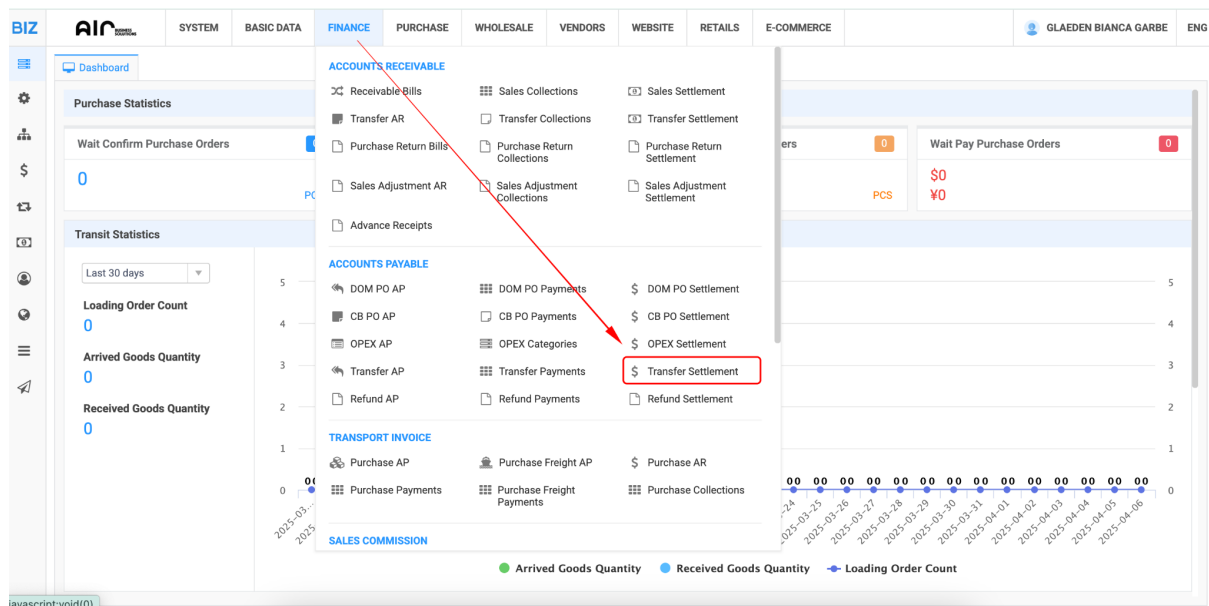


Finance - Transfer Settlement AP

The **Transfer Settlement** tab is designed to facilitate the management of settlement transactions with vendors, ensuring accurate financial reconciliation and efficient payment processing. It provides users with tools to monitor balances, process payments, and maintain comprehensive records of all settlement activities.

Navigation: To access the **Transfer Settlement** tab in your ERP system, please 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 Settlement:** Under Accounts Payable, click on the **Transfer Settlement** tab to manage settlement transactions.

Key Features of the Transfer Settlement Tab:

The screenshot displays the 'Transfer Settlement' tab in the BIZ AIR system. The interface includes a top navigation bar with various modules like SYSTEM, BASIC DATA, FINANCE, PURCHASE, WHOLESALE, VENDORS, WEBSITE, RETAILS, and E-COMMERCE. The 'VENDORS' module is selected. The main content area is divided into two sections: 'Vendor List' and 'Fund Pay Record'. The 'Vendor List' section shows a table with columns 'Vendor Name', 'Balance', and 'Open Balance', currently displaying 'No records available.' The 'Fund Pay Record' section shows a table with columns 'Transaction No.', 'Action', 'Payment Type', 'Amount', 'Use Balance Amount', 'Adjusting Amount', and 'Pay Date', also displaying 'No records available.' A red box highlights the 'Vendor List' table, and another red box highlights the 'Fund Pay Record' table. A red arrow points from the 'Fund Pay Record' table towards the right side of the screen.

1. Vendor List:

- **Vendor Name:** Identifies the vendor associated with the settlement.
- **Balance:** Displays the current balance owed to the vendor.
- **Open Balance:** Indicates the outstanding amount yet to be settled.

2. Fund Pay Record:

- **Transaction No.:** Unique identifier for each settlement transaction.
- **Action:** Specifies the type of transaction (e.g., Pay, Refund).
- **Payment Type:** Indicates the method of payment (e.g., Cash, Check, Credit Card).
- **Amount:** Total amount involved in the transaction.
- **Use Balance Amount:** Amount applied from the available balance.
- **Adjusting Amount:** Any adjustments made to the transaction amount.
- **Pay Date:** The date when the payment is scheduled or was made.

- **Payment Number:** Reference number for the payment.
- **Deposit Date:** Date when the payment was deposited.
- **Deposit Bank:** Bank where the payment was deposited.
- **Operator:** User who processed the settlement transaction.

3. Searching and Filtering Options:

The screenshot displays the BIZ AIR 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. The main interface is divided into two panels. The left panel, titled 'Vendor List', contains a search bar with the placeholder text 'Vendor name/Contact/Vendor code' and a green 'Uncleared' filter button. Below the search bar is a table with columns 'Vendor Name', 'Balance', and 'Open Balance', which currently shows 'No records available.' The right panel, titled 'Fund Pay Record', contains a search bar with the placeholder text 'Search by Transaction No./Invoice No.' and a dropdown menu for 'Search by Action'. Below the search bar is a table with columns 'Transaction No.', 'Action', 'Payment Type', 'Amount', 'Use Balance Amount', 'Adjusting Amount', and 'Pay Date', which also shows 'No records available.' Both panels have a pagination bar at the bottom with a '0' button and a '20' dropdown menu.

- **Vendor Name/Contact/Vendor Code:** Search for settlements based on vendor details.
- **Cleared/Uncleared:** Filter settlements by their clearance status.
- **Search by Transaction Number/Invoice Number:** Locate settlements using transaction or invoice numbers.
- **Search by Action - Pay/Refund:** Filter settlements based on the action type.
- **Search by Payment Type:** Find settlements by payment method (e.g., Cash, Check, Credit Card, Deposit, Fund Balance, Other, Wire Transfer).

- **Search by Payment Number:** Locate settlements using payment reference numbers.
- **Pay Date - Begin/End:** Search for settlements within a specific date range.

Benefits of Using the Transfer Settlement 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 settlement transactions.
- **Operational Efficiency:** Streamlines the settlement process, reducing manual efforts and minimizing errors.

Utilizing the **Transfer Settlement** 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 settlements, businesses can achieve better financial control and operational efficiency.