RWANDA REVENUE AUTHORITY
TAXES FOR GROWTH AND DEVELOPMENT

EBM 2.1

COMPUTER USER GUIDE

HERE FOR YOU TO SERVE

EBM 2.1
USER GUIDE

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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

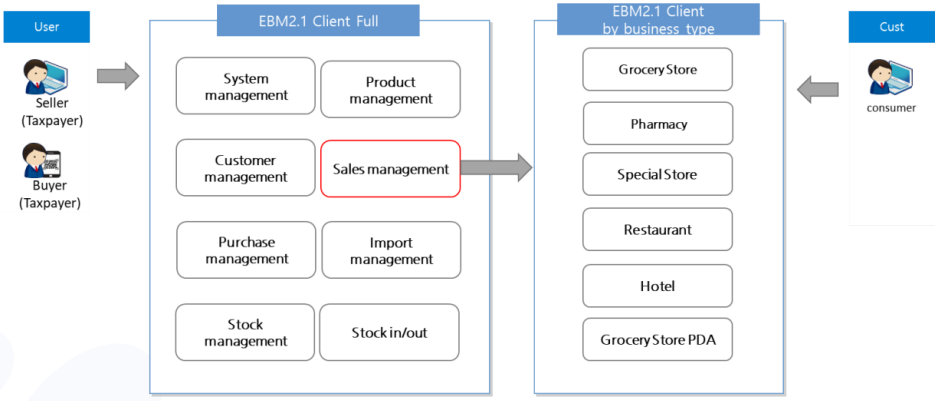
This training manual aims to help taxpayers to learn how to use Electronic Billing Machine Version 2.1 (EBM2.1).

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. SYSTEM

This program is made of two components. EBM Management Module, which offers the interfaces to manage stock and transactions and Templet part divided by business type for various types of sales management. The structure below shows how the system is constructed.



1.5. 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.

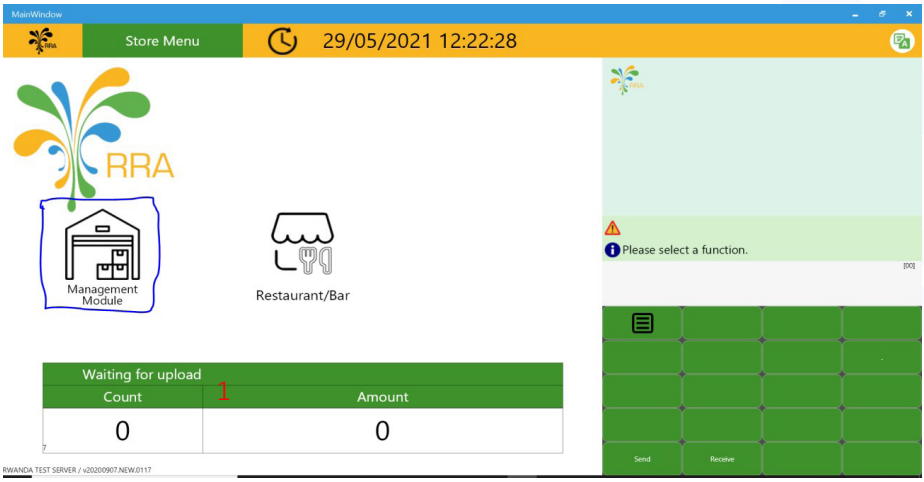
2. HOW TO USE EBM SOFTWARE / EBM V2.1

2.1. Program start

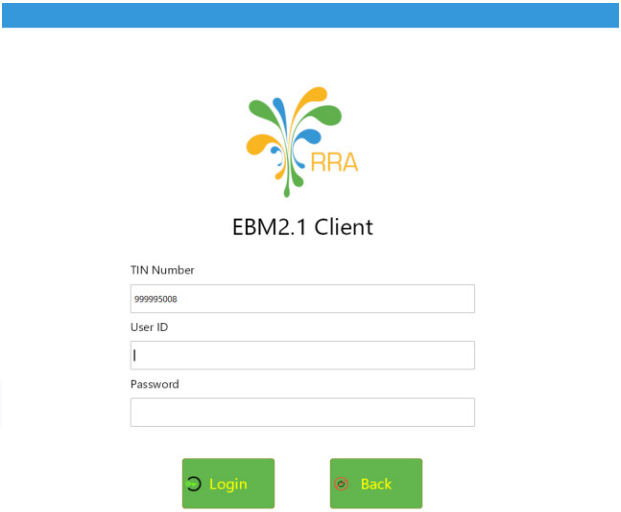
When users turn on the computing device after receiving EBM2.1 client system, users can see icon on the display. Double click the icon for executing the program.

2.2. Login

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



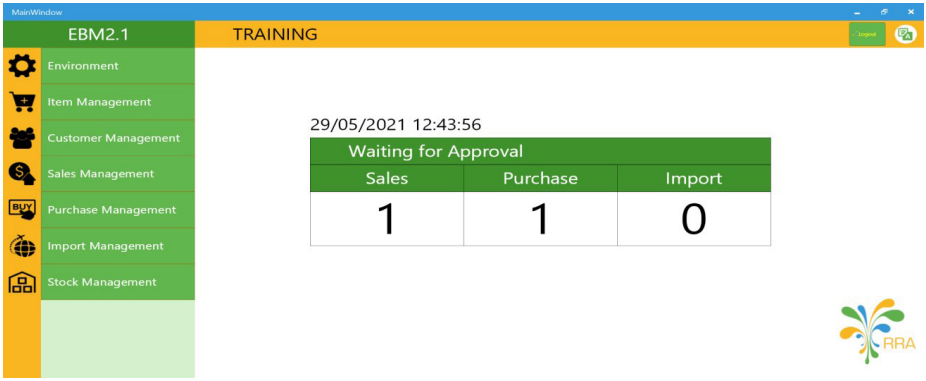
You login by clicking on Management Module as cycled in blue color, and the interface below appears:



1) Check whether TIN is printed or not.
2) Type User ID&Password and click button.
3) If users don't want to use the system, touch the or click on close button
4) If typed values are not available, users cannot use the system

