

HOW TO CREATE SUMMARY OF PAYMENTS (SOP)

➤ AP/AP CLERK- RETAIL 1 DEPARTMENT

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

The screenshot shows the CWO Cash With Order Monitoring System interface. The top navigation bar includes links for Home, Master Files, Transactions, Reports, Contact Us, and a user profile. The 'Summary of Payments (SOP)' link is highlighted with a blue circle and callout 1. The left sidebar has a '+ CWO' button highlighted with a blue circle and callout 2. The main form area contains fields for Supplier Name, Location Name, Date From, and Date To, each with a 'Please Select One' dropdown or a date input field. A 'GENERATE' button is at the bottom.

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For inquiries, you may reach us here or look for us here .

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

The screenshot shows the 'NEW CWO - SOP' form. Callout 3 points to the 'Supplier Name' dropdown, and callout 4 points to the 'Location Name' dropdown. Both are currently set to 'Please Select One'. Callout 5 points to the '+ Invoice' button. The form includes a table for invoice details and summary totals.

PO #	PO DATE	INVOICE #	INVOICE DATE	AMOUNT	EDIT	
TOTAL INVOICE				0.00		

Below the table, there are checkboxes for 'Deduction' and 'Charges'. At the bottom, there are summary totals:

TOTAL INVOICE : P 0.00
TOTAL CHARGES : P 0.00
TOTAL DEDUCTION : P 0.00
NET PAYABLE AMOUNT : P 0.00

Buttons for 'Submit' and 'Close' are at the bottom right.

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

NEW CWO - SOP

Supplier Name: ECOSSENTIAL FOOD CORPORATION

Vendor's Deal : VD-00001348

PO # PO DATE

TOTAL INVOICE

☐ Deduction ☐ Charges

NEW INVOICE

View Item Mapping

Invoice No : SO-611325

Invoice Date :

Invoice Amount : ₱ 1,543,980.02

6

AMOUNT EDIT

0.00

Invoice

Save Close

TOTAL INVOICE : ₱ 0.00

TOTAL CHARGES : ₱ 0.00

TOTAL DEDUCTION : ₱ 0.00

NET PAYABLE AMOUNT : ₱ 0.00

Save Close

Invoice Added

NEW CWO - SOP

Supplier Name: ECOSSENTIAL FOOD CORPORATION

Location Name: CENTRAL DISTRIBUTION CENTER

Vendor's Deal : VD-00001348

Period From Anytime

Period To Anytime

PO #	PO DATE	INVOICE #	INVOICE DATE	AMOUNT	EDIT	
SMGM00426143	2022-06-16	SO-611325		₱ 1,543,980.02		
TOTAL INVOICE				1,543,980.02		

