

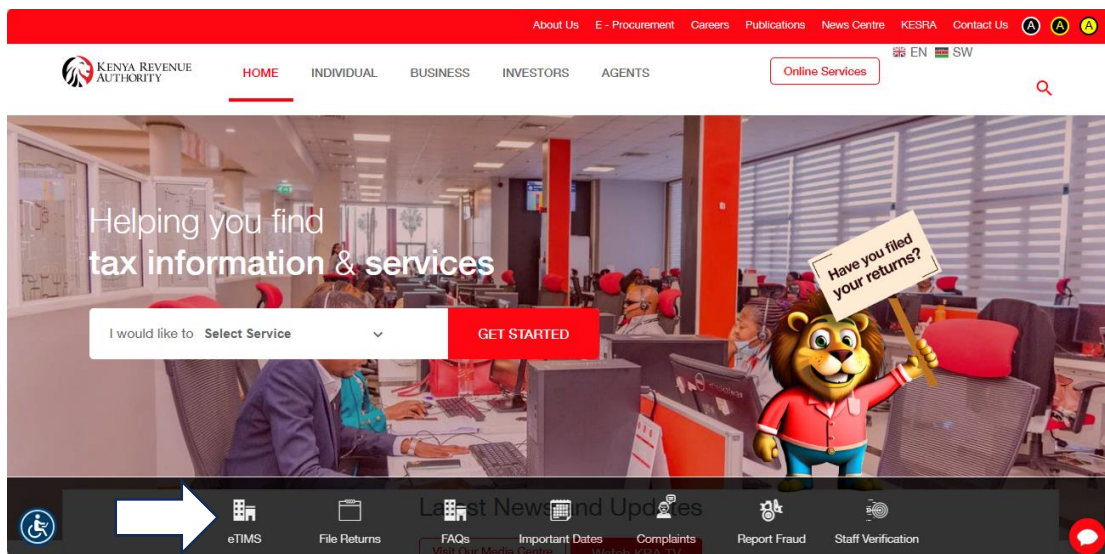


## USER GUIDE FOR eTIMS PAYPOINT [WINDOWS]

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

### Step 1: Software download

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



**Step 2:** You should be able to see the eTIMS webpage. Scroll down until you get to the download and install option as in the image below. Select the *eTIMS Paypoint (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 3:** On your Windows device go to 'This PC' -> 'Windows (C:)' -> 'Program Files (x86)' -> 'Etims-Paypoint-Win'. Select the file with the KRA logo and run it.

The screenshot shows a Windows File Explorer window with the following path: This PC > Windows (C:) > Program Files (x86) > eTIMS-Paypoint-Win. The window displays a list of files and folders. The file EBM2x.WPF is selected, indicated by a blue highlight and a checkmark in the selection column. A large black arrow points to this file from the right side of the image.

Name	Date modified	Type	Size
app.publish	12/21/2023 2:42 PM	File folder	
Properties	12/21/2023 2:42 PM	File folder	
runtimes	12/21/2023 2:42 PM	File folder	
sqlite3	12/21/2023 2:42 PM	File folder	
x64	12/21/2023 2:42 PM	File folder	
x86	12/21/2023 2:42 PM	File folder	
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	8/28/2023 12:42 PM	Application exten...	4,722 KB
EBM2x.pdb	8/28/2023 12:42 PM	PDB File	839 KB
EBM2x.WPF	8/28/2023 12:42 PM	Application Manif...	2 KB
<b>EBM2x.WPF</b>	8/28/2023 12:42 PM	Application	77,546 KB
EBM2x.WPF.exe.config	8/28/2023 10:35 AM	CONFIG File	5 KB
EBM2x.WPF.exe.manifest	8/28/2023 12:42 PM	MANIFEST File	30 KB
EBM2x.WPF.pdb	8/28/2023 12:42 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



**Step 4:** The window below should appear. You will then be required to provide the details required in the fields below.

