

PRONTO xi

Applications Overview



Distribution

Inventory in motion



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

Inventory in motion

Inventory

Inventory master records	
Managing multiple processes	
Inventory maintenance	
Warehouses	
Suppliers	
Pricing	
Inventory master fields	
Inventory transactions	
Budgets	
Kits	
Stocktake	

Purchasing

Requisitions	16
Purchase orders	16
Goods received by order	18
Warranty orders/warranty exchange	19
Incoming shipment notifications	20
Invoicing	20
General Ledger integration	21
Variance accounts, tariffs and duties	21
Costing and recosting	21
Purchase orders and shipment enquiries	21
Supplier rebates	21

4

Sales

5

Sales order integration	24
Sales order types	25
Credit notes	25
Return authorisations	27
Split deliveries	28
Recurring sales orders	28
Credit control	28
Backorder/inventory allocation	29
Sales budgets	29
Sales order enquiries	29
Sales rebates	29
Sales order management	30
Warranty	30

23

24
25
25
27
28
28
28
29
29
29
30
30



Inventory in motion

Streamline your operations,
better manage costs and gain
a competitive advantage

Pronto Xi's Distribution gives you clear visibility of your inventory across warehouses, with all the detailed information you need to make informed business decisions.

Inventory moves in and out of businesses with the help of purchase and sales orders. Consisting of Inventory, Sales and Purchasing modules, Distribution helps you manage these essential elements of doing business with smart tools to move your stock to the right places at the right time with minimal costs.

Applicable to any industry, Inventory tracks your stock at a granular level. Organise stock by quantity, movement, groups/kits and more. Store detailed and customised information about each item, including detailed price information, and automate ordering and replenishment functions. With information flowing seamlessly into the fully integrated General Ledger, you can be confident that your data is accurate and up to date.

Purchasing is an efficient procurement solution that provides tight cost control. It simplifies purchasing activities by managing domestic and foreign supplies and shipment processes. Automate the creation of purchase orders using rules based on inventory levels, sales order commitments and sales history, freeing up your procurement team to negotiate better deals. A unique approval system allows users to create simple or complex approval processes based on business needs in an easy-to-use workflow administration screen.

Manage the end-to-end sales order life cycle with Sales. A simple but powerful way to manage sales, it processes sales orders, produces picking slips, and prints consignment notes, manifests, labels and customer documentation — all within a single integrated solution. Any updates to sales orders are automated, and changes are instantly pushed across all relevant modules in Pronto Xi, ensuring seamless and error-free processes.

Inventory

Efficiently control your product flows with Inventory



The screenshot displays the PRONTO XI Inventory management interface. The main header shows the item code 112474BLCKXS and the description 'Collared Spotty Print Shirt Black XS'. The interface is divided into several sections: 'Items' (with fields for Item Code, Description, and Image), 'Hierarchy' (with fields for Class, Group, and Standard Attributes), 'Style / Colour / Size' (with fields for Colour, Size, and Variations), 'Tracking' (with fields for ABC Class, Cycle code, and Storage Type), 'Dimensions' (with fields for Unit Description and Warehouse), and 'Prices' (with fields for Quantity, Price Level 0, and Rec. Retail). The 'Warehouse' section shows 'MEL - Melbourne Warehouse' and 'Stock Active' status. The 'Prices' section shows a quantity of 1,0000 and a price level of 25.4545. The 'Dimensions' section shows a unit description of 'EACH - Each' and a warehouse of 'MEL - Melbourne Warehouse'. The 'Hierarchy' section shows a class of 'SHIR - Shirts' and a group of 'SHIR - Shirts'. The 'Standard Attributes' section shows an item type of 'S - Stocked (Normal)', a process requirement of 'U - Item with 2 Variants', and a brand of 'Unspecified'. The 'Tracking' section shows an ABC class of 'Unspecified', a cycle code of 'Unspecified', and a storage type of 'Unspecified'. The 'Prices' section shows a quantity of 1,0000, a price level of 25.4545, and a recommended retail price of 25.4545. The 'Dimensions' section shows a unit description of 'EACH - Each' and a warehouse of 'MEL - Melbourne Warehouse'. The 'Hierarchy' section shows a class of 'SHIR - Shirts' and a group of 'SHIR - Shirts'. The 'Standard Attributes' section shows an item type of 'S - Stocked (Normal)', a process requirement of 'U - Item with 2 Variants', and a brand of 'Unspecified'. The 'Tracking' section shows an ABC class of 'Unspecified', a cycle code of 'Unspecified', and a storage type of 'Unspecified'. The 'Prices' section shows a quantity of 1,0000, a price level of 25.4545, and a recommended retail price of 25.4545.

Maintain detailed information about an inventory item

With seamless integration with Pronto Xi modules such as Purchasing and Manufacturing, and the ability to track stock by warehouse, Inventory gives you complete visibility over your business's inventory.

Key features include:

- multiple warehouses, suppliers and prices per item
- variant items: style, colour and size
- serial number and lot tracking
- multiple units of measure (UOM) and first-in, first-out (FIFO)
- support for Global Trade Item Number (GTIN) barcodes
- standard, average, FIFO, actual and replacement costings
- item licences
- stocktake and cycle counting
- interactive image display for products
- item attributes
- automated reordering and replenishment

Inventory master records

Inventory records the information and transaction history associated with an item. To create or maintain an item, use the main Items Maintenance screen.

We've introduced Item templates so you can maintain and manage industry-specific inventory information for industries such as chemical, paper, retail, wholesale distribution, timber and mining.

It handles the following types of items:

- **Stocked or standard** — A normal saleable item which is typically purchased but can also be manufactured
- **Manufactured** — Items with components, a bill of materials (BOM) and routings
- **Raw materials** — Items that are not saleable and do not have a BOM, but can be transferred using a transfer sales order

- **Indent** — Items that are not generally held in stock but are purchased subject to a sale
- **Kit** — A combination of various types of items
- **Labour** — Items that have a cost and a selling price but there is no necessity to control the quantity on hand (for example, items used as components to cost labour in a BOM or in kits)
- **Specials** — Items with a cost and a selling price, but because they are generally used to control cost overhead recovery or are consumables (for example, expense items such as stationery or electricity), there is no necessity to control the quantity on hand

Inventory master records can also include additional information or notes, such as hazardous or dangerous goods documentation.

The screenshot displays the 'Inventory' master record form for 'Blue Tile 30cm x 30cm'. The interface is divided into several sections:

- Warehouse Storage:** Includes fields for Warehouse (All Warehouses), Pick Method Override (1 - Pick by Pallet/Carton Based on Location Type), and Pallet Code.
- Rotation:** Features a 'Rotation Selection' section with checkboxes for Rotation 1 through 6. Below this are three 3D diagrams of a cube illustrating different rotation states: Rotation 1 (standard orientation), Rotation 3 (rotated 90 degrees), and Rotation 4 (rotated 180 degrees).
- Location Configuration:** Includes fields for Pallet Type, Cartons per Layer (4), Maximum Layers (3), Maximum Height, Separators per Pallet (0), and Separator Type.
- Item Detail:** Contains fields for Pick Size (EACH - Each), Quantity (1), Weight(Kgs) (0.0000), and other item-specific details.

Record the information of each inventory item with Inventory master records

Managing multiple processes

Inventory provides you with the flexibility to manage multiple processes for a single inventory item.

For example, you may have an item that needs to be configured as backflushed, in line with your manufacturing process, but also requires license controls. With Inventory's process requirement functionality, you can configure the required options in one easy step.

Inventory maintenance

The module's main Inventory Maintenance screen displays selected and relevant information based on your item type. If Inventory Maintenance includes a screen you don't need, create an item template to hide fields. The mode button at the top also provides access to additional screens for warehouses, suppliers, pricing, alternatives, notes, BOM and more.

Warehouses

Inventory tracking is available in the Warehouse Management System (WMS), but Inventory also allows you to maintain pick and bulk locations against each warehouse in the non-WMS environment.

The inventory warehouse information records and tracks movements, costs and commitments for each item in each warehouse, helping you to manage your reordering requirements.

