



## eTIMS MULTI-PAYPOINT WINDOWS USER GUIDE.

### Step 1: Log on to your Windows Defender Firewall with Advanced Security

Windows Defender Firewall with Advanced Security

File Action View Help

Windows Defender Firewall with Advanced Security

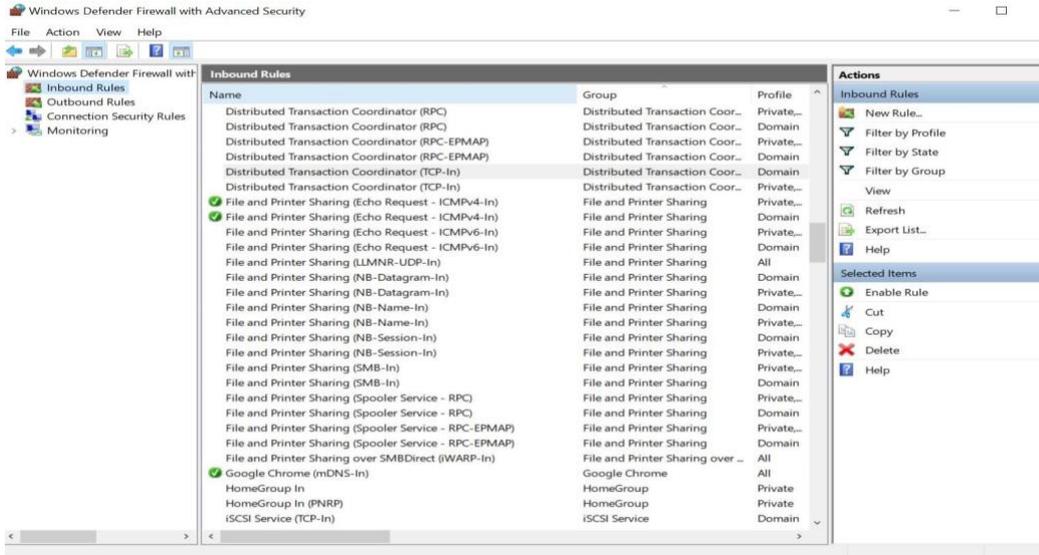
- Inbound Rules
- Outbound Rules
- Connection Security Rules
- Monitoring

Name	Group	Profile	Enabled	Action	Override	Program	Local Ad
✓ Apache HTTP Server		Private	Yes	Allow	No	C:\progra...	Any
✓ Apache HTTP Server		Private	Yes	Allow	No	C:\progra...	Any
✓ Check Point Endpoint Security VPN GUI		All	Yes	Allow	No	C:\Progra...	Any
✓ Check Point Endpoint Security VPN Service		All	Yes	Allow	No	C:\Progra...	Any
✓ EBM2x.WPF		All	Yes	Allow	No	Any	Any
✓ Firefox (C:\Program Files\Mozilla Firefox)		Private	Yes	Allow	No	C:\Progra...	Any
✓ Firefox (C:\Program Files\Mozilla Firefox)		Private	Yes	Allow	No	C:\Progra...	Any
✓ Microsoft Office Outlook		Private	Yes	Allow	No	C:\Progra...	Any
✓ Port 3306		All	Yes	Allow	No	Any	Any
✓ Port 3306		All	Yes	Allow	No	Any	Any
✓ Port 3306		All	Yes	Allow	No	Any	Any
✓ Port 33060		All	Yes	Allow	No	Any	Any
✓ VLC media player		Private	Yes	Allow	No	C:\progra...	Any
✗ VLC media player		Public	Yes	Block	No	C:\progra...	Any
✗ VLC media player		Public	Yes	Block	No	C:\progra...	Any
✓ VLC media player		Private	Yes	Allow	No	C:\progra...	Any
✓ µTorrent (TCP-In)		All	Yes	Allow	No	C:\Users\...	Any
✓ µTorrent (UDP-In)		All	Yes	Allow	No	C:\Users\...	Any
✓ @(Microsoft.MicrosoftEdge_44.17763.831...	@(Microsoft.MicrosoftEdge_...	Domai...	Yes	Allow	No	Any	Any
✓ @(Microsoft.Windows.CloudExperienceHo...	@(Microsoft.Windows.Cloud...	Domai...	Yes	Allow	No	Any	Any
✓ @FirewallAPI.dll,-80201	@FirewallAPI.dll,-80200	All	Yes	Allow	No	%System...	Any
✓ @FirewallAPI.dll,-80206	@FirewallAPI.dll,-80200	All	Yes	Allow	No	%System...	Any
✓ Skype	{78E1CD88-49E3-476E-B926-...	All	Yes	Allow	No	C:\Progra...	Any
✓ Skype	{78E1CD88-49E3-476E-B926-...	All	Yes	Allow	No	C:\Progra...	Any
✓ Spotify Music	{78E1CD88-49E3-476E-B926-...	All	Yes	Allow	No	C:\Progra...	Any
✓ Spotify Music	{78E1CD88-49E3-476E-B926-...	All	Yes	Allow	No	C:\Progra...	Any
✓ Spotify Music	{78E1CD88-49E3-476E-B926-...	All	Yes	Allow	No	C:\Progra...	Any
✓ Spotify Music	{78E1CD88-49E3-476E-B926-...	All	Yes	Allow	No	C:\Progra...	Any
✓ Spotify Music	{78E1CD88-49E3-476E-B926-...	All	Yes	Allow	No	C:\Progra...	Any

