

Sage Pastel
Accounting

sage

What's New Guide

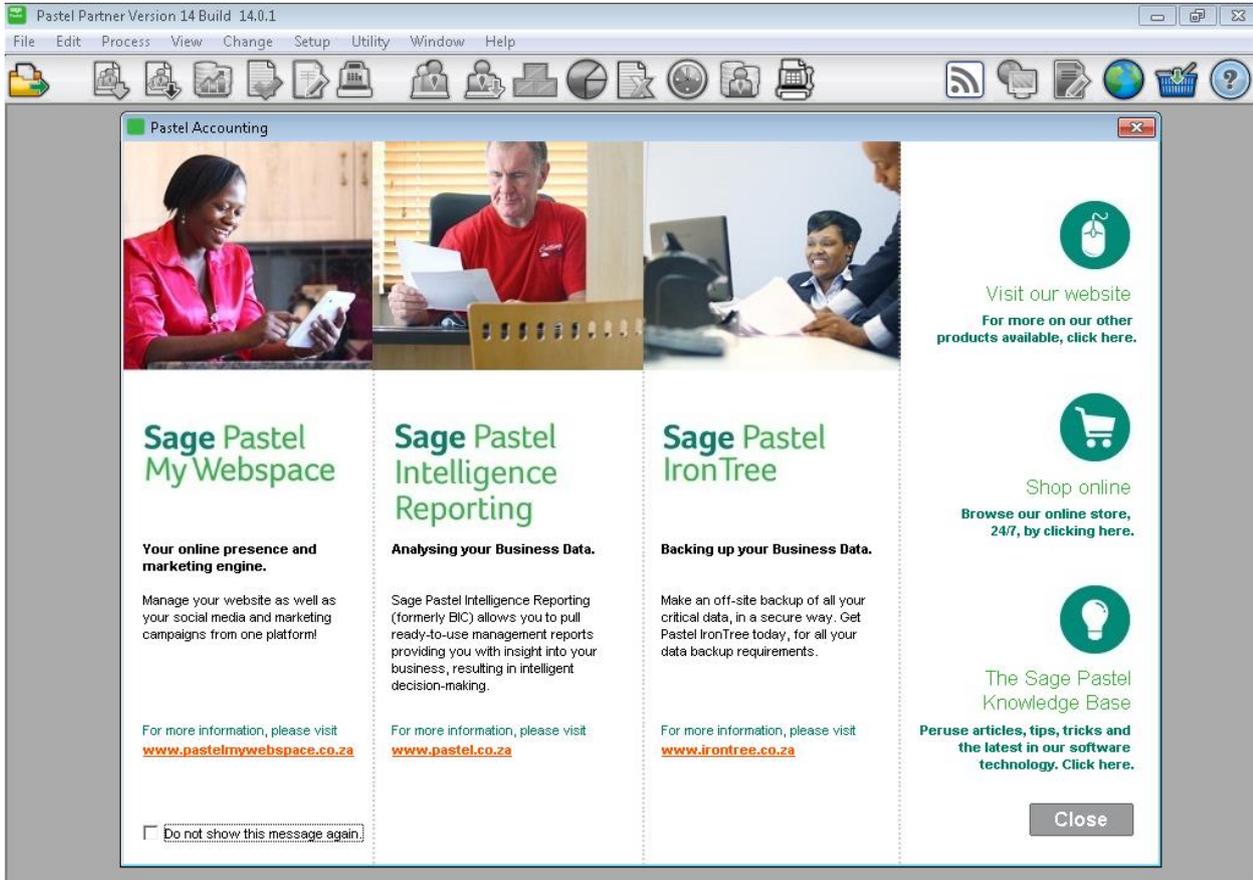
Sage Pastel Version 14

Summary of Changes – Base

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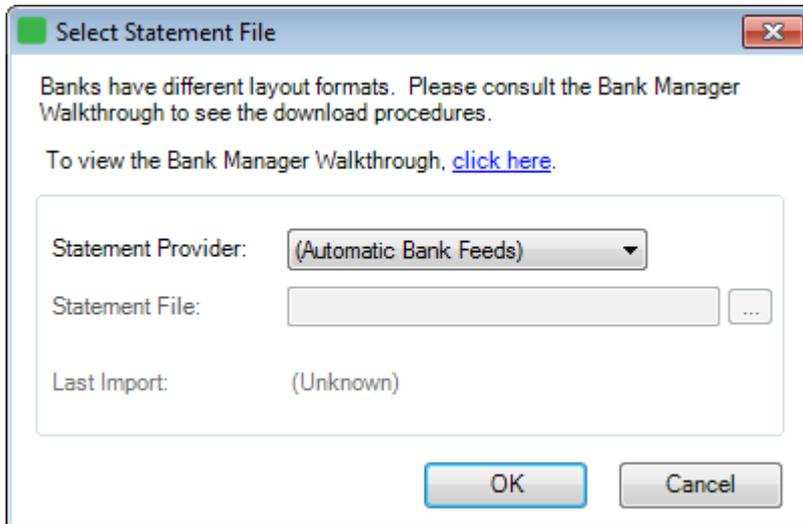
Welcome to Sage Pastel Version 14

The Splash screen when opening Sage Pastel Version 14 has been updated with the latest offerings by Sage Pastel Accounting. There are links to easily access our website, online shopping portal and the Sage Pastel Knowledge Base.



It's easier than ever to do your banking with Automatic Bank Feeds

Starting today, you can set up automatic bank feeds which allow you to automatically import bank statements into Bank Manager from banks and other financial institutions. This saves you having to manually import your bank statements yourself, making bank recons a breeze.



