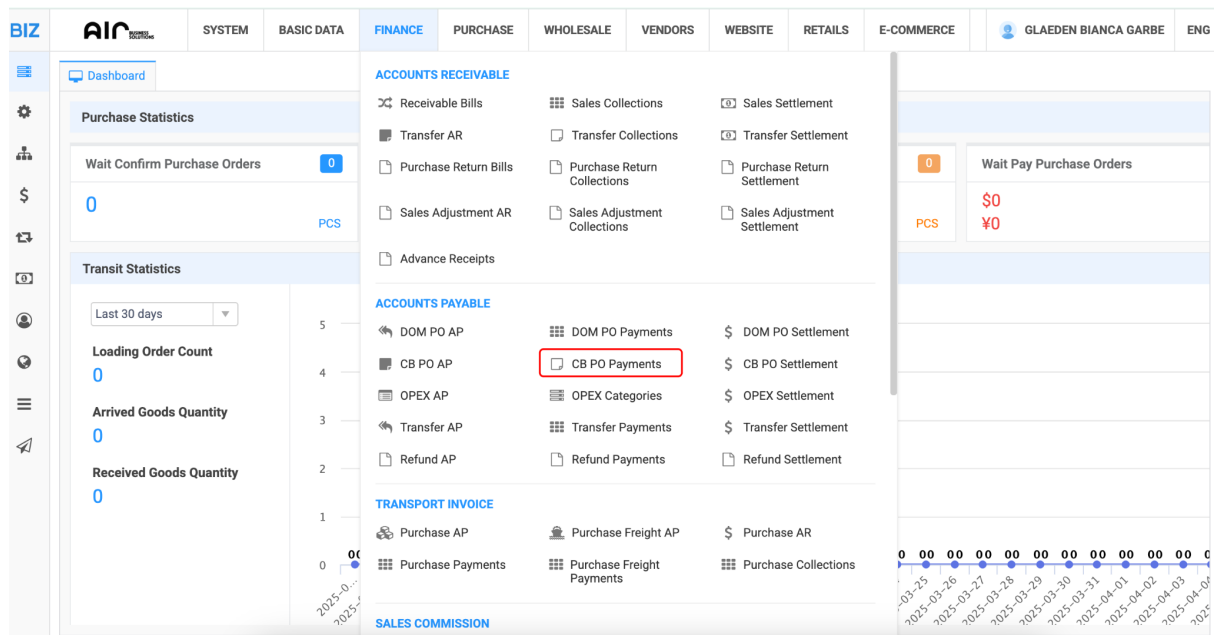


Finance - CB PO Payments

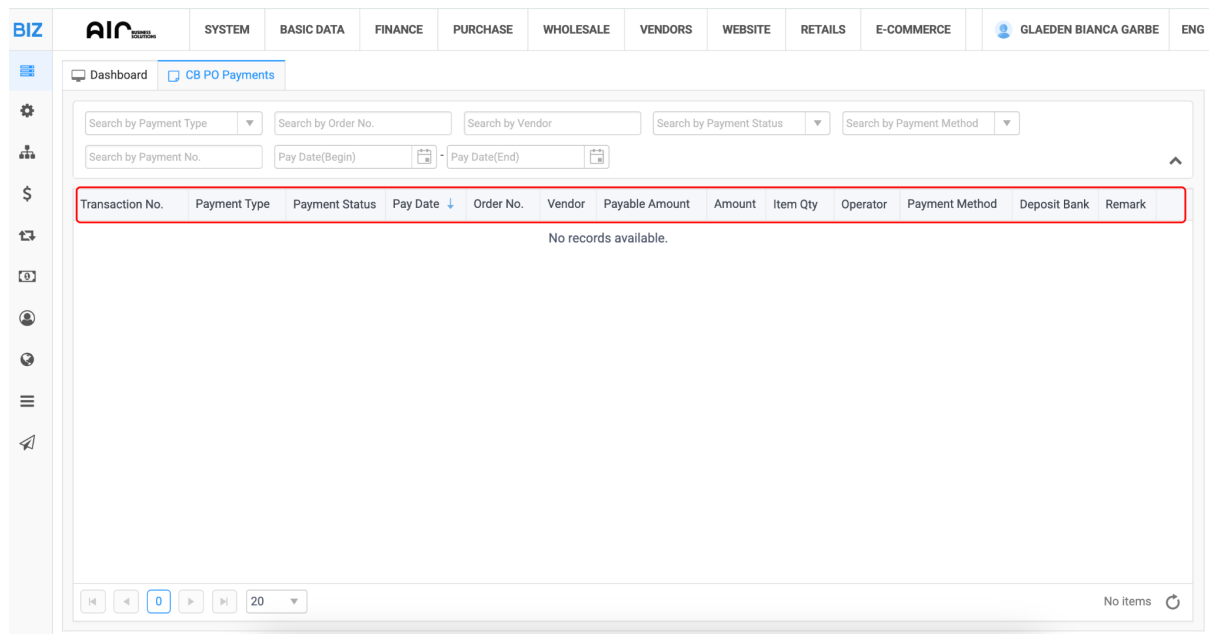
The **CB PO (Cash Book Purchase Orders) Payments Tab** within our ERP system is designed to facilitate efficient management of purchase order payments. It provides a centralized platform to monitor payment statuses, track outstanding balances, and handle various payment-related details, ensuring smooth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