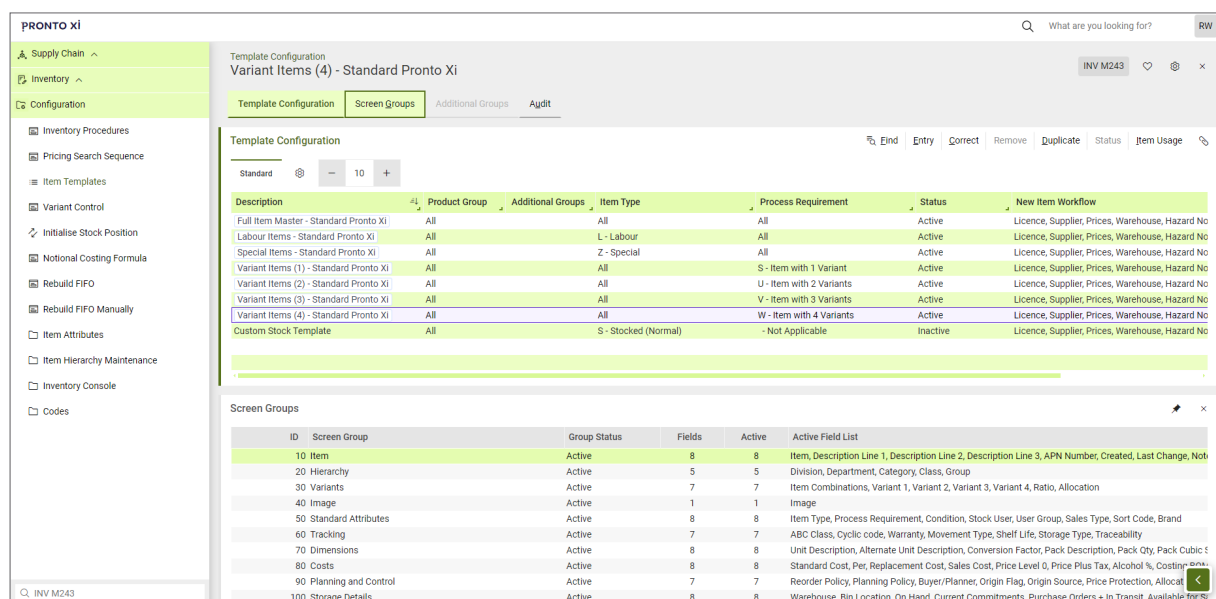
In addition, the Warehouses screen permits you to:

- determine inventory postings to the General Ledger
- record sales history
- automatically receive items from other warehouses via internal transfer orders

It accommodates various types of warehouses, including standard and advanced warehouses, factories, service vans (inventory stored in fleet vehicles) and consignments.

The screen also captures detailed inventory-level information for each warehouse, including stock on hand, supplier orders and order commitments.

Inventory movements in each warehouse are recorded, summarised and displayed by transaction type.



The screenshot displays the PRONTO XI Inventory Maintenance interface. The left sidebar shows navigation options: Supply Chain, Inventory, Configuration, Inventory Procedures, Pricing Search Sequence, Item Templates, Variant Control, Initialise Stock Position, Notional Costing Formula, Rebuild FIFO, Rebuild FIFO Manually, Item Attributes, Item Hierarchy Maintenance, Inventory Console, and Codes. The main area is titled 'Template Configuration' and 'Variant Items (4) - Standard Pronto Xi'. It features a 'Template Configuration' tab and a 'Screen Groups' tab. The 'Template Configuration' table lists various item types and their associated process requirements and statuses. The 'Screen Groups' table lists different screen groups and their active fields.

Description	Product Group	Additional Groups	Item Type	Process Requirement	Status	New Item Workflow
Full Item Master - Standard Pronto Xi	All		All	All	Active	Licence, Supplier, Prices, Warehouse, Hazard No
Labour Items - Standard Pronto Xi	All		L - Labour	All	Active	Licence, Supplier, Prices, Warehouse, Hazard No
Special Items - Standard Pronto Xi	All		Z - Special	All	Active	Licence, Supplier, Prices, Warehouse, Hazard No
Variant Items (1) - Standard Pronto Xi	All		All	S - Item with 1 Variant	Active	Licence, Supplier, Prices, Warehouse, Hazard No
Variant Items (2) - Standard Pronto Xi	All		All	U - Item with 2 Variants	Active	Licence, Supplier, Prices, Warehouse, Hazard No
Variant Items (3) - Standard Pronto Xi	All		All	V - Item with 3 Variants	Active	Licence, Supplier, Prices, Warehouse, Hazard No
Variant Items (4) - Standard Pronto Xi	All		All	W - Item with 4 Variants	Active	Licence, Supplier, Prices, Warehouse, Hazard No
Custom Stock Template	All		S - Stocked (Normal)	- Not Applicable	Inactive	Licence, Supplier, Prices, Warehouse, Hazard No

ID	Screen Group	Group Status	Fields	Active	Active Field List
10	Item	Active	8	8	Item, Description Line 1, Description Line 2, Description Line 3, APN Number, Created, Last Change, Note
20	Hierarchy	Active	5	5	Division, Department, Category, Class, Group
30	Variants	Active	7	7	Item Combinations, Variant 1, Variant 2, Variant 3, Variant 4, Ratio, Allocation
40	Image	Active	1	1	Image
50	Standard Attributes	Active	8	8	Item Type, Process Requirement, Condition, Stock User, User Group, Sales Type, Sort Code, Brand
60	Tracking	Active	7	7	ABC Class, Cyclic code, Warranty, Movement Type, Shelf Life, Storage Type, Traceability
70	Dimensions	Active	8	8	Unit Description, Alternate Unit Description, Conversion Factor, Pack Description, Pack Qty, Pack Cubic
80	Costs	Active	8	8	Standard Cost, Per, Replacement Cost, Sales Cost, Price Level 0, Price Plus Tax, Alcohol %, Costing
90	Planning and Control	Active	7	7	Reorder Policy, Planning Policy, Buyer/Planner, Origin Flag, Origin Source, Price Protection, Allocat
100	Storage Details	Active	8	8	Warehouse, Bin Location, On Hand, Current Commitments, Purchase Orders + In Transit, Available for S

Hide fields that are not required within inventory maintenance

Suppliers

The Supplier screen allows you to set up a supplier for an item by region, record pertinent information and track performance levels. Specify any number of suppliers.

Supplier attributes include:

- supplier preference
- supplier item code, description and conversion factor
- minimum order quantity
- supplier item group
- pack quantity and volume for cost apportionment of freight charges
- supplier estimated and most recent lead time
- multiple quantity price breaks by supplier
- foreign currency pricing

The screenshot shows the PRONTO XI mobile application interface on an iPad Air. The top navigation bar includes the PRONTO XI logo, a search bar with the text "What are you looking for?", and a user icon labeled "RW". Below the navigation bar, the screen displays the "Item Supplier" record for "102146 - ACCE03". The item name is "AVHA245BT 6.2IN AV BT CD/DVD REC 200W HEAD UNIT 1". The record is viewed in the "Item Supplier" tab, which is highlighted in green. The record is divided into several sections: "Supplier Details" (Type: Supplier, Supplier: ACCE03, Name: Acce Distributors, Supplier Item: AVH102, Description: Head Unit), "Shipping Details" (Economic Order Qty: 1, Shipping Method: [dropdown], Tariff Country Code: D, Tariff Duty Rate: 0.00%), "Control" (Priority: 1, Last Change: 27-JUN-2024, Item Group: [dropdown]), "Item Details" (Unit Description: EACH - Each, Conversion Factor: 1.0000000, Pack Quantity: 1, Pack Cubic Size: 0.000000), and "Price Details" (Last Buy Date: 28-APR-2024, Current Buy Price: 77.7191, Per: 1, Currency: - Australian Dollar, Conversion: 1.000000). The interface includes various action buttons such as "Find", "Entry", "Correct", "Remove", and "Link". A green back button is visible in the bottom right corner.

