



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

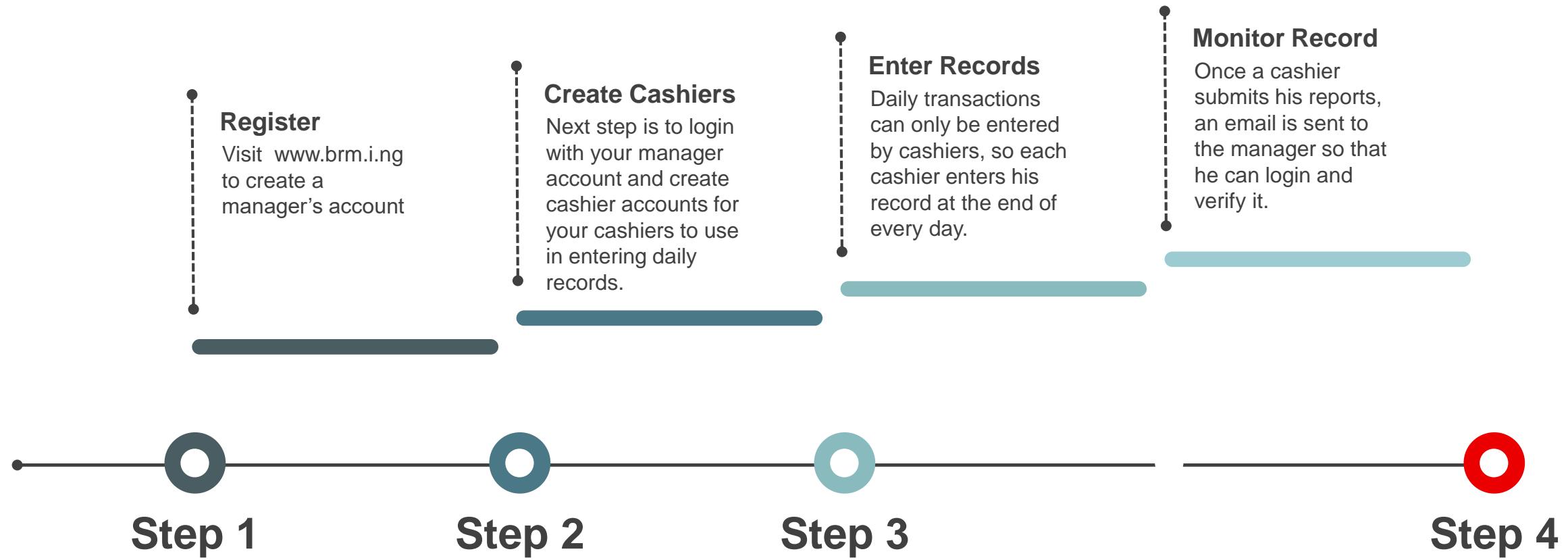
03 Calculate Expenses/Profit/Loss

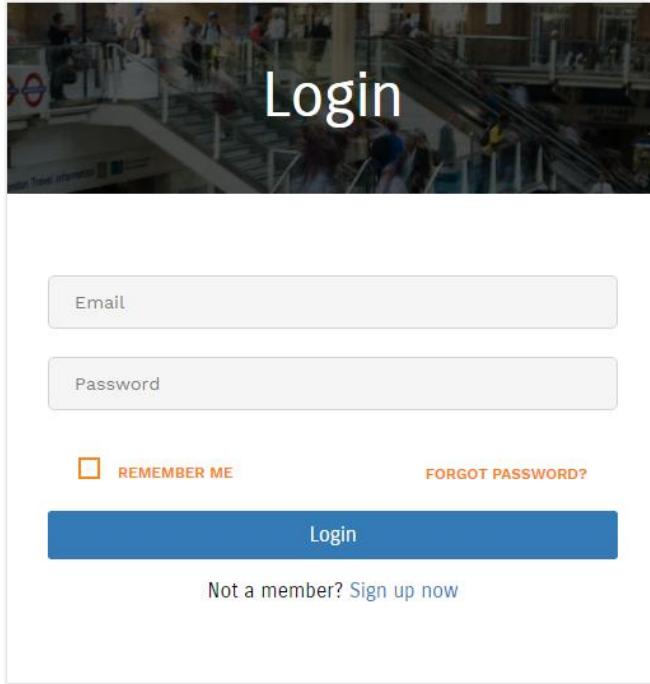
Expenses/Profit/Loss are automatically calculated on the platform

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





The screenshot shows a login page with a background image of a busy escalator. The page has a large 'Login' title at the top. Below it are two input fields: 'Email' and 'Password'. There is a 'REMEMBER ME' checkbox and a 'FORGOT PASSWORD?' link. A large blue 'Login' button is centered. Below the button is a link 'Not a member? [Sign up now](#)'.

