



# **Zambia Revenue Authority**

## **IP100 EFD User Manual**

**Dec, 2017**

Revision Record

| <b>Revision Version</b> | <b>Change Description</b> | <b>Author</b> | <b>Remark</b> |
|-------------------------|---------------------------|---------------|---------------|
| V1.0                    |                           | Inspur        |               |
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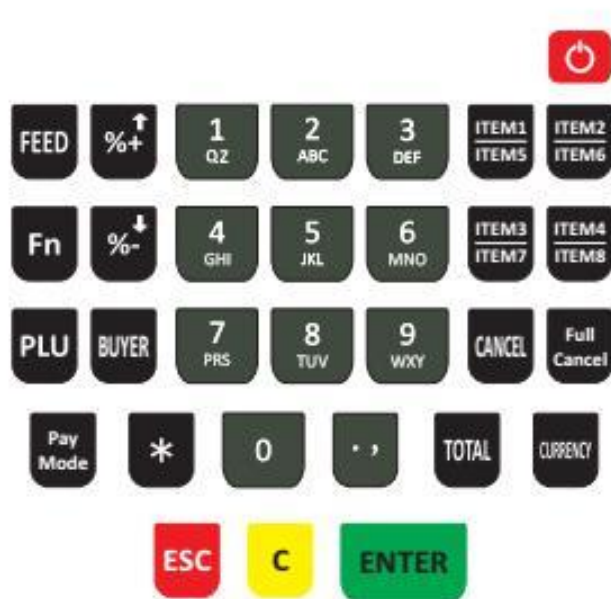
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# 1 The Description of Keypad

The keymap of IP-100 is as follows:



The function of keys are as follows:

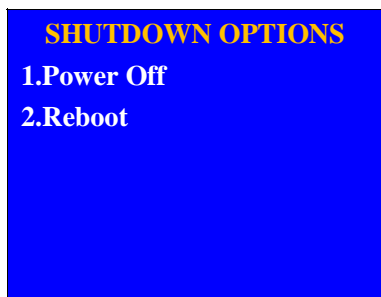
| Key Name      | Function   |
|---------------|--|
| Power         | Power On & Off                                       |
| ESC           | Return to the previous menu or exit the current menu |
| C             | Backspace  |
| ENTER         | Enter the selected menu or complete input process    |
| 0 ~ 9         | Number and Letter Input                              |
| .             | Decimal Point Input                                  |
| FEED          | Paper Feed   |
| PLU           | Products Look Up                                     |
| ITEM1 ~ ITEM8 | 8 shortcuts for the goods sold frequently            |

|             |                                    |
|-------------|------------------------------------|
| %+↑,%-↓     | Up and down, discount, toggle case |
| Pay Mode    | Payment mode                       |
| CANCEL      | Cancel one item in a transaction   |
| Full Cancel | Cancel the current transaction     |
| CURRENCY    | Payment by foreign currency        |
| Fn          | Multifunction Key                  |
| Buyer       | Input buyer information            |
| Drawer      | Open the drawer                    |

## 2 Power On & Off Description

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

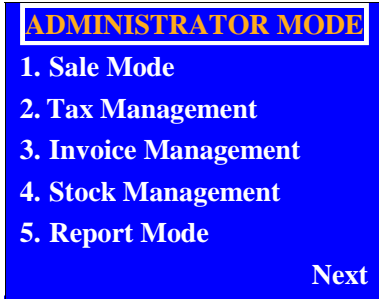
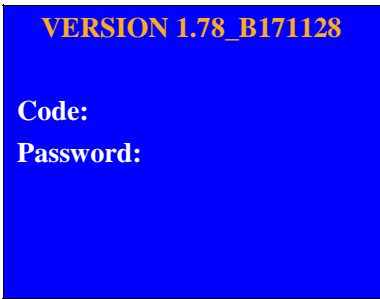
**Power Off/Reboot:** when the device is in idle status (non print, non communication, non transaction status), press the red "power button" and enter the power off/ reboot menu, press number key "1" to shut down the device, press number key "2" to reboot the device.



## 3 Initialization Process

### 3.1 Step 1: Login

The initialization process should be only executed by administrator. Please login in the EFD as administrator by Inputting default user code "000" and password "123456", then the main menu will be shown like this.

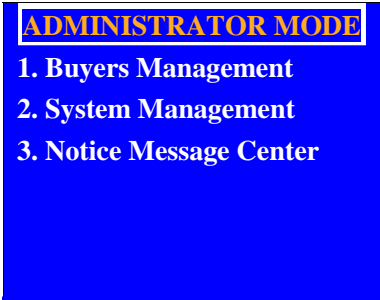


### 3.2 Step 2: Network Selection

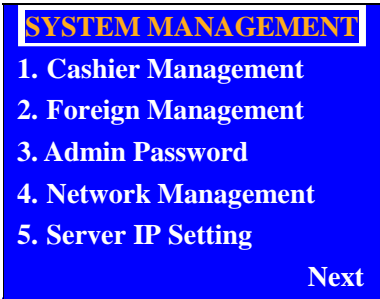
In the Main Menu, skip to next page by pressing “↓” button.



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

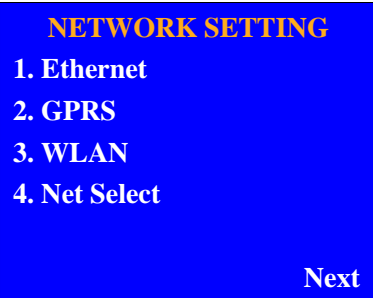


In the system Management menu, Enter [Network Management] menu by pressing “4”

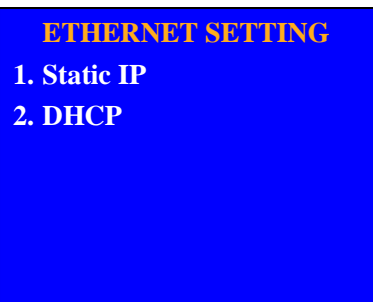


In the Network Management menu, select one network mode and set the network parameters by pressing the corresponding number button. Press “1” for setting the parameters of LAN (Local Area Network). Please press “2”for setting of GPRS parameters. Press “3”for configuration the

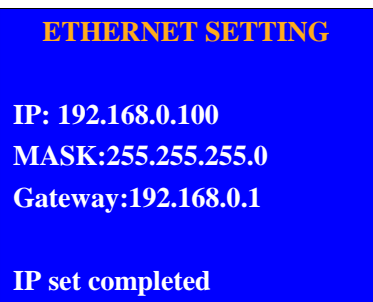
SSID and password of WiFi signal. The last option [net select] is used to set the current network mode of device.



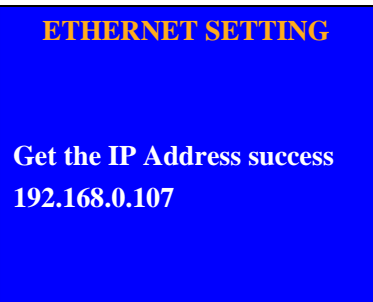
If Ethernet mode is selected, there are two modes of IP setting, one for static IP and another for DHCP.



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.

