



**KENYA REVENUE  
AUTHORITY**

ISO 9001:2015 CERTIFIED

**PUBLIC**

**e-CLIENT  
MOBILE APPLICATION  
USER GUIDE**

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## E-TIMS APPLICATION SET UP

### Step 1

Initialize setup by filling in the details, as provided during initial registration to e-TIMS.

i.e.,

- Pin** – Individual or Non-individual pin provided for e-TIMS registration.
- Branch** – Refers to the business branch at which the mobile registered for e-TIMS shall be used.
- Serial No** – The serial number of the device (mobile) registered for use of e-TIMS.

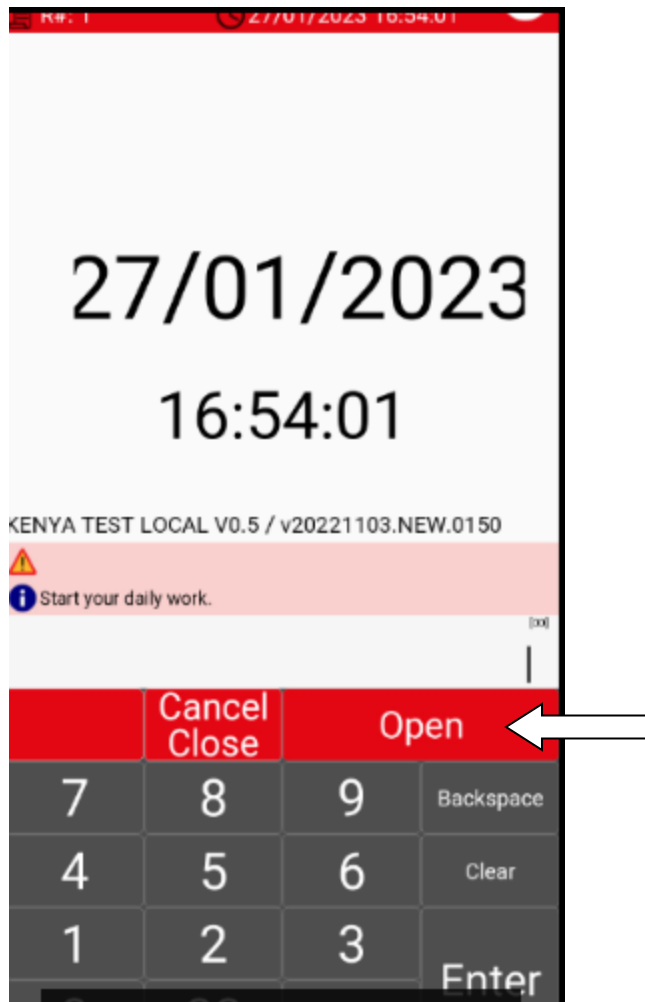
Fill in the details as shown below and click on **initialize**.

Field	Value
PIN	AC...1Z
BRANCH	00
SerialNo	MOBILE001
LocationType	English

**PS: Language Preferred should be the label in place of 'location'**

### Step 2

Click on the **Open** button to proceed.



### Step 3

Log in with the default ser ID and password provided when registering with KRA for e-TIMS and click on the **Admin menu** button as shown below.




R#: 1 27/01/2023 16:56:48

User Id


User Name

Password

KENYA TEST LOCAL V0.5 / v20221103.NEW.0150

 Please enter User ID [en]

99999

	Admin Menu	POS Menu	Sales				
a	b	c	d	e	f	g	h
i	j	k	l	m	n	o	p
q	r	s	t	u	v	w	x
y	z	Space				Uppercase	Lowercase
7	8	9				Backspace	
4	5	6				Clear	
1	2	3				Enter	
0	00						



Upon logging in, the interface below will appear entailing;

