Instructions for handling fiscal cash registers

Author: Moja Kasa d.o.o.

www.mojakasa.rs

Content

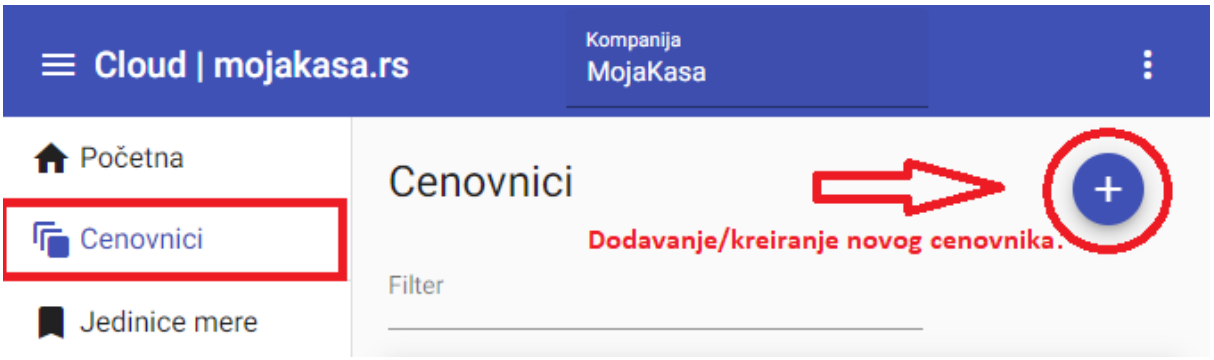
INSTRUCTIONS FOR CREATING A FISCAL CASH REGISTER THROUGH THE CLOUD

If the product entry is not entered through the defined *EXCEL* table, below is a manual entry and creation of a cash register.

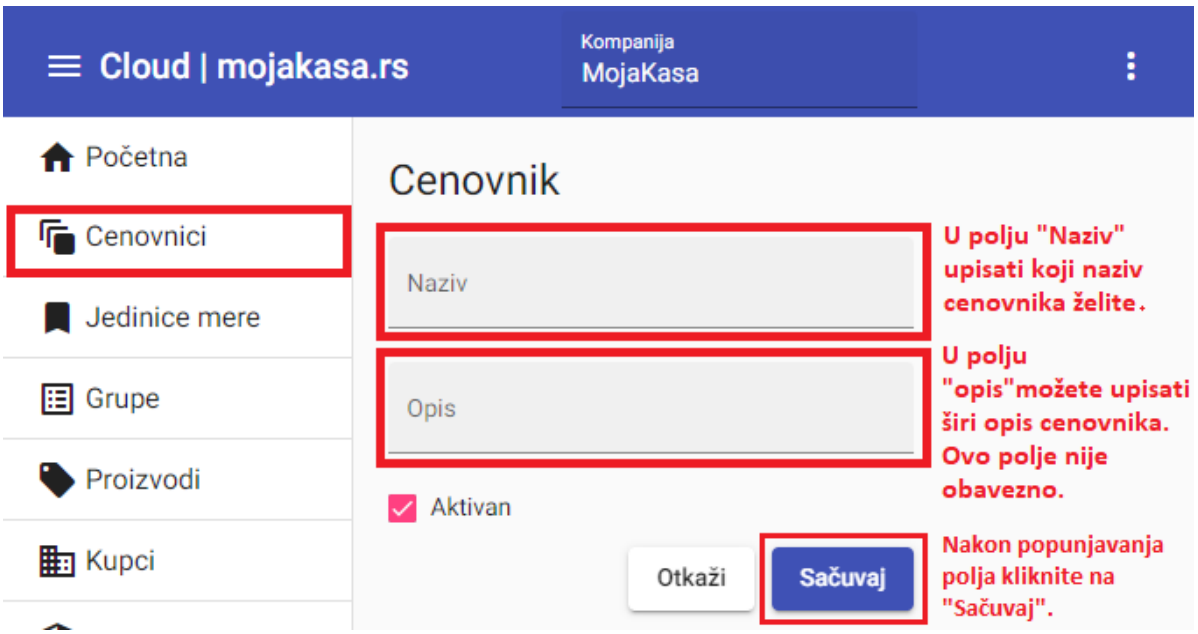
It is very important to follow the order of the fields, i.e. the steps from the instructions.

Creating a price list

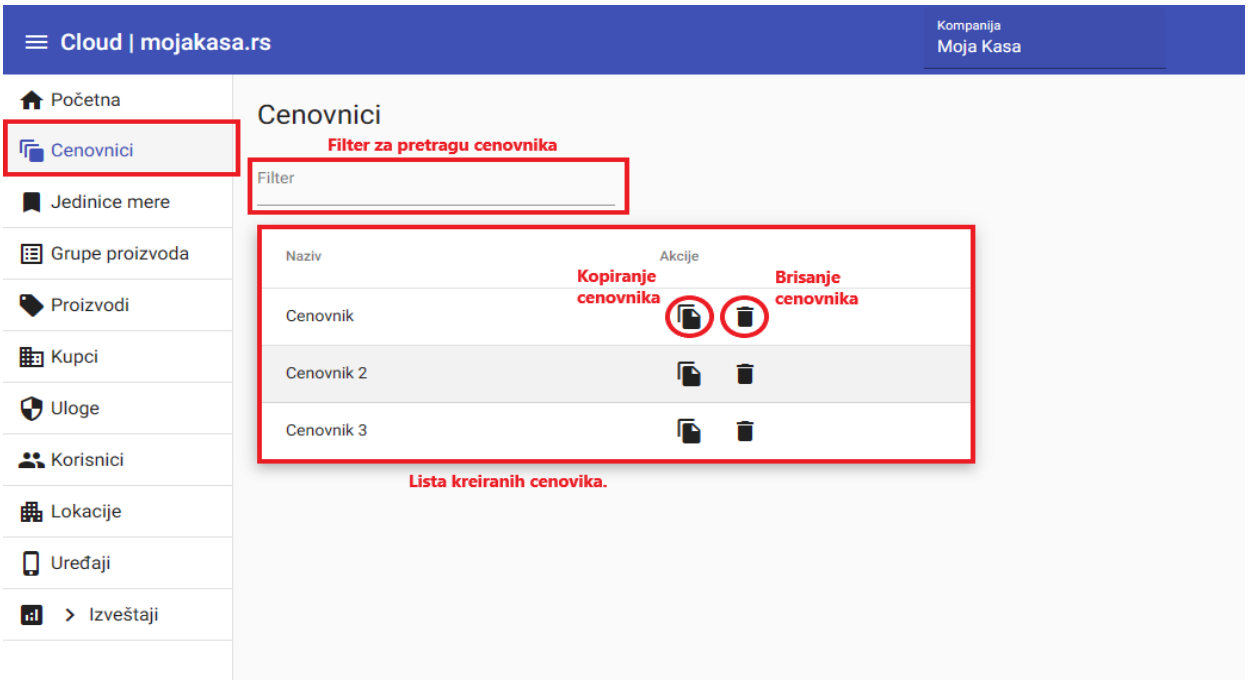
To enter a new price list, select the add option in the upper right corner of the screen:



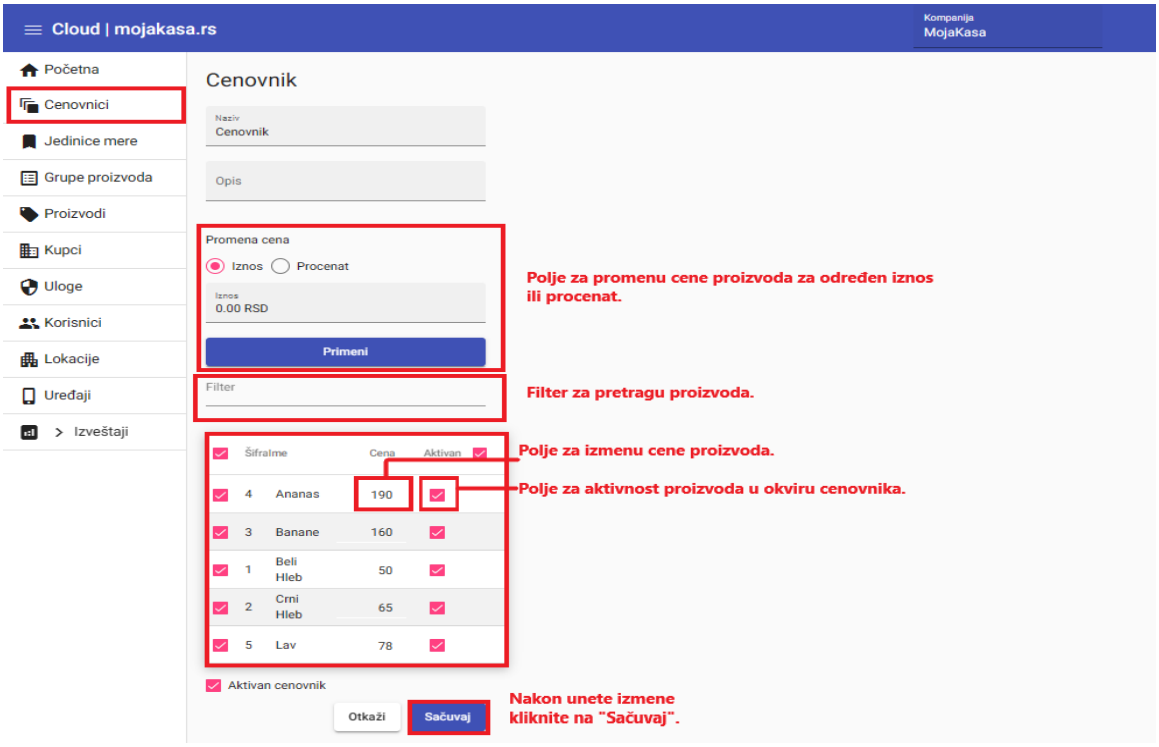
The data entry is done as shown in the figure:



When the field is completed, it is necessary to record the data. After that, a window will be displayed with options to search, modify, copy or delete the entered price lists. The change is made by clicking on the price list that is changing, and deletion is done by clicking on the bin.



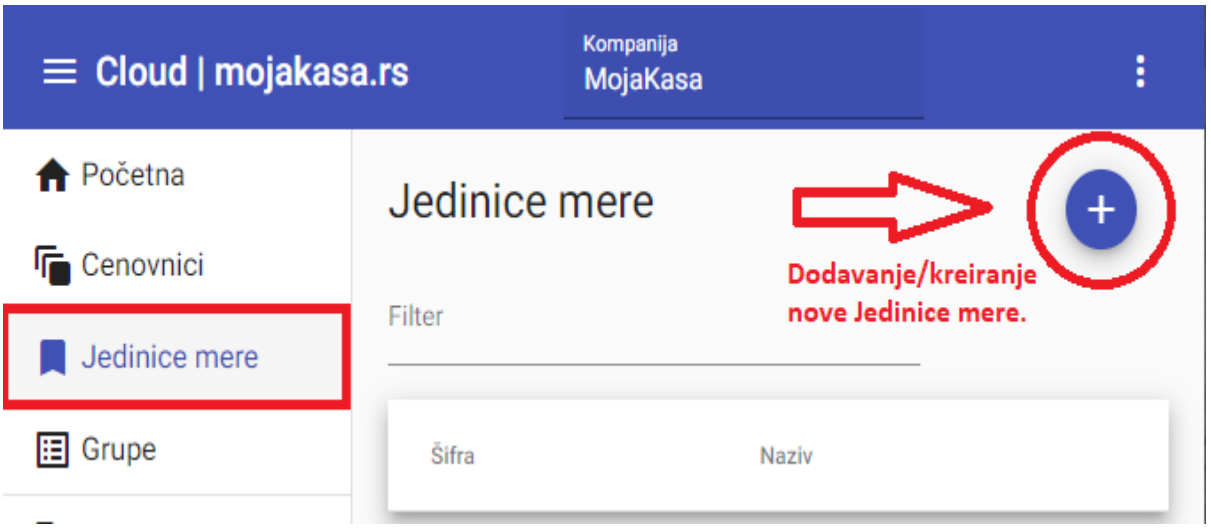
By clicking on the selected price list, a window will open to change the price of the product.



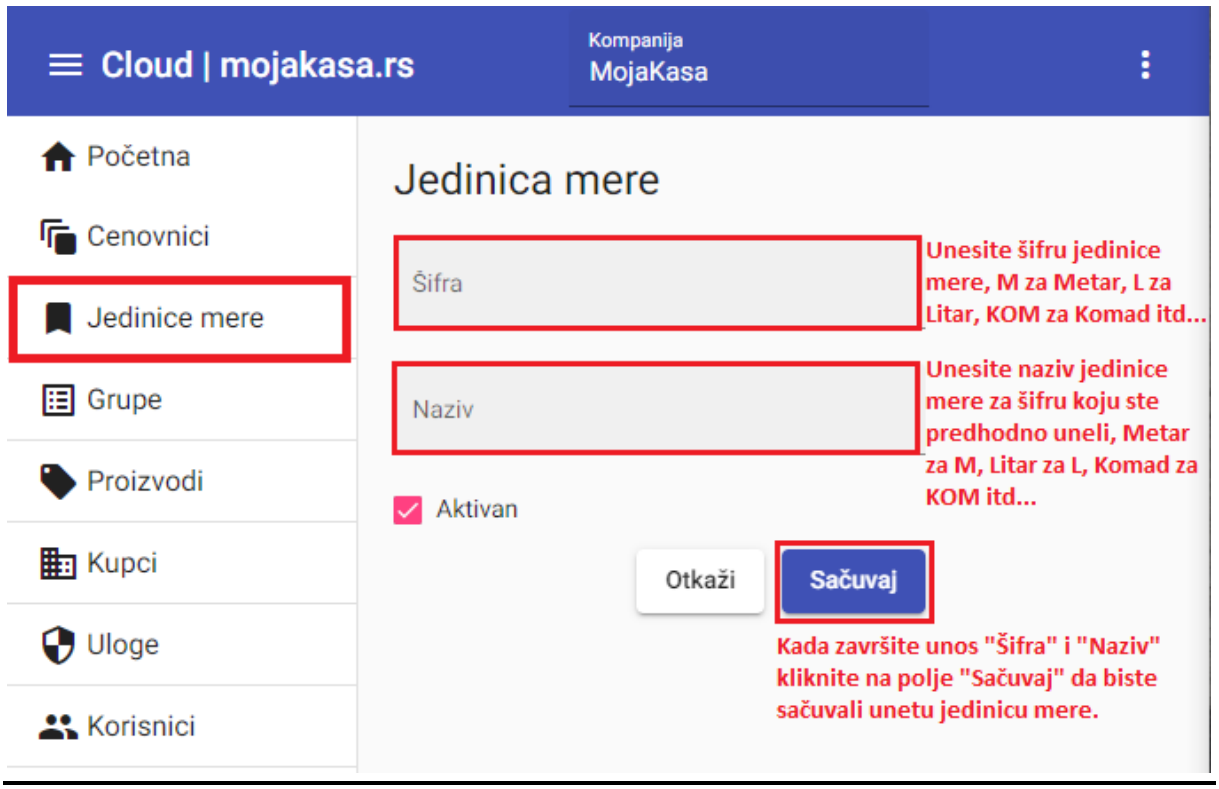
When you are done with the price changes, you need to save the data by clicking Save.

Units of measure

To enter the units of measurement, select the add option in the upper right corner of the screen:



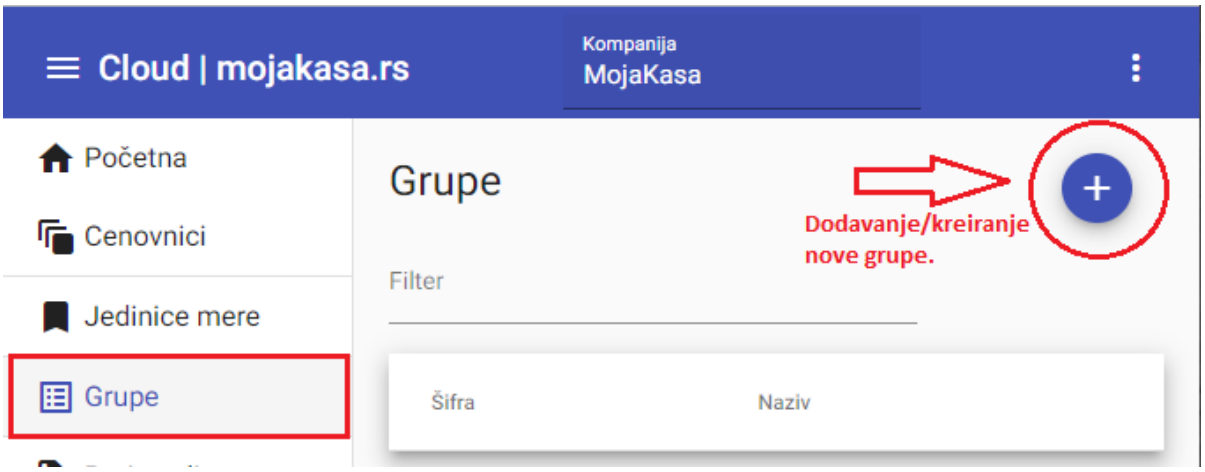
The data entry is done as shown in the figure:



When you are done filling in the field, you need to record the data by clicking Save. After that, a window will be displayed with options to search, modify or delete the entered units of measurement. The change is made by clicking on the unit of measure to be changed and deletion by clicking on the bin.

Group

Product groups define a set of related products that are intended to be grouped in one place for easier search and selection in the billing and invoicing process.
Entering a new product group is done by selecting the add option in the upper right corner of the screen:



The data entry is done as shown in the figure:

When you are done filling in the field, you need to record the data by clicking Save. After that, a window will be displayed with options to search, modify, copy or delete the entered product groups. The change is made by clicking on the group that is changing, and the deletion is done by clicking on the bin.

Produces

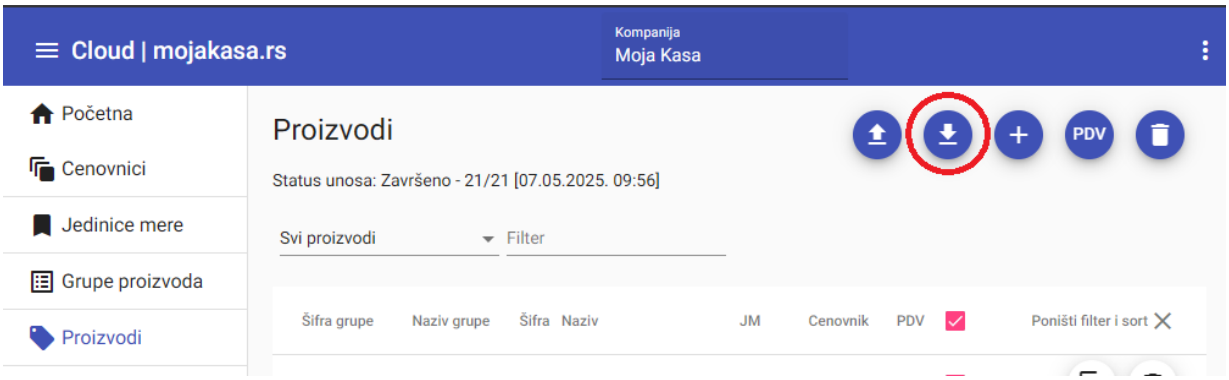
The entry of the product is possible in two ways:

1. By adding a product by inserting a defined *Excel* spreadsheet from your computer to the *cloud*,

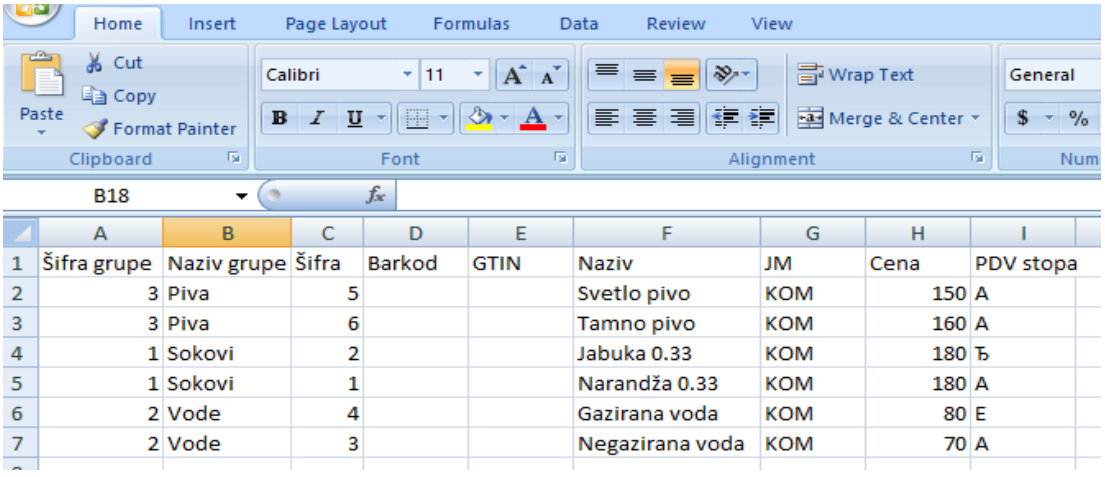
2. By adding products in *the cloud*.

