



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

e Action View Help									
🔶 📶 📑 🖬 📷									
Windows Defender Firewall with	Inbound Rules								
Inbound Rules	Name	Group	Profile	Enabled	Action	Override	Program	Local	
Outbound Rules	Apache HTTP Server		Private	Yes	Allow	No	C:\progra	Anv	
Manitasian	Apache HTTP Server		Private	Yes	Allow	No	C:\progra	Any	
Monitoring	Check Point Endpoint Security VPN GUI		All	Yes	Allow	No	C:\Progra	Any	
	Check Point Endpoint Security VPN Service		All	Yes	Allow	No	C:\Progra	Any	
	S EBM2xWPF		All	Yes	Allow	No	Any	Any	
	Firefox (C:\Program Files\Mozilla Firefox)		Private	Yes	Allow	No	C:\Progra	Any	
	Firefox (C:\Program Files\Mozilla Firefox)		Private	Yes	Allow	No	C:\Progra	Any	
	Microsoft Office Outlook		Private	Yes	Allow	No	C:\Progra	Any	
	2 Port 3306		All	Yes	Allow	No	Any	Any	
	Port 3306		All	Yes	Allow	No	Any	Any	
	2 Port 3306		All	Yes	Allow	No	Any	Any	
	2 Port 33060		All	Yes	Allow	No	Any	Any	
	🔮 VLC media player		Private	Yes	Allow	No	C:\progra	Any	
	SVLC media player		Public	Yes	Block	No	C:\progra	Any	
	S VLC media player		Public	Yes	Block	No	C:\progra	Any	
	🕑 VLC media player		Private	Yes	Allow	No	C:\progra	Any	
	🔮 μTorrent (TCP-In)		All	Yes	Allow	No	C:\Users\	Any	
	🔮 μTorrent (UDP-In)		All	Yes	Allow	No	C:\Users\	Any	
	@{Microsoft.MicrosoftEdge_44.17763.831	@{Microsoft.MicrosoftEdge	Domai	Yes	Allow	No	Any	Any	
	@{Microsoft.Windows.CloudExperienceHo	@{Microsoft.Windows.Cloud	Domai	Yes	Allow	No	Any	Any	
	@FirewallAPI.dll,-80201	@FirewallAPI.dll,-80200	All	Yes	Allow	No	%System	Any	
	@FirewallAPI.dll,-80206	@FirewallAPI.dll,-80200	All	Yes	Allow	No	%System	Any	
	Skype	{78E1CD88-49E3-476E-B926	All	Yes	Allow	No	C:\Progra	Any	
	Skype	{78E1CD88-49E3-476E-B926	All	Yes	Allow	No	C:\Progra	Any	
	Spotify Music	(78E1CD88-49E3-476E-B926	All	Yes	Allow	No	C:\Progra	Any	
	Spotify Music	{78E1CD88-49E3-476E-B926	All	Yes	Allow	No	C:\Progra	Any	
	Spotify Music	{78E1CD88-49E3-476E-B926	All	Yes	Allow	No	C:\Progra	Any	
	Spotify Music	{78E1CD88-49E3-476E-B926	All	Yes	Allow	No	C:\Progra	Any	
	Spotify Music	{78E1CD88-49E3-476E-B926	All	Yes	Allow	No	C:\Progra	Any	

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

le Action View Help				
👄 🙇 🛅 🗟 🖬				
Windows Defender Firewall with	Inbound Rules			Actions
Control Rules Outbound Rules Connection Security Rules Monitoring	Name Distributed Transaction Coordinator (RPC) Distributed Transaction Coordinator (RPC) Distributed Transaction Coordinator (RPC-EPMAP) Distributed Transaction Coordinator (RPC-EPMAP) Distributed Transaction Coordinator (RPC-IPMAP) Distributed Transaction Coordinator (RPC-IPMAP) Distributed Transaction Coordinator (TCP-In) © File and Printer Sharing (Echo Request - ICMPV-In) File and Printer Sharing (Echo Request - ICMPV-In) File and Printer Sharing (KNB-Quest - ICMPV-In) File and Printer Sharing (NB-Datagram-In) File and Printer Sharing (NB-Name-In) File and Printer Sharing (NB-Name-In) File and Printer Sharing (SB-Session-In) File and Printer Sharing (Spooler Service - RPC) File and Printer Sharing (Spooler Service - RPC, EPMAP) File and Printer Sharing (Spooler Service - RPC, EPMAP) File and Printer Sharing (Spooler Service - RPC, EPMAP) <td< th=""><th>Group Distributed Transaction Coor Distributed Transaction Coor Distributed Transaction Coor Distributed Transaction Coor Distributed Transaction Coor Distributed Transaction Coor File and Printer Sharing File Sharing Share Sharing File Sharing Sharing File Sharing Share Sharing File Sharing Share Sharing File Sharing Sharing Sharing Sharing File Sharing Share Sharing Sharing File Sharing Share Sharing Share Sharing File Sharing Share Sharing Sharing Share Sharing Share Sharing File Sharing Sharing Share Sharing Share Sharing Share Sharing Share Sharing Share Share Sharing Share Share Share Sharing Share S</th><th>Profile Private, Domain Private, Private</th><th>Inbound Rules Image: Second Second</th></td<>	Group Distributed Transaction Coor Distributed Transaction Coor Distributed Transaction Coor Distributed Transaction Coor Distributed Transaction Coor Distributed Transaction Coor File and Printer Sharing File Sharing Share Sharing File Sharing Sharing File Sharing Share Sharing File Sharing Share Sharing File Sharing Sharing Sharing Sharing File Sharing Share Sharing Sharing File Sharing Share Sharing Share Sharing File Sharing Share Sharing Sharing Share Sharing Share Sharing File Sharing Sharing Share Sharing Share Sharing Share Sharing Share Sharing Share Share Sharing Share Share Share Sharing Share S	Profile Private, Domain Private, Private	Inbound Rules Image: Second