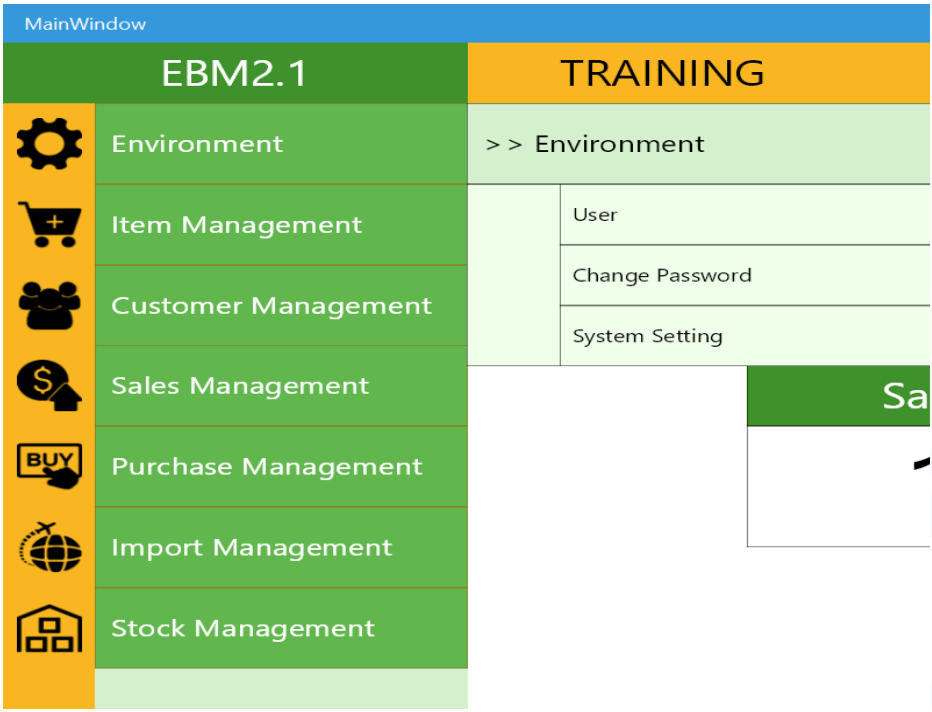
2.3. Program menu

After log in, you can see the following display.



2.4. Environment

They are like setting to use the system. Within environment, you can manage users, change password and manage some setting.



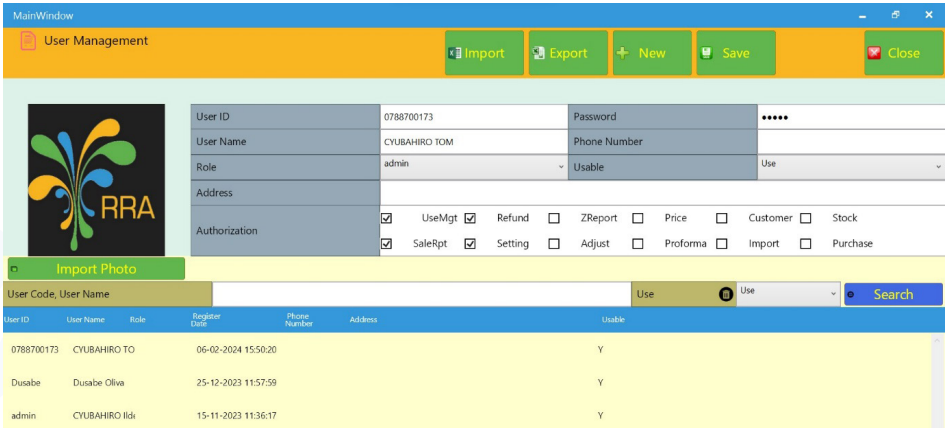
When you click

, 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 below is about user management



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

1) Add a new user

- Click

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

button for saving information.

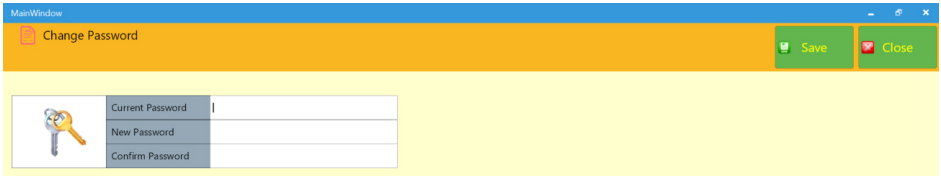
2) Change pre-registered users

- At the button 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

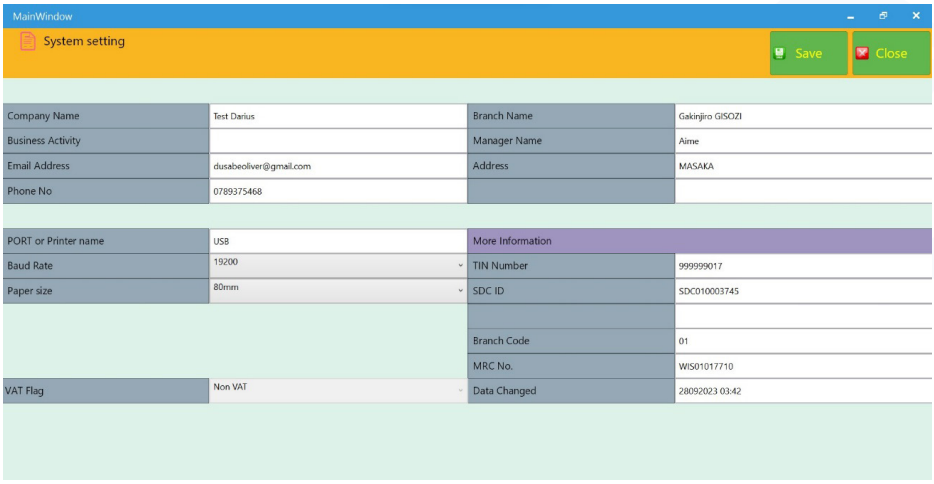
Please change the password periodically for security purpose (Recommended once per month)



- 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

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



1) Company information.

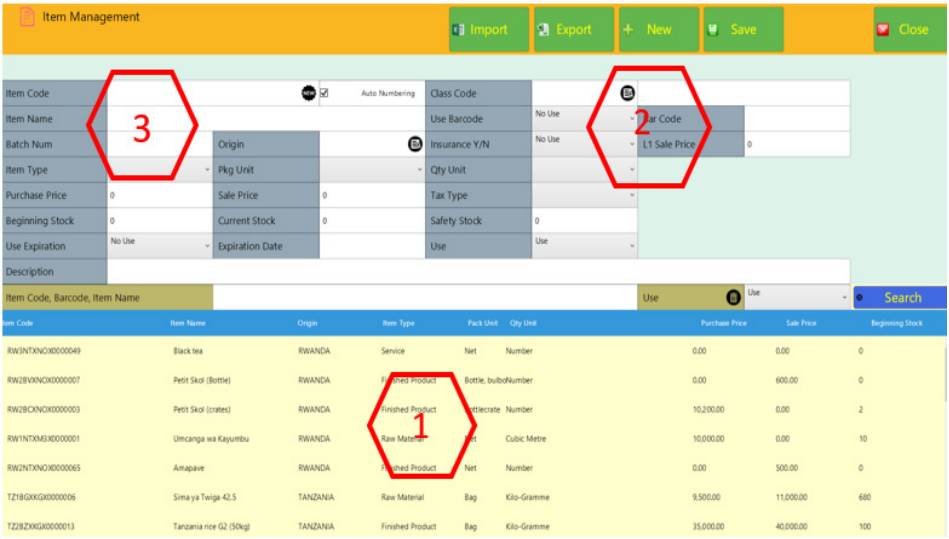
- Manage company name, store name, company head, store head, address etc.
- Registered company name and address will be printed on receipt, please manage them properly.

2) System check

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

2.5. Item Management

The Following display is about items for transaction.



