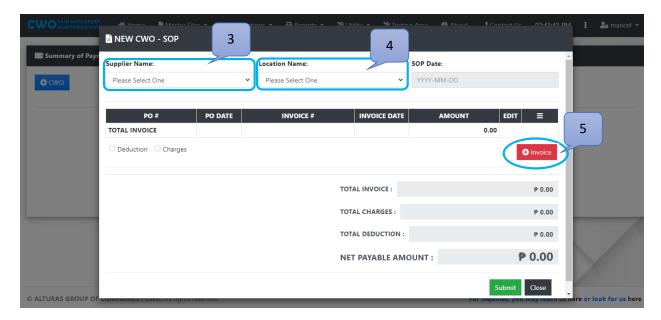# HOW TO CREATE SUMMARY OF PAYMENTS (SOP)

➢ AP/AP CLERK- RETAIL 1 DEPARTMENT

1. Click **Summary of Payments (SOP)** submenu
2. Click **CWO** button

4. Select Location Name
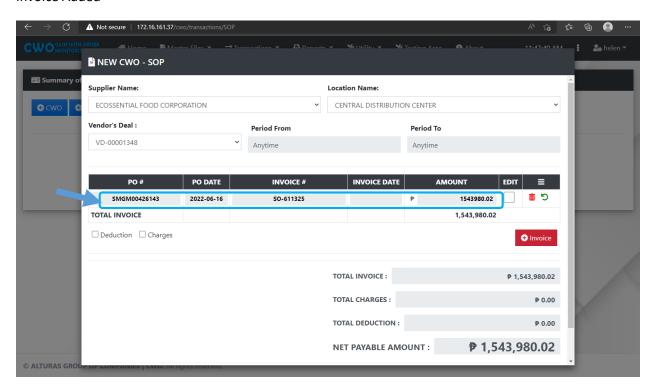
5. Click ⊕ Invoice button to add invoice.

6. Select Invoice No.
7. Click **Add** button to add Invoice
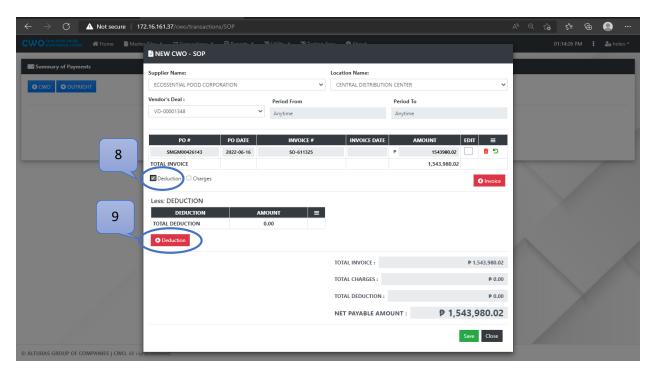
Invoice Added

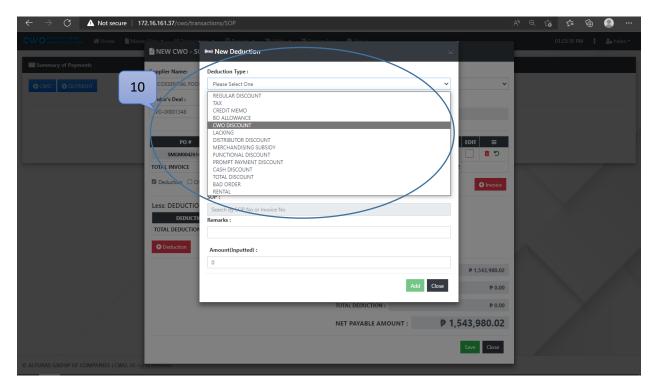
Add Deductions:

8. Check the box under Deduction

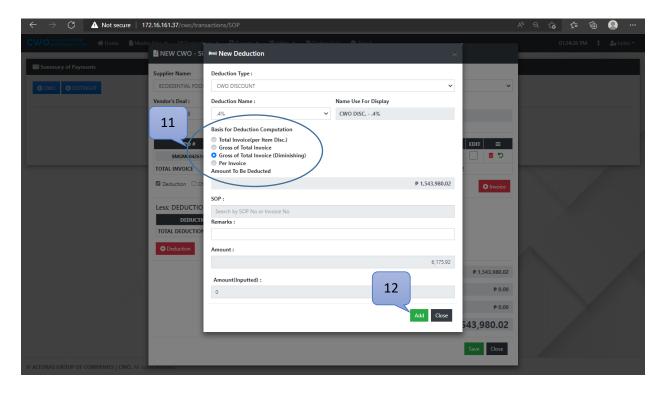9. Click button to add deduction/s

10. Select Discount Type

11. Select basis for deduction

12. Click **Add** button to add the deduction

13. Click **Save** button to save SOP

> Net Payable Amount is auto computed