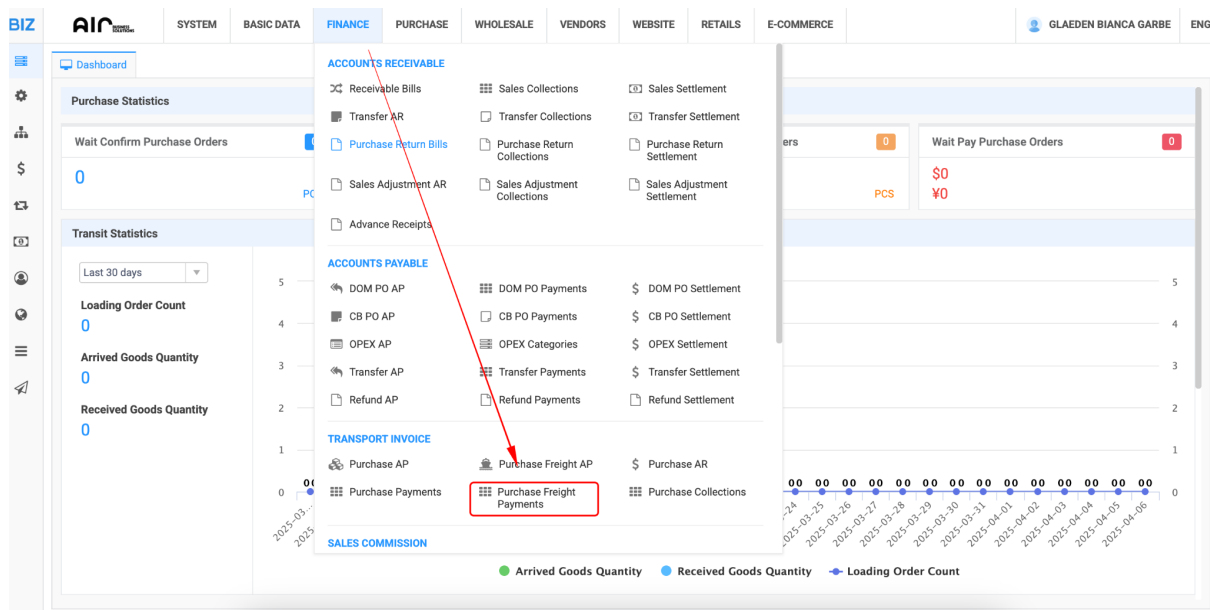


Finance - Purchase Freight Payments

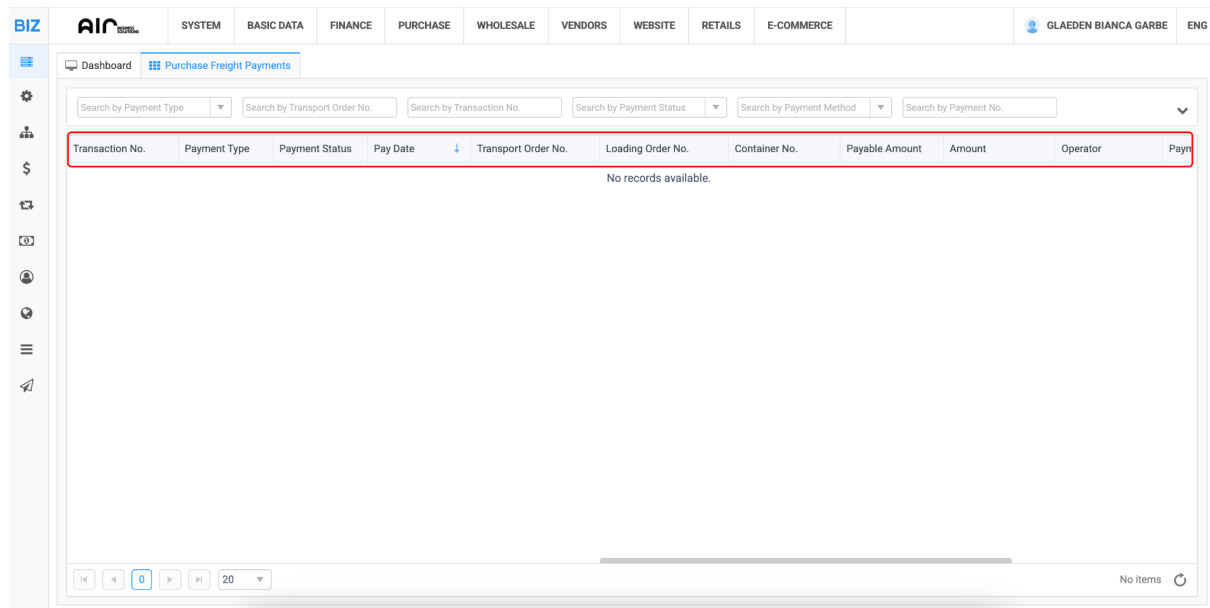
The **Purchase Freight Payments** tab is designed to facilitate the management of payments related to freight charges incurred during the procurement process. It provides users with tools to monitor payment statuses, process transactions efficiently, and maintain accurate financial records specific to freight expenses.