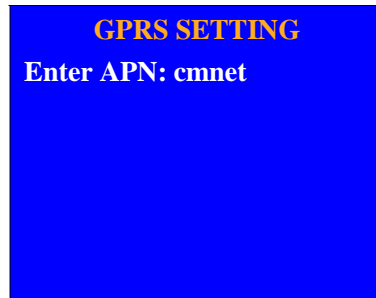
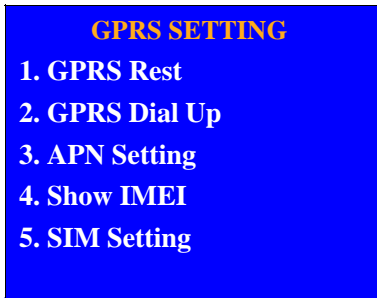


If the DHCP mode is selected, press "2" and the device will get the IP address by the router automatically.

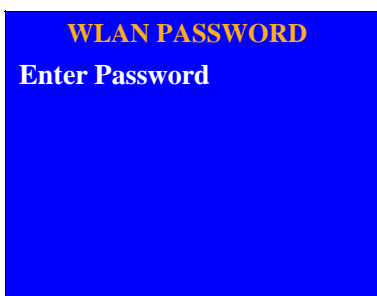
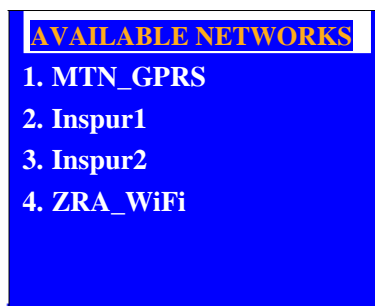
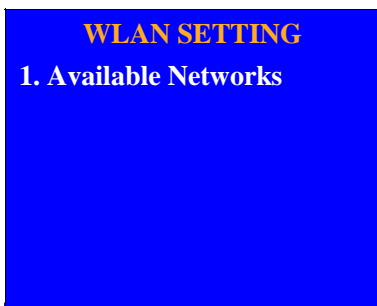




In the GPRS setting menu, press “3” for the APN configuration. Please input the APN name according to the operator type of the SIM card.

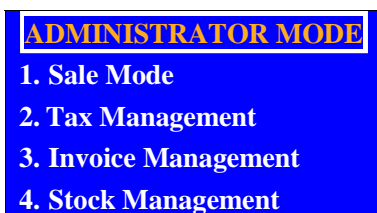


In the WiFi setting menu, press “1” for available networks search, then the available WiFi SSID will be found. Press corresponding number button for the password input.



### 3.3 Step 3: Configuration of Server IP

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



**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”

**SYSTEM MANAGEMENT**  
1. Cashier Management  
2. Foreign Management  
3. Admin Password  
4. Network Management  
5. Server IP Setting  
Next

Inputting IP and port of server in ZRA.

**SERVER IP**  
IP: 41.72.108.82  
Port: 8090

### 3.4 Step 4: Tax Initialization

After login and network setting steps, the EFD can be initialized by inputting Registration Code.

In the Main Menu, Enter [Tax Management] by press “2”.

**ADMINISTRATOR MODE**  
1. Sale Mode  
2. Tax Management  
3. Invoice Management  
4. Stock Management  
5. Report Mode  
Next

In the Tax Management menu and execute [Tax Initialization] by pressing “2”.

**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

### 3.5 Step 5: Add Goods and Set Items

After the initialization step, you can add some goods in EFD for sale. Please enter the [Stock Management] menu by press “4” and select [Add Goods] option by press “1”.

**ADMINISTRATOR MODE**

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

Next

**STOCK MANAGEMENT**

1. Add Goods
2. Query Goods
3. Items Setting
4. Stock In
5. Stock Out

Next

#### 3.5.1 Add Goods

In the [Add Goods] menu, Input the description, price, barcode of the goods, EFD will distribute an auto increased PLU number for each new goods. Select the tax category that applied to the goods.

**ADD GOODS**

Number: 1

Name: APPLE  
Tax Code: 1  
Barcode:  
Price: 5.00  
**Next**

Click [ENTER] when selecting the tax code to enter the goods rate selection menu. Click the corresponding numerical button for the tax rate of this goods. (If the tax rate is set by MTV, a Recommend Retail Price should be input for computing taxable value).

| <b>GOODS RATE</b> |                     |        |
|-------------------|---------------------|--------|
| 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 [ENTER] button to set the stock control status. If the goods stock is uncountable, press “1”. Otherwise, press “2” for the goods quantity input. Click [Enter] to complete the process and a message “add good success” will be prompt at the bottom of the screen.

**STOCK CONTROL**  
1. Disable  
2. Enable  
\_\_\_\_\_

**GOODS ADD**  
Stock Control: Yes  
Stock Quantity:100  
**Add Goods Success**

### 3.5.2 Item Setting

Item is a shortcut for goods details inputting. Taxpayers can set eight goods or service that are sold frequently as items. It is easier to add goods by clicking item key than to query goods by Inputting PLU Code or barcode.

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

**ITEM MANAGEMENT**

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

Next

3. Click [Enter] button for setting the associate goods of 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

### 3.6 Step 6: Invoice Issuing

During the initialization process, EFD will get invoices and tax rates for transaction signature.

Enter the [Sale Mode] menu.

**0000031**

**0.00**

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 |
|-------|------|-------|
| Apple | A    | *5.00 |


---

|                 |       |       |
|-----------------|-------|-------|
| A Standard Rate | 5.00% | *0.15 |
| TOTAL VAT :     |       | *0.15 |
| TOTAL AMOUNT :  |       | *5.00 |

---

CASH : \*5.00  
 CASHIER : INSPUR  
 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\*\*\*\*

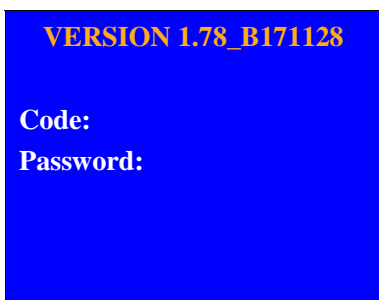


Taxpayer is able to issue invoice by four modes as follows, you can find the detailed step in the functional Description part:

1. Input PLU number, Click [PLU], then click [ENTER]
2. Click [ITEM] and then click [ENTER]
3. Input the goods barcode and click [PLU], click [ENTER]
4. Click [TEMPORARY], input description of goods, click [ENTER] to find the goods in stock. If it cannot be found, click [Enter] to complete the good information input process, and then click [ENTER] to proceed.

## 4 Functional Description

Input code “000” and password “123456”, then press "ENTER" to login the device as administrator.



### 4.1 Administrator Mode

The administrator menu is as follows:

#### ADMINISTRATOR MODE

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

Next

#### ADMINISTRATOR MODE

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

**Scroll up or down by pressing “%+↑” or “%-↓” button.**

## 4.2 Sale Mode

This function is used for doing transactions. It involves item sales settlement, PLU sales settlement, temporal item settlement, buyer information input and QR code verification.

### 4.2.1 Item Sales Settlement

This function provides a settlement process by item. Item is a shortcut for inputting goods details.

Taxpayers can set eight goods that are sold frequently as items. In this way, it is easier to add goods by clicking item key than to query goods by PLU Code and barcode.

#### 4.2.1.1 Item Sales Settlement

This function is used for settlement with item. The default quantity of goods is set to be 1. Taking the following as an example: the price of ITEM 1 is K 5, the VAT is 5%, the price of ITEM 2 is K

3, and the VAT is 2%. Using ITEM 1 and ITEM 2 to settle the goods is shown in the following operation.

