

## Credit card collection

After member made payment through credit card, company will submit documents to credit card company for collection

Submit documents at Finance > Credit card collection > Submit

Credit card collection

Submit Document Report

**Credit card collection**

Payment method : Bank of China master card (BOC)

**Invoice pending for credit card collection process**

First reference number	Member code	Member name	Invoice no	Amount	Invoice date	Select all / Deselect all
	ray3333	ray3333	PSI-00042	\$ 20,000	24-Sep-2013	<input checked="" type="checkbox"/>
	ray3333	ray3333	PSI-00043	\$ 10,000	24-Sep-2013	<input checked="" type="checkbox"/>
	ray3333	ray3333	PSI-00041	\$ 5,000	24-Sep-2013	<input checked="" type="checkbox"/>
	ray3333	ray3333	PSI-00044	\$ 500	24-Sep-2013	<input checked="" type="checkbox"/>
	ray3333	ray3333	PSI-00045	\$ 100	24-Sep-2013	<input checked="" type="checkbox"/>
	WeM-00015	Ray	PSI-00046	\$ 1,000	26-Sep-2013	<input checked="" type="checkbox"/>
	WeM-00015	Ray	PSI-00047	\$ 10,000	27-Sep-2013	<input checked="" type="checkbox"/>
<b>Total amount</b>				<b>\$ 46,600.00</b>		

Submit Cancel

Select credit card / payment method  
 All information not submitted will be displayed

Selection information and press submit

- System will prepare document ready for submit
- Document date default today, allow to change
  - Estimate collection will be calculated according to setup, allow to change
  - Document number and remark are optional
  - Amount is the sum of all information
  - Net amount is amount minus bank charge
  - Bank charge is according to setup

**Submit document to Bank of China master card (BOC)**

Document date	<input type="text" value="27/09/2013"/>	(dd/mm/yyyy)
Estimate collection at	<input type="text" value="04/10/2013"/>	(dd/mm/yyyy)
Document number	<input type="text"/>	(Maximum 50 characters)
Remark	<input type="text"/>	(Maximum 300 characters)
Amount	\$ 46,600.00	
Bank charge	\$ 1,398.00	3.00%
Net amount	\$ 45,202.00	

Submit Reset Cancel

Press submit to prepare the document

Remark : All invoices included in the submitted documents are not allowed to void and edit



Submitted documents can be searched at [Finance > Credit card collection > Document](#)

Input criteria and press submit will display submitted documents

Credit card collection

Collection document search

Payment method	All <span style="float: right;">▼</span>		
Member	<input type="text" value=""/>		
Document no	<input type="text" value=""/>		
Document date	From	-- / -- / <input type="text" value=""/>	to -- / -- / <input type="text" value=""/> <span style="float: right;">Quick select ▼</span>
Estimate collection date	From	-- / -- / <input type="text" value=""/>	to -- / -- / <input type="text" value=""/> <span style="float: right;">Quick select ▼</span>
Status	<div style="border: 1px solid black; padding: 2px;">           All  <span style="background-color: #0070C0; color: white; padding: 2px;">Unpaid</span>            Partial collected            Collected         </div>		

Submit
Reset

Credit card collection

[Submit](#) [Document](#) [Report](#)

Collection document list											
Document number	Payment method	Document date	Estimate collection date	Amount	Charge	Net amount	Action	Uncollect amount	Collect count	Next collect amount (Next count/Total count)	Action
BOC20130911	Bank of China master card (BOC)	11-Sep-2013	18-Sep-2013	\$ 2,600.00	\$ 78.00	\$ 2,522.00		\$ 2,522.00	1	\$ 2,522.00 (1/1)	<a href="#">Collect</a>
HKH20130923	HSBC Visa Card 6 month installment (HSBC06)	23-Sep-2013	30-Sep-2013	\$ 26,550.00	\$ 1,194.75	\$ 25,355.25		\$ 21,129.37	6	\$ 4,225.87 (2/6) <a href="#">List</a>	<a href="#">Collect</a>
	Bank of China master card (BOC)	27-Sep-2013	4-Oct-2013	\$ 46,600.00	\$ 1,398.00	\$ 45,202.00		\$ 45,202.00	1	\$ 45,202.00 (1/1)	<a href="#">Collect</a>

Press to view invoice information

Document, remark and net amount can be edited

Collection submit to Bank of China master card at 11-Sep-2013 details  
 Document no : BOC20130911 [Edit](#)  
 Remark : [Edit](#)

