

Opera 3 SQL Server Edition

Module Setup Guide



OperaSE

Module Setup Guide

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Introduction

About Opera 3 SQL SE

Opera 3 SQL SE is the latest edition to the Opera 3 family, which merges the present with the future. Built on the solid foundation of Microsoft SQL Server, Opera 3 SQL SE gives you the familiar look and feel of the current Opera 3 product with the power, security and reliability that a SQL Server database brings. The design of Opera 3 SQL SE follows Microsoft best practice for modern client server applications.

For those familiar with Opera 3, Opera 3 SQL SE provides both technical and functional improvements with the ability to extend the product further to fulfil customer needs. With the addition of powerful reporting through the use of modern Business Intelligence products, Opera 3 SQL SE takes businesses to another level in terms of data presentation and analysis, for informed decision making.

About this Guide

This Module Setup Guide provides a high-level view of applications that form part of Opera 3 SQL SE and how you can approach an implementation. It details how the modules are integrated and recommends the setup order.

Once you understand the contents of this document, the operational detail required to set up and use the application is available in the Opera Help. This guide and the Online Help should be used together to understand the features and settings in Opera 3 SQL SE.

The design and implementation of Opera 3 SQL SE is a major project. It should be planned thoroughly, well in advance of the start of the installation, and should be undertaken using a proven project methodology. This guide does not provide instruction on project methodologies, or other considerations and tasks that may be required as part of your implementation.

Opera 3 SQL SE Help

Please refer to the Online Help topic for explanations of the different boxes and options in the application. Also, check the 'How to' sections for set-up instructions for each application.

The Help can be accessed from the Opera desktop shortcut, from the Windows Start menu, and from within the application using the F1 key.

Opera 3 SQL SE Guides

Guide to Opera 3 SQL SE	Provides information about the Opera 3 SQL SE product. The guide describes the functionality available in the financial and supply chain management applications, and the technical foundations of the product including the use of Microsoft SQL Server as the data store.
Software Requirements Guide	Lists the supported software for the latest available versions of Opera 3 SQL SE and Opera II, including Microsoft Office, Microsoft SQL Server, Microsoft Windows Server and desktop editions, and web browsers.
SQL Server Licencing Guide	Explains the licencing options for different editions of Microsoft SQL Server. It explains how to calculate the number of CALs (Client Access Licences) required for Pegasus products that use Microsoft SQL Server for the datastore.
Installation and Implementation Guide	Helps you install the application onto your chosen platform. It contains information and advice to ensure the installation process is successful.

Opera 3 SQL SE applications

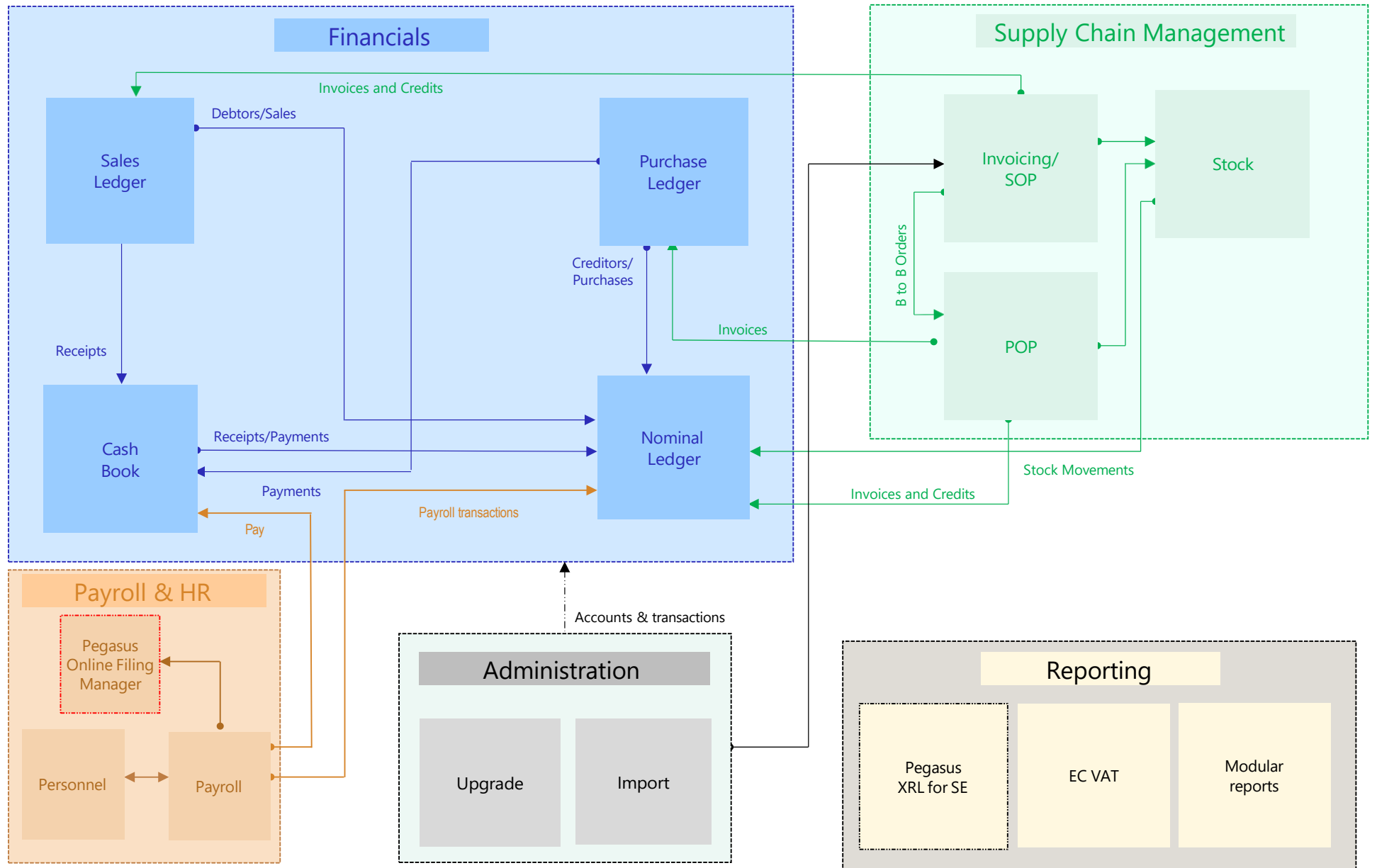
Opera 3 SQL SE is a modular solution. It comprises a number of different applications that you can use now or add them later when the need arises.

Application	Description
System Manager	All installations must have the System Manager. Most administrator functions are included in the Server Administration & Monitoring utility (SAM), which is a separate server-side application installed on the Opera 3 SQL SE server.
Multi-Currency	If you do business with companies in other countries, you might send and receive invoices in foreign currencies. You might also make and receive payments in foreign currencies or have to deal with foreign currencies if you have foreign subsidiaries. If you want to process foreign currencies, you need to have the multi-currency feature.
Financials	
Nominal Ledger	The Nominal Ledger is the heart of your company's financial management. It provides a comprehensive and organised means of controlling financial accounts. It also provides complete control over the structure, definition, creation and maintenance of the whole chart of nominal accounts. Budgets can also be applied at account and cost centre level and variance analysis can be reported. The application includes a number of reports to monitor activity in the application and transactions posted in other applications. A reporting facility is also provided for creating and printing your management accounts. The Nominal Ledger includes the Advanced Nominal Ledger feature, which provides two further analysis dimensions you can associate with nominal accounts. These dimensions have a default name of 'Project' and 'Department', but you can change these to suit your own requirements.
Sales Ledger	Sales Ledger provides a flexible means of referencing your customer accounts and includes a number of useful analysis features and dynamic views that help you to produce meaningful and effective sales reports and control the update of sales transactions to the Nominal Ledger.

