

Sage Pastel Accounting

Xpress

User Guide



sage

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Version 12.1 September 2012

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Chapter 1 – Welcome

In this chapter, we look at the structure of the documentation for this product. This includes this manual and the on-line help.

- Introduction
- The Pastel Accounting Range
- System Requirements
- Using the On-line Help
- New Features in this Version

Introduction

Welcome to Pastel Xpress! You have chosen one of the most flexible and easy to use financial products available.

This user guide introduces you to Pastel Partner and Pastel Xpress. There is a separate installation guide included in your package that details installation instructions. The installation guide, as well as the on-line help, details how to register your package.

The installation guide also details your support options, which may differ from country to country. You have 30 days of free support from the date on which you register your package.

You can view an on-line version of this guide via the Help...Documentation menu option.

In this first chapter, we look at the Partner range, and see which modules each version has. We also look at optional add-on modules, which enhance functionality in a number of areas.

In the final section in this chapter, we look at the new features of Pastel Xpress Version 12.

Important Note

This user guide is a Pastel Xpress overview only. It does not cover every feature and every function in the system. The idea is to give you a detailed outline of the system's functionality. The on-line help contains detailed information on every feature.

The table of contents in this user guide is a subset of the one in the on-line help, but in the same sequence. In addition, you can type in the manual's heading into the on-line help's Index section to find the relevant help section.

The Pastel Accounting Range

The Pastel Accounting range has two products:

- Pastel Partner
- Pastel Xpress
- Pastel Xpress Start-Up

Pastel Xpress Start-Up is identical to Pastel Xpress, except that you can only have one operating company, you cannot add multi-user functionality, and you cannot add any add-on modules.

You can upgrade from Pastel Xpress to Pastel Partner at any time. When you do so, you retain your company data, and there is no conversion. You just carry on working, although with additional functionality.

Pastel Partner is the fully featured product. It contains the same modules as Pastel Xpress, although there are a number of enhancements within these modules. There are also additional modules available, which you cannot add into Pastel Xpress. Pastel Partner can have up to 99 simultaneous users.

Pastel Xpress is a smaller, less fully featured product. It contains the General Ledger, Customers, Suppliers, and Inventory modules. You can add multi-user capabilities for up to three users, and you can add some add-on modules.

We first summarise the major feature enhancements within the standard modules, and we then summarise each add-on module. Finally, we look at some additional Sage products that work with any product in the range.

Pastel Partner and Pastel Xpress Differences

Within the Pastel Xpress modules, there is less functionality than in Pastel Partner. Here is a summary of the differences, excluding the add-on modules.

General Features

Feature	Xpress	Partner	Notes / Benefits
Number of companies	1/Unlimited	Unlimited	Xpress Start-Up=1, otherwise unlimited
Multi-User	1/3	Up to 99	Xpress Start-Up=1, Xpress=Up to 3
Encrypted cost on inventory labels	No	Yes	Salespersons know how much margin they have available.
Control Centre	No	Yes	You can track key values such as quantity on hand of selected items, and bank and other account balances. You can set a limit value, which if exceeded triggers an on-screen message or email. You can also view overdue invoices.

General Ledger

Feature	Xpress	Partner	Notes / Benefits
Recurring transactions	No	Yes	You use these for recurring payments / receipts such as leases, rentals, and so on. You can create provisions. Transactions can recur month, quarterly, annually, and so on.
Post dated transactions	No	Yes	You can enter post-dated transactions into the system, which only take effect on their due date.
Cash book Remittance Assistant	No	Yes	The system can prepare a list of payments to suppliers based on invoices due. You then choose which of these to pay, and the system takes care of all the processing.
Bank Transfer Assistant	No	Yes	This lets you easily transfer values between bank accounts.
Report Writer	No	Yes	This lets you create custom financial and budget reports. You can create new report writer categories, and use these in addition to the system's financial categories.
Consolidate companies	No	Yes	You can consolidate the general ledgers of multiple companies into a new company.
Join two taxes into one	No	Yes	This lets you levy multiple types of tax (e.g. provincial and federal) via a single tax code.

Customers and Suppliers

Feature	Xpress	Partner	Notes / Benefits
Number of customer delivery addresses	1	Unlimited	You can create multiple delivery addresses for head office / branch accounting. You invoice each branch to their delivery address, and you send statements to the head office.
Supplier Reorder Assistant	No	Yes	The system can examine the inventory item file, determine how many of each item requires reordering, and create the necessary purchase orders per supplier.

Inventory

Feature	Xpress	Partner	Notes / Benefits
Prices lists	3	10	Besides having additional prices per inventory item, if you use the Multi-currency Add-on module you can create foreign currency price lists.
Future prices	No	Yes	Future prices let you prepare new prices in advance. You can copy and mark-up current prices, print new price lists, and adjust individual prices. When you are ready to use the new prices, you run a price changeover.
Special prices	No	Yes	You can create a special date-based price per item, allowing you to have time-based specials.
Discount matrix	No	Yes	You can create quantity-based percentage discount matrixes per customer category and per inventory category. You use this, for example, to create volume-based discounts, and/or to sub-divide price lists further.
Customer-specific prices	No	Yes	You can create a quantity-based price list for each customer per inventory item. You can have an expiry date for each of these. This lets you negotiate specific prices for specific inventory items with your customers. For foreign currency customers, customer prices are in their currency.

Sales and Purchases

Feature	Xpress	Partner	Notes / Benefits
Document (invoice) numbers	Per company	Per company or per user	If you send salespersons on the road with manual invoice books, you can track these in sequence via separate sets of invoice numbers.
Recurring invoices	No	Yes	You can create invoices per customer that recur on a monthly, quarterly, annually, etc., basis. These are useful for maintenance and other types of contracts. You can also create a single invoice and then apply it to a range of customers, using each customer's price list.
Quick mode on invoices	No	Yes	If you need high-volume invoice input, this mode lets operators choose the item code and enter the quantity only. The system disables the remainder of the fields.
Supplier goods received notes	No	Yes	If suppliers deliver goods without invoices, you can receive the inventory into stock for use without updating the supplier account. When the supplier invoice arrives, you link the invoice to the GRN and update the supplier account. This can give you a cash-flow benefit, as the invoice becomes due later. If the invoice arrives along with the goods, you can process the GRN and the supplier invoice in one operation.
Supplier additional costs	No	Yes	If there are additional costs when you purchase an item, such as custom duties, brokerage fees, or transport costs, you can process these along with the original receipt of the items. This allows the system to calculate the cost of the item correctly.

Business Intelligence Centre Module

This add-on module lets you utilise the power of Microsoft Excel for reporting purposes. There are two versions of this module, the Standard Edition and the Advanced Edition.

The Standard Edition provides ready-boxed intelligent Excel reporting on your standard data. In addition, you can use the existing reports to create new reports. You can also write your own reports in Excel.

The Advanced Edition adds additional tools for skilled users and/or consultants. This powerful and cost effective report writing solution allows you to deliver Excel reports from any ODBC-compliant data source. For example:

- You can generate consolidated financial reports from a number of companies in one Excel workbook.
- You can create Excel reports that combine data from one or more Pastel companies as well as any other third-party compliant database.
- You can use SQL or Excel formulas to convert data, such as converting dates into weeks.
- You can create new containers (views) to write reports that combine data in new ways.

Some features of the Business Intelligence Centre are:

- The system ships as standard a monthly boardroom pack. You can include drill-down to detailed ledger transactions, all in one Excel workbook.
- The system contains standard, customisable, and automated sales reporting using pivot tables.
- The system makes tables and fields available to you so that you can create your own reports.
- You can generate graphs.
- You can import reports written by certified consultants.
- You can create report parameters such as period ranges.
- You can create sub query reports, where one report passes its data into another one.
- You can create union reports, where you access data from different sources.
- You can schedule reports and run them in batches.

Pastel Xpress Start-Up

This module is not available with Pastel Xpress Start-Up.

Point of Sale Module

If you purchase the Point of Sale (POS) add-on module, you extend normal invoicing significantly:

- You can link the system to slip printers, cash drawers, and/or customer pole displays (both POS and non-POS invoicing versions can use barcode readers).
- You set up one or more users as POS supervisors, who control operators and shifts to track monies moving into and out of each operator's control.
- POS operators can process invoices, credit notes, and paid-outs (petty cash). Operators receive payments via cash, credit card, and so on. They can do a cash-up at the end of the day.

- Pastel Point of Sale has an additional add-on module called Offline Processing. You use this module to deploy on remote workstations, for example in other branches, without having the cost of a permanent remote network connection.

Pastel Xpress Start-Up

This module is not available with Pastel Xpress Start-Up.

Bank Manager Module

Bank Manager compiles the cash book electronically by using the bank statements of all the major banks in South Africa as the base. The basics of this system are as follows:

- After the first bank statement download, you assign recurring account coding to transactions that recur from month to month.
- You attach a unique statement transaction identifier to a Pastel account.
- The result, in the following months, is that the system automatically codes recurring transactions exactly as they should be for the cash book batch.
- In the following months, you only have to code new transactions.
- You can split lines into multiple accounts. For example, you may wish to allocate rent to different departments. You can save the split lines and reuse them in the next bank statement download.
- For custom or complex changes, you can instantly export the transactions into Excel, make the changes, and instantly import the data back into Bank Manager.

This module is available in South Africa only.

Pastel Xpress Start-Up

This module is not available with Pastel Xpress Start-Up.

General Ledger Manager Module

This module lets you renumber, delete, and merge, general ledger accounts that have balances. You can also change financial categories for accounts that have balances.

Pastel Xpress Start-Up

This module is not available with Pastel Xpress Start-Up.

Pastel Partner Add-on Modules

The modules we look at in this section are add-on modules that you can add into Pastel Partner. They are not available as add-on modules for Pastel Xpress.

Bill of Materials Module

The Bill of Materials add-on module gives you access to two related functions that let you group multiple inventory items into another item or on an invoice:

Function	What it Does
Bill of Materials	This lets you build, assemble, or manufacture an inventory item using other inventory items as parts or components.
Kit Item Codes	This lets you specify one code on an invoice, and the system loads multiple invoice lines that can include inventory items and remarks lines.

What does manufacturing do for you? It lets you build an item out of other inventory items. For example:

- You specify a recipe for pizzas, which would consist of the dough, cheese, tomato paste, and so on. You specify what quantity of each of the components is required to make one pizza. When you manufacture, you specify how many pizzas you are making. The system removes the requisite quantity from each component item and creates the specified number of pizza items.
- You specify how you will assemble a computer, which would consist of motherboard, screen, keyboard, memory, and so on. You can use service items that have costs to represent labour and other costs, or you can use three additional manufacturing costs that you link to general ledger codes.

The manufacturing process is as follows:

- You specify the components or the raw materials that you require to manufacture the item. You do this by creating a bill of materials for the manufactured item. The bill of materials contains a list of the component item codes. You also specify the quantity of these components required to make one manufactured item. You can create as many bills of materials as you like. We abbreviate "bill of materials" as BOM.
- You perform the manufacturing process, which uses the BOM to decrease quantities of the component items and increase the quantity of the manufactured item. The cost of the manufactured item is the total of the costs in the BOM.
- You may need to reverse manufacture (or unmanufacture) some or all of the manufactured items. The system then decreases the quantity of the manufactured item and increases the quantities of the component items.

Multi-Store (Warehouses) Module

The Multi-Store add-on module lets you set up and use multiple stores or warehouses. Some common uses of this module are:

Use	Details
Stores/Warehouses	You may keep inventory in separate physical locations. For example, you could have multiple branches, each situated in different cities. In this case, you would have the same items in each store, and you can transfer quantities between these items.
Manufacturing	If you manufacture goods, you may wish to keep your raw materials in a separate store so that operators do not sell, or get confused by, these raw materials. It also keeps the size of the store from which you do sell much smaller, which speeds up operators when they choose items. You could also create a further store for work in progress items.
Consignment/Sales Representative Tracking	You can create a store that contains inventory you have given to a customer on consignment. You can also create a store for your sales representatives, if they take samples or actual stock on the road. This makes it easy to track and control these items.

You can create up to 999 stores. Each store can have an unlimited number of inventory items. You can have the same inventory item code in different stores. If you do so, the items are the same item. They share all item fields except the following:

- Quantities
- Cost Price
- Selling Prices - there are facilities to copy selling prices between items and stores
- All fields on the Reorder tab

You can copy selling prices from one store to another, per item or per store. This gives you the flexibility of easily having the same prices in each store, different prices in each store, or the same prices in some stores but not in others.

Working with multiple stores is almost identical to working with normal inventory. The only difference is that each time you wish to access an inventory item, you specify the store in which the item exists. If you have users who can only operate in a single store, the system will in any event set the store correctly for those users.

Multi-Currency Module

The Multi-Currency add-on module has the following capabilities:

- You can create up to 30 currencies.
- You can create foreign currency customers, suppliers, and bank accounts, and you process these accounts in their own currencies.
- You can view and print invoices in your home currency or in the customer's/supplier's currency.
- You can create and update exchange rate tables for each currency at any time.
- You can produce financial statements and other reports in any currency.

Receipting Module

The Receipting add-on module is a specialised module that lets you enter data once in order to process and print receipts. You do this without using the cash book. Once you are ready, the system moves the receipts into the cash book for you.

You use this module for clubs, schools, and other organisations, where you collect monies from members, students, and customers, to whom you provide receipts. By using this module, you provide printed receipts and create the cash book entries in one operation.

You invoice customers as normal. You can use analysis codes directly in the invoicing function, or you can invoice financial lines and/or service items.

You enter receipts in the Receipting function. This has the following features:

- You can create as many separate sessions as you require over time.
- You can enter postdated cheques.
- If you wish to perform a sales analysis, you can use analysis codes that allocate receipt values to sales accounts. You can have multiple analysis codes per receipt.
- You can process discounts.
- If customers pay you via Internet banking or any other EFT method, you can enter the payment via the receipt. The system will not include the amount in the deposit, since it is already in the bank account. However, it will appear in the cash book batch.

You create a cashbook batch using the Deposit Assistant function. You can choose which session(s) to use for creating the cashbook. The system includes postdated cheques in the deposit as and when the cheque date is earlier than or equal to the deposit date. If you use some of the cash received, you can allocate all or a portion of the cash you receive into expense accounts instead of the bank account.

Serial Number Tracking Module

If you purchase the Serial Number Tracking add-on module, you can create serialised inventory items.

Serial number items are identical to physical inventory items, except in one way: each item has its own unique serial number. For example:

- Each time you purchase a serial number item, you create a serial number for each individual item you are bringing into stock. If, for example, you purchase 10 items, you have to create 10 serial numbers.
- If you transfer serialised inventory items between stores, you have to specify the serial number of each individual item you are transferring.
- When you sell serialised inventory items, you have to select the serial numbers of each individual item you are selling.

You use serial tracking when you need to track the movement of individual inventory items through the system. You usually do this for warranty purposes, so that you know whether an item is within a warranty period should a customer return it for repair.

Of course, the return of the item for a repair, and the subsequent re-issue of the item to the customer, also requires you to enter the serial number. You therefore have a full and complete history of the movement of each individual stock item.

If you use serial tracking, you do not have to use it for each inventory item. You choose per item whether to serialise it or not.

Time and Billing Module

You use the Time and Billing module to bill employee time to your customers. The process is as follows:

- You create activity codes, which can be chargeable or non-chargeable. For chargeable activities, you enter a general ledger account, a default rate, and a unit.
- You create records for each employee. For each activity code, you set a default rate per employee.
- You then enter timesheets for each employee. You select a customer and an activity, and you can override the employee rates.
- Once you enter the timesheets, you can create invoices. You authorise each invoice, and the system creates an invoice batch for you to update. The batch is a special time and billing batch so that it does not interfere with standard invoicing.
- You can create credit notes to reverse timesheet invoices. Once again, the system creates a credit note batch for you. In this case, the system uses the standard credit note batch.

Debtors Manager Module

Once you grant credit to your customers, it is essential to your cash flow and ultimate profitability to collect all outstanding monies as soon as possible. The Debtors Manager module helps you to optimise your collections process.

Debtors Manager is always synchronised with your Pastel accounting data. There is no need to keep updating Excel spreadsheets, or to scribble notes on the age analysis printout. Debtors Manager provides instant visibility as to what is outstanding, why it is outstanding, and when you will collect the outstanding invoices.

The Debtors Manager module is a custom collection system that allows you to effortlessly:

- Keep track of all calls made to customers and the promises they make.
- Instantly link your notes and the Age Analysis balances in a single report.
- Create daily call back reminders and action lists for easy follow-up.
- Track all outstanding invoices, and then categorise all outstanding amounts into clear reports. For every outstanding invoice you will know:
 - » Why it is outstanding
 - » When it will be paid
 - » What has been done to collect it, and what actions you should take
- Quantify all of the above data into meaningful financial reports.
- Select from a menu of up-to-date and accurate cash flow reports.
- Drill down and get reconciliations of invoices outstanding per aging category per customer.
- Email clear and concise payment reminders for every single overdue invoice per customer.
- Track movement in balances per customer and per aging category with the Age Analysis Movement Report.

Additional Stand-Alone Products

A number of other Sage products work with Pastel Partner and Pastel Xpress. Some of these packages have seamless links into Partner and Xpress:

- Payroll
- Fixed Assets
- Contact Management
- eBusiness & eBilling

Contact your Sage Pastel dealer for details about these packages.

System Requirements

These are the hardware and operating system software requirements for the system:

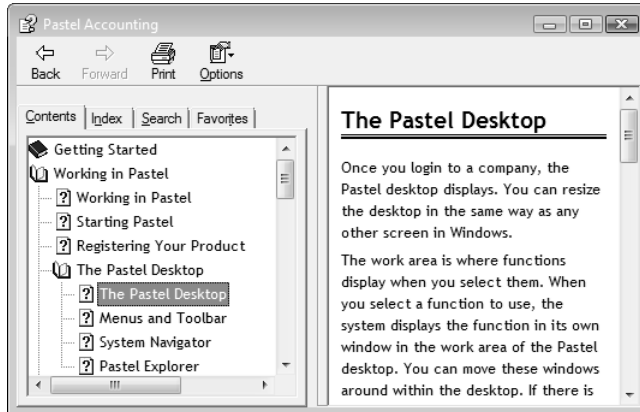
	Workstation	Server
HARDWARE		
Minimum	Pentium IV	Pentium IV
Recommended	Pentium IV 2GHz or higher	Pentium IV 2GHz or higher
DVD Drive	Required	Required
RAM		
Minimum	512MB	1GB
Recommended	1GB or higher	128MB per simultaneous user who accesses the system
SCREEN RESOLUTION		
Minimum	1024 x 768	1024 x 768
OPERATING SYSTEM		
Supported Operating Systems	Windows XP SP3, Windows Vista, Windows 7	Windows XP SP3, Windows Vista, Windows 7, Windows Server 2003 and Windows Server 2008

Note that:

- This product does not run on Windows NT and Windows 2000.
- Windows XP requires SP3 as a minimum.
- You cannot use Windows XP Home in a multi-user environment.
- Microsoft Office integration and email functionality requires you to have Microsoft Office version 2000 or above installed on your workstation.

Using the On-line Help

You access the on-line help by pressing the <F1> key while you are working in the system. The help will be relevant to the screen you are using. You can also use the Help menu option to access the help. Here is a typical help screen:

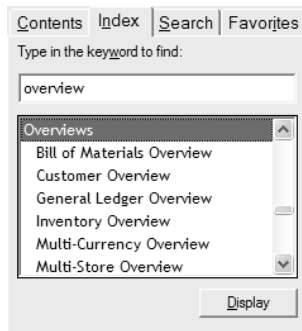


Use the Back and Forward buttons to navigate between topics you visit in this session.

The help content shows in the right hand pane.

On the Contents tab, there is a hierarchy of topics in module sequence. The highest-level topic displays as a book. Click a book to open and close it.

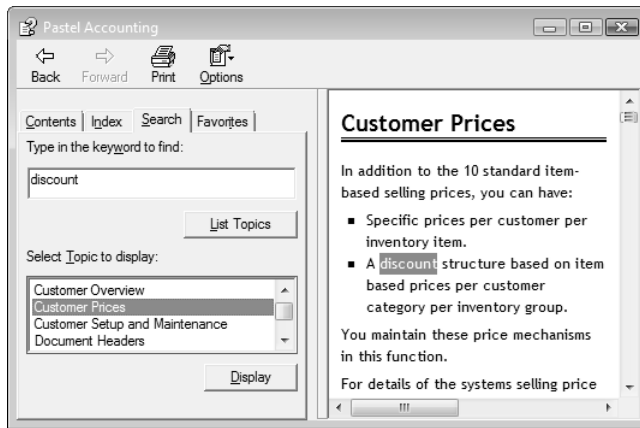
The Index tab lets you enter keywords, and shows topics that contain a key word:



Enter one or more keywords. As you type, the system displays the index entries that match your typing. Note, as in this example, that indexes have two levels of detail.

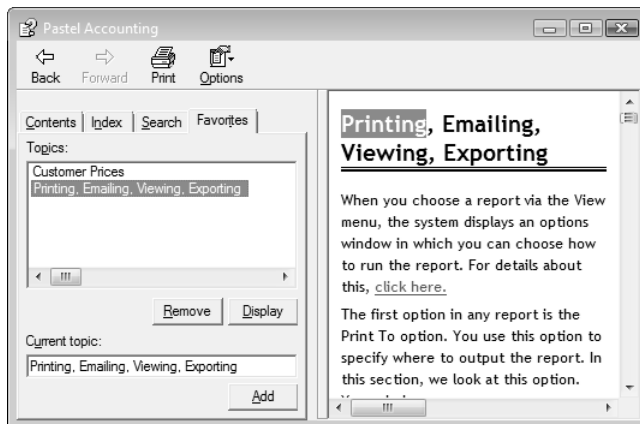
Click the most suitable topic, and click the Display button to display the topic you select. The topic displays in the right-hand pane. To select a different topic, click the Index tab again.

In the Search tab, you enter a word or phrase:



In the Keyword field, enter a word or phrase. To find a topic that has the exact phrase you enter, enclose the keywords in quotes. Click the List Topics button and the system shows topics that contain the text you enter. Click the Display button to show the topic in the content pane. Use the Options menu if you wish to turn off highlighting of the search word or phrase in the topic content.

Use the Favorites tab to store links to topics you access frequently:



Click Add to add the current topic to the Favorites list. Once the topic is in the list, you can select it and click the Display button to show its contents. To remove a topic from the Favorites list, select it and then click the Remove button.

Manual and Help Have Same Structure

This guide contains overview information only. If you want detailed information on any topic, consult the on-line help, which has the same table of contents as this guide, although somewhat expanded.

In addition, you can type in the manual's heading into the on-line help's Index section to find the relevant help section.

New Features

The following new features have been implemented in Pastel Xpress Version 12:

Tax Manager

To ensure correct VAT reconciliations and VAT reporting to SARS, it is essential that the VAT reporting frequency is closed. In Tax Manager you will setup your VAT reporting frequencies and process your transactions as usual. At the end of each tax period, you will print your report and close the tax period. Any transactions that are backdated to a closed period will automatically form part of the next VAT period.

Conversion Assistant

The conversion assistant has been updated to convert multiple companies simultaneously.

Customer Processing

A warning will display when using the same reference number per customer on All Customer Documents.

Point of Sale

A facility for Pack Sizes has been added. The Pack Size facility allows the retailer to repack their stock into smaller or larger quantities for resale. If a retailer purchased stock in packs of 6 items, the retailer can then repack the stock as single items or repack the items of 6 into cases of 24.

Pastel Debtors Manager

Pastel Cash Manger has been renamed to Debtors Manager.

New features added to Debtors Manager include:

- Debtors Dashboard
The dashboard gives management instant visibility of debtor's status and collection activity.
- Sales Analysis Report
12 month rolling sales analysis, displaying sales per customer, per month.
- SMS Payment Reminder
Send automated SMS payment reminders to overdue customers.
- Summarised Contact Report
This report displays an overall view of the age analysis, the latest contact notes saved, as well as PTP's saved.

Automatic Updates

An automatic update feature has been included which will automatically update your Pastel Accounting. The automatic update can be set to check for updates when opening Pastel Accounting, on a daily basis or on a weekly basis. A setting has been included to always ask before downloading the updates and while downloading the update a progress bar displays. Before the update is downloaded, a history of changes made will be displayed.

Chapter 2 – Working in Pastel

In this chapter, we see how you navigate through the system and enter data. We then look at general features such as using notes and viewing, printing, emailing, faxing and exporting reports.

- Starting Pastel
- The Pastel Interface
- Transaction Entry Overview
- Forms Designer



This guide contains overview information only. If you want detailed information on any topic, consult the on-line help, which has the same table of contents as this guide, although somewhat expanded. In addition, you can type in the manual's heading into the on-line help's Index section to find the relevant help section.

Starting Pastel

Pastel allows you to maintain as many separate companies, or sets of books, as you require (Pastel Xpress Start-Up has only one company). Each company is a separate financial entity.

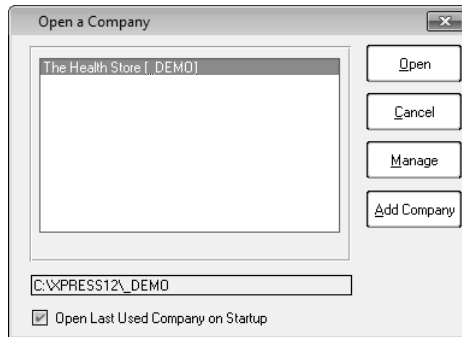
Within each company, you create users. You have to login as a user in order to gain access to a company and work in the company. You can specify which areas of the system a user can and cannot process. This allows you to control access to sensitive information.

Getting to work in Pastel therefore involves three activities:

- You have to start the program.
- You have to choose a company.
- You have to login as a user.

To start Pastel, choose the Pastel icon in the Windows Start menu, in the Sage/Pastel group. You can also use the icon on the desktop.

Once you start Pastel, you need to select a company to work in:



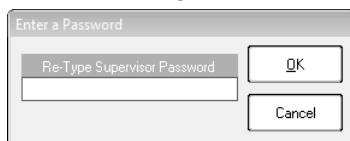
Choose a company in the list by double-clicking it, or click it and then click the Open button.

The Manage button lets you activate and deactivate companies, to allow or prevent them from displaying in the Open Company list. You use this as well to activate companies created on another workstation.

Check the Open Last Used check box to bypass this window and open the last used company automatically.

The installation procedure creates the _DEMO company. This is a sample company, which contains data. You can use this company to experiment with and learn the system.

If there is only one user in the company, and that user has no password, as in the _DEMO company, the system does not ask for a password. If more than one user exists in the company, or the only user has a password, the Enter a Password window opens and you must enter a valid password to login to the company:



The Pastel Desktop

The Pastel Desktop

Once you login to a company, the Pastel Desktop displays. The menus and the toolbar display at the top of the window. The toolbar icons are as follows:

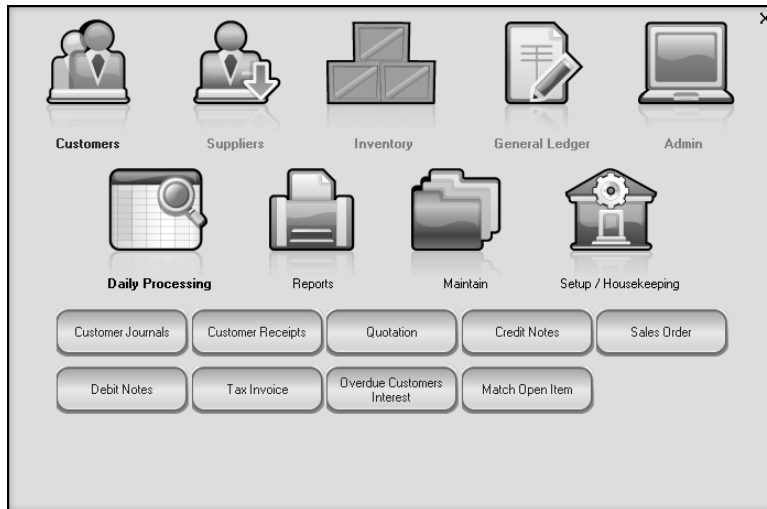


Menus give you access to all of Pastel's functions. You can resize the Pastel Desktop. Functions execute within the desktop, and scrollbars open when necessary.

Here is a summary of each main menu:

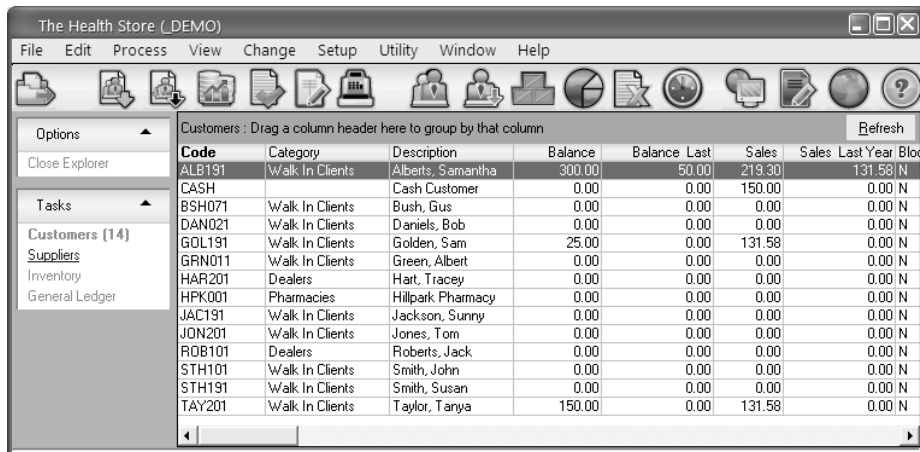
Menu	What it Does
File	This deals with companies as a whole. You create, open, and backup companies via this menu. You also set up printing.
Edit	You use this menu to maintain database records such as general ledger, customer, supplier, and inventory records.
Process	You use the process menu to enter transactions into the system.
View	You produce reports and perform on-screen enquiries via this menu.
Change	This menu lets supervisors perform high-end functions such as the financial year-end.
Setup	You use this menu to configure the system to conform to your business requirements.
Utility	This menu contains various utilities such as the Forms Designer and Microsoft Office integration tools.
Window	This window lets you select and arrange windows when you open more than one function at a time.
Help	This menu lets you access product documentation, register your product, and access the support website.

Besides the menu system, you can access most Pastel functions using two other navigation tools. The first is the System Navigator. This shows each program function in accounting module sequence:



Choose an accounting area at the top.
Then, in the next set of icons, choose the activity type.
Finally, choose a specific function via the buttons.

