



USER GUIDE FOR eTIMS PAYPOINT [WINDOWS]

Below is a step by step guide on how to install and use eTIMS Paypoint Windows.

Step 1: Software download

On a browser of your choice,

- Visit the 'KRA website' or click the link below www.kra.go.ke.
- Select the 'eTIMS' option (indicated by the arrow) at the bottom of the page.

The screenshot shows the Kenya Revenue Authority website. The top navigation bar includes links for 'About Us', 'E-Procurement', 'Careers', 'Publications', 'News Centre', 'KESRA', and 'Contact Us'. Below this is a secondary navigation bar with 'HOME', 'INDIVIDUAL', 'BUSINESS', 'INVESTORS', and 'AGENTS'. A search bar and 'Online Services' button are also visible. The main content area features a banner with the text 'Helping you find tax information & services' and a 'GET STARTED' button. A cartoon lion character is holding a sign that says 'Have you filed your returns?'. At the bottom, there is a dark navigation bar with icons for 'eTIMS', 'File Returns', 'FAQs', 'Important Dates', 'Complaints', 'Report Fraud', and 'Staff Verification'. A black arrow points to the 'eTIMS' icon.



Step 2:

- You should be able to see the eTIMS webpage.

KENYA REVENUE AUTHORITY HOME INDIVIDUAL **BUSINESS** INVESTORS AGENTS Online Services EN SW

What is eTIMS Who Should Use eTIMS?
All persons engaged in business are required to on-board eTIMS and issue electronic tax invoices.

Types of eTIMS Solutions

How to Onboard on eTIMS

Install eTIMS

Onboarding for Non-VAT

How to Onboard On eTIMS Lite

How to generate Invoice on eTIMS Lite (e-Citizen)

eTIMS Contact and Support Details

Who Should Use eTIMS?
All persons engaged in business are required to on-board eTIMS and issue electronic tax invoices.

Why is it not just for VAT registered taxpayers?
The law requires that for any person to claim their business expense, the expense must be supported by an electronic tax invoice. Therefore, all persons engaged in business are required to issue electronic tax invoices, whether registered for VAT or not (non-VAT taxpayers).

Why eTIMS?
1. It aids in reducing compliance costs as the solutions are provided free of charge;
2. eTIMS offers flexibility in the solutions available and is accessible on various computing devices;
3. The stock management module assists taxpayers maintain their own inventory;
4. eTIMS allows taxpayers to maintain record of invoices issued on the taxpayer portal;
5. eTIMS facilitates simplified return filing for taxpayers.

FAQs?

Step 3

- Scroll down until you get to the 'download and install' option as in the image below.
- Select the 'eTIMS Paypoint (Windows)' option.
- Download and install the software to your device

KENYA REVENUE AUTHORITY HOME INDIVIDUAL **BUSINESS** INVESTORS AGENTS Online Services EN SW

What is eTIMS Web Invoicing (eCitizen) Step by Step Guide

Types of eTIMS Solutions USSD Step by Step Guide

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eTIMS Contact and Support Details

User guides for eTIMS

- eTIMS Online portal User guide
- eTIMS Paypoint User Guide (Android)
- eTIMS Lite (VAT) User Guide
- eTIMS Multi-Paypoint User Guide (Windows)
- eTIMS PayPoint User Guide (Windows)

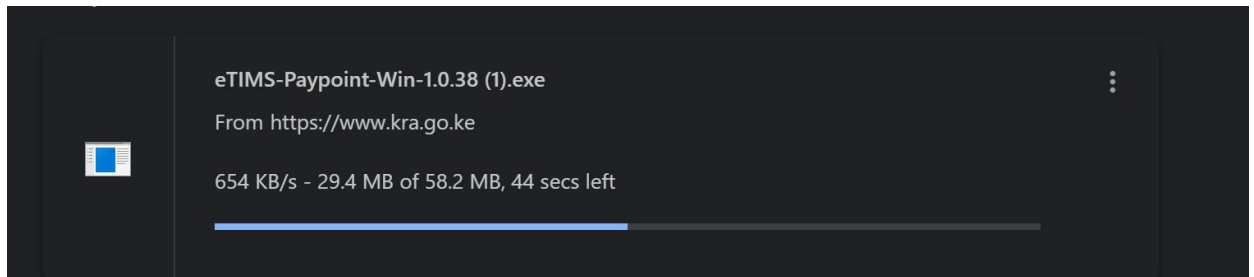
Download and install eTIMS using any of the links below based on the device applicable to you.

- eTIMS Multi Paypoint (Windows) Tooltip text
- eTIMS Paypoint (Windows) Tooltip text.
- eTIMS Paypoint (Android) Tooltip text.
- eTIMS Lite (VAT)
- eTIMS Lite (Non VAT) Tooltip text
- You can also access the Online portal. Tooltip text



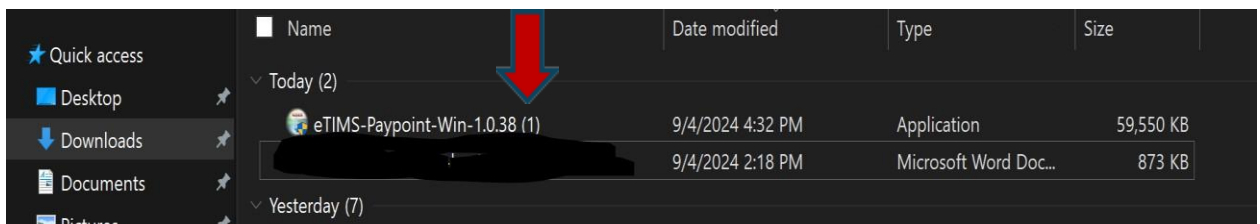
Step 4:

The application should begin downloading as shown on the image below:



Step 5:

Access the downloaded application on the Download folder of your device and open the application as shown on the image below:



Step 6:

Click on 'More Info': See image below





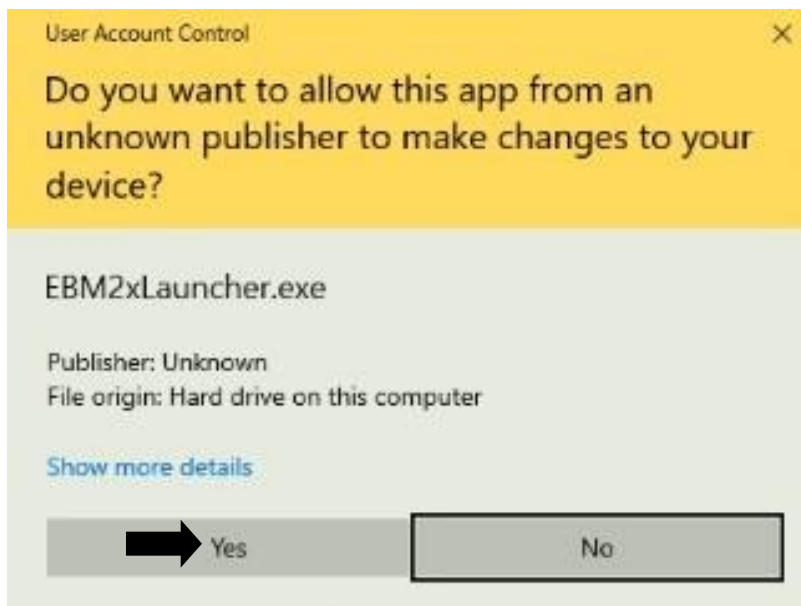
Step 7:

Then click on *'Run anyway'*



Step 8:

- The below pop up should appear on your screen,
- Click 'Yes' to proceed

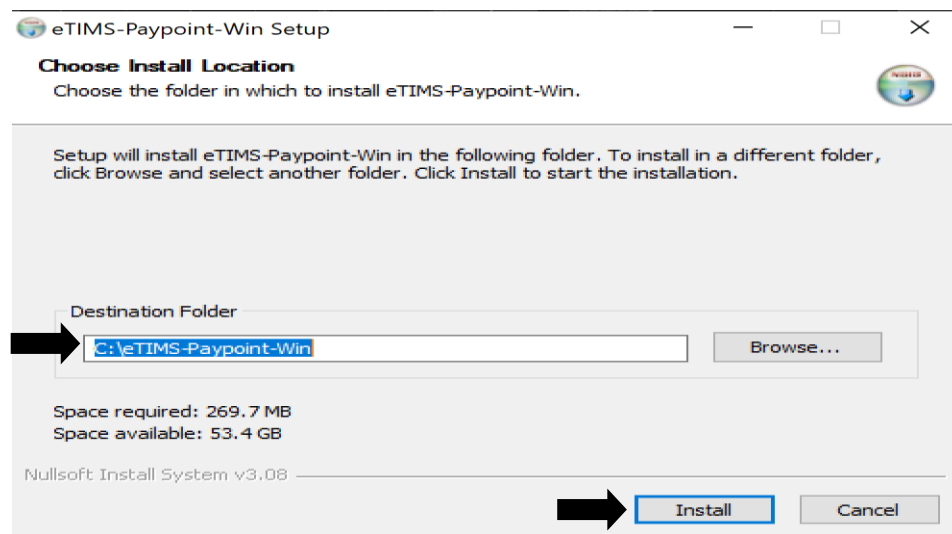




Step 9:

The below window pops up:

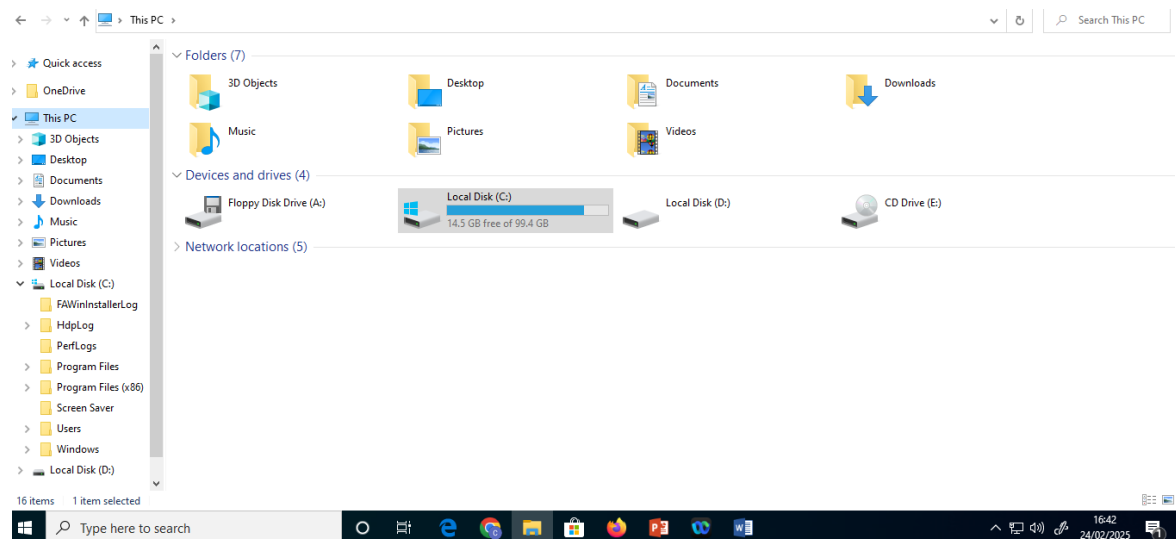
- Ensure that the destination folder for the install is “C:\eTIMS-Paypoint- Win’
- Click on ‘Install’
- The application will be installed on the local disk C folder



Step 10:

Access the recently downloaded application

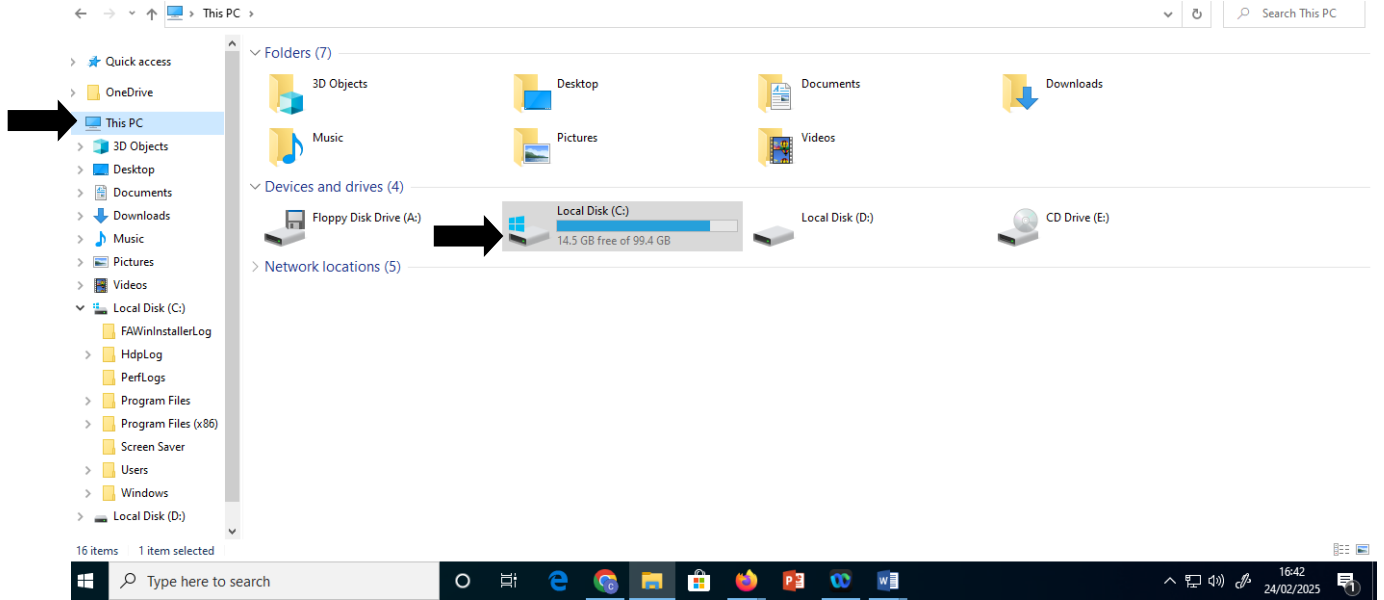
- i) Access the Folders Application by clicking on this icon usually located at the bottom of the screen.



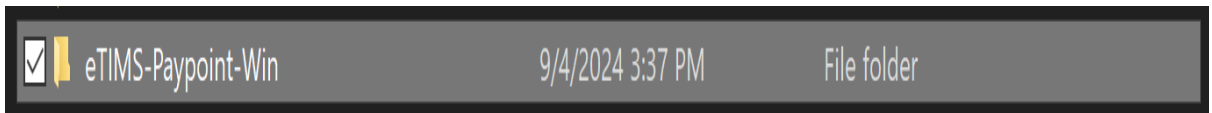


ii. Click on “*This PC*”

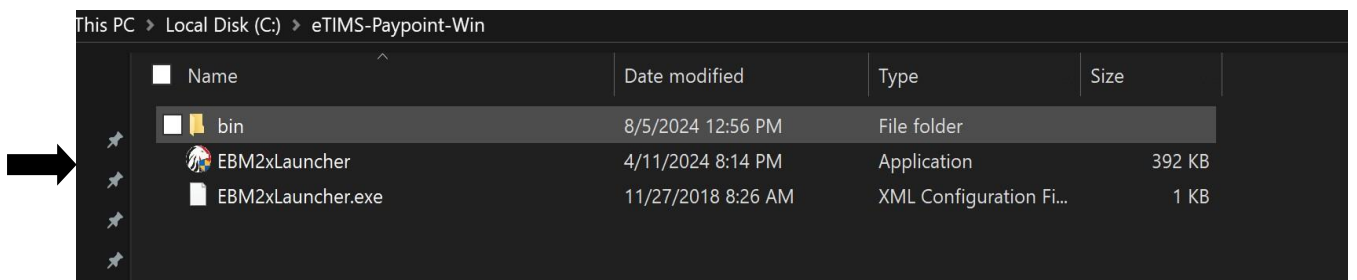
iii. Access the ‘*Local disk C/Windows C folder*’ on the newly opened window



iv. Access the ‘*eTIMS-Paypoint –Win*’ folder



v. The Folder should open up to this and Click on ‘*EBM2xLauncher*’ to start the updated application





Step 11: The below window will pop up.

- Fill in the required details, i.e. 'KRA PIN, Branch ID, Device (laptop/computer) Serial Number'
- Click 'confirm'

Register an authentication key.