Application	Description
Purchase Ledger	Purchase Ledger provides a flexible means of referencing your supplier accounts and includes a number of useful analysis features and dynamic views that help you to produce meaningful and effective purchase reports and control the update of purchase transactions to the Nominal Ledger.
Cashbook	Cashbook integrates with the Nominal Ledger giving constant, up-to-date information on any number of bank and petty cash accounts that have been created within the Nominal Ledger.
Job Costing	
Supply Chain Management	
Sales Order Processing	Sales Order Processing caters for the production of all documents required in the sales cycle - quotes, proforma invoices, sales orders, delivery notes, invoices and credit notes. Documents can be progressed from one stage to another. It is also possible to progress part of a document to the next stage in the sales cycle.
Invoicing	Invoicing caters for the production of all documents required in the sales cycle - quotes, proforma invoices, sales orders, delivery notes, invoices and credit notes. Documents can be progressed from one stage to another.
Purchase Order Processing	Purchase Order Processing enables the entry of purchase orders; receipts of purchase orders and posting of purchase invoices into the Purchase Ledger. Invoices can be matched with deliveries or purchase orders, allowing for easily maintained status control. Model purchase orders can be created, allowing for fast commitment into purchase orders without the need to re-key the information.
Stock	Stock Control can be used on a stand-alone basis to manage your stock details, receipts, issues, and adjustments. Goods Received Notes can be used to receive your stock in batches. Return to Vendor notes are also available for when stock needs to be returned to your suppliers. Stock can be allocated serial or batch numbers, so you can identify each stock item individually. Stock Control includes warehouses and stock traceability features.
Bill of Materials	

Application	Description
Payroll & Personnel	<p>Payroll is designed to be an integral part of the overall accounting system, although it can be used on a stand-alone basis without integration to the Nominal Ledger, Personnel or Cashbook.</p> <p>The Personnel application automatically integrates with Payroll to record your employees' personal details, contacts, banking information and education achievements. Absence, training, job changes and disciplinaries can be recorded and shown on the employee Diary view, with drilldown facilities from the diary to the events.</p>
EC VAT	EC VAT is a reporting application for customers who need to submit Statistical Declarations and EC Sales Lists to HMRC.
XRL	Pegasus XRL integrates with Opera 3 SQL SE to provide reporting capabilities using your company's data. It also allows you to update Opera 3 SQL SE with budgets, price books and stock transactions that were entered in an XRL spreadsheet.
Online Filing Manager	Online Filing Manager enables you to file RTI submissions to the Government Gateway. It uses different files of information created in Opera 3 SQL SE to submit your returns to HMRC.

System Manager



The System Manager

The System Manager provides a comprehensive and organised means of controlling areas concerned with the compilation of a company's accounts.

Opera 3 SQL SE is a modular application, which means that a business is able to pick and choose the areas of the software that are to be activated and utilised.

Each Opera 3 SQL SE system must have a System Manager. As well as being where the user is able to log into Opera 3 SQL SE, this application is used to control settings and maintain records used by other areas of the application.

Company details are maintained in the Software Administration & Monitoring application and the System Manager, enabling unique system settings for up to 36 companies. If you require more company databases than this, you can create separate systems or groups of companies, each of up to 36 companies, using the Software Administration & Monitoring application. This depends on your Opera 3 SQL SE licence.

Recommended Order of Setup

This is the suggested order for setting up the System Manager:

Consider	Description	Where
Company Profiles	Add the company details and set modular options	<i>Software Administration & Monitoring, System - Maintenance - Company Profiles</i>
User Groups	Define the user groups to use with the Notification and Shutdown commands.	<i>System - Maintenance - User Groups</i>
User Profiles	Define user login identities with details such as password. Assign access rights to the applications that each user requires.	<i>System - Maintenance - User Profiles.</i>
Exchange Rates	You can set up exchange rates if the multi-currency feature is used. The Nominal Ledger must be set up first.	<i>System - Maintenance - Exchange Rates</i>
VAT Processing	Set up the VAT codes to be used. If the Nominal Ledger is used, this must be set up first.	<i>System - Maintenance - VAT Processing</i>

Consider	Description	Where
Backup	This procedure should be used at different stages of setting up your accounting system.	<i>System - Utilities - Backup</i>

Nominal Ledger

The Nominal Ledger provides a comprehensive and organised means of controlling financial accounts.

It also provides complete control over the structure, definition, creation and maintenance of the whole chart of nominal accounts. Budgets can be set for accounts, cost centres, department and projects.

The Nominal Ledger can be used on a standalone basis, or the system can be set up to create entries in the Nominal Ledger via a journal posting on a batch basis, by linking the Sales, Purchase, Cashbook and Stock Control applications and then posting transactions in the applications. It then updates the Nominal Accounts via an in-built transfer routine. You can link these applications to the Nominal Ledger in the same company or to a different company.

Alternatively, the Nominal can be set up to allow 'Real Time Update' of the accounts. This allows a transaction from a linked application to update the accounts immediately. This can be selected on the *System - Maintenance - Company Profiles* form.

Advanced Nominal

The Advanced Nominal offers two extra dimensions; floating codes not tied to the Nominal Account as Cost Centres are. These are optional but make the Nominal Ledger more flexible by using cost centres, departments and projects as well as the account codes. You can change the name of projects and departments to suit your requirements.

Open Period Accounting

Open Period Accounting is optional and allows you to control whether your Nominal Ledger accounting periods are open or closed for new postings. Accounting periods can be kept open as long as necessary but are normally closed once management accounts have been presented for the financial year, often after closing an accounting period.

Accounting Structure

The application allows you to define your own accounting structure. Structures are based on the following levels:

- Account Classes
- Account Types
- Account Sub-Types
- Accounts
- Cost Centres.

Account Classes

These define the nature of the accounts for classification of the Balance Sheet, and Profit and Loss accounts.

Balance Sheet Classes

- Fixed Asset
- Current Asset
- Capital and Reserves
- Liability.

Profit and Loss Classes

- Expenses
- Income.

Set Options

The *Set Options* form controls how the Nominal Ledger operates, therefore an understanding of the effect of each option is essential before deciding how it should be set. This is where the number of periods in your financial year and control accounts are set up, amongst other settings.

Please refer to the Online Help topic for the Nominal Ledger *Set Options* form and read the explanation of each option.

The Nominal Ledger *Set Options* form is accessed via the *Utilities* submenu. Consider these options:

General tab	Accounts tab
<i>Number of Periods</i>	<i>Debtors Control Account</i>
<i>Current Period</i>	<i>Creditors Control Account</i>
<i>Current Year</i>	<i>Debtors Suspense Account</i>
<i>Keep Transactions</i>	<i>Creditors Suspense Account</i>
<i>Keep Journal Images</i>	<i>Profit and Loss Account</i>
<i>Consolidation Company</i>	<i>Consolidation Suspense Account</i>
<i>Next Journal Number</i>	<i>Transfers In Account</i>
<i>Next Journal Reference</i>	<i>Landed Costs In</i>

General tab	Accounts tab
<i>Which Budgets</i>	<i>Landed Costs Out</i>
<i>Allow Summary Cost Centre Budgets</i>	<i>Stock Landed Costs</i>
<i>Allow Summary Project Budgets</i>	<i>LC Move Suspense</i>
<i>Allow Summary Department Budgets</i>	<i>Transfers Out Account</i>
<i>Warn if Posting Non-Current</i>	<i>LC Suspense</i>
	<i>Goods In Account</i>
	<i>Goods Out Account</i>
	<i>Stock Account</i>
	<i>Movement Suspense Account</i>
	<i>Stock Suspense Account</i>
	<i>BOM Work in Progress Movements Account</i>
	<i>BOM Work in Progress Account</i>

Calendar tab

Enter the start dates for each of the periods for the current financial year and enter the year-end date. This tab is disabled if you use the Open Period Accounting feature - you must add your financial calendar to the *Nominal Ledger - Utilities - Financial Calendar* form for this feature.

Open Period Accounting - Financial Calendar

Open Period Accounting uses a calendar where you define your financial years with up to a maximum of 24 periods in each year. You can define a financial calendar for this year, last year, and three future years. Each year has description, a year-end date and the required number of periods. Each period in the financial year has a start date, a period description that is displayed throughout the application, and an indicator that controls whether transaction postings are allowed in the period. In each financial calendar, you can choose whether an individual accounting period is open, closed or blocked for postings.

The Nominal Ledger *Financial Calendar* form is accessed via the *Utilities* submenu.

Recommended Order of Setup

This is the suggested order for setting up the Nominal Ledger:

Consider	Description	Where
Company Settings	<p>If you need to update the Nominal Ledger from other Opera 3 SQL SE applications in real time, select the <i>Real Time Update of Nominal</i> option.</p> <p>If you need to use the <i>Open Period Accounting</i> feature of the Nominal Ledger, select that option.</p>	<i>System - Maintenance - Company Profiles</i>
Types	Create your account types.	<i>Nominal - Maintenance - Types</i>
Sub Types	Create your account subtypes.	<i>Nominal - Maintenance - Sub-Types</i>
Cost Centre	If required, select the option on the <i>System - Maintenance - Company Profiles</i> form and then create Cost Centres.	<i>Nominal - Maintenance - Cost Centres</i>
Accounts	Set up the nominal chart of accounts. If you have previously created a Nominal Ledger, you can copy a chart of accounts using the <i>Copy Data</i> button from the main toolbar.	<i>Nominal - Maintenance - Accounts</i>
Bank Accounts	If you are going to use the Cashbook, bank accounts need to be defined in that application rather than the Nominal Ledger.	<i>Nominal - Maintenance - Bank Accounts</i>
Additional dimensions	Define project and department codes if you are going to use these additional dimensions.	<i>Nominal - Maintenance - Project and Nominal - Maintenance - Department</i>
Set Options	Define the nominal options and control accounts.	<i>Nominal - Utilities - Set Options</i>
Budget Factors	Define factor tables for later use for allocating budgets to selected accounts.	<i>Nominal - Maintenance - Budget Factors</i>

Consider	Description	Where
Account Budgets	Enter the budgets for each account. Enter budgets against Cost Centres if required in relation to the Cost Centre and/or a nominal account.	<i>Nominal - Accounts - Action - Budgets</i>
Management Reports	Define your management reports.	<i>Nominal - Matrix Reports</i>
Opening Balances	Enter all opening balances and prior-period values.	<i>Nominal - Journals</i>
Opening Trial Balance	Print an Opening Trial Balance.	<i>Nominal - Reports - Trial Balance</i>
Open Period Accounting	If the Open Period Accounting feature is used, define the company's Nominal Ledger calendar.	<i>Nominal - Utilities - Financial Calendar</i>

Purchase Ledger

The Purchase Ledger is designed for use as an integral part of an overall accounting system, although it may be used on a stand-alone basis.