1. [Main Menu]-> [Sales Mode]
2. Click [ITEM1] to add a goods
3. Click [ITEM2] to add a goods
4. Click [ENTER] to print the invoice

#### **4.2.1.2 Sales Settlement by Quantity or Weight**

This process will be used to settle by quantity and weight. Taking the following as an example: ITEM1 has a kind of goods with unit price K 15.8, the quantity (Weight) is 0.53 pcs (500g); ITEM 2 has a kind of goods with unit price K 2 , the quantity (Weight) is 3pcs(500g).

1. [Main Menu]-> [Sales Mode]
2. Input 0.53
3. Input [\*]
4. Input 15.8
5. Click [ITEM1]
6. Input 2
7. Input [\*]
8. Input 3
9. Click [ITEM2]
10. Click [ENTER]

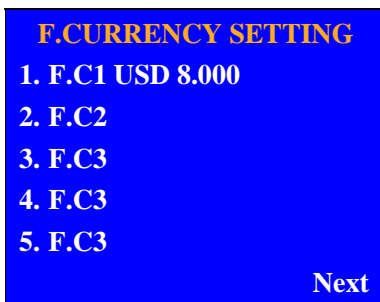
#### **4.2.1.3 Single Payment Settlement by Foreign Currency**

This function is used for payment in foreign currency. If the current currency is set to certain foreign currency, all prices of goods will be changed to that currency. The information on the invoice will include total amount in foreign currency, total taxable value in foreign currency, the corresponding exchange rate in ZMW, total amount in ZMW and total taxable value in ZMW. If the current currency is set to USD, all the format of amount will be changed to USD and this

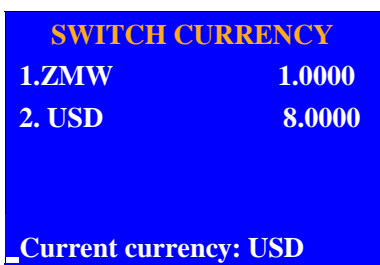


transaction will be settled by USD. The conversion rate, total amount and VAT is printed below with ZAM.

1. [Main Menu]->[System Management]->[Foreign Currency]-> [Foreign Currency]
2. Press one number button to set the foreign currency that has not been edit. Input the Abbreviation and exchange rate, then click [Enter].



3. Skip to [Foreign Currency] menu by press [ESC] continuously. Set the current currency to USD by press “2”. Click [Enter] to complete.



4. [Main Menu]->[Sale Mode]
5. Input 116 in USD
6. Click [ITEM1] to add goods
7. Click [ENTER]

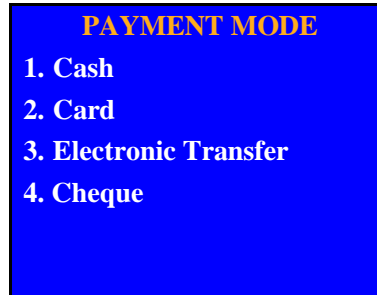
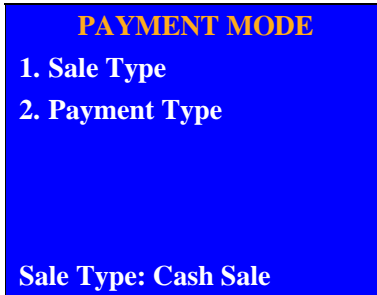
#### 4.2.1.4 Settlement by Multiple payment modes

This process is used for payment by multiple modes which involve “Electronic Transfer”, “Cheque”, “Cash” and “Card”. Such as the price of goods purchased is K 500 and the customer

will use Credit Card to pay.

1. [Main Menu]->[Sales Mode]
2. Input 500
3. Click [ITEM1]
4. Click [PAY

Type], select the current



MODE]->[Payment  
payment mode.

5. Click [ENTER]

## 4.2.2 PLU Sales and Settlement

Taxpayers can settle by PLU code and PLU barcode.

### 4.2.2.1 PLU Code Sale Settlement

Each good or service should be assigned with a unique PLU code which is used for querying in settlement. Taking the following as an example: the price of PLU 1 is K 500, the VAT is 5%

1. [Main Menu]->[Sale Mode]
2. Input 1
3. Input [PLU]
4. Click [ENTER]

### **4.2.2.2 PLU Barcode Sale Settlement**

This function is used for quick inputting by a barcode reader to scan the barcode of goods. Set the required bar code in the PLU Management menu. Return to Sales menu and plug the PLU scanner (HID Mode). Use PLU scanner to scan the bar code to achieve the Item Sales of the goods. Taking the following case as an example: the price of PLU 1 is K 5, the VAT is 5%, the price of PLU 2 is K 3, and the VAT is 2%.

1. [Main Menu]->[Sale Mode]
2. Click [PLU] then click [ENTER]
3. Scan barcode of goods
4. Click [ENTER] button

### **4.2.2.3 Manual PLU Barcode Sale Settlement**

This function is used for cashiers to input barcode manually when the barcode is not clear enough to be recognized by the scanner. Set the required bar code in the Stock Management interface. Return to Sales Mode and input PLU Barcode number manually. Taking the following case as an example: the price of PLU 1 is K 5, the VAT is 5%, the price of PLU 2 is K 3, and the VAT is 2%.

1. [Main Menu]->[Sale Mode]
2. Input Barcode number manually
3. Click [PLU]
4. Click [ENTER] button

### **4.2.3 Temporary Item Settlement**

This function is used to input information of free defined goods or service. A temporary window will be provided to input the description, unit price, tax rate, and quantity of goods or service for cashiers to finish the settlement. For items with free definition, Taxpayer can start a temporary item settlement window for inputting price, tax rate, name and quantity.

1. [Main Menu]->[Sale Mode]
2. Click [Fn] + [PLU] to start temporary item settlement window
3. Input description “apple”. Click [ENTER] to find the goods in stock. If it cannot be found, select [Confirm] to add.
4. Select tax rate
5. Input Barcode
6. Input price
7. Select stock control status
8. Input quantity
9. Click [ENTER]

#### 4.2.4 Buyer Information Settings

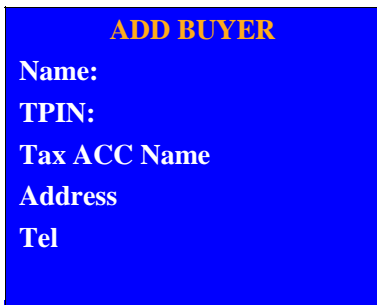
This function is used to input the name, TPIN, tax Account Name, address and telephone number of buyers. The purpose of printing buyer information on the invoice is for verification during VAT claim. If buyer information is required, EFD provides interface for inputting buyer name, TPIN, address, tax account and tel.

1. [Main Menu]->[Sale Mode]
2. Click [ITEM1] to add goods
3. Click [Buyer] to enter buyer information input window
4. Input the buyer TPIN, click [ENTER]



5. The main screen will display as follows: “Cannot find the TPIN”
6. Click [ENTER]
7. Select [Confirm]

8. Input the buyer information



**ADD BUYER**  
Name:  
TPIN:  
Tax ACC Name  
Address  
Tel

9. Click [ENTER]
10. The main screen will display as follows: “Add Buyer Success”
11. Click [ENTER]
12. Return to [Sales Mode]

## 4.2.5 Cancel Items when selling

This function is used for cancellation of items when selling. The cashier can choose a certain good or service for cancellation by printing a corresponding good with a negative unit price on invoice. The unit price will be deducted from the total amount.

1. Enter [Sale Mode]
2. Click [ITEM1] button to add item1
3. Click [ITEM2] button to add item2.
4. Click [CANCEL] button to cancel item. Then you get a pop up window to enter the password.
5. Click [ITEM2] button to cancel item2.
6. Click [ENTER] button to finish and print invoice.

