



TL Connect User Manual
Financial

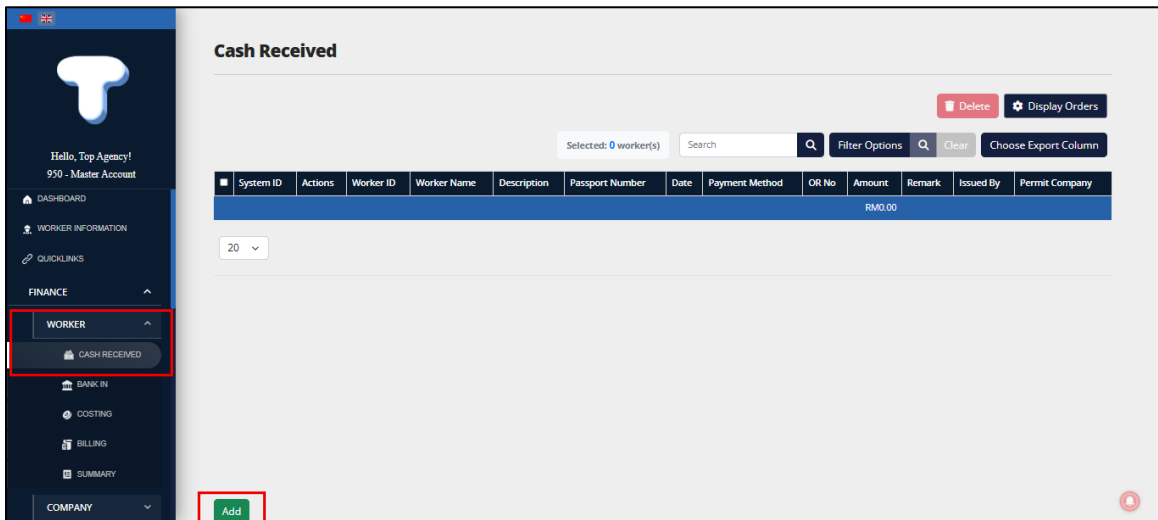
Finance Section

For Worker

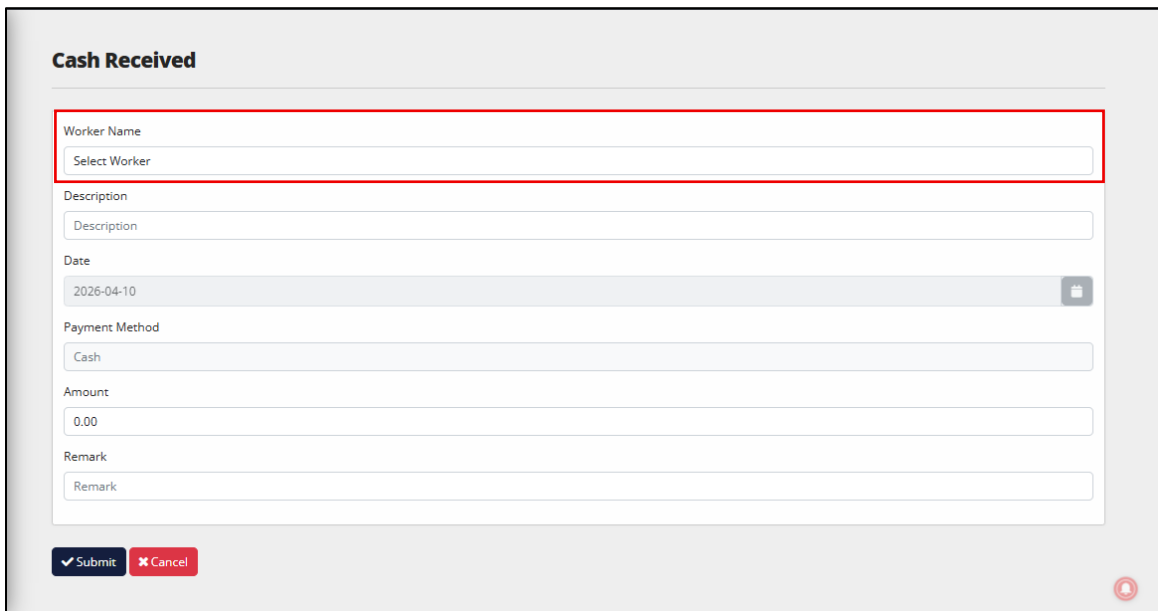
For Finance section for Worker, there are 5 main section which are:

Cash Received

1. To create cash received record, “FINANCE”, “WORKER” then “CASH RECEIVED”. Click “Add”.



2. Click on the “Worker Name” and select preferred worker. Fill in all information and click “Submit”.




3. To edit record, click the pen icon on Actions column. After done, click “Submit” to save the record.

Cash Received

Selected: 0 worker(s) Search Filter Options Clear Choose Export Column

Delete Display Orders

System ID	Actions	Worker ID	Worker Name	Description	Passport Number	Date	Payment Method	OR No	Amount	Remark	Issued By	Permit Company
207		ABC00001	Ali		A11111111	10-04-2026	Cash	CSH00013	15.00	—	tzemin	TEST sdn bhd

