

**PASTEL**  
ACCOUNTING

**PARTNER**  
VERSION 11

For small to  
medium-sized  
businesses.

**sage**

The right place to begin  
accounting for your  
business.

The powerful and flexible accounting solution.





The combination of ease-of-use, innovation and flexibility makes Sage Pastel Partner the perfect solution for small to medium sized businesses. Suited to a multi-user environment, and the mainstay of South African business for over 20 years, Sage Pastel Partner allows you to add modules to your core accounting application as your business grows.

## [ Drill Down ]

Pastel's drill down functionality allows you to click on an item from any report and see further details. No more navigating cumbersome reports or having to go backwards and forwards to retrieve information. Simply click on an item whilst in your report and drill down to the information you need.

## [ The System Navigator and Explorer ]

Pastel Partner lets you find your way around the system using either the System Navigator or Pastel Explorer. On Explorer, the 'Tasks' option in the left panel allows quick and easy access to lists of customers, suppliers, inventory items and general ledger accounts.

The Explorer allows you to easily add, edit and delete accounts, enquire about and find customers, suppliers, inventory items and general ledger accounts, invoke processing screens directly from the item selected, export lists to Excel, as well as group and filter data.

The 'To Do List' option shows notes due and overdue post-dated items, customer and supplier invoices, expiring quotations, sales orders due for delivery and incoming purchase orders.

## [ PDF Printing and E-mailing ]

This standard feature allows e-mailing of documents such as statements, invoices, orders and quotations in PDF and HTML format. Each document layout has a corresponding PDF layout. The e-mail screen allows you to cc and bcc recipients and contacts from Outlook.

## [ Microsoft Office Integration ]

### Microsoft Windows 7 compatible

Pastel Partner is compatible with Windows 7, having passed Microsoft-designed tests for compatibility.

### Microsoft Office

Integrate your general ledger, customer and supplier data with Microsoft Office, and export customer and supplier contact information into Outlook. The 'Create Letters' and 'Labels Assistant' allows you to easily set up mail merge documents and labels through Word, automatically creating the required data sources and links. \*Microsoft Office 2000 and later required.

## [ Customers ]

Pastel's flexible customer account setup allows you to configure parameters per customer. For example, you can set individual trading and settlement terms, select the e-mail and/or print option for invoices and statements. Each customer can have multiple delivery addresses and user-defined fields. Create as many customers as you need - Pastel's high performance database won't slow you down as your customer base grows.

The 'Block Assistant' allows you to manage your customers and suppliers and 'block' them based on pre-defined criteria. Simply select the criteria, by payment terms, overdue days or overdue amounts for example, and Pastel will take care of the rest.

## [ Invoicing ]

Pastel allows you to enter invoices in a logical and intuitive manner. Save time, ensure accuracy and control back orders by linking quotations and sales orders. The 'Recurring Invoice Assistant' allows you to adjust selling prices dynamically. If you use this option, the system is able to determine the selling price on a per item basis, using the full selling price hierarchy. These prices are then used instead of the ones on the original recurring invoices.

## [ Suppliers ]

Pastel Partner's Automatic Cheque and Remittance Printing facility makes paying your suppliers a simple task. Select a range of suppliers and the payment date. Pastel displays any invoices due for payment in a table. You can edit payment amounts or choose not to pay specific invoices. Pastel automatically generates payments and prints the remittance and cheque for each supplier. In addition, Pastel can automatically incorporate settlement discounts for early payment terms.

## ADD-ON MODULES

## [ Inventory Items ]

Pastel Partner can track your inventory in as much detail as necessary. You can create product or service items, establish minimum and maximum stock levels and more. The Pastel Re-order Assistant can also create purchase orders for fulfillment. Pastel allows you to set customer-specific pricing, specify per item which discount types apply, and even set the maximum

cost percentage difference and minimum gross profit percentage. There is an extensive list of ready to run reports available, some of which include History Reports, Activity Summaries, Preferred Suppliers, Gross Profit. As your business grows and begins to demand more sophisticated features and functionality, Pastel Partner allows you to add the modules you need.

