

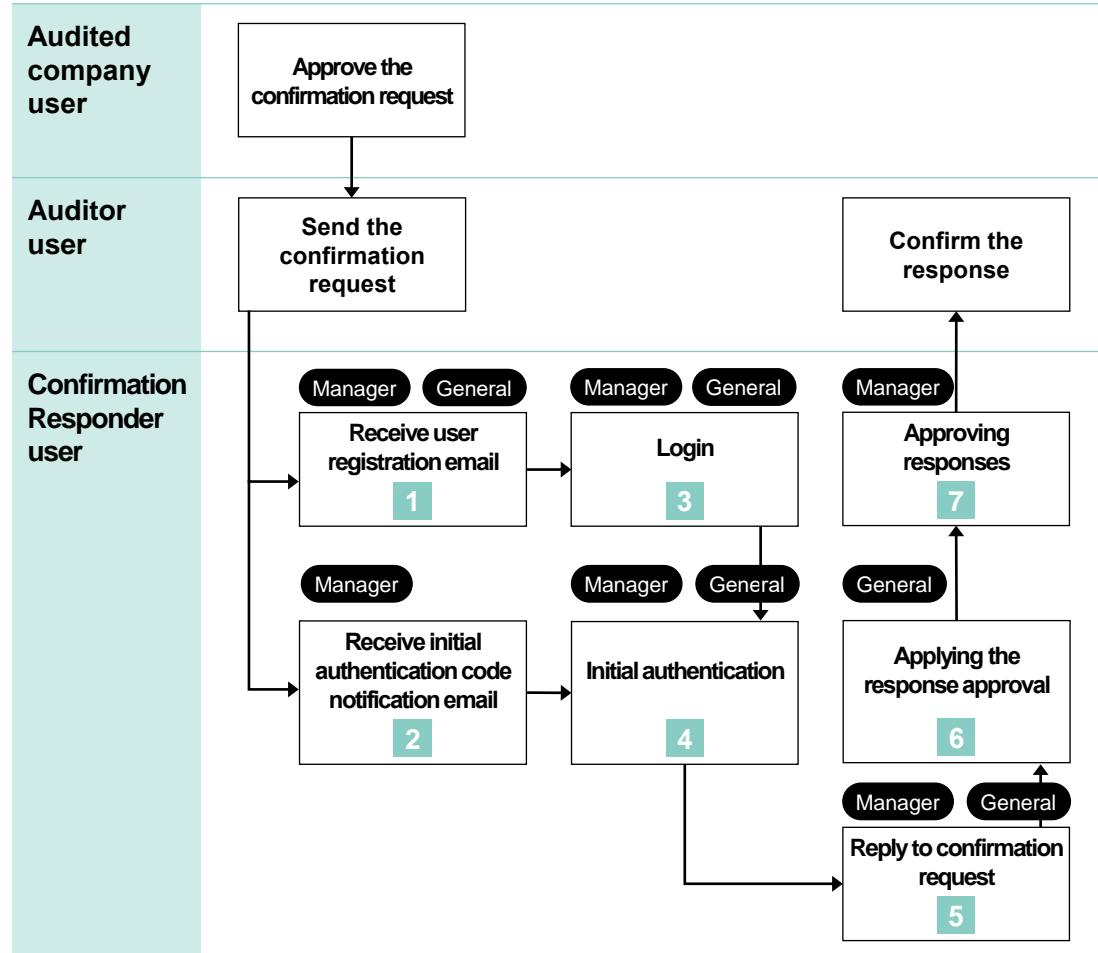
Balance Gateway Quick Reference Guide

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](#)”.

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Procedures overview of Balance Gateway



Refer [User roles and authorities](#)

Refer [Add, edit or delete responding users](#)



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](#)

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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](#)

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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.

The screenshot shows the 'Balance Gateway Initial Authentication' screen. It displays project details: Project ID: XS-99991234-007, Project Name: Client Trading Co. Ltd., Confirming Entity ID: XS-99991234-007-0007, and Confirming Entity Name: ABC, Inc. Below this, there is a text area with a comment about the initial authentication code being sent to Manager role users via email. At the bottom, there is a 'Complete Initial Authentication' button, which is highlighted with a red box.

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.

The screenshot shows the 'Balance Gateway Initial Authentication' screen again. It displays the same project details. At the bottom, there is a 'Privacy Policy' link, a 'Terms of Use' link, and a large blue 'Agree to the "Terms of Use" and continue' button, which is highlighted with a red box.

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

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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)".

The screenshot shows the 'Reply to Confirmation Request' screen. It displays project details: Project ID: XS-99991234-007, Project Name: Client Trading Co. Ltd., Confirming Entity ID: XS-99991234-007-0007, and Confirming Entity Name: ABC, Inc. Below this, there is a 'Task (1 / 1)' section. In the 'Task' column, there is a 'Reply to Confirmation Request' button, which is highlighted with a red box.

[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.

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

2. Account balance(s) of Client Trading Co. Ltd., to ABC, Inc.					
Debit :	Credit :				
Account Name	Amount	Currency	Account Name	Amount	Currency
Account Recei	30,000.00	USD			

Attachments : [attachment_dummy01.pdf \(38KB\)](#) Ichiro Kansa Mar 09, 2022

Comments :
Please find attached breakdown for your information.

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.

3. Confirmation Response

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.

A difference exists between the information above and our records. By selecting this, you can enter the account balance.

