

eTIMS Mobile App

Non – VAT Context

How to access and use
eTIMS on the **mobile app**

User Guide

User Guide – eTIMS Mobile

How to access and use eTIMS on mobile

Starter Pack

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01

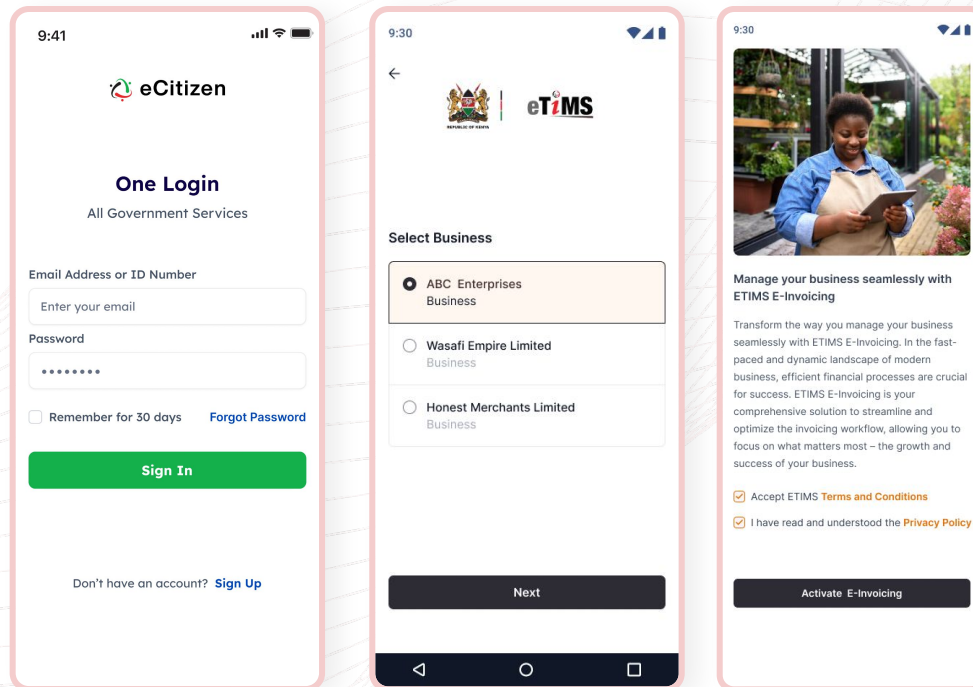
Getting Started

01 Getting Started:

Registration Sign In & eTIMS Onboarding

The e-Tims e-invoicing mobile app enables you to manage your business invoicing by enabling creation of invoices and quotations, LPOs, Purchase invoices and syncing data to e-Tims web.

- Use ecitizen account credentials to sign in.
- Select business.
- Click **“Next”** button.
- Click **“Activate E-invoicing”**.

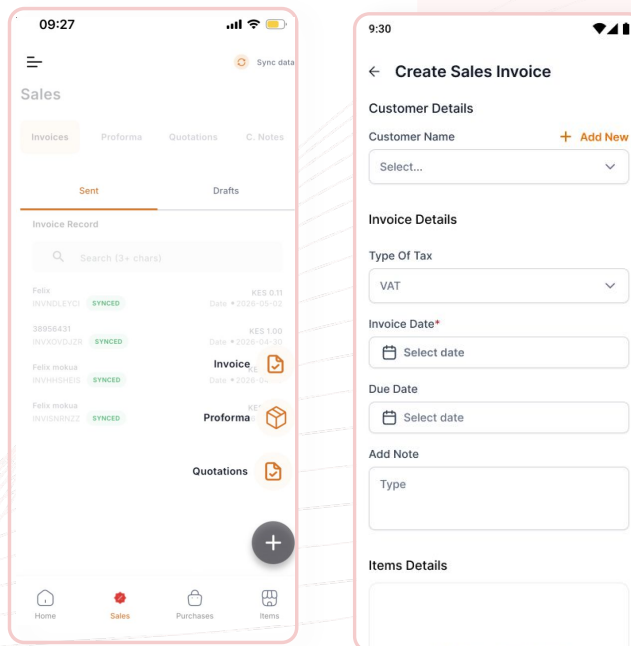


Sales management

This module helps businesses create, track invoices and manage sales. In this module, you can create, edit & view :