☐ Deduction ☐ Charges

Invoice

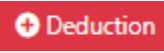
TOTAL INVOICE : ₱ 1,543,980.02

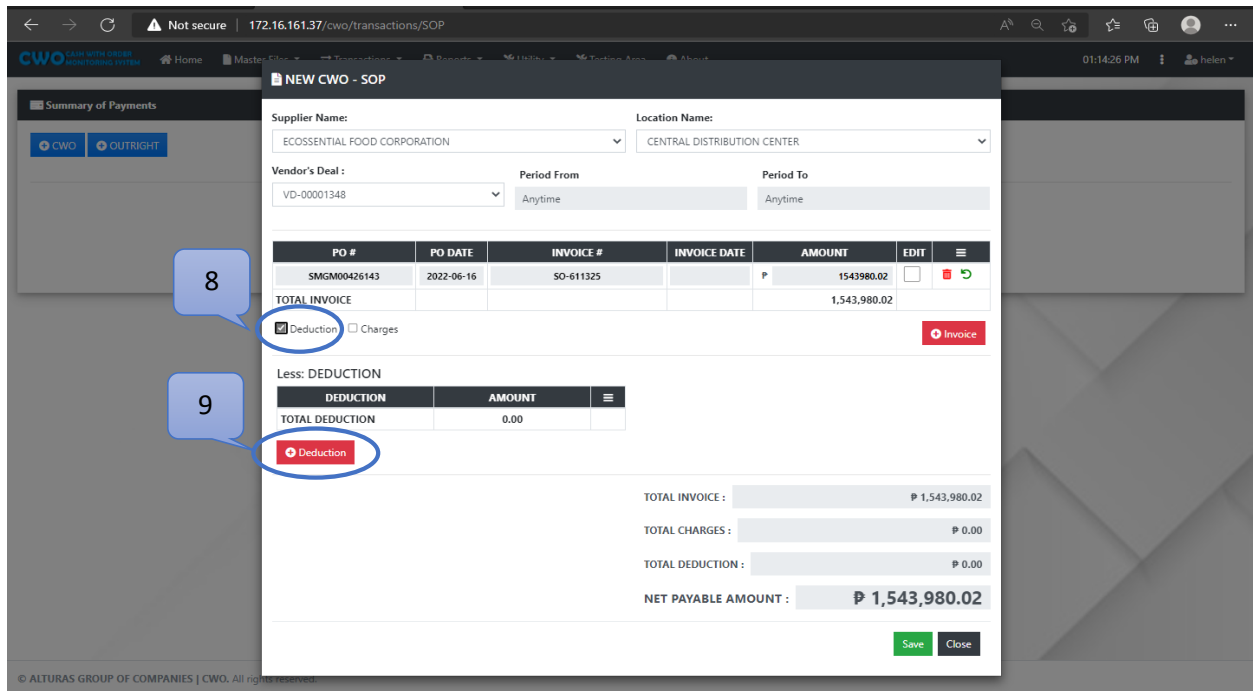
TOTAL CHARGES : ₱ 0.00

TOTAL DEDUCTION : ₱ 0.00

NET PAYABLE AMOUNT : ₱ 1,543,980.02

Add Deductions:

8. Check the box under Deduction
9. Click  button to add deduction/s



NEW CWO - SOP

Supplier Name: ECOSSENTIAL FOOD CORPORATION Location Name: CENTRAL DISTRIBUTION CENTER

Vendor's Deal: VD-00001348 Period From: Anytime Period To: Anytime

PO #	PO DATE	INVOICE #	INVOICE DATE	AMOUNT	EDIT
SMGM00426143	2022-06-16	SO-611325		1543980.02	
TOTAL INVOICE				1,543,980.02	

