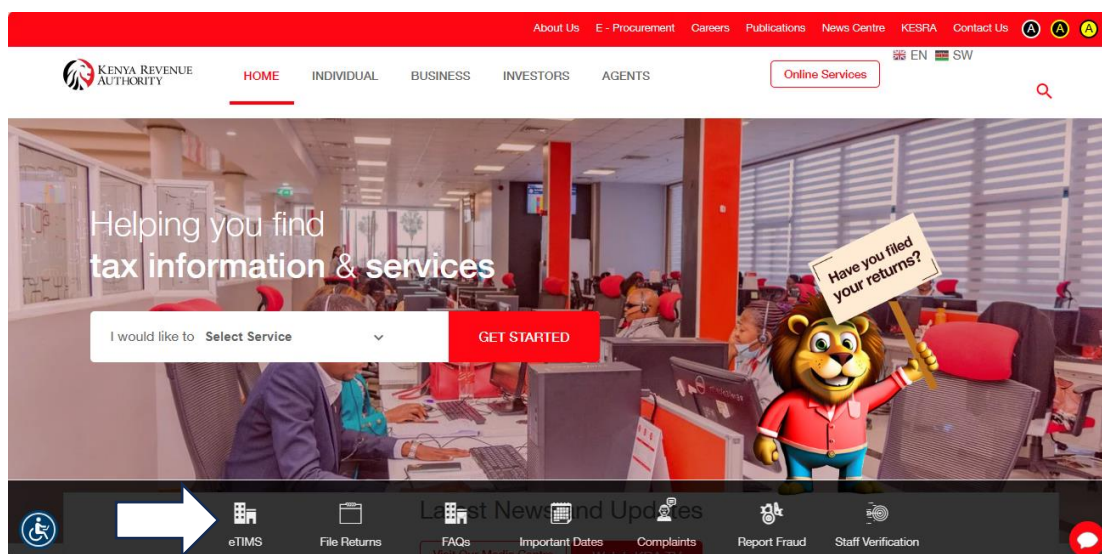


USER GUIDE FOR eTIMS PAYPOINT [ANDROID]

NB: Upon successful eTIMS application, an authorized KRA officer will verify and approve the application.

Step 1: Software download

On a browser of your choice visit the *KRA* website or click the link below <https://www.kra.go.ke/>. Select the *eTIMS* option (indicated by the arrow) at the bottom of the page.



Step 2: You should be able to see the eTIMS webpage. Scroll down until you get to the download and install option as in the image below. Select the *eTIMS Paypoint (Android)* option.

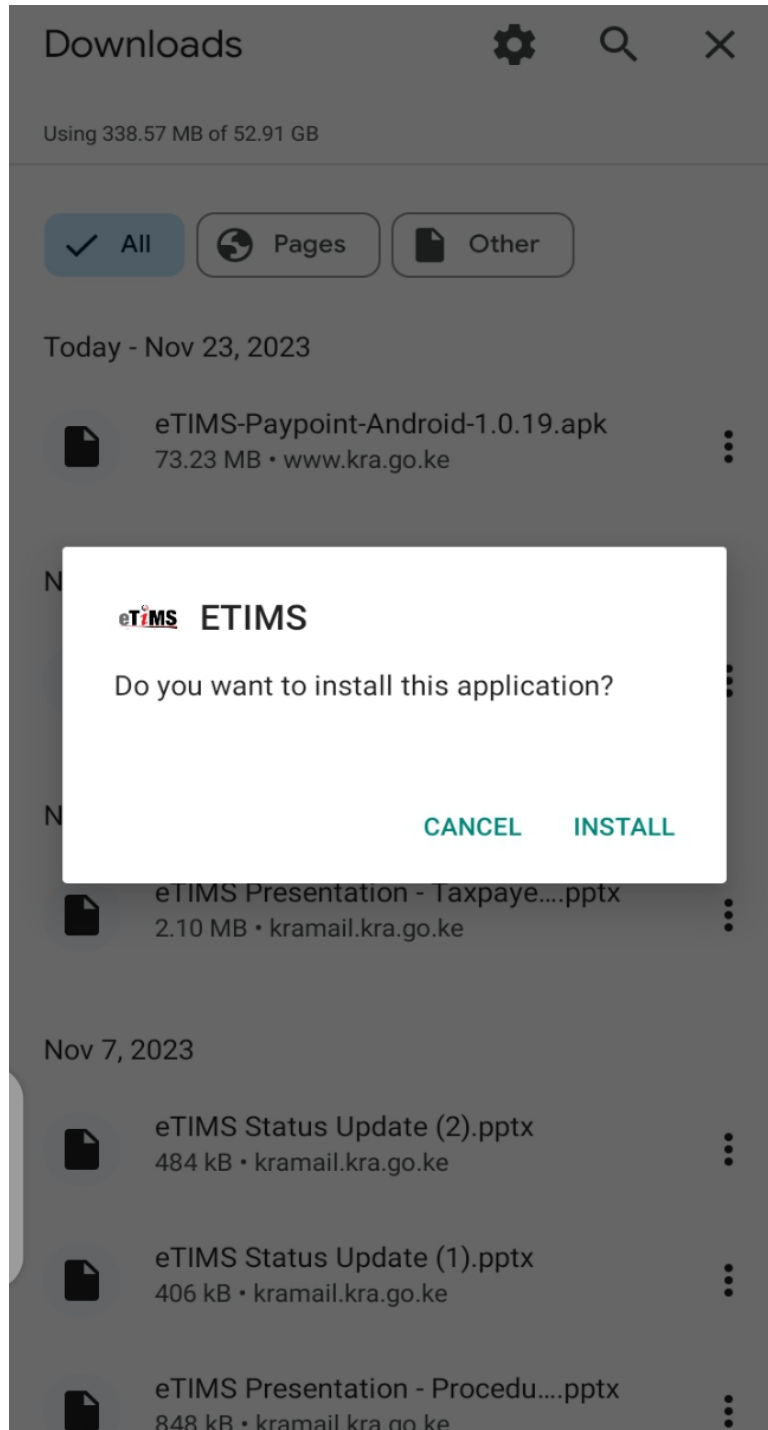
Ready to Use and Install eTIMS?

Download and install eTIMS using any of the links below based on the device applicable to you.

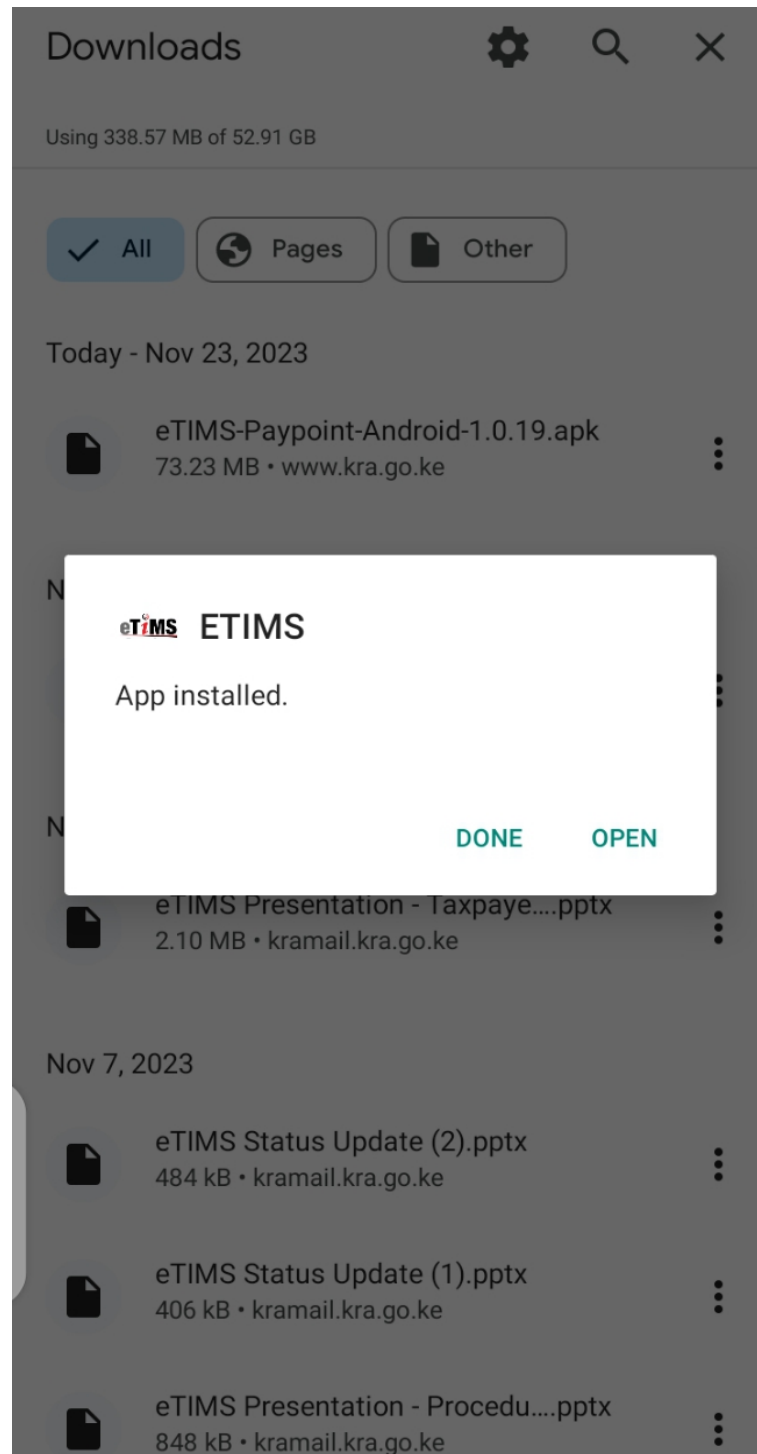
1. eTIMS Multi-Paypoint (Windows) Tooltip text
2. eTIMS Paypoint (Windows). Tooltip text
3. eTIMS Paypoint (Android). Tooltip text
4. eTIMS Lite (VAT). Tooltip text
5. eTIMS Lite (Non VAT). Tooltip text
6. You can also access the Online portal.



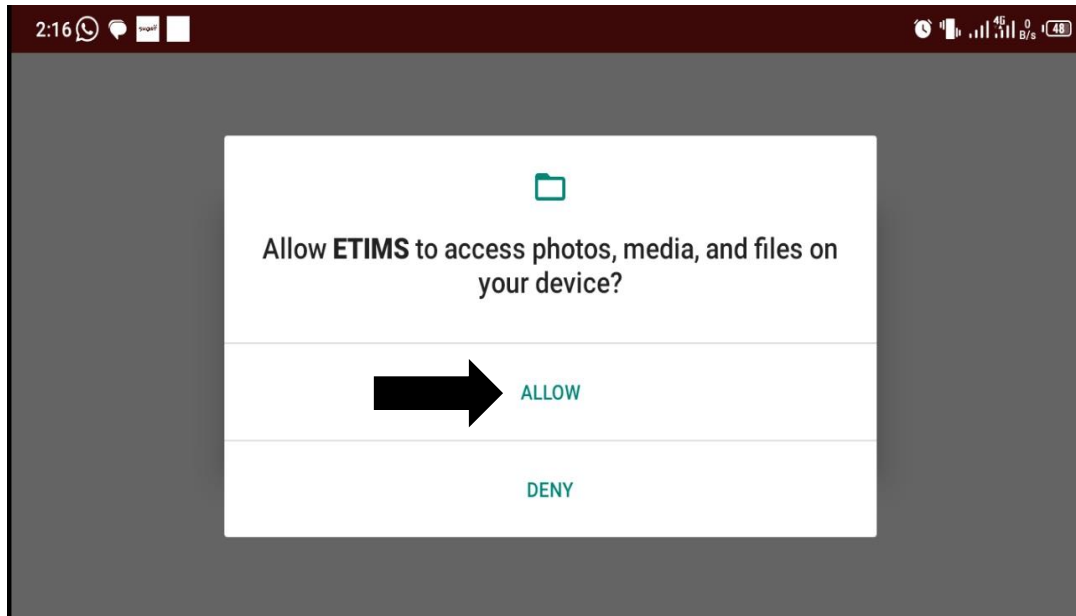
Step 3: The pop up window below will appear prompting you to install the software. Click *Install*.



