN			Current Stock
Total Amount	11,000.00	Validate	20220413140837	Unit Price	0.00	Sales Qty 0
VAT	1,677.97	Cancel Request		Tax Type		Vat 0.00
D/C Amount	0.00	Cancel		D/C Rate (%)	0	D/C Amount 0.00
Supply Amount	11,000.00	Refund		Sales Price	0.00	Total Price 0.00
Remark						
Item Code	Current Stock	Unit Price	Sales Qty	Sales Price		
Item Name	VAT	D/C Amount	Total Price			
TZ1BGKKGX0000006	11,000.00	1	11,000.00			
Sima ya Twiga 42.5	1,677.97	0.00	11,000.00			

- Click  button and change the status into Cancel Requested.


- Click  button, choose the reason of refund and process the refund.

- Complete the refund and then status becomes refunded.

- When transactions such as sale registration, release registration, cancellation, refund etc are created, each date is showed up at the date space. Please check the date.

Total.VAT	1,525.42	Total	10,000.00					
Date	4/6/2022	4/13/2022	Invoice	Status		Search	Z Report	Sales Rpt
Status	Invoice ID	Customer	Sale Date	Release Date	Refund Date	VAT	Total Amount	Sales Amount
Refunded	39	JATHIN	13-04-2022	13-04-2022 14:49:17	13-04-2022 14:49:17	-1,677.97	-11,000.00	-11,000.00
Refunded	38	JATHIN	13-04-2022	13-04-2022 14:08:37	13-04-2022 14:49:17	1,677.97	11,000.00	11,000.00
Wait for Approval	37	JATHIN	13-04-2022			1,525.42	10,000.00	10,000.00

Detail list								
Status		Invoice ID	0	Customer				
VAT	0.00	Total Amount	0.00	Sales Amount	0.00			

If you make a mistake, select it and click the  button. But the process is only approved when the status is Wait. You cannot delete the data that is in release, cancellation or refund.

2.8. Purchase Management

After click the Purchase management, you can see the following screen.

The screenshot shows the 'Purchase Management' window. At the top, there are buttons for 'Receive', 'Export', and 'Close'. Below these are input fields for 'Total VAT' (0.00), 'Total' (0.00), 'Date' (2019-12-28), 'Invoice', and 'Status'. A 'Search' button is also present. The main area is divided into two sections: a top section with a red hexagon labeled '1' and a bottom section titled 'Detail list' with a red hexagon labeled '2'.

Status	Invoice ID	Supplier	Supply Date	Accept Date	Cancel Date	Purchase Amount	VAT


Seq	Item Code	Item Name	Qty	Unit Price	Amount	Purchase Price	Purchase Amount	VAT

This screenshot shows the 'Purchase Management' window with a list of purchase items. The top summary section shows 'Total VAT' (997,627.11) and 'Total' (6,540,000.00). The 'Date' is 2019-12-28, 'Invoice' is blank, and 'Status' is 'Wait for Approval'. A red box highlights the 'Status' column, and a red hexagon labeled '1' is placed over the 'Status' dropdown menu. A red hexagon labeled '2' is placed over the 'Status' column header. The list of purchase items is shown below.

Status	Invoice ID	Supplier	Supply Date	Accept Date	Cancel Date	Purchase Amount	VAT
Wait for Approval	1	Jackson lee	20191228			40000	6101.69
Wait for Approval	2	Jackson lee	20191228			6500000	991525.42

As Sales Management, you can see the purchase list at the top of screen and the purchased item list is at the bottom. The followings explain purchase information at the top.


1. This place is for check purchase list. Default shows information for today data.
2. After save new purchase information, Status becomes Wait for Approval. It means that you purchase an item but the item is not in yet. For item in, choose sales in Wait for Approval status and process item in. Then the status becomes **Approved**.

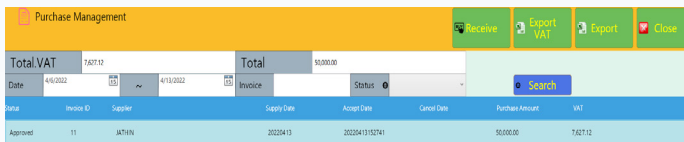
Purchase information can be showed even if you didn't type it. Customer who sold items register sale and click  **Accept** button at the top. You can see purchase information and status become Wait for Approval. If the information is correct, confirm item in. Then status becomes Approved. If you did not purchase or it is not correct, please request cancellation. In this case, Status will become Cancel Request.

