

## **USER GUIDE FOR eTIMS PAYPOINT [ANDROID]**

### **Step 1: Software download**

- Visit the '[KRA website](#)'.
- Select the '*eTIMS*' button (indicated by the arrow) at the bottom of the page.



### **Step 2**

- Scroll down and click on 'install eTIMS'
- Go to '*download and install*' option as shown in the image below.
- Select the '*eTIMS Paypoint (Android)*' option.
- Download and install the software to your device



What is eTIMS

[Web Invoicing \(eCitizen\) Step by Step Guide](#)

Types of eTIMS Solutions

[USSD Step by Step Guide](#)

How to Onboard on eTIMS

### User guides for eTIMS

1. [eTIMS Online portal User guide](#)
2. [eTIMS Paypoint User Guide \(Android\)](#)
3. [eTIMS Lite \(VAT\) User Guide](#)
4. [eTIMS Multi-Paypoint User Guide \(Windows\)](#)
5. [eTIMS PayPoint User Guide \(Windows\)](#)

Install eTIMS

Onboarding for Non-VAT

How to Onboard On eTIMS Lite

[Download and install eTIMS using any of the links below based on the device applicable to you.](#)

How to generate Invoice on eTIMS Lite (e-Citizen)

1. [eTIMS Multi Paypoint \(Windows\) Tooltip text](#)
2. [eTIMS Paypoint \(Windows\) Tooltip text.](#)
3. [eTIMS Paypoint \(Android\) Tooltip text.](#)
4. [eTIMS Lite \(VAT\)](#)
5. [eTIMS Lite \(Non VAT\) Tooltip text](#)
6. You can also access the [Online portal](#). [Tooltip text](#)

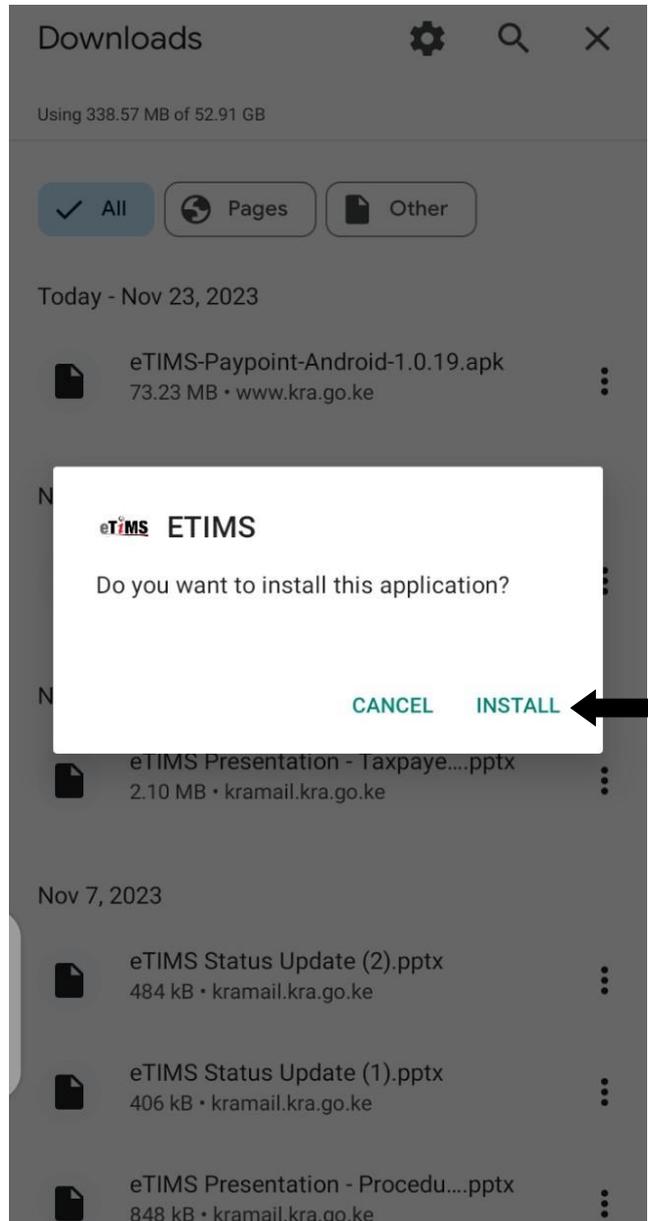
eTIMS Contact and Support Details





**Step 3:**

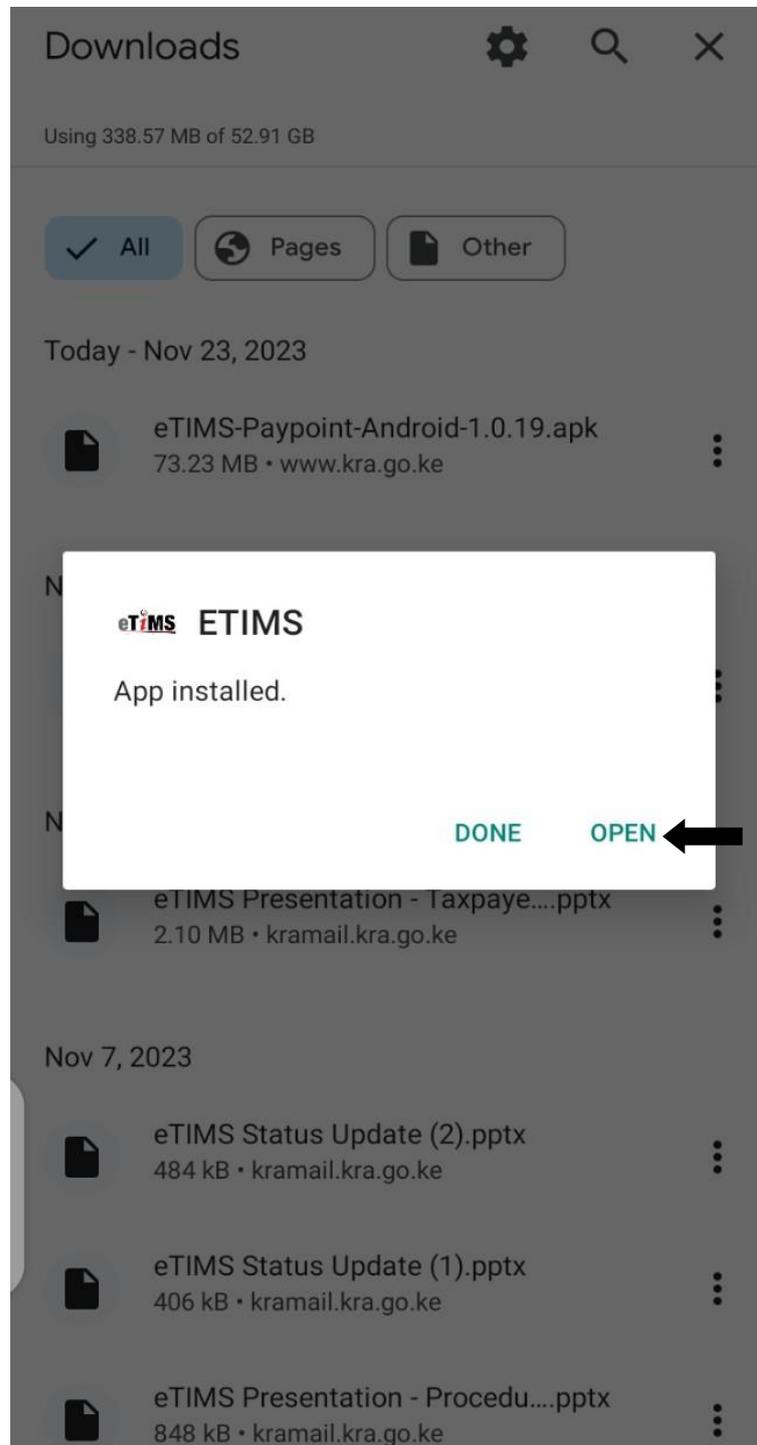
- The pop up window below will appear prompting you to install the software.
- Click '*Install*'.