1. **User Management**
2. **Item Management**
3. **Customer Item**

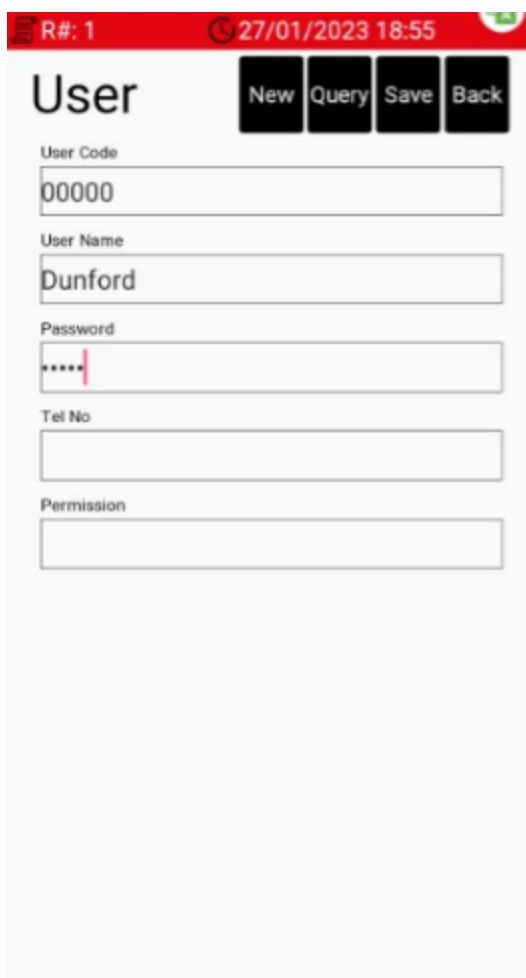


## **1. USER MANAGEMENT**

This menu allows you to create users and assign them roles appropriately.

### **Create Users**

Create the “Super User” / **Admin** as shown below;



The screenshot shows a mobile application interface for user management. At the top, there is a red header bar with 'R#: 1' on the left and a clock icon followed by '27/01/2023 18:55' on the right. Below the header, the word 'User' is displayed in a large font. To the right of 'User' are four black buttons: 'New', 'Query', 'Save', and 'Back'. Below these buttons are five input fields: 'User Code' with the value '00000', 'User Name' with the value 'Dunford', 'Password' with five asterisks, 'Tel No' which is empty, and 'Permission' which is empty.

**Allocate Rights to users, according to their roles**



As shown below, allocate the admin designation for the “super user”, to automatically assign them access to all the roles.

R#: 1 27/01/2023 18:55

### User

New Query Save Back

User Code  
00000

User Name  
Dunford

Designation

user

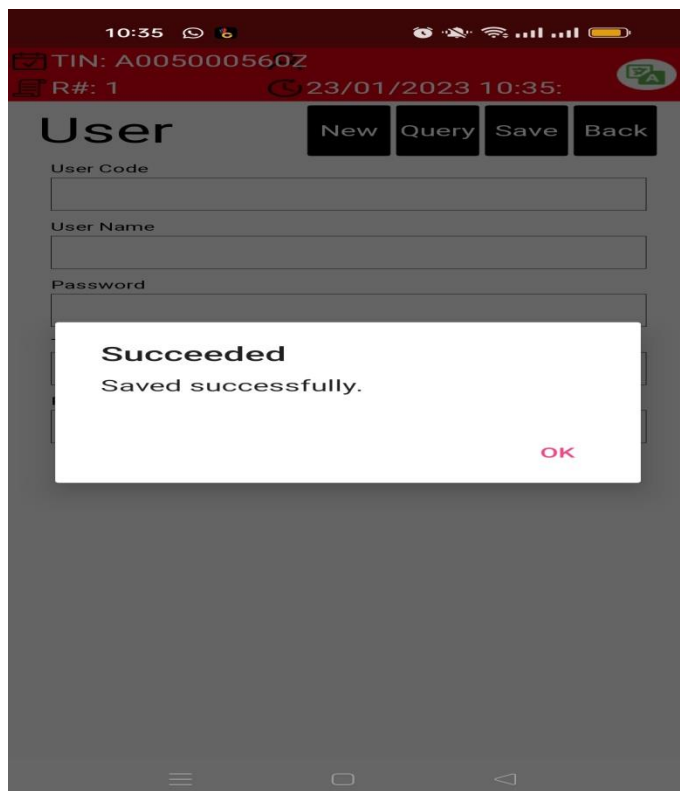
admin

CANCEL OK

Click on **Save** and press '**OK**' to save Admin details



User data will be saved successfully.



