



EBM MOBILE APPLICATION

User Guide



1. INTRODUCTION

Pursuant to the provisions of article 17 Law n° 026/2019 of 18/09/2019 on Tax Procedures, a person who carries out any taxable activity must issue an invoice generated by an electronic invoicing system certified by Rwanda Revenue Authority (RRA). EBM mobile App has been adopted by RRA in order to implement the program of EBM for all.

1.1. Training Target Group

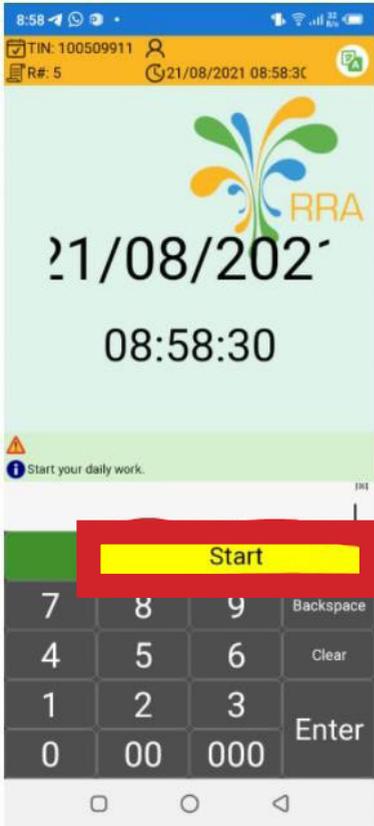
This manual targets all Taxpayers who want to learn to use EBM Mobile Application.

2. How to use EBM Mobile Application.

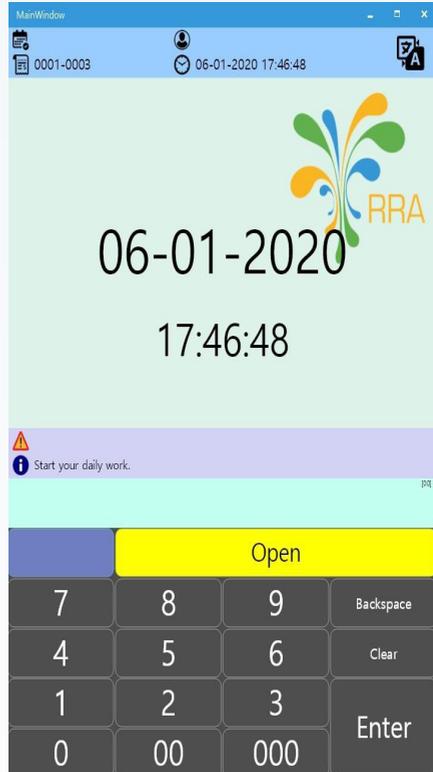
Execute the EBM2x Launcher program by clicking on the icon below found on the screen of telephone or PDA.



Click on start button to start a day



Click on Open



Get ready for EBM use. Start and **Open**.

After clicking on open, the main screen with the sign on menu appear then you can sign in:

- a) Admin menu
- b) POS Menu
- c) Sales

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

Note: Username and password differs from one taxpayer to another



3. Sign on in Admin Menu

Once you have logged as Admin, you find the screen, which shows User Management, System settings, Device Setting, Item management and customer Management.



3.1. System setting

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

System setting	
Company Name	BEAR SARL
Business Activity	test
Email Address	info@rra.gov.rw
Phone No	0783104425
Branch Name	MUHIMA
Manager Name	DANIEL
Address	KIGALI CITY NYARUGENGE
Paper size	80mm
More Information	
TIN Number	100509911
SDC ID	SDC010000295
Branch Code	00
MRC No.	WIS01017624
Data Changed	03082021 04:42
VAT Flag	Non VAT

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

The information which can be changed is:

- a) Email
- b) Telephone
- c) Address
- d) And Printer which can be 80mm or 58 mm.

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

3.2. User Management

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

	<p>a) Program information Register a new user</p> <p>b) How to do it Fill in the blanks in User Code / User Name / Password / Tel No / Permission and click [Save] button.</p> <p>c) After save , check saved information by clicking to Query</p> <p>D) Click the back button to return to Admin Menu</p>
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3.3. Item Management

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

1) Program Information

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

2) How to do it

- a) Fill in the blanks in/ Item Name / Sale Price / Beginning Stock / ClassName.
- b) Choose Pkg Unit / ItemType / Qty Unit / TaxType
- c) Click the button of class code, Choose Level Lvl1, Lvl2, Lvl3, Lvl4 or Lvl5. Next Level, type the part of Class name of your business: E.g.: Food, construction or use part of class code: E.g.: 25,42,80,30, etc. Click on Class name and click on Confirm Button. If you do not find the exact class name, choose the one corresponding to it. For Origin Click on Origin Button, Search the country of Origin and click on Confirm Button.

