

Pastel Partner to Palladium Enterprise Conversion

The purpose of this document is to assist you with converting your Pastel Partner data to Palladium Enterprise.

Preparation:

- ✓ All Open Batches need to be updated in Pastel
- ✓ Run Data Integrity Check within Pastel Partner
 - Any issues raised will need to be fixed by a Pastel Consultant
 - The option “Verify History Files” will have to be run so that any documents with missing lines can be corrected.
 - The option “Verify the Data Only” will have to be run so that any missing accounts can be created, imbalances on the Trial Balance can be corrected or any Open Item corruption can be fixed.
- ✓ The data to be converted must be on Pastel Partner Version 11 or higher
 - The conversion assistant works on Pastel Partner Version 11 upwards so any lower versions of Pastel Partner or Express data should be converted prior to running conversion to Palladium.
- ✓ Open Item/ Balance Forward
 - All Balance Forward Customer/Supplier accounts will need to be converted to Open Item. This will however not prohibit you from generating balance forward statements in Palladium.
- ✓ Link all open GRV's
 - Run the “Outstanding Orders / GRN's” report and link all open GRV's as Palladium cannot convert with open GRV's

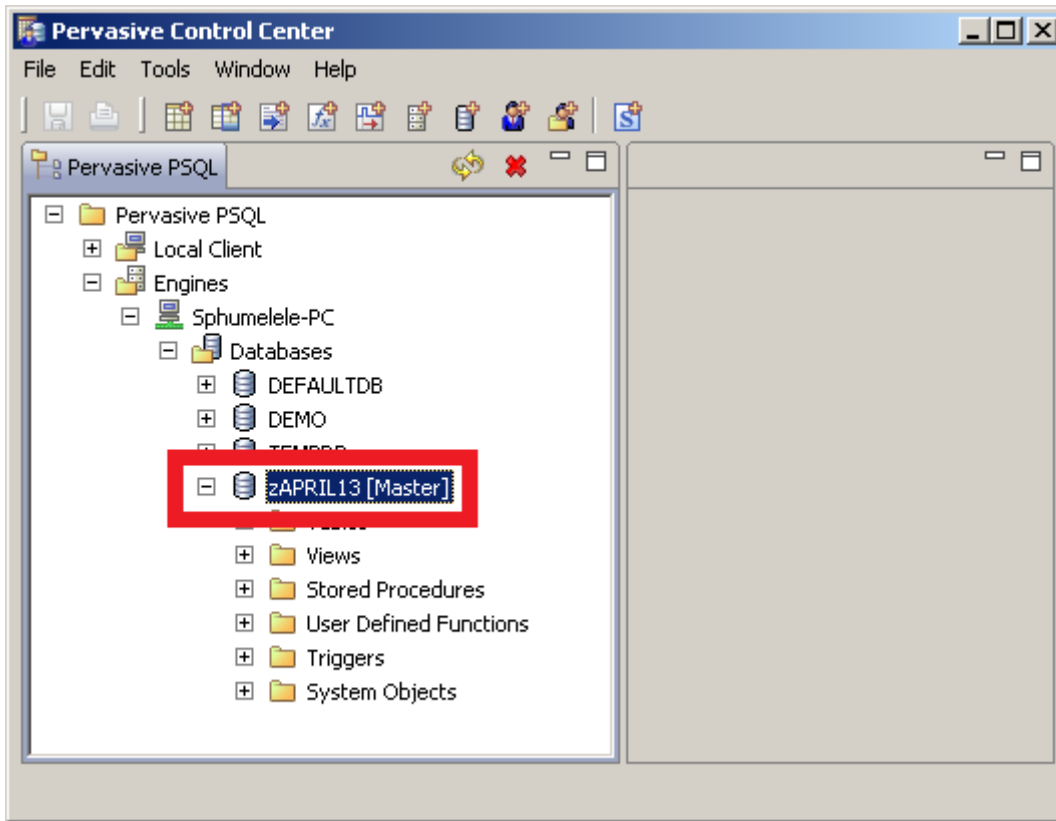
Which files and documents will be converted?

This will depend on your selection, but the conversion assistant will fully pull through all documents and transactions listed below:

