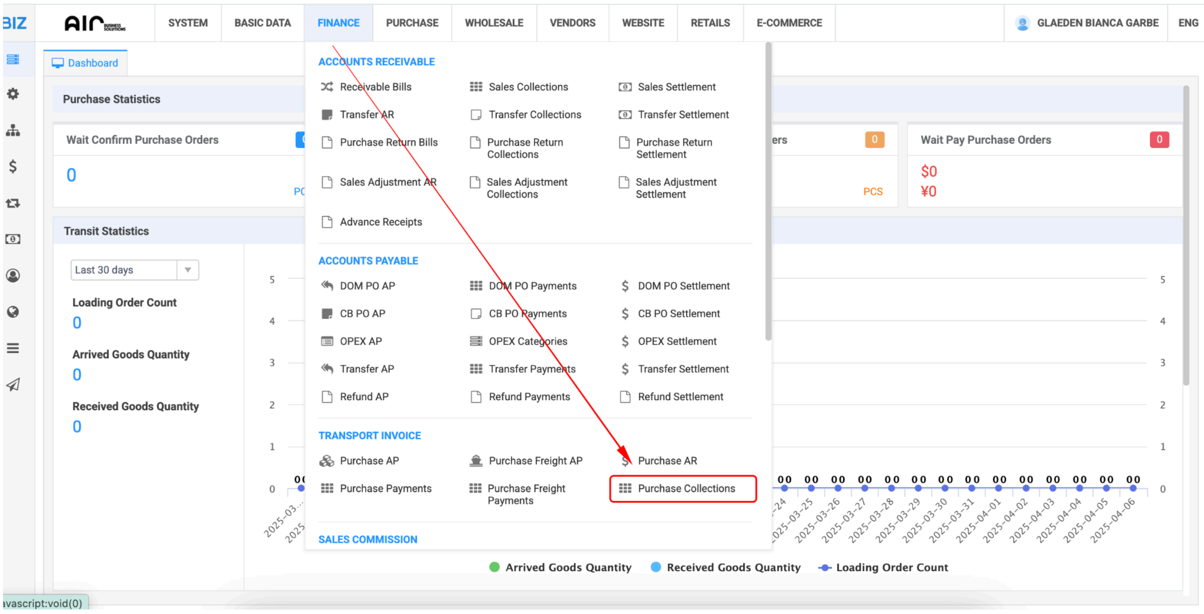
Finance - Purchase Collections

The **Purchase Collections** tab is designed to facilitate the management of collections from customers for goods and services provided. It provides users with tools to monitor collection statuses, process transactions efficiently, and maintain accurate financial records related to customer payments.

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



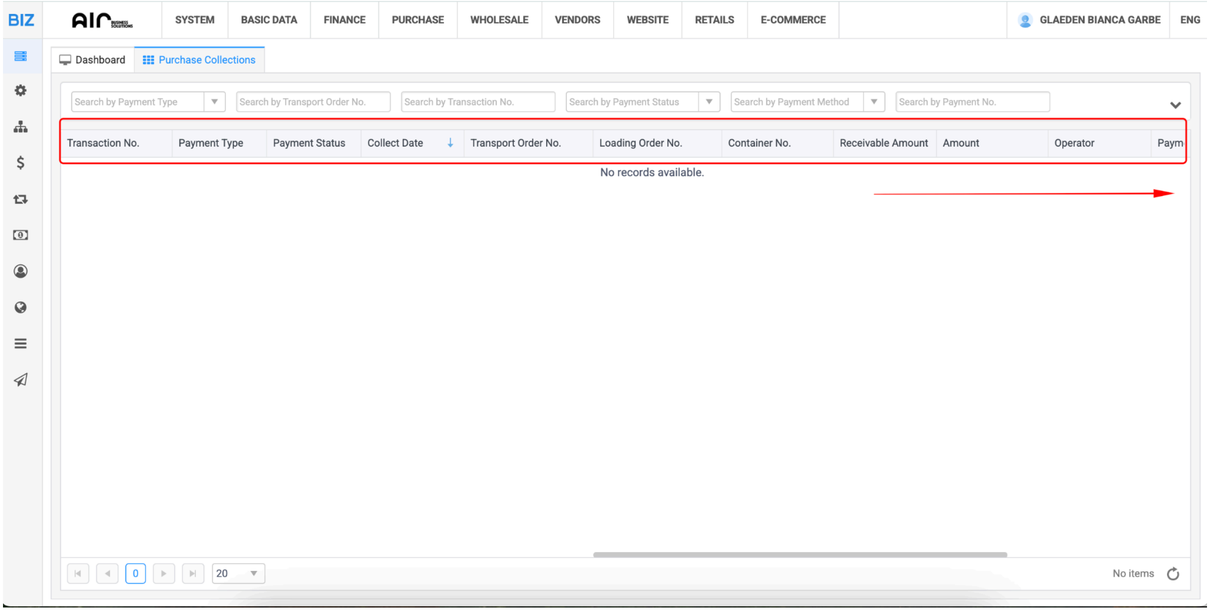
1. **Log In:** Enter your credentials to access the ERP dashboard.

