Opera 3 Matrix Report Designing

Training Courseware

Pegasus Software Ltd
Accreditation Training Courseware

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Introduction

About Opera 3

Opera 3 is the most versatile and user-friendly accounting, supply chain management, payroll & HR, manufacturing and reporting solution from Pegasus Software. A modular solution, Opera 3 enables you to select the components that match your current business model, whilst making it possible to add further functionality as requirements change. This means that the capability or capacity of a system can be seamlessly expanded whilst safeguarding the investment.

For more information about Opera 3, select the Solutions link on the Pegasus web site.

About this Guide

This Accreditation Training Courseware offers an accompanying guide to the accreditation training course.

If you are new to Opera 3, read the Getting Started section of the Opera 3 Help that covers the application in more detail. You can access this from the Windows Start menu, or by using the F1 Key or Help menu when you have logged in to the product.

Opera 3 is available for both Visual FoxPro and SQL Server database platforms. This Accreditation Training Courseware applies to both database platforms, however, there are certain elements that are only included in one or the other database, and as such, the relevant sections or paragraphs are clearly identified with the following labels:

> **[SQL]** – only relevant if you are running the application on an SQL Server database.
>
> **[VFP]** – only relevant if you are running the application on a Visual FoxPro database.

Sections that are not identified with these labels are relevant to both database types.

For more information, see the section Functional Differences between Opera 3 Enterprise & Opera 3 Enterprise SQL section in the release guide.

Introducing the module

The Nominal Ledger Matrix Reports enables you to create, and retain for use at any time, any number of report designs ranging from the most simple to the most complex and is used for preparing financial statements.

In brief, the Matrix Reports consists of a ‘spreadsheet’ style of report design, with each cell having its own individual properties, with lookups etc. to assist in populating each cell with access to all relevant numerical data for Accounts, Type and Sub-Types including budgets and previous year comparatives.

Feedback

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Please note that product support is not offered through the above email address.

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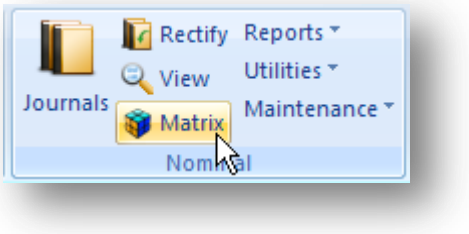
Module Menu Structure

The following sections will cover the functionality of the options in this module as outlined in the image below which shows each menu option contained in this module.



Notes

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The Functionality

The Nominal Ledger Matrix Reports enables you to create, and retain for use at any time, any number of report designs ranging from the most simple to the most complex and is used for preparing financial statements.

In brief, the Matrix Reports consists of a ‘spreadsheet’ style of report design, with each cell having its own individual properties, with lookups etc. to assist in populating each cell with access to all relevant numerical data for Accounts, Type and Sub-Types including budgets and previous year comparatives.

The viewing and printing of reports is also carried out from within the Matrix Reports menu with the availability of a selection criteria screen which will allow users to run reports for a range of cost centres and report codes. Period and year to date figures including previous years values can also be selected within the report.

Private Accounts will not have their values calculated unless the user has access to them.

There is also the option of printing an Exceptions Report to show accounts not included in the report and an Extraction Report that can give a breakdown of Sub-Types and their associated accounts / cost centres which have been included in the report.

The ‘spreadsheet’ style of Matrix Reports also provides a set of functions to allow a variety of calculations for example sum and average enabling the user to achieve a less complex way of totalling.

Notes

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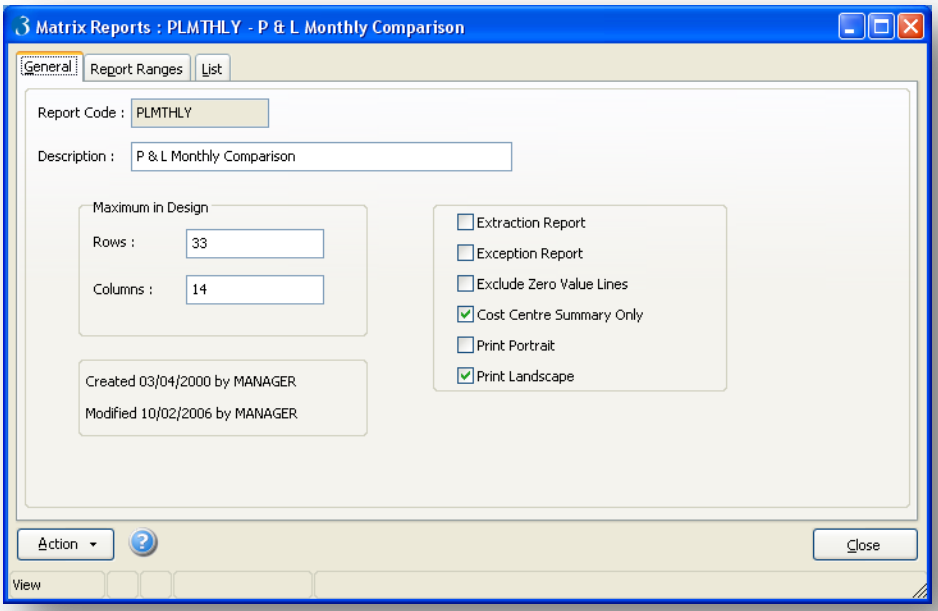
1 Overview

Use the **Matrix Reports** command to create reports based on the data stored in your nominal ledger files. You can design, maintain and store many reports, ranging from the most simple to the most complex. Provided you have chosen to retain transactions for a sufficient length of time, the reports you design can include data, including budgets, from any year and period. You can use cost centres, projects and departments, and report codes as selection criteria and the output of reports can be displayed on screen, printed or sent to file. The design process comprises a number of stages.

1.1 General' Screen

The following screens allow you to create, edit and print reports based on 9 years of nominal account history. Use the standard toolbar buttons to 'Add' or 'Delete' reports. Use the scroll buttons or the 'List' tab page to find an existing report.



1.2 Actions

The commands on the Action menu displayed when you click Action are used to continue perform the following functions:

Use this command	To
Design	Open the Matrix Reports Design form to specify the content of the report.
Report	To process the currently select report. Before you produce a report, you complete the selection criteria on the **Report Ranges** tab if you want to limit the records selected for the output.

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Overview

Notes

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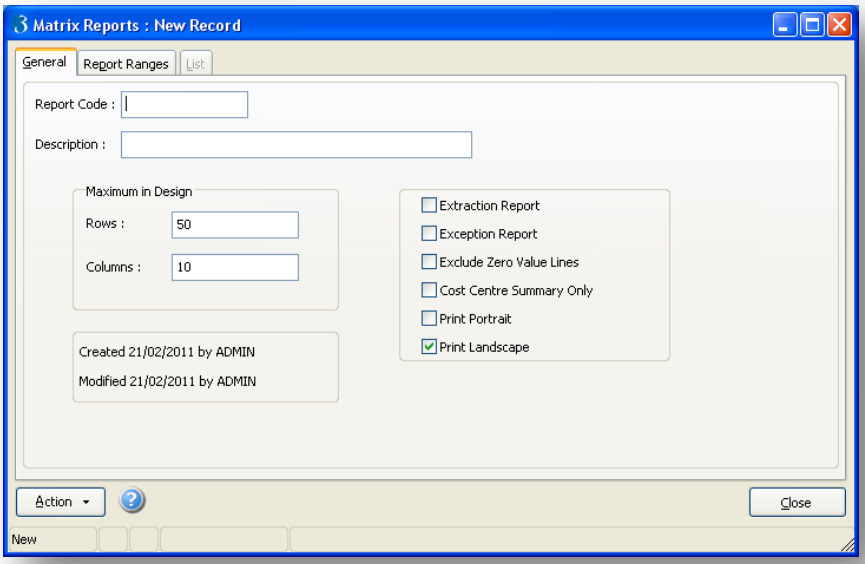
2 Creating & Editing Reports

To create a brand new empty report select the new icon from the tool bar or CNTRL+N. You are prompted to enter a new report name – 12 Alpha Numeric Characters. The report name and description area mandatory fields and you are unable to save the report until these are completed.



