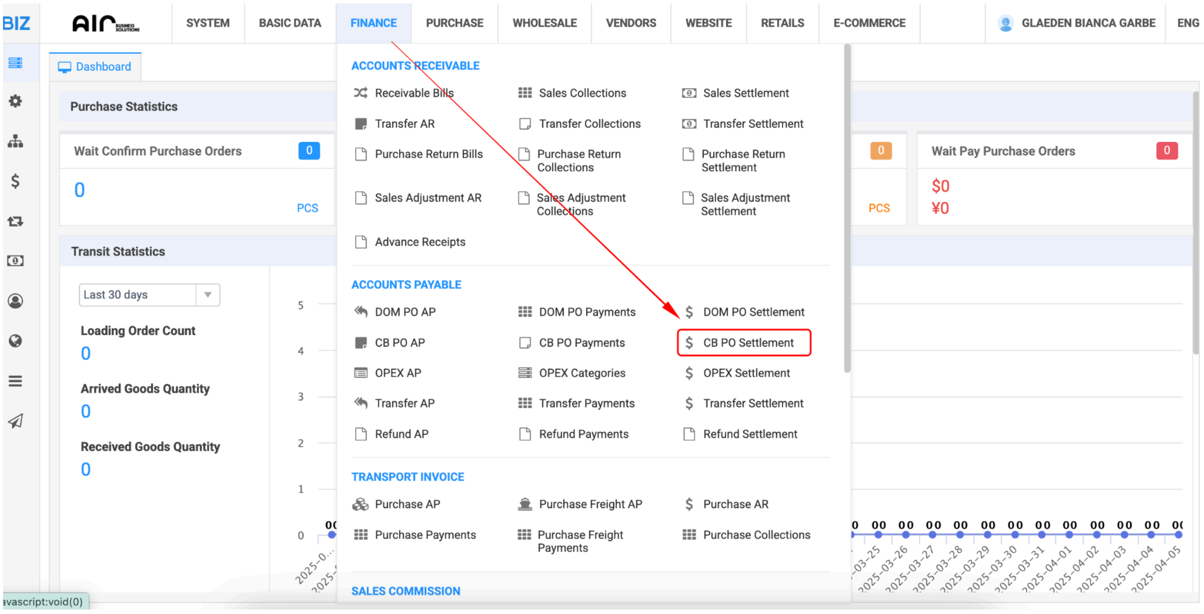
Finance - CB PO Settlement

The **CB PO Settlement Tab** within our ERP system is designed to facilitate efficient management of purchase order settlements, ensuring timely and accurate payments to vendors. This feature allows users to monitor outstanding balances, process payments, and maintain comprehensive records of all settlement transactions.