It provides a flexible means of referencing your supplier accounts and includes useful analysis features to help you to produce meaningful reports and, if required, control the update of purchase transactions to the Nominal Ledger.

Invoices entered into the Purchase Ledger may be 'Held' pending approval before payment is made. The Purchase Ledger allows for the raising of individual cheques as payment and to process batch payment runs across supplier records.

The Purchase Ledger is linked to the Nominal Ledger by selecting Purchase Ledger to Nominal in the *Links* section of the *System - Maintenance - Company Profiles* form. If you want to link your Purchase Ledger with the Nominal Ledger, Nominal control accounts must be set up first.

The *Monitor Companies* screen displays an overall creditors' balance figure that is updated in Real Time. The creditors balance figure can be updated by using Calculate Balances in Monitor Companies.

If multi-currency is to feature within the Purchase Ledger, all currencies and exchange rates must be created within the System Manager. If VAT processing is required functionality, VAT codes and rates must have been specified with the System Manager before processing begins.

Set Options

The *Set Options* form controls how the Purchase Ledger operates, therefore understanding the effect of each option is essential before deciding how it should be set.

Please refer to the Online Help topic for the Purchase Ledger *Set Options* form and read the explanation of each option.

Consider these options:

<i>Invoices to be approved</i>	<i>Allow advance postings</i>
<i>Remove zero balance accounts</i>	<i>Multiple bank accounts</i>
<i>Allow settlement override</i>	<i>Use PIR Tran. Date for N/L</i>
<i>Foreign banks on Suggested Payments</i>	<i>Mandatory reason code</i>
	<i>Include dormant suppliers</i>
	<i>Warn if Posting Non-Current</i>

<i>VAT Tolerance Check</i>	
<i>Next Cheque Number</i>	<i>Suggested Payment Days</i>
<i>BACS Payment Software</i>	<i>Keep Transactions Periods</i>
<i>Bank Sort Code</i>	<i>Keep Analysis Image Periods</i>
<i>Account Code</i>	<i>Keep Creditor History Periods</i>
<i>BIC and IBAN</i>	<i>Accounting Period</i>
<i>Bank Name</i>	<i>Periods for Creditor Days</i>
<i>SEPA - Initiating Party ID, Initiating Party ID Type and Test Payment File</i>	<i>Lines on Cheques/Remittances</i>
<i>Nominal Ledger Company ID</i>	

If you need to set up more than one BACS system, for example if you use different bank accounts, use the *Additional BACS Options* form from the *Action* menu.

Purchase Invoice Register

The Purchase Invoice Register is an optional feature of the Purchase Ledger. It allows the entry of purchase invoices and credit notes onto the system before they are posted to the Purchase Ledger. These can then be held on the register until they are subsequently authorised, thus maintaining greater control over every document received.

If the Purchase Order Processing application is used, the system also allows the matching of PIR invoices and credit notes to a purchase order before they are released.

The authorisation of invoices and credit notes is controlled in the Purchase Ledger *Set Options* form by using an option to force all invoices and credit notes to be held pending authorisation. If this option is not set, the operator has the option to post invoices and credit notes directly to the Purchase Ledger on entry to the Purchase Invoice Register.

The use of the Purchase Invoice Register does not affect invoice and credit note processing options on the main Purchase Ledger Processing menu. It has no relationship to the Hold/Release transactions facility available in the Purchase Ledger, which can be used independently.

The Purchase Invoice Register must be included in your activation before it can be used. It is 'switched on' using the *System - Maintenance - Company Profiles* form.

PIR Set Options

Once the Purchase Invoice Register has been activated, these additional settings in the *Purchase Ledger - Utilities - Set Options* form must be set up before using this feature:

<i>PIR Must Use Authorisation</i>	<i>Next PIR Credit No.</i>	<i>Next PIR Invoice No.</i>
<i>Use PIR Transaction Date for Nominal Ledger</i>		

Please refer to the Online Help topic for the Purchase Ledger *Set Options* form and read the explanation of each option.

Recommended Order of Setup

This is the suggested order for setting up the Purchase Ledger:

Consider	Description	Where
Set Options	Choose your options.	<i>Purchase Ledger - Utilities - Set Options</i>
Adjustments, Payment and Refund names	Set up suitable descriptions for all adjustments, payment and refund names.	<i>Purchase Ledger - Utilities</i>
Supplier Types	Set up your supplier types if you need to run any purchase analysis reports.	<i>Purchase Ledger - Maintenance - Types</i>
Supply Codes	Create all purchase analysis.	<i>Purchase Ledger - Maintenance - Supply Codes</i>
Terms Profiles	Define special discount and payment terms	<i>Purchase Ledger - Maintenance - Terms Profile</i>
Supplier Profiles	Define supplier profiles.	<i>Purchase Ledger - Maintenance - Supplier Profiles</i>
Dispute reason codes	Create reason codes for disputed supplier invoices.	<i>Purchase Ledger - Maintenance - Reason Codes</i>
Contacts	Create attributes for your supplier contacts.	<i>Purchase Ledger - Maintenance - Contacts</i>
Processing	Set up your Suppliers.	<i>Purchase Ledger - Processing</i>
Adjustments	Post your opening balances.	<i>Purchase Ledger - Processing - Adjustments</i>
Analysis	Define your analysis reports.	<i>Purchase Ledger - Analysis</i>

Consider	Description	Where
Backup	Take a backup of your data before continuing.	<i>System - Utilities - Backup</i>

Sales Ledger

The Sales Ledger application provides a flexible means of referencing your customer accounts and includes useful analysis features and dynamic views, which helps to produce meaningful and effective sales reports and control the update of the Nominal Ledger.

Use the *Processing* command to store the data for your customer account records. Recording accurate customer details is important because it not only identifies who your customers are, but also controls who receives invoices and on what terms, what defaults are displayed when transactions are entered, and how sales are analysed.

The Sales Ledger is linked to the Nominal Ledger by selecting Sales Ledger to Nominal in the Links section of *System - Maintenance - Company Profiles - Options*.

The *Monitor Companies* form displays an overall debtors' balance. Update the debtors balance using *Calculate Balances* on the *System - Utilities - Monitor Companies* form.

Set Options

The *Set Options* form controls how the Sales Ledger operates, therefore understanding the effect of each option is essential before deciding how it should be set.

The Sales Ledger *Set Options* are accessed via the *Utilities* submenu. Please refer to the Online Help topic for the *Set Options* form and read the explanation of each option.

