Bill Collection v2

□□ Purpose

The **Bill Collection v2** report allows you to view and manage bill collection records by **Operator, Outlet, Date Range, and View Type**.

You can also select **multiple outlets**, customize the displayed columns, and view the related **F1 Form** and **Collection Slip**.

□□ How to Access

Step 1 — Open Laundro Portal

Log in to the **Laundro Portal** using your Username and Password.

Step 2 — Open Report

From the sidebar menu, click:

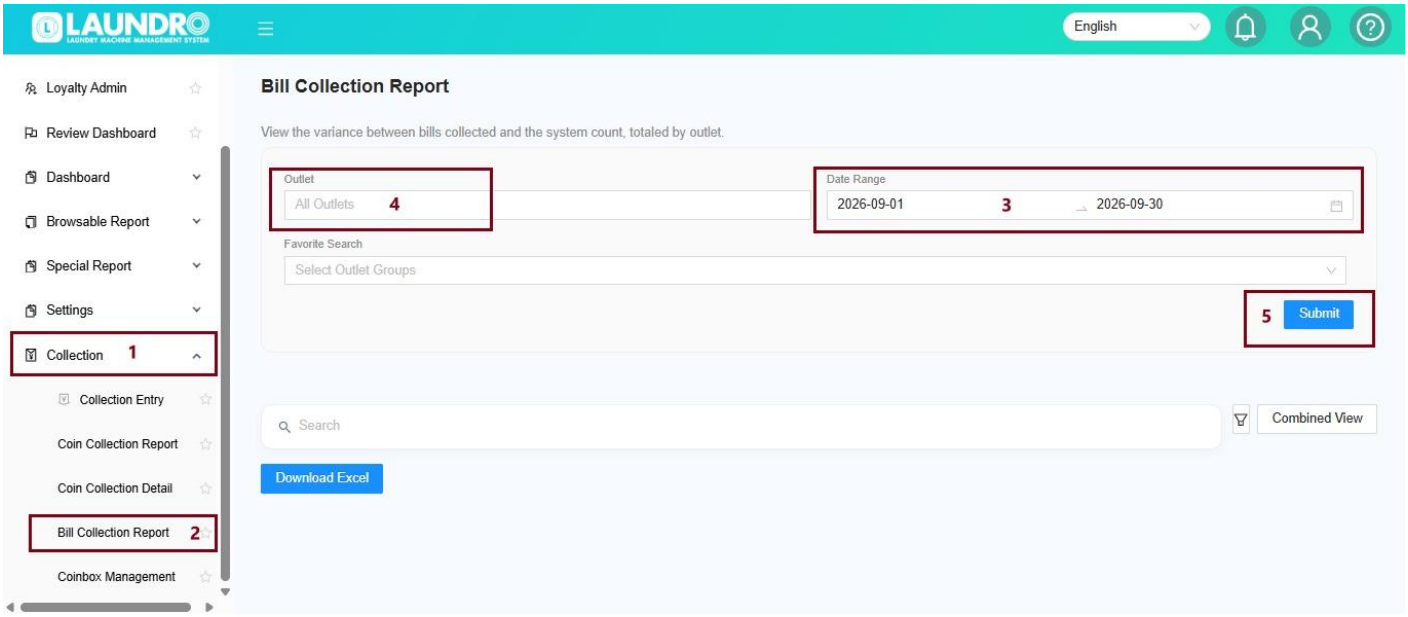
Report

Step 3 — Select Bill Collection v2

Under the Report menu, select:

Bill Collection v2

You will be directed to the Bill Collection v2 page.



1 Select Your Filters

Before generating the report, select the information you want to view.

Operator

Select the required **Operator**.

If you want to include all operators, leave the filter unchanged.

