# Expert Month-End Application User Guide

## Overview

### 1.1.1 About Expert

Expert is a leading company based in South Africa, specializing in facilitating seamless transactions between dealers and vendors. With a commitment to efficiency and transparency, Expert serves as the trusted intermediary, streamlining the business processes involved in these transactions.

### 1.1.2 Business Processes

In the dynamic landscape of business transactions, Expert plays a pivotal role as the intermediary connecting dealers and vendors. The core business process involves the capturing of transactions between the dealer and the vendor, with Expert acting as the central hub for communication and coordination.

**Key business processes:**

1. **Transaction Capture:**

The “Month End” application is designed to capture transactions between the dealer and the vendor. This ensures accurate and timely recording of all financial interactions.

1. **Middle-Man Facilitation:**

Expert serves as the middle man in the transactional process, facilitation communication and collaboration between the dealer and the vendor. This role enhances efficiency and reduces potential communication gaps.

1. **Remittance Procedures:**

* **Dealers to Expert:**

The application provides a streamlined process for capturing remittances from dealers to Expert. This ensures transparent and traceable financial transactions, contributing to the overall efficiency of the payment process.

* **Expert to Vendors:**

Additionally, the “Month End” application facilitates the remittance process from Expert to vendors. This feature allows for seamless financial transactions between Expert and vendors, contributing to a transparent and accountable financial ecosystem.

### 1.1.3 Importance of the “Month End” Application

The primary purpose of the “Month End” application is to enhance the efficiency of financial processes, specifically focusing on transactions between dealers and vendors. This guide will walk you through the installation, setup, and utilization of the application, ensuring that you can leverage its features to streamline month-end activities.

### 1.2 System Requirements

Before you begin using the “Month End” application, please ensure that your system meets the following requirements:

* **Operating System:** Windows 7 or later.
* **Processor:** Intel Core i5 or equivalent.
* **RAM:** 4GB
* **Disk Space:** 10GB

### 1.3 How to use this guide:

This user guide is structured to guide you through the entire process of using the “Month End” application. Please follow the sections in order to get the most out of the guide:

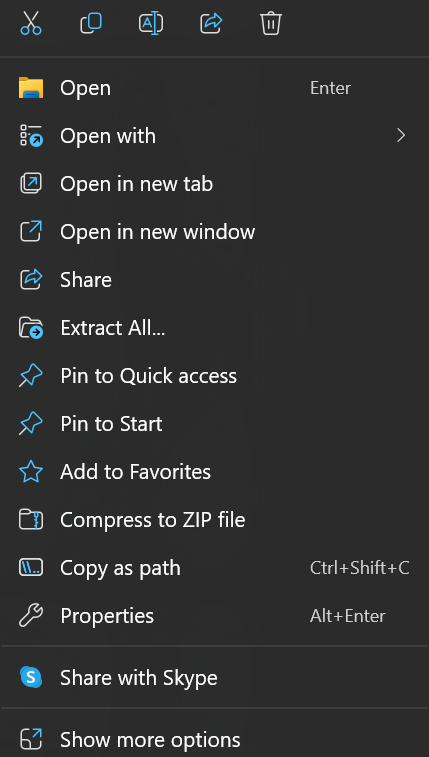
1. **Introduction:** Youa re currently reading the introduction, which provides you with an overview of the application.
2. **Getting Started:** Learn how to install and set up the “Month End” Application’s user interface.
3. **User Interface:** Familiarize yourself with the key elements of the application’s user interface.
4. **Main Features:** Explore detailed instructions on using each major feature of the application.
5. **Advanced Functionality:** If you are an advanced user, find instructions for more intricate tasks.
6. **Troubleshooting:** Discover solutions to common issues and error messages.
7. **FAQs:** Review frequently asked questions for quick answers.
8. **Support:** Find contact information for customer support and additional resources

Now, let’s get started with the installation and setup of the “Month End” application!

## 2. Getting Started

### Installation Instructions:

1. After receiving the complete zip folder from a trusted employee or administrator. Right click on the compressed folder. You will be prompted with the following:



1. A screenshot of a computer

   Description automatically generatedSelect the “Extract All” options. Thereafter you will be prompted with the following window:

1. Choose a destination of your choice where you want to install the application and click on the “Extract” button.
2. After the extraction of the folder completed, double click on the “MonthEnd” folder. You will thereafter see different files of the application showed in the following snapshot:

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1. Double click on the ISERMonthend.exe file. (If prompted with the following screen, click on the “More info” link.)

