



NIGERIA BDC HUB
Transaction Management System



THE BDC TRANSACTION MANAGEMENT SYSTEM (BDC-TMS)
NIGERIA BDC HUB

User Manual and Guide

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User Manual and Guide

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Revision History

Revision	Date	Summary of changes	Author
1.0	January 2026	First draft	Ajayi, Precious
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Introduction

The beginning is always today – Mary Shelley

This manual is aimed at giving the user sufficient information on how to use the Transaction Management System. The manual was created to be used as guide on how to carry out key activities on the application.

How to use the manual

The manual may be used as a reference, for users with concerns in specific (modules) topics; reference can be made to the table of contents or Index and directly to the topic page subsequently.

Key areas will be specified in bold to emphasize their importance. They will appear in an easy-to-follow bold text, for example “Export to CSV” will appear as “**Export to CSV**”.

When a key combination is described for example Press ‘**Ctrl+B**’, this means the user should hold down the keyboard’s Control ‘**Ctrl**’ key found on either side of the keyboard, while pressing the keyboard’s ‘**B**’ key.

Websites/links will be represented in the format of the example below:

tms.nigerianbdchub.ng

- ✓ **To click:** users should tap the left mouse button. Quickly touching and releasing your finger on the left mouse button.
- ✓ **To double-click:** users should tap twice the left mouse button. Two taps in rapid succession does the trick.

- ✓ **To right-click:** the user should tap the right mouse button. Quickly touching and releasing your finger on the right mouse button.

Getting Started

To start the application

To launch the Transaction Management System, open the web browser



You will find the icon on your desktop or under the **start** button.

Enter the URL of the application <https://tms.nigerianbdchub.ng> into the address bar of the web browser and press the ENTER key to redirect to the application. You will be redirected to the Login page of the application.



NIGERIA BDC HUB
Transaction Management System

Sign in

 Remember me[Forgot Password?](#)

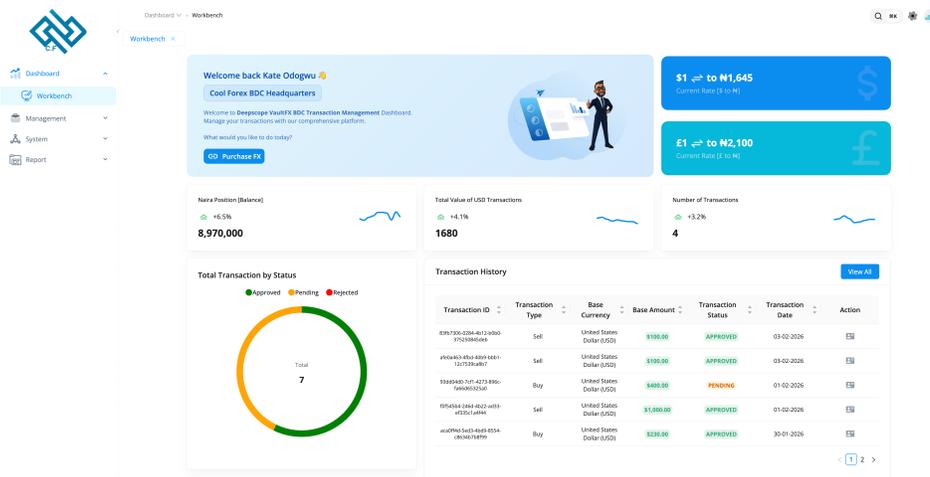
- Users should key in their username followed by the password and click on the **Enter** button. The assigned application login details should be used.

Resetting User's Password

- To reset a user's password, click on the **Forgot Password?** link shown on the screenshot above. A page will be shown requesting the user to enter his or her registered email. Enter the email and click on the **Send Email** button. An email with the temporary password will be sent to the registered email of the user after successful checks and verifications. The user will be prompted to change the temporary password to a password of his/her choosing at first login attempt with the temporary password.



- After successful login, the application dashboard will be displayed as in the diagram below.



How do I log out or sign out of the application?

Once you have logged-in successfully, on the far-right side of the header, is the picture (or avatar) of the logged in user. Click on it and then click on the logout link as circled in blue below.



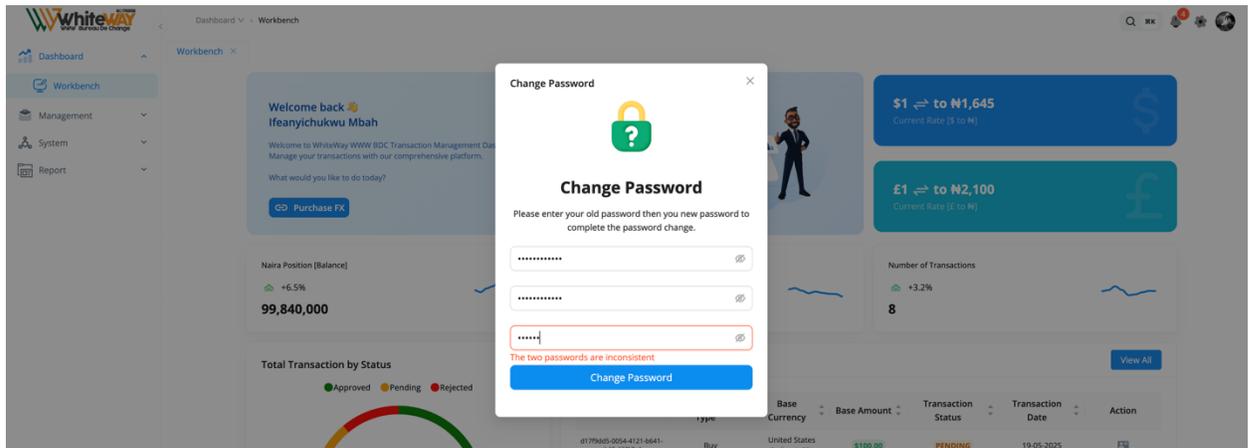
- Click on the logout link and the application will automatically close your session and take you to the login screen again.
- At this point, you have successfully logged out of the application. You can close the browser window.

Change of Password

Password can be changed by clicking on Change Password link on the User Profile menu at the top far-right side of the application header as shown, circled in blue below.



Click on the link and in the resulting dialog box, input the Old Password, then the New Password and then repeat the same password again in the Confirm New Password text field.



Click on 'Change Password' button and the password will be successfully updated.

The password length should be a minimum of twelve(12) alphanumeric characters. It must have at least one capital letter, one small letter, a number and a special character.

The Application Workspace

Application's interface.

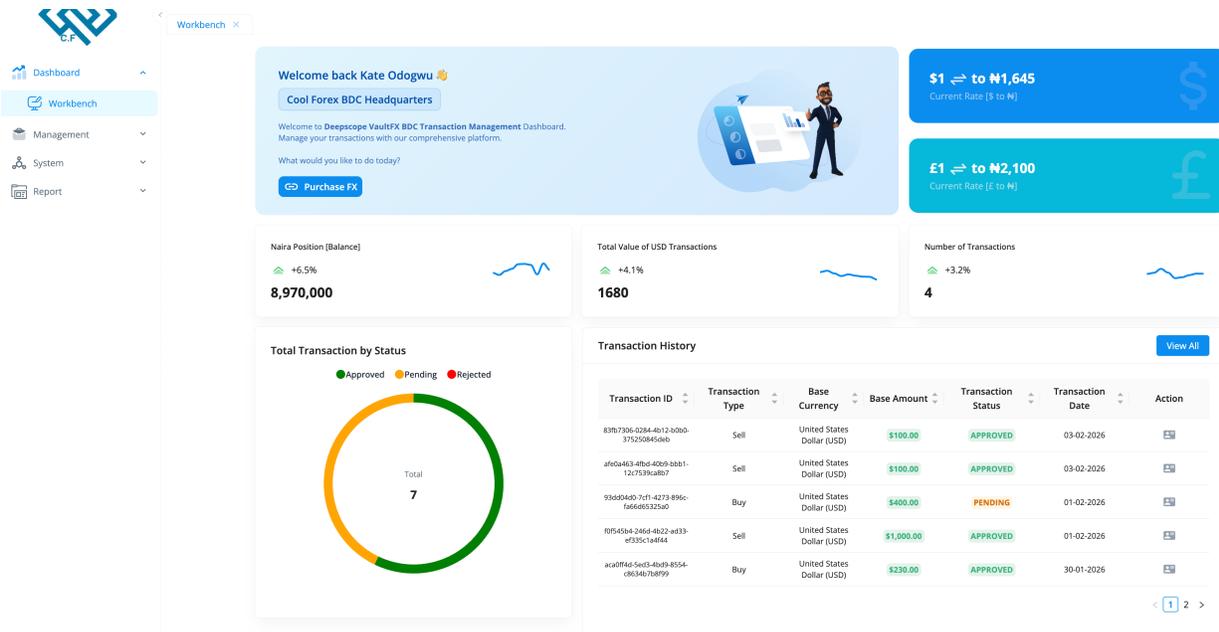
- The section below describes the features of the application interface.
- **The header:** has the BDC logo, bread crumbs for easy navigation, a chevron icon to close the left navigation pane. On the far-right corner of the header, there are search icon, notification icon, user interface setting icon which enables the user adjust the view for comfort and convenience, information of the User currently logged in, a logout link and Change Password link which are both displayed on clicking the picture/avatar icon of the currently logged in user, and tabs of open pages.



- **The Left Navigation Pane:** is made up of the application menus. By default, they are collapsed and can be expanded using the arrow icon pointing downwards at the right side of each menu. The menus available are:
 - **Dashboard**
 - **Management**
 - **System**

○ Report

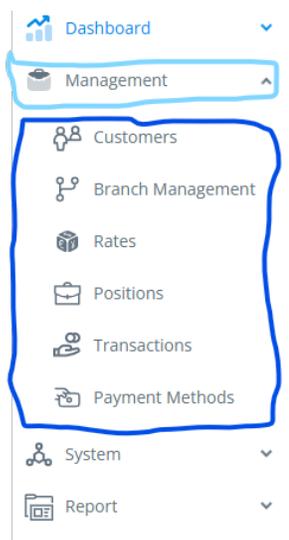
- **The Dashboard menu:** is the first menu on the navigation pane. When clicked, it expands to reveal the Workbench sub-menu. Clicking on the Workbench sub-menu takes the user to the application dashboard. The application dashboard contains multiple visualizations to quickly give the logged in user a general overview and statistics of daily operations on the application.



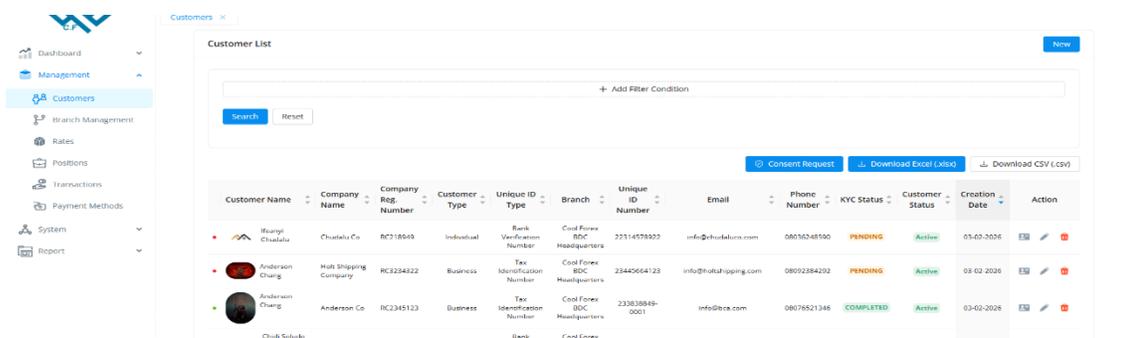
- The first card displays a welcome message with the full name of the currently logged in user displayed. It also includes the **Purchase FX** button that takes the user directly to the transaction management page for FX sales and purchases.
- The second card shows the latest **Dollar to Naira** conversion rate. The third card directly below the second card shows the latest **Pound to Naira** conversion rates.
- The three cards in the second row displays the current **Naira Position (Balance)**, **Total Value of USD transactions** and **Total Number of Transactions** respectively.
- The third/last row shows a pie chart (with legends) detailing the total number of **approved**, **pending** and **rejected** transactions. The

table beside it shows the last ten transactions in descending order (from latest to earliest).

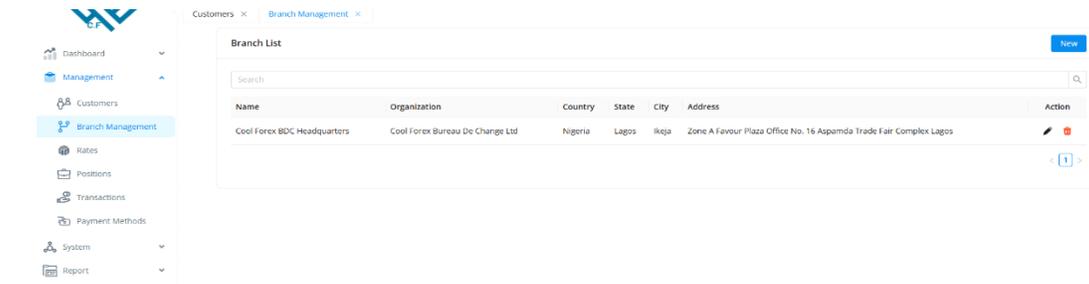
- **The Management menu:** is made up of six sub-menus. These sub-menus are the Customers, Branch Management, Rates, Positions, Transactions and Payment methods menus.



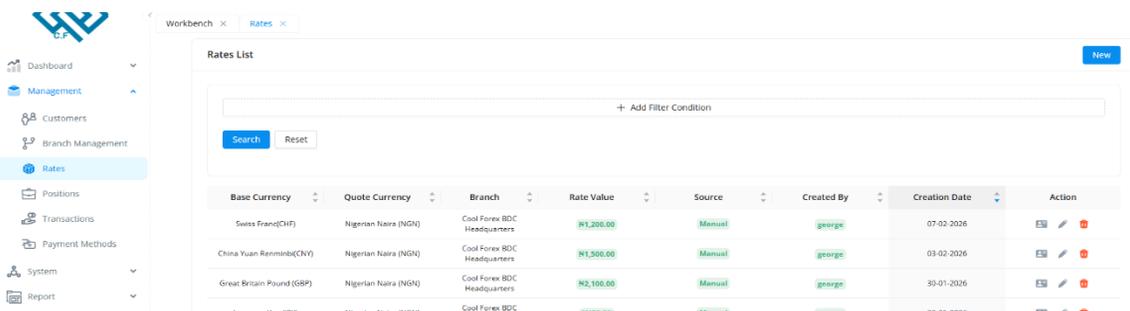
- The **Customers** sub-menu takes the user from any page he/she is currently on to the page for searching and viewing customer details, creating a new customer and updating details of existing customers. Users can supply several filter criteria to drill down to the record of the desired customer(s).



