



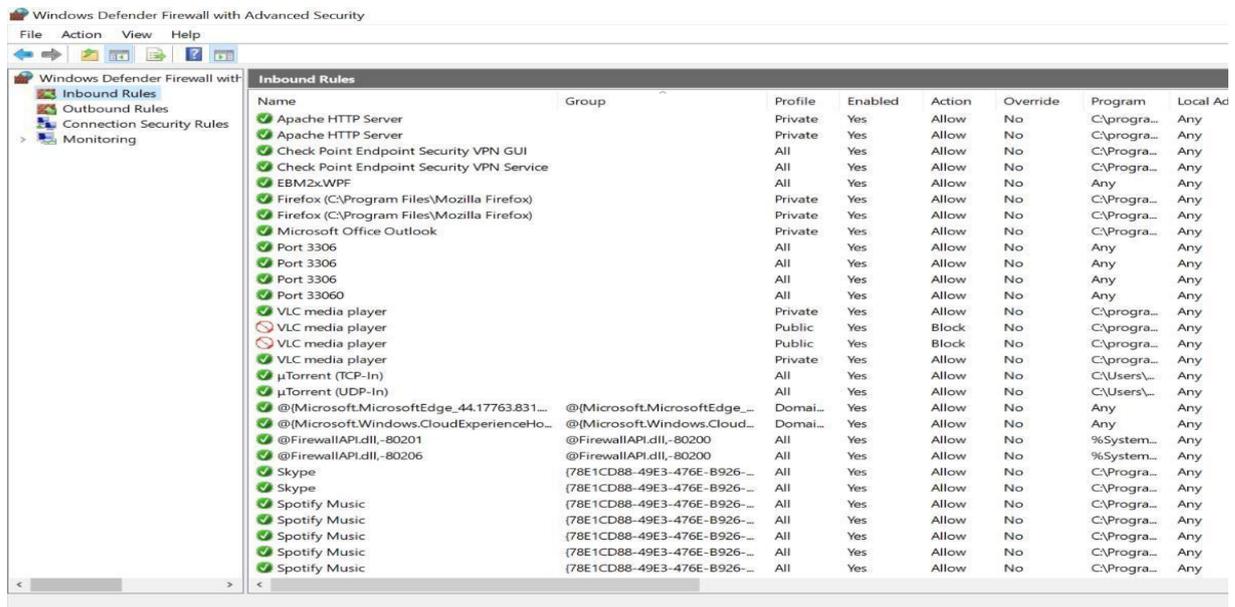
eTIMS MULTI-PAYPOINT WINDOWS USER GUIDE

The Process of eTims Multi-Paypoint installation involve 3 steps-

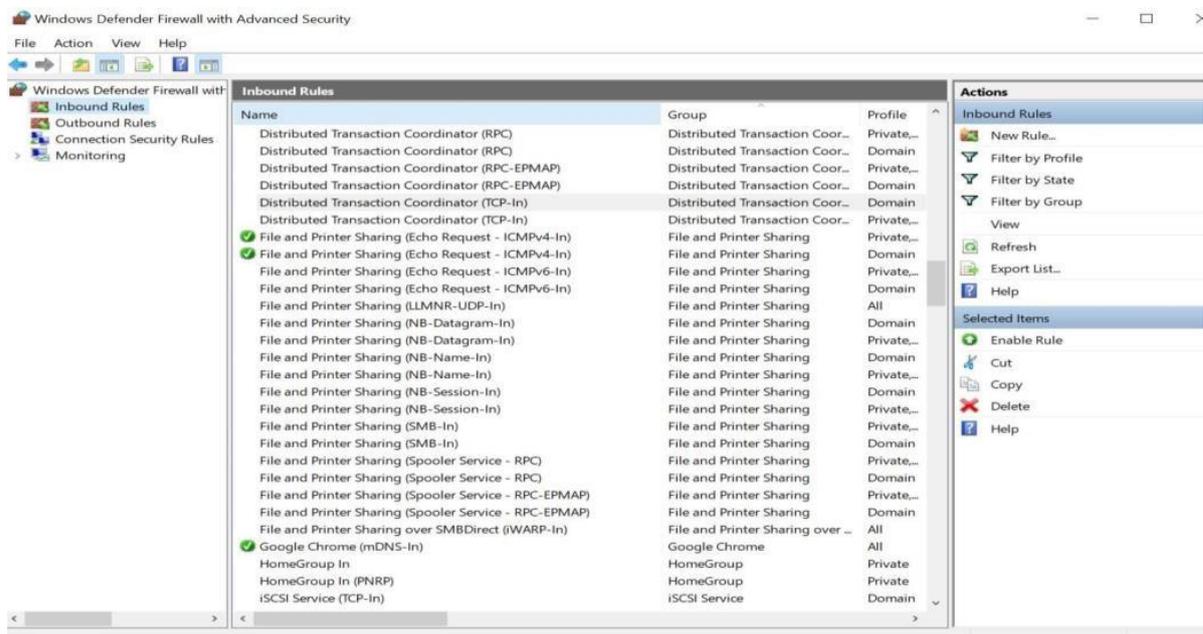
- i. Windows settings.
- ii. Mysql installer download
- iii. eTIMS Multi-Paypoint windows installation.

1. Windows settings

Step 1: Search on the taskbar and open windows defender firewall, with advance security

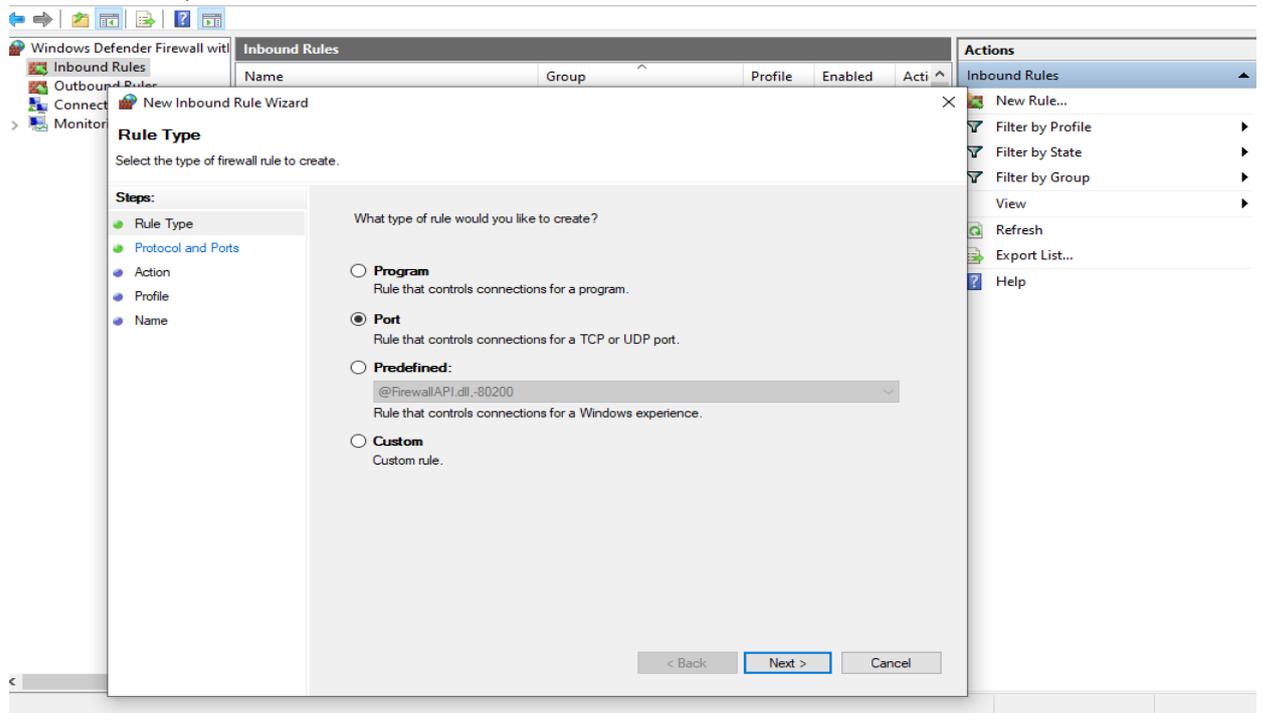


Step 2: Click on the Inbound Rules tab and enable file and printer sharing (Echo Request ICMPV4-in)

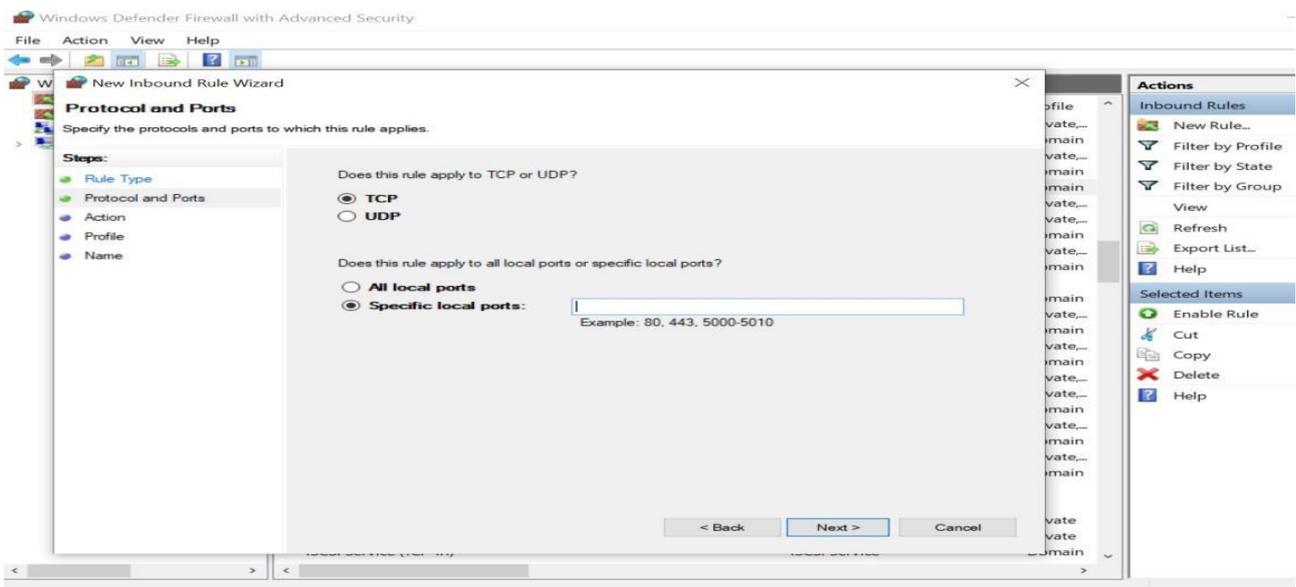




Step 3: Click on New Rule on the left tab and choose the radio button port then click next.



