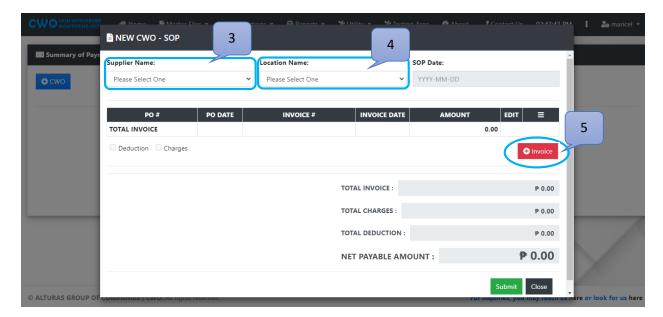
HOW TO CREATE SUMMARY OF PAYMENTS (SOP)

- > AP/AP CLERK- RETAIL 1 DEPARTMENT
- 1. Click Summary of Payments (SOP) submenu
- 2. Click CWO button 1 CWO CASH WITH ORDER MONITORING SYSTEM Master Files ▼ ☐ Transactions ▼ Reports 🔻 11:38:41 i adianee ▼ B Summary of Payments (SOP) 2 **⊕** CWO Supplier Name **Location Name** Please Select One Please Select One **Date From** Date To YYYY-MM-DD YYYY-MM-DD

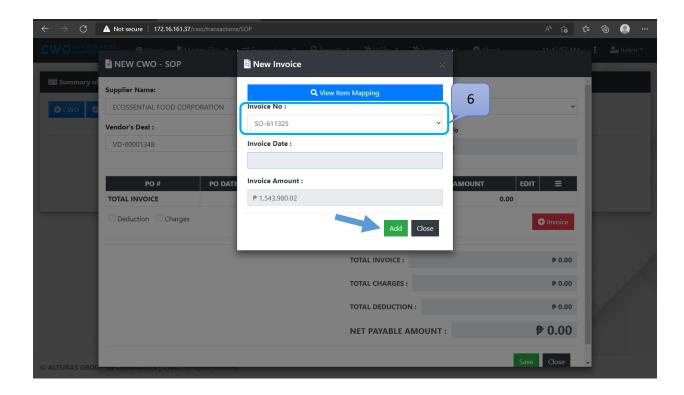
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For inquiries, you may reach us here or look for us here .

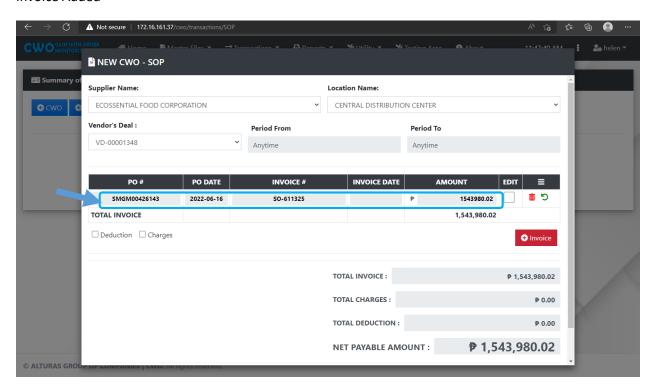
- 4. Select Location Name
- 5. Click to add invoice.