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1. Choose the “Run anyway option”.

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1. After selecting “Run Anyway” you will be prompted with the following screen:

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1. Use the credentials provided to you from an Expert Administrator or staff member to sign into the system.

Please note: If you are prompted with the following screen, your public IP was not registered on the system and assistance needs to be provided from system administrators to assign you to the system to gain access.

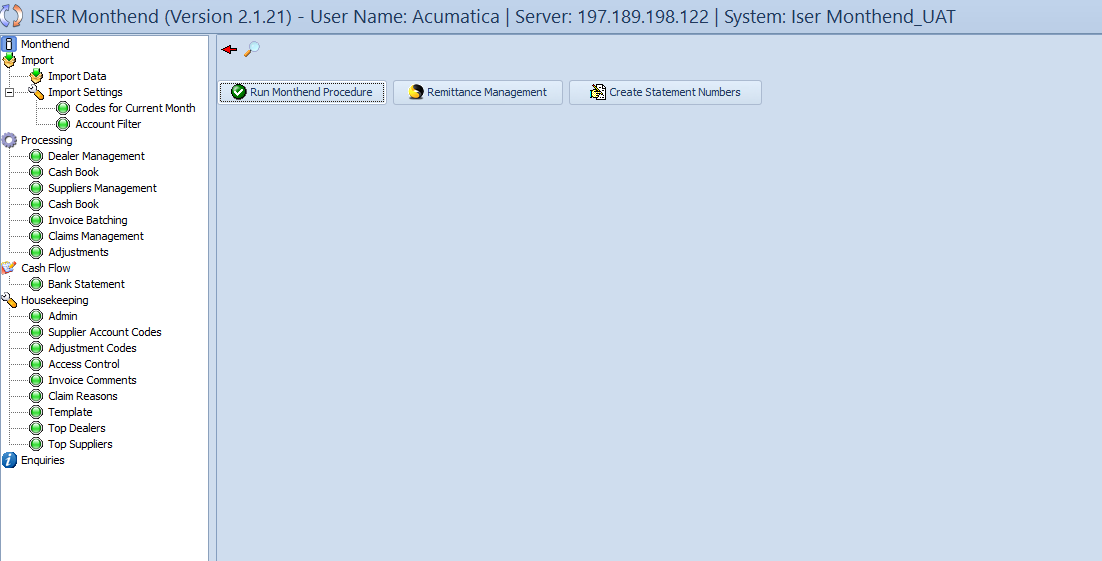


## User Interface

The user interface of the “Month End” application is designed to provide a user-friendly and intuitive experience. Familiarize yourself with the key elements outlined below to navigate and utilize the application efficiently. The application consists of different sections such as1. Running of month-end procedure 2. Import of data, 3. Processing, 4. Cash Flow, and 5. Enquiries. Each section will be discussed in the following subsections.

### How to navigate to the Running of Month -End procedure button:

1. Open the “Month-End.exe” file located on your local device. You will be prompted with the following screen:

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1. Considering the different views located on your left, you can see all the above mentioned sections and their business processes that will be discussed in more detail later in this guide.

Select the “Monthend” view that is located at the top of the list :



1. After selecting this view you will see 3 different buttons located inside of the view. 1. Run Monthend Procedure, 2. Remittance Management, 3. Create Statement Numbers.

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### Running of month-end procedure

The “Running of Month-End Procedure” section is a critical aspect of the “Month-end” application, encompassing essential functionalities to ensure a smooth month-end process. This section comprises three primary buttons:

1. **Run Month-End Procedure**

Clicking the “Run Month-End Procedure” button initiates the automated process of finalizing and consolidating month-end transactions. This button triggers the following actions:

* **Transaction Finalization:** Completes the processing of pending transactions.
* **Data Consolidation:** Aggregates financial data for accurate month-end reporting.
* **Report Generation:** Automatically generates month-end reports for review.

