

THE POWERFUL AND FLEIXIBLE ACCOUTING SOLUTION

The combination of ease of use, innovation and flexibility makes Sage Pastel Partner the perfect solution for the small to medium sized business. Sage Pastel Partner allows you to add additional modules to your core accounting applications as your business grows.

As a global leading developer of accounting software, Sage Pastel understands the needs of your business environment and you can be sure your business complies with exacting accounting standards.

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

GENERAL

DRILL DOWN

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

PDF PRINTING & E-MAILING

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

ASSISTANTS

By following a few simple instructions and answering basic questions you will be able to complete tasks more quickly and easily with pastel's assistants. For example, Pastel has an assistant that helps you adjust the selling prices of your inventory items with minimum time and effort.

USER ACCESS

Assign user access to User Groups and quickly set up a new user by linking to the User Group. Using Menu Access you can block personnel from unauthorised access to tasks or reports. In addition, you are able to lock down a user from performing certain processing tasks using the Processing Option feature.

THE SYSTEM NAVIGATOR AND EXPLORER

Pastel Partner lets you find your way around the system using either the System Navigator or Pastel Explorer. On the Explorer, the 'Tasks' option in the left panel allows quick and easy access to list of Customers, Suppliers, Inventory Items and General Ledger accounts.

The Explorer allows you to easily add, edit or delete accounts, find Customers, Suppliers, Inventory Items or General Ledger accounts, invoke processing screens directly from the item selected, export lists to Excel® as well as group and filter data.

The 'To Do List' option shows Notes due and over due Post-Dated Items, Customer and Supplier Invoices, expiring Quotations, Sales Orders due for delivery and incoming Purchase Orders.

CUSTOMERS

Pastel's flexible customer account set up allows you to configure parameters per customer. For example you can set individual trading and settlement terms, select the e-mail and/or print option for invoices and Statements.

Create as many customers as you need with multiple delivery addresses, user-defined fields and customer-specific pricing. The Customer categories feature enables you to group customers and extract reports by category.

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

INVOICING

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

REPORTING

Flexible reporting allows multi-period selection, the ability to export reports to Microsoft Excel® or Microsoft Word®. These reports can be e-mailed in HTML or PDF, allowing quick and easy communication within your business. Pastel Partner provides you with all the necessary standard reports as well as a graphic reporting feature to display business-critical information in a graphical format. For example you can view trends in Customer Sales, Inventory Movement, Expense Allocation and more. With Pastel's Financial Ratios you can analyse key areas of your business at the click of a button.

AUDIT TRAILS

Pastel partner provides you with all the necessary reports, but in addition to standard audit trails, pastel Partner provides you with a System Audit Trail and a Transaction Audit Trail. The System Audit Trail will track fundamental changes that are made to the set up giving you the ability to track exactly what date and time a change in the set up was made and by which user. The Transaction Audit Trail is a handy report that will show you how transactions were captured in chronological sequence, group transactions processed in the same batch as well as provide you with the ability to extract transactions processed by individual users on a specified date.

SUPPLIERS

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

MICROSOFT® OFFICE INTEGRATION

Pastel enables you to integrate your General Ledger, customer and supplier data with Microsoft® Office® and allows you to export customer and supplier contact information into Outlook®. The 'Create Letters' and 'Labels Assistant' allows users to easily set up mail merge documents and labels through Microsoft® Word. The assistant helps create the required data sources and links for mail merges.

* Microsoft® Office 2000® and later.

FORMS DESIGNER

The Forms Designer interface makes it easy to customise stationery layouts of documents such as Invoices, Quotes, Orders and Labels. And you can customise forms for the PDF documents that you e-mail.

MULTI-PERIOD PROCESSING

Multi-Period Processing allows you to process in this year's periods as well as last years periods. In addition, Accounting periods can be preventing transactions from being processed to periods which have been closed.

