

User Manual for Application «MKASSA»

Ver: 1.1.7



Content:

FIRST SIGNING IN.

FORGOT YOUR PASSWORD?

FORGOT YOUR PIN-CODE?

HOME SCREEN

PROFILE SETUP

"Select a sales point"



"Shift work"

"Report"

"Current account status"

"Reset password"

"Write to the operator"

SALES POINTS AND CASHIERS

WITHDRAWAL OF ASSETS

REPORTS MODULE

PAYMENT ACCEPTANCE

"QR payment"

"Banking card"

CASHIER PROFILE

FIRST SIGNING IN

When you first sign in to the MKASSA application, you will see pages with a brief description of how the application works, as well as its benefits and conditions:



Accept payment via MKassa	Advantages of MKassa	Conditions
<p>A universal tool to receive non-cash payments, by now you may accept payment for the services /goods through your mobile device</p>	<p>Instant Payment Instant payment process via QR code Card payments Turn your mobile device into a robust POS terminal Creation of sales points Ability to sales points and attach cashiers</p>	<p>Without commissions Accept payment via QR code with 0% commission</p>
<p>skip next</p>	<p>skip next</p>	<p>skip next</p>

Next, for authorization and signing in "MKASSA" you must enter the login and password you received via SMS from the Bank (333 - IAC), then you must click on "Signin":

Вход в МКассу

Логин*

Пароль

[Забыли пароль?](#)

Войти

[Подать заявку](#)

Ваш логин Mkassa: 708387.
Пароль: 25yUz6T

Вход в МКассу

Логин*
708387

Пароль
25yUz6T

[Забыли пароль?](#)

Войти

[Подать заявку](#)

Signing in into Mkassa account Login Password Forgot your password? Sign in Submit a request	Your Mkassa login: Your password:	Signing in into Mkassa account login: password:
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Afterwards, you need to create and enter a short PIN-code for quick access to the application and confirm the PIN-code by re-entering it:

Create quick access Enter your PIN-code	Create quick access Re-enter your PIN-code
---	--

Создать быстрый доступ

Введите пин-код



1	2	3
4	5	6
7	8	9
0		

Создать быстрый доступ

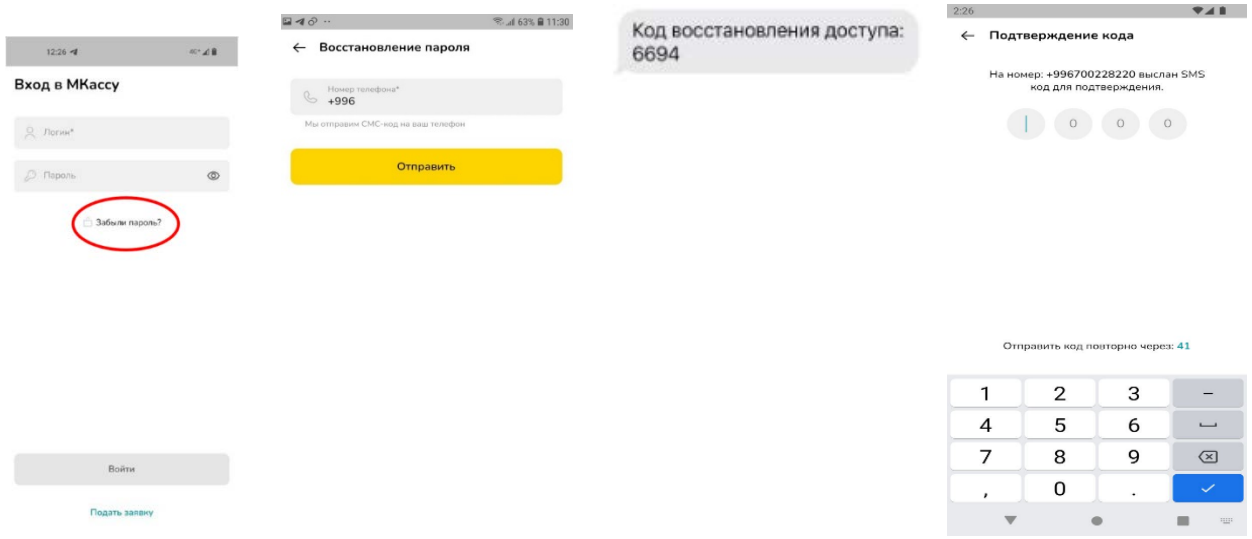
Повторить пин-код



1	2	3
4	5	6
7	8	9
0		

FORGOT PASSWORD?