Step 4: Input the port numbers 3306,11129



End of Windows(laptop/desktop) repping

Tulipe Ushuru, Tujitegemee!

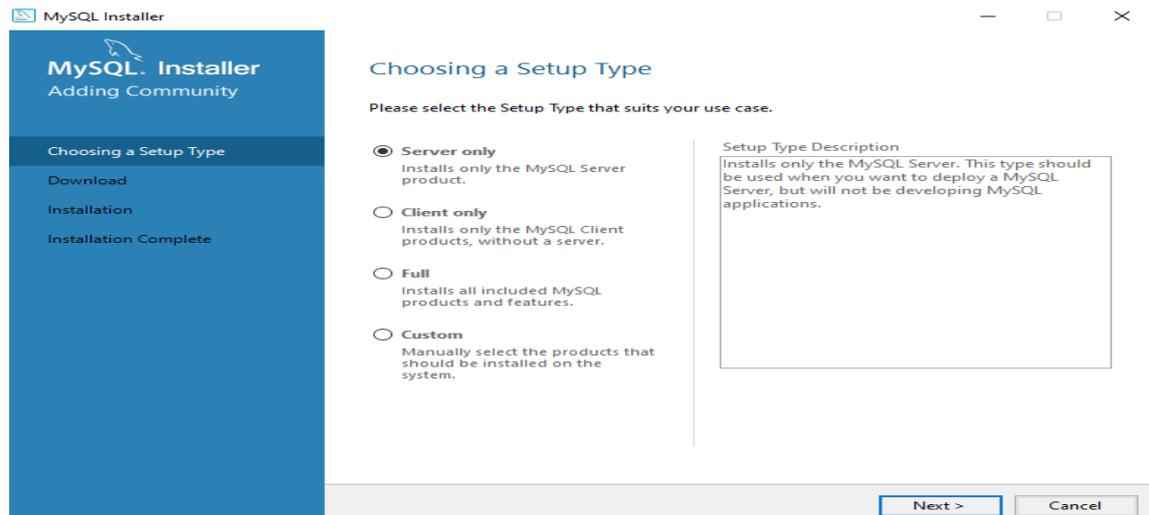


2. Mysql installation

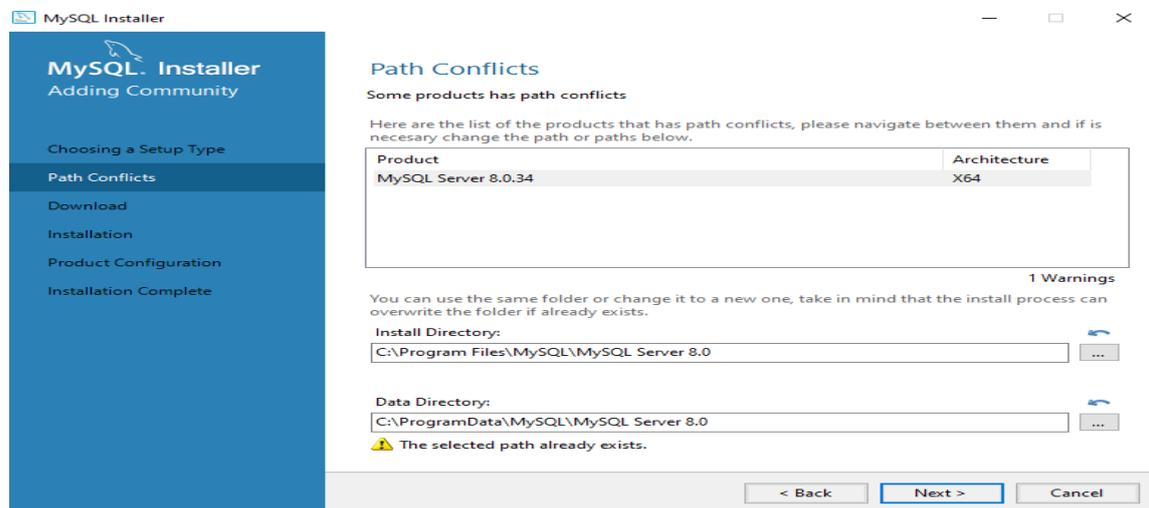
Step 5: Using a browser of your choice type the following url

<https://dev.mysql.com/downloads/installr/> to download software setup

Step 6: To install select *Server Only* and click the *Next* button.

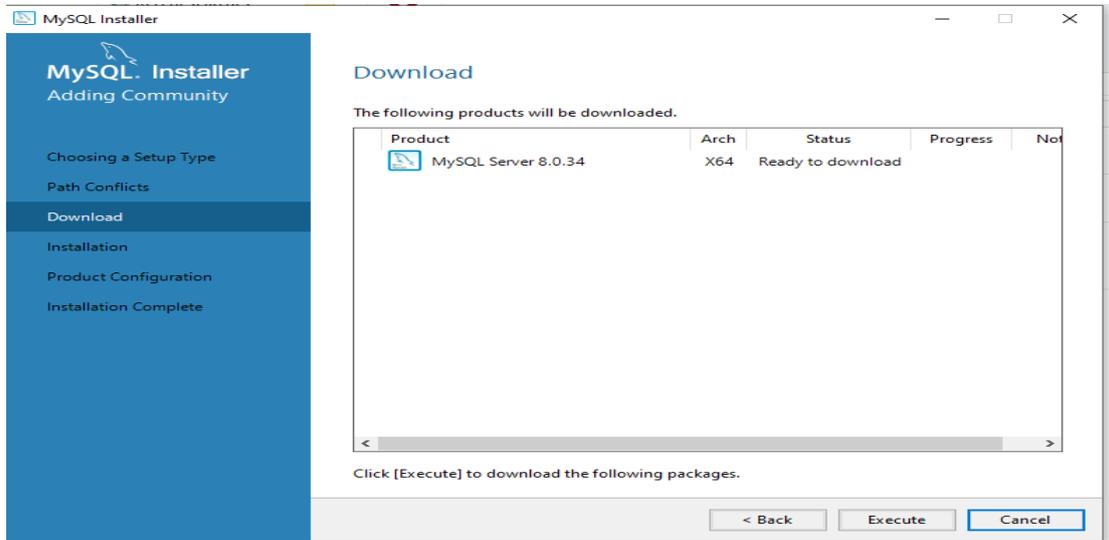


Step 7: Click next.

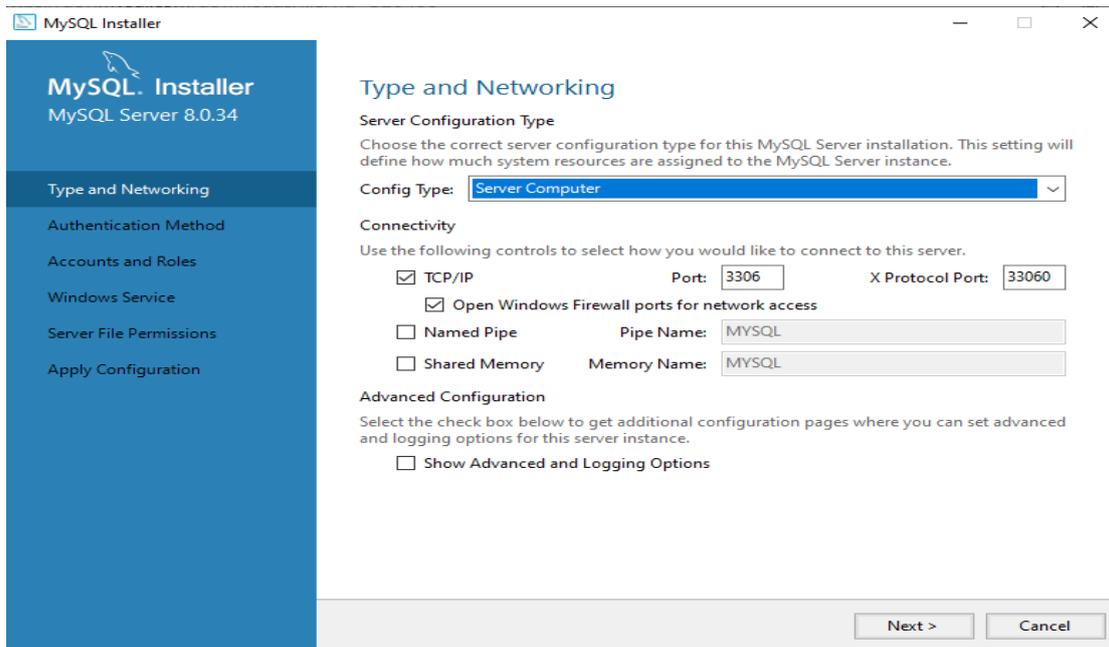




Step 8: Click *Execute* then the *Next* button.

