RWANDA REVENUE AUTHORITY
TAXES FOR GROWTH AND DEVELOPMENT

EBM 2.1

MOBILE APPLICATION USER GUIDE

HERE FOR YOU TO SERVE

RWANDA REVENUE AUTHORITY
TAXES FOR GROWTH AND DEVELOPMENT

EBM 2.1

MOBILE APPLICATION USER GUIDE

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1. INTRODUCTION

Pursuant to the provisions of article 17 Law n° 020/2023 of 31/03/2023 on tax procedures,, a person who carries out any taxable activity must issue an invoice generated by an electronic invoicing system certified by Rwanda Revenue Authority (RRA). EBM mobile App has been adopted by RRA in order to implement the program of EBM for all.

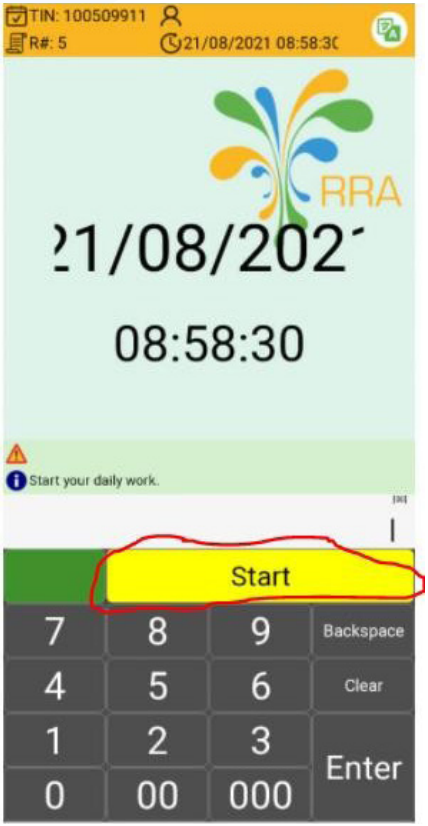
1.1. Target Group

This user guide is meant for all Taxpayers who want to learn how to use EBM Mobile Application.

2. HOW TO USE EBM MOBILE APPLICATION.

Execute the EBM2x Launcher program by clicking on the icon below found on the screen of your telephone of PDA.

Click on start button to start a day



Click on Open

Get ready for EBM use. Click on **Open** or **Enter**.

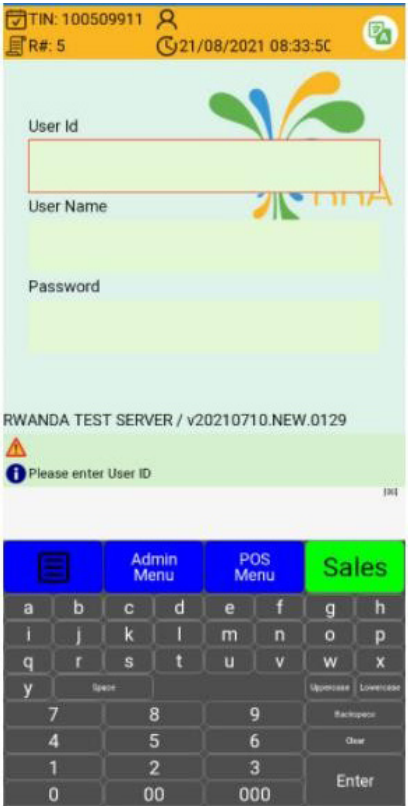
After clicking on open, the main screen with the sign in on menu appears.

You can sign in:

a) Admin menu
b) POS Menu
c) Sales

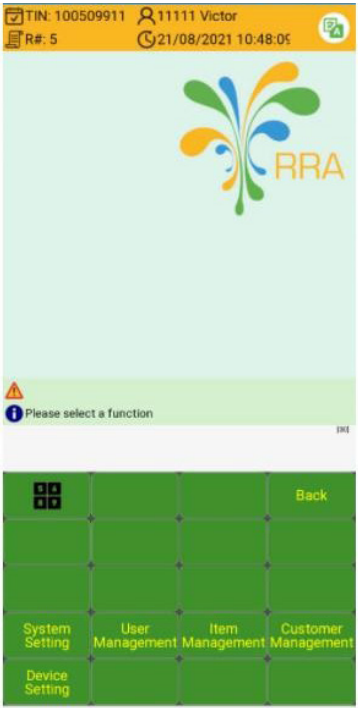
You use the same username and Password to login to all these three (3) menus. In this user guide, we will use 11111 as User ID and 11111 as Password. Below is a screen showing the three menus after opening.

Note: Username and password differ from one taxpayer to another



3. SIGN IN ON ADMIN MENU

Once you have logged-in as Admin, you see this page, which shows User Management, System setting, Device Setting, Item management and customer Management.



3.1. System setting

By clicking on system setting Menu, the screen below appears:

With system setting, you can change some information, which appears on the receipts. Some information cannot allow the changes without RRA permission.

The information which can be changed is:

a) Email

b) Telephone

c) Address

And Printer which can be 80 mm or 58 mm.

