Travelogic

Software for Tour Operators

# Accounting

## *With Pastel Integration*

## Set Up Guide

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# Setting up the Pastel Integration

In order for Travelogic™ to integrate with Pastel, the following is required:

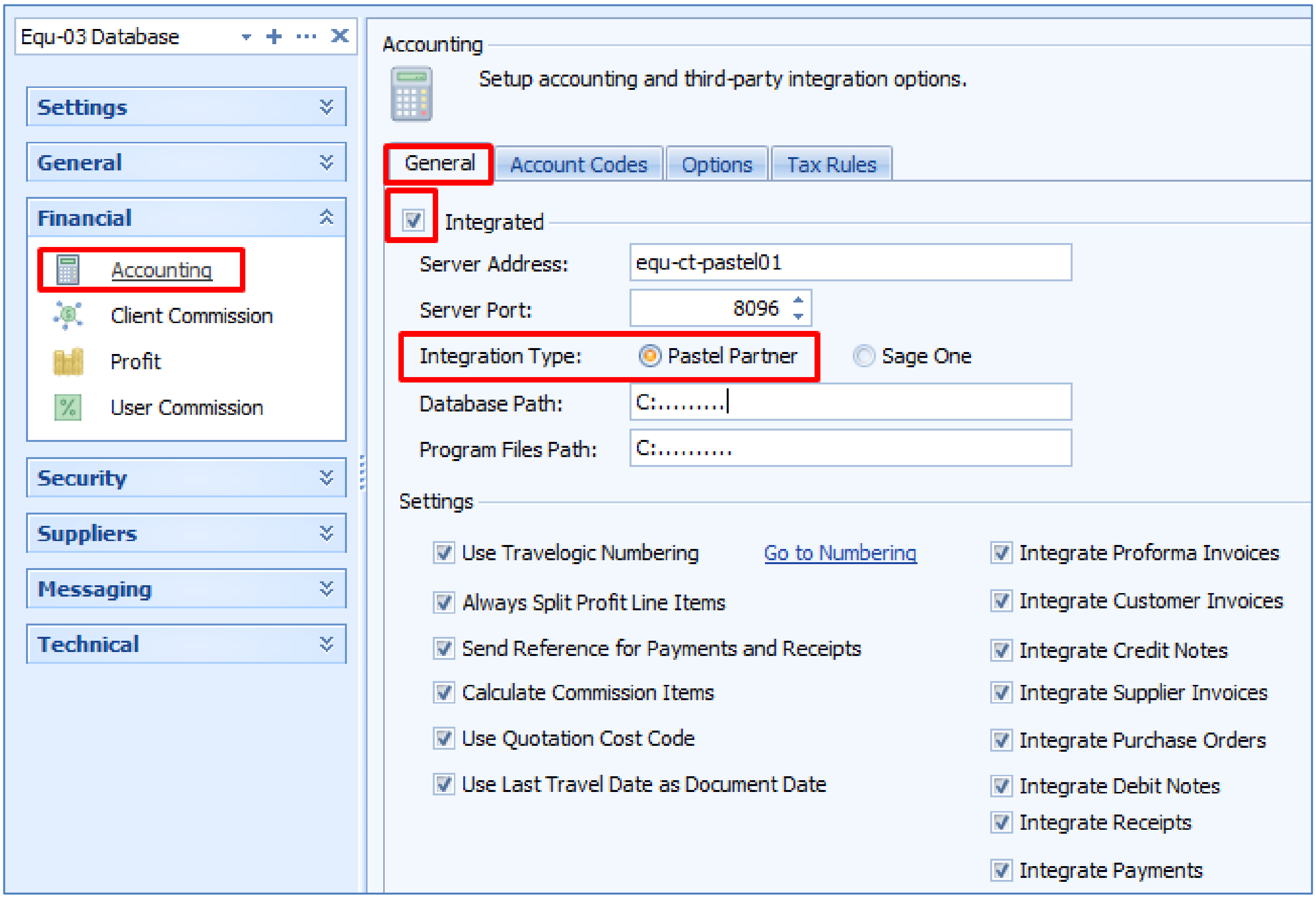
## REQUIREMENTS:

