



Electronic Fiscal Devices Starter Pack



The EFD is a special cash register with fiscal functions which will enable the issuing of invoices , transferring of data ,online audit and tax monitoring All the transaction data will be transferred and uploaded to the Revenue Authority by using EFD in everyday business transactions. In addition, it will provide other helpful functions for taxpayers to manage their stock, customer and reports easily.

This booklet will provide quick steps on how to use the devise.

Starting your device

Power On & Off

Power On: Press the red "power button" until the backlight of customer screen lights up the device will start.

Power Off/Reboot: when the device is idle, press the red "power button" and press the power off/ reboot menu, press number key "1" to shut down the device, press number key "2" to reboot the device.

SHUTDOWN OPTIONS

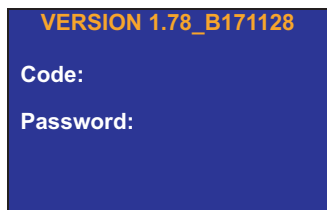
- 1.Power Off**
- 2.Reboot**

Initialization Process

Step 1: Login

The initialization process should be only executed by an administrator. Please login into the EFD as administrator by Inputting default user code "000" and password "123456", then the

main menu screen will appear as below.



Step 2: Network Selection

In the Main Menu, scroll to the next page by pressing “ ” button.



Select the [System Management] by pressing “2”.



In the system Management menu, select [Network Management] menu by pressing “4”

SYSTEM MANAGEMENT

1. Cashier Management
2. Foreign Management
3. Admin Password
4. Network Management
5. Server IP Setting

Next

In the Network Management menu, select one network mode and set the network parameters by pressing the corresponding number button. Press “1” for setting the parameters of LAN (Local Area Network). Please press “2”for setting of GPRS parameters. Press “3”for configuration the SSID and password of WiFi signal. The last option [net select] is used to set the current network mode of device.

NETWORK SETTING

1. Ethernet
2. GPRS
3. WLAN
4. Net Select

Next

If Ethernet mode is selected, there are two modes of IP setting, one for static IP and another for DHCP.

ETHERNET SETTING

1. Static IP
2. DHCP

If the static IP mode is selected, press “1” for the parameters configuration and input the IP, MASK and gateway, then press [Enter] to complete the input and connect to the local area network.

ETHERNET SETTING

IP: 192.168.0.100
MASK:255.255.255.0
Gateway:192.168.0.1

IP set completed

If the DHCP mode is selected, press “2” and the device will get the IP address by the router automatically.

ETHERNET SETTING

Get the IP Address
success
192.168.0.107

In the GPRS setting menu, press “3” for the APN configuration. Please input the APN name according to the operator type of the SIM card.

GPRS SETTING

- 1. GPRS Rest**
- 2. GPRS Dial Up**
- 3. APN Setting**
- 4. Show IMEI**
- 5. SIM Setting**

GPRS SETTING

Enter APN: cmnet

In the WiFi setting menu, press “1” for available networks search, then the available WiFi SSID will be found. Press corresponding

number button for the password input

WLAN SETTING

1. Available Networks

AVAILABLE NETWORKS

1. MTN_GPRS
2. Inspur1
3. Inspur2
4. ZRA_WiFi

WLAN PASSWORD

Enter Password

WLAN SETTING

MTN_GTS
Connect Success
192.168.0.107

Step 3: Configuration of Server IP

The Server IP should be configured in order to communicate with the ZRA network. In the Main Menu, scroll to next page by pressing “ ” button.

ADMINISTRATOR MODE

1. Sale Mode
2. Tax Management
3. Invoice Management
4. Stock Management
5. Report Mode

Next

Enter the [System Management] by pressing “2”.

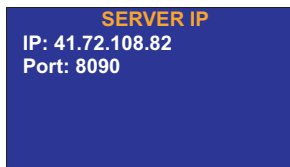
ADMINISTRATOR MODE

1. Buyers Management
2. System Management
3. Notice Message Center

In the system Management menu, Enter [Server IP Setting] menu by pressing “5”



Input the IP and port of server for ZRA.



