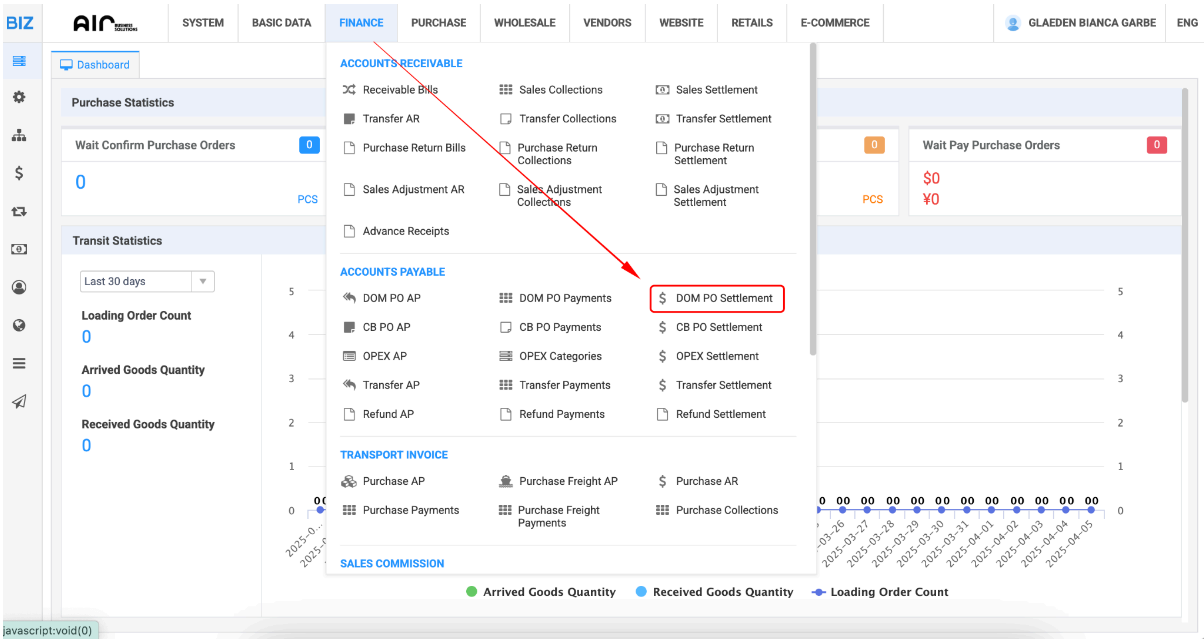
Finance - DOM PO Settlement

The **DOM PO (Domestic Purchase Order) Settlement** tab in the ERP system allows finance teams to manage and track domestic vendor payments effectively. It provides visibility into vendor balances, payment actions, and transaction details, enabling timely and accurate settlements. This article outlines how to navigate this section, understand key fields, use search filters, and optimize your workflow.

How to Navigate to the DOM PO Settlement Tab

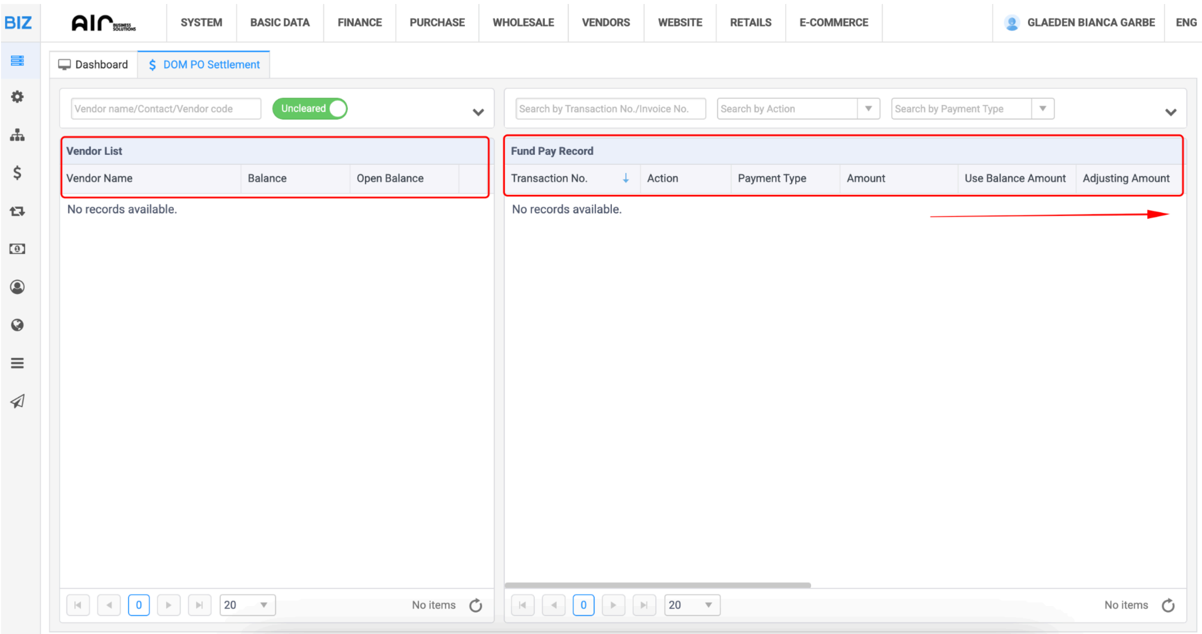


To access the DOM PO Settlement section:

1. Log in to the ERP System using your credentials.
2. Go to the Finance tab in the main navigation menu.
3. Click on DOM PO Settlement to access vendor payment records and settlement functions.

