

Smart Invoice Desktop/Tablet User Manual Version 3.3



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1 INTRODUCTION

1.1 Overview

Thank you for choosing Smart Invoice. This comprehensive guide has been designed to provide you with all the information you need to make the most of the Smart Invoice system.

Whether you are a seasoned professional or a first-time user, this document will provide guidance and information on the features, functionalities, and best practices on using the Desktop and Tablet applications.

The application can be installed on a windows-based desktop computer, laptop or Tablet with Microsoft windows 10 or higher.

1.2 Goal of the User Manual

The primary goal of this user manual is to empower the user with the knowledge and skills required to effectively utilize the Smart Invoice system. By the end of this document, you should be able to:

- Efficiently Navigate through the Smart Invoice Interface
- Manage Client Information
- Manage Sales and Purchases
- Track Invoice Status and Payments
- Manage Importations

1.3 Management Module

The management module consists of the following menus:

- i) **Environments:** refers to the menu used to make user specific settings in Management Module. The settings that may be adjusted include: - system settings, user management, password changes and many more.
- ii) **Item Management:** Users can manage the items to be stocked in here. Information relating to item classification codes, initial stock at the commencement of using the Smart Invoice, item descriptions, unit price and tax category are captured here.
- iii) **Customer Management:** Users can register and manage customers and their contact information under this feature. This information can then be used in sales or for purchased items.
- iv) Sales Management: Users can manage their sales, issue Proforma Invoices, Sales Invoices and Credit notes using this feature.
- v) Purchase Management: Users can manage their purchase information in this sub-module.
- vi) **Import Management:** Users can check imported items, assign item code and confirm stock to be used for furtherance of business under this feature.
- vii) **Stock Management:** Users can manage stock, check movement associated to transactions made in the business and adjust stock generally using this module

2.HOW TO ACCESS THE SMART INVOICE SOFTWARE

2.1Sign Up

Step 1: Navigate to Taxpayer portal in your browser by visiting <u>www.zra.org.zm</u> and click **Smart Invoice** then **Smart Invoice Portal**. The Login page below will be displayed:

	TAXPAYER LOGIN
2	TPIN
0	Password
	LOGIN
	SignUP
Forgo Are yo	: your password? u new on this system? Learn More

FIGURE 1 - LOGIN PAGE

Step 2: Click on Sign Up button

TPIN	Taxpayer name		
Please Input Taxpayer Identification number th	verity en click to Verify button.		
Taxpayer type	* Telephone number	* E-Mail	
Address(Province)	Address(Jurisdictiction)	Address(Town)	
Address(Location information)			
User Information			
Member name	* Mobile	E-Mail	
Password	* Confirm Password	Verification	

FIGURE 2 - SIGN UP FORM

Step 3: Type in your TPIN and then click verify Button

TPIN	Taxpayer name		
Please Input Taxpayer Identification number th	en click to Verify button.		
Taxpayer type	* Telephone number	* E-Mail	
Address(Province)	Address(Jurisdictiction)	Address(Town)	
Address(Location information)			
User Information			
Member name	*Mobile	E-Mail	
		Mark and a	
Password	* Confirm Password	ventication	

FIGURE 3 - INFORMATION VERIFICATION

After clicking the Verify button, Taxpayer information will be auto-populated into the input fields.

Step 4: Set up your password. Ensure to adhere to the password policy

Step 5: Click the **Send** Button to receive a verification code from ZRA by SMS on the Mobile phone number that you have registered on TaxOnline. Type in the verification code. For example: SMS reads "Verification code is: 579086". You will type in 579086 in the space provided.

Taxpayer Information			
TPIN	Taxpayer name		
Diesse invest Taxpaver identification number th	Verify		
Taxpayer type	* Telephone number	* E-Mail	
\ddress(Province)	Address(Jurisdictiction)	Address(Town)	
iddress(Location information)			
User Information			
Member name	* Mobile	E-Mail	
Password	* Confirm Password	Verification	

FIGURE 4 – OTP CONFIRMATION

Step 6: Click the Sign-Up button to Submit.

Address(Province)	Address(Jurisdiction)	Address(Town)	
COPPERBELT PROVINCE	ISMTO Kitwe	Kitwe	
*Address(Location information)			
Kitwe,05,POLLACK STREET,NKANA WEST			
User Information			
* Taxpayer name		E-Mail	
IDEN ZULU	()	zului@zra.org.zm	
* Password	Sign up(TPIN)		
	Sign up is completed		
Verification	Yes	_	
Send 5b6bf			
Sign up Cancel			

FIGURE 5 - INFORMATION SUBMISSION

b. Service Request

Step 7: Browse the Taxpayer portal in your browser. Use **TPIN** and **Password** you provided in step 4. Then click **Login** button.

	ZAMBIA REVENUE AUTHORITY TAXPAYER LOGIN
2	TPIN
Ø	Password
	LOGIN
	SignUP
Forgot Are yo	your password? u new on this system? Learn More

FIGURE 6 - LOGIN SCREEN

Step 8: Click Service Request button on the top right corner, then click Smart Invoice button.

	ZAMBIA REVENT AUTHORIT (HOME > 1	Service request	nt Invoice	× *		
8	Normal Sales Receipt	Normal Credit Note Receipt	Proforma Receipt	l	Expired Stock Item	
	Total Sales Amount	Total Credit Note An	nount	Total TAX A	lmount	

FIGURE 7 - SERVICE REQUEST

Step 9: Fill service information. If you are applying for Smart invoice software, on Smart Invoice Type, choose Smart Invoice client and attach the required document then click Send button. You will also have to confirm the submission.

Step 10: ZRA Processes the service request and device approval. If approved, an installer will be provided to the taxpayer. You will get an installer as follows:

- 1. Click on profile
- 2. Click< Device management>button
- 3. Click <download >button

ZAMBIA My Fee REVENUE Two Tox	r Portal	WECOME, SWARD USER (1000	SMART USER 7 oliveruwimana@gmail.com	
IHOME > 1 Normal Sales Receipt	Normal Credit Note Receipt	Proforma Receipt	Taxpayer information Taxpayer information Password change My Invoice Device Management O Log out	*2
Total Sales Amount	Total Credit Note An	mount	Total TAX Amount	

FIGURE 8 - DEVICE MANAGEMENT

				Welcome	SMART USER 7 (1000000057)	Notice	EApply
ZAMBIA REVENUE AUTHORITY Our Desi	TaxPayer	Portal					
Device Mana	gement [HOME >	Device Management]					
Branch Office Na	me Branch Office Nam	e		Serial No	Serial No		
Model Model				Status	-All	~ C	Search
Branch code	Branch Office Name	Serial No	Model	Status	Smart Invoice Client Install Date	e Last Conn Date	Smart Invoice Client
000	Headquarter	110011	dell	Activated			Download
				1			[Total Data : 1 / Total page : 1]
							D Add
							3
							Download your

installer from here

FIGURE 9 – SOFTWARE DOWNLOAD

Step 11. Adding a new branch

If a taxpayer has got another branch, he/she can add it depending on a solution he wants. see steps below

- 1. Click <Add> button
- 2. Fill all the information below
- 3. Choose PDA solution

dinine.	Device Managemen		×		
ZAMBIA REVENUE AUTHORITY Our Textiny	* Branch Office Name		NV		
Device Management	* Address	Address Search Province			
Branch Office Name Bra		Town			
Model Model		Area		Search	
Branch code Branch		Street	ate	Smart Invoice Client	
000 Headqua		Plot No.	32:20	Download	
		Location information		[Total Data : 1 / Total page : 1]	
	Person In Charge	Name			1
		Mobile Number		1 Add	C
		E-Mail			
	• Serial No				
	• Model				
	* Smart Invoice Client Soft ware	✓Select Desktop[Windows] Tablet[Android] PDA(Android] Mobile acollication[Android]	2		

FIGURE 10 - ADDING A NEW BRANCH

Step 11: Once the software is downloaded, you just need to unzip the file as shown in the snippet below.

- 1. Right click on the file and then click Extract All
- 2. After that click Extract

Do Do	wnloads >	New folder							104	C	and AL	ar er Karlalan
a	6 0	¶↓ Sort ~	≡ View ~	Co Extract all	· · · ·		*	0	â	4	Ċ	1 Fotor
Name Last week		E	Nate modified	Туре		Size		Open	with	tab		>
SmartInvoiceLaun	cherV106	Q	6/12/2023 10:24	Compres	sed (zipped)	107,698		Open i Share Extract	n new	windov	N	
							x x to B	Pin to Pin to Add to Compr	Quick i Start i Favou ress to	rites ZIP file		
							80 19 10	Copy a Proper	is path ties with Sk	vpe		Ctrl+Shift+C Alt+Enter
							62	Show	more o	ptions		

FIGURE 11 - FILE EXTRACTION

After extracting the folder, open it and you can start the installation on your machine by double clicking the Smart Invoice installation file.

Step 12: Install the smart invoice desktop version. Double click the installer file. The following screen is displayed:

SmarlavoiceLauncher Next Cancel	

FIGURE 12 - FILE DOWNLOAD

Click 'Next' Button.

Step 13: Fill in TPIN, Branch ID and Device Serial Number and Click confirm

Smart Invoice Launcher v1.0		Register an authentication Information Distribution Server UI http://	key. RL		
		Working directory c:/SmartInvoice			
ZAMBIA REVENUE AUTHORITY	My Tax Your Ta Our De	The authentication key TPIN 1234567890	Branch Id 000	DevSriNo TXL0192	
				Confirm	ancel

FIGURE 13 - TPIN, BRANCH ID & DEVICE SERIAL NUMBER

Once the installation is completed, you will immediately see this form where you are asked to provide:

- 1. TPIN, Branch ID and Device Serial Number
- 2. Choose a Template Type according your business
- 3. Lastly, click the initialize Button

MainWindow			- 0	×
System setting			Initialize	
ZAMBIALOCAL SERVER / v20241203.NEW.0167				
		1		
TPIN				
Branch Id				
SerialNo				
	Graceny Store			
TempletType	Unotery store v	→ 2		
LocationType	English			
OfflineDays	90			
OfflineAmount	20,000,000			

FIGURE 14 - INITIALIZATION

Congratulations. You are now ready to use the software.

3. HOW TO USE SMART INVOICE SOFTWARE

3.1 Program Start

After the program has been installed in the computing device, the program icon will be on either the desktop or n the device menu. The program can be started by double-clicking the program icon.

3.2 Login

When the program starts, you will see the following user interface:



FIGURE 15 - USER INTERFACE

- 1. Click < Management module to assess the main modules
- 2. Click< Hotel> when you want to hotel template or change to any other template.

Once Click< management >. The login screen should appear as indicated below:

ZAMBIA REVENUE AUTHORITY My Tax Your Tax Our Destiny
Smart Invoice Client
TPIN
100000001
User ID
1
Password
•
🕶 Login

FIGURE 16 - LOGIN SCREEN

The screenshot above shows a login page of the client on the Management Module. Follow the steps below:

- 1. Check whether the correct TPIN is displayed
- 2. Type user ID (Enter same TPIN)
- 3. Type default password **zra123** and click **login** button
- 4. If the user wants to go to the back screen click on the Back button

3.3 Program Menu

After successfully logging in, the main program menu screen is displayed as below:

MainW	ʻindow				_ @ ×
	Smart Invoice				🕶 Logout
鐐	User Management				
		١	Naiting for Approva	al	
		Sales	Purchase	Import	
		0	0	0	
		•			ZAMBIA REVENUE AUTHORITY Our Destiny

FIGURE 17 - FIRST TIME LOG IN

First time log in

To Add a new user:

- 1. Click User Management
- 2. Click the 'New' button
- 3. Fill in all mandatory information. These include: (User ID, Password, Role, Authorizations)
- 4. Click the 'SAVE' Button
- 5. The saved user details are displayed at the bottom of the screen
- 6. Log out and go back to log in page

ZAMBIA REVENUE AUTHORITY Our Destiny
Smart Invoice Client
TPIN
100000001
User ID
Ι
Password
•
🕶 Login 🔄 🔄 Back

FIGURE 18 - LOG IN SCREEN

The screenshot above shows a login page of the client. Follow the following process to login

- 1. Check whether the correct TPIN is displayed
- 2. Type New user ID that was saved
- 3. Type password and click **login** button
- 4. If the user wants to go to the back screen click on the Back button

Mair	Window						- ø ×				
	Smart Invoice	04/12/2024	16:14:27			olili	🕶 Logout				
談 〔-〕	Environment Item Management										
ĥa	Customer Management		Waiting for Approval								
A	Sales Management		Sales	Purchase	Import						
	Purchase Management		0	0	0						
ঙ্ক	Import Management				1	_					
කි	Stock Management										
							ZAMBIA My Tax REVENUE Hur Tax AUTHORITY Our Destiny				



4.ENVIRONMENT

The environment sub-menu provides the following functionalities to the user:

1.User management: Manage user who can use this program (explained more in 3.4.1)

2.Change password: Users can change their passwords. (more explanation in part 3.4.2)

3.System settings: Establish the default settings as instructed in 3.4.3 system setting.