Notice that status can be changed depending on purchase type.



The followings are about how to register new purchase information, how to receive items, how to request cancellation.

1) Register new purchase information. (1: Download purchase info)


Click  **Accept** button too download purchase info.

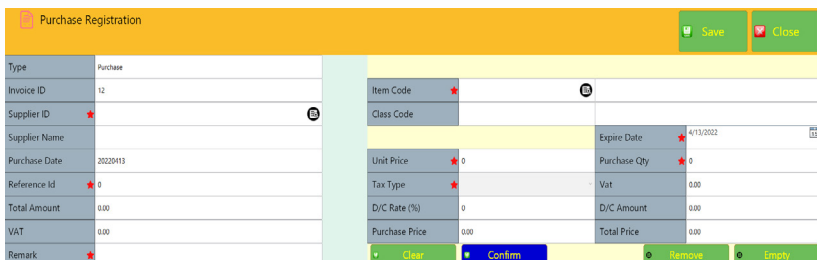






Purchase Management									
Total VAT		160712		Total		50,000.00			
Date	4/6/2022	Invoice	4/13/2022	Invoice	Status	0	Search		
State	Invoice ID	Supplier	Supply Date	Accept Date	Cancel Date	Purchase Amount	VAT		
Approved	11	JAT787N	20220413	20220413 02741		50,000.00	7,627.12		








- Click  **Search** button to search downloaded purchase info.
- At the time, status is Wait for Approval. Choose purchase list and click  **Detail** button to item in.

2) Register new purchase information. (2: direct purchase)

- Click  **New** button.
- When you can see the screen as a following photo, type purchase information on it.








Purchase Registration				Save		Close	
Type	Purchase						
Invoice ID	12	Item Code					
Supplier ID		Class Code					
Supplier Name		Expire Date	4/13/2022				
Purchase Date	20220413	Unit Price	0	Purchase Qty	0		
Reference Id	0	Tax Type	Vat		0.00		
Total Amount	0.00	D/C Rate (%)	0		D/C Amount 0.00		
VAT	0.00	Purchase Price	0.00		Total Price 0.00		
Remark		   					


- Click the  button to select a customer (seller). If the customer is not registered, please register the customer at Customer Management.
- Click the  button to select Item code.
- Type Item Code, Item Name to search an item. If you need to newly register items you will purchase, click  button at the top to register new one.
- If you complete download items, type Unit Price, Sales Qty, Tax Type and click [Enter] button. Click  button to register items.
- After click the  button, the purchase item type space become blank therefore you can register another item. You can repeat these processes.
- After you register all purchased items, click the  button at the top of screen.
 - After purchase registration, you can check information you just register at the top of Purchase Management menu.
 - At this point, Status is Wait for Approval. If you want to do item in, please choose the  button after choose the item for item in.

3) Import registration

- Wait Status means that purchase registration is completed but you do not receive the item yet. Choose an item list for item in and click the


 **Detail** button.


Detail Information Of Purchase						Export	Close
Current Status	Approved						
 Accept	 Cancel					Item Code	
Invoice ID	11	Purchase Date	20220413	Class Code			
Supplier ID	789999999	Supplier Name	JATHIN			Expire Date	4/13/2022 
Total Amount	50,000.00	AcceptDate	20220413152741	Unit Price	0.00	Purchase Qty	0
VAT	7,627.12	Cancel Request		Tax Type		Vat	0.00
D/C Amount	0.00	CancelDate		D/C Rate (%)	0	D/C Amount	0.00
Supply Amount	50,000.00	Refund		Purchase Price	0.00	Total Price	0.00
Remark							
Item Code		Unit Price	Purchase Qty	Purchase Price			
Item Name		VAT	D/C Amount	Total Price			
RW1NTXMX00000049							
		1,000.00	50	50,000.00			
Black tea							
		7,627.12	0.00	50,000.00			



➤ Item in process is simple. Just click the  **Accept** button.

