

UNITED REPUBLIC OF TANZANIA



MINISTRY OF FINANCE AND PLANNING

GOVERNMENT E-PAYMENT GATEWAY

Reconciliation tool

User manual

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1. Introduction

This document provides step-by step instructions on how to interact and use GePG reconciliation tool. Reviewing this document can assist you to perform various tasks regarding reconciliation tool.

1.1. Overview of the system

GePG reconciliation tool is the web-based system designed to be used to perform reconciliation. Manual reconciliation process is tedious and time consuming as is based on ticking transactions in bank statement and GePG files. Therefore, GePG reconciliation tool expedites the process of reconciling transaction between bank statement and GePG sides as matching of transaction is automated and performed by the system.

1.2. Intended audience

This user manual is intended to be used by users of the Government e-payment gateway system. Users of the different billing systems that have been integrated to GePG system can use this manual and perform reconciliation using GePG reconciliation tool.

1.3. Prerequisite

Before starting reconciliation, the following files must be in place: -

- i. Bank statement in excel or csv format
- ii. GePG successful summary file in excel or csv format.



Note: If an Institution is using own system for collection (Billing System) , The file for all successful transaction should be available. This file should also be in excel or csv format.

2. Getting started

To use reconciliation tool , you must have valid credentials i.e valid username and password then you must open browser and type the following URL: <http://recon.gepg.go.tz> .

Once the screen looks as shown below, then you are in the right page for GePG reconciliation tool where you can proceed to log in.

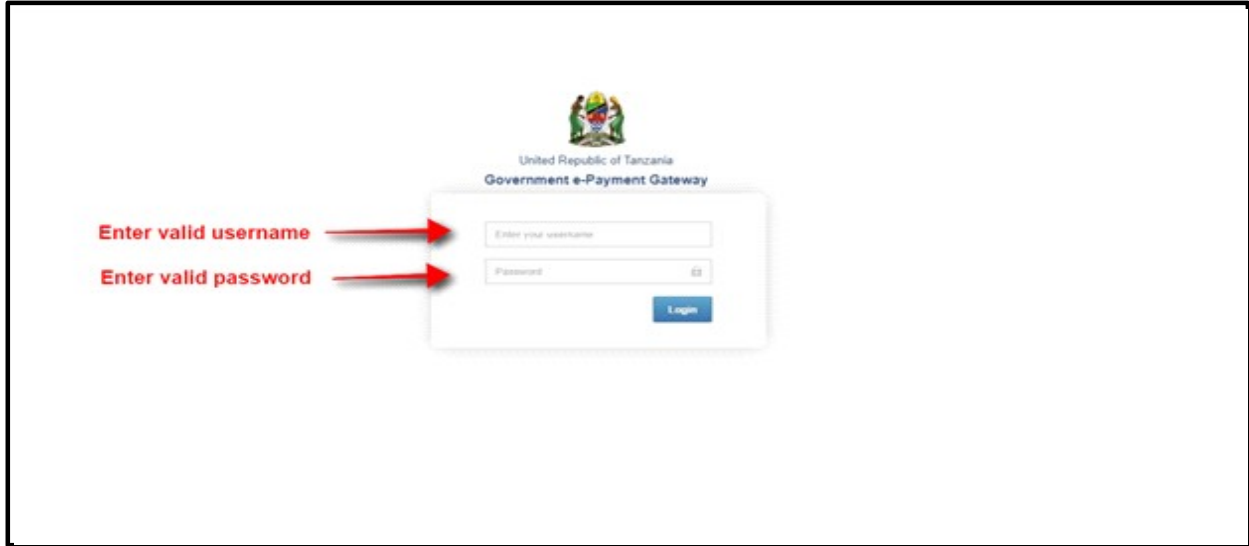


Figure 1 : Log in page



NOTE: Use the same credentials that you use to log in GePG portals to log in reconciliation tool.

