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# LetsSync

## **LetsSync - Data Synchronisation**

An affordable way of synchronizing Pastel Partner data between different locations via flash disk or small email.

### **Typical Users:**

- Companies that have more than one branch and wish to consolidate all branches into one set of accounts
- Accountants / Bookkeepers who normally transport backups of their clients' data back and forth between their own and their clients' computers
- They can now have up to date data whenever necessary

### **Key benefits:**

- Easy to install and use
- Consolidation of any number of sets of accounts into one set of accounts
- Export of updated data can be done both ways – from Head Office to Branch or Branches and from Branch or Branches to Head Office. Only data that has not yet been exported will be included in the latest export – this ensures that no duplication takes place
- Inventory Price Lists can be exported from the Head Office to all Branches

This document provides a general overview of LetsSync Data Synchronisation. The application can only be used with Pastel Partner or Xpress products for version 9.3.5 (2007) or higher, i.e. Version 10 (2009).

### **There are two main features of LetsSync:**

- Transferring all updated data (Orders and Quotations are not regarded as updated), as well as new master records (general ledger, customers, suppliers, inventory, sales codes and cost codes), belonging to the same set of accounts, between the selected locations/branches.  
There is no limit to the number of locations/branches.
- Sending updated inventory prices to the remote locations/branches.

### **How it works:**

- You will select one set of accounts – normally the Head Office – as a foundation to create the sets of accounts for the other branches. The Setup Wizard will create all the necessary branch companies from the Head Office company. Therefore, if there is a set of accounts currently in use at the branches, it will be replaced by the one created by the Setup Wizard.
  - At any time, you can export data from any location, which will be sent, via email with a small text attachment, to all the sites, who will import the data at their convenience.
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**NB - Functions that are not catered for:**

- Users / Passwords – if new users are added, this must be done manually at **all** the locations/branches.
  - All the other necessary information regarding the users, such as the document numbers and batch settings in Pastel, under Setup Customer and Supplier Documents.
  - Serial numbers.
  - Inventory Group maintenance  
When changing or adding new sub accounts to general ledger accounts attached to an inventory group, this needs to be implemented manually in each location/branch.
  - Bills of Material / Kit Items – Transactions will be synched, the masters will not be synched.
  - All Setup maintenance, such as Passwords, Entry Types, Tax, etc.
  - Changes to master files:
    - ✓ Changes to existing Customer Delivery Addresses.
    - ✓ Renumbering via the Change Menu.
    - ✓ Any routine run via Edit... Tax Type Adjustment
  - Un-reconcile/Reconcile via the change menu
  - Open item re-allocations
  - Bank Recon
  - Year End – Each location/branch (Head Office and branches) must be responsible for running their own Year End routine - i.e. every location/branch must perform their own year end on Pastel. It is imperative that all the locations/branches communicate with each other as to when they are running their year ends, otherwise transactions may end up in the incorrect year – example - If Office Location/Branch 'A' performs a year end, and then processes transactions in the previous year, the transactions will be imported into the other locations/branches as such – last year – if any of the other locations/branches have not performed a Year End, those transactions will be imported into the previous year, and when the Year end is run, they will be removed.  
The best method, would be for each location/branch to perform an Export and Import (from the Sync), so that all the sites are at the same point, then run a year end at each site.
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**Below are some screen shots of the various functions.**

### Setting up

A Setup Wizard will guide you through the setup process at each location/branch. This ensures that all the locations/branches are automatically set up correctly.

### Running the LetsSync Export

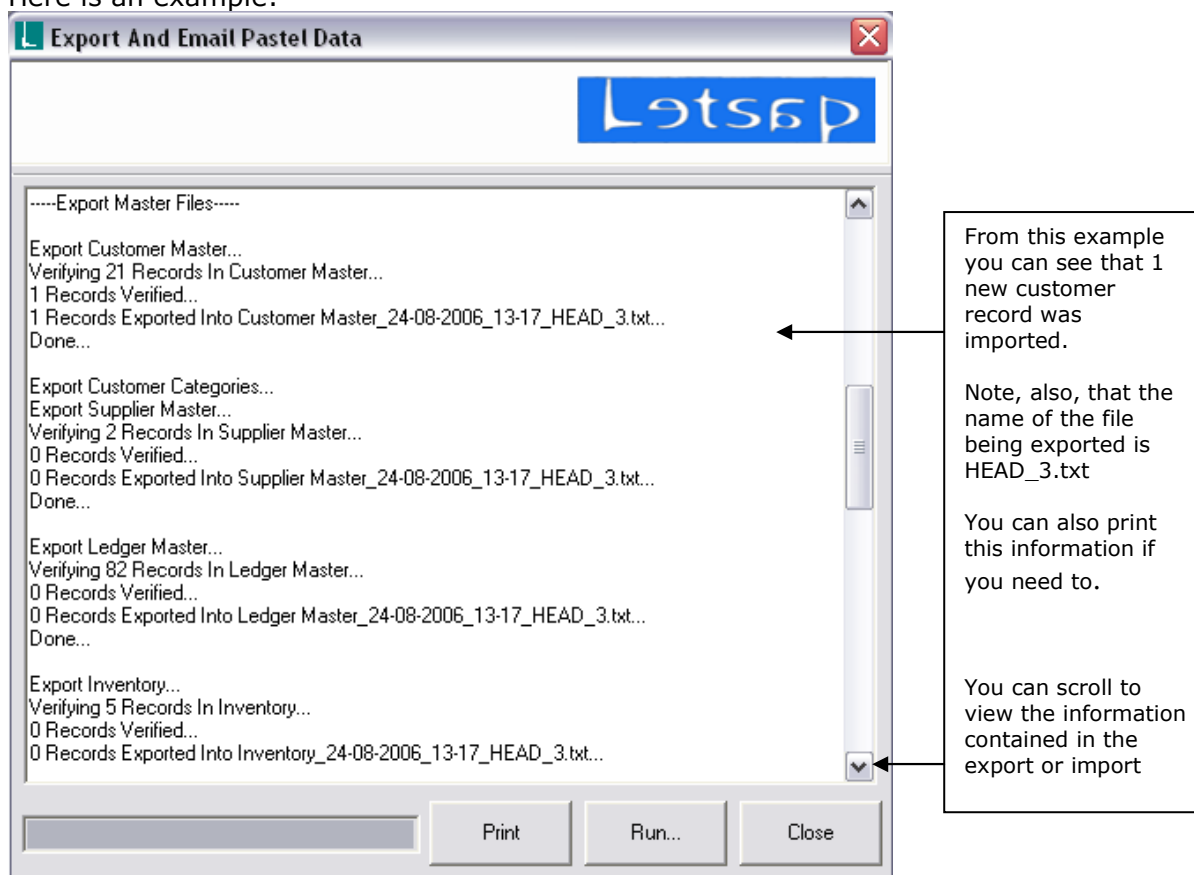
The Export routine creates a small text file containing all the new information that you wish to send to the other locations/branches.