➤ Then item in process is completed. Please check status become Approved.

4) Request cancellation.

➤ Like Received item registration, select the Wait for Approval status list you want to cancel and click the  **Detail** button.

Current Status	Wait for Approval							
 Accept	 Cancel	 Save					Item Code	
Invoice ID	12	Purchase Date	20220413	Class Code				
Supplier ID	106722257	Supplier Name	MUHANGA IMPROVED LOCAL			Expire Date	5/13/2022 	
Total Amount	100,000.00	AcceptDate		Unit Price	0.00	Purchase Qty	0	
VAT	15,254.24	Cancel Request		Tax Type		Vat	0.00	
D/C Amount	0.00	CancelDate		D/C Rate (%)	0	D/C Amount	0.00	
Supply Amount	100,000.00	Refund		Purchase Price	0.00	Total Price	0.00	
Remark								
Item Code		Unit Price	Purchase Qty	Purchase Price				
Item Name		VAT	D/C Amount	Total Price				
RW1NTXMX00000001								
		10,000.00	10	100,000.00				
Umungana wa Kayumbu								
		15,254.24	0.00	100,000.00				

- If you click the  button, the  button will be activated. Then Click it to save your cancellation.
- When transactions such as purchase registration, received item registration request registration etc are created, Each date will be showed at the bottom of screen. Please notice it.

Total.VAT	22,881.36	Total	150,000.00				
Date	4/6/2022	Invoice	Status				
<div> <div>4/13/2022</div> <div>Invoice</div> <div>Status</div> <div>Search</div> </div>							
Status	Invoice ID	Supplier	Supply Date	Accept Date	Cancel Date	Purchase Amount	VAT
Canceled	12	MUHANGA IMPROVED LOCAL TECHNOLOGIES COMPANY Ltd	20220413		20220413160412	100,000.00	15,254.24
Approved	11	JATHIN	20220413	20220413152741		50,000.00	7,627.12

Detail list

Status	Invoice ID	Supplier
VAT	Purchase Amount	


New

Detail

Modify

Delete

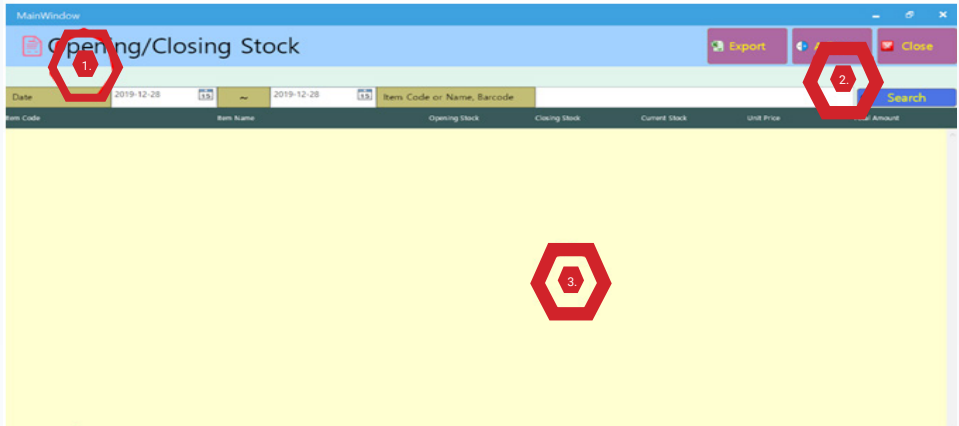
Seq	Item Code	Item Name	Qty	Unit Price	Amount	Purchase Price	Purchase Amount	VAT
-----	-----------	-----------	-----	------------	--------	----------------	-----------------	-----

- If you make a mistake, choose the list you want to delete and click the  button. However, it is only approved when it is in Wait status. If the list is treated as the received item or is in requested cancel, you cannot delete it.

2.9. Stock Management

When you click the stock management, you can see the three tabs. The followings explain them.

2.9.1. Opening / Closing stock



1. The part indicated by 1 shows each item in/out status for specific period.
2. Number 2 indicates the space for search of stock status. A period is basically a month. You can set the period you want to search.
3. Number 3 shows searched contents. Search stock with Item Code, Name, barcode. You can see initial stock, final stock, current stock, item price, and total price calculated from the amount of an item you have.