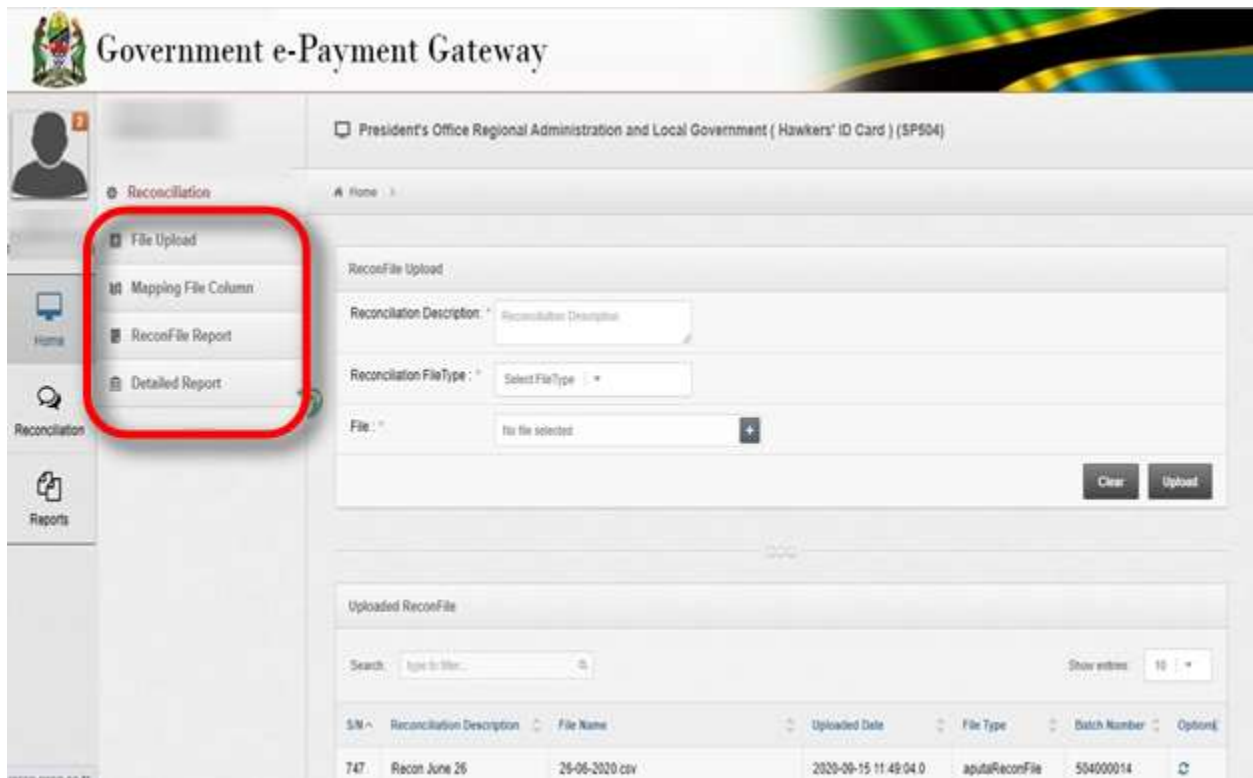


Figure 2 : Features of the recon tool

3. Uploading Files

To upload files, navigate to upper left corner of the page then click in the figure below: -