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

s Defender Firewall with Inbound Ri	ıles					Actions	
ound Rules Name		Group	Profile	Enabled	Acti ^	Inbound Rules	
itor Rule Type					×	Vew Rule	
Select the type of firewall rule to cre	ate.					Filter by State	
Steps:	What type of a lower ldw	au like te emete?				View	
Rule Type Protocol and Ports	what type of fulle would y	ou like to create?				G Refresh	
 Action 	Program Bule that controls con	nections for a program				 Export List Help 	
 Protie Name 	Port Rule that controls con Predefined: @ FrewallAPIdll802 Rule that controls con Custom Custom rule.	nections for a TCP or UDP port.	< Next :	Car	rcel		

Step 4: Input the port numbers 3306,11129

Protocol and Ports Sile Inbound Rules Sign: Does this rule apply to TCP or UDP? main main main main main main main main	Mew Inbound Rule Wizard	1		\times		Actions
Steps: Does this rule apply to TCP or UDP? main main vale, vale, main vale, vale, main vale,	Protocol and Ports Specify the protocols and ports to	which this rule applies.			ofile ^ vate,	Inbound Rules
	Steps: Rule Type Protocol and Ports Action Profile Name	Does this rule apply to TCP or UI TCP UDP Does this rule apply to all local point All local ports Specific local ports:	DP? orts or specific local ports? Example: 80, 443, 5000-5010 		imain yate, yate, imain yate, yate, imain yate, yate, yate, yate, yate, yate, yate, yate, yate, yate, yate, yate, yate, yate,	▼ Filter by Profil ▼ Filter by State ▼ Filter by Grouv View Refresh B Export List ≧ Help Selected Items Cut Copy Copy ≥ Help

End of Windows(laptop/desktop) repping



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.

MySQL Installer		- ×
MySQL. Installer Adding Community	Choosing a Setup Type Please select the Setup Type that suits you	ır use case.
Choosing a Setup Type Download Installation Installation Complete	 Server only Installs only the MySQL Server product. Client only Installs only the MySQL Client products, without a server. Full Installs all included MySQL products and features. Custom Manually select the products that should be installed on the system. 	Setup Type Description Installs only the MySQL Server. This type should be used when you want to deploy a MySQL Server, but will not be developing MySQL applications.
		Next > Cancel

Step 7: Click next.

le la		
AySQL. Installer	Path Conflicts	
dding Community	Some products has path conflicts	
	Here are the list of the products that has path conflicts, ple necesary change the path or paths below.	ease navigate between them and if is
noosing a Setup Type	Product	Architecture
ath Conflicts	MySQL Server 8.0.34	X64
ownload		
stallation		
istonotion.		
roduct Configuration		
roduct Configuration	You can use the same folder or change it to a new one, tak overwrite the folder if already exists.	1 Warning that the install process car
roduct Configuration Istallation Complete	You can use the same folder or change it to a new one, tak overwrite the folder if already exists. Install Directory:	1 Warning te in mind that the install process can
roduct Configuration Istallation Complete	You can use the same folder or change it to a new one, tak overwrite the folder if already exists. Install Directory: C:\Program Files\MySQL\MySQL Server 8.0	1 Warning e in mind that the install process car a
roduct Configuration Istallation Complete	You can use the same folder or change it to a new one, tak overwrite the folder if already exists. Install Directory: C:\Program Files\MySQL\MySQL Server 8.0 Data Directory:	1 Warning te in mind that the install process can
roduct Configuration Istallation Complete	You can use the same folder or change it to a new one, tak overwrite the folder if already exists. Install Directory: C:\Program Files\MySQL\MySQL Server 8.0 Data Directory: C:\ProgramData\MySQL\MySQL Server 8.0	1 Warning e in mind that the install process can



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

MySQL Installer			— [×
MySQL. Installer Adding Community	Download The following products will be downlo	oaded.		
Choosing a Setup Type	Product	Arch S	tatus Progress	Not
Path Conflicts	MySQL Server 8.0.34	X64 Ready to	o download	
Download				
Installation				
Product Configuration				
Installation Complete				
	<			>
	Click [Execute] to download the follow	ving packages.		
		< Back	Execute	Cancel

Step 9: Select Server only

MySQL Installer				_		×
MySQL. Installer MySQL Server 8.0.34	Type and Network Server Configuration Type Choose the correct server co define how much system rei	king onfiguration type fo sources are assigned	r this MySQL Ser d to the MySQL S	ver installation. This server instance.	setting wi	11
Type and Networking	Config Type: Server Comp	uter	-		~	
Authentication Method	Connectivity					
Accounts and Roles	Use the following controls to	o select how you we	ould like to conn	ect to this server.	33060	
Windows Service	✓ ICP/IP ✓ Open Windows	Firewall ports for ne	etwork access	A PIOLOCOI POIL	33000	
Server File Permissions	Named Pipe	Pipe Name:	MYSQL			
Apply Configuration	Shared Memory	Memory Name:	MYSQL			
	Advanced Configuration Select the check box below t and logging options for this Show Advanced and	to get additional co server instance. d Logging Options	nfiguration page	s where you can set	advanced	
				Next >	Cance	1



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.

MySQL Installer				_	
23					
MySQL. Installer	Accounts and	Roles			
MySQL Server 8.0.34	Root Account Passwor Enter the password for place.	rd r the root account. P	lease remember to stor	re this password in	a secure
Type and Networking	MySQL Root Password	d: ••••••			
Authoritication Mathed	Repeat Password:				
Authentication Method		Password str	ength: Medium		
Accounts and Roles					
Windows Service					
Server File Permissions	MySQL User Account	ts			
Apply Configuration	Create MySQL user a	ccounts for your use	rs and applications. As	sign a role to the u	iser the
	MySQL User N	ame Host	User Role		Add User
					Edit User
					Delete
					Durcu
]	
			< Back	Next >	Cancel
MySQL Installer	_			-	
MvSOL. Installer	Accounts and	Roles			
MySQL Server 8.0.34	Root Account Password	1			
	Enter the password for t	the root account. Plea	ase remember to store the	his password in a se	ecure
Type and Networking	Please specify the user name	paraword and a	database rele		
Authentication Method		e, passworu, and c	latabase role.		
Accounts and Roles	User Name:		•		
Windows Service	Server Host:	<all (%)="" hosts=""></all>	~		
Serves File Dermissions	Role:	DB Admin	~		
Server File Permissions	Authentication:	MySQL			
Apply Configuration	Password:		1	a role to the user f	that
	Confirm Password:			A	dd User
	Pa	assword strength: Ma	x	E	dit User
					Delete
			OK Cancel		
				News	Connect
			< Back	Next >	Cancel



Step 11: 'Under Run Windows Service as...' choose Standard System Account

then click the *Next* button.