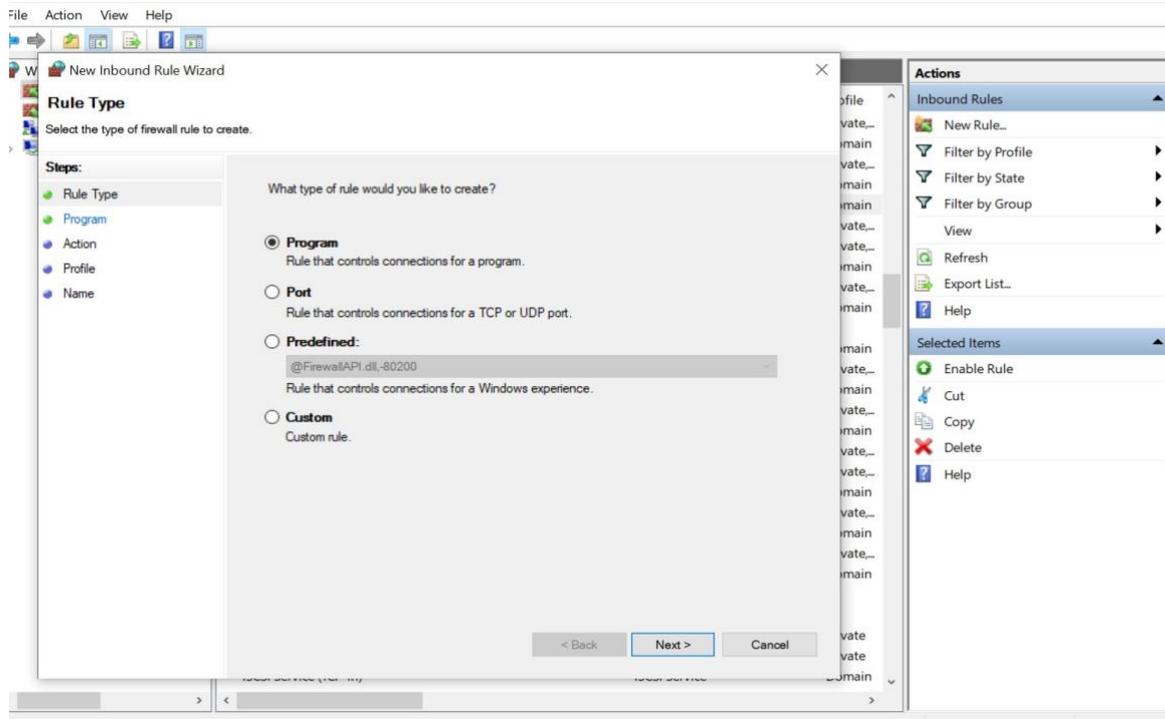
**Tulipe Ushuru, Tujitegemee!**



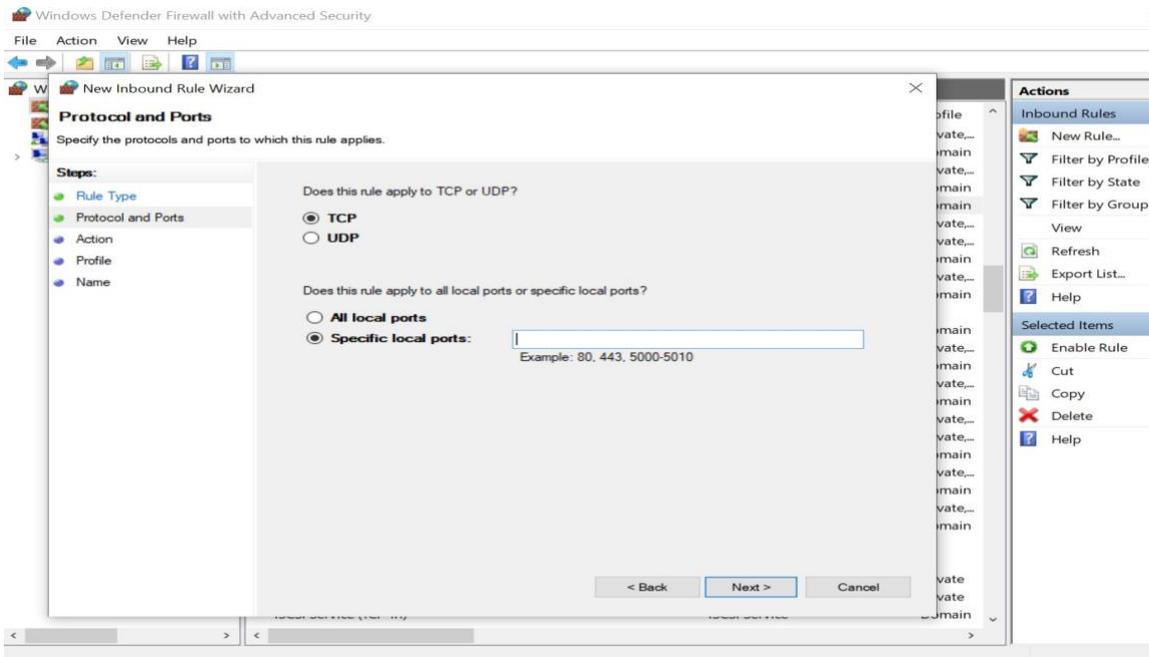
**Step 2:** Click on the Inbound Rules tab and enable file and printer sharing(Echo Request ICMPV4-in)



**Step 3:** Click on New Rule on the left tab and choose the radio button port then click next



Input the port numbers 3306,11129



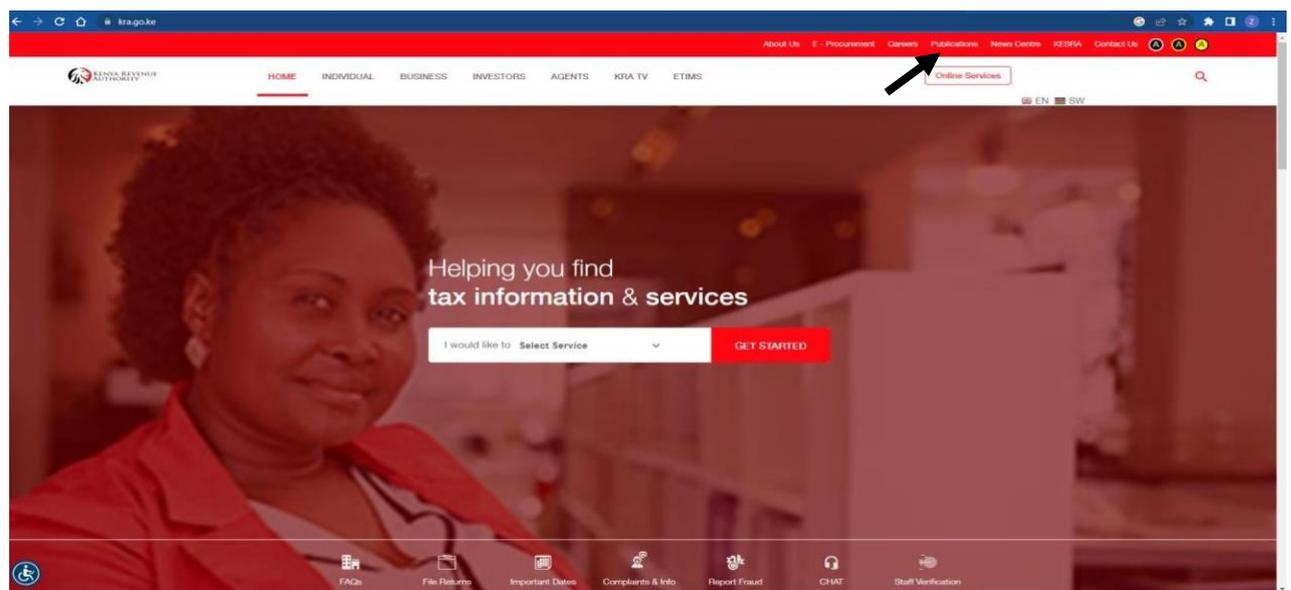
## End of Windows(laptop/desktop) Prepping

### SOFTWARE INSTALLATION PROCESS

Upon approval of the request by KRA Staff

Download the e-TIMS multi PayPoint from the link provided by KRA.

**Step 3:** On browser of choice Visit KRA website /via the link below and click on the publications menu on the available dashboard. <https://www.kra.go.ke/>





**Step 4:** The downloads solution will auto populate as shown. Download the ETIMS PAYPOINT – (WINDOWS).

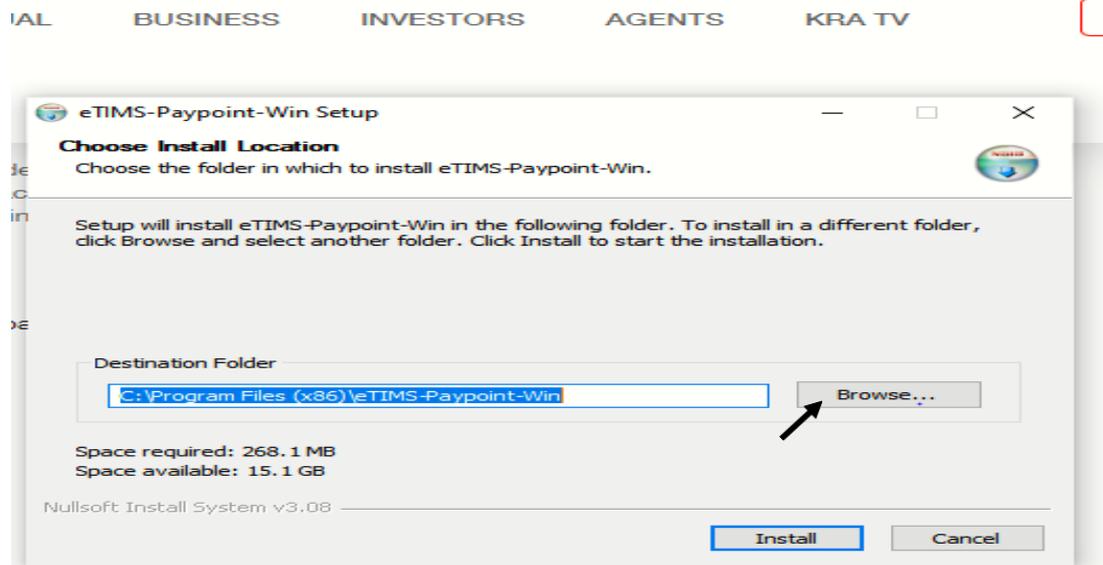
 

 iTax eServices	21st Feb 2023	214.09 Kb	<a href="#">DOWNLOAD</a>
eTIMS Multi-Paypoint (Windows)	09th Feb 2023	72.59 Mb	<a href="#">DOWNLOAD</a>
eTIMS Paypoint (Windows)	09th Feb 2023	127.70 Mb	<a href="#">DOWNLOAD</a>
eTIMS Paypoint (Android)	09th Feb 2023	69.30 Mb	<a href="#">DOWNLOAD</a>
eTIMS Lite (VAT)	09th Feb 2023	69.35 Mb	<a href="#">DOWNLOAD</a>
eTIMS Lite (Non VAT)	09th Feb 2023	52.96 Mb	<a href="#">DOWNLOAD</a>
 Claiming Of Insurance Relief In The Income Tax	09th Feb 2023	128.78 Kb	<a href="#">DOWNLOAD</a>