Box	Description
Report Code	A unique reference of between one and eight characters used to identify the report.
Description	A description of the report of between one and 30 characters. This will help you identify the purpose or content of the report.
Maximum in Design	The maximum number of rows and columns you want to use for the design. The minimum number of rows you can specify is 20 and the maximum 400. The minimum number of columns you can specify is 3 and the maximum 26.
Extraction Report	An option that determines whether you want an extraction report that provides details of the values (excluding budgets), which have been added into each cell of the report design. This extraction report is not created if the matrix report is output to a file.
Exception Report	An option that determines whether you want to an exceptions report that provides details of the values falling within the report's range, but not included. This exception report is not created if the matrix report is output to a file.
Exclude Zero Value Lines	An option that determines whether zero value lines are included in the report, any text on that line will also be omitted.
Cost Centre Summary Only	An option that determines whether you want a summary report for all selected cost centres. If this option is cleared, transaction details are displayed for each cost centre in addition to a summary report. **Note:** By setting this option ON, the report will summarised for the whole company. If the option is set OFF then the system will produce a report for each cost centre as well as a company summary.

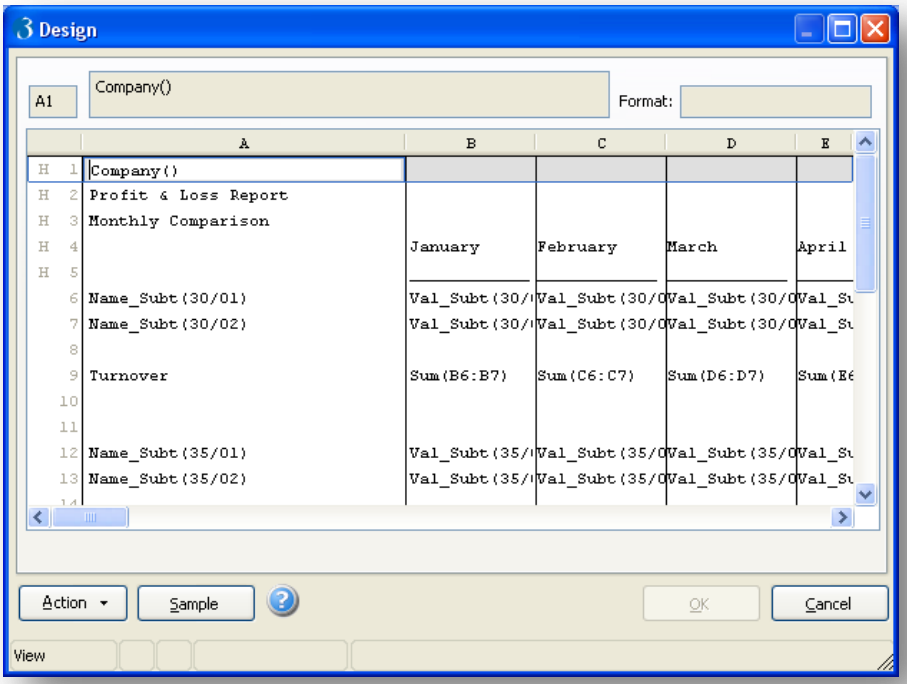
Print Portrait	An option that determines whether you want the report printed in a portrait orientation. Although presented as a check box, this option actually behaves like a mutually exclusive 'radio' option button so it is deselected automatically if you select the **Print Landscape** option.
Print Landscape	An option that determines whether you want the report printed in a landscape orientation.

Notes

2.1 The Report Design Process

Use the **Matrix Reports Design** form to design the content and layout of the report. The form comprises a matrix of cells. The number of cells corresponds to the number columns and rows defined under **Maximum in Design** on the **General** tab of the **Matrix Reports** form.

Upon selecting 'Design' from the 'Action' button the following screen will be displayed.



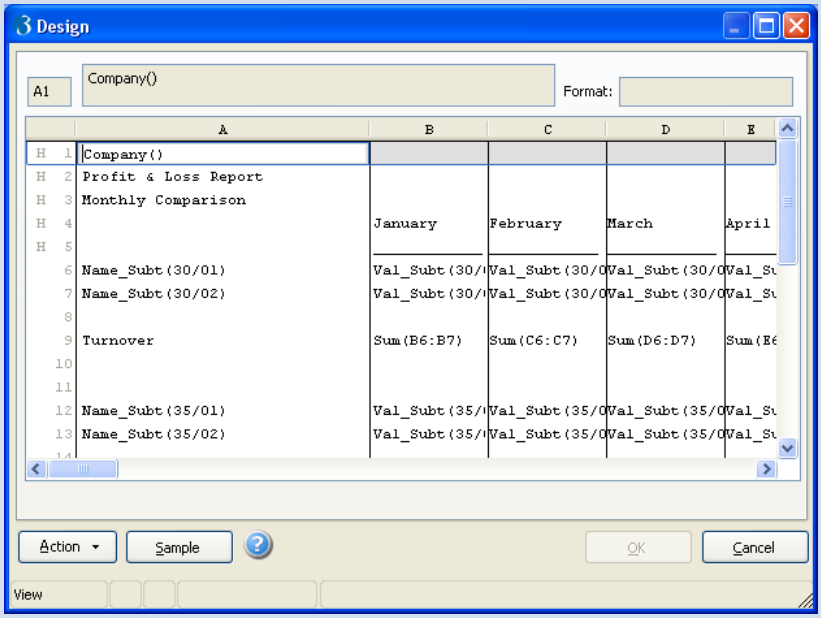
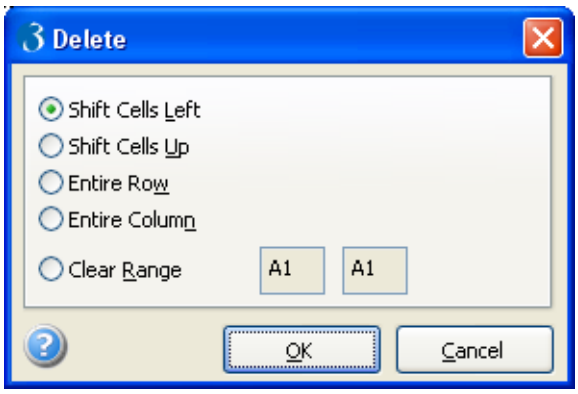
At this point the system will display a 'spreadsheet' style of report. The body of the report is made up of a number of rows and columns. By default it will display the number of rows and columns as defined within the report design header screen. (A maximum of 500 x 26 is allowed.)

The width of each column in the browse screen is controlled by the F10 function key and will only show as much of the text or formula for each cell as is allowed by the column width. The default width is 12 characters but can be reset as required.

You can move around the report by use of the cursor keys or by use of a mouse. Ctl Home and Ctl End will move to the top or bottom of the design. PgDn and PgUp will move up and down a page at a time. As each field is entered the cell number and the content and controls of the field are displayed in an area above the browse window.

The following commands are provided on the **Action** menu:

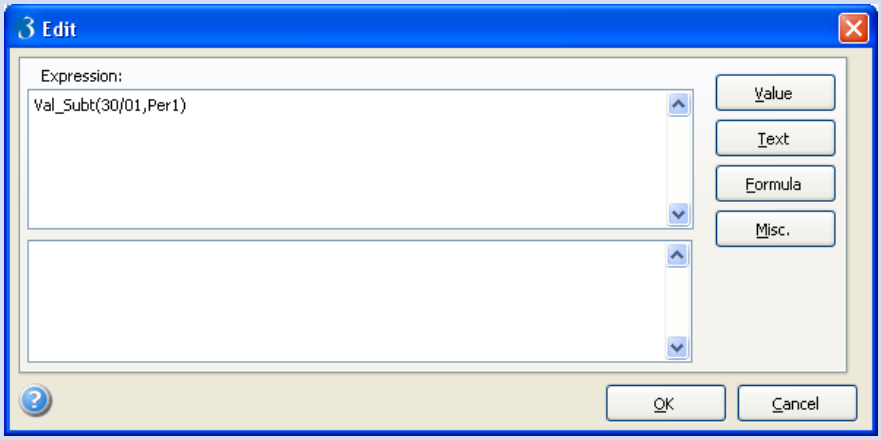
Notes

Use this command	To
Range	Select a range of cells. Click and drag to select a range of cells for which a further action can be applied, such as deleting, copying or moving. **Note:** Use this to select a range of cells within each column, or a range of columns and cells for formatting, calculations etc. Pressing the F2 Range function key a second time will fix the selection. Selecting the F2 Range a third time will de-select all in the range. During range selection the system will display the range above the browse screen. 
Delete	Delete the content of the currently selected cell(s). The **Delete** dialog box appears and you can select an option according to what action you want to take place after deletion:  • Select **Shift Cells Left** to move all cells below the selected cell in the same column, one column left. • Select **Shift Cells Up** to move all cells below the selected cell in the same column, one row up. • Select **Entire Row** to delete the current row and move all rows below the selected cell up one row. • Select **Entire Column** to delete the selected cells' column and move all columns to the right of the selected cell, one column to the left. • Select **Clear Range** to clear the selected cell or range of cells.