PRONTO XI What are you looking for? RW

Item Supplier **102146 - ACCE03** INV E001

AVHA245BT 6.2IN AV BT CD/DVD REC 200W HEAD UNIT 1

Item Supplier History Quantity Breaks Supplier Customer Cost Supplier Units Tax Codes Tax Exemptions Tax Default

Item Supplier Find Entry Correct Remove Link

Supplier Details

Type: Supplier

Supplier: ACCE03

Name: Acce Distributors

Supplier Item: AVH102

Description: Head Unit

Shipping Details

Economic Order Qty: 1

Shipping Method: [dropdown]

Tariff Country Code: D Tariff Duty Rate: 0.00%

Control

Priority: 1 Last Change: 27-JUN-2024

Item Group: [dropdown]

Item Details

Unit Description: EACH - Each Conversion Factor: 1.0000000

Pack Quantity: 1 Pack Cubic Size: 0.000000

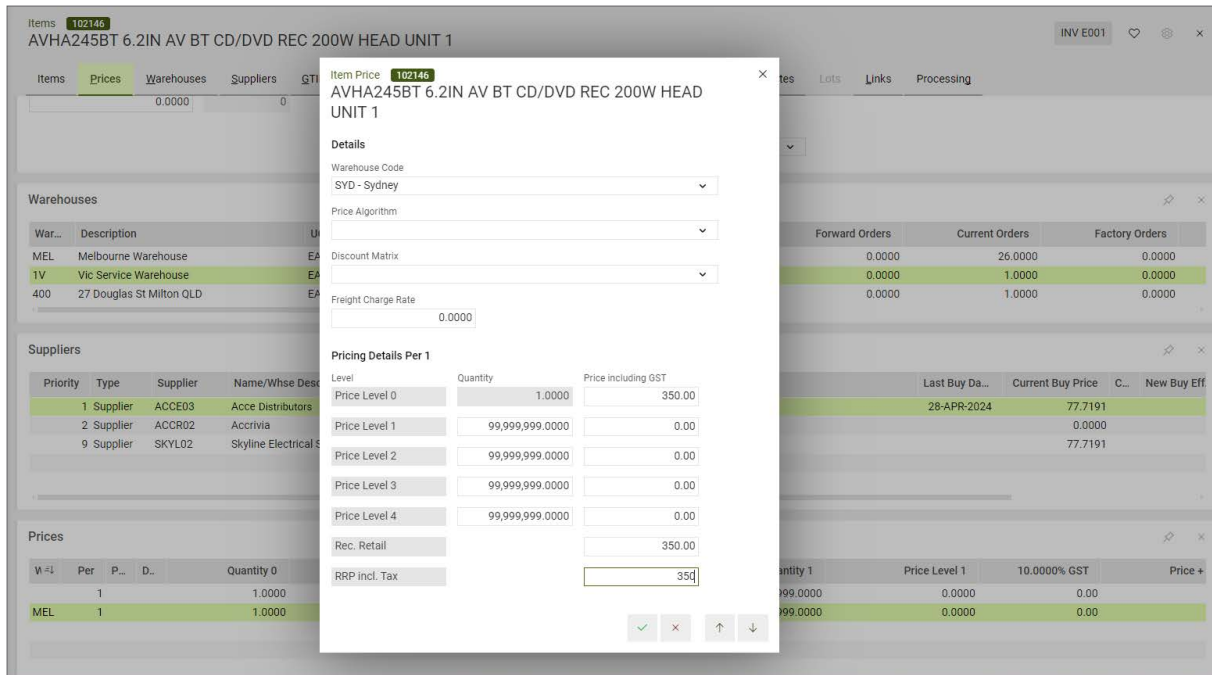
Price Details

Last Buy Date: 28-APR-2024

Current Buy Price: 77.7191 Per: 1

Currency: - Australian Dollar Conversion: 1.000000

iPad Air view on Inventory Supplier record



The screenshot displays the 'Pricing Details' window for item AVHA245BT 6.2IN AV BT CD/DVD REC 200W HEAD UNIT 1. The window is divided into several sections:

- Item Price:** 102146
- Item:** AVHA245BT 6.2IN AV BT CD/DVD REC 200W HEAD UNIT 1
- Details:**
 - Warehouse Code: SYD - Sydney
 - Price Algorithm: (dropdown)
 - Discount Matrix: (dropdown)
 - Freight Charge Rate: 0.0000
- Pricing Details Per 1:**

Level	Quantity	Price including GST
Price Level 0	1.0000	350.00
Price Level 1	99,999,999.0000	0.00
Price Level 2	99,999,999.0000	0.00
Price Level 3	99,999,999.0000	0.00
Price Level 4	99,999,999.0000	0.00
Rec. Retail		350.00
RRP incl. Tax		350.00
- Prices:**

W...	Per	P...	D...	Quantity 0
MEL	1			1.0000

Manage flexible pricing, promotions, and competitor tracking with ease

Pricing

Inventory allows you to set pricing structures within the inventory master records. Maintain multiple pricing levels for each item, apply promotional prices for specified periods or set-up price algorithms and discount matrices. Tax rules are handled either at the item level or globally.

An item's basic pricing record consists of a base price, multiple prices for different categories or quantity breaks, and the recommended retail price. Each item may have additional pricing structures defined by customer group or Warehouse.

Recalculate item prices based on a mark-up value or by applying a percentage increase over current prices. Your current price list can also be copied into a price maintenance environment — where price changes can be manipulated — before you update the current price lists.

Inventory also allows you to keep track of competitor prices.

Inventory master fields

Inventory includes the following master fields for each item, giving you complete flexibility and control over how you handle the detail.

Item code

The item code is an alphanumeric field used to identify items in Pronto Xi.

Description

Each item includes a three-line product description. In addition, an extended notes facility allows you to store unlimited text for internal and external purposes.

Product hierarchy

The product hierarchy is a multi-level classification system that clearly defines your business's product classification.

The five-level structure has many benefits, including enhanced inventory management and reporting capability via Pronto Xi modules such as Business Intelligence.

You can select how many of the five “levels” of the hierarchy are turned on, and Inventory’s flexible maintenance means the hierarchy can be maintained from the top down or bottom up, making it suitable for various business needs and industries.

Associated functions such as price maintenance, reordering and bulk item maintenance can leverage active hierarchy levels. Data integrity is maintained by enforcing the hierarchical relationships between each “child” and “parent”.

Product group

Posting inventory transactions to the General Ledger is fully automated.

Categorise items by product groups, which is beneficial for:

- recording sales history
- posting to the General Ledger for sales, cost of goods sold and more
- reporting
- dissection of prices, discounts and promotions
- calculation of sales representative commissions
- inventory valuation

Establish prices, discounts and promotions based on product groups, for example, contract price by customer type/item group and promotional discount by customer type/item group. You can also establish special commission rates for sales representatives by product group.

Attributes

Item attributes help extend the description of a product through a structured and ordered categorisation. Importantly, use attributes as data points to “slice and dice” sales data and uncover customer buying habits and preferences. These insights can then be used to create sales promotions, forecast purchases and exchange data with Avenue and eCommerce platforms.

APN

An alternative part number (APN) for a specific item can be used to include the code of another item, which is cross-referenced when the first item is superseded.

GTIN

The universally recognised Global Trade Item Number (GTIN) is the industry-accepted barcode for a specific item. A single item can have multiple GTINs to reflect various units of measure, such as consumer unit, traded unit or pallet.

Use APN and GTIN for enquiry, reporting and scanning directly into Inventory.

Units, packs, sizes and weights

Apply multiple units of measure for the sale, warehouse storage and procurement of each inventory item. You can also store pack weights and cubic dimensions.

Traceability

Inventory allows you to trace items using various methods, including:

- **Serial-tracked** — Used when the goods are received, at dispatch, or both
- **Lot-tracked** — Used for batch tracking, this facilitates full traceability from purchase to product recall, if required
- **Purchase-tracked** — Used for tracking by purchase order number

Import tariffs/excise tax

When an item is imported from a foreign supplier, the tariff charged depends on the supplier’s country and the nature of the item.

Inventory uses a country code to identify the country of origin and a tariff code to identify the class of the item for tariff purposes. The country code is stored against the supplier, while the tariff code is held at the item level.



Inventory transactions

Inventory holds comprehensive transaction details for each item and warehouse, including control numbers (for example, serial or lot number), source documents and financial information.

You can also define the retention period for historical data files.

Inventory adjustments

Most inventory issues are captured within other Pronto Xi modules, such as Shopfloor Manufacturing or Sales. However, in some instances, you may need to record inventory issues manually.

Record issues against the following:

- Manufacturing (Factory/WIP or work order)
- Project (General Ledger or Service Call)
- General Ledger
- Maintenance
- Inventory Adjustment
- receipts from purchase order or work order

The manual recording of issues typically occurs within the Purchasing module. However, Inventory includes a fast and simple option — called Manufactured Goods Receipt — to receive goods purchased without using the BOM to create and process a formal work order.

A Manufactured Goods Receipt is a simple method of recording the receipt of manufactured items in an inventory. As goods allocated to a work order are sometimes returned unused, use this option to return the components back into inventory.

Quality analysis

Hold goods for release until they have passed through quality checks. If goods do not pass the checks, Inventory allows you to reject, scrap or return the items to the supplier.

Reorder processing

Inventory includes reordering functions, allowing you to automatically create purchase orders and work orders according to selected criteria and review these before creating the actual orders.

Reorder Reports calculates the reorder quantities needed to satisfy your business's commitments, minimum and maximum inventory levels, or a combination of these factors. You can also use average sales history, average warehouse demand or forecast to plan requirements.

The reorder processing calculation considers a number of factors, including:

- minimum and maximum days cover
- minimum and maximum inventory levels
- economic order quantity
- lead time
- current inventory level, including current commitments
- items on order from supplier
- in transit
- internal requisitions

Budgets

Inventory holds budget information at the item, planning group or item group level.