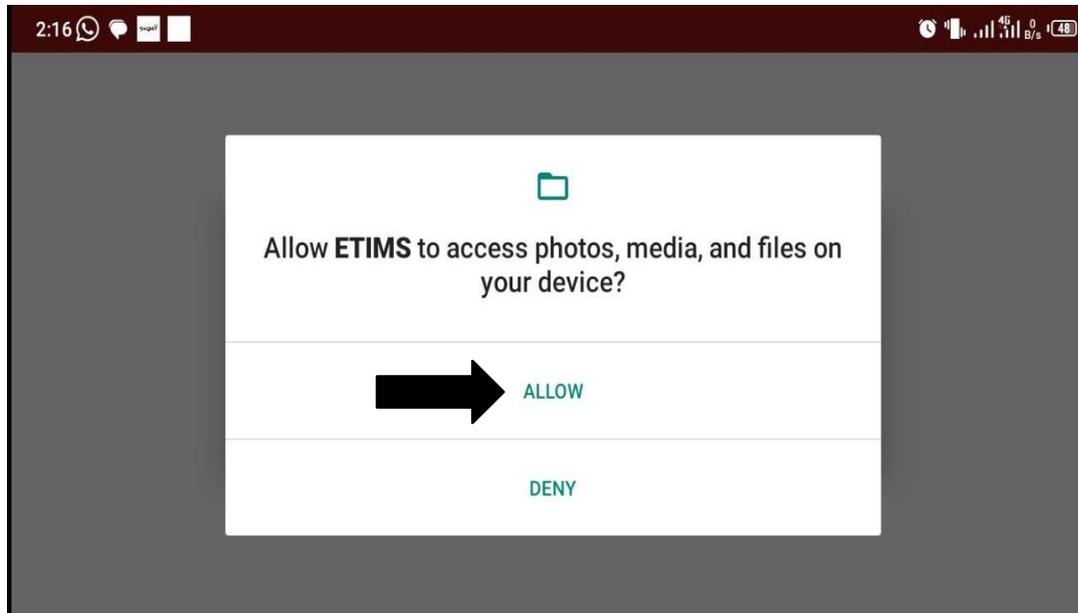
**Step 4:**

- An 'App installed' pop up will appear as shown.
- Click the 'Open' button.



**Step 5:**

- The below pop-up will appear
- Allow eTIMS application access



**The eTIMS software will be available on the android screen**

**End of installation**



**Step 6:** The window below should appear. Fill in 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**. This changes when you are adding additional branches .i.e. the next branch will be **01... 02....03** etc.  
The serial number should correspond to the one filled while applying for the eTIMS android solution.

**Step 7:**

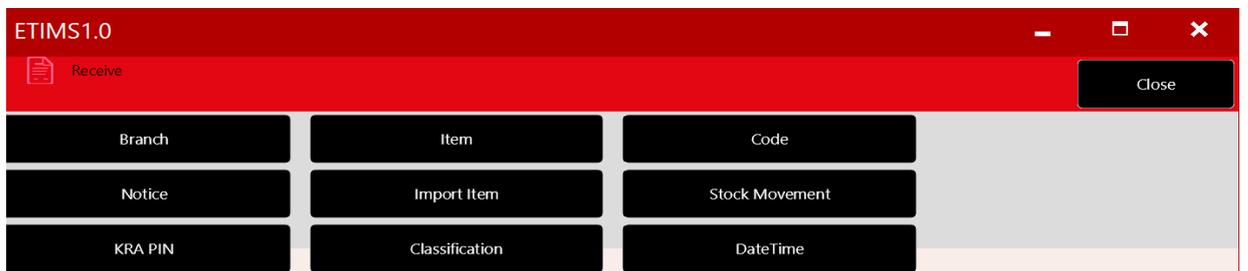
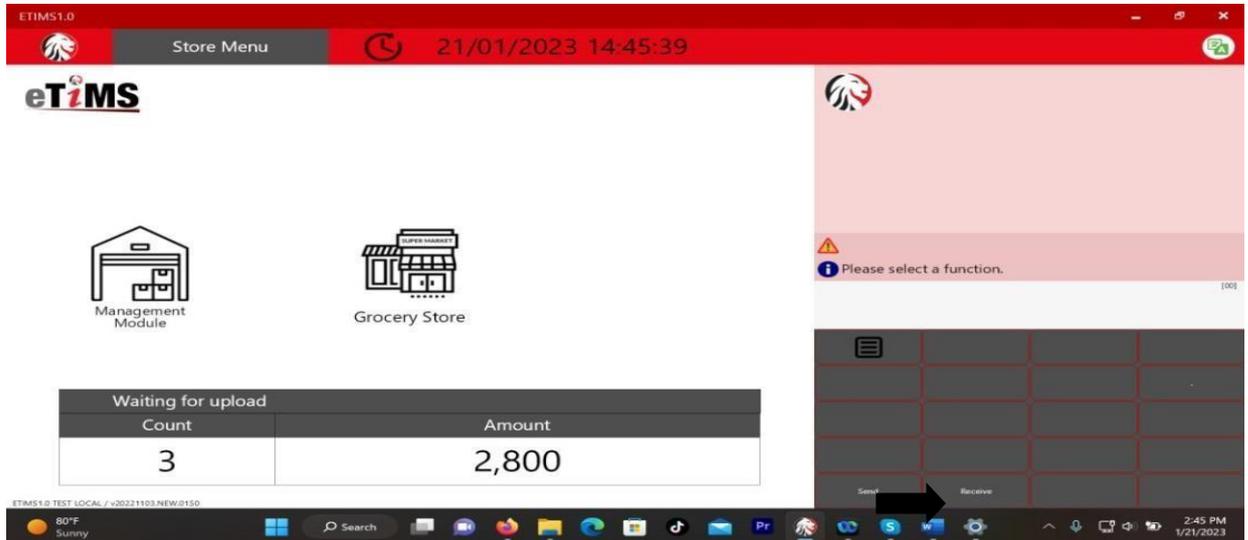
- Fill in the details below as required
- Click the 'Initialize' button. (Top Right).