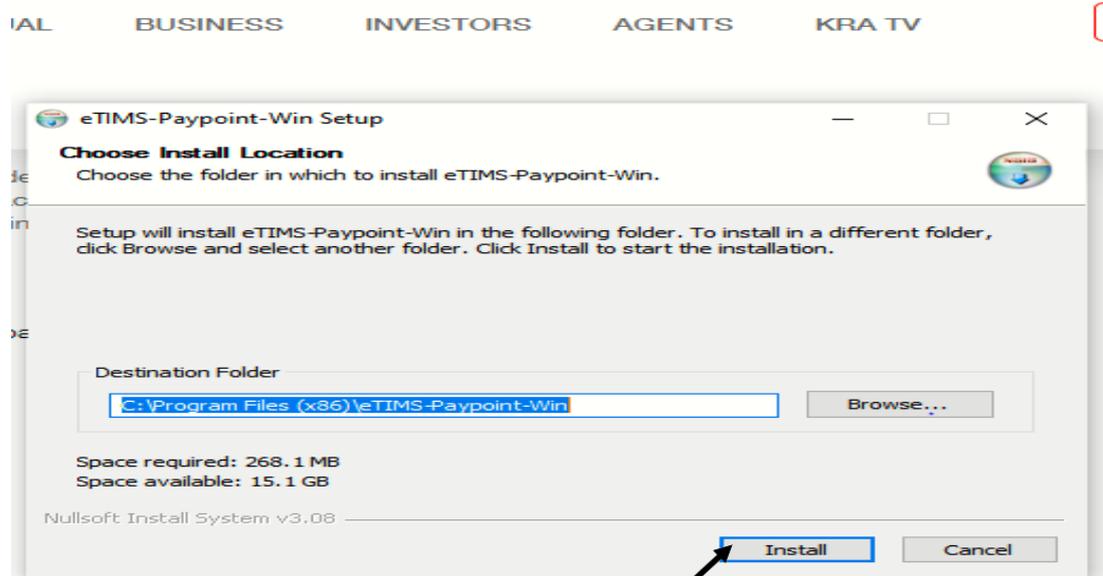




Step 3: The below window will pop up, select where you would like the software to be installed by clicking on the browse button as shown.



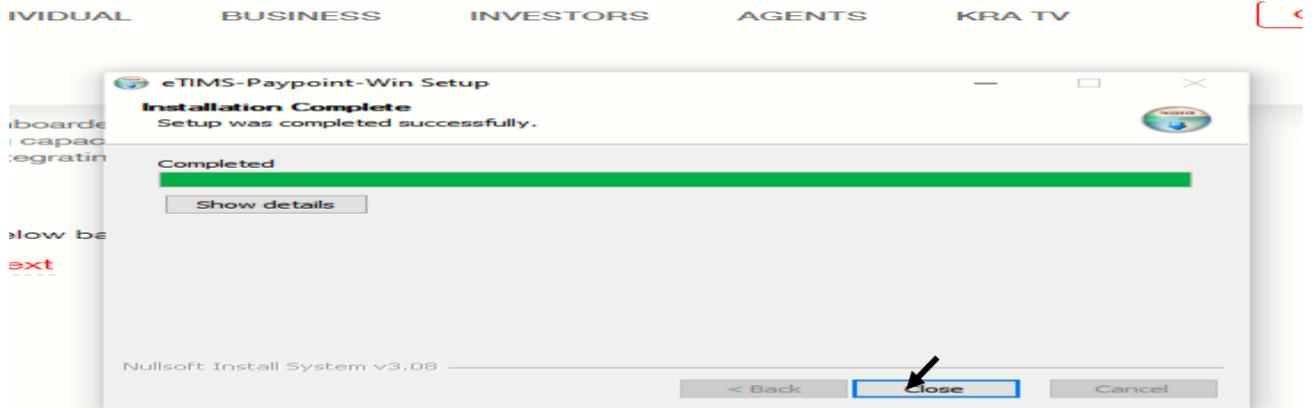
Step 4: Once selected, click on the install button as shown.





Step 5: Once the software has successfully been installed the following information will be shown.

Step 6: Click on the close button and open the software from the place you had selected to house the software.



MainWindow

System setting

ETIMS 1.0 TEST LOCAL / 20221103 NEW 0130

KRA PIN	
Branch ID	
Serial Number	
Business Type	Grocery Store
Language	English
MySQL Server type	Master
MySQL Server	
MySQL Database	
MySQL Uid	
MySQL Pwd	



Step 7: Fill in the input fields as follows:

- I. KRA PIN – Your PIN number
- II. Branch ID – The main branch should be “00”
- III. Serial Number – The device serial number
- IV. MySQL Server type – Either Master or Slave
- V. MySQL Server – The host machine i.e “MASTER” should be local host i.e “127.0.0.1”
- VI. MySQL Database – This is the Database name used when installing MySQL -Server
- VII. MySQL Uid – Fill in as is in the MySQL Database field
- VIII. MySQL pwd – This is the MySQL password as provide in the MySQL-Server installation

Click the “Initialize” Button to proceed

Step 8: As for the Secondary Open and log on to the eTims Multi Pay point windows.

MainWindow

System setting

ETIMS1.0.TEST.LOCAL / v20221103.NEW.0150

KRA PIN	A008985080P
Branch ID	00
Serial Number	TEST001
Business Type	Grocery Store
Language	English
MySQL Server type	Slave
MySQL Server	192.168.24.18d
MySQL Database	ebmclient
MySQL Uid	ebmclient

- I. KRA PIN – Your PIN number
- II. Branch ID – The main branch should be “00”
- III. Serial Number – The device serial number, “PRIMARY”
- IV. MySQL Server type – Either Master or Slave, in this case it is the Slave
- V. MySQL Server – The host machine’s IP
- VI. MySQL Database – This is the Master’s - Database name used when installing MySQL -Server
- VII. MySQL Uid – Fill in as is in the MySQL Database field
- VIII. MySQL pwd – This is the MySQL password as provide in the MySQL-Server installation



Step 9: Click the "Initialize" Button to proceed

The screenshot shows the 'Store Menu' interface. At the top, there is a red header bar with the text 'MainWindow' on the left, a logo, 'Store Menu' in the center, and a clock icon followed by the date and time '27/01/2023 13:44:25'. Below the header, the 'eTIMS' logo is displayed. The main area contains two icons: 'Management Module' (a warehouse icon) and 'Grocery Store' (a supermarket icon). A message box at the bottom says 'Waiting for upload'. On the right side, there is a sidebar with a logo, a warning icon, and the text 'Please select a function.' Below that is a grid of buttons, with one button containing a list icon.

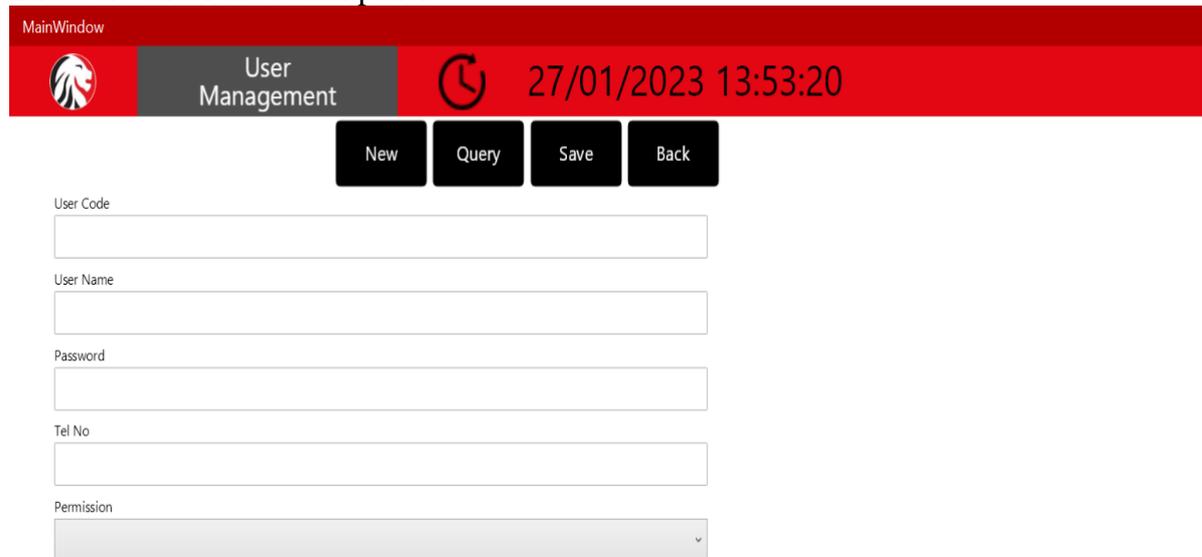
Step 10: The eTims Multi Pay point windows proceeds to the Home page with two modules i.e. Management Module and the Template module that contains (Grocery, Pharmacy, Restaurant, Hotel, Speciality Store)

The screenshot shows the 'Admin Menu' interface. At the top, there is a red header bar with the text 'MainWindow' on the left, a logo, 'Admin Menu' in the center, and user information on the right: 'KRA PIN: A008985080P', 'R#: 1', a user icon, and a clock icon followed by the date and time '27/01/2023 13:46:56'. Below the header, the 'eTIMS' logo is displayed. On the right side, there is a sidebar with a logo, a warning icon, and the text 'Please select a function'. Below that is a grid of buttons, with one button containing a 2x2 grid icon. At the bottom of the grid, two buttons are labeled 'User Management' and 'Item Management'.

