

PRONTO xi

Applications Overview



Accounts Payable

Part of the Financials application

Trademarks

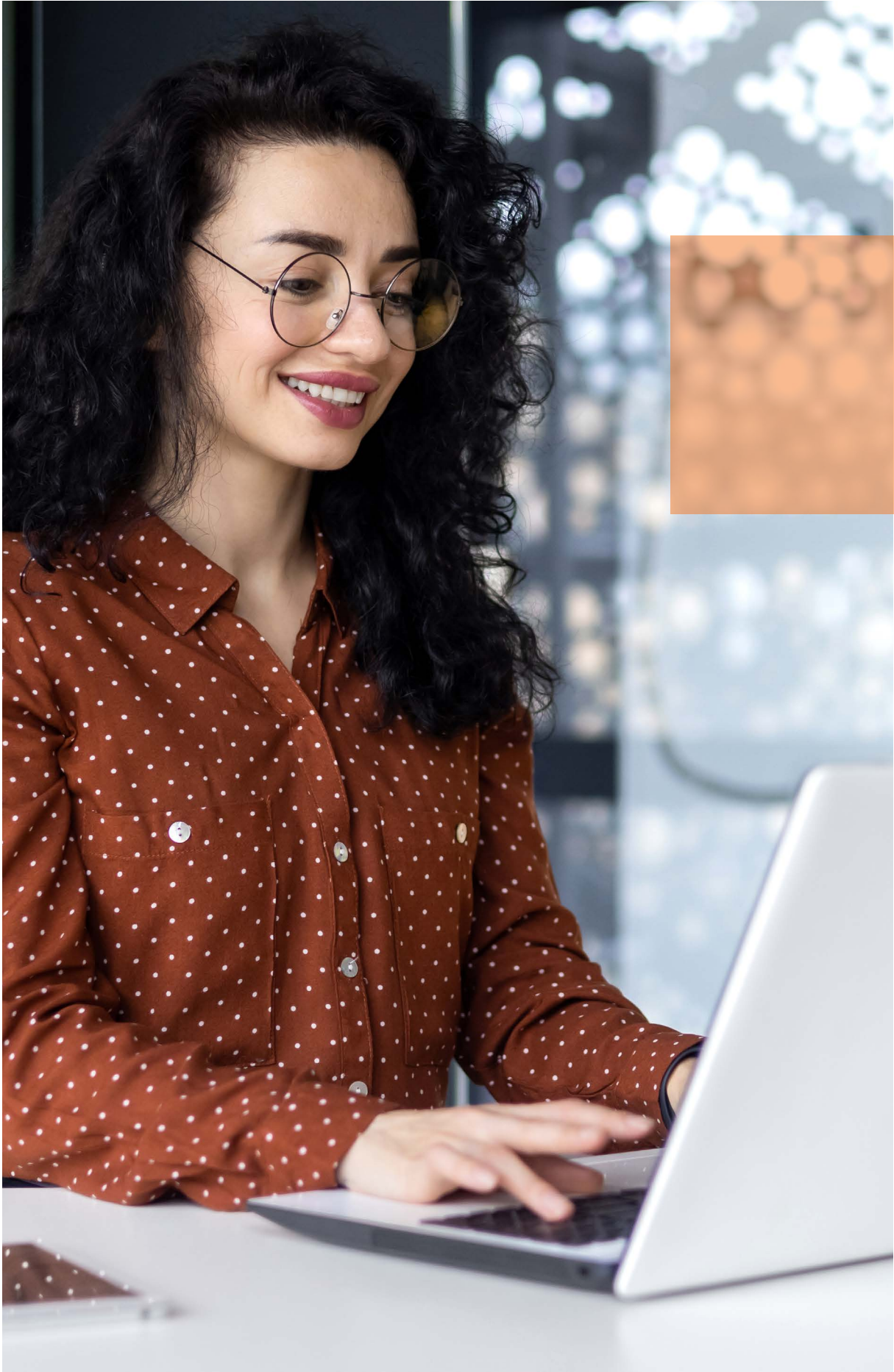
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Contents

Accounts Payable	5
Supplier maintenance	6
Enquiry functions	6
Supplier types	6
Easy options for payments	6
Invoices	10
Invoice authorisation tracking	11
Periodic payments	11
Current and forward commitments	11
Payments	12
Integration with accounts payable automation	12
Journals	13
eInvoices	13
Transaction history	13
Account conversions	13
Business Intelligence	14



Accounts Payable

Drill down into your supplier accounts with Accounts Payable, giving you a complete view of supplier arrangements, transactions and approval levels

Fully integrated with Pronto Xi's General Ledger and Purchasing modules, Accounts Payable helps you to manage supplier accounts easily.