The second navigation tool is the Pastel Explorer:



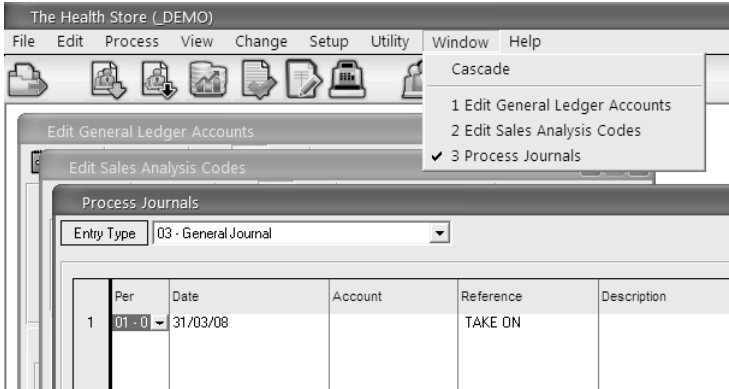
You can sort by any column, move columns around, and resize columns. You can also filter records.

Right click a record and a popup menu displays, from where you can choose processing and maintenance functions. For example, you can invoice a customer.

You can switch between these two navigation tools at any time. You can also set per user whether the navigation tool should load automatically when there are no program functions running.

Multiple Windows and Multi-User

Pastel lets you open multiple program functions at once. Each program function has its own window within the Pastel desktop. This can be very useful. For example, you can leave enquiry and report windows open and rerun them at any stage:



Multiple windows exist within the desktop. If you minimise the main window, all windows minimise.

Use the Window menu to select an open function or arrange the windows on the desktop.

In the screen, we have three overlapping functions open at the same time.

There are, however, some restrictions as regards multiple window usage. These restrictions ensure the integrity of your data. The system has a few modes it uses to ensure data integrity:

Mode	What it Does
Sole Access Mode	All setup functions and some edit and processing functions work in Sole Access mode. If you open a window that requires Sole Access mode, no other user can work in the company at the same time. You also cannot have other program functions open on your Pastel desktop.
Update Mode	When you edit a master file record, or the system updates master file information while processing, the system enters Update mode. This locks the particular record you are updating. During this time, no one else can edit that master file record. If another user attempts to open the record, they will receive a message that another user is locking the record. You should therefore not leave master file edit screens open on your system.
Stop Update Mode	Some operations, mainly financial reports, prevent any updates from occurring. For example, while you print a trial balance the system cannot allow another user to update batches. If the system allows an update to proceed, the trial balance can print incorrectly. The system issues a message to the user attempting to update, and the user has to wait for the report to complete.

Note that the system displays some of these modes in the window header. This reminds you that you may be preventing other users from doing their work or even accessing the company.

Besides these modes, the system controls multi-user access automatically. If, for example, you attempt to edit a customer record while another user is editing it, the system issues a message and prevents you from doing so.

Maintaining Data Records

Every time you work in a Pastel company, you create, modify, or delete a record in the database. The database contains many types of records, such as customer, supplier, and inventory records. Each transaction is a record, and so is each user's profile.

You maintain these records using standard techniques in Pastel. Once you know how to create, edit, and delete one type of record, you can do the same for all records.

Some master records are relatively small, and you maintain them by simply adding entries to a table.

Here we look at how you maintain larger master files such as customer accounts and inventory items. Maintenance screens usually consist of three areas:

Per	This Year Movement	This Year Balance	Last Year Movement	Last Year Balance
1	1,154.00	1,154.00		
2		1,154.00		
3		1,154.00	19,125.00	19,125.00
4		1,154.00		19,125.00
5		1,154.00		19,125.00
6	13,264.74	14,418.74		19,125.00
7	16,935.00	31,353.74		19,125.00
8		31,353.74		19,125.00
9	28,769.49	60,123.23	12,090.00	31,215.00
10	21,548.16	81,671.39		31,215.00
11		81,671.39		31,215.00

The toolbar displays on the top. The on-line help contains detailed procedures for using the toolbar.

The top frame is for the code and name or description of the record.

The tabs contain detailed fields that belong to the record. Many master records may have either or both of the following standard tabs, which we describe in detail elsewhere:

- * The Notes tab lets you create notes that link to the record.
- * The Picture tab lets you associate images with records.

You can drill down from some balances to see the transactions that make up the balance value.

Zoom and Add Facility

Once you create master file records, you need to access them in processing screens. The Zoom facility is a function that lets you select, enquire on, and edit, master file records. You use it to quickly search for records, perform record enquiries, edit existing records, and create new records.

What makes the Zoom facility so useful is that you can access it whenever you can enter a code for that master record. You do not have to close the function in which you are working, and you do not have to access a menu option. You invoke the Zoom facility within the data entry field itself:

Account	Reference
1000/000	JNL00234

You can enter the account number directly, or you can invoke the Zoom facility. You do so by clicking the icon to the right of the field, or by pressing <F5>. The Zoom window for that master file record then displays:

General Ledger Zoom...Done

<F5> = Enquiry

<F6> = Add

<F7> = Modify

Find

<Enter> = Select

Zoom Sequence

☒ Account

☐ Description

☐ Ext Ref

Zoom From

Close

Account	Description	Financial Category	External Reference
1000/000	Sales	Sales	
1200/000	Consulting	Other Income	
1300/000	Online Support	Other Income	
1400/000	Telephonic Support	Other Income	
2000/000	Cost of Sales / Purchases	Cost of Sales	
2100/000	Inventory Adjustment	Cost of Sales	
2150/000	Inventory Count Variance	Cost of Sales	
2200/000	Purchase Variance	Cost of Sales	
2400/000	Recovery Account	Cost of Sales	
2400/010	Labour Cost Manufac Variance	Cost of Sales	
2400/020	Direct Cost Manufac Variance	Cost of Sales	
2400/030	Other Cost Manufac Variance	Cost of Sales	
2700/000	Discount Received for Cash	Other Income	
2750/000	Interest Received	Other Income	
2800/000	Pft/Loss on Sale of Non Current Assets	Other Income	

The Enquiry button shows more details about the selected record. You can modify the record, or add new records. Click the Find button to perform a text search. In the Zoom Sequence frame, you can change the sort sequence and the starting position. The records display in the table. You can use standard navigation keys to scroll through the list. To select an item, double-click it or click it and press <Enter>.

A quicker way to add a new record is to use the Add facility from the data entry field. To invoke the Add facility, press <F6> or right click the icon. This invokes the maintenance function for that record, and starts the function in new mode.

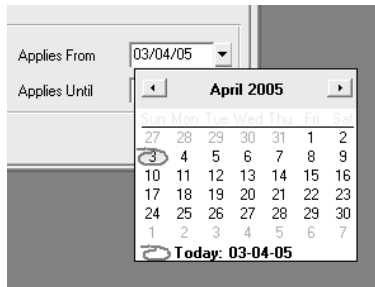
Note that most of these facilities are under password control. You specify per user what access permissions the user has (we look at users later). The system issues an appropriate message when the user attempts to use facilities for which they do not have access rights.

Data Entry

Data entry is for the most part standard. You can enter fields, copy and paste text, and so on, using standard Windows methods.

We have just seen how to find and maintain records via database entry fields using the Zoom and Add facilities. These save a lot of time.

You can set your own date and numeric formats per company, which you can change at any time. You enter dates as follows:



You can enter the date directly. You do not enter the separator.

Click the arrow to the right of the date to open the date navigator, as above. Click a date to use it.

You enter most processing information into tables. You can control the order and size of the fields in the table. For the most frequently used processing screens, the system remembers the settings per user and per data entry screen:

Per	Date	Account	Reference	Description	Debit	Credit
01 - 01/03/04	31/03/04	1000/000	J9876	Adjustment	100.00	
01 - 01/03/04	31/03/04	1200/000	J9876	Adjustment		100.00

You can drag column headers to move them around. You can drag a column's right border to resize it. The on-line help has detailed instructions.

Note Facility

The Note facility lets you create multiple note records that you attach to master file records. Notes appear in the Notes tab of the maintenance function:

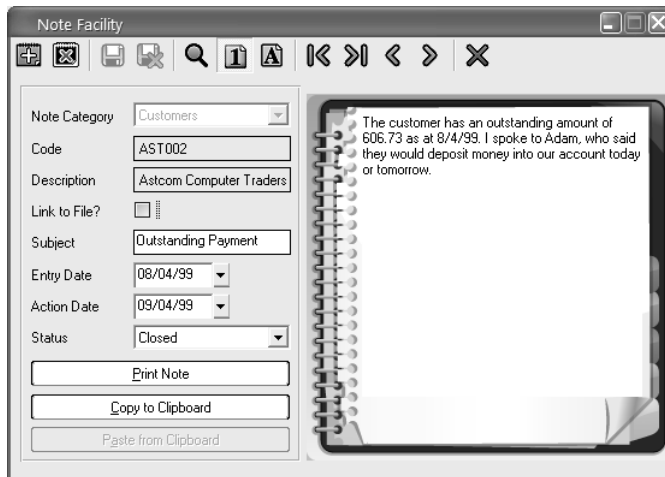
Contacts Processing Terms User Defined Balances Notes					
Status	Entry Date	Action Date	Subject	Linked File	
Closed	08/04/99	09/04/99	Outstanding Payment		
Closed	12/04/99	12/04/99	Payment received		

The Note facility has a variety of uses. For example:

- You can attach a note to a record as a reminder. Each note displays on the Notes tab when you maintain master file records. In a processing screen, when you access a record with a note, the system displays an icon to show there are notes for the record.
- You can write mail-merge letters for customers and suppliers. The system has special codes you enter in the letter to represent customer or supplier information. When you print the letters, the system substitutes the individual account information in the code fields. For customers, you can range on ageing and thereby produce aged letters.

- You can link a note to an external document such as a word processor, spreadsheet, or graphic. When you open the note, the system loads the word processing, spreadsheet, or graphics program, and opens the linked file you specified in the note.
- If you create custom financial reports in the general ledger report writer, you can choose to attach notes. When the reports print, the notes print as well.
- You can create miscellaneous notes that you do not attach to any record. You can use these for to do lists, reminders, or scratch pads.
- You can specify entry and action dates on notes, and you can specify whether the note is open or closed. You can then report on overdue notes.

The note maintenance screen looks like this:



The screenshot shows a window titled "Note Facility" with a standard Windows-style title bar (minimize, maximize, close buttons). Below the title bar is a toolbar with icons for file operations (new, open, save, print, delete), search, and navigation (back, forward, home, end). The main area is divided into two panes. The left pane contains a form with the following fields: "Note Category" (a dropdown menu set to "Customers"), "Code" (a text box with "AST002"), "Description" (a text box with "Astcom Computer Traders"), "Link to File?" (a checkbox), "Subject" (a text box with "Outstanding Payment"), "Entry Date" (a date picker set to "08/04/99"), "Action Date" (a date picker set to "09/04/99"), and "Status" (a dropdown menu set to "Closed"). Below these fields are three buttons: "Print Note", "Copy to Clipboard", and "Paste from Clipboard". The right pane is a notepad area with a spiral binding on the left. It contains the following text: "The customer has an outstanding amount of 606.73 as at 8/4/99. I spoke to Adam, who said they would deposit money into our account today or tomorrow."

In the Note Category field, you can choose different categories of notes. Use the Link to File check box to link a note to an external file such as a spreadsheet or a word processing document. You enter note text in the notepad areas on the right.

Assistants

The system contains many Assistants that guide you through simple and complex processes.

An Assistant is a set of screens in which you can make choices, choose operations, and enter data. Assistants display detailed help information on each screen.

At the bottom of the Assistant window, the system displays buttons that help you navigate and process:



You can navigate back and forth between these screens. Once you are satisfied with your choices, you confirm them, and the system initiates the process.

Report Printing

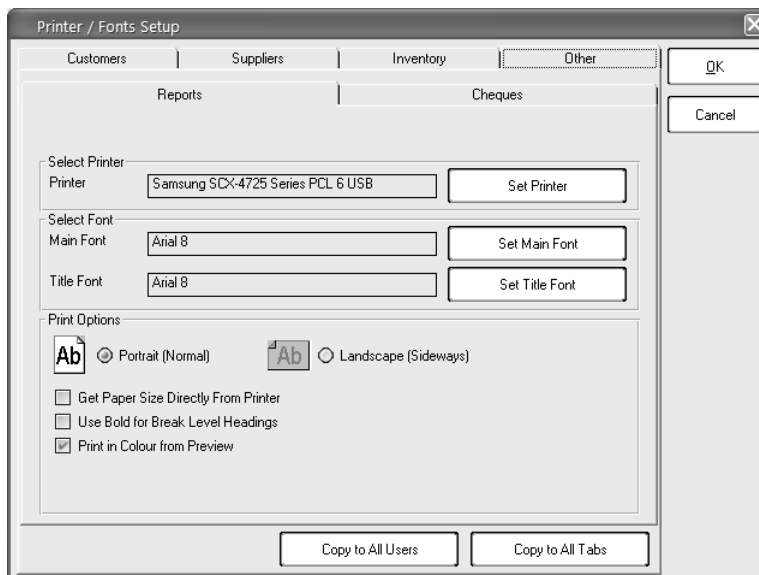
The Pastel reporting function allows you to produce a suite of reports for each module you use. The report printing function has some powerful and sophisticated features:

- You can print reports, display them on the screen, fax them or email them.
- You have a number of report filters and choices on each report.
- You can export any report into standard document formats such as word processing, spreadsheet, PDF, and text formats.
- The system contains standard layout choices for invoices, statements, and other forms, which you can customise.
- You can direct specific reports to specific particular printers on the network.

You access most reports and screen enquiries via the View menu. In this section, we look at general printing options. We outline each report in each module's documentation.

Printer / Fonts Setup

You can specify printers and fonts for different types of printing, per user. You do this via the Printer / Fonts Setup menu option:



Use the tabs to have different settings for each type of report.

Use the Set Main Font and Set Title Font buttons to set different heading and body fonts.

Use the Paper Style Assistant to set paper styles for invoices and statements.

Use the Copy buttons at the bottom to copy settings from one tab to all other tabs and all other users.

Printing Reports

Reports all have report options. These let you specify the output format, as well as ranges and other settings. The system remembers the report settings per user and per setting:

The 'GL Detailed Ledger' dialog box contains the following settings:

- Print To: Screen (dropdown)
- Use External Reference: ☐
- Account Start: 0001
- Account End: 9999
- Sub Account Start: 000
- Sub Account End: 999
- This Year: ☒
- Period Start: 01 - 01/03/04 - 31/03/04 March (dropdown)
- Period End: 12 - 01/02/05 - 28/02/05 February (dropdown)
- Each Period Separate: ☐
- Main and Sub Account Names: ☐

Buttons: OK, Cancel, Help

In the above screen, we show the settings in the Print To option. You can view reports on screen, print them on the printer, send them into Microsoft Word and Microsoft Excel, email the reports, and export them into different formats. You can do this with every report.

When you view a report on-screen, you have many options:

The report window displays the following information:

Software Sales
02/07/08 16:14 Page: 1
Prepared by: ABC Limited

Trial Balance : 01/03/04 to 28/02/05

Last Year	Account	DR	CR
-31,565.07	1000/000 Sales		106,110.29
0.00	1200/000 Consulting		1,522.50
-125.03	1300/000 Online Support		400.00
0.00	1400/000 Telephonic Support		1,120.13
31,215.00	2000/000 Cost of Sales / Purchases	86,401.39	
0.00	2100/000 Inventory Adjustment		80,000.00
0.00	2150/000 Inventory Count Variance		
0.00	2200/000 Purchase Variance		

Buttons: Stop, Print, E-Mail, Rerun, Full Page, Screen Width 115, Close

- You can print and/or email the report directly from here.
- Certain reports allow you to drill down into a more detailed report that shows the composition of a balance.
- You can rerun the report. This closes the report window and lets you select different options and then run the report again.
- You can adjust the width of characters that display. This does not affect the report you print.
- You can scroll through the report pages.
- You can minimise the report and continue working in the system. If necessary, you can rerun the report to bring it up to date with work you have done.

Transaction Entry Overview

Once you set up your company and create master file records, you are ready to enter balances into these records. You do this by means of transactions. Each time you enter a transaction you enter the period, date, description, reference, and amount. The system keeps this information in a transaction file for up to two financial years.

You can group similar transactions together. For example, you can group customer sales, general ledger journals, receipts, inventory journals, and so on. The advantage of this is that you can report on these transactions by means of the grouping, and see, for example, all your sales for a date or period range.

We call these groupings entry types. If you use the Setup Assistant to create a company, the system creates default entry types for you. You can modify these entry types and/or create additional ones at any time.

You specify, for each entry type, what type of accounts (general ledger, customer, and supplier) you can process using the entry type. For a sales entry type, for example, you would allow only customer accounts.

Most transaction entry works on a batch basis. You enter transactions into temporary files called batch files. These exist per function and per user, and you can build batches up over time. Once a batch is complete, and you check it, you then update or post the batch to the ledger. Once this occurs, you cannot change the transaction. If there is an error, you have to post an adjusting entry.

You enter transactions in various different places in the system. There are only a few processing screens:

- In the Journals function, you enter opening balances and transactions for general ledger, customer, and supplier accounts.
- In the Cash Books function, you enter payments and receipts.
- In the Inventory Journals function, you adjust cost and quantity values for inventory items.
- In the Customer Documents and Supplier Documents functions, you enter inventory-based transactions, such as invoices, for customers and suppliers.

Once you know how to use these few screens, you can enter almost all the data you need into the system.

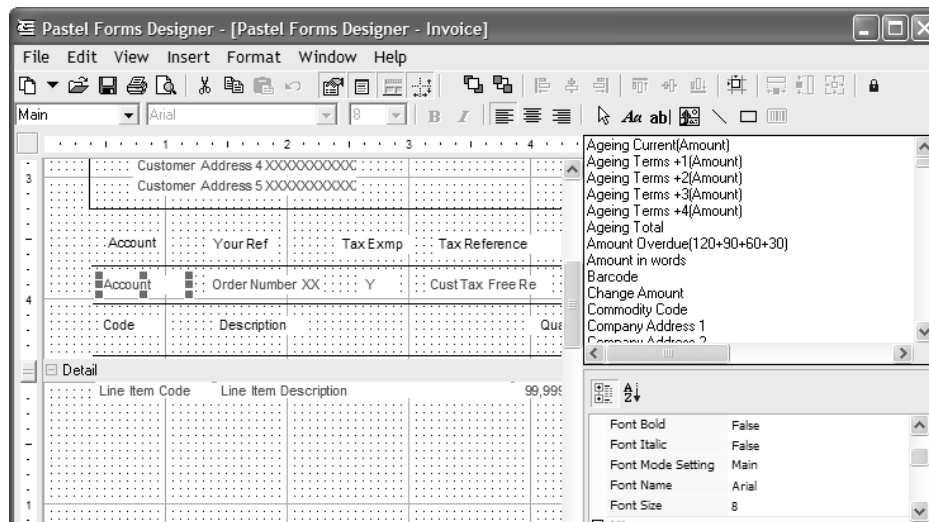
Forms Designer

The Forms Designer lets you customise various documents that you print. Customisation of documents is an optional process - you do not have to customize any standard documents in order to use them.

You can customise forms such as customer and supplier invoices, quotes, orders, and returns, statements remittances / cheques, and customer, supplier, and inventory labels.

The system's standard layouts are themselves created using the Forms Designer. This means you can use them as a basis for the forms you need. Your customisation could be as simple as adding in some text or a logo, to as complex as changing the layout, changing fonts per field, adding new database fields, drawing boxes and lines, and so on.

You access the Forms Designer via the Utilities...Forms Designer menu option:



You can use icons and menu options to align fields in various ways.

You can add database fields, many of which are not on the standard forms.

You drag and drop fields, change their sizes, and set properties such as the font.

Some uses of the Forms Designer are:

- For customer and supplier invoices and statements, you can expand the default number of forms and create custom forms for specific documents. For example, you can create picking slips that look nothing like the standard invoices.
- You can add graphics to forms. This lets you print your company logo on invoices and statements.
- You can change the layout to fit it onto any pre-printed stationery you may have.
- You can print barcodes on inventory labels.

Chapter 3 – Working with Companies

In this chapter, we look at how you maintain and work with companies. We also look at company setup and some company-wide processing options.

- Creating Companies
- Backing Up Company Data
- Ensuring Data Integrity
- Company Parameters
- User Groups, Users and Passwords
- Microsoft Office Integration
- The Control Centre



This guide contains overview information only. If you want detailed information on any topic, consult the on-line help, which has the same table of contents as this guide, although somewhat expanded. In addition, you can type in the manual's heading into the on-line help's Index section to find the relevant help section.

Creating Companies

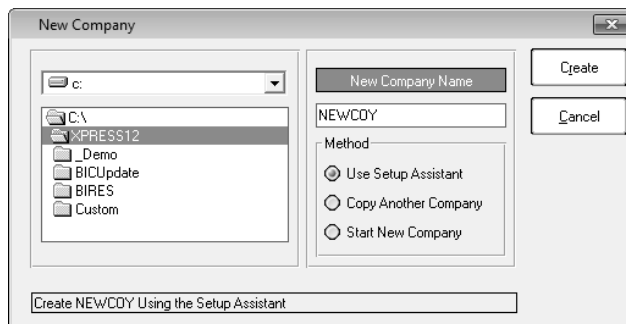
Pastel Xpress allows you to maintain as many separate companies, or sets of books, as you require. Pastel Xpress Start-Up only allows you to have one company. Each company is a separate financial entity.

When you install Pastel, the system creates a demonstration company for you called _DEMO. You use this company to learn how the system works. You cannot use this company for actual live work.

You can create a new company in three ways:

- To create an actual company to work in, use the Setup Assistant. The Setup Assistant takes you through a series of screens and creates a company that contains a general ledger chart of accounts. The Setup Assistant also sets up all required parameters. In addition, your distributor in your country may have pre-set tax and other country-specific information. Once the Setup Assistant creates a company, you can work in it immediately.
- You can create a new company as a copy of another, existing company. This is useful if, for example, you are creating a new branch that is similar to an existing company. You can also use this function to make a copy of an existing company for archival purposes.
- You can create a new, empty company and set up all your parameters, periods, entry types, chart of accounts, and so on, yourself.

To create companies, select the File...New menu option:



In the left frame, specify where to create the company. Each company has its own folder. For multi-user versions, ensure the folder is accessible to all relevant users.

In the New Company Name field, enter a unique 8-character name.

In the Method frame, choose how to create the company.

When you create a company, the system activates it on the workstation on which you create the company. Other workstations that use the new company need to activate the company on their workstation. You accomplish this on the workstation by clicking the Manage button in the Open Company window. Until you do this, the new company does not appear in the company list in the Open Company window.

Backing Up Company Data

Making security copies of your data is essential. The database is stored on your hard disk, and the hard disk is subject to hardware failure, physical damage from natural events, and theft. The information you store in your database is worth thousands of times as much as the physical hardware. Your business may fail if you lose this data. Therefore, you are obliged to make regular copies of your company information.

Note You must put backups on removable media such as CDs or tape drives. A backup on the same physical computer as the data is inadequate. You should also keep some of these copies in a separate geographical location to ensure their safety.

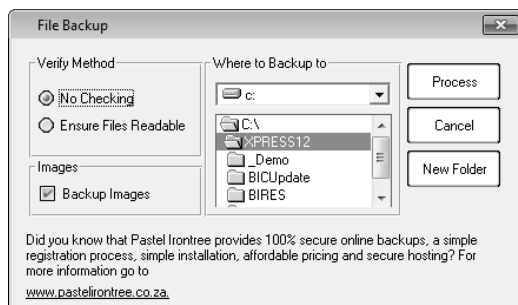
There are single user, multi-user, and client/server versions. We provide a backup tool for smaller companies to use. If your data is large, you should look at third party alternatives for reliable backups. For example, if you backup onto a tape drive, the tape drive manufacturer usually provides you with the appropriate software to make your backups. The software usually contains some form of scheduling, so that the system can perform the backups at night or after normal working hours.

You should spend some time ensuring that your backup routines are in place, that they are in fact carried out, and that the data you are backing up can be restored should the need arise. You should check the latter point regularly.

We recommend the following backup regime:

- Daily backups made onto separate backup devices, one for each day of the week. In other words, do not overwrite yesterday's backup with today's backup. Using the daily strategy, you can go back 5 working days if you need to.
- Additional backups made at the end of every week, again on separate devices. This lets you go back a few weeks if you need to.
- An additional backup made at the end of each month, which you keep for at least a financial year.
- An additional backup made at the end of the financial year, which you keep forever.

To backup via Pastel, choose the File...Backup menu option:



In the Verify Method frame, you can perform a check to ensure the files are readable prior to backing them up.

You choose where to backup the data.

Pastel IronTree Backup

Note the message about Pastel IronTree in the above screen. This is an online backup service, into which you upload your data. This provides you with safe, secure, and off-site backups. You can use this service instead of, or in conjunction with, the standard backup facility. Use the File...Pastel IronTree Online Backups menu to access and use Pastel IronTree.

Please note that Pastel IronTree is a pay-as-you-use service, which requires monthly payments.

Data is what keeps every business alive. Every day your business creates new data, this is in the form of transactions, documents, and spreadsheets. This data is your business's lifeblood, ensuring that bills are paid, money is collected, contracts are valid, and information is available for essential decision-making.

At Pastel IronTree, our mission is to ensure that your business can continue to function after your data has been lost, whatever the reason for the loss - natural disaster, theft, or a computer failure:

- Pastel IronTree provides you with the ability to do an offsite backup of ALL your critical data in a 100% secure manner automatically.
- Pastel IronTree provides 100% secure online backup, a simple registration process, simple installation, affordable pricing, and secure hosting.
- Pastel IronTree's infrastructure is replicated and mirrored so all data is stored in multiple locations. Thus, the chances of losing your backup are virtually nonexistent!
- Pastel IronTree's backup technology has been in use internationally for years. Pastel IronTree uses a 448 bit encryption model, which is 3 times as secure as regular Internet banking. Without your encryption key, no one can decrypt your data once you backup!
- The Pastel IronTree solution can back up ANY DATA that you choose at any time, with the use of additional plug-ins. You can vary the data selection by adding or deleting files or folders AT ANY TIME.

You can configure Pastel IronTree to notify you automatically whether a backup was successful or not.

We recommend that you have an ADSL, Diginet, or Wireless connection. After the initial backup, the daily data backups transmit only data changes for the day (incremental backups), thus the bandwidth required is minimal. While our solution will work over a dial-up connection, we do not recommend it due to the potential for the line to fail to disconnect properly once the backup is complete.

Pastel IronTree operates in South Africa only.

Ensuring Data Integrity

An accounting system is a large and complex database system. Outside events such as power interruptions, hardware failure, or disk full conditions can affect the integrity of your data.

The system contains a number of data security features. You use these after a power interruption or hardware failure to ensure the data integrity of your files. You should also check your data integrity periodically.

Backing up your data is a most important requisite to running your accounting system. Without backups, you can lose all your data due to unexpected outside events such as power interruptions, hardware failure, theft, fire, and so on.

Pastel's next level of data protection is the Data Integrity function that analyses your data thoroughly, finds balance inconsistencies, and then corrects them. You access this function via the File...Data Integrity menu option. This function runs as an Assistant that guides you through the process.

Sometimes, however, a file can so badly damaged that the Data Integrity function cannot work correctly. In fact, it may not even be able to access one or more files. If this happens, and you do not have a recent backup of the file, you can consider using the File Rebuild Utility. You would need assistance from support personnel to use this function effectively.

Company Parameters

In this function, you set company parameters and data entry formats. To access this function, select the Setup...Company Parameters menu option:

Setup Company Parameters - Sole Access Mode

Company

Company Details

Name: The Health Store

Address: P.O. Box X1485, Health Hill, Sunshine City, 2158

Information: Tel: 125 4896, Fax: 125 4899, email: info@healthplanet.co.sc, VAT Nr: 87/985633/01

Formats

Document Numbers

☐ Enter Your Own Document Numbers

Customers

Quotation	QU102544
Sales Order	IO002584
Tax Invoice	IN125509
Credit Note	IC255488
Debit Note	ID001588

Suppliers

Purchase Order	PO035887
Supplier Invoice	PN128857
Return_Debit	PC125548
Credit to Supp.	PD154885

The company information you enter here appears on invoices and statements. You can set the next numbers for documents such as invoices. The alternative is to allow users to enter their own document numbers.

In the formats tab, you choose how to enter, and how to format, amounts and dates:

Company | **Formats**

General Ledger Amount Format

☒ Full Stop as Decimal Separator
☐ Comma as Decimal Separator

1000 Separator	Decimal Digits	Currency Symbol	Sample Number
,	2	R	R1,000.00

Date Entry Format

Sequence: ☒ DMY, ☐ MDY, ☐ YMD

Separator: Separator

Year: ☒ Short Format (YY), ☐ Long Format (YYYY)

Sample Date: 31/12/01

Age Balance Forward Journal Credits

☐ From Oldest Down
☒ In The Period They Were Processed In

Default Email File Format

☐ Use HTML
☒ Use PDF

☒ Display Drilldown Text in Blue

Specify how to enter and display numbers and dates.

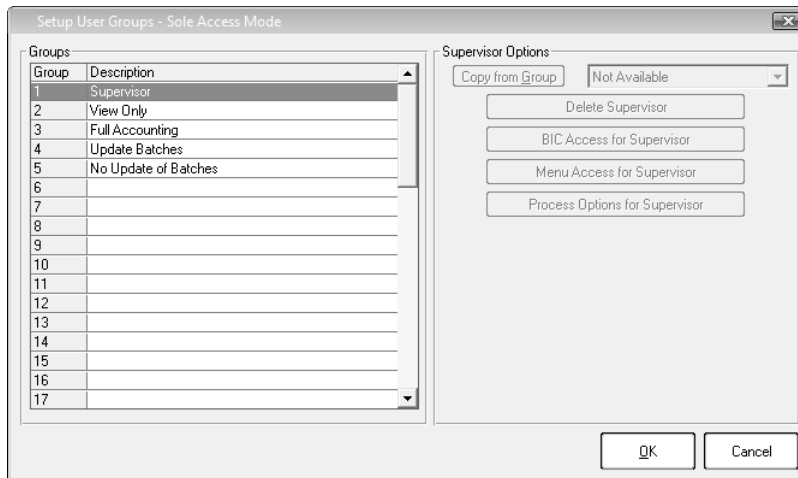
User Groups, Users and Passwords

Access security is a vital aspect of your business processing. You need to ensure that you allow access to your system only by persons you authorise. You should also restrict which areas of the system each user can access. There are two functions for this purpose:

- User groups allow you to assign access security on a group basis. The system creates standard user groups, some of which you can modify. You can also create your own users groups.
- You then create individual users. These users each have their own unique password. You can link a user to a user group, in which case they follow that user group's access security rules. Alternatively, you can set up specific security rules per user. When you do this, you can copy the settings from an existing user group or user, and then modify the settings. Note that adjusting a user's specific settings breaks the link between the user and a user group.

User Groups

You maintain user groups in the Setup...Users...User Groups menu option:



You can create your own user groups and/or modify some of the existing groups. You can choose per menu item whether users linked to this group can access that menu. You can set processing options such as whether users can change selling prices. If you use the Multi-Store add-on module, you can set a default store and choose which store(s) users can access.

