

UPLOADING OF CRF/CV

➤ ACCOUNTING DEPARTMENT

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

The screenshot shows the CWO Cash With Order Monitoring System interface. The top navigation bar includes 'Home', 'Master Files', 'Transactions', 'Reports', 'Utility', 'Testing Area', 'About', and 'Contact'. The user is logged in as 'maricel' at 03:43:25 PM. The 'PRO-FORMA VS CRF/CV' submenu is open, showing options: 'Purchase Order Uploading', 'PO VS Proforma (per Item)', 'Summary of Payments (SOP)', 'Proforma (per Item) VS CRF' (highlighted with a blue circle and labeled '1'), and 'Proforma (per Item) VS PI (per Item)'. The 'Upload CRF/CV' button is also highlighted with a blue circle and labeled '2'.

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

The screenshot shows the 'Upload New CRF' dialog box. It contains the following fields and buttons:

- Supplier Name:** MEAD JOHNSON NUTRITION PHILS., INC. (labeled '3')
- Customer Name:** CENTRAL DISTRIBUTION CENTER (labeled '4')
- SOP No:** Please Select One (labeled '5')
- CRF/CV :** Choose File (labeled '6'), No file chosen (labeled '7')
- Buttons:** Upload (labeled '7'), Close

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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

The screenshot shows the 'PRO-FORMA VS CRF/CV' interface. At the top, there's a search form with fields for Supplier Name (8), Location Name (9), Date From (10), and Date To (10). A 'GENERATE' button (11) is below these fields. Below the search form, there's a table with columns: Supplier, CRF/CV No., Date, Amount, Remarks, Audit Status, Matching Status, and CRF vs P. The table contains two entries for ADVECT MARKETING CORP. The first entry has a 'PENDING' matching status, and the second has a 'MATCHED' status. To the right of the table, there's a search bar and a dropdown menu with options: Tagging/Matching (13), Tag As Matched, Tag As Closed, and Track CRF/CV. An 'Action' button (12) is also visible next to the table rows.

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

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** button

The screenshot shows a 'PRO-FORMA vs CRF' dialog box. It displays a table with columns: Pro-forma Code, Date, PO No, Item, Add'l/Less, Total, and Vendor Deal (16). The table contains three entries. Below the table, there's a search bar (14) with the text 'Search by Proforma Code or Invoice No or PO No or PO Reference'. A 'Tag' button (15) is next to the search bar. Below the search bar, there's a green button labeled 'Match PRO-FORMA VS CRF' (17). At the bottom right, there are buttons for 'Replace CRF/CV' and 'Close'.

Pro-forma Code	Date	PO No	Item	Add'l/Less	Total	Vendor Deal
2004734	2023-06-05	SMGM00464400	1,085,760.28	0.00	1,085,760.28	Please Select One
20004734-A	2023-06-06	SMGM00466981	11,837.43	0.00	11,837.43	Please Select One
20004734-B	2023-06-05	SMGM00467665	20,340.22	0.00	20,340.22	Please Select One

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

PRO-FORMA VS CRF/CV

Upload CRF/CV

Supplier Name

ADVECT MARKETING CORP.

Location Name

CENTRAL DISTRIBUTION CENTER

Date From

2023-06-01

Date To

2023-06-27

GENERATE

Show 10 entries

Search:

Supplier	CRF/CV No.	Date	Amount	Remarks	Audit Status	Matching Status	CRF vs P	
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

Showing 1 to 2 of 2 entries

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Next

Tagging/Matching

Tag As Matched

Tag As Closed

Track CRF/CV

18

PROFORMA VS PI TAGGING AND MATCHING

➤ ACCOUNTING DEPARTMENT

Tagging and Matching Proforma Vs PI

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

The screenshot shows the CWO Cash With Order Monitoring System interface. A dropdown menu is open under the 'Transactions' tab, highlighting the 'Proforma (per Item) VS PI (per Item)' option. The main form displays the 'PRO-FORMA VS PI' section with fields for 'Location Name' (ADVTECT MARKETING CORP.), 'Date From' (2023-01-01), and 'Date To' (2024-01-18). A 'GENERATE' button is visible below the date range. 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 for 'CENTRAL DISTRIBUTION CENTER'.