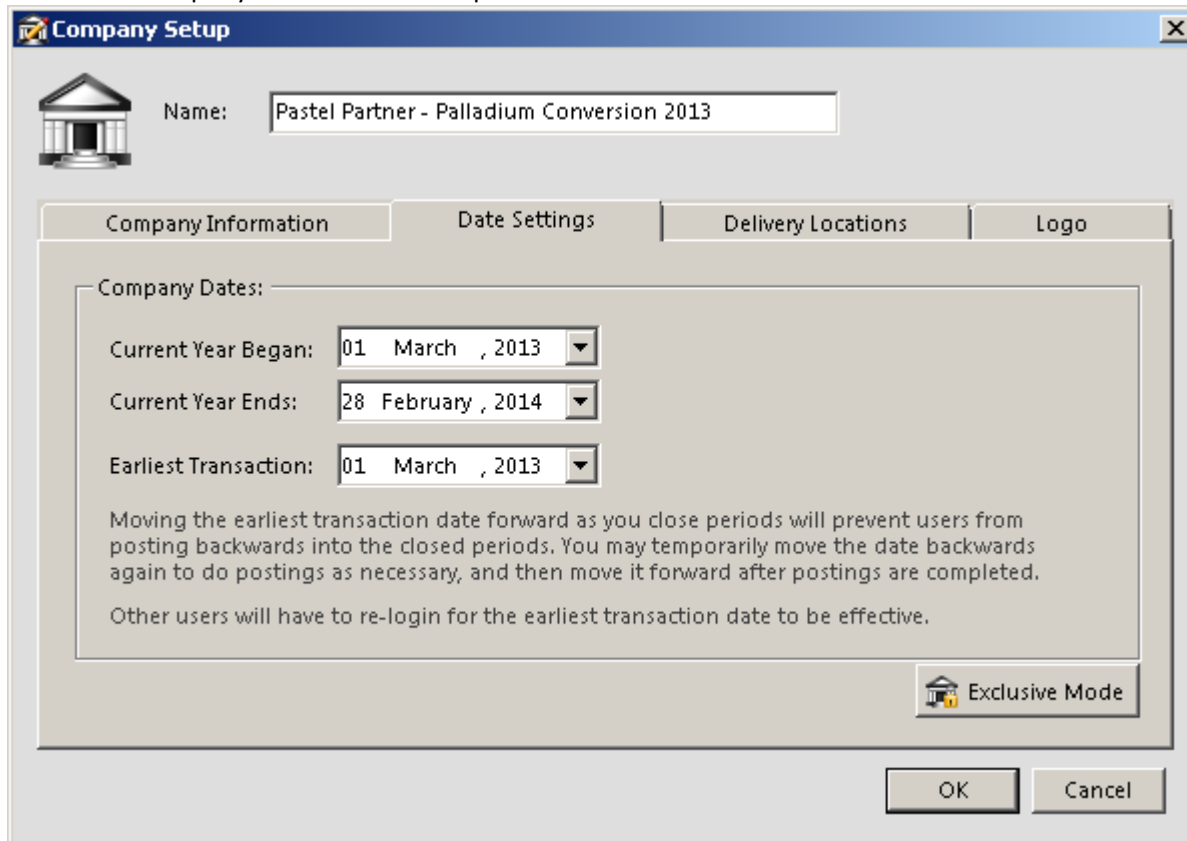
- ✓ Master Files
 - General Ledger Accounts
 - Customer Accounts
 - Suppliers Accounts
 - Inventory Items and Services
- ✓ Account balances and transactions
 - General Ledger account balances for current and prior year.
 - Customer and Supplier open item unmatched transactions for the current year
 - Open Purchase Orders and Sales Orders
 - Inventory item quantities in different locations

Getting started

Firstly you will have to add your Pastel database in the Pervasive Control Centre.



Create the company in Palladium Enterprise



Select the base currency as well adding any foreign currencies that exist in the Pastel Company.

Multicurrency (Currencies)

New Edit Delete

Home (Base) Currency

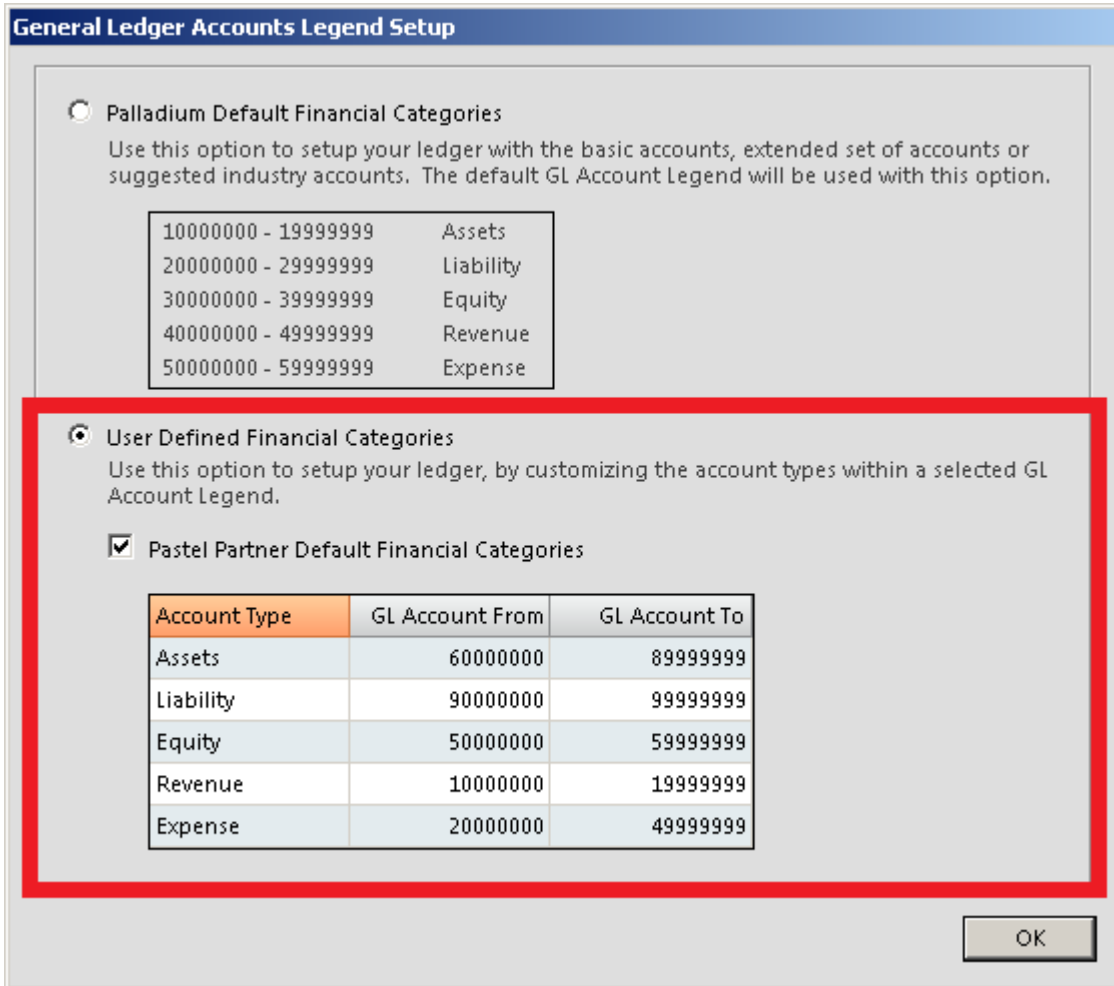
Code	Currency	Symbol
ZAR	South African Rand	R

Foreign Currencies

Code	Currency	Symbol
USD	United States Dollars	US\$

OK

Select the “User Defined Financial Categories” and tick the “Pastel Partner Default Financial Categories” option.



