

# Sage Pastel Accounting

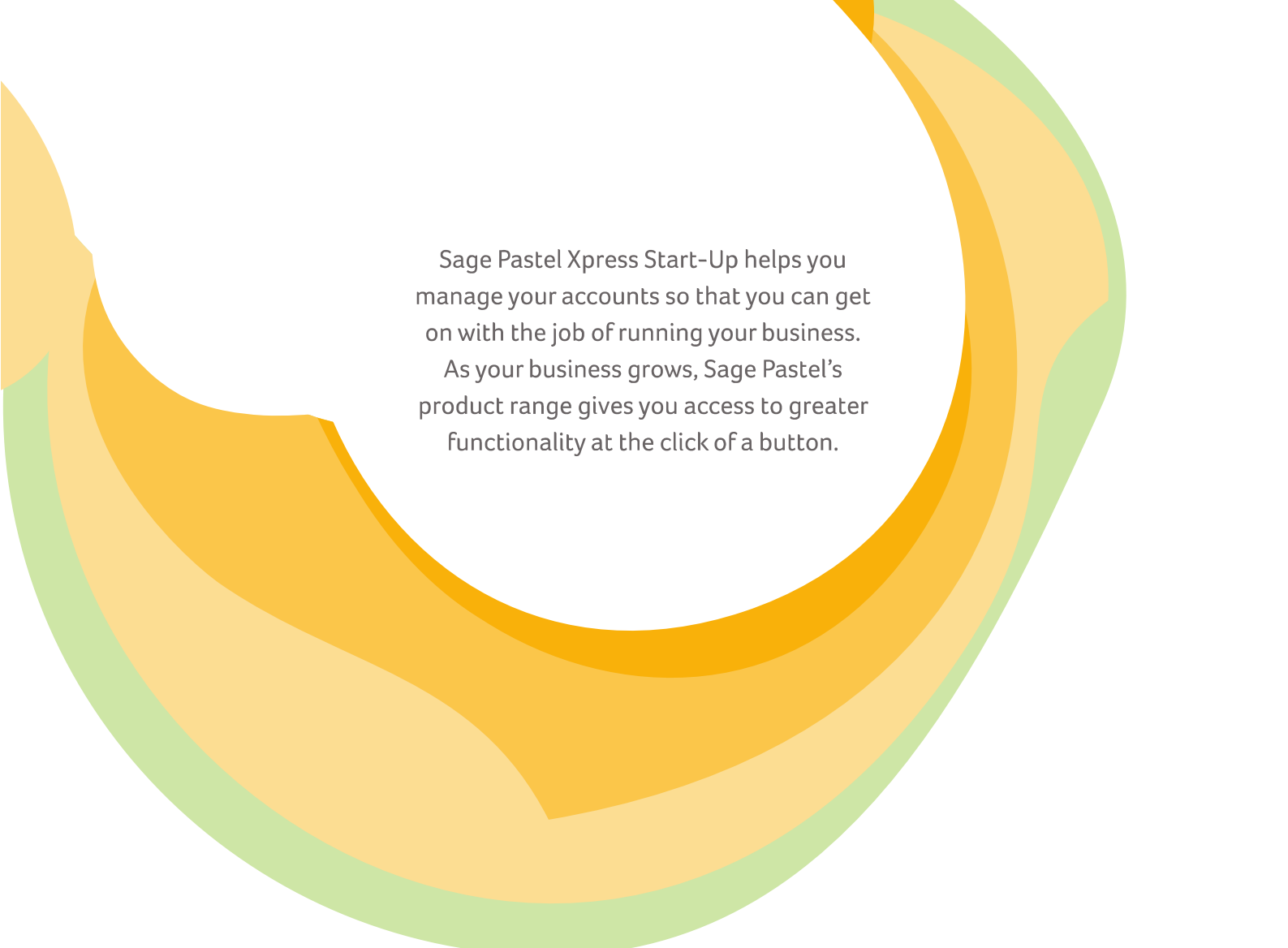
## Xpress Start-Up



No compulsory license fees

An internationally trusted business  
solution for quick & easy accounting.

**sage**



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

## Setup Assistant

Sage Pastel's Setup Assistant allows you to create a company in minutes. Answer a few simple questions, select from one of Sage 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

Sage 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 Sage 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

Sage 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

Sage 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 Sage 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. Sage Pastel allows you the flexibility of registering your product online, twenty-four hours a day, seven days a week. Visit our website at [www.SagePastel.co.za](http://www.SagePastel.co.za) and follow the link to register your product.

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## Microsoft Office Integration

### Microsoft Windows 7 compatible

Sage Pastel Xpress Start-Up 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

Sage Pastel Xpress Start-Up 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 Sage 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. Sage 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 Sage Pastel Accounting package.

## Age Analysis

Sage 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

Sage 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.

## Sage Pastel Cover: 30 Days free support

Sage Pastel Cover is a support plan which gives you all the help your business needs. As a priority customer with Sage 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 Sage Pastel Cover. Make the most of your FREE 30 days upon registering your software. To purchase Sage Pastel Cover, call 011 304 3650 or visit [www.pastel.co.za/cover.asp](http://www.pastel.co.za/cover.asp).

## Sage Pastel Product Range Family Tree

Product	Business environment	Parameters
My Business Desktop	Start-up businesses Simple customer, supplier and item quantities, with income and expenses through bank accounts	Single user Multi company
My Business Online	Online version available at <a href="http://www.pastelmybusiness.co.za">www.pastelmybusiness.co.za</a>	2 user, 2 company. Can also accommodate 5 users, 10 companies
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*. (This package includes a single user license only.)
Partner	Small to medium-sized businesses	Can accommodate from 1 up to 20 users*. (This package includes a single user license only.)
Evolution Accounting & ERP	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 Sage Pastel. One user license equates to the loading of software onto one PC.

