

PRONTO xi

Applications Overview



Accounts Receivable

Part of the Financials application

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Disclaimer

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Contents

Accounts Receivable	5
Customer Maintenance	6
Full enquiry functions	7
Account conversions	8
Customer pricing, discounts, promotions and rebates	8
Budgets and forecasts	8
Invoices and credit notes	9
Transaction Management	10
eInvoices	10
Cash receipts	11
Journals	12
End-of-period rollovers	12
Special sales features	12
Credit officers	13
Business Intelligence	14



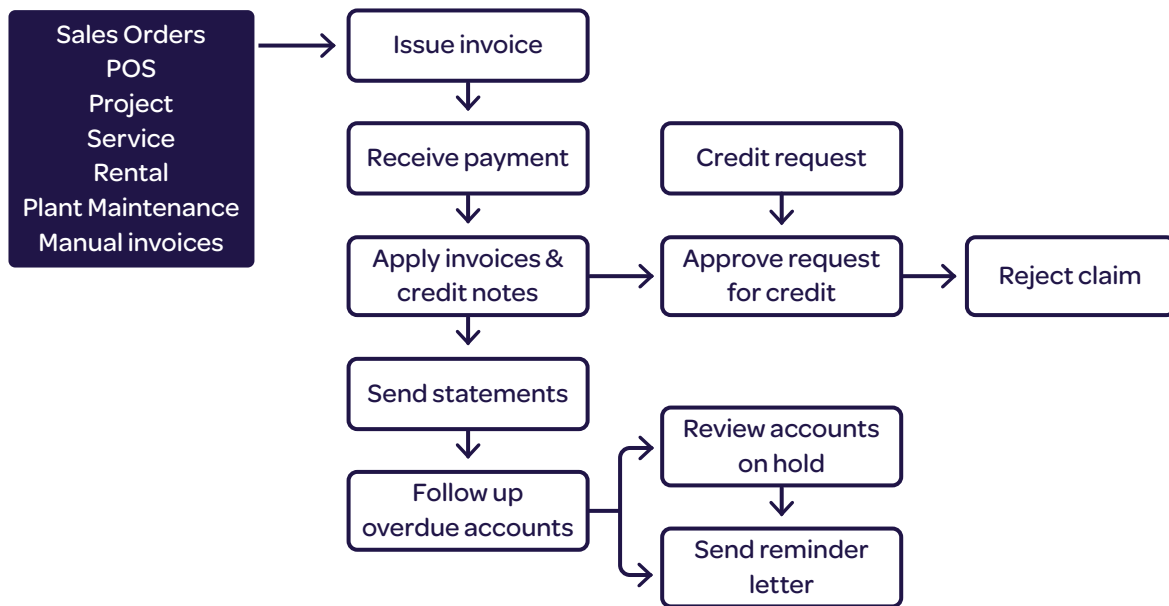
Accounts Receivable

Automatically process sales transactions and make real-time postings to the General Ledger with Pronto Xi's integrated Accounts Receivable module

Accounts Receivable is a fully functional system that can hold detailed information about your customers. It suits a wide range of environments, including wholesale, retail, service, project management and manufacturing.

Key features include:

- ageing by seven-day, 14-day, monthly or user-defined categories
- flexible invoicing, tax options and charges
- powerful sales analysis, including enquiries, reports and budgeting
- comprehensive cash receipting for local and foreign values
- automatic or manual cash allocation and full banking slips
- pre-payments, part payments, retentions and credit claims
- support for foreign currency customer accounts
- extensive bank reconciliation functionality, including loss/gain handling
- debt ageing, analysis and credit management
- head office and branch accounts



Define a workflow to process invoices

Customer Maintenance

Pronto Xi's Customer Maintenance functionality centralises the control of your customer data, supporting operational efficiency and sound financial management.

Capture customer information in Customer Maintenance and use it as default data in Accounts Receivable and other Pronto Xi modules. It allows you to maintain very detailed information about your customers, including contacts, email addresses, banking information, currency, licensing details, warranty administration, multiple delivery addresses, delivery instructions, and the following.

