Finance - Purchase Return Collections

The **Purchase Return Collections Tab** in the ERP system is designed to manage and track transactions related to purchase returns and their associated payments. This tab helps finance teams efficiently monitor the status of payments, manage deposit accounts, and ensure accurate financial reporting. This article provides a comprehensive guide to the various fields and search options available under the **Purchase Return Collections Tab**, enabling users to streamline their processes and maintain accurate records.

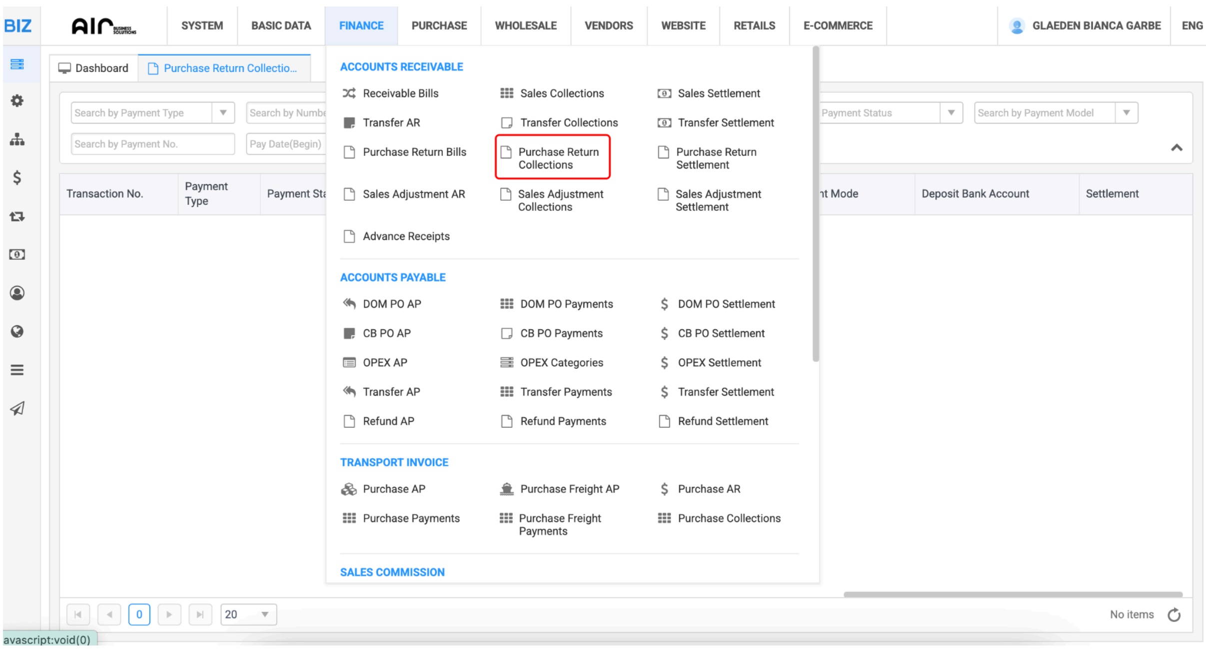
How to Navigate to the Purchase Return Collections Section

To access the **Purchase Return Collections Tab**, follow these steps:

1. **Open the ERP system** and log in with your credentials.

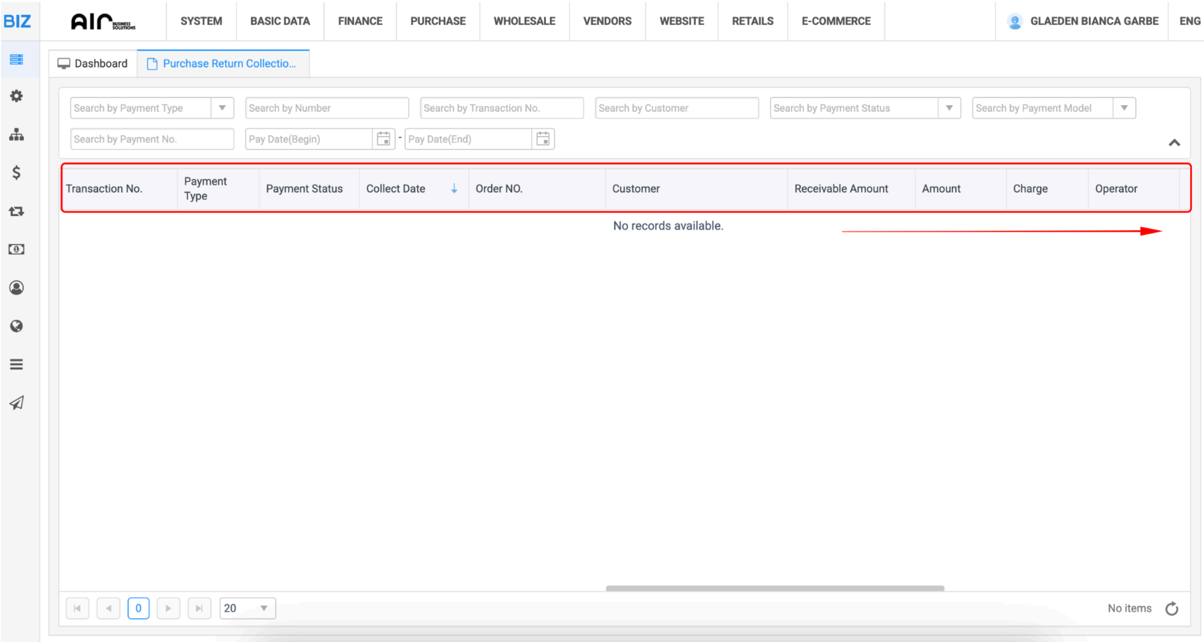
2. **Go to the Finance Tab**: Locate the **Finance** tab in the main navigation menu.

