sage Pastel Xpress Accounting

VERSION 17

User Guide

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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 14.

- **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.

Sage Intelligence Reporting 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 Sage Intelligence Reporting 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	Single Core 1 GHz	Single Core 2 GHz
Recommended	Dual Core 2 GHz or higher	Dual Core 2 GHz or higher
DVD Drive	Required	Required
RAM		
Minimum	2GB	4GB
Recommended	2GB 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 7, Windows 8 and Windows 10	Windows 7, Windows 8, Windows 10, Windows Server 2008 R2, Windows Server 2012 +

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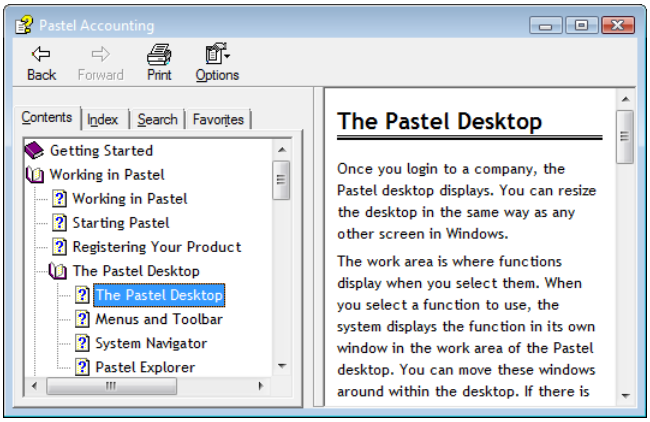
- Microsoft Office integration and email functionality requires you to have Microsoft Office version 2000 or above installed on your workstation.
- Windows XP Operating System - NO LONGER SUPPORTED
- Microsoft will no longer support Windows XP Operating System. This means Windows XP users will not receive Microsoft software updates, including security updates that help protect your POS system from viruses, spyware and other malicious software. If you are currently operating Windows XP Operating System, we recommend you move to a supported operating system so you can continue operating in a secure environment. In moving to a new operating system, if your POS system also runs in Windows XP, we suggest you contact your primary support provider to discuss compatibility of your POS system with the new operating system.

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:

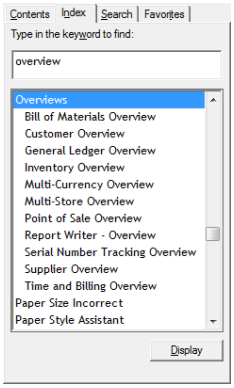


Use the Back and Forward buttons to navigate between topics you visit in this session.

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.

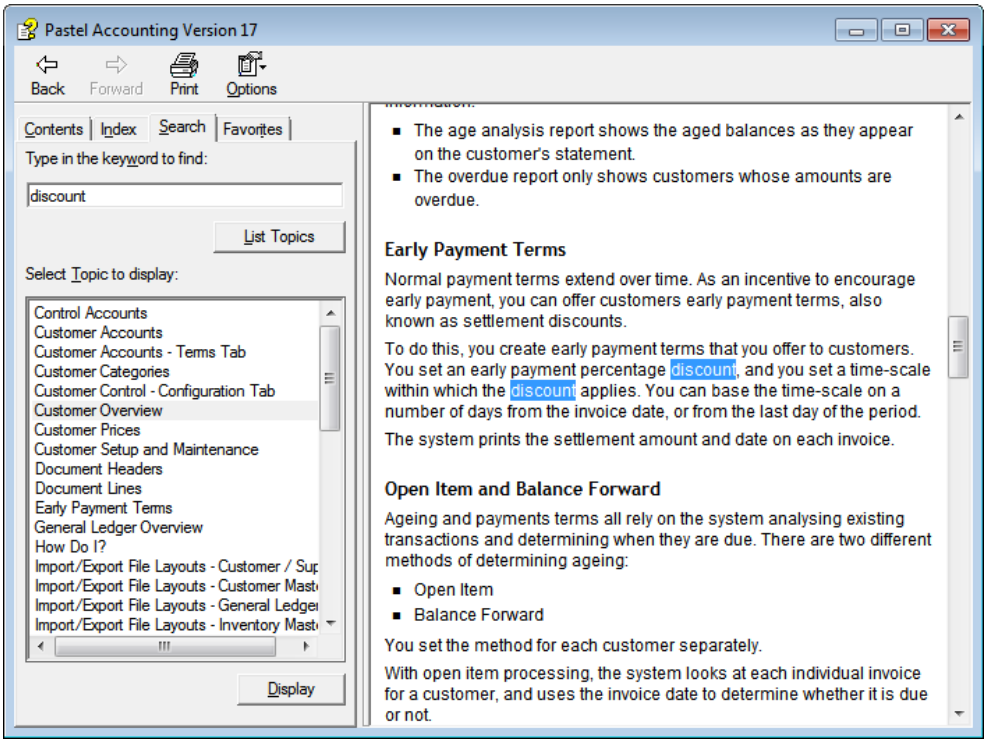
The Index tab lets you enter keywords, and shows topics that contain a key word:



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.

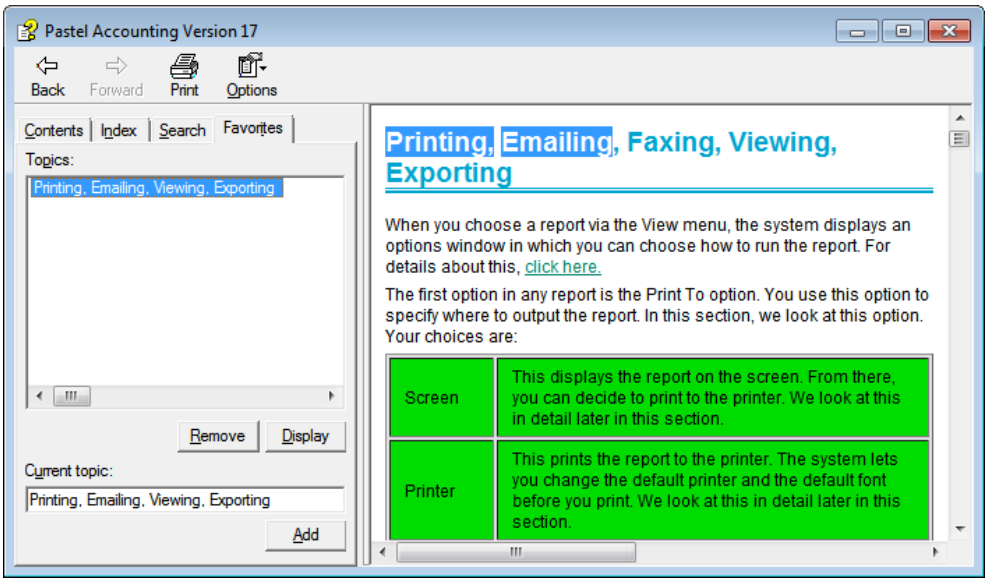
In the Search tab, you enter a word or phrase:



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 are implemented in Sage Pastel Partner Version 17:

Favourites option

A Favourites option has been added to the menu bar where you can add your favourite or most used options in Pastel for easy access. The order of options in the menu can be customised for ease of access.

New Icons

Out with the old and in with the new. Our icons have undergone a revamp and have been updated to a more modern style. Not sure which icon represents which function? Hover your mouse over the icon for a description.

Windows theme integration

The user interface inherits elements such as buttons and colours from the Windows theme.

Forms Assistant

Create professional looking documents and statements without having to open the Forms Designer. Use the Forms Assistant to enhance the look and feel of your printed or e-mailed documents and statements. All this in a few easy steps:

- Choose a colour template
- Insert your company logo
- Finalise your selection

User Access Report

The User Access report displays the different menu access, processing options and Sage Intelligence access that has been allocated to each user. The letter Y next to a field indicates the user has access.

User Notifications for supervisor

In the past, the supervisor could not turn off specific notifications when processing. Now notifications can be turned off for all users including the supervisor. You will find this option under Setup… Users / Passwords…User Access Report.

Forms designer enhancements

Forms Designer, a more complex method of customising your documents, has the following new enhancements:

Border Colour and Fill Colour on Boxes Customise your documents by changing the border colours and the colours of the boxes on the documents.
Rounded Corners on Boxes You can change the boxes from square corners to rounded corners to enhance the look of your documents.
Snap to Grid Snap your lines and boxes to the grid to ensure that all items are correctly aligned.
Convert all Text and Fields to Individual Font Change the header and footer fonts on individual forms. This selection will then ignore the font settings selected in the Pastel Font Setup from the menu bar.
Convert to Greyscale Convert your document to greyscale to ensure that the document is not printed in colour on a colour printer.
Colour Replacement Tool Select a colour and replace the selected colour with a new colour throughout the document.
Select all Same Colour This option selects all items in the form that are the same colour and you can reformat these selected items.
Image file automatically stored in company folder Images are saved in the company folder.
Images are sized according to available space and no longer change their aspect ratio Images automatically resize when added to a document.

Year End Backup

If a customer runs a year end without creating a new company, then once they reach the end of the year end assistant, the backup screen will open for the user to backup. If the user clicks on the Cancel or Close buttons or presses the Esc key, a message will display indicating that Pastel strongly advises you to make a backup before running the Year End assistant. This event will be logged on the System Changes Audit Trail under the ''Backup'' category.

In Product Communication

From time to time when there is important product information to share, a page will pop up when Pastel is opened. The page will display this import product information. Your computer will need to be connected to the internet to get the important information.

Live Chat (South African customers only)

You can click on the Live Chat icon or access Live Chat from the Help menu to contact our support or client services team for assistance. The Live Chat to support is only available for customers who have a Business Care License or are on the Advantage package. All other Live Chat links will be directed to the sales team.

View Open Batches

When viewing open batches, you always selects the open batch under the user and would then click on the Jump To button to open the specific document. You can now double click on the open batch item under the user column and you will be taken directly to the document.

This does not apply to Point of Sale.

Online Help

When you press F1 to open the help file, the system will check for an internet connection. If you have an internet connection and you have a Business Care License or are on the Advantage package, you will be directed to the online help files. These files are updated on a regular basis and links to our social media pages are available.

Online E-learning purchases

Browse and purchase an e-learning course within Pastel Accounting.

Point of Sale

Enhancements

1. Pastel Point of Sale mow runs on Microsoft SQL. This is mainly to cater for users that have large datasets.
2. New functionality allows POS payment types to be split between different General Ledger Control Accounts or Cashbooks. This allows for reporting on different payment types and makes it simple to trace or reconcile variances.
3. Entity tab has been added to allow users to enter additional Master File fields when creating new Customers.
4. On Edit of Documents, it was defaulting to On Hold. If there are no documents on hold, it will now default to COD.
5. There is new Search functionality for customer accounts. On the Zoom, activate the find option and the search fields are:

- Code
- Description
- ID
- Name
- Surname
- Passport
- Delivery Address 1
- Telephone No
- Mobile No

6. If an invalid inventory code is entered, a message is displayed and a user cannot continue.
7. Enable of disable strong password option.

SMS Messaging

1. Send SMS Messages to customers or enter your own customer number for SMS notifications. SMS messages can be sent for the following transactions:
    - On completion of a Quotation
    - Sales Order
    - Tax Invoice
- Credit Note
- After a POS user or supervisor completes a Cash Up
- For Money In or Money Out transactions

2. Customers can be instantly informed when a transaction has been posted against their accounts.
3. Managers or owners can be notified of the daily Cash Sales (Cash up) amount or when money has been taken from the till.

Debtors Manager

1. Back up and restore Debtors Manager files. (On the server only).
2. Refresh Speed has been improved.
3. Password and permissions has been added to Debtors Manager.
4. A User Management panel is included to set up User Permissions (e.g. ability to delete notes).
5. The Dashboard has been updated.
6. The following enhancements have been made to payment reminders and emailing:
    a. PDF Invoices are now attach to Payment Reminders.
    b. PTP Date is included in the payment reminder.
    c. User Customisable Subject line.
    d. Use predefined fields to auto-populate the following:
        - Acc No.
        - Customer Name.
        - Customer Balance.
    e. There is a mass email option to send emails to a customer base, using templates and optional predefined fields.
7. New Report:
    a. Days overdue based on terms.
8. Age Analysis grid:
    a. Quick PTP visibility on the Age Analysis.
    b. Email | SMS visibility on the Age Analysis.
    c. Age Analysis has space separators for large numbers e.g. instead of 100000,91, now displays 100 000,91.

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.

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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.

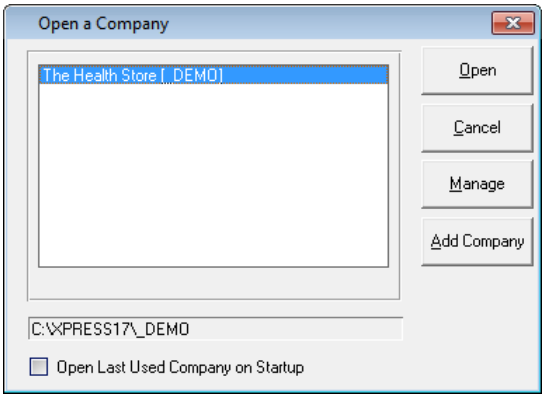
Within each company, you create users. You have to login as a user in order to gain access to a company and work in the company. You can specify which areas of the system a user can and cannot process. This allows you to control access to sensitive information.

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:



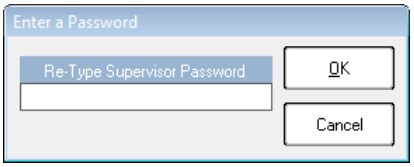
Choose a company in the list by double-clicking it, or click it and then click the Open button.

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:



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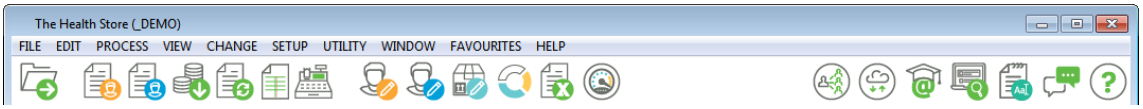
The Pastel Desktop

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:



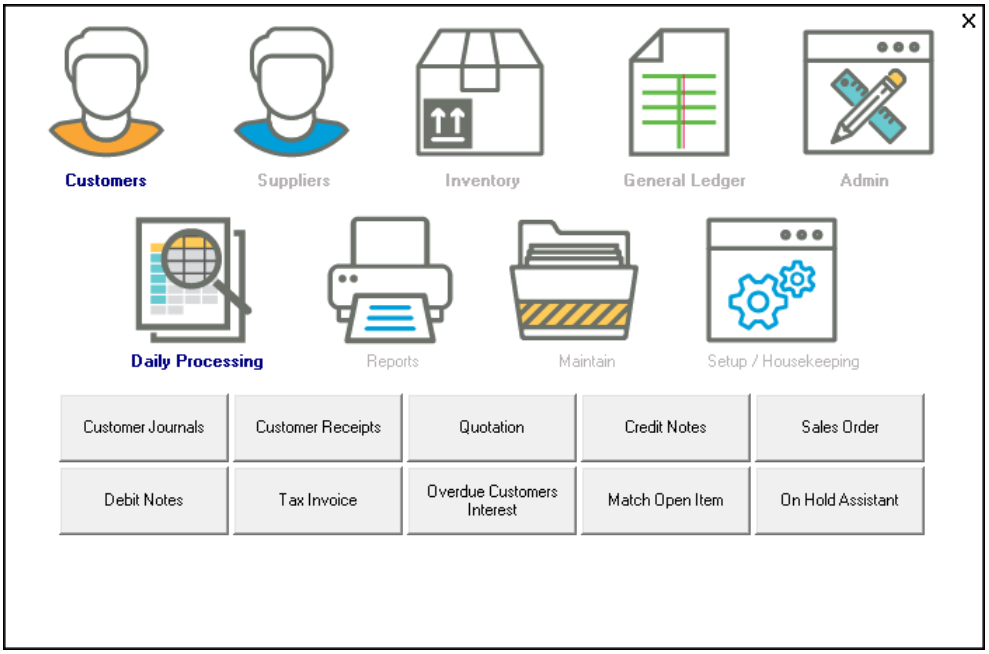
Menus give you access to all of Pastel's functions.

You can resize the Pastel Desktop. Functions execute within the desktop, and scrollbars open when necessary.

Here is a summary of each main menu:

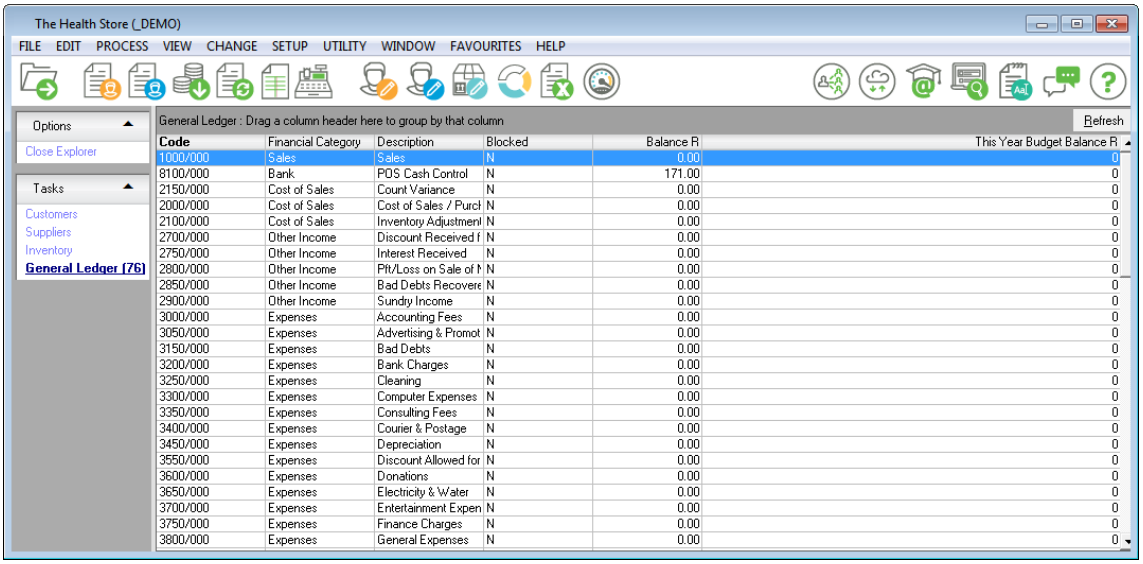
Menu	What it Does
File	This deals with companies as a whole. You create, open, and backup companies via this menu. You also set up printing.
Edit	You use this menu to maintain database records such as general ledger, customer, supplier, and inventory records.
Process	You use the process menu to enter 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.
Favourites	Add you favourite or most used processing options to the Favourite menu for quick and easy access.
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:



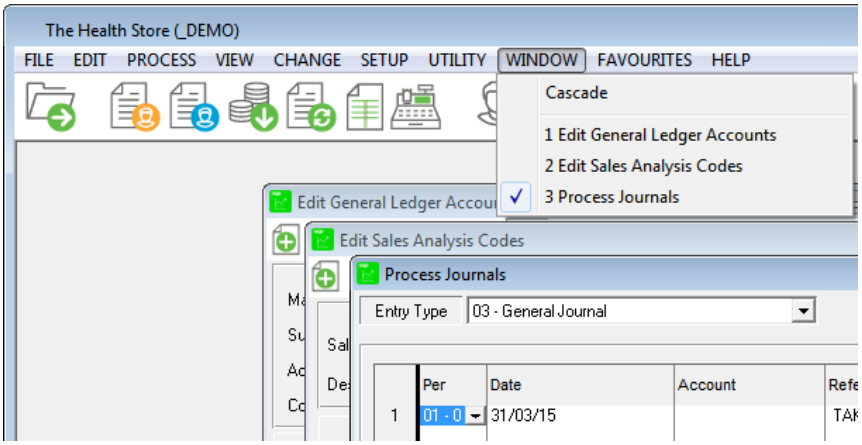
You can sort by any column, move columns around, and resize columns. You can also filter records.

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.

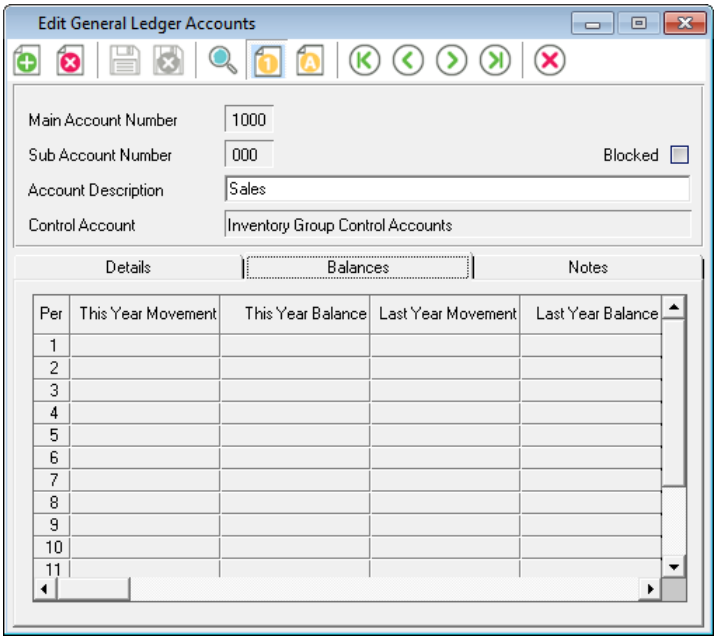
Maintaining Data Records

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:



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.

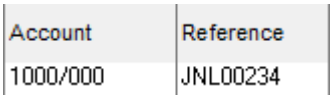
The tabs contain detailed fields that belong to the record. Many master records may have either or both of the following standard tabs, which we describe in detail elsewhere:
* The Notes tab lets you create notes that link to the record.
* The Picture tab lets you associate images with records.

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

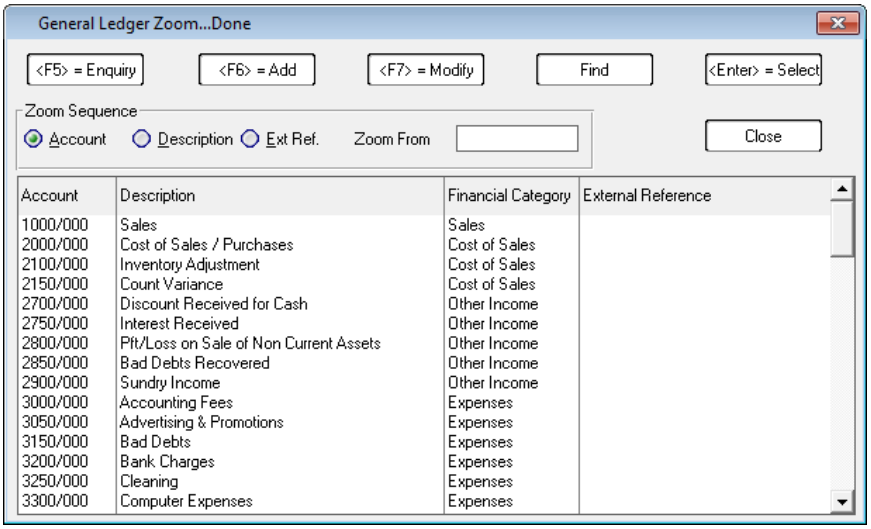
Zoom and Add Facility

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:



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:



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.

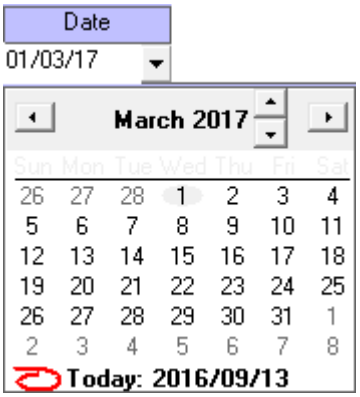
Note that most of these facilities are under password control. You specify per user what access permissions the user has (we look at users later). The system issues an appropriate message when the user attempts to use facilities for which they do not have access rights.

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.

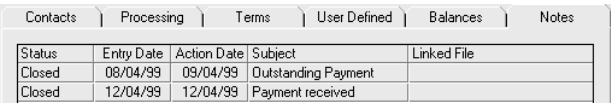
You enter most processing information into tables. You can control the order and size of the fields in the table. For the most frequently used processing screens, the system remembers the settings per user and per data entry screen:

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

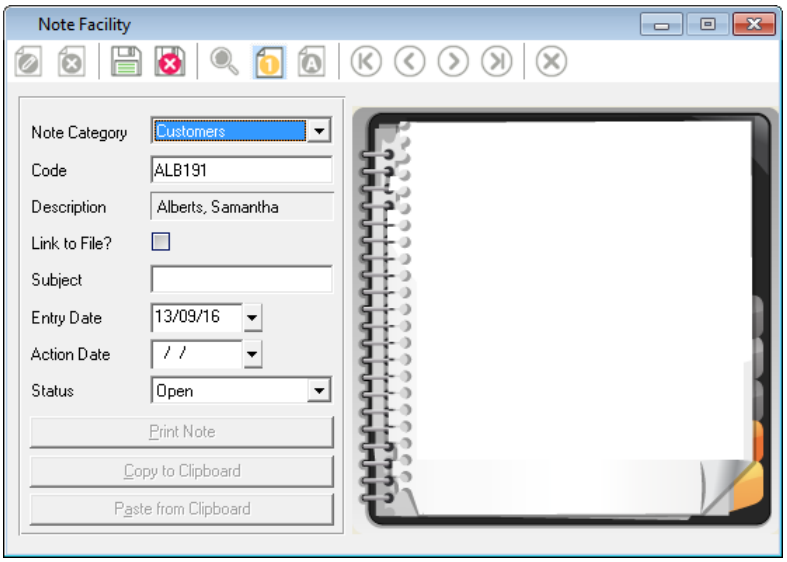
The Note facility lets you create multiple note records that you attach to master file records. Notes appear in the Notes tab of the maintenance function:



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:



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.

