

sage PASTEL

SAGE PASTEL RECEIPTING MODULE

Pastel Receipting is a specialised add-on module that allows you to enter data once in order to process and print receipts. You can do this without using the cash book. Once you are ready, the system automatically moves the receipts into the cash book for you.

This module is suitable for clubs, schools, and other organisations where money is collected from members, students or customers. By using this module, you can provide printed receipts and create the cash book entries in one simple operation. If you require your income to be realised only after receiving payment from your customers, you can make use of the receipt analysis codes.

- 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.
- Ensure EFT Payments are catered for.

With Pastel Receipting you will be able to do the following:

- Receipt money against multiple Customers, Suppliers or General Ledger accounts per receipt.
- Customise the receipt layout.

Some of the reports that you can create include: Receipt History, Receipt Summary Report, Analysis Code History and Post Dated Cheques.

The screen below illustrates the actual screen used to enter the receipt information.

The screenshot displays the 'Receipt' window with the following fields and data:

- Session Number: 1
- Receipt Number: Global
- Period: 05 - 01/07/08 - 31/07/08 July
- Date: 14/07/08
- Outstanding Balance: (empty)

Payment Method Summary:

Amount to Pay	Discount	1 - Cash	2 - Cheque	3 - Card Auto	4 - Card Manual	5 - EFT
R3,500.00	R0.00	R500.00	R0.00	R0.00	R3,000.00	R0.00

Receipt Allocations and Analysis Table:

BGS	Account	Description	Code	Description	Cost Code	Exclusive
C	BOU001	Payment Thank You	01	Books		R500.00
C	CAB001	Payment Thank You	02	School Fees		R2,900.00
G	1120/000	Tour Fees	00			R100.00
C			00			R0.00

Customer: Boulding Mr D

Buttons: Delete Line, Auto Match Discount, Close, Next Receipt, Cancel Receipt, Print Receipt, Match (F3), Show Details

Totals:

Total Discount	R0.00
Total Amount	R3,500.00
Total Amount to Pay	R3,500.00
Total Amount Paid	R3,500.00
Change	

Contact Us

For more information on Sage Pastel's Receipting Manager module contact your local Sage Pastel Business Partner.

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