Consider these options:

<i>Statement if Zero Balance</i>	<i>Keep Transactions Periods</i>
<i>Statement if Credit Balance</i>	<i>Keep Invoice Images Periods</i>
<i>Foreign Currency Statements</i>	<i>Debtors Letters Minimum</i>
<i>Use Cost Centre as Analysis</i>	<i>Nominal Ledger ID</i>
<i>Warn if Posting Non-Current</i>	<i>Bank Account</i>
<i>Remove zero balance accounts</i>	<i>Discount Given Account</i>
<i>Show Cost on Analysis</i>	<i>Default Credit Limit</i>
<i>Allow Cash with Invoice</i>	<i>Print Debtors Letters By</i>
<i>Allow Advance Postings</i>	<i>Accounting Period</i>
<i>Show Extended Desc on Analysis</i>	<i>Keep Debtors History</i>
<i>Multiple Bank Accounts</i>	<i>Periods in Debtors Days</i>
<i>Mandatory Reason Code</i>	<i>Keep Credit History</i>
<i>Include Dormant Customers</i>	

Recommended Order of Setup

This is the suggested order for setting up the Sales Ledger:

Consider	Description	Where
Set Options	Define the Sales Ledger options	<i>Sales Ledger - Utilities - Set Options</i>
Adjustments and Receipt types	Set up descriptions for all adjustments and receipt types for further analysis.	<i>Sales Ledger - Utilities</i>
Adjustments, Receipts and Refund names	Set up descriptions for adjustments, receipts and refund names.	<i>Sales Ledger - Utilities</i>
Debtors Letters	Define Debtors Letters. Not relevant if Credit Management is in use.	<i>Sales Ledger - Utilities</i>
Regions	To analyse your Customers by area, define sales regions.	<i>Sales Ledger - Maintenance - Regions</i>
Territories	To analyse your Customers by salesman/representative, define sales territories.	<i>Sales Ledger - Maintenance - Territories</i>
Customer Types	To analyse your Customers by Customer type code, define customer types on	<i>Sales Ledger - Maintenance - Types</i>
Routes	Set up groups for your Customers by route codes for use in Invoicing/SOP.	<i>Sales Ledger - Maintenance - Routes</i>
Despatch	Set up despatch method codes to group your customers by methods of despatch for use in Invoicing/SOP.	<i>Sales Ledger - Maintenance - Despatch</i>
Sales Codes	Create all sales analysis codes.	<i>Sales Ledger - Maintenance - Sales Codes</i>
Terms Profiles	Define special discount and payment terms for your customers.	<i>Sales Ledger - Maintenance - Terms Profiles</i>

Consider	Description	Where
Reason Codes	Create your reason codes for disputed customer invoices.	<i>Sales Ledger - Maintenance - Reason Codes</i>
Contacts	Create attributes for your customer contacts.	<i>Sales Ledger - Maintenance - Contacts</i>
Customer Profiles	Define profiles to apply to your customers.	<i>Sales Ledger - Maintenance - Cust. Profiles</i>
Processing	Set up your customers	<i>Sales Ledger - Processing</i>
Opening Balances	Post your opening balances.	<i>Sales Ledger - Processing - Adjustment</i>
Analysis	Define your sales analysis reports.	<i>Sales Ledger - Analysis</i>
Backup	Take a backup of your data using before continuing.	<i>System - Utilities - Backup</i>

Credit Management Centre

This feature provides credit controllers and other people involved in debt management with a consolidated view of all the features of Opera 3 SQL SE that are critical for effective credit control management. You can view all the necessary information to help improve cash flow, reduce bad debts and improve the overall financial position of your business. You can quickly see what is owed, who owes it and how much money customers have promised to pay and when. This is the suggested order for setting up Credit Management Centre:

Consider	Description	Where
User Profiles	For each relevant user, select the 'Access Credit Management Company Details' and 'See All Users' Credit Management Actions' options.	<i>System Manager - Maintenance - User Profiles</i>
Set Options	Decide on the default amount of time to keep uncompleted diary actions in the <i>Keep Credit History</i> box.	<i>Sales Ledger - Utilities - Set Options</i>
Customer Profiles	Decide on the amount of time to keep uncompleted diary actions in the <i>Keep Credit History</i> box (optional).	<i>Sales Ledger - Maintenance - Customer Profiles</i>
Options	Decide on the amount of time to keep uncompleted diary actions in the <i>Keep Credit History</i> box (optional).	<i>Sales Ledger - Processing - Options</i>
Groups	Define groups to group your customers in Credit Management Centre (optional).	<i>Sales Ledger - Maintenance - Credit Management Groups</i>
Action Types	Define diary actions (optional).	<i>Sales Ledger - Maintenance - Credit Management Action Types</i>
Outcome Types	Define diary Outcome Types (optional)	<i>Sales Ledger - Maintenance - Credit Management Outcome Types</i>

Consider	Description	Where
Terms	Allocate Credit Management Group codes to customer records (optional).	<i>Sales Ledger - Processing - Terms</i>

Cashbook

Cashbook is a fully integrated application giving constant, up-to-date information on any number of Bank and Petty Cash accounts that have been created within the Nominal Ledger.

The Cashbook application can only be used on systems that include the Nominal Ledger.

Information is passed to or from the Cashbook to other associated applications either in Real Time or by Batch Update routines.

In addition to the existing payment routines within the Purchase Ledger, payments and refunds can be made from the Cashbook. If you require remittance advices and cheques in respect of Purchase Ledger payments, you must use the Authorise Cheques or Authorise BACs routines to generate the paperwork.

In addition to the existing receipt routines in the Sales Ledger, receipts and refunds can be recorded from the Cashbook.

These payments, receipts, refunds, and inter-bank transfers on the Cashbook can then be reconciled against bank statements.

Standing orders, direct debits and other recurring bank transactions can be set up to be automatically handled by the Cashbook.

The *System - Utilities - Monitor Companies* form displays an overall bank balance. Update the bank balance figure using the *Calculate Balances* button on the *Monitor Companies* form.

An optional feature of the Nominal Ledger is Multi-Currency Bank Accounts. This allows bank balances to be held and transactions to be posted in a currency other than the home currency.

If you have more than one company in operation, it is also possible to consolidate the Sales and Purchase Ledger of each company into the Cashbook of a nominated company of your choice. This means that more than one Sales and Purchase Ledger can be linked to the same Cashbook and Nominal Ledger. The Cashbook is directly linked with the target Nominal Ledger of the same company identifier. Therefore, when you specify to link to a particular Nominal ID in the Options screen of the Sales and Purchase Ledger, you also link to the same Cashbook ID. In this case, you cannot have a Cashbook in the source company.

Set Options

The Cashbook *Set Options* form contains a number of rules and options that define the way you work. Before anything can be done in the Cashbook these options must be initialised. Please refer to the Online Help topic for the Cashbook *Set Options* form and read the explanation of each option.

Consider these options:

<i>Print Postings</i>	<i>Retain Transactions</i>
<i>BACS Payment Software</i>	<i>SEPA - Initiating Party ID, Initiating Party ID Type and Test Payment File</i>
<i>Next Recurring Entry</i>	

The Cashbook *Set Options* form is accessed via the *Utilities* submenu. Please refer to the Online Help topic for the Cashbook *Set Options* form and read the explanation of each option.

If you need to set up more than one BACS system, for example if you use different bank accounts, use the *Additional BACS Options* form from the *Action* menu.

When the Cashbook is added to an existing Opera 3 SQL SE system, the existing applications must meet certain requirements before the Cashbook can become operational. The information below is not given in a strict order of setup; it is intended only as an overview of how the Cashbook affects existing applications.

Integration with the Nominal Ledger

The Nominal Ledger must exist on a system in order to use the Cashbook. Bank accounts and petty cash accounts must be created in the Nominal Ledger before they are available to the Cashbook; however, these can be created after the Cashbook has been installed. Any recurring journals or unposted journals that affect a nominal bank account must be completed or deleted before the Cashbook can be linked.

Integration with the Sales Ledger

All Receipt Names and Refund Names must be allocated a corresponding Cashbook Transaction Type. The Sales Ledger must also be linked to the Nominal Ledger by selecting *Sales Ledger to Nominal* option on the *System - Maintenance - Company Profiles* form.

Integration with the Purchase Ledger

All Payment Names and Refund Names must be allocated a corresponding Cashbook Transactions Type. The Purchase Ledger must also be linked to the Nominal Ledger by selecting *Purchase Ledger to Nominal* option on the *System - Maintenance - Company Profiles* form.

Recommended Order of Setup

This is the suggested order for setting up the Cashbook:

If setting up the Cashbook from another manual/computer system, we suggest that the Cashbook is implemented after a bank reconciliation. This reduces the number of unreconciled transactions that need to be entered.

Before switching on the 'Cashbook' option in Company Profiles.

Action	Description
Delete/Post Recurring/Standard Journals	When adding the Cashbook to an existing system that already has the Nominal Ledger, make sure that existing recurring journals or unposted journals that affect a bank account are posted or deleted. The journals can then be recreated again, if required, as recurring entries or Nominal Ledger postings in Cashbook.
Receipt and Payment Transaction Types	In readiness for setting up the Cashbook Transaction Types, it is a good idea to obtain information regarding the types of transactions performed by the business and how these transactions appear on bank statements, before installing the Cashbook. For example, you should know whether transactions are Cash, Cheque or BACS, whether different receipts or payments appear on bank statements as individual values or whether many receipts/payments appear as single 'batched' total on the statement.
Standing Orders/Direct Debits	Obtain details of any recurring entries, for example standing orders or direct debits that are to be set up within the Cashbook.
Bank Account Information	Obtain details of bank accounts to be used in the Cashbook. What overdraft limits exist, if any, for each account? Is a different cheque design needed for each account? What was the last reconciled statement number for each account?
Sales and Purchase Ledger	If there are many bank accounts in use, establish which bank account each customer and supplier use, and update their accounts to use that particular bank account.
Company Profiles	Switch the Cashbook on using the <i>System - Maintenance - Company Profiles</i> form.

