



ANC+ Daily Collection Report System (DCR)

Master Manual

REVISION HISTORY FOR DCR MASTER USER MANUAL

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APPROVALS

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ANC+ Daily Collection Report System (DCR)

Cashier Manual

LOGIN PAGE



Daily Collection Report System

Sign in your account

Email*

Password*

Login

This is the default login page when you visit the DCR. To login, the User should provide their Username/Email and Password.

DASHBOARD

The screenshot displays the 'DASHBOARD' for the 'Daily Collection Report' system. The interface is divided into two main sections:

- A. List of Modules the user is allowed to access:** A vertical sidebar on the left contains a 'Cashier Account' section with a user icon, followed by a list of modules: 'Cashier', 'Units', 'Parts', 'Services', 'Vault', 'Gate Pass', 'Receipt', 'Reports', 'Units - Transactions', 'Parts - Transactions', and 'Services - Transactions'. This entire sidebar is enclosed in a red box.
- B. System Dashboard:** The main content area is titled 'CASHIER | FCMA'. It features four data cards: 'Pending Units' (1), 'Pending Parts/Services' (0), 'Vault Status' (Open), and 'Payment Approval Units' (0). A large green letter 'B' is positioned to the right of these cards. This main dashboard area is also enclosed in a red box.

At the bottom of the interface, the footer contains the text: 'Copyright © 2022 Daily Collection Report. All rights reserved.' and 'Version 2.0.0'.

A. List of Modules the user is allowed to access.

B. System Dashboard

Units Payment Transaction

Daily Collection Report

Cashier Account

Cashier

Units

Parts

Services

Vault

Gate Pass

Receipt

Reports

Units - Transactions

Parts - Transactions

Services - Transactions

Home

Units Transactions

Declined Payment Approval 0

Pending Payment Approval 0

Show 10 entries

Search:

Transaction ID.	Client Name	Transaction Ref No./eVSO No.	Total	Action
TX-00001	Juan Dela Cruz	FCMA-0000-0000001	250,000.00	Transact

Showing 1 to 1 of 1 entries

Previous 1 Next

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To proceed a transaction for payment, the user may click the “Transact” button.

Daily Collection Report

Cashier Account

Cashier

Units

Parts

Services

Vault

Gate Pass

Receipt

Reports

Units - Transactions

Parts - Transactions

Services - Transactions

Customer ID: CN-00001

TIN ID: 100-000-000-00000

Client's Name: Juan Dela Cruz

Email: jdelacruz@ancgroup.co

Address: City of Manila, Philippines

Mobile No.: 09999999999

Transaction: TX-00001

Transaction Ref No: FCMA-0000-0000001

Document DMS No: N/A

Repair No: N/A

PDC Date: N/A

CWT: N/A

Transaction Type	Transaction ID.	Amount Due	Remarks
Reservation	RES-00001	250,000.00	Reservation Sample Remarks

Payment Details:

Proceed to Payment

After clicking the “Transact” button the user will be redirected to the transaction and may now enter the needed details for the transaction, after filling up all the required field the user may now click the “Proceed to Payment” button.

The screenshot shows a web application interface with a dark sidebar on the left containing menu items like 'Daily Collection Report', 'Cashier Account', 'Cashier', 'Units', 'Parts', 'Services', 'Vault', 'Gate Pass', 'Receipt', 'Reports', and sub-items for 'Units - Transactions', 'Parts - Transactions', and 'Services - Transactions'. The main content area is light gray and displays customer information: 'Customer ID: CN-0000000000', 'Client's Name: Juan Delacruz', 'Address: City of...', 'TIN ID: 100-000-000-00000', 'Email: jdelacruz@ancgroup.co', and 'Phone: 0999999999'. Below this is a transaction summary: 'Transaction: TX-0000000000', 'Transaction Ref No: TX-0000000000', 'Document DMS No: N/A', and 'PDC Date: N/A'. A modal titled 'Payment Information' is centered, featuring a 'Payment Type' dropdown set to 'Cash', a 'Total Amount Due' field with '250,000.00', an 'Amount Paid' field with '250,000', and a 'Change' field with '0.00'. The modal has 'Close' and 'Proceed' buttons. At the bottom of the main content area, there is a table with columns 'Transaction Type', 'Transaction ID.', 'Amount Due', and 'Remarks'. It contains one row: 'Reservation', 'RES-00001', '250,000.00', and 'Reservation Sample Remarks'. Below the table is a 'Payment Details' section with a 'Proceed to Payment' button.

Transaction Type	Transaction ID.	Amount Due	Remarks
Reservation	RES-00001	250,000.00	Reservation Sample Remarks

Upon clicking, a modal will appear where the user will input the amount paid of the client and select the payment type for the transaction.

Note: If the payment type of the transaction is Bank, PayPal (Online) or Cheque the transaction will be sent to the Treasury for approval.

Pending Units Payment Approval

Daily Collection Report

Home

Welcome CASHIER

Units Transactions

Declined Payment Approval 0 Pending Payment Approval 1

Show 10 entries Search:

Transaction ID.	Client Name	Transaction Ref No./eVSO No.	Total	Action
No data available in table				

Showing 0 to 0 of 0 entries

Previous Next

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If the payment type of the transaction is Bank, PayPal (Online) or Cheque it will be sent to the Treasury for Approval, the user will see a number notification beside the Pending Payment Approval indicating that there is a transaction that is pending for approval, the user may see this transaction by clicking the button.

Daily Collection Report

Home

Welcome CASHIER

Pending Transaction/s

Back

Show 10 entries Search:

Transaction ID.	Client Name	Transaction Ref No./eVSO No.	Total	Action
TX-00001	Juan Dela Cruz	FCMA-0000-0000001	250,000.00	View

Showing 1 to 1 of 1 entries

Previous 1 Next

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Pending Units Transaction View

Daily Collection Report

Cashier Account

Cashier

Units

Parts

Services

Vault

Gate Pass

Receipt

Reports

Units - Transactions

Parts - Transactions

Services - Transactions

Home

Client's Information

Back

Customer ID: CN-00001

TIN ID: 100-000-000-00000

Client's Name: Juan Dela Cruz

Email: jdelacruz@ancgroup.co

Address: City of Manila, Philippines

Mobile No.: 09999999999

Transaction No: TX-00001

Transaction Ref No: FCMA-0000-0000001

Document DMS No: N/A

Repair No: N/A

PDC Date: N/A

CWT: N/A

Transaction Type	Transaction ID.	Amount Due	Remarks
Reservation	RES-00001	250,000.00	Reservation Sample Remarks

Here the user may see the transaction details that is passed to the Treasury for Payment Type Approval.

Declined Units Transaction/s

Units Transactions

Declined Payment Approval 1 Pending Payment Approval 0

Show 10 entries Search:

Transaction ID.	Client Name	Transaction Ref No./eVSO No.	Total	Action
No data available in table				

Showing 0 to 0 of 0 entries Previous Next

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If the transaction is declined by the Treasury a notification will appear beside the Declined Payment Approval button and the user may see it by clicking the button.

Declined Payment Type Approval

Back

Show 10 entries Search:

Transaction ID.	Client Name	Transaction Ref No./eVSO No.	Total	Action
TX-00001	Juan Dela Cruz	FCMA-0000-0000001	250,000.00	View

Showing 1 to 1 of 1 entries Previous 1 Next

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By clicking the view button of the declined transaction, the user may now see the Remarks of the Treasury on why it is declined. The user may now update the details of the transaction by clicking the “Edit Details” button.

Daily Collection Report

Cashier Account

Cashier

Units

Parts

Services

Vault

Gate Pass

Receipt

Reports

Units - Transactions

Parts - Transactions

Services - Transactions

Customer ID:

CN-00001

TIN ID:

100-000-000-00000

Client's Name

Juan Dela Cruz

Email

jdelacruz@ancgroup.co

Address

City of Manila, Philippines

Mobile No.:

09999999999

Transaction Remarks: Declined

Edit Details

Transaction ID:

TX-00001

Transaction Ref No:

FCMA-0000-0000001

Document DMS No:

N/A

Repair No:

N/A

PDC Date:

N/A

CWT:

N/A

Transaction Type	Transaction ID.	Amount Due	Remarks
Reservation	RES-00001	250,000.00	Reservation Sample Remarks

Payment Details

Sample Payment Details

After updating the details of the transaction, the user may now click the “Proceed to Payment” button for re-approval of the Treasury.

Daily Collection Report

Cashier Account

Cashier

Units

Parts

Services

Vault

Gate Pass

Receipt

Reports

Units - Transactions

Parts - Transactions

Services - Transactions

Customer ID:

CN-00001

TIN ID:

100-000-000-00000

Client's Name

Juan Dela Cruz

Email

jdelacruz@ancgroup.co

Address

City of Manila, Philippines

Mobile No.:

09999999999

Transaction Remarks: Declined

Cancel Edit

Transaction ID:

TX-00001

Transaction Ref No:

FCMA-0000-0000001

Document DMS No:

N/A

Repair No:

N/A

PDC Date:

N/A

CWT:

N/A

Transaction Type	Transaction ID.	Amount Due	Remarks
Reservation	RES-00001	250,000.00	Reservation Sample Remarks

Payment Details

Sample Payment Details

Proceed to Payment

Parts Payment Transaction

Daily Collection Report

Cashier Account

Cashier

Units

Parts

Services

Vault

Gate Pass

Receipt

Reports

Units - Transactions

Parts - Transactions

Services - Transactions

Home

Welcome CASHIER

Parts Transactions

Declined Payment Approval 0

Pending Payment Approval 0

Show 10 entries

Search:

Transaction ID.	Client Name	Transaction Ref No.	Total	Action
TX-00003	Pedro Dela Cruz	P-RO-000001	1,500.00	Transact

Showing 1 to 1 of 1 entries

Previous 1 Next

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To proceed a transaction for payment, the user may click the “Transact” button.

Daily Collection Report

Cashier Account

Cashier

Units

Parts

Services

Vault

Gate Pass

Receipt

Reports

Units - Transactions

Parts - Transactions

Services - Transactions

Transaction: TX-00003

Transaction Ref No:

P-RO-000001

Document DMS No:

N/A

Repair No:

N/A

PDC Date:

N/A

CWT:

N/A

Remarks:

For Approval

Confirmation Details:

Approved

Transaction Type	Transaction ID	Part	Quantity	Cost	Total Cost	Discount
BP	P-BP-00001	Part Name 1 1	1	1500	1500	0%

Payment Details:

Proceed to Payment

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After clicking the “Transact” button the user will be redirected to the transaction and may now enter the needed details for the transaction, after filling up all the required field the user may now click the “Proceed to Payment” button.

The screenshot displays the 'Daily Collection Report' system interface. A modal titled 'Payment Information' is open, allowing the user to enter transaction details. The modal includes the following fields:

- Payment Type:** A dropdown menu currently set to 'Cash'.
- Total Amount Due:** A text input field containing '1,500.00'.
- Amount Paid:** A text input field containing '1,500'.
- Change:** A text input field containing '0.00'.

At the bottom of the modal are two buttons: 'Close' and 'Proceed'.

The background interface shows a sidebar with navigation options: Daily Collection Report, Cashier Account, Cashier, Units, Parts (highlighted), Services, Vault, Gate Pass, Receipt, Reports, Units - Transactions, Parts - Transactions, and Services - Transactions. The main content area displays transaction details for 'Transaction: TX-0001' and a table with the following data:

Transaction Type	Cost	Total Cost	Discount
BP	1500	1500	0%

Below the table, there is a 'Payment Details' section with a 'Proceed to Payment' button.

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Upon clicking, a modal will appear where the user will input the amount paid of the client and select the payment type for the transaction.

Note: If the payment type of the transaction is Bank, PayPal (Online) or Cheque the transaction will be sent to the Treasury for approval.

Pending Parts Payment Approval

The screenshot displays the 'Daily Collection Report' system interface. On the left is a dark sidebar with a menu including 'Cashier Account', 'Cashier', 'Units', 'Parts' (highlighted in blue), 'Services', 'Vault', 'Gate Pass', 'Receipt', 'Reports', and sub-reports for 'Units - Transactions', 'Parts - Transactions', and 'Services - Transactions'. The main content area is titled 'Parts Transactions' and features two tabs: 'Declined Payment Approval' (with a red notification icon) and 'Pending Payment Approval' (with a yellow notification icon). Below the tabs, there's a 'Show 10 entries' dropdown and a search bar. A table with columns 'Transaction ID.', 'Client Name', 'Transaction Ref No.', 'Total', and 'Action' is shown, but it contains no data, displaying the message 'No data available in table'. At the bottom of the table area, it says 'Showing 0 to 0 of 0 entries' with 'Previous' and 'Next' buttons. The footer includes the copyright notice 'Copyright © 2022 Daily Collection Report. All rights reserved.' and the version 'Version 2.0.0'.

If the payment type of the transaction is Bank, PayPal (Online) or Cheque it will be sent to the Treasury for Approval, the user will see a number notification beside the Pending Payment Approval indicating that there is a transaction that is pending for approval, the user may see this transaction by clicking the button.

Daily Collection Report

Cashier Account

Cashier

Units

Parts

Services

Vault

Gate Pass

Receipt

Reports

Units - Transactions

Parts - Transactions

Services - Transactions

Home

Welcome CASHIER

Pending Transaction/s

Back

Show 10 entries

Search:

Transaction ID.	Client Name	Transaction Ref No./eVSO No.	Total	Action
TX-00003	Pedro Dela Cruz	P-RO-000001	1,500.00	View

Showing 1 to 1 of 1 entries

Previous 1 Next

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Pending Parts Transaction View

Daily Collection Report

Cashier Account

Cashier

Units

Parts

Services

Vault

Gate Pass

Receipt

Reports

Units - Transactions

Parts - Transactions

Services - Transactions

Transaction No: TX-00003

Transaction Ref No: P-RO-000001

Document DMS No: N/A

PDC Date: N/A

Remarks: For Approval

Confirmation Details: Approved

Transaction Type	Transaction ID	Part	Quantity	Cost	Total Cost	Discount
BP	P-BP-00001	Part Name 1 1	1	1500	1500	0%

Payment Details

Payment Type: Bank

Bank: BDO

Reference No.: 654321

Total Amount Due: 1,500.00

Amount Paid: 1,500.00

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Here the user may see the transaction details that is passed to the Treasury for Payment Type Approval.

Declined Parts Transaction/s

Daily Collection Report Home Welcome CASHIER

Cashier Account

Cashier

Units

Parts

Services

Vault

Gate Pass

Receipt

Reports

Units - Transactions

Parts - Transactions

Services - Transactions

Parts Transactions

Declined Payment Approval 1 Pending Payment Approval 0

Show 10 entries Search:

Transaction ID.	Client Name	Transaction Ref No.	Total	Action
No data available in table				

Showing 0 to 0 of 0 entries Previous Next

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If the transaction is declined by the Treasury a notification will appear beside the Declined Payment Approval button and the user may see it by clicking the button.

Daily Collection Report Home Welcome CASHIER

Cashier Account

Cashier

Units

Parts

Services

Vault

Gate Pass

Receipt

Reports

Units - Transactions

Parts - Transactions

Services - Transactions

Declined Payment Type Approval

Back

Show 10 entries Search:

Transaction ID.	Client Name	Transaction Ref No.	Total	Action
TX-00003	Pedro Dela Cruz	P-RO-000001	1,500.00	View

Showing 1 to 1 of 1 entries Previous 1 Next

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By clicking the view button of the declined transaction, the user may now see the Remarks of the Treasury on why it is declined. The user may now update the details of the transaction by clicking the “Edit Details” button.

Daily Collection Report

Cashier Account

Cashier

Units

Parts

Services

Vault

Gate Pass

Receipt

Reports

Units - Transactions

Parts - Transactions

Services - Transactions

Customer ID:

CN-00002

TIN ID:

200-000-000-00000

Client's Name

Pedro Dela Cruz

Email

pdelacruz@ancgroup.co

Address

Quezon City, Philippines

Mobile No.:

09888888888

Treasury Remarks: Declined

Edit Details

Transaction ID:

TX-00003

Transaction Ref No:

P-RO-000001

Document DMS No:

N/A

Repair No:

N/A

PDC Date:

N/A

CWT:

N/A

Transaction Type	Transaction ID	Part	Quantity	Cost	Total Cost	Discount
BP	P-BP-00001	Part Name 1 1	1	1500	1500	0%

Payment Details

Sample Payment Details

After updating the details of the transaction, the user may now click the “Proceed to Payment” button for re-approval of the Treasury.

Daily Collection Report

Cashier Account

Cashier

Units

Parts

Services

Vault

Gate Pass

Receipt

Reports

Units - Transactions

Parts - Transactions

Services - Transactions

Customer ID:

CN-00002

TIN ID:

200-000-000-00000

Client's Name

Pedro Dela Cruz

Email

pdelacruz@ancgroup.co

Address

Quezon City, Philippines

Mobile No.:

09888888888

Treasury Remarks: Declined

Cancel Edit

Transaction ID:

TX-00003

Transaction Ref No:

P-RO-000001

Document DMS No:

N/A

Repair No:

N/A

PDC Date:

N/A

CWT:

N/A

Transaction Type	Transaction ID	Part	Quantity	Cost	Total Cost	Discount
BP	P-BP-00001	Part Name 1 1	1	1500	1500	0%

Payment Details

Sample Payment Details

Proceed to Payment

Services Payment Transaction

Daily Collection Report

Home

Welcome CASHIER

Cashier Account

Cashier

Units

Parts

Services

Vault

Gate Pass

Receipt

Reports

Units - Transactions

Parts - Transactions

Services - Transactions

Services Transactions

Declined Payment Approval 0

Pending Payment Approval 0

Show 10 entries

Search:

Transaction ID.	Client Name	Transaction Ref No.	Total	Action
TX-00004	Juan Dela Cruz	SRO-00001	11,000.00	<button>Transact</button>

Showing 1 to 1 of 1 entries

Previous 1 Next

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Version 2.0.0

To proceed a transaction for payment, the user may click the “Transact” button.

Daily Collection Report

Cashier Account

Cashier

Units

Parts

Services

Vault

Gate Pass

Receipt

Reports

Units - Transactions

Parts - Transactions

Services - Transactions

Parts

Transaction Type	Transaction ID	Part	Quantity	Cost	Total Cost	Discount
BP	S-BP-00001	Part Name 1 1	1	1000	1000	0%

Ongoing transaction

Confirmation

Details: Approved

Transaction ID	Transaction Type	Service	Quantity	Cost	Total Cost
S-BP-00001	BP	Service 1	1	10,000.00	10,000.00

Payment Details:

Proceed to Payment

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The user may also see if there are Parts that are included in the service transaction, just simply click the “Parts Cart” button.

Daily Collection Report

Cashier Account

Cashier

Units

Parts

Services

Vault

Gate Pass

Receipt

Reports

Units - Transactions

Parts - Transactions

Services - Transactions

Transaction: TX-00004

Parts Cart

Transaction Ref No: SRO-00001

Document DMS No: N/A

PDC Date: N/A

Repair No: N/A

CWT: N/A

Remarks: Ongoing Transaction

Confirmation Details: Approved

Transaction ID	Transaction Type	Service	Quantity	Cost	Total Cost
S-BP-00001	BP	Service 1	1	10,000.00	10,000.00

Payment Details: Sample Payment Details

Proceed to Payment

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After clicking the “Transact” button the user will be redirected to the transaction and may now enter the needed details for the transaction, after filling up all the required field the user may now click the “Proceed to Payment” button.