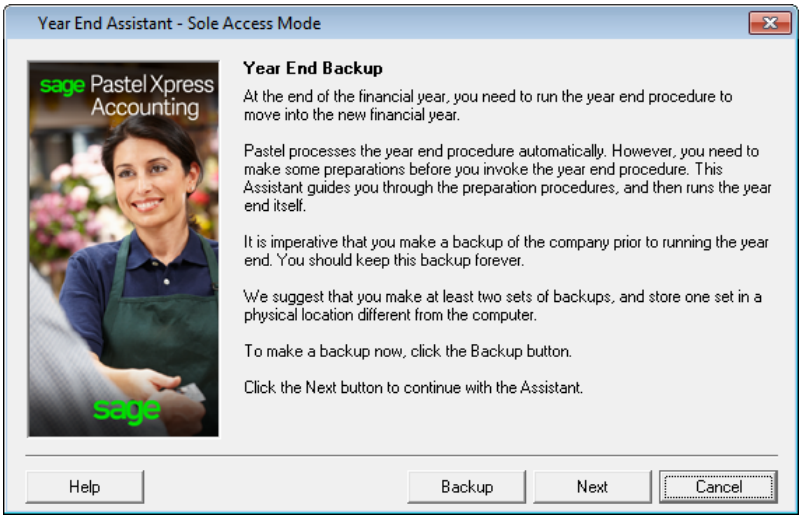
You enter note text in the notepad areas on the right.

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

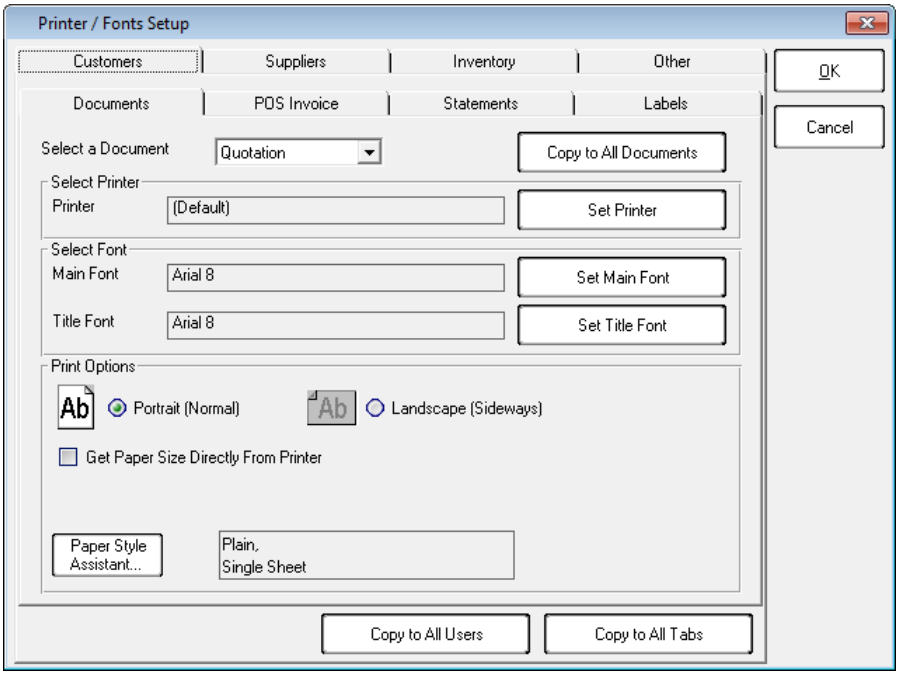
The Pastel reporting function allows you to produce a suite of reports for each module you use. The report printing function has some powerful and sophisticated features:

- 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.

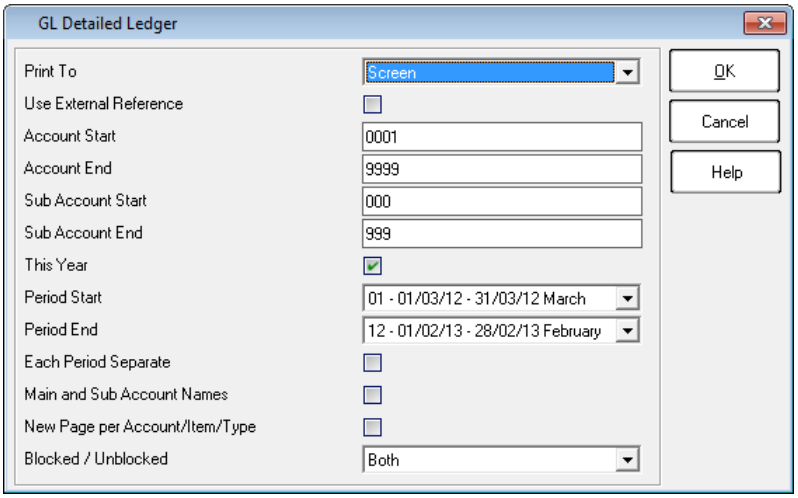
Use the Set Main Font and Set Title Font buttons to set different heading and body fonts.

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.

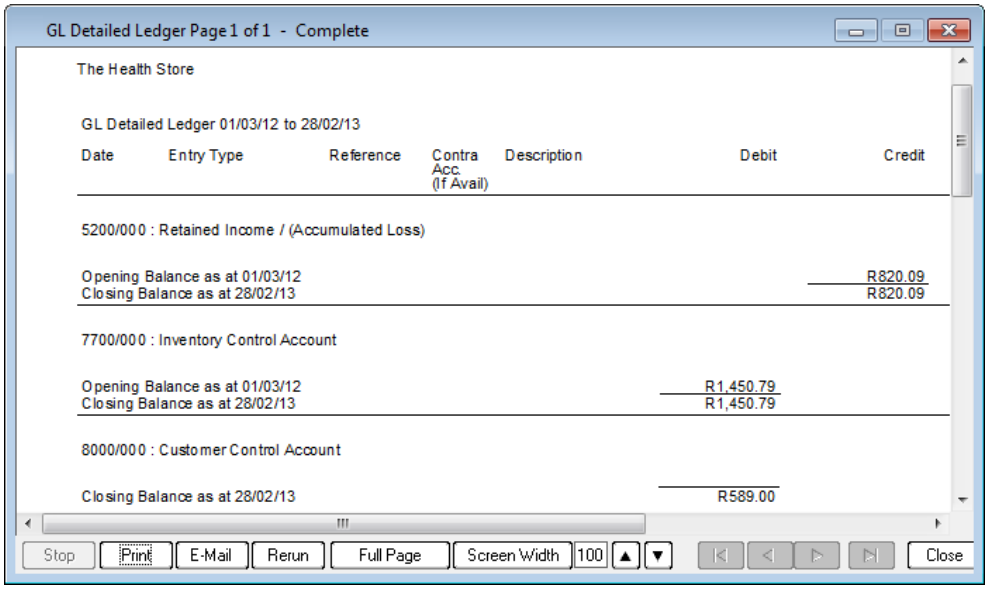
Printing Reports

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:



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:



- 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.

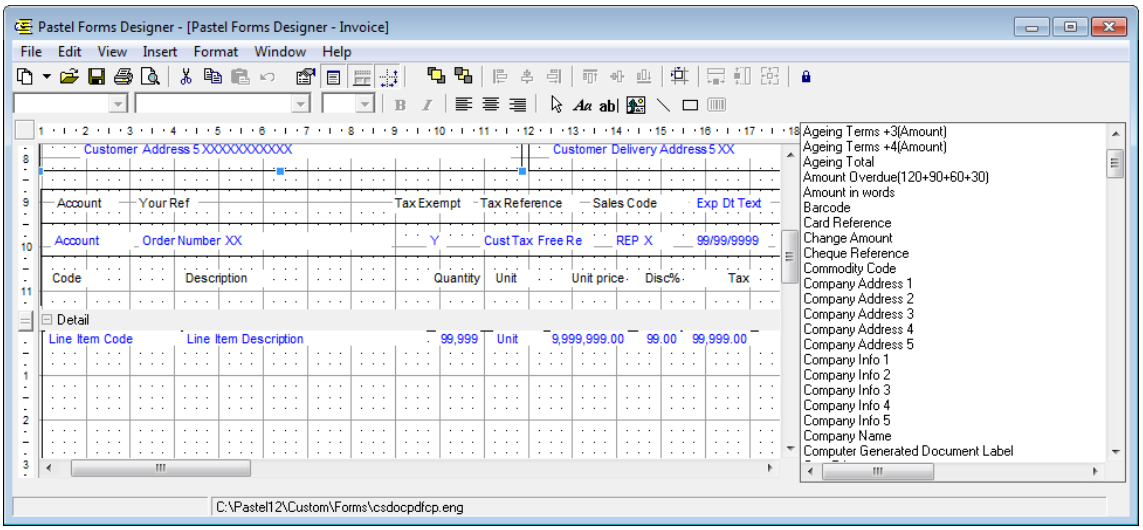
Forms Designer

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

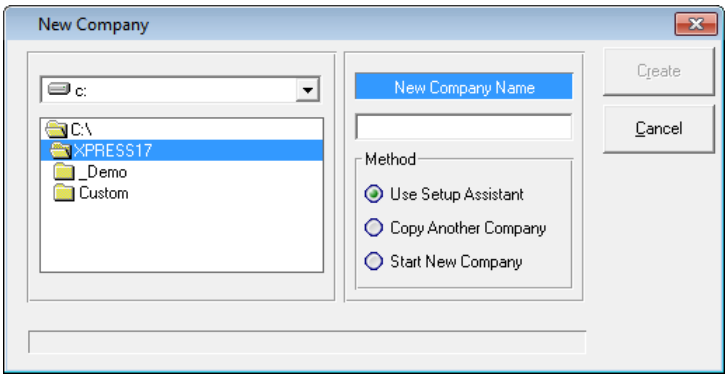
Pastel Xpress allows you to maintain as many separate companies, or sets of books, as you require. Pastel Xpress Start-Up only allows you to have one company. Each company is a separate financial entity.

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.

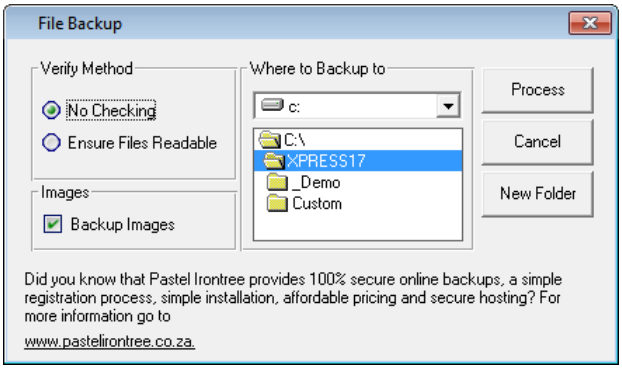
There are single user, multi-user, and client/server versions. We provide a backup tool for smaller companies to use. If your data is large, you should look at third party alternatives for reliable backups. For example, if you backup onto a tape drive, the tape drive manufacturer usually provides you 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.

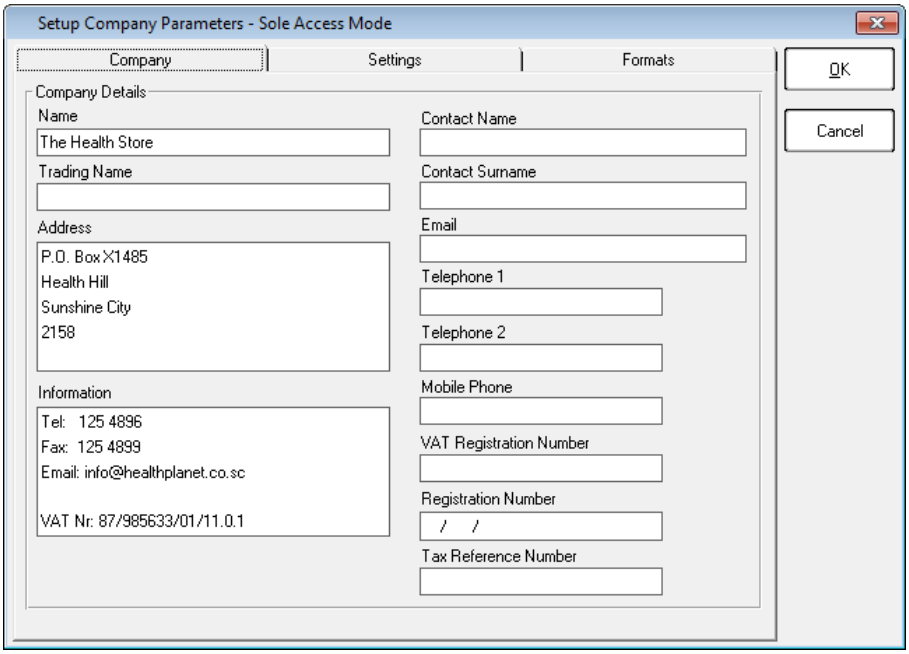
Backing up your data is a most important requisite to running your accounting system. Without backups, you can lose all your data due to unexpected outside events such as power interruptions, hardware failure, theft, fire, and so on.

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

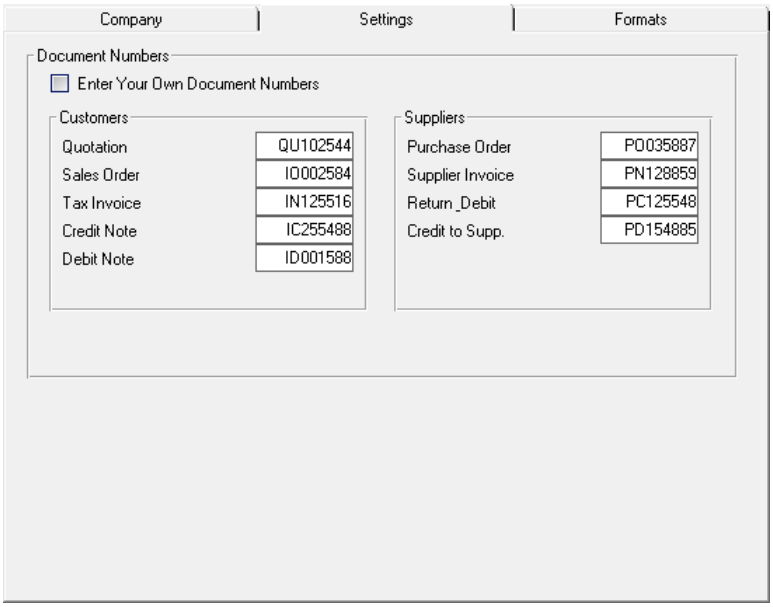
In this function, you set company parameters and data entry formats. To access this function, select the Setup...Company Parameters menu option:



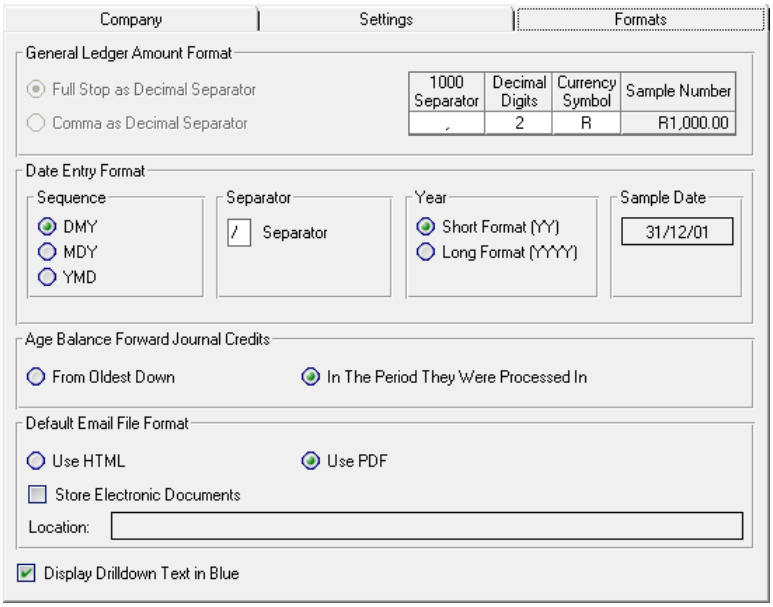
The company information you enter here appears on invoices and statements.

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 settings tab, you can edit the document numbers to suit your numbering system.



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



Specify how to enter and display numbers and dates.

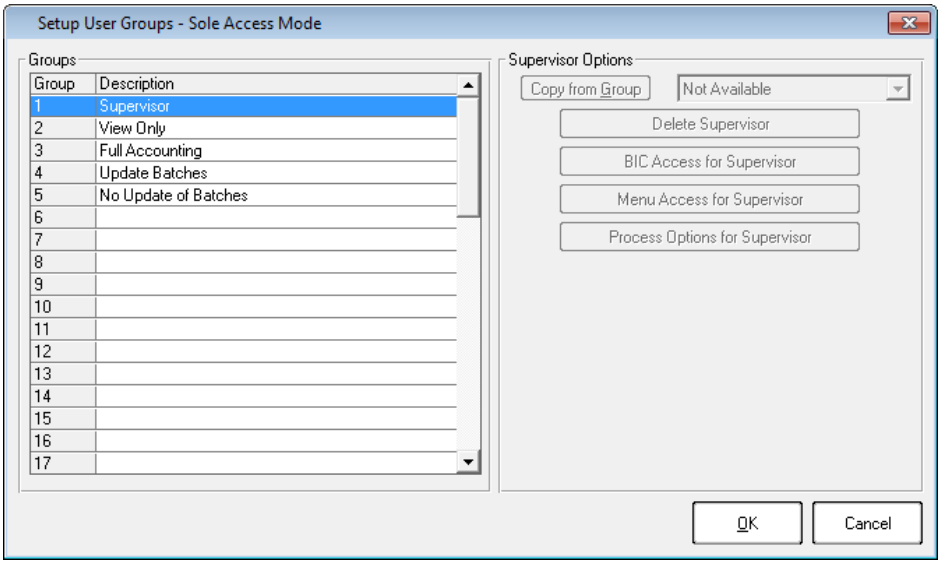
User Groups, Users and Passwords

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.

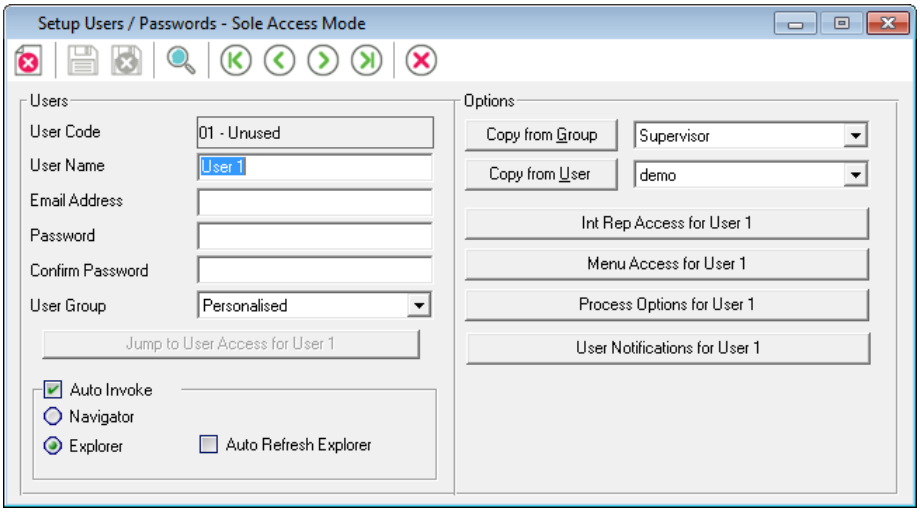
If you use the Multi-Store add-on module, you can set a default store and choose which store(s) users can access.

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:



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.

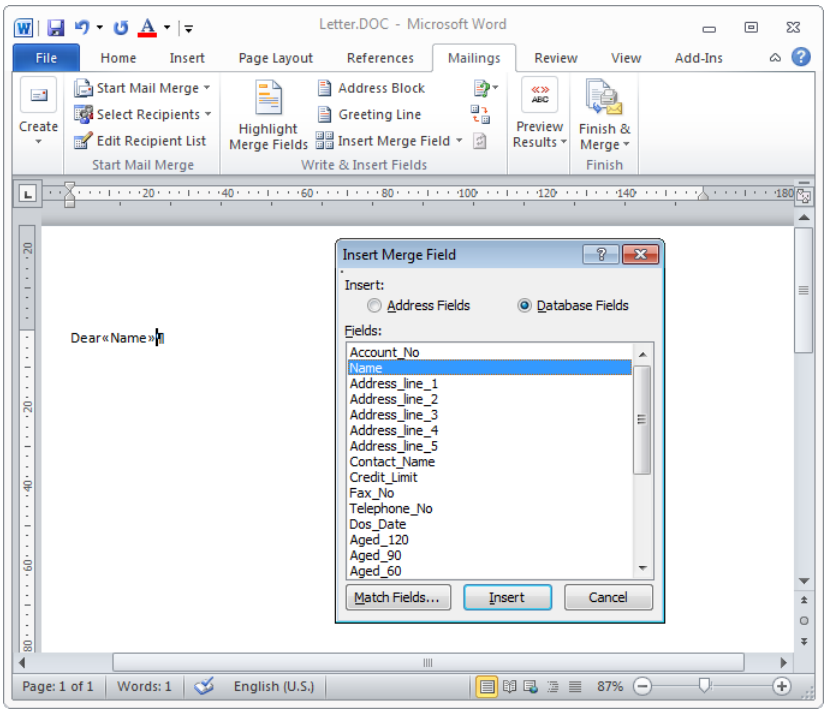
In the Auto Invoke frame, you choose whether to use the System Navigator or the Explorer, and whether the system should invoke it when no functions are open.

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.**

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 Method	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 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.

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.

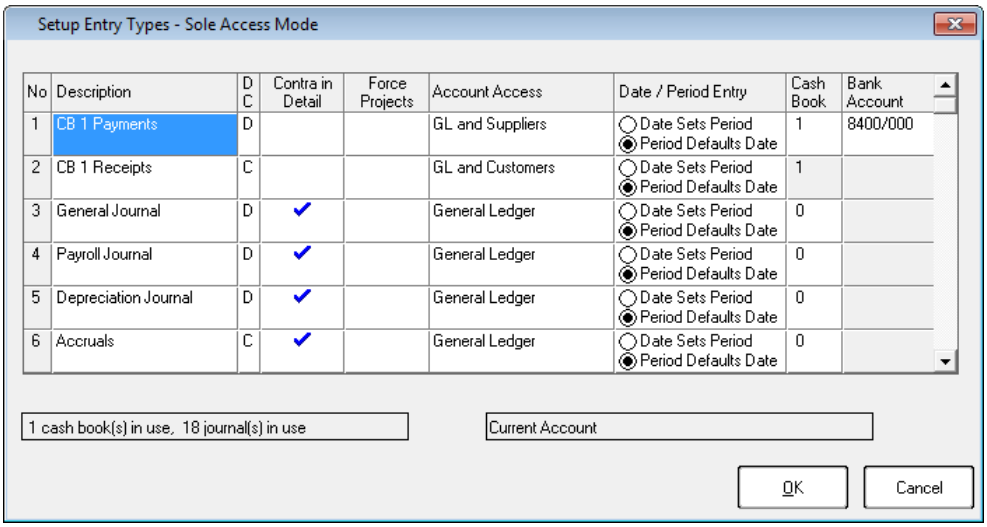
Pastel Partner	**If you need sophisticated financial reports and/or sophisticated budget reports, Pastel Partner contains a general ledger report writer.**

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:



No	Description	D C	Contra in Detail	Force Projects	Account Access	Date / Period Entry	Cash Book	Bank Account
1	CB 1 Payments	D			GL and Suppliers	○ Date Sets Period ◉ Period Defaults Date	1	8400/000
2	CB 1 Receipts	C			GL and Customers	○ Date Sets Period ◉ Period Defaults Date	1	
3	General Journal	D	✔		General Ledger	○ Date Sets Period ◉ Period Defaults Date	0	
4	Payroll Journal	D	✔		General Ledger	○ Date Sets Period ◉ Period Defaults Date	0	
5	Depreciation Journal	D	✔		General Ledger	○ Date Sets Period ◉ Period Defaults Date	0	
6	Accruals	C	✔		General Ledger	○ Date Sets Period ◉ Period Defaults Date	0	

You link two entry types to a bank account to form a cash book.