After switching on the 'Cashbook' option in Company Profiles.

Description	Where
Decide whether a printout of nominal postings and recurring journals are required after each transaction, the starting reference number for recurring entries, and determine how many months' reconciled transactions are to be retained for. If you use a BACS product to make payments, you must also choose the BACS software on this form.	<i>Cashbook - Utilities - Set Options</i>
Create the Cashbook Types relevant to the business. It is recommended that as few as possible Cashbook types are created, and that it is understood how the receipts and payments are shown on bank statements.	<i>Cashbook - Utilities - Cashbook Types</i>
Link each Receipt and Refund Name to the appropriate Cashbook Type using the appropriate commands.	<i>Sales Ledger - Utilities - Receipt/Refund Names</i>
Link each Payment and Refund Name to the appropriate Cashbook Type using the appropriate commands.	<i>Purchase Ledger - Utilities - Payment/Refund Names</i>
Ensure that each customer and supplier account is linked to the bank account to and from which their receipts and payments are to be made.	<i>Sales/Purchase Ledger - Utilities - Set Options</i> <i>Sales/Purchase Processing - Options</i>
Create all bank accounts and petty cash accounts that will be used in the Cashbook. Then add the new accounts in the Cashbook.	<i>Nominal Ledger - Accounts</i> <i>Cashbook - Processing</i>
Enter each bank account's overdraft limit, next statement number, cheque number etc on the <i>Action - Controls</i> form. Use the <i>Design</i> box to specify that a different cheque design is required.	<i>Cashbook - Processing</i>
Use the <i>Recurring</i> command on the <i>Action</i> menu to set up the direct debits and standing orders for each bank account.	<i>Cashbook - Processing</i>
Enter the unreconciled transactions for each bank account using the last bank statement.	<i>Cashbook - Utilities - Opening Balances</i>

Job Costing

The Costing application operates by recording, collating and analysing all cost data to specific jobs undertaken by a company. Some of the features that Costing provides are: •

- A budgeting facility
- The opportunity to group jobs under contract headings
- The facility to enquire on the status of the job
- Jobs can be broken down into phases
- Cost types can be allocated budget values for revenue and expenses.

Costing can operate as a stand-alone application or it can be linked to the following applications if required:

- Sales Ledger / Invoicing / Sales Order Processing
- Purchase Ledger / Purchase Order Processing
- Stock Control / BOM
- Payroll Set Options

The Set Options form contains a number of rules and options that define the way you work. Some of these settings are essential prerequisites. You cannot start using the Costing application until you have defined them. Other settings are optional but may have a major impact on the operation of the system. The Set Options form controls how the Costing applications operates, therefore understanding the effect of each option is essential before deciding how it should be set.

Consider these options:

<i>Backdate Overheads</i>	<i>Budgets on Headers</i>
<i>Hours and Minutes</i>	<i>Print on Cost Entry</i>
<i>Use Contracts</i>	<i>Next Batch Number</i>
<i>Use Phases</i>	<i>Periods in Year</i>
<i>Use General Batches</i>	<i>Current Period Number</i>
<i>Use Timesheet Batches</i>	<i>Current Year</i>
<i>Use Period Numbers</i>	<i>Maximum Employee Hours</i>
<i>Allow Cost Code Additions</i>	<i>Default Invoice Method</i>

Set Options

The Costing **Set Options** are accessed via the Utilities submenu. Please refer to the Online Help topic for the Costing **Set Options** form and read the explanation of each option.

Recommended Order of Set Up (Checklist)

This is the suggested order for setting up Costing:

Form	Description
People Profiles	If Costing is linked to Payroll via the System - Maintenance - Company Profiles form, set up employees, subcontractors and project Leaders on the System - Maintenance - People Profiles form. Employee records should not be created here.
System Preferences	Define the preferred terms for your contracts, jobs, phases and departments on the System - Utilities - System Preferences form.
Set Options	Define your costing options on the Costing - Utilities - Set Options form.
Cost Rates	Define descriptions for your cost rates on the Costing - Maintenance - Cost Rates form.
Cost Codes	Define your Cost and Revenue Codes on the Costing - Maintenance - Cost Codes form.
Cost Frameworks	If you wish to group different cost codes to apply to a particular job later, define your groups on the Costing - Maintenance - Frameworks form.
Subcontractors	If you subcontract work to individuals or companies define the details on the Costing - Maintenance - Subcontractors form.
Departments	If you have chosen to use departments create the departments on the Costing - Maintenance - Departments form.
Contracts	If you have chosen to use departments create the departments on the Costing - Maintenance - Contracts form.
Estimate & Processing	Create all estimates and job records on the Costing - Estimate and Costing - Processing forms.

Fixed Assets

The Fixed Assets application allows you to keep a complete register of assets, from their initial acquisition through to disposal. Some of the features that Fixed Assets provides are:

- A complete register of assets, from their initial acquisition through to disposal
- Assets can be recorded as main or sub assets in Fixed Assets, and when invoices are posted in the Purchase Ledger and Purchase Order Processing applications.
- Tracks finance or operating leases and HP Leases as well as company owned assets
- Calculates five depreciation methods. Depreciation is deducted until the asset's residual value is reached
- Asset changes in expected life, depreciation rate or method and revaluations can be recorded and reported
- Links to the Nominal Ledger or can be used as a stand-alone solution.

Note - The Spreadsheet Import command on the Utilities menu imports asset records from a Microsoft Excel spreadsheet into Fixed Assets. You can use this command when you start using the Fixed Assets application for the first time or for ad hoc imports afterwards.

Set Options

The Fixed Assets **Set Options** contain a number of rules and options that define the way you work. Some of these settings are essential prerequisites. You cannot start using the Fixed Assets application until you have defined them. Other settings are optional, but may have a major impact on the operation of the system. The **Set Options** form controls how the Fixed Assets application operates, therefore understanding the effect of each option is essential before deciding how it should be set.

Consider these options:

Nominal Ledger ID	Profit and Loss Suspense Account
Number of Periods	Revaluation Reserve
Current Period	Revaluation Expense
Current Year	Use Cost Centres
Keep Disposed Assets	Use Locations
Depreciation Weighting	Post Disposal Journal to Nominal Ledger
Balance Sheet Suspense Account	Next Asset Number

The Fixed Assets **Set Options** form is accessed via the **Utilities** submenu. Please refer to the Online Help topic for the form and read the explanation of each option.

Recommended Order of Set Up (Checklist)

This is the suggested order for setting up Fixed Assets:

Form	Description	✓
Company Profiles	To link Fixed Assets to the Nominal Ledger, tick the Fixed Assets to Nominal option on the System - Maintenance - Company Profiles form.	
Nominal Ledger Accounts	Set up the Nominal Ledger accounts for fixed assets on the Nominal Ledger - Maintenance - Accounts form.	
Set Options	Update the Fixed Assets - Utilities - Set Options form with the number of periods, current year and relevant Nominal Ledger accounts.	
Balance Sheet Groups	Define the Balance Sheet Groups on the Fixed Assets - Utilities - Balance Sheet Groups form.	
Disposal Types	Define the Disposal Types on the Fixed Assets - Utilities - Disposal Types form.	
Category Groups	Define Asset Category Groups on the Fixed Assets - Maintenance - Category Groups form.	
Asset Categories	Define Asset Categories on the Fixed Assets - Maintenance - Asset Categories form.	
Asset Locations	Define Asset Locations on the Fixed Assets - Maintenance - Asset Locations form.	
Insurance Companies	Define Insurance Companies on the Fixed Assets - Maintenance - Asset Locations form.	
Processing	Create all asset and sub asset records on the Fixed Assets - Processing form.	
Locations	If cost centres or locations are used, allocate the assets on the Fixed Assets - Processing - Locations form.	
Purchase	Add the purchase information for each asset on the Fixed Assets - Processing - Purchase form.	
Finance	Add finance details for assets that are not company owned on the Fixed Assets - Processing - Finance form.	

Opening Balances	Add opening balances for each asset on the Fixed Assets - Processing - Opening Balances form.	
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Stock

The Stock application can be used on a stand-alone basis or linked to the Nominal Ledger, which may be updated via a Transfer routine or Real Time Update. Cost of sales, stock movements and stock valuations update control accounts within the nominal, so there is no need to create manual journal entries. Warehouses and Traceability are standard features in Opera 3 SQL SE.

Integration with Invoicing/SOP, Sales Ledger, Purchase Order Processing and Purchase Ledger applications allow for complete control over stock movements.

When used in conjunction with Invoicing/SOP, the Stock system can have any number of special price and discount tables set up in Invoicing/SOP to allow enormous flexibility in specifying individual selling prices and/or discount schemes for single or groups of customer/stock item combinations.

