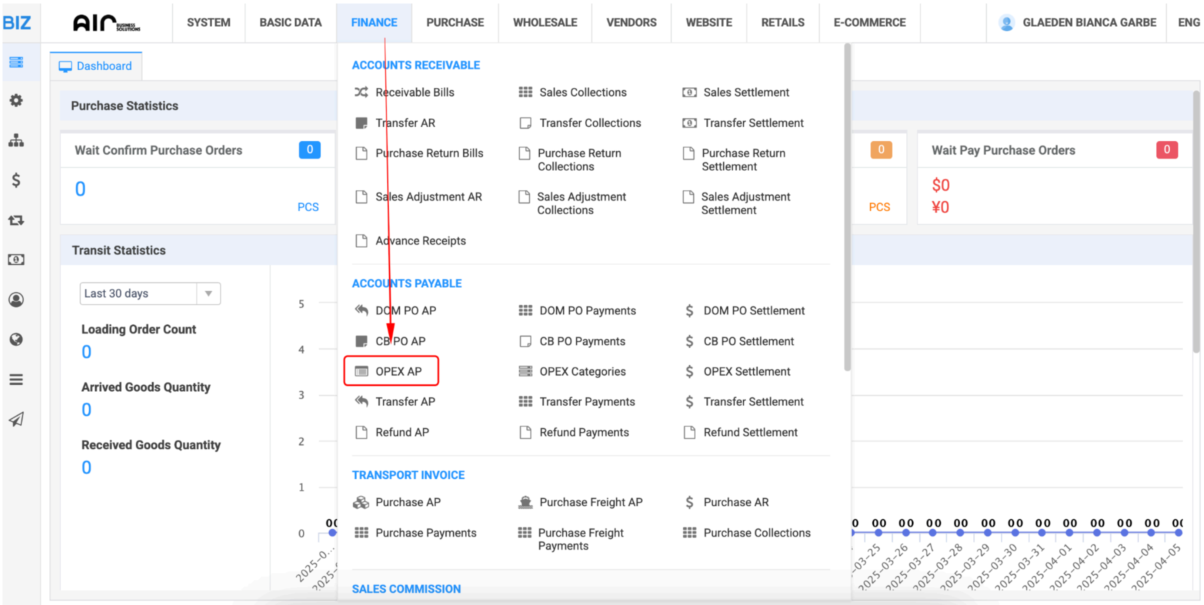
Finance - OPEX AP

The **OPEX AP (Operating Expenses Accounts Payable) Tab** in your ERP system is designed to efficiently manage and track operating expenses. This feature allows users to monitor payments, handle vendor interactions, and maintain comprehensive records of all expense-related transactions.

Navigation: To access the OPEX Accounts Payable (AP) tab in your ERP system, please follow these steps:



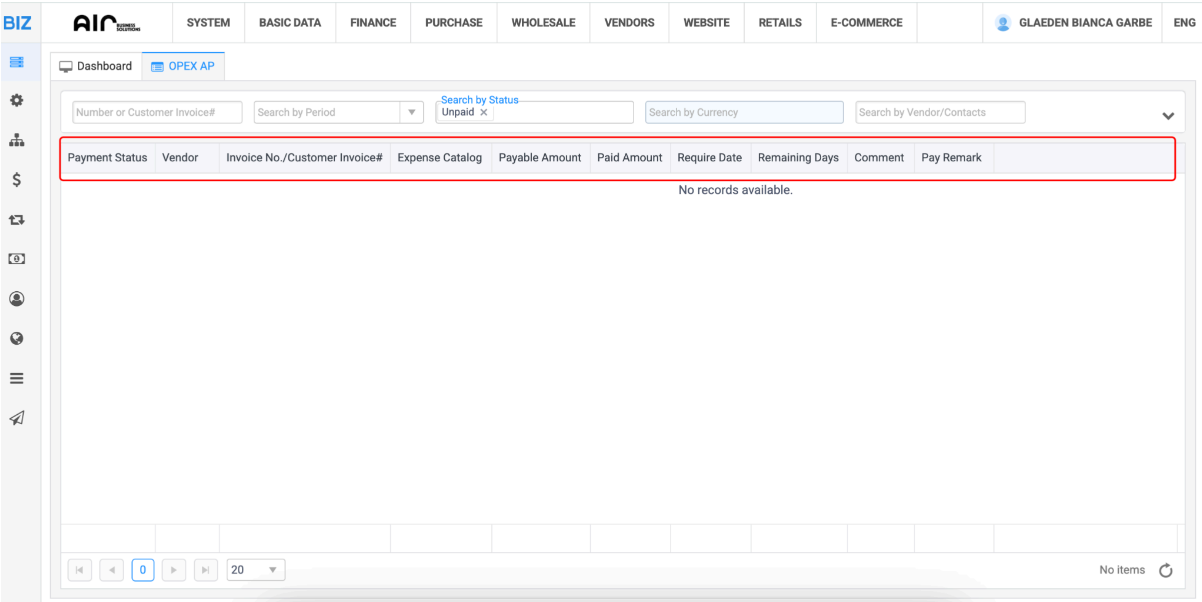
1. **Log In:** Enter your username and password to access the ERP dashboard.

