

Tips & tricks

Get the most out of your new Pastel Accounting 2007 software

With the release of the new Pastel Accounting 2007 software, we have provided you, our loyal customers, with some tips and tricks to assist you in utilising your new software efficiently. With this practical advice, Pastel aims to save you time and help simplify your every business need.

New Explorer

While there are many ways to access the different functions in Pastel Xpress and Pastel Partner, the new **Explorer** in the 2007 range is by far the easiest. The following options remain with the new upgrade:

- The Menu Bar
- The Tool Bar
- The System Navigator

New functionality and features have, however, been added to the **Explorer**. These enable quick and easy access to different areas of the software, providing that users have been granted access in the **User Access Level** setup. If a user does not have access to the Inventory, for example, they will not see the Inventory option from the **Explorer** menu or the main menu.

The **Auto Refresh** option (which is when the program automatically refreshes on your behalf to display the latest information) will sometimes not be active. If this is the case, you will need to either activate it or manually refresh the system to see the latest information.

If you have upgraded your version of Pastel Partner or Pastel Xpress to the 2007 range, then the **Explorer** feature will not always be automatically activated depending on the current setup of your system. Therefore, when an existing company is converted, the **Explorer** will not be active. The **Explorer** will automatically be active when you create a new company, in which case you will be required to disable the functionality should you not want to use it.

How do I enable or disable the Explorer functionality?

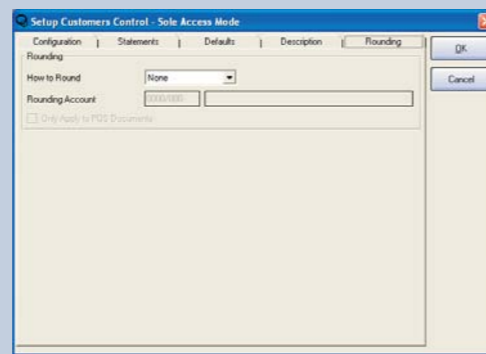
1. Go to **Setup**, then **Users\Passwords**.
2. If you want to **enable** the Explorer, **select** the **Auto Invoke** option.
3. If you want to **disable** the Explorer, **deselect** the **Auto Invoke** option.
4. You have the option to either **Auto Refresh** or not. If this is selected the **Explorer** will refresh automatically each time you return to it.

Note: The setup above has to be done per user. If you have a large data set, then you may find that the **Explorer** functionality slows down. This is because each and every item that requires an update in terms of refreshing, has to be recalculated to ensure that accurate information is displayed at all times. Users can therefore choose to deactivate the **Auto Refresh** functionality. They will, however, need to refresh manually from time to time to display updated information.

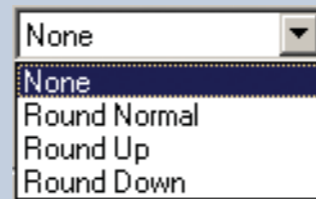
Rounding

Rounding can now be set up for customer documents as well as Point-of-Sale invoices. This can be set up by selecting:

- **Setup, Customer, Control** and then by clicking on the **Rounding** tab.

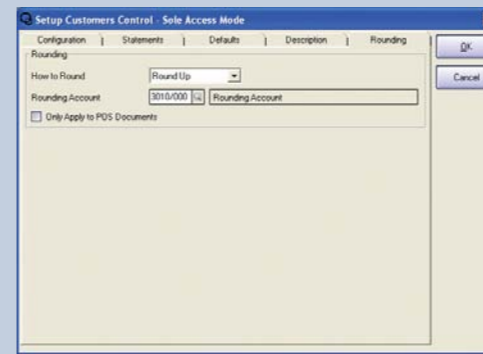


- You are able to select any of the following rounding methods:



Round Normal	This will round 1-2 cents to 0 cents, 3-4 cents to 5 cents, 6-7 cents to 5 cents and 8-9 cents to 10 cents
Round Up	This will round 1-4 cents to 5 cents and 6-9 cents to 10 cents
Round Down	This will round 1-4 cents to 0 cents and 6-9 cents to 5 cents

- After selecting your rounding method, you will be required to select the GL account that you have created for rounding. This is the account to which the rounding difference will be posted.

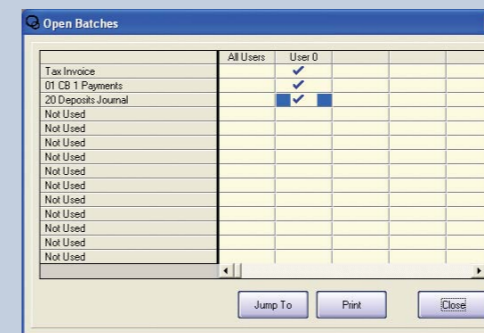


Note: You still have the option to only round the Point-of-Sales documents.

Update Open Batches from the View Open Batches screen

By now you may be aware that you can also update batches by simply double-clicking on the batch in the **Open Batches** screen. To get to this screen go to:

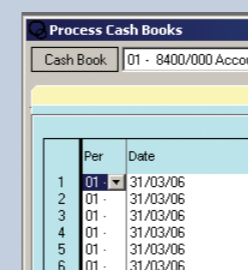
- **View** and then **Open Batches**.



- To go to an open batch, simply select the batch under the user and then click on the **Jump To** button.
- This will open the batch which you can then update in the same way as you normally would.
- When the processing screen is closed, Pastel will revert to the **Open Batch** screen.

Note: You will not be able to jump to a user's batch if that user has a higher access level than yours. (E.g. A user that only has access to update batches, will not be able to view or update the batches of a user with full Pastel Accounting access.)

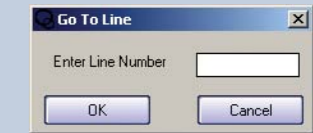
Cash Book & Journal line numbers



To make processing easier we have added line numbers to the Cash book and Journal batches. These numbers can be seen on the left-hand side of all the batches as indicated here:

To increase the efficiency of a user, the option to go to a specific line has also been added. This will decrease the time spent trying to locate a particular entry in a large batch.

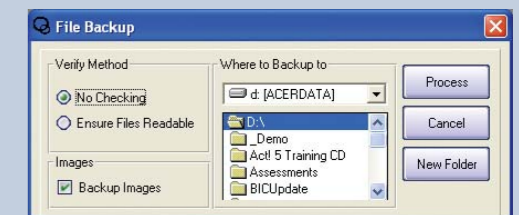
- This can be found by clicking on **Batch** and by selecting the **Go to Line** or by pressing **<Ctrl+L>** when you are in the batch. The screen below will be displayed:



- You will now be required to enter the line number that you would like to go to.
- Select the **OK** button and the relevant line will be selected.

Create Folder and Remember the Backup path

- A button has been added that will enable you to create a folder from the backup screen.



- By selecting this, you will be requested to enter the folder name, as indicated in the screen below.



- After entering the folder name, select **Create**.
- The folder will be created within the location that you have set in the backup screen.
- When you do any subsequent backups, the screen will open with the path already set to the folder where the last backup was done, so there is no need to re-select the location.

FOR YOUR SUPPORT QUERIES

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