

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.

# 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

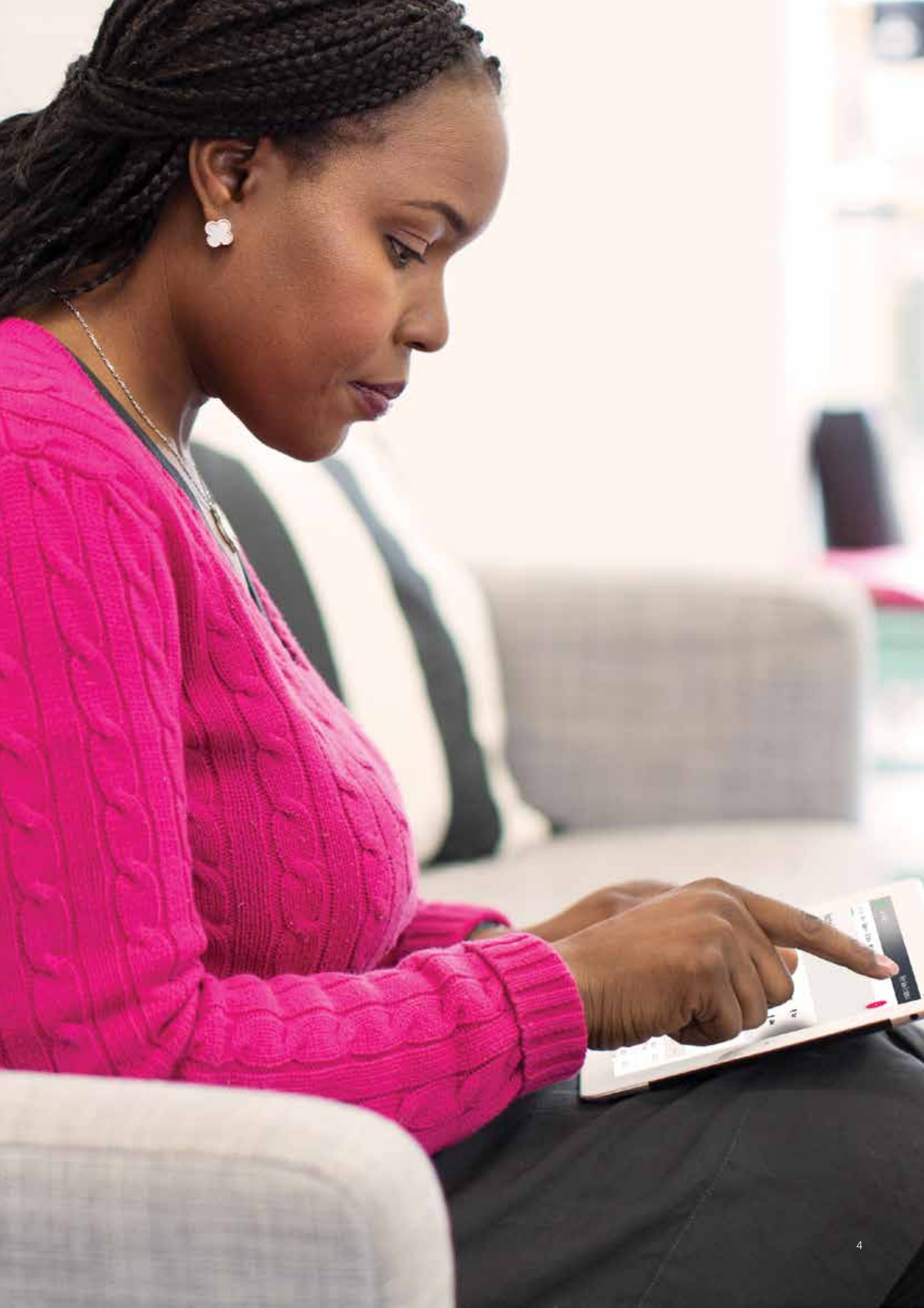
A mobile app that allows users to photograph paperwork, save them to OneDrive and post the transaction in Sage 50cloud Pastel.

### 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	Available at additional charge	Available at additional charge	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	×	✓
Multiple Tax	×	✓
Inventory	✓	✓
Manufacturing	×	✓
Multi-Stores / Warehousing	×	✓
Automatic Reversing Accruals Journals	✓	✓
Receipting	×	✓
Time and Billing	×	✓
Serial Number 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*	✓	✓





# 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.



## Expert software support

For your company to run smoothly, we know you rely on support to make your business successful. We have a wealth of knowledge available online that can be accessed 24/7 on our Sage City Forum and Knowledge Base. In addition, we have real people waiting to assist you through our chat support for quick queries and email or telephone support for more complex issues. We also provide software upgrades, access to the Customer Zone and discounted training.



## 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 50cloud Pastel software.



## Sage 50cloud Pastel Accounting on the go

With our new mobile app, you can now look up 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 office for more information.*

# Sage 50cloud Pastel Partner

## Accounting software for growing businesses.

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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.

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### **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.

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### **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.

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### **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.

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### **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.