Member code	Member name	Invoice no	Invoice date	Amount	Action
WeM-00002	Man Kin San Ray	PSI-00012	6-Sep-2013	\$ 1,000.00	<a href="#">Hold</a>
WeM-00001	Mary	PSM-00004	9-Sep-2013	\$ 1,000.00	<a href="#">Hold</a>
R1234	Man Ray	PSM-00006	11-Sep-2013	\$ 600.00	<a href="#">Hold</a>
				Amount	\$ 2,600.00
				Bank charge	\$ 78.00 3.00%
				Net amount	\$ 2,522.00 <a href="#">Edit</a>
				Collect amount	\$ 0.00

- Invoices can be removed from the information
- Amount, bank charge and net amount will be changed accordingly with invoice removed
- Document will be removed if all invoices are removed
- When invoice list being unchanged, change net amount will change bank charge accordingly

- According invoice to hold the collection progress
- After hold the invoice, document amount, bank charge and net amount are not change
- If document include hold invoice, it can continue the collection progress
- The held invoice will display "hold" after invoice no at "Credit card collection report" and "Credit card collection outstanding aging report"
- "Collection forecast report" will display held invoice total amount according to payment method

Back to collection document list

Credit card collection [Submit](#) [Document](#) [Report](#)

Collection document list

Document number	Payment method	Document date	Estimate collection date	Amount	Charge	Net amount	Action	Uncollect amount	Collect count	Next collect amount (Next count/Total count)	Action
BOC20130911	Bank of China master card (BOC)	11-Sep-2013	18-Sep-2013	\$ 2,600.00	\$ 78.00	\$ 2,522.00		\$ 2,522.00	1	\$ 2,522.00 (1/1)	<a href="#">Collect</a>
HKH20130923	HSBC Visa Card 6 month installment (HSBC06)	23-Sep-2013	30-Sep-2013	\$ 26,550.00	\$ 1,194.75	\$ 25,355.25		\$ 21,129.37	6	\$ 4,225.87 (2/6) <a href="#">List</a>	<a href="#">Collect</a>
	Bank of China master card (BOC)	27-Sep-2013	4-Oct-2013	\$ 46,600.00	\$ 1,398.00	\$ 45,202.00		\$ 45,202.00	1	\$ 45,202.00 (1/1)	<a href="#">Collect</a>

Collect count is according to setup

Document without payment can be removed

Collect button will be displayed for document payment not fully collected

Press collect button, pop up collection information

Collect from HSBC Visa Card 6 month installment (HSBC06) HSBC HKD CA HH336688	
Document no	HKH20130923
Bank slip (Collect) date	<input type="text" value="30/09/2013"/> (dd/mm/yyyy)
Bank slip no	<input type="text" value="HRSV20131138"/> (Maximum 50 characters)
Remark	<input type="text"/>
Collect amount	<input type="text" value="\$ 4225.88"/> <input type="button" value="X"/>

- Bank slip date default today
- Input bank slip no and remark
- After confirmed the collect amount is correct, press submit to complete the collection procedure

List icon will be displayed on fully or partial collected information  
 Press list to view collection information

Collection document list								
Estimate collection date	Amount	Charge	Net amount	Action	Uncollect amount	Collect count	Next collect amount (Next count/Total count)	Action
18-Sep-2013	\$ 2,600.00	\$ 78.00	\$ 2,522.00		\$ 2,522.00	1	\$ 2,522.00 (1/1)	<input type="button" value="Collect"/>
30-Sep-2013	\$ 26,550.00	\$ 1,194.75	\$ 25,355.25		\$ 21,129.37	6	\$ 4,225.87 (2/6)	<input type="button" value="List"/> <input type="button" value="Collect"/>
4-Oct-2013	\$ 46,600.00	\$ 1,398.00	\$ 45,202.00		\$ 45,202.00	1	\$ 45,202.00 (1/1)	<input type="button" value="Collect"/>

Collection list

Collection information can be deleted

Collect list							
Date	Voucher no	Bank code	Bank name	Bank slip no	Remark	Collect amount	Action
23-Sep-2013	RV2013090001	HSBC	HSBC HKD CA	HRSV20131138		\$ 4,225.88	
Total collect amount						\$ 4,225.88	



