

**PASTEL** | **XPRESS**  
A C C O U N T I N G | S T A R T - U P 2 0 0 7



**WHAT'S NEW IN 2007**

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## WELCOME

Softline Pastel is proud to introduce the new **Pastel Accounting 2007** range, which includes **Xpress Start-Up**, **Xpress** and **Partner**. Pastel Cover provides you with the added benefit of receiving your upgrades at no additional cost, so take advantage of all the rich new features that **Pastel Xpress Start-Up 2007** has to offer by installing your upgrade now!



As a loyal Pastel Cover customer, you have unlimited telephonic and online technical support, access to handy tools and guides, monthly electronic newsletters and exclusive admission to the Customer Zone.

The Pastel Insight magazine, exclusive to Pastel Cover customers, will also keep you up-to-date with the latest information from the industry, special discounts and exciting new loyalty rewards. It's all part of the **Pastel Cover** offer.

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## RESEARCH & DEVELOPMENT

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Our research and development (R&D) team has been hard at work, ensuring that the Pastel Accounting 2007 range goes even further in addressing the comprehensive needs of your business, building on our philosophy to provide you with the business tools that take you **beyond accounting**.

Once again, a critical component of our R&D process has been to incorporate the valuable feedback, from our thousands of end users who contact our call centre each month, into our product releases. This process has resulted in the **2007 range** being even easier to use, offering greater business benefits.

In the 2007 range, we have simplified a host of processes to make many of your tasks a mere mouse click away! Some of the added features in **Pastel Xpress Start-Up 2007** include the new Explorer, being able to 'Jump To' another user's open batches with the simple click of a button, reprinting customer and supplier documents directly from the Drill Down option, new filters in Exporting and one and two cent rounding, which is now part of Invoice Calculations. These are just some of the new features available.



So with the release of the Pastel Accounting 2007 range, we are confident that Pastel will continue to form the foundation of South African business and be recommended by **9 out of 10 accountants**.

### REGISTERING YOUR PASTEL ACCOUNTING 2007 UPGRADE

Did you know that registering online is faster and simpler than phoning our call centre? Visit [www.pastel.co.za](http://www.pastel.co.za) to find our **Online Registrations tool**. This innovative feature allows our Pastel customers to register their software directly from the **Registrations Assistant**, without even picking up the phone. Software registration can now take place at your convenience, 24 hours a day, seven days a week.

Note that when installing any of the products in the Pastel Accounting 2007 range, the software immediately provides you with the option to register online. Of course, you'll need to be connected to the internet at the time.

Alternatively, you may e-mail **registrations@pastel.co.za** to register your upgrade. However, remember to include your serial number, company name, contact person and access code in this e-mail.

**If you would rather phone Pastel, there is now a registration hotline exclusive to Pastel Cover customers. So call the hotline on (011) 291 7070 to register your upgrade before December 2006.**

#### Registration Contact Details

W: [www.pastel.co.za](http://www.pastel.co.za)  
E: [registrations@pastel.co.za](mailto:registrations@pastel.co.za)  
T: (011) 291 7070

**Tip:** See the **Installation Guide** in your DVD box and **Installation Assistant on the upgrade CD** for step-by-step instructions to take you through the registration process.

## WHAT'S NEW IN PASTEL ACCOUNTING 2007

Welcome to all the business efficiency features and benefits of **Pastel Accounting 2007 (Xpress Start-Up, Xpress and Partner)**. Below is important information that you need to know about your upgrade, as well as key new features.

### New Explorer

New

The Explorer is a major interface enhancement in Xpress Start-Up, Xpress and Partner 2007.

The Explorer will equip the user with a completely new working experience. They will be able to see their data, filter the data to display only the required information and **process, edit or run account enquiries directly from the grid**. Processing options relating to the task you have selected is now available with a simple **right click of the mouse**. It is a user-friendly way of allowing the user to get around the system and access Customer, Supplier, Inventory and General Ledger accounts. In addition, the Explorer in Pastel Partner 2007 also offers some **Pastel Control Centre functionality** from within Partner and the company.

Users are able to **switch between the Explorer and the 'old' Navigator** without going into the user setup option. This means that a user can now customise their own setup with limited supervisor involvement.

### 1 & 2 cent rounding now part of Invoice Calculation

New

Previously, one & two cent rounding was done only in the Point of Sale (POS) add-on module. **Rounding** can now be included in the calculation of the total amount on customer documents.

## 'Jump to' another user's Open Batches

New

In previous versions, when a supervisor needed to work in another user's batches, the supervisor would have to jump to the relevant user and then go to the specific batch.

