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PRODUCT BROCHURE

Get more for
your business with
Sage 50cloud Pastel

*Trusted desktop software combined
with the power of cloud*

Sage 50cloud Pastel offers the power and productivity of our trusted desktop solution and gives you everything you need to run your business wherever you are through a seamless integration with Microsoft Office 365 Business Premium. Run your business more efficiently with a time-saving, in-depth solution to manage your accounting, invoicing, cash flow, inventory, VAT, and much more.

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Spend more time on your business, less time on your books.

Sage 50cloud Pastel is easy-to-use accounting software for your business. With Microsoft Office 365 integration you can work how and when you want with secure cloud and mobile services giving you anywhere, anytime access to your business data, performance, contacts, records and documents.

Reasons why you will love Sage 50cloud Pastel:
More time, more productivity, and more control with the following features:

Sage Contact
Syncs your records, contact details, last five payments and invoices for both Customers and Suppliers.

No matter where you are, be it at your desktop, tablet or mobile phone, you have all the information you need to quickly and efficiently connect with your customers.

Scheduled Backup*
Sage 50cloud Pastel automatically backs up to the cloud and notifies you of any problems. Stop worrying about making backups or remembering to take the USB stick home on weekends.
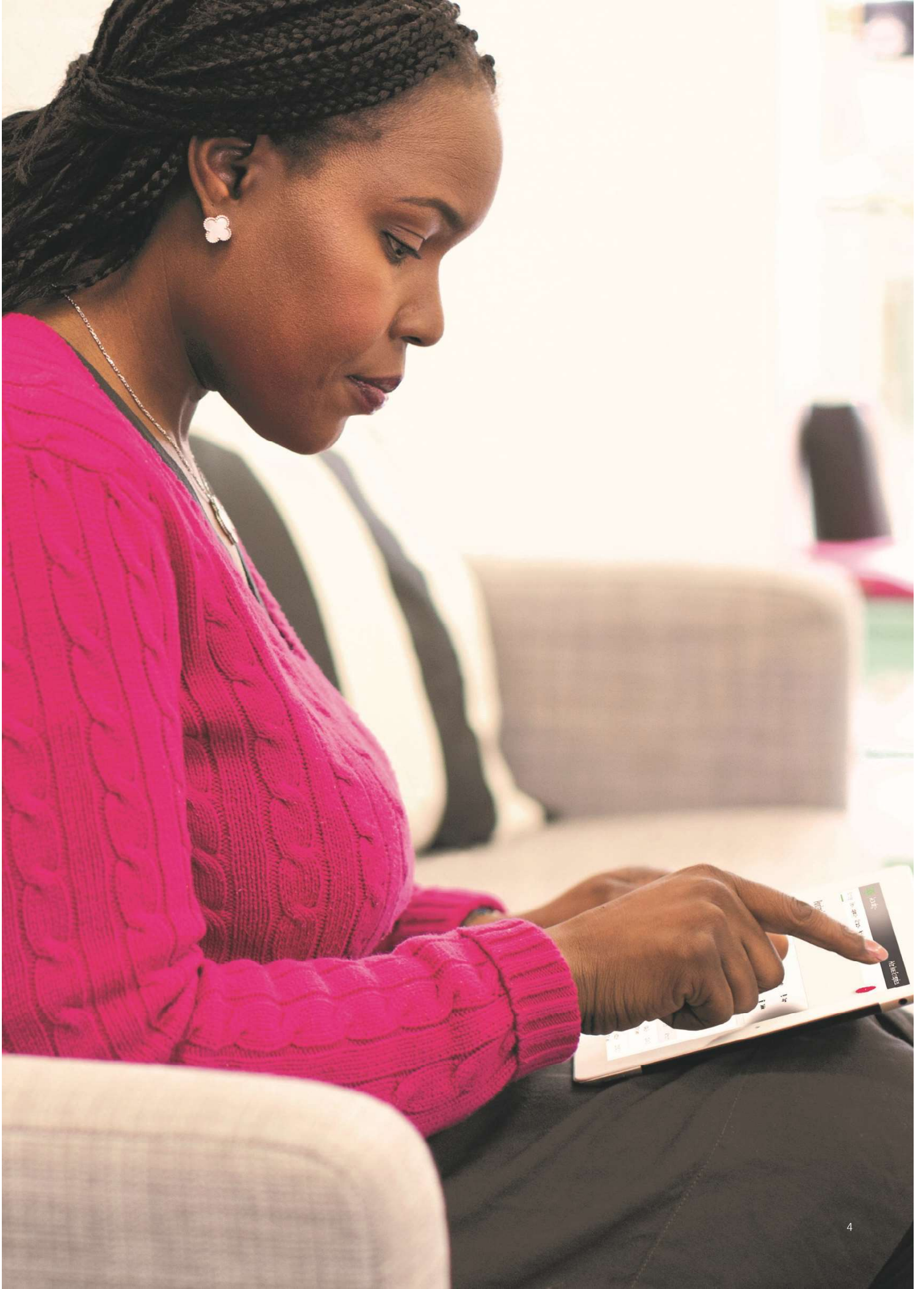*Works with Office 365 Business premium.

