

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 window. At the top, it shows 'Session Number' 1 and 'Receipt Number' 'Global'. The 'Period' is set to '11 - 01/01/09 - 31/01/09 January' and the 'Date' is '14/01/09'. Below this, there are buttons for 'Close', 'Next Receipt', 'Cancel Receipt', 'Print Receipt', 'Match <F3>', and 'Show Details'. A table shows payment methods: '1 - Cash' (R3,500.00), '2 - Cheque' (R0.00), '3 - Card Auto' (R500.00), '4 - Card Manual' (R0.00), and '5 - EFT' (R3,000.00). The 'Receipt Allocations and Analysis' table lists accounts and descriptions: 'B0U001 Payment Thank You' (R500.00), 'CAB001 Payment Thank You' (R2,900.00), 'G 1200/000 Tour Fees' (R100.00), and 'C' (R0.00). At the bottom, it shows 'Boulding Mr D' with 'Total Discount' R0.00 and 'Total Amount' R3,500.00. Summary fields include 'Total Amount to Pay' R3,500.00, 'Total Amount Paid' R3,500.00, and 'Change'.