Step 4: Once installed, click the *Open* button.



Step 5: The taxpayer will then need to give the eTIMS application access by allowing certain features that will pop up on their screen.



End of installation

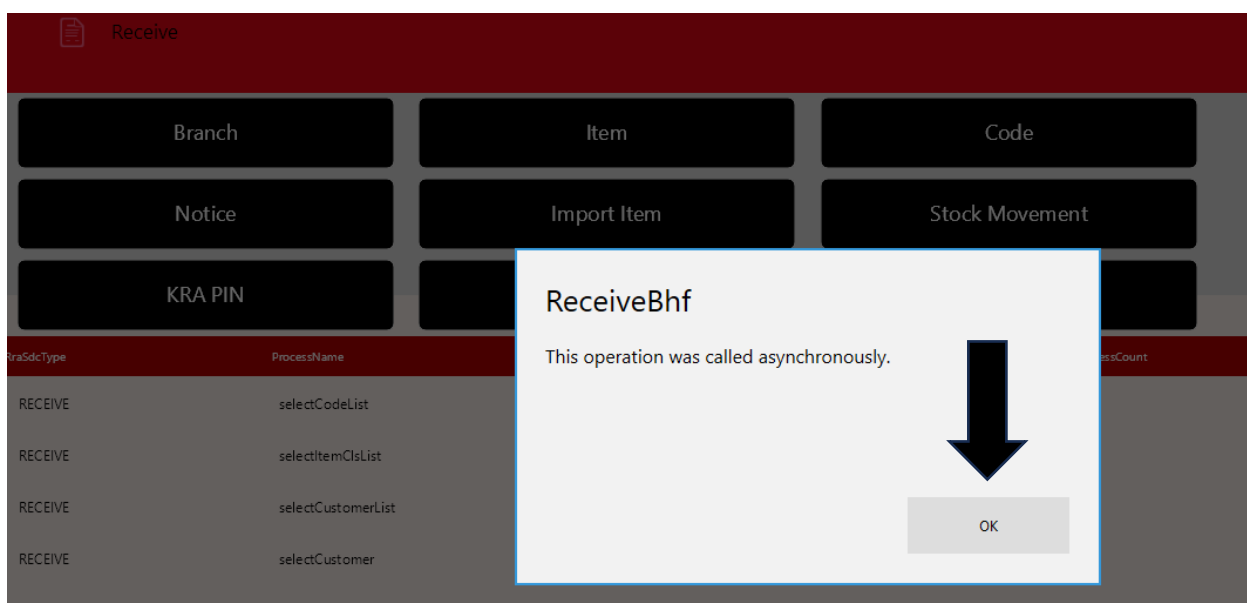
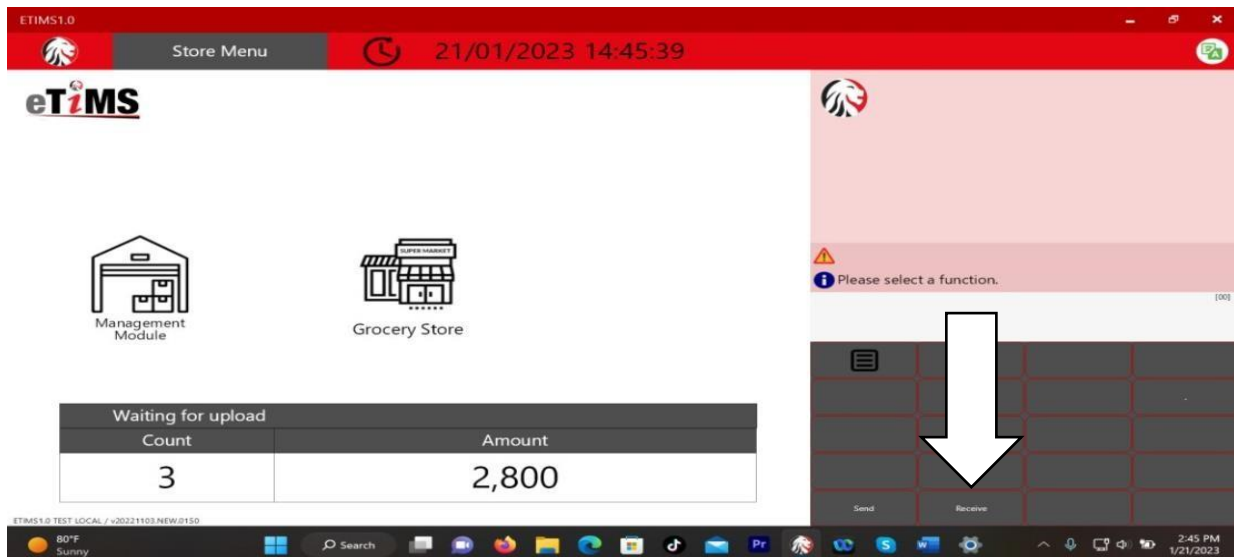
Step 6: Open the eTIMS app and the window below should appear. You will then be required to provide the details required in the fields below.

NB: For the first installation the branch (HQ) is always **00**. The only time that changes is when you are adding additional branches and its sequential meaning the next branch will be **01... 02** and so on.

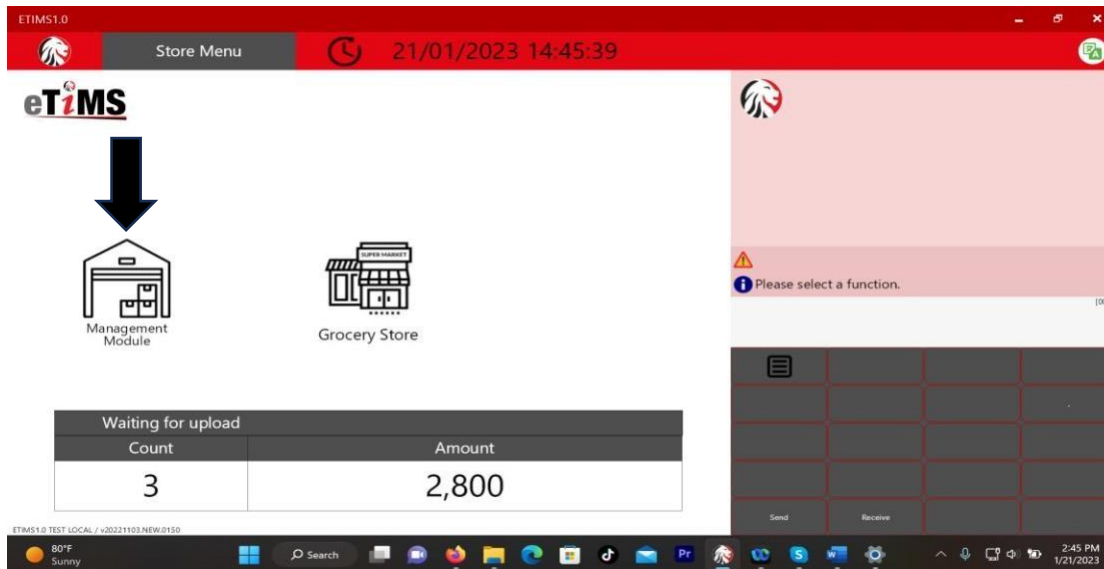
The serial number inputted here should correspond to the one filled while applying for an eTIMS EClient solution.

Step 7: After Inputting the details in the fields accordingly, click the *Initialize* button. (Top Right).

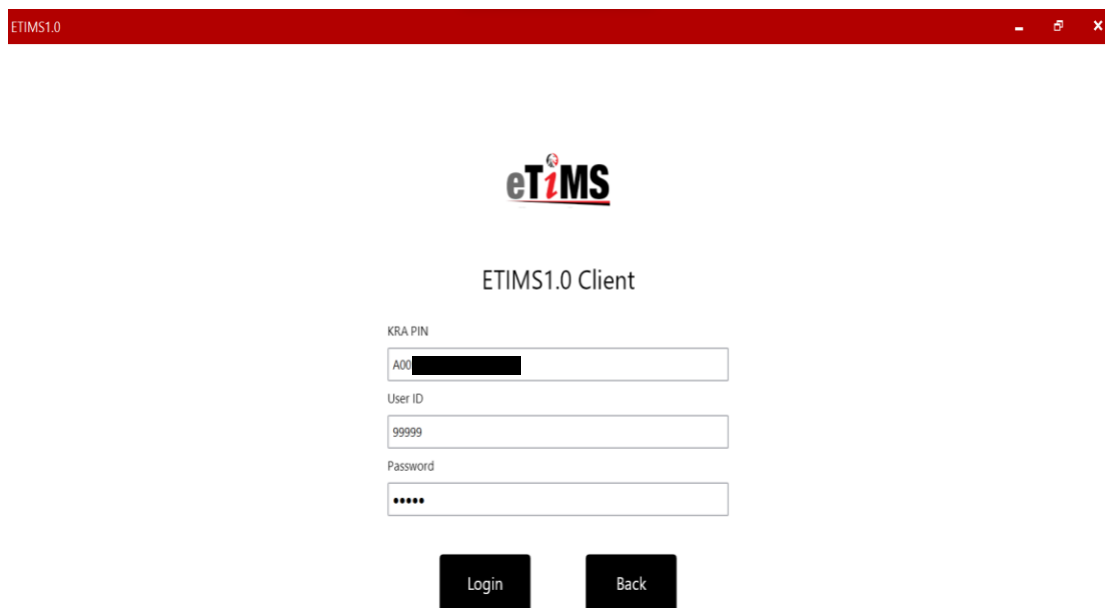
Step 8: The taxpayer should be able to see the application's User Interface. Receive all system updates through the *Receive* button. Select each feature e.g. *Branch* and ensure all the operations are called *asynchronously* then press the *OK* button.



Step 9: Click on the *Management Module*.



Step 10: After your eTIMS application is approved by KRA you should receive a set of administrator login credentials (UserID & password). Enter these credentials in the relevant fields and login.



ETIMS1.0 Client

KRA PIN
A00

User ID
99999

Password

Login Back



Step 11: Click the *User* button to create your user.

Waiting for Approval		
Sales	Purchase	Import
0	0	0

Step 12: Appropriately fill all the fields and check all the boxes to allow the user all rights. Click the *Save* button once done.

User ID	User Name	Role	Date Registered	Phone Number	Address	Usable
P052164125Z	TEST LTD	Manager	19-12-2023 15:52:22			Y



Step 13: The newly created user should appear at the bottom of the page. Click on the *Back* button to exit the User Management module.

User Management

Upload Download New Save Back

User ID Password

User Name Phone Number

Role Manager Usable Active

Address

Authorization

UseMgt Refund ZReport Price Customer Stock

SaleRpt Setting Adjust Proforma Import Purchase

Upload Photo

Search UserCode or UserName Status Active Search

User ID	User Name	Role	Date Registered	Phone Number	Address	Usable
P052164125Z	TEST LTD		19-12-2023 15:52:22			Y

Step 14: Click the *Logout* button.