You can manually enter budgets for each period of the year. You can also use spread factors which include weightings or ratios to fix each period's relative proportion of the annual amount.

Pronto Xi also offers numerous reports comparing budgets against actual sales and cost listings.

Costing

Maintain various costs — such as standard, average, FIFO and actual — in Inventory for posting purposes, valuations and sales margin reporting.

Produce inventory valuation reports at any time using the costing method of your choice and, if necessary, recalculate costs based on a range of factors.

Landed costs are calculated as part of the shipment costing process in Accounts Payable.

Kits

Kits are a list of components made up of saleable items that can be optionally selected during the sales order process. For example, a computer, keyboard, monitor and mouse can be sold individually or as a kit.

Inventory accommodates various categories of kit component lines, including:

- mandatory
- optional
- variable quantity
- grouped options

Generate kit pricing from the components or simply select from the item price record.

Stocktake

To help you measure your inventory accurately, Inventory generates a snapshot view of holdings. Any adjustments are automatically reflected in the General Ledger.

To ensure company policies are adhered to, Inventory supports wall-to-wall and cycle counting techniques, as well as data-capturing techniques such as tickets, barcodes, radio frequency (RF) and cards.

The stocktake process includes:

- **Initial pre-stocktake check** — Inventory reports on any outstanding inventory-related transactions that need completing prior to the book inventory's final snapshot
- **Prepare stocktake** — Inventory creates a snapshot file of your inventory holding and, if required, produces a Stocktake Report. A unique stocktake control code is generated as part of this process to facilitate easy identification and parameters
- **Stocktake refreeze** — Pronto Xi have the ability to refreeze the same stocktake file in the instance of an emergency order despatch
- **Enter counts** — Inventory employs multiple data-entry techniques, including manual data entry
- **Produce reports** — Inventory generates reports to assist with reconciliation, including uncounted items, variations and valuation reports
- **Update stocktake** — Inventory performs an update once the stocktake is finalised, and makes any necessary adjustments to the stock ledger and General Ledger for the appropriate accounting period



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

Order No.	Status	Order Type	Supplier Name	Supplier Trading Name and Address	Whse	Ordered	Action	Due	Received	C...
659	PO Approval Required	Normal Order	Accce Distributors ...	Accce Distributors Po Box 206 Berwick VIC 3806	Vic Service War...	24-JUN-2024	24-JUN-2024	24-JUN-2024		
658	Goods Updated: 130	Normal Order	Accce Distributors ...	Accce Distributors Po Box 206 Berwick VIC 3806	Melbourne War...	13-JUN-2024	13-JUN-2024	13-JUN-2024	13-JUN-2024	
657	Goods Received	Normal Order	Accce Distributors ...	Accce Distributors Po Box 206 Berwick VIC 3806	Melbourne War...	13-JUN-2024	13-JUN-2024	13-JUN-2024	13-JUN-2024	
656	Goods Updated: 129	Normal Order	Accce Distributors ...	Accce Distributors Po Box 206 Berwick VIC 3806	Melbourne War...	07-JUN-2024	07-JUN-2024	07-JUN-2024	07-JUN-2024	
655	PO Approval Required	Normal Order	Accce Distributors ...	Accce Distributors Po Box 206 Berwick VIC 3806	Melbourne War...	07-JUN-2024	07-JUN-2024	07-JUN-2024		
654	Goods Updated: 127	Normal Order	Accce Distributors ...	Accce Distributors Po Box 206 Berwick VIC 3806	Melbourne War...	22-MAY-2024	22-MAY-2024	22-MAY-2024	22-MAY-2024	
653	Ready to Print	Normal Order	Accce Distributors ...	Accce Distributors Po Box 206 Berwick VIC 3806	Melbourne Regl...	14-MAY-2024	14-MAY-2024	14-MAY-2024		
652	Completed	Normal Order	Accce Distributors ...	Accce Distributors Po Box 206 Berwick VIC 3806	Mel consignme...	28-APR-2024	28-APR-2024	28-APR-2024	28-APR-2024	
651	Completed	Normal Order	Accce Distributors ...	Accce Distributors Po Box 206 Berwick VIC 3806	Melbourne War...	16-APR-2024	16-APR-2024	16-APR-2024	16-APR-2024	
650	Goods Updated: 128	Normal Order	Accce Distributors ...	Accce Distributors Po Box 206 Berwick VIC 3806	Melbourne War...	16-APR-2024	16-APR-2024	16-APR-2024	28-MAY-2024	
650 AA	Goods Returned	Goods Return	Accce Distributors ...	Accce Distributors Po Box 206 Berwick VIC 3806	Melbourne War...	28-MAY-2024	28-MAY-2024	28-MAY-2024	28-MAY-2024	
649	Goods Updated: 125	Normal Order	Accce Distributors ...	Accce Distributors Po Box 206 Berwick VIC 3806	Melbourne War...	29-MAR-2024	29-MAR-2024	29-MAR-2024	29-MAR-2024	
648	Goods Updated: 124	Normal Order	Accce Distributors ...	Accce Distributors Po Box 206 Berwick VIC 3806	National distrib...	17-MAR-2024	17-MAR-2024	17-MAR-2024	17-MAR-2024	
647	Goods Updated: 121	Normal Order	Accce Distributors ...	Accce Distributors Po Box 206 Berwick VIC 3806	National distrib...	10-MAR-2024	10-MAR-2024	10-MAR-2024	10-MAR-2024	
646	Goods Updated: 118	Normal Order	Accce Distributors ...	Accce Distributors Po Box 206 Berwick VIC 3806	Melbourne War...	10-MAR-2024	10-MAR-2024	10-MAR-2024	10-MAR-2024	
645	Goods Updated: 117	Normal Order	Accce Distributors ...	Accce Distributors Po Box 206 Berwick VIC 3806	Sydney	08-MAR-2024	08-MAR-2024	08-MAR-2024	08-MAR-2024	
643	Goods Updated: 123	Normal Order	Accce Distributors ...	Accce Distributors Po Box 206 Berwick VIC 3806	Melbourne War...	08-MAR-2024	08-MAR-2024	08-MAR-2024	10-MAR-2024	
642	Goods Updated: 123	Normal Order	Accce Distributors ...	Accce Distributors Po Box 206 Berwick VIC 3806	Melbourne War...	08-MAR-2024	08-MAR-2024	08-MAR-2024	10-MAR-2024	
641	Goods Received	Normal Order	Accce Distributors ...	Accce Distributors Po Box 206 Berwick VIC 3806	Melbourne War...	08-MAR-2024	08-MAR-2024	08-MAR-2024	29-MAR-2024	
640	Goods Updated	Normal Order	Accce Distributors ...	Accce Distributors Po Box 206 Berwick VIC 3806	Melbourne War...	08-MAR-2024	08-MAR-2024	08-MAR-2024	29-MAR-2024	

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.

The screenshot displays the 'Purchase Order 632' form within a 'Supply Chain' application. The interface includes a left-hand navigation menu with options like 'Purchase Orders', 'Create PO and Receipt Goods', 'Print Purchase Orders', 'PO Reports', 'Shipments', 'Enquiries', 'Maintenance', 'PO Forms', and 'Configuration'. The main form area is divided into several sections: 'Order Details' (PO Number: 632, Status: Ready to Print, Supplier: ACCE03, Warehouse: MEL, Order Type: Normal Order), 'Order Dates' (Ordered: 04-MAR-2024, Action: 04-MAR-2024, Due: 04-MAR-2024, Received:), 'Currency / Rates' (Currency: , Initial Rate: 1.000000, Terms: , Final Rate: 0.000000), 'Tax Details' (Tax Group: , Exemptions: N), 'Project Details' (Project: , Cost Category: , CBS: , Receive To Site:), 'Invoice Details' (Payment Terms: , Delivery Docket: , Invoice No.: , Invoice Date: , Invoice Amount: , Invoice Tax Amount: , (Ex/T)), 'Supplier Details' (Acce Distributors, Address: Po Box 206, Berwick, VIC, Postcode: 3806, Phone: AUS 03 9796 1612, Fax: AUS 03 9796 1617), 'Order Values' (Order Total: 1,000.00, Transit Total: 0.00, Received Total: 0.00, Local Amount: 1,000.00, Charges: 0.00), 'Other Details' (Officer: rakitha, Received By: , Notes: , Batch: , Catalogue: , Alloc Defaults:), and 'Shipment Details' (Shipment No.: , L/C No.: , Vessel: , Entry Port: , Voyage:). A search bar at the bottom left shows 'PO 0001'.