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

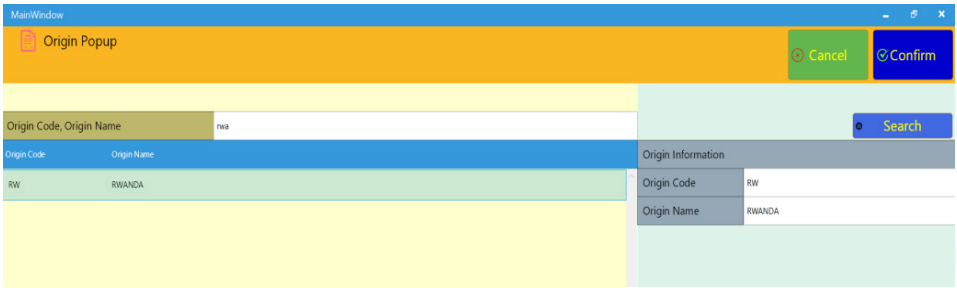
1) Add a new Item

- 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.
- A**uto 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.

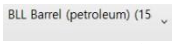


At Name, type parts of code and press enter key or click button. Then you can see origin code and name for your search .After click origin you want to choose and click Confirm button.

- When you type parts of code on the Name part and touch enter keyboard or click the Search 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 Confirm 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 Ampoule and choose Packaging Unit Ampoule 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, and C for export or rate and also you can use B-18.00% for every item.

  A-EX
  B-18.00%
  C
- **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

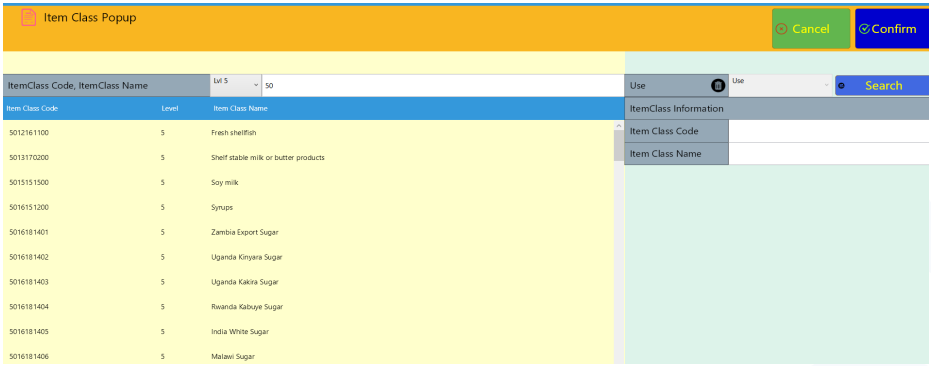
, click

[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 parts 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.

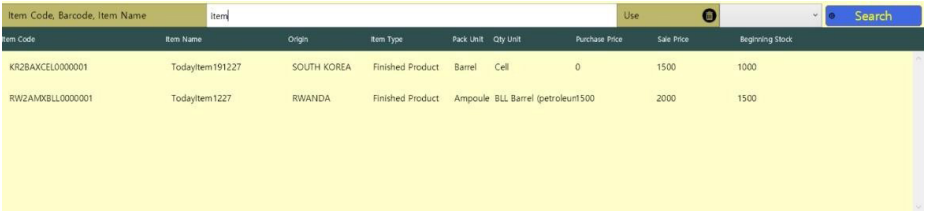
- When category is chosen, the following is displayed.

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 Bar Code Type the other lists following their characteristics.
- Check Auto Numbering and click NEW button, and then you can automatically create Item code.
- Type all information following their characteristics and click Save 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.

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



- Click an item you want to change and change it.

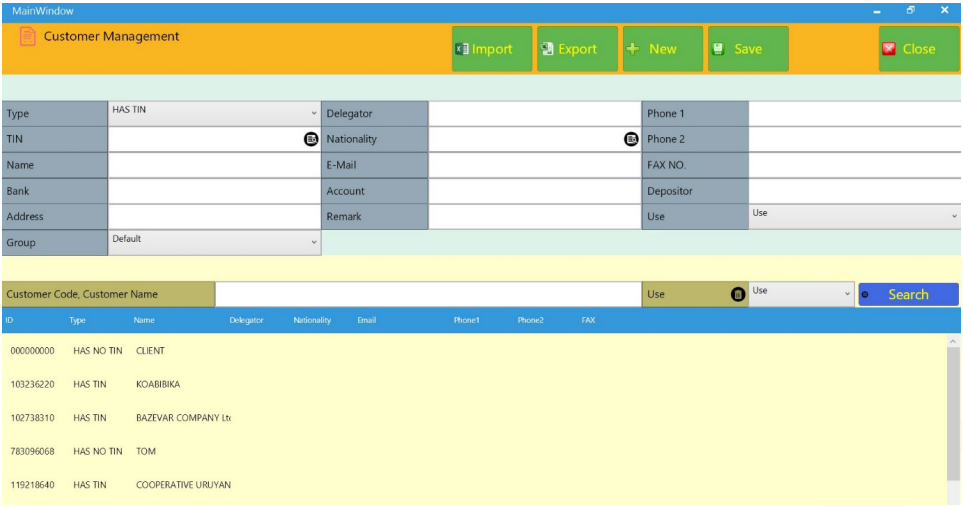
Item Code	KR-2BAXCEL-0000001		Auto Numbering	Class Code	11101502	Emery	
Item Name	TodayItem191227			Use Barcode	No Use	Bar Code	8801234567777
Batch Num		Origin	SOUTH KOR	Insurance Y/N	No Use	L1 Sale Price	0
Item Type	Finished Product	Pkg Unit	Barrel	Qty Unit	Cell	L2 Sale Price	0
Purchase Price	0	Sale Price	1500	Tax Type	B-18.00%	L3 Sale Price	0
Beginning Stock	1000	Current Stock	0	Safety Stock	0	L4 Sale Price	0
Description				Use	Use	L5 Sale Price	0

- 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

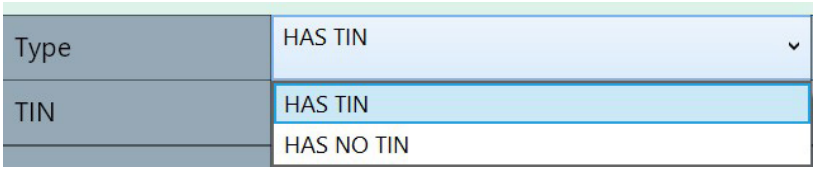
The following display is about customer management.



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

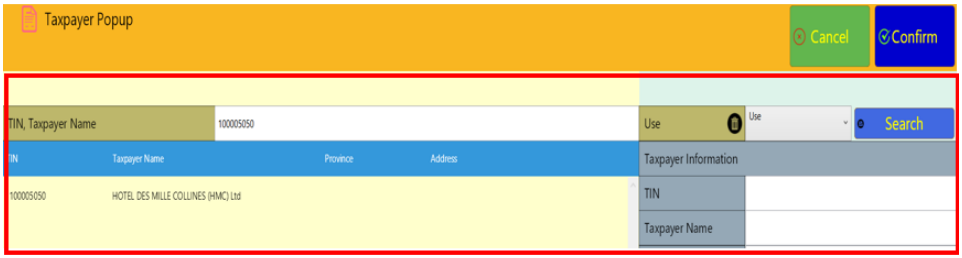
The following is about each category.