Each day when you log into your company, simply click 'Request Bank Feeds' and your bank statement will automatically download and be available for review. You will save even more time by mapping transactions so that Bank Manager can automatically allocate your transactions to the correct accounts each time your automatic bank statement feeds are refreshed. Managing your bank accounts could not be easier!



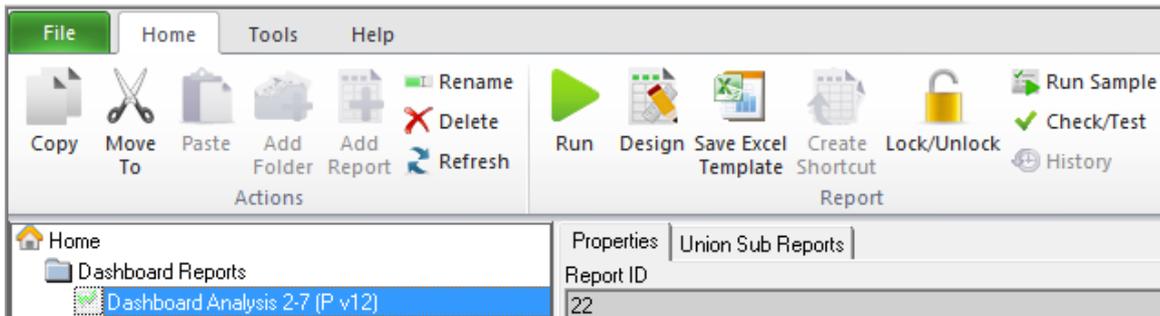
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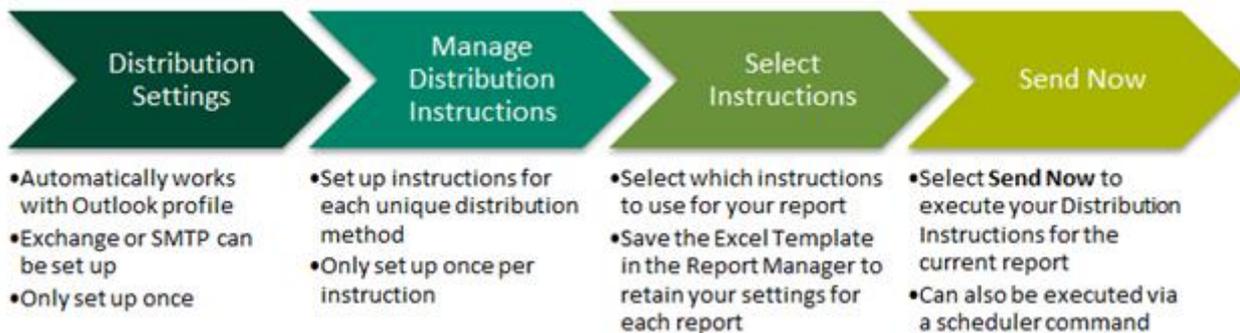
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New Sage Pastel Intelligence Reporting version

Sage Pastel Intelligence Reporting is introducing the new Report Designer, which boasts an attractive user interface and improves performance through in-memory technology, giving you a quick and responsive experience when designing reports that can be customised to suit your unique requirements in Microsoft® Excel®.