4.Currency management: User can set a default currency to use in sales.

Main	Vindow						- 8 ×
	Smart Invoice	07/12/2024 20:	21:50			olili	🕶 Logout
ŝ	Environment	Environment					
<u>!</u>	Item Management	User Management	1				
ĥe	Customer Management	System Setting	3	Waiting for Approva	al		
	Sales Management	Currency Management	4 es	Purchase	Import		
	Purchase Management		0	0	0		
\$	Import Management					_	
ਿ	Stock Management						A.A.
							ZAMBIA My Tax REVENUE Your Tax AUTHORITY Over Parties

FIGURE 20 - ENVIRONMENT

4.1 Add/Modify User

After clicking on the **User management** sub-menu in the **Environment Menu**, the following user management screen appears:

MainWi	indow												- 6	×
	User Manag	jement					🖻 Im	port	Export	🗅 New	Ē) Save	¢γ Β	ack
			User ID					Password	đ					
			User Name					Phone N	umber					
			Role		Select User Role		~	Usable			Yes			Ŷ
			Address											
			A standard in a		🔲 User Mgt	Credit Note		ZReport	Price	Custo	mer	Stock		
			Authorization		🔲 Sales Rpt	Setting		Adjust	Proforma	🗌 Impor	t	Purchase		
	Import Ph	oto												
User Code	e, User Name								Use	Ū ^{Yes}		~ Q	Sear	ch
User ID														
12345	olili	admin	04/12/2024 15:41:3					Ŷ						^



To add a new user:

- 1. Click the 'New' button
- 2. Fill in all mandatory information. These include: (User ID, Password, Role, Authorizations). Once admin role is selected all authorizations will be ticked
- 3. Click the 'SAVE' Button

To Modify details of a pre-registered user:

- 1. Search and/or select the user (rom the lower section of the screen).
- 2. Modify user details (and/or authorizations)
- 3. Click the 'SAVE' Button

4.1Change Password

MainWindow		5	×			
🗐 Change F	Password			Save	\$ Back	
P	Current Password New Password Confirm Password	\$ \$ \$				



To mitigate the risk of unauthorized access due to compromised credentials, software users have to change their password periodically. Below are the steps for changing the password:

- 1. Type current password
- 2. Type new password to change the current password
- 3. Retype new password
- 4. Click the 'SAVE' Button
- 5. Click <back> button to go back to
- 6. The new password is successfully set!

4.3 System Settings

MainWindow							_ @ ×	
📄 System se	tting	•				5	🗈 Save 🔄 Back	
	[
Company Name	IDEN ZULU		Branch Name		Branch 1			
Business Activity			Manager Name C		Copperbelt			
Email Address	mail@gmail.com		Address				0	
Phone No	+260671292993		Adding logo to invoice?		No	~	9	
					Allowed size (2Mb) and formats(PNG	PNG, JPEG).	Browse Logo	
PORT or Printer name				More Infor	mation			
Baud Rate	Baud Rate		19200 🗸			100000001		
Paper size		80mm -		SDC ID		SDC0010000031		
VAT Flag		VAT 3		Branch Code		001		
SMTP Username						WIS0000387		
SMPT password				Data Chang	jed	04122024 03:40		
SMTP port		0		SMTP host				
SMTP uses TLS		False	4			1		
				2			_	
Bank			v	Account N	0			
Branch			Sw					
Account Name								

FIGURE 23 – SYSTEM SETTINGS

Use system setting to review registered details on company information, system status and other configurations.

1.Company information: Administrative details such as company name, branch information, company leadership, address and other relevant data.

Registered company name and address will be printed on receipt

2.Adding a logo in the system

A taxpayer may wish to have his/her logo to be printed on the invoice, and below are steps of adding it in the system so that it can appear on invoice:

1.Go to system settings

2.Choose < yes> to add a logo

3.Browse the logo

4. Click<save> button to save the logo

MainWindow				_	-	ø x
📄 System se	tting		4		Save	🛠 Back
			-			
Company Name	IDEN ZULU	Branch Name	Branch 1			
Business Activity		Manager Name	Copperbelt			
Email Address	mail@gmail.com	Address		1		
Phone No	+260671292993	Adding logo to invoice?	No v			
		2←	Yes	2 B	Browse Logo	
			No			

After doing the above process once you make a sale the logo will appear on the printed invoice.

Note: put recommended size and format for it to be saved if it's a wrong format or size you will be given an error.

3.More information: The components detailed in the expanded information prevail to system setting values, which users are unable to change. This information serves the

purpose of diagnosing program errors

4. Fill the bank information that will be used in transaction processes

4.5 Currency management

A taxpayer can create currencies and choose which one to be default by following the steps below:

- 1.Click<new >button to register a new currency
- 2. Fill details for the new currency
- 3. Click <save> button
- 4. Created currencies will appear down

Currency	Management		🗐 Import	🗉 Export	🗅 New	Save	🖘 Back
				_	1	3	
TPIN	100000001						
Currency Name	United States dollar	~					
Exchange Rate	60	2					
Default Currency	Yes	~					
Usable	Yes	~					
User Code, User Name					Use	1 Yes	۲ <mark>۹ Search</mark>
Taxpayer PIN	Currency Name	Exchange Rate	RegisterDate	Default Currency	Usable		
1000000001	Zambian kwacha		17/12/2024 14:15:09	Ν	Y		Currencies
1000000001	United States dollar	50	12/12/2024 14:01:54	Ν	Y	<	saved are
100000001	Euro	60	12/12/2024 14:01:54	Y	Y		snown here

FIGURE 24 - CURRENCY MANAGEMENT

5.ITEM MANAGEMENT

The Item Module provides functionalities on Registering and Viewing Items details. The first section (1) is used to add a new item or to view existing item details. Second is where you fill all needed information to register and item, third lower section (3) is a list of all registered items.

MainWindow						0	_ 8 ×
🗐 Item Mana	igement				🖲 Import 🧯	Export 🗅 New	🗈 Save 🔄 Back
Item Code		۲	Auto Numbering	Class Code	(Tourism Levy	
Item Name						Insurance Premium Levy	
Item Type	×	Country of Origin		Use Barcode	No	Manufacturer MTV Item Name	•
Opening Stock	0	Package Unit	v	Barcode		Manufacturer Item Code	
Purchase Price[Incl][ZMW]	0	Unit of Measure	2 ~	VAT Category		Recommended Retail Price	0
Selling Price [Incl][ZMW]	0	Selling Price [Excl][ZMW]	0	Local Excise Duty		Service Charge	No
Use Expiration	No v	Current Stock	0	Reorder Level	0	HS Code	
Item Description				Item in Use	Yes	Y Provisional Item	No v
Search by Item Code, Bar	code, Item Name				3	Filter by Item in Use Yes	Y Q Search
tem Code	ltem Name	Country of	f Origin Item Type	Package Unit	Unit of Me	asure Purchase Price Selling P	Price Opening Stock
AL2BAXBAX0000006	itemcreation	ntest ALBANIA	Finished Proc	duct Barrel	Barrel	900 900	900
ZM2BCXNOX0000001	beer	ZAMBIA	Finished Proc	duct Bottlecrat	e Number	0 400	60

FIGURE 25 – ITEM MANAGEMENT

5.1Add a New Item

- 1. Click on Item
- 2. Click on 'New' to start a new item registration.
- 3. Fill the form (NB: Item Code is generated at last step before saving). some of fields include:
 - a) **Item Code**: Generated by clicking "NEW" button after filling **all required** form fields.

Item Code	

FIGURE 26 – ITEM CODE

- b) Auto numbering: Once checked, it facilitates sorting registered items based on their respective item codes
- c) Class Code: Each item is to be assign a UNSPS class code. Once clicked, it opens a different window where the user can search and select a UNSPS class code according to the desired level. Upon selection, the user clicks on confirm.

MainWindow			- @ ×
📄 Item Class Popup			🐟 Cancel 🦉 Confirm
ItemClass Code, ItemClass Name		Lvl 3 v 1	Use Yes v C Search
Item Class Code		Iten Class Name	ItemClass Information
50201700	3	Coffee and tea	1 Item Class Code
50202200	3	Alcoholic beverages	Item Class Name
50202300	3	Non alcoholic beverages	1
50202400	3	Fresh citrus juice or concentrate	

FIGURE 27 – ADDING A NEW ITEM

- d) **Item name**: Provide item name with utmost precision. For instance, if it is coffee, specify the type such as "coffee and tea" as an example.
- e) **Bar Code**: if users prefer to use barcode number as the code, click "use" and scan the item barcode directly; if not, click "no use" and leave the field empty.
- f) **Tax Category**: This depends on which tax category a taxpayer is registered on. For example, this one is registered on tourism levy (TL)
- g) **Country of Origin**: select the item origin. Upon tapping the designated button, the user will encounter a display presenting various options for choosing the origin, as illustrated below.
- h) Use Expiration: if users prefer to include expiry date on the item being added, they should select Yes; and if the user prefer not to include the expiry date on the item being added, they select no.
- i) Item in Use: In an event that the user wants to add an item but keep it hidden from the active list, they select **no**; and if the user wants to add an item and keep it active for use, they select **yes**.
- j) Fill in all the details then save and <yes> to confirm

MainWindow									_		-	e ×
🗐 Item Mana	gement				🗐 Import	🗐 Ex	port	다 New		🗈 Save	4	Back
Item Code	ZM-2BQXNOX-0000001		Auto Numbering		50202209	Tou						
Item Name	beer			Soju			urance Pren					
Item Type	Finished Product v	Country of Origin	ZAMBIA 🕑	Use Barcode	No	~ Ma	nufacturer N		ne			
Opening Stock	40	Package Unit					facturer It					
Purchase Price[Incl][ZMW]	0	Unit of Measure	Info				nmended	Retail Price		0		
Selling Price [Incl][ZMW]	400	Selling Price [Exc]]	Do you want to proce	ed the New item cr	eation?		ce Charge			No		
Use Expiration	No v	Current Stock	bo you nune to proce				de					
Item Description							ional Item			No		*
Search by Item Code, Bar	code, Item Name						by Item in	Use Ye	5	*		
tem Code		¢			1		Purchas					
AL2BAXBAX0000006	itemcreation	ntest A		Yes	No		900		900		900	
AX2BAX4BX0000002	tungurusum	iu A			-	-	700		800		60	

5.2Export and Importation of Items (Bulk Upload)

To export items into excel, carryout the following steps:

- a) Click on Item Management under main menu
- b) Click on "Export" and an excel document is saved in a folder called "Temp"

To import items into excel, carry out the following steps (ensure that the excel is saved in the right format):

This is used in uploading multiple items using an excel sheet and it is done through item management by uploading an excel sheet with items

Once the upload of bulk items is done you can create items for sale from the uploaded ones that are appearing down and choose any item you want.

📄 Item Mana	gement		1			🗐 Import 🛛 (Expo	rt 🗅 Ne	ew {	1) Save	🛧 Bac	ck
Item Code			Auto Num			6	Touris					_
						,	Insura	nce Premium Levy				
	×			B Use Barcoc		No v	Manuf	acturer MTV Item I				B
Opening Stock	0	Package Unit						acturer Item Code				Ĭ
Purchase Price(Incl][ZMW]	0	Unit of Measure	Succeede	d				mended Retail Pri	ce	0		
Selling Price (Incl)(ZMW)	0	Selling Price (Excl)	Evcel file import					e Charge		No		~
Use Expiration	No 🗸	Current Stock	Excer me import				×					
										No		~
Search by Item Code, Bar	code, Item Name							y Item in Use 🏢	Yes	v		
							-1					
DZ2BCXNOX0000005	juice	A		2		ОК			0			
TR2NTXB470000002									1,500		50	
AO2BCXNOX0000004	milk	A	NGOLA Finish	ned Product	Bottlecrate	Number			1,000		60	
AL2BCXNOX0000001	fanta	٨	LBANIA Finish	red Product	Bottlecrate	Number			5,000		40	
TR2NTX8470000001	juice		URKEY Finish	hed Product	Net	Kilonewtor			500		40	

- a) Click on Item Management under main menu
- b) Click on "Import"
- c) Navigate and select the excel document to be imported
- d) lick < ok> to save items

6.STOCK MANAGEMENT

The Stock Management Module has mainly 4 sub-menus:

- 1. Opening/Closing stock: Manage stock items (add, modify, etc)
- 2. Stock status: View the current stock status (i.e. Stock levels)
- 3. Stock in history: View a list of stock entries
- 4. Stock Out history: View a list of stock-out operations



FIGURE 28 – ADDING A NEW ITEM

6.1. Opening/Closing Stock

- 1. Once you click Opening/ Closing Stock type item code/name to get items displayed item code, item name, opening stock, closing stock, current stock, unit price, total amount.
- 2. Items displayed can be filtered using the search parameters such as date range OR item code or name
- 3. A system user can also perform other operations like Adjusting an item in the stock.

