# 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:

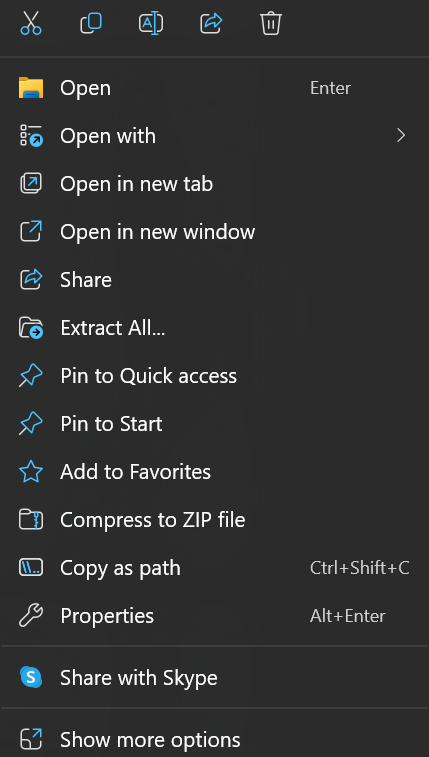
1. **Introduction:** Youa re currently reading the introduction, which provides you with an overview of the application.
2. **Getting Started:** Learn how to install and set up the “Month End” Application’s user interface.
3. **User Interface:** Familiarize yourself with the key elements of the application’s 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.

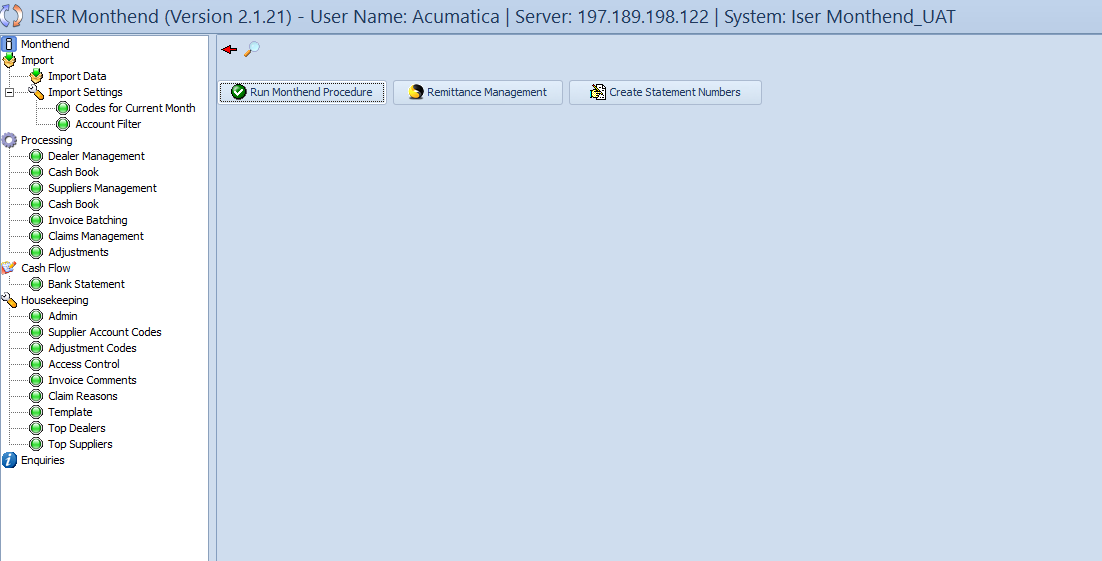


## User Interface

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:

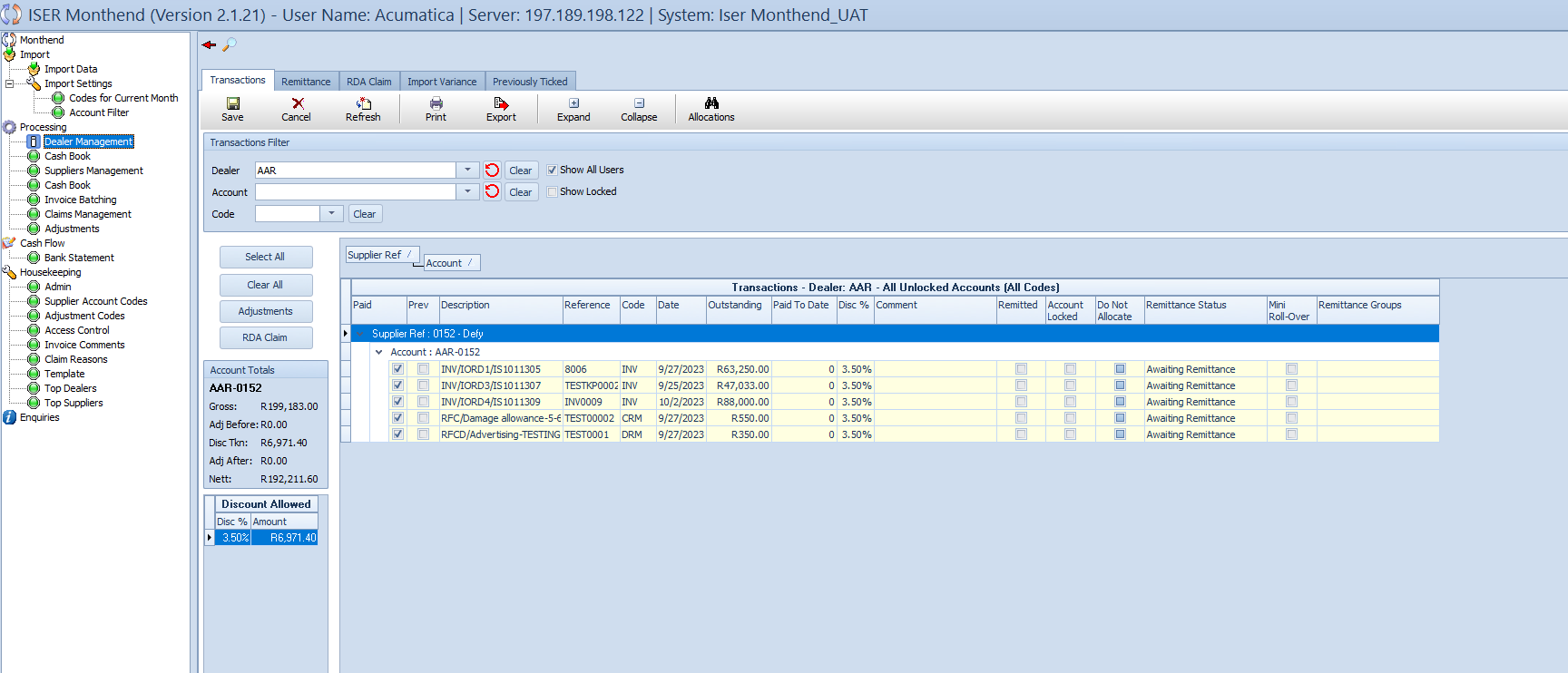
1. **Dealer Management:** This subview focuses on the efficient management of dealer-related tasks. It encompasses features related to dealer transactions, status monitoring, and overall dealer performance.
2. **Cashbook(Dealers):** The “Cashbook(Dealers)” subview provides a centralized location for 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