- A sales invoice
- A proforma invoice
- A quotation

Creating a Sales Invoice



1 To begin, select the type of invoice

To create a sales invoice:

Key in the Customer name or select from already added customers

- Tax Type is VAT by default
- Select Invoice date and due date
- Add notes

Under **“Add Item”**, the user can select from

- existing items
- add new items.

Enter amount and quantity
Click **“Add”** to create the sales invoice.

02 Sales Management:

Creating a Proforma Invoice

1 Sales Management: The 'Sales' menu is shown with 'Proforma' highlighted.

2 Create Proforma Invoice: The screen displays fields for Customer Details (Customer Name, Select...), Proforma Details (Type Of Tax: VAT, Invoice Date*, Due Date), and an Add Note field.

3 Add Items: The screen displays fields for Item Type (Add New, Add from Items), Product/Service Name, Description, Unit Cost (KES 1,000.00), Quantity (0), Discount (Percentage % 0), and Total Amount (KES 0.00). The 'Add' button is highlighted.

To create a pro forma invoice:

Key in the Customer name or select from already added customers

- Tax Type is VAT by default
- Select Invoice date and due date
- Add notes

Under “Add Item”, the user can select from

- existing items or add new items.
- Proceed to fill in the Product/Service name
- Give a short description of the Product/Service
- Enter unit cost and quantity
- Indicate discount as a fixed amount or percentage

Click on the “Add” button to create the proforma invoice

02 Sales Management:

Creating a Quotation

The first screenshot shows the 'Sales' overview screen with a bottom navigation bar (Home, Sales, Purchases, Items) and a sidebar menu. The 'Sales' section is active, showing a list of invoices and quotations.

The second screenshot shows the 'Create Quotation' form. It includes sections for 'Customer Details' (with a dropdown for 'Select...' and an '+ Add New' button), 'Quotations Details' (with a 'Type Of Tax' dropdown set to 'VAT' and a 'Due Date' selector), and 'Items Details' (with a text area for 'Add Note' and a button to 'Add Sales Items Below').

The third screenshot shows the 'Add Items' screen. It includes a 'Select Product' dropdown (set to 'Milk'), a 'Sell as a whole unit' toggle, an 'Enter Amount' field (set to 'KES 65.00'), and a 'Quantity' field (set to '0.5' with 'Liters' as the unit). A black 'Add' button is at the bottom.

To create a quotation:

Key in the Customer name or select from already added customers

- Tax Type is Non-VAT by default
- Select due date
- Add notes

Under “Add Item”, the user can select from

- existing items
- add new items.
- Select Product/Service name from the drop down
- Enter Unit Cost and quantity
- Indicate discount given, if any as a percentage or fixed amount
- Click on “Add” button

02 Sales Management:

Invoices,
Overview & Items

9:30

← KRA00000000

Overview Items View PDF

Customer Details

NAME

Ariec Wol Mayar Ariec

PIN

000000000000

BILLING ADDRESS

Mama Ngina Drive P.O. BOX 00242-0100
Mombasa, Kenya

Invoice Details

TYPE OF INVOICE

VAT Excluded

INVOICE DATE

00/00/0000

PAYMENT METHOD

MPESA: 0700000000

ADD NOTE

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

9:30

← KRA00000000

Overview Items View PDF

Unpaid

Actions ▾

-- INVOICE --

INV: KRA 2100000000

-- HODARI HOLDING LTD --

PIN: B2021000000000

TEL: 0712345678

FRIDAY, OCTOBER 28, 2022 9:39AM

-- FISCAL RECEIPT --

09876543234567

Products	QTY	Price
024000102472 Delmonte pinneapple juice blend	2x	1,000.00 KES: 1,000.00
024000102472 Delmonte pinneapple juice blend	2x	1,000.00 KES: 1,000.00
024000102472 Delmonte pinneapple juice blend	2x	1,000.00 KES: 1,000.00
Total before Tax		12,000.00
Code	Rate	Taxable AMT
A	18%	86.21
Total GST		4,000.00