Notes

Edit

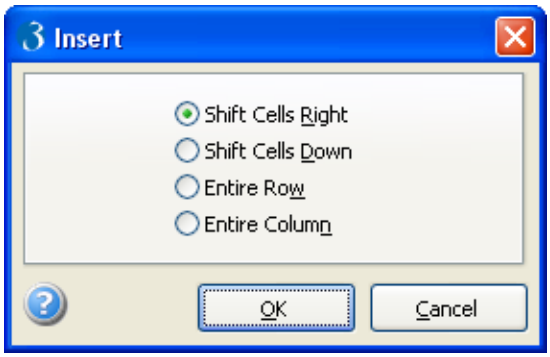
Edit the content of the currently selected cell. Using the **Edit** form that appears, you can enter text, functions and formulae for the cell. You can either type them directly in the **Expression** box or use the **Value**, **Text**, **Formula** or **Misc.** buttons. You can also type a comment in the lower box to describe the contents of the cell.



Warning: Expressions are automatically built according to the application's rules when you use the **Value**, **Text**, **Formula** or **Misc.** buttons. Expressions that are typed in the **Expression** box are not validated by the system so you must be sure that the expression is correct.

Insert

Insert cells at the currently selected cursor position. The **Insert** dialog box appears and you can select an option according to what action you want to take place on insertion:

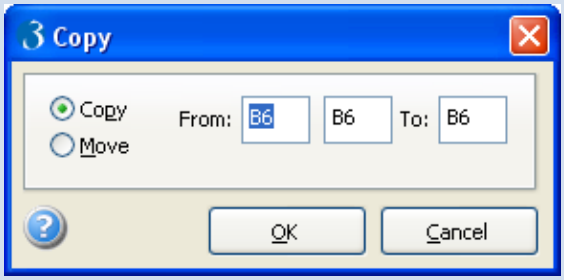


- Select **Shift Cells Right** to move the current cell and all cells to its right in the same row, one column to the right and insert an empty cell.
- Select **Shift Cells Down** to move this cell and all cells below it in the same column one row down and insert an empty cell.
- Select **Entire Row** to move all rows below and including the current one down one row and insert an empty row.
- Select **Entire Column** to move the current and all columns to the right, one column right and will insert an empty column.

Note: When insertions affect the last available row or column, the previous cell entries in these fields will be lost.

Copy

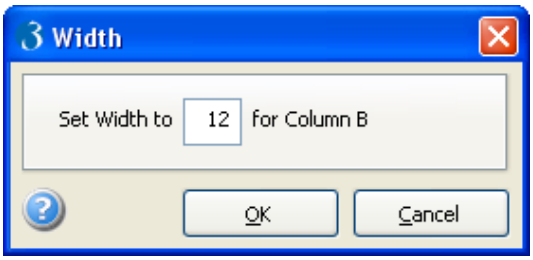
Copy one or more cells to another position in the report. In the **Copy** dialog box displayed, you specify the source range of cells in the **From** boxes and the start cell of the target position in the **To** box. You select **Copy** to duplicate the range at the target position or **Move** to relocate the range.



Notes

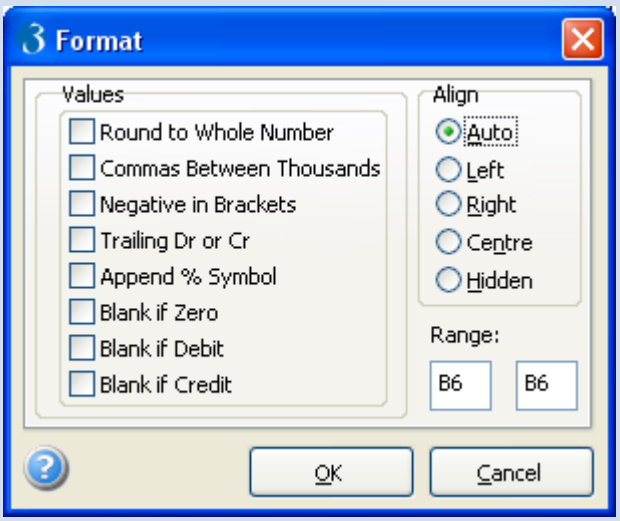
Width

Change the width of the selected column. The default width for all columns are 12 characters. Enter the new width in the box provided on the **Width** dialog box.



Format

Change the default format of a cell or range of cells. Formatting controls include those that affect the display of values and the alignment of the cell contents. On the **Format** dialog box, you enter the range of cells to be formatted under Range, those select the option required from the following:

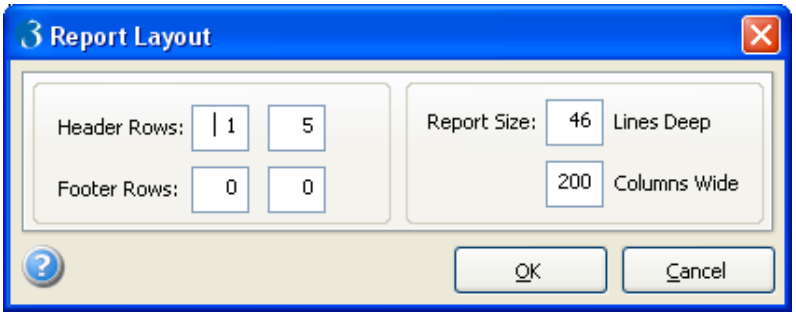


- Select **Round to Whole Number** to show values in whole numbers; otherwise values will be shown inclusive of decimal places.
- Select **Commas Between Thousands** to show commas between thousands.
- Select **Negative in Brackets** to enclose negative values in brackets.
- Select **Trailing Dr or Cr** to display either 'Dr' (for debit) after positive values or 'Cr' (for credit) after negative values.
- Select **Append % Symbol** to show a percentage symbol after the value.
- Select **Blank if Zero** to exclude zero values.
- Select **Blank if Debit** to exclude debit values.
- Select **Blank if Credit** to exclude credit values.

Under **Align**, select the alignment for the cell content. If you select **Auto**, numerics will be right aligned and text left aligned. Other options force the cells to the alignment chosen which will be either **Left**, **Right**, or **Centre**. If you select **Hidden** cell contents are hidden from the report output.

Layout

Define the report layout in terms of the number of header and footer rows and the depth and width of the report for printing purposes. You define the values for these settings in the corresponding boxes on the **Report Layout** dialog box that appears.

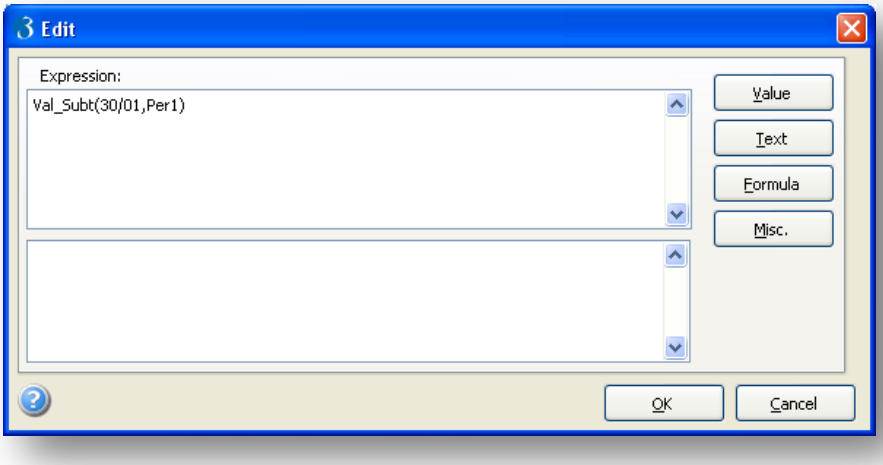


Note: To see data in place of formulae within the cells on the **Matrix Reports Design** form, click **Sample**.