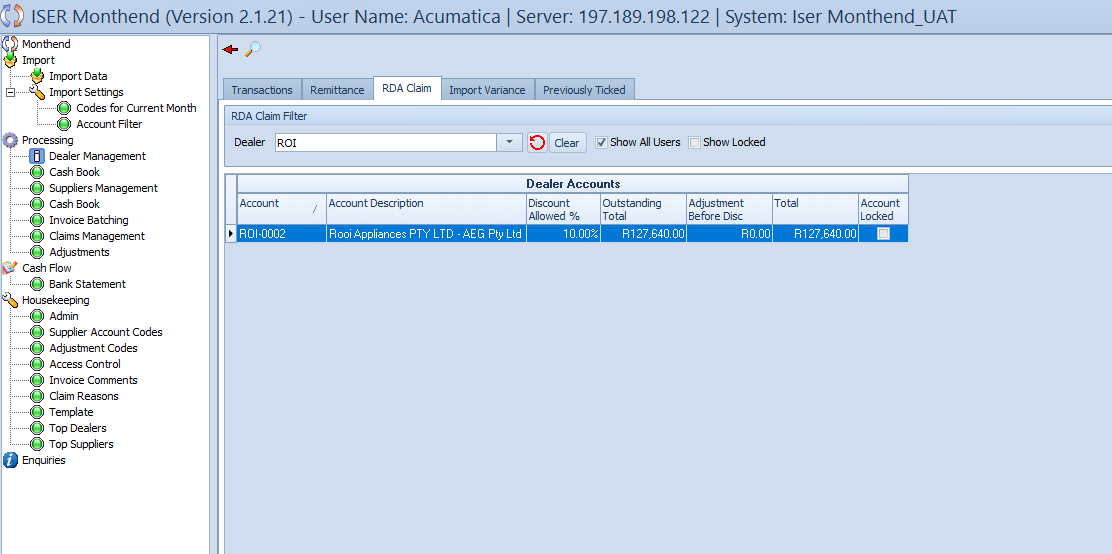
**Account Totals Grid**

* **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

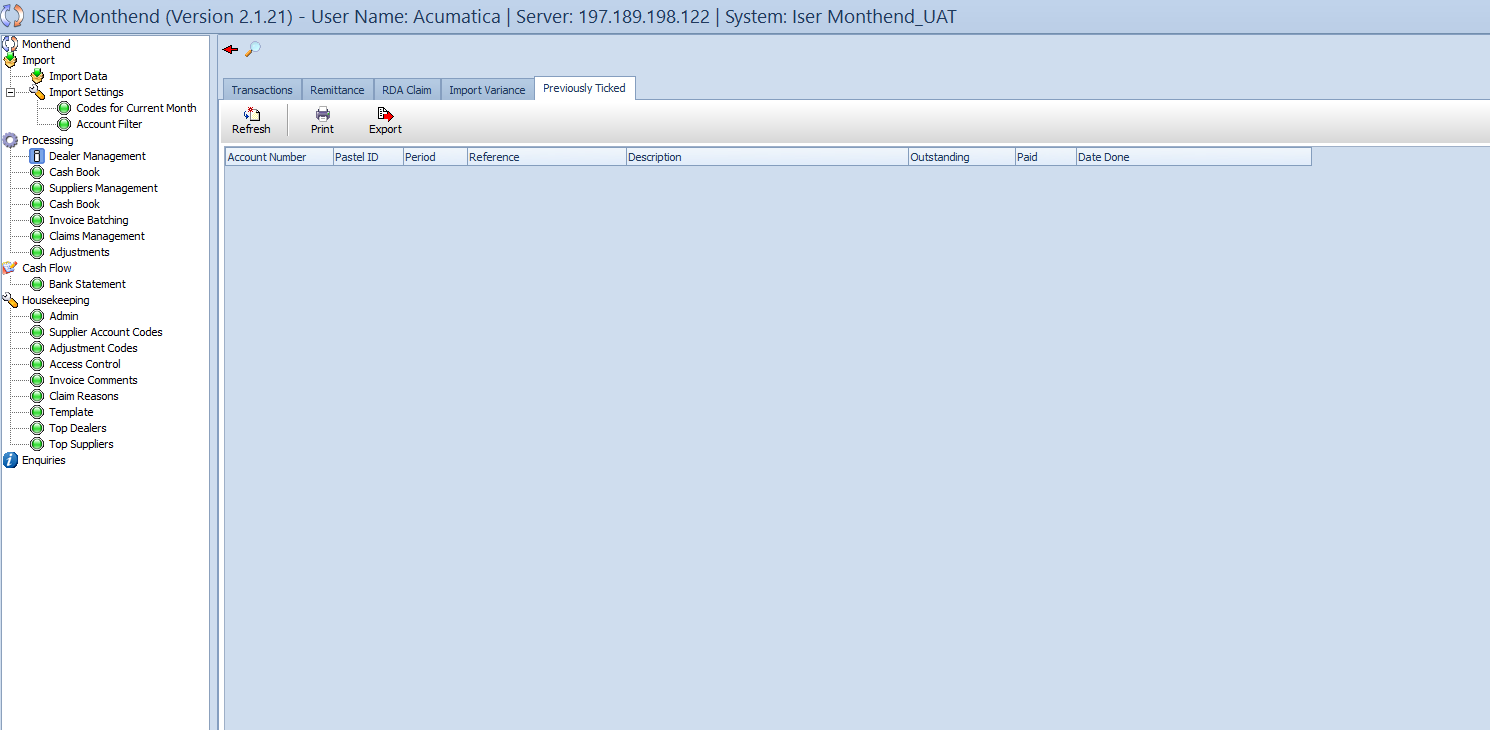
* **Table Heading:** RDA Claim – Account: [Account code] – Discount Allowed: [Discount Allowed % in the Dealer Accounts Table].

**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

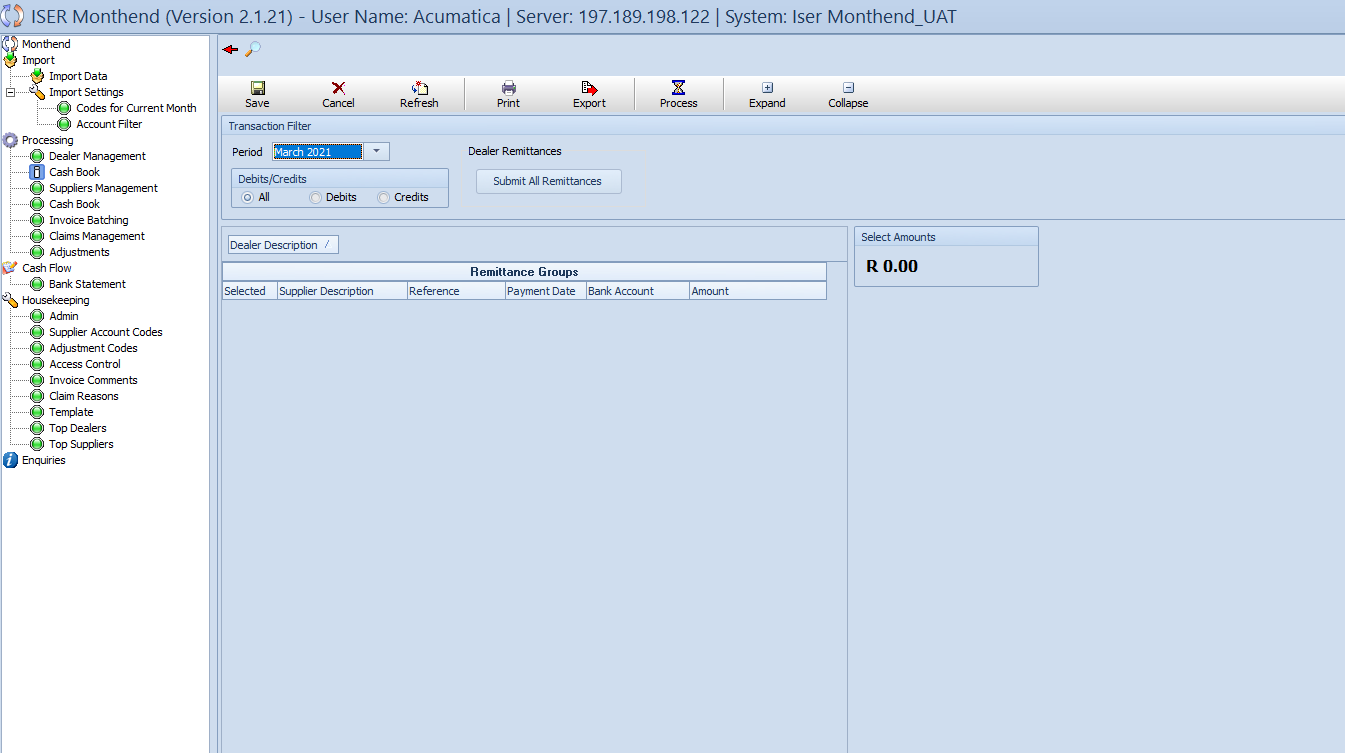
* **Action Buttons**

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**

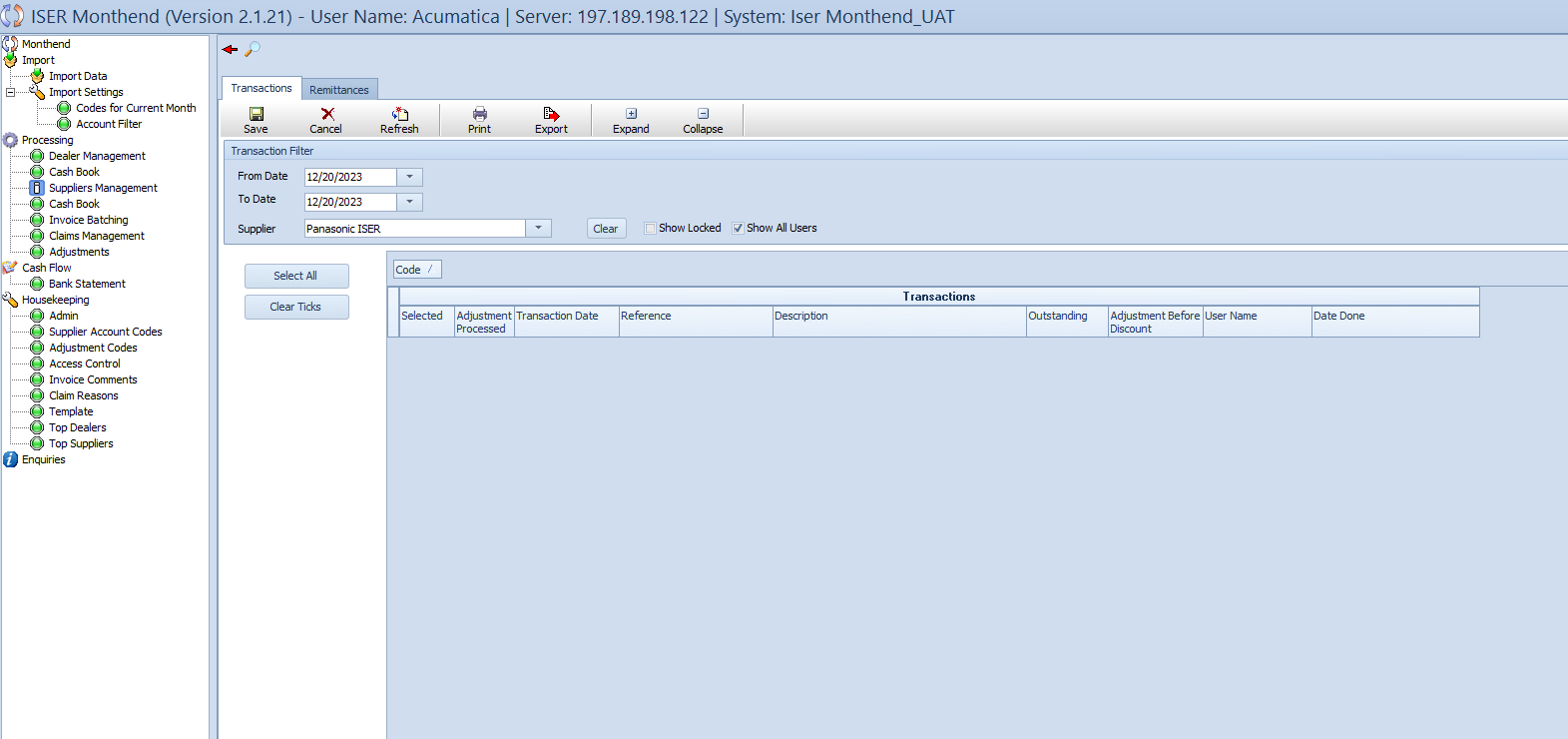
* **Selected Amounts of Remittances:** Displays the total amount of the selected remittances.

**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.

### Processing View- Suppliers Management

* + - 1. **Processing View – Suppliers Management - Transactions**



The “Transactions” subview within the “Suppliers Management” view is designed to manage transactions for suppliers. This subview consists of two main components: The top grid and the transactions table.

**Top Grid:**

* **Buttons:**

1. **Save:** Save changes made in the grid and the table.
2. **Cancel:** Cancel the changes and revert to the previous state.
3. **Refresh:** Update the data displayed in the Transactions Table.
4. **Print:** Print the displayed data for record-keeping.
5. **Export:** Export the data for external analysis.
6. **Expand:** Expand the view to display more details.
7. **Collapse:** Collapse the view to provide a concise overview.

**Transaction Filter Grid:**

* **Date Interval Dropdowns:** Choose a time interval with “From Date” and “To Date” dropdowns for filtering transactions.
* **Supplier Dropdown:** Select a supplier from the dropdown to filter transactions for that supplier.
* **Clear Button:** Clear the selected supplier to reset the filter.
* **Show Locked Checkbox:** Check this box to display locked transactions in the Transactions Table.
* **Show All Users:** Check this box to display transactions for all users.

