

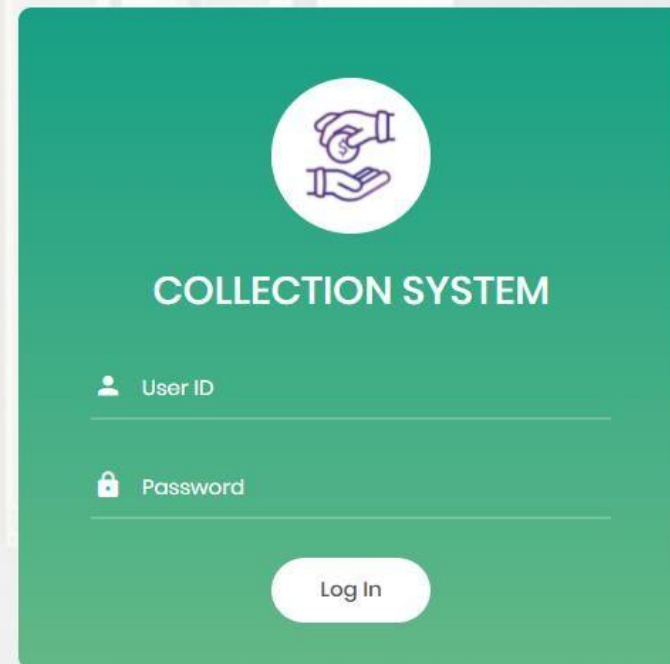


USER MANUAL

COLLECTION SYSTEM

1.0 LOGIN

To log in, enter provided user ID and the temporary password before pressing **Log In** Button



The login form is a green rectangular box with rounded corners. At the top center is a circular icon containing a purple line-art illustration of two hands exchanging a coin. Below the icon, the text "COLLECTION SYSTEM" is written in white, uppercase letters. Underneath the title are two input fields: the first is labeled "User ID" with a small person icon to its left, and the second is labeled "Password" with a small padlock icon to its left. Both labels are in white. At the bottom center of the form is a white, rounded rectangular button with the text "Log In" in green.

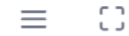
2.0 CHANGE PASSWORD

To change your password, after successfully logged in, go to setting menu, and choose **Change Password** submenu.

Enter the required fields on the form before pressing **submit** button

Collection System

- Home
- Receipt >
- Agent >
- Cancellation >
- Bank Statement >
- Reports
- Setting 
- Change Password**
- User
- Mastercode
- Collection Target
- Log Out



Change Password

Setting

⌘ Password

New Password

Confirm Password

3.0 CHANGE LANGUAGE

To change the system language, user may click on the flag icon on the top right.

Collection System

Home

Receipt

Agent

Cancellation

Bank Statement

Reports

Setting

Log Out

ENGLISH

BAHASA MELAYU

HAUSA

TOTAL COLLECTION TODAY

2,198.00

TOTAL COLLECTION THIS YEAR

RM2,542.00

TOTAL THIS MONTH

2,542.00

Collection Target

Zakat Type	Zakat On Crops	Zakat On Livestock	Zakat On Income	Zakat On Business Income	Zakat On Savings	Total
Target	0.00	0.00	0.00	0.00	0.00	
Collection	400.00	1,264.00	828.00	50.00	2,542.00	
Balance	-400.00	-1,264.00	-828.00	-50.00	-2,542.00	

Collection Detail

Day End

4.0 FULL SCREEN

User may press **F11** or button on the top to change into full screen mode.

To disable full screen function, press **F11** again or the button

Collection System

Home

Receipt

Agent

Cancellation

Bank Statement

Reports

Setting

Log Out

keiza.apps.com.my – To exit full screen, press

Esc

TOTAL COLLECTION TODAY

2,198.00

TOTAL COLLECTION THIS MONTH

2,542.00

TOTAL COLLEC THIS YEAR

RM2,542.00

Collection Target

Zakat Type	Zakat On Crops	Zakat On Livestock	Zakat On Income	
Target	0.00	0.00	0.00	0.00
Collection	400.00	1,264.00	828.00	50.00
Balance	-400.00	-1,264.00	-828.00	-50.00

Collection Detail

Day End

No.	PAYMENT METHOD	Total
1	Cash	1290.00
1	Debit Card	828.00
1	FPX	424.00

Day End Reports

FROM

TO

5.0 STATEMENT BANK

5.1 UPLOAD STATEMENT BANK

To upload the daily bank statement, go to the **Bank Statement** menu and click **Upload Bank Statement**.

Select the **Bank** and **Statement Date**, then click **Upload** to upload the bank statement.

Collection System

Home
Receipt
Agent
Cancellation
Bank Statement
Upload List
Upload Bank Statement
Reports
Setting
Log Out

Upload Information
Required fields are marked *

Upload Type *
Daily
Statement for a single date. Select a date.
Monthly
Statement for one month. Select month and year.

Bank Agent *
5100/B01 — MAYBANK

Statement Date *
23/09/2026
Click the field to select a date from the calendar

Statement File *
Choose File 092026_3_bsmnt.csv
Excel: File → Save As → CSV. Header: nama_bank, no refer, amaun, reference, tarikh. Data masuk ke table bsmnt.
File selected: 092026_3_bsmnt.csv

Remarks (optional)
Brief remarks (if any)

Reset Upload

Process Status
Success / error messages will appear here after upload

No upload has been processed yet. Process results will be displayed here.