In case you have forgotten your password, you can restore access by clicking the "Forgot password"? Where you will need to enter your phone number to which an SMS with a four-digit one-digit password will be sent.



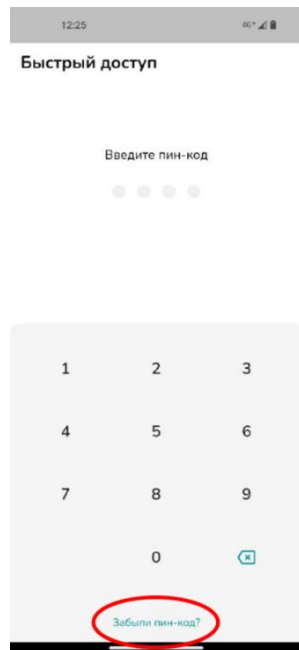
<p>Signing in into Mkassa account</p> <p>Your login: Your password: Forgot password?</p>	<p>Restore your password</p> <p>Mobile phone number +996</p> <p>We will send you SMS with a code</p> <p style="text-align: center;">send</p>	<p>Access restore code: 6694</p>	<p>Code confirmation:</p> <p>On your phone number +996 was sent 4 digit verification code</p>
---	--	---	--

<p>Sign in Submit a request</p>	<p>Re-send the code in: 41</p>
-------------------------------------	--------------------------------

FORGOT YOUR PIN-CODE?

In case you have forgotten the PIN-code for quick access, you can restore access by clicking "Forgot your PIN-code"? Then confirm the process and re-authorize through the feature "Forgot your password"?

<p style="text-align: center;">Quick access</p> <p>Enter PIN-code</p> <p>Forgot your PIN-code?</p>	<p style="text-align: center;">Quick access</p> <p>Enter PIN-code</p> <p>Forgot your PIN-code? If you forgot your PIN-code to reset the old password PIN-code you need to exit the application and pass an authorization process</p> <p>Cancel Continue</p>
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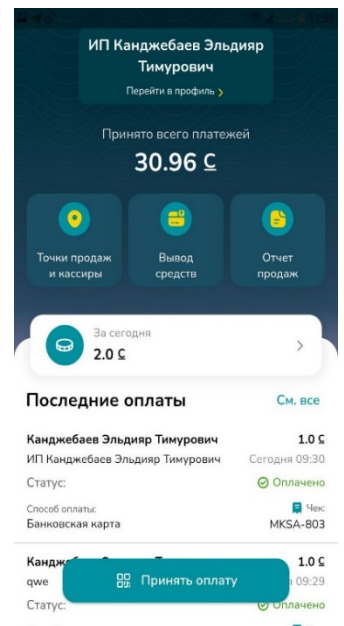


HOME SCREEN

The home screen displays the total amount of transactions for the current day, as well as the detailed history of accepted payments.

You may also access the following sections from the main screen:

- "Go to profile".
- "Sales points and Cashiers".
- "Report"
- "Accept payment"



IE Kandzhebaev Eldiia Timurovich	
Go to profile	
Accepted total payments	30.96 som
Sales points	Withdrawal
Sales report	
Recent payments	
Kandzhebaev Eldiia Timurovich	1.0 som
IE Kandzhebaev Eldiia Timurovich	
Status	Paid
Type of payment	Banking card
	Accept payment

PROFILE SETUP

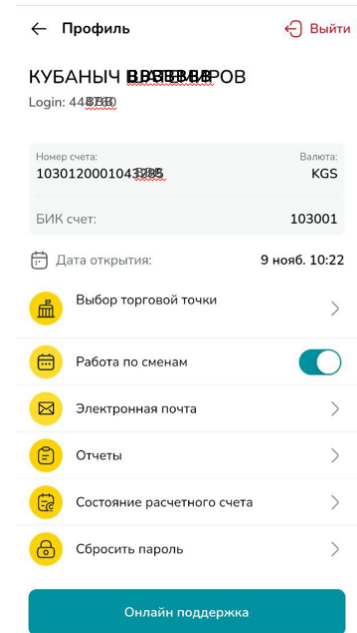
To view the details of the profile, you need to go from the home screen to the "Go to profile" sub-section.

The profile displays the name of the organization, its login.

Besides, this menu displays the details of the linked current account and the date of its opening.