The standard user groups are as follows:

User Group	What it Does
Supervisor	A supervisor user has full access to every function in the system. There must be at least one supervisor user in every company. You cannot modify this user group.
View Only	A view only user cannot modify any data in a company. They can view reports and enquiries, but they cannot add, edit, or delete any information. You cannot modify this user group.
Full Accounting	Users with this level can perform all the accounting functions in the system, all the way up to a year end. However, full accounting users cannot access the setup menus, create new companies, and so on.
Update Batches	These users can enter transactions and updates batches. They do not have access to higher accounting functions.
No Update of Batches	These users can enter transactions into batches, but they cannot update (post) these batches.

Users

You maintain individual users in the Setup...Users...Users / Passwords menu option:

Setup Users / Passwords - Sole Access Mode

Users

User: 01 - June
User Name: June
Email Address:
Password: JUNE136
User Group: Personalised

Jump to User Access for June

☒ Auto Invoke
☐ Navigator
☒ Explorer ☐ Auto Refresh Explorer

Options

Copy from Group: Supervisor
Copy from User: User 0

Delete June
BIC Access for June
Menu Access for June
Process Options for June

OK Cancel

In the User Group field, you link users to a user group. If you do so, the user group determines the user's security access.

You can copy settings from a user group or a user, and then modify these settings.

In the Auto Invoke frame, you choose whether to use the System Navigator or the Explorer, and whether the system should invoke it when no functions are open.

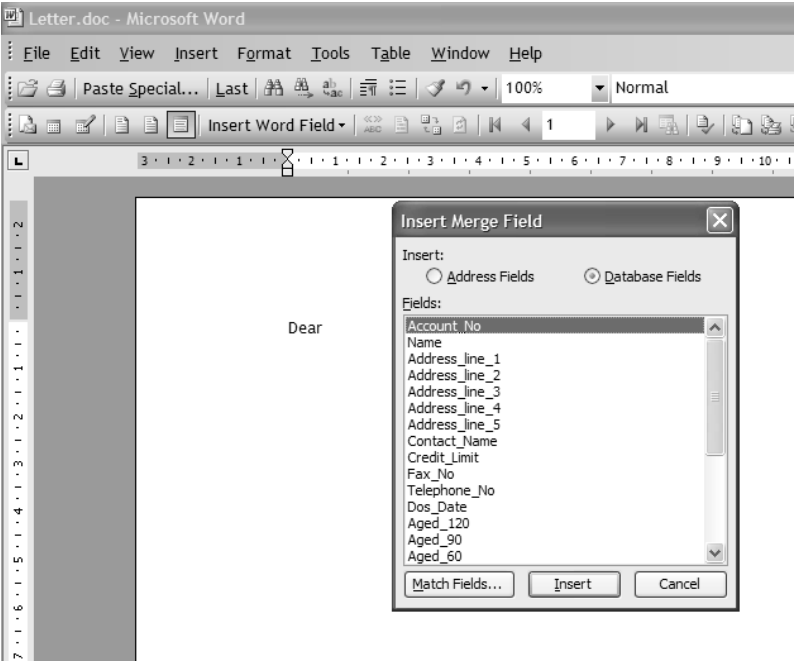
Microsoft Office Integration

You can integrate the system with Microsoft Office in a number of ways. You access these functions via the Utility menu:

Menu Option	What it Does
MS Outlook - Export	This lets you export email addresses from the system into Microsoft Outlook.
MS Word - Mail Merge	This lets you create mail merge files from your company data.
MS Excel - Data Analysis	This exports information you specify directly into Microsoft Excel.
MS Word - Create and Manage Letters and Labels	This lets you write letters and/or design labels that you can print on a mail merge basis from Microsoft Word.

If you are using Microsoft Office XP, you must use SP3 or later in order for these functions to work correctly.

Here is an example of creating a mail merge letter in Microsoft Word, using the Pastel database fields as Word merge fields:



The merge fields are Pastel database fields. They save as placeholders in the Word file, and you then merge the letter to produce custom letters per account.

Chapter 4 – General Ledger

In this chapter, we look at general ledger processing. Many general ledger elements, such as periods and tax types, apply equally to other modules.

- General Ledger Overview
- General Ledger Setup and Maintenance
- General Ledger Processing
- General Ledger Reporting



This guide contains overview information only. If you want detailed information on any topic, consult the on-line help, which has the same table of contents as this guide, although somewhat expanded. In addition, you can type in the manual's heading into the on-line help's Index section to find the relevant help section.

General Ledger Overview

In this overview, we look at general ledger processing. We also look at some of the company-wide elements such as periods and tax types and see how they fit into the structure of the system.

Financial Periods

The system keeps information for two financial years. This includes all balances and transactions.

A financial year is broken down into financial periods. The system lets you create financial years with between one and 13 periods in the year. Usually, there are 12 financial periods (months). You can use the last (13th) period of the current year as the first period of the following year. This lets you work in the next year while you finalise the current year. When you run the year-end procedure, the last period transactions and balances become the transactions and balances in the first period of the next year.

Before you can begin processing, you need to set up financial periods. If you create your company using the Setup Assistant, the system creates the financial period table for you.

Once you set up the financial periods, the system takes care of them automatically. In the year-end procedure, the system moves the current year's calendar to next year and creates a new set of periods for the current year.

The system offers two period processing methods:

- Single period processing lets users process in the current period only. You use this method for data entry operators.
- Multi-period processing allows you to post to any period at any time. You use this for bookkeepers and accountants.

You set the period processing method per user in the Users / Passwords function.

You can also set the method of period entry for each type of transaction you enter:

- You can make the user enter a period and then a date. The system validates that the date is in the period range. If it is not, you specify per user whether the system can accept the out of period date.
- You can let the user enter the date only, and the system sets the period according to the date. This can be quicker, but can lead to period posting errors.

General Ledger Accounts

The general ledger reflects the business activities of the company. Within the general ledger, you create accounts. Each account contains a collection of transactions of the same nature. For example, you may create a bank account that contains all transactions that affect or involve your actual bank account.

The more accounts you use, the more you can break down the information. As an example, you can use one account in the general ledger to reflect all the sales made by your company. Alternatively, you can decide on a more detailed analysis using several accounts to reflect sales of each type of product.

You can create up to 9999 general ledger main accounts. They number from 0001 to 9999. Amongst other information, the system stores the account's number, description and period balances.

You can further divide a main account into 999 sub accounts. They number from 001 to 999. For example, you could have a main account 1000 for "Motor Vehicle Expenses" and two sub accounts 200 and 300 to represent "Heavy Trucks" and "Light Vehicles". The system formats these accounts as 1000/000, 1000/200, and 1000/300 respectively.

The system totals sub accounts into their respective main accounts. You can view the balances at both the main and sub account levels. This way you get an overall or detailed view at any time. In the above example, you would be able to view expenses for heavy trucks, light vehicles, and total motor vehicle expenses. To see the latter, view balances on account 1000/000.

If you have sub accounts, the main account becomes a totalling account only. You cannot post to the main account.

The system keeps balances and transactions for two full financial years. You can examine these balances at any time. In addition, the system has budget values for this year, last year, and next year. Some standard reports show budget comparisons.

Financial Categories

General ledger accounts have different categories from the financial reporting point of view. When you create general ledger accounts, you have to allocate them to a financial category.

The first major classification is to distinguish between income statement accounts and balance sheet accounts:

- Income Statement Accounts record the income and expenditure activities of the business in its trading.
- Balance Sheet Accounts record the assets and the liabilities accumulated by the business.
- There is also a special balance sheet account, called "Retained Income". The system uses this account at the end of the financial year, when it transfers any profit and loss for the year into this account.

You can use just these three types of categories to set up your general ledger accounts. Their names are:

- Unallocated Income Statement
- Unallocated Balance Sheet
- Retained Income

The system can generate a trial balance using this information. However, in order to produce an income statement and a balance sheet, you need to use detailed financial categories. For example, some income statement accounts represent income, and others represent expenses. Using detailed financial categories gives you these advantages:

- You can produce an income statement and a balance sheet.
- You can analyse your business activity using key financial ratios.
- The system can validate that the control accounts you enter in the Setup menu options use the correct financial category.

If you use the Setup Assistant to create a company, all accounts have a detailed financial category.

See the on-line help file for a complete list of income statement and balance sheet financial categories.

Budgets

You can optionally enter and use budgets. Although there are some standard reports that use budget values, you usually use the report writer to create custom budget reports.

The system provides the following budgets per general ledger account per period:

Budget Type	Details
Current Budgets	These are budgets for this year. During the Year-End procedure, the system copies the current budgets into the last year budgets.
Next Year Budgets	These are budgets for the next financial year. You can create next year's budgets at any time without affecting your current budgets. You can do this by copying combinations of other budget and actual values, by entering individual budgets for each account, or by percentage adjustments. During the Year-end Procedure, The system copies the next year budgets into the current budgets, and zeroes the next year budgets.
Last Year Budgets	These are last year budgets. Note that you cannot create or edit last year budgets.

Budget values do not have decimals. You can round budgets to any integer value such as 50, 100 or 1,000.

You can enter and/or edit individual account budgets on an annual basis and the system allocates these per period. You can specify percentage allocations per period.

You can import budgets.

Projects

You can have different areas in your business where you wish to analyse costs, income, or both. For example:

- You may have jobs or contracts you wish to track.
- You may wish to analyse some costs on a departmental basis.
- You may wish to track branch profitability.

If you do not use projects for this type of analysis, you can create multiple general ledger accounts, entry types, and groups, to achieve a similar result. This will result in a much larger chart of accounts.

Projects are useful when you wish to analyse selected areas of your business. They do not make the general ledger larger, you do not have to use them every time you enter a transaction, and you can start and stop using them at any time.

The system lets you accumulate expense and income transactions into a cost code. You are then able to compare your costs against revenue for each cost area.

To work with projects:

- You create and maintain projects.
- When you process transactions, you can allocate the transaction to a cost code.
- You generate cost reports to analyse costs and/or income values attributed to each cost code.

There are different methods of allocating transaction values to projects:

- For all transactions except inventory purchases or sales, you simply enter the cost code as part of the transaction.
- For inventory purchases and sales, you have two methods available:

Method	How it Works
Automatic Allocation of Costs to Projects at Time of Sale	This is the usual method, which you use if you purchase items for stock. When you process a purchase, you do not enter a cost code - you do not know at that time which cost code to use. Instead, you enter the cost code when you process the sale. The system uses the item's average cost as the cost of the transaction, and the selling price as the income.
Allocate Costs to Projects Yourself at Time of Purchase	You use this option when you purchase items for specific jobs or contracts. You may also purchase items that are costs to you, but which you do not bill directly to customers. You therefore enter a cost code when you purchase the item and when you sell the item. The system does not use the cost of the item when you do the sale. If you are not integrating inventory to the general ledger, you have to use this option.

Entry Types and Cash Books

You enter values into the system by means of transactions. You allocate each transaction to a general ledger account, customer, or supplier account.

Entry types let you further classify transactions based on the source of the transaction rather than the general ledger account. For example, the general ledger may contain a number of expense accounts for analysis purposes. You can use entry types to see all your expense details irrespective of the account you use.

Each transaction you enter has an entry type. You use entry types for customer, supplier, and inventory processing as well as general ledger processing.

When you setup entry types, you configure how you wish to use them. Some of your options are:

- You can choose what types of accounts (general ledger, customer, and supplier) you can access in the entry type.
- You choose per entry type whether it uses the Date Sets period or Period Sets Date entry method, which we discussed earlier.

You use entry types to setup cash books. Cash books represent bank accounts. You deposit funds from customers, and pay suppliers, via the cash book.

To setup a cash book, you use two consecutive entry types, one for payments, and one for receipts. You link these two entry types to a general ledger bank account. Once you do this, the system handles cash book processing in a slightly different manner from other transactions.

You can optionally reconcile the cash book within the system. This lets you enter or mark off items from the bank statement against items you entered into the cash book. You can then determine whether there are missing or incorrect transactions.

Tax Types

Some transactions are taxable. You have to charge your customers tax, track the tax amounts in an auditable manner, and pay the tax over to the tax authorities. In many countries, when your suppliers charge you tax, you can receive a tax credit, which you offset against the tax you have to pay in.

The system handles most tax processing seamlessly in the background. All you have to do is to setup the tax types, or tax rates, that apply to you.

If you use the Setup Assistant to create your company, your distributor in your country may set up default tax types that conform to your country's requirements. If this is the case, you may find that there is no tax setup work for you to do.

When you process transactions, you allocate a tax type to those transactions that require tax, and the system performs all the accounting in the background. You can then produce tax reports, some of which may even duplicate the tax forms in your country.

Once you setup tax types, you can set default tax codes in various areas:

- You can turn tax off where it is not required. For example, if you use an entry type for pure general ledger journals, you can disable tax in that entry type.
- You can set default tax types per inventory item that override defaults that are more general. You would do this if you have one or more items you sell that are tax-exempt.
- Even stronger than that is the ability to set tax types per customer and supplier. In most countries, for example, you do not charge tax to foreign customers, and foreign suppliers do not charge you tax.

Journals and Cash Book Processing Overview

You enter business activity into the system by means of transactions. You classify or group transactions by means of entry types.

You enter transactions into batches, which you can edit and change at any time. When the batches are ready, you post the transactions, which update the account balances.

Batches always have to balance. In other words, you have to post identical debit and credit amounts, in total, for the whole batch. In many cases, the system can balance the batch for you automatically.

Once you post transactions, you cannot adjust them in any way. Instead, you have to enter further adjusting transactions, either to reverse the original transactions completely, or to adjust the amount.

If you post a transaction to an incorrect account, you would correct this in two steps:

- Post a transaction to reverse the original transaction out of the incorrect account.
- Post a second transaction to enter the transaction into the correct account.

You do not have to complete entering a batch in one session. The system saves each batch until you delete it or post it. The system creates separate batches per entry type and user, so each user can enter transactions into their own batches without affecting other users. In addition, a user can enter batches for an entry type, save the batch, and enter transactions for another entry type without losing the first batch.

If you process customer receipts and supplier payments, and you use open item processing, you can allocate (match) the receipts and payments to their original invoices within the batch entry system. If you delete a transaction, the system automatically deletes the associated open item allocations.

Pastel Partner	Pastel Partner allows you to create recurring journals. You enter these once and process them whenever you need. Transactions can recur on a monthly, quarterly, annually, etc., basis. You can also capture post-dated cheques for later processing.
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Bank Reconciliation Overview

The system gives you the option of reconciling your bank accounts. Note that the use of this facility is optional. It does not affect your balances in any way.

The bank reconciliation function lets you match the physical bank statement with the system's cash book transactions. You can then see any transactions that are on the bank statement but not in the system, and vice versa. You can enter the bank statement information manually, or you can import the bank statement from an ASCII file and perform the reconciliation electronically.

You can use the bank reconciliation to reconcile other items such as credit card statements, petty cash systems, and so on.

The system uses the reference field on the transaction record to control the reconciliation process. When you enter cash book transactions in the Cash Book function, you have to ensure that you enter the reference field on the transaction correctly:

- The system groups all transactions with the same reference together for reconciliation purposes. For example, you allocate cheque 100 to two accounts. To do this, you enter two transactions, and you give both a reference of 100. In the reconciliation, the system adds their amounts together, and you reconcile the total amount of the cheque. The same situation applies to deposits, where you can have many items on one deposit slip. You must assign each item the same reference.
- To ensure that references are unique, we recommend that you assign a unique alpha prefix to each entry type. For example, precede your cheque numbers with the letter "C", and deposits with the letter "D". Then, always add leading zeroes after the alpha part of the reference. For example, use "C0000123" instead of "C123". This ensures that your audit trail prints in the sequence you expect it to.
- You sometimes wish to exclude transactions from the reconciliation. You do this by setting the reference to "ZZZZZZZZ". The bank reconciliation process ignores transactions that have this reference.

You reconcile transactions using two methods. You can switch between these at any time:

Method	How it Works
Check Method	Here you mark each transaction line as reconciled. You can sort the transactions by reference, amount, or date. You can unreconcile transactions you previously reconciled in the same session.
Entry	Here you enter a reference, an amount, or a date, and the system finds the transaction for you. If there is more than one transaction with the same value, you

Method	can mark the one to reconcile. If there is only one value, you enter the amount of the transaction to complete its reconciliation. The system can default the value for you, so that you just press <Enter>. You can therefore enter an amount and then press <Enter> to confirm it.
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The entry method is the safest method to use, but it takes more time. Bear in mind that reconciling a bank account is a notoriously frustrating process. It is very easy to make a mistake, and, once you do so, it is very difficult to track down the error.

For example, you use the entry method and you check a transaction with a value of 10 when the bank statement value you are reading is 100. At the end of the reconciliation process, you will have a difference of 90, which does not relate directly to the mismatch between 10 and 100. In addition, if there are more errors like this, it becomes impossible to detect the errors without performing the operation again.

You can save a bank reconciliation without processing it. This lets you deal with queries, or enter large reconciliations over time.

You perform reconciliation functions in three places:

- You do the bulk of the work in the Bank Reconciliation function.
- You can reconcile items as you enter them in the Cash Books function.
- You can reconcile or unreconcile a group of transactions based on a date range in the Reconcile / Unreconcile Cash book function.


General Ledger Reporting

The system produces a large number of standard reports, including financial statement reports such as the trial balance, income statement, and balance sheet. No accounting knowledge is required to produce these reports. You have to set up the correct financial category on each general ledger account, and the system takes care of the accounting in the background.

You can also produce a set of graphical financial ratios that analyse your business performance.

The system produces standard financial statements such as the balance sheet or income statement.

Pastel Partner	If you need sophisticated financial reports and/or sophisticated budget reports, Pastel Partner contains a general ledger report writer.
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This guide contains overview information only. If you want detailed information on any topic, consult the on-line help, which has the same table of contents as this guide, although somewhat expanded. In addition, you can type in the manual's heading into the on-line help's Index section to find the relevant help section.

General Ledger Setup and Maintenance

In this section, we first look at how you set up the subsidiary files associated with general ledger. We then look at how you maintain general ledger accounts.

Entry Types

Entry types let you classify transactions based on the source of the transaction. For example, the general ledger may contain a number of expense accounts for analysis purposes. You can use entry types to see all your expense details irrespective of the account you use. You also use entry types to setup cash books. You maintain entry types via the Setup...Entry Types menu option:

Setup Entry Types - Sole Access Mode								
No	Description	D C	Contrain Detail	Force Projects	Account Access	Date / Period Entry	Cash Book	Bank Account
1	CB 1 Payments	D			GL and Suppliers	<input type="radio"/> Date Sets Period <input checked="" type="radio"/> Period Defaults Date	1	8400/000
2	CB 1 Receipts	C			GL and Customers	<input type="radio"/> Date Sets Period <input checked="" type="radio"/> Period Defaults Date	1	
3	General Journal	D	✓		General Ledger	<input type="radio"/> Date Sets Period <input checked="" type="radio"/> Period Defaults Date	0	
4	Payroll Journal	D	✓		General Ledger	<input type="radio"/> Date Sets Period <input checked="" type="radio"/> Period Defaults Date	0	
5	Depreciation Journal	D	✓		General Ledger	<input type="radio"/> Date Sets Period <input checked="" type="radio"/> Period Defaults Date	0	
6	Accruals	C	✓		General Ledger	<input type="radio"/> Date Sets Period <input checked="" type="radio"/> Period Defaults Date	0	

You link two entry types to a bank account to form a cash book.
In the Account Access column, you specify the account types you can use in this entry type.
In the Date / Period Entry column, specify how period and date entry works.

Periods

A financial year is broken down into financial periods. Financial periods are usually a calendar month long. To maintain financial periods, use the Setup...Periods menu option:

Setup Periods - Sole Access Mode				
This Year Periods		Last Year Periods		
Period Number	Per	Description	Start	End
Number of Periods	01	March	01/03/04	31/03/04
12	02	April	01/04/04	30/04/04
Current Period	03	May	01/05/04	31/05/04
1	04	June	01/06/04	30/06/04
<input type="checkbox"/> Use Last Period as First Period of Next Year	05	July	01/07/04	31/07/04
<input type="checkbox"/> Auto Create:	06	August	01/08/04	31/08/04
<input type="checkbox"/> Use End Date	07	September	01/09/04	30/09/04
Create	08	October	01/10/04	31/10/04
	09	November	01/11/04	30/11/04
	10	December	01/12/04	31/12/04
	11	January	01/01/05	31/01/05
	12	February	01/02/05	28/02/05

Tax

In this function, you setup tax rates for taxes you pay on customer sales and/or supplier purchases. To access this function, select the Setup...Tax menu option:

Setup Tax - Sole Access Mode

Parameters

Percentages

Box Names

Box Layout

Processing Method

Tax System

Normal VAT / GST / Sales Tax

Tax Control Account

9500/000

Vat / Tax Control Account

Tax Provision Account

9510/000

Vat / Tax Provision Account

Early Payment Terms

☒ Does Not Affect Invoice Value

☐ Vat Free and Therefore Changes Invoice Value

Default Entry Method

☐ Exclusive

☒ Inclusive

In the Tax System field, you must choose the correct tax system.
In the Default Entry method frame, you set a default that you can change when you process.
The Box Names and Box Layout tabs let you calculate values you show on your tax forms.

In the Percentages tab, you create the actual tax type codes and their percentages:

Parameters		Percentages		Box Names		Box Layout	
No	Description	Tax %	Start	End			
1	Vat - Standard rated	14.00	06/04/93	31/12/10			
2	Zero rated	0.00	01/09/91	31/12/10			
3	Exempt/non suppl	0.00	01/09/91	31/12/10			
4	Bad debts	14.00	06/04/93	31/12/10			
5	Capital goods	14.00	06/04/93	31/12/10			
6	Vat adjustment	100.00	01/09/91	31/12/10			
7	Accom exceed 45 days	14.00	01/01/93	31/12/10			
8	Accom not exc 45 day	14.00	06/04/93	31/12/10			
9	Export 2nd hd goods	14.00	06/04/93	31/12/10			
10	Change in use	14.00	06/04/93	31/12/10			
11		0.00	01/01/80	31/12/10			

In the Tax% column, you set a percentage for each tax type. You cannot change the percentage once the code is in use.
In the table, you can set a date range per tax code, so that operators do not use older tax percentages.

Tax Manager

Tax Manger will assists you with the backdating of transactions and the tax report submissions. Once you have processed your tax report for the specific financial period, Tax Manager will close the specific period. Any transaction that is backdated will form part of the current period thus automatically reconciling your values for the next Tax submission.

Tax Manager Setup

When you register your company for VAT, you register to submit your Tax monthly, bi-monthly, quarterly, half year or yearly. Select Setup...Tax...Tax Manger to select the category that you have registered your company for.

Setup Tax Manager - Sole Access Mode

Tax Periods

Tax Reporting Frequency

Tax Period End Month

End Month Not Applicable

Category A = 2-Monthly, ending at the end of every odd month, e.g. Dec/Jan, Feb/Mar etc...

No Reporting Frequency selected - click here to select

Category A = 2-Monthly, ending at the end of every odd month, e.g. Dec/Jan, Feb/Mar etc...

Category B = 2-Monthly, ending at the end of every even month, e.g. Jan/Feb, Mar/Apr etc...

Category C = Monthly (Taxable supplies greater than Govt. limit)

Category D = 6-Monthly (certain farmers only)

Category E = Annually (One transaction per year)

Category F = 4-Monthly, ending on the last day of June, October and February

201201	01/12/11	31/01/12		
201203	01/02/12	31/03/12		
201205	01/04/12	31/05/12		
201207	01/06/12	31/07/12		
201209	01/08/12	30/09/12		
201211	01/10/12	30/11/12		
201301	01/12/12	31/01/13		
201303	01/02/13	31/03/13		

OK

Cancel

Tax Manager Assistant

In the Tax Manager Assistant, you can view Tax Type report or Tax Box report for current and previous periods as well as close the current tax period.

To access this function, select Change...Tax Manager Assistant menu option. You can alternatively select View...General Ledger...Tax...Reports menu option.



Tax Manager Assistant

The Tax Manager Assistant allows you to view the Tax Type / Tax Box reports for current and previous tax periods, as well as close the current tax period.

To make a backup now, click the Backup button below.

☒ View Reports

Tax Type Report

☒ View current Tax Period

☐ View closed Tax Period(s)

☐ Close the current Tax Period

201107 (01/06/11 - 31/07/11)

Help

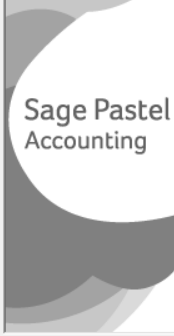
Backup

Next

Cancel

Option	Description
View Reports	You can select to view the Tax Type Report or the Tax Box Report by selecting the specific report from the drop down box.
View current Tax Period	This option will display the current Tax period for the report selected to view.
View closed Tax Period	This option will display the closed Tax period for the report selected to view.
Close the current Tax Period	You select this option to close the current Tax Period.

Enter a comment to easily identify the tax period that you have closed.



Close Tax Period 201107 (01/06/11 - 31/07/11)

Please enter a comment to close the tax period.

Demo 201107

Help

Back

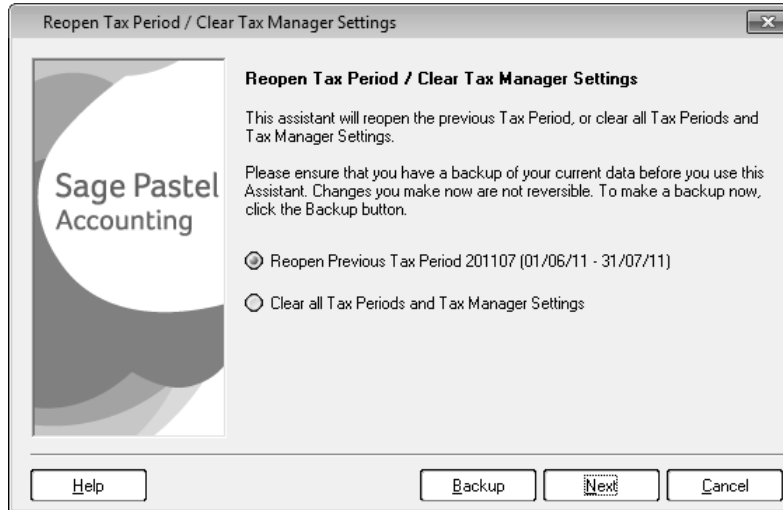
Process

Cancel

Reopen Tax Period / Clear Tax Manager Settings

You can reopen a previous Tax Period or you can clear all Tax Periods and Tax Manager Settings if you have incorrectly setup the Tax Manager

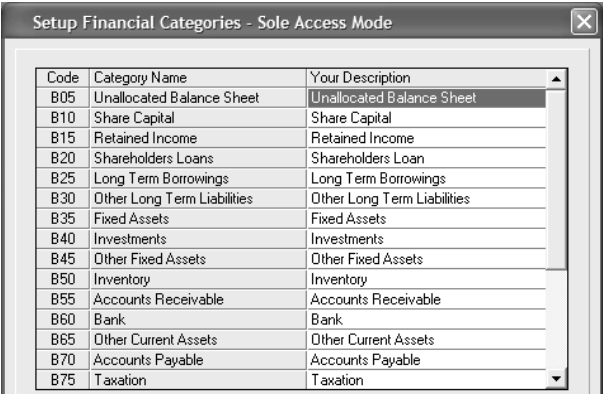
To access this function, select Change...Reopen Tax Period / Clear Tax manager Settings menu option.



Option	Description
Reopen Previous Tax Period	If you need to reopen the previous tax period to update a transaction and have not submitted your return, select this option. The period will be opened and you can process to the period.
Clear all Tax Periods and Tax Manager Settings	If you have selected the incorrect category for your company in the Tax Manager setup, select this option to clear the setup and select the correct category.

Financial Categories

Although you cannot create new financial categories, nor change the way they work, you can change their descriptions. You do this in the Setup...Financial Categories menu option:

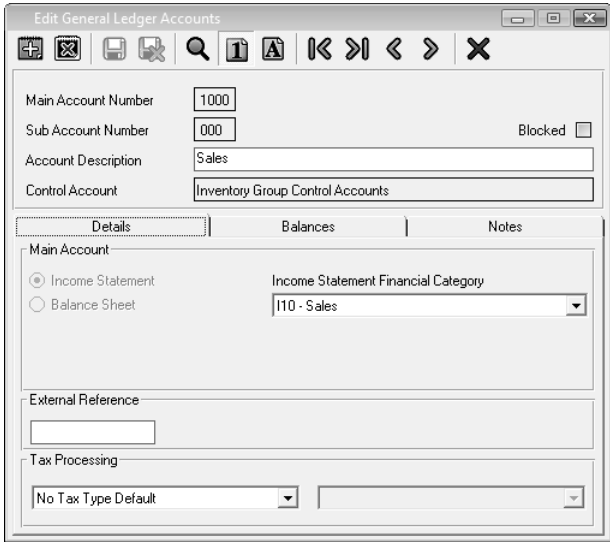


Code	Category Name	Your Description
B05	Unallocated Balance Sheet	Unallocated Balance Sheet
B10	Share Capital	Share Capital
B15	Retained Income	Retained Income
B20	Shareholders Loans	Shareholders Loan
B25	Long Term Borrowings	Long Term Borrowings
B30	Other Long Term Liabilities	Other Long Term Liabilities
B35	Fixed Assets	Fixed Assets
B40	Investments	Investments
B45	Other Fixed Assets	Other Fixed Assets
B50	Inventory	Inventory
B55	Accounts Receivable	Accounts Receivable
B60	Bank	Bank
B65	Other Current Assets	Other Current Assets
B70	Accounts Payable	Accounts Payable
B75	Taxation	Taxation

General Ledger Accounts

You use this function to maintain general ledger accounts. If you use the Setup Assistant to create a company, the system creates a full chart of accounts that you can modify to suit your needs.

To access this function, select the Edit...General Ledger...Accounts menu option:



1000

000

Sales

Inventory Group Control Accounts

Blocked ☐

Details | Balances | Notes

Main Account

☒ Income Statement Income Statement Financial Category

☐ Balance Sheet 110 - Sales

External Reference

Tax Processing

No Tax Type Default

General ledger accounts have a main account and an optional sub account. You use the Blocked check box to block many types of master records, because you cannot delete records that have transactions or balances. This prevents users from using them incorrectly.

The financial category is a critical field. If you have the correct categories for every account, you can produce a trial balance, an income statement, and a balance sheet, automatically.

Most types of master records have a Notes tab.

Budgets

Once you create your general ledger accounts, you can optionally enter budgets for them. The use of budgets is optional. You work with budgets via the Edit...General Ledger...Budgets menu option:

Budget Assistant

The Budget Assistant helps you to make changes to your budgets. Please ensure that you have a backup of your current data before you use this Assistant. Some of the changes you can make are not reversible. To make a backup now, click the Backup button.

You can perform the following operations on budgets. Please choose one and then click the Next button to continue with the Assistant.

- ☒ Create or overwrite current budget or next year budget values with actuals or other budget values, optionally adjusting and / or rounding the values at the same time
- ☐ Adjust and / or round current budget or next year budget values
- ☐ Enter and / or edit individual account budgets
- ☐ Make a printout of the budgets.

When you choose a processing option, you first choose the range of general ledger accounts to use. This is important because, for example, you may wish to increase your sales budgets by one percentage, and increase, or even decrease your overheads by a different percentage.

