

Pastel Partner 2005™ Factsheet

The perfect combination of power, innovation, flexibility and ease of use makes Pastel Partner the ideal solution for the small to medium sized business.

Feature rich and robust in a multi-user environment makes Pastel Partner the perfect choice for your business.

A range of integrated add-on modules caters for industry specific requirements and gives you the freedom to grow as your business expands and begins to demand more sophisticated features and functionality.

Pastel Partner's powerful functionality gives you the ability to effectively manage your money and your business. After all accounting isn't only about getting the numbers right, it's also about what you are able to do with those numbers. With Pastel Partner in the equation we take you way BEYOND ACCOUNTING.

Suppliers

Pastel Partner's Automatic Cheque and Remittance Printing facility makes paying your suppliers a simple task. Select a range of suppliers and the payment date. Pastel displays any invoices due for payment in a table. You can edit payment amounts or choose not to pay specific invoices. Pastel automatically generates payments and prints the remittance and cheque for each supplier. In addition, Pastel can automatically incorporate settlement discounts for early payment terms.

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. Each customer can have multiple delivery addresses and user-defined fields. Create as many customers as you need – Pastel's high performance database won't slow you down as your customer base grows.

General Ledger

Create up to 9999 accounts, numbering from 0001 to 9999. Amongst other information, Pastel Partner stores the account number, description and period balances and gives you the ability to further divide a main account into 999 sub accounts. Pastel Partner stores the following budgets: Current Budgets, Next Year Budgets, Last Year Budgets – per General Ledger account, per period.

Period 13 Processing

Pastel allows you to use the 13th period to enter next year transactions. When you process the Year-End, the system transfers all period 13 transactions into the first period of the next year.

Multi-Period

The General Ledger stores 2 years of data. Accounting periods can however be 'blocked', preventing transactions being processed to those periods which have been 'closed'. Pastel Partner gives you the flexibility of being either period or date driven.

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.

Forms Designer

The Forms Designer interface makes it easy to customise stationery layouts of documents such as invoices, quotes, orders and labels. And you can customise forms for the PDF documents that you e-mail.

PDF Printing and E-mailing

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 Outlook. Seamless integration of these elements makes communicating with your customers and suppliers easy. The body text limit for e-mails has increased and additional files can be attached.

Microsoft® Office Integration

Pastel enables you to integrate your general ledger, customer, and supplier data with Microsoft® Office® and allows you to export customer and supplier contact information into Outlook. The new 'Create Letters' and 'Labels Assistant' allows users to easily set up mail merge documents and labels through Microsoft Word. The assistant automatically creates the required data sources and links for mail merges. [requires Microsoft® Office 2000 and up.]

MULTI USER

Depending upon your requirements, Pastel Partner offers two approaches for multi-user access.

The Workgroup version will allow up to 10 users to safely access the software and shared data on a networked environment.

For customers with heavier demands, the Client Server implementation is designed for businesses that have 10 users and above, providing a robust and secure environment for your software and data.

- Password access control - Define exactly which processing functions / accounting areas each user may access.
- Bundled with Pastel Multi-User License is Pervasive SQL2000 Workgroup.
- Or you can upgrade to the full client server version of Pervasive SQL2000.
- A stable working environment

We recommend that if customers have 10 or more workstations logged in simultaneously, with large volumes of data being processed, that they run Pastel Partner in a Pervasive Client Server environment – the obvious advantage being speed of processing.

THE MODULES

Optional modules help tailor this powerful package to your specific needs.

COMMERCIALS

Extend Partner's power to track your stock in as much detail as necessary.

Create product or service items and establish minimum and maximum stock levels etc.

The Pastel Reorder Assistant will create lists of items that need to be ordered and will automatically create purchase orders for fulfilment.

POWERFUL PRICING - Pastel gives you enormous flexibility in respect of selling prices. There are ten standard price lists and a date-sensitive special price list. Refine these further with a volume-based percentage discount matrix per customer category and inventory group. For ultimate flexibility, create a customer-specific price list with volume breaks. Use any or all of these together. You can also prepare future prices in advance of a price changeover.

The Commercials Add-on gives you:

- Purchase Order Processing
- Sales Order Processing
- Stock Control
- Quotations
- Goods Received Notes

BILL OF MATERIALS / KITTING

Create bill of materials (recipes) with an unlimited number of components.

Use three additional user-defined costs such as labour and overheads.

When you manufacture, Pastel removes component items and creates manufactured items.

Copy one bill of materials to another.

Globally replace a component across a range of bills of materials.

The Kitting option allows you to link multiple stock items to a kit.

Invoice a kit and Pastel automatically invoices its component items.

POINT-OF-SALE

Pastel's Point-of-Sale gives you the complete solution for retail businesses.

