

Trademarks

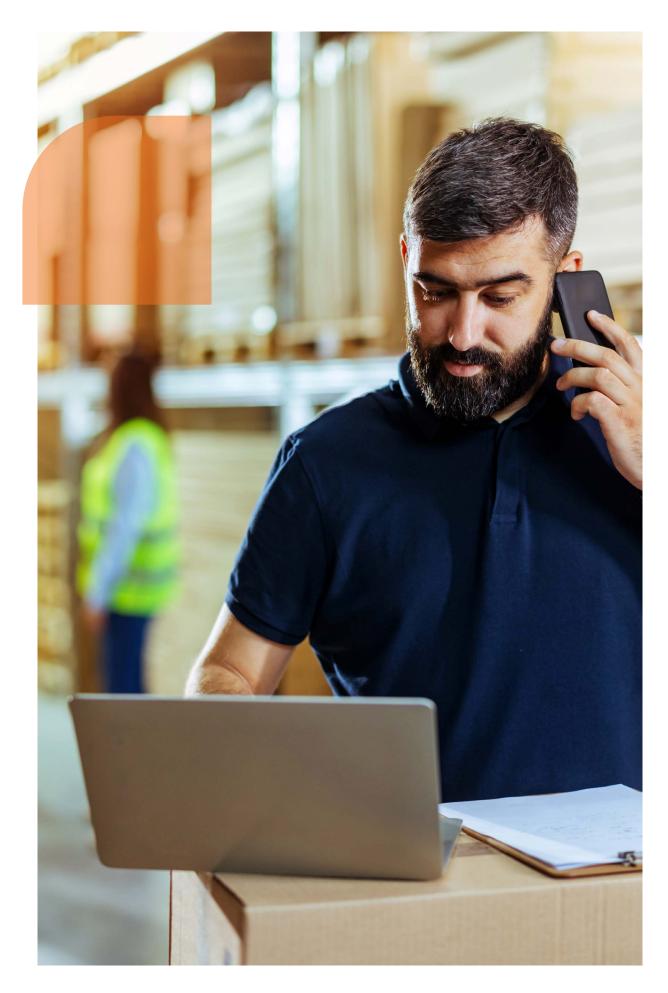
Pronto Software, Pronto, Pronto Xi, the Pronto interrobang logo, the P interrobang logo, Pronto Woven, Pronto iQ and Pronto Cloud are all registered trademarks of Pronto Software Limited. All other marks are the property of their respective owners. Copyright © 2024 Pronto Software Limited (ABN 47001337248).

Disclaimer

This document contains statements related to our current and future developments that may constitute forward-looking statements. They are subject to changes and may be available in a Pronto Xi 780 service pack or future release of Pronto Xi. All diagrams, drawings, product screenshots and any other types of visualisations in this document, use demo or synthetic data created for display purposes only.

Contents

Purchasing	5
Requisitions	6
Purchase orders	6
Goods received by order	8
Warranty orders/warranty exchange	9
Incoming shipment notifications	10
Invoicing	10
General Ledger integration	11
Variance accounts, tariffs and duties	11
Costing and recosting	11
Purchase orders and shipment enquiries	11
Supplier rehates	11



Purchasing

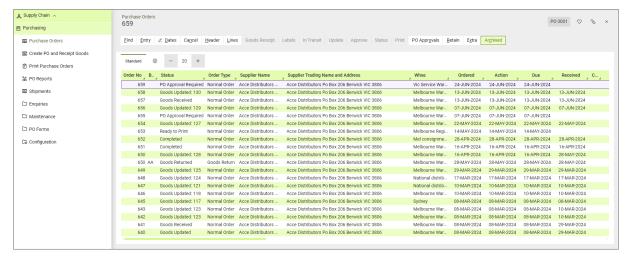
A highly efficient procurement solution, Purchasing manages today's supply and shipment processes — and tomorrow's future inventory requirements

Purchasing automatically creates purchase orders by combining data on inventory levels, sales history and current commitments. Purchase orders and shipment receipts automatically trigger updates to inventory levels, while invoices are matched and posted to the General Ledger.

