

my

business



easy-to-use, start-up
business software

by **PASTEL**

Set up My Business in 5 easy steps

My Business is designed specifically for businesses that are starting up. It's user-friendly and lets you prepare your accounts and statements quickly and easily.

Now you can make the most of your time by focusing on making sales and running your business.

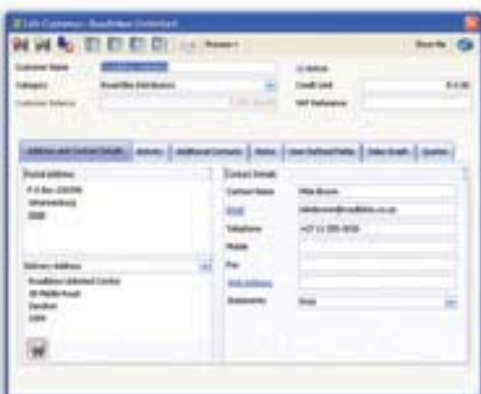
Set up your business

1



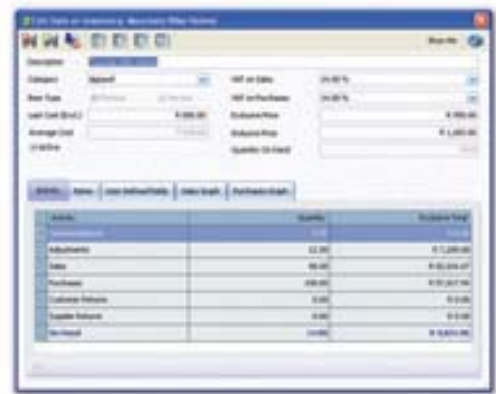
Create your customers

2



Create your items

3



Process your first invoice

4



Manage receipts & expenses through your bank account

5



Monitor your cashflow

Running a business isn't only about getting the numbers right. It's about what you do with those numbers. My Business is the perfect way for you to start computerising your business. Manage your customers and suppliers, keep track of sales and purchases and monitor your cashflow by capturing money received and money paid out.

And with Pastel's wide range of products and add-on modules you can upgrade to more features and functionality as and when your business requires it.

My Business makes the following tasks quick and easy

- Manage your customer invoices, payments, outstanding balances, bad debts and customer statements.
- Manage your supplier invoices, returns, orders and payments due.
- Manage items purchased, sold and returned, as well as the costs and quantities.
- Report on your top selling items, as well as your most purchased items.
- Enter bank account transactions and track the company expense payments.
- Reconcile your bank accounts and report on total cash received and cash paid out.
- Use the Profit and Loss Report to show your profitability.
- Use the VAT Report for your VAT submissions.
- Record all assets in your business and view an Asset Register Report.
- Your accountant can use the Accountants Area to process journal entries, view tax reports and process tax payments or refunds.

Create professional reports

FastCycle Wholesale									
Sales By Item									
Item	Quantity	Value	Cost	Net	Gross Profit	Net Profit	Net Profit %	Net Profit	Net Profit %
Wholesale Sales Total									
Wholesale Sales	1000	10000.00	5000.00	5000.00	5000.00	5000.00	50.00%	5000.00	50.00%
Wholesale Sales by Item									
Wholesale Sales - Item 1	500	5000.00	2500.00	2500.00	2500.00	2500.00	50.00%	2500.00	50.00%
Wholesale Sales - Item 2	500	5000.00	2500.00	2500.00	2500.00	2500.00	50.00%	2500.00	50.00%
Wholesale Sales by Customer									
Wholesale Sales - Customer A	300	3000.00	1500.00	1500.00	1500.00	1500.00	50.00%	1500.00	50.00%
Wholesale Sales - Customer B	700	7000.00	3500.00	3500.00	3500.00	3500.00	50.00%	3500.00	50.00%