NB: You can find the most used parts of class code and there description.

- d) Click [NEW] button of Item Code and create Item Code.
- e) Click [Save] button to save them.

3) Others

- a) When you click [NEW] button at the top of page right after doing item management, you can register another item continuously
- b) When you click on [QUERY] button also at the top of the page, you find the list of item created.

3.4. Customer management

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

11:37 100% 100% 100% 100%

TIN: 100509911 11111 Victor

R#: 5 21/08/2021 11:37:

Customer

New Query Save Back

Type
Corporate

TIN Code

Cust Name

Phone num

E-Mail

1) Program Information

Register new customer or checking registered customers information.

2) How to use

- a) Choose a type of customer (Corporate / Individual).
- b) Fill in the blanks in TIN Code / Cust Name / Phone Num / E-Mail.
- c) Click [Save] button for save

3) Others

- a) When you click [NEW] button at the top of page right after doing item management, then you can register another item continuously.
- b) Use [QUERY] and type the TIN of the customer to find his / her name.

3.5. Device Management

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

Device setting	
TIN	100509911
BHF	00
PORT or Printer name	
Baud Rate	19200
Paper size	80mm
LocationType	English
OfflineDays	7
OfflineAmount	100,000,000

Device Management is used to set the printer.

- a) On PORT or Printer name, type: USB, if the printer uses USB.
- b) On the Baud Rate, choose the Maximum, which is 115200.
- c) For the printer size, choose 80 Or 58 mm.

4. Sign on in POS Menu

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



The points to be discussed are:

- a) Reserve Fund
- b) Intermediate Deposit
- c) End of Day
- d) Sales report
- e) ZReport

NB: This POS menu is not mandatory to use.

4.1. Intermediate Deposit

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



Kinds	Quantity	Total
5,000	0	0
2,000	9	18,000
1,000	15	15,000
500	89	44,500
100	3000	300,000
50	0	0
20	0	0
10	0	0
5	0	0
Total:		377,500

Please enter a quantity of 50RWF

Up Down Back Confirm

7 8 9 Backspace

4 5 6 Clear

1 2 3 Enter

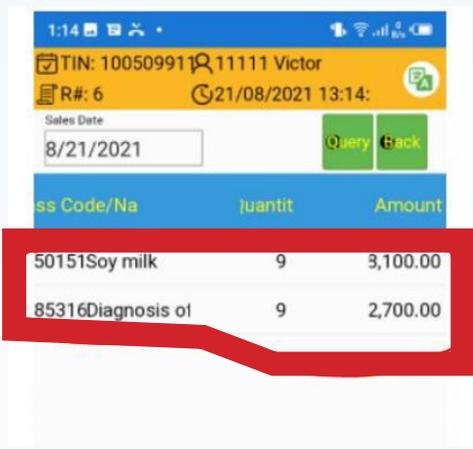
0 00 000

1) How to do it

- a) Type the amount (quantity) of cash for deposit and click the [Enter] button.
- b) After typing deposit is done, click the [Confirm] button to confirm the intermediate deposit.

4.2. Sales report

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



How to do it?

- Set the date when you want to check report.
- Search sales report by click [Query] button.

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

5. Sign on in Sales Management

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

- User Id + [Enter] or [Sales]
- Password + [Enter] or [Sales]

After logging in the interface below appears:



1) Registering an Item

Register the product you want to sale

2) How to use.

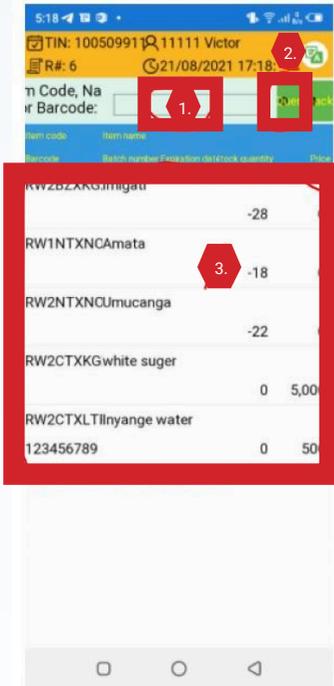
- a) Scan Registration:
Register product
- b) Direct registration:
Register an item by typing numbers of barcode attached on item.
- c) Barcode numbers and click [Enter] or [PLU].
- d) Search an Item:
Register an item by searching it.