Purchasing's functionality includes:

- integration with all Pronto Xi modules
- purchase authorisation limits
- internal requisitions
- tracking of orders through placement, dispatch, receipt and invoice
- goods receipt by order or shipment
- blanket and contract orders
- returns and quotation requests

- tracking of international shipment charges
- calculation of inventory costs from shipment charges
- allocation of costs by a variety of methods, including weight, value and volume
- automatic reordering
- multiple currencies
- multiple cost allocations per line
- shipment recosting
- centralised approvals
- nomination of approver
- reallocation of approvers
- workflow administration for approvals

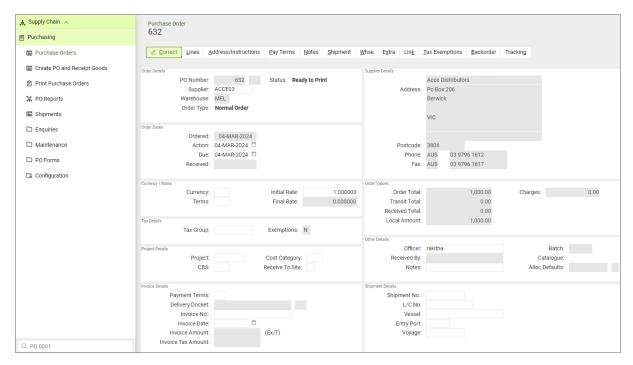


The Purchase Order management screen manages all purchases in one spot

Requisitions

Use Purchasing across the full range of functions associated with requisitions, including the approval process and enquiries.

It offers the capacity to raise a requisition before the entry of a purchase order and to ensure that an authorised person approves the requisition before a purchase order is raised.



Create comprehensive purchase order header details

Purchase orders

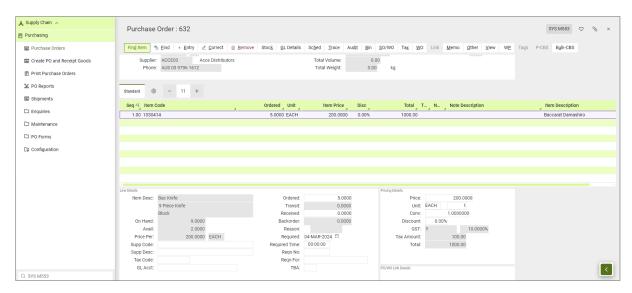
Pronto Xi automatically creates purchase orders, or the purchasing officer can follow a simple process to enter them manually. There is also the flexibility to configure these steps so they map to your business processes, ensuring efficient order entry.

Purchase order header

Purchasing automatically applies default parameters to the purchase order when a supplier is selected. And because it integrates with Accounts Payable, a rapid purchase order entry process is enabled without data duplication and errors.

Once an order is entered and approved, the order may be printed, and the inventory updated to show the quantity "on order". Maintain purchase orders and record any changes, such as:

- multiple delivery docket numbers
- altered order status
- updated inventory levels and ledgers
- duplicate, break or split orders
- contract order variances
- returned items



View detailed information on all purchasing requirements

Purchase order lines

Within the Purchase Order Lines screen, you can access inventory enquiries, warehouse levels, pricing and available units of measure. You can also add notes, internal memos, additional charges and more.

Purchase order conclusion

Once all items are entered in the purchase order, they can be processed.

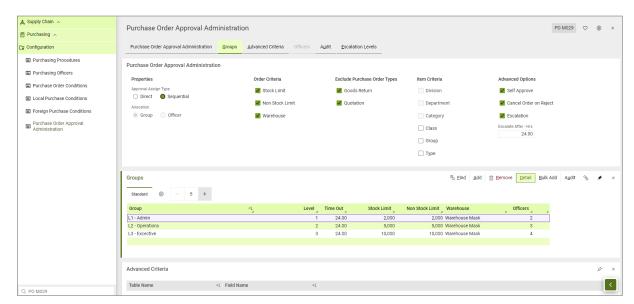
Purchase order approvals

Pronto Xi's purchase order approval workflow is built to support your business with multiple layers, advanced criteria sets and the ability to trigger approvals based on unique items being purchased.