The list of uploaded bank statements will be displayed at the bottom of the page.

Collection System

Home

Receipt >

Agent >

Cancellation >

Bank Statement >

Upload List

Upload Bank Statement

Reports

Setting >

Log Out



-- Select Bank Agent --

dd/mm/yyyy

Click the field to select a date from the calendar

Statement File *

Choose File No file chosen

Excel: File → Save As → CSV. Header: nama_bank, no refer, amaun, reference, tarikh. Data masuk ke table bstmnt.

No file selected

Remarks (optional)

Brief remarks (if any)

Reset

Upload

Process Status

Success / error messages will appear here after upload

Successfully inserted 3 . Group: 1004.

ban_baris	Bank	Reference Bank	Reference Transaction	Amount	Date Transa
1	5100/B01	11222215	23466	211.00	2026-09-23 22:32:00
2	5100/B01	11222215	23467	54.00	2026-09-23 10:32:00
3	5100/B01	11222215	23468	10.00	2026-09-23 11:32:00

5.2 STATEMENT BANK

To view statement bank , user have to go to the **Bank Statement** menu and choose **Upload List**.

Click the View button to open the pop-up form for registering the mail number.

Collection System

Home

Receipt >

Agent >

Cancellation >

Bank Statement >

Upload List

Upload Bank Statement

Reports

Setting >

Log Out

Bank Statement Upload List

Print Upload Bank Statement

TOTAL RECORDS
15

TOTAL CREDIT
RM 1,112.00
15 credit transactions

TOTAL DEBIT
RM 0.00
0 debit transactions

Statement Upload Records

Load Date

dd/mm/yyyy

Nama Bank / Akaun

All Agents

Display

Klik untuk pilih tarikh dari kalendar

No.	Group	Nama Bank / Fail	Debit	Credit	Record Count	Uploaded	Action
1	1004	5100/B01 092026_3_bsmnt.csv	RM 0.00	RM 275.00	3	30-09-2026 09:12	View
2	1003	5100/B01 092026_2_bsmnt.csv	RM 0.00	RM 413.00	6	30-09-2026 09:01	View
3	1002	5100/B01 082026_bsmnt.csv	RM 0.00	RM 244.00	3	24-09-2026 10:29	View
4	1001	5100/B01 092026_bsmnt.csv	RM 0.00	RM 180.00	3	24-09-2026 10:17	View
TOTAL			RM 0.00	RM 1,112.00	Total Count: 15		

The bank statement details will be displayed, showing the list of mail numbers that have been registered and those that have not yet been registered.

To register a mail number, select the **Mail Category**, select the relevant bank statement row, and click the **Register PBH** button.

Bank Statement Upload List

Print

Upload Bank Statement

REGISTER BANK STATEMNET

Not Registered

Registered

All

Select Collection Category

No.	Load Date Load No.	Bank Date Bank	Description	Cheque/EFT No.	Debit	Credit	Mel No.	Select ☐	
1	30/09/2026 L1004	23/09/2026 5100/B01	23466	11222215	0.00	211.00	-	☐	REGISTER PBH
2	30/09/2026 L1004	23/09/2026 5100/B01	23467	11222215	0.00	54.00	-	☐	REGISTER PBH
3	30/09/2026 L1004	23/09/2026 5100/B01	23468	11222215	0.00	10.00	-	☐	REGISTER PBH

For registered bank statements, the mail numbers will be displayed according to their respective categories.

6.0 ONLINE RECEIPT

To make a receipt, user have to go to the **Receipt** menu and choose **Online Receipts**

The screenshot displays the 'Collection System' interface. On the left is a dark green sidebar navigation menu with the following items: Home, Receipt (highlighted with a red box), New Receipts, Search, Online Receipt (highlighted with a red box), Agent, Cancellation, Bank Statement, Reports, Setting, and Log Out. The main content area on the right is titled 'Online Receipt Search' and includes a sub-header 'Online Receipt' and a description: 'Displays online payment receipts (FPX / MIGS / Razer) and bank statement items allocated to Daftar Mel'. Below this is a search filter section with 'From' and 'To' input fields, a minus sign, and a dropdown menu set to 'All Online'. A table with five columns is shown below the filters: 'No.', 'Receipt Date', 'Bank Information', 'Amount', and 'Mel'. The table is currently empty, and a message at the bottom of the table area reads 'Please search to display the online receipt list.'

No.	Receipt Date	Bank Information	Amount	Mel
Please search to display the online receipt list.				

The system will display a list of allocated mail numbers.

The list shows the mail numbers that have been processed and those that are still pending receipt generation.

To generate a receipt, click the **Generate Receipt** button.



Online Receipt Search

Online Receipt

Displays online payment receipts (FPX / MIGS / Razer) and bank statement items allocated to Daftar Mel category FX.



No.	Receipt Date	Bank Information	Amount	Mel	Payment Method	Cashier	
1	30/09/2026	5100/B01 23468	10.00	FX0009	FPX	Nailah	Generate Receipt
2	30/09/2026	5100/B01 23467	54.00	FX0008	FPX	Nailah	Generate Receipt
3	30/09/2026	5100/B01 23466	211.00	FX0007 (726090007)	FPX	Nailah	View Receipt

The online receipt processing form is now available for use.