System setting	
CRA PIN	PO [redacted]
Branch ID	00
Serial Number	5 [redacted]
Business Type	Specialty Store
Language	English

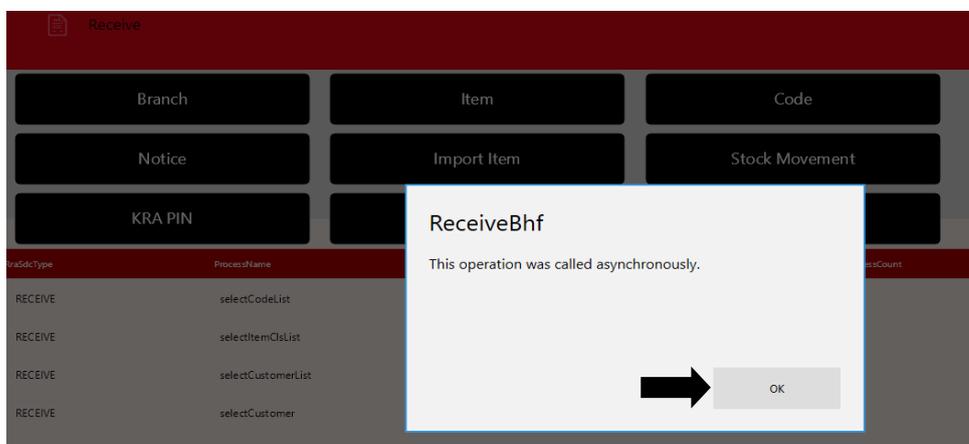


**Step 8:**

- The taxpayer should be able to see the application's User Interface.
- Click 'Receive' to receive all system updates.

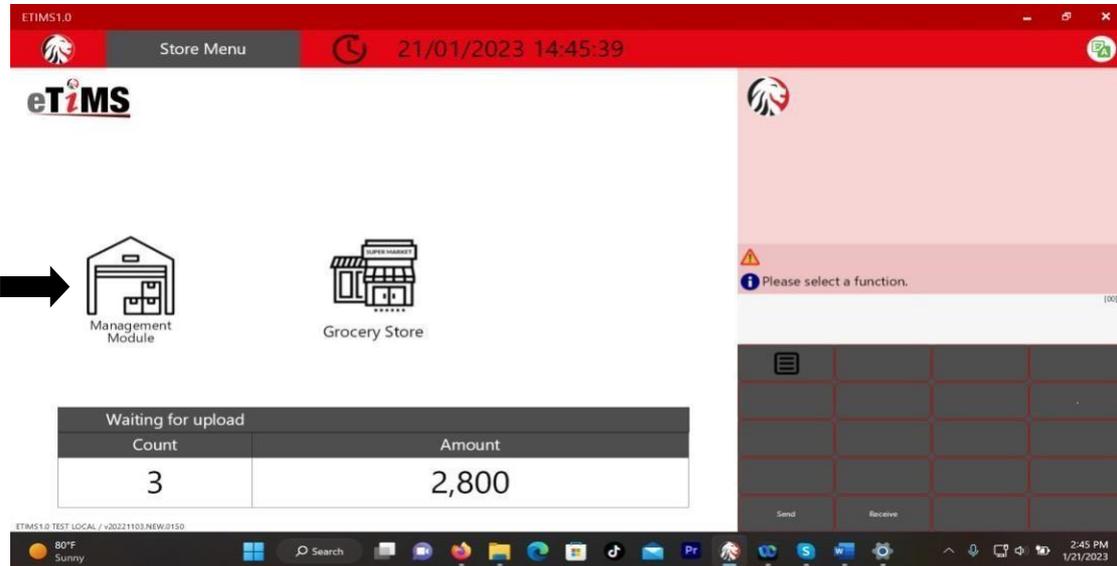


- Select each feature e.g. 'Branch' and ensure all the operations are called 'asynchronously' then press the 'OK' button



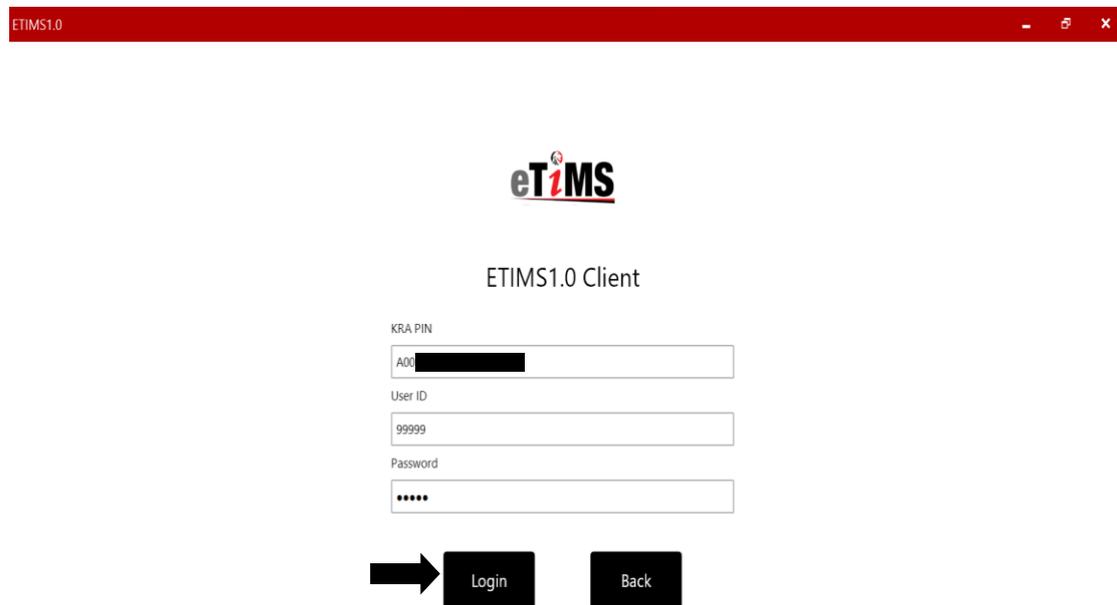


**Step 9:** Click on the 'Management Module'.



**Step 10:**

- Key in the system generated 'UserID & password' that was sent via text/message.
- Enter these credentials in the relevant fields and login.



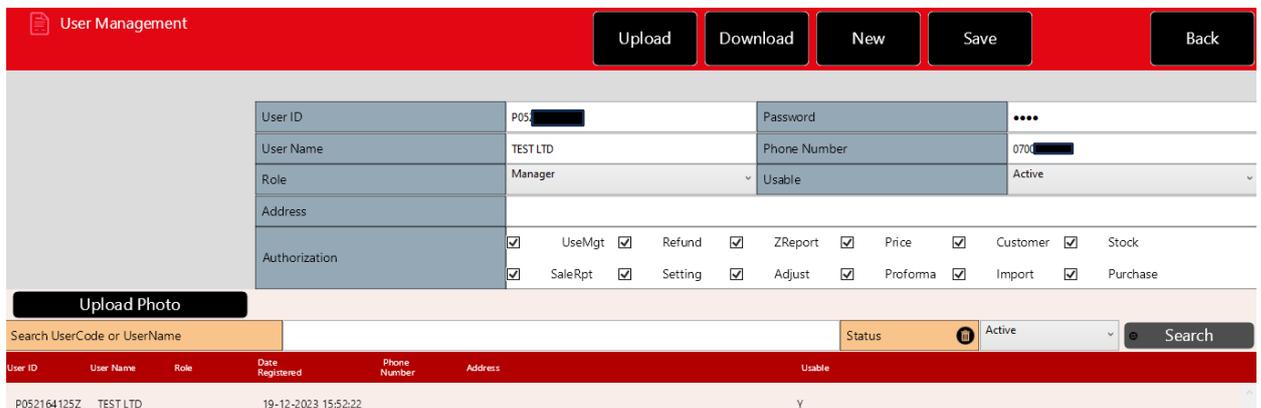


**Step 11:** Click the 'User' button to create the users of the system



**Step 12:**

- Fill in all fields
- Check/Tick the relevant boxes in 'Authorization' to grant the user access rights
- Click the 'Save' button once done.





