

File Detail Spreadsheet - File Details and workflow

TestOnly1

Edit

File Details

Close

| TestOnly1 | 12/Jan/2024 | DD WT | Iky

General

Details

Summary

Documents

Tasks

Workflow

Messaging

Billing

Receipt

Payment

FD

Transfer

Journal

Properties

File Master

File No.:

TestOnly1

File Type:

DD WT

Subject:

Department:

Tags:

Control Account:

3000/000 - Trade Debtors

File Date:

12/Jan/2024

Proposed Close File:

File Group:

File Status:

Work in Progress

Running No.:

0

PIC:

Iky

Partner:

Default?	Role	Client Code	Name	Category	New IC/Reg. No.	Office/Branch
<input checked="" type="checkbox"/>	Client	CY/283616	yung	Client		

File's Mailing List:

	Client Name	Contact Name	Email
<input type="checkbox"/>	yung		

Before generating the report, make sure to update the task status and file details. Click on

Tasks

to update the task status and click on

File Details

 to update the file details.

TestOnly1

Edit File Details X Close | TestOnly1 | 12/Jan/2024 | DD WT | lky

General Details Summary Documents Tasks Workflow Messaging Billing Receipt Payment FD Transfer Journal Properties File Master



☐ Appointment ☐ Court Matter ☒ Task To Do (All)

+ New View Set Done Delete View in Calendar Refresh

Drag a column header and drop it here to group by that column

Subject	Start Date	End Date	Status	Assigned...	Done Date
1. Date of Receipt of Copy of LO	Fri 12/Jan/2024 (All Day)	Sat 17/Feb/2024 (All Day)	Started - 0%		
1. Date of Receipt of Copy of LO	Fri 12/Jan/2024 (All Day)	Sat 17/Feb/2024 (All Day)	Started - 0%		
10. Call banker to request Letter of Offer (LO) and/or Letter of Instruction (LI)	Mon 15/Jan/2024 (All Day)	Mon 15/Jan/2024 (All Day)	Started - 0%		
10. Call banker to request Letter of Offer (LO) and/or Letter of Instruction (LI)	Mon 15/Jan/2024 (All Day)	Mon 15/Jan/2024 (All Day)	Started - 0%		
100. Save the Registered Copy of PA in server	Mon 26/Feb/2024 (All Day)	Mon 26/Feb/2024 (All Day)	Completed - 100%		12/Jan/2024 11:33 AM
100. Save the Registered Copy of PA in server	Mon 26/Feb/2024 (All Day)	Mon 26/Feb/2024 (All Day)	Completed - 100%		12/Jan/2024 11:33 AM
101. To enclose Keputusan Carian and highlight the details if the PA was filed together with other files	Mon 26/Feb/2024 (All Day)	Mon 26/Feb/2024 (All Day)	Completed - 100%		12/Jan/2024 11:33 AM
101. To enclose Keputusan Carian and highlight the details if the PA was filed together with other files	Mon 26/Feb/2024 (All Day)	Mon 26/Feb/2024 (All Day)	Completed - 100%		12/Jan/2024 11:33 AM
102. SPA Solicitor's LU	Mon 26/Feb/2024 (All Day)	Tue 27/Feb/2024 (All Day)	Completed - 100%		12/Jan/2024 11:33 AM
102. SPA Solicitor's LU	Mon 26/Feb/2024 (All Day)	Tue 27/Feb/2024 (All Day)	Completed - 100%		12/Jan/2024 11:33 AM
103. Draft the SPA Solicitor's LU	Mon 26/Feb/2024 (All Day)	Mon 26/Feb/2024 (All Day)	Completed - 100%		12/Jan/2024 11:33 AM
103. Draft the SPA Solicitor's LU	Mon 26/Feb/2024 (All Day)	Mon 26/Feb/2024 (All Day)	Completed - 100%		12/Jan/2024 11:33 AM

1 - 20 of 278 items

Click on the red button  for the task has been completed. After click, the red button will be  means the tasks have been completed.

Edit Preview Form (V) X Close

File No.: TestOnly1 File Type: DD WT

Property Particulars

SPA General

Loan General

Loan Details

Loan Details 2

Refinance Details

Purchaser Details

Borrower Details

Guarantor Details

Vendor Details

Developer Details

Proprietor Details

Borrower Bank

Previous Financier

Master Chargee Bank

AOP Branch

Attorney Particulars of Borrower Bank

Purchaser Bank

Vendor Bank

Purchaser Charge Particulars

Vendor Charge Particulars

Vendor Discharge Particulars

Purchaser Solicitor

Vendor Solicitor

SPA Solicitor

Progressive Billing

Legal Fees

Property Particulars

Lawyer in Charge Name:

staff email address:

Individual Title:

Property Address:

Accessory Parcel:

purchase Price (in Text):

Lawyer in Charge IC:

Property Description:

Type of Building Plants:

Built-up-Area:

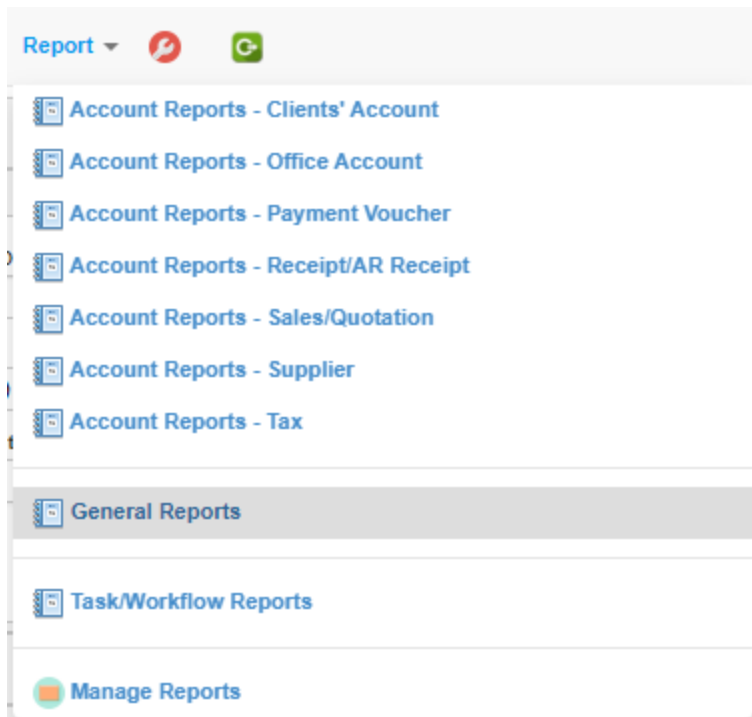
Land Area:

Purchase Price:

Land Office At:

Jenis Dan No Hak Milik:

Next, also fill in all the file details you are able to fill in before generating the status report.



Now, after completing all the details can click one **Report** button and in the dropdown menu click the **General Reports**.

General Reports

▲ Activity


 Activity Listing

▲ Client Master

 Client Listing

 Client Mailing Label

▲ File Master

 File Commission/Incentive

 File Detail SpreadSheet

 File Listing

 File Listing Monthly Report

Next, click one **File Detail SpreadSheet**.

After that, at the right bottom side pick the **report** you want to export. And also fill in the criteria on the filters list to filter up the result you want.

After these all completed can click  to generate the report.

Home

Insert

Data

<

Modify Report

File Detail Spreadsheet

Preview

Save Form

Close

Filters

File List (0)

File Detail Spreadsheet

File No. :

To

File Status :

(All)

File Tag :

(All)

File Date (From):

Date in text

File Date (To):

Date in text

File Type :

(All)

Sort By :

File No.

Descending

Client Code :

To

Client Name:

Client Tag :

(All)

Client Category :

(All)

File Department :


(All)

File Group :

(All)

Report :

Loan Status Report 12/1/2024

User can click on  to customize the report.

Report Settings

Save

Cancel

Close

General

Spreadsheet Settings

Properties


+ Add

+ Add a Copy

Edit

- Remove

col order	Show?	Column Header	Data Source	Field Name	Width	Format	Summary Formula
1.	<input checked="" type="checkbox"/>	SPA Ref	[P] File Master	FileNo	80		
2.	<input checked="" type="checkbox"/>	Unit No	[P] File Data	Property_Parcel...	70		
3.	<input checked="" type="checkbox"/>	Purchaser Name(s)	[P] File Data	Purchaser_Name	90		
4.	<input checked="" type="checkbox"/>	Purchaser Contact	[P] File Data	Purchaser_Tel	70		
5.	<input checked="" type="checkbox"/>	Purchase Price	[P] File Data	Purchase_Price	70	###0.00	Sum([SR:ER])
6.	<input checked="" type="checkbox"/>	Cash Purchaser	[P] File Data	Cash_Purchaser	70		
7.	<input checked="" type="checkbox"/>	Loan	[P] File Data	Loan	70	###0.00	
8.	<input checked="" type="checkbox"/>	Loan Handled by other firms	[P] File Data	Loan_Handled_...	70		
9.	<input checked="" type="checkbox"/>	LF Paid by Purchaser(RM)	[P] File Data	LF_Paid_by_Pu...	70	###0.00	Sum([SR:ER])
10.	<input checked="" type="checkbox"/>	LF Absorbed by Developer(RM)	[P] File Data	LF_Absorbed_b...	70	###0.00	Sum([SR:ER])
11.	<input checked="" type="checkbox"/>	LF Payment Date	[P] File Data	LF_Payment_D...	70	dd-mm-yyyy	
12.	<input checked="" type="checkbox"/>	Prepare SPA Docs Date	[P] File Data	Prepare_SPA_...	70	dd-mm-yyyy	

After that , click on the spreadsheet setting and  to customize the report. For example add and remove the column and also can modify the existing column.

Column Details - SPA Ref

General Column Header Style Data Row Style Summary Row

Column Header: SPA Ref

Data Source: File Master Primary File

Data Field: File No. Text

Value Format: ?

Remark:

Column Width: 80

OK Cancel Record

Can edit the data source and the column width.

Column Details - SPA Ref

General Column Header Style Data Row Style Summary Row

Text Alignment: Center

Background Color:

Font Style: 8 Bold Text Wrap Color:

Border Color:

Border Width: Top: 1 Bottom: 1 Left: 1 Right: 1

Row Height: 50 (Evaluate when column on the first position.)

OK Cancel

Next, can edit the column header and data row pattern such as border style , font style , row height and text alignment.

Column Details - SPARef

General Column Header Style Data Row Style Summary Row

Show In: ☒ Footer ☐ After Column Header

Summary Formula:

Value Format:

Text Alignment:

Background Color:

Font Style: ☐ Bold ☐ Text Wrap Color:

Border Color:

Border Width: Top: Bottom: Left: Right:

Row Height: (Evaluate when column on the first position.)

OK Cancel

For summary row can add the formula to customize and summary the row data. And also can change the pattern for the summary row the same as the previous one.