**Transactions Table:**

* **Table Columns:**

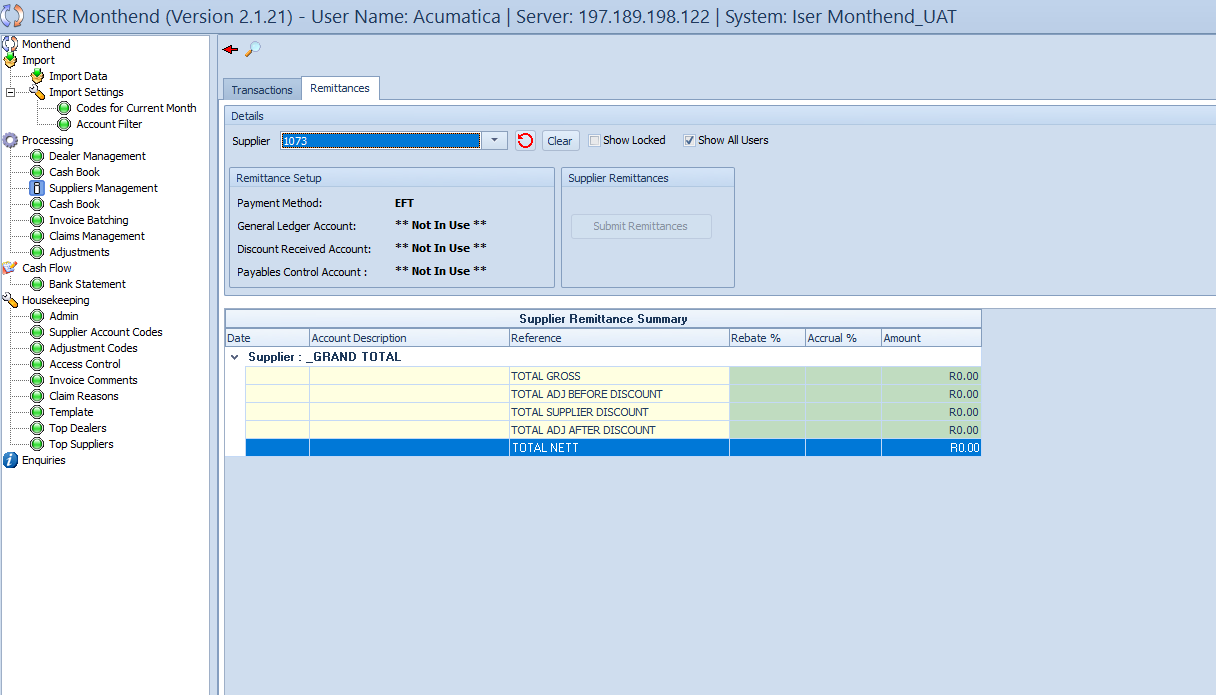
1. Selected.
2. Adjustment Processed
3. Transaction Date
4. Reference
5. Description
6. Outstanding
7. Adjustment Before Discount
8. User Name
9. Date Done

**Action Buttons:**

* **Select All:** Click this button to select all transactions in the table.
* **Clear Ticks:** Click this button to clear the selection of all transactions.

**Interacting with the subview**

* **Top Grid Buttons:** Utilize the Save, Cancel, Refresh, Print, Export, Expand, and Collapse buttons for various operations.
* **Transaction Filter:** Choose the date interval, supplier and other options to filter transactions.
* **Transactions Table:** View and manage supplier transactions. Including adjustment processing details.
* **Select All and Clear Ticks Buttons:** Efficiently manage the selection of transactions.
  + - 1. **Processing View – Suppliers Management – Remittance**

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The “Remittance” subview within the “Suppliers Management” view is designed to handle remittances for suppliers. This subview consists of several components, including the “Details” Grid, “Remittance Setup” grid, and the “Supplier Remittance Summary” output table.

**Details Grid**

* **Supplier dropdown:** Select a supplier from the dropdown to manage remittances for that supplier.
* **Refresh Button:** Click this button to refresh the supplier dropdown list.
* **Clear button:** Clear the selected supplier and reset the filter.
* **Show Locked Checkbox:** Check this box to display locked remittances in the Supplier Remittance Summary table.
* **Show All Users Checkbox:** Check this box to display remittances for all users.

**Remittance Setup Grid**

* **Textboxes:** Display information retrieved from the database, including:

1. Payment method
2. General Ledger Account
3. Discount Received
4. Payables Control Account

**Supplier Remittances Grid**

* **Submit Remittances Button:** Click this button to submit remittances for the selected supplier.

**Supplier Remittance Summary table:**

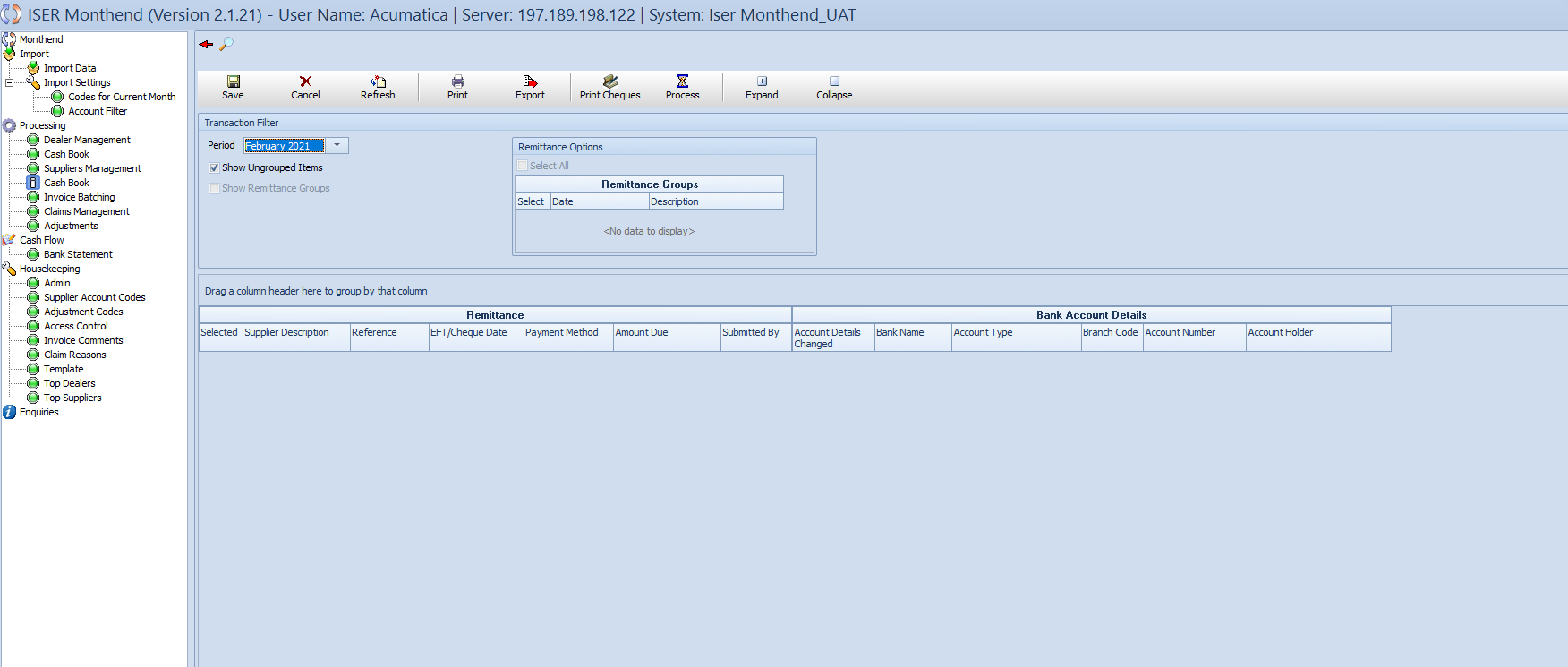
* **Table Columns:**

1. Date
2. Account Description
3. Reference
4. Rebate %
5. Accrual %
6. Amount

**Interacting with the subview**

* **Details Grid:**  Choose the supplier, refresh the dropdown, clear selections, and apply filter options.
* **Remittance Setup Grid:** View essential details related to remittance setup for the selected supplier.
* **Supplier Remittances Grid:** Submit remittances for the selected supplier.
* **Supplier Remittance Summary Table:** View and analyze the summary of supplier remittances.

### Processing View – Cashbook(Suppliers)



The “Cashbook(Suppliers)” subview within the “Processing View” is dedicated to managing the cashbook for suppliers. This subview mirrors the functionality of the Cashbook(Dealers) view and consists of several key components, including the “Transaction Filter” grid, “Remittance options” grid, and various output tables.

**Transactions Filter Grid**

* **Month Period Dropdown:** Choose the month period for which the month-end processing is being done.
* **Show Ungrouped Items Checkbox:** Check this box to display ungrouped items.

**Remittance Options Grid**

* **Remittance Group Table Columns:**

1. Select
2. Date
3. Description

**Output Tables**

* **Remittance Table columns:**

1. Selected
2. Supplier Description
3. Reference
4. EFT/Cheque Date
5. Payment Method
6. Amount Due
7. Submitted By

* **Bank Account Details Table columns:**

1. Account Details Changed
2. Bank Name
3. Account Type
4. Branch Code
5. Account Number
6. Account Holder

* **Cheques Table**

1. Checked
2. Cheque Number
3. Cheque Date
4. Account Description
5. Amount

**Interacting with the subview**

* **Transactions Filter grid:** Choose the month period and configure additional options.
* **Remittance Options grid:** View available remittance groups.
* **Output Tables:** View and manage remittance details, bank account information, and cheques.

### A screenshot of a computerProcessing – Claims Management

The “Claims Management” subview within the “Processing” view is dedicated to handling claims from suppliers to dealers. This subview comprises several key components., including the “Transactions Filter” grid and the “Transactions” output table.

**Transactions Filter Grid:**

* **Period Dropdown:** Choose the period for which the claims are being managed.
* **Import All Claims button:** Click to import all claims.
* **Supplier dropdown:** Select a supplier to filter claims for that specific supplier
* **Dealer dropdown:** Choose a dealer to filter claims for that specific dealer.

