

Fiscal Edge Invoicing Guide

1. General

1. The customer TPIN must consist of numbers only.
2. Each item on an invoice must be unique. Do not repeat items; instead, increase the quantity as needed.
3. Each item in the inventory must have a unique description.
4. Every line item on an invoice must have a quantity greater than zero.
5. Invoices must be issued using the applicable Zambian tax codes. Non-Zambian or redundant tax codes should be disabled to prevent erroneous selections.
6. Credit notes must be linked to the corresponding original invoice.
7. The Zambian Kwacha must be configured as the base currency of the system, and all foreign currencies must be converted against it.
8. **Never use TaxType 00 in pastel as this is a not configured default TaxType and will cause fiscalization error.**

2. Credit Note

1. The unit price of line items on a credit note must match the original item's unit price.
2. The tax codes on a credit note must match the original item's tax codes.
3. The quantity of line items on a credit note cannot exceed the original item's quantity.
4. The conversion rate on a credit note must be the same as that on the original invoice.

Every item on a credit note must exist on the original invoice.

3. Templates

1. Only smart invoice-enabled templates should be selected when printing an invoice. Using templates that are not smart invoice-enabled will result in the absence of fiscal details on invoices, which does not comply with ZRA requirements and could result in fines for the company
2. **Invoice printouts must contain Fiscal details**

4. Imports

Imports are managed through the Fiscal Edge dashboard. Companies involved in importing goods should designate an individual with access to the Fiscal Edge portal to update the import status of these items. This is a mandatory requirement set by the ZRA.

Imports

View all your imports to keep track of your expensess and incomes in an intuitive interface

All Imports

Pending Imports

TASK CODE	QUANTITY	HS CODE	ITEM NAME	STATUS	DATE	ACTION
79746921	100.0000	48191000	SANDBOX IMPORTS ITEM	Pending	20240205	<div> <div></div> <div>update</div> </div>

First

<

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>

Last

Provide the item code as found in your ERP and click on **UPDATE**

Update Import

Enter import details to update

Enter Item Code

CANCEL

UPDATE

5. Fiscalization Error

Fiscal Edge has developed a monitoring tool capable of detecting invoices that failed to fiscalize due to user errors or non-compliance with ZRA requirements. In such cases, the system will automatically email the client with details of the failure reason. Alternatively, users can log in to the Fiscal Edge platform and locate the invoice in the "Error Invoices" section.

FiscalEdge

Free. Scalable. Secure.

Search for Invoices...

obi

Dashboard

MANAGEMENT

Users & Roles

Payment History

Invoices

Failed Invoices

Branches

Imports

API Keys

ADMINISTRATION

Subscription

Home > Failed Invoices

Failed Invoice Manager

Search for Invoices...

Failed Invoices

View all your failed invoices to identify and resolve issues with your expense tracking and financial records

SDC ID	INVOICE NUMBER	ERROR MESSAGE	DATE
SDC0060000006	IN243824	InvoiceNumber: An invoice with s...	01/01/1970, 1:00:00 AM
SDC0060000006	IN243825	InvoiceNumber: An invoice with s...	01/01/1970, 1:00:00 AM
SDC0060000006	IN243826	InvoiceNumber: An invoice with s...	01/01/1970, 1:00:00 AM
SDC0060000006	CRN0001	CurrencyType: Invalid Currency T...	01/01/1970, 1:00:00 AM
SDC0060000006	INV9001	CurrencyType: Invalid Currency T...	01/01/1970, 1:00:00 AM

Failed Invoice Error Details

Invoice Number:

KSHINV0333

Date:

Aug 28, 2024, 6:50:21 AM

Error Messages:

LocalPurchaseOrder:

- Tax Codes can not be null or empty

DestinationCountryCode:

- Tax Codes can not be null or empty

Invoiceltems[0].RRP:

- tax code cannot be null or empty

Invoiceltems[0].TaxCodes:

- tax label cannot be null

6. Pastel Specific Note

- Inventory item descriptions must be updated to include the UNSPSC Codes, separated by a dash. For example: Mailing bag – 44121509.
- The Commodity Code field should be used to capture the item's country of origin code. This code represents the ISO code for the country, such as ZA for South Africa or ZM for Zambia. If the product is sourced from more than one country, any of the source countries' codes can be used.
- The Unit field should be used to capture the Packaging Unit Code. Refer to the approved list below (for detailed information on each code, please see the ZRA specification document):