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

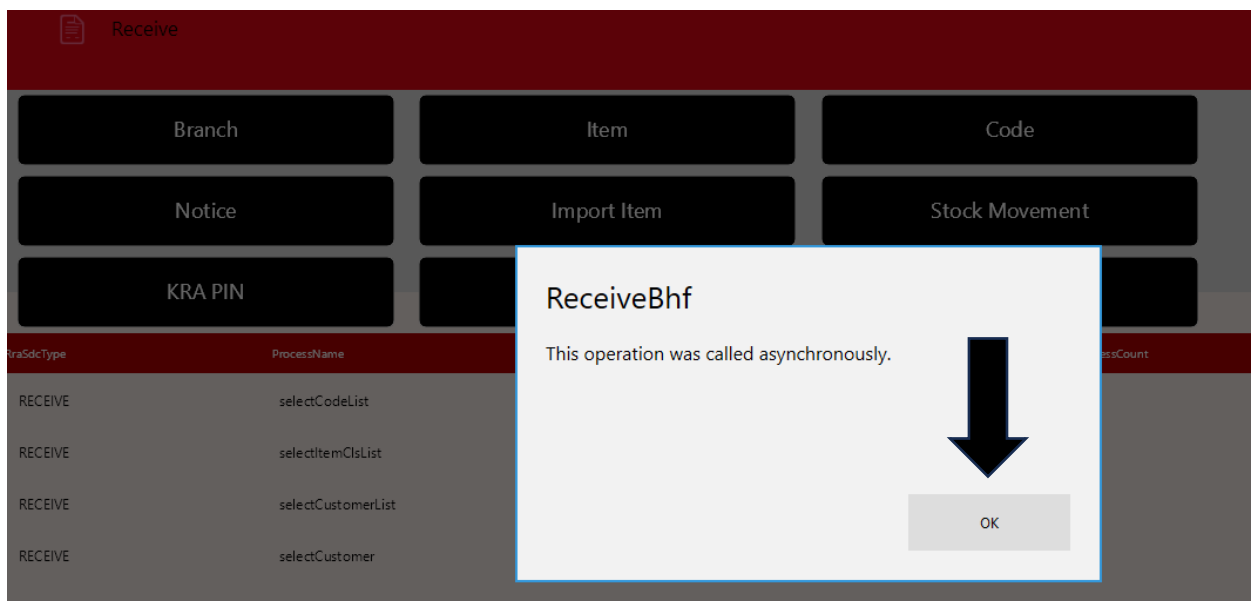
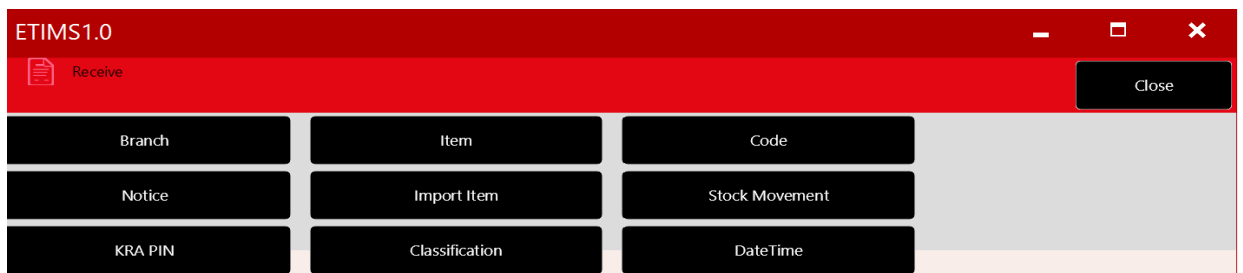
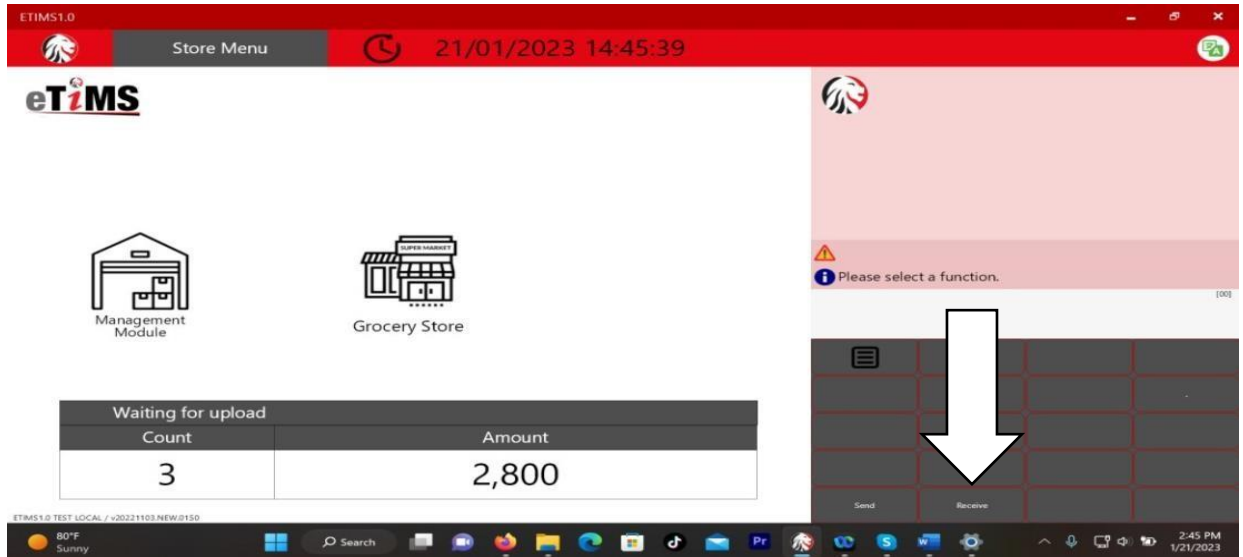
**NB:** For the first installation the branch (HQ) is always **00**. The only time that changes is when you are adding additional branches and its sequential meaning the next branch will be **01... 02** and so on.  
The serial number inputted here should correspond to the one filled while applying for an eTIMS EClient solution.