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

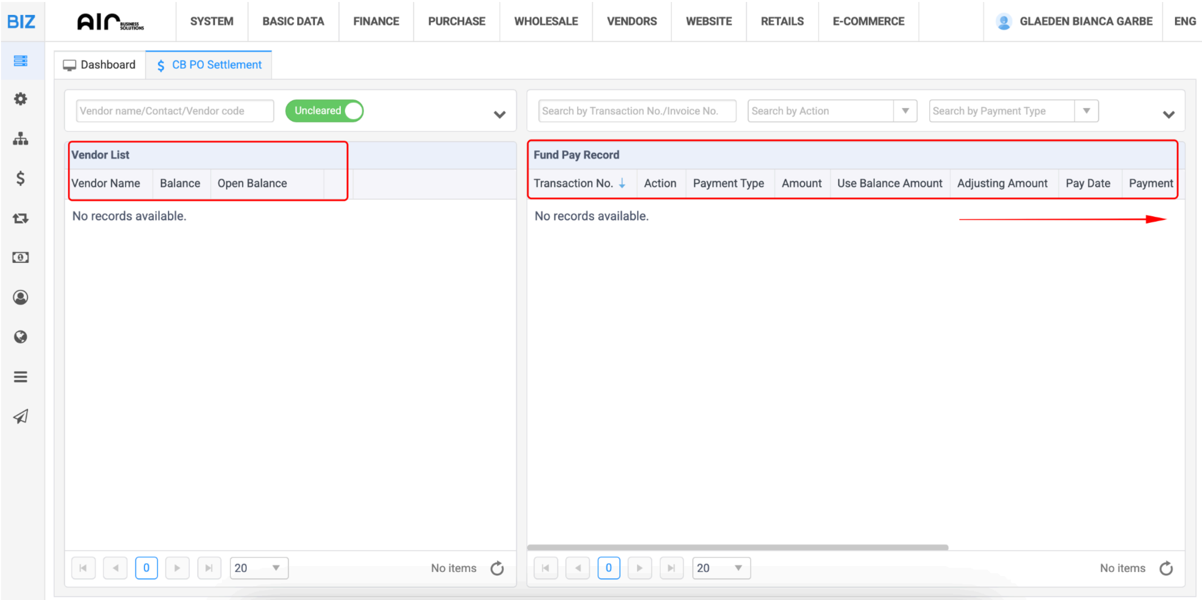


1. **Log in to the ERP System:** Enter your credentials to access the system.

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

3. **Select the CB PO Settlement Tab:** Under the Finance section, click on the **CB PO Settlement** tab to manage purchase order settlements.

Key Sections in the CB PO Settlement Tab:

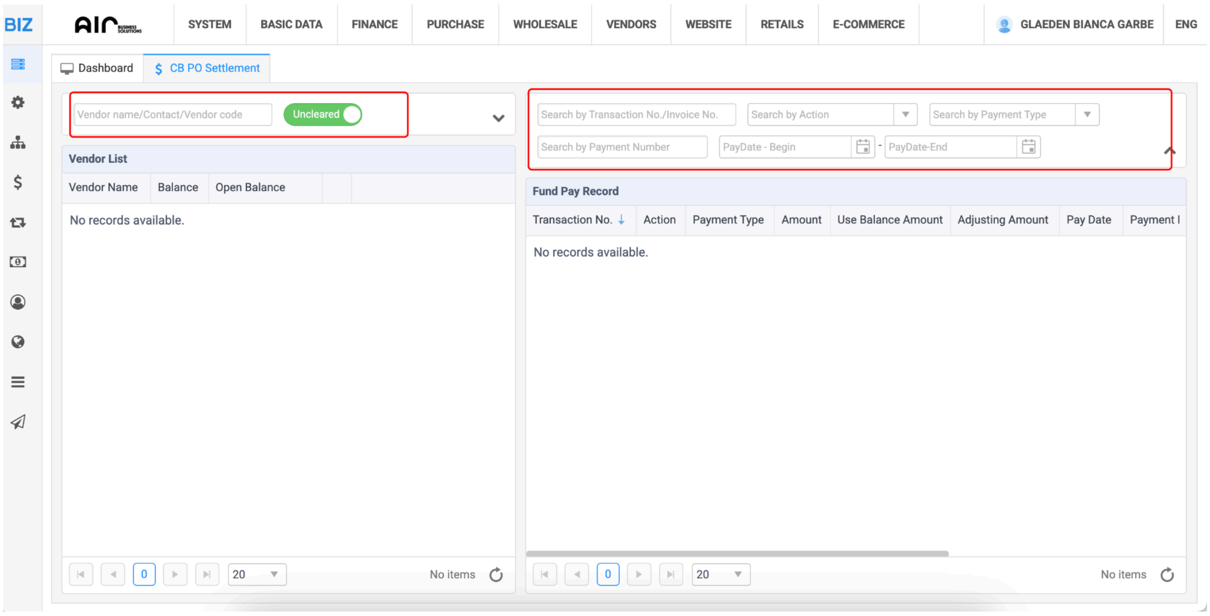


1. **Vendor List:**
    - **Vendor Name:** Name of the vendor associated with the settlement.
    - **Balance:** Total amount due to the vendor.
    - **Open Balance:** Remaining balance not yet settled.
2. **Fund Pay Record:**
    - **Transaction No.:** Unique identifier for each payment transaction.
    - **Action:** Type of transaction (e.g., Pay, Refund).
    - **Payment Type:** Method used for the payment (e.g., Cash, Check, Credit Card, Deposit, Fund Balance, Other, Wire Transfer).
    - **Amount:** Total amount of the transaction.
    - **Use Balance Amount:** Amount applied from the available balance.
    - **Adjusting Amount:** Any adjustments made to the payment amount.
    - **Pay Date:** Date when the payment was made.
    - **Payment Number:** Reference number for the payment.