Download

Generate Credit Note

Download Invoice

Make as paid

Send

02 Sales Management:

Quotations Overview

9:30

← KRA00000000

Overview Items View PDF

Customer Details

NAME

Ariec Wol Mayar Ariec

PIN

00000000000

BILLING ADDRESS

Mama Ngina Drive P.O. BOX 00242-0100
Mombasa, Kenya

Invoice Details

TYPE OF INVOICE

VAT Excluded

INVOICE DATE

00/00/0000

PAYMENT METHOD

MPESA: 0700000000

ADD NOTE

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

9:30

← KRA00000000

Overview Items View PDF

Unpaid

Actions ▾

-- INVOICE --

INV: KRA 2100000000

-- HODARI HOLDING LTD --

PIN: B202100000000

TEL: 0712345678

FRIDAY, OCTOBER 28, 2022 9:39AM

-- FISCAL RECEIPT --

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024000102472 Delmonte pinneapple juice blend	2x	1,000.00 KES: 1,000.00
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Total before Tax		12,000.00
Code	Rate	Taxable AMT
A	18%	86.21
Total GST		4,000.00

Download

Generate Credit Note

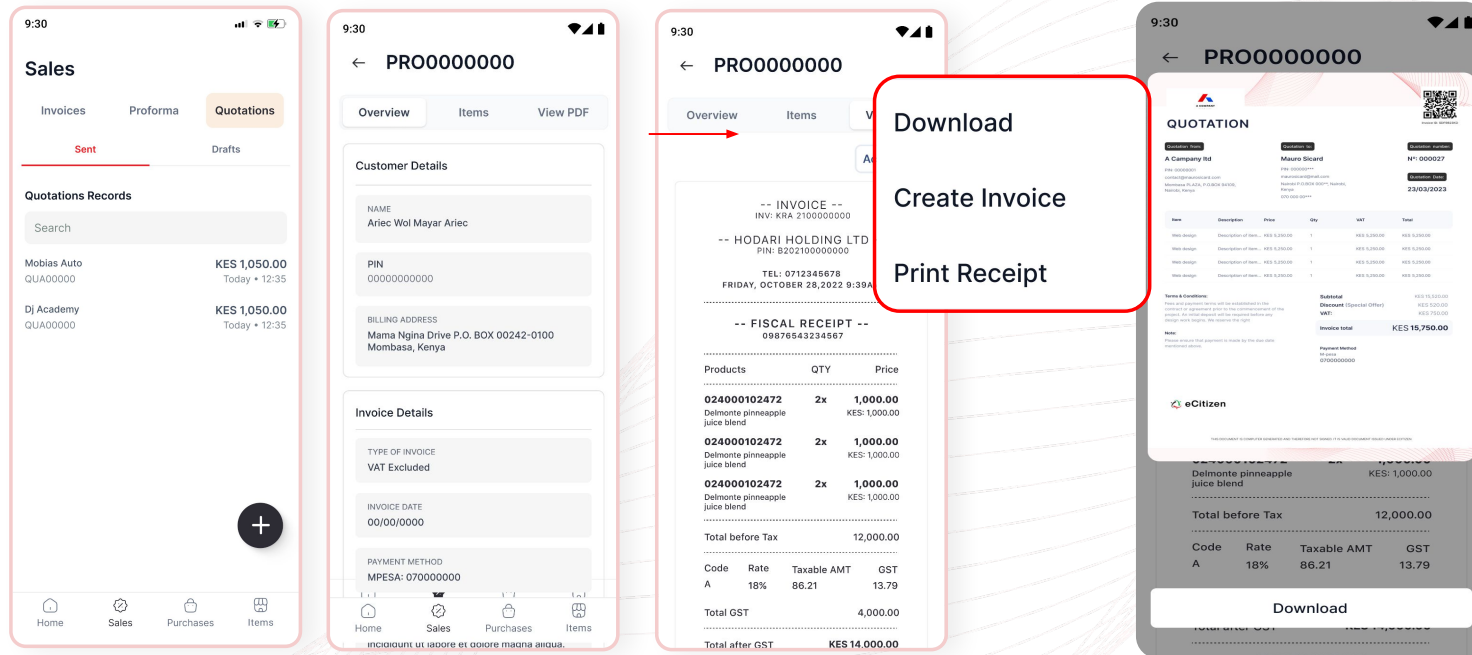
Download Invoice

Make as paid

Send

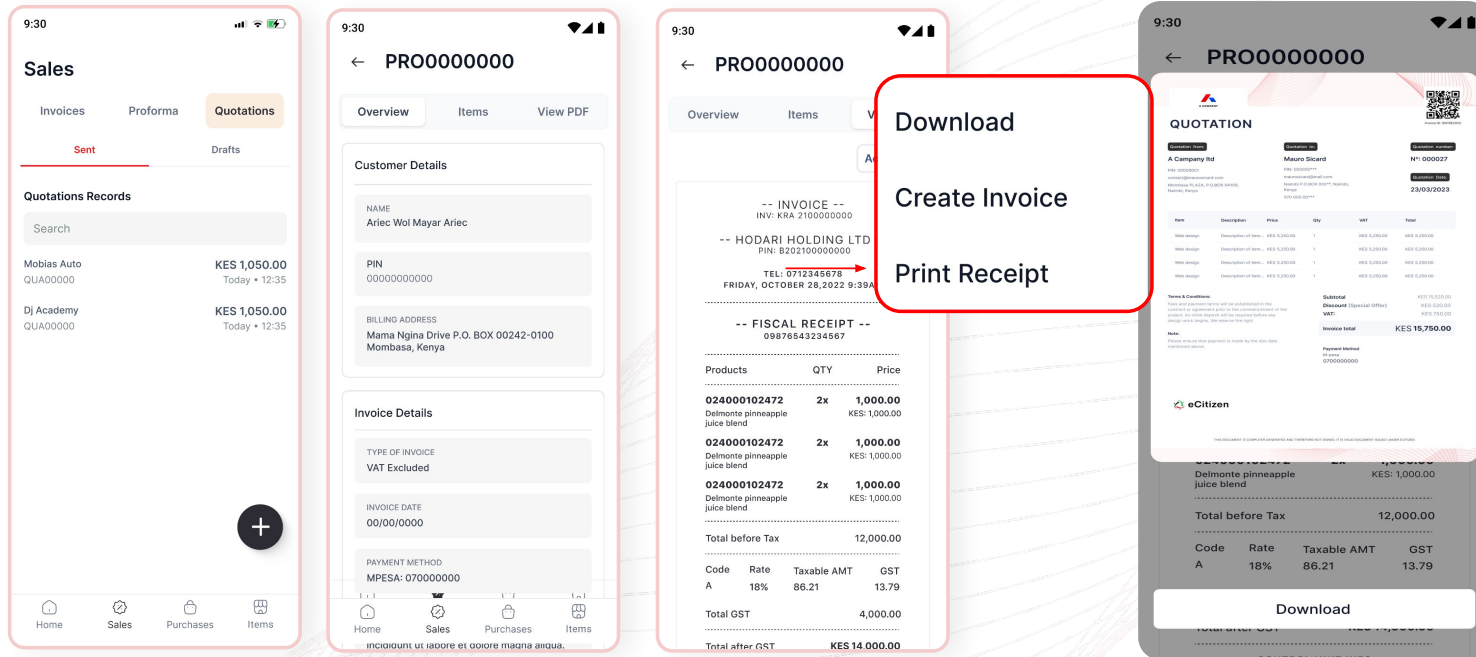
02 Sales Management:

Quotations Overview



02 Sales Management:

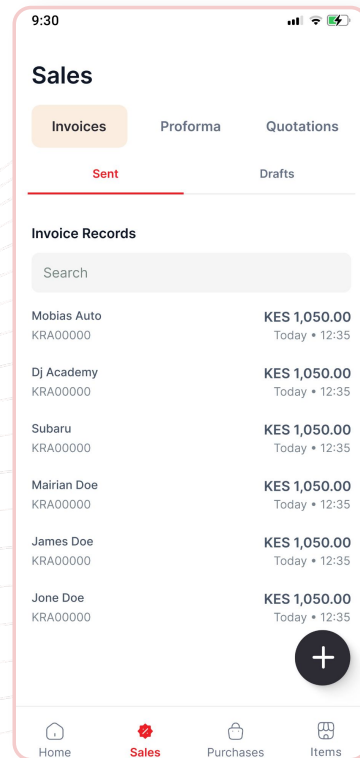
Proforma Invoice Overview



02 Sales Management:

View and Search Invoices

Here you can search for invoices by invoice number or customer name and view details.



Credit Notes

To create a Credit Note:

- Select the sales invoice you want to create the credit note for
- Select whether you want to create a full credit note or a partial one
- Select the reason for creating the credit note from the drop down options.
- Select **“Generate Credit Note”**

9:30

< **Generate Credit Note**

Supplier Name: XYZ Company PIN: P000000000Z

Invoice Number: 1234566

☒ Full Credit Note ☐ Partial Credit Note

Please Note
A full credit note includes all items in the invoice

Select Reason
Other

Description
Type

Generate Credit Note

Adjust Stock?

Do you want to add items back to stock?

No

Yes

There is an option to return the items/s back to stock or not

9:30

←

KRA0000000

Overview

Items

View PDF

Search

HP laptop

▼

Quantity	12
Unit cost KES	80,000
Amount KES	960,000

iphone 14 pro

I watch

Macbook pro

Subtotal

KES 1,330,000.00

Discount %

10%

Total

KES 1,197,000.00

9:30

← **KRA0000000**

Overview Items View PDF

Search

HP laptop	
Quantity	12
Unit cost KES	80,000
Amount KES	960,000

iphone 14 pro

I watch

Macbook pro

Subtotal	KES 1,330,000.00
Discount %	10%
Total	KES 1,197,000.00



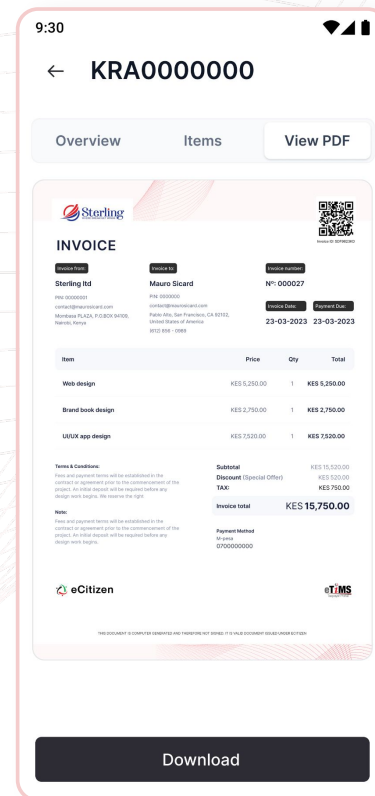
Download

Download Invoice

Generate Credit Note

Mark as paid

You can view ,
download and
send the credit
note.



03

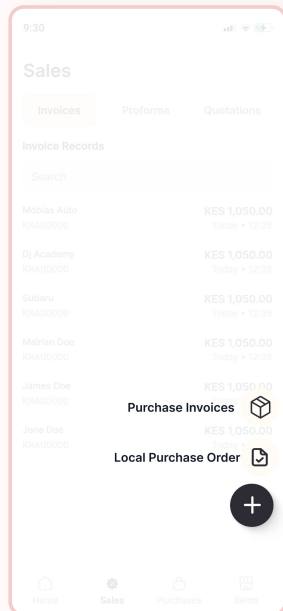
Purchases management

This Module allows you to create, edit and view:

- Local Purchase Order
- Purchase Invoice

03 Purchase Management:

Creating an Local Purchase Order



To create a Purchase Invoice:

To create an LPO:

- Key in the Supplier details.
- You can do this by selecting from already added suppliers or create new by clicking on **"Add New"**.
- Type of tax is set to Non-VAT by default
- Select date of order
- Add note

Under **"Add Item"**:

- Select the Product/Service by selecting from existing or adding new products/services
- Key in the amount and quantity
- Click on the **"Add"** button to create the LPO.

