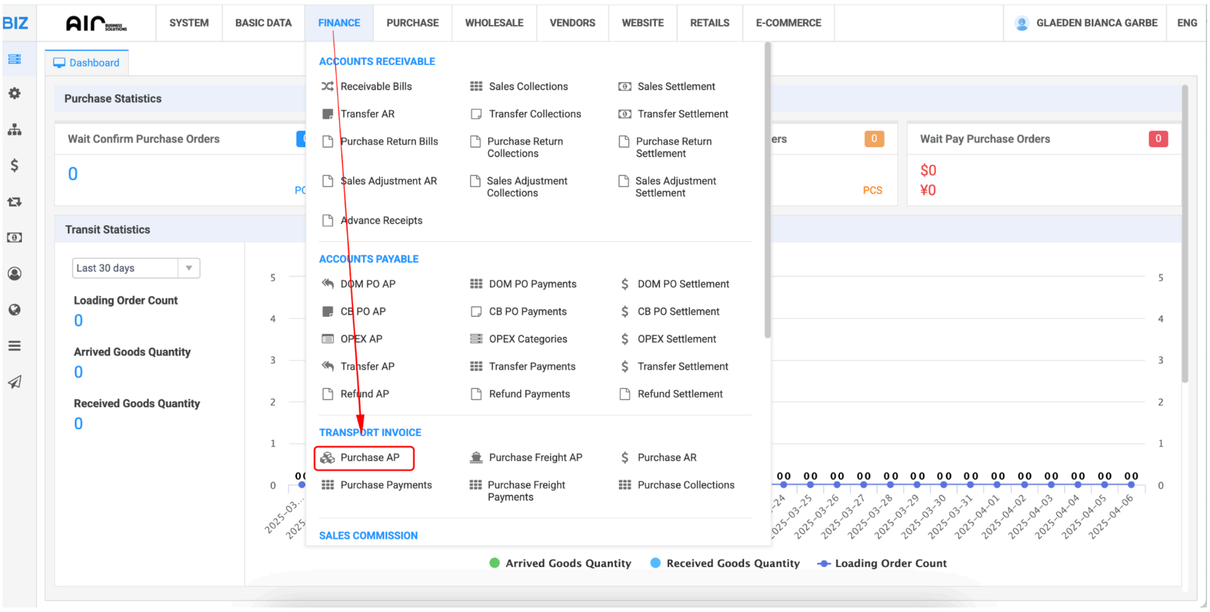
Finance - Purchase AP

The **Purchase AP** tab is designed to facilitate the management of purchase transactions and payments to vendors. It provides users with tools to monitor payment statuses, track transportation details, and maintain comprehensive records of all purchase-related activities.

Navigation: To access the **Purchase AP** tab in your ERP system, follow these steps:



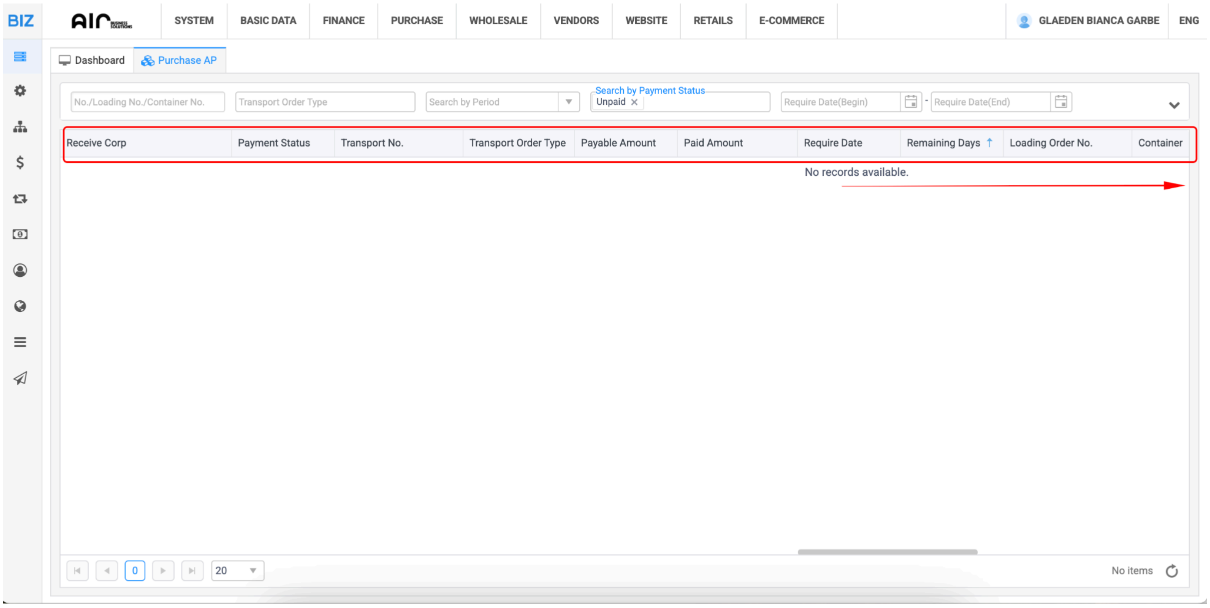
1. **Log In:** Enter your credentials to access the ERP dashboard.

