

# PASTEL

A C C O U N T I N G

**A guide to your  
complete business solution**



**9 out of 10  
accountants recommend  
Pastel Accounting\***



**Start-up  
businesses**

## My Invoicing by Pastel

My Invoicing focuses on the two most important administrative requirements common to all business – production of invoices, and controlling of customers'/debtors' balances.

My Invoicing helps you to manage your customers and keep track of sales. It's the easiest way for you to begin computerising your accounts.

### Key Features

- Create invoices easily and quickly.
- Create customers and stock items on the fly.
- Manage customer invoices, payments, credit notes and statements.
- Report on what customer amounts are outstanding and which items you sell the most of.
- E-mail invoices and statements to customers.
- Please note that My Invoicing does not have a General Ledger or Financial Reports.

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No. of Users	Single
No. of Companies	Unlimited
Support	30 days free telephonic support.*

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\* A telephonic support plan can be purchased on debit order.



**Start-up  
and small  
businesses**

## My Business by Pastel

My Business is designed specifically for businesses that are starting out. It is user friendly and affordable, and lets you prepare your accounts quickly and easily.

Easy to learn and use, My Business is perfect for use in a small business environment. And now with SARS compliant 128 bit PDF encryption, you can email invoices, debit notes or credit notes to your customers in the correct format.

### Key Features

- Manage customer invoices, payments, outstanding balances, bad debts and customer statements.
- Manage supplier invoices, returns, orders and payments due.
- Report on top selling items and most purchased items.
- Enter bank account transactions and track company expense payments.
- Prepare a Statement of Assets and Liabilities using journal entries stored in the Accountant's Area.

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No. of Users	Single
No. of Companies	Unlimited
Upgradable	Yes
Support	30 days free telephonic support.*

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\* A telephonic support plan can be purchased on debit order.



**Start-up  
and small  
businesses**

## Pastel Xpress Start-Up

For businesses that are starting out and only require single user, single company functionality, Pastel Xpress Start-Up is an affordable accounting solution that is easy to learn and use.

You can now fax invoices, statements, orders and quotations straight from your Pastel Accounting software. And with our 128 bit PDF encryption, the electronic documents you email will be compliant with SARS' requirements.

### Key Features

- General Ledger, inventory and Microsoft integration.
- Customer, supplier, tax and cashbook processing.
- Financial and tax reports (Drill down functionality).

**9 out of 10 accountants  
recommend Pastel\***

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No. of Users	Single
No. of Companies	Single
Upgradeable	Yes
Support	Comes with 30 days free support*

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\*Of accountants that recommend accounting software to SME businesses.

\*A support contract can be purchased on an annual basis.



Small  
businesses

## Pastel Xpress

Pastel Xpress provides small businesses with an affordable accounting solution and basic accounting functionality for larger businesses. It is easy to learn and use and automates common business processes.

Pastel Xpress complies with the SARS requirement for issuing electronic tax invoices, including the required 128 bit PDF encryption. You can also fax documents such as statements and invoices, orders and quotations directly from your Pastel software.

### Key Features

- General Ledger, inventory and Microsoft integration.
- Customer, supplier, tax and cashbook processing.
- Financial and tax reports (Drill down functionality).

### ADD-ON MODULES\*

Point of Sale, Business Intelligence Centre, Bank Manager.

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No. of Users	1 upgradable to 3 users
No. of Companies	Unlimited
Support/Upgrades	Comes with 30 days free support*

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\*Add-on modules can be purchased directly from Pastel.

\*A support contract can be purchased on an annual basis.



Small to  
medium-sized  
businesses

## Pastel Partner

Pastel Partner is the ideal solution for small to medium businesses. It offers more features than Pastel Xpress and is well suited to a multi-user environment.

Pastel Partner allows users to add modules to their base application, so that you can customise your accounting software to suit your needs. You can now also fax invoices, statements, orders or quotations straight from your Pastel accounting package. And all electronic documents comply with SARS' requirements for 128 bit encryption.

### Key Features

- General Ledger, inventory and Microsoft integration.
- Customer, supplier, tax and cashbook processing.
- Financial and Tax reports (Drill down functionality).
- Recurring invoices.
- Cost codes.
- Stock take and re-order assistants.

### ADD-ON MODULES\*

Point of Sale, Multi-Currency, Receipting, Multi-Store, Inventory, Fixed Assets, Time & Billing, Serial Number Tracking, Bill of Materials, Business Intelligence Centre, Bank Manager, Cash Manager.

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No. of Users	1 upgradable to 20 users
No. of Companies	Unlimited
Support/Upgrades	Comes with 30 days free support*

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\*Pastel Partner is a modular based package. The add-on modules can be purchased directly from Pastel.