MainWindow							3 - ° ×
🗐 Opening/	Closing Stock					🖲 Export 🚺) Adjust 🖨 Back
Date	12/3/2024 IS To	12/10/2024	Item Code or Name, Barcode		1		۹ Search
tem Code	Item Name		Opening Stock	Closing Stock	Current Stock	Unit Price	Total Amount
AX2BCXBAX0000004	avoka		58	58	58	800	46,400
AX2BCXBAX0000005	umwembe		58	58	58	700	40,600
AX2BCXBAX0000006	thirteen		68 2	68	68	800	54,400
AX2BCXBEX0000002	ten		48	48	48	700	33,600
AX2BEXAVX0000001	one		58	58	58	800	46,400

FIGURE 29 – OPENING/CLOSING STOCK

6.2Stock Status

The stock status screen shows a list of all items in the stock, separating the count for both finished product and raw materials. Additionally, the total current stock count for each item is displayed.

MainWindow								3	- 8 ×
🗐 Stock Sta	itus					Stock Date	🗐 Export	Adjust	🔄 Back
Date	12/11/2024	~ 12/11/2024	Item Code or Nam	ne, Barcode			→2	a	Search
tem Code	Item Name		Finished Product	Expiration Date	Raw Material		Current Stock		
AL2CAXNOX0000001	beer	0	34		0	3	4		
ZM2BEXNOX0000001	juice		56		0	5	6		

FIGURE 30 – STOCK STATUS

- 1. The above image displays the list of items in the stock. The attributes displayed for each item are: item code, item name, finished product, Expiration date, Raw material, current stock
- 2. Items displayed under stock status can be filtered using the search parameters such as date range OR item code or name.
- 3. A system user can also perform other operations like adjusting an item in the stock by clicking on that particular item he wants to adjust and <clicks> adjust button.

6.3Stock-In History

The module is designed to track and provide a comprehensive record of all stock-in movement or additions to the inventory over time. It shows the history of how items were added in stock.

MainWindow										- @ X
🗐 Stock In H	listory							🗐 Export	Adjust	🔄 Back
					_					
Date	12/3/2024 15 ~	12/10/2024	15 Item	Code or Name, Barcode					(Search
		PURCHASE			IMPORTAT	ION		ADJUSTMENT I	N PROCESSING IN	SHIPMENT IN
										QTY
AL2BAXBAX0000006	itemcreationtest	0	0	0	0	0	0	900	0	22
ZM2BCXNOX0000001	beer	0	0	0	0	0	0	60	0	0



6.4 Stock-Out History

The module is designed to track and provide a comprehensive record of all stock-out movement or reductions from the inventory over time. This feature is essential for businesses to maintain accurate and transparent records of their stock transactions, monitor stock levels, and analyze patterns of stock depletion.

MainWindow									_ a ×
Stock Ou	ut History						•	🛾 Export 🕕 Ac	ljust 🔄 Back
Date	12/4/2024	15 ~	12/11/2024	15 Item Cod	de or Name, Barcode				۹ Search
tom Codo	Itom Nome								PROCESSED OUT
tem code	item Name		QTY	PRICE	TOTAL AMOUNT	QTY	qīγ	QIY	QTY
AL2CAXNOX0000001	beer		0	0	0	0	S	0	0
AX2BAX4BX0000002	tungurusumu		5	800	4,000	0	0	0	0
				[This shows the his of how items have b moved out	story been			



6.5. Stock Adjustment

Stock adjustment may be required in cases of products damage, theft, product movement or processing. The system offers the following adjustment types below in the picture after choosing an item to adjust.

- 1. Choose adjustment type
- 2.Put adjustment quantity
- 3. Click <save> after making the changes

MainWindow							
📄 Stock Ad	djustment						3 🖬 Sa
Item Code	AL-2BAXBAX-000000	6		Class Code	4810190900	Food service coffe	e or tea pots
Item Name	itemcreationtest			Use Barcode	No	 Barcode 	
		Country of Origin	ALBANIA	Insurance Y/N	No	~	
Item Type	Finished Product	Y Package Unit	Barrel	Unit of Measure	Barrel	~	
Purchase Price	900	Sale Price	900	Tax Category	Standard Rated		
Opening Stock	900	Current Stock	920	Re-order level	0		
Description				Use Expiry Date	Yes	~	
Adjustment Type	1	\star Reason					
Branch Transfer Out		2					
Adjustment In		Adjustment Qty		🛨 Updated Qty		Adjustment Date	
Adjustment Out				920		12/10/2024	
Disposal Raw Material Processi	ng						
Repackaging				Next Location			
000							

FIGURE 33- STOCK ADJUSTMENT

a. Stock Increase & Decrease

(Stock Increase) Click one of the following [Adjustment In, Branch Transfer In]

- 1. Select Stock item to 'Adjust'
- 2. Click the Adjust Button
- 3. Select Adjust Type
- 4. Add [Adjust QTY] which is the number of items you will increase
- 5. Click the [SAVE] button

(Stock Decrease) Click one of the following [Adjustment Out, Branch Transfer Out, Disposals]

- 1. Select Stock item to 'Adjust'
- 2. Click the Adjust Button
- 3. Select Adjust Type
- 4. Add [Adjust QTY] which is the number of items you will decrease
- 5. Click the **[SAVE]** button

b. Re-packaging

An item in stock can be repackaged. For example, a box of 24 mineral water bottles can be re-packaged into 24 individuals water bottles:

- 1. Select Stock item to 'Adjust'
- 2. Click the Adjust Button
- 3. On 'Stock adjustment' screen, Select Adjust Type as 're-packaging'
- 4. On the repackaging screen (FIGURE 28):
 - a. Record the initial package item info and click 'Confirm'
 - b. Record the Repackaged Product item info and click 'Confirm'
- 5. Click the [SAVE] button

Stock should be adjusted accordingly.

📄 Re-Packa	ging				5 🧿 Save	🖨 Back
Adjust Date	18/12/2024	15				
Initial Pack	age 🚺		Repackage	d Product 3		Initial package
Item Code 🔰	B		Item Code 🖌	B		
Class Code		2	Class Code			4
Current Stock	0		Current Stock	0		
Input Quantity	0	Confirm Remove Empty	OutputQuantity 🚽	0	æ	Confirm E Remove
tem Code						

FIGURE 34- REPACKAGING STOCK ITEM

c. Raw Material Processing

You can produce finished products by consuming raw materials. You can control each material's decrease, considering the finished product.

- 1. In Stock, Select Stock item to 'Adjust'
- 2. Click the Adjust Button
- 3. On 'Stock adjustment' screen, Select Adjust Type as 'Raw Material Processing'
- 4. On the Processing screen
 - a. Record the Raw material(s) item info and click 'Confirm'
 - b. Record the Finished Product(s) item info and click 'Confirm'
- 5. Click the **[SAVE]** button

📄 Raw Material Pro	cessing				5	Save	🔄 Back
Adjust Date 18/12/20	24 15						
Raw Material	0		Finished	Product	3	Bì	Raw Material
Item Code ★	•		Item Code	*	•		
Class Code			Class Code			•	
Current Stock 0			Current Stock	o		4	_
Input Quantity 🔶 🛉 🛛	Confirm	I Remove C Empty	Output Quantity	★ 0		Confirm	I Remove
		_					
tem Code Item Name	Current Stock	Input Quantity New Quantity	Item Code	Item Name	Current S	tock Output Quanti	

7.CUSTOMER MANAGEMENT

Go to customer management module below the choose customer for a normal customer or choose *receiver * for commercial invoice when a receiver is needed so we will have to him/her through here.

Main	Window					- @ ×
	Smart Invoice	13/12/2024 13:06:39			olili	🕶 Logout
\$ (1)	Environment Item Management	1			_	
ពំំង	Customer Management	Customer Management	Waiting for Appro	val		
	Sales Management	Customer	Purchase	Import		
	Purchase Management	Receiver 2	17	0		
Ś	Import Management					
ਿ	Stock Management					AN
						ZAMBIA My Tax REVENUE Your Tax AUTHORITY Our Destiny

7.1. Customer

The following display is about Customer Management. Registered lists are at lower part of display and selected customer specific information is at upper part of display.

MainWindo	w									0		-	ø	×
🗐 Cus	tomer	Management				•	Import	🗐 Export	c	New	Save	\$	Back	¢
Туре		Business		 Contact Person 				Phone 1						
TPIN/ Phone N	0			Country of Origin	ALBANIA			Phone 2						
Name	*			E-Mail				FAX NO						
Bank				Account	2			Deposit	or					
Address				Remark				Use		Yes				~
Group		Default		Category of Customer	::SELECT::			~						
Travel Purpose		::SELECT::		Residence Country	::SELECT:: Resident			Permane	nt Residen	ce Address				
					Non-Resident									
Customer Code	e, Custome	r Name			-			Use		Yes	v	۹ 5	earch	
Ð														
1000000000	Business	koko	ALE	IANIA				Resident		Business				
0988373737	Consume	r kiki <mark>3</mark>	089282822222 ALC	SERIA				Resident		Business				
100000005	Business	lily	AN	DORRA lily@gmail.com	07828282822			Resident		Business				

- 1.Click new on <new>
- 2.Fill all details of the customer
- 3. Choose any customer and update his information

The followings are customer categories that you need to choose from

MainWindow		
📄 Custom	er Management	
Туре	Business	~
TPIN/ Phone No	Business	
	Consumer	

FIGURE 35- CUSTOMER CATEGORIES

- 1. Type: Identifies whether a customer is a Business or a Consumer.
 - Business: Must be registered with a valid TPIN
 - Consumer: a default TPIN can be used for customers without a TPIN

7.1.1 Registration of a Business

1. Record TPIN by clicking the lookup button



FIGURE 37- REGISTRATION OF A BUSINESS

- 2. On new display, fill in TPIN (Example: 100005050) OR Name and click on Search button.
- 3. Select Customer from list
- 4. Click 'Confirm'
- 5. Fill in other details

NOTE:

1.Use: Click either customer "use" or "no use". (If you click No use, you cannot choose a customer in sale management.)

2.To register them Use their **Telephone** in place of TPIN, remove starting 0, example for 0788185500 use 788185500. Put their personal name in place of **Name**, others are the same as corporate customers.

3.For taxpayer who do not have neither TPIN nor telephone, use **999999999** in place of **TPIN**, others are the same like Individual.

7.1.2 Modify Pre-Registered Customer Information

Choose a customer you want to change at the bottom of screen make necessary modification and click **Save**

MainWindo	wc													_		-	đ	3	<
📄 Cus	stomer	Management							🗐 Import	0	Export	G	New	•	Save	\$	Ва	ick	
Туре		Business		×	Conta	ct Person					Phone 1								
TPIN/ Phone N	٧o				Count	ry of Origin	ALBANIA			B	Phone 2								
Name	*				E-Mail	I					FAX NO.								
Bank					Accou	int					Depositor								
Address					Remar	rk					Use		Yes						Ŷ
Group		Default		v	Categ	ory of Customer	::SELECT::			v									
Travel Purpose	e	::SELECT::		Ŷ	Reside	ence Country	::SELECT::				Permanent Re:	sidence	Address						
							Resident												
Customer Cod	le, Custome	er Name					Hon resident			_	Use		Yes		~	٩	Searc	th	
D	Туре	Name	Contact Person	Country	of Origin	Email	Phone1	Phone2	: FAX		Customer Category	,	Travel Purps						
1000000000	Business	koko		ALBAN	IA						Resident		Business						1
0988373737	Consume	r kiki	089282822222	ALGERI	IA						Resident		Business						I
1000000005	Business	lily		ANDO	RRA	lily@gmail.com	07828282822				Resident		Business						
							Choose a customer												_

7.2 Receiver

Receiver details works for a commercial invoice. A commercial invoice is a document used in international trade. It serves as a customs declaration provided by the person or corporation that is exporting an item across international borders.

Open customer management module and go to receiver:



Do steps below to create a receiver

- 1.Click on < New>
- 2. Fill in the information in the fields
- 3. Click on < Save > Button
- 4. Saved receiver details will be displayed.