Information

Distribution Server URL
https://etims-api.kra.go.ke/etims-api

Working directory
C:/eTIMS-Paypoint-Win/bin

Executable file name
EBM2x.WPF.exe

The authentication key

PIN	B. ID	Serial No.
0000000000	00	

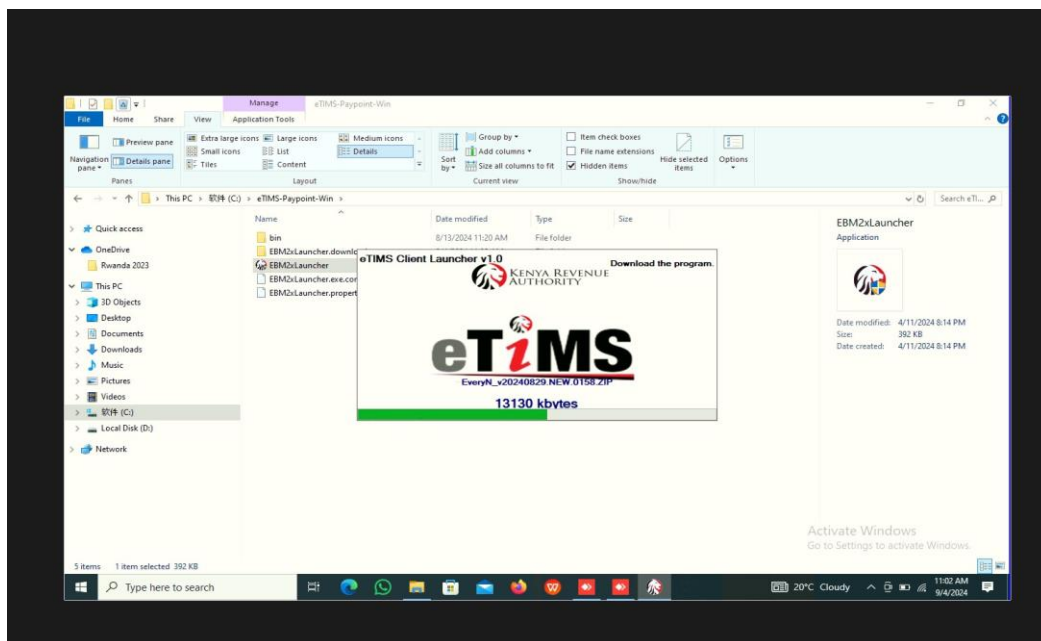
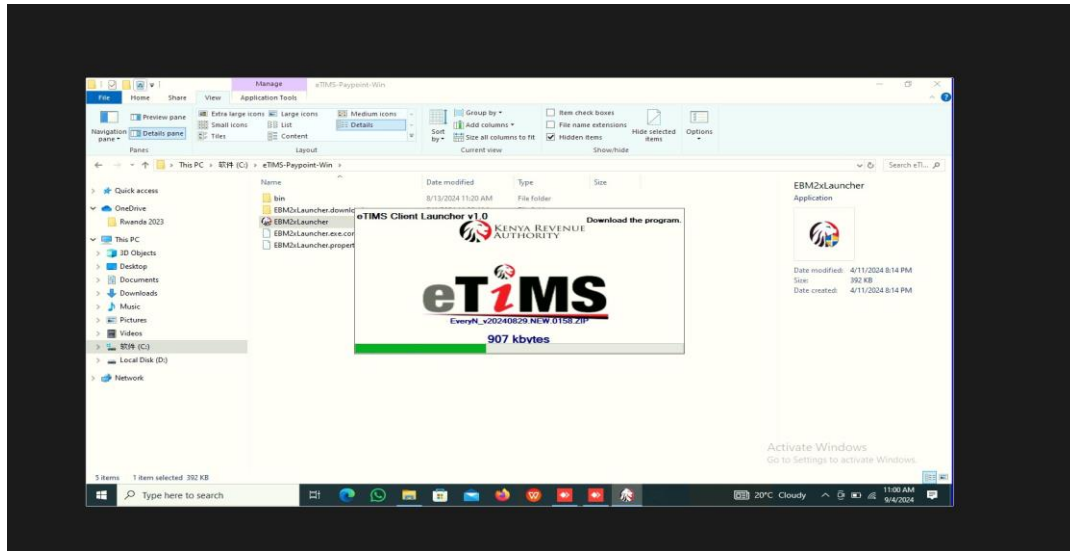
Confirm Cancel

Please Note: Use the correct PIN number and Serial number as submitted during the first installation of eTIMS Client. Using the incorrect PIN number or Serial number will result in an unsuccessful update of the application



Step 12:

Once you have filled in the details correctly and clicked “*Confirm*” the update will run as demonstrated in the following images:



Ensure you have a stable internet connection for this process



Step 13: The window below should appear. You will then be required to provide the details required in the fields below.

System setting	
KRA PIN	
Branch ID	
Serial Number	
Business Type	Grocery Store
Language	English

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 14:

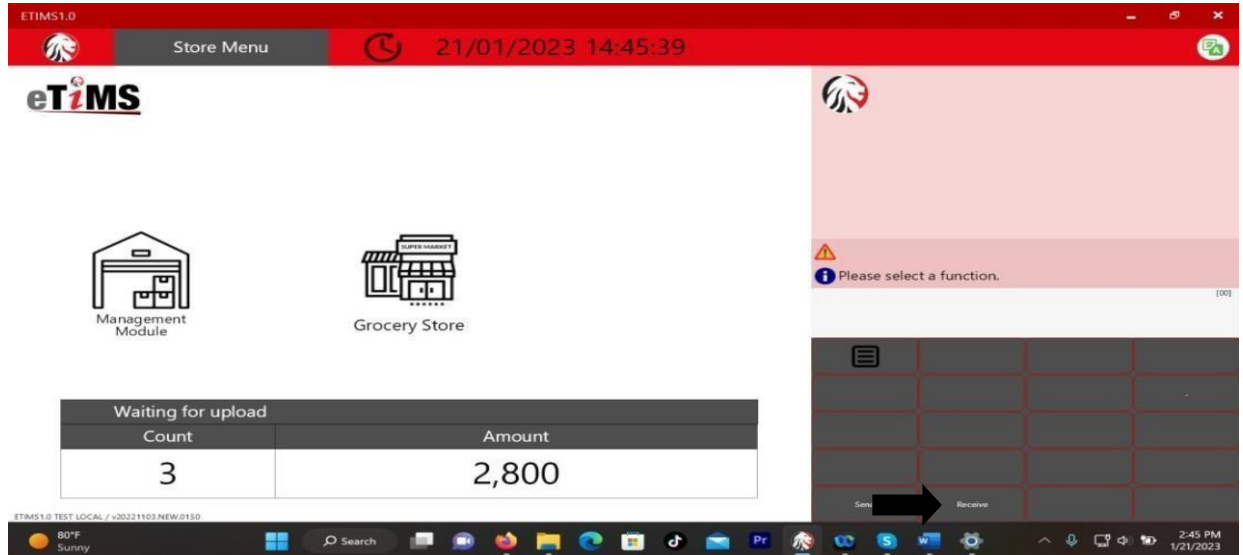
- Input the details in the fields accordingly
- Click the 'Initialize' button. (Top Right).

System setting	
KRA PIN	POS
Branch ID	00
Serial Number	
Business Type	Specialty Store
Language	English



Step 14:

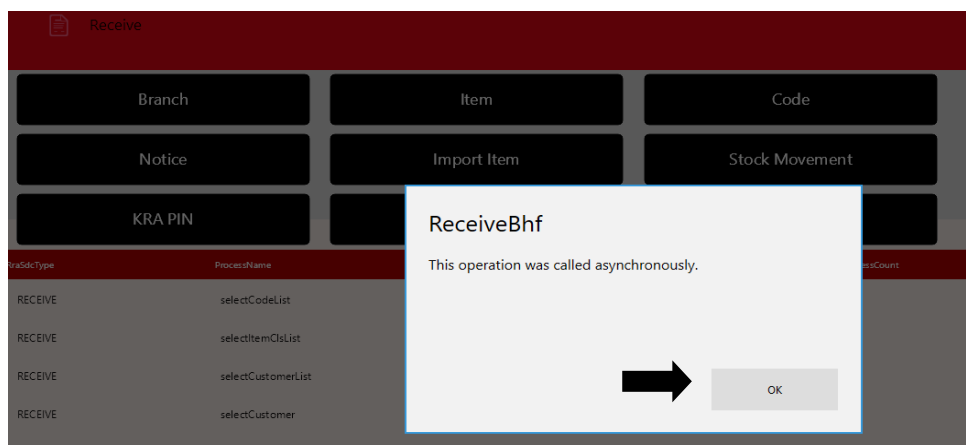
- The taxpayer should be able to see the application's User Interface.
- Click 'Receive'



- Receive all system updates through the 'Receive' button.