**Output table – Transactions**

* **Columns:**

1. Apply To Supplier
2. Valid
3. Before Discount
4. Supplier
5. Dealer
6. Claims Controller
7. Date
8. Reference
9. Description
10. Amount
11. Invoice Number
12. Credit Note Number
13. Authorization
14. Claim Reason

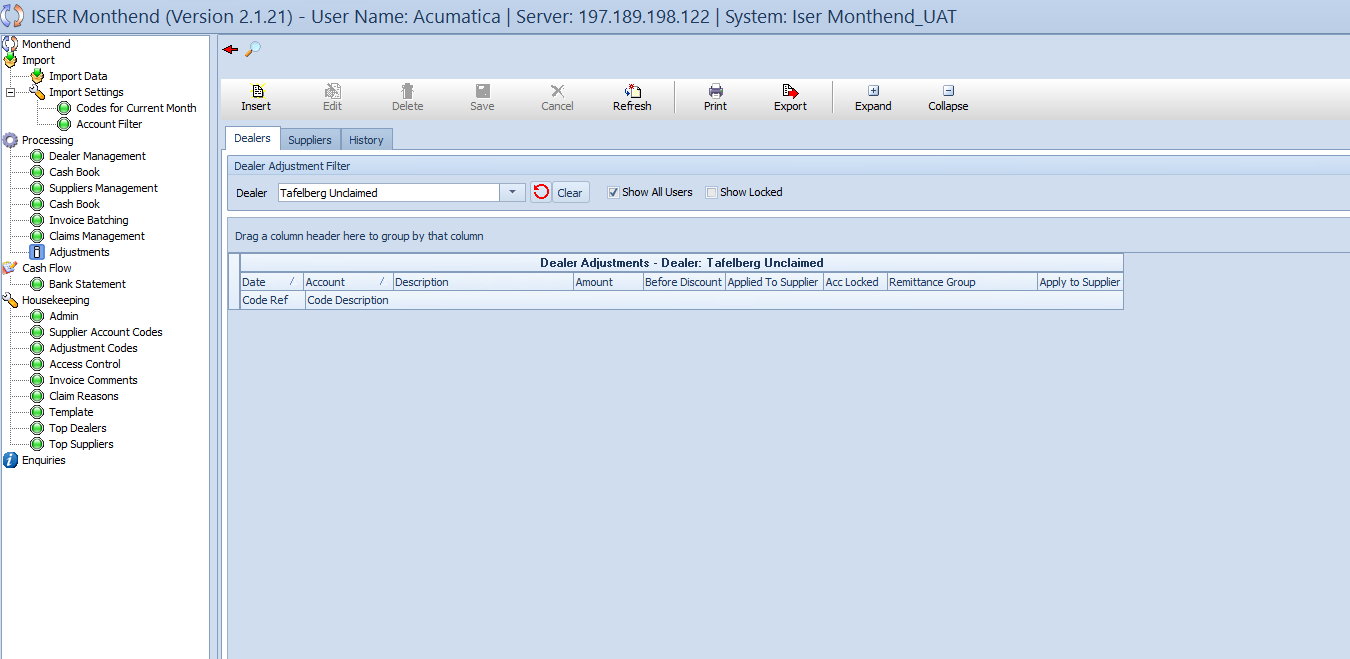
**Action Buttons:**

* **Save:** Save changes made in the grid.
* **Refresh:** Update the data displayed in the Transactions Table.
* **Print:** Print the displayed data for record-keeping.
* **Export:** Export the data for external analysis.
* **Expand:** Expand the view to display more details.
* **Collapse:** Collapse the view to provide a concise overview

**Interacting with the subview**

* **Transaction Filter grid:** Choose the period, import claims, and filter claims based on the selected supplier and dealer.
* **Transactions table:** View and manage claim details, including supplier, dealer, date, reference, description, amount, and more.
* **Action buttons:** Utilize the Save, Refresh, Print, Export, Expand, and Collapse buttons for various operations.

### Processing View – Adjustments – Dealers



The “Adjustments – Dealers” subview within the “Processing” view is designed to manage adjustments for dealers. This subview comprises several key components, including the “Dealer Adjustment Filter” grid and the “Dealer Adjustments” output table.

**Dealer Adjustment Filter grid**

* **Dealer dropdown:** Choose a dealer for whom adjustments are being managed.
* **Refresh button:** Click to refresh the dealer dropdown list.
* **Clear button:** Clear the selected dealer and reset the filter.
* **Show All Users button:** Display all the users in the dropdown list.
* **Show Locked button:** Display locked users.

**Dealer Adjustments output table**

* **Columns:**

1. Date
2. Dealer
3. Account
4. Description
5. Amount
6. Before Discount
7. Applied To Supplier
8. Acc Locked
9. Remittance Group
10. Apply To Supplier
11. Code Ref
12. Code Description

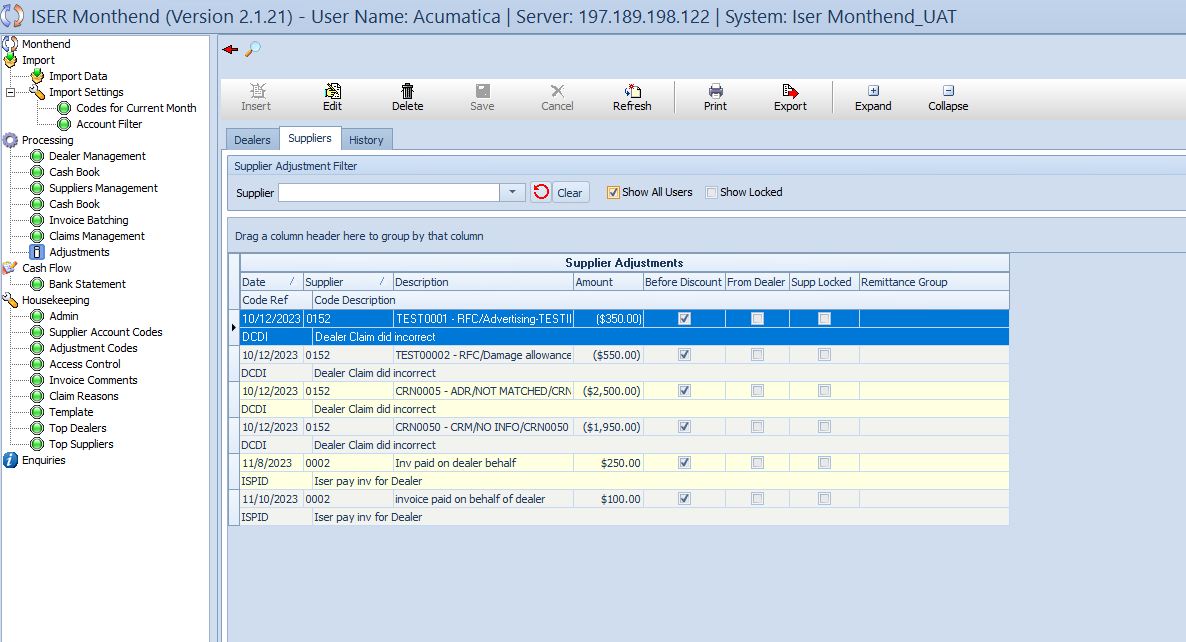
**Action Buttons**

* **Insert:** Insert a new adjustment record.
* **Edit:** Edit the adjustment record.
* **Delete:** Delete the selected adjustment record.
* **Save:** Save changes made in the grid.
* **Cancel:** Cancel the changes and revert to the previous state.
* **Refresh:** Update the data displayed in the Dealer Adjustments table.
* **Print:** Print the displayed data for record-keeping.
* **Export:** Export the data for external analysis.
* **Expand:** Expand the view to display more details.
* **Collapse:** Collapse the view to provide a concise overview.

**Interacting with the subview**

* **Dealer Adjustment Filter grid:** Choose the dealer, refresh the dropdown, clear selections, and apply filter options.
* **Dealer Adjustments table:** View and manage dealer adjustments, including date, account, description, amount, and more.
* **Action buttons:** Utilize the Insert, Edit, Delete, Save, Cancel, Refresh, Print, Export, Expand, and Collapse buttons for various operations.

### Processing view – Adjustments – Suppliers



The “Adjustments – Suppliers” subview within the “Processing” view mirrors the structure and functionality of the “Adjustments – Dealers” subview. It is designed to manage adjustments for suppliers. This subview comprises several key components, including the “Supplier Adjustment Filter” grid and the “Supplier Adjustments” and “Dealer Adjustment” output tables.

**Supplier Adjustment Filter grid**

* **Supplier dropdown:** Choose a supplier for whom adjustments are being managed.
* **Refresh Button:** Click the refresh button to refresh the supplier dropdown list.
* **Clear button:** Clear the selected supplier and reset the filter.
* **Show All User checkbox:** Display all users in the dropdown.
* **Show Locked checkbox:** Display locked suppliers.

**Supplier Adjustments output table:**

* **Columns:**

1. Date
2. Supplier
3. Description
4. Amount
5. Before Discount
6. From Dealer
7. Supp Locked
8. Remittance Group
9. Code Ref
10. Code Description

**Dealer Adjustment output table**

****

* **Columns:**

1. Date
2. Dealer
3. Account
4. Description
5. Amount
6. Before Discount
7. Applied to Supplier
8. Acc Locked
9. Remittance Group
10. Code Ref
11. Code Description

**Action buttons:**

* **Insert:** Insert a new adjustment record
* **Edit:** Edit the selected adjustment record.
* **Delete:** Delete the selected adjustment record.
* **Save:** Save changes made in the grid.
* **Cancel:** Cancel the changes and revert to previous state.
* **Refresh:** Update the data displayed in the Supplier Adjustments table.
* **Print:** Print the displayed data for record-keeping.
* **Export:** Export the data for external analysis.
* **Expand:** Expand the view to display more details.
* **Collapse:** Collapse the view to provide a concise overview.

**Interacting with the subview**

* **Supplier Adjustment filter grid:** Choose the supplier, refresh the dropdown, clear selections, and apply filter options.
* **Supplier Adjustments table:** View and manage supplier adjustments, including date, description, amount, and more.
* **Dealer Adjustments table:** View and manage dealer adjustments related to the selected supplier.
* **Action buttons:** utilize the Insert, Edit, Delete, Save, Cancel, Refresh, Print, Export, Expand, and Collapse buttons for various operations.

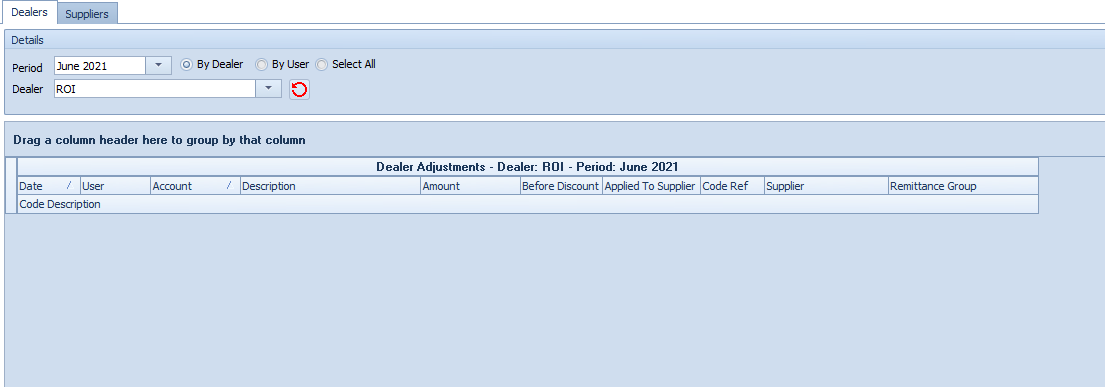
### Processing View – Adjustment – History

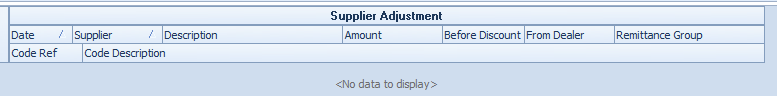


A screenshot of a computer

The “History” view within the “Adjustments” view allows users to track historical adjustments. This view consists of two subviews: “ Dealers” and “Suppliers”. Each subview has a “Details grid at the top, an output table and sub-columns for detailed information.

