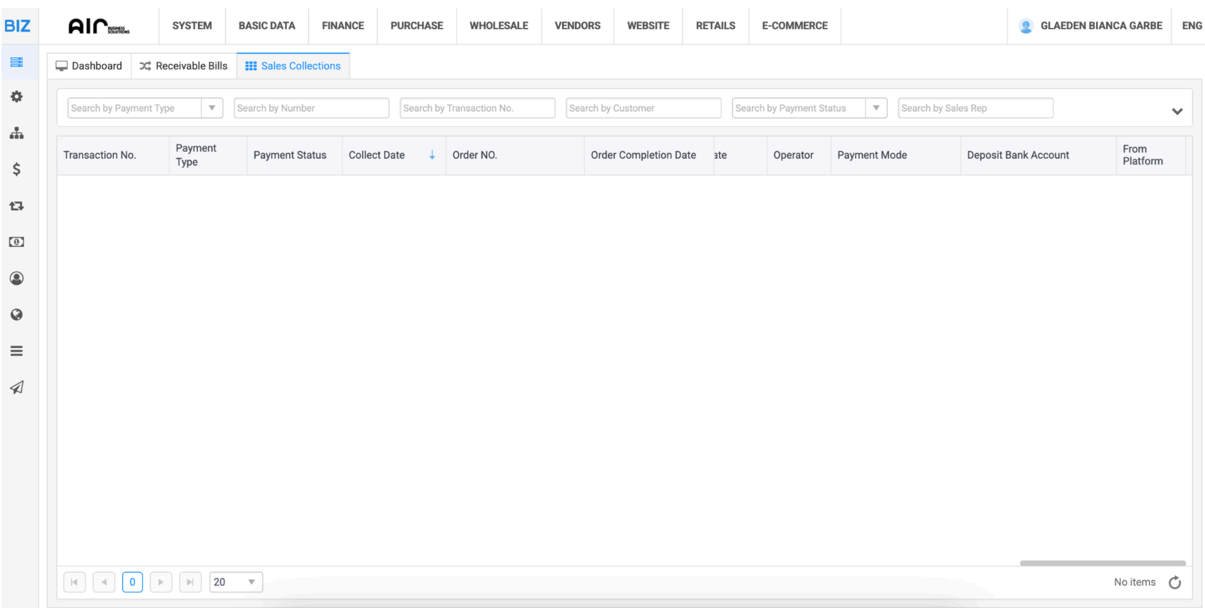
Finance - Sales Collections

The **Sales Collections Tab** is an essential tool for tracking payments, collections, and managing the financial aspects of sales orders. This tab allows users to monitor customer payments, track outstanding balances, and ensure that all financial transactions are properly recorded and processed. In this article, we'll explore the key fields in the Sales Collections Tab, their functions, and how to leverage them to maintain accurate financial records.

How to Navigate **to the Sales Collections Tab**

1. **Go to the Finance Tab**
   - Open the ERP software and find the **Finance Tab** in the main navigation menu.
   - Click on the **Finance Tab** to access financial management functions.
2. **Click on Sales Collections**
   - Under the **Finance Tab**, locate and select the **Sales Collections** section.
   - Clicking on **Sales Collections** will open the tab, where you can view all relevant sales transactions and payment details.



Key Fields Under Sales Collections Tab

The **Sales Collections Tab** contains a range of fields that help manage payment statuses, sales orders, and customer collections. Below is a breakdown of each field:

1. **Transaction No.**
    - A unique identifier for each payment transaction. This helps track individual payments and their status.
2. **Payment Type**
    - The method of payment used (e.g., Credit Card, Bank Transfer, Cash, etc.). This provides clarity on how the customer settled the payment.
3. **Payment Status**
    - Indicates the current status of the payment (e.g., Paid, Pending, Overdue). This is essential for tracking whether payments have been fully processed or are still outstanding.
4. **Collect Date**
    - The date when the payment was collected or received. This helps in tracking payment timelines.
5. **Order NO.**
    - A reference number for the sales order associated with the payment. This helps link the payment to the corresponding order.
6. **Order Completion Date**
    - The date when the order was fully processed and completed. This is important for matching payment dates with order fulfillment.
7. **Customer**
    - The name of the customer making the payment. This allows easy tracking of customer-related payments.

8. **Order Qty**
    - The quantity of products or services ordered. This field helps correlate the payment with the amount of goods or services delivered.
9. **Receivable Amount**
    - The total amount that is expected to be received for the transaction, including any outstanding balances.
10. **Amount**
    - The amount of payment that has been received from the customer. This may differ from the receivable amount if partial payments have been made.
11. **GPR (Gross Profit Ratio)**
    - The gross profit margin on the sale. This metric is important for understanding the profitability of each order.
12. **Profit Amount**
    - The actual profit earned from the transaction after accounting for all costs associated with the order.
13. **Charge**
    - The total charge for the transaction, including any additional fees, services, or adjustments applied.
14. **Discount**
    - The discount applied to the sale, either as a percentage or a fixed amount. This field tracks any reductions given to the customer.
15. **Tax Rate**
    - The applicable tax rate for the transaction. This ensures the correct tax is applied and recorded for the sale.
16. **Operator**

- The individual or user who processed the payment. This field is useful for accountability and tracking the person responsible for the transaction.