If you create next year budgets, you have the following choices:

Choose Which Values to Copy

You now need to choose which values you wish to copy. You have the following choices:

- ☒ Copy This Year Actuals up to and including period

01 - 01/03/01 - 31/03/01 March

and then This Year Budgets to Next Year Budgets
- ☐ Copy This Year Actuals to Next Year Budgets
- ☐ Copy This Year Budgets to Next Year Budgets
- ☐ Copy Last Year Actuals to Next Year Budgets
- ☐ Copy Last Year Budgets to Next Year Budgets

The first option lets you create next year budgets using the current year's actual values up to the period they are available, and the current year budgets from then on.

General Ledger Processing

In this section, we look at general ledger processing functions.

Journals and Cash Books

You use the Journals and Cash Books functions to enter a large percentage of your business transactions. You use these functions for all non-inventory transactions. These include general ledger journals, cash book entries, customer journals and payments, supplier journals and payments, and opening balances for general ledger, customer, and supplier accounts.

Processing in these options is almost identical, and we cover them together. The differences between journal and cash book processing are:

- With a journal, you process a single entry type at a time, whereas a cash book is a combination of two sequential entry types, one for payments and one for receipts.
- You enter amounts differently in journals and cash books.
- You can perform a bank reconciliation on cash book transactions.

You access these functions via the Process...Journals and Process...Cash Book menu option.

Choosing an Entry Type / Cash Book

When you access the Journals function, you choose an entry type to use:

Process Journals	
Entry Type	General Ledger
	03 - General Journal
	04 - Payroll Journal
	05 - Depreciation Journal
	06 - Accruals
	07 - Reversal of Accruals
	Customer
	Supplier
	All
Per	01
Tax	00

In the Entry Type list box, choose an entry type. You work in one entry type at a time per batch. However, you can have multiple batches open, each with their own entry type.

With cash books, it is slightly different:

Process Cash Books	
Cash Book	01 - 8400/000 Current Account
Balance	9,972.01
Close	
Payments	Receipts

Here, you choose a cash book instead of an entry type. Since a cash book contains two entry types, there is a Payments tab and a Receipts tab. You can work in either or both of these entry types at once.

Entering Transactions

Here are typical journal entries:

	Per	Date	Account	Reference	Description	Debit	Credit	Project	Contra Account
1	01 - 0	31/03	1000/000	JNL0024	Posted to incorrect account	R1 232.18			0000/000
2	01 - 0	31/03	2900/000	JNL0024	Posted to incorrect account		R1 232.18		0000/000

In this entry type, we selected to use only general ledger accounts. Therefore, you do not choose the account type - you just enter the account.

Here are typical cash book entries:

	Per	Date	GCS	Account	R	Reference	Description	Bank Amount	Discount	Project
1	04 - I	30/06	S	MED001	N	CHQ00003	payment	R2 200.00		
2	04 - I	30/06	S	BIO102	N	CHQ00004	payment	R1 000.00		

The GCS column lets you choose a customer, supplier, or general ledger account. Journals and cash books can both have this column.

Note the different amount entry methods for journals and cash books. For journals, you specify debits and credits. In the cash book, you enter amounts into the Payments tab or the Receipts tab, and the system knows the sign of the entry.

In a cash book, if you process a payment against an open item customer (we cover open item in the next chapter), you can match the payment against an invoice immediately:

Per	Date	GCS	Account	R	Reference	Description	Bank Amount
01 - 01	31/03/01	C	ALB191	N	RCT12588	Payment Thank you	143.13
01 - 01	31/03/01	C	GOL191	N	RCT12588	Payment Thank you	269.36

Open Item Matching CB 1 Receipts									
Account - GOL191 - Golden, Sam									
Reference		Date							
RCT12588		31/03/01							
Discount To Match		Discount Matched		Amount To Match		Amount Matched		Total To Match	
						269.36C		269.36C	
Invoice	Date	Description	Invoice Amount	Amount Due	Discount	Total Due	Amount	Unpaid	Match
IN125488	03/03/01	Tax Invoice	45.18	45.18		45.18	45.18		<input checked="" type="checkbox"/>
IN125494	12/03/01	Tax Invoice	61.78	61.78		61.78	61.78		<input checked="" type="checkbox"/>
IN125502	21/03/01	Tax Invoice	162.40	162.40		162.40	162.40		<input checked="" type="checkbox"/>

Here, we have matched the 269.36 payment against the customer invoices.

The system applies tax to cash book and journal batches in different ways. You always enter tax at the point of the original transaction. For customers and suppliers, you enter original transactions via customer and supplier documents, or via customer and supplier journals that we are looking at here. In both these processes, you enter tax codes along with the transactions. You receive payment from customers and pay suppliers in the cash book, where you do not enter tax unless you process a discount.

The system also lets you enter taxable transactions directly into a general ledger account, in other words bypassing customer and suppliers. You usually use this for overheads such as rent, telephone, and so on, for small purchases of non-stock items, and for reimbursements to employees. With these items, you enter tax in the cash book because this is the only entry for the transaction.

For details about this, search the on-line help for "balancing batches".

You can set a number of options per user and per batch:

Use the Repeat Description check box to repeat the last line's description on new lines. If you are processing tax transactions, you can default the tax code and entry method. If you do not need tax, you can turn tax processing off and the tax column vanishes, as in our examples above.

For cash book payments you can increment references per line (e.g. for cheques). For receipts or journals, you can increment once at the start of the batch and then leave the reference unchanged.

Updating Batches

The transactions you enter into journal and cash book batches do not update until you instruct the system to do so. You also have to ensure, and the system checks, that journal batches are in balance before you can update them. The system balances cash book batches for you.

To update batches, you click the Update button:

The cash book batch update gives you the option of printing cheques:

As we said earlier, you use these options to process many of your transactions, so you should ensure you understand all the options and methods. The on-line help takes you through this in detail.

Bank Reconciliation

You can match your physical bank statement with the system's cash book transactions. This lets you easily find transactions that are on the bank statement but which you have not entered into the system, and vice versa.

The use of the bank reconciliation function is optional. You can start and stop using it at any time - it does not affect balances in any way.

To access this function, select the Process...Bank Reconciliation menu option. Here is a typical processing screen:

Bank Reconciliation - Cash Book 01 - 8400/000 National Bank

Cash Book Balance137,168.00

Statement Balance0.00

C	Reference	Date	Payments	Receipts	Reconciled
<input checked="" type="checkbox"/>	00000000	31/03/04		104,000.00	<input type="checkbox"/>
	00000001	31/03/04		4,000.00	<input type="checkbox"/>
	00000002	31/12/04		29,000.00	<input type="checkbox"/>
	CHQ2114	28/02/05		1,000.00	<input type="checkbox"/>
	CHQ9879	28/02/05	1,200.00		<input type="checkbox"/>
	CHQ9880	28/02/05	1,682.25		<input type="checkbox"/>

Period	Date	Account	Reference	Description	Amount to Reconcile
1	31/03/04	ACK001	00000000	Payment	100,000.00C
1	31/03/04	ALL001	00000000	Payment	2,000.00C
1	31/03/04	CDM003	00000000	Payment	2,000.00C

Options...

Find By Reference

Amount to Reconcile0.00

Unreconciled = 6

MIX

Diff = 2,050.25

Help

Select All

Deselect All

Back

Update

Close

Check an item's Reconciled check box to reconcile it.

The icon in the C column indicates multiple transactions for this reference. An example of this is in a deposit slip. The second table displays these details of the selected transaction. You can hide the second table and show more lines instead.

The status bar updates as you work, showing the number of unreconciled items and the reconciliation balance.

The reconciliation works on a batch basis. You can save the reconciliation, and return to complete it later. Once it is correct, you update the transactions as reconciled.

In the general ledger overview, we stressed the importance of the transaction reference field for the reconciliation process. The system puts all transactions with the same reference together, from the reconciliation point of view.

General Ledger Manager Module

Your general ledger determines the format of your financial statements. All transactions you process in the system are represented in the general ledger, and this makes changing the general ledger problematic. In addition, you have to keep a full audit trail of transactions that make up general ledger balances.

However, over time you may change the nature of your business to a greater or lesser degree. In addition, you may realise that initial assumptions you made about general ledger account requirements were not optimal, and you may want to make adjustments.

The General Ledger Manager add-on module gives you the ability to make many of these adjustments. You have the following options:

Option	What it Does
Renumber accounts	This option lets you renumber existing general ledger accounts, even if they have balances and transactions. At the same time, you can change accounts into main or sub accounts just by renumbering them appropriately.
Delete accounts	This option lets you delete general ledger accounts with balances and/or transactions. The system transfers existing balances / transactions to another GL account you nominate.
Consolidate accounts	This option lets you consolidate multiple existing general ledger accounts into another existing account.
Change financial categories	This lets you change an account's financial category.
Print audit trail	This option prints a report of all changes made within a range of dates.

You accomplish all this without affecting the integrity of the general ledger in any way.

To access this function, select the Change...General Ledger Manager menu option:

Choose the Operation to Perform

The General Ledger Manager allows you to perform the following functions on existing General Ledger Accounts.

Please ensure that you have a current backup of your data as the changes you can make in this Assistant are not always reversible. To make a backup now, click the Backup button below.

Please choose the Function you wish to perform:

☒ Renumber General Ledger Accounts

☐ Delete General Ledger Accounts

☐ Consolidate General Ledger Accounts

☐ Change Financial Categories

☐ Print Audit Trail

Pastel Xpress Start-Up	This module is not available with Pastel Xpress Start-Up.
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Year-End

At the end of the financial year, you need to run the year-end procedure. This procedure is automatic. It prepares your company for processing in the new financial year.

To access this function, select the Change...Year End menu option.

You need to be a Supervisor in order to run this procedure. You set up which users are Supervisors in the Users / Passwords function.

The year-end procedure does the following processing:

Item	Explanation
General Ledger Balances	For income statement accounts, current year balances move to last year. For balance sheet accounts, last year balances consolidate as one total, and the current balances move to last year. Current year balances are set to zero. Current budgets move to last year budgets, future budgets move to current budgets, and next year budgets become zero. The system posts the profit or loss for the year into the retained income account.
Customer and Supplier Balances	Last year balances consolidate as one total, and the current balances move to last year. Current sales / purchases balances move to last year. This year balances and sales / purchases values become zero.
General Ledger, Customer, and Supplier Transactions	The system deletes last year transactions. This year transactions become last year transactions, and the system creates a new, empty transaction file for the current year. Invoices on hold have their period set to period one.
Inventory Costs, Sales, and Quantity Values	The system accumulates these into the last year totals, and the current values become zero.
Periods	The system increments years by one year in the period table, and adjusts period end dates if necessary, for example, for leap years. The system sets the current period to one for single period users.
Moves Period 13	If you set period 13 as the first period of the new year, the system transfers period 13 transactions and balances to period one of the new year.

General Ledger Reporting

In this section, we look at general ledger reports, financial ratios, as well as the report writer.

Reports

To access reports, choose the View...General Ledger menu option and select the report you require.

You have the following reports available:

Report	Description
Account Balances	This shows current and last year actual values, and current, last, and future, budgets.
Accounts	This report shows your chart of accounts.
Audit Trail of Electronic Tax Documents	This report will display all Electronic Documents that have been sent, listing details of each document including the VAT.
Balance Sheet	The balance sheet shows you your assets and liabilities in the company.
Budgets	This report lists your budgets.
Cash Book Details	This report details cash book transactions.
Cash Movement	This details cash movement (in and out) of your bank account(s).
Cheques	You can print cheques to pay suppliers and for cash purchases.
Project Report	This shows an income statement for projects.
Detailed Ledger	The detailed ledger report details transactions for general ledger accounts.
Entry Type Details	This lists transactions for a range of entry types.
Financial Categories	This report lists your financial categories.
Income Statement	The income statement details income and expenditures incurred.
Ledger by Entry Type	This lets you see transactions filtered by entry type and account number.
List Projects	This lists projects.
Report Writer Categories	This report lists your report writer categories.
Tax Box	This shows the accrued amount of sales tax, VAT, or GST that is receivable or due to tax authorities, per tax box.
Tax Type	This shows the accrued amount of sales tax, VAT, or GST that is receivable or due to tax authorities, per tax type.

Trial Balance	The trial balance shows account balances as well as the profit / loss.
Graphs	You can create graphs of your activity.

Financial Ratios

If you have Microsoft Excel, you can analyse the state of your company activities by using financial ratios. Ratios compare one value against another in order to assess whether there is strength or weakness in that area. Ratio analysis helps you to make meaningful conclusions. Ratios generally fall into the following areas:

Ratio Type	What They Show
Earnings	These show profitability of the company.
Solvency and Liquidity	These show stability and the ability of the company to meet its obligations.
Turnover Ratios	These show the efficiency of the company's business activities.
Shareholder's Return	These look at shareholders' earnings from their investment.

We need to emphasise that ratio analysis on its own is not enough in assessing the strength or weakness of a company. You need to consider other factors when you analyse your company's activities. To make a ratio analysis meaningful, you should:

- Compare ratios over a reasonable time-period
- Compare ratios against those of similar companies
- Consider extraordinary or contingent events that can skew the ratios

In terms of similar companies, you have to consider their historical background. For example, an older company is likely to be more stable and to have different ratio profile than a new company.

To access this function, select the View...Financial Ratios menu option. You can also use the Graph icon on the toolbar to access function. When you access this function, the system opens Excel and feeds the relevant data into Excel. The system uses various tabs for ratios, graphs, and formulas.

Here is the Financial Ratios tab:

Microsoft Excel - Financial Ratio Calculator (P2007)1

File Edit View Insert Format Tools Sage Data Window ACT! Help Report Tools

Change Month

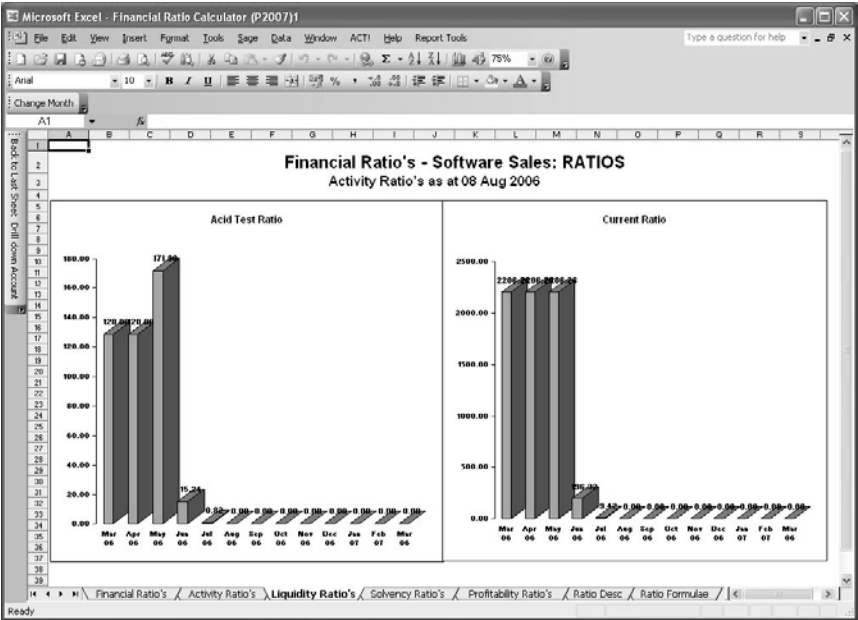
Financial Ratio's - Software Sales: RATIOS

	Mar 06	Apr 06	May 06	Jun 06	Jul 06	Aug 06	Sep 06	Oct 06	Nov 06	Dec 06	Jan 07	Feb 07	Mar 07	YTD
Acid Test Ratio	120.00	120.00	120.00	15.24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Asset Financing Ratio	1.00	1.00	1.00	0.99	0.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-0.03
Current Ratio	2206.26	2206.26	2206.26	896.32	0.42	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Customers Days Ratio	85.63	81.18	386.45	811.32	662.45	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Inventory Ratio	6826.40	0.00	1418.66	0.00	32.87	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2196
Inventory Turnover Ratio	220.88	0.00	47.23	0.00	1.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	107
Profitability Ratio	0.00%	0.00%	0.00%	103.88%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	-593.80%
Return on Equity Ratio	0.48%	0.48%	0.48%	0.22%	-283.99%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	141.52%
Solvency Ratio	2206.26	2206.26	2206.26	896.32	-2.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-1.76
Supplier Days Ratio	0.00	0.00	0.00	0.74	0.93	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Acid Test Ratio (Current Assets - Inventory) / Current Liabilities
Asset Financing Ratio Total Shareholder Interest / Total Assets
Current Ratio Current Assets / Current Liabilities
Customers Days Ratio Accounts Receivable x 30 x Period / Sales (YTD figure)
Inventory Ratio Closing Inventory x 30 / Cost of Sales
Inventory Turnover Ratio Cost of Sales / Closing Inventory
Profitability Ratio Earnings before Interest and Tax / Sales
Return on Equity Ratio Earnings of Ordinary Shareholders After Tax / Ordinary Equity
Solvency Ratio Total Assets / Total Debt
Supplier Days Ratio Accounts Payable x 30 x Period / Cost of sales (YTD figure)

Financial Ratio's / Activity Ratio's / Liquidity Ratio's / Solvency Ratio's / Profitability Ratio's / Ratio Desc / Ratio Form

Here is the Liquidity Ratios tab:



Note the tab names at the bottom of the spreadsheet. You use these to select the different types of ratio.

The last two tabs display information about the ratios:

- The Ratio Description tab describes each ratio
- The Ratio Formulae tab gives you the formula the system uses for each ratio

Chapter 5 – Customers

In this chapter, we look at customer processing, excluding customer sales, which we look at in the Inventory chapter.

- Customer Overview
- Customer Setup and Maintenance
- Customer Processing
- Customer Reporting



This guide contains overview information only. If you want detailed information on any topic, consult the on-line help, which has the same table of contents as this guide, although somewhat expanded. In addition, you can type in the manual's heading into the on-line help's Index section to find the relevant help section.

Customer Overview

All businesses sell to customers, which makes customer processing a key factor in an accounting system. In this overview, we look at the various elements that make up customer processing. In this module, however, we do not cover selling of goods to customers. We cover that extensively in the Inventory module.

Payment Terms, Ageing, Open Item, and Balance Forward

The system gives you powerful and flexible methods of controlling customer payments. In this section, we cover the following concepts:

- Normal Payment Terms
- Ageing
- Early Payment Terms
- Open Item and Balance Forward Processing

For each customer account, you choose normal and early payment terms as well as whether to use open item or balance forward processing.

It is important that you understand how all these concepts work together. Only then will you be able to choose how to process your customers in the most effective manner.

Normal Payment Terms

Payment terms apply to sales on credit. You establish the period within which you expect your customer to pay you. It is important to do this so that, should your customer not pay you on time, you can chase up outstanding amounts. The system produces overdue reports from which you can initiate collection measures. You can also charge interest on overdue amounts.

Payment terms can be monthly or day-based. Monthly terms work via financial periods. There are five of these terms:

- Current
- 30 days
- 60 days
- 90 days
- 120 days

If you offer current terms, the customer has to pay in the same month in which you invoice them. Amounts that are unpaid and are more than one month old are overdue. If you offer 30- day terms, the customer has to pay in the month after you invoice them. Amounts that are unpaid after two or more months are overdue, and so on.

Day-based terms work on days instead of periods. The days are usually from the date of the invoice. For example, you can give a customer terms whereby he should pay you within seven days from the date of the invoice. If the customer does not pay you within this period, they are overdue.

To use day-based terms, you have to create your own terms codes.

You can also create a terms code that is a mixture of day based and period based, although this is not common. To do this, you specify that payment is due a specified number of days after the end of the period. If you use this kind of terms code, the system calculates the first due date based on the number of days in the terms code, and then switches to monthly terms from then on.

Ageing

The system measures the overdue status of a customer in the same lengths as their terms. The system works to a maximum of five terms. For example, if a customer's terms are seven days from date of invoice, their terms are:

1 - 7 days	Terms
8 - 14 days	Terms + 1
15 - 21 days	Terms + 2
22 - 28 days	Terms + 3
29 - 35 days	Terms + 4

This breakdown of outstanding amounts is the customer ageing. The ageing prints on the customer's statement.

You can print various useful reports that show ageing and overdue information:

- The age analysis report shows the aged balances as they appear on the customer's statement.
- The overdue report only shows customers whose amounts are overdue.

Early Payment Terms

Normal payment terms extend over time. As an incentive to encourage early payment, you can offer customers early payment terms, also known as settlement discounts.

To do this, you create early payment terms that you offer to customers. You set an early payment percentage discount, and you set a time-scale within which the discount applies. You can base the time-scale on a number of days from the invoice date, or from the last day of the period.

The system prints the settlement amount and date on each invoice.

Open Item and Balance Forward

Ageing and payments terms all rely on the system analysing existing transactions and determining when they are due. There are two different methods of determining ageing:

- Open Item
- Balance Forward

You set the method for each customer separately.

With open item processing, the system looks at each individual invoice for a customer, and uses the invoice date to determine whether it is due or not.

In order for this method to work, you have to specify, each time you receive a payment from a customer, which invoice(s) they are paying. In other words, you have to match payments to invoices. This means additional work on your part. However, the system gives you the option of automatically matching all payments from the oldest invoices down. If a customer pays the full amount outstanding, you do not have to match each invoice.

With balance forward, the system does an approximation of which balances belong in which ageing periods. It does this by reading the invoice and payment transactions for the terms periods, accumulating all invoice values in their terms periods, and then applying all payment values from the oldest terms period down. Whatever is left is the ageing. This method requires no matching of payments to invoices at all.

Which method should you use? Here are some suggestions to help you decide. Instead of using one method all the time, we suggest that you choose a method per customer in order to optimise your processing:

- Day based terms require open item processing.
- Use balance forward processing for customers who pay you regularly and on time. If you invoice a customer a few times a month and they invariably pay you in the next period, there is no need to do extra work.
- If you create a cash sale account, use balance forward processing for that account.
- If you have a customer with whom you have queries on individual invoices, you need to leave queried items unpaid, and you would like these queries to show on statements each month, use open item.
- If you have a large number of transactions for a customer, and you need to reconcile each payment to individual invoices, use open item.
- If you often have credits, you may want to use open item processing to track these.
- If you intend to charge interest on overdue amounts, consider open item processing, since it will age interest charges more accurately.
- Open item ageing is more accurate than balance forward ageing.

Customer Categories

You can group customers into different categories such as authorised dealers, registered dealers and end users. You can create up to 99 categories. The use of categories is optional. However, they can be useful in various situations:

- You can produce various reports in category sequence.
- The system allows you to perform activities in category sequence. For example, you can generate invoices for each customer in a category from a single template invoice.

Sales Analysis Codes

Sales analysis codes let you analyse sales performance. You usually use sales analysis codes in two main areas:

- Sales analysis codes let you analyse salesperson performance. You can specify a commission structure with sales targets and percentage commissions. You can base commissions on sales or gross profit values.
- Alternatively, you can allocate sales analysis codes to other sales criteria such as geographic areas, customer categorisation, market analysis, and so on.

You can assign default sales codes to each customer and delivery address. When you process an individual invoice, the system defaults the sales code and users can change them. You can make the entry of sales codes compulsory on sales documents.

The system offers you several sales analysis reports. You can see commissions for each sales person, periodic sales totals, invoices for each sales analysis code, and more. The system maintains current year and last year's period totals for sales, gross profit, and commission, per sales analysis code.

Customer Records

Customers have a six-character customer code. You assign terms and other fields, as discussed above, to customers individually.

You can choose delivery methods for invoices and statements, which include printing documents, emailing documents, emailing and printing or faxing.

You can choose whether to charge interest on overdue balances on a per customer basis.

You link each customer to a selling price regime. We look at selling prices in the inventory module.

You can create up to five user-defined master fields. You can use the Forms Designer to add these fields to invoices and statements.

Pastel Partner	Besides the standard postal and delivery addresses, you can create additional delivery addresses per customer. These let you work in a head office / branch hierarchy. You deliver goods on a delivery address (branch) basis, and you invoice the customer (head office).
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Customer Processing

We discuss sales of goods and services to customers in the Inventory module. Here, we look at customer journals and payments.


You use customer journals to capture opening balances and make non-inventory adjustments to customers. Customer journals work via the Journals and Cash Book function that we looked at in general ledger processing. You enable customer processing per entry type, and usually you dedicate one or more entry types to customer processing.

Customer payments occur via the same Cash Book function. For open item accounts, you can match payments to invoices when you process the payment. Alternatively, you can match open item payments separately, once you update the cash book batches.

Pastel Partner	We mentioned earlier that Pastel Partner supports recurring journal entries. You can use these for regular payments and/or billing.
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Customer Reporting

The system features many powerful and sophisticated reports that let you manage your customer database and follow up on overdue payments. You should spend some time familiarising yourself with these reports and their options.

	This guide contains overview information only. If you want detailed information on any topic, consult the on-line help, which has the same table of contents as this guide, although somewhat expanded. In addition, you can type in the manual's heading into the on-line help's Index section to find the relevant help section.
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Customer Setup and Maintenance

In this section, we look at the functions you use to set up and maintain customer elements and customer accounts. Many of these elements apply to supplier processing as well.

Customer Control

In this function, you set up important customer processing rules and options. You access this function via the Setup...Customers...Control menu option:

Setup Customers Control - Sole Access Mode

Configuration

Statements

Defaults

Rounding

Control Accounts

Customer Control8000/000Customer Control Account

Cash Book Discount3550/000Discount Allowed for Cash

Interest

Interest Account2750/000Interest Received

Annual % Rate15.00

Minimum Interest Amount100

Entry Type10 - Customer Journals

☐ Warn Overdue When Invoicing

Tax on Document Lines

☐ Print Tax Percentage

☒ Print Tax Amount

☐ No Tax Printing

Default Tax Type for Financial Lines

01 - Vat - Standard rated (14.00%)

Tax Ref. Prompt Amount0.00

The customer control account is the link between the general ledger and the customer sub-ledger.

In the Interest frame, if you charge interest on overdue amounts, you set up these fields.

In the Tax on Document Lines frame, you specify how to show tax on invoices.

In the Defaults tab, you enter default values for new accounts.

In the Statements tab, you set up statement options:

Configuration

Statements

Defaults

Description

Rounding

Print Options

Paper Style Assistant...

Plain, Single Sheet

Minimum Statement Amount0

Ageing Totals to Print (0-5)5

Number of Copies to Print1

Always Print in Balance Forward Format☐

Invoices

☒ Print Invoice Totals on Statement

☐ Print Invoice Lines on Statement

Statement Message

TermsThis message prints when the customer's balance is within their terms

Terms + 1This message prints when the customer's oldest balance is 1 term period after their terms

Terms + 2This message prints when the customer's oldest balance is 2 term periods after their terms

Terms + 3This message prints when the customer's oldest balance is 3 term periods after their terms

Terms + 4This message prints when the customer's oldest balance is 4 term periods after their terms

Use the Paper Style Assistant to choose the type of stationery to use when printing statements. Use the Minimum Statement Amount field to suppress the printing of statements with small balances. In the Rounding tab, you set whether to round invoices.

Customer Documents

You use this function to set up your customer documents such as quotations, sales orders, and invoices. We look at these documents in more detail in the Inventory module. You access this function via the Setup...Customers...Documents menu option:

Setup Customer Documents - Sole Access Mode

Quotation | Sales Order | Invoice | Credit Note | Debit Note

Original Name: Quotation
Copy Name: Copy Quotation
Supporting Name: Picking Slip
Entry Type: 00 - <None>
☐ Force Projects
☐ Force Sales Codes
Message:
User: 00 - User 0
☐ Update on Completion of Document
☐ Update in Batch Mode
Number of Copies: 1
Invoice Lines Default: Item Code
What to Print: Quotation only at entry
Paper Style Assistant... Plain, Single Sheet

You set up each document on its own tab. In the frame on the left, specify the name of the document, the name when you print copies, and the name of the supporting document. Also, enter a default message that prints on the document. All settings in the frame on the right are per user. You set whether to update invoices as you complete each one, or whether to batch them. You also specify whether to use supporting documents such as delivery notes, and when to print documents.

Normal Payment Terms

Normal payment terms establish when you expect customers to settle their accounts or when suppliers expect your payment. You maintain these terms in the Edit...Terms...Normal Payment Terms menu option:

Edit Normal Payment Terms - Sole Access Mode

Code	Day(s)	Timing
1	7	<input checked="" type="radio"/> From Date of Invoice <input type="radio"/> From Last Day of Period
2	0	<input checked="" type="radio"/> From Date of Invoice <input type="radio"/> From Last Day of Period
3	0	<input checked="" type="radio"/> From Date of Invoice <input type="radio"/> From Last Day of Period
4	0	<input checked="" type="radio"/> From Date of Invoice <input type="radio"/> From Last Day of Period
5	0	<input checked="" type="radio"/> From Date of Invoice <input type="radio"/> From Last Day of Period
6	0	<input checked="" type="radio"/> From Date of Invoice <input type="radio"/> From Last Day of Period

OK Cancel

For each code, choose the number of days within which payment must be made. Choose whether the number of days is from the invoice date or the period end date.

Early Payment Terms

An early payment term, sometimes known as a settlement discount, is a discount you offer customers and suppliers offer you, to make payment earlier than normal. You maintain these in the Edit...Terms...Early Payment Terms menu option:

Code	Discount Percentage	Day(s)	Timing
1	2.500%	5	<input checked="" type="radio"/> From Date of Invoice <input type="radio"/> From Last Day of Period
2	0.000%	0	<input type="radio"/> From Date of Invoice <input checked="" type="radio"/> From Last Day of Period
3	0.000%	0	<input type="radio"/> From Date of Invoice <input checked="" type="radio"/> From Last Day of Period
4	0.000%	0	<input type="radio"/> From Date of Invoice <input checked="" type="radio"/> From Last Day of Period
5	0.000%	0	<input type="radio"/> From Date of Invoice <input checked="" type="radio"/> From Last Day of Period
6	0.000%	0	<input type="radio"/> From Date of Invoice <input checked="" type="radio"/> From Last Day of Period

This is similar to the normal payment terms window, except that here you specify a percentage discount to apply if payment is made in time.

Customer Categories

You can group your customers into categories such as authorised dealers, registered dealers and end users. The use of categories is optional.

You maintain customer categories in the Edit...Customers...Categories menu option:

Code	Description
1	End-User
2	Dealer
3	Distributor
4	
5	
6	
7	
8	
9	
10	

Sales Analysis Codes

Sales analysis codes allow you to analyse sales by sales persons, geographic areas, market segments and so forth. Their use is optional, although you can force users to enter sales codes on each sales document once you decide to use them.

You maintain sales codes via the Edit...Customers...Sales Analysis Codes menu option:

In the Commission tab, you can specify salesperson commissions. You have two methods:

Method	How it Works
Gross Profit	The system calculates commission based on gross profit (sales - cost).
Sales	The system calculates commission using the total exclusive sales value.

In the Commission Structure Table, you specify the percentage commissions based on target values.

