

# Saving you time and maximising your business

Pastel Evolution is a business software solution developed to help you manage your business in the most profitable and effective way.

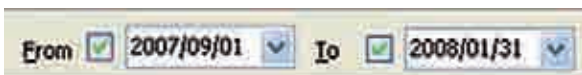
To assist you in using your Pastel Evolution Version 5 upgrade to its maximum capacity, we have provided some of the latest tips and tricks for your software. This will enable you to get the most value from your software, save you time and assist you in being more productive.

## Date range filter on Enquiry grids

Users can now filter on a **start** and **end** date range on the Enquiry grid windows of the following modules:

- Accounts Payable • Accounts Receivable • General Ledger
- Inventory • Order Entry

At the top right of the Enquiry window, notice the From and To date selection boxes.



These allow the user to define the Enquiry search by first defining the exact date range. To do the enquiry, select the **View** button at the top left of the screen, and only transactions within the specified date range will display.

## Purging of inventory transactions

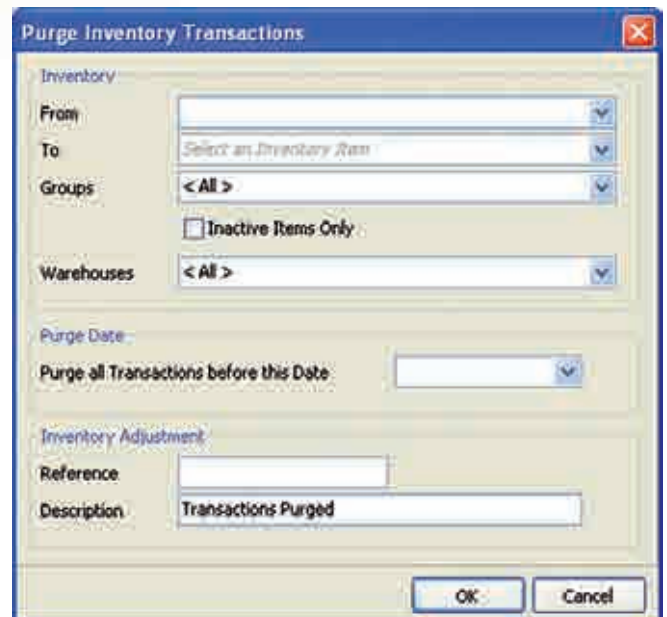
New functionality called Inventory Purge Transactions allows you to remove all inventory transaction history before a specified date. This could be helpful to reduce the size of your company database, which will increase the overall speed in the company.

To do this:

- Back-up the company
- Go to **Inventory** and then select **Maintenance**
- Click on **Purge Transactions**

The Purge Inventory Transactions window allows you to filter specific inventory items, Inventory Groups, Warehouses, Active or Inactive items, as well as transactions before a certain date.

d. The date specified in the **Purge All Transactions Before This Date** field cannot be in the current year. This is a safety feature to ensure that your current year's inventory transactions history is not deleted.



e. If you enter a valid date and click on **OK**, the following message is displayed to confirm that the purging of stock transactions will occur (select **Yes**):



f. You will get the following message when the purge is successfully completed:



Please note that you cannot delete a stock item, even after purging all transactions posted against the item (unlike when purging Customer and Supplier transactions).

This is because of a purging transaction entry that is posted on the affected inventory items during the purge, as can be seen in the following example:



**c. Differences between the two selections:**

(i) **Cost per Inventory Item** (Default option) – Nothing has changed from the previous versions on the Inventory Item Maintenance Warehouse tab. Inventory costing will be done on the inventory item, and will apply to all warehouses.