**Step 5:** After Inputting 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

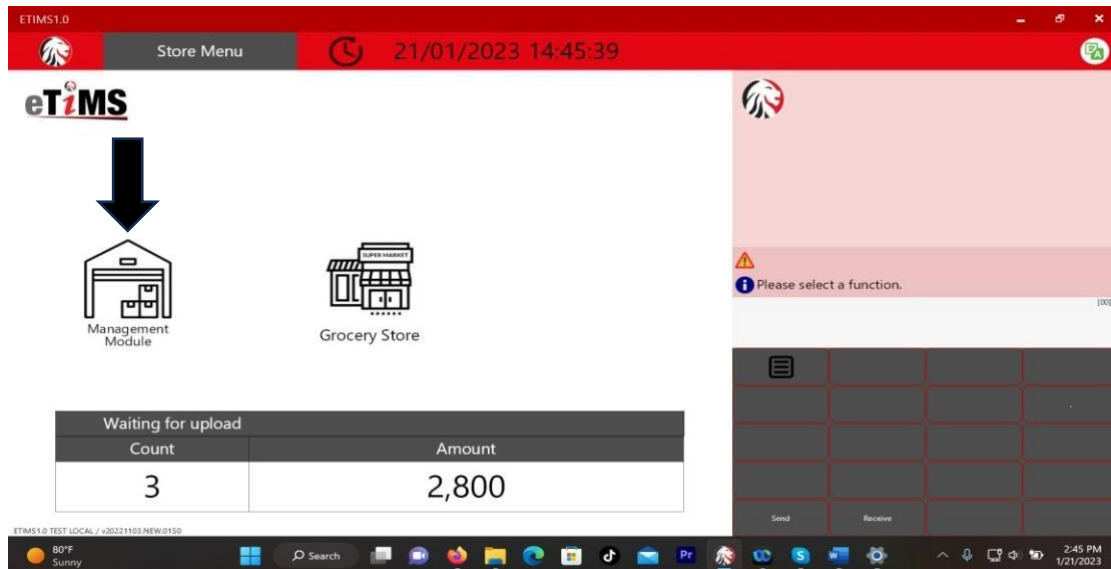


**Step 6:** The taxpayer should be able to see the application's User Interface. Receive all system updates through the *Receive* button. Select each feature e.g. *Branch* and ensure all the operations are called *asynchronously* then press the *OK* button.

