USER MANUAL

Bags, Footwear, and More Internal Software

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SOFTWARE USER MANUAL

Reconciliation Module

Stage One:

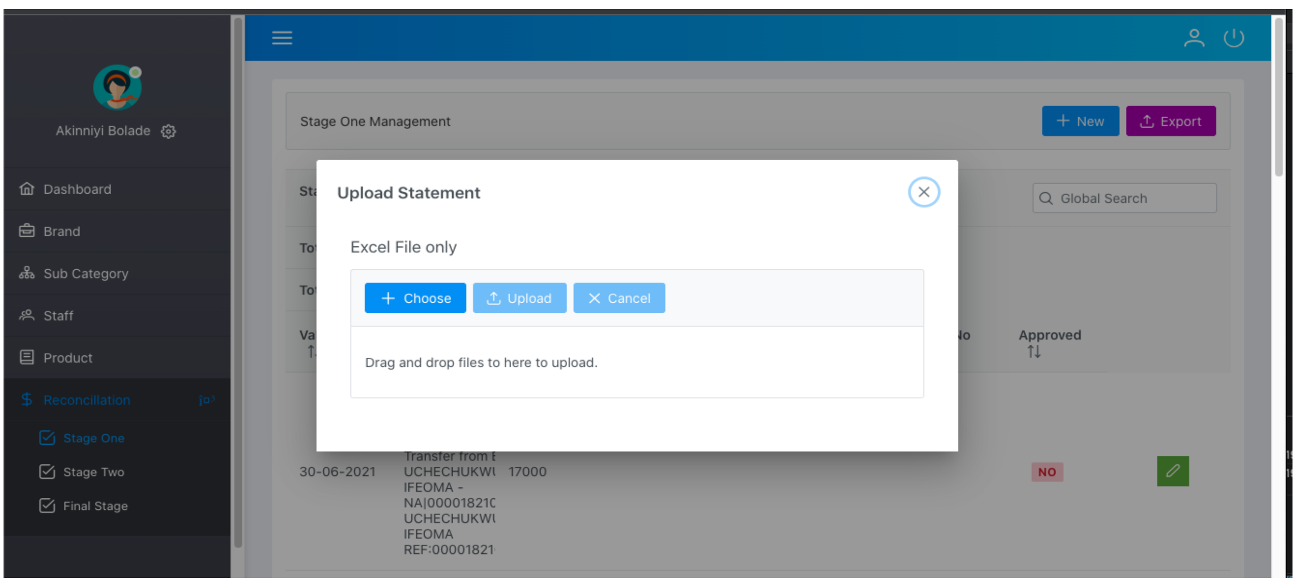
On this screen, you can do two major things:

- Upload account statement
- Manage first stage transaction approval

Uploading Bank Statement:

To upload a bank statement, follow the below processes.

1. Click the **New Upload Button** at the top right corner
2. A pop up window will be shown, you can either drag the excel file to the box as shown below or use the choose button to select the files from your device.
3. Once the file has been selected, click on the upload button.
4. Wait till the application finishes processing the statement.

