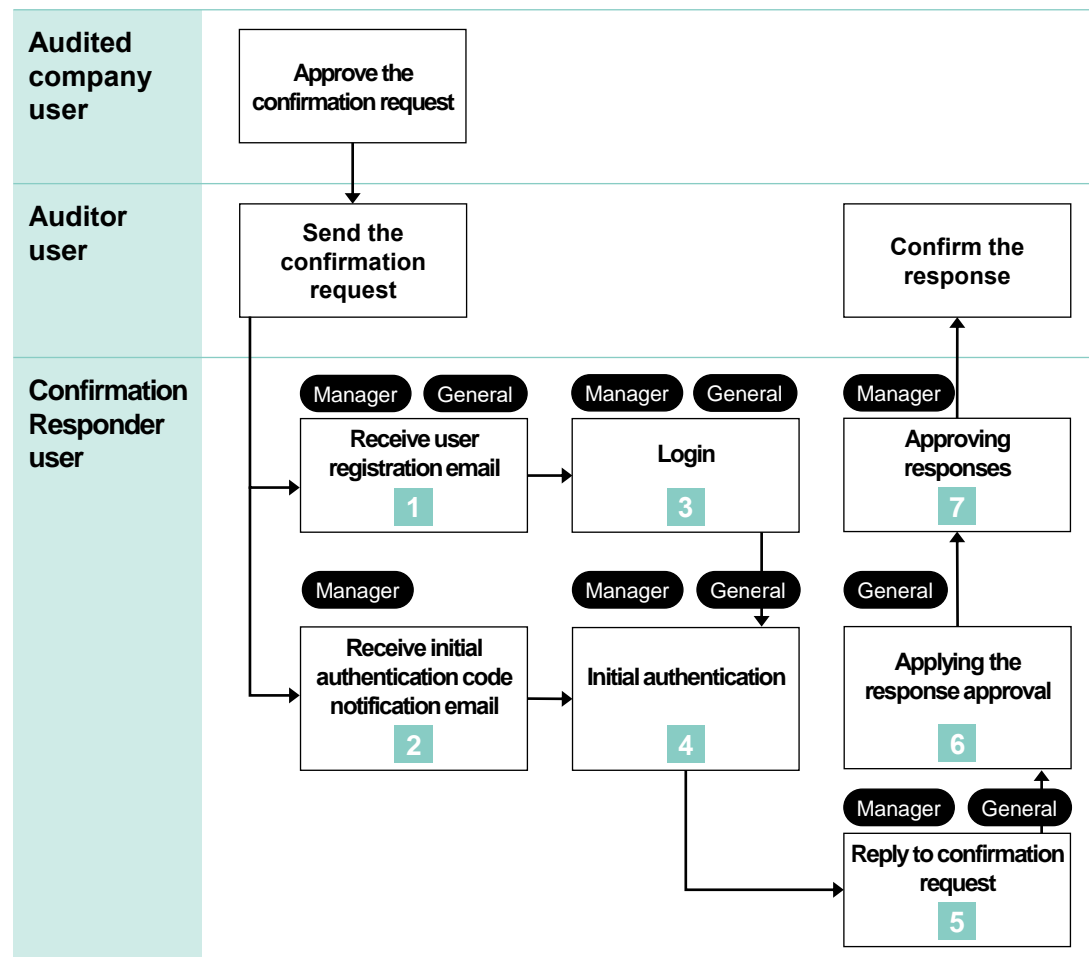# Balance Gateway
Quick Reference Guide

For Confirming Entity

This Quick Reference Guide is a manual summarizing the basic operations of Balance Gateway.
For further details, please refer to `Refer` or the "Balance Gateway Operation Manual For Confirming Entity".

| Refer | User roles and authorities |
| Refer | Add, edit or delete responding users |

会計監査確認センター合同会社

Balance Gateway operating procedures for confirming entity

```
┌─────────────────────────────────────┐
│   Approve the confirmation request   │     Managers of the audited company approve the
└─────────────────────────────────────┘     request to confirming entity (your company).

┌─────────────────────────────────────┐
│     Send the confirmation request    │     Auditor users send the request to confirming
└─────────────────────────────────────┘     entity (your company).
```

1 Receive user registration email   Manager   General User

After the auditor users sent the request to confirming entity (your company), a user registration email will be sent to the Managers and the General Users.

