KENYA REVENUE AUTHORITY

ISO 9001:2015 CERTIFIED

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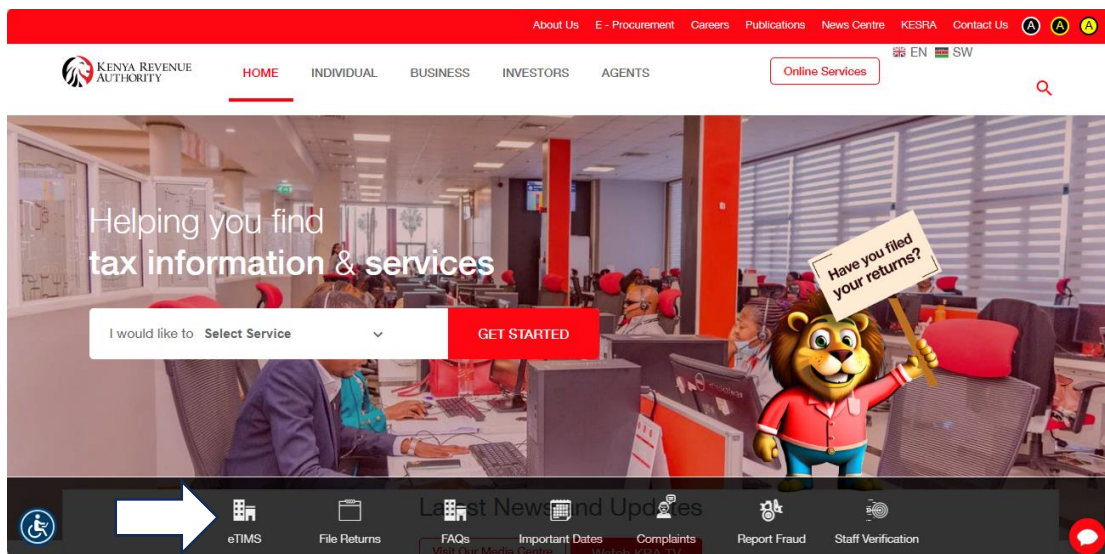
Step 2: You should be able to see the eTIMS webpage. Scroll down until you get to the download and install option as in the image below. Select the *eTIMS Paypoint (Windows)* option. Download and install the software to your device.

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.

Tulipe Ushuru, Tujitegemee!

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.

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


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

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

Step 5: After Inputting the details in the fields accordingly, click the *Initialize* button. (Top Right).
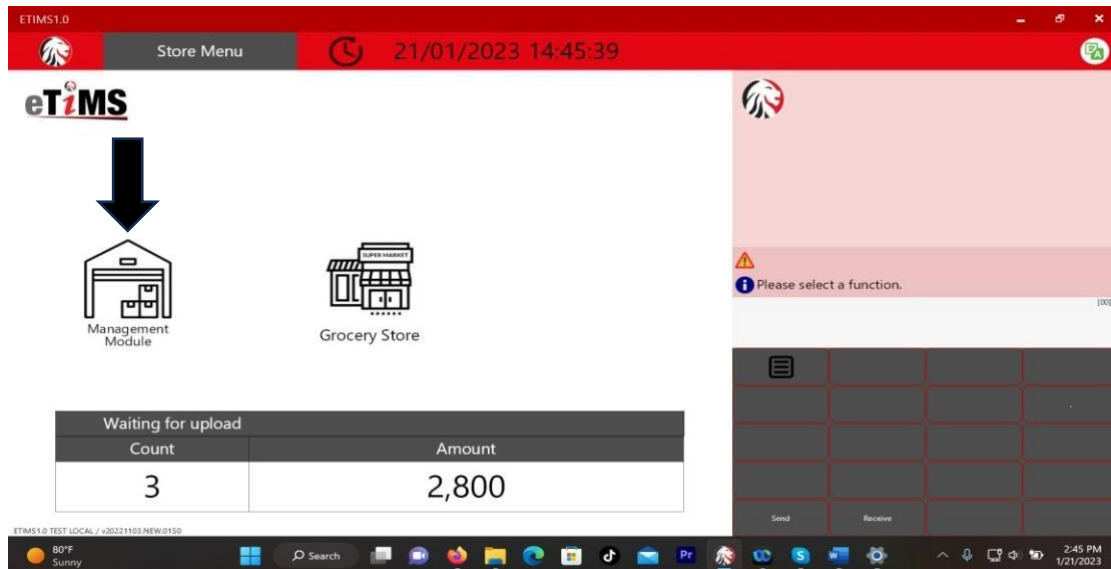