- Interface with slip printers, cash drawers and pole displays.
- Perform quick processing at point-of-sale with 'hot keys' for items you frequently use.
- Process payments with one keystroke when customers pay exact amounts.
- Comprehensive cash control and cash up procedures are incorporated.
- Allows for rounding to the nearest 5 pence.

Available as an optional module

Pastel UK can supply all your hardware requirements for the Point-of-sale add-on module including:

- Printers
- Cash drawers
- Displays

RECEIPTING

This powerful module is aimed at businesses that need to invoice and then issue a receipt to their customer after the initial invoice has been processed.

In addition to this requirement, the module has been designed to issue a receipt at any time after the invoice has been processed.

EASY PROCESSING - In most cases it is quite laborious to process receipts for customers and then provide them with proof of payment. This module is designed to save time and effort as receipt transactions are automated and receipts are printed as and when required. For example with daily banking you simply open the Deposit Assistant and the Assistant not only manages your receipts for the day, but also prints a deposit slip for banking purposes. No more unnecessary errors on deposit slips.

TIME & BILLING

When time means money, Pastel's Time & Billing module is available to help you keep track and manage your time efficiently and accurately. Pastel's advanced timekeeping interface and dynamic management reports benefit businesses that focus on consulting and providing time-based services.

ACTIVITIES - Create and define an unlimited number of activities as either chargeable or non-chargeable items. For example, miles travelled, hours spent on consulting, and so on. Once you have defined your activities you can attach default rates to the activities.

EMPLOYEES - An unlimited list of employees can be linked to specific activities with their own rate set for that activity.

TIME SHEETS - Convert time records into invoices with ease. Capture all the activities on a time sheet, per customer, per cost code. Once you have captured the time sheets you can create an invoice batch. This invoice batch is

generated with the help of an assistant. Additional information such as stock items can be added to the invoice before printing.

PARTNER MULTI-STORE

If you have a multi-location operation an unlimited number of stores or warehouses can be set up to track your stock at a level of detail you choose.

Multi-Store provides convenient flexibility - for example, transfer stock items and copy prices between stores / warehouses, select different suppliers per store, per stock item.

SERIAL NUMBER TRACKING

Keep track of individual inventory items that have serial numbers. You can track items from the moment you purchase or manufacture them until you sell them. Continue to track items for warranty purposes e.g. should a customer return an item for repair.

MULTI-CURRENCY

If you trade in foreign markets with different currencies, comprehensive multi-currency handling is vital.

Pastel Partner has been engineered from the outset as a true international product and currently has over 300,000 users in more than 42 countries.

This means you can rely upon Pastel Partner to handle all of your multi-currency requirements in a comprehensive and sophisticated way.

Does your existing accounting solution meet this need in a way that suits your business?

INTEGRATED CONTACT MANAGEMENT

In the past, accounting systems stored a wealth of information related to customers, suppliers, inventory and so on. However this information was often limited to accounting data only, that is, the numbers. Traditionally termed "CRM" or "Contact Management", Pastel Resolve integrates with Pastel Accounting Partner.

Any issue that takes place in a business, and is important enough to be tracked, is recorded as an Incident in Pastel Resolve. Resolve will track all Incidents to their conclusion or until they are closed off. The system stores Incidents even after they have been closed, allowing you to track a history of events as they occurred, as far back as you wish.

As an alternative, to suit different needs, ACT! also synchronises with Pastel Accounting, merging the functionality of finance, sales and marketing.

We can advise on the best fit for your business.

BUSINESS INTELLIGENCE CENTRE

Pastel's Business Intelligence Centre allows you to look at your financial information any way you wish, and through the world's most popular data manipulation tool – Microsoft® Excel.

At the click of a button, you can run reports that look like these:

Simply select the Business Intelligence Centre option from Pastel's 'View' menu to experience the Power of Information.

The Business Intelligence Centre dynamically links to Microsoft Excel (your favourite data manipulation tool) where your information can be viewed, manipulated, sliced and diced to give you greater insight into your business.

View many of the Business Intelligence Centre's standard reports or create your own – either way you're set to go way BEYOND ACCOUNTING.

Some of the standard reports include:

- Management Pack (in a variety of layouts)
- Income statement
- Balance sheet
- Sales Master
- Sales report - manipulate your sales data to see different views
- Inventory
- Purchasing

Support

We believe it is absolutely essential for a business critical solution like this to come fully supported, for any issues which may arise after your expert implementation and user training are complete. Our support will not disappoint you.

To get started, please contact your local Dealer now, at pastel@ruskininfo.co.uk, or call us if you prefer on 01788 812050.

Another usable and useful example of [Software For Efficient Business](#), from