In Pastel Accounting 2007 we have streamlined this process by adding an option on the **View Open Batches** screen to **Jump To** a user's specific batch. This means a supervisor can jump straight to a specific user's Invoice Batch, update the batch and return directly to the Open Batches screen to jump to the next user. An additional benefit is that the user is also given the option of printing the Open Batches list.

This feature will increase the efficiency of the supervisor's processing. It will be far easier for a supervisor to navigate through the Open Batches and update the batches than for users that do not have the authorisation to do so.

## Reprint customer and supplier documents from Drill Down

New

Users now have the option of reprinting customer and supplier documents from the Drill Down.

Our Drill Down functionality allows a user to:

- See all balances per period for specific Customers, Suppliers, General Ledger accounts etc.
- Drill Down on the balance to view all transactions which constitute the balance.
- Drill down to source document (should a transaction be an Invoice or Credit Note for example).

All the above functionality has been available in previous versions, however a **Print button** has been added to allow the user to reprint the document.

## New Filters added in Exporting

New

When exporting master file information, **filters** have been added to allow a range of information to be exported instead of the entire data file.

## Backup: Create new folder option and save last backup location

Improved

The option to **Create a New Folder** has been added whilst in the backup screen. Pastel Accounting 2007 also remembers the **last location of the backup** when restoring data or returning to do another backup.

## Cashbooks and Journals

New

Each line in the Cashbooks and Journals now has a **line number**. The option to go to a specific line in the batch has also been added.

The year-to-date **bank balance** now also appears on the Cashbook screens.

## Period 13 functionality

New to Xpress Start-Up and Xpress

Partner 2005 users have benefited from this Period 13 functionality, which allows the user to process in Period 13 and use this as the first period of the next year. This feature has now been extended to both Xpress Start-Up and Xpress 2007 users.

## NEW ONLY IN PASTEL PARTNER 2007

## Receipting module enhancements

Improved

The following enhancements have been made to the Receipting module:

**Analysis Codes** have allowed the user to realise income at the time of receiving customers' payments. Tax processing using Analysis Codes have been added along with the ability to add multiple analysis codes per receipt.

In addition, the following features are now available:

- **Discounts** can now be processed on receipts.
- **Cost Codes** can also now be allocated to the receipts.
- **An EFT Payment Method** has been added.
- **A Receipt Reversal Assistant** has been added.

## Price list report: Print selection

Improved

The price list functionality has been enhanced, allowing users to print only those price lists they wish, rather than choosing to either print 1 price list or all price lists.

## Option for customer invoices to be placed on hold by user

New

In previous versions, all users had the rights to put invoices on hold. In Pastel Partner 2007 there is a new option which allows a supervisor to specify which user may place an invoice **on hold**.

## Block Customers and/or Suppliers Assistant

New

This new assistant aids the user in blocking a **range of customers and/or suppliers quickly**, based on certain criteria. In the past, a user would have to block each account individually and work out the criteria for blocking manually.

The criteria used for blocking accounts are:

- Block if the creation date is earlier than a specific date.
- Block if the last purchase date is earlier than a specific date.
- Block if the credit limit has been exceeded.
- Block based on payment terms and/or where the outstanding value is greater than a specified amount.

You may choose any combination of the criteria listed above to determine the range of accounts to be blocked.

## Inventory Transfer Report and Reprinting Transfer Documents

New

In previous versions, if a user processed an Inventory Transfer between stores, the transfer document printed at the time could not be reprinted. In Pastel Partner 2007, these documents can now be **reprinted**.

Pastel Partner 2007 also features a **Transfer Report**, which allows the user to **print a report per store or item**, for the store transfers processed.

## Picking Slip printing from BOM

New

When manufacturing, the system now allows you to print a **Picking Slip** so that the items can be drawn from stores. The Picking Slip also provides you with a source document, authorising the movement of goods.

## Adjust Selling Prices automatically when using the Copy Recurring Invoice Assistant

Improved

An option to **automatically adjust selling prices** on recurring invoices has been added. Recurring invoices are created as “templates” that can be re-used each month. Therefore, when copying the templates, the system will automatically go through the pricing hierarchy to adjust the price on the invoices.

## IMPORTANT PRODUCT INFORMATION

Please note the following important notices regarding **Pastel Accounting 2007**:

### Server Based Registrations

Important Notice

The Pastel 2005 and 2007 range both have **Server Based Registrations functionality**. This means that you only register the server and all other workstations access the server for registration confirmation. Should a user work from home or be on the road and therefore be disconnected from the network, they will require a separate registration.