After modification you have to click on save for changes to take effect.

3.2. User Management

The user Management Menu is used to create new EBM user or change some information of created users.

a) Program information

Register a new user

b) How to do it

Fill in the blank space in User Code / User Name / Password / Tel No / Permission and click [Save] button.

c) Others

After typing User Code and clicking [User Code] button, you can check information of User Code you typed.

3.3. Item Management

This menu is used to create new items or edit already existing items. Once you click on the item management menu, the screen below appears:

1) Program Information

Register a new item or download pre-registered item information.

2) How to do it

a) Fill in the blank space in Bar Code / Item Name / Sale Price / Beginning Stock / Class Name.

b) Choose Pkg Unit / Item Type / Qty Unit / Tax Type

c) Click the button of Class Code and Origin and type the right value of each category.

d) Click [NEW] button of Item Code and create Item Code.

e) Click [Save] button to save them.

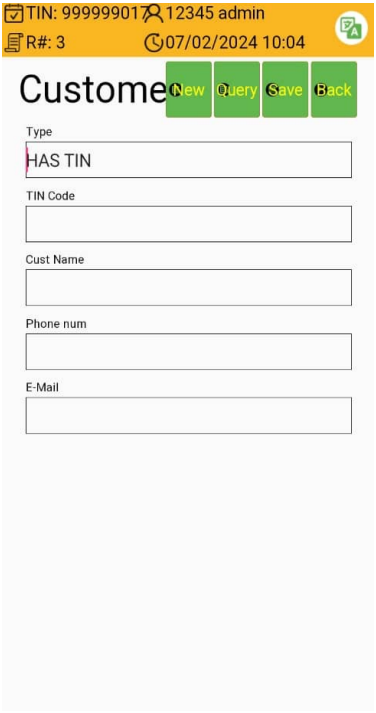
3) Others

a) When you click [NEW] button at the top of page right after doing item management, you can register another item continuously

b) When you click on [QUERY] button also at the top of the page, you find the list of items created.

3.4. Customer management

This menu is used to create new customers. Once you click on customer management menu, you find the screen below:



1) Program Information

Register new customer or check registered customer's information.

2) How to use

a) Choose a type of customer (Has TIN / Has no TIN).

b) Fill in the blank space in TIN Code / Cust Name / Phone Number / E- Mail.

c) Click [Save]

3) Others

a) When you click [NEW] at the top of the page, right after doing item management, you can register another item continuously.

b) Use [QUERY] and type customer's TIN to find his / her name.

3.5. Device Management

Once you click on the Device Management, you find the screen below:

Device Management is used to set the printer.

a) On PORT or Printer name, type: USB, if the printer uses USB.

b) On the Baud Rate, choose the Maximum, which is 115200.

c) For the printer size, choose 80 0r 58 mm.

4. SIGN IN ON POS MENU

Once you click on POS menu, the screen below will appear.

The points to be discussed are:

a) Reserve Fund

b) Intermediate Deposit

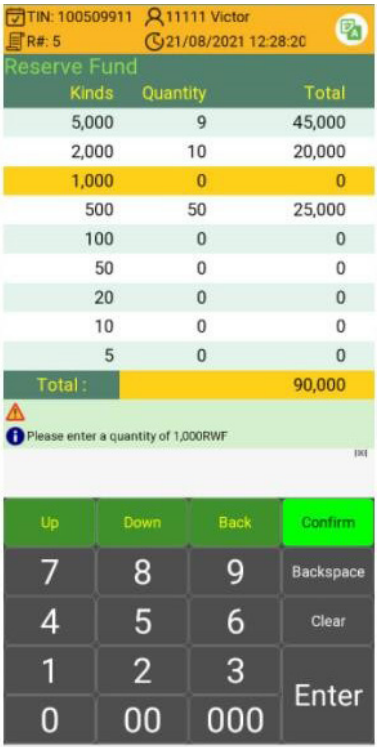
c) End of Day

d) Sales report

e) Z Report

4.1. Reserve Fund

The reserve fund is used to tell the cashier the amount of money before the store was opened.



a) Program information

Register reserved fund for change before store is open.

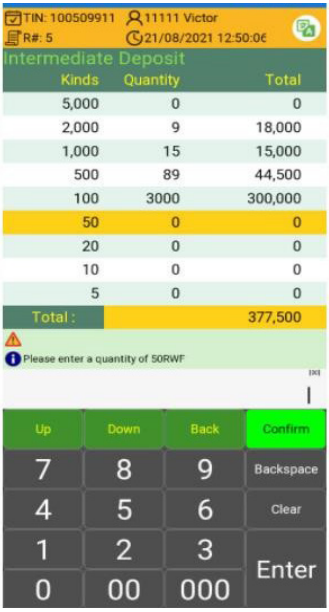
b) How to do it

Type the quantity of each currency unit, considering total reserved fund and click the [Enter] button.

After completing reserved fund typing, complete reserved fund management by clicking [Confirm] button.