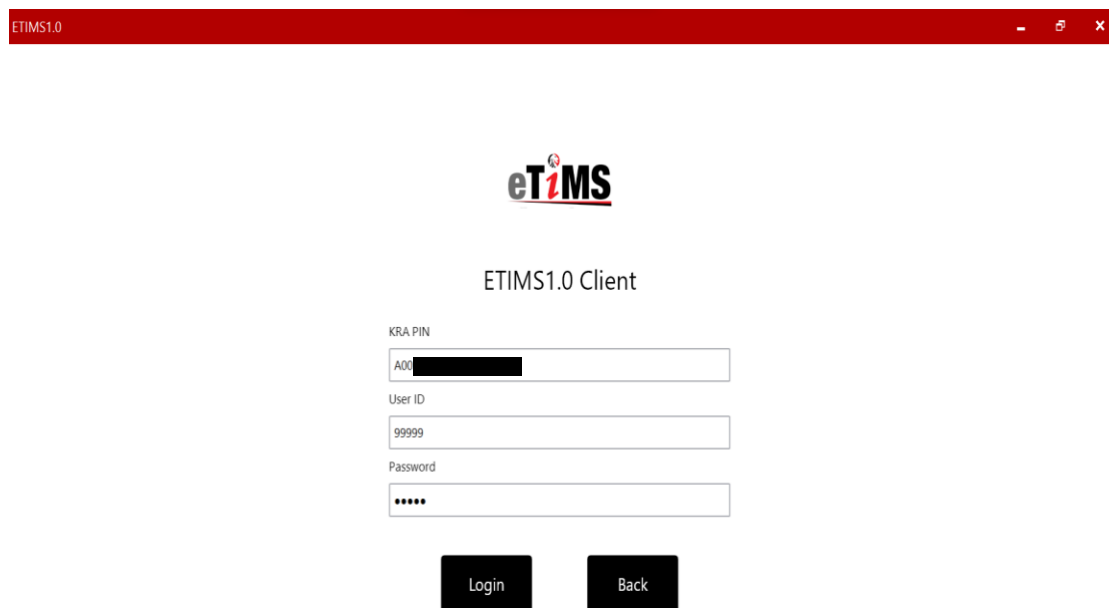




**Step 7:** Click on the *Management Module*.



**Step 8:** After your eTIMS application is approved by KRA you should receive a set of administrator login credentials (UserID & password). Enter these credentials in the relevant fields and login.

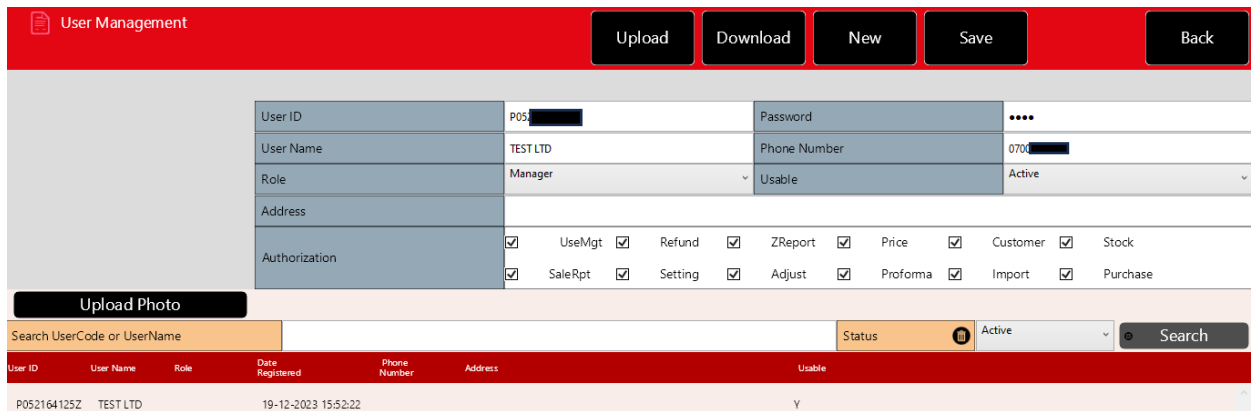




**Step 9:** Click the *User* button to create your user.



**Step 10:** Appropriately fill all the fields and check all the boxes to allow the user all rights. Click the *Save* button once done.