1. **Remittance Manager**

The “Remittance Manager” button provides access to a centralized hub for managing remittances. Key features include:

* **Dealers to Expert Remittance:** Capture remittances from dealers to Expert seamlessly.
* **Expert to Vendors Remittance:** Process payments to vendors efficiently.
* **Remittance History:** View a comprehensive history of all remittances.

1. **Create Statement Numbers**

The “Create Statement Numbers” button is instrumental in assigning unique statement numbers to transactions. This functionality aids in:

* **Transaction Tracking:** Enables the tracking of transactions using unique statement numbers.
* **Audit Trail:** Facilitates an organized audit trail for month-end activities.
* **Transaction Identification:** Enhances the identification and retrieval of specific transactions.

### Additional Tips:

* **Sequence of Execution:** It is recommended to follow a logical sequence by first running the month-end procedure, managing remittances, and then creating statement numbers.
* **Confirmation Prompts:** Be attentive to any confirmation prompts that may appear during these processes. Confirmations may include finalizing transactions or confirming remittances.

By using these buttons, you can efficiently execute crucial month-end tasks, ensuring accuracy, transparency, and compliance with financial processes.

### Import View

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### Import Data Subsection.

The “Import Data” subsection withing the “Import” section of the “Month End” application allows users to efficiently import critical data for processing month-end activities. This section is divided into two main subviews: “Import Dealer” and “Import Account”.

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**4.1.1 Import Dealer**

The “Import Dealer” subview facilitates the import of dealer-specific data. Here are the key components:

1. **Select Dealer for Import Grid:**

The grid displays relevant information, including:

* **Dealer Ref:** Unique reference identifier for each dealer.
* **Dealer:** Name of the dealer.
* **Locked:** Indicates whether the dealer is locked.
* **Partial Lock:** Indicates partial locking status.
* **Import:** Checkbox for selecting dealers for import.

1. **Import Dealers Button:**

Clicking this button initiates the import process for the selected dealers.

**4.1.2 Import Account**

The “Import Account” subview focuses on the import of account-related data. Components include:

1. **Dropdown List for Dealers:** A dropdown list to select the dealer for which accounts will be imported.
2. **Select Account for Import Grid:**

This grid displays relevant information including:

* + **Supplier Ref:** Reference identifier for the supplier.
  + **Account:** Account code.
  + **Account Description:** Description of the account.
  + **Locked:** Indicates whether the account is locked.
  + **Import:** Checkbox for selecting accounts for import.

1. **Import Accounts Button:**

Clicking this button initiates the import process for the selected accounts.

**4.1.3 Import Details**

* **Invoice Date (Day/Month/Year format):** Displays the invoice date in the day/month/year format.
* **Current Month Items (Day/Month/Year format):** Displays the current month items in the day/month/year format.
* **Show All Users Checkbox:** Check this box to display data for all users.
* **Refresh Button:** Click the refresh button to update the displayed data.

**4.1.4 Subview interaction**

* **Navigating Between Subviews:** Use the tabs to switch between the “Import Dealer” and “Import Account” subviews.
* **Import Dealer and import Account Buttons:** These buttons navigate directly to the respective subviews.

### 4.1.2 Import Settings

This form is at the current time unavailable and not applicable to be in use.

### Processing View

The “Processing” view within the “Month End” application is a comprehensive workspace designed to manage various critical business processes seamlessly. This view is instrumental in streamlining month-end activities and ensuring the accuracy of financial transactions. It consists of different subviews , each dedicated to specific functionalities and processes. The primary subviews include:

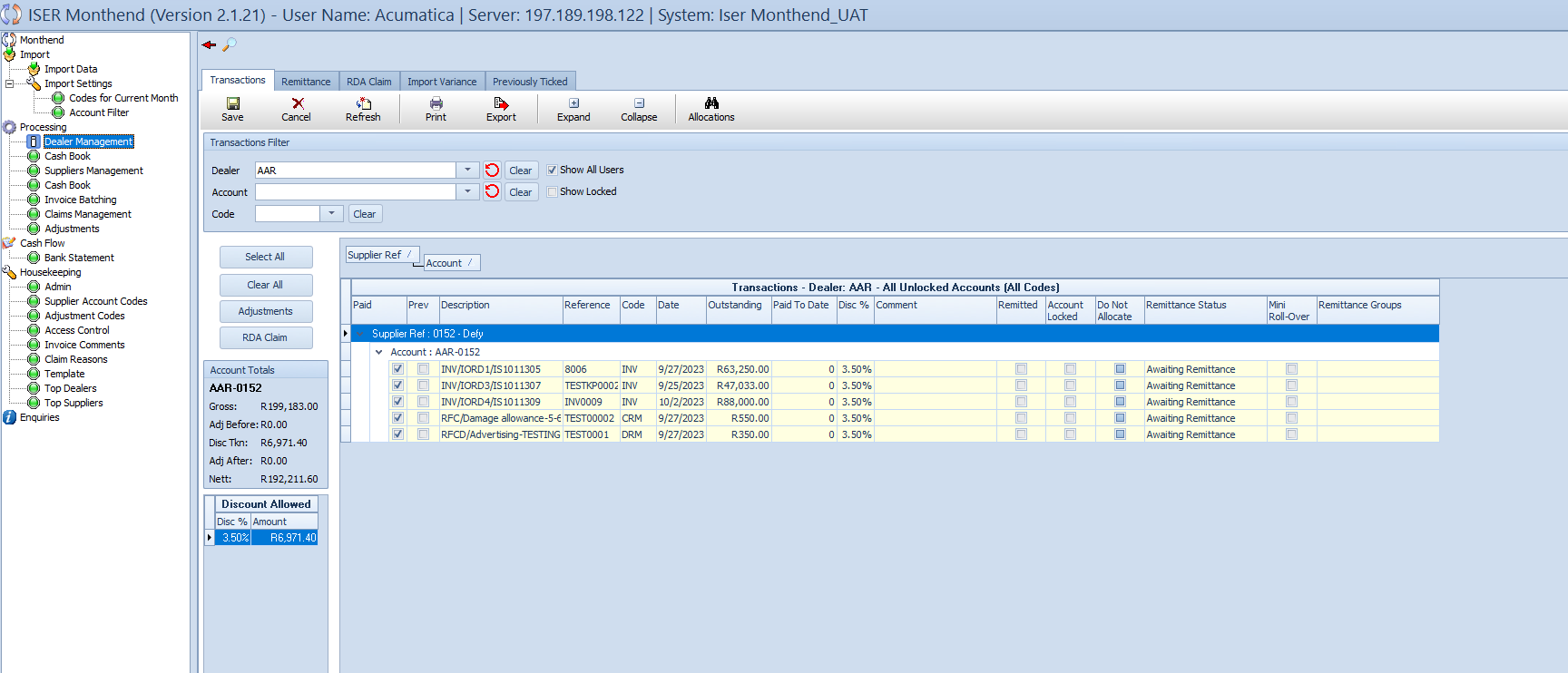
1. **Dealer Management:** This subview focuses on the efficient management of dealer-related tasks. It encompasses features related to dealer transactions, status monitoring, and overall dealer performance.
2. **Cashbook(Dealers):** The “Cashbook(Dealers)” subview provides a centralized location for managing financial transactions related to dealers. It includes features for recording dealer payments, maintaining an organized record of cash flow, and monitoring financial transactions specific to dealers.
3. **Suppliers Management:** The “Suppliers Management” subview is dedicated to handling tasks related to suppliers. It includes features for managing supplier transactions, monitoring supplier status, and evaluating overall performance.
4. **Cashbook(Suppliers):** The “Cashbook(Suppliers)” subview focuses on managing financial transactions related to suppliers. It includes features for recording supplier payments, maintaining an organized record of cash flow, and monitoring financial transactions specific to suppliers.
5. **Invoice Batching:** In the “Invoice Batching” subview, users can batch and process invoices, ensuring a systematic and efficient approach to handling billing and invoicing activities.
6. **Claims Management:** The “Claims Management” subview provides tools for making necessary adjustments to financial transactions, ensuring that any discrepancies are addressed and corrected effectively.

Within each subview, users will find specific subsections tailored to address different aspects of the corresponding business processes. This modular approach enhances user experience and allows for focused attention on individual tasks.

Navigate through each subview to leverage the specialized functionalities offered, contributing to a streamlined and effective month-end processing experience.