NB: Creation of all other users is as illustrated above; with allocation of appropriate rights of the e-TIMS mobile app in accordance to their roles.





## II. ITEM MANAGEMENT

The Item Management menu is used to add items that are in stock.

### Step 1

Log in using the **Admin** Menu as shown below.

6:57 PM

PIN: A0...718T

R#: 1 27/01/2023 18:57:31

User Id  
00000

User Name  
Dunford

Password

KENYA TEST LOCAL V0.5 / v20221103.NEW.0150

Please enter Password

\*\*\*\*0|

Admin Menu POS Menu Sales

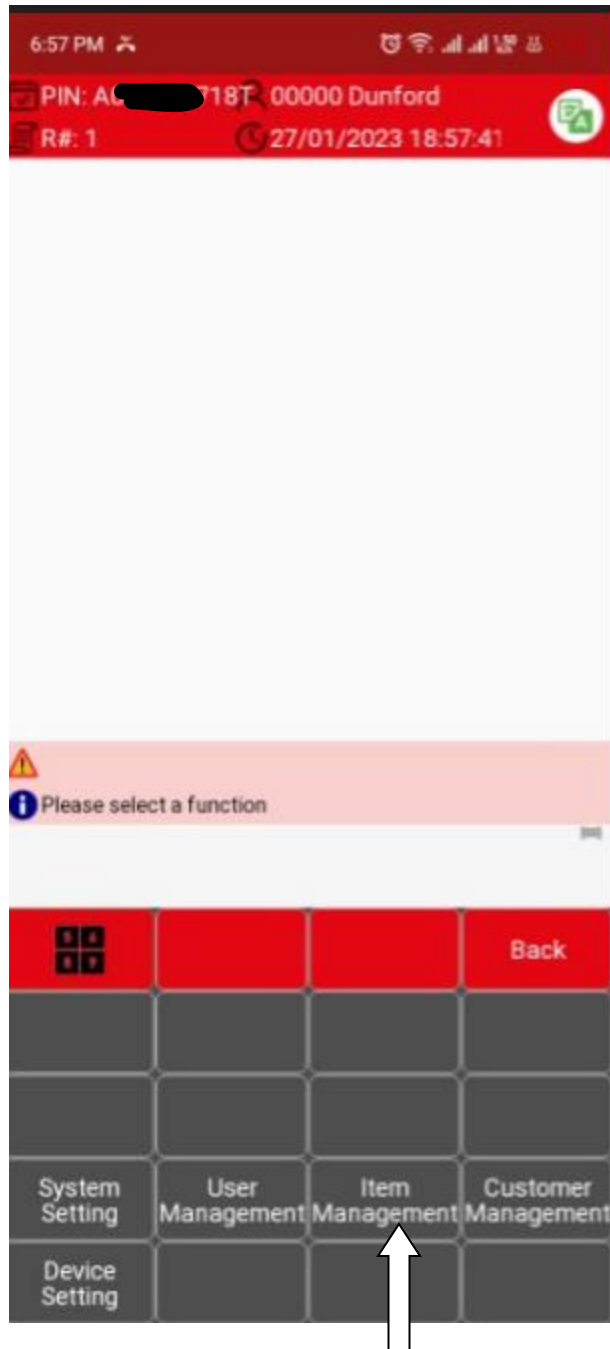
a b c d e f g h  
i j k l m n o p  
q r s t u v w x  
y z Space Uppercase Lowercase  
7 8 9 Backspace  
4 5 6 Clear  
1 2 3 Enter  
0 00 .



## Step 2

The interface below will appear;

Click on the **Item Management** menu to add items.