To add a product by inserting a defined *Excel* spreadsheet:

The first step in creating a product is to drag the spreadsheet from the cloud to your computer. The withdrawal process is done by clicking on the down arrow, as explained in the image below:



After dragging, it is necessary to fill in the table by columns as defined. An example of a completed table:



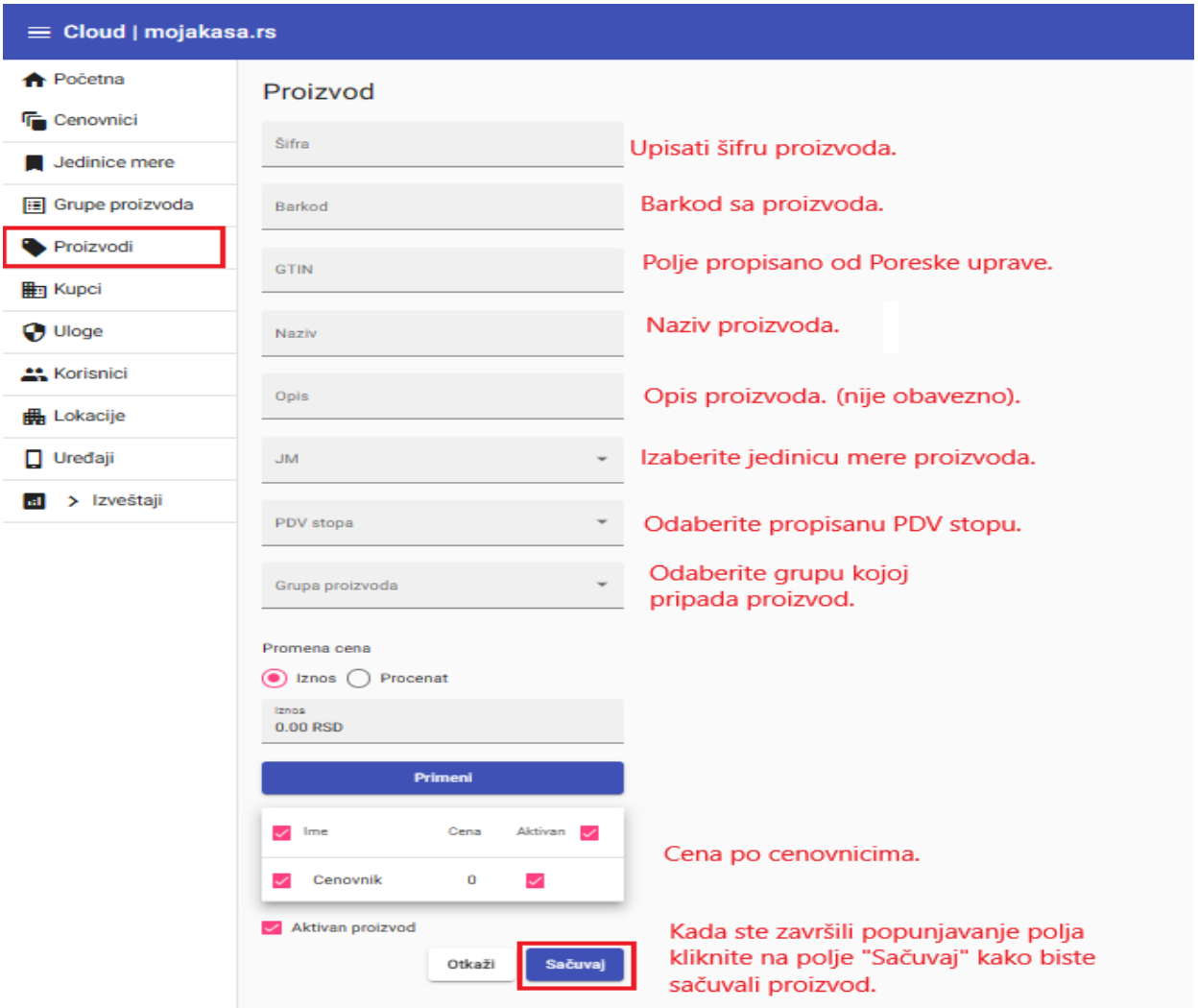
	A	B	C	D	E	F	G	H	I
1	Šifra grupe	Naziv grupe	Šifra	Barkod	GTIN	Naziv	JM	Cena	PDV stopa
2	3	Piva	5			Svetlo pivo	KOM	150	A
3	3	Piva	6			Tamno pivo	KOM	160	A
4	1	Sokovi	2			Jabuka 0.33	KOM	180	Ђ
5	1	Sokovi	1			Narandža 0.33	KOM	180	A
6	2	Vode	4			Gazirana voda	KOM	80	E
7	2	Vode	3			Negazirana voda	KOM	70	A

After the table is filled in correctly, it is necessary to insert it, or return it to the Cloud by clicking on the up arrow, as explained in the image above.

Adding products via the Cloud

To enter a new product, select the add option in the upper right corner of the screen:

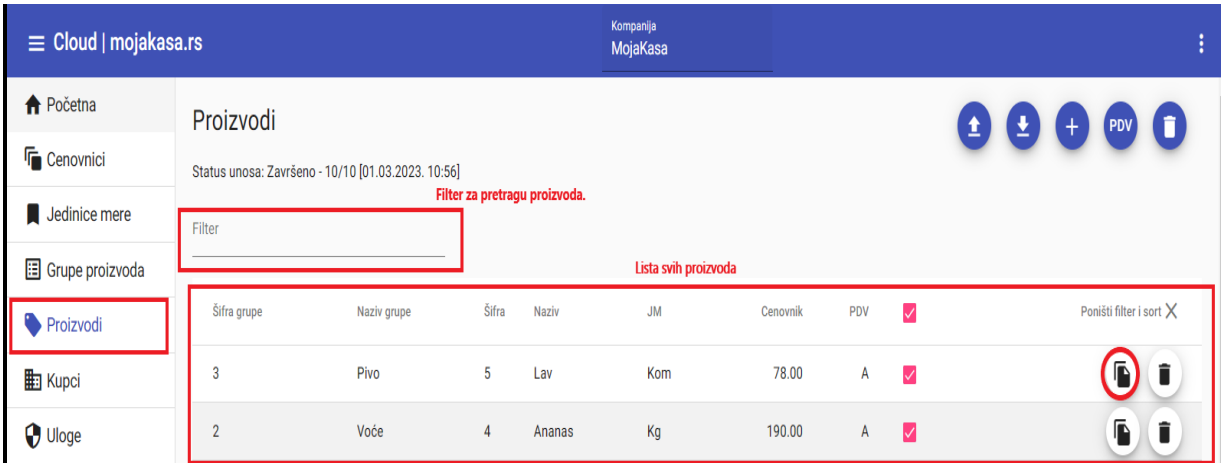
The data entry is done as shown in the figure:

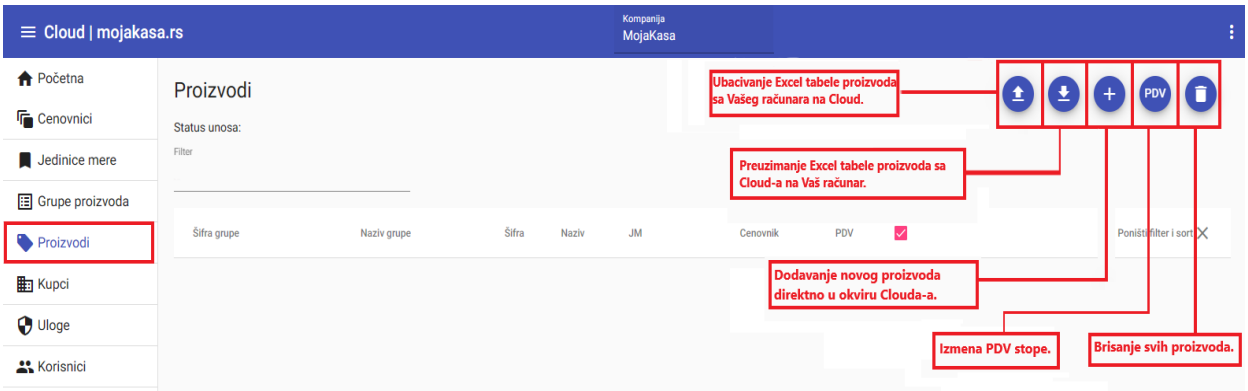


When you are done filling in the field, you need to record the data by clicking Save. After that, a window will be displayed with options to search, modify or delete the entered products. The change is done by clicking on the product to be changed and the deletion is done by clicking on the bin.

If the Active box *is unchecked*, the product will be crossed out and will not be displayed at checkout. By reactivating, the product will be displayed at checkout again.

If there is a need to create the same product with a certain modification and under a different code, it is possible through the icon marked in the image





The VAT rate is changed on all products entered.

When deleting all products, the system will ask for confirmation of the given action.

Customers

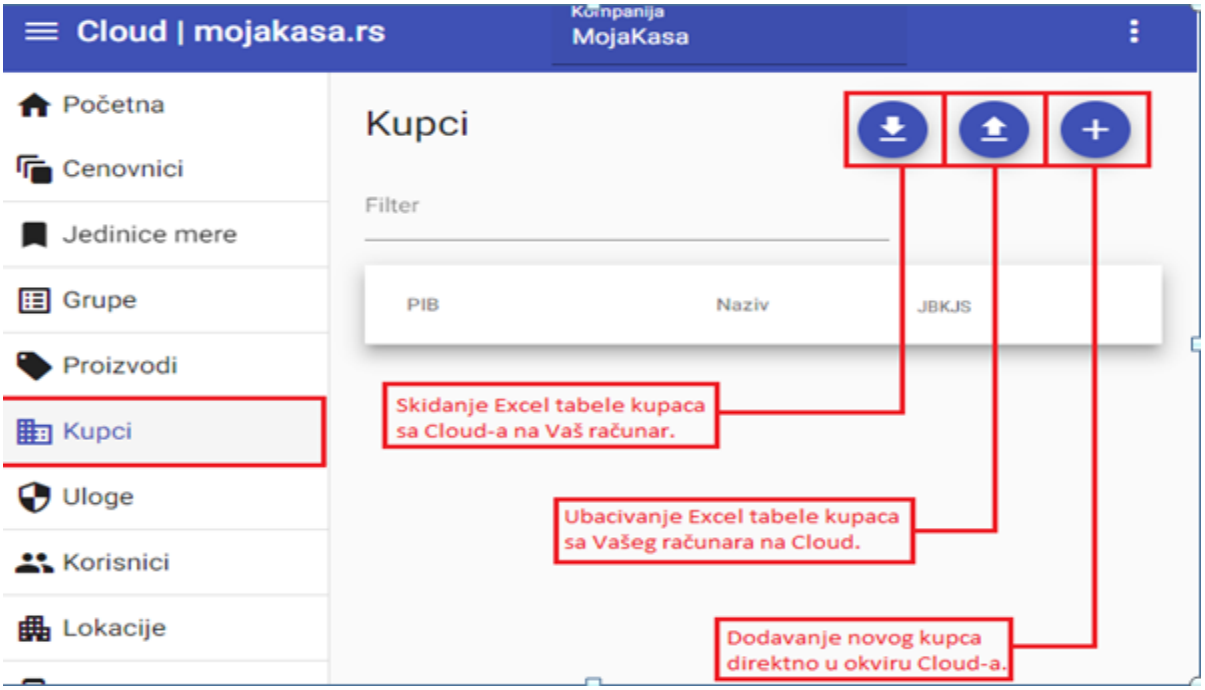
Customer entry is enabled in two ways:

1. Add customers by inserting a defined *Excel* spreadsheet from your computer to the *cloud*,

2. By adding customers in *the Cloud*.

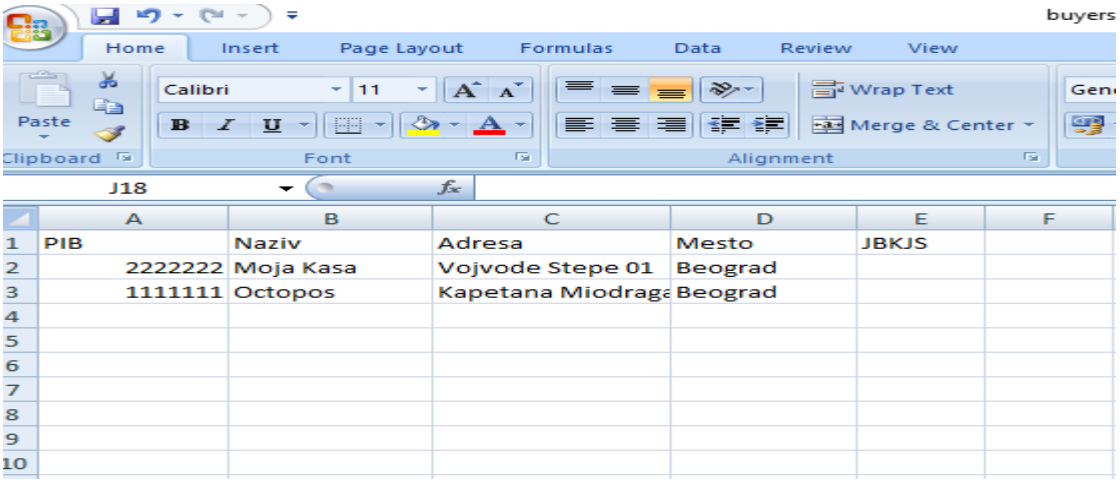
Adding customers by inserting a defined *Excel* spreadsheet:

The first step in creating customers is to pull the spreadsheet from the cloud space to the computer. The withdrawal process is done by clicking on the arrow, as explained in the image below.



After dragging, it is necessary to fill in the table by columns as defined.

An example of a completed table:

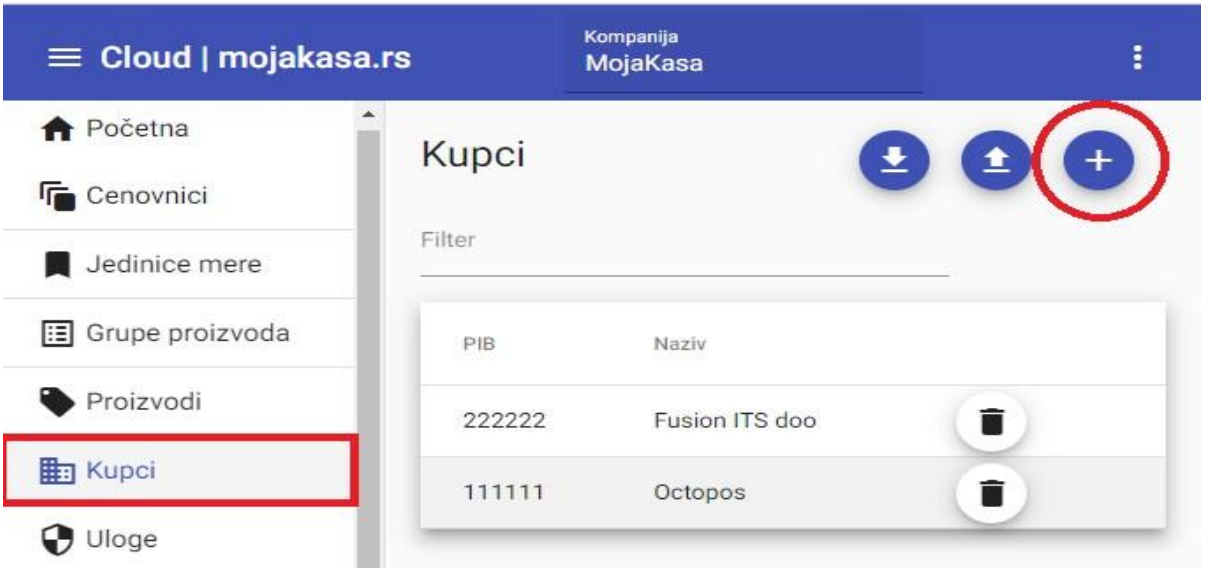


	A	B	C	D	E	F
1	PIB	Naziv	Adresa	Mesto	JBKJS	
2	2222222	Moja Kasa	Vojvode Stepe 01	Beograd		
3	1111111	Octopos	Kapetana Miodraga	Beograd		
4						
5						
6						
7						
8						
9						
10						

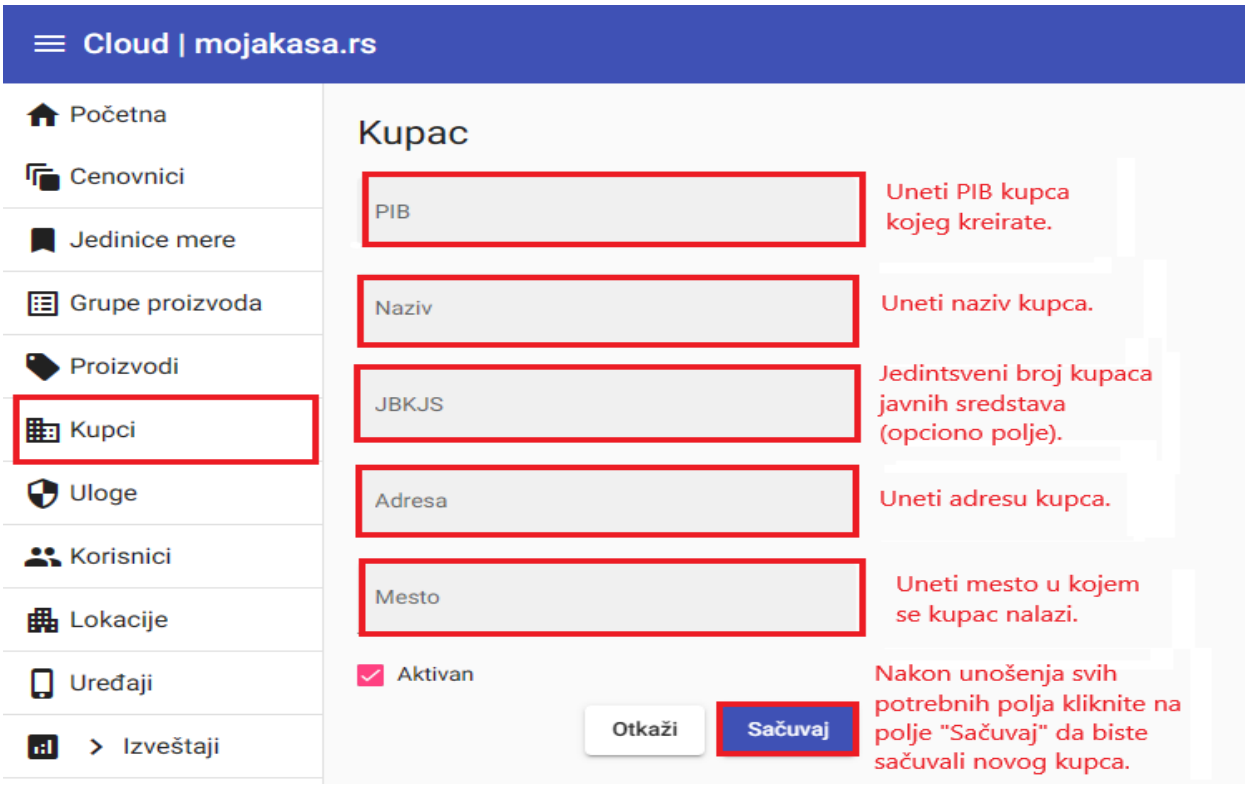
After the table is filled in correctly, it is necessary to insert it, or return it to the Cloud by clicking on the up arrow, as explained in the image above.