- **Deposit Date:** Date when the payment was deposited.
- **Deposit Bank:** Bank where the payment was deposited.
- **Operator:** Person who processed the payment.
- **Attachment:** Any supporting documents related to the payment.

Searching and Filtering Options:

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



- **Vendor Name/Contact/Vendor Code:** Search for settlements associated with specific vendors or contacts.
- **Uncleared/Cleared:** Filter settlements based on their clearance status.
- **Search by Transaction Number/Invoice Number:** Locate settlements using transaction or invoice numbers.
- **Search by Action - Pay/Refund:** View settlements categorized by action type.
- **Search by Payment Type:** Filter settlements by payment method (e.g., Cash, Check, Credit Card, Deposit, Fund Balance, Other, Wire Transfer).

- **Search by Payment Number:** Find settlements using payment reference numbers.
- **Pay Date - Begin/End:** Search for settlements within a specific date range.

How do payments work when using different currencies? Specifically, how does currency exchange apply, and what is the process for choosing or changing the bank for international versus domestic transactions

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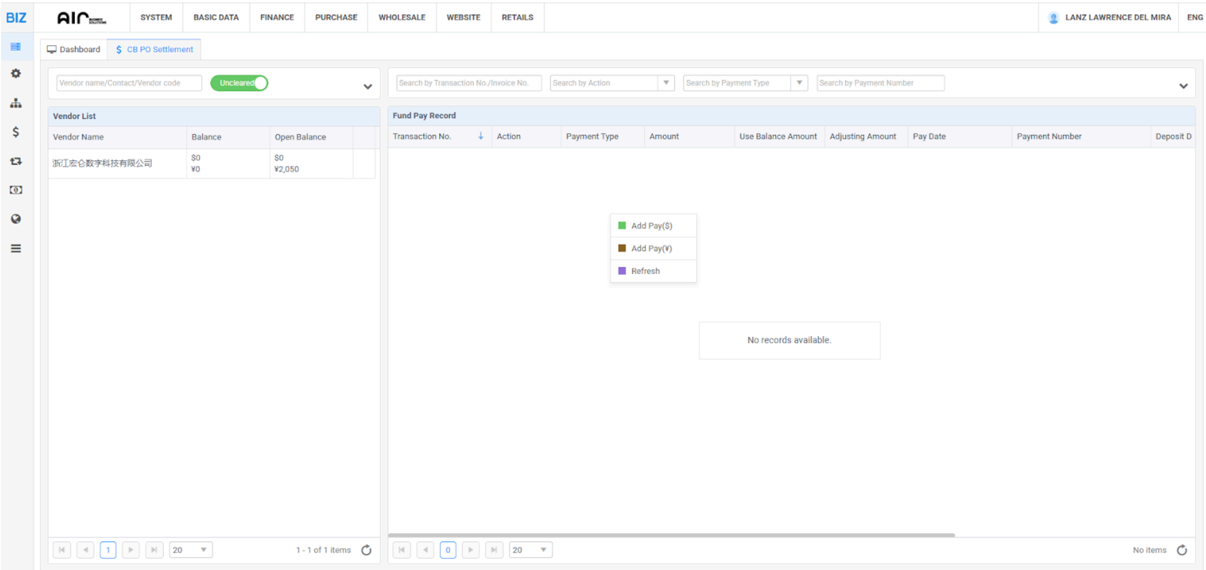