Key features include:

- separate purchase and pay-to accounts
- customised cheque and remittance generation
- automated payments processing by cheque, electronic funds transfer (EFT) and other formats
- prepayments against purchase orders or the account
- full purchase and payment history
- multi-currency support for foreign and local bank accounts
- pay as you go (PAYG) tax withholding/Form 1099
- bank reconciliation for multiple banks
- current and forward commitment tracking
- recharging expenses back to a customer account
- purchase order, invoice and shipment matching

Supplier maintenance

Maintain detailed information about your suppliers in the Supplier Maintenance screen

This information becomes the default data in all other Pronto Xi modules, giving you centralised control over your supplier data. In turn, this increases your operational efficiency and supports sound financial management.

Enquiry functions

Accounts Payable supports a range of enquiries and analysis, including:

- full transaction history
- ageing analysis
- commitment analysis
- supplier and transaction notes
- purchase order details and General Ledger transactions
- foreign and local invoice amounts
- outstanding purchase orders

Supplier types

Accounts Payable has a Supplier Type field, which holds a user-definable code and puts suppliers into categories such as General, Contractor or Trade.

Use Supplier Type to split payable control accounts within the General Ledger and limit payment runs or user access to particular accounts.

The field is also a selection criterion for most Accounts Payable reports.

Easy options for payments

Accounts Payable is easy to use and offers a range of payment options. You can:

- draw payments using local or foreign currencies
- draw a payment manually and enter its details against the supplier account or direct to a General Ledger account
- draw from foreign bank accounts
- automatically create a single payment
- build, review and refine a file based on suppliers, minimum/maximum amounts, due dates and other selection criteria
- ensure discounts are taken up for a payment run
- automatically perform payment runs by selecting suppliers, due dates, amount limits and more

The screenshot shows the 'Invoice Payments' window. It has a title bar with a close button. Below the title bar is an 'Options' section with a 'Payment Type' dropdown menu set to 'E - EFT'. Below that is a 'Commitment Amount Warning Threshold' field with the value '9,999,999,999,988.00'. The 'Supplier Commitment Selection' section has a dropdown menu set to 'Invoice Payments' and a 'Create' button. Below that is a 'Dynamic Filters' section with two filter fields: 'AP Trans - Transaction Date' and 'AP Trans - Pay By Date', each with a trash icon. Below the filters is an 'Add Filter' button. The 'List Filters' section shows a list of filters: 'AP Trans - Transaction Date: Between 01-JAN-2000 and 31-OCT-2023' and 'AP Trans - Pay By Date: Less or Equal To 30-NOV-2023'. At the bottom right are four buttons: a green checkmark, a red X, an up arrow, and a down arrow.

Select invoices to pay and save the selection option for future use

Invoice Payments - EFT Run

AP T003

Invoice Payments - EFT Run

Supplier Commitments

All Commitments

Invoice Payments - EFT Run

Find

Process Payment

Process Journals

Suspend

Merge

Standard

10

<input type="checkbox"/>	Supplier	Name	Supplier Type	Payment Selection	Owing at Pay by Date	Owing Count	Paying	Paying Count	Settlement Amount
<input checked="" type="checkbox"/>	10ABC	The ABC Trading Company	1G - 10 General	L - Local	7,469.00	4	7,414.00	2	0.00
<input checked="" type="checkbox"/>	10BOX	Box Recycling	1G - 10 General	L - Local	1,045.00	1	1,045.00	1	0.00
<input checked="" type="checkbox"/>	10BCO	B Concrete	1G - 10 General	L - Local	3,300.00	1	3,300.00	1	0.00
<input checked="" type="checkbox"/>	10CATER	J Catering Company	1E - 10 Employee	L - Local	10,450.00	1	10,450.00	1	0.00
<input checked="" type="checkbox"/>	10CC01	Credit Card 4521	1G - 10 General	L - Local	614.50	1	614.50	1	0.00
<input type="checkbox"/>	10CC02	Credit Card 3654	1G - 10 General	L - Local	3,671.50	4	0.00	0	0.00
<input type="checkbox"/>	10COUNCIL	Knott Council	1G - 10 General	L - Local	19,800.00	6	0.00	0	0.00
<input type="checkbox"/>	10COMPA	Computers Australia	1G - 10 General	L - Local	7,075.00	2	0.00	0	0.00
<input checked="" type="checkbox"/>	10DUT	Du Transport	1G - 10 General	L - Local	9,900.00	3	9,900.00	3	0.00
<input checked="" type="checkbox"/>	10FREIGHT	Freight Company Pty Ltd	1G - 10 General	L - Local	100.00	1	100.00	1	0.00