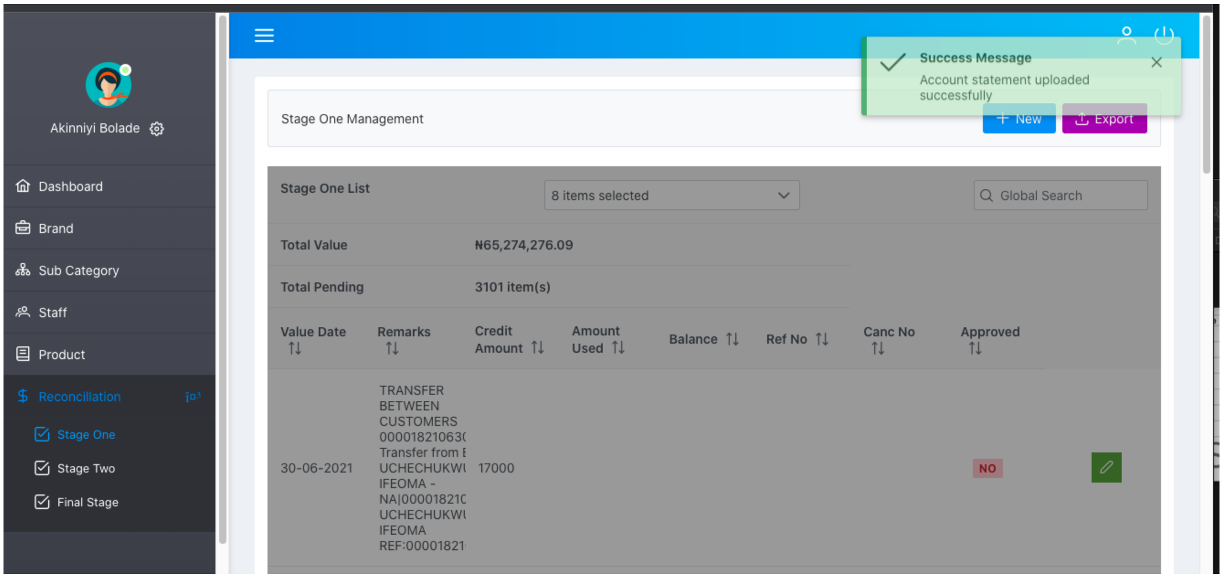


A success or error message will pop out at the top right when the software finishes processing the uploaded statement and the data table will also be populated accordingly.

Note:

The system supports XLSX files only. The first row must be in the following order

Trans Date	Reference	Value Date	Credit Amount	Remarks		

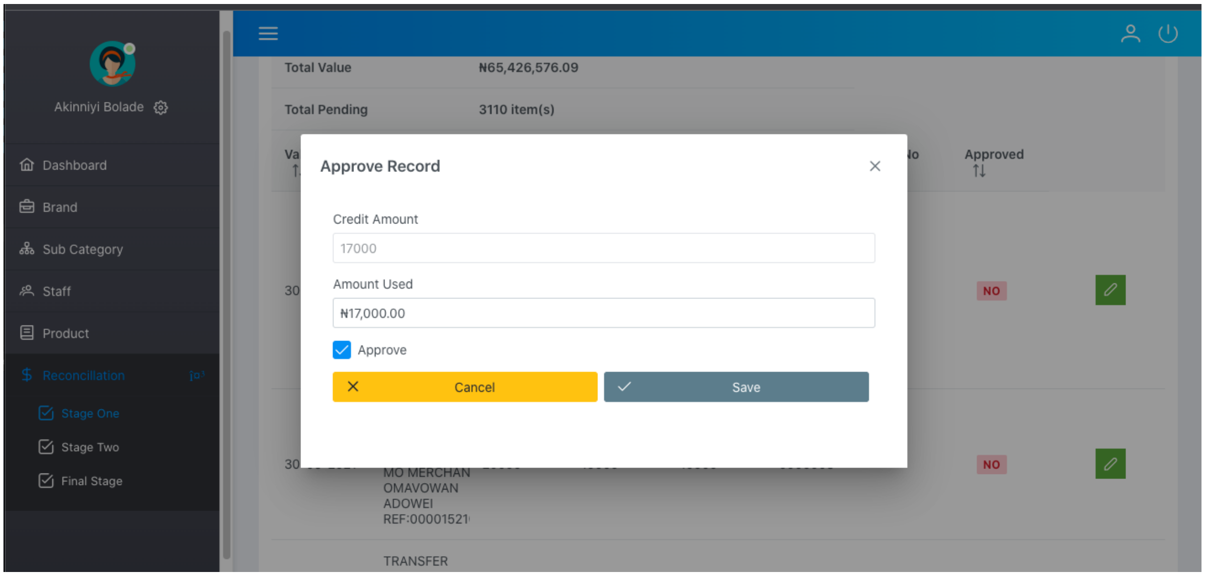


Manage first stage transaction approval

Approval is in stages and it starts from stage one down to the final stage.

In stage one,

1. Click on the pencil button on the transaction you wish to approve.
2. Fill in the amount used - Amount can be lesser than what was credited but can not be more.
3. Click the approval checkbox and save
4. Wait for the reference number that is alerted to you at the top right.