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



Purchase Order : 632 SYS M553

Find Item Find Entry Correct Remove Stock GL Details Sched Trace Audit Bin SO/WO Tax WO Link Memo Other View WP Tags P-CBS Bulk-CBS

Supplier: ACC003 Ace Distributors Total Volume: 0.00
Phone: AUS 03 9796 1612 Total Weight: 0.00 kg

Standard 11

Seq	Item Code	Ordered	Unit	Item Price	Disc	Total	Tax	Note Description	Item Description
1.00	1030414	5.0000	EACH	200.0000	0.00%	1000.00			Baccarat Damashiro

Line Details

Item Desc: Bac Knife
9 Piece Knife
Block

On Hand: 9.0000
Avail: 2.0000
Price Per: 200.0000 EACH

Supp Code:
Supp Desc:
Tax Desc:
GL Acct:

Ordered: 5.0000
Transit: 0.0000
Received: 0.0000
Backorder: 0.0000
Reason:
Required: 04-MAR-2024
Requ No: 00:00:00
Requ For:
TBA:

Pricing Details

Price: 200.0000
Unit: EACH 1
Conv: 1.0000000
Discount: 0.00%
GST: Y 10.0000%
Tax Amount: 100.00
Total: 1000.00

PO/WO Link Details

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.

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.

Purchase order conclusion

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

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

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.

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.

Purchase Order Approval Administration PO M029

Purchase Order Approval Administration Groups Advanced Criteria Officers Audit Escalation Levels

Purchase Order Approval Administration

Properties

Approval Assign Type
☐ Direct ☒ Sequential

Allocation
☒ Group ☐ Officer

Order Criteria

☒ Stock Limit
☒ Non Stock Limit
☒ Warehouse

Exclude Purchase Order Types

☒ Goods Return
☒ Quotation

Item Criteria

☐ Division
☐ Department
☐ Category
☐ Class
☐ Group
☐ Type

Advanced Options

☒ Self Approve
☒ Cancel Order on Reject
☒ Escalation
Escalate After - Hrs
24.00

Groups

Standard 5

Group	Level	Time Out	Stock Limit	Non Stock Limit	Warehouse	Officers
L1 - Admin	1	24.00	2,000	2,000	Warehouse Mask	2
L2 - Operations	2	24.00	5,000	5,000	Warehouse Mask	3
L3 - Executive	3	24.00	10,000	10,000	Warehouse Mask	4

Advanced Criteria

Table Name Field Name

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.

The screenshot displays the 'Purchasing Orders' interface. On the left, a sidebar lists various purchasing functions. The main area shows a table of purchase orders. A dialog box titled 'Goods Receipt Conclusion' is open, displaying summary information for a specific order.

Purchasing Orders Table:

Order No	Bl.	Status	Order Type	Supplier Name	Supplier Trading Name and Address	Whse	Ordered	Action	Due	Received	C...
659		PO Approval Required	Normal Order	Acce Distributors ...	Acce Distributors Po Box 206 Berwick VIC 3806	Vic Service War...	24-JUN-2024	24-JUN-2024	24-JUN-2024	13-JUN-2024	
658		Goods Updated: 130	Normal Order	Acce Distributors ...	Acce Distributors Po Box 206 Berwick VIC 3806	Melbourne War...	13-JUN-2024	13-JUN-2024	13-JUN-2024	13-JUN-2024	
657		Goods Received	Normal Order	Acce Distributors ...			13-JUN-2024	13-JUN-2024	13-JUN-2024	13-JUN-2024	
656		Goods Updated: 129	Normal Order	Acce Distributors ...			13-JUN-2024	13-JUN-2024	13-JUN-2024	13-JUN-2024	
655		PO Approval Required	Normal Order	Acce Distributors ...			07-JUN-2024	07-JUN-2024	07-JUN-2024	07-JUN-2024	
654		Goods Updated: 127	Normal Order	Acce Distributors ...			07-JUN-2024	07-JUN-2024	07-JUN-2024	07-JUN-2024	
653		On Order	Normal Order	Acce Distributors ...			22-MAY-2024	22-MAY-2024	22-MAY-2024	22-MAY-2024	
652		Completed	Normal Order	Acce Distributors ...			14-MAY-2024	14-MAY-2024	14-MAY-2024	14-MAY-2024	
651		Completed	Normal Order	Acce Distributors ...			28-APR-2024	28-APR-2024	28-APR-2024	28-APR-2024	
650		Goods Updated: 128	Normal Order	Acce Distributors ...			16-APR-2024	16-APR-2024	16-APR-2024	16-APR-2024	
650 AA		Goods Returned	Goods Return	Acce Distributors ...			16-APR-2024	16-APR-2024	16-APR-2024	28-MAY-2024	
649		Goods Updated: 125	Normal Order	Acce Distributors ...			28-MAY-2024	28-MAY-2024	28-MAY-2024	28-MAY-2024	
648		Goods Updated: 124	Normal Order	Acce Distributors ...			28-MAY-2024	28-MAY-2024	28-MAY-2024	28-MAY-2024	
647		Goods Updated: 121	Normal Order	Acce Distributors ...			29-MAR-2024	29-MAR-2024	29-MAR-2024	29-MAR-2024	
646		Goods Updated: 118	Normal Order	Acce Distributors ...			17-MAR-2024	17-MAR-2024	17-MAR-2024	17-MAR-2024	
645		Goods Updated: 117	Normal Order	Acce Distributors ...			10-MAR-2024	10-MAR-2024	10-MAR-2024	10-MAR-2024	
643		Goods Updated: 123	Normal Order	Acce Distributors ...			10-MAR-2024	10-MAR-2024	10-MAR-2024	10-MAR-2024	
642		Goods Updated: 123	Normal Order	Acce Distributors ...			08-MAR-2024	08-MAR-2024	08-MAR-2024	10-MAR-2024	
641		Goods Received	Normal Order	Acce Distributors ...			08-MAR-2024	08-MAR-2024	08-MAR-2024	29-MAR-2024	
640		Goods Updated	Normal Order	Acce Distributors ...			08-MAR-2024	08-MAR-2024	08-MAR-2024	29-MAR-2024	

Goods Receipt Conclusion Dialog:

Order Total: 77.72
Received Total: 77.72
Charges Total: 0.00
Order Local Amt: 77.72

Notes:

Received: 27-JUN-2024 ☐

Received By: kai

Delivery Docket: 8238

Receive Options: ☐

Create Transfer Orders: N

Streamline goods receipt and inventory updates with flexible order management

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.

Purchase Invoice/Credit Entry for Tran Date: 25 August 2024 Batch: 0003BH

[Post](#) [Entry](#) [Remove](#) [Breakdown](#) [Orders](#) [Suspend](#) [Chk List](#) [Lines](#) [Inv Select](#) [Quantity](#)

Supplier Details

Account: Fred Kirks
105 Lane
Existing Balance: 2000

Invoice Details

Invoice Type: Full Amount:
Tax Amount:
Supplier Inv No.:
Details:
Invoice Auth. Req.: ☐
Payment Appr. Req.: ☐
Settlement Terms:
Settlement Amount:
Invoice Date: Due Date:
Disc. Applicable: ☐

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

Batch Entry Check Totals

	Hash Total	As Keyed
Total Invoices:	<input type="text" value="N/A"/>	<input type="text" value="745.80"/>
Total Credit Claims:	<input type="text" value="N/A"/>	<input type="text" value="0.00"/>
Net Amount:	<input type="text" value="0.00"/>	<input type="text" value="745.80"/>
Total Transactions:	<input type="text" value="0"/>	<input type="text" value="1"/>
Complete Posting:	<input type="checkbox" value="Y"/>	

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.



Sales

Sales order processes? Inventory and finance system integration? They've never been easier, thanks to Pronto Xi Sales

Sales is your go-to tool to simplify sales processes, helping you generate even more sales for your business.

It has numerous user-definable options to meet your specific requirements, and gives you the ability to tailor the entry screen and every stage within the order lifecycle process.

Whether you're dealing with large order volumes or highly configured product environments, scalable order entry solutions are a necessity. Sales' order templates and copy features deliver an optimised approach to order processing that empowers your sales team.

Manage every distribution aspect — from forward orders, quotations and consignments to warehouse transfers and returns — within simple, intuitive screens. Drill-back functionality and clear visibility of inventory and costs give you a 360-degree view across your distribution network.