Tulipe Ushuru, Tujitegemee!

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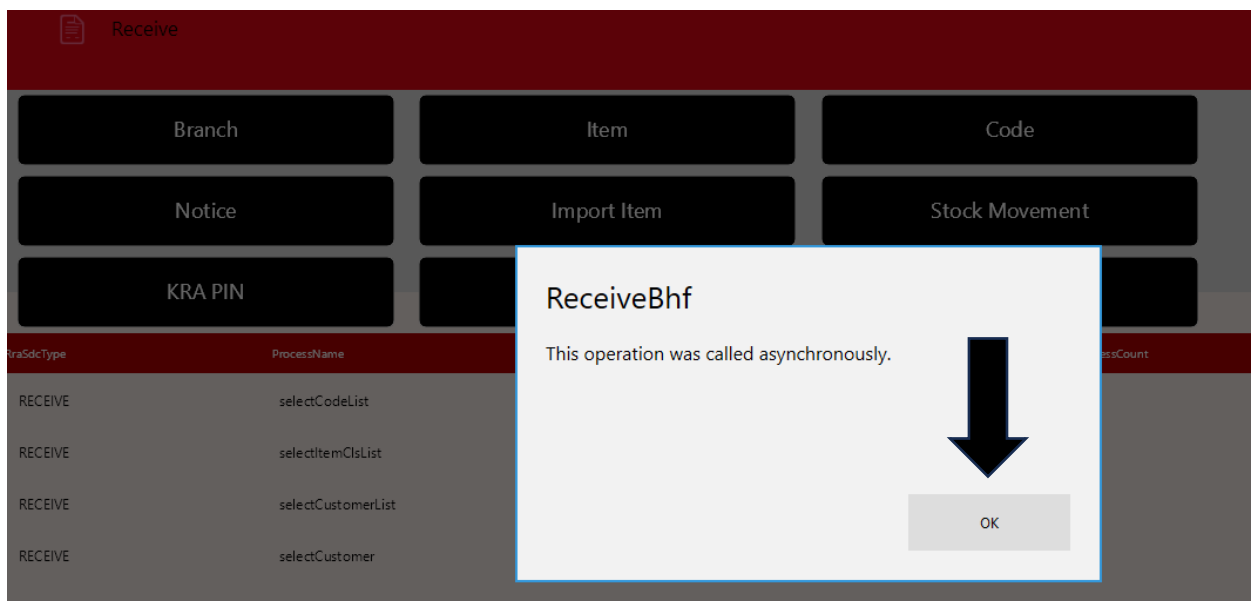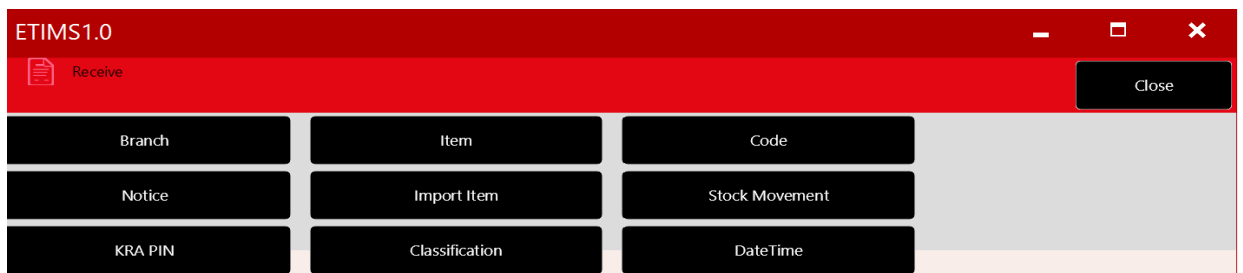