4.2. Intermediate Deposit

Use it when you want to withdraw cash from a cash container, which is for deposit before the end of work.



1) How to do it

a) Type the amount (quantity) of cash for deposit and click the [Enter] button.

b) After typing deposit is done, click the [Confirm] button to confirm the intermediate deposit.

4.3. End of Day

At the end of sales using POS, calculate whole sales.

1) How to Do it

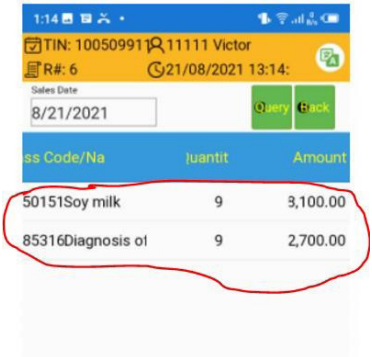
a) Type the amount (quantity) of each currency (Kinds) and click enter.

b) After typing, click [Confirm] button.

c) After completing a day final report, click [Confirm] button.

4.4. Sales report

Within sales report, you can check each item sales at date you set.



How to do it?

a) Set the date when you want to check report.

b) Search sales report by clicking [Query] button.

You will find all items sold on that specific date, with the quantity and Total amount on each item.

4.5. Z Report

Z report is used to check the transactions made at a specific date

How to do it?

a) Set the date for searching report.

b) Click [Query] button for searching the POS report.

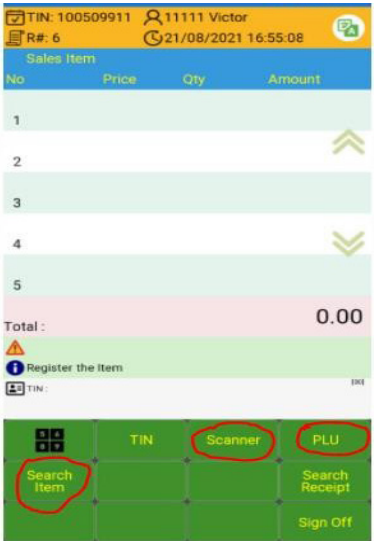
5. SIGN IN ON SALES MANAGEMENT

This menu is used to make receipts, refund and check the sales reports to login in sales Management, use:

a) User Id + [Enter] or [Sales]

b) Password + [Enter] or [Sales]

After logging in, the interface below appears:



1) Registering an Item.

Register the product you want to sell

2) How to do it.

a) Scan Registration: Register product

b) Direct registration: Register an item by typing numbers of barcode attached on item.

c) Barcode numbers and click [Enter] or [PLU].

d) Search an Item: Register an item by searching it.

3) The others.

- If you register a new one, its quantity will be 1.
- You cannot register an item if there is no quantity of items.

5.1. Search an item registered

In item Management, you have now seen how to create an item. Below is a guide on how to search an item once you are going to sell it. To search an item, you click on **[Search item]**. Then the screen below appears:

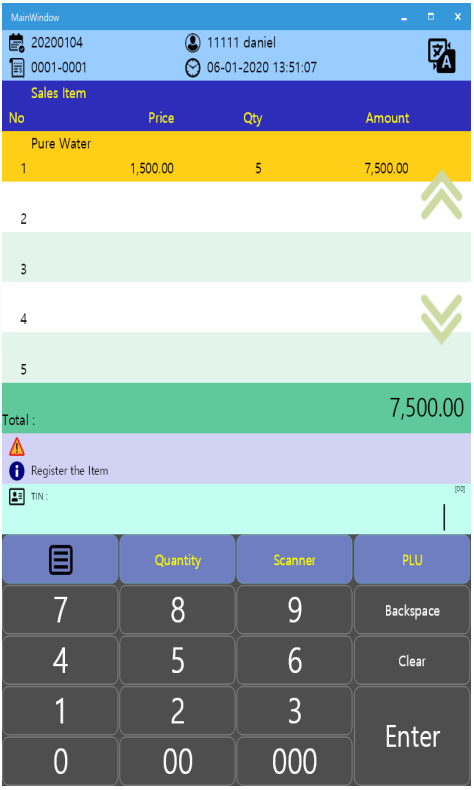
Explanation

1) Represents the search Engine
2) [QUERY] used to search an item
3) Already registered items
4) **Program information.**

   Register the product for sale.
5) **How to do it**.
   a) At the Sale Management screen, click [Search Item].
   b) Type the Item code (all or part of the code) or name of an item you want to search and press the enter key on the keyboard or click the [QUERY] button.
   c) Select an item you want to register as sale item.
6) **The others.**

   You should type at least three letters in search engine.

5.2. Changing the Unit Price



1) Program information.

Change the number of sale item.

