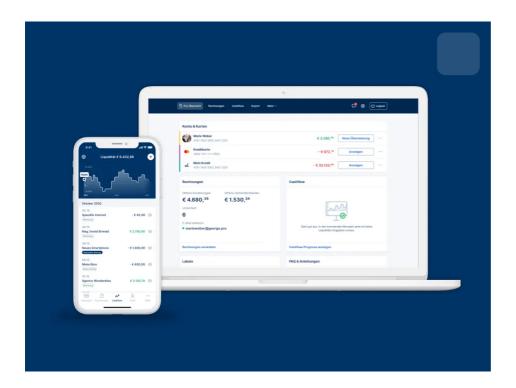
George Pro General information

# Get to know George Pro

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With George Pro, you have the opportunity to utilise advanced features designed specifically for small and medium-sized businesses and professionally manage the finances of your projects. George Pro is free, and you can activate your own George Pro view at any time using both the George app and the web browser version – or switch back to the regular George view if you prefer.



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Get to know George Pro and the most important featureswhich are available for you:

**Invoice Management with automatic transaction matching** 

Cash flow forecast for your liquidity

Data export for a smooth cooperation with your tax consultant

Individual Labels to structure your transactions

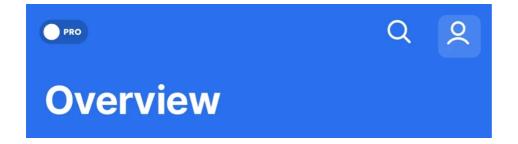
Professional management of your business partners

#### (i) Please note: Selected access to George Pro

You can use George Pro if you have been granted access by your bank. This is subject to specific prerequisites, such as having a commercially used payment account or belonging to a special customer group.

You can determine if George Pro is available to you by checking whether the **activation option** appears in the main navigation of your George app (starting from version "23.30" and newer) or your browser version or not.

# **Activation of George Pro**

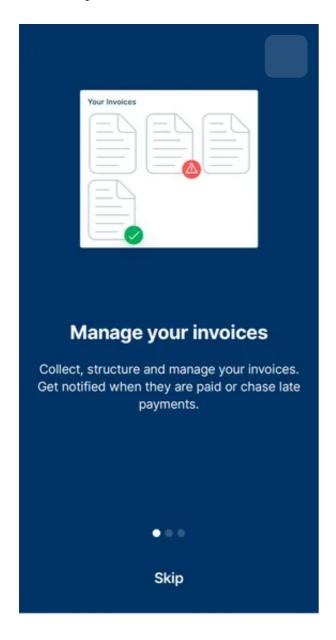


If George Pro is available to you in principle, you can activate and use the Pro features at any time. After logging in to George, you will find a permanent and prominent "On/Off switch" for George Pro in the main navigation. This switch allows you to switch between the traditional George view and the new George Pro environment at any time.

An additional activation step, as you may know from George plug-ins, is not necessary.

The activated view will also apply to future logins to George, so you don't need to separately activate George Pro with each new visit. If at any point you decide to switch back from George Pro to the traditional view, your George Pro-specific activities and settings will be retained until you activate George Pro again.

After initially activating George Pro, you will see a brief **introductory tutorial** for George Pro. You can, of course, revisit this tutorial at any time while you are in the George Pro view, either through the **profile of your George app** or the **George Pro settings of the browser version**.



# **Account selection for George Pro**

You can control the selection of your accounts and cards for George Pro at any time. After the initial activation of George Pro, George will prompt you to make the appropriate selection. Furthermore, you can adjust this selection through the **profile of your George app** or the

#### George Pro settings in the browser version.

The account selection will apply to all future sessions in the George Pro view. This selection means that the respective accounts and cards will be displayed on the **George Pro overview** and taken into account for the **cash flow forecast** by George Pro.

All other accounts and cards, such as those used purely for personal purposes, will only be visible in the traditional "normal" George view. This way, you can use George Pro more effectively for your business finances while managing your personal finances conveniently in the familiar George environment.

# **George Pro overview**

Once you have activated George Pro, you will see George in a new design specifically tailored for George Pro, featuring a distinct main navigation that guides you to the core functions of George Pro.

App

When using George Pro with the George app, the George Pro overview is divided into 3 sections:

In the upper navigation, you will find, on the left, the toggle switch for George Pro, which allows you to switch back to the "regular" George view at any time. Next to it, you'll find your profile as usual. Here, in the context of George Pro, you can specifically select the accounts for George Pro and access the introductory tutorial again.

In the main section, you will see the accounts and cards you have selected for George Pro. To access the details, history, and functions of each account or card, simply click on the respective account or card, as you normally would.

In the **lower navigation**, regardless of where you are within the George Pro environment, you will find "Shortcuts" to the **George Pro overview**, **invoice management**, **cash flow forecast**, and "**More**". The latter includes, in addition to the non-George Pro-specific menus for the store, the contact area, and the currency converter, the George Profunctionalities for **export**, **labels**, and **business partners**.

#### **Browser version**

When using George Pro with the web browser version, the George Pro overview is structured as follows:

In the top navigation, regardless of where you are within the George Pro environment, you will find "Shortcuts" to the George Pro overview, invoice management, cash flow forecast, export, and "More". The latter includes functions like labels and business partners in the submenu, as well as the (non-George Prospecific) store. Additionally, you will find the toggle switch for George Pro, links to the (non-George Pro-specific) communication center, and settings (including the George Pro settings with account selection).