New Receipts

- New Receipts

🔍 Payee Details

Payee Type *

Please Choose ▼

Payee Identity *

Enter Identity Card No. or Company Regis

Name *

Address *

Postcode

City

State

Please Choose ▼

Phone Number *

Email *

\$ Payment Details

Payment Method *

FPX ▼

Payment Reference No. *

23466

Bank Name *

Please Choose ▼

EFT Date *

30-09-2026

Payment For *

-- Please Choose -- ▼

Amount *

211.00

Statement Date

09-2026

Reference

FX0007

Add

Process Receipt

Enter the payer's information.

Payee Details

Payee Type *

Individual

Identity Card No.

*

334433443344

Title

MADAM

Name *

NUR AINA

Address *

NO 5 , TAMAN SETAR

Postcode

City

State

Please Choose

Phone Number *

0112212111

Email *

nur@gmail.com

Enter the payment information.

For online receipts, the bank details and payment amount will be automatically populated by the system.

Users can review the information before proceeding with the receipt processing.

\$ Payment Details

Payment Method *	FPX
Payment Reference No. *	23466
Bank Name *	MAYBANK
EFT Date *	30-09-2026
Payment For *	Zakat On Income
Amount *	211.00
Statement Date	09-2026
Reference	FX0007

User may press the **add** button after finish fill in all the required info.

As user press the **add** button.
Additional table will be display on the bottom.

In additional, the **red minuses** button can be press to remove the payment type.

User may press **Process Receipts** button when done.

*Only one payment method and one payee can be generated in one process.

Add **Process Receipt**

Zakat Type	Amount	Options
Zakat On Income	211.00	

The system then will generate a receipt with all the detail filled earlier.



OFFICIAL RECEIPT

Name : NUR AINA
Address : NO 5 , TAMAN SETAR

LEMBAGA ZAKAT NEGERI KEDAH



Identity Card No. : 334433443344
Date : 30/09/2026 09:35:44 am

OFFICIAL RECEIPT	
Receipt Number	726090007
Receipt Date	30/09/2026
Zakat Type	1102 - ZAKAT PENDAPATAN : 211.00
Total	211.00
Payment Method	FPX
Reference	MBB 23466 2026-09-30 FX0007
Cashier	NURUL NAILAH

7.0 NEW RECEIPT

To make a receipt, user have to go to the **Receipt** menu and choose **New Receipts**

A form will be displayed. User need to fill all the required field before pressing submit button

Collection System

Home

Receipt

New Receipts

Search

Online Receipt

Agent

Cancellation

Bank Statement

Reports

Setting

Log Out

New Receipts

- New Receipts

Payee Details

Payment Details

Payee Type *

Please Choose

Payee Identity *

Enter Identity Card No. or Company Regis

Name *

Address *

Postco de

City

State

Please Chc

Phone Number *

Email *

Payment Method *

Please Choose

Payment For *

-- Please Choose --

Amount *

Statement Date

09-2026

Reference

Before submitting the form, user have to fill the payee details which is payee type, payee identity number or company number, name and address details.

If the payee is existing payer, the form will be filled automatically after user fill in the identity number or company number.

To update Existing payer data, press **Update** button.

After fill in payee details, user have to fill in required payment details which is payment method, payment for and amount.

Reference can be fill in in case the payee requires additional info to be write on the receipts.

 Payee Details

Payee Type *

Individual ▼

Identity Card No. *

112211221122

UPDATE

Title

MADAM ▼

Name *

NURUL

Address *

AOR

Postcode

City

State

Please Cho ▼

Phone Number *

0195262420

Email *

nurulnailah1409@gmail.com

After fill in payee details, user have to fill in required payment details which is payment method, payment for and amount.

Reference can be fill in in case the payee requires additional info to be write on the receipts.

\$ Payment Details

Payment Method *

Payment For *

Amount *

Statement Date

Reference

User may press the **add** button after finish fill in all the required info.

As user press the **add** button. Additional table will be display on the bottom.

User may repeat the same process in case the payee wanted to pay for another zakat in the same receipts.

In additional, the **red minuses** button can be press to remove the payment type.

User may press **Process Receipts** button when done.

*Only one payment method and one payee can be generated in one process.

Add **Process Receipt**

Zakat Type	Amount	Options
Zakat On Income	50.00	

The system then will generate a receipt with all the detail filled earlier.



OFFICIAL RECEIPT

Name : NURUL
Address : AOR

LEMBAGA ZAKAT NEGERI KEDAH



Identity Card No. : 112211221122
Date : 30/09/2026 09:42:52 am

OFFICIAL RECEIPT	
Receipt Number	526090002
Receipt Date	30/09/2026
Zakat Type	1102 - ZAKAT PENDAPATAN : 50.00
Total	50.00
Payment Method	Cash
Reference	TUNAI
Cashier	NURUL NAILAH

8.0 SEARCH RECEIPT

To search a receipt, user have to go to the **Receipt** menu and choose **search**

A form will be displayed. User need to fill either date range or key in receipt number/ payer identity before pressing **search** Button.

The list will be displayed according to the information entered.

Press **Print Receipt** to print the receipt.