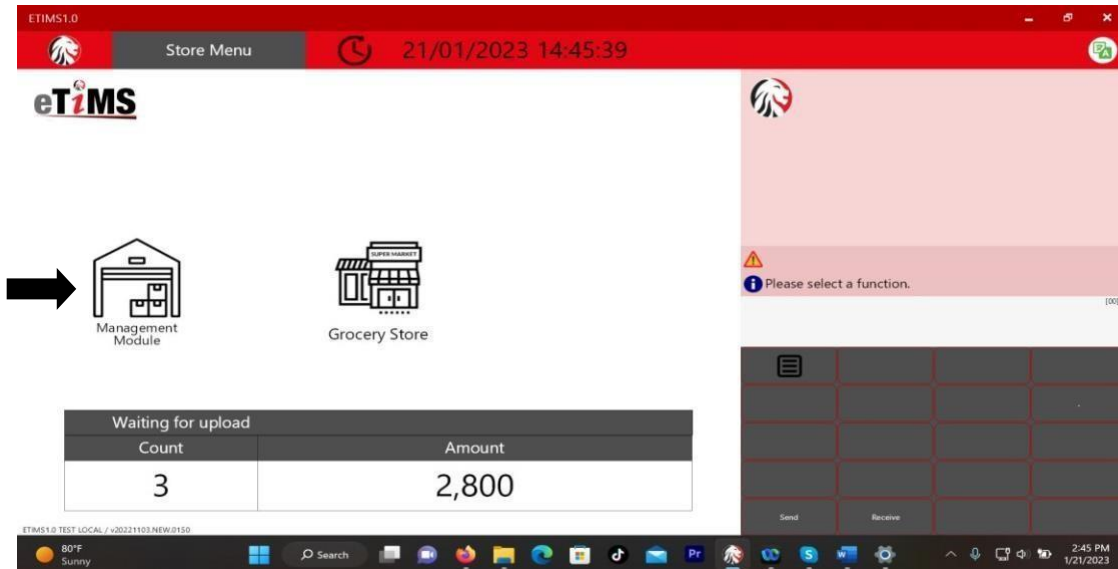


- Select each feature e.g. *Branch* and ensure all the operations are called *asynchronously* then press the 'OK' button





Step 15: Click on the 'Management Module'.



Step 16:

- Key in 'UserID & password' that were initially sent on a text message during registration
- Enter these credentials in the relevant fields and login.

ETIMS1.0 Client

KRA PIN
A00 [REDACTED]

User ID
99999

Password
.....

Login Back

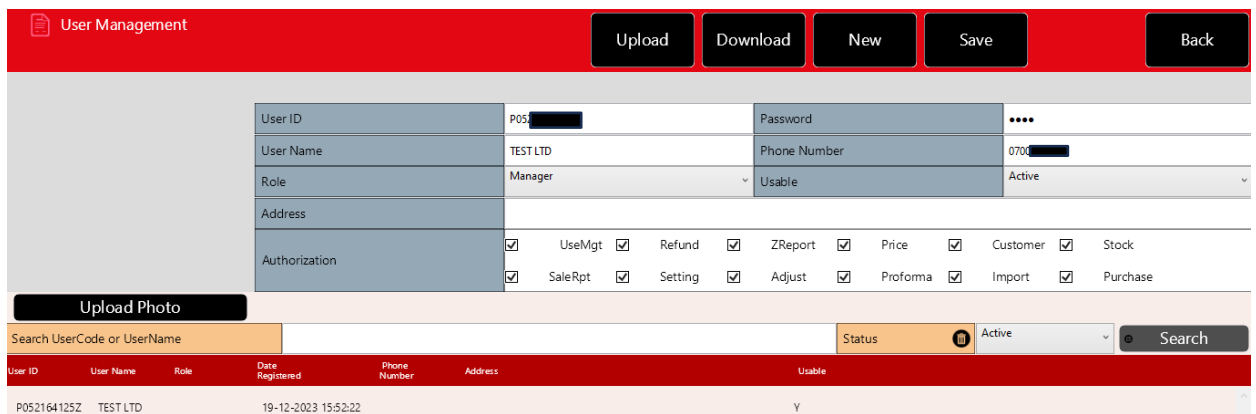


Step 17: Click the 'User' button to create your user.



Step 18:

- Appropriately fill all the fields
- Check/Tick all the boxes in 'Authorization' to allow the user all rights
- Click the 'Save' button once done.





Step 19:

- 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 Profoma 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 20: Click the 'Logout' button.

ETIMS1.0

EBM2.1

User

21/01/2023 15:31:00

Waiting for Approval

Sales	Purchase	Import
0	1	0

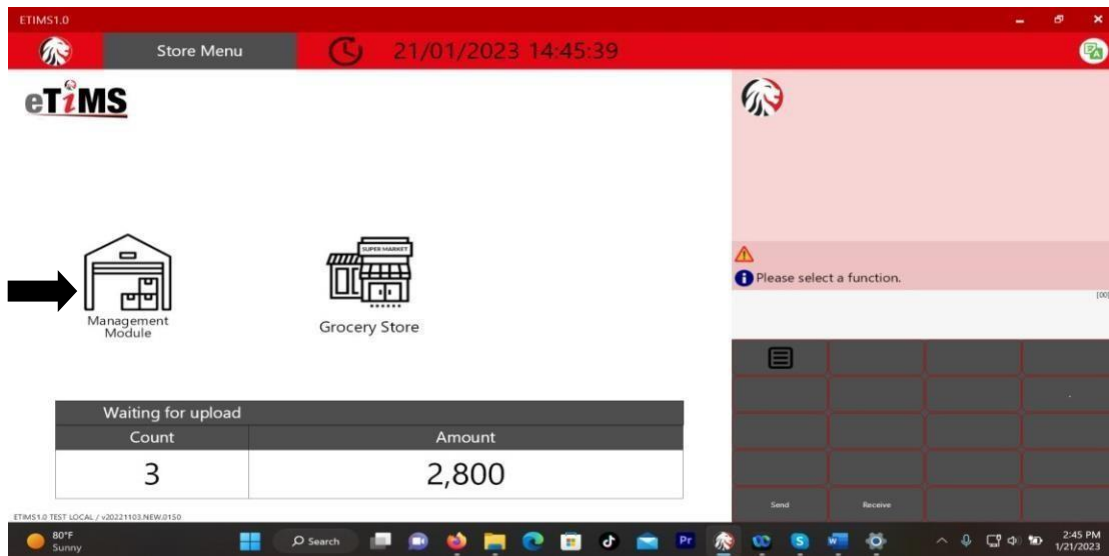
Logout

eT¹IMS

End of User Creation.

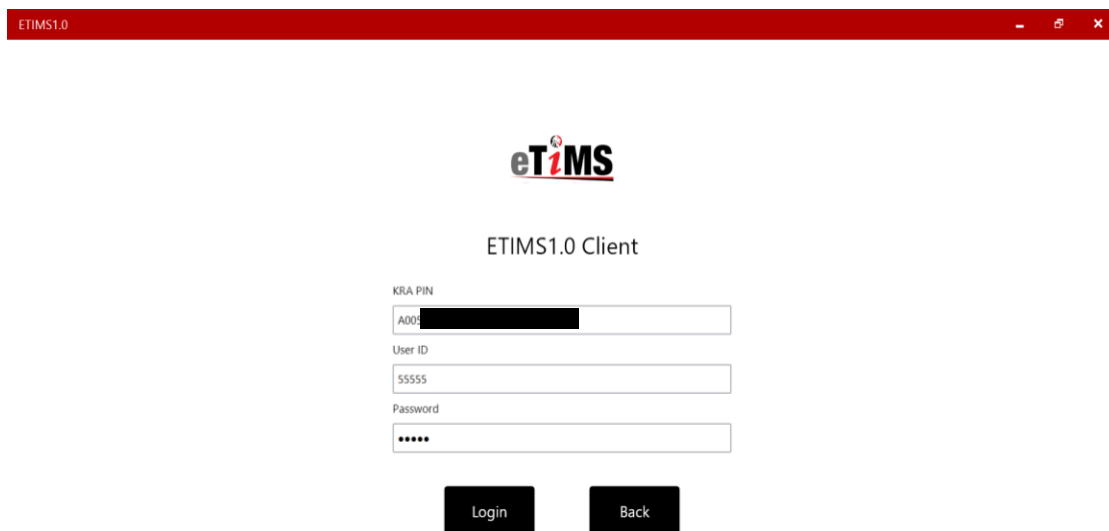


Step 21: On the homepage click on the 'Management Module'.