The screenshot displays the 'Daily Collection Report' system interface. A modal window titled 'Payment Information' is open, allowing a user to input payment details for a transaction. The modal includes a dropdown for 'Payment Type' (set to 'Cash'), input fields for 'Total Amount Due' (11,000.00), 'Amount Paid' (11,000), and 'Change' (0.00). 'Close' and 'Proceed' buttons are at the bottom of the modal. The background interface shows a sidebar with navigation options: Daily Collection Report, Cashier Account, Cashier, Units, Parts, Services, Vault, Gate Pass, Receipt, Reports, Units - Transactions, Parts - Transactions, and Services - Transactions. The main content area shows transaction details for 'Transaction: TX-0001' and a table with columns: Transaction ID, BP, Service, Quantity, Cost, and Total Cost. The table contains one row: S-BP-00001, BP, Service 1, 1, 10,000.00, 10,000.00. Below the table is a 'Payment Details' section with a 'Sample Payment Details' button and a 'Proceed to Payment' button. The footer shows 'Copyright © 2022 Daily Collection Report. All rights reserved.' and 'Version 2.0.0'.

Upon clicking, a modal will appear where the user will input the amount paid of the client and select the payment type for the transaction.

Note: If the payment type of the transaction is Bank, PayPal (Online) or Cheque the transaction will be sent to the Treasury for approval.

Pending Services Payment Approval

Daily Collection Report

Home

Welcome CASHIER

Services Transactions

Declined Payment Approval 0 Pending Payment Approval 1

Show 10 entries Search:

Transaction ID.	Client Name	Transaction Ref No.	Total	Action
No data available in table				

Showing 0 to 0 of 0 entries

Previous Next

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If the payment type of the transaction is Bank, PayPal (Online) or Cheque it will be sent to the Treasury for Approval, the user will see a number notification beside the Pending Payment Approval indicating that there is a transaction that is pending for approval, the user may see this transaction by clicking the button.

Daily Collection Report

Home

Welcome CASHIER

Pending Transaction/s

Back

Show 10 entries Search:

Transaction ID.	Client Name	Transaction Ref No./eVSO No.	Total	Action
TX-00004	Juan Dela Cruz	SRO-00001	11,000.00	View

Showing 1 to 1 of 1 entries

Previous 1 Next

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Pending Services Transaction View

Daily Collection Report

Cashier Account

Cashier

Units

Parts

Services

Vault

Gate Pass

Receipt

Reports

Units - Transactions

Parts - Transactions

Services - Transactions

Transaction No: TX-00004

Parts Cart

Transaction Ref No: SRO-00001

Document DMS No: N/A Repair No: N/A

PDC Date: N/A CWT: N/A

Remarks: Ongoing Transaction

Confirmation Details: Approved

Transaction ID	Transaction Type	Service	Quantity	Cost	Total Cost
S-BP-00001	BP	Service 1	1	10,000.00	10,000.00

Payment Details

Sample Payment Details

Payment Type

Bank

Bank

BDO

Reference No.

2322321

Total Amount Due

11,000.00

Amount Paid

11,000.00

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Here the user may see the transaction details that is passed to the Treasury for Payment Type Approval.

Daily

Cashier

Cashier

Units

Parts

Services

Vault

Gate Pass

Receipt

Reports

Units - Transactions

Parts - Transactions

Services - Transactions

Parts Cart

Confirmation Details: Approved

Transaction ID	Transaction Type	Part Name	Part Number	Quantity	Cost	Discount	Total Cost
S-BP-00001	BP	Part Name 1	1	1	1000	0%	1000

Payment Details

Sample Payment Details

Payment Type

Bank

Bank

BDO

Reference No.

2322321

Total Amount Due

11,000.00

Amount Paid

11,000.00

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If there are included parts the user may click the “Parts Cart” button to see the included Parts.

Declined Service Transaction/s

The screenshot shows the 'Daily Collection Report' system interface. On the left is a dark sidebar with a 'Daily Collection Report' header and a 'Cashier Account' section. Below this are navigation links: 'Cashier', 'Units', 'Parts', 'Services' (highlighted in blue), 'Vault', 'Gate Pass', 'Receipt', 'Reports', and 'Units - Transactions'. The main content area is titled 'Services Transactions' and features two summary buttons: 'Declined Payment Approval' with a red '1' and 'Pending Payment Approval' with a yellow '0'. Below these is a search bar and a table with columns: 'Transaction ID.', 'Client Name', 'Transaction Ref No.', 'Total', and 'Action'. The table is empty, displaying 'No data available in table'. At the bottom of the table area, it says 'Showing 0 to 0 of 0 entries' with 'Previous' and 'Next' navigation buttons. The footer contains the copyright notice 'Copyright © 2022 Daily Collection Report. All rights reserved.' and the version 'Version 2.0.0'.

If the transaction is declined by the Treasury a notification will appear beside the Declined Payment Approval button and the user may see it by clicking the button.

Daily Collection Report

Cashier Account
Cashier
Units
Parts
Services
Vault
Gate Pass
Receipt
Reports
Units - Transactions
Parts - Transactions
Services - Transactions

Home
Welcome CASHIER

Declined Payment Type Approval

Show
10
entries

Search:

Transaction ID.	Client Name	Transaction Ref No.	Total	Action
TX-00004	Juan Dela Cruz	SRO-00001	11,000.00	View

Showing 1 to 1 of 1 entries

Previous
1
Next

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Version 2.0.0

By clicking the view button of the declined transaction, the user may now see the Remarks of the Treasury on why it is declined. The user may now update the details of the transaction by clicking the “Edit Details” button.

Daily Collection Report

Cashier Account
Cashier
Units
Parts
Services
Vault
Gate Pass
Receipt
Reports
Units - Transactions
Parts - Transactions
Services - Transactions

Customer ID: CN-00001
TIN ID: 100-000-000-00000
Client's Name: Juan Dela Cruz
Email: jdelacruz@ancgroup.co
Address: City of Manila, Philippines
Mobile No.: 09999999999

Treasury Remarks: Declined

Edit Details
Parts Cart

Transaction ID: TX-00004
Transaction Ref No: SRO-00001
Document DMS No: N/A
Repair No: N/A
PDC Date: N/A
CWT: N/A

Transaction ID	Transaction Type	Service	Quantity	Cost	Total Cost
S-BP-00001	BP	Service 1	1	10,000.00	10,000.00

Payment Details
Sample Payment Details

After updating the details of the transaction, the user may now click the “Proceed to Payment” button for re-approval of the Treasury.

Daily Collection Report

Cashier Account

Cashier

Units

Parts

Services

Vault

Gate Pass

Receipt

Reports

Units - Transactions

Parts - Transactions

Services - Transactions

Customer ID:

CN-00001

TIN ID:

100-000-000-00000

Client's Name

Juan Dela Cruz

Email

jdelacruz@ancgroup.co

Address

City of Manila, Philippines

Mobile No.:

09999999999

Treasury Remarks: Declined

Cancel Edit

Parts Cart

Transaction ID:

TX-00004

Transaction Ref No:

SRO-00001

Document DMS No:

N/A

Repair No:

N/A

PDC Date:

N/A

CWT:

N/A

Transaction ID	Transaction Type	Service	Quantity	Cost	Total Cost
S-BP-00001	BP	Service 1	1	10,000.00	10,000.00

Payment Details

Sample Payment Details

Proceed to Payment

Void Transaction

Daily Collection Report

Cashier Account

Cashier

Units

Parts

Services

Vault

Gate Pass

Receipt

Reports

Units - Transactions

Parts - Transactions

Services - Transactions

Home

Client's Information

Customer ID:

CN-00001

TIN ID:

200-000-000-00000

Client's Name

Pedro

Email

pdelacruz@ancgroup.co

Address

Quezon City, Philippines

Mobile No.:

09888888888

Transaction: TX-00007

Transaction Ref No:

FCMA-0000-000006

Document DMS No:

N/A

Repair No:

N/A

PDC Date:

N/A

CWT:

N/A

Transaction Type	Transaction ID.	Amount Due	Remarks
Reservation	RES-00002	250,000.00	RES 1

Void this Transaction TX-00007 ?

Remarks

Close

Void

Void

Back

The user may also Void a transaction while the transaction is on payment procedure, just click the Void button and insert the remarks then click the void button.

Note: Decline Transactions from the treasury may also be declined. This goes to all transactions. (Units, Parts and Services).

Vault Opening

The screenshot shows a dark-themed user interface. A modal dialog box titled "Vault Status" is centered on the screen. The dialog contains the text "The vault is closed, open it first before making any transactions." and a "Close" button at the bottom. In the background, the "Vault - Cashier" form is visible, showing fields for Cashier, Status (set to "Closed"), Coins, Bills, Start of the Day, Cash on Hand, and Remarks. The left sidebar contains a menu with options like Daily Collection Report, Cashier Account, Cashier, Units, Parts, Services, Vault (highlighted), Gate Pass, Receipt, Reports, and various transaction types.

For Cashier the user may not take any transaction if the Vault is closed, before taking any transaction the cashier must first open the vault by sending a request to the Branch Auto Loans.

The screenshot shows the "Vault - Cashier" form in a light-themed user interface. The form includes a sidebar menu on the left with options like Daily Collection Report, Cashier Account, Cashier, Units, Parts, Services, Vault (highlighted), Gate Pass, Receipt, Reports, and various transaction types. The main form area contains the following fields and sections:

- Cashier:** Cashier Account
- Status:** Closed
- Date:** 24-11-2022
- Branch Auto Loans:** (empty field)
- Dealer:** FCMA - Ford Commonwealth (₱)
- Coins:** ₱25: 0, ₱1: 0, ₱5: 0, ₱10: 0, ₱20: 0
- Bills:** ₱20: 0, ₱50: 0, ₱100: 0, ₱200: 0, ₱500: 0, ₱1000: 0
- Start of the Day:** 0
- Cash on Hand:** 0.00
- Remarks:** First Opening of Vault
- Treasury Remarks:** (empty field)
- Action:** Request to Open (green button)

After filling up all the required field a request of opening of the vault will be sent to the Branch Auto Loans. After the approval of the Branch Auto Loans that's when the cashier may start taking transactions.

Vault Closing

Daily Collection Report

Cashier Account

Cashier

Units

Parts

Services

Vault

Gate Pass

Receipt

Reports

Units - Transactions

Parts - Transactions

Services - Transactions

Cashier:

Cashier Account

Branch Auto Loans

Status

Open

Date

24-11-2022

Dealer

FCMA - Ford Commonwealth (Sales)

Coins

€25:

0

€25:

0

€25:

0

€25:

0

€25:

0

€25:

0

Bills

P20:

0

P20:

0

P20:

0

P20:

0

P20:

0

P20:

0

Start of the Day

0.00

End of the Day

0.00

Cheque on Hand

0

All Cheque

Total Cash TRX

0.00

Pending Bank TRX

1,000.00

Total Cheque TRX

0.00

Total Bank TRX

0.00

Total Online TRX

0.00

Remarks:

Treasury Remarks:

Request to Close

For closing of the Vault, the user must insert the denomination of money and remarks before sending a request to the Branch Auto Loans. After the approval of the Branch Auto Loans the Vault will now automatically close.

Deposit

Daily Collection Report

Home

Welcome CASHIER

Cashier Account

Cashier
Units
Parts
Services
Vault
Gate Pass
Receipt
Reports
Units - Transactions
Parts - Transactions
Services - Transactions

Deposit Vault - Cashier
Back

Date: 24-11-2022
Vault | Cash Balance: 150,000.00
Deposit Slip Number: DEPSLIP-00011
Payment Type: Cash
Deposit Amount: 50,000.00
Remarks:
Add Deposit Slip

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For Deposit the user may insert multiple deposit slip by Adding it one by one.

Daily Collection Report

Home

Welcome CASHIER

Cashier Account

Cashier
Units
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Services
Vault
Gate Pass
Receipt
Reports
Units - Transactions
Parts - Transactions
Services - Transactions

Deposit Vault - Cashier
Back

Date: 24-11-2022
Vault | Cash Balance: 100,000.00
Deposit Slip Number: DEPSLIP-00012
Payment Type: Cash
Deposit Amount:
Remarks:
Add Deposit Slip

Total Deposit Transaction

Transaction Reference Number: CDEP-00002 Cashier Supervisor: Total Amount: P50,000.00

Deposit Slip	Amount	Remarks	Action
DEPSLIP-00011	50,000.00	1st Deposit	Remove

Deposit Vault

After adding all the deposit slips the user may click the “Deposit Vault” button to deposit all the slips that are included. The user may also remove and deposit slip by click the “Remove” button.

Return Deposit

Daily Collection Report Home Welcome CASHIER

Vault - Cashier Return Deposit Deposit

Cashier: Cashier Account **Branch Auto Loans**

Status: Open **Date:** 24-11-2022 **Dealer:** FCMA - Ford Commonwealth

Coins		Bills		Coins		Bills	
₱25:	0	₱20:	0	₱25:	0	₱20:	0
₱1:	0	₱50:	0	₱1:	0	₱50:	0
₱5:	0	₱100:	0	₱5:	0	₱100:	0
₱10:	0	₱200:	0	₱10:	0	₱200:	0
₱20:	0	₱500:	0	₱20:	0	₱500:	0
		₱1000:	0			₱1000:	0

Start of the Day 0.00 **End of the Day** 0.00

Cheque on Hand 0 **Total Cash TRX** 150,000.00

Pending Bank TRX 1,000.00 **Total Cheque TRX** 0.00

Total Bank TRX 0.00 **Total Online TRX** 0.00

To return a deposit the user may locate the “Return Deposit” button and click, this will redirect the user to a list of Deposit Slip that are already deposited.

Daily Collection Report

Home

Welcome CASHIER

Cashier Account

Cashier

Units

Parts

Services

Vault

Gate Pass

Receipt

Reports

Units - Transactions

Parts - Transactions

Services - Transactions

Deposited List

Back

Show 10 entries

Search:

Deposit Ref No.	Deposit Slip	Amount	Date	Remarks	Action
CDEP-00002	DEPSLIP-00011	50,000.00	24-11-2022 10:33:52am	1st Deposit	Return

Showing 1 to 1 of 1 entries

Previous 1 Next

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Version 2.0.0

To return a deposit slip the user will just simply click the “Return” button, this will return the deposit slip back to the Deposit module.

Receipt

Daily Collection Report

Home

Welcome CASHIER

Cashier Account

Cashier

Units

Parts

Services

Vault

Gate Pass

Receipt

Reports

Units - Transactions

Parts - Transactions

Services - Transactions

Receipt Printing

Back

Show 10 entries

Search:

Transaction ID.	Client Name	Transaction Ref No./eVSO No.	Transaction Type	Action
TX-00001	Juan Dela Cruz	FCMA-0000-0000001	Units	View/Edit Details

Showing 1 to 1 of 1 entries

Previous 1 Next

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Version 2.0.0

For the Receipt module, the user will see all the completed transactions, here the user may click the "View Details" to see all of the details of the transaction and as well as add the document reference number of the client.

Transaction Details

Transaction ID: TX-00001 Transaction Ref No: FCMA-0000-0000001

Document Type: Select Document Type Document Ref No: Enter Document Reference Number

Document DMS No: N/A Repair No: N/A

PDC Date: N/A CWT: N/A

Payment Type: Bank Payment Ref No: 12345

Transaction Type	Transaction ID	Amount	Remarks
Reservation	RES-00001	250,000.00	Reservation Sample Remarks
Total Amount:		250,000.00	

[Save & Print Receipt](#)

The user may click the "Save & Print Receipt" button to print the receipt of the selected transaction.

Gate Pass

Daily Collection Report Home Welcome CASHIER

Cashier Account

- Cashier
- Units
- Parts
- Services
- Vault
- Gate Pass**
- Receipt
- Reports
- Units - Transactions
- Parts - Transactions
- Services - Transactions

Gate Pass Printing

Show 10 entries Search:

Transaction ID	Client Name	Transaction Ref No./eVSO No.	Transaction Type	Action
TX-00002	Juan Dela Cruz	FCMA-0000-0000002	Units	View Details Print Gate Pass

Showing 1 to 1 of 1 entries Previous **1** Next

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For the Gate Pass module, here the user will see all the Gate Pass that is to be printed the user may click the “View Details” button to view all the details of the selected transaction. The user may click the “Print Gate Pass” button to print the gate pass of the selected transaction.

Transaction Details

Transaction ID:	TX-00002	Transaction Ref No:	FCMA-0000-0000002
Document Type:	CR	Document Ref No:	11822
Document DMS No:	N/A	Repair No:	N/A
PDC Date:	N/A	CWT:	N/A
Payment Type:	Cash	Payment Ref No:	N/A

Transaction Type	Transaction ID	Amount	Remarks
Downpayment	DOW-00001	35,000.00	Downpayment Sample Remarks
Total Amount:		35,000.00	

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Note: Units transaction need approval from the Branch Auto Loans before seen by the cashier.

Reports

Daily Collection Report

Home

Welcome CASHIER

Cashier Account

Cashier

Units

Parts

Services

Vault

Gate Pass

Receipt

Reports

Units - Transactions

Parts - Transactions

Services - Transactions

Units - Transactions

Voiced Transaction/s

Cancelled Transaction/s

Filter Table By Date

Show 10 entries

Search:

Transaction ID.	Client Name	Transaction Ref No./eVSO No.	Payment Type	Total	Action
TX-00001	Juan Dela Cruz	FCMA-0000-0000001	Cash	250,000.00	View

Showing 1 to 1 of 1 entries

Previous 1 Next

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Version 2.0.0

For the Reports Module the user may see all the finished transaction listed in a table. This table may be filtered by date by clicking the “Filter Table by Date”.

Daily Collection Report

Home

Welcome CASHIER

Cashier Account

Cashier

Units

Parts

Services

Vault

Gate Pass

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Reports

Units - Transactions

Parts - Transactions

Services - Transactions

Units - Transactions

Voiced Transaction/s

Cancelled Transaction/s

Filter Table By Date

Show 10 entries

Search:

Transaction ID.	Client Name	Transaction Ref No./eVSO No.	Payment Type
TX-00001	Juan Dela Cruz	FCMA-0000-0000001	Cash

Showing 1 to 1 of 1 entries

December 2022

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

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Version 2.0.0

Daily Collection Report

Cashier Account
Cashier
Units
Parts
Services
Vault
Gate Pass
Receipt
Reports
Units - Transactions
Parts - Transactions
Services - Transactions

Transaction No: TX-00001

Cancel Transaction

Transaction Ref No: FCMA-0000-0000001

Document DMS No: N/A

Repair No: N/A

PDC Date: N/A

CWT: N/A

Transaction Type	Transaction ID.	Amount Due	Remarks
Reservation	RES-00001	250,000.00	Reservation Sample Remarks

Transaction Details

Edit Details

Payment Details

Sample Payment Details

Payment Type

Cash

Total Amount Due

250,000.00

Amount Paid

250,000.00

Document Type:

Document Ref No:

Confirmation Details

Approved

The user may also see all the transaction details by simply clicking the “View” button. The cashier may also edit the transaction if the transactions payment type is Cash or Credit Card.