- **Type:** It identifies whether customer is **has TIN or not**

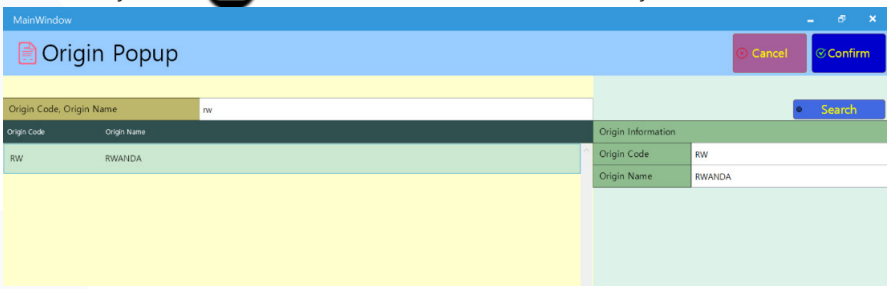


- To register a new HAS TIN customer, click on search button circled in red color

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



- **Delegator:** Type name of CEO (leader). In case of individual, type individual's name.
- 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) Has no Tin customers are these who do not have TIN number to register them use their Telephone in place of TIN, removing the 0, example, for 0788700173 use 788700173. Put their personal name in place of Name, others are the same as Has Tin customers.

2) For taxpayer who do not have neither TIN nor telephone, use 000000000 in place of TIN, others are the same like Has no Tin.

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 'Has TIN', if he/she is an individual, type an 'Has no Tin'.
- Click

button for save after type all information.

2) Modify pre-registered customer information.

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

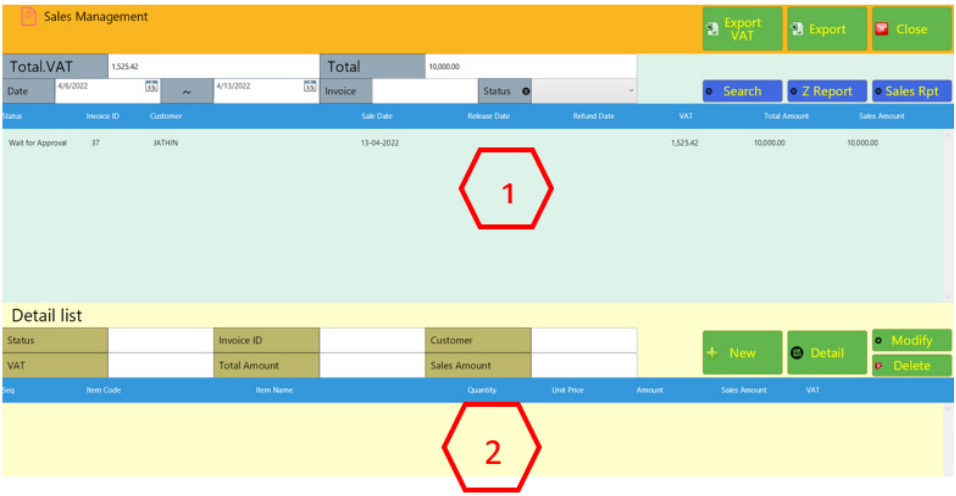
- At the top of screen, select a list you want to change and change it.

- When you complete list change, save it by click

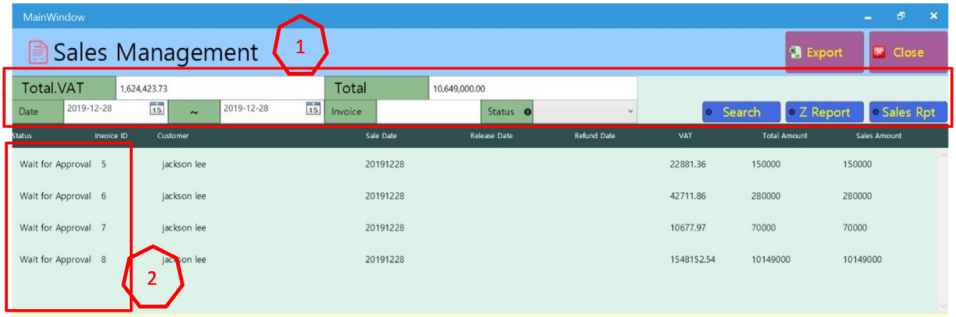
button.

2.7. Sales Management

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



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



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

2. This is for check sale list. Default shows today 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.

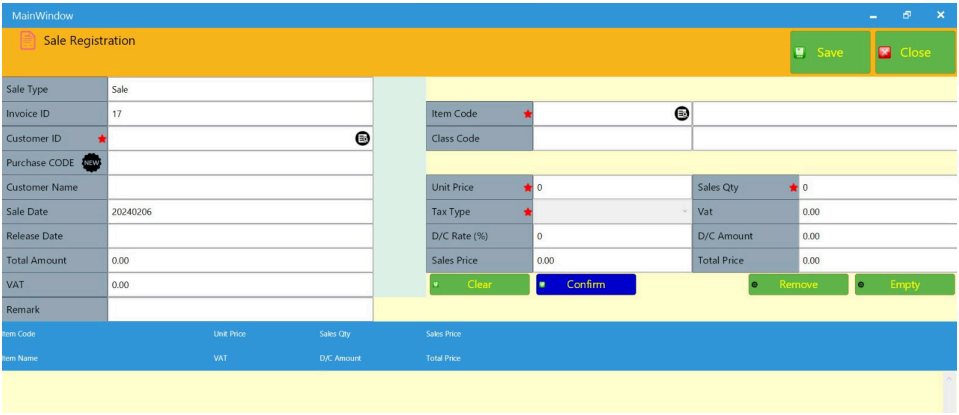
If customer request cancel the pre-registered sales, status will become cancel requested. If you refund it, it will be refunded. In addition, if you choose RollBack except Refund, it become Approved. Please notice that Status can be changed according to transaction type.

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.

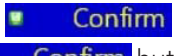
- Click

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.
- Please enter the purchase code

provided by the client
- 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

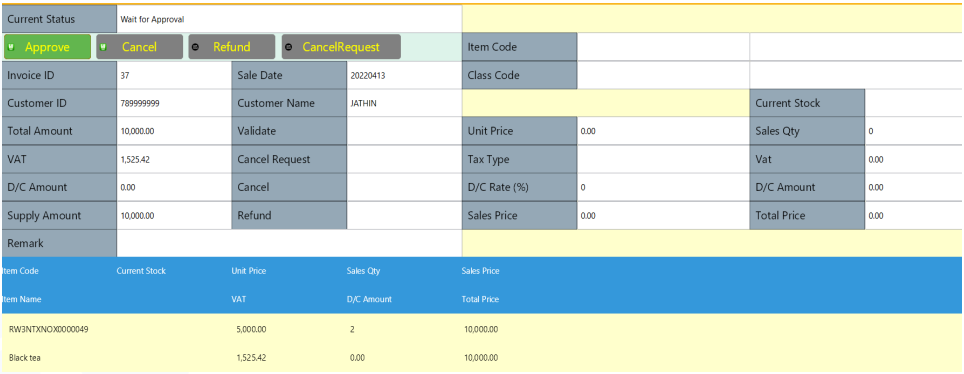
button, item register space will be clear therefore you can register next item. For the other items registration, repeat the above process.
- After registering all of items for sale, click

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 Detail button.