You can now improve workflow and speed up business processes by automating report delivery and distribution. Merely set up which reports you would like to distribute, and who it should be sent to. You can even create custom criteria for sending out reports.



Sage Pastel Intelligence Reporting is now compatible with the 32-bit and 64-bit versions of Excel 2007, 2010, and 2013 to allow you to take full advantage of the latest Microsoft Excel functionality.



Click here to watch a **quick feature overview video**



Click here to watch a **quick product demo video**

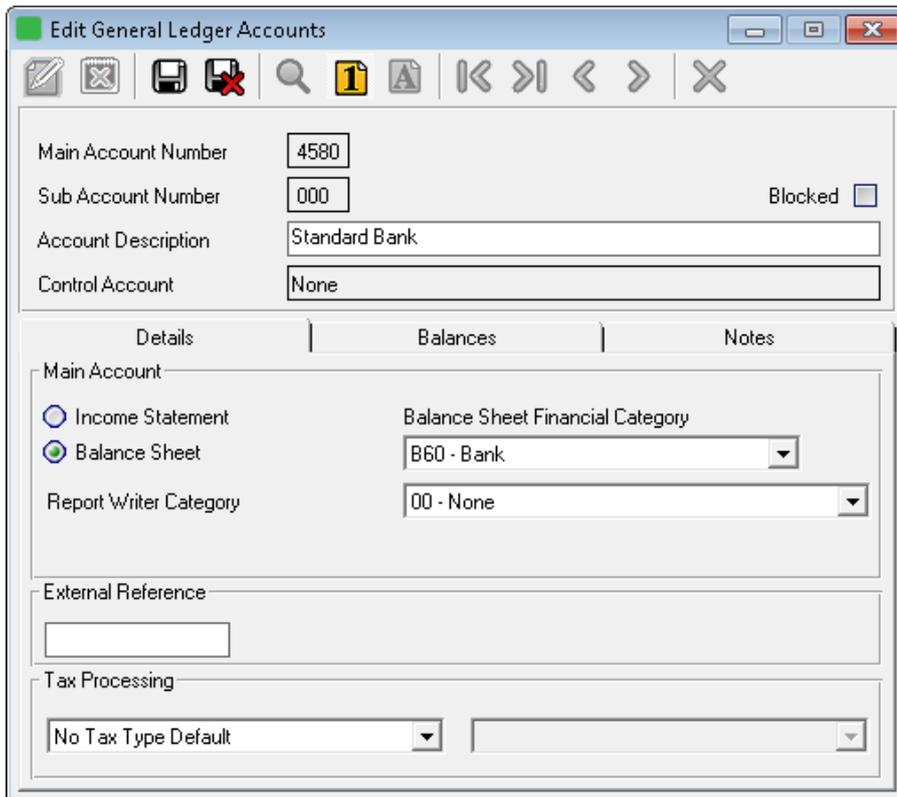


Click here to watch a video on **what's new in Sage Pastel Intelligence Version 14**

Cash book creation

Creating new cash books has been made quicker and easier! Gone are the days of having to create general ledger accounts and entry types, in hope that it had been done right.

You can now create cash books by creating a general ledger account, and two clicks later, have your cash book set up and ready to go.