2.9.2. Stock Status

1. Number 1 shows each item current stock status.
2. Number 2 is for search. You can search item you want to check its stock. Basically, you can search all item.
3. Number 3 shows that you can see each item stock status

2.9.3. Stock Management and Movement

Unwillingly you need to adjust stock because of damage, error, theft, lost etc. Then you can use Stock adjustment. Also sometimes, there is stock movement. In these cases, click the stock list you want to adjust or move and click the button at the top of screen.

➤ **(Stock decrease)** Choose [Discarding] in Adjust Type category.

- Adjust Qty Type number which is [the amount of items you will decrease] and press [Enter] key.
- Click [Save] button.
- You can produce finished product, consuming raw material. You can control each materials increase/decrease, considering finished product.
- Click Adjust Type [Processing Raw/Result] in Adjust Type category.

- At Processing Management, Click [Raw Material] button.

- At Processing Item Popup Click, [Create] button.

Processing Item Management Popup

Finished Product

Item Code [dropdown] Finished Item [checkbox]

Item information

Item Code [dropdown] Class Code [dropdown] Quantity [dropdown] Confirm Cancel Print

Raw Material

Item Code	Item Name	Quantity
RM182CAK0000001	rawitem2	3

- At Processing Item Management Popup, You can search finished products with Finished Product Item Code of finished product (You can search only finished product.)
- At Processing Item Management Popup screen, search and download Item Code in Item information category. (Only raw material can be searched.)
- Type number which is [the amount of raw material you want to consume] in Quantity category and click [Confirm] button.
- Click [Save] button.

*(Remarks). Register patterns with which raw materials are consumed to produce finished products.

Processing Item Popup Create Cancel Confirm

Finished Product

Item Code [dropdown] Processing Quantity [dropdown]

Raw Material

Item Code	Item Name	Quantity	Cost
RM182CAK0000001	rawitem2	4	100

- If you registered pattern with which raw materials are consumed to produce a finished product, get pre-registered finished product information, using Item Code in Finished Product category at Processing Item Popup screen.

- In Processing Quantity category, type number which is [the amount of Finished Product you want to produce] and click [Save] button
 - At Processing Management, Click [Save] button.
- *(Remarks) In mapped finished product and raw materials, producing is for stock increase and consuming is for stock decrease.
- The other way is using raw material registration related to producing a finished product. You can use the information once. The raw material registration is on Processing Management screen, which is initial screen of [Processing Raw/Result].

You can register an item only for item Type 'Raw material'.

Raw Material

Item Code *

Class Code

Current Stock 0

Quantity *

Confirm Cancel

Finished Product

Item Code *




Class Code

Current Stock 0

Quantity *

Confirm Cancel

You can register an item only for item Type 'Finished Product'

- Click  button in Item Code category. You can get information of raw material and finished product corresponding to each category. Fill the blanks of Quantity and type number for consuming and producing.
- Click  **Confirm** button to register it.
- Click  **Save** button to reflect typed stock.

2.10. Import Item Management

You can see the following screen when you click import management.

Import Management [Export] [Close]

Op.Code	1966973	ITEM Desc.	PREMIX FOR COMPLETE FEED	Approval Status	Waiting
Op. Date	20181227	Supplier	TROUW a Nutreco company	Approval/Cancel Date	
HSCODE	29362900000	Agent	THE HARVESTERS AGENCY LTD		
ITEM CODE		EXPAVER NAME			
Origin	NETHERLANDS	Item Name	PREMIX FOR COMPLETE FEED		
PKG Qty	1692	Gross WT	26060		
Qty	26060	Invoice AMT	887.35		
Unit		Invoice Currency			
		Rate	887.35		

[Approve] [Split] [Cancel]


Detail list



Date	Op. Code	Desc. No.	Item Seq	HSCODE	Item Desc.	Origin	Export Country	PKG Qty	QTY	QTY Unit	Gross WT	NET WT
Waiting	20181227 1966973	C2616-2018-TZDL	1	29362900000	PREMIX FOR COMPLETE FEED	NETHERLANDS	NETHERLANDS	1692	26060		26060	26060
Approve	20181227 1966973	C2616-2018-TZDL	2	29362900000	PREMIX FOR COMPLETE FEED	NETHERLANDS	NETHERLANDS	1371	26012		26012	26012
Waiting	20181224 1965161	C11932-2018-UGSCT	1	23040000000	MUFIGO SOYA BEAN	UGANDA	UGANDA	560	28000		28000	28000

You can see imported item list showed in automatically uploaded registered import list therefore you don't need to type list on this program. You can manage lists of it depending on duration (standard is today), provider, approve status.