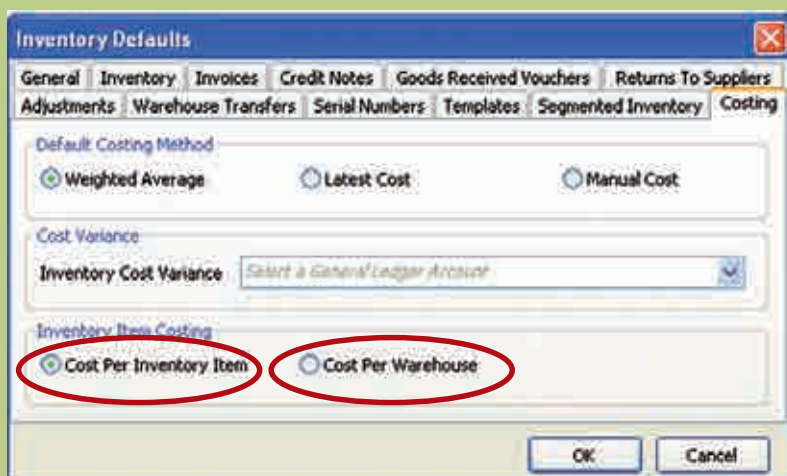
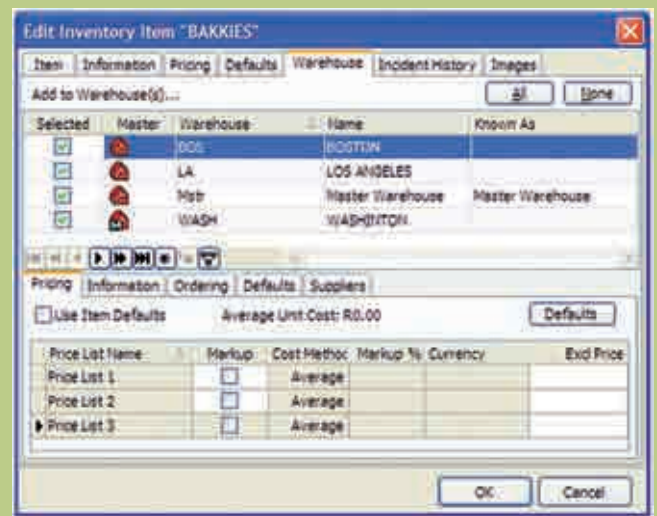
**Inventory Costing per Warehouse**

One of the new Version 5 Inventory Costing functionalities is the ability to value inventory items per warehouse. In previous Pastel Evolution versions, all costings were only calculated on the inventory item, and price differences (due to transport costs, etc.) could not be taken into account. With this feature, you can specify the inventory cost per item per warehouse.

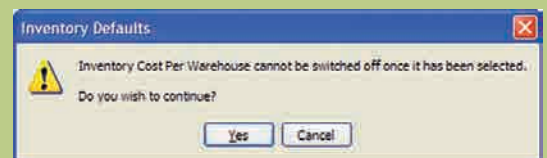
Let's look at the various steps and aspects to consider when wanting to achieve the above:

**a. Back-up the company.** Changing to **Inventory Costing per Warehouse** is irreversible. Please ensure that you have a reliable back-up of your data before continuing.

**b. Inventory Defaults.** The option to switch from **Cost per Inventory Item** (the only option in previous versions) to **Cost per Warehouse** is made on the Inventory Defaults window, on the **Costing** tab.

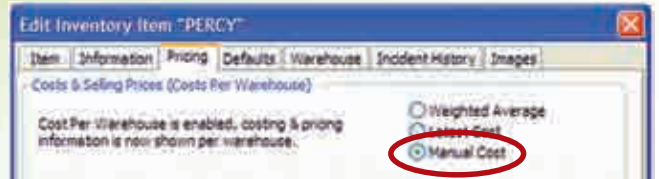


(ii) **Inventory Cost per Warehouse** – When this option is selected on Inventory Defaults, the following warning message is displayed:

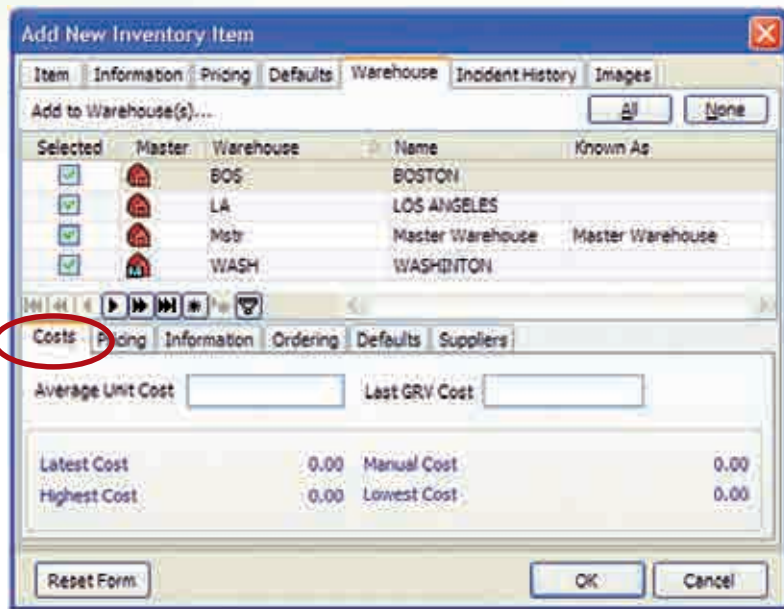


Select **Yes** to accept and re-open the Inventory Defaults. After accepting this, the Inventory Item Costing option is greyed out and cannot be undone.

When creating a new inventory item (**Maintenance/Inventory/Inventory Items**) and you go to the Warehouse tab, you can now enter an **Average Unit Cost** on the newly-available Costs sub-tab per item per warehouse. After creating the item, this option is greyed out and maintained automatically when you process GRVs.



Go to the **Pricing** tab on an Inventory Item and set it to Manual Cost (as shown above). The Warehouse cost screen will be updated accordingly:



Also, notice that the **Costs** sub-tab is the only one without the **Use Item Defaults** option box, as the values below are directly linked to the warehouse selected.

- Enabling Warehousing on a Non-warehouse Item. By default, **all** warehouses linked to an item will have **exactly the same** Average Unit Cost (the same average unit cost as the item). For example, if you have two warehouses, namely 'Washington' and 'Los Angeles' for item 'VICTOR', both will have a **R100** Average Unit Cost when the warehouses are linked to the item. However, all new GRVs done will only update the Average Unit Cost for the relevant warehouse.

**Contact us**

Tel: 0860 PASTEL / 011 304 3300  
 E-mail: [evolutionsupport@pastel.co.za](mailto:evolutionsupport@pastel.co.za)  
 Web: [www.pastel.co.za](http://www.pastel.co.za)

To elaborate on the above, when the first GRV is done for R250 on this item for the **Boston** warehouse, the Average Unit Cost for this item for the Boston warehouse will be R250.

**d. Changing between Weighted Average, Latest Cost or Manual Cost.** **Manual Cost** is a new feature in Version 5. With this method, you specify the cost for an item, and the system will always use this cost. The system posts a transaction to the stock variance account, in order to keep the general ledger stock account in balance with the stock reports.

The three above-mentioned options are found on the Pricing tab of the Inventory Item Maintenance window. All three options are still available when editing an Inventory Item, regardless of whether **Cost per Item** or **Cost per Warehouse** is selected.

When changing the above-mentioned options, the Warehouse Cost tab on the item is updated accordingly.



# Dash through your 'to do' list with our super-speedy shortcuts

Did you know that Pastel has keyboard shortcuts to perform your most common operations quickly? Here's a list of what the function keys can do for you.

PASTEL EVOLUTION HAS a wide range of keyboard shortcuts that can enhance your working experience and increase the efficiency of your business. For example, instead of using your mouse, you could press the F7 key to access the Notes facility.

Below are the most prominent keyboard shortcut functions. (For more keyboard shortcuts, simply use the Evolution Help File's search option, and search for shortcuts).