Approvers can add commentary for the person requesting the approval, see audit history and have one central spot for all their approvals. The requester can see the progression of the approval process, view who the approval is currently with and add their own commentary.

There is also the ability to re-route the workflow if something requires urgent attention.

Purchase order approvals can occur via mobile phone. Pre-packaged alerts provide a one-touch response, taking approvers to the central purchase order approval workflow to action the request.



Use advanced criteria sets to tailor your business's purchase order approval workflow

Goods received by order

Once you enter and print a purchase order, you can record the receipt of goods. You also have the flexibility to process the invoice before or after receipt.

If you receive goods not on the original purchase order, you can add a new line to the order.

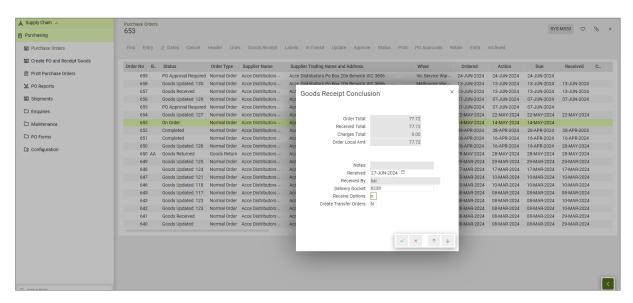
For first in, first out (FIFO) inventory management, Purchasing writes a FIFO record for each line item in the delivery.

If you receive only part of an order, the remainder is placed on backorder — these items are still considered on order and no additional processing is required. If you don't

place the remainder on backorder, the system automatically cancels the undelivered items and adjust the order quantity accordingly.

Once goods are received, update the purchase order to allocate items to the destination warehouse. The received goods will be deducted from inventory on order or in transit (depending on order status) and added to the destination warehouse's inventory.

Purchasing also records the actual delivery dates to destination warehouses, as well as lead times.



Streamline goods receipt and inventory updates with flexible order management

Warranty orders/warranty exchange

Warranty orders result from warranty claims and link to a dealer/customer claim or a warranty workshop job number.

Load items and non-stocked lines onto a warranty purchase order and select the item(s) to return. If there is a financial claim, enter it on a special line to claim the amount.

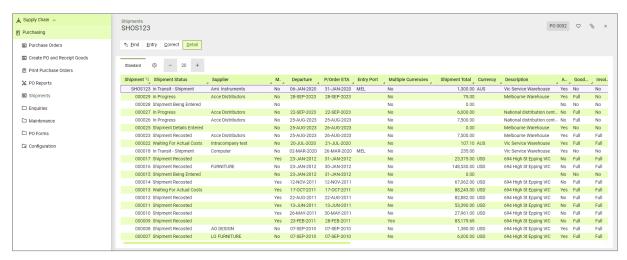
Shipment management

Purchasing includes an end-to-end shipment management capability, allowing you to group several orders against multiple international or local suppliers into one shipment and handle subsequent order processing, including delivery and invoicing, through the shipment processing functions.

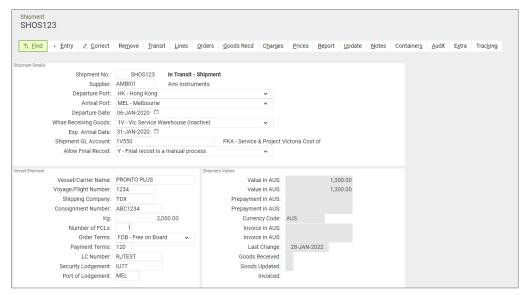
Use shipments to record dispatches of goods from suppliers. The shipment can include items from several purchase orders and can record freight or other associated costs. Using shipments lets you track the progress of the goods and calculate landed costs.

Purchasing supports standard, average, FIFO and actual costing techniques for foreign shipments. Charges incurred in the shipment are automatically recorded and incorporated into revised average and landed costs.

When you receive a shipment, the goods attached to it are booked into the destination warehouse.