Once the company is opened in Palladium Enterprise you will have to go to Control Panel | Data Conversion and select the Pastel Partner conversion icon as shown below.



On the first screen you select which items should be converted and select Next to continue.



Pastel Partner Conversion Utility

Please Follow The Steps Carefully

Please Mark The Required Steps:

- 01 - Setup Connection to the Pastel Partner Database
- 02 - Create and Map General Ledger Accounts
- 03 - Create and Map Tax Codes
- 04 - Create and Map Terms
- 05 - Create Account Sets
- 06 - Map Currency Codes
- 07 - Import Customers
- 08 - Import Vendors
- 09 - Import Inventory Items & Services
- 10 - Import Sales Persons
- 11 - Import Masterfiles
- 12 - Import Customer Invoices (History)
- 13 - Import Vendor Invoices (History)
- 14 - Import General Ledger Transactions
- 15 - Import Open Items / PO's / SO's & Inventory Values

Notes:

- 01 - All Open Batches Need to be Posted in Pastel**
- 02 - Run Data Integrity Check within Pastel Partner**
If Any Issues Raised, Data Needs to be Fixed by a Pastel Consultant
The Conversion Process Needs to be Cancelled until the Pastel Data has been Fixed
- 03 - Conversion Utility Converts Pastel Partner Version 11 Databases**
If the Pastel Partner Database is in a Prior Version, the Database will need to be upgraded to Version 11
- 04 - Open Item / Balance Forward**
All Customer Accounts Need to be Set on an Open Item Basis Prior to Conversion
This will not Prohibit you from Generating Balance Forward Statements within Palladium
- 05 - Palladium cannot Convert with Open GRV's**

← Previous

Next →

Cancel

01 - Setup Connection to the Pastel Partner Database

The next screen allows you to setup a connection to the Pastel Partner database as follows:

Connection Type: ODBC
Data Source Name: Select the company you added in the Pervasive Control Centre
User: sa
Password: System2008#

[Note: these are your SQL Server login details so if you are not using the standard SQL credentials – please use the details you used when installing SQL]

Once the details above have been entered – click on “Test” to test the connection, if the connection is unsuccessful it means that the credentials provided are incorrect.

Pastel Partner Conversion Utility

Please Follow The Steps Carefully

01 - Setup Connection to the Pastel Partner Database

Data Source Name: zAPRIL13

Connection Types: ODBC User: sa Password: System2008# **Test** **Connection Successful!**

Data Transfer from Pervasive SQL to MS SQL Server

Transfer

- 01 - Ledger Master (0)
- 02 - Financial Categories (0)
- 03 - History Header (0)
- 04 - History Lines (0)
- 05 - Tax Parameters (0)
- 06 - Tax Description (0)
- 07 - Customer Master (0)
- 08 - Customer Categories (0)
- 09 - Delivery Addresses (0)
- 10 - Salesman Master (0)
- 11 - Supplier Master (0)
- 12 - Supplier Categories (0)
- 13 - Inventory (0)
- 14 - Inventory Category (0)
- 15 - Inventory Groups (0)
- 16 - Multi Store (0)
- 17 - Currency File (0)
- 18 - Ledger Parameters (0)
- 19 - Ledger Transactions (0)
- 20 - Multi Store Transactions (0)
- 21 - Open Item (0)

Previous Next Cancel

Once the connection has been established, click on "Transfer" which will copy the selected data into the Pervasive Utility tables.

Pastel Partner Conversion Utility

Please Follow The Steps Carefully

01 - Setup Connection to the Pastel Partner Database

Data Source Name: zAPRIL13

Connection Types: ODBC User: sa Password: System2008# Test **Connection Successful!**

Data Transfer from Pervasive SQL to MS SQL Server

Transfer

- 01 - Ledger Master (0)
- 02 - Financial Categories (0)
- 03 - History Header (0)
- 04 - History Lines (0)
- 05 - Tax Parameters (0)
- 06 - Tax Description (0)
- 07 - Customer Master (0)
- 08 - Customer Categories (0)
- 09 - Delivery Addresses (0)
- 10 - Salesman Master (0)
- 11 - Supplier Master (0)
- 12 - Supplier Categories (0)
- 13 - Inventory (0)
- 14 - Inventory Category (0)
- 15 - Inventory Groups (0)
- 16 - Multi Store (0)
- 17 - Currency File (0)
- 18 - Ledger Parameters (0)
- 19 - Ledger Transactions (0)
- 20 - Multi Store Transactions (0)
- 21 - Open Item (0)

Previous Next Cancel

When the data has completed copying the system will indicate the number of files or transactions that were copied.

Pastel Partner Conversion Utility

Please Follow The Steps Carefully

01 - Setup Connection to the Pastel Partner Database

Data Source Name: zAPRIL13

Connection Types: ODBC User: sa Password: System2008# Test **Connection Successful!**

Data Transfer from Pervasive SQL to MS SQL Server

Transfer

- 01 - Ledger Master (118)
- 02 - Financial Categories (23)
- 03 - History Header (58)
- 04 - History Lines (74)
- 05 - Tax Parameters (1)
- 06 - Tax Description (1)
- 07 - Customer Master (2)
- 08 - Customer Categories (0)
- 09 - Delivery Addresses (2)
- 10 - Salesman Master (0)
- 11 - Supplier Master (2)
- 12 - Supplier Categories (0)
- 13 - Inventory (5)
- 14 - Inventory Category (0)
- 15 - Inventory Groups (2)
- 16 - Multi Store (1)
- 17 - Currency File (32)
- 18 - Ledger Parameters (1)
- 19 - Ledger Transactions (168)
- 20 - Multi Store Transactions (10)
- 21 - Open Item (23)

Previous Next Cancel

Click on “Next” to continue. The screen below will appear informing you that the data is now saved on the utility tables – click on “Yes” to continue.