There are also sub-sections in the profile:

- "Select a Sales point".
- "Shift work".
- "E-mail"
- "Reports"
- "Current Account Status"
- "Reset password"
- "Write to operator"

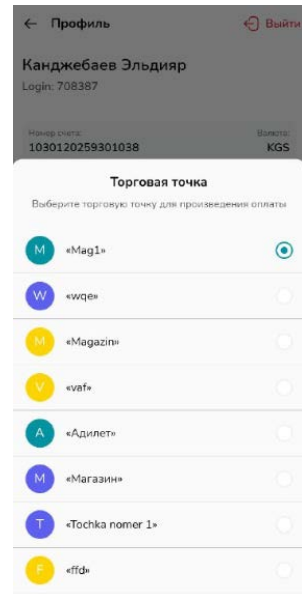


Profile	Sign out
Kubanych	
Account number	Currency
BIC account	1030001
Account opening date	10 th of Nov 10:22
- "Select a sales point".	
- "Shift work".	
- "E-mail"	
- "Reports"	
- "Current Account Status"	
- "Reset password"	
	Online support

" Select a sales point".

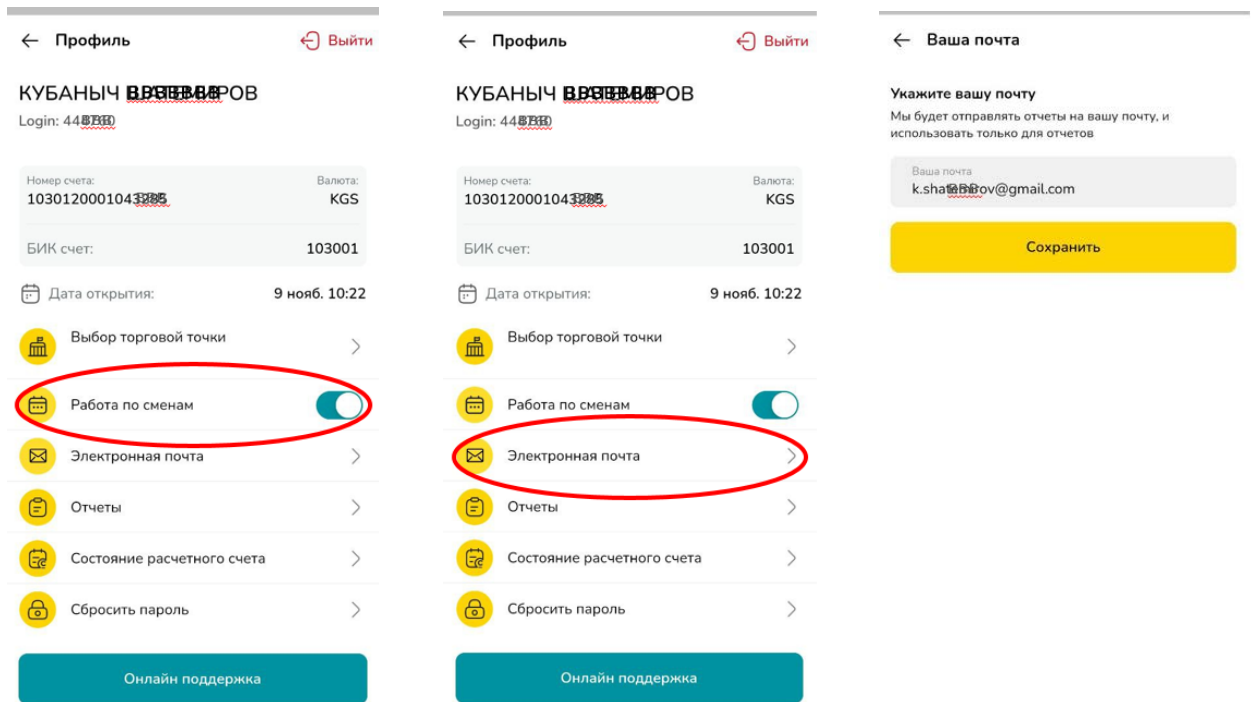
If you have several sales points and you accept payments by yourself, then in the "Select a sales point" sub-section you may select a sales point, where the payments you accept will be registered when generating reports. A sales point might be changed at any moment.

Sales point
 Select sales point for payment transaction "Mag 1"
 ...
 ...



"Shift work"

You can activate shift work with this function. To enable this function, you



need to slide the relevant switch button. After enabling shift work, you need to go to the "E-Mail" section, where you need to specify the e-mail address, where the corresponding reports from each sales point will be automatically received from each cashier after closing the shift.

