

## HOW TO CHECK PROFORMA VS CRF/CV

### ➤ INTERNAL AUDIT DEPARTMENT

#### Audit Proforma Vs CRF/CV

##### 1. Click **Proforma (per Item) VS CRF** submenu

The screenshot shows the CWO (Cash With Order Monitoring System) interface. The top navigation bar includes 'Home', 'Transactions', 'Report', 'About', and 'Contact Us'. The main menu on the left has 'PRO-FORMA VS CRF/CV' selected. A dropdown menu is open, showing three options: 'Summary of Payments (SOP)', 'Proforma (per Item) VS CRF' (highlighted with a blue circle and callout '1'), and 'Proforma (per Item) VS PI (per Item)'. Below the menu, there are input fields for 'Supplier Name' and 'Location Name' (both with 'Please Select One' as a placeholder), 'Date From' and 'Date To' (both with 'YYYY-MM-DD' as a placeholder), and a blue 'GENERATE' button.

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For inquiries, you may reach us [here](#) or look for us [here](#).

2. Select Supplier Name
3. Select Location Name
4. Select Date Range
5. Click **Generate** button to generate
6. Click **Action** button
7. Click **Tag As Audited** button

The screenshot shows the 'PRO-FORMA VS CRF/CV' form with the following data entered: 'Supplier Name' is 'ADVECT MARKETING CORP.', 'Location Name' is 'CENTRAL DISTRIBUTION CENTER', 'Date From' is '2023-06-01', and 'Date To' is '2023-06-30'. The 'GENERATE' button is highlighted with a blue circle and callout '5'. Below the form, there is a table with 9 columns: Supplier, CRF/CV No., Date, Amount, Remarks, Audit Status, Matching Status, CRF vs PI, and Action. The table contains two entries. The 'Action' column has a dropdown menu with 'Action' selected, and a blue callout bubble with the number '6' points to it. The dropdown menu shows two options: 'Tag As Audited' (highlighted with a blue circle and callout '7') and 'Track CRF/CV'. The bottom of the page shows 'Showing 1 to 2 of 2 entries' and navigation buttons 'Previous', '1', and 'Next'.

Supplier	CRF/CV No.	Date	Amount	Remarks	Audit Status	Matching Status	CRF vs PI	Action
ADVECT MARKETING CORP.	CRF2306783	Jun 27, 2023	₱ 1,123,996.13	PAYMENT FOR MILK POWDER;SOP#1087;CDC	UNAUDITED	PENDING	UNCLOSED	Action
ADVECT MARKETING CORP.	CRF2306542	Jun 20, 2023	₱ 1,436,321.50	PAYMENT FOR MILK;SOP#1043	UNAUDITED	MATCHED	UNCLOSED	Tag As Audited Track CRF/CV

8. Click **Yes** button to save

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PRO-FORMA VS CRF/CV

Supplier Name: ADVECT M Location Name: [Dropdown]  
Date From: 2023-06-01

**Change Audit Status to AUDITED ?**  
You won't be able to revert this!

Yes Cancel

Show 10 entries Search:

Supplier	CRF/CV No.	Date	Amount	Remarks	Audit Status	Matching Status	CRF vs PI	Action
ADVECT MARKETING CORP.	CRF2306783	Jun 27, 2023	₱ 1,123,996.13	PAYMENT FOR MILK POWDER;SOP#1087;CDC	UNAUDITED	PENDING	UNCLOSED	Action
ADVECT MARKETING CORP.	CRF2306542	Jun 20, 2023	₱ 1,436,321.50	PAYMENT FOR MILK;SOP#1043	UNAUDITED	MATCHED	UNCLOSED	Action

9. Click **OK** to finalize

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PRO-FORMA VS CRF/CV

Supplier Name: ADVECT M Location Name: [Dropdown]  
Date From: 2023-06-01

**CRF/CV is tagged as AUDITED!**

9 → OK

Show 10 entries Search:

Supplier	CRF/CV No.	Date	Amount	Remarks	Audit Status	Matching Status	CRF vs PI	Action
ADVECT MARKETING CORP.	CRF2306783	Jun 27, 2023	₱ 1,123,996.13	PAYMENT FOR MILK POWDER;SOP#1087;CDC	UNAUDITED	PENDING	UNCLOSED	Action
ADVECT MARKETING CORP.	CRF2306542	Jun 20, 2023	₱ 1,436,321.50	PAYMENT FOR MILK;SOP#1043	UNAUDITED	MATCHED	UNCLOSED	Action

# HOW TO CHECK PROFORMA VS PI

## ➤ INTERNAL AUDIT DEPARTMENT

To Tag PI as AUDITED

### 1. Click **Proforma (per Item) VS PI** submenu

The screenshot shows the CWO Cash With Order Monitoring System interface. The top navigation bar includes 'Home', 'Transactions', 'Reports', 'About', and 'Contact Us'. The 'PRO-FORMA VS PI' submenu is highlighted, with a callout box labeled '1' pointing to it. The submenu options are 'Summary of Payments (SOP)', 'Proforma (per Item) VS CRF', and 'Proforma (per Item) VS PI (per Item)'. Below the submenu, the 'Supplier Name' is set to 'ADVECT MARKETING CORP.' and the 'Location Name' is set to 'CENTRAL DISTRIBUTION CENTER'. The 'Date From' is '2023-01-01' and the 'Date To' is '2024-01-18'. A 'GENERATE' button is visible. Below the form, there is a table with columns: Location, PI No., Ref No., PI Date, PO, PO Date, Credit Memo, Audit Status, Matching Status, and Action. The table contains two rows of data.

