

# Collection sheet report

Collection Sheet Report is conveniently formatted to save you time in identifying the most important information about concrete users.

The Collection sheet can be generated for the collections to be made for loans. It generates the collections to be made by currency, branch and staff wise.

**To download collection sheet report, click on green xls sign on the same line with the collection sheet report. After clicking on the report the pop-up window appears:**

- Specify the start date
- Specify the end date
- Specify the currency
- Specify the branch
- Specify the user
- Then click on "Submit" to generate the report.