3. **Click on Purchase Return Collections**: Under the Finance section, find and select the **Purchase Return Collections** tab to access the relevant information related to purchase returns and payment transactions.



Key Fields Under the Purchase Return Collections Tab

Within the **Purchase Return Collections Tab**, several key fields display essential financial information about transactions. Here's a breakdown of each field:



1. **Transaction Number**: A unique identifier for each transaction.

2. **Payment Type**: Specifies the type of payment (e.g., Collect or Refund).

3. **Payment Status**: Displays the current status of the payment (e.g., Paid, Unpaid).

4. **Collect Date**: The date when the payment was collected.

5. **Order Number**: The reference number associated with the purchase order.

6. **Customer**: The name of the customer involved in the transaction.

7. **Receivable Amount**: The total amount due for collection related to the purchase return.

8. **Amount**: The total amount paid or refunded in the transaction.

9. **Charge**: Any additional charges applied to the transaction.

10. **Operator**: The individual or system operator responsible for processing the payment.

11. **Payment Mode**: Specifies the method used for payment (e.g., Acceptance Bill, Cash, Check, Credit Card, etc.).

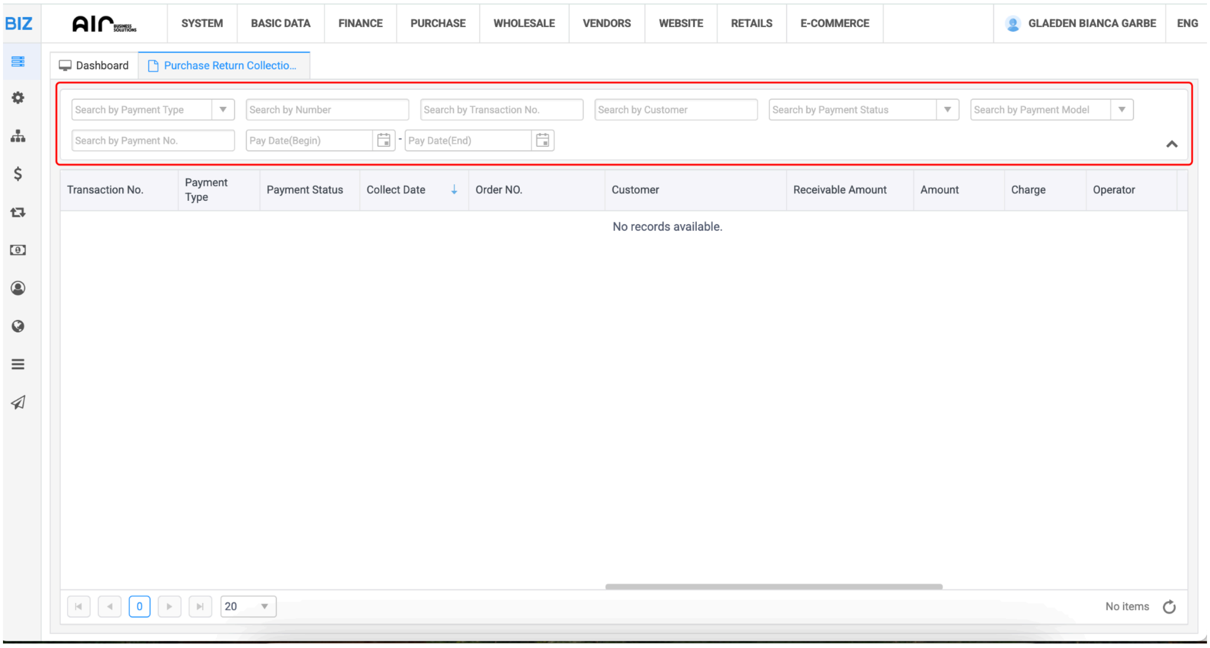
12. **Deposit Bank Account**: The bank account where the payment was deposited.

13. **Settlement**: The status of the settlement for the transaction.

These fields provide a detailed overview of the payment process, allowing users to track the payment status and ensure that all financial records are up-to-date.

Search and Filter Options in the Purchase Return Collections Tab

The **Purchase Return Collections Tab** also offers powerful search and filter capabilities, helping users quickly locate specific transactions. Below are the available search options:



1. **Search by Payment Type**: Filter by the type of payment—either **Collect** or **Refund**.

2. **Search by Transaction No.**: Search for a specific transaction using its unique number.

3. **Search by Payment Status**: Filter by the payment status (e.g., **Paid up** or **Unpaid**).

4. **Search by Payment No.**: Search by the specific payment number.

5. **Search by Number**: Filter transactions by their unique identification number.

6. **Search by Customer**: Locate transactions associated with a specific customer.

7. **Search by Payment Mode**: Filter by the payment method used (e.g., **Acceptance Bill, Cash, Check, Credit Card, Fund Balance, Other, Wire Transfer**).

8. **Pay Date (Begin/End)**: Filter by a specific date range for the payment collection.

These search options allow users to narrow down their search and efficiently find the necessary records, making it easier to track outstanding payments and complete financial tasks.

The **Purchase Return Collections Tab** is a vital tool within the ERP system for tracking and managing purchase return payments. By understanding and utilizing the various fields and search options, finance teams can streamline their processes, ensure timely payments, and maintain accurate financial records.

Using the search options effectively helps to quickly locate transactions, whether you're reviewing payment statuses, searching by customer or payment mode, or tracking specific transaction details. Regular use of this tab will lead to more efficient management of purchase returns, improved financial tracking, and smoother overall business operations.