Daily Collection Report

Cashier Account
Cashier
Units
Parts
Services
Vault
Gate Pass
Receipt
Reports
Units - Transactions
Parts - Transactions
Services - Transactions

Transaction No: TX-00001

Cancel Transaction

Transaction Ref No: FCMA-0000-0000001

Document DMS No: N/A

Repair No: N/A

PDC Date: N/A

CWT: N/A

Transaction Type	Transaction ID.	Amount Due	Remarks
Reservation	RES-00001	250,000.00	Reservation Sample Remarks

Transaction Details

Cancel Edit

Payment Details

Sample Payment Details

Payment Type

Cash

Total Amount Due

250,000.00

Amount Paid

250,000.00

Document Type:

Document Ref No:

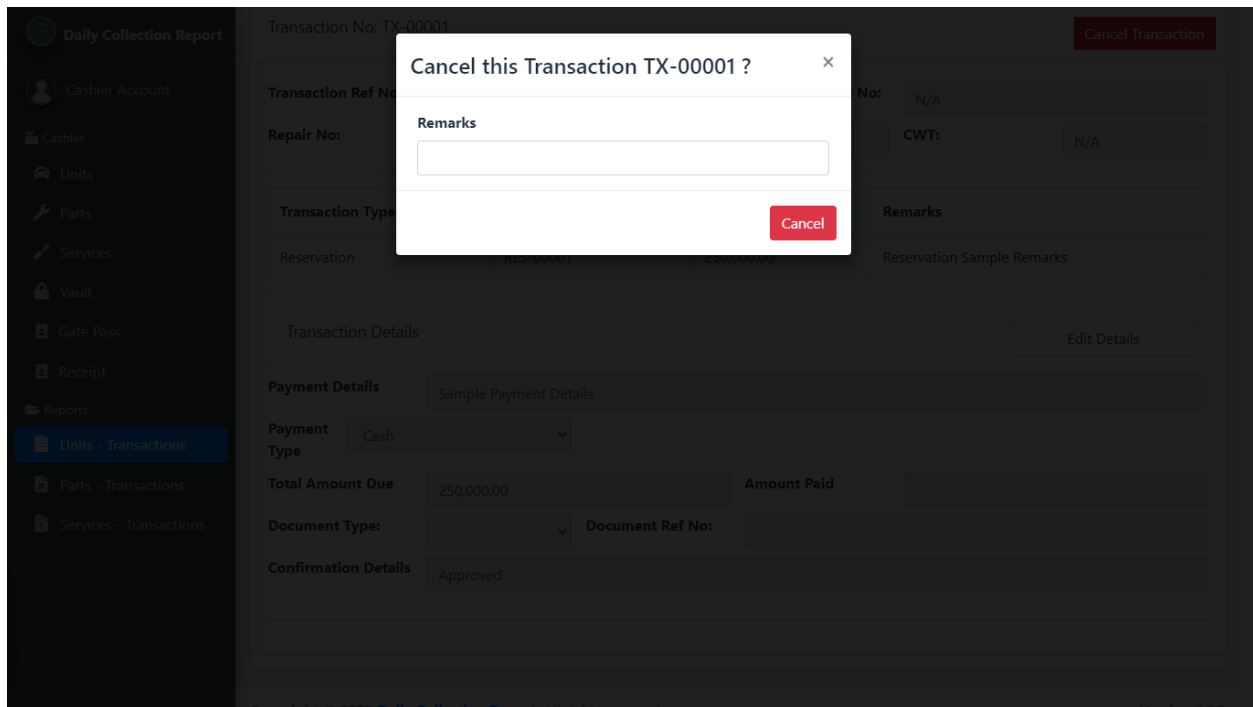
Confirmation Details

Approved

Update

Note: This process goes through all the different transaction types. (Units, Parts & Services)

Cancel a transaction



The user may also cancel active transactions in the reports module, the user will just click the Cancel Transaction button and insert the remarks then click the cancel button.

Voided/Cancelled Transactions

Daily Collection Report

Home

Welcome CASHIER

Units - Transactions

Voided Transaction/s

Cancelled Transaction/s

Filter Table By Date

Show 10 entries

Search:

Transaction ID.	Client Name	Transaction Ref No./eVSO No.	Payment Type	Total	Action
TX-00001	Juan Dela Cruz	FCMA-0000-0000001	Cash	250,000.00	View

Showing 1 to 1 of 1 entries

Previous 1 Next

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Version 2.0.0

The user may also see all the voided and cancelled transactions by clicking the “Voided Transaction/s” or “Cancelled Transaction/s”.

Daily Collection Report

Home

Welcome CASHIER

Units Cancelled Transaction/s

Back

Show 10 entries

Search:

Transaction ID.	Client Name	Transaction Ref No./eVSO No.	Payment Type	Total	Action
TX-00002	Pedro Dela Cruz	FCMA-0000-0000002	Cash	50,000.00	View

Showing 1 to 1 of 1 entries

Previous 1 Next

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Version 2.0.0

After clicking the button the user will now see all the Cancelled or Voided Transactions, the user may click view to see the full details of the transaction.

Daily Collection Report

Home

Welcome CASHIER

Cashier Account

Cashier

Units

Parts

Services

Vault

Gate Pass

Receipt

Reports

Units - Transactions

Parts - Transactions

Services - Transactions

Client's Information

Customer ID:

CN-00002

TIN ID:

200-000-000-00000

Client's Name

Pedro Dela Cruz

Email

pdelacruz@ancgroup.co

Address

Quezon City, Philippines

Mobile No.:

09888888888

Transaction No: TX-00002

Transaction Ref No:

FCMA-0000-0000002

Document DMS No:

N/A

Repair No:

N/A

PDC Date:

N/A

CWT:

N/A

Transaction Type	Transaction ID.	Amount Due	Remarks
Accessories	ACC-00001	50,000.00	Accessories Sample Remarks

Transaction Details

Daily Collection Report

Home

Welcome CASHIER

Cashier Account

Cashier

Units

Parts

Services

Vault

Gate Pass

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Reports

Units - Transactions

Parts - Transactions

Services - Transactions

Transaction Ref No: FCMA-0000-0000002

Document DMS No: N/A

Repair No: N/A

PDC Date: N/A

CWT: N/A

Transaction Type	Transaction ID.	Amount Due	Remarks
Accessories	ACC-00001	50,000.00	Accessories Sample Remarks

Transaction Details

Payment Details

Payment Type is Cash and Approved

Payment Type

Cash

Total Amount Due

50,000.00

Amount Paid

50,000.00

Document Type:

Document Ref No:

Confirmation Details

Date Cancelled

28-12-2022 03:29:35am

Remarks

Cancelled

My Account

Daily Collection Report Home Welcome CASHIER

My Account Change Password

Employee ID: 1

Firstname: Cashier

Lastname: Account

Designation: CASHIER

Dealer: FCMA - Ford Commonwealth (Sales)

Email: cashier@ancgroup.co

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Here the user may see his/her own credentials that is registered by the admin the user may also change his/her password by pressing the “Change Password” button and fill out the needed information for changing the password.

Change Password

Old Password:

New Password:

Re-enter Password:

Close Change

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ANC+ Daily Collection Report System (DCR)

Branch Auto Loans Manual

LOGIN PAGE



Daily Collection Report System

Sign in your account

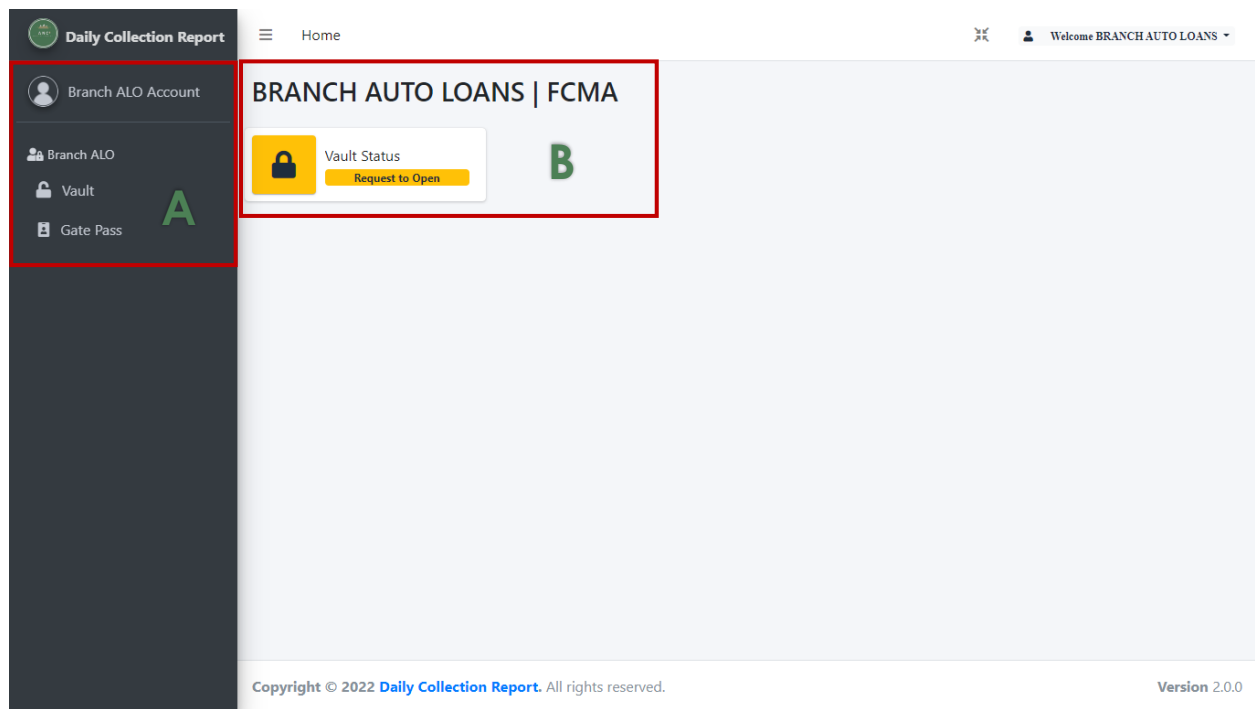
Email*

Password*

Login

This is the default login page when you visit the DCR. To login, the User should provide their Username/Email and Password.

DASHBOARD



- A. List of Modules the user is allowed to access.
- B. System Dashboard

Vault - Branch ALO

Cashier: Branch ALO Account **Branch Auto Loans**

Status: Requesting to Open **Date:** 24-11-2022 **Dealer:** FCMA - Ford Commonwealth (S)

Coins		Bills	
₱25:	0	₱20:	0
₱1:	0	₱50:	0
₱5:	0	₱100:	0
₱10:	0	₱200:	0
₱20:	0	₱500:	0
		₱1000:	0

Start of the Day ₱ **Cash Count** 0.00

Cashier Remarks: Request to Open Vault

Remarks:

Approve **Disapprove**

For the Vault module, the user will wait for the request of the Cashier to Open or Close the Vault then will look at the Denomination of the amount that is inside the Vault to check if it is right or wrong.

If the denomination is correct the user may click “Approve” and this will open or close the vault, cashier may now start taking transactions.

If the denomination is not correct the user may click the “Disapprove” button this will reflect on the Cashier Vault for the cashier to re-request the opening or closing of the vault.

Gate Pass

The screenshot shows the 'Gate Pass Approval' module. On the left is a dark sidebar with navigation options: 'Daily Collection Report', 'Branch ALO Account', 'Branch ALO', 'Vault', and 'Gate Pass' (highlighted in blue). The main content area has a header with 'Home' and a user greeting 'Welcome BRANCH AUTO LOANS'. Below the header, there's a 'Gate Pass Approval' section. It includes a 'Show 10 entries' dropdown and a search bar. A table lists transaction details:

Transaction ID.	Client Name	Transaction Ref No./eVSO No.	Action
TX-00001	Juan Dela Cruz	FCMA-0000-0000001	View Details Approve

Below the table, it says 'Showing 1 to 1 of 1 entries' and has 'Previous', '1', and 'Next' pagination links. At the bottom, there's a copyright notice 'Copyright © 2022 Daily Collection Report. All rights reserved.' and 'Version 2.0.0'.

For the gate pass module of the Branch Auto Loans User, here the user may see all the unit's transaction's gate pass. Before the Cashier may print the gate pass of a unit the Branch Auto Loans must first approve the gate pass by clicking the "Approve". After clicking the "Approved" button this will reflect to the Cashier Gate Pass module and is now ready to be printed.

The screenshot shows a 'Transaction Details' modal window. It contains the following fields:

- Transaction ID: TX-00001
- Document Type: CR
- Document DMS No: N/A
- PDC Date: N/A
- Payment Type: Bank
- Transaction Ref No: FCMA-0000-0000001
- Document Ref No: 12345
- Repair No: N/A
- CWT: N/A
- Payment Ref No: 12345

Below these fields is a table with transaction details:

Transaction Type	Transaction ID	Amount	Remarks
Reservation	RES-00001	250,000.00	Reservation Sample Remarks
Total Amount:		250,000.00	

At the bottom, there's a copyright notice 'Copyright © 2022 Daily Collection Report. All rights reserved.' and 'Version 2.0.0'.

The user may also see the full details of the transaction by clicking the "View Details" button.

My Account

The screenshot displays the 'My Account' interface. On the left is a dark sidebar with the following items: 'Daily Collection Report' (with a green circular icon), 'Branch ALO Account' (with a user icon), 'Branch ALO' (with a group icon), 'Vault' (with a lock icon), and 'Gate Pass' (with a document icon). The top navigation bar includes a hamburger menu, 'Home', a printer icon, and a user profile with the text 'Welcome BRANCH AUTO LOANS'. The main content area is titled 'My Account' and contains a 'Change Password' button. Below this is a form with the following fields: 'Employee ID:' with the value '4', 'Firstname:' with 'Branch ALO', 'Lastname:' with 'Account', 'Designation:' with 'BRANCH AUTO LOANS', 'Dealer:' with 'FCMA - Ford Commonwealth (Sales)', and 'Email:' with 'branchalo@ancgroup.co'. At the bottom, the footer shows 'Copyright © 2022 Daily Collection Report. All rights reserved.' and 'Version 2.0.0'.

Employee ID:	4
Firstname:	Branch ALO
Lastname:	Account
Designation:	BRANCH AUTO LOANS
Dealer:	FCMA - Ford Commonwealth (Sales)
Email:	branchalo@ancgroup.co

Here the user may see his/her own credentials that is registered by the admin the user may also change his/her password by pressing the “Change Password” button and fill out the needed information for changing the password.



ANC+ Daily Collection Report System (DCR)

Cashier Supervisor Manual

LOGIN PAGE



Daily Collection Report System

Sign in your account

Email*

Password*

Login

This is the default login page when you visit the DCR. To login, the User should provide their Username/Email and Password.

DASHBOARD

The screenshot displays the 'Daily Collection Report' system interface for a 'CASHIER SUPERVISOR | FCMA'. The interface is divided into two main sections: a sidebar menu (A) and a main dashboard area (B).

A. List of Modules the user is allowed to access:

- Cashier Supervisor
- Units
- Parts
- Services
- Reports
 - Audit Trail
 - Units - Transactions
 - Parts - Transactions
 - Services - Transactions

B. System Dashboard:

The dashboard header shows 'CASHIER SUPERVISOR | FCMA' and a large green letter 'B'. Below the header, there are three cards representing pending edit requests:

- Pending Edit Request | Units:** 1 (represented by a car icon)
- Pending Edit Request | Parts:** 0 (represented by a wrench icon)
- Pending Edit Request | Services:** 0 (represented by a screwdriver icon)

The footer of the dashboard includes the copyright notice: 'Copyright © 2022 Daily Collection Report. All rights reserved.' and the version number: 'Version 2.0.0'.

A. List of Modules the user is allowed to access.

B. System Dashboard

Pending Edit Requests

Daily Collection Report

Cashier Supervisor Account

Cashier Supervisor

Units

Parts

Services

Reports

Audit Trail

Units - Transactions

Parts - Transactions

Services - Transactions

Home

Welcome CASHIER SUPERVISOR

Pending Units Approval

Show 10 entries

Search:

Transaction ID.	Client Name	Transaction Ref No./eVSO No.	Payment Type	Total	Action
TX-00009	Pedro Dela Cruz	FCMA-0000-0000003	Cash	150,000.00	View

Showing 1 to 1 of 1 entries

Previous

1

Next

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Version 2.0.0

For the Edit Requests, Cashier Supervisor account the user will see all the pending edit request of the Cashier. Here the user may click the “View” button to see the full details of the transaction.

Reservation

RES-00002

150,000.00

RES 1

Current Transaction Details

Payment Details

Sample Payment Details

Payment Type: Cash Bank: N/A Reference No.: N/A

Total Amount Due: 150,000.00 Amount Paid: 150,000.00

Document Type: CR Document Ref No: 11111

Requested Transaction Details

Payment Details

Edit Sample

Payment Type: Cash Bank: N/A Reference No.: N/A

Total Amount Due: 150,000.00 Amount Paid: 150,000.00

Document Type: CR Document Ref No: 11111

Approved Decline

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After clicking the view button, the user may see Current Details and the Edited Details the Cashier wants to change.

Decline Transaction: TX-00009

Details

Declined

Close Decline

Reservation

RES-00002

150,000.00

RES 1

Current Transaction Details

Payment Details

Sample Payment Details

Payment Type: Cash Bank: N/A Reference No.: N/A

Total Amount Due: 150,000.00 Amount Paid: 150,000.00

Document Type: CR Document Ref No: 11111

Requested Transaction Details

Payment Details

Edit Sample

Payment Type: Cash Bank: N/A Reference No.: N/A

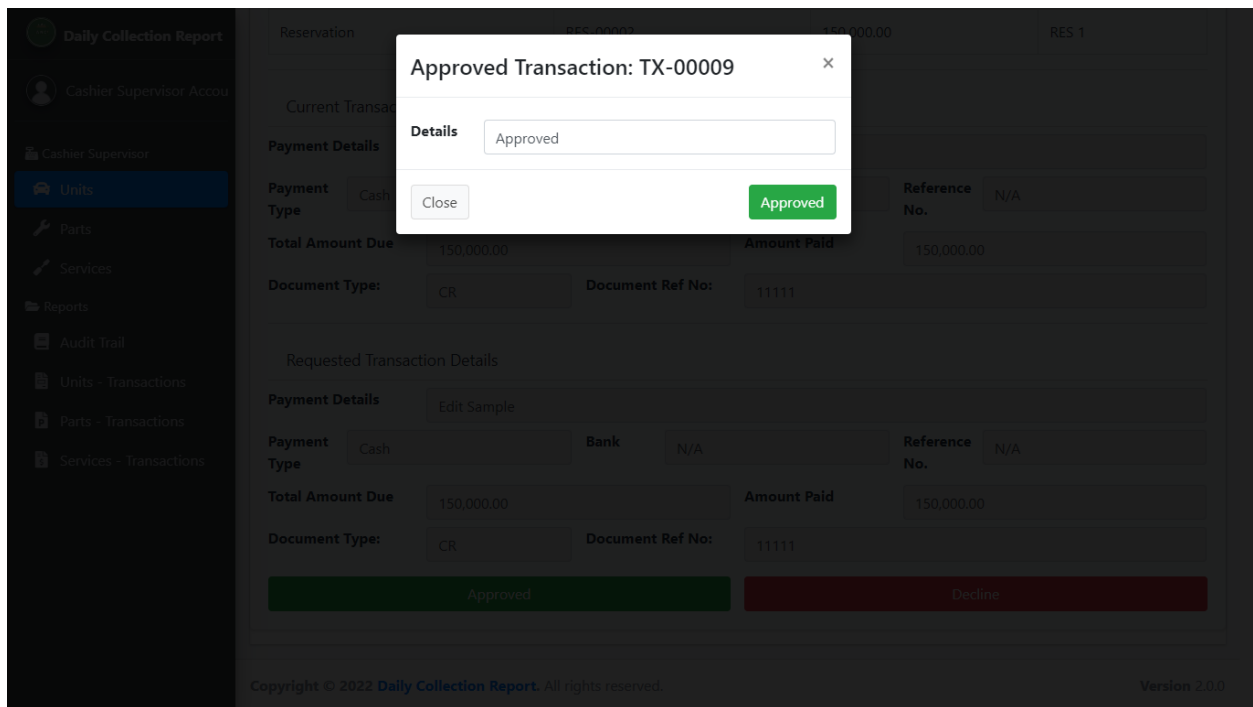
Total Amount Due: 150,000.00 Amount Paid: 150,000.00

Document Type: CR Document Ref No: 11111

Approved Decline

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If the user wants to decline the edit request the user may click the “Decline” Button and insert the details on why it is declined. The edit request will now be deleted.



If the user wants to approve the edit request the user may click the “Approved” Button and insert the details on why it is Approved. The edit request will now be Approved and the old details will be changed by the edit request.

