

ACLAS CRV5X MANUAL



Aclas CRV5X Manual is a guide to help you get started with the new generation TIMS ready **ACLAS CRV5X ETR MACHINE**. The ETR is an easy to use and can performs common business transactions on the ETR Machine in a few steps. For further support reach us through www.peacetechologies.co.ke

HOW TO MAKE A SALE

1. Switch on the ETR Machine. The power button is located at the back of the ETR Machine
2. The ETR Machine displays **Cashier A** on the screen immediately after been switched on.
3. From here enter the amount of your sales. E.g., **1000** and then **Press DP1** (Vatable Sale = 16%) or **DP2** (Zero Rated 0%)
4. Press the **SBTL** button to confirm you have entered the right figure, if correct, press **CASH** to issue the receipt otherwise, if the figure is wrong, void the transaction by pressing **SHIFT** followed by **CE/ A.VOID**.
5. The ETR Machine should print a receipt after pressing cash in the previous step. Tear off that receipt and immediately **press cash again** to issue a **duplicate receipt**.

SELLING WITH PLU

1. When **Cashier A** is displaying on the screen, enter your **sales amount** then press the **PRICE** button followed by **PLU** (E.G Sales Amount = 12,000 the press price button, then press **PLU 1**)
2. From the example above, the machine should print a receipt of 12,000 for **PLU name number 1**.

MAKING A SALE WITH THE BUYERS KRA PIN

1. Make sure your ETR Machine is displaying **CASHIER A** on the Screen.
2. Press the **SHIFT** button followed by the **PRICE / PIN**

3. Enter the first letter of your customer's KRA PIN (A or P)
4. Press the **FUNC**
5. Enter the nine numbers of the pin.
6. Press the **FUNC** button
7. Enter the last letter of your customer's pin.
8. Press **CASH**, confirm the pin entered is correct the proceed to key in the sales amount.
9. Proceed with the sale as usual as outlined in the making a sale section of this Aclas CRV5X Manual.
10. For instance, if making a vatable sale press DP 1 Followed by the **SBTL** button to confirm amount. Proceed to press **Cash** If the figures are correct to print out a receipt with the buyer's pin at the top.

HOW TO MAKE A CREDIT NOTE

If you realize that you have made a mistake in the total amount showing on your receipt. You can choose to do a credit note or a debit note. Note you can cancel a transaction before pressing the cash button when printing an ETR receipt. To do so press the **SHIFT** button followed by the **CE/ A VOID** button to void the transaction. If you had already pressed the **CASH** button, the void procedure can't work and you'll have to do a credit note. To do so, follow the Aclas CRV5X Manual steps below.

- 1. Make sure your ETR Machine is displaying **Cashier A** on the screen
 2. Press the **FUNC** button
 3. The ETR Should show display **CREDIT/DEBIT** on the screen. Press **CASH**
 4. The ETR will prompt you to enter the **RELEVANT NUMBER**.
 5. Input the last digits of your invoice number on the ETR receipt you want to do a debit or credit on. (The last numbers are the numbers immediately after the many zeros of your invoice number)
 6. Press **CASH**
 7. The machine prompts you to either choose between a debit note or a credit note. (1. **Credit**, 2. **Debit**)
 8. Press 1 to do a credit or option 2 to do a debit then press **CASH** button
 9. Enter the amount you want to credit/ debit and then make a sale as you had in the original receipt

HOW TO ISSUE A Z-REPORT

1. Make sure your ETR machine is on the **CASHIER A** Screen
2. Press the **CLERK** button
3. Scroll down to **Z MODE** using the **PRICE** button

4. Press CASH when on Z-MODE
5. When prompted to enter password, enter four zeros. (0000) then press CASH
6. The etr machine will display DAILY Z on the screen.
7. Press CASH to print out your daily Z REPORT.

HOW TO ISSUE A MONTHLY REPORT

1. Make sure your ETR machine is displaying CASHIER A on the display
2. Press CLERK button and scroll down to Z mode.
3. Press CASH and then enter password 0000 then press CASH
4. Press PRICE Button to go to FISCAL REPORT
5. Choose between a DETAILED or a SUMMARY REPORT
6. Press CASH
7. When on the DATE-TO-DATE option, press CASH
8. In next screen, enter your date range for which you want to print your report (DDMMYYDDMMYY)
9. For Instance, to print a report for dates (01/01/22 to 31/01/22) Input the dates on the Aclas CRV5X ETR as follows (010122310122)
10. Press CASH to print your report.

HOW TO CONNECT THE ETR MACHINE TO WIFI

Aclas crv5x ETR machine needs to be connected to the internet to be able to transmit data to the KRA Server. There are three options to connect this particular ETR machine, via WIFI, ethernet or a 4G sim card. Follow this Aclas CRV5X Manual to know how to connect.

1. Make sure your ETR Machine is displaying Cashier A on the screen.
2. Press the CLERK button and scroll down till you find SET MODE option
3. Press CASH and input password as 0000 if prompted to enter password.
4. Scroll down to the SET PARAMETERS option and press CASH
5. On the next screen, choose SET NET TYPE option and press CASH
6. Your ETR Machine will prompt you to choose one of the following options (0: 4G) (1: Ethernet) (2: WIFI)
7. Depending on how you intend to connect your ETR machine to the internet, input the number that corresponds to your option.
8. WIFI is the most preferred option for most people, if it yours too, then press NUMBER 2 to activate WIFI and then press the CASH
9. Now scroll down to the WLAN option and press CASH
10. Scroll to the WIFI NAME option and press CASH, your ETR Machine will scan your surrounding and display all available WIFI networks on the screen including those from mobile hotspots.

11. Select your network / WIFI name from the list then press **CASH**
12. Enter the password of your network. Use the **FUNC** button to change from entering letters to digits. Use the **SHIFT** button to change from **CAPSLOCK** to **LOWERCASE** Use (**1, 0 & DOT**) keys for special characters such as (!@#\$\$%^&*_)
13. Use **CE A. VOID** button to delete.
14. After entering the password, press **CASH**, if the password is correct, the ETR will connect to your Wi-Fi network and display **OK** on the screen. Otherwise, a password error will be displayed.
15. After the ETR Machine displays OK, scroll down to the **Wi-Fi AUTO-DHCP** option then press **CASH**.
16. For **AUTO IP** press 1 and then press the **CASH** button
17. Press the **RED C** button till you're on **CASHIER A** to continue using your ETR machine.