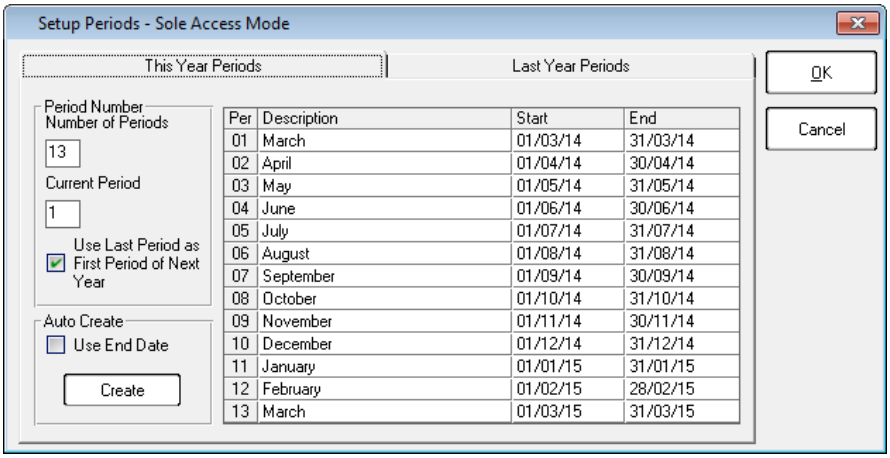
In the Account Access column, you specify the account types you can use in this entry type.

In the Date / Period Entry column, specify how period and date entry works.

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.

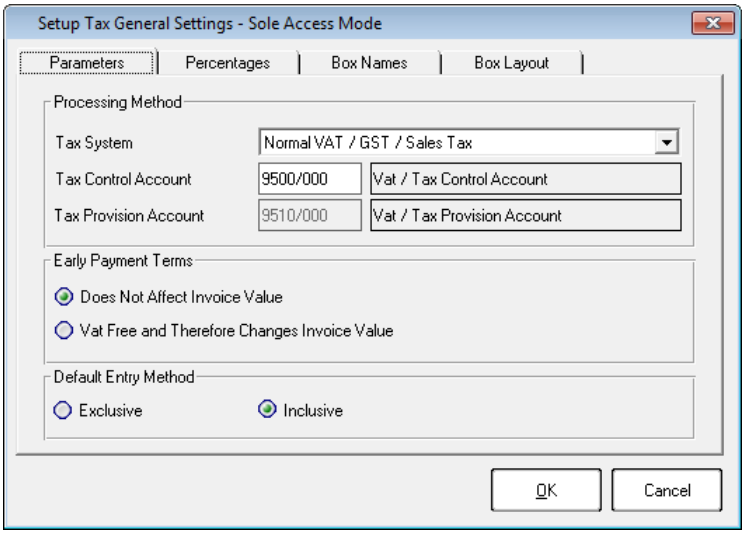
Periods

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:



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:



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	31/12/50
2	Zero rated	0.00	01/09/91	31/12/50
3	Exempt/non suppl	0.00	01/09/91	31/12/50
4	Bad debts	14.00	06/04/93	31/12/50
5	Capital goods	14.00	06/04/93	31/12/50
6	Vat adjustment	100.00	01/09/91	31/12/50
7	Accom exceed 45 days	14.00	01/01/93	31/12/50
8	Accom not exc 45 day	14.00	06/04/93	31/12/50
9	Export 2nd hd goods	14.00	06/04/93	31/12/50
10	Change in use	14.00	06/04/93	31/12/50
11		0.00	01/01/80	31/12/10

Delete Line

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.

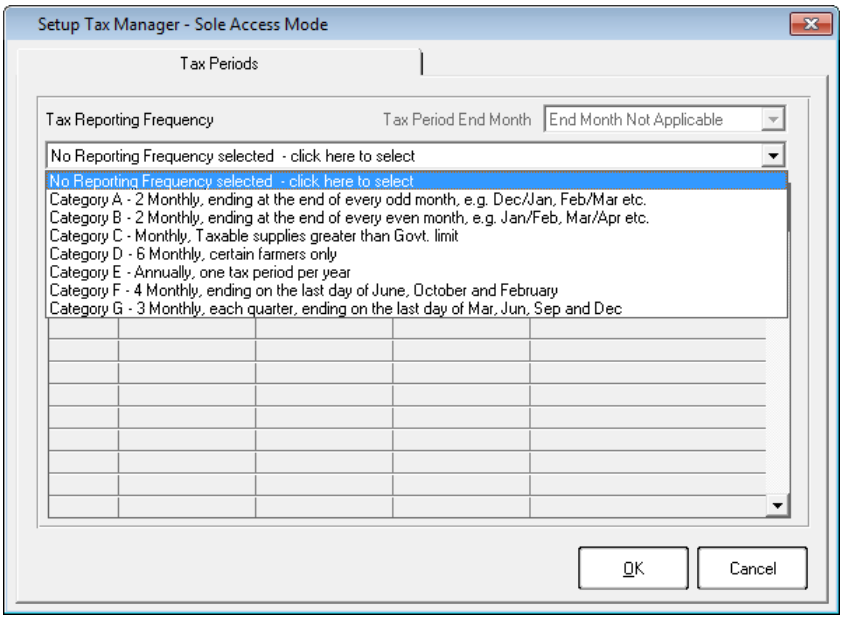
Tax Manager

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.

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.

Tax Manager Setup

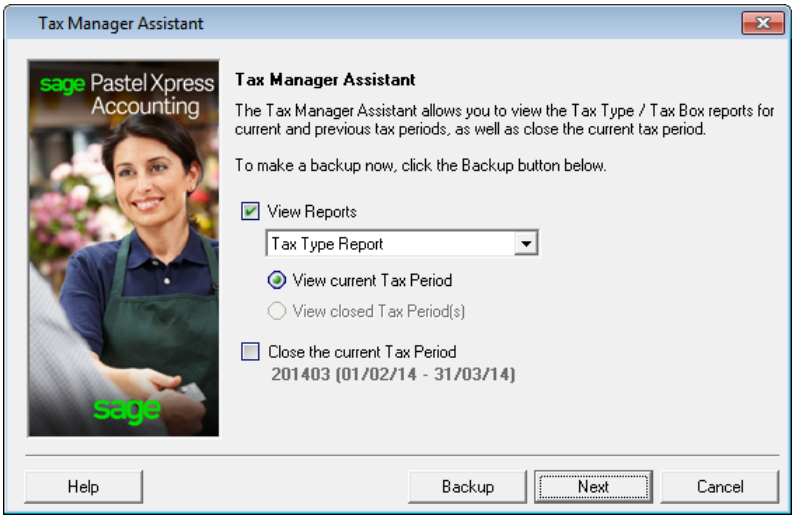
When you register your company for VAT, you register to submit your Tax monthly, bi-monthly, quarterly, half year or yearly. Select Setup…Tax…Tax Manger to select the category that you have registered your company for:



Tax Manager Assistant

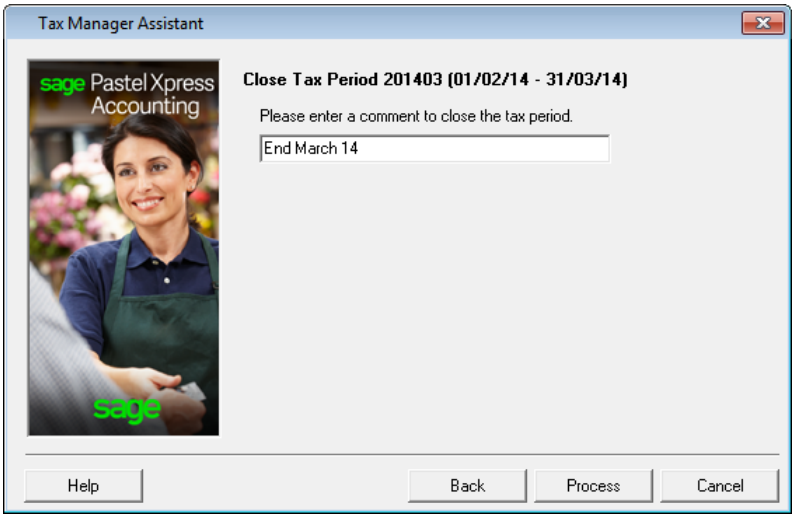
In the Tax Manager Assistant, you can view Tax Type report or Tax Box report for current and previous periods as well as close the current tax period.

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



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.

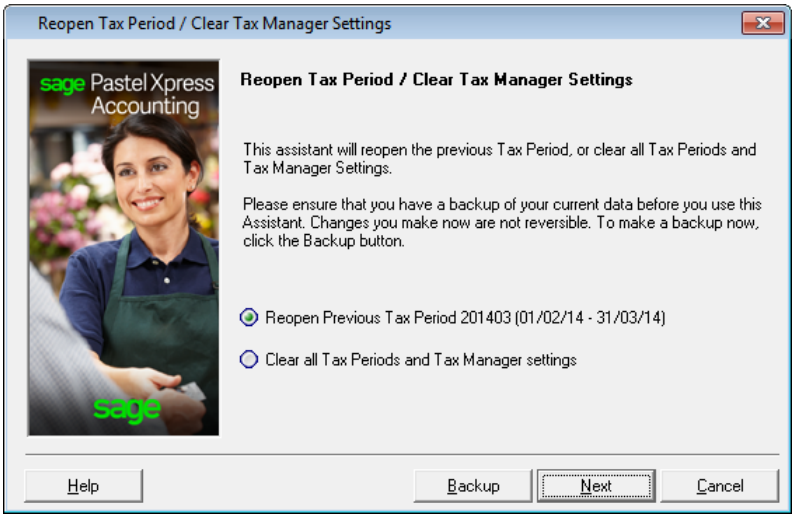
Enter a comment to easily identify the tax period that you have closed.



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

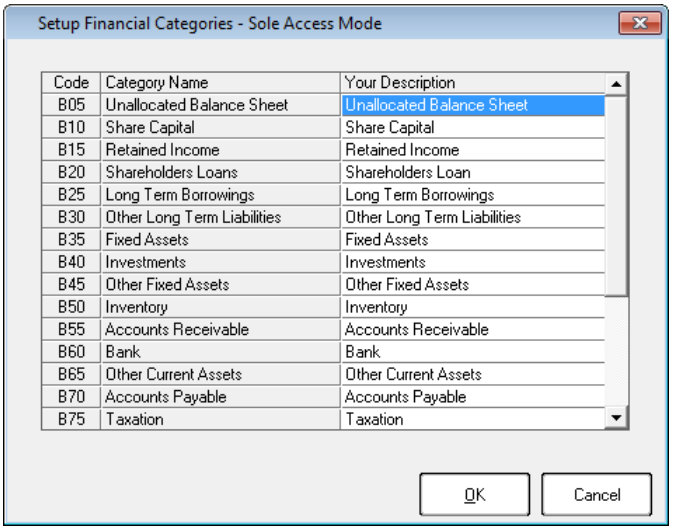
To access this function, select Change…Reopen Tax Period / Clear Tax manager Settings menu option.



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:

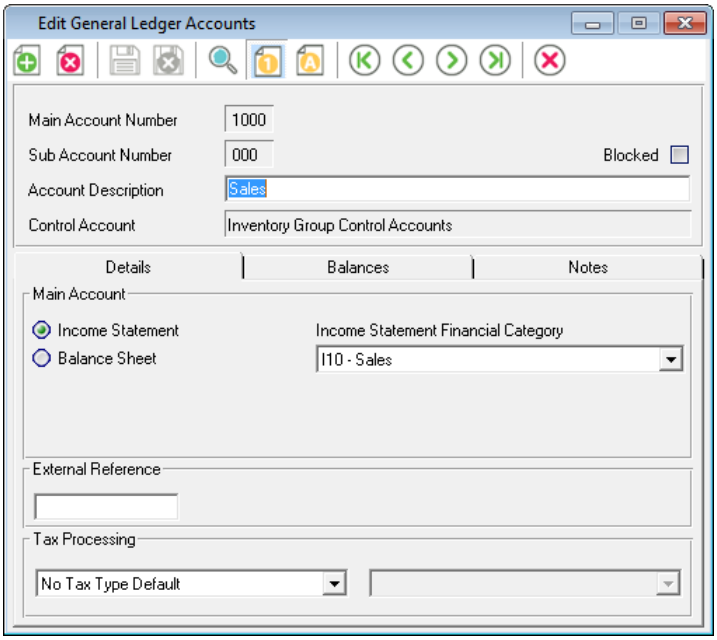


Code	Category Name	Your Description
B05	Unallocated Balance Sheet	Unallocated Balance Sheet
B10	Share Capital	Share Capital
B15	Retained Income	Retained Income
B20	Shareholders Loans	Shareholders Loan
B25	Long Term Borrowings	Long Term Borrowings
B30	Other Long Term Liabilities	Other Long Term Liabilities
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:



General ledger accounts have a main account and an optional sub account.

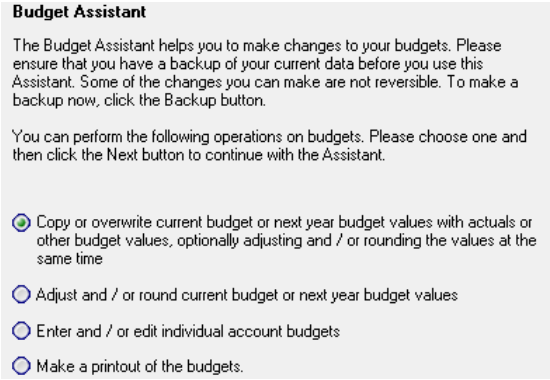
You use the Blocked check box to block many types of master records, because you cannot delete records that have transactions or balances. This prevents users from using them incorrectly.

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.

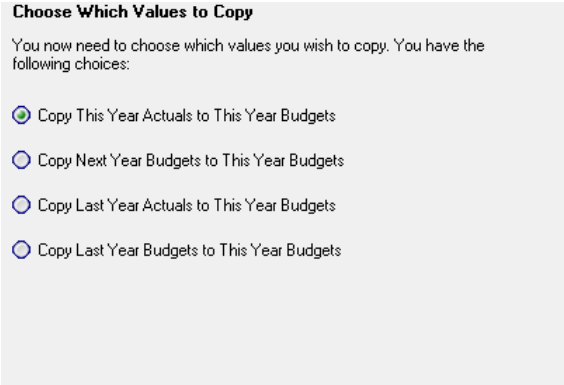
Budgets

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:



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:



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.

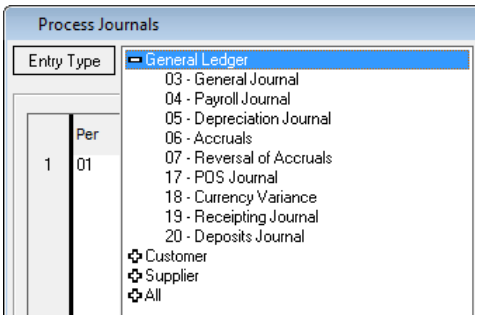
Processing in these options is almost identical, and we cover them together. The differences between journal and cash book processing are:

- 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.

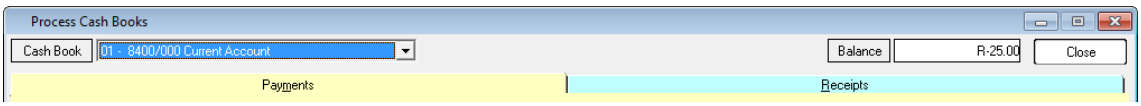
Choosing an Entry Type / Cash Book

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



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:



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.

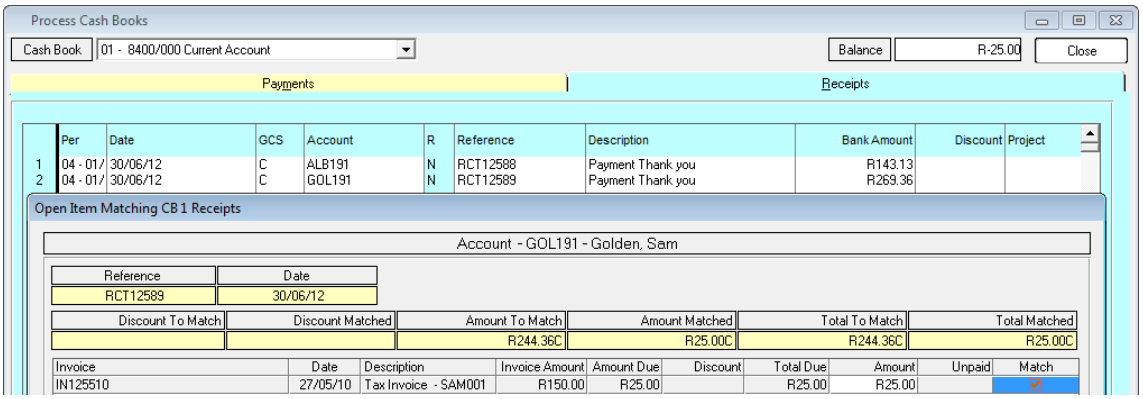
Here are typical cash book entries:

	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:



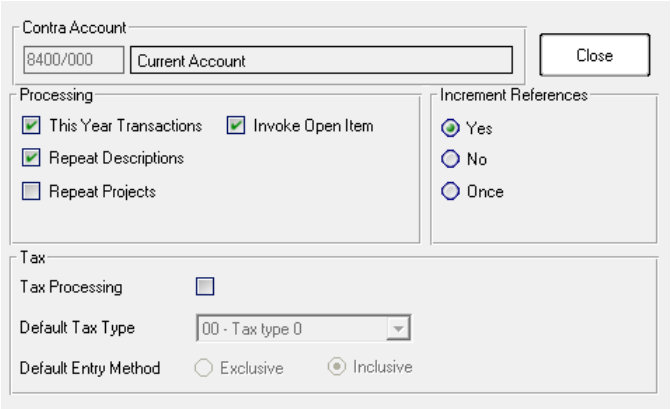
Here, we have matched the 269.36 payment against the customer invoices.

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.

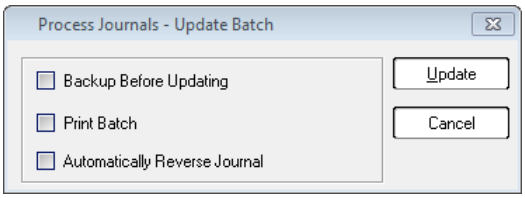
If you are processing tax transactions, you can default the tax code and entry method. If you do not need tax, you can turn tax processing off and the tax column vanishes, as in our examples above.

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.

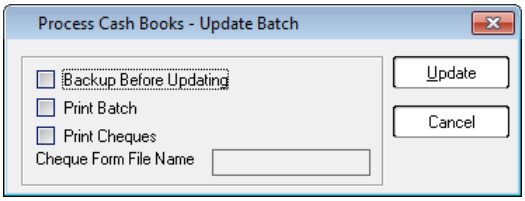
Updating Batches

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:



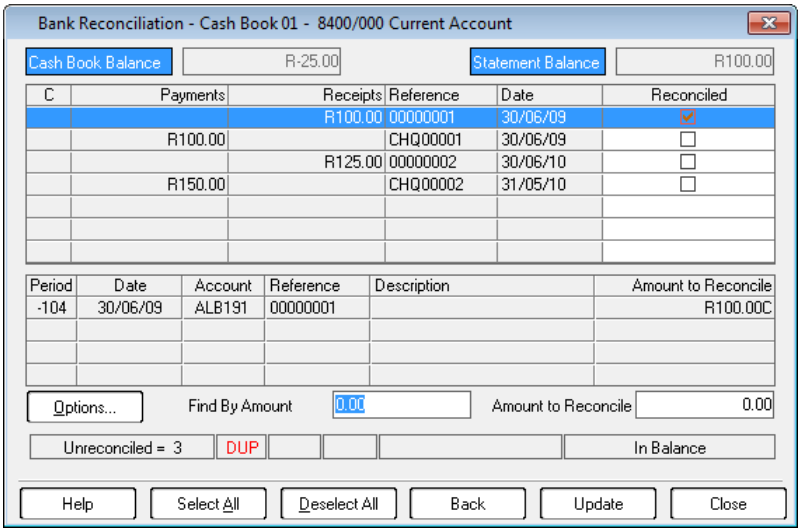
As we said earlier, you use these options to process many of your transactions, so you should ensure you understand all the options and methods. The on-line help takes you through this in detail.

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:



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.

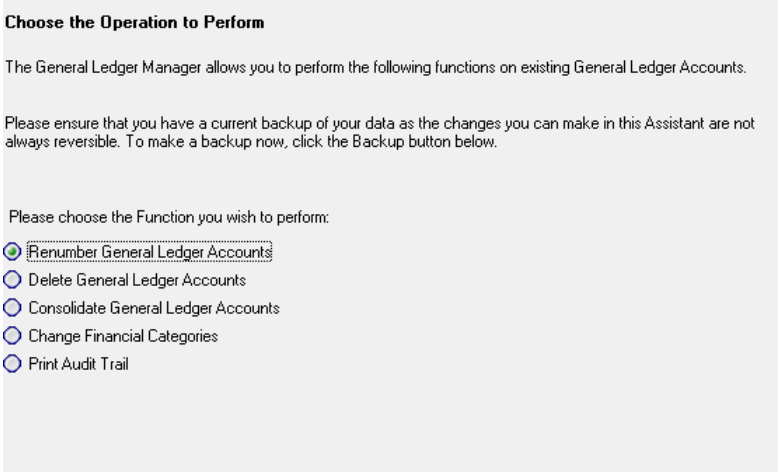
However, over time you may change the nature of your business to a greater or lesser degree. In addition, you may realise that initial assumptions you made about general ledger account requirements were not optimal, and you may want to make adjustments.

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:



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

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.

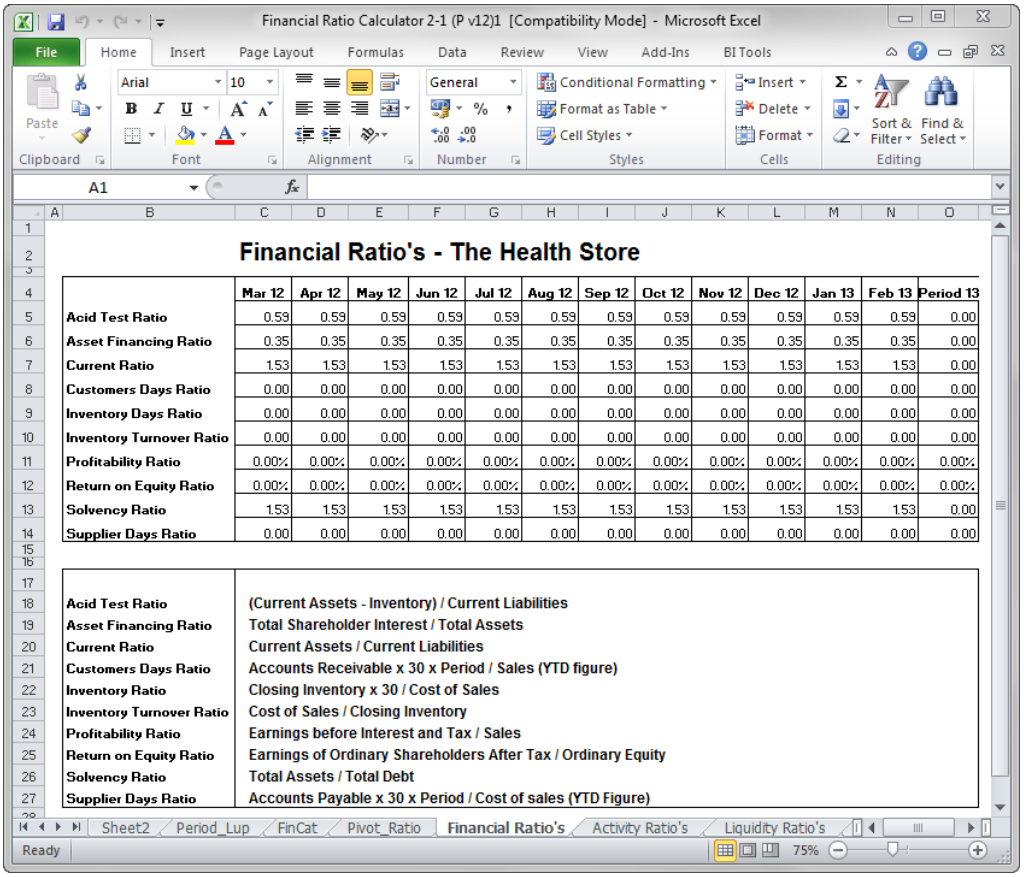
We need to emphasise that ratio analysis on its own is not enough in assessing the strength or weakness of a company. You need to consider other factors when you analyse your company's activities. To make a ratio analysis meaningful, you should:

- 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:

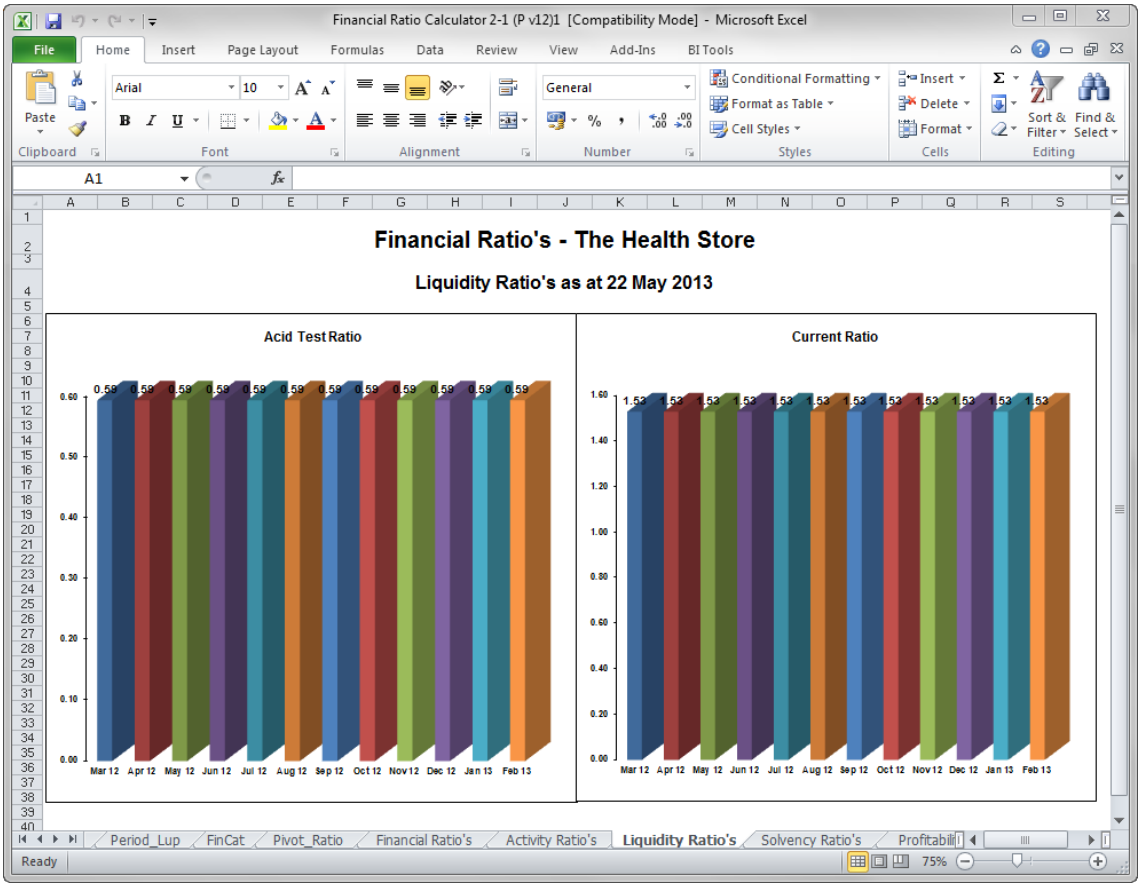


Financial Ratio's - The Health Store

	Mar 12	Apr 12	May 12	Jun 12	Jul 12	Aug 12	Sep 12	Oct 12	Nov 12	Dec 12	Jan 13	Feb 13	Period 13
Acid Test Ratio	0.59	0.59	0.59	0.59	0.59	0.59	0.59	0.59	0.59	0.59	0.59	0.59	0.00
Asset Financing Ratio	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.00
Current Ratio	1.53	1.53	1.53	1.53	1.53	1.53	1.53	1.53	1.53	1.53	1.53	1.53	0.00
Customers Days Ratio	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Inventory Days Ratio	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Inventory Turnover Ratio	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Profitability Ratio	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Return on Equity Ratio	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Solvency Ratio	1.53	1.53	1.53	1.53	1.53	1.53	1.53	1.53	1.53	1.53	1.53	1.53	0.00
Supplier Days Ratio	0.00	0.00	0.00	0.00	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)

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).**

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.**

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.