1. **Pastel Partner** 2014 or higher
2. To check that the **Software Toolkit Connector** has been registered (this is a free of charge module that Pastel provides), follow these steps:
    - Open **Pastel** to the **Login screen**
    - Click on **Help** in the top menu
    - Select **About** (this will prompt the license registration information for the Company)
    - Scroll down to view the **Modules** and ensure that the **Software Developer Toolkit** is registered within the **Modules** section.
3. Please ensure that you have an **additional user license for Travelogic** *(i.e. the number of user licences should equal the number of people who will work in Pastel itself* <u>*plus*</u> *1 additional user for Travelogic.)*

Now follow these steps to start with the integration:

## 1. INTEGRATION

- From the Travelogic™ Dashboard, click on **File > Tool > Settings**
- On the left-hand menu, scroll down to **Financial > Accounting**
    - Tick the **Integrated** button
    - Enter the following information:
        - Pastel's Server Address *(captured by Travelogic)*
        - Server Port *(captured by Travelogic)*
        - Pastel Database Path ***(captured by Client)***
        - Pastel Program Files Path ***(captured by Client)***

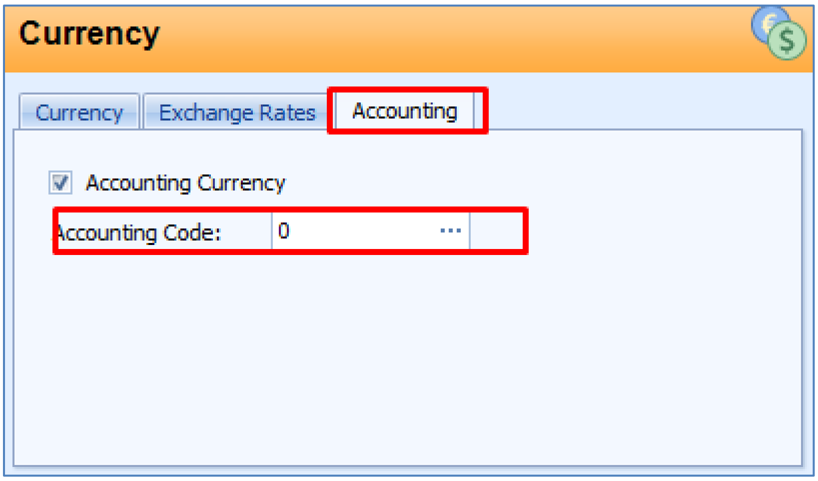



- Under the **Settings** section, you can also set up the following **preferences**:
  - Use Travelogic Numbering, *as opposed to using Pastel's numbering for accounting documents (Customer & Supplier Invoices) and accounting entries (Receipts and Payments)*
  - Always split profit line items. *This will separate profit amounts from each service (line item) amount when invoicing. This is ideal when the tax setting on the profit is different to the tax setting on the service total.*
  - Send References for Payments and Receipts, *ensuring that these entry details are posted to Pastel.*
  - Calculate Commission Items. *This refers to the commission owing to your client (agent), i.e. if this option is ticked and a new invoice is created, the clients commission will be deducted from the service totals. These Client Commission rules need to be created in Settings – please see the Settings Training Guide.*
  - Use Quotation Cost Code. *This refers to a Cost Code set up in Pastel*
  - Use Last Travel Date as Document Date. *If you use this Option, you will need to specify a Closing Date on your Proforma & Customer Invoice*
- Now click **OK** so that these settings can be **saved**