The system calculates commission by using each range's percentage incrementally. Using the example in the screen above, assume a sales amount of 16000:

- The system only calculates commission on 6000, since the commissionable amount starts at 10000.
- On the first 5000, the system calculates a commission of 250 (5% of 5,000).
- On the last 1000, the system calculates a commission of 75 (7.5% of 1,000).
- The total commission payable is therefore 325 (250 +75).

Note that you can copy commission structures between sales codes.

Customer Accounts

You use this function to maintain customer accounts. You access this function via the Edit...Customers... Accounts menu option:

If you use the Blocked check box to block an account, operators cannot post sales. However, they can process customer payments and journals.

The Balances tab shows sales totals and end-of-period balances for two years.

In the processing tab, you set processing rules for the customer:

The system prints the Tax Reference field on invoices. You can force the operator to enter a tax reference if this field is blank.

In the Processing Method frame, choose between open item and balance forward processing.

In the Documents and Statements frames, choose whether to print, email, or both print and email or fax invoices and statements.

Remember to check the checkbox “Customer Accepts Electronic Documents” if you send customers electronic documents.

In the Terms tab, you specify how you expect your customer to pay you, and what their credit limit is:

The screenshot shows a software window with several tabs: 'Contacts', 'Processing', 'Terms' (selected), 'User Defined', 'Balances', and 'Notes'. The 'Terms' tab is active and contains the following fields:

- Monthly Terms** (selected with a radio button) and **Day Based Terms** (unselected with a radio button).
- Normal Terms**: A dropdown menu currently showing 'Current'.
- Early Terms**: A text input field containing '00' and a button labeled 'No terms'.
- Interest From**: A dropdown menu currently showing 'One Period After Terms'.
- Price List**: A dropdown menu currently showing 'Cash Price'.
- Invoice Discount %**: A text input field containing '0.00'.
- Freight Method**: A dropdown menu.
- Ship / Deliver**: A text input field.
- Credit Limit**: A text input field containing '0'.

In the Terms tab, you set customer terms using elements we looked at earlier.

Use the Price List field to set the customer's base price, which we look at in detail in the Inventory module.

If you set the Credit limit value, and a customer exceeds their credit limit, you can warn the operator or prevent them from invoicing the customer.

Customer Processing

In this section, we look at non-inventory customer processing. Surprisingly, we have already covered most of the functions:

- You use the Journals function we looked at in the General Ledger module to capture opening balances, write off bad debts, and make other non-inventory adjustments.
- You use the Cash Book function to process customer receipts. In that function, you may remember, we mentioned that for open item customers you could match a payment to an invoice:

Per	Date	GCS	Account	R	Reference	Description	Bank Amount
01 - 01	31/03/01	C	ALB191	N	RCT12588	Payment Thank you	143.13
01 - 01	31/03/01	C	GOL191	N	RCT12588	Payment Thank you	269.36

Open Item Matching CB 1 Receipts

Account - GOL191 - Golden, Sam

Reference	Date
RCT12588	31/03/01

Discount To Match	Discount Matched	Amount To Match	Amount Matched	Total To Match	Total Matched
			269.36C		269.36C

Invoice	Date	Description	Invoice Amount	Amount Due	Discount	Total Due	Amount	Unpaid	Match
IN125488	03/03/01	Tax Invoice	45.18	45.18		45.18	45.18		<input checked="" type="checkbox"/>
IN125494	12/03/01	Tax Invoice	61.78	61.78		61.78	61.78		<input checked="" type="checkbox"/>
IN125502	21/03/01	Tax Invoice	162.40	162.40		162.40	162.40		<input checked="" type="checkbox"/>

There is a function Overdue Customer Interest that calculates interest on overdue amounts, which we do not detail here.

Match Open Item

You do not have to match customer receipts to invoices when you enter the payments into the cash book. One reason is that your cash book operator may not know which invoices to match. The Match Open Item function matches open item transactions at any time. This function can perform actions not available in the cash book matching process. For example, you can undo an allocation you did previously, and then re-allocate the transactions. You access this function via the Process...Match Open Item menu option:

Match Open Item

☒ Customer ☐ Supplier

CIT001 Citi Computer Specialists

Number of Periods 1 ☐ Select Periods

Process Adjustments in Period 12 - 01/02/05 - 28/02/05 February

Unallocated			28/02/05	CB 1 Rece	-3,184.10
CHQ2114					-3,184.10
IN98789	1,417.89	01/03/04	Sales		1,417.89 Due
IN99001	14,022.00	10/03/04	Sales		6,614.05 Due
CHQ2114	-7,407.95	28/02/05	CB 1 Rece		
IN99456	7,407.95	21/03/04	Sales		0.00 Due

The first lines in the table show unallocated payments or receipts. The rest of the table shows each invoice. The plus sign indicates that you have matched allocations to the invoice. If you click the plus sign, it shows the allocations. You can drag unallocated amounts over invoices to match them.

Customer Reporting

You access customer reports via the View...Customers menu option. You have the following customer reports available:

Report	Description
Accounts Listing	This report shows a list of your customer master file records.
Age Analysis	This shows customer ageing based on their payment terms.
Balances	This report shows balances for a range of customers.
Categories	This lists the customer categories.
Detailed Ledger by Customer	This report shows customer transactions.
Detailed Ledger by Entry Type	This report shows all customer transactions in entry type sequence.
Invoices Due	This shows invoices due for accounts and payment terms.
Labels	This lets you print customer labels.
Labels Using Microsoft Word	This lets you print customer labels via Microsoft Word.
Outstanding Quotes / Back Orders Details by Customer	This shows quotation/sales order lines and totals per customer.
Outstanding Quotes / Back Orders Details by Item	This shows quotation/sale order lines or totals per inventory item.
Outstanding Quotes / Back Orders Details by Sales Code	This shows quotation/sale order lines or totals per sales code.
Outstanding Quotes / Back Orders Summary	This shows a one line summary of quotations / sales orders.
Overdue Customer Report	This report shows overdue customers.
Print Documents	This lets you print or reprint documents such as orders and invoices.
Print Letters	This lets you email or printer letter to your customer database using the Note facility.
Print Letters Using Microsoft Word	This lets you email or print letters to your customer database via Microsoft Word.
Sales Analysis Codes Commissions	This report produces a commission statement for a range of sales analysis codes.
Sales Analysis Codes Invoices	This report shows a list of invoices that make up the periodic sales total of a sales analysis code.
Sales Analysis Codes List	This report lists all sales analysis codes, their description

Codes	(name) and the commission method used to calculate their commissions.
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Report	Description
Sales Analysis Codes Periodic Totals	This report shows the period totals for a range of sales analysis codes.
Sales by Customer	This report lets you analyse sales and gross profit by customer.
Sales by Item	This report lets you analyse sales and gross profit by item.
Sales by Sales Code	This report lets you analyse sales and gross profit by sales code.
Sales Journal	The sales journal shows sales you process in the Process Customers function.
Statements	This prints customer statements.
Graphs	You can create graphs of your activity.

Chapter 6 – Suppliers

In this chapter, we look at supplier processing, excluding supplier purchases, which we look at in the Inventory chapter.

- Supplier Overview
- Supplier Setup and Maintenance
- Supplier Processing
- Supplier Reporting



This guide contains overview information only. If you want detailed information on any topic, consult the on-line help, which has the same table of contents as this guide, although somewhat expanded. In addition, you can type in the manual's heading into the on-line help's Index section to find the relevant help section.

Supplier Overview

Most businesses purchase goods from suppliers. If you do, supplier processing is a key factor. In this overview, we look at the various elements that make up supplier processing. We do not cover purchasing of goods from suppliers. We cover that extensively in the Inventory module.

Payment Terms, Ageing, Open Item, and Balance Forward

The system gives you powerful and flexible methods of controlling supplier payments.

In this section, we cover the following concepts:

- Normal Payment Terms
- Ageing
- Early Payment Terms
- Open Item and Balance Forward Processing

For each supplier account, you set normal and early payment terms as well as whether to use open item or balance forward processing.

It is important that you understand how all these concepts work together. Only then will you be able to choose how to process your suppliers in the most effective manner.

Normal Payment Terms

Payment terms apply to purchases on credit. You and your supplier establish the period within which you have to pay for goods you purchase. The system produces overdue reports that let you manage your supplier positions.

Payment terms can be monthly or day-based. Monthly terms work via financial periods. There are five of these terms:

- Current
- 30 days
- 60 days
- 90 days
- 120 days

With current terms, you have to pay the supplier in the same month in which they invoice you. Amounts that are unpaid and are more than one month old are overdue. If you receive 30-day terms, you have to pay in the month after you receive the invoice, and so on.

Day-based terms work on days instead of periods. The days are usually from the date of the invoice. For example, you can have terms whereby you have to pay within seven days from the date of the invoice.

To use day-based terms, you have to create your own terms codes.

Ageing

The system measures the overdue status of an account in the same lengths as their terms. The system works to a maximum of five terms. For example, if a supplier's terms are seven days from date of invoice, the terms are:

1 - 7 days Terms

8 - 14 days	Terms + 1
15 - 21 days	Terms + 2
22 - 28 days	Terms + 3
29 - 35 days	Terms + 4

This breakdown of outstanding amounts is your supplier ageing. You can print various useful reports that show ageing and overdue information:

- The age analysis report shows the aged balances per supplier.
- The overdue report only shows suppliers whose amounts are overdue.

Early Payment Terms

Normal payment terms extend over time. As an incentive to encourage early payment, you can receive offers of early payment terms, also known as settlement discounts. To do this, you create early payment terms that your supplier offers you.

Open Item and Balance Forward

Ageing and payments terms all rely on the system analysing existing transactions and determining when they are due. There are two different methods of determining ageing:

- Open Item
- Balance Forward

With open item processing, the system looks at each individual invoice for a supplier, and uses the invoice date to determine whether it is due or not.

For this method to work you have to specify, each time you make a payment, which invoice(s) you are paying. In other words, you have to match payments to invoices. This means additional work on your part. However, the system gives you the option of automatically matching all payments from the oldest invoices down. If you pay a supplier the full amount outstanding, you do not have to match each invoice.

With balance forward, the system does an approximation of which balances belong in which ageing periods. It does this by reading the invoice and payment transactions for the terms periods, accumulating all invoice values in their terms periods, and then applying all payment values from the oldest terms period down. Whatever is left is the ageing. This method requires no matching of payments to invoices at all.

Which method should you use? Here are some suggestions to help you decide. Instead of using one method, we suggest that you choose a method per supplier in order to optimise your processing:

- Day based terms require open item processing.
- Use balance forward processing for suppliers you pay regularly and on time.
- If you have a supplier with whom you have queries on individual invoices, you need to leave queried items unpaid, and you would like these queries to show on remittances each month, use open item.
- If you have a large number of transactions for a supplier, and you need to reconcile each payment to individual invoices, use open item.

Supplier Categories

You can group suppliers into different categories. You can create up to 99 categories. The use of categories is optional. However, they can be useful in various situations. For example, you may to group suppliers by the type of product you purchase, by area, and so on. You can produce various reports in supplier category sequence.

Supplier Records

Suppliers have a six-character code. You assign terms and other fields, as discussed above, to suppliers individually.

You can choose delivery methods for invoices and remittances, which include printed documents, emailed documents, printing and emailing or faxing.

You can create up to five user-defined master fields. You can use the Forms Designer to add these fields to invoices and remittances.

Supplier Processing

We discuss purchases of goods from suppliers in the Inventory module. Here, we look at supplier journals and payments.


You use supplier journals to capture opening balances and make non-inventory adjustments to suppliers. Supplier journals work via the Journals and Cash Book function that we looked at in general ledger processing. You enable supplier processing per entry type, and usually you dedicate one or more entry types to supplier processing.

Supplier payments occur via the same Cash Book function. For open item accounts, you can match payments to invoices when you process the payment. Alternatively, you can match open item payments separately, once you update the cash book batches.

Pastel Partner	Pastel Partner has a facility called the Remittance Assistant. This will calculate the payments you are required to make to your suppliers, using the terms fields we discussed earlier. The system lets you choose which invoices to pay, and whether to pay lesser amounts. It then creates the payments, processes, them, and even prints cheques and remittances.
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Supplier Reporting

The system features many powerful and sophisticated reports that let you manage your supplier database and overdue payments. You should spend some time familiarising yourself with these reports and their options.



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Supplier Setup and Maintenance

In this section, we look at the functions you use to set up and maintain supplier elements. We have already looked at some of these elements, such as normal and early payment terms, in the chapter on customers. We will not repeat these here.

Suppliers Control

In this function, you set up important supplier processing rules and options. You access this function via the Setup...Suppliers...Control menu option:

The screenshot shows the 'Suppliers Control' dialog box with the 'Configuration' tab selected. It contains three main sections: 'Control Accounts', 'Tax on Document Lines', and 'User Defined Fields'.
 - **Control Accounts:** Includes fields for 'Supplier Control' (9000/000) and 'Supplier Control Account', and 'Cash Book Discount' (2700/000) and 'Discount Received for Cash'.
 - **Tax on Document Lines:** Features radio buttons for 'Print Tax Percentage' (selected), 'Print Tax Amount', and 'No Tax Printing'. Below is a dropdown for 'Default Tax Type for Financial Lines' set to '01 - Vat - Standard rated (14.00%)'.
 - **User Defined Fields:** A list of five empty text boxes labeled 'User Defined 1' through 'User Defined 5'.

The supplier control account is the link between the general ledger and the supplier sub-ledger. In the Tax on Document Lines frame, you specify how to show tax on invoices. In the Defaults tab, you enter default values for new accounts.

In the Remittances tab, you set up remittance printing options:

The screenshot shows the 'Suppliers Control' dialog box with the 'Remittances' tab selected. It contains two main sections: 'Printing' and 'Remittance Message'.
 - **Printing:** Includes a 'Paper Style Assistant...' button, a text box for 'Pre-printed, Single Sheet', and checkboxes for 'Always Print in Balance Forward Format' and 'Age on Remittances'. Below are input boxes for 'Ageing Totals to Print (0-5)' (set to 5) and 'Number of Copies to Print' (set to 1).
 - **Remittance Message:** A large text area containing the message: 'This message prints on the Supplier's remittance advice.'

Use the Paper Style Assistant to choose the type of stationery to use when printing remittances.

Supplier Documents

You use this function to set up your supplier documents such as purchase orders, goods received notes, and supplier invoices. We look at these documents in more detail in the Inventory module. You access this function via the Setup...Suppliers...Documents menu option:

Setup Supplier Documents - Sole Access Mode

Purchase Order | **Supplier Invoice** | Return / Debit | Credit to Supp.

Original Name: Supplier Invoice
Copy Name: Copy Supp. Inv
Supporting Name: Suppl. Inv Copy
Entry Type: 12 - Purchases
☐ Force Cost Codes
Message:

User: 00 - User 0
☐ Update on Completion of Document
☒ Update in Batch Mode
☐ Allow On Hold
Number of Copies: 1
Invoice Lines Default: GL Code
What to Print: Supplier Invoice only at entry
Paper Style Assistant... Plain. Single Sheet

In the frame on the left, specify the name of the document, the name when you print copies, and the name of the supporting document. You can also enter a default message that prints on the document.

In the frame on the right, all settings are per user. You choose whether to update invoices as you complete each one, or you can batch them. You also specify whether to use supporting documents, and when to print documents.

Supplier Categories

You can group your suppliers into categories such as the type of products they supply, area, and so on. You maintain customer categories in the Edit...Suppliers...Categories menu option:

Edit Supplier Categories - Sole Access Mode

Code	Description
1	Local
2	International
3	
4	
5	
6	
7	
8	
9	
10	

Delete Line

Supplier Accounts

You use this function to maintain supplier accounts. You access this function via the Edit...Suppliers... Accounts menu option:

Account Code: ARE107 Blocked ☐

Description: Areo Oils

Supplier Category: 00 - None

Contacts | Processing | Balances | User Defined | Notes

Tax

☐ Exclusive ☒ Inclusive

Default Tax: Default tax type

Tax Code: 01 - Vat - Standard rat

Tax Reference:

Terms

☒ Monthly Terms ☐ Day Based Terms

Normal Terms: Current

Early Terms: 00 No terms

Freight Method: FOB

Ship / Deliver:

Credit Limit: 5,000

Processing Method

☒ Open Item ☐ Balance Forward

Printing

Documents: Print Document

Remittances: Print Remittance

In the Processing Method frame, choose between open item and balance forward processing.

In the Terms frame, you set the supplier terms using elements we looked at earlier.

In the Printing frame, you can choose to print, email, print and email or fax, invoices and remittances.

The Balances tab shows purchases totals and end-of-period balances for two years.

Supplier Processing

In this section, we look at non-inventory supplier processing. As with customers, we have already covered most of the functions:

- You use the Journals function we looked at in the General Ledger module to capture opening balances and make other non-inventory adjustments.
- You use the Cash Book function to process payments to suppliers. In that function, you may remember, we mentioned that for open item customers you could match a payment to an invoice.
- You use the Match Open Item function we looked at in the chapter on customers, to match and un-match open item transactions after you post the cash book batch.

Supplier Reporting

You access supplier reports via the View...Suppliers menu option. You have the following supplier reports available:

Report	Description
Age Analysis	This shows your aged balances with your suppliers.
Balances	This shows your balance for each supplier.
Cheques	This lets you print supplier payment cheques.
Detailed Ledger by Entry Type	This shows supplier transactions in entry type sequence.
Detailed Ledger by Supplier	This shows supplier transactions in supplier sequence.
Invoices Due	This shows invoices due in terms of the payment terms your suppliers offer you.
Items per Supplier	This report lets you analyse purchases by supplier.
Labels	This lets you print supplier labels.
Labels Using Microsoft Word	This let you print supplier labels via Microsoft Word.
List Suppliers	This shows your supplier details.
Outstanding Orders / Details by Item	This report shows purchase order or totals per inventory item.
Outstanding Orders / Details by Supplier	This report shows purchase order or totals per supplier.
Outstanding Orders Summary	This shows a summary of orders.
Overdue Supplier Report	This report shows overdue transactions.
Print Documents	This lets you print or reprint documents such as supplier invoices.
Print Letters	This lets you email or print letters to your supplier database directly using the Note facility.
Print Letters Using Microsoft Word	This lets you email or print letters to your supplier database via Microsoft Word.
Purchases Journal	This lists your purchases in detail.
Remittances	You print a remittance to show suppliers what you are paying.
Graphs	You can create graphs of your activity.

Chapter 7 – Inventory

In this chapter, we look at inventory processing, including customer sales and supplier purchases.

- Inventory Overview
- Inventory Setup and Maintenance
- Inventory Processing
- Inventory Reporting



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Inventory Overview

The Inventory module is where you do most of your processing work if you purchase and sell goods. This module includes:

- The creation and maintenance of the inventory master file as well as related items.
- Inventory journals to adjust quantities and costs and/or enter opening balances.
- Purchasing from suppliers and selling to customers.

You should read this overview thoroughly so that you obtain a broad understanding of the system's capabilities.

Inventory Integration

When you process sales or purchase transactions, the system updates a customer control account or a supplier control account in the general ledger. To keep the general ledger in balance, the system needs to create a contra entry. The contra entry can happen in two ways, depending on whether you wish to integrate inventory into the general ledger:

Method	What it Does
No Inventory Integration	Sales transactions update an income statement sales account, and purchase transactions update an income statement purchases account.
Inventory Integration	The system maintains an inventory balance sheet account. This reflects the cost value of your inventory. The system creates additional general ledger transactions. For example, when you sell an item, the system moves the item's cost value from the inventory account to a cost of sales account. In some countries, the terminology for this method is "perpetual inventory".

If you do not integrate inventory, the general ledger does not automatically reflect any inventory activity. If you want to see a meaningful balance sheet, you need to enter manual journals to bring the inventory account up to date. You would derive the value of these journals from your inventory reports.

Which method should you use? There is no simple answer to this question. Here are some considerations:

- If you are primarily a service organisation, and you do not sell many physical items, do not integrate inventory.
- If you mainly sell physical goods, you should consider integration.
- If you control your inventory accurately, and you do not allow the theoretical quantity on hand to be negative, you should integrate inventory.
- If your theoretical quantity on hand is often negative, and inventory costs vary considerably, non-integration is a better way to go.

Inventory Groups

You can use inventory groups for two purposes:

- To control inventory integration into the general ledger.
- To let you categorise your inventory into logical areas.

You must use inventory groups for integration, but you do not have to use them as categories.

An inventory group consists of a set of general ledger accounts. You link each inventory item to an inventory group. For integration purposes, you only need one inventory group. If you use the Setup Assistant to create a company, the system creates one or more inventory groups for you.

Inventory groups control the amount of detail you can see in the general ledger. For example, you can create one inventory group for all your inventory items. All inventory activity will update the same general ledger accounts. However, you may need to see some key inventory values separately in your general ledger. For example, if you pay royalties on sales of certain items, you may like to see them separately in the general ledger.

You achieve this by creating additional inventory groups, each of which contains its own set of general ledger accounts. This gives you the analysis you require. You also gain two additional benefits:

- You can see the financial implications of groups of inventory items in your business.
- You can use general ledger budgets to budget inventory activity and track performance of these groups.

Integration accounts do not have to be unique per inventory group - you can use the same account in one or more groups. You can therefore have many groups, all sharing the same sales account but using a different inventory account, or the other way around.

In fact, instead of analysing groupings of inventory in your general ledger, you may prefer to analyse them within your inventory system only. To do this, you also create additional inventory groups. However, you give each group the same integration accounts. This way, there is no inventory analysis in the general ledger. You then achieve your analysis by means of inventory reports, many of which you can run in inventory group sequence. These reports give you totals per inventory group.

Note that you can also use inventory categories for analysis, and they do not contain general ledger accounts.

Pastel Partner	Pastel Partner lets you use inventory groups to create process discount matrixes.
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Inventory Cost Prices

The system maintains two cost prices for inventory items:

Price	How it Works
Last Unit Cost	This is the latest purchase price for the item. The system updates this price when you purchase an item.
Average Cost	The system uses this cost to take items out of inventory, for example, when you sell an item. The system calculates a new average cost each time you put items into inventory.

The system calculates average cost as follows:

- The system calculates the current total cost of the item (A) as the current quantity on hand multiplied by the average cost.
- The system calculates the total cost of the items moving into inventory (B) as the cost of the new item multiplied by the quantity coming into inventory.
- The system calculates the new total cost (C) by adding totals A and B.
- The system calculates the new total quantity on hand (D) as the sum of the original quantity on hand plus the quantity coming into inventory.
- The system divides the new total cost (C) by the new total quantity on hand (D) to arrive at the new average cost.

For example, 10 items are on hand and the average cost is 100.00. We now purchase another 10 items at a cost of 110.00:

- The current total cost is $10 \times 100.00 = 1000.00$
- The new cost is $10 \times 110.00 = 1110.00$
- The new quantity on hand is $10 + 10 = 20$
- The new total cost is $1000.00 + 1110.00 = 2110.00$
- The new average cost is $2110.00 / 20 = 105.50$

To re-iterate the rules:

- The system takes items out of inventory at the average cost.
- The system re-calculates the average cost each time inventory moves in.

You also need to be aware of how the system uses average costs in earlier periods:

- The system maintains an average cost per period for each inventory item.
- If you purchase an item in a period, the system calculates a new average cost at that period, and sets the average cost from that period onwards as the new average cost.
- The system always takes items out of inventory at the latest average cost, irrespective of the period in which you are processing. This is to ensure that the general ledger inventory account remains in balance. If you do a valuation report at an earlier period, however, the system uses that period's cost.

Negative Inventory Quantities

We have touched on negative inventory quantities in the previous sections. However, it is an important subject, and we need to consolidate the issue so that you understand it clearly.

The system gives you the option of allowing negative quantities. If you do not allow negative quantities, and you attempt to sell items when there are insufficient quantities on hand, the system will not allow you to invoice the item.

This may seem harsh, especially if you know that you have the items physically on hand! After all, perhaps the items arrived earlier, and you have not processed the purchase in the system yet.

Where negative quantities can be a problem is with the calculation of the item's cost. Once an item is negative or zero and new items arrive, the system uses the last cost as the item's cost. If you entered an incorrect cost, or if your costs for the item fluctuate considerably, your gross profit statistics will be inaccurate. The costs and inventory values the system writes into the general ledger will also be inaccurate, and they will be hard to adjust.

We therefore recommend that, if you are in a situation like this, you turn inventory integration off. You can then take the time, on a regular basis, to analyse your inventory via inventory reports, make adjustments, and then post relatively accurate values to the general ledger. In this situation, you will of course allow negative quantities.

If you leave integration on, you should only allow negative quantities if your cost prices are stable and if you occasionally have a negative quantity issue as outlined above.

If negative quantities occur frequently in your company, and there is no purchasing processing backlog, you should ensure you know why they are occurring. Usually, there is some type of operational problem. For example, perhaps operators are purchasing items into the incorrect inventory accounts.

Inventory Categories

You can create up to 999 inventory categories. You can run many inventory reports in category sequence. These reports give you totals per category.

The use of categories is optional.

Since you can also use inventory groups for analysis, you could have two separate types of analysis active simultaneously.

Inventory Items

You can set up each inventory item to work in a number of different ways. Here we look at some of the main fields/concepts.

Fixed Description / Change While Invoicing

In this field, you specify how the system should handle the Description, Unit, and Cost Price fields when you sell the item. Your options are:

Option	How it Works
Fixed Description / Cost	The system uses the item's Description, Unit and Cost Price fields on the item file. You cannot change these fields while invoicing. This is the safer setting.
Change While Invoicing	<p>The system uses the item's Description, Unit and Cost Price fields on the item file. You can change one or more of these fields on an invoice. Some reasons you may wish to do this are:</p> <ul style="list-style-type: none">• You have outwork done for a customer and you wish to enter details.• You purchase and sell an item on a one-off basis (buyouts), and you use a single inventory item for these.• You sell very similar items and perhaps do not need to track each item individually.• You buy and sell the same item in different colours, sizes and so on, and would like to differentiate them on invoice lines. <p>If you change one or more of these fields in the invoice, the item file itself does not change.</p>

Show Quantity and Unit

You can specify whether, on the invoice, you wish to show quantity and unit fields. Sometimes, you do not want to show these. For example:

- You can create items for services such as maintenance contracts, fees, postage, or delivery.
- You may need to invoice out consultation hours as a single charge, without specifying hours.

Even if you do not show these fields, each time you use the item the system increments its selling quantity field by one. This enables you to monitor usage statistics for the item.

Physical / Service Items

With most inventory items, you purchase tangible items to either sell or further process before selling to the customer. We call these physical items. Service items are generally intangible items such as maintenance contracts, hours worked, delivery charges, and so on.

Physical items work as follows:

- The system maintains a quantity on hand for these items. If there are insufficient quantities on hand, the system can warn or prevent you from selling the item.
- You can purchase physical items and therefore can adjust their quantities.
- Physical items have an average cost determined by the purchase price and the quantity on hand.

Service items work as follows:

- The system does not maintain a quantity on hand for service items - there is always zero on hand. However, you can sell any number of service items. A good example of this is consulting hours.
- Since service items do not have quantities, you cannot use them in inventory journals, nor can you reorder them.
- You cannot purchase service items to bring in quantities or adjust their moving average cost. However, you can include service items in supplier invoices. You use these, for example, to enter your supplier's delivery charges.
- Service items may or may not have a cost. For example, a maintenance contract may not have a separately identifiable cost, while delivery or consulting hours may have.

Selling Prices

Pastel Xpress allows you to have up to three separate price lists for each inventory item.

Pastel Partner	<p>Pastel Partner has far more comprehensive selling price mechanisms:</p> <ul style="list-style-type: none">• You can have up to 10 separate prices per inventory item.• You can create a date-sensitive special price for each inventory item. You would use this, for example, to put items on special for a short period.• When you prepare new selling prices, you can calculate and prepare a future price list in advance for each of the standard list prices.• You can create quantity-based percentage discount matrixes per customer category and per inventory category. You use this, for example, to create volume-based discounts, and/or to sub-divide price lists further. Note that the discount matrix percentage displays as a line item discount.• You can create a quantity-based price list for each customer per inventory item. You can also have an expiry date for each of these. This lets you negotiate specific prices for specific inventory items with your customers. For foreign currency customers, customer prices are in their currency. This lets you set up prices that do not keep on changing as the exchange rate changes.
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Discount Types

Once the system determines and presents a price on an invoice, discounts come into play. There are three possible discounts, all of which can apply simultaneously:

Discount Type	How it Works
Line Item Discount	This is a discount per invoice line item. If you use the discount matrix, and it applies, the discount percentage defaults to the discount matrix percentage. The user can enter or change the line item discount.
Overall Discount	This applies to the document as a whole. In customer maintenance, you set a default discount percentage for each customer, which you can change per invoice. Note that you can exclude specific inventory items from being subject to this discount, which you do in inventory maintenance. For example, you usually do not allow discounts for postage or low-profit items.
Early Payment Discount	This is an incentive discount for early payment. You create early payment codes, which specify a percentage and a time element. You then assign a default code to each customer, which you can override per invoice. On the invoice footer, the system prints the date and amount for the early payment.

Note that users can only change fields that affect the invoice value if they have permission to change selling prices. You set this per user in Setup Users / Passwords function. Users who have permission can edit the discount fields as well as the selling price field.

Even these overrides are subject to some control. You can specify the maximum selling price, maximum line item discount percentage, the maximum invoice discount percentage, and the minimum gross profit. These global values apply across the board.

Inventory Journals

You use inventory journals to adjust inventory prices and quantities. Inventory journals can accomplish the following:

Function	Details
Opening Balances	You can enter opening quantities and cost values.
Transfers	You can transfer between different items, if, for example, you purchased into the incorrect item code.
Average Cost Adjustment	You may enter an incorrect purchase price that distorts the moving average cost. You would then need to calculate and adjust the average cost.
Quantity Adjustments	You may have lost or damaged items that you need to write off. Note, however, that the system has a dedicated function that fully handles stock takes. We look at this function next.

You cannot adjust service items in inventory journals. Service items do not have a quantity. However, they can have a cost. You edit these costs in the item master file.

Count Inventory (Stock-Take)

This function lets you perform stock takes. It allows you to confirm that the system's theoretical quantities agree with the physical quantities you count manually. If there are differences, the system creates inventory journals to correct the theoretical quantities.

The process works as follows:

- The system takes a snapshot, or copy, of the theoretical quantities on hand at a point in time. You can include all or a range of inventory items.
- You then count your actual quantities before you move any items physically into or out of stock. Once the physical count is complete, you continue processing as normal.
- You then enter the physical quantities into the system.
- The next phase is to produce the count variance report, which shows any differences between the physical counted quantities and the snapshot quantities. If necessary, you can adjust any physical quantities as above.
- Once you resolved any differences, you instruct the system to update the variances. The system makes the adjustments via inventory journals. If there are no differences to update, you can clear the snapshot without updating.

Purchasing and Selling

We use the term "document processing" to cover all aspects of purchasing inventory from suppliers and selling goods and services to customers.

