

Finance - Sales Adjustment Settlement

The **Sales Adjustment Settlement Tab** in the ERP system allows users to manage the settlement of sales adjustments and track fund collections. This feature enables finance teams to view transaction details, payment statuses, and customer balances efficiently. By using this tab, users can easily manage and settle sales adjustments, ensuring that transactions are accurately processed and payments are properly recorded.

How to Navigate to the Sales Adjustment Settlement Section

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

1. **Log in to the ERP System:** Open the ERP system and enter your login credentials.
2. **Go to the Finance Tab:** From the main navigation menu, locate and click on the **Finance** tab.
3. **Select Sales Adjustment Settlement:** Under the **Finance** section, click on **Sales Adjustment Settlement** to access the relevant records.

Key Fields in the Sales Adjustment Settlement Tab

The **Sales Adjustment Settlement Tab** provides essential information related to sales adjustments and settlements. Here is an overview of the key fields you will encounter:

The screenshot displays the 'Sales Adjustment Settlement' interface within an ERP system. The top navigation bar includes tabs for SYSTEM, BASIC DATA, FINANCE, PURCHASE, WHOLESALE, VENDORS, WEBSITE, RETAILS, and E-COMMERCE. The main content area is split into two panels. The left panel, titled 'Customer List', features a search bar and a table with columns for Customer, Balance, and Open Balance. The right panel, titled 'Fund Collect Record', includes a search bar and a table with columns for Transaction No., Action, Payment Type, Amount, Use Balance Amount, and Charge. Both panels indicate 'No records available.' and include pagination controls at the bottom.

1. Customer List:

- **Vendor Name:** Displays the name of the vendor associated with the transaction.
- **Balance:** The total amount owed by the customer.
- **Open Balance:** The outstanding balance that has not yet been settled.

2. Fund Collect Record:

- **Transaction No.:** The unique identifier for the transaction.
- **Action:** The action performed on the transaction (e.g., Settlement, Refund).
- **Payment Type:** The method of payment used (e.g., Bank Transfer, Credit Card, Cash).
- **Amount:** The total amount of the payment or adjustment.
- **Use Balance Amount:** The portion of the balance used in the settlement.
- **Charge:** Any additional charges applied to the settlement.
- **Pay Date:** The date when the payment was collected or is due.
- **Payment Number:** The unique identifier for the payment transaction.
- **Deposit Date:** The date the payment was deposited into the account.
- **Deposit Bank:** The bank account where the payment was deposited.
- **Operator:** The individual or system that processed the payment or adjustment.

Search and Filter Options in the Sales Adjustment Settlement Tab

The **Sales Adjustment Settlement Tab** provides various search and filter options to help you quickly find and manage transactions. Below are the available search options:

The screenshot displays the 'Sales Adjustment Settlement' 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 'FINANCE' tab is active. Below the navigation bar, the 'Sales Adjustment Settlement' tab is selected. The interface is divided into two main sections: 'Customer List' on the left and 'Fund Collect Record' on the right. The 'Customer List' section has a search bar with a dropdown menu and a green 'Uncleared' button. The 'Fund Collect Record' section has a search bar with multiple filters: 'Search by Transaction No./Invoice No.', 'Search by Action', 'Search by Payment Type', 'Search by Payment Number', 'PayDate - Begin', and 'PayDate-End'. Both sections show 'No records available' in their respective tables. The bottom of the interface features pagination controls for both sections, showing '0' items and '20' per page.

1. **Search by Name/BP/Ship Address/Phone:** Locate transactions using customer or vendor information such as name, business partner, shipping address, or phone number.
2. **Search by Transaction No./Invoice No.:** Search for specific transactions or invoices by their unique identifiers.
3. **Search by Payment Type:** Filter transactions by the method of payment used (e.g., Credit Card, Bank Transfer).
4. **Pay Date (Begin):** Filter transactions based on the start date of the payment collection period.
5. **Pay Date (End):** Filter transactions based on the end date of the payment collection period.
6. **Search by Action:** Filter by the type of action performed on the transaction (e.g., Settlement, Refund).
7. **Search by Payment Number:** Search for payments using their unique payment number.

Filter Options

- **Uncleared/Cleared:** Filter transactions based on their settlement status. This option helps you view either uncleared or cleared transactions.

The **Sales Adjustment Settlement Tab** is a powerful tool for managing sales adjustments and payments in the ERP system. By utilizing the key fields, search, and filter options, users can efficiently track transactions, monitor payment statuses, and ensure timely settlements. This feature helps finance teams maintain accurate financial records, improve cash flow management, and streamline the reconciliation process. Make sure to regularly use these tools to stay on top of settlements and keep your records up to date.