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### **WELCOME TO**

### **PASTEL EVOLUTION VERSION 6**

Thank you for choosing Softline Pastel as your accounting software, support and service provider.

# **WHAT'S NEW AND**

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# **UPGRADE GUIDE VERSION 6**

Softline Pastel Evolution's continuous investment in research and development provides you with the latest and most up-to-date business management and payroll software.

With the release of Pastel Evolution Version 6.0 we have developed great new features to provide your business with greater flexibility, efficiency and control.

We trust that the exciting new benefits and features in this release will make a real difference to your business, saving you time.

## **The Accounting and Payroll split (Technical Upgrade)**

Feedback surveys indicated that due to security concerns and constant payroll legislative changes, our customers prefer to install the Payroll module independently of the Accounting modules. We have therefore split the Payroll module from the Accounting modules, so that installation can take place separately. In companies where the Payroll and Accounting modules are already integrated, there is a conversion that will automate the split. Backup and restore for Payroll can now also be more effectively managed since the data relating to each module is now maintained separately.

This Upgrade Booklet will take you through the process of splitting the Pastel Evolution Payroll module from the Pastel Evolution Accounting application. The Accounting and Payroll packages will run as separate applications from now on. You will receive 2 CD's: one for Pastel Evolution Accounting and one for Pastel Evolution Payroll.

If you upgrade from any previous versions of Pastel Evolution, the system will require you to split the Payroll and Accounting applications. We have designed a wizard to assist you in this regard.

Although the applications will be separated, you will not lose any information. The split will merely create individual databases for the Payroll and the Accounting applications.



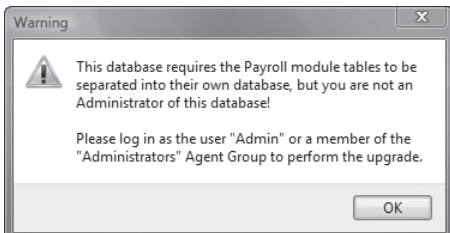
It is advised that you do a full backup before splitting the applications and databases.

Installing Pastel Evolution Version 6 will not require you to manually split the applications because this version manages that process for you.

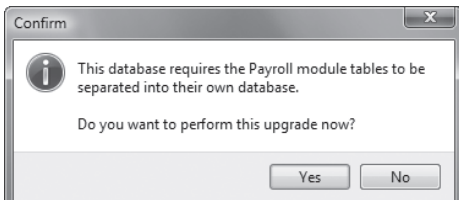
After splitting the applications, you will have to log into these applications separately. To simplify this process, we recommend that you create separate shortcuts on your desktop to eliminate confusion and log in problems.

This process will guide you through the wizard that will display when the system requires the split.

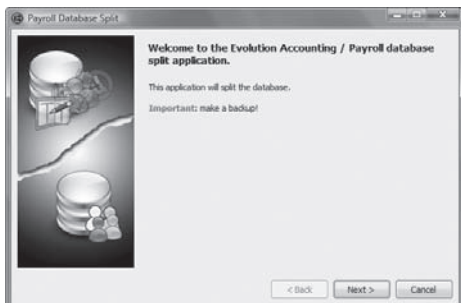
1. The following message will display when your system requires the split. This message will usually show when you are upgrading your Evolution version and you do not have the required permissions.



2. Click **OK**.
3. The following message will display when you are the Administrator on the system:

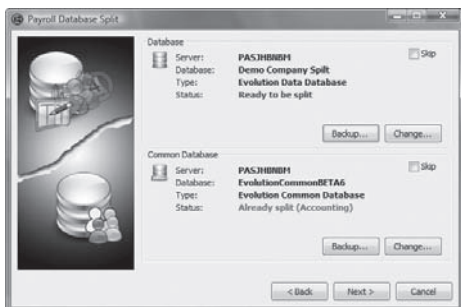


- Click **Yes** to perform the upgrade.
- The **Payroll Database Split Wizard** will start.



Ensure that you have a backup of your current database.

- Click **Next**.
- The following screen displays:

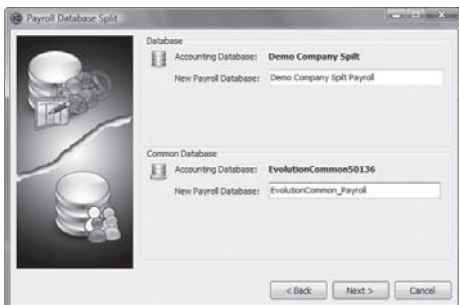


This screen gives you the opportunity to make a backup as well.