RM15.00

20 Displaying 1 - 1 of 1

TEST sdn bhd

Description
Description

Date
2026-04-10

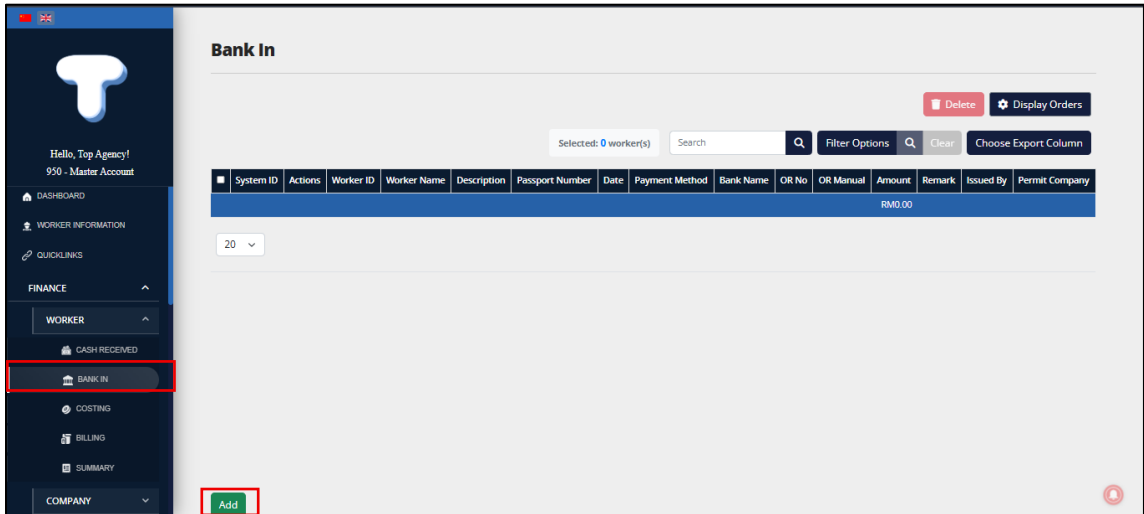
Payment Method
Cash

Amount
15.00

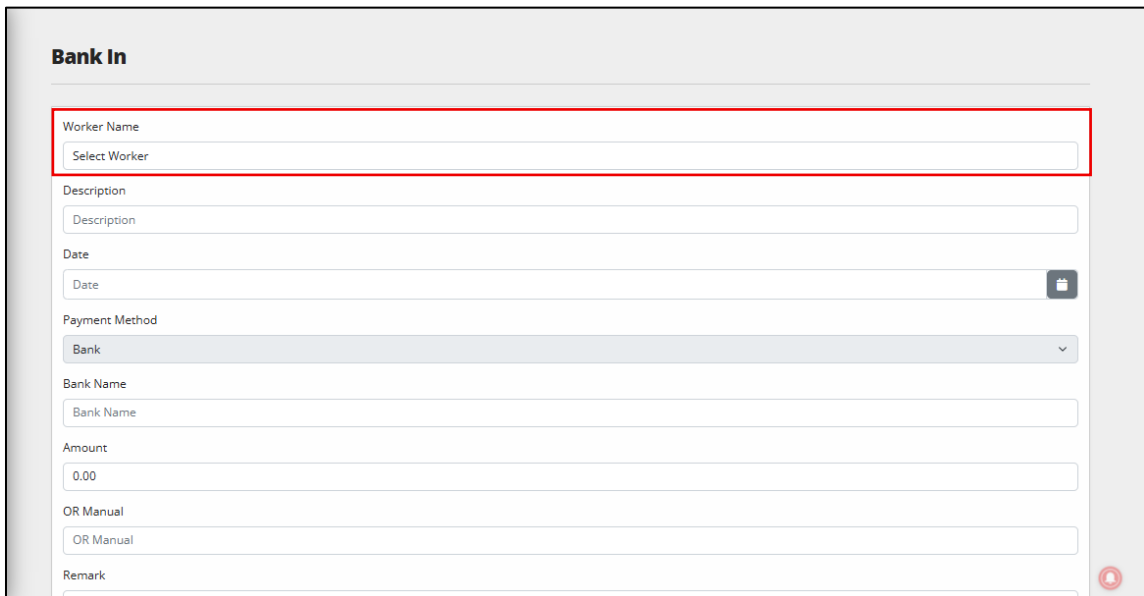
Remark
Remark

Bank In

4. To create bank in record, “FINANCE”, “WORKER” then “BANK IN”. Click “Add”.



5. Click on the “Worker Name” and select preferred worker. Fill in all information and click “Submit”.



6. To edit record, click the pen icon on Actions column. After done, click “Submit” to save the record.

Bank In

Selected: 0 worker(s) Search Filter Options Clear Choose Export Column

Delete Display Orders

System ID	Actions	Worker ID	Worker Name	Description	Passport Number	Date	Payment Method	Bank Name	OR No	OR Manual	Amount	Remark	Issued By	Per
83		ABC00001	All		A11111111	09-04-2026	Bank	ABC Bank	BNK00028		30.00	—	tzemin	TEST
											RM30.00			

20 Displaying 1 - 1 of 1

09-04-2026

Payment Method
Bank

Bank Name
ABC Bank

Amount
30.00

OR Manual
OR Manual

Remark
Remark

Submit Cancel

Costing

1. To view the costing created, “FINANCE”, “WORKER” then “COSTING”.

The screenshot shows the 'Costing' page. The left sidebar has 'COSTING' highlighted in red. The main content area shows a table with the following data:

System ID	Worker ID	Worker Name	Passport Number	Description	Costing	Payment Method	Date	Claim No	Remark	PIC	Permit Company
1	DN00001	Alli		Fomema	120.00		09-04-2026	12	12		ABC Testing Company

****Notes:** Costing only can be change at Permit Requirements based on the selected record.

Billing

1. To create bank in record, “FINANCE”, “WORKER” then “BILLING”. Click “Add”.

The screenshot shows the 'Billing' page. The left sidebar has 'BILLING' highlighted in red. The main content area shows a table with the following data:

System ID	Actions	Worker ID	Worker Name	Passport Number	Description	Billing	Date	Payment Method	Remark	PIC	Permit Company
461		DN00001	Alli		Fomema	230.00	09-04-26		12		ABC Testing Company

An 'Add' button is highlighted in red at the bottom left of the page.

