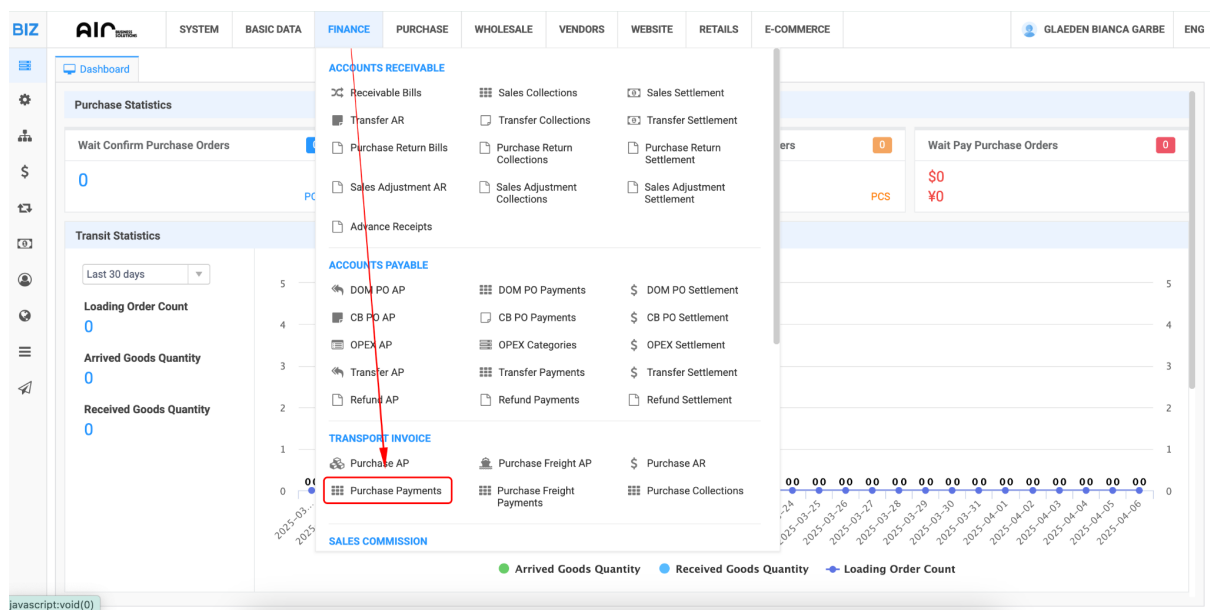


Finance - Purchase Payments

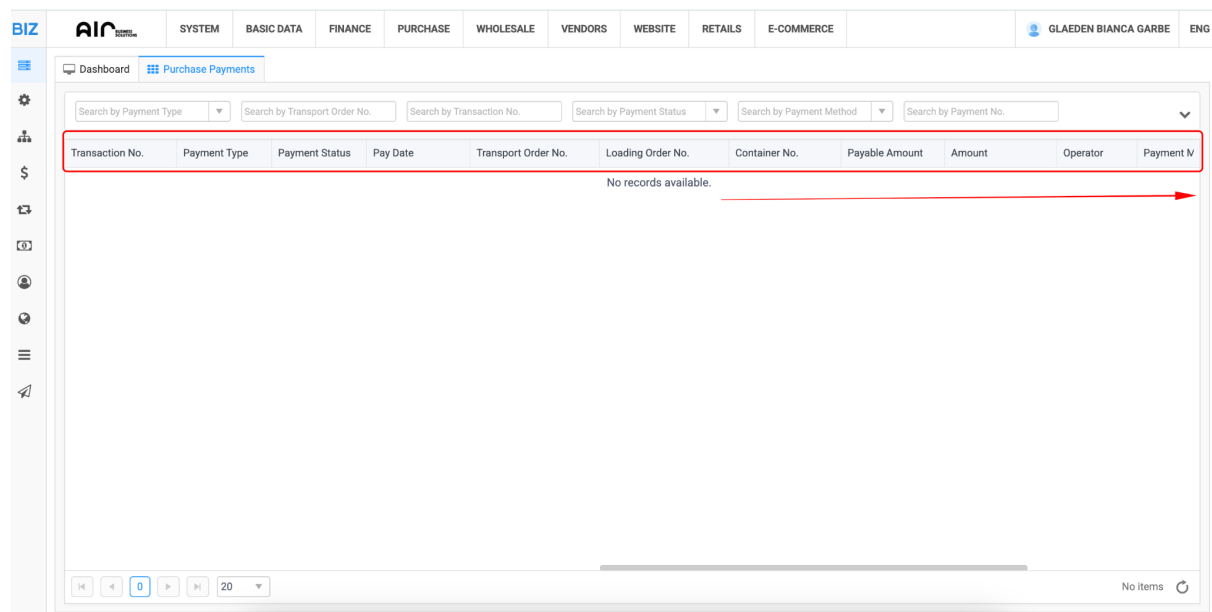
The **Purchase Payments** tab is designed to facilitate the management of payments made to vendors for goods and services acquired. It provides users with tools to monitor payment statuses, process transactions efficiently, and maintain accurate financial records.

