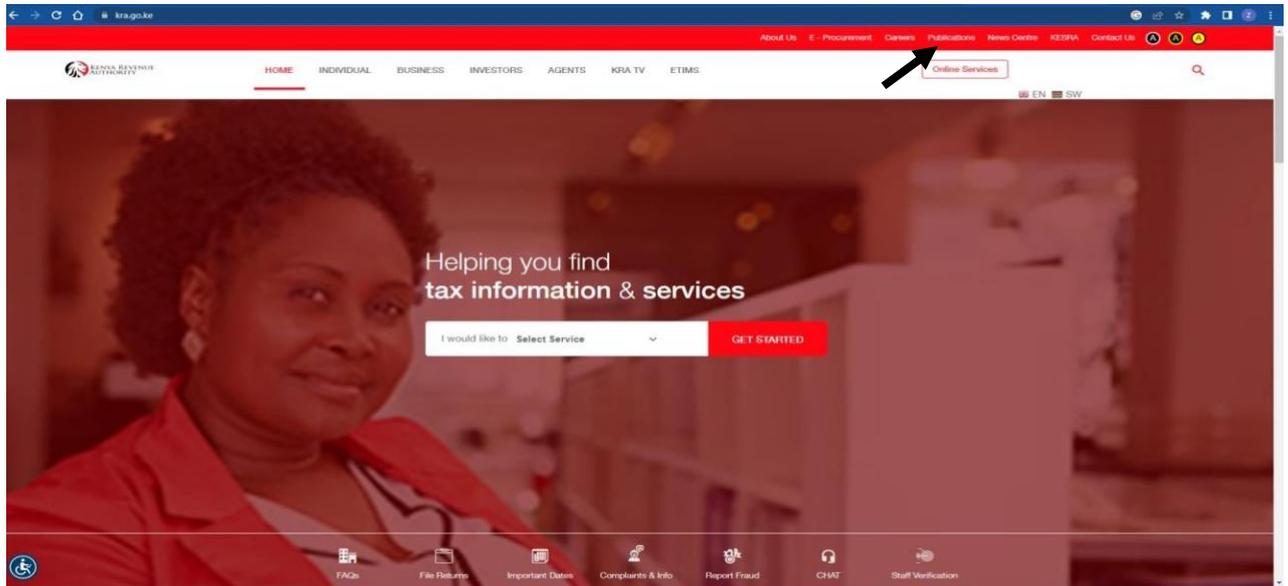


ETIMS PAYPOINT – (WINDOWS) USER GUIDE.

Software download Process

Step 1: 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/>



Tulipe Ushuru, Tujitegemee!



Step 2: The downloads solution will auto populate as shown. Download the ETIMS PAYPOINT – (WINDOWS).

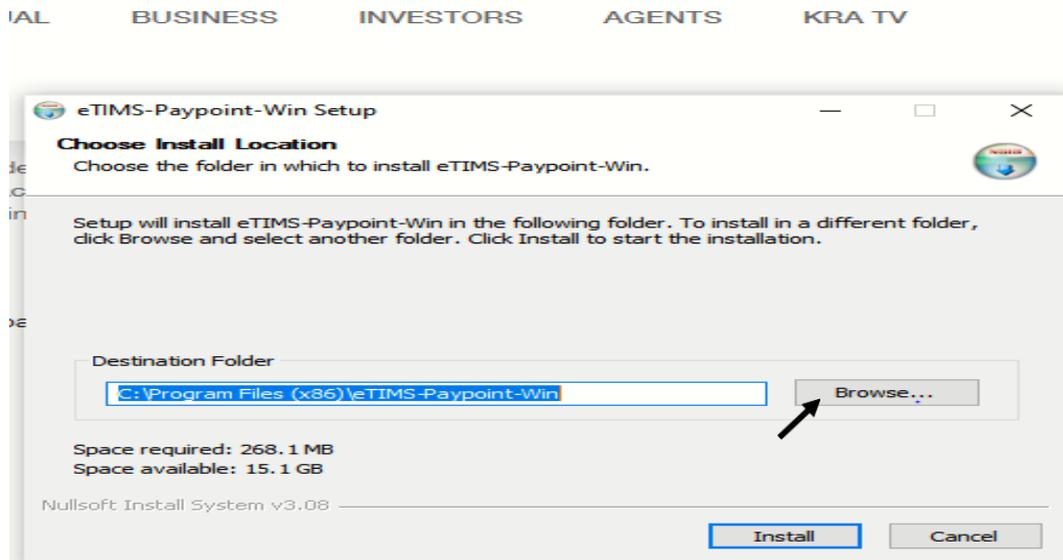
 [SEARCH](#)

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

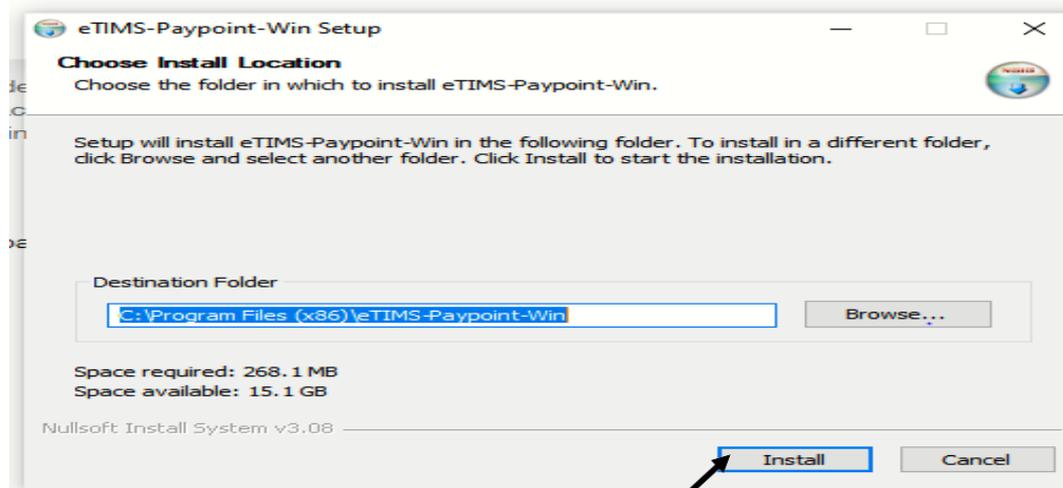




Step 3: The below window will pop up, select where you would like the software to be installed by clicking on the browse button as shown.



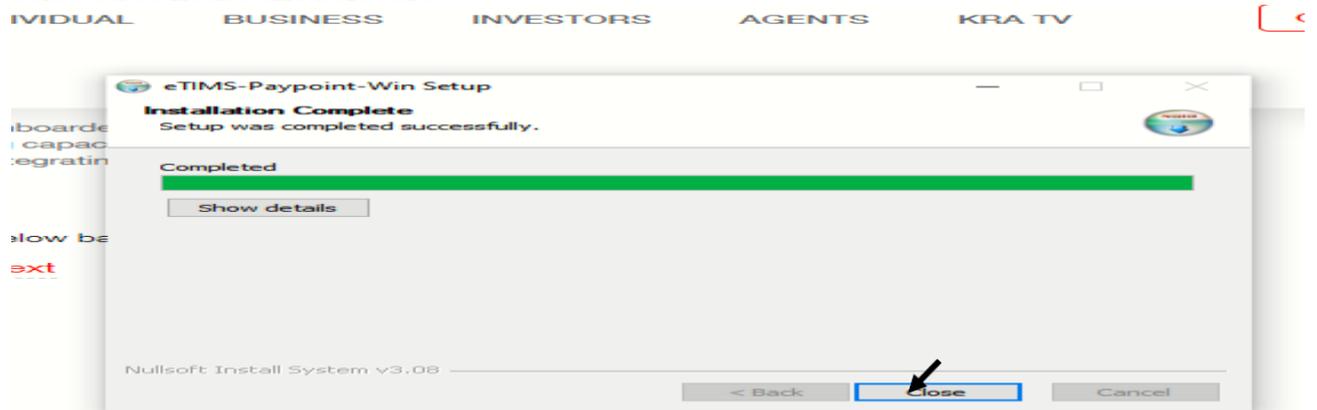
Step 4: Once selected, click on the install button as shown.