Basically, when you search imported item list and do nothing, approval status become Waiting. If the list is correct, you should Approve and Split it, if it is not, you should cancel. The followings explain how to process the imported item list.

1) Approve (Single item import)

- For Approve, click waiting status list at  to check details at the top of screen.

- At , click  button of ITEM CODE category to choose an import item (Like below, click an item you want to approve and click

 **Confirm**

MainWindow

Item Popup

+Additem Cancel Confirm



Item Code, Item Name today

Item Code	Item Name	Origin	Item Type	Pack Unit	Qty Unit
RW2BGXBAX0000002	todayItem1228	RWANDA	Finished Pro	Bag	Barrel

User Search



Item Information

Item Code	
Item Name	
Origin	
Item Type	
Pkg Unit	
Qty Unit	
Purchase Unit Price	
Sale Unit Price	
Current Stock	
Safety Stock	

At  click the button 

Please check whether Approval Status becomes Approved or not

2) Approve (Numerous items import)

- Choose Waiting status item at  to approve it
- Click  button.

MainWindow

Import Split

Save Close

Import information


Date	2020-07-28	Op Code	188873
Decl Date	20181227	HS Code	2902900000
Pkg Qty	1,882	Qty	20,882
Item Desc			

Item information




Item Code	RW2BAX00000001	Item	
Class Code	301161102		Fresh shellfish
Current Stock	805		
Quantity	68		

Confirm Remove Empty

Item Code	Item Name	Current Stock	Quantity	Quantity After
RW2BAX00000001	Item	1200	30	1,230

- At Item information category, type and register imported item name and its quantity in this category. (you can register numerous items you will import by repeating above process.)
- Click  button to reflect registered item stock.

3) Cancellation

- To cancel a list, a waiting status list at  and check the details at the top of screen.
- At , click  button

Check an Approval Status turns into Canceled in imported item.



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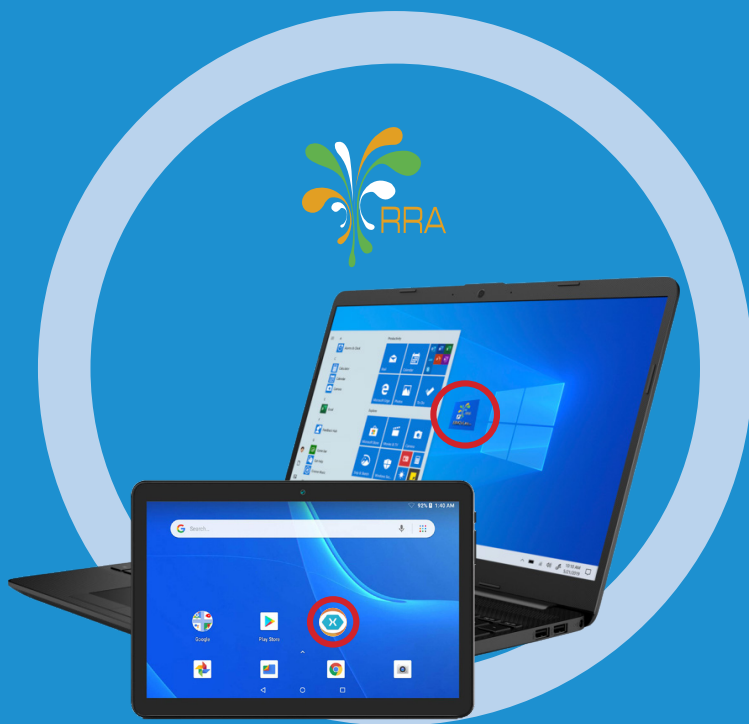
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(START YOUR TEXT WITH 'RRA')



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