Notes

2.1.1 Edit Commands

When you select the Edit command on the Action menu, the Edit form appears in which you specify the content of a cell. This form includes command buttons that you can use to control the input of a cell 'expression'. An expression in this context is an entry that determines how the item is derived or calculated.



Selecting 'Edit' from the 'Actions' button activates an editing window over the browse window to allow new text, functions and formulae. From the editing screen various functions and formulae are selectable from the four buttons; 'Value', 'Text', 'Formula', 'and 'Misc', and are described separately.

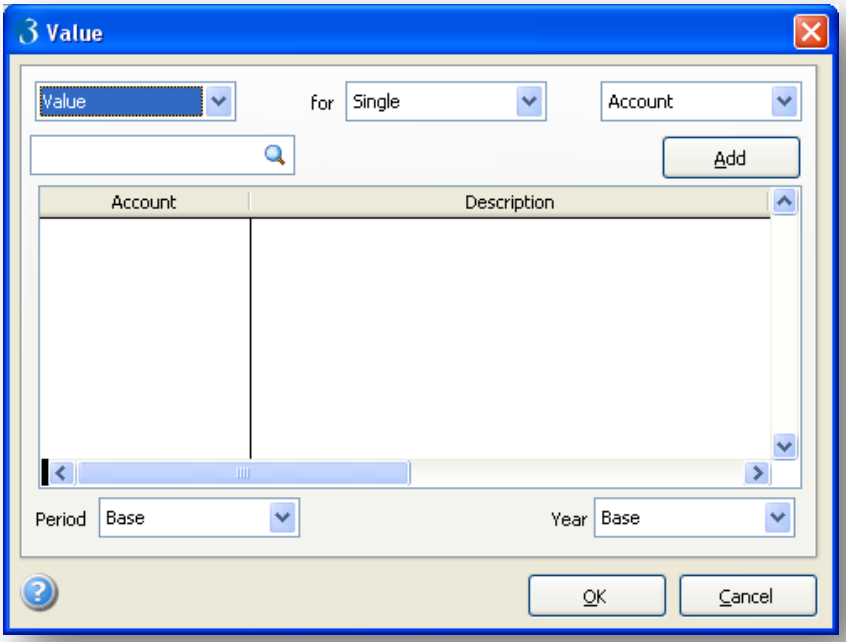
Text can be entered directly into the Expression box. E.g. If you wish to key in free text such as the title of a column or headings, just type them into this box.

2.1.2 Value

When you click Value, the Value form appears and the following entry boxes are provided. You click Add when you have completed the entries to update the cell expression.

Select this button if you want the cell to contain a number, calculated from those stored in Opera Nominal Ledger. This number could be an 'actual' or budget' value, and could be calculated for any period or range of periods currently stored in the data files (up to 9 years).

Notes



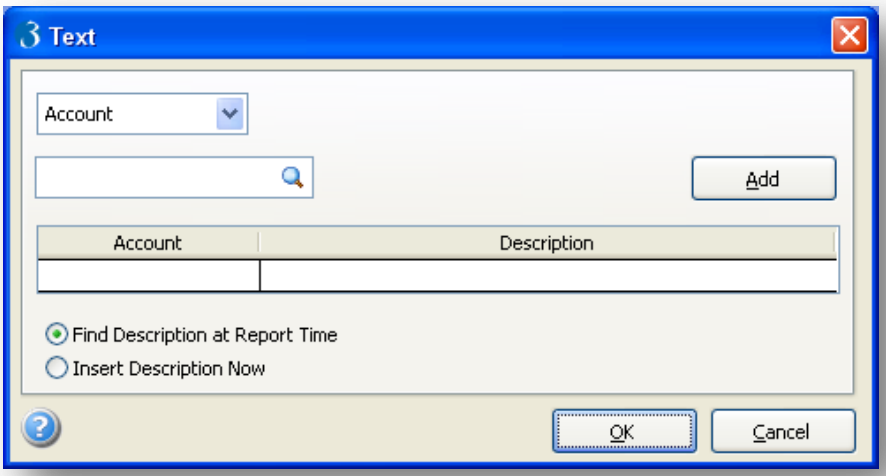
Box	Description
Value Selector	An option that determines whether the cell is a value, budget, original or revised budget. • Select **Value** to display the actual value for the chosen 'key'. • Select **Budget** to display the budget (original or revised according to the setting of the **Which Budgets?** option on the **Nominal Ledger - Set Options** form) for the chosen key. • Select **Original Budget** to display the original budget for the chosen key. • Select **Revised Budget** will display the revised budget for the chosen key.
for	An option that determines whether you want to apply selection criteria to the key. You can choose **Single**, **Range of** or **Series of** accordingly. • Selecting Single implies that the number will be taken from a single account, or single type, or single sub-type. Later a single record will need to be selected. • Selecting Range Of implies that the number to be displayed will be calculated by adding together several values contained in a range of accounts, types or sub-types. Later a first and last record will need to be selected to define the range. • Selecting Series Of implies that the number to be displayed will be calculated by adding together values contained in several, but not necessarily consecutive, accounts, types or sub-types. Later, up to nine records can be selected to define which records should be added.
Key Type	An option that determines the key field in the data to which the preceding selections applies. You can select from a list one of **Account**, **Type**, **Sub-Type**, **Report Code** (1 to 5), **Cost Centre** or **Account/C.C., Project** or **Department**.
Key Selector	A list box from which you can select the key according to which key type you have specified. You can select up to nine keys for an expression. **Note** : If you selected **Single** in the 2nd dropdown list, you will only be able to select one record. If you selected **Range Of** in the 2nd dropdown list, you will only be able to select two records (these are the first and last record in the range). If you selected **Series Of** in the 2nd dropdown list, you will only be able to select 9 records.

Notes

Period	An option that determines the period on which the cell's value will be based. You can select from a list. This can range from the base (current) period to base period minus 23. For example, **Base-12** means go back 12 periods from the base period. If this goes back into a previous year, the year will be adjusted automatically. Other choices available include **Base YTD** which provides a sum of all periods including the current period. Individual period options indicate an actual period in the year without reference to the base. **All Year** provides a sum of all the periods for the year without reference to the base. **Note**: From this dropdown list you can choose the period(s) that you wish to base this value on. Each time the report is printed, a period and year can be selected. These are known as the base period and the base year. Values that are printed on the report can be selected relative to the base period, so that, for example, the report could always be made to print values in the selected period (Base), and the period prior to that (Base-1). • **Base YTD** -This is the sum of all periods up to and including the base. • **Period x** -Indicates an actual period in the year without reference to the base. • **All Year** -This is the sum of all periods for the year without reference to the base.
Year	An option that determines the year on which the cell's value will be based. This can range from the base (current) year to base minus 9. For example, **Base-9** means go back 9 years from the base year. From this dropdown list you can choose the year that you wish to base this value on. • Base This is the year selected at the time of printing the report. • Base-1 This is the year prior to the year selected at report time. • Base-*x* This is the *x*th year prior to the year selected at report time.

2.1.3 Text

When you click **Text**, the **Text** form appears and the following entry boxes are provided. You click **Add** when you have completed the entries to update the cell expression.

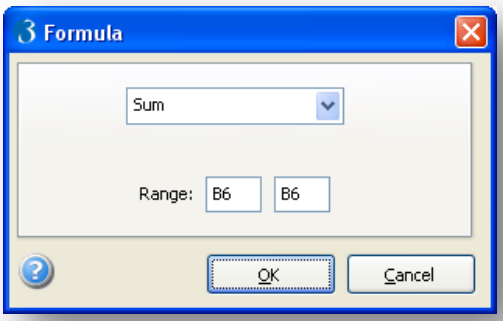


Notes

Box	Description
Key Type	An option that determines the whether the cell's description is based on the nominal account, type, sub-type, project or department, report codes 1-5, cost centre or account/cost centre description. You can select from a list.
Key Selector	A list box from which you can select the key according to which key type you have specified.
Find Description at Report Time	An option that determines whether the system will extract the cell description at the time the report is run. **Note:** If the description has changed, the new description will be used.
Insert Description Now	An option that determines whether you want to insert the description immediately in the cell **Note:** This text will not change even if the description of the associated record changes.