Collection System

Home

Receipt

New Receipts

Search

Online Receipt

Agent

Cancellation

Bank Statement

Reports

Setting

Log Out

Search Receipt

Receipt

29-09-2026

29-09-2026

Receipt Number

Search

No.	Receipt Date	Payee Details	Amount	Receipt Number	Cashier	
1	29/09/2026	970914036374 NURUL NAILAH	30.00	726090006	NURUL NAILAH	Print Receipt
2	29/09/2026	112211221122 NURUL	50.00	726090005	NURUL NAILAH	Print Receipt
3	29/09/2026	ZK0003 FAHIM	828.00	626090004	NURUL NAILAH	Print Receipt
4	29/09/2026	ZK0003 FAHIM	828.00	626090003	NURUL NAILAH	Print Receipt
5	29/09/2026	ZK0001 AHMAD	31.00	626090002	NURUL NAILAH	Print Receipt
6	29/09/2026	ZK0001 AHMAD	31.00	626090001	NURUL NAILAH	Print Receipt
7	29/09/2026	112211221122 NURUL	400.00	526090001	NURUL NAILAH	Print Receipt

9.0 AGENT MODULE

9.1 UPLOAD AGENT

For **Agent Receipts**, users need to upload the payer information first.

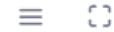
Go to the **Agent** menu and click **Upload Agent**.

Select the payment file and click **Upload**.

The list of uploaded files will be displayed at the bottom of the page.

Collection System

- Home
- Receipt >
- Agent >
- Agent Receipt
- Upload Agent
- Search Receipt
- Cancellation >
- Bank Statement >
- Reports
- Setting >
- Log Out



Agent Payment Upload

Upload the agent payment CSV file. Data is saved to the AGENT_PAID table.

Upload File

Payment file *

[Choose File](#) No file chosen

Excel: File, Save As, CSV. Header: no_agent, payer_nric, payer_amount, payer_zakat, payer_name, payer_phone, payer_add, payer_datetransfer, payer_payment.

[Upload](#)

Agent List

No.	Counter No.	Agent No.	Payer Count	Amount	
1	0001	ZK0001	2	31.00	View
2	0001	ZK0002	2	243.00	View
3	0001	ZK0003	2	828.00	View
4	0002	ZK0001	2	31.00	View
5	0002	ZK0002	2	243.00	View

Users can click the **View** button to display the list of payers assigned to the agent.

Agent List

No.	Counter No.	Agent No.	Payer Count	Amount	
1	0001	ZK0001	2	31.00	View
2	0001	ZK0002	2	243.00	View
3	0001	ZK0003	2	828.00	View
4	0002	ZK0001	2	31.00	View
5	0002	ZK0002	2	243.00	View
6	0002	ZK0003	2	828.00	View
7	0003	ZK0001	2	20.00	View
8	0003	ZK0002	2	20.00	View
9	0003	ZK0003	2	20.00	View

Payer List — ZK0003 (Counter 0003)

No.	Name	NRIC	Zakat	Amount	Phone	Address	Date	Payment
1	NURUL NAILAH	970914036374	1102	10.00	0195262420	AOR	01/08/2026 11:30:00 AM	CASH
2	NURUL NAILAH	970914036374	1102	10.00	0195262420	AOR	01/09/2026 10:30:00 AM	CASH

9.2 RECEIPT AGENT

To process an **Agent Receipt**, go to the **Agent** menu and click **Agent Receipt**.

Collection System

Home

Receipt >

Agent >

Agent Receipt

Upload Agent

Search Receipt

Cancellation >

Bank Statement >

Reports

Setting >

Log Out

Agent Information

Licence No. *
-- Please Choose --

Counter Serial No. *
-- Please Choose --

Name *

Address *

Postcode

City

State
--- PLEASE CH...
▼

Telephone No.

Mobile No. *

Email

Payment Information

Payment Method *
-- Please Choose --

Payment for *
-- Please Choose --

Amount *

Reference

If Offline:

Manual Receipt No.

Manual Receipt Date
dd-mm-yyyy

Process Receipt

Select the **License No.** to choose the agent for receipt processing.

Then, select the **Counter** from the list where the agent collected the payment.

The list of payers will be displayed automatically at the bottom of the page.

The total collected payment amount will be automatically populated in the input field.

Users then need to enter the remaining required information.

🔍 Agent Information	\$ Payment Information
Licence No. * FAHIM (ZK0003)▼	Payment Method * Cash▼
Counter Serial No. * 0003▼	Amount * 20.00
Name * FAHIM	Reference
Address *	If Offline:
	Manual Receipt No.
	Manual Receipt Date dd-mm-yyyy
Postcode	
City	
State --- PLEASE CH▼	
Telephone No.	
Mobile No. *	
Email	

User may press **Process Receipts** button when done.

Process Receipt

Payer Name	Payer NRIC	Zakat Type	Amount
NURUL NAILAH	970914036374	1102 - Zakat On Income	10.00
NURUL NAILAH	970914036374	1102 - Zakat On Income	10.00

The system then will generate a receipt with all the detail filled earlier.



OFFICIAL RECEIPT

Name : FAHIM (ZK0003)
Address :

LEMBAGA ZAKAT NEGERI KEDAH



Identity Card No. : ZK0003
Date : 30/09/2026 09:47:46 am

OFFICIAL RECEIPT	
Receipt Number	626090005
Receipt Date	30/09/2026
Zakat Type	1102 - Zakat On Income : 10.00 1102 - Zakat On Income : 10.00
Total	20.00
Payment Method	Cash
Reference	TUNAI
Cashier	NURUL NAILAH

9.3 SEARCH RECEIPT AGENT

To search a receipt agent, user have to go to the **Agent** menu and choose **Search Agent**.

A form will be displayed. User need to fill either date range or key in receipt number/ payer identity before pressing **search** Button.

The list will be displayed according to the information entered.