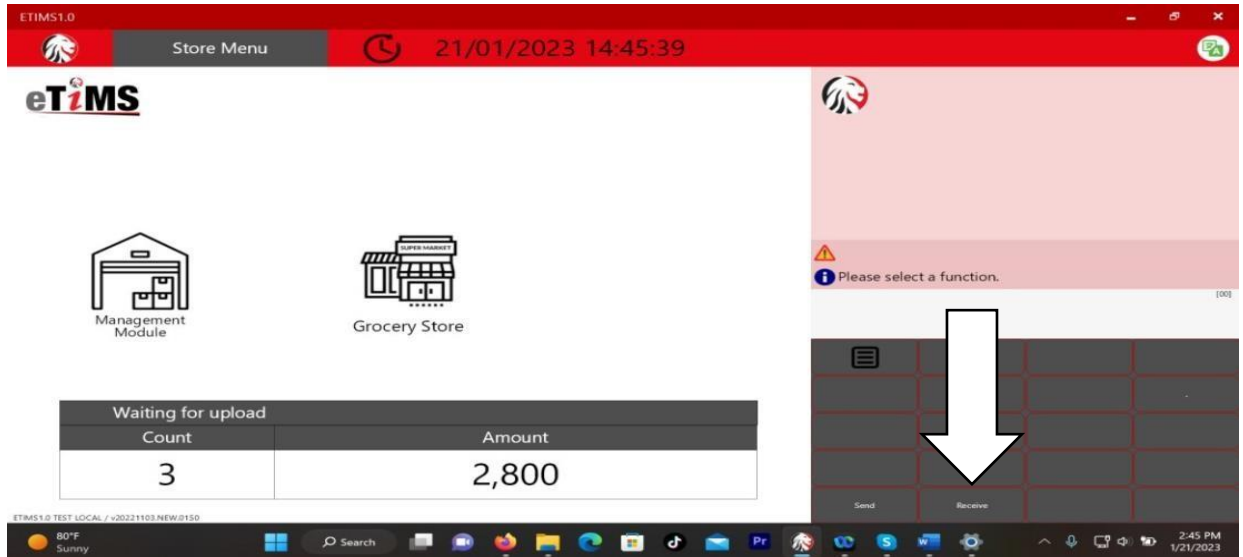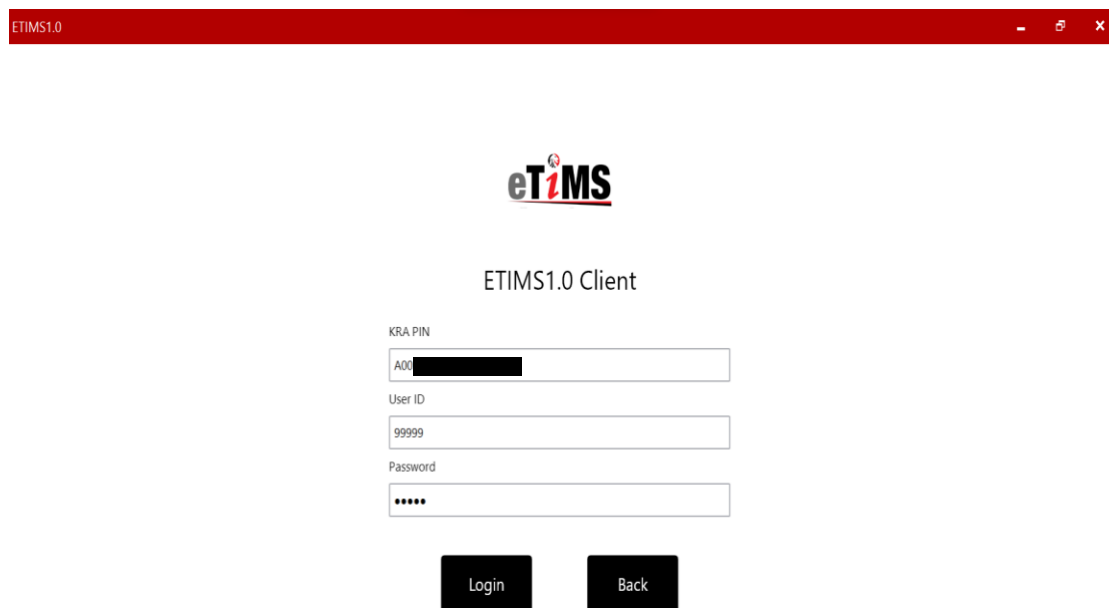
Step 7: Click on the *Management Module*.