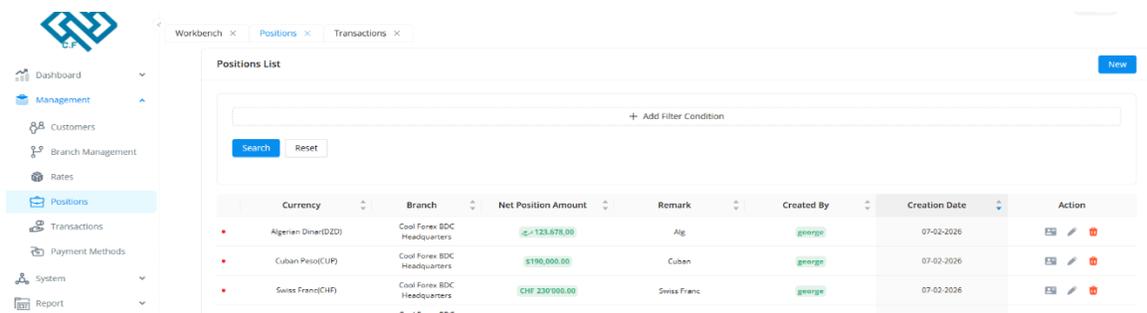
- The **Branch Management** sub-menu takes the user from any page he/she is currently on to the page for searching and viewing branch management details, creating a new branch and updating details of existing branches. Users can search for an existing branch by entering a search string in the search text box.



- The **Rates** sub-menu takes the user from any page he/she is currently on to the page for searching and viewing rate details, creating a new rate and updating details of existing rates. Users can supply several filter criteria to drill down to the desired rate(s).



- The **Positions** sub-menu takes the user from any page he/she is currently on to the page for searching and viewing position details, creating a new position and updating details of existing positions. Users can supply several filter criteria to drill down to the desired position(s).

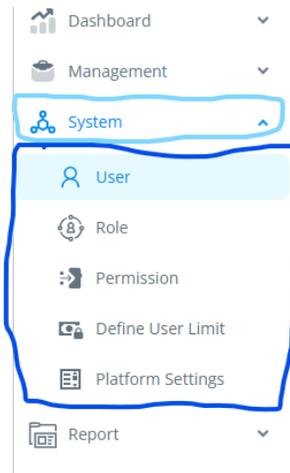


- The **Transactions** sub-menu takes the user from any page he/she is currently on to the page for searching and viewing transaction details (FX sales and purchases), creating a new transaction and updating details of pending transactions. Users can supply several filter criteria to drill down to the desired transaction(s).

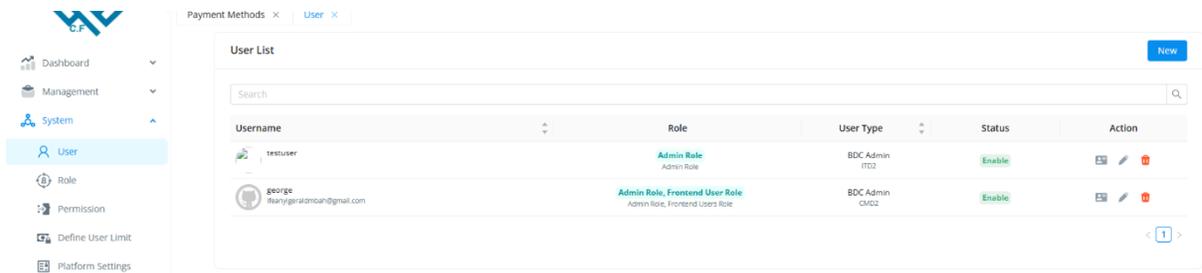
Transaction Type	Customer	Base Currency	Base Amount	Quote Currency	Quote Amount	Branch	Exchange Rate	Created By	Transaction Status	Transaction Date	Value Date	Action
Sell	Sarah Stevens [Stevens Consult]	United States Dollar (USD)	\$100.00	Nigerian Naira (NGN)	₦149,000.00	Cool Forex BDC Headquarters	₦1,490.00	george	APPROVED	03-02-2026	03-02-2026	[Edit] [Delete]
Sell	Sarah Stevens [Stevens Consult]	United States Dollar (USD)	\$100.00	Nigerian Naira (NGN)	₦149,000.00	Cool Forex BDC Headquarters	₦1,490.00	george	APPROVED	03-02-2026	03-02-2026	[Edit] [Delete]
Buy	Stella Kanu [Gerals Essentials]	United States Dollar (USD)	\$400.00	Nigerian Naira (NGN)	₦600,000.00	Cool Forex BDC Headquarters	₦1,500.00	george	PENDING	01-02-2026	01-02-2026	[Edit] [Delete]
Sell	Stella Kanu [Gerals Essentials]	United States Dollar (USD)	\$1,000.00	United States Dollar (USD)	\$1,500,000.00	Cool Forex BDC Headquarters	\$1,500.00	george	APPROVED	01-02-2026	09-02-2026	[Edit] [Delete]

- The **payment methods** sub-menu takes the user from any page he/she is currently on to the page for searching and viewing payment method details (cash payment, card payment, bank deposit and bank transfer), creating a new payment method and updating details of existing payment methods. Users can search for existing payment methods by entering a search string in the search text box.

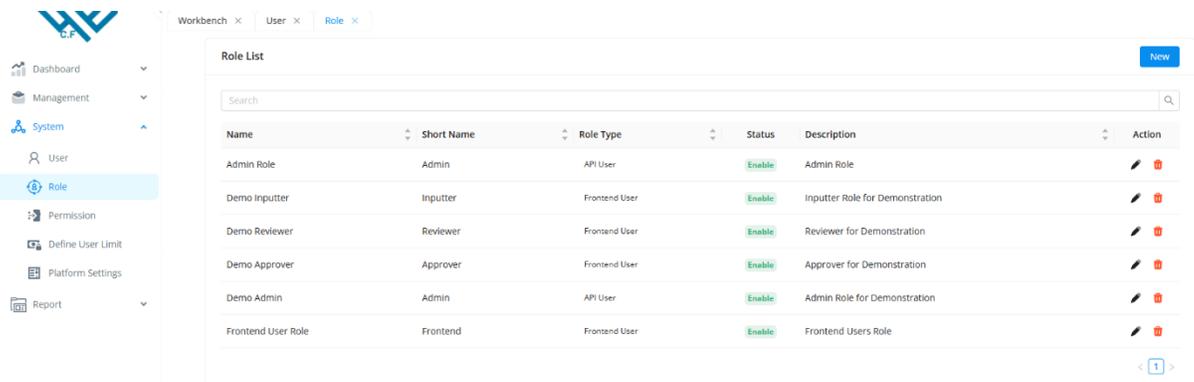
- The **System menu**: is made up of five sub-menus. These sub-menus are the User, Role, Permission, Define User Limit and Platform Settings menus.



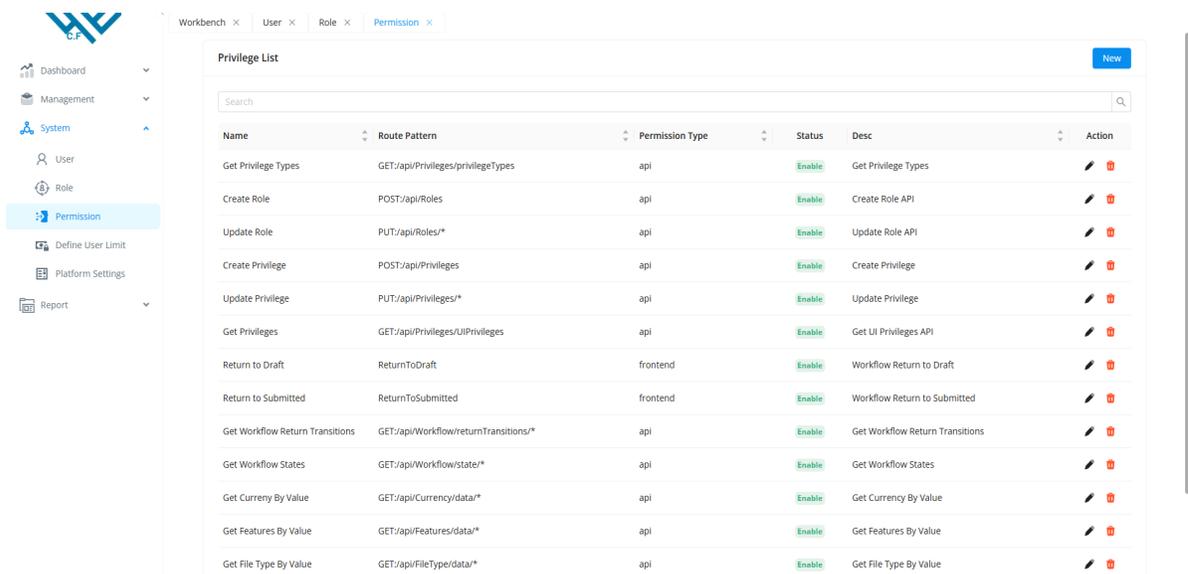
- The **User** sub-menu takes the user from any page he/she is currently on to the page for searching and viewing user details, creating a new user and updating details of existing users. Users can search for an existing user by entering a search string in the search text box.



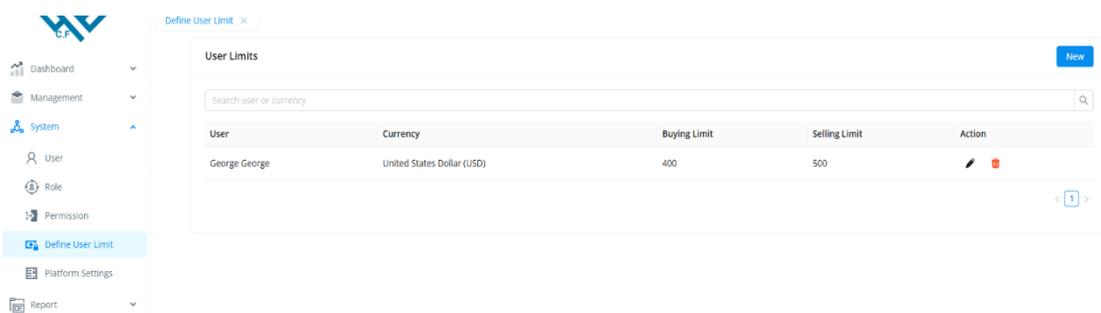
- The **Role** sub-menu takes the user from any page he/she is currently on to the page for searching and viewing role details, creating a new role and updating details of existing roles. Users can search for an existing role by entering a search string in the search text box.



- The **Permission** sub-menu takes the user from any page he/she is currently on to the page for searching and viewing permission details, creating a new permission and updating details of existing permissions. Users can search for an existing permission by entering a search string in the search text box.

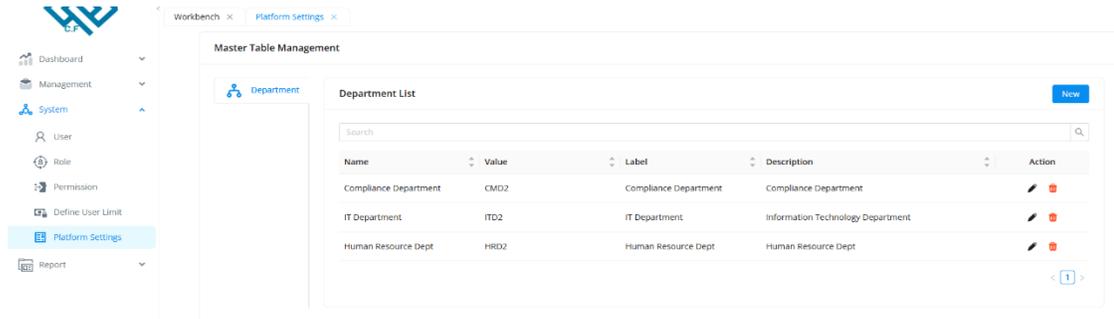


- The **Define User Limit** sub-menu takes the user from any page he/she is currently on to the page for searching and viewing and defining limits for staff of the BDC. Administrators can define new limits for their staff and update details of existing limits. Users can search for an existing user limit by entering a search string in the search text box.

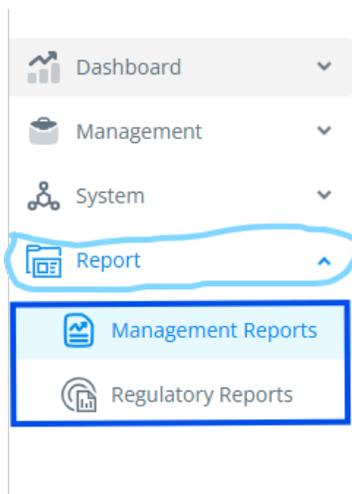


- The **Platform Settings** sub-menu takes the user from any page he/she is currently on to the page for searching and viewing platform settings (Master table management), creating a new platform setting and updating details of existing platform settings. Users can search for an existing platform settings by entering a

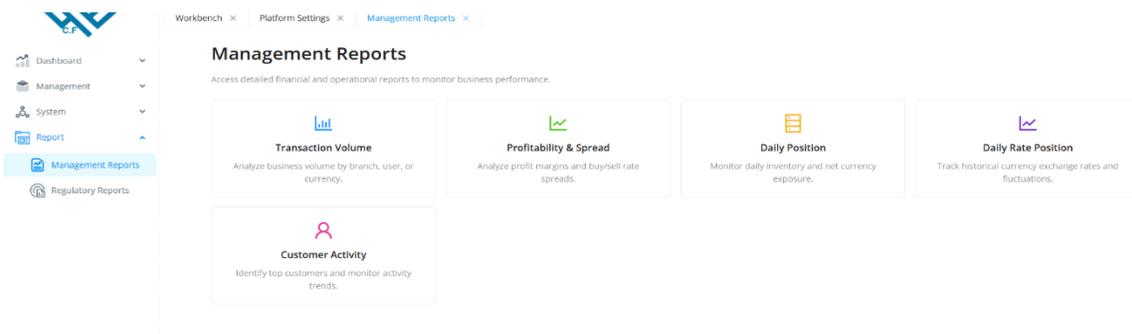
search string in the search text box. Administrators can create all Departments of their respective BDC's on this page.



