

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.

[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.
- 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.

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' entry screen in Sage Pastel Accounting. The interface includes the following fields and sections:

- Session Number:** 1
- Receipt Number:** *Global*
- Period:** 11 - 01/01/09 - 31/01/09 January
- Date:** 14/01/09
- Outstanding Balance:** (Empty field)
- Payment Method Selection:** 1 - Cash (R3,500.00), 2 - Cheque (R0.00), 3 - Card Auto (R500.00), 4 - Card Manual (R0.00), 5 - EFT (R3,000.00)
- Receipt Allocations and Analysis Table:**

GCS	Account	Description	Code	Description	Cost Code	Exclusive
C	80U001	Payment Thank You	00	None		R500.00
C	CAB001	Payment Thank You	00			R2,900.00
G	1200/000	Tour Fees	00			R100.00
C			00			R0.00
- Customer:** Boulding Mr D
- Summary Totals:**
 - Total Discount: R0.00
 - Total Amount: R3,500.00
 - Total Amount to Pay: R3,500.00
 - Total Amount Paid: R3,500.00
 - Change: (Empty field)