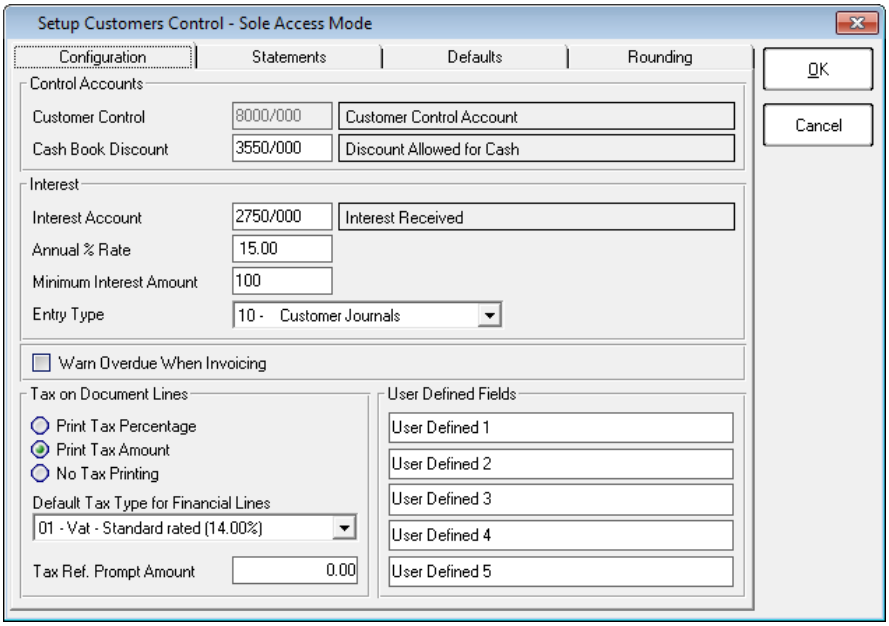
This guide contains overview information only. If you want detailed information on any topic, consult the on-line help, which has the same table of contents as this guide, although somewhat expanded. In addition, you can type in the manual's heading into the on-line help's Index section to find the relevant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

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:



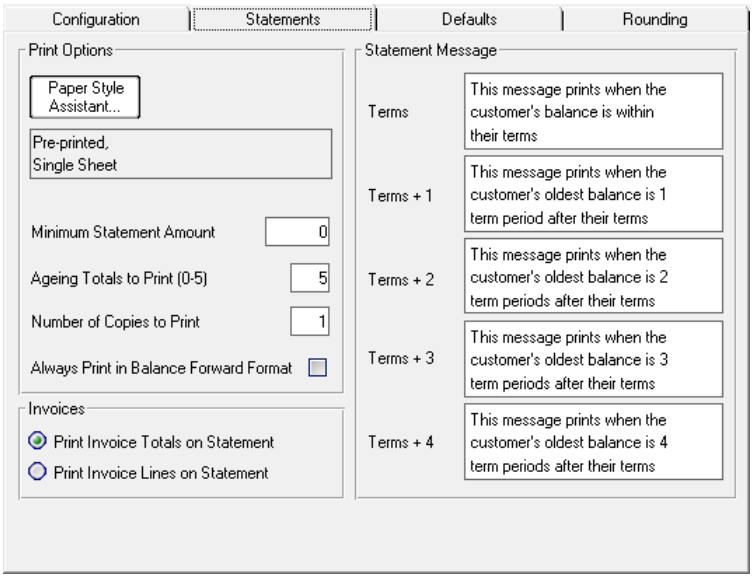
The customer control account is the link between the general ledger and the customer sub-ledger.

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:



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

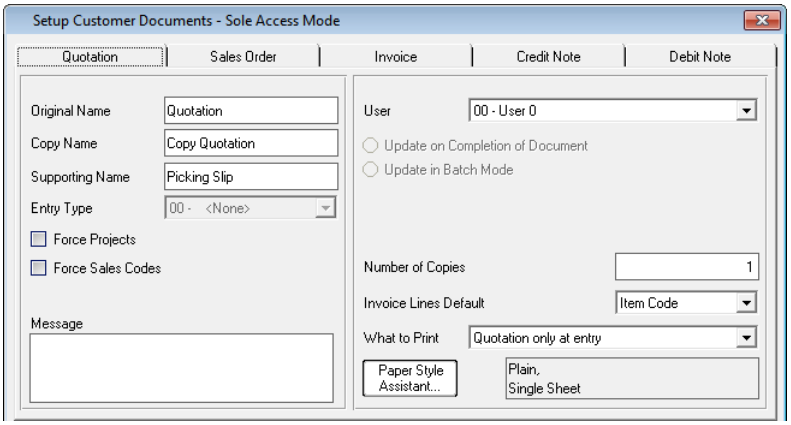
Use the Minimum Statement Amount field to suppress the printing of statements with small balances.

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:



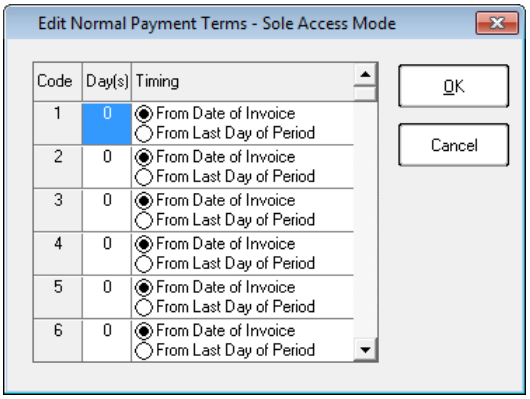
You set up each document on its own tab.

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

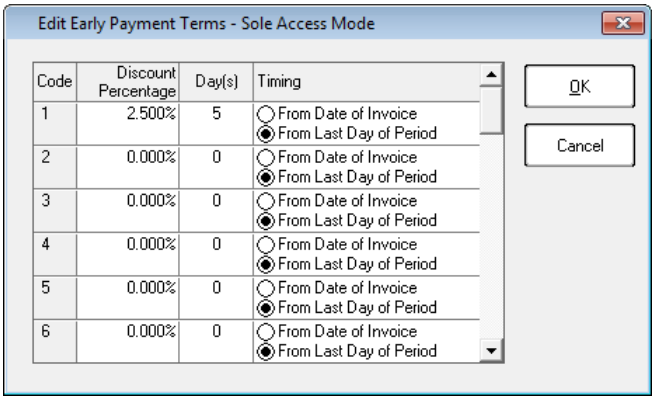
Normal payment terms establish when you expect customers to settle their accounts or when suppliers expect your payment. You maintain these terms in the Edit...Terms...Normal Payment Terms menu option:



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:

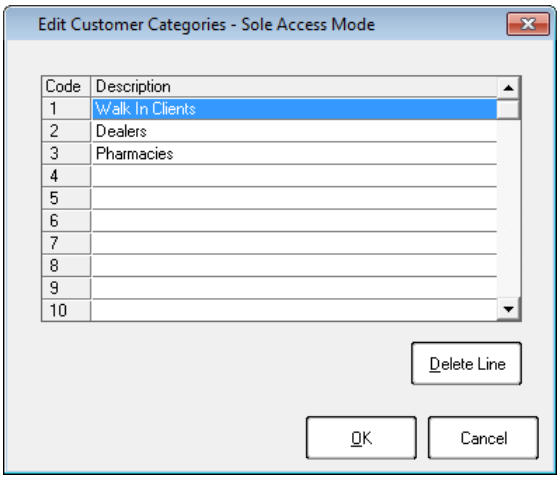


This is similar to the normal payment terms window, except that here you specify a percentage discount to apply if payment is made in time.

Customer Categories

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

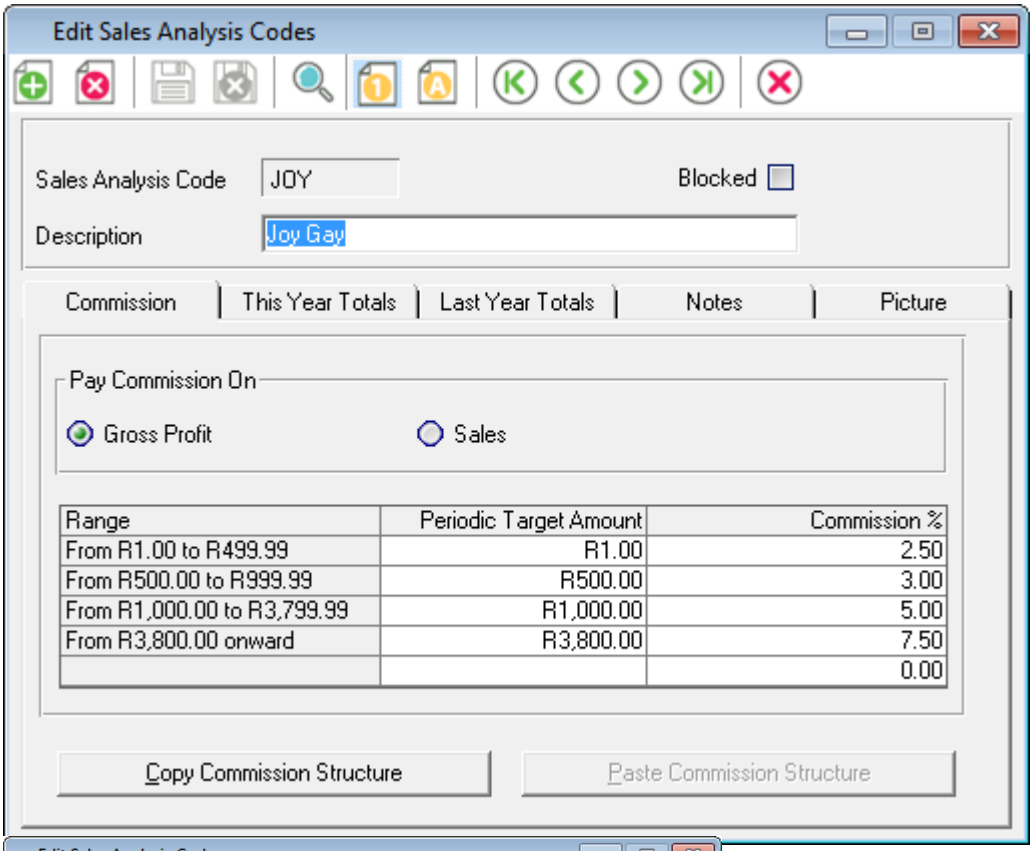
You maintain customer categories in the Edit...Customers...Categories menu option:

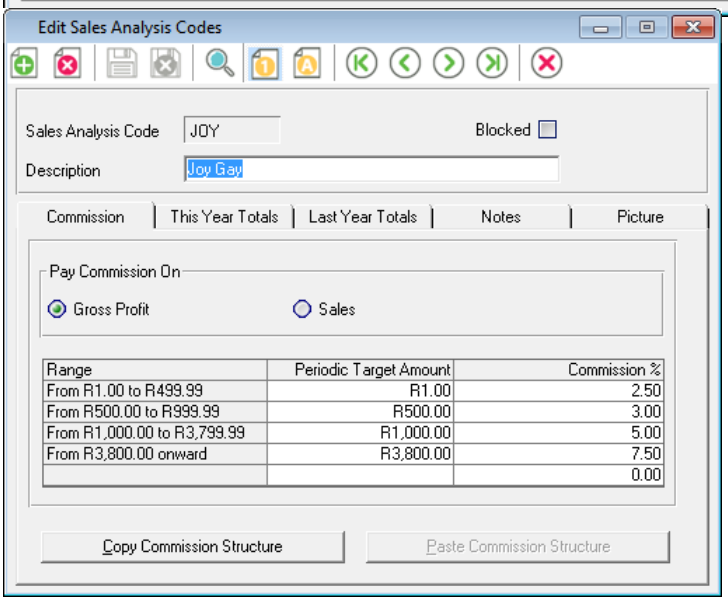


Sales Analysis Codes

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:


Edit Sales Analysis Codes
Sales Analysis Code
JOY
Blocked
Description
Joy Gay
Commission
This Year Totals
Last Year Totals
Notes
Picture
Pay Commission On
Gross Profit
Sales
Range
Periodic Target Amount
Commission %
From R1.00 to R499.99
R1.00
2.50
From R500.00 to R999.99
R500.00
3.00
From R1,000.00 to R3,799.99
R1,000.00
5.00
From R3,800.00 onward
R3,800.00
7.50
0.00
Copy Commission Structure
Paste Commission Structure


Edit Sales Analysis Codes
Sales Analysis Code
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Commission
This Year Totals
Last Year Totals
Notes
Picture
Pay Commission On
Gross Profit
Sales
Range
Periodic Target Amount
Commission %
From R1.00 to R499.99
R1.00
2.50
From R500.00 to R999.99
R500.00
3.00
From R1,000.00 to R3,799.99
R1,000.00
5.00
From R3,800.00 onward
R3,800.00
7.50
0.00
Copy Commission Structure
Paste Commission Structure

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.

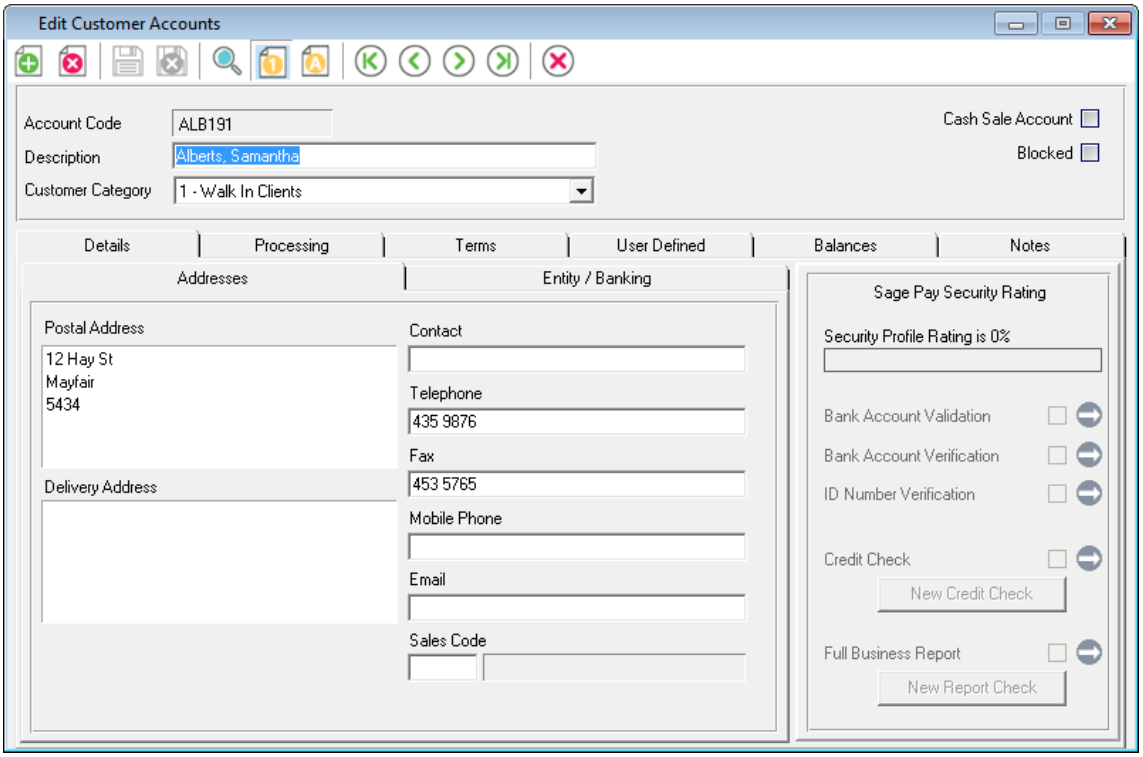
The system calculates commission by using each range's percentage incrementally. Using the example in the screen above, assume a sales amount of 16000:

- 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

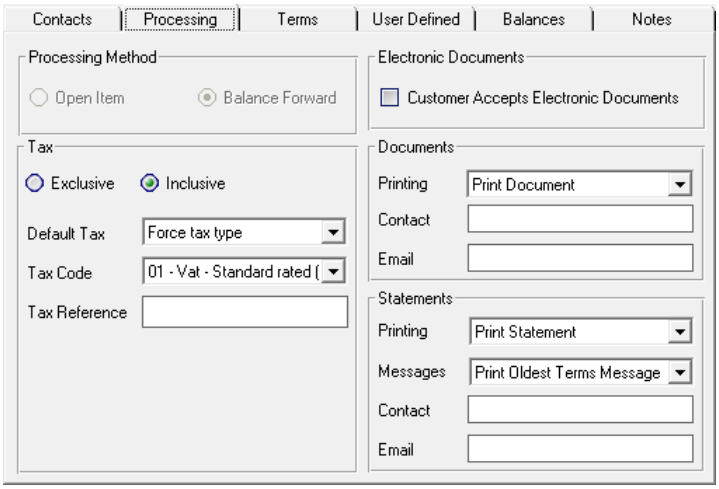
You use this function to maintain customer accounts. You access this function via the Edit...Customers... Accounts menu option:



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:



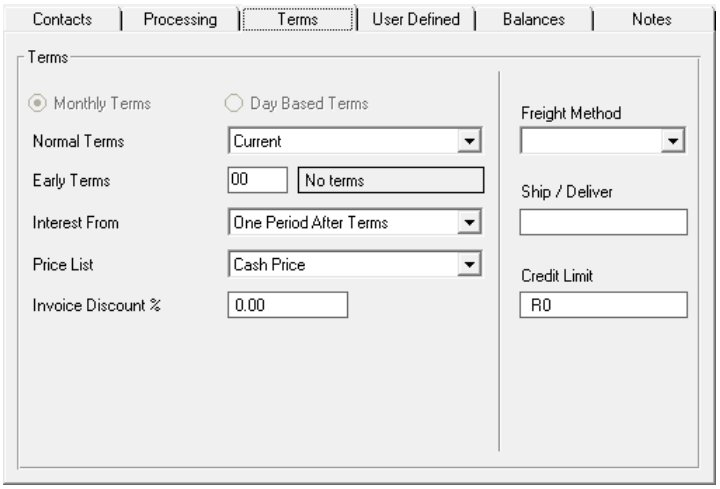
The system prints the Tax Reference field on invoices. You can force the operator to enter a tax reference if this field is blank.

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:



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

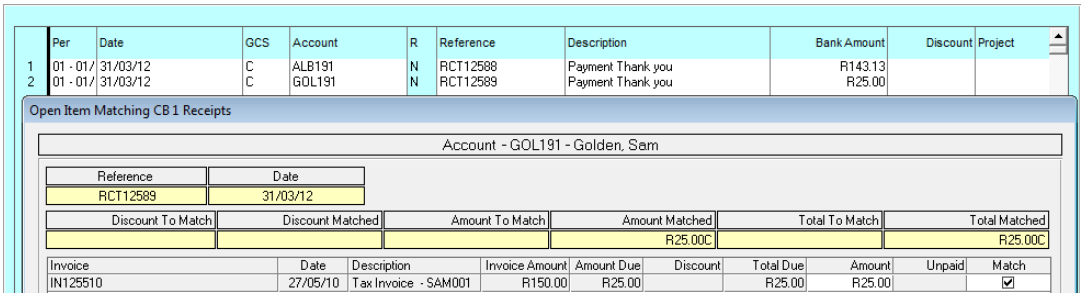
Use the Price List field to set the customer's base price, which we look at in detail in the Inventory module.

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	Discount	Project
1	01 - 01/	31/03/12	C	ALB191	N	RCT12588	Payment Thank you	R143.13		
2	01 - 01/	31/03/12	C	GOL191	N	RCT12589	Payment Thank you	R25.00		

Open Item Matching CB 1 Receipts

Account - GOL191 - Golden, Sam

Reference	Date
RCT12589	31/03/12

Discount To Match	Discount Matched	Amount To Match	Amount Matched	Total To Match	Total Matched
			R25.00C		R25.00C

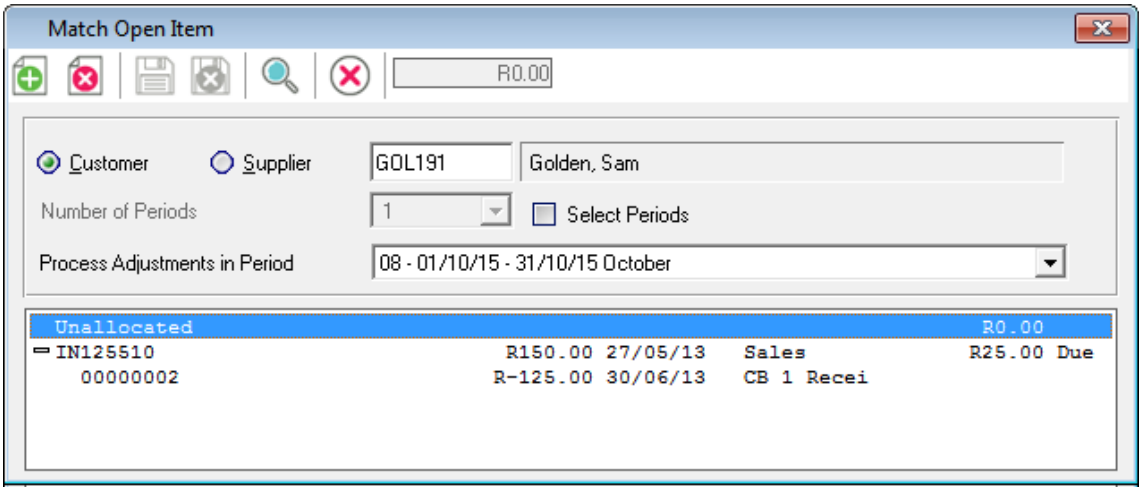
Invoice	Date	Description	Invoice Amount	Amount Due	Discount	Total Due	Amount	Unpaid	Match
IN125510	27/05/10	Tax Invoice - SAM001	R150.00	R25.00		R25.00	R25.00		☑

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:



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 Codes	This report lists all sales analysis codes, their description (name) and the commission method used to calculate their commissions.