Edit General Ledger Accounts

Main Account Number: 4580
Sub Account Number: 000 Blocked
Account Description: Standard Bank
Control Account: None

Details | Balances | Notes

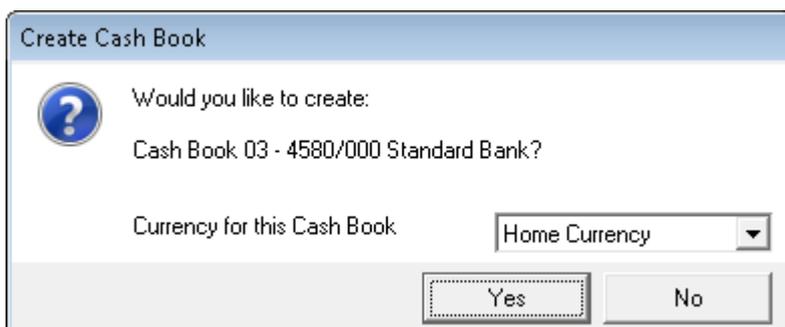
Main Account

Income Statement Balance Sheet Financial Category
 Balance Sheet B60 - Bank
Report Writer Category: 00 - None

External Reference

Tax Processing

No Tax Type Default



Create Cash Book

Would you like to create:
Cash Book 03 - 4580/000 Standard Bank?

Currency for this Cash Book: Home Currency



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Password Protected Backup

Backups can be password protected with encrypted passwords. If a backup is password encrypted, it is critical that the password is shared with at least two people. This password cannot be recovered and if the password is lost, the backup becomes invalid.

To password protect a backup, select the Settings tab in the Setup Company Parameters screen.

The password must be a strong password and must be a combination of the following:

- Minimum 8 characters
- Alphanumeric
- Must be uppercase and lower case
- Must have at least 1 special character

Setup Company Parameters - Sole Access Mode

Company | **Settings** | Formats | Multi-Currency | Time and Billing | Faxing

Document Numbers

Separate Set of Numbers for Each User
 One Set of Numbers for This Company
 Enter Your Own Document Numbers

| Customers | | Suppliers | |
|-------------|----------|------------------|----------|
| Quotation | QU100002 | Purchase Order | PD100002 |
| Sales Order | IO100002 | Goods Rec Note | GN100006 |
| Tax Invoice | IN100025 | Supplier Invoice | PN100005 |
| Credit Note | IC100002 | Return Debit | PC100002 |
| Debit Note | ID100001 | Credit to Supp. | PD100001 |
| Receipts | RC100005 | | |