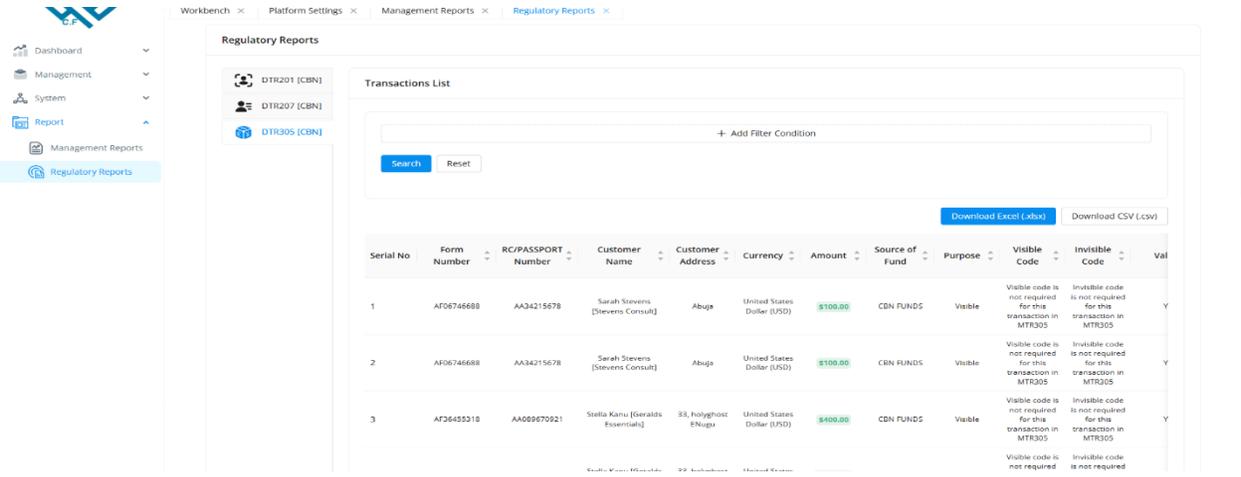
- **The Report menu:** is made up of two sub-menus. These sub-menus are the Management Reports and Regulatory Reports sub-menus.



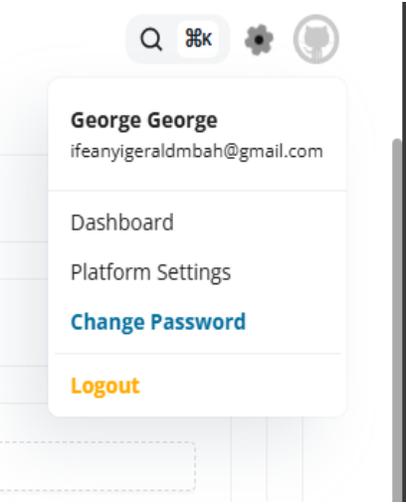
- The **Management Reports** sub-menu takes the user from any page he/she is currently on to the page for access detailed financial and operational reports to monitor business performance. The available reports are: Transaction Volume, Profitability & spread, Daily Position, Daily Rate Position and Customer Activity reports.



- The **Regulatory Reports** sub-menu takes the user from any page he/she is currently on to the page for generating regulatory reports and exporting retrieved data to EXCEL, CSV and XML for further processing and submission to the respective regulatory authorities.



On the far right of the header, the picture/avatar of the logged in user is displayed. Clicking on the picture/avatar of the user will display the Name and email address of the User. It also displays shortcuts to the following menus: Dashboard, Platform Settings and Change Password. Finally, it displays a link for logout. The Logout link enables anyone to log out of the application. The Change Password link will enable the user to change his/her password.



Customer Management

Creating a new Customer

- If you are not already on the page for creating a new customer, click on the Management Menu and proceed to click on the Customers sub-menu. You will be forwarded to the page for creating a new customer, and managing existing customers.

Proceed to click on the **New** button. You will be presented with a Popup containing an empty form. Fill the forms under Basic & Identification, Contact Details, Employment/Company Details, Next of Kin, and Documents tabs. Under the **Documents** tab, select the documents to attach by clicking on the **Upload documents** button successively until you have selected all documents of interest. Ensure you select File type for each document.

Customer List

Create New

Basic & Identification Contact Details Employment/Company Details Next of Kin Documents

* Customer Type Customer Name BVN

Unique ID Number Validate

* NIN Share Code NIN Validate

* NIN Request Reason Taxation Assessment Intl. Passport Number

Intl. Passport Number Validate

* Customer Status

Active Inactive

Previous Next Save Changes

Anderson Holt Shipping RC3234322 Business Tax Identification Cool Forex BDC 23445664123 info@holtshipping.com 08092384292 PENDING

The Customer status indicates the current status of the Customer on the application. If "INACTIVE", the Customer will not be allowed to purchase or sell FX on the platform.

The Customer Type indicates the visibility of the customer on the system. It also determines the interests of the customer on the application. The different type of customers are:

1. Business Customers: These are sole proprietors, companies and corporate organizations that purchase FX from the BDC. They will be required to provide the company TIN or BVN of the Director for identity and reporting to regulators.
2. Individual Customers: These are individuals that purchase FX directly from the BDC for personal use. They will be required to provide their BVN and NIN for identity verification and reporting to regulators.

Proceed to click on the **Save Changes** button to save the information and create the Customer. If all validations are successful, the Customer's record will be saved successfully and the KYC review process will commence. The customer can only transact with the BDC if his/her KYC is **Approved**. If saving of the customer's record is not successful, an error popup will be displayed with details of the error encountered while creating the Customer.

Manage Existing Customer Records

- Click on the Management menu.
- Proceed to click on the Customers sub-menu. A page for searching and retrieving details of existing Customers, viewing existing Customer details, and updating the customer information will be displayed (See screenshot below).

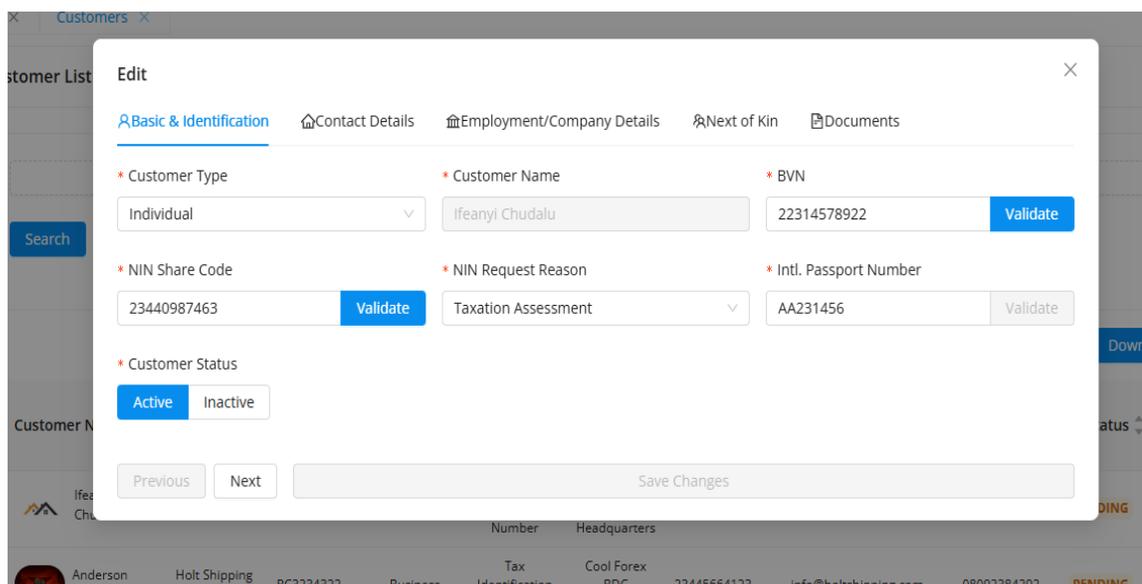


Below are descriptions of the various sections on the table:

- No. 1 on the table above identifies the button that enables the user to add filter criteria for searching and retrieving customer records.
- No. 2 identifies the button that enables the user to search for records after providing all filter criteria.
- No. 3 identifies the button that enables the user to reset and clear and added and populated filter criteria.
- No. 4 identifies the button that enables the user to download the retrieved records on the table to EXCEL format.
- No. 5 identifies the button that enables the user to download the retrieved records on the table to CSV format.
- No. 6 identifies the button that enables the user view all details for the currently selected record.
- No. 7 identifies the button that enables the user edit details of the currently selected record.
- No. 8 identifies the button that enables the user archive the currently selected record.
- No. 9 identifies buttons and controls that enables the user view records in a paginated order on the table.

Updating Customer details

- To update a customer's profile details, click on the **Modify** button as identified on the screenshot above (No. 7 circled in blue). A dialog box will be displayed showing the current customer details.



The screenshot shows an 'Edit' dialog box with the following fields and options:

- Basic & Identification** (selected tab)
- Customer Type:** Individual (dropdown)
- Customer Name:** Ifeanyi Chudalu (text input)
- BNV:** 22314578922 (text input) with a **Validate** button.
- NIN Share Code:** 23440987463 (text input) with a **Validate** button.
- NIN Request Reason:** Taxation Assessment (dropdown)
- Intl. Passport Number:** AA231456 (text input) with a **Validate** button.
- Customer Status:** Active (selected) and Inactive (radio buttons).
- Navigation:** Previous, Next, and Save Changes buttons.

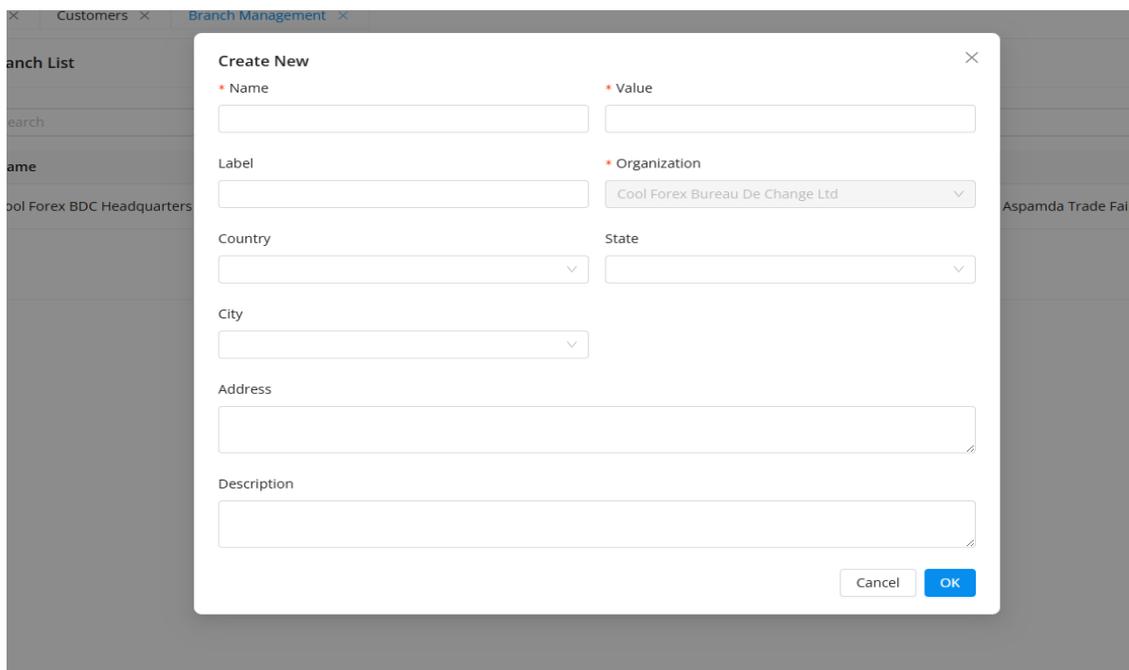
Make all necessary changes then click on the **Save Changes** button to save your changes. Note that customer details can only be modified when its not pending review or approval.

Branch Management

Creating a new Branch

- If you are not already on the page for creating a new branch, click on the Management Menu and proceed to click on the Branch Management sub-menu. You will be forwarded to the page for creating a new branch and managing existing branches.

Proceed to click on the **New** button. You will be presented with a popup containing an empty form. Fill the form and also select the Country, State, and City from their respective drop-down lists. Then click the **OK** button.



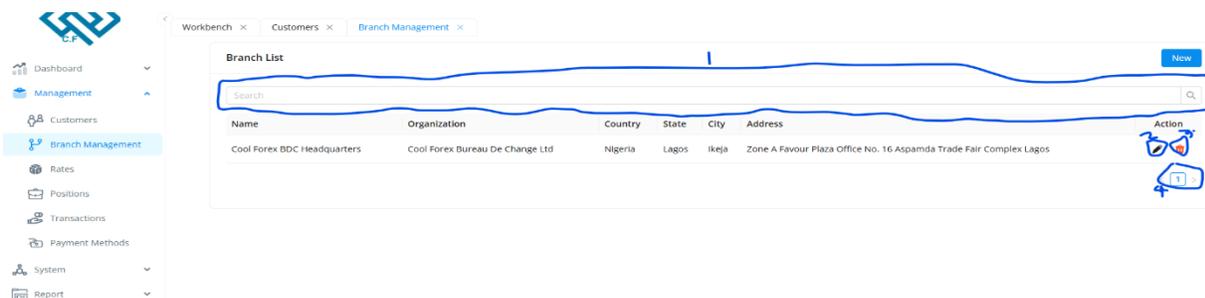
The screenshot shows a web application interface with a 'Branch Management' tab. A 'Create New' popup form is displayed over the main content. The form contains the following fields:

- Name**: Text input field.
- Value**: Text input field.
- Label**: Text input field.
- Organization**: Dropdown menu with 'Cool Forex Bureau De Change Ltd' selected.
- Country**: Dropdown menu.
- State**: Dropdown menu.
- City**: Dropdown menu.
- Address**: Text area.
- Description**: Text area.

At the bottom right of the form are 'Cancel' and 'OK' buttons.

Manage Existing Branches

- Click on the Management menu.
- Proceed to click on the Branch management sub-menu. A page for searching and retrieving details of existing branches, viewing existing branch details, and updating branch information will be displayed (See screenshot below).



- Below are descriptions of the various sections on the table:
 - No. 1 on the table above identifies the text field and button that enables the user to enter text for searching and retrieving branch.
 - No. 2 identifies the button that enables the user edit details of the currently selected record.
 - No. 3 identifies the button that enables the user archive the currently selected record.
 - No. 4 identifies buttons and controls that enables the user view records in a paginated order on the table.