Note: This process goes through all the transaction types (Units, Parts, and Services)

Audit Trail

The screenshot shows the 'Audit Trail' section of the 'Daily Collection Report' system. The left sidebar contains navigation links: 'Daily Collection Report', 'Cashier Supervisor Account', 'Cashier Supervisor', 'Units', 'Parts', 'Services', 'Reports', and 'Audit Trail' (highlighted). The main content area displays a table of audit logs. Above the table, there is a 'Filter Table By Date' button and a 'Show 10 entries' dropdown. The table has four columns: 'User', 'Log', 'Date and Time', and 'Dealer'. The data shows various actions performed by 'Branch ALO' and 'Cashier' on '24-11-2022'.

User	Log	Date and Time	Dealer
Branch ALO	Branch ALO Logged-In	24-11-2022 03:38:58am	FCMA
Branch ALO	Approved Transaction TX-00002 for Printing	24-11-2022 10:39:01am	FCMA
Branch ALO	Branch ALO Logged-Out	24-11-2022 03:39:03am	FCMA
Cashier	Cashier Logged-In	24-11-2022 12:52:46am	FCMA
Cashier	Cashier Logged-Out	24-11-2022 01:37:03am	FCMA
Cashier	Cashier Logged-In	24-11-2022 01:43:31am	FCMA
Cashier	Requested Approval for Payment Type Bank on Transaction TX-00008	24-11-2022 08:46:02am	FCMA
Cashier	Cashier Logged-Out	24-11-2022 01:47:37am	FCMA
Cashier	Cashier Logged-In	24-11-2022 01:48:01am	FCMA
Cashier	Requested For Vault Opening Cashier Account	24-11-2022 09:40:11am	FCMA

For the Audit trail, the user may see all the actions of all the users taken inside the system, the user may also filter the table by date clicking the “Filter Table by Date” button and picking a specific date.

This screenshot is similar to the previous one but includes a date picker overlay. The date picker is for 'November 2022' and shows a calendar grid. The date '24' is highlighted in yellow, indicating the selected date for filtering the audit trail. The table below the date picker shows the same audit log data as the first screenshot.

User	Log	Date and Time	Dealer
Branch ALO	Branch ALO Logged-In	24-11-2022 03:38:58am	FCMA
Branch ALO	Approved Transaction TX-00002 for Printing	24-11-2022 10:39:01am	FCMA
Branch ALO	Branch ALO Logged-Out	24-11-2022 03:39:03am	FCMA
Cashier	Cashier Logged-In	24-11-2022 12:52:46am	FCMA
Cashier	Cashier Logged-Out	24-11-2022 01:37:03am	FCMA
Cashier	Cashier Logged-In	24-11-2022 01:43:31am	FCMA
Cashier	Requested Approval for Payment Type Bank on Transaction TX-00008	24-11-2022 08:46:02am	FCMA
Cashier	Cashier Logged-Out	24-11-2022 01:47:37am	FCMA
Cashier	Cashier Logged-In	24-11-2022 01:48:01am	FCMA
Cashier	Requested For Vault Opening Cashier Account	24-11-2022 09:40:11am	FCMA

Reports

Daily Collection Report

Cashier Supervisor Account

Cashier Supervisor

Units

Parts

Services

Reports

Audit Trail

Units - Transactions

Parts - Transactions

Services - Transactions

Home

Welcome CASHIER SUPERVISOR

Units - Transactions

Voiced Transaction/s

Cancelled Transaction/s

Filter Table By Date

Show 10 entries

Search:

Transaction ID.	Client Name	Transaction Ref No./eVSO No.	Payment Type	Total	Action
TX-00001	Juan Dela Cruz	FCMA-0000-0000001	Cash	250,000.00	View

Showing 1 to 1 of 1 entries

Previous 1 Next

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Version 2.0.0

For the Reports Module the user may see all the finished transaction listed in a table. This table may be filtered by date by clicking the “Filter Table by Date”.

Daily Collection Report

Cashier Supervisor Account

Cashier Supervisor

Units

Parts

Services

Reports

Audit Trail

Units - Transactions

Parts - Transactions

Services - Transactions

Home

Welcome CASHIER SUPERVISOR

Units - Transactions

Voiced Transaction/s

Cancelled Transaction/s

Filter Table By Date

Show 10 entries

Search:

Transaction ID.	Client Name	Transaction Ref No./eVSO No.	Payment Type
TX-00001	Juan Dela Cruz	FCMA-0000-0000001	Cash

Showing 1 to 1 of 1 entries

December 2022

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

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Version 2.0.0

Daily Collection Report

Cashier Supervisor Account

Cashier Supervisor

Units

Parts

Services

Reports

Audit Trail

Units - Transactions

Parts - Transactions

Services - Transactions

Transaction No: TX-00001

Cancel Transaction

Transaction Ref No: FCMA-0000-0000001

Document DMS No: N/A

Repair No: N/A

PDC Date: N/A

CWT: N/A

Transaction Type	Transaction ID.	Amount Due	Remarks
Reservation	RES-00001	250,000.00	Reservation Sample Remarks

Transaction Details

Edit Details

Payment Details

Sample Payment Details

Payment Type

Cash

Total Amount Due

250,000.00

Amount Paid

250,000.00

Document Type:

Document Ref No:

Confirmation Details

Approved

The user may also see all the transaction details by simply clicking the “View” button. The user may also edit the transaction if the transactions payment type is Cash or Credit Card.

Daily Collection Report

Cashier Supervisor Account

Cashier Supervisor

Units

Parts

Services

Reports

Audit Trail

Units - Transactions

Parts - Transactions

Services - Transactions

Transaction No: TX-00001

Cancel Transaction

Transaction Ref No: FCMA-0000-0000001

Document DMS No: N/A

Repair No: N/A

PDC Date: N/A

CWT: N/A

Transaction Type	Transaction ID.	Amount Due	Remarks
Reservation	RES-00001	250,000.00	Reservation Sample Remarks

Transaction Details

Cancel Edit

Payment Details

Sample Payment Details

Payment Type

Cash

Total Amount Due

250,000.00

Amount Paid

250,000.00

Document Type:

Document Ref No:

Confirmation Details

Approved

Update

Note: This process goes through all the different transaction types. (Units, Parts & Services)

Cancel a transaction

The screenshot displays the 'Daily Collection Report' system interface. A modal dialog box is centered on the screen, titled 'Cancel this Transaction TX-00001 ?'. The dialog contains a 'Remarks' label and a text input field. A red 'Cancel' button is located at the bottom right of the dialog. In the background, the main application window is visible, showing a sidebar with navigation options like 'Daily Collection Report', 'Cashier Supervisor Account', 'Units', 'Parts', 'Services', 'Reports', and 'Audit Trail'. The 'Units - Transactions' option is selected. The main content area shows transaction details for 'Transaction No: TX-00001', including 'Transaction Ref No', 'Repair No', 'Transaction Type' (Reservation), 'Payment Details' (Sample Payment Details), 'Payment Type' (Cash), 'Total Amount Due' (250,000.00), 'Amount Paid' (250,000.00), 'Document Type', 'Document Ref No', and 'Confirmation Details' (Approved). A 'Cancel Transaction' button is visible in the top right corner of the main window.

The user may also cancel active transactions in the reports module, the user will just click the Cancel Transaction button and insert the remarks then click the cancel button.

Voided/Cancelled Transactions

The screenshot shows the 'Units - Transactions' page in the Daily Collection Report system. The sidebar on the left contains the following navigation items: Daily Collection Report, Cashier Supervisor Account, Cashier Supervisor, Units, Parts, Services, Reports, Audit Trail, Units - Transactions (highlighted), Parts - Transactions, and Services - Transactions. The main content area has a header with 'Units - Transactions', buttons for 'Voided Transaction/s' and 'Cancelled Transaction/s', and a 'Filter Table By Date' option. Below this is a search bar and a table with the following data:

Transaction ID.	Client Name	Transaction Ref No./eVSO No.	Payment Type	Total	Action
TX-00001	Juan Dela Cruz	FCMA-0000-0000001	Cash	250,000.00	View

Below the table, it says 'Showing 1 to 1 of 1 entries' and includes 'Previous', '1', and 'Next' navigation links. The footer of the page contains the copyright notice 'Copyright © 2022 Daily Collection Report. All rights reserved.' and the version number 'Version 2.0.0'.

The user may also see all the voided and cancelled transactions by clicking the “Voided Transaction/s” or “Cancelled Transaction/s”.

The screenshot shows the 'Units Cancelled Transaction/s' page in the Daily Collection Report system. The sidebar on the left is identical to the previous screenshot. The main content area has a header with 'Units Cancelled Transaction/s' and a 'Back' button. Below this is a search bar and a table with the following data:

Transaction ID.	Client Name	Transaction Ref No./eVSO No.	Payment Type	Total	Action
TX-00002	Pedro Dela Cruz	FCMA-0000-0000002	Cash	50,000.00	View

Below the table, it says 'Showing 1 to 1 of 1 entries' and includes 'Previous', '1', and 'Next' navigation links. The footer of the page contains the copyright notice 'Copyright © 2022 Daily Collection Report. All rights reserved.' and the version number 'Version 2.0.0'.

After clicking the button the user will now see all the Cancelled or Voided Transactions, the user may click view to see the full details of the transaction.

Daily Collection Report

Cashier Supervisor Account

Cashier Supervisor
Units
Parts
Services
Reports
Audit Trail
Units - Transactions
Parts - Transactions
Services - Transactions

Home
Welcome CASHIER SUPERVISOR

Client's Information

Customer ID: CN-00002

TIN ID: 200-000-000-00000

Client's Name: Pedro Dela Cruz

Email: pdelacruz@ancgroup.co

Address: Quezon City, Philippines

Mobile No.: 09888888888

Transaction No: TX-00002

Transaction Ref No: FCMA-0000-0000002

Document DMS No: N/A

Repair No: N/A

PDC Date: N/A

CWT: N/A

Transaction Type	Transaction ID.	Amount Due	Remarks
Accessories	ACC-00001	50,000.00	Accessories Sample Remarks

Transaction Details

Daily Collection Report

Cashier Supervisor Account

Cashier Supervisor
Units
Parts
Services
Reports
Audit Trail
Units - Transactions
Parts - Transactions
Services - Transactions

Home
Welcome CASHIER SUPERVISOR

Transaction Ref No: FCMA-0000-0000002

Document DMS No: N/A

Repair No: N/A

PDC Date: N/A

CWT: N/A

Transaction Type	Transaction ID.	Amount Due	Remarks
Accessories	ACC-00001	50,000.00	Accessories Sample Remarks

Transaction Details

Payment Details

Payment Type is Cash and Approved

Payment Type: Cash

Total Amount Due: 50,000.00

Amount Paid: 50,000.00

Document Type:

Document Ref No:

Confirmation Details

Date Cancelled: 28-12-2022 03:29:35am

Remarks: Cancelled

My Account

Daily Collection Report Home Welcome CASHIER SUPERVISOR

Cashier Supervisor Account

My Account [Change Password](#)

Employee ID: 2

Firstname: Cashier Supervisor

Lastname: Account

Designation: CASHIER SUPERVISOR

Dealer: FCMA - Ford Commonwealth (Sales)

Email: cashiersupervisor@ancgroup.co

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Here the user may see his/her own credentials that is registered by the admin the user may also change his/her password by pressing the “Change Password” button and fill out the needed information for changing the password.

Daily Collection Report Home Welcome CASHIER SUPERVISOR

Cashier Supervisor Account

My Account [Change Password](#)

Employee ID: 2

Firstname: Cashier Supervisor

Lastname: Account

Designation: CASHIER SUPERVISOR

Dealer: FCMA - Ford Commonwealth (Sales)

Email: cashiersupervisor@ancgroup.co

Change Password

Old Password:

New Password:

Re-enter Password:

[Close](#) [Change](#)

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ANC+ Daily Collection Report System (DCR)

Treasury Manual

LOGIN PAGE



Daily Collection Report System

Sign in your account

Email*

Password*

Login

This is the default login page when you visit the DCR. To login, the User should provide their Username/Email and Password.

DASHBOARD

The screenshot displays the 'Daily Collection Report' dashboard. On the left, a dark sidebar (A) contains a 'Treasury Account' section with a user icon and a list of modules: Treasury, Units (with a blue notification badge), Parts, Services, Reports, Audit Trail, Units - Transactions, Parts - Transactions, and Services - Transactions. The main content area (B) is titled 'TREASURY | FCMA' and features three summary cards: 'Payment Approval | Units' with a car icon and a value of 1, 'Payment Approval | Parts' with a wrench icon and a value of 0, and 'Payment Approval | Services' with a screwdriver icon and a value of 0. A large green letter 'B' is positioned in the top right of the main area. The top navigation bar includes a 'Home' link and a 'Welcome TREASURY' message. The footer contains copyright information and the version number 'Version 2.0.0'.

A. List of Modules the user is allowed to access.

B. System Dashboard

Payment Type Approval

The screenshot displays the 'Daily Collection Report' system interface. On the left is a dark sidebar with navigation links: 'Treasury Account', 'Treasury', 'Units 1' (highlighted in blue), 'Parts', 'Services', 'Reports', 'Audit Trail', 'Units - Transactions', 'Parts - Transactions', and 'Services - Transactions'. The main content area is titled 'Payment Type Approval - Units' and includes a 'Confirmed Transactions' button. Below the title, there's a 'Show 10 entries' dropdown and a search bar. A table lists transactions with columns: 'Transaction ID.', 'Client Name', 'Transaction Ref No./eVSO No.', 'Total', and 'Action'. One transaction is shown: TX-00010, Pedro Dela Cruz, FCMA-0000-0000004, 500,000.00, with a 'View' button. At the bottom of the table area, it says 'Showing 1 to 1 of 1 entries' and has 'Previous', '1', and 'Next' navigation links. The footer contains 'Copyright © 2022 Daily Collection Report. All rights reserved.' and 'Version 2.0.0'.

Daily Collection Report

Home

Welcome TREASURY

Treasury Account

Treasury

Units 1

Parts

Services

Reports

Audit Trail

Units - Transactions

Parts - Transactions

Services - Transactions

Payment Type Approval - Units

Confirmed Transactions

Show 10 entries

Search:

Transaction ID.	Client Name	Transaction Ref No./eVSO No.	Total	Action
TX-00010	Pedro Dela Cruz	FCMA-0000-0000004	500,000.00	View

Showing 1 to 1 of 1 entries

Previous 1 Next

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Version 2.0.0

For the Payment Type Approval, the user will see all the transactions that needed Approval. The user may see all the details of the transaction by clicking the “View” button.

Daily Collection Report

Treasury Account

Treasury

Units 1

Parts

Services

Reports

Audit Trail

Units - Transactions

Parts - Transactions

Services - Transactions

Transaction No: TX-00010

Transaction Ref No: FCMA-0000-0000004

Document Type: CR

Document Ref No: 333222333

Document DMS No: N/A

Repair No: N/A

PDC Date: N/A

CWT: N/A

Transaction Type	Transaction ID.	Amount Due	Remarks
Reservation	RES-00003	500,000.00	Reservation Sample Remarks 3

Payment Details

Sample Payment Details

Payment Type: Bank

Bank: BDO

Reference No.: 33333333111232

Total Amount Due: 500,000.00

Amount Paid: 500,000.00

Approve

Decline

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Version 2.0.0

After clicking the view button, the user will now see the full details of the transaction.

Daily Collection Report

Treasury Account

Treasury

Units 1

Parts

Services

Reports

Audit Trail

Units - Transactions

Parts - Transactions

Services - Transactions

Transaction No: TX-00010

Transaction Ref No: FCMA-0000-0000004

Document Type: CR

Document Ref No: 333222333

Document DMS No: N/A

Repair No: N/A

PDC Date: N/A

CWT: N/A

Transaction Type	Transaction ID.	Amount Due	Remarks
Reservation	RES-00003	500,000.00	Reservation Sample Remarks 3

Payment Details

Sample Payment Details

Payment Type: Bank

Bank: BDO

Reference No.: 33333333111232

Total Amount Due: 500,000.00

Amount Paid: 500,000.00

Approve

Decline

Decline Transaction: TX-00010

Remarks: Declined

Close

Proceed

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Version 2.0.0

If the user wants to decline the payment type the user may click the “Decline” Button and insert the details on why it is declined. The transaction will be sent back to the cashier for editing and re-request.

Approve Transaction: TX-00010

Remarks:

Transaction Type	Transaction ID.	Amount Due	Remarks
Reservation	RES-00003	500,000.00	Reservation Sample Remarks 3

Payment Details

Sample Payment Details

Payment Type: Bank: Reference No.:

Total Amount Due: Amount Paid:

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If the user wants to approve the payment type the user may click the “Approved” Button and insert the details on why it is Approved. The transaction is now active and complete.

Note: This process goes through all the transaction types (Units, Parts, and Services)

Audit Trail

The screenshot shows the 'Audit Trail' section of the 'Daily Collection Report' system. The left sidebar contains a navigation menu with options: Treasury Account, Treasury, Units (1), Parts, Services, Reports, and Audit Trail (highlighted). The main content area displays a table of user actions. Above the table, there is a 'Filter Table By Date' button and a search bar. The table has columns for User, Log, Date and Time, and Dealer. The data shows various actions performed by Branch ALO and Cashier on 24-11-2022.

User	Log	Date and Time	Dealer
Branch ALO	Branch ALO Logged-In	24-11-2022 03:38:58am	FCMA
Branch ALO	Approved Transaction TX-00002 for Printing	24-11-2022 10:39:01am	FCMA
Branch ALO	Branch ALO Logged-Out	24-11-2022 03:39:03am	FCMA
Cashier	Cashier Logged-In	24-11-2022 12:52:46am	FCMA
Cashier	Cashier Logged-Out	24-11-2022 01:37:03am	FCMA
Cashier	Cashier Logged-In	24-11-2022 01:43:31am	FCMA
Cashier	Requested Approval for Payment Type Bank on Transaction TX-00008	24-11-2022 08:46:02am	FCMA
Cashier	Cashier Logged-Out	24-11-2022 01:47:37am	FCMA
Cashier	Cashier Logged-In	24-11-2022 01:48:01am	FCMA
Cashier	Requested For Vault Opening Cashier Account	24-11-2022 09:40:11am	FCMA

For the Audit trail, the user may see all the actions of all the users taken inside the system, the user may also filter the table by date clicking the “Filter Table by Date” button and picking a specific date.

This screenshot is similar to the previous one, but it includes a date picker overlay. The date picker is for November 2022 and shows the days of the week (Su, Mo, Tu, We, Th, Fr, Sa). The date 24 is highlighted in yellow, indicating the selected date for filtering the audit trail table.

User	Log	Date and Time	Dealer
Branch ALO	Branch ALO Logged-In	24-11-2022 03:38:58am	FCMA
Branch ALO	Approved Transaction TX-00002 for Printing	24-11-2022 10:39:01am	FCMA
Branch ALO	Branch ALO Logged-Out	24-11-2022 03:39:03am	FCMA
Cashier	Cashier Logged-In	24-11-2022 12:52:46am	FCMA
Cashier	Cashier Logged-Out	24-11-2022 01:37:03am	FCMA
Cashier	Cashier Logged-In	24-11-2022 01:43:31am	FCMA
Cashier	Requested Approval for Payment Type Bank on Transaction TX-00008	24-11-2022 08:46:02am	FCMA
Cashier	Cashier Logged-Out	24-11-2022 01:47:37am	FCMA
Cashier	Cashier Logged-In	24-11-2022 01:48:01am	FCMA
Cashier	Requested For Vault Opening Cashier Account	24-11-2022 09:40:11am	FCMA

Reports

Daily Collection Report

Treasury Account

Treasury

Units

Parts

Services

Reports

Audit Trail

Units - Transactions

Parts - Transactions

Services - Transactions

Home

Welcome TREASURY

Units - Transactions

Voiced Transaction/s

Cancelled Transaction/s

Filter Table By Date

Show 10 entries

Search:

Transaction ID.	Client Name	Transaction Ref No./eVSO No.	Payment Type	Total	Action
TX-00001	Juan Dela Cruz	FCMA-0000-0000001	Cash	250,000.00	View

Showing 1 to 1 of 1 entries

Previous 1 Next

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Version 2.0.0

For the Reports Module the user may see all the finished transaction listed in a table. This table may be filtered by date by clicking the “Filter Table by Date”.

