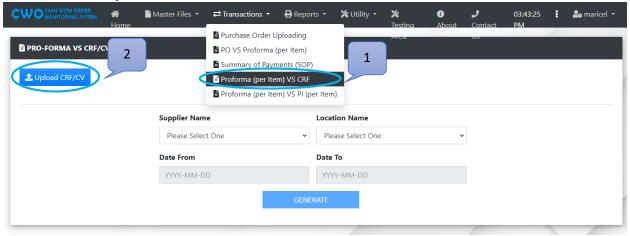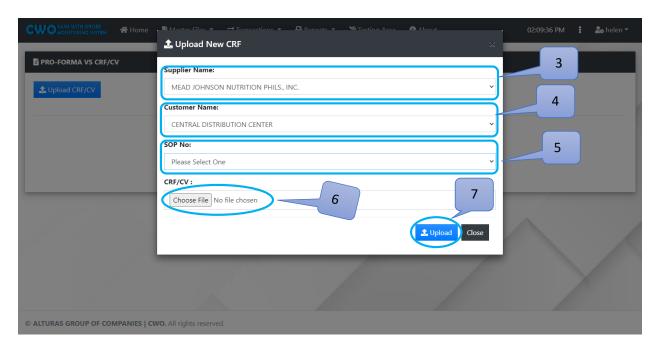# UPLOADING OF CRF/CV

➢ ACCOUNTING DEPARTMENT

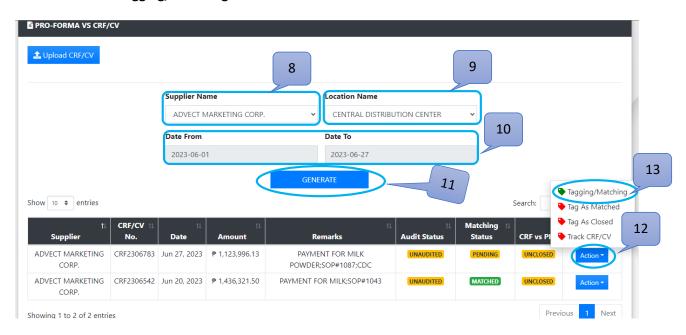1. Click **Proforma (per Item) vs. CRF** submenu
2. Click **Upload CRF/CV** button

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

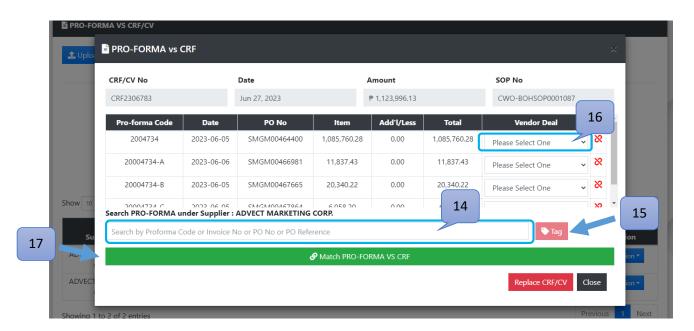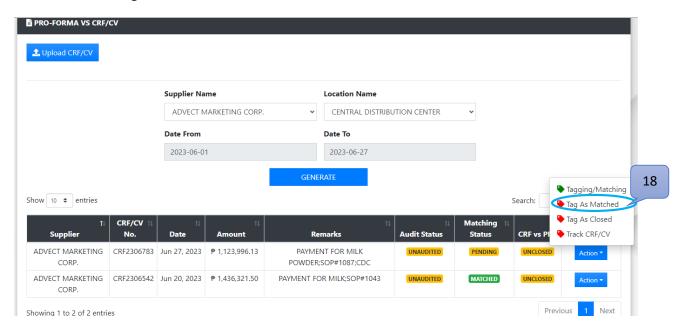Tagging and Matching Proforma Vs CRF