### Btrieve

Important Notice

Pastel Partner 2005 and 2007 are no longer Btrieve compatible. By finally moving away from this legacy database system, we are able to enhance the security and the speed of database operations.

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## EXTERNAL APPLICATIONS

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Please note that if you have any reports written using external tools e.g. Crystal Reports, you may need to modify these reports in the external application so that it is compatible with Pastel Accounting 2007.

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## INSTALLATION GUIDE, ASSISTANT AND USER GUIDE

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- Included in your DVD box is a comprehensive **Installation Guide** to take you through the revised registration process. The Installation Guide offers simple, step-by-step, detailed instructions on how to install the software.
- An **Installation Assistant** has also been developed to assist you through the installation process when you load the Pastel Accounting 2007 CD.
- For easy reference, your CD also includes an electronic copy of the **2007 User Guide**.

As a **Pastel Cover** customer, not only will you benefit from the latest developments in accounting software technology, but help is always just an e-mail or phone call away -- just another way we continue to take your business **beyond accounting**.



## SYSTEM REQUIREMENTS

### PASTEL XPRESS START-UP, XPRESS AND PARTNER

	SINGLE USER	SERVER
<b>HARDWARE</b>		
Minimum	Pentium III	Pentium III
Recommended	Pentium IV 2GHz or Higher	Pentium IV 2GHz or Higher
<b>OPERATING SYSTEM</b>		
Minimum	Windows XP, 2000	Windows 2000 / XP Pro
Recommended	Windows XP, 2000	Windows 2000 Server
<b>RAM</b>		
Minimum	128MB	512MB
Recommended	256MB or Higher	1GB
<b>SCREEN RESOLUTION</b>		
Minimum	800 x 600	800 x 600
Recommended	1024 x 768	1024 x 768

Requirements for all Users: CD-Rom, 256 Colour VGA or SVGA video

## USEFUL CONTACT DETAILS

### Cape Town

Switchboard +27 21 680 9000 ctsales@pastel.co.za

### Durban

Switchboard +27 31 566 3670 dbnsales@pastel.co.za

### Johannesburg

Switchboard +27 11 290 2700 info@pastel.co.za  
Support Desk +27 11 290 2880 support@pastel.co.za  
Registration Hotline +27 11 291 7070 registrations@pastel.co.za  
Installation Assistance +27 11 291 7016 installations@pastel.co.za  
Product Sales +27 11 290 2710 sales@pastel.co.za  
Pastel Cover +27 11 291 7110 renewals@pastel.co.za  
Training +27 11 290 2812 training@pastel.co.za  
Pastel Payroll +27 11 895 2300 info@pastelpayroll.co.za

[www.pastel.co.za](http://www.pastel.co.za)

## PASTEL 2007 PRODUCT RANGE COMPARISON

### Comparative Features Table

		Start-Up	Xpress	Partner	Evolution
<b>BASE</b>	Number of Users	Single	1-3°	1-20°	1-250+ °
	Number of Companies	Single	Unlimited	Unlimited	Unlimited
	User-Defined Fields	No	No	Yes	Yes
	General Ledger	Yes	Yes	Yes	Yes
	Cash Books	6	6	30	Unlimited
	Customers	Yes	Yes	Yes	Yes
	Quotations	Yes	Yes	Yes	Yes
	Invoices	Yes	Yes	Yes	Yes
	Suppliers	Yes	Yes	Yes	Yes
	Purchase Orders	Yes	Yes	Yes	Yes
Inventory	Yes	Yes	Yes*	Yes	
<b>ADD-ON MODULES*</b>	Multi-Currency	No	No	Yes*	Yes*
	Receipting (Cash & Bank Manager)	No	No	Yes*	No
	Time & Billing	No	No	Yes*	No
	Point-of-Sale	No	No	Yes*	Yes*
	Serial Number Tracking	No	No	Yes*	Yes*
	Multi-Store	No	No	Yes*	Yes*
	Job Costing	No	No	No	Yes*
	Bill of Materials	No	No	Yes*	Yes*
	Fixed Assets	Yes*	Yes*	Yes*	Yes*
	Payroll	Yes*	Yes*	Yes*	Yes*
	Business Intelligence Centre	No	No	Yes*	Yes*
	ACT!	No	No	Yes*	No

\* Subject to purchase of additional modules.

° Users can be purchased in increments according to your needs. Additional users can be purchased from Softline Pastel. One user license equates to the loading of Software onto one PC.

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