# Opera 3 System

## Accreditation
## Training Courseware

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## Contents


**INTRODUCTION ..... VI**

ABOUT OPERA 3 ..... VI
ABOUT THIS GUIDE ..... VI
INTRODUCING THE MODULE ..... VI
FEEDBACK ..... VI
KEY ..... VII
TRAINING LITERATURE RELEASES ..... VIII

**MODULE MENU STRUCTURE ..... IX**

**GLOSSARY (OF MENU STRUCTURE) ..... XI**

**THE MODULE ..... 1**

**1 SET-UP ..... 2**

1.1 RECOMMENDED ORDER OF SET-UP ..... 2
1.2 COMPANY PROFILES ..... 3
*1.2.1 Upgrade Wizard ..... 12*
1.2.1.1 Upgrade System ..... 14
1.2.1.2 Upgrading System Information from Opera II to Opera 3 ..... 19
*1.2.2 Company Background Options ..... 22*
1.3 USER PROFILES ..... 23
*1.3.1 Admin Login ..... 26*
*1.3.2 Manager Login ..... 26*
*1.3.3 User Login ..... 26*
*1.3.4 Menu Access ..... 26*
*1.3.5 Credit Management tab ..... 27*
*1.3.6 User Groups ..... 28*
1.4 EXCHANGE RATES ..... 28
*1.4.1 Copying Currencies ..... 30*
1.5 VAT PROCESSING ..... 30
*1.5.1 Copying VAT Codes (System) ..... 32*
*1.5.2 Printing the VAT Audit Report (System) ..... 33*
*1.5.3 Printing the VAT Values Report (System) ..... 34*
*1.5.4 Submitting the VAT Return & RCSL (System) ..... 35*
*1.5.5 VAT Online (Vat 100) ..... 37*
1.5.5.1 Online Filing Manager – VAT Return ..... 38
1.5.5.2 VAT100 Submissions ..... 39
1.5.5.3 To File VAT100 Submissions ..... 41
*1.5.6 Summary VAT Audit Trail ..... 44*
*1.5.7 Detailed VAT Audit Trail ..... 45*
*1.5.8 Summary VAT Values ..... 47*
*1.5.9 Detailed VAT Values ..... 48*
*1.5.10 Printing the VAT Audit Trails ..... 51*
1.5.10.1 To Produce a Summary or Detailed VAT Audit Trail ..... 51
*1.5.11 Printing the VAT Values Reports ..... 51*
1.5.11.1 To Produce the Summary or Detailed VAT Values Reports ..... 51

**2 MAINTENANCE ..... 53**

2.1 PEOPLE PROFILES ..... 53
2.2 REPORT LAYOUT ..... 54
*2.2.1 Chained Reports ..... 55*
*2.2.2 Defining the Paper Source ..... 55*

*2.2.3 Paper Sizes and Continuous Form Stationery* ..... *55*
*2.2.4 Company-specific Report Layouts* ..... *56*
*2.2.5 To change report layout settings* ..... *56*
*2.2.6 Example setting up Company/Customer specific chained reports* ..... *57*
2.3 E-MAIL PROFILES ..... 58
*2.3.1 Amending Profiles* ..... *59*
*2.3.2 Duplicate Attachment Names* ..... *59*
*2.3.3 Company and System Field Variables* ..... *59*
2.3.3.1 Customers ..... 61
2.3.3.2 Suppliers ..... 66
*2.3.4 E-mail Profile workings (Pre v1.81)* ..... *68*
2.3.4.1 To Set Up Customers for Email (v1.81+) ..... 69
2.4 TASK MANAGER ..... 72
2.5 ADDITIONAL SYSTEMS ..... 72
*2.5.1 Technical Information* ..... *74*

**3 PROCESSING ..... 76**

3.1 LOGON ..... 76
*3.1.1 Lockout Periods* ..... *77*
*3.1.2 ADMIN User* ..... *77*
*3.1.3 Removing Data Backup Locks* ..... *77*
*3.1.4 Login Details* ..... *77*
3.2 DATE & COMPANY ..... 78
*3.2.1 Changing the Date* ..... *78*
*3.2.2 Changing the Active Company* ..... *78*
3.3 PREFERENCES (USER) ..... 79
*3.3.1 Workstation Settings* ..... *83*
*3.3.2 User Background Options* ..... *83*
*3.3.3 Notification Preferences* ..... *84*
3.4 SPOOLER CONTROL ..... 84

**4 REPORTS ..... 85**

4.1 PUBLISHING A REPORT ..... 85
4.2 HIDDEN PRINTS AND EXPORT FUNCTIONALITY ..... 86
4.3 PRINTING AND REPORTING ..... 87
*4.3.1 Options for PDF Reports and Screen Previews* ..... *87*
*4.3.2 Selection Criteria and Report Options* ..... *88*
*4.3.3 Publisher Form* ..... *88*
*4.3.4 Different File Outputs* ..... *89*
4.3.4.1 PDF Documents ..... 89
4.3.4.2 Print Spooler ..... 89
4.3.4.3 Excel Reports ..... 90
*4.3.5 Installing Microsoft Excel* ..... *90*
*4.3.6 Alternative Report Layouts* ..... *92*
*4.3.7 Documents for Preprinted Stationery* ..... *92*

**5 UTILITIES ..... 93**

5.1 MONITOR COMPANIES ..... 93
5.2 MONITOR USERS ..... 93
5.3 RE-ORGANISE SYSTEM FILES ..... 94
*5.3.1 Tidying System Files* ..... *94*
*5.3.2 Clearing Temporary Files* ..... *94*
*5.3.3 Tidying VAT Files* ..... *95*
*5.3.4 To Reorganise System Files* ..... *95*
5.4 UPDATE DATA STRUCTURES ..... 95
*5.4.1 Updating Additional Systems* ..... *96*
*5.4.2 Update NIPY tables (to system specific)* ..... *96*
*5.4.3 Diagnosing Problems and Re-indexing Tables* ..... *97*
5.4.3.1 Information ..... 98
*5.4.4 Executive Dashboards Manager [VFP]* ..... *99*

*5.4.5 To Update the Data Structures ..... 99*
5.5 VIEW EVENT LOG ..... 100
5.6 VIEW ERROR FILES ..... 101
*5.6.1 Command Line ..... 101*
5.7 SYSTEM PREFERENCES ..... 102
5.8 BACK-UP ..... 106
*5.8.1 Backup Format and Location ..... 106*
*5.8.2 Pegasus Scheduler ..... 106*
*5.8.3 Multiple Company Backup ..... 107*
*5.8.4 Unavailable Companies ..... 107*
5.8.4.1 The following companies are unavailable ..... 107
*5.8.5 Other Files included in the Backup ..... 108*
*5.8.6 Before Starting the Backup ..... 109*
*5.8.7 Backing up data ..... 110*
5.9 RESTORE ..... 110
*5.9.1 Before Restoring a Backup ..... 111*
5.10 DATA STATUS CHECK ..... 111
SYSTEM MANAGER - PRACTICAL EXERCISE ..... 115

**6 SCHEDULING ..... 116**

6.1 USER GROUPS ..... 120
6.2 SCHEDULER ..... 121
6.3 MESSAGING ..... 121
6.4 SHUTDOWN / LOCKOUT ..... 125
*6.4.1 General tab (in more detail…) ..... 129*
*6.4.2 Distribution tab (in more detail…) ..... 130*
6.5 CALENDAR ..... 130
6.6 WINDOWS NOTIFICATION AREA ..... 131
6.7 V2 SCHEDULER ONWARDS ..... 133

**APPENDIX ..... 134**

APPENDIX A – VAT INFORMATION ..... 134
*Setting Up Reverse Charge Accounting (Goods) ..... 134*
*Setting Up Reverse Charge Accounting (Services) ..... 136*
*Sales VAT codes ..... 136*
*Purchase VAT codes ..... 137*
APPENDIX B VISUAL FOXPRO AND TECHNICAL INFORMATION ..... 138
*Why the Visual FoxPro development environment? ..... 138*
*The Data Dictionary ..... 138*
*Data Container ..... 138*
*Links and Relationships ..... 139*
*Free Tables ..... 139*
*Data Types ..... 139*
*Update Data Structures ..... 139*
*The Data Validation Tool (DVT) ..... 140*
*Database Command Line ..... 140*
*The Data ..... 142*
*Temporary Tables (Cursors) ..... 143*
APPENDIX C - UPGRADING FROM CAPITAL GOLD ACCOUNTS ..... 144
*What Data Can Be Converted? ..... 144*
*Steps You Will Need to Take in Capital Gold Before the Upgrade ..... 144*
*Steps You Will Need to Take in this application Before the Upgrade ..... 145*
*Carrying Out the Upgrades in the Proper Order ..... 146*
*Recommended Upgrade Procedure ..... 146*
*About the 'Revert Current Process on Error' Option ..... 147*
*Step 1: Company Creation and Nominal Upgrade ..... 147*
*Step 2: Sales Upgrade ..... 148*
*Step 3: Purchase Upgrade ..... 149*
*Step 3: Stock Upgrade ..... 150*
*Step 4: SOP/Invoicing Upgrade ..... 151*

*Step 5: Completing the Process* ..... *152*
*Some General Considerations* ..... *152*
*About the Upgrade Wizard* ..... *152*
APPENDIX D – GENERAL FAQS PUT TOGETHER FOR V1.00 OF OPERA 3 ..... 153
APPENDIX E – HISTORICAL OPERA README'S ..... 155
*Pegasus Opera 3 (2.22.00) Readme* ..... *155*
*Pegasus Opera 3 (2.21.00) Readme* ..... *157*
*Pegasus Opera 3 (2.20) / Opera II (7.40)* ..... *158*
*Pegasus Opera 3 (2.14) Readme* ..... *160*
*Pegasus Opera 3 (2.13) Readme* ..... *161*
*Pegasus Opera 3 (2.12) Readme* ..... *162*
*Pegasus Opera 3 (2.11) Readme* ..... *163*
*Pegasus Opera 3 (2.10) Readme* ..... *165*
*Pegasus Opera 3 (2.00.00) Readme* ..... *166*
*Pegasus Opera 3 (1.82.10) Readme* ..... *169*
*Pegasus Opera 3 (1.82.00) Readme* ..... *170*
*Pegasus Opera 3 (1.81.10) Readme* ..... *172*
*Pegasus Opera 3 (1.81.00) Readme* ..... *174*
*Pegasus Opera 3 (1.80.20) & Online Filing Manager (3.30)* ..... *176*
*Pegasus Opera 3 (1.80.10) & Online Filing Manager (3.30)* ..... *178*
*Pegasus Opera 3 (1.80) & Online Filing Manager (3.30)* ..... *180*
*Pegasus Opera 3 (1.70.20) Readme* ..... *182*
*Pegasus Opera 3 (1.70.00) Readme* ..... *184*
*Pegasus Opera 3 (1.60.00) Readme* ..... *188*
*Pegasus Opera 3 (1.50.00) Readme* ..... *191*
*Pegasus Opera 3 (1.40.20) Readme* ..... *194*
*Pegasus Opera 3 (1.40.10) Readme* ..... *196*
*Pegasus Opera 3 (1.40) Readme* ..... *196*
*Pegasus Opera 3 (1.30) Readme* ..... *199*
*Pegasus Opera 3 (1.20.10) Readme* ..... *203*
*Pegasus Opera 3 (1.20) Readme* ..... *204*
*Pegasus Opera 3 (1.10.11) Readme* ..... *206*
*Pegasus Opera 3 (1.10.10) Readme* ..... *207*
*Pegasus Opera 3 (1.10) Readme* ..... *207*
*Pegasus Opera 3 (v1.00.10) Readme* ..... *211*
*Pegasus Opera 3 (v1.00) Readme* ..... *211*
*Pegasus Opera II (6.82.10) Readme* ..... *213*
*Pegasus Opera II (6.82) Readme* ..... *213*
*Pegasus Opera II (6.81) Readme* ..... *214*
*Pegasus Opera II (6.80.20) Readme* ..... *215*
*Pegasus Opera II (6.80.10) Readme* ..... *216*
*Pegasus Opera II (6.80) Readme* ..... *217*
APPENDIX F – XRL HISTORICAL README'S ..... 219
*Pegasus XRL (1.60) Readme* ..... *219*
*Pegasus XRL (1.51) Readme* ..... *220*
*Pegasus XRL (1.50) Readme* ..... *222*
APPENDIX G - IMPORTER & OPEN PERIOD ACCOUNTING ..... 225
*Options* ..... *225*
*Financial Calendar in the Nominal Ledger* ..... *225*
*Which date does the Importer use to update the Nominal Ledger?* ..... *225*
*Sales Ledger and Purchase Ledger transactions* ..... *226*
*Stock Control movements* ..... *227*
*Cashbook transactions* ..... *227*
*Nominal Ledger journals* ..... *228*
APPENDIX H - IMPORTER ..... 229
*Import Wizard* ..... *229*
Importing FoxPro and Compatible Files (.dbf) ..... 229
Importing Comma Separated Variables Files (.csv) ..... 230
Validation ..... 231
Audit Report and File ..... 231

Import Options ..... 231
*Customers and Sales Transactions* ..... *232*
*Suppliers and Purchase Transactions* ..... *233*
*Nominal Accounts and Journals* ..... *235*
*Stock Items and Transactions* ..... *236*
*Invoicing/SOP Documents* ..... *237*
*Costing Timesheets* ..... *237*
*Payroll Timesheets* ..... *238*
*Importer & Open Period Accounting* ..... *240*
Options ..... 240
Financial Calendar in the Nominal Ledger ..... 240
Which date does the Importer use to update the Nominal Ledger? ..... 241
*How to run the Import Wizard* ..... *243*
APPENDIX I – DATA STRUCTURES & TECHNICAL INFORMATION ..... 244
*Table Break-down* ..... *244*
Payroll System Tables ..... 244
*Joins Information* ..... *245*
*Codes of interest* ..... *245*
*VAT & Exchange Rates* ..... *246*
*Pegasus Opera 3 Enterprise VFP Database Structures – System Tables* ..... *247*
*Pegasus Opera 3 Enterprise VFP Database Structures - Pegasus Scheduler SQL Database* ..... *263*

**OTHER GUIDES AND HELP ..... 310**

README FILE ..... 310
RELEASE GUIDE ..... 310
INSTALLATION GUIDE ..... 310
DEMONSTRATION DATA GUIDE ..... 310
IMPLEMENTATION GUIDE ..... 310
SYSTEM REQUIREMENTS GUIDE ..... 310
HELP ..... 310
DOCUMENT MANAGEMENT & EXECUTIVE DASHBOARDS GUIDES ..... 310

# Accreditation Training Courseware

## 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 System Manager module provides a comprehensive and organised means of controlling areas concerned with the compilation of a company's accounts. This module must be set up first.

Opera 3 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, provided the selections are relevant.

### Feedback

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

# Key

| Icon | Meaning |
|---|---|
| **Example –** Examples | Useful Hint, Tip or Note. General Comments / Notes |
| | Useful Report obtained from clicking on the print icon while sitting on the form |
| | During the literature, some basic Question and Answer / Troubleshooting points are discussed. May include a few did you knows… |
| | Website link |
| | Exercises / Example solution |
| | Report to XLS |
| | Potential Report Enhanced from Opera II (more than simple field adjustments) |
| **Question** *Answer* FAQ | FAQs - Only |

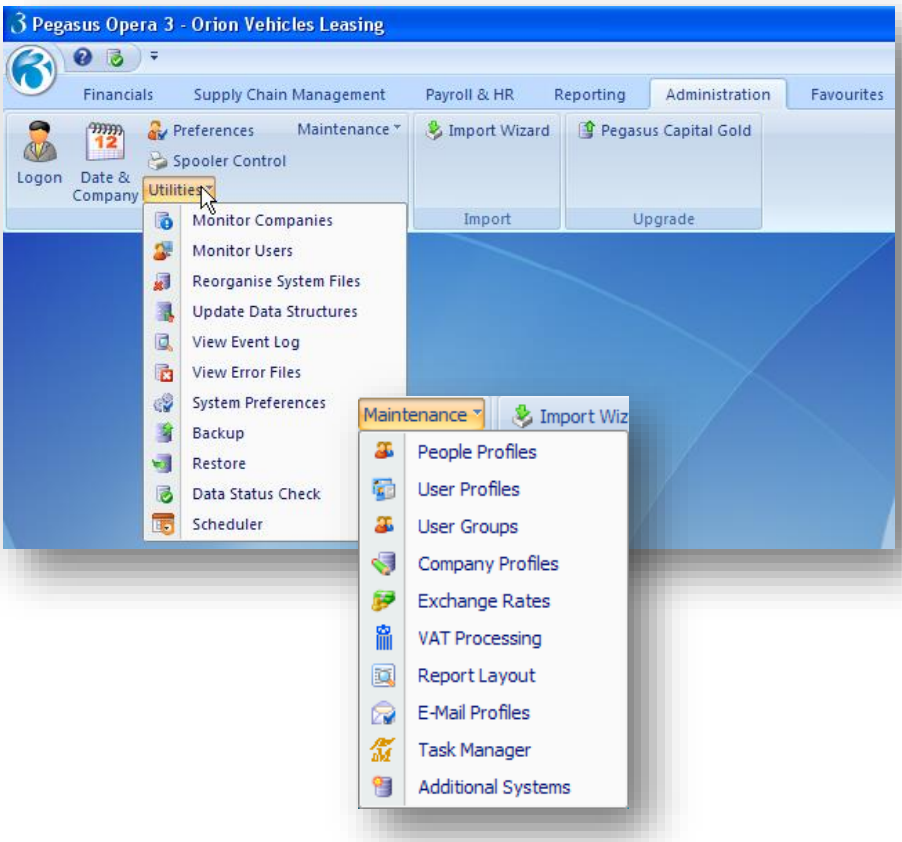
# Training Literature Releases

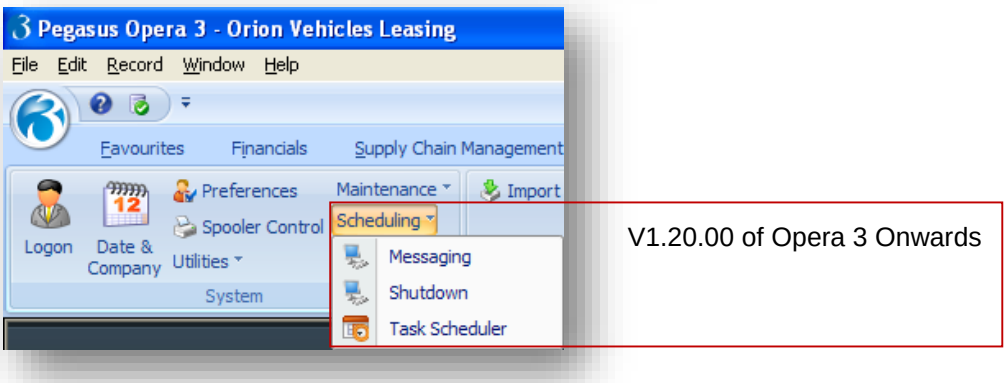
| Release | Added Information |
|---|---|
| R1.0 | Originating document (Uplift to O3) |
| R2.0 | New System Functionality (Including)<br>• Updated Database Structures<br>• Password Expiry<br>• Opera 3 Info Centre<br>• Ribbon Bar<br>• VAT100 |
| R2.1 | Updated and enhanced Database Structures, inc Payroll System Tables overview<br>UDS Enhancement<br>Upgrade System Wizard (from OII) |
| R2.2 | FAQs Added |
| R2.3 | Notification Services (v1.20 Uplift) Inc. general tidy ups and updates. |
| R3.0 | Updated Readme for 1.20.10. Scheduling & Other enhancements (v1.3x) and Chapter Heading changes.<br>New Readme for v1.3x also added to Appendix. |
| R3.1 | Updated for 1.5x and added new Readme for 1.4x(s) and 1.5x |
| R3.2 | Updated for 1.6x and minor changes. Upgrade for 1.7x – Enhancements and minor changes – Database structure update |
| R3.3 | Updated Readme's for 1.80.20 1.81.00, 1.81.10 & 1.82.00. Also added in any maintenance release Readme's which were updated. Updated minor changes relating to v1.82 |
| R3.4 | Updated Readme's for 1.82.10, 2.00.00. |
| R3.5 | Updated Readme's for 1.82.10, 2.10.00, 2.11.00, 2.12.00 & 2.13.00, Updated Readme for XRL v1.51, v1.60 and minor changes for SEPA and 2.12 & 2.13 changes |
| R3.6 | Readme for XRL v1.61 extra general information added (multiple systems). Also further updates for O3 v2.14 including updated Readme. |
| **R3.7** | Further updates for O3 v2.14 and Scheduler v2 as well as Payroll Release v2.20, v2.21, 2.22 & Minor Updates |

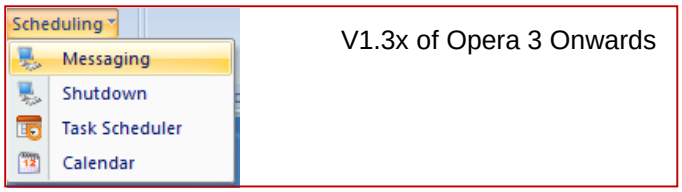
# Accreditation Training Courseware

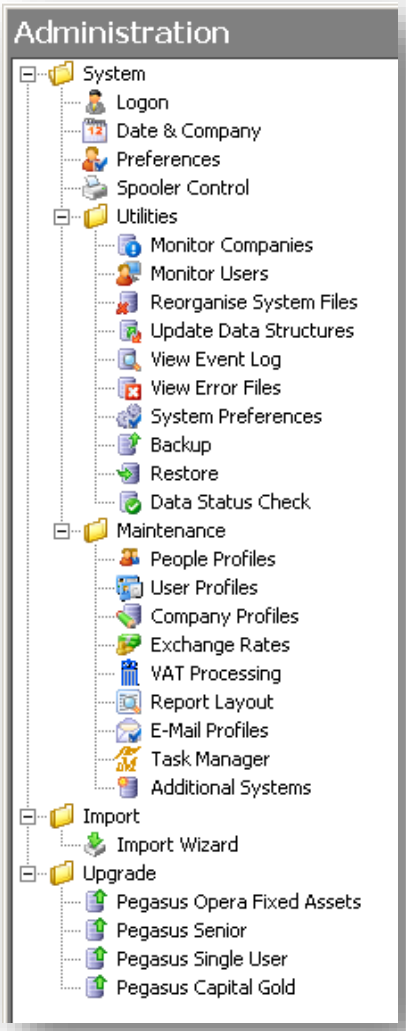
## Module Menu Structure

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.




Administration
System
Logon
Date & Company
Preferences
Spooler Control
Utilities
Monitor Companies
Monitor Users
Reorganise System Files
Update Data Structures
View Event Log
View Error Files
System Preferences
Backup
Restore
Data Status Check
Maintenance
People Profiles
User Profiles
Company Profiles
Exchange Rates
VAT Processing
Report Layout
E-Mail Profiles
Task Manager
Additional Systems
Import
Import Wizard
Upgrade
Pegasus Opera Fixed Assets
Pegasus Senior
Pegasus Single User
Pegasus Capital Gold

# Accreditation Training Courseware

## Glossary (of Menu Structure)

| Navigator Folder | Command | Purpose |
|---|---|---|
| **Logon** | Logon | You use the Logon command to log on to Opera 3 using a different name and password to the one you used when you started Opera 3. |
| | Date and Company | You can control the default processing date and the identifier of the company you are currently processing using the Date & Company command |
| **User Preferences** | Preferences | User preferences determine how certain aspects of the system operate for each user. For example, you can specify the name of the company database that is opened when a user logs on. Users can also change their own password and introduce background schemes. |
| **Utilities** | Various utility commands are provided for general system 'housekeeping', such as viewing, tidying and clearing system files and error logs, updating database structures, and so on. Commands are also provided for viewing company statistics and monitoring user activity. | |
| | Monitor Companies | Use the Monitor Companies command to view balances and report dates by company. For each company to which your user profile entitles you to gain access, the following information is shown: |
| | Monitor Users | Use this command to view the status of all users logged onto the system. The Monitor Users form shows the user ID and name and a list of the commands that are being used. |
| | Reorganise System Files | Use the Reorganise System Files command to remove user and company profile records that have been marked for deletion, clear temporary files, clear event logs and user notes, tidy VAT files and tidy exchange rates. |
| | Update Data Structures | The structure of your company data files must be updated whenever a new version of the Opera 3 programs is installed. This is to ensure that your existing data files can accommodate changes or enhancements within the new programs that have an impact upon them. If you have more than one company profile, you must carry out the Update Data Structures command on each company. A UDS must also be run after performing a Restore within the product. |
| | View Event Log | The program automatically maintains a log file that records when users log on and off the system. Each entry in the log includes the date and time of logging on or off, the terminal name and user ID. You can view the contents of this log file using the View Event Log command. |
| | View Error Files | If your system fails or Opera 3 shuts down unexpectedly, for example, due to a power cut, an error file is created containing certain information that may be of use to a support technician when diagnosing a problem. This facility also gives the user access to the command line prompt if using the correct login. |
| | System Preferences | Specify your global system preferences for your Opera 3 system. Define a default web site, maximum search results, whether to use User and Event logs. You also have the ability to re-label several options from the Costing module and the Advanced Nominal functionality. |

| | | |
|---|---|---|
| | Backup/Restore | A global utility with access restricted to Users with Manager rights that allows the user to back up their data into a compressed zip file & restore if necessary. |
| | Data Status Check | The Data Status Check command provides information relating to the size of certain data files used by the application. These files are the ones most likely to increase in size over time. The size of your company's data can affect the performance of the application and, in extreme circumstances, prevent the application from working correctly. |
| | | |
| **Maintenance** | Maintaining records such as Company and User Profiles, Rates of Exchange and VAT | |
| | People Profiles | The People profiles command is utilised by various areas of the product, including PIR Invoice processing, Job Costing and the Notes facilities within the Nominal, Sales & Purchase Ledgers and the Stock module. |
| | User Profiles | Controlled by a User with Manager Rights, User profiles determine who is allowed to access the system and which companies they can process. You can also control access rights to limit the menus and commands to which a user can gain access. |
| | User Groups | You can group your users together into user groups. User groups are optional features of Message and Shutdown Services to group people that use Opera 3 into, for example, functional areas or seniority groups. So, for example, you could have a group called 'HR' for Payroll and Personnel users, or a group called 'Finance' for users working in the finance department. You may also have a group for directors and other senior managers or a group for administrator users who are responsible for the data backups and other housekeeping tasks. |
| | Company Profiles | Controlled by a User with Manager Rights, up to 36 separate companies within each 'System' directory can be defined for processing using the Company Profiles command. Each profile identifies the company name and address details, home operating currency, VAT registration number and so on. Options associated with the company profile determine the use of other features, such as cost centres within the Nominal and the Advanced Nominal dimensions, and how modules integrate with one another |
| | Exchange Rates | The Exchange Rates form is used to maintain a table of foreign currencies, their exchange rates and the nominal accounts used to record exchange losses or gains. If you are trading with companies who use the Euro, you can determine the exchange rate between the foreign currencies and the Euro. |
| | VAT Processing | You use the VAT Processing form to maintain details of the VAT codes used in transactions you process in Opera 3. Each code is associated with a taxation rate and a nominal account to which values recorded against the VAT code are posted. You can also specify which boxes on the VAT Return include the sales and purchase goods and tax values and your ESL and SSD requirements. |
| | Report Layout | This option allows you to amend the default settings of a report layout and specify a default printer, number of copies, default design etc. |
| | E-Mail Profiles | Use this option to amend the default message content for Sales Statements, Order Acknowledgements and Remittances sent via E-Mail to customers in the Sales Ledger and SOP modules and suppliers in the Purchase Ledger. |

| | | |
|---|---|---|
| **Scheduling** | These commands provide you with significant features for scheduling administration activities in your Opera 3 installation. | |
| | Scheduler | The Scheduler command open the scheduler manager where you can maintain scheduled tasks. |
| | Notification | The Messaging Service allows you to send desktop alerts to users or groups of users in Opera 3. Scheduled alert messages are displayed on each user's desktop when they are using Opera 3. Any users who are not using Opera 3 when a message is scheduled to be displayed will be notified when they log in to the application. |
| | Shutdown | The Shutdown Service allows you to schedule a forced shutdown of all Opera 3 sessions and also send desktop messages to users or groups of users in Opera 3 beforehand to warn them that a shutdown is going to happen. |

Notes

# Accreditation Training Courseware

## The Module

The System Manager module provides a comprehensive and organised means of controlling areas concerned with the compilation of a company's accounts. This module must be set up first.

Opera 3 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, provided the selections are relevant.

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

Company details are maintained from within System Manager, enabling unique system settings for up to 36 companies. If you require more company databases than this, you can create separate groups of companies, each of up to 36 companies, using the Additional Systems command. The number of additional systems available depends on your licence.

Notes

# Accreditation Training Courseware

## 1 Set-Up

### 1.1 Recommended Order of Set-up

It is suggested that you set up the System Manager in the following order:

**System Manager**

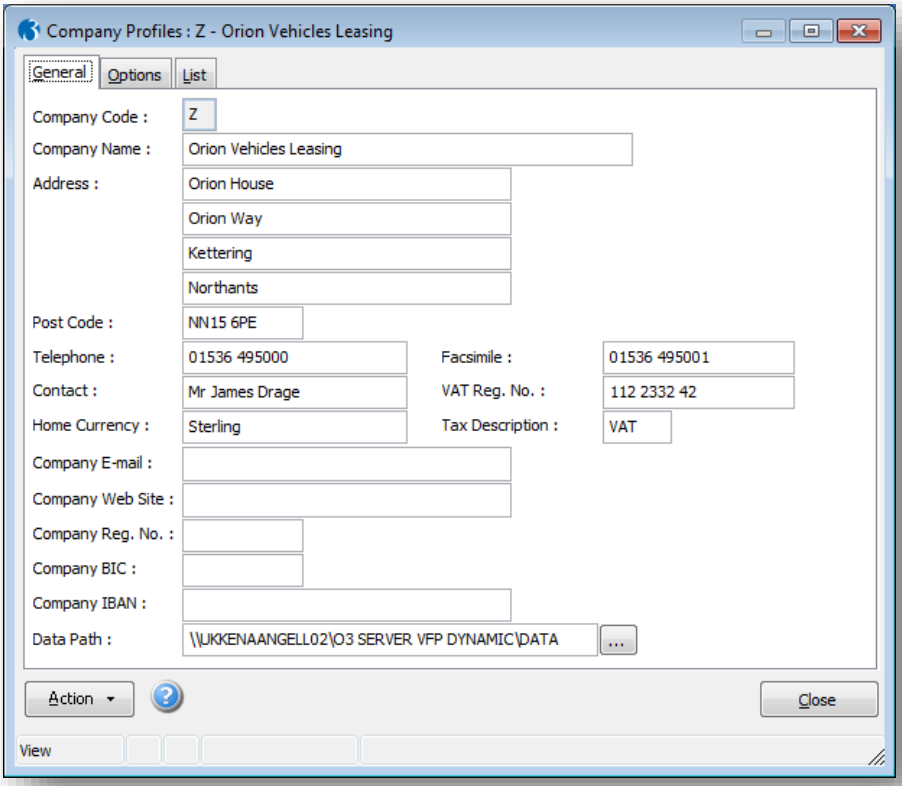
- Company Profiles – define the company details such as name, address and modular options via System > Maintenance > Company Profiles.
- User Profiles – define user login identities with details such as password. Assign access rights to the modules that each user requires via System > Maintenance > User Profiles.
- Exchange Rates – if you have the multi-currency feature activated in your system, you can set up different exchange rates via System > Maintenance > Exchange Rates.
- VAT Processing – set up the VAT codes to be used via System > Maintenance > VAT Processing.
- Backup – This procedure should be carried out at different stages of setting up your accounting system. This facility can be accessed via System > Utilities > Backup. Each backup should be given a different file name. **NB - For System back-ups, these need to be taken manually outside of Opera 3**

Set-up

## 1.2 Company Profiles

*Notes*

Within any one system, you can create up to 36 separate company data sets, each identified by a unique ID. The software is supplied with one company for demonstration purposes which uses the letter 'Z' as the ID. At least one other company profile must exist for you to store your own company data. To do this, you must create a company profile record using the Company Profiles command. The profile record stores the company name and address details as used by certain reports and documents produced from the system and you can also determine various settings that control the integration between the ledgers and whether cost centres are used in the nominal ledger.




If your software licence permits, you may create additional systems, each permitting up to 36 company databases to be maintained. By default, companies are created as part of the 'Main System' group, but if you are able to create additional companies, the databases you create and maintain using the Company Profiles command will depend on what additional systems you have created, and which one you selected when logging on.

To Define Company Profiles

1. Open the System folder and click Maintenance - Company Profiles or click the Administration tab and then click System - Maintenance - Company Profiles on the Ribbon Bar.
2. To create a new record, click the icon on the toolbar or press CTRL+N.
3. In the boxes provided, enter the company details.
4. On the Options tab, click to clear or select the options you want to apply to the company.
5. To save the record, click the icon on the toolbar or press CTRL+S.

## Company Profile Entries – General

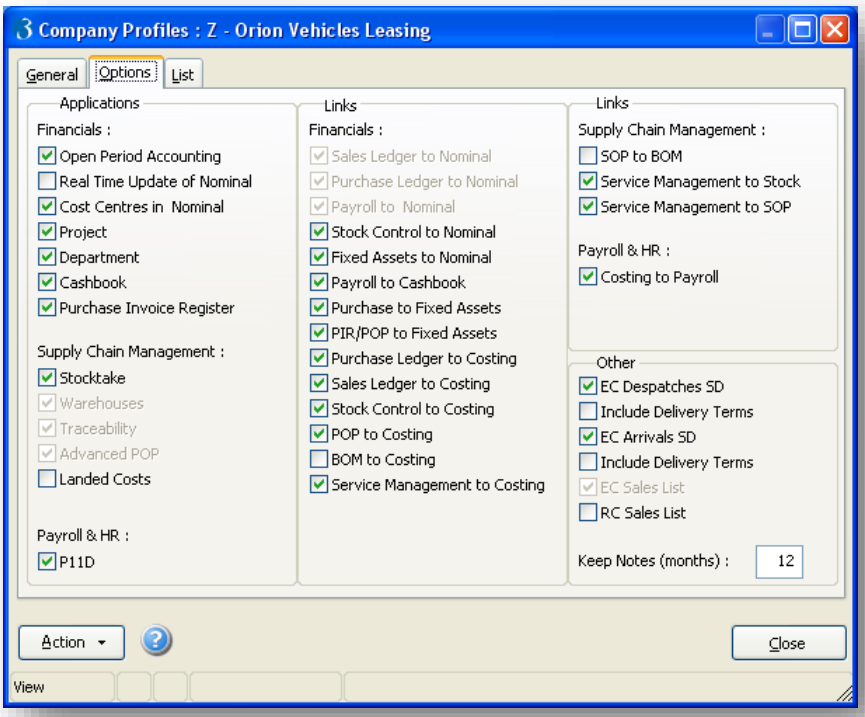
*Notes*

| Box | Description |
|---|---|
| **Company Code** | A unique ID for the company. You can use a letter from A to Z or a number from 0 to 9. |
| **Company Name, address and contact details** | Boxes in which you can record the company name, address, telephone, facsimile and contact details. |
| **VAT (Tax) Reg No.** | The VAT registration number of the company. This is included on appropriate reports and documents. |
| **Home Currency** | The name of the operating currency of the company. If this box is left blank, the foreign currency features of the system are unavailable. |
| **Company E-Mail** | The e-mail address for the company.<br>Tip: If an e-mail address is entered it is used automatically when you use the email icon on the toolbar to open your email editor.<br> |
| **Company Web Site** | The URL for the company web site.<br>Tip: If a website address is entered it is used automatically when you use the web icon on the toolbar to open your web browser.<br> |
| **Company Reg. No.** | The company registration number as provided by Companies House for limited companies. This code is optional. |
| **Company BIC** | Your company's BIC number which can be included on your stationery designs and on email profiles created using the System Manager - Maintenance - Email Profiles form.<br>Note: Bank Identifier Codes (BICs) and International Bank Account Numbers (IBANs) are used to identify banks across national borders. The structure and length of the codes are defined by the International Organization for Standardisation (ISO) so must be entered accurately. The length of these codes can vary:<br><br>- BICs: minimum length 8 characters, maximum length 11 characters<br>- IBANs: minimum length 5 characters, maximum length 34 characters. |
| **Company IBAN** | Your company's IBAN number which can be included on your stationery designs and on email profiles created using the System Manager - Maintenance - Email Profiles form.<br>Note: Bank Identifier Codes (BICs) and International Bank Account Numbers (IBANs) are used to identify banks across national borders. The structure and length of the codes are defined by the International Organization for Standardisation (ISO) so must be entered accurately. The length of these codes can vary:<br><br>- BICs: minimum length 8 characters, maximum length 11 characters<br>- IBANs: minimum length 5 characters, maximum length 34 characters. |
| **Tax Description** | The description of the sales or purchase tax applicable to this company (for example, 'VAT' or 'GST'). The description you enter is used on forms and reports wherever tax applies. |
| **Data Path** | The drive and folder location of the data files for the company. You can use the browse button to find the location you want. If this application's installation is activated for the Sales Pipeline Management SPM Remote feature, this is the local data path for the laptop installation. Remote SPM users can download data from the network server to their laptops, then synchronise their changes back to the server.<br>VFP: This only applies if your installation uses a Visual Foxpro database. |
| **PDF Path** | The drive and folder location of the PDF files and certain database files for the company. You can use the browse button to find the location you want.<br>SQL Server: This only applies if your installation uses a SQL Server database. |

| | |
|---|---|
| **Server** | The SQL Server Name to be used for this company.<br>SQL Server: This only applies if your installation uses a SQL Server database. |
| **Database** | The Database Name to be used for this company.<br>SQL Server: This only applies if your installation uses a SQL Server database. |

*Notes*

Modular Options - Options that are specific to certain modules within the system as follows:



Notes

## Options tab - Applications

### *Financials*

Options that are specific to certain applications within the system as follows:

| Option | Description |
|---|---|
| **Open Period Accounting** | An option that controls whether the Open Period Accounting feature in the Nominal Ledger is used. If you already use the Nominal Ledger, after you tick the box a financial calendar for the current year is created and you are asked whether you want a calendar to be created for the next financial year. After the calendars are created you should check them in the Financial Calendar form on the Utilities menu in the Nominal Ledger.<br>You cannot tick this option if there are current or old outstanding transactions in one or more of the Nominal Ledger transfer files . To transfer the transactions, choose the relevant Transfer command on the Utilities menu in the Nominal Ledger.<br>The system date must also be in the current Nominal Ledger period before you can tick this box. To set the date, choose the Date & Company command on the O3 button.<br>**Warning:** Once the option has been ticked, it cannot be unticked if transactions have been posted to future periods in the Nominal Ledger.<br>Open Period Accounting is available in Opera 3 and Opera 3 SQL.<br>For more information see the Open Period Accounting Help topic. |
| **Real Time Update of Nominal** | An option that determines whether the Nominal application is updated in real-time as opposed to batch transfer. If this option is not selected, the transfer of transactions from other applications must be done using the appropriate transfer command. The Nominal - **Utilities** menu includes commands for the transfer of nominal postings that originate in the Sales, Purchase, Cashbook, Stock and Payroll applications.<br>When you select this option  the application checks for the existence of nominal postings awaiting transfer. If there are untransferred batches found, you will be prompted to run the corresponding transfer command to update the nominal before the option is selected.<br>If the option is selected, the batch transfer facilities are not normally required because, assuming the correct conditions apply, the Nominal Ledger is updated as soon as a transaction is posted in the corresponding application. This option affects all applications that can originate nominal transactions including Sales, Purchase, Cashbook, Fixed Assets, Invoicing, SOP, Purchase Invoice Register, Stock and Payroll transactions.<br>**Note:** If you have this option selected and you use the Payroll application, you will still have to use the **N/L Analysis** command in the Payroll application to update the nominal files.<br>Unless Open Period Accounting is used, the following must apply for transactions to update the Nominal ledger in real-time:<br>The application's system date must be in the current Nominal Ledger period.<br>The transaction date must be in or older than the current Nominal Ledger period. If transactions are posted in advance (have a transaction date in advance of the current nominal period) the ledger update will not occur until the Nominal - Utilities - Period End command is used. At this point, any transactions with dates that fall within the new nominal period are transferred as a batch journal record.<br>The ledger updated will be the one linked to the corresponding application. For example, if the Sales application for company A is linked with the Nominal application in company B, then it is the company B ledger that will be updated in real time. This does not apply in the case of the Cashbook application because it must always be linked to a Nominal application within the same company database. |
| ***Real Time Update of Nominal…*** | For example, if you are using an alternative Nominal application, the |

Notes

| | |
|---|---|
| | Cashbook application will also be updated in the alternative company. |
| **Cost Centres in Nominal or Cost Centres in External Nominal** | If you have the Nominal application, this is an option that determines whether cost centres are used in the nominal ledger. If the option is selected, a further level of accounting analysis is available within the nominal ledger by associating accounts with cost centre codes.<br>If you do not have the Nominal application, but do have the Payroll application, you can select the **Cost Centres in External Nominal** option. This enables you to analyse payroll costs by cost centre. You define cost centre details using the **Nominal Cost Centres** command on the **Maintenance** menu of the Payroll application. |
| **Project and Department** | Options that determine whether you want to use additional dimensions with nominal accounts. These options are only available if you have the Nominal Ledger activated. You can choose one or both dimensions for additional analysis purposes. The default names of these dimensions are 'Project' and 'Department' but you can change these by amending the entries in the **Dimension 1** and **Dimension 2** boxes on the System - Utilities - System Preferences form. When you select an option, you can use the corresponding command on the **Maintenance** menu in the Nominal application to maintain descriptions and budget settings for the dimension. For more information, refer to the topic on projects and departments associated with the Nominal application. |
| **Cashbook** | An option that determines whether the Cashbook application is used for the company. If you use the Sales Ledger, the Sales Ledger to Nominal option must be ticked before you can tick the box. If you use the Purchase Ledger, the Purchase Ledger to Nominal option must be ticked before you can tick the box. |
| **Purchase Invoice Register** | An option that determines whether the Purchase Invoice Register in the Purchase Ledger is used. |

### *Supply Chain Management*

| Option | Description |
|---|---|
| **Stocktake** | An option that controls whether the Stocktake application is used.<br>This feature is available in Opera 3 and Opera 3 SQL |
| **Warehouses** | An option that determines whether you want to use multiple warehouses within the Stock application. This only applies if you have the multi-warehouses feature activated. As a minimum, at least one main and one quarantine warehouse is provided. You only need to select this option if you want to maintain stock records in additional warehouses. Refer also to the Stock application documentation for details about warehouse maintenance and processing. |
| **Traceability** | An option that determines whether you want to maintain records of stock items that are assigned to serial or batch numbers. Traceable stock only applies if you have the traceability feature activated. If you need to process stock records that are traceable by serial or batch numbers, refer to the Traceability section of the Help file. |
| **Advanced POP** | An option that determines whether you want to use purchase order documents. Purchase order documents are a way of entering uncommitted purchase orders into the application without affecting your suppliers account balances and, if you use the Stock application, any stock balances. These documents can then be changed to committed purchase orders at a later date. This option will be automatically selected if you have upgraded from Pegasus Opera and your Opera data includes uncommitted documents.<br>Note: This applies if you use the Purchase Order Processing application. |
| **Landed Costs** | An option that determines whether landed costs are used in Opera. This is enabled only if you use the Stock Control and Purchase Order Processing applications. |
| ***Landed Costs…*** | Landed costs are those additional costs - other than the unit price costs - that are incurred to get goods you purchase from your supplier to your premises, |

Notes

particularly for goods that are imported. The total cost of a landed shipment may include the purchase price, freight costs, insurance, and other costs. In some instances, it may also include the customs duties and other taxes that are levied on a shipment. Calculating the landed cost is critical in understanding what a product actually costs so that you can calculate what it can be sold for.