📰 Receiv	er Manage	ment						1	C I	New	Save	٩	Back
		Ship to) Party:					TPIN			3		
		Receive	er Address					Postal Code/City					
	•	2 Counti	y of Destination				8	Port of Discharge					
		Receive	er Phone					Receiver Email					
		Receive	er Name					Usable					v
										Vec			
Receiver Name	70.81	P	Register	Phone				Use		ics.	Ů	5	earcn
alei	1000000005	kiki@amail.com	12/12/2024 11:02:10	007542456700	Here	4		Usable					~

8.SALES MANAGEMENT

1.Once you open sales management you land on the page below and you will be able to see different sale types like, sales invoicing, commercial invoice and provisional invoice

	Sales Managen	nent											- Evno	art I	_	
													VAT	T I	🖭 Export	🛠 Back
Total	Tax (ZMW)	446.808	5			Total (ZMW)	3,255.3191	1							
Date	25/02/2025	15	То	04/03/2025	15	Invoice	_		Status		v		۹ Sear	ch	a Z Report	Sales Rpt
itatus	Invoice ID	Transact	ion Nbr C	lustomer			Proforma Date		Transaction Date		Tax Amount	Total Taxable /	Amount	Total	Amount Currency	/ Rate
Pendin	g Approval 125	0		kiki			04/03/2025				8.9362	51.0638		65.10	54 USD	50.0000
			6													
Deta	il list										V	alue Credi	it Note	Partial	Credit Note	Debit Note
Status				Invoice ID				Customer					Ct Nev	v	🖹 Detail	Modify
Tax Am	ount			Total Amount				Total Amo	unt							 Delete
ieq	Item Code			Item Name				Qu	antity	Unit Price		Amount	Sales Am	ount	Tax Amount	2
贷	Smart Inve Environment Item Manager	oice		04/03/20	025	09:04:5	50								olili	⊶ Logout
ĥa	Customer Ma	nageme	nt					V	Vaiting	for Ap	prova	l				
圌	Sales Manage	ment		Sales Management	:		les			Purchase			Import			
	Purchase Mar	nagemer	nt	Sales Invoicing Commercial Invo	aicing		1			97			0			
હ્યુ	Import Manag	gement		Provisional and	Final Inv	roice										
ß	Stock Manage	ement														ZANELA Ny Tar
																AUTHORITY Our Destiny

1. Sales invoicing

MainWir	ndow										- 8 ×
📰 s	ales Manag	ement							Export VAT	Export	🔄 Back
Total Ta	x (ZMW)	54,8	68.9331		Total (ZMW)	398,299.5660					
Date	06/12/2024	15	То	13/12/2024	Invoice	Status		٩	Search	ZReport	Sales Rpt
itatus											
Credit note	21		kiki		13/12/2024	13/12/2024 14:17:48	0	8.33	8.33	EUR	60.0000
Approved	20		kiki		13/12/2024	13/12/2024 14:17:48	45.977	287.3562	333.33	32 EUR	60.0000
Pending A	pproval 19		kiki		13/12/2024		574.7124	3,591.9526	4,166.6	65 EUR	60.0000
Approved	18		koko		13/12/2024	13/12/2024 12:14:55	229.885	1,436.781	1,666.6	66 EUR	60.0000
Pending A	pproval 17		lily		13/12/2024		2.2988	14.3678	16.666	6 EUR	60.0000
Detail	list							Value Credit No	ote Partial	Credit Note	Debit Note
Status				Invoice ID		Customer			t New	D Datail	Modify
Tax Amou	nt			Total Amount		Total Amount			, New	Detail	 Delete
ieq											

2. You will be able to create a new sale by clicking< New > button.

Sales management menu is made of two screens. At the top of screen, there is sales information. Detailed information (list) is at the bottom of screen. As indicated below

- 1. Displays sale information (Total sale amount, Total Tax, date, etc).
- 2. A list of all sales transactions. Default shows weekly input information.
- 3. A display of different currencies that were used are displayed.

8.1Register New Sales Invoice

After opening sales management then:

- 1. Choose sale category and fill other details
- 2.Click < confirm > button
- 3.Click< save >

Sales Invoid	ing					1	3	🗈 Save 🔄 Back
Sales Category 🔶 🚖			~		Item Code 対	. 8		
Customer ID 🔶 🔶	Normal Invoice				Class Code			
Customer Name	Export				Unit Price 対	0	Sales Qty 🔶	0
Residence status	RVAT				Tax Category	v	Vat	0.00
Cash Discount Amount		Cash Discount Rate (%)		·	Local Excise Duty 🕺 🛉	Ý	Local Excise Duty	
Currency Name 🛛 🔺		Exchange Rate			Tourism Levy 🛉	v	Tourism Levy	
Country of Destination	₿	Proforma Date	04/03/2025		Insurance Premium Levy 🤺	Υ.	Insurance Premium Levy	
LPO Number		Sale Date			Trade Discount Rate (%)	0	Trade Discount Amount	
Principal ID	8	Principal Name			Sales Price	0.00	Discount Amount	0.00
Total Amount	0.00	VAT Amount	0.00		RRP	0.00	Total Amount	0.00
Additional Details					Commercial Invoice Ref NO:		Select Bank	· · ·
Tour Package Name(s)			Add				Invoices List	 Add IRemove
Booking Agent Name				2	■ Confirm I Remo	ve 🔍 Empty		
em Cade					Sales Price			
em Name		VAT Amount	Discount Amount		Total Amount			

FIGURE 40- NEW SALES INFORMATION

Once you click on customer ID while making a sale you land on the page below with

MainWindow							
E Customer Popup					L [±] Customer	🖘 Cancel	@ Confirm
Customer Code, Customer Name					Use	Yes v 🔍	Search
ID Type Name	Contact Person Nationality Email	Phone1 I	Phone2 F	AX	Customer Information		
10000000(Business koko	ALBANIA			1	TPin	100000000	
					Customer Name	koko	
0988373737Consumer kiki	0892828222ALGERIA				Delegate		
100000005Business lily	ANDORRA lily@gmail.com	0782828282			Country of Origin	ALBANIA	
				_	Phone		
					FAX		
				2	Address		
					Residence Country:	ZAMBIA	
					Residence Addr:	kitwe	
					Category of Customer:	Resident	
					Travel Purpose:	Business	

1. Record all Items by using the lookup functionality and Click **Confirm** to add to list of items on the sale.

2. After adding all items for sale, Click **Save** and when you click on item code while making a sale you land on the gape below and you choose and item.

🗐 Item						다 Add Item	 Cancel 	😨 Confirm
								2
Code,Name,Barcode						Use	Yes v 🗸	Search
tem Code Item Name	Origin	Item Type	Pack Unit	Unit of Measure		Item Information		
AL2BFXBGX00000C water	ALBANIA	Finished Product	Balloon, non-prote	a bag	^	Item Code		
			D			Item Name		
AL2BCXNOX00000 melon juice	ALBANIA	Finished Product	Bottlecrate	Number		Country of Origin		
AS4NTXNOX0000C liquor	AMERICAN SAMO	Rebate	Net	Number		Item Type		
AL2BOXNOX0000C beer	ALBANIA	Finished Product	Bottle, protected c	Number		Package Unit	-	
						Unit of Measure	-	
AL2BQXNOX0000C fresh juice	ALBANIA	Finished Product	Bottle, protected c	Number		Purchase Unit Price		
ZM2BGXNOX0000 milk	ZAMBIA	Finished Product	Bag	Number	- 1	Sale Unit Price		
						Current Stock		
DZ2BJXNOX00000 Raw milk	ALGERIA	Finished Product	Bucket	Number		Reorder Level		
AD2BCXBAX00000 Drainage water	ANDORRA	Finished Product	Bottlecrate	Barrel		Expiration Date YN		
ZM2BOXNOX0000 soiu	ZAMBIA	Finished Product	Bottle protected c	Number		Sale Unit Price Excl		
Zinzodniovooo soju	LATING	Finished Floddet	bottle, protected c	radinijer		Recommended Retail Pr		
DZ2BCXNOX0000C juice	ALGERIA	Finished Product	Bottlecrate	Number				

3. When you set default currency it will appear on the <**currency name** > section above.

At this point the sales transaction acquires a "Pending Approval" status where it can either be approved or deleted. In this state the invoice is in a form of a proforma invoice.

🖃 Sa	ales Manag	ement									Expo VA	ort T	🖻 Export	🔄 Back
Total Tax	(ZMW)	446.808	5		Total (ZMW)	3,255.3191							
Date	25/02/2025	15	То	04/03/2025	Invoice			Status			 Sear 	ch	A Z Report	a Sales Rpt
Status	Invoice ID	Transacti	on Nbr Cu											
Pending Ap	proval 125	0		kiki		04/03/2025			8.9362	51.0638		65.1	064 USD	50.0000
			•											
Detail I	ist									Value Credit I	Note	Partia	al Credit Note	Debit Note
Status				Invoice ID			Customer				Et Nev	u.	🖻 Detail	Modify
Tax Amoun	t			Total Amount			Total Amou	nt					Barbetan	 Delete
Seq	Item Co	de		Item Name			Qua	ntity	Unit Price	Amount	Sales Am	ount	Tax Amount	2

- 4. To Print a proforma invoice carryout the following steps:
 - a) Select the item pending approval;
 - b) Click on "Details"
 - c) Click on "Print".
- 5. To delete a proforma invoice carryout the following steps:
 - a) Select the item pending approval
 - b) Click on "Delete"

- c) Click on "Yes".
- 6. To modify a proforma invoice carryout the following steps:
 - d) Select the item pending approval;
 - e) Click on "Modify";
 - f) Modify the desired item by clearing, removing or adding new items to the list;
 - g) Click "Save" and the invoice is modified accordingly.
- 7. To approve a proforma invoice carryout the following steps:
 - a) Select the item pending approval;
 - b) Click on "Details"
 - a) Click on "Approve"
 - b) Select the payment method;

E Check Inf	ormation									
The customer phone or TPIN 0983737336										
Payment mode										
Ocash	 Credit 	Cash/Credit	Other							
Bank Check	Debit/Credit Card	Mobile Money	😨 Bank Slip							

c) Print the invoice below or send the via email by clicking <Send>

Window					
Print Receipt		Print Slip	🚔 Print A4	🔁 Send	🔄 Back
Normal Sales			2	3	
Invoice ID	25				
Customer	0983737336				
	bilon				
Send Invoice Via E	mail				
Email	bilon@gmail.com				

8.2 Credit Note

8.2.1 Partial credit Note

You can make multiple credit notes for a customer depending on different reasons, you go through the above process of creating a credit note then:

1Choose <Invoice >

2.Click < partial Credit Note >

3. Choose item Add <quantity> for partial reversal

- 4. Click < save>
- 5.Click< Details > then cancel request
- 6.Click < confirm > button
- 7.Click < save> button

Following the above steps, you can make multiple credit note till you make credit note of all items in a particular sale.

📰 Sa	ales Managerr	ient					e Exi	oort AT Export	🖘 Back
Total Tax	(ZMW)	82,248.2250)	Total (ZMW	() 596,799.4320				
Date	07/12/2024	15	To 14/12/2024	15 Invoice	Status	~	۹ Sea	arch Q Z Report	Sales Rpt
itatus									
Credit note	27	bilon		14/12/2024	14/12/2024 09:01:19	-413.7931	-2,586.2069	-3,000 EUR	60.0000
Approved	26	bilon		14/12/2024	14/12/2024 09:01:19	689.6552	4,310.3448	5,000 EUR	60.0000
Approved	25	bilon		14/12/2024	14/12/2024 08:40:36	51.7239	323.2746	374.9985 EUR	60.0000
Debit Note	24	kiki		13/12/2024	13/12/2024 21:28:13	2.2988	14.3678	16.6666 EUR	60.0000
Approved	23	kiki		13/12/2024	13/12/2024 21:28:13	11.4942	71.8388	83.333 2 EUR	60.0000
Detail I	ist						Value Credit Note	Partial Credit Note	Debit Note
Status			Invoice ID	0	Customer		74 N	ou O Dotail	Modify
Tax Amoun	it 0.0	0	Total Amount	0.00	Total Amount	0.00		ew Detail	Delete
ieq									
									~

🗐 Sales Invoi	cing					(5	Save	🖘 Back
Sales Category	Normal Invoice		v	Item Code	*	ZA2BQXNOX000002	melon juice		
Customer ID 🔰	0983737336 🔞	Invoice ID	32	Class Code		50203000	Fresh melon juice or cond	centrates	
Customer Name	bilon			Unit Price	*	1,000	Sales Qty 🖌	2	→ 3
Residence status	Residence	Residence Country	ZAMBIA	Tax Category	*	Standard Rated	Vat	275.86	
Cash Discount Amount		Cash Discount Rate (%)		Local Excise Duty	*		Local Excise Duty	0.00	
Currency Name 🤘	Euro 🗸	Exchange Rate	60	Tourism Levy	*		Tourism Levy	0.00	
Country of Destination	•	Proforma Date	14/12/2024	Insurance Premium Levy	*		Insurance Premium Levy	0.00	
LPO Number		Sale Date		Trade Discount Rate (%)		0	Trade Discount Amount		
Principal ID	0	Principal Name		Sales Price		2,000.00	Discount Amount	0.00	
Total Amount	45,000.00	VAT Amount	6,206.90	RRP		0.00	Total Amount	2,000.00	
Additional Details				Commercial Invoice Ref I	NG		Select Bank	ABSA	Ŷ
Tour Package Name(s) 🧃	.		⊙ Add				Invoices List		✓ O Add
Booking Agent Name			4	 ■ Confirm 🛛 🕫 Re	mov	e 🛛 Empty			
tem Cade				Sales Price					
tem Name									

1.Choose < credit reason >

Credit No	otes Reason Popup	2 ~_
Note reason info	ormation	
dit Note Code	03	
edit Note Name	Damaged Goods	
01	Wrong product (s)	
02	Wrong price	
c	Damaged Goods	1
04	Wrong Customer invoiced	
05	Duplicated invoice	
06	Excess supplies	
07	Other (Provide other reason in brief)	
07	Other (Provide other reason in brief)	