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

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



End of installation

Step 6: Open the software and the below window will show.

Once the requested task has been approved by the relevant officer, the taxpayer can now proceed with adding the

1. KRA PIN
2. BRANCH ID
3. SERIAL NUMBER OF THE DEVICE
4. SELECT THE BUSINESS TYPE(GROCERY STORE/PHARMACY STORE/RESTAURANT) as shown on the drop down.

The screenshot shows the "System setting" window in eTIMS 1.0. The window has a red header with "eTIMS 1.0" and "System setting" text. There is an "Initialize" button in the top right corner. The main area contains several input fields and dropdown menus:

KRA PIN	<input type="text"/>
Branch ID	<input type="text"/>
Serial Number	<input type="text"/>
Business Type	Grocery Store
Language	English



Step 7: Once completed feeding in all the details click on the initialise button and the below window will pop up.

ETIMS 1.0
System setting

Initialize

CRA PIN
Branch ID
Serial Number

Business Type: Grocery Store
Language: English

ETIMS 1.0
Store Menu
21/01/2023 14:45:39

eTims

Management Module
Grocery Store

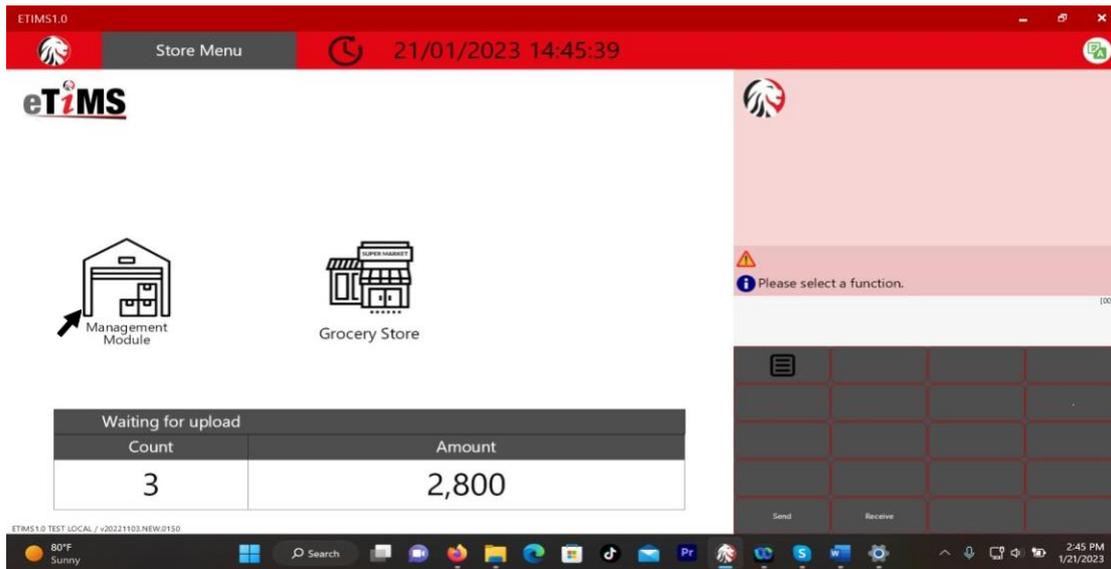
Waiting for upload

Count	Amount
3	2,800

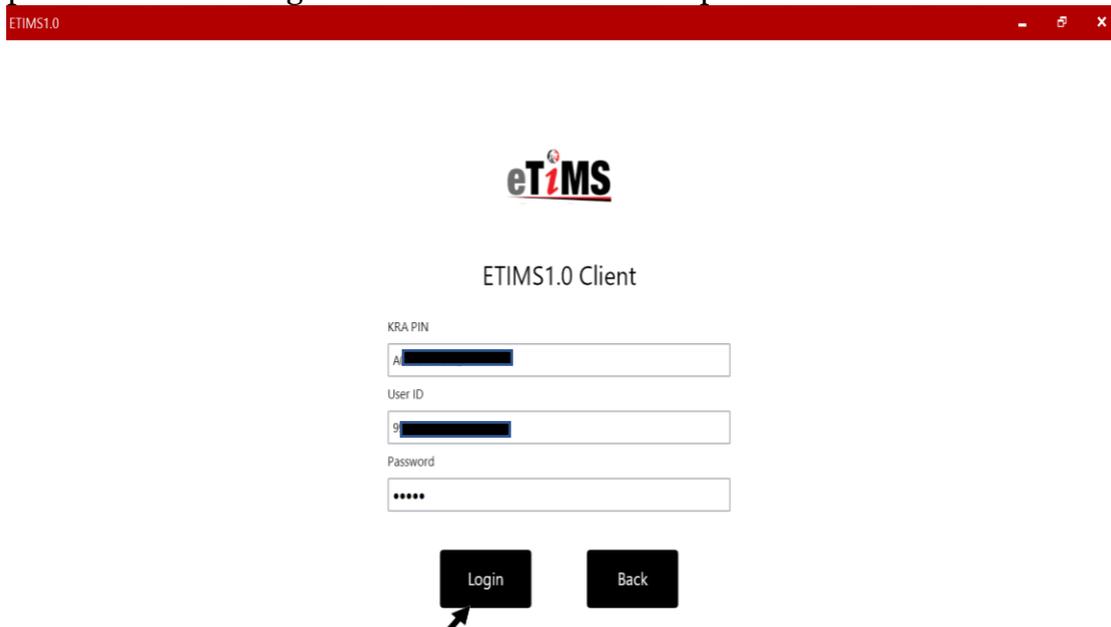
Please select a function.

80°F Sunny
2:45 PM
1/21/2023

Step 8: Click on the management module as directed by the arrow on the snippet shown below.



Step 9: Once clicked you will be directed to the following page where you are guided to fill in the KRA PIN, USER ID and your password for the created profile and click Login once all the details are captured as shown below.

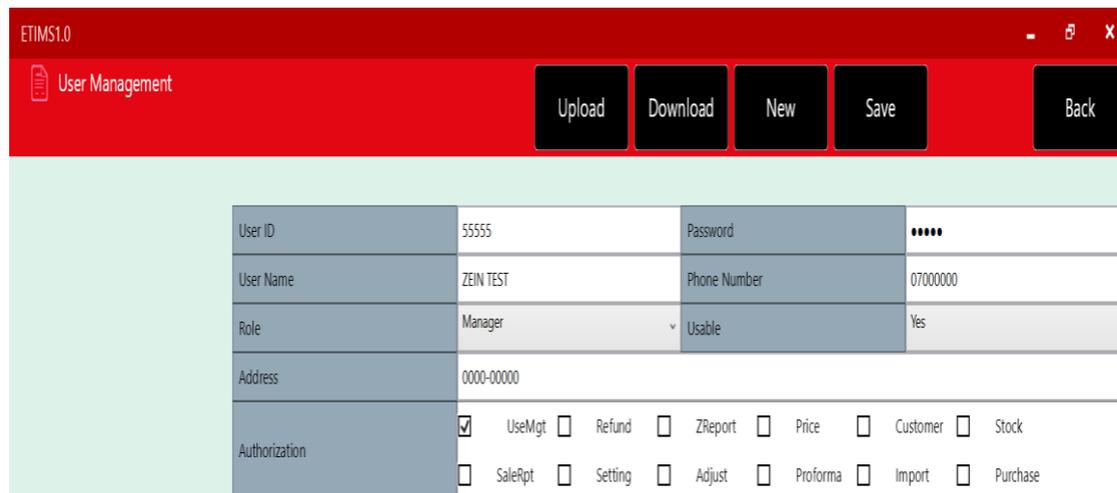




Step 10: Click on the user model to create a user for the system as shown below.