Press **Print Receipt** to print the receipt.

The screenshot displays the 'Collection System' interface. On the left is a dark green sidebar menu with the following items: Home, Receipt, Agent (expanded), Agent Receipt, Upload Agent, Search Receipt (highlighted with a red box), Cancellation, Bank Statement, Reports, Setting, and Log Out. The main content area is titled 'Search Receipt' and contains a form with two date pickers (both set to 30-09-2026) and a text input field labeled 'Receipt Number'. A green 'Search' button is to the right of the input field. Below the form is a table with the following data:

No.	Receipt Date	Payee Details	Amount	Receipt Number	Cashier	
1	30/09/2026	ZK0003 FAHIM	20.00	626090005	NURUL NAILAH	<button>Print Receipt</button>

10.0 CANCELLATION

10.1 NEW REQUEST

To make a receipt cancellation, user have to go to the **Cancellation** menu and choose **New Request**

A form will be displayed. key in receipt number and press **Search**

The screenshot displays the 'Collection System' interface. On the left is a dark green sidebar menu with the following items: Home, Receipt, Agent, Cancellation (highlighted with a red box and a dropdown arrow), New Request (highlighted with a red box), Approval, Reports, Bank Statement, Reports, Setting, and Log Out. The main content area has a light blue header with 'New Request' and 'Cancellation' below it. A search bar contains the text 'Receipt' and a green 'Search' button. Below the search bar is a table with the following structure:

No.	Receipt Details	Payee Details	Payment Details

The list will be displayed according to the information entered.

Press **New Cancellation** Button to proceed.

New Request

Cancellation

[New Request](#)[Request List](#)[Cancellation Reports](#)[Search](#)

No.	Receipt Details	Payee Details	Payment Details	Requested By	Approved By
1	Cashier : JOMZAKAT Receipt Date : 06/03/2022 Receipt: 522030002	SALMAN ATSTSAURY BIN SHAMSUDDIN 950407-14-7725	Total : 14.00 Reference : TUNAI	Requested Date : Requested By :	Approval Date : Approved By :
					New Cancellation

A popup will display.

Fill in the **Cancellation Reason** and **tick** either it had a replacement receipt or not and press **Proceed**

***If the user tick yes on replacement receipt, the receipt will be displayed on “haven’t replace” [tab](#)**

The screenshot displays a web application interface with a 'New Request' form in the background and a 'Receipt Cancellation' popup in the foreground. The popup contains the following elements:

- Title Bar:** A close button (X) in the top right corner.
- Form Fields:**
 - A text input field labeled 'Cancellation Reason' with a placeholder 'Cancellation Reason'.
 - A radio button group labeled 'Replacement Receipt?' with 'Yes' selected (indicated by a filled circle) and 'No' as an option.
 - A green 'Proceed' button.

The background interface includes a 'New Request' form with a table containing one row with 'No.' and '1'. There are buttons for 'New Request', 'Request List', and 'Cancellation Reports'. A 'New Cancellation' button is also visible at the bottom right.

Once the user request cancellation, the receipt will be on the **Request List** tab as long as the cancellation didn't get approval.

The user may update the cancellation request by pressing the **update** button.

New Request

Cancellation

New Request

Request List

Cancellation Reports

522030002

Search

No.	Receipt Details	Payee Details	Payment Details	Requested By	Approved By
1	Cashier : JOMZAKAT Receipt Date : 06/03/2022 Receipt: 522030002	SALMAN ATSTSAURY BIN SHAMSUDDIN 950407-14-7725	Total : 14.00 Reference : TUNAI	Requested Date : Requested By :	Approval Date : Approved By :

Receipt Replacement : ☐

Cancellation Reason : **wrong payer identity card numbers**

Update

A new popup will be shown with filled in form. To update any of the field, simply change the value and press **update** button

To cancel the request, press **Cancel Request** button

The screenshot displays a web application interface with a 'New Request' form in the background and a 'Receipt Cancellation' popup in the foreground.

New Request Form (Background):

- Buttons: New Request (green), Request List (red), Cancellation Reports (blue).
- Form Fields: 522030002, No. (1), Receipt Repl, Cancellation.
- Table:

Requested By	Approved By
Requested Date : Requested By :	Approval Date : Approved By :
- Update button (red).

Receipt Cancellation Popup (Foreground):

- Title: Receipt Cancellation
- Cancellation Reason: wrong payer identity card numbers
- Replacement Receipt ?
 - ☒ Yes ☐ No
- Buttons: Update (green), Cancel Request (red)

10.2 APPROVAL CANCELLATION

To **Approve** a receipt cancellation, user have to go to the **Cancellation** menu and choose **Approval**

Collection System

Home

Receipt

Cancellation

New Request

Approval

Reports

Reports

Setting

Log Out



Approval Cancellation

Cancellation

Request List

Cancellation

No.	Receipt Details	Payee Details	Payment Details	Requested By	Approved By
1	Cashier : JOMZAKAT Receipt Date : 06/03/2022 Receipt: 522030002	SALMAN ATSTSAURY BIN SHAMSUDDIN 950407-14-7725	Total : 14.00 Reference : TUNAI	Requested Date : Requested By :	Approval Date : Approved By :

The list will only display the receipts which in request for cancellation

To proceed, press on the list to display the cancellation details such as reason and replacement existence. Then Insert the review into the required field and press

Approve Cancel Receipt

The list will only display the receipts which in request for cancellation

To proceed, press on the list to display the cancellation details such as reason and replacement existence. Then Insert the review into the required field and press

Approve Cancel Receipt

Cancellation Approval

Request List

Cancellation List

Cancellation

No.	Receipt Details	Payee Details	Payment Details	Requested By	Approved By
1	Cashier : JOMZAKAT Receipt Date : 06/03/2022 Receipt: 522030002	SALMAN ATSTSAURY BIN SHAMSUDDIN 950407-14-7725	Total : 14.00 Reference : TUNAI	Requested Date : Requested By :	Approval Date : Approved By :

Receipt Replacement : N

Cancellation Reason : wrong payer identity card numbers

Please Key in Review

Approve Cancel Receipt

Once **Approved**, the receipt will be on the **Cancellation List** tab.