as shown

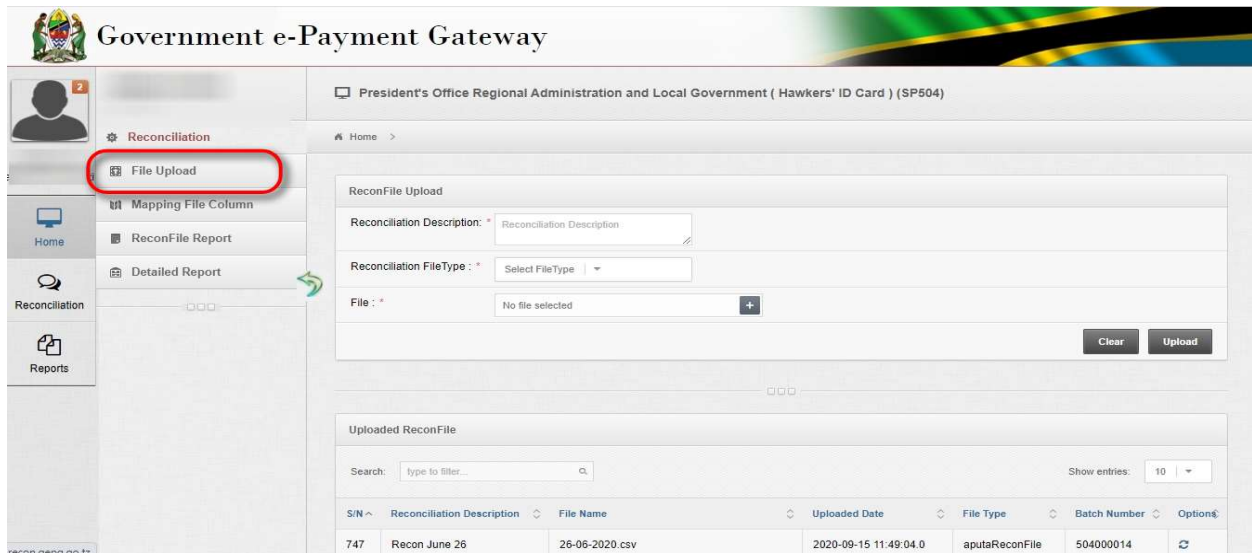


Figure 3 : Uploading files

After clicking upload files menu , Follow the following steps:-

1. Provide description for reconciliation for instance “RECONCILIATION FOR JUNE 2020”.
2. Select type of file to be uploaded in the drop down menu.
3. Choose file from your computer by click “+”.
4. Click button “Upload” to upload chosen file.

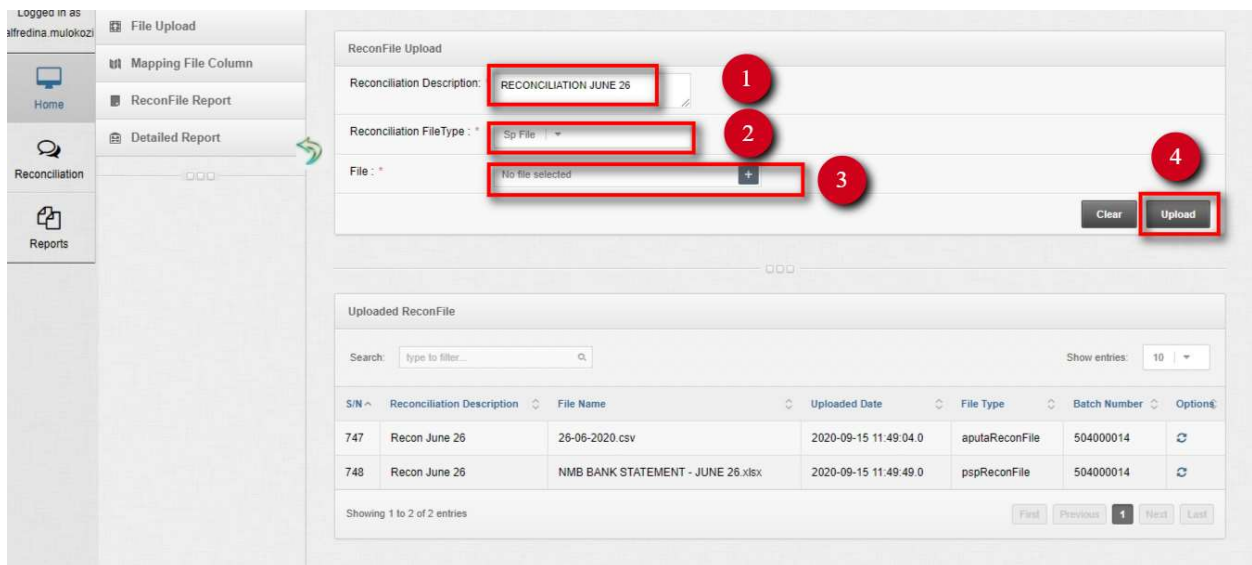


Figure 4 : Files uploads

Once files have been uploaded successfully, will appear on the list as shown below.

The screenshot displays a web application interface for file uploads. On the left, a navigation menu includes 'Home', 'Reconciliation', and 'Reports'. The main content area is titled 'ReconFile Upload' and contains a form with the following fields: 'Reconciliation Description' (RECONCILIATION JUNE 26), 'Reconciliation FileType' (Sp File), and 'File' (No file selected). Below the form is an 'Uploaded ReconFile' section with a search bar and a table of uploaded files. The table has columns for S/N, Reconciliation Description, File Name, Uploaded Date, File Type, Batch Number, and Options. Two files are listed: S/N 747 with file name '26-06-2020.csv' and S/N 748 with file name 'NMB BANK STATEMENT - JUNE 26.xlsx'. The table is highlighted with a red border.