Tips:

1. Before you tick this option make sure that all stock transactions are transferred to the Nominal Ledger. Use the Report Only option in the Nominal Ledger - Utilities - Stock Transfer command to first check whether there are transactions that need to transferred. Then use the Transfer and Report option if necessary.
2. After you tick this option and saved the company details the Nominal Ledger control accounts for landed costs on the Nominal Ledger - Utilities - Set Options form are updated with the control accounts that have already been set up for stock transactions. You should review the accounts and amend then as necessary.

This feature is available in Opera 3 and Opera 3 SQL

### *Payroll & HR*

| Option | Description |
|---|---|
| **P11D** | An option that indicates whether you intend to use the P11D Organiser in conjunction with the the application's payroll. For more information about the P11D Organiser, refer to the documentation that accompanies the P11D Organiser application. |

## Options tab - Links

### *Financials*

These linking options only apply if the corresponding applications are installed and activated.

| Option | Description |
|---|---|
| **Sales Ledger to Nominal** | An option that determines whether the Sales and Nominal applications are linked. If selected, the Nominal application must be present and the accounts relevant to the Sales application must be created, such as debtors control, debtors suspense and so on. Unless you have selected the **Real Time Update of Nominal** option, transactions are transferred from the Sales to the Nominal application using the **S/L Transfer** command on the **Utilities** submenu in the Nominal application. If the **Real Time Update of Nominal** option is selected, the Nominal application is updated when sales transactions are posted. |
| **Purchase Ledger to Nominal** | An option that determines whether the Purchase and Nominal applications are linked. If selected, the Nominal application must be present and the accounts relevant to the Purchase application must be created, such as creditors control, creditors suspense and so on. Unless you have selected the **Real Time Update of Nominal** option, transactions are transferred from the Purchase to the Nominal application using the **P/L Transfer** command on the **Utilities** submenu in the Nominal application. If the **Real Time Update of Nominal** option is selected, the Nominal application is updated when purchase transactions are posted. |
| **Payroll to Nominal** | An option that determines whether Payroll and Nominal applications are linked. If selected, the Nominal application must be present and the accounts relevant to the Payroll must be created, such as wages control, wages suspense, and so on. Unless you have selected the **Real Time Update of Nominal** option, the link between the Payroll and Nominal applications is a two-stage link. First you use the **N/L Analysis** command on the **Utilities** submenu in Payroll to produce a nominal transfer file containing the payment details. To complete the link, you then use the **Payroll Transfer** command on the **Utilities** submenu in the Nominal application to import the nominal transfer file. If the **Real Time Update of Nominal** option is selected, you only need use the **N/L Analysis** command in the Payroll application to update the Nominal application. |
| **Payroll to External** | An option that determines whether the Payroll application produces data for analysis in an external nominal ledger. If you do not have the Nominal |

Notes

| | |
|---|---|
| **Nominal** | application but you have the Payroll application, you can select this option. This enables you to analyse payroll costs by nominal account. You define the nominal account details using the **Nominal Accounts** command on the **Maintenance** menu of the Payroll application. |
| **Stock Control to Nominal** | An option that determines whether the Stock and Nominal applications are linked. If selected, the Nominal application must be present and the accounts relevant to the Stock application must be created, such as goods in and out, stock assets, suspense and so on. If the BOM application is in use, you will also need WIP accounts. Unless you have selected the **Real Time Update of Nominal** option, transactions are transferred from the Stock to the Nominal application using the **Stock Transfer** command on the **Utilities** submenu in the Nominal application. If the **Real Time Update of Nominal** option is selected, the Nominal application is updated when stock transactions are posted. |
| **Fixed Assets to Nominal** | An option that determines whether the Fixed Asset and Nominal applications are linked. Unless you have selected the **Real Time Update of Nominal** option, transactions are transferred from Fixed Assets to the Nominal application using the **Fixed Assets Transfer** command on the **Utilities** submenu in the Nominal application. If the **Real Time Update of Nominal** option is selected, the Nominal application is updated when the assets are depreciated. |
| **Payroll to Cashbook** | An option that determines whether the Payroll and Cashbook applications are linked. If selected, you can transfer postings to bank accounts in the Cashbook application that have been originated in the Payroll application. You use the **Cashbook Transfer** command on the **Utilities** submenu in the Payroll application. |
| **Purchase to Fixed Assets** | An option that determines whether the Purchase Ledger is linked to the Fixed Assets application. If the applications are linked, you can create new assets in the Purchase Ledger when supplier invoices are posted. |
| **PIR/POP to Fixed Assets** | An option that determines whether the Purchase Invoice Register feature in the Purchase Ledger, and the Purchase Order Processing application is linked to the Fixed Assets application. If the applications are linked, you can create new assets when supplier invoices are posted. |
| **Purchase Ledger to Costing** | An option that determines whether the Purchase and Costing applications are linked. If selected, detail lines on invoice and credit note transactions posted in the Purchase application can be analysed to job numbers, phases and cost codes. Cost type cost records are created when the invoice is accepted. If you are using the purchase invoice register, these analysis facilities are also available in the register. |
| **Sales Ledger to Costing** | An option that determines whether the Sales and Costing applications are linked. If selected, detail lines on invoice and credit note transactions posted in the Sales application and on documents entered through the Invoicing or Sales Order Processing applications, can be analysed to jobs, phases and cost codes. Revenue records are created when the invoice is accepted and these are posted as unallocated revenues in the Costing application. |
| **Stock Control to Costing** | An option that determines whether the Stock and Costing applications are linked. If selected, stock issues and returns entered in the Stock application can be analysed to job numbers, phases and cost codes. A cost record is then posted to the Costing application when the stock movement is accepted.<br>**Note**: If this option is selected, entering movements in the Stock applicationis the only way stock-type costs can be created in the Costing application. |
| **POP to Costing** | An option that determines whether the POP and Costing applications are linked. If selected, you can analyse the detail lines of order documents entered in POP application to job numbers, phases and cost codes. A commitment is posted to the Costing application the purchase order is accepted. |
| **BOM to Costing** | An option that determines whether the BOM and Costing applications are linked. If selected, you can transfer works order information to the Costing application. A works order in progress results in commitment cost being recorded within the Costing application, while a completed works order converts that commitment to an actual cost. The analysis of costs to job records is done at the time the works order record is created. |
| **BOM to Costing** | An option that determines whether the BOM and Costing applications are linked. If selected, you can transfer works order information to the Costing application. A works order in progress results in commitment cost being |

Notes

| | |
|---|---|
| | recorded within the Costing application, while a completed works order converts that commitment to an actual cost. The analysis of costs to job records is done at the time the works order record is created. |
| **Service Management to Costing** | An option that determines whether the Service Management application is linked to the Costing application. If the applications are linked, costs are posted to Costing when activities are cleared in the Sales Pipeline Management, Service Management, and Helpdesk applications. Revenue is posted to Costing when sales documents that are created in the Worksheet Billing or Contract Period Billing commands in Service Management are invoiced in Sales Order Processing or Invoicing.<br><br>Note: You can tick this option only if the Service Management to SOP and the Sales Ledger to Costing options are ticked:<br><br>- The Service Management to SOP option drives whether sales quotations are posted to Sales Order Processing or Invoicing from the Company Processing in Sales Pipeline Management. The option also drives whether sales documents are posted to Sales Order Processing or Invoicing from Worksheet Billing or Contract Period Billing in Service Management.<br><br>- The Sales Ledger to Costing option drives whether revenue is posted to Costing when sales documents that are created in Service Management are invoiced in Sales Order Processing or Invoicing. |

### *Supply Chain Management*

| Option | Description |
|---|---|
| **SOP to BOM** | An option that determines whether the SOP and BOM applications are linked. If selected, you can create a works order for assembly items that are specified on a sales order. For example, if a customer places an order for an assembly for which there is insufficient stock, a works order can be raised so that item can be built to satisfy the order requirement. |
| **Service Management to Stock** | An option that determines whether the Service Management application is linked to the Stock application. If the applications are linked, stock issues are posted in the Process Stock Issues command and stock returns are posted in the Process Stock Returns command. |
| **Service Management to SOP** | An option that determines whether the Service Management application is linked to the Invoicing or Sales Order Processing applications. If the applications are linked, documentsare posted to Invoicing or Sales Order Processing when the Worksheet Billing or Contract Period Billing commands are used. Sales quotations are posted to Invoicing or Sales Order Processing when quotes are posted in Sales Pipeline Management. |

### *Payroll & HR*

| Option | Description |
|---|---|
| **Costing to Payroll** | An option that determines whether the Costing and Payroll applications are linked. If selected, you can enter timesheets in the Costing application. You can then transfer the timesheets to the Payroll application using the **Payroll Transfer** command on the **Utilities** submenu in the Costing application. |

Notes

### *VAT*

| Box | Description |
|---|---|
| **RC Sales List** | An option that determines whether you must submit Reverse Charge Sales Lists to HMRC. This applies if you supply certain high value products to VAT registered domestic customers meaning you must account for VAT using Reverse Charge Accounting. If, after you have supplied the high value items you then stop, you must inform HMRC and clear this option. What's Reverse Charge Accounting?<br>**Note:** You can select this option even if you do not use the EC VAT application. |
| **VAT calculated before settlement discount from** | From 1 April 2015, when processing an invoice, VAT will be calculated on the goods value before any prompt payment discount is applied. This change will affect any business that either receives or gives prompt payment discount for prompt payment of an invoice.<br>In Opera prompt payment discount is referred to as 'settlement discount'.<br>When the legislation change becomes effective, HMRC must receive the full value of VAT on an invoice if the settlement discount is offered but not taken. Any unbilled sales orders posted before 1 April 2015 require billing from that date under the new rules.<br>**Note**: This is displayed only if you do not use the EC VAT application. |

### *EC VAT*

EC VAT-related options only apply if you have the EC VAT application installed and activated.

| Option | Description |
|---|---|
| **EC Despatches SD** | An option that determines whether you must maintain despatch records for the SD report. The report is accessed in the EC VAT - Reports - S.D. Report command. |
| **Include Delivery Terms** | An option that determines whether to force the recording of the delivery terms for SD details when processing sales invoice and credit note transactions or related sales order processing documents. |
| **EC Arrivals SD** | An option that determines whether you must maintain arrival records for SDs. The report is accessed in the EC VAT - Reports - S.D. Report command. |
| **Include Delivery Terms** | An option that determines whether to force the recording of the delivery terms for SD details when processing purchase invoice and credit note transactions or related purchase order processing documents. |
| **EC Sales List** | An option that determines whether you must submit EC Sales Lists to HMRC. The report is accessed in the EC VAT - Reports - E.S.L Report command. |
| **Keep Notes (months)** | The number of months for which you want to retain Notes records. |

### *Other*

| Option | Description |
|---|---|
| **Keep Notes (months)** | The number of months for which you want to retain Notes records. |

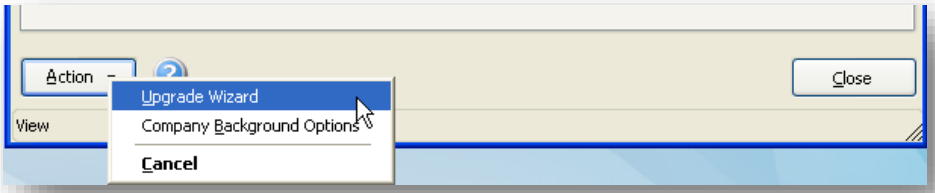
## 1.2.1 Upgrade Wizard

*Notes*

With the Admin Login the Company Profile Action button becomes available for selection, and it is within this area that the administrator is able to launch the Data Upgrade Wizard.

**Upgrade**
Opera 3 does not support Senior and Single User Upgrades. The route would need to be through Opera II then to O3.
Capital Gold and Opera 16 can still be upgraded to Opera 3.

The Upgrade Wizard will upgrade Opera16 Data, from any version of Pegasus Opera for DOS or Opera for Windows (Latest recommended).



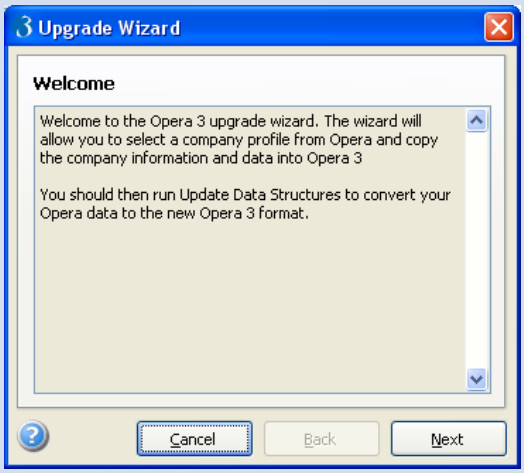
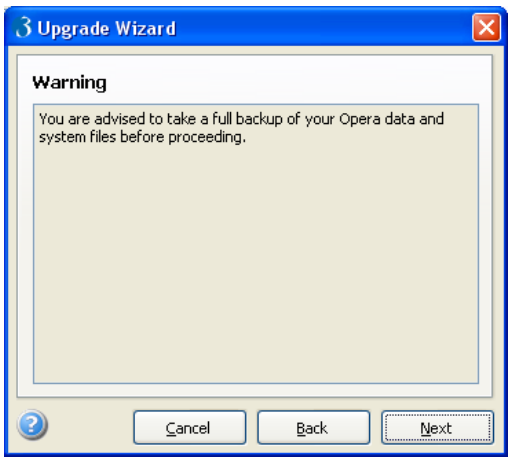

***Pre-Installation Check List***

Before you attempt to upgrade to Opera 3 you must have the following information available:

If you intend on using the “browse” functions within the Wizard, you must have a Drive Letter mapped to the machine where Opera is installed.

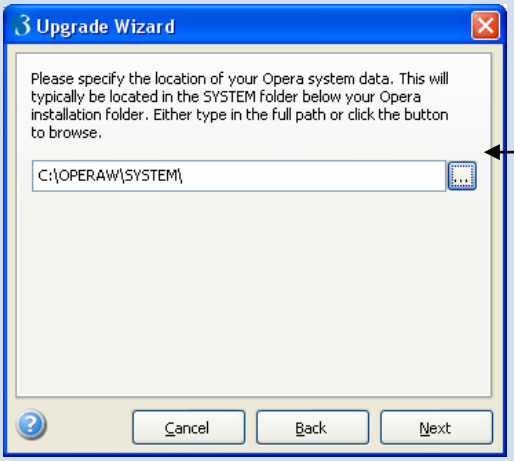
If you are upgrading on a live system, ensure full backups have been taken.

***Using the Wizard***

| Process | Screenshot |
|---|---|
| When starting the Upgrade Wizard, you will be presented with the Welcome screen. This window warns that after the upgrade the Update Data Structures MUST be run to update the Opera data to the new table format.<br><br>**Note: The default button on the Wizard start-up is Cancel. Beware that should you just press enter expecting to continue the wizard, it will not. Should you wish to continue the Upgrade, click the Next Button:** |  |
| The Warning window will then be displayed, prompting that you should ensure that backups have been taken before proceeding by clicking Next. |  |

The Upgrade Wizard will now ask you for the location of the Opera System Directory. If this path is unknown, you can click the browse button and select the directory required manually.

**Note: You are unable to convert any companies from Opera if they already exist in Opera 3. (The company ID cannot be changed during the conversion.)**




*Notes*

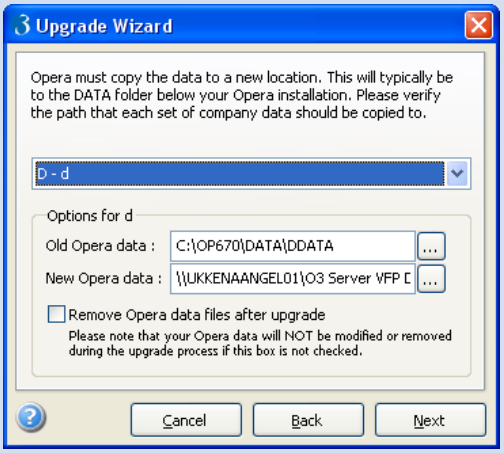
Browse Button

Click 'Next' to Continue…

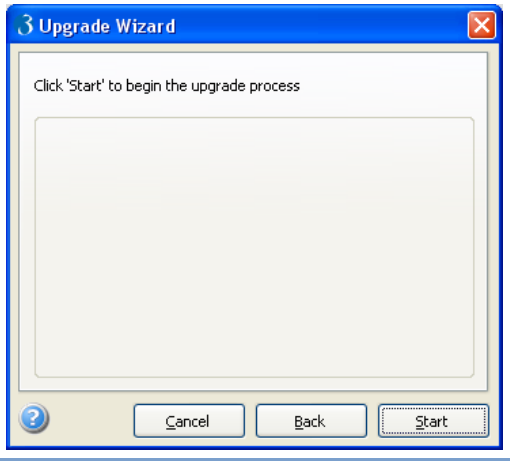
The Data Upgrade Wizard will then display all companies that are available for conversion. The system will assume that all are to be converted and "tick" all companies. If you do not want a particular company converting, un-tick the check box alongside the company name. Again, once you are happy to proceed, click next.

The next step is to confirm the company information and data paths before continuing. This screen should be correct; however you may wish to alter the destination directory of the upgrade.

The 'Remove Opera data files after upgrade' tick box has been added to allow you to automatically delete old Opera data once converted. This is not something Pegasus would recommend, but the option is there should you require it.



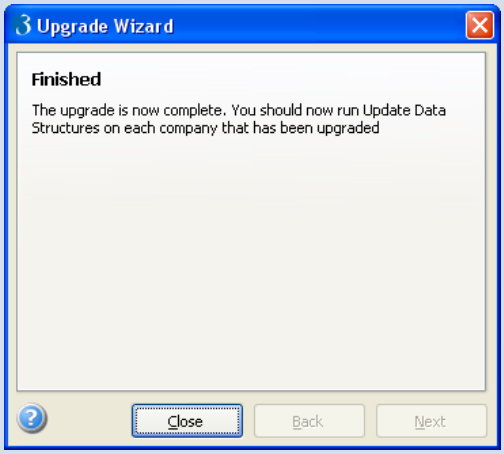

Clicking next will then present you with the option to start the upgrade process:



Notes

Clicking the Start button will start the copying process:
Once finished, clicking the Close button can close the Upgrade Wizard.

**Note : It is imperative that an Update Data Structures is now run on the data to ensure the Table formats are correct for Opera 3.**




***What will not be converted?***

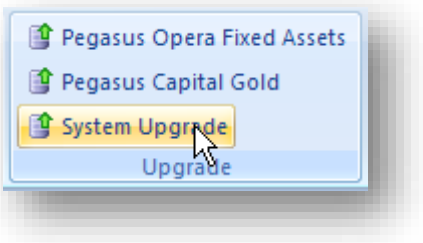
- Reports created in Nominal Ledger 'Management Reports'.
- Any bespoke reports created using the FoxPro Report Writer.
- Any modifications made to standard reports or documents.
- Printer definitions.
- Spool Files.
- Users and their menu access permissions.

On installing the software, various files, folders and programs are distributed on the hard drive according to the installation options and configuration of your computer.

This section identifies some of the major elements of the installation (but not all files), some of which are referred to in other sections of this documentation.

### 1.2.1.1 Upgrade System

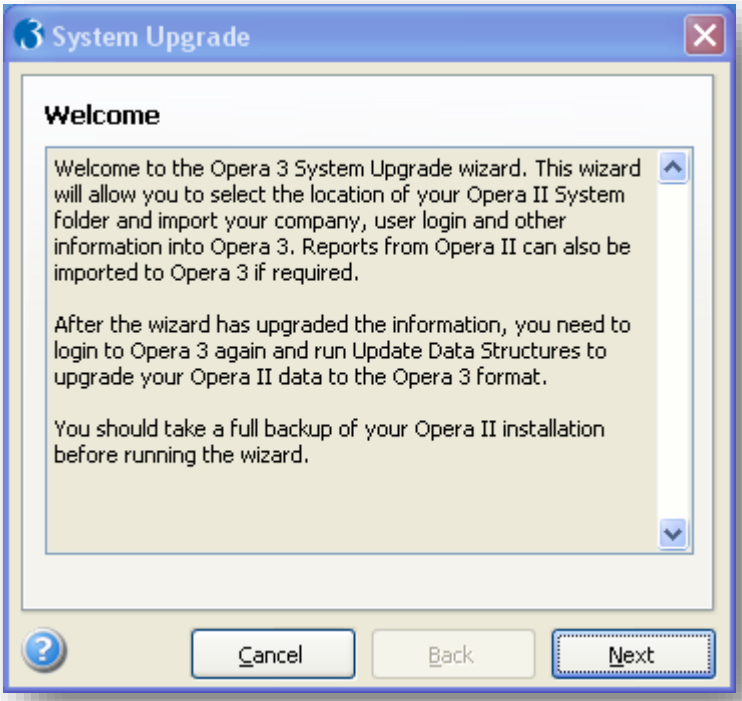
This is for when upgrading from Opera II to Opera 3. Only the Admin User is able to select this function.



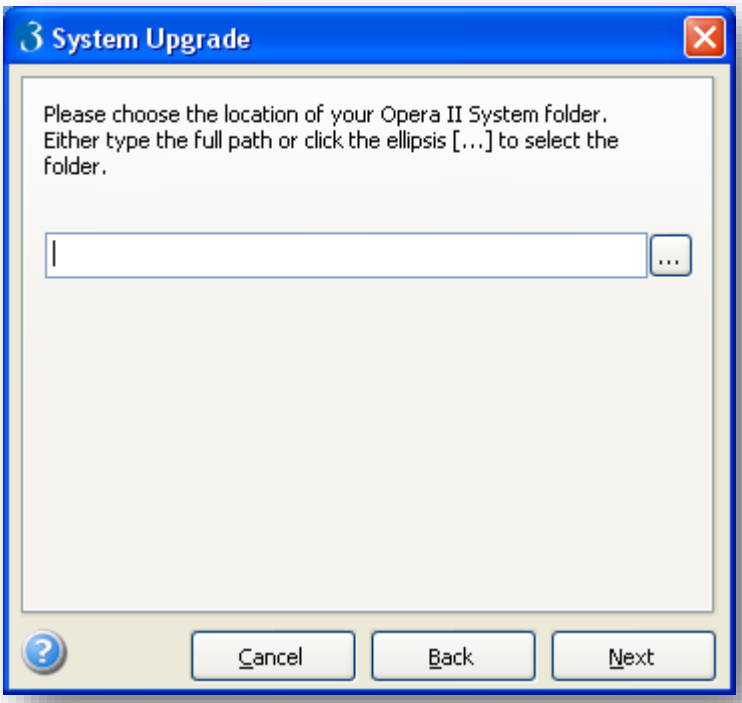

This procedure forms only part of the upgrade and only copies across the required system tables.

Notes

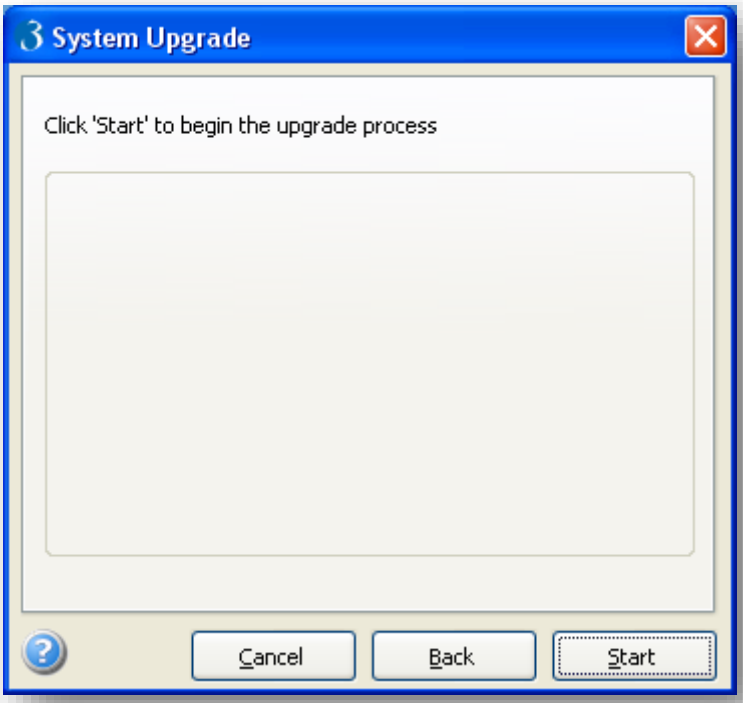
A welcome screen to indicate what process you are currently running



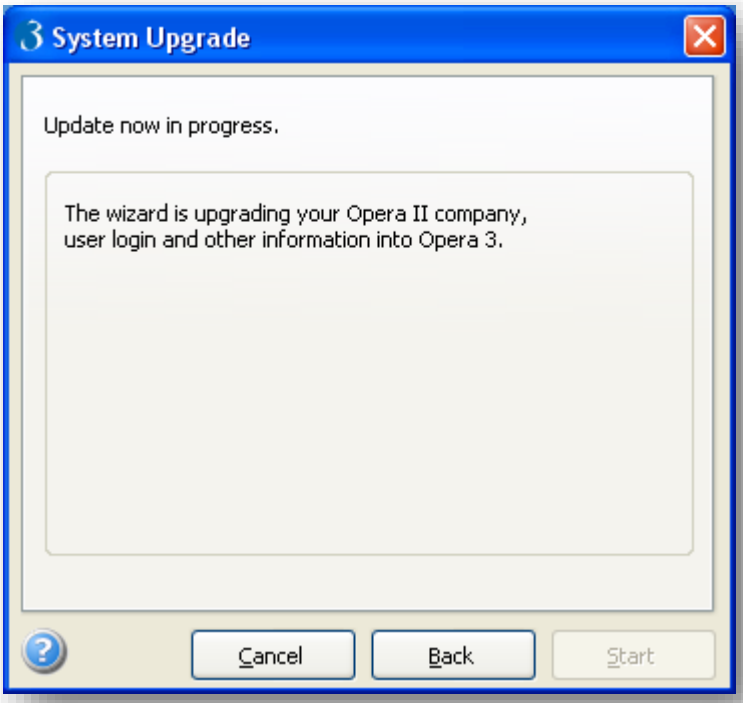

The system folder to be converted is then required to be selected



Notes

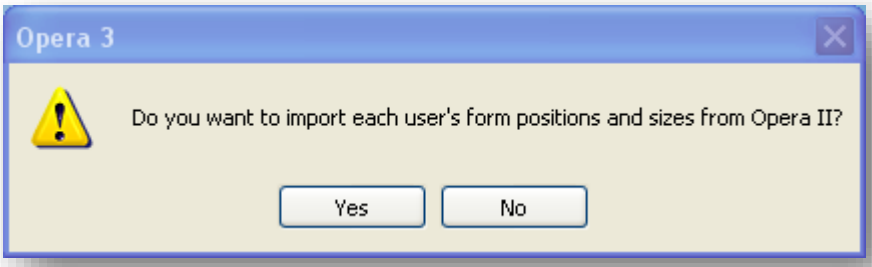



Click start to begin the process.

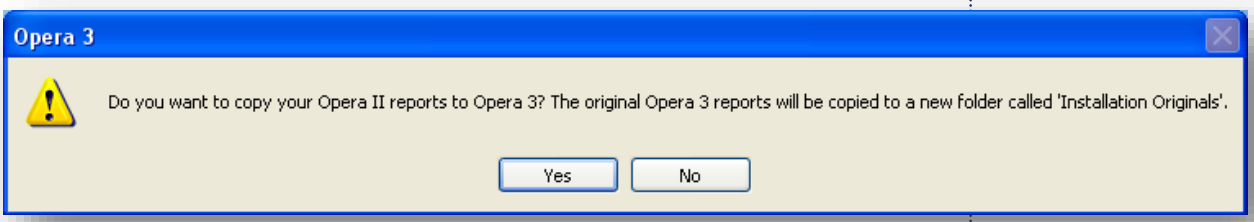


Select if remember form position and sizes are to be converted.

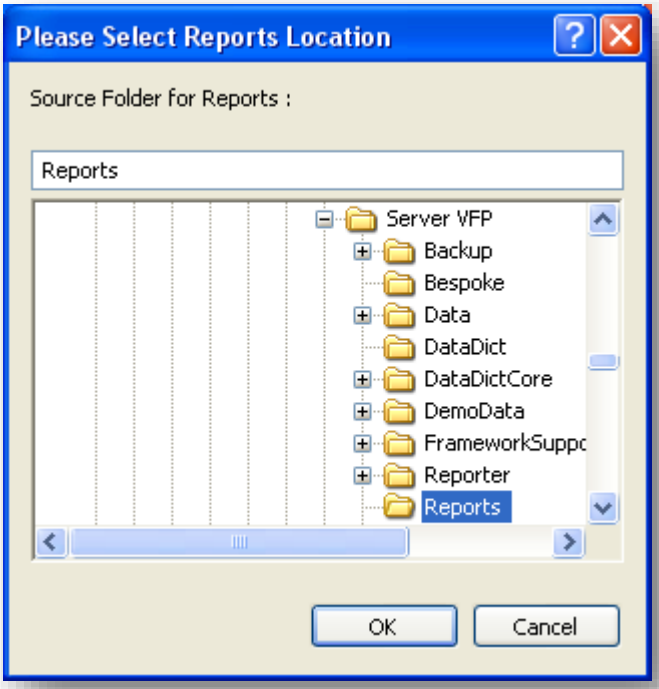
*Notes*




Confirm whether or not the Reports directory is to be copied across.




Locate the Reports DIR to be converted.

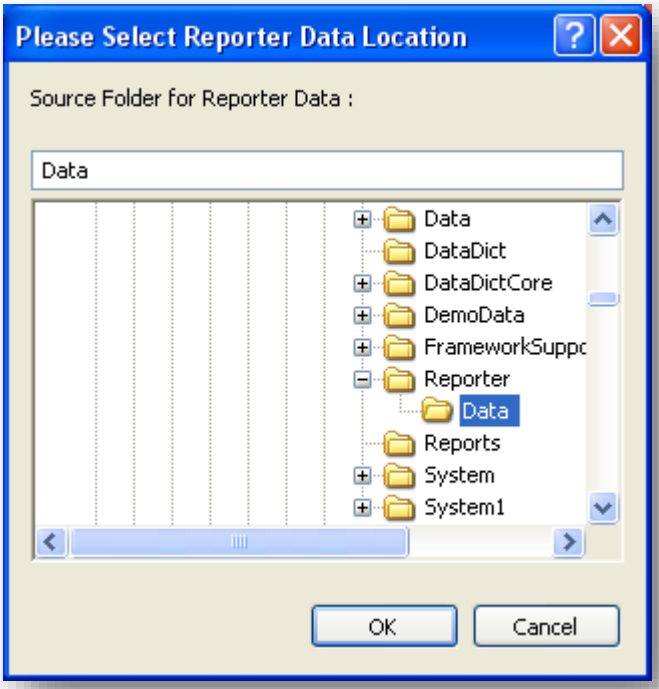



**Reports**

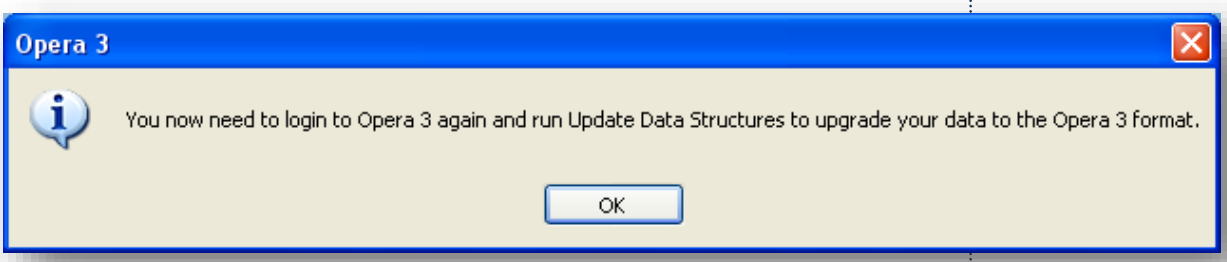
The scenario of a "structural" change usually warrants a redesign – introductions of for example new tables and fields would mean existing redesigned reports won't know about **them.** The new reports provided by Pegasus will have these new elements in the designs and can be used as the template for a redesign.

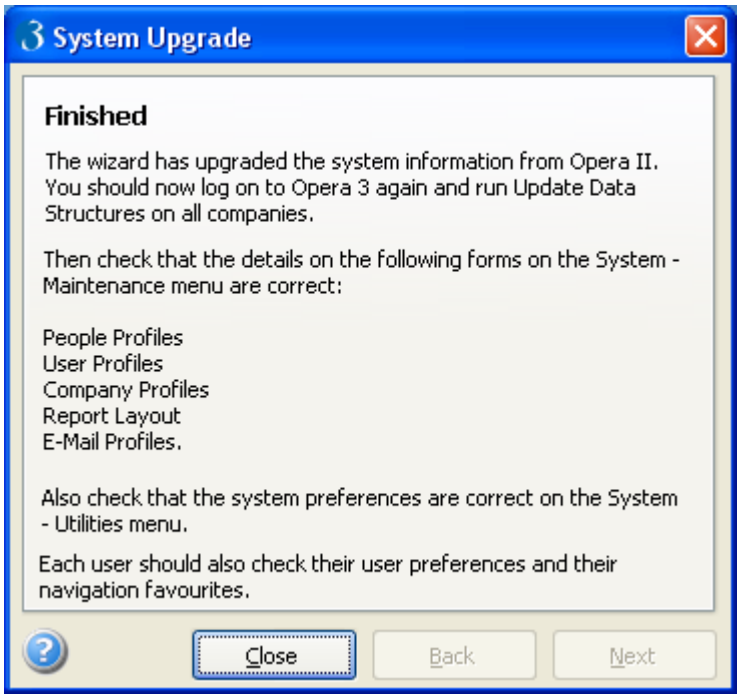
Locate the Reporter Reports - Data DIR to be copied across.

*Notes*




Ensure you follow the reminder to run a UDS once completed.



Notes

#### 1.2.1.2 Upgrading System Information from Opera II to Opera 3

This wizard provides an easy method of upgrading your company, user, people, user preferences and non-standard reports from Opera II directly into Opera 3. It is an exclusive process so nobody can be using the Opera II system you are upgrading from and only the person running the upgrade should be logged into the system in Opera 3. You can upgrade system information from Opera II Enterprise to Opera 3 or from Opera II Enterprise SQL to Opera SQL. To upgrade the information you must be logged in using the **ADMIN** login ID. The wizard must be run for each system that is used in Opera II.

The following information is upgraded:

| Description | Notes | Table |
|---|---|---|
| Company details and application options | This table retains company details, the location of the data, options that switch on features and options that link different applications (for example, link the Sales Ledger to the Nominal Ledger). | SEQCO |
| User details | This table retains your users' login IDs and security details. | SEQUSER |
| Remember form sizes and positions | This table retains details of any forms that have been resized or repositioned. These forms remember their size and position when they are opened. | SEQFORMS |
| Report layouts | Some reporting commands provide more than one layout option to choose from, depending on the type of stationery you intend to use. This table retains all the different reports that can be selected from the Publisher form. | SEQRPLAY |
| User favourites | This table retains user-specific favourite commands that are displayed on the classic navigator, menu and ribbon bar. | SEQFAVES |
| People profiles | People profiles are individuals who are referenced in the system but are not necessarily users of the system. For example, they may be people involved in projects that are maintained and monitored in the Costing application. | SEQPEOPL |
| Email profiles | Email profiles are used for sending statements, sales quotations, sales proformas, order acknowledgements, delivery notes, and invoices to customers from the Sales and SOP modules, or for emailing remittance advices and purchase orders from the Purchase Ledger. | SEQEFLD<br>SEQEGRP<br>SEQERPT |
| User defined reports | These are reports that have been defined in the Report Manager application. Any reports that have been appended to an application's **Reports** menu in Opera II will also be appended to the same **Reports** menu in Opera II. For example, if you appended a report to the **Reports** menu in Stock Control in Opera II, it will be appended to the same menu in Opera 3. | SEQREPM |

| | | |
|---|---|---|
| System-wide preferences | These preferences apply to the system as a whole, for example industry specific names for 'projects', 'departments, or 'phases' in the Costing application. | SEQSYS |
| Non standard reports | See below | - |

Notes

**Reports**

Report designs are held in the 'Reports' folder. Most reports are standard reports that are created and maintained by Pegasus. The Opera II reports are not copied to the Opera 3 'Reports' folder because they would replace more up to date reports. If any standard reports have been modified for customer specific requirements, they will need to be copied into the Opera 3 folder manually. New reports created for customer-specific requirements that are not supplied by Pegasus are copied to Opera 3.

The original Opera 3 reports are copied to a sub folder of the 'Reports' folder before the upgrade starts. The folder is called 'Installation Originals'.

Report layout records in the Opera II SEQRPLAY table that are created for customer-specific bespoke requirements – ie not standard reports – are copied into the Opera 3 SEQRPLAY table. For example, the report SQININ is a standard invoice design included with Opera II and Opera 3. If a new report based on the SQININ report was created in Opera II - say called SQININB - this report will be added to the Reports Layout table and will then be available for selection from the Publisher form when an invoice is printed.

**Report Types**

| Report type | Copied to Opera 3? | Notes |
|---|---|---|
| Non standard reports | Yes | These reports are written for specific customer requirements and are not included with Opera II as standard. The reports have unique names so will not overwrite standard Opera 3 reports when they are copied. |
| Company specific reports | Yes | These reports use a prefix of the company code, for example Z_SQININ is an invoice design used only in company Z. The reports also have unique names so will not overwrite standard Opera 3 reports when they are copied. |
| Standard 'off the shelf' report | No | Standard reports are often improved by Pegasus, sometimes for legislative reasons. Most of the time the most up to date reports, which are supplied with Opera 3, should be used. They are therefore not copied from Opera II. |
| Standard report that has been modified | No | Most of the time the most up to date reports, which are supplied with Opera 3, should be used. They are therefore not copied from Opera II. Where a standard Opera II report has been modified, the modifications must also be done in the Opera 3 report after the upgrade. |

**Tip**: A checklist is included in the Opera 3 Installation Guide to help you to upgrade from Opera II to Opera 3.

## To Use the System Upgrade Wizard

*Notes*

**Important:** This wizard is designed to be used before you create system records in Opera 3. All system records that are already in Opera 3 will be overwritten by the wizard. If you use the Additional Systems feature, you need to run this wizard in each separate system to upgrade these details. Any additional system being upgraded from Opera II has to be set up first in Opera 3 before the upgrade is run.

1. Before starting the upgrade, make sure no one is logged into the Opera II system you are running the upgrade for and you are the only person logged into the Opera 3 system. To check whether other people are logged in, use the Monitor Users command. Also take a full backup of your Opera II installation.
2. Open the **Upgrade** folder and then click **System Upgrade**. The welcome screen is displayed.
3. Click **Next**. Then enter the path to the Opera II system folder. The default share name to the system folder is \\<Servername>\Server XXX Dynamic\System or \\<Servername>\Server XXX Static and Dynamic\System (where XXX is either VFP or SQL).
4. Click **Next** and then click **Start** to start the upgrade. Follow the on-screen prompts and respond as necessary.
5. Run the Update Data Structures command and select all companies to update the structure of your company data files and the system data files to match the latest Opera 3 data dictionary.
6. After the upgrade finishes, you should check that the details on the following forms on the **System - Maintenance** menu are correct: **People Profiles**, **User Profiles**, **Company Profiles**, **Report Layout** and **E-Mail Profiles**. Also check that the system preferences are correct on the **System - Utilities** menu.

**Notes:**

- This wizard does not move your company data files. If you need to move the company data, you must do this manually using Windows Explorer after running the **System Upgrade** wizard.

- If you use the Additional Systems feature, you need to run this wizard in each separate system to upgrade these details.

- As standard Opera II reports (the 'off the shelf' reports) are not copied to Opera 3, if any have been modified for customer-specific reasons, you must ensure that the changes are also done in the Opera 3 report.

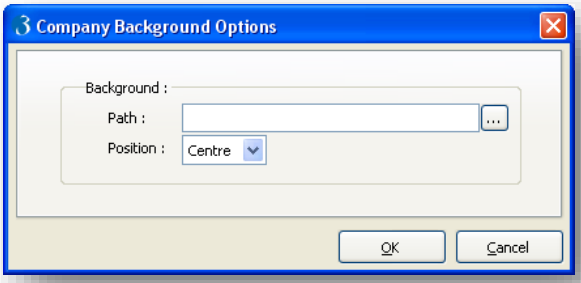
**Multiple Systems –**

In v1.3x onwards, the System Upgrade Wizard and UDS have been enhanced to validate multiple systems

## 1.2.2 Company Background Options

*Notes*

The user has the choice to select desktop wallpaper that matches their Windows XP colour scheme, or to select a background that is specific to the Company Code Identifier, if required.



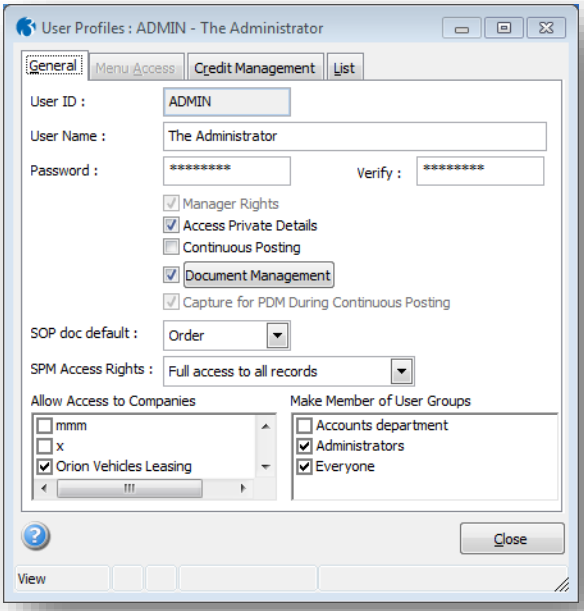

The Position of the Background may be Centred, Tiled or Stretched.