Limit Amount

9,999,999,999,999,988.00

Total Invoices

1,307,213.88

Total Paying

1,136,222.88

Settlement Discount

0.00

Total Count

46

Supplier Commitments : 10ABC - The ABC Trading Company

<input type="checkbox"/>	Transaction...	Invoice Date	Invoice	Our Ref	Discount Applied	Amount	Paying	Settlement Amount	Pay By	New Pay By	Reason Code	Settlement Discount	C..
<input checked="" type="checkbox"/>	25-MAY-2023	25-MAY-2023	502	4345		7,194.00	7,194.00	0.00	15-JUL-2023				
<input type="checkbox"/>	06-APR-2023	06-APR-2023	4323	Retention Release		27.50	0.00	0.00	06-APR-2023				
<input type="checkbox"/>	06-APR-2023	06-APR-2023	4323	Retention Release		27.50	0.00	0.00	06-APR-2023				
<input checked="" type="checkbox"/>	03-APR-2023	03-APR-2023	00252702	CLAIM NO.: 2		220.00	220.00	0.00	15-JUN-2023				

Select suppliers to pay and easily override or deselect invoices

Table

CQ

Supplier Payment Terms

Find

+ Entry

Correct

Remove

Standard

10

Code	Type	Mths	Days	Cut Off	Approval	Invoicing	Disc	Description
0	I	0	0	N				COD
21	E	1	21	N				21 Days from month end
25	S	0	25	N				to be 25/(MM+1)/YYYY
30	E	1	0	N				30 Days EOM
45	E	1	15	N				45 Days EOM
60	E	2	2	N				60 Days
7	I	0	7	N				7 Days
90	I	0	90	N				90 Days Inv
M	E	1	0	N				1 M F-I-M-E

Description Key

D-day M-mth MM-current mth

F-I-D: from inv date

F-I-M-E: from inv month end

Automatically calculate invoice due dates based on supplier payment terms

Pay-to accounts

Accounts Payable allows you to purchase goods from one supplier but specify that the invoice is paid to a different supplier account. For example, you might purchase goods from a branch account but make the payment to the head office account.

Set up this type of transaction using the supplier's "pay-to" account, which specifies the parent account for the payment. This functionality stores the purchase history against the branch account, while the amount owed is held against the head office or "pay-to" account.

Payment terms

Accounts Payable uses smart payment terms to calculate due dates for invoices. Options include the:

- number of days from the invoice date
- number of days from the end of the month
- specified cut-off date

During invoice entry, the system automatically calculates the invoice due date based on the payment terms assigned to the supplier. You can manually change the due date at any time before the invoice is paid.

Payment type

Accounts Payable allows you to determine how a supplier is paid — by cheque, draft, EFT or letter of credit.

Settlement discount code

Suppliers may provide discounts to encourage faster settlements. You can automate the processing of these discounts using the discount terms offered by each supplier.