FastCycle Wholesale									
Profit and Loss Report									
Item	Quantity	Value	Cost	Net	Gross Profit	Net Profit	Net Profit %	Net Profit	Net Profit %
Wholesale Sales Total									
Wholesale Sales	1000	10000.00	5000.00	5000.00	5000.00	5000.00	50.00%	5000.00	50.00%
Wholesale Sales by Item									
Wholesale Sales - Item 1	500	5000.00	2500.00	2500.00	2500.00	2500.00	50.00%	2500.00	50.00%
Wholesale Sales - Item 2	500	5000.00	2500.00	2500.00	2500.00	2500.00	50.00%	2500.00	50.00%
Wholesale Sales by Customer									
Wholesale Sales - Customer A	300	3000.00	1500.00	1500.00	1500.00	1500.00	50.00%	1500.00	50.00%
Wholesale Sales - Customer B	700	7000.00	3500.00	3500.00	3500.00	3500.00	50.00%	3500.00	50.00%

FastCycle Wholesale									
Customer Balances - Days outstanding									
Item	Quantity	Value	Cost	Net	Gross Profit	Net Profit	Net Profit %	Net Profit	Net Profit %
Wholesale Sales Total									
Wholesale Sales	1000	10000.00	5000.00	5000.00	5000.00	5000.00	50.00%	5000.00	50.00%
Wholesale Sales by Item									
Wholesale Sales - Item 1	500	5000.00	2500.00	2500.00	2500.00	2500.00	50.00%	2500.00	50.00%
Wholesale Sales - Item 2	500	5000.00	2500.00	2500.00	2500.00	2500.00	50.00%	2500.00	50.00%
Wholesale Sales by Customer									
Wholesale Sales - Customer A	300	3000.00	1500.00	1500.00	1500.00	1500.00	50.00%	1500.00	50.00%
Wholesale Sales - Customer B	700	7000.00	3500.00	3500.00	3500.00	3500.00	50.00%	3500.00	50.00%

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Pastel is the best choice for your business

- It's easy to use.
- No previous accounting or bookkeeping experience is necessary.
- 9 out of 10 accountants recommend Pastel Accounting.*
- Pastel is a leading South African brand.
- No customisation required – Pastel is SA ready.
- More than 20 years experience in supporting small and medium-sized South African businesses.
- Backed by a national support infrastructure.
- Pastel caters for the growth of your business.

* Of accountants that recommend accounting software to SME businesses.

With My Business you will always know who owes you money.

Pastel has been a trusted name in business software since 1989. Our world-class products are used in 52 countries across the globe. Join the mainstream, make the right choice for your business and go beyond accounting.

[Pastel Product Range Family Tree]

Product	Business environment	Parameters
My Invoicing	Start-up businesses Simple invoicing requirements	Single user Multi company
My Business	Start-up businesses Simple customer, supplier and item quantities, with income and expenses through bank accounts	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	Can accommodate from 1 up to 3 users*. (Each package includes a single user license only.)
Partner	Small to medium-sized businesses	Can accommodate from 1 up to 20 users*. (Each package includes a single user license only.)
Evolution	Medium to large-sized businesses	Can accommodate from 1 up to 1000+ users*, with pre-defined user breaks. Extensive range of business-specific add-on modules.
Payroll	Start-up, small, medium and large businesses	Unlimited employees

* The base package contains one user licence. Additional users can be purchased in increments from Softline Pastel. One user license equates to the loading of software onto one PC.

[User-friendly dashboard]

My Business allows you to print invoices, statements, outstanding balances, sales reports and more. Print supplier statements and purchase reports for your suppliers. Capture your business expenses, bank charges and reconcile your bank accounts and credit cards. And with its user-friendly dashboard you will always have a bird's-eye view of what's happening in your business.



[Support for My Business]

Pastel offers a telephonic support plan for My Business, giving you the help and guidance you need to ensure that your software runs smoothly. Call in as often as you need to. Telephonic support is available on an affordable monthly debit order option.