2) Item out Management.

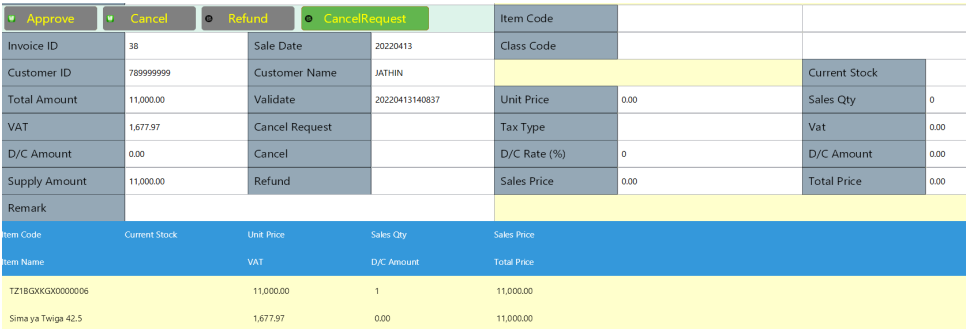
- If Status is Wait for Approval, it means that item is registered for sale but it is not out (released). If you want item out, click the sale list and click Detail button.



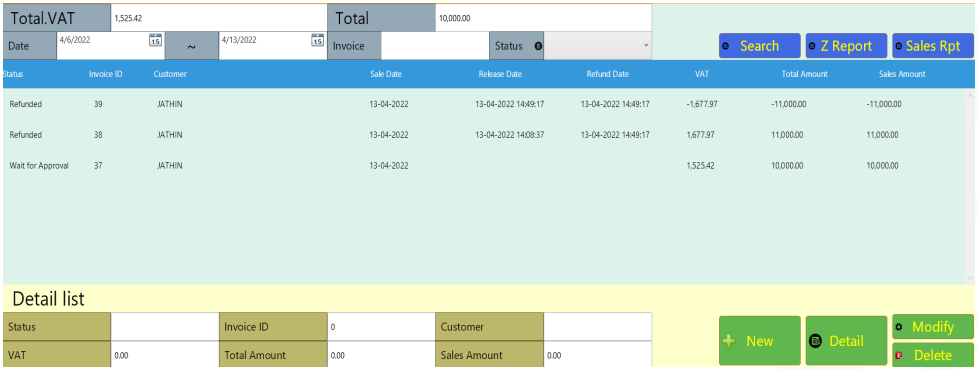
- Item out is simple. Click Approve button and process payment.
- Please check status become Approved when item out is completed.
- Notice that item out cannot be approved if item out value is bigger than current stock value. In this case, supplement the stock.

3) Cancel/ Refund Registration.

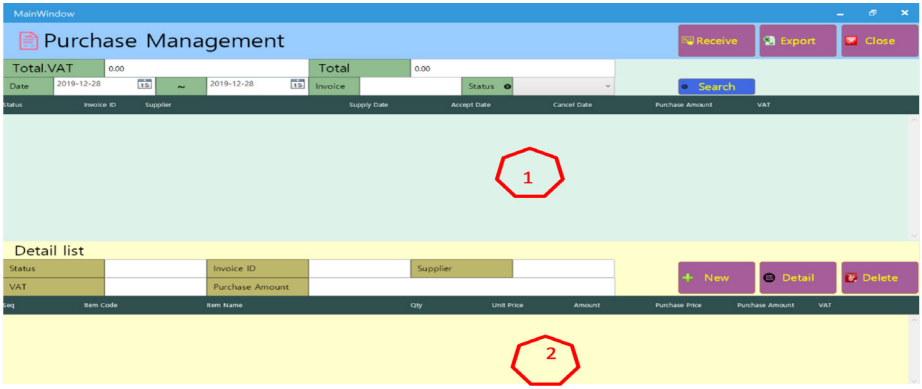
- Like as item out registration, Click Detail button after check Approved status at Sales Management.



- Click CancelRequest button and change the status into Cancel Requested.
- Click Refund 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.



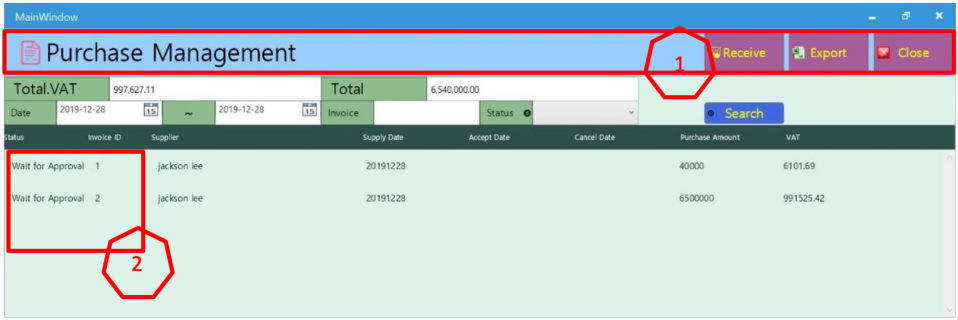
If you make a mistake, select it and click the Delete button. But the process is only approved when the status is Wait. You cannot delete the data that is in release, cancellation or refund.



2.8. Purchase Management

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

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**.

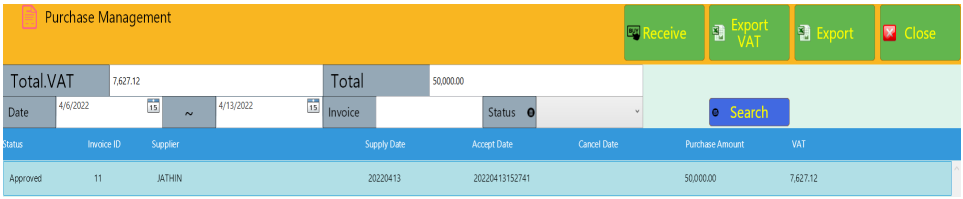
Purchase information can be showed even if you didn't type it. Customer who sold items register sale and click Accept button at the top. You can see purchase information and status become Wait for Approval. If the information is correct, confirm item in. Then status becomes Approved. If you did not purchase 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)

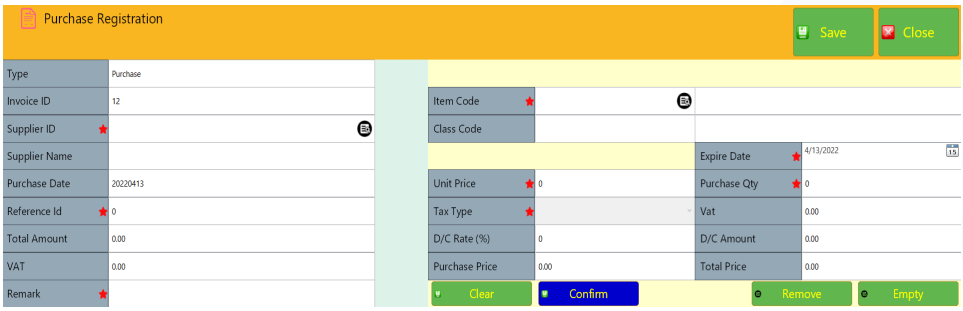
Click Accept button too download purchase info.