AM;BA;BC;BE;BF;BG;BJ;BK;BL;BQ;BR;BV;BZ;CA;CH;CJ;CL;CR;CS;CT;CTN;CY;DR;GT;HH;IZ;JR;JU;JY;KZ;LZ;ML;NT;OU;PD;PG;PI;PO;PU;RL;RO;RZ;SK;TN;TY;VG;VL;VO;VQ;VR;VT;VY;B/L;BIN;BOTT;BOUQ;BOWL;BOX;BUBG;BULK;BUNC;BUND;CLEA;EA;EACH;ECON;ECPO;G/L;KARR;LABE;MESH;NETL;P/KG;PACK;PCRT;PILP;POC;POCS;POLY;POT;PREP;PUND;PUNN;SLEE;SOCK;TRAY;TRSE;TUB;UNWR;WRAP

Edit Inventory

Add Edit Delete Save Reject Copy Search Code Name First Prev Next Last

Code: 102110042
 Description: K 30/100 M-10101504
 Categories: 001 - 56079000 - Tools
 Store: 001 - Lusaka Location - Sales Floor

Blocked ☐

Select stores

Details	Prices	Reorder	User Field	Activity	Notes	Picture
Inventory Group	005 - Water Pumps					
Discount Type	Both					
Barcode						
Bin Number						
Unit						
Commodity Code		Net Mass	0.00			
Processing Options <input type="radio"/> Fixed Description / Cost <input checked="" type="radio"/> Change While Invoicing <input checked="" type="checkbox"/> Show Quantity and Unit <input checked="" type="checkbox"/> Sales Commission Item						
Type <input checked="" type="radio"/> Physical Item <input type="radio"/> Service Item						
Cost Prices Average: 0.000 Last Unit: 0.000						
<input checked="" type="checkbox"/> Allow Tax Purchases: 01 - Vat - Standard rated (16.00%) Sales: 01 - Vat - Standard rated (16.00%)						

- The User Def Field 1 Should be used to capture the QuantityUnitCode. Refer to the approved list below (for detailed information on each code, please see the ZRA specification document):
4B;AV;BA;BE;BG;BL;BLL;BX;CA;CEL;CMT;CR;DR;DZ;GLL;GRM;GRO;KG;KTM;KWT;L;LBR;LK;LTR;M;M2;M3;MGM;MTR;MWT;NO;NX;PA;PG;PR;RL;RO;SET;ST;TNE;TU;U;YRD
- The User Def Field 2 should be used to capture the UNSPSC Codes. This means the UNSPSC Code must be captured twice: once in the item description, as stated above, and again in the User Def Field 2.

Add Edit Delete Save Reject Copy Search Code Name First Prev Next Last

Code: 102110042 Blocked ☐

Description: K 30/100 M-10101504

Categories: 001 - 56079000 - Tools

Store: 001 - Lusaka Location - Sales Floor [Select stores](#)

Details	Prices	Reorder	User Field	Activity	Notes	Picture
User Def Field 1			NO			
User Def Field 2			40151510			
User Def Field 3						
User Def Field 4		0.00				
User Def Field 5		0.00				
User Def Field 6		0.00				

- The User defined 1 in the Customer profile should be used to capture LPO number for LPO customers
- The User Defined Field 2 on the customer profile should be used to capture the customer's location country. This should be represented by the ISO code for the country; for example, if the customer is in China, use "CN." If the customer is local, either leave the field blank or enter "ZM."

Supplier Edit Customer Accounts

Add Edit Delete Save Reject Search Code Name First Prev Next Last

Account Code: S.A.M. Cash Sale Account ☐ Blocked ☐

Description: A.M. MOTORS LIMITED

Customer Category: 00 - None [Click the Scheduled Invoices button to see and/or edit the list of Scheduled Invoices for this customer.](#) [Scheduled Invoices](#)

Details	Processing	Terms	Additional Options	Balances	Notes
User Defined Fields			Electronic Communication		
User Defined 1			<input type="checkbox"/> Objection to Processing		
User Defined 2					
User Defined 3					
User Defined 4					
User Defined 5					

8. The User Defined Field 1 in the supplier profile should be used to specify whether the supplier is local or foreign. Enter "local" for local suppliers and "foreign" for foreign suppliers. These are the only two accepted values for this field.

The screenshot shows the 'Edit Supplier Accounts' window. At the top, there is a toolbar with icons for Add, Edit, Delete, Save, Reject, Search, Code, Name, First, Prev, Next, and Last. Below the toolbar, the 'Account Code' is '\$TAD', 'Description' is 'TADMOR ENTERPRISES ZAMBIA', and 'Supplier Category' is '00 - None'. A 'Blocked' checkbox is on the right. The main area has five tabs: 'Details', 'Processing', 'Balances', 'Additional Options' (which is selected), and 'Notes'. Under the 'Additional Options' tab, there is a section for 'User Defined Fields' with five input boxes. The first box, 'User Defined 1', is highlighted with a red rectangle. To the right of these fields are four checkboxes: 'Electronic Communication', 'Objection to Processing', 'Connected Apps Integration', and 'Office 365 Integration'.

9. The Message Field on the invoice screen must not be used, as it is reserved for fiscal details.