Daily Collection Report

Treasury Account

Treasury

Units

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Services

Reports

Audit Trail

Units - Transactions

Parts - Transactions

Services - Transactions

Home

Welcome TREASURY

Units - Transactions

Voiced Transaction/s

Cancelled Transaction/s

Filter Table By Date

Show 10 entries

Search:

Transaction ID.	Client Name	Transaction Ref No./eVSO No.	Payment Type
TX-00001	Juan Dela Cruz	FCMA-0000-0000001	Cash

Showing 1 to 1 of 1 entries

December 2022

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

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Version 2.0.0

Daily Collection Report

Treasury Account

Treasury

Units

Parts

Services

Reports

Audit Trail

Units - Transactions

Parts - Transactions

Services - Transactions

Transaction No: TX-00001

Cancel Transaction

Transaction Ref No: FCMA-0000-0000001

Document DMS No: N/A

Repair No: N/A

PDC Date: N/A

CWT: N/A

Transaction Type	Transaction ID.	Amount Due	Remarks
Reservation	RES-00001	250,000.00	Reservation Sample Remarks

Transaction Details

Edit Details

Payment Details

Sample Payment Details

Payment Type

Cash

Total Amount Due

250,000.00

Amount Paid

250,000.00

Document Type:

Document Ref No:

Confirmation Details

Approved

The user may also see all the transaction details by simply clicking the “View” button. The user may also edit the transaction if the transactions payment type is Cash or Credit Card.

Daily Collection Report

Treasury Account

Treasury

Units

Parts

Services

Reports

Audit Trail

Units - Transactions

Parts - Transactions

Services - Transactions

Transaction No: TX-00001

Cancel Transaction

Transaction Ref No: FCMA-0000-0000001

Document DMS No: N/A

Repair No: N/A

PDC Date: N/A

CWT: N/A

Transaction Type	Transaction ID.	Amount Due	Remarks
Reservation	RES-00001	250,000.00	Reservation Sample Remarks

Transaction Details

Cancel Edit

Payment Details

Sample Payment Details

Payment Type

Cash

Total Amount Due

250,000.00

Amount Paid

Document Type:

Document Ref No:

Confirmation Details

Approved

Update

Note: This process goes through all the different transaction types. (Units, Parts & Services)

Cancel a transaction

The screenshot displays the 'Daily Collection Report System' interface. A modal dialog box is open, titled 'Cancel this Transaction TX-00001 ?'. It contains a text input field labeled 'Remarks' and a red 'Cancel' button. The background interface shows the 'Units - Transactions' section. It includes a table with columns for Transaction Type, Transaction ID, Amount Due, and Remarks. Below the table, there are form fields for Transaction Details, Payment Details (including Payment Type, Total Amount Due, and Amount Paid), Document Type, Document Ref No, and Confirmation Details. A 'Cancel Transaction' button is visible in the top right corner of the background interface.

The user may also cancel active transactions in the reports module, the user will just click the Cancel Transaction button and insert the remarks then click the cancel button.

Voided/Cancelled Transactions

Daily Collection Report

Home

Welcome TREASURY

Units - Transactions

Voided Transaction/s

Cancelled Transaction/s

Filter Table By Date

Show 10 entries

Search:

Transaction ID.	Client Name	Transaction Ref No./eVSO No.	Payment Type	Total	Action
TX-00001	Juan Dela Cruz	FCMA-0000-0000001	Cash	250,000.00	View

Showing 1 to 1 of 1 entries

Previous 1 Next

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Version 2.0.0

The user may also see all the voided and cancelled transactions by clicking the “Voided Transaction/s” or “Cancelled Transaction/s”.

Daily Collection Report

Home

Welcome TREASURY

Units Cancelled Transaction/s

Back

Show 10 entries

Search:

Transaction ID.	Client Name	Transaction Ref No./eVSO No.	Payment Type	Total	Action
TX-00002	Pedro Dela Cruz	FCMA-0000-0000002	Cash	50,000.00	View

Showing 1 to 1 of 1 entries

Previous 1 Next

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Version 2.0.0

After clicking the button the user will now see all the Cancelled or Voiced Transactions, the user may click view to see the full details of the transaction.

Daily Collection Report

Treasury Account
Treasury
Units
Parts
Services
Reports
Audit Trail
Units - Transactions
Parts - Transactions
Services - Transactions

Home
Welcome TREASURY

Client's Information

Customer ID: CN-00002

TIN ID: 200-000-000-00000

Client's Name: Pedro Dela Cruz

Email: pdelacruz@ancgroup.co

Address: Quezon City, Philippines

Mobile No.: 09888888888

Transaction No: TX-00002

Transaction Ref No: FCMA-0000-0000002

Document DMS No: N/A

Repair No: N/A

PDC Date: N/A

CWT: N/A

Transaction Type	Transaction ID.	Amount Due	Remarks
Accessories	ACC-00001	50,000.00	Accessories Sample Remarks

Transaction Details

Daily Collection Report

Treasury Account
Treasury
Units
Parts
Services
Reports
Audit Trail
Units - Transactions
Parts - Transactions
Services - Transactions

Transaction Ref No: FCMA-0000-0000002

Document DMS No: N/A

Repair No: N/A

PDC Date: N/A

CWT: N/A

Transaction Type	Transaction ID.	Amount Due	Remarks
Accessories	ACC-00001	50,000.00	Accessories Sample Remarks

Transaction Details

Payment Details

Payment Type is Cash and Approved

Payment Type: Cash

Total Amount Due: 50,000.00

Amount Paid: 50,000.00

Document Type:

Document Ref No:

Confirmation Details

Date Cancelled: 28-12-2022 03:29:35am

Remarks: Cancelled

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Version 2.0.0

My Account

Daily Collection Report Home Welcome TREASURY

My Account Change Password

Employee ID: 3

Firstname: Treasury

Lastname: Account

Designation: TREASURY

Dealer: FCMA - Ford Commonwealth (Sales)

Email: treasury@ancgroup.co

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Here the user may see his/her own credentials that is registered by the admin the user may also change his/her password by pressing the “Change Password” button and fill out the needed information for changing the password.

Change Password

Old Password:

New Password:

Re-enter Password:

Close Change

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ANC+ Daily Collection Report System (DCR)

Sales Manager Manual

LOGIN PAGE



Daily Collection Report System

Sign in your account

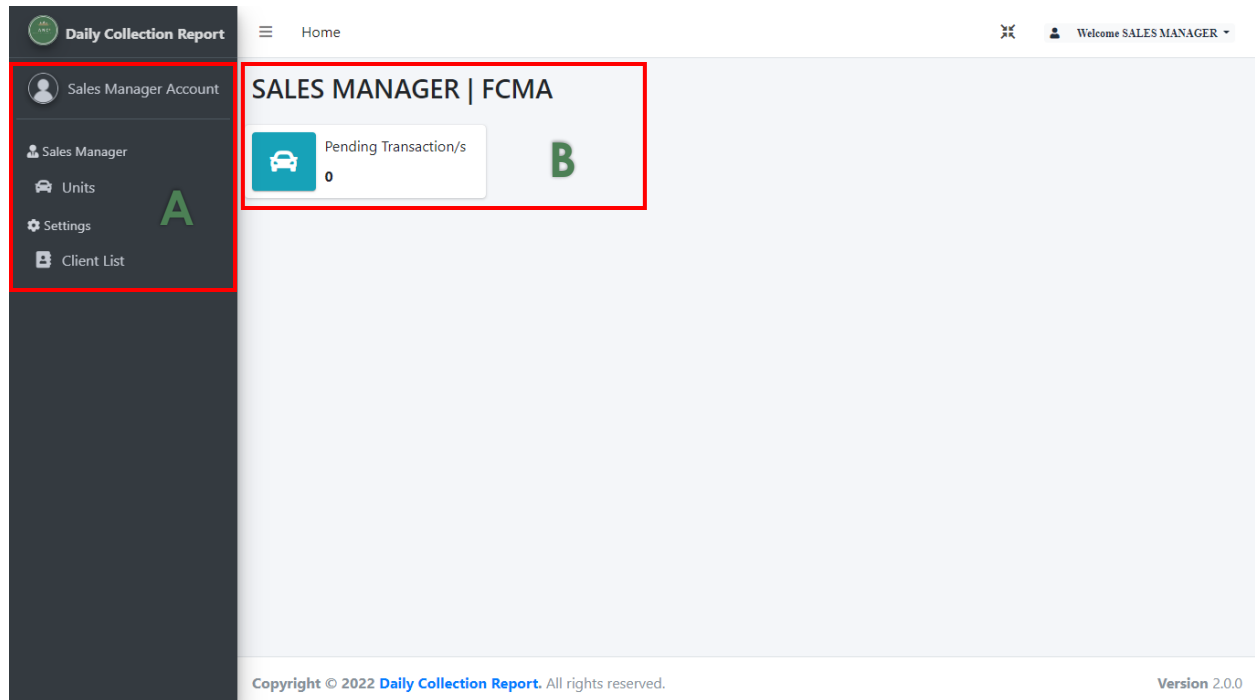
Email*

Password*

Login

This is the default login page when you visit the DCR. To login, the User should provide their Username/Email and Password.

DASHBOARD



- A. List of Modules the user is allowed to access.
- B. System Dashboard

Create Transaction

Daily Collection Report Home

Welcome SALES MANAGER

Sales Manager - Units

Cancelled 0 Downpayment/s 0 Pending Transaction/s 0 New Client Transaction

Show 10 entries Search:

Customer ID. ↑↓	Client Name ↑↓	Address ↑↓	Mobile No. ↑↓	Email ↑↓	Action ↑↓
CN-00001	Juan Dela Cruz	City of Manila, Philippines	09999999999	jdelacruz@ancgroup.co	New Transaction
CN-00002	Pedro Dela Cruz	Quezon City, Philippines	09888888888	pdelacruz@ancgroup.co	New Transaction

Showing 1 to 2 of 2 entries Previous 1 Next

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To create a new transaction, click on “New Transaction” if the client that the user wants to create a transaction is not seen on the table the user may add a New Client Transaction by clicking on the “New Client Transaction”.

Daily Collection Report

Sales Manager Account

Sales Manager

Units

Settings

Client List

Customer ID: CN-00001

Client's Name: Juan Dela Cruz **Email:** jdelacruz@ancgroup.co

Address: City of Manila, Philippines **Mobile No.:** 09999999999

New Units Transaction

☒ **Reservation** ☐ **Downpayment** ☐ **Fullpayment** ☐ **Accessories** ☐ **LTO** ☐ **Insurance**

Transaction ID: TX-00001 **Transaction Ref No:**

Document DMS No: N/A ☒ **Repair No:** N/A ☒

PDC Date: N/A ☒ **CWT:** N/A ☒

Reservation	Amount Due	Remarks
RES-00001		

Proceed to Payment

The user may now choose the type of transaction and insert the credentials of the transaction.

After the user completed filling out the credentials of the transaction the user may now press the "Proceed to Payment" button, this transaction will now be sent to the cashier.

Pending Transaction/s

Daily Collection Report

Home

Welcome SALES MANAGER

Sales Manager Account

Sales Manager

Units

Settings

Client List

Sales Manager - Units

Cancelled 0
Downpayment/s 0
Pending Transaction/s 1
New Client Transaction

Show 10 entries
Search:

Customer ID.	Client Name	Address	Mobile No.	Email	Action
CN-00001	Juan Dela Cruz	City of Manila, Philippines	09999999999	jdelacruz@ancgroup.co	New Transaction
CN-00002	Pedro Dela Cruz	Quezon City, Philippines	09888888888	pdelacruz@ancgroup.co	New Transaction

Showing 1 to 2 of 2 entries
Previous 1 Next

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Version 2.0.0

After sending the transaction to the cashier, the user may see the transaction by pressing the “Pending Transaction/s” button.

Daily Collection Report

Home

Welcome SALES MANAGER

Sales Manager Account

Sales Manager

Units

Settings

Client List

Pending Transaction/s

Back

Show 10 entries
Search:

Transaction ID.	Client Name	Transaction Ref No./eVSO No.	Total	Action
TX-00001	Juan Dela Cruz	FCMA-0000-0000001	250,000.00	View

Showing 1 to 1 of 1 entries
Previous 1 Next

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Version 2.0.0

Pending Transaction View

Daily Collection Report

Sales Manager Account

Sales Manager

Units

Settings

Client List

Home

Welcome SALES MANAGER

Client's Information

Back

Customer ID: CN-00001

TIN ID: 100-000-000-00000

Client's Name: Juan Dela Cruz

Email: jdelacruz@ancgroup.co

Address: City of Manila, Philippines

Mobile No.: 09999999999

Pending Transaction

Transaction ID: TX-00001

Transaction Ref No: FCMA-0000-0000001

Total Amount Due: 250,000.00

Transaction Type	Transaction ID.	Amount Due	Remarks
Reservation	RES-00001	250,000.00	Reservation Sample Remarks

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Here the user may see the transaction credentials that is passed to the cashier and is waiting to complete the transaction.

Cancelled

Daily Collection Report Home Welcome SALES MANAGER

Sales Manager - Units

Cancelled 1 Downpayment/s 0 Pending Transaction/s 1 New Client Transaction

Show 10 entries Search:

Customer ID.	Client Name	Address	Mobile No.	Email	Action
CN-00001	Juan Dela Cruz	City of Manila, Philippines	09999999999	jdelacruz@ancgroup.co	New Transaction
CN-00002	Pedro Dela Cruz	Quezon City, Philippines	09888888888	pdelacruz@ancgroup.co	New Transaction

Showing 1 to 2 of 2 entries Previous 1 Next

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The user may also see all the cancelled transactions by clicking the Cancelled button.

Daily Collection Report Home Welcome SALES MANAGER

Units Cancelled Transaction/s Back

Show 10 entries Search:

Transaction ID.	Client Name	Transaction Ref No./eVSO No.	Payment Type	Total	Action
TX-00002	Pedro Dela Cruz	FCMA-0000-0000002	Cash	50,000.00	View

Showing 1 to 1 of 1 entries Previous 1 Next

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Here the user may see the list of cancelled transactions the user may also see the full credentials of the cancelled transaction by clicking the view button.

Daily Collection Report

Home

Welcome SALES MANAGER

Sales Manager Account

Sales Manager

Units

Settings

Client List

Client's Information

Customer ID: CN-00002

TIN ID: 200-000-000-00000

Client's Name: Pedro Dela Cruz

Email: pdelacruz@ancgroup.co

Address: Quezon City, Philippines

Mobile No.: 09888888888

Transaction No: TX-00002

Transaction Ref No: FCMA-0000-0000002

Document DMS No: N/A

Repair No: N/A

PDC Date: N/A

CWT: N/A

Transaction Type	Transaction ID.	Amount Due	Remarks
Accessories	ACC-00001	50,000.00	Accessories Sample Remarks

Transaction Details

Transaction Ref No: FCMA-0000-0000002

Document DMS No: N/A

Repair No: N/A

PDC Date: N/A

CWT: N/A

Transaction Details

Payment Details

Payment Type is Cash and Approved

Payment Type: Cash

Total Amount Due: 50,000.00

Amount Paid: 50,000.00

Document Type:

Document Ref No:

Confirmation Details

Date Cancelled: 28-12-2022 03:29:35am

Remarks: Cancelled

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At the bottom of the transaction credentials are the Date when the transaction is cancelled and the Remarks on why the transaction is cancelled.

Client List

The screenshot shows the 'Client Masterlist' page of the 'Daily Collection Report' system. The left sidebar contains navigation links: 'Daily Collection Report', 'Sales Manager Account', 'Sales Manager', 'Units', 'Settings', and 'Client List' (highlighted in blue). The main content area is titled 'Client Masterlist' and includes a 'New Client' button. Below the title, there is a 'Show 10 entries' dropdown and a search bar. A table displays four client entries, each with a 'View' button. The table columns are: ID, TIN ID, Name, Address, Mobile Number, Landline, Email, and Action. The footer shows 'Showing 1 to 4 of 4 entries', 'Previous', '1', 'Next', and a copyright notice for 'Daily Collection Report'.

ID	TIN ID	Name	Address	Mobile Number	Landline	Email	Action
CN-00001	100-000-000-00000	Juan Dela Cruz	City of Manila, Philippines	09999999999	123-456-789	jdelacruz@ancgroup.co	View
CN-00002	200-000-000-00000	Pedro Dela Cruz	Quezon City, Philippines	09888888888	789-456-789	pdelacruz@ancgroup.co	View
CN-00003	300-000-000-00000	Jolo Maue Iglesia	Batasan Hills Quezon City	09295354534	123-456-789-10	jiglesia@ancgroup.co	View
CN-00004	123-456-789-12345	Maria Clara	Epifanio delos Santos Ave, Balintawak, Quezon City	095538653228	1946385	mariaclara@gmail.com	View

Client list is where the user may see the list of clients and its credentials, and the user may also add new clients that is now included in the master list.

Daily Collection Report Home Welcome SALES MANAGER

Sales Manager Account

Sales Manager

Units

Settings

Client List

New Client Back

Customer ID: CN-00004 TIN ID: Email:

First Name: Mobile No:

Last Name: Landline:

Address:

Add

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Here the user may add a new client by filling out the required field for the credentials of the user.

Daily Collection Report Home Welcome SALES MANAGER

Sales Manager Account

Sales Manager

Units

Settings

Client List

Client CN-00002 Information Edit Information Back

Name: Pedro Dela Cruz Email: pdelacruz@ancgroup.co

First Name: Pedro Last Name: Dela Cruz

Mobile No: 0988888888 Landline: 789-456-789 TIN ID: 200-000-000-00000

Address: Quezon City, Philippines

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The user may also see the credentials of the client by clicking the view button.

The screenshot displays the 'Daily Collection Report' system interface. On the left is a dark sidebar with navigation links: 'Daily Collection Report', 'Sales Manager Account', 'Sales Manager', 'Units', 'Settings', and 'Client List' (highlighted in blue). The main content area shows the 'Client CN-00002 Information' form. At the top right of the form are 'Cancel Edit' and 'Back' buttons. The form fields are as follows:

Client CN-00002 Information	
Name	Pedro Dela Cruz
Email	pdelacruz@ancgroup.co
First Name:	Pedro
Last Name:	Dela Cruz
Mobile No:	09888888888
Landline:	789-456-789
TIN ID:	200-000-000-00000
Address:	Quezon City, Philippines
Edit	

At the bottom of the page, the footer contains the text: 'Copyright © 2022 Daily Collection Report. All rights reserved.' and 'Version 2.0.0'.

The user may also edit the information of the user by clicking the “Edit Information” button after updating the credentials of the client the user may now press the “Edit” button.

Installment/s

 **Daily Collection Report**

 Sales Manager Account

 Sales Manager

 **Units**

 Settings

 Client List

Home

Installment/s

Back

Show entries

Search:

Transaction ID. 	Client Name 	Transaction Ref No./eVSO No. 	Total Amount Due 	Amount Paid 	Action 
DOW-00001	Juan Dela Cruz	FCMA-0000-0000002	5,000,000.00	35,000.00	Transact

Showing 1 to 1 of 1 entries

Previous **1** Next

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Version 2.0.0

The user may also see the ongoing transactions for installments by clicking the “Downpayment/s” button. The user may add another payment to the selected transaction by pressing the “Transact” button.