2.1.4 Formula

When you click **Formula**, the **Formula** dialog box appears and the following entry boxes are provided. You click **Add** when you have completed the entries to update the cell expression. Use the command to add a formula to calculate a cell's contents.

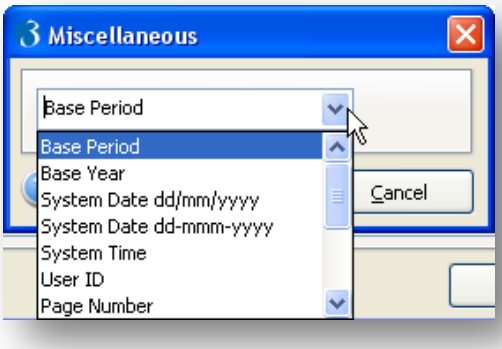


Box	Description
Formula	An option that determines the nature of the calculation used to derive the cell's content. You can select from a list one of the following: • Select **Sum** to add the contents of the range of cells. • Select **Average** to calculate the average value based on the range of cells. • Select **Minimum Value** to return the lowest value in the range of cells. • Select **Maximum Value** to return the highest value in the range of cells. • Select **Rounding Amount** to calculate the 'aggregate' rounding of the range of cells.
Range	The row and column reference that identifies the range of cells on which the formula operates.

2.1.5 Misc

Notes

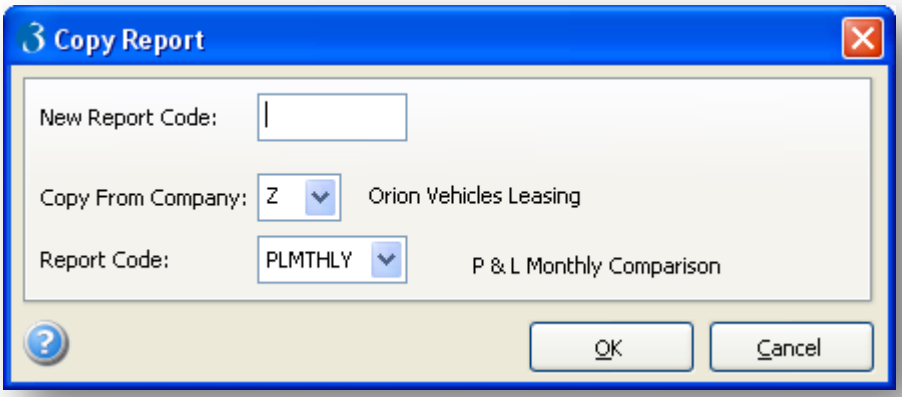
When you click **Misc.**, a list box appears in which you can select a miscellaneous entry for a cell's contents. You click **OK** when you have selected the item to update the cell expression. The options available are:



- Base Period.
- Base Year.
- System Date dd/mm/yyyy.
- System Date dd-mmm-yyyy.
- System Time.
- User ID.
- Page Number.
- Force New Page.
- Cost Centre Code.
- Cost Centre Description * *This will display the cost centre description that is printed. When the summary is printed the code will be blank and the description will be 'Cost Centre Summary.'*
- Company Name.
- Currency Exchange Rate.

2.2 Copying Report Designs

If you have already created one matrix report, you can copy the details to create a new one using the Copy data button on the toolbar. To copy an existing report – select the copy date icon on the tool bar or use CNTRL+M from the keyboard.



Notes

Name Report Code

Select a name for your report – 12 alpha numeric characters.

Copy From Company

Select the company letter from the drop down box.

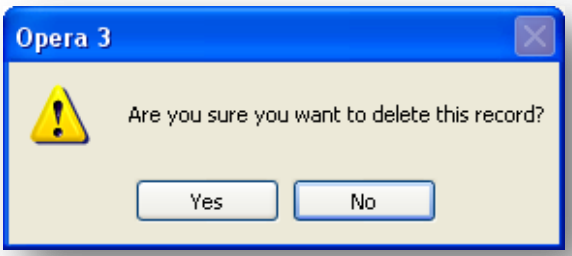
Report Code

Select the report to copy from existing reports.

The copy routine copies the report exactly.

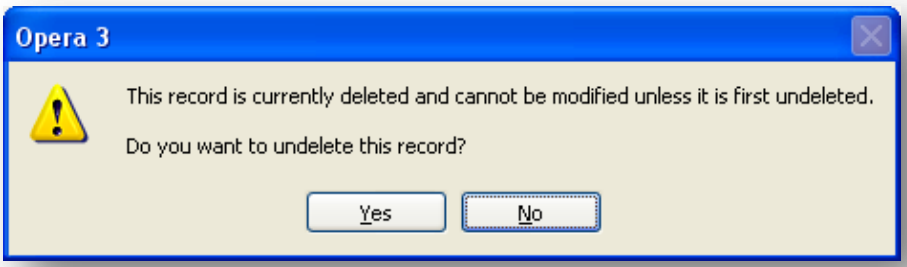
2.3 Delete Report

To delete an existing report select the delete icon from the task bar or use CNTRL+D.



You are asked to confirm your request to delete the report. This will not be removed from the list until a tidy routine has been run.

A small cross will appear at the bottom of the record to show that this has been deleted.



To undelete a record go into the record and edit any field. You will be asked if you wish to undelete the report.

2.4 Expression Building

Operators

Once the contents of a cell have been defined within the Expression screen there are a number of formulae operators that can be performed enabling you to add, multiply, subtract and divide one field to / from another. A symbol which appears in the following list will only be considered as text if it is within quotes.

Notes

Operator	Description
*	Multiply
/	Divide
+	Add
-	Minus

Numeric entries and cell numbers may be referred to directly, whilst accounts etc. can only be referenced via a function.

The following are all valid expressions which can be used in a cell in report design.

B3+F3

Val_Subt(30/01,Per1)+ Val_Subt(30/01,Per2)+ Val_Subt(30/01,Per3)

SUM(A1:A10)*C12/100

Notes

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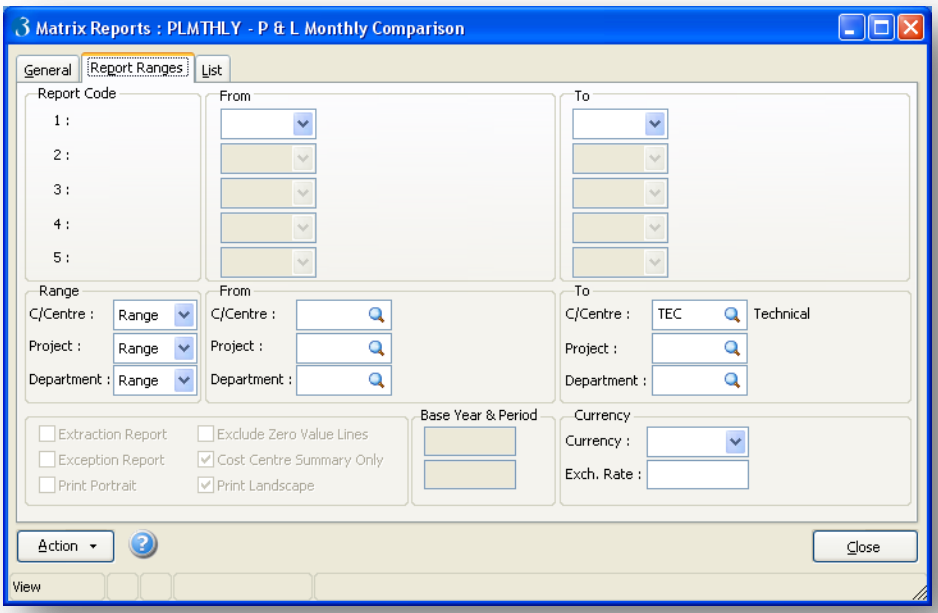
3 Running a Report

Upon selection of 'Report' from the 'Action' button, the system will display a selection criteria screen using the defaults as set in the 'Report Ranges' tab page.

The Report Code criteria, Cost Centre criteria and Currency can be changed, or left at the default settings.



