Table of Contents

List of figures ................................................................. 2

1. Introduction ................................................................................. 3

1.1. Overview of the system ......................................................... 3

1.2. Intended audience .................................................................. 3

1.3. Prerequisite ........................................................................... 3

2. Getting started ......................................................................... 4

3. Uploading Files ...................................................................... 6

4. Mapping file columns .......................................................... 8

5. Requesting for reports ........................................................ 9

List of figures

Figure 1 : Log in page ................................................................. 4
Figure 2 : Features of the recon tool ........................................... 5
Figure 3 : Uploading files ........................................................... 6
Figure 4 : Files uploads .............................................................. 6
Figure 5 : Uploaded files list ....................................................... 7
Figure 6 : Mapping file columns between files ......................... 8
Figure 7 : Updating changes after mapping file columns .......... 9
Figure 8 : Filter range for reporting dates ................................ 10
Figure 9 : Selecting reconciliation remarks .............................. 10
Figure 10 : Submitting reconciliation reports ......................... 11
Figure 11 : Downloading reconciliation reports .................... 11
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.

![Log in page](image)

*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 as shown in the figure below:

![Figure 3: Uploading files](image)

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](image)
Once files have been uploaded successfully, they will appear on the list as shown below.

**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.

*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.

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.
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 8: Filter range for reporting dates](image1)

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

![Figure 9: Selecting reconciliation remarks](image2)
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