Document Types

The system has several types of documents for customer and supplier processing. For customers, you can process:

Customer Document	What it is For
Quotation	You can prepare estimates or quotations for your customers. Quotations do not affect inventory quantities or any other values. When a customer agrees to your quotation, you can link it to a sales order or an invoice. You can decide whether to use all item lines or not.
Sales Order	You can process a sales order prior to an invoice. You set globally whether sales orders reserve inventory quantities or not. You can link a sales order to an invoice.
Invoice	You process an invoice when your customer actually buys from you. The invoice updates inventory quantity on hand and the customer's balance.
Credit Note	If your customer returns part or all of the items on an invoice, you process a credit note. For open item customers, you can link the credit note to an invoice.
Debit Note	If you have left an item off an invoice, or you wish to reissue a returned item, you can use a debit note. You can match the debit note to its original invoice for statement printing purposes.

For each document, you can also print a supporting document. This has a different name from the document itself, and it does not print financial values. Some uses of supporting documents are:

Supporting Document	Usage
Picking Slip	A picking slip is usually a supporting document of a sales order. You give it to your store, so that store personnel know which inventory items to draw for the order.
Delivery Note	If you deliver goods to one location and then post or deliver the invoice to another location, such as a head office, issue a delivery note to ship with the delivery of goods. A delivery note is a supporting document of an invoice.

Pastel Partner	Pastel Partner gives you the option of using recurring invoices. You can create these invoices once, and then re-use them each period. You can adjust the selling prices automatically to the current selling prices.
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For suppliers, you can process the following documents:

Supplier Document	What it is For
Purchase Order	You can process a purchase order when you purchase goods. This helps you track what you have on order. You can link a purchase order to a goods received note or a supplier invoice.
Supplier Invoice	You process a supplier invoice when your supplier invoices you. The invoice updates the supplier's balance and inventory quantities.
Return to Supplier	If you return part of or all of the items to a supplier, you process a supplier return. For open item suppliers, you can link the return to supplier to an invoice.
Credit to Supplier	If your supplier leaves an item off an invoice, or reissues a returned item, you can use a credit to supplier document. You can match this document to the original invoice for remittance purposes.

Pastel Partner	Pastel Partner gives you the option of using another document called a Goods Received Note. This lets you receive goods and update inventory without processing the supplier invoice. Even if you receive the invoice along with the inventory items, you may wish to delay processing the supplier invoice, especially near the end of the month, in order to improve cash flow.
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Batch or Online Processing

You can process documents that update values on a batch or on-line basis. If you process on an on-line basis, the system updates the document as you complete it. If you use batch processing, each user has their own batches for invoices, credit notes, debit notes, supplier's returns and supplier credits. You update a batch as and when you require.

Note, however, that inventory quantities always update on an immediate (on-line) basis, regardless of the method you use. Therefore, inventory quantities are always up to date.

Quotations, sales orders and purchase orders do not update, since they do not affect values. All users can access and process any quotation, sales order and purchase order.

You can decide when to print documents such as invoices, irrespective of whether you are updating on a batch or on-line basis. Both methods have their advantages and disadvantages. Here are some points to help you decide on which method to use:

- If you process on-line, your customer / supplier and general ledger values update immediately. This can be useful if you require up-to-date information. In addition, customer credit limits are up-to-date.
- If you process in batch mode, you can make a backup prior to updating and thus ensure the integrity of your data.
- If you process on-line and you have a power interruption or network failure, you need to run an integrity check. You also have to determine which documents updated and which did not. If your files become corrupt, you may need to restore from the previous day's backup and then redo today's work.
- Batch processing allows you more time to check data entry errors before you update. This saves you from having to process reverse (corrective) entries, which would show on the customer statement and supplier remittance.

We would summarise this by saying that batch processing is safer than on-line processing. Unless you need up-to-date information at all times, you should consider using batch processing.

Document Lines

You can have different types of document lines:

Type	What it Does
Item Code	This is the standard method of entering invoice lines. You access the item by means of its item code.
Barcode	You can enter barcodes on inventory records, and use the barcodes to access the inventory item.
Abbreviation	You can create abbreviations for inventory item codes that you use frequently.
All Above	This allows you to enter a code that could be any of the above types - the system searches for each type of code.
GL Code	This lets you use a general ledger code instead of an inventory item. You use this to invoice a financial income or expense.
Remarks	This lets you enter description lines on a document.

Document Printing

You can print documents and their supporting documents at any time. If you are working in batch mode, you can print the document and/or the supporting document as you complete each document, or at time of updating. You can also delay printing until after you update.

You can customise every document and its supporting document using the Forms Designer.



This guide contains overview information only. If you want detailed information on any topic, consult the on-line help, which has the same table of contents as this guide, although somewhat expanded. In addition, you can type in the manual's heading into the on-line help's Index section to find the relevant help section.

Inventory Setup and Maintenance

In this section, we look at the functions you use to set up and maintain inventory items and selling prices.

Inventory Setup

You use this function to set up important inventory processing rules, most of which we discussed in the overview. You should work through this function thoroughly before you start doing any inventory processing. To access this function, select the Setup...Inventory menu option:

Setup Inventory - Sole Access Mode

Configuration

Integration / Groups

User Fields

Other

Price List Descriptions

Price	Description
Price List 1	Cash Price
Price List 2	Dealer Price
Price List 3	Pharm Price

Limits

Maximum Selling Price	9,999,999.00
Maximum Purchase Price	9,999,999.00
Minimum Gross Profit %	0.00
Maximum Cost Difference %	999.99
Maximum Line Discount %	100.00
Maximum Invoice Discount %	100.00

Decimals

Decimals for Quantity	2
Decimals for Cost Price	2
Decimals for Selling Price	2

Processing

Allow Inventory Quantities to Fall Below Zero	<input type="checkbox"/>
Warn if Inventory Falls Below Zero	<input type="checkbox"/>
Sales Orders Reserve Inventory	<input type="checkbox"/>
Check Reorder Level When Processing	<input type="checkbox"/>
Warn if Preferred Supplier Not Used	<input type="checkbox"/>
Make Average Cost 0.00 When Zero on Hand	<input type="checkbox"/>

These are all important settings! You should work through the on-line help in detail. In the Other tab, you set defaults for new inventory items.

In the Integration/Groups tab, you choose integration settings and maintain inventory groups:

Configuration

Integration / Groups

User Fields

Other

☒ Integrate Inventory to General Ledger

☒ Automatic Allocation of Costs to Projects at Time of Sale

☐ Allocate Costs to Projects Yourself at Time of Purchase

Integration Entry Type
15 - Inventory Journal

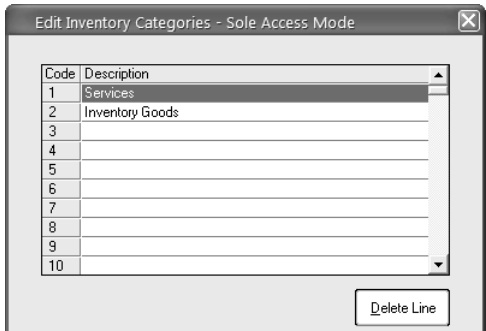
Code	Description	Default Buy Tax	Default Sell Tax	Sales	Adjustment	Cost of Sales	Inventory	Count Variat
001	Services	01	01	1000/000	2100/000	2000/000	2000/000	2150.
002	Inventory Goods	01	01	1000/000	2100/000	2000/000	7700/000	2150.
003		00	00	0000/000	0000/000	0000/000	0000/000	0000.
004		00	00	0000/000	0000/000	0000/000	0000/000	0000.
005		00	00	0000/000	0000/000	0000/000	0000/000	0000.
006		00	00	0000/000	0000/000	0000/000	0000/000	0000.
007		00	00	0000/000	0000/000	0000/000	0000/000	0000.

Delete Line

We discussed integration in the overview. You enable or disable it here. If you use projects, choose whether you purchase inventory for stock (the usual method) or for specific jobs. You maintain groups in the table. If you wish to use groups for analysis in reports, they can all use the same GL account.

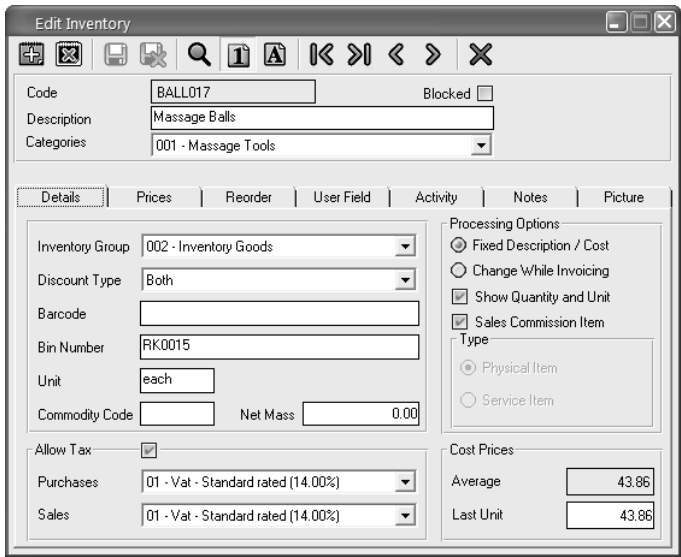
Inventory Categories

You use inventory categories to group inventory items together. You can produce various reports in category sequence. You access this function via the Edit...Inventory...Categories menu option:



Inventory Items

You maintain inventory items via the Edit...Inventory...Item File menu option:



In the Discount Type field, choose what types of discounts the item can have.

In the Allow Tax frame, you set default tax processing for this item. You also set processing on each customer and supplier record, which is stronger than the item settings.

In the Processing Options frame, you set options we discussed in the overview.

The Activity tab shows quantity and amount statistics for two years.

The Notes and Picture tabs are standard and let you attach notes and graphics.

In the Prices tab, you set selling price information:

Details	Prices	Reorder	Activity	Notes	Picture
Selling Prices	Exclusive	Inclusive	GP %	GP Amount	
Cash Price	39.63	45.18	60.01	23.78	
Dealer Price	30.11	34.33	47.36	14.26	
Pharm Price	31.70	36.14	50.00	15.85	

In the table, you enter prices for each of the three standard prices.

In the Reorder tab, you specify reorder information. If you do so, the Reorder Assistant can generate purchase orders for you automatically:

DetailsPricesReorderActivityNotesPicture

Recommended Supplier Details

Preferred	Supplier Code	Description	Supplier's Inventory Code	Telephone Number	Date Last Processed
<input checked="" type="checkbox"/>	HAP075	Health Appliances	158/159968	258 6934	
<input type="checkbox"/>					

Delete Line

Reorder Level

Minimum

20

Maximum

80

Current Quantities

On Hand

25.00

On Sales Order

0.00

On Purchase Order

0.00

In the table, you link suppliers who can sell you this item. The system uses the preferred supplier to order from in the Reorder Assistant.

In the Reorder Level frame, you specify the minimum quantity you should have on hand. The system warns you if you go below this value. The Reorder Assistant and the reorder report use the maximum quantity to know how many items to order.

Adjust Selling Prices

When you change selling prices, you often do so using a percentage basis. This function allows you to make global adjustments to the standard price lists for a range of items.

You access this function via the Edit...Inventory...Adjust Selling Prices menu option.

This function works on the three standard price lists. It lets you select a range of inventory items and then:

- Adjust one or more price lists by a percentage.
- Copy one price list to another and optionally adjust the price by a percentage.
- Copy all current prices to future prices.
- Round values as you process them.

This function runs as an Assistant. Assume I want to create one price as 42% higher than another existing price, and round the price to the nearest 50c. Here are the successive Assistant screens:

<p>Choose Prices</p> <p>Click the price(s) you want to adjust / round. Click a selected price to de-select it.</p> <table border="1"> <tr><td>Cash Price</td></tr> <tr><td>Dealer Price</td></tr> <tr><td>Pharm Price</td></tr> </table>	Cash Price	Dealer Price	Pharm Price	<p>Adjusting and Rounding</p> <p>Choose whether you wish to adjust and / or round.</p> <p> <input type="radio"/> Adjust only <input type="radio"/> Round only <input checked="" type="radio"/> Adjust and Round </p> <p>Choose whether to work on Exclusive or Inclusive prices. The other price will be calculated after the adjustment or rounding is performed.</p> <p> <input type="radio"/> Work on Exclusive Price(s) <input checked="" type="radio"/> Work on Inclusive Price(s) </p>
Cash Price				
Dealer Price				
Pharm Price				
<p>Adjusting and Rounding Values</p> <p>Enter the percentage you wish to adjust prices by. To increase prices, enter a positive value. To decrease prices, enter a negative value. To make the prices zero, enter -100.</p> <p>Percentage to Adjust By <input type="text" value="42.00"/></p> <p>You can round the prices in one of two ways:</p> <p> <input checked="" type="radio"/> Round To Nearest. This rounds prices to the value nearest to the value you enter. For example, if you round to the nearest .20, prices can end in .00, .20, .40, .60 or .80. </p> <p> <input type="radio"/> Make Price End In. This forces the prices to end in exactly the value you enter. For example, if you make prices end in .20, it will always end in .20. 1.80 will become 2.20, and 1.40 will become 1.20. </p> <p>Rounding Value <input type="text" value="0.50"/></p>	<p>Confirm Operation</p> <p>Warning! The process you are about to initiate cannot always be reversed. Please ensure that you have a current backup of your data, and confirm the selections you have made.</p> <p>To leave this screen without making any changes, click the Cancel button. To proceed, click the Process button.</p> <p>You are about to Copy Prices</p> <p> From Cash Price Price To Dealer Price Price Adjust by: 42.00% Round to the nearest .50 </p>			

Inventory Processing

In this section, we cover inventory processing functions.

Inventory Journals

You use inventory journals to adjust your inventory cost prices or quantities. To access this function, select the Process...Inventory Journals menu option:

The screenshot shows the 'Inventory Journals' window. At the top, there is a 'Period' dropdown menu set to '04 - 01/06/08 - 30/06/08 June Current Year'. Below this is a table with the following columns: Inventory Code, Unit, Narration, Date, Reference, Quantity at Period, and In. The table contains two rows of data. The first row has 'CTEA20' in the Inventory Code column, 'box' in the Unit column, 'Adjusting the' in the Narration column, '30/06/08' in the Date column, 'ADJ987' in the Reference column, '10.00' in the Quantity at Period column, and '2.00' in the In column. The second row has 'FLUTAB2' in the Inventory Code column, 'btl' in the Unit column, 'Adjusting the' in the Narration column, '30/06/08' in the Date column, 'ADJ988' in the Reference column, and '4.00' in the In column. Below the table are four buttons: 'Delete', 'Print Batch', 'Update Batch', and 'Batch...'. At the bottom of the window, there is a status bar that reads 'GL Account = 2100/000'.

Inventory Code	Unit	Narration	Date	Reference	Quantity at Period	In
CTEA20	box	Adjusting the	30/06/08	ADJ987	10.00	2.00
FLUTAB2	btl	Adjusting the	30/06/08	ADJ988		4.00

Buttons: Delete, Print Batch, Update Batch, Batch...

Status: GL Account = 2100/000

Inventory journals work in a similar manner to general ledger, customer, and supplier journals. You enter transactions into batches, and you update the batch once it is correct.

When you adjust inventory quantities, you cannot change the cost of the transaction when you remove quantities - this always happens at the average cost. However, when you put transactions in, you can enter a cost per item, and the system will recalculate the average cost.

Purchasing and Selling

In this section, we look at how you purchase from suppliers and sell to customers. The process is almost identical for customers and suppliers, and we deal with them both at once to make it quicker for you to learn. You should make sure you understand the concepts in the inventory overview before you continue reading this section, as we will not repeat the concepts here.

You access these functions via the Process...Customers or Process...Suppliers menu option.

You process customer sales and supplier purchases via documents such as invoices and orders. In the document header, you select the document type to process. You then select a customer or supplier account. The system sets many header fields with default values from the account's master file, which you can change. The system also performs a credit check:

The screenshot shows the 'Process Customer' window. The 'Document Type' is set to 'Tax Invoice'. The 'Number' field contains 'Global'. The 'Customer' field is 'ALB191' with the name 'Alberts, Samantha'. The 'Delivery Address' is '12 Hay St, Mayfair, 5434'. The 'Ship / Deliver' section shows 'Terms: 0 days', 'Freight Method', 'Ship / Deliver', 'Current Balance: 143.13', and 'Credit Limit: 0.00'. A table at the bottom shows document details:

Period	Date	Customer Ref	Sales Code	Discount %	Terms	Payment Due
1	01/03/01			0.00	00	31/03/01

In the Document Type list box, you choose the document type (quote, order, etc.) to use. In the Customer field, you select a customer or supplier account. Use the Link/Create button to link orders to invoices, and so on. You can change many of the header fields. These changes affect this document only.

You can link documents. For example, you issue a quotation to a customer. When the customer accepts the quotation, you can link it to a sales order or an invoice, and copy the whole quotation, some of the lines, and/or lesser quantities per line. This saves you re-entering these details:

The screenshot shows the 'Process Customer' window with the 'Document Type' set to 'Link to Quotation'. The 'Number' field is 'QU102544' and the 'Customer' is 'ALB191 - Alberts, Samantha'. The 'Delivery Address' is empty. The 'Ship / Deliver' section shows 'Terms: 0 days', 'Freight Method', 'Ship / Deliver', 'Current Balance: 143.13', and 'Credit Limit: 0.00'. A table at the bottom shows document details:

Period	Date	Customer Ref	Sales Code	Discount %	Terms	Expiry Date
01	18/05/06			0.00	00	18/05/06

Code	Description	Unit Price	Qty on Hand	Line Qty	Qty to Use	Selected
FLUTAB30	Flu Stop (30) tablets	57.70	10.00	8.00		<input type="checkbox"/>
BIOADLT30	Bio Boost - Adult (30) tablets	28.85		2.00	2.00	<input checked="" type="checkbox"/>

Buttons at the bottom: Link, Reject, Select All, Deselect All.

Zoom in the Number field to see all the documents to which you can link.

You can choose which lines to link. You can also link a lesser quantity. You then have the option of keeping the remaining lines in place, or deleting the document from which you are linking.

You can create, edit, or delete document lines. You can process other line types besides inventory items, such as financial lines and free format text:

Type	Code	Description	Unit	Quantity	Tax	Exc Price	Disc%	Nett
4 Item Code	ACC/LOC	Accounting Software	EAC	1.00	01	6,000.00	5.00	5,700.00
7 Remarks		Please note discount						
4 Item Code	INV2P	2 Part Pre-printed Invoices	Box	1.00	01	280.00		280.00
4 Item Code	SPR/LOC	Spreadsheet Software V5	Each	1.00	01	3,000.00		3,000.00

In the footer area, you can enter or adjust the invoice message, and see the invoice totals:

<F10> Receipt

Batch...Delete / Insert...Edit DocumentNext DocumentPrint DocumentAdditional FieldsClose

Discount	
Exclusive	8,980.00
Tax	1,257.20
TOTAL	10,237.20

The Additional Fields button lets you enter fields that can print on the documents.

Once you complete a document, you click the Next Document button or the Print Document button. You then proceed onto the next document. If you process on-line, the invoice updates as you complete it. If you process in batch mode, you need to update the batch.

You can import and export customer and supplier document batches.

Pastel Partner

For customers, you have two custom processes that are not available in Pastel Xpress:

- You can create recurring batches of invoices you process on a regular basis. For example, you may invoice customers annually for maintenance. You can override the original prices in the recurring batch with current customer selling prices.
- Alternatively, you can enter a single customer invoice, which the system then applies to a group of customers.

For suppliers, you also have two custom processes that are not available in Pastel Xpress:

- You can use the Reorder Assistant to generate purchase orders automatically, based on inventory reorder levels.
- Sometimes you purchase an item from a supplier and there are additional costs that do not originate with the original supplier. For example, if you import goods, you incur additional costs such as import duties, shipping charges, and so on. You can use the Additional Costs feature to add these costs to the inventory item.

Count Inventory

This function lets you perform stock takes. It allows you to confirm that the system's theoretical quantities agree with the physical quantities you count manually. If there are differences, the system creates inventory journals to correct the theoretical quantities.

To access this function, select the Process...Count Inventory menu option.

The inventory count process

1. Update outstanding batches that use inventory quantities, such as customer sales and supplier purchases.
2. You then halt all further physical and theoretical movement of quantities.
3. The first phase is to initiate a snapshot. You choose which items you will be counting, and the system makes a copy of the theoretical quantities for each item.
4. As soon as you complete the snapshot process, you must physically count your actual quantities on hand. As soon as you complete this task, you can resume processing as normal.
5. You then enter quantities into the system in one of two ways:
 - » You can print count sheets, which you can do in a variety of sequences. The system leaves space to fill in physical quantities. Once you complete the physical counting, you then enter the physical quantities in the system:

Count Inventory Assistant

Sequence

Inventory Code

Search for:

Locate

Show

All Items

Reset Line

Line number 1						
Item Code	Description	Unit	Bin	Category	Barcode	Quantity
BALL017	Massage Balls	each	RK0015	001		
BIOADLT20	Bio Boost - Adult (20) tablets	box	VR025	003		
BIOADLT30	Bio Boost - Adult (30) tablets	box	VR025	003		
BIOCHILD20	Bio Boost - Children (20) tablets	box	VR025	003		
BIOCHILD30	Bio Boost - Children (30) tablets	box	VR025	003		
BIOOLD20	Bio Boost - 50 Plus (20) tablets	box	VR025	003		
BIOOLD30	Bio Boost - 50 Plus (30) tablets	box	VR025	003		

- » You can get quantities into the system by importing a file that contains quantities. You generate this file via equipment that can count items electronically, usually via their barcodes.
6. Once the physical quantities are in the system, you print a Count Variance report, which shows any differences between the physical quantities and the snapshot quantities. You can examine these variances and make adjustments if necessary.
 7. To complete the inventory count, you instruct the system to update the variances. The system makes adjustments and generates inventory journal transactions for all changes. If there are no differences to update, or if you wish to abandon the count process at any time, you can clear the snapshot without updating.

Inventory Reporting

You access Inventory reports via the View...Inventory menu option. You have the following reports:

Report	Description
Activity Summary	This report shows quantities purchased, sold, and still on hand, as well as item cost prices and sales amounts for each period.
Categories	This report lists inventory categories.
Chronological Per Item	This shows item history for an item in the sequence in which they updated.
Groups	This report lists inventory groups along with their control accounts.
Inventory History Item Sequence	This shows transactions that affect an item's cost and quantity on hand.
Inventory Valuation	This report shows an inventory valuation. You can base the valuation on the moving average cost, which is the norm, or the last cost.
Item Based Prices	This shows the standard item based prices.
Items	This report shows inventory item details.
Quantities	This shows the quantity on hand and other statistics for a range of items.
Preferred Supplier Listing	This report lists suppliers you link to inventory items. You can show only the preferred suppliers, or you can show all suppliers.
Print Labels	This option lets you print inventory labels.
Print Labels using Microsoft Word	This option lets you print inventory labels via Microsoft Word.
Reorder	This report shows you inventory items for which the current available quantity has fallen below the reorder level set for them.
Slow Moving Date Method	This lets you analyse slow moving inventory items based on an activity date. This helps you determine which inventory items are overstocked.
Slow Moving Fixed Quantity Method	This lets you analyse slow moving inventory items based on sales quantities.
Graphs	You can create graphs of your activity.

Chapter 8 – Pastel POS

In this chapter, we look at the Pastel POS add-on module. You need to have the Inventory module in order to use this module.

- Point of Sale Overview
- Working in Point of Sale
- Point of Sale Setup
- Point of Sale Processing
- Point of Sale Reports

Pastel Xpress Start-Up

This module is not available with Pastel Xpress Start-Up.



This guide contains overview information only. If you want detailed information on any topic, consult the on-line help.

Point of Sale Overview

The Point of Sale add-on module gives you the ability to process sales and purchases in a point of sale environment with features such as:

- A simple sales processing screen, fully keyboard driven
- The ability to receive payments for sales and print receipts
- The ability to process returns
- Interfaces to cash drawers, poles displays, and slip printers
- Full control of monies, shifts and cash up procedures at the operator and the supervisor level
- Monitoring of sales on a real time basis
- Sophisticated reports

Point of Sale (POS) works as an add-on module. It is different from other modules in that it is a stand-alone module that you run independent of the main Pastel product.

The first thing you need to do is to setup POS options, which you do in the Setup menu. You can set options per user.

One compulsory setting is to create at least one user as a POS supervisor. This supervisor does not have to be a Supervisor user in the main program. Only a POS supervisor can perform some functions, so you always need to have at least one supervisor.

The Setup Options function contains many important settings, and you need to work through it thoroughly to understand how you can configure and control the system.

POS uses customers, including the cash sales customer account, and inventory items from the main Pastel product. Although you can create customer and inventory items directly in POS, you can only enter a few of the many fields that each record has. However, the system takes customer fields from the Defaults tab of the Setup Customer Control function, and inventory fields from the Other tab of the Setup Inventory function. You should therefore set these up appropriately.

Once you configure your POS parameters, POS operators can perform all their work via a single optimised and efficient processing screen:

The screenshot displays the Pastel POS interface. At the top, there's a menu bar with 'File', 'Process', 'View', 'Setup', and 'Help'. Below it, a toolbar shows icons for a folder and a printer. The main area is divided into several sections. On the left, there are input fields for 'Document Number' (IN125516), 'Account Number' (CASH), and 'Cash Customer'. To the right of these, there are three large boxes for 'Total Due' (0.00), 'Tendered' (0.00), and 'Change' (0.00). Below these, there are buttons for 'Sales', 'Returns', and 'Shortcut Functions'. A 'Salesman' field is also present. In the center, there's a table with columns: 'Code', 'Quantity', 'Description', 'Exclusive', 'Discount', and 'Exclusive Net'. The first row shows a quantity of 1.00 and a description of CASH. Below the table, there are buttons for 'Delete Line <Ctrl D>' and 'Insert Line <Ctrl I>'. At the bottom, there are function keys for '<F2> Cash', '<F3> Cheque', '<F4> Card', '<F7> EFT', '<F8> Voucher', and '<F9> On Account'. A 'Total Tax' field shows 0.00. The status bar at the bottom indicates the date and time: '18 December 2009 - 10:27'.

It is well known that working purely on a keyboard is far quicker than using a mouse / keyboard combination. While you can use a mouse with this screen, every feature is available via the keyboard, and the screen shows the keys required for each function.

You can customise various aspects of the screen in the Setup Options function. For example, you can choose which columns users can enter in sales lines. The system disables columns you do not require, thereby speeding up data entry considerably.

Using this screen, operators can:

- Process cash, account, and cash on delivery sales.
- Process returns from customers.
- Receive payments via various methods, and place sales on account for account customers.
- Place invoices on hold and return to them later.
- Process non-sales cash in and cash out transactions.
- Process a cash-up at the end of a shift or session.
- Enter quotes and sales orders, and link to these when processing sales, copying the lines into the sales invoice.
- Perform price and inventory history lookups.

If operators can process suppliers, they can process supplier processing via this POS module instead of, or as well as, in the main Pastel product.

There are various other processing options, mostly for supervisors.

In the View menu, you can print a full range of POS reports.

Pastel Xpress Start-Up

This module is not available with Pastel Xpress Start-Up.

Offline Processing Module

Pastel Point of Sale has an additional add-on module called Offline Processing. You use this module to deploy on workstations when network connections are unreliable.

The Offline Processing module works as follows:

- On the remote workstation, you install a stand-alone Offline POS module.
- On the main system, you use the Offline Options function to establish a connection to the remote workstation.
- You then deploy to the workstation(s) via the Offline Management function. This copies all the relevant data from the main system to the remote workstation. This includes all customer, inventory, and pricing data.
- The remote workstation then works independent of the main system. Even if the network does not function, users can process on remote workstations in the normal manner. There are some restrictions:
 - » In the main Pastel product, in the Customer Documents function, you set per user and per document whether to process in batch mode or in online mode. In offline processing, users who operate remote terminals must work in batch mode.
 - » Documents that are on hold, and COD sales, are only local. You cannot see on hold documents or COD sales that originate on the central server or on other remote locations.
 - » Remote workstations do not have supplier processing.
 - » You cannot create new customers, inventory items, or sales codes via the Search facility.
 - » POS supervisors cannot perform supervisor functions at a terminal.
 - » You cannot process point of sale sales at the main server while you are processing on terminals.
- Once the remote workstation completes, the operator processes the cash up.
- At the server, you then fetch the data. This retrieves all the work done since the last deployment, and merges the data into the main server. Note that the system does NOT fetch documents on hold or CODs that are not yet complete. They remain on the terminal and will be there after you redeploy.
- The supervisor then performs the supervisor cash up, which updates on the main server.
- Once you fetch all the workstations' data, and perform the supervisor cash up for all workstations, you redeploy to the workstations again. This will contain all the updated data.
- The only time you need to have a connection between the server and the workstations is when you deploy and fetch the data. At all other times, the remote workstation functions independently.



This guide contains overview information only. If you want detailed information on any topic, consult the on-line help. Note that the Pastel POS online help is separate from the accounting application's help file.

Working in Point of Sale

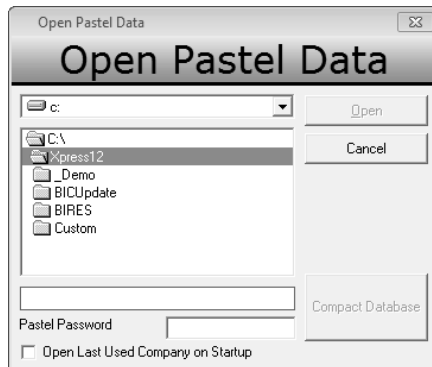
In this section, we look at a few differences between working in Point of Sale and working in the standard Pastel modules.

Starting Pastel Point of Sale

You can start Point of Sale in different ways:

- Use the Point of Sale icon on the desktop. If you are using the Offline Processing add-on module, use the Pastel Offline Point of Sale icon.
- From the Windows Start menu, locate the point of sale option via the Sage / Pastel program group.
- From the main Pastel product, click the Point of Sale toolbar button.

Once you start Point of Sale, the Open Pastel Data window displays:



This is similar to the main Pastel login screen.

Point of Sale Search

Whenever you enter a master file record such as an inventory item, customer or supplier, the system displays an icon to the right of the field. If you wish to search for a record, you can click the icon or press <F5> to invoke the search window:

Inventory Item Search

☒ Code

☐ Description

☐ Barcode

☐ GL Code

☐ Kit Item

Press <F3> to sort by Description

Load Records From

Select

Cancel

☐ Activate Find

Find

Double click on the line you wish to select or click the Select button.

Code	Description	Unposted Qty	Sales Order Qty	Purchase Order Qty	Qty In Store	Qty On hand
WID001	Widget	-1	0	0	-1	-1
WID002	Widget Style L1	0	0	0	0	0
WID003	Widget Style M4	0	0	0	0	0
WID004	Widget Style N1	0	0	0	0	0
WID005	Widget Style N2	0	0	0	0	0

You can set the sequence in which the fields display. Click on the Code or Description heading to sort in that sequence. To reverse the sort sequence, click the column heading again.

Check the Activate Find check box to search for a record by entering text.