To activate the Background chosen, the User must Logon again.

## 1.3 User Profiles

*Notes*

Before users can log on, they must be identified in the User Profiles form. Each user is identified by a unique user ID and you can optionally assign a password. These details are entered in the User I.D. and Password boxes on the Logon form to identify to the system that user's level of authority. By using the User Profile form, you can limit the access a user can gain to companies and commands. User records are controlled by system 'managers'. A manager in this context is someone who is given certain rights that include the means to define and control other user records. As a manager, you can control user passwords, and which companies, menus and commands to which a user can gain access. Two default user records MANAGER and ADMIN (both without passwords) are provided when the software is installed.




**Important:** For security reasons, we recommend that the system administrator or other person responsible for the system who will have manager rights, sets up a password for this default user record, otherwise anyone can log on with that ID and have access to all commands in the system.

To Define User Profiles

1. Open the System folder and click Maintenance or click the Administration tab on the Ribbon Bar and then click Maintenance.
2. Click User Profiles.
3. To create a new record, click the icon on the toolbar or press CTRL+N.
4. In the boxes provided, enter the user details.
5. To save the record, click the icon on the toolbar or press CTRL+S.

**Note:** Two default user records MANAGER and ADMIN (both without passwords) are provided when the software is installed. You cannot remove these records. For security reasons, you should set up a password for these default user records, otherwise anyone can log on with that ID and have access to all commands in the system.

Notes

### *User Profile Entries*

| Box | Description |
|---|---|
| **User ID** | A unique ID for the user of up to eight characters. This is the ID that must be entered in the **User I.D.** box on the **Logon** form. It also appears on reports and other documents to identify the user. |
| **User Name** | The user's full name. This is to help you identify the person to which the user profile record belongs. |
| **Password** | A password used for authorization when the user logs on. If the box is left blank, no password input is required in the **Password** box on the **Logon** form. Users can change their existing password using the **Preferences** command in the System module. When you enter a new password you must verify the entry in the **Verify** box.<br>If the number of days in the Password Expiry Days box on the **System Preferences** form is more than zero, all users will need to change their password every so often. When you do this you must ensure that the password is different to before. If you enter the same password or you enter an empty password, the message '*The password you entered has failed validation checks. Make sure the password is different and is not blank*'. will be displayed. |
| **Expiry** | Your password can have an expiry date. If it does you are warned when you log on to the application if there are ten or fewer days before it expires. If you do not change your password before it expires you will not be able to log in to the application until your administrator resets your password.<br>**Note:** The 'ADMIN' user can change any user's password expiry date. Users with 'Manager Rights' can change any users without 'Manager Rights'. Users without 'Manager Rights' cannot change the expiry date.<br>This feature is available in Opera 3 |
| **Manager Rights** | If you have 'Manager Rights' in Opera, you can use some commands and see information that other users cannot see. If you do not have 'Manager Rights', there are some restrictions:<br>You cannot use the User Profiles, Company Profiles, Backup and Restore commands in the System Manager<br>• On the System Manager - Spooler Control form, you cannot view spool files created by other users<br>• On the System Manager - Utilities - System Preferences form, you cannot change the Reverse Charge De-Minimus level<br>• On the Stock Control - Processing form, you cannot see the cost price for each stock record<br>• On the SOP/Invoicing - Maintenance - Product Files form, you cannot see the cost price for each product record<br>• On the Nominal Ledger - Journals form, you cannot re-post journals that have already been posted. |
| **Access Private Details** | An option that determines whether the user can see 'Private' accounts on the Accounts form in the Nominal Ledger.<br>• If this box is not ticked on the User Profile, the user will not see 'Private' accounts. These accounts are also excluded from the Nominal Ledger reports, except the **Chart of Accounts**. Some reports that include transactions and balances may seem to have inaccurate totals if private accounts are not included.<br>• If this box is ticked on the User Profile, the user will be able see 'Private' accounts and the related balances and transactions for the account.<br>Any user can still post journals to private accounts, even if they do not have this box ticked on their User Profile. |

Notes

| | |
|---|---|
| **Continuous Posting** | An option that determines whether the application re-selects the posting command you have used to complete a transaction entry. For example, if you have posted one sales receipt in the Sales module, the input form is presented for another receipt posting. This might be useful if you want to enter batches of the same transaction type. The facility affects transactions that can be posted through the Sales, Purchase, Cashbook and Stock **Processing** menus. If this option is not selected, you must re-select the posting command for each separate transaction you want to enter. |
| **Access Credit Management Company Details** | An option that determines whether the selected user can access the **Company** tab on the **Credit Management Centre**.<br>The tab displays an overall company-level view of all debt owed by your customers and includes the following:<br>• Easy to understand graphs on the your company's overall financial status<br>• Drill-down account lists views that show you the amount owed by each customer<br>• Lists of disputed invoices and outstanding actions<br>• Financial ratios - average debtor days and average creditor days<br>• Debtor analysis values for this period, last period and before the last period<br>• An analysis of promised payment values<br>• Disputed Invoices, Diary Actions and Debtor Analysis reports.<br>This feature is available in Opera 3 |
| **See All Users' Credit Management Actions** | An option that determines whether the selected user can view everyone's diary actions in **Credit Management Centre**. If this option is not selected the user will be able to see only their own actions.<br>This feature is available in Opera 3 |
| **SOP doc default** | An option that determines the default transaction type available when you use the **Processing** command in the SOP module. You can select from a list. |
| **SPM Access Rights** | An option that determines the user's access permissions in Sales Pipeline Management, Service Management, and Helpdesk modules. The access rights can be set to one of the following:<br>• **Full access to all records**. Records owned by all internal contacts are displayed and can be modified.<br>• **View access to other records**. Records owned by all internal contacts are displayed but only those owned by the user can be modified.<br>• **No access to other records**. Only records owned by the user are displayed and can be modified.<br>**Note:** This option controls the access to records in the Sales Pipeline Management, Service Management, and Helpdesk modules only. It does not affect the Reporter module, Pegasus XRL, Pegasus Instant Messenger, or Pegasus Executive Dashboards. |
| **Allow Access to Companies** | A list of companies to which the user can be granted access rights. Where more than one company profile exists, you can control access to companies for each user. If the check box is selected, access to the corresponding company is granted. It is important to remember that company access must be specified for users with manager rights — including the system default MANAGER user record — otherwise access will be limited to the demonstration data company only. |
| **Make Member of Groups** | A list of groups to which the user can belong. Groups can be used by administrators on the System - Maintenance - Messages form and the System - Maintenance - Shutdown forms when they create messages to be sent to users as desktop alerts. So, for example, there may be a group called 'HR' for Payroll and Personnel users, or a group called 'Finance' for users working in the finance department. If users are added to one or more of these groups, an administrator can easily choose groups when they create a message and be sure all relevant people will receive it .<br>A user can belong to one or more groups. Groups are created on the System - Maintenance - User Groups form.<br>This feature is available in Opera 3 |

### 1.3.1 Admin Login

The Admin login is the most powerful user login within the Opera 3 system. Admin will allow access to:

- Data Upgrade Wizard - The Upgrade Wizard facilitates the migration of Data from Opera (16-bit) to Opera 3.
- Report designs.
- Re-Index facility when running an Update Data Structures.
- Access to FoxPro Command line.
- Create Additional Systems – The Additional Systems options allows the user to have more than 36 companies, depending on licence.

This login ought not to be used as an everyday login and for Security reasons a password should be assigned. See the relevant chapters on each Module for details.

### 1.3.2 Manager Login

The Manager login is a user with 'Manager Rights'. The granting of 'Manager Rights' allows the user access to certain areas of the system, which a user without 'Managers Rights' would not be afforded. A user with 'Managers rights' will be allowed access to Company and User Profiles and restrictions in other modules will be relaxed. For example an ordinary 'user' WITHOUT 'Managers rights' will not be allowed to view cost prices in Stock Control or re-post journals in Nominal Ledger. See the relevant chapters on each Module for details.

### 1.3.3 User Login

The User login is a user with standard user rights. That is no rights over and above the ability to process within the modules to which the user has been given access. The standard 'user' login will not be able to create Companies or Users and there will be a restriction on options reserved for those with Managers rights.

For ease of set-up profiles may be used and copied to new user identities.

### 1.3.4 Menu Access

Access to menus and commands can be controlled for each user record.

For Example; In your organization there are users whose job is to deal with sales ledger credit control enquiries. Using the Menu Access tab on the User Profiles form, you can limit access only to those commands that allow them to locate and view customer records and print sales reports. No other commands will be available to such users after logging on.

*Notes*

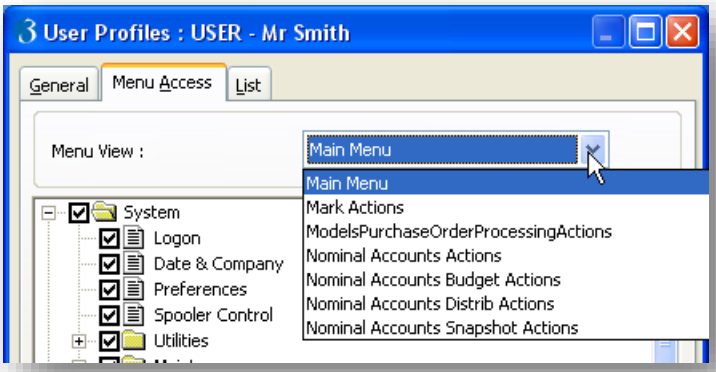
**Manager Rights**

If you have 'Manager Rights' in Opera, you can use some commands and see information that other users cannot see.

If you do not have 'Manager Rights', there are some restrictions:

- You cannot use these commands in the System Manager: User Profiles, Company Profiles, Backup and Restore.
- You also cannot view some information or perform some actions in other areas in Opera:
  - On the System Manager - Spooler Control form, you can only view spool files you created unless you have 'Manager Rights'; in which case you can view spool files that were created by all users.
  - On the System Manager - Utilities - System Preferences form, the Reverse Charge De-Minimus level cannot be changed unless you have 'Manager Rights'.
  - On the Stock Control - Processing form, the cost price for each stock record is not displayed unless you have 'Manager Rights'.
  - On the SOP/Invoicing - Maintenance - Product Files form, the cost price for each product record is not displayed unless you have 'Manager Rights'.
  - On the Nominal Ledger - Journals form, journals that have already been posted cannot be posted again unless you have 'Manager Rights'.

Notes




To Define Menu Access

1. Open the System folder and click Maintenance or click the Administration tab on the Ribbon Bar and then click Maintenance.
2. Click User Profiles.
3. Locate the user record for which you want to define menu access.
4. Click the Menu Access tab.
5. In the list box alongside Menu View, click to select the menu type for which you want to define access rights.
6. In the menu below Menu View, clear the check box for any command you want to be unavailable to the user. You can reinstate access by reselecting the check box.
7. To save the record, click the icon on the toolbar or press CTRL+S.

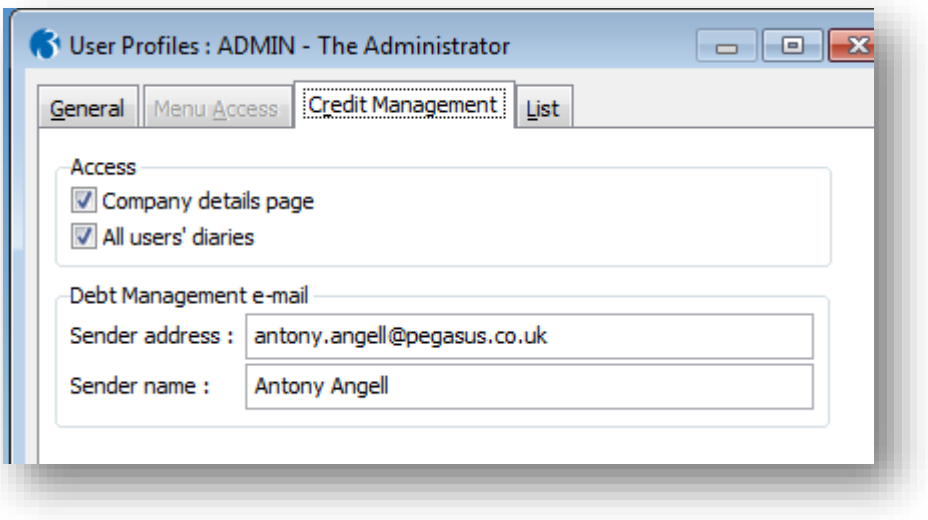
**Note:** Use the Print icon on the Toolbar or press the shortcut keys CTRL+P to print a report of preferences, rights, and menu access for the User ID in focus.

## 1.3.5 Credit Management tab

Credit Management Centre in the Opera 3 Sales Ledger provides credit controllers involved in debt management with a consolidated view of all the features that are important for effective credit control management. You can view information to help manage cash flow, reduce debts and improve the overall financial position of your business. You can quickly see what is owed and who owes it.

**Tip:** For more information please see the Credit Management Help topic.

Notes




| Box | Description |
|---|---|
| **Access** | |
| **Access Company details page** | Select to allow the user to see the Company Details page in the Credit Management Centre. This tab displays an overall company-level view of all debt owed by your customers so you may not want all users to see it. |
| **Access all users' diaries** | Select to allow the user to see and change everyone's calendar, notes and actions list in the Credit Management Centre. |
| **Debt Management e-mail** | |
| **Sender email address & Sender name** | The user's email address and sender name. This must be entered if the user will be involved in sending debtor letter correspondence from Credit Management Centre. |

### 1.3.6 User Groups

You can group your users together into user groups. User groups are optional features of Message and Shutdown Services to group people that use Opera 3 into, for example, functional areas or seniority groups. So, for example, you could have a group called 'HR' for Payroll and Personnel users, or a group called 'Finance' for users working in the finance department. You may also have a group for directors and other senior managers or a group for administrator users who are responsible for the data backups and other housekeeping tasks.

This is covered in more detail in Chapter 6.

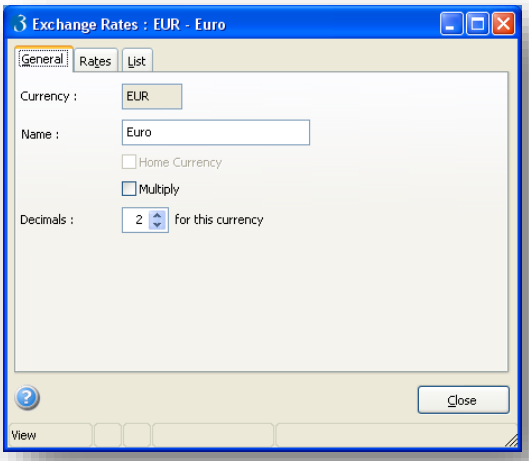
## 1.4 Exchange Rates

You can use the Exchange Rates command if your activation includes the Multi Currency module.

Notes

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. Without this activation, you will not be able to maintain any exchange rates.

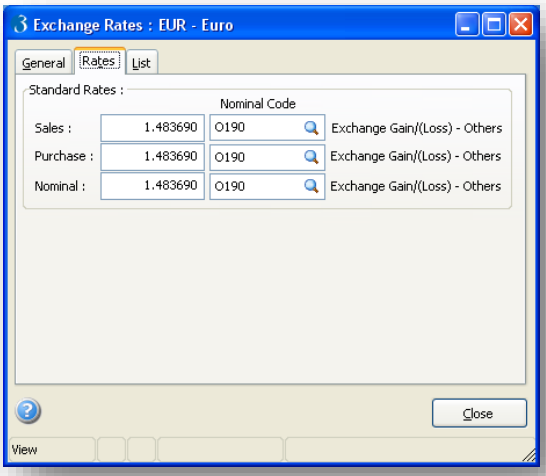
If you have the feature activated and you enter the name of the home currency in the Home Currency box on the Company Profiles form, you will be able to set up other currencies and identify default currencies on customer, supplier and nominal account records where they differ from your home currency.




Multiple : An option that determines whether values for the currency are multiplied by the exchange rate to calculate the home currency equivalent.

### *Processing with Foreign Currencies*

Journals and other transaction entries can be entered in the foreign currency and converted to the home currency. In this way, you can review balances in your accounts in either currency. If you have foreign subsidiaries, where the home currency is different from that of the parent company, you can consolidate accounts converting from one currency to another at the same time. The application records the discrepancies that arise from exchange differences in accounts that you nominate. So when a foreign currency receipt is entered against an invoice, differences that arise from the fluctuation of exchange rates in the intervening period can be recorded as a gain or loss.



Notes

To define currencies

1. Open the System folder and click Maintenance - Exchange Rates or click the Administration tab and then click System - Maintenance - Exchange Rates on the Ribbon Bar.
2. To create a new record, click the icon on the toolbar or press CTRL+N.
3. In the boxes provided, enter the currency details.
4. On the Rates tab, enter the rates for sales, purchase and nominal transactions and select the nominal account for exchange discrepancies.
5. To save the record, click the icon on the toolbar or press CTRL+S.

### 1.4.1 Copying Currencies

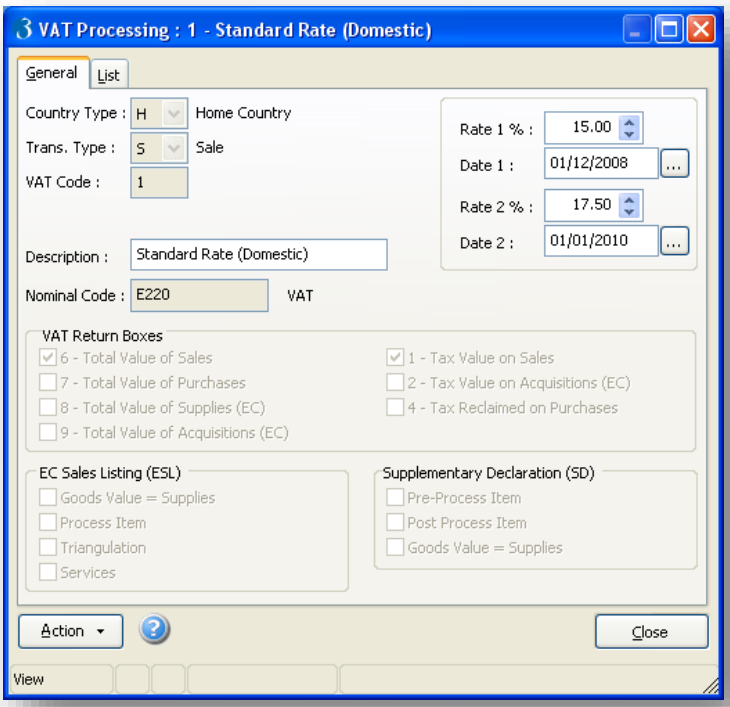
If you have more than one company profile, you can copy exchange rates stored on one company to the current one using the Copy data button on the toolbar.

To copy currency records

1. Open the System folder, click Maintenance and then click Exchange Rates.
2. Click the Copy data button on the toolbar.
3. Click to select the company from which you want to copy currency records.
4. Click OK.

## 1.5 VAT Processing

If you are registered for VAT you must calculate your Output VAT and Input VAT for your sales and purchases and send a VAT return to HM Revenue and Customs (HMRC). If you trade with customers or suppliers in the EC, you may need to submit reports to HMRC that detail these transactions.



Notes

Use the VAT Processing form to create the VAT codes you need when you post VAT transactions in the application. VAT codes are set up to update the relevant boxes on the VAT return, update the EC Sales List (ESL) and Supplementary Declaration (SD) reports, and update the Reverse Charge Sales List (RCSL).

- The ESL report is used to capture details of intra-EC goods sales, and intra-EC services sales that are subject to the Reverse Charge procedure.
- The SD report lists the movement of goods between EC countries.
- The RCSL report lists transactions of specific high value items moved between EC countries.

You can print the VAT return and RCSL from the Action button on this form. The ESL and SD reports are printed from the EC VAT module.

Note: The application provides VAT processing based on invoices and credit notes posted rather than the cash accounting method.

***General tab***

| Box | Description |
|---|---|
| **Country Type** | This displays a code that identifies the country to which the VAT code applies.<br>**H** for **'Home' country**. This applies if the customers or suppliers are located in the same country as your company.<br>**R** for a **'Registered' EC country**. This applies if the customers or suppliers are located in an EC country where you are registered for VAT.<br>**U** for an **'Unregistered' EC country**. This applies if the customers or suppliers are located in an EC country where you are not registered for VAT.<br>**N** for **'Non' EC country**. This applies if the suppliers or customers are located in a country outside the EC. |
| **Trans. Type** | An option that determines the type of transaction to which the VAT code applies. You can select one of the following from a list:<br><br>**C** for **'Reverse Charge Service'**. Use this for services received from suppliers where the service must be accounted for using reverse charge procedures. What's Reverse Charge VAT Accounting for Services?'<br>**F** for **'Purchase - Unregistered EC Supplier'**.<br>**N** for **'Beyond the Scope of VAT'**.<br>**P** for **'Purchase'**. Use this for purchase transactions from suppliers that are VAT registered other than those specified by transaction type 'F' or 'R'.<br>**R** for **'Reverse Charge Purchase'**. Use this for transactions from domestic suppliers for certain high value products where you must account for VAT using Reverse Charge Accounting for goods.<br>**Note:** You cannot use Reverse Charge Purchase codes for suppliers that are marked as VAT Inclusive.<br>**S** for **'Sale'**. Use this type if the VAT code is for sale transactions to customers other than those specified by transaction type 'U'.<br>**U** for **'Sale - Unregistered EC Customer'**.<br>**V** for **'Reverse Charge Sales'**. You can only select this transaction type if the RC Sales List option is selected on the **Company Profiles** form in the System module. Use this for transactions for domestic customers for certain high value products where you must account for VAT using Reverse Charge Accounting for goods. |

Notes

| | |
|---|---|
| **VAT Code** | An identifier for the VAT rate. The can be a letter or number. The code is used in conjunction with the country code and transaction type, so you can use the same VAT code for both sale and purchase rates.<br>**Note:** For **Country Types** of "R" and "U", VAT Codes that are set to "Y" are used to apportion delivery charges on the SD report according to the weight (Net Mass) of each stock item on the transaction. This applies if you use the EC VAT module. |
| **Rates and Dates** | The percentage rate of taxation to be levied on the taxable value of transaction items associated with the code. You can specify two rates together with the date from which the rate becomes effective. This means you can enter a rate change in advance. Only one rate can be current. |
| **Nominal Code** | A reference that identifies the nominal account to which the value of taxation is posted for transactions associated with the VAT code. You can select from a list. Nominal accounts are defined using the **Accounts** form in the Nominal module. This only applies to home country VAT codes. |
| **VAT Return Boxes** | Click to select the box or boxes to which the value of goods associated with the VAT code is accumulated on the VAT return. In most cases the boxes are selected for you and disabled. However, where boxes are enabled you can only select them if they are valid for the VAT Code, for example; if you are creating a VAT code for customers in the EU who bought goods from you, you can only select boxes 6 and 8. |
| **EC Sales Listing (ESL)** | **Note:** This only applies if the EC VAT module is used.<br>Tick the **Goods Value = Supplies** box if transaction values for this VAT code is to be included in the aggregate value of EC sales on the ESL.<br>Tick the **Process Item** box if transaction values for this VAT code are either being sent to another EC member state for processing or being returned to another member state after processing. These transactions do not appear on the ESL report. Select the<br>Tick the **Triangulation** box if transaction values for this VAT code are involved in triangulation as an intermediary. Such transactions appear on the ESL report with a '2' in the indicator field. The ESL prints separate triangulation lines so that they are not combined with non-triangulation records.<br>Tick the **Services** box if transaction values for this VAT code are for Reverse Charge services transactions. |
| **Supplementary Declaration (SD)** | **Note:** This only applies if the EC VAT module is used.<br>Click to select the options that apply to the VAT code concerning SDs. Select the **Pre-Process Item** option if the items sent to or received from the EU member state are for processing. Select the **Post Process Item** option if items analysed to this code are either being sent to another EU member state after processing or are being returned from another member state after processing. Select the **Goods Value = Supplies** option if transaction values analysed to this code is to be included in the aggregate value of EC VAT sales on the SD. |

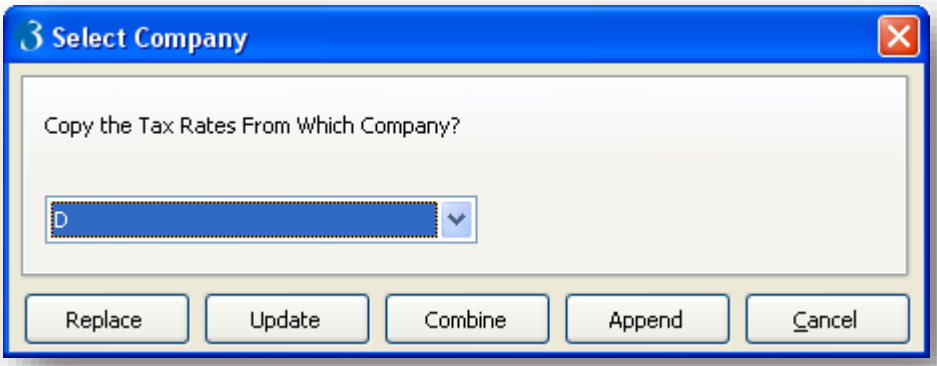
### 1.5.1 Copying VAT Codes (System)

If you have more than one company profile, you can copy VAT rates stored on one company to the current one using the Copy data button on the toolbar.

Notes

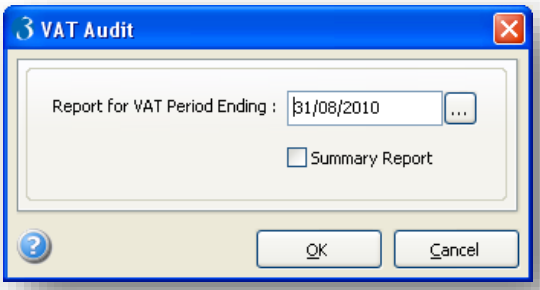
To Copy VAT Codes

1. Open the System folder and click Maintenance - VAT Processing or click the Administration tab on the Ribbon Bar and then click System - Maintenance - VAT Processing.
2. On the toolbar, click the Copy data button or press CTRL+M.
3. Select the company from which you want to copy VAT code records.
4. Click the command button according to how you want to copy the records from the source company. You can choose Replace, Update, Combine or Append.



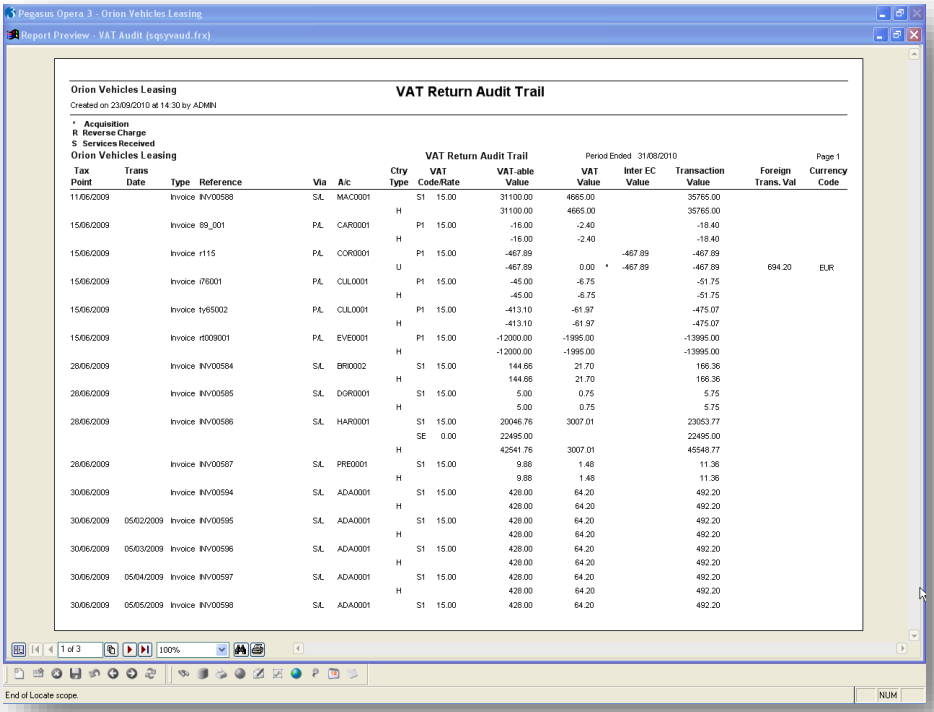

## 1.5.2 Printing the VAT Audit Report (System)

Use the Vat Audit report to produce an audit trail that shows the totals for each VAT return box as printed on the VAT return report. To trace transactions to a lower level, the summary report provides a link to the detailed VAT return audit trail.




To Produce the VAT Audit Report

1. Open the System folder and click Maintenance - VAT Processing or click the Administration tab on the Ribbon Bar and then click System - Maintenance - VAT Processing.
2. Click Action and then click VAT Audit.
3. In the Report for Tax Period Ending box, type the date that defines the end of the tax period to be reported. You can select a date by clicking the ellipses [...] button next to the date box.
4. Tick the Summary Report box to print a report without each transaction's detail lines. If you leave this check box cleared, a detailed report is produced that includes each line on the transaction.
5. Click OK.
6. On the Publisher form, click the tab to select the output device you want to use and then complete any settings or options you want to apply to the output device. To process the output, click Publish.



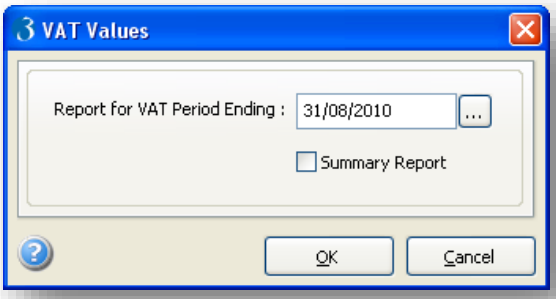

*Notes*

**Summary VAT Audit Trail**

This report can also be exported to Excel

## 1.5.3 Printing the VAT Values Report (System)

Use the Vat Values report to produce a detailed or summary report that shows the supply value of your EC trade analysed by VAT code. Certain EC states require that you maintain registers of goods supplied by their nature for VAT purposes. There is also an audit requirement to compare VAT values entered with those calculated by the system. The VAT Values report satisfies these requirements. Values posted in the sales and purchase modules to 'N' type VAT codes are included to provide an analysis history for those modules. Values posted in the nominal ledger to 'N' type VAT codes are not included on the report.

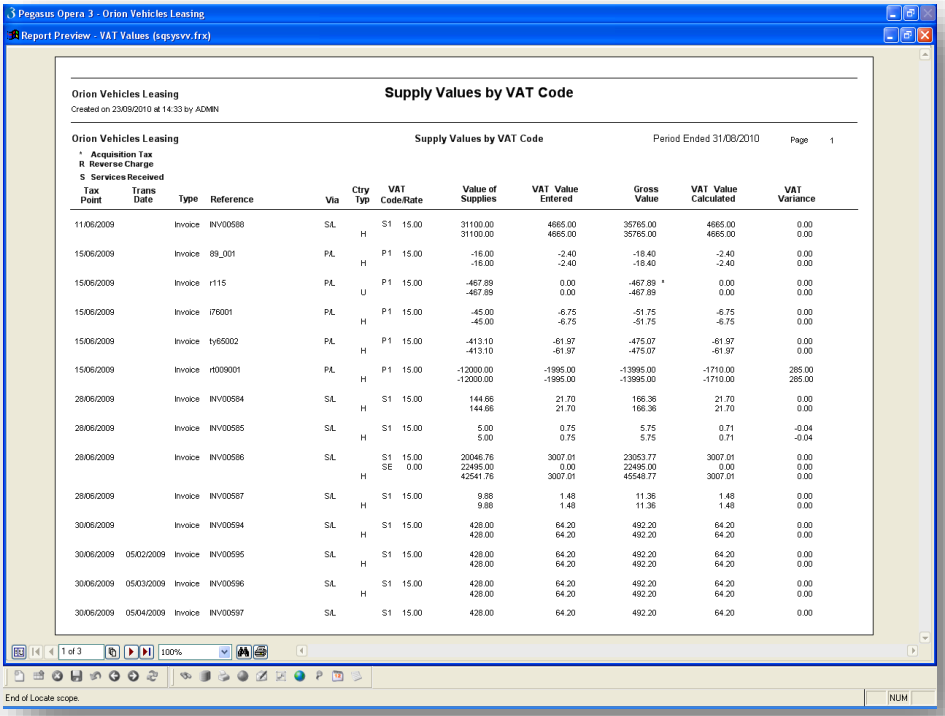



The summary report shows the total value analysed to each VAT code by country. The detailed report shows each individual transaction, then shows the value of each analysis line together with its VAT code and a transaction total at the end.

To Produce the VAT Values Report

*Notes*

1. Open the System folder and click Maintenance - VAT Processing or click the Administration tab on the Ribbon Bar and then click System - Maintenance - VAT Processing.
2. Click Action and then click VAT Values.
3. In the Report for Tax Period Ending box, type the date that defines the end of the tax period to be reported. You can select a date by clicking the ellipses [...] button next to the date box.
4. Tick the Summary Report box to print a report without each transaction's detail lines. If you leave this check box cleared, a detailed report is produced that includes each line on the transaction.
5. Click OK.
6. On the Publisher form, click the tab to select the output device you want to use and then complete any settings or options you want to apply to the output device. To process the output, click Publish.



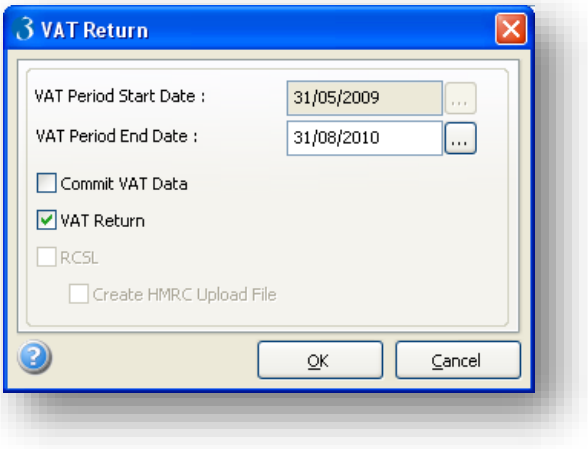

## 1.5.4 Submitting the VAT Return & RCSL (System)

Use the Vat Return menu on the Action menu of the VAT Processing form to produce a report of the information you need to complete your VAT 100 form.

If you need to submit the Reverse Charge Sales List (RCSL) to HMRC as well, you can create a file here to upload to HMRC.

Notes

The RCSL is only relevant if the RC Sales List option is ticked on the Company Profiles form in the System module, which reports on trade with EC countries that is subject to the Reverse Charge accounting for goods.




To Produce the VAT Return & RCSL

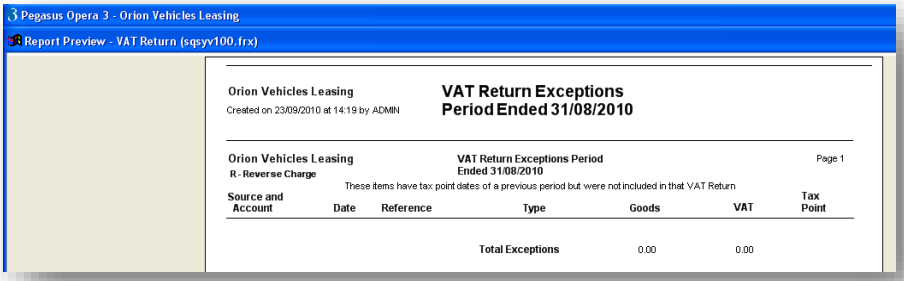
1. Open the System folder and click Maintenance - VAT Processing or click the Administration tab on the Ribbon Bar and then click System - Maintenance - VAT Processing.
2. Click Action and then click VAT Return.
3. If the RCSL box is ticked so that the Reverse Charge Sales List is printed, and transactions have not been committed to the VAT Return for an earlier period, enter a date in the VAT Period Start Date box for the start of the period. You can select a date by clicking the ellipses [...] button next to the date box. This box is disabled if transactions have been committed to the VAT Return for an earlier period or if the RCSL box is not ticked.
4. In the VAT Period End Date box, enter the date for the end of the VAT period. You can select a date by clicking the ellipses [...] button next to the date box.
5. Tick the Commit VAT & Reverse Charge Data box to commit the VAT transactions to the period. These transactions will not be included on a subsequent return. You must commit both the VAT Return and RCSL at the same time.
6. Leave the Commit VAT & Reverse Charge Data box unticked to print the VAT return and RCSL for the period without committing the transactions to the period. Make sure that the VAT Return box or RCSL is ticked as necessary.
7. Tick the RCSL box if you need to complete the Reverse Charge Sales List. Then tick the Create HMRC Upload File box to create a file to submit to HMRC. More details on the RCSL file.

   The RCSL file is created as a CSV file in the folder defined in the Data Path field on the **Company Profiles** form in the System module. It is called ?_RCSL_Upload.csv (where ? is the company ID) and must be submitted to HMRC via the HMRC web site and the Government Gateway. If you have previously created an upload file for the RCSL you will be prompted that one already exists when you click **OK**. You are asked whether it should be overridden. Select **No** if you want to keep the existing file and then move it to another folder and run the report again.

   **Important:** If you have informed HMRC that you trade in items that must be accounted for using Reverse Charge accounting for goods, you must submit an RCSL even if you have not traded the items in the period you are creating the report for. For more information, see the Reverse Charge accounting for goods Help topic.

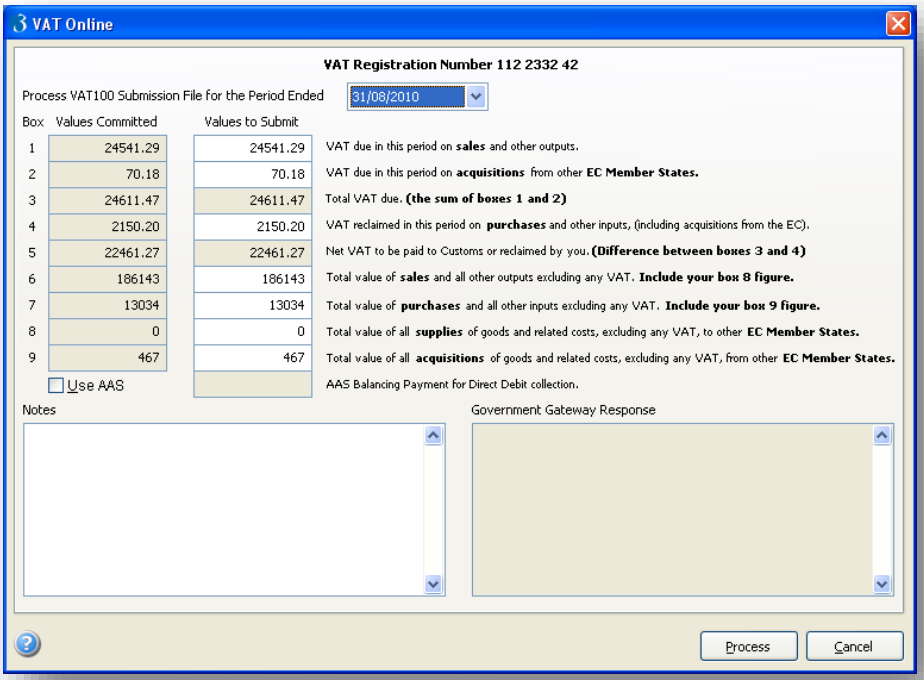
8. Click OK.
9. On the Publisher, click the tab to select the output device you want to use and then complete any settings or options you want to apply to the output device. To process the output, click Publish.

Notes

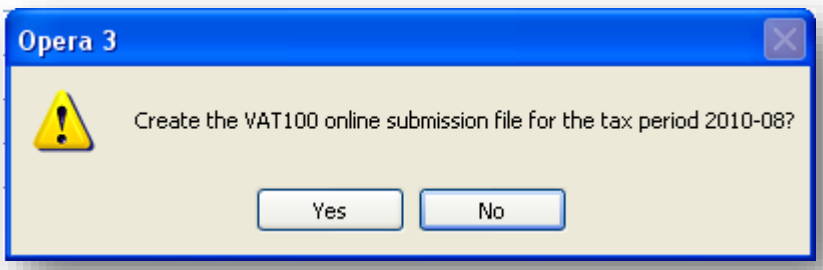



## 1.5.5 VAT Online (Vat 100)

Use the Vat Return menu on the Action menu of the VAT Processing form to produce a report of the information you need to complete your VAT 100 form.




1. Open the System folder and click Maintenance - VAT Processing or click the Administration tab on the Ribbon Bar and then click System - Maintenance - VAT Processing.
2. Click Action and then click VAT Online.
3. Click Process
4. Confirm all the messages and if you wish to submit at the end of the confirmation, click yes and this will launch Online Filing Manager.




For more information on VAT 100 Online Filing please go to

http://www.hmrc.gov.uk/vat/vat-online/moving.htm#1

**Can the VAT 100 be filed online?**

*Yes there is a new option VAT Online in VAT Processing*

**Who should file their VAT Return online?**

*Companies whose turnover exceeds £100 000 (Net) or have been registered for VAT after 31/03/2010*

**Does it use OFM?**

*Yes OFM is used to send the VAT online .net file to the Government Gateway*

**Do you need to commit VAT data before filing online?**

*Yes you must commit VAT Data in the VAT Return before using VAT Online*

**Can you amend the values to be submitted?**

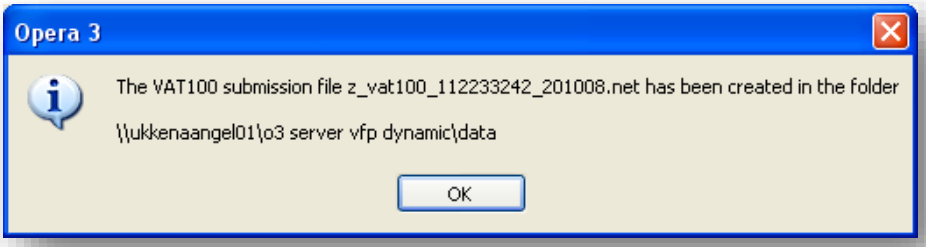
*OFM will display the committed values which can amended prior to submitting online in O3, not in OFM..*

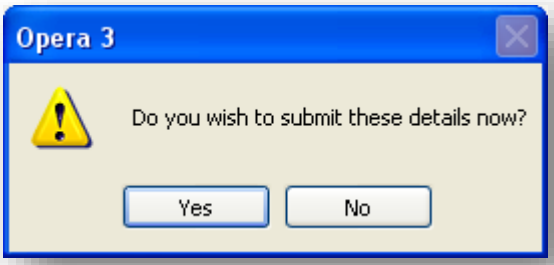
**Does the Gateway provide notification of a successful submission?**

*Yes the Government Gateway Response box will display the notification*

**Can you resubmit a VAT Return?**

*No, it can be filed only once per VAT period*



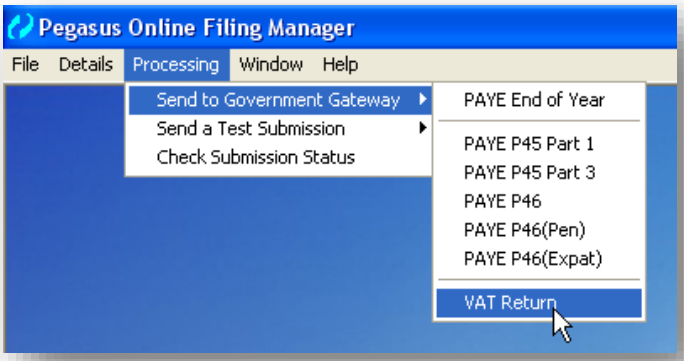

### 1.5.5.1 Online Filing Manager – VAT Return

***Mandatory VAT100 Return Filing***

HMRC is phasing out paper VAT returns. Some companies have to submit their VAT returns online and pay any VAT due electronically. This applies if either of the following applies:

- A company has an annual turnover of £100,000 or more (exclusive of VAT)
- A company has registered or should have registered for VAT on or after 1 April 2010 (regardless of turnover).