Adding customers via the Cloud

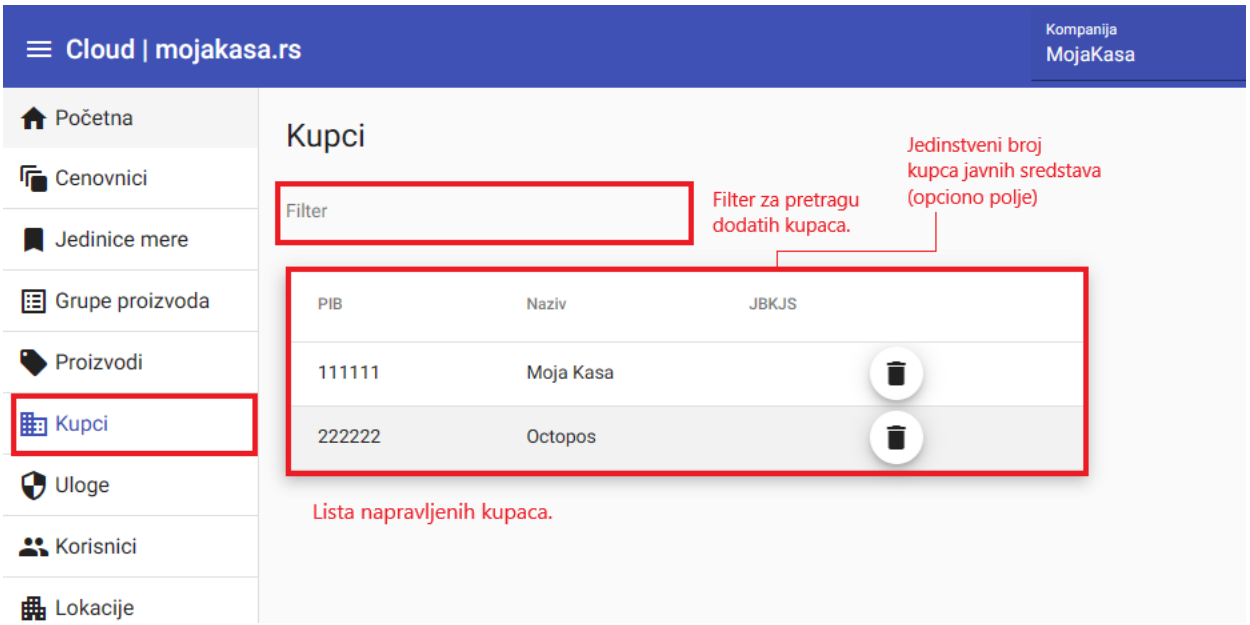
Entering a new customer is done by selecting the add option in the upper right corner of the screen.



Data entry is done as shown in the figure.



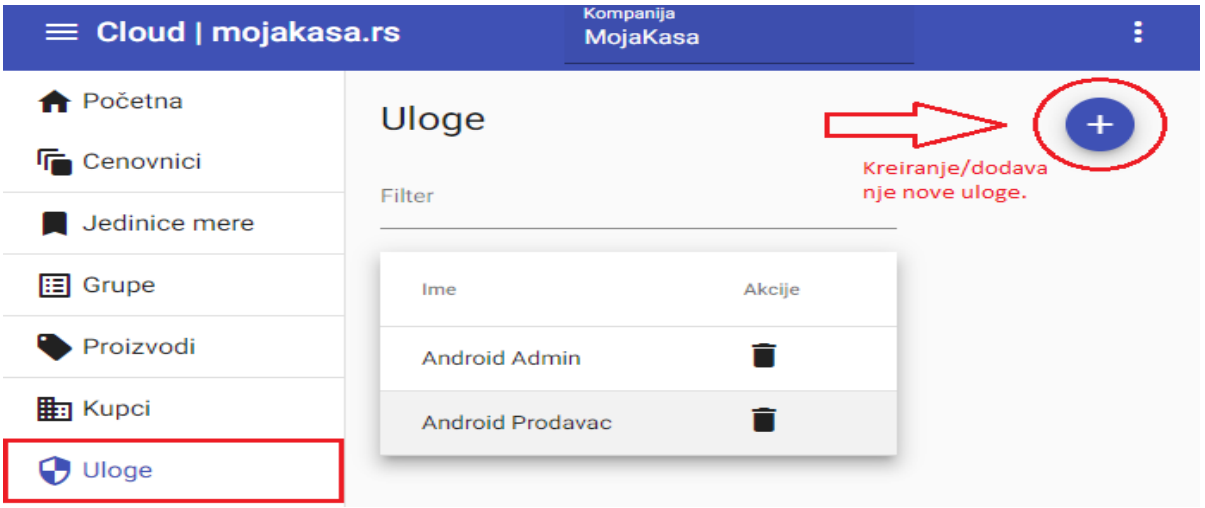
When you have entered all the fields and saved the customer, a new window will open within which there is a filter for searching for customers as well as a list of created customers in which you can delete or click on a specific customer, change the data.



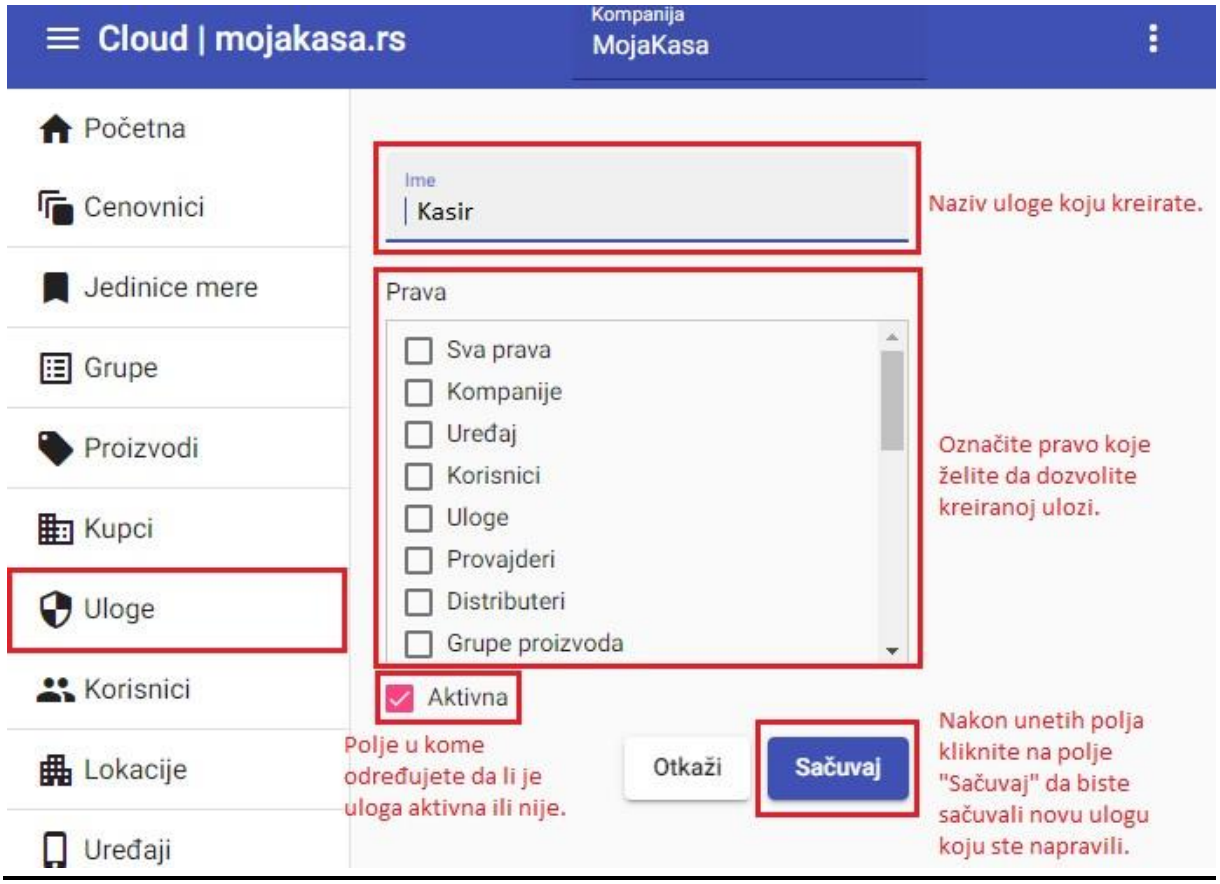
Role

Role creation involves assigning and restricting the rights of a certain category of employee within a company.

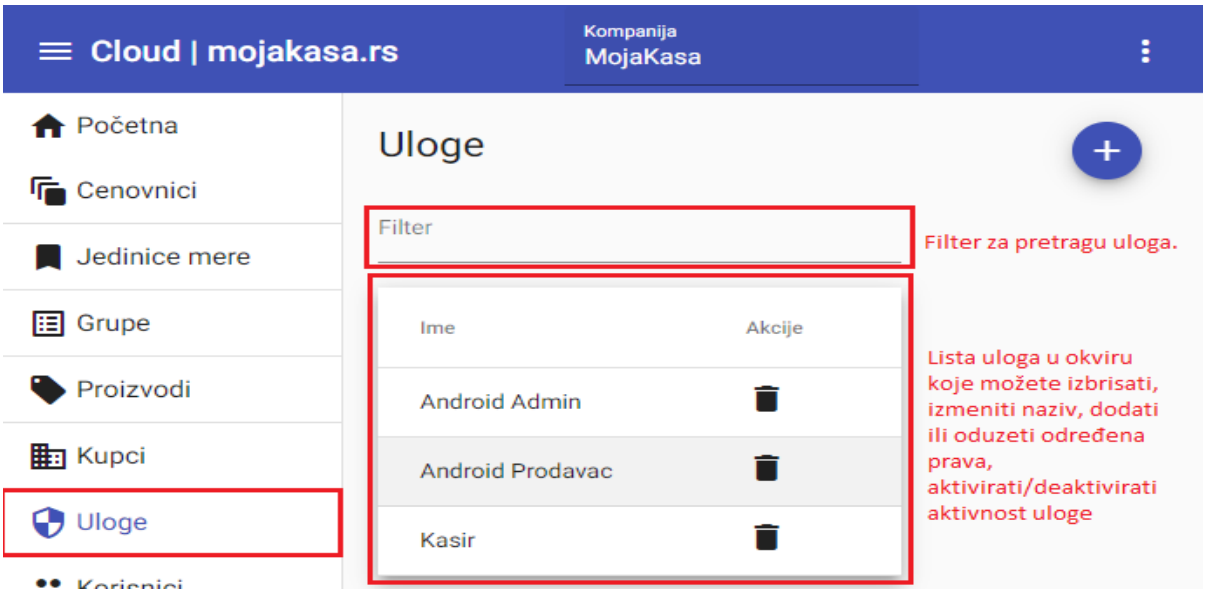
Entering a new role is done by selecting the add option in the upper right corner of the screen.



Data entry is done as shown in the figure.



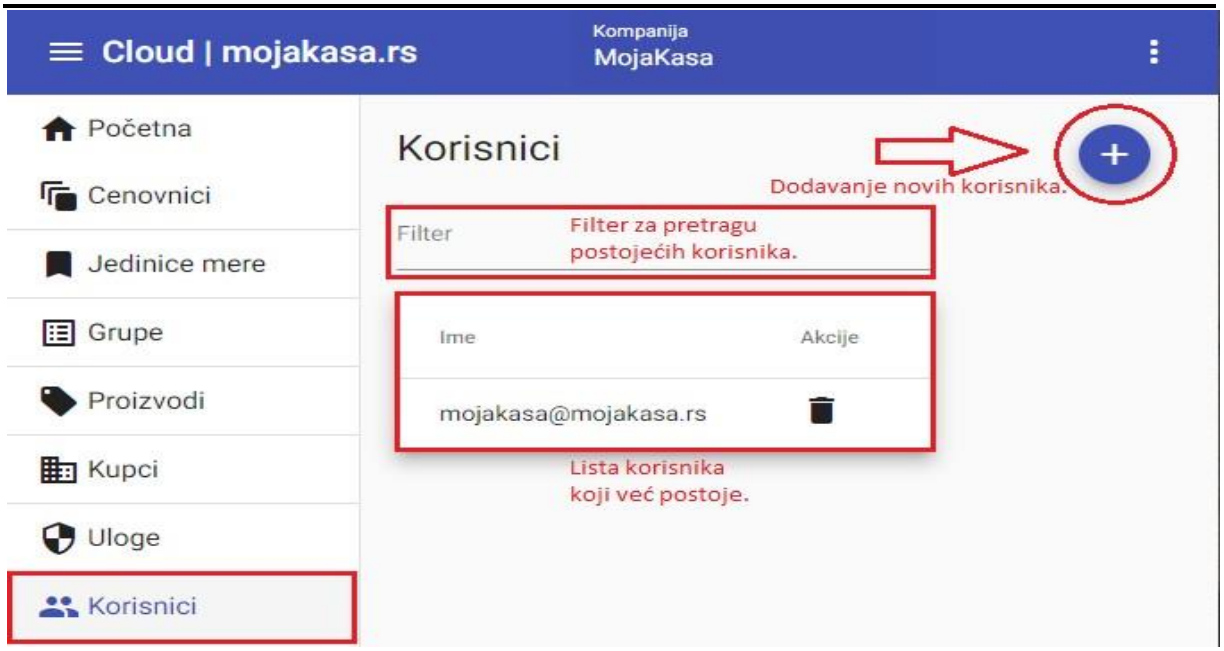
When you are done filling in the field, you need to record the data by clicking Save. After that, a window will be displayed with options to search, modify, or delete the role. The change is made by clicking on the role to be changed and the deletion is done by clicking on the bin.



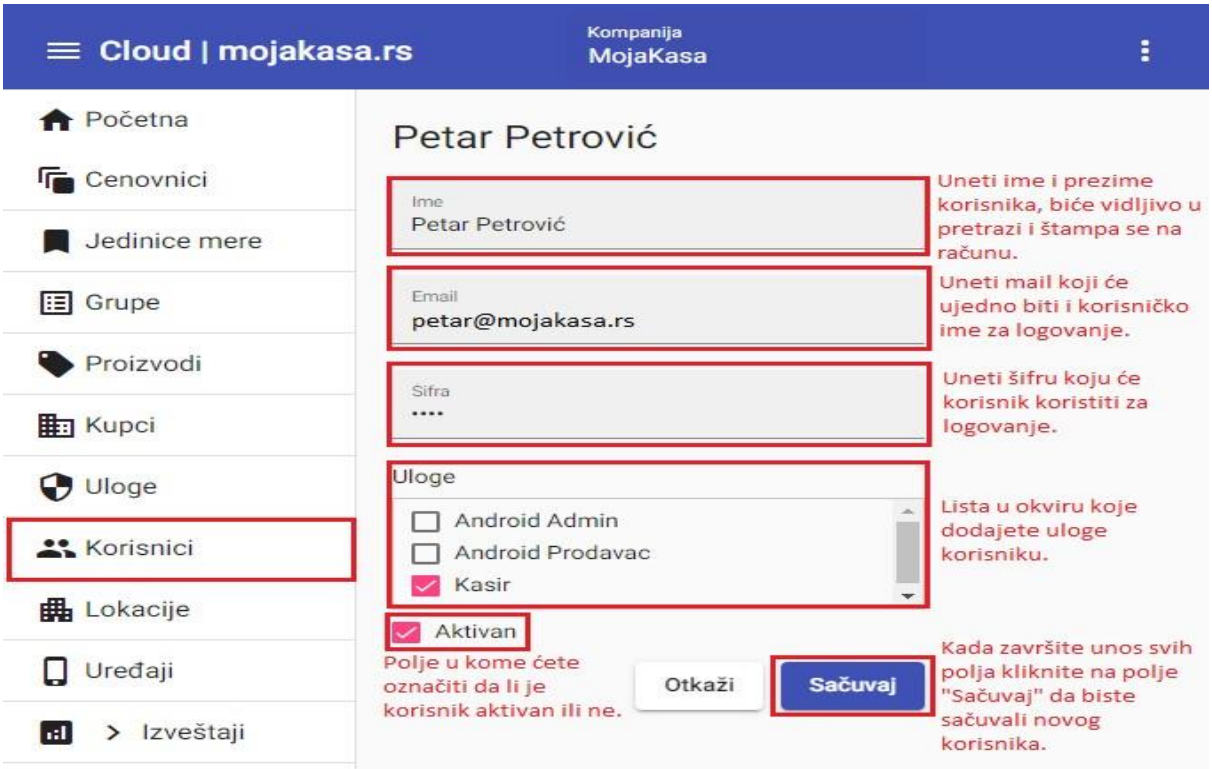
Users

In the Users window, the holders of the role that was previously defined are defined.