ETIMS1.0

EBM2.1

User

21/01/2023 15:31:00

Waiting for Approval

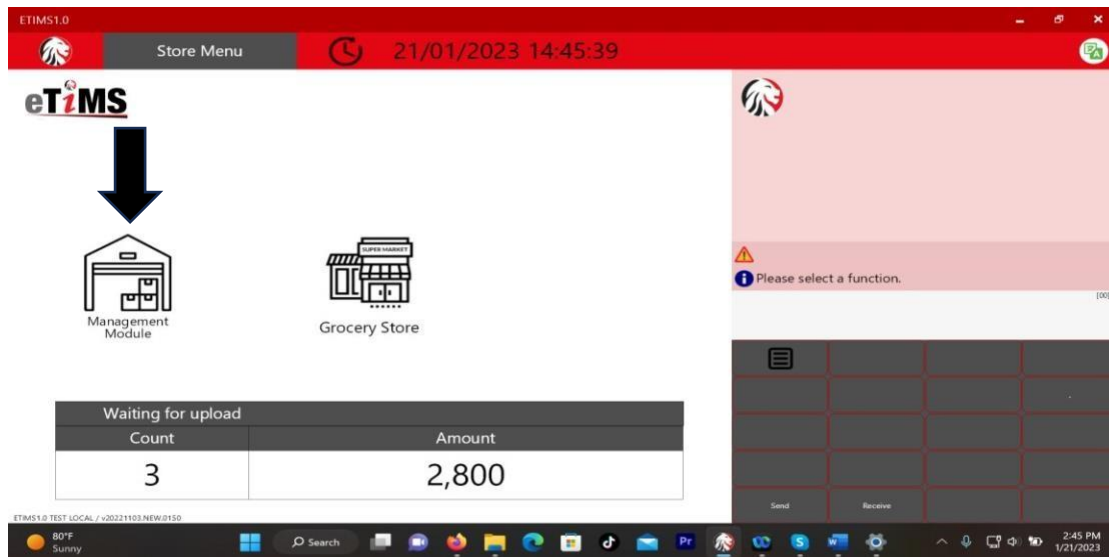
Sales	Purchase	Import
0	1	0

Logout

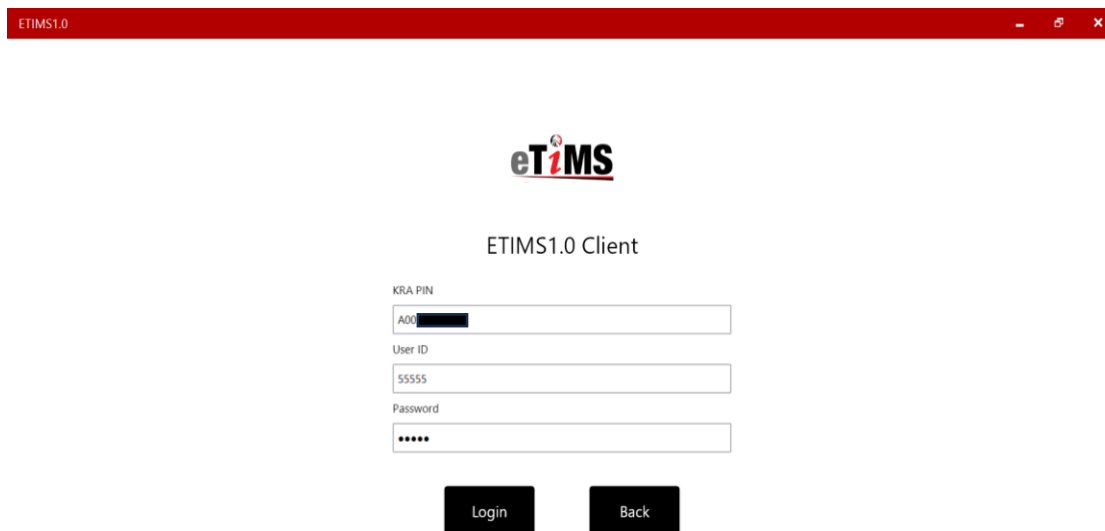
eTIMS

End of user creation.

Step 15: On the homepage click on the *Management Module*.



Step 16: Log in using the user credentials you created i.e. UserID and Password.



The screenshot shows the ETIMS1.0 Client login screen. At the top, there is a red header bar with the ETIMS logo and the text 'ETIMS1.0'. Below the header, the main area features the ETIMS logo and the text 'ETIMS1.0 Client'. Below this, there are four input fields: 'KRA PIN' (with the value 'A00' and a masked field), 'User ID' (with the value 'SSSSS'), 'Password' (with masked characters '*****'), and a 'Login' button. Below the input fields, there are two buttons: 'Login' and 'Back'.



ENVIRONMENT MODULE

Step 17: You can modify your user details (password and system settings) by simply clicking the *Environment* module.

Sales	Purchase	Import
0	0	0



NB: Under *System Setting*, the taxpayer should configure the bluetooth printer they intend to use to print out the invoices generated by manually filling in the printer model number on the *Port Or Printer name* field and set paper size to read 58mm. Save once done.

PORT or Printer name	Baud Rate	Paper size
	19200	58mm



ITEM MANAGEMENT MODULE

Step 18: Under *Item Management Module* click *item*, which should land the taxpayer on the page for item registration.

ETIMS1.0 TEST LTD

Environment

Item Management >> Item Management

Customer Management

Sales Management

Purchase Management

Import Management

Stock Management

23 16:17:07

Waiting for Approval

Sales	Purchase	Import
0	0	0

etIMS

ETIMS1.0

Item Management

Import Export New Save Close

Item Code	<input type="checkbox"/>	Auto Numbering	Class Code	<input type="checkbox"/>	
Item Name			Use Barcode	Inactive	Bar Code
Batch Num		Origin	Insurance Y/N	Inactive	L1 Sale Price(Incl)
Item Type		Pkg Unit	Qty Unit		0
Purchase Price(Incl)	0	Sale Price(Incl)	0	Tax Type	
Beginning Stock	0	Current Stock	0	Safety Stock	0
Use Expiration	Inactive	Expiration Date	Status	Active	
Description					

Item Code, Barcode, Item Name

Status Active

Search

Item Code Item Name Origin Item Type Pack Unit Qty Unit Purchase Price(Incl) Sale Price(Incl) Beginning Stock



Step 19: To create the item/service, start by clicking the black search button next to the class code.

The screenshot shows the 'Item Management' form in ETIMS1.0. It features a red header bar with 'Item Management' and buttons for 'Import', 'Export', 'New', 'Save', and 'Close'. The form contains several input fields and dropdown menus for item details. A black arrow points to the 'Search' button next to the 'Class Code' field.

Item Code	Item Name	Origin	Item Type	Pack Unit	Qty Unit	Purchase Price(Incl)	Sale Price(Incl)	Beginning Stock

Step 20: You can search for items by name or code. Manually key in the name/code of the product or service in the space provided and click the *Search* button.

The screenshot shows the 'Item Class Popup' form in ETIMS1.0. It has a red header bar with 'Item Class Popup' and 'Cancel'/'Confirm' buttons. The form includes a table for item class levels and a search section. A black arrow points to the 'Search' button.

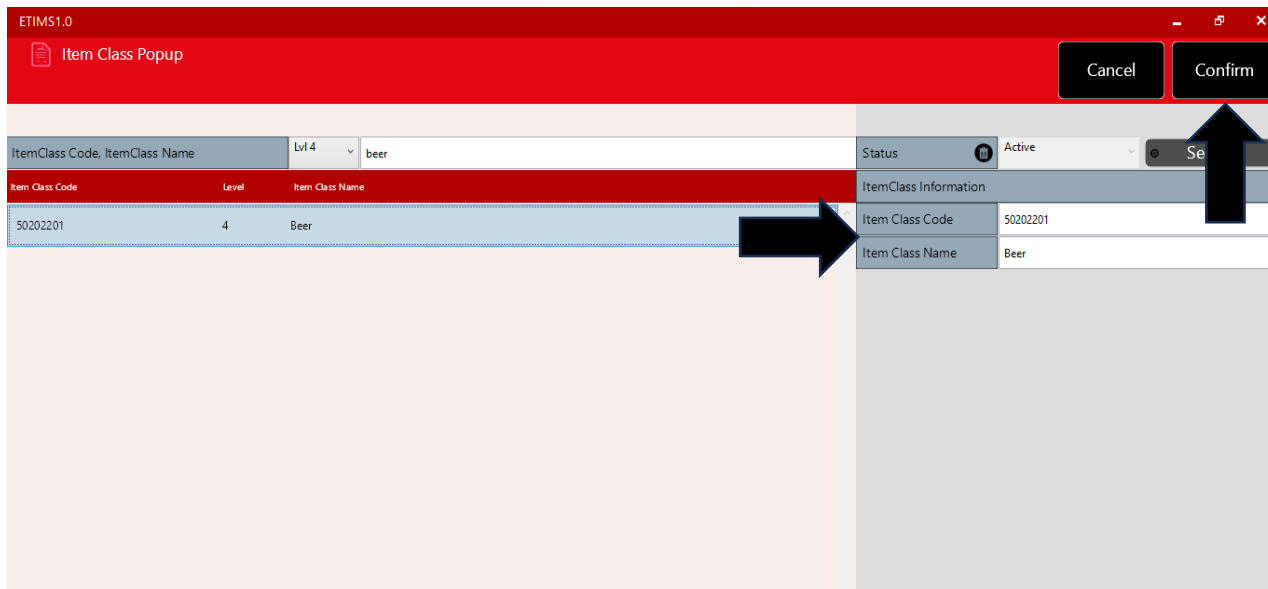
Item Class Code	Level	Item Class Name
	Lvl 3	beer

NB: There are 5 levels to the Item Class. If the item doesn't feature in one of the levels, you can search in the other levels.

This screenshot shows the 'Item Class Popup' form with the 'Level' dropdown menu open, displaying options from Lvl 1 to Lvl 5. A black arrow points to the dropdown menu.

Item Class Code	Level	Item Class Name
	Lvl 1	
	Lvl 2	
	Lvl 3	
	Lvl 4	
	Lvl 5	

Step 21: After finding the item, select it. Once the data populates on the fields on the right-hand side, click *Confirm*.



ETIMS1.0

Item Class Popup

Cancel Confirm

ItemClass Code: ItemClass Name Lvl 4 beer Status Active

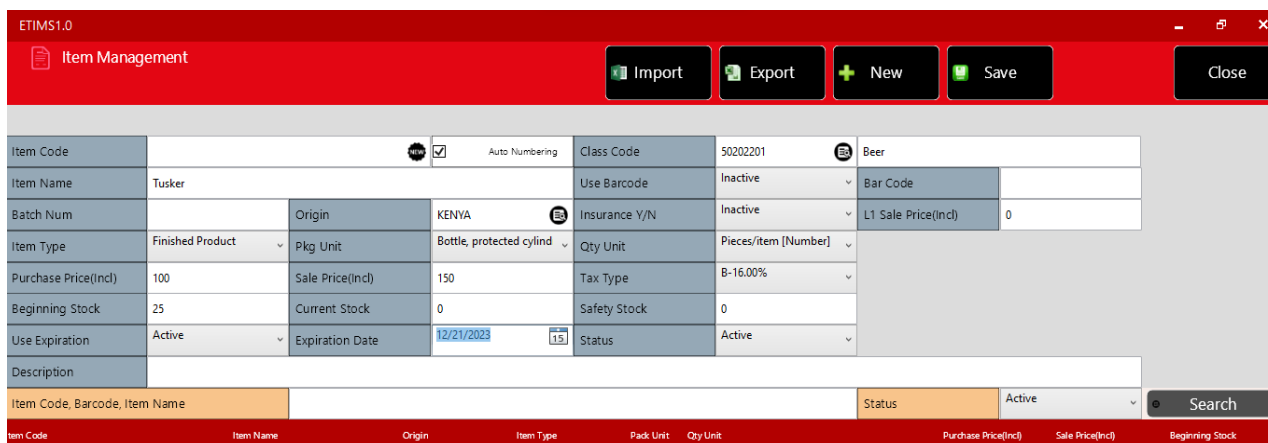
Item Class Code	Level	Item Class Name
50202201	4	Beer

ItemClass Information

Item Class Code 50202201

Item Class Name Beer

Step 22: Provide the required information in the various fields i.e. item name, origin, item type, packaging unit, quantity unit, purchase price, sale price, tax type, beginning stock and expiration date if applicable.