## [ Point of Sale ]

Among the many features available in Point of Sale, the fundamentals include full integration into the accounting back office, taking factors such as speed and ease of use seriously. The security features in Point of Sale help to prevent potential theft when cash changes hands. Also available as an offline option.\*

## [ Business Intelligence Centre (BIC) ]

Direct access to business critical information has never been this easy. The Business Intelligence Centre allows you to design standard reporting templates in Microsoft Excel and update these reports directly from Pastel at the click of a button. The BIC module dynamically links Pastel to Excel (a popular data manipulation tool) where your information can be viewed, manipulated, sliced and diced, to give you greater insights into your business. Access your free 90 day trial period and take advantage of this user-friendly, intuitive reporting tool.\*

## [ Bank Manager ]

Eliminate the need to capture transactions from your bank statement. Download an electronic bank statement from any major South African bank, map the transactions to the correct accounts, and the system will automatically open the item and assign the transactions for you after each import. Reconciling your bank account has never been quicker or easier.\*

## [ Multi-Store ]

Set the prices in one store and copy these to other stores. Link users to one or more stores and prevent users from accessing items in other stores. Transfer items between stores using a Store Transfer Journal and print Transfer Reports.\*

## [ Serial Number Tracking ]

Keep track of individual inventory items that have serial numbers. You can track items from the moment you purchase or manufacture them until you sell them. You can continue to track them for warranty purposes, for instance if a customer returns an item for repair.\*

## [ Bill of Materials, Kitting & Manufacturing ]

Create Bills of Materials with an unlimited number of components. Three additional user defined costs are available for costs such as labour, overheads and buy-outs. Components are removed from stock at the time of manufacturing. A Kitting option allows you to link inventory items together, and when invoicing the kit item, the linked items are used.\*

## [ Cash Manager ]

Save interest or earn interest by reducing the average days outstanding on your debtors book. Use this product to help you spend more time calling for payments and less on reconciliations and reports. Record notes per customer per transaction on your age analysis and generate reports such as Chase Lists for follow up, Cashflow Forecasts, and Promise to Pay reports.\*

## [ Fixed Assets ]

With features such as an unlimited number of assets and multiple forms of depreciation, Fixed Assets helps you manage and track your fixed assets easily and reliably. Available as a stand-alone module, Fixed Assets is part of the Pastel Evolution range of software. Fixed Assets automatically creates batches of information that can be posted directly to Pastel Partner's general ledger, thereby avoiding duplicated data entries.\*°

## [ Multi-Currency ]

Pastel Partner has full multi-currency processing which can define a currency for each customer, supplier and bank account.\*

\* Available as an optional add-on module to Pastel Partner Version 11.  
° Can be purchased as a stand-alone module.

**For over 18 years, Sage Pastel has delivered the very finest in accounting software. Relied upon around the world, Sage Pastel is always at the forefront of economic, legislative and technological developments. Make the right choice for your business with the trusted name in accounting software.**

## [ Sage Pastel Product Range Family Tree ]

Product	Business environment	Parameters
My Invoicing	Start-up businesses Simple invoicing requirements	Single user Multi company
My Business	Start-up businesses Simple customer, supplier and item quantities, with income and expenses through bank accounts	Single user Multi company
Xpress Start-Up	Start-up and small businesses Uncomplicated accounting environment	Single user Single company
Xpress	Small businesses Uncomplicated accounting environment	Can accommodate from 1 up to 3 users*. (Each package includes a single user license only.)
Partner	Small to medium-sized businesses	Can accommodate from 1 up to 20 users*. (Each package includes a single user license only.)
Evolution	Medium to large-sized businesses	Can accommodate from 1 up to 1000+ users*, with pre-defined user breaks. Extensive range of business-specific add-on modules.
Payroll	Start-up, small, medium and large businesses	Unlimited employees

\* The base product contains one user license. Additional users can be purchased in increments from Softline Pastel. One user license equates to the loading of software onto one PC.

## [ System Requirements ]

<b>Hardware</b>	Minimum: Pentium III; Recommended: Pentium IV 2GHz or Higher
<b>Operating System</b>	Windows XP, 2000, Windows Vista and Windows 7
<b>Screen Resolution</b>	Minimum: 1024 x 768
<b>RAM</b>	Minimum: 512MB; Recommended: 1GB or Higher
<b>Requirements for all users</b>	DVD-ROM

# PASTEL | PARTNER

ACCOUNTING | VERSION 11

Sage Pastel Partner gives you the ability to effectively manage your money and your business. After all, accounting isn't only about getting the numbers right, it's also about what you are able to do with those numbers. With Sage Pastel Partner in the equation, you'll go beyond accounting.