Ship-to and bill-to accounts

Use Accounts Receivable to set up and maintain head office and branch accounts. Sales may be held against and shipped to a branch account while billed to a head office account. You can define special pricing for the head office account or branch accounts.

Credit limit

Define credit limits for each customer.

New orders over the credit limit automatically go on hold, and on-hold orders can only be released by an authorised credit officer.

Control a customer's credit based on the age of outstanding invoices. For example, if the customer is under the specified credit limit but has unpaid accounts older than 60 days, the system places new orders on credit hold.

Accounts can also be placed on credit hold by changing the status to No Supply. Place additional holds on sales orders if the gross margin of the order is below a defined percentage.

Settlement discount

Define a settlement discount for each customer. A user-defined table sets out the percentage discount allowed based on the number of days from the invoice date, the number of days from the end of the month, or a specified cut-off date.

Security functions

Accounts Receivable allows you to mask users so they only have access to customers in specified territories. For example, you can give a state manager access to all territories but limit sales representatives to their respective territories.

Additional customer information

Define default reporting structures and sales order information — such as dispatch warehouse, sales representative, territory, applicable tax and price level — in the customer's master file. If needed, you can override this data during sales order entry.

The customer master file also captures customer preferences or rules, such as:

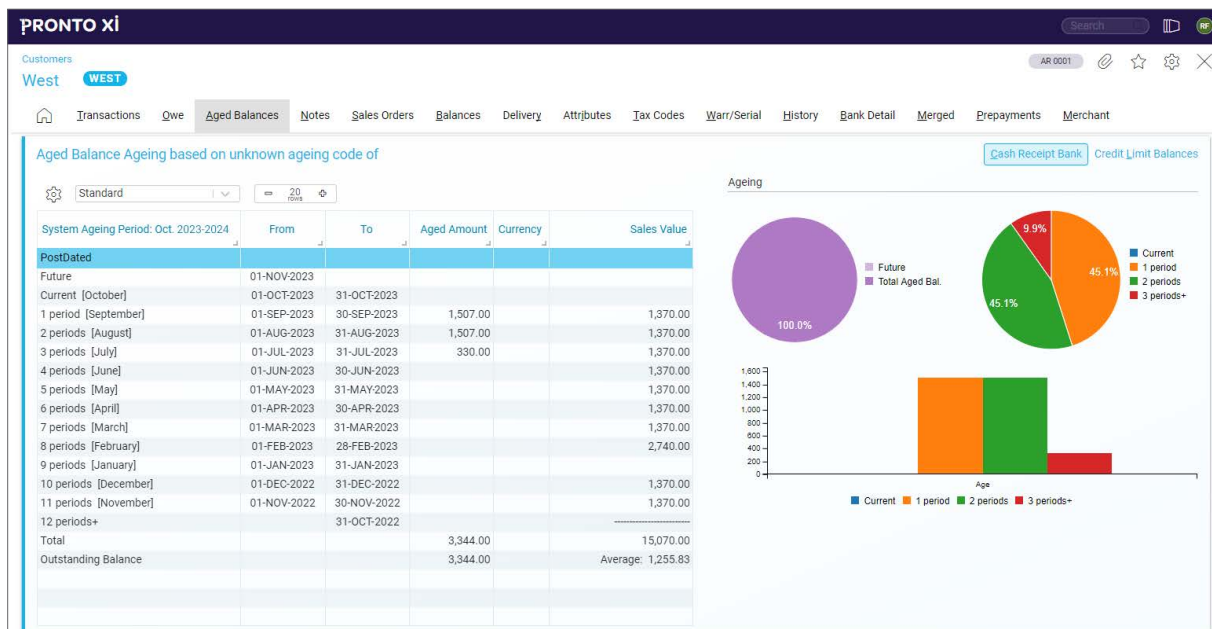
- send invoice with goods
- no statement is required
- purchase order required
- charge interest on overdue accounts
- allow part shipments
- backorder handling instructions
- backorder release priority

It also includes any customised layouts for invoices, statements and other documents.

Full enquiry functions

View the full details of the customer master file, and immediately access current and historical sales orders and transactions through enquiry screens and reports.