## 4.2.6 Settlement with Change

This function is used for settlement with change. The total amount, transaction amount and change will be printed on the invoice. For sale item ITEM1 and ITEM2, the payment is K 30, and the change is K 22.

1. Enter [Sale Mode]

2. Input 1
3. Enter [PLU]
4. Input 30
5. Click [ENTER]

## 4.2.8 Invoice Authentication by QR Code

This function is used for invoice authentication in EFD by QR code (A two-dimensional code which will involve some text information). Consumer can scan this code and open a web page (provided by EFD System) on mobile phone. Then EFD System will tell consumers whether this invoice is true and issued by this EFD. The content of QR code is an URL that includes TPIN, invoice code and number, amount, fiscal code and date.



## 4.2.10 Settlement with MTV goods

This function is used for settlement of MTV goods. According to the calculation rule of MTV goods, when the price (tax included) is below RRP, tax will be calculated based on RRP. When the price (tax included) is above RRP, the tax will be calculated based on retail price. If the goods tax rate is MTV, a recommended retail price (RRP) should be set for computing taxable value. When the price of sold good is less than RRP, a fixed taxable value is result of  $RRP \times 4/29$ . Otherwise, standard taxable value is result of  $Price \times 4/29$ . Such as the price of ITEM 1 is K 3.69, the VAT is MTV. RRP is K 5. Then taxable value is K 0.69.

## 4.2.11 Settlement of Tourism Levy

This function is used for settlement of tourism levy. If the taxpayer qualification information

includes tourism levy, then the taxpayer will have authority to include tourism levy on invoices.

If three items are on the invoice, the first item is accommodation, the second item is dinner and the third item is coffee. All these items will be charged by standard VAT rate at 16%, and two of them (accommodation and dinner) will be charged by Tourism Levy rate at 1.5%. EFD will generate the Tourism Levy amount according to the exclusive tax price of accommodation and dinner.

1. Enter [Sale Mode]
2. Input goods or service.
3. Double Click [Fn] and select [Tourism levy mode]



4. Select items eligible for Tourism levy
5. Click [ENTER]
6. A special line for Tourism Levy will be printed below the total VAT

## 4.2.12 Settlement of Insurance Premium Levy

This function is used for settlement of Insurance Premium levy. If the taxpayer qualification information includes Insurance Premium levy, then the taxpayer will have authority to issue Insurance Premium levy invoices.

The function is designed for insurance industry who will issue invoices with Insurance Levy at 3%. If the Insurance Levy is charged, there will be no VAT on the same invoice. The prerequisites is that the tax category of ITEM1 is IPL.

1. Enter [Sales Mode]
2. Input tax exclusive price of insurance premium
3. Click [ITEM1] to input description of the service
4. Click [ENTER]

### **4.2.13 Settlement by LPO**

This function is used for settlement by LPO. The price of each goods or service will change to exclusive tax price when selling to eligible persons. Prerequisites:

1. Enter [Sale Mode]
2. Double Click [Fn]
3. Select [Privileged Person Mode]
4. Input the LPO number
5. Click [ENTER]
6. Input 2
7. Click [PLU]
8. Click [ENTER]

### **4.2.14 Settlement for export**

This function is used for settlement for export. The price of each goods or service will change to exclusive tax price during export transactions.

1. Enter [Sale Mode]
2. Double Click [Fn]
3. Select [Export selling mode]
4. Input 2
5. Click [PLU]
6. Click [ENTER]

## **4.3 Tax Management**

Tax management is used for management of EFD device information, taxpayer information, tax monitoring information and tax rate information. The EFD will get the basic tax information through initialization. When taxpayers apply for amendment of information in ZRA, the EFD will update the latest information automatically. Taxpayers can also update the fiscal information manually.



### 4.3.1 Tax Initialization

This function is used for initialization of EFD. Taxpayer can't make any transaction until the EFD is initialized. Initialization process is used for setting the tax information in EFD, such as TPIN, tax account name, tax rates and monitoring information. During initialization process, EFD will get a unique terminal ID and a RSA private key from EFD System by registration code. Then EFD will apply tax information of taxpayer from EFD system by unique terminal identity and write it into fiscal memory. The fiscal information includes TPIN, tax rates and tax categories.

1. [Main Menu]->[Tax Management]->[Tax Initialization]
2. Execute [Tax Initialization]
3. Input the registration code "405734587769"



4. Click [Enter]

### 4.3.2 Information Update

This function is used for updating tax information when the taxpayer applies for information update to ZRA

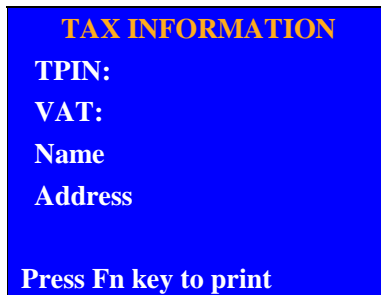
1. [Main Menu]->[Tax Management]
2. Execute [Information Update]

### 4.3.3 Tax Information

This function provides the display and print of Tax Information which will involve taxpayers Information, monitoring information, tax type and categories. The taxpayer information includes TPIN, tax account name, address, tel. The monitoring information includes offline invoice quantity, max invoice, Maximum Single Invoice Value, Monthly Invoice Quantity, Offline Invoice Quantity, Monthly Credit Note Limit, and Invoices Holding Quantity. This process is used for

displaying and printing tax information

1. [Main Menu]->[Tax Management]
2. Execute [Tax Information]
3. The current tax information of the EFD will be displayed on the main screen, and can be scrolled up and down by pressing [↑] or [↓]



4. Click [Fn] to print the tax information on paper

## 4.4 Invoice Management

E-invoice number is used for identifying invoices between EFD system and EFD. A unique E-invoice number is composed of a serial number and a code. The code is a combination of town No., year, batch No. and tax type, while the serial number is numeric and incremental. It is used for managing E-invoice number saved in EFD, querying invoices and issuing Credit Note by E-invoice number.

### 4.4.1 Invoice Section Application

This function is used for applying for new invoices to be issued in the EFD. The information of the invoice section applied will involve invoice code, invoice number, Start No., End No. and the numbers of invoices in this section. Once the remaining number of invoices is less than 20% of Invoice Holding Quantity, EFDs will Apply invoice section automatically from EFD System.

EFDs will apply for a section of invoice number from EFD System automatically and save them in Fiscal memory, and will import it for issuing invoice one by one. Once remaining number of invoices is less than a threshold of Invoice Holding Quantity, EFDs will Apply invoice section automatically from EFD System

1. [Main Menu]->[Invoice Management]
2. Execute [Invoice Application]

## 4.4.2 Current Invoice Section

This function provides the details display of invoice section used currently on main screen. The information will involve the current E-invoice number, Start No. and End No. of invoice section.