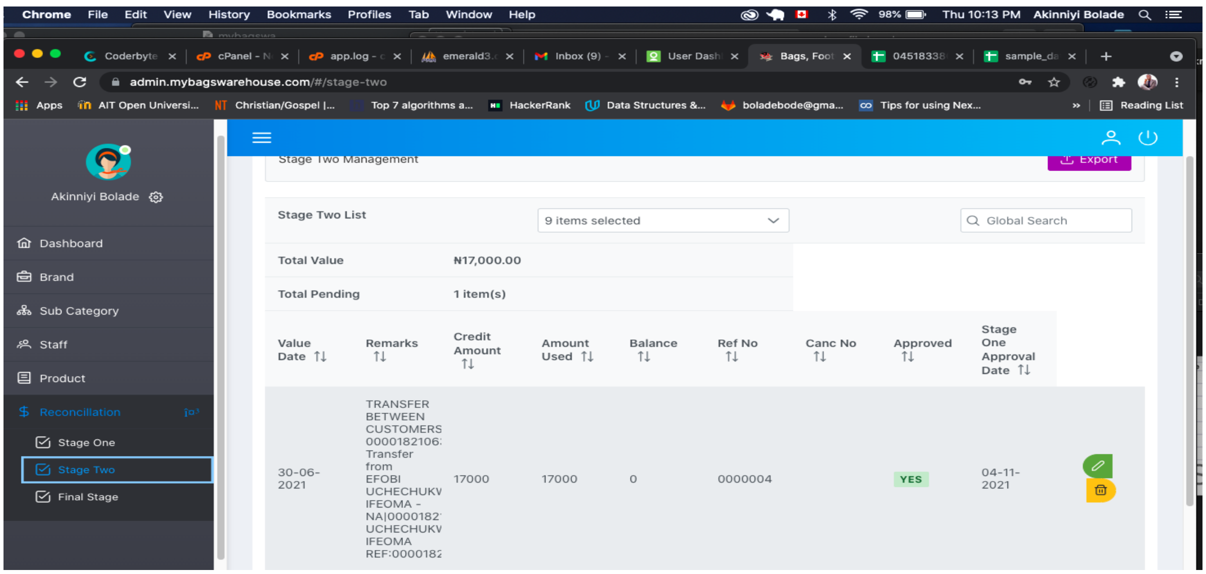
Note:

- ❖ **When the form is not filled, the save button will remain disabled.**
- ❖ **If the credit amount is totally used up, the transaction disappears from stage one and moves to the next stage of approval (stage two).**

Stage Two:

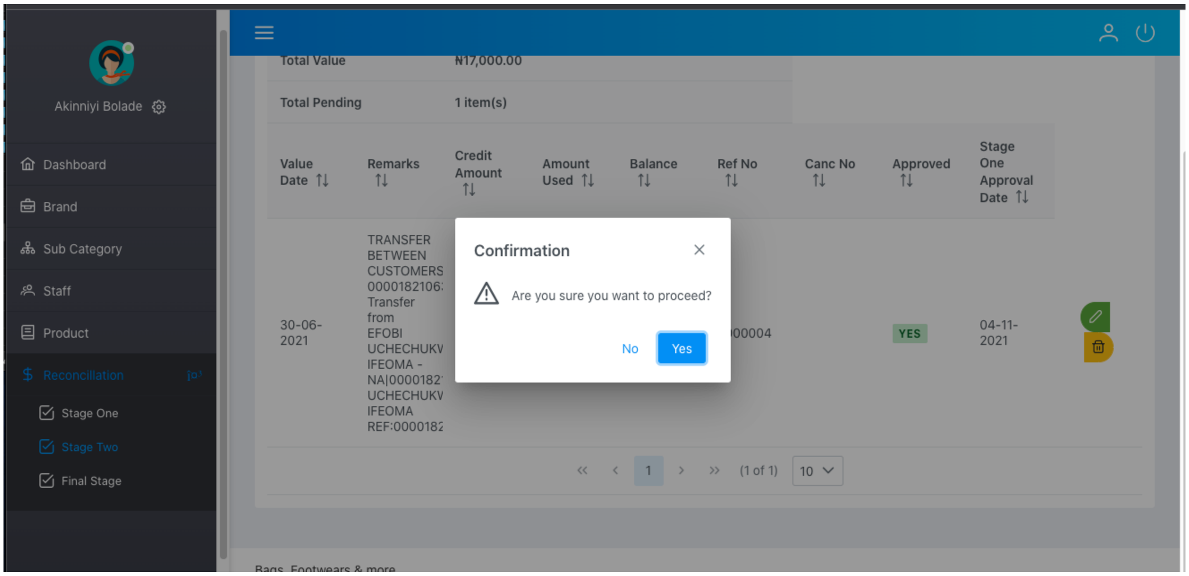
In this stage, you have the privilege to revert/cancel changes made from a certain transaction in stage one. You can also approve it for the final stage.