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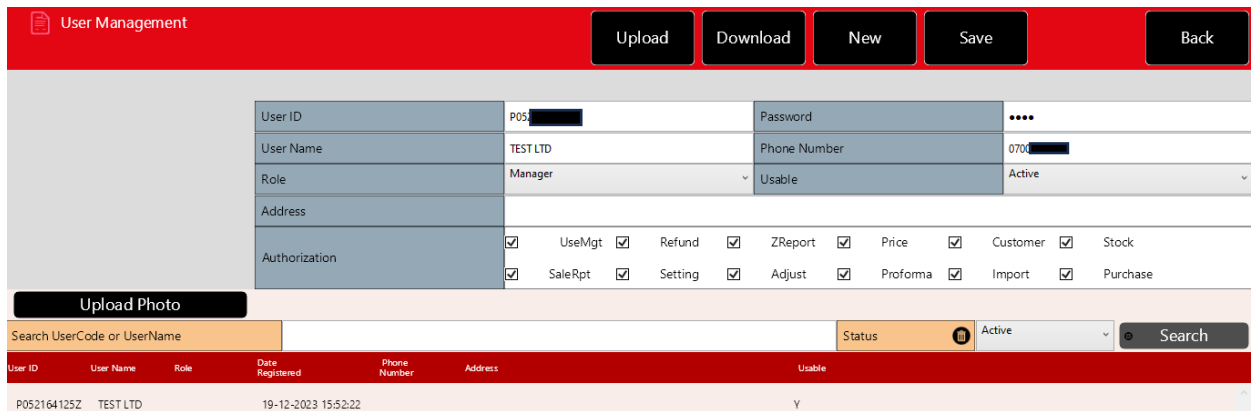
Step 9: Click the *User* button to create your user.

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.

Step 12: Click the *Logout* button.

End of User Creation.

ISO 9001:2015 CERTIFIED

Step 13: On the homepage click on the *Management Module.*
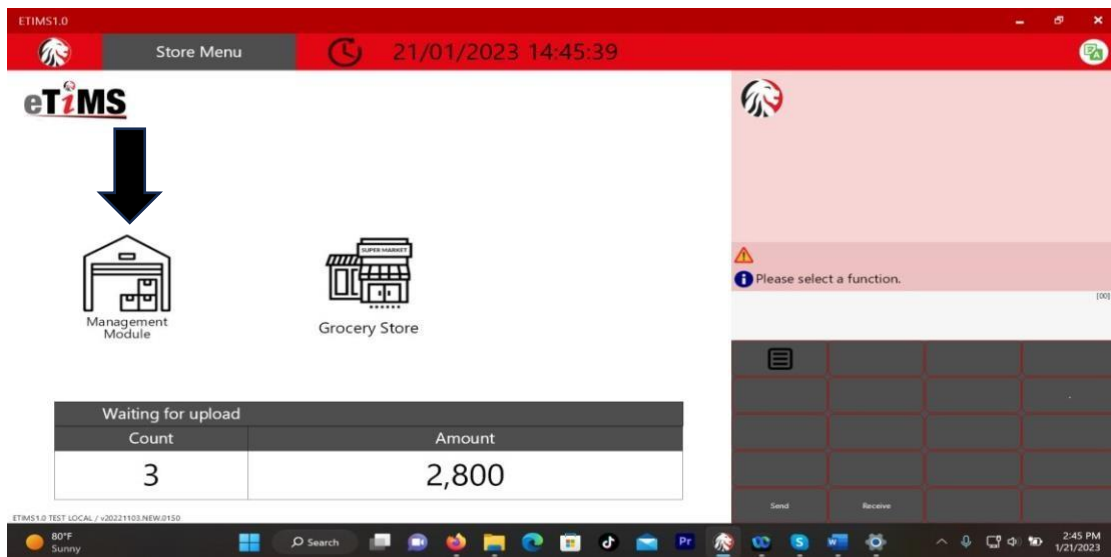
Step 14: Log in using the user credentials you created i.e. UserID and Password.