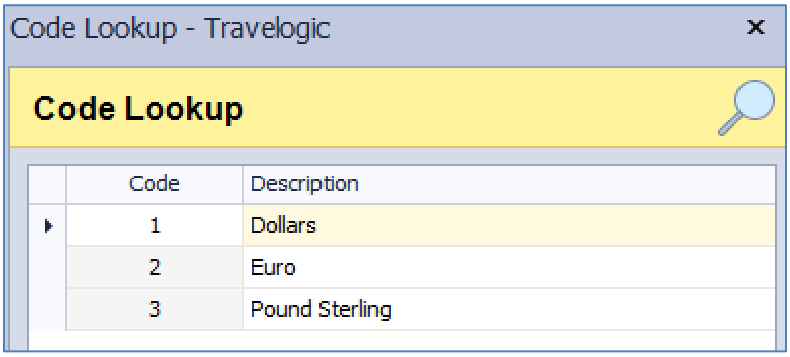
## 2. Linking the Travelogic™ Currencies to Pastel

The next step is to link the Currencies to Pastel as follows:

- From the Dashboard, click on **File > Tools > Settings**
- In the left-hand menu, under General, you will find **Currencies**
- Double-click to select the **default currency** in **Travelogic/Pastel**, and click on the **Accounting Tab**
    - Tick the **Account Currency** box; *this means that this currency can be used when creating invoices as well as payments and receipts*
    - **Accounting Code**: enter the number 0, as this is usually the accounting code for the home / default currency in Pastel. *The default currency in South Arica is always ZAR*.



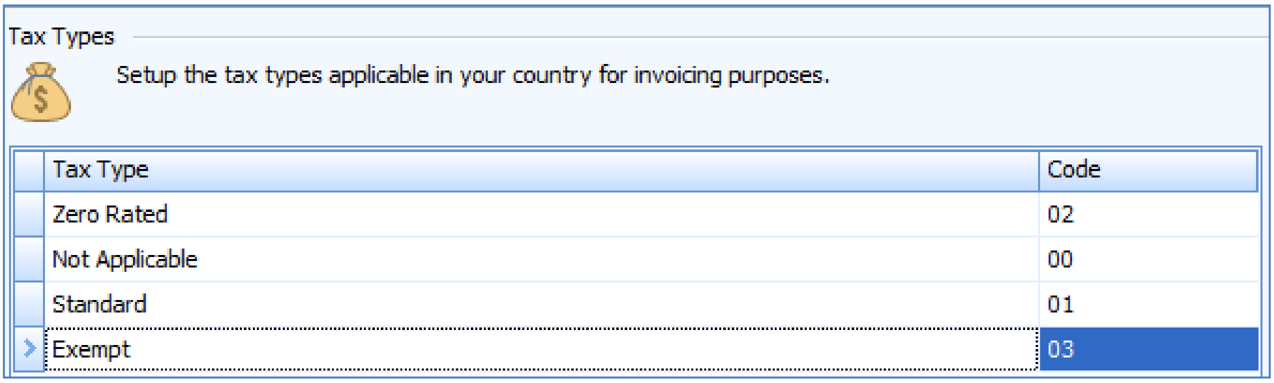

- If you have a **Multiple-Currency** Pastel, go to **each currency** that has been set up in Pastel and:
    - Tick the **Accounting Currency** box
    - Click on the (...) to retrieve the applicable currency code from Pastel



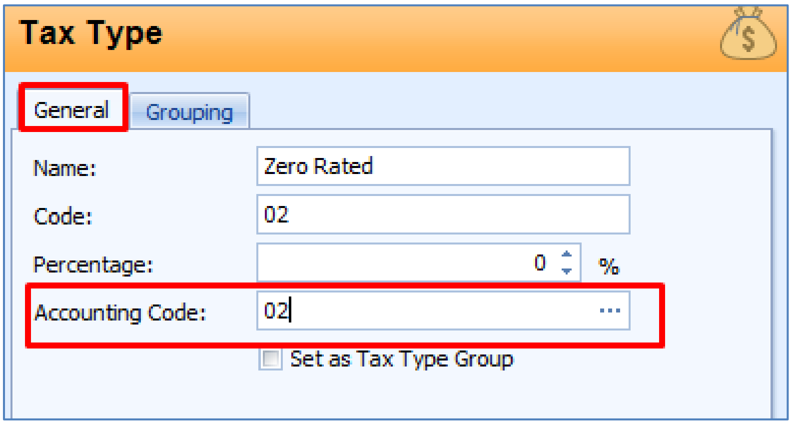

- Click **OK** to save and go to the next tax type
- Ensure **each** tax type accounting code has been filled in