Sender address	noreply@balancegateway.jp
Email title	Balance Gateway: Registration notice and request to confirm balance

Refer ▶ Image of user registration email

2 Receive initial authentication code notification email   Manager

The Manager of the confirming entity will receive an email with the initial authentication code (6-digit number). Please inform the General users of the code.

Sender address	noreply@balancegateway.jp
Email title	Balance Gateway: Registration notice and request to confirm balance (Initial Authentication Code)

Refer ▶ Image of initial authentication code notification email

3 Login   Manager   General User

Access Balance Gateway (https://balancegateway.jp/).

Enter your email address and click [SUBMIT].

Login Balance Gateway

Email Address:

john.smith@test.test

SUBMIT

Enter your password and click [LOG IN].

Login Balance Gateway

Email Address
john.smith@test.test
Password:

••••••••••••

LOG IN

If you forgot your password, click here

When you login for the first time using the initial password specified in the registration notification email, the screen will change to the Password Change screen. Click [CHANGE PASSWORD] and set a password of your choice.
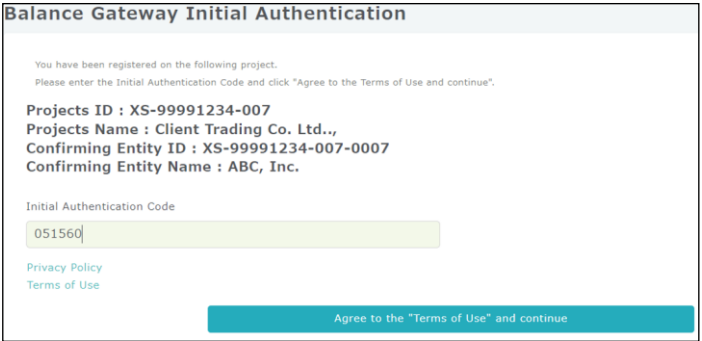
Refer ▶ Password policy

会計監査確認センター合同会社

4   Initial authentication

[Manager] [General User]

Click the [Complete Initial Authentication] link displayed in the Task column of the [Dashboard] screen that appears immediately after you login.
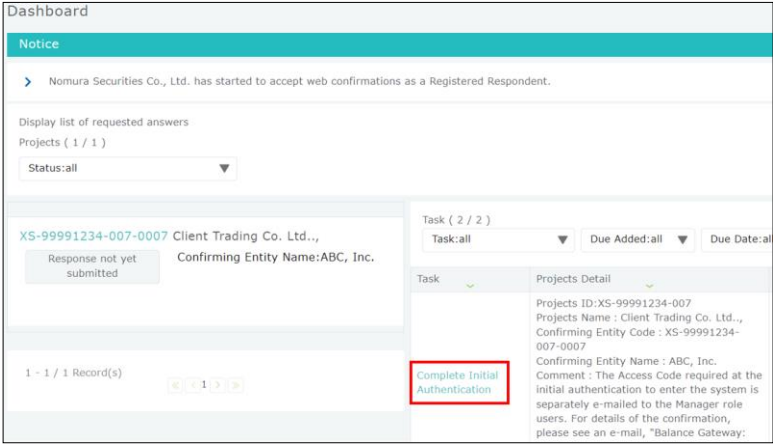

Enter the initial authentication code on the [Balance Gateway Initial Authentication] screen and click the [Agree to the "Terms of Use" and continue] button. Please confirm the initial authentication code (6-digit number) with the Manager described in the user registration email. The initial authentication code differs for each confirmation request.

When initial authentication is completed, the screen automatically transitions to the [Dashboard] screen, and the initial authentication task will not be displayed anymore.

5   Reply to confirmation request

[Manager] [General User]