2.Click < confirm> button to confirm credit note

3. Do payment and choose payment method

Check Inf	ormation									
The customer phone or TPIN 0983737336										
Payment mode										
3 Cash	🗭 Credit	Cash/Credit	🛛 Other							
3 Bank Check	Bank Check Debit/Credit Card Mobile Money 😌 Bank Slip									

4.Click < Print> button to print the invoice

MainW	√indow						-	đ	×
	Print Receipt			Print Slip	🖕 Print A4	🛈 Send	Ś	Bac	¢
	Normal Sales		1		2	3			
	Invoice ID	25							
	Customer	0983737336							
		bilon							
	Send Invoice Via Emai								
	Email	bilon@gmail.com							
			-4						

Once you click on < print A4> the invoice will be saved in my documents

After payment your credit note will appear with a negative sign like below

📰 Sa	ales Managen	nent					e Exp	oort AT 🛛 🖻 Export	🔄 Back
Total Tax	(ZMW)	82,248.2250		Total (ZMW)	596,799.4320]		
Date	07/12/2024	15 To	14/12/2024 15	Invoice	Status	v	۹ Sea	arch 🔍 🤉 Z Report	Sales Rpt
itatus									
Credit note	27	bilon		14/12/2024	14/12/2024 09:01:19	-413.7931	-2,586.2069	-3,000 EUR	60.0000
Approved	26	bilon		14/12/2024	14/12/2024 09:01:19	689.6552	4,310.3448	5,000 EUR	60.0000
Approved	25	bilon		14/12/2024	14/12/2024 08:40:36	51.7239	323.2746	374.9985 EUR	60.0000
Debit Note	24	kiki		13/12/2024	13/12/2024 21:28:13	2.2988	14.3678	16.6666 EUR	60.0000
Approved	23	kiki		13/12/2024	13/12/2024 21:28:13	11.4942	71.8388	83.333 EUR	60.0000
Detail li	ist						Value Credit Note	Partial Credit Note	Debit Note
Status			Invoice ID	0	Customer		C+ N	Dotail	Modify
Tax Amount	t 0.0	10	Total Amount	0.00	Total Amount	0.00		ew Detail	 Delete
ieq									
			-						~

8.2.2. Full credit note

You can make full credit note after making partial and you credit all the remaining items below is the process of doing it.

- 1. Click< Details > then cancel request
- 2.Click< Full credit note > to make credit not of all remaining items
- 3. Click < print invoice > button to get the credit note invoice
- 4. Choose credit note reason then print invoice

🖃 Sa	iles Manag	gemer	nt						Export VAT	Export	🖘 Back
Total Tax	(ZMW)	7	27,765.4664		Total (ZMV	V) 5.276.799.4320					
Date	07/12/2024		IS To	14/12/2024	15 Invoice	Status	v	9	Search Q Z	Report	Sales Rpt
itatus	Invoio	e ID						Total Taxable Amount	Total Amou	nt Curren	cy Rate
Cancel Requ	iested 33				14/12/2024	14/12/2024 10:39:30	5,517.2414	34,482.7586	40,000	EUR	60.0000
Credit note	32		bilon		14/12/2024	14/12/2024 10:00:44	-275.8621	-1,724.1379	-2,000	EUR	60.0000
Credit note	31		bilon		14/12/2024	14/12/2024 10:00:44	-413.7931	-2,586.2069	-3,000	EUR	60.0000
Approved	30		bilon		14/12/2024	14/12/2024 10:00:44	6,206.8966	38,793.1034	45,000	EUR	60.0000
Credit note	29		bilon		14/12/2024	14/12/2024 09:01:19	-137.931	-862.069	-1,000	EUR	60.0000
Detail li	st							/alue Credit No	te Partial Cre	dit Note	Debit Note
Status				Invoice ID	0	Customer			New	Detail	Modify
Tax Amount	t	0.00		Total Amount	0.00	Total Amount	0.00		New	Detail	 Delete
ieq										ax Actount	
										2	

📰 Detail Info	irmation Of Sale	3				画 Export	Print Invoice 🖨 Back
Current Status	Cancel Requested						
n Rollback n	Cancel Full Cre	edit Note Cancel F	Request	Item Code			
Invoice ID	33	Sale Date	14/12/2024	Class Code			4
Customer ID	0983737336	Customer Name	bilon	1		Current Stock	
Total Amount	40,000.00	Validation Date	14/12/2024 10:39:30	Unit Price	0.00	Sales Qty	0
Tax Amount	5,517.24	Cancel Request Date	14/12/2024 10:43:40	Tax Category		Tax Amount	0.00
Discount Amount	0.00	Credit Note Date		Discount Rate (%)	0	Discount Amount	0.00
Supply Amount	40,000.00]		Sales Price	0.00	Total Amount	0.00
Remark							
em Code							
em Name							
ZA2BQXNOX000002	0	1,000	40	40,000			
melon juice		5,517.2414	0	40,000			

8.3 Value discount credit note

A Value Credit Note is a financial document that adjusts the total monetary value of a

transaction, reducing the amount payable by the buyer or modifying the seller's revenue. It is typically issued to correct errors, apply post-sale discounts or rebates, or adjust for returns or discrepancies in the original invoicing.

8.3.1 Discount

This is a discount given to a customer on an item level on invoice level with many items.

- 1. Choose an item from sales
- 2. Click< value credit note>

	Sales Managı	ement						Export VAT	🗐 Export	🔄 Back
otal T	ax (ZMW)	749,131.8600		Total (ZMW)	5,424,805.8870					
ate	11/12/2024	15 T	D 18/12/2024	15 Invoice	Status	·	۹ <u>۹</u>	Search	Q Z Report	Sales Rpt Sales Rp
tus	Invoice I	D Customer		Proforma Date	Transaction Date	Tax Amount	Total Taxable Amount	Tot	al Amount Currenc	y Rate
Approved	d 56			17/12/2024	17/12/2024 14:00:01	2.4823	14.1844	0	EUR	60.0000
Credit no	ite 55			17/12/2024	17/12/2024 13:47:56	-4.5977	-28.7356	0	EUR	60.0000
Credit no	ite 54			17/12/2024	17/12/2024 13:47:35	-1.1494	-7.1839	0	EUR	60.0000
Approved	d 53			17/12/2024	17/12/2024 13:46:36	5.7471	35.9196	0	EUR	60.0000
Credit no	te 52			17/12/2024	17/12/2024 13:35:11	-4.5977	-28.7356	0	EUR	50.0000 V
Detail	list						Value Credit Note	Partia	l Credit Note	Debit Note
tatus		Approved	Invoice ID	56	Customer		r+	New	Detail	Modify
ax Amo	unt	2.48	Total Amount	14.18	Total Amount	0.00		i i cii	U Detail	 Delete
1	ZM2	BQXNOX0000003	beer		2	8.3333	16.6667 0		2.2695	

After clicking on <value credit note> you will land on the page below to choose the type of value credit note.

- 1. Choose the type of value credit note
- 2. Confirm credit note

Credit Note Type		2
Type information		
Code 01		
Name Discount		
Discount	4	
Trade Rebate / Swell Allowance		
	Type information Code 01 Name Discount Value Credit Note Type Discount Trade Rebate / Swell Allowance	Type information Code 01 Value Credit Note Type Discount Trade Rebate / Swell Allowance

After choosing a value credit note type the page below displays and

- 1. Choose an item from original invoice
- 2. Put amount for value credit note
- 3. Confirm the amount for credit note
- 4. Click <Save > to save the process

📰 Sales Invoic	ing					1	4	🗈 Save 🔄 Back			
Sales Category 🔶 🛨	Normal Invoice		~		Item Code	AL2BQXNOX000006	beer				
Customer ID 🔶	100000007 📵	Invoice ID	129		Class Code	5020220100	Beer				
Customer Name	kiki				Unit Price	★ 20	Sales Qty 対	1			
Residence status		Residence Country	ZAMBIA		Tax Category	🛧 Standard Rated 🗸	Vat	0.00			
Cash Discount Amount		Cash Discount Rate (%)			Local Excise Duty	*	Local Excise Duty	0.00			
Currency Name 🔺	United States do \circ	Exchange Rate	50		Tourism Levy	🛨 Tourism Levy 🗸	Tourism Levy	0.00			
Country of Destination	6	Proforma Date	10/03/2025		Insurance Premium Levy	*	Insurance Premium Levy	0.00			
LPO Number		Sale Date			Trade Discount Rate (%)	0	Trade Discount Amount				
Principal ID	•	Principal Name			Sales Price	20.00	Discount Amount	0.00			
Total Amount	65.11	VAT Amount	8.94		RRP	0.00	Total Amount	20.00			
Additional Details					Commercial Invoice Ref N	*	Select Bank	ABSA v			
Tour Package Name(s) 🏾 🚖			Add				Invoices List	Add Remove			
Booking Agent Name				3	Confirm Ren	ove 🔍 Empty					
tem Code					Sales Price						
tem Name		VAT Amount	Discount Amount		Total Amount						

After saving you will go to the payment and choose the mode of payment

then choose reason for credit note below and click <confirm>

🗐 Credit Not	tes Reason	Confirm
Fredit Note reason infor	mation	
Eredit Note Code	02	
Fredit Note Name	Wrong price	
redit Note Code	Credit Note Reason	
01	Wrong product (s)	
02	Wrong price	
03	Damaged Goods	
04	Wrong Customer invoiced	
05	Duplicated invoice	
06	Excess supplies	
07	Other (Provide other reason in brief)	_

8.3.2 Trade rebate/Swell allowance

Once you want to issue rebate /swell allowance, you pick an invoice from the list then click < value credit note> then choose <trade rebate>. You will be directed to the page below and do the following:

- 1. Pick an item from the invoice that has <rebate> as item type
- 2. Put rebate amount
- 3. Sales quantity is always <1>
- 4. Click <save> and follow the normal payment process

📄 Sales Invoid	ing					0	6	🗈 Save 🗧 Back
Sales Category 🔶 🚖	Normal Invoice		v		Item Code	AS4NTXNOX000003	liquor	
Customer ID 🔶	100000007 🚯	Invoice ID	134		Class Code	50202206	Spirits or liquors	
Customer Name	kiki				Rebate Amount 🛛 🛉	500 2	Sales Qty	1 3
Resident status		Resident Country	ZAMBIA		Tax Category 対	Standard Rated 🗸 🗸 🗸	Vat	0.00
Cash Discount Amount		Cash Discount Rate (%)			Local Excise Duty 🛛 🛔	~	Local Excise Duty	0.00
Currency Name 🛛 🔶	United States do $ \lor$	Exchange Rate	50		Tourism Levy 対	· · · ·	Tourism Levy	
Country of Destination		Proforma Date	16/03/2025		Insurance Premium Levy 🔺	~	Insurance Premium Levy	0.00
LPO Number		Sale Date			Trade Discount Rate (%)	0	Trade Discount Amount	
Principal ID		Principal Name			Sales Price	500.00	Discount Amount	0.00
Amount	217.02	VAT Amount	29.79		RRP	0.00	Amount	500.00
Additional Details					Commercial Invoice Ref NG	,	Select Bank	ABSA ~
Tour Package Name(s) 🏾 🚖			Add				Invoices List	✓ O Add ■Remove
Booking Agent Name				4	■ Confirm 🕘 Remo	ve 💿 Empty		
tem Code					Sales Price			
tem Name		VAT Amount	Discount Amount		Amount			

8.4Debit note

To issue a debit note carryout the following steps:

1) Select the invoice with a status of "Approved"

2)Click on <Debit Note>

- 3. Choose <item>
- 4. Click <confirm >
- 5. Put sales quantity
- 6.Click <confirm >
- 3) Click on "Details"
- 4)Select the payment method;
- 5) Print the debit note

otal Tax (ZMV	V)	727,765.4664		Total (ZMW)	5,276,799.4320					
ate 07/12/	2024	15 To	14/12/2024	Invoice	Status	v	۹ S	learch Q Z R	leport	a Sales Rp
							Total Taxable Amount	Total Amount	Currency	Rate
Cancel Requested	33	bilon		14/12/2024	14/12/2024 10:39:30	5,517.2414	34,482.7586	40,000	EUR 6	50.0000
Credit note	32	bilon		14/12/2024	14/12/2024 10:00:44	-275.8621	-1,724.1379	-2,000	EUR 6	50.0000
redit note	31	bilon		14/12/2024	14/12/2024 10:00:44	-413.7931	-2,586.2069	-3,000	EUR 6	50.0000
Approved	30	bilon	1	14/12/2024	14/12/2024 10:00:44	6,206.8966	38,793.1034	45,000	EUR 6	50.0000
iredit note	29	bilon		14/12/2024	14/12/2024 09:01:19	-137.931	-862.069	-1,000	EUR 6	50.0000
Detail list							alue Credit Note	Partial Cred	it Note	Debit N
atus			Invoice ID	0	Customer				otail	Modif
x Amount	0.00)	Total Amount	0.00	Total Amount	0.00		inew OD	etan	Delete