3) The others.

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

5.1. Search an item registered

In item Management, we have seen how to create an item. Below we are going to see how to search an item once we are going to sale it. To search on item you click on [SEARCH ITEM]. Then the screen below appears:



Explanations

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

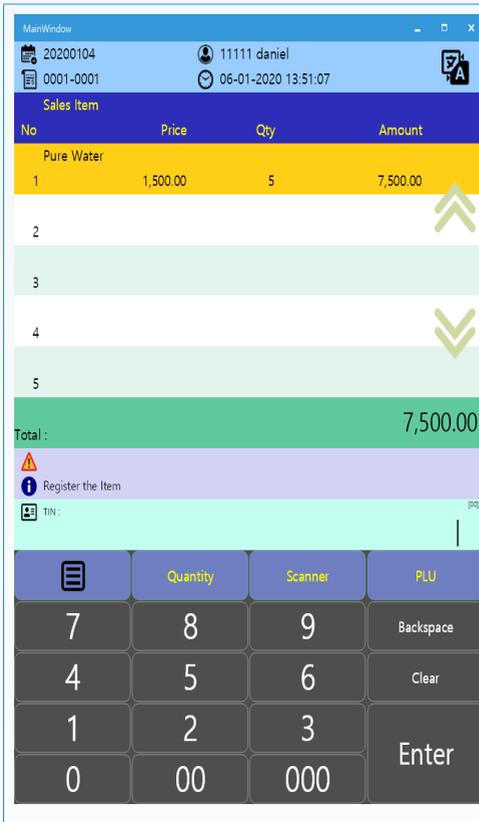
Register the product for sale.

5) How to use.

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

You should type at least three letters on search engine.

5.2. Changing the Unit Price



1) Program information.

Change the number of sale item.

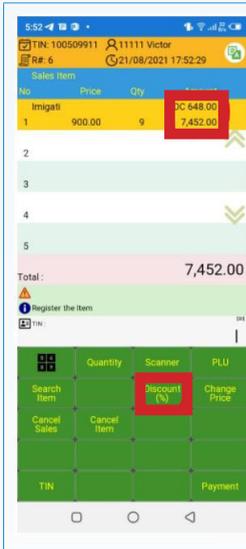
2) How to use.

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

3) The others.

Quantity number change is only available from 1 to 999.

5.3. Using Discount (%)



1) Program information.

Sell an item with discount(%) you set

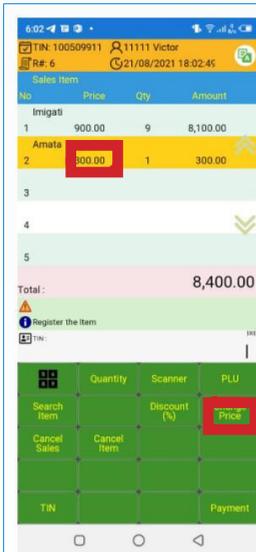
2) How to use.

- Click the function key expansion button.
- Click the item you want to discount. Type discount rate figures and click [Discount (%)].
- If you want to cancel discount, Click "0" and [Discount (%)]

3) The others.

Maximum discount rate is 99%.

5.4. Change the sale price



1) Program information.

Change selected item price into new price.

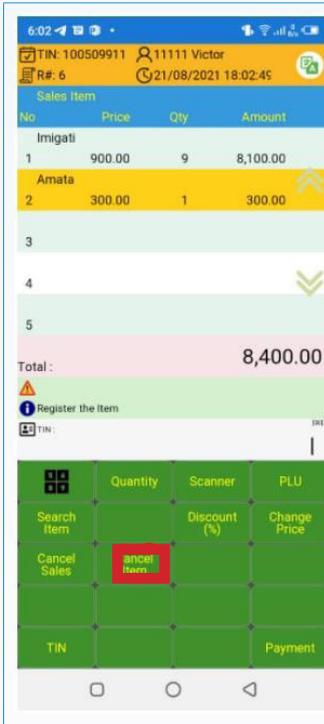
2) How to use.

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

2) The others.

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

5.5. Item cancellation



1) Program information.

Cancel a pre-registered item.