S MySQL Installer	-		×
MySQL. Installer MySQL Server 8.0.34	Windows Service Configure MySQL Server as a Windows Service		k
Type and Networking Authentication Method Accounts and Roles	Windows Service Details Please specify a Windows Service name to be used for this MySQL Server instance. A unique name is required for each instance. Windows Service Name: MySQL80 Image: Start the MySQL Server at System Startup		
Windows Service			
Server File Permissions	Run Windows Service as The MySQL Server needs to run under a given user account. Based on the security requirements of your system you need to pick one of the options below.		
Apply configuration	Standard System Account		
	Recommended for most scenarios.		
	Custom User		
	An existing user account can be selected for advanced scenarios.		
	< Back Next >	Car	ncel

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

S MySQL Installer		-		×
MySQL. Installer MySQL Server 8.0.34	Apply Configuration Click [Execute] to apply the changes Configuration Steps Log			
Type and Networking Authentication Method Accounts and Roles Windows Service Server File Permissions Apply Configuration	 Writing configuration file Updating Windows Firewall rules Adjusting Windows service Initializing database (may take a long time) Updating permissions for the data folder and related server files Starting the server Applying security settings Updating the Start menu link. 		Canc	el



Step 13: Click the *Next* button.

MySQL Installer		- 🗆 ×
MySQL. Installer Adding Community	Product Configuration We'll now walk through a configuration	n wizard for each of the following products.
Choosing a Setup Type	You can cancel at any point if you wish products.	to leave this wizard without configuring all the
Check Requirements	Product	Status
Installation	MySQL Server 8.0.34	Configuration complete.
Product Configuration		
Installation Complete		
		Next > Cancel

Step 14: Click the *Finish* button.

SQL Installer	×
MySQL. Installer Adding Community	Installation Complete The installation procedure has been completed.
Choosing a Setup Type Check Requirements Installation Product Configuration	Copy Log to Clipboard
Installation Complete	
	Finish

End of MYSQL installation process





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.o*' -> '*bin*'. Copy the path as shown.

→ * ↑ G:\Pro	gram Files\MySQL\MySQL Server 8.0\bin			
10:1	Name	Date modified	Туре	Size
Quick access	🚳 comerr64.dll	13/03/2023 11:32	Application exten	16 KB
💼 OneDrive	🚳 fido2.dll	22/06/2023 12:09	Application exten	228 KB
This DC	ido2.lib	22/06/2023 12:09	LIB File	54 KB
	Ssapi64.dll	13/03/2023 11:32	Application exten	381 KB
3D Objects	harness-library.dll	22/06/2023 12:10	Application exten	779 KB
📃 Desktop	ibd2sdi.exe	22/06/2023 05:39	Application	6,273 KB
Documents	innochecksum.exe	22/06/2023 05:39	Application	6,263 KB
👆 Downloads	jemalloc.dll	08/12/2021 12:30	Application exten	263 KB
b Music	k5sprt64.dll	13/03/2023 11:32	Application exten	63 KB
Pictures	🚳 krb5_64.dll	13/03/2023 11:32	Application exten	1,195 KB
Videos	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
Local Disk (C:)	🗟 libmecab.dll	19/11/2021 20:03	Application exten	1,797 KB
🕳 Local Disk (E:)	🗟 libprotobuf.dll	22/06/2023 12:09	Application exten	2,778 KB
Network	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
	Iz4_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
items				



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

System Propertie	s				×			
Computer Name	Hardware	Advanced	System Protection	Remote	k			
You must be logged on as an Administrator to make most of these changes. Performance Visual effects, processor scheduling, memory usage, and virtual memory								
User Profiles Desktop settir	User Profiles Desktop settings related to your sign-in Settings							
Startup and R	ecovery							
System startup, system failure, and debugging information Settings								
Environment Variables								
		ОК	Cancel	Ap	ply			

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

Environment Variables

ariable	Value
IOZ_PLUGIN_PATH	C:\Program Files (x86)\Foxit Software\Foxit Reader\plugins\
DneDrive	C:\Users\Admin\OneDrive
ath	C:\Users\Admin\AppData\Roaming\TinyTeX\bin\win32;C:\Users\A
EMP	C:\Users\Admin\AppData\Local\Temp
MP	C:\Users\Admin\AppData\Local\Temp
	New Edit Delete
tem variables	
ariable	Value
ComSpec	C:\WINDOWS\system32\cmd.exe
PriverData	C:\Windows\System32\Drivers\DriverData
NUMBER_OF_PROCESSORS	4
75	
ath	C:\WINDOWS\system32;C:\WINDOWS;C:\WINDOWS\System32\Wb
ROCESSOR ARCHITECTURE	AMD64
	New Edit Delete

 \times



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

Environment Variables



PUBLIC

 \times



 \times

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

Environment Variables

C:\Users\Admin\AppData	a\Roaming\TinyTeX\bin\win32	New
%USERPROFILE%\AppDa	ta\Local\Microsoft\WindowsApps	
C:\Users\Admin\AppData	a\Local\Programs\Python\Python37	Edit
C:\Users\Admin\AppData	a\Local\Programs\Python\Python37\Scripts	
C:\Users\Admin\AppData	a\Local\Programs\MiKTeX\miktex\bin\x64\	Browse
C:\Users\Admin\AppData	a\Local\Programs\Microsoft VS Code\bin	
C:\Program Files\MySQL	\MySQL Server 8.0\bin	Delete
		Move Up
		Move Down
		Edit text
	01/	



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::f549:69e 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.

nicrosoft 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 <u>https://www.kra.go.ke/</u>. 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.