Step 22:

- Log in
- Use the user credentials you created i.e. 'UserID' and 'Password'.





ENVIRONMENT MODULE

Step 23: You can modify your user details (password and system settings) by simply clicking the 'Environment' module.

Environment		>> Environment		
Environment	>> Environment			
Item Management	User			
Customer Management	Change Password	23 16:14:01		
Sales Management	System Setting	Pending 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		Branch Name	Headquarter		
Business Activity		Manager Name			
Email Address		Address	Nairobi Westlands District Westlands		
Phone No					
PORT or Printer name		More Information			
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 24:

- Under 'Item Management Module'
- Click 'item', which should land the taxpayer on the page for item registration.

The screenshot shows the ETIMS1.0 interface for TEST LTD. The left sidebar contains a menu with 'Item Management' selected. A tooltip '>> Item Management' is visible. A clock shows '23 16:17:07'. A summary table is displayed with the following data:

Waiting for Approval		
Sales	Purchase	Import
0	0	0

The eTIMS logo is visible in the bottom right corner.

- Item page

The screenshot shows the ETIMS1.0 Item Management form. The form includes fields for Item Code, Item Name, Batch Num, Item Type, Purchase Price(Incl), Beginning Stock, Use Expiration, and Description. It also has dropdown menus for Class Code, Insurance Y/N, Tax Type, Safety Stock, and Status. A 'Search' button is located at the bottom right.

Step 25: To create the item/service, start by clicking the black 'search' button next to the 'class code'.

The screenshot shows the ETIMS1.0 Item Management form with the 'Search' button highlighted by a black arrow. The form includes fields for Item Code, Item Name, Batch Num, Item Type, Purchase Price(Incl), Beginning Stock, Use Expiration, and Description. It also has dropdown menus for Class Code, Insurance Y/N, Tax Type, Safety Stock, and Status. A 'Search' button is located at the bottom right.



Step 26:

- 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 ETIMS1.0 Item Class Popup window. The title bar is red and contains the text 'ETIMS1.0' and 'Item Class Popup'. There are 'Cancel' and 'Confirm' buttons in the top right corner. Below the title bar, there is a search area with a dropdown menu set to 'Lvl 3' and a text input field containing 'beer'. To the right of the search area is a 'Status' dropdown set to 'Active' and a 'Search' button. Below the search area is a table with columns 'Item Class Code', 'Level', and 'Item Class Name'. An arrow points to the 'Item Class Name' column header. To the right of the table is a section titled 'ItemClass Information' with fields for 'Item Class Code' and 'Item Class Name'. An arrow points to the 'Search' button.

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

The screenshot shows the ETIMS1.0 Item Class Popup window. The title bar is red and contains the text 'ETIMS1.0' and 'Item Class Popup'. There are 'Cancel' and 'Confirm' buttons in the top right corner. Below the title bar, there is a search area with a dropdown menu set to 'Lvl 3' and a text input field. To the right of the search area is a 'Status' dropdown set to 'Active' and a 'Search' button. Below the search area is a table with columns 'Item Class Code', 'Level', and 'Item Class Name'. The 'Level' column is expanded to show a list of levels: 'Lvl 1', 'Lvl 2', 'Lvl 3', 'Lvl 4', and 'Lvl 5'. An arrow points to the 'Lvl 3' option. To the right of the table is a section titled 'ItemClass Information' with fields for 'Item Class Code' and 'Item Class Name'.



Step 27: After identifying the item,

- Select the item.
- Data populates on the fields on the right-hand side
- Click 'Confirm'.

Item Class Code	Level	Item Class Name
50202201	4	Beer

Item Class Information

Item Class Code: 50202201
Item Class Name: Beer

Step 28: 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 Management

Item Code: [] 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): 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: []

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		
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

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

Step 29:

- 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
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	15	Status	Active
Description					
Item Code, Barcode, Item Name				Status	Active

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

End of Item Registration Process



CUSTOMER MANAGEMENT MODULE

Step 30: Click on the 'Customer Management' module and select 'Customer'.

Sales	Purchase	Import
0	0	0



Step 31: Fill in the details of the customer in the various fields and 'Save'.

Type	Non-Individual	Delegator	[redacted]	Phone 1	0700 [redacted]
KRA PIN	P00 [redacted]	Nationality	KENYA	Phone 2	0700 [redacted]
Name	ETIMS TEST LTD		E-Mail	[redacted]	
Bank	[redacted]	Account	34567890	Depositor	[redacted]
Address	[redacted]	Remark	REPEAT CUSTOMER	Status	Active
Group	Default				

End of Customer Registration



SALES MANAGEMENT MODULE

Step 32: Click on the 'Sales Management' button.

The screenshot shows the ETIMS1.0 application interface. The top bar displays 'ETIMS1.0' and 'TEST LTD'. A sidebar on the left contains a menu with the following items: Environment, Item Management, Customer Management, Sales Management, Purchase Management, Import Management, and Stock Management. An arrow points to the 'Sales Management' menu item. The main content area shows a timestamp '19/12/2023 19:36:11' and a table titled 'Waiting for Approval'.

Waiting for Approval		
Sales	Purchase	Import
0	0	0

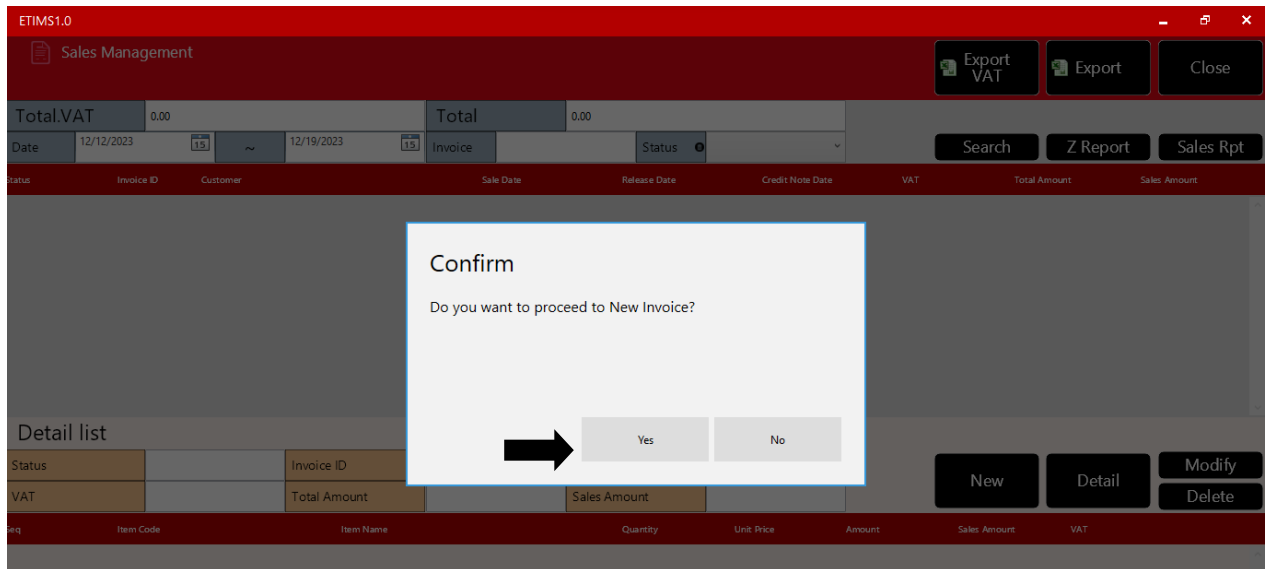
The eTIMS logo is visible in the bottom right corner of the screenshot.

Step 33: Select 'New' to create a new invoice.