LetsSync will backup automatically Using LetsSync, select Process... Export Transactions... and click Run.

The data will be emailed to all the branches as set up in the Setup Email Addresses.

You will be able to check what you have exported by scrolling up and down the export screen once the export has completed. You can also print this report.

Here is an example:



### Running the LetsSync Import





The Import routine will bring in all information exported from the other locations/branches.

All data to be imported will arrive in your Outlook Inbox. It is important that the mail is marked as **Unread**.

Create a Folder in your Outlook Inbox to identify the mails that you have already imported, - you can call it ImportsCompleted, and move all the mails that you have imported already, into that folder. This is also a security in case you need to re-import data.

You should also import the mails in sequence, so you would need to only have the one you wish to import marked as Unread, then import that one, go back to Outlook and move that one to the Completed folder and mark the next one as Unread - see the example below.

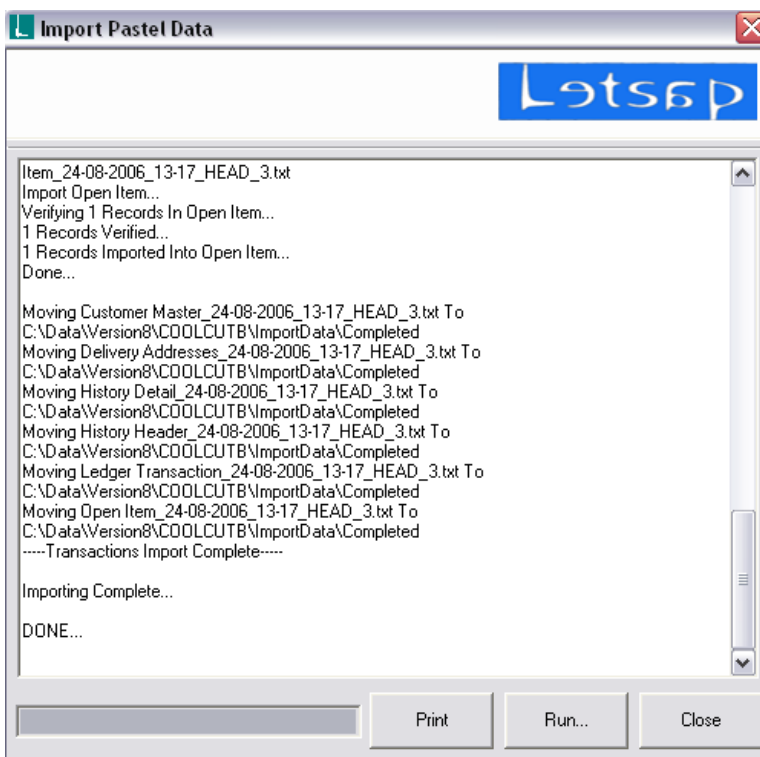
You will be able to identify where it has come from by the reference number, see example below:

	 <b>Lindsay Mariani</b>	<b>Pastel Data Synchronisation_HEAD_3</b> <a href="#">Please find attached the Data for importing into Pastel. &lt;end&gt;</a>	<b>11 KB Thu 2</b>	This is the reference number created by LetsSync. In this example the data has arrived from Head Office – two files have been received, No2 and No3
	 <b>Lindsay Mariani</b>	<b>Pastel Data Synchronisation_HEAD_2</b> <a href="#">Please find attached the Data for importing into Pastel. &lt;end&gt;</a>	<b>5 KB Thu 2</b>	

Using LetsSync, Select Process... Import and click Run.

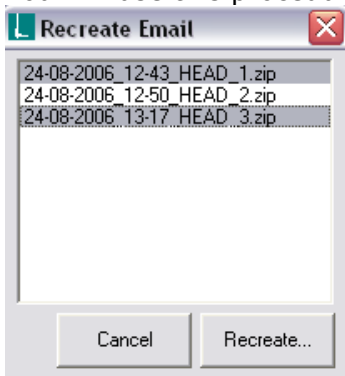
All data that has been imported will be displayed as in the example below.

Here, the report shows that one open item record has been imported from session HEAD\_3, which means it is 'Run Number 3' from the Head Office (remember the head office reference number was set as HEAD 1. (See Setup Email Addresses on Page 2)



## Running the LetsSync Recreate Emails

You will use this procedure to resend one or more Export sessions.



Use the Ctrl Key to select items that are not sequential, as in the example. Click 'Recreate' to resend the mails.

.END.