- ❖ When you revert/decline, a cancellation number will be generated by the system. This is so that you can easily filter from a list of several records in the system.
- ❖ Should you decide to approve, there shall be no reference number generated, as this has been generated for the transaction when it was approved in stage one.

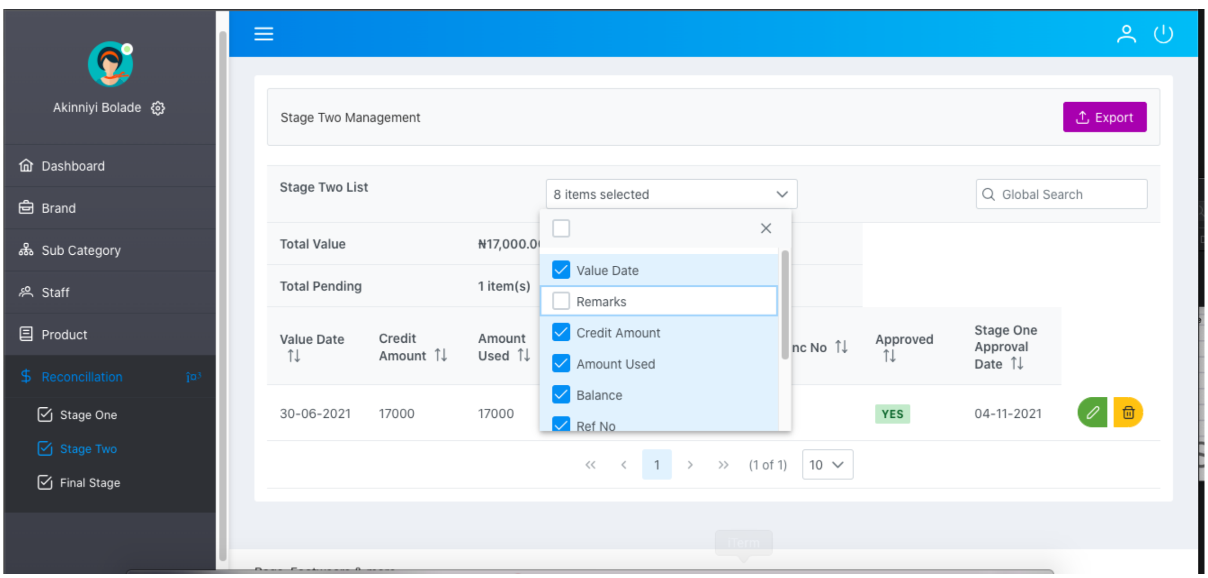


Any cancelled or approved transaction will move to stage one or final stage respectively.

In a case whereby you decide to cancel, a prompt will be shown to you, this is so that you agree that you actually plan to go on with the cancellation, hence avoiding transaction error, data mismanagement and human error.