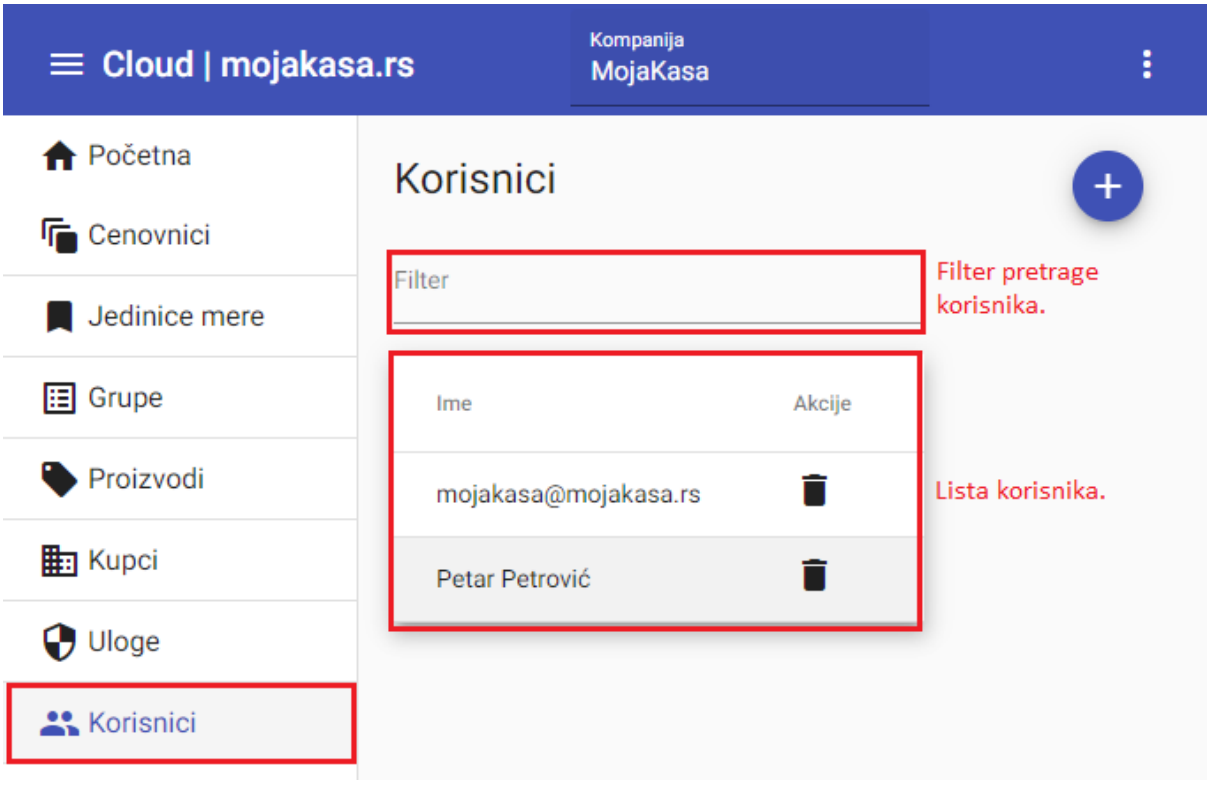
Entering a new user is done by selecting the add option in the upper right corner of the screen:



The data entry is done as shown in the figure:

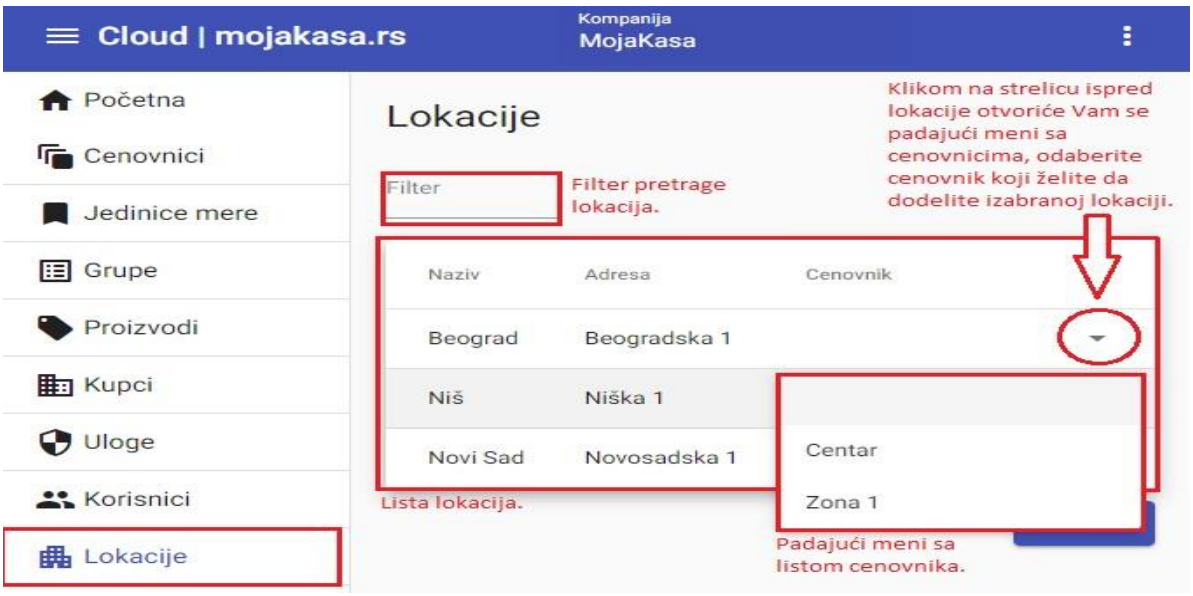


When you are done filling in the fields, you need to record the data by clicking on After that, a window will be displayed with options for searching, modifying or deleting the entered users. The change is made by clicking on the user being changed and the deletion is done by clicking on the bin.



Site

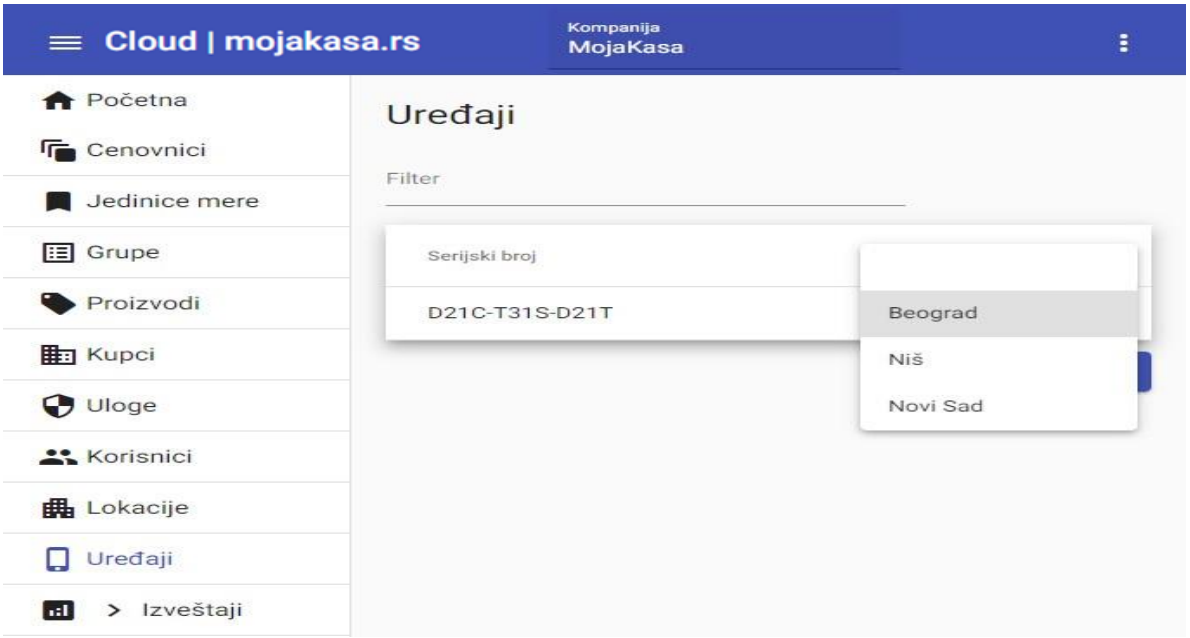
In the Location window, you can assign a price list to a specific location.



Devices

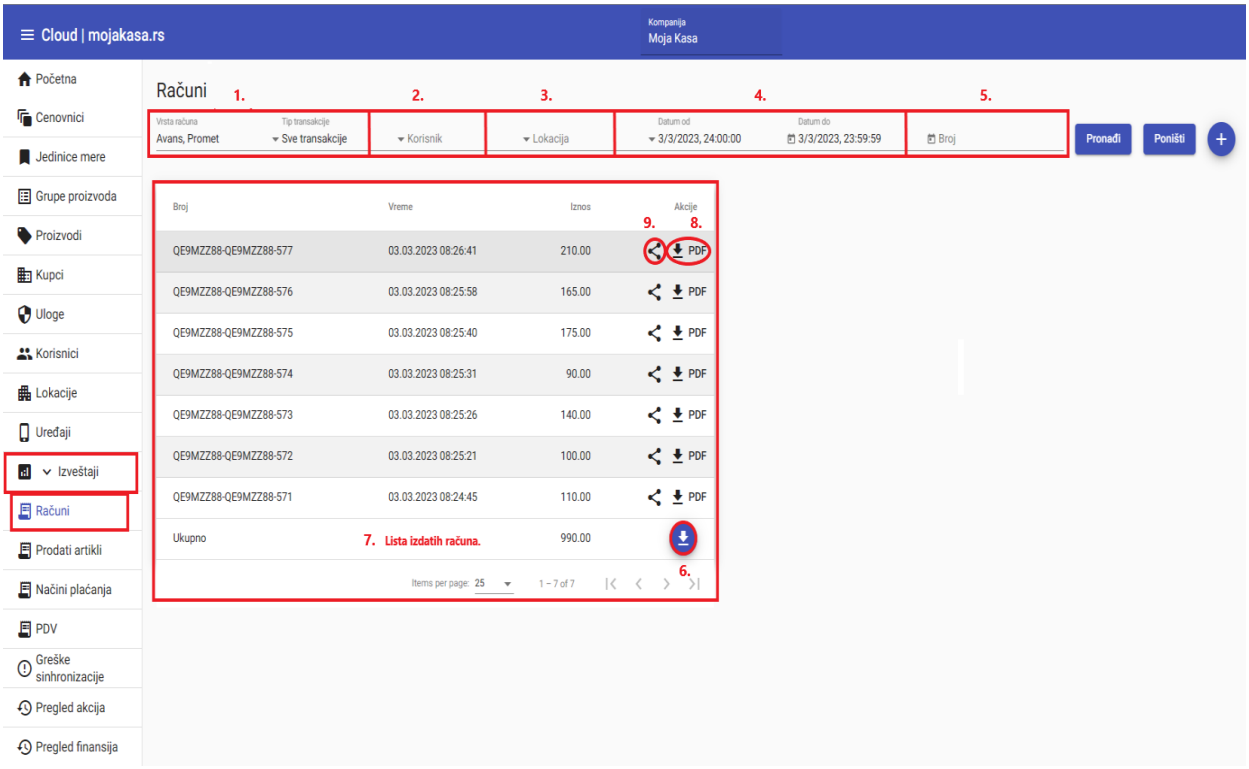
In the Devices field, a filter will open to search for devices and a list of devices.

The device can be assigned to all locations within the company. Any change must be saved by clicking on .



Reports

Accounts Report



Search options are available:

1. Search by invoice type (Advance, turnover, training, copy, pro forma invoice) and by transaction type (Sale, refund).
2. It is possible to search for accounts by created users.
3. Search for accounts by available locations.
4. Filter to select the date and time of the account search.
5. Search for an account by account number.
6. Download an Excel spreadsheet with information about the invoice, items sold, payment method and VAT.
7. In the list of invoices, you can see all invoices that can be saved (code number 8) or send an invoice via email (code number 9).

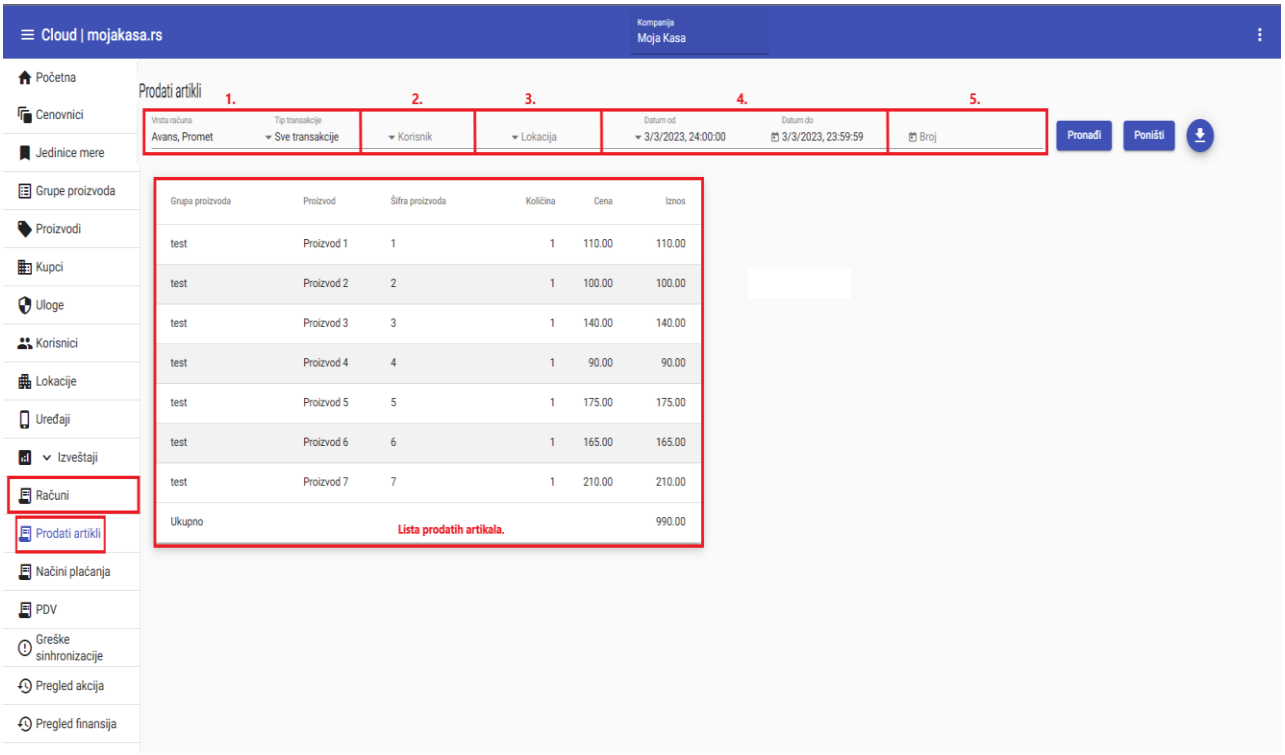
By selecting an account from the list, a detailed view of the invoice opens.

```
============ФИСКАЛНИ РАЧУН============
                RS112696424
             MOJA KASA DOO
             MOJA KASA DOO
      Капетана Миодрага Милетића 26
              Вождовац
---------------------------------------
Касир:                          Nikola
ЕСИР број:                    1012/2.0
------------ПРОМЕТ ПРОДАЈА-------------
                Артикли
=======================================
Назив    Цена        Кол.         Укупно
---------------------------------------
 michelin 235/55r19 (A)
   22.000,00           1       22.000,00
---------------------------------------
Укупан износ:                  22.000,00
Готовина:                      22.000,00
=======================================
Ознака    Име       Стопа          Порез
A         VAT      10,00%       2.000,00
---------------------------------------
Укупан износ пореза:           2.000,00
=======================================
ПФР време:          23.07.2025. 14:10:02
ПФР број рачуна:   PLCDX3XC-Dt1Ov2o0-535
Бројач рачуна:                 258/535ПП
=======================================

========КРАЈ ФИСКАЛНОГ РАЧУНА==========
```

Report Sell Items

In the reports by sold items, you can see the products that were on the invoices, their code, quantity, individual amount and total amount.

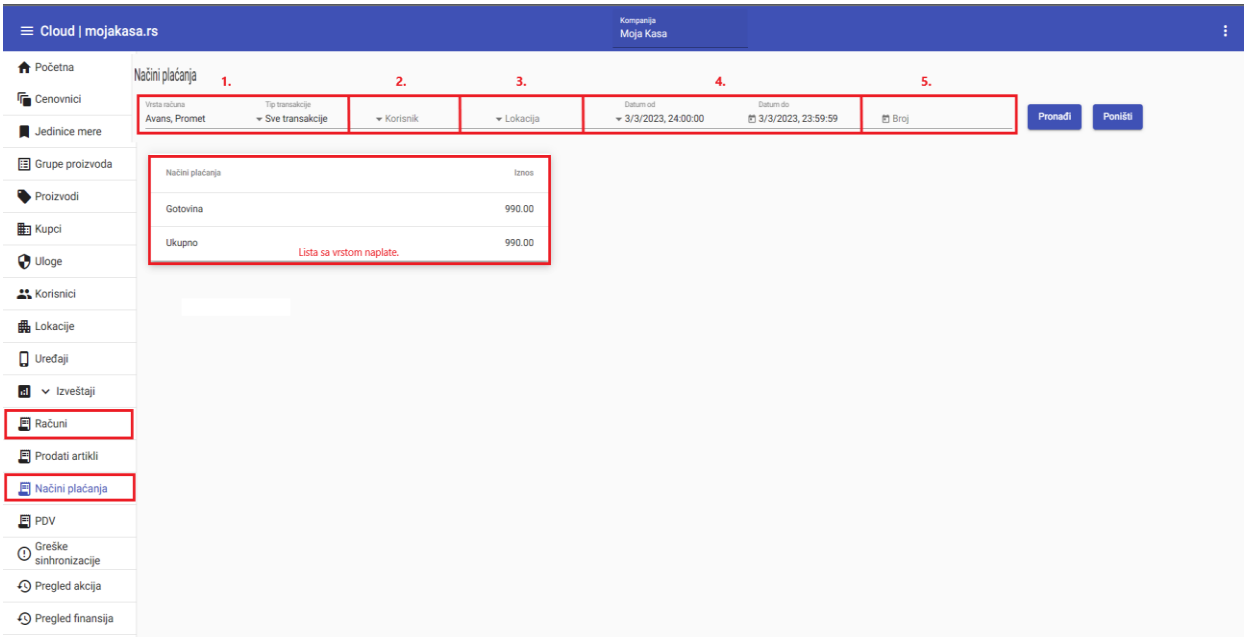


Search options are available:

1. Search by invoice type (Advance, turnover, training, copy, pro forma invoice) and by transaction type (Sale, refund).
2. It is possible to search for accounts by created users.
3. Search for sold items in available locations.
4. Filter to select the date and time of the account search.
5. Search for an account by account number.

Payment Methods Report

In the report by payment method, it is possible to see the types of billing for the selected period.

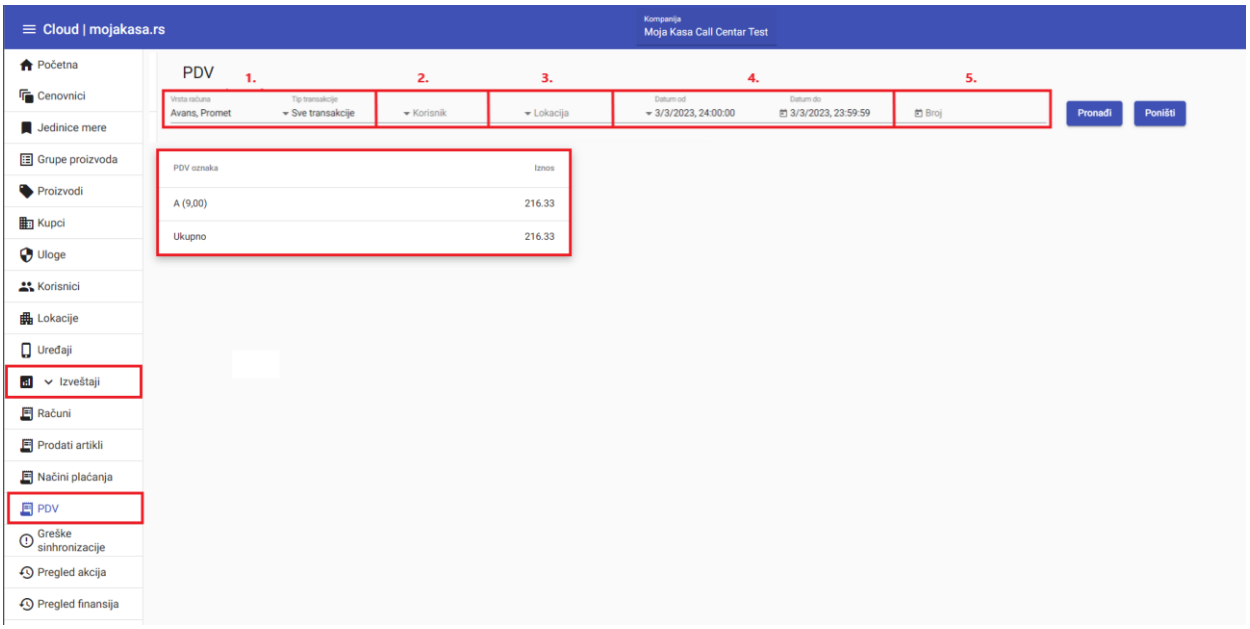


Search options are available:

1. Search by invoice type (Advance, turnover, training, copy, pro forma invoice) and by transaction type (Sale, refund).
2. It is possible to search for accounts by created users.
3. Search for accounts by available locations.
4. Filter to select the date and time of the account search.
5. Search for an account by account number.

VAT Report

In the VAT report, it is possible to see the total VAT for the selected period.