Email

Password

REMEMBER ME

FORGOT PASSWORD?

Login

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.

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 a sign up page with a background image of a busy escalator. The page has a large 'Sign Up' title at the top. Below it are four input fields: 'Username', 'Email', a phone number '08038738324', and 'Password'. A checkbox 'I AGREE TO THE TERMS' is present. A blue 'Sign up' button is at the bottom. A tooltip 'Please fill out this field.' is shown over the 'Password' field.

Username

Email

08038738324

Password

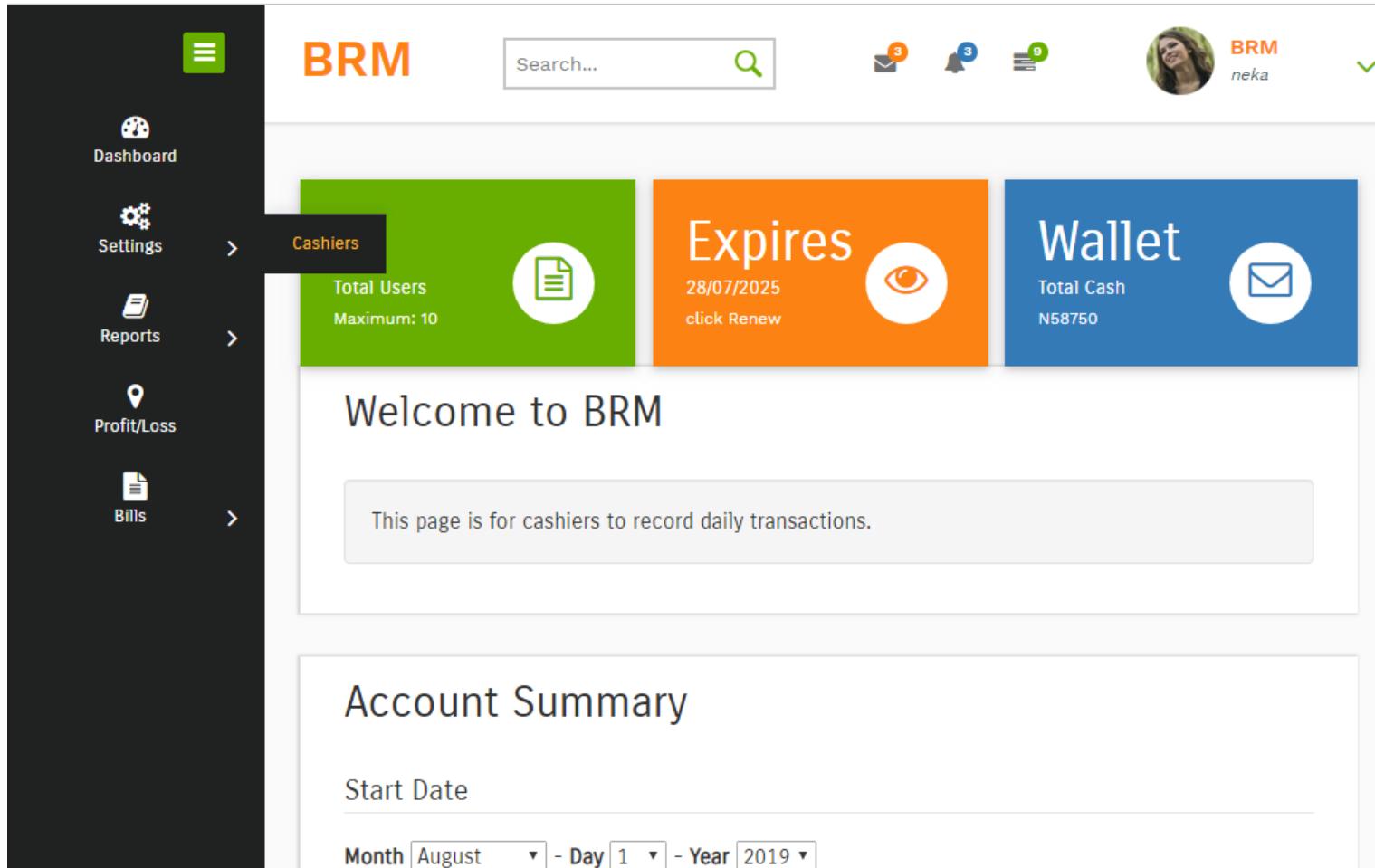
I AGREE TO THE TERMS

Sign up

Please fill out this field.