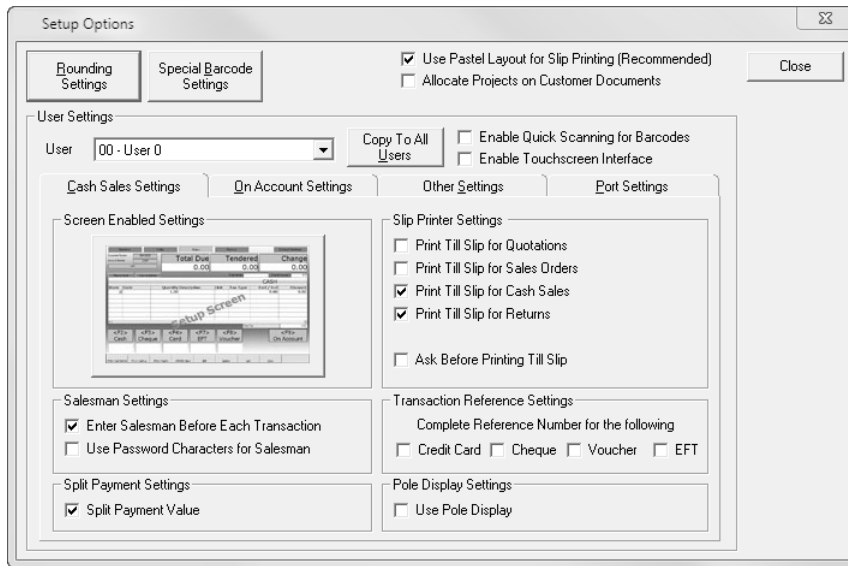
You can create new records and edit them if you need to. Note that you cannot enter every field for the record. To enter all the fields, use the main product's maintenance screen. However, the system takes customer fields from the Defaults tab of the Setup Customer Control function, and inventory fields from the Other tab of the Setup Inventory function. You should therefore set these up appropriately.

Point of Sale Setup

You use these options to configure the system and the operators who are working on this system. It is vital that these settings are correct.

Setup Options

To access this function, select the Setup...Options menu option.



Click the Rounding Settings button to determine how the system should round. You can decide not to round, to round up, down, or to the nearest value.

The Special Barcode Settings button lets you configure the format of barcodes in cases such as butchers and bakers, where the weighing equipment generates barcodes that contain the item code, and either the price or the quantity (weight).

In the User Settings frame, you configure how each operator can work on the system. If all operators have the same settings, you can set up one user and then copy the settings to every other operator.

In the Screen Enabled Settings frame, you specify which fields each user can enter:

Enable User Settings for 00 - User 0

Select a Document Type: **Invoices** Copy To All Documents Save Close

Quotation Order ☒ Sales Returns ☒ Shortcut Functions

Document Number: IN100017
Account Number: CASH
CASH SALES ACCOUNT

Total Due **Tendered** **Change**
0.00 0.00 0.00

☒ Place on Hold ☒ Cash on Delivery Order Number: Overall Discount % ☒ 0.00

CASH

Store	Code	Quantity	Description	Unit	Tax Type	Excl / Incl	Discount
		<input checked="" type="checkbox"/> 1.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 0.00	<input type="checkbox"/> 0.00

Delete Line <Ctrl D> ☒ Total Tax: 0.00

☒ <F2> Cash ☒ <F3> Cheque ☒ <F4> Card ☒ <F7> EFT ☒ <F8> Voucher ☒ <F9> On Account

☒ <F10> Cash In/Out ☒ <F11> Cash up ☒ <F12> Reprint <SPACE> Next Edit Update Link Close

Not Enabled ☐ Enabled Only ☒ Enabled & Need Supervisor Password ☒

Check the left check box for fields the operator can enter. You can then further check the right check box if that field requires a supervisor password to edit it.

Here is the Other Settings tab:

Setup Options

Bounding Settings Special Barcode Settings ☒ Use Pastel Layout for Slip Printing (Recommended) ☐ Allocate Projects on Customer Documents Close

User Settings

User: 00 - User 0 Copy To All Users ☐ Enable Quick Scanning for Barcodes ☐ Enable Touchscreen Interface

Cash Sales Settings On Account Settings Other Settings Port Settings

Cash Customer: CASH Cash Customer
Cash Control Account: 8100/000 POS Cash Control
Default Cash In/Out Account: 2900/000 Sundry Income

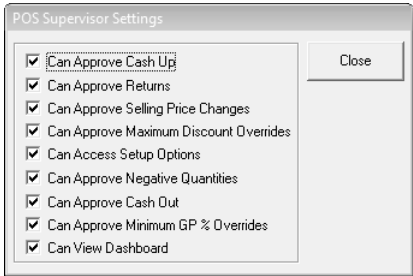
POS Entry Type: 17 - POS Journal
POS Next Reference: P0000001
Till Cash Float Amount: 0.00 ☐ Reallocate after cash up
Customer VAT Trigger Amount: 0.00
Default POS Screen To: Sales
Default Transaction To: Cash

☐ Update POS Payments in Detail ☒ Can Receive Money ☒ Print Receipt for Cash In ☒ POS Supervisor

Supervisor Settings

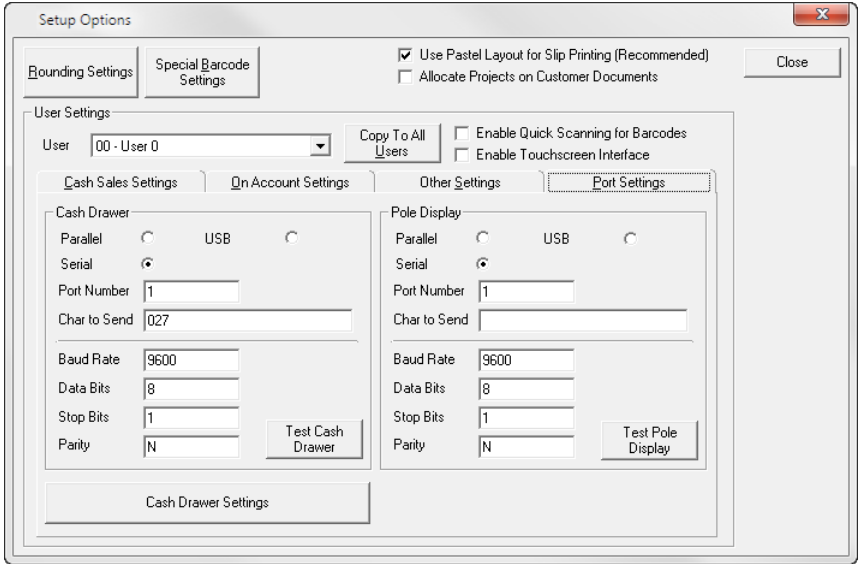
The Till Cash Float Amount is the float amount to give the user when their shift opens.
The Customer VAT Trigger Amount field is the minimum value that requires additional customer information.
You must have at least one POS supervisor. Check the check box of each user who is a POS supervisor, and click the Supervisor Settings button to determine what they can do.

Here is the Supervisor Settings button:



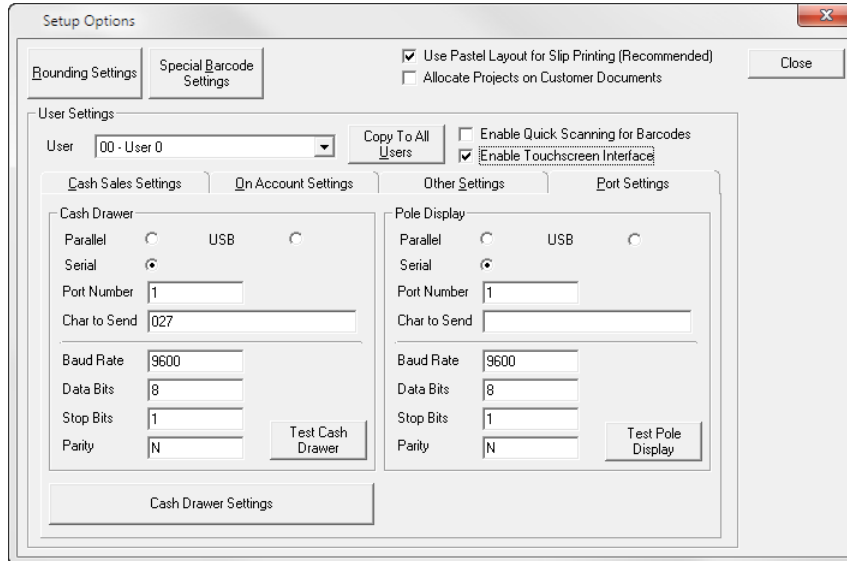
Select the settings required for the supervisor.
Remember that at least one supervisor will require all settings.

In the Port Settings tab, you specify interfaces with cash drawers and pole displays:



Touchscreen Options

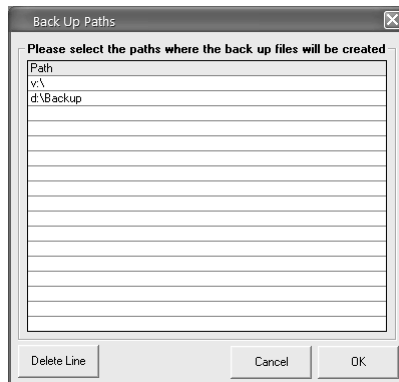
To enable the Touchscreen interface, check the option “Enable Touchscreen Interface”:



Backup Paths

Making backups is critical to your company's security. If you lose your company data, you could put the company out of business. The system makes a backup automatically prior to processing the Update all Documents function. In this Backup Paths function, you specify one or more locations where the system should write the backup files.

To access this function, select the Setup...Backup Paths menu option.



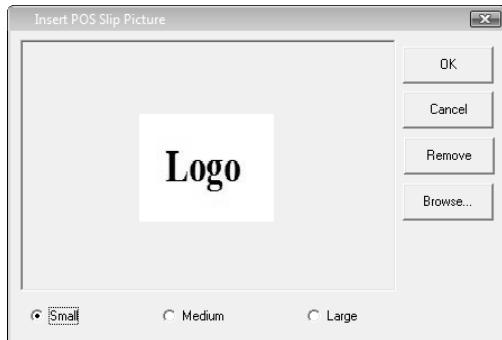
Offline Options

You need to have sufficient registrations to allow you to process. When you purchase the Offline Processing add-on module, you need to specify how many POS users you require. You need one user on the server to process the supervisor functions, and you need one user for each offline terminal. Contact your Pastel POS supplier or distributor if you need additional users.

You set up each terminal as a line in the table.

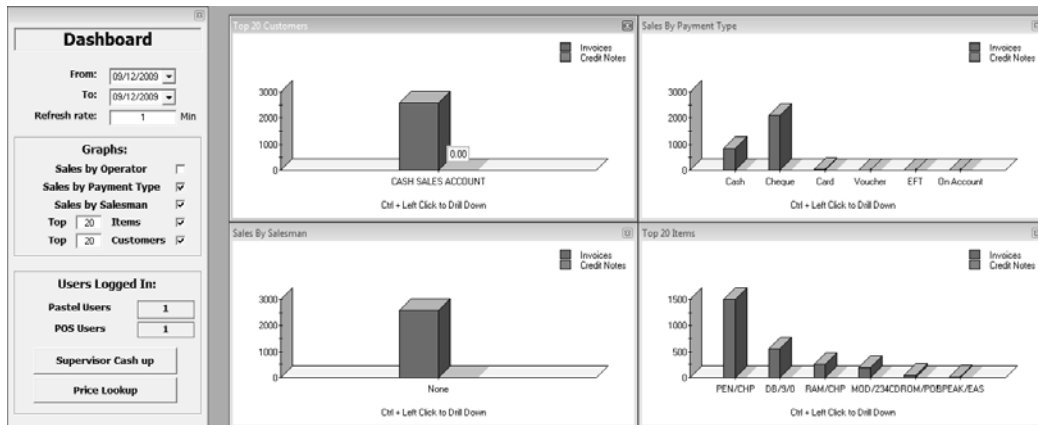
POS Slip Logo

A logo can be inserted on Slips. To access this function select the Setup...POS Slip Picture menu option.



Supervisor Dashboard

The supervisor is able to view sales in real time without having to run reports. To access this function Select the View...Open Dashboard menu option. Remember to check “Can View Dashboard” in POS Supervisor Settings.



Point of Sale Processing

Process Point of Sale

This is the main POS sales screen.

To access this function, select the Process...Point of Sale menu option:

The four main processing modes, Quotation (<Alt>+1), Order (<Alt>+2), Sales (<Alt>+3), and Returns (<Alt>+4), are on the top left buttons. Click the buttons or use the listed shortcut keys to change modes.

You use this screen to:

- Process sales on a cash or account basis
- Put sales on hold
- Process cash on delivery sales
- Process returns
- Enter quotes and orders, and link these to sales
- Enter non-sale cash in / out transactions
- Reprint older sales
- Cash up at the end of the day
- Perform a price lookup
- Email a picture of an inventory item to a customer
- See historical sales of an inventory item
- Set the printer and fonts to use

Supplier Documents

Pastel POS gives you access to the full range of supplier documents you have in the main Pastel product. You can process the following supplier documents:

- Purchase Orders
- Goods Received Note
- Supplier Invoices
- Return and Debit Note
- Credit to Supplier

Pastel POS uses the same parameters as your main Pastel product. You set these up in the main product via the Supplier Control function, Supplier Documents function, and other functions.

In Pastel POS itself, you process supplier documents via the Process...Supplier Documents menu option:

Document Processing - Supplier Invoice

Document Type: Supplier Invoice | Document Number: PNA10001 | Account: ..

Place on Hold: ☐ | Period: July - 01/07/2008 - 31/07/2008

Document Date: 07/07/2008 | Payment Due Date: 31/07/2008 | VAT Number:

Delivery Address:

Balances: Outstanding Balance, Credit Limit, Contact Person, Telephone Number, Freight, Ship

Postal Address:

Order Number	Discount %	Exchange Rate	Cost Code	Supplier Invoice			
	0.00	1.000000	..	Type	Store	Code	Description
				2 GL Code			

Unit: | Tax Type: 0 - Tax Type 0 | Quantity: 1.00 | Inc:

Delete Line <Ctrl D> | Insert Line <Ctrl I> | Terms: 00 - None

Total Discount: 0.00
Total Exclusive: 0.00
Total Tax: 0.00
Total Inclusive: 0.00

Document Options: Save | Print | Delete | Note | New | Edit | Update | Link | Close

Processing supplier documents in Pastel POS is similar to processing supplier documents in the main Pastel product, so we do not document it here.

There are a few differences between processing in the two systems:

- If you link purchase orders to a supplier invoice, Pastel POS does not delete the purchase orders.
- In Pastel POS, if you remove items from a GRN linked via a Purchase Order, you can place them back onto the Purchase Order.
- Reporting on Supplier Documents:
 - » You must print outstanding GRNs via the main Pastel product.
 - » You can reprint all supplier documents via the main Pastel product or via Pastel POS.

Supervisor Cash Up

Once operators complete their cash up procedure, the supervisor has to perform the supervisor cash up for each operator.

The supervisor cash up lets the supervisor confirm that the operator has the correct monies in their possession. As such, it is a vital part of ensuring that the company receives all the monies paid to it.

Note that the system controls cash ups on a user basis, not on a till basis. If you have one physical station and two operators, you need to have separate cash drawers per user if you want to reconcile cash up values easily. If you have a single cash drawer for multiple users, you will need to consolidate the user cash up totals manually. Variances stay in POS. The system updates the correct values into Pastel.

To access this function, select the Process...Supervisor Cash Up menu option:

	Computer Amount	User Amount	Variance
Cash	1140.00	1140.00	0.00
Cheque	0.00	0.00	0.00
Credit Card	0.00	0.00	0.00
Voucher	0.00	0.00	0.00
EFT	0.00	0.00	0.00
Totals	1140.00	1140.00	0.00
On Account	0.00		

Offline Management

If you are using the Offline Processing add-on module, you use this function to move data back and forth from the main server and the terminal(s):

- You deploy data from the main server to a terminal.
- You fetch data from a terminal to the main server.

To access this function, select the Process...Offline Management menu option:

Terminal Name	Status	Fetch
Sue	Deployed	<input checked="" type="checkbox"/>

Each terminal displays. There are three possible status settings:

- Not Deployed means this is a new terminal that is not yet in use.
- Deployed means you have sent data to the terminal, and the operator can process sales.
- Fetched means you have retrieved the data from the terminal. The operator cannot process until you deploy again.

Before you can deploy or fetch data, you must ensure that the remote locations are available on the network. Once you complete the fetch or deploy operations, you do not need to remain connected on the network. If you have deployed, operators can sell while offline.

Once you fetch all the data, you can continue with the supervisor cash up process.

Point of Sale Reports

Printing point of sale of reports is almost identical to printing reports from the main Pastel product.

The differences are:

- When you print a report, the printer dialog box displays, after which the system displays the report on the screen. The screen preview window is almost identical to the main Pastel product. You can print and export in different formats from the screen preview window.
- The print options window for each report has a slightly different format.

You access reports via the View menu.

In this section, we summarise each report.

Report	What it Does
Outstanding Documents	These reports let you see which quotations, sales orders, purchase orders, or CODs are still in the system. You can view documents in document number, customer code, inventory item, or salesman sequence. You can range by date, and you can run a detailed or summarised report.
Batch Listing	In the main Pastel product's Customer Documents function, you specify, per user and per document, whether you are working in batch mode. For batch mode users, this report shows document batches that you still need to update. It also shows batches that are on hold, or CODs.
Daily Sales Report	This report shows details of sales and returns, with totals, for a range of users and a range of dates. You can also range on the payment type (cash, credit card, cash in/out, etc.).
Cash up Variance	This report shows a summary of Cash, Cheque, Card and Voucher details for each operator and workstation, as well as variance details. All documents, sales and returns also show in this report. You can select a range of users and dates for the report. You can also range on the payment type.
Reprint Document	This functionality lets you print documents that have already been updated. Select a document type (quote, invoice, and so on) and an output device (printer, screen or email). You can range on customers and dates.
Customer Age Analysis	You access this report via the View...Monthly Reports menu. This report shows amount owing by customers in ageing blocks, such as 30-day, 60-day, and so on. You can range by customer category and/or customer code. You can print in customer code or name sequence. You can print detailed transactions or show ageing totals only.
Customer Statements	You access this report via the View...Monthly Reports menu. This prints customer statements. You can range by customer category and/or customer code. You can print in customer code or name sequence.
Supervisor Audit Trail	The report shows all documents where a Supervisor password was requested to make a change. The operator and the action taken will also be included on the report.

Report Drill Down

Click on the document number to drill down a document on a report. To access this function select the View menu option and then select the report to view.

Software Sales

09-12-2009 12:37 PM
Page 1

Daily Sales Report for Date Range 09/12/2009 - 09/12/2009

Reference	Date	Customer	Cash Amount	Cheque Amount	Card Amount	Voucher Amount	EFT Amount	On Account Amount	Total	Sale / Return Amount	Variance
Sales / Returns											
User - 00 - Boss											
IN100024	09/12/2009 12:18	CASH - CASH SALES ACCOUNT	0.00	0.00	21.66	0.00	0.00	0.00	21.66	21.66	0.00
INAI0001	09/12/2009 12:33	CASH - CASH SALES ACCOUNT	171.00	0.00	0.00	0.00	0.00	0.00	171.00	171.00	0.00
INAI0002	09/12/2009 12:34	CASH - CASH SALES ACCOUNT	0.00	2 106.72	0.00	0.00	0.00	0.00	2 106.72	2 106.72	0.00
INAI0003	09/12/2009 12:35	CASH - CASH SALES ACCOUNT	627.00	0.00	0.00	0.00	0.00	0.00	627.00	627.00	0.00
Total for User - 00 - Boss			798.00	2 106.72	21.66	0.00	0.00	0.00	2 926.38	2 926.38	0.00
Grand Total			798.00	2 106.72	21.66	0.00	0.00	0.00	2 926.38	2 926.38	0.00



This guide contains overview information only. If you want detailed information on any topic, consult the on-line help. Note that the Pastel POS online help is separate from the accounting application's help file.

Chapter 9 – Business Intelligence Centre

In this chapter, we look at the Business Intelligence Centre add-on module.

- Business Intelligence Centre Overview
- Working with the Business Intelligence Centre

Pastel Xpress Start-Up

This module is not available with Pastel Xpress Start-Up.



This guide contains overview information only. If you want detailed information on any topic, consult the on-line help, which has the same table of contents as this guide, although somewhat expanded. In addition, you can type in the manual's heading into the on-line help's Index section to find the relevant help section.

Business Intelligence Centre Overview

This add-on module lets you utilise the power of Microsoft Excel for reporting purposes. There are two versions of this module, the Standard Edition and the Advanced Edition.

The Standard Edition provides ready-boxed intelligent Excel reporting on your standard data. In addition, you can use the existing reports to create new reports. You can also write your own reports in Excel.

The Advanced Edition adds additional tools for skilled users and/or consultants. This powerful and cost effective report writing solution allows you to deliver Excel reports from any ODBC-compliant data source. For example:

- You can generate consolidated financial reports from any number of companies in one Excel workbook.
- You can create Excel reports that combine data from one or more Pastel companies as well as any other third-party compliant database.
- You can use SQL or Excel formulas to convert data into new fields. For example, convert a date into a week.
- You can create new containers (views) to write reports that combine data in ways the standard reports do not.

Some features of the Business Intelligence Centre are:

- The system ships as standard a monthly boardroom pack. You can include drill-down to detailed ledger transactions, all in one Excel workbook.
- The system contains standard, customisable, and automated sales reporting using Excel's pivot tables.
- The system makes tables and fields available to you so that you can create your own customer reports.
- You can generate graphs.
- You can import reports written by certified consultants.
- You can create report parameters such as period ranges.
- You can create sub query reports, where one report passes its data into another one.
- You can create union reports, where you access data from different sources.
- You can schedule reports and run them in batches.



This guide contains overview information only. If you want detailed information on any topic, consult the on-line help, which has the same table of contents as this guide, although somewhat expanded. In addition, you can type in the manual's heading into the on-line help's Index section to find the relevant help section.

Working with the Business Intelligence Centre

The Business Intelligence Centre lets you utilise the power of Microsoft Excel for reporting purposes.

Why Excel?

Microsoft Excel is the standard data manipulation and reporting tool for today's managers. As an Excel user, you already use Excel to analyse data, make projections, simulate situations, generate graphs, and so on. Excel is a specialist tool built to let you manipulate, slice and dice your data, and it does it superbly.

The central issue is getting data into Excel so that you can manipulate it in the ways you want. That data is sitting in your accounting system. As your operators enter accounting data, and generate the day-to-day reports and analyses that you require, they are also generating the base data that you need for management analysis. This type of analysis moves beyond the strictly accounting realm into the realm of advanced management, reporting, and planning.

Business Intelligence Centre does two main things for you:

- It creates base data in Excel right out of your accounting system that is as accurate and as up to date as possible.
- It provides you with useful reports and analyses as an optional starting point.

By extracting the data into a worksheet, Business Intelligence Centre lets you work with the data outside of the accounting system, where you can manipulate it at your leisure. To do this, Business Intelligence Centre makes extensive use of workbooks. This allows you to:

- Separate data from reports
- Generate multiple reports in a single worksheet

This makes your management workflow efficient and easy to control.

Once the data is in an Excel worksheet, you can create new reports, analyses, and graphs yourself, or you can use the tools supplied with Business Intelligence Centre. You can use these tools as is, or you can modify them to suit your requirements. One of the tools, for example, is a set of management accounts that will produce professional looking income statements and balance sheets for various period ranges.

Extracting Data

Business Intelligence Centre has various tools for extracting the data you require from your accounting database. You can use the system in a relatively automated fashion, or, if you have the expertise, you can source data from multiple accounting databases or any third party ODBC-compliant data.

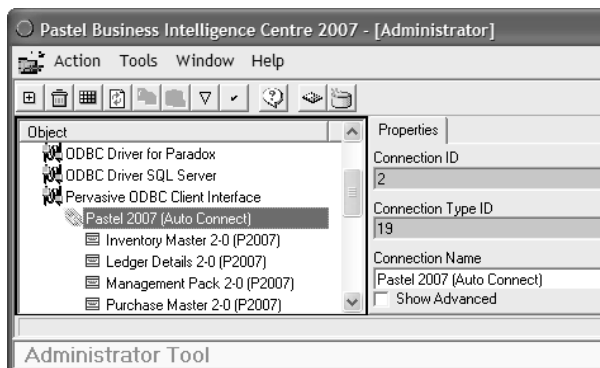
Business Intelligence Centre makes use of the following objects to extract all and only the data you require:

- A Data Connection holds the relevant connection information to connect to a supported ODBC or OLEDB compliant Data Source. You use this Data Connection object for all connections to this Data Source. An automatic connection system links to your accounting database system. A single Data Connection typically represents a set of company data. You can create as many connections as you require.
- A Data Container is set of Data the System Administrator makes available. It gives you access to the data using the Report Manager. The source of this data can be a database table, a view, a stored procedure, or a join based on two or more tables/views. You use the latter, for example, to access invoice headers and their associated lines. Typical data containers could be the set of general ledger transactions for the year, customers over their credit limit, and so on. You can create as many Data Containers as you require.
- A Data Expression is usually a field in a Data Container chosen by the System Administrator to be available through the Report Manager. For example, the Administrator chooses which fields on a customer master file are available. A Data Expression can also be a SQL Expression or an Excel formula. You can create as many Data Expressions as you require.

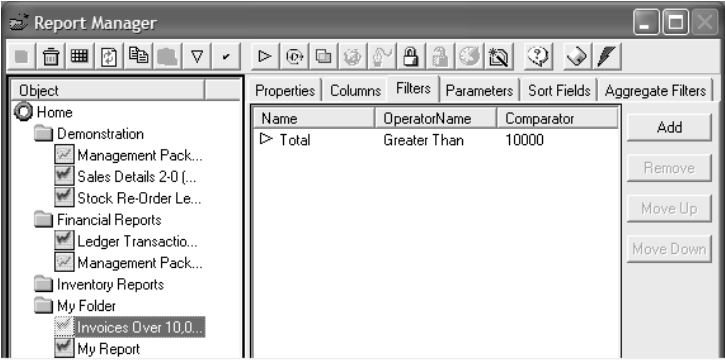
Once all the containers and expressions are set up (if you do not use the standard ones), you create or edit a report to move the data. Most of the time, all you need to do is to choose the fields from the various database tables in the system. Besides choosing which fields, you can include powerful filters to ensure that you only have the data you require. You can also specify a sort order for the data you are generating.

You access Business Intelligence Centre via the View...Business Intelligence Centre menu option. You choose the option you require from the sub menus.

You first work in the Administrator function, which you access via the View...Business Intelligence Centre... Launch...Administrator menu option. Here you create the data connections and data containers for your reports:



In the Report Manager function, you create reports using the data sources. You access this function via the View...Business Intelligence Centre... Launch...Report Manager menu:



In the report's Filters tab, we limit the report to include invoices with a total value greater than 10,000.

In the Properties tab, you can link to an Excel report template. The system ships with standard templates, which you can modify. You can also add new templates.

You use the other tabs to sort data, specify column sequences.

You can run the report simply by right clicking the report in the above screen and then choosing the Run option from the menu:

The screenshot shows a Microsoft Excel spreadsheet titled 'Microsoft Excel - Book1'. The data is as follows:

	A	B	C
1	CustomerCode	DocumentNumber	Total
2	ABB029	IN100010	32000
3	ABB029	IO100001	18750
4	ACK001	IN100006	14500
5	ACK001	QU100001	16000
6	ACK001	IN100021	43500
7	ALL001	QU100002	27799.99
8	AST002	IN100007	12850.29
9	COM001	IN100002	19125.07
10	COM001	GN100001	395018.12

We did not use a template, so the report generates as a standard spreadsheet.

Standard Reports and Templates

The system ships with a powerful set of standard reports and templates. Here is a management pack example:

Microsoft Excel - Management Pack D-2-1 (Ev3)1

File Edit View Insert Format Tools Data Window Help Report Tools

Change Month SelectedDate May

	A	B	C	D	Aw	AX	AY	AZ	I
					Current Mth	YTD	YTD	YTD	
					Prior	Actual	Budget	Prior	
					1	1	1	1	
				Period	12	ytd	ytd	ytd	
					5	52			
12	Advertising	5	5	Advertising					
13	Bad Debts	6	6	Bad Debts		300.00			
14	Bank Charges	7	7	Bank Charges					
15	Buildings>Acc. Depreci	8	8	Buildings>Acc. Depreciation					
16	Buildings>Cost	9	9	Buildings>Cost					
17	Cash Float	10	10	Cash Float					
18	Commission Paid	11	11	Commission Paid					
19	Computer Equipment>A	12	12	Computer Equipment>Acc. Depreciat					
20	Computer Equipment>C	13	13	Computer Equipment>Cost					
21	Contributions	14	14	Contributions					
22	Cost of Goods Sold	15	15	Cost of Goods Sold		1904.80		8894.19	
23	Credit Card	16	16	Credit Card					
24	Current Account	17	17	Current Account		-2599213.90			
25	Deposit Account	18	18	Deposit Account					
26	Depreciation	19	19	Depreciation					
27	Discount Allowed	20	20	Discount Allowed					
28	Discount Received	21	21	Discount Received					
29	Donations	22	22	Donations					
30	Electricity & Water	23	23	Electricity & Water					
31	Ent. & Travel	24	24	Ent. & Travel		25.00			
32	Equipment Rental	25	25	Equipment Rental		-216.00			
33	Fax	26	26	Fax					
34	Finance Charges	27	27	Finance Charges					
35	Freight & Delivery	28	28	Freight & Delivery					
36	Furniture & Fittings>Acc	29	29	Furniture & Fittings>Acc. Depreciat					
37	Furniture & Fittings>Co	30	30	Furniture & Fittings>Cost					
38	General Expenses	31	31	General Expenses		12.35			
39	Insurance	32	32	Insurance					
40	Interest Paid	33	33	Interest Paid					
41	Interest Received	34	34	Interest Received					
42	Leasing	35	35	Leasing					
43	Legal Expenses	36	36	Legal Expenses					
44	Licenses	37	37	Licenses					

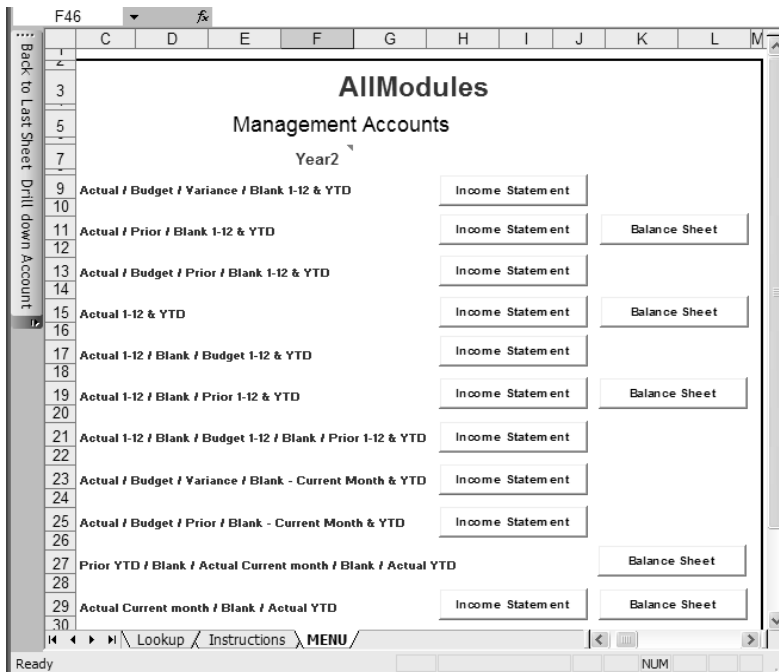
Back to Last Sheet Drill down Account

Lookup / Instructions / MENU /

Ready NUM

Business Intelligence Centre generates this spreadsheet. The Lookup workbook contains the data that it extracted from the accounting system.