**Step 11:** 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 12:** 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

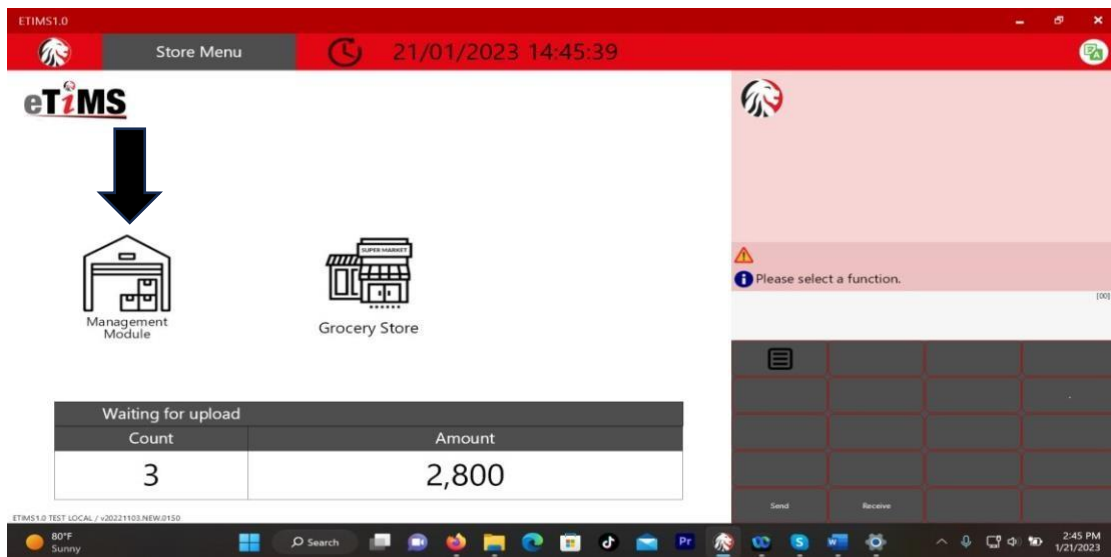
eTMS

**End of User Creation.**

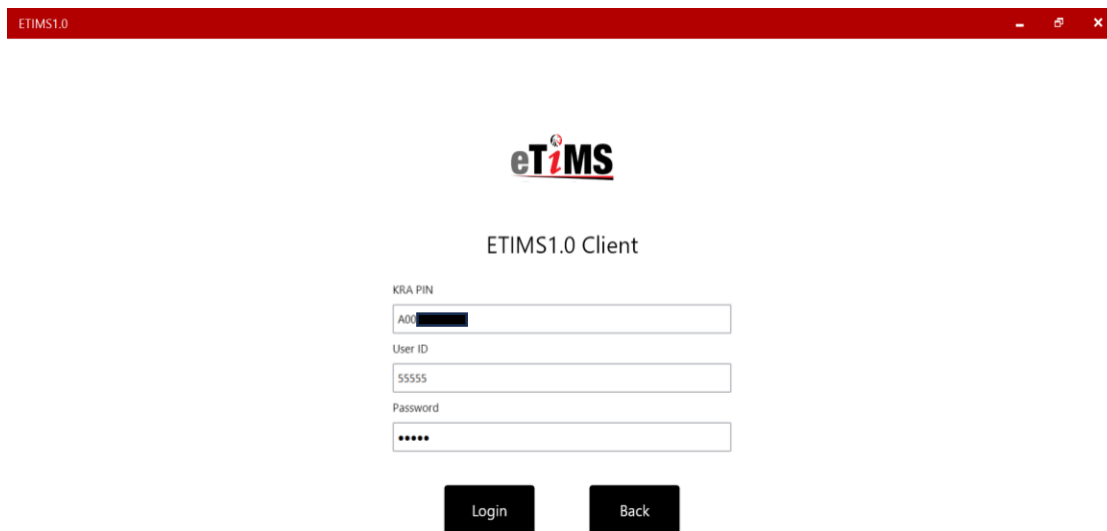




**Step 13:** On the homepage click on the *Management Module*.



**Step 14:** Log in using the user credentials you created i.e. UserID and Password.







## ENVIRONMENT MODULE

**Step 15:** You can modify your user details (password and system settings) by simply clicking the *Environment* module.

The screenshot shows the ETIMS1.0 interface for 'TEST LTD'. The left sidebar contains the following menu items: Environment, Item Management, Customer Management, Sales Management, Purchase Management, Import Management, and Stock Management. The main content area shows a breadcrumb trail '>> Environment' and a sub-menu with 'User', 'Change Password', and 'System Setting'. A summary table displays the following data:

	Sales	Purchase	Import
	0	0	0

The eTIMS logo is visible in the bottom right corner.