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.**

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.

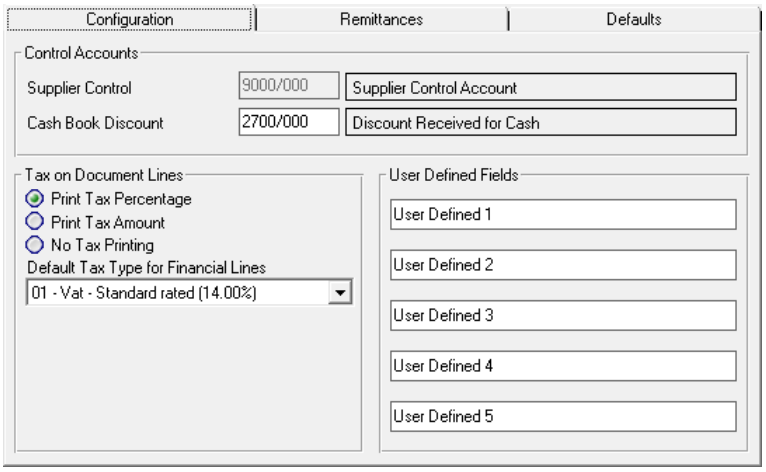
This guide contains overview information only. If you want detailed information on any topic, consult the on-line help, which has the same table of contents as this guide, although somewhat expanded. In addition, you can type in the manual's heading into the on-line help's Index section to find the relevant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

Supplier 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.

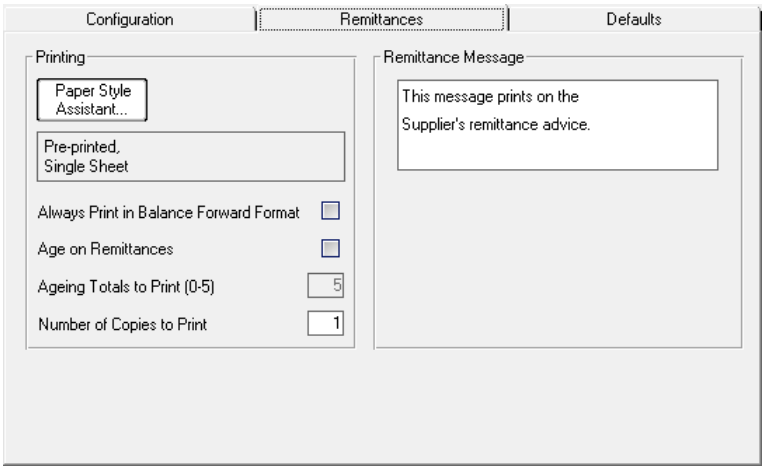
Suppliers Control

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



The 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:

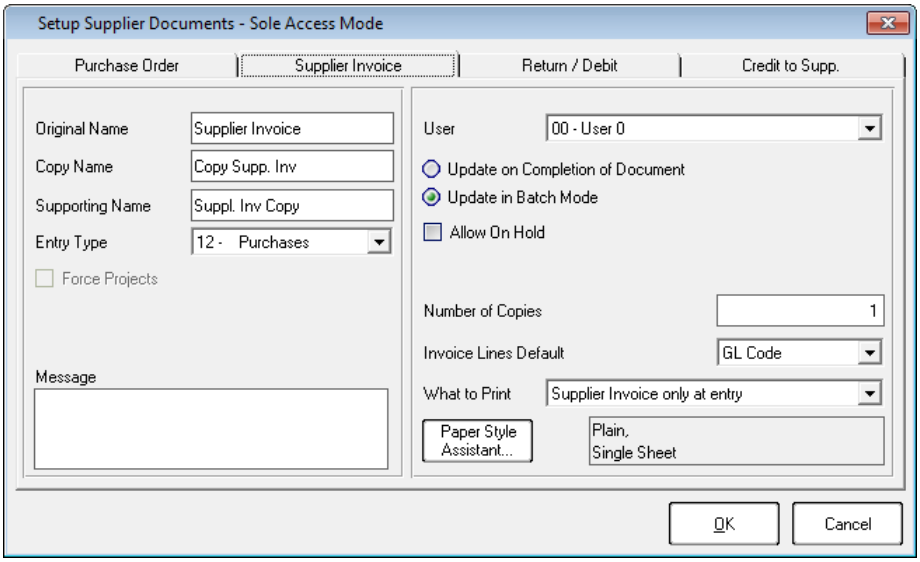


Use the Paper Style Assistant to choose the type of stationery to use when printing remittances.

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:

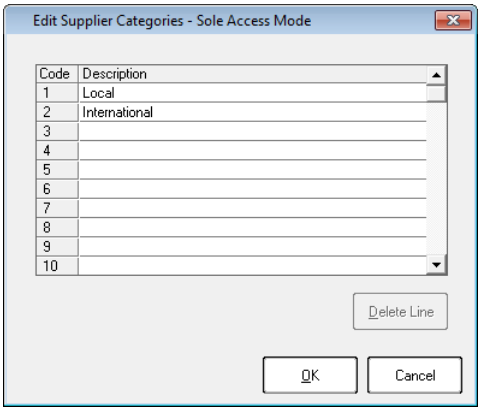


In the frame on the left, specify the name of the document, the name when you print copies, and the name of the supporting document. You can also enter a default message that prints on the document.

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.

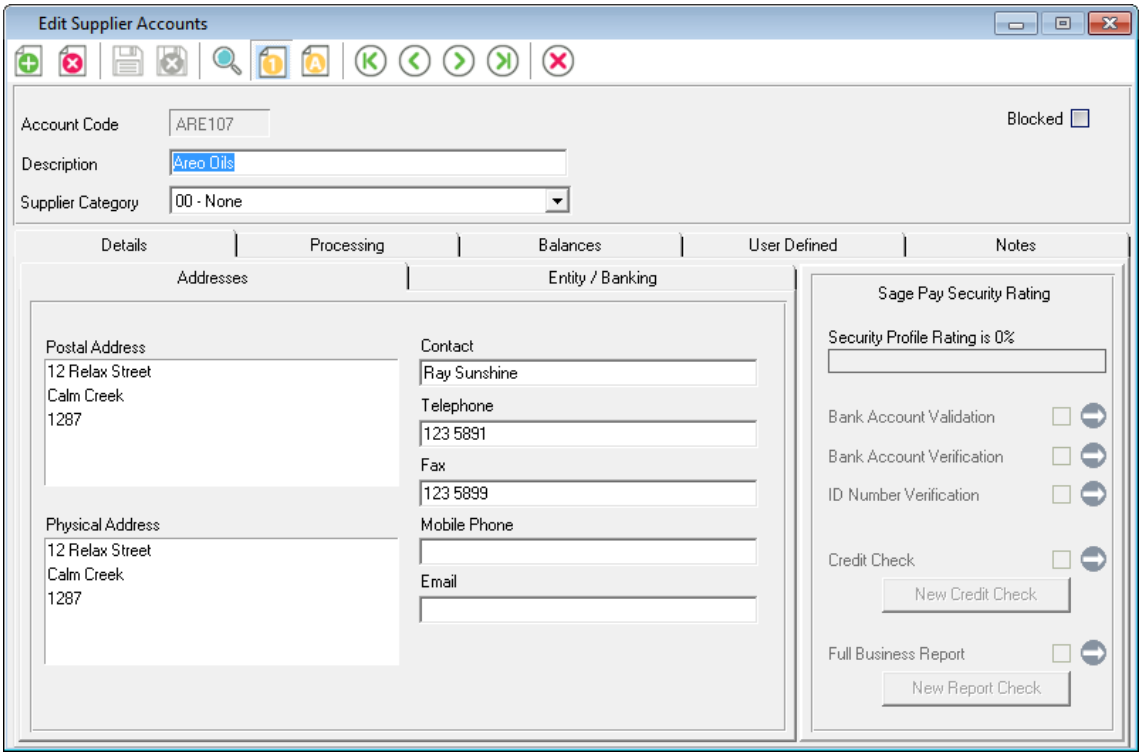
Supplier Categories

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:



Supplier Accounts

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



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**

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 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.**

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 10x100.00 = 1000.00
- The new cost is 10x110.00 = 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	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: • 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. If you change one or more of these fields in the invoice, the item file itself does not change.

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

Pastel Partner has far more comprehensive selling price mechanisms:

- 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.

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.**

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.**

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.

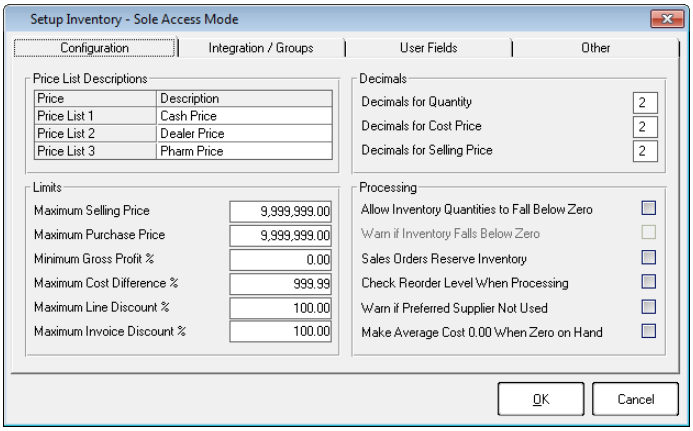
This guide contains overview information only. If you want detailed information on any topic, consult the on-line help, which has the same table of contents as this guide, although somewhat expanded. In addition, you can type in the manual's heading into the on-line help's Index section to find the relevant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

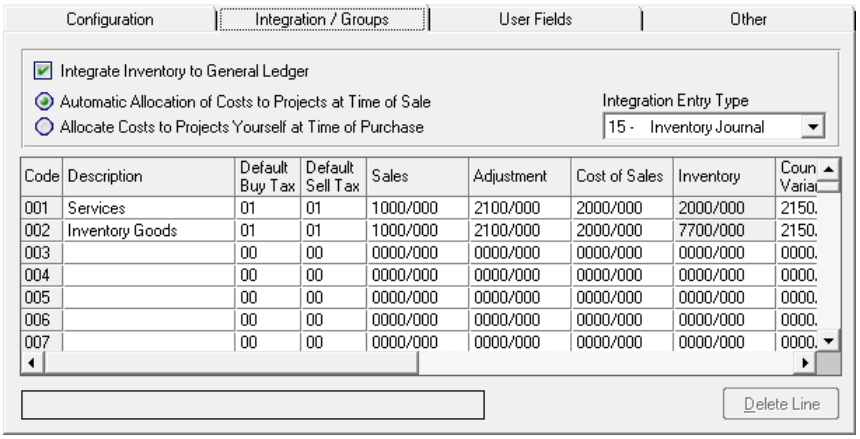
You use this function to set up important inventory processing rules, most of which we discussed in the overview. You should work through this function thoroughly before you start doing any inventory processing. To access this function, select the Setup...Inventory menu option:



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:



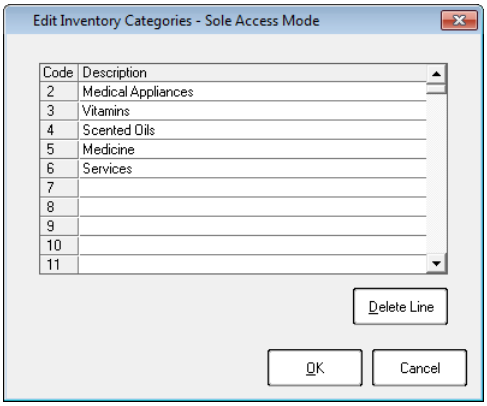
We discussed integration in the overview. You enable or disable it here.

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.

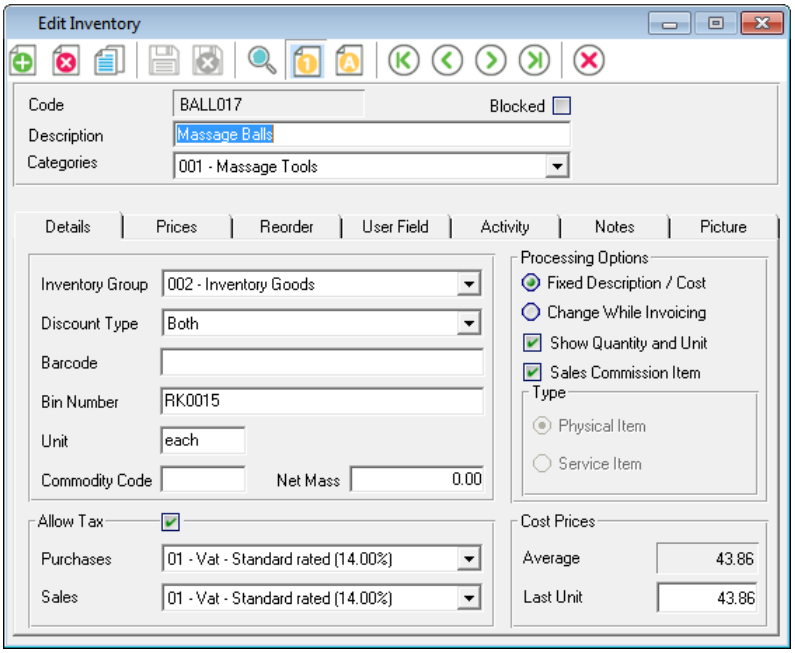
Inventory Categories

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.

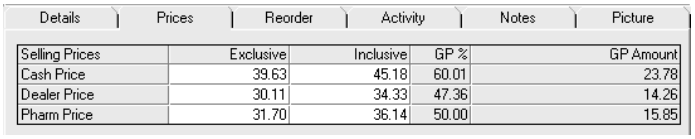
In the Allow Tax frame, you set default tax processing for this item. You also set processing on each customer and supplier record, which is stronger than the item settings.

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.

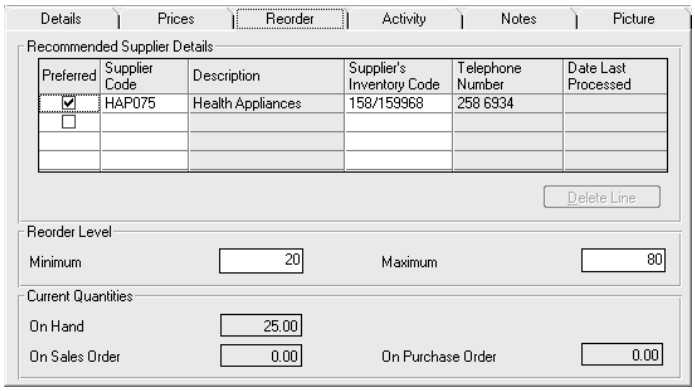
In the Prices tab, you set selling price information:



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:



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

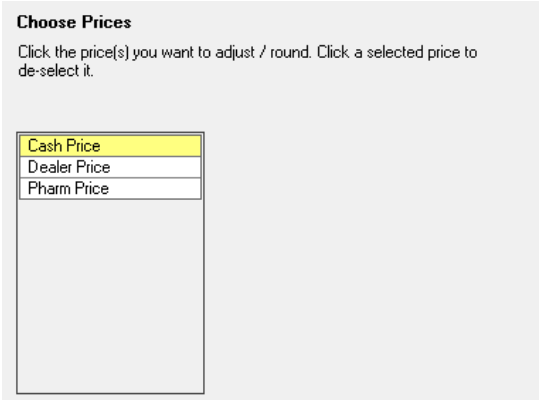
When you change selling prices, you often do so using a percentage basis. This function allows you to make global adjustments to the standard price lists for a range of items.

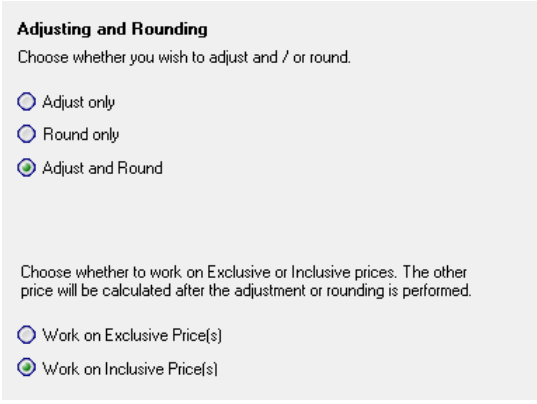
You access this function via the Edit...Inventory...Adjust Selling Prices menu option.

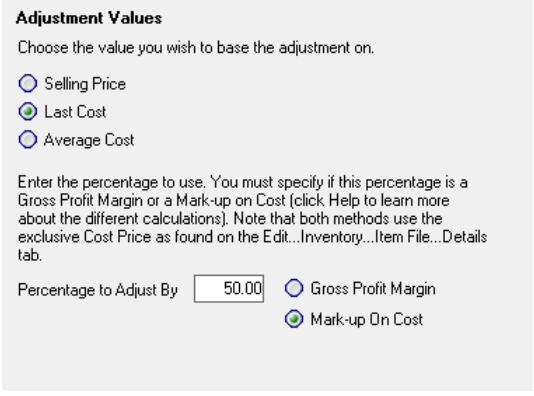
This function works on the 10 standard price lists. It lets you select a range of inventory items and then:

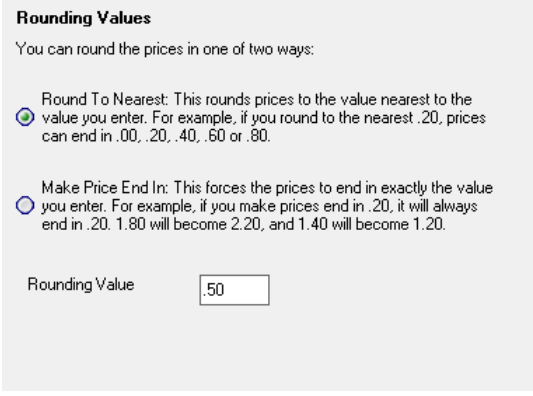
- Adjust one or more price lists by a percentage.
- Copy one price list to another and optionally adjust the price by a percentage.
- Copy all current prices to future prices.
- Run a price changeover to swap current and future prices.
- Round values as you process them.

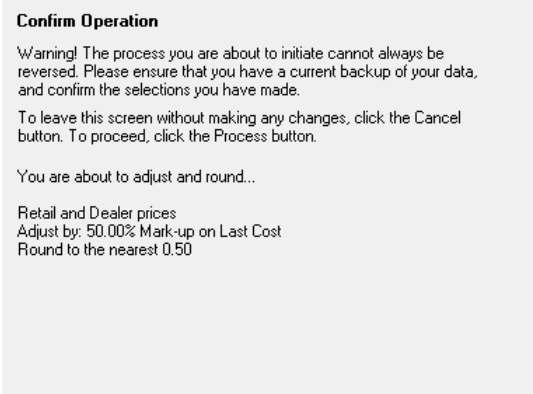
This function runs as an Assistant. Assume I want to create one price as 50% higher than another existing price, and round the price to the nearest 50c. Here are the successive Assistant screens:











If you work on mark-up, you will take the cost price of 100.00 and add 50% to the cost price, which will give you 150.00.

If you work with gross profit margin, you will need to subtract the cost price from the selling price and divide the difference by the selling price.

The selling price of 150.00 less the cost price 100.00 will give a difference of 50.00. The difference of 50.00 is divided into the selling price of 150.00. This will be 0.3333 and is multiplied by 100 to convert to a percentage which will be33.33%

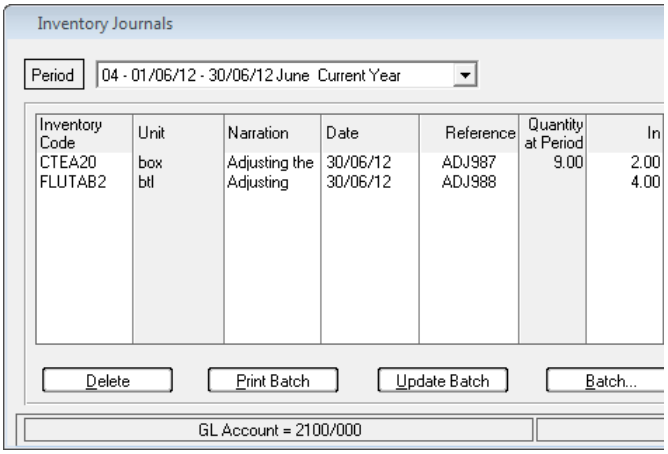
- In both examples, the cost price is 100.00 and the selling price is 150.00. By selecting Gross Profit Margin, you need to enter 33.33 % to get the new selling price of 150.00. By selecting mark-up on cost, you need to enter 50% to get the new selling price of 150.00.
- If you are looking for a 33.33% gross profit margin and you select mark-up on cost and enter 33.33%, you will only make 33.33 on a 100.00 instead of 50.00 on the 100.00.

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:



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.

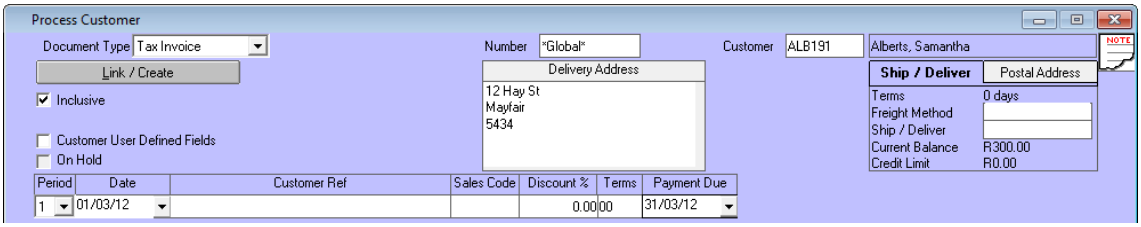
When you adjust inventory quantities, you cannot change the cost of the transaction when you remove quantities - this always happens at the average cost. However, when you put transactions in, you can enter a cost per item, and the system will recalculate the average cost.

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:



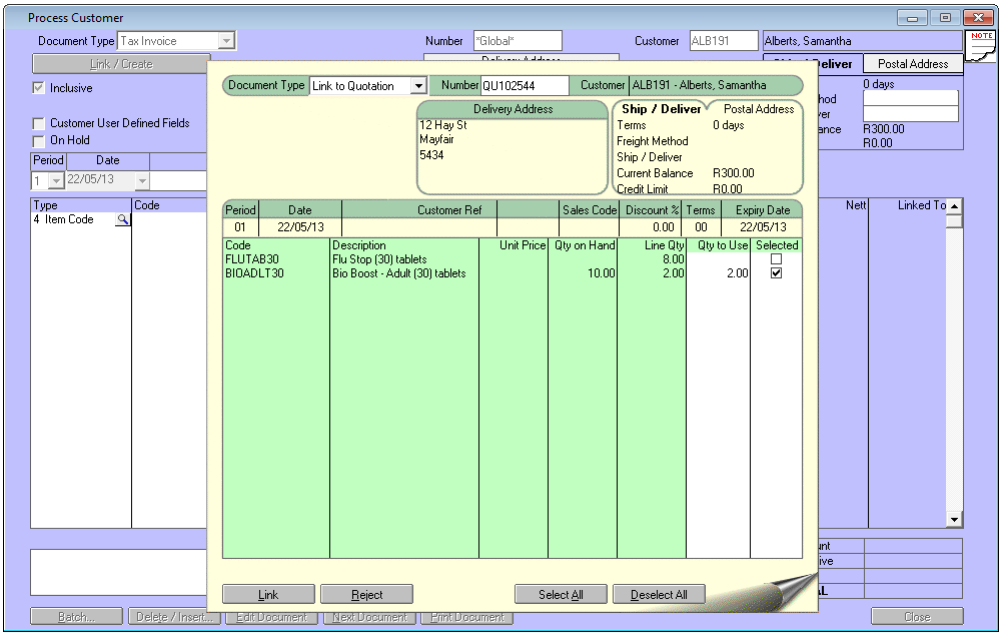
In the Document Type list box, you choose the document type (quote, order, etc.) to use.

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:



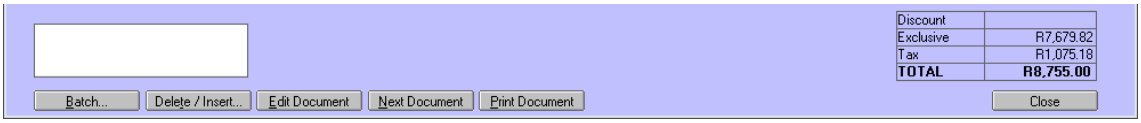
Zoom in the Number field to see all the documents to which you can link.