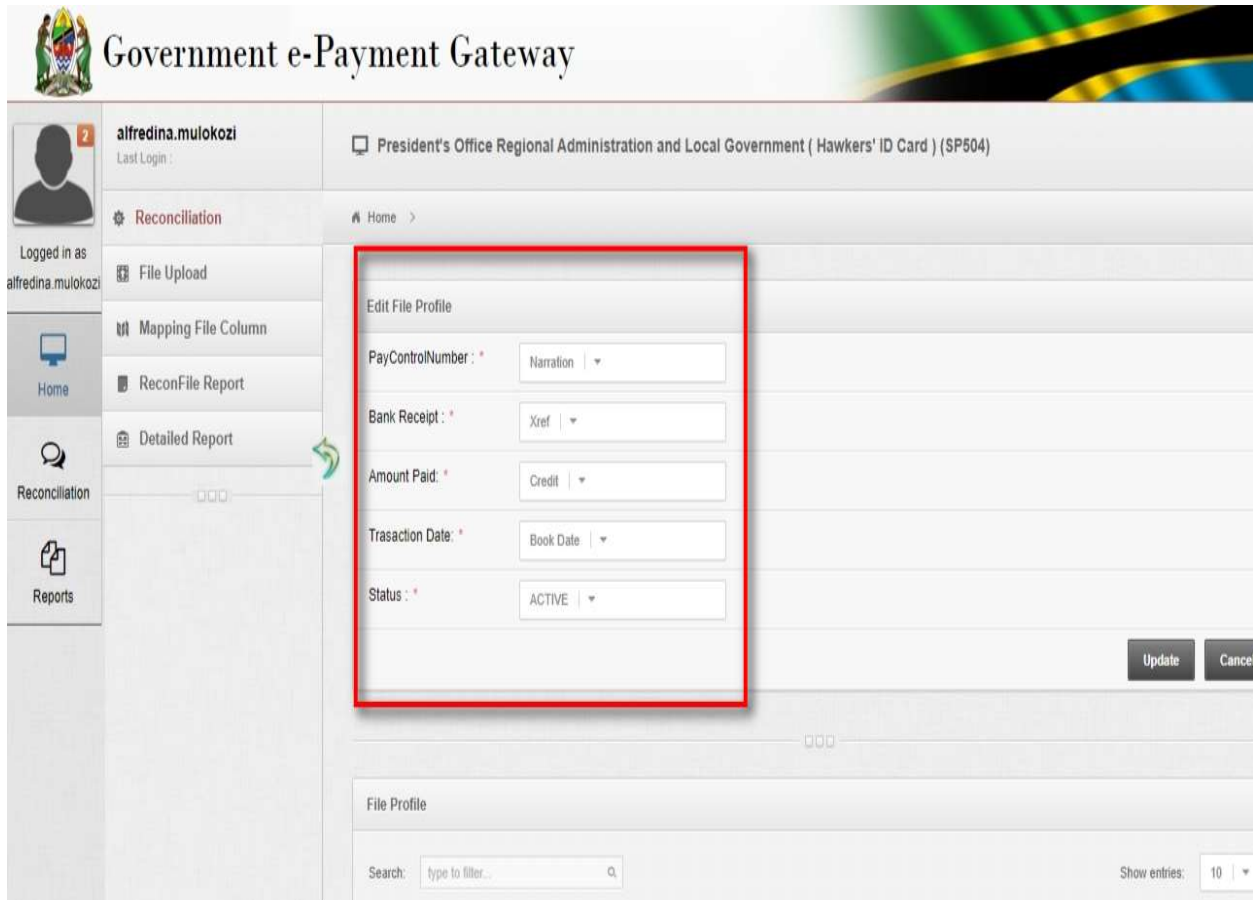
S/N	Reconciliation Description	File Name	Uploaded Date	File Type	Batch Number	Options
747	Recon June 26	26-06-2020.csv	2020-09-15 11:49:04.0	aputaReconFile	504000014	🔄
748	Recon June 26	NMB BANK STATEMENT - JUNE 26.xlsx	2020-09-15 11:49:49.0	pspReconFile	504000014	🔄

Figure 5 : Uploaded files list

4. Mapping file columns

After successfully uploading of files, the next step is to match files columns in the files . These columns must be mapped to make sure names of the columns matches between uploaded files.

To map files column, navigate to the uploaded file then click action with symbol.