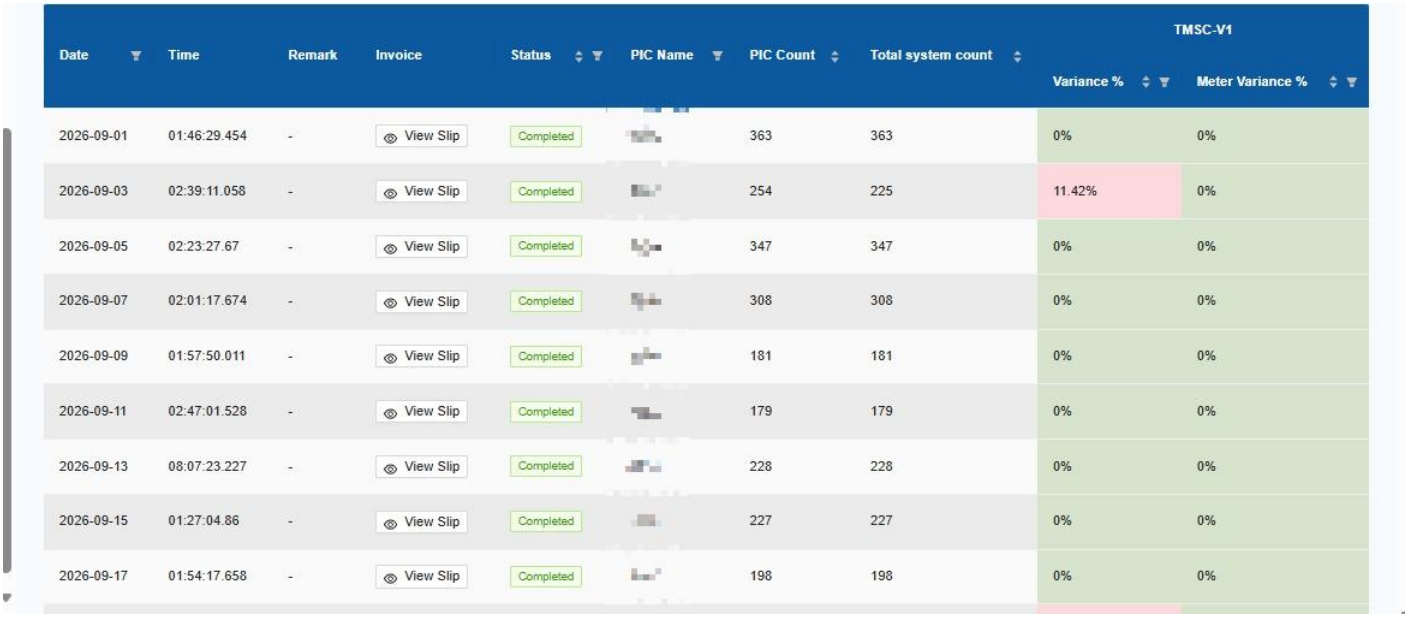
Outlet

Select the required **Outlet**.

You can select **multiple outlets** if you want to view several outlets in the same report.

Date Range

Select the **date range** for the collection records you want to view.



Date	Time	Remark	Invoice	Status	PIC Name	PIC Count	Total system count	TMSC-V1	
								Variance %	Meter Variance %
2026-09-01	01:46:29.454	-	View Slip	Completed	[redacted]	363	363	0%	0%
2026-09-03	02:39:11.058	-	View Slip	Completed	[redacted]	254	225	11.42%	0%
2026-09-05	02:23:27.67	-	View Slip	Completed	[redacted]	347	347	0%	0%
2026-09-07	02:01:17.674	-	View Slip	Completed	[redacted]	308	308	0%	0%
2026-09-09	01:57:50.011	-	View Slip	Completed	[redacted]	181	181	0%	0%
2026-09-11	02:47:01.528	-	View Slip	Completed	[redacted]	179	179	0%	0%
2026-09-13	08:07:23.227	-	View Slip	Completed	[redacted]	228	228	0%	0%
2026-09-15	01:27:04.86	-	View Slip	Completed	[redacted]	227	227	0%	0%
2026-09-17	01:54:17.658	-	View Slip	Completed	[redacted]	198	198	0%	0%

2 Choose the View Type

Select how you want the report to be displayed.

Combined View

Displays data from all selected outlets **together in one report**.

Split by Outlet

Displays the data **separately for each outlet**.

> Which one should I choose?

Want to see everything together?
→ Select **Combined View**

Want to check each outlet separately?
→ Select **Split by Outlet**

3️⃣ Generate the Report

After selecting all the required filters:

Click → Submit

The system will generate the Bill Collection report based on your selections.

4️⃣ Use the Report

Once the report is generated, you can use the available actions to view additional information.

🗒️ View Remark

Click **View Remark** to view the corresponding **F1 Form**.

🗒️ View Slip

Click **View Slip** to open the corresponding **Collection Slip**.

The slip preview will open when you click the button.

5️⃣ Customize the Report

⭐ Add Favourite

You can mark the report as a **Favourite** for easier access.

☷ Column Filter

Use the **Column Filter** to select which columns you want to display.

This allows you to focus only on the information you need.

□□ Available Information

The report includes additional information such as:

- Outlet Name
- PIC Name
- PIC Count
- Total Count

□□ Collection Slip

In Bill Collection v2, the Collection Slip is generated **per collection** instead of per machine.

The slip preview is not displayed directly in the report.

To view it:

Click → View Slip → View Collection Slip

□□ Example

Scenario

You want to check the bill collection records for **two outlets** for September 2026.

Select:

Filter	Selection
Operator	All Operators
Outlet	Outlet A + Outlet B
Date Range	1–30 September 2026

View Type	Combined View

Then:

Click Submit → View Report

The system will display the collection records from both outlets in one report.

> Quick Tips

Need several outlets?
→ Select multiple outlets.

Want all outlets together?
→ Choose **Combined View**.

Want to compare outlets separately?
→ Choose **Split by Outlet**.

Need specific columns only?
→ Use **Column Filter**.

Need the collection document?
→ Click **View Slip**.

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