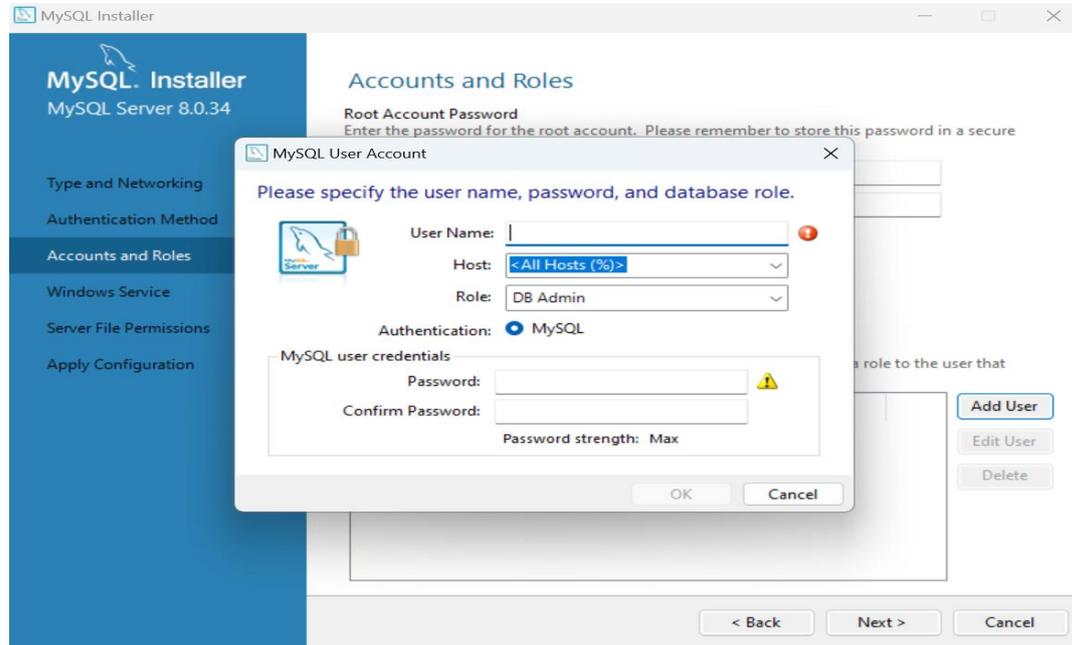
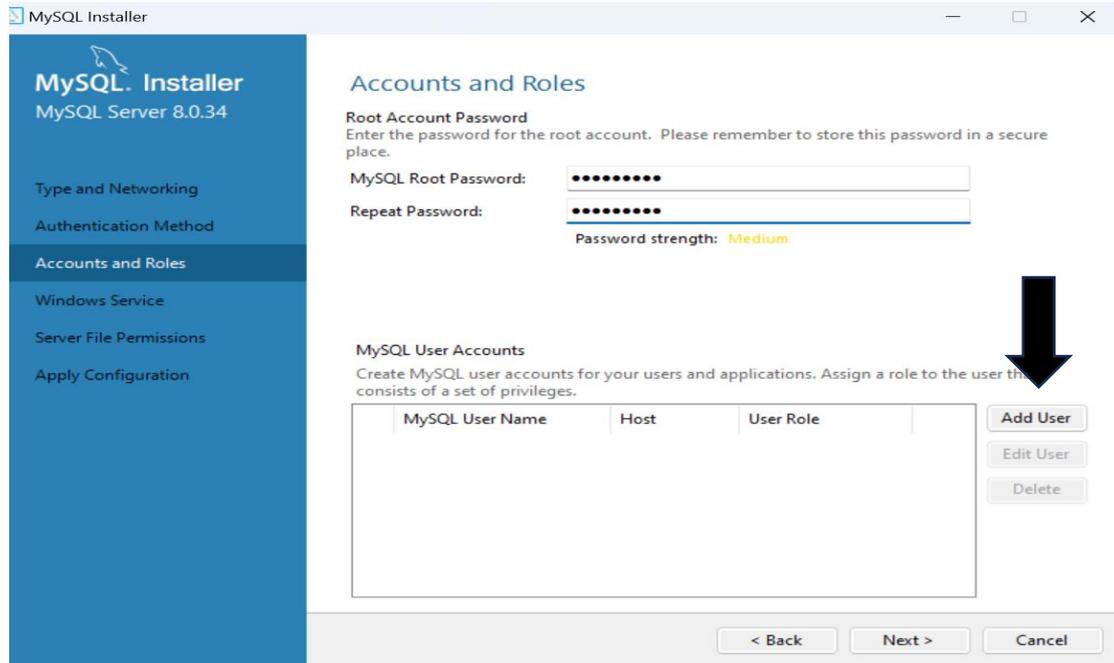


Step 9: Select *Server* only



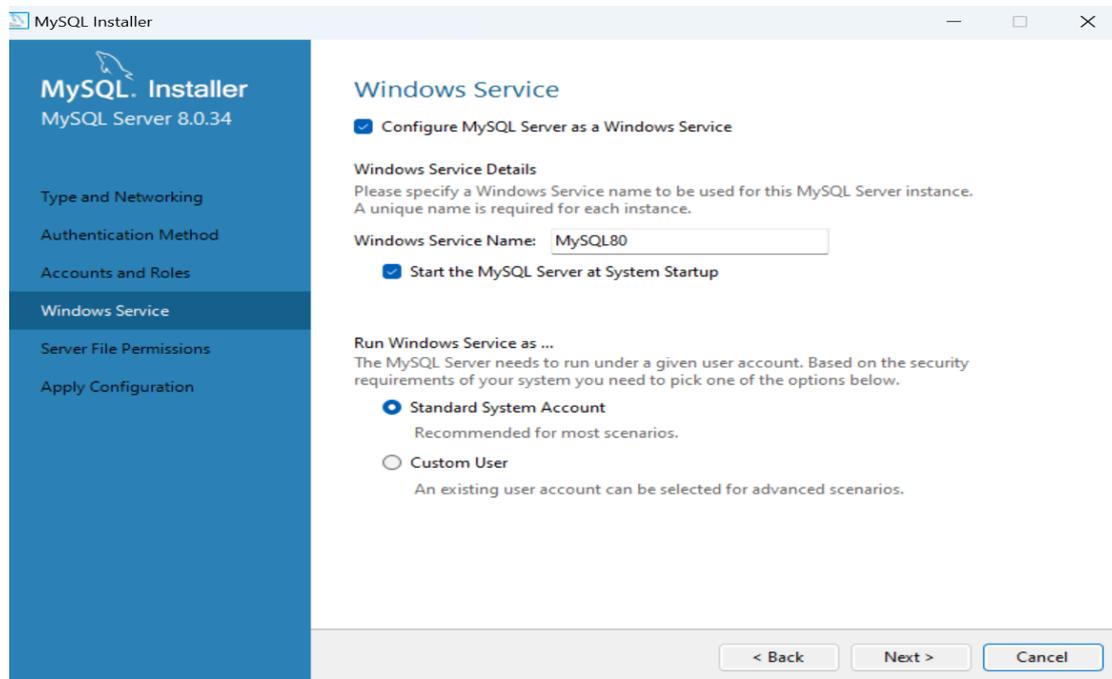


Step 10: Continue clicking next up to this point then input the root password then click the *Add User* button to create a user profile.

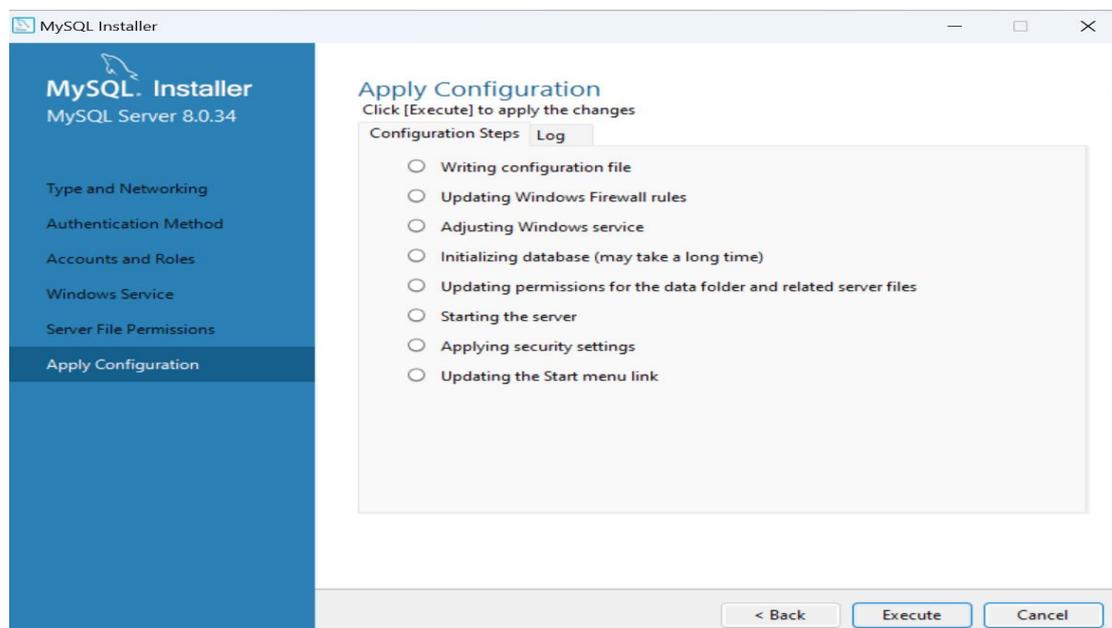




Step 11: ‘Under Run Windows Service as...’ choose *Standard System Account* then click the *Next* button.

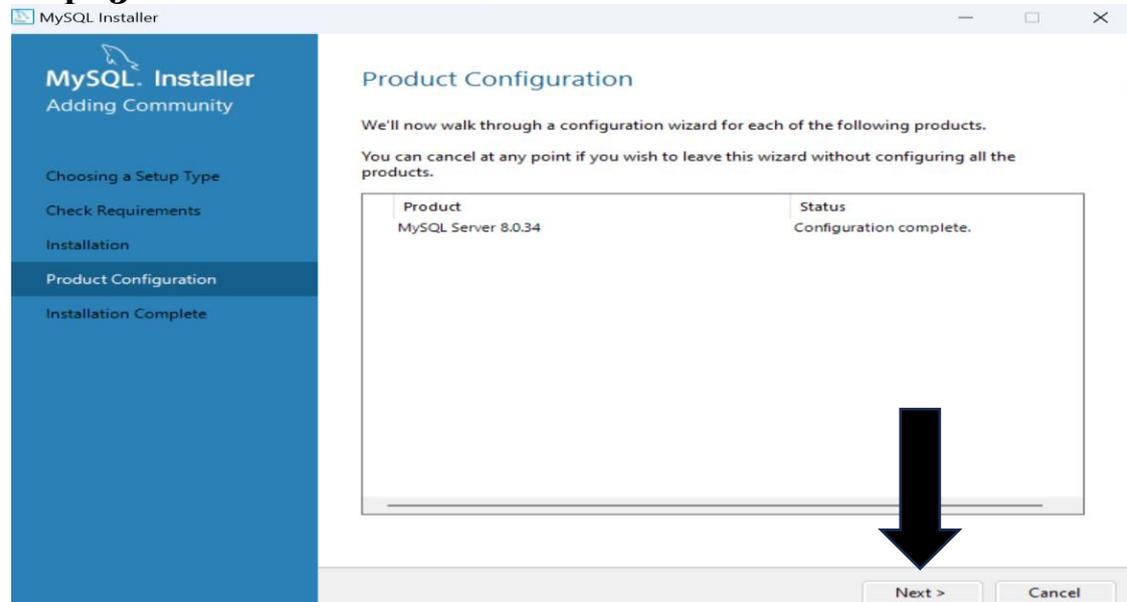


Step 12: Click the *Execute* button and finish.