1. [Main Menu]->[Invoice Management]
2. Enter [Current Invoice Range]

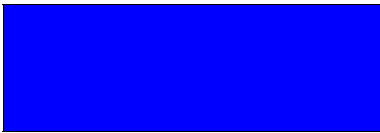
**TAX INFORMATION**  
INV Code: 000170110020  
INV Start No: 00000001  
INV End No: 00009999  
Current No: 00000036  
Remain: 00009964

## 4.4.3 Credit Note

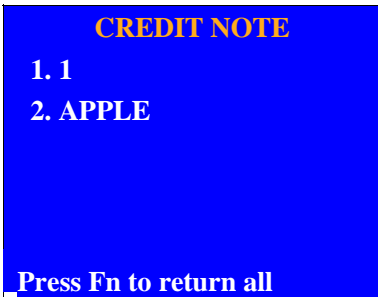
This function provides a process for taxpayer issuing Credit Note when buyers want to return goods. It is necessary to query the original invoices of the returned goods by the original E-invoice number. It will support return of goods or service by changing quantity and price. If buyers want to return goods, the original invoice code and number is necessary. A new invoice will be issued and the amount of credit note will less than or equal to original invoice.

1. Enter [Invoice Management]
2. Enter [Credit Note]
3. Input original invoice No
4. Click [ENTER]
5. Input original invoice number "00006661".
6. Click [ENTER]

**CREDIT NOTE**  
Original Invoice  
INV Code: 00000001  
INV Number:



7. Select the item (s) which needs adjustment.



8. Input the quantity and/or price of the item(s)

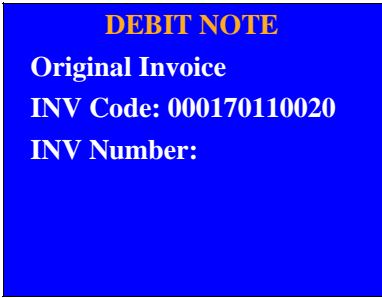


9. Double click [ENTER]

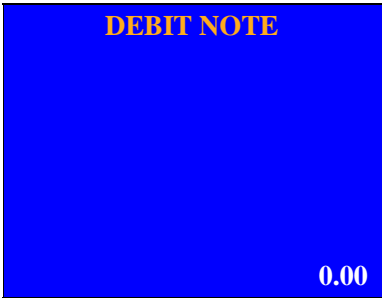
#### 4.4.4 Debit Note

This function provides a process for taxpayer issuing Debit Note when buyers want to add amount or quantity of the original invoice. It is necessary to query the original invoices by the original E-invoice number. It will also support add omitted goods or service. If buyers want to issue debit note, the original invoice code and number is necessary. A new invoice will be issued.

1. Enter [Invoice Management]
2. Enter [Debit Note]
3. Input original invoice code
4. Click [ENTER]
5. Input original invoice number
6. Click [ENTER]



7. Click [Fn] to add the omitted good (s) or amount



8. Select the item for the omitted goods addition
9. Click [ENTER]

### 4.4.5 Invoice Section Return

The purpose of this process is to return the invoices held in EFD to EFD system when taxpayers is no longer required to use EFD. These returned invoice sections will be allocated to other taxpayers.

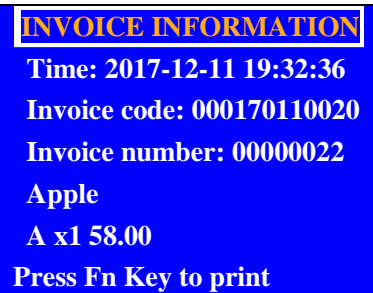
1. Enter [Invoice Management]
2. Enter [Invoice Range Return]
3. Click [Fn] to return these unused invoice sections in current invoice range.

### 4.4.6 Invoice Query

This function provides the details querying of the invoice by E-invoice number on EFD. Information of the invoice will be displayed on the screen and printed on paper with a “NON FISCAL” line below.

1. Enter [Invoice Management]
2. Enter [Invoice Query]
3. Input invoice code “000170910020”.

4. Click [ENTER]
5. Input invoice number “00006662”.
6. Click [ENTER]
7. The invoice details which has been queried will be displayed on the main screen, and can be scrolled up and down by pressing [↑] or [↓]



8. Click [Fn] to reprint the invoice on paper

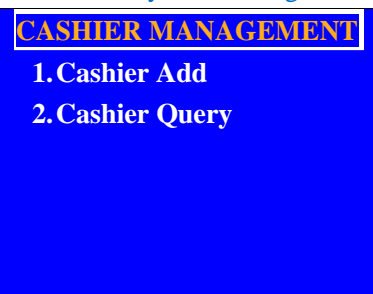
## 4.5 System Management

This menu provides the configuration of cashier, different currencies, password, network, server IP, RRP, system upgrade and test mode for the purpose of the management of the EFD gadget.

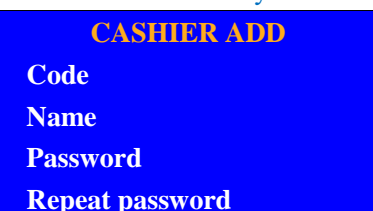
### 4.5.1 Cashier Management

This process will be used for adding and querying the cashier in the EFD gadget.

1. Enter system Management, execute Cashier Management



2. Press number key “1” to Add Cashier



3. Press number key “2” to query cashier

**CASHIER QUERY MODE**

1. Sequential Query
2. According to Code
3. According to Name

## 4.5.2 Currency Setting

This function is used for setting different currencies and corresponding exchange rates. This process involves exchange rate configuration and currency switching. Up to 6 different currencies will be configured in the EFD. For each currency, the name and exchange rate can be set by administrator. The goods in stock will be priced by current currency. Switching currency requires to print a Z report. All the reports printed after this setting will use such currency as default and the corresponding currency symbol will be printed before each amount item.

1. Enter [System Management]
2. Enter [Foreign Currency]. Input 1 for setting the exchange rate. Input 2 for switching currency.

**CURRENCY SETTING**

1. Exchange Rate
2. Switch Currency

Next

3. Select [Exchange Rate]

**F.CURRENCY SETTING**

1. F.C1 USD 8.000
2. F.C2
3. F.C3
4. F.C3
5. F.C3

Next

4. Select the number which is not being used.
5. Input the abbreviation, Click [ENTER]
6. Input the exchange rate



7. Click [ENTER]

### 4.5.3 Reset Administrator Password

This function is used for resetting administrator password. The administrator of the EFD can reset its password through this function. The length of password is 6 digits. (The default password for administrator is “123456”.)

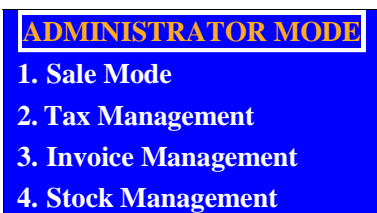
1. [Main Menu]->[System Management]
2. Enter [Admin Password]



3. Input the old password, Click [ENTER]
4. Input the new password, Click [ENTER]
5. Confirm the new password
6. Click [ENTER].

### 4.5.4 Network Configuration

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





## 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 [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

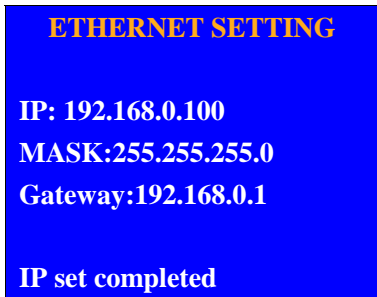
Next

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

### ETHERNET SETTING

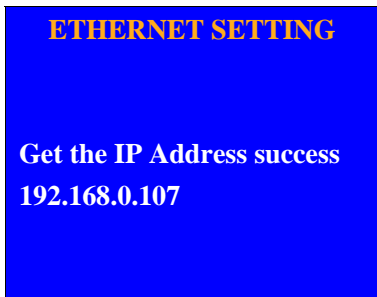
1. Static IP
2. DHCP

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.



