



Bussiness Report Manager (BRM)

www.brm.i.ng

User's Guide Manual

What does BRM do?

01

Record daily transactions

All financial records of your business is easily stored and easily accessible by the admin from any computer in the world.

02

Calculate Transactions

Transactions are automatically calculated when entered into the system

03

Calculate Expenses/Profit/Loss

Expenses/Profit/Loss are automatically calculated on the platform

04

Monitor your business from any where

BRM helps you know the total sum in your business even if you are not there by doing all the calculations for you.



How To Begin

Register

Visit www.brm.i.ng to create a manager's account

Create Cashiers

Next step is to login with your manager account and create cashier accounts for your cashiers to use in entering daily records.

Enter Records

Daily transactions can only be entered by cashiers, so each cashier enters his record at the end of every day.

Monitor Record

Once a cashier submits his reports, an email is sent to the manager so that he can login and verify it.

Step 1

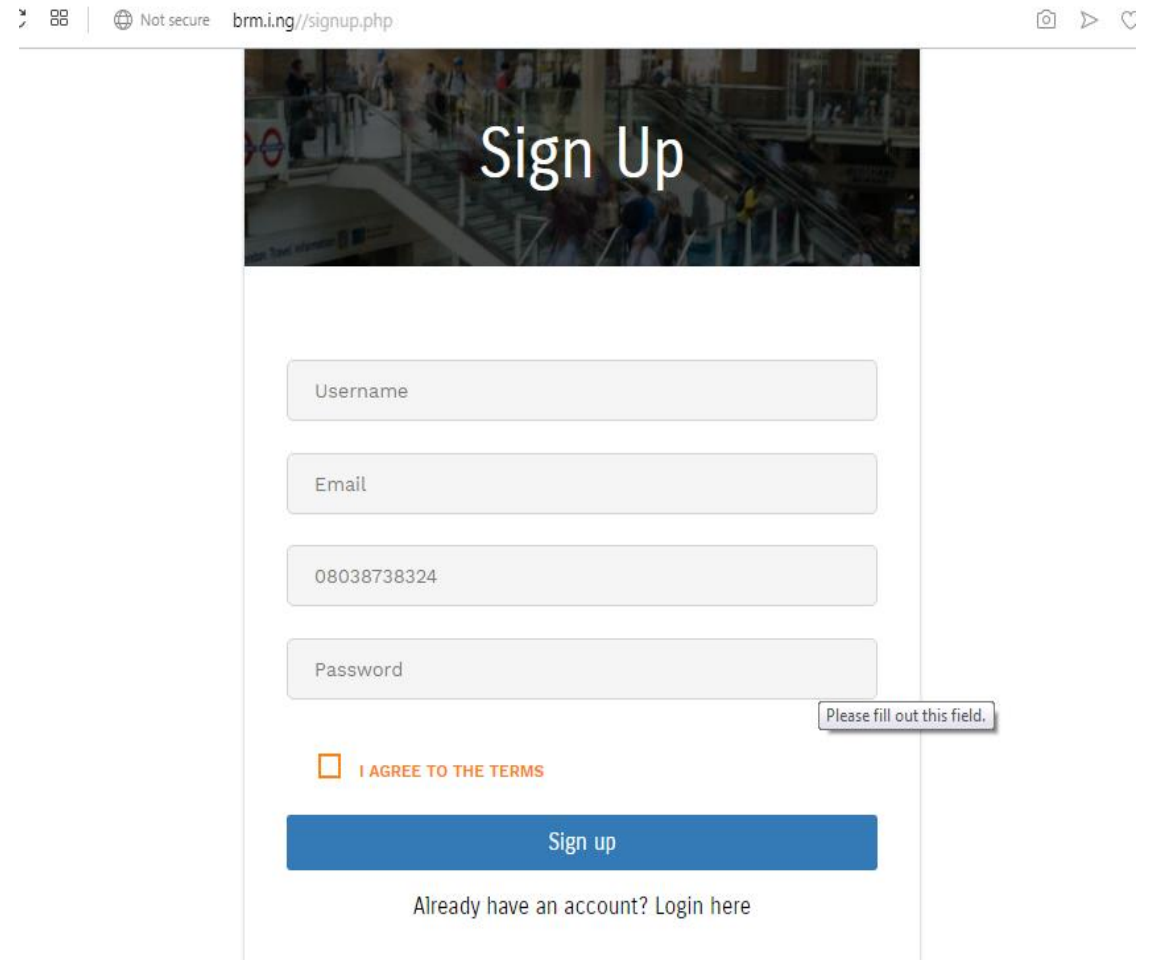
Step 2

Step 3

Step 4

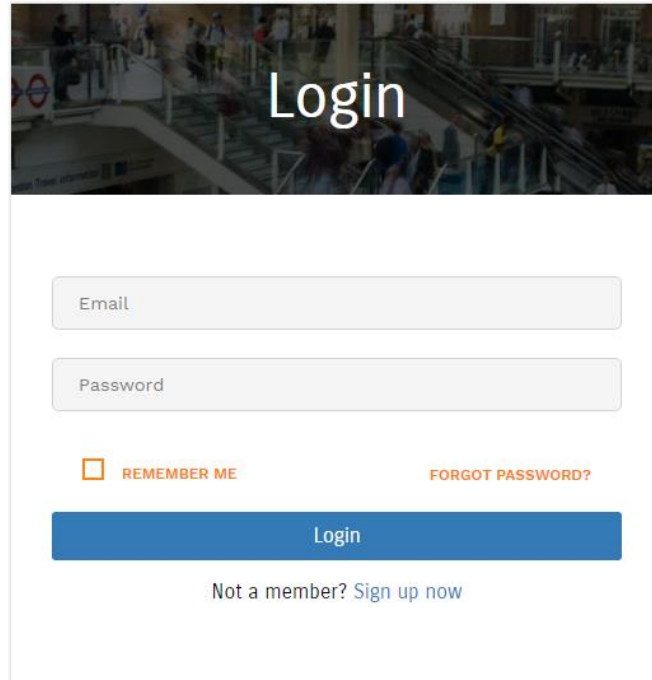
How to sign up

The Sign up page is very easy and only minimum information is required . Once the forms are filled click signup and a confirmation email is sent to you. Only a managers account requires signup, cashier accounts are created by the managers accounts admin portal.



The screenshot shows the 'Sign Up' page of the brm.i.ng application. The page has a header image with the text 'Sign Up' in white. Below the header, there are four input fields: 'Username', 'Email', a field containing the number '08038738324', and 'Password'. To the right of the 'Password' field, there is a tooltip that says 'Please fill out this field.' Below the input fields, there is a checkbox labeled 'I AGREE TO THE TERMS'. At the bottom, there is a blue 'Sign up' button and a link that says 'Already have an account? Login here'.