Step 11: After being logged in through a super user, the template displays an options page with options to:

- I. User Management – Create users
- II. Item Management - Add Items
- III. Customer Management – Add Customers

These are under the admin panel.



The screenshot shows a web application interface for 'User Management'. At the top, there is a red header bar with the text 'MainWindow' on the left, a 'User Management' tab in the center, and a clock icon followed by the date and time '27/01/2023 13:53:20' on the right. Below the header, there are four buttons: 'New', 'Query', 'Save', and 'Back'. The main content area contains several input fields: 'User Code', 'User Name', 'Password', 'Tel No', and a 'Permission' dropdown menu.

**Step 12:**The User management option creates users with either admin or user permissions and saves them via the Save button.  
The Query tab displays all created users



MainWindow



### ETIMS1.0 Client

KRA PIN

A008985080P

User ID

|

Password

Login

Back

Step 13: Upon logging in to the management module, the super user logs in to create a user and assign permissions

MainWindow

EBM2.1



User

27/01/2023 13:50:28

Waiting for Approval

Sales	Purchase	Import
0	4	53

Step 14: The waiting approval table displays Transactions made waiting for approval  
Click on the user tab to create users

Activate W  
Go to Setting



MainWindow

User Management Upload Download New

User ID		Password
User Name		Phone Number
Role	Manager	Usable
Address		
Authorization	<input type="checkbox"/> UseMgt <input type="checkbox"/> Refund <input type="checkbox"/> ZReport <input type="checkbox"/> P	
	<input type="checkbox"/> SaleRpt <input type="checkbox"/> Setting <input type="checkbox"/> Adjust <input type="checkbox"/> P	

Upload Photo

Search UserCode or UserName Use

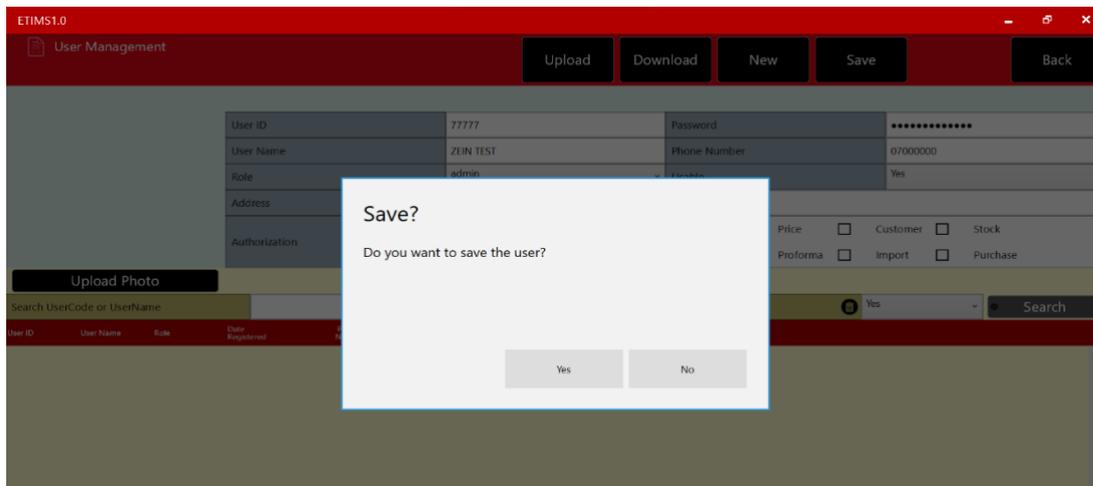
User ID	User Name	Role	Date Registered	Phone Number	Address	Usable
---------	-----------	------	-----------------	--------------	---------	--------

Step 15: Fill in the relevant fields and assign various roles to different users and click Save,

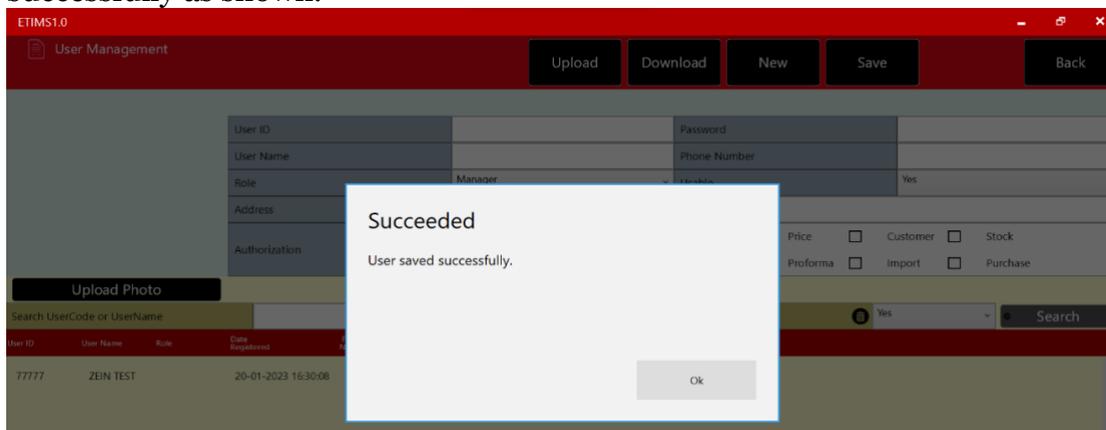
The Upload button, imports a list of users into the **eTims Multi Pay point windows**

The Download button, pulls user data from **eTims Multi Pay point windows** to your local machine

After creation of users, logout and log back in with the user credentials created



Step 16: A confirmation will be sent to show the user created has been saved successfully as shown.



Step 17: The creating of a user is now successful, click on the BACK module as shown below to log in to the created user. (The created user will appear at the bottom of the page as shown by the arrow)



User ID	User Name	Role	Date Registered	Phone Number	Address	Usable
55555	ZEIN TEST	Manager	21-01-2023 15:05:25	0000-0000		Y

Step 18: A confirmation will be sent to grant permission of closing the window.  
The user is guided to click yes .

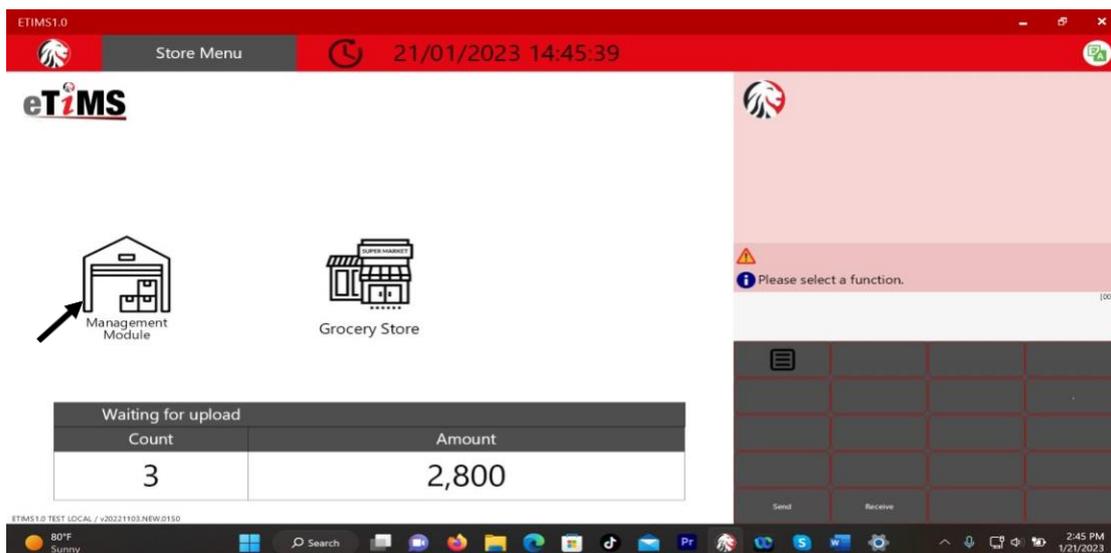
End of user creation.