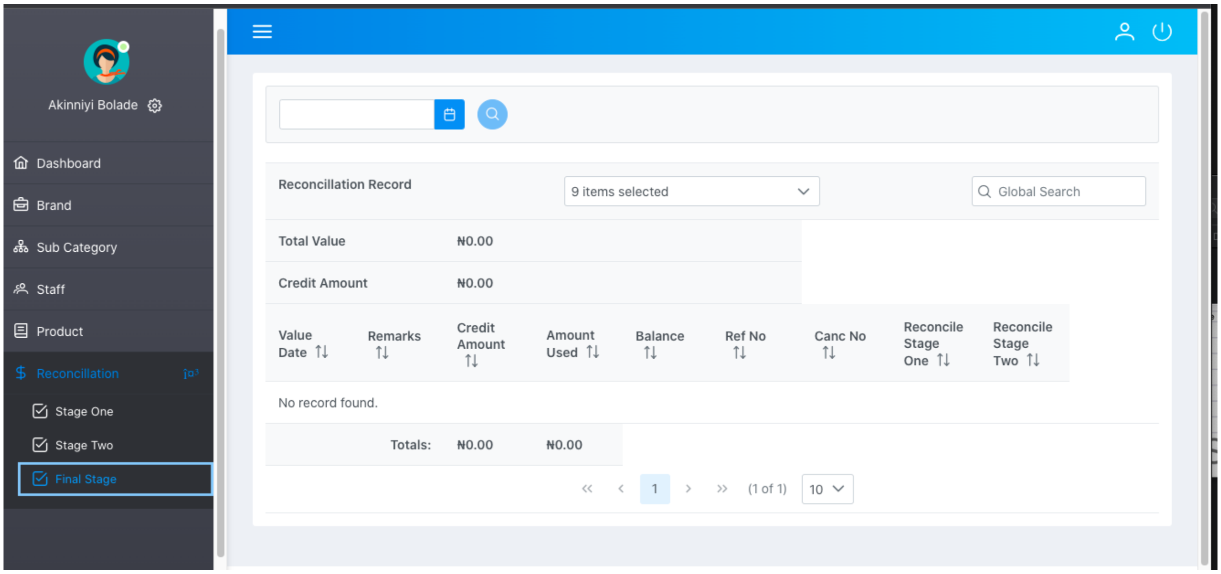


You can also filter out the record shown in the table using the drop down box at the table top by checking or unchecking the boxes in it.

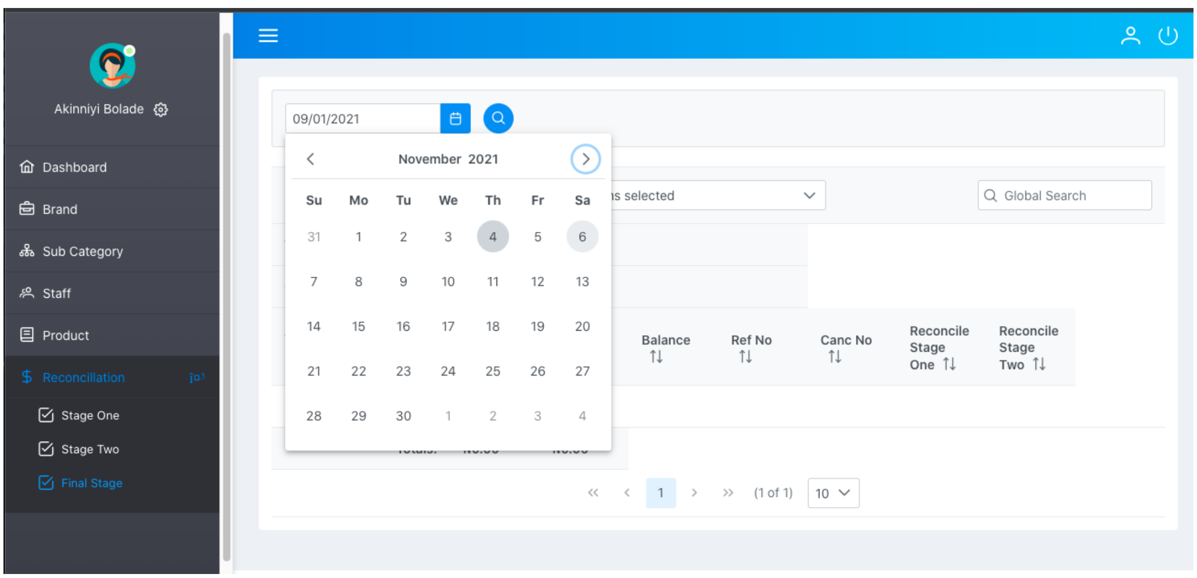


Final Stage:

By default, this stage shows an empty record.