Already have an account? [Login here](#)

Creating Cashier Accounts



The image shows the BRM software dashboard. On the left is a dark sidebar with icons for Dashboard, Settings, Reports, Profit/Loss, and Bills. The main area has a header with 'BRM', a search bar, and notifications for 3 messages, 3 notifications, and 9 events. A user profile for 'neka' is shown. Below the header are three cards: 'Total Users' (Maximum: 10), 'Expires 28/07/2025 click Renew', and 'Wallet Total Cash N58750'. A 'Welcome to BRM' message and a note for cashiers to record transactions are displayed. The 'Cashiers' option in the sidebar is highlighted, indicating the current step in the process.

Step one

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

The screenshot shows the BRM software interface. The left sidebar has a dark theme with icons for Dashboard, Settings, Reports, Profit/Loss, and Bills. The main area has a light theme with a header showing 'Not secure | brm.i.ng//create.php', a 'Paused' status, and a user profile for 'BRM neka'. The top navigation bar has a green 'BRM' logo. Below it are three cards: '4 Total Users Maximum: 10' (green), 'Expires 28/07/2025 click Renew' (orange), and 'Wallet Total Cash N58750' (blue). A 'Welcome to BRM' message is displayed. A form for creating a cashier account is shown with fields for 'cashier username', 'password', 'phone number(optional)', and 'email(optional)'. A green 'Create Cashier' button is at the bottom. A table titled 'Registered Cashiers' shows one entry: SN 1, Date 16/08/2019, Username ngianeka-cashier-1, Phone 08038738324, and Email ngianeka@gmail.com.

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

Step Two

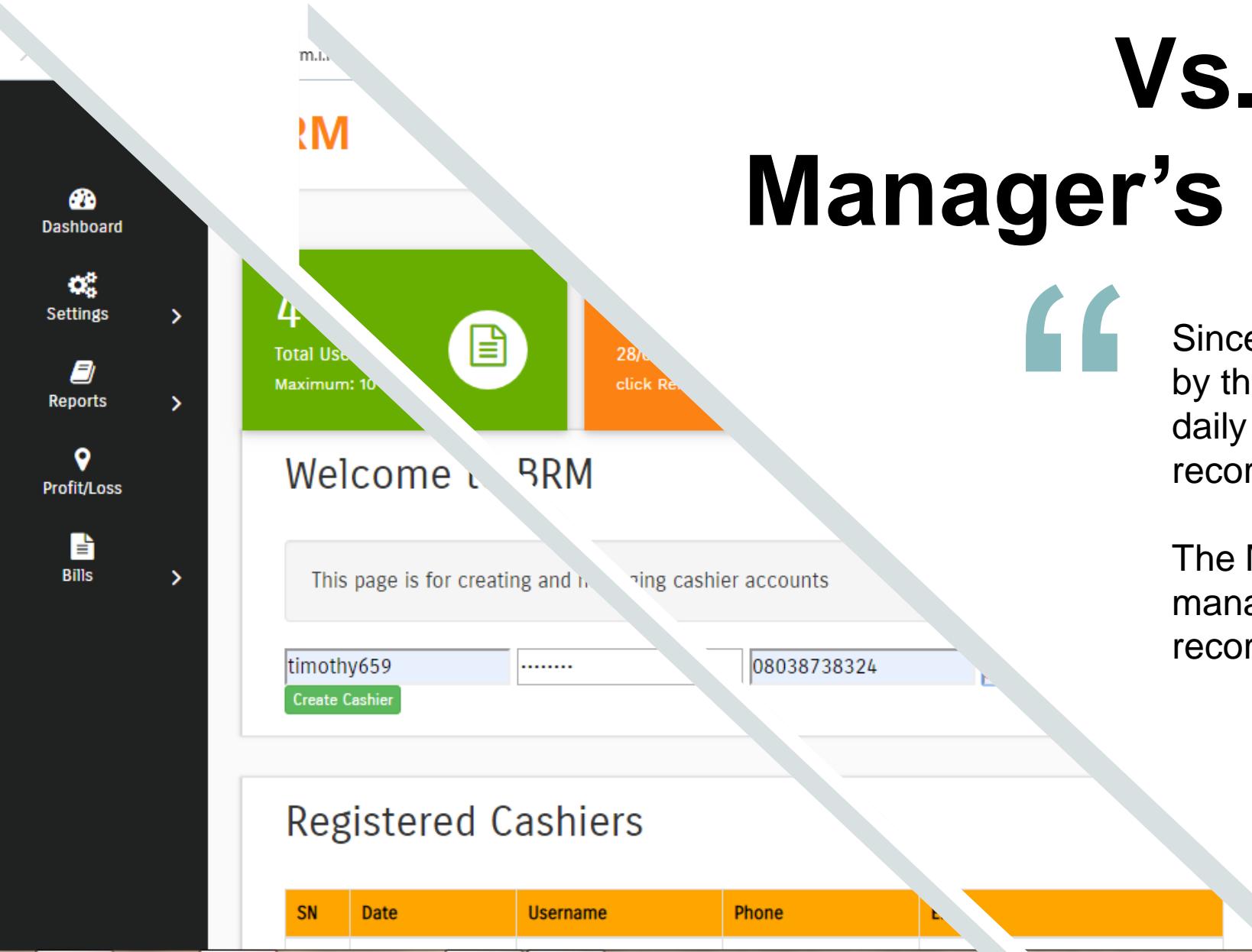
Enter the desired cashier account details in the form fields and click create cashier.