Palladium Accounting 2013 Enterprise

? All Pervasive SQL Data must be Transferred to prevent Problems during the Conversion Utility Steps.


Do you wish to continue?

Yes No

02 – Create and Map General Ledger Accounts

You will be required to map your General Ledger accounts and in some cases you will find that a small number of accounts might fall out of financial category range, these can be mapped to any other financial category and you will then note the account numbers because they will have to be made inactive and the re-created within the correct financial category. Please advised that if these accounts carried balances they will have to removed and re-entered into the new accounts.

Pastel Partner Conversion Utility
X



Pastel Partner Conversion Utility

Please Follow The Steps Carefully

02 - Create and Map General Ledger Accounts

Legend

60000000 - 89999999 Assets
 90000000 - 99999999 Liability
 50000000 - 59999999 Equity
 10000000 - 19999999 Revenue
 20000000 - 49999999 Expense

Data Loaded From Utility Steps

Palladium Accounts can be changed, and the correct Account Class will be Available

Account	Description	Pastel Account Class	Sub Account	Palladium Account	Palladium Account Class
1000000	Sales	Sales	<input type="checkbox"/>	1000-0000	Operating Revenue (GP)
1100000	SERVICE SALES	Sales	<input type="checkbox"/>	1100-0000	Operating Revenue (GP)
2000000	Cost of Sales / Purchases	Cost of Sales	<input type="checkbox"/>	2000-0000	Cost Of Goods Sold (GP)
2100000	Inventory Adjustment	Cost of Sales	<input type="checkbox"/>	2100-0000	Cost Of Goods Sold (GP)
2111000	SERVICE ITEM COS	Cost of Sales	<input type="checkbox"/>	2111-0000	Cost Of Goods Sold (GP)
2150000	Inventory Count Variance	Cost of Sales	<input type="checkbox"/>	2150-0000	Cost Of Goods Sold (GP)
2200000	Purchase Variance	Cost of Sales	<input type="checkbox"/>	2200-0000	Cost Of Goods Sold (GP)
2300000	Freight on Goods Purchased	Cost of Sales	<input type="checkbox"/>	2300-0000	Cost Of Goods Sold (GP)
2350000	Packaging Costs	Cost of Sales	<input type="checkbox"/>	2350-0000	Cost Of Goods Sold (GP)
2400000	Recovery Account	Cost of Sales	<input type="checkbox"/>	2400-0000	Cost Of Goods Sold (GP)
2400010	Labour Cost Manufac Variance	Cost of Sales	<input checked="" type="checkbox"/>	2400-0100	Cost Of Goods Sold (GP)
2400020	Direct Cost Manufac Variance	Cost of Sales	<input checked="" type="checkbox"/>	2400-0200	Cost Of Goods Sold (GP)
2400030	Other Cost Manufac Variance	Cost of Sales	<input checked="" type="checkbox"/>	2400-0300	Cost Of Goods Sold (GP)
2500000	Pft/Loss on Foreign Currency Exchange	Cost of Sales	<input type="checkbox"/>	2500-0000	Cost Of Goods Sold (GP)


Previous
Next
Cancel

03 - Create and Map Tax Codes

Tax Definition – this is where you define your vat control account link.

Mapping Tax Code – on this section the conversion assistant will allow you to map you Pastel Partner tax codes to the Palladium Enterprise codes.

Pastel Partner Conversion Utility



Pastel Partner Conversion Utility

Please Follow The Steps Carefully

03 - Create and Map Tax Codes
Data Loaded From Pastel Partner

Tax Definition

Sales Tax / VAT Name:

Purchases Control Account: Sales Control Account:

Standard Palladium Tax Codes

Code	Description	Journals Allowed In	Status	Rate	Included in Price	Refundable
01	VAT on Sales	Sales Journals	Taxable	14.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
02	VAT on Purchases	Purchase Journals	Taxable	14.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
03	VAT on Sales Inc	Sales Journals	Taxable	14.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
04	VAT on Purchases Inc	Purchase Journals	Taxable	14.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Mapping Tax Codes

Tax Type	Description	Rate	Exclusive	Sales Tax Code	Purchases Tax Code
1	Vat - Standard rated	14.00	<input type="checkbox"/>	01	<input type="text" value=""/>

- 01 VAT on Sales
- 02 VAT on Purchases
- 03 VAT on Sales Inc
- 04 VAT on Purchases Inc
- 05 Zero Rated VAT
- 06 VAT Exempt

04 – Create and Map Terms

These will be you Accounts Receivable and Payable payment terms.



Pastel Partner Conversion Utility

Please Follow The Steps Carefully

04 - Create and Map Terms

Data Loaded From Pastel Partner

Payment Terms	Palladium Terms
0	COD
30	30 Days From Invoice

← Previous


Next →

Cancel

05 – Create Account Sets

The conversion will require mapping of general ledger accounts to the relevant inventory groups. This will apply for both physical and service items.

Pastel Partner Conversion Utility

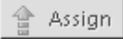


Pastel Partner Conversion Utility

Please Follow The Steps Carefully

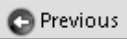
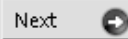
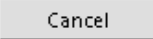
05 - Create Account Sets Data Loaded From Pastel Partner

Inventory		Services			
Code	Description	Assets	Revenue	Expense (COGS)	Variance
IV_002	Inventory Goods	7700-0000	1000-0000	2000-0000	2150-0000

 Assign

Unassigned

Assign	Code	Description	Revenue	Expense	Variance
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 Previous  Next  Cancel

06 – Map Currency Codes

Any foreign currency codes will need to be mapped in Palladium.