## System Requirements

<b>Hardware</b>	Minimum: Pentium IV; Recommended: Pentium IV 2GHz or Higher
<b>Operating System</b>	Windows XP SP3, Windows Vista and Windows 7
<b>Screen Resolution</b>	Minimum: 1024 x 768
<b>RAM</b>	Minimum: 512MB; Recommended: 1GB or Higher
<b>Requirements for all users</b>	DVD-ROM

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## Xpress Start-Up

### Add-On Modules

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

#### 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.\*

#### Excel Management Reports

Sage 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.

#### Fixed Assets

Fixed assets are physical items such as desks, computers, cars and machinery, which you require to run your business. As you use assets, they depreciate or become obsolete. You can legally expense depreciation in your accounts and for tax purposes.

The Fixed Assets module automates processes such as tracking each asset's value from both a tax and accounting perspective, depreciating assets correctly, updating the replacement values of fixed assets for insurance purposes, accurately recording any sale, loss or disposal of assets and maintaining an accurate fixed assets register with information such as date of purchase, date of disposal, purchase price and so on.\*°

\* Available as an optional add-on module to Sage Pastel Xpress Start-Up Version 12.

° Can be purchased as a stand-alone module.

### Need a good reason to choose Sage Pastel?

#### Here's a few

- Sage Pastel is a leading South African brand.
- Over 20 years of experience!
- All leading South African universities offer Sage Pastel- it's a skill for life.
- Backed by an extensive national service and support infrastructure of business partners and training centres.
- It's easy to use.
- Sage Pastel caters for the growth of your business.
- 30 days FREE unlimited support with Sage Pastel Cover.
- Seamless integration between Sage Pastel Accounting and Sage Pastel Payroll software.

### Comparative Features Table

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

	My Business Online	My Business	Xpress Start-Up	Xpress	Partner	Evolution Standard	Evolution Premium	
Base	Database Manager	Online	MS SQL Express	Pervasive	Pervasive	Pervasive	MS SQL	MS SQL
	Number of users	Up to 5	Single	Single	1 - 3 ◇	1 - 20 ◇	5	1 - 1000+ ◇
	Number of companies	Up to 10	Unlimited	Single	Unlimited	Unlimited	Unlimited	Unlimited
	Number of Financial Years	Unlimited	Unlimited	2***	2***	2***	5	5
	User Defined Fields	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	General Ledger	Yes	No	Yes	Yes	Yes	Yes	Yes
	Segmented GL Accounts	No	No	No	No	No	No	Yes
	Cash Books	Unlimited	Unlimited	30	30	30	Unlimited	Unlimited
	Customers	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Quotations	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Invoices	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Suppliers	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Purchase Orders	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Inventory ◇	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Segmented Inventory Items	No	No	No	No	No	No	Yes
	Import Cost Allocations	No	No	No	No	No	Yes	Yes
Projects	No	No	Yes	Yes	Yes	Yes	Yes	
Report Writer	No	No	No	No	Yes	Yes	Yes	
Stationery Customisation	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
Alert Manager	No	No	No	No	No	No	Yes	
Add-On Modules*	Multi-Currency	No	No	No	No	Yes*	Yes*	Yes*
	GL Manager	No	No	No	Yes*	Yes*	No	No
	Business Intelligence Centre	No	No	No	Yes*	Yes*	YesΔ	Yes*
	Receipting	No	No	No	No	Yes*	No	No
	Time & Billing	No	No	No	No	Yes*	No	No
	Point of Sale	No	No	No	Yes*	Yes*	Yes*	Yes*
	Cash Manager	No	No	No	No	Yes*†	Yes*	Yes*
	Bank Manager	Yes	Yes	Yes*†	Yes*†	Yes*†	Yes*	Yes*
	Serial Number Tracking	No	No	No	No	Yes*	Yes*	Yes*
	Multi-Store/Warehousing	No	No	No	No	Yes*	YesΔ	Yes*
	Job Costing	No	No	No	No	No	No	Yes*
	Bill of Materials	No	No	No	No	Yes*	Yes*	Yes*
	Manufacturing	No	No	No	No	No	No	Yes*
	Mobile	Yes	No	No	No	No	No	Yes*
	Lot Tracking	No	No	No	No	No	No	Yes*
	Fixed Assets	No	No	Yes°	Yes*°	Yes*°	Yes*	Yes*°
	Payroll	No	No	Yes°	Yes°	Yes°	Yes°	Yes°
	Sage Evolution CRM Standard ‡	No	No	No	No	No	Yes*	Yes*
	Sage Evolution CRM Premium	No	No	No	No	Yes°	No	Yes*°
	Pricing Matrix (Disc. Matrix & Vol. Disc.)	No	No	No	No	Yes	Yes*	Yes*
	Customer Account Consolidations	No	No	No	No	No	No	Yes*
	Customer Credit Risk Management	No	No	No	No	No	No	Yes*
Annuity Billing	No	No	No	No	No	No	Yes*	
eBusiness & eBilling	No	No	Yes*	Yes*	Yes*	No	Yes*	
Retail Point of Sale	No	No	No	No	No	No	Yes*	
Branch Accounting	No	No	No	No	No	No	Yes*	
Project Tracker	No	No	No	No	Yes*	YesΔ	Yes	
Procurement	No	No	No	No	No	No	Yes*	
Advanced Procurement	No	No	No	No	No	No	Yes*	
Municipal Billing	No	No	No	No	No	No	Yes*	
Voucher Management	No	No	No	No	No	Yes*	Yes*	
Delivery Management	No	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

Δ Limited functionality

◇ Available as an add-on module for International Partner versions.

‡ Available as part of Sage Evolution Core for International versions.

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