2. Click on the “Worker Name” and select preferred worker. Fill in all information and click “Submit”.

Billing

Worker Name
Select Worker

Option
Option

Billing
0.00

Date
Date

Payment Method
Select Payment Method



Submit Cancel

****Notes:** Unlike Costing, Billing be changed in Billing in Finance section

- To edit record, click the pen icon on Actions column. After done, click "Submit" to save the record.

Billing

Selected: 0 worker(s) Search Filter Options Clear Choose Export Column Import

System ID	Actions	Worker ID	Worker Name	Passport Number	Description	Billing	Date	Payment Method	Remark	PIC	Permit Company
461		ABC00001	Ali	A11111111	Fomema	60.00	02-04-26	Credit Card	—	ABC	TEST sdn bhd
413		ABC00001	Ali	A11111111	Special Pass/PTSK	150.00	06-04-26	Credit Card	Special Pass	ABC	TEST sdn bhd

RM210.00

20 Displaying 1 - 2 of 2

A11111111

Permit Company
TEST sdn bhd

Option
Special Pass/PTSK

Billing
150.00

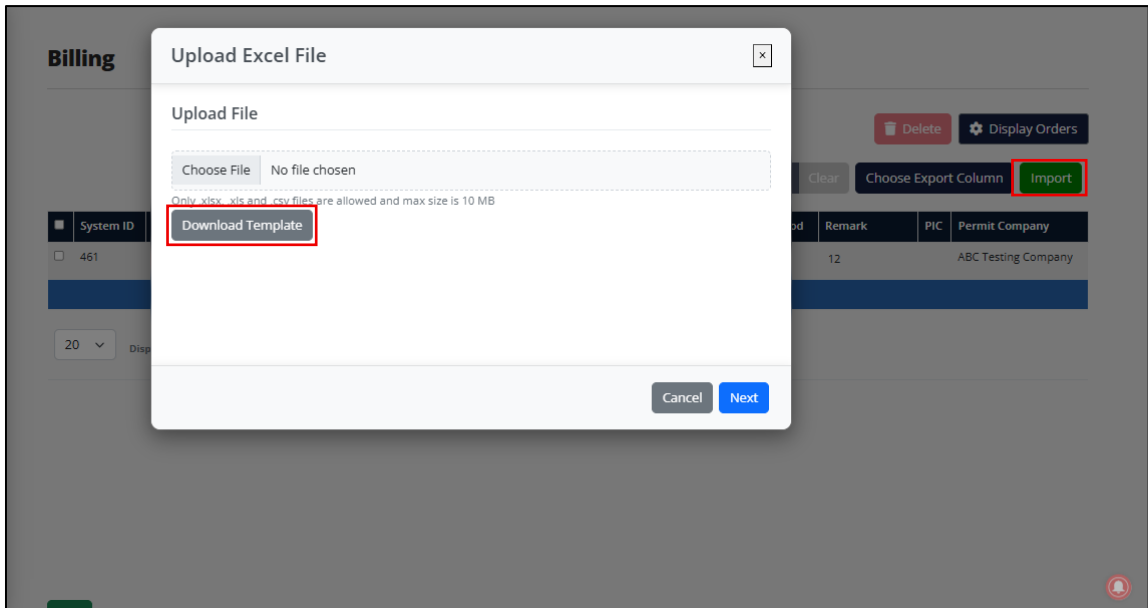
Date
06-04-2026

Payment Method
Credit Card

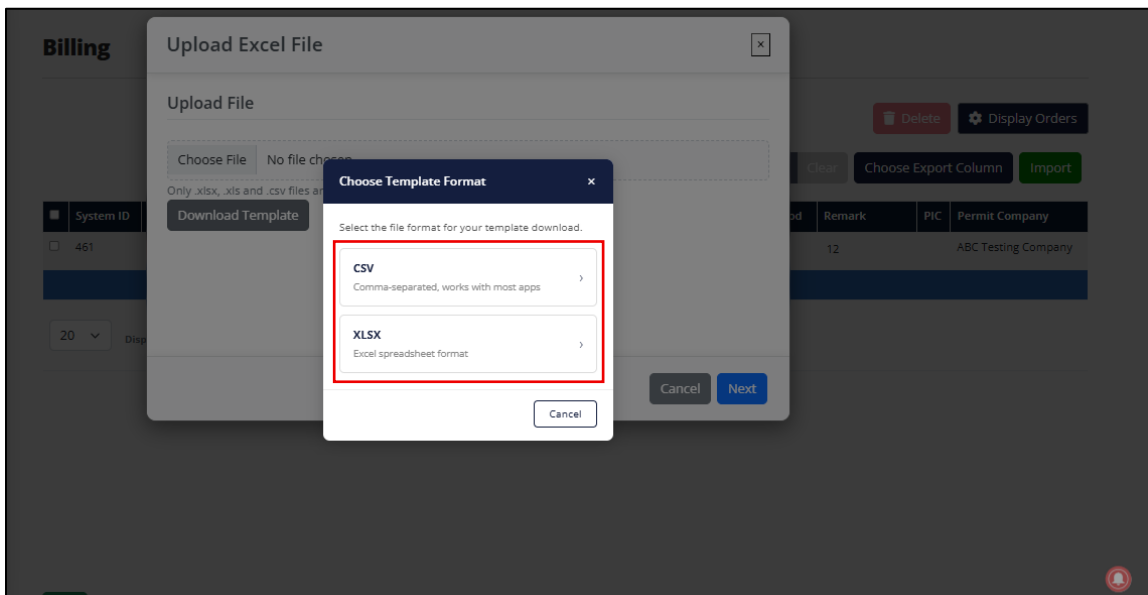
Submit Cancel

Import Function on Billing (Move from old system)