User may search by **receipt number** or cancellation approval **date** to view.

Cancellation Approval

Cancellation

[Request List](#)[Cancellation List](#)

No.	Receipt Details	Payee Details	Payment Details	Requested By	Approved By
1	Cashier : JOMZAKAT Receipt Date : 06/03/2022 Receipt: 522030002	SALMAN ATSTSAURY BIN SHAMSUDDIN 950407-14- 7725	Total : 14.00 Reference : TUNAI	Requested Date : Requested By :	Approval Date : 06/03/2022 Approved By : SALMAN

10.3 CANCELLATION REPORTS

To view cancellation reports, user have to go to the **Cancellation** menu and choose **Reports**.

There is two tab which is “**Haven’t Replace**” and “**Cancellation List**”

All cancelled receipts will be display on **Cancellation List** while some which haven’t been replace will be on the other tab until the user update the replace receipt number [here](#).

To view detailed information about the receipt, press **View**

Collection System

- Home
- Receipt
- Cancellation
- New Request
- Approval
- Reports**
- Reports
- Setting
- Log Out

Cancellation Report

Cancellation

Haven't Replace **Cancellation List**

Date: Receipt Number Search

No.	Receipt Details	Payee Details	Payment Details	Requested By	Approved By	Options
1	Cashier : JOMZAKAT Receipt Date : 06/03/2022 Receipt: 522030002	SALMAN ATSTSAURY BIN SHAMSUDDIN 950407-14- 7725	Total : 14.00 Reference : TUNAI	Requested Date : Requested By :	Approval Date : 06/03/2022 Approved By : SALMAN	View
2	Cashier : admin Receipt Date : 23/01/2022 Receipt: 522010004	123456	Total : 2.00 Reference : TUNAI	Requested Date : 24/02/2022 Requested By : SALMAN	Approval Date : 24/02/2022 Approved By : SALMAN ATSTSAURY BIN SHAMSUDDIN	View

The cancelled receipt details will display all the detailed information about the cancelled receipt such as receipt number, request date etc

User may view cancellation form by pressing the **print** button on the top

Kemaskini Permohonan

Update Cancellation
Cancellation - Cancellation Report

print

Maklumat Resit

Receipt Number	Requested Date
522010004	24/02/2022
Receipt Date	Approval Date
23/01/2022	24/02/2022
Cashier	Requested By
admin	SALMAN
	Approved By
	SALMAN ATSTSAURY BIN SHAMSUDDIN

Receipt Detail

Haven't Rep

Receipt Number

Receipt Details

23/01/2022

0004

Approval Date : 24/02/2022

Approved By : SALMAN ATSTSAURY BIN SHAMSUDDIN

If the user ticks the replacement availability [earlier](#), there will be replacement receipt function at the bottom.

User may press the **New Replacement** button to add the replacement receipt number

Kemaskini Permohonan

Approved By
SALMAN

Receipt Detail

No.	Zakat Type	Total
1	1100 - CROPS ZAKAT	14.00

Replacement Receipt

+ New Replacement

Receipt Number	Receipt Details	Total	Options
Total :		0.00	

Report

Receipt Details

Shier : JOMZAKAT
Receipt Date : 06/03/2022
Receipt : 522030002

Shier : admin
Receipt Date : 23/01/2022
Receipt : 522010004

Approved By

Approval Date : 06/03/2022
Approved By : SALMAN

Approval Date : 24/02/2022
Approved By : SALMAN ATSTSAURY BIN SHAMSUD

Once press, a new tab will be displayed.
User may add the replacement receipt
number before pressing save

Kemaskini Perm

Receipt Replacement

Replacement Receipt No.

Save

Receipt Number

Details

Approval Date : 06/03/2022
Approved By : SALMAN

Approval Date : 24/02/2022
Approved By : SALMAN ATSTSAURY BIN SHAMSUDD

Receipt Number	Receipt Details	Total	Options
Total :		0.00	

Once Cashier finish adding replacement receipt number, the supervisor may pressing **confirm replacement** to remove the receipt number from the **haven't replace** list.

Kemaskini Permohonan

Receipt Detail

No.	Zakat Type	Total
1	1100 - CROPS ZAKAT	14.00

Replacement Receipt

+ New Replacement

Receipt Number	Receipt Details	Total	Options
522030003 10/03/2022	SALAMON ENTERPRISE kzk-199	230.00	Remove
Total :		230.00	Confirm Replacement

11. REPORT

To view collection report, user may proceed by clicking the **reports** menu

A form will be displayed. Choose from and to date and user may select a report before pressing display.

