

**Sage Pastel Xpress helps you manage your accounts so that you can get on with the job of running your business. As your business grows, Sage Pastel's product range gives you access to greater functionality at the click of a button.**

## **SAGE PASTEL XPRESS IS QUICK AND EASY TO SETUP**

### **SET UP ASSISTANT**

Pastel's Setup Assistant allows you to create a company in minutes. Answer a few simple questions, select from one of Pastel's fully customisable templates and tailor them to your business.

Service • Retail • Body Corporate • Construction • Garage/Service Station • Farming • hotel • Non-Profit Organisation • Real Estate Agent • Food and Beverage • Church Accounts • Club Accounts • Professional Services • Medical Practitioners • School Accounts

### **INVENTORY ITEMS**

Pastel can track your inventory in as much detail as necessary. You can create Product or Service Items, establish minimum and maximum stock levels and much more.

### **THE SYSTEM NAVIGATOR**

Finding your way around Pastel has never been easier. The highly intuitive and graphical System Navigator allows you to perform common tasks quickly using simple icons representative of everyday tasks.

### **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.

### **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.

### **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 new 'Create Letters' and 'Labels Assistant' allows users to easily set up mail merge documents and labels through Microsoft Word. The assistant automatically creates the required data sources and links for mail merges.

\* Microsoft® Office 2000 and up.

### **GRAPHIC REPORTING FACILITY**

Keep your finger on the pulse of your business by using Pastel's graphic reporting feature to display business-critical information in a graphical format. For example, you can now view trends in customer sales, inventory movement, expense allocation and more. Pastel's Financial Ratios allow you to analyse the key areas of your business at the click of a button.

### **PDF PRINTING AND E-MAILING**

This standard feature allows e-mailing of documents such as statements, invoices, orders and quotations in PDF and HTML format. Each document layout has a corresponding PDF layout. The e-mail screen allows you to cc and bcc recipients and contacts from Outlook. Seamless integration of these elements makes communicating with your clients and suppliers easy. The body text limit for e-mails has increased and additional files can now be attached.

## **CUSTOMERS**

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

## **AGE ANALYSIS**

Pastel's Age Analysis provides you with crucial information about your customers and suppliers. It lets you see outstanding balances by ageing period and assists you in prioritising collection of overdue amounts.

## **ADD-ON MODULES**

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

### **SAGE PASTEL POINT OF SALE**

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

### **SAGE PASTEL BUSINESS INTELLIGENCE CENTRE (BIC)**

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

° Available as optional add-on modules to Sage Pastel Xpress 2009.

**DESIGNED TO MEET THE DEMANDING RIGOURS OF WORLD-CLASS BUSINESS.**

Sage Pastel has been a trusted name in accounting software since 1989 and is a leading developer of accounting software. Our world-class product is used in 52 countries across the globe.

Simplicity and practical functionality enables you 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. Join the mainstream make the right choice for your business and go **beyond accounting.**

**NEED A GOOD REASON TO CHOOSE PASTEL?**

**HERE ARE A FEW!**

- 52 countries and counting....160 000 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.

**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.

**Sage Pastel Product Family Tree**

PRODUCT	BUSINESS ENVIRONMENT	PARAMETERS
Invoicing	Start-up business. Simple invoicing requirements	Single user – multi company
My Business	Start-up businesses simple Customer, Supplier and Item quantities with income and expenses through bank accounts	Single user – multi company
Xpress	Small businesses. Uncomplicated accounting environment	1 up to 3 users <sup>oo</sup> - multi company
Partner	Small to medium size businesses	1 up to 20 users <sup>oo</sup> - Business specific range of integrated add-on modules
Evolution	Medium to large size businesses	1 up to 1000+ users <sup>oo</sup> - Extensive business specific range of integrated add-on modules
Payroll	Small, medium and large businesses	Predefined user breaks

<sup>oo</sup> Users can be purchased in increments according to your needs. Additional uses can be purchased from Sage Pastel. One user license equates to the loading of software on to one PC.

**System Requirements**

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

## 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