### Dealer Management

* + - 1. **Dealer Management -Transactions**

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The “Transactions” subview within the “Dealer Management” view is designed to manage and display transactions specific to the selected dealer. This subview comprises a user-friendly interface with several key components:

**Transactions Filter Grid:**

* **Dealer Dropdown:** Use the dropdown to select the specific dealer for whom you want to view transactions.
* **Account Dropdown:** Choose an account from the dropdown to filter transactions by account.
* **Code Dropdown:** Select a code associated with the dealer to further refrine the transaction list.
* **Show All Users Checkbox:** Check this box to display all the dealers in the dropdown, enabling you to select any dealer for viewing transactions.
* **Refresh Button:** Click the refresh button to update the page based on the selected dealer, account, and code.

**Transactions Output Table:**

* **Table Heading:** Transactions – Dealer: (Name of dealer - All Unlocked Accounts (All codes)
* **Table Columns:**

1. Paid (Checkbox)
2. Prev(Checkbox)
3. Description
4. Reference
5. Code
6. Date
7. Outstanding
8. Paid to Date
9. Disc%
10. Comment
11. Remitted(Checkbox)
12. Account Locked(Checkbox)
13. Do Not Allocate(Checkbox)
14. Remittance Status
15. Mini Roll-Over(Checkbox)
16. Remittance Groups

**Transaction Table Buttons**

* **Select All:** Click this button to select all transactions in the table,
* **Clear All:** Click this button to clear the selction of all transactions.
* **Adjustments:** Click this button to make adjustments to the selected transactions.
* **RDA Claims:** Click this button to initiate an RDA (Retail Development Allowance) claim for the selected transactions.

**Account Totals Grid**

* **Grid Heading:** Displays the Dealer account code
* **Grid Columns:**

1. Gross
2. Adjustments Before
3. Discounts Taken
4. Adjustments After
5. Net total

**Discount Allowed Table**

* **Table Heading:** Discount Allowed
* **Table Columns:**

1. **Disc% (Discount Percentage)**
2. **Amount**

**Interacting with the table**

* **Paid(Checkbox):** Indicate items that are to be paid by checking the “Paid” checkbox.
* **Selecting and Clearing:** Use the “Select all” and “Clear all” buttons for efficient selection parameters.
  + - 1. **A screenshot of a computer

         Description automatically generatedDealer Management – Remittance**

The “Remittance” subview within the “Dealer Management” view focuses on handling remittance details for each dealer. This subview comprises essential components for efficient management.

**Transactions Filter Grid**

* **Dealer Dropdown:** Select the specific dealer for whom you want to manage remittance transactions.
* **Period of Remittance Dropdown:** Choose the period for remittance from the dropdown.
* **Show All Users Checkbox:** Check this box to display all dealers in the dropdown, enabling selection for remittance.
* **Show Locked Checkbox:** Check this box to display locked transactions in the “Remittance Transactions” table.
* **Select Transactions Button:** Click this button to select remitted transactions based on the chosen criteria.