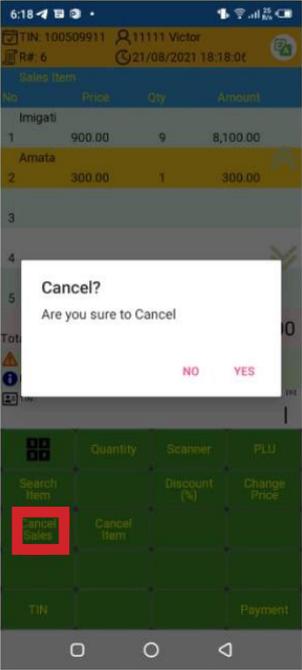
2) How to use.

- Click a function key expansion button.
- Select the item you want to cancel and click [Cancel Item] button.

3) The others.

Cancelled item will be deleted on the screen.

5.6. Transaction cancelling



The screenshot displays a mobile application interface for a Point of Sale (POS) system. At the top, it shows the time as 6:18 and various status icons. Below the status bar, there is a header area with 'TIN: 100509911', a user profile icon for 'Victor', and a date/time stamp '21/08/2021 18:18:00'. The main area shows a list of sales items with columns for 'No', 'Price', 'Qty', and 'Amount'. Two items are visible: 'Imigati' (Price: 900.00, Qty: 9, Amount: 8,100.00) and 'Amata' (Price: 300.00, Qty: 1, Amount: 300.00). A white dialog box is overlaid on the screen, asking 'Cancel? Are you sure to Cancel' with 'NO' and 'YES' buttons. At the bottom, there is a green menu bar with several function keys: 'Quantity', 'Scanner', 'PLU', 'Search Item', 'Discount (%)', 'Change Price', 'Cancel Sales' (highlighted with a red box), 'Cancel Item', 'TIN', and 'Payment'.

1) Program information.

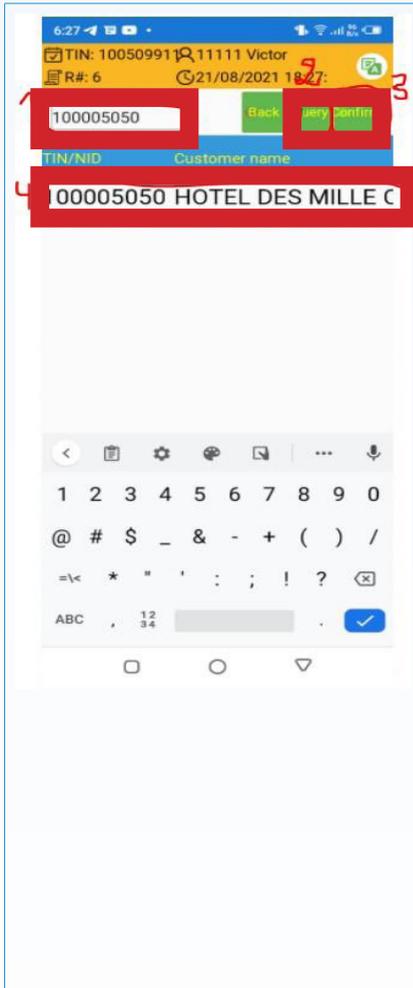
Cancel all of registered items.

3) How to use.

- Click function key expansion button.
- Click [Cancel Sales] button.

5.7. Customer search

To search the customer, click on sales [Expansion key], and click on [TIN]. The screen below to search the customer will appears.



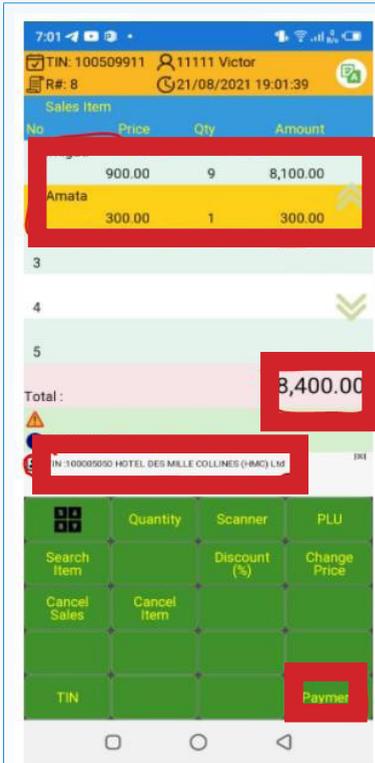
1) **Program information.**

Search customer's TIN numbers.

How to use.