FIGURE 47- CREATING A DEBIT NOTE

All other processes are same as for credit note then after finishing payment your debit note will appear like below in the sales status

📄 Sa	iles Mana	agem	ent										e Exp	oort AT	🗐 Ex	port	🖘 Ba	ck
Total Tax	(ZMW)		736,041.3285		Т	otal (ZM	1W)	5,336,799.432	20									
Date	07/12/202	4	15 T	0 14/12/2024	15 In	voice			Status		~		۹ Sea	arch	۹ Z R	eport	۹ Sales	Rpt
satus																		
Debit Note	3	4	bilon		14/	/12/2024		14/12/2024 11:	10:43		137.931	862.069		1,0	000	EUR	60.0000	- A
Cancel Requ	iested 3.	3	bilon		14/	/12/2024		14/12/2024 10:	39:30		5,517.2414	34,482.7586		40	,000	EUR	60.0000	
Credit note	3	2	bilon		14/	/12/2024		14/12/2024 10:	00:44		-275.8621	-1,724.1379		-2,	000	EUR	60.0000	
Credit note	3	1	bilon		14/	/12/2024		14/12/2024 10:	00:44		-413.7931	-2,586.2069		-3,	000	EUR	60.0000	
Approved	3	0	bilon		14/	/12/2024		14/12/2024 10:	00:44		6,206.8966	38,793.1034		45	,000	EUR	60.0000	
Detail li	ist										V	/alue Credit	Note	Part	ial Credi	t Note	Debit	Note
Status				Invoice ID	0			Customer					7+ N				Mod	dify
Tax Amount	t	0.00)	Total Amour	it 0.0	00		Total Amour	it	0.00				ew		etali	 Deletion 	ete
ы																		
																		~

FIGURE 48- CREATING A DEBIT NOTE

MainW	indow			-	đ	×
	Print Receipt		Print Slip Print A4 🛛 Send	\$	Bac	ck
	Normal Sales		2 3			
	Invoice ID	25				
	Customer	0983737336				
		bilon				
	Send Invoice Via Email					
	Email	bilon@gmail.com				

FIGURE 49- PRINTING AN INVOICE

Once you click on < print A4> the invoice will be saved in my documents

8.4 Local purchase order (LPO) and validation

This sales approach is employed by diplomats or tax-exempt individuals who, upon obtaining LPO numbers, are exempted from tax responsibilities. LPO is like any other sale but the most important elements are LPO number

Steps to make PLO sale:

- 1) Choose LPO as a sale category
- 2)Write customer name registered to the seller
- 3) Put PLO number and other details below
- 4) Click < confirm > button
- 5)Click < save >buttons
- 6) Click< details>Approve the sale
- 7) Select payment method
- 8) Print invoice

LPO transaction is like normal sale only that you have to choose <LPO> as a sales category

🗐 Sales Invo	icing						🗈 Save 🔄 Back
Sales Category	\star LPO		~	Item Code 🛔	0		
Customer ID	± 100000000	Invoice ID	36	Class Code			
Customer Name	koko			Unit Price 🔶	0	Sales Qty 🔰	0
Residence status	Residence	Residence Country	ZAMBIA	Tax Category 🔶	Zero-rating LPO	Vat	0.00
Cash Discount Amount		Cash Discount Rate (%		Local Excise Duty 🔶 🔶	· · · · · · · · · · · · · · · · · · ·	Local Excise Duty	
Currency Name	🛨 Euro	 Exchange Rate 	60	Tourism Levy 🔶	Y	Tourism Levy	
Country of Destination		Proforma Date	14/12/2024	Insurance Premium Levy 🔺		Insurance Premium Levy	
LPO Number		Sale Date		Trade Discount Rate (%)	0	Trade Discount Amount	
Principal ID		Principal Name		Sales Price	0.00	Discount Amount	0.00
Total Amount	0.00	VAT Amount	0.00	RRP	0.00	Total Amount	0.00
Additional Details				Commercial Invoice Ref NO:		Select Bank	ABSA ~
Tour Package Name(s)			. Add			Invoices List	× ⊙ Add
Booking Agent Name				= Confirm	/e Empty		
tem Code				Sales Price			
tem Nome							

FIGURE 50- LPO SALE

Note: When processing an LPO sale, ensure that you sell to a registered customer with a valid LPO number. The system will verify the validity of the LPO number against the seller's records. If the customer is not registered or the LPO number is not valid for that seller, the sale will be rejected.

8.5 Export

Exports entail the transfer of domestically produced goods or services from one country to another, where they are sold to customers or businesses. This process involves crossing international borders and is usually conducted for commercial reasons.

How to make an export sale:

- 1) Choose exports as a sale category
- 2) Choose item code
- 3) Tax category auto populates for an export item
- 4) Put country of destination and other details

5)Click < confirm > and save buttons

- 6) Approve the sale
- 7) Select payment method;

8 Print invoices

The picture below shows sale category, currency used and also the tax type

🗐 Sales Invoi	icing				2		🗊 Save 🔄 Back
Sales Category	Export	(1	Item Code		milk	
Customer ID	0988373737 🔞	Invoice ID	36	Class Code	50203200	Raw milk products	6
Customer Name	kiki			Unit Price	5.7471	Sales Qty 🙀	20
Residence status	Residence	Residence Country	ZAMBIA	Tax Category	Exports	Vat	0.00
Cash Discount Amount		Cash Discount Rate (%)		Local Excise Duty		Local Excise Duty	0.00
Currency Name	🖌 Euro 🗸	Exchange Rate	60	Tourism Levy		Tourism Levy	0.00
Country of Destination	ANGOLA	Proforma Date	14/12/2024	Insurance Premium Levy 🤞		Insurance Premium Levy	0.00
LPO Number		Sale Date		Trade Discount Rate (%)	0	Trade Discount Amount	
Principal ID	4 🛛	Principal Name		Sales Price	114.94	Discount Amount	0.00
Total Amount	0.00	VAT Amount	0.00	RRP	0.00	Total Amount	114.94
Additional Details				Commercial Invoice Ref NG	•	Select Bank	ABSA ~
Tour Package Name(s)	*		Add			Invoices List	✓ 💿 Add
Booking Agent Name				🛎 Confirm 🔋 Remo	ve 💿 Empty		
tem Code				Sales Hitse			
tem Name				Total Amount 5			
							~

FIGURE 51- EXPORT SALE

8.6 Reverse VAT

RVAT applies to transactions involving imported services (for both appointed Tax agents and self-invoicing). RVAT is charged on supply of services, including consultancy, research, advertising, etc. rendered by non-resident supplies where the non-resident supplier doesn't appoint a tax agent.

Create an item with RVAT tax category

- 1.Click < new > button in item management
- 2.Fill all details in item management
- 3.Choose < reverse VAT> tax category
- 4. Click< save> button

📄 Item Mana	agement				@ Import @	Expr 3 Ct New	B	Save 🔄	Back
Item Code	AD-28VXNOX-0000001		Auto Numbering	Class Code	5020220100	Tourism Levy			¢
Item Name	Beer			Beer	er Insurance Premium Levy				
Item Type	Finished Product v	Country of Origin	ANDORRA	Use Barcode	No ~	Manufacturer MTV Item Name			•
Opening Stock	30	Package Unit	Bottle, bulbous 🗸 🗸	Barcode		Manufacturer Item Code			
urchase Price[Incl][ZMW]	0 2	Unit of Measure	Number v	VAT Category	Reverse VAT ~	Recommended Retail Price	0		
Selling Price [Incl][ZMW]	500	Selling Price [Excl][ZMW]	431.034482758621	Local Excise Duty	Select	Service Charge	N		v
Use Expiration	No v	Current Stock	0	Reorder Level	Standard Rated	HS Code			
Item Description				Item in Use	Zero-rated by nature	Provisional Item	N		Ŷ
Search by Item Code, Bar	code, Item Name				Reverse VAT	Filter by Item in Use		× ⊂ Se	earch
tem Code	Item Name	Country of	Origin Item Type		Disbursement	e Purchase Price	Selling Price	Opening Stock	•
AO2BCXNOX0000003	beer	ANGOLA	Finished Proc	duct Bottlecrate	e Number	0	500	50	^
ZA2BQXNOX0000002	melon juice	SOUTH A	FRICA Finished Proc	duct Bottle, pro	o Number	0	60,000	45	

FIGURE 51- CREATING RVAT ITEM

After creating an RVAT item you can now make a sale for RVAT item following below steps.

By going to sales management and fill all the information

- 1. select < RVAT> sale category
- 2.Choose < principal ID>to choose a principal
- 3. Get tax category by choosing item code
- 4. Click < confirm> button
- 5. Click < save> button to save the sale

Sales Invo	icing						5	Save	🖘 Back
Sales Category	RVAT		· · · ·		Item Code	AO2BCXNOX0000003	beer		
Customer ID	🛊 0983737336 💿	Invoice ID	36		Class Code	5020220100	Beer		
Customer Name	bilon				Unit Price	8.3333	Sales Qty	s	
Residence status	Residence	Residence Country	ZAMBIA		Tax Category	Reverse VAT 3	Vat	5.75	
Cash Discount Amount		Cash Discount Rate (%)			Local Excise Duty	× ×	Local Excise Duty	0.00	
Currency Name	🛓 Euro 🔍	Exchange Rate	60		Tourism Levy	e v	Tourism Levy	0.00	
Country of Destination		Proforma Date	14/12/2024		Insurance Premium Levy 🧃	• · · · · · · · · · · · · · · · · · · ·	Insurance Premium Levy	0.00	
LPO Number		Sale Date			Trade Discount Rate (%)	0	Trade Discount Amount		
Principal ID	741 2 📾	Principal Name	MLC QUANTITY SURVE		Sales Price	41.67	Discount Amount	0.00	
Total Amount	0.00	VAT Amount	0.00		RRP	0.00	Total Amount	41.67	
Additional Details					Commercial Invoice Ref NO		Select Bank	ABSA	~
Tour Package Name(s)			Add	-			Invoices List		✓
Booking Agent Name				4	Confirm	ve 🔍 Empty			
tem Code					Sales Price				
tem Name									
									6

8.7 Minimum Taxable Value (MTV-RRP)

Minimum Taxable Value (MTV) transactions refer to standard sales of products listed in the third schedule of the VAT Act, where VAT is applied based on the Recommended Retail Price (RRP). MTV products include a variety of items such as carbonated and non-carbonated soft drinks, and similar beverages, beers, cigarettes, airtime, mineral water, sugar, and cement.

To make a sale for an item with MTV tax category you need to create an item first :

- 1.Choose MTV <VAT category>
- 2.Search for an MTV item that was uploaded by the manufacturer
- 3. The Item will appear below in the list of items
- 4. Click<Save> button to save the created MTV item

🗐 Item Mana	ngement				🗐 Import	•	Export 🗅 N	ew [E Save	4	Back
								_			
Item Code	TR-2NTXB47-0000001		Auto Numbering	Class Code	5020230500	0	Tourism Levy				~
Item Name	juice						Insurance Premium Levy	(~
Item Type	Finished Product 🗸	Country of Origin	TURKEY 🚯	Use Barcode	No	~	Manufacturer MTV Item	Name	juice		•
Opening Stock	0	Package Unit	Net 🧠	Barcode			Manufacturer Item Code		98-76	2	
Purchase Price[Incl][ZMW]	0	Unit of Measure	Kilonewton	VAT Category	MTV	v	Recommended Retail Pr	ice	600		
Selling Price [Incl][ZMW]	500	Selling Price [Excl][ZMW]	431.034482758621	Local Excise Duty			Service Charge		No		
Use Expiration	No 🗸	Current Stock	0	Reorder Level	0		HS Code				
Item Description				Item in Use	Yes	v	Provisional Item		No		~
Search by Item Code, Bar	code, Item Name						Filter by Item in Use	Yes	v	a Se	arch
tem Code											
AO2BCXNOX0000003	beer	ANGOLA	Finished Pro	duct Bottlecra	te Numb	xer	0	500		50	^
ZA2BQXNOX0000002	melon juice	SOUTH A	FRICA Finished Pro	duct Bottle, pr	o Numb)er	0	60,000		45	
ZM4NTXNOX0000002	pear	ZAMBIA	Rebate	Net	Numb	per	0	500		0	
ZM4NTXNOX0000001	juice	3 ZAMBIA	Rebate	Net	Numb)er	0	500		0	
ZM2BCXNOX0000002	cider	ZAMBIA	Finished Pro	duct Bottlecra	te Numb	xer	0	500		500	

FIGURE 49- CREATING MTV ITEM

- After creating an MTV item, you can now make a sale following the steps below.
- 1. Choose Normal sales in sales invoicing
- 2. Choose an MTV item
- 3.MTV category will auto populate
- 4. Click <Confirm> button and <save> button to save the sale
- 5. Click< details>Approve the sale
- 6.Select payment method
- 8. Print invoice

🗐 Sales Invoi	icing						_ 6	🕄 Save 👆 Back
Sales Category	🛨 Normal Invoice		÷		Item Code	TR2NTXB470000001	juice	
Customer ID 🧃	100000005	Invoice ID	36		Class Code	5020230500		
Customer Name	lily				Unit Price	8.3333	Sales Qty 🙀	4
Residence status	Residence	Residence Country	ZAMBIA		Tax Category	MTV	Vat	5.52
Cash Discount Amount		Cash Discount Rate (%			Local Excise Duty		Local Excise Duty	0.00
Currency Name	🛨 Euro	 Exchange Rate 	60		Tourism Levy 🚽	· ·	Tourism Levy	0.00
Country of Destination		Proforma Date	14/12/2024		Insurance Premium Levy 🧋		Insurance Premium Levy	0.00
LPO Number		Sale Date			Trade Discount Rate (%)	0	Trade Discount Amount	
Principal ID		Principal Name			Sales Price	33.33	Discount Amount	0.00
Total Amount	0.00	VAT Amount	0.00		RRP	10.00	Total Amount	33.33
Additional Details					Commercial Invoice Ref NO:		Select Bank	ABSA ~
Tour Package Name(s)			Add				Invoices List	👻 🕘 Add
Booking Agent Name				4	■ Confirm I Remo	ve 🖷 Empty		
tem Code		Unit Price	Sales Oby		Sales Price			
tem Name								
								×.