**Remittance Transactions Table**

* **Table Columns:**

1. Collected
2. Date
3. Code
4. Reference
5. Description
6. Debit
7. Credit
8. Outstanding

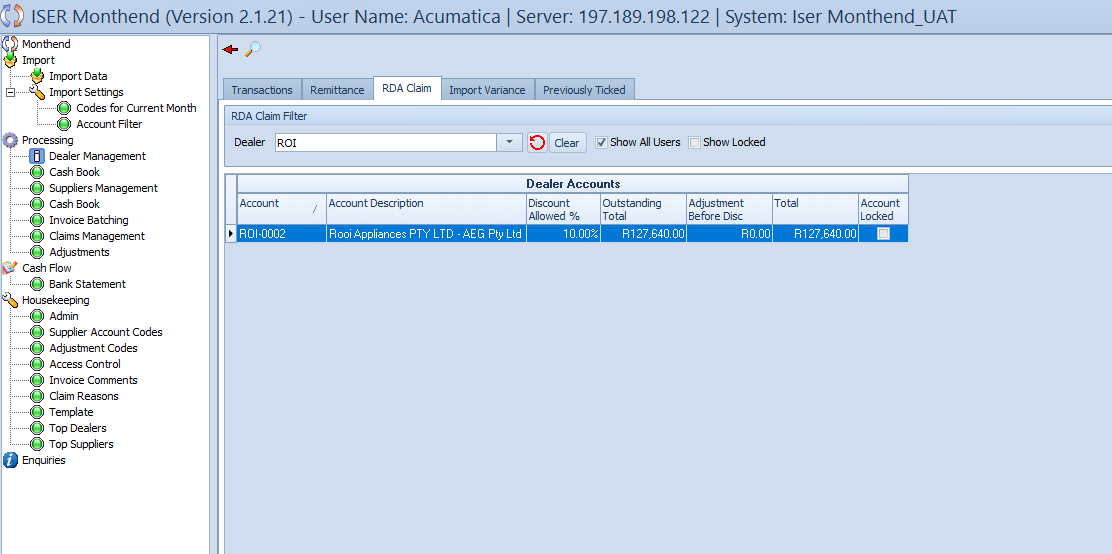
**Account Totals Grid**

* **Grid Columns:**

1. Gross
2. Discount
3. Discount Amount
4. Credits
5. Payment Due

**Interacting with the subview**

* **Dealer and Period Selection:** Utilize the dropdowns to choose the dealer and period of remittance.
* **Show All Users Checkbox:** Ensure this box is checked to display all dealers for selection.
* **Show Locked Checkbox:** Check this box to include locked transactions in the remittance process.
* **Select Transactions Button:** Click to choose remitted transactions based on selected criteria.
* **Remittance Transactions Table:** Display collected, date, code, reference, description, debit, credit, and outstanding data fields.
* **Account Totals Grid:** Presents Gross, discount, discount amount, credits, and payment due for the selected period.
  + - 1. **Dealer Management -RDA Claim**

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The “RDA Claim” subview within the “Dealer Management” view provides an overview of all the claims made. This subview consists of key components for effective management:

**RDA Claim Filter Grid:**

* **Dealer Dropdown:** Select the specific dealer for whom you want to view RDA Claims.
* **Show All Users Checkbox:** Check this box to display all dealers in the dropdown, enabling selection for RDA claims.
* **Show Locked Checkbox:** Check this box to include locked claims in the output tables.

**Dealer Accounts Table:**

* **Table Columns:**

1. Account
2. Account Description
3. Discount Allowed
4. Outstanding Total
5. Adjustment Before Disc
6. Total
7. Account Locked(Checkbox)

**RDA Claim Table**

* **Table Columns:**

1. Outstanding
2. Remittance Code
3. Adjustment Before Discount
4. Discount Allowed %
5. Discount Taken %
6. Discount Amount Taken