> C 88 | Not secure brm.i.ng/index.php

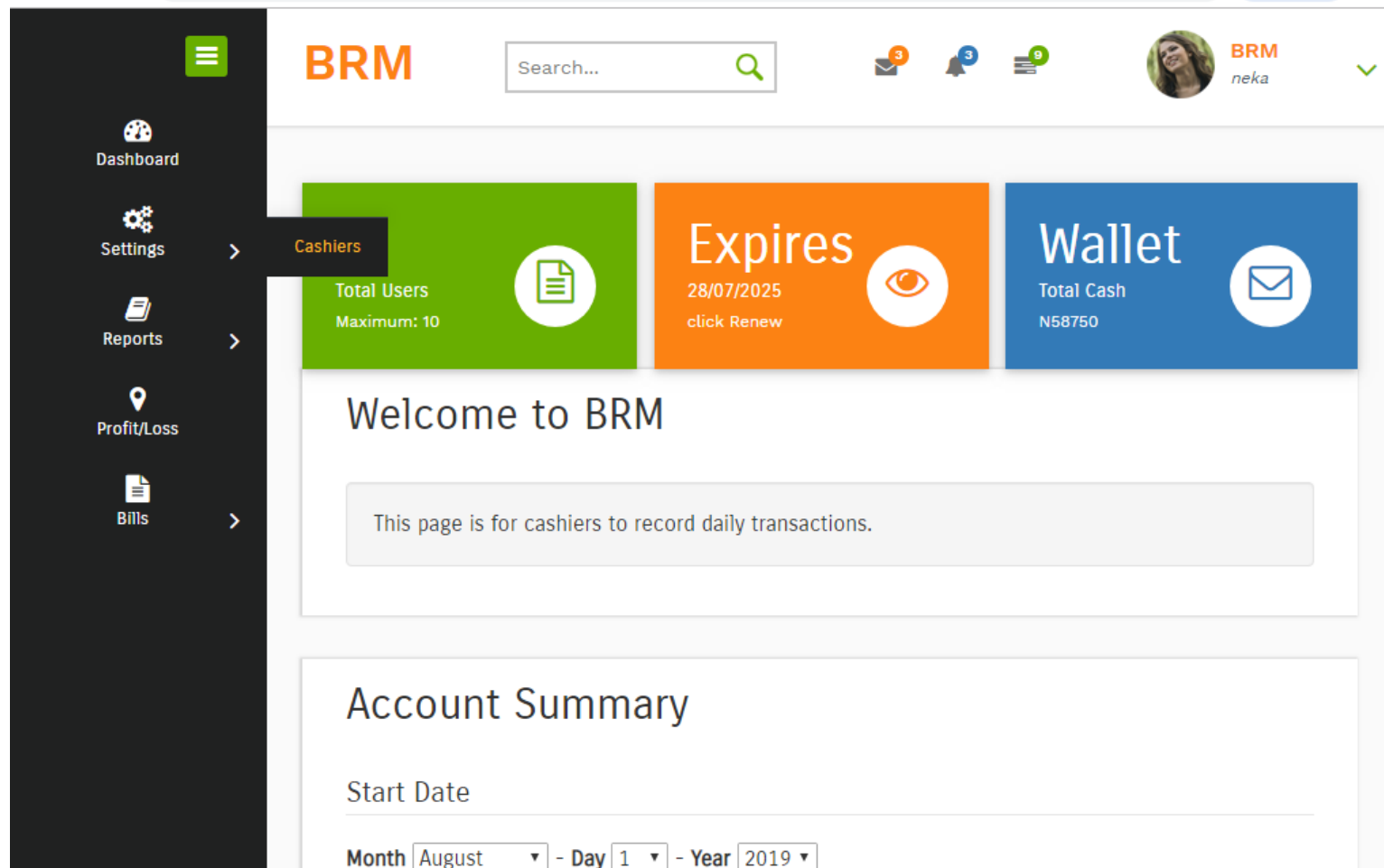


The screenshot shows the 'Login' page of the brm.i.ng application. The page has a header image with the text 'Login' in white. Below the header, there are two input fields: 'Email' and 'Password'. Below the input fields, there is a checkbox labeled 'REMEMBER ME' and a link that says 'FORGOT PASSWORD?'. At the bottom, there is a blue 'Login' button and a link that says 'Not a member? Sign up now'.

How to login

After manager account has been created, you need to log in by entering your log in details and click on the blue login button to access the admin portal.

Creating Cashier Accounts



Step one

To create cashier, place the mouse on settings and click on cashiers to access the cashier creating page.

← → ↻ ⓘ Not secure | brm.iing//create.php ☆ Paused N ⋮

Dashboard


Settings >

Reports >

Profit/Loss

Bills >

BRM

 **BRM**
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4
Total Users
Maximum: 10

Expires
28/07/2025
click Renew

Wallet
Total Cash
N58750

Welcome to BRM

This page is for creating and managing cashier accounts

Create Cashier

Registered Cashiers

SN	Date	Username	Phone	Email
1	16/08/2019	ngia-cashier-1	08038738324	ngianeka@gmail.com

Step Two

Enter the desired cashier account details in the form fields and click create cashier.

