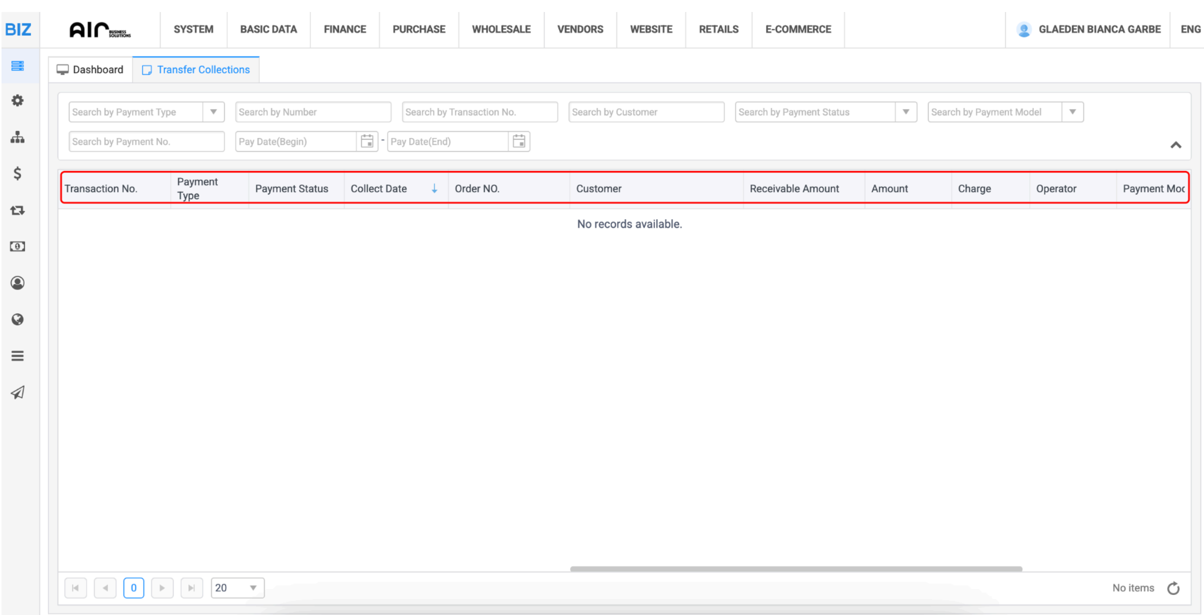
Finance - Transfer Collections

The **Transfer Collections Tab** plays a crucial role in managing the **collection of customer payments, tracking payment statuses, and ensuring accurate financial reporting**. This tab provides detailed information about each transaction, including payment type, amounts collected, and associated customer data. Additionally, it offers several searching and filtering options that allow users to efficiently retrieve and manage collection data.

This article provides an overview of the key fields in the Transfer Collections Tab, explains the available search options, and demonstrates how to use the filters to streamline your collection processes.

How to Navigate to the Transfer Collections Tab

1. **Go to the Finance Tab**
    - Open the ERP software and navigate to the **Finance Tab** in the main navigation menu.
    - Select the **Finance Tab** to open the financial management tools.
2. **Click on Transfer Collections**
    - Within the **Finance Tab**, locate and click on the **Transfer Collections** section.
    - This will open the **Transfer Collections Tab**, where you can view transaction details for payments, collections, and refunds.



Key Fields Under Transfer Collections Tab

The **Transfer Collections Tab** includes several important fields to track the details of each collection transaction. Below is a breakdown of the key fields:

1. **Transaction No.**
   - A unique identifier for each transaction in the collection process. This number helps to quickly reference and track specific payments or refunds.
2. **Payment Type**
   - The method of payment used for the transaction, such as **Collect** (payment received) or **Refund** (payment returned). This field is essential for distinguishing between incoming payments and returns.
3. **Payment Status**
   - Indicates the current status of the payment (e.g., **Unpaid**, **Paid Up**). This field helps users track whether a payment has been successfully collected or if there are still outstanding amounts.
4. **Collect Date**
   - The date on which the payment was collected or the refund was issued. This helps track the timeline of collections and payments.
5. **Order No.**
   - The reference number for the order associated with the payment or refund. This links the collection transaction to the specific sales order.
6. **Customer**
   - The name or identifier of the customer making the payment or receiving the refund. This allows users to associate each collection with a specific customer.
7. **Receivable Amount**

- The total amount that is expected to be collected from the customer for the transaction. This figure represents the full amount due before any payments are made.

8. **Amount**
   - The actual amount received from the customer, which may be different from the receivable amount if only a partial payment has been made.

9. **Charge**
   - Any additional charges or fees applied to the transaction, such as service fees or transaction fees. This field tracks extra costs beyond the base amount.