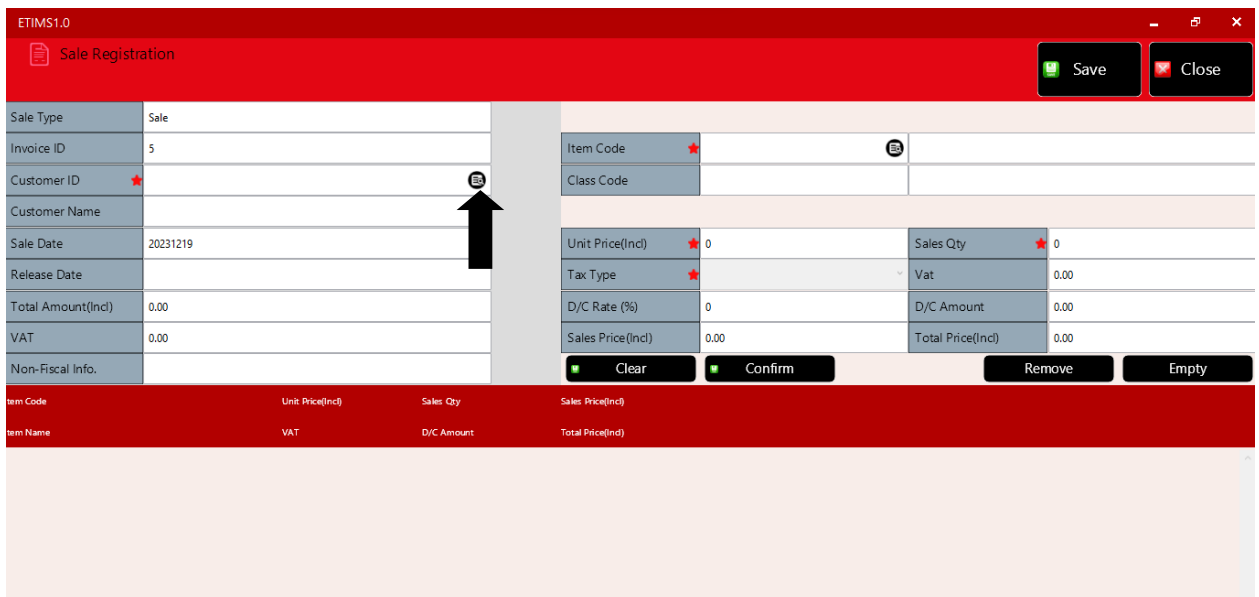
The screenshot shows the 'Sales Management' interface in ETIMS1.0. The top bar includes 'Sales Management' and buttons for 'Export VAT', 'Export', and 'Close'. Below the top bar, there are summary fields for 'Total.VAT' (0.00) and 'Total' (0.00). A date range is set from 12/12/2023 to 12/19/2023. A search bar and buttons for 'Z Report' and 'Sales Rpt' are also present. The main area is a table with columns: Status, Invoice ID, Customer, Sale Date, Release Date, Credit Note Date, VAT, Total Amount, and Sales Amount. Below the table, there is a 'Detail list' section with columns: Status, Invoice ID, Customer, Total Amount, Sales Amount. At the bottom right of the 'Detail list' section, there are buttons for 'New', 'Detail', 'Modify', and 'Delete'. An arrow points to the 'New' button.



Step 34: Click 'Yes' on the dialogue box that appears.



Step 35: On the 'Sale Registration' form click on the search button on the 'Customer ID' field.





Step 36: Select the customer you intend to invoice then click the ‘Confirm’ button.

ETIMS1.0 Customer Popup

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:

Buttons: Add Customer, Cancel, Confirm

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 37: 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

Sales Qty: 0

Tax Type:

D/C Rate (%): 0

Sales Price(Incl): 0.00

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



Step 38: Select the item you intend to include in your invoice then click the 'Confirm' button.

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 39: Provide the quantity being supplied then click the 'Confirm' button.

Sale Registration	
Sale Type	Sale
Invoice ID	5
Customer ID	P00000000Z
Customer Name	ETIMS TEST LTD
Sale Date	20231219
Release Date	
Total Amount(Incl)	0.00
VAT	0.00
Non-Fiscal Info.	

Item and Pricing			
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

Buttons: Clear, Confirm, Remove, Empty



Step 40: Click 'save'

The screenshot shows the 'Sale Registration' form in ETIMS1.0. The form is divided into several sections. On the right side, there are fields for 'Item Code', 'Class Code', 'Unit Price(Incl)', 'Sales Qty', 'Tax Type', 'Vat', 'D/C Rate (%)', 'D/C Amount', 'Sales Price(Incl)', and 'Total Price(Incl)'. Below these fields are buttons for 'Clear', 'Confirm', 'Remove', and 'Empty'. At the top right of the form, there are 'Save' and 'Close' buttons. A black arrow points to the 'Save' button.

Step 41:

- 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.

The screenshot shows the 'Sales Management' interface in ETIMS1.0. At the top, there are 'Export VAT', 'Export', and 'Close' buttons. Below that, there are summary fields for 'Total.VAT' (482.76) and 'Total' (3,500.00). There are also filters for 'Date' (12/13/2023 to 12/20/2023), 'Invoice', and 'Status'. A table lists transactions with columns for Status, Invoice ID, Customer, Sale Date, Release Date, Credit Note Date, VAT, Total Amount, and Sales Amount. The first row shows a transaction with Status 'Wait for Approval', Invoice ID '5', Customer 'ETIMS TEST LTD', Sale Date '20-12-2023', VAT '482.76', Total Amount '3,500', and Sales Amount '3,500'. A black arrow points to this row. Below the table, there is a 'Detail list' section with buttons for 'New', 'Detail', 'Modify', and 'Delete'. A black arrow points to the 'Detail' button.



Step 42: Click on the 'Approve' button

ETIMS1.0
Detail Information Of Sale

Export Print Receipt Close

Current Status: Wait for Approval

Buttons: 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		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 43: Confirm by clicking 'Yes'.

ETIMS1.0
Detail Information Of Sale

Export Print Receipt Close

Current Status: Wait for Approval

Buttons: 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		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 44: 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 45:

- If connected to a thermal printer click on the '*Print Receipt*' button.
- If not connected to a printer '*Print A4*' to save invoice as a PDF

ETIMS1.0

Print Receipt

Print Receipt Print A4

Invoice ID 5

Customer P000000000Z

ETIMS TEST LTD

Normal Sales

End of Creating an Invoice



HOW TO GENERATE A CREDIT NOTE

Step 46:

- Select the transaction you wish to issue a credit note for
- Click on the 'Detail' button.

The screenshot shows the ETIMS1.0 Sales Management window. 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 columns for Status, Invoice ID, Customer, Sale Date, Release Date, Credit Note Date, VAT, Total Amount, and Sales Amount. One transaction is highlighted with an upward arrow. Below the table is a 'Detail list' section with buttons for 'New', 'Detail', 'Modify', and 'Delete'. An arrow points down to the 'Detail' button. The 'Detail list' table shows:

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

Below the detail list is a table with columns: Seq, Item Code, Item Name, Quantity, Unit Price, Amount, Sales Amount, and VAT. The first row shows:

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

Step 47:

- Click the 'CancelRequest' button
- Confirm by selecting 'Yes'.

The screenshot shows the ETIMS1.0 Detail Information Of Sale window. At the top, there are buttons for 'Export', 'Print Receipt', and 'Close'. Below that, a 'Current Status' dropdown is set to 'Approved'. A row of buttons includes 'Approve', 'Cancel', 'Credit Note', and 'CancelRequest'. An arrow points down to the 'CancelRequest' button. The interface displays various fields for invoice details, including Invoice ID, Customer ID, Total Amount, VAT, D/C Amount, and Supply Amount. At the bottom, there is a table with columns: Item Code, Current Stock, Unit Price(Incl), Sales Qty, Sales Price(Incl), Item Name, VAT, D/C Amount, and Total Price(Incl). The table shows:

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 48:

- 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 'Cancel Requested' status for invoice ID 5, customer ETIMS TEST LTD, and a total amount of 3,500. An upward-pointing arrow is next to this row. Below the table is a 'Detail list' section with buttons for 'New', 'Detail', 'Modify', and 'Delete'. The 'Detail' button is highlighted with a downward-pointing arrow. A table below shows the item details for 'Tusker' with a quantity of 10 and a unit price of 350.

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

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

Step 49:

- Click on the 'Credit Note' button
- 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'. The 'Current Status' is 'Cancel Requested'. Below this, there are buttons for 'Rollback', 'Cancel', 'Credit Note', and 'CancelRequest'. The 'Credit Note' button is highlighted with an upward-pointing arrow. A table below shows the transaction details, including 'Invoice ID' 5, 'Customer ID' P00000000Z, 'Total Amount(Incl)' 3,500.00, and 'VAT' 482.76. At the bottom, there are 'Remove' and 'Confirm' buttons. A table below shows the item details for 'Tusker' with a current stock of 0 and a unit price of 350.