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# Additional Modules

## Sage 50cloud Pastel Point of Sale (POS)

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- 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

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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

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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

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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

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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

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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\*

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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

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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

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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.

# Sage Payroll & HR

Whether you have one employee, or ten thousand, our software makes running your HR office simple.

Our Payroll and HR software is recognised by SARS and complies with all of the latest payroll legislation.

**Here are just a handful of the great features our HR and payroll products have to offer:**

- Flexible solutions designed to meet the needs of your business.
- Always up to date with the latest legislation from SARS.
- Keep an up to date record of all your employees.
- Automatically calculates tax and statutory deductions.
- Create payslips and IRP5s for your employees.
- Affordable monthly payment options.

## Self-service Advantage with Cloud HR

Empower your employees to access their secure online profile, submit travel claims and manage their leave.

### Consolidated Reporting

- SARS submissions for multiple companies are a breeze.

### Bulk Terminations and Reinstatements

- Easy to dismiss or re-employ multiple employees.

### Four Additional Modules

- Human resource management.
- Salary structuring.
- Multiple transactions manager.
- Third-party payments.

### **Advantages for your business:**

- Process weekly, fortnightly and monthly paid employees with ease in the same company.
- Make SARS submissions for multiple companies with multiple databases a breeze with consolidated reporting.
- Self-service Advantage links your organisation's multiple payroll companies into one self-service portal – empower your employees to access their secure online profile, submit travel claims and manage their leave.
- Capture assets on your employees profiles which will notify you when it needs to be returned. With Cloud HR, certain HR functions, including online data capture, manager access to staff records in the cloud, distribution of HR related forms online with built-in workflow and approval, as well as email notifications, are taken directly to each line manager and empowers them to manage their staff directly.
- Bulk terminations and reinstatements makes it easy to dismiss or re-employ multiple employees at once – especially useful if you employ seasonal or project-based employees.
- Feature-rich additional modules give you a complete range of tools that add value to your payroll processes:
  - Salary structuring – simplifies the task of structuring a total-cost-to-company remuneration package for each employee.
  - Multiple transactions manager – complete more than one task easily, from only one screen.
  - Third-party payments – disburse company deductions or contributions, like medical aids or pension funds, with the click of a button.

### **Industrial council reporting**

Sage Payroll & HR caters for the following Industrial Councils: MIBFA, MIBCO / MICFA, the Electrical Industry and the Road Freight Industry as well as the Private Security Industry. This module will provide you with the ability to generate the applicable Industrial Council's electronic submission files.

Now you no longer have to manually complete the Industrial Council reports. Simply generate the submission file and e-mail it to the applicable Industrial Council at the click of a button.

This way you are ensured that all your calculations are correct the first time around, eliminating the chance of data-capture errors.

### **Human resources management made easy**

With our easy-to-use HR Software System, suitable for any size and type of business, performance reviews and disciplinary procedures have never been more accurately recorded.

Because the system is so concise and reports are customised to each employee, avoiding CCMA cases and compensation for wrongful dismissal is guaranteed.

What it does for you:

- Disciplinary procedures are simplified by a system that comes with 66 disciplinary reasons – each with a set offence level.
- Keep track of company assets in employees' possession.
- HR software ships with standard HRD forms and templates.
- No Human Resources degree needed.
- Telephonic and email support for the first year.
- Single user or unlimited user options.

What's even better is that the HR Management Software System integrates easily with Sage Payroll & HR, making for a speedy return on your investment.

# Sage Pay Module

## Validate and verify employees' ID numbers and bank accounts.

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### **Validations and verifications**

You can enjoy the benefit of validating and verifying your employees' ID Numbers and Bank Accounts by paying a modular fee on a monthly or annual payment plan.

### **Bank accounts (verify and validate)**

Bank account validation ensures that a valid bank account has been entered into your Payroll System and bank account verification ensures not only that the bank account is valid and in existence but also that it is in the name of the employee specified on your Payroll. This eliminates one of the most critical areas of payment fraud in your Payroll run i.e. paying one employee's salary into a "fake" or erroneous bank account of another individual.

### **ID numbers (verify and validate)**

By validating and verifying the ID numbers on your Payroll you create complete peace of mind not only that your employee has provided a valid ID number but also that the ID number has been verified as belonging to the associated employee and is recorded on the Department of Home Affairs list of official ID numbers. This eliminates both fake ID numbers as well as ID numbers not associated with the given employee. A pre-requisite for Additional Services is that you have our Sage Pay Module.

### **Salary EFT payments**

Salary payment batches are created automatically within your Payroll System and forwarded to Sage Pay without creating the infamous "text files" which previously needed to be stored on the hard drive of your Payroll Administrator's computer and then forwarded or transferred to the authorised user of your banking software for transmission to the relevant bank. This improves efficiency and eliminates yet another potential area for Payroll fraud via the editing of the Payroll text file batch once it has been created in the Payroll and before it is imported into the banking software.

### **Credit checks**

You will be provided with valuable information on existing and potential employees including judgements, defaults, notices / alerts, fraud listings / indicators, marital status and spouse detail, including all residential address details. Reports are sourced from the three main credit bureaus in South Africa, namely TransUnion, Experian and XDS.





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