Location	PI No.	Ref No.	PI Date	PO	PO Date	Credit Memo	Audit Status	Matching Status	Action
CENTRAL DISTRIBUTION CENTER	CDC-P4199313	20004972	Sep 25, 2023	SMGM00473864	Aug 25, 2023	NO APPLIED CM	UNAUDITED	PENDING	Action
CENTRAL DISTRIBUTION CENTER	CDC-P4197712	20004897	Aug 18, 2023	SMGM00467679	Jun 26, 2023	NO APPLIED CM	AUDITED	MATCHED	Action

2. Select Supplier Name
3. Select Location Name
4. Select Date Range
5. Click **Generate** button to generate
6. Click **Action** button
7. Click **Tag As Audited** button

The screenshot shows the CWO Cash With Order Monitoring System interface with the 'PRO-FORMA VS PI' form. The form fields are highlighted with numbered callouts: 'Supplier Name' (2), 'Location Name' (3), 'Date From' (4), 'Date To' (4), and 'GENERATE' button (5). Below the form, there is a table with columns: Location, PI No., Ref No., PI Date, PO, PO Date, Credit Memo, Audit Status, Matching Status, and Action. The table contains four rows of data. The first row has 'UNAUDITED' and 'PENDING' status. The second row has 'AUDITED' and 'MATCHED' status. The third row has 'AUDITED' and 'MATCHED' status. The fourth row has 'AUDITED' and 'MATCHED' status. The 'Action' column for the first row is highlighted with a callout box labeled '6' pointing to the 'Action' button. A callout box labeled '7' points to the 'Tag As Audited' button in the 'Action' column of the second row.

Location	PI No.	Ref No.	PI Date	PO	PO Date	Credit Memo	Audit Status	Matching Status	Action
CENTRAL DISTRIBUTION CENTER	CDC-P4199313	20004972	Sep 25, 2023	SMGM00473864	Aug 25, 2023	NO APPLIED CM	UNAUDITED	PENDING	Action
CENTRAL DISTRIBUTION CENTER	CDC-P4197712	20004897	Aug 18, 2023	SMGM00467679	Jun 26, 2023	NO APPLIED CM	AUDITED	MATCHED	Action
CENTRAL DISTRIBUTION CENTER	CDC-P4197723	20004899	Aug 18, 2023	SMGM00471196	Jul 28, 2023	NO APPLIED CM	AUDITED	MATCHED	Action
CENTRAL DISTRIBUTION CENTER	CDC-P4197186	20004813 B	Jul 22, 2023	SMGM00470528	Jul 24, 2023	NO APPLIED CM	AUDITED	MATCHED	Action

8. Click **Yes** button to save

PRO-FORMA VS PI

Supplier Name: ADVECT MARKETING CORP. Location Name: CENTRAL DISTRIBUTION CENTER

Date From: 2023-01-01 Date To: 2024-01-18

Change Audit Status to **AUDITED**?  
You won't be able to revert this!

8 → Yes Cancel

Show 10 entries Search:

Location	PI No.	Ref	PI Date	PO	PO Date	Credit Memo	Audit Status	Matching Status	Action
CENTRAL DISTRIBUTION CENTER	CDC-P4199313	20004972	Sep 25, 2023	SMGM00473864	Aug 25, 2023	NO APPLIED CM	UNAUDITED	PENDING	Action
CENTRAL DISTRIBUTION CENTER	CDC-P4197712	20004897	Aug 18, 2023	SMGM00467679	Jun 26, 2023	NO APPLIED CM	AUDITED	MATCHED	Action
CENTRAL DISTRIBUTION CENTER	CDC-P4197723	20004899	Aug 18, 2023	SMGM00471196	Jul 28, 2023	NO APPLIED CM	AUDITED	MATCHED	Action
CENTRAL DISTRIBUTION CENTER	CDC-P4197186	20004813 B	Jul 22, 2023	SMGM00470528	Jul 24, 2023	NO APPLIED CM	AUDITED	MATCHED	Action

9. Click **OK** button to finalize

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PRO-FORMA VS PI

Supplier Name: ADVECT MARKETING CORP. Location Name: CENTRAL DISTRIBUTION CENTER

Date From: 2023-01-01

PI is AUDITED!

9 → OK

Show 10 entries Search:

Location	PI No.	Ref No.	PI Date	PO	PO Date	Credit Memo	Audit Status	Matching Status	Action
CENTRAL DISTRIBUTION CENTER	CDC-P4199313	20004972	Sep 25, 2023	SMGM00473864	Aug 25, 2023	NO APPLIED CM	AUDITED	PENDING	Action
CENTRAL DISTRIBUTION CENTER	CDC-P4197712	20004897	Aug 18, 2023	SMGM00467679	Jun 26, 2023	NO APPLIED CM	AUDITED	MATCHED	Action