## [ SAGE PASTEL COVER: ]

Sage Pastel Cover ensures free access to software updates and upgrades, as well as first line telephonic and e-mail support through your local Sage Business Partner. Accounting software is critical to the running of your business. Sage Pastel Cover provides you with peace of mind that you always have the back-up service, support and expertise you need. **Sage Pastel Cover is available on an annual basis from your local Sage Pastel Business Partner.**

## [ Need a good reason to choose Pastel? ]

Here's a few

- 9 out of 10 accountants recommend Pastel Accounting.\*
- Pastel is a leading South African brand.
- Backed by an extensive international service and support infrastructure.
- It's easy to use.
- Pastel caters for the growth of your business.
- Seamless integration between Pastel Accounting and Pastel Payroll software.

\* Of accountants that recommend accounting software to SME businesses.

## [ Comparative Features Table ]

Pastel Accounting software contains one user license per package. Additional user licenses can be purchased, according to the number of users accommodated per product, as outlined below.

	My Business	Xpress Start-Up	Xpress	Partner	Evolution Professional	Evolution Enterprise	
Base	Database Manager	MS SQL Express	Pervasive	Pervasive	Pervasive	MS SQL	MS SQL
	Number of users	Single	Single	1 - 3	1 - 20	5 Max	1 - 1000+
	Number of companies	Unlimited	Single	Unlimited	Unlimited	Up to 10	Unlimited
	Number of Financial Years	Unlimited	2***	2***	2***	5	5
	User Defined Fields	Yes	Yes	Yes	Yes	Yes	Yes
	General Ledger	Yes	Yes	Yes	Yes	Yes	Yes
	Segmented GL Accounts	No	No	No	No	No	Yes
	Cash Books	Unlimited	30	30	30	Up to 10	Unlimited
	Customers	Yes	Yes	Yes	Yes	Yes	Yes
	Quotations	Yes	Yes	Yes	Yes	Yes	Yes
	Invoices	Yes	Yes	Yes	Yes	Yes	Yes
	Suppliers	Yes	Yes	Yes	Yes	Yes	Yes
	Purchase Orders	Yes	Yes	Yes	Yes	Yes	Yes
	Segmented Inventory Items	No	No	No	No	No	Yes
	Import Cost Allocations	No	No	No	Yes	Yes	Yes
Add-On Modules*	Project Tracking / Cost Centres	No	Yes	Yes	Yes	Yes	Yes
	Report Writer	No	No	No	Yes	Yes	Yes
	Stationery Customisation	Yes	Yes	Yes	Yes	Yes	Yes
	Customer Pricing Matrix (Disc. Matrix & Vol. Disc.)	No	No	No	Yes	No	Yes*
	Inventory	Yes**	Yes	Yes	Yes	Yes	Yes
	Multi-Currency	No	No	No	Yes *	Yes *	Yes *
	GL Manager	No	No	Yes *	Yes *	No	No
	Business Intelligence Centre	No	No	Yes *	Yes *	Yes *	Yes *
	Receipting	No	No	No	Yes *	No	No
	Time & Billing	No	No	No	Yes *	No	No
	Point of Sale	No	No	Yes *	Yes *	Yes *	Yes *
	Cash Manager	No	No	No	Yes*	Yes*	Yes*
	Bank Manager	No	Yes***	Yes***	Yes***	Yes***	Yes***
	Serial Number Tracking	No	No	No	Yes *	No	Yes *
	Multi-Store	No	No	No	Yes *	Yes *	Yes *
Job Costing	No	No	No	No	No	Yes *	
Bill of Materials	No	No	No	Yes *	Yes *	Yes *	
Manufacturing	No	No	No	No	No	Yes *	
Mobile	No	No	No	No	No	Yes *	
Lot Tracking	No	No	No	No	No	Yes *	
Fixed Assets	No	Yes**	Yes**	Yes**	Yes**	Yes**	
Payroll	No	Yes*	Yes*	Yes*	Yes*	Yes*	
CRM Basic (Contact Management)	No	No	No	No	Yes *	Yes *	
CRM Premium (Contact Management)	No	No	No	No	No	Yes**	
Pricing Matrix (Disc. Matrix & Vol. Disc.)	No	No	No	No	No	Yes *	
Customer Account Consolidations	No	No	No	No	No	Yes *	
Customer Credit Risk Management	No	No	No	No	No	Yes *	
Annuity Billing	No	No	No	No	No	Yes *	
eBusiness & eBilling	No	Yes*	Yes*	Yes*	No	No	

\* Purchase as an add-on module

° Purchase as a stand-alone module

\*\* Can sell items but does not control costs or quantities

\*\*\* 5 years transactions are stored, but only 2 years are available for processing and for standard reports, available through the View menu