- Click [TIN] button at function key menu of sale management screen.
- Type all or part of TIN numbers on search engine and click the enter key or [QUERY] button.
- Select TIN numbers you want to see
- Click on [Confirm] button
- Check the TIN information on the sale management screen

5.8. Payment

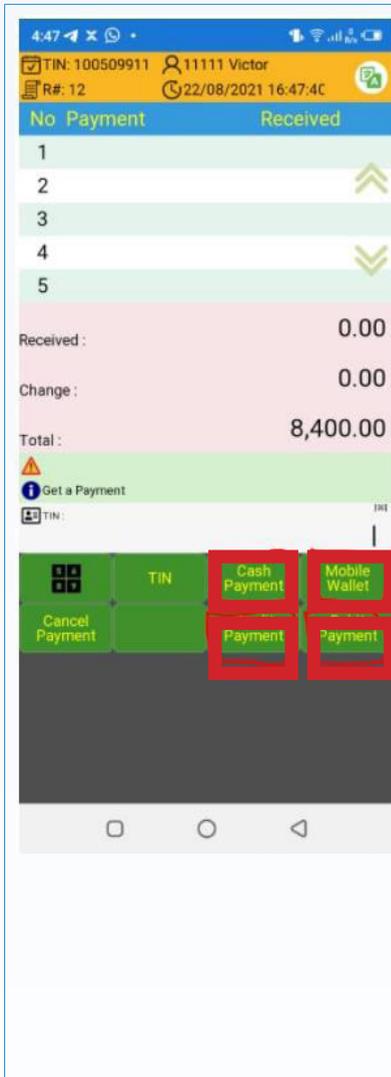


After choosing the item, changing the quantity, changing the price and choosing the customer, you click on **[PAYMENT]** button on the right bottom corner

In our example:

- The items are 9 boxes of Imigati and Unit price for one box is 900. For Amata we have 1 cup and the unit price is 300.
- The total amount for all is 8,400Fw
- The Customer is HOTEL DES MILLE COLLINES (HMC) Ltd with TIN=100005050.

After clicking on the **[PAYMENT]** Button the screen bellow appears



1) Program information

Choose payment of an item.

2) Payment type

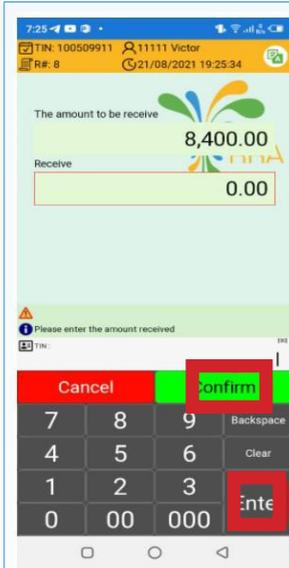
- [Cash Payment]:
Cash
- [Mobile Wallet]:
Mobile payment.
- [Credit Payment]:
Credit card payment
- [Debit Payment]:
Debit card payment.

3) Others.

- Click the payment type customer prefers to do.
- [TIN] => Search a customer.
- [Cancel Payment] => Cancel payment.
- [Register Customer] => Register a customer

5.8.1. Using cash payment

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



After clicking on Enter and confirm buttons the screen below appears



1) Program information.

Pay items by cash.

2) How to use.

- a) If item price is 8,400,
 - If a customer pays 8,400=> click [Enter] key or type 8,400 and click [Enter] key.
 - If a customer pays 10,000=> type 10000 and click [Enter] and [Confirm] key therefore change is 1,600.
 - If a customer pays 5,000=> type 5000 and click [Enter] and [Confirm] key then, you should receive 3,400 left.
- b) Click the confirm button.
- c) Type the phone number of Customer and click on [Finished Send SM] button to Send receipt to the customer.
- d) You can also click on [Finished Print Journal] button to Issue an electric receipt and print a paper receipt.

6) The others.

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

5.8.2. Mobile wallet payment

1) Program information.
Pay items by mobile wallet.

2) How to use.

a) If item price is 8,400,

- If a customer pays 8,400=> click [Enter] key or type 8,400 and click[Enter] key.
- Type phone number and click [Enter]key.
- [Approved] => Click [Approved]button to approve server.

b) Click the confirm button.