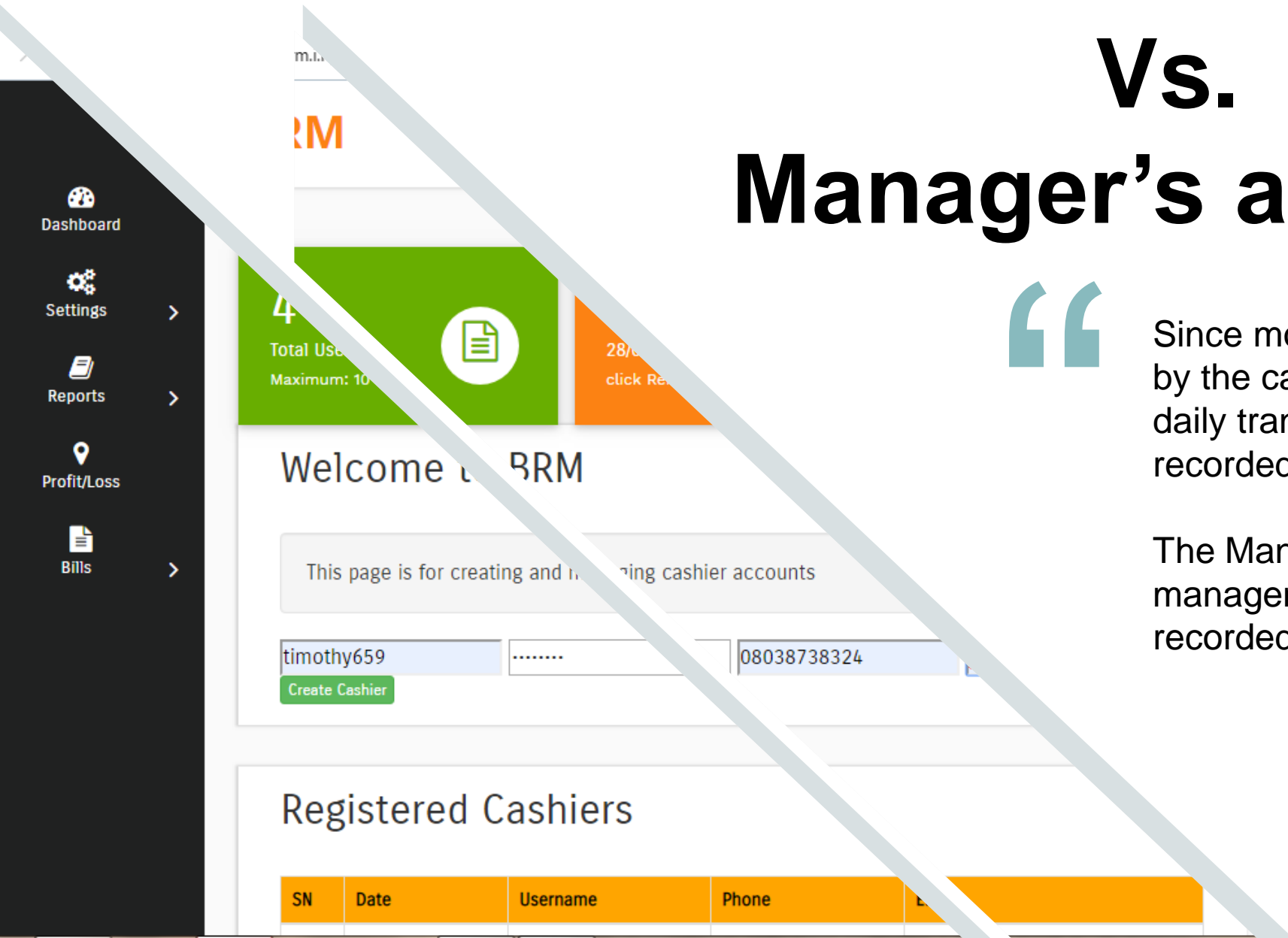
All Registered cashiers are displayed in the table on the page

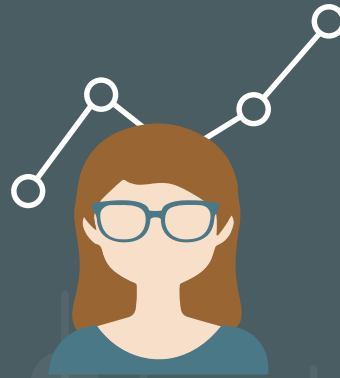
cashier accounts Vs. Manager's account



Since most transactions are carried out by the cashiers, all records ranging from daily transactions, expenses are recorded through their account.