**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.

The screenshot shows the 'System setting' form. The top bar includes the time '3:43' and system status icons. The form contains the following fields:

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

Arrows point to the 'PORT or Printer name' and 'Paper size' fields.



## ITEM MANAGEMENT MODULE

**Step 16:** 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 17:** 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 18:** 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 19:** 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

Status: Active

**Step 20:** 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: 50202201 | Item Name: Tusker | Class Code: Beer

Origin: KENYA | Item Type: Finished Product | Purchase Price(Incl): 100 | Sale Price(Incl): 150 | Beginning Stock: 25 | Use Expiration: Active | Expiration Date: 12/21/2023

**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 21:** 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 22:** Click on the *Customer Management* module and select *Customer*.

The screenshot shows the ETIMS1.0 interface. 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 'Customer Management' item is highlighted, and a sub-menu is open showing 'Customer' and 'Insurer'. A tooltip is visible over the 'Customer' option, displaying the text 'Waiting for Approval' and a table with three columns labeled 'e', 'e', and 'Import', each containing the value '0'. The top of the interface shows 'ETIMS1.0' and 'TEST LTD'. The 'eTIMS' logo is located in the bottom right corner.

**Step 23:** 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 buttons for 'Upload', 'Download', 'New', 'Save', and 'Back'. The form fields are as follows:

Type	Non-Individual	Delegator		Phone 1	700
KRA PIN	POC	Nationality	KENYA	Phone 2	700
Name	ETIMS TEST LTD	E-Mail		FAX NO.	
Bank		Account	34567890	Depositor	
Address		Remark	REPEAT CUSTOMER	Status	Active
Group	Default				

Below the form is a search bar with the text 'Search by Customer Code or Customer Name' and a 'Search' button. The status is set to 'Active'. The bottom of the interface shows a table header with columns: ID, Type, Name, Delegator, Nationality, Email, Phone1, Phone2, FAX.

**End of Customer Registration**



**SALES MANAGEMENT MODULE**

**Step 24:** 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 for Sales, Purchase, and Import, all showing '0'. The eTIMS logo is visible in the bottom right corner.

Waiting for Approval		
Sales	Purchase	Import
0	0	0

**Step 25:** Select *New* to create a new invoice.

The screenshot shows the 'Sales Management' window in ETIMS1.0. The window title is 'Sales Management'. It features a top bar with 'Export VAT', 'Export', and 'Close' buttons. Below this is a summary section with 'Total.VAT' and 'Total' both set to '0.00'. A date range is set from '12/12/2023' to '12/19/2023'. There are buttons for 'Search', 'Z Report', and 'Sales Rpt'. A table header is visible with columns: Status, Invoice ID, Customer, Sale Date, Release Date, Credit Note Date, VAT, Total Amount, and Sales Amount. Below the header is a 'Detail list' section with a table containing columns for Status, Invoice ID, Customer, VAT, Total Amount, and Sales Amount. On the right side of the 'Detail list' section, there are three buttons: 'New', 'Detail', and 'Modify'. A large black arrow points down to the 'New' button. At the bottom of the window, there is a table header with columns: Item Code, Item Name, Quantity, Unit Price, Amount, Sales Amount, and VAT.





**Step 26:** Click *Yes* on the dialogue box that appears.

The screenshot shows the ETIMS1.0 Sales Management application. 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 navigation bar with 'Export VAT', 'Export', and 'Close' buttons. Below this is a summary section with 'Total.VAT' and 'Total' both at 0.00. A date range is set from 12/12/2023 to 12/19/2023. A table header is visible with columns for Status, Invoice ID, Customer, Sale Date, Release Date, Credit Note Date, VAT, Total Amount, and Sales Amount. At the bottom, there are buttons for 'New', 'Detail', 'Modify', and 'Delete'.

**Step 27:** 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 Name, Sale Date (20231219), Release Date, Total Amount (0.00), VAT (0.00), and Non-Fiscal Info. On the right side, there are fields for Item Code, Class Code, Unit Price (0), Sales Qty (0), Tax Type (Vat), D/C Rate (0), D/C Amount (0.00), Sales Price (0.00), and Total Price (0.00). At the bottom right, there are buttons for 'Clear', 'Confirm', 'Remove', and 'Empty'. The top right corner has 'Save' and 'Close' buttons.



