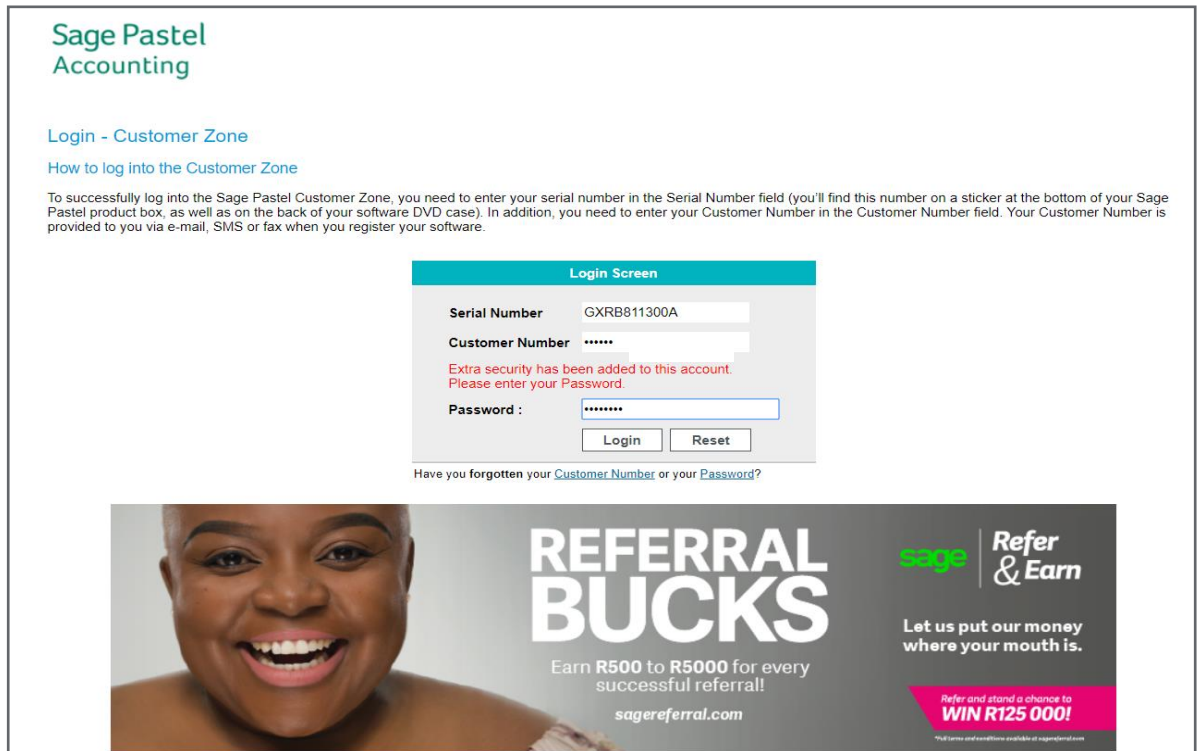


# Sage Customer Zone Customer Account Details

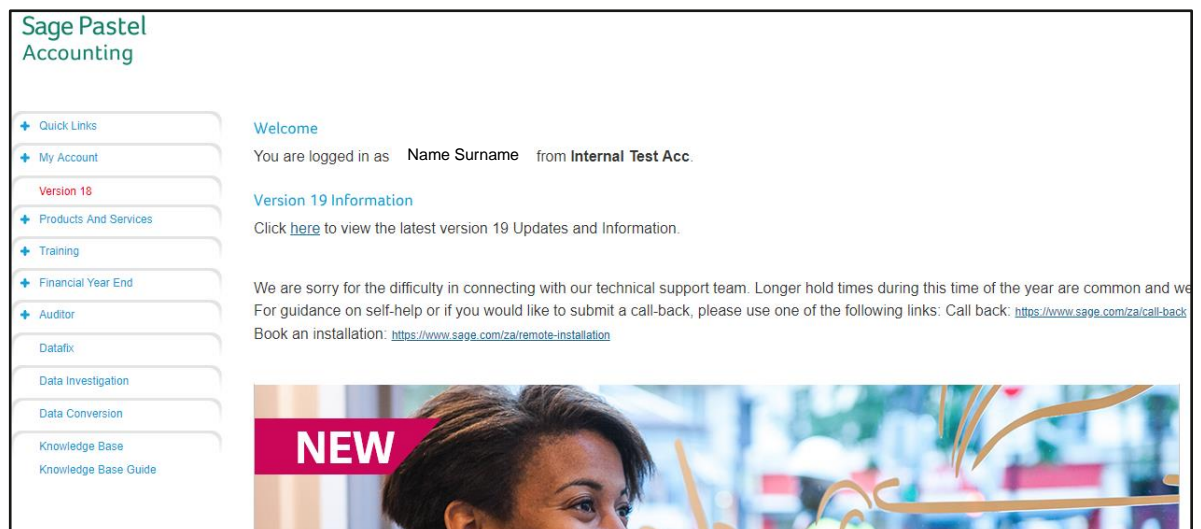
## How to login

- To open the Customer Zone, click [HERE](#)



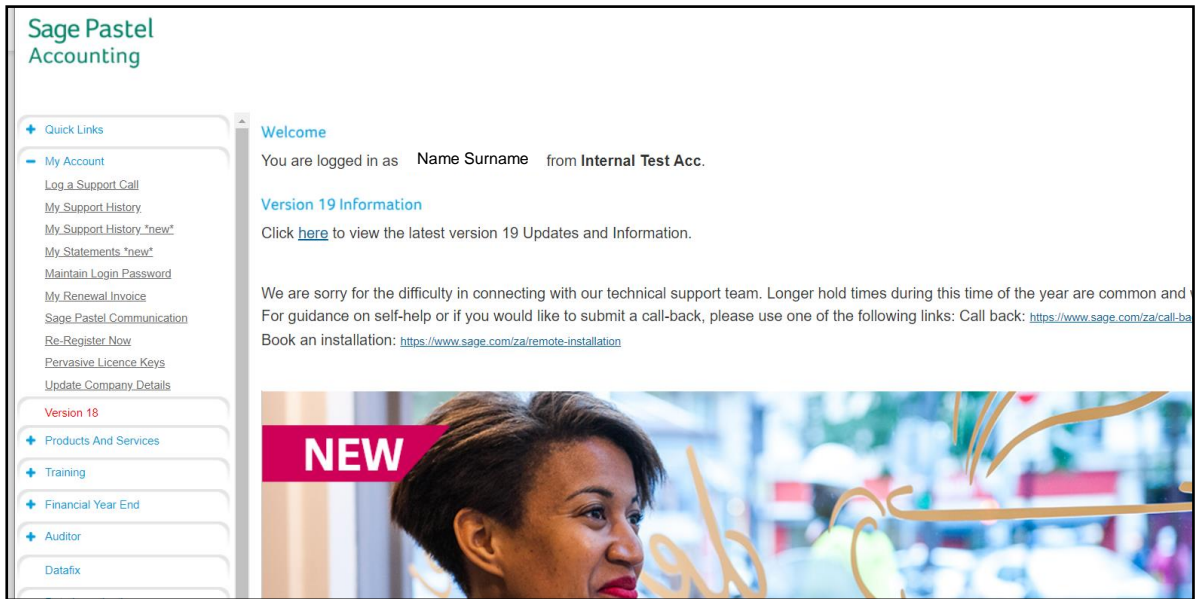
The screenshot shows the Sage Pastel Accounting login interface. At the top left, it says "Sage Pastel Accounting". Below that, it says "Login - Customer Zone" and "How to log into the Customer Zone". A paragraph explains that users need to enter their serial number and customer number. Below this is a "Login Screen" form with fields for "Serial Number" (GXR811300A), "Customer Number" (\*\*\*\*\*), and "Password" (\*\*\*\*\*). There are "Login" and "Reset" buttons. A red message says "Extra security has been added to this account. Please enter your Password." Below the form is a link: "Have you forgotten your Customer Number or your Password?". At the bottom of the screenshot is a "Refer & Earn" banner for "REFERRAL BUCKS" with a photo of a smiling woman. The banner text says "Earn R500 to R5000 for every successful referral!" and "Let us put our money where your mouth is." It also includes the website "sagereferral.com" and a "WIN R125 000!" promotion.