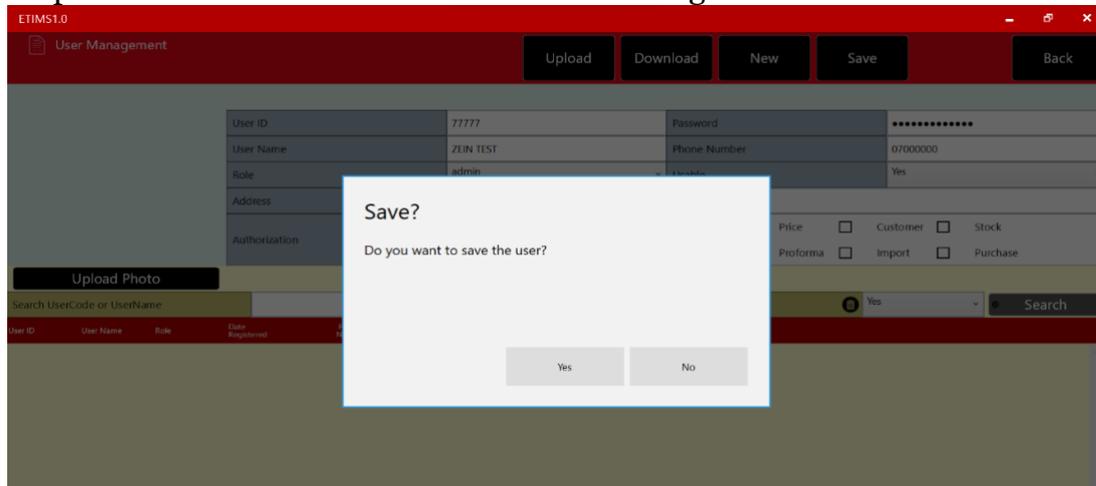


Step 11: Fill in your preferred details as shown on the screen to create a user and assign an authorization for that user by ticking the box that is relevant to the nature of your business as shown on the authorization module.

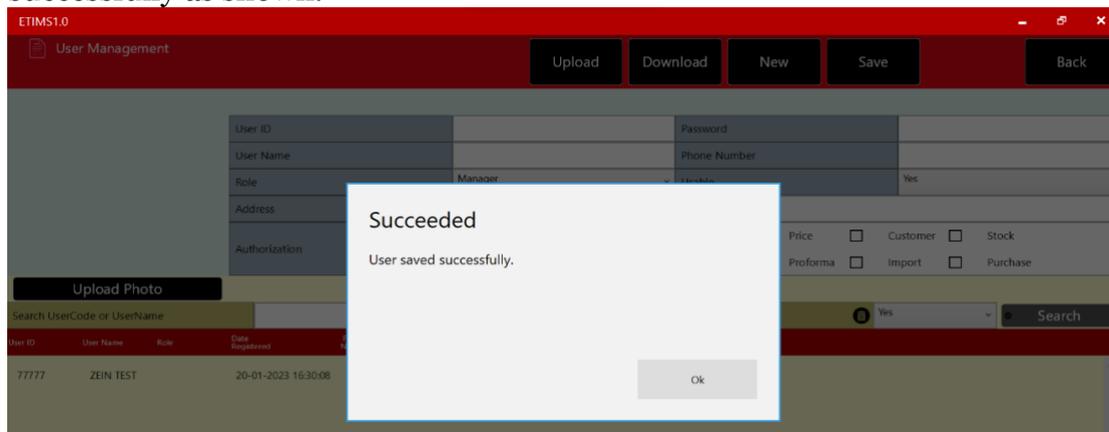




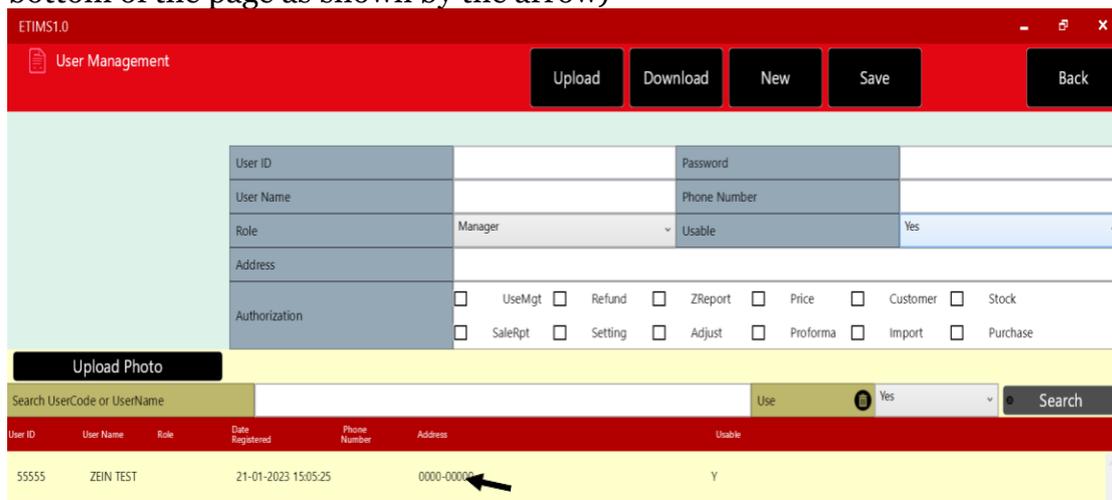
Step 12: Click on the save button after confirming the details.



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

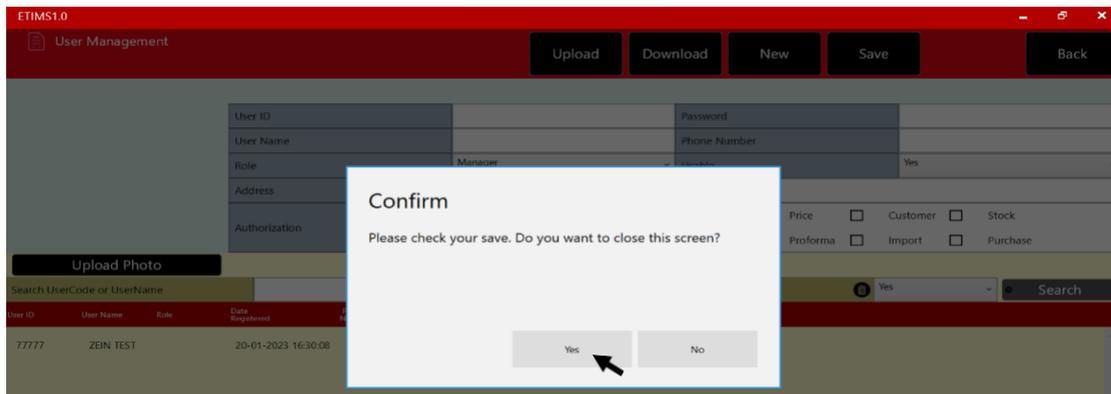


Step 13: The creating of a user is now successful ,click on the BACK module as shown below to log in to the created user .(The created user will appear at the bottom of the page as shown by the arrow)





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



End of user creation.

