

# my

invoicing



easy start. fast finish.  
time is money.

by PASTEL

# Set up My 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 prepare statements manually. Make the most of your valuable time by focusing on running your business.

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

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

STEP

1



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

STEP

2



The next step is to create a Customer.





## 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.

## Designed by South Africans for South African business.

Relied on around the world, Pastel has been a trusted name in accounting 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

\* 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.

### [ User-friendly dashboard ]

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

And with My Invoicing's user-friendly dashboard you will always have a bird's-eye view of what is happening in your business.



### [ Support for My Invoicing ]

Pastel offers a telephonic support plan for My Invoicing, giving you the help and guidance your business needs 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.