Manage multi-order shipments, track progress, and calculate landed costs with ease



Find shipment information in a matter of seconds

Incoming shipment notifications

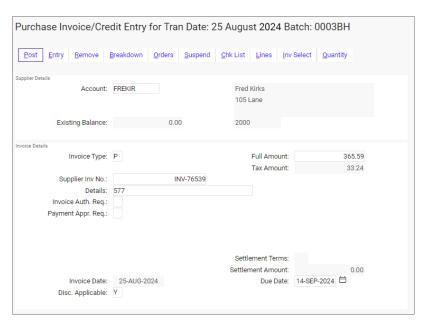
You can receive incoming goods data electronically before goods arrive, allowing you to efficiently plan your inwards goods operation. If you have an established electronic data interchange (EDI) trading relationship in Pronto Xi, this information will be sent via a supplier's EDI Dispatch Advice or Advanced Shipment Notification (ASN) message.

The ASN is also used to create or update purchase order shipment information in preparation for receiving goods into your warehouse.

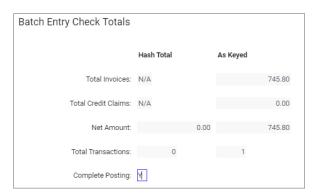
Invoicing

Accounts Payable posts purchase orders and shipment management invoices, which you can view by running a supplier enquiry and drilling down.

Pronto Xi provides sophisticated handling of purchase order invoice variances, including price, quantity or charge. Set tolerance limits to determine if you require payment approval and determine whether to apply the change to the goods or raise a credit claim.



Ensure the correct costing of inventory with an invoice-matching process



Check the totals for batch-entered orders

General Ledger integration

Transactions you create and enter through Purchasing automatically update to Pronto Xi's General Ledger and Accounts Payable modules according to the settings specified in Special Accounts

Variance accounts, tariffs and duties

Purchasing allows you to record charges against a shipment associated with the goods being shipped. The duty payable is calculated from the duty rate and the purchase price of the item, so you don't need to enter it manually as a shipment charge.

Costing and recosting

Purchasing calculates the landed cost of an item at the goods receipt and recosting stages. It automatically spreads the value of all shipment charges across all items on the shipment based on the selected distribution method. A Shipment Costing Report detailing the apportionment is produced at this stage.

Flagging the shipment for final recosting allows you to book goods into inventory and sell them before final charges are known.

At the final recosting stage, Purchasing recalculates the new landed cost of the item and reevaluates the inventory on hand.

If the inventory has already been sold, Purchasing creates cost adjustment sales orders to reflect the correct cost for sales history reporting and performs the relevant postings to the Cost of Goods Sold accounts in the General Ledger.

Purchase orders and shipment enquiries

Purchasing's enquiry function lets you quickly find and retrieve detailed information on purchase orders and shipments in a number of different ways, including:

- order number
- warehouse
- status of order
- supplier
- item code
- requisition number

Supplier rebates

Set-up supplier rebates and enter them against purchase order invoices at invoice entry. The rebate amount is automatically calculated based on the invoice amount

Supplier target-based rebates — where a quantity or amount is entered with a discount percentage for that target — can also be included. The discount percentage is not applied to an actual purchase order; instead, it is paid as a rebate by the supplier at a later date. The target applies to a period of time, and the discount applies when the cumulative purchases during that period exceed the target.

Enter actual rebates paid by the supplier; if you enter an amount greater than the rebate calculated, Purchasing issues a warning.



PRONTO **SOFTWARE**

We are an Australian developer of award winning business management and analytics solutions. Pronto Xi, our Enterprise Resource Planning (ERP) software, integrates accounting, operational and mobile features in a single system - optimising business processes and unlocking actionable insights. That's why for more than 45 years, over 1,500 Australian and global organisations, across a wide range of industries, have trusted Pronto Xi to simplify their most complex challenges.

With headquarters and our Development Centre located in Melbourne, we have support offices and consultants based across Australia, as well as a global network of Resellers and Solution Partners. Specialised business units within Pronto Software have the expertise to assist you with pivotal technology - Digital Transformation with Pronto Woven, Cloud and Hosting services with Pronto Cloud and Business Intelligence solutions with Pronto iQ.

When you choose Pronto Software, you gain a team with deep industry experience, giving us the ability to understand your specific needs and build innovative solutions that drive business growth and revenue.

info@pronto.net 1300 PRONTO (1300 77 66 86)



pronto.net



In Pronto-Software



ProntoSoftware