The screenshot displays the 'Government e-Payment Gateway' interface. The user is logged in as 'alfredina.mulokozi' and is viewing the 'Mapping File Column' option in the left sidebar. The main content area shows the 'Edit File Profile' form, which is highlighted with a red border. The form contains the following fields:

- PayControlNumber: * Narration | ▾
- Bank Receipt: * Xref | ▾
- Amount Paid: * Credit | ▾
- Trasaction Date: * Book Date | ▾
- Status: * ACTIVE | ▾

At the bottom right of the form, there are 'Update' and 'Cancel' buttons. Below the form, there is a 'File Profile' section with a search bar and a 'Show entries: 10 | ▾' dropdown.

Figure 6 : Mapping file columns between files

After mapping files column in the files the click “update “  button to save updates made in mapped file columns.

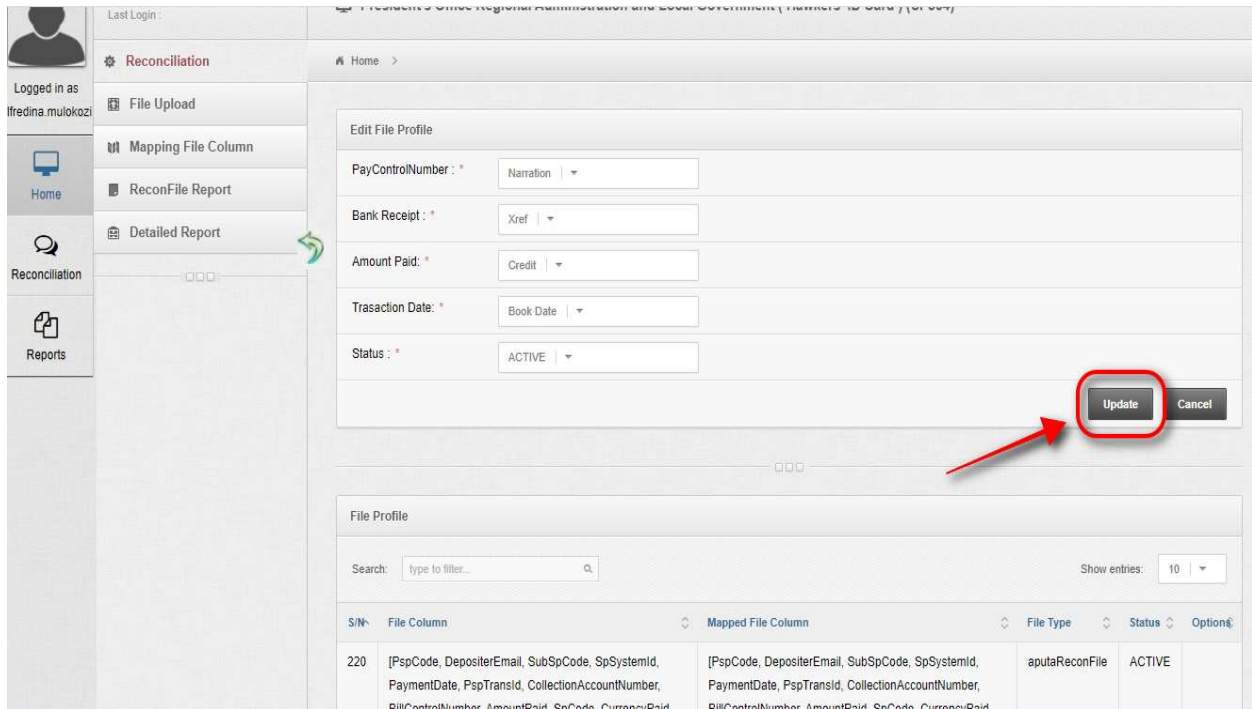


Figure 7 : Updating changes after mapping file columns

5. Requesting for reports

To request for reconciliation reports, navigate to upper left corner then click on recon file menu.



After clicking on recon file menu , a standard form containing filters shall be displayed . Follow the steps shown below to request for reports .