In addition, you can interrogate the customer's file for aging analysis, product sales history, sales orders, outstanding invoices, current inventory exposure, historical transactions, licenses or permits, complaints, delivery addresses, instructions and more.



View aged balances for a customer

Account conversions

You can easily change a customer's account code, which is helpful if the account code is based on a name that changes.

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

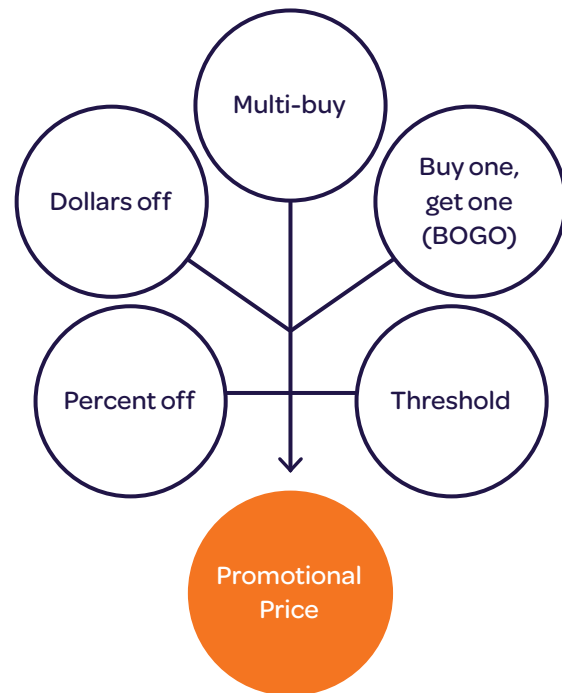
Transfer customers of a sales representative to another representative, or customers in one territory to another territory.

Customer pricing, discounts, promotions and rebates

Pronto Xi's enables flexible pricing structures adaptable for each customer account or bill-to account.

Determine the sell price by a user-defined combination of customer and item attributes, such as Pricing Levels, Contract, Territory, Warehouse, Customer Group, Product Class, Product Type and Item Group.

You also have the same flexibility for discounts, promotions and rebates.



Overview of different types of promotional offers

Budgets and forecasts

Configurable Budgets allow you to create sales-based budgets using any combination of attributes from the customer and inventory master records.

Create budgets daily, weekly or per period, and base them on a range of measures, including value, quantity, gross profit and gross profit percentage.