All Registered cashiers are displayed in the table on the page

cashier accounts

Vs.

Manager's account



BRM

4 Total Users Maximum: 10

28/08/2018 click Refresh

Welcome to BRM

This page is for creating and managing cashier accounts

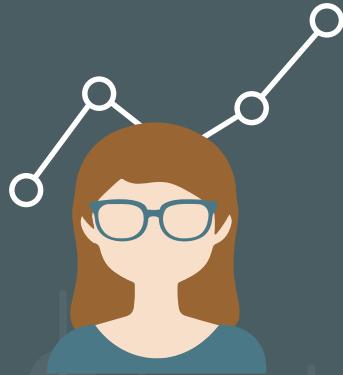
SN	Date	Username	Phone	Email
1	2018-08-28	timothy659	08038738324	timothy659@gmail.com

Registered Cashiers

“

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

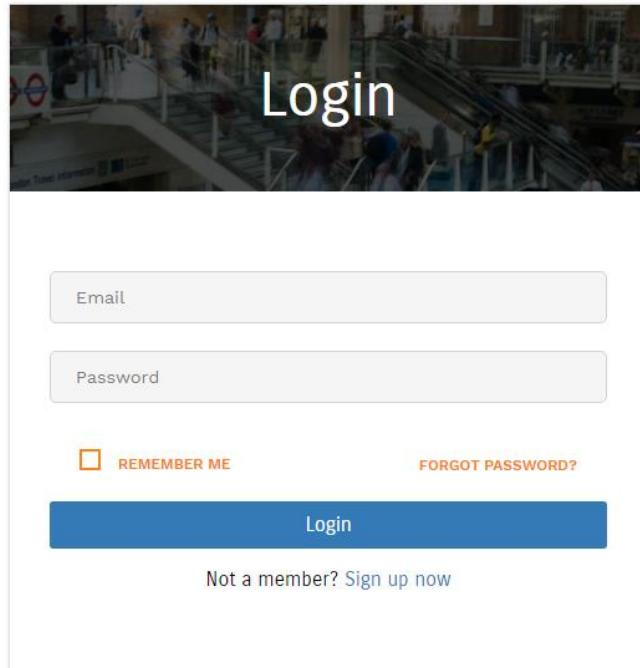


The Cashier Account

Everything you need to know

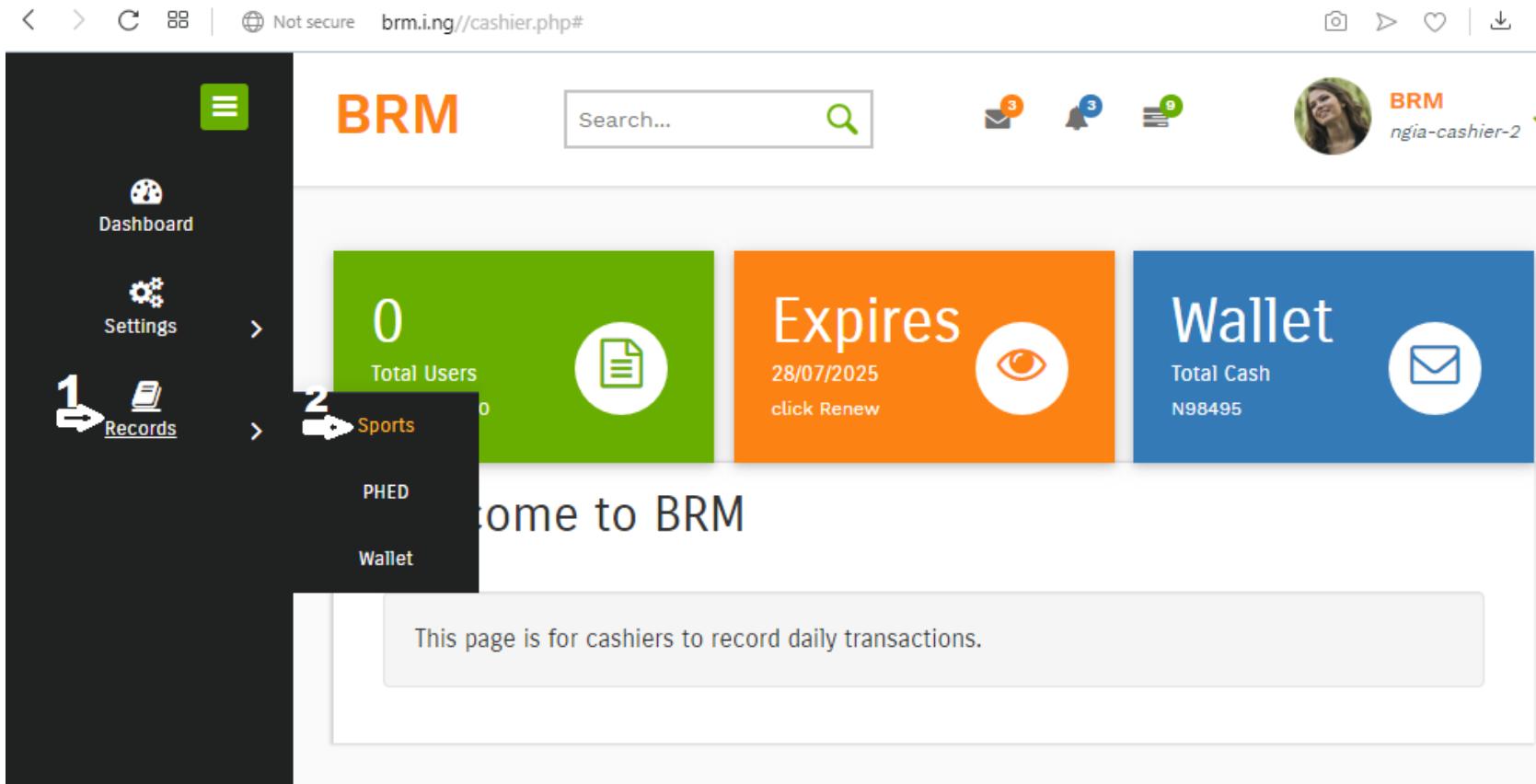
Login to cashier account

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



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



The screenshot shows the BRM cashier dashboard. On the left, a navigation sidebar has 'Records' (step 1) and 'Sports' (step 2) highlighted. The main area displays three cards: 'Total Users' (0), 'Expires' (28/07/2025, click Renew), and 'Wallet' (Total Cash N98495). A message at the bottom states: 'This page is for cashiers to record 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 Summary Sun, 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 - Day - Year

Excess :848

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

Account Summary Sun, 03 Nov 2019 08:40:32 GMT

1 amount	2 description	3 <input type="button" value="▼"/>
--------------------	-------------------------	--

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 - Day - Year

Excess :848

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

Categories

BRM

Account Summary Sun, 03 Nov 2019 08:40:32 GMT

amount	description	Category	In	Out
		Closing	1	
		Cash At Hand	2	
		Debt	3	
		Expenses	4	
		Funding	5	
		Opening	6	
		Pay in	7	
		Pay Out	8	
1	balance in account	Closing	0	6348
2	physical cash	Cash	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

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 Summary Sun, 03 Nov 2019 08:40:32 GMT

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 

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.

