



## Pastel Evolution Bank Manager Version 2

### Introduction

Pastel Bank Manager has had an overall facelift which includes new innovative functions and features that eliminate the stress of completing your monthly bank reconciliation process.

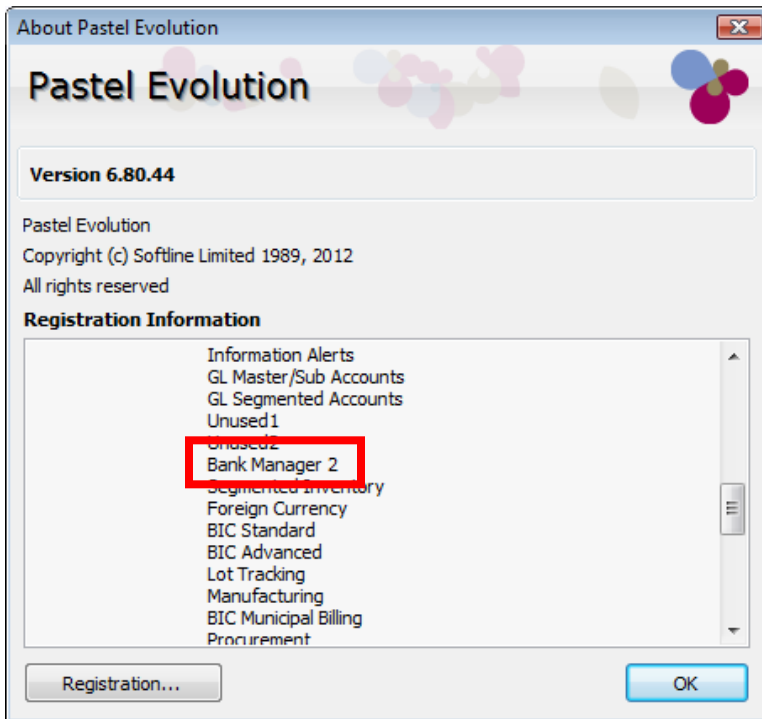
Pastel Bank Manager Version 2 will still operate in the same manner as the previous versions. You will still access the application via the cash book screen, import your bank transactions from your electronic bank statement and reconcile your bank account in a matter of seconds.

The following document will outline the differences between the previous Pastel Bank Manager Versions and the current version.

### Registration

The Pastel Bank Manager Version 2 is available as an add-on module. Should you wish to view and test the add-on module before purchasing and registering it, you can register a 30 day trial version.

To view whether you are registered for Pastel Bank Manager, go to **Help...About**, and the following screen displays:





## New Features of Pastel Bank Manager Version 2

The new features and functionality include:

- A **Statement Summary** screen summarises your cash movements for the selected bank account.
- The ability to select the reconciliation period and enter the statement balance.
- A pie chart displaying the allocated and unallocated payments and receipts based on the closing and statement balances.
- A line graph displaying the period balances for a 12month period.
- The ability to view the last 10 transactions processed.
- The ability to hide the **Statement Summary** screen by ticking the **Do not Automatically Show this Summary**.





- The ability to view and/or edit already mapped transactions.
- The ability to search for transactions either by ledger description or reference.
- You can save the changes you have made to the statement by clicking on the **Save Changes** button.
- You can undo changes made since your last saved changes by clicking on the **Revert Changes** button.
- You can split line transactions.

The screenshot shows the 'Statement Preview' window with a table of transactions. A 'New Mapping' dialog box is open, allowing the user to map a bank statement entry to a ledger description and cashbook. The dialog box has the following fields and options:

- Search Bank Statement for: ADMINISTRATION FEE
- Ledger Description: ADMINISTRATION FEE
- Apply Mapping to:  Payments  Receipts
- Current Cashbook (8421 Standard Bank)
- All Cashbooks
- Apply to Current Import on Save:

The table below shows the transactions in the statement preview:

Row /	Date	Period	Statement Description	Mod...	Account	Ledger Description	Reference	Tax	Project	Receipt	Payment
1	2008/07/03	07	DIRECT CREDIT OORPLAAS	GL	1000	DIRECT CREDIT OORPLAAS	03070001			200.00	0.00
2	2008/07/03	07	ADMINISTRATION FEE	GL	4000	ADMINISTRATION FEE	03070002			0.00	7.50
3	2008/07/04	07	INTERNET BANK FEE	GL	4000	INTERNET BANK FEE	04070001			0.00	19.95
4	2008/07/05	07	STOP ORDER CREDIT INET MOBI REV...	GL	1000	STOP ORDER CREDIT INET MOBI REV...	05070001			19.95	0.00
5	2008/07/31	07	INTERNET BANK FEE	GL	4150	INTERNET BANK FEE	31070001			0.00	19.95
6	2008/08/03	08	ADMINISTRATION FEE	GL	4150	ADMINISTRATION FEE	03080001			0.00	7.50