When processing transactions Pastel Partner gives you the flexibility of being either a period or date driven. Included is an option of having a 13th period to enter transactions for the next year and when processing the Year End the system transfers all period 13 transactions into the first period of the next year.

HELP FILE

Comprehensive, Informative, Intuitive and easy to use Help File

ADD-ON MODULES

As your business grows and begins to demand more sophisticated features and functionality, Pastel partner allows you to add users and modules. Available add-on modules include the following:

SAGE PASTEL BUSINESS INTELLIGENCE CENTRE (BIC)

Direct access to business-critical information has never been this easy. The Pastel Business Intelligence Centre (BIC) allows you to design standard reporting templates in Microsoft Excel® and update these reports directly from Pastel at the click of a button. The BIC module dynamically links Pastel to Microsoft Excel® (your favorite data manipulation tool) where your information can be viewed, manipulated and sliced and diced, to give you greater insights into your business.

BILLS OF MATERIALS, KITTING & MANUFACTURING

Pastel Partner can create bills of materials (recipes) with an unlimited number of components. For example, you can use three additional user defined costs such as labour, overheads and buy-outs. When you manufacture, you can then remove component items and create manufactured items. Copy one Bill of Materials to another. The Kitting option allows you to link multiple inventory items to a kit and when you invoice the kit, Pastel automatically invoices the component items.

MULTI-STORE

If you wish to have the same prices in every store, you can set the prices in one store and copy these to other stores. You can also specify user access per store and if you limit user access to a single store, the system always sets the correct store for the user – no data entry is required. The Transfer Report allows you to print a report on the store transfers carried out per inventory item.

MULTI-CURRENCY

Sage Pastel Partner has full multi-currency processing which gives you the ability to define a currency for each customer, supplier and bank account. Produce Invoices or Statements in your home currency or the currency of your customer or supplier. Produce them based on Price Lists, Financial Statements and other reports in your home currency or any currency set up in the system. Pastel Partner is also fully Euro compliant and supports European Union processing

POINT OF SALE (POS)

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

CASH MANAGER

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

SERIAL NUMBER TRACKING

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

PASTEL E-BUSINESS

Pastel E-Business allows you to quickly and easily open an account online web-store. The system integrates seamlessly into Pastel Accounting (Pastel Invoicing, Pastel My Business, Pastel Xpress, Pastel Partner and Pastel Evolution) and allows for dynamic content, detailed product catalogues, complex pricing algorithms and interfaces to leading financial gateways. Pastel E-Business also offers various customer related functions including the full and secure display of customer statements with drill down into specific transactions.

Key Features

- Seamless integration from Pastel Accounting to the web store.
- Automatically updates changes in pricing, product and customer information from Pastel directly to your web store.
- Interface to leading financial gateways allowing for online credit card payments.
- Automated shipping calculations.
- Dynamic website content you can manage yourself from your own PC.
- Pastel E-Business works in conjunction with Pastel E-Billing, allowing your customers to log on and view their statements and make full or partial payments against transactions.

PASTEL EVOLUTION FIXED ASSETS

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

THIRD PARTY DEVELOPERS

If you can't find a Pastel add-on module that suits your needs, Pastel's third-party developer community can provide you with customised solutions. More than 100 developers offer Pastel related software to manage the specific requirements of your business.

RECEIPTING

Pastel Receipting allows you to enter data once to process and print receipts without using the Cashbook. Once you are ready, the system automatically moves the receipts to the Cashbook. The Receipting module, particularly useful for clubs, school and other organisations that collect money from students, members or customers, allows you to realise the income in your Income Statement at the time of payment.

TIME & BILLING

This module allows users to bill employee time to customers. Fill out timesheets for employees and charge customers by activities. Simply create activities (the service you charge out to your customers) by entering timesheets for employees and creating invoices per customer from the time sheets.