## ITEM MANAGEMENT MODULE

Step 19: Once on the home page logout and log in with the details of the user created above.



Step 20: Click on the management module and you will be redirected to the login page as shown below.



Fill in the details of the created user to login in as shown below and click the login button.



ETIMS1.0 Client

KRA PIN

A005000422Q

User ID

55555

Password

•••••

Login

Back

Step 21: Once logged in the below environments will exist on user profile .  
Click on the item management module to start the process of regitsering an item.

ETIMS1.0

ETIMS1.0

- Environment
- Item Management
- Customer Management
- Sales Management
- Purchase Management
- Import Management
- Stock Management

20/01/2023 18:22:35

Waiting for Approval		
Sales	Purchase	Import
0	0	0

Logout



Step 22: Fill in the required details on the items the trader will be trading on paying keen interest on the drop downs provided on the window as shown below.

The screenshot shows the 'Item Management' window in ETIMS1.0. The form contains the following fields and values:

Item Code		Auto-Numbering	Class Code	
Item Name	BEER		Use Barcode	No
Batch Num	256789	Origin	Insurance Y/N	No
Item Type	Finished Product	Pkg Unit	Qty Unit	0
Purchase Price	500	Sale Price		1.1 Sale Price
Beginning Stock	5,000	Current Stock		
Use Expiration	No	Expiration Date		
Description				

The 'Pkg Unit' dropdown menu is open, showing the following options:

- Bottle, bulbous
- Bottle, protected cylindrical
- Bottlecrate
- Bucket
- Bulk, fine particles(powder)
- Bulk, gas (liquefied at abnormal temperature/pressure)
- Bulk, solid, granular particles(grains)
- Bulk, solid, large particles(nodules)
- Bulk.gas(at 1031 mbar 15 oC)
- Bulk.liquid(at normal temperature/pressure)
- Bundle

The bottom table in the window shows the following data:

Item Code, Barcode, Item Name	Purchase Price	Sale Price	Beginning Stock
KE2BQXLT8000001 BEER KEN	500	700	5,000

Step 23: Click on the circle appearing on the class code window and an item class pop up will be displayed. Fill in the class item name to be registered and allocate the item class code as shown on the drop down below.

The screenshot shows the 'Item Class PopUp' window in ETIMS1.0. The form contains the following fields and values:

ItemClass Code, ItemClass Name	Lvl 4	BEER	Use	Yes
--------------------------------	-------	------	-----	-----

The 'Level' dropdown menu is open, showing the following options:

- Lvl 1
- Lvl 2
- Lvl 3
- Lvl 4
- Lvl 5

The 'Item Class Information' section contains the following fields:

Item Class Code	
Item Class Name	



Step 24: once done with item class allocation, click on the search button for the item to be displayed on the yellow line as shown.

Item Class Code	Level	Item Class Name
50202201	4	Beer

ItemClass Code, ItemClass Name: Lvl 4 BEER

Use: Yes

Search

ItemClass Information

Item Class Code

Item Class Name

Step 25: Click on the item as shown on the arrow below and click on the confirm button to save the registered item as shown below.

ItemClass Code, ItemClass Name: Lvl 4 BEER

Use: Yes

Search

ItemClass Information

Item Class Code

Item Class Name

END OF ITEM REGISTRATION PROCESS



**CUSTOMER MANAGEMENT MODULE**

The Steps below gives a process of registering a Customer.

Step 26: On the home page, click on the customer management module as shown below and select the customer window.

	Sales	Purchase	Import
Customer	0	1	0
Insurer			

Step 27: Fill in the details of the customer as simulated below.



ETIMS1.0

Customer Management

Upload Download New Save Back

Type	Corporate	Delegator		Phone 1	071234567
KRA PIN	Corporate	Nationality		Phone 2	070000000
Name	Individual CUSTOMER ABC	E-Mail		FAX NO.	
Bank		Account	0123456789	Depositor	
Address	000-12345	Remark		Use	Yes
Group	Default				

Step 28: Click on the search button on the nationality window shown below to register the nationality of the customer.

ETIMS1.0

Customer Management

Upload Download New Save Back

Type	Corporate	Delegator		Phone 1	071234567
KRA PIN	Corporate	Nationality		Phone 2	070000000
Name	Individual CUSTOMER ABC	E-Mail		FAX NO.	
Bank		Account	0123456789	Depositor	
Address	000-12345	Remark	RE	Use	Yes
Group	Default				

Step 29: Fill in the nationality of the trader and search.



Origin Code, Origin Name: KENYA

Origin Code	Origin Name
ZR	(ZAIRE) SEE CD CONGO, DEMOCRATIC REPUBLIC
AX	ALAND ISLANDS
AL	ALBANIA
DZ	ALGERIA
AS	AMERICAN SAMOA
AD	ANDORRA
AO	ANGOLA
AI	ANGUILLA
AQ	ANTARCTICA
AG	ANTIGUA AND BARBUDA

Origin Information: Origin Code, Origin Name

Step 30: Select the results of the search and click on the confirm button to save.

Origin Code, Origin Name: KENYA

Origin Code	Origin Name
KE	KENYA

Origin Information: Origin Code: KE, Origin Name: KENYA



Step 31: Once completed click on the save button to register the details of the customer.

ETIMSI.0 Customer Management

Upload Download New Save Back

Type	Individual	Delegator		Phone 1	0712345678
KRA PIN	[REDACTED]	Nationality	KENYA	Phone 2	0722222224
Name	[REDACTED]	E-Mail	[REDACTED]	FAX NO.	
Bank	KCB	Account	01123456	Depositor	
Address	9087-001	Remark		Use	Yes
Group	Default				

Search by Customer Code or Customer Name [REDACTED] Use Yes Search

ID	Type	Name	Delegator	Nationality	Email	Phone1	Phone2	FAX
[REDACTED]		[REDACTED]						

Step 32: Click YES to save the customer account.

ETIMSI.0 Customer Management

Upload Download New Save Back

Type	Individual	Delegator		Phone 1	0712345678
KRA PIN	A0 [REDACTED]	Nationality	KENYA	Phone 2	0722222224
Name	Z [REDACTED]	E-Mail	[REDACTED]	FAX NO.	
Bank	KCB	Account	01123456	Depositor	
Address	9087-001	Remark		Use	Yes
Group	Default				

Search by Customer Code or Customer Name [REDACTED] Use Yes Search

ID	Type	Name	Delegator
[REDACTED]		[REDACTED]	

**Confirm**

Do you want to save this customer account?

Yes No



**Step 33: Customer account successfully registered.**

The screenshot shows the ETIMS1.0 Customer Management application. A modal dialog box is displayed in the center with the following text:

**Succeeded**  
Saved successfully.

Below the dialog box, a table lists customer records:

ID	Type	Name	Delegator
A000123456X	Individual	ZEIN CUSTOMER	

**END OF CUSTOMER REGISTRATION**



## SALES MANAGEMENT MODULE

This Procedure gives guidelines of making a sale/generating an invoice.

Step 34: On the home page ,click on the sales management button as shown by the arrow.

ETIMS1.0

21/01/2023 16:57:22

Waiting for Approval

Sales	Purchase	Import
0	1	0

eTIMS

Step 35: :Select the customer interested in making a sale to and click the **NEW** button as shown.

ETIMS1.0

Sales Management

Total.VAT 386.21 Total 2,800.00

Date 1/14/2023 ~ 1/21/2023 Invoice Status 0

Search Z Report Sales Rpt

Status	Invoice ID	Customer	Sale Date	Release Date	Refund Date	VAT	Total Amount	Sales Amount
Approved	1		20-01-2023	20-01-2023 19:20:16		386.21	2,800	2,800

Detail list

Status	Approved	Invoice ID	1	Customer	ZEIN CUSTOMER
VAT	386.21	Total Amount	2,800.00	Sales Amount	2,800.00

New Detail Modify Delete

Seq	Item Code	Item Name	Quantity	Unit Price	Amount	Sales Amount	VAT
1	KE2BQXLTR0000001	BEER	4	700	2,800	2,800	386.21



Step 36: Click **YES** to register a new invoice for the sale.

