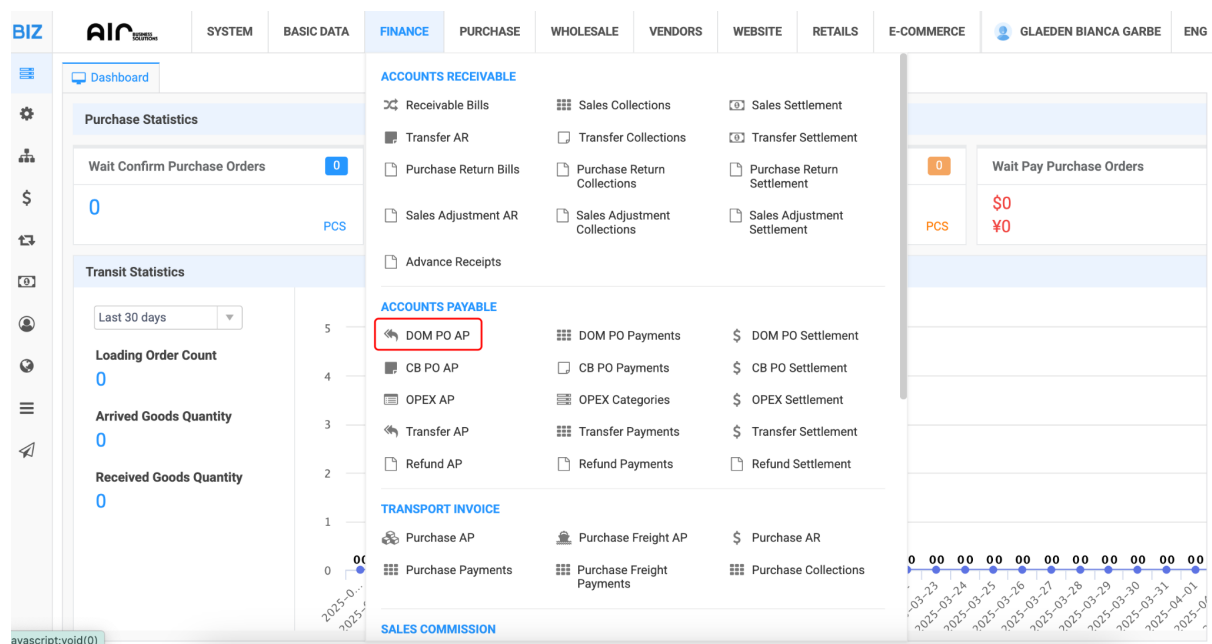


Finance - DOM PO AP

The **DOM PO AP** (Domestic Purchase Order Accounts Payable) in the ERP system is designed to help users manage accounts payable related to purchase orders (POs). It provides an organized view of pending payments, discounts, and vendor transactions, making it easier to track amounts owed, payment statuses, and order details. This guide will walk you through the key fields and search options available in the **DOM PO AP Tab**, helping you streamline your accounts payable process and ensure timely payments.

How to Navigate to the DOM PO AP Section

To access the **DOM PO AP Tab**, follow these steps:



1. **Log in to the ERP System:** Enter your login credentials to access the ERP system.
2. **Go to the Finance Tab:** In the main navigation menu, click on the **Finance** tab.
3. **Select DOM PO AP:** Under the **Finance** section, click on **DOM PO AP** to access all records related to accounts payable for purchase orders.

Key Fields in the DOM PO AP Tab

The **DOM PO AP Tab** contains several key fields that allow users to efficiently manage their accounts payable transactions. Here's a breakdown of these fields:

BIZ	AIR	SYSTEM	BASIC DATA	FINANCE	PURCHASE	WHOLESALE	VENDORS	WEBSITE	RETAILS	E-COMMERCE	GLAEDEN BIANCA GARBE	ENG
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Dashboard	DOM PO AP
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Number or Customer Invoice#	Search by Period	Search by Status Unpaid x	Search by Currency	Search by Vendor/Contacts
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Payment Status	No.	Vendor	Payable Amount	Paid Amount	Return Auto Settlement Amount	Discount	Require Date	Rem
No records available.								

0	20
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No items

1. **Payment Status:** Displays the current status of the payment (e.g., Paid, Pending, Overdue).
2. **No.:** A unique identifier for the transaction or purchase order.
3. **Vendor:** The name of the vendor associated with the purchase order.
4. **Payable Amount:** The total amount that is owed to the vendor.
5. **Paid Amount:** The amount that has already been paid towards the payable amount.
6. **Return Auto Settlement Amount:** The amount that has been automatically settled due to returns or adjustments.
7. **Discount:** Any discounts applied to the purchase order.
8. **Require Date:** The date by which the payment must be made or the goods/services are expected.
9. **Remaining Days:** The number of days remaining until the payment is due.
10. **Freight:** The cost associated with shipping or freight for the purchase order.
11. **Commodity Amount:** The total value of the commodities purchased.

12. **Item Qty:** The quantity of items associated with the purchase order.
13. **PO#:** The unique identifier for the purchase order.
14. **Receive Date:** The date when the goods or services were received.
15. **Completion Time:** The time when the purchase order or transaction was completed.
16. **Order Remark:** Any additional notes or remarks associated with the order.
17. **Comment:** An area for users to add additional comments related to the transaction.

Search Options in the DOM PO AP Tab

The **DOM PO AP Tab** offers various search options to help you filter and locate specific transactions. Here are the available search options:

The screenshot shows the DOM PO AP Tab search interface. The search bar includes the following fields:

- Number or Customer Invoice#
- Search by Period
- Search by Status (Unpaid)
- Search by Currency
- Search by Vendor/Contacts

Below the search bar are date range filters for:

- Require Date (Begin/End)
- Order Complete (Begin/End)
- Payment Date (Begin/End)

The table below the search bar has the following columns:

Payment Status	No.	Vendor	Payable Amount	Paid Amount	Return Auto Settlement Amount	Discount	Require Date	Remi
No records available.								

The pagination bar at the bottom shows 0 items out of 20.

1. **Search by Number or Customer Invoice#:** Locate specific transactions by the unique transaction number or customer invoice number.
2. **Search by Currency:** Filter transactions by the currency used in the purchase order.

3. **Require Date (Begin):** Filter transactions by the start date of the required payment or delivery period.
4. **Order Complete (Begin):** Filter transactions by the start date of the completed order.
5. **Payment Date (Begin):** Filter transactions by the start date of the payment collection period.
6. **Search by Period - Overdue/Not Overdue:** Filter transactions based on their overdue status.
7. **Search by Vendor/Contacts:** Find transactions associated with a specific vendor or contact.
8. **Require Date (End):** Filter transactions by the end date of the required payment or delivery period.
9. **Order Complete (End):** Filter transactions by the end date of the completed order.
10. **Payment Date (End):** Filter transactions by the end date of the payment collection period.
11. **Search by Status:** Filter transactions by their payment status (e.g., Paid, Pending).
12. **Amount (Begin):** Filter transactions by the starting amount range.
13. **Amount (End):** Filter transactions by the ending amount range.

The **DOM PO AP Tab** is an essential tool in the ERP system for **managing accounts payable related to purchase orders**. By using the various search options and key fields, **users can efficiently track vendor payments, monitor outstanding balances, and ensure timely settlements**. This feature provides a comprehensive view of financial transactions, helping to streamline the accounts payable process and improve cash flow management. Regularly using this tab ensures that your financial operations are running smoothly and that payments are made on time, reducing the risk of late fees or disruptions in vendor relationships.