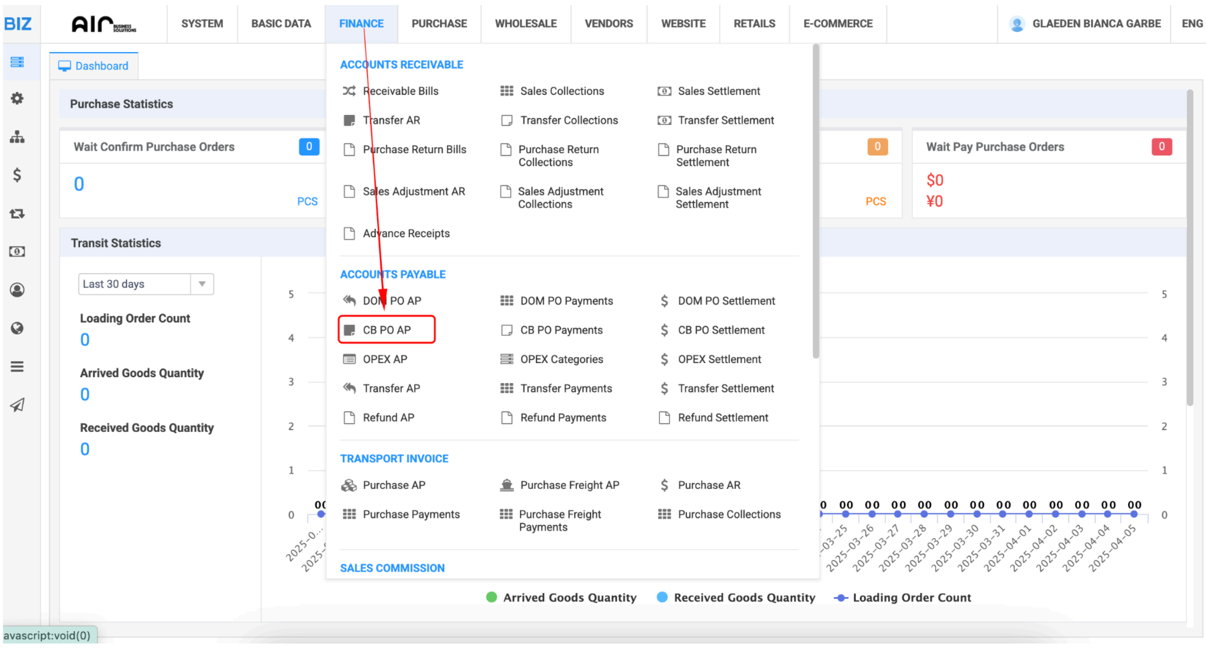
Finance - CB PO AP

The **CB PO AP (Cash Book Purchase Order Accounts Payable) Tab** within our ERP system is designed to facilitate efficient management of purchase order payments. It offers a centralized platform to monitor payment statuses, track outstanding balances, and handle various payment-related details, ensuring smooth financial operations.

Navigation: To access the CB PO AP Tab, follow these steps:

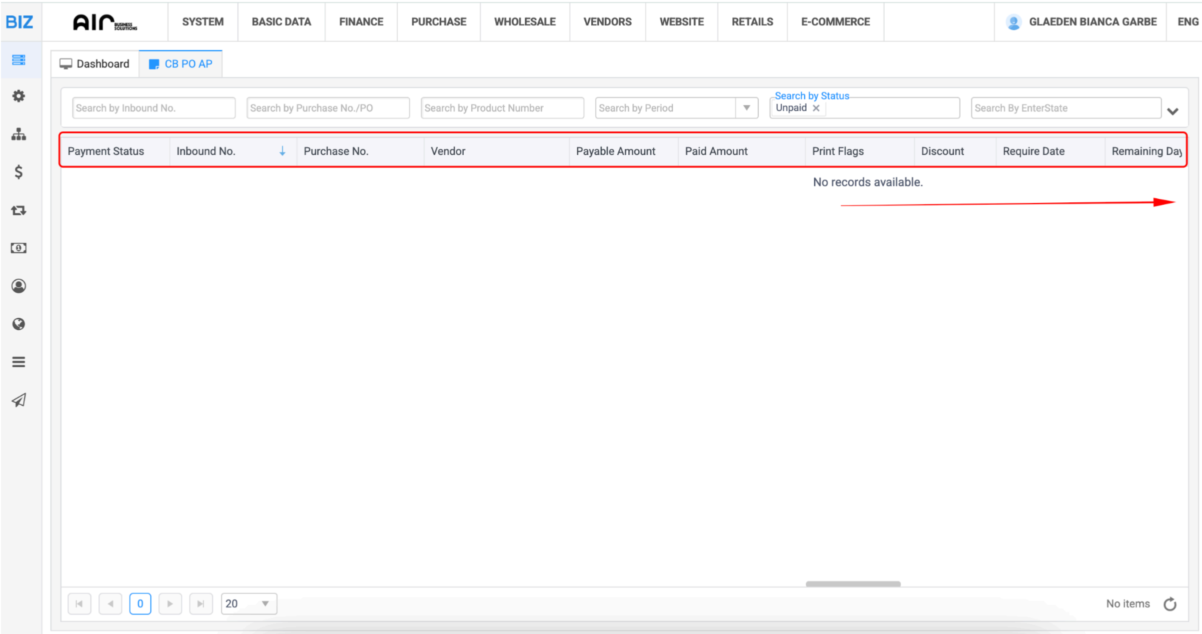


1. **Log in to the ERP System:** Enter your credentials to access the system.

