

Finance - Transfer AR

The **Transfer AR Tab** is designed to manage and track the transfer of accounts receivable (AR) from one customer or account to another. This tab provides valuable insights into payment statuses, outstanding balances, and key financial details related to customer orders and payments. It also offers **searching options** to help users quickly find relevant AR data for better management and reporting.

This article will walk you through the key fields in the **Transfer AR Tab**, explain the search options available, and show how you can filter data for enhanced workflow efficiency.

How to Navigate to the Transfer AR Tab

1. Go to the Finance Tab

- Open the ERP software and locate the **Finance Tab** in the main navigation menu.
- Click on the **Finance Tab** to open the financial management features.

2. Click on Transfer AR

- Under the **Finance Tab**, find and select the **Transfer AR** section.
- This will open the **Transfer AR Tab**, where you can view all transactions related to accounts receivable, including payment statuses, balances, and order details.

The screenshot displays the AIC ERP software 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 left sidebar contains a menu with options like Dashboard, Transfer AR, and various icons. The main area shows the 'Transfer AR' tab, which includes a search bar with filters for Number, Billing Period, Status, Customer, and Is Overpaid. Below the search bar is a table with columns: Payment Status, Number, Delivery Date, Customer, Amount, Collect Amount, Charge Amount, Customer Balance, Overdue Balance, and Remainr. The table is currently empty, displaying 'No records available.' at the bottom. The bottom of the interface shows a summary row with values for Amount, Collect Amount, and Charge Amount, all set to \$0. There are also pagination controls and a 'No items' message at the bottom right.

Key Fields Under Transfer AR Tab

The **Transfer AR Tab** includes multiple fields to track financial transactions related to accounts receivable, providing a comprehensive view of customer balances, payment statuses, and order details. Here's an overview of each field:

1. Payment Status

- Displays the current status of the payment (e.g., Paid, Pending, Overdue). This field helps users track whether payments have been made or if they are still outstanding.

2. Number

- A unique identifier for the transaction or order. This number helps link payments to specific transactions or orders in the system.

3. Delivery Date

- The date when the product or service is expected to be delivered to the customer. This is important for managing customer expectations and ensuring timely delivery.

4. Customer

- The name of the customer associated with the order or transaction. This helps identify the party responsible for the payment.

5. Amount

- The total amount for the transaction or order. This reflects the full amount billed to the customer.

6. Collect Amount

- The portion of the total amount that has been or is to be collected from the customer. This value may be lower than the full amount if only partial payments are made.

7. Charge Amount

- The amount charged to the customer, which may include any service fees or additional charges apart from the base order amount.

8. Customer Balance

- The total outstanding balance the customer owes. This is the sum of all amounts due from the customer, including the current transaction and any past dues.

9. Overdue Balance

- The portion of the customer balance that is past its due date. This helps identify overdue payments that require follow-up action.

10. Remaining Days

- The number of days remaining until the payment is due. This field helps track the urgency of collections and assists in prioritizing follow-up efforts.

11. Due Date

- The date by which the customer is expected to make the payment. This date is critical for determining whether a payment is overdue.

12. Order Date

- The date when the order was placed by the customer. This is useful for tracking the timeline of the transaction, from order placement to payment receipt.

13. Payment Type

- The method of payment used by the customer (e.g., Credit Card, Bank Transfer, Cash). This field provides insight into how the payment was processed.

14. Invoice Remark

- Any special remarks or additional notes associated with the invoice. This could include information about the payment terms, agreements, or any other details that need to be documented.

15. Email Sent

- Indicates whether an email has been sent to the customer regarding the invoice or payment reminder. This helps ensure communication has been properly documented.

16. Notes

- A section for additional comments related to the transaction. This is a free-text field for internal use to provide context or record follow-up actions.

Search Options in the Transfer AR Tab

The Transfer AR Tab provides several search functionalities to help users quickly find and filter relevant accounts receivable data. These search options streamline workflow and enhance efficiency when managing customer payments and balances:

The screenshot shows the 'Transfer AR' tab in a software interface. A red box highlights the search filters section, which includes the following options:

- Search by Number
- Billing Period
- Search by Status (Unpaid x)
- Search by Customer
- Search by Is Overpaid
- Require Date(Begin)
- Require Date(End)
- Order Date(Begin)
- Order Date(End)
- Pay Up Date(Begin)
- Pay Up Date(End)

Below the filters is a table with the following columns: Payment Status, Number, Delivery Date, Customer, Amount, Collect Amount, Date, Order Date, Payment Type, Invoice Remark, and Ei. The table is currently empty, showing 'No Items' at the bottom right.

Search by Number

Allows users to search for transactions or orders using the unique Number associated with the transaction. This is particularly useful for locating specific transactions when the number is known.

Billing Period - Not Overdue/Overdue

Filters transactions based on whether the balance is Overdue or Not Overdue. This is a helpful tool for prioritizing follow-up on overdue payments.

Search by Status

Enables users to filter transactions by Payment Status (e.g., Paid, Pending, Overdue). This option helps in quickly identifying transactions that need attention or those that have already been settled.

Search by Customer

Filters data based on the Customer name or identifier. This allows users to quickly access all transactions related to a specific customer.

Search by Overpaid - Y/N

Allows users to search for transactions where the customer has Overpaid (Y) or Not Overpaid (N). This can help track payments that exceed the amount owed, which may need to be refunded or adjusted.

Require Date - Begin/End

Filters transactions based on the required fulfillment date range. This helps in identifying AR records linked to specific operational timelines.

Order Date - Begin/End

Allows users to search for transactions based on when the order was placed. Useful for reviewing AR activity within a selected order timeframe.

Pay up Date - Begin/End

Filters data by the expected payment completion date. This is helpful for tracking payments due or received within a particular period.

The **Transfer AR Tab** is an invaluable tool for managing and tracking customer payments, balances, and outstanding invoices. It provides a comprehensive overview of financial data related to accounts receivable, helping teams maintain accurate records and ensuring timely follow-up on overdue payments.

By using the **search options** and filtering by key parameters like **payment status**, **customer**, and **overpaid amounts**, users can easily find the information they need and streamline their AR management process. The flexibility of the **Transfer AR Tab** enables teams to stay organized, improve cash flow management, and enhance the overall efficiency of the accounting process.

With these features, businesses can better manage their accounts receivable, reduce overdue balances, and maintain healthy financial relationships with customers.