The screenshot shows the ETIMS1.0 Sales Management interface. A 'Confirm' dialog box is centered on the screen, asking 'Do you want to proceed to New Invoice?'. Below the text are two buttons: 'Yes' and 'No'. An arrow points to the 'Yes' button. The background interface shows a table with columns for Invoice ID, Customer, Sale Date, Release Date, Inland Date, VAT, Total Amount, and Sales Amount. A 'Detail list' table is also visible at the bottom, showing item details for 'BEER'.

Step 37: A sales registration window will pop up as shown. Click on the search button displayed on the customer ID window

The screenshot shows the ETIMS1.0 Sale Registration window. It features a 'Save' button and a 'Close' button in the top right corner. The window is divided into two main sections. The left section contains fields for Sale Type (Sale), Invoice ID (2), Customer ID (with a search icon and an arrow pointing to it), Customer Name, Sale Date (20230121), Release Date, Total Amount (0.00), VAT (0.00), and Remark. The right section contains 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, there are buttons for 'Clear', 'Confirm', 'Remove', and 'Empty'. A table at the very bottom shows columns for Item Code, Unit Price, Sales Qty, Sales Price, Item Name, VAT, D/C Amount, and Total Price.



Step 38: :Select a customer to trade with and click the confirm button.

Step 39: Proceed by Clicking on the search button displayed on the ITEM CODE ID window as shown by the arrow.



Step 40: Click on the item the user is interested in selling as show and click on the **CONFIRM** button as shown below.

Item Code	Item Name	Origin	Item Type	Pack Unit	Qty Unit
KE2BQXLTR0000001	BEER	KENYA	Finished Prc	Bottle, proti	Litre

Item Information	
Item Code	KE2BQXLTR0000001
Item Name	BEER
Origin	KENYA
Item Type	Finished Product
Pkg Unit	Bottle, protected cylindrical
Qty Unit	Litre
Purchase Unit Price	500
Sale Unit Price	700
Current Stock	5046
Safety Stock	100

Step 41: Fill in the remaining details as shown and click on the **CONFIRM** Button then save as shown.

Item Code	Unit Price	Sales Qty	Sales Price
KE2BQXLTR0000001	700	5	3,500
BEER	482.76	0	3,500



Step 42: Select the item waiting approval on the list and click the **DETAIL** button to proceed with invoicing as shown.

The screenshot shows the ETIMS1.0 Sales Management interface. At the top, there are buttons for 'Export VAT', 'Export', and 'Close'. Below this, a summary bar shows 'Total.VAT' as 868.97 and 'Total' as 6,300.00. A date range is set from 1/14/2023 to 1/21/2023. A table lists invoices with columns for Status, Invoice ID, Customer, Sale Date, Release Date, Refund Date, VAT, Total Amount, and Sales Amount. One invoice with ID 2 is in 'Wait for Approval' status. Below the table is a 'Detail list' section with buttons for 'New', 'Detail', 'Modify', and 'Delete'. The 'Detail' button is highlighted. A table below shows the details for the selected invoice, including item code, item name, quantity, unit price, amount, sales amount, and VAT.

Status	Invoice ID	Customer	Sale Date	Release Date	Refund Date	VAT	Total Amount	Sales Amount
Wait for Approval	2	[REDACTED]	21-01-2023			482.76	3,500	3,500
Approved	1	Z[REDACTED]	20-01-2023	20-01-2023 19:20:16		386.21	2,800	2,800

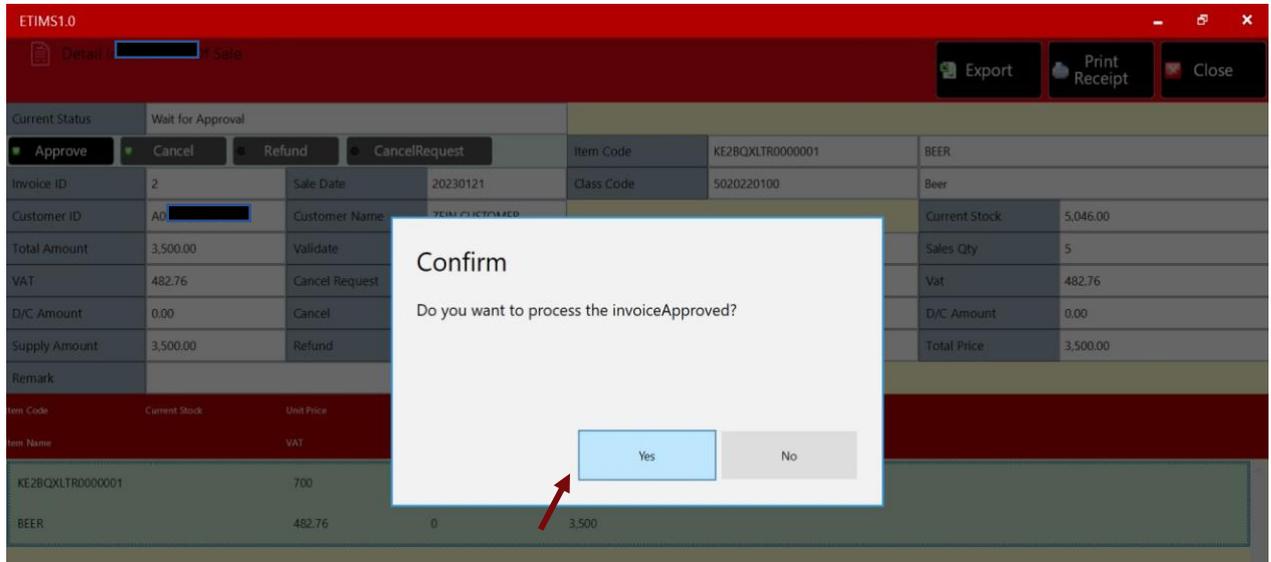
Seq	Item Code	Item Name	Quantity	Unit Price	Amount	Sales Amount	VAT
1	KE2BQXLTR0000001	BEER	5	700	3,500	3,500	482.76

STEP 43: Select the item for approval at the bottom of the page and click on the **Approve** button as shown to proceed.

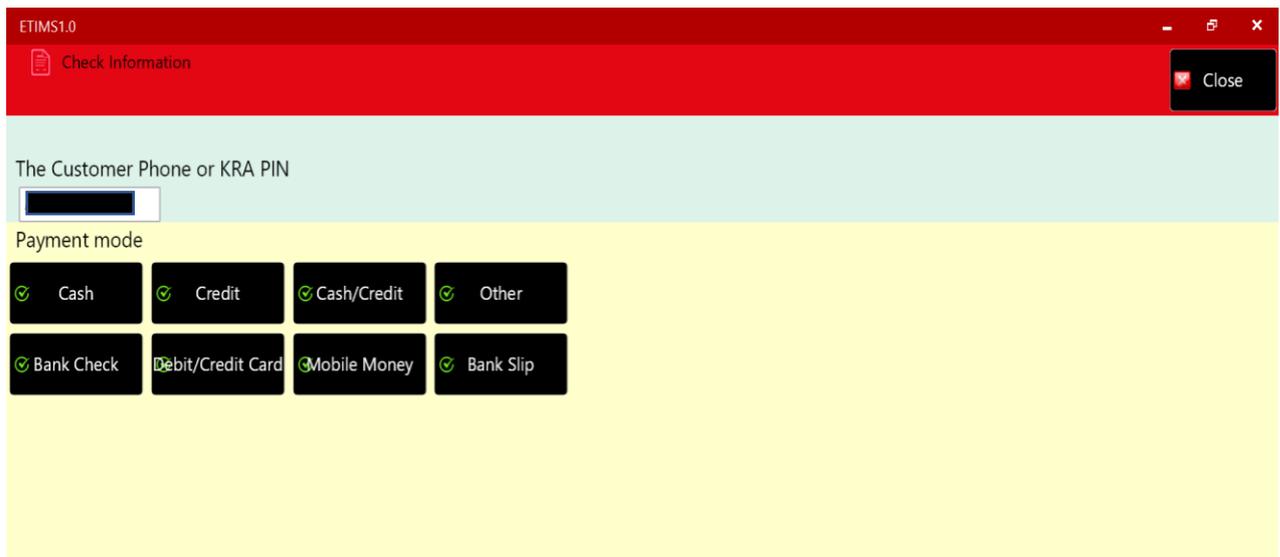
The screenshot shows the ETIMS1.0 Detail Information Of Sale interface. At the top, there are buttons for 'Export', 'Print Receipt', and 'Close'. Below this, a summary bar shows 'Current Status' as 'Wait for Approval'. A table lists various fields and their values, including 'Invoice ID', 'Sale Date', 'Customer ID', 'Total Amount', 'VAT', 'D/C Amount', 'Supply Amount', and 'Remark'. The 'Approve' button is highlighted with a red arrow. Below the table is a table with columns for 'Item Code', 'Current Stock', 'Unit Price', 'Sales Qty', 'Sales Price', 'Item Name', 'VAT', 'D/C Amount', and 'Total Price'. The 'Approve' button is highlighted with a red arrow.