* + - 1. **Dealers subview**

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**Details grid**

* **Period dropdown:** Choose the month for historical adjustments.
* **Selection box:** Choose from options: By Dealer, By User, Select All.
* **Dealer Dropdown:** Select a dealer for filtered historical data.
* **Refresh button:** Refresh the dealer dropdown list.

**Dealer Adjustments output table**

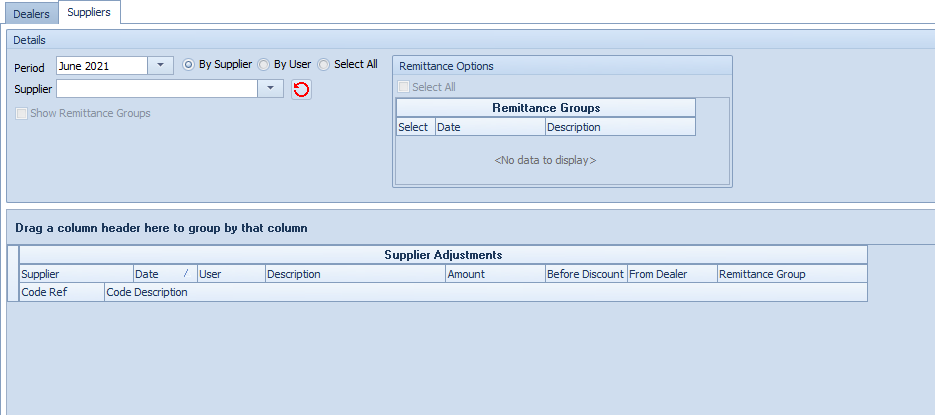
* **Columns:**

1. Date
2. User
3. Account
4. Description
5. Amount
6. Before Discount
7. Applied to Supplier
8. Code Ref
9. Supplier
10. Remittance Group
11. Code Description

**Supplier Adjustment output table**

* **Columns:**

1. Date
2. Supplier
3. Description
4. Amount
5. Before Discount
6. From Dealer
7. Remittance Group
8. Code Ref
9. Code Description
   * + 1. **Suppliers subview**

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**Details grid**

* **Period dropdown:** Choose the month for historical adjustments.
* **Selection List:** Choose from options: By Supplier, By User, Select All.
* **Supplier dropdown:** Select a supplier for filtered historical data.
* **Refresh button:** Refresh the supplier dropdown list.

**Remittance Options grid**

* **Select All checkbox:** Select all remittance groups.
* **Remittance Group table columns:**

1. Select
2. Date
3. Description

**Supplier Adjustments output table:**

* **Columns:**

1. Supplier
2. Date
3. User
4. Description
5. Amount
6. Before Discount
7. From Dealer
8. Remittance Group
9. Code Ref
10. Code Description

**Dealer Adjustment output table**

* **Columns:**

1. Date
2. Account
3. Description
4. Amount
5. Before Discount
6. Apply To Supplier
7. Remittance Group
8. Code Ref
9. Code Description

**Action Buttons**

* **Insert:** Insert a new historical adjustment record.
* **Edit:** Edit the selected historical adjustment record.
* **Delete:** Delete the selected historical adjustment record.
* **Save:** Save changes made in the grid.
* **Cancel:** Cancel the changes and revert to the previous state.
* **Refresh:** Update the data displayed in the historical adjustments tables.
* **Print:** Print the displayed data for record-keeping.
* **Export:** Export the data for external analysis.
* **Expand:** Expand the view to display more details.
* **Collapse:** Collapse the view to provide a concise overview.

**Interacting with the subview**

* **Details grid:** Choose the period, selection options, and filter data by dealers or suppliers.
* **Output tables:** View and manage historical adjustments for dealers and suppliers.
* **Remittance Options grid:** Select remittance groups for the Suppliers subview.
* **Action buttons:** Utilize the Insert, Edit, Delete, Save, Cancel, Refresh, Print, Export, Expand, and Collapse buttons for various operations.

### Housekeeping Section

**Overview of the section**

The “Housekeeping” section in the Month-End Application is a comprehensive section encompassing various views, including Admin, Supplier Account Codes, Access Control, Invoice Comments, Claim Reasons, Template, Top Dealers, and Top Suppliers. Within these views, users can efficiently manage crucial details related to administrators, supplier account codes, access controls, invoice comments, claim reasons, templates, and gain valuable insights through top dealers and suppliers’ performance metrics. The “Housekeeping” section serves as a centralized management and strategic decision-making across multiple facets of the system.

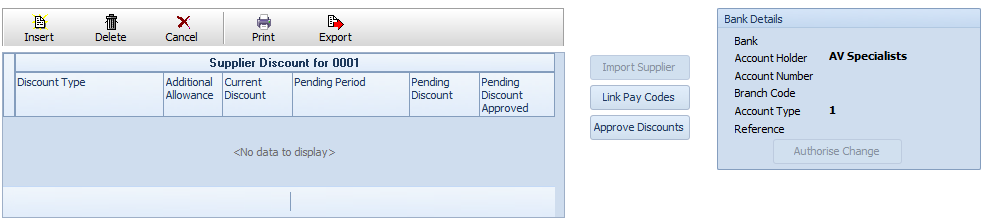
### Housekeeping – Admin

**Overview of Admin view**

The “Admin” view in the Housekeeping section is a multifaceted module with four distinct subviews: Suppliers, Dealers, Dealer Accounts, and Locking. In the “Suppliers” subview, users can access comprehensive information about suppliers, including details such as email addresses, telephone numbers, brand descriptions, branch codes, and accepted payment methods. The “Dealers” subview provides insights into dealer specifics, showcasing dealer references, names, system suspensions status, and whether the cashbook is remittable. Moving to the “Dealer Accounts’ subview, users can review crucial financial details such as account numbers, account descriptions, supplier references, and default rebate information. The “Locking” subview offers an overview of the locking status between dealers and suppliers, ensuring users can efficiently manage and monitor the business processes that needs to follow.

* + - 1. **A screenshot of a computer

         Description automatically generatedHousekeeping – Admin – Suppliers**

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**Overview of Suppliers view**

The “Suppliers” subview within the “Admin” view of the “Housekeeping” section is a powerful tool for managing essential supplier information. Users can effortlessly navigate through different functionalities provided in this subview.

**Main Output Table**

The main output table displays comprehensive details about suppliers, key columns include Supplier Ref, Supplier, Controller, Payable Control, Total Disc, Head Office Contact, Tel, Fax, Brand Description, E-mail, and various checkboxes indicating the supplier’s status (Active, System Suspended, Exists in System). Entries are color-coded for easy identification: Red for suppliers not in the system, yellow for system suspended, White for active, and Grey for deactivated suppliers.

**Supplier Discount Details**

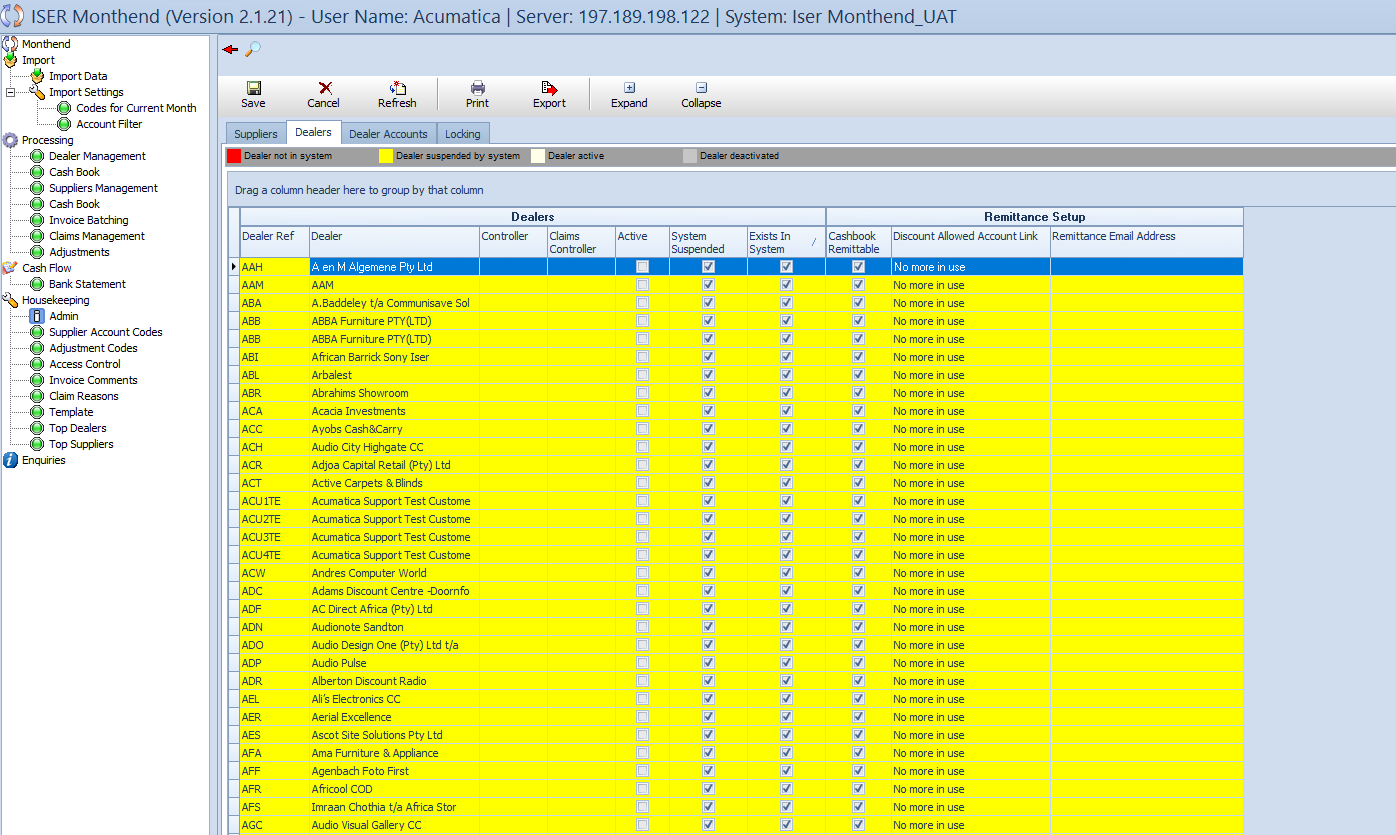
Beneath the main table, the “Supplier Discount for [Supplier Ref]” output table provides insights into Discount Type, Additional Allowance, Current Discount, Pending Period, Pending Discount, and Pending Discount Approved. Users can take advantage of action buttons like Insert, Delete, Cancel, Print, and Export for efficient management.