**Step 13:**

- 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 14:** Click the 'Logout' button.

ETIMS1.0

EBM2.1

User

21/01/2023 15:31:00

Waiting for Approval		
Sales	Purchase	Import
0	1	0

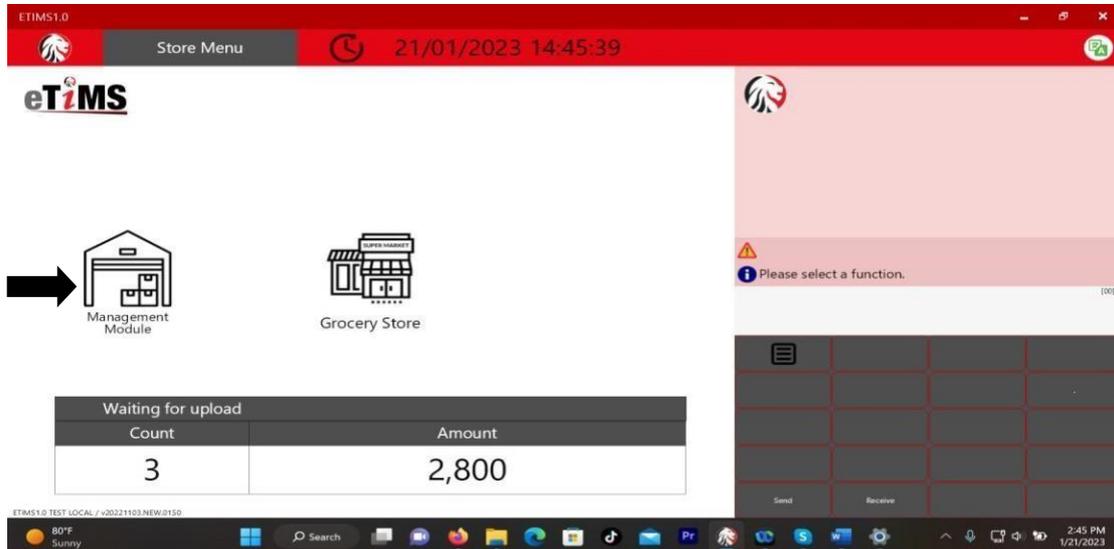
Logout

eTIMS

**End of User Creation.**

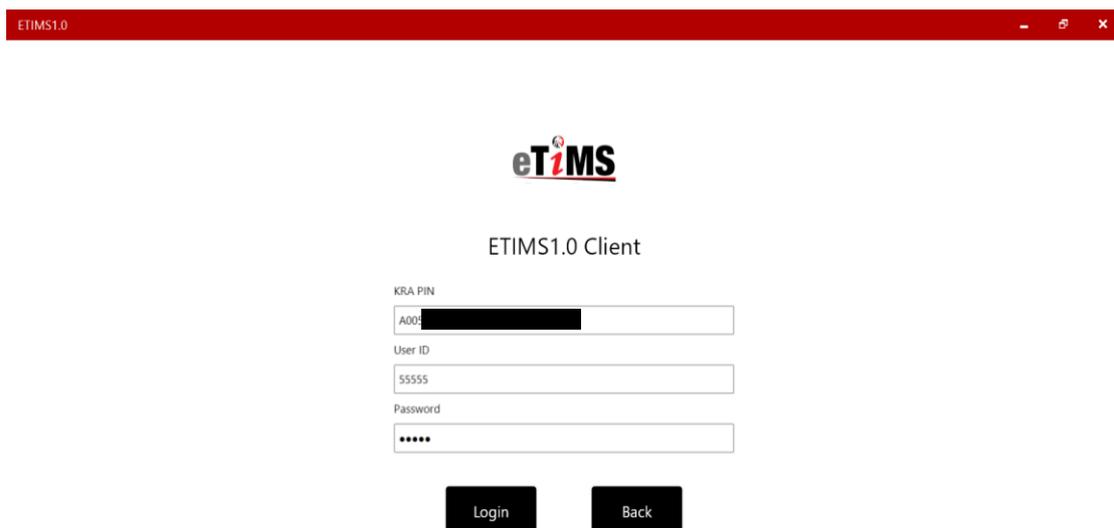


**Step 15:** On the homepage click on the 'Management Module'.



**Step 16:**

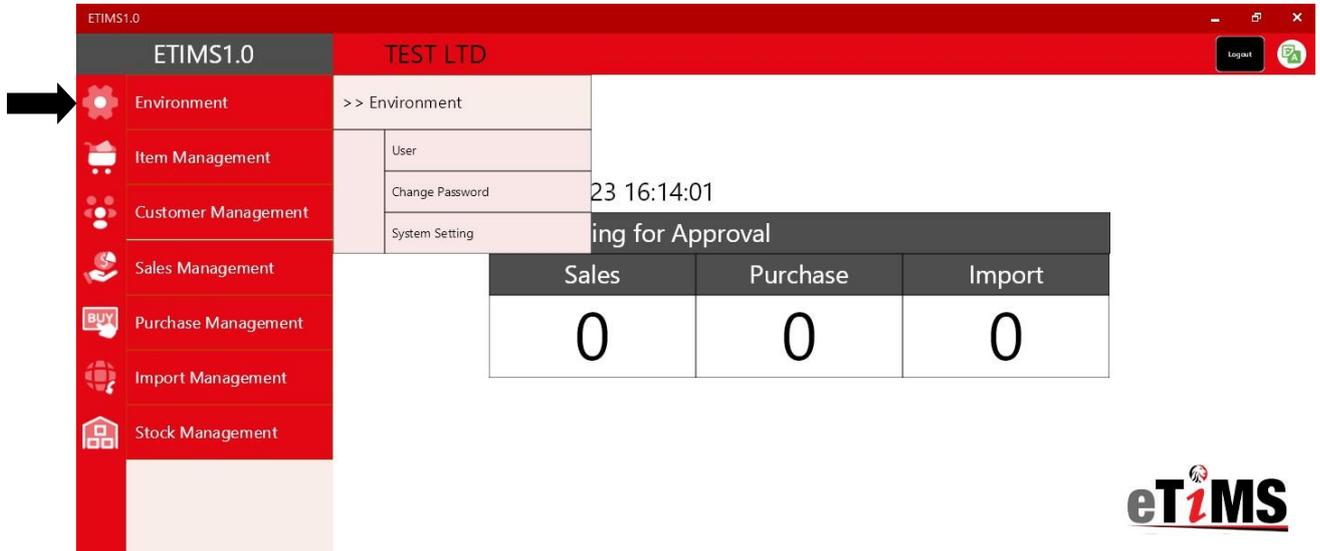
- Log in
- Use the user credentials you created i.e. 'UserID' and 'Password'.



