Pastel Training Additions to manuals

Training manual updated: Pastel Evolution Bridging Version 6.50.02
New version number: Pastel Bridging Version 6.50.04 (September 2010)

Since the release of the Pastel Accounting Version 6.50.02 Bridging Workshop, a few changes have been made to the software.

The following updates have been made and are included in the Pastel Accounting Bridging Version 6.50 manual.

PASTEL EVOLUTION TRAINING CURRICULUM

The Module 2: Advanced Practitioner course expanded to include the Information Alerts and Outlook Add-in add-on modules. Please note, that the System Audit Manager, Information Alerts and Outlook Add-in modules does not form part of the core modules. They are specific add-on modules and need to be purchased.

The Pastel Evolution’s Municipal Billing Add-on module was added as Module 10. It does not form part of the Module 4: Product Consultant and is a separate accreditation with industry specific pre-requisites.

EFTS LAYOUTS

The Quick Pay – Kenya Commercial Bank layout is only available when you install the Sage Pastel Evolution software. Not available in the South-Africa installation.

CUSTOMER AND SUPPLIER AGEING PERIODS

In the Accounts Receivable and Accounts Payable modules, the customer and supplier ageing periods forms part of the system tree and menu structures.

You are now able to create specific ageing periods and allocate them to you customers and/or suppliers.

The Ageing Periods does not form part of the company details option any more. It is now a separate option under Accounts Receivable/Payable Maintenance.
You are now able to create customised ageing periods for you customers and/or suppliers.

Click on the Add button and create your ageing period.

[Create ageing periods for customer and suppliers respectively.]
Click on the **OK** button to save the ageing period.

When you have created your required ageing periods, you will allocate each customer or supplier to an ageing period:

This ageing field is compulsory and the system will prompt you to select an ageing period for the new or existing customer.

To set your statement preferences, go to **Accounts Receivable / Payable…Reports…Statement / Remittance.**
You will be asked to specify the ageing periods of the selected customer or supplier range.

COST PRICE MASKING

To see the full affect of the cost price masking feature, process a job card or manufacture a bill.
In the **Inventory Defaults** screen, under the **Invoices** tab, you can select to tender on the fly.

Tick the **Allow Tender** tick box for the system to activate the tender options. When you open an invoice, the following screen displays, allowing you to select the applicable till.
The invoice screen will also display a few options:

![Invoice Screen](image1)

When you click on **Process**, a **Tender Amounts** screen displays:

![Tender Amounts Screen](image2)

Complete the tender screen and process the transaction.