Pastel Partner Conversion Utility

Please Follow The Steps Carefully

06 - Map Currency Codes Data Loaded From Pastel Partner

Currency Code	Description	Palladium Currency Code
1	USD	

Select Currency...

Code	Currency	Symbol
ROL	Romanian Lei	L
RUB	Russian Federation Rubles	R
SEK	Swedish Kronor	Skr
SGD	Singapore Dollars	S\$
SKK	Slovak Korunas	Sk
SIT	Slovenian Tolars	SIT
THB	Thai Baht	฿
TRL	Turkish Lira	TL
TWD	New Taiwan Dollars	NT\$
USD	United States Dollars	US\$
VND	Vietnam Dongs	VND
ZAR	South African Rand	R
ZWD	Zimbabwe Dollar	\$

Previous Next Cancel

07 – Import Customers

The customer's default tax code, term and currency etc. will already be assigned to the customers.

Pastel Partner Conversion Utility

Please Follow The Steps Carefully

07 - Import Customers Data Loaded From Pastel Partner

Customer Categories

Code	Description
------	-------------

Customer Locations

Code	Location	Street 1	Street 2	City	Province
------	----------	----------	----------	------	----------

Code	Description	Tax Code	Term	Currency	Category	Street 1
CBF001	BALANCE FORWARD CUSTOMER	01	30 Days From Invoic	ZAR	DEFAULT	
COI001	OPEN ITEM CUSTOMER	01	30 Days From Invoic	ZAR	DEFAULT	

Previous Next Cancel

08 – Import Suppliers

The supplier's default tax code, term and currency etc. will already be assigned to the suppliers.

Pastel Partner Conversion Utility

Pastel Partner Conversion Utility

Please Follow The Steps Carefully

08 - Import Vendors Data Loaded From Pastel Partner

Vendor Categories

Code	Description

Code	Description	Tax Code	Term	Currency	Category	Street 1
SBF001	BALANCE FORWARD SUPPLIER	02	COD	ZAR	DEFAULT	
SOI001	OPEN ITEM SUPPLIER	02	30 Days From Invoic	ZAR	DEFAULT	

Previous Next Cancel

09 – Import Inventory Items and Services

The inventory item and service account set, category will already be assigned to each item.

Pastel Partner Conversion Utility

Pastel Partner Conversion Utility

Please Follow The Steps Carefully

09 - Import Inventory Items Data Loaded From Pastel Partner

Inventory Categories

Code	Description

Inventory Locations

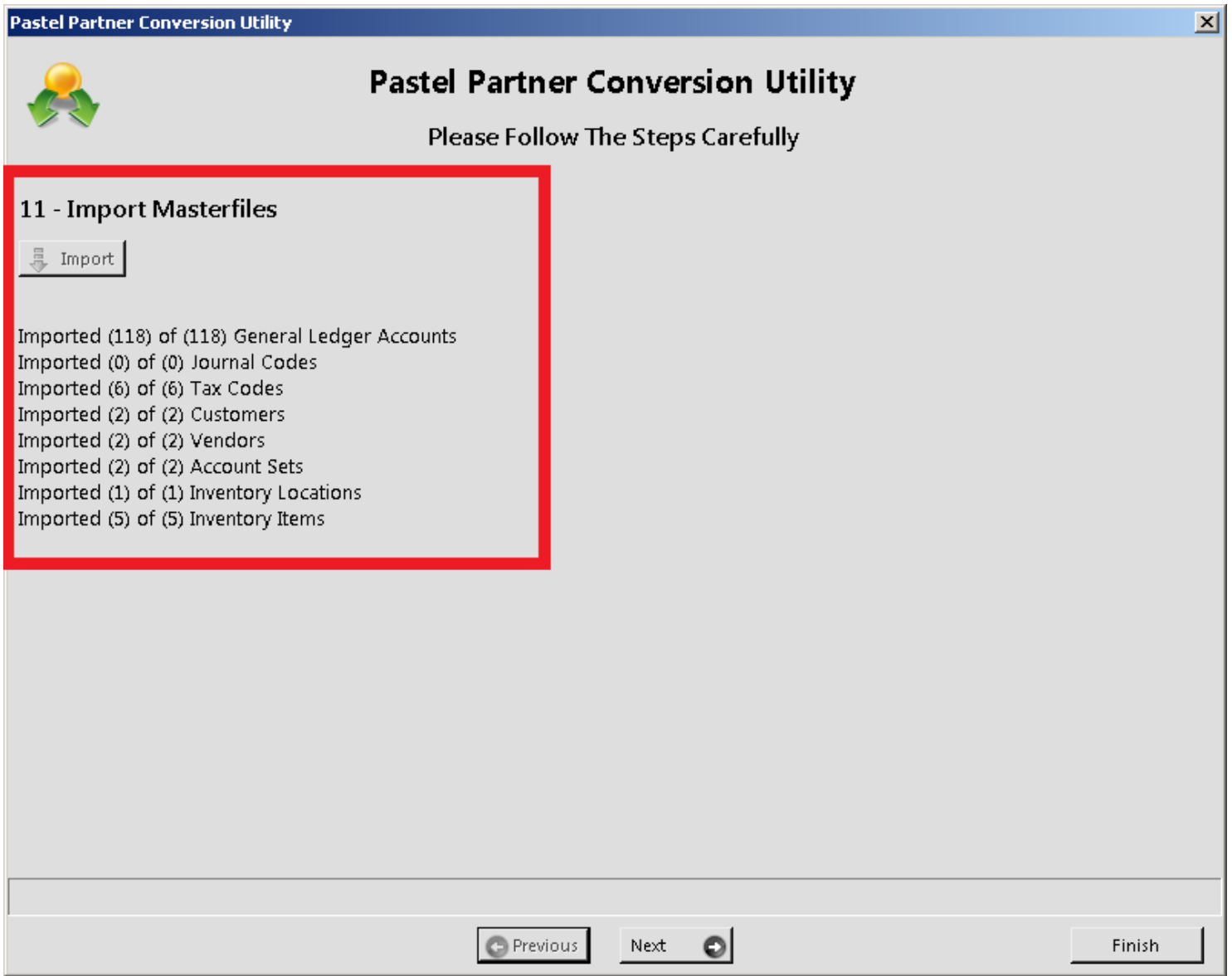
Code	Location
001	Default Store

Items			Services			
Code	Description	Account Set	Category	Barcode	Buy Unit	Stock Unit
NQ001	NEGATIVE QTY ITEM	IV_002	DEFAULT		EA	EA
PI001	PHYSICAL ITEM	IV_002	DEFAULT		EA	EA
SERV001	SERVICE ITEM	IV_002	DEFAULT		EA	EA
SN001	SERIAL NUMBER ITEM	IV_002	DEFAULT		EA	EA