**Step 28:** 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 29:** Click on the search button on the *Item Code* field.

Sale Registration

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]

Class Code:

Unit Price(Incl): 0

Sales Qty: 0

Tax Type: Vat

D/C Rate (%): 0

Sales Price(Incl): 0.00

Total Price(Incl): 0.00



**Step 30:** 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 [
KE2BQXNOX000001	Tusker	KENYA	Finished Proc Bottle, protei		Number
KE2JYXNOX000001	Porridge	KENYA	Finished Proc Jerry CAN Cy		Number

Item Information	
Item Code	KE2BQXNOX000001
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 31:** Provide the quantity being supplied then click the *Confirm* button.

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



**Step 32:** 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 33:** 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 34:** Click on the *Approve* button.

Item Code	Current Stock	Unit Price(Incl)	Sales Qty	Sales Price(Incl)
KE2BQXNOX000001	0	350	10	3,500
Tusker		482.76	0	3,500

**Step 35:** Confirm by clicking *Yes*.

Confirm  
Do you want to process the invoiceApproved?

Yes No



**Step 36:** 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 37:** 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 38:** 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 39:** 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)
KE2BQXU0000001	0	350	10	3,500
Tusker		482.76	0	3,500





**Step 40:** Note that the status of the transaction reads *CancelRequested*. Select the transaction again then click the *Detail* button.

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

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

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



**Step 42:** 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 43:** 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 44:** At the home page, select the *Purchase Management* module as

ETIMS1.0

21/01/2023 18:06:54

Waiting for Approval

	Sales	Purchase	Import
	0	1	0

ETIMS

shown.

**Step 45:** Select the purchase the taxpayer made that is awaiting approval and click the *Detail* button.

ETIMS1.0

Purchase Management

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	KE2BQXLTR0000001	BEER	1	500	500	500	500	0



**Step 46:** Click the *Accept* button and confirm by clicking *Yes*.

ETIMS1.0  
Detail Information Of Purchase

Current Status: Wait for Approval

Invoice No	1	Purchase Date	20230120	Item Code	KE2BQXLTR0000001	BEER	
Supplier	A000123456X	Supplier Name	ZEIN CUSTOMER	Class Code	5020220100	Beer	
Total Amount	500.00	AcceptDate		Unit Price	500.00	Purchase Qty	1
VAT	0.00	Cancel Request		Tax Type	D	Vat	0.00
D/C	0.00	CancelDate		D/C Rate (%)	0	D/C Amount	0.00
Supply Amount	500.00	Refund		Purchase Price	500.00	Total Price	500.00