Opera 3 works with Online Filing Manager so that you can file your VAT return online using the Government Gateway. The Government Gateway is an Internet portal that provides UK citizens and businesses with a convenient way to link to the Online Services provided by a range of Government departments.




Transaction values that are linked to VAT codes that are marked to be included on the VAT 100 return are also included on the VAT Online form which is accessed from the VAT Processing form in the System module. The form displays the values for each box on the VAT 100 return, calculated by Opera 3 from the sales and supply transactions posted in the application. You can amend the calculated values if required.

*Notes*

**What is the name of the file created by the VAT Online routine?**

*?_vat100_nnnnnnnn_yyyypp.net (where ?=company code, n=VAT registration number, yp=Year and Period being submitted)*

**Where is this file stored?**

*In the Data folder for the company*

**Which table holds the VAT Online data?**

*The zvonline table holds the values from VAT Online processing*

**Once a file is created - can you create it again?**

*Only if a new entry (committed period) has not been created - there is a red warning to indicate a file exists. Once you commit another VAT return then you can only create files for the one you have just committed*

Notes

The boxes are disabled after a successful submission has been made to the Government Gateway so you will not be able to change the values in the boxes. If a submission was failed by the Government Gateway you can amend the boxes before submitting the VAT return again. A note is displayed in the Government Gateway Response box which confirms whether the submission was successful or not.

**Tip:** See the Help topic linked to the VAT Processing - VAT Online form in the Maintenance section of the Opera 3 System module for more information about filing VAT100 returns.

### 1.5.5.2 VAT100 Submissions

The process of submitting your VAT100 return begins with the creation of the file containing the necessary information. The System - Maintenance - VAT Processing - VAT Online command in Opera 3 creates the file in the format ?_VAT100_112233242_201009.NET (where ? is the company ID). Refer to the Opera 3 F1 Help file for further information.

You must ensure you register and enroll at the Government Gateway (an Internet portal that provides UK citizens and businesses with a convenient way to link to the Online Services provided by a range of Government departments) before you can make any electronic submissions. Visit the Government Gateway web site for more information.

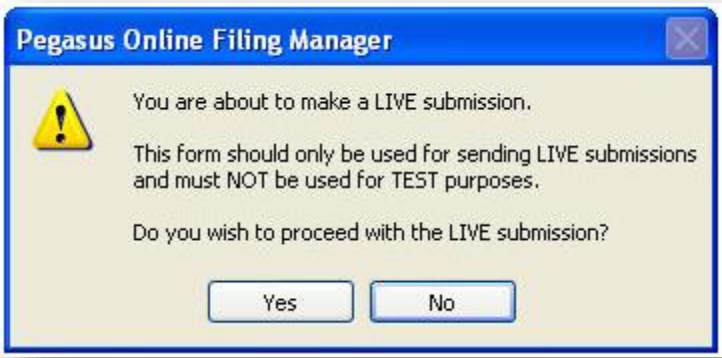
You should also complete the user details using the Details - User command . If you are acting as an agent or bureau, you also need to complete the agent details using the Details - Agent command.

***Submitting multiple files***

You cannot submit more than one VAT100 return at the same time. If you have more than one return to submit, submit the first return and then submit the second return, and so on.

***Test Submissions***

You cannot send test submissions for VAT100 returns. As a safeguard before a live submission is sent, this message is displayed in Step 5 of the wizard. This lets you cancel the submission before it is sent to HMRC.




**How does Sage 200 Handle this?**

*From what we have been informed, Sage submission go via the Sage Server - not directly to the Gateway as Pegasus do.*

**Is VAT100 a chargeable feature?**

*No, this comes as standard with O3*

**Can you submit a test VAT100 submission?**

*No - a test cannot be sent for the VAT100*

**What happens if you need to adjust the values after submission?**

*Adjustments should be applied to the following VAT period*

Notes

There are benefits to submitting your VAT Return online:

- Speed - going through the online registration and enrolment process takes just a few minutes.
- Security - all transmissions are secure because they are encrypted to the highest commercial standards and you use a unique User ID and password.
- Convenience - the service is available all the time.
- Accuracy - there are checks to help reduce errors so there is less chance of having your return sent back to you for correction or clarification.
- Reliability - you will get an acknowledgment from HMRC including a unique submission receipt reference number.

Unless you have already done so, you must first sign up for HMRC's online services. To enrol for VAT Online with HMRC, you will need the following information about your business:

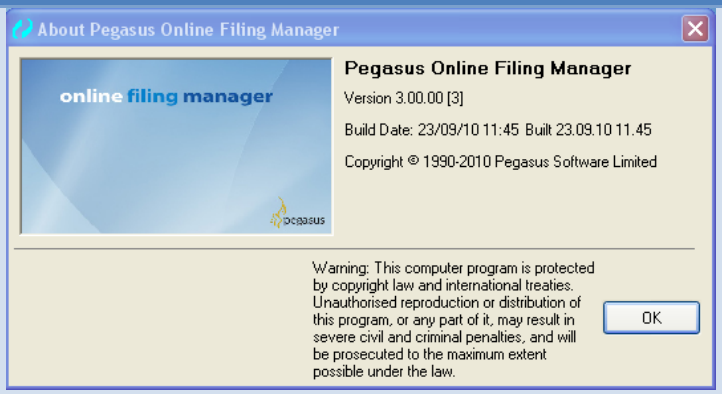
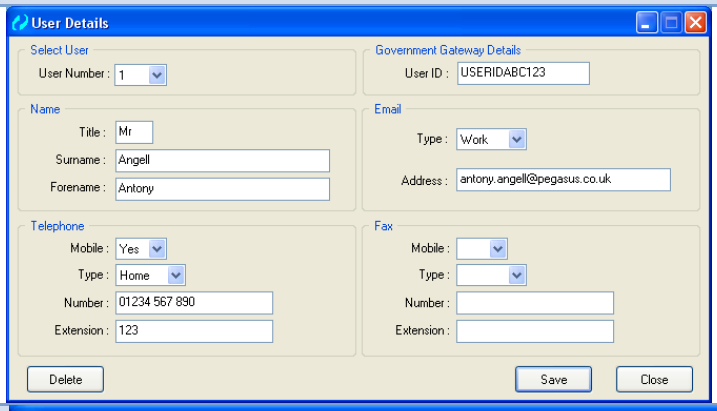
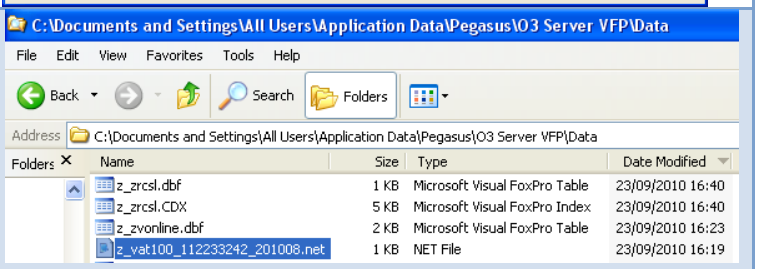
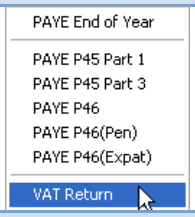
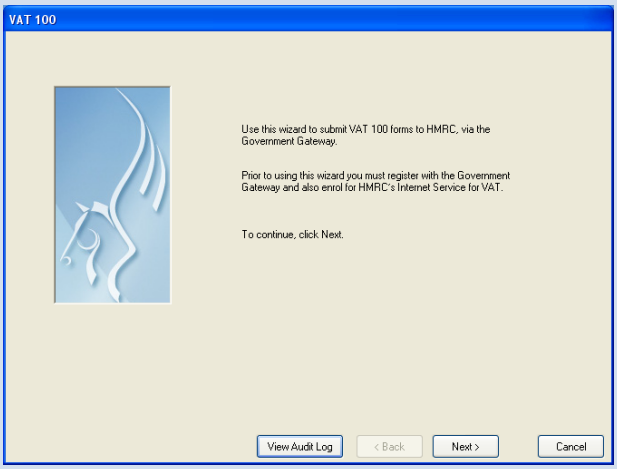
- your VAT registration number
- the postcode of your main place of business
- your effective date of registration for VAT
- the final month of the last VAT Return you submitted
- the 'Box 5' figure from the last VAT Return you submitted.

For detailed information about filing your VAT 100 return online, refer to the HMRC site www.hmrc.gov.uk/vat/vat-online.

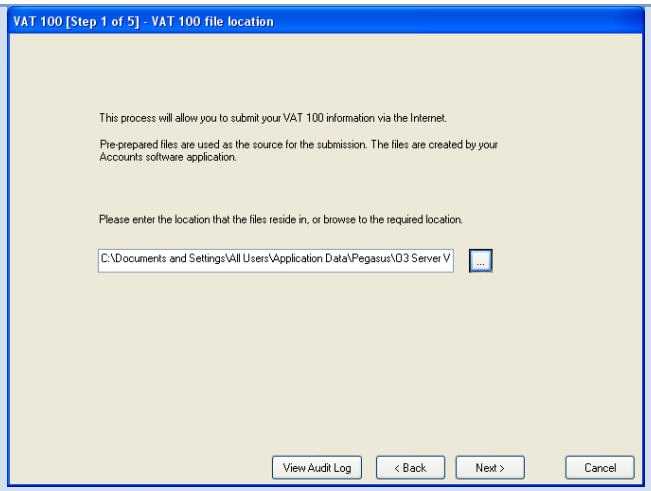
| Box | Description |
|---|---|
| **Process VAT100 Submission File for the Period Ended** | All VAT sales and supply transactions that are posted in Opera 3 are 'date stamped' with the VAT Period End Date entered on the VAT Return form, which is accessed from the Action button on the VAT Processing form. This box displays those VAT period-end dates that have been entered on the VAT Return form. |
| **Values Committed** | The calculated values for each box was they appear on the VAT return. |
| **Values to Submit** | The values that are included in the submission to the Government Gateway. These boxes default to the values that are calculated in the Values Committed box but they can be amended if required. The values in Box 3 and Box 5 cannot be amended because they are calculated from other values.<br>Note: To highlight values that are different to the values in the Values Committed boxes, an asterisk is displayed next to the relevant box. |
| **Use AAS** | Tick this box if you use the Annual Accounting Scheme. Using the Annual Accounting Scheme, you make either nine interim payments at monthly intervals, or three quarterly interim payments, throughout the year. If you use the Annual Accounting Scheme you also only need to complete one VAT return at the end of each year.<br>For detailed information about the AAS scheme, refer to the HMRC site www.hmrc.gov.uk/vat/start/schemes/basics.htm |
| **AAS Balancing Payment for Direct Debit collection** | If you use the Annual Accounting Scheme you only need to complete one VAT return at the end of each year. At that point you must pay any outstanding amount, which you must enter here. You cannot enter a negative value or a value that more than the value in Box 5 (Net VAT to be paid to Customs) in this box. |
| **Notes** | Any notes you want to record about the submission can be entered here. The notes cannot be changed after the VAT return has been submitted to the Government Gateway. |
| **Government Gateway Response** | A status message from the Government Gateway which is received if the submission was either successful or failed. |

### 1.5.5.3 To File VAT100 Submissions

*Notes*

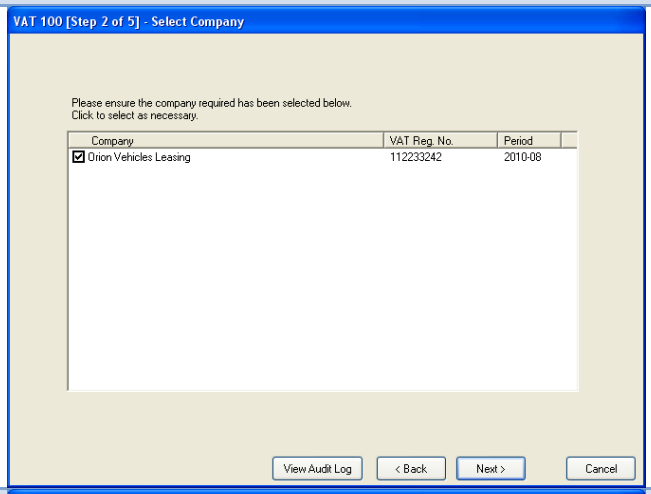
| Steps | Screenshot |
|---|---|
| **1. Check that Online Filing Manager (3.00) is installed. To check, run Online Filing Manager and click the** Help **menu. Then click** About**. If an earlier version is installed you must upgrade your Online Filing Manager installation using the instructions in the Installation Guide for the product.** |   |
| **2. At least one user must be set up in Online Filing Manager with a valid Government Gateway ID. If a user is not already set up, click** Details **and then click** User **to set up the user.** |   |
| **3. Check that the** .NET **submission file has been created in Opera 3. See the 'Print & Submit VAT Reports' Help topic in the 'How to ...' section in the Opera 3 Help for full instructions on how to create the file.** |   |
| **4. Run the** Processing – Send to Government Gateway – VAT Return **command.** |   |
| **5. In** Step 1**, enter or browse to the location where the** .NET **submission file that was saved in Opera 3. The submission file is created in the company's data folder, the default location is the Server** XXX **Dynamic share (where** XXX **is either** VFP **or** SQL**) on the Opera 3 server, normally '\<ServerName>\O3 Server XXX\Data'.** |   |

***Step 1***

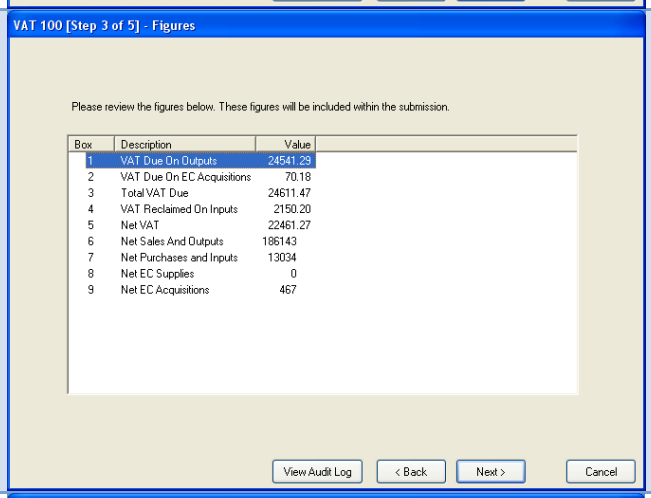



*Notes*

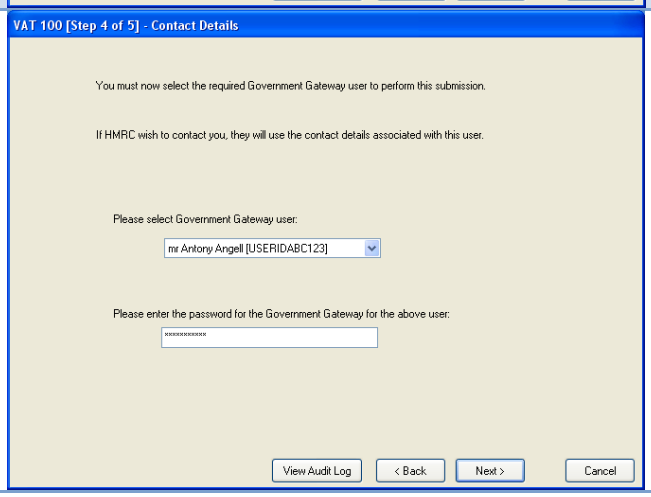
**6. In** Step 2**, select the company for which you want to submit the VAT return. You can select only one company at a time.**




**7. In** Step 3**, review the details of the submission.**



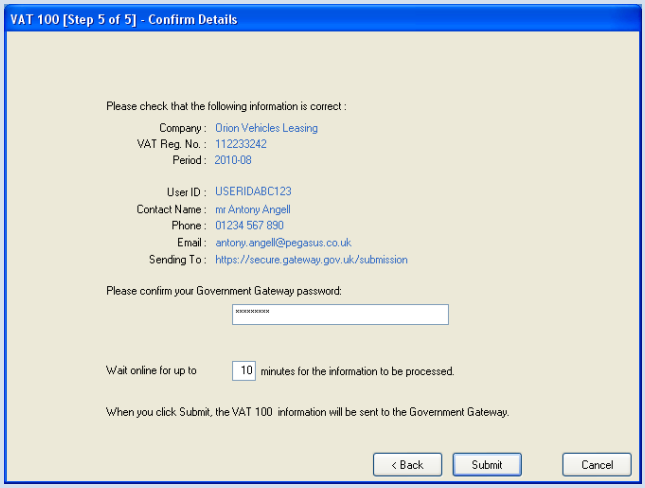

**8. In** Step 4**, enter your details to log in to the Government Gateway. You get these details when you sign up for HMRC's online services.**



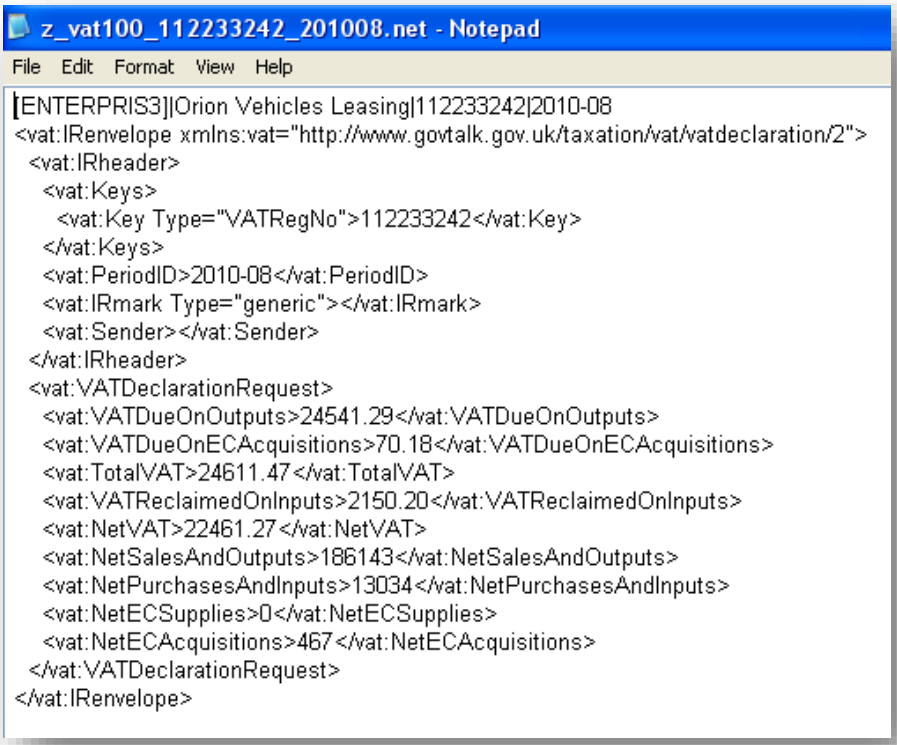
Notes

9. **In** Step 5**, review the company and user details and enter your Government Gateway password again. Then click** Submit**. A warning message is displayed so you can confirm you want to make the submission before it is sent. The submission's progress is displayed on the form.**

   **Should any problems occur during the submission, for example if a connection to the Government Gateway can't be established, appropriate error details will be displayed. Please examine the details of any errors very carefully. Use the** Print **button to print the reasons for the failure.**




***Sample file***





```
[ENTERPRIS3]|Orion Vehicles Leasing|112233242|2010-08
<vat:IRenvelope xmlns:vat="http://www.govtalk.gov.uk/taxation/vat/vatdeclaration/2">
  <vat:IRheader>
    <vat:Keys>
      <vat:Key Type="VATRegNo">112233242</vat:Key>
    </vat:Keys>
    <vat:PeriodID>2010-08</vat:PeriodID>
    <vat:IRmark Type="generic"></vat:IRmark>
    <vat:Sender></vat:Sender>
  </vat:IRheader>
  <vat:VATDeclarationRequest>
    <vat:VATDueOnOutputs>24541.29</vat:VATDueOnOutputs>
    <vat:VATDueOnECAcquisitions>70.18</vat:VATDueOnECAcquisitions>
    <vat:TotalVAT>24611.47</vat:TotalVAT>
    <vat:VATReclaimedOnInputs>2150.20</vat:VATReclaimedOnInputs>
    <vat:NetVAT>22461.27</vat:NetVAT>
    <vat:NetSalesAndOutputs>186143</vat:NetSalesAndOutputs>
    <vat:NetPurchasesAndInputs>13034</vat:NetPurchasesAndInputs>
    <vat:NetECSupplies>0</vat:NetECSupplies>
    <vat:NetECAcquisitions>467</vat:NetECAcquisitions>
  </vat:VATDeclarationRequest>
</vat:IRenvelope>
```

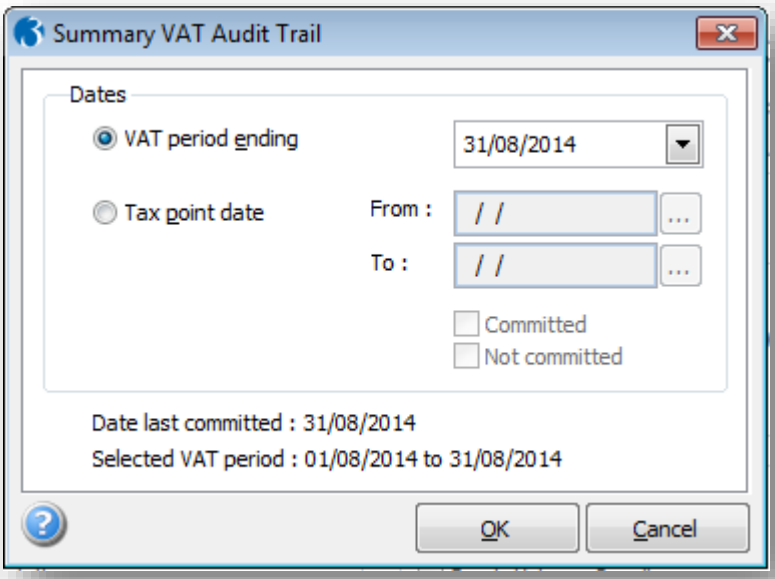
## 1.5.6 Summary VAT Audit Trail

*Notes*

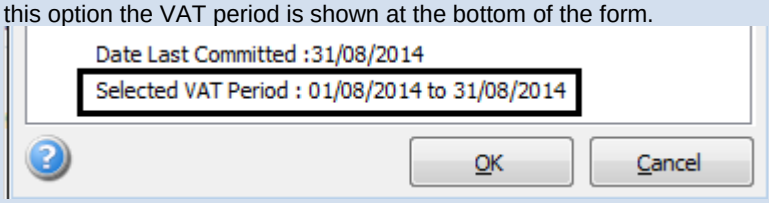
Use this form to print a summary drilldown list of the invoices, credit notes and journals on your VAT return for the selected period.

The list shows you how the VAT return has been updated for each transaction (with a breakdown of each box - 1 to 9 - on the return). You can print the report for a VAT period that has already been closed or select transactions using a range of dates.

This form is accessed from the Action menu on the System Manager - VAT Processing form.

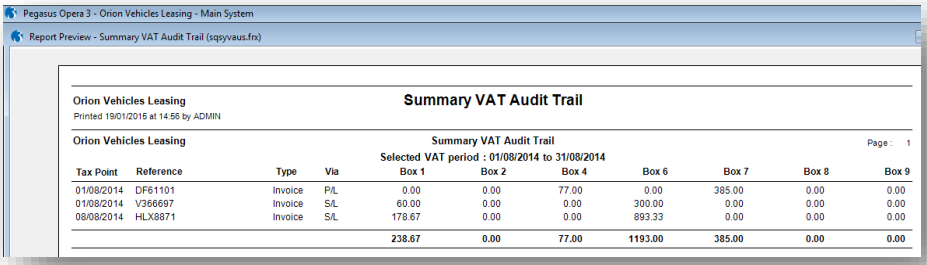



**Tip:** Use the Detailed VAT Audit Trail for full details of each invoice, credit note and journal in the selected period.

| Box | Description |
|---|---|
| **VAT period ending** | Select from a list of VAT periods that have already been closed. If you choose this option the VAT period is shown at the bottom of the form.   |
| **Tax point date** | Enter the range of dates that need to be included on the list. |
| **Committed/Not committed** | Committed transactions are those that are already included in a VAT return that has been sent to HMRC. Not committed transactions have still to be included on a VAT return. |

**Tip:** To save this report as a Microsoft Excel spreadsheet, select *Excel Report* from the Report Layout box on the Publisher form.

Notes




| Tax Point | Reference | Type | Via | Box 1 | Box 2 | Box 4 | Box 6 | Box 7 | Box 8 | Box 9 |
|---|---|---|---|---|---|---|---|---|---|---|
| 01/08/2014 | DF61101 | Invoice | P/L | 0.00 | 0.00 | 77.00 | 0.00 | 385.00 | 0.00 | 0.00 |
| 01/08/2014 | V366697 | Invoice | S/L | 60.00 | 0.00 | 0.00 | 300.00 | 0.00 | 0.00 | 0.00 |
| 08/08/2014 | HLX8871 | Invoice | S/L | 178.67 | 0.00 | 0.00 | 893.33 | 0.00 | 0.00 | 0.00 |
| | | | | 238.67 | 0.00 | 77.00 | 1193.00 | 385.00 | 0.00 | 0.00 |

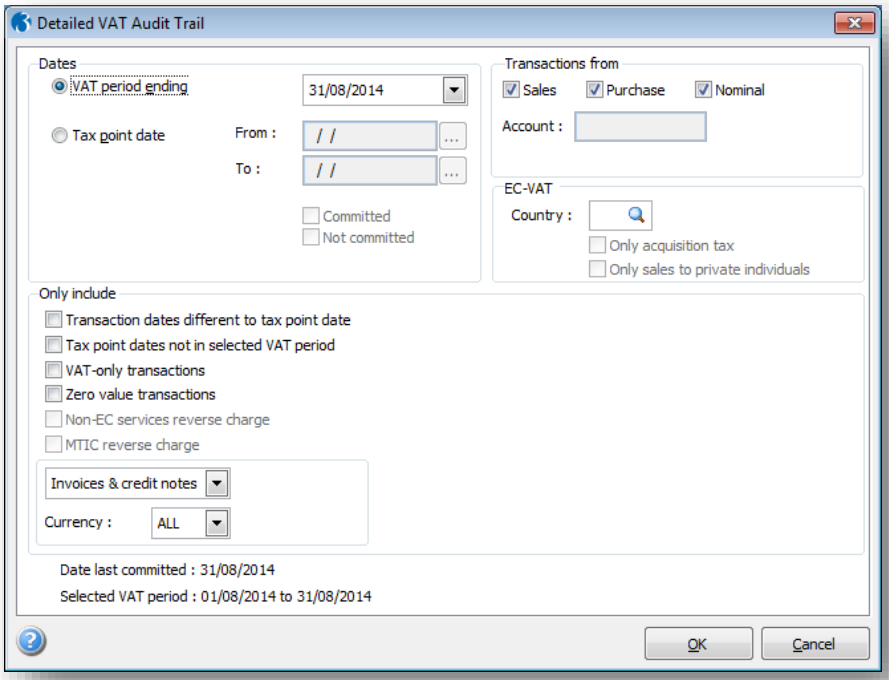
## 1.5.7 Detailed VAT Audit Trail

Use this form to see a detailed drilldown list of the invoices, credit notes and journals on your VAT return for the selected period.

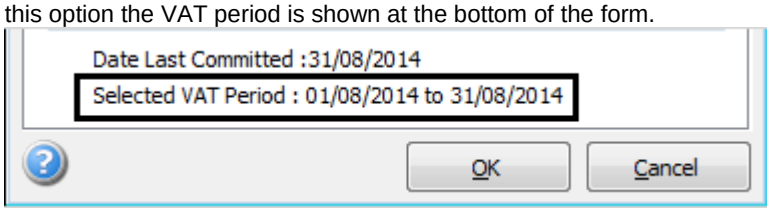
You can print the report for a VAT period that has already been closed or select transactions using a range of dates. Transactions can be included from any of the Sales, Purchase and Nominal Ledgers. There are a number of options to filter the information included on the report.

This report is accessed from the Action menu on the System Manager - VAT Processing form.

**Tip**: Use the Summary VAT Audit Trail for a breakdown of how each invoice and credit note is included in the selected period for each box - 1 to 9 - on the VAT return.

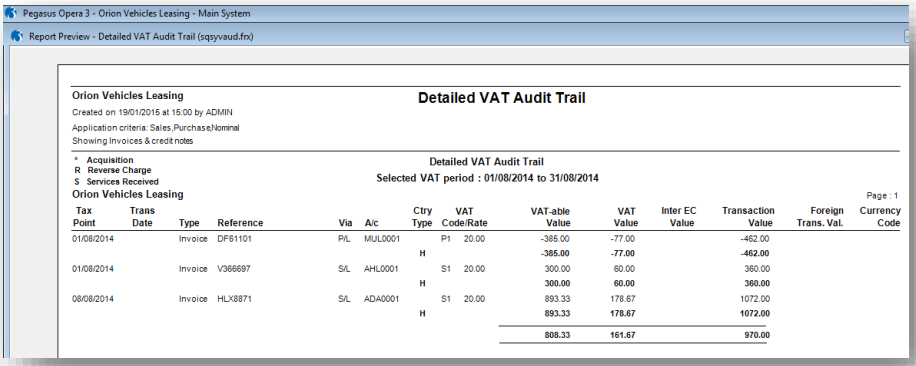


Notes

| Box | Description |
|---|---|
| **Dates** | |
| **VAT period ending** | Select from a list of VAT periods that have already been closed. If you choose this option the VAT period is shown at the bottom of the form.   |
| **Tax point date** | Enter the range of dates that need to be included on the list. |
| **Committed/Not committed** | Committed transactions are those that are already included in a VAT return that has been sent to HMRC. Not committed transactions have still to be included on a VAT return. |
| **Transactions from** | Includes invoices, credit notes and journals posted in the Sales Ledger, Purchase Ledger, or Nominal Ledger.<br>Tip: To select a particular customer, supplier or Nominal Ledger account, select just one of the boxes. |
| **EC-VAT** | You can select invoices and credit notes for customers and suppliers in a selected EU country.<br>• Select the Only acquisition tax box to include only transactions where acquisition tax is applicable. Enabled if you use the EC VAT application and only the Purchase box is selected.<br>• Select the Only sales to private individuals box to include only transactions for people in EU countries who are not registered for sales tax in their country. Enabled if you use the EC VAT application and only the Sales box is selected. |
| **Only include** | |
| **Transaction date different to tax point date** | Includes invoices, credit notes and journals posted with a tax point date that is different to the transaction date. |
| **Tax point date not in selected VAT period** | Includes invoices, credit notes and journals posted with a tax point date in a later VAT period. |
| **VAT-only transactions** | Includes VAT-only invoices and credit notes. |
| **Zero value transactions** | Includes zero-value invoices and credit notes. |
| **Non-EC services reverse charge** | Includes invoices and credit notes for suppliers to non EC countries where the reverse charge is applicable. |
| **MTIC reverse charge** | Includes reverse charge invoices and credit notes. See the What's Reverse Charge VAT Accounting for Services? and What's Reverse Charge VAT Accounting for Goods? Help topics for more details about the reverse charge. |
| **Invoices & credit Notes** | Includes either both invoices and credit notes, or only invoices or only credit notes. |
| **Currency** | Includes only the selected currency. |

**Tip**: To save this report as a Microsoft Excel spreadsheet, select *Excel Report* from the Report Layout box on the Publisher form.

Notes



Pegasus Opera 3 - Orion Vehicles Leasing - Main System

Report Preview - Detailed VAT Audit Trail (sqsyvaud.frx)

Orion Vehicles Leasing

Created on 19/01/2015 at 15:00 by ADMIN

Application criteria: Sales,Purchase,Nominal

Showing Invoices & credit notes

**Detailed VAT Audit Trail**

* Acquisition
R Reverse Charge
S Services Received

Detailed VAT Audit Trail
Selected VAT period : 01/08/2014 to 31/08/2014

Orion Vehicles Leasing

Page : 1

| Tax Point | Trans Date | Type | Reference | Via | A/c | Ctry Type | VAT Code/Rate | VAT-able Value | VAT Value | Inter EC Value | Transaction Value | Foreign Trans. Val. | Currency Code |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 01/08/2014 | | Invoice | DF61101 | P/L | MUL0001 | | P1 20.00 | -385.00 | -77.00 | | -462.00 | | |
| | | | | | | H | | -385.00 | -77.00 | | -462.00 | | |
| 01/08/2014 | | Invoice | V366697 | S/L | AHL0001 | | S1 20.00 | 300.00 | 60.00 | | 360.00 | | |
| | | | | | | H | | 300.00 | 60.00 | | 360.00 | | |
| 08/08/2014 | | Invoice | HLX8871 | S/L | ADA0001 | | S1 20.00 | 893.33 | 178.67 | | 1072.00 | | |
| | | | | | | H | | 893.33 | 178.67 | | 1072.00 | | |
| | | | | | | | | 808.33 | 161.67 | | 970.00 | | |

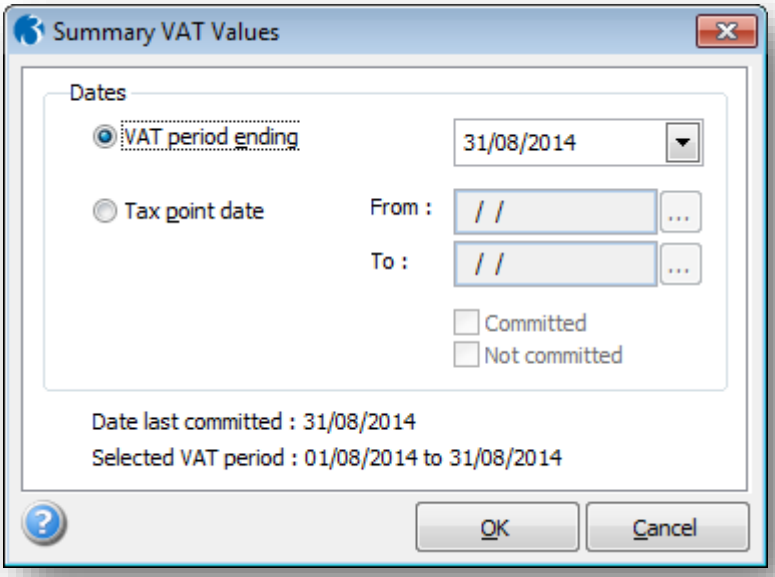
## 1.5.8 Summary VAT Values

Use this form to see a summarised list of supply and VAT values for each VAT code.

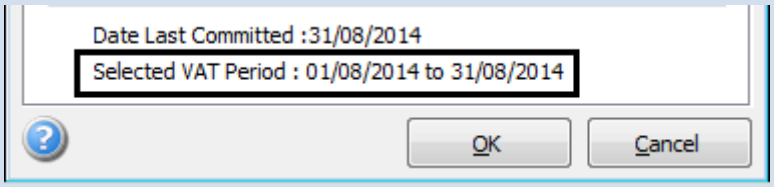
You can print the report for a VAT period that has already been closed or select transactions using a range of dates.

This form is accessed from the Action menu on the System Manager - VAT Processing form.

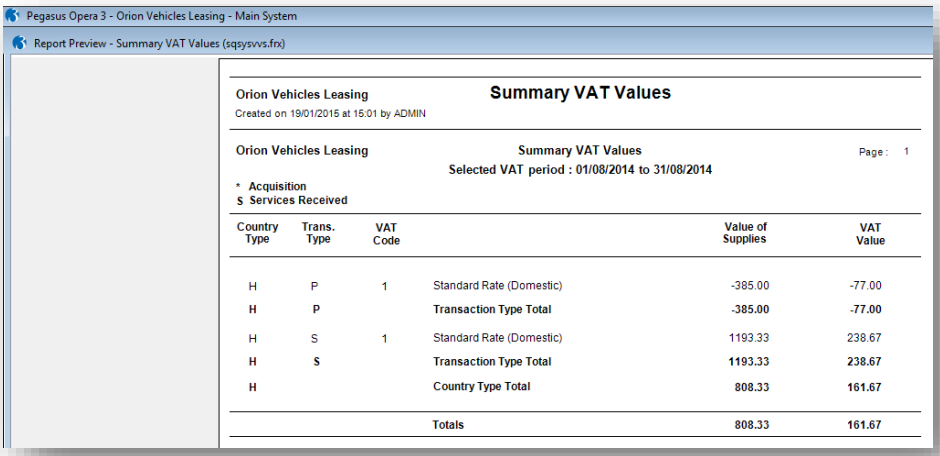
**Tip:** Use the Detailed VAT Values report for full details of each invoice and credit note in the selected period.



Notes

| Box | Description |
|---|---|
| **VAT Period Ending** | Select from a list of VAT periods that have already been closed. If you choose this option the VAT period is shown at the bottom of the form.   |
| **Tax Point Date** | Enter the range of dates that need to be included on the list. |
| **Committed/Not Committed** | Committed transactions are those that are already included in a VAT return that has been sent to HMRC. Uncommitted transactions have still included on a VAT return. |

**Tip:** To save this report as a Microsoft Excel spreadsheet, select *Excel Report* from the Report Layout box on the Publisher form.



Pegasus Opera 3 - Orion Vehicles Leasing - Main System

Report Preview - Summary VAT Values (sqsysvvs.frx)

Orion Vehicles Leasing — **Summary VAT Values**

Created on 19/01/2015 at 15:01 by ADMIN

Orion Vehicles Leasing — Summary VAT Values — Page : 1

Selected VAT period : 01/08/2014 to 31/08/2014

* Acquisition
S Services Received

| Country Type | Trans. Type | VAT Code | | Value of Supplies | VAT Value |
|---|---|---|---|---|---|
| H | P | 1 | Standard Rate (Domestic) | -385.00 | -77.00 |
| H | P | | Transaction Type Total | -385.00 | -77.00 |
| H | S | 1 | Standard Rate (Domestic) | 1193.33 | 238.67 |
| H | S | | Transaction Type Total | 1193.33 | 238.67 |
| H | | | Country Type Total | 808.33 | 161.67 |
| | | | Totals | 808.33 | 161.67 |

## 1.5.9 Detailed VAT Values

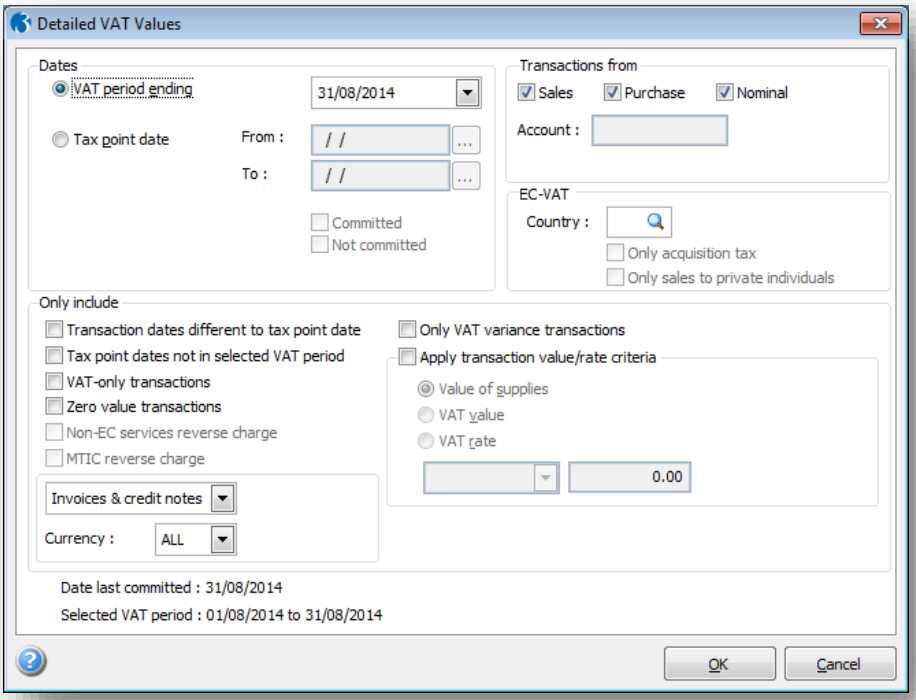
Use this form to see a detailed supply value and VAT value for each VAT code.

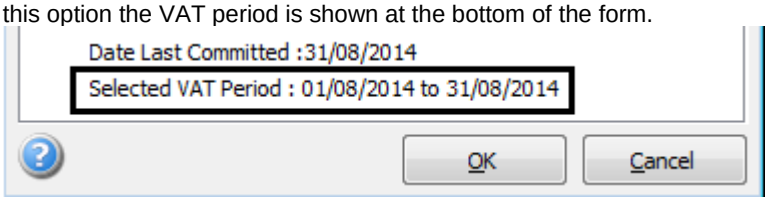
You can print the report for a VAT period that has already been closed or select transactions using a range of dates. Transactions can be included from any of the Sales, Purchase and Nominal Ledgers. There are a number of options to filter the information included on the report.

This form is accessed from the Action menu on the System Manager - VAT Processing form.

