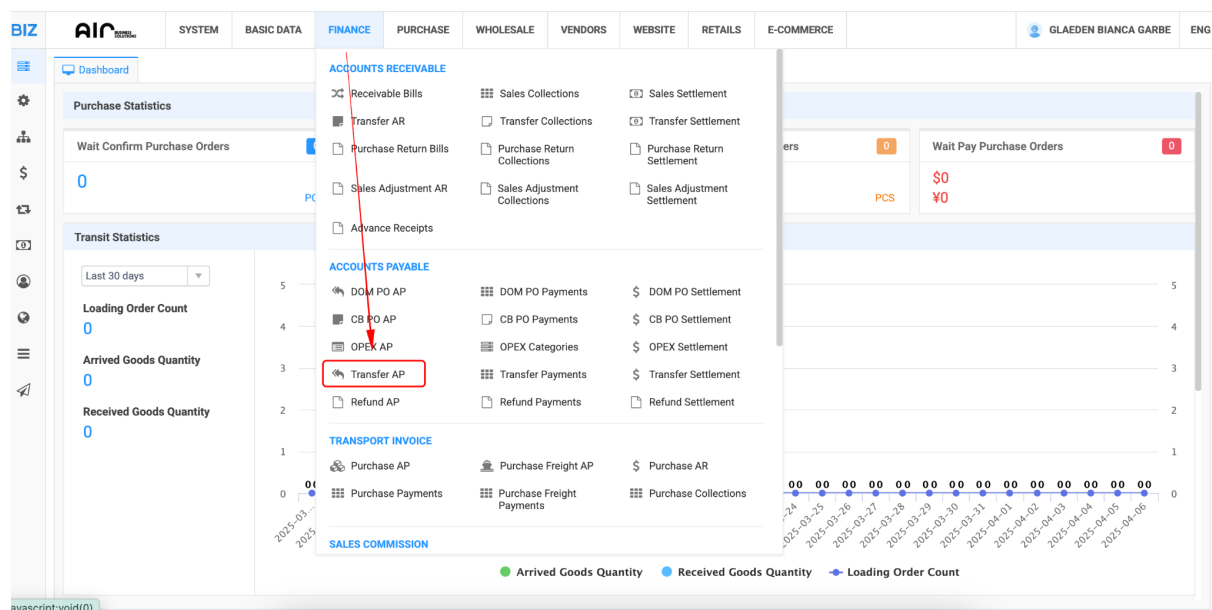


Finance - Transfer AP

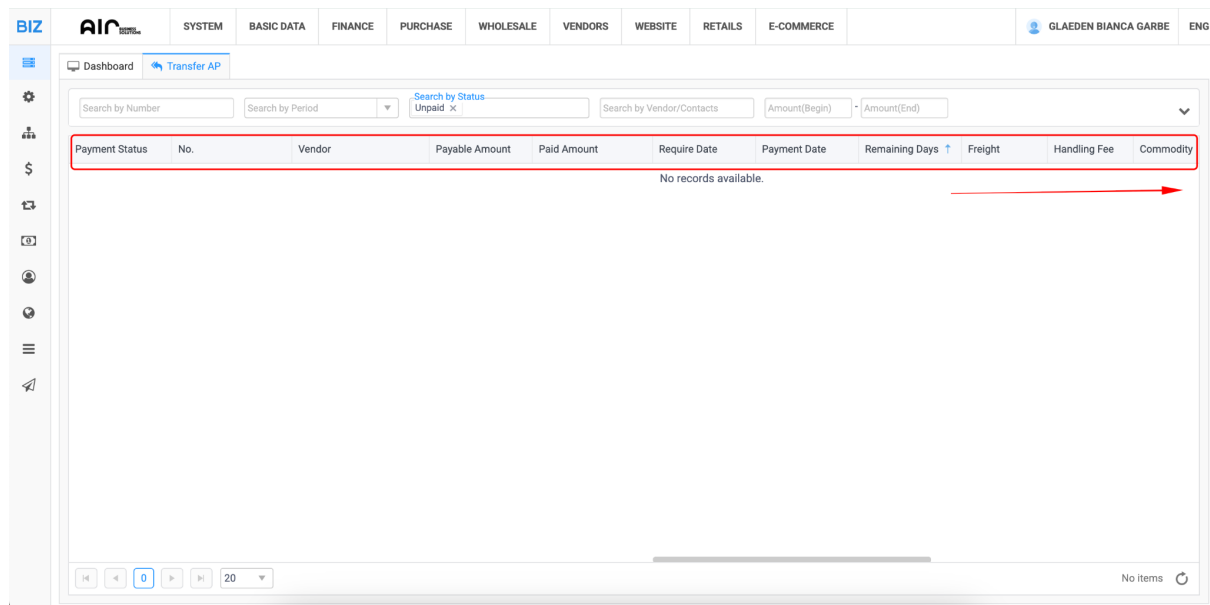
The **Transfer AP** tab in our ERP system is designed to facilitate the management of accounts payable transactions related to vendor payments and financial transfers. It provides users with tools to monitor payment statuses, process transactions, and maintain comprehensive records of all financial activities, ensuring accurate financial reporting and efficient payment processing.

