

PASTEL | ACCOUNTING

XPRESS

VERSION 11

FOR SMALL BUSINESSES

No compulsory license fees



The powerful and
flexible accounting
solution.

South Africa's
trusted business
solution for quick
and easy
accounting.



Pastel Xpress helps you manage your accounts so that you can get on with the job of running your business. As your business grows, Pastel's product range gives you access to greater functionality at the click of a button.

[Setup Assistant]

Pastel's Setup Assistant allows you to create a company in minutes. Answer a few simple questions, select from one of Pastel's templates, and tailor them to your business.

Service • Retail • Body Corporate • Construction • Garage / Service Station
• Farming • Hotel • Non-Profit Organisation • Real Estate Agent
• Food and Beverage • Church Accounts • Club Accounts • Professional Services • Medical Practitioners • School Accounts

[Inventory Items]

Pastel can track your inventory in as much detail as necessary. You can create product or service items, establish minimum and maximum stock levels and much more.

[The System Navigator and Explorer]

Finding your way around Pastel has never been easier. The highly intuitive and graphic System Navigator allows you to quickly perform common tasks using simple icons representative of everyday tasks.

The Explorer allows you to easily add, edit and delete accounts, enquire about and find customers, suppliers, inventory items and general ledger accounts, invoke processing screens directly from the item selected, export lists to Microsoft Excel, as well as group and filter data.

[Drill Down]

Pastel's drill down functionality allows you to click on an item from any report and see further details. No more navigating cumbersome reports or having to go backwards and forwards to retrieve information. Simply click on an item whilst in your report and drill down to the information you need.

[Invoicing]

Pastel allows you to enter invoices in a logical and intuitive manner. Save time, ensure accuracy and control back orders by linking quotations and sales orders. The Forms Designer interface makes it easy to customise stationery layouts of documents such as invoices, quotes, orders and labels. You can also customise forms for PDF documents that you e-mail.

[Easy Installation & Registration]

When you load your Pastel programme an easy to-use installation tutorial will load automatically. Simply follow the steps to install your software effortlessly. Also included with your software is a simple step-by-step Installation Guide offering detailed instructions on how to install your product.

Pastel allows you the flexibility of registering your product online, twenty-four hours a day, seven days a week. Visit our website at www.pastel.co.za and follow the link to register your product.

South Africa's trusted business solution for quick and easy accounting

[Microsoft Office Integration]

Microsoft Windows 7 compatible

Pastel Xpress is compatible with Windows 7, having passed Microsoft-designed tests for compatibility.

Microsoft Office

Integrate your general ledger, customer and supplier data with Microsoft Office, and export customer and supplier contact information into Microsoft Outlook. The 'Create Letters' and 'Labels Assistant' allows you to easily set up mail merge documents and labels through Microsoft Word, automatically creating the required data sources and links. *Microsoft Office 2000 and later required.

[Compliant with SA Legislation]

Pastel Xpress complies with the SARS requirement for issuing electronic tax invoices including the required 128 bit PDF encryption.

[Graphic Reporting Facility]

Keep your finger on the pulse of your business by using Pastel's graphic reporting feature to display business-critical information in a graphical format. For example, you can view trends in sales, inventory movement, expense allocation and more. Pastel's financial ratios allow you to analyse key areas of your business at the click of a button.

[PDF Printing, E-mailing and Faxing]

This standard feature allows e-mailing of documents such as statements, invoices, orders and quotations in PDF and HTML format. Each document layout has a corresponding PDF layout. The e-mail screen allows you to cc and bcc recipients and contacts from Microsoft Outlook. You can also fax documents such as invoices, statements, orders and quotations straight from your Pastel Accounting package.

[Age Analysis]

Pastel's Age Analysis provides you with crucial information about your customers and suppliers. It lets you see outstanding balances by ageing period and assists you in prioritising collection of overdue amounts.

[Customers]

Pastel's flexible customer account setup allows you to configure parameters per customer. For example, you can set individual trading and settlement terms, select the e-mail and/or print option for invoices and statements, as well as create as many customers as you need.

[PASTEL COVER: 30 DAYS FREE SUPPORT]

Pastel Cover is a support plan which gives you all the help your business needs. As a priority customer with Pastel Cover, you'll ensure that your business runs smoothly and efficiently by always having support and maintenance for your mission critical accounting system. Unlimited telephonic support, free software upgrades and discounted training are just some of the benefits of subscribing to Pastel Cover. Make the most of your FREE 30 days upon registering your software. To purchase Pastel Cover, call 011 304 3650 or visit www.pastel.co.za/cover.asp

[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*. (Package includes a single user license only.)
Partner	Small to medium-sized businesses	Can accommodate from 1 up to 20 users*. (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 product contains one user license. Additional users can be purchased in increments from Softline Pastel. One user license equates to the loading of software onto one PC.

[System Requirements]

Hardware

Minimum: Pentium IV; Recommended: Pentium IV 2GHz or Higher

Operating System

Windows XP SP3, Windows Vista and Windows 7

Operating System Server

Windows XP SP3, Windows Vista, Windows 7 and Windows 2003, 2008 Server

Screen Resolution

Minimum: 1024 x 768

RAM

Minimum: 512MB; Recommended: 1GB or Higher
Add 128 MB per simultaneous user who accesses the system

Requirements for all users

DVD-ROM

[ADD-ON MODULES]

As your business grows and begins to demand more sophisticated features and functionality, Pastel Xpress allows you to add the modules you need.