**Tip**: Use the Summary VAT Values report to see a summarised list of supply and VAT values for each VAT code.

Notes

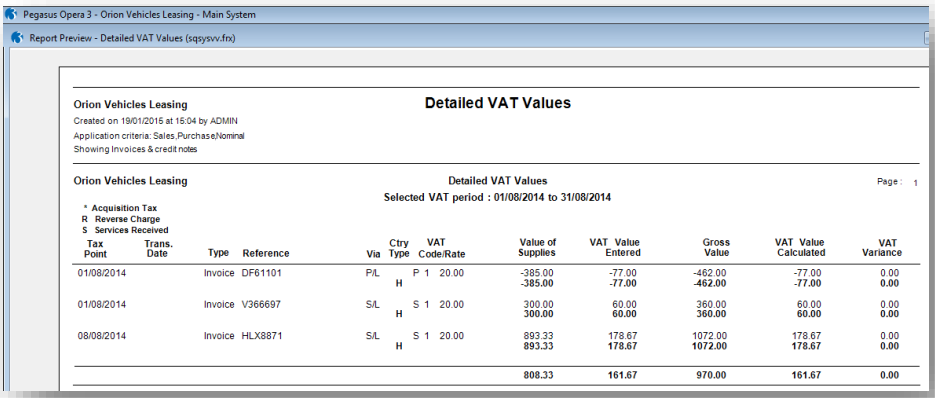



| Box | Description |
|---|---|
| **Dates** | |
| **VAT period ending** | Select from a list of VAT periods that have already been closed. If you choose this option the VAT period is shown at the bottom of the form.<br>  <br> |
| **Tax point date** | Enter the range of dates that need to be included on the list. |
| **Committed/Not committed** | Committed transactions are those that are already included in a VAT return that has been sent to HMRC. Not committed transactions have still to be included on a VAT return. |
| **Transactions from** | Includes invoices, credit notes and journals posted in the Sales Ledger, Purchase Ledger, or Nominal Ledger.<br>Tip: To select a particular customer, supplier or Nominal Ledger account, select just one of the boxes. |
| **EC-VAT** | You can select invoices and credit notes for customers and suppliers in a selected EU country.<br>• Select the Only acquisition tax box to include only transactions where acquisition tax is applicable. Enabled if you use the EC VAT application and only the Purchase box is selected.<br>• Select the Only sales to private individuals box to include only transactions for people in EU countries who are not registered for sales tax in their country. Enabled if you use the EC VAT application and only the Sales box is selected. |
| **Only include** | |
| **Transaction date different to tax point date** | Includes invoices, credit notes and journals posted with a tax point date that is different to the transaction date. |

*Notes*

| | |
|---|---|
| **Tax point date not in selected VAT period** | Includes invoices, credit notes and journals posted with a tax point date in a later VAT period. |
| **VAT-only transactions** | Includes VAT-only invoices and credit notes. |
| **Zero value transactions** | Includes zero-value invoices and credit notes. |
| **Non-EC services reverse charge** | Includes invoices and credit notes for suppliers to non EC countries where the reverse charge is applicable. |
| **MTIC reverse charge** | Includes reverse charge invoices and credit notes. See the What's Reverse Charge VAT Accounting for Services? and What's Reverse Charge VAT Accounting for Goods? Help topics for more details about the reverse charge. |
| **Invoices & credit Notes** | Includes either both invoices and credit notes, or only invoices or only credit notes. |
| **Currency** | Includes only the selected currency. |
| **Only VAT variance transactions** | Sometimes the VAT calculated by Opera may be changed by the operator when the invoices or credit note is posted. Select this option to include only these transactions. |
| **Apply transaction value/rate criteria** | You can choose to filter invoices and credit notes' goods or services values, VAT values, and VAT rates using the following operators:<br>• Greater Than<br>• Less Than<br>• Equals<br>• Between<br>• Not Equal To. |

**Tip:** To save this report as a Microsoft Excel spreadsheet, select *Excel Report* from the Report Layout box on the Publisher form.



Notes

## 1.5.10 Printing the VAT Audit Trails

Use the Vat Audit report to produce an audit trail that shows the totals for each VAT return box as printed on the VAT return report. To trace transactions to a lower level, the summary report provides a link to the detailed VAT return audit trail.

### 1.5.10.1 To Produce a Summary or Detailed VAT Audit Trail

1. Open the System folder and click Maintenance - VAT Processing or click the **Administration** tab on the Ribbon Bar and then click System - Maintenance - VAT Processing.
2. Click Action and then select Summary VAT Audit Trail **or** Detailed VAT Audit Trail.
3. Under **Dates**, select **VAT period ending** or **Tax point date**. Then enter the required dates.
4. Select **Committed** to include transactions that have already been committed to a VAT return or **Not committed** to include transactions that have yet to be committed.
5. If you are using the **Detailed** report, under **Transactions from** and **Include**, select the required options.
6. Click OK.
7. On the Publisher form, click the tab to select the output device you want to use and then complete any settings or options you want to apply to the output device. To process the output, click Publish.

**Tip:** To save this report as a Microsoft Excel spreadsheet, select *Excel Report* from the **Report Layout** box on the Publisher form.

## 1.5.11 Printing the VAT Values Reports

Use the Vat Values report to produce a detailed or summary report that shows the supply value of your EC trade analysed by VAT code. Certain EC states require that you maintain registers of goods supplied by their nature for VAT purposes. There is also an audit requirement to compare VAT values entered with those calculated by the system. The VAT Values report satisfies these requirements. Values posted in the sales and purchase modules to 'N' type VAT codes are included to provide an analysis history for those modules. Values posted in the nominal ledger to 'N' type VAT codes are not included on the report.

The summary report shows the total value analysed to each VAT code by country. The detailed report shows each individual transaction, then shows the value of each analysis line together with its VAT code and a transaction total at the end.

### 1.5.11.1 To Produce the Summary or Detailed VAT Values Reports

1. Open the System folder and click Maintenance - VAT Processing or click the **Administration** tab on the Ribbon Bar and then click System - Maintenance - VAT Processing.
2. Click Action and then click Summary VAT Values **or** Detailed VAT Values.
3. Under **Dates**, select **VAT period ending** or **Tax point date**. Then enter the required dates.
4. Select **Committed** to include transactions that have already been committed to a VAT return or **Not committed** to include transactions that have yet to be committed.

Notes

5. If you are using the **Detailed** report, under **Transactions from**, **EC VAT** and **Include**, select the required options.
6. Click OK.
7. On the Publisher form, click the tab to select the output device you want to use and then complete any settings or options you want to apply to the output device. To process the output, click Publish.

**Tip:** To save this report as a Microsoft Excel spreadsheet, select *Excel Report* from the **Report Layout** box on the Publisher form.

Notes

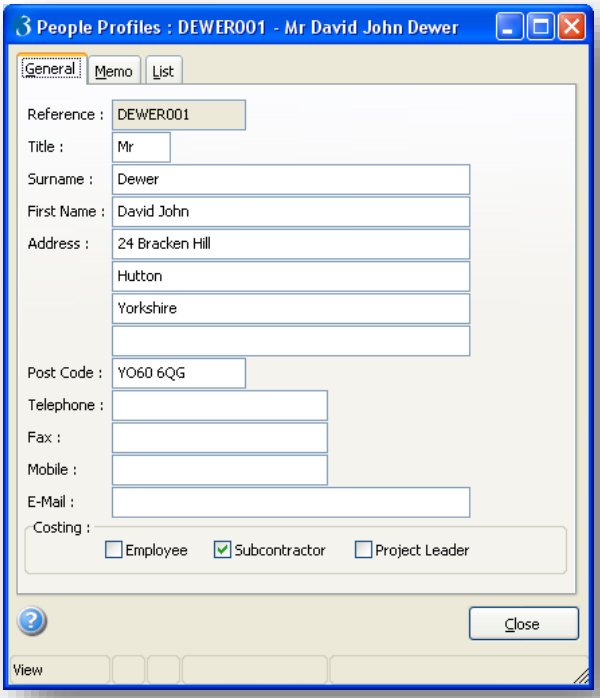
# Accreditation Training Courseware

## 2 Maintenance

Various other Maintenance records may now be created for Processing and Analysis purposes.

### 2.1 People Profiles

Use the People Profiles command to create one or more 'person' records. These may be any individual who may be referenced in the system, irrespective of module or company. The function is quite distinct from user profiles since the people records have no bearing on access rights to the options in the system. Instead, this function is provided to maintain a central table of individuals who may be associated with records within the system. For example, in Purchase Invoice Register, a person may be identified as someone to assign to a transaction; while in Costing, a person may be identified as an employee or subcontractor and project leader. By using this People Profiles command, you can maintain the details of all persons who may be processed in various modules and thereby reduce the amount of effort needed to specify their details in more than one part of the system.




**Note:** If you want to use the Notes facility and record actions, you will need to ensure that any individuals to which such actions are assigned have a record create using the People Profiles command.

You can create model profiles to use as templates when you create new records. When you create a new record, the Option list on the Add Reference dialog box provides two options:

- Create Reference Without a Model
- Create Reference Using a Model (provided at least one other record exists)

Maintenance

Notes

Provided you have created at least one profile record, you can use the Create Reference Using a Model option to determine default entries for most of the boxes on the People Profiles form. These defaults can be overridden to customize the record before saving.

To maintain people profiles

1. Open the System folder and click Maintenance or click the Administration tab on the Ribbon Bar and then click Maintenance.
2. Click People Profiles.
3. To create a new record, click the icon on the toolbar or press CTRL+N.

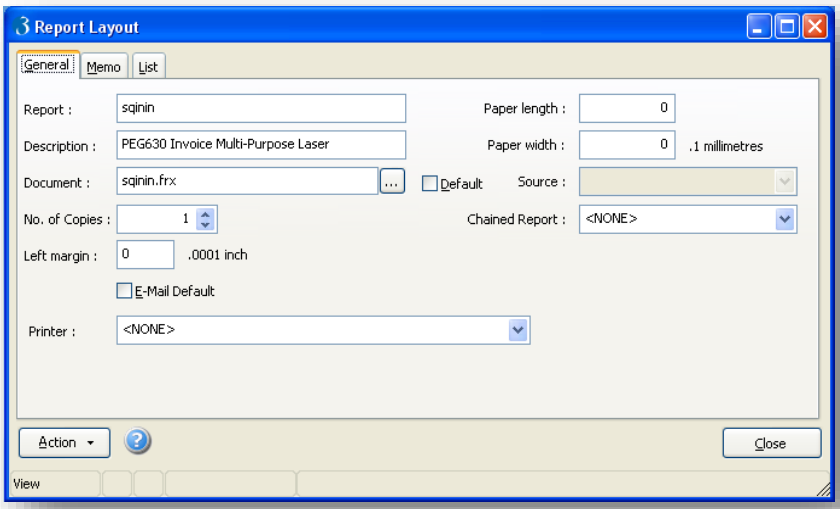
   *The Add Reference dialog box appears.*
4. In Reference type a unique code to identify the person.
5. In the Options list, click to select whether you want to create a record with or without a model. If you choose to create a record using a model, click to select the model in the Model Reference list.
6. In the boxes provided, enter the user profile details.
7. To save the record, click the icon on the toolbar or press CTRL+S.

**Notes**: If you have the Costing module, use the options under Costing to determine whether the person is an employee or subcontractor. In either case, you can also determine whether the person is a project leader for a job.

To record notes for the person record, use the Memo tab.

## 2.2 Report Layout

Some reporting commands provide more than one layout option to choose from, depending on the type of stationery you intend to use. For example, some documents are available in continuous or laser format, and so on. Where you have a choice, this is provided in the Report Layout list box on the Publisher form which appears when you have completed and accepted any criteria for the document in question. The purpose of the Report Layout command on the Maintenance submenu of the System module is to provide a means to control these list box options. Each layout has a report name and is associated with a file that contains the design. If you have an alternative design to the ones supplied with the software, you can identify the file to be used. Other settings control which of the designs associated with a particular document is the default. You can define a default printer selection applicable to a given design and check the alignment of the stationery. You can control the paper length and width in tenths of a millimetre. You also specify the left-hand position of the document using the Left margin setting and the Align command on the Action menu to test the alignment on the printer.




**Memo Field**

The memo field for generic reports will contain all the code for the "Impact Printer " lines used on the reports.

**OII 2 O3 Reports**

There are a few reports which have had structural changes, these include;

- All Nominal Transfer Reports
- Audit Trail
- Snapshot Report

These are most likely required to be redesigned if previously modified.

About 75-85 % of reports have had slight modifications due to the advanced Previewer enhancements. Copying over original designs may cause the preview to slightly mis-align but should still fit to stationary.

All designs replaced would be subject to the users testing and development.

Notes

All laser stationery is defined as A4 size paper, while continuous-form stationery is dependent on the document. By changing the value in the **No. of Copies** box, you can determine the default number of copies of the report that should be printed. This value is automatically transferred to the Windows Print Manager whenever the report is produced. Unless otherwise changed here, the default number of copies for all reports is 1.

### 2.2.1 Chained Reports

For some reports, you might want to print different information on different copies. For example, while printing an invoice, you might also want to produce a delivery note that excludes the invoice values. This can be achieved by 'chaining' one report to run straight after another. To do this, you identify the report to follow in the Chained Report list box.

The list only shows documents that have the same report name (for example, sqinin) but different file names. The report you select in the Chained Report list box can also be chained to another report; so you can chain multiple reports. However, the application will make validation checks to ensure you do not inadvertently chain reports that would cause a loop back to another report in the same chain (for example, the application will prevent a situation in which report A chains report B, which chains report C, which chains to report A and therefore loops back on itself).

When you select the output destination for chained reports using the Publisher form, selecting the Screen option will direct all chained reports to the screen. If you select the File or E-Mail options, all chained reports will be directed to the same spooler or PDF (Portable Document Format) file. If you select the Printer option, all chained reports are sent to the same printer unless the report layout definition for one or more of the chained reports identifies a different printer, in which case, the chained reports will be directed to different printers accordingly. The same condition applies to number of copies specified on the report layout record.

**NB:** XLS reports are not tested in a Chained Reports environment (however are unlikely to be chained).

### 2.2.2 Defining the Paper Source

If a report layout definition identifies a printer in the Printer list box, the Source list box becomes available. This enables you to determine the paper source for multi-tray printers. This might be helpful where you have a multi-tray printer holding different stationery for different reports. Where a source has been identified in the report layout record, you can override this on the Publisher form when you subsequently print reports in the system.

### 2.2.3 Paper Sizes and Continuous Form Stationery

It is important that paper sizes are correctly specified when printing continuous stationery reports. On the Report Layouts form, the paper length and paper width for a particular layout is specified in 10ths of a millimetre. For standard layouts supplied with the system, these are predefined. As well as defining paper sizes on the Report Layouts form, the paper size for the printer must be compatible. This means ensuring that any printers identified in the Printer list box that will be used to print continuous-form documents, have their paper sizes set to the layout’s dimensions.

Notes

## 2.2.4 Company-specific Report Layouts

You can add company-specific reports to the **Report Layout** form. Company-specific reports are identified by the inclusion of the company identifier at the beginning of the Report Code (for example a_inin for an invoice layout for company A). Where no company-specific report exists, the application uses the default. If the company-specific report (for example, a_inin.frx) exists only in the Reports folder and there is no entry in the Report Layout table, this report will always be used. Entering the company-specific report in the Report Layout table will enable you to have a generic company-specific report as the details can be entered in the memo. It will also enable you to have multiple designs for the same company-specific report by simply entering the required document references against the same Report Code.

**Note**: If you have created additional systems using the Additional Systems command in the System module, you can copy company-specific reports from the main system to the other system(s). You will need to copy the relevant report files to the Reports subfolder of the Systemx folder (where x is the system number).

## 2.2.5 To change report layout settings

1. Open the System folder and click Maintenance or click the Administration tab on the Ribbon Bar and then click Maintenance.
2. Click Report Layout.
3. Locate the report for which you want to change settings. In the boxes provided, enter the details required. You can change the description and browse to locate the file that contains the layout to be used.
4. To specify a particular file as the default, select the Default option. In the case of layouts, you can also identify the default design used for e-mailed documents by selecting the E-Mail Default option. This only applies to records set up to use e-mail profiles.
5. To set the default number of copies to be printed to more than 1, change the value in the No. of Copies box accordingly.
6. To check the alignment of the stationery, click Action and then click Align. You can adjust the left margin position using the Left margin box.
7. Use the Printer list to select a default printer for the report.
8. To save the record, click the icon on the toolbar or press CTRL+S.

**Notes**: For continuous form stationery, you can change the default length and width of the report design using the Paper length and Paper width boxes. These dimensions are in tenths of a millimetre. These dimensions must be compatible with the paper settings associated with the printer's properties.

For certain special reports where you want one or more reports printed in succession after the current one, identify the next report to be printed in the Chained Report list box.

If you select a printer in the Printer list box, you can use the Source list box to identify the paper source if you are using a multi-tray printer.

## 2.2.6 Example setting up Company/Customer specific chained reports

Notes

Company specific design chained reports.....

In Opera 3 - Reports folder - copy SQINOR (both .frx & .frt) X 2 each and rename as follows:

Z_INOR.frx
Z_INOR.frt
Z_INOR2.frx
Z_INOR2.frt

These will be the default standard designs for company Z.

Open Z_INOR.frx and key in `Default/Standard design` underneath `Order` to identify this when it prints - Save changes.

Open Z_INOR2.frx and key in `Default/Standard design - copy 2` underneath `Order` to identify this when it prints - Save changes.

In System - Maintenance - Report Layout - Create 2 new reports as follows:

New Report 1...
Report = Z_INOR
Description = Standard Design
Document = Z_INOR.frx
Default = ticked
Save.

New Report 2...
Report = Z_INOR
Description = Standard Design - copy 2
Document = Z_INOR2.frx
Save.

Go into Report Layout for New Report 1 and in Chained Report - select New Report 2 - Save.

Go into SOP - Processing - Orders - ADA0001 - Raise new Order - this prints standard design and standard design copy 2 correctly.

Customer Specific design chained reports.....

In Opera 3 - Reports folder - copy SQINOR (both .frx & .frt) X 2 each and rename as follows:

Z_INORCC.frx
Z_INORCC.frt
Z_INOR2CC.frx
Z_INOR2CC.frt

These will be the customer specific designs for customers using document design = CC.

Open Z_INORCC.frx and key in `Customer specific design` underneath `Order` to identify this when it prints - Save changes.

Notes

Open Z_INOR2CC.frx and key in `Customer specific design - copy 2` underneath `Order` to identify this when it prints - Save changes.

In System - Maintenance - Report Layout - create 2 new reports as follows:

New Report 1...
Report = Z_INORCC
Description = Customer Specific Design
Document = Z_INORCC.frx
Save.

New Report 2...
Report = Z_INORCC
Description = Customer Specific Design - Copy 2
Document = Z_INOR2CC.frx
Save.

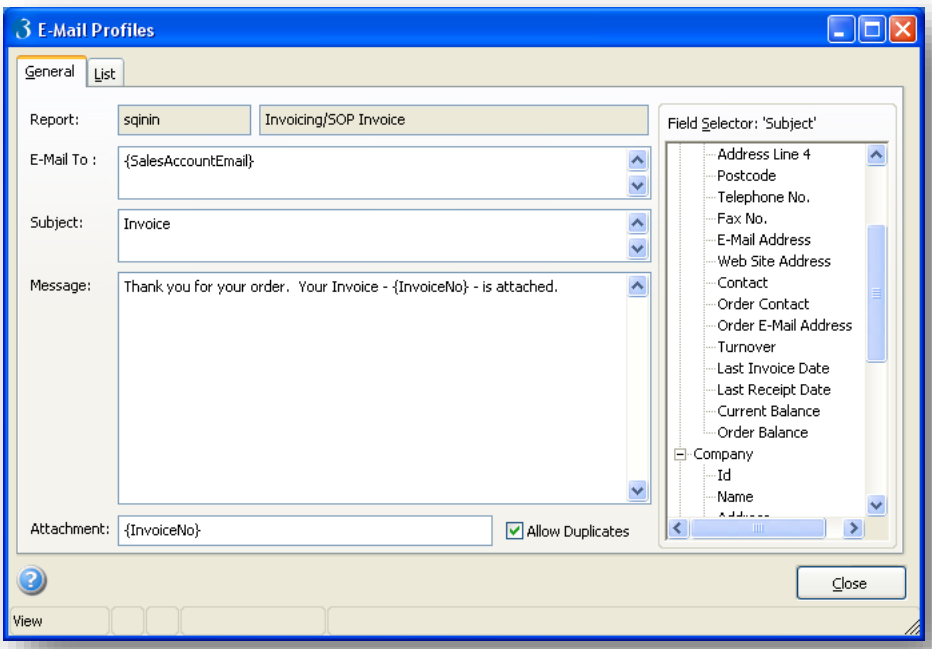
Go into New Report 1 and in Chained Report - select New Report 2 - Save.

In Sales - Processing - AHL0001 - Action - Options - Document Design = enter CC in this field - Save.

Go itno SOP - Processing - Orders - AHL0001 - Raise new Order - this is printing Customer Specific design and customer specific design copy 2 correctly.

## 2.3 E-mail Profiles

Use the E-Mail Profiles command to amend the default message content for documents sent by e-mail to customers in the Sales and SOP modules, or remittance advices and purchase orders sent by email to suppliers. E-mail profiles are only used where customer or supplier accounts are set up to use them. You can email any document or report to a customer or supplier anyway using the Email tab on the Publisher form, but where accounts are not set up to use e-mail profiles, you have to complete the message details manually.



Notes

The benefit of using email profiles is to predefine the message content and to provide a means of automatically selecting the e-mail output destination for qualifying customers when statements, sales quotations, sales proformas, order acknowledgements, delivery notes, and invoices are produced, or suppliers remittance advices or purchase orders are produced. You cannot amend the profiles' name or description, or add or remove any new profiles but you can change the text and variables that determine the message content. Each email profile has a predetermined list of variables you can use to create the message content.

### 2.3.1 Amending Profiles

You cannot add or remove the profiles but you can change the text and variables that determine the message content to which the PDF (Portable Document Format) document is attached. The parts of the message you can change on the E-Mail Profiles form include the email address, the message title, the message and the attachment name. For each part, you can type your own text and add field variables to be replaced at runtime. The fields variables available depend on the profile you are amending (they are different for order acknowledgements, sales invoices, statements and so on). Field variables are selected from a list under Field Selector and are placed at the cursor position within the element box, represented by text in curly brackets. For example, in the Message box for the home currency statement profile, the following default entry exists:

Please find attached statement from {CompanyName} as at {SystemDate}.

In this example, {CompanyName} represents the field variable for your company name as it appears on the Company Profiles form. {SystemDate} represents the current processing date (the one you specify using the Date & Company command which itself defaults to your computer's system date.

You can add a variable in the element box by double-clicking the field under Field Selector.

### 2.3.2 Duplicate Attachment Names

The Allow Duplicates option determines whether duplicate attachment file names are allowed when the email is sent. If this option is not ticked and a file exists with the same name as the attachment name, the file will be overwritten with the attachment. If the Allow Duplicates option is ticked and a file exists with the same name as the attachment name, the attachment file name will be given the suffix 001 (for example, <filename>001.PDF). If a file exists with this name, the suffix is changed to 002 and so on, until the name is unique.

### 2.3.3 Company and System Field Variables

These field variables are available to include on all Email templates. There are also template-specific field variables that are detailed for each email template.

| Group | Variable |
|---|---|
| **Company** | Id |
| | Name |
| | Address |
| | Postcode |

Notes

| | |
|---|---|
| | Contact<br>Telephone No.<br>Fax No.<br>E-Mail Address<br>Web Site Address<br>Tax Description<br>VAT Registration Number<br>Company Registration Number<br>Company BIC (Bank Identifier Code)<br>Company IBAN (International Bank Account Number) |
| **System** | User Id<br>User Name<br>Date<br>Date - Day (DD/mm/yy)<br>Date - Month (dd/MM/yy)<br>Date - Year (dd/mm/YY)<br>Date - Year (dd/mm/YYYY) |

These are the email templates that you can maintain. See further for more information.

***Customers***

- Statements
- Quotations
- Proformas
- Order Acknowledgements
- Delivery Notes
- Invoices
- Credit Notes

***Suppliers***

- Remittance Advices
- Purchase Orders

To Modify E-Mail Profiles

1. Open the System folder and click Maintenance or click the Administration tab on the Ribbon Bar and then click Maintenance.
2. Click E-Mail Profiles.
3. Locate the profile you want to change.
4. In the boxes provided, enter the details required. To include a field variable at the current cursor position in a box, double-click to select the field required from the list under Field Selector.
5. To save the record, click the icon on the toolbar or press CTRL+S.

### 2.3.3.1 Customers

Notes

***Statements***

For a customer to receive emailed statements using an e-mail profile, the **Statements** box on the Sales - Processing - Terms form must be ticked and the **E-Mail Address** box below the **A/C Contact** box on the **Customer** form must contain an e-mail address. The default layout for the statement is the **sqslstat** or, if foreign currency statements are used, the **sqslstaf** report with the **E-Mail Default** option ticked in the System - Report Layout command.

Additional Variables for Statements

| Group | Variable |
|---|---|
| **Sales Account** | Reference |
| | Name |
| | Address Line 1 |
| | Address Line 2 |
| | Address Line 3 |
| | Address Line 4 |
| | Postcode |
| | Telephone No. |
| | Fax No. |
| | E-Mail Address |
| | Web Site Address |
| | Contact |
| | Order Contact |
| | Order E-Mail Address |
| | Turnover |
| | Last Invoice Date |
| | Last Receipt Date |
| | Current Balance |
| | Order Balance |

***Quotations***

For a customer to receive emailed quotations using an e-mail profile, the **Quotation** box on the Sales - Processing - Terms form must be ticked and the **E-Mail Address** box below the **Order Contact** box on the **Customer** form must contain an e-mail address. The default layout for the quotation is the **sqinqu** report with the **E-Mail Default** option ticked in the System - Report Layout command..

Additional Variables for Quotations

| Group | Variable |
|---|---|
| **Quotation Document** | Quotation No. |
| | Date |
| | Document No. |
| | Address Name |
| | Address Line 1 |
| | Address Line 2 |
| | Address Line 3 |
| | Address Line 4 |

Notes

| | |
|---|---|
| ***Quotation Document*** | Address Postcode<br>Customer Reference<br>Delivery Address Line 1<br>Delivery Address Line 2<br>Delivery Address Line 3<br>Delivery Address Line 4<br>Delivery Address Line 5<br>Delivery Address Postcode<br>Narrative Line 1<br>Narrative Line 2 |
| **Sales Account** | Reference<br>Name<br>Address Line 1<br>Address Line 2<br>Address Line 3<br>Address Line 4<br>Postcode<br>Telephone No.<br>Fax No.<br>E-Mail Address<br>Web Site Address<br>Contact<br>Order Contact<br>Order E-Mail Address<br>Turnover<br>Last Invoice Date<br>Last Receipt Date<br>Current Balance<br>Order Balance |

### *Proformas*

For a customer to receive emailed proformas using an e-mail profile, the **Proforma** box on the Sales - Processing - Terms form must be ticked and the **E-Mail Address** box below the **A/C Contact** box on the **Customer** form must contain an e-mail address. The default layout for the proforma is the **sqinpr** report with the **E-Mail Default** option ticked in the System - Report Layout command..

Additional Variables for Proformas

| Group | Variable |
|---|---|
| **Proforma Document** | Proforma No.<br>Date<br>Document No.<br>Address Name<br>Address Line 1<br>Address Line 2<br>Address Line 3<br>Address Line 4<br>Address Postcode<br>Customer Reference<br>Delivery Address Line 1<br>Delivery Address Line 2 |

Notes

| | |
|---|---|
| ***Proforma Document*** | Delivery Address Line 3<br>Delivery Address Line 4<br>Delivery Address Line 5<br>Delivery Address Postcode<br>Narrative Line 1<br>Narrative Line 2 |
| **Sales Account** | Reference<br>Name<br>Address Line 1<br>Address Line 2<br>Address Line 3<br>Address Line 4<br>Postcode<br>Telephone No.<br>Fax No.<br>E-Mail Address<br>Web Site Address<br>Contact<br>Order Contact<br>Order E-Mail Address<br>Turnover<br>Last Invoice Date<br>Last Receipt Date<br>Current Balance<br>Order Balance |

### *Order Acknowledgements*

For a customer to receive emailed orders using an e-mail profile, the **Orders** box on the Sales - Processing - Terms form must be ticked and the **E-Mail Address** box below the **Order Contact** box on the **Customer** form must contain an e-mail address. The default layout for the order acknowledgement is the **sqinor** report with the **E-Mail Default** option ticked in the System - Report Layout command..

Additional Variables for Order Acknowledgements

| Group | Variable |
|---|---|
| **Order Document** | Order No.<br>Date<br>Document No.<br>Address Name<br>Address Line 1<br>Address Line 2<br>Address Line 3<br>Address Line 4<br>Address Postcode<br>Customer Reference<br>Delivery Address Line 1<br>Delivery Address Line 2<br>Delivery Address Line 3<br>Delivery Address Line 4<br>Delivery Address Line 5<br>Delivery Address Postcode |

Notes

| | |
|---|---|
| ***Order Document*** | Narrative Line 1<br>Narrative Line 2 |
| **Sales Account** | Reference<br>Name<br>Address Line 1<br>Address Line 2<br>Address Line 3<br>Address Line 4<br>Postcode<br>Telephone No.<br>Fax No.<br>E-Mail Address<br>Web Site Address<br>Contact<br>Order Contact<br>Order E-Mail Address<br>Turnover<br>Last Invoice Date<br>Last Receipt Date<br>Current Balance<br>Order Balance |

### *Delivery Notes*

For a customer to receive emailed delivery notes using an e-mail profile, the **Delivery Notes** box on the Sales - Processing - Terms form must be ticked and the **E-Mail Address** box below the **Order Contact** box on the **Customer** form must contain an e-mail address. The default layout for the delivery note is the **sqinde** report with the **E-Mail Default** option ticked in the System - Report Layout command..

Additional Variables for Delivery Notes

| Group | Variable |
|---|---|
| **Delivery Document** | Delivery No.<br>Date<br>Document No.<br>Address Name<br>Address Line 1<br>Address Line 2<br>Address Line 3<br>Address Line 4<br>Address Postcode<br>Customer Reference<br>Delivery Address Line 1<br>Delivery Address Line 2<br>Delivery Address Line 3<br>Delivery Address Line 4<br>Delivery Address Line 5<br>Delivery Address Postcode<br>Narrative Line 1<br>Narrative Line 2 |

Notes

| | |
|---|---|
| **Sales Account** | Reference<br>Name<br>Address Line 1<br>Address Line 2<br>Address Line 3<br>Address Line 4<br>Postcode<br>Telephone No.<br>Fax No.<br>E-Mail Address<br>Web Site Address<br>Contact<br>Order Contact<br>Order E-Mail Address<br>Turnover<br>Last Invoice Date<br>Last Receipt Date<br>Current Balance<br>Order Balance |

### *Invoices*

For a customer to receive emailed invoices using an e-mail profile, the **Invoices** box on the Sales - Processing - Terms form must be ticked and the **E-Mail Address** box below the **A/C Contact** box on the **Customer** form must contain an e-mail address. The default layout for the invoice is the **sqinin** report with the **E-Mail Default** option ticked in the System - Report Layout command..

Additional Variables for Invoices

| Group | Variable |
|---|---|
| **Invoice Document** | Invoice No.<br>Date<br>Document No.<br>Address Name<br>Address Line 1<br>Address Line 2<br>Address Line 3<br>Address Line 4<br>Address Postcode<br>Customer Reference<br>Delivery Address Line 1<br>Delivery Address Line 2<br>Delivery Address Line 3<br>Delivery Address Line 4<br>Delivery Address Line 5<br>Delivery Address Postcode<br>Narrative Line 1<br>Narrative Line 2 |
| **Sales Account** | Reference<br>Name<br>Address Line 1<br>Address Line 2 |

| | |
|---|---|
| ***Sales Account*** | Address Line 3 |
| | Address Line 4 |
| | Postcode |
| | Telephone No. |
| | Fax No. |
| | E-Mail Address |
| | Web Site Address |
| | Contact |
| | Order Contact |
| | Order E-Mail Address |
| | Turnover |
| | Last Invoice Date |
| | Last Receipt Date |
| | Current Balance |
| | Order Balance |

*Notes*

### 2.3.3.2 Suppliers

***Remittance Advices***

For a supplier to receive emailed remittance advices using an e-mail profile, the **E-Mail Remittance Advices** box on the Purchase - Processing - Terms form must be ticked and the **E-Mail Address** box below the **A/C Contact** box on the **Supplier** form must contain an e-mail address. The default layout for the remittance advice is the **sqplrems** report with the **E-Mail Default** option ticked in the System - Report Layout command.

Additional Variables for Remittance Advices

| Group | Variable |
|---|---|
| **Purchase Account** | Reference |
| | Name |
| | Address Line 1 |
| | Address Line 2 |
| | Address Line 3 |
| | Address Line 4 |
| | Postcode |
| | Telephone No. |
| | Fax No. |
| | E-Mail Address |
| | Web Site Address |
| | Contact |
| | Order Contact |
| | Order E-Mail Address |
| | Turnover |
| | Last Invoice Date |
| | Last Receipt Date |
| | Current Balance |
| | Order Balance |

Notes

### *Purchase Orders*

For a supplier to receive purchase orders using an e-mail profile, the **E-Mail Purchase Orders** box on the Purchase - Processing - Terms form must be ticked and the **E-Mail Address** box below the **Order Contact** box on the **Supplier** form must contain an e-mail address. The default layout for the purchase order is the **sqpoor** report with the E-Mail Default option ticked in the System - Report Layout command.

Variables for Purchase Orders

| Group | Variable |
|---|---|
| **Order Document** | Order No.<br>Date<br>Document No.<br>Address Name<br>Address Line 1<br>Address Line 2<br>Address Line 3<br>Address Line 4<br>Address Postcode<br>Customer Reference<br>Delivery Address Line 1<br>Delivery Address Line 2<br>Delivery Address Line 3<br>Delivery Address Line 4<br>Delivery Address Line 5<br>Delivery Address Postcode<br>Narrative Line 1<br>Narrative Line 2 |
| **Purchase Account** | Reference<br>Name<br>Address Line 1<br>Address Line 2<br>Address Line 3<br>Address Line 4<br>Postcode<br>Telephone No.<br>Fax No.<br>E-Mail Address<br>Web Site Address<br>Contact<br>Order Contact<br>Order E-Mail Address<br>Turnover<br>Last Invoice Date<br>Last Receipt Date<br>Current Balance<br>Order Balance |

## 2.3.4 E-mail Profile workings (Pre v1.81)

Notes

### Functionality

| | Manual | Batch | Repeat |
|---|---|---|---|
| **Original** | *Ord* | *Quo-Inv* | *N/A* |
| **New** | *Quo - Inv* | *Same* | *Yes (but not Scheduler)* |

### Demo Data Set-up

| | |
|---|---|
| **AHL** | **Carol** |
| **ALI** | **Sachin** |
| **AND** | **Al** |
| **BAR** | **Taps** |

### TESTS

### *Manual Docs*

**Test 1**

| **Account** | **A/C Settings** | **Invoice** | **Order** |
|---|---|---|---|
| **AHL** | **Main** | Carol | Carol |
| **AND** | **Ledger = AHL** | Al | Al |
| **BAR** | **Inv = AHL** | Taps | Taps |

**Test 2**

| **Account** | **A/C Settings** | **Invoice** | **Order** |
|---|---|---|---|
| **AHL** | **Main** | Carol | Carol |
| **AND** | **Ledger = AHL** | Al | Al |
| **BAR** | **Ledger = AHL, Inv = AHL** | Taps | Taps |

**Test 3**

| **Account** | **A/C Settings** | **Invoice** | **Order** |
|---|---|---|---|
| **AHL** | **Main** | Carol | Carol |
| **AND** | **Ledger = AHL** | Al | Al |
| **BAR** | **Ledger = AHL, Inv = AND** | Taps | Taps |

**Test 4**

| **Account** | **A/C Settings** | **Invoice** | **Order** |
|---|---|---|---|
| **AHL** | **Main** | Carol | Carol |
| **AND** | **Main** | Al | Al |
| **BAR** | **Ledger = AND, Inv = AHL** | Taps | Taps |

Notes

## *Individual Account Test on AHL*

**Test 5**

| | | |
|---|---|---|
| **AHL A/C** | **Carol** | Setting |
| **AHL Ord** | **Al** | Setting |

| | |
|---|---|
| ***Document*** | ***E-mailed*** |
| **Doc** | **N/A** |
| **Quote** | Al |
| **Pro** | Carol |
| **Order** | Al |
| **Del** | Al |
| **Inv** | Carol |
| **Cred/N** | **N/A** |

## *Repeat Invoicing*

**Test 6**

| | | **Invoice sent to** |
|---|---|---|
| **AHL** | **Main** | Carol |
| **AND** | **Ledger = AHL** | Carol |
| **ALI** | **Main** | Sachin |
| **BAR** | **Ledger = AHL, Inv = AND** | Al |

**Batch & Repeat offer E-mail only option (so choice of E-mail accounts or Hard copy accounts - run process 2 times if a mixture of accounts)**

**Manual - Offers Publisher screen - but can override**

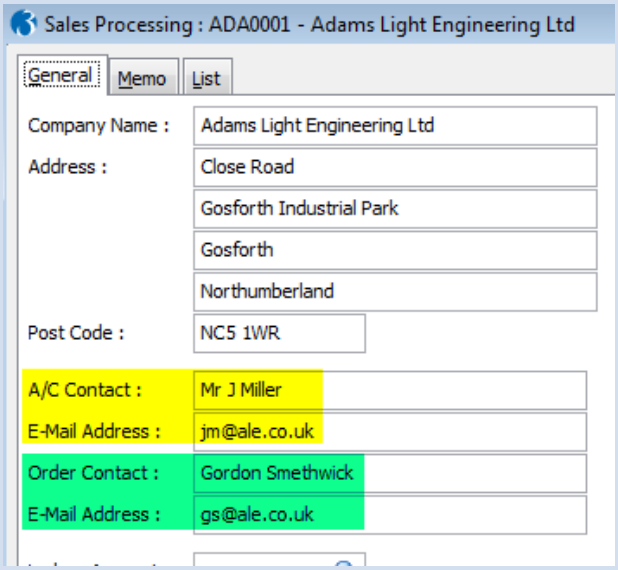
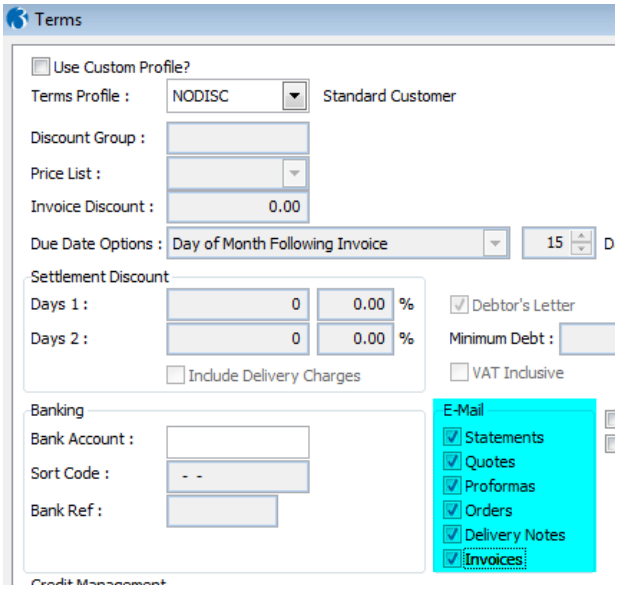
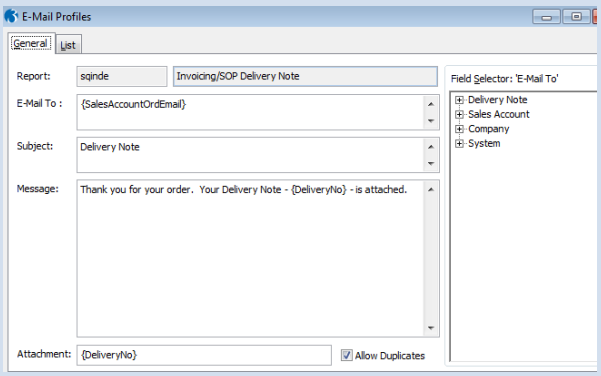
### 2.3.4.1 To Set Up Customers for Email (v1.81+)

It is possible to send quotes, proforma invoices, order acknowledgements, delivery notes and invoices to your customers by email rather than posting printed documents. You can email different document types from the Processing, Batch Processing and Repeat Invoicing commands in Sales Order Processing and Invoicing.

### *Steps to Set Up Email*

*Notes*

Complete these steps to set up Opera for emailing documents:

| | Task | Form |
|---|---|---|
| **1.** | Enter the relevant email addresses for your order and account contacts in the E-Mail Address boxes. If you use Ledger and Invoice accounts you must also set up these accounts with email addresses. | Sales Ledger - Processing<br>  <br> |
| **2.** | Select the documents you want to email under E-Mail. If you use Ledger and Invoice accounts you must also select documents that can be emailed for these accounts. | Sales Ledger - Processing - Terms<br>  <br> |
| **3.** | Define your email profiles that will be used when the emails are sent. | System Manager - Maintenance - E-Mail Profiles<br>  <br> |

Notes

### *Account Contact & Order Contact Email Addresses*

Unless you use the facility in Opera to link your customer accounts to other accounts (Ledger accounts and Invoice accounts), the email addresses used are always the following:

| Document | Email Address |
|---|---|
| **Sales orders, delivery notes and quotes** | Order contact |
| **Invoices and proforma invoices** | Account contact |

### *Ledger & Invoice Accounts*

You can also define email addresses for Ledger accounts and Invoice accounts and select which documents can be sent by email for these accounts.

This table shows which email addresses are used for each type of document that you email to your customers if they have been entered (step 1 above) and the documents have been chosen for emailing (step 2 above).

| | Posting Account | | Ledger Account | | Invoice Account | | |
|---|---|---|---|---|---|---|---|
| | Account Contact | Order Contact | Account Contact | Order Contact | Account Contact | Order Contact | |
| **Orders & Quotes** | No | Yes | No | No | No | No | The order contact's email address on the posting account is always used, regardless of whether it is linked to other accounts. |
| **Proforma Invoices** | Yes | No | No | No | No | No | The account contact's email address on the posting account is always used, regardless of whether it is linked to other accounts. |
| **Delivery notes** | No | Yes [2] | No | No | No | Yes **1** | 1. If the posting account is linked to an Invoice Account, that account's order contact email address is used.<br>2. If the posting account is not linked to an Invoice Account, the order contact's email address on the posting account is used. If the posting account is linked to an Invoice Account but that account has not been set up with an email address for the order contact then the address on the posting account is used. |
| **Invoices** | Yes **c** | No | Yes **a** | No | Yes [b] | No | a. The account contact's email address on the Ledger account is used if available.<br>b. If the Ledger account does not have an email address, the Invoice account's account contact email address is used.<br>c. If the Invoice account does not have an email address, the posting account's account email address is used. |

**Note:** If you want to e-mail a document to a customer who is **not** set up to email documents as their default option, you can still select the Email tab on the Publisher form and enter the message details manually.