Profile Sign out Kubanych..... Account number Currency BIC account 1030001 Account opening date 09 th of Nov 10:22	Profile Sign out Kubanych..... Account number Currency BIC account 1030001	Your E-mail Enter your E-mail address
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<ul style="list-style-type: none"> - "Select a sales point" - "Shift work" - " E-mail" - "Reports" - "Current Account Status" - "Reset password" <p>Online support</p>	<p>Account opening date 09th of Nov 10:22</p> <ul style="list-style-type: none"> - "Select a sales point" - "Shift work" - "E-mail" - "Reports" - "Current Account Status" - "Reset password" <p>Online support</p>	<p>We will send you reports on your e-mail address, your e-mail will be used for reports only @gmail.com</p> <p>Save</p>
---	---	--

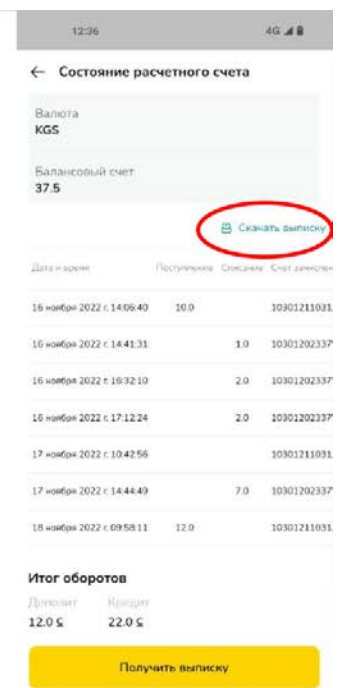
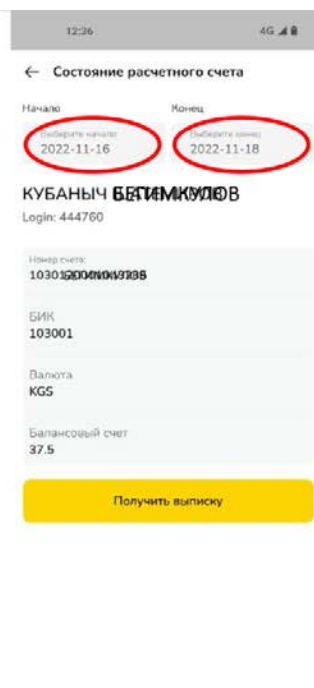
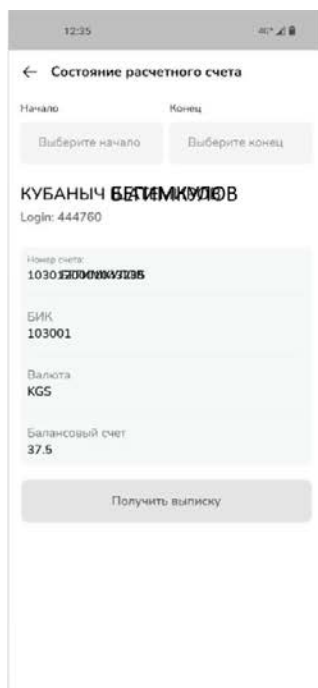
"Reports"

In this sub-section you can generate a report on sales points, cashiers, types of payments and the specified period.

"Current account status"

Through this option you can monitor the status and details on movement of assets in your current account.

<p>Current Account Status</p> <table border="1"> <tr> <td>Beginning of the month</td> <td>End of the month</td> </tr> <tr> <td>Select beginning of the month</td> <td>Select end of the month</td> </tr> </table> <p>Kybanych Login 444760 Account number BIC Currency Balance account Receive statement</p>	Beginning of the month	End of the month	Select beginning of the month	Select end of the month	<p>Current Account Status</p> <table border="1"> <tr> <td>Beginning of the month</td> <td>End of the month</td> </tr> <tr> <td>Select beginning of the month 2022-11-16</td> <td>Select end of the month 2022-11-18</td> </tr> </table> <p>Kybanych Login 444760 Account number BIC Currency Balance account Receive statement</p>	Beginning of the month	End of the month	Select beginning of the month 2022-11-16	Select end of the month 2022-11-18	<p>Current Account Status</p> <p>Currency KGS Balance account 37.5</p> <p>Download the statement</p> <table border="1"> <tr> <td>Date and time</td> <td>Received amounts</td> <td>write-off amounts</td> <td>proceeds account</td> </tr> </table> <p>Total turnover</p> <p>Deposit Credit Receive statement</p>	Date and time	Received amounts	write-off amounts	proceeds account
Beginning of the month	End of the month													
Select beginning of the month	Select end of the month													
Beginning of the month	End of the month													
Select beginning of the month 2022-11-16	Select end of the month 2022-11-18													
Date and time	Received amounts	write-off amounts	proceeds account											



When you enter the section, you are shown the details of the used bank account, as well as the current balance of assets. Next, you can specify the dates and request a statement detailing the movement of assets for the selected period by clicking on the **"Receive statement"** button.