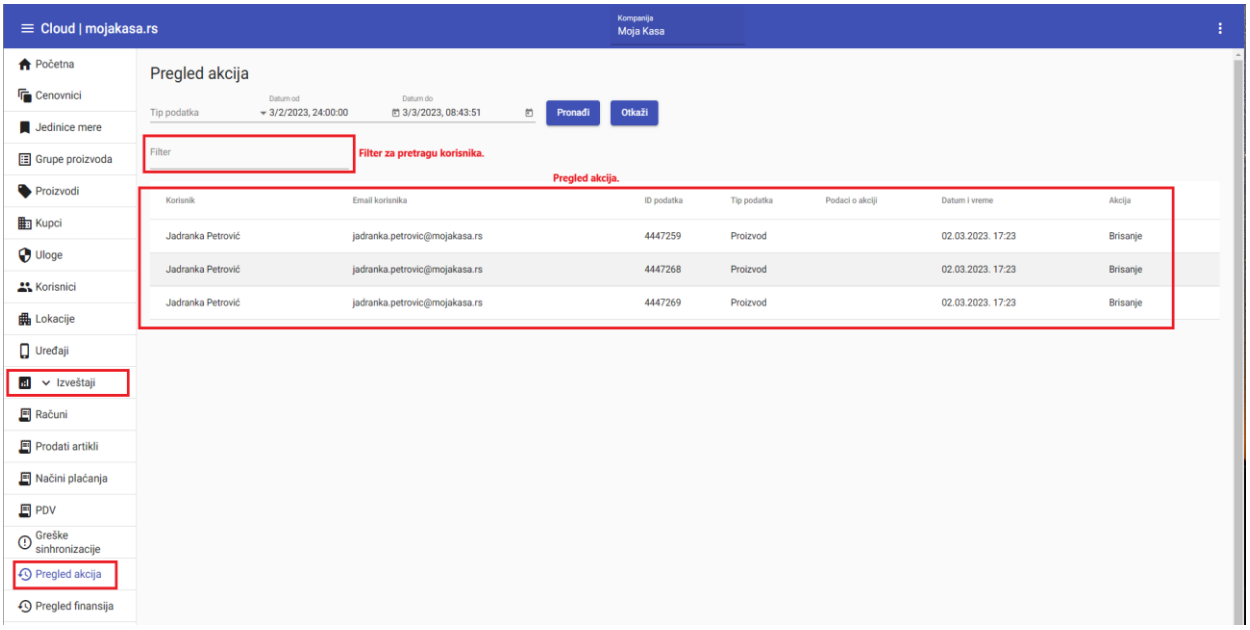


Search options are available:

1. Search by invoice type (Advance, turnover, training, copy, pro forma invoice) and by transaction type (Sale, refund).
2. It is possible to search for accounts by created users.
3. Search for accounts by available locations.
4. Filter to select the date and time of the account search.
5. Search for an account by account number.

Overview of promotions

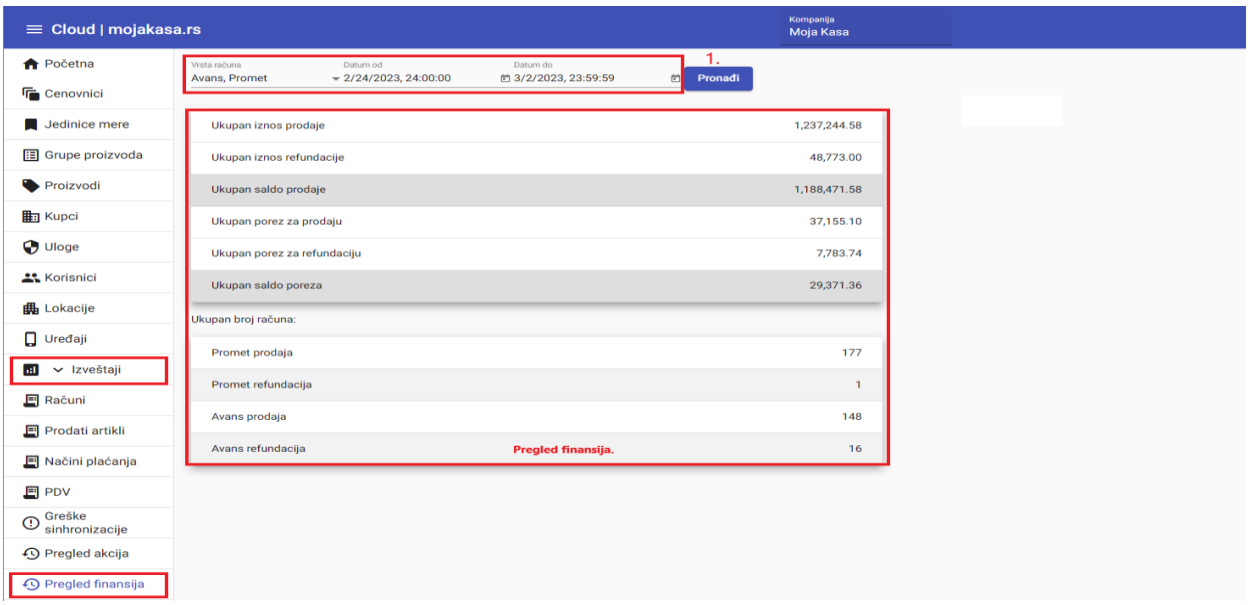
In the overview of actions, it is possible to have an insight into the changes that have been made regarding products, product groups, roles, units of measure, users (adding, deleting and creating).



In the user search filter, it is possible to enter the user's name and see certain changes made by the user.

Finance Overview

In the financial overview, it is possible to see the balance of sales in a given period. It is possible to view by account type, date and time.

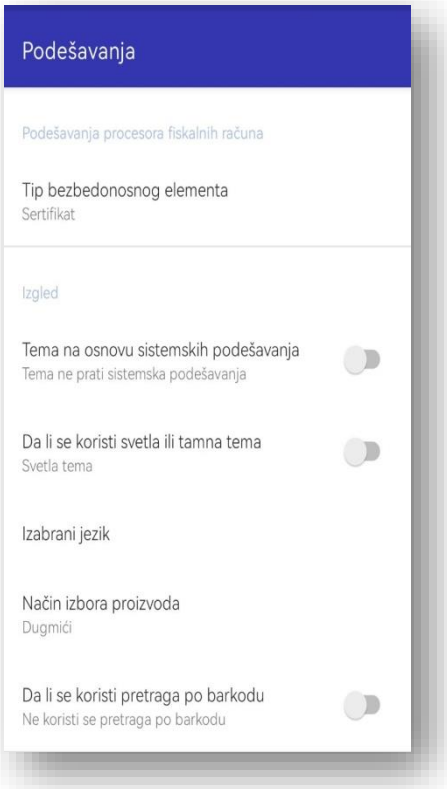


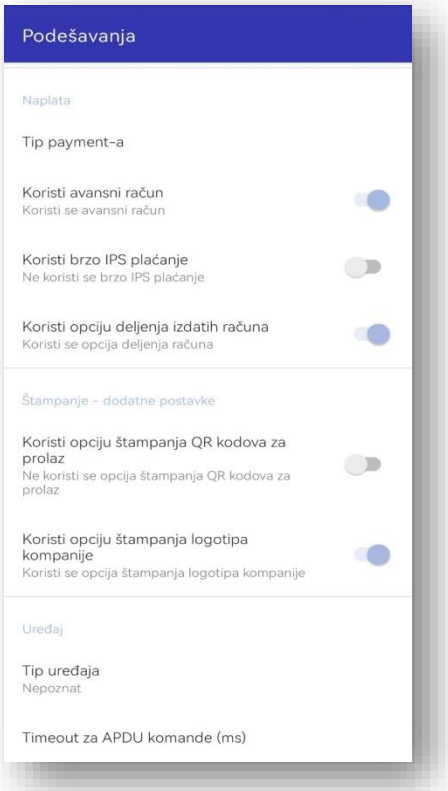
INSTRUCTIONS FOR CREATING A FISCAL CASH REGISTER ON THE TERMINAL

Initial Setup

By selecting the fiscal cash register application on the main screen of the device, the login field will open where the user enters their login details.

Before logging in in the upper right corner of the screen, by clicking on it  , it is possible to make settings to work in the application in accordance with the type of device and functionalities that will be used in the work.





Before logging in in the upper right corner of the screen by clicking on it  , it is possible, if the formation of the product list was done in the Cloud space, to download the data and start working immediately.

Predefined settings

When the application is launched for the first time, 2 user accounts are created with different levels of access:

Android admin

Username: Assigned Code: Assigned

This is an account that has all the rights in the app. After logging in with this account, the user has access to all the options in the system, which will be described later in this document.

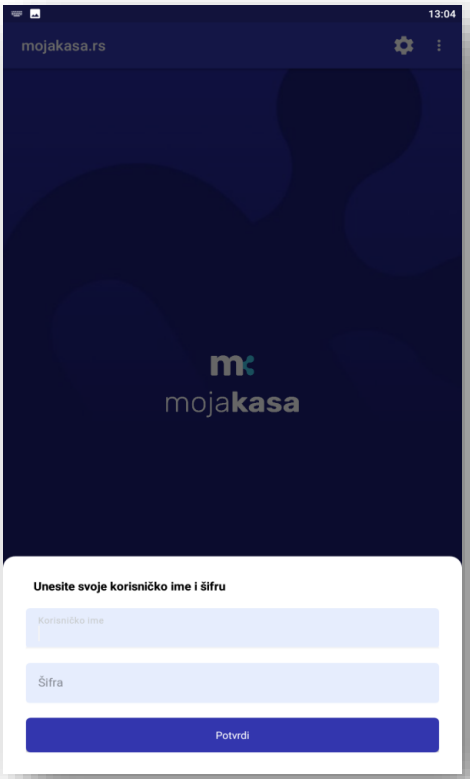
Android Vendor

Username: Assigned
Code: Assigned

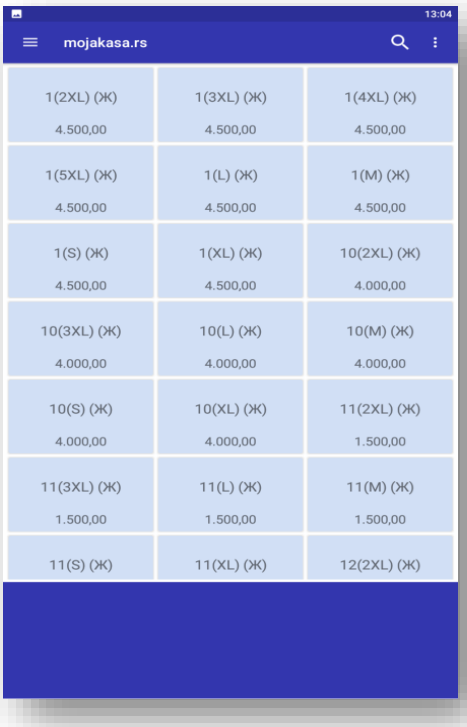
This is an account that only has the right to create a Turnover-Sales account. The administrator can assign different rights to this account depending on the needs.

Application

After the application is set up to work, a login to the system is performed. The user enters the username and password described in the previous section of the document and then accesses the basic invoicing screen.

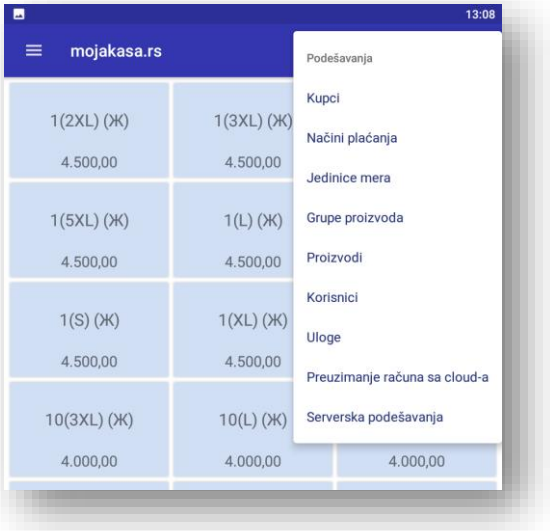


After successfully logging in to the system, a list of products will appear (if previously entered via the Cloud).



Setup

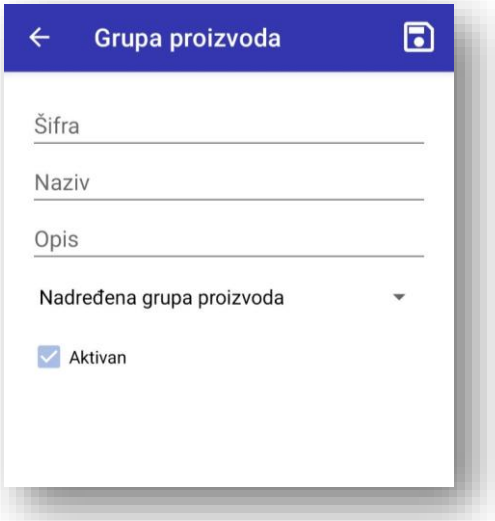
After the first login to the system after installation, the administrator should define a list of products/services that exist in the system. This option is available in the main menu by selecting the Settings option after entering the icon  in the upper right corner.



Product groups

Product groups define a set of related products that are intended to be grouped in one place for easier search and selection in the billing and invoicing process. This is a mandatory information when creating a product, and it is necessary to define at least one group. The product group is formed by clicking on the button  in the upper right corner.

- Code (required)
- Name (required)
- Description (optional information)
- Parent product group (optional)

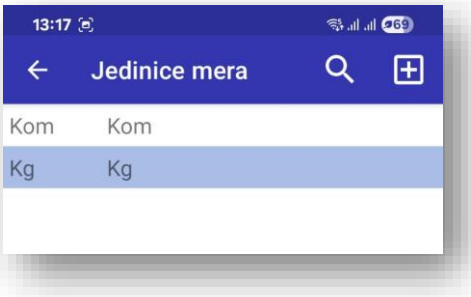


By turning off the Active option, the group as well as all products in that group will not be visible at the checkout.

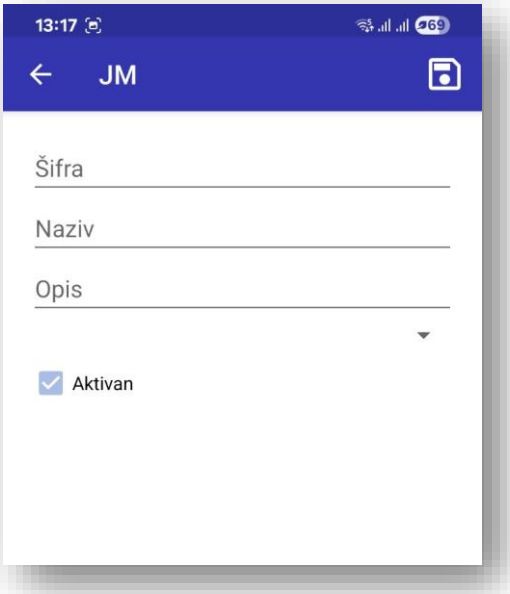
When all the data is complete, the process is saved to the icon .

Units of measure

Units of measurement are mandatory information when creating a product and it is necessary to define them.
To enter the unit of measurement, click on in the upper right corner.



- Code (required)
- Name (required)
- Description (optional information)



By turning off the Active option, the unit of measure will not be visible at checkout as a selectable option when creating a product.

When all the data is complete, the process is saved to the icon .

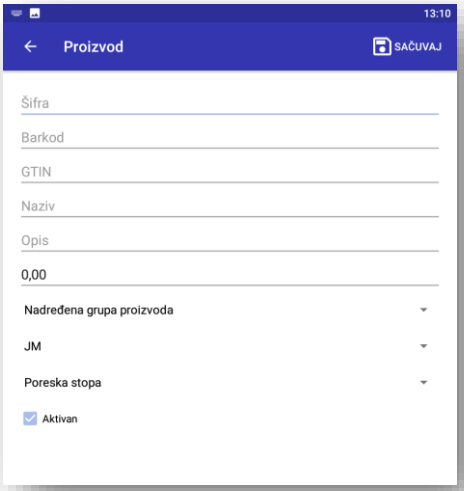
Product

In the event that a product is created directly at the checkout, the creation of a product list is started. A product cannot be created unless the Product Group and Units of Measure have been defined beforehand.

A new product

Entering a new product is done by selecting the option to add: Settings > Products and then in the upper right corner of the screen  .

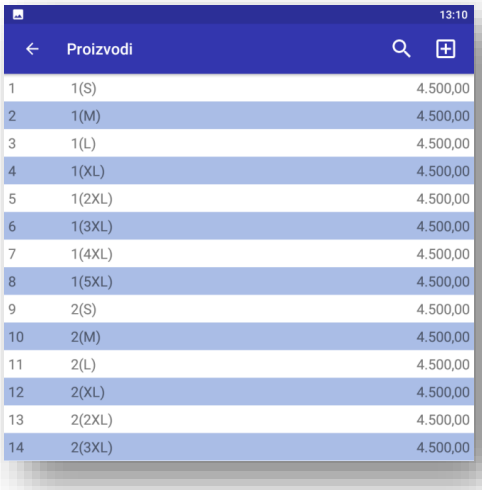
- Product code (required)
- Product barcode (optional information)
- Product GTIN (optional)
- Product name (required)
- Description (optional information)
- Price (required information)
- Parent product group (required)
- Unit of measure (required)
- Tax rate (required information)

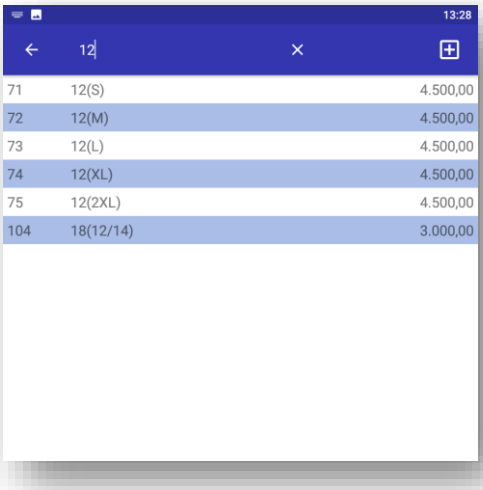


When all the data is complete, the process is saved to the icon  .

Product Search

Products are displayed sorted by name. The list displays the code and name of the product, and the user can filter the list by clicking on the search option at the top of the screen. The search can be done both by code and by name.





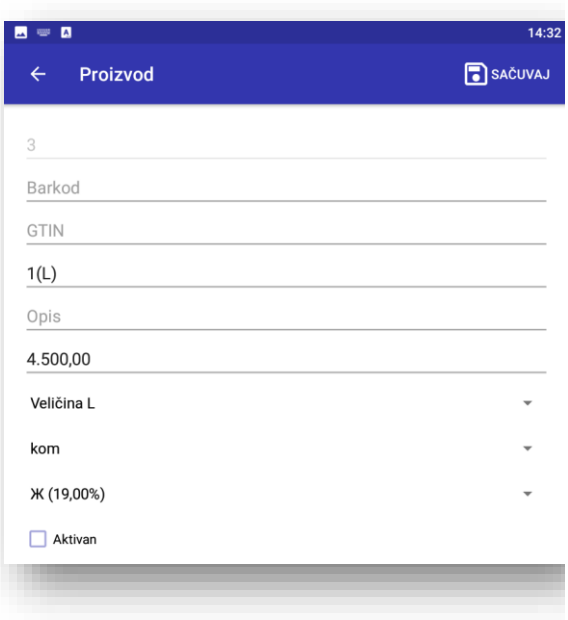
Product Change:

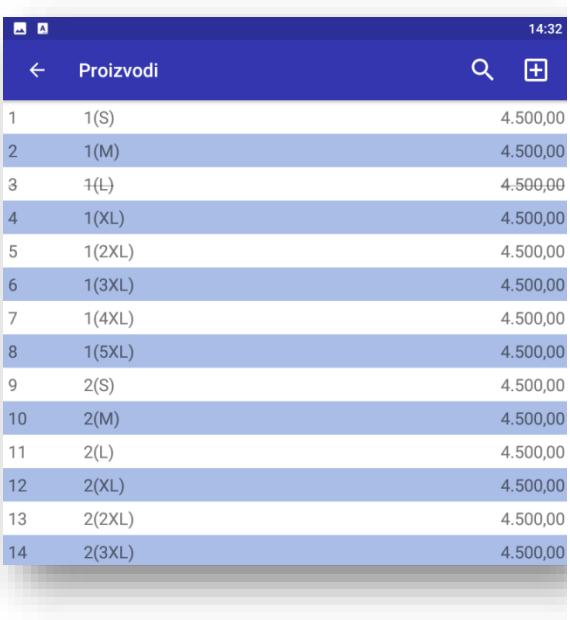
The change is made by selecting a product from the list by clicking and keeping the desired product. After that, the system displays a screen with all the information about the product.

