sage Pastel Accounting

what's NEW?

Table of Contents

New Features	3
Office 365 integration	3
New UI	3
Inventory search	4
Payroll / Accounting integration	4
New icons	5
Enlarged processing screens	7
Password reset in-app	10
Capitec included in Bank Manager	10
Sage Pay bank feeds	10
My Customer Zone – payment gateway	10

New Features

The following new features are available in Sage Pastel Partner Version 18:

Office 365 integration

With Microsoft Office 365 Business Premium you will have the opportunity to integrate Sage Pastel Version 18 into Office 365.

Sage Contact

With Sage Contact, you can synchronise your Sage Pastel customer and supplier accounts with Office 365 Outlook. In Outlook, you can view a customer's balances and simultaneously send a customer an email. This does not require you to switch between Sage Pastel and Outlook. You can also update the customers' contact details while in Outlook and the updates will be pushed into Sage Pastel.

Cloud backup

As a Microsoft 365 Office Premium client, you will have access to OneDrive. Select your OneDrive path as the backup path and each time you back up your data will be stored in OneDrive in the cloud. Safe and secure.

New UI

Sage Pastel Version 18 has introduced a new and fresh user interface. This latest design enhances the visual experience by incorporating recent trends with strong references to the Sage brand.

Version 18										
Software Sales (_DEMO)									-	
FILE EDIT PROCESS VIEW C	HANGE SETUP U	TILITY WINDOW FAV	OURITES HELP							
📫 📑 📑 🛃	a	🛋 🛛 🐮	1 🕴 🔮	P (7) 💆	🚍 🚺 🖣	ø 🥻	9 🕄			
Options 🔺	Inventory : Drag	a column header here to	group by that column					JHB		✓ <u>R</u> efresh
Close Explorer	Item Code	Group	Category	Store Code	Description Blo	ocked	User Def Field 1	User Def Field 2	User Def Field 3	U
	ACC/LOC	002	Inventory Goods	JHB	Accounting Software N					
Tasks 🔺	C/001	001	Services	JHB	Consulting - On Site N					
Dustomers	CDROM/POR	002	Inventory Goods	JHB	50 Speed CD-ROM Drv N					
Suppliers	DR/9/0	002	Inventory Goods	JHB	Database Software V9 N					
Inventory (20)	HD/250	002	Inventory Goods	IHB	250 Gig Hard Drive N					
General Ledger	INV2P	002	Inventory Goods	JHB	2 Part Pre-printed Invo N					
	KEYB/001	002	Inventory Goods	JHB	Comfort Keyboard N					
To Do List 🔺	MOD/234	002	Inventory Goods	JHB	96K Modem N					
Notes Due Today	MOPN/001	002	Inventory Goods	JHB	EPL 17inch SVGA Mon N					
Notes Overdue	MOUSE/STD	002	Inventory Goods	JHB	Super Mouse with Pad N					
Customer Invoices Due Today	PEN/CHP	002	Inventory Goods	JHB	Pentium 4 Processor - N					
Overdue Customer Invoices	RAM/CHP	002	Inventory Goods	JHB	250 MB RAM Chips N					
Post Dated Batches Due Today	SOHO/200	002	Inventory Goods	JHB	SOHO Computer N					
Overdue Post Dated Batches	SPEAK/EAS	002	Inventory Goods	THR	50W Speakers N					
Quotations Expiring Today	SPR/LUC	002	Inventory Goods	JHB	2 Deet Dee printed State N					
Overdue Quotations	VEC/400	002	Inventory Goods	IHB	Vector Computer N					
Sales Urders to Deliver Today	WIN/OS	002	Inventory Goods	JHB	Windows XP Operating N					
Divergue Sales Urders	WP/LOC	002	Inventory Goods	JHB	Word Processor Softwi N					
Overdue Pruchase Orders Supplier Invoices to be Paid To Overdue Supplier Invoices Show To Do List Apply Selection and Refresh To Do Lis	¢									>

Inventory search

The new search function is only available in the inventory search. This new search function allows for a more custom search and not only a search on specific fields like code or description. The new search function will search on Item Code, Description and Barcode simultaneously.