The screen automatically transitions to the [Reply to Confirmation Request] screen by clicking the [Reply to Confirmation Request] link displayed in the Task column of the [Dashboard] screen. There are three different confirmation formats: "Confirmation response (Checkmark form)", "Confirmation response (Input form)" and "Confirmation response (Reference attachment form)".
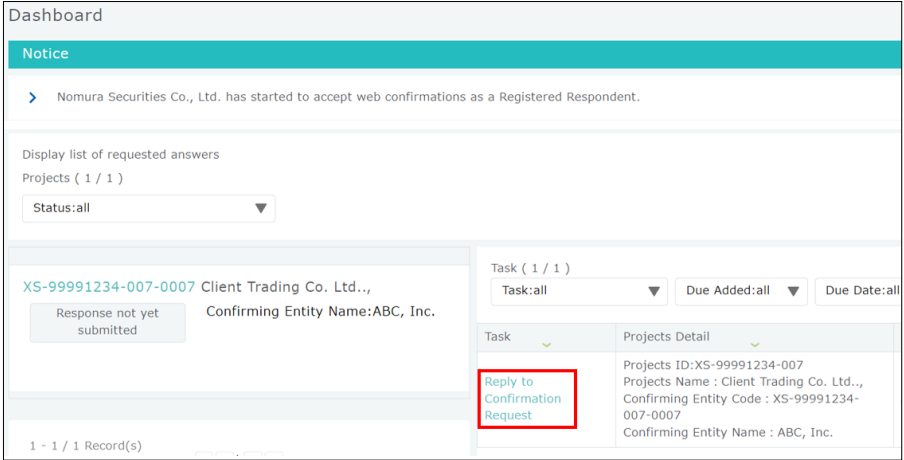
Refer ▷ Reject Request

■ How to enter the response: Checkmark form

The Checkmark form type is a method where you select whether or not there is a discrepancy for the balance amount that has been requested for confirmation.
If you select that there is a difference, the account balance entry input field of the Input form will be displayed.

会計監査確認センター合同会社

Confirm the "2. Account balance(s) of (audited company name) to (your company name)" column.

Check one of the check boxes in the "3. Confirmation Response" column. You can also attach files such as detailed materials if necessary.

If there are no differences in the confirmation, check [We confirmed the information above matched our account balance, and we have no additional account balance for the entity other than what is written above.] and click the [Save] button.

If there is a difference in the confirmation, check [A difference exists between the information above and our records.]. Enter the account balance of your company (confirmation responder) in the account balance input field of the input form that is displayed.

■ How to enter the response: Input form

The Input form type is a method to input the account balance of your company (confirmation responder).

Confirm the "2. Account balance(s) of (audited company name) to (your company name)" column.

Enter your account balance in the "3. Confirmation Response" column. You can also attach detailed materials if necessary. Click the [Save] button when you are finished.

(Continued on next page)

会計監査確認センター合同会社

4

■ How to enter response: Reference attachment form

The Reference attachment form type is a method to respond by referring to the contents of the confirmation request in attached files.

Confirm the attached files and comments in the "2. Account balance(s) of (audited company name) to (your company name)" column.

If there is no discrepancy, check [Correct. The above information matches our record.] in the "3. Confirmation Response" column and click the [Save] button.
If there are any discrepancies, or if you want to reply with attachments, check [Please see the response in the below or attached], enter your response or attach a file, and click the [Save] button.

Refer ▶ Explanation of the Confirmation Response screen (Reference attachment form)

| **6** | **Applying the response approval** | General User |

Apply for an approval of the confirmation response to the Manager.
Click the [Apply] button on the [Reply to Confirmation Request] screen. If necessary, enter a comment beforehand and then click the [OK] button.

The application process of the confirmation response is complete when [[Apply] has been completed.] appears on the upper left of the [Reply to Confirmation Request] screen.
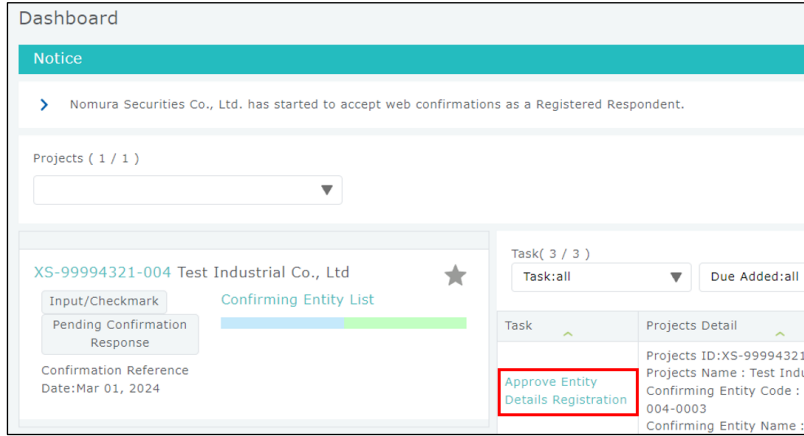
会計監査確認センター合同会社