- Enter Your Base Serial Number and Customer Number and click on Login
- Enter the Customer Zone password
- Click Login



The screenshot shows the Sage Pastel Accounting dashboard. On the left is a sidebar with "Quick Links" including "My Account", "Version 18", "Products And Services", "Training", "Financial Year End", "Auditor", "Datafix", "Data Investigation", "Data Conversion", "Knowledge Base", and "Knowledge Base Guide". The main content area has a "Welcome" message: "You are logged in as Name Surname from Internal Test Acc." Below that is "Version 19 Information" with a link to view updates. A message says "We are sorry for the difficulty in connecting with our technical support team. Longer hold times during this time of the year are common and we For guidance on self-help or if you would like to submit a call-back, please use one of the following links: Call back: <https://www.sage.com/za/call-back> Book an installation: <https://www.sage.com/za/remote-installation>". At the bottom right is a "NEW" banner with a photo of a woman.

- Select the **My Account** option from the menu on the **left-hand side** of the screen



## View Renewal Invoice

- Select the option **My Renewal Invoice** from the list that displays



- Click on the **Invoice** under Invoice Number you wish to **download**

## View Statement

- You can also **select the My Statement option** under the **My Account Menu** on the left-hand side

- Select the period/s** you wish to see the statement for
- Select** if you wish the statement to print in **Balance Forward** format by **checking** the option **Print Open Item as BBF** or **not** by leaving the box **unchecked**
- Select Get Transactions**

Please note that the details below is only a listing of transactions from the statement to provide links to the documents.

To download the statement click [Download PDF](#)

For Excel of below listing click [Excel](#)

Date	Reference	Description	Debit	Credit	Outstanding
	-	Balance brought forward	0.00	0.00	0.00
11/03/2019	<a href="#">INV2799716</a>	Test Serials Office 365 for EAD	0.00	0.00	0.00
	-	Total Due	0.00	0.00	0.00

- The Transactions will display
- You then have the option to download Statement as PDF or Excel

## Update Account Details

**Sage Pastel Accounting**

[Quick Links](#)  
[My Account](#)  
[Log a Support Call](#)  
[My Support History](#)  
[My Support History "new"](#)  
[My Statements "new"](#)  
[Maintain Login Password](#)  
[My Renewal Invoice](#)  
[Sage Pastel Communication](#)  
[Re-Register Now](#)  
[Pervasive Licence Keys](#)  
[Update Company Details](#)  
Version 18  
[Products And Services](#)  
[Training](#)  
[Financial Year End](#)  
[Auditor](#)  
[Datafix](#)  
[Data Investigation](#)  
[Data Conversion](#)

Account Number	T0004		
Registered Company Name	Internal Test Acc		
Country	South Africa		
Business Type	Administration		
Number of Employees	1 (in your Organization) *		
VAT/Tax number	Non Vendor		
<b>Contact Details</b>			
Contact name	Name Surname *		
Please enter at least one contact number :			
Telephone 1	072 555 3322	Mobile number	072 555 3322
Telephone 2		Fax number	
Email 1	Customerdetail@sage.com		
Email 2			
Postal address	C/o Sage Pastel Accounting – Sagi *	Delivery address	C/o Sage Pastel Accounting – Sagi *
	PO Box 781893 *		102 Western Services Road *
	Sandton		Gallo Manor Ext 6
	Postal code 2146 * Search		Postal code 2191 * Search

[Update Details](#)

- To update your **account information**, select Update Customer Details from the **My Account Menu** on the left-hand side
- You will be able to update the **Contact person, Telephone numbers, Email address, Physical and Postal addresses** etc.
- Once you have made the necessary details select **Update Details**