9:30

← Create LPO

Supplier Details

Supplier Name

Type to search/ add

ABC Company 254712345678

Order Number

Date of Order

Select date

Add Note

Type

Items Details

Add Sales Items Below

Select Add to add details of items sold

9:30

← Add Items

☒ Add New ☐ Add from Items

Item Type

☒ Product ☐ Service

Product Name

Description

A short explanation about the product/ service

Unit Cost

KES 1,000.00 KES ▾

Quantity

0

Amount

KES 0.00

Add

03 Purchase Management:

Creating a Purchase Invoice

The first screenshot shows the 'Sales' menu with options for Invoices, Proforma, and Quotations. It lists recent invoices with details like 'Mobiles Auto', 'DJ Academy', 'Sabaru', 'Mallory Doe', 'James Doe', and 'Jane Doe', each with a value of KES 1,050.00. At the bottom, there are buttons for 'Purchase Invoices' (with a cube icon) and 'Local Purchase Order' (with a document icon), and a large '+' button.

The second screenshot is the 'Create Purchase Invoice' form. It includes sections for 'Supplier Details' (with a dropdown for 'Supplier Name' showing 'ABC Company 254712345678'), 'Order Number', 'Date of Order' (with a date picker), 'Add Note' (with a text area), and 'Items Details' (with a text area and a button 'Add Sales Items Below').

The third screenshot is the 'Add Items' form. It has radio buttons for 'Add New' and 'Add from Items'. Below are fields for 'Item Type' (with radio buttons for 'Product' and 'Service'), 'Product Name', 'Description', 'Unit Cost' (showing 'KES 1,000.00' and a dropdown for 'KES'), 'Quantity' (showing '0'), and 'Amount' (showing 'KES 0.00'). There is an 'Add' button at the bottom.

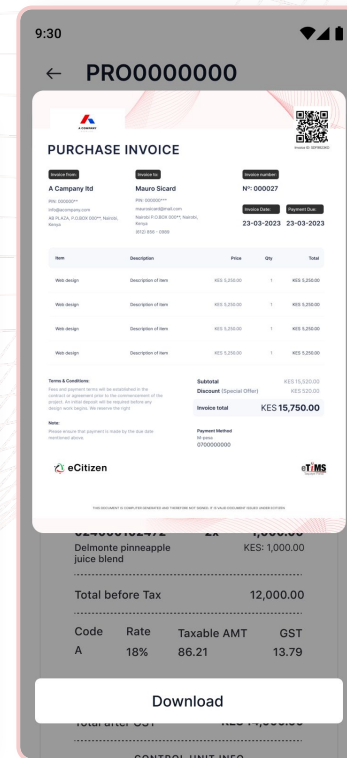
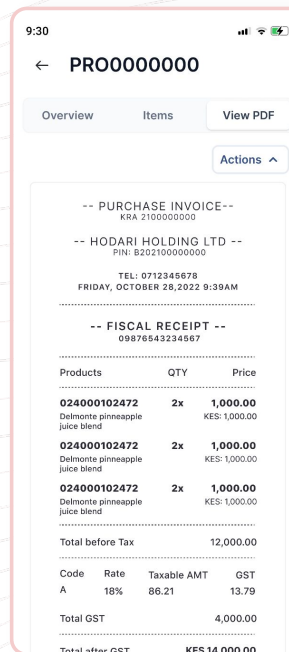
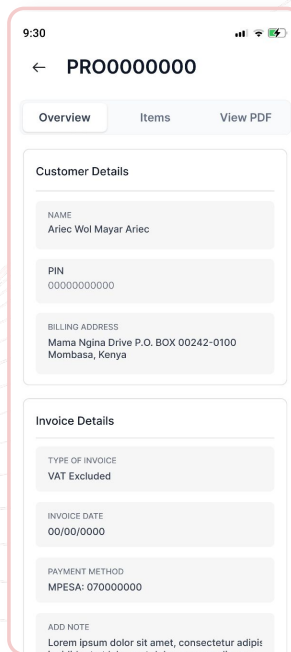
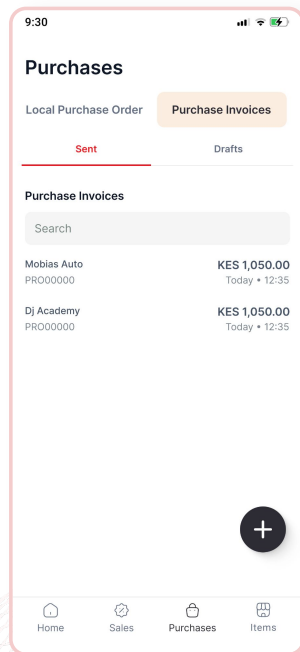
To create a purchase invoice:

- Select the **“Supplier Details”** from the drop down or click **“Add New”** to add new suppliers.
- Type of tax is already selected as Non-VAT by default.
- Select the date of Order
- Add note

Under add items, select Product/Service

- You can either select from the already existing version or add new
- Enter the amount and quantity
- Click on the **“Add”** button to create a purchase invoice.
- View the invoice and download

Purchase Invoice



03 Purchase Management:

Adding Customers

09:47

< Add Customer

Select type of customer

Non Individual >

Individual >

09:49

< Add Customers

Type of customer: Non Individual Change

PIN of customer*

Enter PIN

Name*

Enter Name..

Email

Enter Email..

Phone*

+254

Add

Non Individual

9:30

< Add Customer

PIN of Customer

Peter Doe
20102223

Wrong User? Cancel

Phone Number

254

Add

Individual

To add a customer, first select if it is non Individual or an individual.

Proceed to capture:

- PIN
- Name
- Email
- Phone number

Click on the “Add” button.

03 Purchase Management:

Adding Supplier

The image displays three sequential mobile app screens for adding a supplier.

Screen 1: Suppliers

- Time: 9:30
- Back arrow and title: Suppliers
- Search bar
- Supplier list:
 - ABC Company
P1234567890
 - Supply Ltd
P1234567890
 - Doshi Ltd
P1234567890
 - GOOD WILL LTD
P1234567890
 - New Files Org.
P1234567890
- Bottom button: +