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 Collections:** Under Accounts Receivable, click on the **Purchase Collections** tab to manage customer collections.

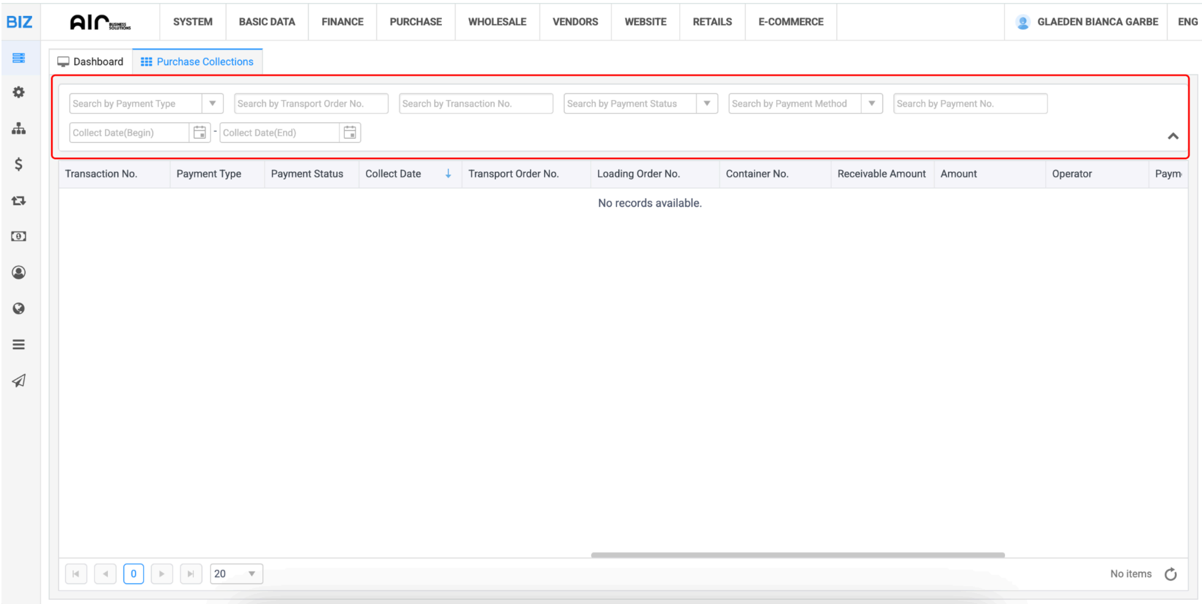
Key Features of the Purchase Collections Tab:



1. **Transaction Details:**
    - **Transaction No.:** Unique identifier for each collection transaction.
    - **Payment Type:** Specifies the nature of the payment, such as Collect or Refund.
    - **Payment Status:** Indicates the current status of the payment (e.g., Unpaid, Paid).
    - **Collect Date:** The date when the payment is scheduled or has been collected.
    - **Transport Order No.:** Reference number for the associated transportation order linked to the collection.
    - **Loading Order No.:** Reference number for the associated loading order linked to the collection.
    - **Container No.:** Identifier for the container involved in the transaction.
    - **Receivable Amount:** Total amount due for collection.
    - **Amount:** Amount that has been collected or refunded.
    - **Operator:** Name or ID of the staff member processing the collection.

- **Payment Method:** Mode of payment used, such as Cash, Check, Credit Card, Deposit, Fund Balance, Other, or Wire Transfer.
- **Deposit Bank:** Bank where the collected payment is deposited.

2. **Searching and Filtering Options:**



- **Search by Payment Type:** Filter transactions based on whether they are collections or refunds.
- **Search by Transport Order Number:** Locate transactions using the transport order number.
- **Search by Transaction Number:** Find specific transactions using their unique transaction number.
- **Search by Payment Status:** View transactions filtered by their payment status (Unpaid/Paid).
- **Search by Payment Method:** Filter transactions based on the payment method used.
- **Search by Payment Number:** Locate transactions using the payment number.
- **Collect Date - Begin/End:** Search for transactions within a specific date range.

Benefits of Using the Purchase Collections Tab:

- **Centralized Collection Management:** Provides a unified platform to manage all customer collection transactions, reducing the need for multiple systems.
- **Enhanced Financial Tracking:** Offers detailed insights into receivables, payment statuses, and collection histories to aid in financial decision-making.
- **Improved Cash Flow:** By efficiently processing and monitoring collections, businesses can maintain healthier cash flow and financial stability.
- **Streamlined Operations:** Simplifies the collection process with user-friendly interfaces and robust search and filter options, enhancing operational efficiency.

The **Purchase Collections** tab is an essential tool within the ERP system, enabling businesses to effectively manage and monitor customer collections. By utilizing its features, users can ensure timely payments, maintain accurate financial records, and contribute to the overall financial health of the organization.