Updating branch details

- To update the details of a branch, click on the **Modify** button as identified on the screenshot above (No. 2 circled in blue). A dialog box will be displayed showing the current branch details.

The image shows a screenshot of a software application with a modal dialog box titled "Edit". The dialog box is centered on the screen and contains the following fields:

- Name:** A text input field containing "coolforexbdchq".
- Value:** A text input field containing "coolforexbdchq".
- Label:** A text input field containing "Cool Forex BDC Headquarters".
- Organization:** A dropdown menu showing "Cool Forex Bureau De Change Ltd".
- Country:** A dropdown menu showing "Nigeria".
- State:** A dropdown menu showing "Lagos".
- City:** A dropdown menu showing "Ikeja".
- Address:** A text input field containing "Zone A Favour Plaza Office No. 16 Aspamda Trade Fair Complex Lagos".
- Description:** A text input field containing "Cool Forex BDC Headquarters".

At the bottom right of the dialog box, there are two buttons: "Cancel" and "OK". The "OK" button is highlighted in blue, indicating it is the primary action.

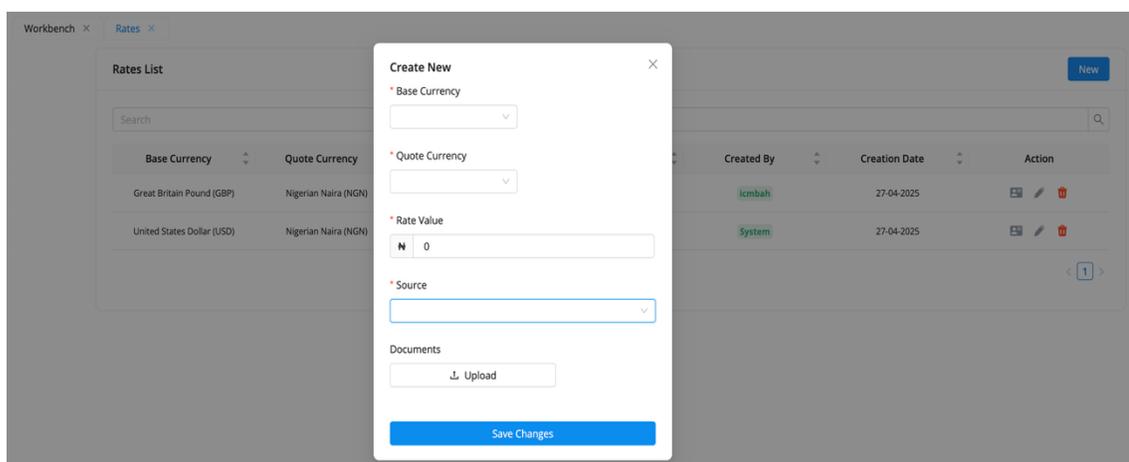
Make all necessary changes then click on the **OK** button to save your changes.

Rate Management

Creating a new Rate

- If you are not already on the page for creating a new rate, click on the Management Menu and proceed to click on the Rates sub-menu. You will be forwarded to the page for creating a new rate, and managing existing rates.

Proceed to click on the **New** button. You will be presented with a popup containing an empty form. Fill the form and also select the Base Currency, Quote Currency, and Source from their respective drop-down lists. Select the documents to attach by clicking on the **Upload** button successively until you have selected all documents of interest. Ensure you select a file type for each document.



The Base Currency indicates the currency that is being bought or sold in a transaction, and its value is being expressed against the Quote Currency. For example, in Nigeria the base currency

is mostly the United States Dollar (USD) and occasionally, it's the Great Britain Pounds (GBP). The different values for base currency are the currency lists frequently bought or sold by the BDC.

The Quote Currency is the currency used to express the value of the Base Currency. Essentially, the quote currency represents the cost of buying one (1) unit of the base currency. For example, in Nigeria the quote currency is usually the Nigerian Naira (NGN).

The Source shows where the rate was obtained.

Proceed to click on the **Save Changes** button to save the information and create the Rate. If all validations are successful, the rate will be created successfully else, an error popup will be displayed with details of the error encountered while creating the Rate.

Manage Existing Rates

- Click on the Management menu.
- Proceed to click on the Rates sub-menu. A page for searching and retrieving details of existing rates, viewing existing rate details, and updating rate information will be displayed (See screenshot below).

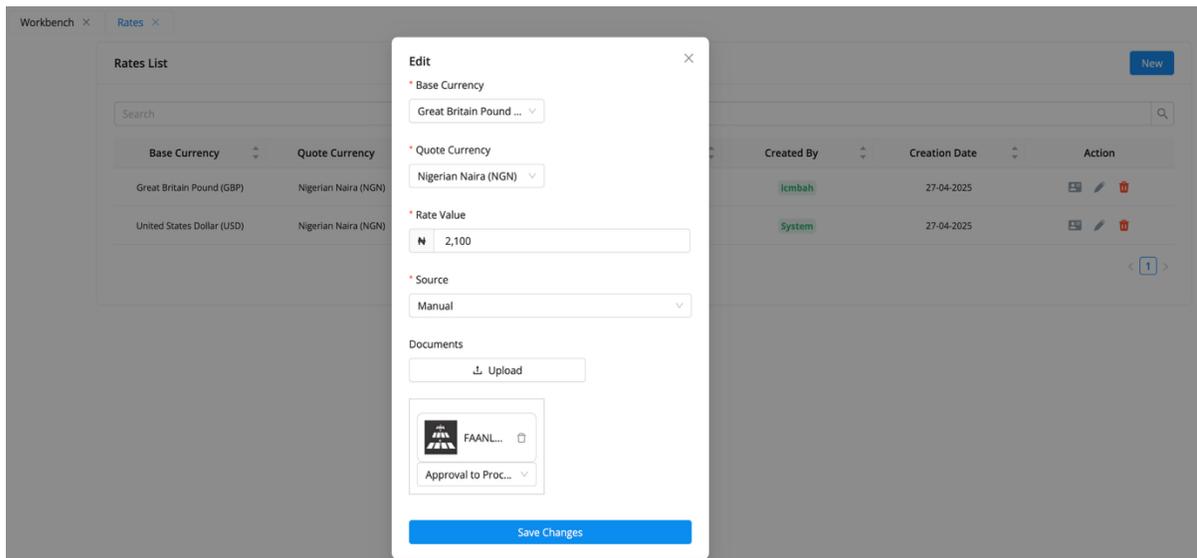
Base Currency	Quote Currency	Rate Value	Source	Created By	Creation Date	Action
Great Britain Pound (GBP)	Nigerian Naira (NGN)	N2,100.00	Manual	icmbah	27-04-2025	[Edit] [Delete] [Refresh]
United States Dollar (USD)	Nigerian Naira (NGN)	N1,645.00	Manual	System	27-04-2025	[Edit] [Delete] [Refresh]

- Below are descriptions of the various sections on the table:
 - No. 1 on the table above identifies the text field and button that enables the user to enter text for searching and retrieving rates.

- No. 2 identifies the button that enables the user view all details for the currently selected record.
- No. 3 identifies the button that enables the user edit details of the currently selected record.
- No. 4 identifies the button that enables the user archive the currently selected record.
- No. 5 identifies buttons and controls that enables the user view records in a paginated order on the table.

Updating rate details

- To update a rate's details, click on the **Modify** button as identified on the screenshot above (No. 3 circled in blue). A dialog box will be displayed showing the current rate details.



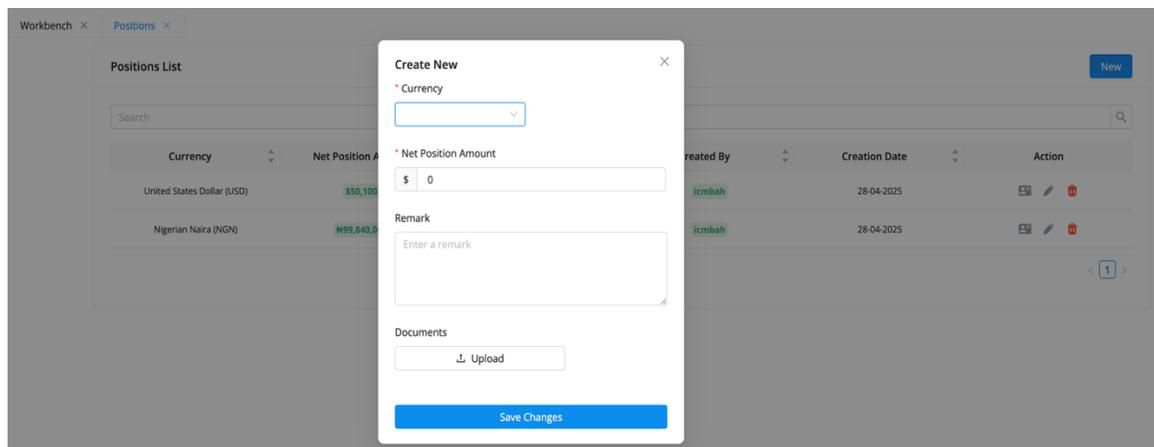
Make all necessary changes then click on the **Save Changes** button to save your changes.

Position Management

Creating a new Position

- If you are not already on the page for creating a new position, click on the Management Menu and proceed to click on the Positions sub-menu. You will be forwarded to the page for creating a new position, and managing existing positions.

Proceed to click on the **New** button. You will be presented with a popup containing an empty form. Fill the form and also select the Currency from its drop-down list. Select the documents to attach by clicking on the **Upload** button successively until you have selected all documents of interest. Ensure you select File type for each document.



The Currency indicates the currency that a position is being created for. The different values for currency are the currency lists frequently bought or sold by the BDC.

Proceed to click on the **Save Changes** button to save the information and create the Position. If all validations are successful, the position will be created successfully else, an error popup will be displayed with details of the error encountered while creating the Position.

Manage Existing Positions

- Click on the Management menu.
- Proceed to click on the Positions sub-menu. A page for searching and retrieving details of existing positions, viewing existing position details, and updating position information will be displayed (See screenshot below).

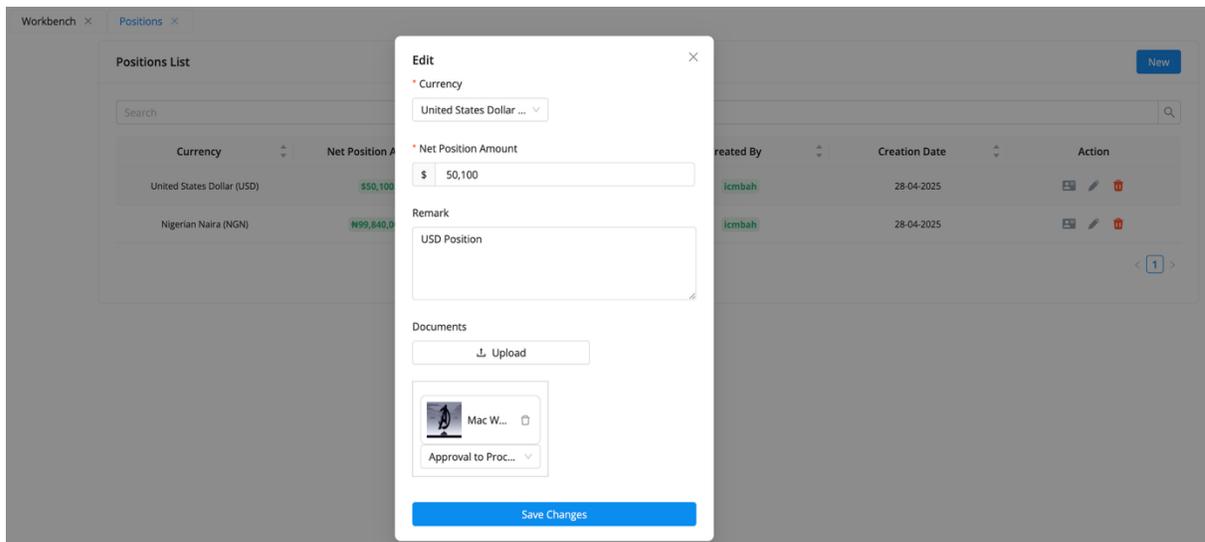
Currency	Branch	Net Position Amount	Remark	Created By	Creation Date
Algerian Dinar(DZD)	Civil Forum BDC Headquarters	-133,879.00	Alg	gerge	07-02-2020
Cuban Peso(CUP)	Cool Forum BDC Headquarters	\$150,000.00	Cuban	gerge	07-02-2020
Swiss Franc(SHF)	Cool Forum BDC Headquarters	CHF 230'000.00	Swiss Franc	gerge	07-02-2020
Costa Rica Colon(CRC)	Cool Forum BDC Headquarters	€ 300 000.00	Costa Rica Colon	gerge	08-03-2020
Nigerian Naira (NGN)	Cool Forum BDC Headquarters	N8,970,000.00	NGN Position	gerge	20-01-2020
United Arab Emirates Dirham(ED)	Cool Forum BDC Headquarters	UAE 675,000.00	AED	gerge	10-06-2024

- Below are descriptions of the various sections on the table:
 - No. 1 on the table above identifies the button that enables the user to add filter criteria for searching and retrieving customer records.
 - No. 2 identifies the button that enables the user to search for records after providing all filter criteria.
 - No. 3 identifies the button that enables the user to reset and clear and added and populated filter criteria.
 - No. 4 identifies the button that enables the user view all details for the currently selected record.
 - No. 5 identifies the button that enables the user edit details of the currently selected record.

- No. 6 identifies the button that enables the user archive the currently selected record.
- No. 7 identifies buttons and controls that enables the user view records in a paginated order on the table.

Updating position details

- To update a position's details, click on the **Modify** button as identified on the screenshot above (No. 5 circled in blue). A dialog box will be displayed showing the current rate details.