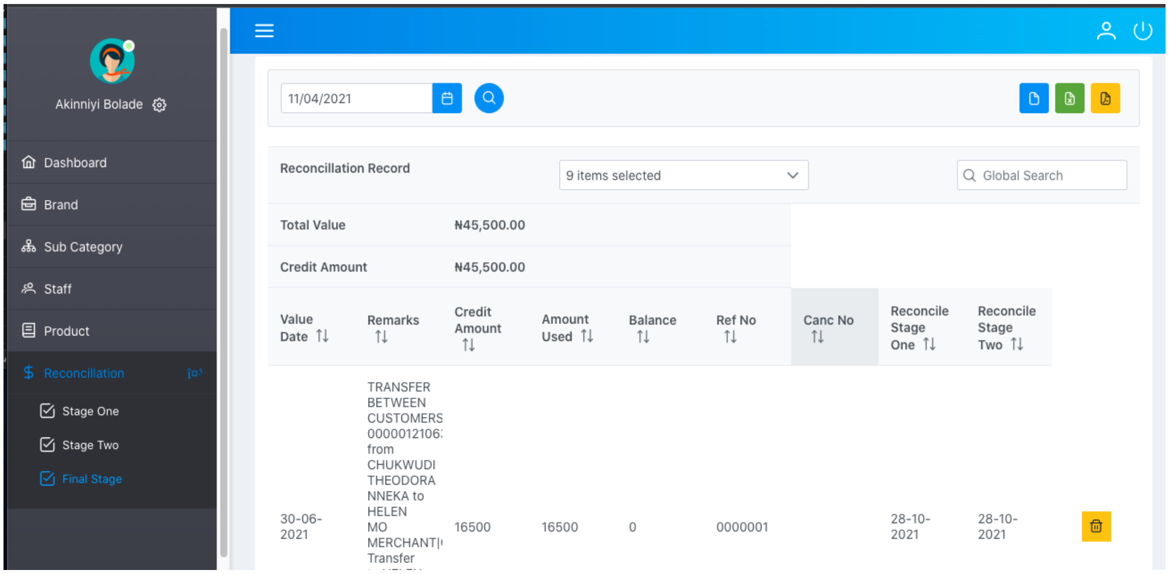
To get record, use the calendar box at the top to fetch a single day or a date range



Note:

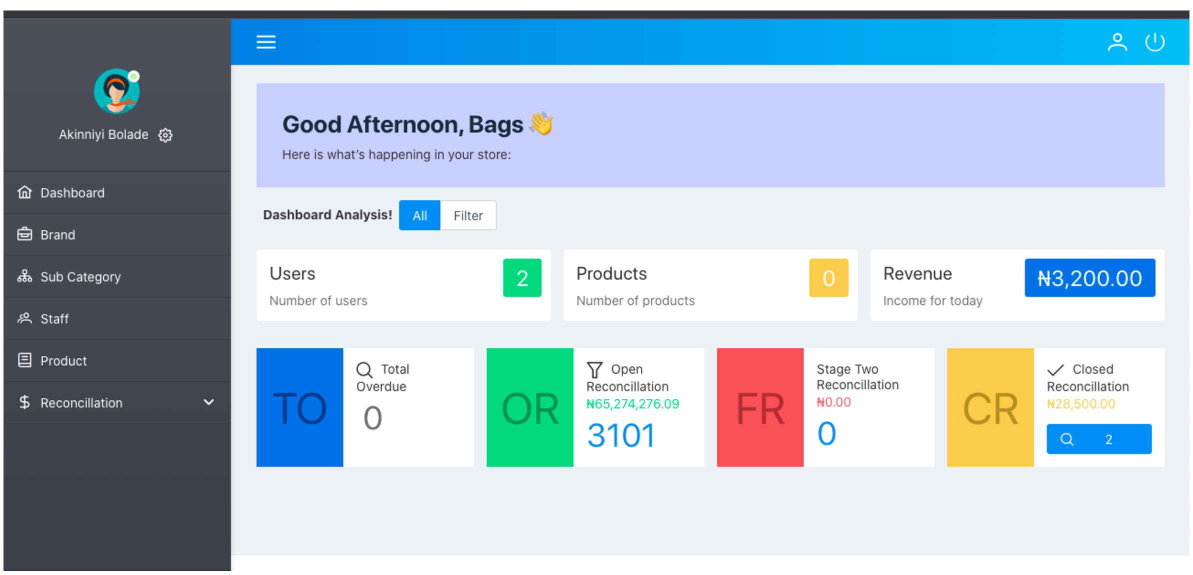
1. The first date selected will be the date the software will start fetching transactions from.
2. To use date range, select the first day of the month and year to filter before selecting the end date

After selecting the date, click the next icon by the calendar bos to fetch all transactions within that range.

