



## Premium Edition – Key functionality summarised

This document highlights the key features available within the Premium Edition of the Palladium suite.

- Number of users- up to 500 may be deployed
- Mail or export reports directly in Excel, Word or PDF
- Multiple companies
- Store data for multiple financial years
- Dynamic reconnection to the database
- Transactional database processing
- Ability to post in the previous financial period
- Attach company logo to processing documents
- User-defined optional fields
- Optional user-defined fields on documents
- User-level security by feature and function
- User access rights per report GL warehouse
- Vendor item category
- View the user who created and GL journal on processing documents
- User task function with user statistics
- Lock closed financial periods
- Attach files to all master files and processing documents
- Archive data
- Business intelligence functionality
- Report drill down to source document processing screens
- Customisable field re-naming conventions
- Integrated SMS marketing & collections - additional fees apply
- Batch printing and emailing function
- Palladium mobile app integration
- Single sign-on across companies

### General Ledger

- Segmented general ledger to ten levels
- General ledger financial reporting
- Import bank statements
- Financial reporting history
- Multi-company reporting tool

- Account sets (stock control groups)
- Journal entry
- Sundry receipts and payments journals
- Post/save/recall/amend journal entries
- Bank (cash book) reconciliation
- Budget ledger accounts
- General ledger user-account security access
- Enter cash deposit slips
- Third party payroll imports
- Multicurrency (accounts/transactions)
- Departmental accounting with budgeting
- Profit centre accounting & budgeting with profit centre template allocations
- Profit centre template allocations
- GL line attachments
- Preview financials
- Save journals
- Reversing journals
- Journal formulas

### Accounts Payable

- Maintain vendor accounts
- Purchase invoice input
- Purchase orders/requisitions (or quotes)
- Purchase order approval/authorisation
- Payments facility with pre-payments
- Vendor payment pre-approvals
- Invoice inventory items, service items, GL codes
- Multiple delivery locations
- Secure save/recall/amend purchase invoices
- Bookmark documents for recall & copy
- View and copy info from previous purchase docs to current doc



## Palladium summary factsheet

- Inline spell check on documents
- User-defined dynamic document status types
- Vendor terms
- Create purchase order from sales order(s) "copy" and trace through to receiving
- Convert multiple goods received or purchase orders to one vendor invoice
- Additional cost accrual (landed cost)
- Bulk reorder form from reorder quantities
- Print vendor purchase docs using item codes and descriptions
- View supplier purchase history
- Automatic debit note (returns) facility
- Apply discounts automatically
- Bulk replenishment per vendor
- Warehouse integration
- Allocate transactions to centres (job costing)
- Keep track of backorders
- Payables accounts browser & analysis
- Tax authority payment calculation
- Comprehensive terms system at the document level
- Optional document fields at header and line level
- Vendor prices with warranties & estimated landed costing
- Bulk request for quote (RFQ) functionality
- Set allowable price variances (increases) & drill down to previous purchases
- Trade creditor reconciliation
- Supplier rebates
- Capex budgeting
- Inline spellcheck on documents
- Record reason codes for cancelled customer orders
- Link customers to pricelists
- Display manufactured components on sales invoices and sales orders
- Change customer pricelists on stock receiving/manufacturing on pre-defined stock/group mark-ups
- Link customers to salespersons
- Customer terms/credit control & adjust as document cover
- Hire purchase (HP) terms with contract creation and printing
- Set backorder rules per customer to allow/warn/block
- Attach due invoices with email statements
- Record sales persons & targets
- Recurring invoices (contract billing)
- Sales person recording at document header or document line level
- Recall sales invoices in bulk (recurring)
- Automate credit note facility from invoice
- Credit note authorisation and return reasons
- Bookmark documents for recall or copy
- Customer item discounts (discount pricing matrix)
- Apply payment discounts automatically
- Warehouse integration
- Allocate transactions to departments & profit centres
- Allocate invoices, order & quotes to projects
- Report on customer backorders
- User security per customer category
- Cycle billing (subscription / repetitive billing)
- Interest billing (overdue accounts)
- Receivables account browsers with bi & Excel integration
- Record terms at document level
- Optional document fields
- Optional document fields at header and line level
- Sales "in-document" price-override processing
- Authorisation options with override reason codes
- Document validations for blank or duplicate reference fields
- Document validations for blank departments or sales representative fields
- Allow for multiple tender types or payment splits on customer invoicing for accurate cash control
- Display unshipped or open quantity field on sales orders
- Convert multiple sales orders to one invoice
- Create deliveries from sales orders - then convert them to invoices
- Optionally view GP within the sales documents at time of processing
- Maintain minimum GP by item category
- Optionally convert sales orders to sales quotes on overdue or over credit limit customers
- Maintain temporary customer credit limits
- Optional unique sales form layouts per customer
- Customer account groups
- Invoice customers using their codes

### Accounts Receivable

- Maintain customer accounts
- Sales invoices & delivery notes
- Document revision tracking
- Contract billing
- Courier waybills
- Sales orders & quotes
- Business intelligence sales reporting
- Freehand quotes
- User approvals on freehand quotes
- Create purchase & sales documents on the fly
- Multiple shipping/delivery locations
- Create delivery routes & assign deliveries to drivers/vehicles with manifest printing
- Receipts facility with deposits
- Set upsell items with screen alerts/pops
- Save/amend/recall invoices with audit trail
- View sales & order history from all processing documents & copy required info to current document
- Bookmark documents for easy recall or copy
- Print delivery note

