



## Pastel Training manual update document

Training manual updated: Pastel Bridging Version 11.1.1

New version number: Pastel Bridging Version 11.1.2

Since the release of the Pastel Accounting Version 11 Bridging course, a few changes have been made to our Version 11 software.

The following updates have been made and are included in the Pastel Accounting Bridging Version 11.1.2 manual.

Changes in Section C., page 1.

### C

## ENHANCEMENTS TO ELECTRONIC DOCUMENTS

More and more customers today are requesting electronic documentation for ease of storage and record keeping. These documents are 128 bit encrypted and are in PDF format. Before a supplier can send electronic documents to a customer, the supplier needs to request written permission from the customer to send electronic documents. This is the sole responsibility of the supplier. Once the customer has given their consent to receive electronic documents, there is a check box in the Edit Customer Accounts... Processing tab that needs to be selected.

The screenshot shows the 'Edit Customer Accounts' window in the Pastel Accounting software. The 'Processing' tab is active. In the 'Processing' section, the 'Customer Accepts Electronic Documents' checkbox is checked. Other fields visible include 'Customer', 'Supplier', 'Invoice', 'Invoice Date', 'Invoice Type', 'Invoice Code', and 'Invoice Reference'.

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# Pastel Accounting User Manual

**Yolandie Mostert**



## **Pastel Accounting User Manual:**

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