ETIMS1.0

Item Management

Import Export New Save Close

Item Code				Auto Numbering	<input checked="" type="checkbox"/>	Class Code	50202201	Beer
Item Name	Tusker			Use Barcode	Inactive	Bar Code		
Batch Num		Origin	KENYA	Insurance Y/N	Inactive	L1 Sale Price(Incl)	0	
Item Type	Finished Product	Pkg Unit	Bottle, protected cylind	Qty Unit	Pieces/item [Number]			
Purchase Price(Incl)	100	Sale Price(Incl)	150	Tax Type	B-16.00%			
Beginning Stock	25	Current Stock	0	Safety Stock	0			
Use Expiration	Active	Expiration Date	12/21/2023	Status	Active			
Description								

Item Code, Barcode, Item Name Status Active Search

Item Code Item Name Origin Item Type Pack Unit Qty Unit Purchase Price(Incl) Sale Price(Incl) Beginning Stock

NB: For a taxpayer registered for VAT, both the purchase price and the sale price should be **VAT inclusive**.



For a Non-VAT taxpayer the Tax Type will display 'Non VAT'.

ETIMS1.0

Item Management

Import Export New Save Close

Item Code	<input checked="" type="checkbox"/> Auto Numbering			Class Code	<input type="checkbox"/>	
Item Name				Use Barcode	Inactive	Bar Code
Batch Num	Origin		Insurance Y/N	Inactive		L1 Sale Price(Incl) 0
Item Type	Pkg Unit		Qty Unit			
Purchase Price(Incl)	0	Sale Price(Incl)	0	Tax Type	D-Non VAT	
Beginning Stock	0	Current Stock	0	Safety Stock	0	
Use Expiration	Inactive	Expiration Date		Status	Active	
Description						
Item Code, Barcode, Item Name				Status	Active	Search

Item Code Item Name Origin Item Type Pack Unit Qty Unit Purchase Price(Incl) Sale Price(Incl) Beginning Stock

Step 23: Click on the black button labelled *NEW* to autogenerate the item code then click *Save*.

ETIMS1.0

Item Management

Import Export New Save Close

Item Code	KE-2BQXU00-00001			<input checked="" type="checkbox"/> Auto Numbering	Class Code	50202201	Beer
Item Name	Tusker			Use Barcode	Inactive	Bar Code	
Batch Num	Origin	KENYA	Insurance Y/N	Inactive		L1 Sale Price(Incl)	
Item Type	Finished Product	Pkg Unit	Bottle, protected cylind	Qty Unit	Pieces/item [Number]		
Purchase Price(Incl)	100	Sale Price(Incl)	150	Tax Type	B-16.00%		
Beginning Stock	25	Current Stock	0	Safety Stock	0		
Use Expiration	Active	Expiration Date	12/21/2023	Status	Active		
Description							
Item Code, Barcode, Item Name				Status	Active	Search	

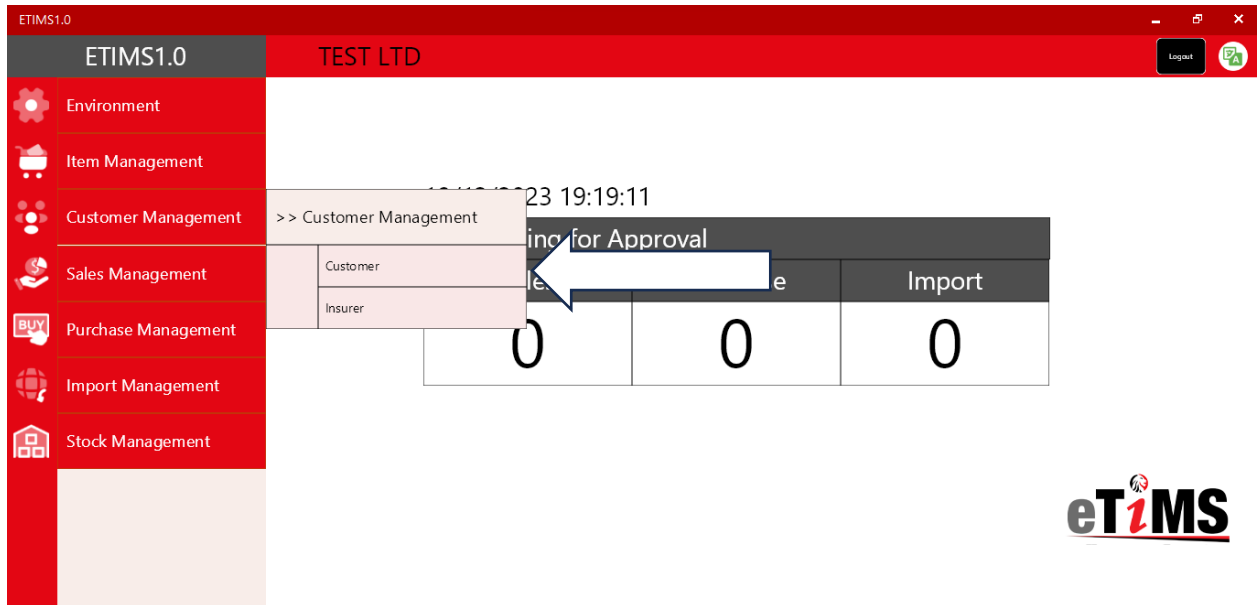
Item Code Item Name Origin Item Type Pack Unit Qty Unit Purchase Price(Incl) Sale Price(Incl) Beginning Stock

End of Item Registration Process

Tulipe Ushuru, Tujitegemee!

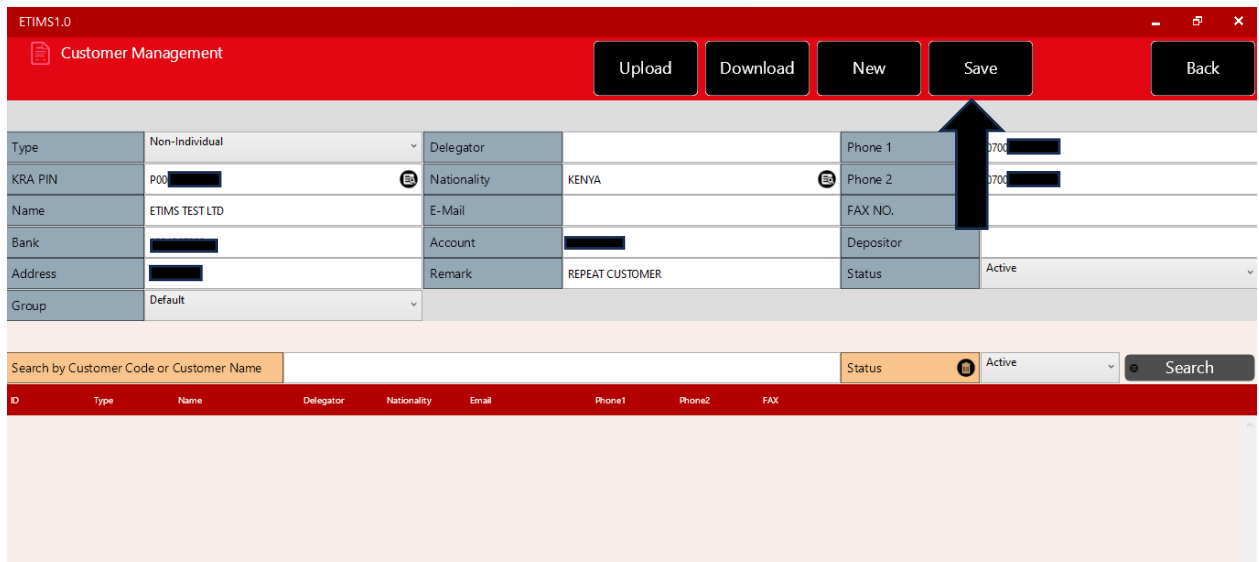
CUSTOMER MANAGEMENT MODULE

Step 24: Click on the *Customer Management* module and select *Customer*.



The screenshot shows the ETIMS1.0 interface. The top bar displays 'ETIMS1.0' and 'TEST LTD'. The left sidebar contains a menu with icons for Environment, Item Management, Customer Management, Sales Management, Purchase Management, Import Management, and Stock Management. The 'Customer Management' menu item is highlighted, and a sub-menu is visible with options for 'Customer' and 'Insurer'. The 'Customer' option is selected, and a table is displayed with columns for 'Customer Code', 'Customer Name', and 'Import'. The table contains three rows of data, all with '0' in the 'Import' column. A 'Log out' button is visible in the top right corner.

Step 25: Fill in the details of the customer in the various fields and *Save*.



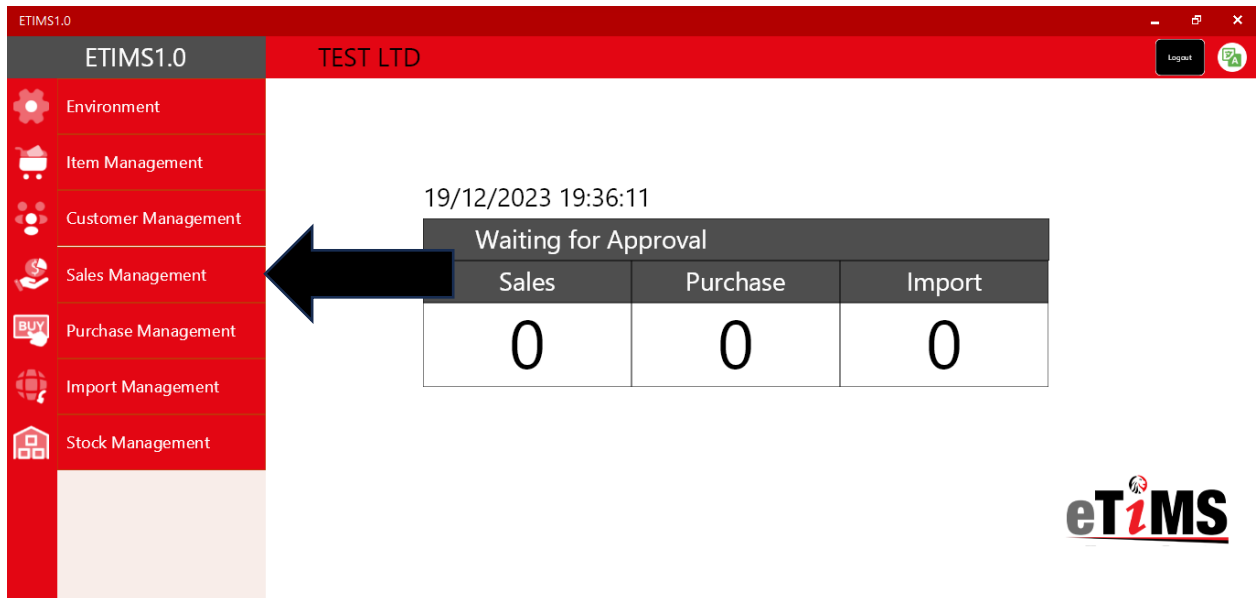
The screenshot shows the ETIMS1.0 Customer Management form. The top bar displays 'ETIMS1.0' and 'Customer Management'. The form contains several fields for customer details, including Type, KRA PIN, Name, Bank, Address, Group, Delegation, Nationality, E-Mail, Account, Remark, Phone 1, Phone 2, FAX NO., Depositor, and Status. A 'Save' button is highlighted with a red arrow. Below the form is a search bar with a dropdown menu for 'Status' and a 'Search' button. The table below the search bar is empty.