Key Fields in the DOM PO Settlement Tab

The interface consists of two main sections: Vendor List and Fund Pay Record.



Vendor List: This section shows a summary of vendor financials:

- Vendor Name – Name of the vendor.
- Balance – Total payable amount to the vendor.
- Open Balance – Amount not yet settled.

Fund Pay Record: Displays individual transaction details for each payment settlement:

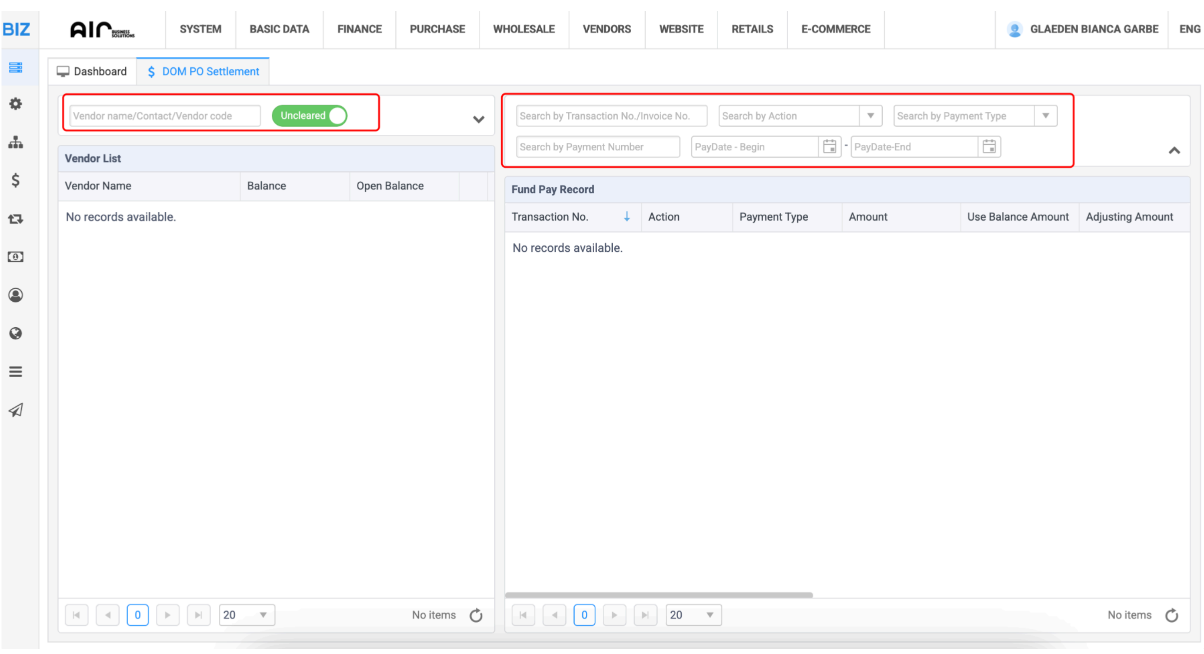
- Transaction No. – Unique ID for each transaction.
- Action – Indicates if it's a Pay or Refund action.
- Payment Type – Mode of payment used:
  - Cash
  - Check
  - Credit Card
  - Deposit

- Fund Balance
- Other
- Wire Transfer

- Amount – Total amount involved in the transaction.
- Use Balance Amount – Portion of balance used for this payment.
- Adjusting Amount – Adjustments made to the payment.
- Pay Date – Date the payment was made.
- Payment Number – Unique reference number for the payment.
- Deposit Date – Date the payment was deposited.
- Deposit Bank – Bank where the payment was deposited.
- Operator – Person who processed the transaction.
- **Attachment** – Upload any documents as proof or reference. Supports multiple file types (PDF, JPG, PNG, Excel, Word). Users can upload multiple files at the same time, with support for various file formats.

Filtering and Search Options

Use filters to quickly locate transactions and streamline record management. The following filters are available:



- Vendor name / Contact / Vendor code – Search by vendor details.
- Uncleared / Cleared – Filter by payment status.
- Search by Transaction No. / Invoice No. – Locate specific transactions or invoices.
- Search by Action – Choose between Pay or Refund.
- Search by Payment Type – Filter by payment method:
    - Cash
    - Check
    - Credit Card
    - Deposit
    - Fund Balance
    - Other
    - Wire Transfer
- Search by Payment Number – Find transactions using the payment reference number.
- Pay Date - Begin / End – Filter records within a specific date range.

The **DOM PO Settlement** tab ensures transparency, control, and efficiency in managing domestic vendor payments. By understanding its structure and using search filters effectively, users can streamline financial processes, ensure timely settlements, and maintain accurate records. Make this tool a part of your regular finance workflow for seamless vendor management.