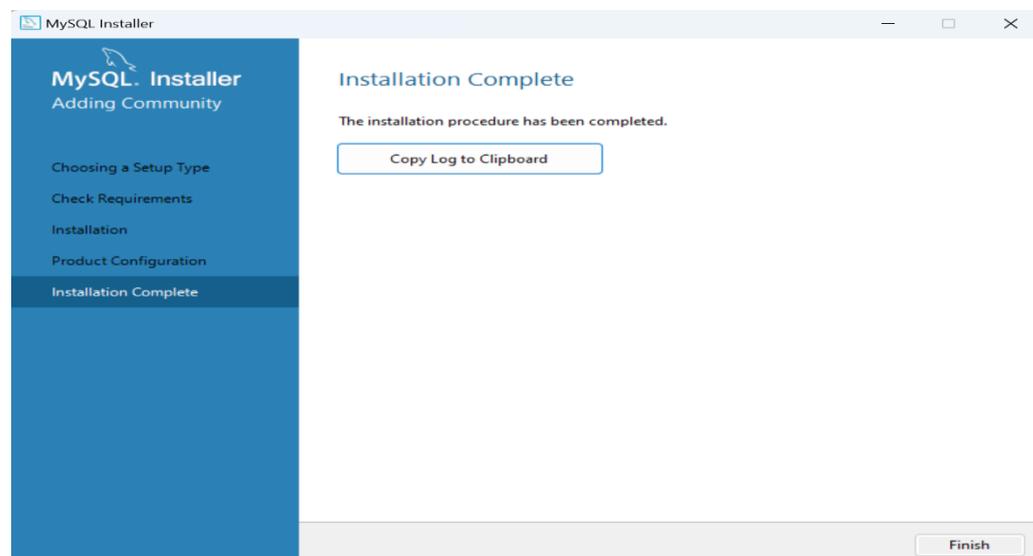




Step 13: Click the *Next* button.



Step 14: Click the *Finish* button.



End of MYSQL installation process

Tulipe Ushuru, Tujitegemee!



Configuration of Master computer

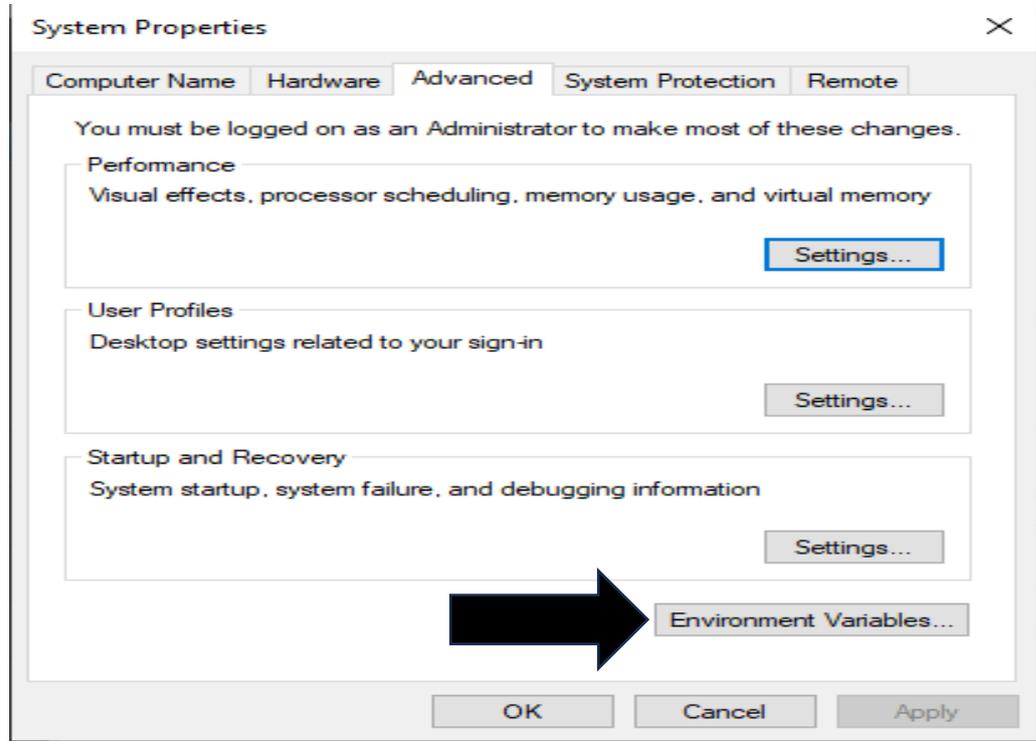
This configuration is used to make MYSQL accessed globally on local computer.

Step 15: Open 'This PC' -> 'Windows (C:)' -> 'Program Files (x86)' -> 'MySQL_Server_8.0' -> 'bin'. Copy the path as shown.

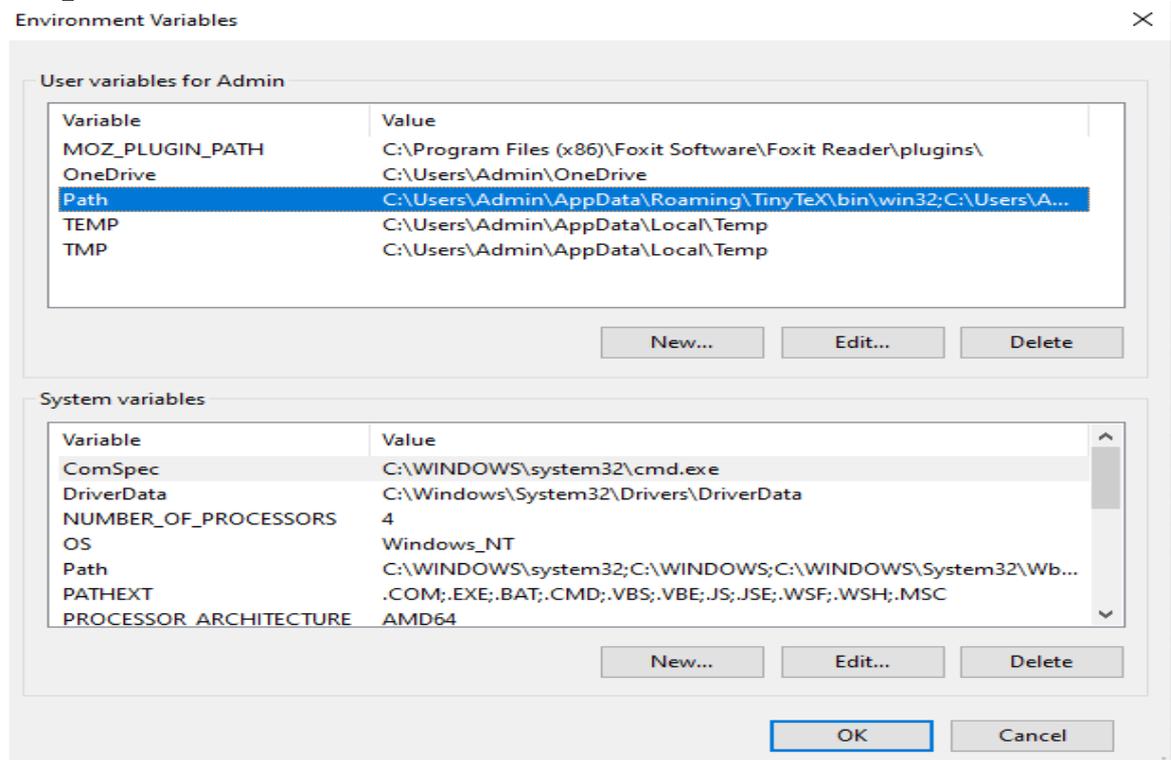
Name	Date modified	Type	Size
comerr64.dll	13/03/2023 11:32	Application exten...	16 KB
fido2.dll	22/06/2023 12:09	Application exten...	228 KB
fido2.lib	22/06/2023 12:09	LIB File	54 KB
gssapi64.dll	13/03/2023 11:32	Application exten...	381 KB
harness-library.dll	22/06/2023 12:10	Application exten...	779 KB
ibd2sdi.exe	22/06/2023 05:39	Application	6,273 KB
innochecksum.exe	22/06/2023 05:39	Application	6,263 KB
jemalloc.dll	08/12/2021 12:30	Application exten...	263 KB
k5sprt64.dll	13/03/2023 11:32	Application exten...	63 KB
krb5_64.dll	13/03/2023 11:32	Application exten...	1,195 KB
krbcc64.dll	13/03/2023 11:32	Application exten...	110 KB
libcrypto-3-x64.dll	30/05/2023 14:31	Application exten...	5,031 KB
libmecab.dll	19/11/2021 20:03	Application exten...	1,797 KB
libprotobuf.dll	22/06/2023 12:09	Application exten...	2,778 KB
libprotobuf.lib	22/06/2023 12:09	LIB File	3,883 KB
libprotobuf-debug.dll	22/06/2023 11:49	Application exten...	5,999 KB
libprotobuf-lite.dll	22/06/2023 12:08	Application exten...	585 KB
libprotobuf-lite.lib	22/06/2023 12:08	LIB File	922 KB
libprotobuf-lite-debug.dll	22/06/2023 11:49	Application exten...	1,358 KB
libsasl.dll	02/06/2023 07:25	Application exten...	108 KB
libssl-3-x64.dll	30/05/2023 14:31	Application exten...	760 KB
lz4_decompress.exe	22/06/2023 05:39	Application	6,205 KB
my_print_defaults.exe	22/06/2023 05:40	Application	6,141 KB
myisam_ftdump.exe	22/06/2023 05:39	Application	6,392 KB
myisamchk.exe	22/06/2023 05:39	Application	6,506 KB
myisamlog.exe	22/06/2023 05:39	Application	6,353 KB
myisampack.exe	22/06/2023 05:39	Application	6,414 KB
mysql.exe	22/06/2023 05:40	Application	6,959 KB



Step 16: Under System Properties click the *Environment Variables* button.