After that, you will see a brief statement at the bottom, but you may also download a more detailed document in Excel tabular form by clicking on the button **"Download statement"**.

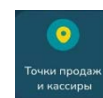
"Reset password"

In this sub-section you can reset the password from the application "MKASSA". A one-time four-digit password will be sent to your number. On confirming it, you will be able to create a new password and pin-code for quick access.

"Write to the operator"

In this sub-section you may write an online message to the contact center of the Bank via WhatsApp.

SALES POINTS AND CASHIERS



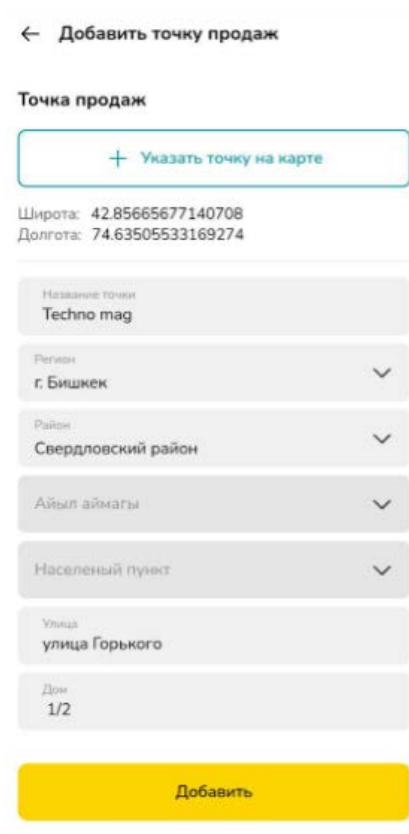
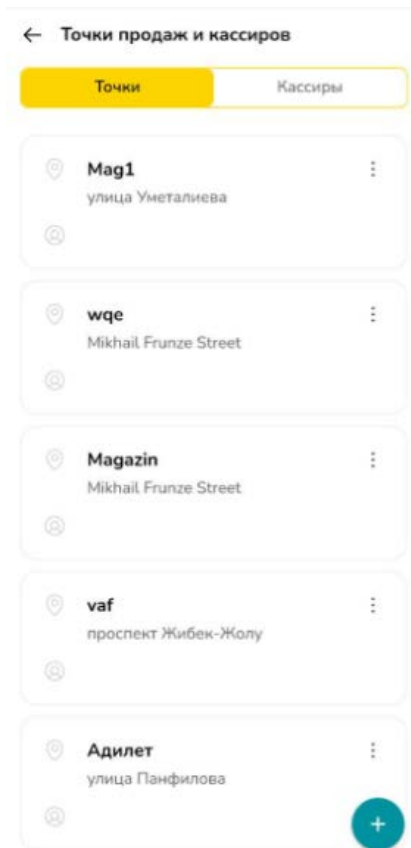
You can get to this section through the home screen of the application "MKASSA".

In the section "Sales points and cashiers" you may create and edit both sales points and cashiers.

To create a sales points, you need to select the sub-section **"Points"**, where previously created sales points are displayed, click on the symbol "+" in the lower right part of the screen.

When you click on the "+", you will access the menu for adding sales points.

Next, you need to select the location of the point on the interactive map, and then fill in the relevant fields with the name and location.



Sales points and Cashiers		Add sales point
Sales points	Cashiers	Sales point Indicate a point on the map Longitude Latitude Name of the sales point Techno mag District Sverdlov district Bishkek Aiyyl aimak Populated area Street Building / house Add

It is also possible to edit already created points as well as to delete them.

It should be noted that the tag on the virtual map and address fields are mandatory for filling.

To create and edit cashier profiles, go to "Cashiers" sub-section.


When you click on "+", you will get to the menu to add a new cashier. Next, you need to choose a sales point, where the cashier will accept payments, enter the name, TIN and phone number of the cashier and click on "Add".

After that, the specified number of the cashier will be sent an SMS message with username and password to enter the application "MKASSA".


