

TYPE A TAX REGISTER

QUICK START GUIDE - TREMOL M23



SWITCHING ON/OFF

Press down and release ON/OFF key. The device comes on or goes off.

CHANGING MODES

Press the MODE key to access the desired mode and type password for the mode selected.

Passwords for Mode

Sales – 0

Report X – 22222

Z Report – 11111

Program – 33333

ENTERING SALES MODE

1. Press MODE key until Sales----- is displayed.
2. Type 0 and Press TOTAL

MAKING CASH SALE

With Article – No fixed Prices + Client + Quantity

1. Press PLU to view programmed Articles
2. Select desired article by scrolling with Upward or Down arrow, or by pressing article number
3. (Press QTY, Enter the quantity and press Total)
4. Press PRC and enter VAT inclusive amount
5. Press TOTAL twice
6. Enter Client Number if available and press TOTAL. If not available Press MODE
7. Press ST (to confirm that the amount is correct)
8. Press TOTAL.

With Article – Fixed Price + Client + Quantity

1. Press PLU to view programmed Articles
2. Select desired article by scrolling with Upward or Down arrow, or by pressing article number
3. (Press QTY, Enter the quantity and press Total)
4. Enter the Client Number if available and press TOTAL. If not Press Mode
5. Press ST (to confirm that the amount is correct)
6. Press TOTAL

MAKING INVOICE SALE

1. Press Upward Arrow, select invoice and press TOTAL
2. Enter Client Number and Press TOTAL. If not available press ST
3. Press PLU to view programmed Articles
4. Select desired article by scrolling with Upward or Down arrow, or by pressing article number
5. (Press QTY, Enter the quantity and press Total)
6. Press PRC and enter VAT inclusive amount
7. Press TOTAL twice
8. Enter Client Number if available and press TOTAL. If not available Press MODE
9. Press ST (to confirm that the amount is correct)
10. Press TOTAL.

SELECTING PAYMENT MODES

1. Press **FUNC + PY** after pressing Mode Twice (Number 6 above) to select the mode required.
2. Proceed to number 7 (Press **ST** or **TOTAL**).

MAKING A CREDIT NOTE

1. Press **MODE** to enter Sales Mode
2. Type **0** and Press Total
3. Press the Arrow Pointing up to enter **INVOICE CATEGORY**
4. Select **Credit Note** and Press Total
5. Enter the **Relevant CU Invoice Number** e.g., 0000000001 and Press Total
6. Enter **Client Number** and Press Total, if not available Press **ST**
7. Press **PLU** & select Article sold
8. Press **QTY** to enter quantity (if any was sold) and press **TOTAL**
9. Press **PRC** to enter price per article and press **TOTAL Twice**
10. Press **ST** then **Total**

MAKING A DEBIT NOTE

1. Press **MODE** to enter Sales Mode
2. Type **0** and Press **TOTAL**
3. Press the **UP** Arrow to enter **INVOICE CATEGORY**
4. Select **Debit Note** and Press Total
5. Enter the **Relevant CU Invoice Number** e.g., 0000000001 and Press Total
6. Enter Client Number and Press **TOTAL, if not available press ST**
7. Press **PLU** & select Article sold
8. Press **QTY** to enter quantity (if any was sold)
9. Press **PRC** to enter price per article and press **TOTAL Twice**
10. Press **ST** then **Total**

MAKING A COPY OF RECEIPT

To make a copy of a receipt Press **%-** or **Left Arrow** immediately after producing the receipt

ERROR CORRECTION

1. Press **VD** button
2. Press **ST** (Ensure total is 0.00. If not Press **VD** followed by **ST** again)
3. Press **TOTAL** and start again

TESTING TRANSMISSION TO KRA

1. On **PROGRAM**, enter Password 33333
2. Scroll to **TEST** and press **TOTAL**
3. Scroll down to **Diagnostics** and press Total
4. On the generated receipt, check if last issued invoice matches the Last inv: on **KRA's LAST SENT DOCUMENTS**

CONNECTION TO TIMS

Option 1: Use LAN cable to connect to internet

Option 2: SSD Card inserted on the unit, buy data using another line

Option 3: WIFI Connection

1. Press **MODE**
2. Scroll to **PROGRAM**
3. Enter Password 33333
4. Scroll to **Peripherals** or Press 9 and Press Total
5. Press Total on the **WIFI** and wait as it scans
6. Select the **WIFI** number e.g 1 or 2 with the correct **SSID** and Press Total
7. Enter the Password of the **WIFI** connection and Press Total
8. Press **MODE** once done to go back to the Date & Time Screen

CREDIT NOTE ERROR CODES

The following are the error codes when doing a credit note:

Error code	Description
C0001	Invalid Invoice number
C0002	Invalid Client PIN
C0003	Item not on original invoice
C0004	More items than originally sold
C0005	Amount higher than original invoice

Table for M23 Keys and Corresponding Letters

Keys	7	8	9	4	5	6	1	2	3	0
Letters										
	A	D	G	J	M	P	T	W		
	B	E	H	K	N	Q	U	X		
	C	F	I	L	O	R	V	Y		
						S		Z		
	7	8	9	4	5	6	1	2	3	0