Installment/s

Total Amount Due: 5,000,000.00 **Remaining Balance:** 4,965,000.00

Transaction Ref No: FCMA-0000-0000002 **Transaction Type ID:** DOW-00001

ID	Payment Type	Amount Paid	Payment Details	Remarks	Date & Time
INST-00001	Cash	35,000.00	Approved Payment Cash	Downpayment Sample Remarks	23-11-2022 02:28:57am

Document DMS No: N/A ☒ **Repair No:** N/A ☒

PDC Date: N/A ☒ **CWT:** N/A ☒

Downpayment

Amount Due	Remarks
INST-00002	

Submit

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In this module the user may see the past payments of the transaction and as well as the Total Amount that is going to be paid.

The user may also add another payment by filling out the required field, after that the user may now press the “Submit” button. This transaction will now be sent to the cashier to complete the payment transaction.

My Account

My Account

Change Password

Employee ID: 6

Firstname: Sales Manager

Lastname: Account

Designation: SALES MANAGER

Dealer: FCMA - Ford Commonwealth (Sales)

Email: salesmanager@ancgroup.co

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Here the user may see his/her own credentials that is registered by the admin the user may also change his/her password by pressing the “Change Password” button and fill out the needed information for changing the password.

Change Password

Old Password:

New Password:

Re-enter Password:

Close Change

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ANC+ Daily Collection Report System (DCR)

Parts Warehouseman Manual

LOGIN PAGE



Daily Collection Report System

Sign in your account

Email*

Password*

Login

This is the default login page when you visit the DCR. To login, the User should provide their Username/Email and Password.

DASHBOARD

The screenshot shows the user interface of the 'Daily Collection Report' system. On the left is a dark sidebar with a menu. The top of the sidebar contains a green circular icon with a white 'D' and the text 'Daily Collection Report'. Below this is a user profile section with a person icon, the text 'Parts Warehouseman Ac', and a green letter 'A'. The menu items are: 'Parts Warehouseman' (with a wrench icon), 'Parts' (with a wrench icon), 'Settings' (with a gear icon), and 'Client List' (with a person icon). The main content area has a top header with a hamburger menu icon, the text 'Home', a full-screen icon, and a user greeting 'Welcome PARTS WAREHOUSEMAN'. Below the header is a section titled 'PARTS WAREHOUSEMAN | FCMA'. This section contains three cards: 'Pending Services With Parts' (blue icon, value 0), 'Declined Transaction/s' (red icon, value 0), and 'Pending Transaction/s' (yellow icon, value 0). To the right of these cards is a green letter 'B'. At the bottom of the page, there is a footer with the text 'Copyright © 2022 Daily Collection Report. All rights reserved.' and 'Version 2.0.0'.

A. List of Modules the user is allowed to access.

B. System Dashboard

Create Transaction

The screenshot displays the 'Create Transaction' page. On the left is a dark sidebar with the following menu items: 'Daily Collection Report' (with a green circular icon), 'Parts Warehouseman Acc' (with a user icon), 'Parts Warehouseman' (with a wrench icon), 'Parts' (highlighted in blue with a wrench icon), 'Settings' (with a gear icon), and 'Client List' (with a document icon). The top header shows a 'Home' link, a search icon, and a user profile for 'Welcome PARTS WAREHOUSEMAN'. The main content area features a 'Parts Warehouseman' section with filters for 'Cancelled' (0), 'Service With Parts' (0), 'Declined' (0), 'Pending' (0), and 'New Client Transaction'. Below this is a table with 2 entries, showing columns for Customer ID, Client Name, Address, Mobile No., Email, and Action. Each row has a 'New Transaction' button. The table is followed by pagination controls showing 'Showing 1 to 2 of 2 entries' and 'Previous 1 Next'. The footer contains the copyright notice 'Copyright © 2022 Daily Collection Report. All rights reserved.' and the version 'Version 2.0.0'.

Parts Warehouseman

Cancelled 0 Service With Parts 0 Declined 0 Pending 0 New Client Transaction

Show 10 entries Search:

Customer ID.	Client Name	Address	Mobile No.	Email	Action
CN-00001	Juan Dela Cruz	City of Manila, Philippines	09999999999	jdelacruz@ancgroup.co	New Transaction
CN-00002	Pedro Dela Cruz	Quezon City, Philippines	09888888888	pdelacruz@ancgroup.co	New Transaction

Showing 1 to 2 of 2 entries Previous 1 Next

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To create a new transaction, click on “New Transaction” if the client that the user wants to create a transaction is not seen on the table the user may add a New Client Transaction by clicking on the “New Client Transaction”.

Daily Collection Report

Parts Warehouseman Acc

Parts Warehouseman

Parts

Settings

Client List

Home

Welcome PARTS WAREHOUSEMAN

Client's Information

Back

Customer ID: CN-00002

TIN ID: 200-000-000-00000

Client's Name: Pedro Dela Cruz

Email: pdelacruz@ancgroup.co

Address: Quezon City, Philippines

Mobile No.: 09888888888

New Services Transaction

☒ BP☐ GJ☐ Warranty☐ INT☐ PMS☐ Charge

Transaction ID: TX-00003

Transaction Ref No:

Proceed to Cart

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The user may now choose the type of transaction and insert the credentials of the transaction. After the user completed filling out the credentials of the transaction the user may now press the “Proceed to Cart” button.

Daily Collection Report

Home

Welcome PARTS WAREHOUSEMAN

Parts Warehouseman Acc

Parts Warehouseman

Parts

Settings

Client List

Transaction Credentials

Client's Name
Pedro Dela Cruz

Transaction ID:
TX-00003

Transaction Ref No:
P-RO-000001

Total Amount Due:
1,500.00

Transaction	Part Name	Part Number	SRP	Quantity	Discount	Add
BP P-BP-00001				1	0	Add

Transaction Type	Transaction ID	Part Name	Part Number	Quantity	Price	Total Price	Discount	Action
BP	P-BP-00001	Part Name 1	1	1	1,500.00	1,500.00	0%	Remove

Check Out

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Version 2.0.0

After pressing the “Proceed to Cart” button, this will redirect the user to the Cart module wherein the user may now add Parts that is included for the transaction.

Daily Collection Report

Home

Welcome PARTS WAREHOUSEMAN

Parts Warehouseman Acc

Parts Warehouseman

Parts

Settings

Client List

Check Out

Total Amount Due
1,500.00

Remarks

Close
Proceed

Transaction Type	Transaction ID	Part Name	Part Number	Quantity	Price	Total Price	Discount	Action
BP	P-BP-00001	Part Name 1	1	1	1,500.00	1,500.00	0%	Remove

Check Out

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Version 2.0.0

After adding the Parts for the transaction the user may now click the “Check Out” button to further proceed the transaction to the Parts Supervisor for Approval.

Pending Transaction/s

Daily Collection Report

Home

Welcome PARTS WAREHOUSEMAN

Parts Warehouseman Acc

Parts Warehouseman

Parts

Settings

Client List

Parts Warehouseman

Cancelled 0

Service With Parts 0

Declined 0

Pending 1

New Client Transaction

Show 10 entries

Search:

Customer ID.	Client Name	Address	Mobile No.	Email	Action
CN-00001	Juan Dela Cruz	City of Manila, Philippines	09999999999	jdelacruz@ancgroup.co	New Transaction
CN-00002	Pedro Dela Cruz	Quezon City, Philippines	09888888888	pdelacruz@ancgroup.co	New Transaction

Showing 1 to 2 of 2 entries

Previous 1 Next

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Version 2.0.0

After sending the transaction to the Parts Supervisor, the user may see the transaction by pressing the “Pending Transaction/s” button.

Daily Collection Report

Home

Welcome PARTS WAREHOUSEMAN

Parts Warehouseman Acc

Parts Warehouseman

Parts

Settings

Client List

Pending Transaction/s

Back

Show 10 entries

Search:

Transaction ID.	Client Name	Transaction Ref No.	Total	Action
TX-00003	Pedro Dela Cruz	P-RO-000001	1,500.00	View

Showing 1 to 1 of 1 entries

Previous 1 Next

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Version 2.0.0

Pending Transaction View

Daily Collection Report

Parts Warehouseman Acc

Parts Warehouseman

Parts

Settings

Client List

Home

Welcome PARTS WAREHOUSEMAN

Client's Information

Back

Customer ID: CN-00002

TIN ID: 200-000-000-00000

Client's Name: Pedro Dela Cruz

Email: pdelacruz@ancgroup.co

Address: Quezon City, Philippines

Mobile No.: 09888888888

Pending Transaction

Transaction ID: TX-00003

Transaction Ref No: P-RO-000001

Total Amount Due: 1,500.00

Remarks: For Approval

Transaction Type	Transaction ID	Part	Quantity	Cost	Total Cost	Discount
BP	P-BP-00001	Part Name 1 1	1	1500	1500	0%

Here the user may see the transaction credentials that is passed to the cashier and is waiting for the approval of the Parts Supervisor.

Declined Transaction/s

Daily Collection Report

Home

Welcome PARTS WAREHOUSEMAN

Parts Warehouseman Acc

Parts Warehouseman

Parts

Settings

Client List

Parts Warehouseman

Cancelled 0
Service With Parts 0
Declined 1
Pending 0
New Client Transaction

Show 10 entries
Search:

Customer ID.	Client Name	Address	Mobile No.	Email	Action
CN-00001	Juan Dela Cruz	City of Manila, Philippines	09999999999	jdelacruz@ancgroup.co	New Transaction
CN-00002	Pedro Dela Cruz	Quezon City, Philippines	09888888888	pdelacruz@ancgroup.co	New Transaction

Showing 1 to 2 of 2 entries
Previous 1 Next

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Version 2.0.0

If the transaction is declined by the Parts Supervisor a notification will appear beside the Declined Transaction/s button and the user may see it by clicking the button.

Daily Collection Report

Home

Welcome PARTS WAREHOUSEMAN

Parts Warehouseman Acc

Parts Warehouseman

Parts

Settings

Client List

Declined Transaction/s

Back

Show 10 entries
Search:

Transaction ID.	Client Name	Transaction Ref No.	Remarks	Total	Action
TX-00003	Pedro Dela Cruz	P-RO-000001	For Approval	1,500.00	View

Showing 1 to 1 of 1 entries
Previous 1 Next

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Version 2.0.0

By clicking the view button of the declined transaction, the user may now see the Remarks of the Parts Supervisor on why it is declined. The user may now update the details of the transaction.

Daily Collection Report

Parts Warehouseman Acc

Parts Warehouseman

Parts

Settings

Client List

Address

Quezon City, Philippines

Mobile No.:

09888888888

Supervisor Remarks: Declined

Transaction ID:

TX-00003

Transaction Ref No:

P-RO-000001

Total Amount Due:

1,500.00

Transaction	Part Name	Part Number	SRP	Quantity	Discount	Add
BP P-BP-000C				1	0	Add

Transaction Type	Transaction ID	Part Name	Part Number	Quantity	Cost	Total Cost	Discount	Action
BP	P-BP-00001	Part Name 1	1	1	1,500.00	1,500.00	0%	Remove

Remarks

For Approval

Submit

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Version 2.0.0

After updating the details of the transaction the user may now click the submit button for re-approval of the Parts Supervisor.

Service With Parts

Daily Collection Report

Home

Welcome PARTS WAREHOUSEMAN

Parts Warehouseman Acc

Parts Warehouseman

Parts

Settings

Client List

Parts Warehouseman

Cancelled 0
Service With Parts 1
Declined 1
Pending 0
New Client Transaction

Show 10 entries
Search:

Customer ID.	Client Name	Address	Mobile No.	Email	Action
CN-00001	Juan Dela Cruz	City of Manila, Philippines	09999999999	jdelacruz@ancgroup.co	New Transaction
CN-00002	Pedro Dela Cruz	Quezon City, Philippines	09888888888	pdelacruz@ancgroup.co	New Transaction

Showing 1 to 2 of 2 entries
Previous 1 Next

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Version 2.0.0

If a transaction is created by the Service Advisor that transaction will appear inside Parts Expediter also for the user to check if the included Parts are correct or add new parts that are not included.

Daily Collection Report

Home

Welcome PARTS WAREHOUSEMAN

Parts Warehouseman Acc

Parts Warehouseman

Parts

Settings

Client List

Service With Part/s

Back

Show 10 entries
Search:

Transaction ID.	Client Name	Transaction Ref No.	Remarks	Total	Action
TX-00004	Juan Dela Cruz	SRO-00001	Ongoing Transaction	11,000.00	View

Showing 1 to 1 of 1 entries
Previous 1 Next

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Version 2.0.0

Daily Collection Report

Parts Warehouseman Acc

Parts Warehouseman

Parts

Settings

Client List

Address

City of Manila, Philippines

Mobile No.:

09999999999

Ongoing Transaction

Approved Parts

Services

Transaction ID:

TX-00004

Transaction Ref No:

SRO-00001

Total Amount Due:

11,000.00

Remarks

Ongoing Transaction

Transaction	Part Name	Part Number	SRP	Quantity	Discount	Add
BP S-BP-000C				1	0	Add

Transaction Type	Transaction ID	Part Name	Part Number	Quantity	Price	Total Price	Discount	Action
BP	S-BP-00001	Part Name 1	1	1	1,000.00	1,000.00	0%	Remove

Approve

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Version 2.0.0

Here the user may see the Transaction Details as well as the Services and the Parts that is included, if the Parts that are included are correct the user may click the “Approve” button and if the user wants to add a new part the user may simple included that details of the Parts and click “Add”.

Daily

Parts Warehouseman

Parts Warehouseman

Parts

Settings

Client

Address

City of Manila, Philippines

Mobile No.:

09999999999

Ongoing Transaction

Approved Parts

Services

Transaction ID:

TX-00004

Transaction Ref No:

SRO-00001

Total Amount Due:

11,000.00

Remarks

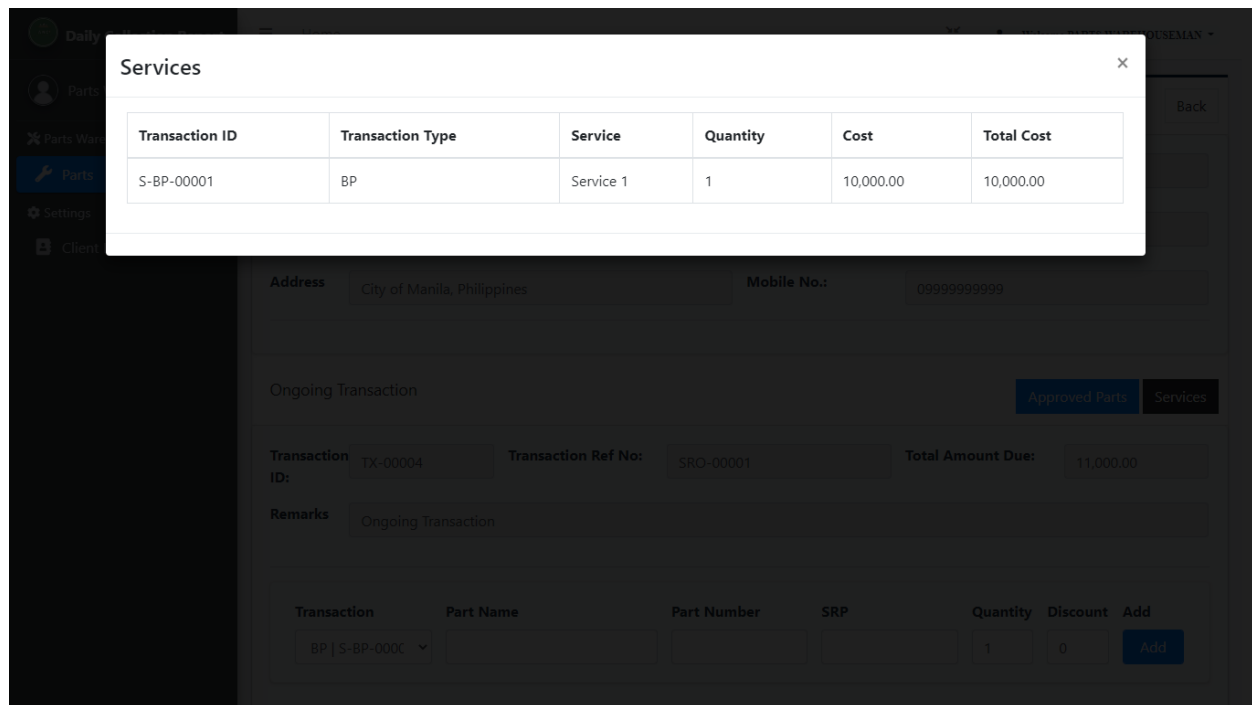
Ongoing Transaction

Transaction	Part Name	Part Number	SRP	Quantity	Discount	Add
BP S-BP-000C				1	0	Add

Approved Parts

Transaction Type	Transaction ID	Part Name	Part Number	Quantity	Price	Total Price	Discount
BP	S-BP-00001	Part Name 1	1	1	1,000.00	1,000.00	0%

After clicking the “Approve” button the user may see the Approved Parts by clicking the “Approved Parts” button.



The user may also see the Services of the selected transaction by simply clicking the “Services” button.

Cancelled

Daily Collection Report

[Home](#)

Parts Warehouseman Acc

Parts Warehouseman

Parts

Settings

Client List

Parts Warehouseman

Cancelled 1
Service With Parts 0
Declined 0
Pending 0
New Client Transaction

Show 10 entries
Search:

Customer ID.	Client Name	Address	Mobile No.	Email	Action
CN-00001	Juan Dela Cruz	City of Manila, Philippines	09999999999	jdelacruz@ancgroup.co	New Transaction
CN-00002	Pedro Dela Cruz	Quezon City, Philippines	09888888888	pdelacruz@ancgroup.co	New Transaction

Showing 1 to 2 of 2 entries
Previous 1 Next

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The user may also see all the cancelled transactions by clicking the Cancelled button.

Daily Collection Report

[Home](#)

Parts Warehouseman Acc

Parts Warehouseman

Parts

Settings

Client List

Parts Cancelled Transaction/s

Back

Show 10 entries
Search:

Transaction ID.	Client Name	Transaction Ref No./eVSO No.	Payment Type	Total	Action
TX-00005	Pedro Dela Cruz	P-RO-000002	Cash	10,000.00	View

Showing 1 to 1 of 1 entries
Previous 1 Next

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Here the user may see the list of cancelled transactions the user may also see the full credentials of the cancelled transaction by clicking the view button.

Daily Collection Report

Home

Welcome PARTS WAREHOUSEMAN

Parts Warehouseman Acc

Parts Warehouseman

Parts

Settings

Client List

Client's Information

Customer ID:

CN-00002

TIN ID:

200-000-000-00000

Client's Name

Pedro Dela Cruz

Email

pdelacruz@ancgroup.co

Address

Quezon City, Philippines

Mobile No.:

09888888888

Transaction No: TX-00005

Transaction Ref No:

P-RO-000002

Document DMS No:

N/A

Repair No:

N/A

PDC Date:

N/A

CWT:

N/A

Transaction Type	Transaction ID.	Amount Due	Remarks
BP	P-BP-00002	10000	For Approval

Transaction Details

Transaction Ref No:

P-RO-000002

Document DMS No:

N/A

Repair No:

N/A

PDC Date:

N/A

CWT:

N/A

Transaction Type	Transaction ID.	Amount Due	Remarks
BP	P-BP-00002	10000	For Approval

Transaction Details

Payment Details

Sample Payment Details

Payment Type

Cash

Total Amount Due

10,000.00

Amount Paid

10,000.00

Document Type:

Document Ref No:

Confirmation Details

Approved

Date Cancelled

28-12-2022 04:36:50am

Remarks

Cancelled

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At the bottom of the transaction credentials are the Date when the transaction is cancelled and the Remarks on why the transaction is cancelled.