C □ > This PC > Windows (C:) > Program Files (x86) > eTIMS-MultiPaypoint-Win >						
	Sort ~ 🔳 View ~					
Name ^	Date modified	Туре	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			
C DocumentFormat.OpenXml	3/13/2019 2:35 AM	Microsoft Edge H	12,358 KB			
BBM2x.dll	11/1/2023 3:02 PM	Application exten	4,723 KB			
BBM2x.pdb	11/1/2023 3:02 PM	PDB File	839 KB			
☑ 4 EBM2x.WPF	11/1/2023 3:06 PM	Application	77,544 KB			
BBM2x.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			
C EntityFramework.SqlServer	9/14/2019 8:01 PM	Microsoft Edge H	160 KB			
C 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			

d 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.

MainWindow		
System setting		
ETIMISTIO INIST / V202205283AEW.0115		
KRA PIN		
Branch ID		
Serial Number		
Business Type	Grocery Store	v
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.

MainWindow	
System setting	
ETIM51.0 TEST LOCAL / v20221103.NEW.0150	
KRA PIN	Acc
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).

MainWindow Admin	Menu	5080P Q C 27/01/2023 13:46:56		
			 Please select a function 	
	at ² MS			
	GILMIS		00	
			User Management	ltem Management I
			Ť	ŕŕ



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	G	27/01	/2023
	New	Query	Save	Back
User Code				
User Name				
Password				
Tel No				
Permission				~

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

MainWindow		
	at ² MC	
	G I / 1413	
	ETIMS1.0 Client	
	KRA PIN	
	A008985080P	
	User ID	
	I	
	Password	
	Login Back	
		Artin



Step 29: Click the *User* button.

MainWindow				
EBM2.1				
User				
	27/01/2023 13:50: Waiting for A	28 pproval		
	Sales	Purchase	Import	
	0	4	53	
			Activat Go to Sett	e \ tting

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 Management					Uplo	oad	Dow	nload	Ne	~	Sav	ve			Back
		User ID		F	P05				Password				••••			
		User Name		1	TEST LTD				Phone Nun	nber			0700			
		Role		ľ	Manager			Ý	Usable				Active			v
		Address														
		A 41 - 5 - 15			UseMgt	\checkmark	Refund	\checkmark	ZReport	~	Price	\checkmark	Custome	er 🗸	Stock	
		Autnorization			Z SaleRpt	\checkmark	Setting	V	Adjust	V	Proforma	¥	Import	\checkmark	Purchase	
	Upload Photo															
Search l	UserCode or UserName									Statu	s	0	Active		~ o	Search
User ID	User Name Role	Date Registered	Phone Number	Address					Usabi	e						
P05	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.

📄 Us	er Managen	nent							Uple	bad	Dow	nload	Ne	w	Save	;		Back
			User	ID								Password						
			User	Name								Phone Num	ber					
			Role				Mana	ger			Ý	Usable				Active		v
			Addi	ess														
			Austi	evienties				UseMgt		Refund		ZReport		Price		Customer	Stock	
			Autr	onzation			b	SaleRpt		Setting		Adjust		Proforma		Import	Purchase	
	Upload Ph	oto																
Search User	Code or UserN	ame											Statu	s		ctive	~ 0	Search
User ID	User Name	Role	Date Registe	red	Phone Number	Address						Usable						
POS	TEST LTD		19-12	2-2023 15:52:22								Y						

Step 32: Click the *Logout* button.

ETIMS1.					_ & ×
	EBM2.1				Logort 🛞
	User				
		21/01/2023 15:31:0	0		
		Waiting for Ap	proval		
		Sales	Purchase	Import	
		0	1	0	
			022		eT <mark>iMS</mark>

End of user creation



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

Store Menu	21/01/2023 14:45:39	
1 ² MS		69
Management		 ▲ ▲ Please select a function.
Module	Grocery store	
Waiting for upload		
Count	Amount	
3	2,800	

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

	eT ² MS	
	ETIMS1.0 Client	
KRA PIN	IN	
A00		
User ID	0	
55555	5	
•••••	•	
	Login Back	



ENVIRONMENT MODULE

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

ETIMS	1.0						_ a >	×
	ETIMS1.0	TEST LTD					Logart 😰	
	Environment	>> Environment						
	Item Management	User						
	Customer Management	Change Password		23 16:14:0	01		_	
		System Setting		ing for Ap	oproval			
2	Sales Management		Sa	les	Purchase	Import		
BUY	Purchase Management		()	0	0		
٢	Import Management			,	U	U		
읾	Stock Management							
							eT ² MS	

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.

3:43			* ?: 11 50
System setting			Save Close
Company Name		Branch Name	Headquarter
Business Activity		Manager Name	
Email Address		Address	Nairobi Westlands District Westlands
Phone No			
PORT or Printer name		MoreInformation	
Baud Rate	19200	PIN Number	
Paper size	58mm	SCU ID	
		Branch Code	00
		MRC No.	
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.