Item Code	Current Stock	Unit Price	Sales Qty	Sales Price	Item Name	VAT	D/C Amount	Total Price
KE2BQXLTR0000001		700	5	3,500	BEER	482.76	0	3,500

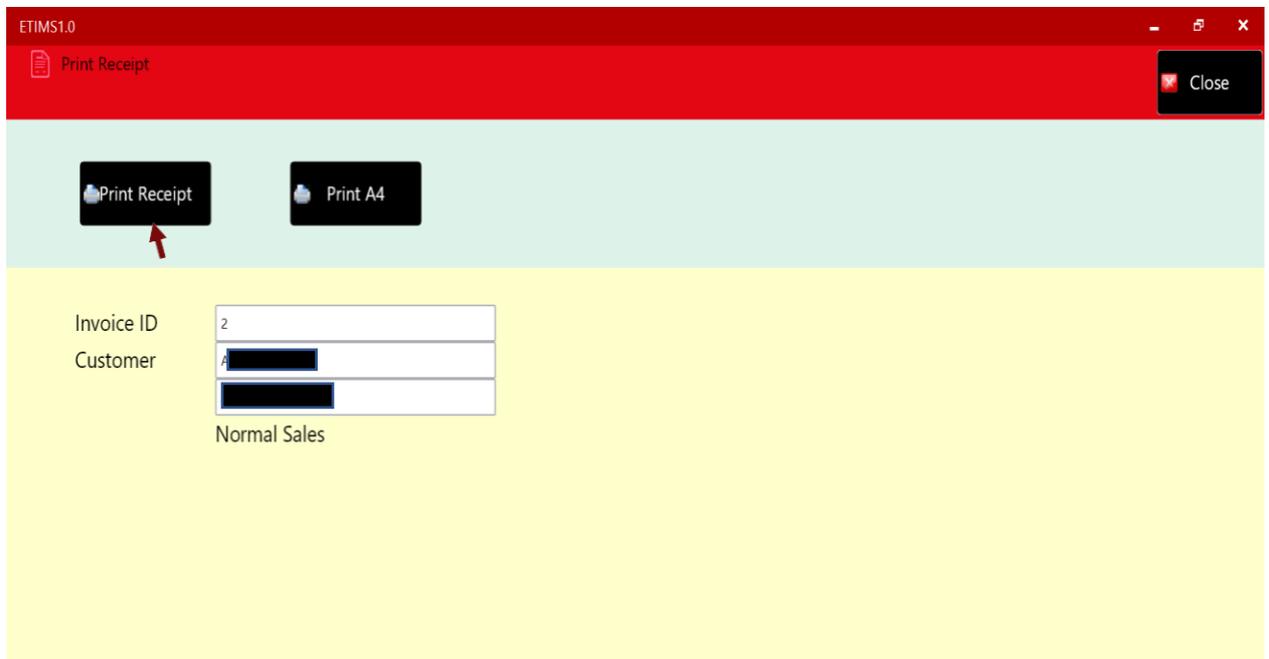
Step 44: Click **YES** to process the approved invoice



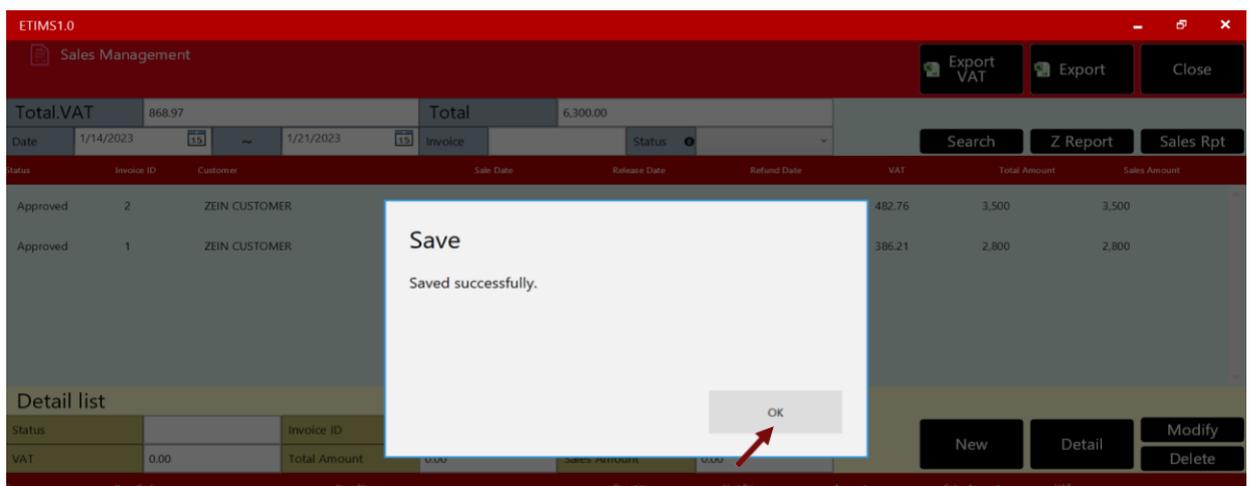
Step 45: The user is required to choose the mode of payment for their customer as displayed that suits their business.



Step 46: Print Receipt and the data will be saved .



Step 47. Process of making a sale is successful.



END OF SALE TRANSACTION PROCESS.



## PURCHASE MANAGEMENT MODULE.

Step 48: At the home page, select the Purchase management module as shown.

The screenshot shows the ETIMS1.0 home page. On the left is a red sidebar with navigation options: Environment, Item Management, Customer Management, Sales Management, Purchase Management (highlighted with a red arrow), Import Management, and Stock Management. The main content area displays the date and time '21/01/2023 18:06:54' and a 'Waiting for Approval' summary table:

Waiting for Approval		
Sales	Purchase	Import
0	1	0

The eTIMS logo is visible in the bottom right corner.

Step 49: select the purchase the user made that is waiting approval as shown and click **DETAIL** button.

The screenshot shows the 'Purchase Management' module interface. At the top, there are buttons for 'Receive', 'Export VAT', 'Export', and 'Close'. Below this, summary statistics are shown: 'Total.VAT' 0.00 and 'Total' 500.00. A search bar and filters for 'Date' (1/14/2023 to 1/21/2023) and 'Invoice' are present. A table lists pending approvals:

Status	Invoice ID	Supplier	Supply Date	Accept Date	Cancel Date	Purchase Amount	VAT
Wait for Approval	1	ZEIN CUSTOMER	20230120			500	0

A red arrow points to the first row. Below the table is a 'Detail list' section with a summary table:

Status	Wait for Approval	Invoice ID	1	Supplier	ZEIN CUSTOMER
VAT	0.00	Purchase Amount	500.00		

Buttons for '+ New', 'Detail' (highlighted with a red arrow), '\* Modify', and 'Delete' are located to the right of the summary table. At the bottom, a detailed item list is shown:

Seq	Item Code	Item Name	Qty	Unit Price	Amount	Purchase Price	Purchase Amount	VAT
1	KE2BQXLTR0000001	BEER	1	500	500	500	500	0



**Step 50:**Select the purchased item at the bottom of the page and click on the confirm button after confirming the details.

ETIMS1.0  
Detail Information Of Purchase

Current Status: Wait for Approval

Buttons:

Invoice ID	1	Purchase Date	20230120	Class Code	5020220100	Beer	
Supplier ID	A000123456X	Supplier Name	ZEIN CUSTOMER	Item Code	KE2BQXLTR0000001	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 Amount	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
Item Name	VAT	D/C Amount	Total Price
KE2BQXLTR0000001	500	1	500
BEER	0	0	500

**Step 51:**Click on the **ACCEPT** button at the far left of the screen and click **YES** as shown.

ETIMS1.0  
Detail Information Of Purchase

Current Status: Wait for Approval

Buttons:

Invoice ID	1	Purchase Date	20230120	Class Code	5020220100	Beer	
Supplier ID	A000123456X	Supplier Name	ZEIN CUSTOMER	Item Code	KE2BQXLTR0000001	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 Amount	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
Item Name	VAT	D/C Amount	Total Price
KE2BQXLTR0000001	500	1	500
BEER	0	0	500

**Confirm**

Do you want to process the Purchase Approved Invoice?