If you want to create a backup or make changes to the databases, click on the **Backup** and/or **Change** buttons respectively.

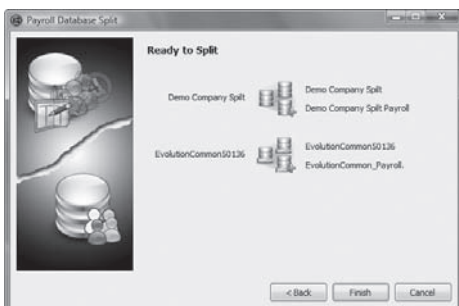
If you want to skip the process, tick the skip boxes and click **Next**.

- The following screen will display:

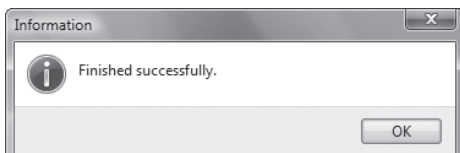
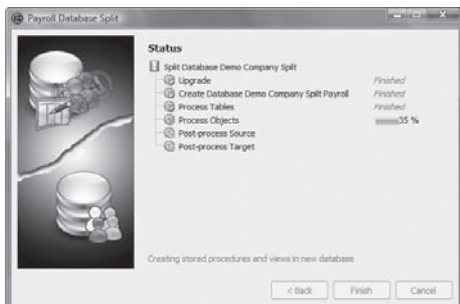


You can rename your databases on this screen.

9. Click **Next**.
10. Your system is now ready to perform the split.



11. Click **Finish**.
12. Your system will perform the split. On completion of the split a *“Finished successfully”* message will display.

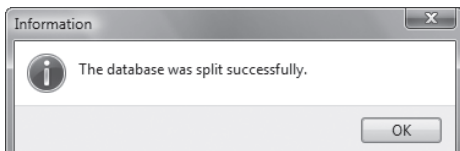


13. Click **OK**.



If you experienced problems during the split process, please call our Evolution Support Call Centre.

14. The following message will display:



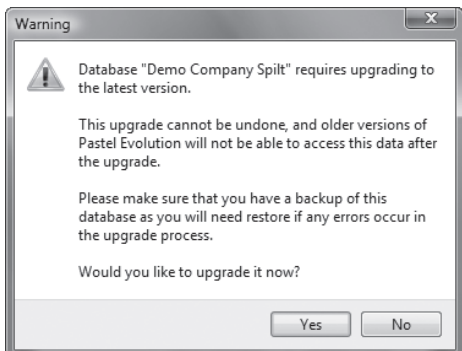
15. Click **OK**.
16. Your **Log in** screen will display.



## OTHER

You system may require extensive upgrading.

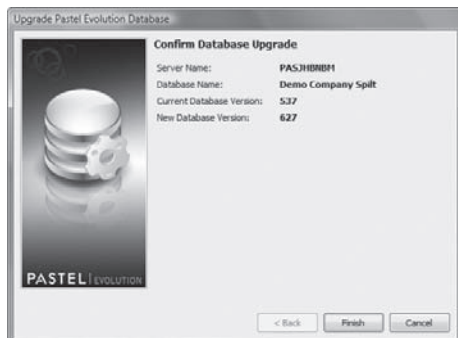
1. If your system requires any other upgrades or updates it will display the following message.



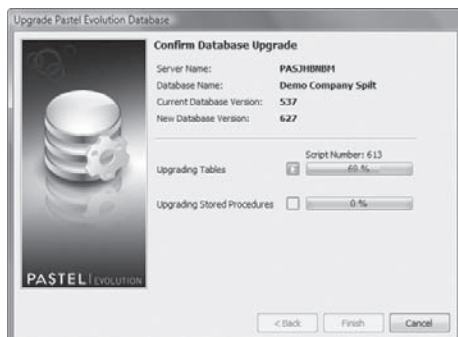


Remember: If you are working on an older version than 5.01, your system will first upgrade to version 6 and then perform the Payroll Split.