\*A support contract can be purchased on an annual basis.



**Medium to  
large-sized  
businesses**

## Pastel Evolution Accounting & ERP

Pastel Evolution Accounting and ERP brings all aspects of your operating environment together, providing an integrated, holistic view of your business. The comprehensive range of features, functionality and a number of add-on modules, provide a scalable, flexible and robust management tool for large businesses. Pastel Evolution will take your accounting to the next level by allowing you to not only capture numbers, but also to perform business activities. This gives you the ability to control your financial situation as well as your relationships with your customers, suppliers and employees.

### Key Features

- General Ledger and cash book.
- Accounts Receivable and Payable.
- Inventory Control and Invoicing.
- Import cost allocations.
- Project Tracking.
- Sales and Purchase Order Entry.
- Report Writer and Stationery customisation.

### ADD-ON MODULES

Please refer to the Pastel Family tree overleaf for information on available add-on modules.

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No. of Users	1 up to 1 000+
No. of Companies	Unlimited

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This product is not available in retail stores.



**Medium to  
larger sized  
businesses**

## Pastel Evolution Payroll & HR

Pastel Evolution Payroll and HR is ideal for an advanced Payroll and Human Resources operating environment!

With Pastel Evolution Payroll and HR, you can customise your Payroll and HR software package to suit your particular business requirements. Pastel Evolution Payroll and HR's enhanced functionality and powerful MS-SQL database will ensure that processing your Payroll and HR will take on a new dimension. In addition Pastel Evolution Payroll and HR offers GL and Job costing integration into the Pastel Evolution ERP suite.

### Key Features

- Legally compliant.
- Report Writer and Payslip customisation.
- Customise on-screen grids
- Powerful formula writing capabilities.
- Advanced user access restrictions.
- General Ledger and Job Costing integration.

### ADD-ON MODULES

Human Resources (HR), BI Payroll: Excel and Reporting, MIBFA Industrial Council Compliance and Employment Equity Reporting.

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No. of Employees	Up to an unlimited number of employees
No. of Users	Single user (upgradable)
No. of Companies	Multi company

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Free telephonic and e-mail support included for the first year. Subject to an annual licence fee thereafter.  
This product is not available in retail stores.





**Start-up  
businesses**



**Small to  
medium sized  
businesses**

## Pastel MicrOpay

Super fast and simple, this dynamic payroll solution is suited to an uncomplicated payroll environment in start-up businesses. Pastel MicrOpay ships with all the basic transactions to get your business up and running in minutes.

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No. of Employees:	Up to 5 employees
No. of Users:	Single user
No. of Companies:	Single company
Support:	Free telephonic and email support*

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## Pastel Partner Payroll

For easy, accurate and secure payroll processing, Pastel Partner Payroll integrates seamlessly with Pastel Accounting products. This dynamic payroll software is scalable from a single user version up to 10 users for larger companies. This dynamic and secure payroll software can accommodate an unlimited number of employees and can grow with your company.

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No. of Employees:	Up to an unlimited number of employees**
No. of Users:	Single user (upgradable)
No. of Companies:	Multi company
Support:	Free telephonic and email support*

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\* Free telephonic and e-mail support included for the first year. Subject to an annual licence fee thereafter. Additional specialised modules available.

\*\*If you purchase Pastel Partner Payroll through a retail outlet, your package will limit you to 10 employees. You may upgrade for an additional fee.

# OTHER OFFERINGS BY PASTEL

## Pastel Cover

### Your comprehensive support plan

Ensure that your business runs efficiently by always having support and receiving the latest software upgrades at no additional cost. All the support and backup you need, when you need it.

## Pastel Training

### The right training solution

Pastel's Authorised Training Centres assure customers of the best end-user training. Using Pastel developed course material, training is available for My Business, Xpress, Partner and Evolution customers.

## Pastel Auditor

### Financial statements at your fingertips

Increasing the efficiency of auditors and accountants during the audit process will save time and money – the two things that businesses always need more of! With Pastel Auditor, you can analyse trends, produce management accounts, as well as a full set of financial statements with notes. In a matter of minutes, you'll have the 'big picture' view of your client's business, making the job of analysing the data more meaningful.

## ACT!

### The contact management solution

ACT! manages the interaction between your business and your customers, potential customers, suppliers and even your fellow company members.

## LEGALWRITE

### Your lawyer in a box

LegalWrite enables you to produce your own legal documents instantly, without incurring the high cost of lawyers' fees. With a precedent library of more than 100 legal documents, it's better than having your own 24-hour attorney!