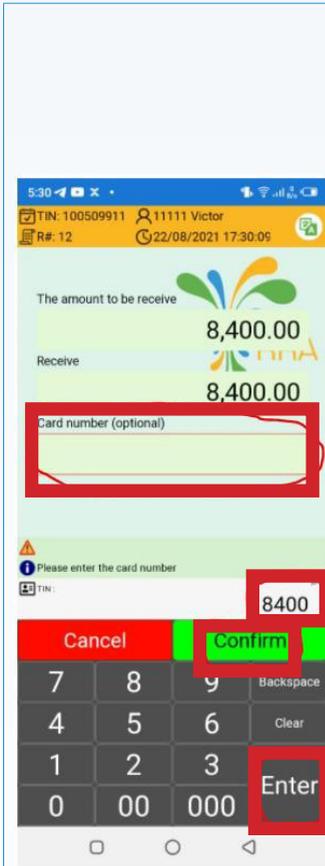
c) [Finished Send SMS]: This requires typing the phone number of the customer and clicking on the button to send an SMS of the receipt.

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

3) The others

- [Cancel] => Cancel mobile wallet payment and payment choose screen will be showed.
- You cannot pay more than price of an item.

5.8.3.Payment – credit Card



1) Program information.

Pay items by credit card.

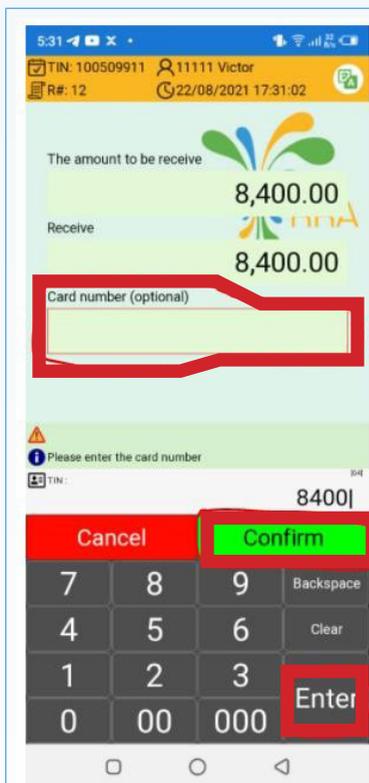
2) How to use.

- a) If item price is 8,400
If a customer pays 8,400=> click [Enter] key or type 8400 and click [Enter] key.
- b) Blank or type Card number and click [Enter].
- c) Click the confirm button.
- d) Type the phone number of Customer and click on [Finished Send SM] button to Send receipt to the customer.
- e) You can also click on [Finished Print Journal] button to Issue an electric receipt and print a paper receipt.

3) The others.

- f) [Cancel] => Cancel credit card payment and screen turns into payment type option screen.
- g) Customer cannot pay more than the price of an item, the amount of money you should receive.

5.8.4.Payment – Debit Card



1) Program information.

Pay items by a debit card.

2) How to use

- a) If a customer pays 8,400=> click [Enter] key or type 8400 and click [Enter] key.
- b) Blank or type Card number and click [Enter].
- c) Click the confirm button.
- d) Type the phone number of Customer and click on [Finished Send SM] button to Send receipt to the customer.
- e) You can also click on [Finished Print Journal] button to Issue an electric receipt and print a paper receipt.

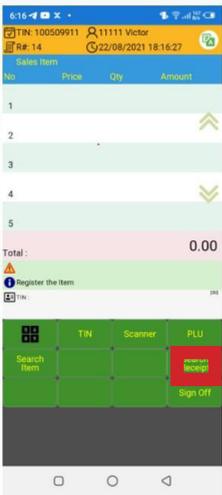
3) The others

- a) [Cancel] => Cancel mobile wallet payment and screen turns into payment type
- b) Customer can't pay more than the price of an item, the amount of money you should receive.

6. Refund

Step 1: Refund – Search receipt

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

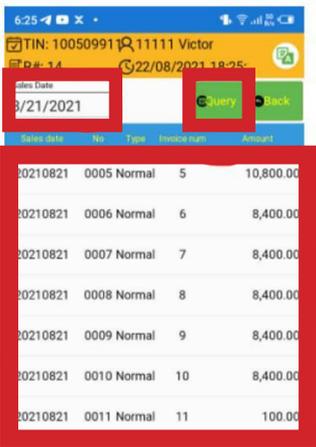


The screenshot shows a mobile application interface for a sales form. At the top, it displays the time 6:16, signal strength, Wi-Fi, and battery icons. Below that, it shows the TIN: 100509911, the name 11111 Victor, and the date 22/08/2021 18:16:27. The main area is a table with columns for No., Price, Qty, and Amount. The table is currently empty, with a total of 0.00. Below the table, there is a 'Register the item' button and a 'TIN:' field. At the bottom, there is a function key menu with buttons for 'Search Item', 'TIN', 'Scanner', 'PLU', 'Search Receipt', and 'Sign Off'.

