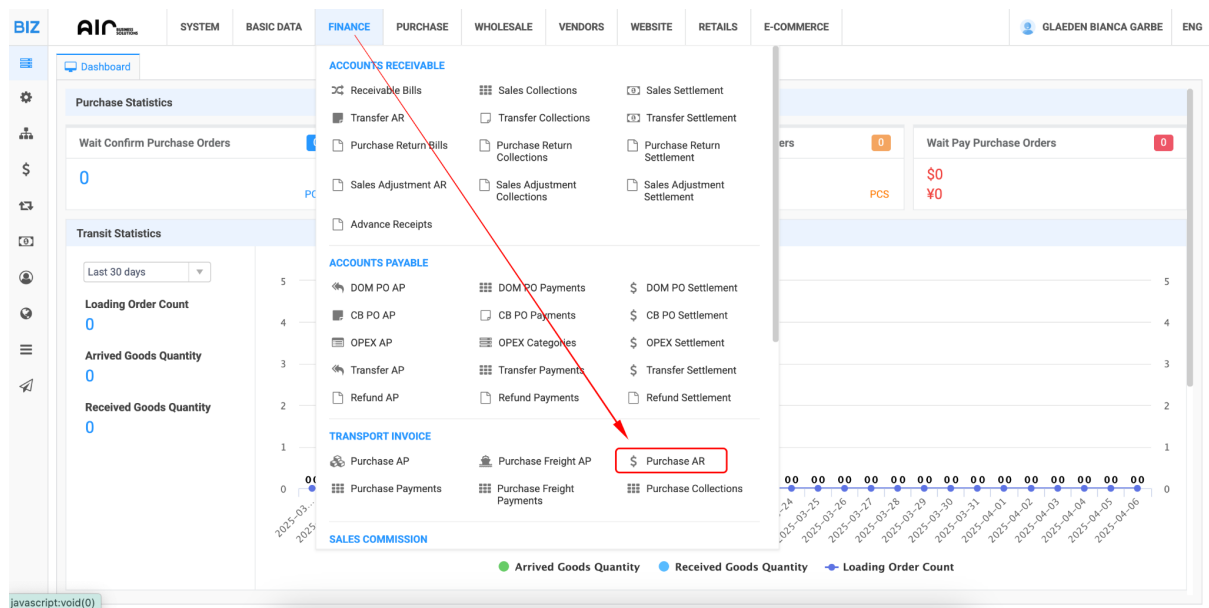


Finance - Purchase AR

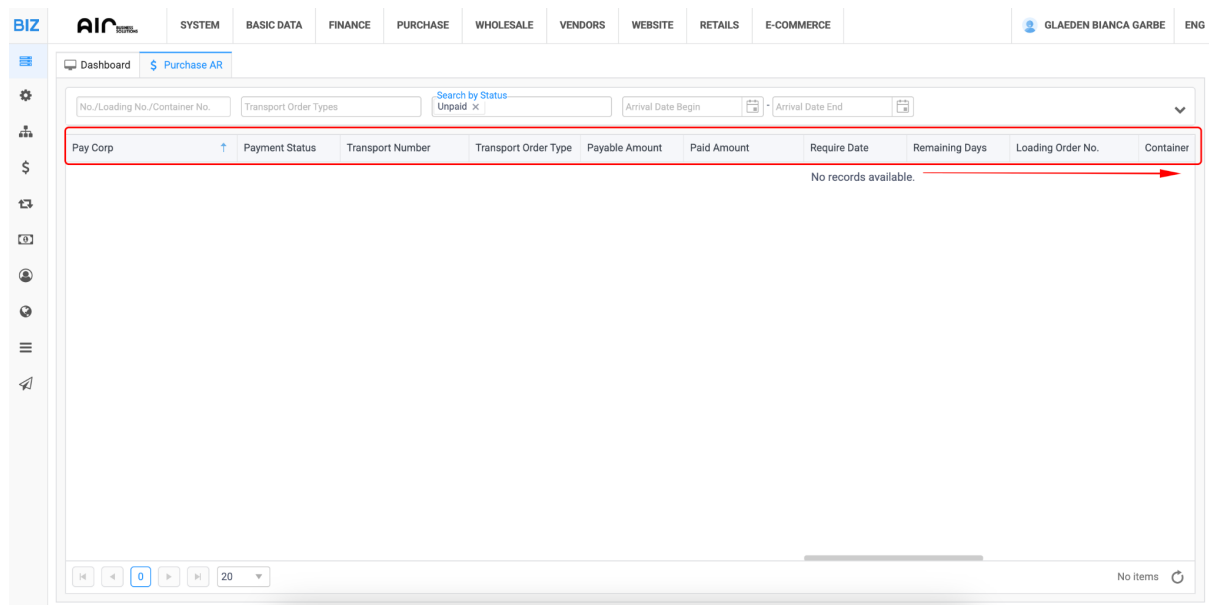
The **Purchase AR** tab is designed to facilitate the management of customer payments and transportation details associated with purchase transactions. It provides users with tools to monitor payment statuses, track transportation information, and maintain comprehensive records of all purchase-related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

Navigation: To access the **Purchase AR** 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 Receivable:** Within the Financials section, click on **Accounts Receivable**.
4. **Select Purchase AR:** Under Accounts Receivable, click on the **Purchase AR** tab to manage customer payment transactions related to purchases.

Key Features of the Purchase AR Tab:



1. Transaction Details:

- **Pay Corp:** Identifies the company responsible for the payment.
- **Payment Status:** Indicates the current status of the payment (e.g., Paid, Unpaid).
- **Transport Number:** 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 that has been paid.
- **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.
- **Arrived Date:** Date when the goods are expected to arrive.

- **Order Remark:** Additional notes related to the order.

2. Searching and Filtering Options:

The screenshot displays the BIZ AIR system interface, specifically the 'Purchase AR' tab. A red box highlights the search and filter options at the top of the main content area. These options include:

- No./Loading No./Container No.:** A text input field for searching by specific identifiers.
- Transport Order Types:** A dropdown menu for filtering by transport order type.
- Search by Status:** A dropdown menu currently set to 'Unpaid' with a clear button (x).
- Arrival Date Begin/End:** Two date pickers for filtering by arrival date range.
- Require Date(Begin/End):** Two date pickers for filtering by payment requirement date range.
- Pay Up(Begin/End):** Two date pickers for filtering by payment date range.

Below the search filters is a table with the following columns: Pay Corp, Payment Status, Transport Number, Transport Order Type, Payable Amount, Paid Amount, Require Date, Remaining Days, Loading Order No., and Container. The table currently displays 'No records available.'

- **Search by Number:** Filter transactions using transport number, loading number, or container number.
- **Transport Order Type:** Find transactions based on the type of transport order.
- **Search by Status:** View transactions based on payment status (e.g., Unpaid, Paid).
- **Arrival Date - Begin/End:** Search for transactions within a specific arrival date range.
- **Require Date - Begin/End:** Search for transactions within a specific payment requirement date range.
- **Pay Up - Begin/End:** Search for transactions within a specific payment date range.

Benefits of Using the Purchase AR 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 and payments.
- **Operational Efficiency:** Streamlines the process of tracking customer payments and transportation details, reducing manual efforts and minimizing errors.

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