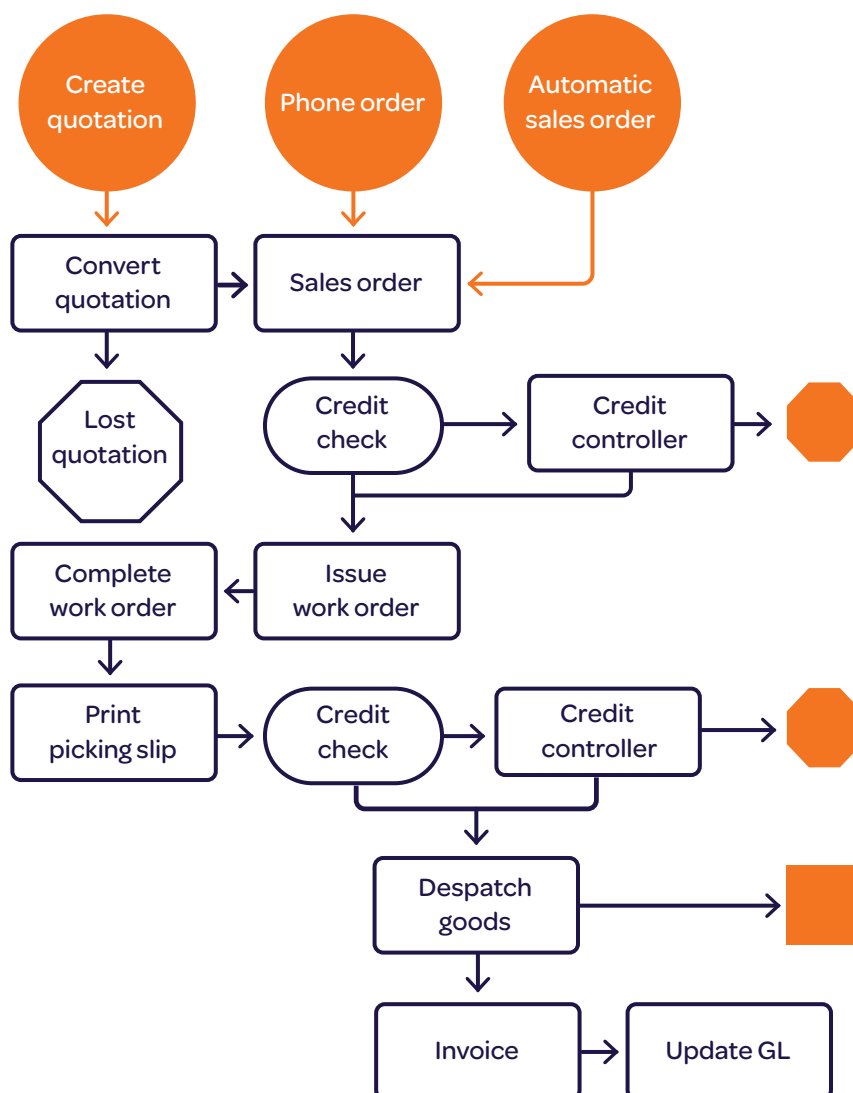
PRONTO XI									
Design Configurable Budgets 2									
Budget Territory by Group									
Find Entry Correct Remove Budgets Audit Audit All Notes GL Budget Rollup Bulk Log Item Forecast Tools									
Standard 14									
ID	Description	Design Note	Measure	Frequency	Entry Method	Budget Data Exists	User	Modified	Bulk Change Mac
2	Budget Territory by Group		Value	Period	Row per Year	Yes	ron	25-MAR-2019 09:36:55	
3	Customer, Sales Rep		Value	Period	Row per Year	Yes	ron	16-JAN-2020 12:29:17	Yes
4	Customer by item		Value	Period	Row per Year	Yes	ron	23-JAN-2020 09:47:06	
5	Sales Rep, Customer		Value	Period	Row per Year	Yes	bert	07-DEC-2021 11:40:56	Yes
6	Customer		Value	Period	Row per Year	Yes	jess	29-JUN-2022 11:13:28	
7	Whse		Value	Day	Row per Date	Yes	bert	14-JUL-2022 15:27:39	
8	Whse, Sales Rep		Value	Day	Row per Date	Yes	bert	14-JUL-2022 15:37:05	
9	Group, Whse, Group		Value	Period	Row per Year		jess	15-JUL-2022 14:11:39	

Create a detailed Configurable Budget

Invoices and credit notes

Accounts Receivable streamlines straightforward sales order processing. For example, if you take an order, create an invoice and post the order to the customer, you do not need to create an inventory item. Instead, use a descriptive line to record the sales information in the invoice.

If you are manually invoicing a customer for a non-stock item (for example, the recovery of expenses or miscellaneous revenue), Accounts Receivable allocates the invoice to the appropriate General Ledger account.



Overview of the Accounts Receivable process

PRONTO XI

Transaction Management

10BOX

Jim Box

Transaction Management

Detail

Invoice Note

Transaction Management

Find

Reference

Status

Bad Debt

Refund

Contra

GL Jnl

Local/Foreign

Sales Order

Standard

Perform a variety of common tasks in one area using the Transaction Management screen

Transaction Management

Accounts Receivable officers can now perform many of the tasks relating to customer transactions in a single screen. These include:

- changing the transaction reference
- changing the invoice status to in dispute or under investigation
- writing off invoices (bad debt)
- performing refunds
- supplying contra
- using Journal to a General Ledger account

eInvoices

Customer invoices are the first step in the digitisation of the supply chain. Pronto Xi offers an eInvoicing capability to support this transformation, allowing you to electronically send and receive invoices.

Australia and New Zealand have adopted the global Peppol framework for eInvoicing, and Pronto Xi provides integration that is compliant with these requirements. Simply join with an access point to send eInvoices; OZEDI is our recommended partner.