There are also a number of additional fields that may be selected as follows:-

Extraction Report

The extraction report lists each account that has been used on the report, and in which cell its value has been included. If the account value has been included in the design in more than one cell, the number of occurrences will be shown.

Set the check box ON if you require this facility at the time of running the report.

Exceptions Report

The exceptions report will list accounts that have been excluded from the main report, so that you can check whether all necessary accounts have been included. The report will only show accounts not included if they have a value in the current period (i.e. the base period) and match the selection criteria (i.e. cost centre, report code, private account).

Notes

Exclude Zero Value Lines

Setting this check box ON will omit any lines on the report that result in a zero value. When omitting zero value lines, any text on that line will also be omitted.

Cost Centre Summary

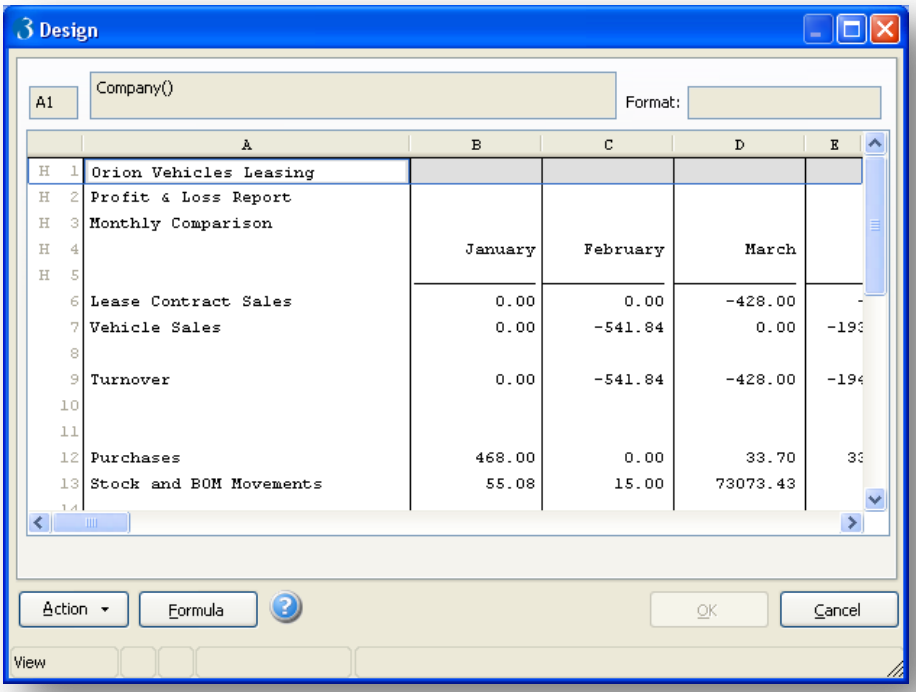
By setting this option ON, the report will summarised for the whole company. If the option is set OFF then the system will produce a report for each cost centre as well as a company summary.

Base Period and Year

The system by default will display the current period and year, but these may be amended to allow historical reporting, as required.

3.1 'Sample' Button

At any time during the design of the report you can use this button to obtain a sample of the report. This will display the report with the resultant calculations of each cell.



If the result of a cell is larger than the cell width it will flow over to the next cell only if it is left aligned text and the next cell is empty and within the current design size.

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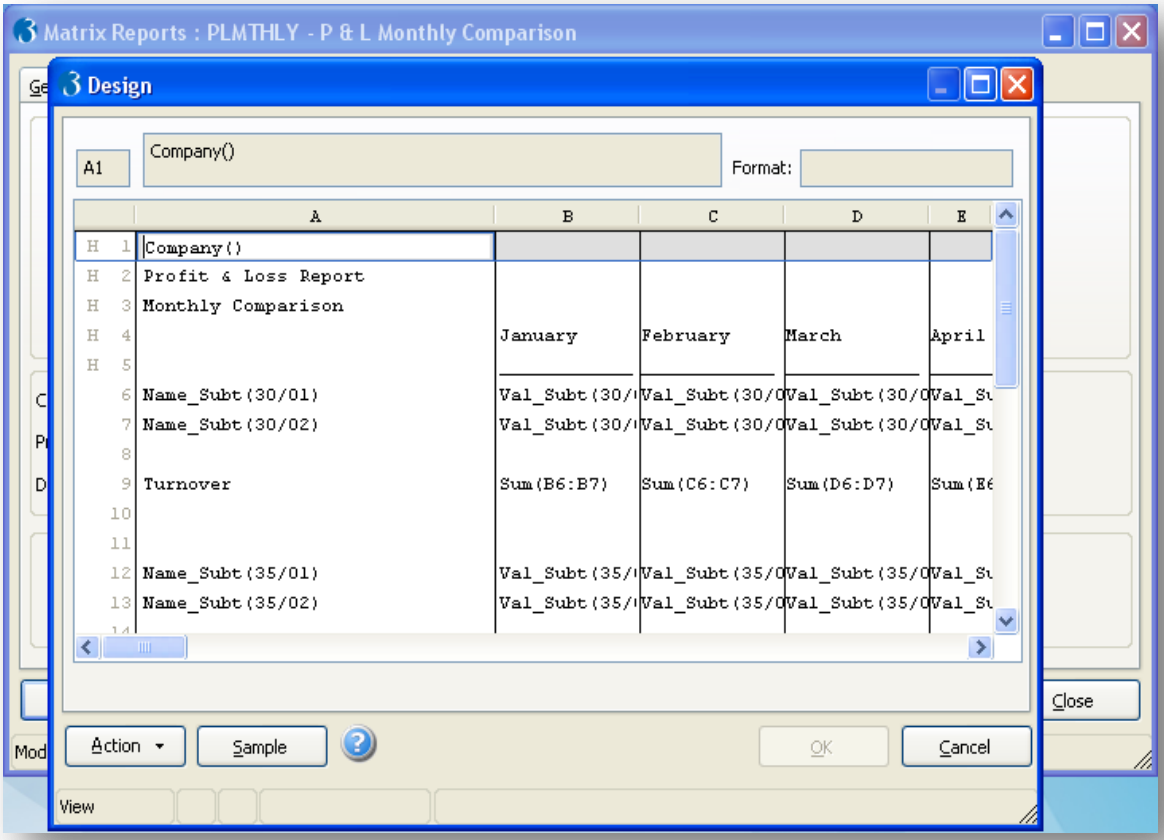
Appendix