1. To import billing record, click on "Import". Click "Download Template" to get the template.



2. Select the preferred template format.



****Notes: Suggested to use .xlsx format template to prevent numbering format issue on records.**

3. After done filling the template, click on "Choose File" to upload the template, then click "Next".

Billing

Upload Excel File

Upload File

Choose File No file chosen

Only .xlsx, .xls and .csv files are allowed and max size is 10 MB

Download Template

Cancel **Next**

System ID
461

20 Dis

Delete Display Orders

Clear Choose Export Column Import

id	Remark	PIC	Permit Company
12			ABC Testing Company

Summary

1. To view all the record created, click on “FINANCE”, “WORKER” then “SUMMARY”.

Summary

Worker Record Worksheet Print Report Display Orders

Selected: 2 worker(s) Search Filter Options Clear Choose Export Column

System ID	Actions	Worker ID	Worker Name	Passport Number	Description	Costing	Billing	Cash Received	Bank In	Payment Method	Claim No	Remark	Invoice Date	
2		DN00001	Alli		Fomema			230.00			12		09-04-2026	
1		DN00001	Alli		Fomema	120.00					12	12	09-04-2026	
								RM120.00	RM230.00	RM0.00	RM0.00	Outstanding Balance: RM230.00		

20 Displaying 1 - 2 of 2

2. To edit record, press the pen icon on the action column.

Summary

Worker Record Worksheet Print Report Display Orders

Selected: 2 worker(s) Search Filter Options Clear Choose Export Column

System ID	Actions	Worker ID	Worker Name	Passport Number	Description	Costing	Billing	Cash Received	Bank In	Payment Method	Claim No	Remark	Invoice Date	
2		DN00001	Alli		Fomema			230.00			12		09-04-2026	
1		DN00001	Alli		Fomema	120.00					12	12	09-04-2026	
								RM120.00	RM230.00	RM0.00	RM0.00	Outstanding Balance: RM230.00		