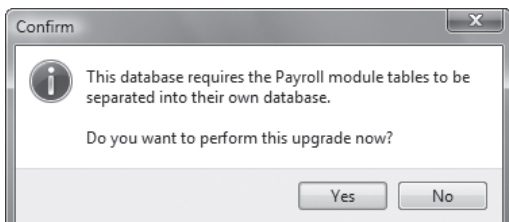
2. Click **Yes**.
3. The following screen displays:



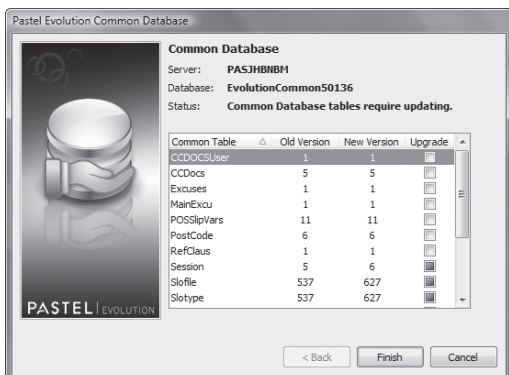
4. Confirm that the correct database will be upgraded, and select **Finish** to start the upgrade process. While the upgrade process is carried out, the following screen is displayed:



5. Once the Company database has been upgraded the following message is displayed:



6. Select **Yes** to continue with the upgrade process of the Common database. The following screen is displayed:



7. Select **Finish** to start the Common Upgrade process. Once this process is completed, the system will log you into your company and you can continue to use Pastel Evolution Payroll.

**NOTE:** Your Payroll data has been split into a separate database and only Payroll information will be available when you log in. For users that previously used Pastel Evolution Accounting and Payroll in the same application, all of the Accounting options will no longer be available in Pastel Evolution Payroll and you will have to access those functions in Pastel Evolution Accounting.



Please note that after performing the split, you are required to re-register your Pastel Evolution Accounting and Pastel Evolution Payroll software respectively.

The important points to remember are:

- When you are working in the older versions of Pastel Evolution, your system will prompt you to upgrade to Version 6, where the wizard will launch to guide you through the split process.
- If you install Version 6, the system will automatically split the applications.
- Always ensure that you have up to date backups of your data before upgrading or performing the split.
- Remember that from now on the Evolution Payroll and Accounting packages will run as separate applications.

## **HOW DO YOU RE-REGISTER YOUR PASTEL EVOLUTION PAYROLL SOFTWARE?**

After you have installed your software, you are required to re-register your Pastel Evolution Payroll software.

To re-register your software, contact the Pastel Evolution Payroll Registrations Team on +27 11 304 4480. The registrations consultant will ask you for:

- The company name in which you registered your software.
- A PIN number which the program displays on the registration screen.

Alternatively, you are able to **re-register online**. Visit [www.pastelpayroll.co.za](http://www.pastelpayroll.co.za), select the **Re-register your Software** button on the home page and follow the instructions.

Please note that we have recently e-mailed you your login details (Username and Password). Should you have misplaced your login details, please make use of the **Forgot Password** functionality. Alternatively contact us on +27 11 304 4480 or e-mail us at [registrations@evolutionpayroll.co.za](mailto:registrations@evolutionpayroll.co.za).

You will be provided with your registration code via e-mail, which unlocks the full functionality of your Pastel Evolution Payroll software. The code is unique to your computer and registered company name.

## **NEW FEATURES:**

# **PASTEL EVOLUTION ACCOUNTING**

## **GENERAL**

### **Budgets per project**

Budgets were traditionally managed per General Ledger account. Many businesses working with projects face the challenging task of ensuring that, not only are they profitable within their broad budgets, but also that they manage the profitability down to project level. We have introduced a new feature which lets you budget per project, which is then linked to General Ledger accounts. Yearly budgets can also be increased based on actual or budget values and reporting lets you distinguish between actual and budget values as well. This feature now also allows for sub projects per budget.

### **Forcing of Sales representative and project codes**

Businesses often need to allocate project codes and sales reps to transactions, but may forget to link this additional information to transactions, which can complicate the reporting process. Evolution now lets you force users to input this information at the point of processing their transactions. This systematic control will ensure that reports include the information that managers require. In addition, Evolution will also allow a default project or sales rep code to be set-up per user, with a security permission to override when applicable. These options are available in the Defaults section of each module.

### **Printing of source transactions**

Transactions captured via the Standard Transactions feature in the Accounts Receivable and Accounts Payable modules can now be printed at the time of completing the transaction update. This also applies to Journal Transfers and Stock Adjustment transaction processing.

### **Alternate stationery layouts for e-mailing of documents**

E-mailing of invoices is convenient but can also be problematic. A typical difficulty is when invoices are printed on pre-printed stationery. Upon printing the invoice, there is no need to duplicate the information that appears on the pre-printed form. However, when e-mailing that same invoice, much of the information is lost. Typical casualties are logos, telephone numbers and other fixed detail. This feature prevents that from happening, and is available across all reports, by using the E-mail option.

## **INVENTORY**

### **Inventory | Transactions | Inventory Journals**

The Inventory Journal feature lets you capture stock adjustments within a batch where either the quantity and/or the item cost price can be adjusted simultaneously. The option to specify adjustments against a Job Card or Project Code is also available.