Supplier: ABC

The ABC Trading Company

AP 0001

Supplier

Balances

Commitments

Transactions

Inst/Address

Aged Balance

Orders

Payments

Prepayments

Notes

Purchase History

Contracts

Master

Audit

Document

Profile

Funds

Supplier Terms

Tax Codes

End

Entry

Correct

Remove

Duplicate

Notes

Supplier

Supplier

Play To

Name

ABC

ABC

The ABC Trading Company

Balances

Opening Balance

Current Period

0.00

Current Balance

1 Period

0.00

Future Balance

2 Periods

0.00

Outstanding Balance

3+ Periods

-500.00

Status

Payment Selection

L - Local

Payment Terms

45 - 45 Days EOM

Automatic Requisition

Y - Yes

Payment Type

E - EFT

Supplier Type

10 - 10 General

Currency

Australian

Status with Supplier

OK

Small Business

Y - Yes

Supply Chain Finance

N - No

Trading Name and Address

Trading Name

The ABC Trading Company

Address

1186 Toorak Road

Toorak VIC

3142

Tracking Dates

Last Purchase

23-JUL-2023

Last Payment

31-AUG-2023

Account Opened

15-DEC-2005

Last Change

29-NOV-2023

Company IDs & Tax Control

Company ID 1

6671655251

Company ID 2

Tax Code

T

Tax Exemption

Total Purchase Order Discount

Threshold

Discount Method

Discount Amount

Backorder Policy

Back Orders Allowed

Not Defined

Past Due Days

Contact Details

Email

accounts@abc.com.au

Contact

Joel Garner

Country

Phone

03-94585555

Country

Phone 2

03-94585556

Details

Settlement Discount

GL Account

1001106270

GL Account

Purchase Discount

0.0000

Purchase Terms

0

Leaves / Volume

Unspecified

PO Policy

Supplier Group

Unspecified

Reporting Code

Not Applicable

Origin Flag

Origin Source

Maintain detailed information about your suppliers



Payment selection

A payment selection flag helps you to easily select which suppliers to include in a payment run or report.

Designate suppliers as:

- local
- foreign
- priority code between 1 and 9
- selection code between A and Z

Assign priority payment levels to certain suppliers so that, for example, those that need to prompt payment are given the highest priority.

Default General Ledger accounts

Assign each supplier to a default General Ledger account to simplify the processing of invoices. For example, invoices from the local service station default to a particular motor vehicle expense account.

Invoices

Accounts Payable incorporates a variety of invoice and credit note options.

Process each transaction in local or foreign currency. Taxes calculate automatically, but this can be overridden if the calculated amounts are different to the invoice's tax amounts.

For all invoice types, you can specify whether the sales order lines are consolidated or printed as individual lines.

Purchase order invoice

Purchase order invoices link to purchase orders. You can tailor the system to handle variances in several ways.

If the system identifies a variance between the purchase order and invoice, you must account for it during invoice entry. Invoices can still be authorised for payment if there is a variance. The costing of authorised variances is automatically sent back to inventory, a project or a General Ledger code.

Purchase return

If a supplier returns goods on a purchase order after an invoice has been processed but before it has been paid, the authorised payment amount automatically reduces by the value of the return.

Shipment extra charge invoice

Shipment extra charge invoices link costs to shipments. Accounts Payable automates the cost of extra shipping charges across the shipment's inventory.

Non-purchase order invoice

For invoices where a purchase order is not raised, the invoice is directly allocated to a General Ledger code. Typically, this is done for utility invoices, telephone accounts and other indirect costs.

Asset invoice

Asset invoices allow accounts payable staff to create a fixed asset record within Fixed Assets. The person managing the Asset Register can then add more information, such as depreciation rates.

Recharge invoices

With recharge invoicing, you can recharge a supplier's invoice directly to a customer.

Invoice authorisation tracking

Configure an approval and authority process that accurately tracks a supplier's invoice from the moment it is received, allowing you to see its status at any time and identify any delays.

Invoice approval and payment approval can occur simultaneously or independently. You can also specify approval conditions depending on the type of goods supplied, the value of the goods or even the supplier.

Periodic payments

Set up Accounts Payable to automatically process the payment of periodic invoices, such as leases and insurance. Only invoices with a Next Run Date matching or falling before the specified date are processed.

You can also amend the value and date of any periodic payment as required.