Attachments : [attachment_dummy01.pdf \(38KB\)](#)

Comments :

Please understand that the confirmation response you enter into the System related to Client Trading Co. Ltd., supersedes your other responses that may have been made via any other means.

I hereby confirm that, throughout the entire process of this audit confirmation, all the information in response is correct and approved by the respondent with appropriate authority and knowledge.

Save **Approve** **Send the confirmation request back**

Refer ➤ [Explanation of the Confirmation Response screen \(Checkmark form\)](#)

■ 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.

2. Account balance(s) of Client Trading Co. Ltd., to ABC, Inc.					
Debit :	Credit :				
Account Name	Amount	Currency	Account Name	Amount	Currency
Account Recei	30,000.00	USD			

Attachments : [attachment_dummy01.pdf \(38KB\)](#) Ichiro Kansa Mar 09, 2022

Comments :
Please find attached breakdown for your information.

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.

3. Confirmation Response

Account balance(s) of ABC, Inc. to Client Trading Co. Ltd.,

Receivable balance from you :			Payable balance to you :		
Account Name	Amount	Currency	Account Name	Amount	Currency
Account paye	25,000	USD			

Attachments : [attachment_dummy01.pdf \(38KB\)](#)

Comments :

Please understand that the confirmation response you enter into the System related to Client Trading Co. Ltd., supersedes your other responses that may have been made via any other means.

I hereby confirm that, throughout the entire process of this audit confirmation, all the information in response is correct and approved by the respondent with appropriate authority and knowledge.

Save **Approve** **Send the confirmation request back**

Refer ➤ [Explanation of the Confirmation Response screen \(Input form\)](#)

(Continued on next page)



■ 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.

2. Confirmation Request of Client Trading Co. Ltd., to ABC, Inc.

Attachments : attachment_dummy01.pdf (38KB) Ichiro Kansa Mar 09, 2022

Comments :

Please find attached.

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.

3. Confirmation Response

Please see the response in the below or attached.
 Correct. The above information matches our record.

Attachments : Drag and drop file(s) here or

Please understand that the confirmation response you enter into the System related to Client Trading Co. Ltd., supersedes your other responses that may have been made via any other means.
 I hereby confirm that, throughout the entire process of this audit confirmation, all the information in response is correct and approved by the respondent with appropriate authority and knowledge.

Refer → [Explanation of the Confirmation Response screen \(Reference attachment form\)](#)

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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.

Please understand that the confirmation response you enter into the System related to Client Trading Co. Ltd., supersedes your other responses that may have been made via any other means.
 I hereby confirm that, throughout the entire process of this audit confirmation, all the information in response is correct and approved by the respondent with appropriate authority and knowledge.

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.

Balance Gateway

Reply to Confirmation Request (Checkmark)
[Apply] has been completed.

1. Request Information

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Approving responses

Manager

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

The screenshot shows the Manager's Dashboard with a task list titled 'Task (3 / 3)'. The first row contains the following information:

- Task:** all
- Project ID:** XS-99994321
- Project Name:** Test Industrial Co., Ltd.
- Confirming Entity Code:** 004-0003
- Confirming Entity Name:** Test Industrial Co., Ltd.
- Task Column:** Approve Entity Details Registration (highlighted with a red box)

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 screenshot shows the '3. Confirmation Response' page. It includes the following sections:

- 3. Confirmation Response:**
 - 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.
 - A difference exists between the information above and our records. By selecting this, you can enter the account balance.
- Attachments:** Drag and drop file(s) here or [Browse](#)
- Comments:** (empty text area)
- Disclaimer:** Please understand that the confirmation response you enter into the System related to Client Trading Co., Ltd., supersedes your other responses that may have been made via any other means.
- Declaration:** I hereby confirm that, throughout the entire process of this audit confirmation, all the information in response is correct and approved by the respondent with appropriate authority and knowledge. (checkbox checked)
- Buttons:** Save, Deny, Approve (highlighted with a red box), Send the confirmation request back

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.

The screenshot shows the 'Reply to Confirmation Request (Input)' screen. The message '[Approve] has been completed.' is highlighted with a red box. Below it, the section '1. Request Information' is visible.

When you return to the [Dashboard] screen, the status is changed to [Response submitted]. All procedures for the confirmation response is now complete.

The screenshot shows the Manager's Dashboard with a task list titled 'Task (0 / 2)'. The first row contains the following information:

- Task:** all
- Project ID:** XS-99991234-013-0008
- Project Name:** Client Trading Co., Ltd..
- Confirming Entity Name:** ABC TEST, Inc.
- Status:** Response submitted (highlighted with a red box)
- Task Column:** Response submitted (highlighted with a red box)

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.

- [Add, edit, or delete users](#)
- [Applying the response approval](#)
- [Approving responses](#)
- [Edit your user information](#)
- [Forced completion](#)
- [General user \(User roles and authorities\)](#)
- [How to enter the response: Checkmark form](#)
- [How to enter the response: Input form](#)
- [How to enter the response: Reference attachment form](#)
- [Initial authentication code](#)
- [Locked account](#)
- [Manager \(User roles and authorities\)](#)
- [Password policy](#)
- [Password reset](#)
- [Reject request](#)
- [Request for another response](#)
- [Types of Confirmation Form: Checkmark](#)
- [Types of Confirmation Form: Input](#)
- [Types of Confirmation Form: Reference Attachment](#)

Contact

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