Item Code	Current Stock	Unit Price(Incl)	Sales Qty	Sales Price(Incl)
KE2BQXU0000001	0	350	10	3,500

Item Name	VAT	D/C Amount	Total Price(Incl)
Tusker	482.76	0	3,500



Step 50: Confirm the mode of payment for the reversal.

ETIMS1.0
Check Information

The Customer Phone or KRA PIN
POC [Masked]

Payment mode

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

Step 51: Click the *'Print Receipt'* button.

ETIMS1.0
Print Receipt

Print Receipt Print A4

Invoice ID: 6
Customer: P00000000Z
ETIMS TEST LTD

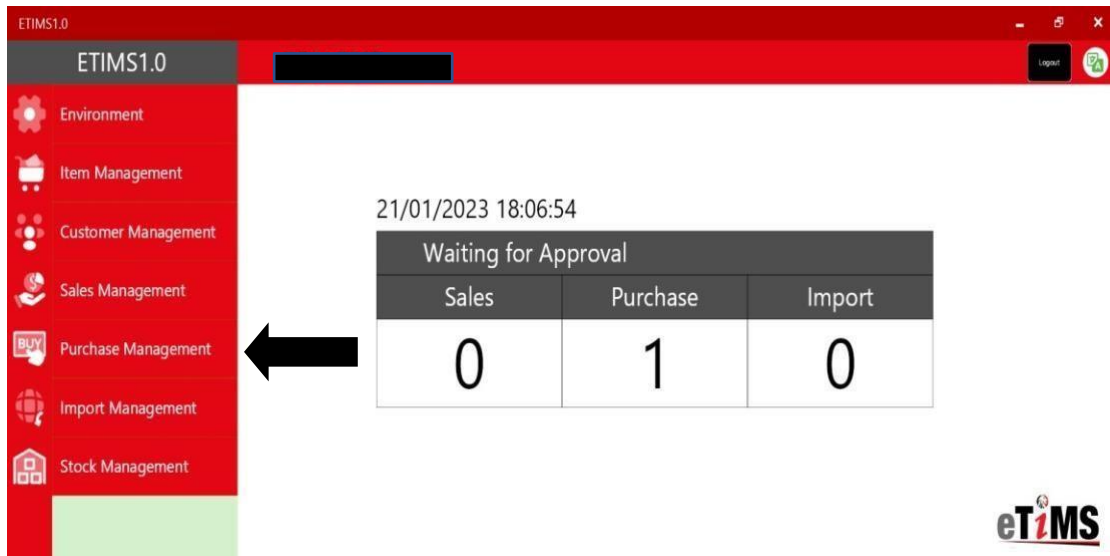
Credit Notes

End of Sale Management Module.



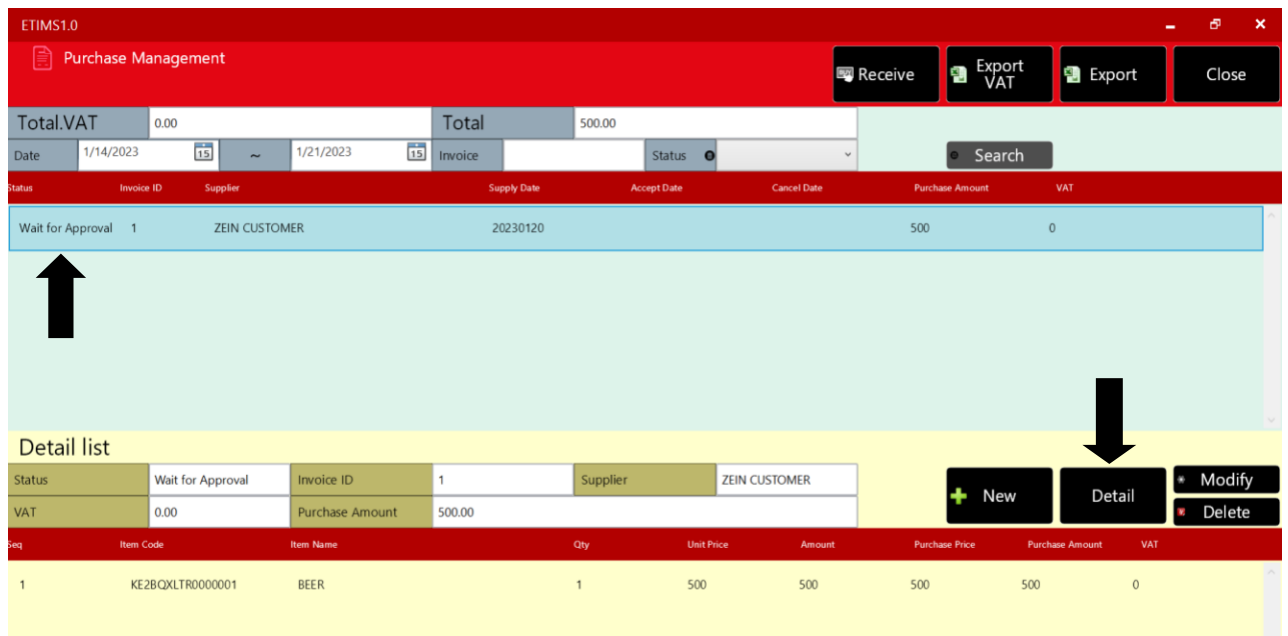
PURCHASE MANAGEMENT MODULE.

Step 52: At the home page, select the 'Purchase Management' module as shown below.



Step 53:

- Select the purchase the taxpayer made that is awaiting approval
- Click the 'Detail' button.





Step 54:

- Click the 'Accept' button
- Confirm by clicking 'Yes'.

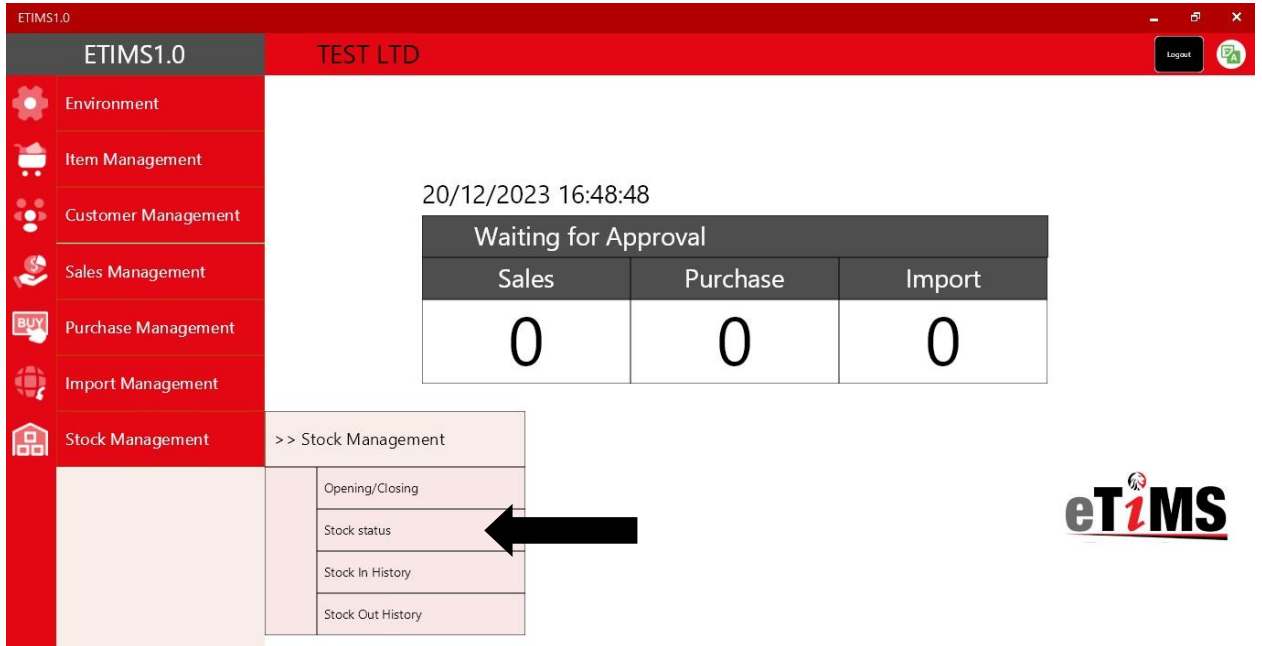
Item Code	Unit Price	Purchase Qty	Purchase Price
KE2BQXLTR0000001	500	1	500
BEER	0	0	500

End of Purchase Management Module.