Changes are saved by clicking in the upper right corner of the screen. When recording, the system checks the validity of the entered data (mandatory fields, length of certain fields, etc.). If all the data entered is correct, the system records the product and returns to the previous screen where the data is now displayed up-to-date.

If a product is temporarily out of stock, the user can deactivate such product by turning off the Active option and such product will not be available on the invoicing screen. All previously issued invoices and reports in which such a product existed will show the product.
Inactive products are shown crossed out in the list.

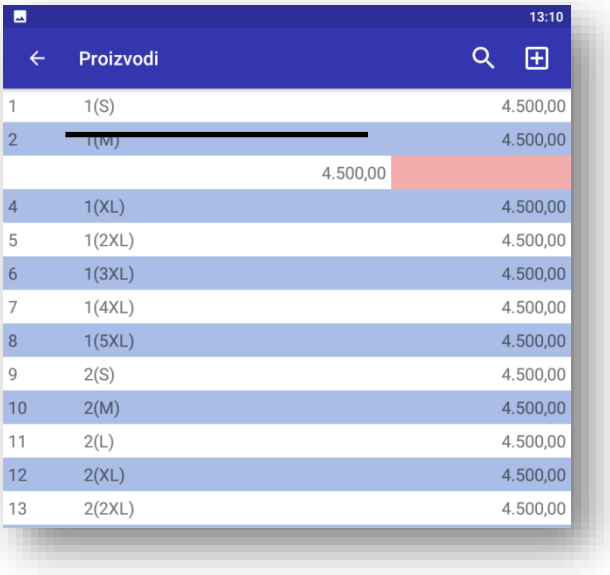
Here's an example of how to deactivate a product:





Deleting a product

Deleting a product is done from the product search screen by "**swiping" the desired product** to the left. After that, the system displays information about the deletion, and the user has a few seconds to change his mind and possibly cancel the deletion. Similar to deactivation, all accounts and reports will show the correct product information even when it has been deleted.



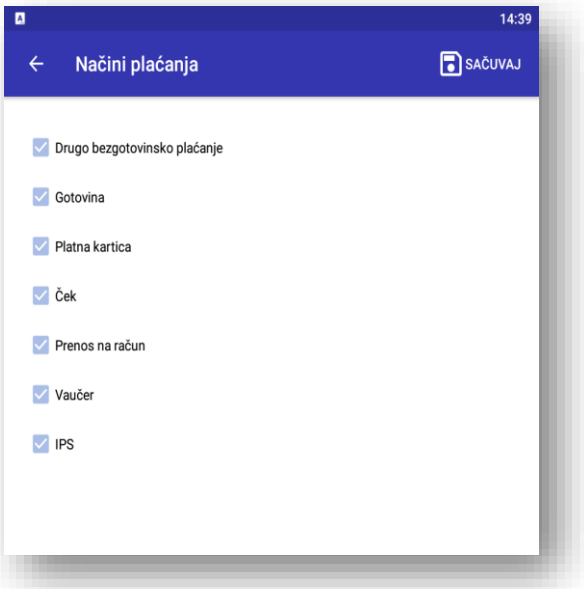
Payment methods

Users can choose which payment methods they want to use. This option is located in the Settings/Payment Methods menu.

When this option is opened, all payment methods are available to the user in accordance with the technical specification for ESIR.

Recording the payment method is done by clicking on the save button in the upper right corner of the screen.

Only the selected payment methods will be available at the time of billing, which will be shown later in this document.



According to the new Rulebook on Types of Fiscal Accounts, Types of Transactions, Payment

Methods, Reference to the Number of Other Documents and Details of Other Elements of the Fiscal Account ("Official Gazette of the Republic of Serbia" No. 31/21, 99/21, 10/22), **7 payment methods** available to users have been defined.

"The taxpayer of fiscalization, through an electronic fiscal device, within the data on the method of payment, within the meaning of Article 5, paragraph 2, item 11) of the Law, provides one of the following data on the fiscal account, depending on the means of payment by which the buyer, i.e. the user of services, pays for the delivered goods, i.e. the services provided:

1) "cash" - if payment is made in cash (banknotes and coins);
2) "IPS" - if payment is made by instant transfer of authorization at the point of sale";
3) "payment card" - if payment is made by payment card;
4) "check" - if payment is made by check;
5) "transfer to account" - if payment is made by payment order or transfer order;
6) "voucher" - if payment is made by voucher, money orders, internal cards or similar means of payment;
7) "other non-cash payment" - if the payment is made in a non-cash manner by another means of payment that is considered permitted in the Republic of Serbia, in accordance with the law.

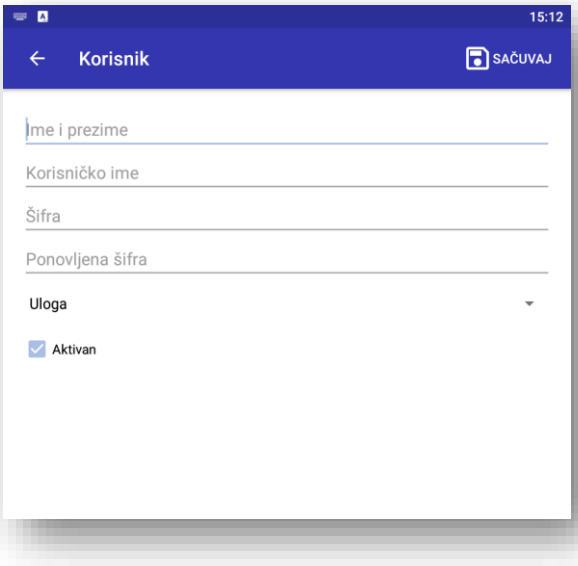
Users

Entering, modifying, and deleting users is done using the Settings/Users option.

A new user's

Entering a new user is done by selecting the add option in the upper right corner of the user overview screen  .

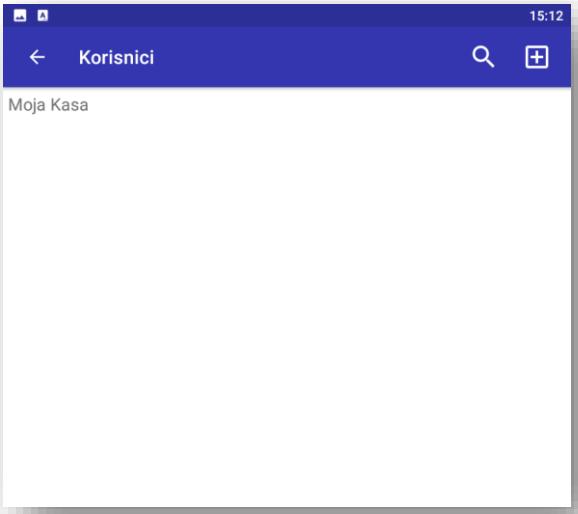
The data entry is identical to the change.



When entering user data, the role defined in the system is selected. The role will determine the rights that the user has in the system, and the role setting itself can also be done, which will be described below.

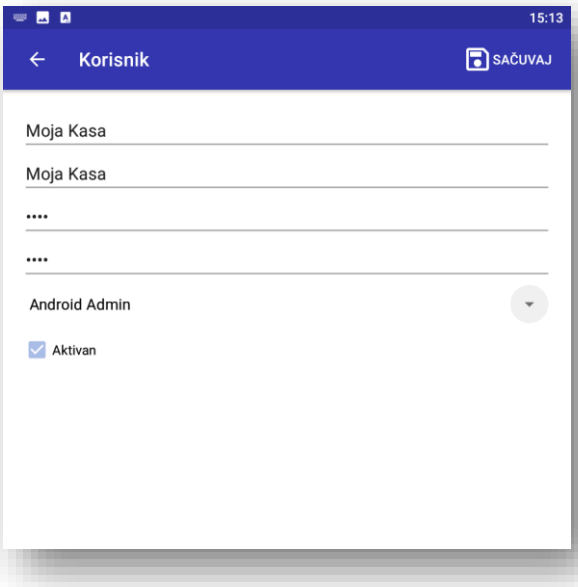
Searching for users

Users are displayed sorted by first and last name. The user can filter the list by clicking on the search option at the top of the screen.



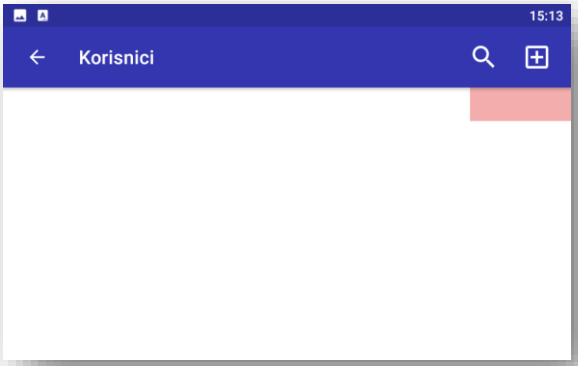
User Modification

The change is made by selecting a user from the list by clicking and keeping the desired user. After that, the system displays a screen with all the information about the user. Any changes must be saved by clicking on 
.



Delete a user

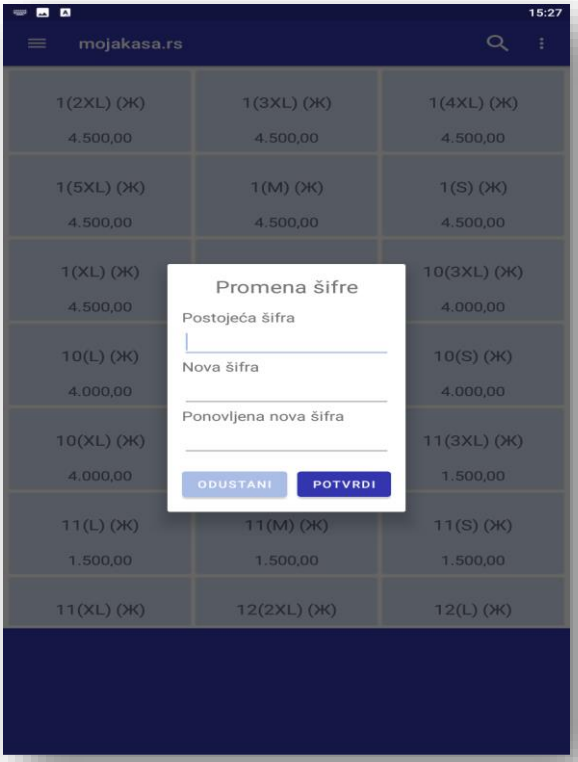
Deleting a user is done from the user search screen by "**swiping" the desired user** to the left. After that, the system displays information about the deletion, and the user has a few seconds to change his mind and possibly cancel the deletion.



Change your password

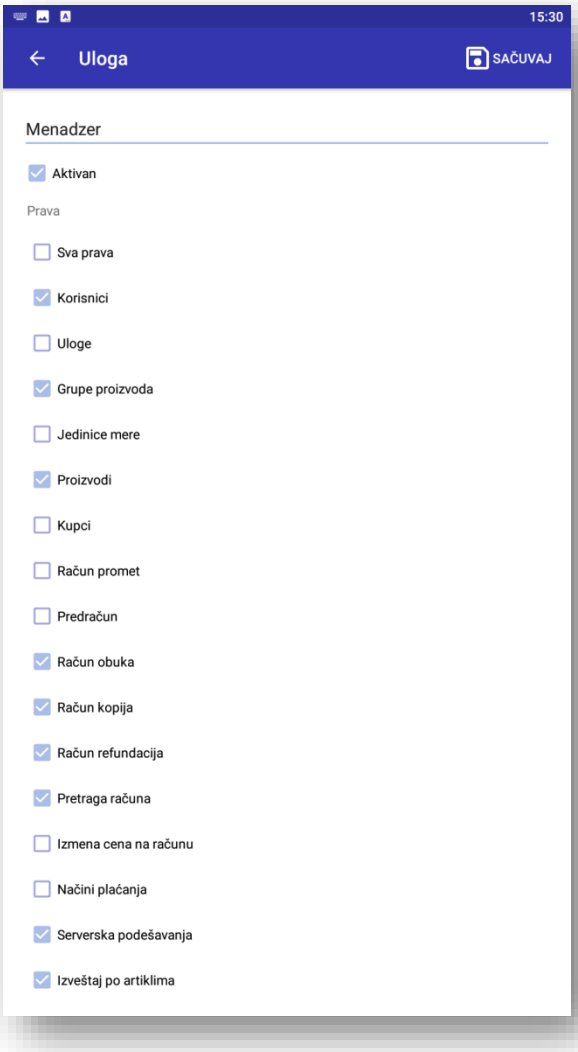
Each user can change their password by selecting the Change password option in the main menu by clicking on the icon  in the upper right corner.

After the initial launch of the application, everyone is advised to change the predefined passwords. In order for a user to change their password, they need to enter an existing password, then a new one, and then repeat the new password. If a user forgets their password, the administrator can change it through a standard user change.



Role

Roles are rights that an administrator assigns to a user to work in the cash register.



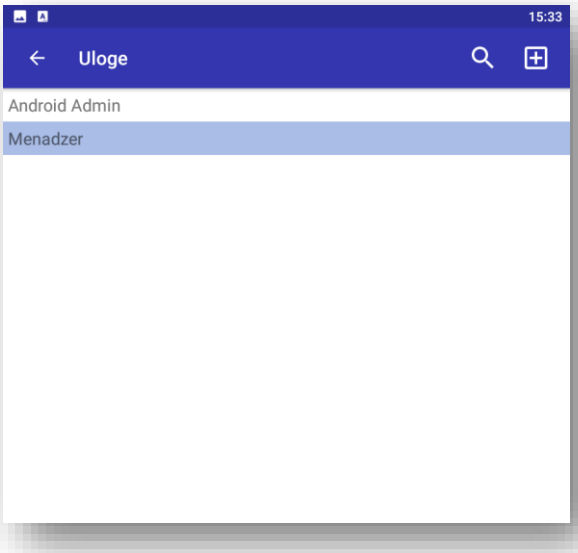
A new role

Entering a new role is done by selecting the add option in the upper right corner of the role overview screen  .

When entering data about a role, the rights assigned to that role are selected. The list of rights is predefined and determined by the logic of the processes defined in the application.

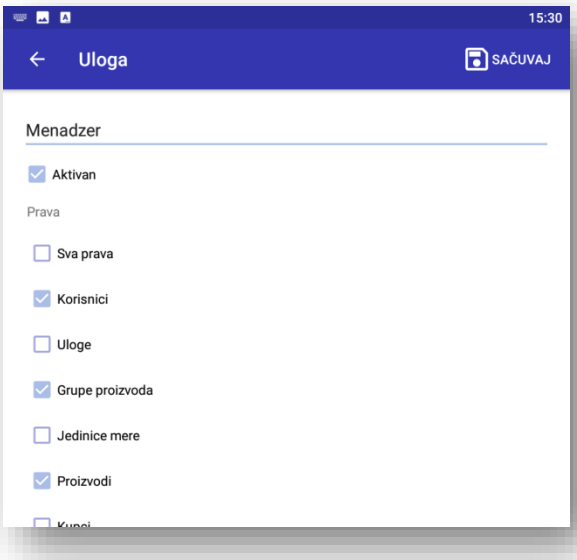
Role Search

The roles are sorted by name. The user can filter the list by clicking on the search option at the top of the screen.



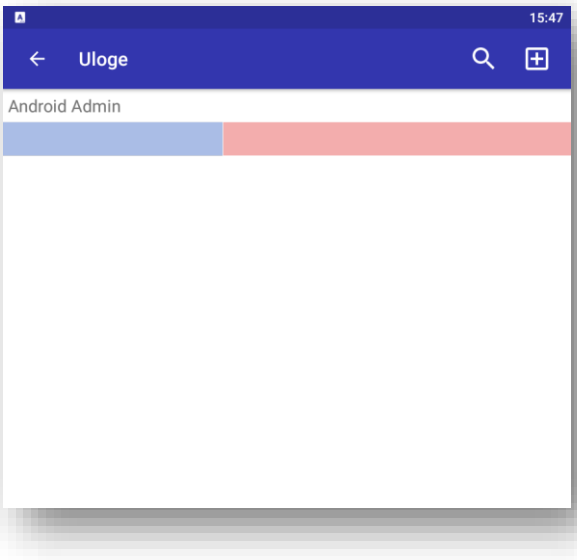
Changing the role

The change is made by selecting a role from the list by clicking and keeping the desired role. After that, the system displays a screen with all the data about the role.



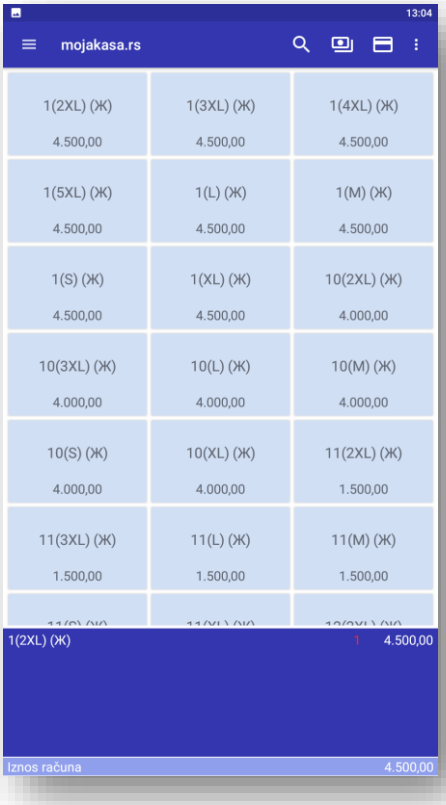
Deleting a role

Deleting a role is done from the role search screen by "swiping" the desired role to the left. After that, the system displays information about the deletion, and the user has a few seconds to change his mind and possibly cancel the deletion.



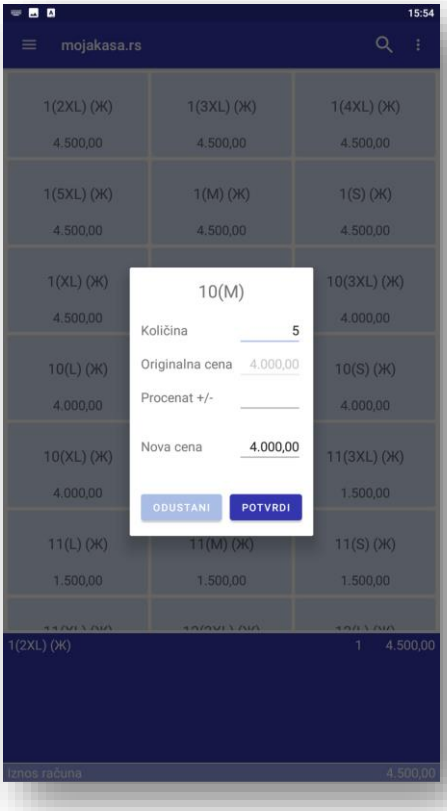
Invoicing

Invoicing is the core function of ESIR. This function begins with the user selecting a product/service from the list by clicking on it. After clicking, the system adds an invoice item with the price that is valid for the product and the quantity 1. By clicking on the same product again, the system adds quantity 1 to the existing account item.



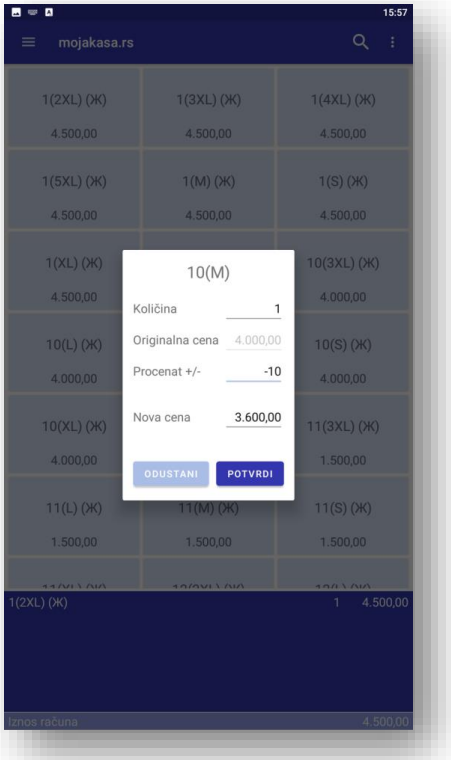
The last added invoice item will be marked in red for a quantity of 2 seconds. Also, if the account has more than 3 items that are visible, the last amount will bring the corresponding item into the focus of the display.