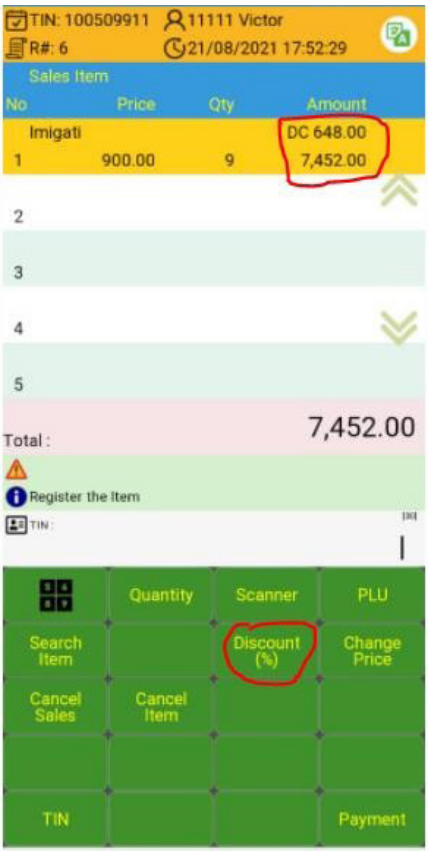
2) How to do it.

Click the item of which quantity you want to change. Type the new number and click [Quantity].

3) The others.

Quantity number change is only available from 1 to 999.

5.3. Using Discount (%)



1) Program information.

Sell an item with discount (%) you set

2) How to do it.

a) Click the function key expansion button.

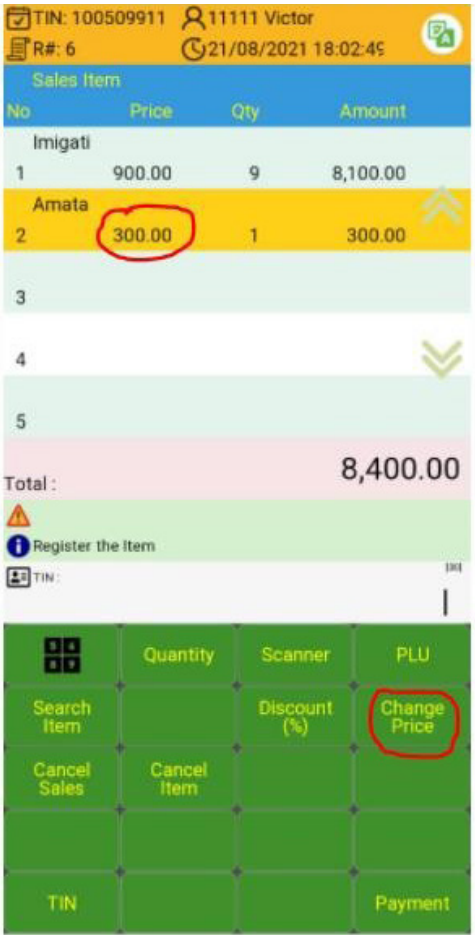
b) Click the item you want to discount. Type discount rate figures and click [Discount (%)].

c) If you want to cancel discount, Click "0" and [Discount (%)]

3) The others.

Maximum discount rate is 99%.

5.4. Change the sale price



1) Program information.

Change selected item price into new price.

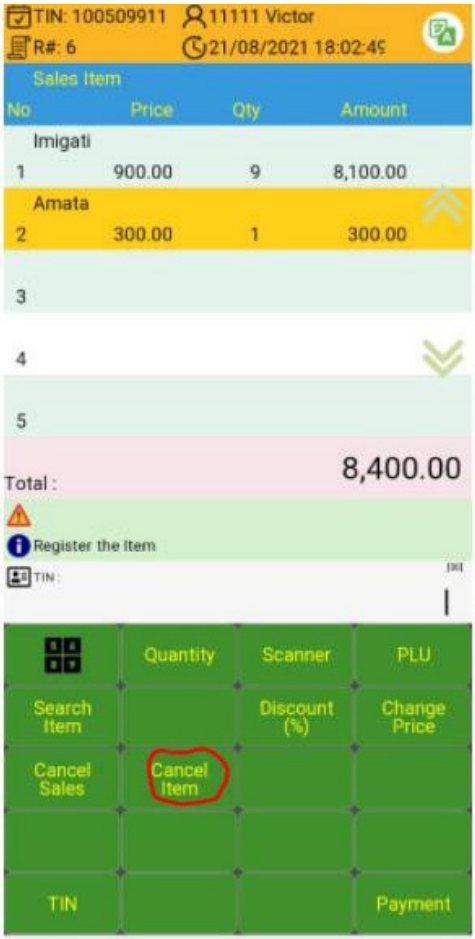
2) How to do it.

Click the item of which price you want to change, type new price figures and click [Change Price].

3) The others.

You can change the price figures from 1 to 99,999'999

5.5. Item cancellation



1) Program information.

Cancel a pre-registered item.

2) How to do it.

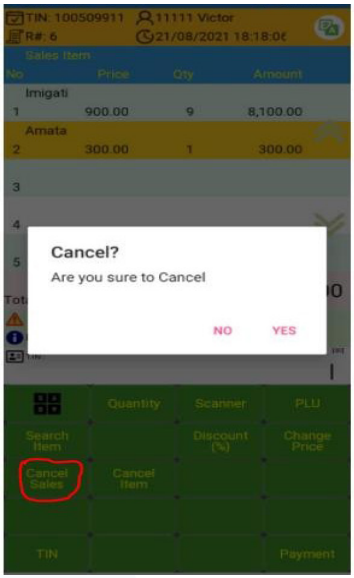
a) Click the function key expansion button.

b) Select the item you want to cancel and click [Cancel Item] button.