Navigation: To access the Transfer AP 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 Transfer AP:** Under Accounts Payable, click on the **Transfer AP** tab to manage transfer-related transactions.

Key Features of the Transfer AP Tab:



1. Transaction Overview:

- **Payment Status:** Indicates the current status of payments (e.g., Unpaid, Paid).
- **No.:** Unique identifier for each transaction.
- **Vendor:** Name of the vendor associated with the transaction.
- **Payable Amount:** Total amount due for payment.
- **Paid Amount:** Amount that has been paid.
- **Require Date:** Date by which payment is due.
- **Payment Date:** Actual date when payment was made.
- **Remaining Days:** Number of days remaining until the payment due date.
- **Freight:** Cost associated with shipping or delivery.
- **Handling Fee:** Charges related to the handling of goods.
- **Commodity Amount:** Value of the goods or services provided.

- **Receive Date:** Date when goods or services were received.
- **Order Remark:** Additional notes or comments regarding the order.

2. Searching and Filtering Options:

The screenshot displays the BIZ AIC 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 user is logged in as GLAEDEN BIANCA GARBE. Below the navigation bar, there is a sidebar with icons for various functions. The main content area shows a search and filter interface for AP transactions. A red box highlights the search and filter options, which include:

- Search by Number
- Search by Period
- Search by Status: Unpaid x
- Search by Vendor/Contacts
- Amount(Begin) - Amount(End)
- Require Date(Begin) - Require Date(End)
- Payment Date(Begin) - Payment Date(End)

Below the search and filter options, there is a table with the following columns: Payment Status, No., Vendor, Payable Amount, Paid Amount, Require Date, Payment Date, Remaining Days, Freight, Handling Fee, and Commodity. The table currently shows "No records available." At the bottom of the table, there is a pagination bar with a search icon, a page number (0), a next icon, a page size (20), and a "No items" message.

- **Search by Number:** Locate transactions using their unique identifiers.
- **Search by Period:** Filter transactions based on specific date ranges.
- **Search by Status - Unpaid/Paid:** View transactions based on their payment status.
- **Search by Vendor/Contacts:** Find transactions associated with specific vendors or contacts.
- **Amount - Begin/End:** Filter transactions within a specified amount range.
- **Require Date - Begin/End:** Search for transactions within a defined payment due date range.
- **Payment Date - Begin/End:** Filter transactions based on payment dates.

Benefits of Using the Transfer AP Tab:

- **Enhanced Financial Management:** Provides a clear view of outstanding balances and payment statuses, aiding in effective cash flow management.
- **Improved Reporting:** Facilitates accurate financial reporting by maintaining detailed records of all transactions.
- **Operational Efficiency:** Streamlines the payment process, reducing manual efforts and minimizing errors.

Utilizing the **Transfer AP** tab in your ERP system is essential for maintaining organized and accurate financial records. It ensures timely payments to vendors, enhances financial reporting, and supports strategic decision-making processes. By effectively managing transfer accounts payable, businesses can achieve better financial control and operational efficiency.