Cash Books

Transfer Account: 9300/000

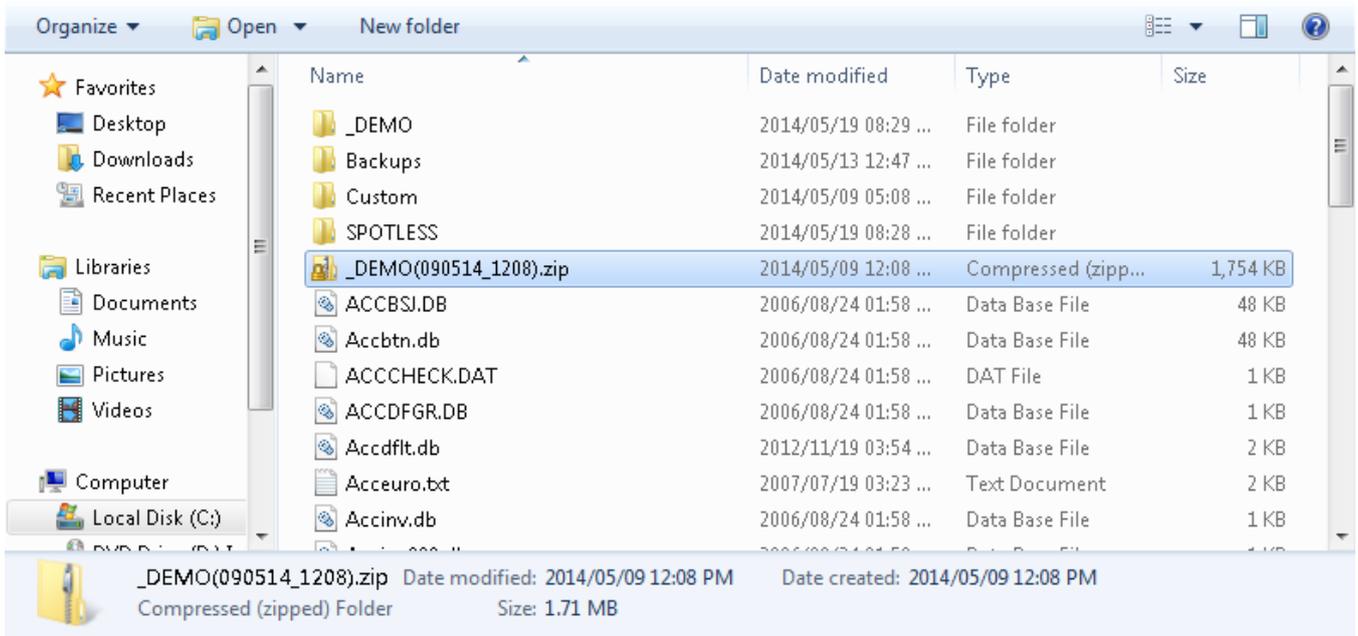
Backup Password

Backup Encryption Password: Pastel@1

OK
Cancel

Time & date stamp on backups

When a backup of the company is made, the backup is date stamped to make searching and restoring a specific backup easier.



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Hide blocked items on zoom screens

If an account has been blocked, the blocked account will not be displayed when searching. This option can be changed to display all blocked accounts in a user's processing menu option under each processing section. All accounts will display for the supervisor unless this user is 'personalised'.

Menu Access for User 1

| Description | Allowed |
|---|-------------------------------------|
| General Ledger | <input type="checkbox"/> |
| Can Block and Unblock General Ledger Accounts | <input type="checkbox"/> |
| Multi Period Processing | <input type="checkbox"/> |
| Can Change Transaction Date | <input type="checkbox"/> |
| Can Update Batches | <input type="checkbox"/> |
| Can Delete Batches | <input type="checkbox"/> |
| Can Process Into Last Year | <input type="checkbox"/> |
| Can Process To Bank Accounts In Journals | <input type="checkbox"/> |
| Can Process Bank Transfers | <input type="checkbox"/> |
| Can Create or Edit GL Report Writer Reports | <input type="checkbox"/> |
| Can Reprint Cheques | <input type="checkbox"/> |
| Can Access Pastel Bank Manager | <input type="checkbox"/> |
| Show Blocked General Ledger Accounts in Zoom | <input type="checkbox"/> |
| Customers | <input checked="" type="checkbox"/> |
| Can Block and Unblock Customer Accounts | <input type="checkbox"/> |
| Can Block and Unblock Salesman | <input type="checkbox"/> |
| Change Selling Prices While Processing | <input type="checkbox"/> |
| Change Discounts While Processing | <input type="checkbox"/> |
| Change Salesman On Customer Accounts | <input type="checkbox"/> |
| Change Salesman While Processing | <input type="checkbox"/> |
| Can Delete Documents | <input type="checkbox"/> |
| Can Exceed Maximum Invoice Discount | <input type="checkbox"/> |
| Can Exceed Maximum Selling Price | <input type="checkbox"/> |