3) The others.

Cancelled item will be deleted on the screen.

5.6. Transaction cancelling



1) Program information.

Cancel all of registered items if necessary.

2) How to do it.

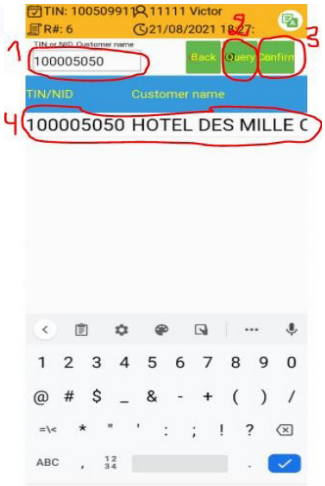
a) Click function key expansion button.

b) Click [Cancel Sales] button.

c) A prompt message will appear asking if you really want to cancel, click YES.

5.7. Customer search

To search the customer, click on sales [Expansion key], and click on [TIN]. The screen below for searching the customer will appear.



1) Program information.

Search customer's TIN number.

How to do it.

a) Click [TIN] button at function key menu of sale management screen.

b) Type all or part of TIN number on search engine and click the enter key or [QUERY] button.

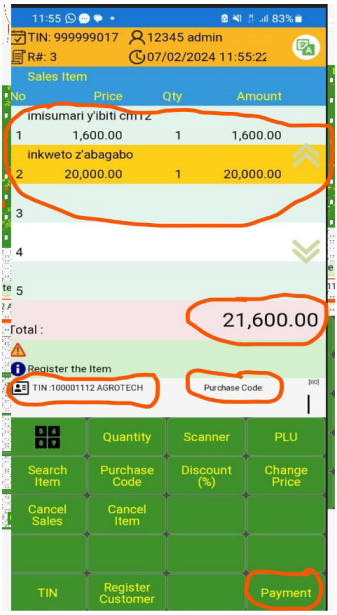
c) Select TIN numbers you want to see

d) Click on [Confirm] button

e) Check the TIN information on the sale management screen

NB: You can even make a receipt without customer TIN.

5.8. Payment

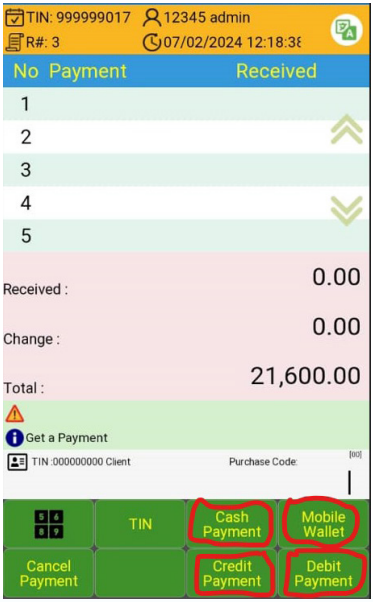


After choosing the item, changing the quantity, changing the price and choosing the customer, you enter the purchase code provided by the client, you will then click on **[Payment]** button on the right bottom corner.

In our example:

- There are 2 items (Imisumari y'ibiti cmt2 and Inkweto z'abagabo) Unit price for the first item is 1,600Rwf and for the second item is 20,000Rwf.
- The total amount for all is 21,600Rwf
- The Customer is AGROTECH with TIN=100001112
- Enter the purchase code provided by the client.
- Click on the payment button

After clicking on the **[Payment]** button the screen bellow appears



1) Program information

Choose payment of an item.

2) Payment type

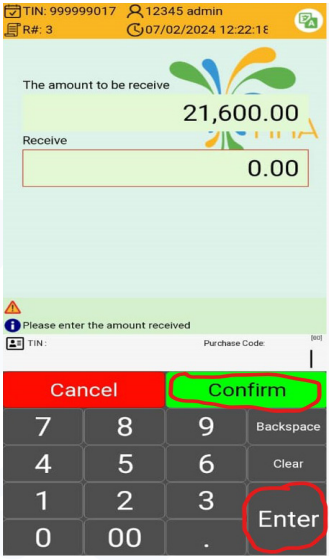
a) [Cash Payment]: Cash
b) [Mobile Wallet]: Mobile payment.
c) [Credit Payment]: Credit card payment
d) [Debit Payment]: Debit card payment.

3) The others.