In the MENU workbook, you can choose a report:



You can click each button to generate the relevant report automatically. Here is a balance sheet:

		Jun 03 Opening	Jun 03 Actual	Jun 03 Prior
CAPITAL EMPLOYED				
Capital		-	-	
Accumulated Profit		1,370.57	66,421.07	
Long Term Liability		-	-	
		1,370.57	66,421.07	
EMPLOYMENT OF CAPITAL				
FIXED ASSETS				
Fixed Asset		-	-	
CURRENT ASSETS				
Current Asset		406,771.47	76,596.72	
Bank		-	-	
CURRENT LIABILITIES				
Current Liability		405,400.90	10,175.65	
NET CURRENT ASSETS/LIABILITIES				
		1,370.57	66,421.07	
		1,370.57	66,421.07	

The report is a new workbook. You can create as many workbooks as you require.

You can expand or contract the report levels. Here we expanded the Current Assets section:

Microsoft Excel - Management Pack D-2-1 (Ev3)1

File Edit View Insert Format Tools Data Window Help Report Tools

Change Month

D72

Back to Last Sheet Drill down Account

		Jun 03	Jun 03	Jun 03
		Opening	Actual	Prior
Balance Sheet for Period Ending May				
CAPITAL EMPLOYED				
Capital		-	-	
Accumulated Profit		1,370.57	66,421.07	
Long Term Liability		-	-	
		1,370.57	66,421.07	
EMPLOYMENT OF CAPITAL				
FIXED ASSETS				
Fixed Asset		-	-	
CURRENT ASSETS				
Current Asset		406,771.47	76,596.72	
Prepayments		-	-	
Receivables Control		11,661.84	11,608.87	
Recovery		-	-	
Staff Loans		-	-	
Stock		395,109.63	64,987.85	
Sundry Receivables		-	-	
Undeposited Funds		-	-	
Work in Progress		-	-	
Bank		-	-	

Ready NUM

Here is an example of a sales analysis. Business Intelligence Centre turns raw data that looks like this:

Microsoft Excel - Pastel Sales Master.xls

A1	cp						
	A	B	C	D	E	F	G
1	cp	CustomerCategory	CustomerCodeName	CustomerName	CustSuppID	Date	Description
2	1055.22093	Durban	FRUI01-FRUITY JOES	FRUITY JOES	FRUI01	30-10-03	Archies Red Apples CRN11550
3	105.9593023	Durban	TROT01-TROTTERS CC	TROTTERS CC	TROT01	03-11-03	Bohemian Grapey Te CRN11550
4	786.2209302	Durban	KENS01-KENS TAVERN	KENS TAVERN	KENS01	28-10-03	B & X Wholenuts CRN11550
5	75.98837209	Durban	BRON01-BRONNIES CC	BRONNIES CC	BRON01	25-10-03	Captain Vital Signs C CRN11549
6	73.81976744	Durban	KENS01-KENS TAVERN	KENS TAVERN	KENS01	19-10-03	Ricky Liquors - Branc CRN11549
7	73.81976744	Durban	BRON01-BRONNIES CC	BRONNIES CC	BRON01	19-10-03	Ricky Liquors - Branc CRN11549
8	140.2325581	Durban	BRON01-BRONNIES CC	BRONNIES CC	BRON01	19-10-03	Rosy Blade Peaches CRN11549
9	141.8604651	Durban	BRON01-BRONNIES CC	BRONNIES CC	BRON01	25-10-03	Woodridge Red Ched CRN11549
10	255.9302326	Durban	KENS01-KENS TAVERN	KENS TAVERN	KENS01	19-10-03	Yardville Health Ale CRN11549
11	138.1453488	Durban	BOTT01-BOTTLE SHOP	BOTTLE SHOP	BOTT01	01-09-03	Crystal Puddle Ranb IND11544
12	1055.215116	Durban	ALLS01-ALL SORTS STOP SHC	ALL SORTS STOP SH	ALLS01	22-12-03	Archies Red Apples INV11722
13	1055.215116	Durban	FRUI01-FRUITY JOES	FRUITY JOES	FRUI01	19-12-03	Archies Red Apples INV11719
14	1055.215116	Durban	ALLS01-ALL SORTS STOP SHC	ALL SORTS STOP SH	ALLS01	07-12-03	Archies Red Apples INV11713
15	1055.215116	Durban	CIND01-CINDEES BAR	CINDEES BAR	CIND01	06-12-03	Archies Red Apples INV11722
16	1055.215116	Durban	ALLS01-ALL SORTS STOP SHC	ALL SORTS STOP SH	ALLS01	02-12-03	Archies Red Apples INV11710
17	1055.22093	Durban	FRUI01-FRUITY JOES	FRUITY JOES	FRUI01	30-10-03	Archies Red Apples INV11690
18	1055.232558	Durban	ALLS01-ALL SORTS STOP SHC	ALL SORTS STOP SH	ALLS01	28-10-03	Archies Red Apples INV11689
19	1055.22093	Durban	FRUI01-FRUITY JOES	FRUITY JOES	FRUI01	13-10-03	Archies Red Apples INV11679
20	1055.215116	Durban	ALLS01-ALL SORTS STOP SHC	ALL SORTS STOP SH	ALLS01	06-10-03	Archies Red Apples INV11674
21	1055.215116	Durban	ALLS01-ALL SORTS STOP SHC	ALL SORTS STOP SH	ALLS01	07-09-03	Archies Red Apples INV11656
22	105.2034884	Durban	HIGG01-HIGGINS THINGS	HIGGINS THINGS	HIGG01	08-11-03	Archies Red Chillies INV11695
23	898.9709302	Durban	JENJ01-JENS JAMS	JENS JAMS	JENJ01	30-09-03	Archies Red Plums INV11670
24	237.2093023	Durban	DAYB01-DAYBREAK CAFÉ	DAYBREAK CAFÉ	DAYB01	17-10-03	Big Max Day Break N INV11680

Into organised tables like this:

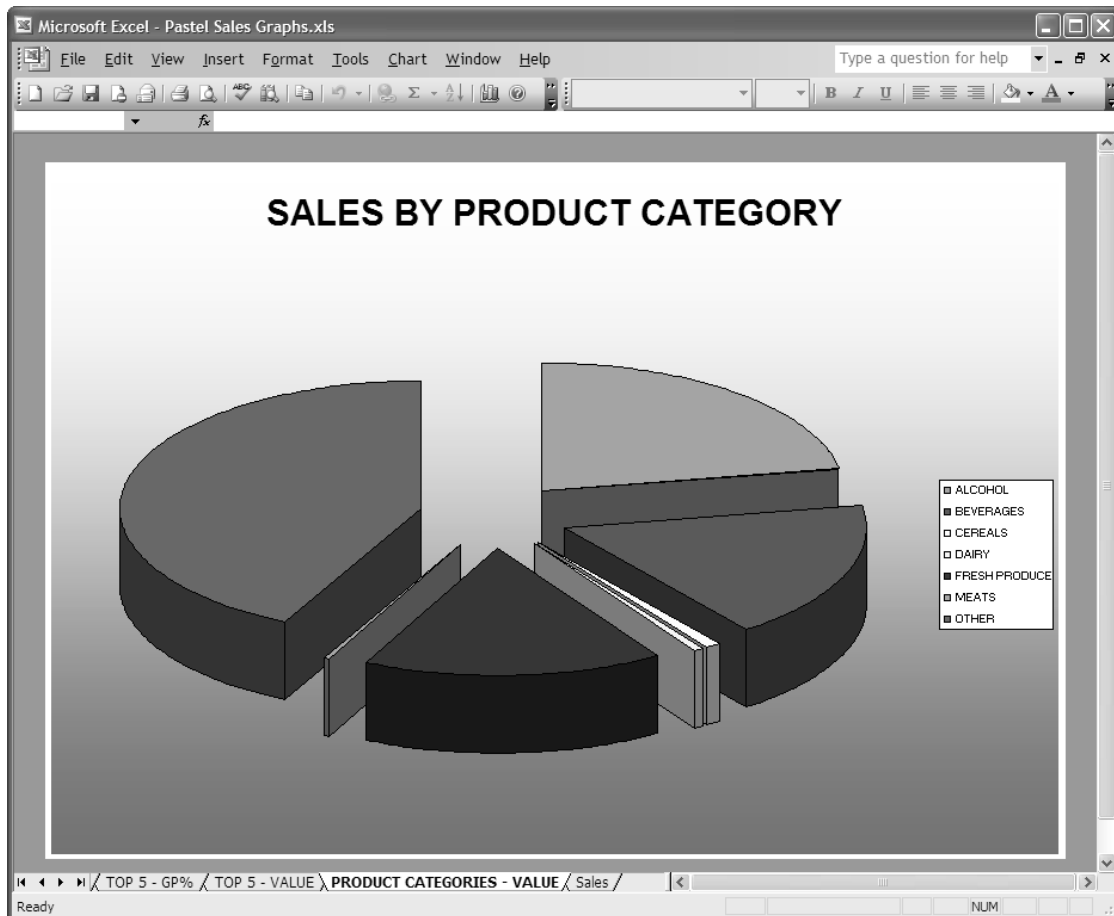
Microsoft Excel - Pastel Sales Master.xls

SALES REPORT FOR THE PERIOD TO DATE FROM 01 SEP 2003											
CustomerCodeName	ProductCategory	ProductCodeName	Qty	Total Cost	Total Sale	GP	GP%				
	DAIRY	DEST03-Des-tiny Water	6	1,001.56	1,393.74	392.18	28.14%				
		MILK01-Milk - Low Fat	4	433.26	593.55	160.29	27.01%				
BETT01-BETTIES FRUITS	BEVERAGES	CRY03-Crystal Puddle Ranberry	4	552.67	722.58	169.91	23.51%				
			4	552.67	722.58	169.91	23.51%				
BOBS01-BOBS UNCLE	BEVERAGES	BOHE01-Bohemian Grapey Tea	15	1,678.40	2,448.39	769.99	31.45%				
		CRY04-Crystal Puddle Spring W	3	406.88	619.35	212.47	34.31%				
BOTT01-BOTTLE SHOP	OTHER	BX0009-B & X Wholenuts	3	2,358.66	3,387.10	1,028.43	30.36%				
			3	2,358.66	3,387.10	1,028.43	30.36%				
	BEVERAGES		3	414.44	540.00	125.56	23.25%				
			3	414.44	540.00	125.56	23.25%				

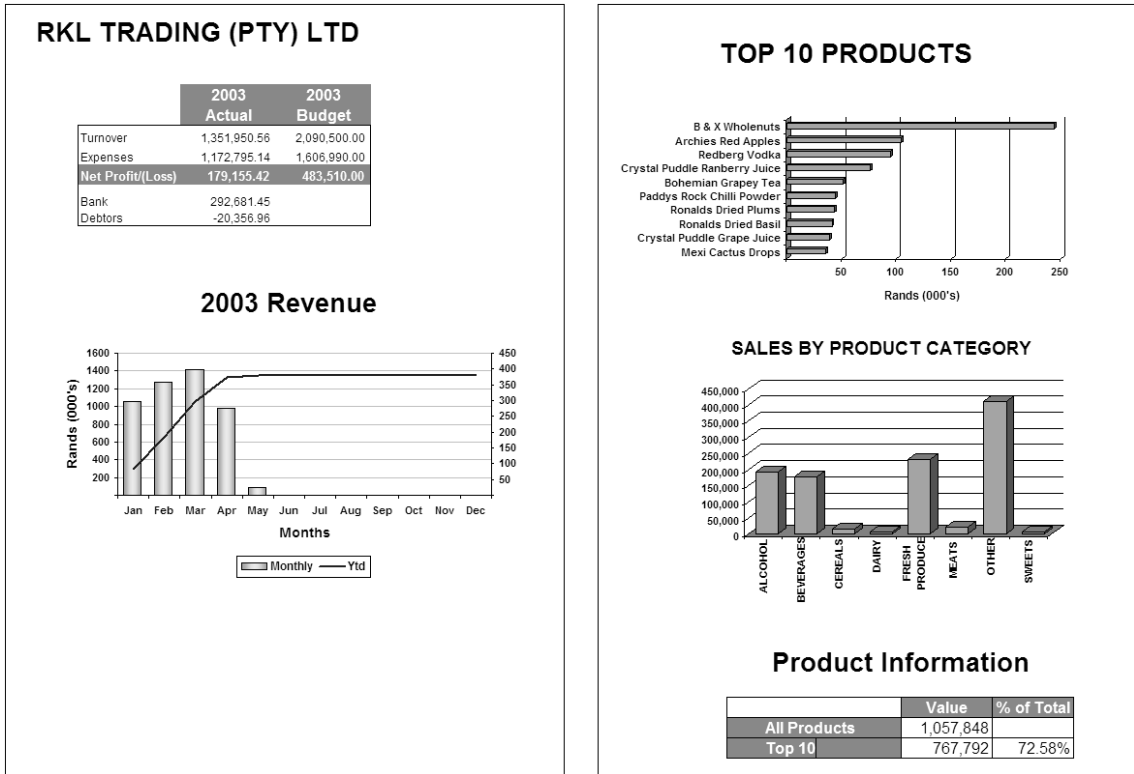
You can range within this table on just about any of the fields. Here, we can choose a salesperson:



You can turn these values into graphs:



Finally, here is an example of a dashboard interface that summarises key values graphically:



Excel Genie

Excel Genie is a simple, flexible and fast reporting system that is built into Excel as an add-in application. Excel Genie provides you with a flexible drag and drop report design allowing you to customise your reports when using raw Excel data.



Chapter 10 – Bank Manager

In this chapter, we look at the Bank Manager add on module.

- Bank Manager Overview
- Working with Bank Manager

Pastel Xpress Start-Up

This module is not available with Pastel Xpress Start-Up.



This guide contains overview information only. If you want detailed information on any topic, consult the on-line help, which has the same table of contents as this guide, although somewhat expanded. In addition, you can type in the manual's heading into the on-line help's Index section to find the relevant help section.

Bank Manager Overview

The Bank Manager add on module gives you the ability to work with bank statements that you download via the Internet. Note that this module is available in South Africa only.

Bank Manager compiles the cash book electronically by using the bank statements of all the major banks in South Africa as the base. The basics of this system are as follows:

- After the first bank statement download, you assign recurring account coding to transactions that recur from month to month.
- You attach a unique statement transaction identifier to a Pastel account.
- The result, in the following months, is that the system automatically codes recurring transactions exactly as they should be for the cash book batch.
- In the following months, you only have to code new transactions.
- You can split lines into multiple accounts. For example, you may wish to allocate rent to different departments. You can save the split lines and reuse them in the next bank statement download.
- For custom or complex changes, you can instantly export the transactions into Excel, make the changes, and instantly import the data back into Bank Manager.



This guide contains overview information only. If you want detailed information on any topic, consult the on-line help, which has the same table of contents as this guide, although somewhat expanded. In addition, you can type in the manual's heading into the on-line help's Index section to find the relevant help section.

Pastel Xpress Start-Up

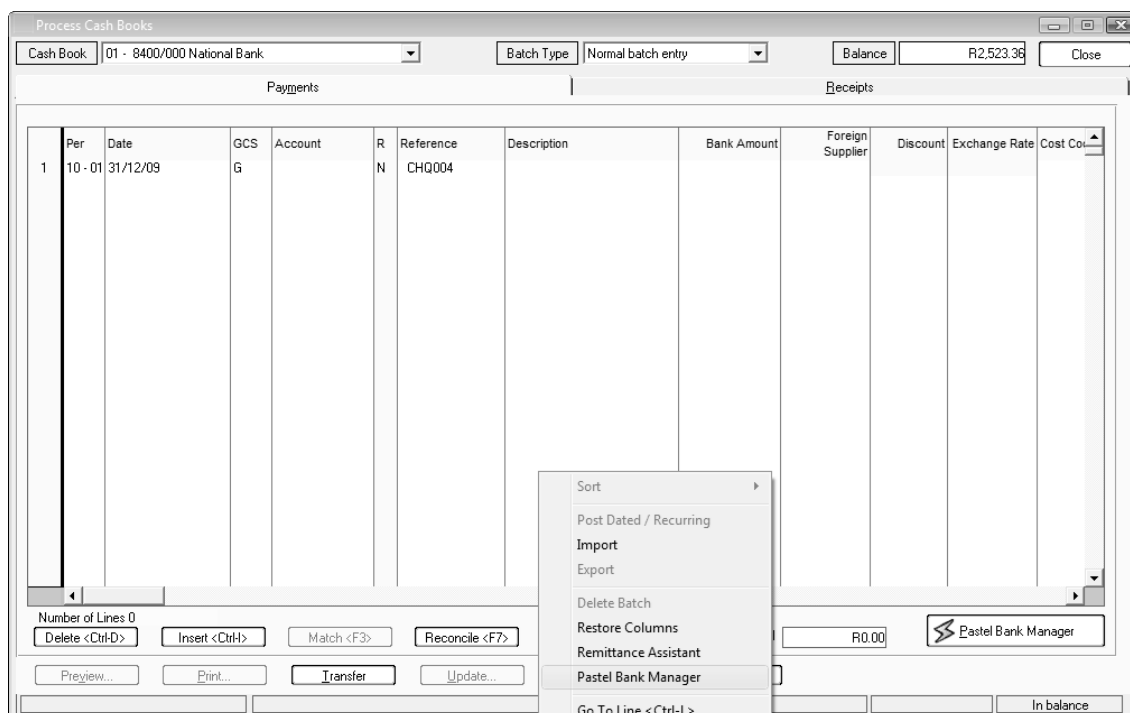
This module is not available with Pastel Xpress Start-Up.

Working with Bank Manager

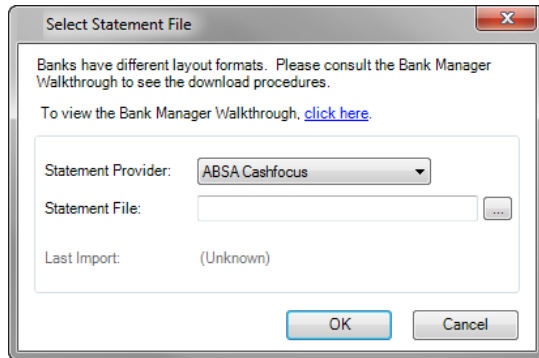
The first task is to download your bank statement via the Internet. To do this, you login to your bank's Internet site, and download the bank statement into a file.

Note that banks offer different formats, and we only accommodate a specific format per bank. See below for where you can see the available formats. In the help file, we give specific instructions per bank.

You then need to load the downloaded bank statement into Bank Manager. You access bank manager via the Process...Cash Book menu option. Select the bank account you are processing, click the Batch button, and then choose the Pastel Bank Manager option or click the Pastel Bank Manager button:

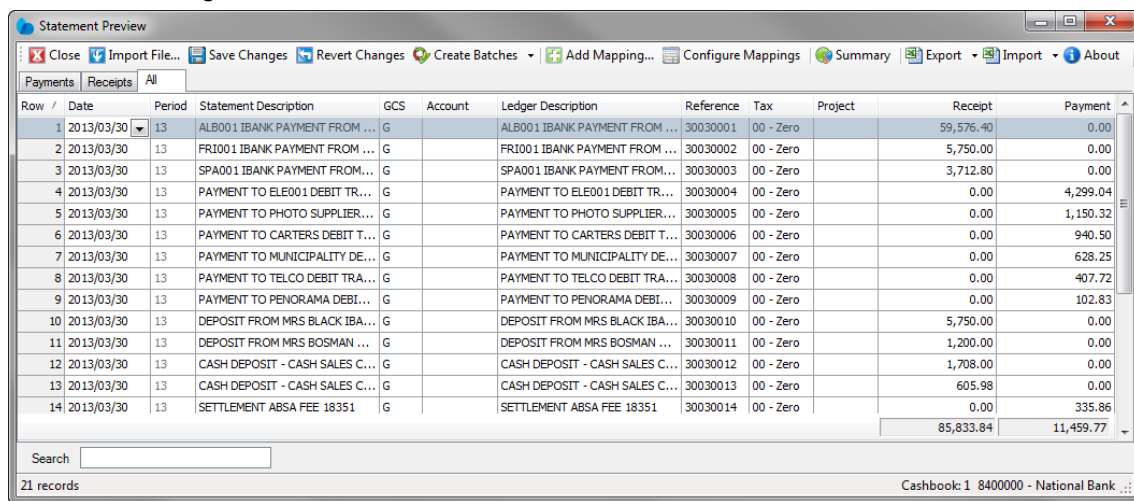


You need to choose the banking system of the file you are loading:



Select the banking system in the list box. The list box shows available banks and formats. This includes formats for other countries, generic OFX, QIF and CSV formats.

You then select the bank file that you downloaded from the Internet. The transactions display in the main Bank Manager window:



These transactions are in the Bank Manager module, not in Pastel's cash book. Before we move the transactions into the cash book, we can, or indeed have to, manipulate the data. Note, for instance, that there are no account numbers in the transactions.

Note the following:

- If the transaction date falls within the current year, the system puts the corresponding period in the Period column. In the window above, the period is set to 99 because it is out of the current year.
- The system generates references by using the day and month followed by the bank statement number, followed by the transaction number on that specific day.
- You can sort on any column by clicking on the column header.
- Bank Manager divides transactions into receipts and payments, in the same manner as the Pastel data entry screen.

Editing Transactions

You can edit each field in each transaction manually if you wish to. However, this will of course take some time.

The power of the Bank Manager add on module is that you can automate many of these editing functions. You can save some of these editing methods, which over time automates much of the work that you would normally have to do.

Deleting Lines

If you need to delete a single line, select it and press <Ctrl>+<Delete>.

To delete multiple lines

1. Right click on a line to delete.

2. Hold the Ctrl button in and select the other lines to be deleted.
3. Once all lines are selected, right click on one of the selected line.

Ledger Description	Reference	Tax	Project	Receipt	Payment
ALB001 IBANK PAYMENT FROM ...	30030001	00 - Zero		59,576.40	0.00
FRI001 IBANK PAYMENT FROM ...	30030002	00 - Zero		5,750.00	0.00
SPA001 IBANK PAYMENT FROM...	30030003	00 - Zero		3,712.80	0.00
PAYMENT TO ELE001 DEBIT TR...	30030004	00 - Zero		0.00	4,299.04
PAYMENT TO PHOTO SUPPLIER...	30030005	00 - Zero		0.00	1,150.32
PAYMENT TO CA				0.00	940.50
PAYMENT TO MU				0.00	628.25
PAYMENT TO TE				0.00	407.72
PAYMENT TO PE				0.00	102.83
DEPOSIT FROM MRS BLACK IBA...	30030010	00 - Zero		5,750.00	0.00
DEPOSIT FROM MRS BOSMAN ...	30030011	00 - Zero		1,200.00	0.00
CASH DEPOSIT - CASH SALES C...	30030012	00 - Zero		1,708.00	0.00
CASH DEPOSIT - CASH SALES C...	30030013	00 - Zero		605.98	0.00
SETTLEMENT ABSA FEE 18351	30030014	00 - Zero		0.00	335.86
				85,833.84	11,459.77

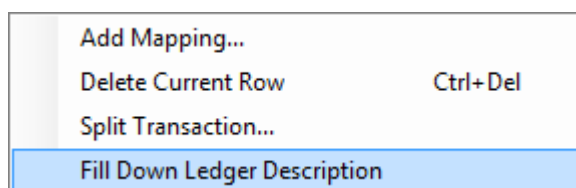
4. Select the option Delete Selected Rows and all selected rows will be deleted.

Copying Account Codes, Tax Types, and Descriptions to Multiple Lines

The first editing facility we look at it is the ability to copy fields to other lines. For example, you can enter an account in the account field, and then copy that account to all lines beneath that line. Note that the system copies both the account code and the tax type. You must therefore set both these before you copy. You can also copy descriptions.

To copy a field to other lines

1. Enter the account code and the tax type you require.
2. Right click on the value you wish to copy. A popup menu displays:



3. Choose the Fill Down Ledger Description. A message displays. If you choose Yes, the system overwrites existing values. If you choose No, the system only copies to lines that have blank accounts.
4. The system copies the fields into the other lines below the current line.

Assigning Recurring Coding

The next feature relies on transactions that recur from month to month on the bank statement, or more accurately, on keywords you can identify in the description field. In a typical business, 95% of transactions recur from month to month. Examples are debit order payments, internet supplier payments, customer receipts, and so on.

For example, you pay a supplier by internet transfer on a monthly basis. The description you assigned to appear on your bank statement reads "Internet Payment Thondore Steel". You select "Thondore Steel" as your transaction identifier and link it to that supplier account. You do not select "Internet payment", because all other lines that contain "Internet Payment" in their descriptions will then link to the same supplier account.

In order to ensure that you do not choose phrases that are too specific or too common, the system does not allow you to select less than four characters or the entire description.

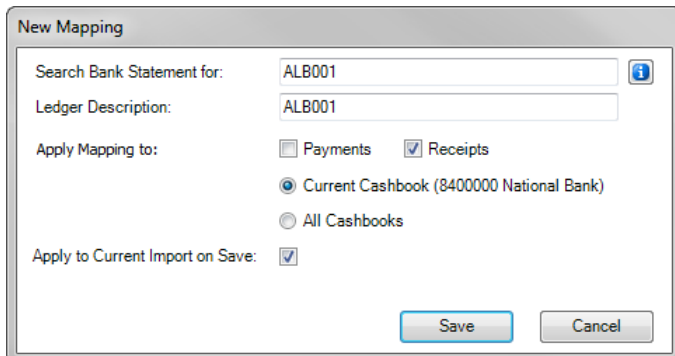
Therefore, to be as accurate as possible, select phrases that are unique enough to link to a specific account, and not specific enough to never occur again. For example, selecting the phrase "bank charges (3.45)" is not good practice because "(3.45)" will change in the following month, and the system will not allocate the transaction automatically. Instead, select "bank charges".

In the same way, recurring electronic / automatic payments you make such as lease, telephone, rental, and so on, will have unique phrases every time.

Using these phrases, you can teach the system which account to use for each phrase. You can also set the tax type and the transaction description to use. Once you teach the system what to do, it will automatically do the same thing when you load the next bank statement.

To assign accounts, tax types, and descriptions to phrases

1. In the line that contains the phrase, select the Account and the Tax type fields.
2. In the Description column, select the phrase you wish to use and click on the Add Mappings button.
3. Edit the descriptions. If the description also appears in the other (payments or receipts tab), you have the option to select the other tabs the description will apply too.



The 'New Mapping' dialog box contains the following fields and options:

- Search Bank Statement for:** ALB001
- Ledger Description:** ALB001
- Apply Mapping to:**
 - ☐ Payments
 - ☒ Receipts
 - ☒ Current Cashbook (8400000 National Bank)
 - ☐ All Cashbooks
- Apply to Current Import on Save:** ☒
- Buttons:** Save, Cancel

4. When you click Save, the system replaces the account, tax type, and description in each line that contains the phrase:

Ledger Description	Reference	Tax	Project	Receipt	Payment
ALB001	30030001	00 - Zero		59,576.40	0.00
FRI001 IBANK PAYMENT FROM ...	30030002	00 - Zero		5,750.00	0.00
SPA001 IBANK PAYMENT FROM...	30030003	00 - Zero		3,712.80	0.00
PAYMENT TO ELE001 DEBIT TR...	30030004	00 - Zero		0.00	4,299.04
PAYMENT TO PHOTO SUPPLIER...	30030005	00 - Zero		0.00	1,150.32
PAYMENT TO CARTERS DEBIT T...	30030006	00 - Zero		0.00	940.50
PAYMENT TO MUNICIPALITY DE...	30030007	00 - Zero		0.00	628.25

Splitting Lines into Multiple Accounts

Sometimes you would like to allocate a single transaction to more than one account. For example, you may want to split a rent payment between different departments.

Not only can you do this, but you can also save the split information. Using rent as an example, you would want to split each month's rent in the same manner.

To split payments

1. Right click on the line you wish to split, and choose Split Transaction from the popup menu.
2. The Split window displays:

Date	GCS	Account	Ledger Description	Reference	Tax	Project	Amount
2013/03/30	G	4300000	RENT PAYMENT TO PROPERTY GROUP DEBIT	30030015	00 - Zero		3000.00
2013/03/30	G	3250000	MONTHLY CLEANING FEE PROPERTY GROUP	30030015	00 - Zero		245.25

Transaction Total: 3,245.25
 Total Allocated: 3,245.25
 Difference: 0.00

3. You can enter multiple lines, each with their own details. The line must total the original transaction amount.
4. If you wish to reuse the split details, click the Excel button, choose the Export option, and save the information. Since you may do this for many different splits, ensure you name the file in such a way as to identify it easily.
 If you already have the split details saved, then instead of entering details, you click the Excel button, choose the Import option, and load the file you saved.
5. Once the split lines have the same value as the original line, click the OK button. The system then returns you to the transactions, deletes the original line, and adds the split lines at the end of the table.

The Summary Button

If you process your bank transactions exclusively via the Bank Manager module, there is no need to do a bank reconciliation. This is because each transaction in Pastel's bank account comes from the bank itself. However, there is still the possibility that you did not download all the transactions, you did not bring all the downloaded transactions into Pastel, or you duplicated transactions. You can check this in the Reconciliation tab:

Summary

Reconcile Period:	2013/03/31 ▼
Period Closing Balance:	2,523.36
Statement Receipts:	85,833.84
Statement Payments:	11,459.77
Projected Closing Balance:	76,897.43
Statement Balance:	0.00
Difference:	76,897.43
Last Import:	2013/04/08 09:47 AM
View Last 10 Posted Transactions...	

If the bank statement balance is the same as the calculated balance, you have accounted for all the transactions.

Moving Transactions from Bank Manager into Pastel

Once you have completed the preparations of the transactions, you then have to move them into the cash book batch.

To move transactions into the cash book

1. You cannot perform this operation unless all transactions have accounts, and period and dates are within the current financial year.
2. Select the Statement Payments or Statement Receipts tab.
3. Click on the Create Batch Button.
4. The system transfers the payments or receipts and confirms the transfer.
5. You have to create the payments and receipts batches separately. Once you transfer both, Bank Manager closes automatically. If you are only transferring one of these, click the Close button to close Bank Manager.

