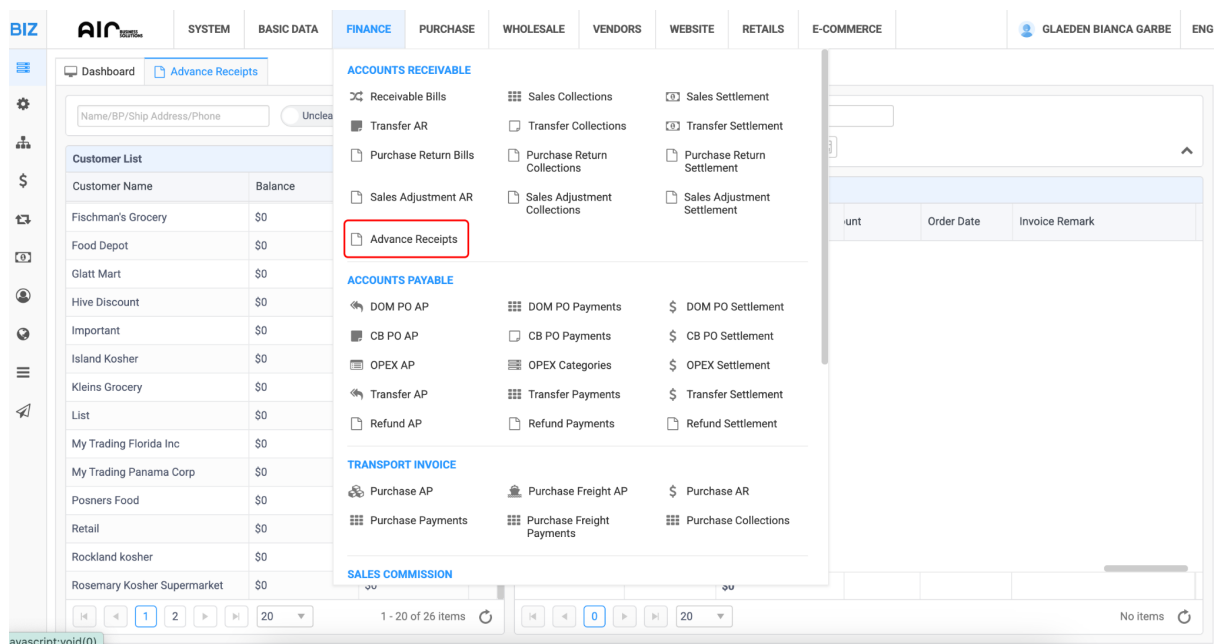


Finance - Advance Receipts

The **Advance Receipts Tab** in the ERP system is a vital tool for managing advance payments received from customers before delivering goods or services. It helps track customer balances, monitor payment statuses, and manage the various details associated with advance receipts, ensuring smooth financial operations. This article will guide you through the key functions of the **Advance Receipts Tab**, providing an overview of the fields, search options, and how to navigate the system effectively.

How to Navigate to the Advance Receipts Section

To access the **Advance Receipts Tab**, follow these simple steps:



1. **Log in to the ERP System:** Open the ERP system and enter your login credentials.
2. **Go to the Finance Tab:** From the main menu, click on the **Finance** tab.
3. **Select Advance Receipts:** Under the **Finance** section, click on the **Advance Receipts** tab to view and manage all related records.

Key Fields in the Advance Receipts Tab

The **Advance Receipts Tab** contains several important fields to help you track and manage customer payments. Here's an overview of the key fields:

BIZ **AIC** SYSTEM BASIC DATA FINANCE PURCHASE WHOLESALE VENDORS WEBSITE RETAILS E-COMMERCE GLAEDEN BIANCA GARBE ENG

Dashboard **Advance Receipts**

Name/BP/Ship Address/Phone

Search by Order No. Search by Status

Pay Up Date(Begin) - Pay Up Date(End)