- 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.

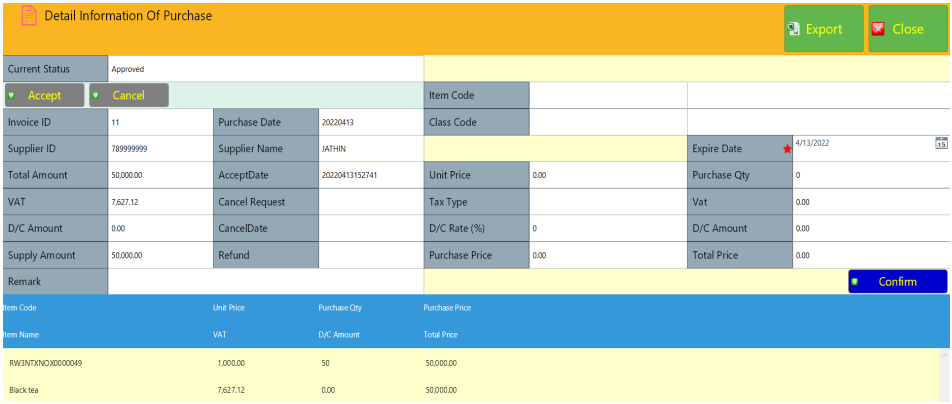


- Click the button to select a customer (seller). If the customer is not registered, please register the customer at Customer Management.
- Click the button to select Item code.
- Type Item Code, Item Name to search an item. If you need to newly register items you will purchase, click +AddItem button at the top to register new one.
- If you complete download items, type Unit Price, Sales Qty, Tax Type and click [Enter] button. Click Confirm button to register items.
- After click the Confirm 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 Save 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 Detail button after choose the item for item in.

3) Import registration

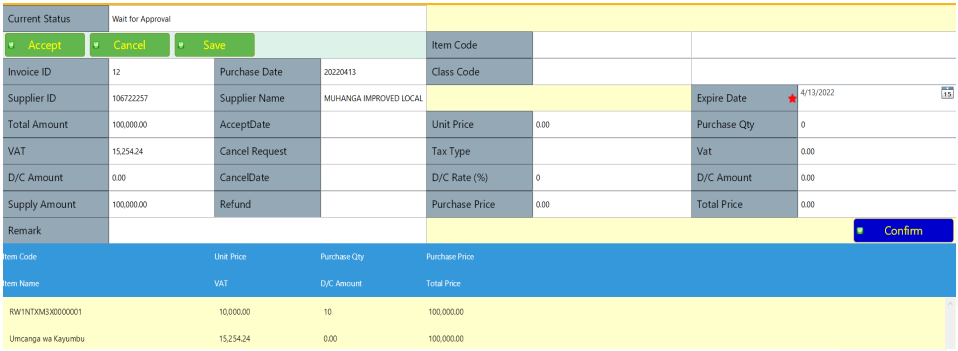
- Wait Status means that purchase registration is completed but you do not receive the item yet. Choose an item list for item in and click the Detail button.



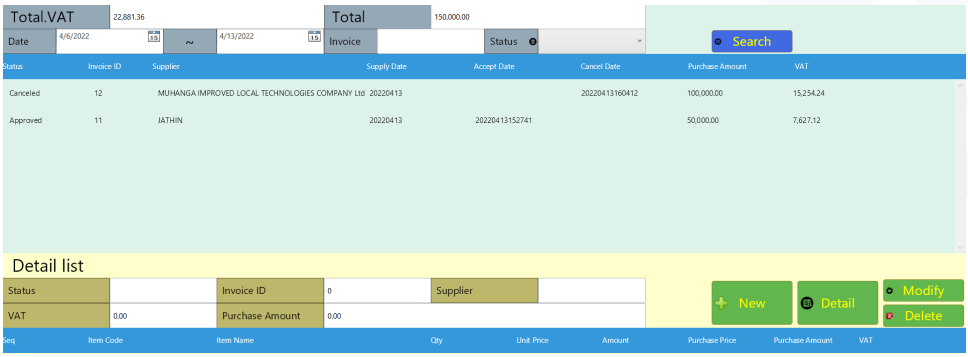
- Item in process is simple. Just click the Accept button.
- Then item in process is completed. Please check status become Approved.

4) Request cancellation.

- Like Received item registrat… Wait for Approval status list you want to cancel and click the Detail button.



- If you click the Cancel button, the Save 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.

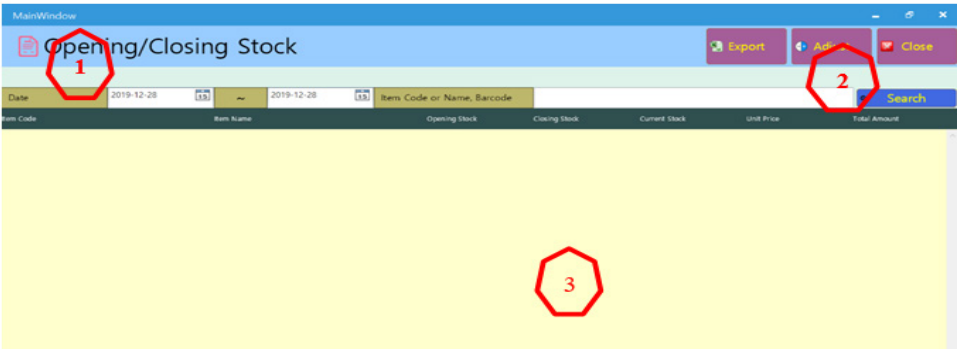


- If you make a mistake, choose the list you want to delete and click the Delete button. However, it is only approved when it is in Wait status. If the list is treated as the received item or is in requested cancel, you cannot delete it.