1. Enter batch number for instance “ 504000014”.
2. On the filter select date ranges displayed using the calendar

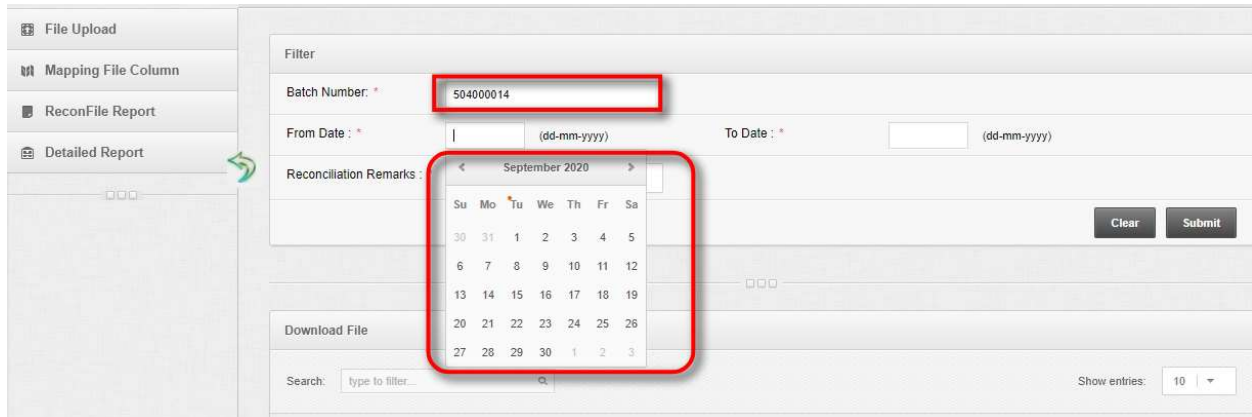


Figure 8 : Filter range for reporting dates

3. After enter batch number and selecting appropriate date range for reporting, you must select one of the reconciliation remarks as shown in the figure below: -