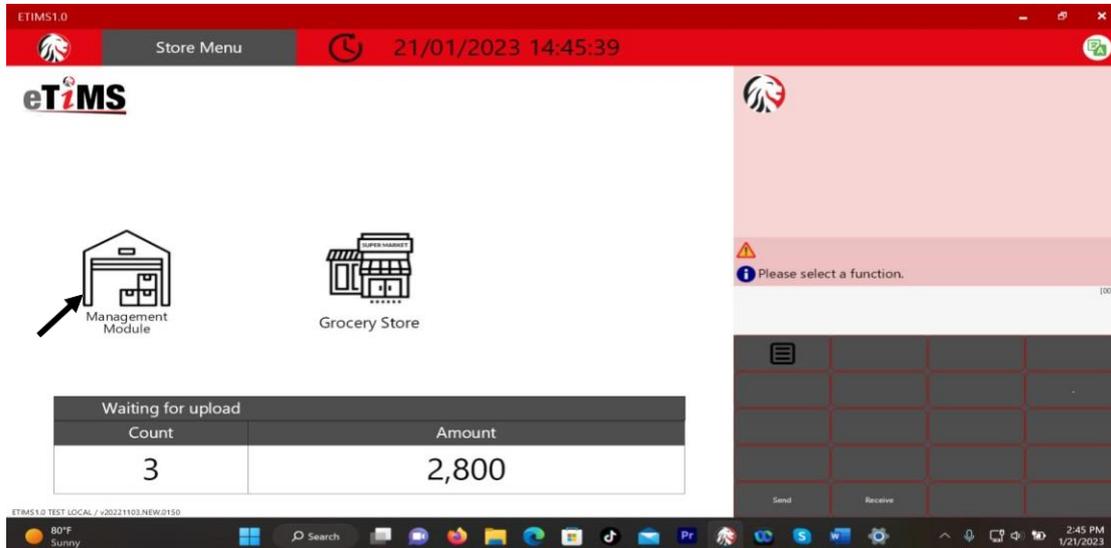
USER GUIDE ON ITEM MANAGEMENT MODULE

Step 14: Once on the home page logout and log in with the details of the user created above.

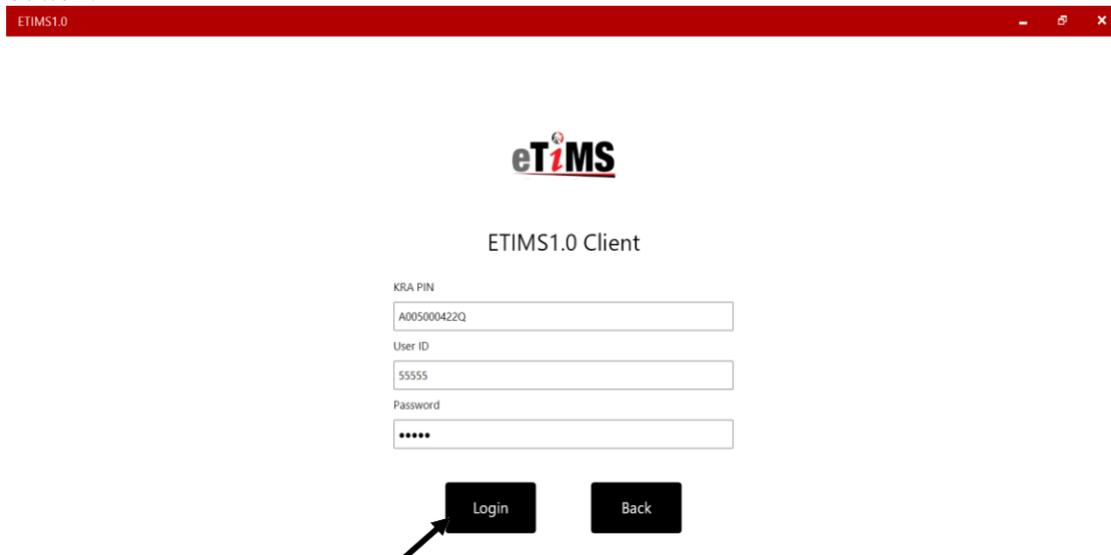




Step 15: Click on the management module and you will be redirected to the login page as shown below.

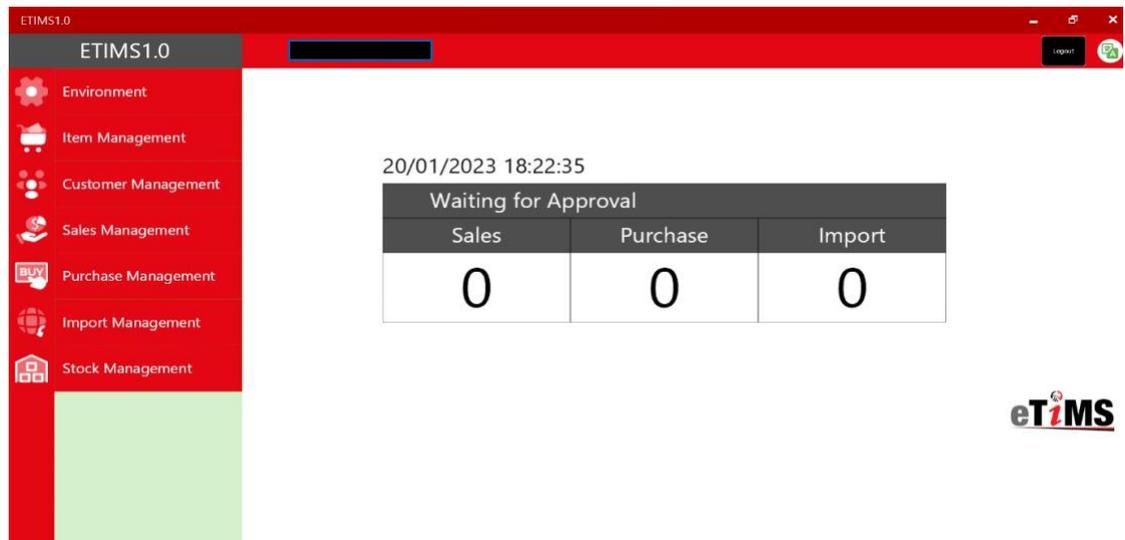


Fill in the details of the created user to login in as shown below and click the login button.

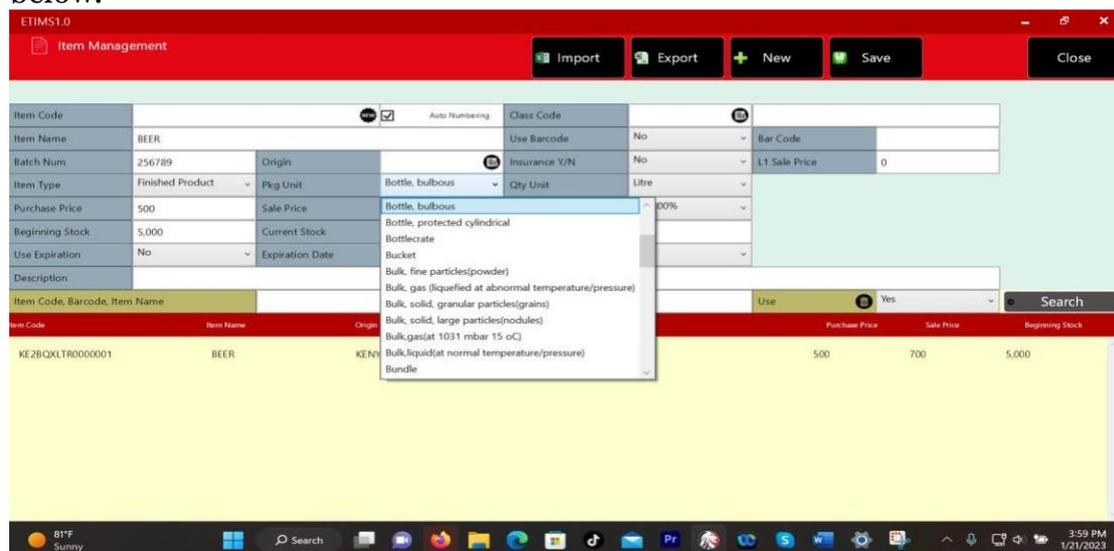




Step 16: Once logged in the below environments will exist on user profile . Click on the item management module to start the process of registering an item.