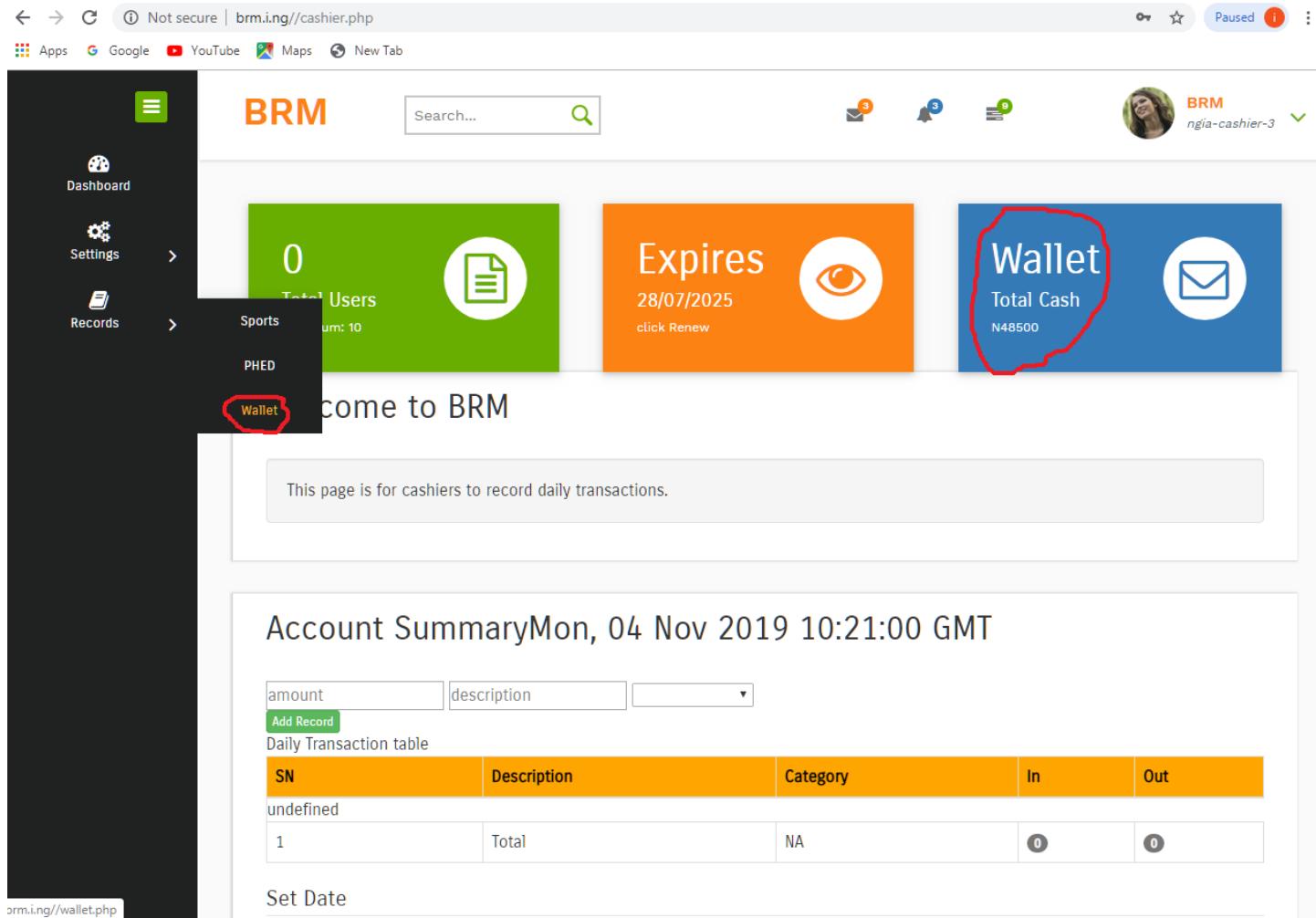
Total IN – Total Out = Excess

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



The screenshot shows the BRM software interface. The top navigation bar includes links for Apps, Google, YouTube, Maps, and New Tab. The main header says "BRM" and has a search bar. The left sidebar has a black background with icons for Dashboard, Settings, and Records, and a "Wallet" tab highlighted with a red box. The main content area displays three cards: "Total Users" (0), "Expires" (28/07/2025, click Renew), and "Wallet" (Total Cash N48500, circled in red). Below these is a message: "Welcome to BRM" and "This page is for cashiers to record daily transactions." The "Account Summary" section shows a table with one record: SN 1, Description Total, Category NA, In 0, Out 0. A "Set Date" button is at the bottom.

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

amount

Debt description

Add to wallet

In

Out

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

Used if the money collected from the wallet

Wallet Summary

Start Date

Month September ▾ - Day 1 ▾ - Year 2019 ▾

Used to query transactions in the wallet according to dates

End Date

Month January ▾ - Day 1 ▾ - Year 2020 ▾

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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