

## Global leaders in accounting software

Relied on around the world, Sage Pastel has been a trusted name in accounting software since 1989. Our world-class product is used in over 50 countries across the globe. Join the mainstream, make the right choice for your business and go beyond accounting.

### Pastel Invoicing

Pastel Invoicing will take the hassle out of month-ends. You can print invoices, customer month-end statements, check customer age analysis, sales reports and more.

And with Pastel Invoicing's user-friendly "Dashboard" you will always have a birds-eye view of what is happening in your business.



### Support for Invoicing\*\*

Sage Pastel Invoicing also comes with a computer-based training tutorial that will show you how to use Sage Pastel Invoicing. To find this easy-to-use tutorial please go to Start, then click on Programs, Softline Pastel and then Pastel Invoicing CBT. Alternatively, obtain support from your local Business Partner.

### Easy installation and registration

You can register your product online, twenty four hours a day, seven days a week. Visit our website at [www.sagepastel.com](http://www.sagepastel.com) and follow the link to register your product.

### Sage Pastel product range family tree

Product	Business environment	Parameters
Invoicing	Start-up businesses Simple invoicing requirements	Single user Multi company
Xpress Start-Up	Start-up and small businesses Uncomplicated accounting environment	Single user Single company
Xpress	Small businesses Uncomplicated accounting environment	1 up to 3 users* Multi company
Partner	Small to medium-size businesses	1 up to 20 users*. Business specific range of integrated add-on modules
Evolution	Medium to large-size businesses	1 up to 250+ users* (pre-defined user-breaks). Extensive business specific range of integrated add-on modules
Payroll	Small, medium and large businesses	Predefined user-breaks*

\*Users can be purchased in increments according to your needs. Additional users can be purchased from Softline Pastel. One user license equates to the loading of software onto one PC.

### Sage Pastel is the only choice for your business

- It's easy to use.
- No previous accounting or bookkeeping experience is necessary.
- Pastel Accounting is accredited by the Institute of Chartered Accountants in England and Wales.
- Sage Pastel is a leading international brand.
- More than 18 years experience in supporting small and medium-size international businesses.
- Backed by an international support infrastructure.
- Pastel caters for the growth of your business.
- Provides secure audit trails and adheres to strict accounting principles.

SYSTEM REQUIREMENTS:		OPERATING SYSTEMS:
Processor	Pentium III Compatible or higher Minimum: 600 MHz Recommended: 1 GHz or higher	Windows XP with Service Pack 2 or later Microsoft Windows 2000 Professional with SP4 Microsoft Windows 2000 Server with Service Pack 4 or later Windows Server 2003 Standard, Enterprise, or Datacenter editions with Service Pack 1 or later Windows Server 2003 Web Edition SP1 Windows Small Business Server 2003 with Service Pack or later Vista Home Basic and up
Hard Disk Space	500 MB free space Recommended: 1 GB or higher	
Screen Resolution	Minimum: 1024 x 768	
RAM	Minimum: 512 MB Recommended: 1GB or higher	



For more information contact your local Sage Pastel Business Partner  
[www.sagepastel.com](http://www.sagepastel.com) • [info@sagepastel.com](mailto:info@sagepastel.com)

# sage PASTEL | INVOICING

 **Easy start. Fast finish. Time is money.**



# Set up Sage Pastel Invoicing in 4 easy steps

Don't get anxious at month end. You no longer need to produce your accounts by trying to manage pieces of paper and manually prepare statements. Make the most of your valuable time by focusing on running your business.

Manage your customers and keep track of sales with Sage Pastel Invoicing – it's the easiest way for you to begin computerising your accounts.

And with the Sage Pastel range of products behind you, you can upgrade to more features and functionality as and when you feel ready.

## Simple. Intuitive. User Friendly.



Sage Pastel Invoicing makes the following tasks quick and easy:

- Creating invoices, customers and items.
- Managing customer invoices, payments, credit notes and printing statements.
- Reporting on the amounts outstanding per customer.
- Reporting on which items you are selling the most of.
- E-mailing invoices and statements to customers.

### STEP One



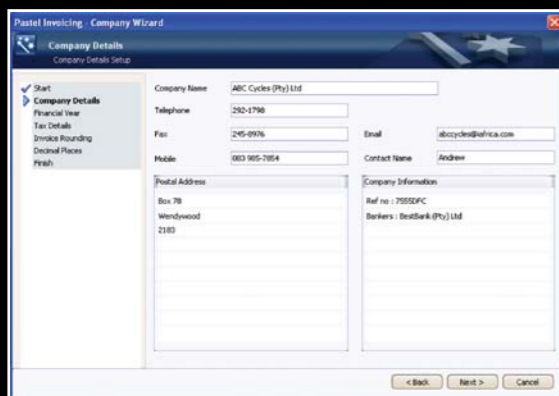
### STEP Two



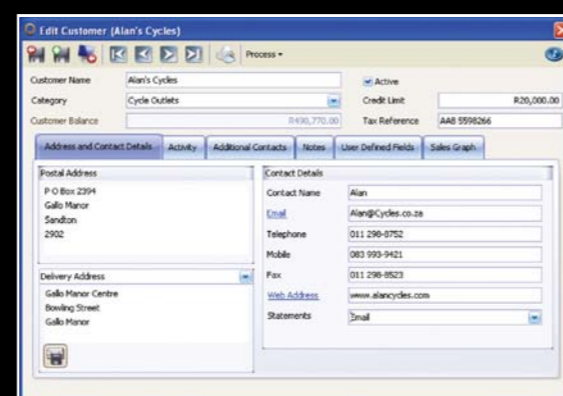
### STEP Three



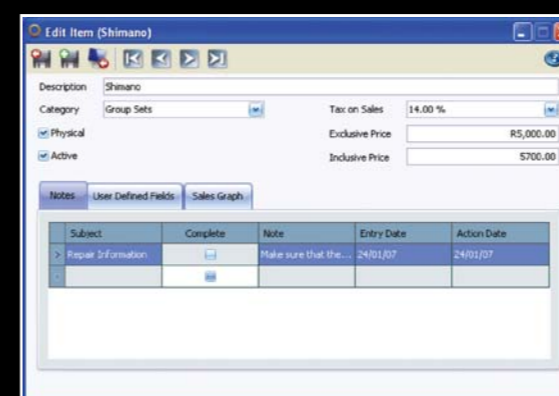
### STEP Four



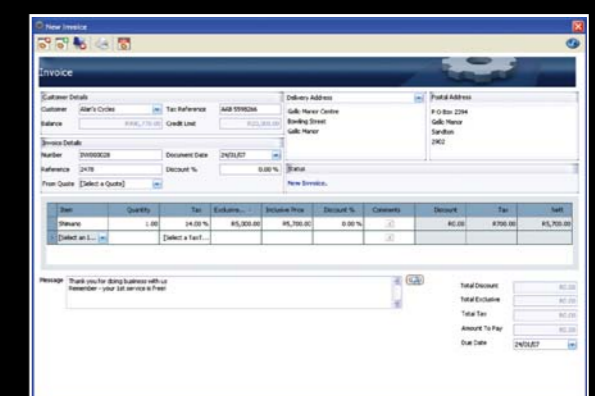
Set up your own company's details. An easy-to-follow Company Wizard will help you set up along the way.



The next step is to create a Customer.



Now create an Inventory item.



In almost no time, you're ready to process your first invoice.