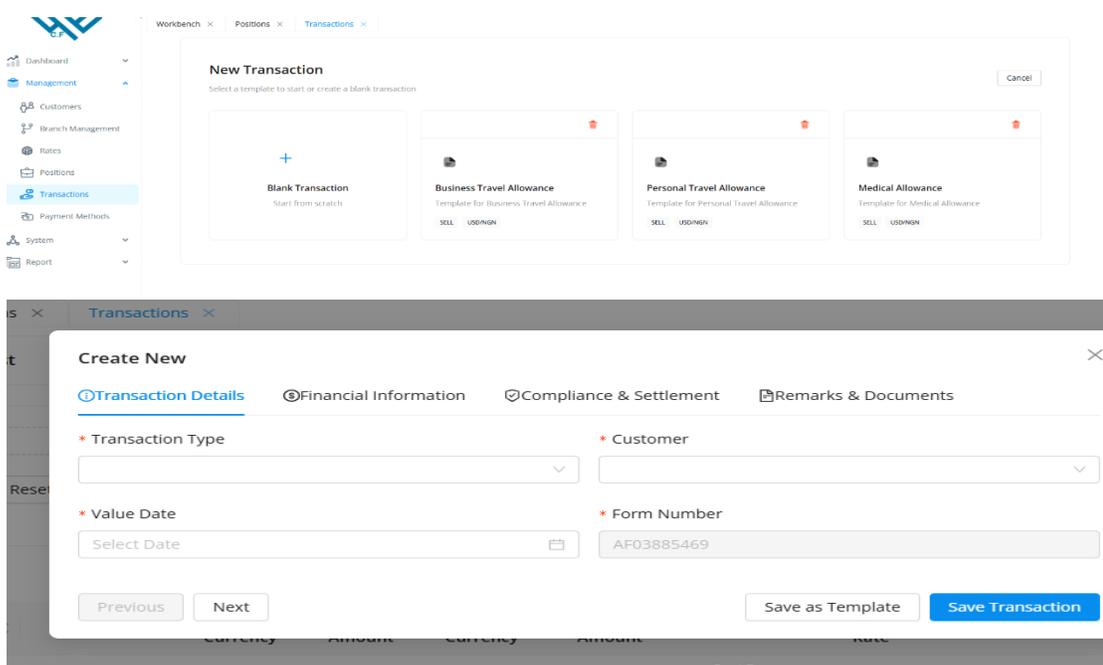
Make all necessary changes then click on the **Save Changes** button to save your changes.

Transaction Management

Creating a new Transaction

- If you are not already on the page for creating a new transaction, click on the Management Menu and proceed to click on the Transactions sub-menu. You will be forwarded to the page for creating a new transaction, and managing existing transactions.

Proceed to click on the **New** button. You will be directed to a new page where you select a starter template, or create a blank transaction. Some examples of starter templates are Business Travel Allowance, Personal Travel Allowance and Medical Allowance templates. If you click on a starter template you will be presented with a Popup containing a pre-populated form. Make changes where necessary then save the transaction to commence the transaction review process. If you click on the **Blank** Template option, an empty form will be presented to you. Fill the form and also select the Transaction Type, Customer, Base Currency, Quote Currency, Source of Fund, Purpose, Visible Code, Invisible Code, Valid for Forex, Payment Mode, and Country of Payment from their respective drop-down lists. Select the documents to attach by clicking on the **Upload** button successively until you have selected all documents of interest. Ensure you select a file type for each document.



The Transaction Type indicates the type of the transaction, if it's a **purchase** or **sales** transaction.

Proceed to click on the **Save Changes** button to save the information and create the Transaction. If all validations are successful, the transaction will be created successfully else, an error popup will be displayed with details of the error encountered while creating the transaction. Note that the transaction will have to be approved before its finalized. Once it is finalized, it can no longer be modified or altered.

Manage Existing Transaction Records

- Click on the Management menu.
- Proceed to click on the Transactions sub-menu. A page for searching and retrieving details of existing transactions, viewing existing transaction details, and updating the transaction information will be displayed (See screenshot below).

Transactions List

Filter By: Transaction Type | Operator: Is | Value: Buy

Buttons: Search (2), Reset (3), Add Filter Condition (1), Download Excel (.xlsx) (4), Download CSV (.csv) (5)

Transaction ID	Transaction Type	Customer	Base Currency	Base Amount	Quote Currency	Quote Amount	Exchange Rate	Created By	Transaction Status	Transaction Date	Value Date	Action
35210bc5-2656-48a7-817d-7480a104e0f	Buy	Ifeanyichukwu Mbah (Deelescope Technology Services Ltd)	United States Dollar (USD)	\$350.00	Nigerian Naira (NGN)	N560,000.00	N1,600.00	icmbah	PENDING	07-05-2025	06-05-2025	View Details (6), Edit (7), Archive (8)
951c24de-b4c5-41c0-bb13-8b56c3aeafa3	Buy	Ifeanyichukwu Mbah (Deelescope Technology Services Ltd)	United States Dollar (USD)	\$200.00	Nigerian Naira (NGN)	N320,000.00	N1,600.00	icmbah	APPROVED	07-05-2025	07-05-2025	View Details, Edit, Archive
ba8312ca-3989-44ed-922e-8672763ae0	Buy	Ifeanyichukwu Mbah (Deelescope Technology Services Ltd)	United States Dollar (USD)	\$350.00	Nigerian Naira (NGN)	N560,000.00	N1,600.00	icmbah	APPROVED	08-05-2025	08-05-2025	View Details, Edit, Archive
d1779d45-0054-4121-b641-c0f6a0917a1	Buy	Ifeanyichukwu Mbah (Deelescope Technology Services Ltd)	United States Dollar (USD)	\$100.00	Nigerian Naira (NGN)	N160,000.00	N1,600.00	icmbah	PENDING	19-05-2025	19-05-2025	View Details, Edit, Archive
e1176b33-ceff-4b7b-ae0a-16e6d987009a	Buy	Ifeanyichukwu Mbah (Deelescope Technology Services Ltd)	United States Dollar (USD)	\$300.00	Nigerian Naira (NGN)	N480,000.00	N1,600.00	icmbah	APPROVED	07-05-2025	07-05-2025	View Details (9), Edit, Archive

Below are descriptions of the various sections on the table:

- No. 1 on the table above identifies the button that enables the user to add filter criteria for searching and retrieving transaction records.
- No. 2 identifies the button that enables the user to search for records after providing all filter criteria.
- No. 3 identifies the button that enables the user to reset and clear and added and populated filter criteria.
- No. 4 identifies the button that enables the user to download the retrieved records on the table to EXCEL format.
- No. 5 identifies the button that enables the user to download the retrieved records on the table to CSV format.
- No. 6 identifies the button that enables the user view all details for the currently selected record.
- No. 7 identifies the button that enables the user edit details of the currently selected record.
- No. 8 identifies the button that enables the user archive the currently selected record.

- No. 9 identifies buttons and controls that enables the user view records in a paginated order on the table.

Updating Transaction details

- To update a transaction's details, click on the **Modify** button as identified on the screenshot above (No. 7 circled in blue). A dialog box will be displayed showing the current transaction details. Note that you can only modify the details of a transaction that is pending approval and was returned for correction. A transaction cannot be modified after final approval.

The screenshot shows a software interface with a dialog box titled "Edit". The dialog has a close button (X) in the top right corner. Below the title, there are four tabs: "Transaction Details" (selected and underlined), "Financial Information", "Compliance & Settlement", and "Remarks & Documents". The "Transaction Details" tab contains four fields, each with a red asterisk indicating it is required:

- * Transaction Type**: A dropdown menu with "Buy" selected.
- * Customer**: A dropdown menu with "Stella Kanu [Geralds Essentials]" selected.
- * Value Date**: A text input field containing "01/02/2026" and a calendar icon.
- * Form Number**: A text input field containing "AF36455318".

At the bottom of the dialog, there are four buttons: "Previous", "Next", "Save as Template", and "Save Transaction".

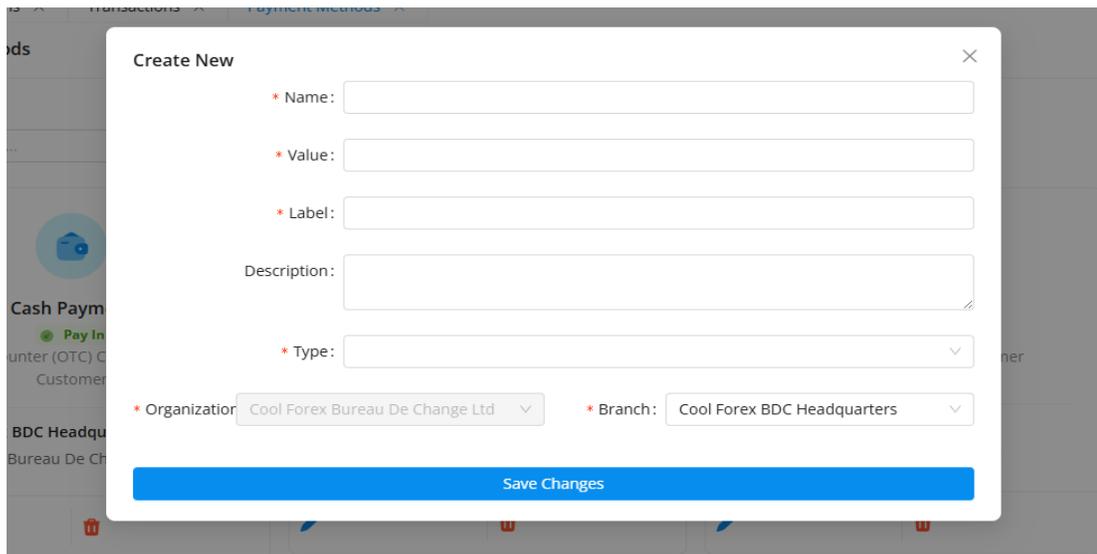
Make all necessary changes then click on the **Save Changes** button to save your changes.

Payment Methods Management

Creating a new Payment Methods

- If you are not already on the page for creating a new Payment Method, click on the Management Menu and proceed to click on the Payment Methods sub-menu. You will be forwarded to the page for creating a new Payment Method, and managing existing Payment Methods.

Proceed to click on the **New** button. You will be presented with a Popup containing an empty form. Fill the form and also select the Payment Method Type from its respective drop-down lists.



The screenshot shows a 'Create New' popup form with the following fields and options:

- * Name:
- * Value:
- * Label:
- Description:
- * Type:
- * Organization: Cool Forex Bureau De Change Ltd (dropdown)
- * Branch: Cool Forex BDC Headquarters (dropdown)

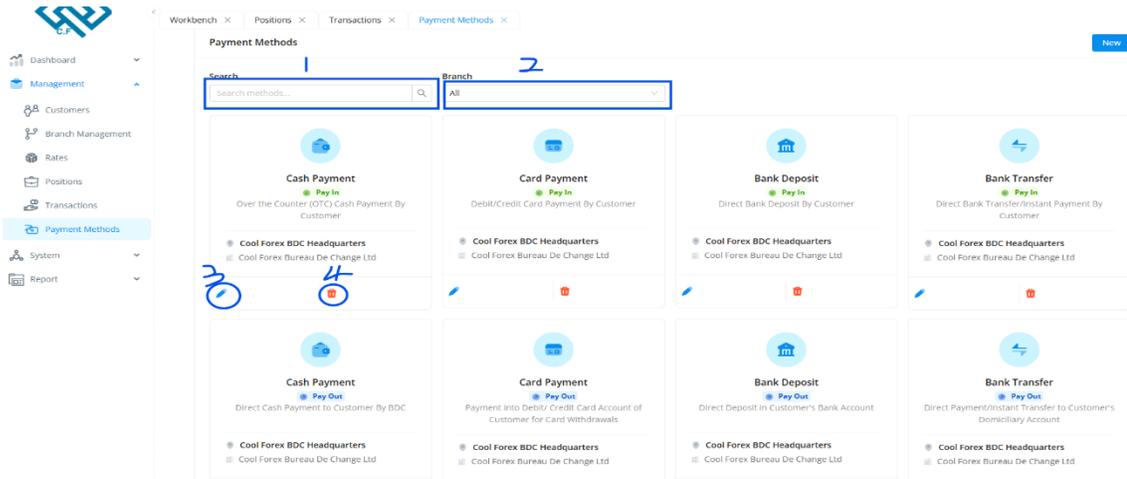
A blue 'Save Changes' button is located at the bottom of the form.

The Type drop-down list indicates the type of the Payment Method, if it's a **pay in** or **pay out** payment.

Proceed to click on the **Save Changes** button to save the information and create the Payment Method. If all validations are successful, the payment method will be created successfully else, an error popup will be displayed with details of the error encountered while creating the payment method.

Manage Existing Payment Methods

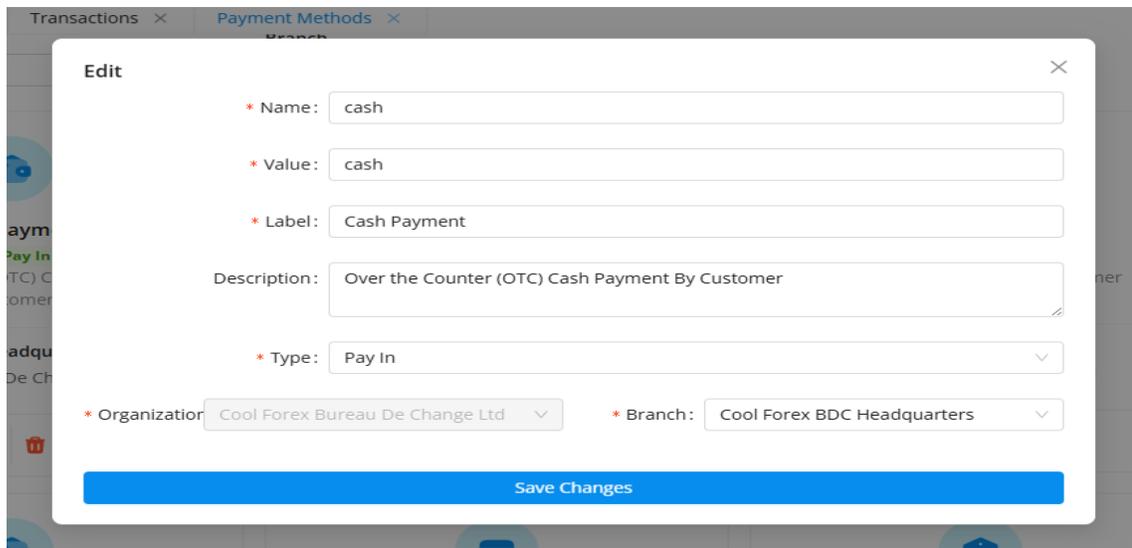
- Click on the Management menu.
- Proceed to click on the Payment Methods sub-menu. A page for searching and retrieving details of existing payment methods, viewing existing payment details, and updating the payment information will be displayed (See screenshot below).



- Below are descriptions of the various sections on the table:
 - No. 1 on the table above identifies the text field and button that enables the user to enter text for searching and retrieving payment methods.
 - No. 2 identifies the button that enables the user view payment methods for all or a selected branch of his/her BDC.
 - No. 3 identifies the button that enables the user edit details of the currently selected record.
 - No. 4 identifies the button that enables the user archive the currently selected record.