Step 17: 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.





Step 18: 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.

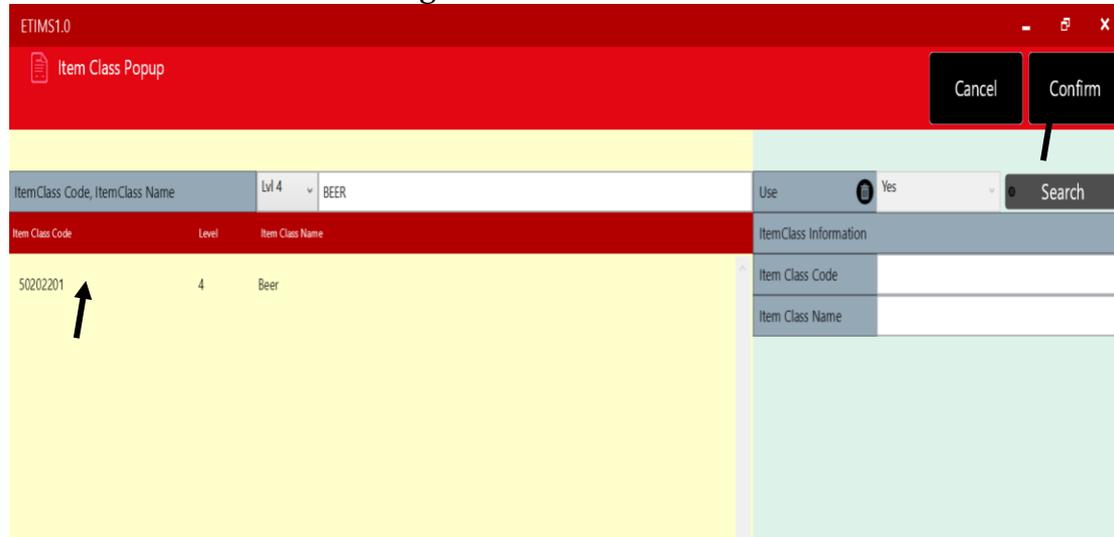
Item Class Code	Level	Item Class Name
	Lvl 1	
	Lvl 2	
	Lvl 3	
	Lvl 4	BEER
	Lvl 5	

Step 19: 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



Step 20: Click on the item as shown on the arrow below and click on the confirm button to save the registered item as shown below.

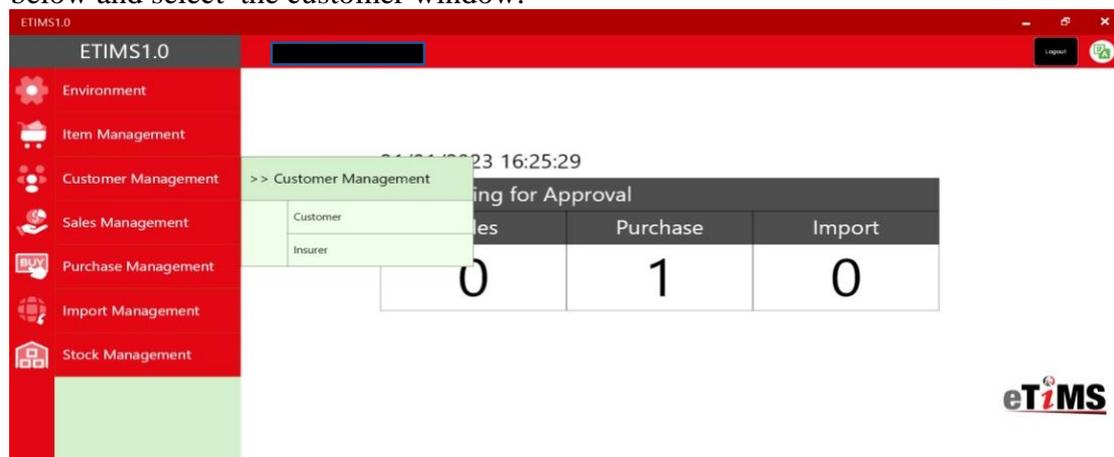


END OF ITEM REGISTRATION PROCESS

CUSTOMER MANAGEMENT MODULE

The Steps below gives a process of registering a Customer.

Step 21: On the home page, click on the customer management module as shown below and select the customer window.





Step 22: Fill in the details of the customer as simulated below.

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

Step 23: Click on the search button on the nationality window shown below to register the nationality of the customer.

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



Step 24: Fill in the nationality of the trader and search.

The screenshot shows a software window titled 'Origin Popup' with a red header bar containing 'Cancel' and 'Confirm' buttons. Below the header is a search bar with 'KENYA' entered and a 'Search' button. A table lists various countries with their origin codes and names. The table has two columns: 'Origin Code' and 'Origin Name'. The rows are as follows:

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

To the right of the table is a section titled 'Origin Information' with two input fields: 'Origin Code' and 'Origin Name'.

Step 24: Select the results of the search and click on the confirm button to save.

This screenshot shows the same 'Origin Popup' window. The search bar still contains 'KENYA'. In the table, the row for 'KE KENYA' is highlighted in light green, and a black arrow points to it. In the 'Origin Information' section, the 'Origin Code' field now contains 'KE' and the 'Origin Name' field contains 'KENYA'. A red arrow points to the 'Confirm' button in the top right corner.



Step 25: 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 26: 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		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 27: Customer account successfully registered.

The screenshot shows the ETIMS1.0 Customer Management application window. The title bar reads 'ETIMS1.0'. The main window has a dark red header with the text 'Customer Management' and several buttons: 'Upload', 'Download', 'New', 'Save', and 'Back'. Below the header is a form with various fields including 'Type' (Corporate), 'Delegator', 'KRA PIN', 'Nationality' (KENYA), 'Phone 1', 'Phone 2', 'Name', 'Bank', 'Address', and 'Group' (Default). A search bar is visible at the bottom of the form with a 'Search' button. A modal dialog box is centered on the screen with the title 'Succeeded' and the message 'Saved successfully.'. The dialog has an 'Ok' button at the bottom.

END OF CUSTOMER REGISTRATION



SALES MANAGEMENT MODULE

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

Step 28: 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 29: 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 30: 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 31: 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 interface. It features a form with various fields for registration. A search icon is visible next to the Customer ID field, with an arrow pointing to it. The form includes fields for Sale Type, Invoice ID, Customer ID, Customer Name, Sale Date, Release Date, Total Amount, VAT, Remark, Item Code, Class Code, Unit Price, Sales Qty, Tax Type, D/C Rate (%), Sales Price, and Total Price. There are buttons for 'Save', 'Close', 'Clear', 'Confirm', 'Remove', and 'Empty'.



Step 32: :Select a customer to trade with and click the confirm button.

ID	Type	Name	Delegator	Nationality	Email	Phone1	Phone2	FAX
AD								

Customer Information

Tin	A000123456X
Customer Name	ZEIN CUSTOMER
Delegate	
Nationality	KENYA
Phone	0712345678
FAX	
Address	9087-001

Step 33: Proceed by Clicking on the search button displayed on the ITEM CODE ID window as shown by the arrow.

Sale Type	Sale
Invoice ID	2
Customer ID	[Redacted]
Customer Name	[Redacted]
Sale Date	20230121
Release Date	
Total Amount	0.00
VAT	0.00
Remark	

Item Code	[Redacted]		
Class Code			
Unit Price	0	Sales Qty	0
Tax Type	Vat		0.00
D/C Rate (%)	0	D/C Amount	0.00
Sales Price	0.00	Total Price	0.00



Step 34: 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 35: Fill in the remaining details as shown and click on the **CONFIRM** Button then save as shown.