20 Displaying 1 - 2 of 2

3. If any edit action is performed, click on “Submit” to save the record.

DN00001

Passport Number
N/A

Permit Company
ABC Testing Company

Option
Formema

Billing
230.00

Date
09-04-2026

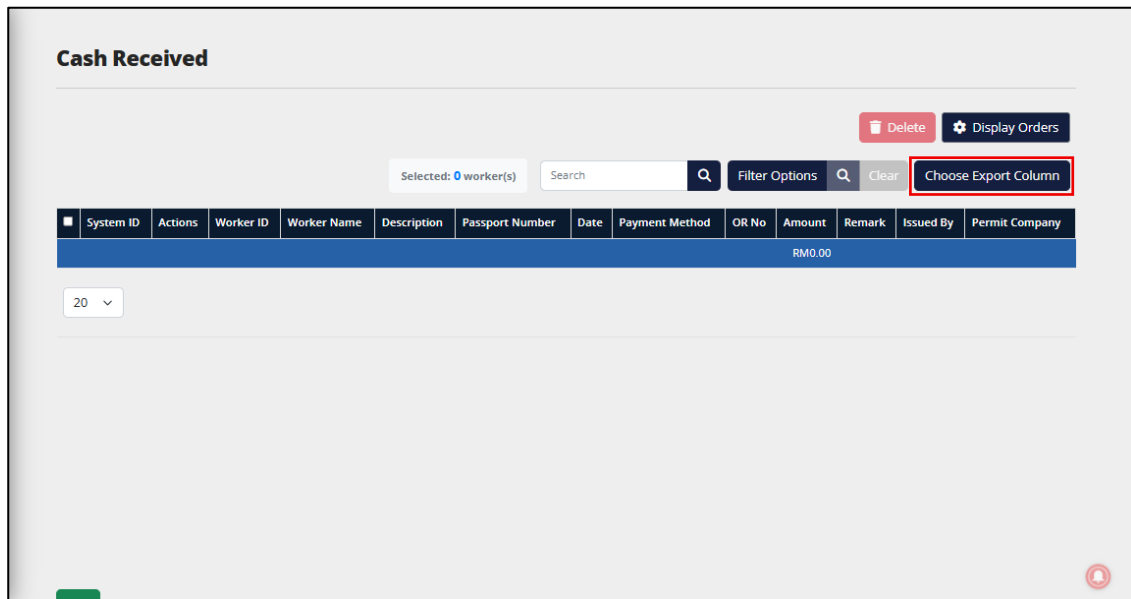
Payment Method
Select Payment Method

Submit Cancel

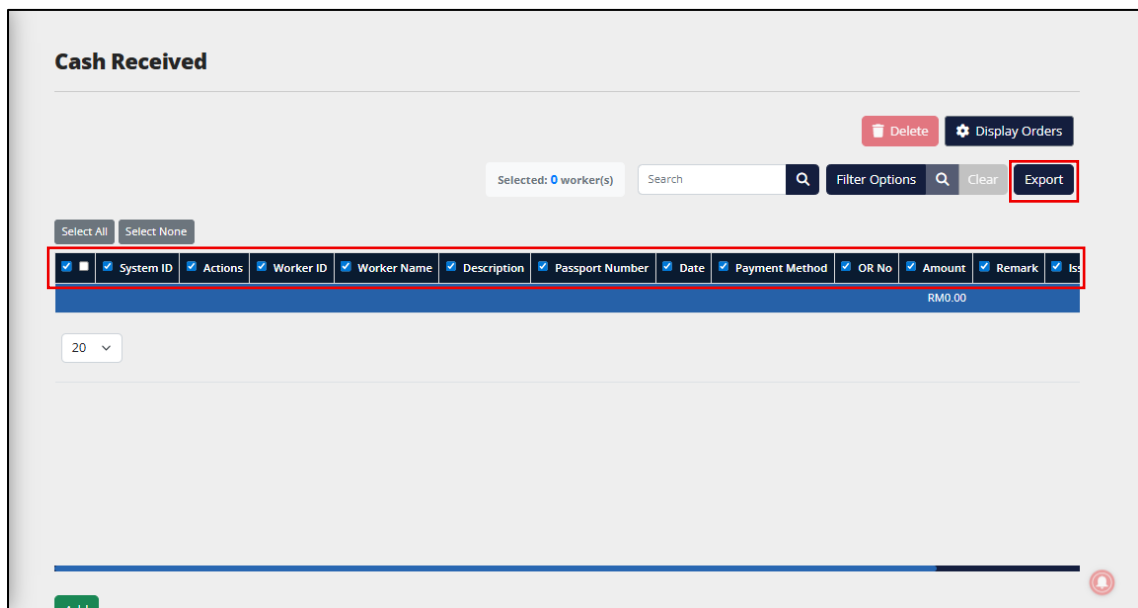
****Notes: Costing only can be change at "Permit Requirements" based on the selected record.**

Export Function on Worker

1. To export record, click on “Choose Export Column” and select the column that wanted to be export. If you want to record the entire record without manually select the column, click the first column. Then click the “Export” button.



The screenshot shows the 'Cash Received' interface. At the top right, there are buttons for 'Delete' and 'Display Orders'. Below these, there is a search bar with 'Selected: 0 worker(s)' and a search icon. To the right of the search bar are buttons for 'Filter Options', 'Clear', and 'Choose Export Column', which is highlighted with a red box. Below the search bar is a table with columns: System ID, Actions, Worker ID, Worker Name, Description, Passport Number, Date, Payment Method, OR No, Amount, Remark, Issued By, and Permit Company. The table is currently empty, and the total amount is shown as 'RM0.00'. A dropdown menu with '20' is visible below the table.



The screenshot shows the 'Cash Received' interface after the 'Choose Export Column' button has been clicked. The 'Export' button is now highlighted with a red box. Below the search bar, there are buttons for 'Select All' and 'Select None'. The table columns are now checked with blue checkmarks, indicating they are selected for export. The columns are: System ID, Actions, Worker ID, Worker Name, Description, Passport Number, Date, Payment Method, OR No, Amount, Remark, and Issued By. The total amount is still 'RM0.00'. A dropdown menu with '20' is visible below the table.

2. Select the exported file format.

Cash Received

Delete Display Orders

Search Filter Options Clear Export

Select All Select None

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
System ID	Actions	Worker ID	Number	Date	Payment Method	OR No	Amount	Remark	Iss		
							RM0.00				

20

Choose Export Format

Select the file format for your export.

- CSV**
Comma-separated, works with most apps
- XLSX**
Excel spreadsheet format
- PDF**
Formatted PDF document