Credit card collection report

Finance > Credit card collection > Report

Provide following report criteria

Credit card collection report							
Invoice date	From -- / Jan / to -- / Jan / Quick select						
Invoice no	From to or (Input invoice no will ignore selected invoice date and original invoice no)						
Original invoice no	From to or (Input original invoice no will ignore selected invoice date and invoice no)						
Document date	From 1 / Sep / 2017 to 30 / Sep / 2017 Quick select						
Document no	From to or (Input document no will ignore selected document date)						
Bank slip date	From -- / Jan / to -- / Jan / Quick select						
Bank slip	From to or (Input bank slip no will ignore selected bank slip date and voucher no)						
Voucher no	From to or (Input voucher no will ignore selected bank slip date and bank slip no)						
Merchant code / Payment method	<ul style="list-style-type: none"> <li>All</li> <li>0, Citi6 (Citi6)</li> <li>0, BOC6 (BOC6)</li> <li>0, Citi12 (Citi12)</li> <li>0, Citi18 (Citi18)</li> </ul>						
Shop	<ul style="list-style-type: none"> <li>All</li> </ul>						
Bank	<ul style="list-style-type: none"> <li>All</li> <li>22244 (1123)</li> <li>BEA (BEA)</li> <li>BOC (BOC)</li> <li>Citi222 (Citi11)</li> </ul>						
Invoice type :	<ul style="list-style-type: none"> <li>All</li> <li>Cashier</li> <li>Swap</li> <li>Exchange return</li> <li>Settlement</li> </ul>						
Display hold invoice only	<input type="checkbox"/>						
Credit card process remark	(Partial matched search criteria)						
Collect remark	(Partial matched search criteria)						
First reference no	(Partial matched search criteria)						
Second reference no	(Partial matched search criteria)						
Sorted By	<table border="1"> <tr> <td>Invoice date</td> <td>Ascending</td> </tr> <tr> <td>Invoice no</td> <td>Ascending</td> </tr> <tr> <td>Bank slip date</td> <td>Ascending</td> </tr> </table>	Invoice date	Ascending	Invoice no	Ascending	Bank slip date	Ascending
Invoice date	Ascending						
Invoice no	Ascending						
Bank slip date	Ascending						

Report content include all submit documents, on hold, not collect, partial collected, all collected information, bank charges all other information

### HKB2B training system Credit card collection report

Invoice date :	All	Invoice no :	All
Document date :	23-Sep-2013 to 23-Sep-2013	Document no :	All
Bank slip date :	All	Bank slip no :	All
Invoice type :	All	Bank :	All

Invoice date	Member code	Member name	Invoice no	Original invoice no	Document date
23-Sep-2013	ray1111	ray1111	PSI-00031		23-Sep-2013
23-Sep-2013	ray1111	ray1111	PSI-00032		23-Sep-2013
23-Sep-2013	ray1111	ray1111	PSI-00033		23-Sep-2013
23-Sep-2013	ray2222	ray2222	PSI-00034		23-Sep-2013
23-Sep-2013	ray2222	ray2222	PSI-00035		23-Sep-2013
23-Sep-2013	ray2222	ray2222	PSI-00038		23-Sep-2013
23-Sep-2013	ray1111	ray1111	PSM-00010	PSI-00027	23-Sep-2013
23-Sep-2013	ray2222	ray2222	PSM-00011	PSI-00034	23-Sep-2013
23-Sep-2013	ray2222	ray2222	PSM-00012	PSI-00035	23-Sep-2013
23-Sep-2013	ray2222	ray2222	PSM-00013	PSI-00036	23-Sep-2013

Print On : 8-Mar-2017

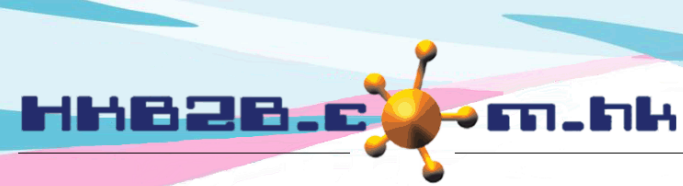
Prepared by : Administrator (admin)

Page : 1 / 1

Original invoice no :	All	Member :
Voucher no :	All	Shop :
Merchant code / Payment method :	All	
Sorted By :	Invoice date (Ascending) / Invoice no (Ascending)	

Document no	Invoice amount	Payment amount	Collect amount	Bank charge	Bank slip
HKH20130923	\$ 2,000.00	\$ 2,000.00	\$ 318.33	\$ 15.00	HRSV20131138
HKH20130923	\$ 1,000.00	\$ 1,000.00	\$ 159.17	\$ 7.50	HRSV20131138
HKH20130923	\$ 1,500.00	\$ 1,500.00	\$ 238.75	\$ 11.25	HRSV20131138
HKH20130923	\$ 1,000.00	\$ 500.00	\$ 79.58	\$ 3.75	HRSV20131138
HKH20130923	\$ 1,000.00	\$ 500.00	\$ 79.58	\$ 3.75	HRSV20131138
HKH20130923	\$ 8,000.00	\$ 8,000.00	\$ 1,273.34	\$ 60.00	HRSV20131138
HKH20130923	\$ 11,050.00	\$ 11,050.00	\$ 1,758.79	\$ 82.88	HRSV20131138
HKH20130923	\$ 500.00	\$ 500.00	\$ 79.58	\$ 3.75	HRSV20131138
HKH20130923	\$ 500.00	\$ 500.00	\$ 79.58	\$ 3.75	HRSV20131138
HKH20130923	\$ 1,000.00	\$ 1,000.00	\$ 159.17	\$ 7.50	HRSV20131138
<b>Total amount</b>	<b>\$ 27,550.00</b>	<b>\$ 26,550.00</b>	<b>\$ 4,225.87</b>	<b>\$ 199.13</b>	





