

my  
business

**With My Business by Sage Pastel  
you will always know who owes you  
money.**

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

**Exciting new interface**



My Business by Sage Pastel 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.

**Sage Pastel is the best  
choice for your business**

**... and it's easy to use!**

- No previous accounting or bookkeeping experience is necessary
- Sage Pastel is a leading brand worldwide
- More than 20 years experience in supporting small and medium-size South African businesses
- Backed by an international support infrastructure
- Sage Pastel caters for the growth of your business

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	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 1000+ users (pre-defined user breaks) Extensive business-specific range of integrated add-on modules
Payroll	Small, medium and large businesses	Pre-defined user breaks

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easy-to-use, start-up  
business software

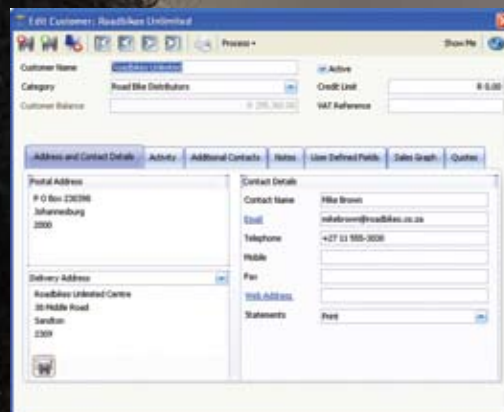
by **sage PASTEL**



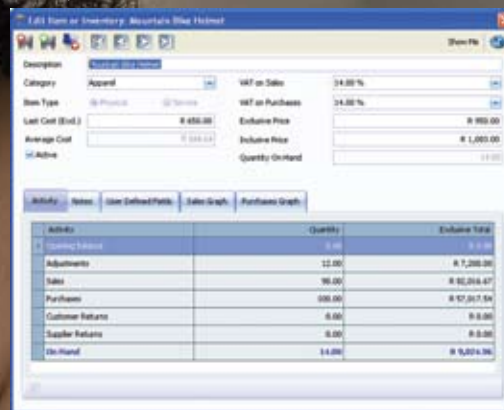
## Set up My Business by Sage Pastel in 5 easy steps.

My Business by Sage Pastel 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.

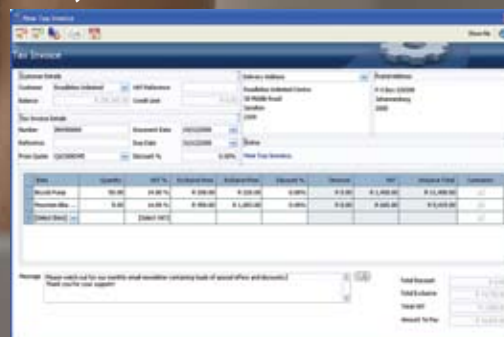
2 Create your customers



3 Create your items



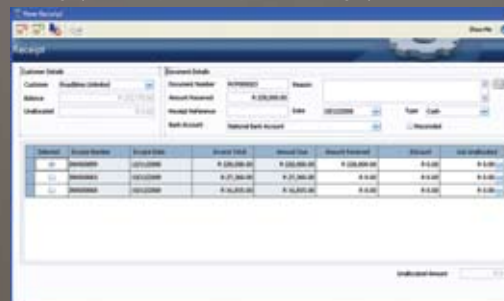
4 Process your first invoice



1 Set up your business



5 Manage your receipts and expenses through your bank account



My Business by Sage Pastel 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 cashbooks 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 prepare a Statement of Assets and Liabilities using the journal entries

Running a business isn't only about getting the numbers right. It's about what you do with those numbers. My Business by Sage Pastel 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 Sage 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.

### Create professional reports

Sales By Item					Customer Balances - Days outstanding					Profit and Loss Report																			
FastCycle Wholesales					FastCycle Wholesales					FastCycle Wholesales																			
Date	Reference	Customer	Qty	Total Cost	Total Selling	GP Amount	GP %	Name	15+ Days	30 Days	60 Days	90 Days	Current	Total Due	Sales	Cost of Sales	Gross Profit	Other Income	Interest Received	Bank Income	Total for Other Income	Expenses	Bank Fees	Advertising	Insurance	Other	Total for Expenses	Net Profit/Loss Before Tax	Net Profit/Loss After Tax
20030001	0000001	Stavros Cycle Co	100	100.00	120.00	20.00	20.00%	Stavros Cycle Co	0.00	0.00	0.00	0.00	120.00	120.00	3,001,004.50	1,760,000.00	1,241,004.50	20,000.00	500.00	1,000.00	2,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	
Total for Customer					Total for Customer					Total for Customer					Grand Totals														