Updating Payment Method details

- To update a payment method's details, click on the **Modify** button as identified on the screenshot above (No. 3 circled in blue). A dialog box will be displayed showing the current payment method details.



The screenshot shows an 'Edit' dialog box for a payment method. The dialog box is titled 'Edit' and has a close button (X) in the top right corner. It contains the following fields:

- * Name: cash
- * Value: cash
- * Label: Cash Payment
- Description: Over the Counter (OTC) Cash Payment By Customer
- * Type: Pay In (dropdown menu)
- * Organization: Cool Forex Bureau De Change Ltd (dropdown menu)
- * Branch: Cool Forex BDC Headquarters (dropdown menu)

At the bottom of the dialog box, there is a blue button labeled 'Save Changes'.

Make all necessary changes then click on the **Save Changes** button to save your changes.

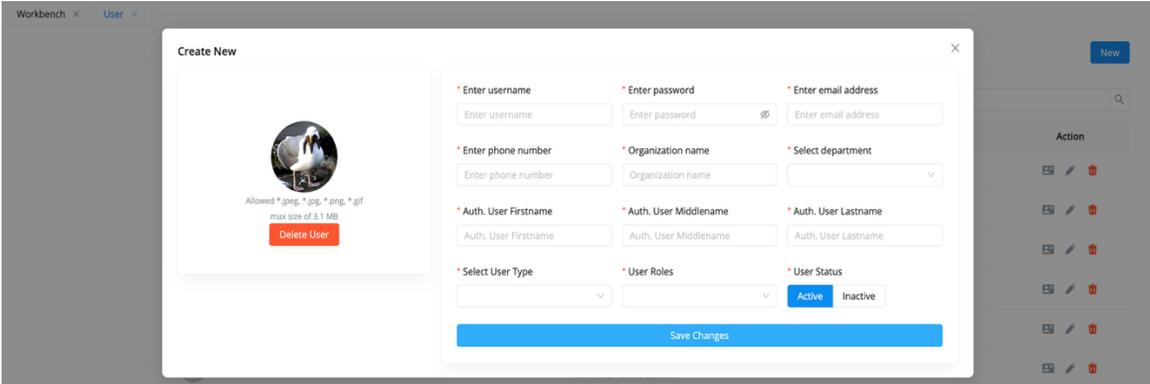
Chapter 10

User Management

Creating a new User

- If you are not already on the page for creating a new User, click on the System Menu and proceed to click on the User sub-menu. You will be forwarded to the page for creating a new user, and managing existing users.

Proceed to click on the **New** button. You will be presented with a Popup containing an empty form. Fill the form and also select the Branch, Department, User Type, and User Role(s) from their respective drop-down lists. Select the User's avatar by clicking on the picture area at the left side of the popup window.



The User status indicates the current status of the User on the application. If “INACTIVE”, the User will not be allowed to login to the platform.

The User Type indicates the visibility of the user on the system. It also determines the interests of the user on the application. The different types of users are:

1. Frontend Users: These are users that can login to the frontend user interface and perform actions they are permitted to carry out. Frontend Users are further categorized into **BDC Administrators** and **BDC Staff**.
2. API Users: These are service accounts. They can only be used to carry out integrations and make API calls.

Proceed to click on the **Save Changes** button to save the information and create the user. If all validations are successful, the user will be created successfully else, an error popup will be displayed with details of the error encountered while creating the user.

Manage Existing User Records

- Click on the System menu.
- Proceed to click on the User sub-menu. A page for searching and retrieving details of existing users, viewing existing user details, and updating the user information will be displayed (See screenshot below).

The screenshot displays the 'User List' page in the WhiteWay application. The interface includes a sidebar with navigation options like Dashboard, Management, System, User, Role, Permission, Master Tables, and Report. The main content area shows a table of users with the following columns: Username, Role, User Type, Status, and Action. The 'Action' column contains icons for edit, delete, and other functions. A search bar is located at the top of the table, and a 'New' button is in the top right corner. The table lists several users, including 'testuser', 'ifanyimbah', 'imbah', 'kimbah', 'geraz', 'george', 'victor', 'inputter', 'Reviewer', and 'Approver'. The 'Action' column for the first row is circled in blue, and the page number '5' is also circled in blue.

Username	Role	User Type	Status	Action
testuser	Admin Role Admin Role	API User ITD	Enable	2 3 4
ifanyimbah ifmbah@live.com	Admin Role Admin Role	API User ITD	Enable	3 4
imbah kimbah2003@yahoo.co.uk	Frontend User Role Frontend Users Role	Frontend User ITD	Enable	3 4
kimbah ifanyimbah2003@gmail.com	Frontend User Role Frontend Users Role	Frontend User ITD	Enable	3 4
geraz kanugeradine@gmail.com	Frontend User Role Frontend Users Role	Frontend User MTD	Enable	3 4
george ifanygridimbah@gmail.com	Admin Role, Frontend User Role Admin Role, Frontend Users Role	Frontend User MTD	Enable	3 4
victor victor@gmail.com	Admin Role, Frontend User Role Admin Role, Frontend Users Role	Frontend User MTD	Enable	3 4
inputter ifany2003@gmail.com	Admin Role, Demo Inputter, Demo Admin Admin Role, Inputter Role for Demonstration, Admin Role for Demonstration	Frontend User ITD	Enable	3 4
Reviewer ifmbah2003@gmail.com	Admin Role, Demo Reviewer, Demo Admin Admin Role, Reviewer for Demonstration, Admin Role for Demonstration	Frontend User ITD	Enable	3 4
Approver ifmbah2003@gmail.com	Admin Role, Demo Approver, Demo Admin Admin Role, Approver for Demonstration, Admin Role for Demonstration	Frontend User ITD	Enable	3 4

- Below are descriptions of the various sections on the table:
 - No. 1 on the table above identifies the text field and button that enables the user to enter text for searching and retrieving rates.
 - No. 2 identifies the button that enables the user view all details for the currently selected record.
 - No. 3 identifies the button that enables the user edit details of the currently selected record.
 - No. 4 identifies the button that enables the user archive the currently selected record.
 - No. 5 identifies buttons and controls that enables the user view records in a paginated order on the table.

Updating user details

- To update a user's details, click on the **Modify** button as identified on the screenshot above (No. 3 circled in blue). A dialog box will be displayed showing the currently selected user details.

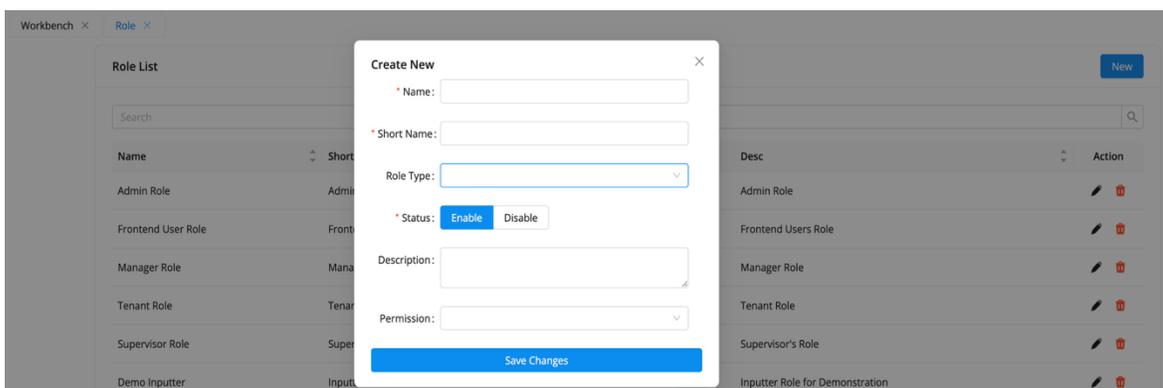
Make all necessary changes then click on the **Save Changes** button to save your changes.

Role Management

Creating a new Role

- If you are not already on the page for creating a new Role, click on the System Menu and proceed to click on the Role sub-menu. You will be forwarded to the page for creating a new role, and managing existing roles.

Proceed to click on the **New** button. You will be presented with a Popup containing an empty form. Fill the form and also select the Role Type then the permissions assigned to the role from their respective drop-down lists. Multiple permissions can be selected for a role.



The Status indicates the current status of the Role on the application. If “DISABLED”, users with this role will not be allowed to use any of the permissions assigned to the role.

The Role Type indicates the purpose of the role on the system. The different types of roles are:

1. Frontend Users: These are roles for users that can login to the frontend user interface and perform various actions as permitted.
2. API Users: These are roles for service accounts. They can only be used to carry out integrations and make API calls where and when necessary.

Proceed to click on the **Save Changes** button to save the information and create the role. If all validations are successful, the role will be created successfully else, an error popup will be displayed with details of the error encountered while creating the role.

Manage Existing Role Records

- Click on the System menu.
- Proceed to click on the Role sub-menu. A page for searching and retrieving details of existing roles, viewing existing role details, and updating the role information will be displayed (See screenshot below).

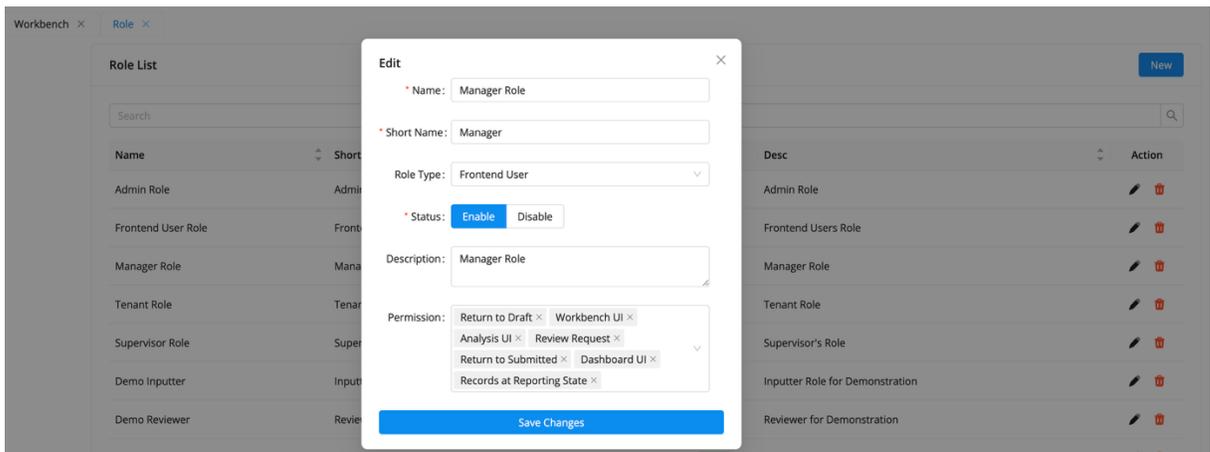
Name	Short Name	Role Type	Status	Desc	Action
Admin Role	Admin	API User	Enable	Admin Role	
Frontend User Role	Frontend	Frontend User	Enable	Frontend Users Role	
Manager Role	Manager	Frontend User	Enable	Manager Role	
Tenant Role	Tenant	Frontend User	Enable	Tenant Role	
Supervisor Role	Supervisors	Frontend User	Enable	Supervisor's Role	
Demo Inputter	Inputter	Frontend User	Enable	Inputter Role for Demonstration	
Demo Reviewer	Reviewer	Frontend User	Enable	Reviewer for Demonstration	
Demo Approver	Approver	Frontend User	Enable	Approver for Demonstration	
Demo Admin	Admin	API User	Enable	Admin Role for Demonstration	

- Below are descriptions of the various sections on the table:
 - No. 1 on the table above identifies the text field and button that enables the user to enter text for searching and retrieving rates.

- No. 2 identifies the button that enables the user edit details of the currently selected record.
- No. 3 identifies the button that enables the user archive the currently selected record.
- No. 4 identifies buttons and controls that enables the user view records in a paginated order on the table.

Updating role details

- To update a role's details, click on the **Modify** button as identified on the screenshot above (No. 2 circled in blue). A dialog box will be displayed showing the currently selected role details.



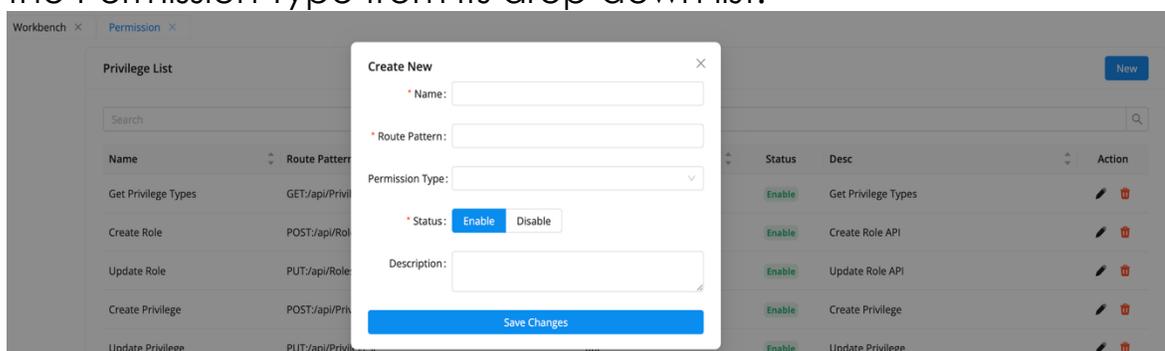
Make all necessary changes then click on the **Save Changes** button to save your changes.

Permission Management

Creating a new Permission

- If you are not already on the page for creating a new Permission, click on the System Menu and proceed to click on the Permission sub-menu. You will be forwarded to the page for creating a new permission, and managing existing permissions.

Proceed to click on the **New** button. You will be presented with a Popup containing an empty form. Fill the form and also select the Permission Type from its drop-down list.



The Status indicates the current status of the Permission on the application. If “DISABLED”, roles with this permission will not be allowed to use the functionality linked to it.

The Permission Type indicates the purpose of the permission on the system. The different types of permissions are:

1. Frontend Users: These are permissions for roles that can be assigned to users who can login to the frontend user interface and perform various actions as permitted.

2. API Users: These are permissions for roles that can be assigned to service accounts. They can only carry out integrations and make API calls.

Proceed to click on the **Save Changes** button to save the information and create the permission. If all validations are successful, the permission will be created successfully else, an error popup will be displayed with details of the error encountered while creating the permission.

Manage Existing Permission Records

- Click on the System menu.
- Proceed to click on the Permission sub-menu. A page for searching and retrieving details of existing permissions, viewing existing permission details, and updating the permission information will be displayed (See screenshot below).

