Finance - Sales Adjustment AR

The **Sales Adjustment AR Tab** in the ERP system allows users to manage and track adjustments related to accounts receivable. It provides an organized way to view payment statuses, adjustment details, and outstanding balances, ensuring that all adjustments are accurately recorded. This article will guide you through the functions and features available in the **Sales Adjustment AR Tab**, helping you optimize your workflow and ensure efficient sales adjustments.

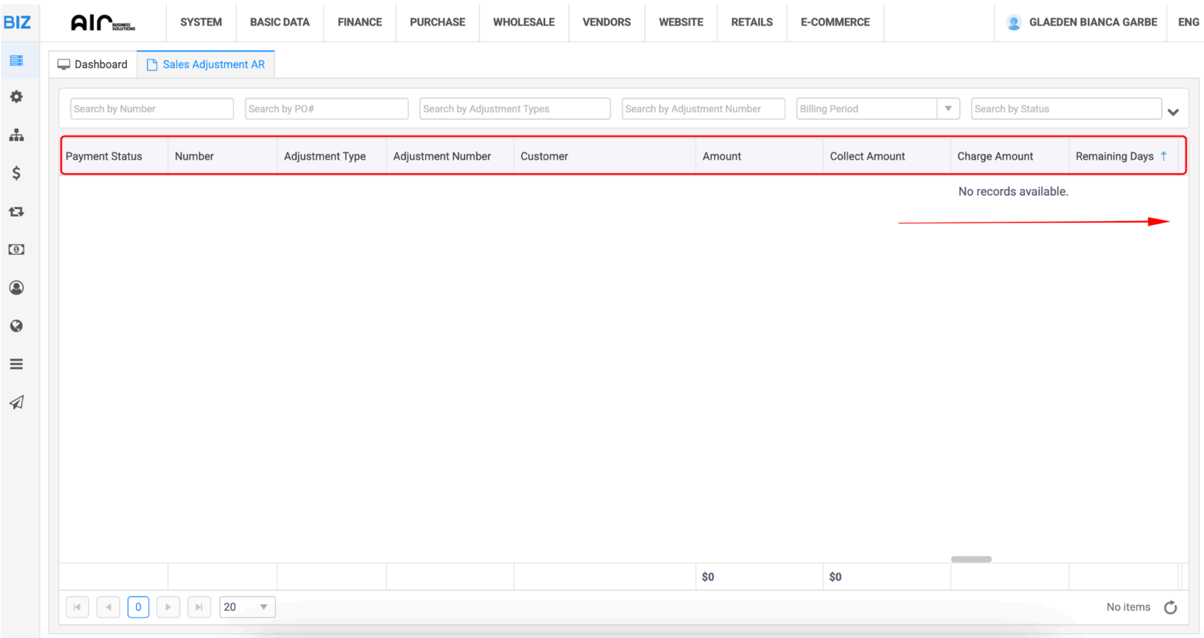
How to Navigate to the Sales Adjustment AR Section

To access the **Sales Adjustment AR Tab**, follow these steps:

1. **Open the ERP system** and log in with your credentials.
2. **Go to the Finance Tab**: Locate and click on the **Finance** tab in the main navigation menu.
3. **Select Sales Adjustment AR**: Under the **Finance** section, click on **Sales Adjustment AR** to view and manage sales adjustments and related records.

Key Fields in the Sales Adjustment AR Tab

The **Sales Adjustment AR Tab** includes several essential fields that allow you to track and manage adjustment records effectively. Here's a breakdown of the key fields:



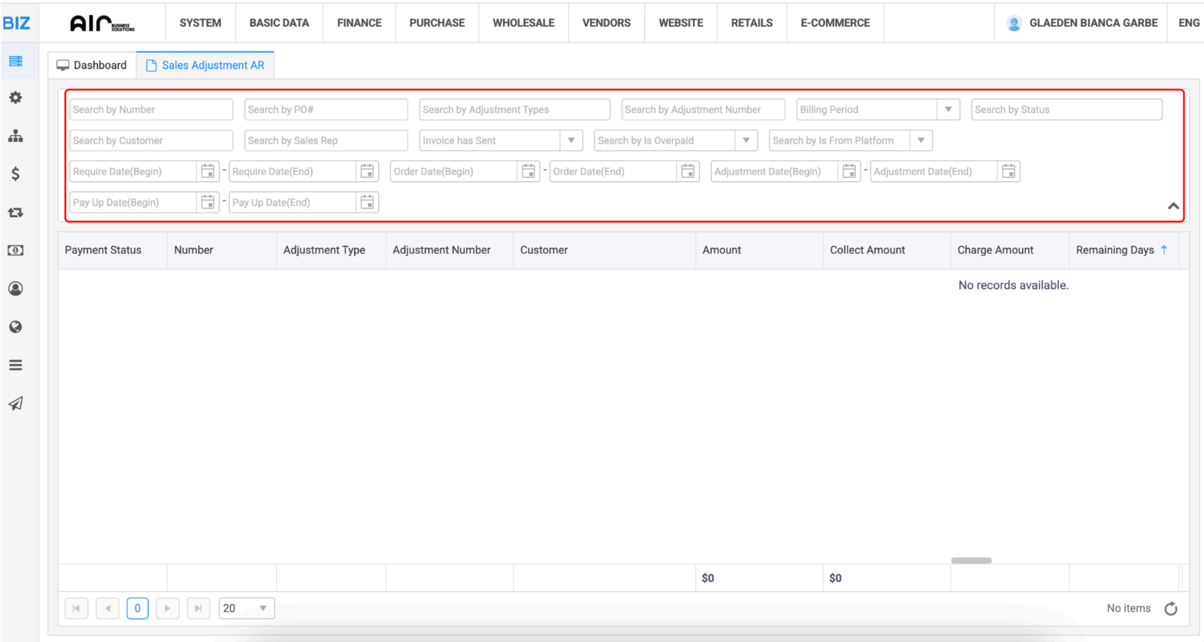
1. **Payment Status**: Displays the current status of the payment (e.g., Paid, Pending, Overdue).
2. **Number**: The unique identifier for each sales adjustment transaction.
3. **Adjustment Type**: Specifies the type of adjustment (e.g., Discount, Chargeback, Write-off).
4. **Adjustment Number**: The unique number assigned to each adjustment.
5. **Customer**: The name of the customer involved in the adjustment.
6. **Amount**: The total amount adjusted for the transaction.
7. **Collect Amount**: The portion of the amount that needs to be collected from the customer.
8. **Charge Amount**: Any additional charges applied during the adjustment.
9. **Remaining Days**: The number of days remaining until the payment is due.
10. **Adjustment Time**: The date and time when the adjustment was made.
11. **Due Date**: The date by which payment is due from the customer.
12. **Order Date**: The date when the order was placed.
13. **Payment Type**: The method of payment used (e.g., Credit Card, Bank Transfer).
14. **PO# (Purchase Order Number)**: The reference number associated with the customer's purchase order.
15. **From Platform**: Indicates the platform through which the order was placed (e.g., Web, Mobile).
16. **Invoice Remark**: A section for additional remarks or special instructions related to the invoice.
17. **Adjustment Reason**: Provides the reason for the adjustment (e.g., Return, Discount, Error).

18. **Email Sent**: Indicates whether an email notification has been sent to the customer regarding the adjustment.

19. **Comment**: A section for any additional comments or notes related to the adjustment.

Search and Filter Options in the Sales Adjustment AR Tab

The **Sales Adjustment AR Tab** offers a range of search and filter options that help users locate specific transactions based on various criteria. These options streamline the process of finding and managing sales adjustments:



1. **Search by Number**: Search for transactions by their unique identifier number.

2. **Search by Adjustment Number**: Locate adjustments using the unique adjustment number.

3. **Search by Customer**: Filter by customer name or details.

4. **Search by Is Overpaid**: Find records where payments may have been overpaid.

5. **Require Date (Begin/End)**: Filter transactions based on a specific date range for required payment dates.

6. **Order Date (Begin/End)**: Filter by the date the order was placed.

7. **Adjustment Date (Begin/End)**: Filter by the date the adjustment was made.
8. **Pay Up Date (Begin/End)**: Filter transactions based on the payment due date.
9. **Search by PO#**: Find records using the Purchase Order number.
10. **Billing Period**: Search by the billing period (e.g., monthly, quarterly).
11. **Search by Sales Rep**: Filter by the assigned sales representative.
12. **Search by Is From Platform**: Filter by the platform from which the order originated.
13. **Search by Adjustment Types**: Filter records based on the type of adjustment (e.g., Discount, Return).
14. **Search by Status**: Filter transactions by their current status (e.g., Paid, Pending).
15. **Invoice Has Sent**: Filter by whether an invoice has been sent to the customer.

The **Sales Adjustment AR Tab** is a powerful tool for managing and tracking sales adjustments within the ERP system. By understanding the key fields and utilizing the search and filter options, users can easily locate and manage adjustments, monitor outstanding balances, and ensure that payments are processed accurately.

Regularly using this feature will streamline your sales adjustment workflow, reduce errors, and improve financial management by keeping accurate records of all adjustments made. This will ultimately contribute to better cash flow management and customer relationship management.