1) **Program information.**
- Use it for checking receipt list.

2) **How to use**

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



The screenshot shows the application interface displaying a receipt list. At the top, it shows the time 6:25, signal strength, Wi-Fi, and battery icons. Below that, it shows the TIN: 100509911, the name 11111 Victor, and the date 22/08/2021 18:25. The 'Sales Date' field is set to 8/21/2021. A 'Query' button is highlighted in red. Below the 'Query' button, there is a table with columns for Sales date, No., Type, Invoice sign, and Amount. The table contains 11 rows of data, with the first row highlighted in red.

Sales date	No.	Type	Invoice sign	Amount
20210821	0005	Normal	5	10,800.00
20210821	0006	Normal	6	8,400.00
20210821	0007	Normal	7	8,400.00
20210821	0008	Normal	8	8,400.00
20210821	0009	Normal	9	8,400.00
20210821	0010	Normal	10	8,400.00
20210821	0011	Normal	11	100.00

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

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

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

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

6:32 6:32 6:32
TIN: 10050991 11111 Victor
R#: 14 22/08/2021 18:32
Reprint Reload Refund Back
BEAR SARL
KIGALI CITY NYARUGENGE MUHIMA
TEL: 0783104425
EMAIL: info@rra.gov.rw
TIN: 100509911
CASHIER: Victor(11111)
CLIENT TIN : 100005050
CLIENT NAME: HOTEL DES MILLE COLLINES (HMC) Ltd
Imigati
RW2BZXKX0000001
900.00x9 8,100.00TAX D
Amata
RW1NTXNOX0000001
300.00x9 2,700.00TAX D

Choose the refund reason

6:42 6:42 6:42
TIN: 10050991 11111 Victor
R#: 14 22/08/2021 18:42
Back
Code Refund reason
01 Missing Quantity
02 Missing Waiting
03 Damaged
04 Wasted
05 Raw Material Shorta
06 Refund

1) **Program information.**

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

b) Select the reason of refund

2) **How to use.**

Choose the reason of refund among the lists.

3) **The others.**

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

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

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

6:57

TIN: 100509911 11111 Victor

R#: 14 22/08/2021 18:57:45

No	Price	Qty	Amount
Sales Item			
Imigati			
1	900.00	-9	-8,100.00
Amata			
2	300.00	-9	-2,700.00
3			
4			
5			
Total :			-10,800.00

Register the Item

TIN: 100009050 HOTEL DES MILLE COLLINES (HMC) Ltd

Cancel Refund Payment

1) Program information.

You can check the refunded item and price of it.

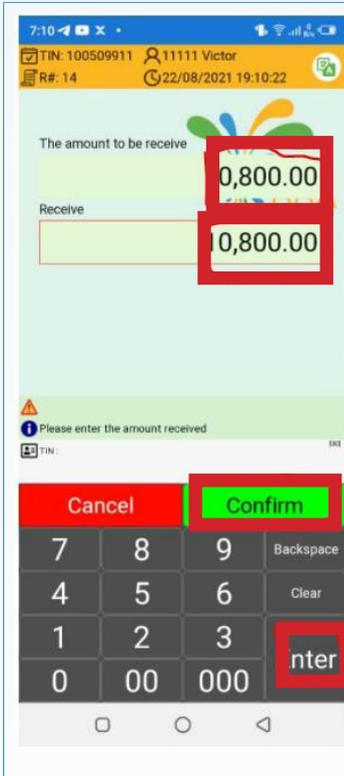
2) How to use

- a) Click payment button at refund management screen.
- b) Choose refund payment type. (Cash Payment / Credit Payment / Debit Payment / Mobile Payment)

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

Cancel Payment	Cash Payment	Mobile Wallet
	Credit Payment	Debit Payment

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



After type price of refund and click [enter], Click [Confirm] button, as shown on this screen

Step 5: Printing refund receipt



The screenshot shows a mobile application interface for a payment terminal. At the top, it displays the time 7:16 and various status icons. Below that, it shows the TIN: 100509911, a user profile for Victor with ID 11111, and a receipt number R#: 14 dated 22/09/2021 at 19:16:23. The main section is a table with two columns: 'No' and 'Payment'. The first row shows '1 Cash' with a value of '-10,800.00'. Below this, there are rows for '2', '3', '4', and '5', each with a green double arrow icon. To the right of the table, there is a summary section with 'Received: -10,800.00', 'Change: 0.00', and 'Total: -10,800.00'. Below the summary, there is a green bar with a warning icon and the text 'Get a Payment'. At the bottom, there is a numeric keypad with buttons for digits 0-9, '00', '000', 'Backspace', 'Clear', and 'Enter'. Two red buttons labeled 'Finished E-Journal' and 'Finished Print Journal' are positioned above the keypad.