**Additional Actions**

On the right side of the Supplier Discount table, three buttons-Import Supplier, Link Pay Codes, and Approve Discounts-offer additional functionalities. The “Bank Details” grid displays crucial financial information, including Bank, Account Holder, Account Number, Branch Code, Account Type, and Reference, with an “Authorize Change” button for streamlined authorization processes.

**Interaction and Navigation**

Users can efficiently interact with supplier data through color-coded entries, action buttons, and additional functionalities. The tab section at the top allows seamless navigation between different subviews within the “Admin” view.

* + - 1. **Housekeeping – Admin – Dealers**

**Overview of Housekeeping – Admin – Dealers**

The “Dealers” subview within the “Admin” view of the “Housekeeping” section provides a detailed overview of dealer-related information. Users can efficiently manage and navigate through key details associated with dealers.

**Main Output Table**

The main output table consists of two sections: “Dealers” and “Remittance Setup”.

**Dealers and Remittance Setup Output Table**

* **Columns:**

1. Dealer Ref
2. Dealer
3. Controller
4. Claims Controller
5. Active (checkbox)
6. System Suspended (checkbox)
7. Exists In System (checkbox)
8. Cashbook Remittable (checkbox)
9. Discount Allowed Account Link (no longer in use)
10. Remittance Email Address

* **Entries in the table are color-coded for quick identification**:

1. **Red:** Dealer not in the system.
2. **Yellow:** System-suspended dealer.
3. **White:** Active dealer.
4. **Grey:** Deactivated dealer.

**Importing Dealers**

At the bottom of the view, users can find an “Import Dealer” button, facilitating the streamlined import of dealer-related data.

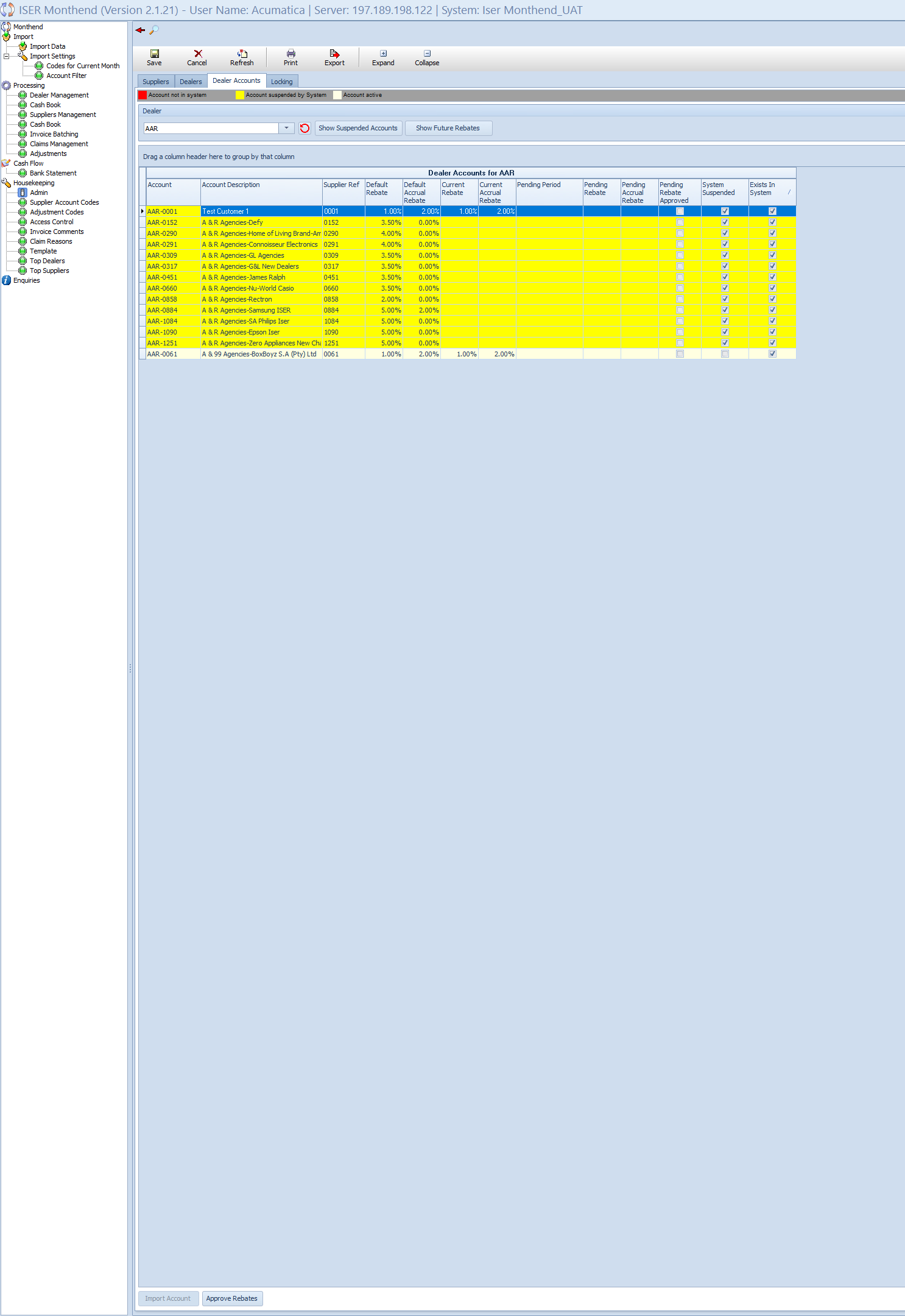
**Action Buttons**

The action buttons mentioned earlier – Insert, Edit, Delete, Save, Cancel, Refresh, Print, Export, Expand, and Collapse – apply to this subview as well, ensuring users have versatile tools for managing dealer data.

**Interaction and Navigation**

Users can efficiently interact with dealer-related data, leveraging color-coded entries, action buttons, and additional functionalities. The tab section at the top allows seamless navigation between different subviews within the “Admin” view.

* + - 1. **Housekeeping – Admin – Dealer Accounts**

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**Overview**

The “Dealer accounts” subview within the “Admin” view of the “Housekeeping” section enables users to manage and navigate through crucial dealer account details. The color schema aids quick identification, with red indicating an account not in the system, yellow for a system-suspended account, and white for an active account.

**Main Output Table – Dealer Accounts for [Dealer]**

* **Columns:**

1. Account
2. Account Description
3. Supplier Ref
4. Default Rebate
5. Pending Period
6. Pending Accrual Rebate
7. Pending Rebate Approved (checkbox)
8. System Suspended (checkbox)
9. Exists In System (checkbox)

**Dealer Grid**

Located below the color schema, the “Dealer” grid offers functionalities for refining data:

* **Dealer Dropdown:** Select a dealer to filter data.
* **Refresh Button:** Update the dealer dropdown list.
* **Show Suspended Accounts Button:** Display suspended accounts.
* **Show Future Rebates Button:** Highlight future rebates.

**Importing Accounts and Rebate Approval**

At the bottom of the view, users can find two buttons for operations:

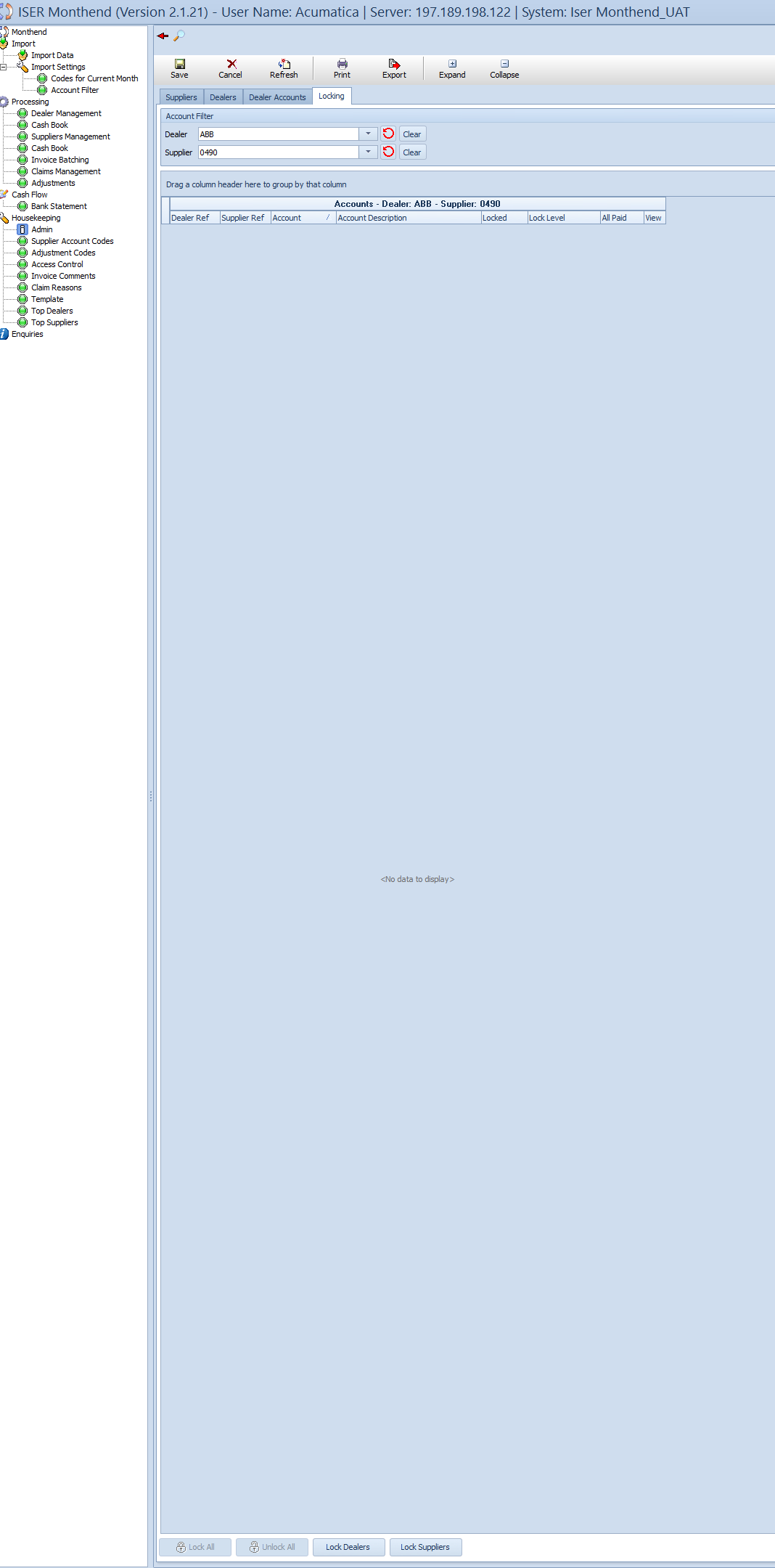
* **Import Account:** Facilitates the efficient import of dealer accounts.
* **Approve Rebates:** Allows users to approve pending rebates.

