

Collection

Overview

The **Collection** tab shows all payments that have been **collected** (paid) or **refunded** across all units and projects.

What You See

| Column | Description |
|------------------------|---|
| Type | Payment type (e.g., Quarterly, Monthly, Reservation Fees). |
| Amount | Amount collected or refunded. |
| Client | Client name — clickable to open their profile. |
| Project | Project name. |
| Unit | Unit code. |
| Building | Building name. |
| Date | Payment due date. |
| Pay Option | Payment method used. |
| Collection Date | The actual date the payment was received. |
| Action Date | When the payment was logged in the system. |
| Serial | Invoice serial number. "No Invoice Yet" means the payment was collected but the invoice hasn't been generated yet. |
| Note | The "was [amount]" note tells you the original installment amount before any adjustment — useful when the collected amount differs from the installment (due to benefits or penalties). |
| Cheque | Cheque number if applicable. |
| Bank | Bank name if applicable. |
| Action | DISCARD button. |

| COLLECTIONS | | | | | | | | | | | | Search... | | EXPORT | PRINT PDF |
|-----------------------|-----------|--------------------|-----------------|-----------|----------|------------|------------|---------------------|-----------------------------|----------------|-------------|-----------------------|------|---------|-----------|
| Total : 28,789,157.00 | | | | | | | | | | | | SELECT SORTING METHOD | | | |
| Type | Amount | Client | Project | Unit | Building | Date | Pay Option | Collection Date | Action Date | Serial | Note | Cheque | Bank | Action | |
| Quarterly | 100,000 | kamal ali Mohamed | Elite Living | B03-G-107 | B3 | 2026-03-09 | | 2026-05-13 13:14:51 | 2026-05-13 13:14:51 (Admin) | No Invoice Yet | was 588192 | | | DISCARD | |
| Quarterly | 164,061 | hala yaqoub hamdy1 | Instalment Test | A2-3303 | 33 | 2026-05-02 | Cheque | 2026-05-12 12:52:27 | 2026-05-12 12:52:27 (Admin) | 1031 | was 166061 | 4567 | k | DISCARD | |
| Quarterly | 790,500 | محمد حادي | Elite Living | B01-1-205 | B1 | 2025-12-01 | Cheque | 2025-09-29 15:11:10 | | 1006 | | 75765875 | OIB | DISCARD | |
| Monthly | 1,000,160 | محمد محمد علي | Elite Living | B01-G-105 | B1 | 2026-01-15 | Transfer | 2025-12-27 13:32:51 | | 1019 | | | | DISCARD | |
| Monthly | 100,000 | hamdy mass | Elite Living | B01-G-107 | B1 | 2025-12-01 | Cheque | 2025-12-27 13:29:18 | | | was 1497932 | 4365478 | OIB | DISCARD | |

Filters

| Filter | Description |
|------------------------|---|
| Date | Filter by payment due date (From / To). |
| Collection Date | Filter by the actual collection date (From / To). |
| Action Date | Filter by when the action was taken (From / To). |
| Project | Filter by project. |
| Client | Filter by client. |
| Paying Option | Filter by payment method. |
| Payment Type | Filter by installment type. |

Available Actions

- **Export** — Export the collection list.
- **Print PDF** — Print a PDF of the collection report.
- **DISCARD** — Cancel/undo a collected payment and return it to the Payments tab.

Understanding the "was [amount]" Note

This note appears when the collected amount is different from the original installment amount. Example: installment was 100,000 but collected 95,000 due to a benefit — the note shows "was 100,000" so you know the original amount. You may see this same installment listed multiple times (once with the original, once with the adjusted amount) due to benefits or penalties applied.

Created 2026-06-29 12:11:34 UTC by Admin
Updated 2026-06-29 12:12:23 UTC by Admin