ETIMS	1.0								_ 8 ×
	ETIM	S1.0	TEST LTD						Logaut 🔯
	Environme	nt							
1	ltem Mana	gement	> > Item Manageme	ent	10 17 07				
	Customer	Management	ltem	23 Waiting	16:17:07 for Approva	al			
8	Sales Mana	agement		Sales	, II F	urchase	Impor	t	
BUY	Purchase N	lanagement		0		0	0		
۲	Import Ma	nagement		•		U	Ŭ		
읾	Stock Man	agement							
								е	<u>1</u>MS
ETIMS	1.0								- @ ×
	ltem Manage	ement			🗊 Import	🗐 Export 🕂	New 🔋 S	ave	Close
Item Co	de			Auto Numbering	Class Code				
Item Na	ime		•		Use Barcode	Inactive	Bar Code		
Batch N	um		Origin	•	Insurance Y/N	Inactive	L1 Sale Price(Incl)	0	
Item Typ	pe	÷	Pkg Unit	, v	Qty Unit		,		
Purchas	e Price(Incl)	0	Sale Price(Incl)	0	Тах Туре		•		
Beginnii	ng Stock	0	Current Stock	0	Safety Stock	0			
Use Exp	iration	Inactive ~	Expiration Date		Status	Active			
Descript	tion								
Item Co	de, Barcode, Item	Name					Status	Active	 Search
tem Code		Item Name	Origin	Item Type	Pack Unit Qty L	Init	Purchase Pri	ce(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											- 8 ×
📄 Item Manag	ement			Import	😫 Export	+ Ne	w 🔋 🛯	Save]		Close
	_										
Item Code			Auto Numbering	Class Code		B					
Item Name				Use Barcode	Inactive	Y Bar C	ode				
Batch Num		Origin	6	Insurance Y/N	Inactive	Y L1 Sa	le Price(Incl)	0			
Item Type	~	Pkg Unit	~	Qty Unit		~					
Purchase Price(Incl)	0	Sale Price(Incl)	0	Тах Туре		~					
Beginning Stock	0	Current Stock	0	Safety Stock	0						
Use Expiration	Inactive 🗸	Expiration Date		Status	Active	~					
Description											
Item Code, Barcode, Item	n Name					Statu	5	Active		•	Search
tem Code	Item Name	Origin	Item Type	Padk Unit Qty	Jnit		Purchase Pr	ice(Incl)	Sale Price(Incl)	в	eginning 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			Cancel	Confirm
ItemClass Code, ItemClass Name	Lvl 3 v beer	Status 🚺	Active	 Search
Item Class Code Level	kem Class Name	ItemClass Information		
	T · · · · · · · · · · · · · · · · · · ·	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			Cancel	Confirm
ItemClass Code, ItemClass Name		Status 🚺	Active 🗸	ə Search
Item Class Code Level		ItemClass Information		
		Item Class Code		
	Lvl 5	Item Class Name		

PUBLIC



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

ETIMS1.0					-	ð ×
Item Class Popup					Cancel	Confirm
ItemClass Code, ItemClass Name		Lvi 4 v beer	Status 📵	Active	v 🖸	Se
Item Class Code	Level	Item Class Name	ItemClass Information			
50202201	4	Beer	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.

ETIMS1.0										- 8	×
📄 Item Manag	ement			Import	🗐 Export	t	New 🛄 Sa	ave		Clo	ose
Item Code			Auto Numbering	Class Code	50202201	0	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	Тах Туре	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, Iten	n Name						Status	Active ~	•	Searc	h
tem Code	Item Name	Origin	Item Type	Padk Unit Qty U	nit		Purchase Pric	e(Incl) Sale Price(Incl)	в	eginning Sto	ck

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 Manage	ement			Import	🐒 Export 🕂	New 📃 Sa	we	Close
Item Code			Auto Numbering	Class Code	₿			
Item Name				Use Barcode	Inactive	Bar Code		
Batch Num		Origin	6	Insurance Y/N	Inactive 🗸	L1 Sale Price(Incl)	0	
Item Type	Ý	Pkg Unit	v	Qty Unit	v			
Purchase Price(Incl)	0	Sale Price(Incl)	0	Тах Туре	D-Non VAT 🗸			
Beginning Stock	0	Current Stock	0	Safety Stock	0			
Use Expiration	Inactive ~	Expiration Date		Status	Active 🗸			
Description								
Item Code, Barcode, Item	i Name					Status	Active 🗸	• Search
tem Code	Item Name	Origin	Item Type	Padk Unit Qty U	nit	Purchase Price	e(Incl) Sale Price(Incl)	Beginning Stock

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

ETIMS1.0										-	e ×
📄 Item Manage	ement			M Import	🛃 Export	New		Save			Close
Item Code	KE-2BQXU00-00001		Auto Numbering	Class Code	50202201	Beer					
Item Name	Tusker			Use Barcode	Inactive	Y Bar Code					
Batch Num		Origin	KENYA 🚱	Insurance Y/N	Inactive	 L1 Sale Price 	e(incl)				
Item Type	Finished Product 🗸	Pkg Unit	Bottle, protected cylind $\ _{\lor}$	Qty Unit	Pieces/item [Number]	~					
Purchase Price(Incl)	100	Sale Price(Incl)	150	Тах Туре	B-16.00%	v					
Beginning Stock	25	Current Stock	0	Safety Stock	0						
Use Expiration	Active 🗸	Expiration Date	12/21/2023	Status	Active	v					
Description											
Item Code, Barcode, Item	n Name					Status		Active	~	• Se	arch
tem Code	Item Name	Origin	Item Type	Pack Unit Qty U	nit		Purchase P	Price(Incl) Sa	ale Price(Incl)	Beginnin	g Stock

End Of Item Registration Process



CUSTOMER MANAGEMENT MODULE

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

ETIMS	1.0					- @ ×
	ETIMS1.0	TEST LTD)			Logast 🔯
	Environment					
	Item Management					
	Customer Management	>> Customer Mana	agement	Approval		
S	Sales Management	Customer		e	Import	
BUY	Purchase Management	Insurer		0	0	
٢	Import Management		V	U	V	
읾	Stock Management					
						eT <mark>²MS</mark>

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

ETIMS1.0											- 8	×
Customer N	lanagement			Upload	Download		New	Sav	e		Bac	k
Туре	Non-Individual	~	Delegator				Phone 1		700			
KRA PIN	P00		Nationality	KENYA		0	Phone 2	þ	700			
Name	ETIMS TEST LTD		E-Mail				FAX NO.					
Bank			Account				Depositor	Τ				
Address			Remark	REPEAT CUSTOMER			Status	A	Active			v
Group	Default	~										
Search by Customer Co	de or Customer Name						Status	•	Active	~ 0	Search	
ID Туре	Name	Delegator Nationali	ty Email	Phone1 P	hone2 FAX							

End Of Customer Registration



SALES MANAGEMENT MODULE Step 44: Click on the Sales Management button.