2. **Navigate to the Finance Module:** From the main menu, click on the **Finance** tab.

3. **Select the CB PO AP Tab:** Under the Finance section, click on the **CB PO AP** tab to view and manage purchase order payments.

Key Fields in the CB PO AP Tab:



1. **Payment Status:** Indicates the current status of the payment (e.g., Paid, Pending)
2. **Number:** Unique identifier for each payment transaction.
3. **Vendor:** Name of the supplier associated with the payment.
4. **Payable Amount:** Total amount due for payment.
5. **Paid Amount:** Amount that has been paid.
6. **Return Auto Settlement Amount:** Amount automatically settled upon return of goods or services
7. **Discount:** Any discounts applied to the payment.
8. **Require Date:** Date by which the payment is required.
9. **Remaining Days:** Number of days remaining until the payment due date.
10. **Freight:** Shipping or freight charges associated with the payment.
11. **Commodity Amount:** Monetary value of the commodities involved.
12. **Item Qty:** Quantity of items related to the payment.

13. **PO#:** Purchase Order number linked to the payment.

14. **Receive Date:** Date when the goods or services were received.

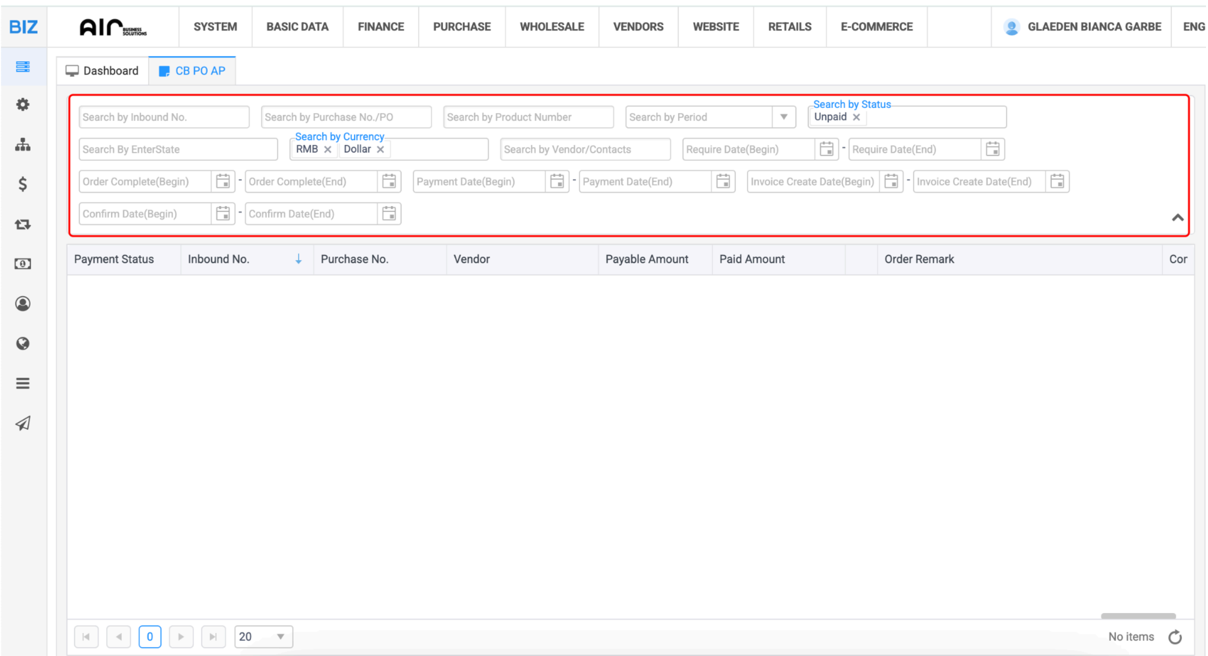
15. **Completion Time:** Time taken to complete the payment process.

16. **Order Remark:** Additional notes or remarks regarding the payment order.

17. **Comment:** General comments related to the payment.

Searching and Filtering Options:

To efficiently locate specific payment records, utilize the following search and filter criteria:



- **Search by Inbound Number:** Locate payments associated with specific inbound shipments.

- **Search by Purchase Number/PO:** Find payments linked to particular purchase orders.

- **Search by Product Number:** Filter payments based on specific product identifiers.

- **Search by Period - Overdue/Not Overdue:** Filter payments based on their overdue status within a specified period.

- **Search by Status - Paid/Unpaid:** View payments categorized by their payment status.

- **Search by Currency - RMB/Dollar:** Filter payments by currency type.

- **Search by Vendor/Contacts:** Locate payments associated with specific vendors or contacts.

- **Require Date - Begin/End:** Search for payments within a defined date range.

- **Order Complete - Begin/End:** Filter payments based on the completion date range.

- **Payment Date - Begin/End:** Find payments made within a specific date range.

- **Invoice Create Date - Begin/End:** Search for payments based on the invoice creation date range.

- **Confirm Date - Begin/End:** Locate payments based on the confirmation date range.

The **CB PO AP Tab** is an essential tool for managing purchase order payments within our ERP system. By understanding its key fields and utilizing the available search and filter options, users can efficiently process payments, monitor financial transactions, and maintain accurate financial records. Regular use of this feature contributes to streamlined financial operations and supports effective cash flow management.