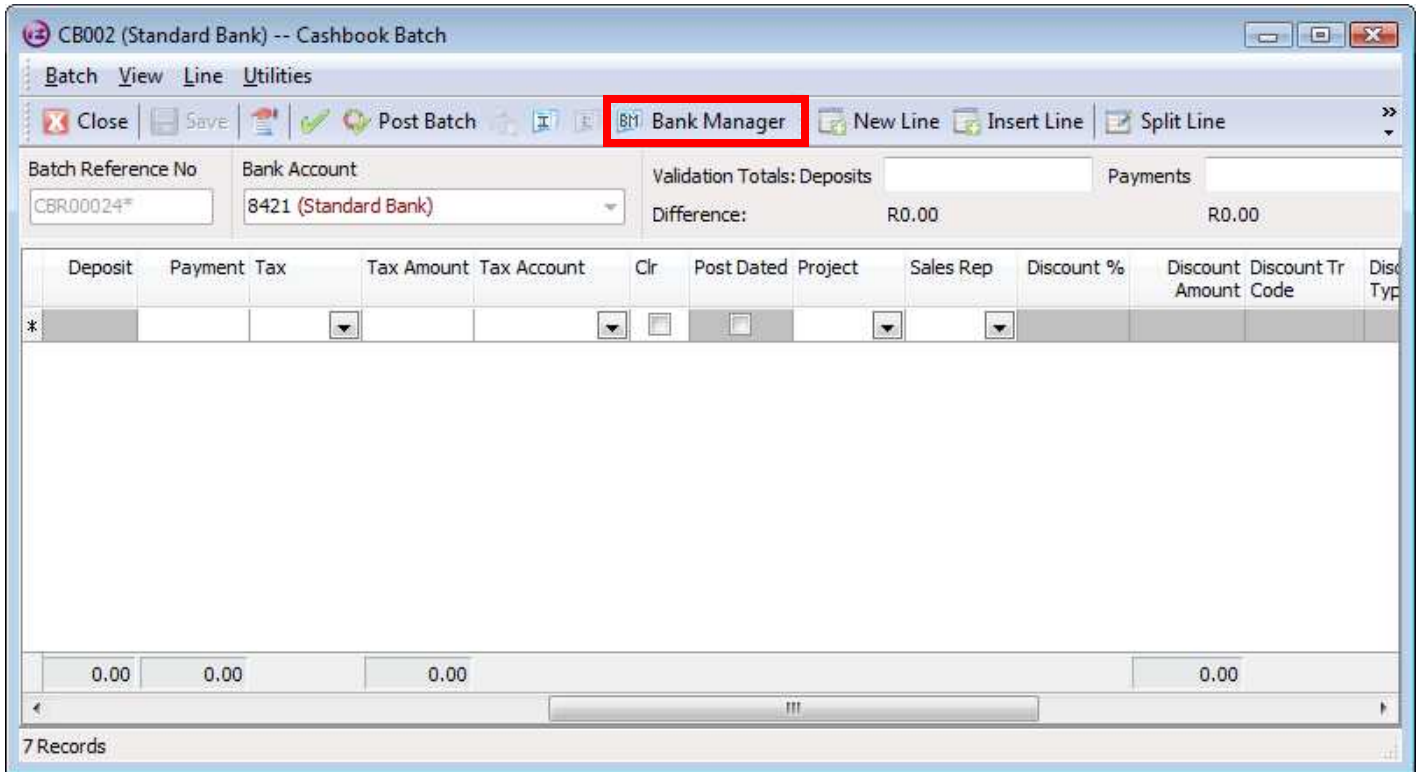
The 'New Mapping' dialog box is highlighted with a red box. The 'Search' field in the dialog box is also highlighted with a red box. The 'Add Mapping...' button in the main window is highlighted with a red box. The 'Search' field in the main window is highlighted with a red box.





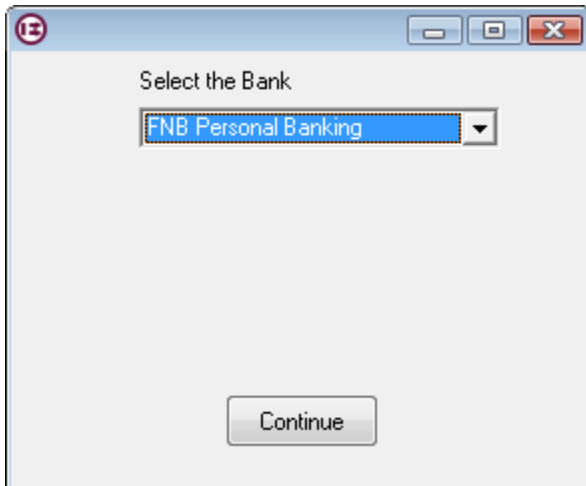
## Working in Pastel Bank Manager Version 2