When you enter a character in the Search for field, click on the tick or press Enter on the keyboard and you will start your search. You can add characters in the Search for field to narrow down the search.

If you enter a number and all your barcodes start with that same number, then all your items will display in the search.

You can drag the columns left and right to rearrange the order of the columns to have the description column display first then the item code. If you rearrange the columns and want them to return to their original state, click on the Restore Grid Layout button in the menu bar. This will restore the columns to their original state.

Each column can filter from A-Z, Z-A or 0-9, 9-0. Click on the column heading to change the display order.

Each column has a filter icon in the top right corner. When you have multiple items that belong to the same category or there are multiple items with the same item code or description, click on the filter and select the Item Code, Description or Category. Only these selected items will display to reduce the number of items in the search.

Item Code 🛛 🗵

If you have multiple stores, select an item then click on the Show Store Details [+] button from the menu bar. This will expand the item and display the store that the item is located at. Once displayed, the quantities on hand will be displayed with the pricing and bin of the item. Multiple items can be selected to display the store information. To close the stores, select the item and click on Collapse Store Details [-] or click on the Collapse All Store Details button to close all the stores that are displayed.

Once you have selected an item, you can click on the Enquire button or press F5 on your keyboard for more information on the item.

Payroll / Accounting integration

An assistant has been developed to integrate your Payroll transactions into Sage Pastel Version 18. Once you have created the profile, you process the transaction and they will be integrated into the payroll journal in Sage Pastel Version 18.

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?

	PASTEL MENU BAR ICONS									
Old	New		Old	New						
		Open a Company			Process Customer Documents					
	-	Process Supplier Documents		_ \$	Process Cashbooks					
6		Process Bank Reconciliation			Process Journals					
		Process Point of Sale		2	Edit Customers					
D	2	Edit Suppliers			Edit Inventory					
3		Graphs / Financial Ratios		7	Intelligence Reporting					
Ø	\sim	Dashboard Reports		5	Pastel Debtors Manager					
		Pastel Fax	(24)		Pastel Payroll					
	7	Connected Apps	@	F	E-learning					
Ę	Ø	Pastel Explorer or Navigator			Note Facility					
ç	Ø	Live Chat	?	?	Help Menu					
Ð	e Add	New / Add		∠ Edit	Edit					
8	Delete	Delete		E Save	Save					
8	O Cancel	Cancel	Q	Q Search	Search					

1	1 1 Code	List by Code		A‡ Desc	List by Description
K	I ◀ First	Return to First record	\langle	Prev	Return to Previous record
\mathbf{i}	► Next	Proceed to Next record	(\mathbf{k})	► Last	Proceed to Last record

Enlarged processing screens

The following processing screens have been widened to prevent the user from having to scroll left and right and missing data fields.

Time and Billing:

Enter Timesh	neets							- 0	×
Timesheet N	lumber * Glo	bal* 🔍							
Employee Co	ode								
Invoice Number	Date	Customer Code	Project	Activity Code	Description	Units	Units Worked	Units Charged	Exc
	29/09/17								
<				•			_		>
Times	heet	Delete	e/Insert	<u>N</u> ext Time	sheet	Print Timesheet		<u>C</u> lose	

崔 Enter Time	esheets					
Timesheet Nu	mber [*] Global*	٩				
Employee Cod	le 📃					
Invoice Number	Date	Customer Code	Project	Activity Code	Description	Units UI
				1		
			1			
				1		
			1			
<		:	:	;	:	>
Timeshee	et E)elete/Insert	Next	Timesheet	int Timesheet	Close

Receipting

It is possible to resize the columns in the Receipting screen.