When used in conjunction with Purchase Order Processing, stock items may be linked to specific Supplier Accounts via an optional Supplier Product File.

Set Options

The *Set Options* form controls how the Stock application operates, therefore understanding the effect of each option is essential before deciding how it should be set.

The Stock Control *Set Options* are accessed via the *Utilities* submenu. Please refer to the Online Help topic for the form and read the explanation of each option.

Consider these options:

<i>Link to Warehouse</i>	<i>Warn if Posting Non-Current</i>
<i>Use Multi-Warehousing</i>	<i>Default Stock Search</i>
<i>Next G.R.N. Document</i>	
<i>Next R.T.V. Document</i>	
<i>N/L Company ID</i>	

Stock Traceability

These options are only applicable if you require serial number or batch number traceability of your stock items and the *Traceability* box is selected on the *System - Maintenance - Company Profiles* form. Please refer to the Online Help topic for the form and read the explanation of each option.

You should also consider the following options:

<i>Maintain History</i>
<i>Receive Via GRN Only</i>
<i>Auto Release From Quarantine</i>
<i>Assign Upon Receipt</i>

Recommended Order of Setup

This is the suggested order for setting up Stock:

Consider	Description	Where
Nominal Set Options	If the Nominal Ledger is linked to Stock Control, ensure that all relevant Control Accounts for stock movements are specified.	<i>Nominal Ledger - Utilities - Set Options.</i>
Sales Codes	If the Sales Ledger is used, ensure that all relevant sales codes have been created.	<i>Sales Ledger - Maintenance - Sales Codes</i>
Supply Codes	If the Purchase Ledger is used, ensure that all relevant supply codes have been created.	<i>Purchase Ledger - Maintenance - Supply Codes</i>
Stock Set Options	Define your Stock Control options.	<i>Stock - Utilities - Set Options</i>
Warehouses	Create warehouses and link them to Nominal Ledger cost.	<i>Stock - Maintenance – Warehouses</i>
Categories	Create stock categories and link them to specific Nominal Ledger control accounts if required.	<i>Stock - Maintenance – Categories</i>
Carriers	Create carriers for deliveries and shipments.	<i>Stock - Maintenance – Carriers</i>
Profiles	Create profiles for your stock items. You can choose different factors (for example, boxes of 12), different decimal places (0-6), split pack, FIFO or non-FIFO valuation types.	<i>Stock - Maintenance – Profiles</i>
Processing	Create your stock items that are used in transaction processing. For each stock item, specify the current in-stock quantity using adjustments postings.	<i>Stock - Processing</i>

Purchase Orders Processing	Enter any quantities 'on order' with suppliers using the Purchase Order command (only applicable if Purchase Order Processing is not activated)	<i>P.Orders - Processing</i>
Initialise Historical Stock Valuation	Use the <i>Initialise Historical Stock Valuation</i> command to set up the database for the Historical Stock Valuation report. This report displays the value of stock items for dates after this report was initialised.	<i>Stock - Utilities - Initialise Historical Stock Valuation</i>

Landed Costs

This is the suggested order for setting up Landed Costs:

Consider	Description	Where
Company Profiles	Select the Landed Costs option.	<i>System Manager - Maintenance - Company Profiles</i>
Landed Cost Groups	Create required Landed Cost Groups.	<i>Stock - Maintenance - Landed Cost Groups</i>
Landed Cost Types	Create required Landed Cost Types.	<i>Stock Control - Maintenance - Landed Cost Types</i>
Backup	Take a backup of your data.	<i>System Manager - Utilities - Backup</i>

Bill of Materials

The Bill of Materials application is designed to be used as an integral part of your Stock Control system.

Bill of Materials allows assembly structures to be defined from stock component parts and helps to maintain the stock level of components, sub-assemblies and the finished assembly item as the assembly is put on a 'Works Order', 'Allocated', 'Issued', and finally 'Received' back into stock as a completed item.

Integration

- There is a link between Bill of Materials and Sales Order Processing. If 'Allow Works Order Requests' is activated in SOP options the sales order for the assembly can become a works order in BOM. The link is optional and may be switched on and off as required.
- There is a real time link between Costing and Bill of Materials. By creating a works order and specifying a job reference from Costing a commitment is posted against the job. When the works order is completed the commitment becomes an actual cost against the job in Costing. The link is optional and can be switched on and off as required.
- Stock Control must be present. Bill of Materials automatically integrates with Stock and uses stock items as assemblies, sub-assemblies and components in Bill of Materials. Additional fields on the stock header and in options are displayed in the Stock application to assist the user in maintaining component stock levels. This also allows the user to create works orders based on the reorder level for assemblies via the Automatic Works Orders Utility.

Set Options

The **Set Options** form controls how the Bill of Materials application operates, therefore understanding the effect of each option is essential before deciding how it should be set. Please refer to the Online Help topic for the form and read the explanation of each option.

Consider these options:

<i>Link to Warehouse</i>
<i>Works Order Movements: From Top/Bottom/Highest</i>
<i>To Ordered/Allocated/Issued</i>
<i>Print Works Orders</i>
<i>Next WO Document</i>

<i>BOM to Costing Cost</i>

Recommended Order of Set Up (Checklist)

This is the suggested order for setting up Bill of Materials.

Integrated Applications

Form	Description	✓
SOP Set Options	Select the Allow Works Order Request option to allow works orders to be created from sales orders in Sales Order Processing. Also consider the Suggest Made Quantities if Back to Back Works Order option.	
Stock Profiles	Create a new stock profile to allow the creation of labour 'stock' items. This can be used in an assembly structure to calculate the labour element of the assembly cost.	
Stock Processing	Create each component, sub-assembly and assembly as stock records.	

Bill of Materials

Form	Description	✓
Set Options	Update the option settings on the BOM - Utilities - Set Options form to configure the application to process works orders in the required way.	
Processing	Create sub-assemblies and then assemblies on the Bill of Materials Processing form. If landed costs apply to an assembly or to a sub assembly, tick the Apply Landed Costs box on each record.	
Assembly Cost Update	Use the BOM - Utilities - Assembly Cost Update command to calculate the assembly cost of your finished assemblies based on the components from which they are made and according to the selection criteria you specify.	

Sales Order Processing & Invoicing

The Invoicing and Sales Order Processing applications are two separate applications, of which only one ever appears as a menu item on the system at any one time.

The Invoicing application is document based. That is, it caters for the production of all documents required in the sales cycle: quotes, pro-forma invoices, sales orders, delivery notes, invoices and credit notes. Within this, it allows the progression of a document from one type to another. Either documents can be printed for mailing to customers or they can be sent by email.

Both applications have some functionality in common. They both have a Batch Processing and a Repeat/Contract Invoice facility. However, the Invoicing application has less functionality than the Sales Order Processing application.

Invoicing can be set up to perform stock issues either when a delivery note or an invoice is produced. The Invoicing application does not allow the user to control the way that stock is allocated to a sales order neither does it allow part processing of a document.

The Sales Order Processing application is also document based but has much more functionality, catering for the controlled allocation of stock to sales orders and the production of picking lists. Sales Order Processing also allows the part processing of documents within the sales cycle.

Sales Order Processing links to Purchase Order Processing to allow a purchase order to be generated from a sales order. This is not available with Invoicing.

Sales Ledger & Stock

The Sales Ledger must be set up before Invoicing and Sales Order Processing because that is where customer records are set up. Stock Control must be set up before transactions can be posted.

If the Stock application is not activated, both the Invoicing and Sales Order Processing applications will include additional menu items for product categories, product profiles and a product file.

Set Options

Both Invoicing and Sales Order Processing have a number of options that dictate exactly how the system will operate. All of these options are available in both applications. Sales Order Processing also has some additional options that are not available in Invoicing.

The *Set Options* form controls how the Invoicing and Sales Order Processing applications operate, therefore understanding the effect of each option is essential before deciding how it should be set.

The Invoicing and Sales Order Processing *Set Options* form is accessed via the *Utilities* submenu.

Consider these options:

<i>Show Cost & Margin</i>	<i>Always Edit Line W/H</i>
<i>Price / Qty. on Lookups</i>	<i>Select Traceable Numbers on Quantity</i>
<i>Extra Date & Reference</i>	<i>Use Latest Rate At Time of Supply</i>
<i>Consolidate Deliveries</i>	<i>Allow Outstanding Order Lines On Deliveries</i>
<i>Consolidate Invoices</i>	<i>Override Credit Exceeded and A/C On Stop Status</i>
<i>Immediate Print</i>	<i>Include Uninvoiced Deliveries in Customer Balance</i>
<i>Header Input First</i>	<i>Stop Orders being processed whilst A/C is on Stop</i>
<i>Show Stock Memo</i>	<i>Next Reference No's</i>
<i>Auto Edit Transaction Memo</i>	<i>Cash Account Prefix</i>
<i>User Input of Order, Delivery & Invoice Numbers</i>	<i>Display Documents for Last x Months</i>
<i>Use System Date on Contract Invoices</i>	<i>Update Stock At Delivery/Invoice</i>
<i>Exclusive Batch Processing</i>	<i>Warnings For.</i>

Advanced SOP Settings

Every function in the Invoicing application is also available in the Sales Order Processing application. In addition to this, Sales Order Processing has extra functionality in the following areas:

- User control over the allocation of stock to sales orders
- Part processing of documents
- Optional picking lists.