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 Purchase AP:** Under Accounts Payable, click on the **Purchase AP** tab to manage purchase-related transactions.

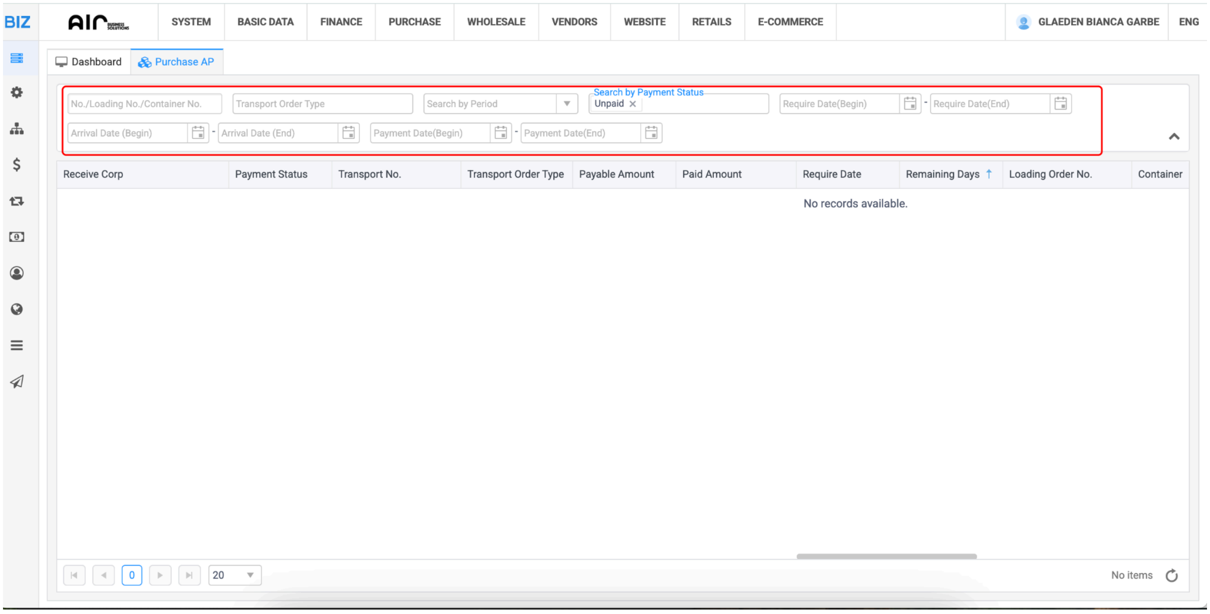
Key Features of the Purchase AP Tab:



1. **Vendor List:**
   - **Vendor Name:** Identifies the vendor associated with the purchase.
   - **Balance:** Displays the current balance owed to the vendor.
   - **Open Balance:** Indicates the outstanding amount yet to be paid.
2. **Transaction Details:**
   - **Transport No.:** Unique identifier for the transportation of goods.
   - **Transport Order Type:** Specifies the type of transportation order.
   - **Payable Amount:** Total amount due for payment.
   - **Paid Amount:** Amount already paid to the vendor.
   - **Require Date:** The date by which payment is required.
   - **Remaining Days:** Number of days remaining until the payment due date.
   - **Loading Order No.:** Reference number for the loading order.
   - **Container No.:** Identifier for the container used in transportation.
   - **Arrival Date:** Date when the goods are expected to arrive.

- **Remark:** Additional notes related to the transaction.

3. **Searching and Filtering Options:**



  - **Search by Number:** Filter transactions using loading or container numbers.
  - **Transport Order Type:** Find transactions based on the type of transport order.
  - **Search by Period:** Filter transactions by their overdue status.
  - **Search by Payment Status:** View transactions based on payment status (Paid/Unpaid).
  - **Require Date - Begin/End:** Search for transactions within a specific date range.
  - **Arrival Date - Begin/End:** Filter transactions based on the arrival date range.
  - **Payment Date - Begin/End:** Search for transactions within a specific payment date range.

Benefits of Using the Purchase AP 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 purchase transactions.

- **Operational Efficiency:** Streamlines the purchase and payment process, reducing manual efforts and minimizing errors.

Utilizing the **Purchase AP** tab in your ERP system is essential for maintaining organized and accurate financial records related to purchases. It ensures timely payments to vendors, enhances financial reporting, and supports strategic decision-making processes. By effectively managing purchase accounts payable, businesses can achieve better financial control and operational efficiency.