[Point of Sale]

Among the many features available in Point of Sale, the fundamentals include full integration into the accounting back office, taking factors such as speed and ease of use seriously. The security features in Point of Sale help to prevent potential theft when cash changes hands. Also available as an offline option.*

[Excel Management Reports]

Pastel's Excel Management Reports are neatly presented in Microsoft Excel allowing you to view the Income Statement and Balance Sheet in various formats providing better insight into your business.* ^ Microsoft Office 2007 and later required.

[Bank Manager]

Eliminate the need to capture transactions off your bank statement. Download an electronic bank statement from any major South African bank, map the transactions to the correct accounts, and the system will automatically open the item and assign the transactions for you after each import. Reconciling your bank account has never been quicker or easier.*

* Available as an optional add-on module to Pastel Xpress Version 11.

[Need a good reason to choose Pastel?]

Here's a few

- Over 20 years of experience!
- 9 out of 10 accountants recommend Pastel Accounting.*
- Pastel is a leading South African brand.
- Backed by an extensive national service and support infrastructure.
- It's easy to use.
- Pastel caters for the growth of your business.
- 30 days FREE unlimited support with Pastel Cover.
- Seamless integration between Pastel Accounting and Pastel Payroll software.

* Of accountants that recommend accounting software to SME businesses.

[Comparative Features Table]

◊ Additional user licenses can be purchased, according to the number of users accommodated per product, as outlined below.

		My Invoicing	My Business	Xpress Start-Up	Xpress	Partner	Evolution
Base	Database Manager	MS SQL Express	MS SQL Express	Pervasive	Pervasive	Pervasive	MS SQL
	Number of users	Single	Single	Single	1 - 3 ◊	1 - 20 ◊	1 - 1000+ ◊
	Number of companies	Unlimited	Unlimited	Single	Unlimited	Unlimited	Unlimited
	Number of Financial Years	Unlimited	Unlimited	2***	2***	2***	5
	User Defined Fields	Yes	Yes	Yes	Yes	Yes	Yes
	General Ledger	No	No	Yes	Yes	Yes	Yes
	Segmented GL Accounts	No	No	No	No	No	Yes
	Cash Books	None	Unlimited	30	30	30	Unlimited
	Customers	Yes	Yes	Yes	Yes	Yes	Yes
	Quotations	Yes	Yes	Yes	Yes	Yes	Yes
	Invoices	Yes	Yes	Yes	Yes	Yes	Yes
	Suppliers	No	Yes	Yes	Yes	Yes	Yes
	Purchase Orders	No	Yes	Yes	Yes	Yes	Yes
	Inventory	Yes**	Yes	Yes	Yes	Yes	Yes
	Segmented Inventory Items	No	No	No	No	No	Yes
Add-On Modules*	Import Cost Allocations	No	No	No	No	Yes	Yes
	Projects	No	No	Yes	Yes	Yes	Yes
	Report Writer	No	No	No	No	Yes	Yes
	Stationery Customisation	Yes	Yes	Yes	Yes	Yes	Yes
	Multi-Currency	No	No	No	No	Yes*	Yes*
	GL Manager	No	No	No	Yes*	Yes*	No
	Business Intelligence Centre	No	No	No	Yes*	Yes*	Yes*
	Receipting	No	No	No	No	Yes*	No
	Time & Billing	No	No	No	No	Yes*	No
	Point of Sale	No	No	No	Yes*	Yes*	Yes*
	Cash Manager †	No	No	No	No	Yes*	Yes*
	Bank Manager †	No	No	Yes*	Yes*	Yes*	Yes*
	Serial Number Tracking	No	No	No	No	Yes*	Yes*
	Multi-Store	No	No	No	No	Yes*	Yes*
	Job Costing	No	No	No	No	No	Yes*
	Bill of Materials	No	No	No	No	Yes*	Yes*
	Manufacturing	No	No	No	No	No	Yes*
	Mobile	No	No	No	No	No	Yes*
	Lot Tracking	No	No	No	No	No	Yes*
	Fixed Assets	No	No	Yes°	Yes°	Yes°	Yes°
	Payroll	No	No	Yes°	Yes°	Yes°	Yes°
	Resolve Basic (Contact Management)	No	No	No	No	No	Yes*
	Resolve Premium (Contact Management)	No	No	No	No	Yes°	Yes°
	Pricing Matrix (Disc. Matrix & Vol. Disc.)	No	No	No	No	Yes	Yes*
	Customer Account Consolidations	No	No	No	No	No	Yes*
	Customer Credit Risk Management	No	No	No	No	No	Yes*
	Annuity Billing	No	No	No	No	No	Yes*
	eBusiness & eBilling	No	No	Yes*	Yes*	Yes*	Yes*
	Retail Point of Sale	No	No	No	No	No	Yes*
	Branch Accounting	No	No	No	No	No	Yes*
	Project Tracker	No	No	No	No	Yes*	Yes
	Procurement	No	No	No	No	No	Yes*

* Purchase as an add-on module

° Purchase as a stand-alone module

** Can sell items but does not control costs or quantities

*** 5 years worth of transactions are stored, but only 2 years are available for processing and for standard reports, available through the View menu

† Annual License Fee product