Key features include:

- user-definable order entry screen
- bill of materials (BOM) configuration capability
- automatic inventory allocation
- internal transfer/work orders for unavailable inventory
- management of kits
- credit checking and display at order entry/edit
- multiple warehouse capabilities
- direct links between sales orders, purchase orders and work orders
- automatic freight calculations
- full sales history retention
- item alternatives and multiple units of measure
- full backorder management

Sales order integration

Sales fully integrates with Pronto Xi's Inventory, Accounts Receivable, General Ledger and Customer Relationship Management modules. When a sales order is updated, available inventory, customer data, sales history, inventory movements and relevant General Ledger accounts are automatically updated across Pronto Xi.

Where electronic data interchange (EDI) is required, Pronto Xi EDI delivers sales order automation when files are imported. You'll find automatic sales order creation in other modules, with Service, Rental and Project providing bulk creation processes based on agreed billing cycles.

Sales order entry and maintenance

Configure sales order entries to match your business processes and speed up order entries.

Sales order header

Once the customer is selected, the sales representative, price level, territory and available credit are automatically applied to a sales order. Integration with Accounts Receivable ensures a rapid sales order entry process without data duplication and errors.

Sales order lines

Upon entering items, the salesperson can view extensive inventory information, including pricing and availability. If an item is unavailable, Sales displays alternatives that might be of interest to the customer.

You can also record additional costs associated with fulfilment and charges for freight, packaging, handling or any other recoverable costs.

Sales order conclusion

Once all items are entered, Sales presents various options to process the order.

If the ordered items are available, the picking slip for this sales order is ready to be printed in the allocated warehouse.





Supply Chain > Sales

Sales Order Entry Order No.: 4357 Order Date: 12-JUL-2024

SO M001

Find Item Find Item Correct Entry Detail Remove Trace Quit Exit Bto Btoc Notes ATP Entry Tax Detail P-CBS Bulk-CBS Next View

Order Details

Customer: 000000025 Pricing: Retail Order Total: 0.167

Name: Sealing City Tax Ex No: No. of Items: 2

Whse: MEL Melbourne Warehouse

Status: Being Entered

Totals in Local

Order	Ship
In Tax: 750.00	750.00
Ex Tax: 681.82	681.82
GST: 68.18	68.18
GP%: 88.60%	88.60%

Se	Item Code	Order Qty	Unit	Item Price	Unit	Per	Discount	Order Total	OK?	Line Desc	Print Flag	Other Whse	Ord Ex Tax	C	R	Ship Qty	Ship Total
1.00	120146	1	EACH	350.0000	EACH	1		350.00		AIHA240BT 6.2IN AV BT CD/DVD		SN	318.18	0		1	350.00
2.00	121225	1	EACH	400.0000	EACH	1		400.00		Rear Shocks		SN	363.64	0		1	400.00
3.00	Note							0.00		Please ship goods together.	Y	DN					0.00

Line Details

Type: Note Note Desc: Please ship goods together. Print Flag: Y Attached Line Notes:

Supplier: Group: Charge Type: GTIN: Avail. Stock: 0.0000

Pricing

Qty UOM: Price: 0.0000

Price UOM: Pack: 0

Conv: 0

Per: 0

Discount %: 0.000%

GST: Wholesale: Price Source:

Line Values in Local

Quantity	Tax	Discount	Total	Item Cost	Order Cost	Ship Cost	Order GP%
0	0.00	0.00	0.00				
0	0.00	0.00	0.00				
0	0.00	0.00	0.00				

Line Costs in Local

Order Cost: 0.00

Ship Cost: 0.00

Order GP%: 0.000%

First Page Up Up Down Page Down Last

Create and update sales order lines with detailed costs and stock information

Sales order types

For convenience and flexibility, Sales handles a range of different order types. The order type defines the underlying business process and includes the following:

Normal sales orders

Track the progress of a sales order by its status. For example, if an order status is "Work Order Created", the item is currently being manufactured.

If ordered goods are unavailable in the warehouse that typically dispatches to the customer, you can check if they are available from other warehouses. If yes, dispatch the items automatically or transfer them to the originating warehouse.

Pronto Xi also creates work orders or purchase orders directly linked to sales orders for unavailable items. Drill down from the sales order to track the progress of these items.

Credit notes

Extensive credit note facilities are available in Sales.

Raise a full or partial credit, which will automatically load the original invoice lines and prompt you to process the type of credit. The type of credit can apply to the entire order or line-by-line.

You can also set limits for raising and approving credit notes and give appropriate warnings.

Available credit types include:

- credit and recharge of inventory
- net price/discount credit and recharge
- return to inventory
- inventory write-off
- credit of a charge
- inventory exchange
- issue new item free

Transfers

Sales allows you to create a transfer order to properly control and document the sequence of events necessary to move stock between warehouses.

In addition, Sales produces picking slips and transfer documents, enabling you to control the movement of goods.

Quotations

Sales produces quotations where it's easy to manipulate pricing based on cost, mark-up and other criteria. Inventory remains uncommitted until the quotation becomes an order.

Configure quotations for customer-specific requirements. Any adjustments or reconfigurations made during negotiations automatically recalculate the quotation details.

You can also have quotations pass through an acceptance phase before they convert to an order. If the quotation is rejected, you can enter the reason for the lost sale. Reports allow you to track and analyse lost opportunities, assisting you in identifying trends.

Internal sales

Accept orders from within your organisation within Sales. The department requiring the product raises an internal requisition, which is treated as an internal sales order, helping you maintain accurate inventory tracking and manage possible freight charges.

Forward orders

You can enter an order with a future delivery date without immediately allocating stock otherwise available for immediate sale. Inventory isn't allocated to a forward order until closer to the supply date.

You can also schedule regular deliveries for a forward order — for example, if you need to supply a customer with a quantity of items on the first of every month.

Contracts

When a customer has a contract to purchase goods or services to a maximum value and quantity, record these details on a contract order. During order entry, Sales allows the contract number to be entered and ensures that the contracted details are applied.

Proformas

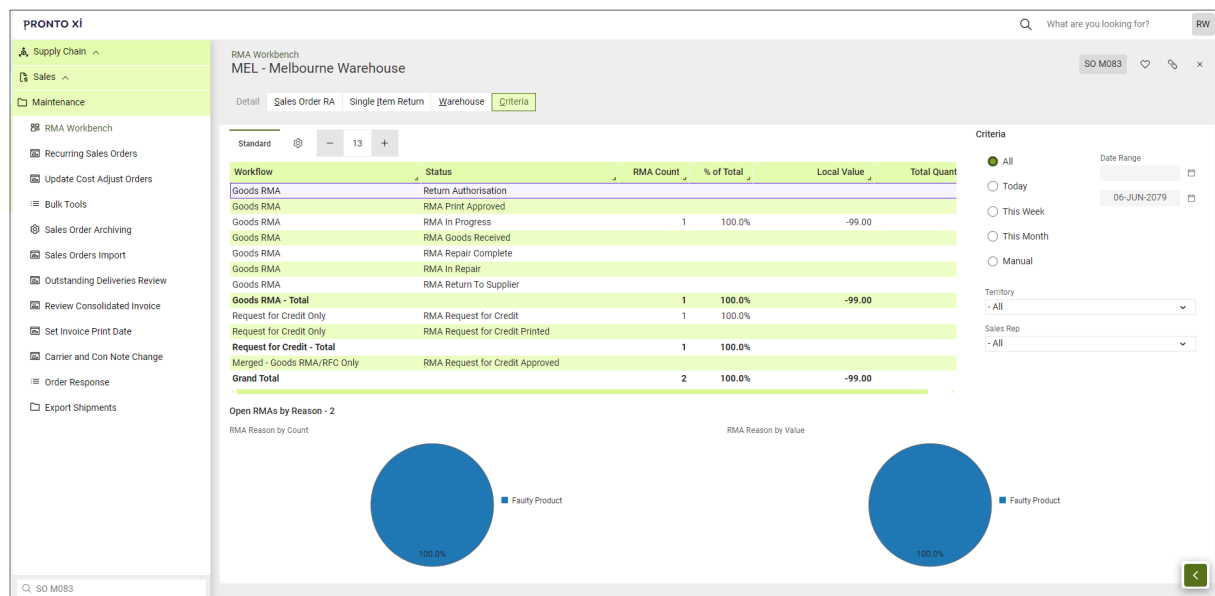
A proforma order is a standing customer order that lists typically purchased items. You can directly access the proforma and select items from it, helping to minimise the administrative effort associated with a new customer sales order entry.

Return authorisations

Sales enables you to manage and track the entire lifecycle of customer returns. Efficiently log return authorisations and control how items are returned to stock, written off or recharged and credited — all within a single screen.