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	Project	Unit	Quantity	Tax	Inc Price	Disc%	Nett	Linked To
4 Item Code	BIOADLT30	Bio Boost - Adult (30) tablets		box	1.00	01	5,700.00		R5,700.00	QU102544
4 Item Code	CTEA20	Chinese Tea - 20 bags		box	1.00	01	280.00		R280.00	
4 Item Code	BALL017	Massage Balls		each	1.00	01	3,000.00	7.50	R2,775.00	
7 Remarks	'	Please note discount								

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



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:

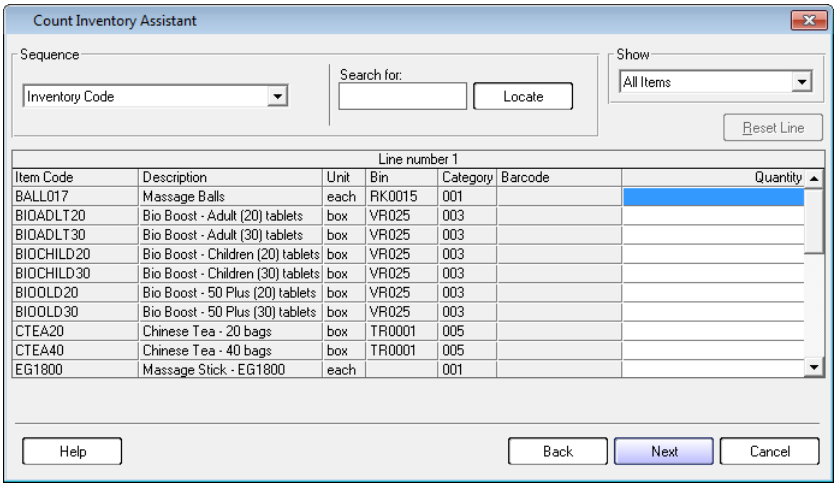
- You can use the Reorder Assistant to generate purchase orders automatically, based on inventory reorder levels.
- Sometimes you purchase an item from a supplier and there are additional costs that do not originate with the original supplier. For example, if you import goods, you incur additional costs 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:
   - » 

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		
CTEA20	Chinese Tea - 20 bags	box	TR0001	005		
CTEA40	Chinese Tea - 40 bags	box	TR0001	005		
EG1800	Massage Stick - EG1800	each		001		

   - » 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.

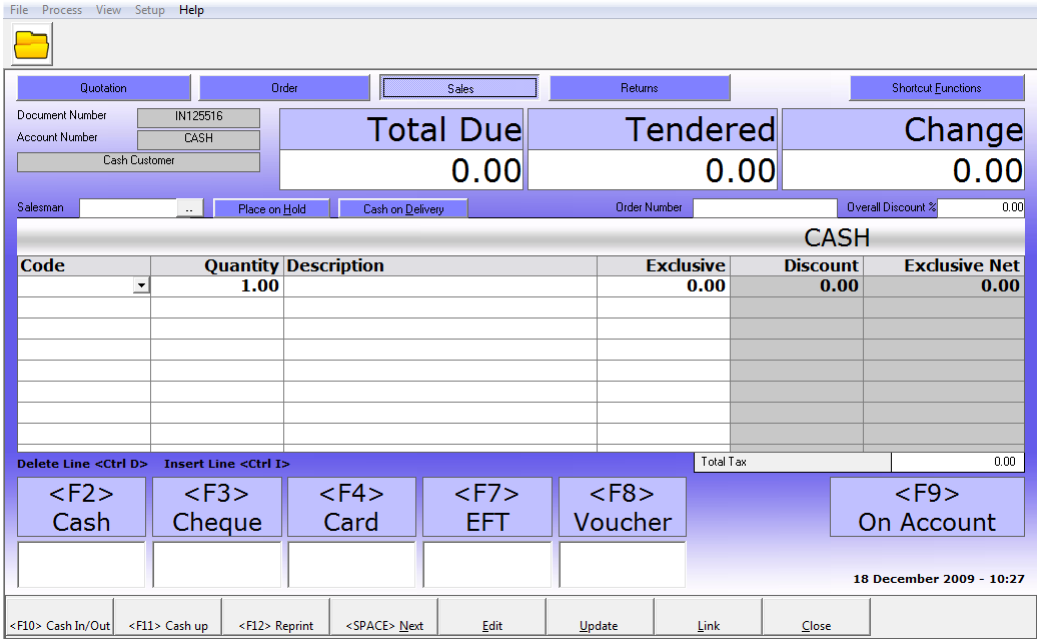
The first thing you need to do is to setup POS options, which you do in the Setup menu. You can set options per user.

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:



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

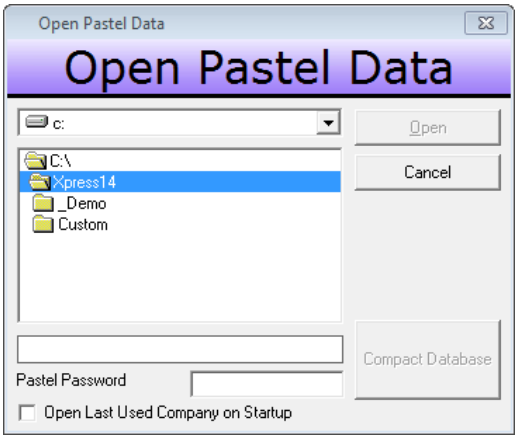
In this section, we look at a few differences between working in Point of Sale and working in the standard Pastel modules.

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.

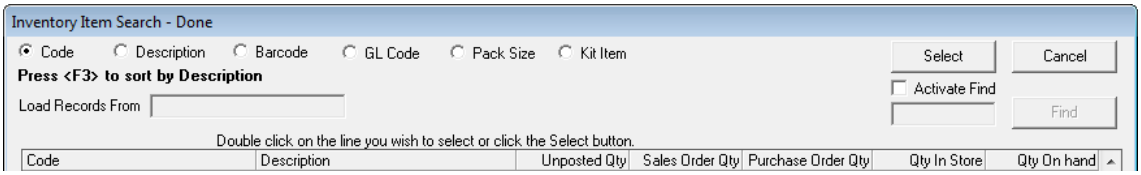
Once you start Point of Sale, the Open Pastel Data window displays:



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:



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.

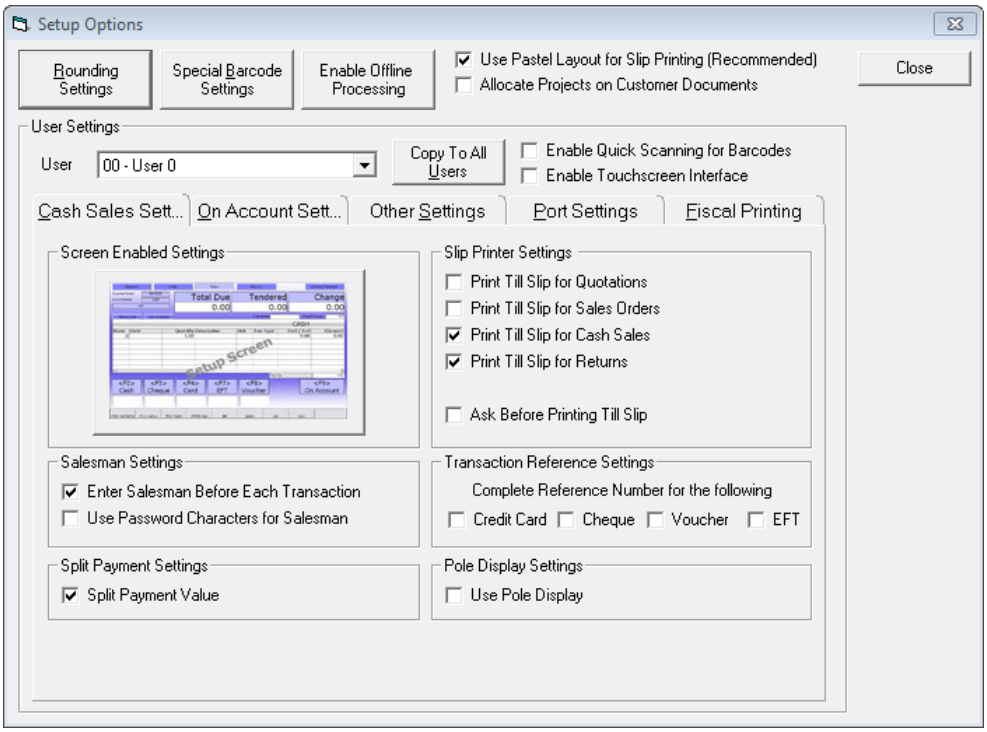
Check the Activate Find check box to search for a record by entering text.
You can create new records and edit them if you need to. Note that you cannot enter every field for the record. To enter all the fields, use the main product's maintenance screen. However, the system takes customer fields from 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.

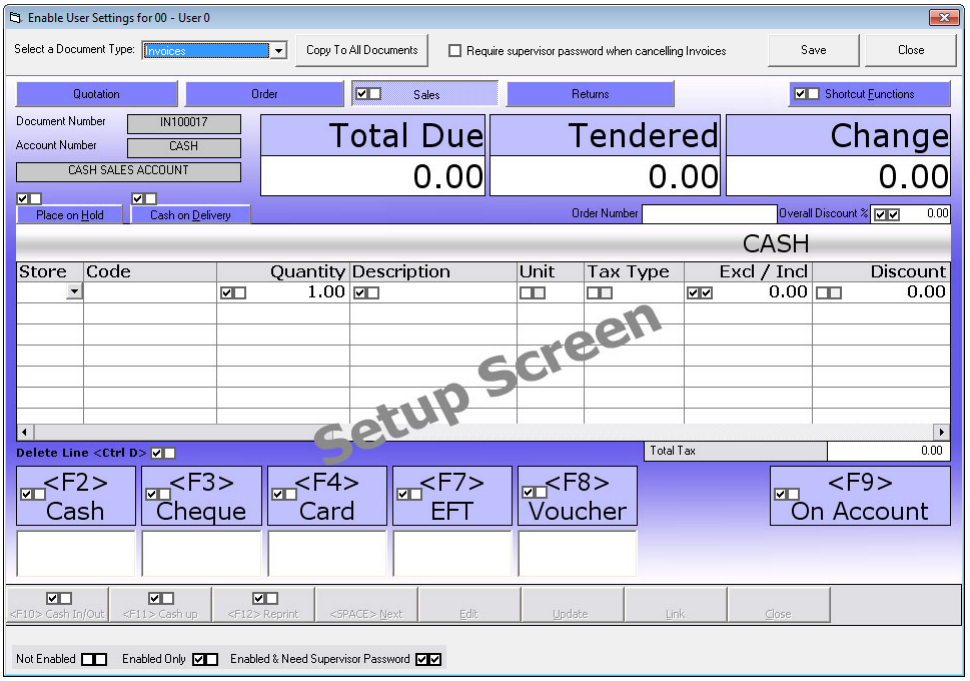


Click the Rounding Settings button to determine how the system should round. You can decide not to round, to round up, down, or to the nearest value.

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).

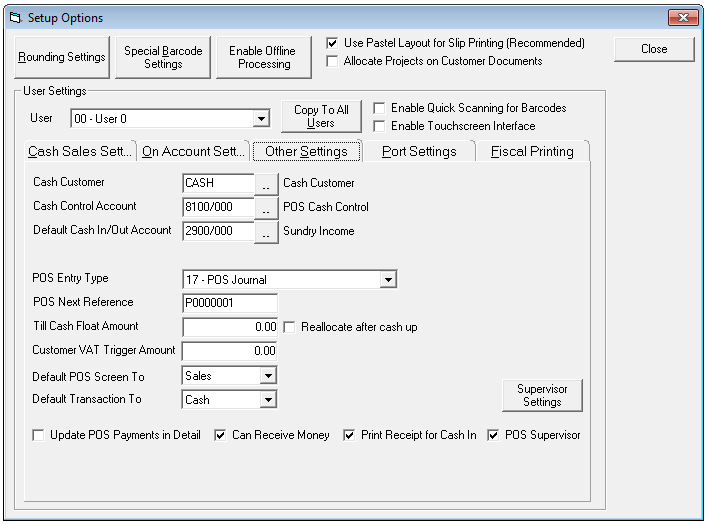
In the User Settings frame, you configure how each operator can work on the system. If all operators have the same settings, you can set up one user and then copy the settings to every other operator.

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



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:

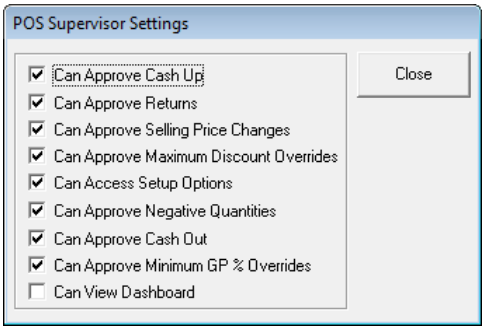


The Till Cash Float Amount is the float amount to give the user when their shift opens.

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.

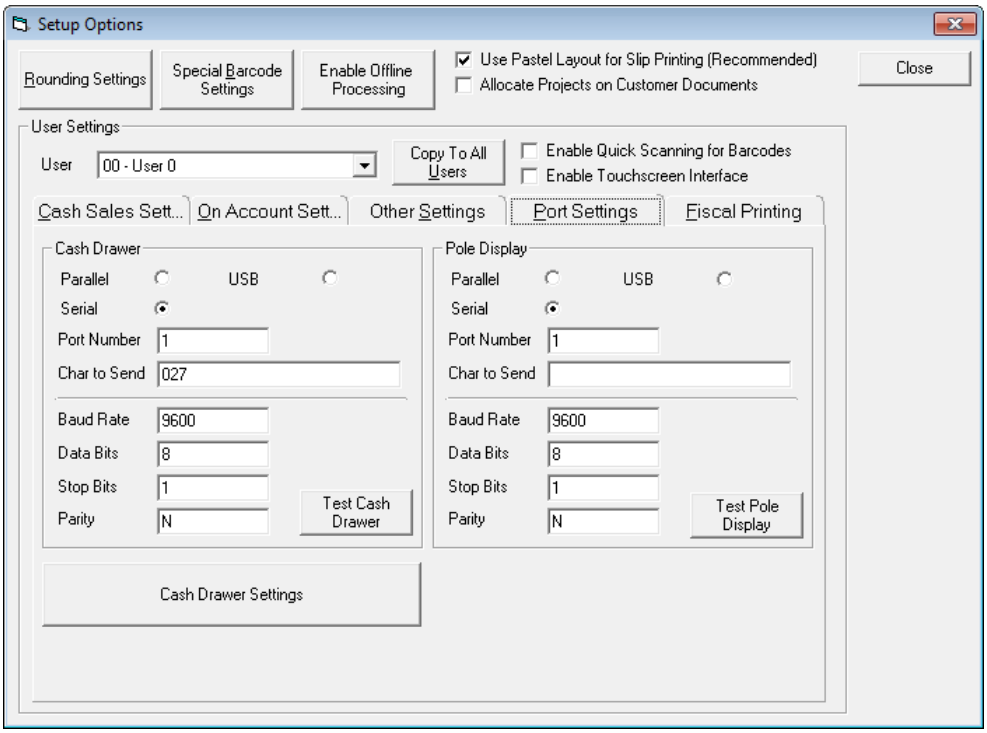
Here is the Supervisor Settings button:



Select the settings required for the supervisor.

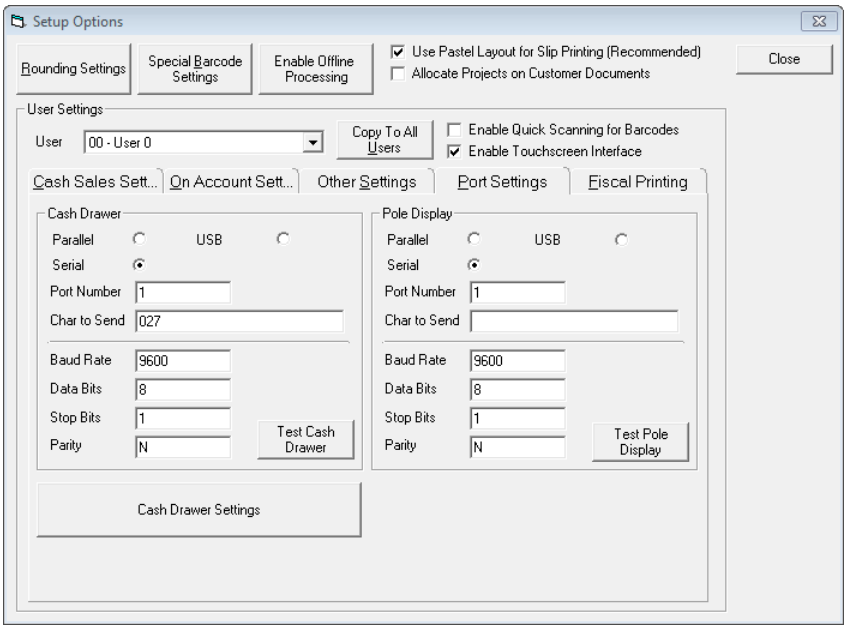
Remember that at least one supervisor will require all settings.

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



Touchscreen Options

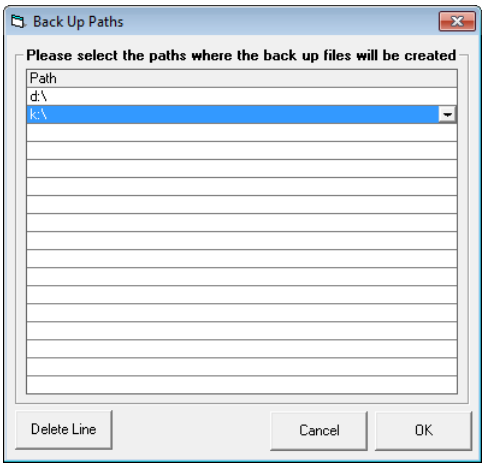
To enable the Touchscreen interface, check the option “Enable Touchscreen Interface”:



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.



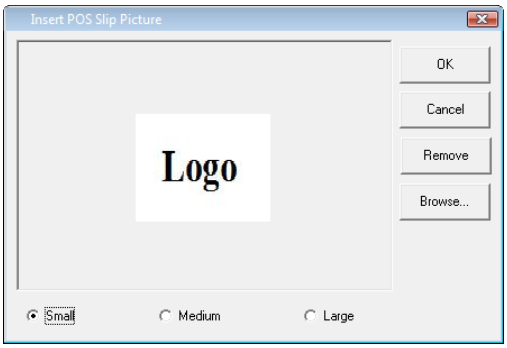
Offline Options

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.

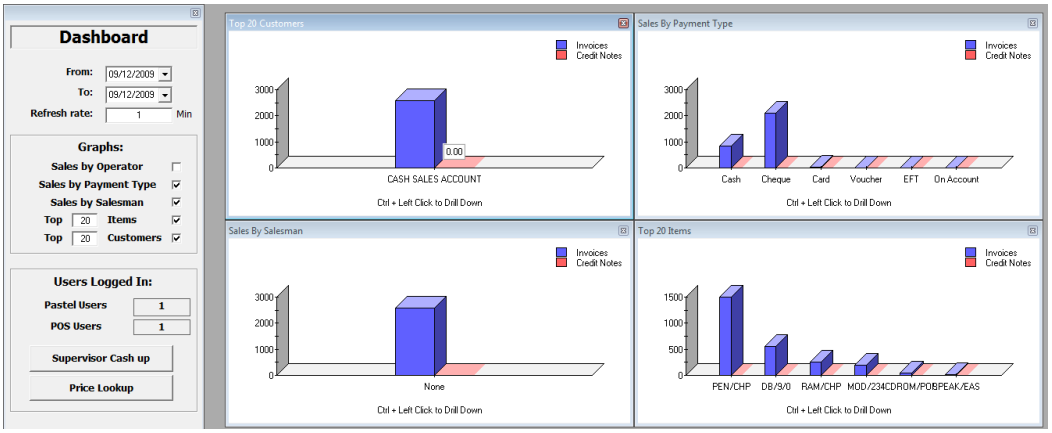
POS Slip Logo

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.

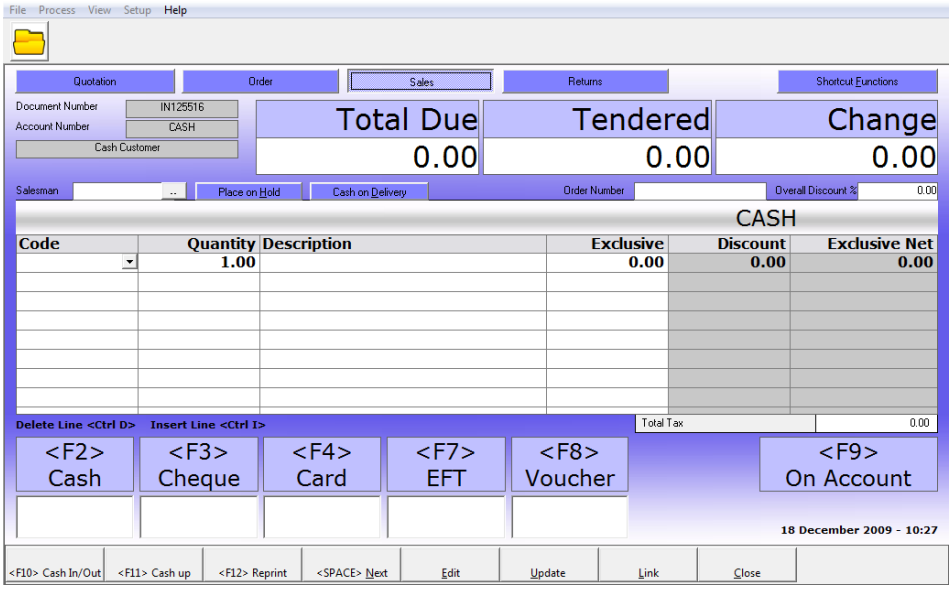


Point of Sale Processing

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

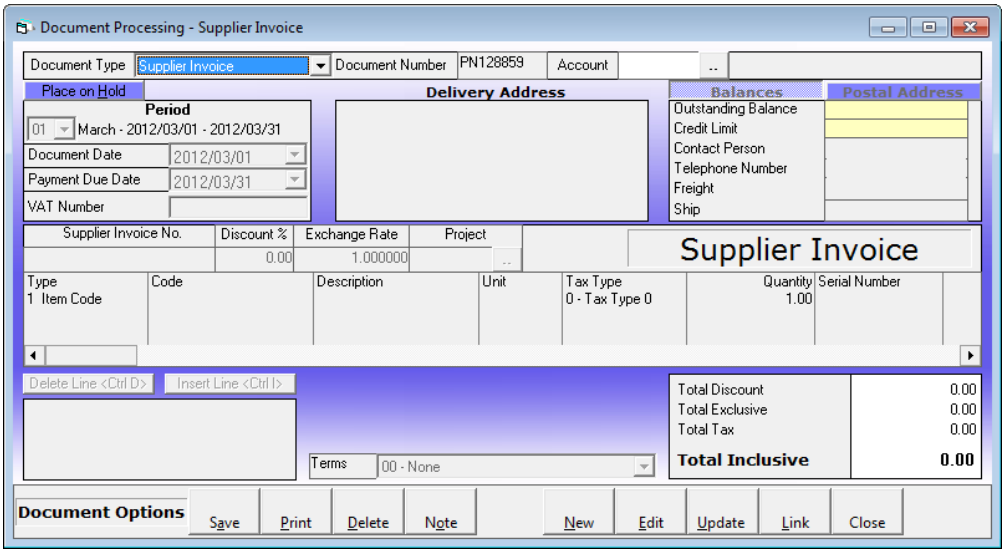
Supplier Documents

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:



Processing supplier documents in Pastel POS is similar to processing supplier documents in the main Pastel product, so we do not document it here.

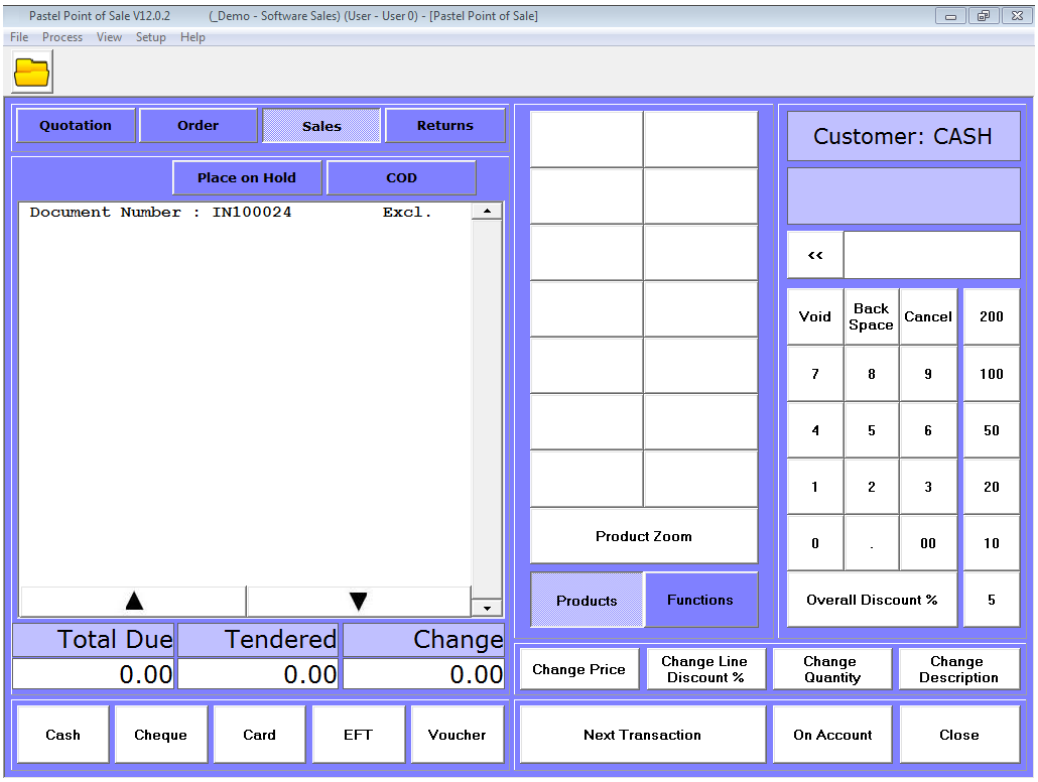
There are a few differences between processing in the two systems:

- 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.

