

PASTEL

Version 6

What's new in Pastel Accounting 2009?

Pastel Bank Manager

Download your bank statement from any major South African bank, import into Pastel & map the transactions to the correct customer, supplier or ledger accounts. Thereafter, the system will automatically assign the transactions for you after each import. Manually capturing transactions off your bank statement - a time-consuming chore - will become a thing of the past.

System and Transaction Audit Trails

The **System Audit Trail** tightens the security of your overall system by tracking the date, time and user who makes any system set-up changes, such as allowing inventory quantities to fall below zero and renumbering customer or inventory codes. This feature promotes accountability, minimizes mistakes and deters users from fraudulent behaviour.

The **Transaction Audit Trail** provides a chronological sequence of transactions to help with data interrogation. This includes "behind the scenes" postings and transactions and will simplify investigations into anomalies or queries. For instance, it will be possible to identify deleted transactions because each transaction is now uniquely numbered and listed in the order that processing occurred, so any deleted transactions will not appear in the Transaction Audit Trail. Thus, if transactions INV000102 to INV000107 have been deleted, for example, then the transaction history will jump from the audit number 750 to 775. This new feature allows the user to extract only transactions relating to a specific batch, including the related generated entries.

Cashbook and Journal

Cashbook Transfer Assistant

Transfer funds from one bank to another in one entry by using the Assistant.

Line Numbering & "Go To" Command

Each line of your cashbook or journal is now sequentially numbered, allowing you to use a keyboard shortcut to move quickly to the line number you specify.

Insert Line

Instead of having to add a missed entry to the bottom of your batch, use this keyboard shortcut to insert a line in your batch. This feature will help you keep entries in order and therefore help reduce the time it takes to check your entries before posting.

Bank Balance displayed on the Cashbook

On the Cashbook processing screen, the system displays the bank balance, which is the year to date balance including the opening balance.

Force Cost Codes

You now have the option to force cost codes on cashbooks and journals, helping eliminate errors for those environments which are dependant on entering cost codes.

Batch Total Field

If you are capturing entries from a document or schedule, this field will ensure that you do not post the batch with errors. The total batch value excluding the contra entries will be displayed in this field, thus allowing you to check that it is the same amount as the total on your document or schedule.

Automatically Reverse Accrual Journals

You may sometimes post an accrual journal in a period, which you need to reverse in the next period. By simply selecting an option when updating the batch, the system will automatically reverse the accrual journal in the next period for you.

Drill down on Standard Reports

When you preview reports on the screen, the system offers drill down capabilities where available. This enables you to view more detail about the displayed amount. For example:

- If you view a trial balance on the screen, you can drill down on any account that has a balance. The drill down will show the transactions that make up the balance.
- If you drill down on the sales account, the transaction details that display can drill down further. For example, you can drill-down from the general ledger sales transaction to the original invoice.

User Groups and User Access

Once a User Group is created, it's just a matter of attaching the user to the overall group, without having to do a separate set-up. In addition, the levels of access control you can impose now range from the type of document a user can process to the type of functionality a user can access. For example, with the new Menu Access, you can:

- Allow an employee access to a particular report they need, but not all the financial reports such as the Trial Balance.
- Give one user the ability to only do quotes, and another the ability to only do invoices.
- You can even determine which users should be able to do backups.

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New modules introduced since Pastel Accounting Version 6

Pastel Cash Manager

A debtor's management system that's suitable for any business in any industry that seeks to optimize their debtors collection process, this is a hands-on practical system that automates the daily control of the debtors book. For instance, Pastel Cash Manager generates automatic chase lists for follow up, eliminates the need for scribbled notes on the Age Analysis, provides instant reconciliations of invoices outstanding per ageing category per debtor, calculates actual days outstanding per invoice, monitors payment history and tracks all calls made to debtors and promises made. It also does all the conventional projections such as cash flow forecasts and average age of debtors.

Pastel Business Intelligence Centre

Business Intelligence is a term used for gathering and analysing data to improve your business decision making. In-depth analysis of business data can be a daunting task, but with the Pastel Business Intelligence Centre module, standard reports are made available with drill down capability, to assist you to easily access your data - a 90 day trial version is included in Pastel Accounting 2009 software. Pastel's Advanced BIC module provides the ability to extract data and customise the reports to suit your individual needs. Contact your Pastel Reseller to learn more about this tool.

Pastel Receipting

A module that allows you to enter data once in order to process and print receipts, and which can be done without using the cashbook. When you are ready, the system automatically moves the receipts to the cashbook for you. The Receipting module, particularly useful for clubs, schools, 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. Timesheets for employees can be completed and customers can then be charged for various activities. Simply create the activities (the services you charge out to your customers) by entering timesheets for employees, and create invoices per customer from the timesheets.

Serial Number Tracking

Keep track of individual inventory items with serial numbers. Items can be tracked from the moment you purchase or manufacture them, until you sell them. You can continue to track them for warranty purposes, e.g. should a customer return an item for repair.

NEW POS Module

Pastel Point Of Sale allows retailers 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 lookup, float allocation and real time processing. Specific user settings per user and per document allow your tellers access to change fields, but you can select whether the supervisor password is required or not. If connectivity and downtime is a concern, an Offline processing module is available to allow terminals to run independently or the server.

• **Please contact your dealer to find out how you can add any of these modules to your suite of software.**