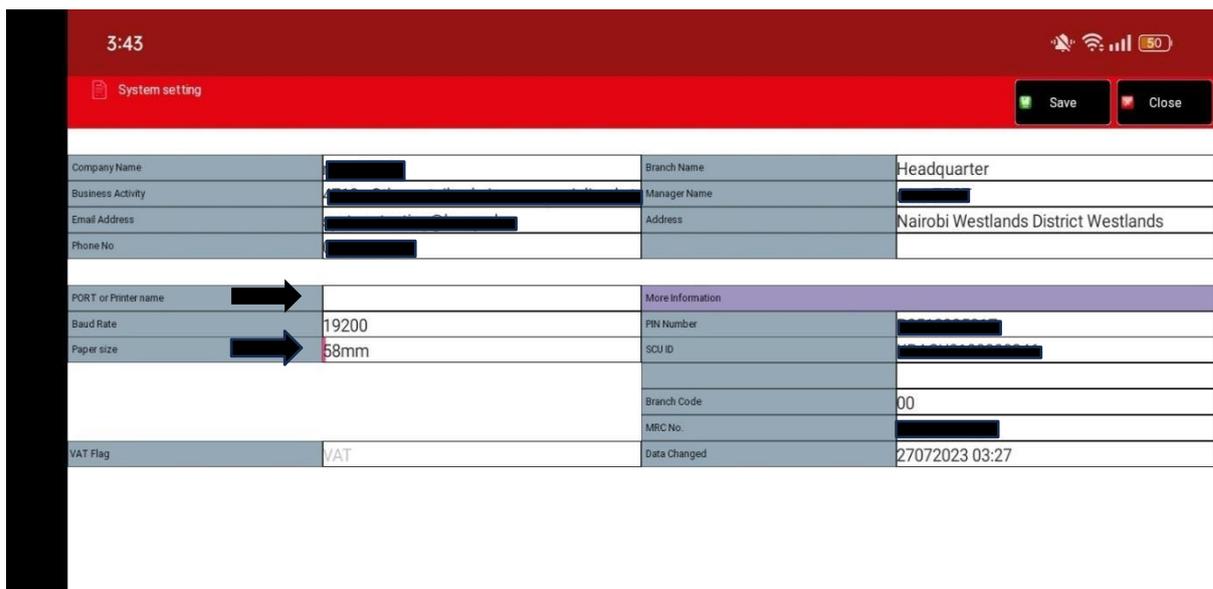


**ENVIRONMENT MODULE**

**Step 17:** 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 18:**

- Under 'Item Management Module'
- Click 'item', which should land the taxpayer on the page for item registration.

The screenshot shows the ETIMS1.0 interface for user TEST LTD. The left sidebar contains a navigation menu with options: Environment, Item Management, Customer Management, Sales Management, Purchase Management, Import Management, and Stock Management. An arrow points to 'Item Management', which has opened a sub-menu with an 'Item' option. A timestamp '23 16:17:07' is visible. A table titled 'Waiting for Approval' is displayed with the following data:

Sales	Purchase	Import
0	0	0

The eTIMS logo is located in the bottom right corner.

**Item page**

The screenshot shows the 'Item Management' form in ETIMS1.0. The form includes fields for Item Code, Item Name, Batch Num, Item Type, Purchase Price(Incl), Beginning Stock, Use Expiration, and Description. It also features dropdown menus for Origin, Pkg Unit, Qty Unit, Tax Type, Safety Stock, Expiration Date, and Status. A 'Search' button is located at the bottom right. The form is currently empty.

**Step 19:** To create the item/service, start by clicking the black 'search' button next to the 'class code'.

This screenshot is identical to the previous one, but with a black arrow pointing to the 'Search' button in the bottom right corner of the form.



**Step 20:**

- 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 does not feature in one of the levels, you can search in the other levels. i.e (from level 1 to level 5)

ETIMS1.0  
Item Class Popup

ItemClass Code, ItemClass Name Lvl 3 beer Status Active Search

Item Class Code Level Item Class Name

Lvl 1  
Lvl 2  
Lvl 3  
Lvl 4  
Lvl 5

ItemClass Information

Item Class Code

Item Class Name



**Step 21:** After identifying the item,

- Select the item.
- Data populates on the fields on the right-hand side
- Click 'Confirm'.

Item Class Code	Level	Item Class Name
50202201	4	Beer

Item Class Code	Item Class Name
50202201	Beer

**Step 22:** 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 Code	Item Name	Batch Num	Item Type	Purchase Price(Incl)	Beginning Stock	Use Expiration	Description
	Tusker		Finished Product	100	25	Active	

Class Code	Class Name	Use Barcode	Insurance Y/N	Qty Unit	Tax Type	Safety Stock	Status
50202201	Beer	Inactive	Inactive	Pieces/item [Number]	B-16.00%	0	Active

**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 as 'Non VAT'.

The screenshot shows the 'Item Management' form in ETIMS1.0. The 'Tax Type' dropdown menu is open, and 'D-Non VAT' is selected. A black arrow points to this selection. Other fields include Item Code, Item Name, Batch Num, Item Type, Purchase Price(Incl), Beginning Stock, Use Expiration, and Description.

### Step 23:

- Click on the black button labelled *NEW* to auto generate the item code
- Click 'Save' to save the item registered.

This screenshot shows the 'Item Management' form after the 'NEW' button has been clicked. The 'Item Code' field is populated with 'KE-2BQXU00-00001'. The 'NEW' button is highlighted with a downward arrow, and the 'Save' button is highlighted with an upward arrow. The form is filled with data for an item named 'Tusker', including its type, prices, and expiration date.

**End of Item Registration Process**



## CUSTOMER MANAGEMENT MODULE

**Step 24:** Click on the 'Customer Management' module and select 'Customer'.

The screenshot shows the ETIMS1.0 interface for 'TEST LTD'. The left sidebar contains a navigation menu with the following items: Environment, Item Management, Customer Management, Sales Management, Purchase Management, Import Management, and Stock Management. The 'Customer Management' menu item is highlighted, and a sub-menu is open showing 'Customer' and 'Insurer'. An arrow points to the 'Customer' option. The main content area displays a summary table with the following data:

Pending for Approval			
Customer	Sales	Purchase	Import
	0	0	0

The 'eTIMS' logo is visible in the bottom right corner of the screenshot.

**Step 25:** Fill in the details of the customer in the various fields and 'Save'.

The screenshot shows the 'Customer Management' form in ETIMS1.0. 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	0700 [REDACTED]
KRA PIN	P00 [REDACTED]	Nationality	KENYA	Phone 2	0700 [REDACTED]
Name	ETIMS TEST LTD	E-Mail		FAX NO.	
Bank	[REDACTED]	Account	[REDACTED]34567890	Depositor	
Address	[REDACTED]	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'.