Sales points and Cashiers		Add a cashier																										
<table border="1"> <thead> <tr> <th>Sales points</th> <th>Cashiers</th> </tr> </thead> <tbody> <tr> <td>Kuba test soft</td> <td></td> </tr> <tr> <td>Shop</td> <td></td> </tr> <tr> <td>Asan Insanov</td> <td></td> </tr> <tr> <td>Point #1</td> <td></td> </tr> <tr> <td>Aidoolot</td> <td></td> </tr> <tr> <td>Shop</td> <td></td> </tr> <tr> <td>Urmat</td> <td></td> </tr> <tr> <td>Shop</td> <td></td> </tr> <tr> <td>Baatyr</td> <td></td> </tr> <tr> <td>IE Kandzhebaev Eldiar Timurovich</td> <td></td> </tr> <tr> <td>Kuba</td> <td></td> </tr> <tr> <td>IE Kandzhebaev Eldiar Timurovich</td> <td></td> </tr> </tbody> </table>	Sales points	Cashiers	Kuba test soft		Shop		Asan Insanov		Point #1		Aidoolot		Shop		Urmat		Shop		Baatyr		IE Kandzhebaev Eldiar Timurovich		Kuba		IE Kandzhebaev Eldiar Timurovich			Shop Maksat TIN Mobile phone number
Sales points	Cashiers																											
Kuba test soft																												
Shop																												
Asan Insanov																												
Point #1																												
Aidoolot																												
Shop																												
Urmat																												
Shop																												
Baatyr																												
IE Kandzhebaev Eldiar Timurovich																												
Kuba																												
IE Kandzhebaev Eldiar Timurovich																												

← Точки продаж и кассиров


Точки Кассиры

Kuba test soft 


Магазин

Асан Инсанов 


Точка номер 1

Айдоолот 



Магазин

Urmat 

Магазин

Батыр 

ИП Канджебаев Эльдияр Тимурович

куба  

ИП Канджебаев Эльдияр Тимурович

← Добавить кассира

Точка продаж
Mag1 

Имя
Maksat

ИДН
12345678901234

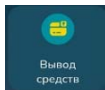
Телефон
+996 (555) 55-55-55



It should be noted that from the sub-section "**Cashiers**" you can activate / deactivate a specific cashier, as well as edit additional details except for the fields TIN and mobile phone number.

Withdrawal of assets

You can get to this section through the home screen of the application "MKASSA".

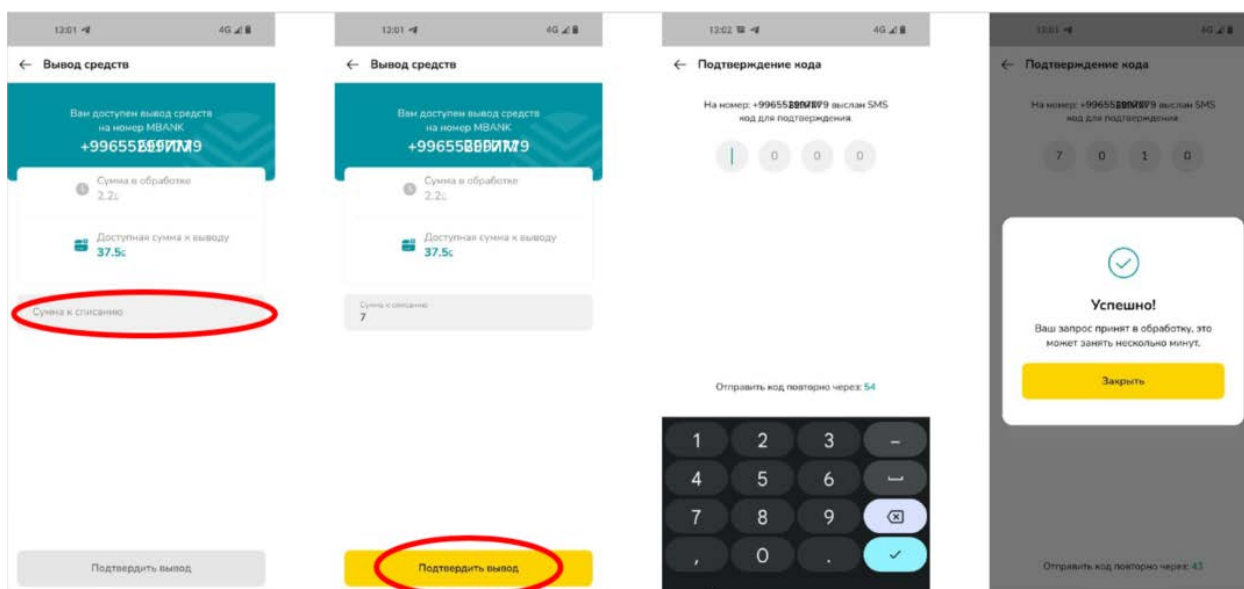


The "**Withdrawal of assets**" section is available only to customers of "Commercial bank "Kyrgyzstan", through which you can withdraw funds and assets from the current account directly to your "MBANK" in real time.

When you enter the section, you can see the number of MBANK, where you can withdraw assets (personal number of MBANK of individual entrepreneur). This section also displays the balance of assets in process and available for withdrawal.