INVENTORY

Pastel Partner can track your inventory in as much detail as necessary. You can create product or service items, establish minimum and maximum stock levels and more. The Pastel Re-order Assistant can also create lists of items that need to be ordered and will automatically create Purchase Orders for fulfillment. Pastel allows you to set customer specific pricing, specify per item which discount types apply and even set the maximum cost percentage difference and the minimum gross profit percentage. There is an extensive list of ready to run reports available, some of which include History Reports, Activity Summaries, Preferred Suppliers, Gross Profit and more.

JOIN 52 COUNTRIES ACROSS THE GLOBE AND EXPERIENCE THE ADVANTAGES OF GOING BEYOND ACCOUNTING

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

EASY INSTALLATIONS & REGISTRATIONS

When you load your Pastel Programme, an easy-to-use installation tutorial will load automatically. Simply follow the steps to install your software effortlessly. Also included with your software is a simple step-by-step Installation Guide offering detailed instructions on how to install your product.

SAGE PASTEL COVER

Sage Pastel Cover ensures free access to software updates and upgrades, as well as first line telephonic and e-mail support. Accounting software is critical to the running of your business. Sage Pastel Cover provides you with the peace of mind that you always have the back-up service, support and expertise you need.

System Requirements

HARDWARE	
Minimum	Pentium III
Recommended	Pentium IV 2GHz or
OPERATING SYSTEM	
Minimum	Windows XP Pro, 2000
MEMORY	
Minimum	128MB
Recommended	256MB or Higher
SCREEN RESOLUTION	
Minimum	1024 x 768
REQUIREMENTS FOR ALL USERS	DVD-ROM

NEED A GOOD REASON TO CHOOSE PASTEL?

HERE ARE A FEW!

- 52 countries and counting...1 60 000 companies and counting.
- Country specific applications for local requirement
- Business partners per territory backed by international support infrastructure.
- Easy to learn, easy to use.
- Built to grow as your business grows from 1 to 20 concurrent users.
- Add specialised modules to cater for industry specific requirements.

COMPARATIVE FEATURE TABLE

	Xpress	Partner	Evolution
Base	Database - Pervasive	Yes	Yes
	Database Manager – Microsoft SQL	No	No
	Number of Users	1 – 3	1 – 20
	Number of Companies	Unlimited	Unlimited
	Number of Financial Years	2	2
	User-Defined Fields	No	Yes
	General Ledger	Yes	Yes
	Segmented GL Accounts	No	No
	Cash Book	6	30
	Customers	Yes	Yes
	Quotations	Yes	Yes
	Invoices	Yes	Yes
	Suppliers	Yes	Yes
	Purchase Orders	Yes	Yes
	Inventory	Yes	Yes*
	Segmented Inventory Items	No	No
	Import Cost Allocations	No	Yes
	Project Tracking / Cost Centres	No	Yes
	Report Writer	No	Yes
	Stationary Customisation	Yes	Yes
Add-On modules*	Multi-Currency	No	Yes*
	Business Intelligence Centre	Yes*	Yes*
	Receipting (Cash & Bank Manager)	No	Yes*
	Time & Billing	No	Yes*
	Point-of-Sale	Yes*	Yes*
	Serial Number Tracking	No	Yes*
	Bill of Materials	No	Yes*
	Job Costing	No	No
	Manufacturing	No	No
	Multi Store	No	Yes*
	Mobile	No	No
	Lot Tracking	No	No
	Fixed Assets	Yes*•	Yes*•
	Payroll	Yes*•	Yes*•
	ACT!	No	Yes*
	CRM Basic (Contact management)	No	Yes*
	CRM Premium (Contact Management)	No	Yes*
	Sale Force Automation	No	No
	Pricing Matrix	No	Yes
	Customer Account Consolidations	No	No
	Customer Credit Risk Management	No	No
	Annuity Billing	No	No
	eBusiness & eBilling	No	Yes

Key:

•Purchased as an add-on module

* Purchased as a stand-alone module