Generating Daily Collection Report

1. Navigate to RPI AR-SUPERVISOR > Receipts > Receipts

In receipts window:

       4.1a. click View (menu)

       4.1b. click Request (menu)

       4.1c .click Submit a New Request (button)

       4.1d. click Single Request > OK (button)

Find Requests

○ My Completed Requests
○ My Requests In Progress
● All My Requests
○ Specific Requests

Request ID
Name
Date Submitted
Date Completed
Status
Phase
Requestor

☐ Include Request Set Stages in Query

Order By   **Request ID**

Select the Number of Days to View: 7

4.1c
Submit a New Request...   Clear   Find

Find Requests

○ My Completed Requests
○ My Requests In Progress
● All My R
○ Specific

Submit a New Request
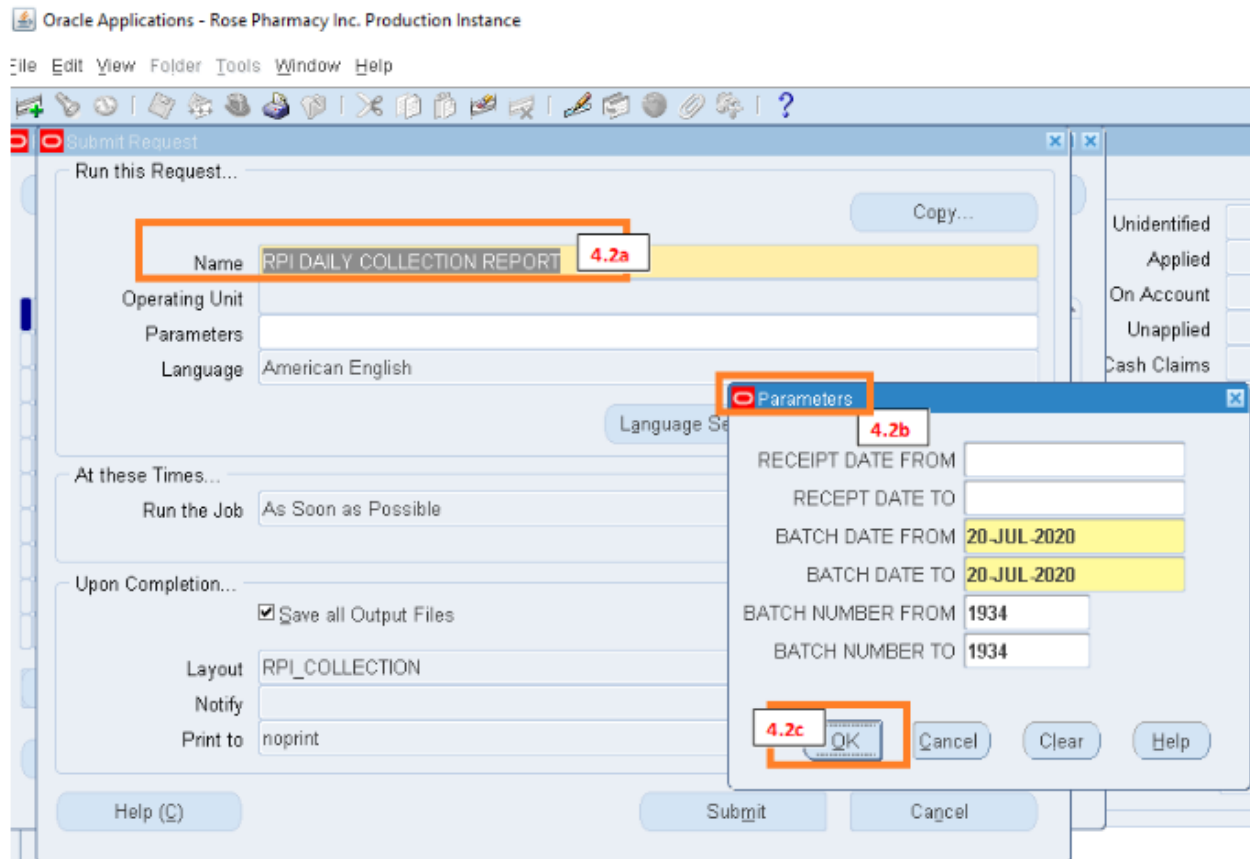
What type of request do you want to run?

● Single Request
   This allows you to submit an individual request.

