

Finance - AGING AP

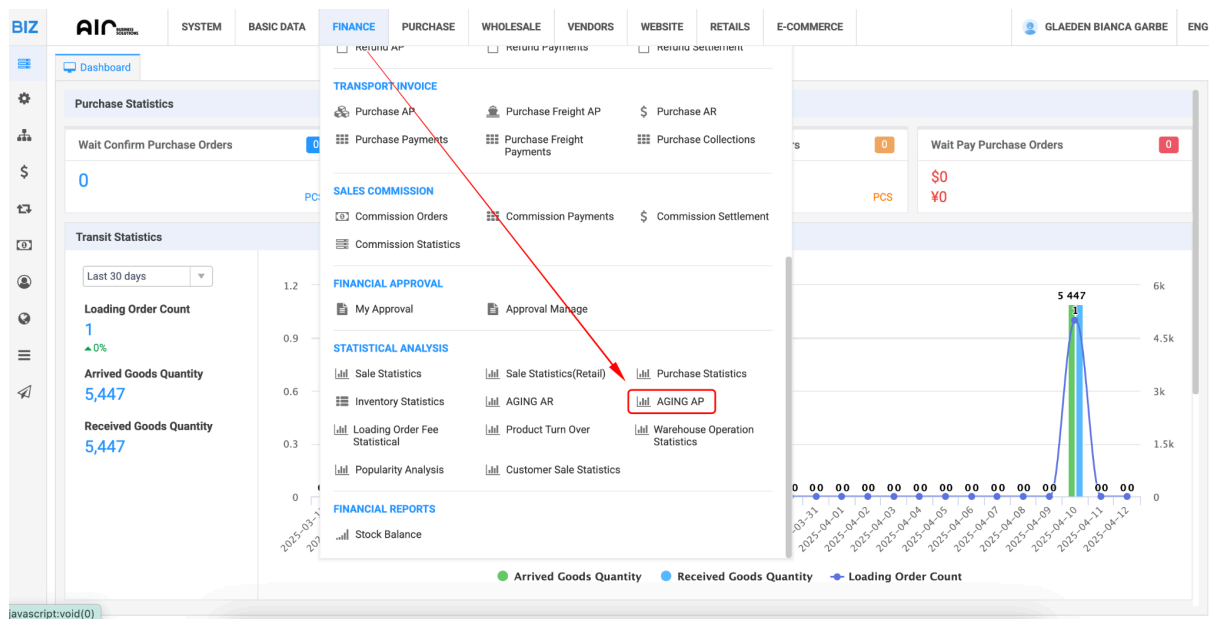
The **AGING AP** (Accounts Payable) tab in the ERP system provides essential visibility into outstanding payables, vendor aging reports, and weekly liability tracking. It is primarily used by finance, procurement, and accounting teams to monitor due payments, manage vendor relationships, and maintain healthy cash flow.

This module includes two primary sub-tabs:

- **CB (Cross-Border) PO AP Statistics**
- **DOM PO AP Statistics (By Week)**

Navigation

To access the **AGING AP** tab:



1. Log in to your **ERP System**.
2. Navigate to the **Finance** module.
3. Click on **AGING AP**.
4. Select one of the following sub-tabs based on your reporting needs:

- **CB PO AP Statistics**
- **DOM PO AP Statistics (By Week)**

CB PO AP STATISTICS TAB (Cash Basis Purchase Order Accounts Payable)

This view presents aging data for standard purchase orders with current and overdue balances categorized by aging periods.

Key Fields:

- **Vendor Name** – Supplier or vendor you owe payment to.
- **Contacts** – Vendor's contact person or department.
- **Balance Due** – Total amount owed to the vendor.
- **Current** – Not yet due amounts.
- **0–30** – Payables overdue by 0 to 30 days.
- **31–60** – Overdue by 31 to 60 days.
- **61–90** – Overdue by 61 to 90 days.
- **91–120** – Overdue by 91 to 120 days.

- **121–160+** – Overdue by more than 121 days.

Searching and Filtering Options:

- **Language** – English / Chinese
- **Date** – Select a specific date for generating aging data.
- **Search by Currency** – Choose between **Dollar / RMB**.
- **Vendor (From/To)** – Filter by vendor name or code range.
- **Buyer** – Search by buyer assigned to the purchase orders.

DOM PO AP STATISTICS (BY WEEK)

This tab provides a more granular view of domestic purchase order payables, displaying data week by week for better planning and vendor management.

Key Fields:

- **Vendor Name**
- **Contacts**
- **Balance Due** – Total amount owed.
- **Overdue** – Amount currently overdue.
- **Current** – Not yet due amount.
- **Partial Receipt Amount** – Value of goods received but not yet fully invoiced or paid.
- **2025-15 Week, 2025-16 Week, 2025-17 Week...** – Weekly aging breakdown by calendar week.

Searching and Filtering Options:

- **Language** – English / Chinese

- **Search by Currency** – Filter payables by **Dollar / RMB**.
- **Vendor (From/To)** – Filter by vendor name or ID range.
- **Buyer** – Filter results by responsible buyer.

The **AGING AP** tab is a powerful tool for tracking unpaid vendor invoices and planning cash disbursements. Use **CB PO AP Statistics** for traditional aging views and **DOM PO AP Statistics (By Week)** for week-based financial insights. The built-in filters ensure quick access to relevant information by date, vendor, currency, and buyer.

For further assistance or custom reporting needs, please contact your ERP administrator or refer to the full Finance Module documentation.