The returns management process allows you to:

- create a product return request
- review and approve the return request
- confirm the arrival of goods back into the warehouse
- return goods to your supplier for credit, replacement or repair
- return goods to the warehouse for resale
- create a work order to have goods repaired, reworked or disassembled
- raise a full or partial credit note for your customer
- keep track of returned goods and report on the reasons for returns to assist in forecasting future requirements, addressing areas of concern and recording the supply chain's performance



Streamline customer returns from authorisation to restocking or credit in one screen

Split deliveries

Schedule a sales order as a split delivery so that it is fulfilled progressively over time — for example, by a certain quantity every week. You can also specify delivery dates and the number of items for each delivery.

Recurring sales orders

Automate the scheduling of recurring orders, reducing administrative time. This is particularly useful for transactions with a predefined supply of goods and services over a given period.

Create billing templates and define the frequency for each invoice. The agreed price of goods and services is set at the creation of the invoice and takes pricing fluctuations into account.

When new invoices or orders are created automatically, Sales’ built-in notification system will alert you via email.

Credit control

Sales generates a warning if a customer is “on hold”, or over their credit limit or terms. The order status is then set to “on hold” or “credit hold”, depending on the circumstances.

Set-up a credit officer to receive an automatic email notification when orders are placed on hold. They can then decide whether to release the order for dispatch.

Supply Chain

Sales

Maintenance

RMA Workbench

Recurring Sales Orders

Update Cost Adjust Orders

Bulk Tools

Sales Order Archiving

Sales Orders Import

Outstanding Deliveries Review

Review Consolidated Invoice

Set Invoice Print Date

Carrier and Con Note Change

Order Response

Export Shipments

Recurrence Schedule for Sales Order Template 4358

Recurrence Order Attributes

Order Days: 7

Notify: N

Delivery Date Recurrence Pattern

☐ Daily

☒ Weekly

☐ Monthly

☐ Yearly

Recur every

1

week(s) on:

☐ Monday

☒ Friday

☐ Saturday

☐ Tuesday

☐ Wednesday

☐ Thursday

☐ Sunday

Delivery Date Range of Recurrence

Start: 12-JUL-2024

☒ End after:

10

occurrences

☐ End by:

13-SEP-2024

OK

Cancel

Remove Recurrence

Notify-Email

Automate recurring sales orders to save time and streamline invoicing with built-in notifications

Backorder/inventory allocation

You can view sales orders to check for current inventory commitments anytime. When there is insufficient inventory to satisfy a customer's order, several options are available, depending on the customer's nominated backorder and your part shipment policy.

Some of these options include:

- **No backorders allowed** — A backorder will not be created for any item not supplied on the original order
- **Part shipments disallowed** — The order is held for dispatch until all items are available
- **Backorders allowed** — The backorder is supplied when the next order is placed, which merges the backordered items with the following order
- **Part shipments allowed** — Available items are dispatched and the remaining items are placed on backorder

For tracking ease, when part of an order is placed on backorder, Sales refers to the original order to identify the backorder.

Perform inventory allocations manually or automatically based on the parameters set. Items can also be automatically allocated to backorders upon receipt of goods from a purchase order or shipment.

Sales budgets

You can set sales budgets in Pronto Xi's Sales, Accounts Receivable or Inventory modules based on customer, item code, territory or item group.

Apply a user-defined spread factor across the year or set budgets for each period. The spread factor can consider seasonal fluctuations, geographic differences or other elements that influence sales at various times.

Sales order enquiries

A range of sophisticated enquiry facilities enables you to find an order easily. Make enquiries by account code, product, customer reference, warehouse, user ID, invoice number, credit note number, status, order number, delivery or consignment note number.

Sales rebates

Depending on your specific requirements, Pronto Xi calculates rebates based on percentages, flat values or quantities.

Customer rebates

Calculate rebates for a variety of combinations, including customer code, customer group, item code, item group and item group class. Rebates can also be forwarded to the customer in a number of ways.

When a sale is made to a customer, the invoice program determines if any rebate is due on the sale. When a customer rebate is applicable, Pronto Xi updates the relevant sales history files and makes provisional postings to the General Ledger.

In addition, the program runs a report before preparing statements to calculate the rebate amount earned by the customer.

Manual customer rebates

Calculate rebates by customer and item code using a percentage rebate rate. The rebate is applied to the sales order line shipped amount (excluding tax).

Royalty rebates

Calculate royalty rebates by item using either a value or a percentage. The cost of the sales order line is updated to include the calculated rebate, which affects the sales history.

Sales order management

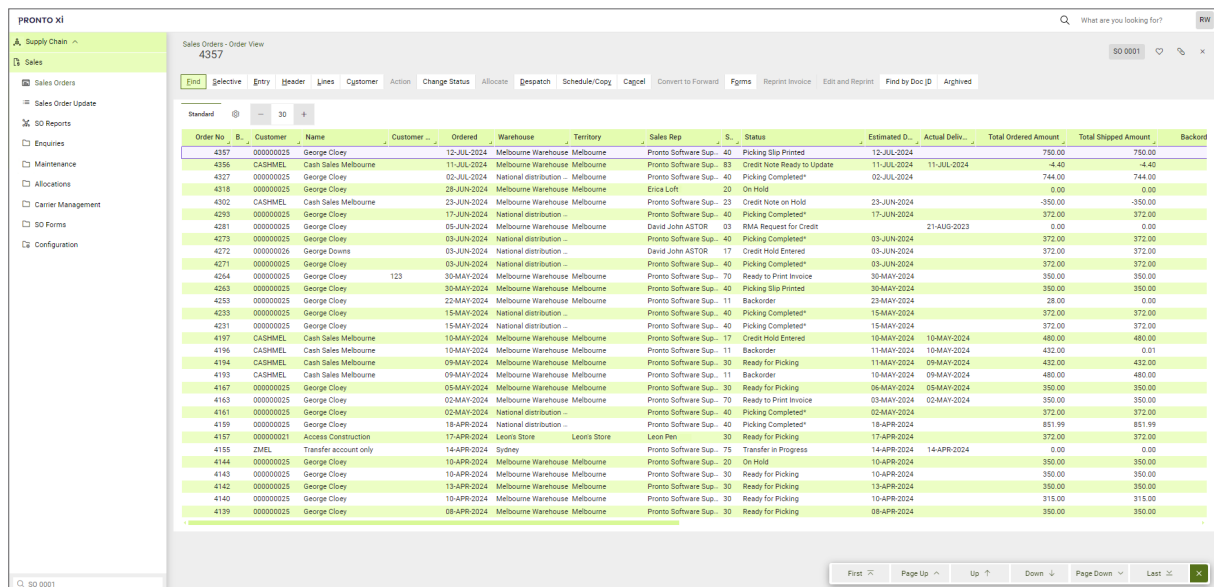
View of all your sales orders — with any status — on a single screen and gain significant efficiencies by having all the information in one place rather than navigating to separate enquiry screens based on order status. This is particularly useful if you manage large numbers of sales orders every day but do not use the Warehouse Management System (WMS).

Warranty

Quickly enter and track warranty claims and manage product returns with Warranty.