PRONTO XI

Platform ^

eInvoicing

Customer Invoice Dashboard

Supplier Invoice Dashboard

Maintenance

Configuration

Customer Invoice Dashboard

Detail Today

Standard 10

Status	Description	Message Today	Message Count
10	Process initiated		69
60	Failed validation		459
70	Successfully received		66
80	Rejected by receiving side		25
90	Process completed		628
All	Total		1,247

Seamlessly integrate eInvoicing with Pronto Xi

Cash receipts

Accounts Receivable provides a variety of methods to allocate cash receipts. You can:

- automatically check off invoices and then fall back to the outstanding method
- use an outstanding method (net invoice amount)
- use a manual method (this is useful when copying a receipt from a spreadsheet)
- use one receipt to pay invoices from more than one customer account
- leave a receipt unallocated and check off against an invoice at a future date

In addition, prepayments can be applied to a sales order or reference, and these will be picked up later via the customer journaling process.

Accounts Receivable processes foreign currency values, including associated bank charges. Any exchange gain or loss associated with the transaction is automatically calculated and posted.

Based on a user-defined global tolerance, any short payments are automatically written off to a predefined General Ledger account.

Accounts Receivable also includes processes for dishonoured cheques and the automatic write-back of related transactions. Take up bank charges in the General Ledger or charge them back to the customer and produce a bank audit report. You can also print and reprint bank deposit (pay-in) slips.

Outstanding

10BOX

Jim Box

AR T052

Outstanding

Detail

Allocation Breakdown

Outstanding

Find

Uncheck All

Post

Leave Unallocated

Manual

New Customer

Correct

Oldest First

10

<input type="checkbox"/>	Transaction	Type	Reference	Details	Amount	Discount	Transacted Currency Receiving	Transacted Currency Balance	Invoice	Due Date
<input checked="" type="checkbox"/>	31-MAY-2021	IN	14067	MANAGED SERVICES	400.00		400.00	0.00	31-MAY-2021	31-MAY-2021
<input checked="" type="checkbox"/>	15-JUN-2021	IN	14068	MANAGED SERVICES	2,640.00		2,640.00	0.00	15-JUN-2021	15-JUN-2021
<input checked="" type="checkbox"/>	26-JUL-2021	IN	14142	MANAGED SERVICES	2,640.00		2,640.00	0.00	26-JUL-2021	26-JUL-2021
<input checked="" type="checkbox"/>	26-JUL-2021	IN	14143	MANAGED SERVICES	2,640.00		2,640.00	0.00	26-JUL-2021	26-JUL-2021
<input checked="" type="checkbox"/>	02-AUG-2021	IN	14211	MANAGED SERVICES	2,640.00		2,640.00	0.00	02-AUG-2021	02-AUG-2021
<input checked="" type="checkbox"/>	03-SEP-2021	IN	14275	MANAGED SERVICES	2,640.00		2,640.00	0.00	03-SEP-2021	03-SEP-2021
<input type="checkbox"/>	05-OCT-2022	IN	22940	44321	6,050.00		0.00	6,050.00	05-OCT-2022	07-OCT-2022
<input type="checkbox"/>	07-NOV-2022	IN	52126	151233	9,295.00		0.00	9,295.00	07-NOV-2022	09-NOV-2022
<input type="checkbox"/>	27-JUN-2023	IN	22939	5125	24,475.00		0.00	24,475.00	27-JUN-2023	29-JUN-2023

Full Amount

Discount Taken

Receiving

Remaining

13,600.00

0.00

13,600.00

0.00

Reference Detail - 14067

Transaction	Branch	Order No	Suffix	Type	Invoice	Status	Details	Amount	Currency	Transacted Currency Rate	Transac...	Transacted ...	Batch
31-MAY-2021	10BOX	22389		IN	31-MAY-2021		MANAGED SERVICES	2,640.00		0.0000		0.00	00NH18
31-AUG-2021	10BOX			CR	31-MAY-2021		DD#	-2,240.00		0.0000		0.00	00NH94