Touchscreen Processing

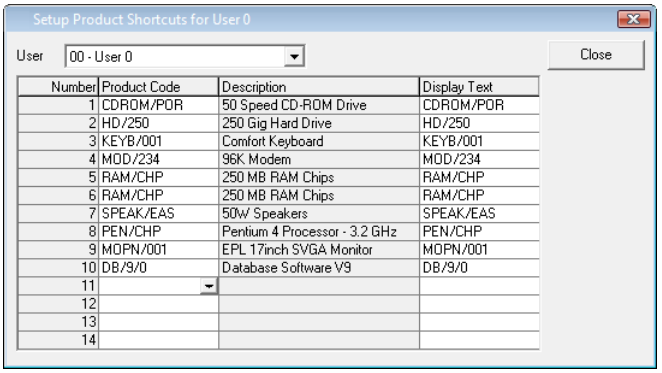
This is the main POS sales touchscreen interface.

To access this function, select the Process...Point of Sale menu option:



Functionality of touchscreen is the same as normal POS processing. In the centre is a shortcut menu with the most regularly sold items. This shortcut menu is setup for each user. A maximum of 14 items is included in the shortcut menu.

You include items in the shortcut menu via Setup...Touchscreen Shortcuts menu option:



Number	Product Code	Description	Display Text
1	CDROM/POR	50 Speed CD-ROM Drive	CDROM/POR
2	HD/250	250 Gig Hard Drive	HD/250
3	KEYB/001	Comfort Keyboard	KEYB/001
4	MOD/234	96K Modem	MOD/234
5	RAM/CHP	250 MB RAM Chips	RAM/CHP
6	RAM/CHP	250 MB RAM Chips	RAM/CHP
7	SPEAK/EAS	50W Speakers	SPEAK/EAS
8	PEN/CHP	Pentium 4 Processor - 3.2 GHz	PEN/CHP
9	MOPN/001	EPL 17inch SVGA Monitor	MOPN/001
10	DB/9/0	Database Software V9	DB/9/0
11			
12			
13			
14			

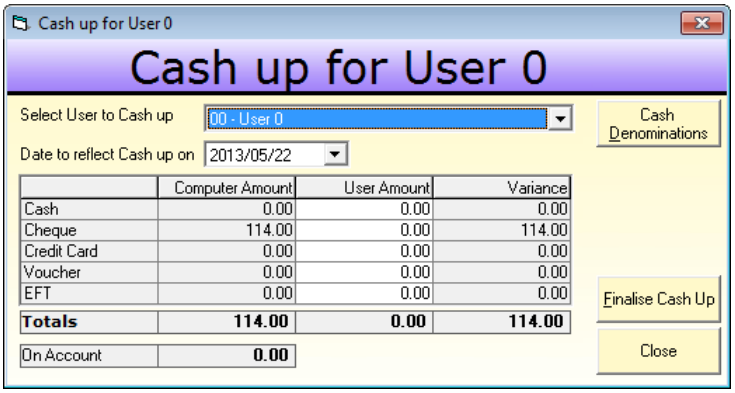
Supervisor Cash Up

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:

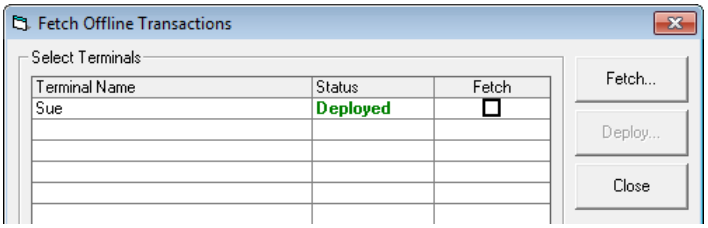


Offline Management

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:



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
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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
INA10001	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
INA10002	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
INA10003	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 – Sage Intelligence Reporting

In this chapter, we look at the Sage Intelligence Reporting add-on module.

→ **Sage Intelligence Reporting Overview**

→ **Working with the Sage Intelligence Reporting**

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.

Sage Intelligence Reporting 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 Sage Intelligence Reporting 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 Sage Intelligence Reporting

The Sage Intelligence Reporting 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.

Sage Intelligence Reporting 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, Sage Intelligence Reporting lets you work with the data outside of the accounting system, where you can manipulate it at your leisure. To do this, Sage Intelligence Reporting 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 Sage Intelligence Reporting. 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

Sage Intelligence Reporting 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.

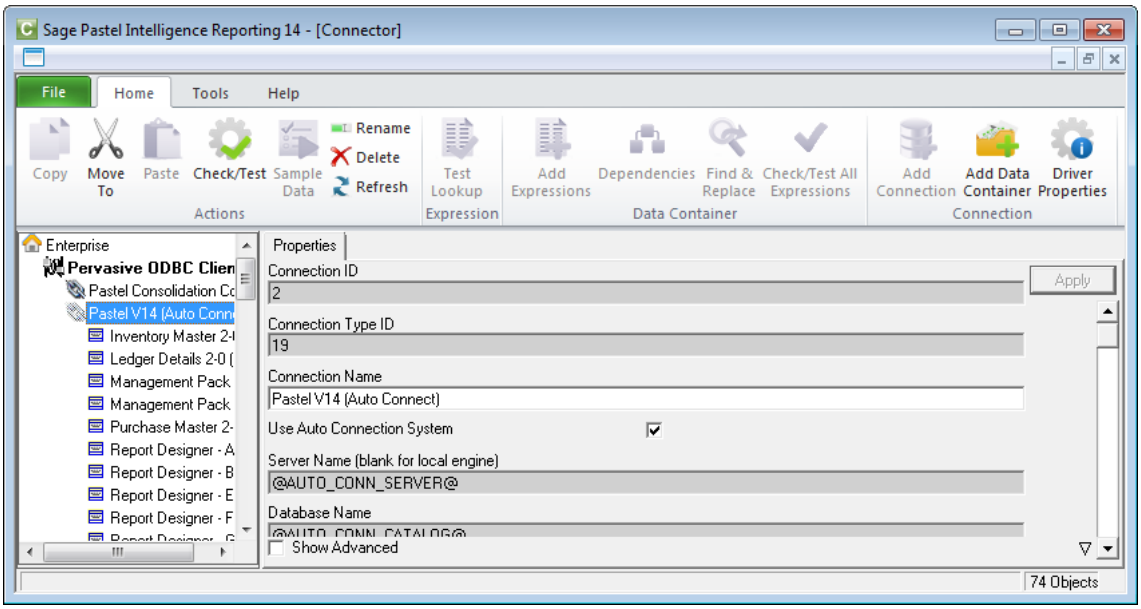
Sage Intelligence Reporting makes use of the following objects to extract all and only the data you require:

- 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.

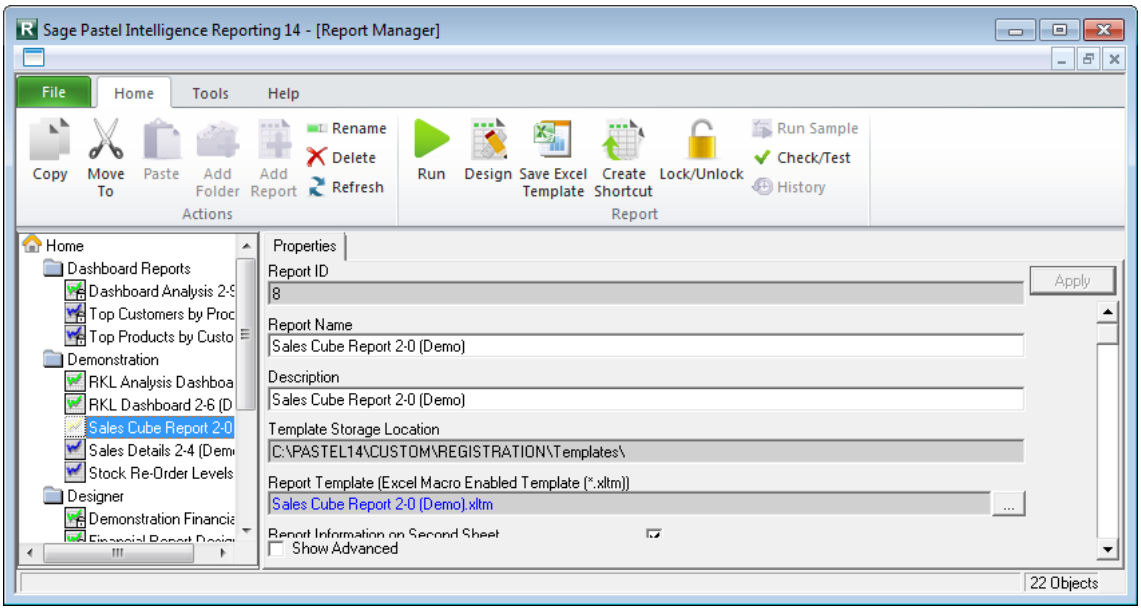
Once all the containers and expressions are set up (if you do not use the standard ones), you create or edit a report to move the data. Most of the time, all you need to do is to choose the fields from the various database tables in the system. Besides choosing which fields, you can include powerful 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 Sage Intelligence Reporting via the View...Sage Intelligence Reporting 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...Intelligence Reporting... Launch...Connector 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...Intelligence Reporting...Launch...Report Manager menu:

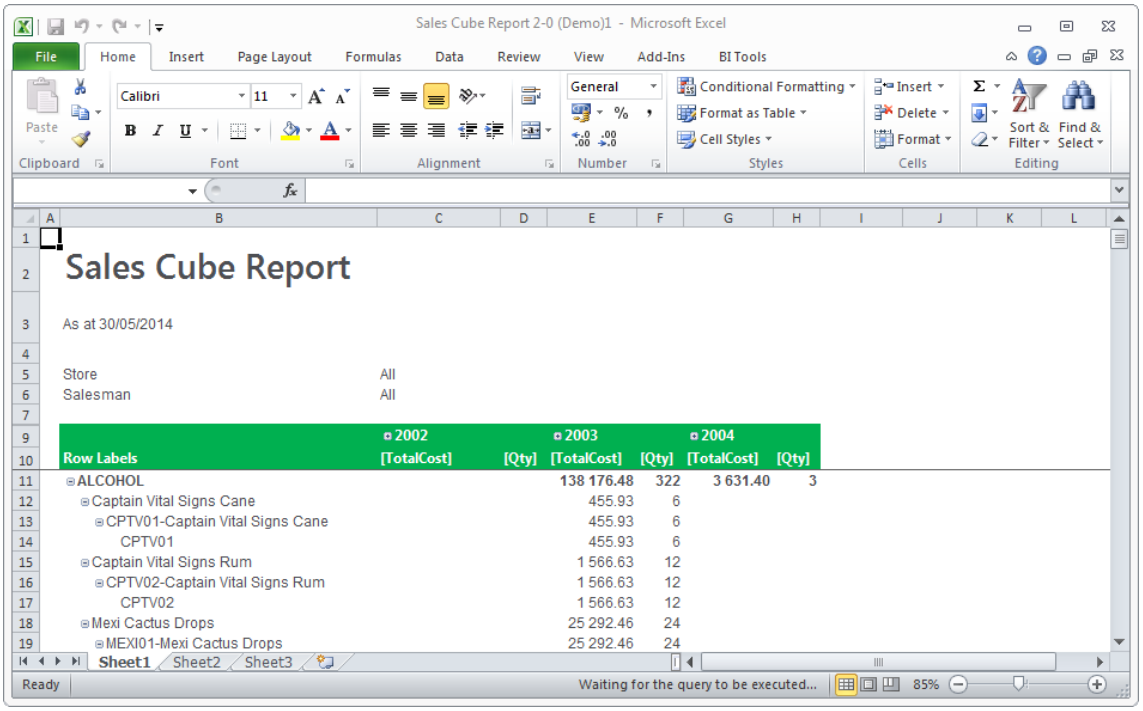


In the report's Filters tab, we limit the report to include invoices with a total value greater than 10,000.

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.

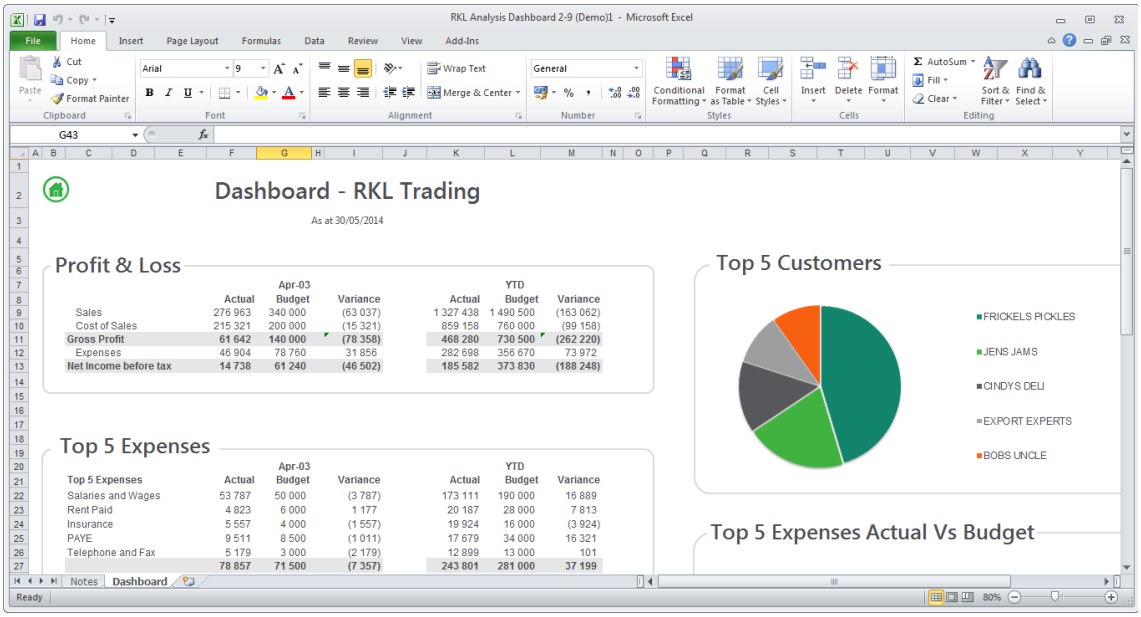
You use the other tabs to sort data, specify column sequences.

You can run the report simply clicking on the Run button from the menu:

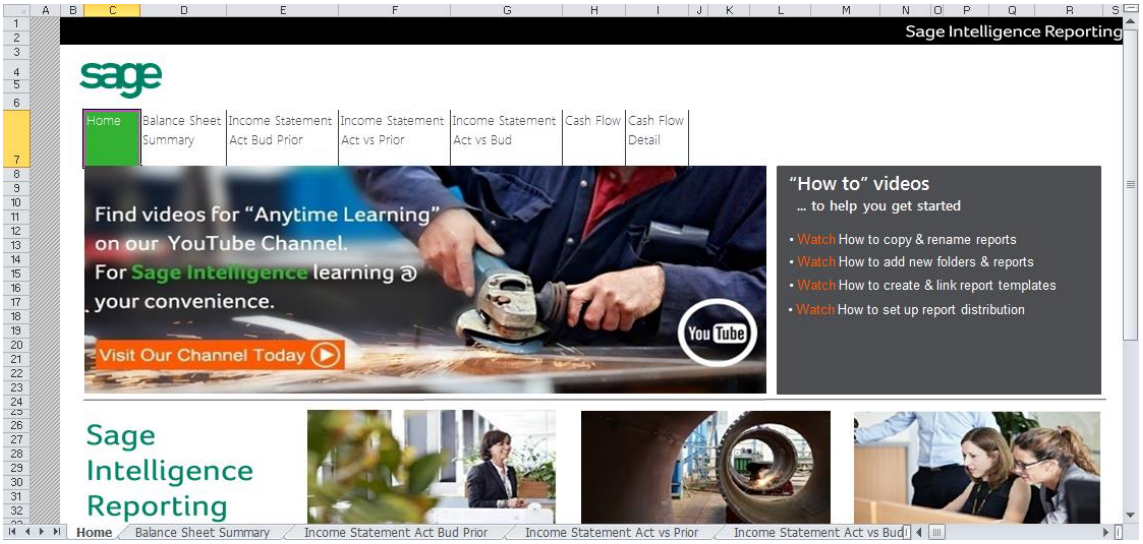


Standard Reports and Templates

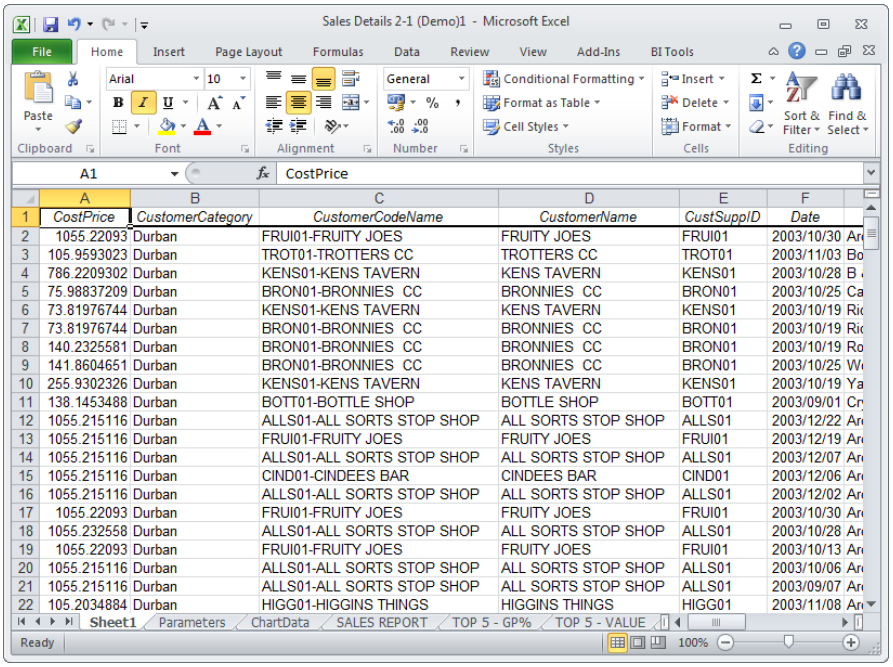
The system ships with a powerful set of standard reports and templates. Here is a dashboard analysis example:



The Financial Report Designer has pre populated spread sheets that can easily be accessed from a menu.

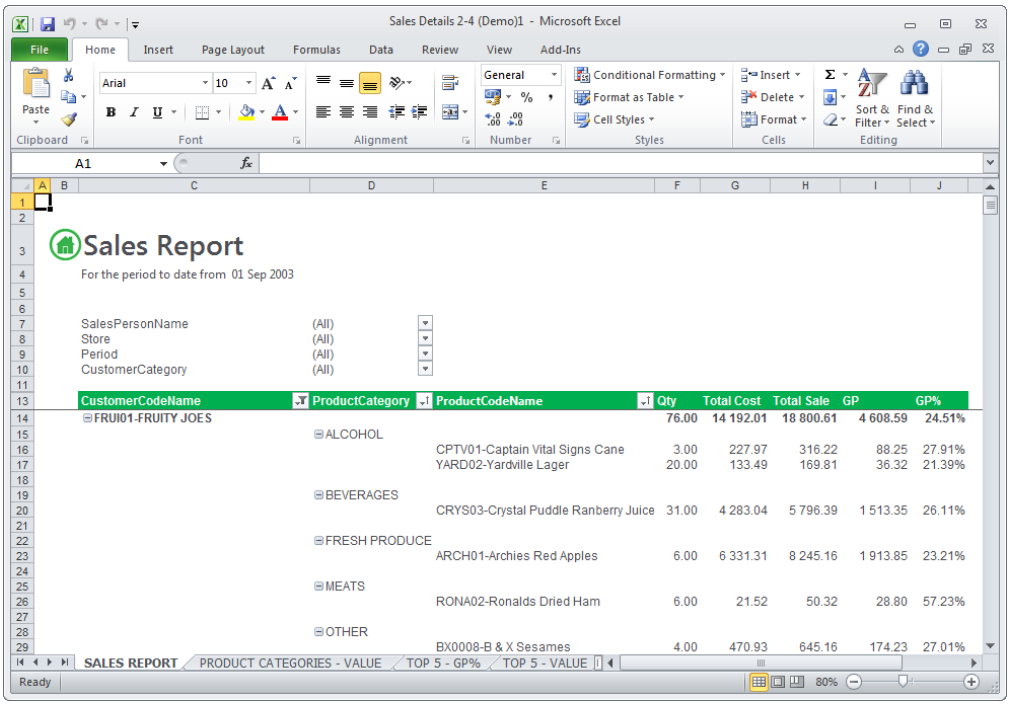


Here is an example of a sales analysis. Sage Intelligence Reporting turns raw data that looks like this:

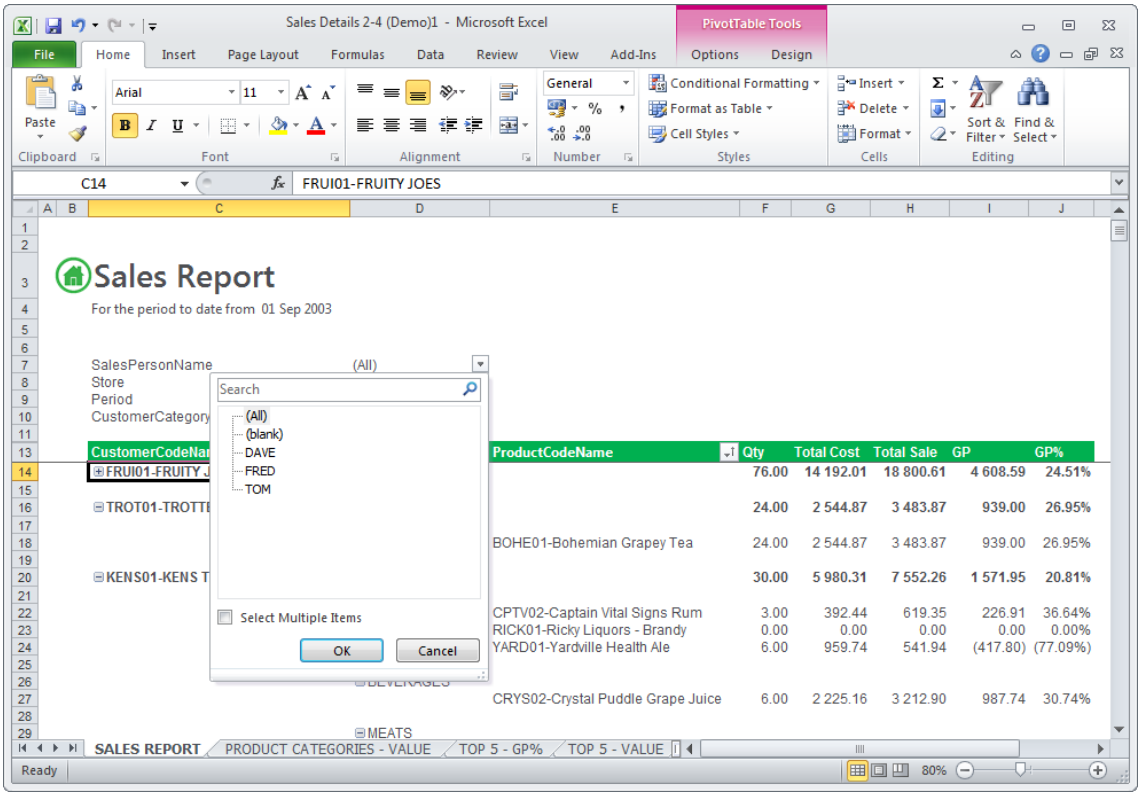


	A	B	C	D	E	F
1	CostPrice	CustomerCategory	CustomerCodeName	CustomerName	CustSuppID	Date
2	1055.22093	Durban	FRUI01-FRUITY JOES	FRUITY JOES	FRUI01	2003/10/30
3	105.9593023	Durban	TROT01-TROTTERS CC	TROTTERS CC	TROT01	2003/11/03
4	786.2209302	Durban	KENS01-KENS TAVERN	KENS TAVERN	KENS01	2003/10/28
5	75.98837209	Durban	BRON01-BRONNIES CC	BRONNIES CC	BRON01	2003/10/25
6	73.81976744	Durban	KENS01-KENS TAVERN	KENS TAVERN	KENS01	2003/10/19
7	73.81976744	Durban	BRON01-BRONNIES CC	BRONNIES CC	BRON01	2003/10/19
8	140.2325581	Durban	BRON01-BRONNIES CC	BRONNIES CC	BRON01	2003/10/19
9	141.8604651	Durban	BRON01-BRONNIES CC	BRONNIES CC	BRON01	2003/10/25
10	255.9302326	Durban	KENS01-KENS TAVERN	KENS TAVERN	KENS01	2003/10/19
11	138.1453488	Durban	BOTT01-BOTTLE SHOP	BOTTLE SHOP	BOTT01	2003/09/01
12	1055.215116	Durban	ALLS01-ALL SORTS STOP SHOP	ALL SORTS STOP SHOP	ALLS01	2003/12/22
13	1055.215116	Durban	FRUI01-FRUITY JOES	FRUITY JOES	FRUI01	2003/12/19
14	1055.215116	Durban	ALLS01-ALL SORTS STOP SHOP	ALL SORTS STOP SHOP	ALLS01	2003/12/07
15	1055.215116	Durban	CIND01-CINDEES BAR	CINDEES BAR	CIND01	2003/12/06
16	1055.215116	Durban	ALLS01-ALL SORTS STOP SHOP	ALL SORTS STOP SHOP	ALLS01	2003/12/02
17	1055.22093	Durban	FRUI01-FRUITY JOES	FRUITY JOES	FRUI01	2003/10/30
18	1055.232558	Durban	ALLS01-ALL SORTS STOP SHOP	ALL SORTS STOP SHOP	ALLS01	2003/10/28
19	1055.22093	Durban	FRUI01-FRUITY JOES	FRUITY JOES	FRUI01	2003/10/13
20	1055.215116	Durban	ALLS01-ALL SORTS STOP SHOP	ALL SORTS STOP SHOP	ALLS01	2003/10/06
21	1055.215116	Durban	ALLS01-ALL SORTS STOP SHOP	ALL SORTS STOP SHOP	ALLS01	2003/09/07
22	105.2034884	Durban	HIGG01-HIGGINS THINGS	HIGGINS THINGS	HIGG01	2003/11/08

