

PREPARER

Preparer guide

Last verified against build: dev_rc1_20261005 (development copy, release candidate 3.2.0-RC1, store design), 2026-10-05.

You prepare the month: you make sure the company files are complete and correct, reconcile them to an independent source, explain what you accept, and submit the month for review. You never close the month you submitted. What you may do: Refresh, Recon, nil returns, check explanations, Submit for review, DataView and AN_RawView (show and export lines; open a line's source file with a reason).

The monthly cycle

Step	Where	What	Done when
0	Home	Open the platform file from its network share with macros enabled. Read the banner.	Banner line 2 shows the next action, not red or amber
1	source folder	The companies have delivered: COMPPAY.xlsx for each monthly company, COMPPAYALL.xlsx for a cumulative company (CUMULATIVE_COMPANY.md).	Every expected company has a file or a written nil return
2	DimCompany > tblNilReturn	For a company with no payments: one row (PeriodKey, CompanyID, Evidence = the letter's reference).	Nil returns recorded
3	Recon	One row per company x currency: PeriodKey, CompanyID, CurrencyCode, IndependentTotal (original currency, from the ledger or the signed cover letter), SourceReference.	Every company-currency of the month has a row
4	Home > Refresh	Wait for the message (a few minutes). Never Data > Refresh All.	Result starts with OK; STG_CURRENT = OK
5	ControlPanel	Work every REVIEW from the top (CONTROLS.md, by check). Fix at the source: a corrected or renamed file, a nil return, a Recon row. A new header or a new company goes to an Administrator. Refresh after each fix.	No REVIEW left that you can fix
6	STG_Files > STG_Rejected (via an Administrator's Show staging, or the warning line on the analytics pages)	A file that will not enter the store is listed with its rule (NOT LISTED, OUTSIDE WINDOW, NEAR-MISS, MODE MISMATCH) and the action.	No rejected file left in the delivery folder: a file that is not admitted is taken out by the Administrator (or the company list / window is corrected) - Close refuses its lines whatever the explanation
7	ControlPanel, column Explanation	For a REVIEW you accept instead of fixing: what, why, who approved. Your name, time and the period are stamped. RESTATEMENT, ARCHIVE_INTEGRITY, COLUMNMAP_LOCK, LOG_INTEGRITY, PRIVACY and FILES_UNEXPECTED can never be explained away (the gate stays BLOCKED while one is REVIEW, whatever the explanation): call an Administrator.	cpUnexplained = 0
8	KPI_Check, Dashboard, AN_Exec_* pages	Sanity check: month-on-month change, company shares, the Dashboard "Model check" = OK. WATCH / ALERT on the pages are DRAFT signals: look at the lines (AN_RawView) and note what you found in the submission comment.	You can explain the month's movements
9	Home > Submit for review	Gate must be OPEN. Comment: anything the Reviewer should know. The workbook saves itself.	Banner: "awaiting review"; SignOff SUBMITTED

Step	Where	What	Done when
10	-	If the Reviewer rejects: read the reason (SignOff, Comment), fix, Refresh, submit again. If data changes after you submitted (a refresh, a new file), the close is blocked: submit again.	Month closed by the Reviewer

Looking at lines

- **DataView**: one company and month (closed months from the store, the open month from the reviewed active lines). Show lines, Export lines (.xlsx in the Export folder).
- **AN_RawView**: several companies and months, optional payment-nature and case filters; the reconciliation block shows OK / DIFF against the recorded batch totals (FILTERED when a filter or RawMaxRows applies). Export CSV.
Open source file opens the file a line came from (its inbox copy for a closed month): the source holds personal data, so you are asked for a reason and the opening is logged. The lines are never saved with the workbook.

When something goes wrong

- A message: MESSAGE_CATALOGUE.md (BLOCKED, DENIED and the banner texts). A check: CONTROLS.md.
- Red banner (INTEGRITY, LOCATION, COPY, SETTINGS): stop and call an Administrator.
- Amber banner READONLY: someone else has the file open; wait. LOCK: a long command is running; wait.
- Refresh says FIREWALL_BLOCKED: your Excel enforces Power Query privacy levels; IT must allow the per-file setting (IT_PREREQUISITES.md).