## 3. Linking the Travelogic™ Tax Types to Pastel

- From the Dashboard, click on **File > Tools > Settings**
- In the left-hand menu, under General, click on **Tax Types**




- Double click or click Edit to open the first tax type and enter the corresponding tax type code from Pastel in the Accounting Code field:




- Click **OK** to save and go to the next tax type
- Ensure **each** tax type accounting code has been filled in

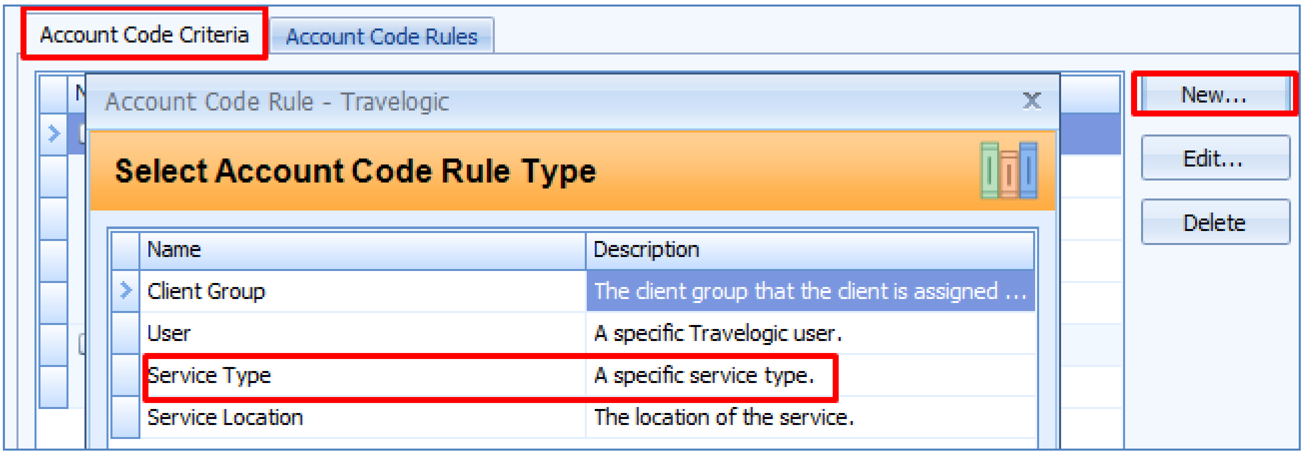
## 4. Linking The Pastel Account Codes

- From the Dashboard click on **File > Tools > Settings > Financial > Accounting**
- Click on the **Account Codes** tab

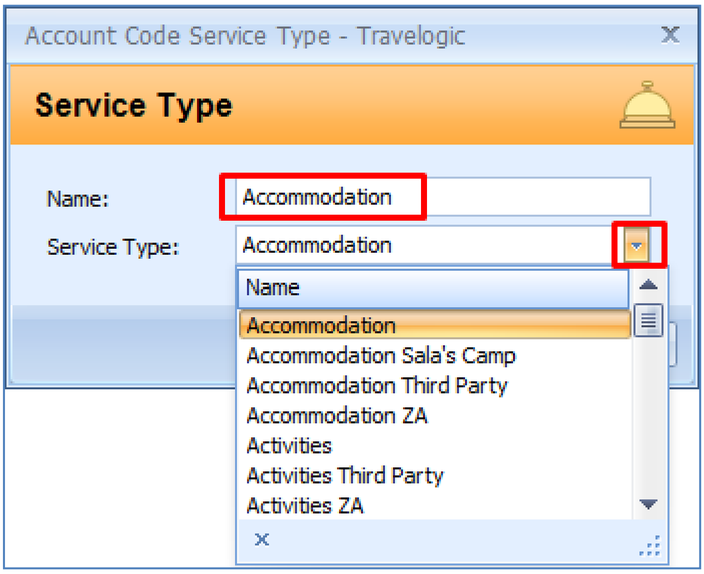
In this section we will demonstrate how to set up **account code types** and create **account code rules** for a **typical Tour Operator chart of Accounts** in Pastel.