Previous Next Cancel

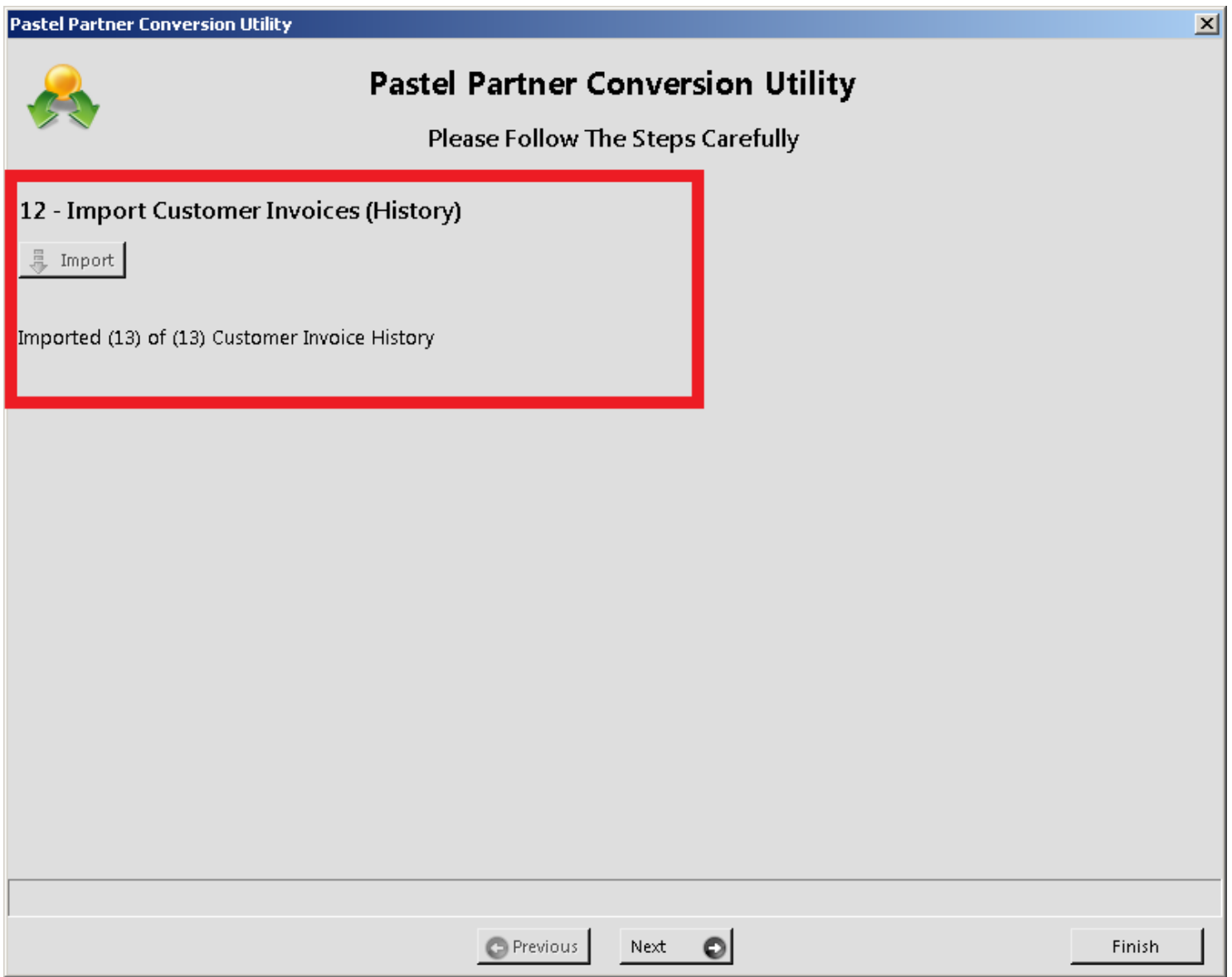
11 – Import Masterfiles

Select “Import” to continue and the system will then give you a count for each masterfile imported.