**End of Customer Registration**



**SALES MANAGEMENT MODULE**

**Step 26:** Click on the 'Sales Management' button.

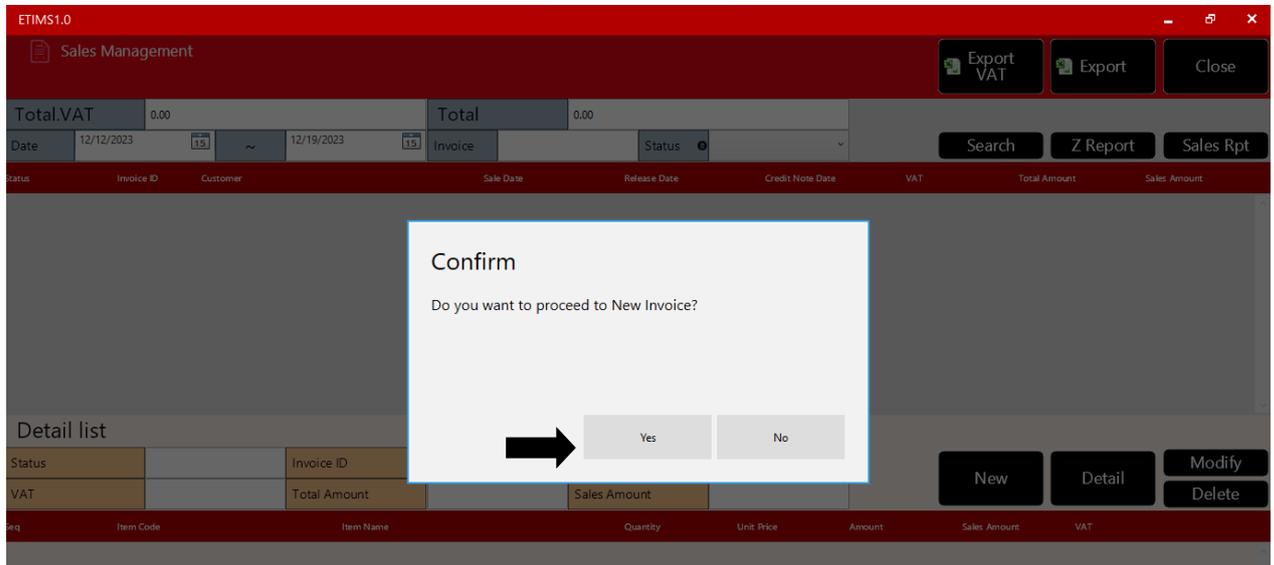
Waiting for Approval		
Sales	Purchase	Import
0	0	0

**Step 27:** Select 'New' to create a new invoice.

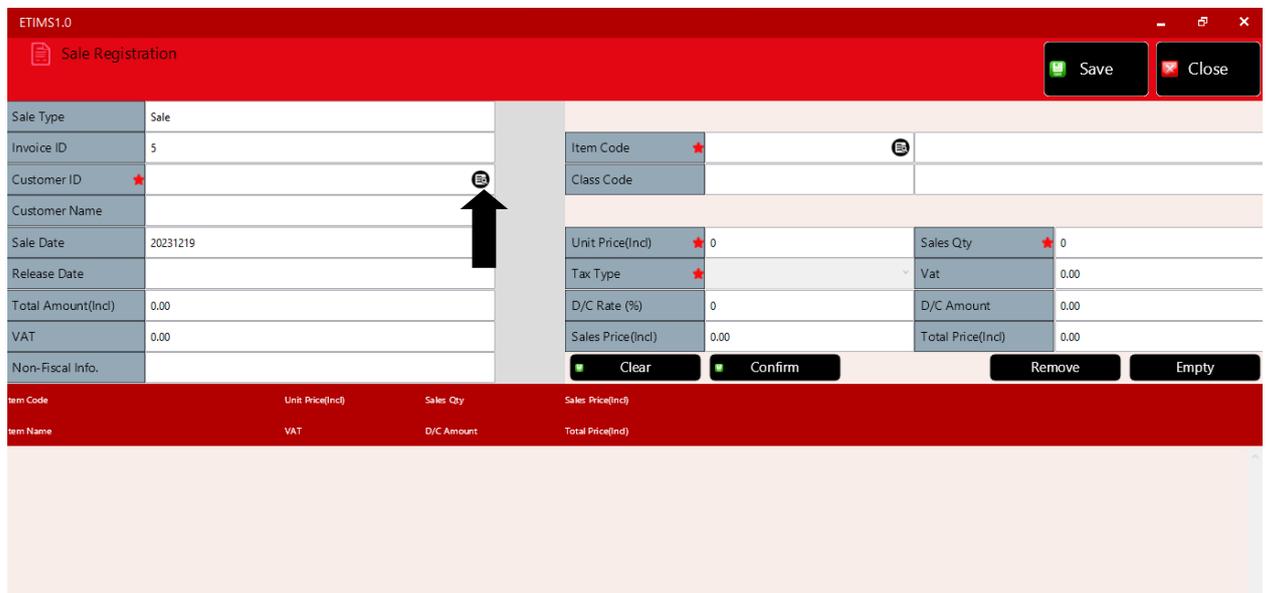
Status	Invoice ID	Customer	Total Amount	Sales Amount



**Step 28:** Click 'Yes' on the dialogue box that appears.



**Step 29:** On the 'Sale Registration' form click on the search button on the 'Customer ID' field.





**Step 30:** 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 beforehand in order to access them in the ‘*Sales Management*’ module.

**Step 31:** Click on the search button on the ‘*Item Code*’ field.

Sale Registration

Save Close

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 Icon]

Class Code:

Unit Price(Incl): 0

Sales Qty: 0

Tax Type: Vat

D/C Rate (%): 0

D/C Amount: 0.00

Sales Price(Incl): 0.00

Total Price(Incl): 0.00

Clear Confirm Remove Empty



**Step 32:** 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 [
KE2BQXNOX0000001	Tusker	KENYA	Finished Proc	Bottle, protei	Number
KE2JYXNOX0000001	Porridge	KENYA	Finished Proc	Jerry CAN Cy	Number

Item Information	
Item Code	KE2BQXNOX0000001
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 33:** Provide the quantity being supplied then click the 'Confirm' button.

Sale Type	Sale
Invoice ID	5
Customer ID	P00000000Z
Customer Name	ETIMS TEST LTD
Sale Date	20231219
Release Date	
Total Amount(Incl)	0.00
VAT	0.00
Non-Fiscal Info.	

Item Code	KE2BQXNOX0000001	Tusker	
Class Code	50202201	Beer	
Unit Price(Incl)	350	Sales Qty	10
Tax Type	B-16.00%	Vat	0.00
D/C Rate (%)	0	D/C Amount	0.00
Sales Price(Incl)	0.00	Total Price(Incl)	0.00



**Step 34:** Click 'save'

Item Code	Unit Price(Incl)	Sales Qty	Sales Price(Incl)
Item Name	VAT	D/C Amount	Total Price(Incl)
KE2BQXNOX0000001	350	10	3,500
Tusker	482.76	0	3,500

**Step 35:**

- 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.

