

UPGRADE TODAY!

Reasons to Upgrade your Pastel Accounting Version 10 to Version 14.

Why should I upgrade?

We know that you are happy on the current version of Sage Pastel that you are running but we believe that being on the latest version will give you an even bigger smile!

Here are a list of changes from V10 to V14

In V10 to V11 we have introduced the following product enhancements:

1. Drill down on standard reports

When previewing reports on the screen, the system offers drill down capabilities where possible. This enables you to view more detail about the displayed amount.

2. Enhancements to the Cashbook and Journal

Cashbook Transfer Assistant

Transfer funds from one bank to another in one entry, using the Assistant.

Line Numbering & "Go To" Command

Each line of your cashbook or journal is now sequentially numbered, allowing you to use a keyboard shortcut to move quickly to the line number you specify.

Insert Line

Instead of having to add a missed entry to the bottom of your batch, use this keyboard shortcut to insert a line in your batch. This feature will help to keep entries in order and therefore help reduce the time it takes to check entries before posting.

Bank Balance displayed on the Cashbook

In the cashbook processing screen, the system now displays a bank balance which is the year to date balance, including the opening balance.

Force Cost Codes

You now have the option to force cost codes on cashbooks and journals, helping to eliminate errors.

3. Manage transactional history with the Transaction Audit Trail

Another new feature of Pastel Accounting, the Transaction Audit Trail provides a chronological sequence of transactions to help with data interrogation. This includes 'behind the scenes' postings and transactions and will simplify investigations into anomalies or queries.

4. Prevent fraud with User Groups and User Access

Pastel Accounting 2009 now enables the restriction of access to sensitive financial information, by user. Categorise certain people within a group for standard access capabilities and further personalise individual user rights. The levels of access control you can impose now range from the type of document a user can process to the type of functionality they can access.

5. Tighten system security with the System Audit Trail

Track the date, time and user who makes any system set-up changes, which promotes accountability, minimises mistakes and deters users from fraudulent behaviour.

6. SARS VAT Act

SARS requires that invoices are retained for five years from the date of the last invoice issued to any customer. Also any documents that get faxed or e-mailed to a customer, needs to be encrypted.

Features and enhancements: Add-on Modules

7. Manage your bank transactions with Pastel Bank Manager

Available as an add-on module for Xpress and Partner, Pastel Bank Manager allows you to download an electronic bank statement from any major South African bank, map the transactions to the correct accounts, and the system will automatically assign the transactions for you after each import. Reconciling your bank account has never been quicker or easier.

8. Manage your debtors with Pastel Cash Manager “Debtors Manager” (Pastel Partner only)

Suitable for any business in any industry that seeks to optimize their debtors collection process, Pastel Debtors Manager is a practical system that automates the daily control of the debtors book. The module will generate automatic chase lists for follow up, provide instant reconciliations of invoices outstanding per ageing category and per debtor, as well as monitor payment history and track all calls made to debtors and the promises made. It also handles all of the conventional projections, including cash flow forecasts and average age of debtors.

9. Keep track of inventory with Serial Number Tracking (Pastel Partner only)

Monitor individual inventory items that have serial numbers. You can track items from the moment they are purchased or manufactured, until they are sold. Continue to track them for warranty purposes, for example should a customer return an item for repair.

10. Improve your reporting abilities Business Intelligence Centre (BIC) “Sage Intelligence”

Pastel BIC will assist you to gather and analyse data to assist your business decision making process. In-depth analysis of data can be a daunting task, but the BIC module makes creating standard reports with drill down functionality easy. Data can be extracted and customized to suit individual needs. A 90 day trial version of this module is included in your Pastel Accounting software.