### Step 3

Add the **Item details** indicated on screenshot below;

- i. Item Code
- ii. Barcode
- iii. Item Name
- iv. Sale Price
- v. Beginning Stock
- vi. Class Name
- vii. Class Code
- viii. Origin
- ix. Packaging Unit
- x. Item Type
- xi. Quantity Unit
- xii. Tax Type





R#: 1 27/01/2023 18:51

**Item** New Query **Save** Back

Item Code  
KE-2CTNL00-00001

Barcode

Item Name  
Oils

Sale Price 7,000 Beginning Stock 100

Class Code  
1218160100

Class Name  
Synthetic oils

Origin  
KENYA

Pkg Unit Container ItemType Finished Product

Qty Unit Litre TaxType B-18.00%

Click on **Save** button and press 'OK' to save the item details.



R#: 1 27/01/2023 18:51

### Item

New Query Save Back

Item Code  
KE-2CTNL00-00001

Barcode

Item Name  
Oils

**Confirm**

Do you want to save this Item?

NO YES

Synthetic oils

Origin  
KENYA

Pkg Unit  
Container

Item Type  
Finished Product

Qty Unit  
Litre

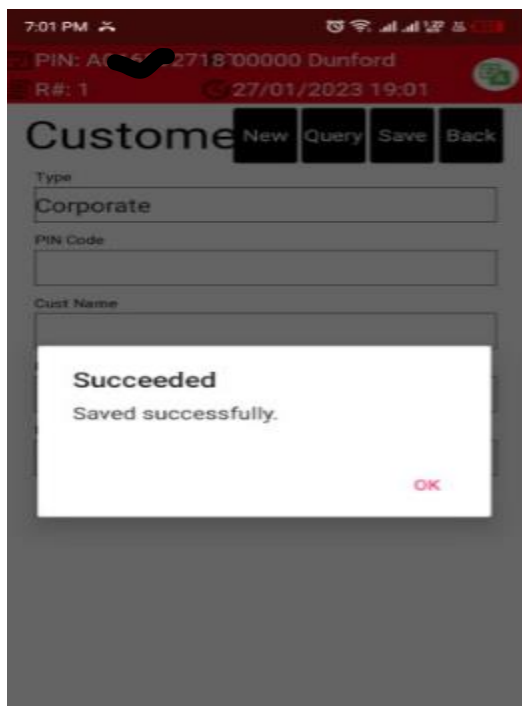
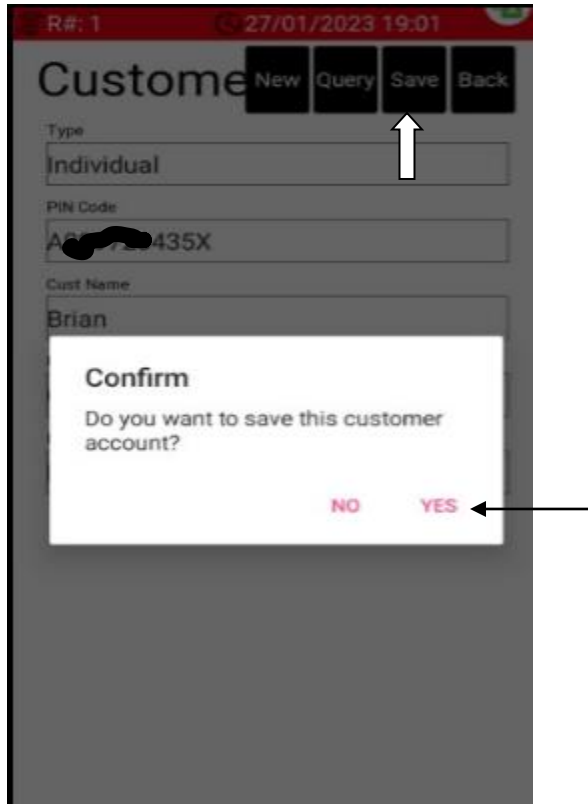
Tax Type  
B-18.00%

Item will be saved successfully.





Click 'YES' to save customer details successfully.







#### **IV. SALES MANAGEMENT**

##### **Step 1**

Click on **Sales** to make a sale, as shown below.