As mentioned earlier, you will still launch Pastel Bank Manager via the **Cash Book** screen:



The **Select Statement File** screen displays. The following screenshots display the difference between the previous versions of Pastel Bank Manager and the latest version:

Pastel Bank Manager Version 1:



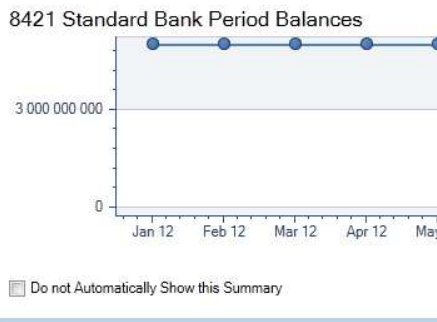
Pastel Bank Manager Version 2:





The following **Statement Summary** screen displays allowing you to select your reconciliation period and enter your statement balance.

Summary	
Reconcile Period:	2012/04/30
Period Closing Balance:	4 976 296 159.22
Statement Receipts:	219.95
Statement Payments:	54.90
Projected Closing Balance:	4 976 296 324.27
Statement Balance:	4976296324.27
Difference:	0.00
Last Import:	2012/04/25 10:27 AM



Summary	
Reconcile Period:	2012/04/30
Period Closing Balance:	4 976 296 159.22
Statement Receipts:	11 162 978.05
Statement Payments:	11 495 761.40
Projected Closing Balance:	4 975 963 375.87
Statement Balance:	0.00
Difference:	4 975 963 375.87
Last Import:	2012/04/25 11:16 AM

Supplier Payments 960 000.00  
2008/08/05 CHEQUE -960 000.00  
View in grid...

8421 Standard Bank Period Balances

Do not Automatically Show this Summary

Cancel Continue

This new and unique feature allows you to view a graphical view of your cash movements, showing the allocated and unallocated transactions based on the closing and statement balances entered.





After you have clicked on the **Continue** button the **Statement Preview** screen displays.

The following screen displays the previous Pastel Bank Manager **Statement Preview** screen:

R.	Period	Date	Refere...	Module	Account	Project	Tax Type	Description	Amount
09	15	12/05/20	1205006	GL				VAN NIEKERK ST	11400.00
10	16	23/06/2008	2306000	GL				Cash deposit	25490.00
11	16	23/06/2008	2306000	GL				Cash deposit	25267.00
12	16	23/06/2008	2306000	GL				Cash deposit	25044.00
13	16	23/06/2008	2306000	GL				Cash deposit	24821.00
14	16	23/06/2008	2306000	GL				Cash deposit	24598.00
15	16	23/06/2008	2306000	GL				Cash deposit	24375.00
16	16	23/06/2008	2306000	GL				Cash deposit	24152.00
17	16	23/06/2008	2306000	GL				Cash deposit	23929.00
18	16	23/06/2008	2306000	GL				Cash deposit	23706.00
19	16	23/06/2008	2306001	GL				Cash deposit	23483.00
20	16	23/06/2008	2306001	GL				Cash deposit	23260.00
21	16	23/06/2008	2306001	GL				Cash deposit	23037.00
22	16	23/06/2008	2306001	GL				Cash deposit	22814.00
23	16	23/06/2008	2306001	GL				Cash deposit	22591.00
24	16	23/06/2008	2306001	GL				Cash deposit	22368.00
25	16	23/06/2008	2306001	GL				Cash deposit	22145.00
26	16	23/06/2008	2306001	GL				Cash deposit	21922.00
27	16	23/06/2008	2306001	GL				Cash deposit	21699.00
									937 680.00

The previous screen represented a very static screen, limiting your processing abilities.

The following screen represents the latest Pastel Bank Manager **Statement Preview** screen, allowing you to select the affected modules and accounts per transaction line, add and configure recurring transactions, search for specific transactions and much more.

Row	Date	Period	Statement Description	Mod...	Account	Ledger Description	Reference	Tax	Project	Receipt	Payment
1	2008/07/03	07	DIRECT CREDIT OORPLAAS	GL	1000	DIRECT CREDIT OORPLAAS	03070001			200.00	0.00
2	2008/07/03	07	ADMINISTRATION FEE	GL	4000	ADMINISTRATION FEE	03070002			0.00	7.50
3	2008/07/04	07	INTERNET BANK FEE	GL	4000	INTERNET BANK FEE	04070001			0.00	19.95
4	2008/07/05	07	STOP ORDER CREDIT INET MOBI REV...	GL	1000	STOP ORDER CREDIT INET MOBI REV...	05070001			19.95	0.00
5	2008/07/31	07	INTERNET BANK FEE	GL	4150	INTERNET BANK FEE	31070001			0.00	19.95
6	2008/08/03	08	ADMINISTRATION FEE	GL	4150	ADMINISTRATION FEE	03080001			0.00	7.50

**New Mapping**

Search Bank Statement for: ADMINISTRATION FEE

Ledger Description: ADMINISTRATION FEE

Apply Mapping to:  Payments  Receipts

Current Cashbook (8421 Standard Bank)

All Cashbooks

Apply to Current Import on Save:

Save Cancel

The **Import** and **Export** buttons allow you to import/export batches from an MS Excel spreadsheet. You can also specify to only export/import receipts and payments.