Receipt							- 🗆 X
Session Number	1			Receip	t Number *Glob	al*	Close
Period	06 - 01/08/16 - 3	1/08/16 August	~				
Date	01/08/16	•		Outstand	ing Balance		<u>N</u> ext Receipt
Amount to Pay	Discount	<u>1</u> - Cash	<u>2</u> - Cheque	<u>3</u> - Card Auto	<u>4</u> - Card Manual	<u>5</u> - EFT	<u>C</u> ancel Receipt
R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	Print Receipt
Receipt Allocations and GCS Account	Analysis Description	Code De	scription	Project	Exclusive	Inclusive	Match <f3></f3>
		00			R0.00	R0.00	<u>S</u> how Details
<u>D</u> elete Line	Auto <u>M</u> at	tch Discount		Total Discount Total Amount		R0.00 R0.00	
				Total Amount to Total Amount P Change	aid		

🔁 Receipt									
Session Number	1		Receipt Number Kolobal*						
Period	06 - 01/08/16 - 31/	08/16 August	16 August 🗸						
Date	01/08/16	•			Outstanding B	lalance			Next Receipt
Amount to Pay	Discount	1 - Cash	2 - Cheque	в	3 - Card Auto	4 - Ca	rd Manual	5 - EFT	Cancel Receipt
R0.00	R0.00	R0.00	B	0.00	R0.00		R0.00	R0.00	Print Receipt
Receipt Allocation:	s and Analysis	· · · · · · · · · · · · · · · · · · ·	·			-			Match <f3></f3>
GCS Accou	nt Description		Code	Desc	cription		Project	Exclu	Show Details
			00	<u> </u>				R	Show Docais
				<u> </u>					
<	i	Ì		1				>	
	_	_		Tot	al Discount			R0.00	
Delete Line	Auto Match D	liscount		Tot	al Amount			R0.00	
				To	tal Amount to Pay				
				To	tal Amount Paid				
				Ch	ange				

Manufacturing

The Manufacturing screen has been redesigned so that there are no scroll bars on it.

Manufacture	Period S	election for Thi	s Year			Date		Manufact
C Unmanufacture	04 - 01/	06/16 - 30/06/10	5 June	~		Close		
Bill of Materials								Print Dicking
Code								THIRTICKING
Item to Manufacture								
Inventory Code								
Store								
Quantity	0.00			Qty or	n Hand			
Description				Refere	nce	BILLO	01	
Component Description	on	Store On Ha	nd Required	Selected	Balance	Purch Order	Max Items	

Process Ma	nufacture / Unmai	nufacture					×
Manufactu	Manufacture Period Selection for This Year Date						Manufacture
🔘 Unmanufa	cture	04 - 01/06/16 - 3	0/06/16 Ju	ne	30/06/1	6 💌	Close
Bill of Material Code	S						Print Picking Slip
ltem to Manuf	acture						
Inventory Cod	e						
Store							
Quantity		0.00		Qty or	n Hand		
Description				Refer	ence BILL	.0001	
Component	Description	Store	On Hand	Required	Selected	Balanc 🗚	•
						h	
<	1					>	

Password reset in-app

It is possible to recover your username or password and change your password from the login screen, quick easy and simple. You can now change your password or recover your password without having to call into the call center.

Capitec included in Bank Manager

Capitec bank statements have been included in the Bank Manager module. The download format is OFX and the download procedure can be confirmed by contacting your banking branch.

Select Statement File		×
Banks have different layou Walkthrough to see the do	t formats. Please consult the Bank Manager wnload procedures.	
To view the Bank Manager	Walkthrough, <u>click here</u> .	
Statement Provider:	ABSA Cashfocus ~	·
Statement File:	(Bank Feeds) ABSA Cashfocus	
	ABSA Internet Banking	
Last Import:	Bank of Athens	
	Capitec (OFX)	
	CSV (Bank Manager)	
	FNB Business Banking (OFX)	el
	FNB Personal Banking	
	Investec	
	Mercantile Bank	
	Nedbank	
	Nedinform	
	Rand Merchant Bank	
	Standard Bank - Cats	
	Standard Bank (CSV)	
	Standard Bank (OFX)	
		-

Sage Pay bank feeds

When you make use of Sage Pay Feeds, you can map all the transaction on the first import and then these mappings will be saved for the future imports.

My Customer Zone – payment gateway

Sage pay now supports payments for the whole of Europe and the following main African countries:

- Kenya
- Nigeria
- Botswana
- Zimbabwe
- Mauritius
- Tanzania
- Namibia