Navigation: To access the **Purchase 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 Payments:** Under Accounts Payable, click on the **Purchase Payments** tab to manage payments to vendors.

Key Features of the Purchase Payments Tab:



1. Transaction Details:

- **Transaction No.:** Unique identifier for each payment transaction.
- **Payment Type:** Categorizes the payment as a pay or refund.
- **Payment Status:** Indicates whether the payment is unpaid or paid.
- **Pay Date:** The date when the payment is scheduled or was made.
- **Transport Order No.:** Reference number for the transportation order associated with the payment.
- **Loading Order No.:** Reference number for the loading order linked to the payment.
- **Container No.:** Identifier for the container involved in the transaction.
- **Payable Amount:** Total amount due for payment.
- **Amount:** Amount actually paid or refunded.
- **Operator:** Name or ID of the staff member processing the payment.
- **Payment Method:** Mode of payment used (e.g., Cash, Check, Credit Card, Deposit, Fund Balance, Other, Wire Transfer).
- **Deposit Bank:** Bank where the payment is deposited.

2. Searching and Filtering Options:

The screenshot displays the BIZ system interface. At the top, there is a navigation bar with tabs for SYSTEM, BASIC DATA, FINANCE, PURCHASE, WHOLESALE, VENDORS, WEBSITE, RETAILS, and E-COMMERCE. The PURCHASE tab is selected. Below the navigation bar, there is a sidebar with icons for Dashboard, Purchase Payments, and other functions. The main content area shows the Purchase Payments tab with a search bar and a table of transactions. The search bar includes fields for 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 are date range selectors for Pay Date(Begin) and Pay Date(End). The table below has columns for Transaction No., Payment Type, Payment Status, Pay Date, Transport Order No., Loading Order No., Container No., Payable Amount, Amount, Operator, and Payment V. The table is currently empty, displaying "No records available." at the bottom. The bottom of the interface shows a pagination bar with "0" items and a "20" items per page selector.

- **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 Payments Tab:

- **Centralized Payment Management:** Provides a unified platform to oversee all vendor payments, enhancing operational efficiency.

- **Enhanced Financial Accuracy:** Reduces manual errors by automating payment processes and maintaining detailed records.
- **Improved Cash Flow Monitoring:** Offers real-time insights into payment statuses, aiding in effective cash flow management.
- **Strengthened Vendor Relationships:** Ensures timely and accurate payments, fostering positive relationships with suppliers.

Utilizing the **Purchase Payments** tab within your ERP system is essential for maintaining organized and efficient payment processes. It streamlines payment tracking, enhances financial accuracy, and supports effective cash flow management. By leveraging this feature, businesses can ensure timely payments, improve vendor relationships, and uphold financial integrity.