ETIMS	1.0					- 8	×
	ETIMS1.0	TEST LTD				Logaut	
	Environment						
	Item Management						
	Customer Management	1	9/12/2023 19:36: Waiting for Ar	11 oproval			
S	Sales Management		Sales	Purchase	Import		
BUY	Purchase Management		0	0	0		
٢	Import Management		U	U	V		
ඛ	Stock Management						
						eT ² MS	5

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

ETIMS	1.0												- 8 ×
	Sales Mana <u>c</u>	gement									Export VAT	🐁 Export	Close
Total	.VAT	0.00			Total		0.00						
Date	12/12/2023	15	~	12/19/2023	Invoice		Status	s O	Ý		Search	Z Report	Sales Rpt
Status	Invoice	e ID Cus	tomer		Sale	Date	Release Date	•	Credit Note Date	VAT	Total	Amount S	ales Amount
											↓		
Deta	ail list							_					
Status				Invoice ID			Customer				New	Detail	Modify
VAT				Total Amount			Sales Amount						Delete
Seq	Item C	ode		Item Name			Quantity		Unit Price	Amount	Sales Amount	VAT	
													^



Step 46: Click Yes on the dialogue box that appears.

ETIMS1.0												- @ ×
Si Si										Export VAT	🗐 Export	Close
Total.V	'AT	0.00			Total		0.00					
Date	12/12/2023	15	~	12/19/2023	Invoice		Status O			Search	Z Report	Sales Rpt
Status												
				_					_			^
					Confir Do you w	m ant to proce	eed to New Invoice?					
Detail	l list						Yes	No				
Status				Invoice ID						New	Detail	Modify
VAT				Total Amount			Sales Amount					Delete
ieq												

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

ETIMS1.0							- 0	×
📄 🖹 Sale Registr	ation					Save		.e
Sale Type	Sale							
Invoice ID	5		Item Code 🔹 🚖	₿				
Customer ID 🔶		B	Class Code					
Customer Name								
Sale Date	20231219		Unit Price(Incl) 👷	0	Sales Qty 🔺	0		
Release Date			Тах Туре 🔺		Vat	0.00		
Total Amount(Incl)	0.00		D/C Rate (%)	0	D/C Amount	0.00		
VAT	0.00		Sales Price(Incl)	0.00	Total Price(Incl)	0.00		
Non-Fiscal Info.			Clear	Confirm	Ren	nove	Empty	
tem Code	Unit Price(Inc	i) Sales Qty	Sales Price(Incl)					
tem Name	VAT	D/C Amount	Total Price(Ind)					
								~



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

ETIMS1.0												- @ ×
📄 Cu	istomer Popi	dr							+ Add Custom	er	Cancel	
Customer C	ode, Customer I	Name							Status	0	Active	•
D	Туре	Name	Delegator	Nationality	Email	Phone1	Phone2	FAX	Customer Inf	ormation	_	
P00	Corperate	ETIMS TEST LTD		KENYA		0700	0700		Tin		P00	
									Customer Na	me	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.

ETIMS1.0								- @ ×
📄 Sale Registr	ation						Save	Close
Sale Type	Sale							
Invoice ID	5			Item Code 対	₿			
Customer ID 🔶	P00		•	Class Code				
Customer Name	ETIMS TEST LTD							
Sale Date	20231219			Unit Price(Incl) 🔒	0	Sales Qty 🙀	0	
Release Date				Тах Туре 🔺	~	Vat	0.00	
Total Amount(Incl)	0.00			D/C Rate (%)	0	D/C Amount	0.00	
VAT	0.00			Sales Price(Incl)	0.00	Total Price(Incl)	0.00	
Non-Fiscal Info.				Clear	Confirm	Ren	nove	Empty
tem Code		Unit Price(Incl)	Sales Qty	Sales Price(Incl)				
tem Name		VAT	D/C Amount	Total Price(Ind)				

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



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

ETIMS1.0						_ @ ×
📄 Item Popu	р				+ Add Item	Cancel Confirm
Code,Name,Barcode					Status 📵	Active
tem Code	Item Name	Origin	Item Type Pack Unit	Qty Unit	Item Information	
KE2BGXU0000001	Mandazi	KENYA	Finished Proc Bag	Pieces/item [Item Code	KE2BQXNOX0000001
KE2BQXNOX000001	Tusker	KENYA	Finished Proc Bottle, prote	Number	Item Name	Tusker
					Origin	KENYA
KE2JYXNOX0000001	Porridge	KENYA	Finished Proc Jerry CAN C	y Number	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 51: Provide the quantity being supplied then click the *Confirm* button.

ETIMS1.0							_ @ ×
Sale Registr	ation					빌 Save	Close
Sale Type	Sale						
Invoice ID	5		Item Code 🛛 🔶	KE2BQXNOX000001	Tusker		
Customer ID 🗧	P00000000Z	0	Class Code	50202201	Beer		
Customer Name	ETIMS TEST LTD						
Sale Date	20231219		Unit Price(Incl) 🔒	350	Sales Qty 🙀	10	
Release Date			Тах Туре 🔺	B-16.00% ~	Vat	0.00	
Total Amount(Incl)	0.00		D/C Rate (%)	0	D/C Amount	0.00	
VAT	0.00		Sales Price(Incl)	0.00	Total Price(Incl)	0.00	
Non-Fiscal Info.			Clear	Confirm	Ren	nove	Empty
tem Code	Unit Price(Incl)	Sales Qty	Sales Price(Incl)				
tem Name	VAT	D/C Amount	Total Price(Ind)				



Step 52: Click save.

