



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 plus 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*)



Equ-03 Database

Settings

General

Financial

Accounting

Client Commission

Profit

User Commission

Security

Suppliers

Messaging

Technical

Accounting

Setup accounting and third-party integration options.

General Account Codes Options Tax Rules

☒ Integrated

Server Address: equ-ct-pastel01

Server Port: 8096

Integration Type: ☒ Pastel Partner ☐ Sage One

Database Path: C:.....

Program Files Path: C:.....

Settings

☒ Use Travellogic Numbering [Go to Numbering](#) ☒ Integrate Proforma Invoices

☒ Always Split Profit Line Items ☒ Integrate Customer Invoices

☒ Send Reference for Payments and Receipts ☒ Integrate Credit Notes

☒ Calculate Commission Items ☒ Integrate Supplier Invoices

☒ Use Quotation Cost Code ☒ Integrate Purchase Orders

☒ Use Last Travel Date as Document Date ☒ Integrate Debit Notes

☒ Integrate Receipts

☒ Integrate Payments

- Under the **Settings** section, you can also set up the following **preferences**:
 - Use Travellogic 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.*

The screenshot shows a window titled 'Currency' with three tabs: 'Currency', 'Exchange Rates', and 'Accounting'. The 'Accounting' tab is selected and highlighted with a red box. Inside this tab, there is a checkbox labeled 'Accounting Currency' which is checked. Below it, there is a text field labeled 'Accounting Code:' containing the value '0'. This field is also highlighted with a red box.

- 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

The screenshot shows a window titled 'Code Lookup - Travelogic'. Inside, there is a section titled 'Code Lookup' with a search icon. Below this is a table with two columns: 'Code' and 'Description'. The table contains three rows of data.

Code	Description
1	Dollars
2	Euro
3	Pound Sterling

- 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**

Tax Types  Setup the tax types applicable in your country for invoicing purposes.

Tax Type	Code
Zero Rated	02
Not Applicable	00
Standard	01
> Exempt	03

- 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:

Tax Type 

General **Grouping**

Name: Zero Rated

Code: 02

Percentage: 0 %

Accounting Code: 02 ...

☐ Set as Tax Type Group

- 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**

Account Code Criteria Account Code Rules

Account Code Rule - Travellogic

Select Account Code Rule Type

Name	Description
Client Group	The client group that the client is assigned ...
User	A specific Travellogic user.
Service Type	A specific service type.
Service Location	The location of the service.

New... Edit... Delete

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

Account Code Service Type - Travellogic

Service Type

Name: Accommodation

Service Type: Accommodation

Accommodation
Accommodation Sala's Camp
Accommodation Third Party
Accommodation ZA
Activities
Activities Third Party
Activities ZA

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



The Accounting Setup window is shown with the 'Account Code Rules' tab selected. The 'Account Code Criteria' list is visible, showing a tree structure with 'Service Type' expanded. The list includes: Accommodation, Airport Tax, Car Rental, Day Tour, Flights, Transfer, and Transport. To the right of the list are buttons for 'New...', 'Edit...', and 'Delete'.

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:

The 'Code Lookup - Travelogic' window is displayed. It has a title bar 'Code Lookup - Travelogic' and a search icon. The main area is titled 'Code Lookup' and contains a table with the following data:

Code	Description
1000000	Sales
1000002	Commission
1000004	Car Hire
1000005	Accommodation
1000007	Flights
1000008	General
1000012	Transfers

At the bottom of the window are 'OK' and 'Cancel' buttons.

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



Criteria
Service Type
☒ Flights
☐ General
☐ Human Resources
☐ Airport Tax
☐ Transfers
☐ Car Rental
☐ Tour
☐ Extras
☐ Meals

- 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:

Name
Purchases
COS Flights
COS Accommodation
COS Tour
COS Transport
COS Rail Accommodation
COS Daily Tour
COS Outsourced Tour
COS Car Rental
COS Airport Tax
Default Cost of Sales Code
Sales
Sales Accommodation
Sales Tour Handling Admin Fee

- Ensure that you have created an **Account Code Rule** for each **Service Type** in Travellogic™
- 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*

The screenshot shows the 'User' management interface with the 'Accounting' tab selected. The 'Accounting User Code' field is populated with '99'.

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