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

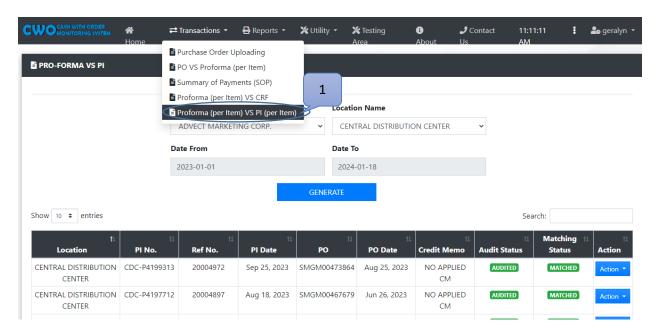18. Click **Tag As Match** to match the Proforma VS CRF

PROFORMA VS PI TAGGING AND MATCHING

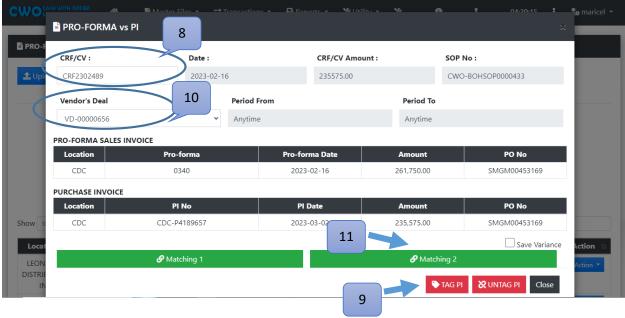➢ ACCOUNTING DEPARTMENT

Tagging and Matching Proforma Vs PI
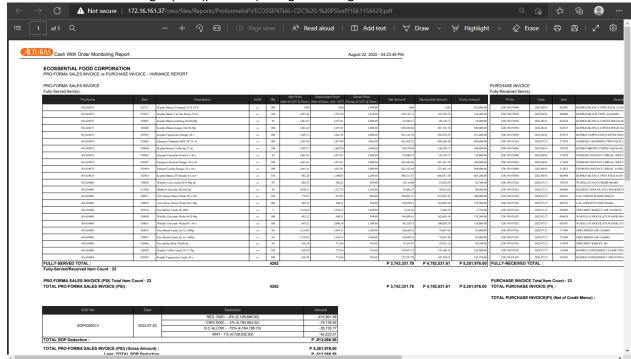
1. Click **Proforma (per Item) vs. PI (per Item)** submenu

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
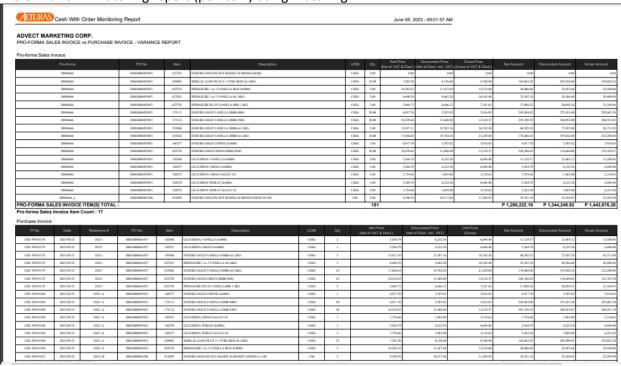7. Click **Tagging/Matching** button to view Proforma and PI details

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.*
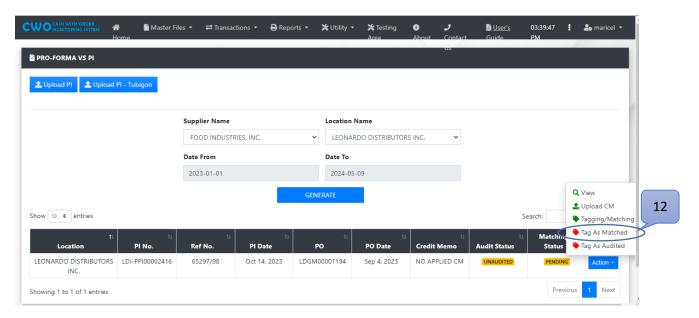

Proforma vs. PI matching report (per item) using Matching 1

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

ADVECT MARKETING CORP.
PRO-FORMA SALES INVOICE vs PURCHASE INVOICE - VARIANCE REPORT

Pro-forma Sales Invoice

PRO-FORMA SALES INVOICE ITEM(S) TOTAL : 151   P 1,200,222.16   P 1,344,248.82   P 1,443,876.28
Pro-forma Sales Invoice Item Count : 17

Purchase Invoice

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

13. Click **Proceed**