Sale Type	Sale
Invoice ID	2
Customer ID	[REDACTED]
Customer Name	ZE [REDACTED]
Sale Date	20230121
Release Date	
Total Amount	3,500.00
VAT	482.76
Remark	

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



Step 36: 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

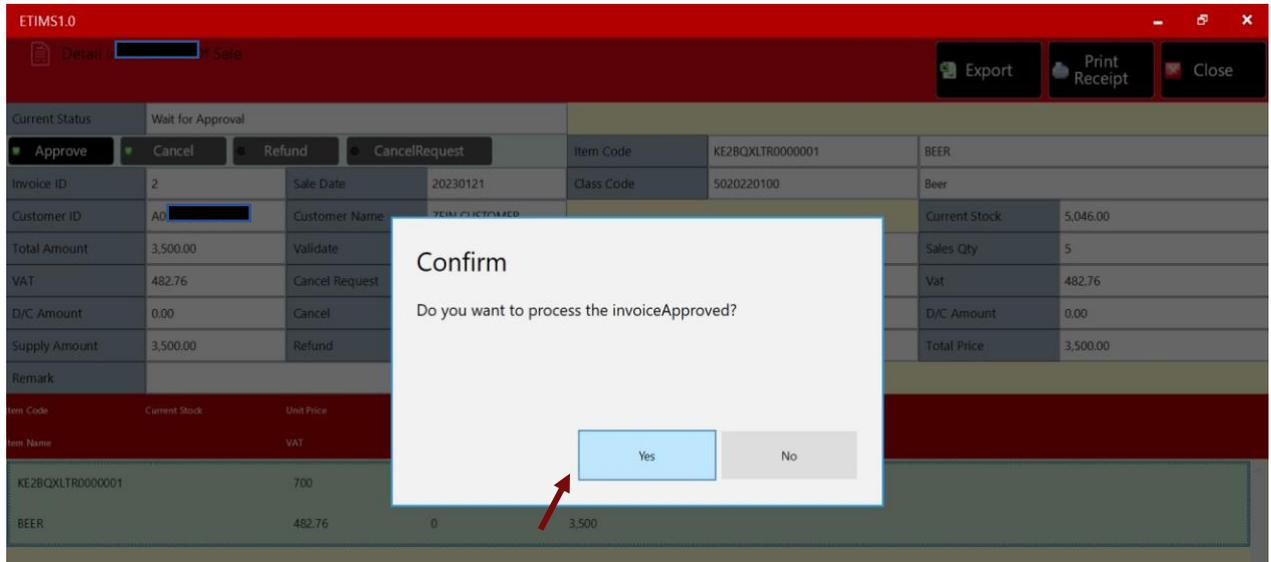
Seq	Item Code	Item Name	Quantity	Unit Price	Amount	Sales Amount	VAT
1	KE2BQXLTR0000001	BEER	5	700	3,500	3,500	482.76

STEP 37: Select the item for approval at the bottom of the page and click on the Approve button as shown to proceed.

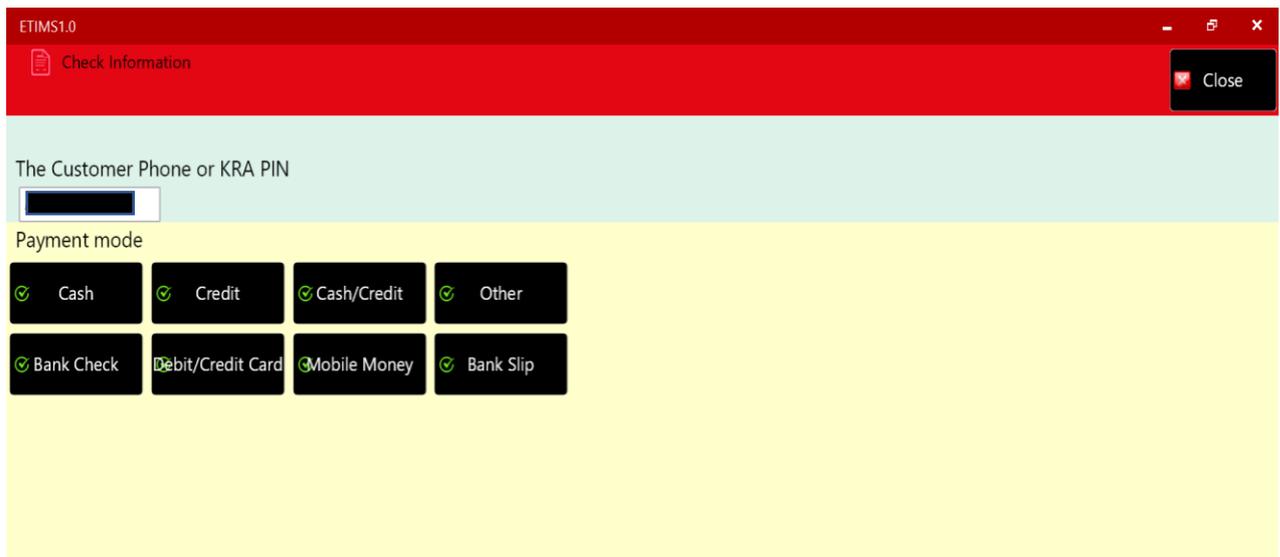
The screenshot shows the ETIMS1.0 Detail Information Of Sale interface. At the top, there are buttons for 'Export', 'Print Receipt', and 'Close'. The 'Current Status' is 'Wait for Approval'. Below this, there are buttons for 'Approve', 'Cancel', 'Refund', and 'CancelRequest'. The 'Approve' button is highlighted with a red arrow. The interface displays various fields for invoice details, including Invoice ID, Sale Date, Customer ID, Customer Name, Total Amount, VAT, D/C Amount, Supply Amount, and Remark. A table at the bottom shows item details 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
KE2BQXLTR0000001	700	500	5	3,500
BEER		482.76	0	3,500

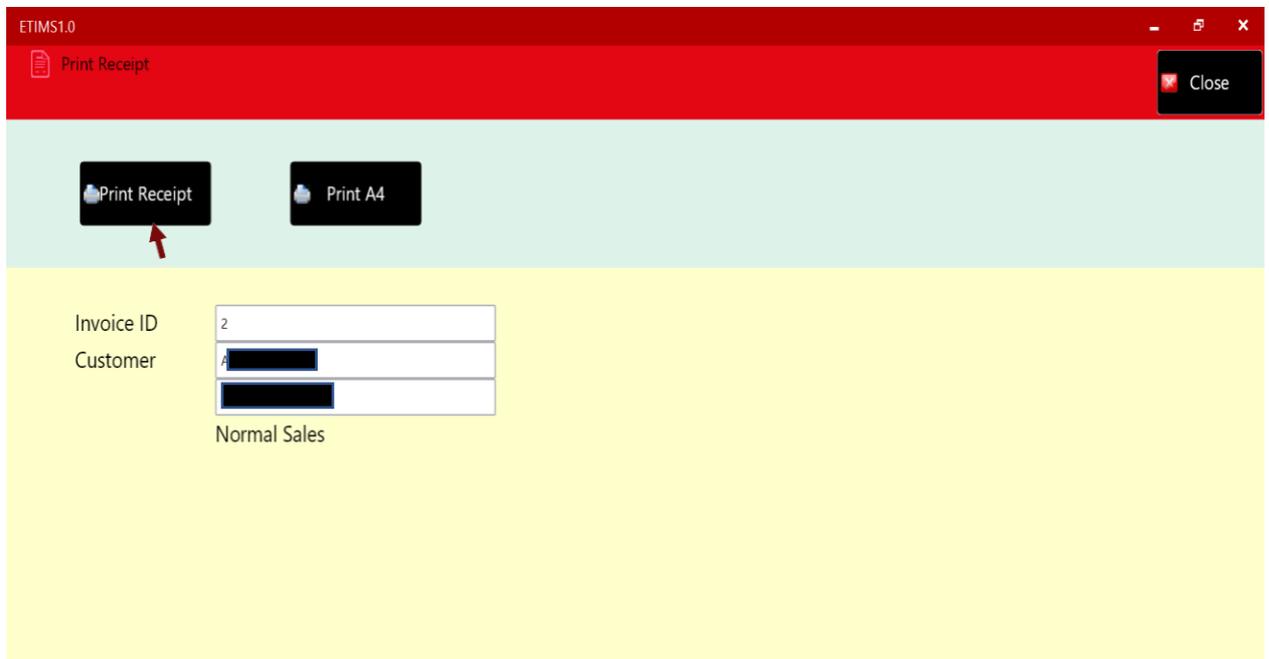
Step 38: Click **YES** to process the approved invoice