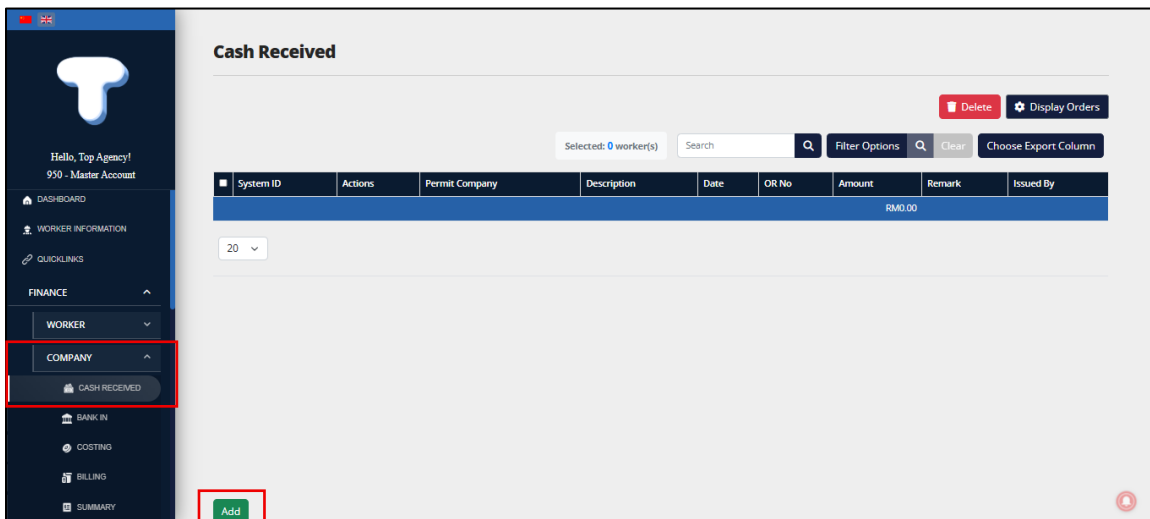
Cancel

For Company

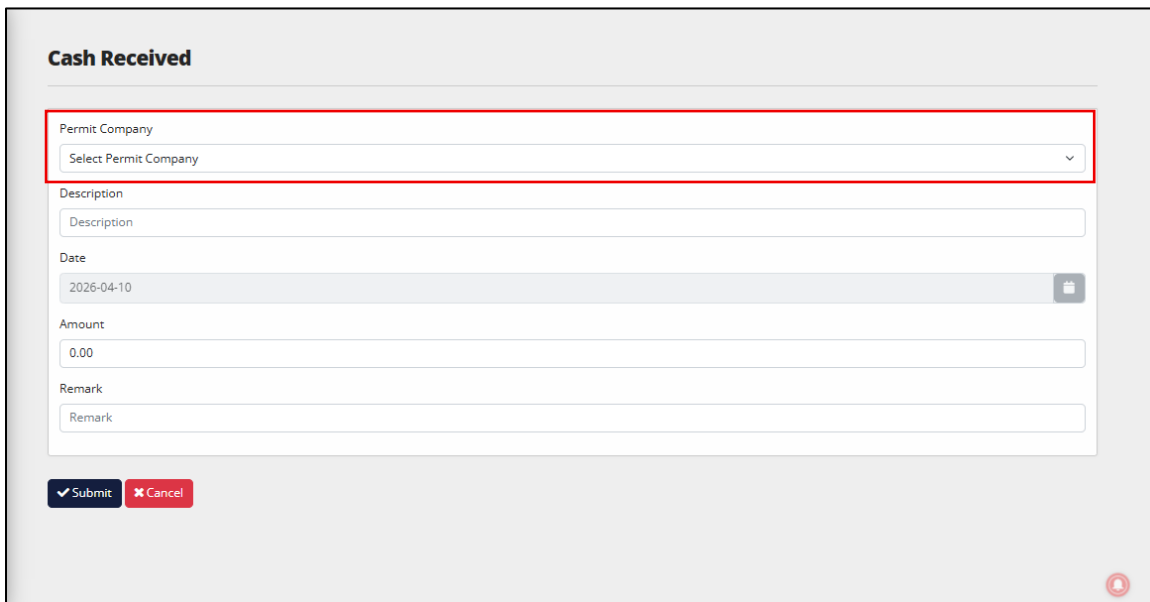
For Finance section for Company, there are 5 main section which are:

Cash Received

1. To create cash received record, “FINANCE”, “COMPANY” then “CASH RECEIVED”. Click “Add”.



2. Click on the “Permit Company” and select preferred company. Fill in all information and click “Submit”.



3. To edit record, click the pen icon on Actions column. After done, click “Submit” to save the record.

Cash Received

Delete Display Orders

Selected: 0 worker(s) Search Filter Options Clear Choose Export Column

System ID	Actions	Permit Company	Description	Date	OR No	Amount	Remark	Issued By
19		TEST sdn bhd	test	-	COR00003	50.00		tzemin
						RM50.00		

20 Displaying 1 - 1 of 1

Cash Received

Permit Company: TEST sdn bhd

Description: test

Date: 2026-04-10

Amount: 50.00

Remark: Remark

Submit Cancel

Bank In

1. To create bank in record, "FINANCE", "COMPANY" then "BANK IN". Click "Add".

Hello, Top Agency!
950 - Master Account

- DASHBOARD
- WORKER INFORMATION
- QUICKLINKS
- FINANCE
 - WORKER
 - COMPANY
 - BANK IN**
 - COSTING
 - BILLING
 - SUMMARY

Bank In

Delete Display Orders

Selected: 0 worker(s) Search Filter Options Clear Choose Export Column

System ID	Actions	Permit Company	Description	Date	Bank Name	OR No	Or Manual	Amount	Remark	Issued By
									RM0.00	

20

Add

2. Click on the “Permit Company” and select preferred company. Fill in all information and click “Submit”.

Bank In

Permit Company
Select Permit Company

Description
Description

Date
Date

Bank Name
Bank Name

Or Manual
Or Manual

Amount
0.00

Remark
Remark

3. To edit record, click the pen icon on Actions column. After done, click “Submit” to save the record.

Bank In

Selected: 0 worker(s) Search Filter Options Clear Choose Export Column

Delete Display Orders

System ID	Actions	Permit Company	Description	Date	Bank Name	OR No	Or Manual	Amount	Remark	Issued By
15		TEST sdn bhd		09-04-2026	ABC Bank	BOR00001		15.00		tzemin