End of Customer Registration

Tulipe Ushuru, Tujitegemee!

SALES MANAGEMENT MODULE

Step 26: Click on the *Sales Management* button.



ETIMS1.0 TEST LTD

19/12/2023 19:36:11

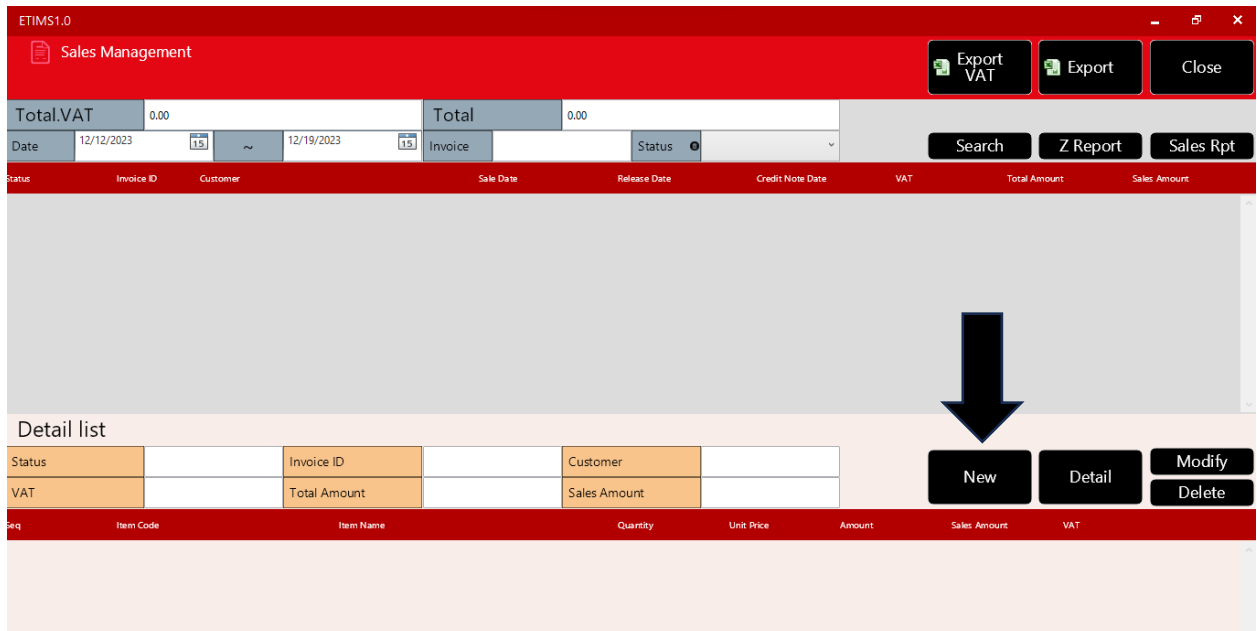
Waiting for Approval

Sales	Purchase	Import
0	0	0

Environment
Item Management
Customer Management
Sales Management
Purchase Management
Import Management
Stock Management

eTims

Step 27: Select *New* to create a new invoice.



ETIMS1.0 Sales Management

Export VAT Export Close

Total.VAT 0.00 Total 0.00

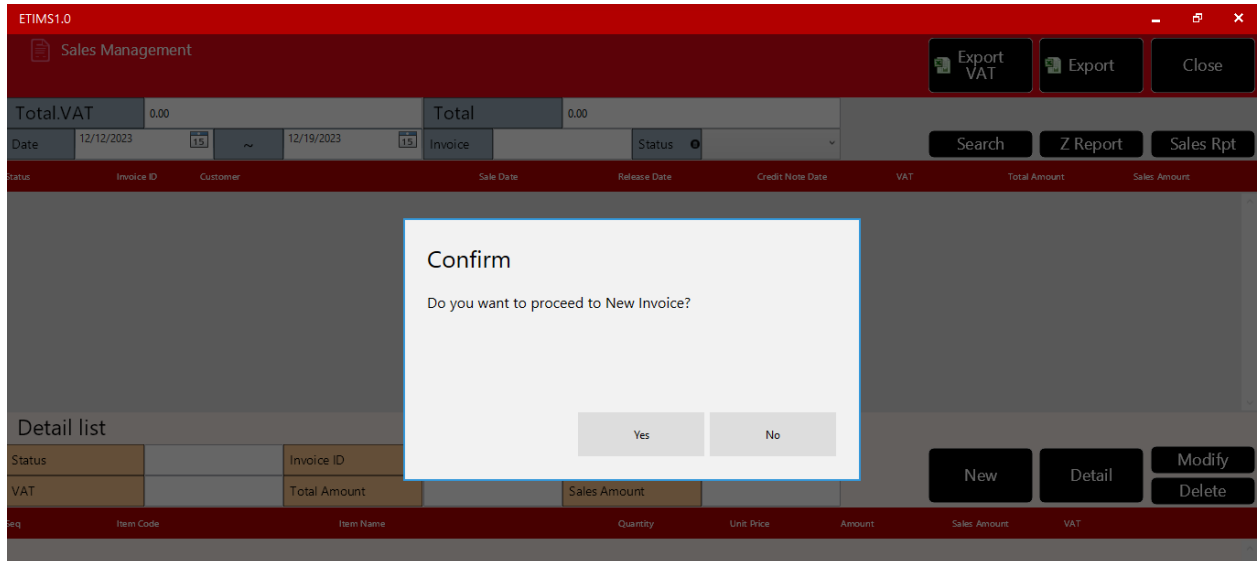
Date 12/12/2023 ~ 12/19/2023 Invoice Status Search Z Report Sales Rpt

Status	Invoice ID	Customer	Sale Date	Release Date	Credit Note Date	VAT	Total Amount	Sales Amount
Detail list								
Status	Invoice ID	Customer						
VAT	Total Amount	Sales Amount						

New Detail Modify Delete

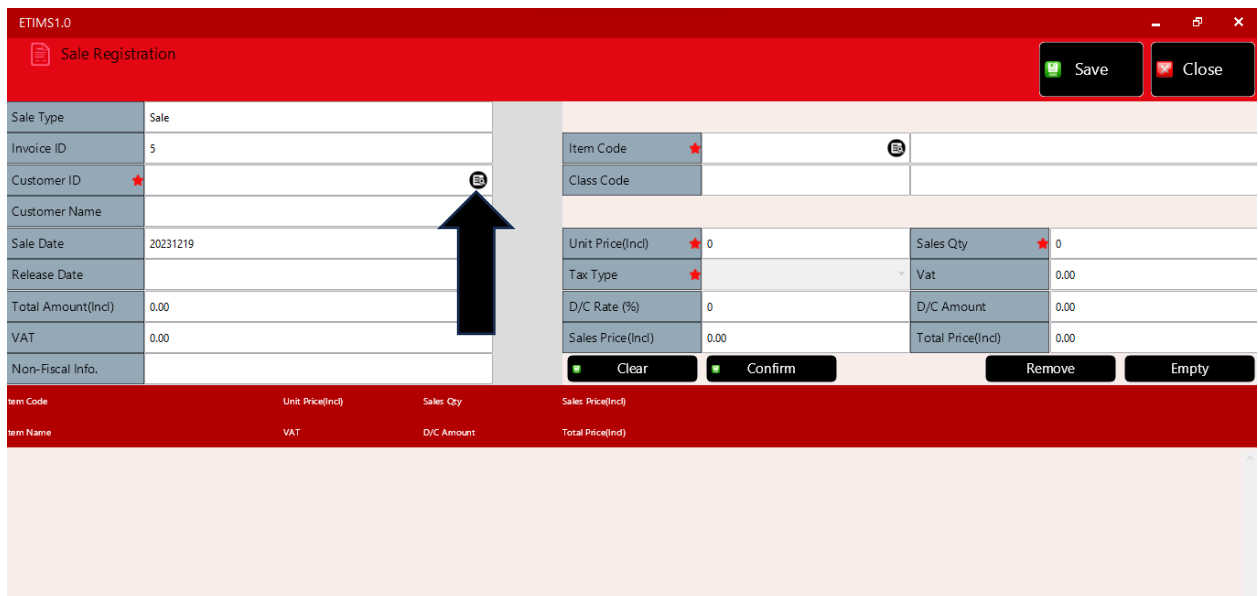
Item Code Item Name Quantity Unit Price Amount Sales Amount VAT

Step 28: Click *Yes* on the dialogue box that appears.



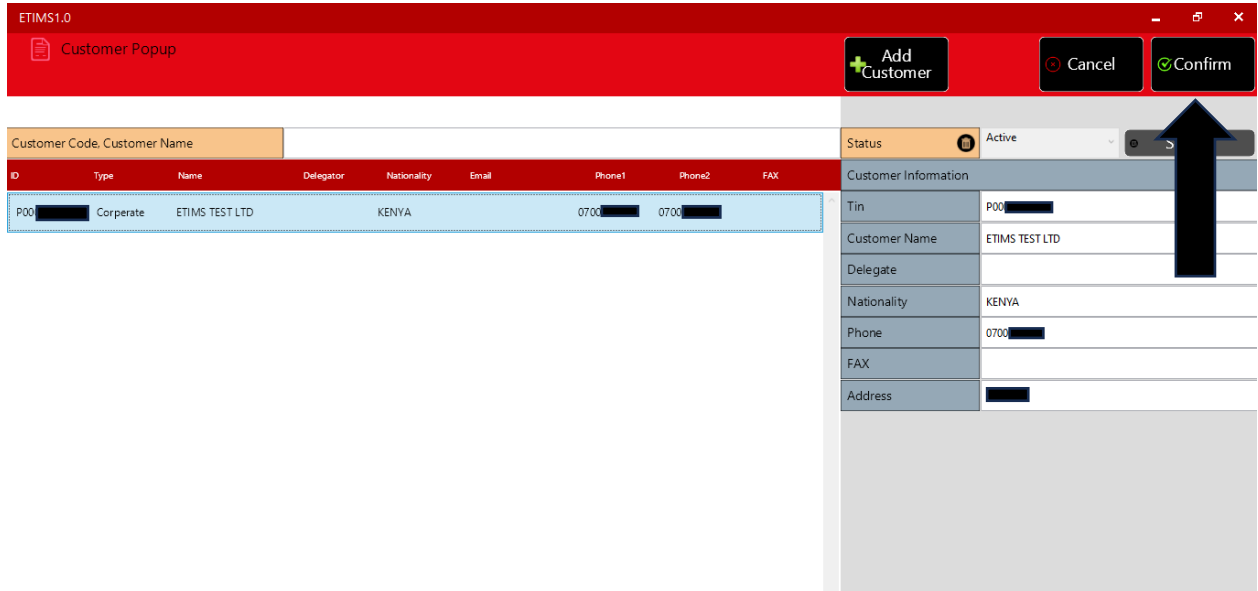
The screenshot shows the ETIMS1.0 Sales Management window. A 'Confirm' dialog box is centered on the screen, asking 'Do you want to proceed to New Invoice?' with 'Yes' and 'No' buttons. The background interface includes fields for Total.VAT (0.00), Total (0.00), Date (12/12/2023), Invoice ID, Customer, Sale Date, Release Date, Credit Note Date, VAT, Total Amount, and Sales Amount. There are also buttons for Search, Z Report, Sales Rpt, New, Detail, Modify, and Delete.