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

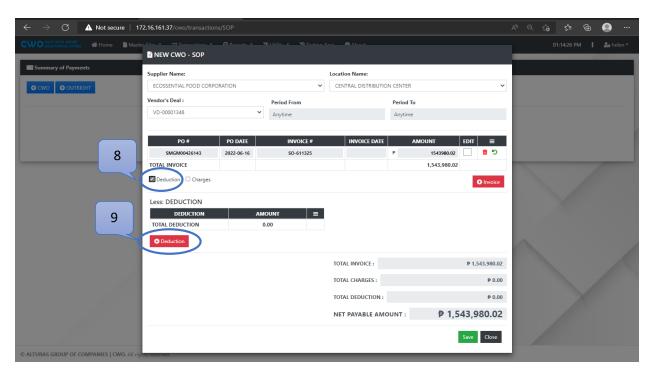


Invoice Added

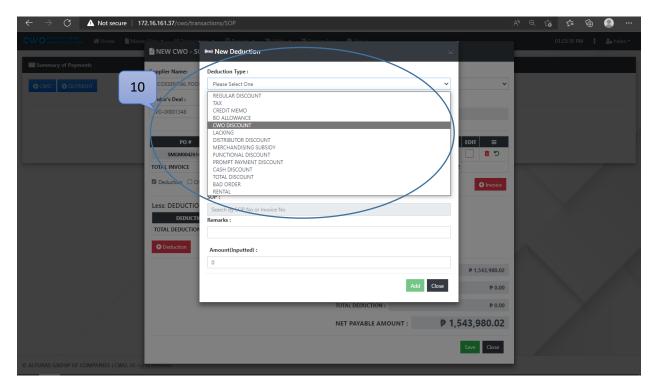


Add Deductions:

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

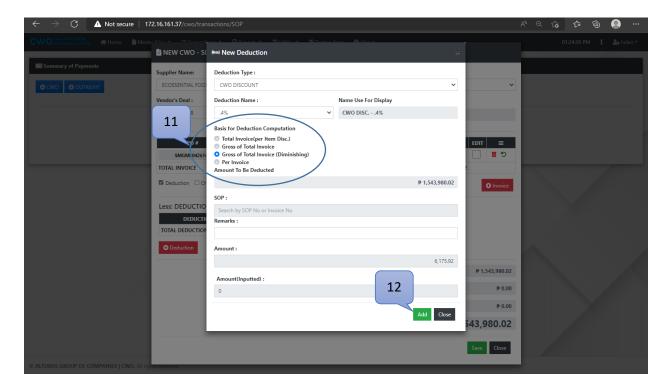


10. Select Discount Type



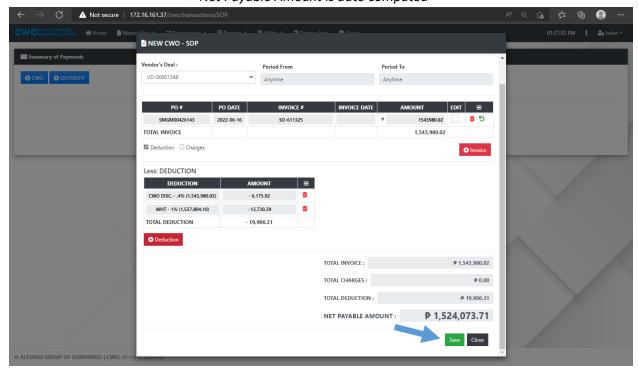
11. Select basis for deduction

12. Click Add button to add the deduction



13. Click Save button to save SOP

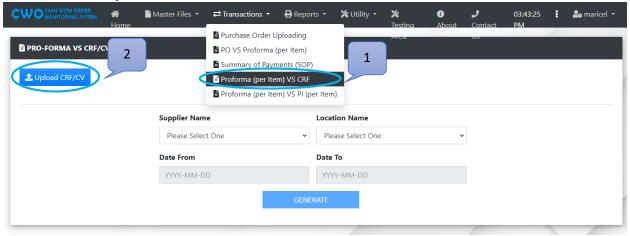
> Net Payable Amount is auto computed



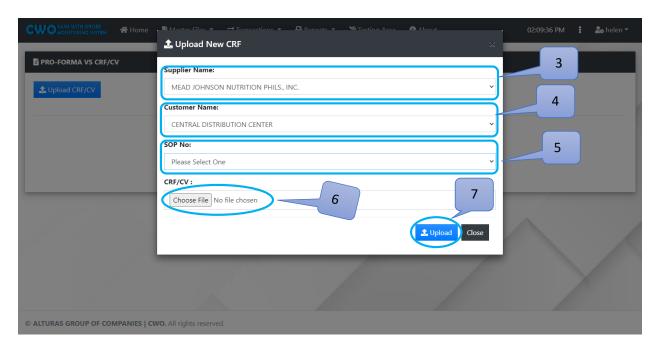
UPLOADING OF CV/CRF

ACCOUNTING DEPARTMENT

- 1. Click Proforma (per Item) vs. CRF submenu
- 2. Click Upload CRF/CV button

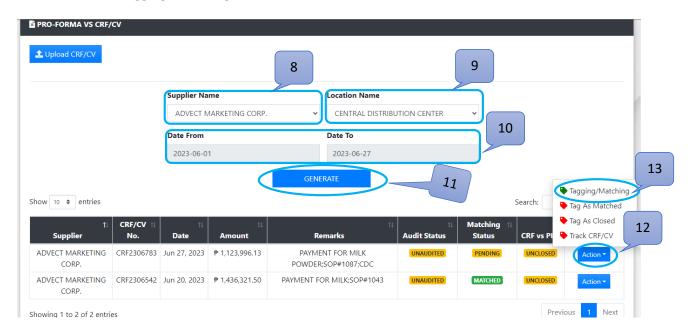


- 3. Select Supplier Name
- 4. Select Customer Name
- 5. Select available SOP
- 6. Click Choose File button to locate the CRF/CV exported from Navision
- 7. Click **Upload** button to save the CRF/CV

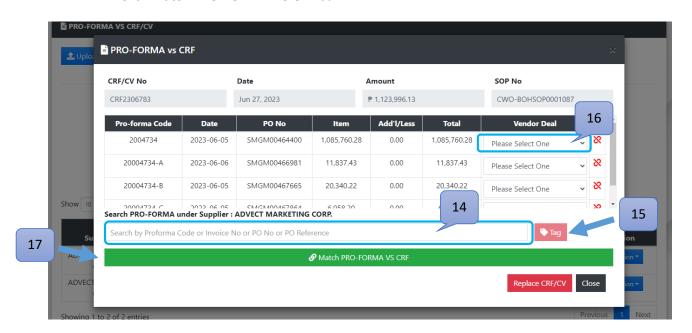


Tagging and Matching Proforma Vs CRF

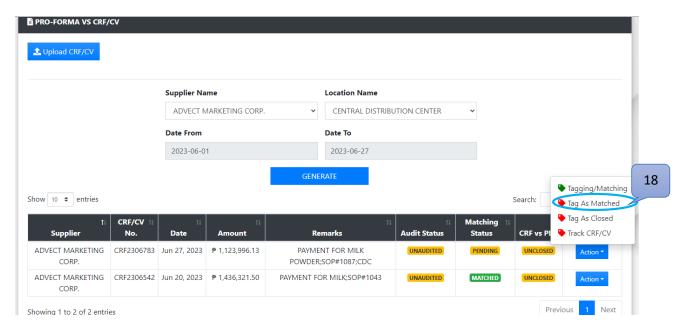
- 8. Select Supplier Name
- 9. Select Location Name
- 10. Select Date Range
- 11. Click Generate button to generate the Summary of Payment
- 12. Click **Action** button
- 13. Click Tagging/Matching button to view Proforma and CRF details



- 14. Input or search Proforma Code/Invoice No. or PO reference no.
- 15. Click Tag button to save the proforma
- 16. Select Vendor deal for discounts
- 17. Click Match PRO-FORMA VS CRF bu