If it is necessary to add a larger quantity of products to the invoice, clicking on the product and long pressing opens a window for manual entry of the quantity.



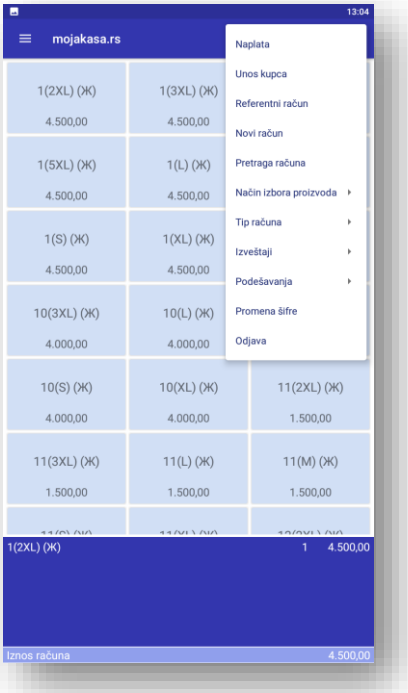
Changing the price of the product/service at the time of payment

If the user has the right to change the prices on the account, when he clicks and keeps the product, the price change screen will be displayed. On this screen, the user can enter the price in absolute terms or change the existing one by entering **the percentage** change. The percentage can be negative or positive, so for a **10%** discount, you need to enter **-10** in the percentage field. When the price is changed, it is rounded to two decimal places.



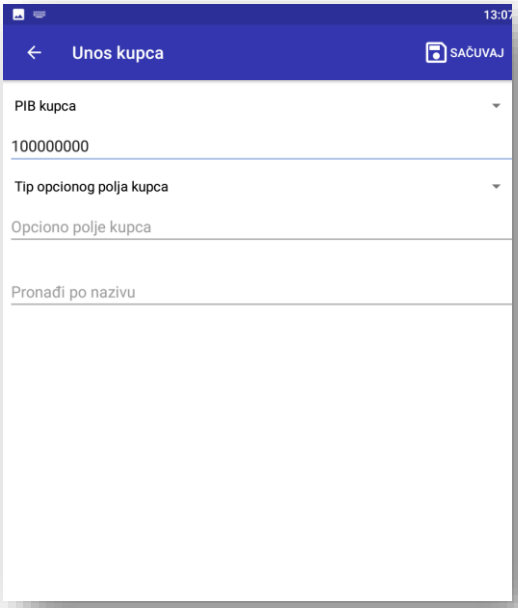
Delete an account item

The user can delete the account item before it is saved. Deleting an account item is done by clicking and keeping the account item or by clicking on "New account" you can cancel the entire account.



Choosing a customer for an account

If the invoice is issued for a buyer for whom identification is required. By clicking on the main menu and then the Customer Entry option, the data entry screen opens. On the screen, select the type of customer ID according to the code from the rulebook, enter the customer ID, then optionally select the Optional field type and enter the Optional field for the customer. Data recording is done by clicking on the icon in the upper right corner of the screen.



If the customer recording was previously done in the cloud, it is possible to select the customer through the search field.

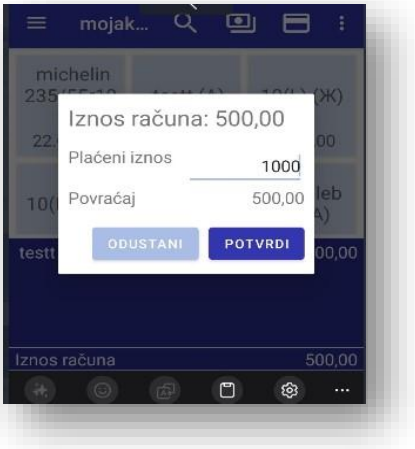
After recording, if the data is valid, the system returns to the account screen, and the entered data can be seen in the main menu. According to the new rulebook, the issuance of a cash invoice is carried out by entering the company's TIN on the account.

Bill collection

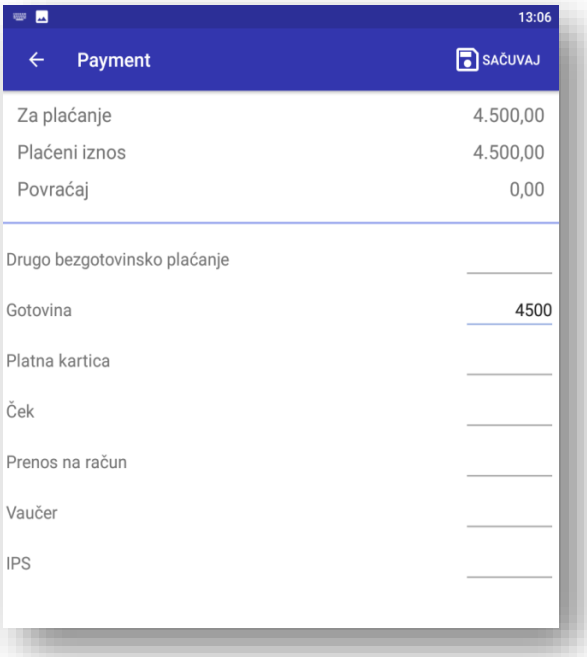
When billing, the user has two quick options at the top of the screen:

1. Gotovina
2. Card

If cash payment is selected, a screen will be displayed to enter the amount of cash that the customer gives in order to automatically calculate the amount of change.

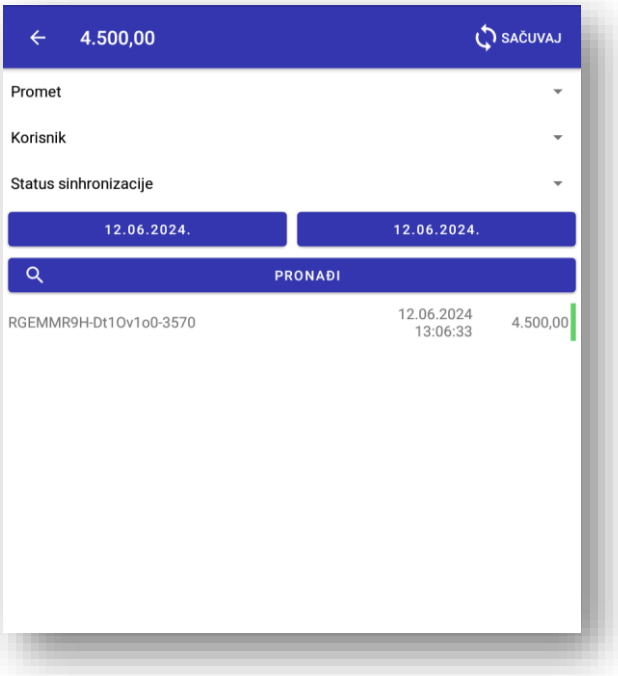


If it is necessary to pay by any other method or combination of them, the user selects the **Payment option** in the main menu. The system then opens a billing screen with all the payment methods included in the settings (described previously in this document). It is possible to choose different types of billing on the same bill, combined billing, which will be described on the bill itself.



Account overview

All accounts that are recorded in the system can be seen in the main menu, the option Search accounts.



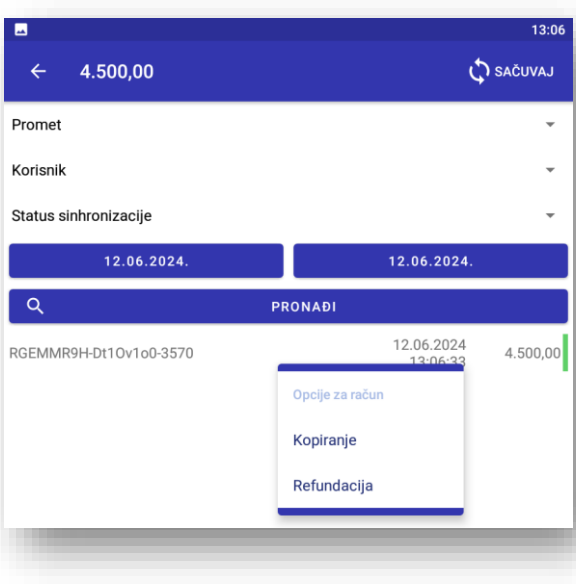
When searching for an account, the following filters are available:

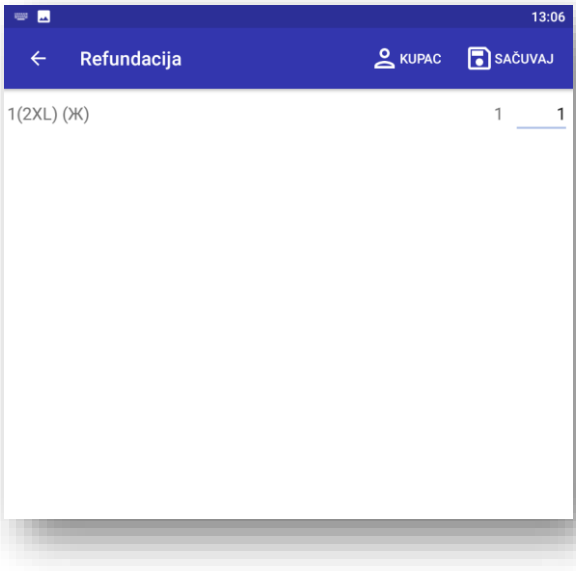
- User
- Account type (Turnover, Proforma Invoice, Copy or Training)
- Sync status (Whether the account is visible on *Sloud)*
- Date

By clicking on the Find button, all issued invoices are displayed in accordance with the selected filters. When you click on the selected account in the list, the account details are displayed.

Refund

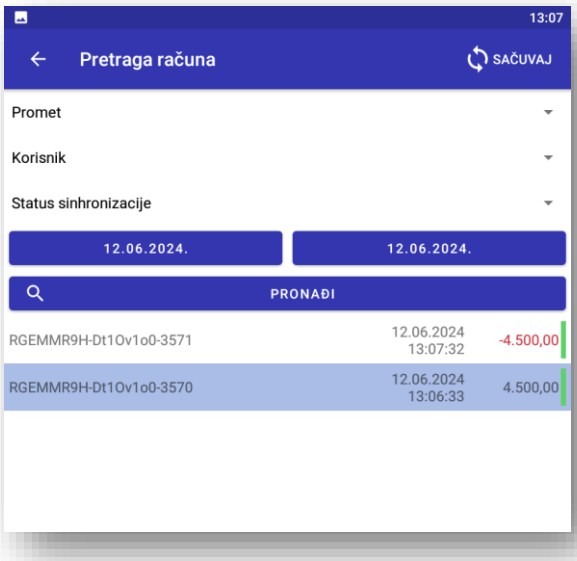
The refund is done from the account search by clicking and **holding** the account for which the refund is to be made. If the user is not eligible for a refund, this option will be disabled. The system opens the refund screen:





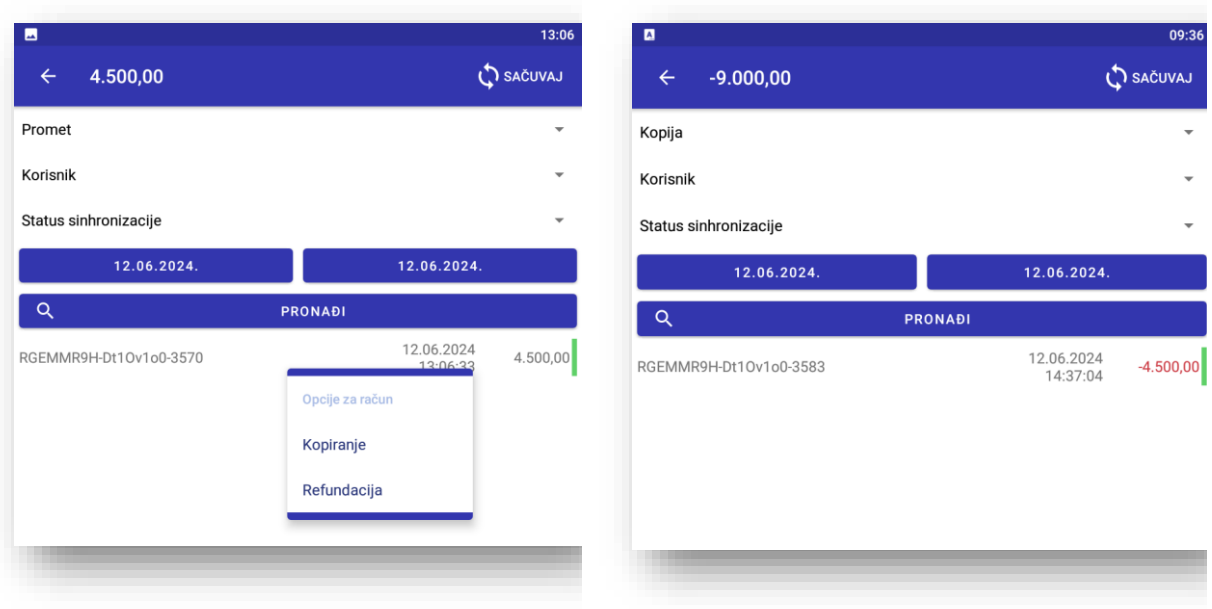
On the refund screen, the invoice quantities are displayed, and in addition there is a field for entering the refund quantity. If there is already a refund for an account (quantity 2 was sold on the original invoice, and then a refund for quantity 1 was entered), the system will display information about the original quantity and the quantity that has already been refunded. The system automatically creates a new refund invoice and links it to the original invoice via a reference number.

After recording the refund, the system returns to the account search screen where you can now see the refund. All refund invoices will be displayed in red for the amount in the list of invoices.



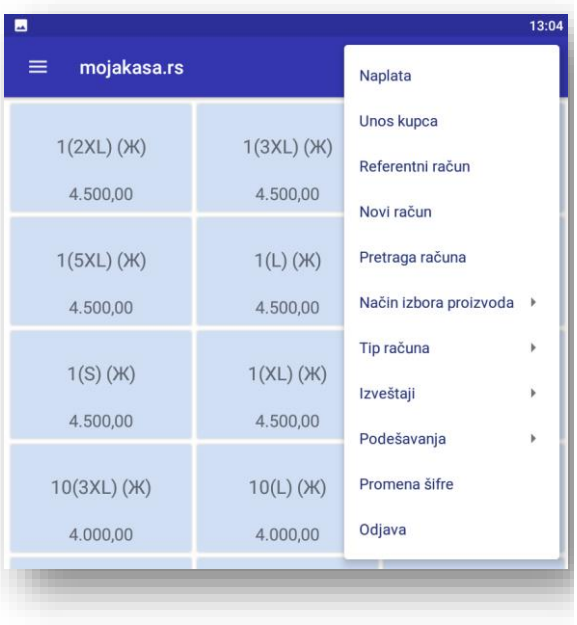
Copy of the invoice

A copy is made from the account search by clicking and keeping the account for which a copy is to be made. If the user does not have copy rights, this option will be disabled. The system opens the screen after clicking on the copy, immediately records and prints the invoice for the copy.
The system automatically makes a new invoice copy and links it to the original invoice via a reference number. After that, the copy can be seen in the search section of the account Tip-Copy.

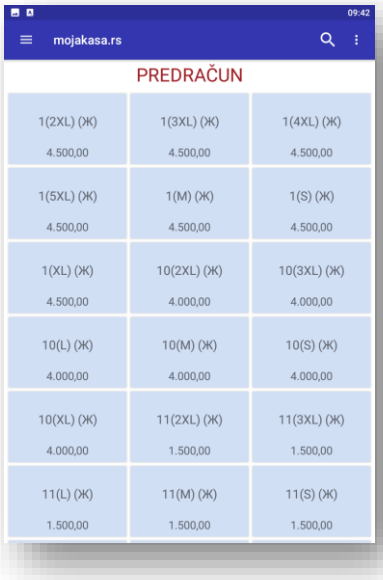


Budget

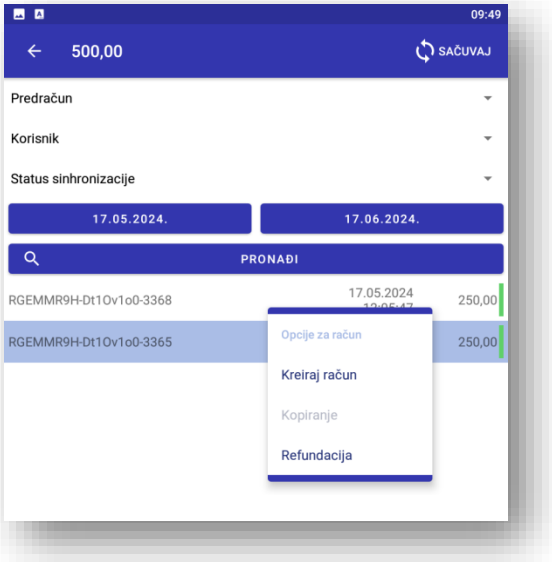
The user can choose the option of **a pre-invoice** if he has the right to do so. The option for pro forma invoice is available in the main menu/invoice type/pro forma invoice.

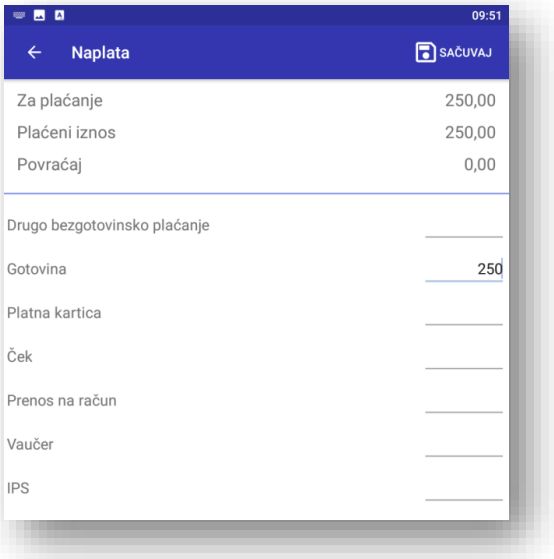


After selecting this option, it is clear on the main screen that the application is currently set up to issue pro forma invoices.



After issuing a pro forma invoice, it can be seen in the account search and from there there is an option to create a turnover account from a pro forma invoice. This option is given when you click and hold the desired invoice.





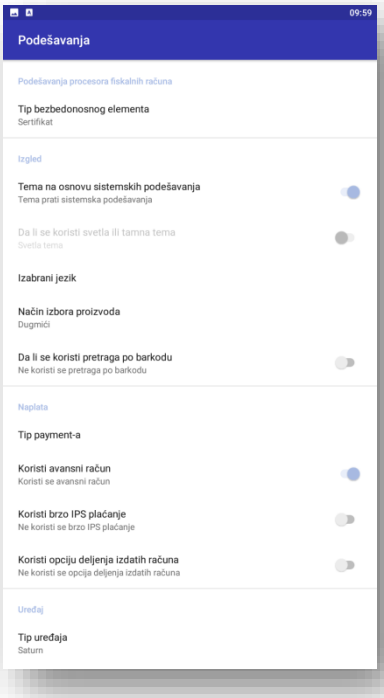
After selecting the **Create Account option, the** system opens the billing for the created account. The invoice created in this way will automatically be linked to the pro forma invoice from which it was created via the reference number.

Training

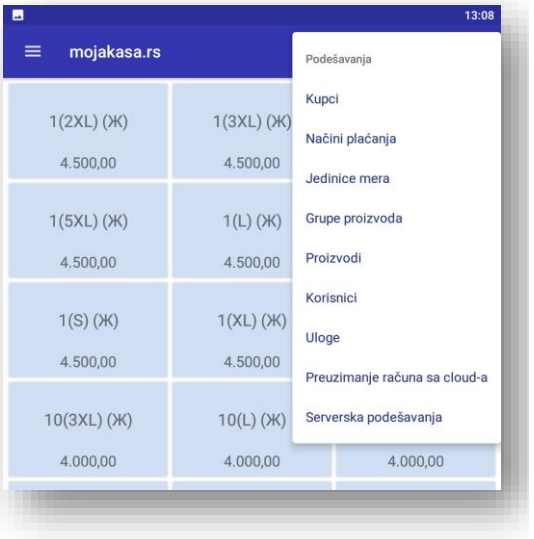
The user can choose to use the **option** if they have the right to do so. The selection of the training option is located in the main menu**/Account type/Training**. After selecting this option, it is clear on the main screen that the application is currently set up to issue training invoices.