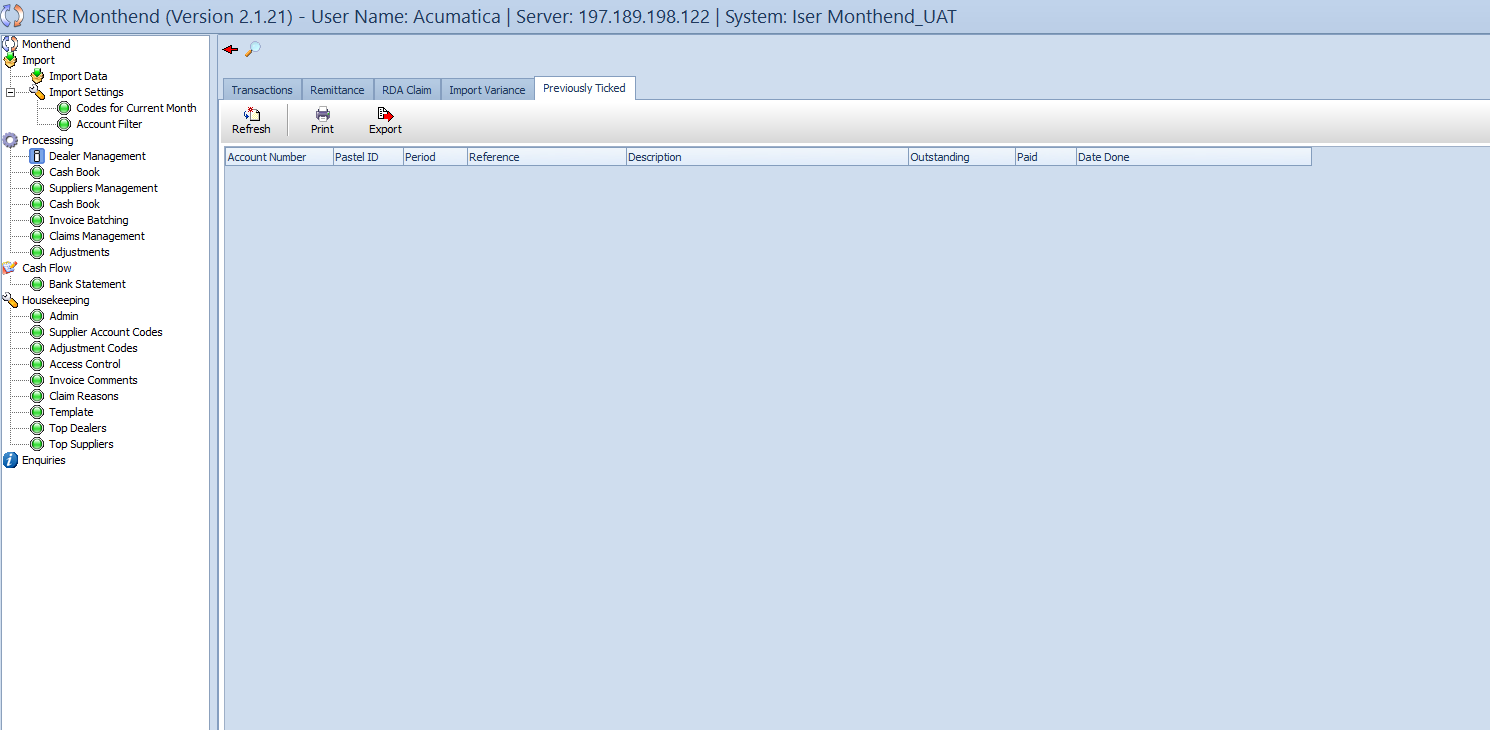
* **Table Heading:** RDA Claim – Account: [Account code] – Discount Allowed: [Discount Allowed % in the Dealer Accounts Table].

**Interacting with the Subview**

* **Dealer Selection:** Choose the dealer for whom you want to view RDA claims from the dropdown.
* **Show All Users Checkbox:** Ensure this box is checked do display RDA claims selection
* **Show Locked Checkbox:** Explore this box to include locked claims in the output tables.
  + - 1. **Dealer Management – Import Variance**

This is view is not currently used and only displays the difference between previous and current imported data.

* + - 1. **Dealer Management – Previously Ticked**

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The “Previously Ticked” subview within the “Dealer Management” view displays transactions that have been marked or ticked for reporting purposes. This subview comprises essential components for efficient management:

**Output Table:**

* **Table Columns:**

1. Account Number
2. Pastel ID
3. Period
4. Reference
5. Description
6. Outstanding
7. Paid
8. Date Done

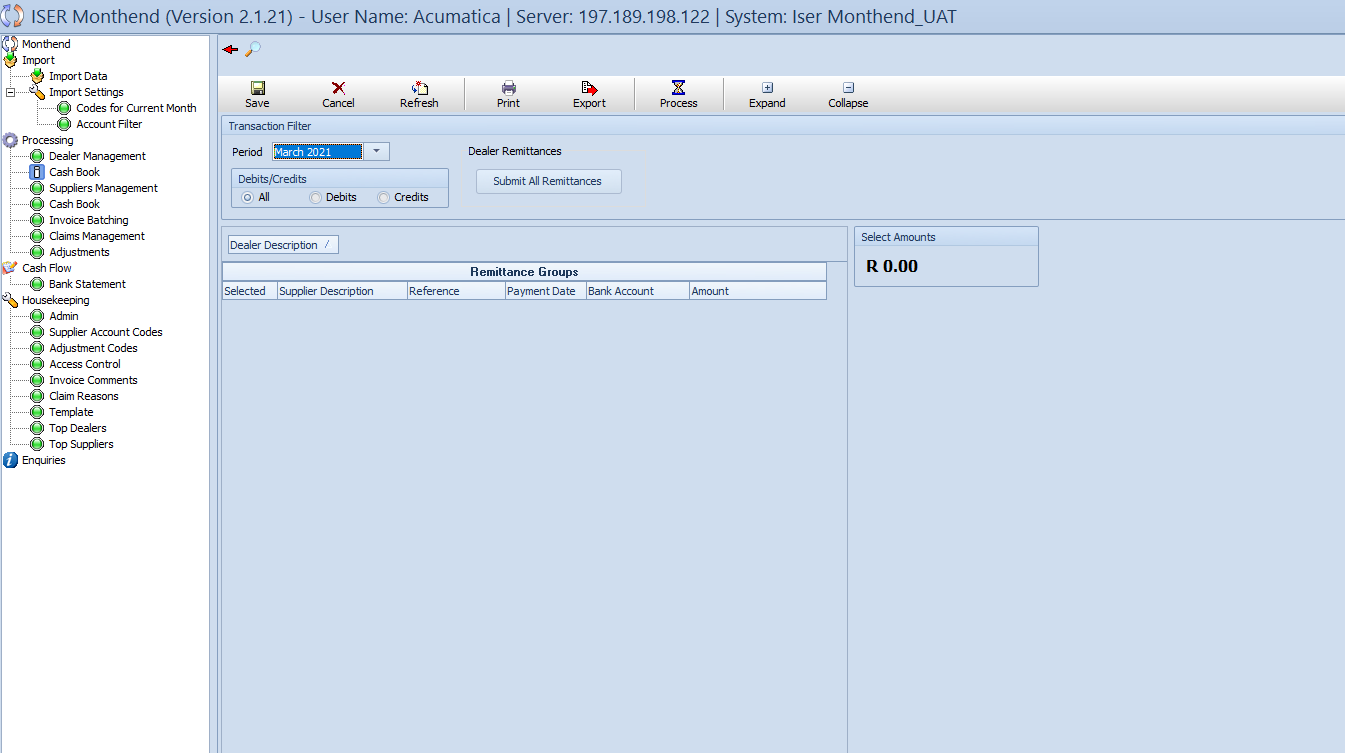
* **Action Buttons**

1. **Refresh Button:** Click this button to refresh the table output for record-keeping or reporting.
2. **Print Button:** Use the Print button to print the output for record-keeping or reporting.
3. **Export Button:** Click the Export button to export the data for further analysis or external use.

**Interacting with the subview**

* **Table Data:** The table displays information about previously ticked transactions, including account number, pastel ID, period, reference, description, outstanding amount, paid amount, and the date the transaction was marked.

### Cashbook (Dealers)



The “Cashbook” subview within the “Processing View” is dedicated to managing the cashbook for dealers, handling remittances from different dealers, and overseeing Dealer to Expert Remittances. This subview consists of key components for effective management:

**Top Grid:**

* **Buttons:**

1. **Save:** Save changes made in the table.
2. **Cancel:** Cancel the changes and revert to the previous state.
3. **Refresh:** Update the data displayed in the Remittance Groups table.
4. **Print:** Print the displayed data for record-keeping.
5. **Export:** Export the data for external analysis.
6. **Process:** Process the selected remittances.
7. **Expand:** Expand the view to display more detail.
8. **Collapse:** Collapse the view to provide a concise overview.

**Transaction Filter Grid:**

* **Date Interval Dropdown:** Choose from different intervals of dates for filtering transactions.
* **Debits/Credits/All Single Selection Combobox:** Select either Debits, Credits, or All to filter the transactions accordingly.
* **Submit All Remittances Button:** Click to submit ticked remittances.

**Remittance Groups Table:**

* **Table Header:** Remittance Groups
* **Table Columns:**

1. Selected
2. Supplier Description
3. Reference
4. Payment Date
5. Bank Account
6. Amount

**Amount Output Grid**

* **Selected Amounts of Remittances:** Displays the total amount of the selected remittances.

**Interacting with the subview:**

* **Top Grid Buttons:** Utilize the Save, Cancel, Refresh, Print, Export, Process, Expand, and Collapse buttons for various operations.
* **Transaction Filter:** Choose the date interval and transaction type to filter the displayed transactions
* **Submit All Remittances Button:** Submit ticked remittances with this button.
* **Remittance Groups Table:** View and manage remittances from different dealers.
* **Amount Output:** Observe the total amount of the selected remittances.