Client List

Daily Collection Report

Parts Warehouseman Acc

Parts Warehouseman

Parts

Settings

Client List

Home

Welcome PARTS WAREHOUSEMAN

Client Masterlist

New Client

Show 10 entries

Search:

ID	TIN ID	Name	Address	Mobile Number	Landline	Email	Action
CN-00001	100-000-000-00000	Juan Dela Cruz	City of Manila, Philippines	09999999999	123-456-789	jdelacruz@ancgroup.co	View
CN-00002	200-000-000-00000	Pedro Dela Cruz	Quezon City, Philippines	09888888888	789-456-789	pdelacruz@ancgroup.co	View
CN-00003	300-000-000-00000	Jolo Maue Iglesia	Batasan Hills Quezon City	09295354534	123-456-789-10	jiglesia@ancgroup.co	View
CN-00004	123-456-789-12345	Maria Clara	Epifanio delos Santos Ave, Balintawak, Quezon City	095538653228	1946385	mariaclara@gmail.com	View

Showing 1 to 4 of 4 entries

Previous1Next

Client list is where the user may see the list of clients and its credentials, and the user may also add new clients that is now included in the master list.

Daily Collection Report Home Welcome PARTS WAREHOUSEMAN

Parts Warehouseman Acc

Parts Warehouseman

Parts

Settings

Client List

New Client

Back

Customer ID: CN-00004 TIN ID: Email:

First Name: Mobile No:

Last Name: Landline:

Address:

Add

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Here the user may add a new client by filling out the required field for the credentials of the user.

Daily Collection Report Home Welcome PARTS WAREHOUSEMAN

Parts Warehouseman Acc

Parts Warehouseman

Parts

Settings

Client List

Client CN-00003 Information

Edit Information Back

Name: Jolo Mauie Iglesia Email: jiglesia@ancgroup.co

First Name: Jolo Mauie Last Name: Iglesia

Mobile No: 09295354534 Landline: 123-456-789-10 TIN ID: 300-000-000-00000

Address: Batasan Hills Quezon City

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The user may also see the credentials of the client by clicking the view button.

The screenshot displays the 'Daily Collection Report' system interface. On the left is a dark sidebar with navigation links: 'Daily Collection Report' (with a green circular icon), 'Parts Warehouseman Acc', 'Parts Warehouseman', 'Parts', 'Settings', and 'Client List' (highlighted in blue). The main content area has a top bar with a 'Home' link and a user greeting 'Welcome PARTS WAREHOUSEMAN'. Below this, the 'Client CN-00003 Information' form is shown. The form includes fields for 'Name' (Jolo Mauie Iglesia), 'Email' (jiglesia@ancgroup.co), 'First Name' (Jolo Mauie), 'Last Name' (Iglesia), 'Mobile No' (09295354534), 'Landline' (123-456-789-10), 'TIN ID' (300-000-000-00000), and 'Address' (Batasan Hills Quezon City). At the top right of the form are 'Cancel Edit' and 'Back' buttons. A large green 'Edit' button is positioned at the bottom of the form. The footer contains the copyright notice 'Copyright © 2022 Daily Collection Report. All rights reserved.' and the version 'Version 2.0.0'.

Client CN-00003 Information				Cancel Edit	Back
Name	Jolo Mauie Iglesia		Email	jiglesia@ancgroup.co	
First Name:	Jolo Mauie		Last Name:	Iglesia	
Mobile No:	09295354534	Landline:	123-456-789-10	TIN ID:	300-000-000-00000
Address:	Batasan Hills Quezon City				
Edit					

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The user may also edit the information of the user by clicking the “Edit Information” button after updating the credentials of the client the user may now press the “Edit” button.

My Account

My Account

Change Password

Employee ID: 7

Firstname: Parts Expediter

Lastname: Account

Designation: PARTS EXPEDITER

Dealer: FCMA - Ford Commonwealth (Sales)

Email: partsexpediter@ancgroup.co

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Here the user may see his/her own credentials that is registered by the admin the user may also change his/her password by pressing the “Change Password” button and fill out the needed information for changing the password.

Change Password

Old Password:

New Password:

Re-enter Password:

Close Change

My Account

Change Password

Employee ID: 7

Firstname: Parts Expediter

Lastname: Account

Designation: PARTS EXPEDITER

Dealer: FCMA - Ford Commonwealth (Sales)

Email: partsexpediter@ancgroup.co

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ANC+ Daily Collection Report System (DCR)

Parts Supervisor Manual

LOGIN PAGE



Daily Collection Report System

Sign in your account

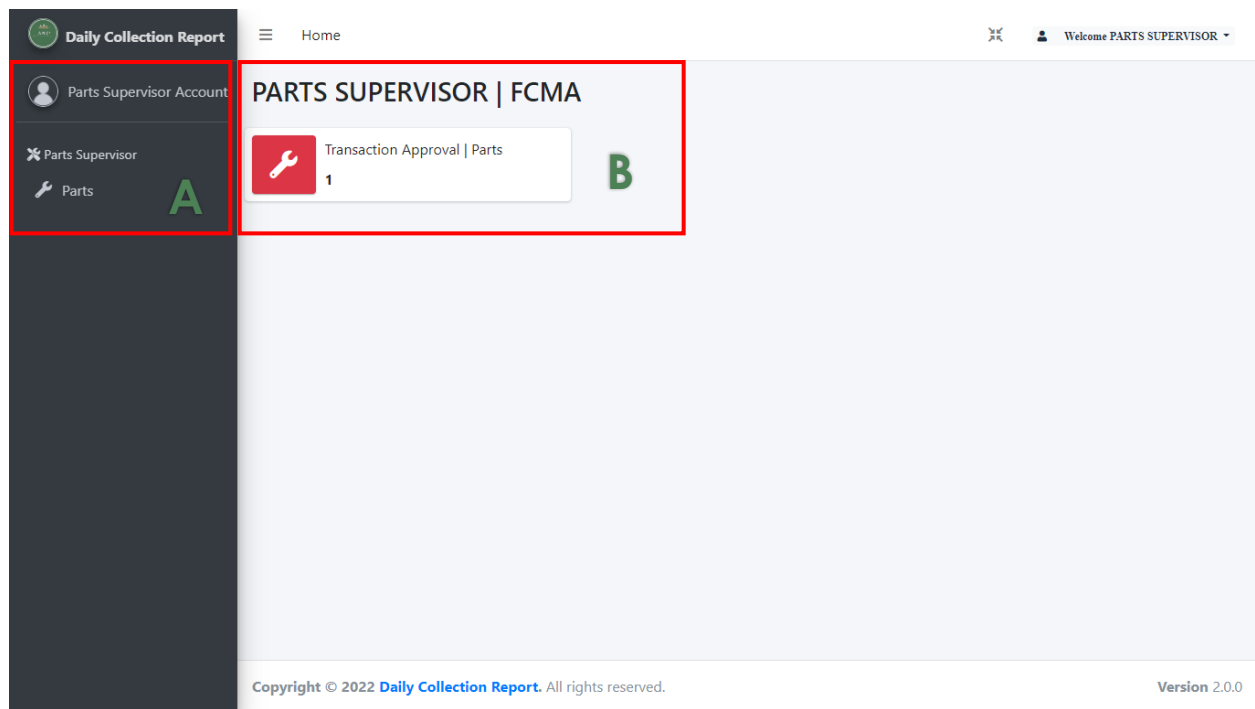
Email*

Password*

Login

This is the default login page when you visit the DCR. To login, the User should provide their Username/Email and Password.

DASHBOARD



- A. List of Modules the user is allowed to access.
- B. System Dashboard

Pending Transaction/s

Daily Collection Report

Parts Supervisor Account

Parts Supervisor

Parts

Home

Welcome PARTS SUPERVISOR

Pending Parts Transaction/s

Show 10 entries

Search:

Transaction ID.	Client Name	Transaction Ref No./eVSO No.	Total	Action
TX-00003	Juan Dela Cruz	P-RO-00001	1,500.00	View

Showing 1 to 1 of 1 entries

Previous

1

Next

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Version 2.0.0

On the Pending Parts Transaction module, the user will see all the transactions that the Parts Expediter sent for Approval. The user will simply click the “View” button to see all the details of the selected transaction.

Daily Collection Report

Parts Supervisor Account

Parts Supervisor

Parts

Customer ID: CN-00001

Client's Name: Juan Dela Cruz

Email: jdelacruz@ancgroup.co

Address: City of Manila, Philippines

Mobile No.: 0999999999

Pending Transaction

Transaction ID: TX-00003

Transaction Ref No: P-RO-00001

Total Amount Due: 1,500.00

Document DMS No: N/A

Repair No: N/A

PDC Date: N/A

CWT: N/A

Remarks

Transaction Type	Transaction ID	Part	Quantity	Cost	Total Cost	Discount
BP	P-BP-00001	Part Name 1 1	1	1500	1,500.00	0%

Approve

Decline

Pending Transaction Approval

Approve Transaction - TX-00003

Remarks

Approved

Close Approve

Pending Transaction

Transaction ID: TX-00003 Transaction Ref No: P-RO-00001 Total Amount Due: 1,500.00

Document DMS No: N/A Repair No: N/A

PDC Date: N/A CWT: N/A

Remarks

Transaction Type	Transaction ID	Part	Quantity	Cost	Total Cost	Discount
BP	P-BP-00001	Part Name 1 1	1	1500	1,500.00	0%

Approve Decline

After checking of all the details of the transaction and if all the details are correct the user may now click the “Approve” button and insert the remarks for the transaction. This transaction will now be sent to the Cashier for the payment.

Pending Transaction Declined

Decline Transaction - TX-00003

Remarks

Declined

Close Decline

Pending Transaction

Transaction ID: TX-00003 Transaction Ref No: P-RO-00001 Total Amount Due: 1,500.00

Document DMS No: N/A Repair No: N/A

PDC Date: N/A CWT: N/A

Remarks

Transaction Type	Transaction ID	Part	Quantity	Cost	Total Cost	Discount
BP	P-BP-00001	Part Name 1 1	1	1500	1,500.00	0%

Approve Decline

After checking of all the details of the transaction and if the details are not correct the user may now click the “Decline” button and insert the remarks for the transaction. This transaction will now be sent back to the Parts Expediter for him/her to update the details of the transaction.

My Account

My Account

Change Password

Employee ID: 10

Firstname: Parts Supervisor

Lastname: Account

Designation: PARTS SUPERVISOR

Dealer: FCMA - Ford Commonwealth (Sales)

Email: partssupervisor@ancgroup.co

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Here the user may see his/her own credentials that is registered by the admin the user may also change his/her password by pressing the “Change Password” button and fill out the needed information for changing the password.

Change Password

Old Password:

New Password:

Re-enter Password:

Close Change

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ANC+ Daily Collection Report System (DCR)

Service Advisor Manual

LOGIN PAGE



Daily Collection Report System

Sign in your account

Email*

Password*

Login

This is the default login page when you visit the DCR. To login, the User should provide their Username/Email and Password.

DASHBOARD

The screenshot displays the 'DASHBOARD' interface. On the left is a dark sidebar with a menu labeled 'A' containing: 'Service Advisor Account', 'Service Advisor', 'Services', 'Settings', and 'Client List'. The top header shows 'Daily Collection Report' and 'Home'. The main content area is titled 'SERVICE ADVISOR | FCMA' and is labeled 'B'. It features three cards: 'Declined Transaction/s' (0), 'Pending Transaction/s' (0), and 'Ongoing Transaction/s' (1). A large green letter 'B' is positioned to the right of these cards. The footer includes 'Copyright © 2022 Daily Collection Report. All rights reserved.' and 'Version 2.0.0'.

A. List of Modules the user is allowed to access.

- Service Advisor Account
- Service Advisor
- Services
- Settings
- Client List

B. System Dashboard

SERVICE ADVISOR | FCMA

Transaction Type	Count
Declined Transaction/s	0
Pending Transaction/s	0
Ongoing Transaction/s	1

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Create Transaction

Service Advisor

Cancelled Declined Pending Ongoing New Client Transaction

Show 10 entries Search:

Customer ID.	Client Name	Address	Mobile No.	Email	Action
CN-00001	Juan Dela Cruz	City of Manila, Philippines	09999999999	jdelacruz@ancgroup.co	New Transaction
CN-00004	Maria Clara	Epifanio delos Santos Ave, Balintawak, Quezon City	095538653228	mariaclara@gmail.com	New Transaction

Showing 1 to 2 of 2 entries

Previous 1 Next

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To create a new transaction, click on “New Transaction” if the client that the user wants to create a transaction is not seen on the table the user may add a New Client Transaction by clicking on the “New Client Transaction”.

Daily Collection Report

Service Advisor Account

Service Advisor

Services

Settings

Client List

Home

Welcome SERVICE ADVISOR

Client's Information

Back

Customer ID: CN-00001

TIN ID: 100-000-000-00000

Client's Name: Juan Dela Cruz

Email: jdelacruz@ancgroup.co

Address: City of Manila, Philippines

Mobile No.: 09999999999

New Services Transaction

☒ BP☐ GJ☐ Warranty☐ INT☐ PMS☐ Charge

Transaction ID: TX-00004

Transaction Ref No:

Proceed to Cart

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The user may now choose the type of transaction and insert the credentials of the transaction. After the user completed filling out the credentials of the transaction the user may now press the “Proceed to Cart” button.

Daily Collection Report Home Welcome SERVICE ADVISOR

Service Advisor Account

Service Advisor

Services

Settings

Client List

Transaction Credentials Parts Cart

Client's Name: Juan Dela Cruz Transaction ID: TX-00005

Transaction Ref No: SRO-00001 Total Amount Due: 10,000.00

Transaction	Service	Quantity	Cost	Add
BP S-BP-00001		1		Add

Transaction ID	Transaction Type	Service	Quantity	Cost	Total Cost	Action
S-BP-00001	BP	Service 1	1	10,000.00	10,000.00	Remove

Save

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After pressing the “Proceed to Cart” button, this will redirect the user to the Cart module wherein the user may now add Parts that is included for the transaction.

Parts ×

Add Parts

Transaction Ref No: SRO-00001 Total Amount Due: 10,000.00

Transaction	Service	Quantity	Cost	Add
BP S-BP-00001		1		Add

Transaction ID	Transaction Type	Service	Quantity	Cost	Total Cost	Action
S-BP-00001	BP	Service 1	1	10,000.00	10,000.00	Remove

Save

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The user may also add Parts for the Service Transaction simply by clicking the “Parts Cart” button then further click “Add Parts” button.

Daily Collection Report

Service Advisor Account

Service Advisor

Services

Settings

Client List

Home

Welcome SERVICE ADVISOR

Transaction Credentials

Client's Name

Juan Dela Cruz

Transaction ID:

TX-00005

Transaction Ref No:

SRO-00001

Total Amount Due:

11,000.00

Save

Transaction	Part Name	Part Number	SRP	Quantity	Discount	Add
BP S-BP-00001				1	0	Add

Transaction Type	Transaction ID	Part Name	Part Number	Quantity	Price	Total Price	Discount	Action
BP	S-BP-00001	Part Name 1	1	1	1,000.00	1,000.00	0%	Remove

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After pressing the “Add Parts” button the user will be redirected to the Parts Cart module, here the user may now add Parts that is included on the service transaction. After done adding all the parts the user may now click “Save”.

Note: The Parts that are included will be sent to the Parts Expediter for Approval.

Save [X]

Total Amount Due

11,000.00

Remarks

[Close] [Proceed]

Transaction ID	Transaction Type	Service	Quantity	Cost	Total Cost	Action
S-BP-00001	BP	Service 1	1	10,000.00	10,000.00	[Remove]

[Save]

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After filling out all the field the user may now click the “Save” button and further click the “Proceed” button to save the transaction.

Ongoing Transaction/s

Daily Collection Report

Service Advisor Account

Service Advisor

Services

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Client List

Home

Welcome SERVICE ADVISOR

Service Advisor

Cancelled 0 Declined 0 Pending 0 Ongoing 1 New Client Transaction

Show 10 entries Search:

Customer ID.	Client Name	Address	Mobile No.	Email	Action
CN-00001	Juan Dela Cruz	City of Manila, Philippines	09999999999	jdelaacruz@ancgroup.co	New Transaction
CN-00004	Maria Clara	Epifanio delos Santos Ave, Balintawak, Quezon City	095538653228	mariaclara@gmail.com	New Transaction

Showing 1 to 2 of 2 entries

Previous 1 Next

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After saving the transaction a number notification will appear beside the “Ongoing Transaction/s” button to further see and update the saved transaction the user may simply click the button.

Daily Collection Report

Service Advisor Account

Service Advisor

Services

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Client List

Home

Welcome SERVICE ADVISOR

Pending Transaction/s

Back

Show 10 entries Search:

Transaction ID.	Client Name	Transaction Ref No.	Total	Action
TX-00005	Juan Dela Cruz	SRO-00001	11,000.00	View

Showing 1 to 1 of 1 entries

Previous 1 Next

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Daily Collection Report

Service Advisor Account

Service Advisor

Services

Settings

Client List

Ongoing Transaction

Edit Details

Transaction ID: TX-00005

Transaction Ref No: SRO-00001

Total Amount Due: 11,000.00

Document DMS No: N/A

Repair No: N/A

PDC Date: N/A

CWT: N/A

Remarks: Ongoing Transaction

Transaction	Service	Quantity	Cost	Add
BP S-BP-00001		1		Add

Transaction ID	Transaction Type	Service	Quantity	Cost	Total Cost	Action
S-BP-00001	BP	Service 1	1	10,000.00	10,000.00	Remove

Submit

Here the user may remove or add services for the transaction as well as edit the details of the transaction.

Daily

Service

Service Advisor

Services

Settings

Client

Parts

×

Transaction Type	Transaction ID	Part Name	Part Number	Quantity	Price	Total Price	Discount	Status
BP	S-BP-00001	Name	Number	1	799.00	799.00	0%	Parts Expediter Approved
BP	S-BP-00001	Part Name 1	1	1	1,000.00	1,000.00	0%	Parts Expediter Approval

Update Parts

Transaction ID: TX-00005

Transaction Ref No: SRO-00001

Total Amount Due: 11,000.00

Document DMS No: N/A

Repair No: N/A

PDC Date: N/A

CWT: N/A

Remarks: Ongoing Transaction

Transaction	Service	Quantity	Cost	Add
BP S-BP-00001		1		Add

The user may also update the parts that are included by clicking the “Parts Cart” button and further click the “Update Parts” button.

Note: The user may not submit the transaction until the approval of the Parts Expediter, if Parts are included for the Service Transaction.

Daily Collection Report

Service Advisor Account

Service Advisor

Services

Settings

Client List

Home

Welcome SERVICE ADVISOR

Transaction Credentials

Client's Name

Juan Dela Cruz

Transaction ID:

TX-00005

Transaction Ref No:

SRO-00001

Total Amount Due:

11,000.00

Transaction	Part	Part Number	SRP	Quantity	Discount	Add
BP S-BP-00001				1	0	Add

Transaction Type	Transaction ID	Part Name	Part Number	Quantity	Price	Total Price	Discount	Action
BP	S-BP-00001	Name	Number	1	799.00	799.00	0%	Remove
BP	S-BP-00001	Part Name 1	1	1	1,000.00	1,000.00	0%	Remove

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Version 2.0.0

After clicking the “Update Parts” button the user may now update the Parts that are included by Adding or Removing Parts, after updating Parts the user may now click the “Save” button.

Daily Collection Report

Service Advisor Account

Service Advisor

Services

Settings

Client List

Ongoing Transaction

Edit Details

Transaction ID:

TX-00005

Transaction Ref No:

SRO-00001

Total Amount Due:

11,000.00

Document DMS No:

N/A

Repair No:

N/A

PDC Date:

N/A

CWT:

N/A

Remarks

Ongoing Transaction

Transaction	Service	Quantity	Cost	Add
BP S-BP-00001		1		Add

Transaction ID	Transaction Type	Service	Quantity	Cost	Total Cost	Action
S-BP-00001	BP	Service 1	1	10,000.00	10,000.00	Remove

Submit

After updating all the details of the transaction the user may now click the “Submit” button to be sent to the Service Supervisor or Service Manager for their approval.