If the Purchase Order Processing application is used, it is possible to use back-to-back processing where purchase orders and works orders can be generated from sales orders.

Setting up Sales Order Processing

The way in which most of the Sales Order Processing functionality works depends on the way the application is set up on the *SOP - Utilities - Set Options - Advanced Options* form.

The *Advanced Options* form has additional options to those available in the Invoicing application, which control how the extra SOP facilities work. These options cannot be changed if there are active orders in the system. Please refer to the Online Help topic for the form and read the explanation of each option.

Consider these options:

<i>Use Picking Process</i>	<i>Suggest Made Quantities if Back to Back Works Orders</i>
<i>Picking From Allocation</i>	<i>Allow Back to Back Ordering</i>
<i>Use Delivery Process</i>	<i>Allow Purchase Orders</i>
<i>Restrict Allocations</i>	<i>Allow PO Documents</i>

Allocating Stock to Sales Orders

When the Sales Order Processing application is present, stock must be allocated to a sales order before the order can be progressed to a delivery note or invoice using the Batch Processing command.

The way in which stock can be allocated to a sales order depends on the settings in *SOP - Utilities - Set Options - Advanced Options*. Please refer to the Online Help topic for the form and read the explanation of each option.

You should also consider the following options:

<i>Force Stock Allocations</i>
<i>Allocate 0 Priority Forward Transactions</i>
<i>Suggest Allocated or Picked Quantities</i>

Purchase Order Processing

Purchase Order Processing enables the entry of purchase orders, receipts against purchase orders, and posting of purchase invoices into the Purchase Ledger. Invoices can be matched with deliveries or purchase orders, allowing for easily maintained status control.

Model purchase orders can be created, allowed for fast commitment into purchase orders without the need to re-key the information.

Purchase Order Processing must have the Purchase Ledger present because supplier accounts are created and maintained in the Purchase Ledger. It can also be linked to the other following applications:

- Stock
- Sales Order Processing
- Purchase Invoice Register

If linking to the Stock Control application, a supplier product file can be created, linking stock items to supplier records, enabling key information to be entered such as the Economic Order Quantity, Lead Time, Cost Price, and Vendor Rating. Receipts of purchase orders can be posted in either POP or Stock.

If linking to the Sales Order Processing application, a sales order can create a purchase order or a back-to-back purchase order request.

Advanced Purchase Order Processing

The Advanced POP feature extends the functionality of Purchase Order Processing to allow the creation and optimisation of Documents, and the ability to re-order stock. In order to use this functionality, it must be activated by checking the *Advanced POP* box on the *Options* tab of the *System - Maintenance - Company Profiles* form.

The *Documents* command enables uncommitted purchase order information to be created and processed in the application without updating the supplier's balance, stock balances, or the current company's purchase order balance. Documents also do not update the Nominal Ledger. A document can be changed to a committed purchase order at a later date, and only then are the relevant balances updated.

Like model purchase orders, model documents can be created and used for a fast generation of documents without the need to re-key the information. Documents can be optimised, allowing several documents to be amalgamated for the same supplier or for different suppliers. Optimised documents retain traceability, and thus historical information on your traceable stock items is maintained after optimising.

The *Re-order* command can be used to automatically generate purchase orders or documents for stock items by comparing their projected stock levels against their re-order levels and minimum quantities.

Set Options

The *Set Options* control how the Purchase Orders application operates, therefore understanding the effect of each option is essential before deciding how it should be set.

The Purchase Orders *Set Options* form is accessed via the *Utilities* submenu. Please refer to the Online Help topic for the form and read the explanation of each option.

Consider these options:

<i>Create Supplier Product</i>	<i>Clear Undelivered Invoiced Orders</i>
<i>Override PO Number</i>	<i>Next Purchase Order</i>
<i>Do Not Hold PO Images</i>	<i>Next P/O Model Number</i>
<i>Print Orders as Entered</i>	<i>Next Model Number</i>
	<i>Next Document</i>
	<i>Allow Supplier with Product to be Dormant</i>

Payroll

Payroll is designed to be an integral part of the overall accounting system, although it can be used on a stand-alone basis without integration to the Nominal Ledger, Personnel or Cashbook.

If you are going to operate multiple pay frequencies, individual payrolls for weekly, two-weekly, four-weekly and monthly paid employees, you can create groups for each. This enables the operator to analyse and produce reports for each group on a separate basis or multiple combined groups if required.

If linked to the Nominal Ledger, analysis may be via Nominal Ledger Cost Centres and/or Departments. If linked to the Advanced Nominal Ledger analysis may also be via two additional dimensions.

Pensions Auto Enrolment processing, Real Time information, attachment orders processing, trade dispute, retrospective NI adjustments and full P32 Processing options are all available to offer the user a complete solution.

Opera Payroll is recognised under the HMRC PAYE Recognition Scheme - www.hmrc.gov.uk/ebu/psu.htm.

Set Options

The *Set Options* control how the Payroll application operates, therefore understanding the effect of each option is essential before deciding how it should be set.

The Payroll *Set Options* form is accessed via the *Utilities* submenu. Please refer to the Online Help topic for the form and read the explanation of each option.

Consider these options:

Options Page 1 (HMRC & Banking Settings)	
<i>Sort Code</i>	<i>ECON</i>
<i>Bank Account No.</i>	<i>Child Maint. ER Ref. No</i>
<i>Account Name</i>	<i>Current Tax Year</i>
<i>BACS System</i>	<i>Email details for payslips & P60s</i>
<i>PAYE Reference</i>	<i>P32 Co. Consolidation ID</i>
<i>Tax District</i>	<i>P32 Payment Frequency</i>
<i>Accounts Office Ref.</i>	<i>P32 by Income Tax Month (must select if you run a weekly, two-weekly or four-weekly payroll)</i>

Options Page 2 (General & Statutory Payments Settings)	
<i>Hours and Minutes</i>	<i>Align Pay Ref Period with Tax Period</i>
<i>Use Departments</i>	<i>Entitled to Small Employer's Relief</i>
<i>Allow Employee Holiday Days</i>	<i>Use Full SMP Processing</i>
<i>Allow N/L Masking</i>	<i>Pay SMP/SPP/SAP to End of Period</i>
<i>Post Blank Control Account Cost Centres</i>	<i>Use Full SPP (Birth) Processing</i>
<i>Use Groups</i>	<i>Use Full SSP Processing</i>
<i>Current Week in Holiday Average</i>	<i>Pay SSP to End of Period</i>
<i>Trade Dispute</i>	<i>Spilt-Week Payments of SMP/SAP</i>
<i>Allow Off-Payroll Workers</i>	<i>Use Full SPP (Adopt) Processing</i>
<i>Use HMRC's Data Provisioning Service</i>	<i>Use Full SAP Processing</i>
<i>Use Advanced Pension Processing</i>	<i>SSP Qualifying Days Pattern</i>
<i>Use Auto Enrolment Processing</i>	
Options Page 3 (Keep History, Attachments Orders & Pension Settings)	
Pay Period	Weeks for Holiday Pay Average
Permitted Payment Method	Days for Holiday Pay Average
Keep T.P. Summary Image	Holiday Pay Payment Number
Keep Payslip Image	Attachment Orders
Web Ee Details (after Yr.End)	Deduct Admin Fee
Keep Statutory Payments History	Standard Fee
Keep Transaction History	Scottish Fee
Keep Tax Year History	Export File
Data Prov.Service History	Pension Group
L.E.L. for Pension	Payment Source
U.E.L. for Pension	Payroll Code
Value for Low Gross Pay	Max. Charity Contributions P.A.
Value for Low Net Pay	Maximum Tax Refund for Starter

Max. Cheque Value	
Alternative Co. ID for N/L	
Tax Regulatory Limit %	

Recommended Order of Setup

Consider whether you want statutory rates and bands for Tax, NI, Statutory Payments and so on to be updated automatically to those provided by Pegasus Software. If so, in the Server Administration & Monitoring (SAM) utility, open the **General Settings** view and tick the *Auto-deploy payroll statutory rates upon system upgrade* option. Leave the option cleared if you want to update the rates and bands in Payroll after completing the setup steps.