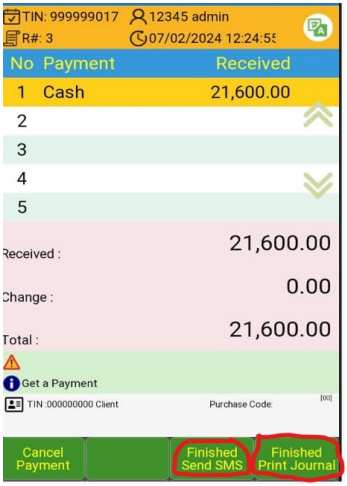
a) Click the payment customer prefers to do.
b) [TIN] => Search a customer.
c) [Cancel Payment] => Cancel payment.
d) [Register Customer] => Register a customer

5.8.1. Using cash payment

To pay using cash payment, click on button [Cash Payment]. The screen below appears.



After clicking on Enter and confirm buttons the screen below appears



1) Program information.

Pay items by cash.

2) How to use.

a) If item price is 21,600frw

- If a customer pays 21,600frw => click [Enter] or type 21,600 and click [Enter].
- If a customer pays 22,000frw => type 22000 and click [Enter] and [Confirm] key therefore change is 400.

b) Click the confirm button.

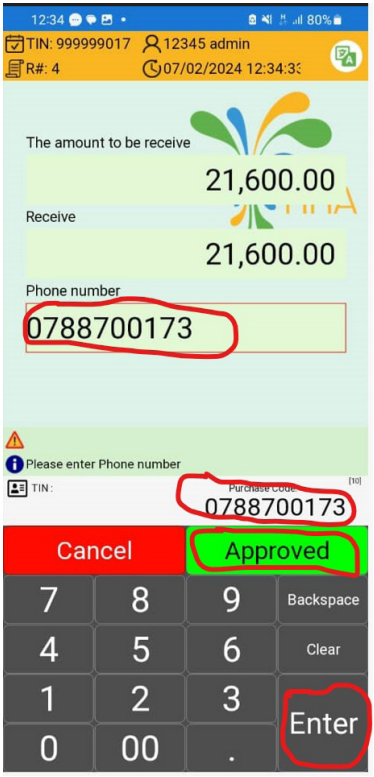
c) Type customer's phone number and click on **[Finished Send SM]** to Send receipt to the customer.

d) You can also click on [Finished Print Journal] to issue an electronic receipt and print paper receipt.

3) The others.

[Cancel Payment]=> Cancel cash payment and screen turns into payment. Choose screen.

5.8.2. Mobile wallet payment



1) Program information.

Pay items by mobile wallet.

2) How to use.

a) If item price is 21,600frw

- If a customer pays 21,600frw => click [Enter] or type 21,600 and click [Enter].
- Type phone number and click [Enter] .
- [Approved] => Click [Approved] button to approve server.

b) Click the confirm button.

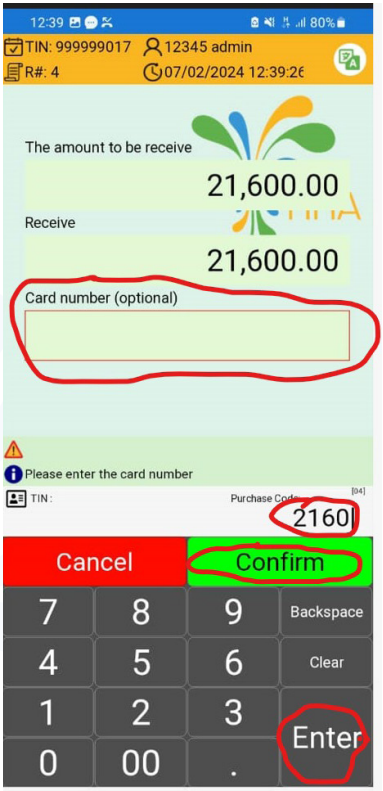
c) [Finished Send SMS]: This requires typing the phone number of the customer and clicking on the button to send an SMS of the receipt.

d) [Finished Print Journal]: Issue an electronic receipt and print a paper receipt.

3) The others

- [Cancel] => Cancel mobile wallet payment and payment mode screen will be shown.
- You cannot pay an amount that is more than the price of an item.

5.8.3. Payment – credit Card



1) Program information.

Pay items by credit card.

2) How to use.

a) If item price is 21,600frw

If a customer pays 21,600frw => click [Enter] or type 21,600 and click [Enter].

b) Type Card number and click [Enter].

c) Click the confirm button.

d) Type the phone number of customer and click on [Finished Send SM] button to send receipt to the customer.

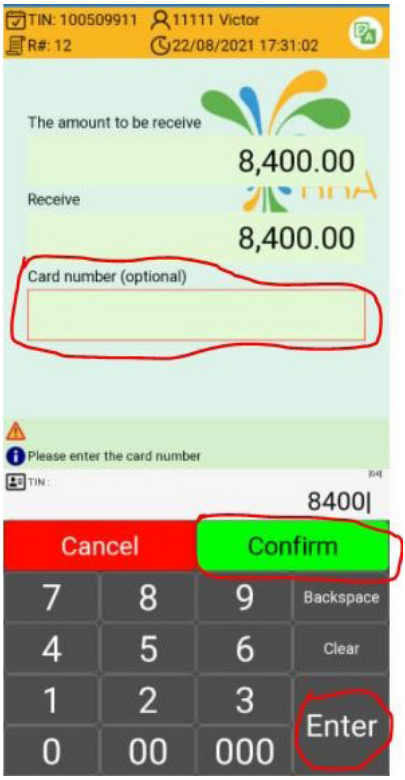
e) You can also click on [Finished Print Journal] button to issue an electronic receipt and print a paper receipt.