The Managers account is used by management to view all transactions recorded by cashier accounts it created



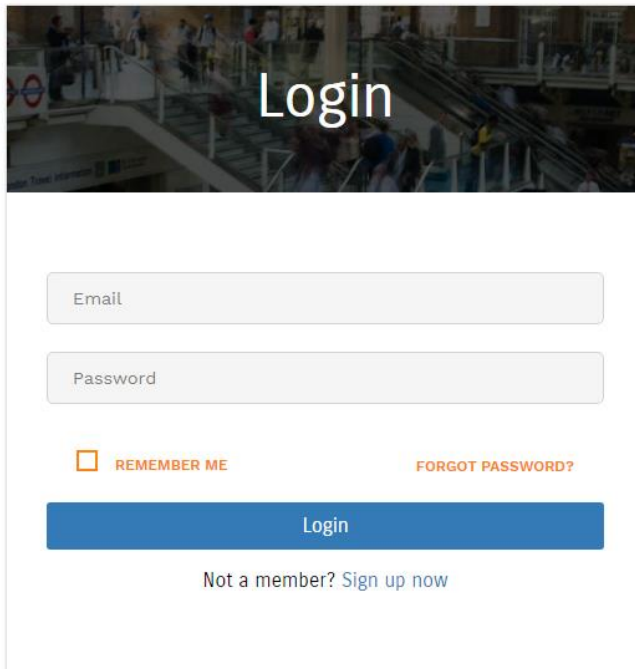


The Cashier Account

Everything you need to know

Login to cashier account

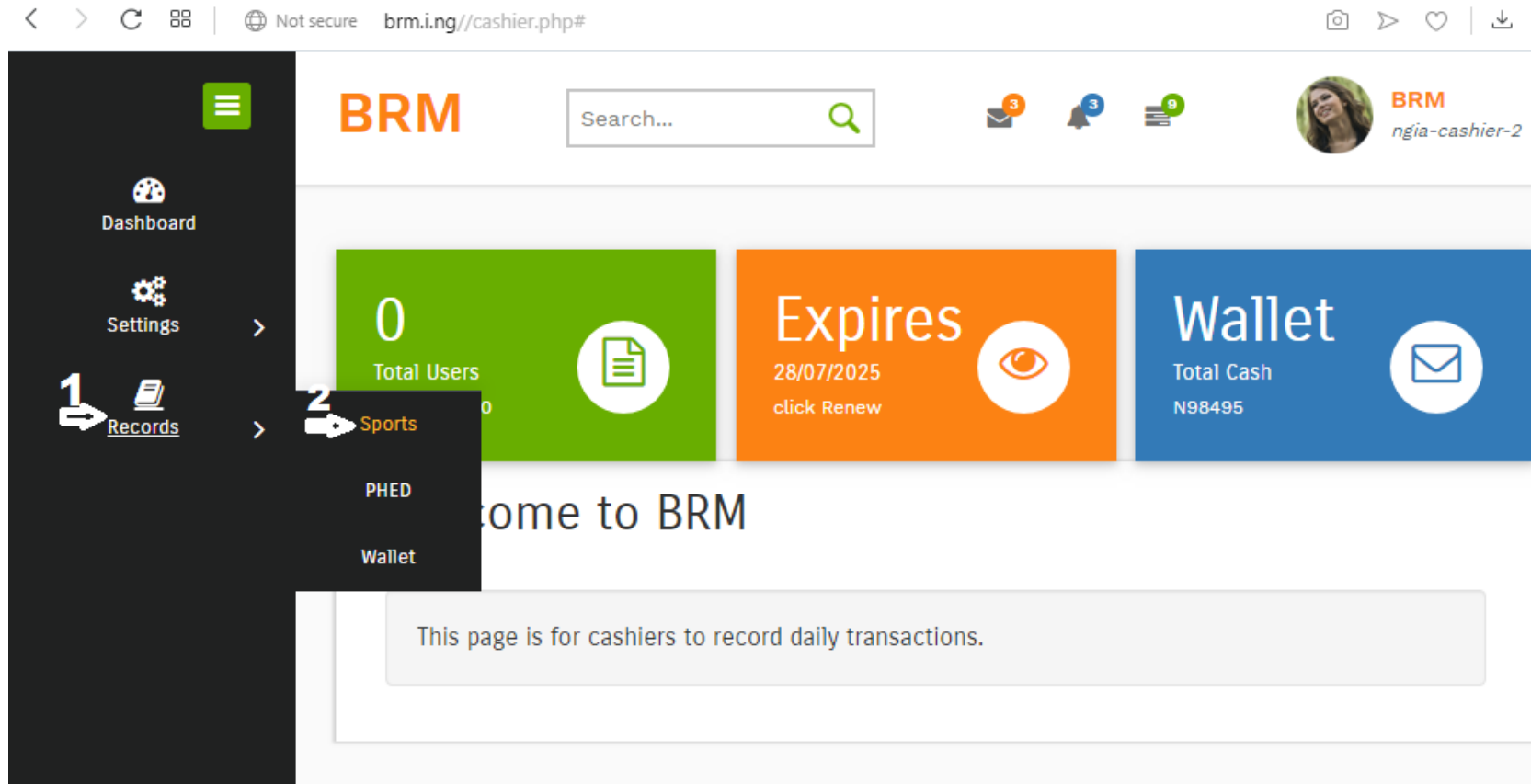
< > C 88 | 🔍 Not secure brm.i.ng/index.php