Then log in to Opera 3 SQL SE and create these records in Payroll.

Bank Details	Create company bank details on the Bank Details form on the Maintenance menu.
Set Options	Define your options on the Set Options form on the Utilities menu for each payroll group.
Group Details	<p>A default group, called 'Main Group', is provided and this has a blank group code. This enables you to define information shared by all groups.</p> <p>If paying with more than one pay frequency, define your payroll groups on the Group Details form on the Maintenance menu. Then return to the Set Options form and update the group-specific options for each payroll group.</p> <p>The system automatically sets each group's options to those of the default group. You should therefore return to the Set Options procedure for each group in turn and define its specific information. A password can be set up for each group.</p>
Department Details	Set up the payroll departments on the Department Details form on the Maintenance menu.
Payment Profiles	Define profiles for your payments on the Payment Profile form on the Maintenance menu.
Deduction Profiles	Define profiles for your deductions on the Deduction Profile form on the Maintenance menu.
Employee Profiles	Define profiles for your employees on the Employee Profile form on the Maintenance menu.
Calendar	Define a calendar for each of the payroll groups in the Calendar form on the Utilities menu.
Pay Periods	If creating a Payroll mid-way through the tax year, enter the current pay period on the Pay Periods form on the Utilities menu.

Coinage Analysis	If you are paying your employees by cash, set up your coinage analysis on the Coinage form on the Utilities menu.
Nominal Ledger Codes	If Payroll is linked to the Nominal Ledger, define Nominal Ledger codes and masking on the Nominal Codes form on the Utilities menu.
Nominal Accounts and Cost Centres	If Payroll will link to an external Nominal Ledger, define Nominal Accounts and Cost Centres for that system. Payroll will link to an external Nominal Ledger if that option is selected on the System - Maintenance - Company Profiles form.
Pension Scheme	<p>If the <i>Advanced Pension Processing</i> option on the Set Options form is used, define the pension schemes on the Pension Scheme form on the Maintenance menu. To assign employees to new pension schemes, use any of these commands:</p> <ul style="list-style-type: none"> • Payroll - Processing - Pensions - Employee Pensions • Payroll - Processing - Pensions - Auto Enrolment Details • Payroll - Global Changes - Auto Enrolment Updates. <hr/> <p>To understand the steps required to set up Advanced Pension Processing and Auto Enrolment, see the <i>Payroll & HR - Pensions - Setting up</i> section of the F1 Help.</p>
Pension Payment Source	<p>If you are using NEST pensions you need to enter a unique code and description in Opera.</p> <p>When you set up a scheme with NEST you will have recorded information for each payment source, including a name, method of payment (for example, direct debit, debit card, direct credit) and bank account details.</p>
Pension Group	If you are using NEST or NOW: Pensions you will have created one or more pension groups. You need to record some of those details in Opera, including its name and contribution frequency.
Processing	Set up your employees allocating the correct Employee Profiles .
Payments and Deductions	Specify the appropriate rates of pay for each employee on the Processing - Pay & Deductions form.
Attachment Orders	If your employees are subject to attachment orders, assign the appropriate attachment order to each employee on the Processing - Attachment Orders form.
To-Date details	If setting up your payroll halfway through the year specify each employee's total gross pay and tax paid to date on the Processing - To Date form.

Data Backup	Take a backup of your data using the Backup command on the Utilities menu in the System Manager.
Calculation	Run a calculation.

Online Filing Manager

Payroll works with Pegasus Online Filing Manager to send RTI submissions to the Government Gateway. To use the service, you must install Online Filing Manager, enrol with the Government Gateway and activate the PAYE Internet Service for Employers. Refer to the HMRC web site for guidelines about the nature of the service, who is eligible and the steps you need to take to enrol. Make sure you enrol in plenty of time to send in your returns by their due dates.

Personnel

The Personnel application is designed to be used as an integral part of the Opera Payroll system.

Records are held in both the Payroll and Personnel applications. The user can create an employee record within either the Payroll or Personnel applications.

It is possible to use Payroll without Personnel (in which case all Personnel menu items do not appear), and it is possible to use both together.

Integration with Payroll

The Personnel application automatically integrates with Payroll. As a result, both applications share some of the same employee details. A new employee record created using the Processing command in the Payroll application results in a personnel record being created automatically. Similarly, a personnel record created in the Personnel application results in an employee record being created in the Payroll application's data files, although it is marked as 'Personnel only'.

Set Options

The Set Options control how the Personnel application operates, therefore understanding the effect of each option is essential before deciding how it should be set.

The Personnel Set Options are accessed via the Utilities submenu. Please refer to the Online Help topic for the form and read the explanation of each option.

Consider these options:

<i>Years to Keep Records</i>
<i>Hourly Paid</i>
<i>Pro-Rata Holiday Entitlement</i>
<i>Salary Number</i>
<i>Basic Pay Number</i>
<i>Default Weekly Hours</i>
<i>First Holiday Month</i>
<i>Years to Keep Transactions</i>
<i>Max. Days to Carry-Over</i>

Customer Relationship Management

Sales Pipeline Management

Sales Pipeline Management (SPM) is an integrated contact management system that allows you to create tasks for your employees, and track all the activity between your business and existing customers, suppliers and prospects. You can easily import your customer and supplier details into Sales Pipeline Management.

The application's versatility allows you to monitor activity and communicate with prospects using documents, email, and mail merge. This can be at your customers or prospects' company level so only details specific to them are displayed, at the individual contacts' level, or at the level of an individual opportunity.

Note: You can use SPM on a stand-alone computer or a network where all users use the same dataset, or using the SPM Remote feature, laptop users can use it remotely using a subset of the main dataset.

Set Options

If you are going to use email and Word documents in Sales Pipeline Management, you need to update the Set Options form to link to Microsoft Outlook and the Microsoft Word templates you want to use. You can also create define your template for emails here. You access the Set Options command via the Utilities submenu. Please refer to the Online Help topic for the form and read the explanation of each option.

Consider these options:

Automatically transfer new contacts to MS Outlook Contacts Folder
Automatically transfer new contacts to MS Outlook Contacts Folder
By default, restrict the display of activities, contacts etc. to those owned by the current user
When saving an activity, warn if there are other conflicting activities
Default Date Display
Quick Letter Template
Quotation MS Word Document Folder
Set owner of new Opportunities to current user
By default, set new Opportunities to exclude value of Quotation
Include internal contacts in Contact Processing
Do not store email body text in History
Treat Delivery Account as Separate Companies
Opportunity Values Captions
Non-working day calendar colours
Calendar Start Time and End Time

Recommended Order of Setup (Checklist)

It is suggested you set up Sales Pipeline Management in the following order:

Form	Description
My Company	Update your company information in the Sales Pipeline Management - My Company form. The company name and address is maintained from the System - Maintenance - Company Profiles form. When you save the My Company form for the first time, you are asked if you want to create internal contacts in Sales Pipeline Management from the People Profiles in the System Manager.
My Record	Update the Sales Pipeline Management - Contacts - My Record form, which is the internal contact record for the active Opera 3 user. When the My Record entry is created it is automatically linked to the active user. Each user must create a My Record entry in Sales Pipeline Management. You can create all the required My Record entries by adding new internal contacts or editing those created from the People Profiles . Use the User Preferences form on the Action menu to define individual settings for each of the My Records entries.
User Profiles	Define access for each user in the System - Maintenance - User Profiles form. Together with menu access, you can define record-level access in Sales Pipeline Management: full access to all records, view access to records owned by another user, or no access to records owned by another user.
Analysis codes	You should define at least one of each of the following analysis codes from the maintenance menu: Industry Categories, Company Categories, Activity Types, Activity Outcomes, Departments, Job Titles, Sale Types, Sale Stages and Lost & Won Sale Reasons . If you are going to use Mail Merge in Sales Pipeline Management, you must also define Mail Merge Templates. If you need to define additional fields for contacts, companies, and opportunities, you must also update the User Defined Fields form.
Sales and Purchase Ledger Upload	Upload your Sales Ledger or Purchase Ledger accounts into Sales Pipeline Management using the Sales Pipeline Management - Utilities - Sales & Purchase Ledger Upload command. These are displayed on the Company Processing form.
Spreadsheet Import	Import prospects, sites and contact information from an external source using the Sales Pipeline Management - Utilities - Spreadsheet Import command.

Set Options	Update the Sales Pipeline Management - Utilities - Set Options form to link to your Microsoft Outlook contacts and calendar. Choose a quick letter Microsoft Word template, and design an email template. If you do not yet have any Microsoft Word templates, you can update the option later.
Company and Contacts forms	Update the My Company, My Record, Contacts and Companies forms with analysis codes defined before.

Notes