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

Item Code	Item Name	Quantity	Unit Price	Amount	Sales Amount	VAT
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**Step 36:** Click on the 'Approve' button

ETIMS1.0  
Detail Information Of Sale

Current Status: Wait for Approval

Buttons: **Approve**, Cancel, Credit Note, CancelRequest

Invoice ID	5	Sale Date	20231220	Item Code		Class Code	
Customer ID	P00000000Z	Customer Name	ETIMS TEST LTD	Current Stock			
Total Amount(Incl)	3,500.00	Validate		Unit Price(Incl)	0.00	Sales Qty	0
VAT	482.76	Cancel Request		Tax Type		Vat	0.00
D/C Amount	0.00	Cancel		D/C Rate (%)	0	D/C Amount	0.00
Supply Amount(Incl)	3,500.00	Credit Note		Sales Price(Incl)	0.00	Total Price(Incl)	0.00
Non-Fiscal Info.				<b>Remove</b>	<b>Confirm</b>		

Item Code	Current Stock	Unit Price(Incl)	Sales Qty	Sales Price(Incl)
Item Name	VAT	D/C Amount	Item Name	Total Price(Incl)
KE2BQXNOX0000001	0	350	10	3,500
Tusker	482.76	0		3,500

**Step 37:** Confirm by clicking 'Yes'.

ETIMS1.0  
Detail Information Of Sale

Current Status: Wait for Approval

Buttons: **Approve**, Cancel, Credit Note, CancelRequest

Invoice ID	5	Sale Date	20231220	Item Code		Class Code	
Customer ID	P00000000Z	Customer Name	ETIMS TEST LTD	Current Stock			
Total Amount(Incl)	3,500.00	Validate		Unit Price(Incl)	0.00	Sales Qty	0
VAT	482.76	Cancel Request		Tax Type		Vat	0.00
D/C Amount	0.00	Cancel		D/C Rate (%)	0	D/C Amount	0.00
Supply Amount(Incl)	3,500.00	Credit Note		Sales Price(Incl)	0.00	Total Price(Incl)	0.00
Non-Fiscal Info.							

Item Code	Current Stock	Unit Price(Incl)	Sales Qty	Sales Price(Incl)
Item Name	VAT	D/C Amount	Item Name	Total Price(Incl)
KE2BQXNOX0000001	0	350	10	3,500
Tusker	482.76	0		3,500

**Confirm**

Do you want to process the invoiceApproved?

**Yes** **No**



**Step 38:** 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 39:**

- If connected to a thermal printer click on the '*Print Receipt*' button.
- If not connected to a printer '*Print A4*' to save invoice as a PDF

ETIMS1.0

Print Receipt

Print Receipt Print A4

Invoice ID 5

Customer P00000000Z

ETIMS TEST LTD

Normal Sales

**End of Creating an Invoice**



## HOW TO GENERATE A CREDIT NOTE

### Step 40:

- Select the transaction you wish to issue a credit note for
- Click on the 'Detail' button.

The screenshot shows the ETIMS1.0 Sales Management interface. At the top, there are buttons for 'Export VAT', 'Export', and 'Close'. Below that, a summary bar shows 'Total.VAT' as 482.76 and 'Total' as 3,500.00. A date range is set from 12/13/2023 to 12/20/2023. A table lists transactions with columns for Status, Invoice ID, Customer, Sale Date, Release Date, Credit Note Date, VAT, Total Amount, and Sales Amount. One transaction is highlighted with an upward arrow. Below the table is a 'Detail list' section with buttons for 'New', 'Detail', 'Modify', and 'Delete'. An arrow points to the 'Detail' button. The 'Detail list' table shows the following data:

Status	Approved	Invoice ID	5	Customer	ETIMS TEST LTD
VAT	482.76	Total Amount	3,500.00	Sales Amount	3,500.00

Below the detail list is a table with columns: Seq, Item Code, Item Name, Quantity, Unit Price, Amount, Sales Amount, and VAT. The data row is:

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 the 'CancelRequest' button
- Confirm by selecting 'Yes'.

The screenshot shows the ETIMS1.0 Detail Information Of Sale interface. At the top, there are buttons for 'Export', 'Print Receipt', and 'Close'. Below that, a summary bar shows 'Current Status' as 'Approved'. A table of actions includes 'Approve', 'Cancel', 'Credit Note', and 'CancelRequest'. An arrow points to the 'CancelRequest' button. Below the actions bar is a table with columns for Invoice ID, Customer ID, Total Amount(Incl), VAT, D/C Amount, Supply Amount(Incl), Non-Fiscal Info, Item Code, Current Stock, Unit Price(Incl), Sales Qty, Sales Price(Incl), Class Code, Customer Name, Validate, Cancel Request, Cancel, D/C Rate (%), Credit Note, Sales Price(Incl), Tax Type, Vat, D/C Amount, Total Price(Incl), and Current Stock. The data row is:

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	20231220121211	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.				Total Price(Incl)	0.00

Below the table are buttons for 'Remove' and 'Confirm'. At the bottom, there is a table with columns: Item Code, Current Stock, Unit Price(Incl), Sales Qty, Sales Price(Incl), Item Name, VAT, D/C Amount, and Total Price(Incl). The data row is:

Item Code	Current Stock	Unit Price(Incl)	Sales Qty	Sales Price(Incl)
Item Name	VAT	D/C Amount	Total Price(Incl)	
KE2BQXU0000001	0	350	10	3,500
Tusker	482.76	0	3,500	



### Step 42:

- Note that the status of the transaction reads 'CancelRequested'
- Select the transaction again then click the *Detail* button.

The screenshot shows the ETIMS1.0 Sales Management window. At the top, there are buttons for 'Export VAT', 'Export', and 'Close'. Below that, summary fields show 'Total.VAT' as 482.76 and 'Total' as 3,500.00. A date range is set from 12/13/2023 to 12/20/2023. A table lists transactions, with the first row highlighted in blue and its status 'Cancel Requested'. An arrow points to this row. Below the table is a 'Detail list' section with a table showing transaction details: Status (Cancel Requested), Invoice ID (5), Customer (ETIMS TEST LTD), VAT (482.76), Total Amount (3,500.00), and Sales Amount (3,500.00). To the right of this table are buttons for 'New', 'Detail', 'Modify', and 'Delete'. An arrow points to the 'Detail' button. Below the detail list is a table with columns for Item Code, Item Name, Quantity, Unit Price, Amount, Sales Amount, and VAT. The first row shows Item Code KE28QXU0000001, Item Name Tusker, Quantity 10, Unit Price 350, Amount 3,500, Sales Amount 3,500, and VAT 482.76.

### Step 43:

- Click on the 'Credit Note' button
- Confirm by clicking 'Yes'.

The screenshot shows the ETIMS1.0 Detail Information Of Sale window. At the top, there are buttons for 'Export', 'Print Receipt', and 'Close'. Below that, a table shows transaction details. The 'Current Status' is 'Cancel Requested'. A row of buttons includes 'Rollback', 'Cancel', 'Credit Note', and 'CancelRequest'. An arrow points to the 'Credit Note' button. Below this are fields for Invoice ID (5), Customer ID (P000000002), Total Amount(Incl) (3,500.00), VAT (482.76), D/C Amount (0.00), and Supply Amount(Incl) (3,500.00). To the right, there are fields for Item Code, Class Code, Unit Price(Incl) (0.00), Tax Type, D/C Rate (%) (0), Sales Price(Incl) (0.00), Current Stock, Sales Qty (0), Vat (0.00), D/C Amount (0.00), and Total Price(Incl) (0.00). Below these fields are 'Remove' and 'Confirm' buttons. At the bottom, there is a table with columns for Item Code, Current Stock, Unit Price(Incl), Sales Qty, Sales Price(Incl), Item Name, VAT, D/C Amount, and Total Price(Incl). The first row shows Item Code KE28QXU0000001, Current Stock 0, Unit Price(Incl) 350, Sales Qty 10, Sales Price(Incl) 3,500, Item Name Tusker, VAT 482.76, D/C Amount 0, and Total Price(Incl) 3,500.