R#: 1 27/01/2023 19:02:21

User Id  
00000

User Name  
Dunford

Password

KENYA TEST LOCAL V0.5 / v20221103.NEW.0150

Please enter Password

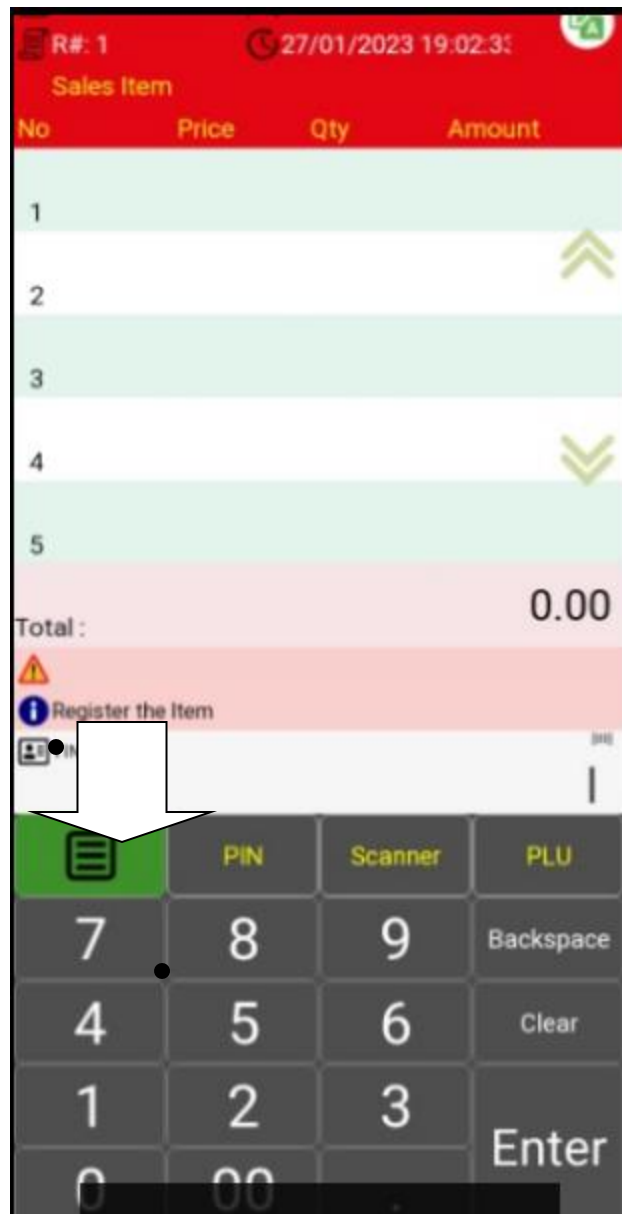
Admin Menu POS Menu **Sales**

a b c d e f g h  
i j k l m n o p  
q r s t u v w x  
y z Space Uppercase Lowercase  
7 8 9 Backspace  
4 5 6 Clear  
1 2 3



## Step 2

Click on the **green button** as shown with arrow below; to display **menu**





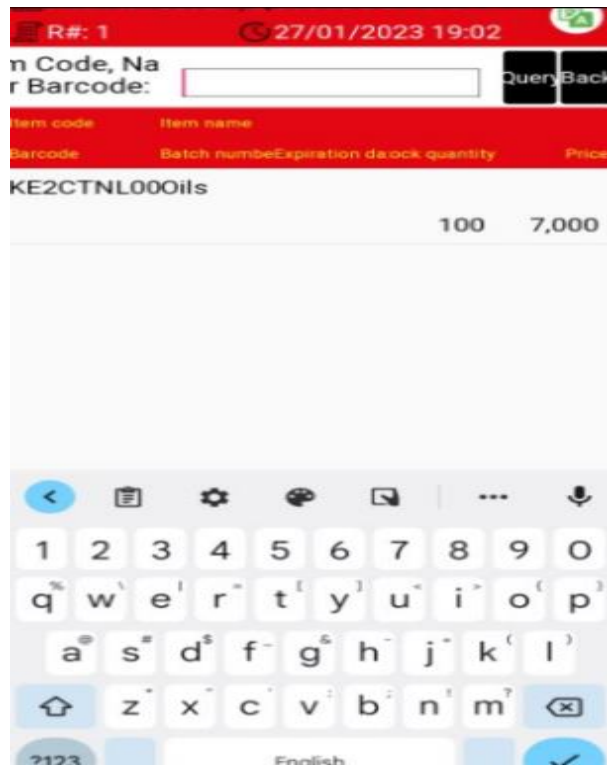
The menu will display as below;