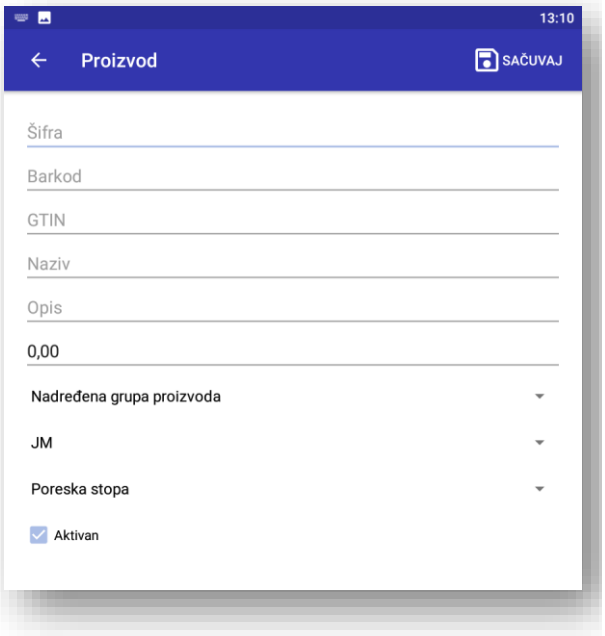
Advance

In order to be able to issue advance invoices at the cash register, it is necessary to turn on the option Use advance invoice in the upper right corner before logging in to the application itself.



After logging in to the application, in order to issue an advance invoice, it is necessary to create a new product that will be used for the advance payment and which will define the VAT rate of the product.
Creating a new Advance Product is done in the Settings *section* > Products and then  .





Product code (required).

The name of the product is mandatory information, but it depends on the VAT rate and must be entered in the name with the full name from the following (what is bolded):

10:Advance payment that draws a rate (Đ) 20% - VAT.
11:Advance payment that draws a rate (E) of 10% - VAT.
12:Advance payment that draws a rate of (G) 0% - VAT.
13:Advance payment that entails a rate of (A) 0% - VAT.

Description (optional information)

The cost of creating a product is always 0.00.

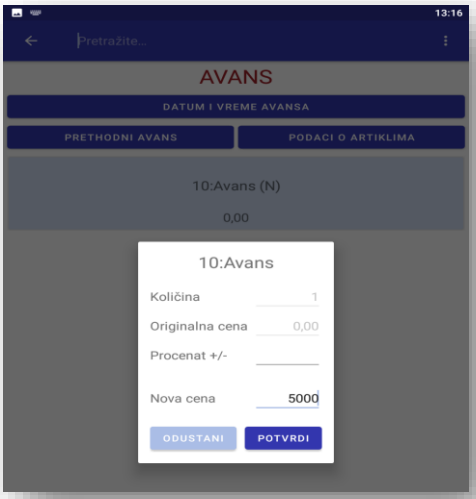
Parent product group (required).

Unit of measurement (required data).

Tax rate (mandatory information).

The option selection for the advance payment can be found in the main menu > Account type > Advance. After selecting this option, it is clear on the main screen that the application is currently set to issue advance invoices and a defined advance payment product with 20% VAT is visible.
If it is necessary to enter customer data, they can be entered by clicking on  the Buyer option in the upper right corner.

Selecting a product opens a screen for the user to enter the price, and the quantity is always 1 and this is a field that is not subject to change, as well as the price, which is predefined as 0.00.

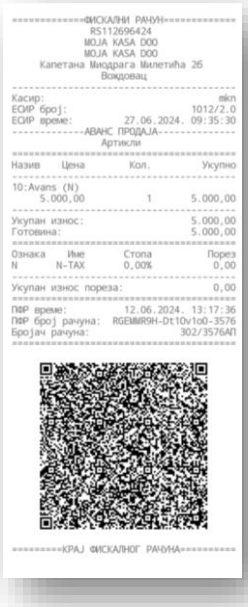


On the advance invoice, it is mandatory to fill in the Item Information field.

Optionally, it is possible to refer to the Previous Advance and thus link all advances for the same item that is being sold.

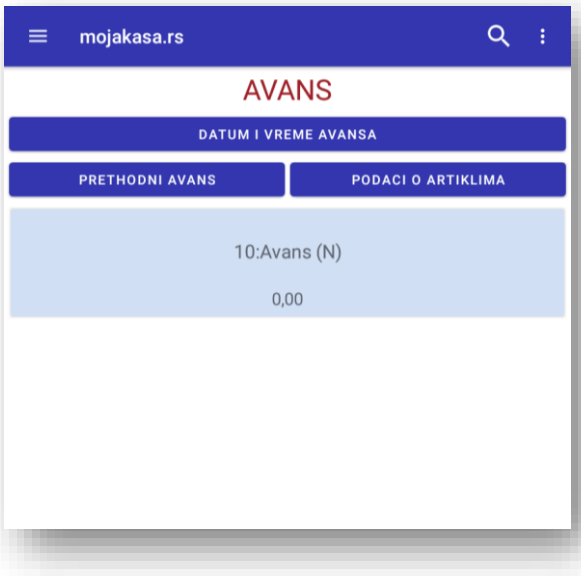
When issuing an advance payment, it is possible to choose the date and time of the invoice in the event that the advance payment was received on the previous day through the bank and its records are made subsequently.

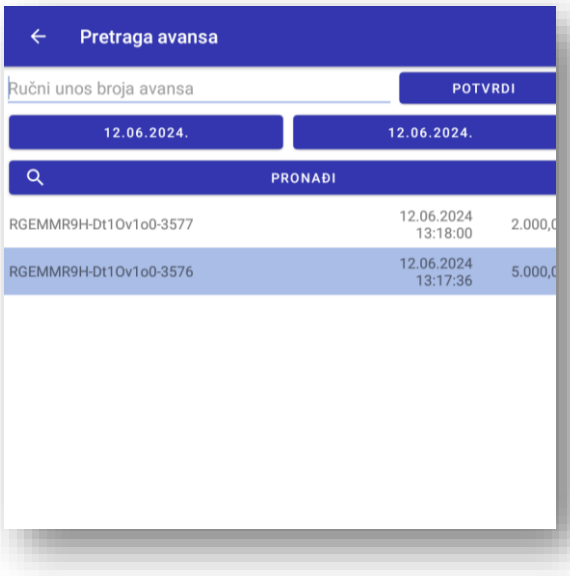
The picture shows an example of an advance invoice.



Linking advance payments

If it is necessary to issue a new advance invoice that is linked to the existing invoice from the system, it is necessary to find that advance in the previous advance section and select it.



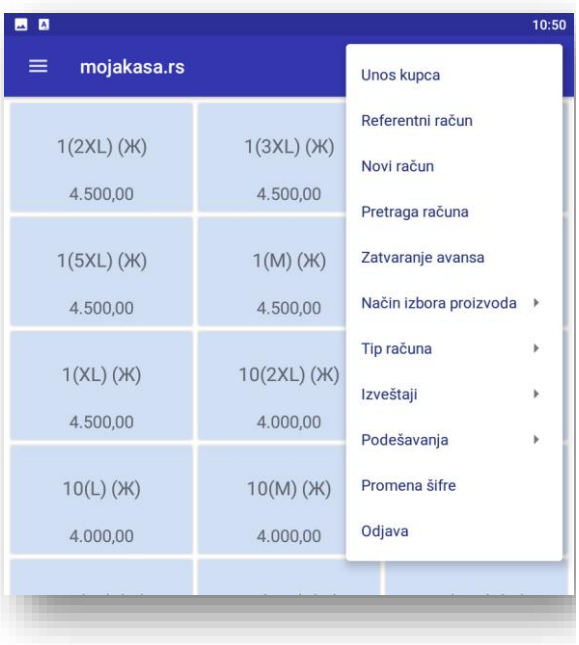


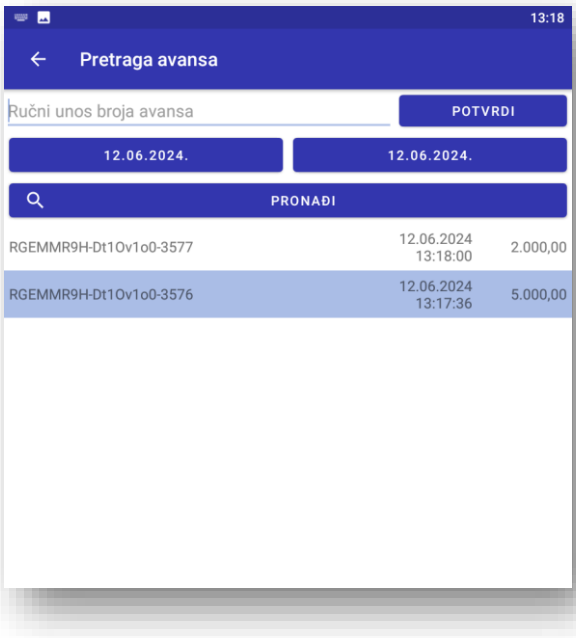
The selected advance payment will be remembered for linking if, when forming the selected advance payment for linking, the customer data as well as the item Item data are entered. After that, the process of creating a new advance account is repeated, which will be automatically linked to the previously selected one.

Closing Advance (Final Account)

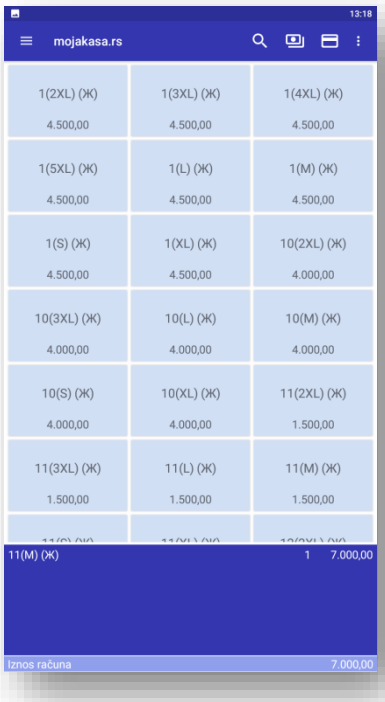
Closing an advance is done by creating a Sales Turnover account that refers to a previously created advance. On this occasion, the system refunds the advance and links the advance refund to the final account of the turnover.

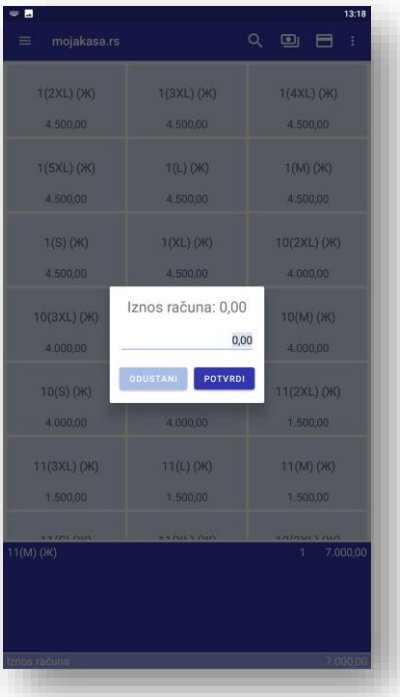
This option can be found in the main menu by clicking on  .
By selecting the option Close advance payments, the system opens a screen for searching and selecting advance invoices.



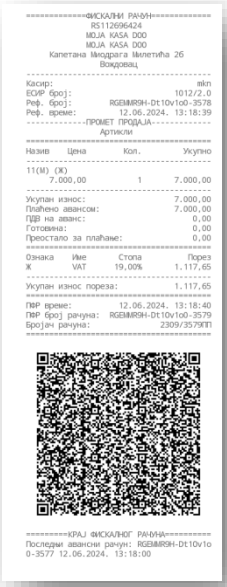


After selecting one or more advance invoices, a screen appears for selecting the product that is charged from the advance payment. In the same step, the difference from the received advance to the amount of the final invoice (if any) can be charged.





An example of an advance refund invoice as well as the final invoice:



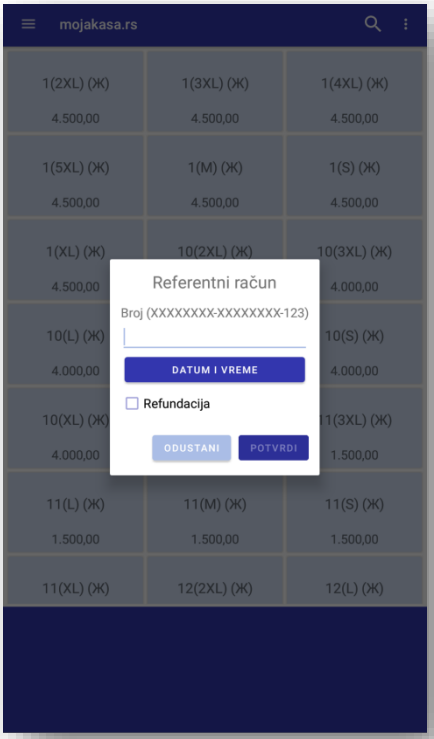
Reference account

The Referral Account option allows you to:

1. Linking invoices from the old fiscalization system,
2. Refund of invoices from the old fiscalization system,
3. Refund incorrectly issued refunds.

The Referral Account option is located in the main menu by clicking on  in the upper right corner.
Before selecting the Referral Account option, you need to select the account type in the main menu.
If you are linking or refunding an advance invoice, you must first select the Advance account type and then select the Referral account option.

Selecting the option opens a new window that requires you to enter the referral account number, which must be entered in the correct form:
8 symbols – 8 symbols – number (xxxxxxxx-xxxxxxxxx-123) and then enter the date and time and choose whether the account type is refundable.
If the refund is not marked, the new account will be registered as **a Transaction**. The reference number is the account number to which the account we create is referred.



After confirming the reference invoice, the selection of the product that will be charged on the newly formed invoice is made, and the entered reference number will be shown on the invoice as shown in the figure.

==========ФИСКАЛНИ РАЧУН==========
RS112696424
MOJA KASA DOO
MOJA KASA DOO
Капетана Миодрага Милетића 26
Вождовац

Касир: Nikola
ИД купца: 31:gfh
ЕСИР број: 1012/2.0
Реф. број: GDFJJVGG-TTTTTTTT-1
Реф. време: 28.07.2025. 02:45:00
----------ПРОМЕТ РЕФУНДАЦИЈА----------
Артикли

Назив	Цена	Кол.	Укупно
michelin 235/55r19 (A)			
	22.000,00	1	-22.000,00

Укупна рефундација: 22.000,00
Готовина: 22.000,00
Повраћај: 22.000,00

Ознака	Име	Стопа	Порез
A	VAT	10,00%	2.000,00

Укупан износ пореза: 2.000,00
ПФР време: 28.07.2025. 14:46:08
ПФР број рачуна: W32BXYVU-W32BXYVU-632
Бројач рачуна: 26/632ПР

==========КРАЈ ФИСКАЛНОГ РАЧУНА==========

Barcode rails

The application is adapted to call the integrated bar code reader on the All-in-one terminals as well as external readers that can be connected to the devices via the C input.

Reports

Users have at their disposal reports on sold items, payment methods as well as VAT reports.

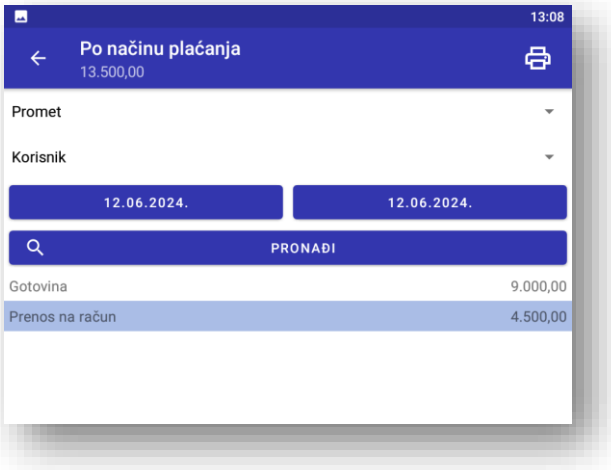
All types of reports can be filtered by account type, user, and the period for which the report is requested.

Report on Sold Items

This report can be accessed from the main menu by clicking on the upper right corner then /Reports/Sold Items. The report shows the name, quantity, unit price, and total amount of the item sold, and is grouped by item and unit price.

Report by payment method

This report can be accessed from the main menu by clicking on in the upper right corner then /Reports/By payment method. The report shows the payment method and the total amount.



In the same way, the VAT report is obtained, which shows the total amount charged at each VAT rate.

All reports can be printed by selecting the icon in the upper right corner.

INSTRUCTIONS ON THE PAYMENT TERMINAL

Employees of the sales facility who work on the receipt of payment cards at the POS terminal are obliged to familiarize themselves with this Instruction and perform each individual transaction or action in accordance with it.

POS Terminal - a device used to pay for goods and services, using payment (debit and credit) cards, reading data from a magnetic stripe, chip, contactless or via a mobile phone, smartwatch,...

1. Čitač za beskontaktne kartice
2. Ekran
3. Čitač magnete trake
4. Čip čitač
5. Štampač

When the card payment method is selected in the cash register application, the system will automatically switch to the payment application and display a picture

If the transaction is carried out with a card that has only a magnetic record (tape) on it, the card should be swiped so that the magnetic record is facing the screen and downwards.

If the transaction is made with a card that has a chip on it, the card should be inserted into the reader, with the chip facing forward and upwards.

If the transaction is made with a contactless card, it is not necessary to contact the card, but it is enough to bring the card to the part of the POS terminal that is used to read it. With a short beep, the POS confirms the successful reading of the card data and starts the transaction.

All non-contact cards have a label on them

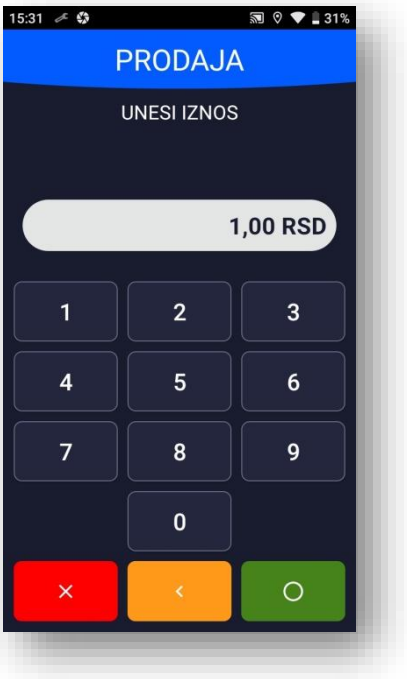
NOTE: Depending on the rules/limits of the card issuer's bank, there are two ways to make contactless card transactions:

1. Without entering a PIN - when making transactions with smaller amounts of money - where the transaction is verified automatically, i.e. No PIN or signature is required.

2. With PIN entry - if the amount of the transaction is higher than the defined limit of the issuing bank or card organizations, the PIN is required.

If the transaction requires authorization by entering the PIN code, a form for entering the PIN code will be displayed on the terminal. At that point, it is necessary to enable the cardholder to access the terminal and enter the PIN code. After entering the PIN code, press the GREEN button (O).

After the payment is approved, if the transaction is successfully executed, a message will be displayed on the screen, and then a slip with the approved amount of the transaction will be printed, and a fiscal receipt.



Replacing the paper roll at the POS terminal

When the paper roll is nearing completion, a red line may appear on the paper. To replace the paper roll, open the lid, remove the old paper roll, install a new one, and close the lid.

NOTE: The roll of paper is not pulled through the roller, it only needs to be slightly unrolled and inserted into the intended place, at the end close the lid.