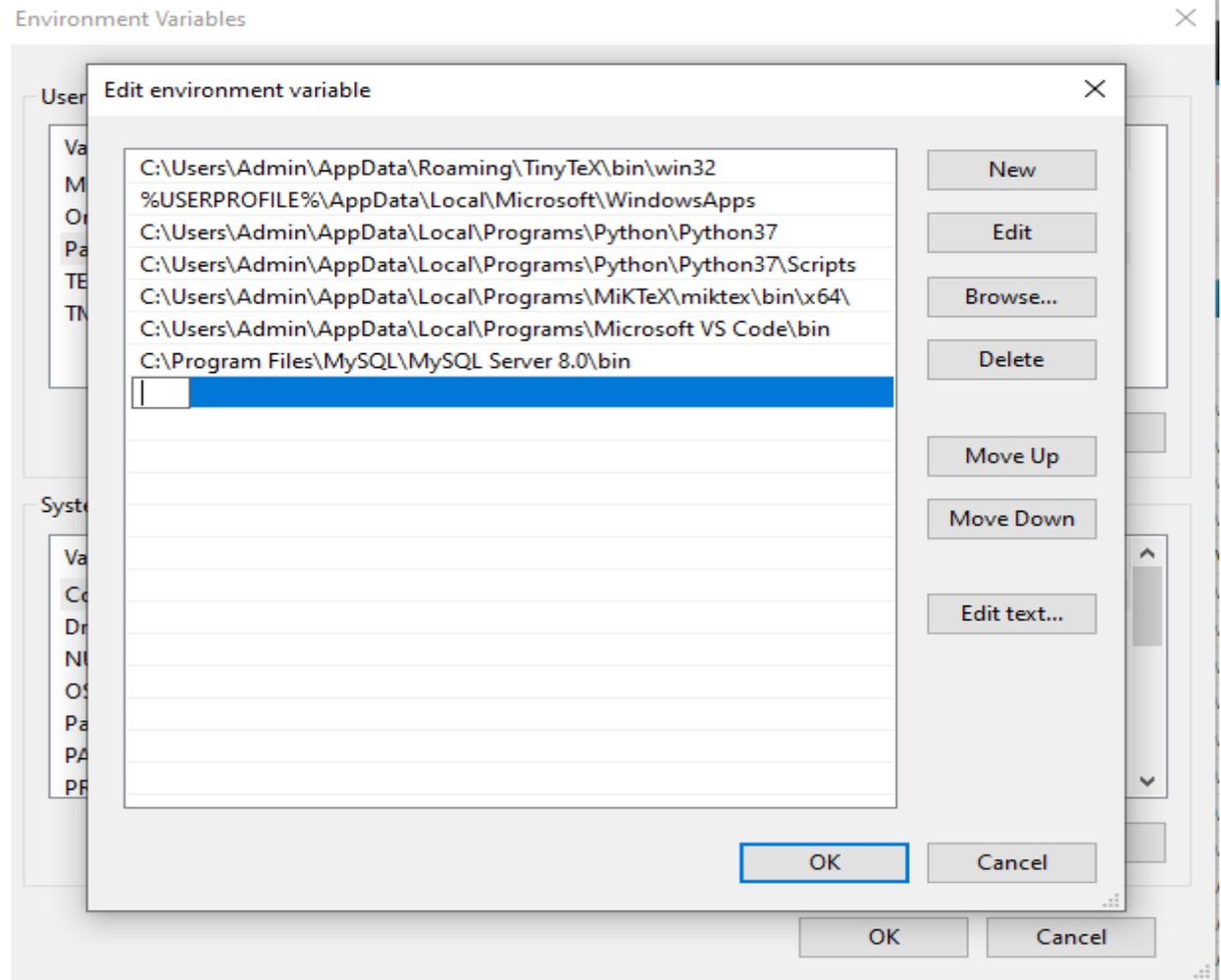


Step 17: Select Path and click the *Edit* button.



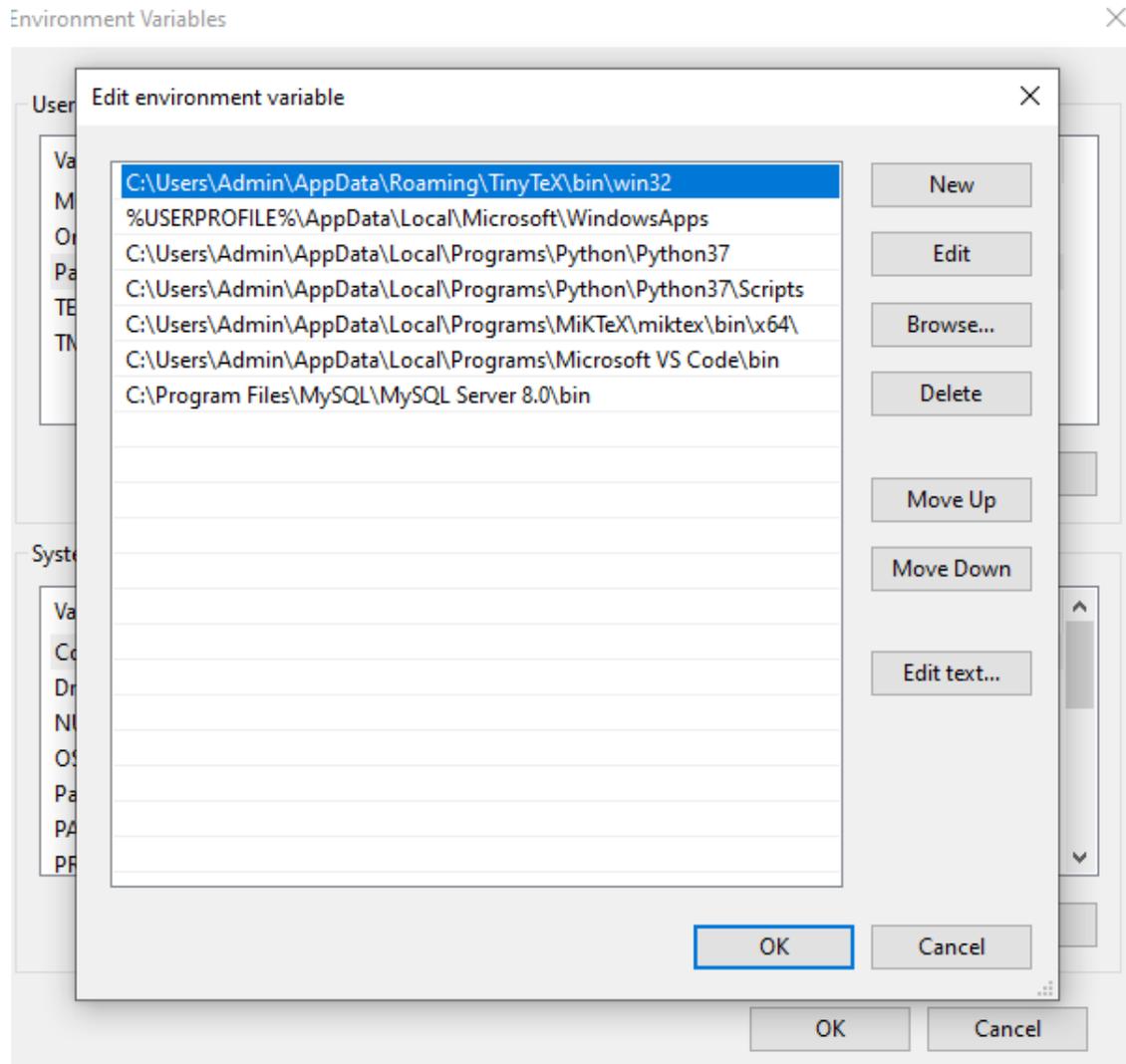


Step 18: Click the *New* button and paste the copied MYSQL path.





Step 19: You should be able to view the copied path as shown, proceed by clicking *OK* then close.





Checking Master and Slave computer connection.

Step 20: Check server/client computer IP address by typing the following command on CMD **ipconfig**, the IP address will appear as shown by the arrow.

```
Microsoft Windows [Version 10.0.19044.3086]
(c) Microsoft Corporation. All rights reserved.

C:\Users\Davii>ipconfig

Windows IP Configuration

Ethernet adapter Ethernet:

    Media State . . . . . : Media disconnected
    Connection-specific DNS Suffix . : kra.gov

Ethernet adapter VirtualBox Host-Only Network:

    Connection-specific DNS Suffix . :
    Link-local IPv6 Address . . . . . : fe80::f549:69ea
    IPv4 Address. . . . . : 192.168.56.1
    Subnet Mask . . . . . : 255.255.255.0
    Default Gateway . . . . . :

Wireless LAN adapter Local Area Connection* 1:

    Media State . . . . . : Media disconnected
    Connection-specific DNS Suffix . :

Wireless LAN adapter Local Area Connection* 2:

    Media State . . . . . : Media disconnected
    Connection-specific DNS Suffix . :

Wireless LAN adapter Wi-Fi:

    Connection-specific DNS Suffix . : mshome.net
    Link-local IPv6 Address . . . . . : fe80::5027:c40b:c1d9:905b%8
    IPv4 Address. . . . . : 192.168.137.200
    Subnet Mask . . . . . : 255.255.255.0
    Default Gateway . . . . . : 192.168.137.1

Ethernet adapter Bluetooth Network Connection:

    Media State . . . . . : Media disconnected
    Connection-specific DNS Suffix . :
```





Step 21: Type the command **ping** followed by IP address to check connections.

```
Microsoft Windows [version 10.0.19044.3086]
(c) Microsoft Corporation. All rights reserved.

C:\Users\Davii>ping 192.168.137.1

Pinging 192.168.137.1 with 32 bytes of data:
Reply from 192.168.137.1: bytes=32 time=1ms TTL=128
Reply from 192.168.137.1: bytes=32 time=1ms TTL=128
Reply from 192.168.137.1: bytes=32 time=10ms TTL=128
Reply from 192.168.137.1: bytes=32 time=1ms TTL=128

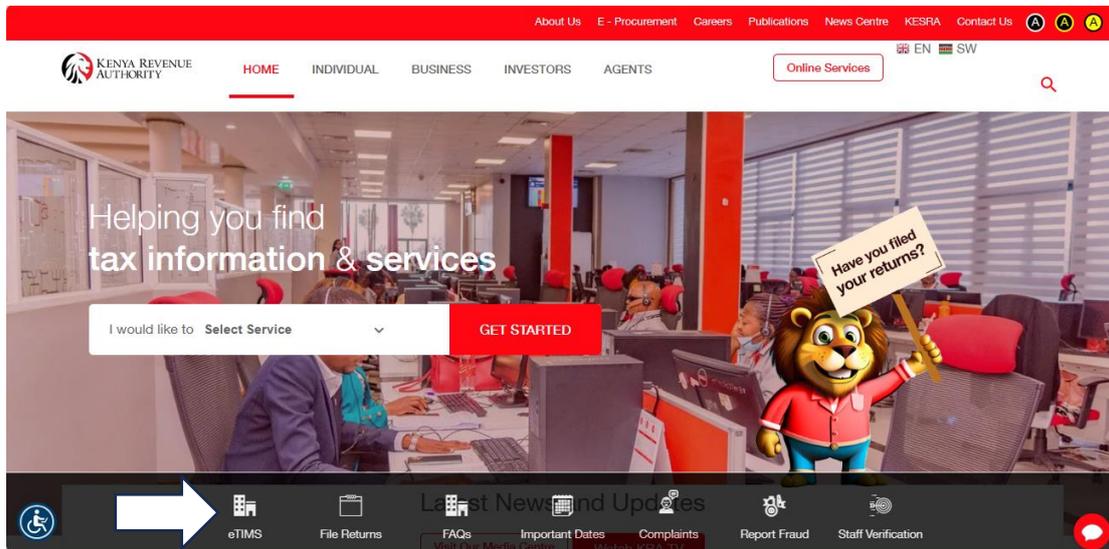
Ping statistics for 192.168.137.1:
    Packets: Sent = 4, Received = 4, Lost = 0 (0% loss),
    Approximate round trip times in milli-seconds:
        Minimum = 1ms, Maximum = 10ms, Average = 3ms

C:\Users\Davii>
```



Software Installation Process

Step 22: 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.