Sage Capture
A mobile app that allows users to photograph paperwork, save them to OneDrive and post the transaction in Sage 50cloud Pastel.

Bank Feeds
Have your latest Bank Statement delivered automatically into your Sage 50cloud Pastel Product. Massive time saver but also removes the need for manual capturing of transactions.

	Sage 50cloud Pastel Xpress	Sage 50cloud Pastel Partner	Benefits with Advantage
Users	1 - 3	1 - 20	Bank Manager
Companies	Unlimited	Unlimited	Sage Intelligence Reporting
Financial years	2	2	
AFL	✔	✔	eStatements (100)
Add-Ons Available	**Included**	**Included**	**Mobile app (2 users)**
Sage Online Tools	✔	✔	
Multi-Currency	✘	✔	
Debtors Manager	✘	✔	
Receipting	✘	✔	
Time and Billing	✘	✔	
Point of Sale	✔	✔	
Serial Number Tracking	✘	✔	
Multi-Store / Warehousing	✘	✔	
Bill of Materials	✘	✔	
eBusiness and eBilling	✔	✔	
Pricing Matrix	✘	✔	
Project Tracker	✘	✔	
Stand-Alone Products Available			
Fixed Assets	✔	✔	
Payroll	✔	✔	

*Add on modules

A comparison between Sage 50cloud Pastel Xpress and Sage 50cloud Pastel Partner

Features	Sage 50cloud Pastel Xpress	Sage 50cloud Pastel Partner
Multi-Currency	✖	✔
Mutlitple Tax	✖	✔
Inventory	✔	✔
Manufacturing	✖	✔
Multi-Stores / Warehousing	✖	✔
Automatic Reversing Accruals Journals	✔	✔
Receipting	✖	✔
Time and Billing	✖	✔
Serial Tracking	✖	✔
Sage Intelligence	✔	
Sage Intelligence Advanced	✖	✔
Point of Sale	✔	✔
Point of Sale Offline Functionality	✔	✔
General Ledger Manager	✖	✔
Bank Manager	✔	✔
Debtors Manager	✔	✔
Faxing	✔	
Project Tracker	✖	✔
Non-Profit Language	✖	✔
Sage Pay	✔	✔
Connected Apps	✔	✔
Bank Feeds	✔	✔
Scheduled Invoicing	✖	✔
Delete Inactive Inventory Items	✖	✔
Enhanced Customer and Supplier Search	✔	✔
Microsoft Office 365 Integration	✔	✔
Sage Contact	✔	✔
Sage Capture*	✔	✔
Sage Cloud Backup	✔	✔
Sage Dashboards*	✔	✔

Which modules are right for your business?