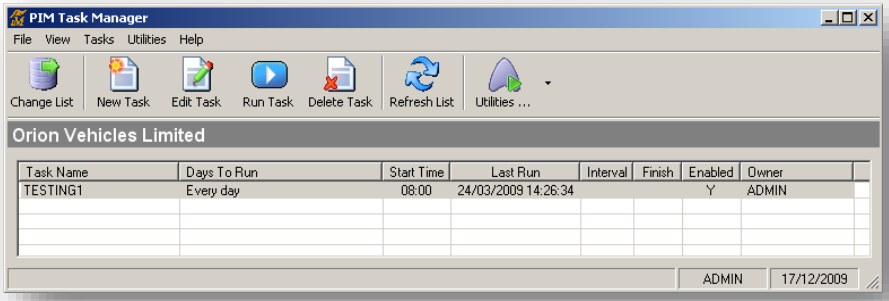
## 2.4 Task Manager

Notes

Task Manager is one of the utility programs provided as part of the Pegasus Instant Messenger.

You use the Task Manager to maintain details of the events that trigger message alerts. For example, you might want to alert a user when a customer record is put on stop. The event or action of a customer record being put on stop causes the system to send a message to all or a selection of users. This represents a 'task'. A task event can result in a pop-up message and/or an e-mail.

- If you have the Desktop Edition of Pegasus Instant Messenger, you can define up to five tasks and you can only use what is called the Simple Wizard to set up the tasks.
- If you have the Enterprise Edition of Pegasus Instant Messenger, you can define up to 20 tasks with the default activation, or you can purchase licences for further tasks if required. You can use the simple wizard as well as the advanced wizard which provides more control over the tasks and enables you to create your own alert and report types and layouts.




For more details about Task Manager, refer to the separate Pegasus Instant Messenger Utilities documentation.

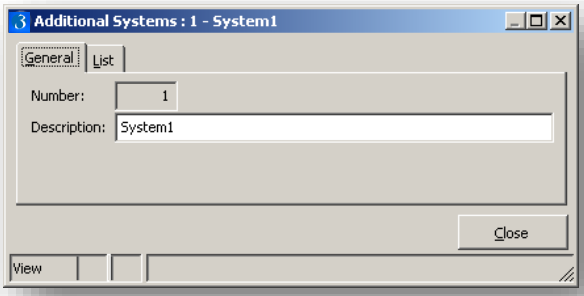
To open the Task Manager window

1. Open the System folder and click Maintenance or click the Administration tab on the Ribbon Bar and then click Maintenance.
2. Click Task Manager. If your logon ID is recognised by Pegasus Instant Messenger and provided you have access rights to create and edit tasks, the Task Manager window is displayed.
3. If your logon ID is not recognised by Pegasus Instant Messenger, the Sign In form is displayed.
4. Click to select your user name from the list and then type the password in the box provided.
5. Click OK. Provided you have access rights to create and edit tasks, the Task Manager window appears.

## 2.5 Additional Systems

When you create companies using the Company Profiles command in the System module, you can assign a company code of 0-9 or A-Z, which provides up to 36 separate company databases. If you require more company databases than this, you can create separate groups of companies using the Additional Systems command. Each group is identified by its own system-generated number, along with a description. The purpose of the group record is that it permits the software to manage different groups, each of up to 36 companies.

Notes




**Note:** The number of additional systems available will depend on the licence you have. The default system is known as the Main System, and is always available in all activations.

When you create an additional system, you can choose certain items to copy from the main system. These are:

- User profiles.
- The list of accessible company codes attributed to the user profile records.
- User Groups & Membership
- People profiles.
- Reporter module report designs (VFP Only)

To create a additional system

1. Log in as ADMIN. If one or more additional systems have already been created, you must log on to the Main System. This is because additional systems can only be created from within the Main System.
2. Open the System folder, click Maintenance and then click Additional Systems.
3. To create a new record, click the icon on the toolbar or press CTRL+N.

   *A system-generated number is assigned to the additional system.*
4. In the Description box, type the description or name you want to give the additional system.
5. To save the record, click the icon on the toolbar or press CTRL+S.
6. On the dialog box displayed, choose which system items you want to copy from the main system.
7. Click OK.

The Logon form will then include a drop-down list box called System, from which you can select the system you want to use.

Notes

When you create companies using the **Company Profiles** command in the System module, you can assign a company code of 0-9 or A-Z, which provides up to 36 separate company databases. If you require more company databases than this, you can create separate systems of companies using the **Additional Systems** command. Each system is identified by its own number, along with a description.

**Note:** The number of additional systems available will depend on the licence you have. The default system is known as the Main System, and is always available in all activations. Also, the number of users you can use across all systems depends on your Opera licence. If you have a 10-user licence, you can use up to 10 users across all systems.

When you create an additional system, you can choose certain items to copy from the main system. These are:

- User profiles.
- The list of accessible company codes attributed to the user profile records.
- People profiles.
- Reporter module report designs.

Make sure you select the options you need because you cannot copy any more details from the main system after the new system has been created.

After the additional system has been created, the Opera **Logon** form includes a drop-down list box called **System**, from which you can select the system you want to use.

### 2.5.1 Technical Information

After an additional system has been created, its related files are saved in a new folder in the Opera Server Dynamic Data installation network share location. The new folder is called 'System**x**' where x is the number assigned to the additional system. For example, a system allocated the number 9 uses a folder called **System9**.

The location of the Dynamic (read-write) data for the Server installation depends on the Windows product on the computer. Where 'XXX' is mentioned, it refers to either VFP or SQL as appropriate for your installation. 'x86' refers to 32-bit Windows products. 'x64' refers to 64-bit Windows products.

| Windows | Opera 3 Folder | Opera II Folder |
|---|---|---|
| **Windows Server 2008 R2** | C:\ProgramData\Pegasus\O3 Server XXX | C:\ProgramData\Pegasus\Server XXX |
| **Windows Server 2008 (x86)** | C:\ProgramData\Pegasus\O3 Server XXX | C:\ProgramData\Pegasus\Server XXX |
| **Windows Server 2008 (x64)** | C:\ProgramData\Pegasus\O3 Server XXX | C:\ProgramData\Pegasus\Server XXX |
| **Windows Server 2003** | C:\Documents and Settings\All Users\Application Data\Pegasus\O3 Server XXX | C:\Documents and Settings\All Users\Application Data\Pegasus\ Server XXX |
| **Windows 7 (x86)** | C:\ProgramData\Pegasus\O3 Server XXX | C:\ProgramData\Pegasus\Server XXX |

| | | |
|---|---|---|
| **Windows 7 (x64)** | C:\ProgramData\Pegasus\O3 Server XXX | C:\ProgramData\Pegasus\Server XXX |
| **Windows Vista (x86)** | C:\ProgramData\Pegasus\O3 Server XXX | C:\ProgramData\Pegasus\Server XXX |
| **Windows Vista (x64)** | C:\ProgramData\Pegasus\O3 Server XXX | C:\ProgramData\Pegasus\Server XXX |
| **Windows XP** | C:\Documents and Settings\All Users\Application Data\Pegasus\O3 Server XXX | C:\Documents and Settings\All Users\Application Data\Pegasus\Server XXX |

*Notes*

**Important:** After upgrading to a new version of Opera, the Update Data Structures command must be separately run for all companies in each additional system.

The new folder contains these files after the system is created (typically each file includes three separate files with **.DBF**, **.CDX** and **.FPT** file extensions):

| Tables | Description |
|---|---|
| **SEQCO** | Retains details of the companies in the additional system, including the options and link settings for the company. For example, whether the Cashbook is used or whether the Nominal Ledger is linked to the Purchase Ledger. |
| **SEQUSER** | Retains details of the users in the additional system, including each user's security permissions. |
| **SEQPEOPL** | Retains details of the individuals who may be associated with records within the system, who may also be users of the system but could also be people who are involved in the business but do not use Opera. |
| **SEQREPM** | Retains details of the reports in the Reporter application in the additional system. |
| **SEQEFLD** | Retains details of the email profiles in the additional system. These are default messages for documents sent by e-mail to customers in the Sales Ledger and Sales Order Processing applications, or remittance advices and purchase orders sent by email to suppliers. |
| **BACSBANK**<br>**BACSFORMAT**<br>**BACSSTYLE** | Retain different bank's payment file formats for BACS payments. |
| **SEARCH** | Retains the fields that are used for searching in each application. For example, the default search fields for the SNAME (customer) table, includes the customer's name, account number and the first two lines of the address. |
| **SEQFAV** | Retains each user's favourite shortcuts to different commands. |
| **NEXTID** | This table retains the next unique identifier for records that are added to system tables. |

Notes:

1. Whenever a user is added to Opera, a new file is also created in the **SystemX** folder. The name of the file is the same as the user's login code. For example, a file called FRED.DBF will be created for a new user of that name.

2. Files that are prefixed with 'ADD', which are used to append new records to the system files, are not created or copied in the **SystemX** folder. These files are only in the main **System** folder.

Notes

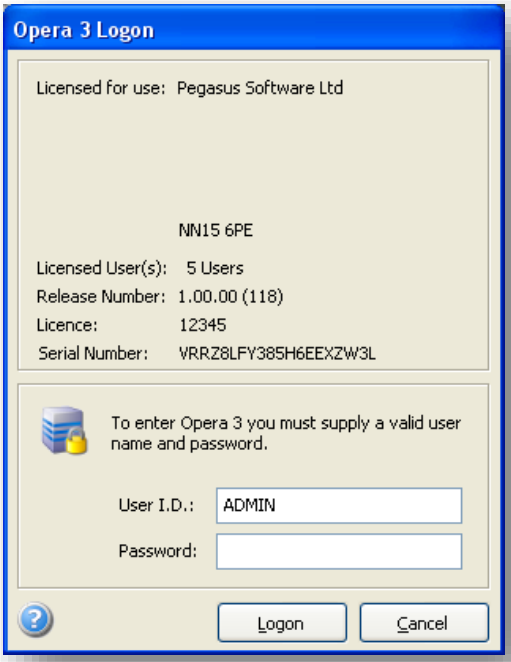
# Accreditation Training Courseware

## 3 Processing

The next section covers the processing aspect of the System Manager.

### 3.1 Logon

You are prompted for your user name and password while logging on to the system and you can change these details by using the Logon command in the System module. The user settings associated with the user profile record determines the access rights and permissions available after you log on. If your software licence permits, you may have 'additional systems', each comprising up to 36 companies. If this is the case, you will be able to choose which system you want to use as part of the logging on procedure.




To log on to the system

1. Do one of the following:
   a. Start the application.
   b. If the application is already started, open the System folder and then click Logon.
2. If applicable, in the System list box, click to select which Additional System you want to use. The default is the system last used.
3. In the User I.D. box, type the identifier you use to log on. This must be one that matches an entry in the User ID box on the User Profiles form.
4. In the Password box, type the password you have been assigned or leave blank if you do not use a password. The entry is checked against the user record.
5. Click Logon.

Processing

Notes

### 3.1.1 Lockout Periods

If an administrator shuts Opera 3 down to do maintenance work and has prevented access to it for a period of time, a message will be displayed telling you when you will be able to use Opera 3 again. For more information about the Shutdown service, see the Introducing Scheduling Help topic.

This feature is available in Opera 3

### 3.1.2 ADMIN User

The ADMIN user is an administration user that is given access to all areas of the application and has security permissions to complete tasks that other users cannot. For example in lockout periods, only someone using the ADMIN user can access Opera 3. The ADMIN user can also fix certain data errors when using the Update Data Structures command and modify report designs before they are displayed.

### 3.1.3 Removing Data Backup Locks

All companies included in a data backup will be locked until the backup is completed. This will normally prevent you from logging on to the application. If the preferred company for the ADMIN user is being backed up when you log in with this user code, you will be able to remove the locks when you log in. A message will be displayed that will ask you if you want to do this.

**Important**: Using the ADMIN user to remove locks must only be done if the locks were not cleared automatically after a data backup was completed. You must be sure that the backups are not being done before you clear the locks.

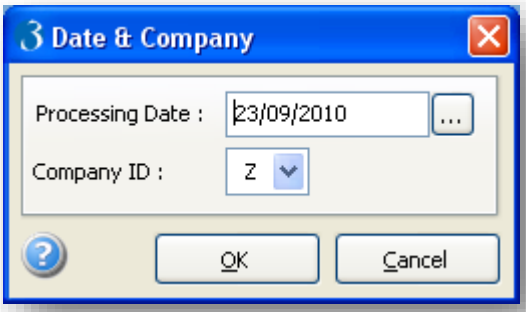
### 3.1.4 Login Details

| Box | Description |
|---|---|
| **System** | If you use additional systems, you must choose a system to log in to. Each additional system is independent of other systems in the application. These systems are created in the Additional Systems command in the System module. |
| **User I.D** | Every user has a unique user code that must be used to access the application. |
| **Password** | Your password used for authorization when you log on to the application. You are forced to change your password every so often if the number of days in the Password Expiry Days box on the System Preferences form is more than zero. You are warned for up to ten days before your password will expire. You must then change your password before it expires using the **Preferences** command in the System module. |

## 3.2 Date & Company

Notes

Use the Date & Company command to change the system processing date or the currently selected company database.




To change the processing date and company

1. Open the System folder and then click Date & Company or click on the O3 icon and select Date & Company
2. In the Processing Date box, type the new date or click the button alongside to choose a date using the Date Selector.
3. In the Company ID list, click to select the ID for the company you want to use.
4. Click OK.

### 3.2.1 Changing the Date

The processing date is the one that appears as the default posting date on all transactions entered or created in the system. It is also the date used for reports and documents. The default processing date is the same as your computer's date setting. Some forms display the date so you can change it, if required, you can also change the default using the Date & Company command in the System module or the Change System Date button on the toolbar. This is especially useful if you want to process a number of records for a particular date that is different to today's date. Changing the processing date using the Date & Company command will not alter the system date stored on your computer; so it only remains in use until you either change it again or log off.

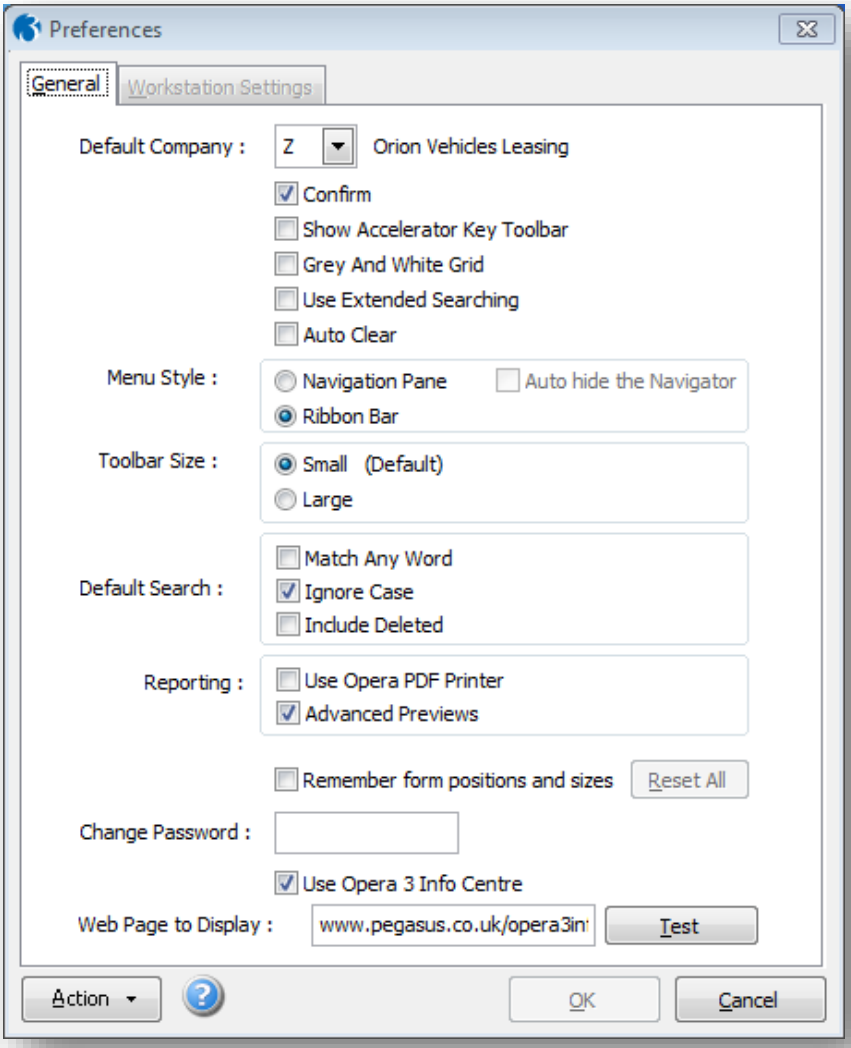
### 3.2.2 Changing the Active Company

Each set of company data files is identified by a letter from A to Z or a number from 0 to 9. User profile records, that identify who has authority to use the system, define which company or companies a particular user can process. If a user is allowed to gain access to more than one company, the default company loaded after logging on will be the one defined on the **User Preferences** form. If you want to change to a different company, use the **Date & Company** command in the System module. In the **Company ID** list you can select any ID that is included in your user profile record. If only one company is set up, or you have authority to gain access to only one company, the **Company ID** box will be unavailable.

## 3.3 Preferences (User)

*Notes*

Use the Preferences command to determine how certain aspects of the system operate for each user. For example, you can specify the name of the company database that is opened when a user logs on. Users can also change their own password. Each set of preferences is specific to a user profile record, so each user logged on to the system can have a different set of defaults.




**Note:** The password can also be changed using the User Profiles command in the System module, but only by a user with 'manager' rights.

To define user preferences

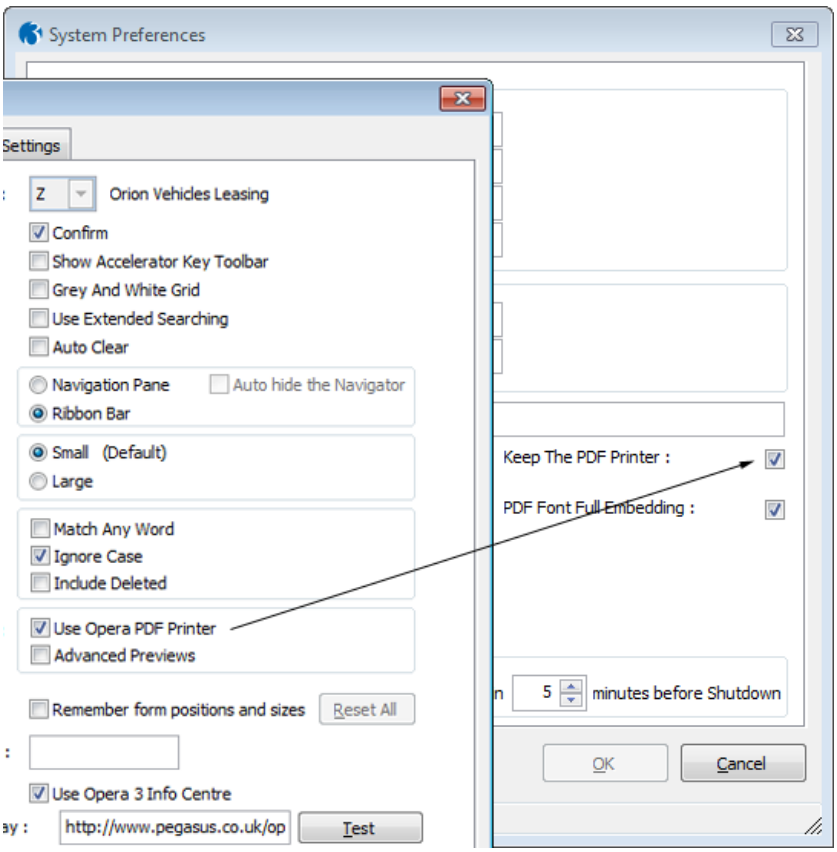
1. Open the System folder and click Preferences or click the Administration tab on the Ribbon Bar and then click Preferences .
2. In the boxes provided, enter the preference settings.
3. To make changes to the background settings, click Action and then click User Background Options. Complete the details required in the boxes provided and then click OK.
4. To store your settings and close the Preferences form, click OK.

**Opera 3 Information Centre (O3IC)**
When a user logs in to a version of the product that they have not previously been logged in to, the Info Centre page will display in the browse form (regardless of any settings the user has in respect of that form). The user's preference will be honoured for any further logins until the software is upgraded in which case the Info Centre page will be displayed once again (and only once again). The behaviour is user-specific, i.e. MANAGER could have logged in several times but the first log in for USER will launch the Info Centre page.

Notes

| Box | Description |
|---|---|
| **Company** | The name of the company database to be opened when you log on. You can select from a list. Only those companies to which you are entitled to gain access are shown in the list. This is controlled by your user profile record.<br>Forced Shutdowns<br>If you are locked out of your preferred company because of a forced shutdown, you will be logged in to the next company you are permitted to use. If you do not have access to any other companies, you will be locked out of Opera 3 until the lockout period ends.<br>This feature is available in Opera 3 |
| **Confirm** | An option that determines whether a confirmation dialog box appears when you accept a transaction record for posting. If the option is selected, you must respond to the dialog box before the record is committed to the database. If the option is cleared, no confirmation will be required and the record is posted as soon as it is accepted. |
| **Show Accelerator Key Toolbar** | An option that determines whether a toolbar appears to display the details of shortcut keys available for commands associated with the form that is active. |
| **Grey and White Grid** | An option that switches between grey and white or plain white for all grid forms in the system. By default, plain white displays are used. |
| **Use Extended Searching** | An option that determines whether the application treats the text that you enter in the **Search For** box on **Search** forms as single or multiple 'strings'. For more information, refer to the Searching Facilities topic. |
| **Auto Clear** | An option that controls how the existing content of fields (boxes) on forms is edited. If this option is selected, the application highlights the existing content when you move the cursor to a box. It then clears the entire contents as soon as you type a character from your keyboard. This facility assumes you want to replace existing content whenever you make changes. When you press TAB or ENTER or move the cursor elsewhere to confirm your input, the new text replaces the old. However if you press ESC before you confirm input, the application restores the original field content. When the content of a box is highlighted, pressing RIGHT ARROW removes the highlight and you can edit the field as required.<br>If the **Auto Clear** option is not selected, changes to the content of boxes on forms will depend on manual editing controls. For example, your use of the INSERT key determines whether new characters are inserted or overwrite text at the current cursor position.<br>Note: the auto clear facility does not apply to memos associated with records. |
| **Menu Bar** | An option that determines whether the menu bar that allows access to all the modules is available at the top of the application's main window. You can only select this option if the Classic Navigator option is selected. The menu bar is available for users who have upgraded from Opera for Windows and want to use the same menu bar method of navigation in this application.<br>This feature is available in Opera II Enterprise and Opera II Enterprise SQL |
| **Classic Navigator** | An option that determines whether the Classic Navigator is available to navigate to each module's commands that you use in the application.<br>This feature is available in Opera II Enterprise and Opera II Enterprise SQL |
| **Navigation Pane** | An option that determines whether the Navigation Pane is available to navigate to the commands that you use in the application. |
| **Auto hide the Navigator** | An option that determines whether the Classic Navigator and Navigation Pane automatically hides from view after it has been used, thereby freeing up the screen. |
| **Ribbon Bar** | An option that determines whether the Ribbon Bar is available to navigate to the commands that you use in the application. |

Notes

| | |
|---|---|
| ***Ribbon Bar…*** | The Ribbon Bar is displayed at the top of the application's main window and is divided into different tabs - Administration, Financials, Supply Chain Management, Payroll & HR, Customer Relationship Management, Reporting and Favourites.<br>This feature is available in Opera 3 |
| **Toolbar Size** | An option that determines whether the icons in the General, Record, Help, and Accelerator Key toolbars are small or large. The size of the icons in the Accelerator Key toolbar is only affected if it is docked to an edge of the desktop area. For more information on toolbars, refer to the Toolbars topic. |
| **Default Search** | Match Any Word: When carrying out searches, you can choose whether to match any word containing the search string.<br>Ignore Case: When carrying out searches, you can choose whether to ignore the case of the characters in the words.<br>Include Deleted: When carrying out searches, you can choose whether to ignore records that have been marked for deletion. |
| **Reporting** | Use Opera PDF Printer: An option that determines whether PDF publishing in Opera is achieved using the Opera PDF printer, which is created as a 'printer driver' in the Windows printer dialog when Opera 3 is installed.<br><br>If this option is selected, another option called Keep The PDF Printer is available on the System - Utilities - System Preferences form. This controls whether the PDF printer is retained after a PDF is created or whether it is created and removed every time a PDF is created. The option affects all Opera users.<br><br>  <br><br><br>If this option is cleared, the 'XFRX' application, which is installed with Opera 3, is used for creating PDFs. In Windows Terminal Server environments, the XFRX application may be a better choice than the Opera PDF printer for printing because users will not be affected by other people printing reports. The Opera PDF printer driver is shared by all users so one user's printing could be delayed because another user is printing a report. |

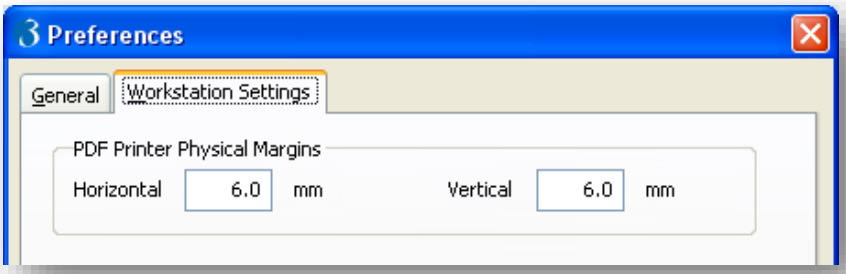
Notes

| | |
|---|---|
| | Tip: Select this option for faster printing of PDF reports in client-server environments, particularly when a report has many pages.<br>Advanced Previews: An option that determines whether printed Opera 3 reports use better font rendering and also whether enhanced screen previews are available.<br><br>Tip: Select this option to benefit from these benefits:<br><br>- Better font rendering on printed reports and screen previews when the zoom facility is used<br>- Multiple report previews on your screen at the same time<br>- Search the contents of the entire report as soon as it is displayed<br>- Highlighted search results<br>- Print options including printer selection, page range, number of copies and print zoom.<br><br>Each open screen preview has independent zoom views, searches, page navigation and print settings.<br>Technical Note: When the Advanced Previews option is selected the Visual Foxpro 'Report Behaviour' property is set to '90' for enhanced printing and previewing capabilities. When this option is cleared, the property is set to '80'.<br>This feature is available in Opera 3 |
| **Remember form positions and sizes** | An option that determines whether the system retains the position and size of forms so when you open a form, it appears as it was when it was closed. You can reset all forms to their default positions by clicking **Reset All**. |
| **Change Password** | A password used for authorization when you log on. You can change your existing password. This password can also be changed by a user with 'manager' rights using the **User Profiles** form.<br>**Note**: If the Password Expiry Days option on the System Preferences form is ticked, the expiry date for the password is displayed next to the Change Password box. |
| **Use Opera 3 Info Centre** | An option that determines whether the Opera 3 Info Centre is displayed on the Opera 3 desktop when you log in to the application. The Opera 3 Info Centre is an information portal that includes details on new features in the application. You can also download product brochures, view product videos and 'top tips', and find out about features that are planned for future releases. Special offers are also published along with details of the stationery that you can use with your Opera 3 solution. |
| **Web page to display** | If the Use Opera 3 Info Centre box is ticked, this box defaults to the address of the Opera 3 Info Centre portal. You can change the address to a web page of your choice. |

## 3.3.1 Workstation Settings

*Notes*

The Workstation Settings tab controls those settings that affect processing on that particular workstation and are not necessarily user specific. Currently the only setting relates to the use of the Opera 3 PDF Printer driver.




This option has been introduce to allow the user to alter the margins for the PDF printer driver. In earlier versions of Opera 3 the PDF driver that was installed allowed the user to change the margin settings directly on the printer driver via windows Control Panel – Printers and Faxes. In later versions this functionality is not available and as such we allow the user to set the margins from within Opera 3. The default setting remains the same and can subsequently be adjusted either up or down.

This option will only be available if the Keep The PDF Printer is switched on in System – Utilities – System Preferences.

| Box | Description |
|---|---|
| **Horizontal** | The physical horizontal margin for documents created using the application's PDF Printer. |
| **Vertical** | The physical vertical margin for documents created using the application's PDF Printer. |

**Amyuni Driver**

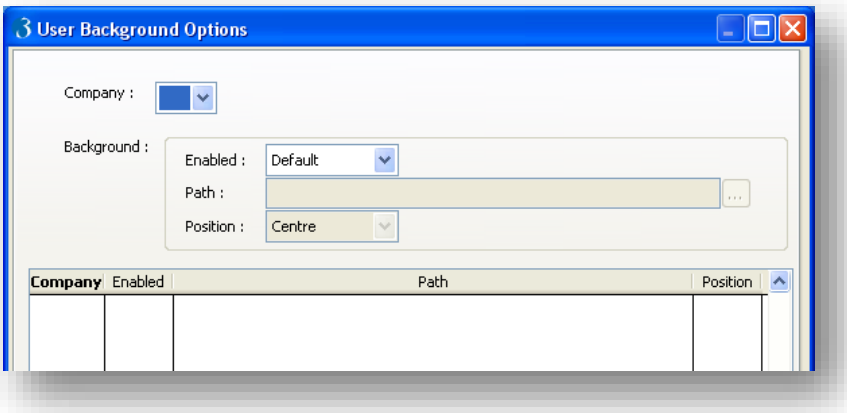
Opera 3 v1 will be shipped with Amyuni Driver v4.00.00

**NB:** Opera 3 v1.3x will use the XRFX PDF Driver for generating PDF files.

The PDF converter in O3 v1.3x will be uplifted from v4.0.1.2 to v4.5.1.0

## 3.3.2 User Background Options

All Companies that the User has access to will be included in the drop-down list for the Company field selector. Each Background may be chosen by the User to make it specific to the Company Code Identifier, if required. The Position of the Background may be Centred, Tiled or Stretched.

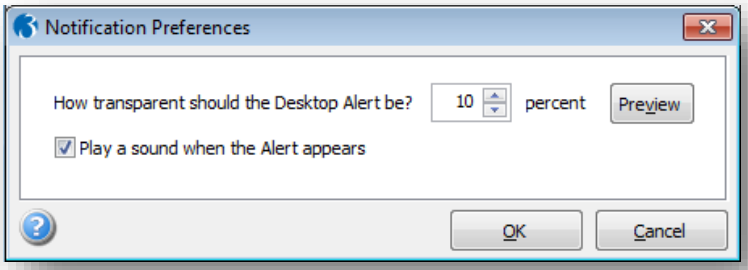


### 3.3.3 Notification Preferences

*Notes*

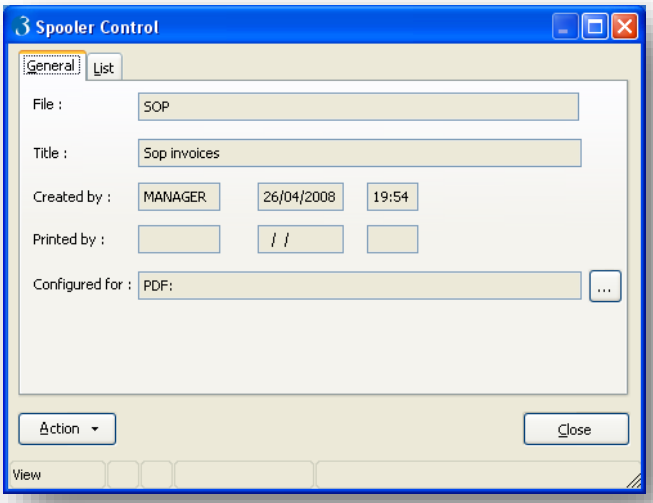
Each user can define how alerts sent by the Messaging Service or Shutdown Service in Opera 3 are displayed on their desktop.

| Box | Description |
|---|---|
| **How transparent should be desktop alert be?** | This option allows individual users to set the transparency of their desktop alerts. The higher the percentage, the more opaque the alert is. The lower the percentage, the more transparent the alert is. |
| **Play a sound when the Alert appears** | Tick the box if you want an audio alert to accompany a desktop message. |




## 3.4 Spooler Control

Use the Spooler Control command to view or print reports that have been created in the system where have selected the Print Spooler option on the File tab of the Publisher form. When the Spool Printing form is displayed, you can use the browse toolbar buttons or the List tab to retrieve the spool file you want to print. The following options are available on the menu displayed when you click Action.




**Important**: When sending spool files to the printer, the Windows print spool manager is not used. If your printer is not connected or on line, you will receive no message to this effect. Instead, the report will time out depending on the Timeout settings defined in the printer's properties. This also means you will not be able to cancel a spooled report sent to a printer.

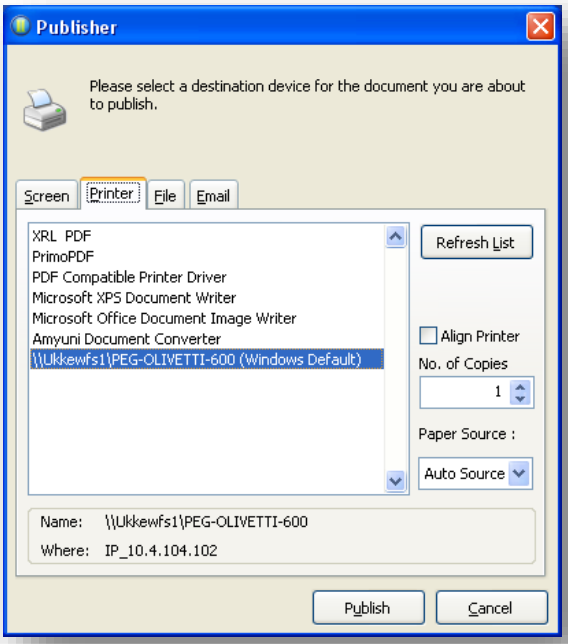
Notes

# Accreditation Training Courseware

## 4 Reports

### 4.1 Publishing a Report

System reports can be accessed via certain forms and using the print icon. It is possible to tailor the layout of these reports under development mode (ADMIN). Once your report criteria has been selected and any matching data found, a Publisher form will be presented allowing a choice of Screen, Printer, File or Email output.




To print a report;

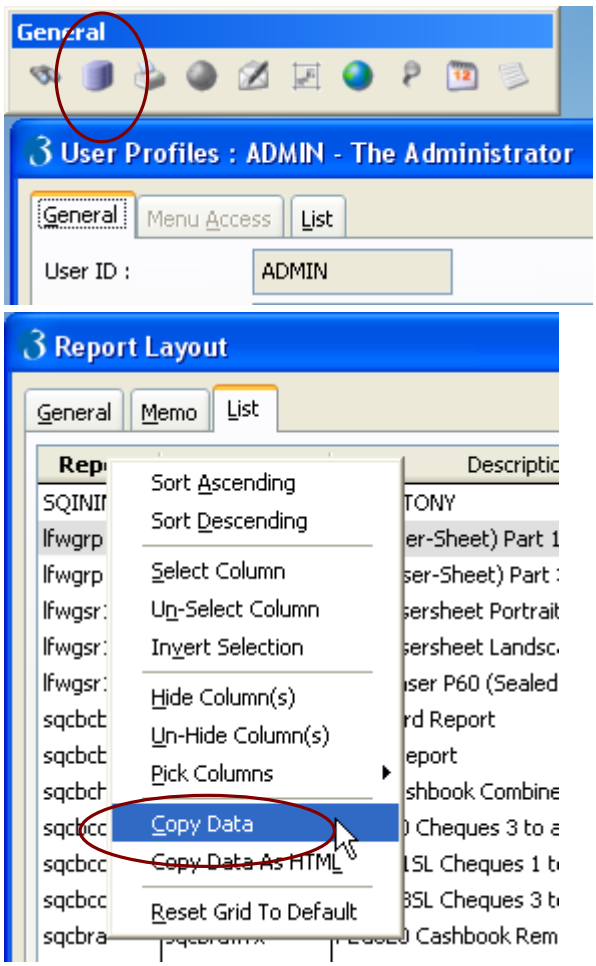
1. Open the required module folder, click Reports and then click appropriate report
2. Define the range of records you want included in the report by entering From and To values.
3. Click OK.

Reports

## 4.2 Hidden Prints and Export functionality

*Notes*

Remember the “Hidden Reports” which are available in forms which have the printer icon highlighted in the toolbar as well as the Right-Click Export functionality.



## 4.3 Printing and Reporting

Notes

Standard reports and documents are available to report on the data stored in the database. All reports have range options and criteria so you can control the content. Standard reports are usually available on the **Reports** menu in each application's folder, though some processes also generate an audit report and some modules have additional report folders for special reports.

### 4.3.1 Options for PDF Reports and Screen Previews

There are a number of options that affect how **PDF** reports are published and also whether advanced features are available for screen previews.

| Option | Form | Description | User-specific |
|---|---|---|---|
| **Keep The PDF Printer** | System - Utilities - System Preferences | An option that determines whether the PDF printer is removed when the **Publisher** form is used to create a document in the system. If this option is cleared, the **Publisher** creates the PDF printer whenever it is required and then removes it when the printing is finished. If the option is selected, the PDF printer is retained. | No, this option affects all users. |
| **PDF Font Full Embedding** | System - Utilities - System Preferences | An option that determines whether some fonts are fully embedded in PDFs created in the application. PDFs that include embedded fonts are typically larger than those where fonts are not embedded. However, the on-screen and print quality is improved. The PDF is portable between computers without losing print quality. | No, this option affects all users. |
| **Use Opera PDF Printer** | System - Preferences | An option that determines that PDF publishing in Opera is achieved using the Opera PDF printer, which is created as a 'printer driver' in the Windows printer dialog when Opera 3 is installed.<br>If this option is cleared, the 'XFRX' application, which is installed with Opera 3, is used for creating PDFs.<br>In Windows Terminal Server environments, the XFRX application may be a better choice than the Opera PDF printer for printing because users will not be affected by other people printing reports. The Opera PDF printer driver is shared by all users so one user's printing could be delayed because another user is printing a report. | Yes |
| **Advanced Previews** | System - Preferences | An option that determines that printed Opera 3 reports use better font rendering and also that enhanced screen previews are available. | Yes |

Notes

### 4.3.2 Selection Criteria and Report Options

For most reports, the selection criteria is presented first. This varies according to the report command you have chosen, but typically includes the names of tables and fields for which a range of values can be specified. In the **From** and **To** lists, you can select the start and end value of the corresponding data item. In addition to range options, other options and controls may be provided that determine the content of a report. These may be presented in the form of check boxes or option buttons. Details about these are provided in the help topics relating to the individual report commands.

### 4.3.3 Publisher Form

When you have completed the selection and report options, you click **OK** to display the **Publisher** form. This is the form you use to determine what type of output you want, and you can choose from the following options by clicking the appropriate tab. In each case, you use the **Publish** command button to generate the report output in the format chosen.

| Use this tab | To |
|---|---|
| **Screen** | Direct the report output to the computer screen. If you direct a report to the screen, a preview window displays the first page of the report.<br>If you view a report on the screen, a toolbar is displayed so you can open different pages, decrease or increase the size of the font used, search for text on the screen by either selecting the binoculars or pressing CTRL+F, or print the report to a chosen printer.<br>Most reports that are used from the Reports menu in each application can be displayed on the screen whilst you do other tasks in the application. For example, you can view the Invoices and Credit Notes report in the Sales Ledger at the same time as posting a receipt in the Cashbook. However, there are some report screen previews that must be closed before you can do other tasks because, as well as reporting, they also update relevant records after the report is closed. Click here to see a list of these reports.<br>•<br>•<br>•<br>•<br>•<br>•<br>•<br>•<br>•<br>•<br>• |
| **Printer** | Direct the report output to a printer. A list of installed printers is displayed. You choose the printer you want to use by clicking in the list box. If you want to check the alignment of your printer, click **Align Printer**. A dialog box with the prompt 'Print an Alignment Check?' appears, with **Yes** and **No** command buttons. If you click **Yes**, a dummy report is printed on one, page so you can check alignment of the stationery in your printer. You can repeat this process as often as you wish as the alignment prompt reappears. When you click **No**, the report is printed. If you want more than one copy of the report to be printed, change the value in the **No. of Copies** box.<br>Tip: If you want to update the list of available printers (this may be relevant in a network environment), click **Refresh List**. |

Notes

| | |
|---|---|
| **File** | Direct the report output to a disk file. You have three options for file output:<br>• **PDF Document**. This creates a **PDF** file which can be viewed and printed using Adobe Reader . In Opera 3, each user can choose from two different methods of creating PDFs. See the Help explanation for the Reporting option on the User Preferences form for details.<br>• **Print Spooler**. This creates a text-based output that you can print using the **Spooler Control** command in the System module<br>• **Excel Document.** This creates a spreadsheet that can be viewed and amended in Microsoft Excel. This option is available for many but not all reports. See below for a list of reports that can be viewed in Microsoft Excel. This feature is available in Opera 3<br>Note: The Publisher form that is displayed for Matrix Reports in the Nominal Ledger has different options on the File tab. On that form you can choose a number of different types of file to create, including Microsoft Visual Foxpro and Microsoft Excel. |
| **Email** | Create a PDF document attachment containing the report and generate an e-mail message using your e-mail messaging software. The **Email** tab includes boxes so you can define the location and file name for the report attachment and type a subject line and message text. When you click **Publish**, the application will load your e-mail messaging software, so you can complete the addressee details and any other settings before sending. You must have a MAPI-compliant email messaging system installed to use this facility.<br>Tip: If there is a problem in the email messaging system the message 'Unable to send email at present' is displayed. There are numerous reasons why the email messaging system may fail. If you use the ADMIN ID to log in to this application, the message includes more detailed information that describes the problem - starting with 'Sending Email Failed Because ...'. |

## 4.3.4 Different File Outputs

You can create a report using the **PDF Document**, **Print Spooler** or Excel Document options.

### 4.3.4.1 PDF Documents

To use the **PDF Document** option for reports, you need Adobe Reader. If you do not already have it, you can install it from the application's CD. The advantage of using PDF files is that you can use Adobe Reader to view the report and print it on any printer you have installed without needing to reformat the content. The application supports long file names (up to 20 characters) therefore a meaningful file name can be given to the file. You can choose the location and file name for the report and if you want to view it as soon as it is finished, you click the **View PDF when done** option. If you type a name you have already used, the displays a prompt and asks if you want to overwrite or append the existing file. PDF files are stored in a subfolder of the **PDF** folder according to the transaction date. The folder uses a prefix based on the module, followed by the year and month.