8.7 Service Charge

A service charge is a fee that businesses add to the cost of a service or product to cover various operational expenses or to compensate for the service provided. It can be applied in various contexts, including: Restaurants and hotels. Service charge will be charged at item level.

- I. Create an item as below:
- 1.Go to item management and click < new>
- 2.Fill in other information

3. Choose service charge as < yes> or No if you don't want to apply service charge

4.Click < save> button

🖃 Item Mana	gement					🗐 Import		Export	다 Nev	v E	E Save	¢	Back
											2		
Item Code	TR-2NTXB47-0000001		Auto Numbering	Class Code		5020230500	•	Tourism Levy					
Item Name	juice							Insurance Pren	nium Levy				
Item Type	Finished Product ~	Country of Origin	TURKEY	Use Barcode		No	v	Manufacturer N	ATV Item Na	ime	juice		•
Opening Stock	0	Package Unit	Net	Barcode				Manufacturer It	em Code		98-76		
Purchase Price[Incl][ZMW]	0	Unit of Measure	Kilonewton	VAT Category	/	MTV	v	Recommended	Retail Price		600		
Selling Price [Incl][ZMW]	500	Selling Price [Excl][ZMW]	431.034482758621	Local Excise D	Duty		1	Service Charge	e.		No		
Use Expiration	No v	Current Stock	0	Reorder Leve	1	0		HS Code					
Item Description				Item in Use		Yes	Ŷ	Provisional Item			No		~
Search by Item Code, Bar	code, Item Name							Filter by Item in	Use 🗍 Y	'es	v	a Se	arch
tem Code													
AO2BCXNOX0000003	beer	ANGOLA	Finished Pr	oduct	Bottlecrate	e Ni	umber	0		500		50	^
ZA2BQXNOX0000002	melon juice	SOUTH A	FRICA Finished Pr	oduct	Bottle, pro	Nu	umber	0		60,000		45	
ZM4NTXNOX0000002	pear	ZAMBIA	Rebate		Net	N	umber	0		500		0	
ZM4NTXNOX0000001	juice	ZAMBIA	Rebate		Net	Ni	umber	0		500		0	
ZM2BCXNOX0000002	cider	ZAMBIA	Finished Pr	oduct	Bottlecrate	e Ni	umber	0		500		500	

Note: After creating an item, you can now sale it through normal sale and the service charge of 10% will appear on invoice

8.8 Value discount

A value discount is a reduction applied to the price of a product or service to enhance its perceived value or attractiveness to customers. The term generally refers to a discount that aims to offer customers a better deal or a greater perceived benefit.

1.A **Cash discount** is a discount that sellers offer to incentivize customers to pay bills prior to due dates. When making a sale you can put the value of cash discount you want that will be applied on the invoice.

2.Trade discounts are reductions in price that a supplier applies to a product's cost when selling to a customer. This is applied on a certain product while doing a sale

Sales Category 🔶 🙀	Export		~	Item Code	AO2BQXNOX0000001	6	milk		
Customer ID 🔶	0988373737 🔞	Invoice ID	36	Class Code	50203200		Raw milk products		
Customer Name	kiki			Unit Price	5.7471		Sales Qty 🔶	20	
Residence status	Residence	Residence Country	ZAMBIA	Tax Category	Exports		Vat	0.00	
Cash Discount Amount		Cash Discount Rate (%)	Local Excise Duty	•		Local Excise Duty	0.00	
Currency Name 🔺	Euro v	Exchange Rate	60	Tourism Levy	•		Tourism Levy	0.00	
Country of Destination	ANGOLA	Proforma Date	14/12/2024	Insurance Premium Levy			Insurance Premium Levy	0.00	
LPO Number		Sale Date		Trade Discount Rate (%)	0		Trade Discount Amount		
Principal ID	6	Principal Name		Sales Price	114.94		Discount Amount	0.00	
Total Amount	0.00	VAT Amount	0.00	RRP	0.00		Total Amount	114.94	
Additional Details				Commercial Invoice Ref NG			Select Bank	ABSA	
Tour Package Name(s) 🏾 🚖	r		🗉 Add				Invoices List		× 🧃
Booking Agent Name				Confirm	ove 💿 Empty				

8.8 Commercial invoice

A commercial invoice is a document used in international trade and serves as a customs declaration provided by the person or corporation that is exporting an item across international borders. It's the customs procedure code for capturing imports and exports.

	Smart Invoice	04/03/2025 09:04	4:50			olili	🕶 Logout
tộ 3	Environment						
Ê	Item Management					_	
ĥa	Customer Management			Waiting for Approv	al		
	Sales Management	Sales Management	les	Purchase	Import		
	Purchase Management	Sales Invoicing Commercial Invoicing	1	97	0		
E	Import Management	Provisional and Final Invoice					
ਿ	Stock Management						
							ZAMELA LINE THE
							REVENUE Your Tex AUTHORITY Our Destiny

i. Click on <commercial invoicing >you will land on the page below to make a new sale

													_		
📄 Co	ommerci	al Invoice	e Manag	gement									~	Pack	
													~	DOCK	
Date	25/02/2025	15	То	04/03/2025	Invoice		Status E		÷	۹ Search					
itatus		Invoice ID Custo			Proforma Date	Sale Date		Credit Note Date	Total Amount		Currency	Rate			
															^
Status				Invoice ID		Custor	ner		C Add Pr	ovisional	C .	New	1	Modify	
Deduction A	\mount			Subtotal Amount		Total A	mount		a Add Fin	al Invoice	B.	Detail	٥	Delete	
ieq		xde		Item Name				Unit Price	Subtotal Amount	Total Amount					
															^

ii. Clicking on new you will be directed to the page below to fill the details

iii. Fill all the details below, click confirm and save

📄 Commercial	Invoicing										🗊 S	ave	\$	Back
Invoice Date	04/03/2025	Invoice ID	33			Deliver	y Details			Tran	sporte	r Details		
Shipping Date 🔶 🛉	04/03/2025	Shipment No		Company/Name					Company/Name					
Currency Name 🔺	United States do $ \sim$	Exchange Rate	50	Address					TPIN					
Reason of Export				Postal Code/City					Address					
Sender E	Details	Receiv	er Details	Location					Country of Origin					₿
Company/Name	IDEN ZULU	Ship to Party	8	Delivery Contact					Invoice No					
Sender Address		Receiver Addres		Telephone			Email		Vessel No					
Postal Code/City		Postal Code/City		Port of Loading		Ý	Incoterm	Ý	UCR No			Vehichle No		
Country of Export	ZAMBIA 🚯	Country of Destination	8	Freight Forwarder			Buyer's Ref No		Item Code 🛛 📵			Unit Price	*	0
Sender Name	IDEN ZULU	Receiver Name		Item Name			Freight Costs	0	No of Package	0		Sales Qty	*	0
Sender Phone	260671292993	Receiver Phone		Storage Costs	0		Insurance Costs	0	Handling Costs	0		Subtotal		0.00
Sender Email	mail@gmail.com	Receiver Email		Other Costs Text			Other Costs	0	Tarrif Code			Total Amount		0.00
Customs Code		Port of Discharge		Discount Rate	0		Discount	0						
Terms of Payment		Incoterm	~	• Clear			Ionfirm			0 R	emove	۲	E	mpty
llem Name							Total Amount							
														^

After saving the commercial invoice you will be directed to print the invoice and it will have pending acquittal status

Print Commercial	
Commercial Invoice	
Invoice ID	33
Transaction Number	21
Customer	100000000
	koko
Send Invoice Via Email	
Email	gigi@gmail.com

	Commercia	al Invoi	ce Manage	ement									\$	Back
Date	25/02/2025	1	5 To	04/03/2025	Invoice		Status			۹ Search				
itatus		Invoice ID	Customer		Proforma Date				Total Amount		Currency	Rate		
Pending	g acquital	33	koko		04/03/2025	04/03/202	25 11:05:1		50		USD	50.0000)	
Status				Invoice ID		Customer			G Add Pro	visional	B	New		Modify
Deduction /	Amount			Subtotal Amount		Total Amou	nt		Add Fina	I Invoice	Eb.	Detail	0	Delete
ieq	Item G	ode		Hem Name		Qu	antity	Unit Price	Subtotal Amount	Total Amount				

The invoice will have pending acquittal status until a provisional invoice is issued

8.9 Provisional invoice

A provisional invoice is a preliminary bill of sale sent to a buyer before the final details of a transaction are confirmed. It outlines the expected costs and terms of the sale, allowing both parties to review and make any necessary adjustments before issuing the final invoice

Procedures to make a provisional invoice are in two ways:

- 1. Passing through commercial then click on < Add provisional> to issue a provisional invoice
- 2. All click <Add Final invoice > to finalize commercial invoice without making a provisional invoice

Commercia	al Invoice Manage	ement						\$	Back
D-ta 25/02/2025	To	04/03/2025	Investor	Circles		o Caauch			
Status		13	Proforma Date	Sala Date	Crecift Note Date	Total Amount	Currency	Rate	
								50.0000	^
Pending acquital	33 koko		04/03/2025	04/03/2025 11:05:11		50	USD	50.0000	
						2			
		1					_		
Status		Invoice ID		Customer		Add Provisional		New	Modify
Deduction Amount		Subtotal Amount		Total Amount		Add Final Invoice	₽ D	etail	Delete
seq nem co									
Commerci	al Invoice Manage	ement							_
Commerci	al Invoice Manage	ement							Back
Commerci	al Invoice Manage	ement 04/03/2025	Invoice	Status	÷	۹ Search		\$	Back
Date 25/02/2025	al Invoice Manage	ement 04/03/2025 15	Invoice Peoforma Date	Status Status	♥ Credit Note Date	<mark>۹ Search</mark> Total Ancount	Сштепсу	Rate	Back
Commerci	al Invoice Manage	ement 04/03/2025 ts	Invoice Performs Date 04/03/2025	Status Sale Date 04/03/2025 11:05:11	Credit Note Date	a Search Total Amount 50	Ситевсу	Rate 50.0000	Back
Commerci Date 25/02/2025 Rate Pending acquital	al Invoice Manage	ement 04/03/2025 🗊	Invoice Pedorma Date 04/03/2025	Status St	Credit Note Date	a Search Total Ansont 50	Currency USD	Rate 50.0000	Back
Commerci Date 25/02/2025 Rata Pending acquital	al Invoice Manage	ement 04/03/2025 ট	Invoice Pedorna Date 04/03/2025	Status Sub Date 04/03/2025 11:05:11	♥ Crestit Note Date	a Search Total Amount 50	Currency USD	Rate 50.0000	Back
Date 25/02/2025	al Invoice Manage	ement 04/03/2025 📧	Invoice Predorma Date 04/03/2025	Status Stato Date 04/03/2025 11:05:11	₹ Geodit Hole Date	a Search Total Ansum	Currency USD	Rute	A Back
Commerci Date 25/02/2025 Sate Pending acquital	al Invoice Manage	ement 194/03/2025	Invoice Predoma Date 04/03/2025	Status Status Status Status State Date	v Gredit Hole Date	Control Control Total Amount 50	Currency USD	Rate	Back
Commerci Date 25/02/2025 Reter Pending acquital	al Invoice Manage	ement 04/03/2025 🗊	Invoice Pedoras Date 04/03/2025	Status Sale Dare 04/03/2025 11:05:11	Credit Note Date	a Search Total Amount 50	Currency USD	Fate 50,0000	A Back
Commerci Date 25/02/2025 Rates Pending acquital	al Invoice Manage	ement 04/03/2025 🗊	Invoice Pedoma Date 04/03/2025	Status Sule Dare 04/03/2025 11:05:11	↓ Creat None Date	a Search Total Amount 50	Currency USD	Rate	A Back
Commerci Date 25/02/2025 Panding acquital	al Invoice Manage	ement 04/03/2025 🗊	Invoice Pedorma Date 04/03/2025	Status Sale Date 04/03/2025 11:05:11	♥ Create Hoter Date	a Search Total Amount 50	Currency USD	Rate	Back
Commerci Date 25/02/2025 Panding acquital	al Invoice Manage	ement 04/03/2025 13 1	Invoice Pedoras Dale 04/03/2025	Status Sala bare 04/03/2025 11:05:11	Create Note Date	a Search Total Ansount 50	Currency USD	Rate 50.0000	Modify
Commerci Date 25/02/2025 Rata: Pending acquital	al Invoice Manage	ement 04/03/2025 1 1 Invoice ID Subtotal Amount	Invoice Predorma Date 04/03/2025	Status Sale Date 04/03/2025 11:05:11 04/03/2025 11:05:11	Credit Note Date	Search Total Answer 50	Currency USD	Rote 50.0000	Modify