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

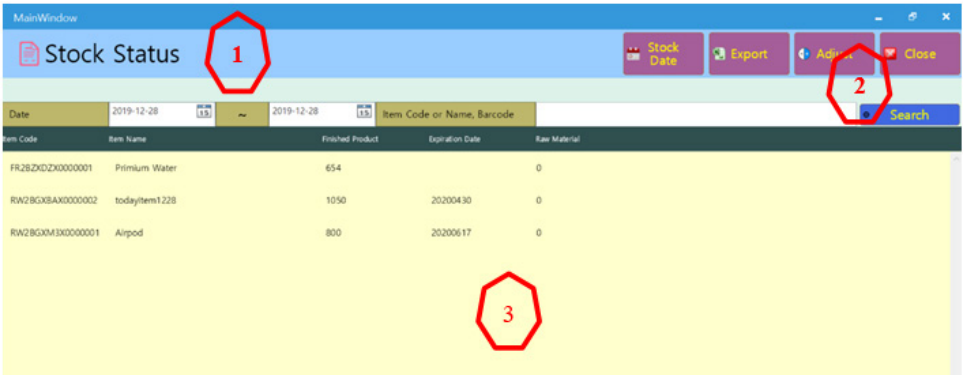


1) The part indicated by 1 shows each item in/out status for specific period.

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



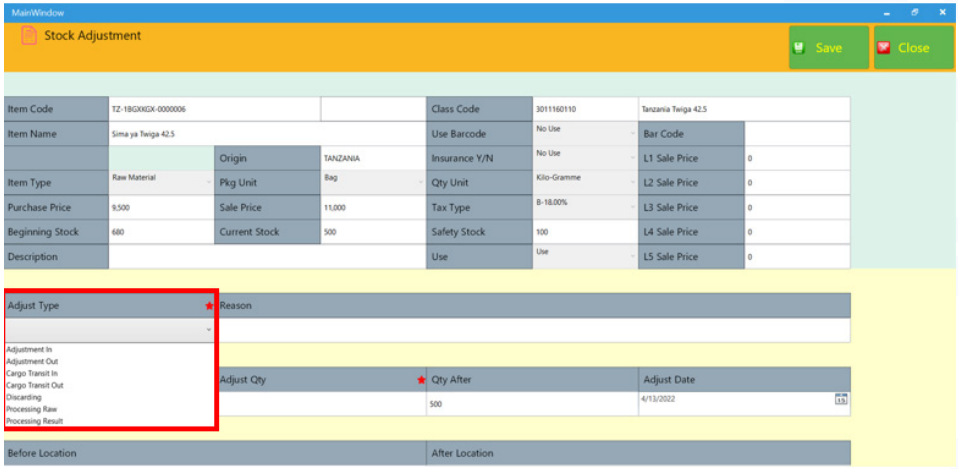
1) Number 1 shows each item current stock status.

2) Number 2 is for search. You can search item you want to check its stock. Basically, you can search all item.

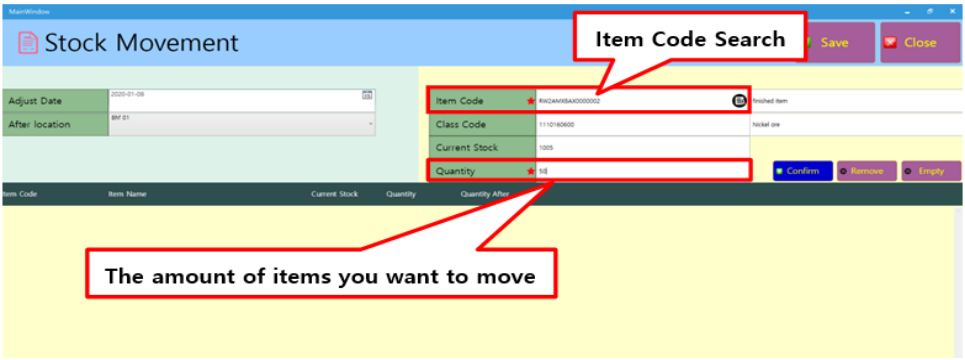
3) Number 3 shows that you can see each item stock status

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.

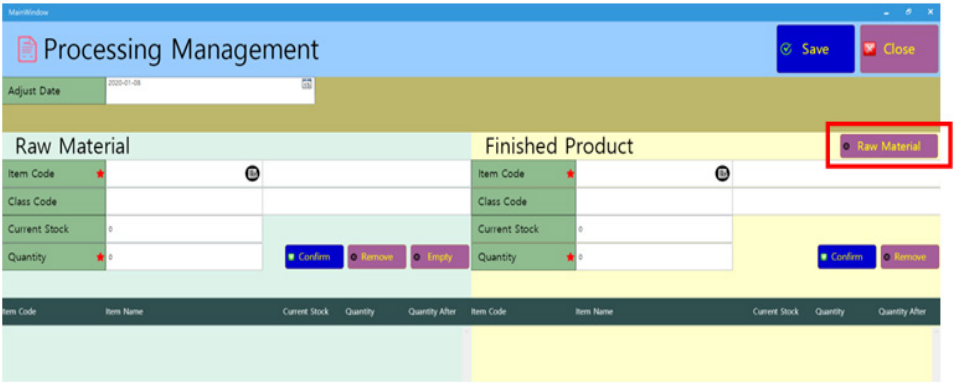


- **(Stock increase)** Click **[Adjustment In]** in Adjust Type category.
  - Type number, which is [the amount of items you will increase] in Adjust Type category and press [Enter] key.
  - Click [Save] button.
- **(Stock decrease)** Click [Adjustment Out] in Adjust Type.
  - Type number, which is [the amount of items you will decrease] in Adjust Type and press [Enter] key.
  - Click [Save] button.
  - (Stock increase) Click [Cargo Transit In/Out] in Adjust Type category.
  - In After Location category, choose stores where you want to move items.

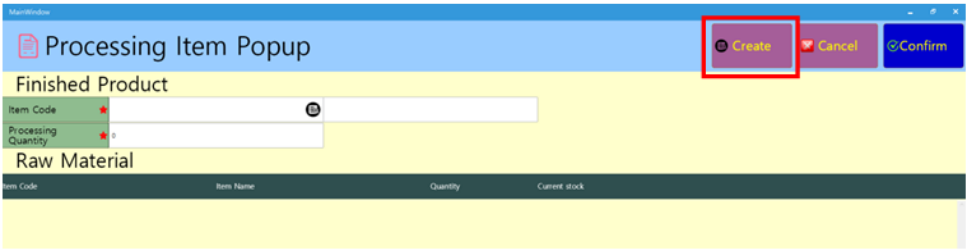


- When you go to Stock Movement screen, search an item in Item Code category.
- Type number which is [the number of items you will move] in Quantity category and click [Confirm] button.
- Click [Save] button.