	Questions to ask to determine if the module will add value:	Descriptions of the modules:
Bank Manager	• How do you currently capture your bank statement into Sage 50cloud Pastel? • How long does it take? • How many bank accounts do you have ? • Do you often spend time trying to reconcile your bank account to your bank statement?	• This automates the entire process of reconciling your bank account. • Compiles the cash book using \ e-statements from all the major SA banks (bank feeds for FNB are currently an issue). • After assigning recurring transactions with a code once, this module is able to import statements and automatically sort the transactions for you. • Caters for split allocation and payments.
Sage Intelligence Reporting	• Do you require specialised reporting over and above your standard trial balance, income statement and balance sheet? • Do you know who your top 5 customers are? • Do you know your fastest moving inventory item? • How long do you spend preparing your management pack?	• Allows you to control, automate, and analyse your data across all areas of your business. • Customised reporting that links straight into your accounting software. • Drag and drop technology allows you to customise report design, with interactive dashboards for added insight. • Integrates with Excel.
Depbtors Manager	• Take me through your customer/ debtors collection process? • Do you have multiple people who follow up with your customers or single account managers? • How do you forecast promise to pays?	• Tracks your collection process and compiles accurate cash flow forecasts. • Reports can be run at any time and enable you to easily determine why the amount is outstanding, when it will be paid, what has been done, what still needs to be done and which sales person the invoice belongs to.
Point of Sale	• Do you sell your products and services to your customers in a retail environment? • Do you need to put checks in place so that things like price overrides, discounts or returns are monitored? • Do you have concerns about terminals going down due to connectivity or network problems?	• A simple POS system with strong security features. • Allows seamless shift changes , reallocation of cash floats. • Tellers are not isolated to operating on one till and can log in from any till at any time. • POS integrates seamlessly with Sage 50cloud Pastel Xpress or Partner.
Receipting	• The module allows you to issue receipts for payments received (particularly cash) against a pre-issued invoice. It tracks payments into a debtors account. • Do you issue receipts to a customer for payments received before issuing a tax invoice?	• Enter data once in order to process and print receipts. Do this without the cash book. The system will automatically move the receipts to the cash book when you are ready.

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	Questions to ask to determine if the module will add value:	Descriptions of the modules:
Project Tracker	• Does your company run in project cycles? Do you need to report on these in terms of revenues and costs? • Do you spend a lot of time linking invoices to projects?	• Group projects into specific regions, or specific divisions in your business, and run a consolidated income statement or budget variance report per region or division. • Track income and expenses associated according to projects. • Report on projects, associated budgets and cost.
Time and Billing	• Do you bill your customers for the time your employees spend on projects related to them?	• Create simple timesheets for employees, and easily turn these into invoices. • Ability to assign chargeable or non-chargeable activity codes. • Use cost codes to allocate costs and revenues to areas such as jobs, sales people, allowing you to track costs or revenues.
Bill of Materials (Basic Functionality)	This module is designed for small to medium sized businesses who need to track inputs to a final good (eg. coffee shop, pizza joint, deli etc.) • Does your business manufacture finished goods? If yes, ask: • How do you account for the inputs which make up a final, finished good?	• Accounts for an item assembled, built or manufactured based on the number and types of parts or components used. • Invoice customers for items sold not components used. • Best explained by use of example: You can specify a recipe for pizzas, which would consist of the dough, cheese, tomato paste etc. You then specify the quantity of each of the components that is required to make one pizza. When you manufacture, you specify how many pizzas you are making and the system automatically calculates the requisite amount of each input.
Multi-Warehousing	• Do you hold stock in different locations?	• Track and control inventory at multiple sites. • Ability to transfer items between stores using a store transfer journal. • Works with serial number tracking.
Serial Number Tracking	• Do you deal with serialised stock items? E.g. cell phones, laptops etc.	• Allows for serialised inventory tracking. • Forced entry of a serial number for serialised stock ensures a full and complete history of the movement of each individual stock item. • With bill of materials, it is possible to manufacture serialised items.
Multi-Currency	• Does your business deal with foreign suppliers, customers or banks?	• Seamlessly handle transactions with foreign customers, suppliers and bank accounts.

Sage 50cloud Pastel Xpress

Desktop software with the power of cloud

Sage 50cloud Pastel is the next generation of Sage Pastel products and is the start of your journey to Sage Business Cloud. With Sage 50cloud Pastel you can expect exciting new cloud connected features and functionality that won't be available in any other Sage accounting products. Sage 50cloud Pastel Xpress comes with one user, unlimited company licenses,   accounting functionality that every small business needs, cloud connected features like Sage Capture and Sage Payments and Banking, and the ability to integrate with Microsoft Office 365 Business Premium. And of course, you can rest assured that Sage 50cloud Pastel is SARS compliant.

Unlimited, expert software support

We appreciate that in order for your company to run smoothly, you'll need software maintenance and support. We've got real people waiting on the line to help you. Unlimited telephone support, free software upgrades, access to exclusive Sage 50cloud Pastel Xpress Customer Zone and discounted training are just some of the benefits included in your annual license fee agreement.

Accept payments from your customers

Sage Business Cloud Payments is a safe and easy way for customers to pay you, using a range of simple, secure, and reliable payment solutions. Accept payments online, face-to-face, over the phone, and through invoices with all business-critical features included as standard.