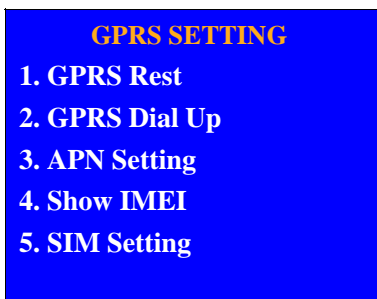
**ETHERNET SETTING**  
IP: 192.168.0.100  
MASK:255.255.255.0  
Gateway:192.168.0.1  
IP set completed

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

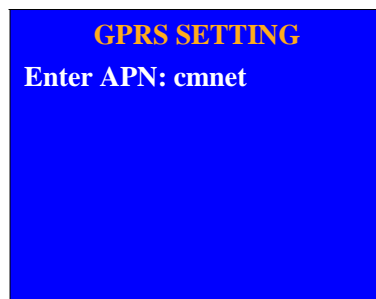


**ETHERNET SETTING**  
Get the IP Address success  
192.168.0.107

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

### 4.5.5 Server IP

The Server IP should be configured firstly in order to communicate with ZRA by network. In the Main Menu, skip 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”

**SYSTEM MANAGEMENT**

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

Next

Inputting IP and port of server in ZRA.

**SERVER IP**  
IP: 41.72.108.82  
Port: 8090

### 4.5.6 Application Update

This function is for EFD administrator to upgrade the firmware of the EFD. The administrator can upgrade the firmware of the EFD either by Flash Disk or by network.

**Application Update**  
1. Update by Flash Disk  
2. Update by Network

### 4.5.7 Test Mode

This function is used for self-testing of the EFD hardware. In test mode menu, operator can test the printer, main display, customer display, keyboard, serial port, cash box and USB of the EFD.

**HARDWARE TEST**  
1. Printer  
2. Main Display  
3. Customer Display  
4. Keyboard  
5. Serial Port  
Next

## HARDWARE TEST

1. Cash Box
2. USB
3. FMV Module
4. EJ Module
5. Barcode Reader

Next

## 4.6 Buyers Management

This menu provides functions which involve add, query, import and export buyer information.

### 4.6.1 Add Buyers

This function is used for adding buyer information. The cashier enters this menu to input buyer information. The required information includes Name, TPIN, tax account name, telephone and address which are optional.

1. [Main Menu]->[Buyers Management]->[Add Buyers]

**BUYER ADD**

Name:  
TPIN:  
Tax ACC Name:  
Address:  
Tel:

2. Input Name, Click [ENTER]
3. Input TPIN, Click [ENTER]
4. Input Tax ACC Name, Click [ENTER]
5. Input Address, Click [ENTER], Input Tel
6. Click [ENTER]

### 4.6.2 Query Buyers

This function is used for querying, editing and deleting buyer information. The cashier enters this menu to query buyer information. When the buyer information is found, cashier then can edit or delete the buyer information in the EFD.

1. [Main Menu]->[Buyers Management]->[Query Buyers].

**BUYER QUERY MODE**

1. Sequential Query
2. According to Name
3. According to TPIN

2. Input buyer name or TPIN for searching buyer information.

**BUYER DETAILS**  
Name: jimmy  
TPIN:  
Tax ACC Name:  
Address:  
Tel  
Press Fn Key to edit

5. Click [Fn] to enter information edit menu

**BUYER EDIT MODE**  
1. Edit Buyer  
2. Delete Buyer

6. Input 1 to edit buyer information. Input 2 to delete buyer information.

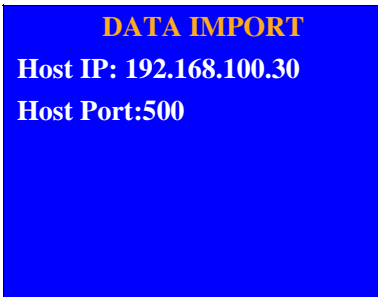
### 4.6.3 Import Buyers

This is used for importing buyer information to the EFD. The administrator can import buyer information into the EFD by Flash Disk or by a hosted PC. Install the data management software on the Host PC.

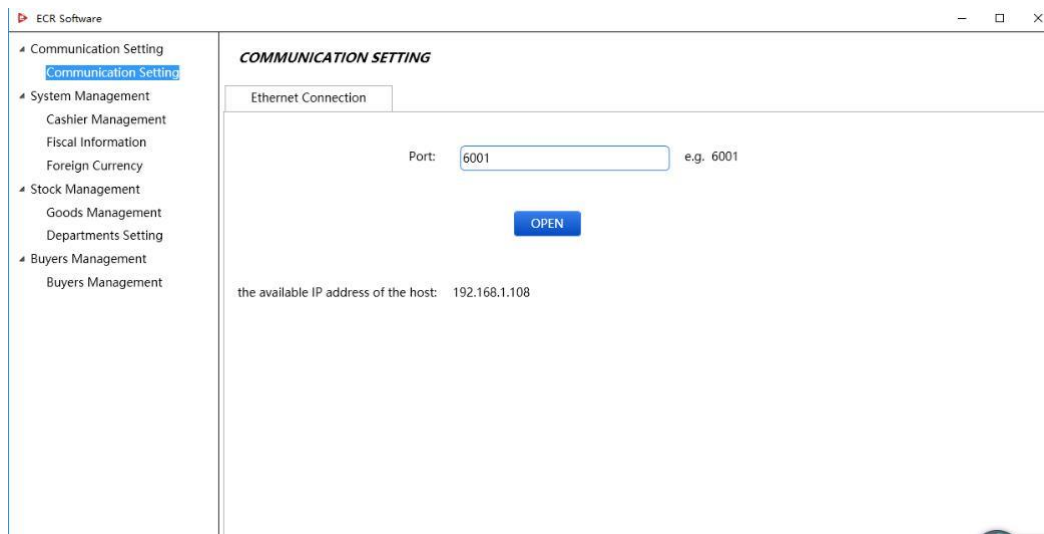
1. [Main Menu]->[Buyers Management]->[Import Buyers]

**BUYER IMPORT**  
1. Data Import By Udisk  
2. Data Import By Host

2. Input 1 and insert flash disk for data import.
3. Input 2 and set IP of Host PC



4. Open the software in Host PC, add buyer's information and open the communication.



5. Click [ENTER] to connect to Host PC for data import. Or click [ESC] to return.

## 4.6.4 Export Buyers

This function is used for exporting buyer information. The administrator can export buyer information from the EFD to Flash Disk or to a hosted PC.