Collection System

- Home
- Receipt >
- Cancellation >
- Reports**
- Setting >
- Log Out



Reports

FROM TO Select Report

14/03/2022 14/03/2022 1. Primary Report ▼

Display

Primary Report FROM 14/03/2022 TO 14/03/2022

Reports

No.	Collection Type	Collection Detail		
		Number of Payer		Tot
		Transactions	Payment	
1	1100 - CROPS ZAKAT	0	0	0.
2	1101 - LIVESTOCK ZAKAT	0	0	0.
Total Collection:		0	0	0.

12.0 SETTING

12.1 CHANGE PASSWORD

To change your account password, you may proceed to **setting menu** and choose **change password**

A form will be displayed. Key in your new **password** and **confirm your new password** before pressing update.

Collection System

- Home
- Receipt >
- Cancellation >
- Reports
- Setting ▾
 - Change Password**
 - Mastercode
 - User
 - Access Matrix
 - Collection Target
- Log Out



Change Password

Setting

✎ Password

New Password

Confirm
Password

Update

12.2 MASTERCODE

Mastercode is a page used to add or remove options found in the citation system such as region, title, state etc

To add or edit the mastercode, press Setting on the menu and choose mastercode

User may add new data by pressing the green button on the top

To edit, first pick the category and press the blue button on the right of the list

Collection System

Home

Receipt >

Cancellation >

Reports

Setting

Change Password

Mastercode

User

Access Matrix

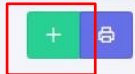
Collection Target

Log Out



Mastercode

Setting



No.	Category	Options
1	Banks	01
2	Banks	02
3	Banks	03

Banks (3) Search

Please Choose

- Banks (3)
- HIJRI MONTH (12)
- GREGORIAN MONTH (12)
- PAYMENT METHOD (10)
- REGION (1)
- TITLE (3)
- STATE (10)
- POSITION (5)
- RECEIVE METHOD (13)
- ZAKAT (12)

Bank Islam

12.3 USER ACCESS

To manage the collection system users, you may go to setting menu and choose **user**

A page will be displayed. To add new user, press the green button on the top while to edit a user, first you have to enter the name or identity number and press search.

The list then will be updated depend on the search. Press the blue button on the right to update the user information or the green button on the right to update the user menu access.

Collection System

- Home
- Receipt >
- Cancellation >
- Reports
- Setting 
- Change Password
- Mastercode
- User
- Access Matrix
- Collection Target
- Log Out



User

Setting



Search

No.	Name	Short Name	User ID	Region	Options
1	ADMIN	ADMIN	admin	KOTA SETAR	 

12.3.1 ADD NEW USER

To add new user, enter all the required input and press save once done

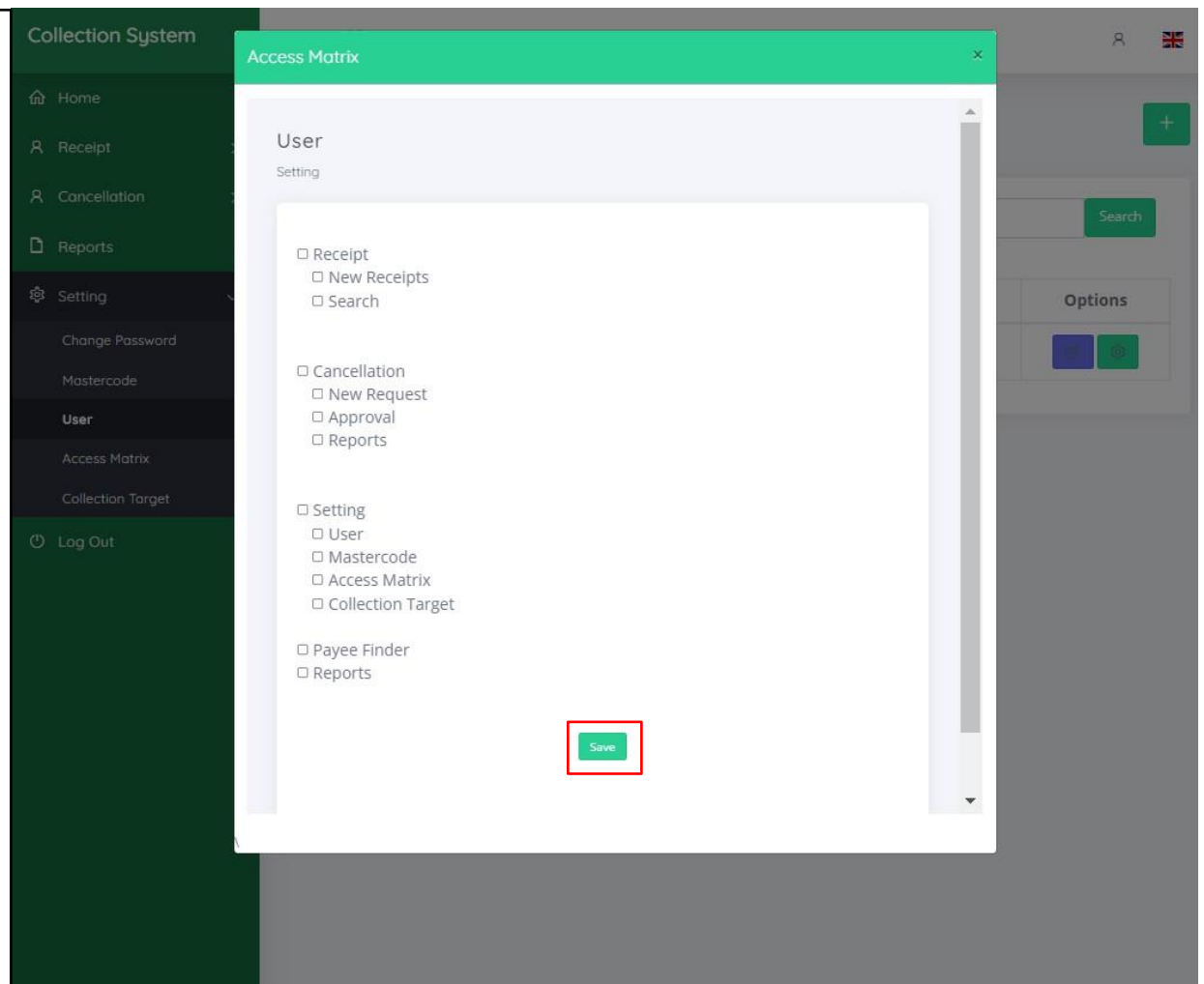
The screenshot displays the 'New User' form within a web application titled 'Collection System'. The application has a dark green sidebar with navigation links: Home, Receipt, Cancellation, Reports, Setting (highlighted), Change Password, Mastercode, User (highlighted), Access Matrix, Collection Target, and Log Out. The main content area shows the 'New User' form with a green header bar. The form includes the following fields: 'Identity Card No. / User ID' (text input), 'Name' (text input), 'Short Name' (text input), 'Position' (dropdown menu with 'Please Choose' selected), 'Region' (dropdown menu with 'Please Choose' selected), and 'Password' (text input). A blue 'Save' button is located at the bottom left of the form, highlighted with a red rectangle. On the right side of the application, there is a search bar and an 'Options' section with two buttons labeled '13' and '40'.