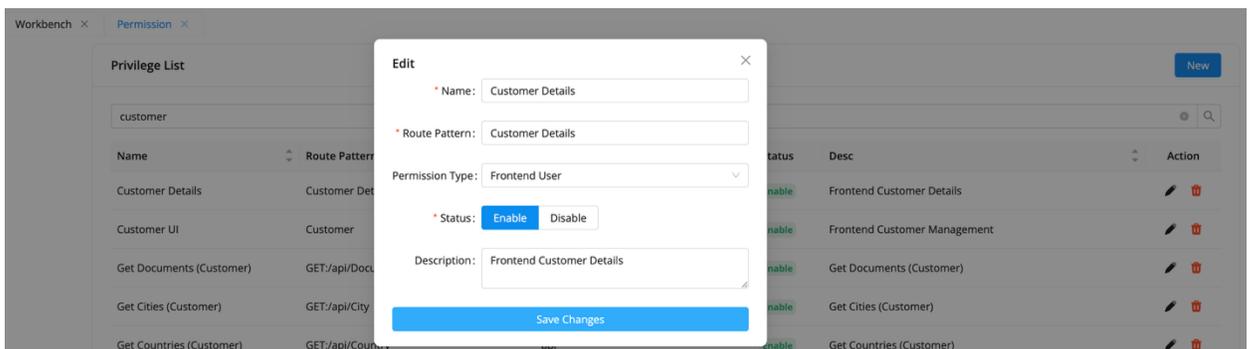
Name	Route Pattern	Permission Type	Status	Desc	Action
Customer Details	Customer Details	frontend	Enable	Frontend Customer Details	
Customer UI	Customer	frontend	Enable	Frontend Customer Management	
Get Documents (Customer)	GET/api/Document	api	Enable	Get Documents (Customer)	
Get Cities (Customer)	GET/api/City	api	Enable	Get Cities (Customer)	
Get Countries (Customer)	GET/api/Country	api	Enable	Get Countries (Customer)	
Get File Types (Customer)	GET/api/FileType	api	Enable	Get File Types (Customer)	
Get Industries (Customer)	GET/api/Industry	api	Enable	Get Industries (Customers)	
Get Relationships (Customer)	GET/api/Relationship	api	Enable	Get Relationships (Customers)	
Get States (Customer)	GET/api/State	api	Enable	Get States (Customers)	
Get All Customer	GET/api/Customer	api	Enable	Get All Customers	
Get Customer By Id	GET/api/Customer/*	api	Enable	Get Tenant By Id	
Create Customer	POST/api/Customer	api	Enable	Create Customer	
Update Customer Details	PUT/api/Customer/*	api	Enable	Update Customer Details	
Get Customer Types	GET/api/CustomerType	api	Enable	Get Customer Types	
Get unique ID Types (Customer)	GET/api/UniqueldType	api	Enable	Get unique ID Types (Customer)	

- Below are descriptions of the various sections on the table:
 - No. 1 on the table above identifies the text field and button that enables the user to enter text for searching and retrieving rates.

- No. 2 identifies the button that enables the user edit details of the currently selected record.
- No. 3 identifies the button that enables the user archive the currently selected record.
- No. 4 identifies buttons and controls that enables the user view records in a paginated order on the table.

Updating permission details

- To update a permission's details, click on the **Modify** button as identified on the screenshot above (No. 2 circled in blue). A dialog box will be displayed showing the currently selected permission details.



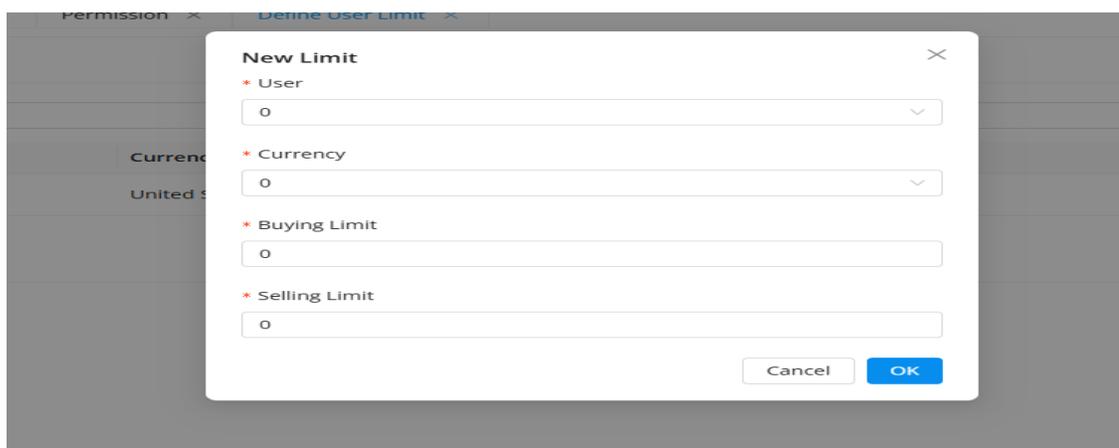
Make all necessary changes then click on the **Save Changes** button to save your changes.

Defining User Limits

Creating a new user limit

- If you are not already on the page for defining a new user Limit, click on the System Menu and proceed to click on the Define User Limit sub-menu. You will be forwarded to the page for creating a new user limit, and managing existing limits.

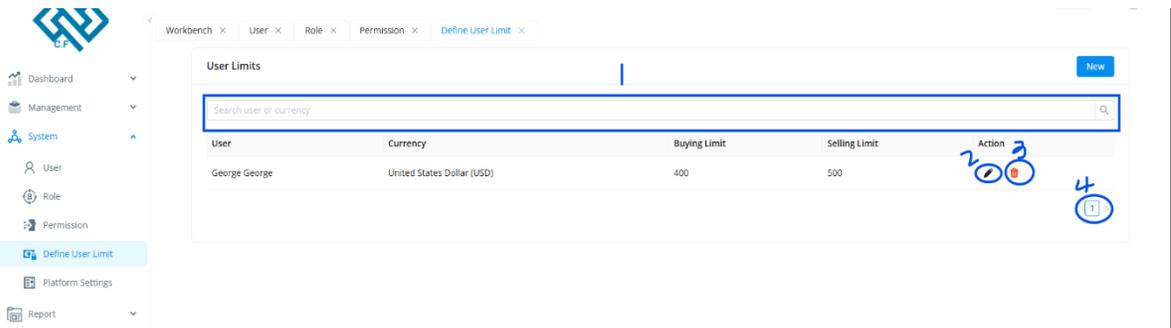
Proceed to click on the **New** button. You will be presented with a Popup containing an empty form. Fill the form and also select the Currency from its drop-down list. Specify the buying and limit for the staff selected under the **User** drop down list.



Proceed to click on the **OK** button to save the information and create the limit. If all validations are successful, the limit will be created successfully else, an error popup will be displayed with details of the error encountered while creating the record.

Manage Existing User Limit

- Click on the System menu.
- Proceed to click on the Define User Limit sub-menu. A page for searching and retrieving details of existing user limits, viewing existing user limit details, and updating the limit information will be displayed (See screenshot below).



- Below are descriptions of the various sections on the table:
 - No. 1 on the table above identifies the text field and button that enables the user to enter text for searching and retrieving defined user limits.
 - No. 2 identifies the button that enables the user edit details of the currently selected limit.
 - No. 3 identifies the button that enables the user archive the currently selected record.
 - No. 4 identifies buttons and controls that enables the user view records in a paginated order on the table.

Updating Define User Limit details

- To update a limit's details, click on the **Modify** button as identified on the screenshot above (No. 2 circled in blue). A dialog box will be displayed showing the currently selected limit details.

Edit Limit ✕

* **User**
George George ▼

* **Currency**
United States Dollar (USD) ▼

* **Buying Limit**
400

* **Selling Limit**
500

Cancel **OK**

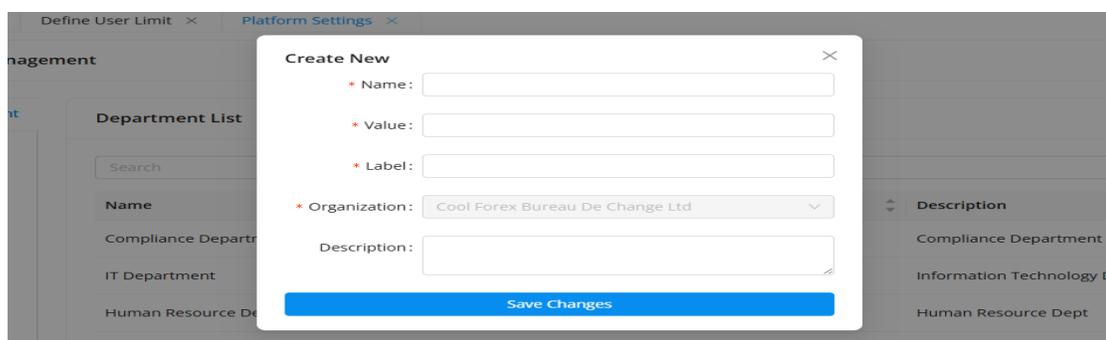
Make all necessary changes then click on the **OK** button to save your changes.

Platform Settings Management

Creating a new platform setting

- If you are not already on the page for creating a new platform settings record, click on the System Menu and proceed to click on the Platform Settings sub-menu. You will be forwarded to the page for creating a new platform setting, and managing existing platform settings. The only option available for BDC administrators at this time, is the creation of the various departments of the BDC. The Managing Director's office is created by default for all BDC's.

Proceed to click on the **New** button. You will be presented with a Popup containing an empty form and fill the form.



The screenshot shows a web application interface with a 'Platform Settings' tab. A 'Create New' popup form is open, containing the following fields:

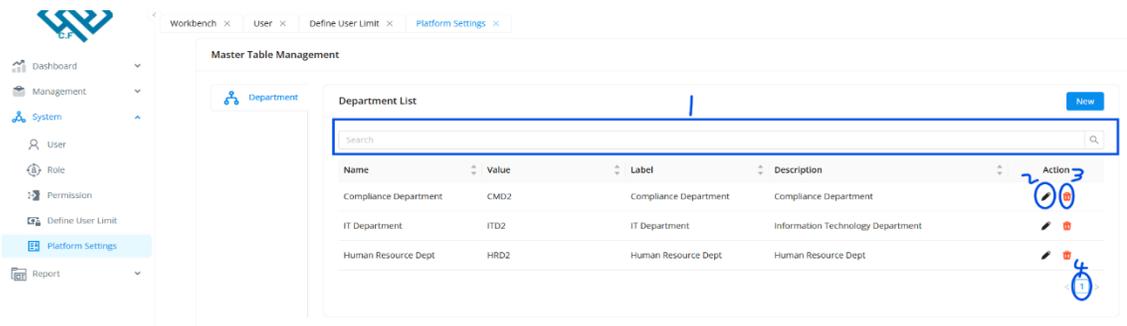
- Name:
- Value:
- Label:
- Organization:
- Description:

A blue 'Save Changes' button is located at the bottom of the popup. The background shows a 'Department List' table with columns for Name and Description, listing departments like Compliance, IT, and Human Resource.

Proceed to click on the **Save changes** button to save the information and create the record. If all validations are successful, the record will be created successfully else, an error popup will be displayed with details of the error encountered while creating the record.

Manage Existing Platform Settings

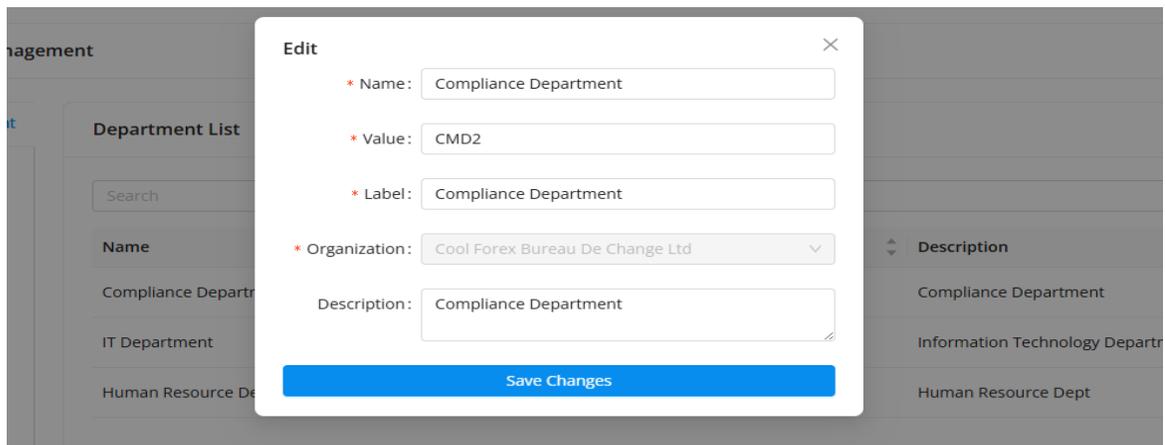
- Click on the System menu.
- Proceed to click on the Platform Settings sub-menu. A page for searching and retrieving details of existing platform settings, viewing existing platform settings details, and updating platform settings information will be displayed (See screenshot below).



- Below are descriptions of the various sections on the table:
 - No. 1 on the table above identifies the text field and button that enables the user to enter text for searching and retrieving platform settings.
 - No. 2 identifies the button that enables the user edit details of the currently selected setting.
 - No. 3 identifies the button that enables the user archive the currently selected record.
 - No. 4 identifies buttons and controls that enables the user view records in a paginated order on the table.

Updating Platform Set

- To update a platform setting details (Department details), click on the **Modify** button as identified on the screenshot above (No. 2 circled in blue). A dialog box will be displayed showing the currently selected limit details.

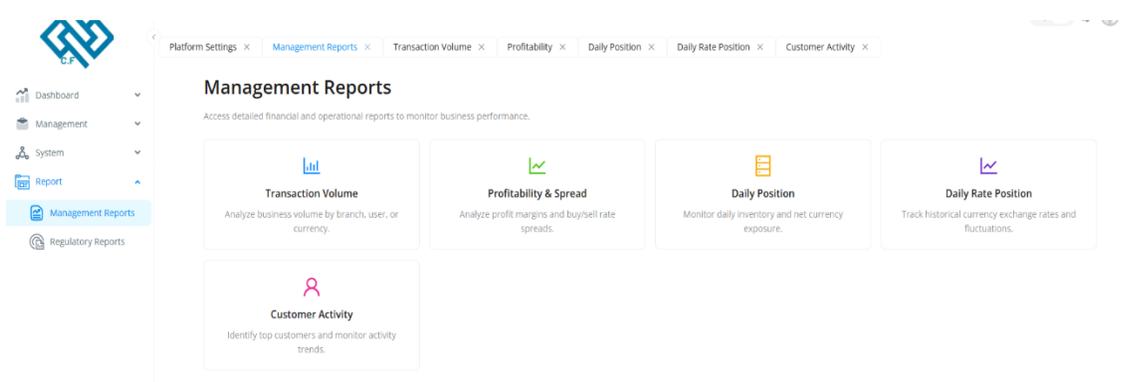


Make all necessary changes then click on the **Save Changes** button to save your changes.