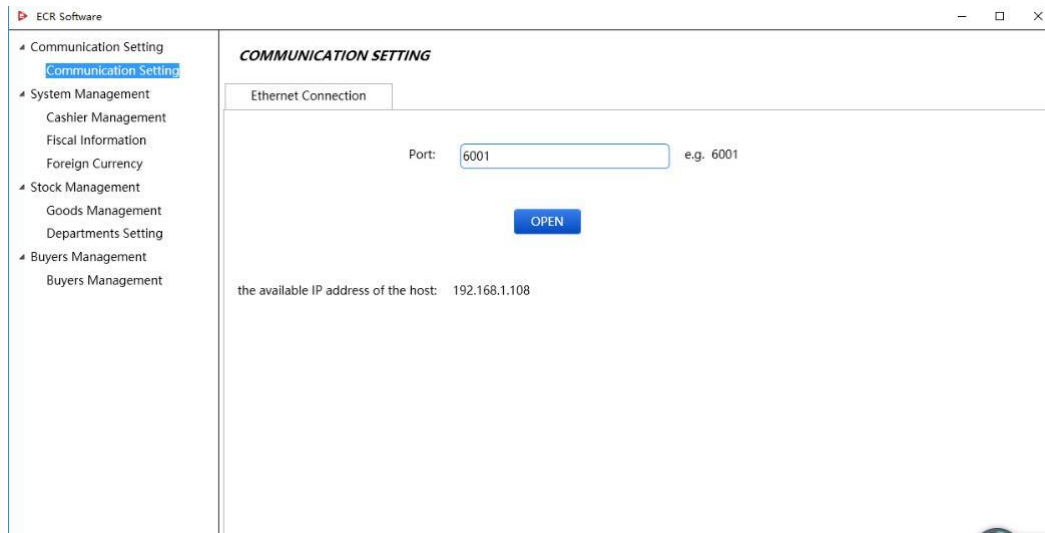
1. [Main Menu]->[Buyers Management]->[Export Buyers]



2. Input 1 and insert flash disk for data export.
3. Input 2 and set IP of Host PC

**DATA EXPORT**  
**Host IP: 192.168.100.30**  
**Host Port:500**

4. Open the software in Host PC, add buyer's information and open the communication.



5. Click [ENTER] to connect to Host PC for data export. Or click [ESC] to return.

## 4.7 Stock Management

This function involves the management of goods details, item configuration, stock management and operation of goods import and export.

### 4.7.1 Add Goods

This function is used to add goods information which includes description, barcode, price, tax rate and stock control option. Once the stock control option of the goods is enabled, quantity will be changed automatically when selling or returning. If the tax rate of the goods is set to MTV, a RRP will be set mandatory. EFD will allocate a PLU code for each added goods and will increase automatically. Each new goods will be configured a union PLU code.

In the [Add Goods] menu, Input the description, price, barcode of the goods, EFD will distribute an auto increased PLU number for each new goods. Select the tax category that applied to the goods.



**ADD GOODS**

Number: 1  
 Name: APPLE  
 Tax Code: 1  
 Barcode:  
 Price: 5.00

Next

Click [ENTER] when selecting the tax code to enter the goods rate selection menu. Click the corresponding numerical button for the tax rate of this goods. (If the tax rate is set by MTV, a Recommend Retail Price should be input for computing 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 [ENTER] button to set the stock control status. If the goods stock is uncountable, press “1”. Otherwise, press “2” for the goods quantity input. Click [Enter] to complete the process and a message “add good success” will be prompt at the bottom of the screen.

**STOCK CONTROL**

1.Disable  
 2.Enable

**GOODS ADD**

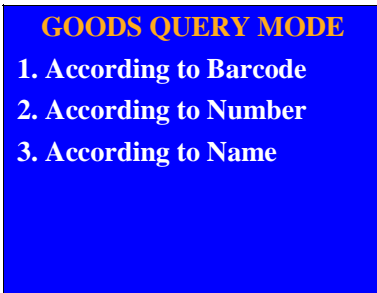
Stock Control: Yes  
 Stock Quantity:100

Add Goods Success

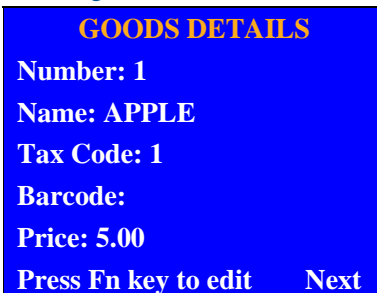
### 4.7.2 Query Goods

This function is used for querying goods details by barcode, goods description and PLU code. It will provide functions for editing and deleting goods information.

1. [Main Menu]->[Stock Management]->[Query Goods], you can query goods by number barcode or Name



2. Input 1 and click [ENTER]
3. If goods information is found, screen Displays as follows



4. Click [Fn] to enter information edit menu



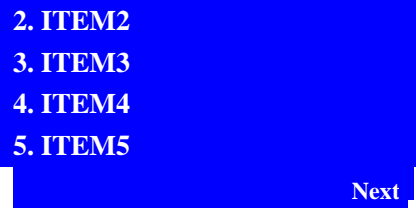
5. Input 1 to edit goods information. Input 2 to delete goods information. Click [ENTER] to finish query operation.

### 4.7.3 Item Management

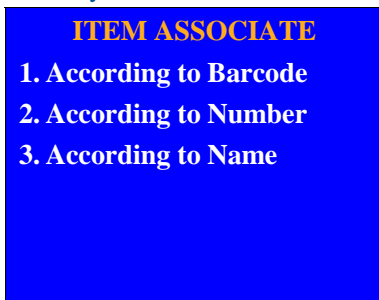
Item is a shortcut for goods details inputting. Taxpayers can set eight goods or service that are sold frequently as items. It is easier to add goods by clicking item key than to query goods by Inputting PLU Code or barcode.

5. Enter [Stock Management], select [Items Management]
6. Select item information by press item number

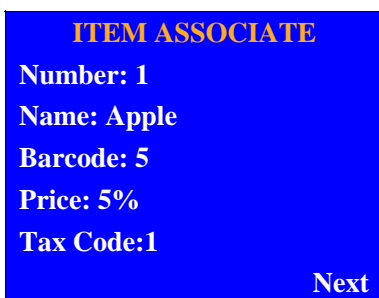




7. Click [Enter] button for setting the associate goods of item. Query the goods information by barcode, number and name.



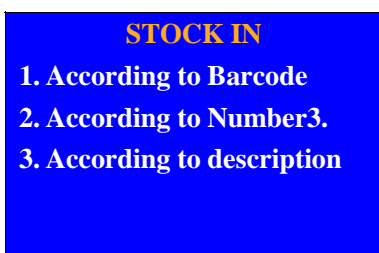
8. Find the goods and click [Enter] to associate the good to the item.



## 4.7.4 Stock In

This function is used to increase the quantity of stock in stock management by barcode, description and PLU code.

1. [Main Menu] -> [Stock Management] -> [Stock In]



2. Input 2 for searching goods by Number of PLU

Enter PLU Number:

1

3. Input increase number

**STOCK IN**

Stock Quantity:1

Stock In Qty:

4. Click [ENTER] button to increase quantity

## 4.7.5 Stock Out

This function is used for decreasing the quantity of stock in stock management by barcode, description and PLU code.

1. [Main Menu] -> [Stock Management] -> [Stock Out]

**STOCK OUT**

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

2. Input 2 for searching goods by Number of PLU

Enter PLU Number:

3. Input decrease number

**STOCK OUT**

**Stock Quantity:1**  
**Stock In Qty:**

4. Click [ENTER] button to decrease quantity

## 4.7.6 Import Goods

This function involves two options for importing goods information. One will be importing goods data from a file format in flash disk. It is a database file that can be opened by special software. The other will be importing goods data from computer connected with Ethernet network. A particular software will be installed and executed on this computer for configuration of goods details.