***Let's start with the various account code types according to your set of accounts in Pastel:***

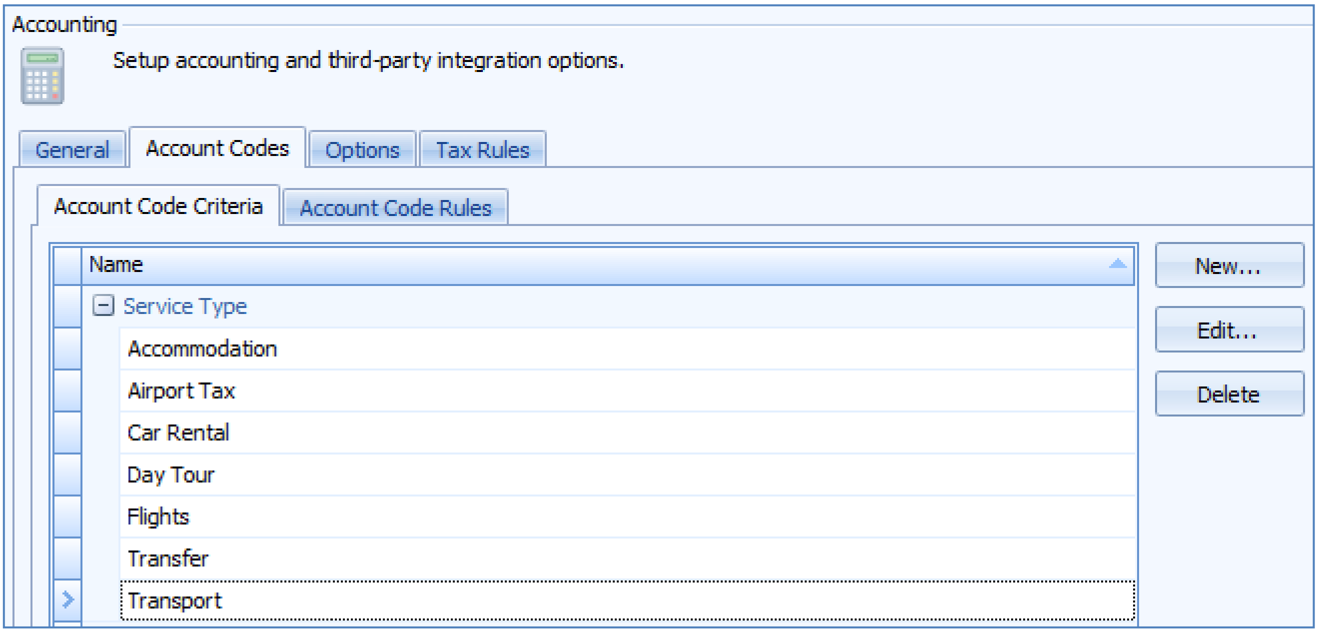
- In the Account Code Criteria Tab, click **New**
- Double-click on **Service Types**




- Enter the name and select the identical **service type** from the drop-down list:

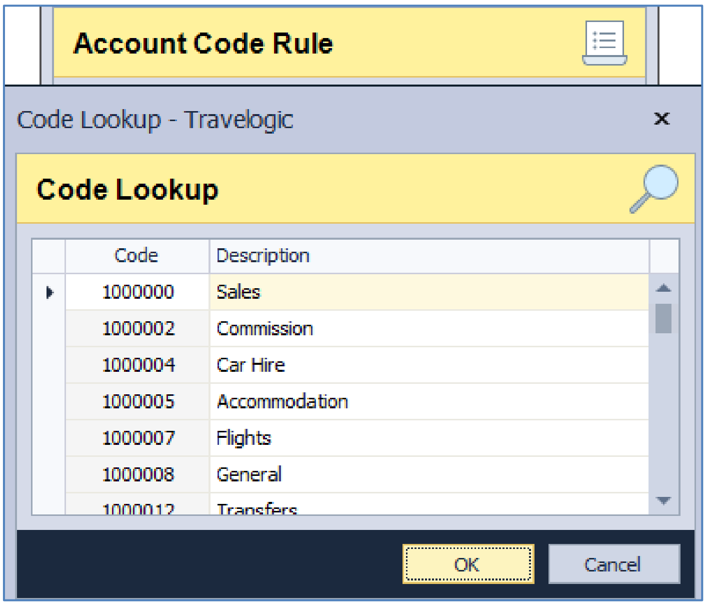



- Click **OK**, click **New** and select **Service Type** to add the next one
- Enter as many **Account Code types** as you need:

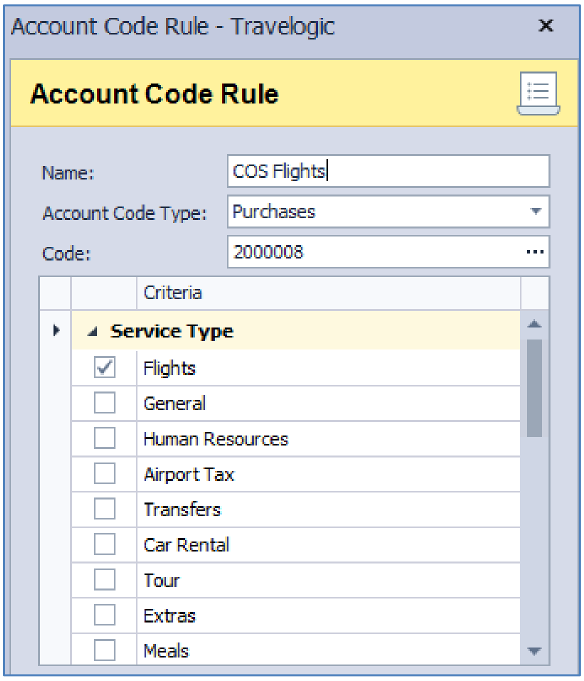



***We will now use these account code types to link the actual Pastel account codes to Travelogic™***

- Click on the **Account Code Rules** tab
- Click on **New** - create the **Cost of Sale** accounts
- Enter the **Name** of **Cost of Sale** account,
- Select **Purchases** from the list of **Account Code Types**
- **Code**: click on search button (...) to retrieve the Pastel account codes – a **Code Lookup** screen will appear:

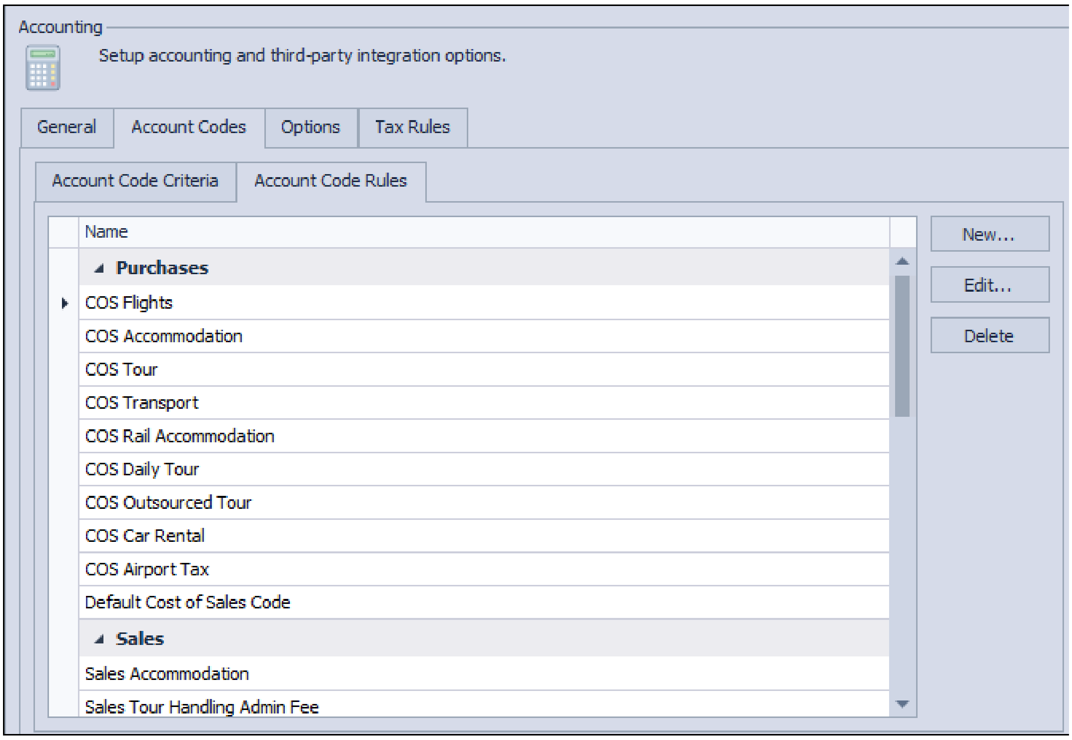



- Select the applicable **Pastel** account code and click **OK**
- Next, tick the applicable **Service Type** in the Criteria list




- Click **OK**, **Click New** and **Repeat** the same for the **rest** of your **Cost of Sales** accounts
- **Follow** the same process to create the **Sales** accounts

***For Example:***




- Ensure that you have created an **Account Code Rule** for each **Service Type** in Travelogic™
- Also ensure that you have created an **Account Code Rule for each applicable account in Pastel, including Profit and Client Commission, if relevant**

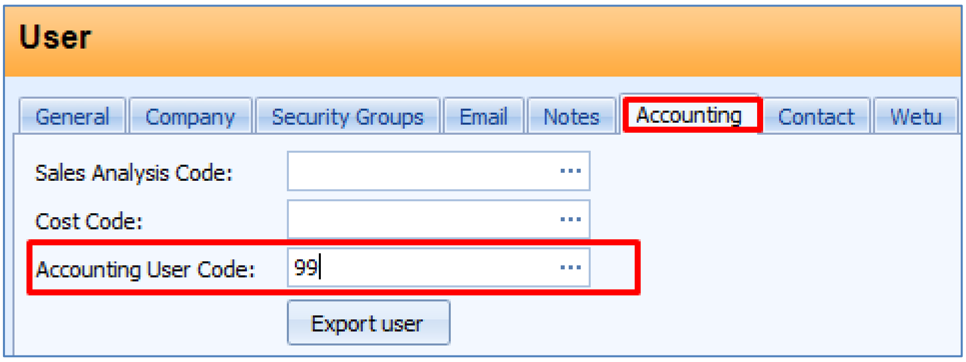
## 5. Linking Travelogic™ Users to Pastel

Each Travelogic™ **User** must be linked to Pastel:

- From the Dashboard, click on **File > Tools > Settings**
- In the left-hand menu, scroll down to the **Security Tab** and click on **Users**
- **Double-click** to open the user and click on the **Accounting** Tab
- **Sales Analysis Code**: **if applicable**, is set up in Pastel.
- **Cost Code**: **if applicable**, is set up in Pastel.
- **Accounting User Code:** this is set up in Pastel.

  *There are 3 options available:*

  1. *if no user code is setup in Pastel, it will default to User Code 00 for all users*
  2. *If a user code of your choice e.g. 04 is set up in Pastel, that user code can be entered in Travelogic*
  3. *all users can be set up in Pastel with User Code 99 and then also entered in Travelogic*




***Once all the above-mentioned Settings have been completed, you are now ready to create Invoices and other Accounting Entries in Travelogic™***