- Display item weights on sales documents
- Optionally attach item documents with emailed sales statements
- Open order cancellation management
- Set delivery charges automatically
- Proof of delivery upload and link to invoice

## Inventory & Manufacturing

- Maintain inventory & service items
- Inventory forecasting
- Issue requisitions
- Inventory buyouts
- Inventory categories
- Buy & stock in different units & conversions
- Sell & stock in different units & conversions
- Serial number and lot or batch tracking
- User security per inventory location & inventory category
- Vendor lead times & days on hand for inventory management
- Business intelligence inventory reporting
- Serial number tracking with serial number profiles for optimal control
- Maintain up-sell items with optional pop-up notifications
- Optional item segmentation & item create numbering conversions
- Link items to multiple vendors with warranties & vendor item details & descriptions
- Item copy/create function
- Process using two or more item dimensions or factors for box sizes to squared meters
- Extended inventory descriptions
- Insert item images on all purchases & sales processing documents such as sales orders
- Multiple price lists for items
- Set reorder points with inventory forecasting for automatic updating based on sales
- Barcode enabled
- Print stock labels with barcodes
- Inventory adjustments
- Internal requisitions & issues
- Multi-location (warehouse) inventory with stock, transit and repair warehouses with transfers
- Define warehouse processing rules for receiving, sales and/or customer returns
- Define user warehouse function access securities
- Bill of materials/auto-kitting
- Assembly - assemble multiple finished goods or by-products
- Assembly - create work order and print master material requirements
- Assembly - view production schedule
- Inventory masterfile optional fields
- Stock count, optionally with PDT scanner or Palladium Mobile (additional fees apply)

- Set container items to be added per multiple of the primary item
- Manufacture to and issue from different inventory warehouses
- Bill of materials management with revision management
- Manufacturing - manage work in progress
- Manufacturing - use work centres with inventory, machine, labour & overhead issues
- View related company inventory
- Bulk label printing
- Item number convention lookup
- Soft bill of materials
- Alternate items
- Internal inventory requisition

## Workshop

- Setup technicians and track targets
- Create job templates
- Create job instructions
- Maintain serviceable items and item types
- Track service history
- Create quotations
- Process Jobs
- Maintain workshop schedule
- Issue Inventory with returns on the fly
- Invoice jobs
- Credit notes and credit requests
- Receipt payments

## Warehousing and Distribution

- Maintain warehouses with user access security & warehouse types & processing rules
- Grv function to receive stock at warehouse with label printing
- Print pick tickets in bin/warehouse sequence
- Shipping & manifest functions
- Create delivery routes/vehicles & drivers with delivery planning, consolidations & packing order
- Security to optionally allow over receiving
- Security to optionally allow under deliveries or vendor backorders
- Optionally allow for blind goods receiving, with a default receive quantity as 1, or set quantity to default as the open order quantity.
- Multi-bin locations
- Optional integration with palladium mobile (additional fees apply)

## Project Tracking

- Create projects with project budgeting
- Manage payment schedules & project logs
- Assign project contacts, contact details & designations
- Report on progress and profitability by both costs & quantities
- Attach documents to the project for completeness
- Project stages
- Record budgets per project stage

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- Resource allocation by stage
- Project pipelines

## Point of Sale

- Manage cashiers, assigning drawers & floats
- Cater for account payments & multiple or split tender types
- Point of sale (pos) system with price & weight-embedded barcoding
- User security & management authorisations with on-screen approvals
- Create unique pole-display messaging for tills
- Automatic document rounding
- Cash security with safe warning drops
- Sales orders & quote processing
- Laybys
- Touchscreen compatibility
- Dynamic offline point of sale

## Reporting

- Run reports on any day(s) or over any period in history
- Drill down on grids to source document
- Aging in days or calendar periods
- Quick view customer & supplier aging totals with drill down capabilities
- Business intelligence drag & drop enquiries with dynamic Excel integration
- Customised form locations for documents by the user
- Customise printer per document type
- Customisable forms
- Multi-company reporting tool
- Batch printing/batch emailing
- Add custom reports to Palladium menu system
- Dynamic balance b/f or open item customer statement reporting option
- Email or export all reports directly to MS office
- Trends reports & graphs in modules
- Journal entry report on all processing documents to view transaction

- View the user who created the document on all processing documents
- Price & stock availability lookup facility
- View user system login history & processing statistics
- Dashboards
- Palladium alerts compatible

## Integration

- Integrated SMS module - additional fees apply
- Import/export to and from Excel
- Integrated business intelligence with the ability to export directly to Excel, Word or PDF
- Export all reports to Excel, Word or PDF or to email as attachments in one of the formats
- Send email directly from a standard mail server or exchange server
- Import customer, supplier and inventory opening balances from Excel
- MS Outlook integration
- Tools to aid automated data conversion from Pastel Partner & Sage Evolution
- Ecommerce Integration (Woocommerce, Shopify, Magento)

## Fixed Assets

- Manage five depreciation methods per asset
- Control and record costs against assets
- Transfer assets across various locations

## SMS Messaging

- Integrated SMS marketing & collections - additional fees apply

PREMIUM-FACTSHEET/01-29-02-2024

## About Palladium Software

Palladium offers end-to-end business solutions catering for aspects of business from accounting, manufacturing, point-of-sale and distribution. Our software features are also developed on 3 core business success values of increasing turnover, optimising margins and improving operational efficiency.

## Contact Palladium

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