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Email: cs@hkb2b.com.hk Website: <http://hkb2b.com.hk>

Bank slip	Bank slip date	Voucher no	Shop	Payment method	Merchant code
HRSV20131138	23-Sep-2013	RV2013090001	HK	HSBC06	HH336688
HRSV20131138	23-Sep-2013	RV2013090001	HK	HSBC06	HH336688
HRSV20131138	23-Sep-2013	RV2013090001	HK	HSBC06	HH336688
HRSV20131138	23-Sep-2013	RV2013090001	HK	HSBC06	HH336688
HRSV20131138	23-Sep-2013	RV2013090001	HK	HSBC06	HH336688
HRSV20131138	23-Sep-2013	RV2013090001	HK	HSBC06	HH336688
HRSV20131138	23-Sep-2013	RV2013090001	HK	HSBC06	HH336688
HRSV20131138	23-Sep-2013	RV2013090001	HK	HSBC06	HH336688
HRSV20131138	23-Sep-2013	RV2013090001	HK	HSBC06	HH336688
HRSV20131138	23-Sep-2013	RV2013090001	HK	HSBC06	HH336688

Bank name	Invoice type	Credit card process remark	Collect remark	First reference number	Second reference number
HSBC master card	Cashier				
HSBC master card	Cashier				
HSBC master card	Cashier				
HSBC master card	Cashier				
HSBC master card	Cashier				
HSBC master card	Cashier				
HSBC master card	Settlement				
HSBC master card	Settlement				
HSBC master card	Settlement				
HSBC master card	Settlement				

Report content is available for view, print and export to excel

## Receipt register

All credit card collections will be displayed at Receipt register

Search Receipt information at [Finance > Receipt register > Search](#)

Receipt register

Search receipt	
Date	From 1 / Sep / 2013 to 30 / Sep / 2013 Quick select
Voucher no	From to or (Input voucher no will ignore selected date)
Bank	<div style="border: 1px solid black; padding: 2px;">             All              Bank of China visa card (BOC)              HSBC master card (HSBC)           </div>
Bank slip no	From to or (Input voucher no will ignore selected date)
Receipt amount	From \$ to \$
Shop	<div style="border: 1px solid black; padding: 2px;">             All              HK              MK           </div>
Collect remark	(Partial matched search criteria)
Create staff	<div style="display: flex;"> <div style="border: 1px solid black; padding: 2px; width: 30px;">             All              HK              MK           </div> <div style="border: 1px solid black; padding: 2px; width: 200px;">             All              Anna Tsui (Anna)              cobi ng (MK001)              cobi_testing (MK002)              hkb2b100 (MK003)              Peter Wong (Peter)           </div> </div>
Last updated staff	<div style="display: flex;"> <div style="border: 1px solid black; padding: 2px; width: 30px;">             All              HK              MK           </div> <div style="border: 1px solid black; padding: 2px; width: 200px;">             All              Anna Tsui (Anna)              cobi ng (MK001)              cobi_testing (MK002)              hkb2b100 (MK003)              Peter Wong (Peter)           </div> </div>

Input required criterias, press submit, information of receipt register will be displayed.

Receipt register								
Date	Voucher no	Bank code	Bank name	Bank slip no	Shop	Remark	Amount	Action
18-Sep-2013	RV2013090003	BOC	Bank of China visa card	201309123123	HK		\$ 2,522.00	

Press to view Receipt information



View receipt	
Date	18-Sep-2013
Voucher no	RV2013090003
Bank code	BOC
Bank name	Bank of China visa card
Bank slip no	201309123123
Shop	HK
Remark	
Amount	\$ 2,522.00
Create at	Administrator (admin), 18-Mar-2017 11:42
Last updated	Administrator (admin), 18-Mar-2017 11:42

Back | Edit | [Credit card collection process generation]

- Information can be edited but cannot be deleted at Receipt Register.
- At credit card collection delete collections, record at Receipt Register will also be deleted.

Press edit can edit date, bank slip no, shop and remark

Edit receipt	
Date	18 / Sep / 2013
Voucher no	RV2013090003
Bank	Bank of China visa card (BOC)
Bank slip no	201309123123 (Maximum 50 characters)
Amount	\$ 2,522.00 (Only allow 2 decimal place)
Shop	HK
Remark	(Maximum 300 characters)