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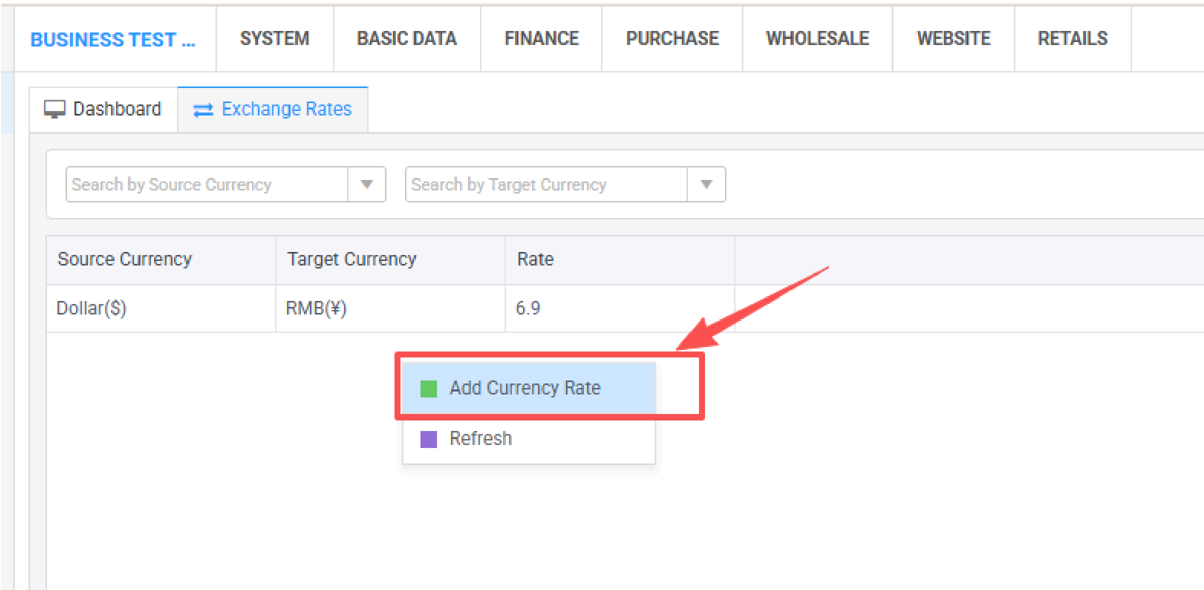
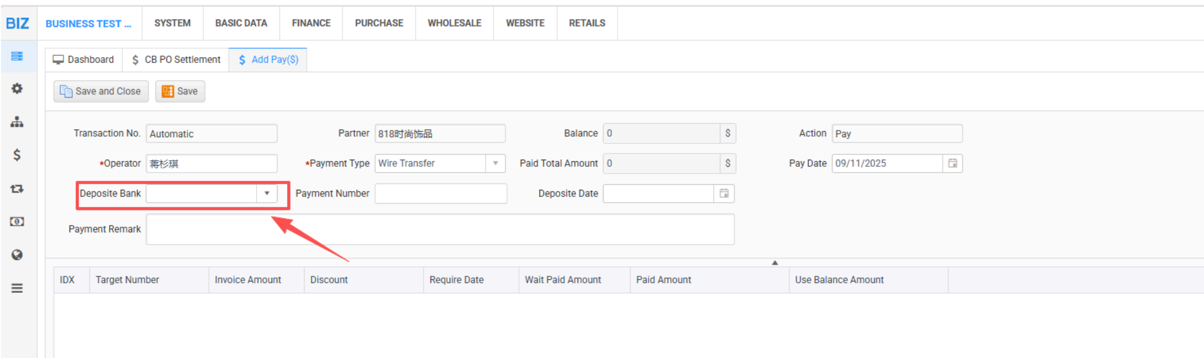


Currently, the system only has the function of exchange rate conversion. After adding the exchange rate of the target currency and the source currency, calculation can be performed.



You can choose the bank to pay here.

The **CB PO Settlement** Tab is a vital component of our ERP system, providing comprehensive tools to manage purchase order settlements effectively. By familiarizing yourself with the key sections and utilizing the advanced search and filtering options, you can streamline the settlement process, ensure timely payments, and maintain accurate financial records. Regular use of this feature will contribute to efficient financial management and strengthen vendor relationships within the organization.