☒ Deduction ☐ Charges + Invoice

Less: DEDUCTION

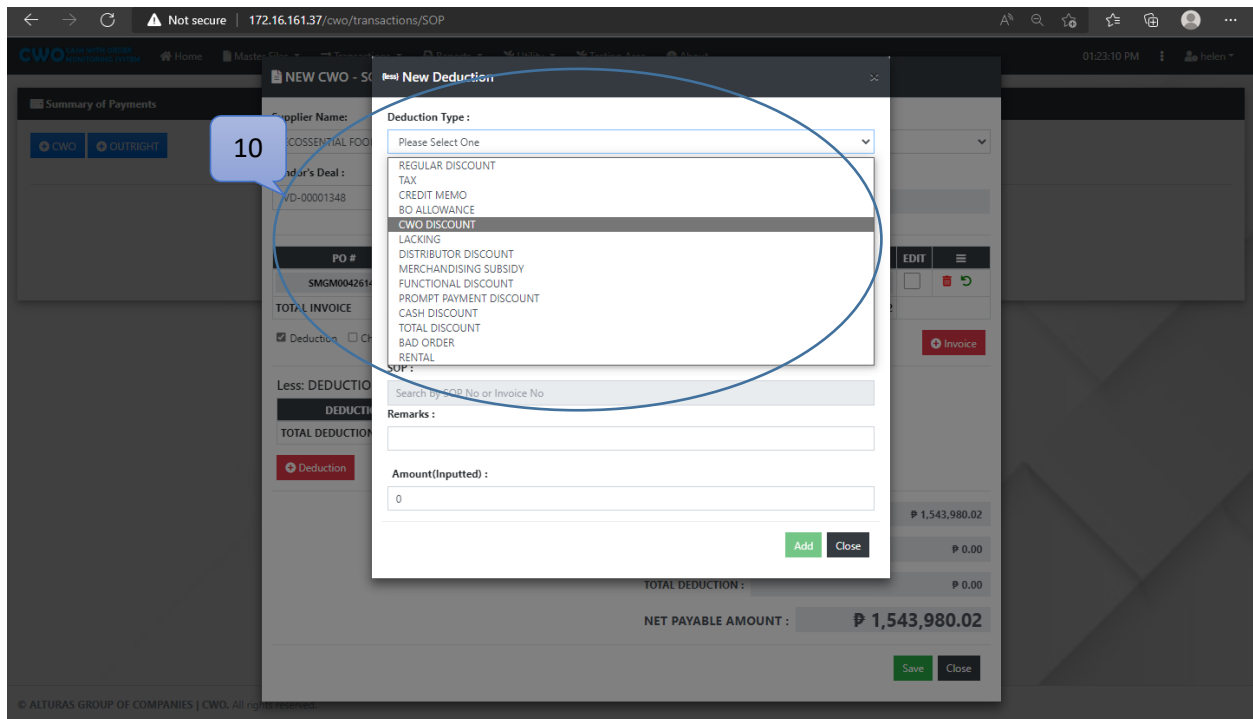
DEDUCTION	AMOUNT
TOTAL DEDUCTION	0.00

+ Deduction

TOTAL INVOICE : ₱ 1,543,980.02
 TOTAL CHARGES : ₱ 0.00
 TOTAL DEDUCTION : ₱ 0.00
 NET PAYABLE AMOUNT : ₱ 1,543,980.02

Save Close

10. Select Discount Type



NEW CWO - SOP

Supplier Name: ECOSSENTIAL FOOD CORPORATION Location Name: CENTRAL DISTRIBUTION CENTER

Vendor's Deal: VD-00001348 Period From: Anytime Period To: Anytime

PO #	PO DATE	INVOICE #	INVOICE DATE	AMOUNT	EDIT
SMGM00426143	2022-06-16	SO-611325		1543980.02	
TOTAL INVOICE				1,543,980.02	

☒ Deduction ☐ Charges + Invoice

Less: DEDUCTION

DEDUCTION	AMOUNT
TOTAL DEDUCTION	0.00

+ Deduction

TOTAL INVOICE : ₱ 1,543,980.02
 TOTAL CHARGES : ₱ 0.00
 TOTAL DEDUCTION : ₱ 0.00
 NET PAYABLE AMOUNT : ₱ 1,543,980.02

Save Close

New Deduction

Deduction Type : Please Select One

- REGULAR DISCOUNT
- TAX
- CREDIT MEMO
- BO ALLOWANCE
- CWO DISCOUNT**
- LACKING
- DISTRIBUTOR DISCOUNT
- MERCHANDISING SUBSIDY
- FUNCTIONAL DISCOUNT
- PROMPT PAYMENT DISCOUNT
- CASH DISCOUNT
- TOTAL DISCOUNT
- BAD ORDER
- RENTAL

Search by SOP No or Invoice No

Remarks :

Amount(Inputted) :

0

Add Close

11. Select basis for deduction

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

NEW CWO - SOP

Supplier Name: ECOSSENTIAL FOODS

Vendor's Deal: SMGM0426143

Deduction Type: CWO DISCOUNT

Deduction Name: .4% **Name Use For Display:** CWO DISC. - .4%

Basis for Deduction Computation:

- ☐ Total Invoice(per Item Disc.)
- ☐ Gross of Total Invoice
- ☒ Gross of Total Invoice (Diminishing)
- ☐ Per Invoice
- ☐ Amount To Be Deducted

Amount To Be Deducted: ₱ 1,543,980.02

SOP: Search by SOP No or Invoice No

Remarks:

Amount: 6,175.92

Amount(Inputted): 0

Add **Close**

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

> *Net Payable Amount is auto computed*

NEW CWO - SOP

Vendor's Deal: VD-00001348

Period From: Anytime Period To: Anytime

PO #	PO DATE	INVOICE #	INVOICE DATE	AMOUNT	EDIT
SMGM00426143	2022-06-16	SO-611325		₱ 1,543,980.02	
TOTAL INVOICE				1,543,980.02	

☒ Deduction ☐ Charges **Invoice**

Less: DEDUCTION

DEDUCTION	AMOUNT
CWO DISC. - .4% (1,543,980.02)	- 6,175.92
WHT - 1% (1,537,804.10)	- 13,730.39
TOTAL DEDUCTION	- 19,906.31

Deduction

TOTAL INVOICE: ₱ 1,543,980.02

TOTAL CHARGES: ₱ 0.00

TOTAL DEDUCTION: -₱ 19,906.31

NET PAYABLE AMOUNT: ₱ 1,524,073.71

Save **Close**