No	Payment	Received
1	Cash	-10,800.00
2		
3		
4		
5		

Received : -10,800.00
Change : 0.00
Total : -10,800.00

Get a Payment

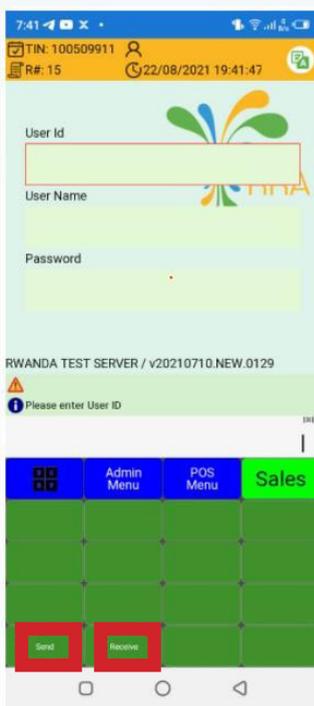
Finished E-Journal Finished Print Journal

7 8 9 Backspace
4 5 6 Clear
1 2 3 Enter
0 00 000

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

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

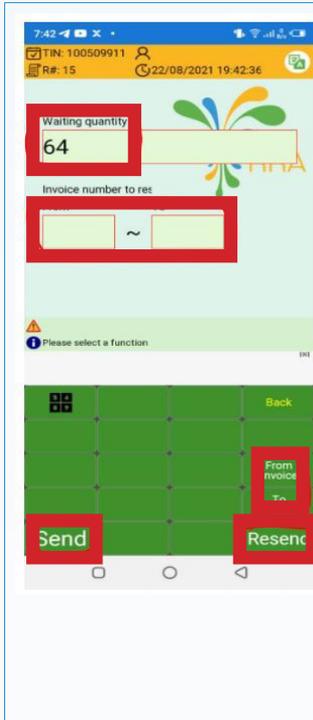
7. Sending and Receiving



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

- a) You find the buttons of [Send] and [Receive] after clicking on function key button.
- b) [SEND] Button is used to send transaction from EBM Mobile Application client to RRA server.
- c) [RECEIVE] Button is used to receive data form RRA server to EBM Mobile Application client.

7.1. Sending



- a) **Waiting quantity:** These are the transactions waiting to be sent to RRA server. For examples, 64 is the number of Transactions on waiting.
- b) **[Send]:** To send these transactions, which are on waiting, click on [Send] Button. You will be able to open the system once the transaction on waiting has become 0
- c) **From Invoice To Invoice:** These two buttons are used to send the range of invoices specified. Example, if you want to send invoices from 1 to 10, type 1 and click on [From Invoice]. 1 will be displayed on field of the button [FROM]. The same, type 10 and click on [To Invoice] button. 10 will be displayed in the field of Button [To]. The click on [Resend] Button to send that range of transaction.

7.2. Receiving



The screenshot shows the 'Receive' application interface. At the top, there is a status bar with the time 7:43 and various icons. Below it is a yellow header with the word 'Receive' and a 'Close' button. A red box highlights a grid of buttons: 'Bhf', 'Item', 'Code', 'Notice', 'ImportItem', 'StockMov', 'Tin', 'Significati', and 'DateTime'. Below the grid is a table with the following columns: 'TrnsId', 'Type', 'ProcessName', 'LastDate', and 'ProcessCount'. The table contains 11 rows of data, all with 'RECEIVE' in the 'Type' column.

TrnsId	Type	ProcessName	LastDate	ProcessCount
	RECEIVE	selectCodeList	202108031708	
	RECEIVE	selectItemClsList	2020021800	
	RECEIVE	selectCustomerList	2020021800	
	RECEIVE	selectCustomer	2020021800	
	RECEIVE	selectBhfList	2020021800	
	RECEIVE	selectItemList	2021080311	
	RECEIVE	selectImportItemList	2020021800	
	RECEIVE	selectTrnsSalesList	2020021800	
	RECEIVE	selectTrnsPurchaseS	2020021800	
	RECEIVE	selectTrnsPurchaseL	2020021800	

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

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