### 4.3.4.2 Print Spooler

Using the **Print Spooler** option, you can store reports on disk to print later using the **Spooler Control** command in the System module. Spooler files are always located in the **Data** subfolder of the application's main folder. You can type a file name of up to 20 characters. Use the **Description** box to type a name for the report that will appear in the **Spooler Control** form to help you identify the report's content. If you type a name you have already used, the application overwrites that file unless you select the **Append** option. You can spool reports in either PDF or spooler format. If you select the **PDF Format** option, a PDF file is created and you will need Adobe Reader to be able to process the file later. If you clear the **PDF Format** option, you must select the default printer to be used when the spool file is processed using the **Spooler Control** command.

Notes

Although you can select a different printer before printing, it is necessary to ensure that the printer selected at the time of printing is compatible with the one you selected for the creation of the spool file. For example, you cannot direct a spool file created for a non-PostScript printer to a PostScript printer and vice versa.

#### 4.3.4.3 Excel Reports

You can save many Opera 3 reports as spreadsheets to view in Microsoft Excel. This option is available for many but not all reports. This facility puts the information in a report directly into the cells on the Excel spreadsheet and sets the height of the rows and width of the columns to achieve the desired layout. All numeric information can be used in calculations and you can modify the report as required.

There are advantages of saving a report as a spreadsheet rather than a PDF report or a spool file:

- It provides a report saved at a certain point in time but you can amend the information if required. You can change the information to do different calculations. The range of formulae that you can apply ranging from adding two numbers together to applying 'what if' scenarios.
- You can change the appearance of the information by using different fonts, colours, borders etc.
- You can change the order of the information by changing its sequence.
- You can protect the information in a spreadsheet by using a password.
- You can use the charting facilities to display the information in a graph. Charts make numerical information understandable by presenting them as a graphic.

### 4.3.5 Installing Microsoft Excel

To save and view the report in Microsoft Excel, it must be installed:

- on the Opera 3 client workstation
- on the Opera 3 server only if:
  - Opera is run from the server
  - Opera is run in thin-client environments like Terminal Services.
  -

Tip: Check the System Requirements guide on the Opera CD and on the Opera 3 Info Centre for details of the versions of Microsoft Excel that are supported.

These reports can be saved as an Excel spreadsheet:

| Application | Description |
|---|---|
| **System** | Summary VAT Audit Report |
| | Detailed VAT Values Report |
| | Detailed VAT Audit Trail |
| **Cashbook** | Cashbook Report<br>Note: You can only save this report as a spreadsheet if the same bank account is selected in both the Bank Account Range boxes on the Cashbook report form. |
| **Costing** | Transaction Report |

| | |
|---|---|
| **EC VAT** | SD Audit Trail |
| | ESL Audit Trail |
| | VAT Reconciliation Report |
| **Fixed Assets** | Depreciation Forecast<br>Note: Not available in Opera 3 SQL. |
| **Nominal Ledger** | Audit Trail |
| | Trial Balance |
| | Ledger Summary |
| | Income Accounts |
| | Expense Accounts |
| | Assets Accounts |
| | Liabilities Accounts |
| | Capital/Reserves Accounts |
| | Budgets List |
| | Nominal Analysis |
| | Nominal View History |
| | Nominal View Transactions |
| | Nominal Account Transactions |
| | Nominal Account Snapshot |
| **Payroll** | This Period Summary |
| | To Date Summary |
| | Auto Enrolment Updates |
| **Personnel** | Training Report |
| **Purchase Ledger** | Supplier Status |
| | Creditors Report |
| | Retrospective Creditors Report |
| | Invoice & Credit Note Listing |
| | PIR Invoices & Credit Note Listing |
| | Payments & Adjustment Listing |
| | Realised Gains/Losses |
| | Currency Revaluation |
| | Turnover Report |
| | Held Invoices |
| | Payment Forecast |
| | Suggested Payments |
| | Purchase Analysis Reports - VAT Analysis, Transaction List and User Defined Reports |
| | Suggested Payments |
| **Purchase Order Processing** | Orders Report |
| **Sales Ledger** | Credit Control |
| | Account Status |
| | Credit Management Diary Actions |

| | |
|---|---|
| | Credit Management Promised Payments |
| | Currency Revaluation |
| | Disputed Invoices |
| | Debtors Report |
| | Invoice & Credit Note Listing |
| | Receipts & Adjustments Listing |
| | Realised Gains and Losses |
| | Retrospective Debtors Report |
| | Revenue Forecast |
| | Turnover Report |
| | Sales Analysis Reports - VAT Analysis, Transaction List and User Defined Reports |
| **Sales Order Processing** | Orders Listing |
| | Suggested Delivery Listing |
| | Suggested Invoice Listing |
| **Sales Order Processing** | Order Listing |
| **Stock Control** | Stock Movements report |
| | Stock Valuation report |
| | Historical Stock Valuation report |

**Tip**: If you intend to modify a report before it is displayed in Microsoft Excel using the ADMIN user, you may need to install the Microsoft XPS Document Writer on your computer. This is important only if the width of the report is unusually wide, for example a report with many columns created in the Reporter application. You may not otherwise be able to see the full width of the report design on your screen before the information is displayed in Microsoft Excel. You can download the Microsoft XML Paper Specification Essentials Pack from the Microsoft Download Center.

### 4.3.6 Alternative Report Layouts

Alternative layouts for standard reports can be used within the system. You use an application such as Crystal Reports Designer to create the designs and the **Report Layout** command in the System module to identify the layout.

### 4.3.7 Documents for Preprinted Stationery

Unlike standard reports, documents are usually printed on preprinted or special stationery forms. These include documents such as statements, remittance advices, cheques, and so on. Default layouts for the documents are installed with your software. These can be tailored to suit a particular design. Your Pegasus Partner may be able to assist you if you want specific document layouts.

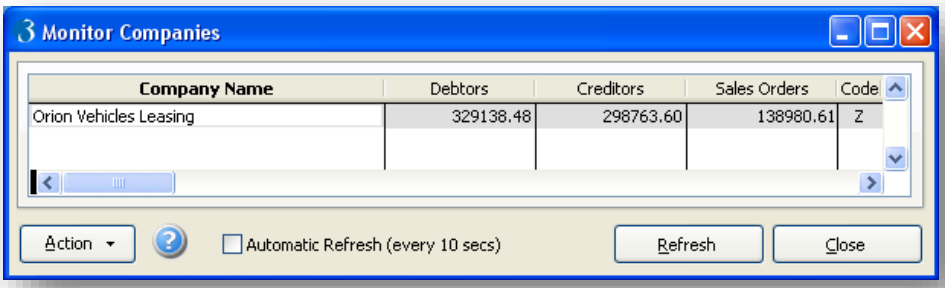
Notes

# Accreditation Training Courseware

## 5 Utilities

### 5.1 Monitor Companies

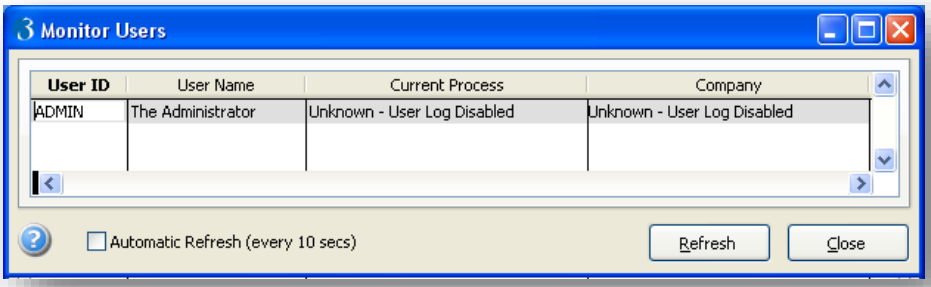
Use the Monitor Companies form to view different company balances, submit dates for HMRC returns, aged debts and aged creditors, and sales and purchase turnover graphs for each company. The company balance information shown for the company will depend on which modules you are using.




The form is updated automatically if the Update Company Balances box on the System - Utilities - System Preferences form is ticked and the Automatic Refresh (every 10 secs) box on this form is ticked. If the Update Company Balances box is not ticked, the totals on this form are updated when you click the Calculate Balances button.

### 5.2 Monitor Users

Use this command to view the status of all users logged onto the system. The Monitor Users form shows the user ID and name and a list of the commands that are being used. The list of commands used in the Current Process column reflect the activity when the form was opened and can be updated immediately using the Refresh command button or automatically by selecting the Automatic Refresh (every 10 secs) option. You can disable this facility by clearing the User Event and User Logs option on the System Preferences form. If disabled, the form will show 'Unknown - User Log Disabled' in the Current Process and Company columns.




Utilities

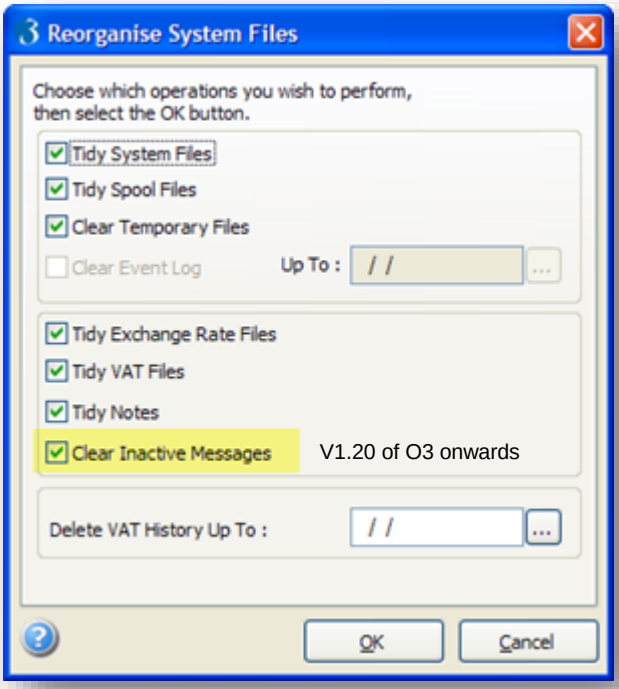
Notes

To monitor users

1. Open the System folder and click Utilities or click the Administration tab on the Ribbon Bar and then click System - Utilities.
2. Click Monitor Users.
3. To update the form with the latest activity, click Refresh, or if you want the activities updated automatically every 10 seconds, select the Automatic Refresh (every 10 secs) option.
4. To close the Monitor Users form click Close.

## 5.3 Re-Organise System Files

Use the Reorganise System Files command to remove report layout, user and company profile records that have been marked for deletion, clear temporary files and clear event logs, tidy VAT files and tidy exchange rates.




### 5.3.1 Tidying System Files

If you select the Tidy System Files option, any report layouts, company and user profile records marked for deletion are removed from the disk. When a company profile record is removed, the company is also removed from Allow Access to Company Codes list box on the User Profiles form. You can choose whether you want to remove data files associated with the company profile.

### 5.3.2 Clearing Temporary Files

If you select the Clear Temporary Files option, any temporary data files are removed from the disk. Temporary files, created during certain processes, are stored in the application's Temp folder.

Notes

- The default location on a Windows XP client computer is ("XXX" refers to either VFP or SQL as appropriate for your installation):

*C:\Documents and Settings\All Users\Application Data\Pegasus\Client XXX\Temp*

- The default location on a Windows Vista client computer is ("XXX" refers to either VFP or SQL as appropriate for your installation):

*c:\ProgramData\Pegasus\Client XXX\Temp*

Temporary files are normally deleted automatically when the processes that use them are completed successfully. System faults, such as power failures, may result in unused temporary files remaining in error. You use the Clear Temporary Files command to remove them.

**Notes:** If your system shuts down unexpectedly other than as a result of a power failure, we recommend you seek technical support before you delete temporary files. An error file may be created as a result of a system failure. You can view these using the View Error Files command.

Taking regular backups is an important activity. If the application closes down unexpectedly,data files may be corrupted. We therefore recommend you restore your data files from your latest backup copy.

### 5.3.3 Tidying VAT Files

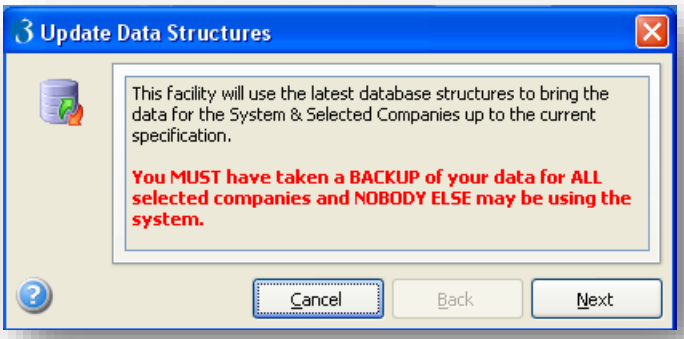
If you select the Tidy VAT Files option, any VAT rate code records marked for deletion are removed from the disk. VAT code records are maintained using the VAT Processing form. You can also enter a date to remove tax records. Any fully committed (tax records that have been included on the VAT Return for the tax period and, if relevant, the ESL and SD reports) tax records up to and including the date entered are removed from the disk.

### 5.3.4 To Reorganise System Files

1. Open the System folder and click Utilities or click the Administration tab on the Ribbon Bar and then click System - Utilities.
2. Click Reorganise System Files.
3. Select the options according to the action you want to take.
4. Click OK.

## 5.4 Update Data Structures

The structure of your company data files must be updated whenever a new version of the application is installed. This is to ensure that your existing data files can accommodate changes or enhancements in the new programs that have an impact upon them. If you have more than one company profile, you must carry out the Update Data Structures command on each company. The command can only be used if no other users are logged on to the current system.



Notes

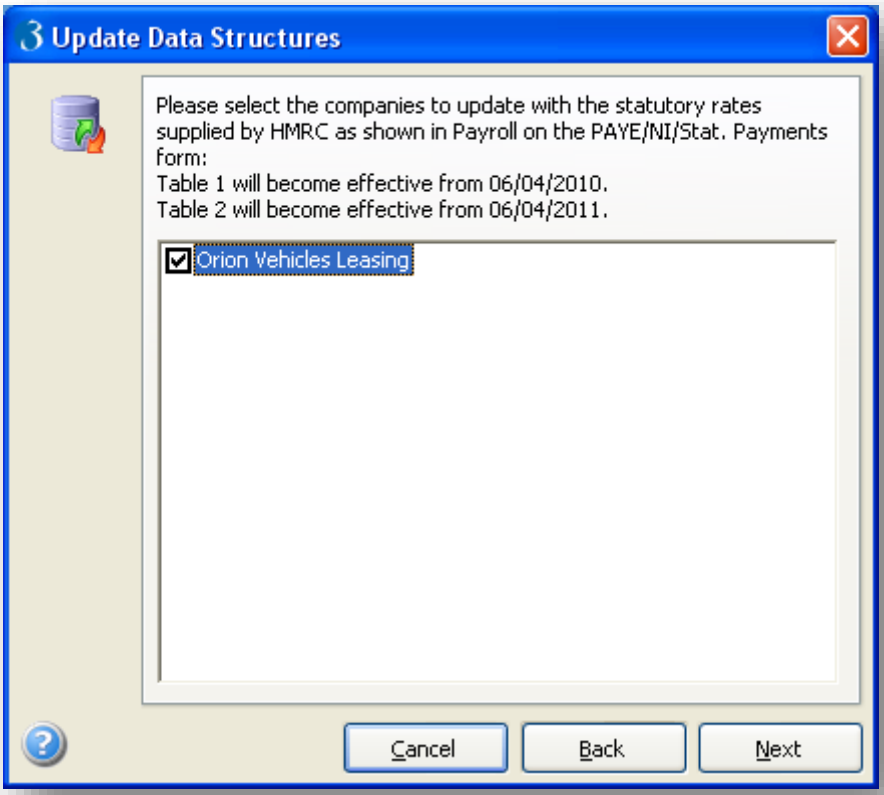
### 5.4.1 Updating Additional Systems

If additional systems exist, the Update Data Structures command must be run on each system separately. If the application does not include any bespoke changes, it is possible for users to be logged on to other systems in the application. However, if the application includes bespoke changes you must ensure that no one is logged into any system in the application.

**NB:** The user may run an UDS in multiple systems at the same time, offering a more efficient process and saving time.

### 5.4.2 Update NIPY tables (to system specific)

From version Opera 3 v1.10 onwards the UDS offers the ability to update the statutory rates tables with the latest system HRMC tables. This can be done manually within the Payroll module if required.

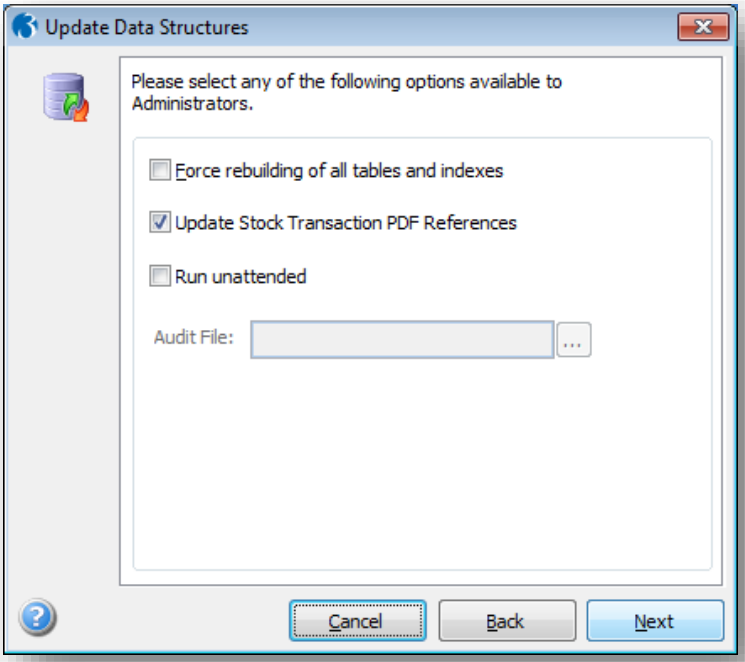


## 5.4.3 Diagnosing Problems and Re-indexing Tables

*Notes*

If you log on as the ADMIN user, you can use the Update Data Structures command to fix certain data errors. The application will check that the data structures are correct and report any problems on screen. However, if you want to run the update unattended, tick the Run Unattended box. Any information that would otherwise be reported on screen will be stored in an audit file. You can specify the name and location of the audit file Audit File box or leave the default file name of UDSAudit.txt. You can then view the content of this file using Windows Notepad.

You can also use the Force rebuilding of all tables and indexes option to rebuild your company's database indexes. This only applies if the data is retained in a Visual Foxpro database.




There are three options that you can select if you have logged in to Opera as the ADMIN user.

**Warning**: More time may be needed to complete the updates if you select one or more of these options.

| Box | Description |
|---|---|
| **Force rebuilding of all tables and indexes** | This controls whether the selected company/s database and their indexes are rebuilt. This may be necessary if you are experiencing database errors or performance issues when you use Opera.<br>Note: This option is relevant for editions of Opera using Visual Foxpro as its data store. |
| **Update Stock Transaction PDF References** | Select this option to correct paths to invoice and credit note PDF images in the stock transactions table (?_CTRAN) using the equivalent paths in the sales transactions table (?_STRAN). This may be necessary if an image does exist but you see the message 'No PDF image exists for this transaction' in Stock Control when you try to view a PDF.<br>Note: This option is relevant for editions of Opera using the Stock Control application and Visual Foxpro as its data store. If you do not use Stock Control or use SQL Server for your Opera data store the option is hidden. |

| | |
|---|---|
| **Run unattended** | This controls whether you want to run the update unattended to prevent information being reported on the screen and interrupting the process. Any information that would otherwise be reported on screen will be stored in an audit file.<br><br>You can specify the name and location of the file in the **Audit File** box or leave the default file name of UDSAudit.txt. You can then view the content of this file using a text editor like Windows Notepad. |

*Notes*

#### 5.4.3.1 Information

**Additional Systems**

If you use the Additional Systems feature, you must update your companies in each system. You can only run this if no other users are logged on to the system that you are going to update.

This process can be run on one or more additional systems at the same time. For example, if you have two additional systems - 'ADS1" and 'ADS2' you can run the process on both these systems at the same time. However, you cannot run the process on the main system and on an additional system at the same time.

If bespoke changes have not been added to Opera, you can run this process in one additional system whilst users are using another additional system. For example, users can use additional system 'ADS1" whilst this process is running on additional system 'ADS2'. However, if bespoke changes are used, all systems are locked until this process completes.

**'Add' Files**

If 'ADD' files are found in the main System folder in the Opera Server installation, this process adds new records to the respective tables in the Opera System folder. For example, new report layouts are added to the SEQRPLAY file if the ADDRPLAY file includes one or more records. If Additional Systems are used, the new records are also added to the respective file in the System folder for each additional system, not just the main System folder. Any ADD files in an additional system's System folder are ignored.

For information about Additional Systems, see the Additional Systems Help topic.

**Stocktake**

If the Stocktake box on the Company Profiles form is ticked for a company, Update Data Structures creates a default Stocktake Profile for that company. For more information, see the Introducing Stocktake Help topic. This feature is available in Opera 3

**Dashboards Manager [VFP]**

If your activation includes Dashboards Manager, the **Update Data Structures** command needs full access to the Pegasus Dashboards installation folder.

This message is displayed if the correct share settings are not set:

The PED Server location \\fileserver\ActiveDashboards\App_Data was not found.

This message is displayed if the correct permission settings are not set:

The path \\fileserver\ActiveDashboards\App_Data could not be written to.

If one of these messages are displayed, you must create the necessary share and permissions, and then run **Update Data Structures** again before using Dashboards Manager. Instructions to do this are included in the Pegasus Dashboards Installation guide. For more information about Dashboards Manager, see the Introducing Dashboards Manager Help topic.

Notes

### 5.4.4 Executive Dashboards Manager [VFP]

If your Opera 3 Enterprise activation includes Executive Dashboards Manager, the Update Data Structures command needs full access to the Executive Dashboards installation folder.

This message is displayed if the correct share settings are not set:

*The PED Server location \\fileserver\ActiveDashboards\App_Data was not found.*

This message is displayed if the correct permission settings are not set:

*The path \\fileserver\ActiveDashboards\App_Data could not be written to.*

If one of these messages are displayed, you must create the necessary share and permissions, and then run Update Data Structures again before using Executive Dashboards Manager. Instructions to do this are included in the Executive Dashboards Installation guide.

### 5.4.5 To Update the Data Structures

The structure of your company data files must be updated whenever a new version of the application is installed. This is to ensure that your existing data files can accommodate changes or enhancements in the new programs that have an impact upon them. If you have more than one company profile, you must carry out the **Update Data Structures** command on each company. The command can only be used if no other users are logged on to the current system.

***Diagnosing Problems and Re-indexing Tables***

**If you log on as the ADMIN** user, you can use the **Update Data Structures** command **to fix certain data errors.** The application will check that the data structures are correct and report any problems on screen. However, if you want to run the update unattended, tick the **Run Unattended** box. Any information that would otherwise be reported on screen will be stored in an audit file. You can specify the name and location of the audit file **Audit File** box or leave the default file name of *UDSAudit.txt*. You can then view the content of this file using Windows Notepad.

You can also use the **Force rebuilding of all tables and indexes** option to rebuild your company's database indexes. This only applies if the data is retained in a Visual Foxpro database.

***To Update the Data Structures***

**Warning:** Take a backup copy of your data files before running the **Update Data Structures** command.

1. Open the System folder and click Utilities - Update Data Structures or click the Administration tab on the Ribbon Bar and then click System - Utilities - Update Data Structures.
2. Provided you have taken a backup of your data files and made sure no other user is logged on, click Next.
3. In the list box, click to select the company or companies for which you want to update the data structures.
4. Click Next.

Notes

5. If you are using the ADMIN logon, select the Run Unattended option if you want to run the update unattended, and enter the name of the file that will store an audit of the process in the Audit File box. The audit file includes details of any errors that were found during the process.
6. Click Next.
7. To begin the update, click Start. To abandon the process, click Cancel.

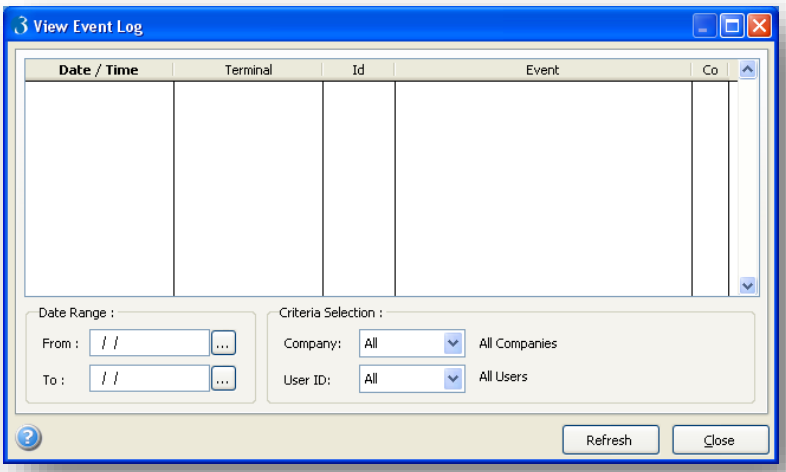
**NB**: As a result of a software change request, from Opera 3 version 2.00.25 onwards, the command to shrink the database in SQL server has been removed from the UDS. As a result of this some database sizes may notice an increase database. To address this the user will need to manually shrink the database in SQL and this can be done with the following command in SQL Server:

***Run DBCC SHRINKDATABASE(comp_P,10)***

*Where 10 is the default 10% shrinkage rate.

## 5.5 View Event Log

By default, the application automatically maintains a log file that records when users log on and off the system. Each entry in the log includes the date and time of logging on or off, the terminal name and user ID. You can view the contents of this log file using the View Event Log command. You can disable this facility by clearing the User Event and User Logs option on the System Preferences form.




**Note:** Depending on the amount of activity associated with the system, this log can become quite large and may require clearing periodically. If you select the Clear Event Log option on the Reorganise System Files dialog box, this log file is cleared of all entries.

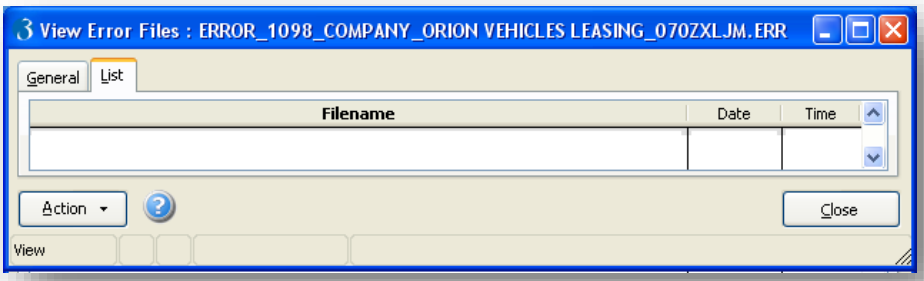
To view the event log

1. Open the **System** folder and click **Utilities** or click the **Administration tab** on the Ribbon Bar and then click **System - Utilities.**
2. Click **View Event Log**.
3. Under **Date Range**, enter the dates that determine the range of activities listed.
4. In the **Company** list, click to select the company ID for which log activities are to be viewed.
5. In the **User ID** list, click to select the user profile ID for which log activities are to be viewed.
6. Click **Refresh** to update the view.
7. To close the **View Event Log** form, click **Close**.

## 5.6 View Error Files

*Notes*

If your system fails or the application shuts down unexpectedly, for example, due to a power cut, an error file is created containing certain information that may be of use to a support technician when diagnosing a problem. You can use the View Error Files command to display and print the content of error files. You can remove unwanted error files from the disk using the Reorganise System Files command.

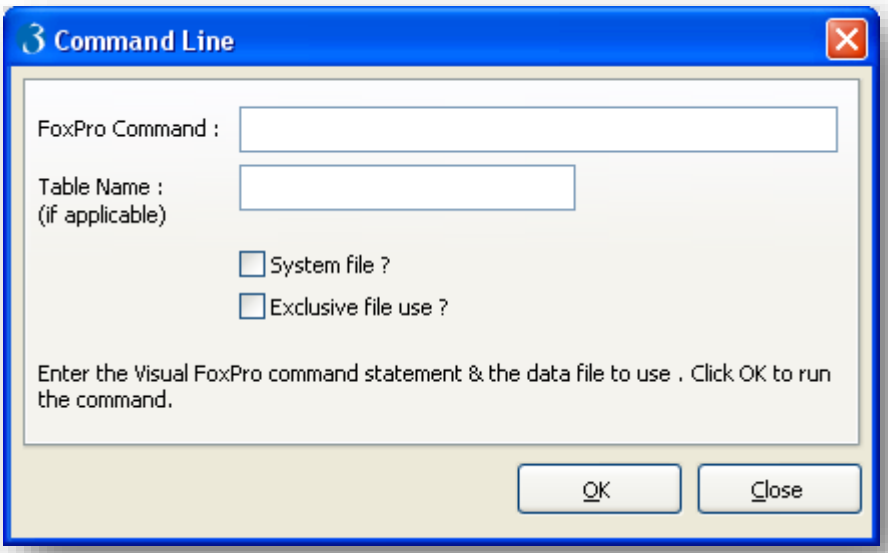



To View Error Files

1. Open the System folder and click Utilities or click the Administration tab on the Ribbon Bar and then click System - Utilities.
2. Click View Error Files.
3. In the list box, click to select the file you want to view and then click View.
4. ClickPrint to print a copy of the error file content.
5. To close the View Error Files form, click Close.

### 5.6.1 Command Line

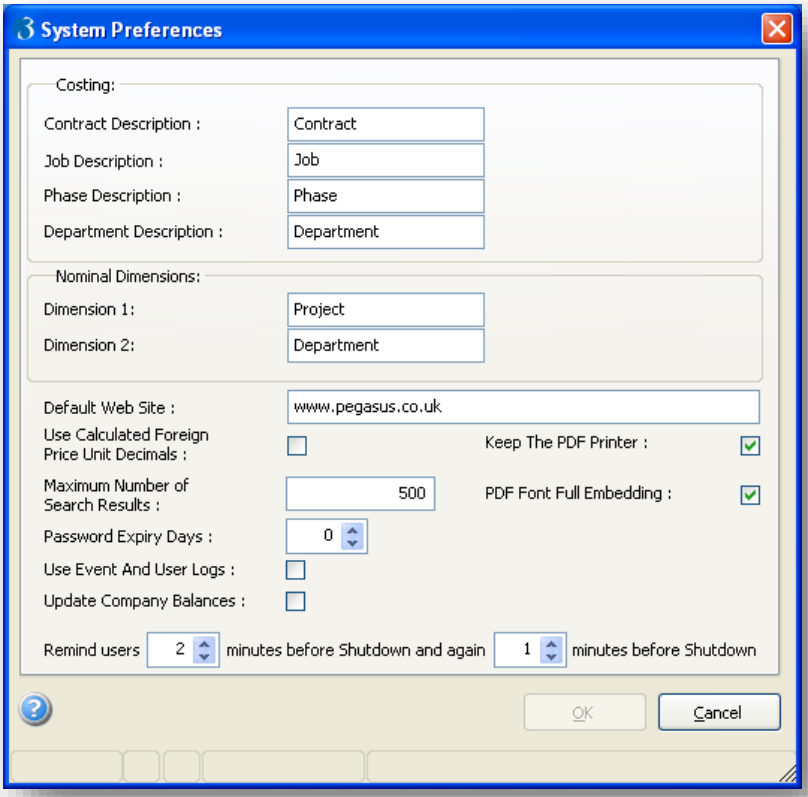
If Admin User is logged in, they may select Action and Command Line. This will allow the individual to access the database tables and perform browsing or editing commands using FoxPro.



## 5.7 System Preferences

*Notes*

Use the System Preferences command to define options that apply to the company as a whole.




**Note:** Once you have entered these preference settings, you must log off the system and then log on again to activate the changes.

To Update System Preferences

1. Open the System folder and click Utilities or click the Administration tab on the Ribbon Bar and then click System - Utilities.
2. Click System Preferences.
3. In the boxes provided, complete the option settings required. Each box is explained in the table below.
4. To store the preference settings, click OK.

| Box | Description |
|---|---|
| **Contract Description** | The name you want to use instead of Contract. The application will change occurrences of menu names, form and box names and report headings in the Costing system and elsewhere to reflect the new name you choose. Note that on some forms, the application automatically converts the name to plural by adding an 's'; for example 'Project' becomes 'Projects'.<br>**Note:** You must also run Update Data Structures to propagate these name changes to the database tables. |
| **Job Description** | The name you want to use instead of Job. The application will change occurrences of menu names, form and box names and report headings in the Costing system and elsewhere to reflect the new name you choose. |

Notes

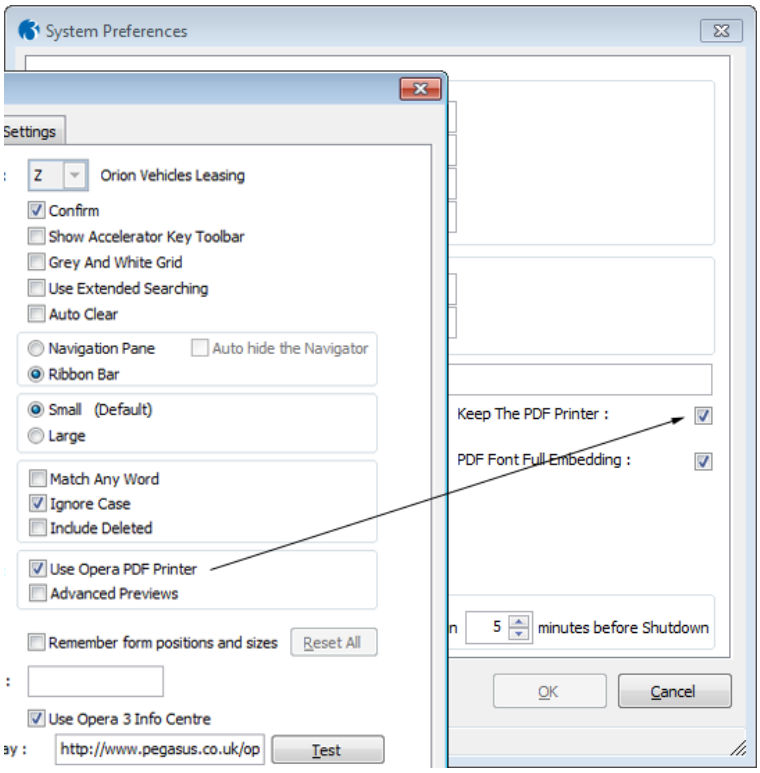
| | |
|---|---|
| ***Job Description*** | Note that on some forms, the application automatically converts the name to plural by adding an 's'; for example 'Task' becomes 'Tasks'.<br>**Note:** You must also run Update Data Structures to propagate these name changes to the database tables. |
| **Phase Description** | The name you want to use instead of Phase. The application will change occurrences of menu names, form and box names and report headings in the Costing system and elsewhere to reflect the new name you choose. Note that on some forms, the application automatically converts the name to plural by adding an 's'; for example 'Stage' becomes 'Stages'.<br>**Note:** You must also run Update Data Structures to propagate these name changes to the database tables. |
| **Department Description** | The name you want to use instead of Department. The application will change occurrences of menu names, form and box names and report headings in the Costing system and elsewhere to reflect the new name you choose.<br>**Note:** You must also run Update Data Structures to propagate these name changes to the database tables. |
| **Dimension 1 and Dimension 2** | The names you want to use instead of Project and Department if you are using the Advanced Nominal Ledger and you want to use these additional dimensions for analysis purposes. You control whether these dimensions are used by selecting the corresponding option on the **Options** tab of the **Company Profiles** form. If you amend the default, the application will change all occurrences of menu, form and box names and report headings in the Nominal module and elsewhere throughout the system to reflect the new name you choose.<br>**Note:** You must also run Update Data Structures to propagate these name changes to the database tables. |
| **Default Web Site** | The default web site that is loaded when you click the internet icon on the system's Toolbar when it is enabled. If the current record has an associated web site, it is loaded instead. |
| **Use Calculated Foreign Price Unit Decimals** | An option that determines whether the application automatically calculates the number of decimal places to use for selling and cost prices where foreign currencies are involved using the setting in the stock profile. Without the option selected, these are based on the decimal places held for the currency on the **Exchange Rates** form for foreign customers or suppliers and from the **Stock Profiles** form for home currency customers and suppliers. By selecting this option, both foreign and home customer and supplier postings allow for the same degree of accuracy in decimal precision. |
| **Maximum Number of Search Results** | The maximum number of records that are retrieved when using the search facility for key records. For example, this will control the number of stock items displayed in the search list when locating an item for a detail line in order processing. The limit is designed to restrict the number of records retrieved from the database so that processing is not unduly hindered; especially if a large number of records are maintained within the company database. You can set this to suit your requirements. Variables such as the speed of your network, number of users and so on will influence your choice. |
| **Use Event and User Logs** | An option that determines whether records are written to the event and user log files when using the system. The setting of this option will apply to all events and user records associated with this company's database and by default, the option is selected. If cleared, no events will be available for display when you use the **View Event Log** command nor any user activities listed when you use the **Monitor Users** command. |
| **Password Expiry Days** | Each user has a User ID to log into the application. They can also have a password as well. You can force them to change their password every so often. This box holds the number of days that a user can keep a password before they must change it. |

Notes

| | |
|---|---|
| ***Password Expiry Days*** | **Note:** The default number of days is set to zero which sets each user's expiry date to 31/12/2099 and disabled. This means there is effectively no expiry date for the users' passwords.<br>The application checks the computer's date and warns users when they log in if their password will expire in the following ten days. If they get a warning they must change their password in those ten days. If they do not, they cannot log in after the password has expired; the administrator will have to change the password for them.<br>Each user has a password expiry date on the User Profile form:<br>When the Password Expiry Days box is set for the first time, all the users' expiry dates are set to the number of days after that day. For example, if the box is set to '30' on the 01/12/2010, each user's password expiry date is set to 31/12/2010.<br>If this box is set again to a different number of days, only those users' with expiry dates after the new date are reset. Users with expiry dates before the new date are not changed. For example, if the box is set to '20' on the 01/12/2010, users with expiry dates later than 21/12/2010 will be reset to 21/12/2010. Those users with expiry dates before 21/12/2010 will not be reset.<br>When a new user is created, their password's expiry date is set to the date after the number of days in this box. For example, if they are created on the 01/12/2010 and this box is set to '30', their password's expiry date is set to 30/12/2010. |
| **Keep The PDF Printer** | An option that determines whether the PDF printer is removed when the **Publisher** form is used to create a document in the system. If this option is cleared, the **Publisher** creates the PDF printer whenever it is required and then removes it when the printing is finished. If the option is selected, the PDF printer is retained.<br>**Notes**: With the option selected, printing from the application will be faster, and non-power users will be able to create documents. However the PDF printer will also be visible in other Windows applications. We strongly recommend you do not use the PDF printer in other applications.<br>Warning: If this option is cleared, each user needs to have 'power user rights' so that the PDF printer can be created, and then removed each time a document is generated in the **Publisher**. |
| **PDF Font Full Embedding** | An option that determines whether some fonts are fully embedded in PDFs created in the application. PDFs that include embedded fonts are typically larger than those where fonts are not embedded. However, the on-screen and print quality is improved. The PDF is portable between computers without losing print quality.<br>**Note:** Even if this option is selected, only some fonts are embedded in PDFs. An example of a font that can be embedded is the Tahoma font. Other fonts are never fully embedded in PDFs, for example; the Arial font. Most reports in the application use the Arial font so unless reports have been modified to use other fonts like Tahoma, the PDF size is not affected. |
| **Update Company Balances** | An option that determines whether balances on the **Monitor Companies** form are updated automatically, or controlled manually using a **Calculate Balances** command. If the option is selected, the totals on the **Monitor Companies** form will reflect the latest figures and can be updated manually using the **Refresh** command button or automatically by selecting the **Automatic Refresh (every 10 secs)** option. If the option is cleared, the totals on the **Monitor Companies** form will reflect the figures from the last time balances were calculated. The form then includes a **Calculate Balances** command button that you can use to recalculate balances for one or more companies. |
| ***Reverse Charge De-minimis level*** | *If you supply certain high value items to VAT registered domestic customers, this option determines the transaction value level when the HMRC Reverse Charge accounting procedure must be used . This level is set by HMRC so should only be changed if you are advised by HMRC to do so. You must have Manager Rights to change the level. What's Reverse Charge Accounting?* |
| **Remind Users** | Integration with the Shutdown service. The User is able to apply time settings (up to 999 minutes) for 2 reminders in regards to the automated Shutdown procedure. |

**Note**: This option is only visible if the Use Opera PDF Printer option on the System - Preferences form is selected for the active user.

*Notes*




An option that determines whether the PDF printer is removed when the Publisher form is used to create a document in the system. If this option is cleared, the Publisher creates the PDF printer whenever it is required and then removes it when the printing is finished. If the option is selected, the PDF printer is retained.

With this option selected it is possible to set user-specific horizontal and vertical margins for PDF documents created in Opera. The margins can be set on the Workstation Settings tab of the System - Preferences form.

Printing will also be faster and non-power users will be able to create documents if this option is selected. However the PDF printer will also be visible in other Windows applications. We strongly recommend you do not use the PDF printer in other applications.

Important: If this option is not selected, each user needs to have 'power user rights' so that the PDF printer can be created, and then removed each time a document is generated in the Publisher.

## 5.8 Back-up

Notes

Use the **Backup** command (accessed from the System - Utilities - Backup menu) to backup your data for selected companies. The process is controlled by a wizard. As the backup takes place, a progress bar will indicate the status of the process and the message 'Backup Completed' will appear. The amount of time needed to backup the data is affected by the following:

- The number of companies selected
- The number of modules used in the installation
- The number of records in each data table
- Whether additional files are included in the backup.

Note: Only companies that are not being used in Opera, Pegasus XRL, Pegasus Document Management, Pegasus Dashboards or Pegasus Instant Messenger and those that you are allowed to use are displayed for selection. The company's that you have access to are maintained on the System - Maintenance - User Profiles form.