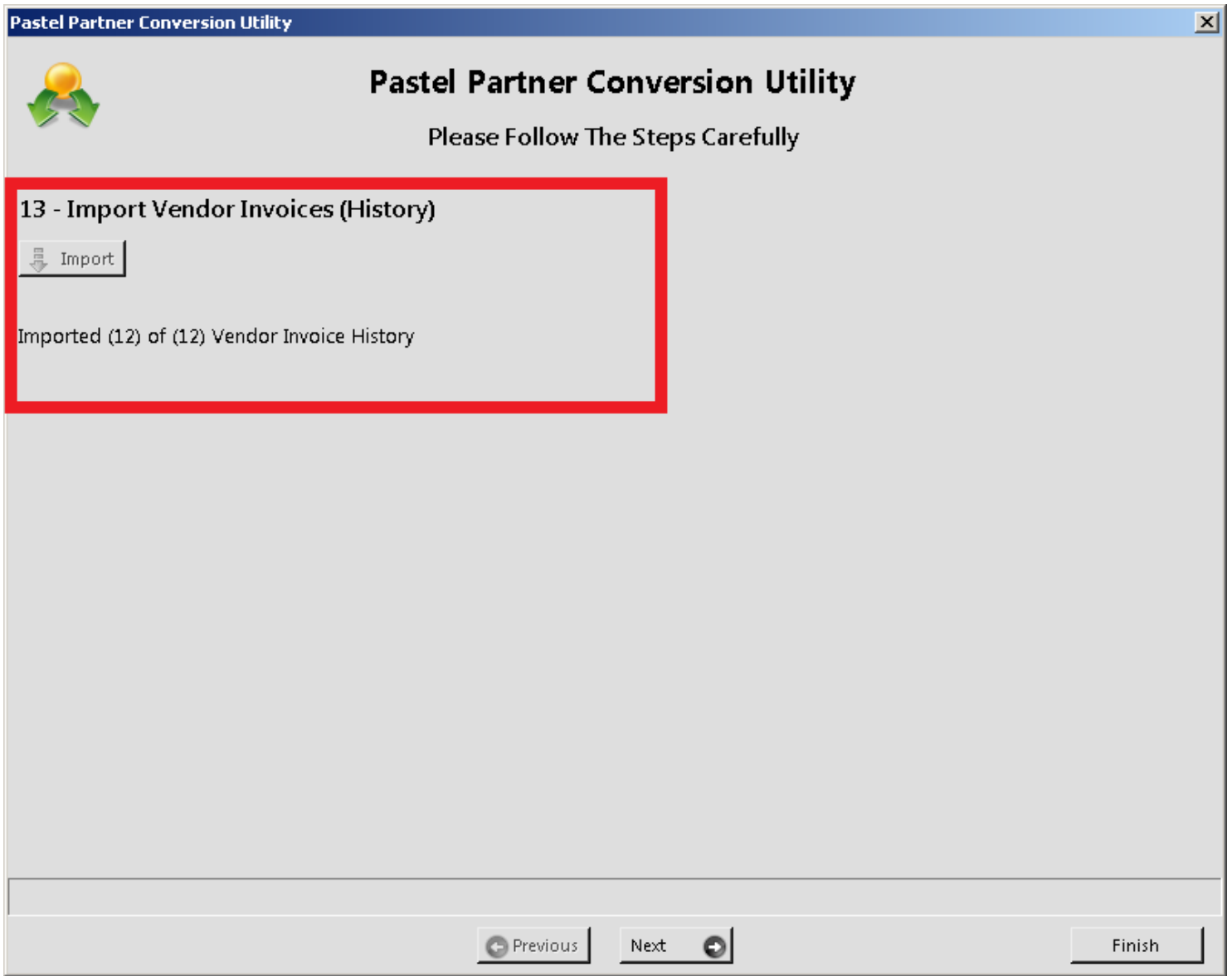
12 – Import Customer Invoices

Select “Import” to transfer customer invoices. The conversion will import the invoice headers and lines meaning that you will be able to preview your invoices with full details of items processed, the location processed from as well as which sales person was used etc. This will assist your users to avoid going back into their old accounting software to verify any query on invoices.



13 – Import Supplier Invoices


Select “Import” to transfer supplier invoices, once again the conversion will import the invoice headers and lines.



14 – Import General Ledger Transactions

The first GL transactions to be imported should be the history transactions, once the history option is selected on the drop-down list ensure that the “Last Year Began/Ends” fields have the correct date settings. The system will also automatically map the Accounts Payable and Receivable accounts, so these will also need to be checked and confirmed that the correct selection has been made.

Pastel Partner Conversion Utility



Pastel Partner Conversion Utility

Please Follow The Steps Carefully

14 - Import General Ledger Transactions

Selection:

Company Dates:

Last Year Began:

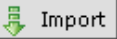
Last Year Ends:

Control Accounts:

Accounts Payable:

Accounts Receivable:

When setting up Linked Accounts, a Current Earnings GL Account must be captured with No Opening Balance. Palladium doesn't allow the same GL Account for Retained Earnings and Current Earnings.

 Import

When the history transactions are converted, select the "Current" option to import the current year GL data.

Pastel Partner Conversion Utility

Pastel Partner Conversion Utility

Please Follow The Steps Carefully

14 - Import General Ledger Transactions

Selection: **Current**

Company Dates:

Current Year Began: 01 March , 2013

Current Year Ends: 28 February , 2014

Control Accounts:

Accounts Payable: 9000-0000 Sales

Accounts Receivable: 8000-0000 Sales

When setting up Linked Accounts, a Current Earnings GL Account must be captured with No Opening Balance. Palladium doesn't allow the same GL Account for Retained Earnings and Current Earnings.

Import

Previous Next Finish

Before the conversion the system will require that you assign linked accounts for each module for the current and previous year. PS: You might have to create a Current Earnings account

Linked Accounts

Current Year Previous Year

General Payables Receivables Inventory & Services Warehouse

Retained Earnings	5200-0000	Retained Income / (Accumulated	
Current Earnings	5000-0000	Current Earnings	
Default Bank	8400-0000	ABSA	
Currency Exchange	2500-0000	Pft/Loss on Foreign Currency Ex	

OK Cancel

Once the linked accounts are selected, the system will give you a count of the current and previous year balances that were imported.

Pastel Partner Conversion Utility

Please Follow The Steps Carefully

14 - Import General Ledger Transactions

Selection:

Company Dates:

Current Year Began:

Current Year Ends:

Control Accounts:

Accounts Payable:

Accounts Receivable:

When setting up Linked Accounts, a Current Earnings GL Account must be captured with No Opening Balance. Palladium doesn't allow the same GL Account for Retained Earnings and Current Earnings.

