

SAGE PASTEL BANK MANAGER MODULE

The Pastel Bank Manager add-on module eliminates the process of manually capturing transactions from your bank statement. Download an electronic bank statement from any major bank, map the bank transactions to the correct ledger accounts in your books, and the system will automatically assign the transactions for you after each import. Reconciling your bank account has never been quicker and easier.

[How it works:]

Pastel Bank Manager compiles the cash book electronically by using the bank statements of all the major South African banks as a base.

- After the first bank statement download, assign recurring account coding to transactions that recur from month to month.
- Attach a unique statement transaction identifier to a Pastel account.
- The system will then automatically code recurring transactions exactly as specified for the cash book batch.
- Thereafter you will only have to code new transactions.
- You can split lines into multiple accounts and reuse them. For example, you may wish to allocate rent to different departments.
- For custom or complex changes, export the transactions into Excel, make the changes, and instantly import the data back into Pastel Bank Manager.
- Once all the transactions have been assigned to the relevant accounts, simply select the option to create the cash book batch and the transactions will immediately be transferred to your cash book, for you to continue as usual.

The screen below illustrates the transactions in Pastel Bank Manager where you can assign recurring account coding, or transactions to your Customers, Suppliers or General Ledger accounts.

Row	Period	Date	Reference	GCS	Account	Cost Code	TaxType	Description	Amount
1	4	30/06/2008	30060001	G	3200000		00 - Tax	MONTHLY SERVICE CHARGE	100.00
2	4	28/06/2008	28060001	G	4650000	GOV01	00 - Tax	INTERPARK CAPE TOWN ZA	690.00
3	5	01/07/2008	01070001	G	3350000	GOV01	00 - Tax	GLENRAND NwB0002202POL-120524	1078.53
4	5	01/07/2008	01070002	G	3200000		00 - Tax	ELECTRONIC DEBIT FEE	2.50
5	5	02/07/2008	02070001	G	5600000		00 - Tax	FINTECH-CAP122AAAG	2280.00
6	5	02/07/2008	02070002	G	3200000		00 - Tax	ELECTRONIC DEBIT FEE	2.50
7	5	02/07/2008	02070003	G	3800000	GOV01	00 - Tax	INTERTRANS MOVERS KZN	9000.00
8	5	02/07/2008	02070004	G	3000000		00 - Tax	BDO SPENCER STEWARD	17010.23
9	5	02/07/2008	02070005	G	7100000		00 - Tax	BLACK RIVER PARK INVEST	64063.38
10	5	02/07/2008	02070006	G			00 - Tax	MINDSPRING	6513.96
11	5	02/07/2008	02070007	G			00 - Tax	POSTNET - OBSERVATORY	443.00
12	5	02/07/2008	02070008	G			00 - Tax	THYME TO DINE	3165.67
13	5	02/07/2008	02070009	G			00 - Tax	ACORN - UCT LUNG INSTITUTE	1908.00
14	5	02/07/2008	02070010	G			00 - Tax	UNIVERSITY OF STELLENBOSCH	5000.00
15	5	02/07/2008	02070011	G			00 - Tax	DAMELIN	5864.00
16	5	02/07/2008	02070012	G			00 - Tax	BDO SPENCER STEWARD	5728.50
17	5	02/07/2008	02070013	G			00 - Tax	DEP TECHNOLOGIES	17109.00
Bank Charges									654116.98