Periodic Payment Maintenance 10COUNCIL												
Knott Council												
Find Detail Entry Correct Remove												
Standard 20												
Supplier	Name	Pay To	Supplier Invoice Reference	Our Reference	Tax Code	Amount	Payment Start	Payment End	Last Payment	Payment Period	Next Due	GL Accountcode
10COUNCIL	Knott Council	10COUNCIL	3478765	Rates Installment	T	3,000.00	03-APR-2020	03-APR-2025	03-OCT-2022	Half Yearly	03-APR-2023	Multiple other side
10DUTT	Du Transport	10DUTT	6789	Monthly Freight	T	3,000.00	03-APR-2020	03-APR-2027	03-APR-2022	Monthly	03-MAY-2022	1001105950
10LEASE	Lease Company	10LEASE	11-2	Refrigerator ADX33	T	250.00	20-MAR-2017	20-FEB-2024	01-MAR-2022	Monthly	01-APR-2022	1099996390
10NBN	NBN	10NBN	34567	Internet NBN	T	200.00	03-APR-2020	03-APR-2028	03-MAR-2022	Monthly	03-APR-2022	1099996680
10OMNI	OMNI Graphics	10OMNI	34353525	Rental Sydney	T	2,000.00	01-JAN-2021	31-DEC-2025	01-MAR-2022	Monthly	01-APR-2022	Multiple other side
10RHONDA	Rhonda Serg	10RHONDA	32234	Management Fees	T	700.00	17-JAN-2012	01-DEC-2050	17-FEB-2022	Monthly	17-MAR-2022	1099104335

Automate recurring payments for leases, insurance, and more

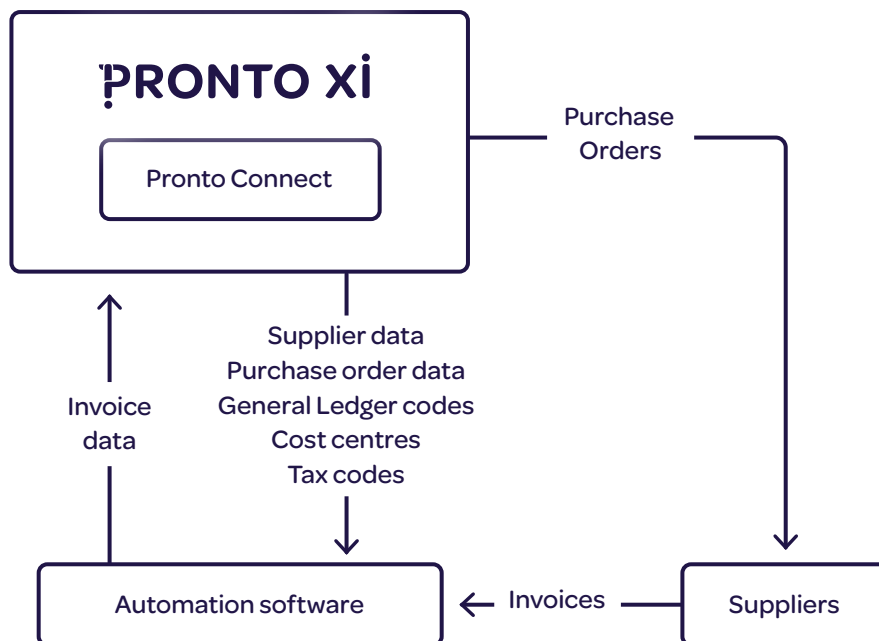
Periodic Payment Maintenance 10COUNCIL																										
Knott Council																										
Periodic Payment Maintenance Other Side																										
Find Entry Correct Remove Supplier																										
Periodic Payment Maintenance																										
Account Details				Payment Details				Name and Address Details																		
Account	Name	Payment Start	Payment End	Knott Council 20 Burwood Hwy Burwood VIC Postcode 3180 Phone 03 7425 6321																						
10COUNCIL	Knott Council	03-APR-2020	03-APR-2025																							
Pay to	Name	Payment Frequency	Amount																							
10COUNCIL	Knott Council	M6 - Six Monthly	3,000.00																							
Supplier Invoice Number	Our Reference Number	Last Payment	Next Due																							
3478765	Rates Installment	03-OCT-2022	03-APR-2023																							
Tax Code	Tax Rate																									
T - Taxable 10% G1/G10	10.0000																									
Other Side																										
GL Accountcode	Details	Percentage	Amount																							
1099996560	C10 H/O Admin Rates & Taxes	50.00%	1,500.00																							
2099996560	C20 H/O Admin Rates & Taxes	20.00%	600.00																							
3099996560	C30 H/O Admin Rates & Taxes	20.00%	600.00																							
4099996560	C40 H/O Admin Rates & Taxes	10.00%	300.00																							
Balance So Far				Remaining																						
3,000.00				0.00																						

Stay on top of recurring payments

Current and forward commitments

The report will calculate the value of purchase orders and shipments within the system that have not yet been invoiced.