1. [Main Menu]->[Stock Management]->[Import Goods]

### **STOCK DATA IMPORT**

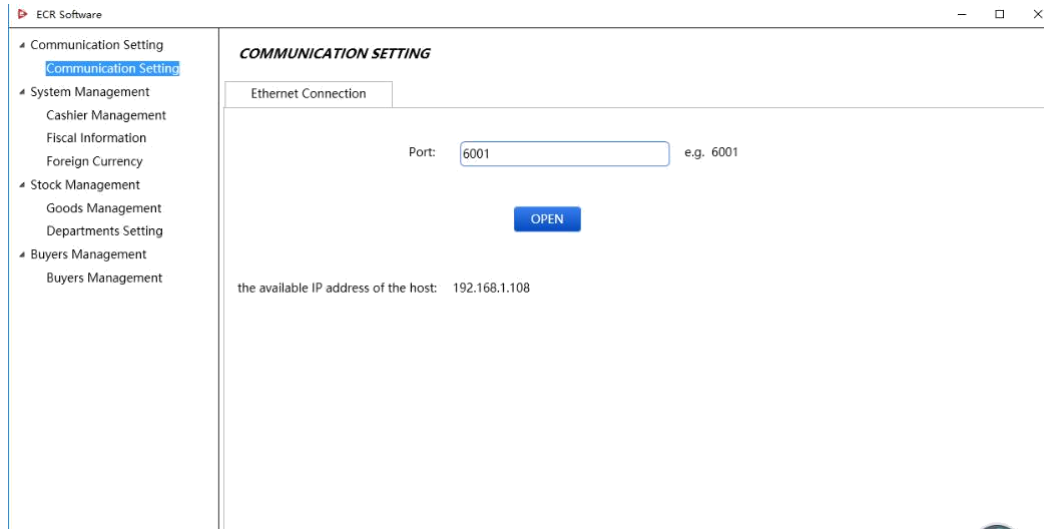
1. Data Import By Udisk
2. Data Import By Host

2. Input 1 and insert flash disk for data import.
3. Input 2 and set IP of Host PC

### **DATA IMPORT**

**Host IP: 192.168.100.30**  
**Host Port:500**

4. Open the software in Host PC, add goods information and open the communication.



5. Click [ENTER] to connect to Host PC for data import. Or click [ESC] to return.

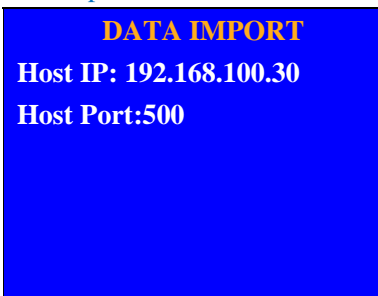
## 4.7.7 Export Goods

This process will involve two options for exporting goods information. One will be exporting goods data into a file saved in flash disk. It is a database file that can be opened by special software. The other will be exporting goods data to computer connected with Ethernet network. A particular software will be installed and executed on this computer for configuration of goods details.

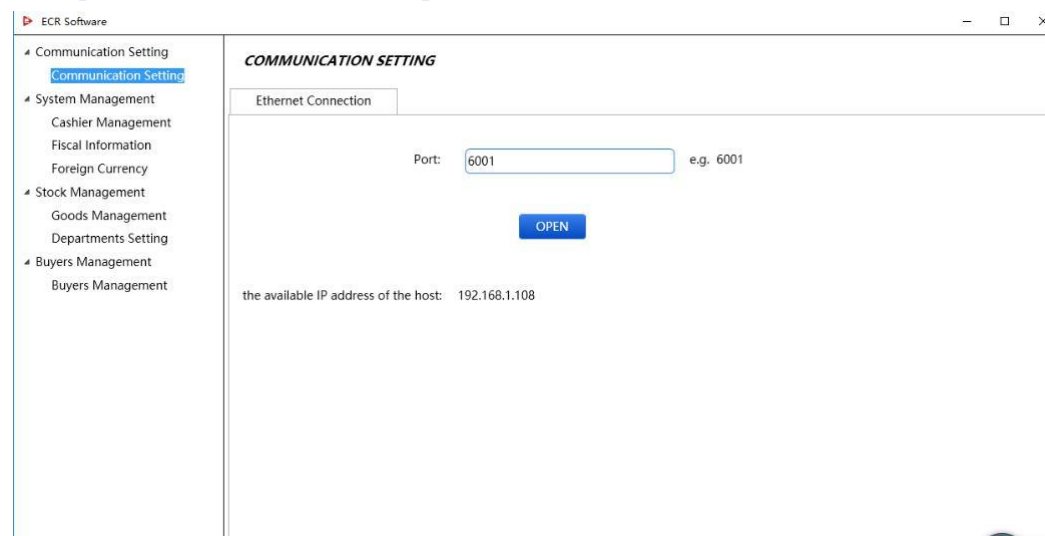
1. [Main Menu]->[Stock Management]->[export Goods]



2. Input 1 and insert flash disk for data export.  
3. Input 2 and set IP of Host PC



#### 4. Open the software in Host PC, open the communication.



#### 5. Click [ENTER] to connect to Host PC for data export. Or click [ESC] to return.

## 4.8 Report Management

This function is used to generate diverse reports for summary and statistics. It involves X report, Z report, fiscal report, monthly report, periodic report and machine report. All the transaction information will be used to generate reports contents, such as total amount, total tax amount, number of receipts, payment details, item details and separated tax amount.

### 4.8.1 X Report

X Report is used for generating transaction statistics temporarily. It will add up these transactions that have occurred since the last Z report was printed. The content includes total receipts number, item detail, payment detail, cashier detail and tax detail. It is not mandatory to print X report because that the report is only for temporary statistics and will not be saved in fiscal memory.

1. [Main Menu] -> [Report Mode]
2. Execute [X Report]

### 4.8.2 Z Report

Taxpayers can print Z report anytime in a day. It will generate transaction statistics and save report details in fiscal memory which is different from X Report. Even more, Z report counts all transactions which have occurred since the last Z-Report. Z report involves total receipts number,

item details, payment details, cashier details and tax details. Each Z report will be allocated a counter No. EFD is mandatory to generate at least one Z Report each day.

1. [Main Menu] -> [Report Mode]
2. Execute [Z Report]

### 4.8.3 Fiscal Memory Report

Fiscal memory report involves brief information of Z report being occurred between start date and end date. The brief information of each Z report consists of total amount, tax value, receipts number and sales number. Fiscal Report can be printed anytime, but if no Z Report was generated during the period the Fiscal Report will be empty.

1. [Main Menu] -> [Report Mode]
2. Execute [Fiscal Memory Report]
3. Input start date and end date. Click [ENTER] to print fiscal report



### 4.8.4 Monthly Report

This process will be used to generate transaction statistics in a month. The report content will involve total number of issued invoices, total amount and taxable value separated by different rates.

Monthly report counts all transaction information happened in a month. Taxpayer can input month and get total number of issued invoice and amount. In addition, taxable value separated by different rates will be printed one by one.

1. [Main Menu] -> [Report Mode]
2. Execute [Monthly Report]
3. Input month. Click [ENTER] to print monthly report

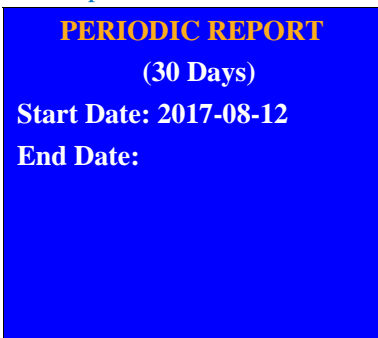




### 4.8.5 Periodic Report

This function will generate a statistic report of transactions that have occurred in a period of time. EFD will provide the data for daily, monthly and other periodic reports by inputting the Start Date and End Date.

1. [Main Menu] -> [Report Mode]
2. Execute [Periodic Report]
3. Input start date and end date. Click [ENTER] to print periodic report



### 4.8.6 Machine Report

This function will be used for printing the machine information which will involve manufacturer, firmware version, terminal ID, firmware checksum, initialized date and time.