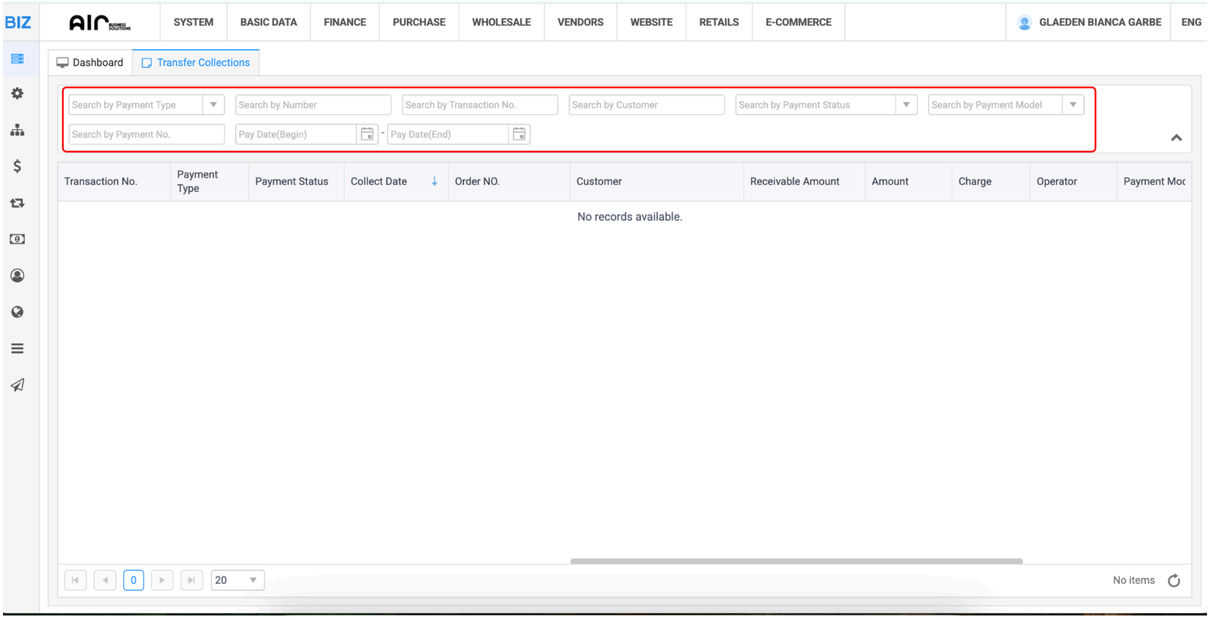
10. **Operator**
    - The individual or user who processed the payment or refund. This field helps with accountability and tracking who handled the transaction.

11. **Payment Mode**
    - The specific method used to process the payment (e.g., **Cash**, **Credit Card**, **Wire Transfer**). This provides information about how the customer paid.

12. **Deposit Bank Account**
    - The bank account where the payment has been deposited. This field is useful for reconciling bank statements with transaction records.

Search Options in the Transfer Collections Tab

The **Transfer Collections Tab** provides several search options that help users quickly locate specific transactions. These search functionalities are essential for tracking collections efficiently and streamlining the process:



1. **Search by Payment Type - Collect/Refund**
    - Filters records based on the **Payment Type**. You can search for transactions marked as **Collect** (payment received) or **Refund** (payment returned), making it easier to track incoming payments versus refunds issued.
2. **Search by Number**
    - Enables users to search for transactions by their unique **Number** (order number, transaction reference, etc.). This is helpful when you know the specific number related to a transaction.
3. **Search by Transaction Number**
    - Allows users to search for records using the **Transaction Number**, which uniquely identifies each collection or refund transaction. This is useful for locating specific payments or refunds.
4. **Search by Customer**
    - Filters transactions based on the **Customer** name or identifier. This is ideal for reviewing all transactions associated with a particular customer.
5. **Search by Payment Status - Unpaid/Paid Up**

    - Filters records based on the **Payment Status**. You can search for transactions that are **Unpaid** (still due) or **Paid Up** (fully settled), helping you quickly identify outstanding collections.

6. **Search by Payment Mode - Acceptance Bill/Cash/Check/Credit Card/Fund Balance/Other/Wire Transfer**

    - Filters records based on the method used to process the payment. Users can search by specific payment methods such as **Cash**, **Credit Card**, **Wire Transfer**, etc., to track how payments were made.

7. **Search by Payment Number**

    - Allows users to search for transactions by the unique **Payment Number**. This search option is useful for locating specific payment records when the payment number is known.

Filter Options in the Transfer Collections Tab

In addition to the search options, the **Transfer Collections Tab** also offers **filters** that help refine the data and focus on specific timeframes or payment statuses:

1. **Pay Date - Begin/End**

    - Filters transactions based on the **Pay Date** within a specific range. Users can specify a **begin** and **end** date to view transactions processed during that time period. This is helpful for tracking collections or payments within a specific billing cycle or financial period.

The **Transfer Collections Tab** is a vital tool for efficiently **managing customer collections, refunds, and tracking payment statuses**. By using the **key fields** and **search options**, users can quickly locate and manage important transaction data, making it easier to ensure accurate financial records.

With features like **searching by customer**, **payment status**, and **payment mode**, combined with powerful filtering capabilities, the Transfer Collections Tab allows teams to stay organized, reduce administrative overhead, and improve cash flow management.

By leveraging these features, businesses can efficiently manage their collections process, identify overdue payments, and ensure that all customer transactions are properly recorded and processed.