**Action Buttons**

The standard action buttons - Insert, Edit, Delete, Save, Cancel, Refresh, Print, Export, Expand, and Collapse – are applicable to this subview, providing users with versatile tools for managing dealer account data.

**Interaction and Navigation.**

Users can efficiently interact with dealer account data, utilizing the color schema, dropdowns, and action buttons. The tab section at the top ensures seamless navigation between different subviews within the “Admin” view.

* + - 1. **Housekeeping – Admin – Locking**

**Overview**

The “Locking” subview within the “Admin” view of the “Housekeeping” section provides users with tools to manage account locking details efficiently. This view facilitates the locking and unlocking of dealer and supplier accounts, ensuring a secure and controlled system environment.

**Account Filtering**

The “Account Filtering” grid offers functionalities for refining data:

* **Dealer Dropdown:** Select a dealer to filter data.
* **Refresh Button:** Update the dealer dropdown list.
* **Supplier Dropdown:** Select a supplier to filter data.
* **Refresh Button:** Update the supplier dropdown list.
* **Clear Button:** Clear selected filters.

**Main Output Table – Accounts – Dealer: [Dealer Ref] – Supplier [Supplier Ref]**

* **Columns:**

1. Dealers Ref
2. Supplier Ref
3. Account
4. Account Description
5. Locked
6. Lock Level
7. All Paid
8. View

**Locking Operations**

At the bottom of the view, users can find four buttons for efficient locking operations:

* **Lock All:** Locks all accounts displayed in the table.
* **Unlock All:** Unlocks all accounts displayed in the table.
* **Lock Dealers:** Locks accounts specific to dealers.
* **Lock Suppliers:** Locks accounts specific to suppliers.

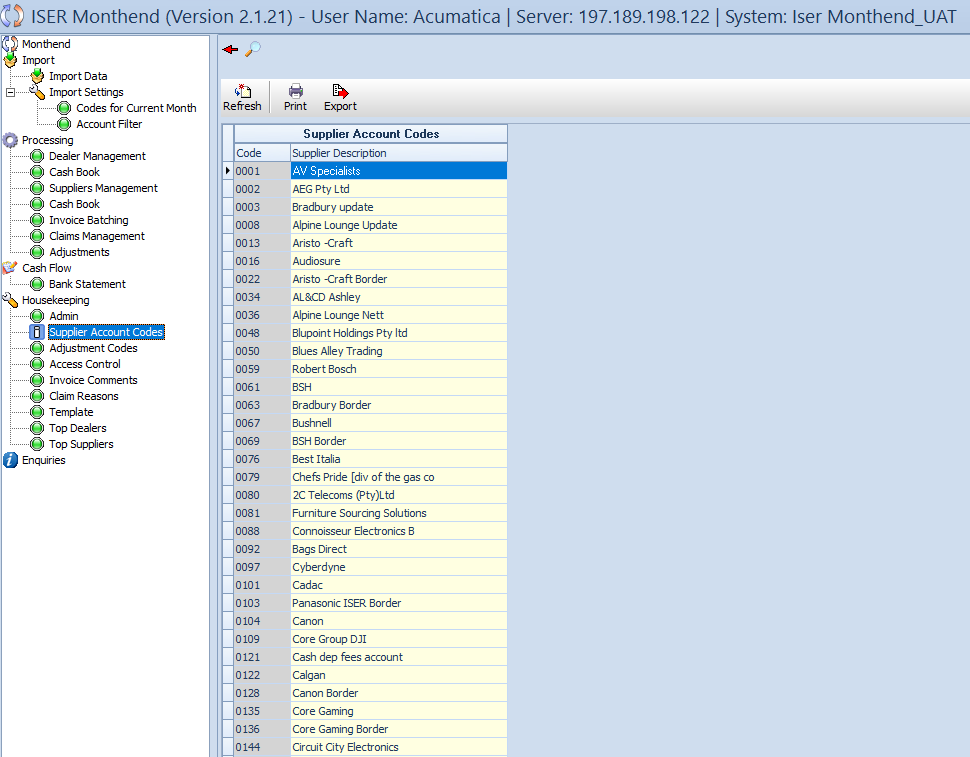
**Action Buttons**

The standard action buttons – Insert, Edit, Delete, Save, Cancel, Refresh, Print, Export, Expand, and Collapse – are applicable to this subview, providing users with versatile tools for managing account locking details.

**Interaction and Navigation**

Users can efficiently interact with account locking data, utilizing the filtering options, main output table, and locking operations. The tab section at the top ensures seamless navigation between different subviews within the “Admin” view.

### Housekeeping – Supplier Account Codes



**Overview**

The “Supplier Account Codes” subview within the “Housekeeping” section offers a streamlined interface for managing supplier account codes. Users can efficiently navigate through supplier account details, ensuring accurate and organized information.

**Action Buttons**

At the top of the view, users will find essential action buttons:

* **Refresh:** Update and reload the data in the view.
* **Print:** Generate a printable version of the displayed data.
* **Export:** Export the data for external use or analysis.

**Main Output Table – Supplier Account Codes**

* **Columns:**

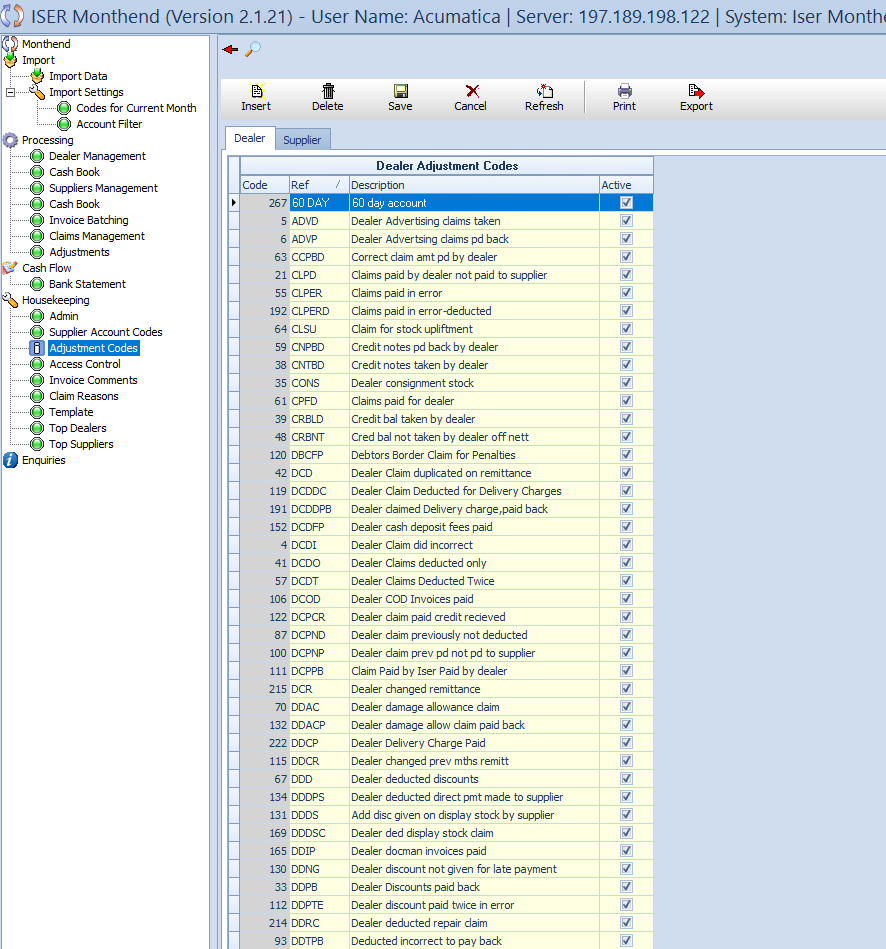
1. **Code:** Code associated with the supplier account.
2. **Supplier Description:** Descriptive information about the supplier.

**Interaction and Navigation**

Users can easily interact with supplier account codes, utilizing action buttons for data management. The tab section at the top ensures seamless navigation between different subviews within the “Housekeeping” view.

### Housekeeping – Adjustment Codes

### Housekeeping – Adjustment Codes - Dealer



**Overview**

The “Adjustment Codes – Dealer” subview within the “Housekeeping” section provides a centralized location for managing adjustment codes related to dealers. This view enables users to efficiently navigate and maintain adjustment codes details for enhanced system customization.

**Action Buttons**

At the top of the view, users will find essential action buttons:

* **Insert:** Add a new adjustment code record.
* **Delete:** Remove selected adjustment code records.
* **Save:** Save changes made in the view.
* **Cancel:** Discard changes and revert to a pervious state.
* **Refresh:** Update and reload the data in the view.
* **Print:** Generate a printable version of the displayed data.
* **Export:** Export the data for external user or analysis.

**Navigation Tabs**

Users can switch between “Dealers” and “Suppliers” tabs to view adjustment codes specific to each category.

**Main output table – Dealer Adjustment Codes**

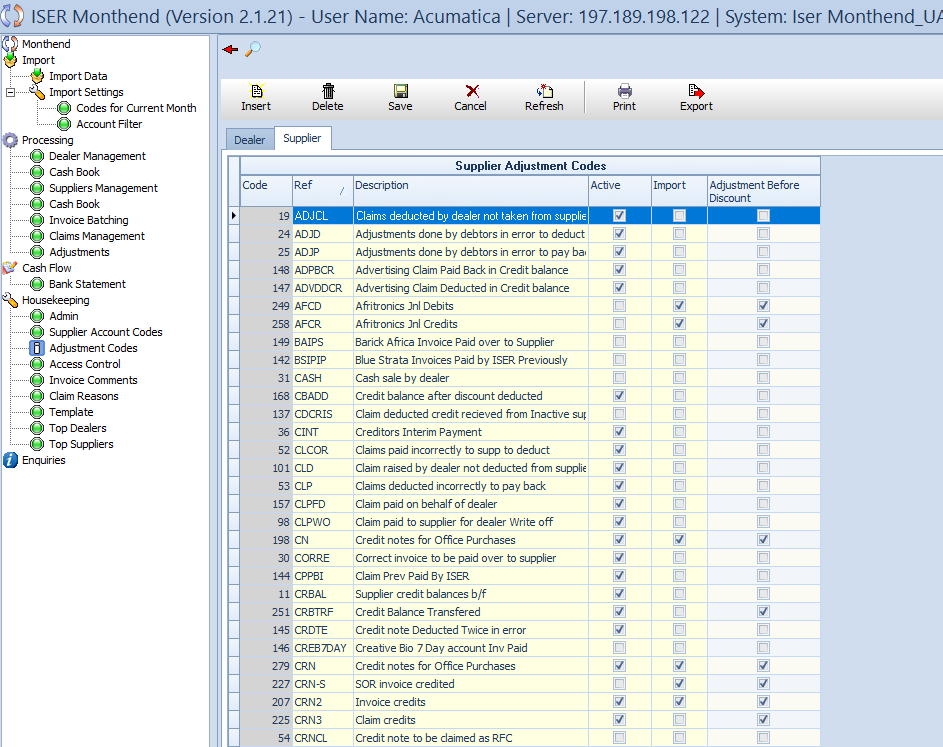
* **Columns:**

1. **Code:** Adjustment code associated with the dealer.
2. **Ref:** Reference information for the adjustment code.
3. **Description:** Descriptive details of the adjustment code.
4. **Active:** Checkbox indicating whether the adjustment code is active.