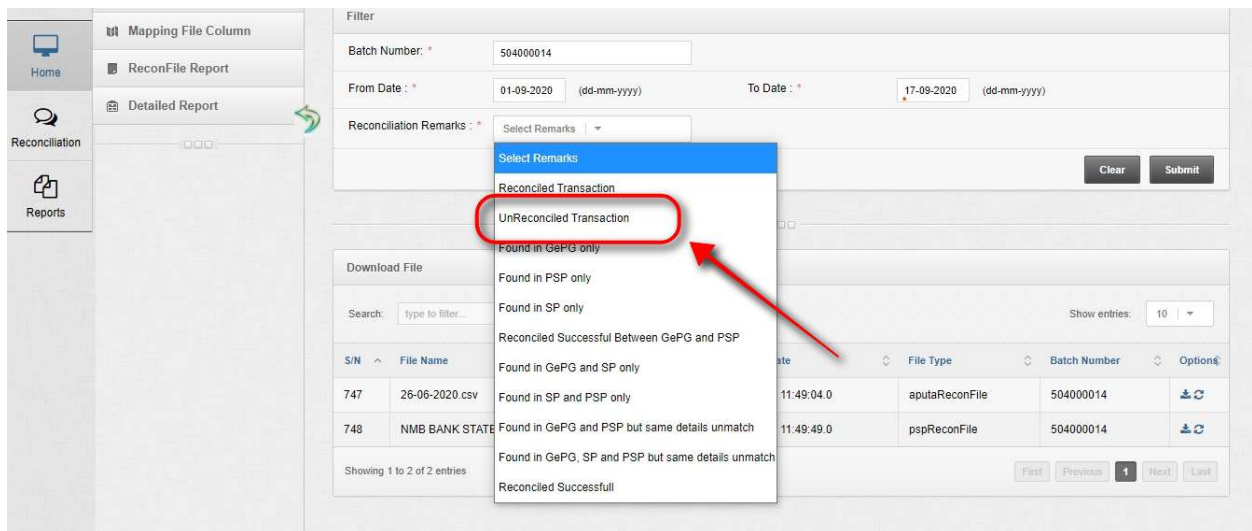



Figure 9 : Selecting reconciliation remarks

4. After selecting one of the reconciliation remarks, click submit button  “to submit request of the given report.

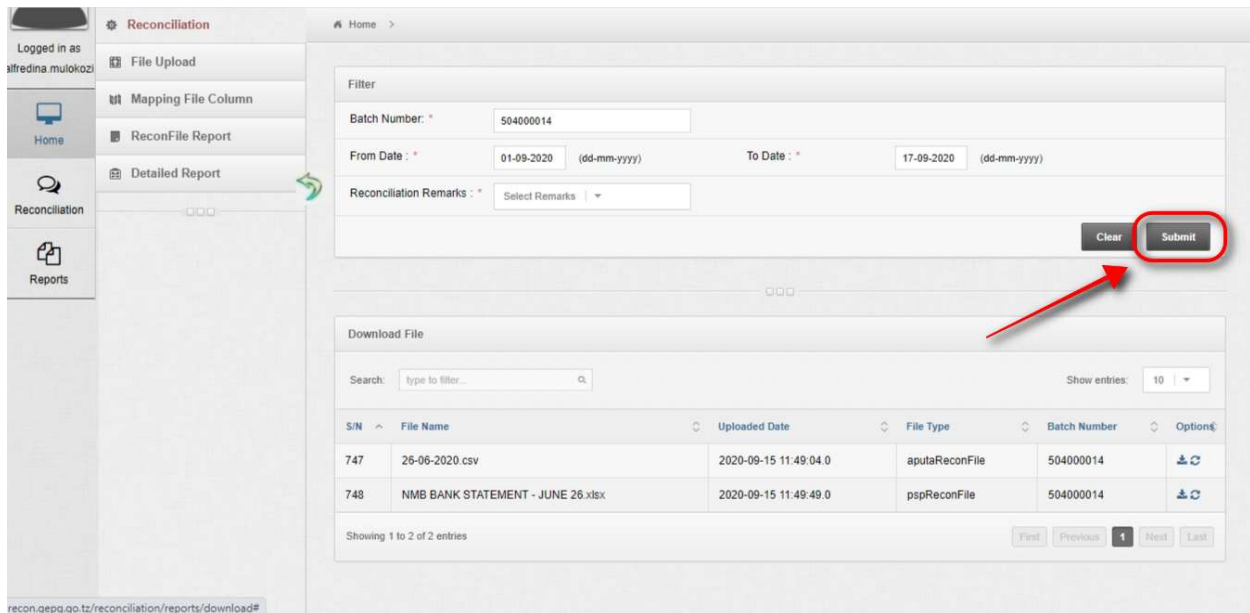



Figure 10 : Submitting reconciliation reports

To download reports , navigate to actions the click on downloading button “  ” , as shown in the figure below.

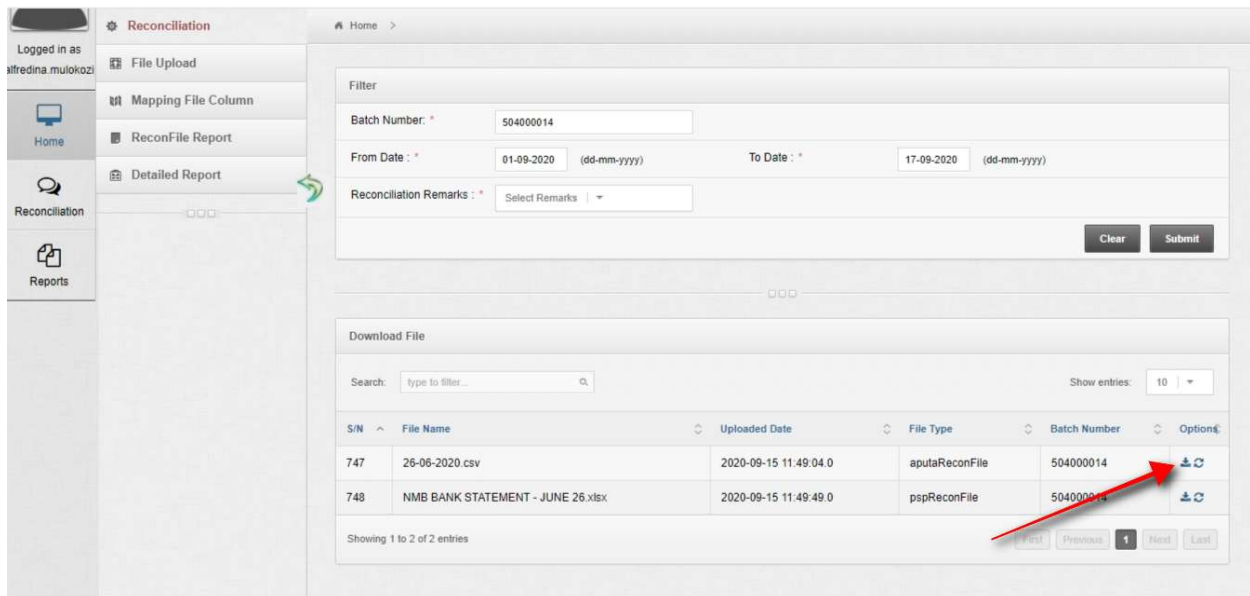


Figure 11 : Downloading reconciliation reports