Business reporting at the click of a button

Creating the perfect report can be very time-consuming. Sage Intelligence Reporting automates your reporting process so that you can focus on analysing the information to make informed decisions with confidence. Use the standard report templates or design your own reporting templates in Microsoft™ Excel® and update them straight from your Sage Pastel Software.

Sage 50cloud Pastel Accounting on the go

With our new mobile app, you can now lookup details for customers and inventory items, process quotes, invoices and sales orders from your mobile device as well as find customers near your current location. And that's just the beginning!

*Requires an internet connection. Available in certain countries only. Contact your nearest Sage Pastel office for more information.

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Sage 50cloud Pastel Partner

Accounting software for growing businesses.

Sage 50cloud Pastel is easy-to-use accounting software for your business. With Microsoft Office 365 integration you can work how and when you want with secure cloud and mobile services giving you anywhere, anytime access to your business data, performance, contacts, records and documents.

Sage 50cloud Mobility
Empower and mobilise your workforce to generate sales from invoices using our new mobile app. With full search functionality and the ability to lookup your customers based on location. You will be able find your customers and conduct business on the road.

Productivity boosting cloud features
Integration with Microsoft Office 365 and features like Direct Bank Feeds, Cloud Document Storage, Sage Capture, Invoicing and Payroll/Payments Integration help customers to boost productivity, cut down on manual tasks and save hours every week.

Business reporting at the click of a button
Creating the perfect report can take hours, if not days to complete. Sage 50cloud Pastel Intelligence (BIC) automates your reporting process so that you can focus on actually analysing the information to make informed decisions with confidence. Use the standard report templates or design your own report templates in Microsoft™ Excel® and update them straight from your Sage Pastel software.

Accept payments from your customers
Sage Business Cloud Payments is a safe and easy way for customers to pay you, using a range of simple, secure, and reliable payment solutions. Accept payments online, face-to-face, over the phone, and through invoices with all business-critical features included as standard.

Favourites option
Add your favourite or most used options to our new Favourites option which we have added to the menu bar to allow for easy access. Easily customise the order of these options within the Favourites menu for even more convenience.

Additional Modules

Sage 50cloud Pastel Point of Sale (POS)

- An affordable, simple and secure payment handling retail solution for small and medium businesses.
- Powerful, yet easy to set-up and operate, Sage 50cloud Pastel Point of Sale (POS) is keyboard friendly for fast processing.
- Simple screens and large display areas make this cashier-based system ideal for any till point.
- Sage 50cloud Pastel Point of Sale (POS) interfaces with most popular barcode scanners, cash drawers and pole displays.
- Once installed and set up, tellers can be trained and working in record time.
- Sage 50cloud Pastel Point of Sale (POS) security features helps prevent potential theft.

Sage 50cloud Pastel Receipting

Sage 50cloud Pastel Receipting is a specialised add-on module for Sage 50cloud Pastel Partner. It allows you to enter data once in order to process and print receipts. You can do this without having to use your cash book. Once you are ready, Sage 50cloud Pastel Receipting will automatically move the receipts into your cash book for you.

- Process and print receipts in one go with Sage 50cloud Pastel Receipting.
- Receipt money against multiple customers, suppliers or general ledger accounts per receipt.
- Customise receipt layout (create a receipt template or receipt sample).
- Enter post dated cheques or credit card entries.
- Process discounts at the time of receipt.
- Use analysis codes when invoicing customers and specify separate General Ledger accounts per analysis code.
- Enter cost codes per line.
- EFT Payments are catered for.

Sage 50cloud Pastel Project Tracker

It can be difficult trying to keep track of a project's income and expenses. Money in and out, budgets and project income statements can be a nightmare to prepare – especially when you have multiple projects on the go.

The Sage 50cloud Pastel Project Tracker allows you to manage your projects, associated budgets and costs while providing in-depth reporting keeping you in control of each project's financial position.

- Reporting groups linked to various cost codes.
- Enhanced budget creation per project.
- Income statements per project.
- Allocation of expenses and income per transaction per project.
- Linking invoices and GRV's to projects.

Sage 50cloud Pastel Time and Billing

With the Time and Billing add-on module to Sage 50cloud Pastel Partner accounting software, simply complete timesheets for employees and charge your customers via activities. The activities that you create are the services you sell to your customers. These activities per employee timesheets can be used to create customer invoices.