Customer List

Customer Name	Balance	Open Balance
Fischman's Grocery	\$0	\$0
Food Depot	\$0	\$0
Glatt Mart	\$0	\$0
Hive Discount	\$0	\$0
Important	\$0	\$0
Island Kosher	\$0	\$0
Kleins Grocery	\$0	\$0
List	\$0	\$0
My Trading Florida Inc	\$0	\$0
My Trading Panama Corp	\$0	\$0
Posners Food	\$0	\$0
Retail	\$0	\$0
Rockland kosher	\$0	\$0
Rosemary Kosher Supermarket	\$0	\$0

1 - 20 of 26 items

Advance Receipts

Payment Status	Number	Amount	Charge Amount	Usage	Require Date	Payme
No records available.						

\$0

No items

1. Customer List:

- **Customer Name:** The name of the customer making the advance payment.
- **Balance:** The total balance due from the customer.
- **Open Balance:** The outstanding balance that has not yet been settled.

2. Advance Receipts:

- **Payment Status:** The current status of the payment (e.g., Paid, Pending).
- **Number:** The unique identifier for the advance receipt transaction.
- **Amount:** The total amount of the advance payment received.
- **Charge Amount:** Any additional charges applied to the payment.
- **Usage:** The intended use of the advance payment (e.g., specific order or service).
- **Require Date:** The date by which the advance payment is required.

- **Payment Type:** The method used to make the advance payment (e.g., Credit Card, Bank Transfer, Cash).
- **Payment No.:** The unique payment number for the transaction.
- **Is Acceptance:** Indicates whether the advance payment has been accepted (Yes/No).
- **Operator:** The person or system that processed the payment.
- **Acceptance Date:** The date when the advance payment was accepted.
- **PO# (Purchase Order Number):** The associated purchase order number, if applicable.
- **Discount Type:** The type of discount applied to the advance payment (e.g., Percentage, Fixed Amount).
- **Discount:** The amount of discount applied.
- **Order Date:** The date the order associated with the advance payment was placed.
- **Invoice Remark:** Any special notes or remarks related to the advance payment.

Search Options in the Advance Receipts Tab

The **Advance Receipts Tab** offers a variety of search options to help you locate specific records and narrow down your search results. The available search options include:

Customer List

Customer Name	Balance	Open Balance
Fischman's Grocery	\$0	\$0
Food Depot	\$0	\$0
Glatt Mart	\$0	\$0
Hive Discount	\$0	\$0
Important	\$0	\$0
Island Kosher	\$0	\$0
Kleins Grocery	\$0	\$0
List	\$0	\$0
My Trading Florida Inc	\$0	\$0
My Trading Panama Corp	\$0	\$0
Posners Food	\$0	\$0
Retail	\$0	\$0
Rockland kosher	\$0	\$0
Rosemary Kosher Supermarket	\$0	\$0

Advance Receipts

Payment Status	Number	Amount	Charge Amount	Usage	Require Date	Payme
No records available.						

1. **Search by Name/BP/Ship Address/Phone:** Find transactions using customer details such as name, business partner, shipping address, or phone number.
2. **Uncleared:** Filter transactions based on whether they are uncleared or not.
3. **Search by Transaction No./Invoice No.:** Search for specific transactions or invoices by their unique identifiers.
4. **Search by Order Number:** Locate transactions associated with a specific order number.
5. **Search by Status:** Filter transactions by their payment status (e.g., Paid, Pending).
6. **Pay Date - Begin:** Filter by the start date of the payment collection period.
7. **Pay Date - End:** Filter by the end date of the payment collection period.

The **Advance Receipts Tab** is an essential tool for managing customer advance payments, providing clarity on customer balances, payment statuses, and other important payment details. By using the search options effectively, you can easily locate and manage advance receipts, ensuring accurate and timely processing of payments. This feature is crucial for keeping track of customer payments, managing discounts, and monitoring payment acceptance, all of which contribute to efficient

financial management within the ERP system. Regular use of this tool will help streamline the payment process, improve cash flow management, and maintain accurate financial records.