Display intuitive cash receipting with reference details in a separate window

Intra Customer Journal - Local

From Customer 10BGC - BGC Music Supplies

AR T006

Intra Customer Journal - Local

To Customer

Journals

Intra Customer Journal - Local

End

Foreign

Journal

Journal All

Partial

Multi

Remove

Show Zero Owing

Post

Standard

-

3

+

Type	Journal Value	Invoice	Transaction	Type	Reference	Details	Local Amount	Local Owing	Currency	Foreign Amount	Batch	Trans No	Age	Branch
Multi	151.41	02-JAN-2023	02-JAN-2023	CU	CU000408	MC	-7,851.41	-151.41		0.00	00NJDF	4		
Multi	0.00	02-JAN-2023	02-JAN-2023	CU	CU000408	MC	7,700.00	-151.41		0.00	00NKMD	2		

To Customer 10BGCW - BGC Music Supplies Wholesale

Mark	Current Owing	Current Allocated	Invoice	Transaction	Type	Reference	Details	Local Currency Amount	C..	Foreign Amount	Batch	Trans No	Age	Branch
*	2,670.09	-151.41	01-JAN-2023	01-JAN-2023	IN	23132	W5422	2,821.50		0.00	00NKMF	3		10BGCW

Journals

Customer	Name	Reference	Details	Local Amount	Foreign Amount	Exlossgain	Original Batch	Original Trans ID
10BGC	BGC Music Supplies	CU000408	MC	151.41	0.00	0.00	00NJDF	4
10BGCW	BGC Music Supplies Wholesale	23132	W5422	-151.41	0.00	0.00		

Transfer an overpayment between two customers in Journal

Journals

Accounts Receivable allows you to transfer transactions from one customer account to another via the journal.

If you use multiple control accounts, these transactions are only reflected in the General Ledger if they represent activity in different control accounts. The net overall value of the Accounts Receivable ledger is not changed for these journals.

When a company is both a customer and a supplier, values held against the customer account may have contra transactions posted against the supplier account.

When required, write off specific transactions as bad debts, and consumer taxes will automatically adjust.

Customer General Ledger journals allow you to directly allocate General Ledger amounts to customers. This function is typically used to recharge expenses.

End-of-period rollovers

Accounts Receivable provides a clear process for managing period-end rollovers, minimising downtime and offline maintenance, which is particularly valuable for businesses operating in a 24/7 environment.

Each sub-ledger record has a period flag, allowing for a record-by-record period roll — which, in turn, removes the need to log users out during the rollover.

A status screen displays detailed information on the rollover progress.

Special sales features

Accounts Receivable offers a number of features for specialised industries and sales order processing, including:

- licensing or permitting requirement for the purchase of certain products (for example, tobacco or liquor)
- the capacity to print a customer's item number on the invoice if their item number is different to yours
- the ability to allow only specified customers to buy certain products (for example, exclusivity arrangements)
- customer partial shipment policies, which indicate whether a customer accepts backorders and how these backorders are handled
- different form layouts where required by customers (for example, invoices or statements)
- order surcharge (fixed percentage or dollar amount) for orders below a minimum value
- the mandatory input of customer purchase order number/reference in order entry
- the ability to define a "use-by date", which is the minimum acceptable shelf-life of a product



Tailor documents to suit your business requirements with TrueForm Neo

Credit officers

Credit officers control the level of credit extended to individual customers and may be responsible for debt collection.

Accounts Receivable allows a credit officer to place a customer on No Supply until the customer pays their account. They can then override the No Supply flag to release all or specific suspended orders.

Credit officers can also send overdue letters to customers and charge interest on overdue accounts through Accounts Receivable.

Orders that exceed a customer's credit limit can be automatically placed on hold until a credit officer releases them. Each credit officer is assigned value limits, which control the amount they release for a customer and the value of individual credit notes they can authorise.