ETIMS1.0									- 8	×
📄 📄 Sale Registr	ation							Savo		200
								Jave		/30
Sale Type	Sale							\frown		
Invoice ID	5			Item Code 🛛 🔺	B					
Customer ID 対	P00000000Z		•	Class Code						
Customer Name	ETIMS TEST LTD									
Sale Date	20231220			Unit Price(Incl) 🔶 🛉	0	Sales Qty	* 0			
Release Date				Тах Туре 🔺	~	Vat	0.00)		
Total Amount(Incl)	3,500.00			D/C Rate (%)	0	D/C Amount	0.00)		
VAT	482.76			Sales Price(Incl)	0.00	Total Price(Incl)	0.00)		
Non-Fiscal Info.				Clear	Confirm	R	lemove		Empty	y
tem Code		Unit Price(Incl)	Sales Qty	Sales Price(Incl)						
tem Name		VAT	D/C Amount	Total Price(Ind)						
KE2BQXNO X0000001		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 Manag	gement						Export VAT	🐁 Export	Close
Total.VAT	482.76		Total	3,500.00					
Date 12/13/2023	15 ~	12/20/2023	Invoice	Status O	v		Search	Z Report	Sales Rpt
Status Invoic	e ID Customer		Sale Date	Release Date	Credit Note Date	VAT	Total /	Amount Sale	es Amount
Wait for Approval 5	ETIMS TEST LTD		20-12-2023			482.76	3,500	3,500	
Detail list									
Status		Invoice ID		Customer			New	Detail	Modify
VAT		Total Amount		Sales Amount				Detun	Delete
5eq Item C	ode	Item Name		Quantity	Unit Price	Amount	Sales Amount	VAT	



Step 54: Click on the *Approve* button.

ETIMS1.0							_ @ ×
Detail Inform	nation Of Sale					🗐 Export	Print Close
							- кесеірі
Current Status	Wait for Approval						
Approve	Cancel © Credi	t Note 🚺 💿 CancelR	equest	Item Code			
Invoic	5	Sale Date	20231220	Class Code			
Cust	P00000000Z	Customer Name	ETIMS TEST LTD			Current Stock	
Total nt(Incl)	3,500.00	Validate		Unit Price(Incl)	0.00	Sales Qty	0
VAT	482.76	Cancel Request		Так Туре		Vat	0.00
D/C ,	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		
tem Code	Current Stock	Unit Price(Incl)	Sales Qty	Sales Price(Incl)			
tem Name		VAT	D/C Amount	Total Price(Ind)			
KE2BQX NO X0000001	0	350	10	3,500			
Tusker		482.76	0	3,500			

Step 55: Confirm by clicking Yes.

ETIMS1.0									
							Export	Print Passint	Close
								- Receipt	
Current Status	Wait for Approval								
Approve	Cancel © Cred	it Note 💿 CancelR	equest	Item Code					
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	<i>c c</i>				Sales Qty	0	
VAT	482.76	Cancel Request	Confirm		Vat	0.00			
D/C Amount	0.00	Cancel	Do you want to proce	ess the invoiceApprov	ed?		D/C Amount	0.00	
Supply Amount(Incl)	3,500.00	Credit Note					Total Price(Incl)	0.00	
Non-Fiscal Info.									
		Unit Price(Incl)							
tem Name		VAT		Yes	No				
KE2BQXNO X0000001	0	350							
Tusker		482.76	0	3,500					



Step 56: The taxpayer is to select the mode in which they will be receiving payment.

ETIMS1.0	_ @ ×
E Check Information	- Chara
	Close
The Customer Phone or KRA PIN	
POO	
Payment mode	
⊗ Bank Check D≩bit/Credit Card Mobile Money ⊗ Bank Slip	

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

ETIMS1.0			- @ ×
Print Receipt			🛛 Close
Print Receipt	Print A4		
Invoice Custor	s P0000000Z 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										- @ ×
Sa Sa	ales Manag	gement						Export	🔹 Export	Close
					_			- VAI		
Total.V	AT	482.76		Total	3,500.00	-				
Date	12/13/2023	15 ~	12/20/2023	Invoice	Status G	, .		Search	Z Report	Sales Rpt
Status	Invoic	EID Customer		Sale Date	Release Date	Credit Note Date	VAT	Total	Amount Sak	es Amount
Approved	5	ETIMS TEST L	TD	20-12-2023	20-12-2023 12:12	:11	482.76	3,500	3,500	^
ł										
									_	
Detail	list									
Status		Approved	Invoice ID	5	Customer	ETIMS TEST LTD				Modify
VAT		482.76	Total Amount	3,500.00	Sales Amount	3,500.00		New	Detail	Delete
Seq	Item C	ode	Item Name		Quantity	Unit Price	Amount	Sales Amount	VAT	
1	KE2	BQXU0000001	Tusker		10	350	3,500	3,500	482.76	

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

ETIMS1.0							_ @ X
📄 Detail Infor	nation Of Sale					🗐 Export	Print Receipt Close
Current Status	Approved						
• Approve	Cancel © Credi	t Note CancelR	equest	Item Code			
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	20231220121211	Unit Price(Incl)	0.00	Sales Qty	0
VAT	482.76	Cancel Request		Тах Туре		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		
tem Code	Current Stock	Unit Price(Incl)	Sales Qty	Sales Price(Incl)			
tem Name		VAT	D/C Amount	Total Price(Ind)			
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.

ETIMS1.0)											- @ ×
E Si	ales Manag	gement								Export VAT	🕄 Export	Close
Total.V	'AT	482.76		Total		3,500.00						
Date	12/13/2023	15 ~	12/20/2023 15	Invoice			Status 🕻		v	Search	Z Report	Sales Rpt
Status	Invoic	e ID Customer		Sal	e Date	Rel	ease Date	Credit Note D	ate VAT	Total	Amount Sa	les Amount
Canc	5	ETIMS TEST L	TD	20-	12-2023	20-	12-2023 12:12	2:11	482.76	3,500	3,500	· · · · · · · · · · · · · · · · · · ·
											↓	
Detail	llist											
Status		Cancel Requested	Invoice ID	5		Customer		ETIMS TEST LTD	_	New	Detail	Modity
VAT		482.76	Total Amount	3,500.00		Sales Amou	int	3,500.00				Delete
5eq 1	KE2	ode 28QXU0000001	ltem Name Tusker			Qu 10	antity	Unit: Price	Amount 3,500	Sales Amount 3,500	482.76	