Navigation: To access the CB PO Payments 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 Payments Tab:** Under the Finance section, click on the **CB PO Payments** tab to view and manage purchase order payments.

Key Fields in the CB PO Payments Tab:



Transaction No.	Payment Type	Payment Status	Pay Date	Order No.	Vendor	Payable Amount	Amount	Item Qty	Operator	Payment Method	Deposit Bank	Remark
No records available.												

1. **Transaction No.:** Unique identifier for each payment transaction.
2. **Payment Type:** Method used for the payment (e.g., Cash, Check, Credit Card, Deposit, Fund Balance, Other, Wire Transfer).
3. **Payment Status:** Current status of the payment (e.g., Unpaid, Paid Up).
4. **Pay Date:** Date when the payment was made.
5. **Order No.:** Purchase Order number associated with the payment.
6. **Vendor:** Name of the supplier receiving the payment.
7. **Payable Amount:** Total amount due for payment.
8. **Amount:** Amount that has been paid.
9. **Item Qty:** Quantity of items related to the payment.
10. **Operator:** Person or system that processed the payment.
11. **Payment Method:** Specific method used for the payment (e.g., Cash, Check, Credit Card, Deposit, Fund Balance, Other, Wire Transfer).
12. **Deposit Bank:** Bank where the payment was deposited.

13. **Remark:** Additional notes or comments regarding the payment.

Searching and Filtering Options:

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

The screenshot shows the BIZ AIR system interface. The top navigation bar includes tabs for SYSTEM, BASIC DATA, FINANCE, PURCHASE, WHOLESALE, VENDORS, WEBSITE, RETAILS, E-COMMERCE, and a user profile for GLAEDEN BIANCA GARBE. The main content area is titled 'Dashboard' and 'CB PO Payments'. A search bar is highlighted with a red box, containing the following fields: Search by Payment Type (dropdown), Search by Order No. (text), Search by Vendor (text), Search by Payment Status (dropdown), Search by Payment Method (dropdown), Search by Payment No. (text), Pay Date(Begin) (calendar), and Pay Date(End) (calendar). Below the search bar is a table with the following columns: Transaction No., Payment Type, Payment Status, Pay Date, Order No., Vendor, Payable Amount, Amount, Item Qty, Operator, Payment Method, Deposit Bank, and Remark. The table currently displays 'No records available.' and 'No items' at the bottom right.

- **Search by Payment Type:** Filter payments based on their type (e.g., Pay, Refund).
- **Search by Order No.:** Locate payments associated with specific purchase orders.
- **Search by Vendor:** Find payments linked to particular vendors.
- **Search by Payment Status:** View payments categorized by their status (e.g., Unpaid, Paid Up).
- **Search by Payment Method:** Filter payments by the method used (e.g., Cash, Check, Credit Card, Deposit, Fund Balance, Other, Wire Transfer).
- **Search by Payment No.:** Locate payments using their unique payment number.
- **Pay Date - Begin/End:** Search for payments within a defined date range.

The **CB PO Payments** Tab is a crucial component of our ERP system, providing comprehensive tools to manage purchase order payments effectively. By familiarizing yourself with the key fields and utilizing the advanced search and filtering options, you can streamline payment processes, ensure timely transactions, and maintain accurate financial records. Regular use of this feature will enhance operational efficiency and support robust financial management within the organization.