## Journal and Cashbooks

BATCH OPTIONS	
SHORTCUT KEY	FUNCTION
<Shift> + <Ctrl> + <Del>	Clear batch
<Ctrl> + <L>	Validate batch
<F9>	Post batch
<Ctrl> + <P>	Print batch
<Ctrl> + <S>	Save batch
<Ctrl> + <Shift> + <S>	Save batch and close
<Alt> + <X>	Close window
<Alt> + <F10>	View batch properties

LINE OPTIONS	
SHORTCUT KEY	FUNCTION
<Ctrl> + <N>	New line
<Shift> + <Ctrl> + <C>	Copy line
<Ctrl> + <Del>	Delete line
<Alt> + <A>	Copy account
<Ctrl> + <R>	Copy reference
<Ctrl> + <D>	Copy description
<Ctrl> + <T>	Calculate tax
<Alt> + <S>	Split line
<Shift> + <Alt> + <S>	Remove split
<F6>	Toggle view forward
<Shift> + <F6>	Toggle view back

## General shortcuts when entering data on any screen in Pastel Evolution

**Undo:** <Ctrl> + <Z>

Use this if you have made a change and wish to revert to the original field contents. Any changes you made are lost.

**Delete:** <Delete>

Once you select a value, or part of a value, you can delete it by using this option.

**Cut:** <Ctrl> + <X>

Once you select a value, or part of a value, you can copy it to the clipboard and delete it at the same time (this will delete the selected value). You can then paste the value you cut anywhere else, even into another programme.

**Copy:** <Ctrl> + <C>

Once you select a value, or part of a value, you can copy it to the

clipboard. You can then paste the value you cut anywhere else, even into another programme (the highlighted value is not deleted).

**Paste:** <Ctrl> + <V>

Use this to paste a value you have copied or cut previously. If you paste invalid data, such as text into a numeric field, the system will not allow you to paste.

**Select All:** <Ctrl> + <A>

Use this to select the whole field prior to cutting or copying it. This is particularly useful if you have a large field such as a multi-line text box to copy.

GENERAL	
SHORTCUT KEY	FUNCTION
<F1>	Invokes the online help
<F5>	Refresh the current form
<F7>	Notes function
<F9>	Process in Transactions
<Alt> + <X>	Exit (close) window
<Ctrl> + <N>	Opens a new Explorer window

## System Tree navigation

SHORTCUT KEY	FUNCTION
<Ctrl> + <Home>	Moves to the top of the System Tree
<Ctrl> + <End>	Moves to the end of the System Tree
<Page Up>	Moves up a screen at a time
<Page Down>	Moves down a screen at a time
<Up Arrow>	Moves up a node at a time
<Down Arrow>	Moves down a node at a time
<Alt> + <Left Arrow>	Scrolls backward through the list of functions you used this session
<Alt> + <Right Arrow>	Scrolls forward through the list of functions you used this session

## Sales and Purchase documents

SHORTCUT KEY	FUNCTION
<Ctrl> + <B>	Explodes a bill of materials
<Ctrl> + <O>	Open the document store
<Ctrl> + <S>	Save document / process order
<F9>	Process document
<Alt> + <N>	Line note
<Ctrl> + <N>	New line
<Alt> + <Insert>	Insert a new line above the current line
<Ctrl> + <Del>	Delete line
<Shift> + <Ctrl> + <C>	Copy line
<Shift> + <Ctrl> + <X>	Cut line
<Shift> + <Ctrl> + <V>	Paste line – will overwrite existing information
<Shift> + <Alt> + <V>	Paste as new line
<F2>	Gives the focus to a list in the lines table once you move onto it
<Ctrl> + <Alt> + <Down Arrow>	Opens the list box
<Ctrl> + <F5>	Toggle inclusive/exclusive
<Shift> + <Ctrl> + <M>	Confirm maximum
<Alt> + <S>	Assign serial numbers