You can map your recurring transactions by clicking on the **Add Mapping...** button.

Identify a keyword that the bank statement has to search for when you import your next bank statement. Enter a unique transaction description that the system has to allocate to the identified transaction. Specify whether the transaction is a payment or receipt by making ticks in the appropriate tick boxes as well as specify whether this mapping is applicable to all of your cash books or only the selected cash book. Remember to activate the **Apply to Current Import on Save** option, so that the system applies this mapping structure to the current cash book as well.

To view or edit your already mapped transactions, click on the **Configure Mapping** button:

Cashbook	Search Descriptions	Transactions	Mod...	Account	Ledger Description	Tax	Project	Priority
(All)	SALARIES OF EMPLOYEES	(All)	GL	1000	SALARIES OF EMPLOYEES			
CB002	INTERNET PAYMENT TO	Payments	GL	4050>001	INTERNET PAYMENT TO			1
CB002	ADMINISTRATION FEE	Payments	GL	4150	ADMINISTRATION FEE			1

You can also import and export mapping from this screen. Make changes to your mapping and click on the **Save** button.

Remember the following:

- If you save your changes without selecting one of the Save Options, the system will not affect/update the current or future transaction imports.
- If you select the **Apply to Current Import on Save** option, this will only save the changes to the current imported transactions and not future transaction imports.
- The **Overwrite All Mapped Transactions** option will only activate if you selected the first option and will overwrite all of your saved mapped transactions, if the transactions matched the mapped criteria.





You can perform the following functions by right clicking on the transaction line:

Statement Description	Mod...	Account	Ledger Description
DIRECT CREDIT OORPLAAS	GL	1000	DIRECT CREDIT OORPLAAS
ADMINISTRATION FEE			FEE
INTERNET BANK FEE			FEE
STOP ORDER CREDIT INET MOBI F			DIT INET MOBI REV...
INTERNET BANK FEE			FEE
ADMINISTRATION FEE	GL	4150	ADMINISTRATION FEE

- Add Mapping...
- Delete Current Row
- Split Transaction...
- Account Lookup Field

Click on the **Summary** button to view your transaction allocation and summary:

### Pastel Bank Manager V2 | Statement Summary

#### Transaction Allocation

- Sales
- Accounting Fees
- Bank Charges

#### Summary

Reconcile Period: 2012/04/30

Period Closing Balance: 4 976 296 159.22

Statement Receipts: 219.95

Statement Payments: 54.90

Projected Closing Balance: 4 976 296 324.27

Statement Balance:

Difference: 4 976 296 324.27

Last Import: 2012/04/25 10:27 AM

[View Last 10 Posted Transactions...](#)

#### 8421 Standard Bank Period Balances

Do not Automatically Show this Summary

✖ Cancel➔ Continue







When you **Submit** your bank transactions, the transactions will be populated into the selected cash book batch:

The screenshot shows a software window titled "CB002 (Standard Bank) -- Cashbook Batch\*" with a menu bar (Batch, View, Line, Utilities) and a toolbar (Close, Save, Post Batch, Bank Manager, New Line, Insert Line, Split Line). Below the toolbar, there are fields for "Batch Reference No" (CBR.00024\*), "Bank Account" (8421 (Standard Bank)), and "Validation Totals: Deposits" (R219.95) and "Payments" (R54.90). A "Difference:" field shows (R219.95) and (R54.90). The main area contains a table with the following data:

Deposit	Payment	Tax	Tax Amount	Tax Account	Clr	Post Dated	Project	Sales Rep	Discount %	Discount Amount	Discount Tr Code	Disc Typ
R200.00					<input checked="" type="checkbox"/>	<input type="checkbox"/>						0
	R7.50				<input checked="" type="checkbox"/>	<input type="checkbox"/>						0
	R19.95				<input checked="" type="checkbox"/>	<input type="checkbox"/>						0
R19.95					<input checked="" type="checkbox"/>	<input type="checkbox"/>						0
	R19.95				<input checked="" type="checkbox"/>	<input type="checkbox"/>						0
	R7.50				<input checked="" type="checkbox"/>	<input type="checkbox"/>						0
219.95	54.90		0.00									0.00