Appendix A – Example Report

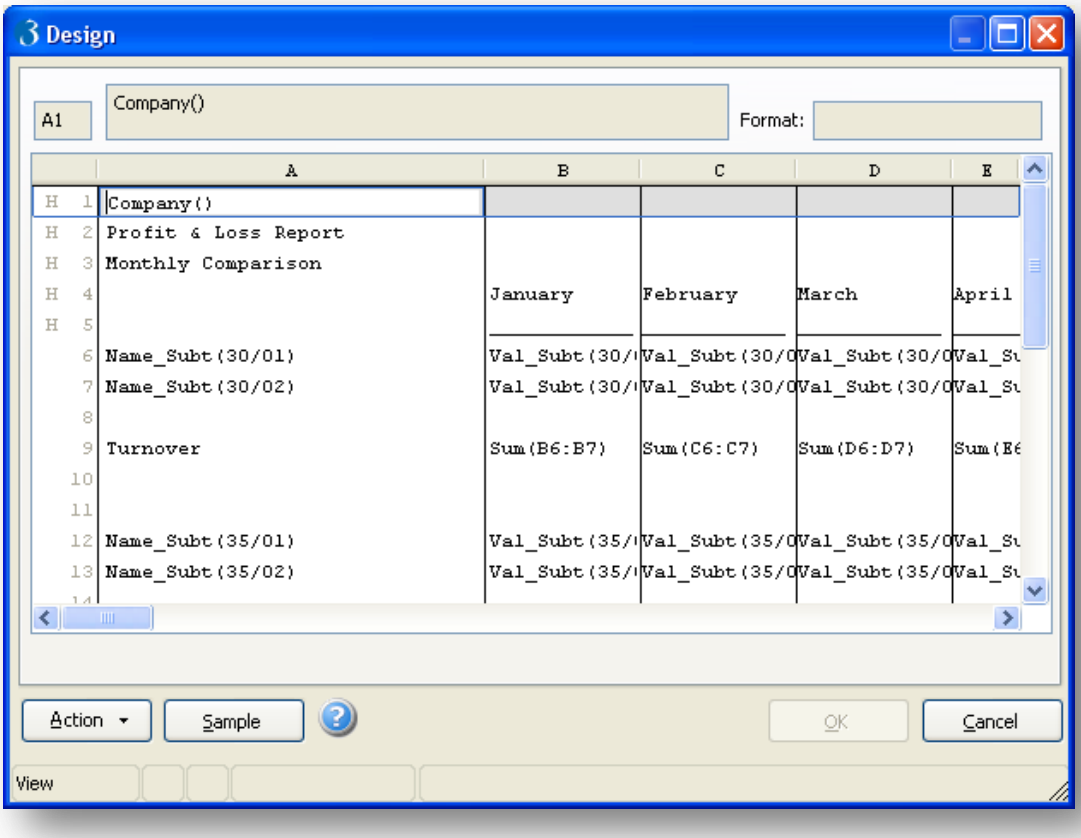
Profit & Loss



Cell	Contents
A1	Company() 'Misc' button used to select the company name.
C1	Date : Free Text
D1	Date2() 'Misc' button used to select todays date (format DD-MMM-YY)
E1	Page : Free Text.
F1	Page() 'Misc' button used to select the page number.
E2	Printed By : Free Text.

F2	User() 'Misc' button used to select the login name of the current user.
A3	Profit & Loss Report Free Text
A4	Actual Vs Budget Yr to Date Free Text
B4-F4	ACTUALS, (Yr T.D.), BUDGETS, (Yr T.D.), VAR % Free Text
B5-F5	_____ (underscore character to underline) Free Text
A6-A7	Name_Subt(30/01), Name_Subt(30/02) 'Text' function button used to select the description associated with subtype 30/01, 30/02
B6-B7	Val_Subt(30/01), Val_Subt(30/02) 'Value' function button used to select the actual value associated with subtype 30/01 and 30/02 for base period year to date, for the base year.
D6-D7	Budg_Subt(30/01), Budg_Subt(30/02) 'Value' function button used to select the budget value associated with subtype 30/01 and 30/02 for base period year to date, for the base year.
F6-F7	B6/D6*100, B7/D7*100 Expression entered to calculate the percent variance between actual and budget values.
A9	Turnover Free Text.
C9	Sum(B6:B7) 'Formula' button used to Sum a range of cells.
E9	Sum(D6:D7) 'Formula' button used to Sum a range of cells.
F9	C9/E9*100 Expression entered to calculate the percent variance between actual and budget values.
A12-A13	Name_Subt(35/01), Name_Subt(35/02) 'Text' function button used to select the description associated with subtype 35/01, 35/02
B12-B13	Val_Subt(35/01), Val_Subt(35/02) 'Value' function button used to select the actual value associated with subtype 35/01 and 35/02 for base period year to date, for the base year.
D12-D13	Budg_Subt(35/01), Budg_Subt(35/02) 'Value' function button used to select the budget value associated with subtype 35/01 and 35/02 for base period year to date, for the base year.
F12-F13	B12/D12*100, B13/D13*100 Expression entered to calculate the percent variance between actual and budget values.
A15	Cost Of Sales Free Text.

C15	Sum(B12:B13) 'Formula' button used to Sum a range of cells.
E15	Sum(D12:D13) 'Formula' button used to Sum a range of cells.



Cell	Contents
F15	C15/E15*100 Expression entered to calculate the percent variance between actual and budget values.
A17	Gross Profit Free Text.
C17	C9+C15 Expression entered to add the contents of two cells.
E17	E9+E15 Expression entered to add the contents of two cells.
F17	C17/E17*100 Expression entered to calculate the percent variance between actual and budget values.
A20-A21	Name_Subt(40/01), Name_Subt(40/02) 'Text' function button used to select the description associated with subtype 40/01, 40/02
B20-B21	Val_Subt(40/01), Val_Subt(40/02) 'Value' function button used to select the actual value associated with subtype 40/01 and 40/02 for base period year to date, for the base year.

D20-D21	Budg_Subt(40/01), Budg_Subt(40/02) 'Value' function button used to select the budget value associated with subtype 40/01 and 40/02 for base period year to date, for the base year.
F20-F21	B20/D20*100, B21/D21*100 Expression entered to calculate the percent variance between actual and budget values.
A23	Other Income Free Text.
C23	Sum(B20:B21) 'Formula' button used to Sum a range of cells.
E23	Sum(D20:D21) 'Formula' button used to Sum a range of cells.
F23	C23/E23*100 Expression entered to calculate the percent variance between actual and budget values.
A25	Expenses : Free Text.
A26-A28	Name_Subt(45/01), Name_Subt(45/02), Name_Subt(45/03) 'Text' function button used to select the description associated with subtype 45/01, 45/02 and 45/03
B26-B28	Val_Subt(45/01), Val_Subt(45/02), Val_Subt(45/03) 'Value' function button used to select the actual value associated with subtype 45/01, 45/02 and 40/03 for base period year to date, for the base year.
D26-D28	Budg_Subt(45/01), Budg_Subt(45/02), Budg_Subt(45/03) 'Value' function button used to select the budget value associated with subtype 45/01, 45/02 and 45/03 for base period year to date, for the base year.
F26-F28	B26/D26*100, B27/D27*100, B28/D28*100 Expression entered to calculate the percent variance between actual and budget values.
A30	Total Expenses Free Text.
C30	Sum(B26:B28) 'Formula' button used to Sum a range of cells.
E30	Sum(D26:D28) 'Formula' button used to Sum a range of cells.
F30	C30/E30*100 Expression entered to calculate the percent variance between actual and budget values.
A33	Net Profit Free Text
C33	C17+C23+C30 Expression adding the values in several cells to calculate the net profit.
E33	E17+E23+E30 Expression adding the values in several cells to calculate the Budgeted Profit.
F33	C33/E33*100 Expression entered to calculate the percent variance between actual and budget values.

Balance Sheet

Cell	Contents
A35	Balance Sheet Period+ +Period()+ +Year() Combination of free text and 'Misc' functions to create a Report Title.
A37	Fixed Assets Free Text.
A39-A42	Name_Subt(05/01), Name_Subt(05/02), Name_Subt(05/03) etc 'Text' function button used to select the description associated with subtype 05/01, 05/02, 05/03 etc.
B39-B42	Val_Subt(05/01), Val_Subt(05/02), Val_Subt(05/03) etc. 'Value' function button used to select the actual value associated with subtype 05/01, 05/02, 05/03 etc. for base period year to date, for the base year.
A44	Current Assets Free Text.
A46-A49	Name_Subt(10/01), Name_Subt(10/02), Name_Subt(10/03) etc 'Text' function button used to select the description associated with subtype 10/01, 10/02, 10/03 etc.
B46-B49	Val_Subt(10/01), Val_Subt(10/02), Val_Subt(10/03) etc. 'Value' function button used to select the actual value associated with subtype 10/01, 10/02, 10/03 etc. for base period year to date, for the base year.
A51	Current Liabilities Free Text
A53-A54	Name_Subt(15/01), Name_Subt(15/02) 'Text' function button used to select the description associated with subtype 15/01, 15/02
B53-B54	Val_Subt(15/01), Val_Subt(15/02) 'Value' function button used to select the actual value associated with subtype 15/01 and 15/02,for base period year to date, for the base year.
A58	Name_Subt(20/01) 'Text' function button used to select the description associated with subtype 20/01.
B58	Val_subt(20/01) 'Value' function button used to select the actual value associated with subtype 20/01,for base period year to date, for the base year.
A60	Net Assets Free Text.
B60	Sum(B37:B58) 'Formula' button used to Sum a range of cells.
A63	Funded By Free Text.
A65	Profit / (Loss) This Year Free Text.
B65	C33 Copy of the value stored in cell C33. This is the total Profit / (Loss) from the P & L Report.

A66-A67	Name_Subt(25/01), Name_Subt(25/02) 'Text' function button used to select the description associated with subtype 25/01, 25/02
B66-B67	Val_Subt(25/01), Val_Subt(25/02) 'Value' function button used to select the actual value associated with subtype 25/01 and 25/02,for base period year to date, for the base year.