KENYA REVENUE AUTHORITY

ISO 9001:2015 CERTIFIED
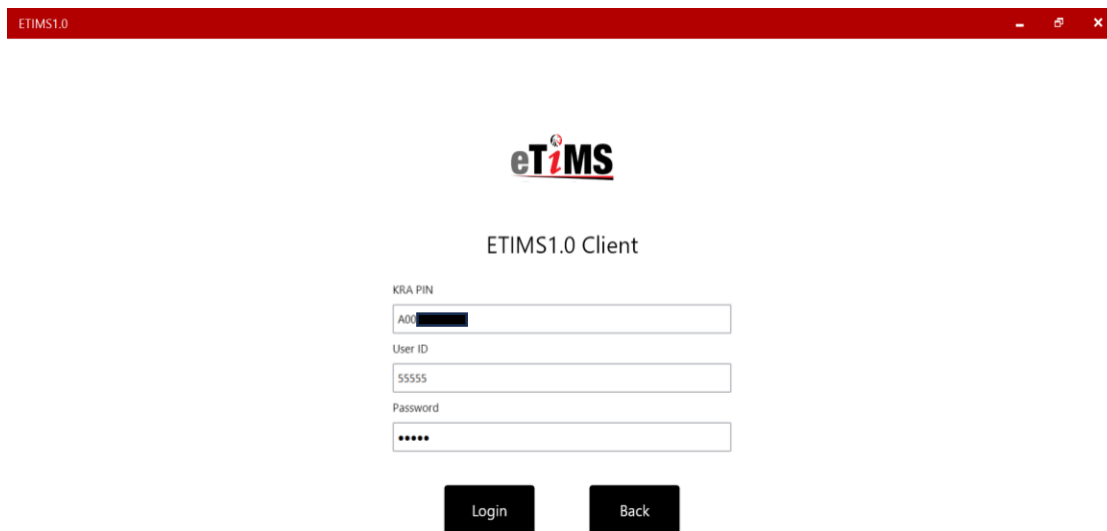
ENVIRONMENT MODULE

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

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.

ITEM MANAGEMENT MODULE

Step 16: Under *Item Management Module* click *item*, which should land the taxpayer on the page for item registration.

Step 17: To create the item/service, start by clicking the black search button next to the class code.

KENYA REVENUE
AUTHORITY

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.

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.

Tulipe Ushuru, Tujitegemee!

KENYA REVENUE AUTHORITY

ISO 9001:2015 CERTIFIED

PUBLIC

Step 19: After finding the item, select it. Once the data populates on the fields on the right-hand side, click *Confirm*.

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.

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*'.

Step 21: Click on the black button labelled *NEW* to autogenerate the item code then click *Save*.

End of Item Registration Process

KENYA REVENUE
AUTHORITY

ISO 9001:2015 CERTIFIED

CUSTOMER MANAGEMENT MODULE

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

Step 23: Fill in the details of the customer in the various fields and *Save*.

End of Customer Registration

SALES MANAGEMENT MODULE
Step 24: Click on the *Sales Management* button.

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

Tulipe Ushuru, Tujitegemee!