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Description

Date
09-04-2026

Bank Name
ABC Bank

Or Manual
Or Manual

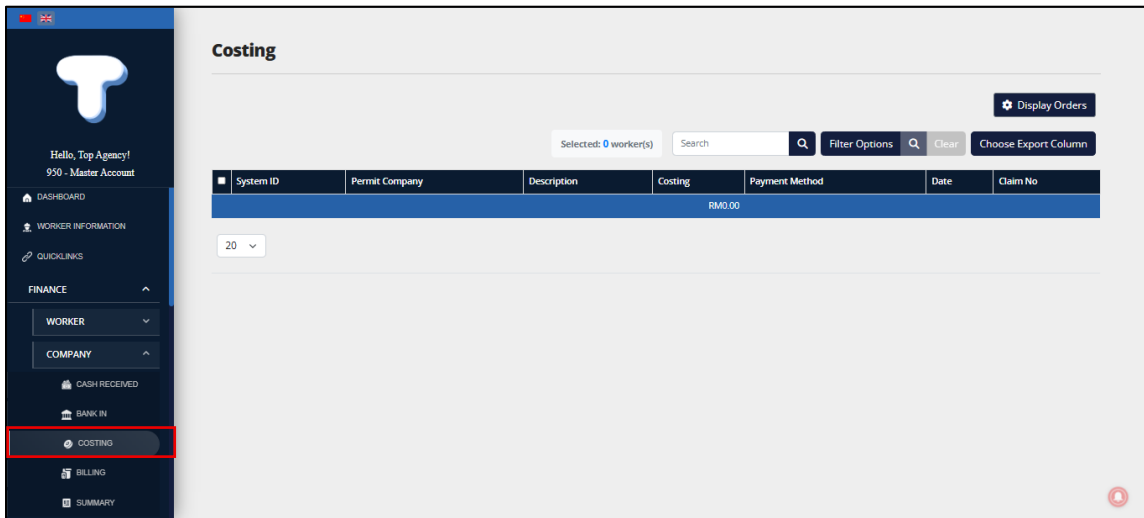
Amount
15.00

Remark
Remark

Submit Cancel

Costing

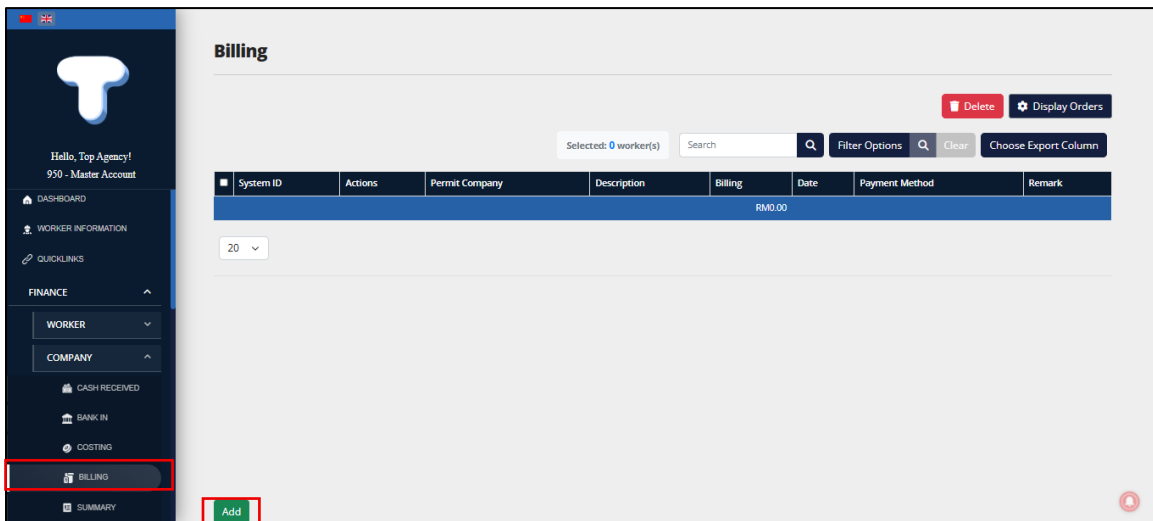
1. To view the costing created, “FINANCE”, “COMPANY” then “COSTING”.



****Notes:** Costing only can be change at Permit Requirements based on the selected record.

Billing

1. To create bank in record, “FINANCE”, “COMPANY” then “BILLING”. Click “Add”.



2. Click on the “Worker Name” and select preferred worker. Fill in all information and click “Submit”.

Billing

Permit Company
Select Permit Company

Description
Description

Billing
0.00

Date
Date

Payment Method
Select Payment Method

Remark
Remark

Submit Cancel

- To edit record, click the pen icon on Actions column. After done, click "Submit" to save the record.

Billing

Delete Display Orders

Selected: 0 worker(s) Search Filter Options Clear Choose Export Column

System ID	Actions	Permit Company	Description	Billing	Date	Payment Method	Remark
25		TEST sdn bhd	Master Policy	200.00	09-04-2026	Credit Card	
				RM200.00			

20 Displaying 1 - 1 of 1

Passport Number

Permit Company
Permit Company

Option
Fomema

Billing
22.00

Date
24-12-2025

Payment Method
Select Payment Method

Submit Cancel

Summary

1. To view all the record created, click on “FINANCE”, “WORKER” then “SUMMARY”.

Summary

Print Report Display Orders

Selected: 0 worker(s) Search Filter Options Clear Choose Export Column

System ID	Actions	Permit Company	Description	Costing	Billing	Cash Received	Bank In	Payment Method	Claim No	Remark	Issued By	Invoice Date
				RM0.00	RM0.00	RM0.00	RM0.00	Outstanding Balance: RM0.00				

20

2. To edit record, press the pen icon on the action column.

Summary

Print Report Display Orders

Selected: 0 worker(s) Search Filter Options Clear Choose Export Column

System ID	Actions	Permit Company	Description	Costing	Billing	Cash Received	Bank In	Payment Method	Claim No	Remark	Issued By	Invoice Date
2		TEST sdn bhd	Master Policy	200.00	200.00	0.00	0.00	Credit Card	C1234567890			09-04-2026
1		TEST sdn bhd	Master Policy	100.00	100.00	0.00	0.00	Credit Card	C1234567890			09-04-2026
				RM100.00	RM200.00	RM0.00	RM0.00	Outstanding Balance: RM200.00				