Step 52: The approval of the purchase made by the user is successful.

The screenshot displays the ETIMS1.0 Purchase Management application. A modal dialog box titled "Save" is centered on the screen, containing the text "Saved successfully." and an "OK" button. The background interface shows a table with columns for Status, Invoice ID, Supplier, Supply Date, Accept Date, Cancel Date, Purchase Amount, and VAT. A single row is visible with the status "Approved", Invoice ID "1", and Supplier "ZEIN CUSTOMER". The Purchase Amount is 500 and VAT is 0. Summary statistics at the top show Total.VAT as 0.00 and Total as 500.00. The interface also includes buttons for "Receive", "Export VAT", "Export", and "Close".

**END OF PURCHASE APPROVAL**



**STOCK MANAGEMENT MODULE**

Step 53:select the stock management module as shown.

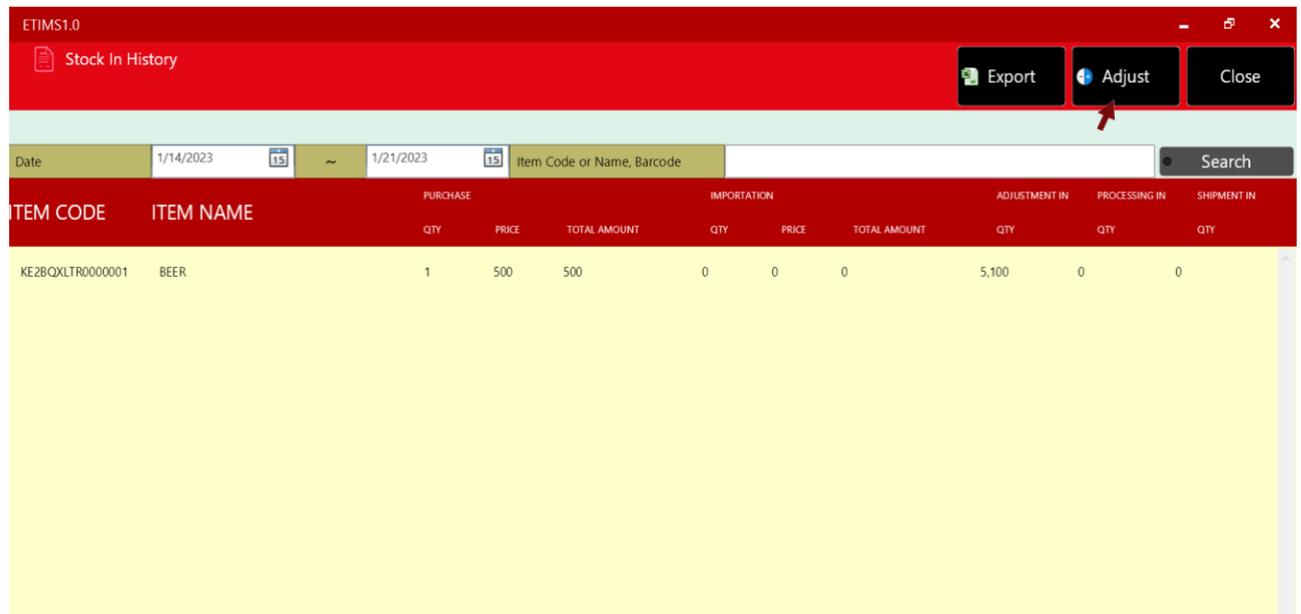
Select stock in history/Stock out history

The screenshot shows the ETIMS1.0 application window. On the left is a red sidebar menu with the following items: Environment, Item Management, Customer Management, Sales Management, Purchase Management, Import Management, and Stock Management. The 'Stock Management' item is highlighted in green, and a sub-menu is open showing: >> Stock Management, Opening/Closing, Stock status, Stock In History, and Stock Out History. Red arrows point to the 'Stock In History' and 'Stock Out History' options. The main content area displays the date and time '21/01/2023 18:40:29' 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 54: The module will be able to display the stock in history as shown below. Click on ADJUST button as shown



ETIMS1.0

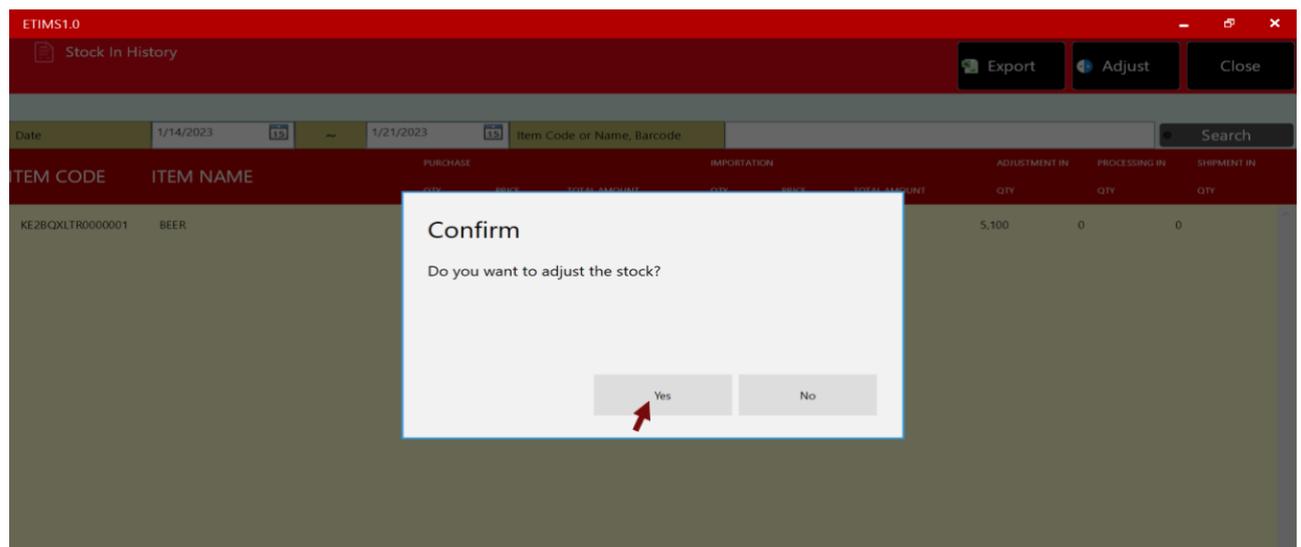
Stock In History

Export Adjust Close

Date: 1/14/2023 ~ 1/21/2023 Item Code or Name, Barcode Search

ITEM CODE	ITEM NAME	PURCHASE			IMPORTATION			ADJUSTMENT IN	PROCESSING IN	SHIPMENT IN
		QTY	PRICE	TOTAL AMOUNT	QTY	PRICE	TOTAL AMOUNT	QTY	QTY	QTY
KE2BQXLTR0000001	BEER	1	500	500	0	0	0	5,100	0	0

Step 55: click YES to grant permission to adjust stock in.





Step 56: Fill in the required details to adjust the stock as illustrated by the arrows below then click **SAVE**.

ETIMS1.0

Stock Adjustment

Save Close

Item Code	KE-2BQXLTR-0000001		Class Code	5020220100	Beer		
Item Name	BEER		Use Barcode	No	Bar Code		
	Origin	KENYA	Insurance Y/N	No	L1 Sale Price	0	
Item Type	Finished Product	Pkg Unit	Bottle, protected cylin	Qty Unit	Litre	L2 Sale Price	0
Purchase Price	500	Sale Price	700	Tax Type	D	L3 Sale Price	0
Beginning Stock	5,000	Current Stock	5,042	Safety Stock	100	L4 Sale Price	0
Description			Use	Yes	L5 Sale Price	0	

Adjust Type	Reason
Adjustment In	new stock

Current Qty	Adjust Qty	Qty After	Adjust Date
5,042	100	5,042	1/21/2023

Before Location	After Location
HQ	

Step 57: Repeat the same process for stock out viewing and adjustments as illustrated.



## STOCK STATUS GUIDE

Step 58: Select the stock status module as shown below.

Waiting for Approval		
Sales	Purchase	Import
0	0	0

Step 59: Click on the dates to view the stock for as shown below.

Item Code	Finished Product	Expiration Date	Raw Material	Current Stock
KE2BQXLR000001	5	01-02-2023	0	5,051



Step 60: Click Search button and the required stock will be populated for viewing as shown.

Item Code	Item Name	Finished Product	Expiration Date	Raw Material	Current Stock
KE2BQXLTR000001	BEER	5	01-02-2023	0	5,051

END OF USER GUIDE