Step 29: On the *Sale Registration* form click on the search button on the *Customer ID* field.



The screenshot shows the ETIMS1.0 Sale Registration window. A large black arrow points to the search button (magnifying glass icon) on the Customer ID field. The form includes fields for Sale Type (Sale), Invoice ID (5), Customer ID, Customer Name, Sale Date (20231219), Release Date, Total Amount(Incl) (0.00), VAT (0.00), Non-Fiscal Info., Item Code, Class Code, Unit Price(Incl) (0), Sales Qty (0), Tax Type (Vat), D/C Rate (%) (0), D/C Amount (0.00), Sales Price(Incl) (0.00), and Total Price(Incl) (0.00). There are buttons for Clear, Confirm, Remove, and Empty.

Step 30: Select the customer you intend to invoice then click the *Confirm* button.



ETIMS1.0
Customer Popup

Buttons: Add Customer, Cancel, Confirm

Customer Code, Customer Name

ID	Type	Name	Delegator	Nationality	Email	Phone1	Phone2	FAX
P00	Corporate	ETIMS TEST LTD		KENYA		0700	0700	

Status: Active

Customer Information

Tin: P00

Customer Name: ETIMS TEST LTD

Delegate:

Nationality: KENYA

Phone: 0700

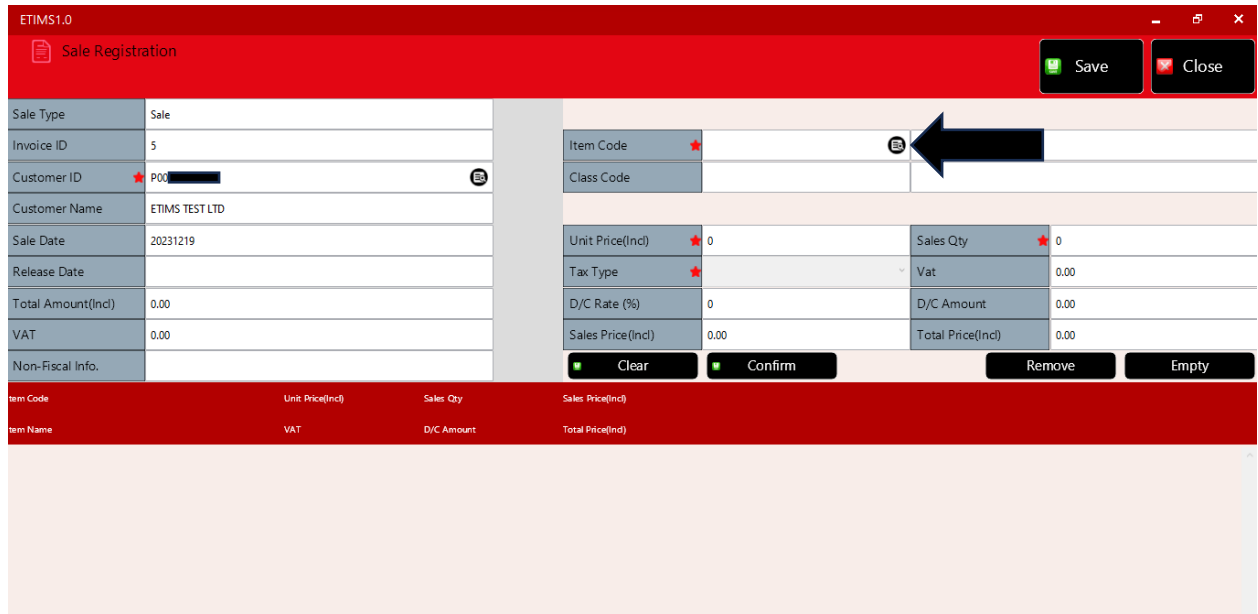
FAX:

Address:

↑

NB: You need to have created the customer(s) in the *Customer Management* module prior in order to access them in the *Sales Management* module.

Step 31: Click on the search button on the *Item Code* field.



ETIMS1.0
Sale Registration

Buttons: Save, Close

Sale Type: Sale

Invoice ID: 5

Customer ID: P00

Customer Name: ETIMS TEST LTD

Sale Date: 20231219

Release Date:

Total Amount(Incl): 0.00

VAT: 0.00

Non-Fiscal Info:

Item Code: [Search Icon]

Class Code:

Unit Price(Incl): 0

Tax Type: [Dropdown]

D/C Rate (%): 0

Sales Price(Incl): 0.00

Sales Qty: 0

Vat: 0.00

D/C Amount: 0.00

Total Price(Incl): 0.00

Buttons: Clear, Confirm, Remove, Empty

Item Code	Unit Price(Incl)	Sales Qty	Sales Price(Incl)
Item Name	VAT	D/C Amount	Total Price(Incl)

←



Step 32: Select the item you intend to include in your invoice then click the *Confirm* button.

ETIMS1.0

Item Popup

+ Add Item Cancel Confirm

Code.Name.Barcode

Status: Active

Item Code	Item Name	Origin	Item Type	Pack Unit	Qty Unit
KE2BGXU0000001	Mandazi	KENYA	Finished Proc	Bag	Pieces/Item [
KE2BQXNOX0000001	Tusker	KENYA	Finished Proc	Bottle, protei	Number
KE2JYXNOX0000001	Porridge	KENYA	Finished Proc	Jerry CAN Cy	Number

Item Information

Item Code	KE2BQXNOX0000001
Item Name	Tusker
Origin	KENYA
Item Type	Finished Product
Pkg Unit	Bottle, protected cylindrical
Qty Unit	Number
Purchase Unit Price	0
Sale Unit Price	350
Current Stock	0
Safety Stock	100

Step 33: Provide the quantity being supplied then click the *Confirm* button.

ETIMS1.0

Sale Registration

Save Close

Sale Type	Sale
Invoice ID	5
Customer ID	P000000000Z
Customer Name	ETIMS TEST LTD
Sale Date	20231219
Release Date	
Total Amount(Incl)	0.00
VAT	0.00
Non-Fiscal Info.	

Item Code	KE2BQXNOX0000001	Tusker	
Class Code	50202201	Beer	
Unit Price(Incl)	350	Sales Qty	10
Tax Type	B-16.00%	Vat	0.00
D/C Rate (%)	0	D/C Amount	0.00
Sales Price(Incl)	0.00	Total Price(Incl)	0.00

Clear Confirm Remove Empty

Item Code	Unit Price(Incl)	Sales Qty	Sales Price(Incl)
Item Name	VAT	D/C Amount	Total Price(Incl)



Step 34: Click save.

ETIMS1.0

Sale Registration

Save Close

Sale Type	Sale
Invoice ID	5
Customer ID	P00000000Z
Customer Name	ETIMS TEST LTD
Sale Date	20231220
Release Date	
Total Amount(Incl)	3,500.00
VAT	482.76
Non-Fiscal Info.	

Item Code	
Class Code	
Unit Price(Incl)	0
Tax Type	
D/C Rate (%)	0
Sales Price(Incl)	0.00

Sales Qty	0
Vat	0.00
D/C Amount	0.00
Total Price(Incl)	0.00

Clear Confirm Remove Empty

Item Code	Unit Price(Incl)	Sales Qty	Sales Price(Incl)
Item Name	VAT	D/C Amount	Total Price(Incl)
KE2BQXNOX0000001	350	10	3,500
Tusker	482.76	0	3,500

Step 35: The saved transaction should appear under the *Sales Management* tab with the status *'Wait for Approval'*. Select the saved transaction then click on the *Details* button.

ETIMS1.0

Sales Management

Export VAT Export Close

Total.VAT 482.76 Total 3,500.00

Date 12/13/2023 ~ 12/20/2023 Invoice Status Search Z Report Sales Rpt

Status	Invoice ID	Customer	Sale Date	Release Date	Credit Note Date	VAT	Total Amount	Sales Amount
Wait for Approval	5	ETIMS TEST LTD	20-12-2023			482.76	3,500	3,500

Detail list

Status	Invoice ID	Customer
VAT	Total Amount	Sales Amount

New Detail Modify Delete

Item Code	Item Name	Quantity	Unit Price	Amount	Sales Amount	VAT
-----------	-----------	----------	------------	--------	--------------	-----



Step 36: Click on the *Approve* button.

ETIMS1.0

Detail Information Of Sale

Export Print Receipt Close

Current Status: Wait for Approval

Approve Cancel Credit Note CancelRequest

Invoice ID	5	Sale Date	20231220	Class Code	
Customer ID	P000000002	Customer Name	ETIMS TEST LTD	Current Stock	
Total Amount(Incl)	3,500.00	Validate		Unit Price(Incl)	0.00
VAT	482.76	Cancel Request		Tax Type	
D/C Amount	0.00	Cancel		D/C Rate (%)	0
Supply Amount(Incl)	3,500.00	Credit Note		Sales Price(Incl)	0.00
Non-Fiscal Info.				Total Price(Incl)	0.00

Remove Confirm

Item Code	Current Stock	Unit Price(Incl)	Sales Qty	Sales Price(Incl)
Item Name	VAT	D/C Amount	Total Price(Incl)	
KE2BQXNOX0000001	0	350	10	3,500
Tusker	482.76	0		3,500

Step 37: Confirm by clicking *Yes*.

ETIMS1.0

Detail Information Of Sale

Export Print Receipt Close

Current Status: Wait for Approval

Approve Cancel Credit Note CancelRequest

Invoice ID	5	Sale Date	20231220	Class Code	
Customer ID	P000000002	Customer Name	ETIMS TEST LTD	Current Stock	
Total Amount(Incl)	3,500.00	Validate		Sales Qty	0
VAT	482.76	Cancel Request		Vat	0.00
D/C Amount	0.00	Cancel		D/C Amount	0.00
Supply Amount(Incl)	3,500.00	Credit Note		Total Price(Incl)	0.00
Non-Fiscal Info.					

