

# PASTEL

# my business

easy-to-use, start-up  
business software.



The perfect  
way to start  
computerising  
your business.

# The complete business software solution for start-up and small businesses.

My Business is designed specifically for businesses that are starting up. It's user-friendly and lets you prepare your accounts and statements quickly and easily. You can make the most of your time by focusing on making sales and running your business.

## [ Get the information you need ]

For a bird's eye view of your business, the Dashboard in My Business is the quickest and easiest way to get an overview of how your business is doing. Dashboard Widgets can be added or removed to display only the details most relevant to your business.

### Managing your To Do's

The To Do List reminds you of who owes you money and whom you owe money to. By clicking on a line in the To Do List pop-up screen, you can choose which To Do List details to display, drill down to a detailed breakdown of a specific line, and even further to the individual documents and transactions that make up the balance.

### Getting a bird's eye view of your company

See who your best customers are on the Dashboard Top Customers by Sales view, or which Customers you need to keep an eye on in the Dashboard Top Customers by Outstanding Balance view.

**Want to see how sales are going?** Look at the Dashboard Sales History graph. Detailed information can be seen by clicking on a bar in the chart.

**Which of your items is your money spinner?** The Dashboard Top Selling Items highlights your best performers giving quantities sold and sales values.

### Drilling down to detailed information

The Drill Down feature in My Business lets you look deeper into information that is presented on the screen. This drill down functionality is available on the Dashboard as well as report previews. When working on the Dashboard, for example, you can start by viewing the Sales History graph by month. By clicking on a bar on the graph you will drill down to a daily view of the sales for the month. By drilling down once more, you can view the original invoice. Similarly, when you preview reports on the screen, the system offers drill down capabilities where possible. This enables you to view more detail about the displayed amount. For example, if you view a list of customers, you can drill down on any customer that has a balance. The drill down will take you to the customer statement, showing you all the transactions that make up the balance. You can then drill down further by clicking on, for example, an invoice, to see the original invoice.



## [ Manage your customers, suppliers and inventory ]

Using My Business, you can manage your customers, suppliers and inventory items. As you process, My Business keeps track of sales per customer and per item, and purchases by supplier and item. You can create customer categories, supplier categories and item categories to analyse your sales.

### Easy invoicing

Create professional invoices quickly using My Business and find out how easy it is to manage what your customers owe you and how to get paid faster. Convert quotations to invoices at the click of a button and use the Use Last Invoice Detail option to quickly generate a new invoice based on the details of the customer's last invoice. Use the My Business Report Designer to create your own professional, customised invoice layouts. The Report Designer is used to design any report layouts.

### Recurring invoices

You can create recurring invoices quickly and easily for each customer that needs to pay you the same amount each month. You create your recurring invoice once, specify the frequency and the invoice detail, and draft invoices will be created automatically for individual finalisation before sending! The My Business message centre will alert you to any draft invoices that need your attention.

## [ Manage your bank accounts ]

You can manage your money with unlimited bank and credit card accounts in My Business. You can easily and quickly process payments, receipts and bank transfers. My Business will even remember which account, customer or supplier to use based on the description you enter while you are working.

### Import your bank statement

You can also import your bank statements instead of capturing each transaction. You will save time by mapping transactions where My Business will automatically assign the correct accounts each time you import a bank statement. Managing your bank account could not be easier!

### Reconciliations and more

Reconcile your bank accounts in seconds and make use of the many reports available in My Business to view your banking transactions. Use the Banking Dashboard Widget to display your banks and credit cards, with balances, and a graph of the last 2 months movements

## [ Access for your accountant ]

The Accountant's Area is available for your accountant to process Journal Entries and Tax Adjustments, ensuring that your books are always an accurate and reliable record of your business.

## [ Changing your company's preferences ]

Although you can start invoicing straight away in My Business, it is recommended that you take a moment to check your company details and preferences. This will ensure that My Business knows how best to process all your transactions. You can specify your financial years, set your tax system, create standard messages for your statements and invoices and set up rounding for your invoices. Ask your accountant for help if you are unsure of your selections. You can create your own professional image on invoices and statements by adding your company logo.





## Pastel is the best choice for your business

- It's easy to use.
- No previous accounting or bookkeeping experience is necessary.
- 9 out of 10 accountants recommend Pastel Accounting.\*
- Pastel is a leading South African brand.
- No customisation required – Pastel is SA ready.
- More than 20 years experience in supporting small and medium-sized South African businesses.
- Backed by a national support infrastructure.
- Pastel caters for the growth of your business.

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

## [ Pastel Product Range Family Tree ]

Product	Business environment	Parameters
My Invoicing	Start-up businesses 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 Start-Up	Start-up and small businesses Uncomplicated accounting environment	Single user Single company
Xpress	Small businesses Uncomplicated accounting environment	Can accommodate from 1 up to 3 users*. (Each package includes a single user license only.)
Partner	Small to medium-sized businesses	Can accommodate from 1 up to 20 users*. (Each package includes a single user license only.)
Evolution	Medium to large-sized businesses	Can accommodate from 1 up to 1000+ users*, with pre-defined user breaks. Extensive range of business-specific add-on modules.
Payroll	Start-up, small, medium and large businesses	Unlimited employees

\* The base package contains one user licence. Additional users can be purchased in increments from Softline Pastel. One user license equates to the loading of software onto one PC.

## [ System Requirements ]

Component	Requirement
<b>PROCESSOR</b>	
Minimum	Pentium IV 2GHz
Recommended	Pentium IV 2GHz or higher
<b>DVD ROM</b>	Required
<b>RAM</b>	
Recommended	1GB or higher
<b>SCREEN RESOLUTION</b>	
Minimum	1024 x 768
<b>OPERATING SYSTEM</b>	
Minimum	Windows XP SP3 Windows Vista Windows 7

## [ Support for My Business ]

Pastel offers a telephonic support plan for My Business, giving you the help and guidance you need to ensure that your software runs smoothly. Call in as often as you need to. Telephonic support is available on an affordable monthly debit order option.