Remark

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

ETIMS1.0 TEST LTD

20/12/2023 16:48:48

Waiting for Approval		
Sales	Purchase	Import
0	0	0

>> Stock Management

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

eTIMS

**Step 48:** Select the specific line item you want to adjust and click the *Adjust* button.

ETIMS1.0

Stock Status

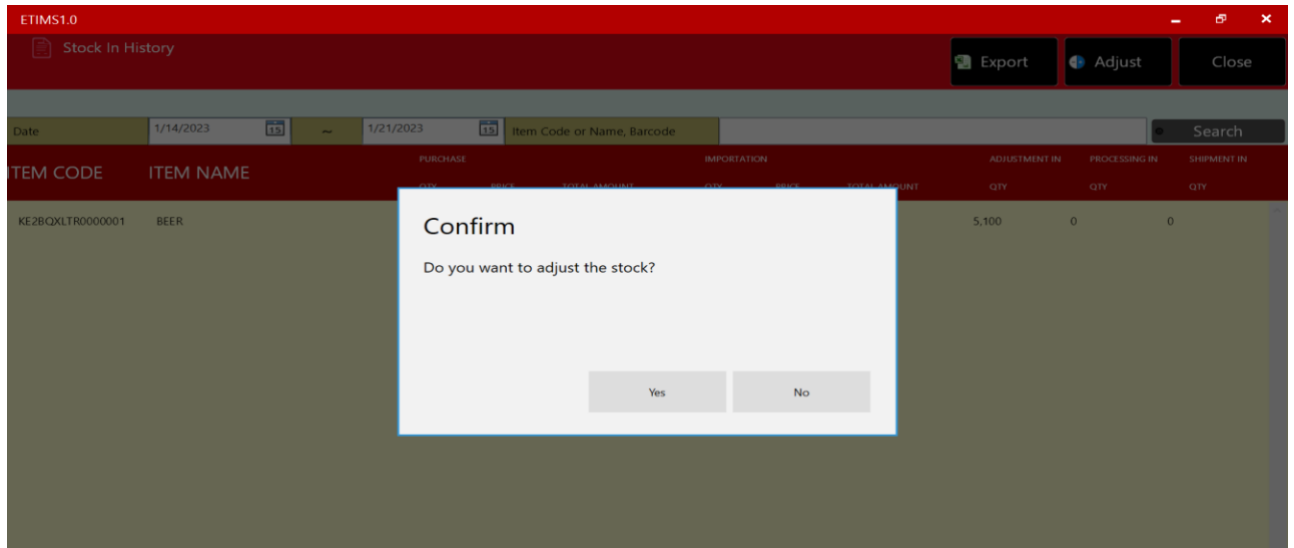
Stock Date Export Adjust Close

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

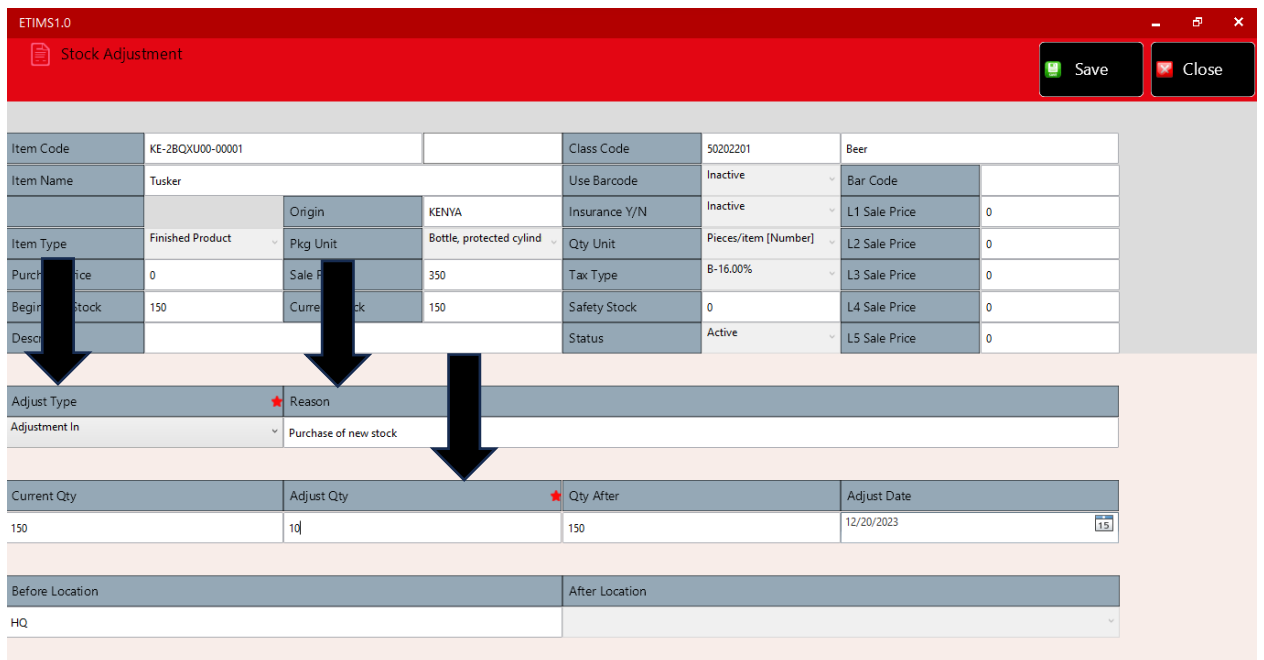
Item Code	Item Name	Finished Product	Expiration Date	Raw Material	Current Stock
KE2BQXU0000001	Tusker	150		0	150



**Step 49:** Click *Yes* to grant permission to adjust the stock.



**Step 50:** 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**

***Tulipe Ushuru, Tujitegemee!***