**Step 44:** 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 51:** Click the '*Print Receipt*' button.

ETIMS1.0

Print Receipt

Print Receipt Print A4

Invoice ID 6

Customer P00000000Z

ETIMS TEST LTD

Credit Notes

*NB. Ensure the Bluetooth printer is connected to the Android device for the receipt to be printed out*

**End of Sale Management Module.**



**PURCHASE MANAGEMENT MODULE.**

**Step 45:** At the home page, select the ‘Purchase Management’ module as shown below.

ETIMS1.0

21/01/2023 18:06:54

Waiting for Approval

Sales	Purchase	Import
0	1	0

etIMS

**Step 46:**

- Select the purchase the taxpayer made that is awaiting approval
- Click the ‘Detail’ button.

ETIMS1.0

Purchase Management

Receive Export VAT Export Close

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 47:**

- Click the 'Accept' button
- Confirm by clicking 'Yes'.

ETIMS1.0

Detail Information Of Purchase

Export Close

Current Status: Wait for Approval

Accept Cancel

Item Code	KE2BQXLTR0000001	BEER					
Invoice No	1	Purchase Date	20230120	Class Code	5020220100	Beer	
Supplier ID	A000123456X	Supplier Name	ZEIN CUSTOMER	Expire Date	2/1/2023		
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 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.**



## STOCK MANAGEMENT MODULE

**Step 48:** 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

### Step 49:

- Select the specific line item you want to adjust
- Click the 'Adjust' button.

ETIMS1.0

Stock Status

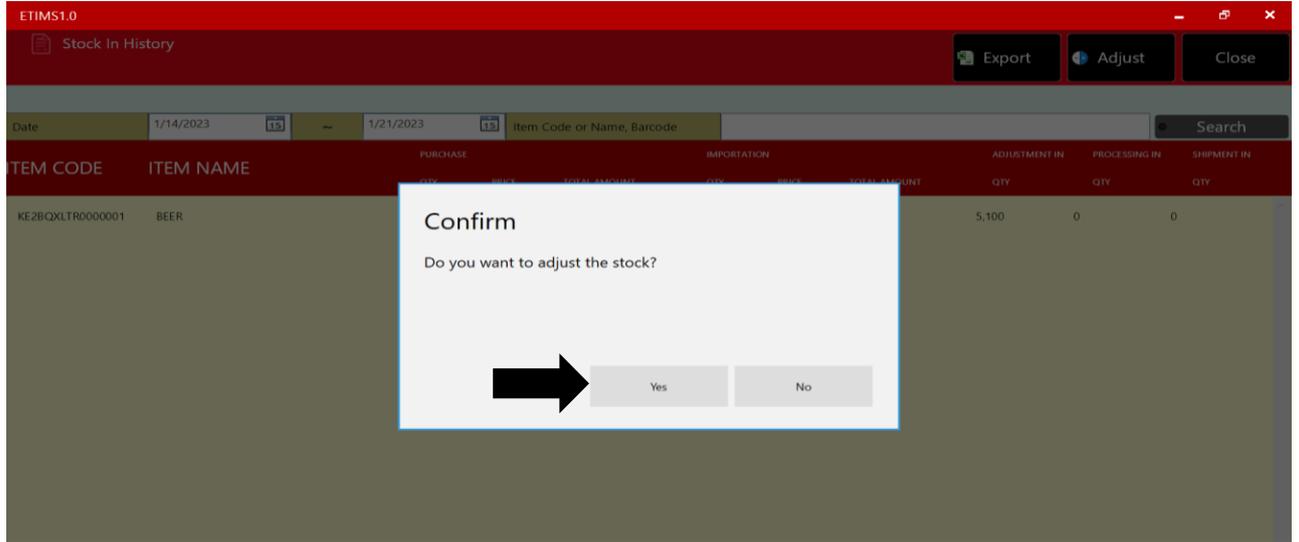
Stock Date Export Adjust Close

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

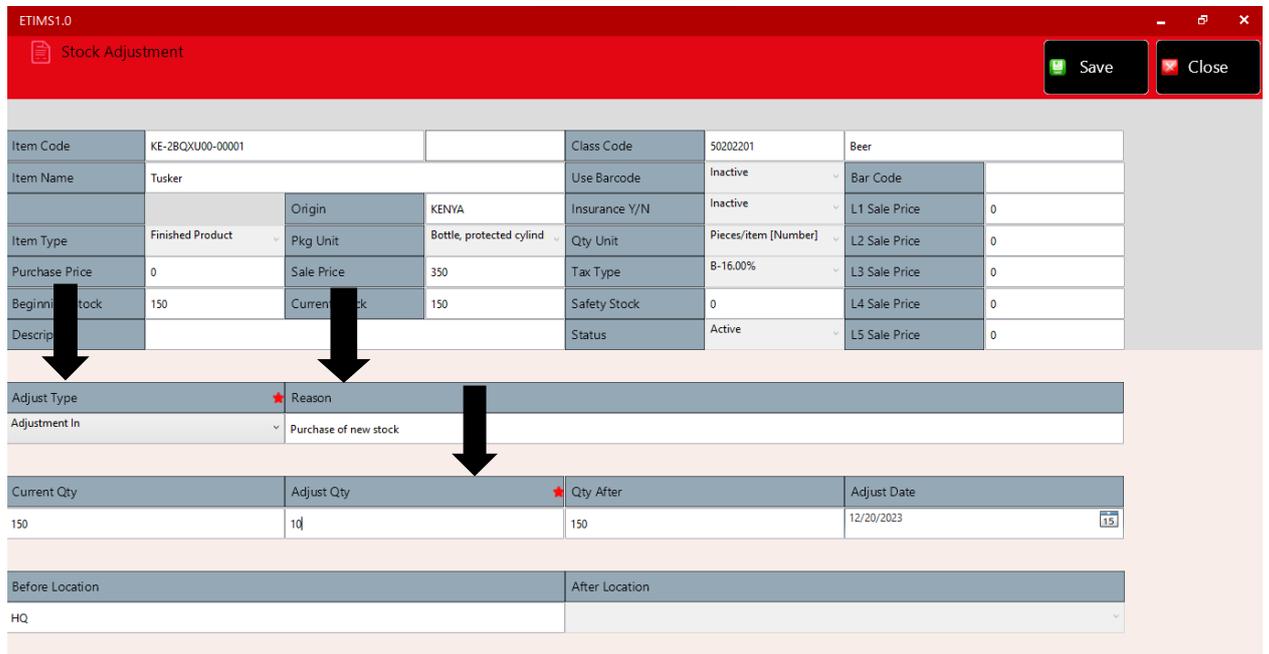


**Step 50:** Click 'Yes' to grant permission to adjust the stock.



**Step 51:**

- Fill in the required details to adjust the stock i.e. the adjust type, reason and adjust quantity.
- Click the 'Save' button.



**END OF USER GUIDE**