11. Project Tracker Module (Pastel Partner only)

- Project Tracker is an add-on module that will allow you to:
- Create Budgets per project with reporting on budget vs. actual
- Set up Project Groups to do detailed reporting by project or by project grouping

- Report on projects – standard and periodic income statements, two-year income statement, detailed ledger and inventory movement – all by project or project grouping
- Renumber projects

12. Point of Sale made easy

Pastel Point of Sale allows retailers to mix and match account and cash sales and will even receipt account payments directly, encouraging account payments whilst making sales. Functionality includes multiple cash-ups, barcode scanning, password protection, price lookup, float allocation and real time processing. Specific user settings per user and per document allow tellers access to change fields; an administrator can select whether the supervisor password is required or not. If connectivity and downtime is a concern, an Offline processing module is available to allow terminals to run independently or the server.

In V11 to V12 we have introduced the following product enhancements:

1.Tax Manager

To ensure correct tax reconciliations and tax reporting to SARS, it is essential that the Tax Period is closed. In Tax Manager you will setup your Tax reporting periods 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 Tax period.

2.Conversion Assistant

The conversion assistant can now convert multiple companies in one session.

3.Customer Processing

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

4.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.

5. 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.
-

6. 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.

In V12 to V14 we have introduced the following product enhancements:

1. Automatic Bank Feeds

Automatic bank feeds is a convenient way to download your bank statement on a daily basis without having to log into your bank account each time to do the download. This will also save you time as you do not have to search for your bank statement each time you want to import it into Bank Manager.

2. Conversion Assistant

When you upgrade from Pastel Version 12, you do not need to convert your companies. The company will automatically be added to Pastel and you just need to open the company. The files will rebuild and you can continue processing.

3. Supplier Payments via Sage Pay

With Supplier Payments, you can create a single payment batch for all your suppliers. Post this batch to Sage Pay and only transfer a single payment to Sage Pay. Sage Pay will distribute the individual payments on your behalf.

4. Time and Date stamps on backups

When you back up your company, the backup will be date and time stamped to prevent you from overwriting previous backups and making restoring a specific backup easier.

5. Hide Blocked Items on Zoom Screens

If you have blocked items, these items will not display on the zoom screens. This option can be disabled on the processing options for each user.

6. Inventory Mark-up on cost

There is an option to mark-up your inventory selling price on cost or to mark-up your inventory selling price on gross profit.

7. Mobile App

The processing from a smart mobile device has been enhanced with the following new features:

- Option to change password
 - You can change your password on the smart mobile device after the device has been registered on the system.
- Process documents
 - Quotes and invoices can be created and processed and updated from the device.
- Search for Customers and Inventory
 - A search option has been included in the app to search for customers and inventory.
- Emailing of documents
 - Once quotes and invoices have been processed, they can be emailed to the customer from the smart mobile device.

[Click Here to view Mobility Video](#)

8. Password Security

All users require passwords to log into a company in Sage Pastel. The password must consist of the following:

- Minimum of 8 characters.
- Must be upper and lower case.
- Must contain at least 1 number.
- Must contain at least 1 special character.

9. Connected Apps

Connected Apps is the gateway to the cloud and an opportunity to utilise online applications and cloud services.

- My Customer's Zone
The My Customers' Zone is a convenient cloud service where a business can post statements and customers can through a secure connection view their statements electronically. Customers will be able to drill down into the statements to view their invoices and can instantly, by a click of a button pay invoices using the Sage Pay secure payment gateway. (Payments are only available in South Africa)

[Click here to view Customer Zone Video](#)

- Sage Pay
If you have a Sage Pay Account Service key registered on your computer, Bank Manager will automatically be activated. Once activated, you can effortlessly import your Sage Pay statements into Bank Manager to easily reconcile your cash books.

[Click here to view the Sage Pay Video](#)

- Sage Online Tools

[Click here to view the Sage Online Tools Video](#)

10.Scheduled Invoicing (Not available for Sage Pastel Xpress)

If you process identical invoices month after month for the same customers or you have different invoicing dates for batches of customers with the same invoices, then Scheduled Invoicing is the process that you require to manage your batches.

With scheduled invoicing, you can link customers to a specific invoice and select a specific date, be it weekly, monthly or annually to processed the invoice.