Pending Transaction/s

Daily Collection Report

[Home](#)

[Service Advisor Account](#)

[Service Advisor](#)

[Services](#)

[Settings](#)

[Client List](#)

Service Advisor

Cancelled 0
Declined 0
Pending 1
Ongoing 0
New Client Transaction

Show 10 entries
Search:

Showing 1 to 2 of 2 entries

Previous 1 Next

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Version 2.0.0

After sending the transaction to the Service Supervisor or Service Manager, the user may see the transaction by pressing the “Pending Transaction/s” button.

Daily Collection Report

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[Service Advisor Account](#)

[Service Advisor](#)

[Services](#)

[Settings](#)

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Pending Services Transaction/s

Back

Show 10 entries
Search:

Showing 1 to 1 of 1 entries

Previous 1 Next

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Version 2.0.0

Pending Transaction View

Daily Collection Report

Service Advisor Account

Service Advisor

Services

Settings

Client List

Client's Information

Back

Customer ID:

CN-00001

TIN ID:

100-000-000-00000

Client's Name

Juan Dela Cruz

Email

jdelacruz@ancgroup.co

Address

City of Manila, Philippines

Mobile No.:

09999999999

Transaction Details

Parts Included

Transaction ID:

TX-00004

Transaction Ref No:

SRO-00001

Total Amount Due:

11,000.00

Remarks

Ongoing Transaction

Transaction ID	Transaction Type	Service	Quantity	Cost	Total Cost
S-BP-00001	BP	Service 1	1	10,000.00	10,000.00

Here the user may see the transaction credentials that is passed to the cashier and is waiting for the approval of the Service Supervisor or Service Manager.

Daily

Service

Service Ad

Services

Settings

Client

Services

×

Back

Transaction Type	Transaction ID	Part Name	Part Number	Quantity	Price	Total Price	Discount
BP	S-BP-00001	Part Name 1	1	1	1,000.00	1,000.00	0%

Transaction Details

Parts Included

Transaction ID:

TX-00004

Transaction Ref No:

SRO-00001

Total Amount Due:

11,000.00

Remarks

Ongoing Transaction

Transaction ID	Transaction Type	Service	Quantity	Cost	Total Cost
S-BP-00001	BP	Service 1	1	10,000.00	10,000.00

Declined Transaction/s

Daily Collection Report

Home

Welcome SERVICE ADVISOR

Service Advisor Account

Service Advisor

Services

Settings

Client List

Service Advisor

Cancelled 0 Declined 1 Pending 0 Ongoing 0 New Client Transaction

Show 10 entries Search:

Showing 1 to 2 of 2 entries

Previous 1 Next

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Version 2.0.0

If the transaction is declined by the Service Supervisor or Service Manager a notification will appear beside the Declined Transaction/s button and the user may see it by clicking the button.

Daily Collection Report

Home

Welcome SERVICE ADVISOR

Service Advisor Account

Service Advisor

Services

Settings

Client List

Declined Transaction/s

Back

Show 10 entries Search:

Showing 1 to 1 of 1 entries

Previous 1 Next

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Version 2.0.0

By clicking the view button of the declined transaction, the user may now see the Remarks of the Service Supervisor or Service Manager on why it is declined. The user may now update the details of the transaction.

The screenshot displays the 'Daily Collection Report' system interface. On the left is a dark sidebar with navigation options: 'Daily Collection Report', 'Service Advisor Account', 'Service Advisor', 'Services' (highlighted in blue), 'Settings', and 'Client List'. The main content area shows a 'Declined Transaction: Declined' status with a green 'Parts Cart' button. Below this, transaction details are provided: Transaction ID: TX-00004, Transaction Ref No: SRO-00001, and Total Amount Due: 11,000.00. A 'Remarks' field contains 'Ongoing Transaction'. A form for adding services is visible, with a dropdown for 'Transaction' (BP | S-BP-00001), a 'Service' field, 'Quantity' (1), and 'Cost' fields, along with an 'Add' button. Below this is a table listing transaction details:

Transaction ID	Transaction Type	Service	Quantity	Cost	Total Cost	Action
S-BP-00001	BP	Service 1	1	10,000.00	10,000.00	<button>Remove</button>

A large green 'Submit' button is at the bottom of the form. The footer includes 'Copyright © 2022 Daily Collection Report. All rights reserved.' and 'Version 2.0.0'.

After updating the details of the transaction, the user may now click the submit button for re-approval of the Service Supervisor and Service Manager.

This screenshot shows the same interface as the previous one, but with a 'Parts' modal window open. The modal has a close button (X) in the top right corner. It contains a table with the following data:

Transaction Type	Transaction ID	Part Name	Part Number	Quantity	Price	Total Price	Discount
BP	S-BP-00001	Part Name 1	1	1	1,000.00	1,000.00	0%

The background form is dimmed, showing the same transaction details and 'Submit' button as before. The footer remains the same: 'Copyright © 2022 Daily Collection Report. All rights reserved.' and 'Version 2.0.0'.

Cancelled

Daily Collection Report

Home

Welcome SERVICE ADVISOR

Service Advisor Account

Service Advisor

Services

Settings

Client List

Service Advisor

Cancelled
Declined
Pending
Ongoing
New Client Transaction

Show 10 entries
Search:

Showing 1 to 2 of 2 entries
Previous
1
Next

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Version 2.0.0

The user may also see all the cancelled transactions by clicking the Cancelled button.

Daily Collection Report

Home

Welcome SERVICE ADVISOR

Service Advisor Account

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Settings

Client List

Services Cancelled Transaction/s

Back

Show 10 entries
Search:

Showing 1 to 1 of 1 entries
Previous
1
Next

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Version 2.0.0

Here the user may see the list of cancelled transactions the user may also see the full credentials of the cancelled transaction by clicking the view button.

The screenshot displays the 'Daily Collection Report' system interface. On the left is a dark sidebar with navigation links: 'Service Advisor Account', 'Service Advisor', 'Services', 'Settings', and 'Client List'. The main content area is titled 'Client's Information' and includes a 'Back' button. It shows fields for 'Customer ID' (CN-00001), 'TIN ID' (100-000-000-00000), 'Client's Name' (Juan Dela Cruz), 'Email' (jdelacruz@ancgroup.co), 'Address' (City of Manila, Philippines), and 'Mobile No.' (09999999999). Below this, it lists 'Transaction No: TX-00006' and provides fields for 'Transaction Ref No' (SRO-00002), 'Document DMS No' (N/A), 'Repair No' (N/A), 'PDC Date' (N/A), and 'CWT' (N/A). A table shows transaction details:

Transaction Type	Transaction ID.	Amount Due	Remarks
BP	S-BP-00002	10000	For Approval

Below the table is a section for 'Transaction Details' which includes 'Payment Details' (Sample Payment Details), 'Payment Type' (Cash), 'Total Amount Due' (10,000.00), 'Amount Paid' (10,000.00), 'Document Type', 'Document Ref No', 'Confirmation Details' (Approved), and 'Date Cancelled' (28-12-2022 05:35:46am) with 'Remarks' (Cancelled). The footer contains copyright information and the version number 2.0.0.

At the bottom of the transaction credentials are the Date when the transaction is cancelled and the Remarks on why the transaction is cancelled.

Client List

The screenshot shows the 'Client Masterlist' page. On the left is a dark sidebar with navigation links: 'Daily Collection Report', 'Service Advisor Account', 'Service Advisor', 'Services', 'Settings', and 'Client List' (highlighted in blue). The main content area has a header with 'Home', a user profile 'Welcome SERVICE ADVISOR', and a 'New Client' button. Below the header, there's a 'Show 10 entries' dropdown and a search bar. A table lists four clients with columns for ID, TIN ID, Name, Address, Mobile Number, Landline, Email, and Action. Each row has a 'View' button. At the bottom, it says 'Showing 1 to 4 of 4 entries' and has 'Previous', '1', and 'Next' pagination controls. The footer contains copyright information and the version number 'Version 2.0.0'.

ID	TIN ID	Name	Address	Mobile Number	Landline	Email	Action
CN-00001	100-000-000-00000	Juan Dela Cruz	City of Manila, Philippines	09999999999	123-456-789	jdelacruz@ancgroup.co	<button>View</button>
CN-00002	200-000-000-00000	Pedro Dela Cruz	Quezon City, Philippines	09888888888	789-456-789	pdelacruz@ancgroup.co	<button>View</button>
CN-00003	300-000-000-00000	Jolo Maue Iglesia	Batasan Hills Quezon City	09295354534	123-456-789-10	jiglesia@ancgroup.co	<button>View</button>
CN-00004	123-456-789-12345	Maria Clara	Epifanio delos Santos Ave, Balintawak, Quezon City	095538653228	1946385	mariaclara@gmail.com	<button>View</button>

Client list is where the user may see the list of clients and its credentials, and the user may also add new clients that is now included in the master list.

Here the user may add a new client by filling out the required field for the credentials of the user.

Daily Collection Report

Home

Welcome SERVICE ADVISOR

Service Advisor Account

Service Advisor

Services

Settings

Client List

New Client

Back

Customer ID

CN-00004

TIN ID

Email

First Name:

Mobile No:

Last Name:

Landline:

Address:

Add

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Daily Collection Report

Home

Welcome SERVICE ADVISOR

Service Advisor Account

Service Advisor

Services

Settings

Client List

Client CN-00001 Information

Edit Information

Back

Name

Juan Dela Cruz

Email

jdelacruz@ancgroup.co

First Name:

Juan

Last Name:

Dela Cruz

Mobile No:

0999999999

Landline:

123-456-789

TIN ID:

100-000-000-00000

Address:

City of Manila, Philippines

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The user may also see the credentials of the client by clicking the view button.

The screenshot displays the 'Daily Collection Report' system interface. On the left is a dark sidebar with navigation links: 'Daily Collection Report' (with a green circular icon), 'Service Advisor Account', 'Service Advisor', 'Services', 'Settings', and 'Client List' (highlighted in blue). The main content area has a top header with a 'Home' link and a 'Welcome SERVICE ADVISOR' message. Below this is a form titled 'Client CN-00001 Information'. The form contains several input fields: 'Name' (pre-filled with 'Juan Dela Cruz'), 'Email' (pre-filled with 'jdelacruz@ancgroup.co'), 'First Name' (pre-filled with 'Juan'), 'Last Name' (pre-filled with 'Dela Cruz'), 'Mobile No.' (pre-filled with '09999999999'), 'Landline' (pre-filled with '123-456-789'), 'TIN ID' (pre-filled with '100-000-000-00000'), and 'Address' (pre-filled with 'City of Manila, Philippines'). At the top right of the form are 'Cancel Edit' and 'Back' buttons. At the bottom of the form is a large green button labeled 'Edit'. The footer of the page includes the copyright notice 'Copyright © 2022 Daily Collection Report. All rights reserved.' and the version number 'Version 2.0.0'.

Client CN-00001 Information

Cancel Edit Back

Name: Juan Dela Cruz Email: jdelacruz@ancgroup.co

First Name: Juan Last Name: Dela Cruz

Mobile No: 09999999999 Landline: 123-456-789 TIN ID: 100-000-000-00000

Address: City of Manila, Philippines

Edit

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The user may also edit the information of the user by clicking the “Edit Information” button after updating the credentials of the client the user may now press the “Edit” button.

My Account

My Account

Change Password

Employee ID: 8

Firstname: Service Advisor

Lastname: Account

Designation: SERVICE ADVISOR

Dealer: FCMA - Ford Commonwealth (Sales)

Email: serviceadvisor@ancgroup.co

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Here the user may see his/her own credentials that is registered by the admin the user may also change his/her password by pressing the “Change Password” button and fill out the needed information for changing the password.

Change Password

Old Password:

New Password:

Re-enter Password:

Close Change

My Account

Change Password

Employee ID: 8

Firstname: Service Advisor

Lastname: Account

Designation: SERVICE ADVISOR

Dealer: FCMA - Ford Commonwealth (Sales)

Email: serviceadvisor@ancgroup.co

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ANC+ Daily Collection Report System (DCR)

Service Supervisor/Manager Manual

LOGIN PAGE



Daily Collection Report System

Sign in your account

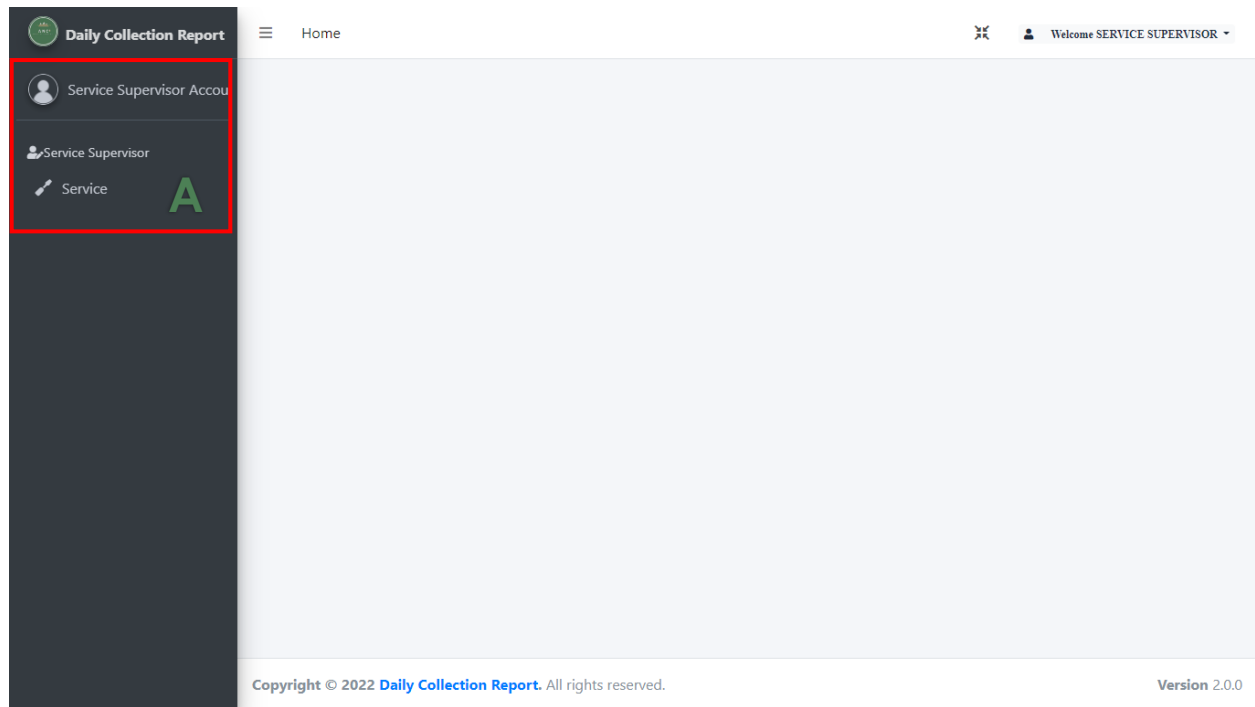
Email*

Password*

Login

This is the default login page when you visit the DCR. To login, the User should provide their Username/Email and Password.

DASHBOARD



A. List of Modules the user is allowed to access.

Pending Transaction/s

Daily Collection Report

Service Supervisor Account

Service Supervisor

Service

Home

Welcome SERVICE SUPERVISOR

Pending Services Transaction/s

Show 10 entries

Search:

Transaction ID.	Client Name	Transaction Ref No.	Total	Action
TX-00005	Juan Dela Cruz	SRO-00001	11,000.00	View

Showing 1 to 1 of 1 entries

Previous 1 Next

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On the Pending Services Transaction module, the user will see all the transactions that the Service Advisor sent for Approval. The user will simply click the “View” button to see all the details of the selected transaction.

Daily Collection Report

Service Supervisor Account

Service Supervisor

Service

Customer ID: CN-00001

Client's Name: Juan Dela Cruz

Email: jdelacruz@ancgroup.co

Address: City of Manila, Philippines

Mobile No.: 09999999999

Transaction Status: Transaction Active

Parts Included

Transaction ID: TX-00005

Transaction Ref No: SRO-00001

Total Amount Due: 11,000.00

Document DMS No: N/A

Repair No: N/A

PDC Date: N/A

CWT: N/A

Remarks: Ongoing Transaction

Transaction ID	Transaction Type	Service	Quantity	Cost	Total Cost
S-BP-00001	BP	Service 1	1	10,000.00	10,000.00

Approve

Decline

Daily Collection Report

Service Supervisor Account

Service Supervisor

Service

Customer ID:

CN-000001

Client's Name

Juan Carlos Delacruz

Address

City: San Juan, PR

jdelaacruz@ancgroup.co

0999999999

Approve Transaction: TX-00005

Remarks:

Approved

Close

Proceed

Transaction Status: Transaction Active

Parts Included

Transaction ID:

TX-00005

Transaction Ref No:

SRO-00001

Total Amount Due:

11,000.00

Document DMS No:

N/A

Repair No:

N/A

PDC Date:

N/A

CWT:

N/A

Remarks

Ongoing Transaction

Transaction ID	Transaction Type	Service	Quantity	Cost	Total Cost
S-BP-00001	BP	Service 1	1	10,000.00	10,000.00

Approve

Decline

Pending Transaction Declined

The screenshot displays the 'Daily Collection Report' system interface. A modal window titled 'Decline Transaction: TX-00005' is open, allowing a user to decline a pending transaction. The modal includes a 'Remarks' field with the text 'Declined' and two buttons: 'Close' and 'Proceed'. The background interface shows a sidebar with navigation options: 'Daily Collection Report', 'Service Supervisor Account', 'Service Supervisor', and 'Service'. The main content area displays transaction details for TX-00005, including 'Transaction Status', 'Transaction ID', 'Document DMS No.', 'Repair No.', 'PDC Date', 'CWT', 'Total Amount Due', and 'Parts Included'. A table lists transaction items with columns for Transaction ID, Transaction Type, Service, Quantity, Cost, and Total Cost. At the bottom, there are 'Approve' and 'Decline' buttons. The footer contains copyright information and the version number.

Transaction ID	Transaction Type	Service	Quantity	Cost	Total Cost
S-BP-00001	BP	Service 1	1	10,000.00	10,000.00

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After checking of all the details of the transaction and if the details are not correct the user may now click the “Decline” button and insert the remarks for the transaction. This transaction will now be sent back to the Service Advisor for him/her to update the details of the transaction.

My Account

My Account

Change Password

Employee ID: 11

Firstname: Service Supervisor

Lastname: Account

Designation: SERVICE SUPERVISOR

Dealer: FCMA - Ford Commonwealth (Sales)

Email: servicesupervisor@ancgroup.co

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Here the user may see his/her own credentials that is registered by the admin the user may also change his/her password by pressing the “Change Password” button and fill out the needed information for changing the password.

Change Password

Old Password:

New Password:

Re-enter Password:

Close Change

My Account

Employee ID: 11

Firstname: Service Supervisor

Lastname: Account

Designation: SERVICE SUPERVISOR

Dealer: FCMA - Ford Commonwealth (Sales)

Email: servicesupervisor@ancgroup.co

Change Password

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Revision History							
Rev. No	Modified By	Date Modify	Remarks	Preliminary Review and Approval by	Date Approved	Final Review and Approval	Date Approved
1.0	Romolu G. Maga		Initial Creation	Michael De Leon			
1.1	Takeshi Otake	5/17/22	1. Fix Currency format to allow comma on user input 2. Allowed special characters such as %, / on text and Amount fields 3. Fix email format on car CSR fields 4. Fix SC name not appearing in Master list and print preview	Review: adjimenez Approved:	5/18/22		