Step 4: Tax Initialization

After login and network setting steps, the EFD can be initialized by inputting the Registration Code that will be provided by Zambia Revenue Authority. In the Main Menu, Enter [Tax Management] by press “2”.



In the Tax Management menu and execute [Tax Initialization] by pressing “1”.

TAX MANAGEMENT

1. Tax Initialization
2. Information Update
3. Fiscal Information
4. Terminal Recover
5. Time Synchronization

Input the Registration Code,

TAX INITIALIZATION

Registration Code:
12345 12345 12

Step 5: Add Goods and Set Items

After the initialization step, you can add goods on to the EFD.

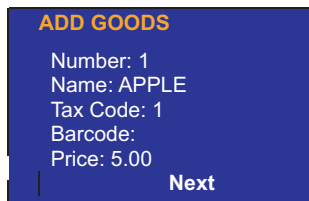
Enter the [Stock Management] menu by pressing "4" and select [Add Goods] option by pressing "1".



Add Goods

In the [Add Goods] menu, Input the description, price, barcode of the goods, The EFD will provide an auto increased PLU number for each new goods added.

Select the tax category that applies to the goods.



Press [ENTER] to select the tax code to the goods rate selection menu. Press the corresponding numerical button for the tax rate of the goods. (If the tax rate is set by MTV, a Recommend Retail Price should be entered to compute taxable value).

GOODS RATE

- | | |
|--------------------------|--------|
| 1 A Standard rate | 16.00% |
| 2 B MTV | 16.00% |
| 3 C1 Export | 0.00% |
| 4 C2 LPO | 0.00% |
| 5 C3 Zero rate by nature | 0.00% |

After setting the goods information, please click the [ENTER] button to set the stock control status. For services, press “1”. For goods, press “2” to input the quantity of goods.

Click [Enter] to complete the process and a message “add good success” will be displayed on the bottom of the screen.

STOCK CONTROL

1. Disable
2. Enable

GOODS ADD

Stock Control: Yes
Stock Quantity:100

Add Goods Success

Item Setting

Item setting is a shortcut to input details of goods. Taxpayers can set eight goods or services that are sold frequently as items. It is easier to select goods by clicking the item key than to query goods by using PLU Code or barcode.

1. Enter [Stock Management], select [Items Management]
2. Select item information by pressing item number

ITEM MANAGEMENT

1. ITEM1
2. ITEM2
3. ITEM3
4. ITEM4
5. ITEM5

Next

3. Click [Enter] button to set goods you that you wish to associate to an item. Query the goods information by barcode, number and name.

ITEM ASSOCIATE

1. According to Barcode
2. According to Number
3. According to Name

4. Find the goods and click [Enter] to associate the good to the item.

ITEM ASSOCIATE

Number: 1
Name: Apple
Barcode: 5
Price: 5%
Tax Code:1

Next

Step 6: Invoice Issuing

During the initialization process, EFD be set up with invoices and tax rates for transaction .
Enter the [Sale Mode] menu.

00000031

0.00

Taxpayer will now be able to sell goods using the electronic
Fiscal Deviser

TAX INVOICE

INSPUR

1037 Langchao Rd

Jinan, Shandong, China

TPIN: 3431241239

TAX ACC NAME: Lusaka, Mandahill

DATE: 01.06.2015

TIME: 13:25

INVOICE CODE: 018912156781

INVOICE NUM: 00000001

ITME	RATE	PRICE
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Apple	A	*5.00
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A Standard Rate	5.00%	*0.15
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TOTAL VAT :	*0.15
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TOTAL AMOUNT :	*5.00
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CASH :	*5.00
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CASHIER :	INSPUR
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BUYER NAME:

BUYER TPIN: 1234567890

BUYER TAX ACC NAME:

R NO: 000001 EJ NO: 1 Z NO: 000001

TERMINAL ID: 123456789012

FISCAL CODE:

12345 67890 12345 67890

SALE TYPE: CASH SALE

FISCAL RECEIPT



