

sage Pastel Accounting

what's
NEW?

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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

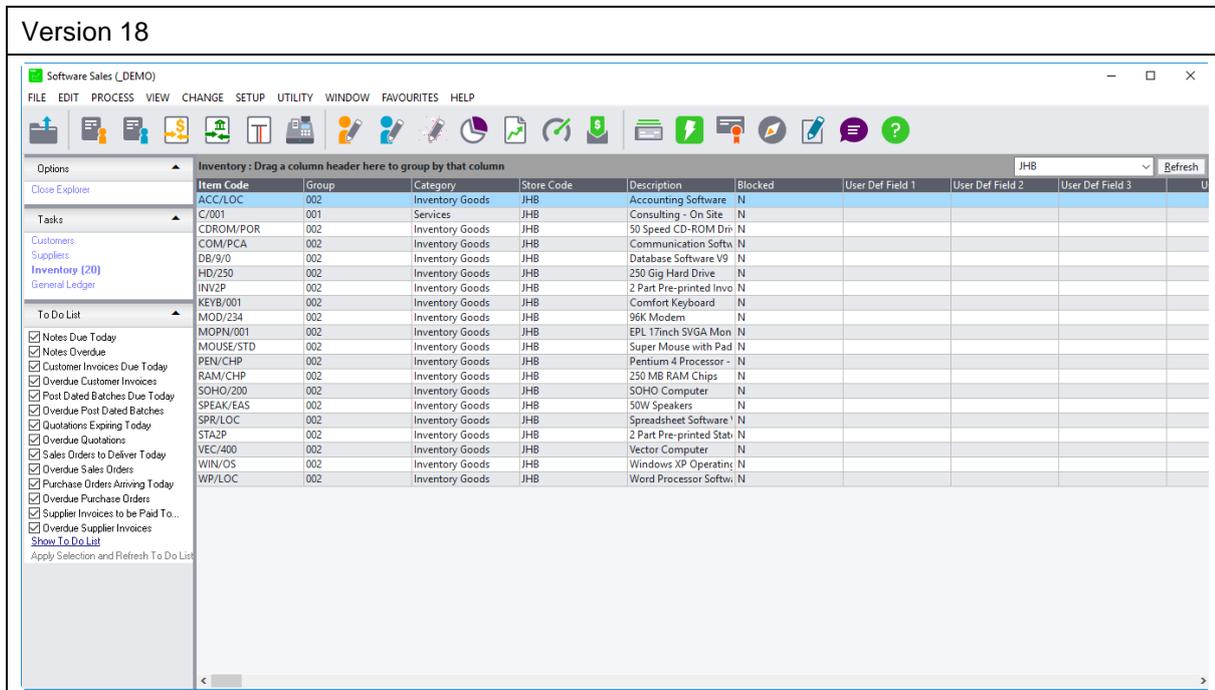
With Sage Contact, you can synchronise your Sage Pastel customer and supplier accounts with Office 365 Outlook. In Outlook, you can view a customer's balances and simultaneously send a customer an email. This does not require you to switch between Sage Pastel and Outlook. You can also update the customers'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



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
		Process Bank Reconciliation			Process Journals
		Process Point of Sale			Edit Customers
		Edit Suppliers			Edit Inventory
		Graphs / Financial Ratios			Intelligence Reporting
		Dashboard Reports			Pastel Debtors Manager
		Pastel Fax			Pastel Payroll
		Connected Apps			E-learning
		Pastel Explorer or Navigator			Note Facility
		Live Chat			Help Menu
		New / Add			Edit
		Delete			Save
		Cancel			Search

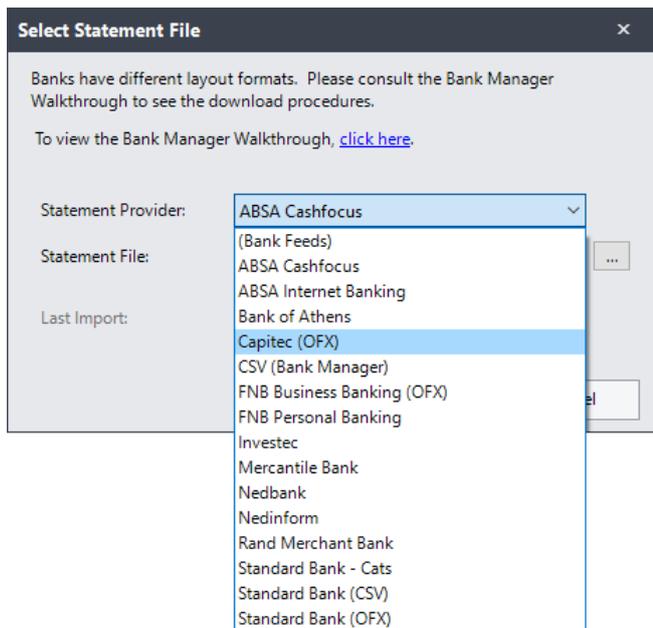
	 Code	List by Code		 Desc	List by Description
	 First	Return to First record		 Prev	Return to Previous record
	 Next	Proceed to Next record		 Last	Proceed to Last record

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.



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