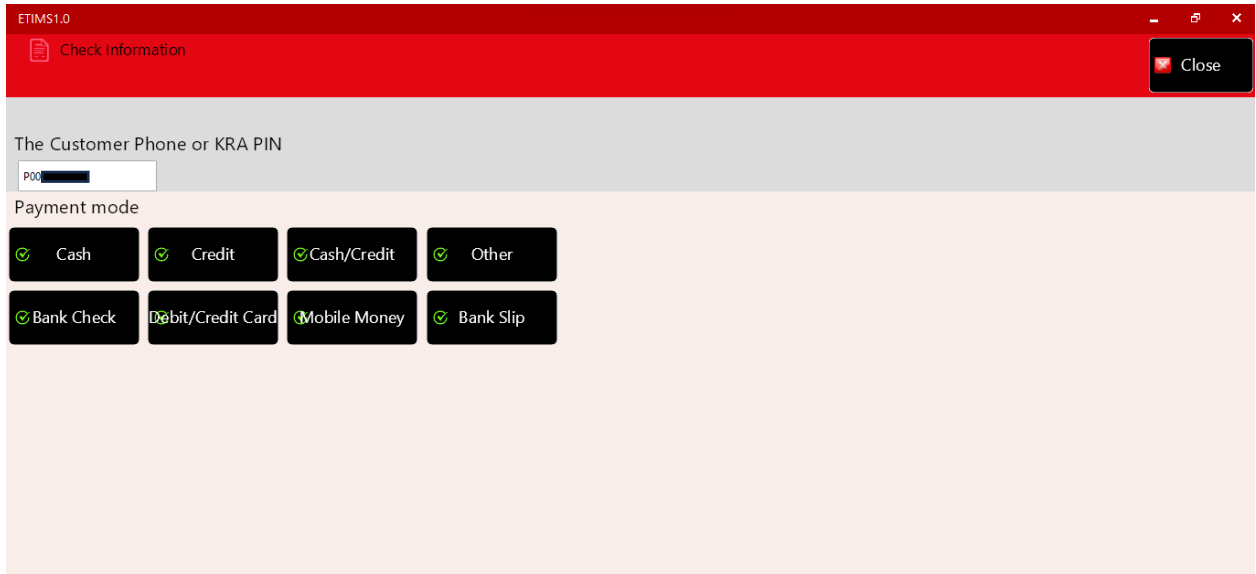
Confirm

Do you want to process the invoiceApproved?

Yes No

Item Code	Current Stock	Unit Price(Incl)	Sales Qty	Sales Price(Incl)
Item Name	VAT	D/C Amount	Total Price(Incl)	
KE2BQXNOX0000001	0	350		
Tusker	482.76	0		3,500

Step 38: The taxpayer is to select the mode in which they will be receiving payment.



ETIMS1.0

Check Information

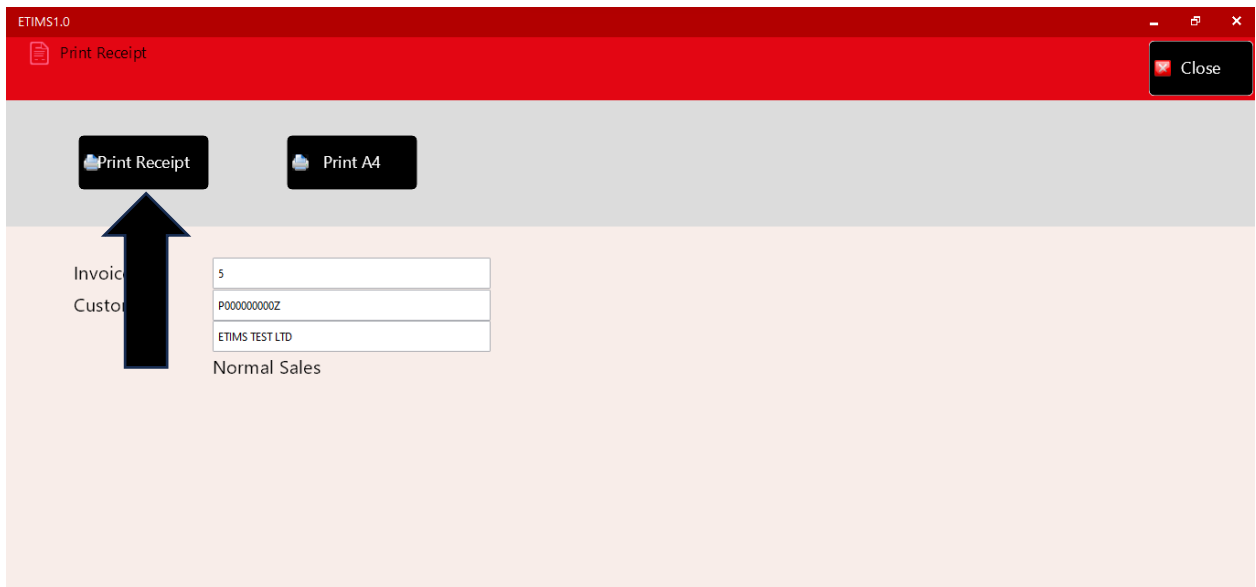
The Customer Phone or KRA PIN

P00

Payment mode

✓ Cash	✓ Credit	✓ Cash/Credit	✓ Other
✓ Bank Check	✓ Debit/Credit Card	✓ Mobile Money	✓ Bank Slip

Step 39: If connected to a thermal printer click on the *Print Receipt* button.



ETIMS1.0

Print Receipt

Print Receipt

Print A4

Invoice

Customer

5

P00000000Z

ETIMS TEST LTD

Normal Sales



HOW TO GENERATE A CREDIT NOTE

Step 40: Select the transaction you wish to issue a credit note for then click on the *Detail* button.

ETIMS1.0

Sales Management

Export VAT Export Close

Total.VAT 482.76 Total 3,500.00

Date 12/13/2023 Invoice Status Search Z Report Sales Rpt

Status	Invoice ID	Customer	Sale Date	Release Date	Credit Note Date	VAT	Total Amount	Sales Amount
Approved	5	ETIMS TEST LTD	20-12-2023	20-12-2023 12:12:11		482.76	3,500	3,500

Detail list

Status	Approved	Invoice ID	5	Customer	ETIMS TEST LTD
VAT	482.76	Total Amount	3,500.00	Sales Amount	3,500.00

New Detail Modify Delete

Seq	Item Code	Item Name	Quantity	Unit Price	Amount	Sales Amount	VAT
1	KE2BQXU0000001	Tusker	10	350	3,500	3,500	482.76

Step 41: Click the *CancelRequest* button and confirm by selecting Yes.

ETIMS1.0

Detail Information Of Sale

Export Print Receipt Close

Current Status Approved

Approve Cancel Credit Note CancelRequest

Invoice ID	5	Sale Date	20231220	Class Code	
Customer ID	P000000002	Customer Name	ETIMS TEST LTD	Current Stock	
Total Amount(Incl)	3,500.00	Validate	202312201211	Unit Price(Incl)	0.00
VAT	482.76	Cancel Request		Tax Type	
D/C Amount	0.00	Cancel		D/C Rate (%)	0
Supply Amount(Incl)	3,500.00	Credit Note		Sales Price(Incl)	0.00
Non-Fiscal Info.				Total Price(Incl)	0.00

Remove Confirm

Item Code	Current Stock	Unit Price(Incl)	Sales Qty	Sales Price(Incl)
Item Name	VAT	D/C Amount	Total Price(Incl)	
KE2BQXU0000001	0	350	10	3,500
Tusker	482.76	0		3,500



Step 42: Note that the status of the transaction reads *CancelRequested*. Select the transaction again then click the *Detail* button.

ETIMS1.0

Sales Management

Export VAT Export Close

Total.VAT 482.76 Total 3,500.00

Date 12/13/2023 12/20/2023 Invoice Status Search Z Report Sales Rpt

Status	Invoice ID	Customer	Sale Date	Release Date	Credit Note Date	VAT	Total Amount	Sales Amount
Cancel	5	ETIMS TEST LTD	20-12-2023	20-12-2023 12:12:11		482.76	3,500	3,500

Detail list

Status	Cancel Requested	Invoice ID	5	Customer	ETIMS TEST LTD
VAT	482.76	Total Amount	3,500.00	Sales Amount	3,500.00

New Detail Modify Delete

Seq	Item Code	Item Name	Quantity	Unit Price	Amount	Sales Amount	VAT
1	KE2BQXU0000001	Tusker	10	350	3,500	3,500	482.76

Step 43: Click on the *Credit Note* button and confirm by clicking *Yes*.

ETIMS1.0

Detail Information Of Sale

Export Print Receipt Close

Current Status Cancel Requested

Rollback Cancel Credit Note CancelRequest

Invoice ID 5 Sale Date 20231220 Class Code

Customer ID P0000000002 Customer Name ETIMS TEST LTD Current Stock

Total Amount(Incl) 3,500.00 Validate 20231220121211 Unit Price(Incl) 0.00 Sales Qty 0

VAT 482.76 Cancel Request 20231220122404 Tax Type Vat 0.00

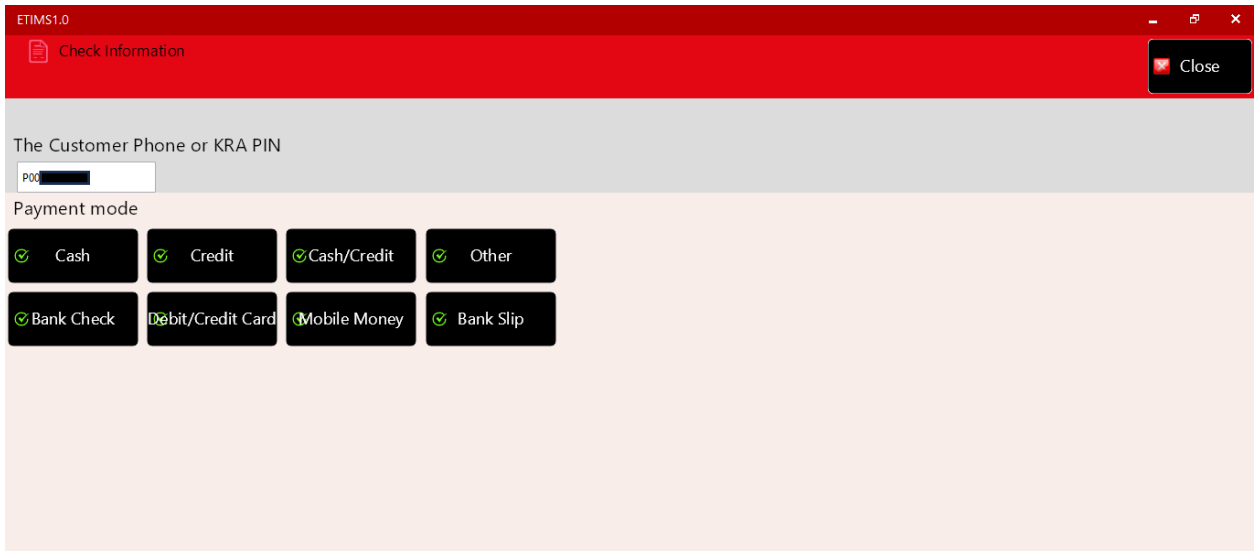
D/C Amount 0.00 Cancel D/C Rate (%) 0 D/C Amount 0.00

Supply Amount(Incl) 3,500.00 Credit Note Sales Price(Incl) 0.00 Total Price(Incl) 0.00

Non-Fiscal Info. Remove Confirm

Item Code	Current Stock	Unit Price(Incl)	Sales Qty	Sales Price(Incl)
Item Name	VAT	D/C Amount	Total Price(Incl)	
KE2BQXU0000001	0	350	10	3,500
Tusker	482.76	0	3,500	

Step 44: Confirm the mode of payment for the reversal.