Generating Management Reports

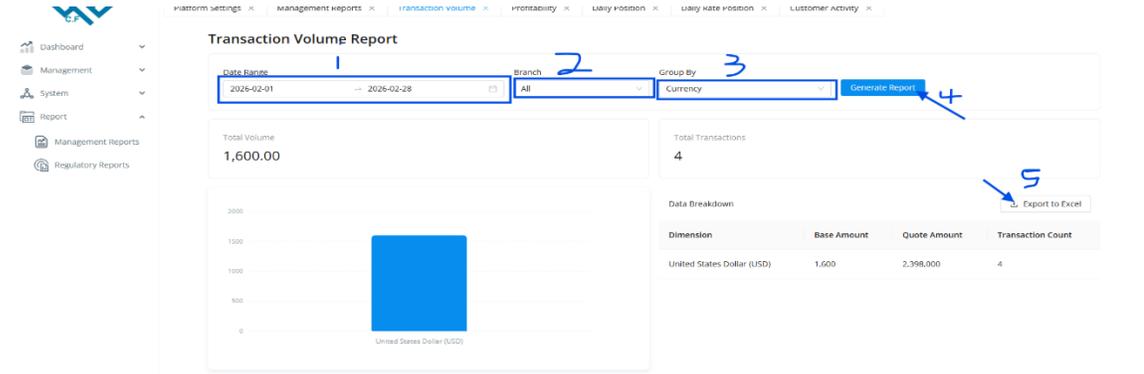
Access detailed financial and operational reports to monitor business performance.

- Click on the Report menu.
- Proceed to click on the Management Reports sub-menu. Locate the management report type of interest on the dashboard. Available report types are:
 - Transaction volume
 - Profitability & Spread
 - Daily Position
 - Daily Rate Position
 - Customer Activity

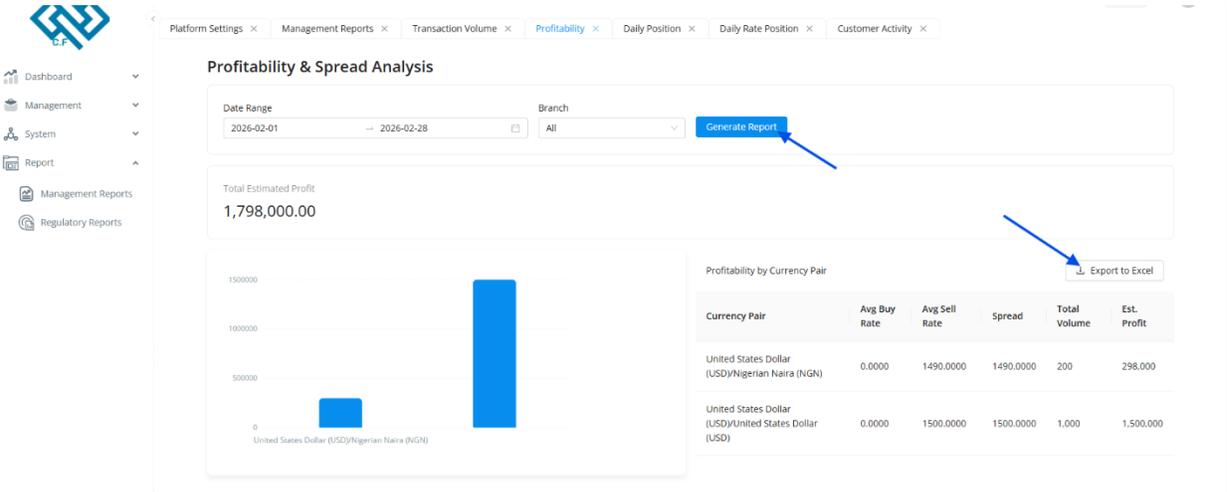


- Proceed to click on the **Transaction Volume Report/Analysis** and a page for searching and retrieving details and visualizations for the

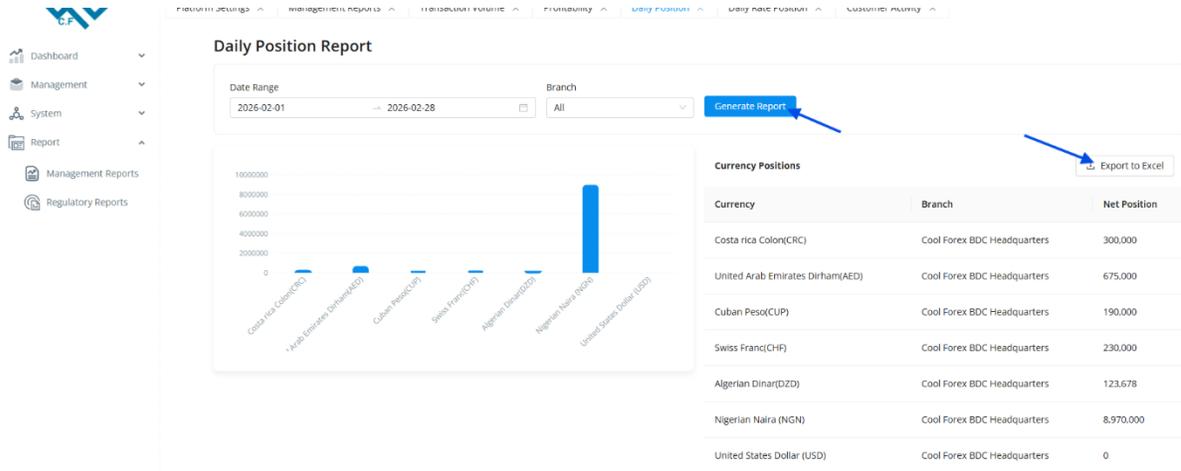
selected report type, and exporting the retrieved details in the required report format will be displayed (See screenshot below).



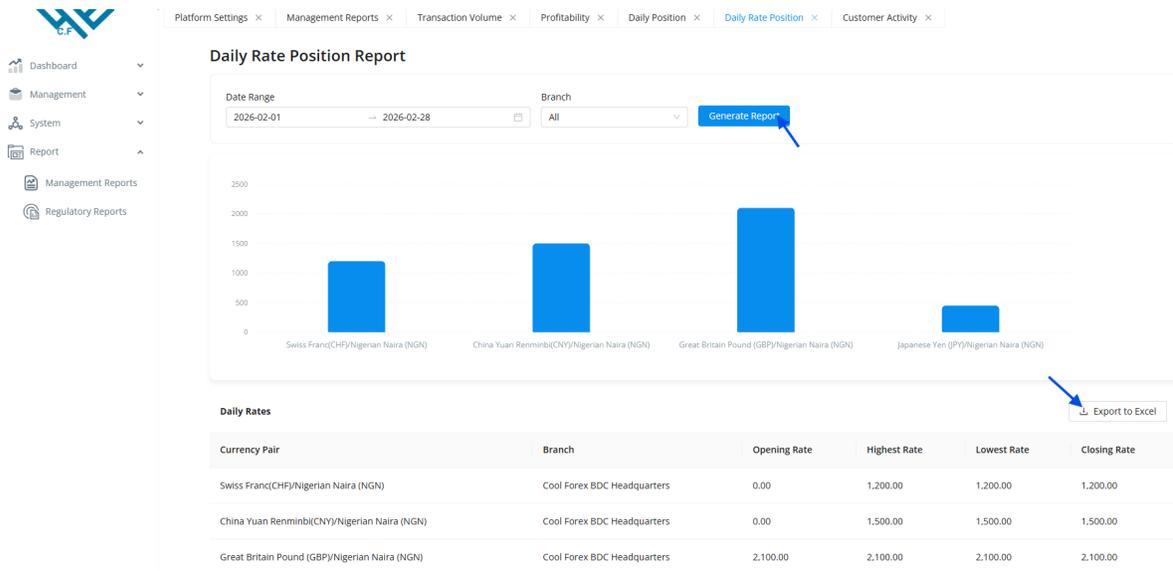
- Below are descriptions of the various sections on the table:
 - No. 1 on the table above identifies the button that enables the user to set date range for report details retrieval.
 - No. 2 identifies the button that enables the user to select the branch of interest for the report.
 - No. 3 identifies the button that enables the user to select the option for grouping and summarizing retrieved report date. The available options are: Currency, User and Date.
 - No. 4 identifies the button that enables the user to generate report.
 - No. 5 identifies the button that enables the user to download the retrieved records on the table to EXCEL format.
- Return to the **Management Reports Dashboard** and proceed to click on the **Profitability & Spread Report/Analysis**. A page for searching and retrieving details and visualizations for the selected report type, and exporting the retrieved details in the required report format will be displayed (See screenshot below).



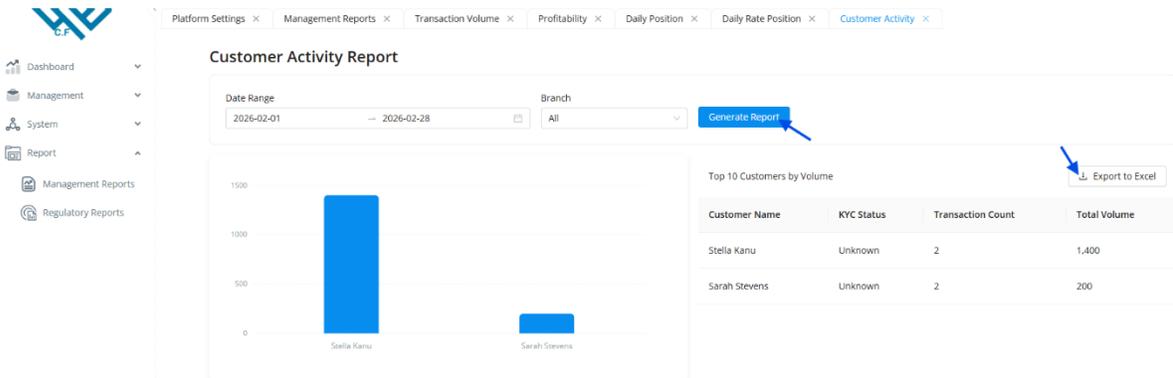
- Return to the **Management Reports Dashboard** and proceed to click on the **Daily Position Report**. A page for searching and retrieving details and visualizations for the selected report type, and exporting the retrieved details in the required report format will be displayed (See screenshot below).



- Return to the **Management Reports Dashboard** and proceed to click on the **Daily Rate position Report**. A page for searching and retrieving details and visualizations for the selected report type, and exporting the retrieved details in the required report format will be displayed (See screenshot below).



- Return to the **Management Reports Dashboard** and proceed to click on the **Customer Activity Report**. A page for searching and retrieving details and visualizations for the selected report type, and exporting the retrieved details in the required report format will be displayed (See screenshot below).



Chapter 16

Generating Regulatory Reports

Retrieving and exporting regulatory report data

- Click on the Report menu.
- Proceed to click on the Regulatory Reports sub-menu. For the selected regulatory report type, a page for searching and retrieving details of existing records, and exporting the retrieved details in the required report format will be displayed (See screenshot below).

The screenshot displays the 'Regulatory Reports' interface. On the left is a navigation menu with 'Report' and 'Regulatory Reports' highlighted. The main area shows a 'Transactions List' with a search filter set to 'Amount Greater Than 200'. Below the filter are 'Search' and 'Reset' buttons. At the bottom of the filter section, a blue box labeled '1' points to the '+ Add Filter Condition' button. Below the filter are 'Download Excel (xlsx)' and 'Download CSV (csv)' buttons, with a blue box labeled '4' pointing to the Excel button and a blue box labeled '5' pointing to the CSV button. The table below has columns: Serial No, Form Number, RC/PASSPORT Number, Customer Name, Customer Address, Currency, Amount, Source of Fund, Purpose, Visible Code, and Invisible Code. It contains four rows of transaction data. At the bottom right of the table, a blue box labeled '6' points to the pagination controls.

Serial No	Form Number	RC/PASSPORT Number	Customer Name	Customer Address	Currency	Amount	Source of Fund	Purpose	Visible Code	Invisible Code	Va
1	FORMA0011250	AA08967543	Ifeanyichukwu Mbah (Deepscope Technology Services Ltd)	Plot 46, Evelyn Nwora Street, EFAB Queens Estate	United States Dollar (USD)	\$350.00	Autonomous Funds	Visible	Code CB002	Code CB001	
2	FORMA0011478999	AA08967543	Ifeanyichukwu Mbah (Deepscope Technology Services Ltd)	Plot 46, Evelyn Nwora Street, EFAB Queens Estate	United States Dollar (USD)	\$350.00	Autonomous Funds	Visible	Code CB002	Code CB001	
3	FORMA001128789	AA08967543	Ifeanyichukwu Mbah (Deepscope Technology Services Ltd)	Plot 46, Evelyn Nwora Street, EFAB Queens Estate	United States Dollar (USD)	\$350.00	Autonomous Funds	Visible	Code CB002	Code CB001	
4	FORMA0011128	AA08967543	Ifeanyichukwu Mbah (Deepscope Technology Services Ltd)	Plot 46, Evelyn Nwora Street, EFAB Queens Estate	United States Dollar (USD)	\$350.00	Autonomous Funds	Visible	Code CB002	Code CB001	

- Below are descriptions of the various sections on the table:
 - No. 1 on the table above identifies the button that enables the user to add filter criteria for searching and retrieving report records.

- No. 2 identifies the button that enables the user to search for records after providing all filter criteria.
- No. 3 identifies the button that enables the user to reset and clear and added and populated filter criteria.
- No. 4 identifies the button that enables the user to download the retrieved records on the table to EXCEL format. The downloaded records can then be uploaded to the appropriate regulatory authority.
- No. 5 identifies the button that enables the user to download the retrieved records on the table to CSV format. The downloaded records can then be uploaded to the appropriate regulatory authority.
- No. 6 identifies buttons and controls that enables the user view records in a paginated order on the table.