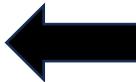


Step 23: You should be able to see the *eTIMS* webpage. Scroll down until you get to the download and install option as in the image below. Select the *eTIMS Multi-Paypoint (Windows)* option. Download and install the software to your device.

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 24: On your Windows device go to 'This PC' -> 'Windows (C:)' -> 'Program Files (x86)' -> 'Etims-MultiPaypoint-Win'. Select the file with the KRA logo and run it.

The screenshot shows a Windows File Explorer window with the address bar set to 'This PC > Windows (C:) > Program Files (x86) > eTIMS-MultiPaypoint-Win'. The file list is as follows:

Name	Date modified	Type	Size
runtimes	12/21/2023 6:00 PM	File folder	
x64	12/21/2023 6:00 PM	File folder	
x86	12/21/2023 6:00 PM	File folder	
BouncyCastle.Crypto.dll	1/31/2019 10:53 PM	Application exten...	2,472 KB
DocumentFormat.OpenXml.dll	3/13/2019 2:55 AM	Application exten...	5,429 KB
DocumentFormat.OpenXml	3/13/2019 2:35 AM	Microsoft Edge H...	12,358 KB
EBM2x.dll	11/1/2023 3:02 PM	Application exten...	4,723 KB
EBM2x.pdb	11/1/2023 3:02 PM	PDB File	839 KB
<input checked="" type="checkbox"/> EBM2x.WPF	11/1/2023 3:06 PM	Application	77,544 KB
EBM2x.WPF.exe.config	10/27/2023 2:56 PM	CONFIG File	5 KB
EBM2x.WPF.pdb	11/1/2023 3:06 PM	PDB File	160 KB
EntityFramework.dll	9/14/2019 8:01 PM	Application exten...	4,872 KB
EntityFramework.SqlServer.dll	9/14/2019 8:01 PM	Application exten...	578 KB
EntityFramework.SqlServer	9/14/2019 8:01 PM	Microsoft Edge H...	160 KB
EntityFramework	9/14/2019 8:01 PM	Microsoft Edge H...	3,650 KB
Google.Protobuf.dll	10/29/2019 2:26 PM	Application exten...	342 KB
Google.Protobuf.pdb	10/29/2019 10:04 AM	PDB File	125 KB

The file 'EBM2x.WPF' is selected, and a large black arrow points to it from the right. The status bar at the bottom left shows '75.7 MB'.



Step 25: The window below should appear. You will then be required to provide the details required in the fields below then click the *Initialize* button.

KRA PIN	
Branch ID	
Serial Number	
Business Type	Grocery Store
Language	English
MySQL Server type	Master
MySQL Server	
MySQL Database	
MySQL Uid	
MySQL Pwd	

KRA PIN – Your PIN number

Branch ID – The main branch should be “00”

Serial Number – The device serial number

MySQL Server type – Either Master or Slave

MySQL Server – The host machine i.e. “MASTER” should be local host i.e. “127.0.0.1”

MySQL Database – This is the Database name used when installing MySQL -Server

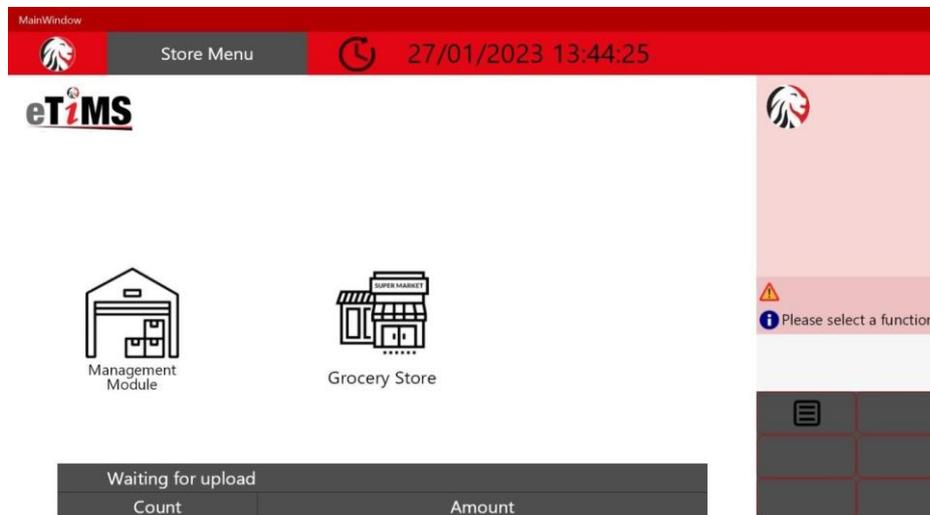
MySQL Uid – Fill in as is in the MySQL Database field.

MySQL pwd – This is the MySQL password as provide in the MySQL-Server installation.

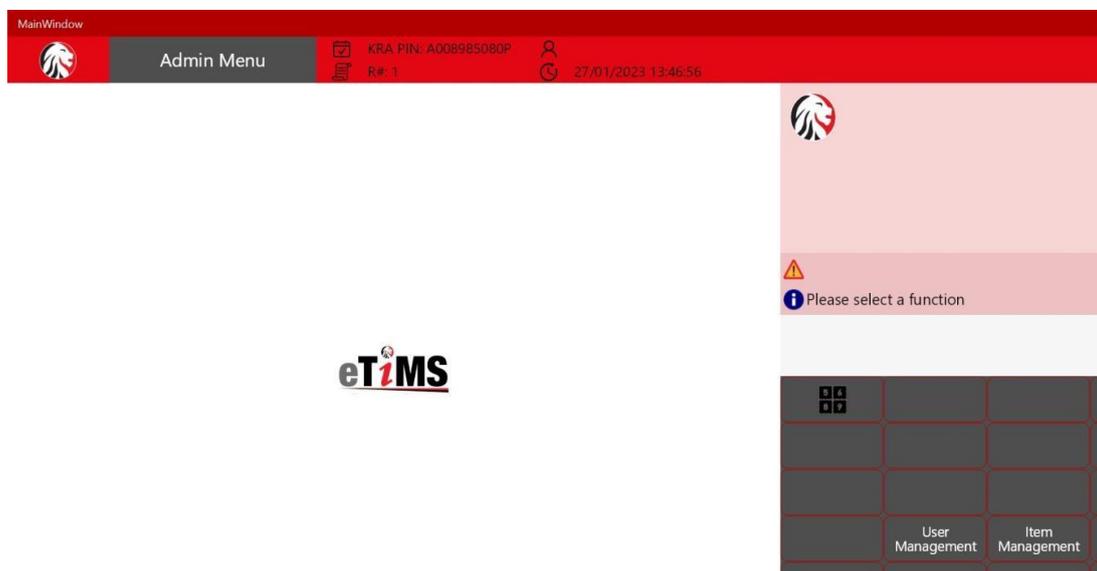
KRA PIN	001
Branch ID	00
Serial Number	TEST001
Business Type	Grocery Store
Language	English
MySQL Server type	Slave
MySQL Server	192.168.24.180
MySQL Database	ebmclient
MySQL Uid	ebmclient



Step 26: The taxpayer should be directed to the Home page with two modules i.e. Management Module and the Template module that contains (Grocery, Pharmacy, Restaurant, Hotel, Speciality Store)



Step 27: As a super user, the template displays an options page i.e. User Management (create users), Item Management (add items), Customer Management (add customers).





USER MANAGEMENT

Step 28: The User management option creates users with either admin or user permissions and saves them via the Save button.

MainWindow

 User Management  27/01/2023 13:53:20

User Code

User Name

Password

Tel No

Permission

Step 29: Upon logging in to the management module, the super user logs in to create a user and assign permissions

MainWindow



ETIMS1.0 Client

KRA PIN

User ID

Password



Step 29: Click the *User* button.

Waiting for Approval		
Sales	Purchase	Import
0	4	53

Activate V
Go to Setting

Step 30: Appropriately fill all the fields and check all the boxes to allow the user all rights. Click the *Save* button once done.

User ID	POS: [redacted]	Password	****
User Name	TEST LTD	Phone Number	070 [redacted]
Role	Manager	Usable	Active
Address			
Authorization	<input checked="" type="checkbox"/> UseMgt	<input checked="" type="checkbox"/> Refund	<input checked="" type="checkbox"/> ZReport
	<input checked="" type="checkbox"/> SaleRpt	<input checked="" type="checkbox"/> Setting	<input checked="" type="checkbox"/> Adjust
	<input checked="" type="checkbox"/> Price	<input checked="" type="checkbox"/> Profoma	<input checked="" type="checkbox"/> Import
	<input checked="" type="checkbox"/> Customer	<input checked="" type="checkbox"/> Stock	<input checked="" type="checkbox"/> Purchase

Upload Photo

Search UserCode or UserName: [input] Status: Active Search

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

NB: The *Upload* button, imports a list of users into the eTims Multi Paypoint windows.

The *Download* button, pulls user data from eTims Multi Pay point windows to your local machine



Step 31: The newly created user should appear at the bottom of the page. Click on the *Back* button to exit the User Management module.