○ Request Set
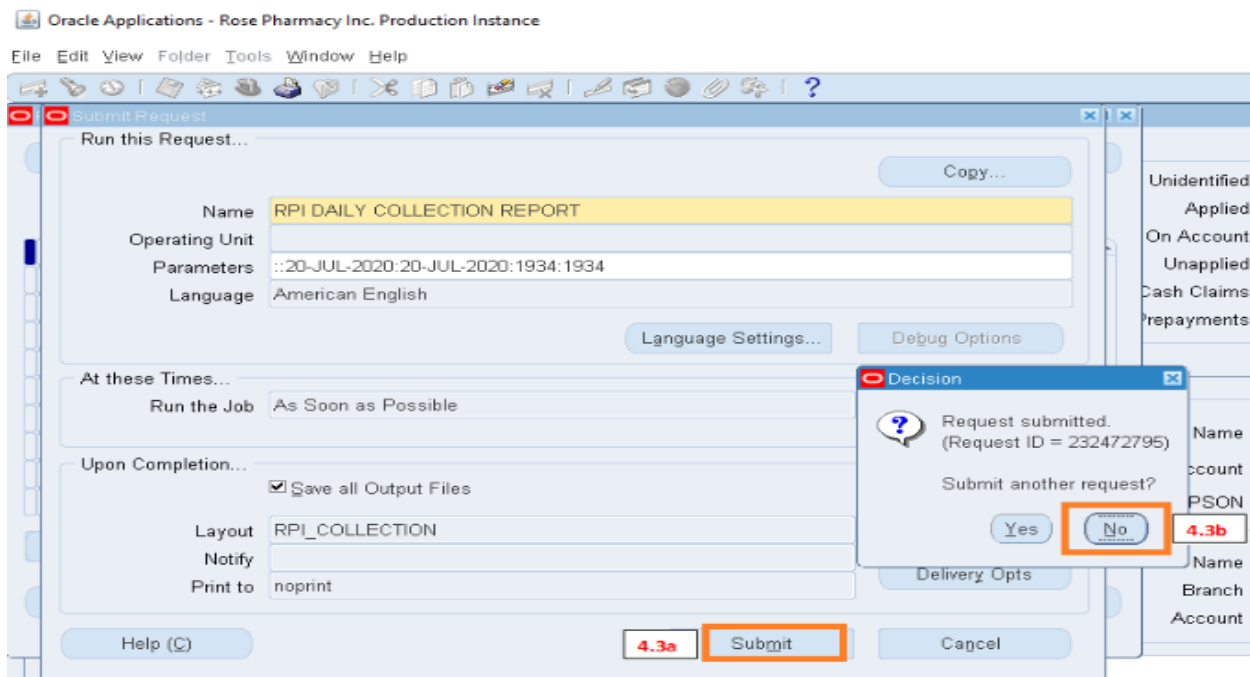   This allows you to submit a pre-defined set of requests.

4.1d
OK   Cancel

Select the Number of Days to View: 7

Submit a New Request...   Clear   Find

2. In the name field – type "RPI DAILY COLLECTION REPORT" > Tab > Fill-in necessary details in the parameters > OK (button).

3. Click Submit button > (Select another request?) > click NO.

4. Click FIND (button) > click Refresh Data (button) > check if Phase and Status is Completed and Normal respectively. If so, click View Output (button).

5. Print the Report and attached it to the actual collections for deposit and copy of receipts.

ROSE PHARMACY, INC.
DAILY COLLECTION REPORT

Source Name	Batch Name	Batch Date	Remittance Bank	Receipt Date	Receipt No	Customer Name	Mode Of Payment	Check Date	Check No	Bank	Amount
RPI HEAD OFFICE COLLECTION	1934	20-Jul-20	MBTC SA 0413041512653	20-Jul-20	CRD48097	JELMA PHILIPPINES,INC.	DATED CHECK	17-Jul-20	2601465	BPI	40,416.69
RPI HEAD OFFICE COLLECTION	1934	20-Jul-20	BDO SA 6090074208	20-Jul-20	CR048317	PRIMARY STRUCTURES CORPORATION	ONLINE				2,405.05
RPI HEAD OFFICE COLLECTION	1934	20-Jul-20	MBTC SA 0413041512653	20-Jul-20	CRD48098	MACTAN WIRE HARNESS CORP.	DATED CHECK	13-Jul-20	970065	BDO	408.82
RPI HEAD OFFICE COLLECTION	1934	20-Jul-20	MBTC SA 0413041512653	20-Jul-20	CR048014	151179 - RANILO CABARDO	CASH				710
RPI HEAD OFFICE COLLECTION	1934	20-Jul-20	MBTC SA 0413041512653	20-Jul-20	CR048316	152538 MARY GRACE GARADO	ONLINE				10,001.00
RPI HEAD OFFICE COLLECTION	1934	20-Jul-20	MBTC SA 0413041512653	20-Jul-20	CR048315	150212 SHEILA PAGATPAT	ONLINE				600
RPI HEAD OFFICE COLLECTION	1934	20-Jul-20	MBTC SA 0413041512653	20-Jul-20	CR047764	FAST SERVICES CORPORATION -	DATED CHECK	7-Jul-20	667085	BDO	1,360.24
											55,901.80

Summary:
Cash   710.00
Online   13,006.05
Dated
Check   42,185.75
PDC   -   55,901.80
                                      -

Prepared By:

_____
AR Staff

Checked By:

_____
AR Supervisor

Received By:

_____
Treasury - Cashier