20 Displaying 1 - 2 of 2

3. If any edit action is performed, click on “Submit” to save the record.

Summary

Permit Company
TEST sdn bhd


Description
Master Policy

Billing
200.00

Date
09-04-2026

Payment Method
Credit Card

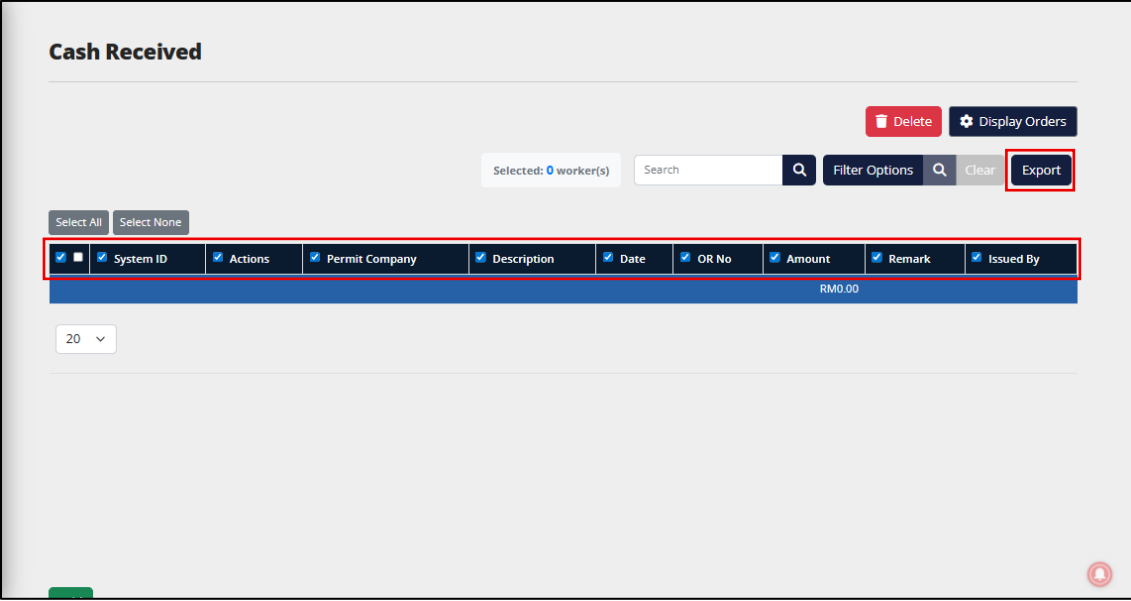
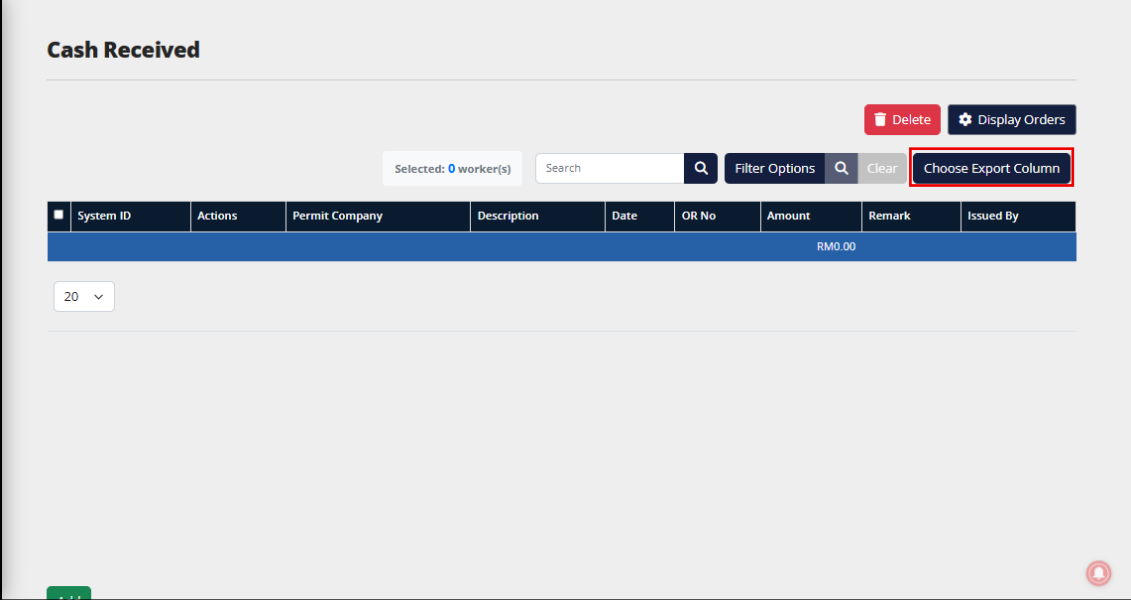
Remark
Remark



****Notes:** Costing only can be change at “Permit Requirements” based on the selected record.

Export Function on Company

- 1. To export record, click on "Choose Export Column" and select the column that wanted to be export. If you want to record the entire record without manually select the column, click the first column. Then click the "Export" button.



- 2. Select the exported file format.

Cash Received

Delete

Display Orders

Choose Export Format

Select the file format for your export.

- CSV**
Comma-separated, works with most apps
- XLSX**
Excel spreadsheet format
- PDF**
Formatted PDF document

Cancel

Search



Filter Options



Clear

Export

Select All

Select None



System ID



Actions



Date

OR No

Amount

Remark

Issued By

20

RM0.00