Into organised tables like this:

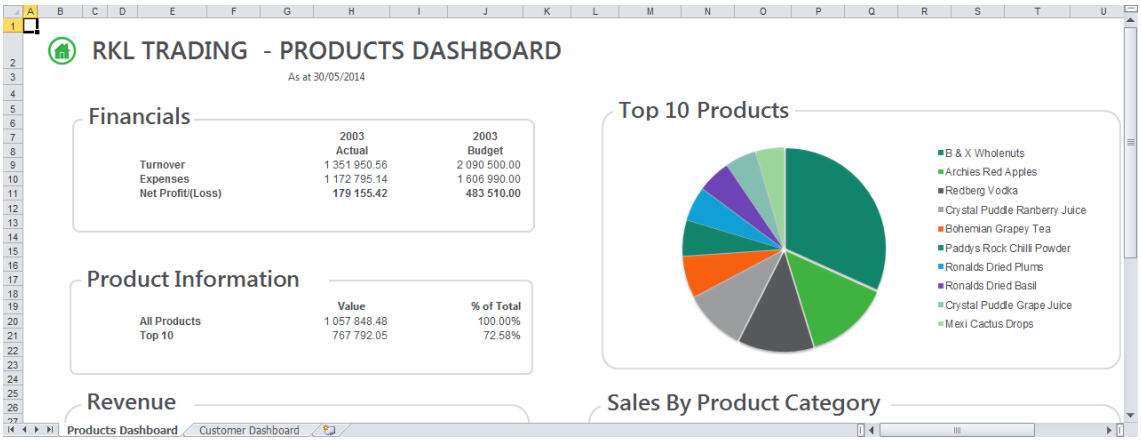


You can range within this table on just about any of the fields. Here, we can choose a salesperson:



You can turn these values into graphs:

Finally, here is an example of a dashboard interface that summarises key values graphically:


RKL TRADING - PRODUCTS DASHBOARD
As at 30/05/2014
Financials
2003 Actual
2003 Budget
Turnover 1 351 950.56 2 090 500.00
Expenses 1 172 795.14 1 606 990.00
Net Profit/(Loss) 179 155.42 483 510.00
Product Information
Value
% of Total
All Products 1 057 848.48 100.00%
Top 10 767 792.05 72.58%
Revenue
Top 10 Products
B & X Wholenuts
Archies Red Apples
Redberg Vodka
Crystal Puddle Ranberry Juice
Bohemian Grapey Tea
Paddys Rock Chilli Powder
Ronalds Dried Plums
Ronalds Dried Basil
Crystal Puddle Grape Juice
Mexi Cactus Drops
Sales By Product Category
Products Dashboard
Customer Dashboard

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 Sage 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.

Note that Bank Manager is a single-user module. Only one user can work in Bank Manager at a time.

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.

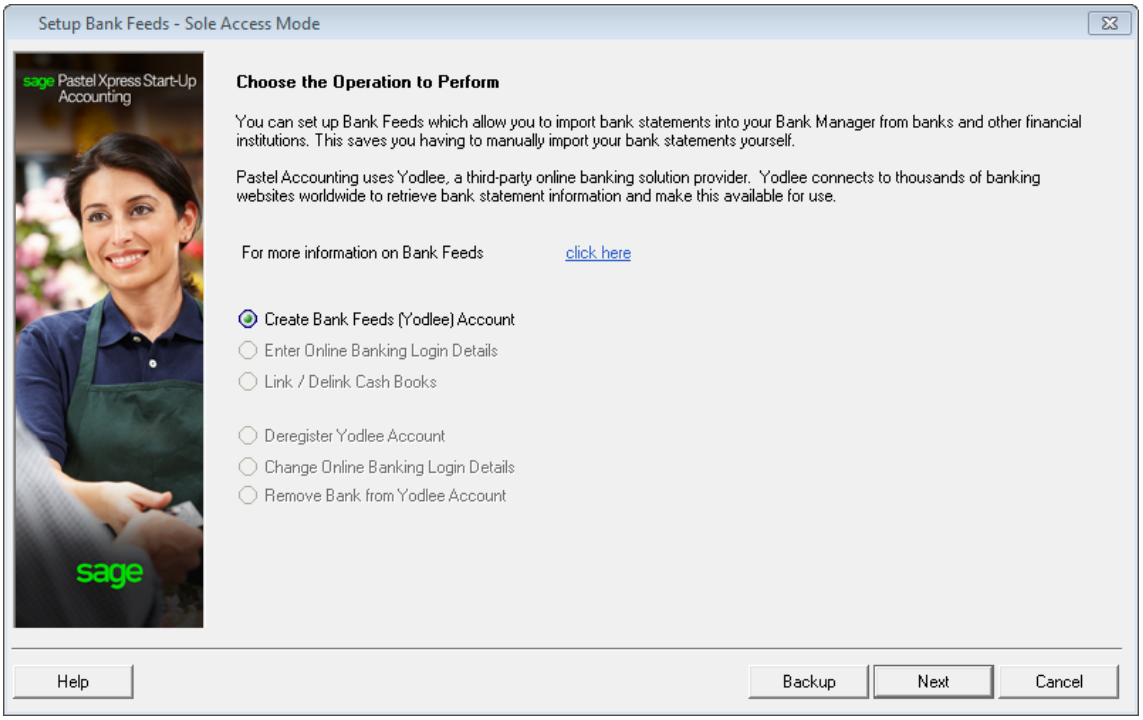
Working with Bank Manager

Download the Bank Statement

Bank feeds

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.

You will need to create an account with the service provider and once you have registered your account, you will link your bank account to automatic bank feeds.



On a daily basis, access the Request bank feeds option by selecting Process…Cash Book from the main menu.

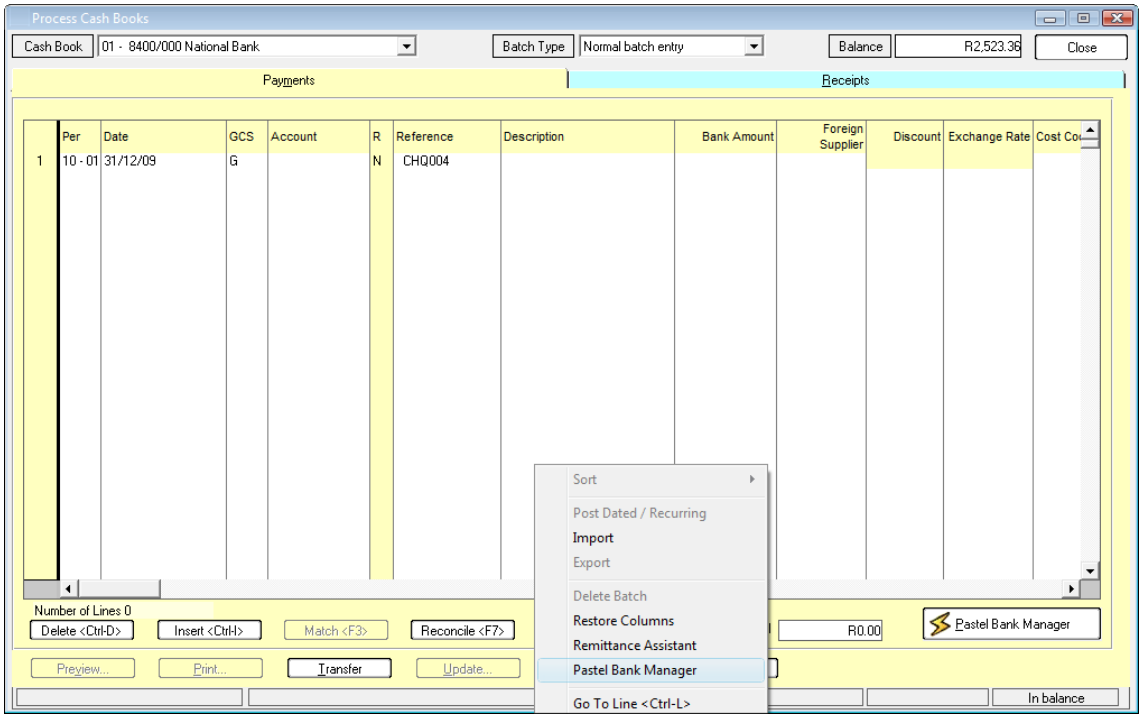
Once the statement has been downloaded, process Bank Manager as normal.

Manual bank statement downloads

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.

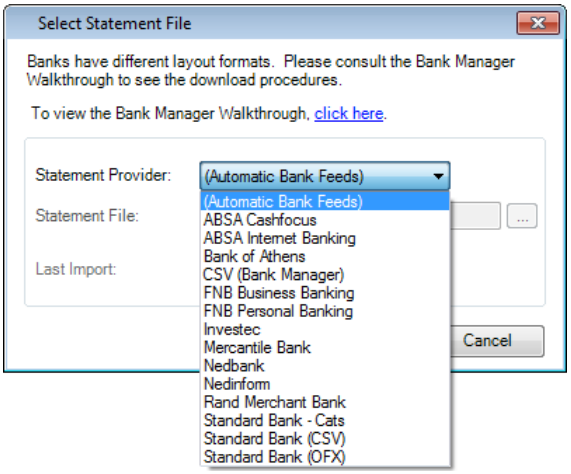
Note that banks offer different formats, and we only accommodate a specific format per bank. See below for where you can see the available formats. In the help file, we give specific instructions per bank.

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:



Importing the Bank Statement

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.

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. To make use of the automatic bank feeds, you will need to create an account with the service provider.

To create your Automatic Bank Feeds account, access the Setup Automatic Bank Feeds by selecting Setup…Automatic Bank Feeds from the main menu.

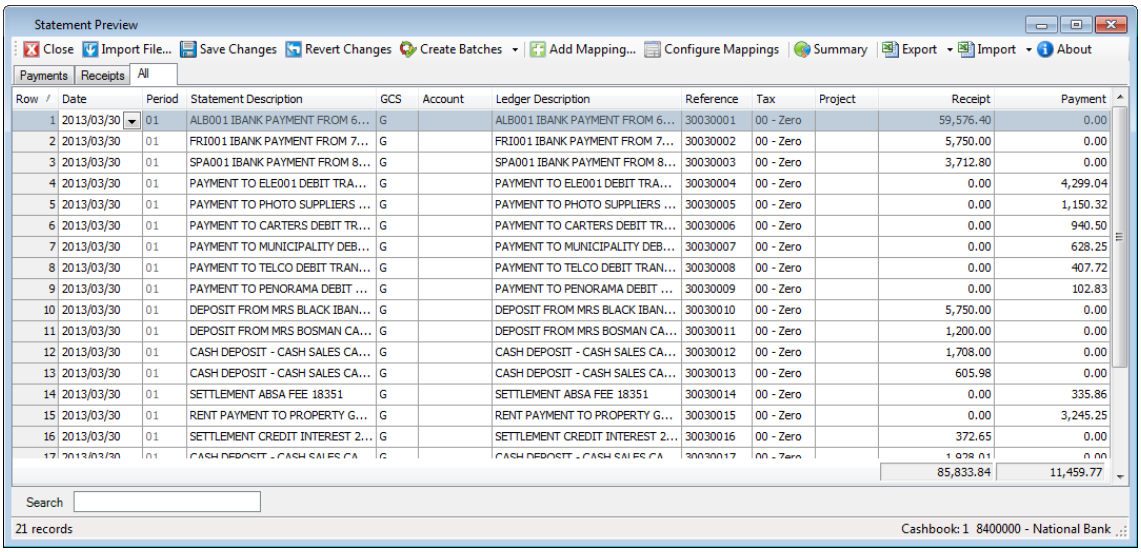
Once you have created your account you will link your cash book to your bank account and download your bank statement.

Only one bank statement per bank account can be downloaded per day when using the Automatic Bank Feed.

It is important to plan the Automatic Bank Feed to ensure that maximum advantage is gained from the download.

Manual Bank Feeds

You then select the bank file that you downloaded from the Internet. The transactions display in the main Bank Manager window:



Row	Date	Period	Statement Description	GCS	Account	Ledger Description	Reference	Tax	Project	Receipt	Payment
1	2013/03/30	01	ALB001 IBANK PAYMENT FROM 6...	G		ALB001 IBANK PAYMENT FROM 6...	30030001	00 - Zero		59,576.40	0.00
2	2013/03/30	01	FRI001 IBANK PAYMENT FROM 7...	G		FRI001 IBANK PAYMENT FROM 7...	30030002	00 - Zero		5,750.00	0.00
3	2013/03/30	01	SPA001 IBANK PAYMENT FROM 8...	G		SPA001 IBANK PAYMENT FROM 8...	30030003	00 - Zero		3,712.80	0.00
4	2013/03/30	01	PAYMENT TO ELE001 DEBIT TRA...	G		PAYMENT TO ELE001 DEBIT TRA...	30030004	00 - Zero		0.00	4,299.04
5	2013/03/30	01	PAYMENT TO PHOTO SUPPLIERS ...	G		PAYMENT TO PHOTO SUPPLIERS ...	30030005	00 - Zero		0.00	1,150.32
6	2013/03/30	01	PAYMENT TO CARTERS DEBIT TR...	G		PAYMENT TO CARTERS DEBIT TR...	30030006	00 - Zero		0.00	940.50
7	2013/03/30	01	PAYMENT TO MUNICIPALITY DEB...	G		PAYMENT TO MUNICIPALITY DEB...	30030007	00 - Zero		0.00	628.25
8	2013/03/30	01	PAYMENT TO TELCO DEBIT TRAN...	G		PAYMENT TO TELCO DEBIT TRAN...	30030008	00 - Zero		0.00	407.72
9	2013/03/30	01	PAYMENT TO PENORAMA DEBIT ...	G		PAYMENT TO PENORAMA DEBIT ...	30030009	00 - Zero		0.00	102.83
10	2013/03/30	01	DEPOSIT FROM MRS BLACK IBAN...	G		DEPOSIT FROM MRS BLACK IBAN...	30030010	00 - Zero		5,750.00	0.00
11	2013/03/30	01	DEPOSIT FROM MRS BOSMAN CA...	G		DEPOSIT FROM MRS BOSMAN CA...	30030011	00 - Zero		1,200.00	0.00
12	2013/03/30	01	CASH DEPOSIT - CASH SALES CA...	G		CASH DEPOSIT - CASH SALES CA...	30030012	00 - Zero		1,708.00	0.00
13	2013/03/30	01	CASH DEPOSIT - CASH SALES CA...	G		CASH DEPOSIT - CASH SALES CA...	30030013	00 - Zero		605.98	0.00
14	2013/03/30	01	SETTLEMENT ABSA FEE 18351	G		SETTLEMENT ABSA FEE 18351	30030014	00 - Zero		0.00	335.86
15	2013/03/30	01	RENT PAYMENT TO PROPERTY G...	G		RENT PAYMENT TO PROPERTY G...	30030015	00 - Zero		0.00	3,245.25
16	2013/03/30	01	SETTLEMENT CREDIT INTEREST 2...	G		SETTLEMENT CREDIT INTEREST 2...	30030016	00 - Zero		372.65	0.00
17	2013/03/30	01	CASH DEPOSIT - CASH SALES CA...	G		CASH DEPOSIT - CASH SALES CA...	30030017	00 - Zero		1,938.01	0.00
										85,833.84	11,459.77

These transactions are in the Bank Manager module, not in Sage 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.

- 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 Sage 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.

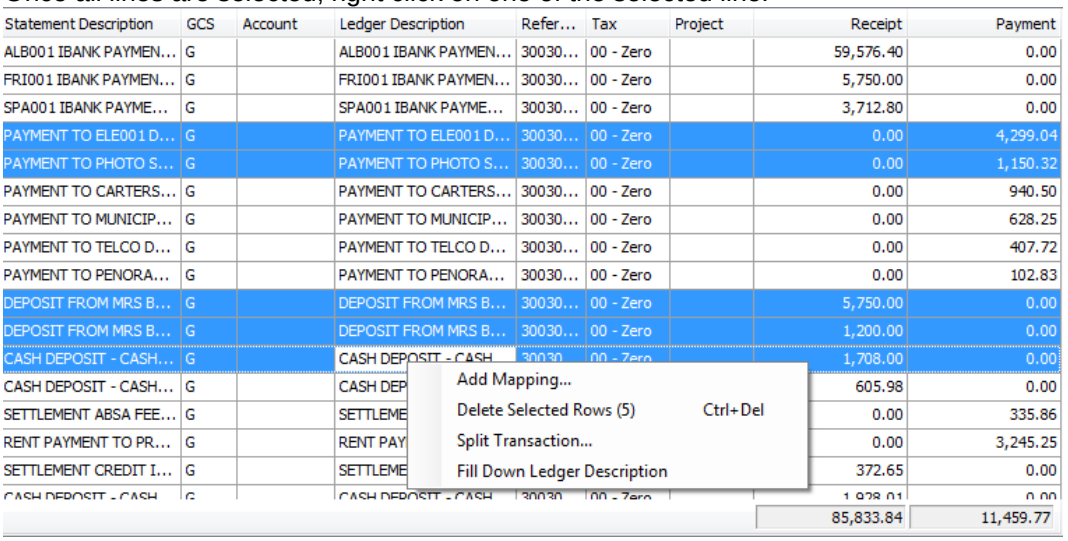
The power of the Bank Manager add on module is that you can automate many of these editing functions. You can save some of these editing methods, which over time automates much of the work that you would normally have to do.

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. Hole 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.



Statement Description	GCS	Account	Ledger Description	Refer...	Tax	Project	Receipt	Payment
ALB001 IBANK PAYMEN...	G		ALB001 IBANK PAYMEN...	30030...	00 - Zero		59,576.40	0.00
FRI001 IBANK PAYMEN...	G		FRI001 IBANK PAYMEN...	30030...	00 - Zero		5,750.00	0.00
SPA001 IBANK PAYME...	G		SPA001 IBANK PAYME...	30030...	00 - Zero		3,712.80	0.00
PAYMENT TO ELE001 D...	G		PAYMENT TO ELE001 D...	30030...	00 - Zero		0.00	4,299.04
PAYMENT TO PHOTO S...	G		PAYMENT TO PHOTO S...	30030...	00 - Zero		0.00	1,150.32
PAYMENT TO CARTERS...	G		PAYMENT TO CARTERS...	30030...	00 - Zero		0.00	940.50
PAYMENT TO MUNICIP...	G		PAYMENT TO MUNICIP...	30030...	00 - Zero		0.00	628.25
PAYMENT TO TELCO D...	G		PAYMENT TO TELCO D...	30030...	00 - Zero		0.00	407.72
PAYMENT TO PENORA...	G		PAYMENT TO PENORA...	30030...	00 - Zero		0.00	102.83
DEPOSIT FROM MRS B...	G		DEPOSIT FROM MRS B...	30030...	00 - Zero		5,750.00	0.00
DEPOSIT FROM MRS B...	G		DEPOSIT FROM MRS B...	30030...	00 - Zero		1,200.00	0.00
CASH DEPOSIT - CASH...	G		CASH DEPOSIT - CASH	30030	00 - Zero		1,708.00	0.00
CASH DEPOSIT - CASH...	G		CASH DEP				605.98	0.00
SETTLEMENT ABSA FEE...	G		SETTLEME				0.00	335.86
RENT PAYMENT TO PR...	G		RENT PAY				0.00	3,245.25
SETTLEMENT CREDIT I...	G		SETTLEME				372.65	0.00
CASH DEPOSIT - CASH	G		CASH DEPOSIT - CASH	30030	00 - Zero		1,928.01	0.00
							85,833.84	11,459.77

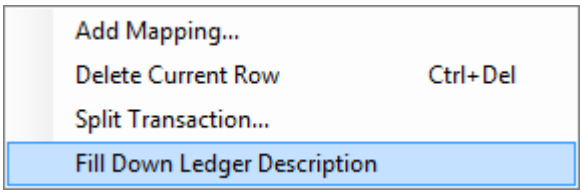
4. Select the option Delete Selected Rows and all selected rows will be deleted.

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.

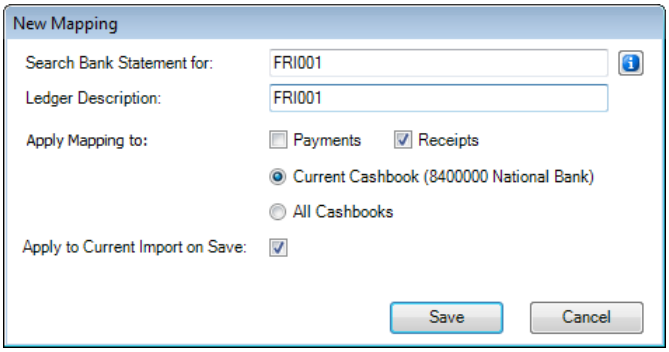
Therefore, to be as accurate as possible, select phrases that are unique enough to link to a specific account, and not specific enough to never occur again. For example, selecting the phrase "bank charges (3.45)" is not good practice because "(3.45)" will change in the following month, and the system 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.



4. When you click Save, the system replaces the account, tax type, and description in each line that contains the phrase:

Ledger Description	Refer...	Tax	Project	Receipt	Payment
ALB001 IBANK PAYMENT ...	30030...	00 - Zero		59,576.40	0.00
FRI001	30030...	00 - Zero		5,750.00	0.00
SPA001 IBANK PAYMENT...	30030...	00 - Zero		3,712.80	0.00
PAYMENT TO ELE001 DE...	30030...	00 - Zero		0.00	4,299.04

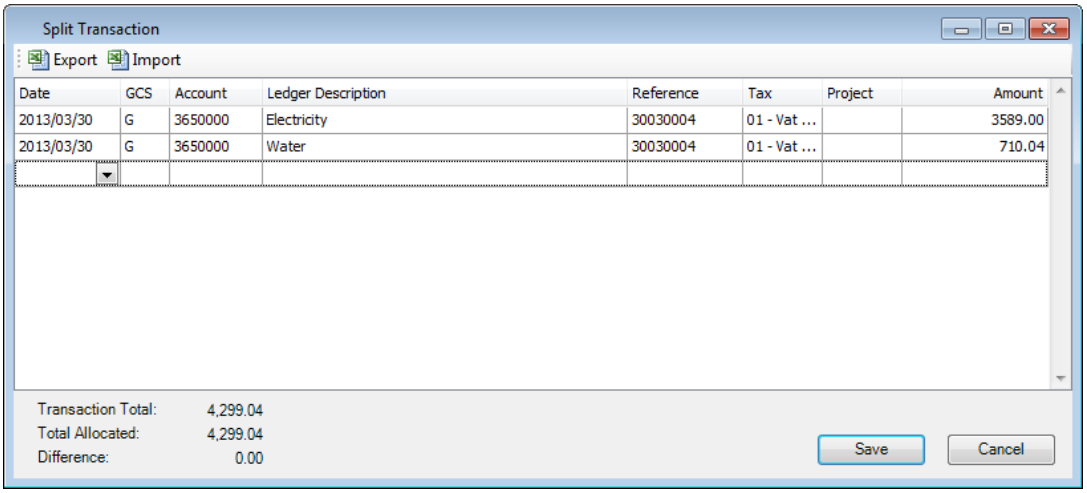
Splitting Lines into Multiple Accounts

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:



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 Sage 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 Sage Pastel, or you duplicated transactions. You can check this in the Reconciliation tab:

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 Sage 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.

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