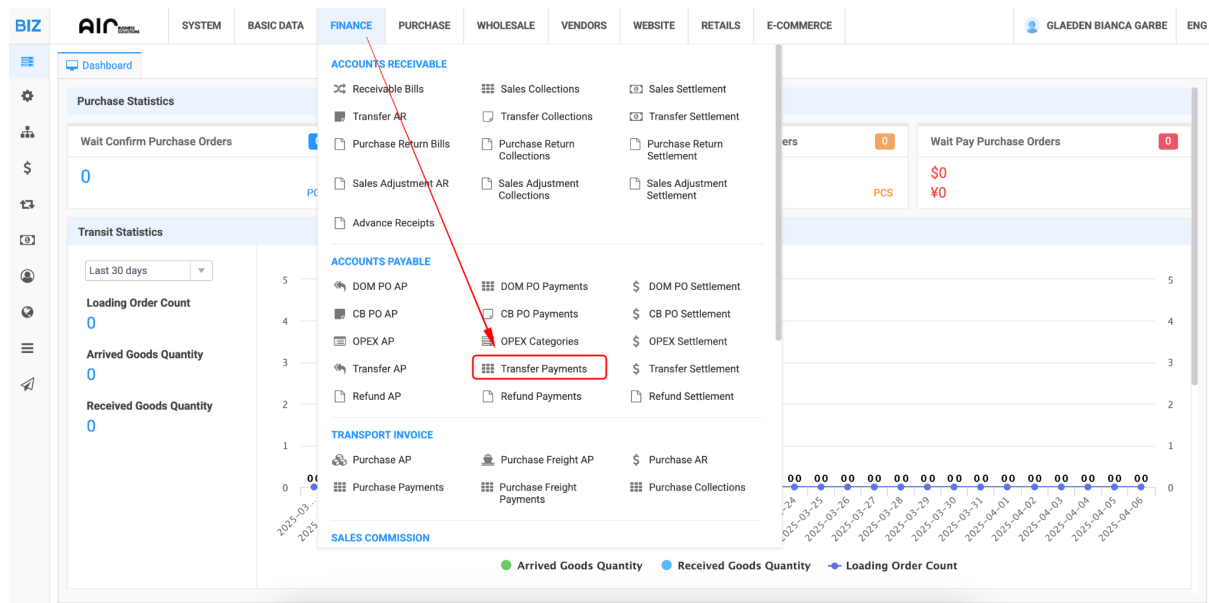


Finance - Transfer Payments

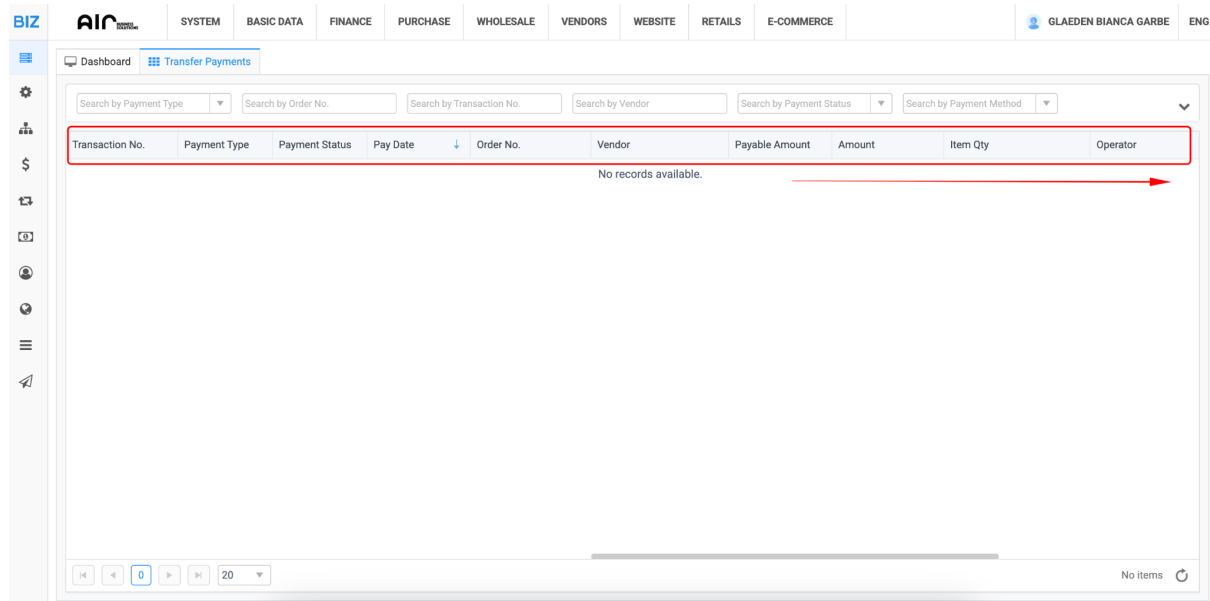
The **Transfer Payments** tab in our ERP system is designed to facilitate efficient management of payment transactions, providing users with tools to monitor payment statuses, process various payment types, and maintain comprehensive records of all financial activities.

Navigation: To access the **Transfer Payments** 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 Payments:** Under Accounts Payable, click on the **Transfer Payments** tab to manage payment transactions.

Key Features of the Transfer Payments Tab:



1. Transaction Details:

- **Transaction No.:** Unique identifier for each payment transaction.
- **Payment Type:** Specifies the nature of the payment (e.g., Pay, Refund).
- **Payment Status:** Indicates the current status of the payment (e.g., Unpaid, Paid Up).
- **Pay Date:** The date when the payment is scheduled or was made.
- **Order No.:** Reference number linking the payment to a specific order.
- **Vendor:** Name of the vendor receiving the payment.
- **Payable Amount:** Total amount due for payment.
- **Amount:** Amount actually paid.
- **Item Qty:** Quantity of items associated with the payment.
- **Operator:** User who processed the payment.
- **Payment Method:** Method used for payment (e.g., Cash, Check, Credit Card, Deposit, Fund Balance, Other, Wire Transfer).
- **Deposit Bank:** Bank where the payment was deposited.

2. Searching and Filtering Options:

The screenshot shows the 'Transfer Payments' search interface in the AIR system. The search bar is highlighted with a red rectangle and contains the following fields:

- Search by Payment Type
- Search by Order No.
- Search by Transaction No.
- Search by Vendor
- Search by Payment Status
- Search by Payment Method
- Search by Payment No.
- Pay Date(Begin)
- Pay Date(End)

Below the search bar is a table with the following columns:

Transaction No.	Payment Type	Payment Status	Pay Date	Order No.	Vendor	Payable Amount	Amount	Item Qty	Operator
No records available.									

The pagination bar at the bottom shows '0' items out of '20'.

- **Search by Payment Type:** Filter payments based on their type (e.g., Pay, Refund).
- **Search by Order Number:** Locate payments associated with specific order numbers.
- **Search by Transaction Number:** Find payments using their unique transaction numbers.
- **Search by Vendor:** Filter payments related to specific vendors.
- **Search by Payment Status:** View payments based on their current status (e.g., Unpaid, Paid Up).
- **Search by Payment Method:** Filter payments by the method used (e.g., Cash, Check, Credit Card, Deposit, Fund Balance, Other, Wire Transfer).
- **Search by Payment Number:** Locate payments using their payment reference numbers.
- **Pay Date - Begin/End:** Search for payments within a specific date range.

Benefits of Using the Transfer Payments Tab:

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

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