17. **Payment Mode**

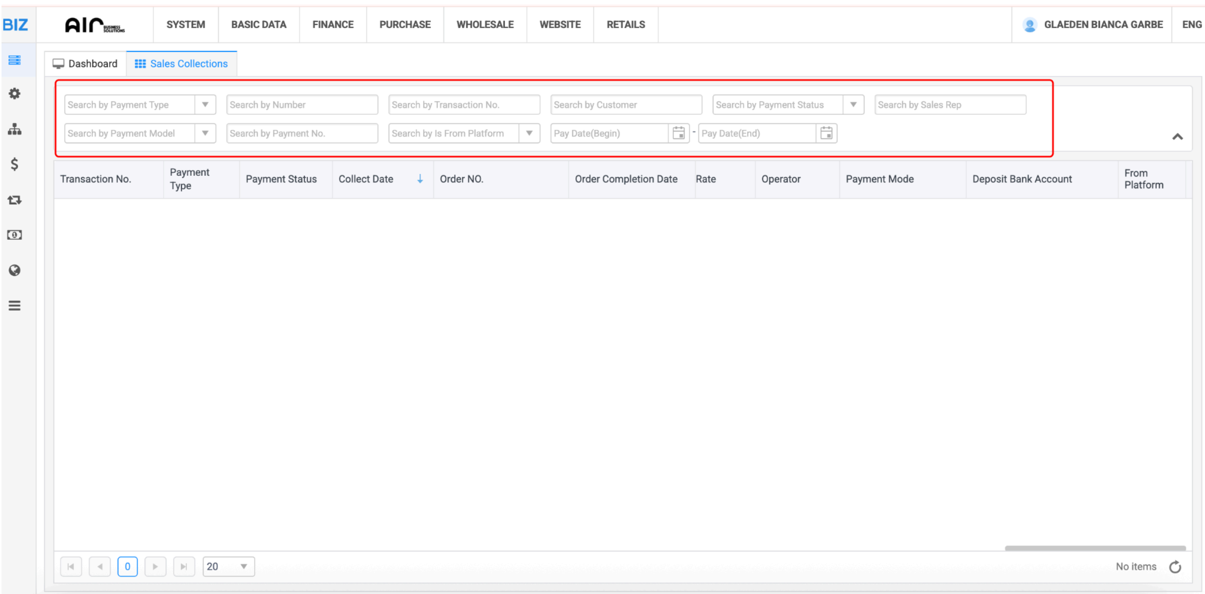
    - The method used to process the payment (e.g., online payment, manual entry, bank transfer, etc.).

18. **Deposit Bank Account**

    - The bank account into which the payment was deposited. This is essential for reconciling payments with bank records.

19. **From Platform**

    - Indicates the platform or channel through which the order or payment was processed (e.g., website, mobile app, third-party sales platform).



Search Options in the Sales Collections Tab

The **Sales Collections Tab** provides several **searching options** that help users filter and locate specific transactions based on various criteria. These search functionalities are designed to enhance workflow efficiency, enabling teams to find relevant information quickly and accurately. Here are the available search options:

Search by Payment Type
Filter transactions by the method of payment (e.g., Credit Card, Bank Transfer, Cash). This helps identify which payment methods are most frequently used.

Search by Number
Search for transactions using the unique reference number associated with the sale or payment. Useful for quickly locating specific records.

Search by Transaction Number
Filter transactions by their unique transaction number, ideal for tracking individual payments or collections.

Search by Customer
Search using customer names or details. This retrieves all transactions linked to a specific customer—helpful for reviewing payment histories or outstanding balances.

Search by Payment Status
Filter transactions by payment status (e.g., Paid, Pending, Overdue). Useful for identifying outstanding payments or verifying completed ones.

Search by Sales Representative
Filter by the sales rep responsible for the transaction. Helps in monitoring performance, managing commissions, and ensuring accountability.

Search by Payment Model
Search based on the payment model used (e.g., subscription, one-time, installment), allowing users to categorize transactions by financial structure.

Search by Payment Number
Find specific payments using their unique payment numbers, which may differ from transaction numbers depending on the system.

Search by Platform Origin
Use this filter to identify whether a payment was initiated from an internal system or an external platform.

Search by Payment Date Range
Specify a start and end date to filter transactions within a specific time frame. This is especially useful for reporting and reconciliation purposes.

The **Sales Collections Tab** is an indispensable tool for efficiently managing customer payments, sales orders, and outstanding balances. By utilizing the various fields and **search options**, finance and sales teams can easily track payments, identify issues with overdue payments, and maintain accurate financial records.

With search functionalities like **searching by customer**, **payment status**, or **sales rep**, this tab ensures quick access to critical financial data, improving decision-making and boosting workflow efficiency. By keeping payments and collections organized, businesses can enhance their cash flow management, reduce administrative burdens, and foster stronger customer relationships.