Screen 2: Add Supplier

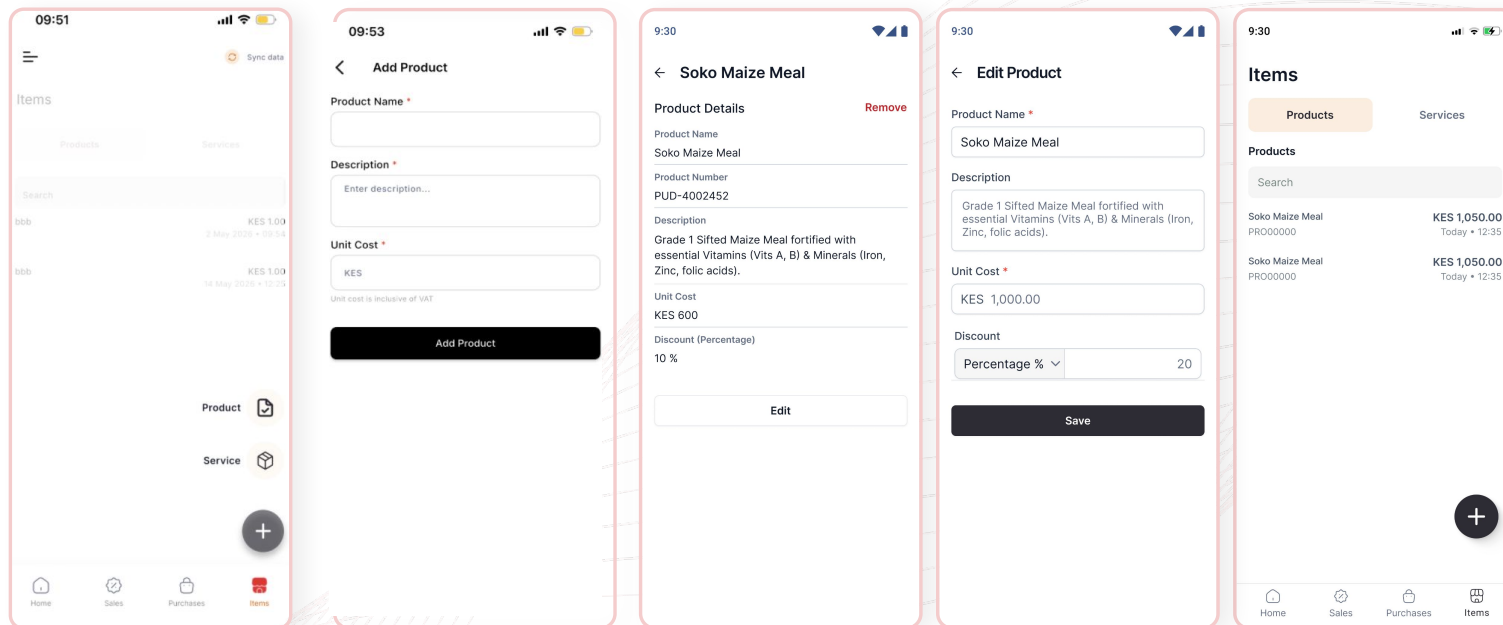
- Time: 9:30
- Back arrow and title: Add Supplier
- Form fields:
 - PIN of Supplier: Enter PIN
 - Phone Number: 254
- Bottom button: Validate

Screen 3: Add Supplier

- Time: 9:30
- Back arrow and title: Add Supplier
- Form fields:
 - PIN of Supplier: XYZ Company
20102223
 - Wrong User? Cancel
 - Phone Number: 254
- Bottom button: Add

03 Purchase Management:

Adding Products



To add a Product:

- Type in the Product name
- Include a brief description of the product
- Include the Unit cost
- Click on the **“Add”** button to add the product

Under product details, you can remove product or edit to include discount given if any. Click on the **“Save”** button

03 Purchase Management:

Adding Service

The following screenshots illustrate the steps to add a service in the eTIMS Mobile app:

- Items Screen:** The 'Services' tab is selected. A list of services is shown, including 'Mobias Auto' and 'DJ Academy'.
- Add Service Screen:** The 'Add Service' screen displays input fields for:
 - Service Name *
 - Description (Enter a description...)
 - Unit Cost * (KES 1,000.00)
 - Discount (Percentage % 20)
 An 'Add Service' button is at the bottom.
- Car Wash Screen:** The 'Car Wash' service details are shown, including:
 - Service Name: Car Wash
 - Service Number: PUD-4002452
 - Description: Washing Cars
 - Unit Cost: KES 600
 - Discount (Fixed Value): KES 10
 An 'Edit' button is at the bottom, and a 'Remove' button is in the top right corner.
- Edit Service Screen:** The 'Edit Service' screen displays input fields for:
 - Product Name * (Car Wash)
 - Description (washing cars)
 - Unit Cost * (KES 1,000.00)
 - Discount (Percentage % 20)
 A 'Save' button is at the bottom.
- Remove Confirmation:** A 'Remove?' dialog box appears, asking 'Are you sure you want to remove item?'. It has 'Cancel' and 'Remove' buttons.

DIAL *222*5#

**IT TAKES YOU LESS
THAN 30SEC TO
GET YOUR SERVICE**

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Email: **callcentre@kra.go.ke**

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- X: @KRACare
- Instagram: @kra_care
- LinkedIn: Kenya Revenue Authority
- YouTube: Kenya Revenue Authority