STOCK MANAGEMENT MODULE

Step 55: 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'.



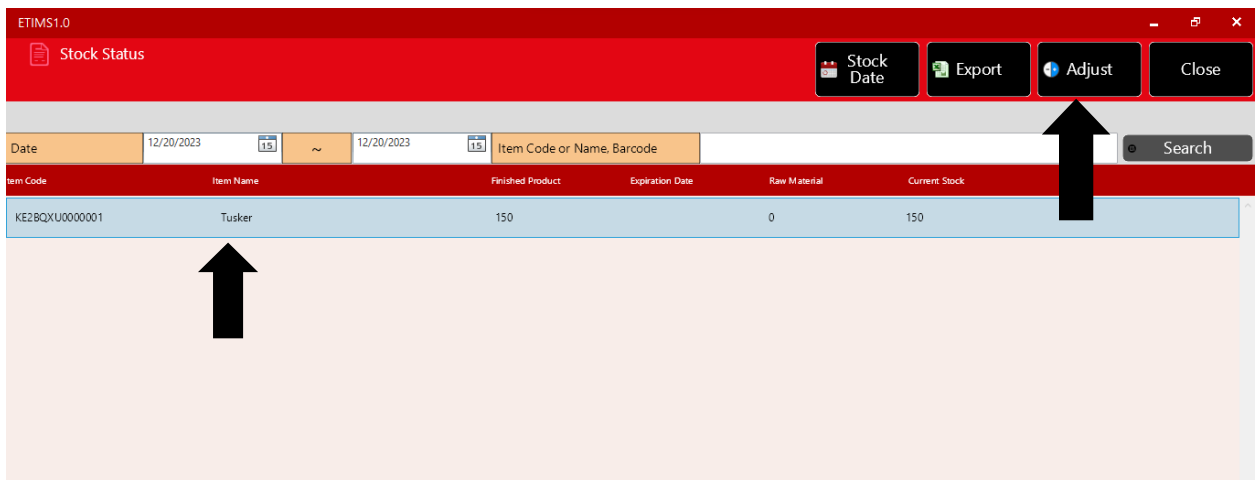
The screenshot shows the ETIMS1.0 interface for TEST LTD. The left sidebar contains a menu with the following items: Environment, Item Management, Customer Management, Sales Management, Purchase Management, Import Management, and Stock Management. The Stock Management menu is expanded, showing sub-items: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

Waiting for Approval		
Sales	Purchase	Import
0	0	0

The eTIMS logo is visible in the bottom right corner.

Step 56:

- Select the specific line item you want to adjust
- Click the 'Adjust' button.



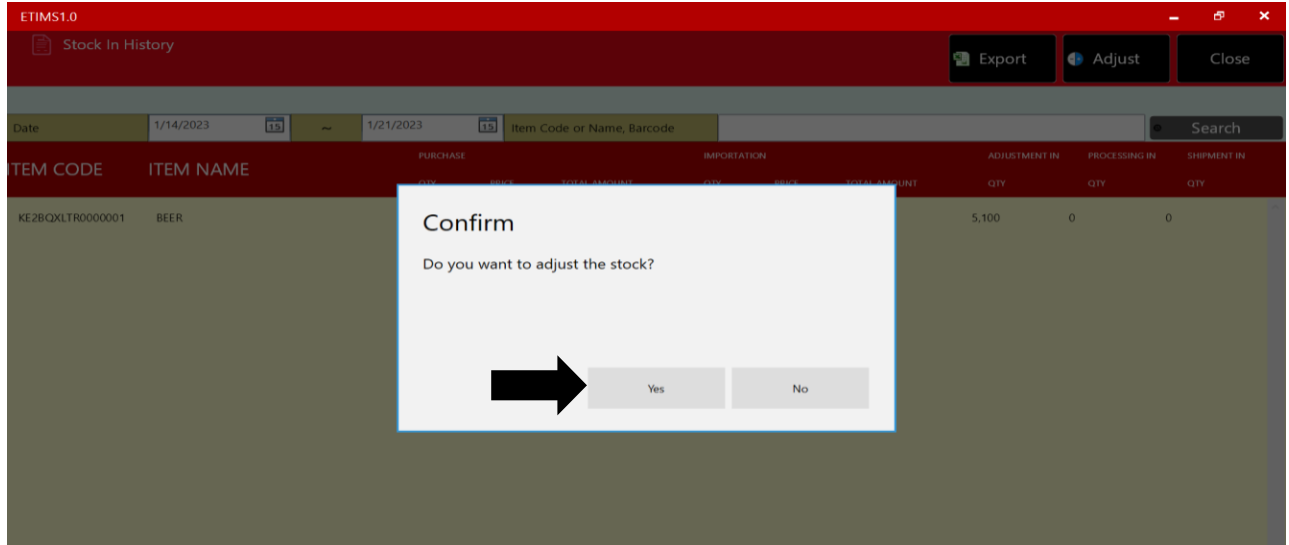
The screenshot shows the 'Stock Status' screen in ETIMS1.0. The top bar includes buttons for 'Stock Date', 'Export', 'Adjust', and 'Close'. Below the top bar, there are input fields for 'Date' (12/20/2023), a search field for 'Item Code or Name, Barcode', and a 'Search' button. A table displays the following data:

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

Two black arrows point to the 'Adjust' button and the 'Tusker' row in the table.

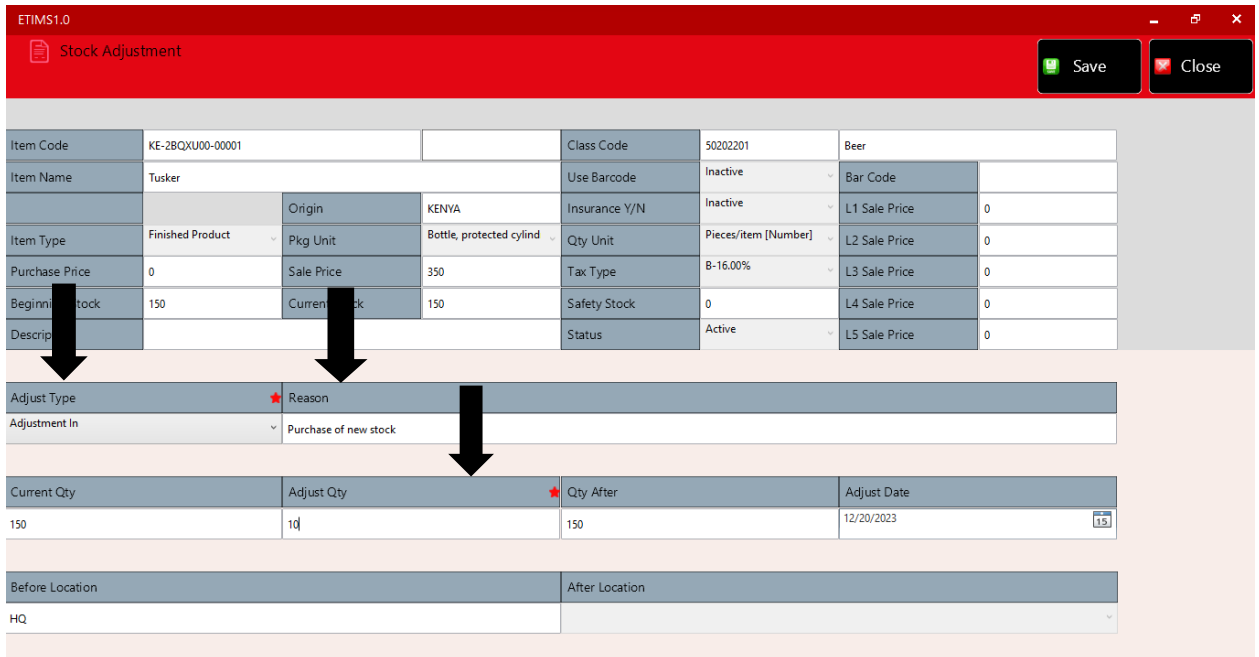


Step 57: Click 'Yes' to grant permission to adjust the stock.



Step 58:

- Fill in the required details to adjust the stock i.e. the adjust type, reason and adjust quantity.
- Click the 'Save' button.



END OF USER GUIDE

Tulipe Ushuru, Tujitegeme!