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

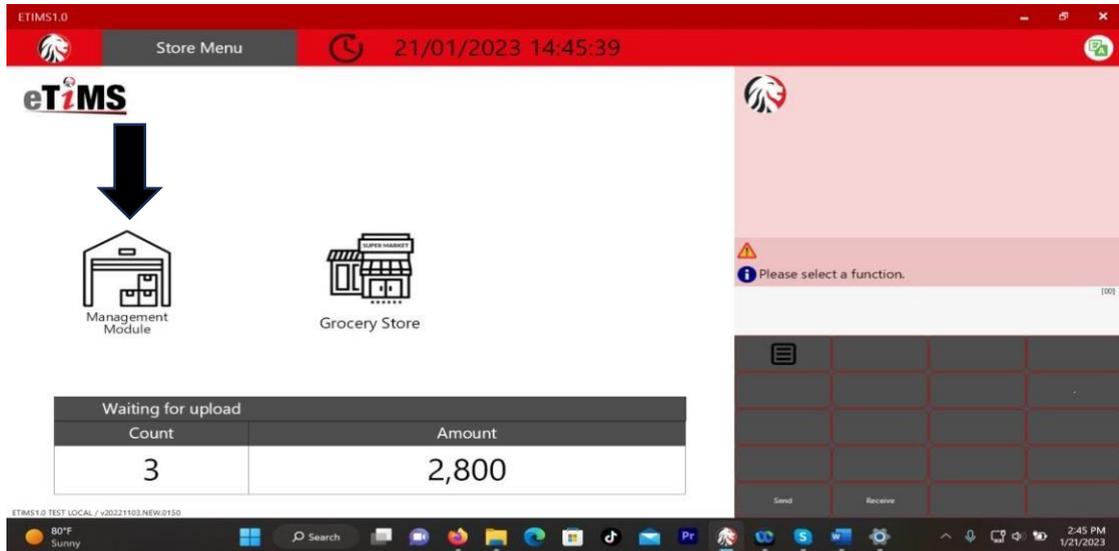
Step 32: Click the *Logout* button.

Waiting for Approval		
Sales	Purchase	Import
0	1	0

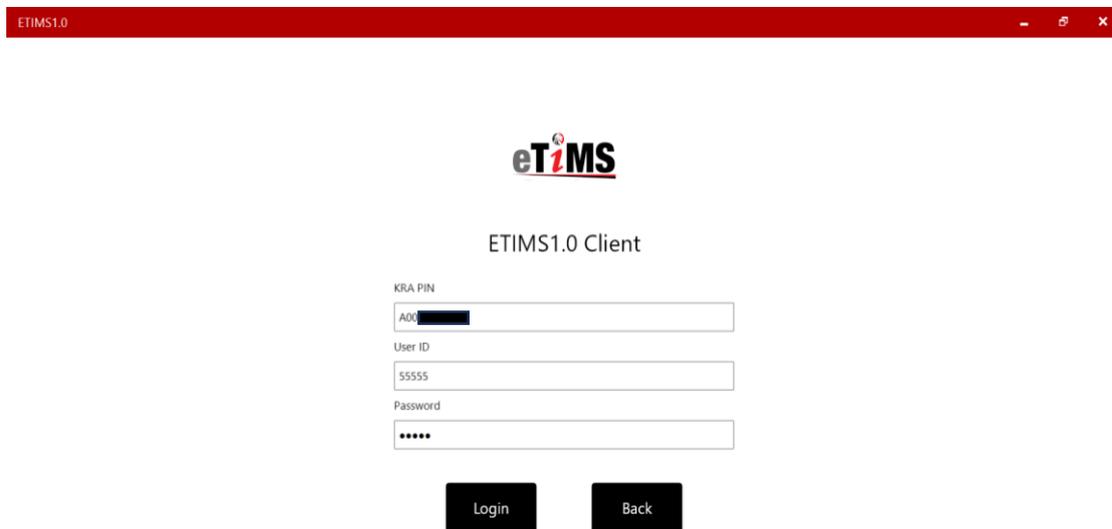
End of user creation



Step 33: On the homepage click on the *Management Module*.



Step 34: Log in using the user credentials you created i.e. UserID and Password.





ENVIRONMENT MODULE

Step 35: You can modify your user details (password and system settings) by simply clicking the *Environment* module.

ETIMS1.0		TEST LTD		
Environment	>> Environment			
Item Management	User			
Customer Management	Change Password	23 16:14:01		
Sales Management	System Setting	Waiting for Approval		
Purchase Management		Sales	Purchase	Import
Import Management		0	0	0
Stock Management				



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.

System setting		Save		Close	
Company Name	[Redacted]	Branch Name	Headquarter		
Business Activity	[Redacted]	Manager Name	[Redacted]		
Email Address	[Redacted]	Address	Nairobi Westlands District Westlands		
Phone No	[Redacted]				
PORT or Printer name	[Redacted]	More information			
Baud Rate	19200	PIN Number	[Redacted]		
Paper size	58mm	SCU ID	[Redacted]		
		Branch Code	00		
		MRC No.	[Redacted]		
VAT Flag	VAT	Data Changed	27072023 03:27		



ITEM MANAGEMENT MODULE

Step 36: 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)	0
Item Type	Pkg Unit	Qty Unit			
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 37: To create the item/service, start by clicking the black search button next to the class code.

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)	0
Item Type	Pkg Unit	Qty Unit			
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 88: 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.

ETIMS1.0
Item Class Popup

ItemClass Code, ItemClass Name | Lvl 3 | beer | Status: Active | Search

Item Class Code	Level	Item Class Name
-----------------	-------	-----------------

ItemClass Information

Item Class Code

Item Class Name

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.

ETIMS1.0
Item Class Popup

ItemClass Code, ItemClass Name | Lvl 3 | | Status: Active | Search

Item Class Code	Level	Item Class Name
-----------------	-------	-----------------

ItemClass Information

Item Class Code

Item Class Name



Step 39: After finding the item, select it. Once the data populates on the fields on the right-hand side, click *Confirm*.

Item Class Code	Level	Item Class Name
50202201	4	Beer

ItemClass Information

Item Class Code: 50202201
Item Class Name: Beer

Step 40: 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.

Item Code	50202201	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		

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'.

Item Code		<input checked="" type="checkbox"/> Auto Numbering	Class Code		
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					

Step 41: Click on the black button labelled *NEW* to autogenerate the item code then click *Save*.

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
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					

End Of Item Registration Process



CUSTOMER MANAGEMENT MODULE

Step 42: Click on the *Customer Management* module and select *Customer*.

The screenshot shows the ETIMS1.0 interface. The left sidebar contains a navigation menu with the following items: Environment, Item Management, Customer Management, Sales Management, Purchase Management, Import Management, and Stock Management. The 'Customer Management' item is selected, and a sub-menu is open showing 'Customer' and 'Insurer'. The main content area displays a table with three columns: 'Customer', 'Import', and 'Insurer'. The 'Customer' column has a value of '0', the 'Import' column has a value of '0', and the 'Insurer' column has a value of '0'. A 'Pending for Approval' dialog box is visible over the table. The top of the interface shows 'ETIMS1.0' and 'TEST LTD'. The bottom right corner features the eTIMS logo.

Step 43: Fill in the details of the customer in the various fields and *Save*.

The screenshot shows the ETIMS1.0 Customer Management form. The form is titled 'Customer Management' and has a red header bar with buttons for 'Upload', 'Download', 'New', 'Save', and 'Back'. The form fields are arranged in a grid. The 'Save' button is highlighted with a large black arrow. The form fields are: Type (Non-Individual), KRA PIN (POC), Name (ETIMS TEST LTD), Bank, Address, Group (Default), Delegator, Nationality (KENYA), E-Mail, Account, Remark (REPEAT CUSTOMER), Phone 1, Phone 2, FAX NO., Depositor, and Status (Active). A search bar is located at the bottom of the form, and a table with columns for ID, Type, Name, Delegator, Nationality, Email, Phone1, Phone2, and FAX is visible below the search bar.

End Of Customer Registration



SALES MANAGEMENT MODULE

Step 44: Click on the *Sales Management* button.

The screenshot shows the ETIMS1.0 application interface. On the left is a red sidebar menu with options: Environment, Item Management, Customer Management, Sales Management, Purchase Management, Import Management, and Stock Management. The 'Sales Management' option is highlighted with a black arrow. The main content area shows a header with 'TEST LTD' and a 'Logout' button. Below the header is a status bar with the date and time '19/12/2023 19:36:11' and the text 'Waiting for Approval'. A table displays summary data:

Sales	Purchase	Import
0	0	0

The eTIMS logo is visible in the bottom right corner.

Step 45: Select *New* to create a new invoice.

The screenshot shows the 'Sales Management' module in ETIMS1.0. The interface includes a top bar with 'Export VAT', 'Export', and 'Close' buttons. Below this are summary fields for 'Total.VAT' (0.00) and 'Total' (0.00). A date range is set from 12/12/2023 to 12/19/2023. A table header lists columns: Status, Invoice ID, Customer, Sale Date, Release Date, Credit Note Date, VAT, Total Amount, and Sales Amount. A 'Detail list' section contains a table with columns for Status, Invoice ID, Customer, VAT, Total Amount, and Sales Amount. On the right side, there are buttons for 'New', 'Detail', 'Modify', and 'Delete'. A large black arrow points down to the 'New' button.



Step 46: 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 a top bar with 'Export VAT', 'Export', and 'Close' buttons. Below that, there are summary fields for 'Total.VAT' (0.00) and 'Total' (0.00). A search bar and 'Z Report' and 'Sales Rpt' buttons are also visible. The main area shows a table with columns for Status, Invoice ID, Customer, Sale Date, Release Date, Credit Note Date, VAT, Total Amount, and Sales Amount. A 'Detail list' section is partially visible at the bottom.

Step 47: On the *Sale Registration* form click on the search button on the *Customer ID* field.

The screenshot shows the ETIMS1.0 Sale Registration form. The 'Customer ID' field has a search icon (magnifying glass) next to it, with a black arrow pointing to it. 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), and Non-Fiscal Info. On the right side, there are fields for 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). At the bottom, there are buttons for 'Clear', 'Confirm', 'Remove', and 'Empty'. The interface also shows a table with columns for term Code, Unit Price(Incl), Sales Qty, Sales Price(Incl), term Name, VAT, D/C Amount, and Total Price(Incl).



Step 48: Select the customer you intend to invoice then click the *Confirm* button.

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

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 49: Click on the search button on the *Item Code* field.

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



Step 50: Select the item you intend to include in your invoice then click the *Confirm* button.

Step 51: Provide the quantity being supplied then click the *Confirm* button.



Step 52: Click save.

ETIMS1.0
Sale Registration

Save Close

Sale Type	Sale	Item Code	
Invoice ID	5	Class Code	
Customer ID	P00000000Z	Unit Price(Incl)	0
Customer Name	ETIMS TEST LTD	Sales Qty	0
Sale Date	20231220	Tax Type	Vat 0.00
Release Date		D/C Rate (%)	0
Total Amount(Incl)	3,500.00	D/C Amount	0.00
VAT	482.76	Sales Price(Incl)	0.00
Non-Fiscal Info.		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)
KE2BQXNOX000001	350	10	3,500
Tusker	482.76	0	3,500

Step 53: 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

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



Step 54: Click on the *Approve* button.

Item Code	Current Stock	Unit Price(Incl)	Sales Qty	Sales Price(Incl)
KE2BQXNX0000001	0	350	10	3,500
Tusker		482.76	0	3,500

Step 55: Confirm by clicking *Yes*.