3) The others.

f) [Cancel] => Cancel credit card payment and screen turns into payment type option screen.

g) Customer cannot pay more than the price of an itemwhich is the amount of money you should receive.

5.8.4. Payment – Debit Card



1) Program information.

Pay items by a debit card.

2) How to use

a) If a customer pays 8,400frw => click [Enter] or type 8400 and click [Enter].

b) Blank or type Card number and click [Enter].

c) Click the confirm button.

d) Type customer's phone number and click on [Finished Send SM] button to send receipt to the customer.

e) You can also click on [Finished Print Journal] button to issue an electric receipt and print a paper receipt.

3) The others

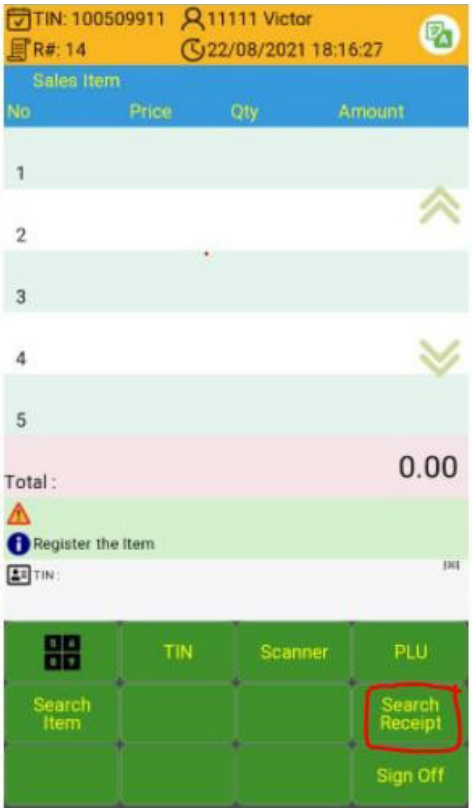
a) [Cancel] => Cancel mobile wallet payment and screen turns into payment type

b) Customer can't pay more than the price of an item, the amount of money you should receive.

6. REFUND

Step 1: Refund – Search receipt

Use it for checking receipt list. Check if there is no registered item list on a screen and then choose function key menu button. Click [Search Receipt] button.

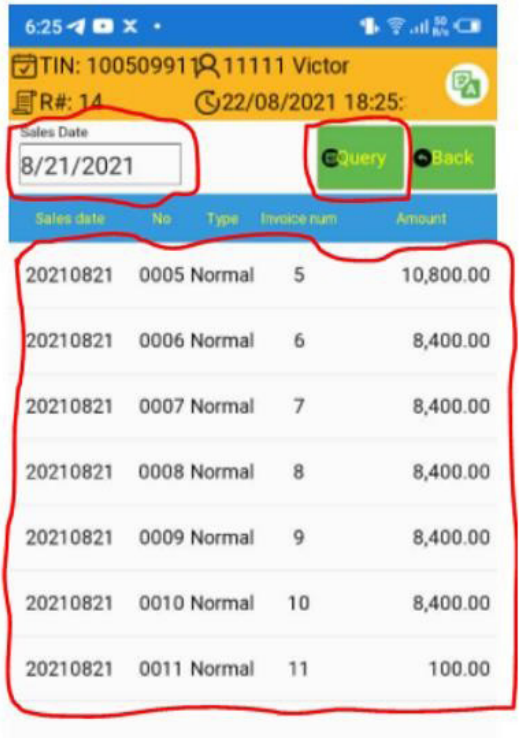


1) Program information.

- Use it for checking receipt list.

2) How to use

- Check if there is no registered item list on a screen and then choose function key menu button.
- Click [Search Receipt] button.



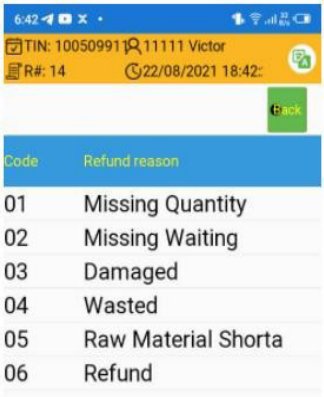
a) Set the date of receipt you want to check and click the [Query] button.

b) After the receipt list is printed, choose the receipt you want to check.

c) Details of receipt are shown at the right side of the screen.

Step 2: After searching a receipt to be refunded, click on Refund

Choose the refund reason



1) Program information.

a) After choosing a receipt for which you want to make refund, click on [Refund] Button.

b) Select the reason for refund

2) How to do it.

Choose the reason for refund among the lists.

3) The others.

a) After you click refund reason, the screen turns into refund management screen.

b) Click on function key to find the [Payment] button.