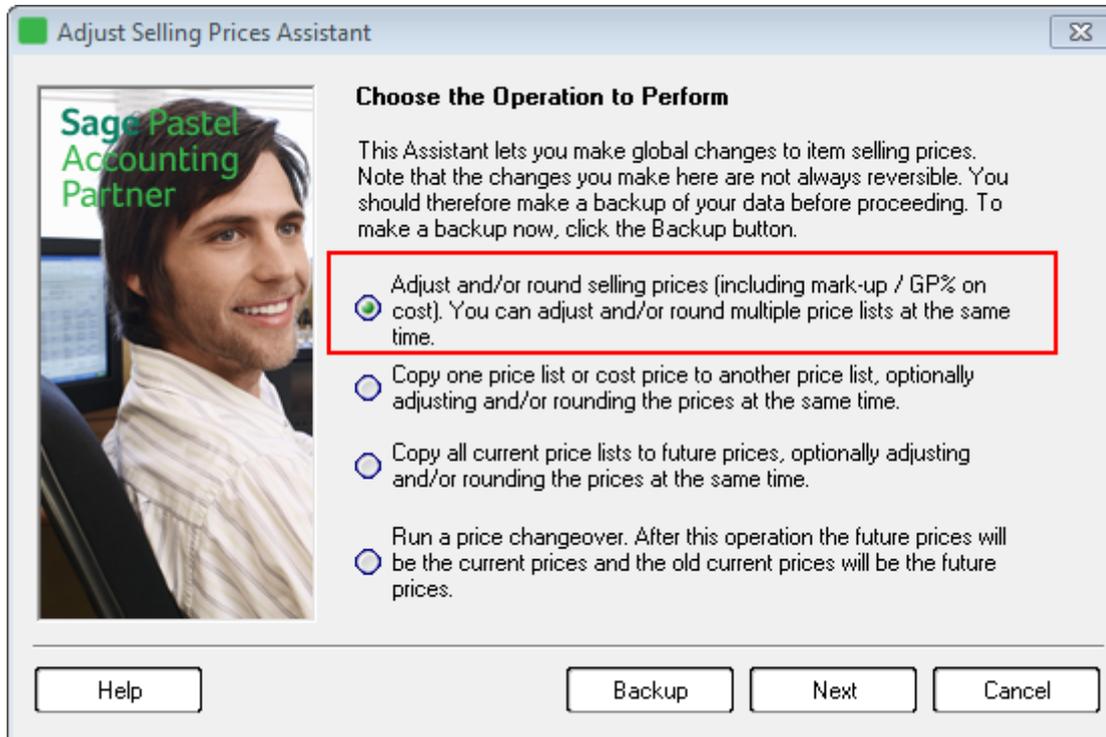
Select All Deselect All OK Cancel



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Inventory mark-up on cost

On the **Edit > Inventory > Adjust Selling Prices** wizard you now have the ability to adjust selling prices by either using mark-up on cost or gross profit margin.



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Sage Pastel Mobility App

Easily set users up to view contact details of suppliers and to process quotations from mobile devices to service customers quickly and professionally. Connect via your mobile device to the customer master file and inventory master file from any location provided there is internet connectivity.

Rondezvous restaurant

DETAILS QUOTES ORDERS

Sierra Miller 021 657 1726
rondezvous@pastelebusiness.com

Total Outstanding R 0,00
Last Invoice Amount R 0,00
Sales Last Year R 0,00

Rondezvous restaurant

DETAILS QUOTES ORDERS

| | |
|------------------------|------------|
| Quote: 92 | R 1 397,59 |
| Quote Date: 2014-05-27 | |
| Quote: 89 | R 1 140,00 |
| Quote Date: 2014-05-27 | |
| Quote: 77 | R 4 676,21 |
| Quote Date: 2014-05-27 | |
| Quote: 73 | R 2 302,28 |
| Quote Date: 2014-05-27 | |
| Quote: 63 | R 11,14 |
| Quote Date: 2014-05-26 | |
| Quote: 62 | R 11,14 |
| Quote Date: 2014-05-26 | |

Page 1 of 1

Add Quote



Sage Pastel Passwords

When opening a company in Sage Pastel V14 for the first time, you will be required to enter a password. If the company never had a password, you will be forced to create a password for the company.

If the company had a password, you will be forced to update the password to a strong password.

The strong password must be a combination of the following:

- Minimum 8 characters
- Alphanumeric
- Must be uppercase and lower case
- Must have at least 1 special character

An example of a strong password is: **Pastel@1**

Login

You need to supply a new strong password in order to continue logging in.

New passwords must be a minimum of 8 characters in length, must contain both UPPER and lower case letters, 1 number and 1 special character.

Please keep a note of your new password. You will not be able to log in if you forget this password.

Enter your new password

Confirm your new password

OK Cancel

Passwords are not visable to the supervisor so if a pasword is lost, a new password needs to be created by the supervisor.