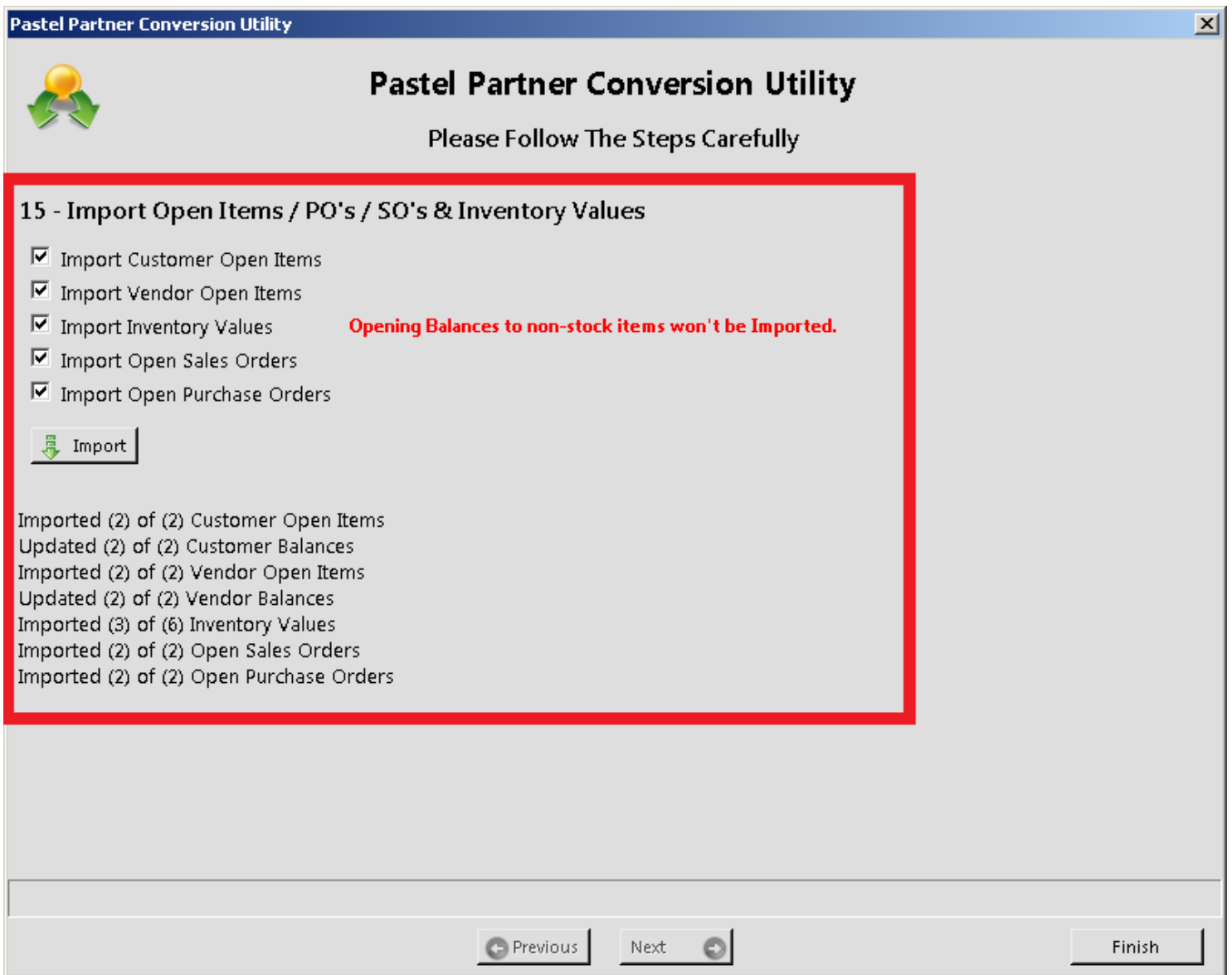
Import

Imported (13) of (13) General Ledger Current Year
Updated (6) of (6) General Ledger Opening Balance
Updated (7) of (7) General Ledger Balance

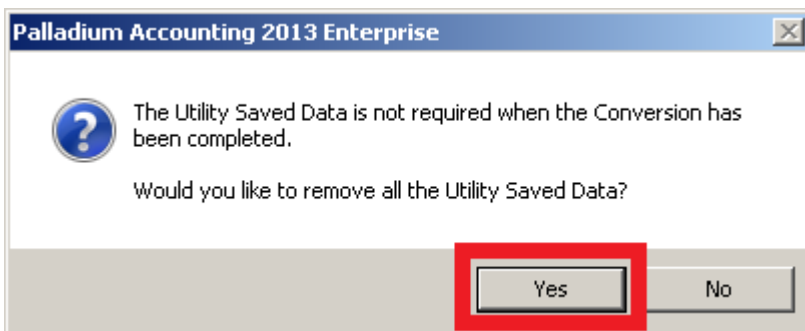
Previous Next Finish

15 – Import Open Items/ PO's/ SO's and Inventory

This will import all outstanding Sales Orders and Purchase Orders, the conversion imports headers and lines so these orders will then be easily converted to invoices with any re-capturing.



Once completed click on “Yes” to remove utility data.



The system will automatically open the Data Integrity screen and give an indication if there are any integrity issues.

Company Summary		Ledger Accounts		Inventory Ledger	
Company Summary:					
Total Debits:	2,423.64	Total Credits:	2,423.64		
AR Balance:	738.50	Unpaid Invoices:	738.50		
Deposit Account Balance:	-	Sales Deposits:	-		
AP Balance:	489.22	Unpaid Invoices:	489.22		
Prepay Account Balance:	-	Purchase Prepayments:	-		
Inventory Balance:	215.02	Inventory On Hand:	215.02		

Additional Support

Should you have any further queries you may reach us on the details below.

Support Hours

Monday – Thursday	08:00 -17:00
Friday	08:00 – 16:30

Consultation

- Remote Login
- Onsite Consultation

Palladium Support Contact Details

Email: support@palladium.co.za

Tel: +27 11 367 0656