To withdraw assets, you need to specify the amount (it must be less or equal to the amount of assets available for withdrawal) and click on "**Confirm withdrawal**". After that you will need to confirm the action by entering the four-digit code sent via SMS.

In case of successful confirmation, you will see the information message "Successful!" It should be noted that the withdrawal process may not take more than 10 minutes.



Withdrawal of assets
 You can withdraw assets to MBANK number +996...
 Amount to process
 Amount available for withdrawal
 Amount to be charged

Withdrawal of assets
 You can withdraw assets to MBANK number +996...
 Amount to process
 Amount available for withdrawal

Code confirmation
 On your phone number +996 was sent four-digit digit verification code
 Re-send the confirmation code in: 54

Code confirmation:
 On your phone number +996 was sent four-digit digit verification code
 Successful!
 Your request is accepted for processing, it may take a few minutes

	We will send you SMS with a code Amount to be charged Confirm withdrawal		close
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REPORTS MODULE

You can access this section through the home screen of the "MKASSA" application. (Sales report)



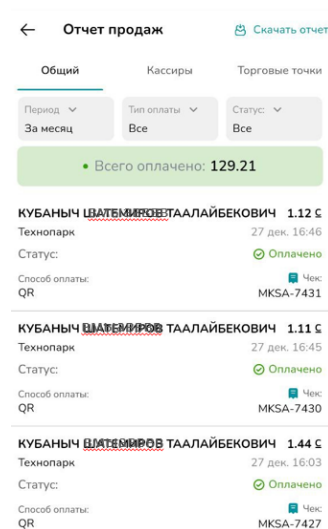
In this section you can generate both general reports and by individual cashiers and sales points.

In addition, you can see the total volume of transactions, as well as apply additional filters such as "Period", "Payment Type" and "Status".

Besides, you can download the generated report in Microsoft Excel spreadsheet form.

PAYMENT ACCEPTANCE.

To accept payments, click on the "Accept Payment" button on the home screen.

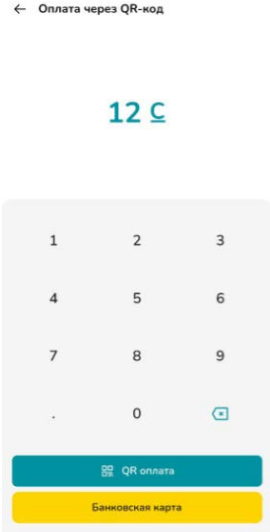

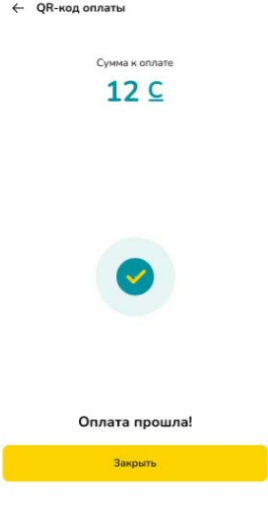


Sales report		Download report
		statement
Total	Cashiers	Sales point
Total payment: 129.21		
Kubanych...	1.12 s.	
Technopark		
Status	paid	
Type of payment	receipt	
QR	MKSA-7430	

"QR payment"

Following which, you will enter the menu for filling in the amount to accept the payment. After entering the amount, you are able to accept the payment through a QR code. Which should be scanned through the application "MBANK".

After the buyer has paid through "MBANK", a report on successful payment will be displayed on the screen.