KENYA REVENUE
AUTHORITY

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

Step 27: On the *Sale Registration* form click on the search button on the *Customer ID* field.

Step 28: Select the customer you intend to invoice then click the *Confirm* button.

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.

ISO 9001:2015 CERTIFIED

Step 30: Select the item you intend to include in your invoice then click the *Confirm* button.

Step 31: Provide the quantity being supplied then click the *Confirm* button.

KENYA REVENUE
AUTHORITY

ISO 9001:2015 CERTIFIED

Step 32: Click save.

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.

KENYA REVENUE AUTHORITY

ISO 9001:2015 CERTIFIED

Step 34: Click on the *Approve* button.

Step 35: Confirm by clicking *Yes*.

KENYA REVENUE
AUTHORITY

ISO 9001:2015 CERTIFIED

Step 36: The taxpayer is to select the mode in which they will be receiving payment.

Step 37: If connected to a thermal printer click on the *Print Receipt* button.

Tulipe Ushuru, Tujitegemee!

KENYA REVENUE AUTHORITY

ISO 9001:2015 CERTIFIED

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.

Step 39: Click the *CancelRequest* button and confirm by selecting *Yes*.

Tulipe Ushuru, Tujitegemee!

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

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

Tulipe Ushuru, Tujitegemee!

Step 42: Confirm the mode of payment for the reversal.

ETIMS1.0				— ⧉ ✕
📄 Check Information				✖ Close

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	✖ Close

🖨 Print Receipt   🖨 Print A4

Invoice ID   `6`
Customer   `P000000000Z`
              `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

shown.

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

KENYA REVENUE AUTHORITY

ISO 9001:2015 CERTIFIED

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

ETIMS1.0							
Detail Information Of Purchase						Export	Close
Current Status	Wait for Approval						
Accept	Cancel			Item Code	KE2BQXLTR0000001		BEER
Invoic	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		Tax Type	D	Vat	0.00
D/C	0.00	CancelDate		D/C Rate (%)	0	D/C Amount	0.00
Supply Amount	500.00	Refund		Purchase Price	500.00	Total Price	500.00
Remark							Confirm
Item Code		Unit Price	Purchase Qty	Purchase Price			
Item Name		VAT	D/C Amount	Total Price			
KE2BQXLTR0000001		500	1	500			
BEER		0	0	500			

End of Purchase Management Module.

Tulipe Ushuru, Tujitegemee!

KENYA REVENUE AUTHORITY

ISO 9001:2015 CERTIFIED

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*.

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

Tulipe Ushuru, Tujitegemee!