18. Click Tag As Match to match the Proforma VS CRF

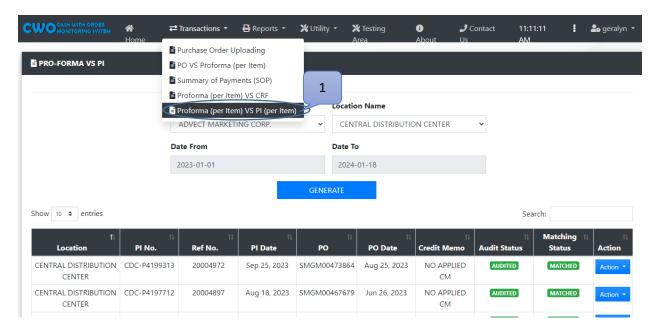


PROFORMA VS PI TAGGING AND MATCHING

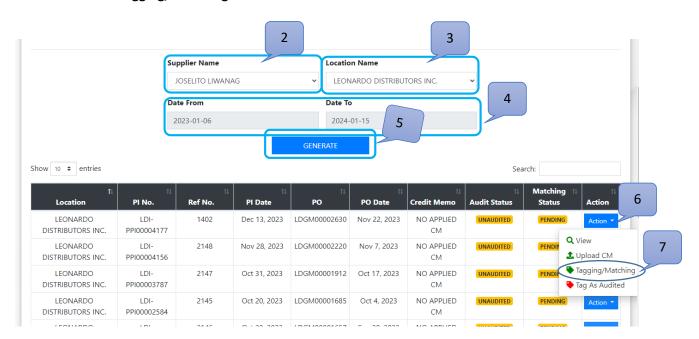
ACCOUNTING DEPARTMENT

Tagging and Matching Proforma Vs PI

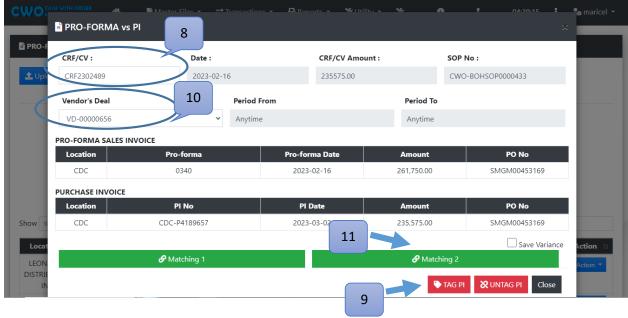
1. Click Proforma (per Item) vs. PI (per Item) submenu



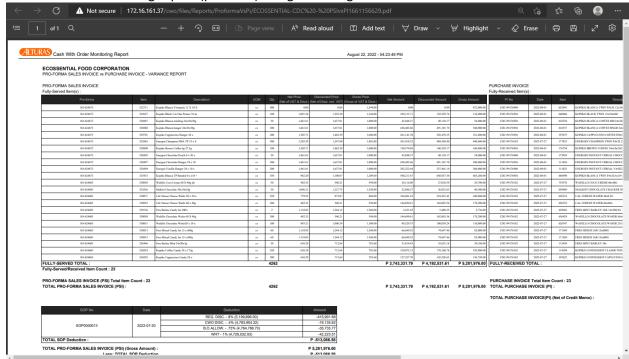
- 2. Select Supplier Name
- 3. Select Location Name
- 4. Select Date Range
- 5. Click **Generate** button to generate the Summary of Payment
- 6. Click Action button
- 7. Click Tagging/Matching button to view Proforma and PI details



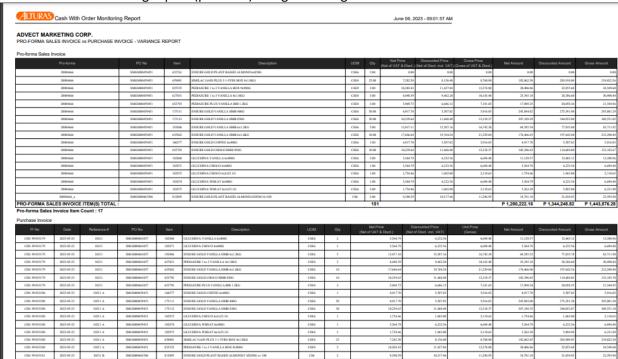
- 8. Select CRF/CV
- 9. Click Tag PI to tag the selected PI under the CV/CRF
- 10. Select Vendor Deal
- 11. Click Matching 1 or Matching 2 Proforma vs PI Successfully (Note: In Matching 1, the Proforma and PI item are side by side (Left side is Proforma, right side is PI) while Matching 2 is Proforma then under is PI and its recommended to use than Matching 1.



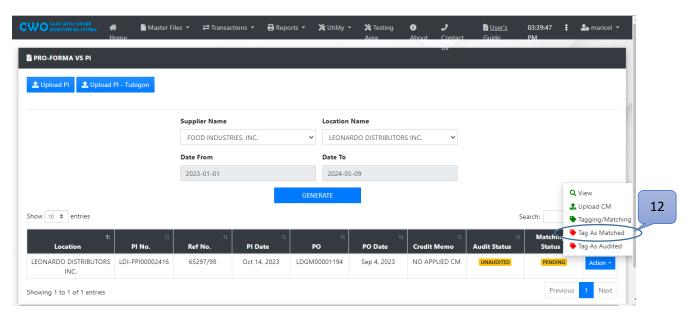
Proforma vs. PI matching report (per item) using Matching 1



Proforma vs. PI matching report (per item) using Matching 2



12. Click Tag As Matched to match the Proforma VS PI



13. Click Proceed