In the main section, you will see the accounts and cards you have chosen for George Pro. To access the details, history, and functions of each account or card, simply click on the respective account or card. Furthermore, on the overview page, you'll find defined information sections for the main functions of invoice management, cash flow forecast, and labels.

# **Invoice management**

One of the key functions of George Pro is invoice management. Not only can you store all your **incoming and outgoing invoices** there, but George Pro also automatically matches these with your transactions to a large extent. This allows you to get a **calculation of your current outstanding receivables and liabilities**.

# Automatic matching of invoices with transactions

The **outstanding receivables** result from the sum of all outstanding **outgoing invoices** that have not been paid or not fully paid yet.

Unsettled **refunds from incoming invoices** also contribute to the outstanding receivables.

The **outstanding liabilities** result from the sum of all **incoming invoices** that have not been paid or not fully paid yet. Additionally, **outgoing invoices marked for refunds**, if they are still open or partially open, are included in the outstanding liabilities.

As soon as George Pro recognises, through automatic matching with your account and card transactions, that an invoice has been fully or partially settled (or when you manually mark an invoice as paid), George Pro no longer

considers it as part of the outstanding receivables and liabilities.

George Pro automatically matches an invoice as paid when the transaction parameters (amount, partner - sender or receiver, and payment reference) of one or more transactions on your accounts and cards match the invoice and indicate that it has been fully paid.

Cash receipts are generally automatically marked as paid.

Once the sum of all linked transactions reaches or exceeds the invoice amount, the invoice is automatically marked as paid.

#### Manual linking of invoices and transactions

To manually link an invoice with one or more transactions, please select the corresponding transactions from your accounts and/or cards in the **invoice details**. Once the sum of all linked transactions reaches or exceeds the invoice amount, the invoice is automatically marked as paid here as well.

If you want to mark an invoice as paid even without corresponding linked transactions, you can do so in the invoice details.

#### Import and categorisation of invoices

In order to automatically match invoices with transactions, George Pro naturally needs these

invoices in the first place. You can either manually import/upload them in the George Promenu for invoices or you can use your own George Promail service to send invoices to your personal George Promail address, which is equivalent to an import.

After importing an invoice, George initially displays it as **unsorted**. Please categorise the invoice as either an **incoming invoice** or an **outgoing invoice**. Furthermore, George Pro provides you with additional options for categorising an invoice, which are necessary for it to be automatically reconciled with transactions:

Classification as **cash receipt** or **refund**, if applicable.

**Invoice amount** (gross amount) and, if necessary, **currency**.

**Partner name** (sender or receiver), selectable from your address book.

Payment reference. Unfortunately, if the payment reference is used instead of the payment reference, automatic transaction matching cannot be performed.

Invoice date and due date.

#### **Cashflow forecast**

#### **Automatic Forecast**

In the Cashflow menu, George Pro shows you the current status of your "liquidity today," which is the available amount of money in your accounts and cards activated for George Pro. However, the crucial advantage for organizing your business finances is the cash flow forecast. In this forecast, George Pro predicts your liquidity for the next 12 months, taking into account:

All invoices categorised with George Pro based on their due date: Only open invoices with future due dates are automatically included in the forecast. Overdue invoices and invoices with the same-day due date are not automatically considered, but you can include them in the forecast by using the "Unconsidered Invoices" feature and assigning a new expected date to the invoice.

**Planned transactions** such as standing orders or scheduled transfers.

Outstanding credit card bills.

Loan installments.

#### Manual cash flow entries

Naturally, you can also manually create future cashflow events. This applies to both income and expenses, whether they are one-time or recurring. For each event, you can enter an expected transaction date, as well as specify an interval.

Additionally, you can use the "eye icon" to remove future cashflow events from the forecast, allowing you to simulate specific scenarios, such as the failure of a customer payment or similar situations.

#### **Warning threshold**

In the separate cash flow settings, in addition to selecting accounts specifically for the cash flow forecast, you can also set a liquidity threshold. When your actual or forecasted liquidity in the future reaches this threshold, George Pro will display a clear warning message.

By default, a warning value of 0 is already set, but you can adjust it as desired, and negative values are also possible.

### Data export

The export functionality of George Pro is

particularly useful for smooth collaboration with your tax consultant. However, it has more to offer. With it, you can export all transactions and their related invoices ("no booking without a document") for a custom-defined period.

George Pro then provides you with a .zip file for download, which you can subsequently unpack. This file contains:

A list of all invoices and transactions in .csv and .xlsx formats.

A separate folder for invoices, with subfolders for incoming invoices and outgoing invoices.

#### Labels

With the label function, you can individually organise and structure your business transactions. This offers more flexibility compared to the transaction categories typically used in the personal finance manager. You can create labels as needed and then assign transactions to them.

You can use the function either through George Pro's dedicated labels menu or directly in the

transaction history or transaction details. There, you can both create new labels and apply labels to transactions, individually or in bulk.

## **Business partners**

With George Pro, you can create business partners in addition to the address book contacts typically used for personal purposes. This is necessary, for example, to automatically link invoices with transactions. For each business partner, you can also view the associated invoices.

You can create business partners through the dedicated menu or directly when creating and categorising **invoices**.

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# Did this content help you understand George better?

Oh yes! G(e)orgeous.

No, please improve this Help Center content.

George

George Login

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