2. **Navigate to Financials:** From the main menu, select the **Financials** module.

3. **Select Accounts Payable:** Within the Financials section, click on **Accounts Payable**.

4. **Access OPEX AP Tab:** In the Accounts Payable module, locate and click on the **OPEX AP** tab to manage operating expenses.

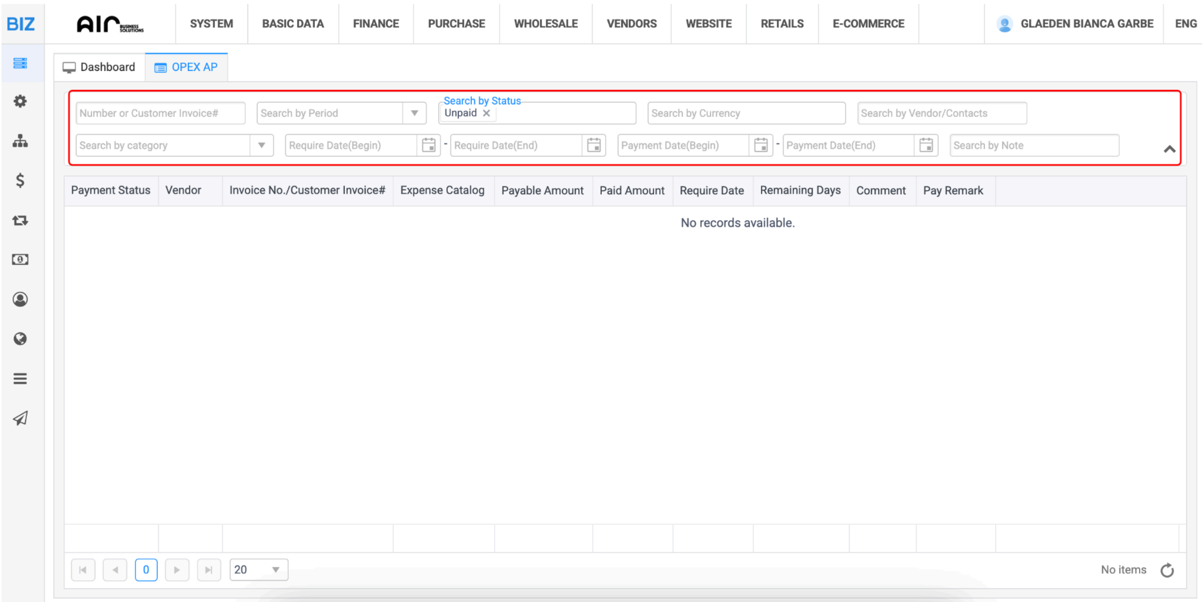
Key Features of the OPEX AP Tab:



1. **Expense Tracking:**
    - **Payment Status:** Monitor the current status of payments (e.g., Paid, Unpaid).
    - **Vendor:** View details of vendors associated with each expense.
    - **Invoice No./Customer Invoice #:** Keep track of invoice numbers for reference and reconciliation.
    - **Expense Catalog:** Categorize expenses for better organization and reporting.
    - **Payable Amount:** View the total amount due for each expense.
    - **Paid Amount:** Track payments made against each payable amount.
    - **Require Date:** Set and view the date by which payment is required.
    - **Remaining Days:** Calculate and display the number of days remaining until the payment due date.
    - **Comment:** Add notes or comments for internal reference.

- **Pay Remark:** Include remarks related to payments for additional context.

2. **Searching and Filtering Options:**



- **Number or Customer Invoice #:** Search for expenses using invoice numbers or customer references.
- **Search by Period - Not Overdue/Overdue:** Filter expenses based on their due status within a specified period.
- **Search by Status - Unpaid/Paid Up:** View expenses based on their payment status.
- **Search by Currency - CAD/Dollar/Euro/Pound/RMB/SGD:** Filter expenses by currency type.
- **Search by Vendor/Contacts:** Locate expenses associated with specific vendors or contacts.
- **Search by Category:** Find expenses within specific categories for better analysis.
- **Require Date - Begin/End:** Search for expenses within a defined date range.
- **Payment Date - Begin/End:** Filter expenses based on payment dates.

- **Search by Note:** Locate expenses containing specific notes or comments.

The **OPEX AP tab** is a vital component of your ERP system, providing comprehensive tools to manage operating expenses effectively. By utilizing its features, you can ensure timely payments, maintain accurate financial records, and gain valuable insights into your organization's expenditure patterns. Regular use and familiarity with this tab will enhance financial operations and contribute to better budget management.