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	MATCHED	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 the Summary of Payment
6. Click **Action** button
7. Click **Tagging/Matching** button to view Proforma and PI details

The screenshot shows the CWO Cash With Order Monitoring System interface. The 'PRO-FORMA VS PI' section is filled with the following values: 'Supplier Name' (JOSELITO LIWANAG), 'Location Name' (LEONARDO DISTRIBUTORS INC.), 'Date From' (2023-01-06), and 'Date To' (2024-01-15). 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 four rows of data for 'LEONARDO DISTRIBUTORS INC.'. The 'Action' column for the first row is highlighted, and a dropdown menu is open showing options: View, Upload CM, Tagging/Matching, and Tag As Audited.

Location	PI No.	Ref No.	PI Date	PO	PO Date	Credit Memo	Audit Status	Matching Status	Action
LEONARDO DISTRIBUTORS INC.	LDI-PPI00004177	1402	Dec 13, 2023	LDGM00002630	Nov 22, 2023	NO APPLIED CM	UNAUDITED	PENDING	Action
LEONARDO DISTRIBUTORS INC.	LDI-PPI00004156	2148	Nov 28, 2023	LDGM00002220	Nov 7, 2023	NO APPLIED CM	UNAUDITED	PENDING	Action
LEONARDO DISTRIBUTORS INC.	LDI-PPI00003787	2147	Oct 31, 2023	LDGM00001912	Oct 17, 2023	NO APPLIED CM	UNAUDITED	PENDING	Action
LEONARDO DISTRIBUTORS INC.	LDI-PPI00002584	2145	Oct 20, 2023	LDGM00001685	Oct 4, 2023	NO APPLIED CM	UNAUDITED	PENDING	Action

-
- PRO-FORMA vs PI**
- CRF/CV :** CRF2302489 **Date :** 2023-02-16 **CRF/CV Amount :** 235575.00 **SOP No :** CWO-BOHSOP0000433
- Vendor's Deal** VD-00000656 **Period From** Anytime **Period To** Anytime
- PRO-FORMA SALES INVOICE**
- | Location | Pro-forma | Pro-forma Date | Amount | PO No |
|----------|-----------|----------------|------------|--------------|
| CDC | 0340 | 2023-02-16 | 261,750.00 | SMGM00453169 |
- PURCHASE INVOICE**
- | Location | PI No | PI Date | Amount | PO No |
|----------|--------------|------------|------------|--------------|
| CDC | CDC-P4189657 | 2023-03-02 | 235,575.00 | SMGM00453169 |
- Matching 1** **Matching 2** ☐ Save Variance
- 9** TAG PI UNTAG PI Close

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CWO

CASH WITH ORDER
MONITORING SYSTEM

Home

Master Files

Transactions

Reports

Utility

Testing Area

About

Contact

User's Guide

03:39:47 PM

maricel

PRO-FORMA VS PI

Upload PI

Upload PI - Tubigon

Supplier Name

FOOD INDUSTRIES, INC.

Location Name

LEONARDO DISTRIBUTORS INC.

Date From

2023-01-01

Date To

2024-05-09

GENERATE

Showing 1 to 1 of 1 entries

Search:

View

Upload CM

Tagging/Matching

Location	PI No.	Ref No.	PI Date	PO	PO Date	Credit Memo	Audit Status	Matching Status	
LEONARDO DISTRIBUTORS INC.	LDI-PP100002416	65297/98	Oct 14, 2023	LDGM00001194	Sep 4, 2023	NO APPLIED CM	UNAUDITED	PENDING	<div><div>Tag As Matched</div><div>Tag As Audited</div></div> <div>Action</div>

Showing 1 to 1 of 1 entries

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13. Click Proceed

Home Area About Contact Guide PM

PRO-FORMA VS PI

Upload PI Upload PI - Tubigon

Supplier Name Location Name

FOOD IND

Date From 2023-01-01

Showing 10 entries

Search:

13

Changing the status of this PI LDI-PP100002416 will also change the status of the transaction below.

PO No LDGM00001194

Proceed Cancel

Location	PI No.	Ref No.	PI Date	PO	PO Date	Credit Memo	Audit Status	Matching Status	Action
LEONARDO DISTRIBUTORS INC.	LDI-PP100002416	65297/98	Oct 14, 2023	LDGM00001194	Sep 4, 2023	NO APPLIED CM	UNAUDITED	PENDING	Action

Showing 1 to 1 of 1 entries

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