Appendix B - Tables

The tables used are NMRDET, NMRHED & NMRREP.

Pegasus Opera 3 Enterprise VFP Database Structures

Table : **NMRDET** Table Description : **Matrix Report Detail** NM

Field Name	Description	Type	Length	DPs	Further information
NMD_REPORT	Report Code	C	8	0	
NMD_ROW	Row	C	3	0	
NMD_COL	Column	C	1	0	
NMD_CON	Cell Content (Formu)	M	10	0	
NMD_AL	Cell Alignment	C	1	0	
NMD_FMT	Cell Format	C	8	0	
NMD_PRINT	Print Format	M	10	0	
NMD_COMMNT	Field Comment	M	10	0	

Table : **NMREP** Table Description : **Management Reports** NM

Field Name	Description	Type	Length	DPs	Further information
NM_CODE	Code	C	8	0	
NM_DESC	Description	C	30	0	
NM_REPORT	Report	M	10	0	
NM_SCNTR	S.Control	C	4	0	
NM_FCNTR	F.Control	C	4	0	
NM_ROUNDED	Rounded	C	1	0	
NM_DETAILS	Details	C	1	0	
NM_BLANK	Blank	C	1	0	
NM_PREV	Show Previous	C	1	0	"Y" if previous years figures are to be shown.
NM_BUDGET	Show Budget	C	1	0	"Y" if budget figures are to be shown.
NM_VAR	Show Budg. Variance	C	1	0	"Y" if budget variances are to be shown.
NM_VARPCT	Show Budg. Varnce %	C	1	0	"Y" if percentage budget variances are to beshown.
NM_PER_YR	Show Period & YTD	C	1	0	"Y" if period and YTD are to show on same report.
NM_WILD3	Wild Card 3	C	4	0	Used for wildcard cost centre ranges.
NM_WILD4	Wild Card 4	C	4	0	Used for wildcard cost centre ranges.
NM_WILD5	Wild Card 5	C	4	0	Used for wildcard cost centre ranges.
NM_WILD6	Wild Card 6	C	4	0	Used for wildcard cost centre ranges.
NM_WILD7	Wild Card 7	C	4	0	Used for wildcard cost centre ranges.
NM_WILD8	Wild Card 8	C	4	0	Used for wildcard cost centre ranges.
NM_WILD9	Wild Card 9	C	4	0	Used for wildcard cost centre ranges.
NM_FONT	Report Font	C	30	0	This field is the font that is used for thisManagement Report under Windows.
NM_CALVAR	Calculate Variances	C	1	0	"Y" if budget variances are to be calculated whenbudget is zero.

Table : **NMRHED** Table Description : **Management Report** NM

Field Name	Description	Type	Length	DPs	Further information
NMH_CODE	Report Code	C	8	0	Report key. *Rule :* "Code cannot be left blank" *Rule Expression :* LEN(ALLTRIM(nmh_code))>0 *Format :* !
NMH_DESC	Description	C	30	0	Name or description given to report. *Rule :* "Description cannot be left blank" *Rule Expression :* LEN(ALLTRIM(nmh_desc))>0
NMH_SUMMRY	C.C. Summary Only	L	1	0	If true, print only the cost centre summary.Otherwise print a report for each cost centre aswell.

NMH_ZERO	Omit Zero Val Lines	L	1	0	Lines that evaluate (values only) to all zeroesare omitted if true. The default is NOT.
NMH_XTRACT	Extraction report	L	1	0	Produce extraction report?
NMH_MISSNG	Exceptions report	L	1	0	Print an exceptions report showing all missingaccounts.
NMH_SCNTR	C.Centre Code Start	C	4	0	Cost centre range start.
NMH_FCNTR	C.Centre Code Finish	C	4	0	Cost centre range finish.
NMH_SREP1	Report Code 1 Start	C	4	0	Report Code 1 Selection Range Start
NMH_FREP1	Report Code 1 Finish	C	4	0	Report Code 1 Selection Range Finish
NMH_SREP2	Report Code 2 Start	C	4	0	Report Code 2 Selection Range Start
NMH_FREP2	Report Code 2 Finish	C	4	0	Report Code 2 Selection Range Finish
NMH_SREP3	Report Code 3 Start	C	4	0	Report Code 3 Selection Range Start
NMH_FREP3	Report Code 3 Finish	C	4	0	Report Code 3 Selection Range Finish
NMH_SREP4	Report Code 4 Start	C	4	0	Report Code 4 Selection Range Start
NMH_FREP4	Report Code 4 Finish	C	4	0	Report Code 4 Selection Range Finish
NMH_SREP5	Report Code 5 From	C	4	0	Report Code 5 Selection Range Start
NMH_FREP5	Report Code 5 Finish	C	4	0	Report Code 5 Selection Range Finish
NMH_COLWID	Column Widths	C	52	0	26 possible column widths as two digit numbers for26 columns. May be blank (=default).
NMH_HFROM	First Header Line	N	3	0	
NMH_HTO	Last Header Line	N	3	0	
NMH_FFROM	First Footer Line	N	3	0	
NMH_FTO	Last Footer Line	N	3	0	
NMH_DEPTH	Report Page Depth	N	3	0	
NMH_WIDTH	Report Page Width	N	3	0	
NMH_MROWS	Maximum Report Rows	N	3	0	
NMH_MCOLS	Maximum Report Cols	N	2	0	
NMH_CURRCY	Reporting Currency	C	3	0	Reporting Currency
SQ_CRDATE	Date Created	D	8	0	
SQ_CRTIME	Time CreaTed	C	8	0	
SQ_CRUSER	User Created	C	8	0	
SQ_AMDATE	Date Last Amendment	D	8	0	
SQ_AMTIME	Time Last Amendment	C	8	0	
SQ_AMUSER	User Last Amendment	C	8	0	
NMH_PORT	Portrait	L	1	0	
NMH_CCRAN	Cost Centre Range	N	1	0	
NMH_PRRAN	Dimension 1 Range	N	1	0	
NMH_JBRAN	Dimension 2 Range	N	1	0	
NMH_PRFR	Dimension 1 From	C	8	0	
NMH_PRTO	Dimension 1 To	C	8	0	
NMH_JBFR	Dimension 2 From	C	8	0	
NMH_JBTO	Dimension 2 To	C	8	0	

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Other Guides and Help

The following user documents are also provided with the respective software. Guides are available from various sources including Answerlink, the Opera 3 CD and from the Opera 3 Client installation's main folder, normally *C:\Program Files\Pegasus\O3 Client XXX\User documents (where XXX is either VFP or SQL)*. Some guides are also available from the Opera 3 Help menu or respective software Help menu.

Readme File

The Readme file is an HTML document. It contains late breaking news and any other release specific important information.

Note: This file can also be accessed from the Opera 3 CD Installation Menu with regards to Opera 3.

Release Guide

When new versions are released such as Opera 3, they are normally accompanied by a Release Guide that contains information such as What's New in this Release, Release History, and Functional Differences between versions.

Note: This guide can also be accessed from the Opera 3 CD Installation Menu with regards to Opera 3.

Installation Guide

The Installation Guide is provided to help you install the application in your chosen Windows environment. It contains technical information and advice to ensure the installation process is successful.

Demonstration Data Guide

This guide is provided to assist the use of the demonstration data and contains pertinent information that is not contained elsewhere in the product documentation. It is recommended that the Help be used at the same time.

Implementation Guide

The Implementation Guide provides a high-level view of an application such as Opera 3 and how to approach an implementation. It details how the modules are integrated, and recommends the order in which elements should be set up.

System Requirements Guide

The System Requirements Guide details the minimum and recommended computer hardware and software requirements that are required to install and use software such as Opera 3 Enterprise and Opera 3 Enterprise SQL.

It also includes guidance on using Opera 3 Enterprise and Opera 3 Enterprise SQL in a Terminal Services environment run in Windows Server 2003 and Windows Server 2008 (32-bit & 64-bit).

Help

F1 Help provides details of all the functions available in the application.

Document Management & Executive Dashboards Guides

Installation Guides are available for both Document Management and Executive Dashboards. A user guide is also available for Executive Dashboards. Help for Document Management is in the Opera 3 Help.

Note: The guides are in the respective folders on the Opera 3 CD and can be accessed from the Opera 3 CD Installation Menu.