### **Inventory | Maintenance | Inventory Groups**

A new account selection within Inventory Groups allows for the work-in-progress account to be selected and will update the relevant account accordingly.

### **Inventory | Transactions | Inventory Count**

The Inventory Count feature now includes the ability to do stock takes by the Unit of Measure, making it much easier to count inventory. The conversion to the Stocking Unit is done automatically within the stock count.

## **ACCOUNTS RECEIVABLE (AR)**

### **AR | Enquiries | Quotes history**

Pastel Evolution Version 6 allows you to store processed quotes for future reference. Once a quote is processed, it will save the original quote, with the quote number linked to the final invoice for reference purposes.

### **AR | Maintenance | Customers | COD Account**

Have you ever invoiced a COD client when his previous payment was still outstanding? This feature helps you to avoid that mistake. It assists in managing cash on delivery clients by preventing any further invoicing against those customers with COD terms, until a payment for the last invoice has been received.

### **AR | Reports | Sales Analysis**

New Sales Reports allow for all transactions to be reported from the different modules, making it easier to reconcile against the General Ledger sales accounts.

## **JOB COSTING**

### **Job Costing | Transactions | Job Cards | Partial Invoicing**

The Job Costing module has been enhanced with a feature that will assist businesses requiring to invoice contracts in stages. Where partial invoicing is required, you can now specify the exact quantity ready to be invoiced and Evolution will display the items that have already been invoiced, and those waiting to be invoiced. Evolution will automatically take into account the relevant entries between Work-in-Progress, Income and Expense accounts in the General Ledger.

### **Job Costing | Maintenance | Worker rates**

This new feature creates hourly rates per worker. When capturing Job Card data, hourly rates for workers, together with their completed hours, can be incorporated into the costing of the overall job and detailed on the Job Card.

## **FIXED ASSETS (FA)**

### **FA | Transactions | Asset Count**

This new feature allows for assets to be counted via a mobile scanner and then imported. The system will automatically track assets by location and allow for changes by location. The following reports are available during the asset count:

- Assets where counts differs.
- Assets where location differs.
- Assets not verified.
- Assets missing from the register.

### **FA | Reports**

The following reports have been added:

- Capital Gains Tax Report.
- Deferred Tax Report.
- SARS Tax Report.

## **NEW FEATURES:**

## **PASTEL EVOLUTION PAYROLL**

### **Job Costing Integration**

The Job Costing Integration function had to be reinvented to allow integration into the new separate application and database used for accounting purposes. Please note that you have to install Pastel Evolution Accounting Version 6 before the new integration functionality can be utilised and the Job Costing Module must be registered on the Pastel Evolution Accounting base.

## **General Ledger Integration**

The General Ledger Integration setup had to be redesigned to allow integration into the new separate application and database used for accounting purposes. Please note that you have to install Pastel Evolution Accounting Version 6 before the new integration functionality can be utilised.

## **People Manager**

Pastel Evolution Payroll's new add-on module People Manager offers powerful, yet uncomplicated features to assist with your company's day-to-day HR requirements.

## **2009/2010 Tax Tables**

The legislative changes for the 2009/2010 tax year are included, as announced by the finance minister at the budget speech on 11 February 2009.

# CONTACT DETAILS FOR PASTEL EVOLUTION

## PASTEL EVOLUTION ACCOUNTING

### CT

Switchboard	+27 21 680 9000	ctsales@pastel.co.za
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### Durban

Switchboard	+27 31 566 3670	dbnsales@pastel.co.za
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### Johannesburg

Switchboard	+27 11 304 3000	info@pastel.co.za
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Registrations	+27 11 304 3900	registrations@pastel.co.za
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Sales	+27 11 304 3530	evolutionsales@pastel.co.za
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Training	+27 11 304 3670	training@pastel.co.za
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Support	+27 11 304 3300	evolutionsupport@pastel.co.za
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## PASTEL EVOLUTION PAYROLL

### CT

Switchboard	+27 21 680 9000	ctsales@pastelpayroll.co.za
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### Durban

Switchboard	+27 31 566 3670	dbnsales@pastelpayroll.co.za
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### Johannesburg

Switchboard	+27 11 304 4000	info@evolutionpayroll.co.za
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Registrations	+27 11 304 4480	registrations@evolutionpayroll.co.za
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Sales	+27 11 304 4100	sales@evolutionpayroll.co.za
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Training	+27 11 304 4270	training@evolutionpayroll.co.za
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Support	+27 11 304 4360	support@evolutionpayroll.co.za
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