The screenshot shows a web browser window with a login form. The form has a header image with the word 'Login' in white text. Below the header, there are two input fields: 'Email' and 'Password'. Below the 'Email' field, there is a checkbox labeled 'REMEMBER ME' and a link 'FORGOT PASSWORD?'. Below the 'Password' field, there is a blue 'Login' button. At the bottom of the form, there is a link 'Not a member? Sign up now'.

To log into the cashier account is similar to that of the manager account, the only difference is that the login details are created by the admin for each cashier.

Recording daily transactions



To access the page for recording transactions:

1. Click on Records link on the navigation tabs
2. Click on sports



Entering records

Account SummarySun, 03 Nov 2019 08:40:32 GMT

1 2 3

amount description ▼

Add Record

Daily Transaction table

SN	Description	Category	In	Out
1	balance in account	Closing	0	6348
2	physical cash	Cash At Hand	0	8000
3	Payment via transfer	Pay Out	0	5000
4	Fuel	Expenses	0	1500
5	Opening balance	Opening	20000	0
6	Sub Total	NA	20000	20848

Set Date

Month November ▼ - Day 3 ▼ - Year 2019 ▼

Excess :848

Send

Clear

The records page has 3 forms which defines a transaction.

1. the first is the amount of the transaction.
2. The second is the description of the transaction.
3. The third is the category of the transaction.
4. After entering the records click on add record to add it to the calculation

Note!! The records are not sent to the server when you click add record.



Entering records

The records are split into either in or out depending on the category.

IN is for all funds that are given to the cashier e.g Opening balance in the account, cash given to the cashier, funding into the cashier accounts

OUT is for all funds that are taken from the cashier e.g Closing balance in the account, cash in the cashier's hands, funds withdrawn from the cashier accounts, expenses made by cashier for that day.

The system automatically sorts if the records entered is for IN or Out once the category is chosen

Account SummarySun, 03 Nov 2019 08:40:32 GMT

1

amount

2

description

3

Add Record

Daily Transaction table

SN	Description	Category	In	Out
1	balance in account	Closing	0	6348
2	physical cash	Cash At Hand	0	8000
3	Payment via transfer	Pay Out	0	5000
4	Fuel	Expenses	0	1500
5	Opening balance	Opening	20000	0
6	Sub Total	NA	20000	20848

Set Date


Month November ▾ - Day 3 ▾ - Year 2019 ▾

Excess :848

Send

Clear

Categories

BRM**BRM**
ngia-cashier-2

Account SummarySun, 03 Nov 2019 08:40:32 GMT

Add Record

Daily Transaction table

SN	Description	Category	In	Out
1	balance in account	Closing 1	0	6348
2	physical cash	Cash At Hand 2	0	8000
3	Payment via transfer	Debt 3	0	5000
4	Fuel	Expenses 4	0	1500
5	Opening balance	Funding 5	20000	0
6	Sub Total	Opening 6	20000	20848
		Pay in 7		
		Pay Out 8		

Set Date

Month - Day - Year






Excess :848

Send

Clear

1. **Closing:** The amount of money in the betting account at the close of work.
2. **Cash at hand:** Physical cash at hand at the close of work
3. **Debt:** games played on credit
4. **Expenses:** Money spent of expenses from the cashiers account.
5. **Funding:** Money sent to the cashier's betting account.
6. **Opening:** Money in the cashier's betting account at the opening of work.
7. **Pay in:** Cash given to the cashier.
8. **Pay Out:** Money collected from the cashier before the close of account.