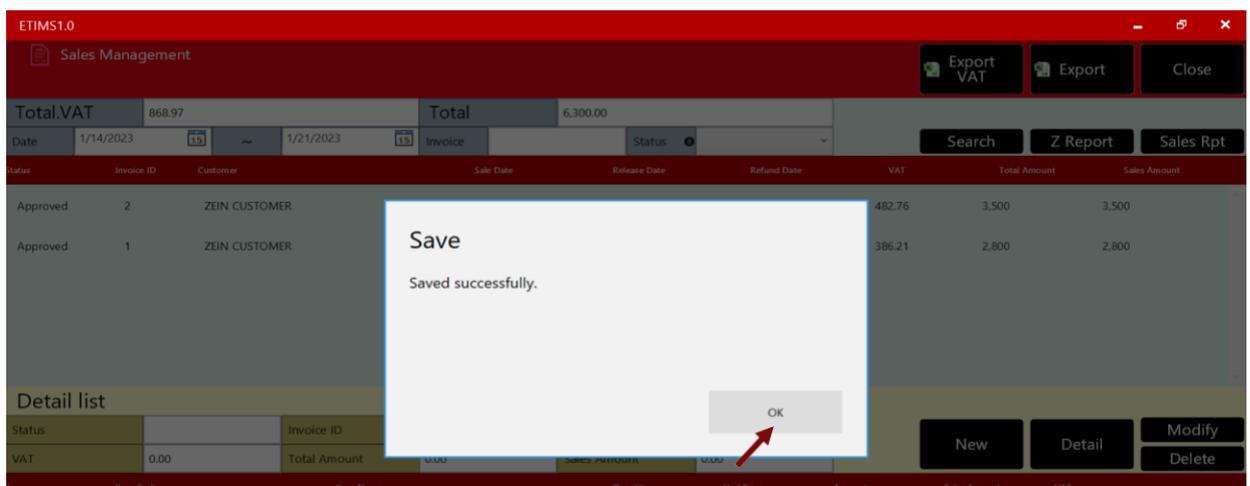
Step 39: The user is required to choose the mode of payment for their customer as displayed that suits their business.



Step 40: Print Receipt and the data will be saved .



Step 41. Process of making a sale is successful.



END OF SALE TRANSACTION PROCESS.



PURCHASE MANAGEMENT MODULE.

Step 42: 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 43: 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 44: 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: **Accept** (green), Cancel

Invoice ID	1	Purchase Date	20230120	Class Code	5020220100	Beer	
Supplier ID	A000123456X	Supplier Name	ZEIN CUSTOMER	Expire Date	2/1/2023	15	
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

Step 45: 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: **Accept** (green), Cancel

Invoice ID	1	Purchase Date	20230120	Class Code	5020220100	Beer	
Supplier ID	A000123456X	Supplier Name	ZEIN CUSTOMER	Expire Date	2/1/2023	15	
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

Confirm

Do you want to process the Purchase Approved Invoice?

Yes No



Step 46: 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, displaying the message "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. The interface also includes a search bar, a "Receive" button, and "Export VAT" and "Export" buttons. A "Detail list" section is visible at the bottom, showing a table with columns for Status, Invoice ID, VAT, and Purchase Amount. The VAT value is 0.00 and the Purchase Amount is 0.00. The interface also includes buttons for "New", "Detail", "Modify", and "Delete".

END OF PURCHASE APPROVAL



STOCK MANAGEMENT MODULE

Step 47:select the stock management module as shown.

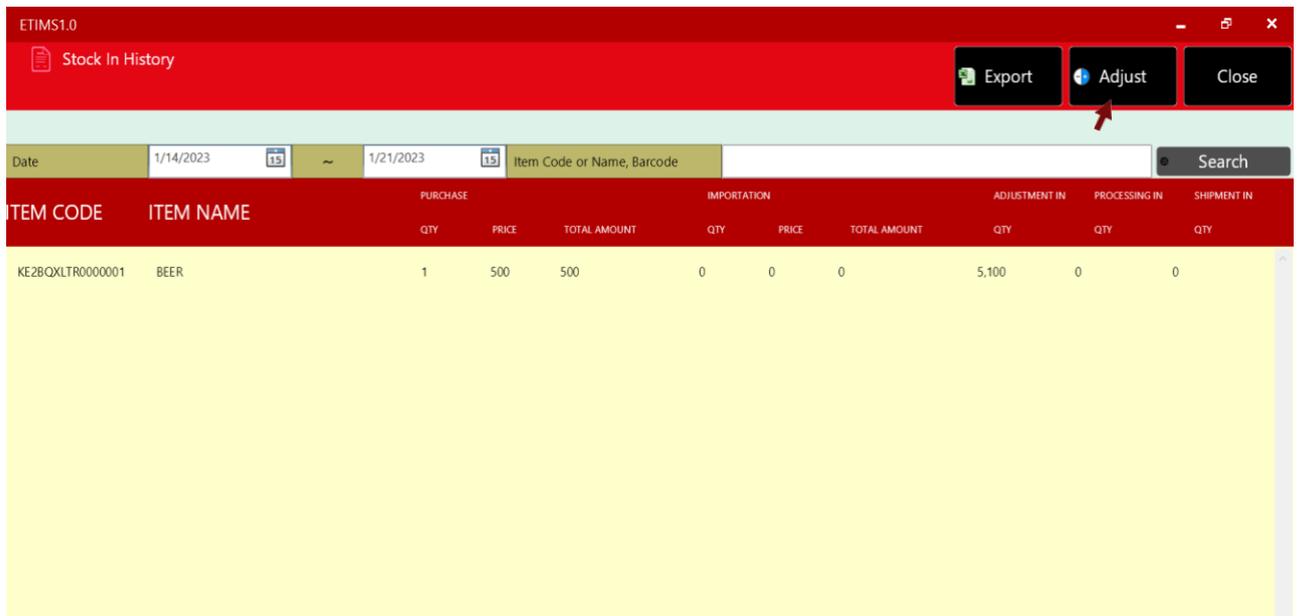
Select stock in history/Stock out history

The screenshot shows the ETIMS1.0 software interface. 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. Two red arrows point to 'Stock In History' and 'Stock Out History'. In the main content area, the date and time '21/01/2023 18:40:29' are displayed above a table titled 'Waiting for Approval'. The table has three columns: Sales, Purchase, and Import, each with a value of 0.