12.3.2 ACCESS MATRIX

In order to use collection system, all users should be given access to the menu they wish to use.

To give access to users, tick on the box which the user shall be given access to and press save.

Once given, user should logout and login before the menu appear in their browser



12.4 COLLECTION TARGET

To manage the collection target, you may go to setting menu and choose **Collection Target**

A page will be displayed. To add new yearly target, press the green button on the top while to edit a target, press the blue button on the right side of the list.

you can also set targets according to the type of zakat by pressing the green button on the right of the list.

Collection System

Home

Receipt >

Cancellation >

Reports

Setting

Change Password

Mastercode

User

Access Matrix

Collection Target

Log Out

Collection Target

Setting

y	August	September	October	November	December	Total	Options
0.00	0.00	0.00	0.00	0.00	0.00	10.00	
7.00	8.00	9.00	10.00	11.00	12.00	78.00	

12.4.1 NEW COLLECTION TARGET

To add a new collection target, user shall press the green button on the top of the page.

A new page then shall popup. User must pick the year of the target then fill in monthly target and press **Save**

Collection System

Home

Receipt

Cancellation

Reports

Setting

Change Password

Mastercode

User

Access Matrix

Collection Target

Log Out

Collection Target

Setting

Year

2023

2022

Register New Target

Collection Target

Setting

Year	
January	0.00
February	0.00
March	0.00
April	0.00
May	0.00
June	0.00
July	0.00
August	0.00
September	0.00
October	0.00
November	0.00
December	0.00
Total	0.00

Save

September

October

November

0.00

0.00

0.00

9.00

10.00

11.00

12.4.2 EDIT COLLECTION TARGET

To edit the yearly collection target, user shall click on the blue button on the list.

A new page will be displayed where user may edit the collection target.

Once done, user may press update button

The screenshot shows the 'Update Target' dialog box in the Collection System. The dialog has a green header bar with the title 'Update Target'. Below the header, there is a section titled 'Collection Target' with a 'Setting' label. The main content area contains a table for editing monthly collection targets for the year 2023. The table has columns for the month and the target value. The 'Total' row shows a value of 10.00. A blue 'Update' button is located at the bottom left of the dialog, highlighted with a red box. In the background, a table with columns 'Year', 'December', 'Total', and 'Options' is visible, with a blue button in the 'Options' column highlighted with a red box.

Year	2023
January	10.00
February	0.00
March	0.00
April	0.00
May	0.00
June	0.00
July	0.00
August	0.00
September	0.00
October	0.00
November	0.00
December	0.00
Total	10.00

Update

12.4.3 COLLECTION TARGET BY TYPE OF ZAKAT

To edit the yearly zakat collection target, user shall click on the green button on the list.

A new page will be displayed where user may fill in the target of each zakat type

Once done, user may press save button.

***User have to insert yearly target before this menu can be inserted**

***the yearly target and zakat target total shall be the same**

The screenshot shows the 'Update Target By Zakat' modal form. The form has a title bar 'Update Target By Zakat' with a close button. Below the title bar, the text 'Update Target By Zakat' and 'Setting - Collection Target' are displayed. The form contains two input fields: 'Crops Zakat' with a value of '0.00' and 'Livestock Zakat' with a value of '0.00'. Below these fields, the calculation 'Total : 10.00 - 0.00 = 10.00' is shown. A green 'Save' button is located at the bottom right of the form. In the background, a table is visible with columns 'er', 'December', 'Total', and 'Options'. The 'Options' column contains two buttons, one of which is highlighted with a red box.

er	December	Total	Options
0.00	0.00	10.00	
11.00	12.00	78.00	