Navigation: To access the **Purchase Freight Payments** 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 Freight Payments:** Under Accounts Payable, click on the **Purchase Freight Payments** tab to manage freight-related payments.

Key Features of the Purchase Freight Payments Tab:



1. Transaction Details:

- **Transaction No.:** Unique identifier for each payment transaction.
- **Payment Type:** Specifies the nature of the payment, such as Pay or Refund.
- **Payment Status:** Indicates the current status of the payment (e.g., Unpaid, Paid).
- **Pay Date:** The date when the payment is scheduled or has been made.
- **Transport Order No.:** Reference number for the associated transportation order.
- **Loading Order No.:** Reference number for the associated loading order.
- **Container No.:** Identifier for the container involved in the transaction.
- **Payable Amount:** Total amount due for payment.
- **Amount:** Amount that has been paid or refunded.
- **Operator:** Name or ID of the staff member processing the payment.
- **Payment Method:** Mode of payment used, such as Cash, Check, Credit Card, Deposit, Fund Balance, Other, or Wire Transfer.
- **Deposit Bank:** Bank where the payment is deposited.

2. Searching and Filtering Options:

The screenshot displays the 'Purchase Freight Payments' interface. At the top, there's a navigation bar with tabs like SYSTEM, BASIC DATA, FINANCE, PURCHASE, WHOLESALE, VENDORS, WEBSITE, RETAILS, and E-COMMERCE. The 'PURCHASE' tab is active. Below the navigation bar, there's a search bar with several filters: 'Search by Payment Type', 'Search by Transport Order No.', 'Search by Transaction No.', 'Search by Payment Status', 'Search by Payment Method', and 'Search by Payment No.'. Below the search bar, there's a table with columns: Transaction No., Payment Type, Payment Status, Pay Date, Transport Order No., Loading Order No., Container No., Payable Amount, Amount, Operator, and Payn. The table currently shows 'No records available.'

- **Search by Payment Type:** Filter transactions based on whether they are payments 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.
- **Pay Date - Begin/End:** Search for transactions within a specific date range.

Benefits of Using the Purchase Freight Payments Tab:

- **Centralized Freight Payment Management:** Offers a unified platform to manage all freight payment transactions, reducing the need for manual tracking and minimizing errors.

- **Enhanced Financial Visibility:** Provides real-time insights into freight expenses, aiding in budget management and financial forecasting.
- **Efficient Transaction Processing:** Simplifies the payment process through automated workflows, ensuring timely payments and maintaining positive relationships with freight service providers.
- **Robust Reporting Capabilities:** Enables the generation of detailed reports on freight payments, supporting audits and strategic decision-making.

The **Purchase Freight Payments** tab is an essential tool within the ERP system for managing freight-related expenses. By utilizing its features, users can ensure accurate processing of payments, maintain up-to-date financial records, and gain valuable insights into freight expenditures. Leveraging the search and filter options further enhances efficiency, allowing users to quickly access and manage relevant payment information.