Waiting for Approval		
Sales	Purchase	Import
0	0	0

eTIMS

Step 48: The module will be able to display the stock in history as shown below. Click on ADJUST button as shown



ETIMS1.0

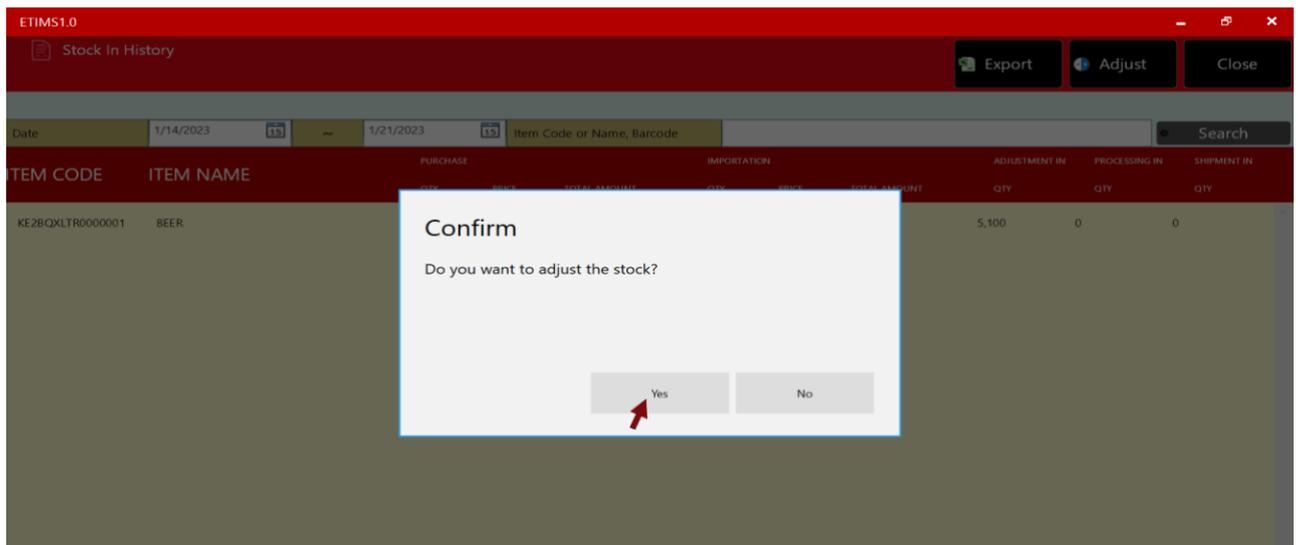
Stock In History

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 49: click YES to grant permission to adjust stock in.



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

Confirm

Do you want to adjust the stock?

Yes No



Step 50: 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

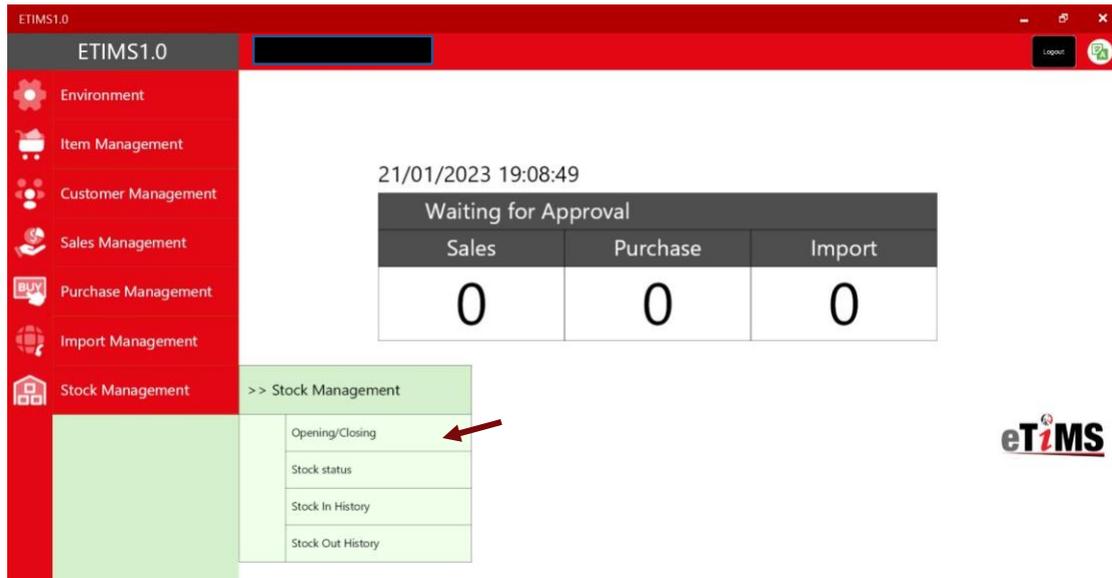
Current Qty	Adjust Qty	Qty After	Adjust Date
5,042	100	5,042	1/21/2023

Before Location	After Location
HQ	

Step 51: Repeat the same process for stock out viewing and adjustments as illustrated.

STOCK STATUS GUIDE

Step 52: Select the stock status module as shown below.

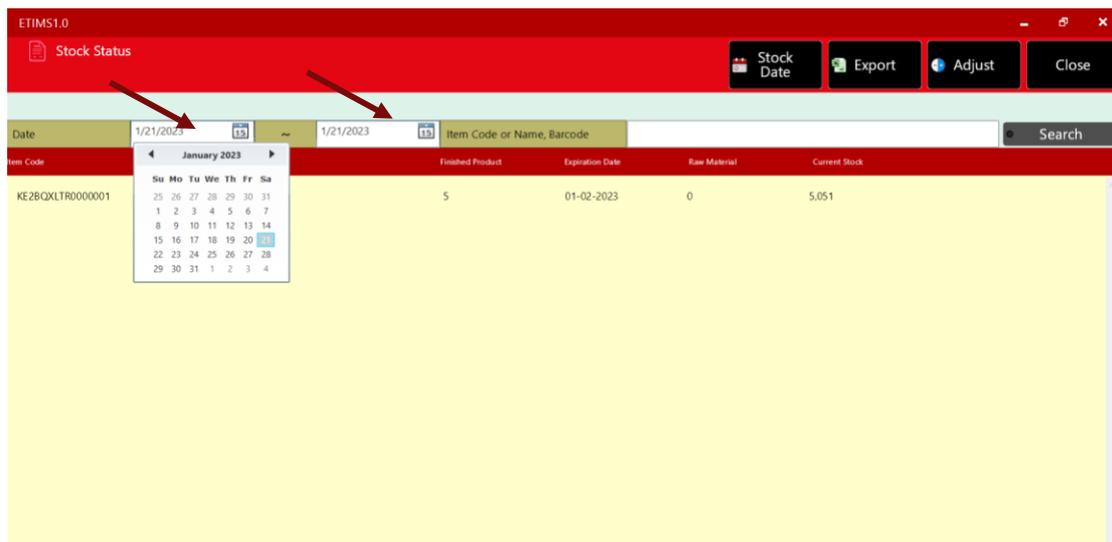


The screenshot shows the ETIMS1.0 application window. On the left is a red sidebar menu with options: Environment, Item Management, Customer Management, Sales Management, Purchase Management, Import Management, and Stock Management. The 'Stock Management' option is highlighted in green, and a sub-menu is open showing: >> Stock Management, Opening/Closing, Stock status, Stock In History, and Stock Out History. A red arrow points to the 'Opening/Closing' option. The main content area displays the date '21/01/2023 19:08:49' 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 interface.

Step 53: Click on the dates to view the stock for as shown below.



The screenshot shows the 'Stock Status' module in ETIMS1.0. At the top, there are buttons for 'Stock Date', 'Export', 'Adjust', and 'Close'. Below these are two date input fields, both containing '1/21/2023'. A calendar dropdown is open for the first date field, showing 'January 2023' with dates from 1 to 31. A red arrow points to the date '15' in the calendar. The main area is a table with columns: Item Code, Finished Product, Expiration Date, Raw Material, and Current Stock. The first row contains the item code 'KE2BQXLR000001', a value of '5', an expiration date of '01-02-2023', a value of '0', and a current stock of '5,051'.

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



Step 54: Click Search button and the required stock will be populated for viewing as shown.

ETIMS1.0

Stock Status

Stock Date Export Adjust Close

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

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