- Chargeable and non-chargeable activity codes.
- Linking activities to, and tracking employees.
- Enter timesheets per employee.
- You can select a customer and an activity, in each timesheet line.
- Create invoices from timesheets.
- Use of cost codes to allocate costs and revenues to areas such as jobs, sales people, departments or any other grouping allowing you to track costs or revenues.

Sage 50cloud Pastel Bill of Materials

Together with the Inventory module, the Sage 50cloud Pastel Bill of Materials module gives you access to two related functions: bill of materials and kit item codes. With this module, you can build, assemble, or manufacture any inventory item using other inventory items as parts or components. The kit item codes allow for the specification of one code on an invoice, and the system leads multiple invoice lines that can include inventory items and remark lines. You can also create bills of materials or kit item codes with an unlimited number of components.

Up to three non-inventory additional costs associated with the bill of materials can be created, for example, labour, freight and overhead costs, or if you are a manufacturer, you can remove component items and create manufactured items.

Sage 50cloud Pastel Debtors Manager

This module helps you to optimise your collections process, and generate up to date and accurate cash flow forecasts from your debtor's book.

- Instantly link your notes and the age analysis balances in a single report.
- Create daily call back reminders and action lists for easy follow-up.
- Track all outstanding invoices.
- For every outstanding invoice you will know:
  - Why it is outstanding?
  - When it will be paid?
  - What has been done to collect it, and what actions you should take?
- Select from a menu of up-to-date and accurate cash flow reports.
- Drill down and get reconciliation's of invoices outstanding per aging category per customer.
- Email clear and concise payment reminders for every single overdue invoice per customer.

Sage 50cloud Pastel Fixed Assets*

Fixed assets are physical items such as desks, computers, cars, and machinery which you acquire to run your business. South African Company Law requires that you keep a register of your business' fixed assets as part of its accounting records. However, business fixed asset management can be tedious and time-consuming. As you use assets, they depreciate or become obsolete. You can legally expense depreciation in your accounts for tax purposes. The Sage 50cloud Pastel Fixed Assets add-on module takes care of all of this for you.

Managing your fixed assets includes the following tasks:

- Tracking each asset's value, both from a tax and an accounting point of view.
- Depreciating assets correctly using an appropriate depreciation rate and method.
- Updating the replacement values of your fixed assets for insurance purposes.
- Maintaining an accurate fixed assets register which records information such as date of purchase, date of disposal, purchase price, accumulated depreciation and net book value.
- The Fixed Assets software module automates all these processes for you.

Once you provide the initial information, the Sage 50cloud Pastel Fixed Assets add-on module takes over and manages your assets for you. One of the realities of fixed assets processing is that companies frequently change depreciation rules as legislation allows and as company policy changes. Some changes are retroactive to when you purchased the asset. Sage 50cloud Pastel Fixed Assets calculates its values dynamically from the start of each asset's life, which makes retroactive changes simple. Imagine the time required to accurately programme all this yourself into a spreadsheet!

*Fixed Assets can be used in conjunction with the core Sage 50cloud Pastel system or can be purchased as a stand-alone product.

Sage 50cloud Pastel Multi-Warehousing

Working with multiple stores is almost identical to working with normal inventory or stock. The only difference is that, each time you want to access an inventory item, you specify the store in which the item exists. Sage 50cloud Pastel Multi-Warehousing makes it easy to track and control inventory items.

Some of the features include:

- Set-up and use multiple stores or warehouses.
- Ability to link users to one or more stores and prevent users from accessing items in other stores.
- Create up to 999 stores with an unlimited number of inventory items per store.
- The same inventory item code can exist in different stores and will share all item fields except quantities, cost prices, selling prices and reorder information.
- Ability to copy selling prices from one store to another, per item per store.
- Ability to transfer items between stores using a store transfer journal.
- Inventory reports will allow you to filter on stores.

Sage 50cloud Pastel Serial Number Tracking

Sage 50cloud Pastel Serial Number Tracking allows you to track items from the moment you purchase or manufacture them, to the time you sell them. With this stock control software module, each item has its own unique serial number, enabling you to track the item for warranty purposes, should it be returned to you for repairs.

Use Sage 50cloud Pastel Serial Number Tracking with other add-on modules like Sage 50cloud Pastel Multi-Stores / Warehousing and Sage 50cloud Pastel Bill of Materials. By using the multi-stores / warehousing module, you can transfer serialised inventory items between stores, and our bill of materials module, allows you to manufacture into serialised items.