Calculating daily accounts

BRM**BRM**
ngia-cashier-2 ✓

Account SummarySun, 03 Nov 2019 08:40:32 GMT

▼

Add Record

Daily Transaction table

SN	Description	Category	In	Out
1	balance in account	Closing	0	6348
2	physical cash	Cash At Hand	0	8000
3	Payment via transfer	Pay Out	0	5000
4	Fuel	Expenses	0	1500
5	Opening balance	Opening	20000	0
6	Sub Total	NA	20000	20848

Set Date

Month

November ▼

 - Day

3 ▼

 - Year

2019 ▼

Excess :848 ←

Send

Clear

If you subtract the total (IN) money given to the cashier from the total money in his hand (OUT) at the end of the day, you should be able to determine if the money is complete.

Total IN – Total Out = Excess

If the excess gives you zero or above it means you are balanced but if it returns a negative value it means you have a shortage of the amount.



The Wallet

What happens after the report is sent



Wallet

← → ↻ Not secure | brm.i.ng//cashier.php ⌵ ☆ Paused ⓘ

Apps Google YouTube Maps New Tab

Dashboard

Settings

Records

Sports

PHED

Wallet


BRM

Search...

3

3

9

 BRM
ngia-cashier-3 ✓

0
Total Users
um: 10

Expires
28/07/2025
click Renew

Wallet
Total Cash
N48500

Welcome to BRM

This page is for cashiers to record daily transactions.

Account SummaryMon, 04 Nov 2019 10:21:00 GMT

amount

description

▼

Add Record

Daily Transaction table

SN	Description	Category	In	Out
1	Total	NA	0	0

Set Date

brm.i.ng//wallet.php

When the daily reports are sent to the database(i.e when you click send), the cash at hand is added to the wallet.

This is useful especially to shop owners who don't collect money from their cashiers daily.

So when the money is paid out to the managers or spent on expenses it is expected that the cashiers record it from the wallet page.



Wallet Transaction



Add to wallet

In

used in the money is been added to that in the wallet

Out

Used if the money collected from the wallet

Wallet Summary

Start Date

Month - Day - Year

Used to query transactions in the wallet according to dates

End Date

Month - Day - Year

Shows the last balance in the wallet

Latest wallet transactions

SN	Date	User	Description	In	Out	Balance
1	03/11/2019 05:50:54pm	ngia-cashier-3	CAH	1900	0	48500
2	02/11/2019 07:24:20pm	ngia-cashier-3	CAH	5000	0	46600
3	01/11/2019 07:26:02pm	ngia-cashier-3	CAH	7250	0	41600
4	31/10/2019 05:51:54pm	ngia-cashier-3	CAH	300	0	34350
5	29/10/2019 07:11:44pm	ngia-cashier-3	CAH	4600	0	34050



The Admin Portal

Viewing records





Account Summary

Start Date

Month November - Day 5 - Year 2019

End Date

Month November - Day 5 - Year 2019

USER ngia-cashier-2

Search

Used to search daily reports of cashiers according to dates.

Search results of a cashier on a particular date

SN	Date	Description	Category	Ins	Out	Username
1	05/11/2019 08:49:37am	opening	Opening	3749	0	ngia-cashier-2
2	05/11/2019 08:49:37am	funding	Pay in	5000	0	ngia-cashier-2
3	05/11/2019 08:49:37am	funding	Pay in	15000	0	ngia-cashier-2
4	05/11/2019 08:49:37am	saving	Pay Out	0	2000	ngia-cashier-2
5	05/11/2019 08:49:37am	closing	Closing	0	4249	ngia-cashier-2
6	05/11/2019 08:49:37am	CAH	Cash At Hand	0	17500	ngia-cashier-2
N	NA	Total	0	23749	23749	

Excess amount : 0



Thank You

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