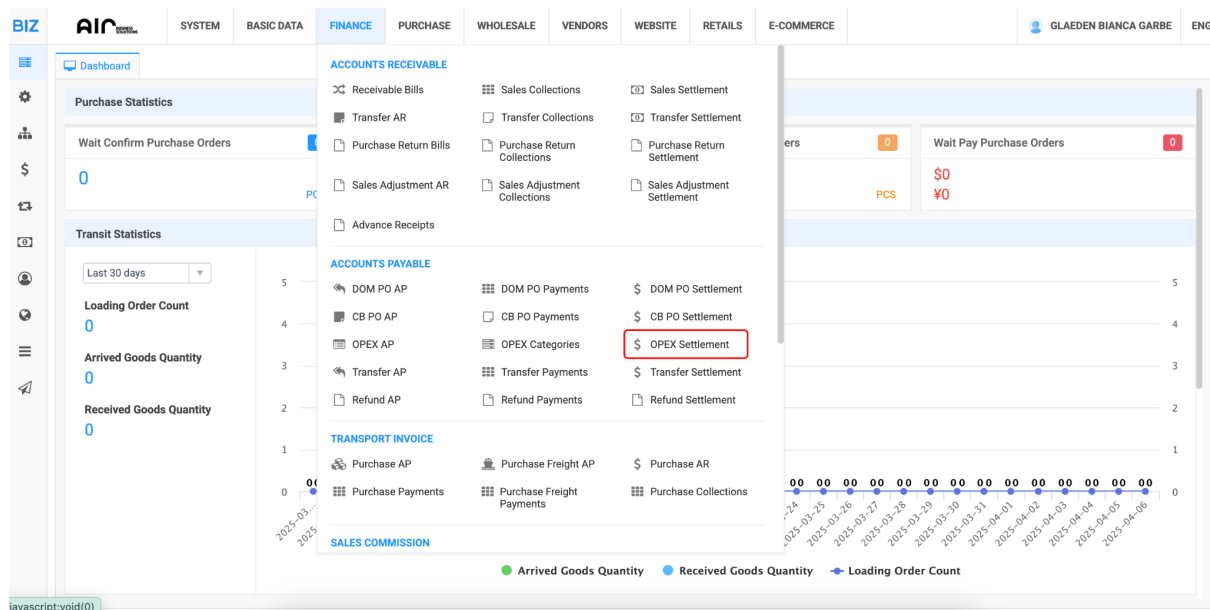


Finance - OPEX Settlement

The **OPEX Settlement** tab in our ERP system is designed to facilitate efficient management of operating expense settlements. It allows users to monitor vendor balances, process payments, and maintain comprehensive records of all settlement transactions, ensuring accurate financial reporting and timely payments.

Navigation: To access the OPEX Settlement tab in your ERP system, 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. **Access Accounts Payable:** Within the Financials section, click on **Accounts Payable**.
4. **Select OPEX Settlement:** Under Accounts Payable, click on the **OPEX Settlement** tab to manage operating expense settlements.

Key Features of the OPEX Settlement Tab:

The screenshot displays the OPEX Settlement Tab in a software interface. The interface includes a top navigation bar with tabs for SYSTEM, BASIC DATA, FINANCE, PURCHASE, WHOLESALE, VENDORS, WEBSITE, RETAILS, and E-COMMERCE. The OPEX Settlement Tab is selected. Below the navigation bar, there is a search bar with filters for Vendor name/Contact/Vendor code, Uncleared, and Search by Transaction No./Invoice No., Search by Action, Search by Payment Type, and Search by Payment Number. The main content area is divided into two sections: Vendor List and Fund Pay Record. The Vendor List section contains a table with columns for Vendor Name, Balance, and Open Balance. The Fund Pay Record section contains a table with columns for Transaction No., Action, Payment Type, Amount, Use Balance Amount, Pay Date, and Payment. A red arrow points from the Fund Pay Record table to the Vendor List table.

Vendor Name	Balance	Open Balance
AZPAC LLC	\$0	\$0
广州市佳上佳智能科技有限公司	¥0	¥0
上海浩铁电子科技有限公司	¥0	¥0
深圳市思域工业制品有限公司	¥0	¥0
武商	¥0	¥0
义乌市龙叔电脑商行	¥0	¥0
浙江宏仑数字科技有限公司	¥0	¥0

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

1. Vendor List:

- **Vendor Name:** Identifies the vendor associated with the settlement.
- **Balance:** Displays the total amount due to the vendor.
- **Open Balance:** Shows the remaining balance not yet settled.

2. Fund Pay Record:

- **Transaction No.:** Unique identifier for each payment transaction.
- **Action:** Specifies the type of transaction (e.g., Pay, Refund).
- **Payment Type:** Indicates the method used for 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.
- **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.

3. Searching and Filtering Options:

The screenshot displays the BIZ AIR OPEX Settlement 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.

Vendor List: This section features a search bar with the placeholder text "Vendor name/Contact/Vendor code" and a filter button labeled "Uncleared". Below the search bar is a table with the following data:

Vendor Name	Balance	Open Balance
AZPAC LLC	\$0	\$0
广州市佳上佳智能科技有限公司	¥0	¥0
上海浩铁电子科技有限公司	¥0	¥0
深圳市恩域工业制品有限公司	¥0	¥0
武商	¥0	¥0
义乌市龙叔电脑商行	¥0	¥0
浙江宏仑数字科技有限公司	¥0	¥0

Fund Pay Record: This section includes search filters for Transaction No./Invoice No., Action, Payment Type, and Payment Number. It also has date range filters for PayDate - Begin and PayDate - End. The table below shows no records available.

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

At the bottom of each section, there are pagination controls. The Vendor List shows "1 - 7 of 7 items" and the Fund Pay Record shows "No items".

- **Vendor Name/Contact/Vendor Code:** Search for settlements associated with specific vendors or contacts.
- **Cleared/Uncleared:** 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.
- **Search by Payment Number:** Find settlements using payment reference numbers.
- **Pay Date - Begin/End:** Search for settlements within a specific date range.

Benefits of Using the OPEX Settlement Tab:

- **Enhanced Financial Management:** Provides a clear view of outstanding balances and payment statuses, aiding in effective cash flow management.
- **Improved Reporting:** Facilitates accurate financial reporting by maintaining detailed records of all settlement transactions.
- **Operational Efficiency:** Streamlines the payment process, reducing manual efforts and minimizing errors.

Utilizing the **OPEX Settlement** tab in your ERP system is essential for maintaining organized and accurate financial records. It ensures timely payments to vendors, enhances financial reporting, and supports strategic decision-making processes. By effectively managing operating expense settlements, businesses can achieve better financial control and operational efficiency.