**Step 3**

**Click on Search Item as shown;**

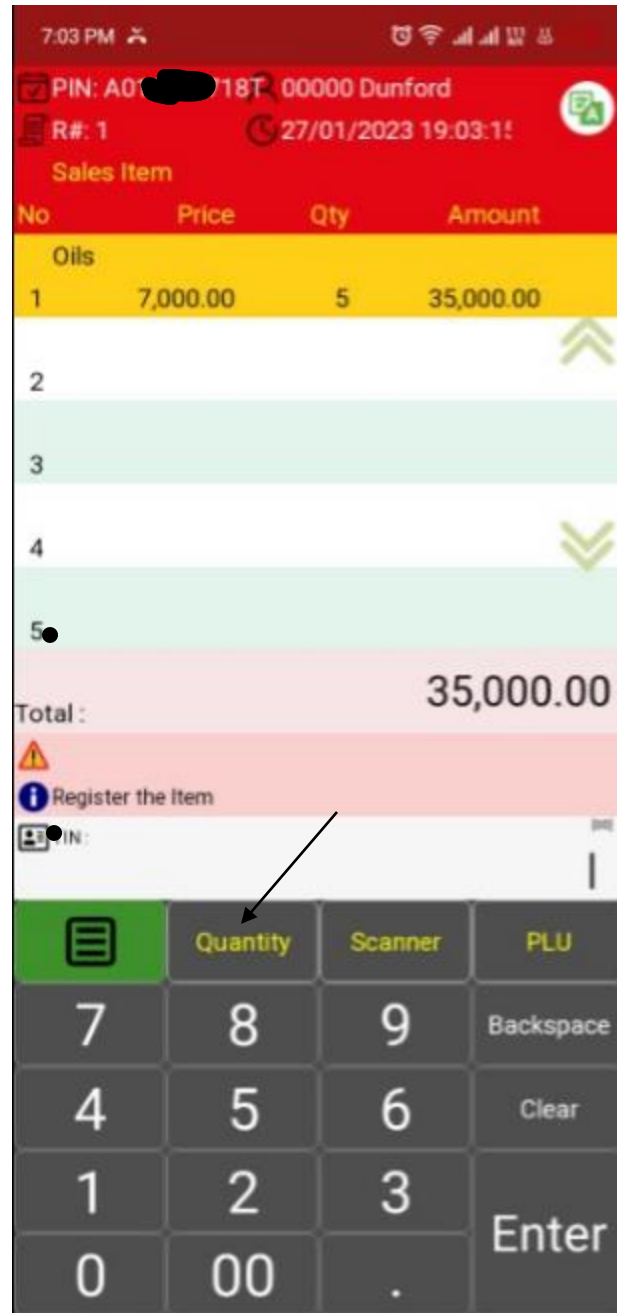


**Search the Item name as shown; Click on item to be sold.**



#### Step 4

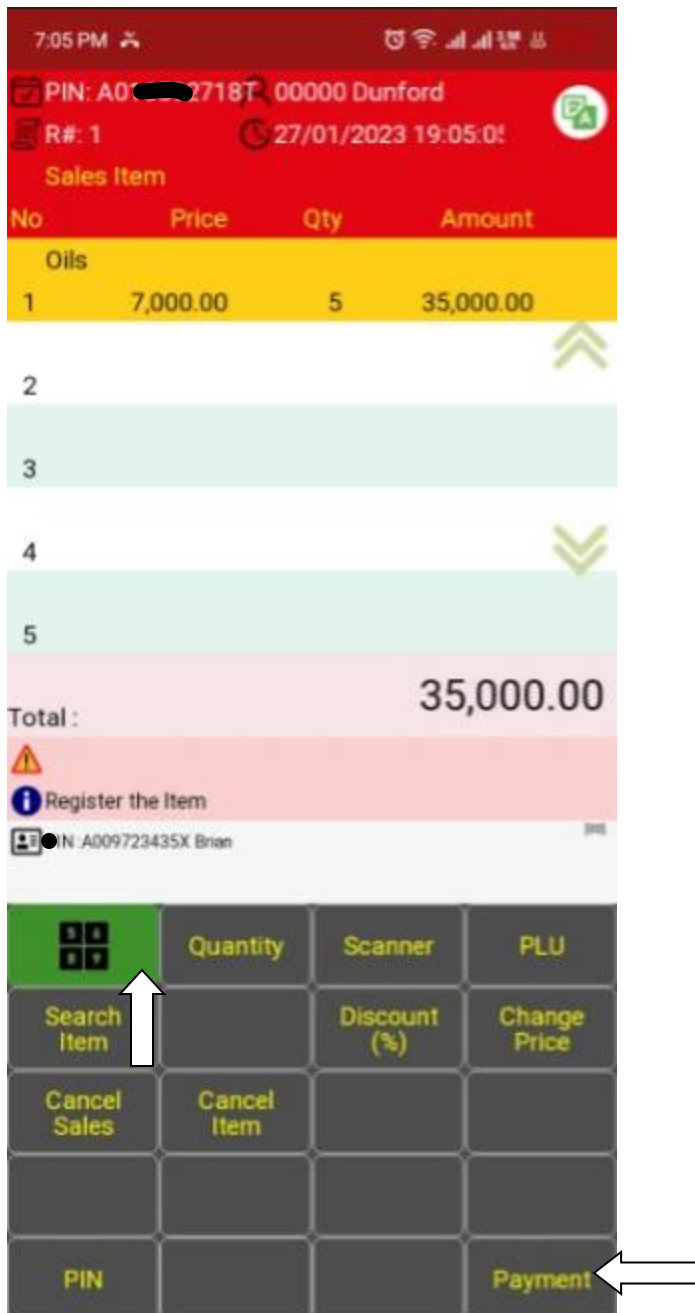
The item searched will appear. Click on Quantity as shown using the arrow below, to determine the number of units of item to be sold. The item details, quantity and total amount will show as in example below:



### Step 5

Search **Customer**, to whom sale will be made. **Click on the customer and Query** as shown using the arrows below.

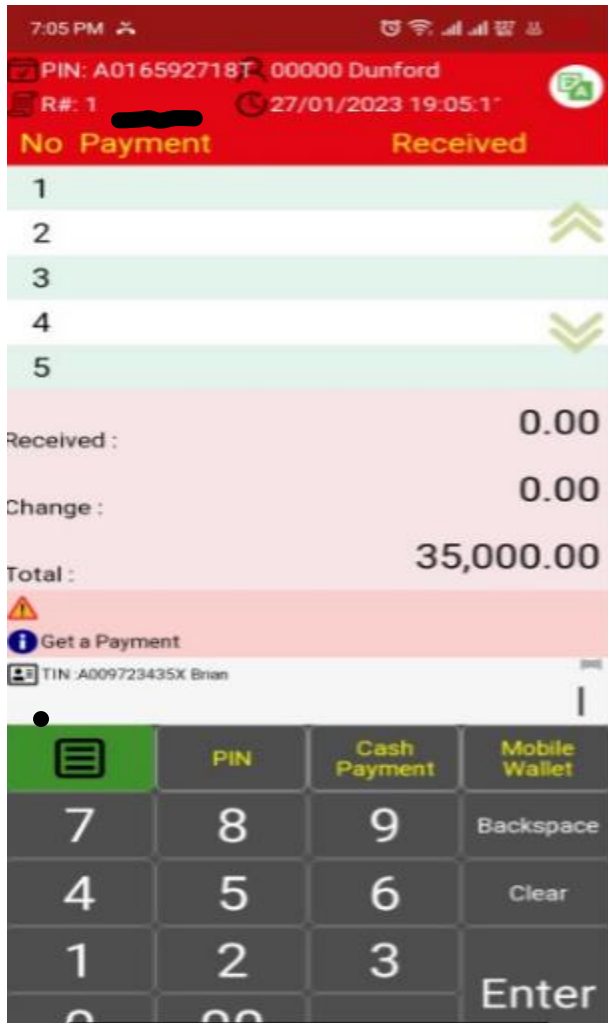




### Step 7

Choose the mode of payment;

- a) Cash Payment
- b) Mobile wallet



**Step 8:**

Confirm the amount to be received upon payment by customer.