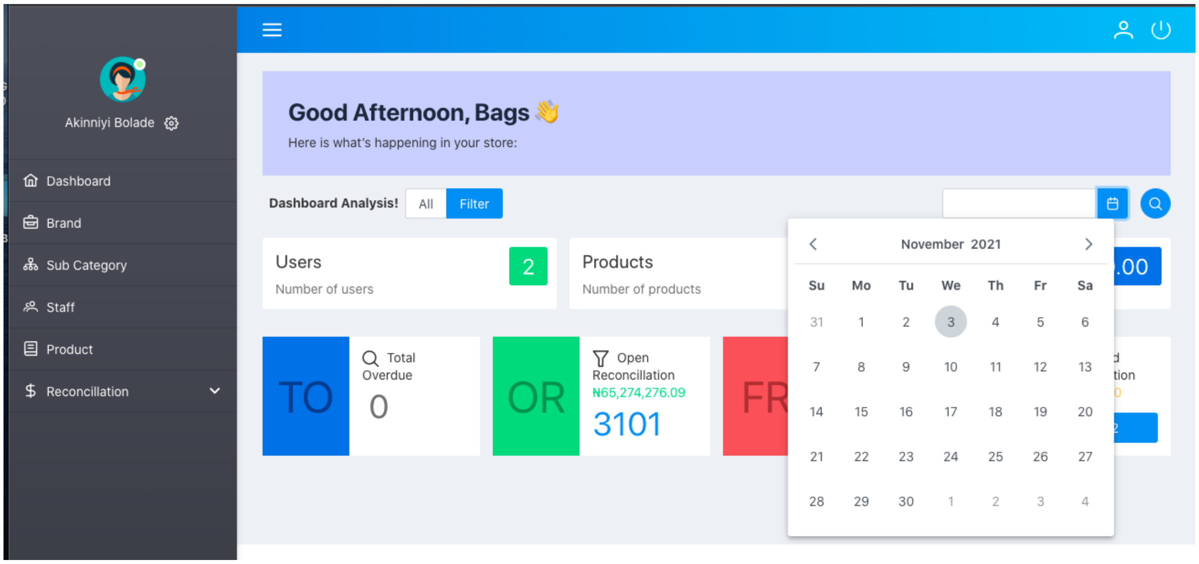


Three icon buttons basically meant for exporting fetched transactions will be shown at the top right corner. The buttons will not show if the there is no record from the date chosen

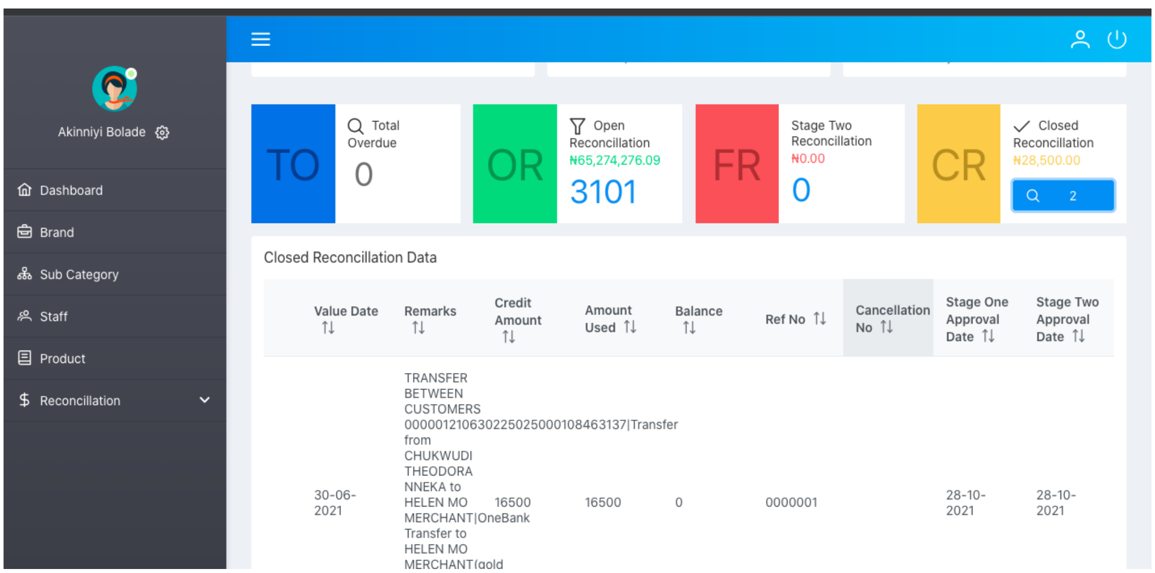
Dashboard
Here, we can see the summary all transactions, products and relevant information performed on the software.



