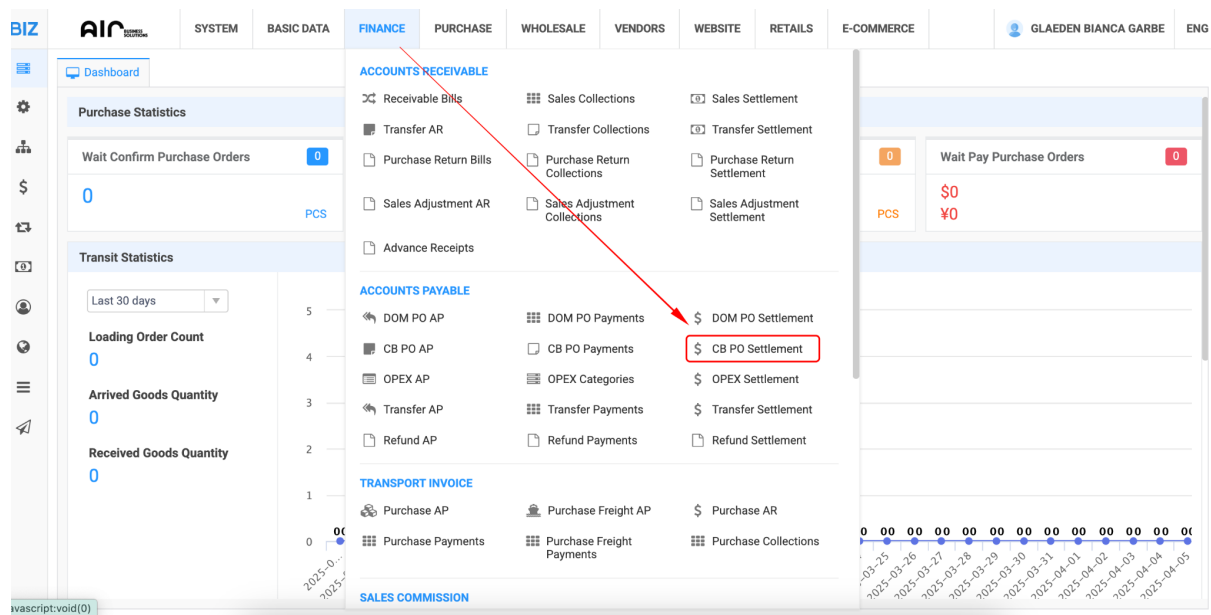


Finance - CB PO Settlement

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:

The screenshot displays the 'CB PO Settlement' tab in the BIZ system. The interface is divided into two main sections: 'Vendor List' and 'Fund Pay Record'. Both sections are currently empty, displaying 'No records available.'

Vendor List:

Vendor Name	Balance	Open Balance
No records available.		

Fund Pay Record:

Transaction No.	Action	Payment Type	Amount	Use Balance Amount	Adjusting Amount	Pay Date	Payment
No records available.							

A red arrow points to the 'Payment' column in the 'Fund Pay Record' section.

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:

The screenshot displays the AIC PO Settlement system interface. The top navigation bar includes tabs for SYSTEM, BASIC DATA, FINANCE, PURCHASE, WHOLESALE, VENDORS, WEBSITE, RETAILS, and E-COMMERCE. The user is logged in as GLAEDEN BIANCA GARBE. The main content area is divided into two sections: Vendor List and Fund Pay Record. Both sections show a search bar and a filter dropdown. The Vendor List section has a search bar labeled 'Vendor name/Contact/Vendor code' and a filter dropdown labeled 'Uncleared'. The Fund Pay Record section has a search bar labeled 'Search by Transaction No./Invoice No.' and a filter dropdown labeled 'Search by Action'. Both sections also have a table with columns for Vendor Name, Balance, Open Balance, Transaction No., Action, Payment Type, Amount, Use Balance Amount, Adjusting Amount, Pay Date, and Payment I. The tables are currently empty, showing 'No records available.'

- **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

Finance - CB PO Settlement

BIZ

AIR

SYSTEM

BASIC DATA

FINANCE

PURCHASE

WHOLESALE

WEBSITE

RETAILS

LANZ LAWRENCE DEL MIRA

ENG

Dashboard

CB PO Settlement

Vendor name/Contact/Vendor code

Uncleared

Search by Transaction No./Invoice No.

Search by Action

Search by Payment Type

Search by Payment Number

Vendor List

Vendor Name	Balance	Open Balance
浙江安合数字科技有限公司	\$0	\$0
	¥0	¥2,050

Fund Pay Record

Transaction No.	Action	Payment Type	Amount	Use Balance Amount	Adjusting Amount	Pay Date	Payment Number	Deposit D
No records available.								

Add Pay(\$)

Add Pay(¥)

Refresh

1 - 1 of 1 items

6

20

No items

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

BUSINESS TEST ... SYSTEM BASIC DATA FINANCE PURCHASE WHOLESALE WEBSITE RETAILS

Dashboard Exchange Rates

Search by Source Currency Search by Target Currency

Source Currency	Target Currency	Rate
Dollar(\$)	RMB(¥)	6.9

Add Currency Rate
Refresh

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.

BIZ BUSINESS TEST ... SYSTEM BASIC DATA FINANCE PURCHASE WHOLESALE WEBSITE RETAILS

Dashboard \$ CB PO Settlement \$ Add Pay(S)

Save and Close Save

Transaction No. Automatic Partner 818时尚饰品 Balance 0 \$ Action Pay

*Operator 曹杉琪 *Payment Type Wire Transfer Paid Total Amount 0 \$ Pay Date 09/11/2025

Deposit Bank Payment Number Deposit Date

Payment Remark

IDX	Target Number	Invoice Amount	Discount	Require Date	Wait Paid Amount	Paid Amount	Use Balance Amount
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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.