Confirm
Do you want to process the invoiceApproved?

Yes No



Step 56: 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 57: If connected to a thermal printer click on the *Print Receipt* button.

ETIMS1.0

Print Receipt

Print Receipt Print A4

Invoice 5

Customer P000000000Z

ETIMS TEST LTD

Normal Sales



HOW TO GENERATE A CREDIT NOTE

Step 58: Select the transaction you wish to issue a credit note for then click on the *Detail* button.

ETIMS1.0 Sales Management

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

ETIMS1.0 Detail Information Of Sale

Current Status: Approved

Approve Cancel Credit Note **CancelRequest**

Invoice ID	5	Sale Date	20231220	Class Code	
Customer ID	P00000000Z	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.				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 60: Note that the status of the transaction reads *CancelRequested*. Select the transaction again then click the *Detail* button.

The screenshot shows the ETIMS1.0 Sales Management interface. At the top, there are buttons for 'Export VAT', 'Export', and 'Close'. Below that, a summary bar shows 'Total.VAT' as 482.76 and 'Total' as 3,500.00. A date range is set from 12/13/2023 to 12/20/2023. A table lists transactions, with the first row highlighted in blue, showing 'CancelRequested' status, Invoice ID 5, Customer ETIMS TEST LTD, Sale Date 20-12-2023, Release Date 20-12-2023 12:12:11, VAT 482.76, Total Amount 3,500, and Sales Amount 3,500. A large black arrow points to the 'CancelRequested' status. Below the table is a 'Detail list' section with buttons for 'New', 'Detail', 'Modify', and 'Delete'. The 'Detail' button is highlighted. Below the detail list is a table with columns for Item Code, Item Name, Quantity, Unit Price, Amount, Sales Amount, and VAT. The first row shows Item Code KE2BQXU0000001, Item Name Tusker, Quantity 10, Unit Price 350, Amount 3,500, Sales Amount 3,500, and VAT 482.76.

Step 61: Click on the *Credit Note* button and confirm by clicking *Yes*.

The screenshot shows the ETIMS1.0 Detail Information Of Sale interface. At the top, there are buttons for 'Export', 'Print Receipt', and 'Close'. Below that, a summary bar shows 'Current Status' as 'Cancel Requested'. A table lists transaction details, with the 'Credit Note' button highlighted. Below the table is a confirmation dialog with 'Remove' and 'Confirm' buttons. Below the dialog is a table with columns for Item Code, Current Stock, Unit Price(Incl), Sales Qty, and Sales Price(Incl). The first row shows Item Code KE2BQXU0000001, Current Stock 0, Unit Price(Incl) 350, Sales Qty 10, and Sales Price(Incl) 3,500. The second row shows Item Name Tusker, VAT 482.76, D/C Amount 0, and Total Price(Incl) 3,500.



Step 62: 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

Step 63: Click the *Print Receipt* button.

ETIMS1.0

Print Receipt

Print Receipt Print A4

Invoice ID 6

Customer P00000000Z

ETIMS TEST LTD

Credit Notes

End of Sale Management Module.



PURCHASE MANAGEMENT MODULE.

Step 64: At the home page, select the *Purchase Management* module as shown.

21/01/2023 18:06:54

Waiting for Approval		
Sales	Purchase	Import
0	1	0

eTIMS

Step 65: Select the purchase taxpayer made that is awaiting approval and click the *Detail* button.

ETIMS1.0

Purchase Management

Receive Export VAT Export Close

Total.VAT 0.00 Total 500.00

Date 1/14/2023 ~ 1/21/2023 Invoice Status Search

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

Detail list

Status	Wait for Approval	Invoice ID	1	Supplier	ZEIN CUSTOMER
VAT	0.00	Purchase Amount	500.00		

+ New Detail * Modify * Delete

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



Step 66: Click the *Accept* button and confirm by clicking *Yes*.

Item Code	Unit Price	Purchase Qty	Purchase Price
KE2BQXLTR0000001	500	1	500
BEER	0	0	500

End Of Purchase Management Module.



STOCK MANAGEMENT MODULE

Step 67: 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*.

The screenshot shows the ETIMS1.0 interface for user TEST LTD. The left sidebar contains a menu with options: Environment, Item Management, Customer Management, Sales Management, Purchase Management, Import Management, and Stock Management. The Stock Management option is selected, showing a sub-menu with: Opening/Closing, Stock status, Stock In History, and Stock Out History. A black arrow points to the 'Stock status' option. In the main content area, there is a timestamp '20/12/2023 16:48:48' and a table titled 'Waiting for Approval'.

Sales	Purchase	Import
0	0	0

The eTIMS logo is visible in the bottom right corner of the screenshot.

Step 68: Select the specific line item you want to adjust and click the *Adjust* button.

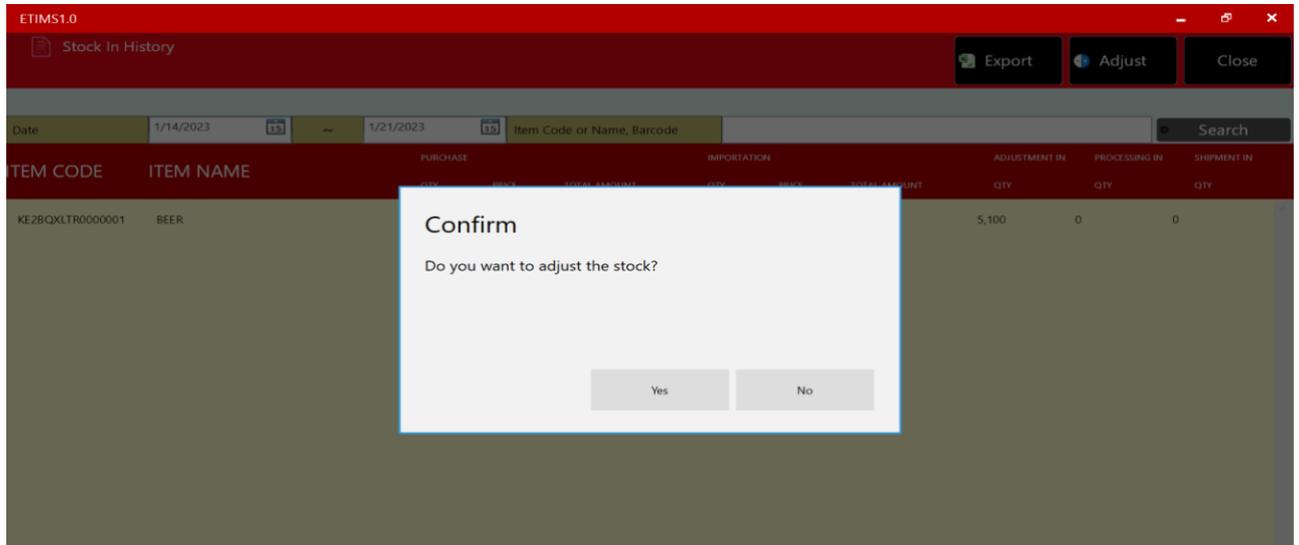
The screenshot shows the 'Stock Status' window in ETIMS1.0. The window title is 'Stock Status'. It features a toolbar with buttons for 'Stock Date', 'Export', 'Adjust', and 'Close'. Below the toolbar, there are search filters for 'Date' (12/20/2023) and 'Item Code or Name, Barcode'. A table displays the following data:

Item Code	Item Name	Finished Product	Expiration Date	Raw Material	Current Stock
KE2BQXU0000001	Tusker	150		0	150

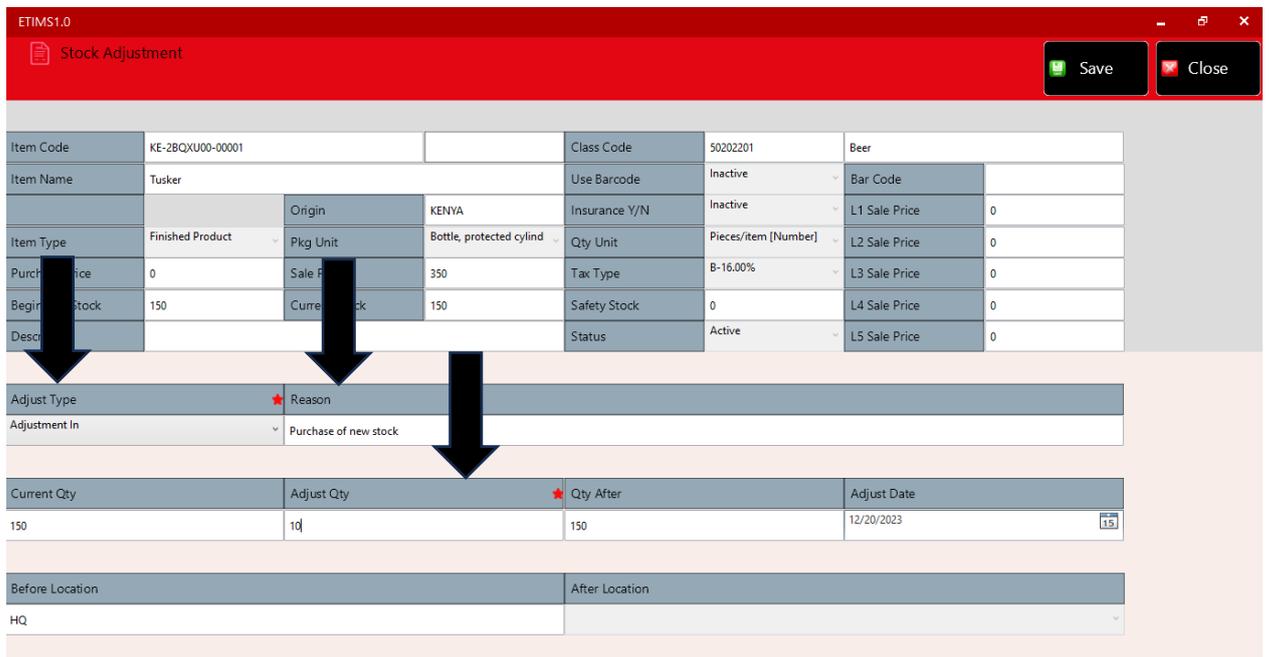
Two black arrows are present: one pointing to the 'Tusker' item name in the table, and another pointing to the 'Adjust' button in the toolbar.



Step 69: Click *Yes* to grant permission to adjust the stock.



Step 70: Fill in the required details to adjust the stock i.e. the adjust type, reason and adjust quantity, and click the *Save* button.



END OF USER GUIDE.