**Interaction and Navigation**

Efficiently manage dealer adjustment codes by utilizing the provided action buttons and navigation tabs. The structured interface ensures ease of use and seamless navigation between different sections.

### Housekeeping – Adjustment Codes – Suppliers



**Overview**

The “Adjustment Codes – Supplier” tabs within the “Housekeeping” section facilitates the management of adjustment codes related to suppliers. Users can efficiently navigate and customize adjustment code details specific to suppliers in this view.

**Action Buttons**

At the top of the view, users will find essential action buttons:

* **Insert:** Add a new adjustment code record.
* **Delete:** Remove selected adjustment code records.
* **Save:** Save changes made in the view.
* **Cancel:** Discard changes and revert to the previous state.
* **Refresh:** Update and reload the data in the view.
* **Print:** Generate a printable version of the displayed data.
* **Export:** Export the data for external use or analysis.

**Main Output Table – Supplier Adjustment Codes**

* **Columns:**

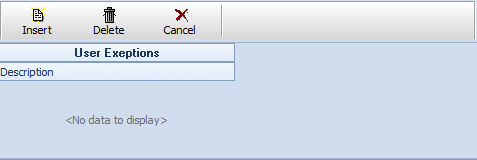
1. **Code:** Adjustment code associated with the supplier.
2. **Ref:** Reference information for the adjustment code.
3. **Description:** Descriptive details of the adjustment code.
4. **Active:** Checkbox indicating whether the adjustment code is active.
5. **Import:** Checkbox for importing adjustment code information.
6. **Adjustment Before Discount:** Checkbox for adjustment before discount.

**Interaction and Navigation**

Efficiently manage supplier adjustment codes by utilizing the provided action buttons. The structured interface ensures ease of use and seamless navigation between different sections.

### Housekeeping – Access Control

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**Overview**

The “Access Control” view within the “Housekeeping” section offers a comprehensive overview of access controls of different users, including viewing rights. Users can efficiently manage access permissions and view details related to user access in this dedicated view.

**Action Buttons**

At the top of the view, users will find essential action buttons:

* **Insert:** Add a new user access control record.
* **Delete:** Remove selected user access control records.
* **Cancel:** Discard changes and revert to the previous state.
* **Refresh:** Update and reload the data in the view.
* **Print:** Generate a printable version of the displayed data.
* **Export:** Export the data for external use or analysis.
* **Save:** Save changes made in the view.

**Main Output Table – User Access Control**

* **Columns:**

1. **Code:** User access control code.
2. **Login:** User login information.
3. **Name:** User’s first name.
4. **Surname:** User’s last name.
5. **Active:** Checkbox indicating whether the user is active.
6. **Reset Password:** Input box to reset user’s password.
7. **Access:** User’s access permissions.
8. **Department:** User’s assigned department.
9. **Email Address:** User’s email address.
10. **Direct Fax Number:** User’s direct fax number.

**User Exceptions**

* Below the main output table, users can find a grid with action buttons:

1. **Insert:** Add a new user exception record.
2. **Delete:** Remove selected user exception records.
3. **Cancel:** Discard changes and revert to the previous state.

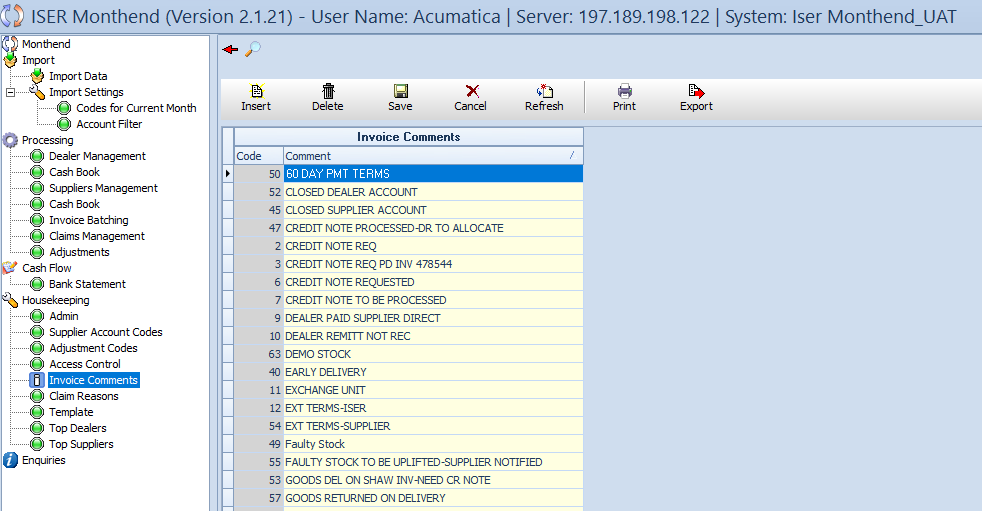
* **Output Table – User Exceptions**

1. **Description:** Description of user exceptions.

**Interaction and Navigation**

Efficiently manage user access controls and exceptions by utilizing the provided action buttons. The structured interface ensures ease of use and seamless between different sections.

### Housekeeping – Invoice Comments



**Overview**

The “Invoice Comments” view within the “Housekeeping” section focuses on managing comments related to dealer management invoices. Users can efficiently handle and track invoice comments through this dedicated view.

**Action Buttons**

At the top of the view, users will find essential action buttons:

* **Insert:** Add a new invoice comment.
* **Edit:** Modify existing invoice comments.
* **Delete:** Remove selected invoice comments.
* **Save:** Save changes made in the view.
* **Cancel:** Discard changes and revert to the previous state.
* **Refresh:** Update and reload the data in the view.
* **Print:** Generate a printable version of the displayed data.
* **Export:** Export the data for external use or analysis.

**Main Output Table – Invoice Comments**

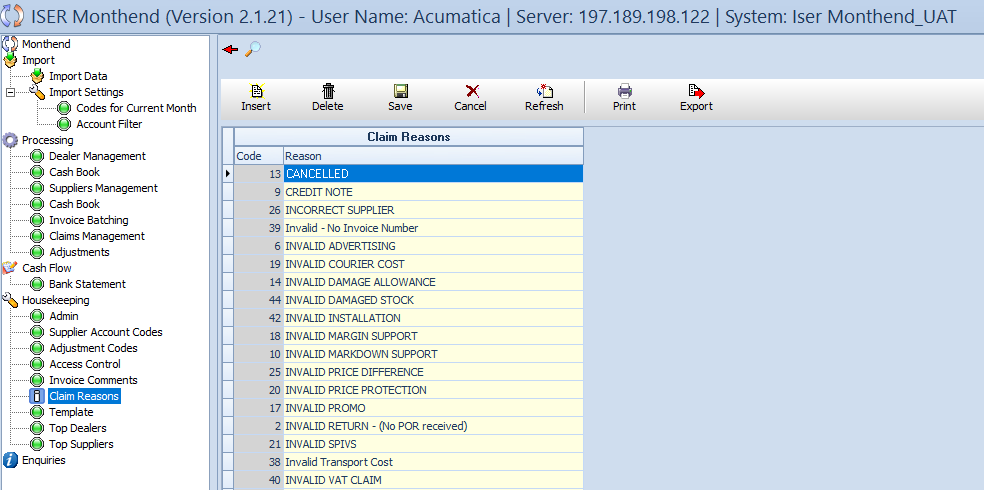
* **Columns:**

1. **Code:** Unique code for each invoice comment.
2. **Comment:** Textual content of the invoice comment.

**Interaction and Navigation**

Efficiently manage invoice comments through the provided action buttons. The inclusion of a “Save” button ensures that changes are securely recorded. Users can seamlessly navigate and interact with the system for optimal usability.

### Housekeeping – Claim Reasons



**Overview**

The “Claim Reasons” view within the “Housekeeping” section serves as a central hub for managing claim reasons associated with both suppliers and dealers. Users can efficiently handle and track different claim reasons through this dedicated view.

**Action Buttons**

At the top of the view, users will find essential action buttons:

* **Insert:** Add a new claim reason.
* **Edit:** Modify existing claim reasons.
* **Delete:** Remove selected claim reasons.
* **Save:** Save changes made in the view.
* **Cancel:** Discard changes and revert to the previous state.
* **Refresh:** Update and reload data in the view.
* **Print:** Generate a printable version of the displayed data.
* **Export:** Export the data for external use or analysis.

**Main Output Table – Claim Reasons**

* **Columns:**

1. **Code:** Unique code for each claim reason.
2. **Reason:** Textual description of the claim reason.

**Interaction and Navigation**

Efficiently manage claim reasons through the provided action buttons. The inclusion of a “Save” button ensures that changes are securely recorded. Users can seamlessly navigate and interact with the system for optimal usability.

### Housekeeping – Template

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**Overview**

The “Template” view within the “Housekeeping” section empowers users to modify and enhance supplier details and rebate information. Through this view, users can efficiently edit supplier templates, ensuring accurate and up-to-date information for effective business operation.

**Action Buttons**

Located at the top of the view, the following action buttons provide essential functionalities:

* **Save:** Commit changes made in the view.
* **Cancel:** Discard modifications and revert to the previous state.
* **Refresh:** update and reload the data within the view.
* **Print:** Generate a printable version of the displayed data.
* **Export:** Export relevant information for external analysis or documentation.

**Main Output Table – Supplier Template Rebates**

* **Columns:**

1. **Supplier Ref:** Unique reference identifier for each supplier.
2. **Supplier:** Name or designation of the supplier.
3. **Head Office Contact:** Contact person at the supplier’s head office.
4. **Tel:** Telephone number for supplier communication.
5. **Fax:** Fax number for official communication.
6. **Brand Description:** Description of the supplier’s brand.
7. **Rebate:** Supplier rebate information.
8. **Accrual Rebate:** Accrual rebate details.

**Interaction and Navigation**

Users can efficiently navigate and interact with supplier templates using the provided action buttons. The “Save” button ensures that any modifications are securely applied to the system.