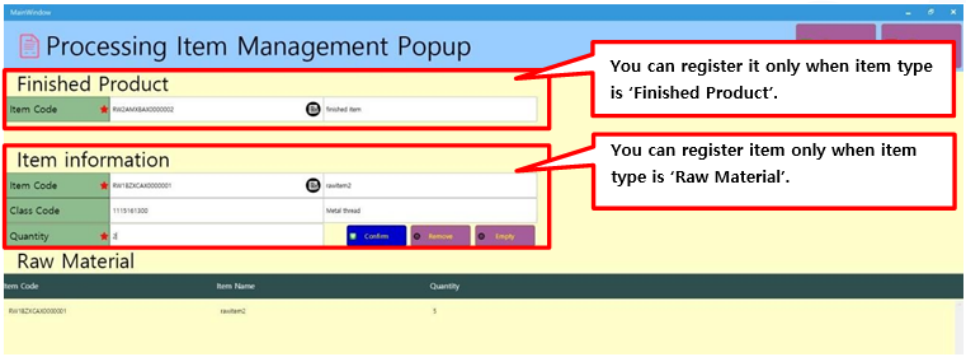
- **(Stock decrease)** Choose [Discarding] in Adjust Type category.
  - Adjust Qty Type number which is [the amount of items you will decrease] and press [Enter] key.
  - Click [Save] button.
  - You can produce finished product, consuming raw material. You can control each materials increase/decrease,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



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

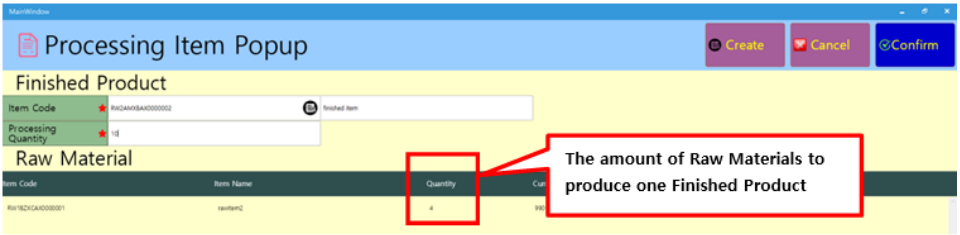


- At Processing Item Popup Click, [Create] button.



- 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.

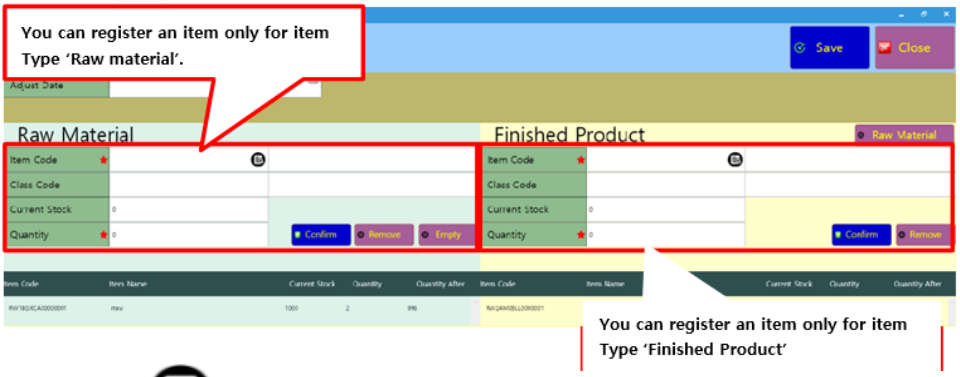
(Remarks). Register patterns with which raw materials are consumed to produce finished products.



- 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.

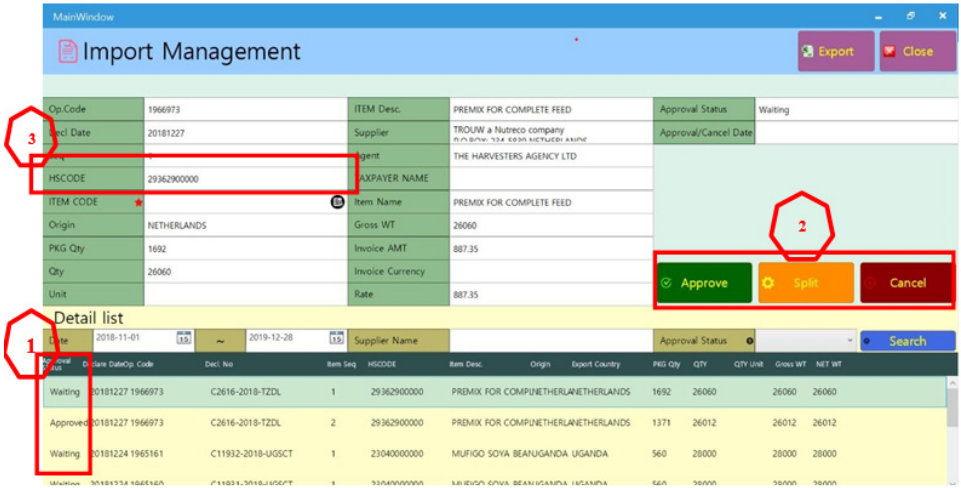
- The other way is using raw material registration related to producing a finished product. You can use the information once. The raw material registration is on Processing Management screen, which is initial screen of [Processing Raw/Result].



- Click button in Item Code category. You can get information of raw material and finished product corresponding to each category. Fill the blanks of Qunatity 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.

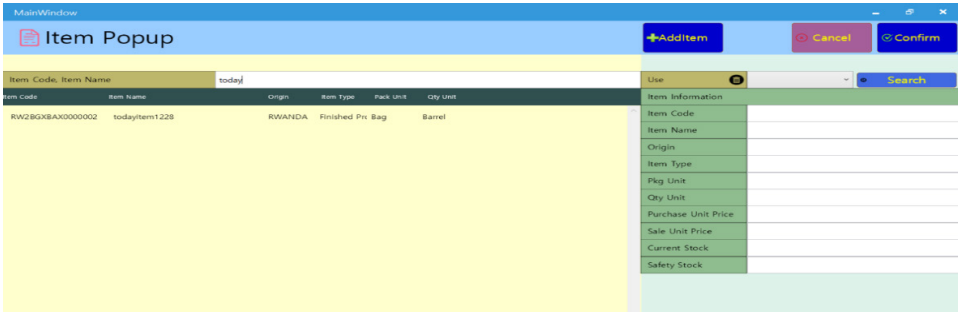


You can see imported item list showed in automatically uploaded registered import list therefore you don't need to type list on this program. You can manage lists of it depending on duration (standard is today), provider, approve status.

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 (1) to check details at the top of screen.
- At (3), click button of ITEM CODE category to choose an import item (Like below, click an item you want to approve and click Confirm

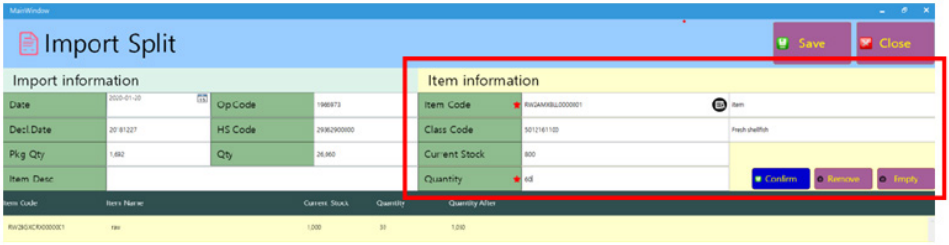


At 2 click the button Approve

Please check whether Approval Status becomes Approved or not

2) Approve (Numerous items import)

- Choose Waiting status item at 1 to approve it
- Click Split button.



- 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 Save button to reflect registered item stock.

3) Cancellation

- To cancel a list, a waiting status list at 1 and check the details at the top of screen.
- At 2, click Cancel button

Check an Approval Status turns into Canceled in imported item.

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