3. Passing through < **provisional and final invoice** > under sales management

	0 0	1				0	
	Smart Invoice	04/03/2025 (09:04:50			olili	🕶 Logout
ផ្ទះ	Environment						
<u>[</u>]	Item Management						
ዮ ው	Customer Management			Waiting for Approv	al		
	Sales Management	Sales Management	- les	Purchase	Import		
	Purchase Management	Sales Invoicing Commercial Invoicing	1	97	0		
\$	Import Management	Provisional and Final Invoi	œ				
ිස	Stock Management						
							ZAMBIA Ny Tez REVENUE Your Tex AUTHORITY Our Destiny

After choosing provisional invoice you land on the page below then:

- i. Choose sale type as export
- ii. Put commercial invoice reference number then click <add>
- iii. Click < confirm> then < save to save the invoice

Sales Invoid	cing					4←	🗈 Save 🗛 Back
Sales Category	Export		→1 `	Item Code 🛛 📩	8		
Customer ID	• •	Invoice ID	126	Class Code			
Customer Name				Unit Price 🔶	0	Sales Qty	r 0
Cash Discount Amount		Cash Discount Rate (%)		Tax Category		Vat	NaN
Currency Name	United States do 🗸	Exchange Rate	50	Trade Discount Rate (%)	0	Trade Discount Amount	
Country of Destination	•	Proforma Date	04/03/2025	RRP	0.00	Discount Amount	0.00
LPO Number		Sale Date		Sales Price	NaN	Total Amount	NaN
Principal ID	6	Principal Name				Purchase Order Number	
Total Amount	0.00	VAT Amount	0.00	Treatment Charges 0	Processing Charge 0	Tolling Charges 0	Freight Charge 0
Additional Details				Moisture Deductions 0	Insoluble Deducti 0	Other Cost 0	Total Deductio 0
CI Reference No	~	 Add Kemo 	∞ → 2				
Provisional Number	v	Select Bank	ABSA ~		3 ← ⊂ ∽	nfirm 🔍 Rei	ove €mpty
tem Code							
tem Name		VAT Amount	Discount Amount	Total Amount			

After saving a provisional invoice you can approve and then print the invoice as the screenshot below shows

🗐 Detail Info	rmation Of Provisi	onal				🖲 Export	Print 🗠 Back
Current Status							
Approve	Cancel Full Cre	dit Note Cancel R	equest	Item Code			2
Invoice ID	126	Transaction Nbr		Class Code			
Customer ID	1002003928	Sale Date	04/03/2025			Current Stock	
Total Amount	15.10	Customer Name	yvette	Unit Price	0.00	Sales Qty	0
Tax Amount	12.77	Validation Date	04/03/2025 12:57:55	Tax Category		Tax Amount	0.00
Discount Amount	0.00	Cancel Request Date		Discount Rate (%)	0	Discount Amount	0.00
Supply Amount	15.10	Credit Note Date		Sales Price	0.00	Total Amount	0.00
Remark							
tem Code							
tem Name							
ZM2BQXNOX000000	4 0	8.62	3	25.86			
soju		0	0	11.86			
ZM2BQXNOX00000	3 0	8.62	2	17.24			
beer		0	0	3.24			

After approving provisional invoice, you can issue any of the invoice below:

- 1. Final invoice by clicking on < Add Final invoice> button
- 2. Combined Final by clicking on < combined Final > button
- 3. Final credit notes by clicking on <Final Credit Note > button

Total Tax (ZMW) 0.0000 Total (ZMW) 2.910.0000		
Date 07/03/2025 IS To 14/03/2025 IS Invoice Status v a	Search Q Z Report	Sales Rpt
itatus Invoice ID Customer Proforma Date Sale Date Credit Note Date Tax Amount Total Taxable Amount	t Total Amount Curre	ncy Rate
Approved 131 koko 14/03/2025 11:54:05 0 58.2	58.2 USD	50.0000
Detail list	angel - Completened Direct	v. Moděr
Tax Amount 0.00 Total Amount 0.00 Total Amount 0.00 CAdd Final In	Final Credit Note	🖻 Detail
eq Item Code Item Name Quantity Unit Price Amount	Sales Amount Tax Amount	-

Basing on the invoice you chose to issue you will land on the below page:

- 1. Put provisional reference number when issuing final invoices above
- 2. Choose an item on the original invoice
- 3. Add charges
- 4. Click <Confirm> button to confirm the process
- 5. Click <Save> button to save the invoice then print

After the processes above, you continue with payment and printing of the invoice through normal process.

📄 Sales Invoi	cing					2		5	Save	<	Back
Sales Category 🔶 🔶	Export		~	Item Code	*	ZM2BQXNOX000004	soju				
Customer ID 🔶	100000000 🚯	Invoice ID	132	Class Code	ſ	50202209					
Customer Name	koko			Unit Price	*	8.62	Sales Qty	*	5		
Cash Discount Amount		Cash Discount Rate (%		Tax Category	*	Exports v	Vat		0.00		
Currency Name 🛛 🔶	United States do \vee	Exchange Rate	50	Trade Discount Rate (%)			Trade Discount A	nount			
Country of Destination	ANDORRA 🚯	Proforma Date	20250314	RRP		0.00	Discount Amount		0.00		
LPO Number		Sale Date		Sales Price		43.10	Total Amount		43.10		
Principal ID	6	Principal Name				U	Purchase Order Nu	mber	333		
Total Amount	58.20	VAT Amount	0.00	Treatment Charges 2		Processing Charg 2	Tolling Charges	2	Fre	ight Charg	2
Additional Details				Moisture Deductior 2		Insoluble Deduct 2	Other Cost	2	Tot	al Deducti	14
CI Reference No	v	● Add IRemo	ove		-						
Provisional Number	105	Select Bank	ABSA v			4 C or	ıfirm 🛛	Rem	nove	۲	Empty
tem Code		Unit Price									
tem Name		VAT Amount	Discount Amount	Total Amount							

9. Purchase Management

The purchase management module enables a taxpayer to see all the purchases made. It allows a user to approve the purchases and add them into stock or cancel the purchases. From the main program menu, if you click **Purchase management** in the program menu, the following screen is displayed:

From this Purchase management screen, the following functionalities are available:

📄 Pui	rchase Mar	nagem	ent						1		🗆 Receive	Export Tax	🗐 Expo	rt 🔄 Back
Total Tax	662.	07				Total		4,800.00		_				
Date From)7/12/2024	15	То	14/12/2024	15	Invoice			Status		¥	 Search 		
atus	Invoice ID	Suppl	er	Supplier Tin	Supplier Invo	ice Purc	hase Date	Appr	oval Date	Date Cancelled	Purch	ase Amount	Tax	
Pending Appr	oval 24			1002003928	7	14/	12/2024				1,600		220.69	
Approved	23			1002003928	7	14/	12/2024	14/1	2/2024 21:41:05		1,600		220.69	→2
Approved	22			1002003928	7	14/	12/2024	14/1	2/2024 21:40:06		1,600		220.69	
												3		~
Detail lis	t													
Status				Invoice ID		0		Supplier				Ft New	🗈 Detai	 Modify
Tax	0.00			Purchase An	nount	0.00						L INCW	Ex Detai	 Delete
NQ.												ase Price	Purchase Amount	

FIGURE 52- PURCHASE MANAGEMENT

1. Click < receive > to receive purchases

2. The sub-section (2) is where you see a full list of all purchase transactions recorded on your TPIN from other sellers and their status.

3.For each purchase transaction, a status is available. The purchase can be (Approved, waiting for Approval or Canceled), you can click on < New> to record a new purchase

4.Details: Click on **Details** button to view the details of a specific purchase. From the purchase details window, you may **approve** or **cancel** the purchase then **confirm**

📄 Detail Info	ormation Of Pu	ırchase					🗉 Export	🖘 Back
Current Status	Pending Approval							
s Approve s	Cancel			Item Code				
Invoice ID	22	Purchase Date	14/12/2024	Class Code				
Supplier ID	1002003928	Supplier Name	MEGA EARTH MOVERS L	Supplier Invoice No	7	Expire Date 🔰	14/12/2024	15
Total Amount	1,600.00	AcceptDate		Unit Price	0.00	Purchase Qty	0	
VAT	220.69	Cancel Request		Tax Category		Vat	0.00	
D/C Amount	0.00	CancelDate		Discount Rate (%)	0	D/C Amount	0.00	
Supply Amount	1,600.00	Refund		Purchase Price	0.00	Total Amount	0.00	
Remark								Confirm
em Code								
em Name		VAT Amount	Discount Amount	Total Amount				
ZM2BCXNOX000000	1	400	4	1,600				
beer		220.69	0	1,600				

FIGURE 53- DETAIL INFORMATION OF PURCHASE

9.1 Manual Purchase Registration

Normally, Business to Business (B2B) purchases are auto-recorded in the buyer's list of purchases. In cases where the seller is not using the smart invoice system, a taxpayer can register a new purchase manually.

Purchase	Registration					4	Save	🖘 Back
Туре	Purchase							
Invoice ID	25			Item Code	AL2BCXNOX0000001	fanta		
Supplier TPIN 🔶	100000000		8	Class Code	50202306	Soft drinks		
Supplier Name 🛛 🙀	koko					Expiry Date	14/12/2024	15
Purchase Date	14/12/2024	Item Category	Y	Unit Price [Incl]	* 0	Purchase Qty	3	2
Supplier Invoice No. 🔺		Supplier SDC Id		Tax Category	🗙 Standard Rated 🔍	Tax Amount	0.00	
Total Amount	0.00			Discount Rate %	0	Discount Amount	0.00	
Tax Amount	0.00			Purchase Price	0.00	Total Amount	0.00	
Comment 🔶				∞ Clear	Confirm	■ R	emove	Empty
em Code				Purchase Price				
im Name								
								~

FIGURE 54- REGISTER NEW PURCHASE MANUALLY

To record a new purchase transaction, on the purchase registration screen, provide the following:

- 1. The Supplier TPIN by clicking the search button and selecting the supplier
- 2. Choose the item purchased in the 'Item code' input field. If item is not available in the list, click 'Add item' button to register a new item
- 3. Fill in the purchased quantity
- 4. Choose tax type
- 5. Click 'Confirm' button
- 6. Then once all items have been added, click 'Save' button

9.2 Import Management

The list of imported items will be displayed after clicking "Import Management". You can manage lists depending on the duration, provider, approval status.

🗐 Import Ma	anageme	nt					Exp V	oort AT	Export	🖘 Back
Op.Code				ITEM Desc.			Approval Status			
Decl Date				Supplier			Approval/Cancel Date	202412142253	29	
Seq	0			Agent						
HS Code				Taxpayer Name]			
Item Code 🛛 🔶			C	Item Name]			
Country of Origin				Gross WT	0		1			
Package Quantity	0			Invoice Amt	0]			
Qty	0		V	Invoice Currency			R Approvo	ch Colit	0	Cancal
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FIGURE 55- IMPORT MANAGEMENT

Basically, when you search imported item list and do nothing, the approval status it remains "Waiting". If the list is correct, you select Approve and Split it, if it is not correct, you select cancel.

The following explains how to process the imported item list.

- a) Approve (Single item import)
 - 1. To approve, select an import transaction in the imports list at the lower section of the screen
 - 2. View item details in upper section of the screen
 - 3. Add the ITEM CODE by clicking the search button and select it and click confirm
 - 4. Click the Approve button

Verify that status has been changed to APPROVED

- **b)** Approve (Multiple item import)
 - 1. To approve multiple items, select an import transaction in the imports list at the lower section of the screen
 - 2. View item details in upper section of the screen
 - 3. Click SPLIT button
 - 4. 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.)
 - 5. Click the SAVE button to reflect registered item stock.
- c) Cancellation

- 1. To cancel imported items, select an import transaction in the imports list at the lower section of the screen
- 2. View item details in upper section of the screen
- 3. Click **CANCEL** button
- d) Approval Status turns into "Cancelled"

If you need any assistance, please contact us:

Email: <u>SIPROJECT@zra.org.zm</u> and <u>Advice@zra.org.zm</u>

Toll free number 4111 (Call Centre)