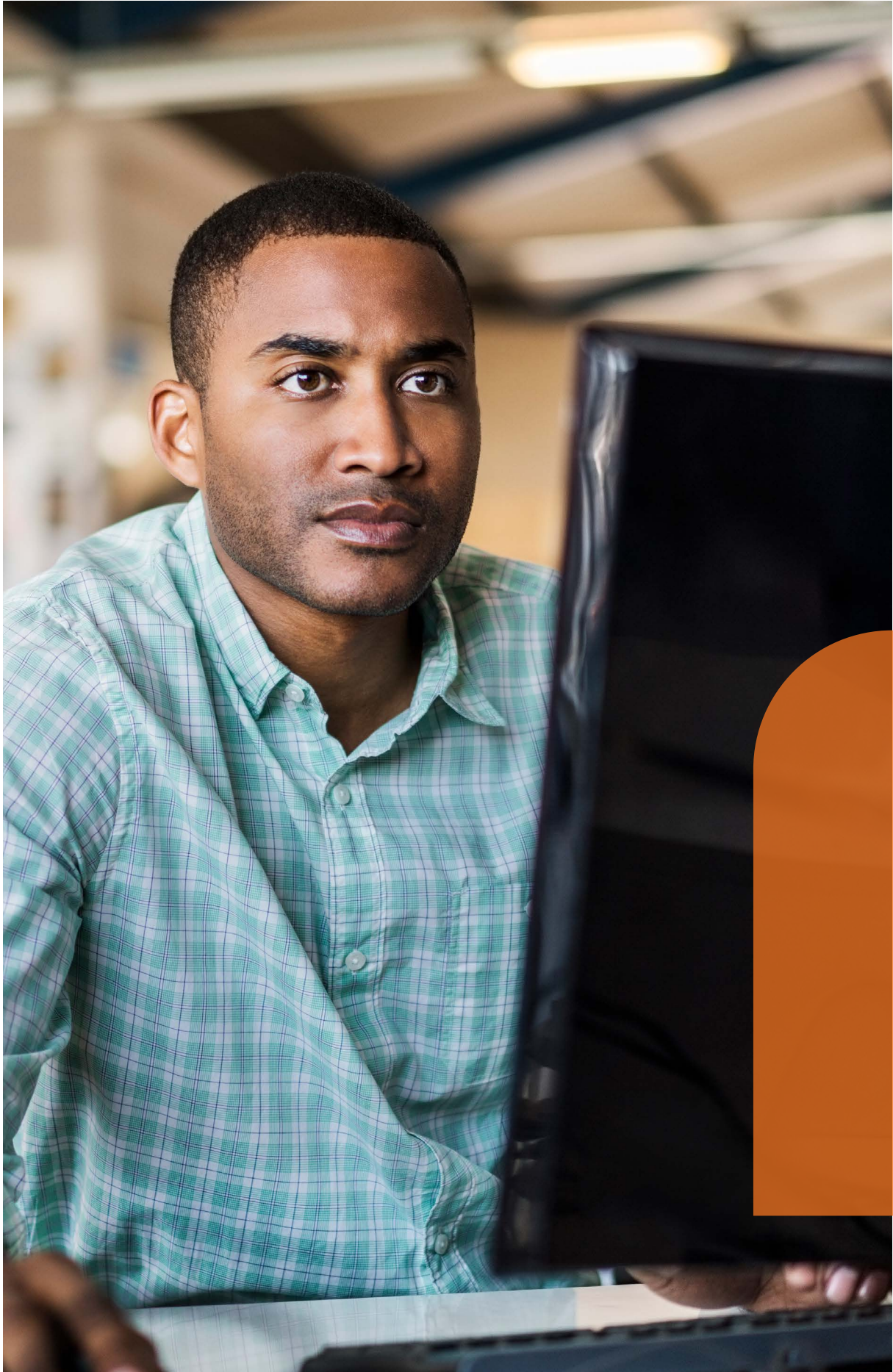
Warranty maintains notes, instructions and fault descriptions for the warranty work. In addition, you can:

- print invoice and consignment notes for the current job
- convert a quotation to an order
- view machine details for the current order
- raise, view or maintain purchase orders
- finish or cancel the current job



Standard	Order No.	B.	Customer	Name	Customer	Ordered	Warehouse	Territory	Sales Rep	S.	Status	Estimated D.	Actual Deliv.	Total Ordered Amount	Total Shipped Amount	Backorder
	4357	000000025	George Cloey			12-JUL-2024	Melbourne Warehouse	Melbourne	Pronto Software Sup.	40	Picking Slip Printed	12-JUL-2024		750.00	750.00	
	4356	CASHMEL	Cash Sales Melbourne			11-JUL-2024	Melbourne Warehouse	Melbourne	Pronto Software Sup.	83	Credit Note Ready to Update	11-JUL-2024	11-JUL-2024	-4.40	-4.40	
	4327	000000025	George Cloey			02-JUL-2024	National distribution	Melbourne	Pronto Software Sup.	40	Picking Completed*	02-JUL-2024		744.00	744.00	
	4318	000000025	George Cloey			28-JUN-2024	Melbourne Warehouse	Melbourne	Erica Loft	20	On Hold			0.00	0.00	
	4302	CASHMEL	Cash Sales Melbourne			23-JUN-2024	Melbourne Warehouse	Melbourne	Pronto Software Sup.	23	Credit Note on Hold	23-JUN-2024		-350.00	-350.00	
	4293	000000025	George Cloey			17-JUN-2024	National distribution		Pronto Software Sup.	40	Picking Completed*	17-JUN-2024		372.00	372.00	
	4281	000000025	George Cloey			05-JUN-2024	Melbourne Warehouse	Melbourne	David John ASTOR	03	RMA Request for Credit			0.00	0.00	
	4273	000000025	George Cloey			03-JUN-2024	National distribution		Pronto Software Sup.	40	Picking Completed*	03-JUN-2024	21-AUG-2023	372.00	372.00	
	4272	000000026	George Downs			03-JUN-2024	National distribution		David John ASTOR	17	Credit Hold Entered	03-JUN-2024		372.00	372.00	
	4271	000000025	George Cloey			03-JUN-2024	National distribution		Pronto Software Sup.	40	Picking Completed*	03-JUN-2024		372.00	372.00	
	4264	000000025	George Cloey	123		30-MAY-2024	Melbourne Warehouse	Melbourne	Pronto Software Sup.	70	Ready to Print Invoice	30-MAY-2024		350.00	350.00	
	4263	000000026	George Cloey			30-MAY-2024	Melbourne Warehouse	Melbourne	Pronto Software Sup.	40	Picking Slip Printed	30-MAY-2024		350.00	350.00	
	4253	000000025	George Cloey			22-MAY-2024	Melbourne Warehouse	Melbourne	Pronto Software Sup.	11	Backorder	23-MAY-2024		28.00	0.00	
	4233	000000025	George Cloey			15-MAY-2024	National distribution		Pronto Software Sup.	40	Picking Completed*	15-MAY-2024		372.00	372.00	
	4231	000000025	George Cloey			15-MAY-2024	National distribution		Pronto Software Sup.	40	Picking Completed*	15-MAY-2024		372.00	372.00	
	4197	CASHMEL	Cash Sales Melbourne			10-MAY-2024	Melbourne Warehouse	Melbourne	Pronto Software Sup.	17	Credit Hold Entered	10-MAY-2024	10-MAY-2024	480.00	480.00	
	4196	CASHMEL	Cash Sales Melbourne			10-MAY-2024	Melbourne Warehouse	Melbourne	Pronto Software Sup.	11	Backorder	11-MAY-2024	10-MAY-2024	432.00	0.00	
	4194	CASHMEL	Cash Sales Melbourne			09-MAY-2024	Melbourne Warehouse	Melbourne	Pronto Software Sup.	30	Ready for Picking	11-MAY-2024	09-MAY-2024	432.00	432.00	
	4193	CASHMEL	Cash Sales Melbourne			09-MAY-2024	Melbourne Warehouse	Melbourne	Pronto Software Sup.	11	Backorder	10-MAY-2024	09-MAY-2024	480.00	480.00	
	4167	000000025	George Cloey			05-MAY-2024	Melbourne Warehouse	Melbourne	Pronto Software Sup.	30	Ready for Picking	06-MAY-2024	05-MAY-2024	350.00	350.00	
	4163	000000025	George Cloey			02-MAY-2024	Melbourne Warehouse	Melbourne	Pronto Software Sup.	70	Ready to Print Invoice	03-MAY-2024	02-MAY-2024	350.00	350.00	
	4161	000000025	George Cloey			02-MAY-2024	National distribution		Pronto Software Sup.	40	Picking Completed*	02-MAY-2024		372.00	372.00	
	4159	000000025	George Cloey			18-APR-2024	National distribution		Pronto Software Sup.	40	Picking Completed*	18-APR-2024		851.99	851.99	
	4157	000000021	Access Construction			17-APR-2024	Leoris Store	Leoris Store	Leon Pen	30	Ready for Picking	17-APR-2024		372.00	372.00	
	4155	ZMEL	Transfer account only			14-APR-2024	Sydney		Pronto Software Sup.	78	Transfer in Progress	14-APR-2024	14-APR-2024	0.00	0.00	
	4144	000000025	George Cloey			10-APR-2024	Melbourne Warehouse	Melbourne	Pronto Software Sup.	30	On Hold	10-APR-2024		350.00	350.00	
	4143	000000025	George Cloey			10-APR-2024	Melbourne Warehouse	Melbourne	Pronto Software Sup.	30	Ready for Picking	10-APR-2024		350.00	350.00	
	4142	000000025	George Cloey			13-APR-2024	Melbourne Warehouse	Melbourne	Pronto Software Sup.	30	Ready for Picking	13-APR-2024		350.00	350.00	
	4140	000000025	George Cloey			18-APR-2024	Melbourne Warehouse	Melbourne	Pronto Software Sup.	30	Ready for Picking	18-APR-2024		315.00	315.00	
	4139	000000025	George Cloey			08-APR-2024	Melbourne Warehouse	Melbourne	Pronto Software Sup.	30	Ready for Picking	08-APR-2024		350.00	350.00	

View all your sales orders, including their status and other details, on a single screen



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.

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

 pronto.net

 Pronto-Software

 ProntoSoftware