Setup Users / Passwords - Sole Access Mode

Users

User: 00 - User 0

User Name: User 0

Email Address:

Password: ●●●●●●●●

Confirm Password: ●●●●●●●●

User Group: Supervisor

Jump to User Access for User 0

Auto Invoke

Navigator

Explorer Auto Refresh Explorer

Options

Copy from Group: Not Available

Copy from User: Not Available

Delete User 0

Int Rep Access for User 0

Menu Access for User 0

Process Options for User 0

OK Cancel

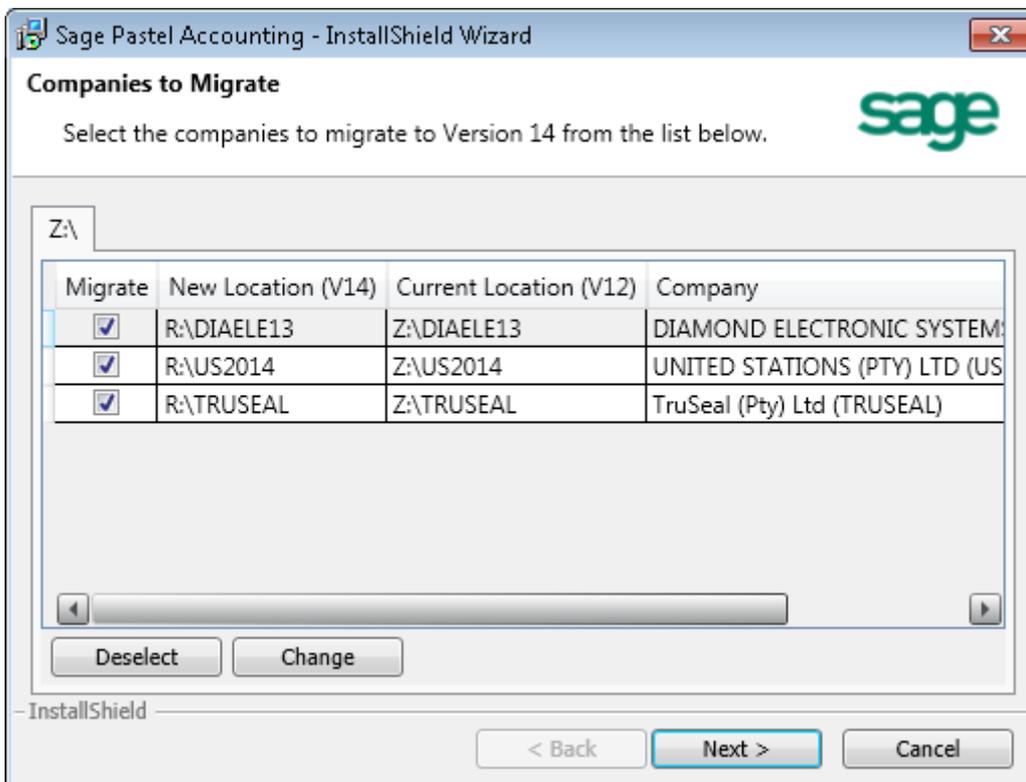
Company Migration

If you are upgrading from Sage Pastel V12 to Sage Pastel V14, you can migrate your companies from V12 to V14 while installing the upgrade.

If you wish not to migrate any V12 companies while doing the upgrade, deselect the companies and continue with the upgrade.

Only active companies can be selected to be migrated.

Any company that is not migrated needs to be copied from the Sage Pastel V12 folder to the Sage Paste V14 folder and then manually added to the company. Once the company is opened in Sage Pastel V14, the files will be rebuild and you can continue working in the company.



Online sales and marketing tools now available

Fact! The majority of prospective customers are using the internet to find products and services! And, you're missing the boat if you don't have a professional online presence.

You may not know the first thing about starting your online journey and that's where we come in. Let us help you easily create and manage your own website and online store.

- Build your own website
- Sell your products and services online
- Send customers e-statements
- Manage e-marketing campaigns to your customers

And, the best part about taking this journey with us is that all data integrates seamlessly into your Sage Pastel Accounting software. That means that orders and quote requests placed online will feed information through to your Sage Pastel software and, in turn, as you change information like product prices and stock levels in your software, it will automatically update your online store.

Here's to your customers, both current and future, finding you online!

**This service is included FREE for the first 12 months when upgrading to Sage Pastel Version 14. In year 2, for a nominal monthly fee, this service can be extended!*



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