Step 3: After choosing the refund reason, click on [Payment] Button

1) Program information.

You can check the refunded item and its price.

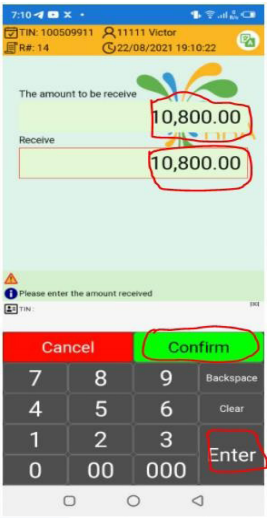
2) How to do it.

a) Click payment button at refund management screen.

b) Choose refund payment type. (Cash Payment / Credit Payment / Debit Payment / Mobile Payment)

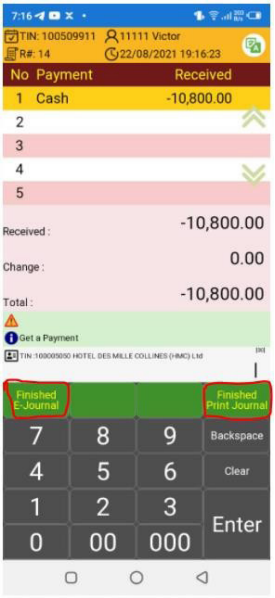
After clicking on [Payment] Button, you find the refund payment type.

Step 4: Click [Enter] Button and [Confirm] Button



After typing price of refund and clicking [enter], Click **[Confirm]** button, as shown on this screen

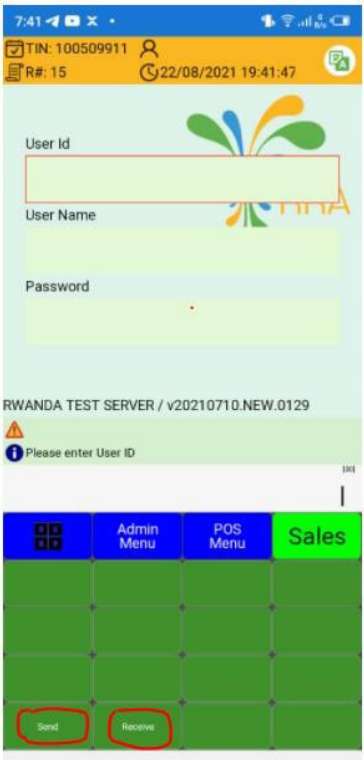
Step 5: Printing refund receipt



a) Click [Finished Print Journal] button to print a receipt and complete a payment.

b) If you click [Finished E-Journal] button, you will complete payment without receipt print.

7. SENDING AND RECEIVING



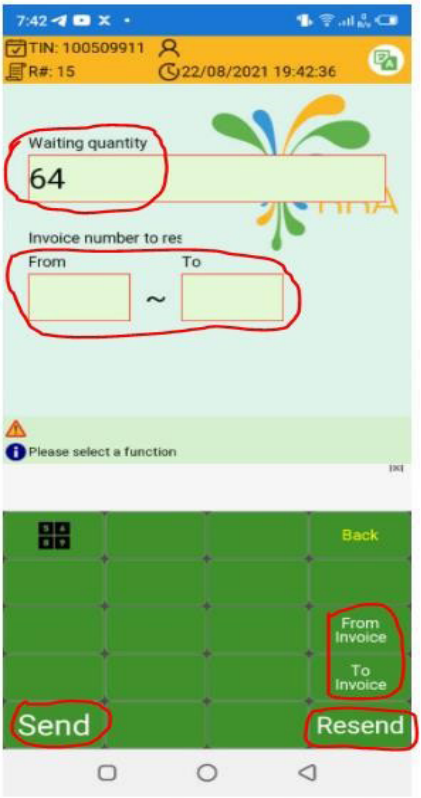
These two buttons are used for synchronization purpose between EBM Mobile Application and RRA server.

a) You find the buttons of **[Send]** and [Receive] after clicking on function key button.

b) **[SEND]** Button is used to send transaction from EBM Mobile Application client to RRA server

c) **[RECEIVE]** Button is used to receive data form RRA server to EBM Mobile Application client.

7.1. Sending



a) **Waiting quantity**: These are the transactions waiting to be sent to RRA server. For examples, 64 is the number of Transactions on waiting.

b) **[Send]:** To send these transactions, which are on waiting, click on **[Send]** Button. You will be able to open the system once the transaction on waiting has become **0**

c) **From Invoice to Invoice:** These two buttons are used to send the range of invoices specified. Example, if you want to send invoices from 1 to 10, type 1 and click on **[From Invoice].** 1 will be displayed on the field of the **[FROM]** button. The same, type 10 and click on **[To Invoice]** button. 10 will be displayed in the field of **[To]** Button. Click on **[Resend]** button to send that range of transaction.

7.2. Receiving

You can click on any button among these circled in red to make sure data is synchronized from RRA server to EBM Mobile Application.

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