The Payment Commitment by Supplier report keeps you abreast of all payments due in the coming months.



Overview of how Pronto Xi integrates with an accounts payable automation solution

Payments

There are four main methods to pay supplier accounts. You can make payments against local or foreign banks.

The payment methods allow you to:

1. Draw a payment manually and enter its details against the supplier account. If the payment is made in a foreign currency, bank charges and any exchange gain/loss is posted to the General Ledger. Pay supplier invoices manually.
2. Generate payments automatically using Accounts Payable's flexible payment-run capabilities. Payment options include EFT, cheque, BPAY or a customised file for payment by a third party. You can also reject payments, change due dates or part-pay an invoice before completing a payment run.
3. Build a review file based on a range of criteria to fine-tune and selectively release payments. Produce a list of selected transactions and suppliers at any time. Once the review is complete, payments are automatically created and processed.
4. Use a letter of credit. Raise a letter of credit, record drawings against a letter of credit and maintain letter of credit details.

Integration with accounts payable automation

Integrating third-party accounts payable automation solutions with Pronto Xi via the Pronto Connect API platform is easy.

The platform helps businesses to efficiently process supplier invoices by reducing up to 75% of the processing time and minimising missed or duplicated invoices.

Invoice data is captured electronically, matched against the purchase order and routed through the proper approval workflows before being pushed into Pronto Xi for data entry and filing.

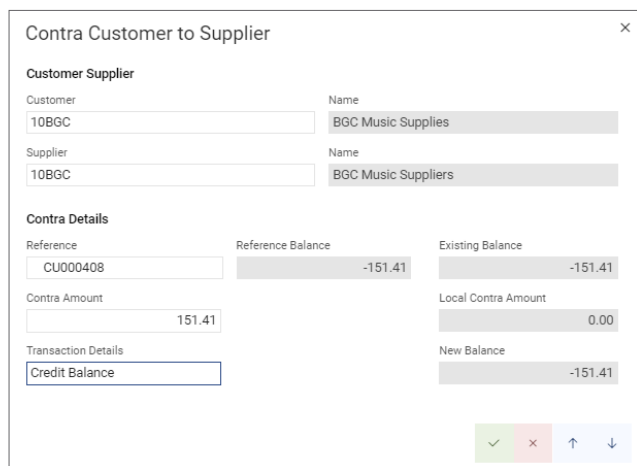
If supplier invoices cannot be reconciled automatically, they are displayed in Pronto Xi so you can review and validate them before posting to the sub-ledger and General Ledger.

Journals

Accounts Payable transfers transactions from one supplier account to another using inter-supplier journals.

Using a supplier journal, enter transactions directly between a supplier account and a nominated General Ledger account. If there are multiple control accounts, these transactions are only reflected in the General Ledger if they represent activity in different control accounts

Where a supplier is also a customer, Pronto Xi supports contra journals between Accounts Payable and Accounts Receivable accounts.



The screenshot shows a 'Contra Customer to Supplier' journal entry form. It includes fields for Customer (10BGC) and Supplier (10BGC), both linked to 'BGC Music Supplies'. The 'Contra Details' section shows a Reference of CU000408 with a Reference Balance of -151.41 and an Existing Balance of -151.41. The Contra Amount is 151.41, resulting in a Local Contra Amount of 0.00 and a New Balance of -151.41. The Transaction Details are set to 'Credit Balance'. Navigation buttons (check, cancel, up, down) are at the bottom right.

Customer Supplier	
Customer	Name
10BGC	BGC Music Supplies
Supplier	Name
10BGC	BGC Music Supplies

Contra Details		
Reference	Reference Balance	Existing Balance
CU000408	-151.41	-151.41
Contra Amount		Local Contra Amount
151.41		0.00
Transaction Details		New Balance
Credit Balance		-151.41

Use contra journals to move funds between associated customers and suppliers

eInvoices

The first step in digitising the supply chain, eInvoicing allows you to automatically deliver supplier invoices into Pronto Xi. This occurs through an API, with invoices processed via the suppliers' invoice functionality.