Summarised Follow Up. Cutoff: 01-SEP-2021

10LEND

Lendle

AR M174

Follow Up Notes

Summarised Follow Up. Cutoff: 01-SEP-2021

FindDetailCredit StatusQueue

Standard

5

Follow Up	Customer	Name	Territory	Sales Rep	Status	Phone	Mobile Phone	Contact	Follow Up Note	Multiple	Current Balance	Future Balance	Outstanding Balance
12-AUG-2021	10LEND	Lendle	Company 10	Ryan Stillman	OK	9365-1005		Peter Watson	Follow Up: 12-AUG-2021	Yes	9,397.32	-9,397.00	0.32
15-AUG-2021	10LUX	Lux Plant	Company 10	Ryan Stillman	OK	9887-2345		Jeff Barber	Follow Up: 15-AUG-2021	Yes	16,500.00	0.00	16,500.00
24-AUG-2021	10MET	Met Homes	Company 10	Ryan Stillman	OK	9876-2345		Peter Baker	Follow Up: 24-AUG-2021		2,264.98	0.00	2,264.98
01-SEP-2021	10CITYOF	City of Greaten	Company 10	Rick Smith	OK	9599-4151		Tracey	Follow Up: 01-SEP-2021		1,419.86	-310.00	1,109.86

Follow Up Notes

Follow Up: 12-AUG-2021

Follow up Number Claim to see when

Follow Up: 01-SEP-2021

Authorised and report to PM

Follow Up Notes

Follow Up: 12-AUG-2021
Follow up November Claim to see when

Follow Up: 01-SEP-2021
Authorised and report to PM

Manage customer follow-ups in one place

Business Intelligence

Pronto Xi delivers a complete set of ready-to-go operational reports and business dashboards, helping finance and accounts staff seamlessly run day-to-day accounts receivable 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 operational reports are standard in Accounts Receivable:

- **Aged Trial Balance** — Displays transactional values per customer in historical ageing buckets, structured by invoice or due date
- **Customer Transactions** — Allows you to view transactions by customer or transaction date for reconciliation and issue investigation or for data verification purposes

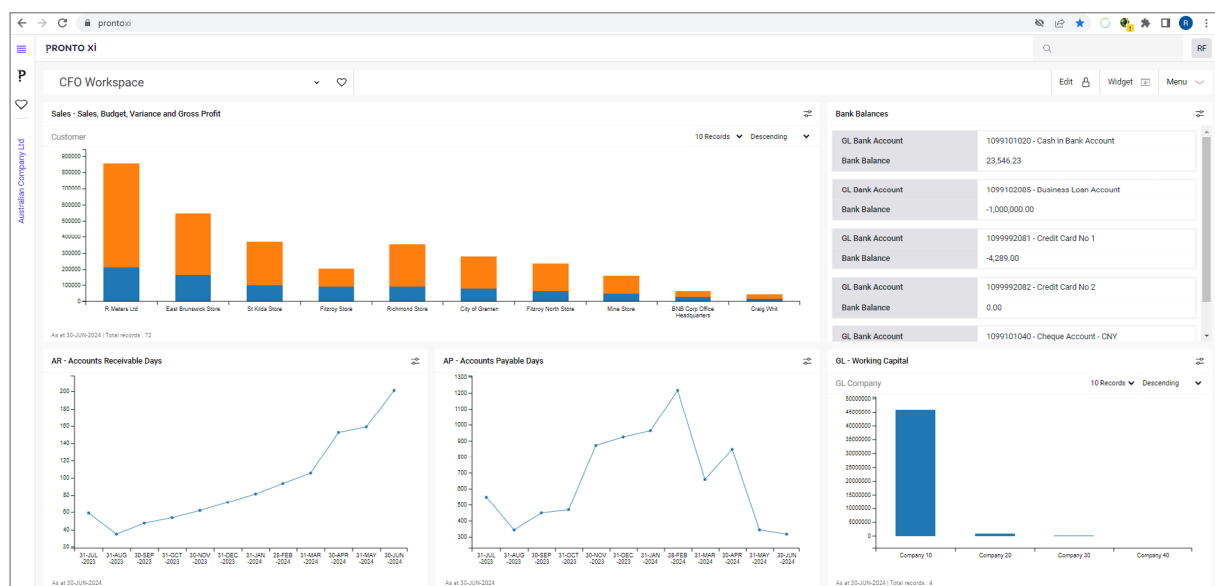
KPIs

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

Accounts Receivable KPIs include:

- balance and ageing by invoice date
- balance and ageing by due date
- customer statistics
- new and closed customers
- invoices — value/count
- accounts receivable days
- customer zero sales

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.



Create a view of a business's financial health for your CFO

*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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