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

ETIMS1.0							_ @ ×
📄 Detail Inforr	nation Of Sale					🗐 Export	Print Receipt 🛛 🛛 Close
Current Status	Cancel Requested						
Rollback	Cancel Cre	dit Note 💿 CancelR	equest	Item Code			
Invoice ID	5	le Date	20231220	Class Code			
Customer ID	P00000000Z	istomer Name	ETIMS TEST LTD			Current Stock	
Total Amount(Incl)	3,500.00	lidate	20231220121211	Unit Price(Incl)	0.00	Sales Qty	0
VAT	482.76	ncel Request	20231220122404	Тах Туре		Vat	0.00
D/C Amount	0.00	incel		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		
tem Code	Current Stock	Unit Price(Incl)	Sales Qty	Sales Price(Incl)			
tem Name		VAT	D/C Amount	Total Price(Ind)			
KE2BQXU0000001	0	350	10	3,500			
Tusker		482.76	0	3,500			

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Step 62: Confirm the mode of payment for the reversal.

ETIMS1.0	-	đ	×
Check Information			
		lose	
The Customer Phone or KRA PIN			
POOL			
Payment mode			
⊗ Bank Check Debit/Credit Card Mobile Money ⊗ Bank Slip			

Step 63: Click the *Print Receipt* button.

ETIMS1.0			- @ ×	
Print Receipt			Z Close	
Print Receipt	Print A4			
Invoice ID	6			
Customer	P00000000Z			
	ETIMS TEST LTD			
	Credit Notes			52

End of Sale Management Module.



PURCHASE MANAGEMENT MODULE.

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

ETIMS	1.0					- a ×
	ETIMS1.0					Lopart 🔞
*	Environment					
1	Item Management					
	Customer Management		21/01/2023 18:06:5	54		
			Waiting for Ap	oproval		
Ž	Sales Management		Sales	Purchase	Import	
E	Purchase Management		0	1	0	
٢	Import Management	•	U		U	
ඛ	Stock Management					
						eT <mark>îMS</mark>

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

ETIMS1.	0									- @ ×
P	Purchase Ma	anagement					💷 Receive	Export	🗐 Export	Close
Total.V	/AT	0.00		Total	500.00					
Date	1/14/2023	15 ~	1/21/2023	Invoice	Statu	us O	¥	Search		
Status	Invoice	ID Supplier		Supply Date	Accept Dat	e Cancel Date	Purch	ase Amount	VAT	
Wait for A	pproval 1	ZEIN CUSTON	/IER	20230120			500		0	^
1									I.	
Detai	l list									
Status		Wait for Approval	Invoice ID	1	Supplier	ZEIN CUSTOMER		- New	Detail	* Modify
VAT		0.00	Purchase Amount	500.00				T New	Detail	Delete
Seq	Item C	ode	Item Name		Qty	Unit Price Amo	nt Purch	ase Price Purc	hase Amount VAT	
1	KE2	BQXLTR0000001	BEER		1	500 500	500	500	0	

PUBLIC



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

ETIMS1.0							- @ ×	
Detail Inform	nation Of Purchase					1	Export Close	
Current Status	Wait for Approval							
Accept	Cancel			Item Code	KE2BQXLTR0000001	BEER		
Invoice	1	Purchase Date	20230120	Class Code	5020220100	Beer		
supp	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		Тах Туре	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	
ltern Code		Unit Price	Purchase Qty	Purchase Price				
Item Name			D/C Amount	Total 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*.

ETIMS	1.0								- 8	×
	ETIMS1.0		TEST LTD						Logart	PA
	Environment									
	Item Management									
	Customer Management			20/12/202 Waiti	23 16:48: na for Ai	48 pproval				
S	Sales Management			Sal	es	Purchase	Imp	ort		
BUY	Purchase Management			()	0)		
٢	Import Management					Ŭ				
ඛ	Stock Management	>> S [.]	tock Managem	ient						
			Opening/Closing						ат Алс	
			Stock status						e i <mark>livi</mark> j	
			Stock In History			_				
			Stock Out History	ý						

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

ETIMS1.0										-	Ð	×
Stock Status							5tock Date	🕄 Export	🜗 Adju	st	Close	
Date	12/20/2023	~	12/20/2023	Item Code or Nam	ne, Barcode					•	Search	
tem Code	Item Name			Finished Product	Expiration Date	Raw Mater	rial	Current Stock				
KE2BQXU0000001	Tusker			150		0		150				Î,
									-	•		



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

ETIMS1.0									- @ ×
Stock In His							🗐 Export	🚯 Adjust	Close
Date	1/14/2023	III ~ 1/	21/2023 Item Cod	le or Name, Barcode					Search
	ΙΤΕΜ ΝΔΜΕ								
			OTV PRICE		DV BBICE T		QTY	QTY	QTY
KE2BQXLTR0000001	BEER		Confirm				5,100	0	0
			Deverente edi	and the state of 2					
			Do you want to adju	ist the stock?					
				Yes	No				
						_			

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.

ETIMS1.0								- 8
📄 🖹 Stock Adju	stment						📮 Save	Close
Item Code	KE-2BQXU00-00001			Class Code	50202201	Beer		
Item Name	Tusker			Use Barcode	Inactive 🗸	Bar Code		
		Origin	KENYA	Insurance Y/N	Inactive	L1 Sale Price	0	
Item Type	Finished Product 🗸	Pkg Unit	Bottle, protected cylind 👃	Qty Unit	Pieces/item [Number] 🕠	L2 Sale Price	0	
Purch	0	Sale F	350	Тах Туре	B-16.00%	L3 Sale Price	0	
Begin	150	Curre	150	Safety Stock	0	L4 Sale Price	0	
Descr				Status	Active 🗸	L5 Sale Price	0	
Adjust Type	*	Reason						
Adjustment In	Ŷ	Purchase of new stock						
Current Qty		Adjust Qty	Ť.,	Qty After		Adjust Date		
150	10			150		12/20/2023		
				·				
Before Location				After Location				
HQ							v	

END OF USER GUIDE.