ETIMS1.0

Check Information

The Customer Phone or KRA PIN

P00

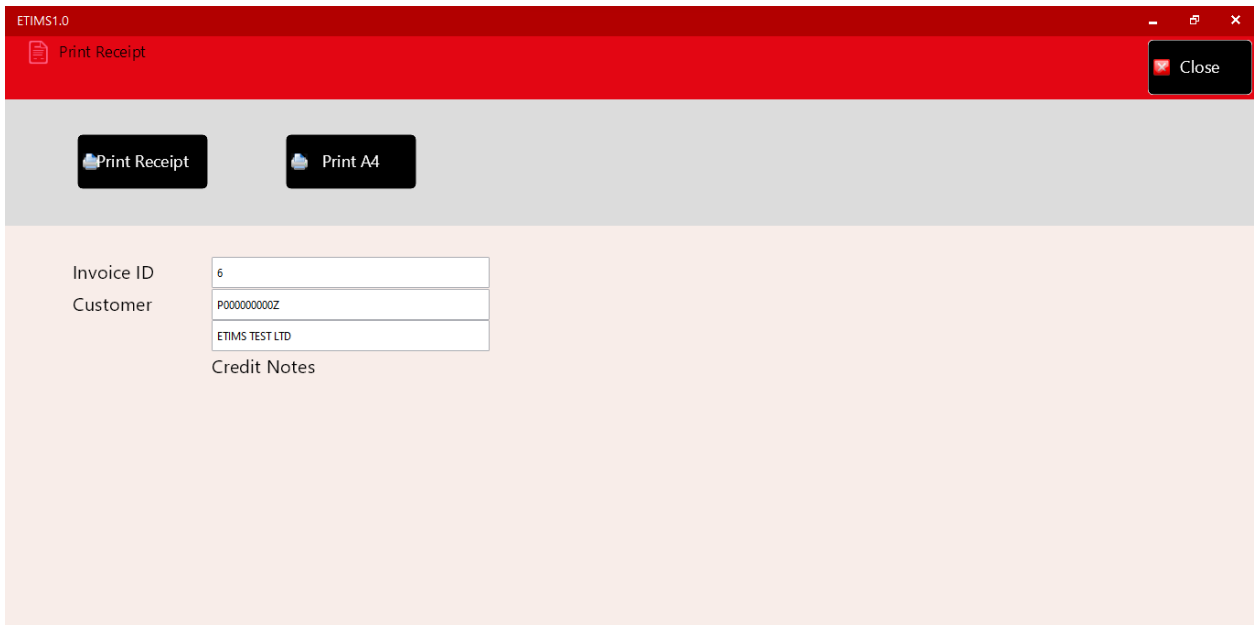
Payment mode

☒ Cash ☒ Credit ☒ Cash/Credit ☒ Other

☒ Bank Check ☒ Debit/Credit Card ☒ Mobile Money ☒ Bank Slip

Close

Step 45: Click the *Print Receipt* button.



ETIMS1.0

Print Receipt

Print Receipt Print A4

Invoice ID 6

Customer P000000000Z

ETIMS TEST LTD

Credit Notes

Close

End of Sale Management Module.



PURCHASE MANAGEMENT MODULE.

Step 46: At the home page, select the *Purchase Management* module as shown.

Waiting for Approval		
Sales	Purchase	Import
0	1	0

Step 47: Select the purchase the taxpayer made that is awaiting approval and click the *Detail* button.

Status	Invoice ID	Supplier	Supply Date	Accept Date	Cancel Date	Purchase Amount	VAT
Wait for Approval	1	ZEIN CUSTOMER	20230120			500	0

Seq	Item Code	Item Name	Qty	Unit Price	Amount	Purchase Price	Purchase Amount	VAT
1	KE2BCXLTR0000001	BEER	1	500	500	500	500	0



Step 48: Click the *Accept* button and confirm by clicking *Yes*.

ETIMS1.0

Detail Information Of Purchase

Export

Close

Current Status

Wait for Approval

Accept

Cancel

Item Code

KE2BQXLTR0000001

BEER

Invoice

1

Purchase Date

20230120

Class Code

5020220100

Beer

Supplier

A000123456X

Supplier Name

ZEIN CUSTOMER

Expire Date

2/1/2023

Total

500.00

AcceptDate

Unit Price

500.00

Purchase Qty

1

VAT

0.00

Cancel Request

Tax Type

D

Vat

0.00

D/C

0.00

CancelDate

D/C Rate (%)

0

D/C Amount

0.00

Supply Amount

500.00

Refund

Purchase Price

500.00

Total Price

500.00

Remark

Confirm

Item Code	Unit Price	Purchase Qty	Purchase Price
Item Name	VAT	D/C Amount	Total Price
KE2BQXLTR0000001	500	1	500
BEER	0	0	500

End of Purchase Management Module.



STOCK MANAGEMENT MODULE

Step 49: In the case the taxpayer has exhausted the stock they had inputted in the system the taxpayer can adjust the stock by simply clicking *Stock status*.

ETIMS1.0 TEST LTD

20/12/2023 16:48:48

Waiting for Approval

Sales	Purchase	Import
0	0	0

>> Stock Management

- Opening/Closing
- Stock status
- Stock In History
- Stock Out History

eTIMS

Step 50: Select the specific line item you want to adjust and click the *Adjust* button.

ETIMS1.0

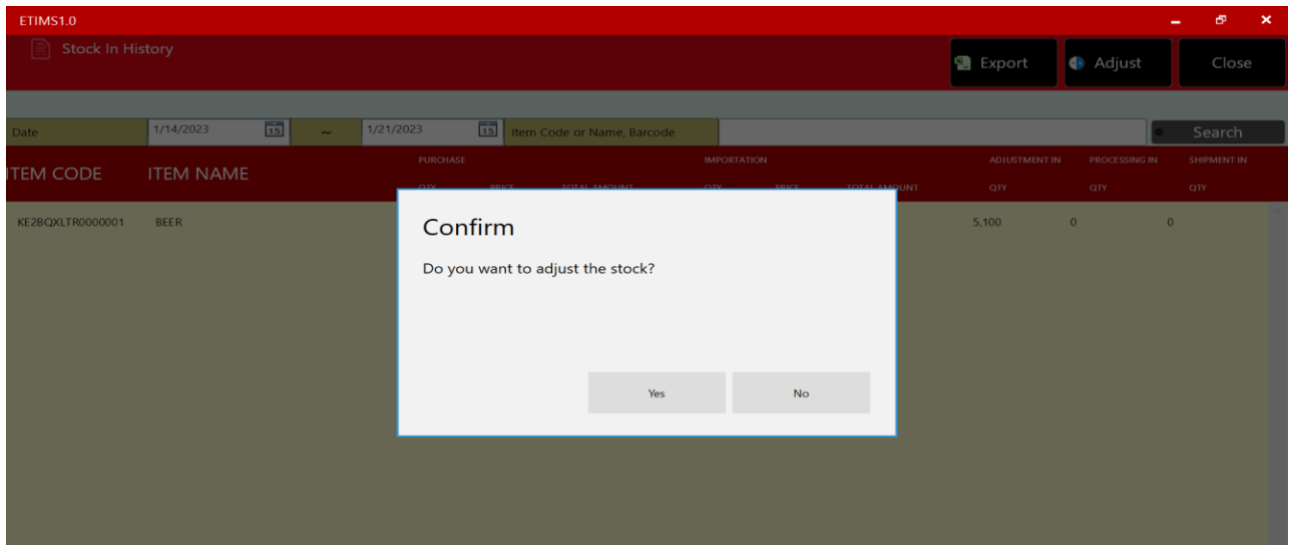
Stock Status

Stock Date Export Adjust Close

Date 12/20/2023 ~ 12/20/2023 Item Code or Name, Barcode Search

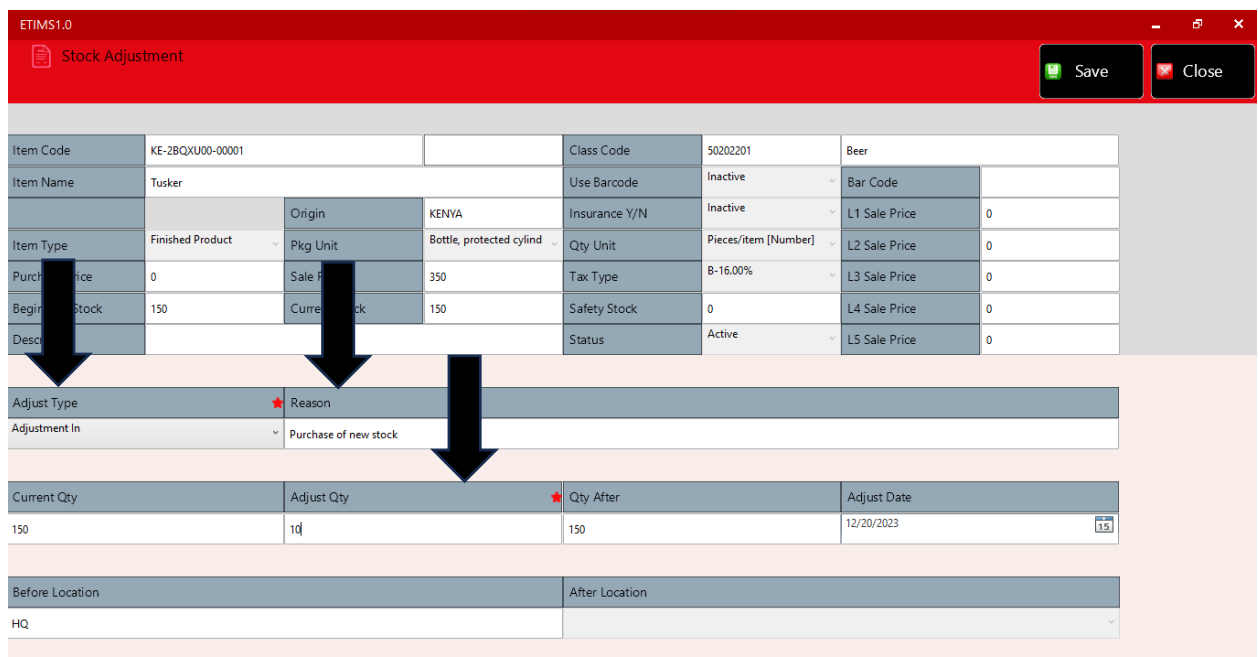
Item Code	Item Name	Finished Product	Expiration Date	Raw Material	Current Stock
KE28QYU0000001	Tusker	150		0	150

Step 51: Click Yes to grant permission to adjust the stock.



The screenshot shows the ETIMS1.0 application window with the 'Stock In History' tab selected. A 'Confirm' dialog box is displayed in the center, asking 'Do you want to adjust the stock?'. The dialog has 'Yes' and 'No' buttons. In the background, a table lists items with columns for Date, Item Code, Item Name, and various transaction types (PURCHASE, IMPORTATION, ADJUSTMENT IN, PROCESSING IN, SHIPMENT IN) with corresponding quantities.

Step 52: Fill in the required details to adjust the stock i.e. the adjust type, reason and adjust quantity, and click the *Save* button.



The screenshot shows the ETIMS1.0 application window with the 'Stock Adjustment' tab selected. The window contains a form for entering adjustment details. Arrows point to the 'Adjust Type', 'Reason', and 'Adjust Qty' fields. The 'Adjust Qty' field is currently set to '10'. The 'Adjust Date' is set to '12/20/2023'. The 'Before Location' is 'HQ'.

Item Code	KE-2BQXU00-00001	Class Code	50202201	Beer
Item Name	Tusker	Use Barcode	Inactive	Bar Code
Item Type	Finished Product	Origin	KENYA	L1 Sale Price
Purchase Price	0	Pkg Unit	Bottle, protected cylind	L2 Sale Price
Begin Stock	150	Qty Unit	Pieces/item [Number]	L3 Sale Price
Desc		Tax Type	B-16.00%	L4 Sale Price
		Safety Stock	0	L5 Sale Price
		Status	Active	

Adjust Type	Reason
Adjustment In	Purchase of new stock

Current Qty	Adjust Qty	Qty After	Adjust Date
150	10	150	12/20/2023

Before Location	After Location
HQ	

END OF USER GUIDE

Tulipe Ushuru, Tujitegemee!