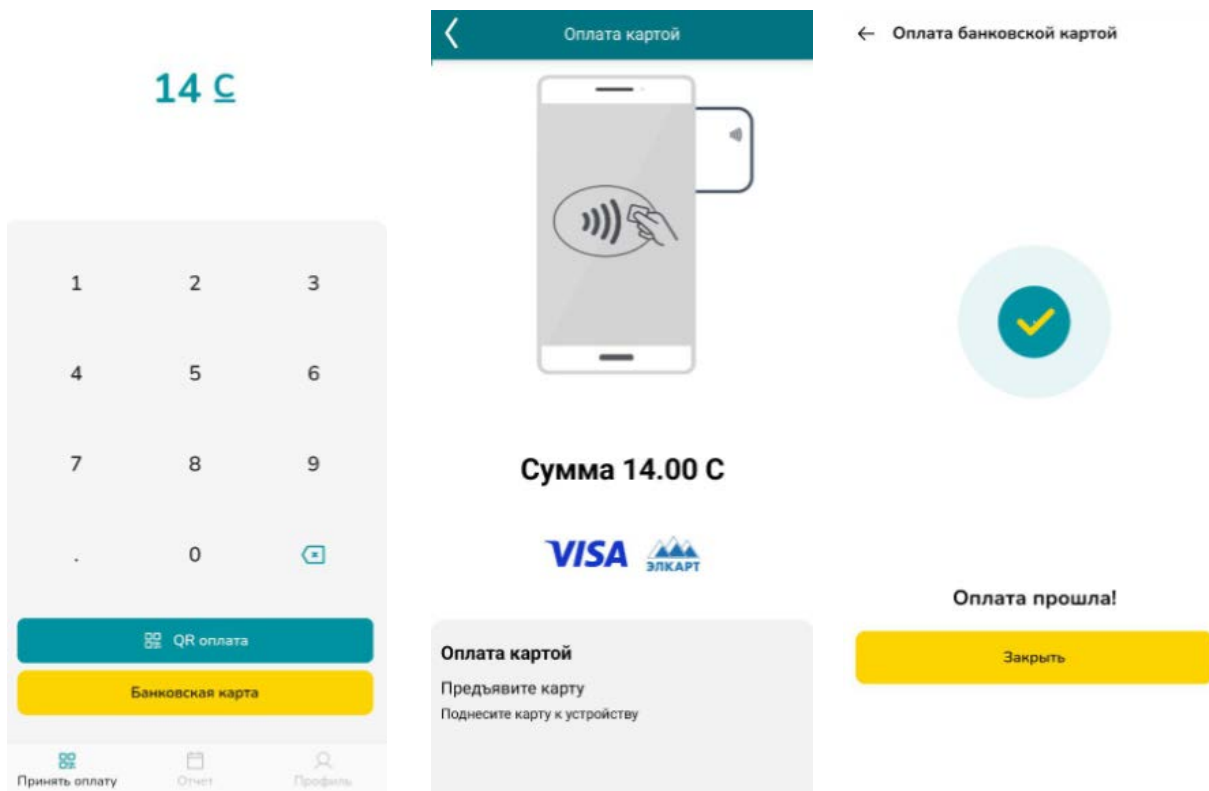
 <p>← Оплата через QR-код</p> <p>12 ₮</p> <p>1 2 3 4 5 6 7 8 9 . 0 □</p> <p>QR оплата</p> <p>Банковская карта</p>	 <p>← QR-код оплаты</p> <p>Сумма к оплате 12 ₮</p> <p>Предоставьте QR-код клиенту</p> <p>Отмена</p>	 <p>← QR-код оплаты</p> <p>Сумма к оплате 12 ₮</p> <p>Оплата прошла!</p> <p>Закреть</p>
<p>QR payment</p> <p>12 s. QR payment Card payment</p>	<p>QR payment code Amount to be paid 12 s. Proved a QR code to the client Cancel</p>	<p>QR payment code Amount to be paid 12 s. Payment is successful done! Close</p>

"Banking card"

In its turn, to accept payments via banking card, you need to download the application "MPOS" and conclude a contract with "Commercial Bank "Kyrgyzstan".

After entering the amount to be paid, you need to click on the button "Banking card", after which the application "MPOS" is activated and the NFC module on your device.

After the payment is done, the successful payment report will be displayed on the screen.



<p>14 s.</p> <p>QR payment</p> <p>Banking card payment</p> <p>Accept payment Report Profile</p>	<p>Banking card payment</p> <p>Amount 14.00 s.</p> <p>Card payment</p> <p>Present card</p> <p>Hold card up to the device</p>	<p>Banking card payment</p> <p>Successful payment</p> <p>Close</p>
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CASHIER PROFILE

Profile for the cashier has limited features that allow only to receive payments, as well as generate its own limited reports.

<p>0 s.</p> <p>QR payment</p> <p>Banking card payment</p> <p>Accept payment Report Profile</p>	<p>History</p> <table border="1"> <thead> <tr> <th>Period</th> <th>Type of payment</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>For 7 days</td> <td>All types</td> <td>All</td> </tr> </tbody> </table> <p>None Kuba Teast Soft... 1.0 s.</p> <p>Status paid</p> <p>Type of payment receipt</p> <p>QR MKSA-906</p> <p>Accept payment Report Profile</p>	Period	Type of payment	Status	For 7 days	All types	All	<p>Welcome!</p> <p>IE Kandzhebaev Eldiir Timurovich</p> <p>Kuba Teast Soft</p> <p>Login:</p> <p>Sign out</p> <p>Accept payment Report Profile</p>
Period	Type of payment	Status						
For 7 days	All types	All						