## 7 | Approving responses Manager

Click the [Approve Entity Details Registration] link that appears in the Task column of the Manager's Dashboard screen.
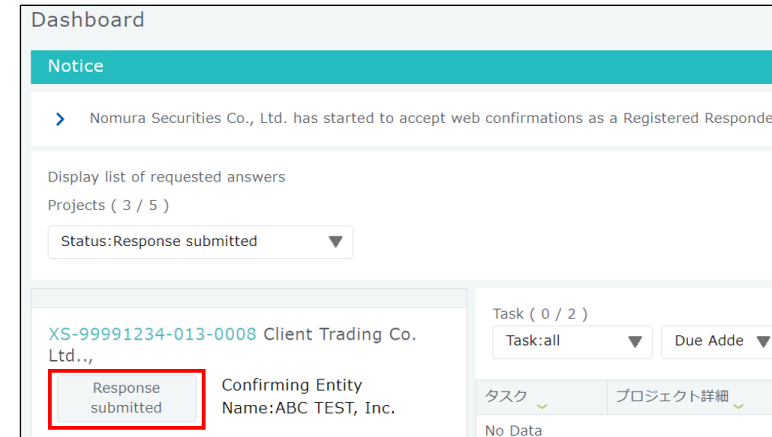

After confirming the confirmation responses and attached files, check the declarations and click the [Approve] button. An error will occur if the [Approve] button is clicked without downloading the attached file uploaded by the general user.
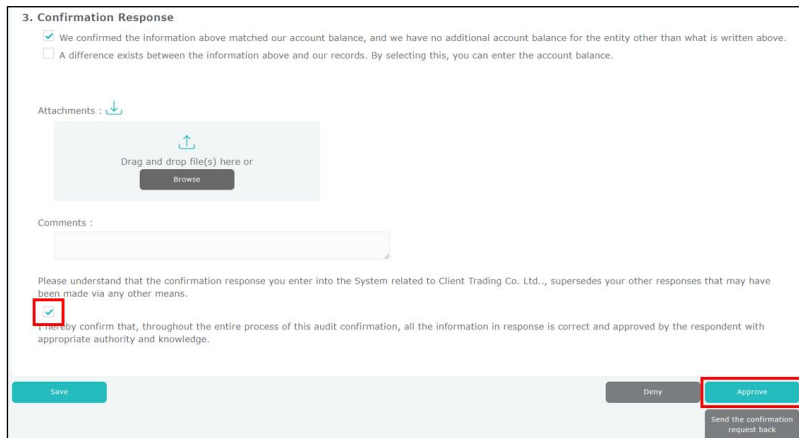
The approval process of the confirmation response is complete when [[Approve] has been completed.] appears on the upper left of the [Reply to Confirmation Request] screen.
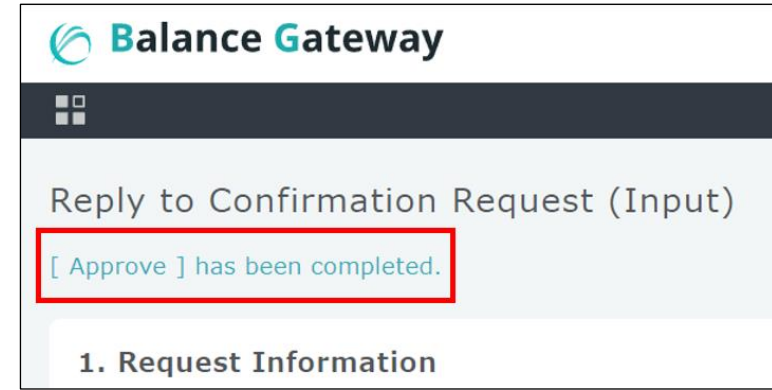
When you return to the [Dashboard] screen, the status is changed to [Response submitted]. All procedures for the confirmation response is now complete.

Confirm the responses

The auditor user confirms the result of the confirmation responses.
If there are any deficiencies in the response results, the auditor user will request a reconfirmation.

Refer ▸ Request for another response

Index

The below terms are linked to the "Balance Gateway Operation Manual" and other reference materials.

Contact

Audit Confirmation Center GK

support@balancegateway.jp

会計監査確認センター合同会社