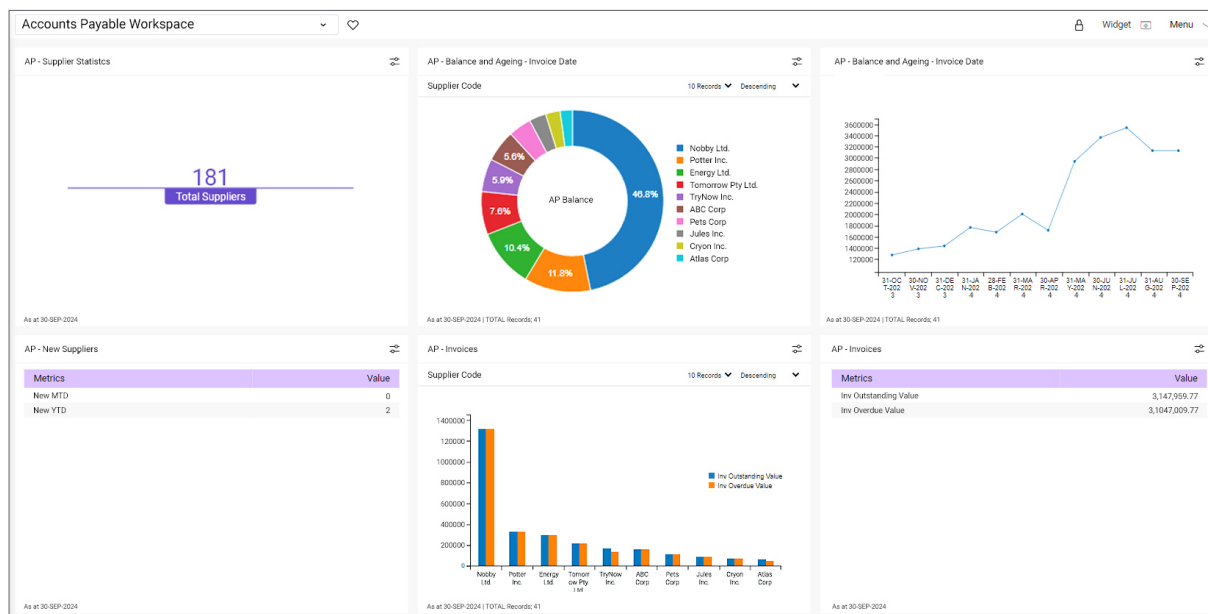
Transaction history

At month's end, all invoices paid in full are transferred to an archive file. You can access these transactions in the archive using standard enquiries and reports.

Account conversions

It's easy to change a supplier's account code, which is useful if it is based on a name that changes.

If another supplier takes over a supplier's business, you can merge the two accounts.



View all your outgoing payments at a glance

Business Intelligence

Pronto Xi delivers a complete set of ready-to-go operational reports and business dashboards, helping finance and accounts staff seamlessly run their day-to-day accounts payable operations and gain real-time insight into the business's performance.

Operational reports

Operational reports come with built-in filters and summary headers, meaning users have greater control over the information they report on. The following out-of-the-box operational reports in Accounts Payable include:

- **Aged Trial Balance** — Displays transactional values per customer in historical ageing buckets, structured by invoice or due date
- **Supplier Transactions** — Allows you to view transactions by supplier or transaction date for reconciliation and issue investigation or data verification purposes
- **Payment Commitments by Supplier** — Forecasts future payable amounts based on their due date, helping to assist with cash flow forecasting
- **Foreign Currency Exposure** — Records details of any owed foreign currency, structured by supplier and invoice

KPIs

Pronto Xi's KPI Library has a wealth of pre-configured KPIs, allowing you to analyse and understand all aspects of your accounts payable function.

Accounts Payable KPIs include:

- balance and ageing by invoice date
- balance and ageing by due date
- supplier statistics
- new suppliers
- invoices — value/count
- accounts payable days

Importantly, you can capture KPI data over time to analyse trends and proactively manage operations. View data via IBM™ Cognos™ technology* or Pronto Xi Workspaces.

*IBM and Cognos are trade marks of International Business Machines Corporation, and are registered in many jurisdictions





About us

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.

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