7:05 PM

PIN: A016592718T 00000 Dunford

R#: 1 [REDACTED] 27/01/2023 19:05:4'

The amount to be receive

35,000.00

Receive

35,000.00

Please enter the amount received

TIN: 35000

Cancel Confirm

7	8	9	Backspace
4	5	6	Clear
1	2	3	Enter
0	00	.	

**Step 9**

**Print / Send** receipt.



R#: 1 27/01/2023 19:05:46

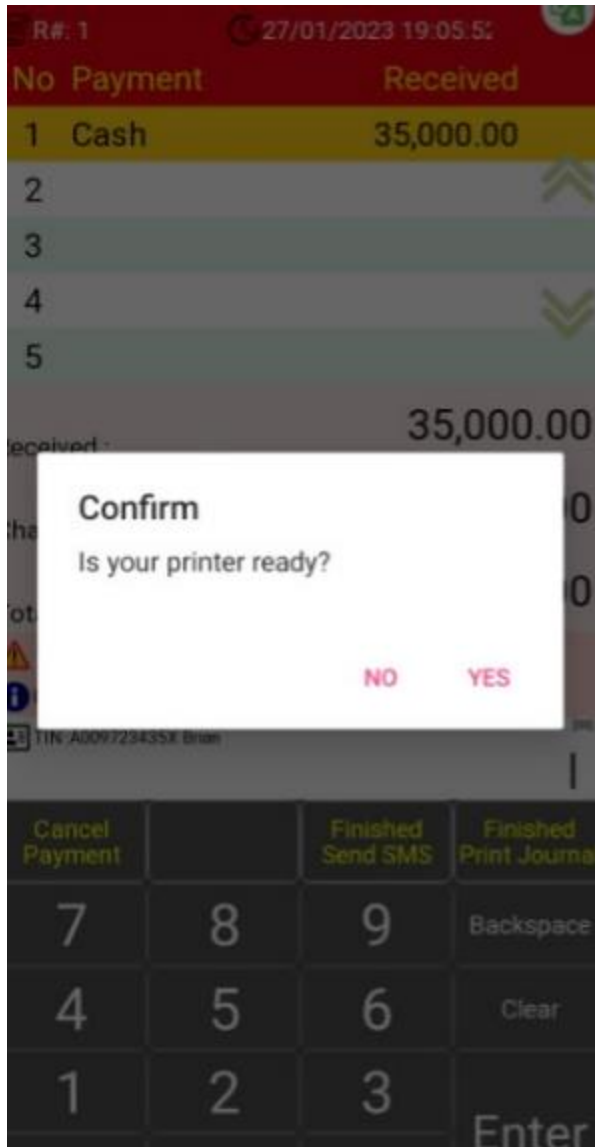
No	Payment	Received
1	Cash	35,000.00
2		
3		
4		
5		

Received : 35,000.00  
Change : 0.00  
Total : 35,000.00

⚠️ Get a Payment  
PIN: A00...MSX Brian

Cancel Payment	Finished Send SMS	Finished Print Journal
7	8	9
4	5	6
1	2	3
0	00	Enter

Below is a sample of a printed receipt





R#: 2 27/01/2023 19:06

Reprint Reload Refund Back

HUO25 TEST RIAN04

BARINGO Gatundu District KIGALI

TEL: 0705634938

EMAIL: aa.aa@aa.aa

PIN: A016592718T

CASHIER: Dunford(00000)

CLIENT TIN : A009723435X

CLIENT NAME: Brian

Oils

KE2CTNL0000001

7,000.00x5 35,000.00TAX D

TOTAL 0.00

TOTAL TAX 0.00

Screenshot has been saved to Pictures/  
Screenshot

.....END.....



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