KENYA REVENUE AUTHORITY

ISO 9001:2015 CERTIFIED

Step 49: Click *Yes* to grant permission to adjust the stock.
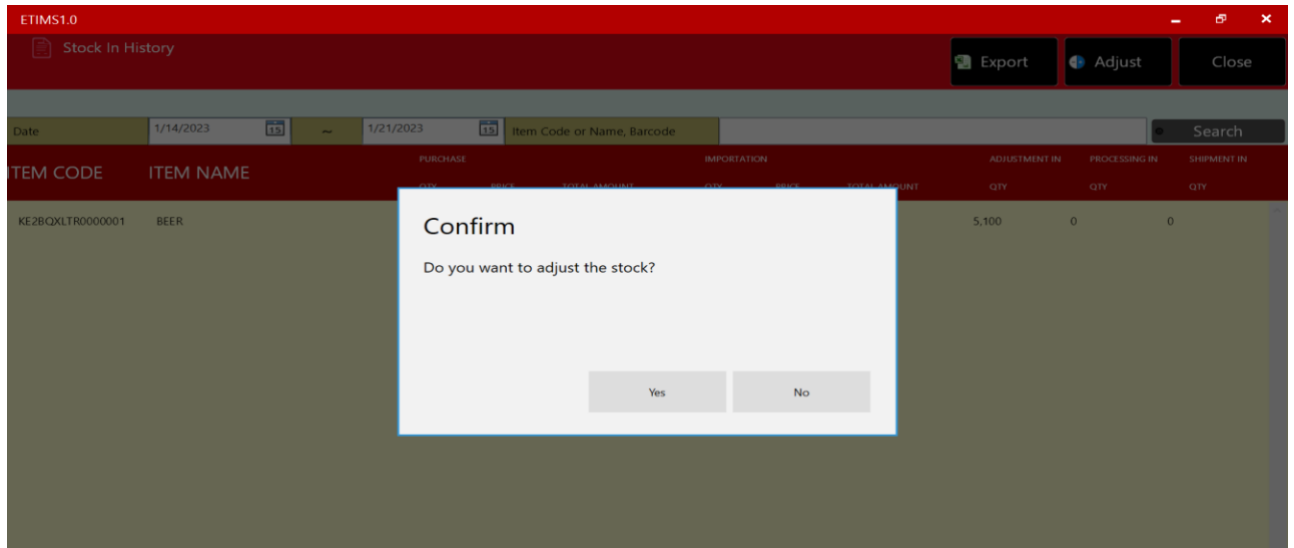
Step 50: Fill in the required details to adjust the stock i.e. the adjust type, reason and adjust quantity, and click the *Save* button.
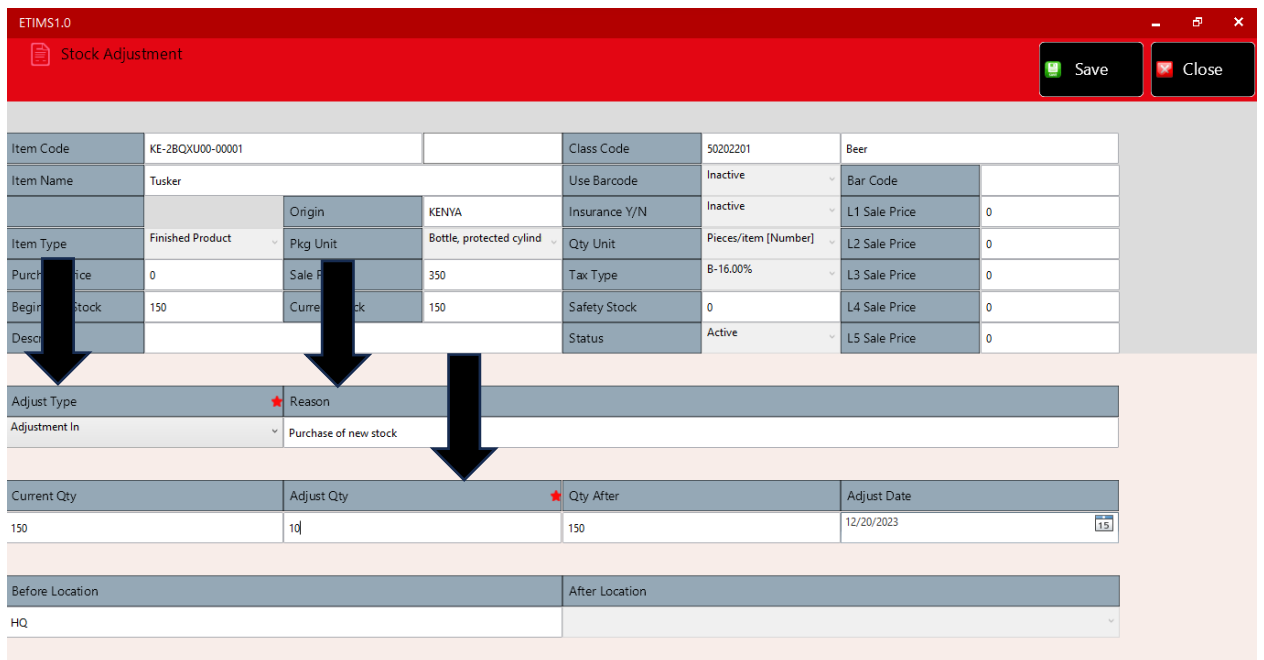
END OF USER GUIDE

Tulipe Ushuru, Tujitegemee!