

Pastel Partner Integration

OVERVIEW

In DevMan all financial transactions are linked to projects or bursaries. These can be set up with one or more associated GL codes. Subsequently when donation and payment records are allocated to a project, the GL code and Contra account is selected on the transaction.

Financial transactions captured on DevMan are batched and sent to Pastel as delimited files where they are imported via the Pastel import interface. This single point of entry reduces errors and increases productivity.



Rollout requirements

1. Identify key contact person within your organisation to manage the rollout.
2. Add all relevant GL and Contra codes to DevMan.
3. Apply applicable GL codes on the project profile.
4. Apply applicable GL and Contra codes on payment records linked to the project.
5. Select cut off date for integration.
6. Lock down historical transactions up to the cut off date.
7. Run test integration.

Cashbook export example

Start date 05/02/2016

Total amount 38 500.00

Reference number Cashbook batch 002531

Cashbook Export status

05/02/2016	Exported
05/02/2016	Completed
01/02/2016	Captured

Finance period 1

Transaction list

Paid to	Budget	Date	Amount	Description
Bobby Smith - 2016	2016 – Bursaries	05 Feb 2016	15 000.00	Tuition Fees
Sipho Nkosi - 2016	2016 - Bursaries	03 Feb 2016	20 000.00	Tuition Fees

Date	The date the cashbook export was generated
Total amount	The total amount of all transactions linked to the cashbook export
Reference number	System generated cashbook export number
Cashbook export status	Milestone history of phases the cashbook export has reached
Finance period	The Pastel period applicable to the transactions in the cashbook export
Comments	Free format field for comments
Transaction list	Details of each transaction

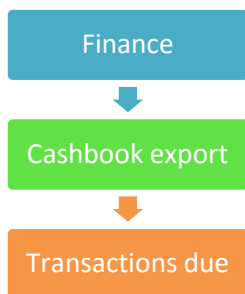
Integration steps

The basic steps are as follows:

1. Select transactions for export
2. Generate cashbook export group using the bulk updater
3. Complete the cashbook export
4. Export the cashbook file from DevMan
5. Import the cashbook file into Pastel

Step 1 – select transactions for export

From the main menu select :



This will take you to the payment / donation filter page.
Select the criteria of the data you want to see then select:

Search

The page will indicate the number of search results. To view the results select:

View transactions due

This grid will show you all payments / donations that are available to be added to the Cashbook export.

Once you have reviewed the list select transactions to be exported:

- Select specific transactions using the checkbox ☒.
- Select all transactions by not selecting any checkbox

Step 2 – Generate cashbook export

Once you have checked the transactions you want to export, select:

Action



Process due
cashbook exports

This will take you to the bulk update page. On the bulk update page select:

Begin process

- This will generate a cashbook export group.
- Wait for the process to complete before continuing to work on DevMan.
- The status of the cashbook export will automatically be 'Captured'.

PLEASE NOTE

If there is a cashbook export group in Captured phase, any transactions in the batch will automatically be added to this group. Transactions can be added and removed from the group while still in the Captured phase.

View the captured cashbook export by selecting 'Cashbook export' on the Batch generated grid:

Batch generated

Cashbook export



1

Step 3 – Complete cashbook export

View the cashbook export group and adjust as needed:

- Select the applicable financial period and select **Save and stay on page**.
- Add or remove transactions as needed (see separate heading).

To complete the export select:

Update

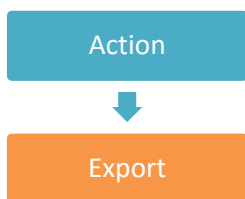
Update status is on the right side of the page next to the cashbook export status. The milestone update page will pop up on to the requisition page. Select the status 'Complete' and the date then select **Save**.

PLEASE NOTE

Once a cashbook export batch has been Completed no changes can be made to the group or the linked transactions. This ensures that DevMan and Pastel data is perfectly matched with no duplicates and no missed transactions. Any transaction changes required must be processed as a reversal (See Advanced expenditure quick guide).

Step 4 – Export the cashbook file

On the cashbook export page select:



This will generate a CSV file, save this on your PC.

Step 5 – Import to Pastel

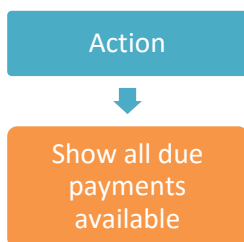
These are the basic steps to import a file to Pastel:

- Open the cashbook journal.
- Select Batch then select Import.
- Search for the saved CSV file generated by DevMan.
- Select Open, then select Process.
- Check the batch and update accordingly.

Add transactions

Transactions can only be added while the group is in Captured phase:

- From the transaction due grid as per step 2.
- Directly on the Cashbook record.

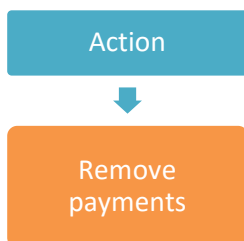


Review the transactions listed and indicate which are to be processed by selecting the relevant check box. Select all transactions by selecting 'Select all' from the menu. Then select:

Add items

Remove transactions

Transactions can only be removed while the group is in Captured phase. On the Cashbook record select:



Review the transactions listed and indicate which are to be removed by selecting the relevant check box. Then select:

Remove items