The dashboard is empowered with a **filter feature** which allows users to filter through the summary using date range or all time data.

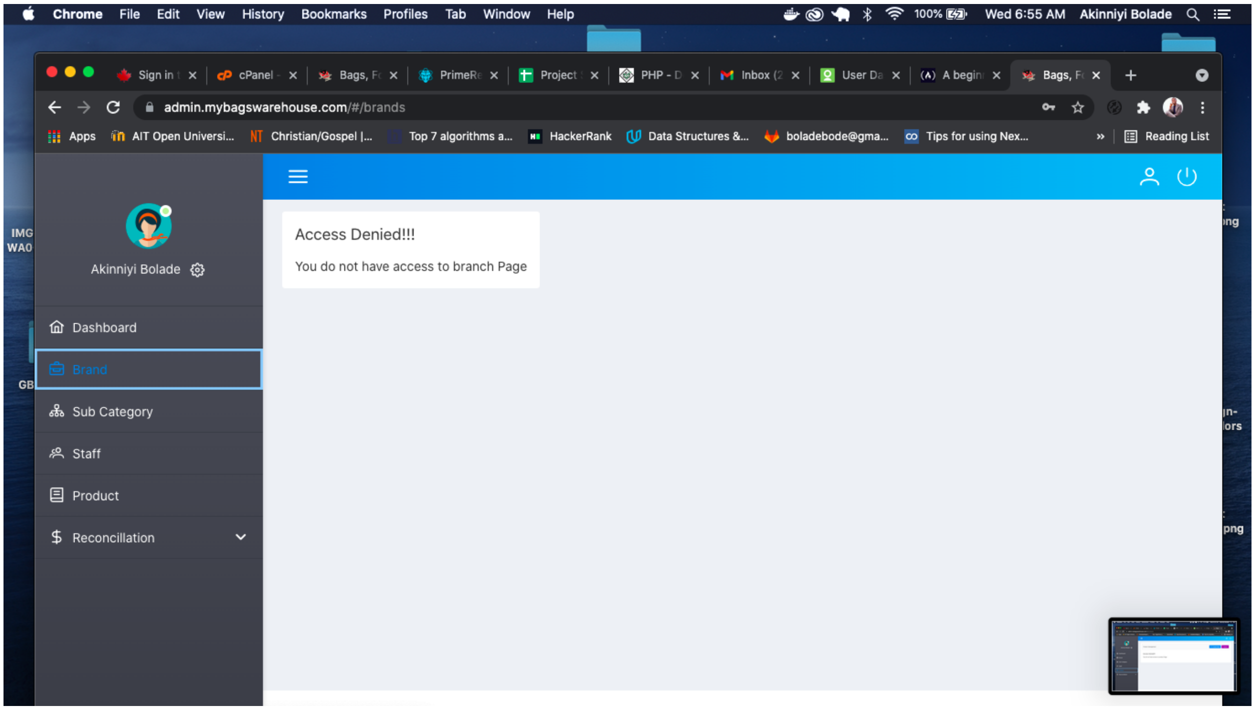


The closing reconciliation data can be shown on the dashboard when the button is clicked. The requested record will be rendered right below the summary cards.



Error pages:
The software is a role based access level application. Meaning that, if you do not have the privilege to perform certain actions (view record, create record, delete and modify), the system

will show you a access denied page.



Note:

If the above error page shows when you think you need access to the said page, please do well to contact your supervisor or the IT manager