### 5.8.1 Backup Format and Location

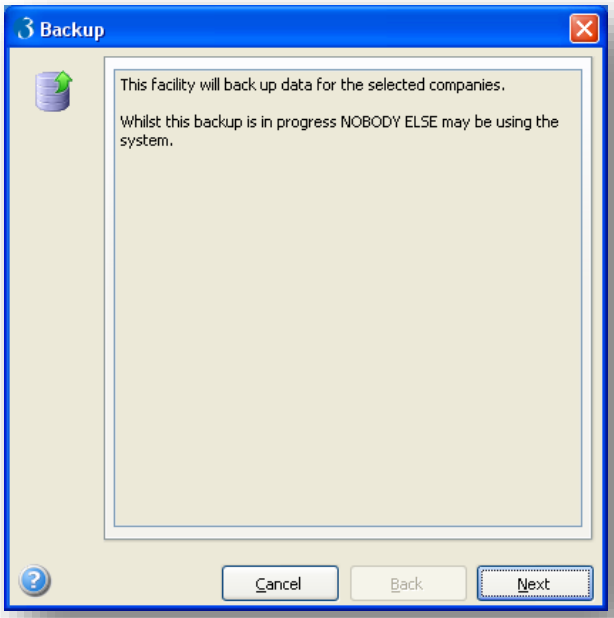
Data files are stored in 'zip' format. By default, they are stored in the **BACKUP** sub folder of the dynamic data folder. One zip file is created per backup which can contain more than one company. The name of the zip file includes the date and the time of the backup. For example, a backup taken on 10th December, 2010 at 17:00hrs will have the filename: Backup201012101700.zip

The backup includes the files in the company's main data folder plus those in the EXPORT sub folder. The files in the other sub folders are included if the respective boxes (mentioned below) are ticked on the Backup form.

### 5.8.2 Pegasus Scheduler

You can also run Update Data Structures outside of normal office hours using Pegasus Scheduler.

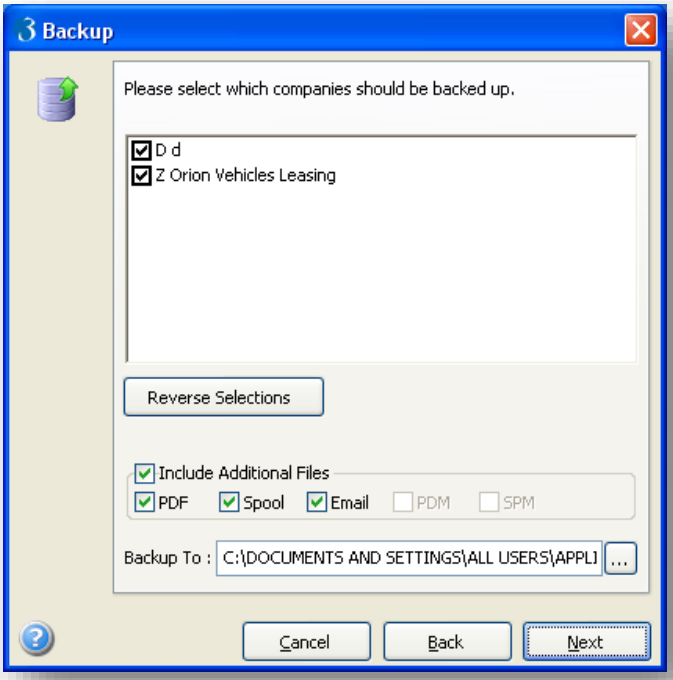
This feature is available in Opera 3



## 5.8.3 Multiple Company Backup

*Notes*

You can back up data for one or more companies. If your companies are linked a Nominal Ledger in another company (for example, company A's Sales Ledger is linked to company B's Nominal Ledger) you should also back up those companies. This will ensure that the data remains synchronised.




## 5.8.4 Unavailable Companies

Some companies may not be available for backup. Their availability depends on whether they are being used in Opera, Pegasus XRL, Pegasus Document Management, Pegasus Dashboards or Pegasus Instant Messenger and also whether you are allowed to use them.

### 5.8.4.1 The following companies are unavailable

If the text ' The following companies are unavailable' is displayed, one or both of the following messages will be shown:

- 'In use or no access'. The company code shown is either in use because someone is logged in to the company in Opera or it is being used in another Pegasus application, or you do not have security permissions to use the company.
- 'Links unavailable'. The company code shown - which is linked to one or more of the selected companies, is either in use because someone is logged in to the company in Opera or it is being used in another Pegasus application, or you do not have security permissions to use the company.

If these messages are not shown, all available companies are displayed in the list.

*Notes*

| Sales Ledger, Purchase Ledger, Fixed Assets, Stock Control or Payroll company | Nominal Ledger company | Message |
|---|---|---|
| **Not being used** | Not being used | None |
| **User has security permissions** | User has security permissions | None |
| **Being used** | Not being used | In use or no access ... |
| **Not being used** | Being used | Links unavailable ... |
| **User does not have security permissions** | User does not have security permissions | In use or no access ... |
| **User does not have security permissions** | User has security permissions | Links unavailable |
| **User has security permissions** | User does not have security permissions | Links unavailable |

In regards to possible messages occurring with linked companies and lack of access; It is suggested that best practice to maintain data security would be to create a user for back-ups whilst allowing the user access only to the system-utilities-back-up area.

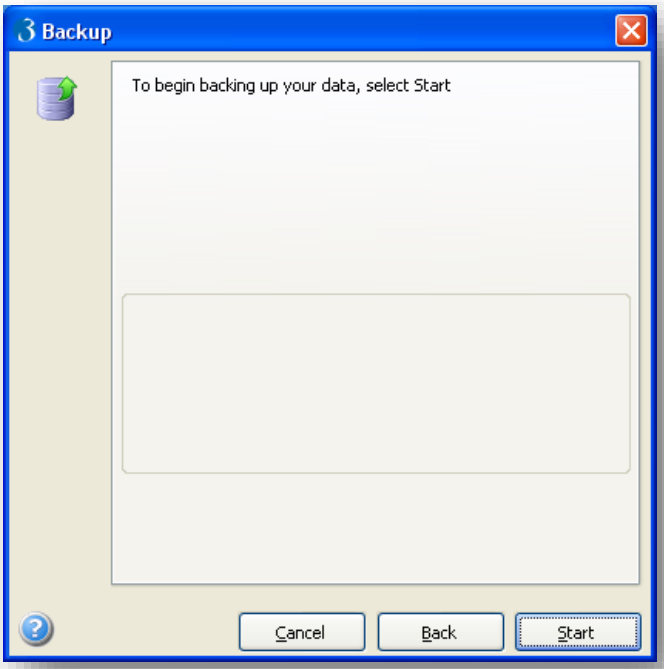
Where there is a link between companies, the user would have to have enabled access to these companies, to allow the back up to be performed successfully.

This would have no impact on the user licence.

## 5.8.5 Other Files included in the Backup

| File Type | Action |
|---|---|
| **PDF** | PDF files are saved in the '?_PDF' subfolder of the Opera 3 dynamic data folder (The location of the dynamic read-write data on the Opera 3 server used for multi-user installations, or stand-alone computer for single-user installations, where ? is the company's code). Tick the PDF field to include these Portable Document Format files in the backup. |
| **Spool** | Spool files are saved in the '?_SPOOL' subfolder of the Opera 3 dynamic data folder (where ? is the company's code). Tick the Spool field to include these spool files in the backup. |
| **Email** | Opera 3 emails are saved in the '?_MAIL' subfolder of the Opera 3 dynamic data folder (where ? is the company's code). Tick the Email field to include these emails in the backup. |
| **PDM** | Tick the PDM field to include Pegasus Document Management (PDM) files in the backup. This field is enabled if the system includes the PDM module which uses these SQL Server databases to store data:<br>The DM database retains PDM system-wide data like users and user roles<br>The DM_? database (where ? is the company's code) retains PDM company-specific data like document information types and the information library that links to the document image.<br>**Note:** The actual document images are stored beneath the '?_DOCUMENTS' subfolder of the Opera 3 Data folder (where ? is the company's code). The images are held in an encrypted format in files suffixed with 'WEI'. If the PDM field is ticked, the backup includes the contents of the '?_DOCUMENTS' folder as well as backing up the SQL Server databases mentioned above. |
| **SPM** | Tick the SPM field to include the Sales Pipeline Management related additional files in the backup. This field is enabled if the system includes the Sales Pipeline Management (SPM) module. The SPM module works with Microsoft Office Excel spreadsheets (XLS, XLSB, XLSM, XLSX, XLTM, XLTX, XLAM formats), Word documents (DOC, DOT, DOCX, DOCM, DOTM, DOTX formats), and Outlook emails (MSG format). The files are saved by SPM in the '?_SPREADSHEET', '?_MAILMERGE', and '?_LETTERTEMPLATE' folders (where ? is the company's code).<br>**Note:** File formats that end with an 'X' are used by Microsoft Office 2007 or higher. |

Notes




## 5.8.6 Before Starting the Backup

Before starting the backup, make sure you have considered the following points:

- You must ensure that no other users are logged in to Opera 3.
- If you are backing up any additional files, make sure no one is using the files before you start the backup.
- If you are backing up Opera 3 Enterprise SQL databases, ensure no one is connected to the company and Document Management database/s in Microsoft SQL Server.
- If you are backing up Document Management databases, no users should be connected to the 'DM' and 'DM_?' databases in Microsoft SQL Server (where ? is the company's code).
  - If the Backup command cannot access the SQL Server installation, the message 'Cannot connect to PDM SQL Server' is displayed. If this happens, you are given the opportunity to log on to the SQL Server manually.
  - If the Backup command can access the SQL Server installation but there are active connections to the Document Management database/s, the message 'Other users are connected to <database name>. Skipping backup of this PDM database' is displayed.

**Important:** If either message is displayed, after the problem has been resolved, you need to run the backup again to include the Document Management databases and files.

**Tip:** You can change the name of the backup file in Windows Explorer after it is created. However do not change the length of the file name to more than twenty one characters. If you do you will not be able to restore the backup.

Notes

### 5.8.7 Backing up data

1. Open the System folder and click Utilities or click the Administration tab on the Ribbon Bar and then click System - Utilities.
2. Click Backup.
3. In the box, click to select the company or companies for which you want to back up data.
4. By default, the backup will include the additional files. If you do not want to include some or all of these files in the backup, clear the relevant files.
5. In Backup To, specify the location in which the backed up files will be stored. You can use the browse button to locate a folder. The default location is the \BACKUP subfolder of the application's dynamic data folder.
6. Click Next.
7. To begin the backup process, click Start.
8. When the process is finished, click Close.

**Tip:** We recommend you retain copies of your backups on removable media. That is, if you back up to a hard disk location, such as the default folder, you should consider transferring the backup to removal media for security. For example, you might want to store backups on external drives, tape, CDs, or DVDs. The backup process does not support spanning across multiple disks.

## 5.9 Restore

Use the Restore command to restore data that has been backed up previously using the Backup command in the System module. You need to know the location of the backup file you want to restore. The default location is the \BACKUP subfolder of the application's dynamic data folder. However, if you stored your backup elsewhere or on removable media, you can browse to a different location. You can only restore data from one backup file at a time and you can only restore data for companies that exist in the system. Note that when restoring a backup that contains more than one company, you must have access rights to all such companies. If the backup contains additional files, you can choose whether to restore those files or not. If the application detects that you have more than one company and companies have linked nominal ledgers (for example, company A's Sales module is linked to company B's Nominal module) a message will appear recommending you restore those linked companies also. This is to ensure the data remains synchronized.

The process is controlled by a wizard. As the restore takes place, a progress bar will indicate the status of the process and the message 'Restore Completed' will appear.

**Caution:** You can change the name of the backup file in Windows Explorer before you restore it. However the length of the file name must not be more than twenty one characters long. If the backup file is more than twenty one characters long you will not be able to restore the backup.

### 5.9.1 Before Restoring a Backup

Notes

Before restoring a backup, make sure you have considered the following points:

- You must ensure that no other users are logged in to Opera 3.
- Consider whether you want to backup the existing data before you restore an earlier backup.
- If you are restoring Opera 3 Enterprise SQL databases, no users should be connected to the 'COMP_?' databases in Microsoft SQL Server (where ? is the company's code).
- If you are restoring Document Management databases, no users should be connected to the 'DM' and 'DM_?' databases in Microsoft SQL Server (where ? is the company's code).
  - If the Restore command cannot access the SQL Server installation, the message 'Cannot connect to PDM SQL Server' is displayed.
  - If the Restore command can access the SQL Server installation but there are active connections to the Document Management database/s, the message 'Other users are connected to <database name>. This PDM database not restored' is displayed.

To Restore Data

**Important:** If the data backup was taken before an upgrade to a later version of Opera 3, you must use the Update Data Structures command on the System > Utilities menu before using the restored data.

1. Open the System folder and click Utilities or click the Administration tab on the Ribbon Bar and then click System - Utilities.
2. Click Restore.
3. In Restore From, specify the location in which the backed up files are stored. You can use the browse button to locate a folder. The default location is the \BACKUP subfolder of the application's dynamic data folder.
4. Click Next.
5. In the box, click to select the file you want to restore and then click Next.
6. To begin the restore process, click Start.
7. If the application detects that the backup file contained additional files, you will be prompted to confirm whether you want to restore these as well. Click Yes or No accordingly.
8. Confirm again that you want to restore the files. Click Yes or No accordingly.
9. When the process is finished, click Close.

## 5.10 Data Status Check

The **Data Status Check** command provides information relating to the size of certain data files used by the application. These files are the ones most likely to increase in size over time. The size of your company's data can affect the performance of the application and, in extreme circumstances, prevent the application from working correctly.

The application's permanent data store is either a Microsoft Visual Foxpro database or a Microsoft SQL Server database. The **About** form displays the type of database your installation uses.

Notes

You can access the form from these locations:

- From the **Help** menu when the Classic Navigator or Navigation Pane is used.
- From the **Opera 3 button** when the Ribbon Bar is used.

Individual files in a Visual Foxpro database have a size limitation; they cannot be larger than 2 gigabytes (GB) in size. Individual files in SQL Server do not have this limit. However the application does use temporary Visual Foxpro data files during certain processes even if your system uses Microsoft SQL Server as its database. A temporary data file is used for processing data on your computer before your company's permanent database is updated. Once the permanent database is updated, the temporary data file is removed.

The limitation applies to the following data files:

- Visual Foxpro data files (.DBF)
- Visual Foxpro memo files (.FPT)

**Note:** Most data files are not affected by the limitation. It is very unusual for individual data files to be larger than 1 GB.

Data files monitored by the application

- Sales Transactions
- Sales Nominal Transfer
- Sales History
- Purchase Transactions
- Purchase Nominal Transfer
- Purchase History
- Nominal Transactions
- Nominal Journal Memo
- Nominal History
- Nominal Transactions' Details
- Cashbook Transactions Lines
- Cashbook Nominal Transfer
- Fixed Assets Transactions (Enterprise editions only)
- Invoicing/SOP Transactions
- Stock Transactions
- Stock Transaction Extra (this contains extra details for stock transactions involving landed costs)
- Stock Nominal Transfer
- Stock Price Details
- System VAT Data Collection
- Payroll History
- Sales Pipeline Management Activities (Enterprise editions only)
- Sales Pipeline Management Notes (Enterprise editions only)
- Sales Pipeline Management Contacts/Activities (Enterprise editions only).

Checking data files in a Visual Foxpro database

The application monitors the size of the data and related memo files. The **Data Status Check** form displays each file as a percentage of 2 GB limitation under the **Data** and **Memo** headings. If a data file does not have a related memo file, None is displayed. The approximate number of new records that can be added to each file is shown under the **Approx. Capacity** heading.

Notes

The application checks the size of the files when:

- you select the **Data Status Check** command.
- you log in to a company using the **Logon** command in the **System** module or the **Change System and Date** button on the toolbar. The application checks whether any of the data files have a rating of Exceeded or Critical. If they do, a form displays the data files in question. The data files with the lowest remaining capacity are displayed at the top of the list.

Checking data files in a SQL Server database

The application monitors the size of the data and related memo files. The **Data Status Check** form displays each file as a percentage of 2 GB limitation under the **Data** and **Memo** headings. If a data file does not have a related memo file, None is displayed. The approximate number of new records that can be added to each file is shown under the **Approx. Capacity** heading.

The application checks the size of the files when:

- you select the **Data Status Check** command.
- you log in to a company using the **Logon** command in the **System** module or the **Change System and Date** button on the toolbar. As the application creates temporary Visual Foxpro data and memo files to process data before updating the SQL Server database, it checks whether any of these files will have a rating of Exceeded or Critical. If they will, a form displays the data files in question. The data files with the lowest remaining capacity are displayed at the top of the list.
- the application is processing, it checks whether any Visual Foxpro data and memo files it will create exceeds the 2 GB limitation. A message is displayed if the 2 GB limitation will be breached. The message also suggests the next course of action.

**Note:** The size of the temporary files is calculated based on the largest expected subset of the data files.

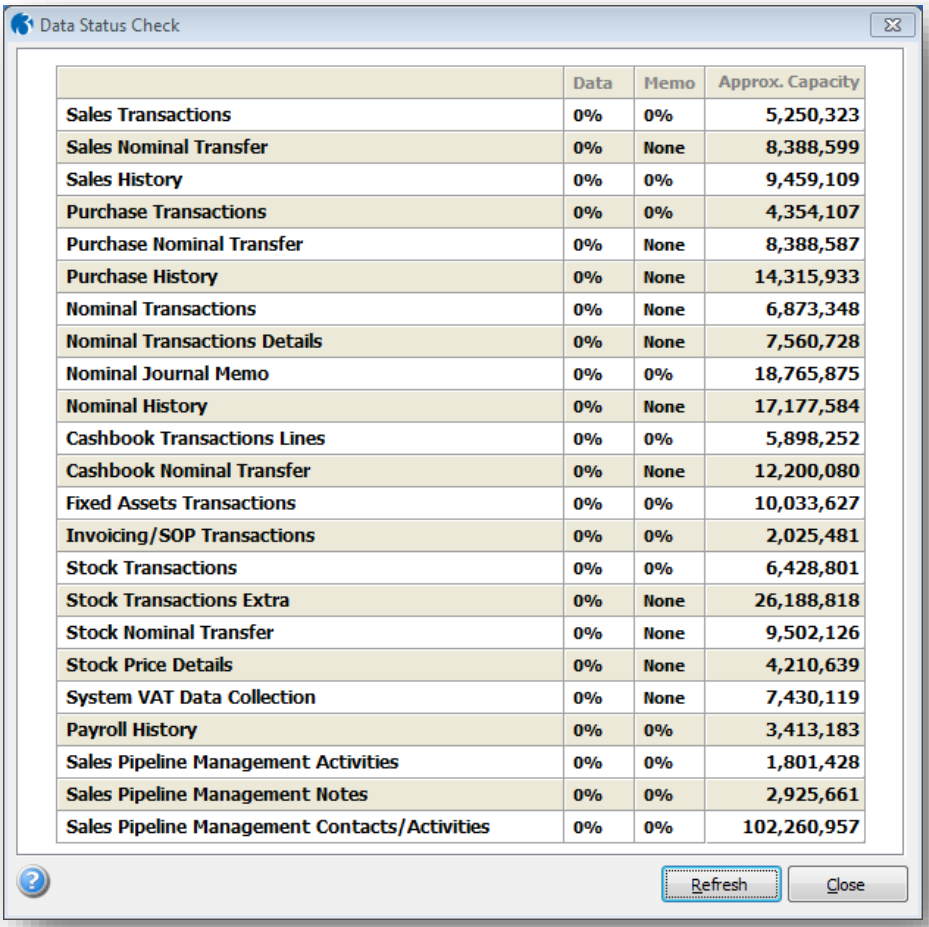
Rating the status of data files

The status of each data file is rated according to its size in megabytes, as follows:.

| Rating | Description |
|---|---|
| Exceeded | The 2 GB limit for the data file has been exceeded. |
| Critical | The size of the data file is between 90% and 100% of the maximum 2 GB size. |
| High | The size of the data file is between 75% and 90% of the maximum 2 GB size. |
| Normal | The size of the data file is less than 75% of the maximum 2 GB size. |

**Note:** If the status of a data file cannot be calculated, the text Unavailable is displayed. This happens if the application cannot access the data file. If this happens click **Refresh** and contact your system administrator if the issue persists.

Notes




| | Data | Memo | Approx. Capacity |
|---|---|---|---|
| Sales Transactions | 0% | 0% | 5,250,323 |
| Sales Nominal Transfer | 0% | None | 8,388,599 |
| Sales History | 0% | 0% | 9,459,109 |
| Purchase Transactions | 0% | 0% | 4,354,107 |
| Purchase Nominal Transfer | 0% | None | 8,388,587 |
| Purchase History | 0% | None | 14,315,933 |
| Nominal Transactions | 0% | None | 6,873,348 |
| Nominal Transactions Details | 0% | None | 7,560,728 |
| Nominal Journal Memo | 0% | 0% | 18,765,875 |
| Nominal History | 0% | None | 17,177,584 |
| Cashbook Transactions Lines | 0% | 0% | 5,898,252 |
| Cashbook Nominal Transfer | 0% | None | 12,200,080 |
| Fixed Assets Transactions | 0% | 0% | 10,033,627 |
| Invoicing/SOP Transactions | 0% | 0% | 2,025,481 |
| Stock Transactions | 0% | 0% | 6,428,801 |
| Stock Transactions Extra | 0% | None | 26,188,818 |
| Stock Nominal Transfer | 0% | None | 9,502,126 |
| Stock Price Details | 0% | None | 4,210,639 |
| System VAT Data Collection | 0% | None | 7,430,119 |
| Payroll History | 0% | 0% | 3,413,183 |
| Sales Pipeline Management Activities | 0% | 0% | 1,801,428 |
| Sales Pipeline Management Notes | 0% | 0% | 2,925,661 |
| Sales Pipeline Management Contacts/Activities | 0% | 0% | 102,260,957 |

Selecting the Data Status Check command

1. Open the System folder and click Utilities or click the Administration tab on the Ribbon Bar and then click System - Utilities.
2. Click Data Status Check.
3. Click Refresh to refresh the data.
4. If required, print a report using the icon on the Toolbar.
5. Click Close.

# System Manager - Practical Exercise

Notes

*(Time Allowed 30 Minutes)*

***Objectives***

*At the end of this practical assignment you will be able to:*

- *Set up a new company using the Company Profiles function*
- *Create a new Opera 3 user through the User Profiles function*
- *Give the user created certain menu access throughout the system through the User Profiles function*

***Exercise Details***

You are required to create a new company within Opera 3. Details of the company name and address are given below:-

*(You must ensure that the identifying code for this company is 'A')*

*Attwood Barton Valeting Services*
*The Old Station House*
*Westley-On-The-Hill*
*Northampton*
*NN6 7RT*

*Tel Number: 01604 826268*
*Fax Number: 01604 828288*

*VAT Reg. Number: 169 0943 36*

*Contact: William Attwood*
*Home Currency: Sterling*
*Tax Description: VAT*

*Data Path: C:\DOCUMENTS AND SETTINGS\ALL USERS\APPLICATION DATA\PEGASUS\SERVER VFP\DATA*

The Opera system you have installed for them includes the Sales, Purchase and Nominal Ledgers. At this early stage of the installation, there is no need to specify any integration between the modules or whether cost centres are being used in the Nominal. They have also bought the multi-currency features for Sales and Purchase Ledgers as a number of the organisations they deal with trade in currencies other than Sterling. Please ensure that the set-up of this new Company has full multi-currency processing invoked.

For the time being the company require only one additional user created on the system, in addition to the MANAGER, ADMIN & USER. They want a new User Id created for the ACCOUNTS SUPERVISOR, with full access to the Sales and Purchase Ledger modules, restricted access within the Nominal Ledger to Journals, Views, the Un-Posted Journal Report and the Consolidation routine in the Nominal Utilities. Restricted access must also be given to the System Manager module, allowing access to the Logon, Date & Company, Preferences & Spooler Control functions only.

Notes

# Accreditation Training Courseware

## 6 Scheduling

Various notification functionality is covered in this section;

These commands provide you with significant features for scheduling administration, housekeeping and end of period activities in your Opera 3 installation.

| | |
|---|---|
| **Messaging** | Messaging allows you to send desktop alerts to users or groups of users in Opera 3. Scheduled alert messages are displayed on each user's desktop when they are using Opera 3. Any users who are not using Opera 3 when a message is scheduled to be displayed will be notified when they log in to the application if the message is still relevant. You can also view messages from the Windows Notification Area after logging in to Opera 3. |
| **Shutdown** | Shutdown allows you to schedule a forced shutdown of Opera 3 sessions and also send desktop messages to users or groups of users in Opera 3 beforehand to warn them that a shutdown is going to happen. You can also view messages from the Windows Notification Area after logging in to Opera 3. |
| **Task Scheduler** | Task Scheduler allows you to schedule some tasks in Opera 3 to run at any time on a chosen day. Running some tasks during normal working hours can interrupt other essential daily processing tasks in Opera 3 and reduce data processing time. This can disrupt the day-to-day running of your business and cost you time and money. Using the Task Scheduler you can plan and process the tasks outside of your normal working day and be confident that your staff can carry out their normal day to day processing tasks without interruption. |
| **User Groups** | User Groups is an optional feature of Notification Services that allows you to arrange people that use Opera 3 into different groups. These groups can be used when you send messages or schedule shutdowns. For example, you could have a group called 'HR' for Payroll and Personnel users, or a group called 'FINANCE' for users working in the finance department. You may also have a group for directors and other senior managers or a group for administrator users who are responsible for the data backups and other housekeeping tasks. |
| **Calendar** | Use this command to view the messages, shutdowns and lockouts that have been scheduled in Opera. It includes both future and historical records. By default all the active messages are displayed on the form but you can tick the Include Inactive box to view records that are not currently active. The days when messages, shutdowns or lockouts are scheduled are highlighted in the calendar. |

### Messaging

Messaging allows you to send desktop alerts to users or groups of users in Opera 3. Scheduled alert messages are displayed on each user's desktop when they are using Opera 3. Any users who are not using Opera 3 when a message is scheduled to be displayed will be notified when they log in to the application if the message is still relevant. You can also view messages from the Windows Notification Area after logging in to Opera 3.

You can write your own messages to inform users of planned activities in Opera 3, for example that a batch invoice run will commence at a certain time or a end of period process is planned. For processes like these, that require exclusive access to data, users may not be able to use Opera 3 until the process is completed. You can also use messages for events that are nothing to do with Opera 3, for example to remind employees of company events or to send them season's greetings.

When you set up a message, you can add a title, date and time, frequency (once, daily, weekly or monthly) and the amount of time it is displayed on the Opera 3 desktop. You can also define a message as relevant only for specified users or specified user groups, and whether it should be displayed in all Opera 3 systems or only selected systems.

**Note:** Desktop messages are defined on the System - Scheduling - Messaging form.

**How does the timing work with the times set for notification and Shutdown?**

*It is built into VFP/Opera 3 to automatically handle the polling. It will look to the date and time set on the message or shutdown and use the system date and time as the goal to activate the required process. Polling is set to run every <1 minute.*

**When were these functions introduced?**

*Scheduler was introduced in v1.00 of O3 and Notification and Shutdown came in v1.20 of O3.*

**Does Notifications work across Multiple Systems?**

*Yes, it handles multiple systems.*

Scheduling

Notes

### *Background Processing - Messaging*

*A Notification Service timer program is installed on all Opera 3 client computers by the Opera 3 installer and runs in the background. Each minute the program checks for messages that have been scheduled to be sent using the time on the Opera 3 server for its geographical location. When the timer program finds a message that must be sent, it is displayed on the user's desktop either immediately if they are using Opera 3 or when they log in to Opera 3 (as long as the message has not lapsed). The user can then close the message after they have read it and followed any instructions in the message.*

**Note:** In a network environment, it is possible that the time on a workstation computer is different to the time on the Opera 3 server. As the timer program uses the time for the geographical location on the Opera 3 server rather than the time on the client computer, if they are set to a different time it may look like message alerts are displayed at the wrong time. For example, if the server is located in Amsterdam (GMT +2 hours) and the client computers are located in the United Kingdom (GMT), the alerts will use the GMT +2 time.

### Shutdown

**IMPORTANT:** Any unsaved entries that users are working on will be lost when Opera 3 is shutdown. Also, if a lengthy process like a Period End command is being run when a shutdown happens, your data may be damaged. You must allow sufficient time for lengthy processes to complete and for users to save their work before the shutdown is scheduled to happen. You can use the Monitor Users form to check which users are still logged in and disable the shutdown if necessary.

If anyone is using a Pegasus product that links to Opera 3 - Pegasus Document Management, Pegasus XRL, Pegasus Instant Messenger, Pegasus CIS, Operations II, Pegasus Dashboards and Online Filing Manager - these products will not shutdown. It is advisable to close these products individually before the scheduled shutdown.

Shutdown/Lockout allows you to schedule either a forced shutdown of selected users in Opera 3 or schedule a lockout so that users are prevented from logging in to Opera. Users will receive three messages before a shutdown happens. You can define when the messages are displayed so users have time to save their work. For example, the first message can be scheduled to be displayed 1 hour beforehand, the second message 30 minutes beforehand and the final message 5 minutes beforehand. Messages are not sent for lockouts because they only affect users who are already logged in to Opera.

Shutdowns or lockouts are likely to be scheduled so that essential maintenance, like upgrading the Opera 3 programs or running the Update Data Structures or Backup commands, can be completed by a system administrator. All selected Opera 3 users are affected by the shutdown or lockout event. However, an administrator can use the ADMIN user to log in to Opera 3 so that a maintenance task can be completed but all affected users will be locked out for a defined amount of time. The ADMIN user will be locked out of Opera 3 for between one and two minutes after the shutdown has occurred.

You can schedule shutdowns or lockouts for either users or user groups, or for a company or more than one company. If companies are selected, all users who have access to the companies will be locked out for a prescribed amount of time.

Notes

***Example of a User Group Shutdown***

*A group called FINANCE includes three users - Jason, David and Naresh. Another group called PROJECTS includes Geraldine and Shaun. Everyone is permitted to use both company A and company B. Everyone is working in company A.*

*You schedule a shutdown for the FINANCE group only for 2pm with a lockout period of one hour. At 2pm, Jason, David and Naresh's Opera 3 sessions are shut down. Geraldine and Shaun's Opera 3 sessions are not shut down.*

*Even though Jason, David and Naresh were using company A when the shutdown happened, they are locked out of both company A and company B for one hour. Geraldine and Shaun are unaffected because they are not members of the FINANCE user group.*

***Example of a Company Shutdown***

*A group called FINANCE includes three users - Jason, David and Naresh. Another group called PROJECTS includes Geraldine and Shaun. Jason and David are working in company A. Geraldine, Naresh and Shaun are working in company B. Everyone is permitted to use both company A and company B.*

*You schedule a shutdown for company A only for 2pm with a lockout period of one hour. At 2pm, Jason and David's Opera 3 sessions are shut down. Geraldine, Naresh and Shaun are unaffected as they are working in company B.*

*Jason and David can log in to company B if required. However, nobody will be able to use company A for one hour.*

What's the difference between a shutdown and a lockout?

*A shutdown forcibly closes selected Opera 3 users' sessions and prevents them from using the product for a defined period of time. A lockout does not close Opera 3 sessions that are open; it just prevents other users from logging on for a defined period of time.*

**Note:** Shutdown events and associated messages are defined on the System - Scheduling - Shutdown form.

### *Background Processing - Shutdown*

*A Notification Service timer program is installed on all Opera 3 client computers by the Opera 3 installer and runs in the background. Each minute the program checks for shutdowns that have been scheduled to be sent using the time on the Opera 3 server for its geographical location. When the timer program finds a shutdown, the respective messages are displayed on the user's desktop either immediately if they are using Opera 3 or when they log in to Opera 3 (as long as the message has not lapsed). The user can then close the message after they have read it and followed any instructions in the message. The shutdown then happens at the time chosen.*

**Note:** In a network environment, it is possible that the time on a workstation computer is different to the time on the Opera 3 server. As the timer program uses the time for the geographical location on the Opera 3 server rather than the time on the client computer, if they are set to a different time it may look like message alerts are displayed at the wrong time. For example, if the server is located in Amsterdam (GMT +2 hours) and the client computers are located in the United Kingdom (GMT), the alerts will use the GMT +2 time.

### Task Scheduler

Task Scheduler allows you to schedule some tasks in Opera 3 to run at any time on a chosen day. Running some tasks during normal working hours can interrupt other essential daily processing tasks in Opera 3 and reduce data processing time. This can disrupt the day-to-day running of your business and cost you time and money. Using the Task Scheduler you can plan and process the tasks outside of your normal working day and be confident that your staff can carry out their normal day to day processing tasks without interruption.

For more information, see the Introducing Task Scheduler Help topic.

**Note:** Scheduler tasks are defined on the System - Scheduling - Task Scheduler form.

Notes

## Windows Notification Area

An icon is displayed in the Microsoft Windows Notification area (normally at the bottom of your screen) after you log in to Opera 3. If you click the icon a menu is displayed that allows you to view the messages that have been displayed today and also pending messages that will be displayed today. Only messages and shutdown messages with the Active box ticked are displayed.

The notification area is located at the far right of the task bar by default, and it contains program icons that provide status and notifications about things like incoming email, updates, and network connectivity. You can set up your computer so that programs update the notification area differently. In Microsoft Windows 7, you click the arrow to display this form and then click Customise to change how the icons appear. The up arrow is displayed only if there are hidden icons.

Each menu item is enabled only when relevant. For example, if there are no pending messages today, the menu items for pending messages are disabled.

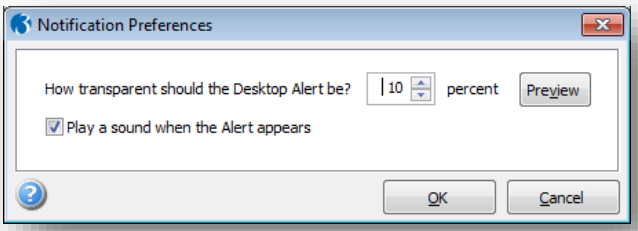
**Tip:** The menu uses your secondary button on your mouse: to activate the menu, use your mouse right-click button if your primary button is the left button or use your left-click button if your primary button is the right button.

| Item | Description |
|---|---|
| **Show last message received** | A received message is one that has been displayed today and was then closed. Click this item to view the most recently displayed message. |
| **Show all received messages** | Click this item to view all the messages you have been displayed today and then closed. |
| **Hide all received messages** | Click this item to close all the messages that have been displayed today. |
| **Show all pending messages** | A pending message is one which has not yet been displayed but will be shown at some point today. Click this option to view all your pending messages for today. |
| **Hide all pending messages** | If pending messages are displayed on your screen, click this option to close them. |

**Note:** Messages that have already been displayed today are shown at the top of the menu.

### *Notification Preferences*

Each user can define how alerts sent by the Notification Service or Shutdown Service in Opera 3 are displayed on their desktop.

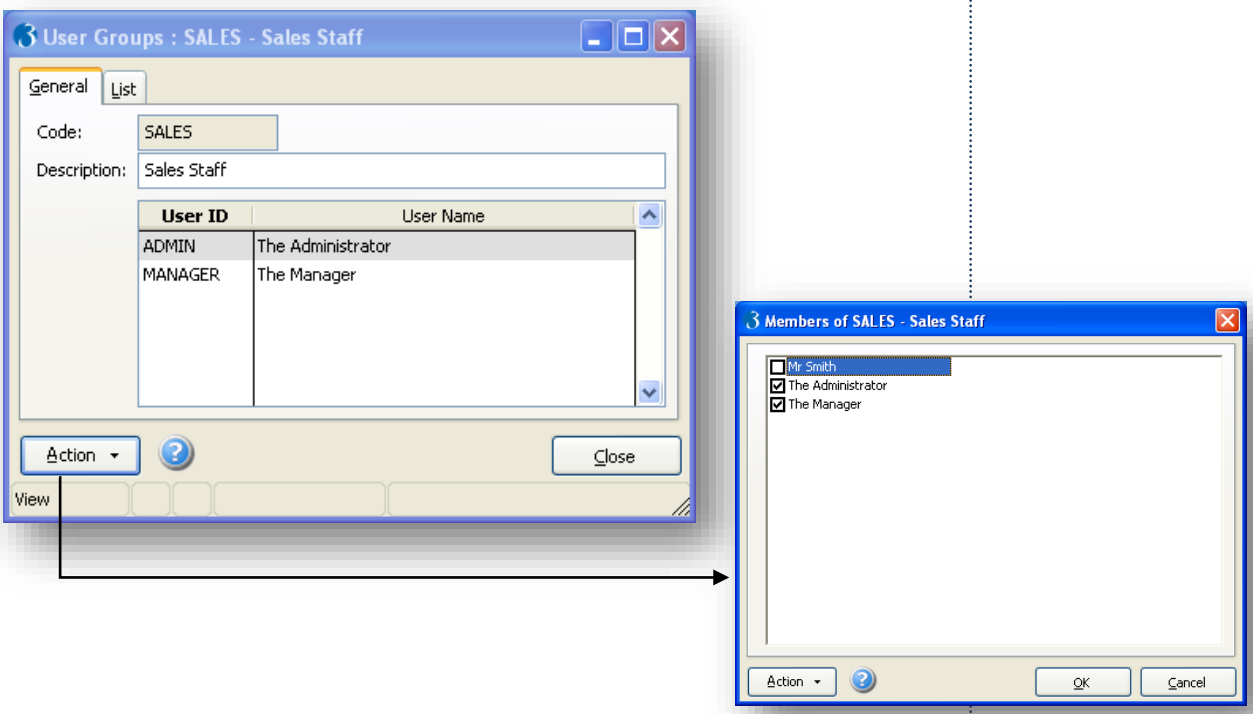



- *How transparent should be desktop alert be?*
- *Play a sound when the Alert appears*

## 6.1 User Groups

*Notes*

You can group your users together into user groups. User groups are optional features of Message and Shutdown Services to group people that use Opera 3 into, for example, functional areas or seniority groups. So, for example, you could have a group called 'HR' for Payroll and Personnel users, or a group called 'Finance' for users working in the finance department. You may also have a group for directors and other senior managers or a group for administrator users who are responsible for the data backups and other housekeeping tasks.

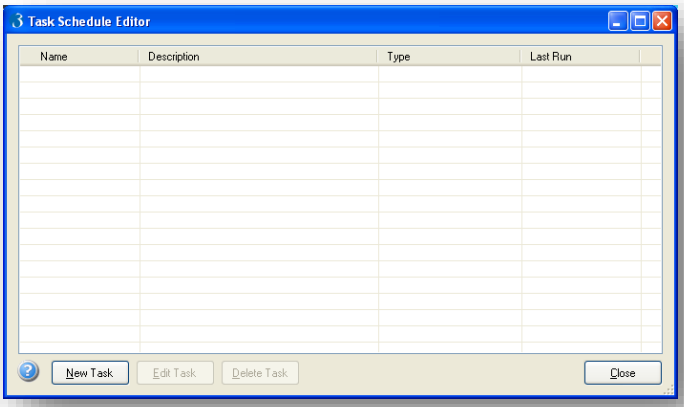



| Box | Description |
|---|---|
| Code | The group's unique code. |
| Description | The group's description, which is displayed on distribution lists on the System - Maintenance - Messages and the System - Maintenance - Shutdown forms. |

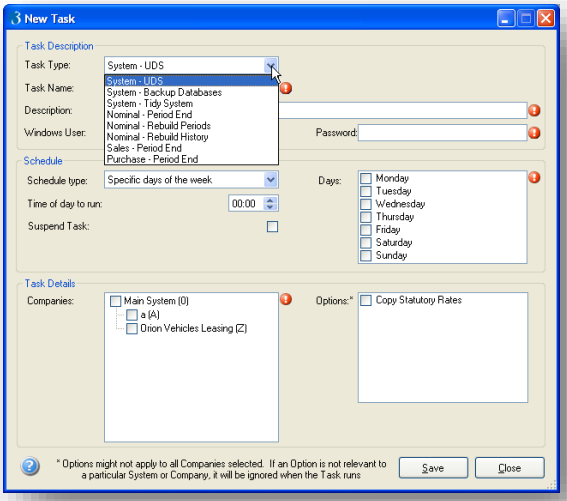
## 6.2 Scheduler

*Notes*

The Task Scheduler allows the user to create automated tasks.




Create new tasks from available options through the Task Scheduler Editor.



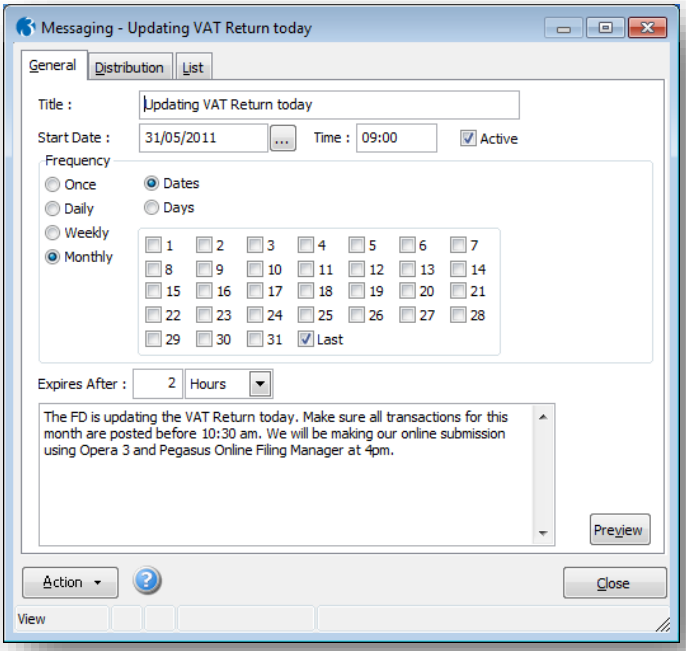

**NB:** For further information, please refer to the Scheduler Training Manual.

## 6.3 Messaging

The Messaging Service allows you to send desktop alerts to users or groups of users in Opera 3. Scheduled alert messages are displayed on each user's desktop when they are using Opera 3. Any users who are not using Opera 3 when a message is scheduled to be displayed will be notified when they log in to the application.

Enter Title, Date & Time and frequency required.

Notes




### *Expires After*

This box has two purposes.

*1. It controls the maximum amount of time that the message is displayed on desktops for those people that are already using Opera 3. If it is set to one hour, the message is displayed for one hour after the Start Time. Unless the user has already closed the message, it will disappear after one hour.*

*2. It controls whether the message will be displayed when a user logs on to Opera 3. Using the example of one hour, if a user logs on to Opera 3 within one hour of the Start Time, the message will be displayed. If they log on more than one hour after the Start Time, the message will not be displayed.*

### *Message*

This is optional text that can be displayed in the message along with the message title. The first line of this message is displayed on the main message form, the remainder of the message is displayed on another form that is linked to the main message.

**Tip:** Use the Preview button to see how the message will be displayed on each selected user's desktop.

### *Active*

This box is selected automatically when a new message is created. Active messages will be sent to users at the selected time/s in the boxes under Frequency.

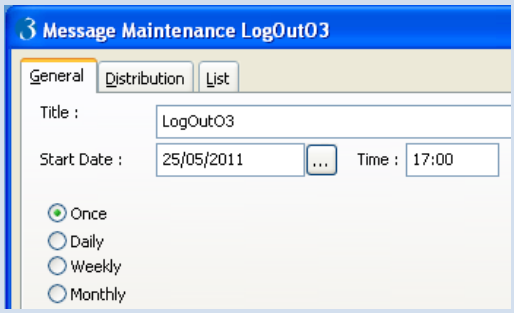
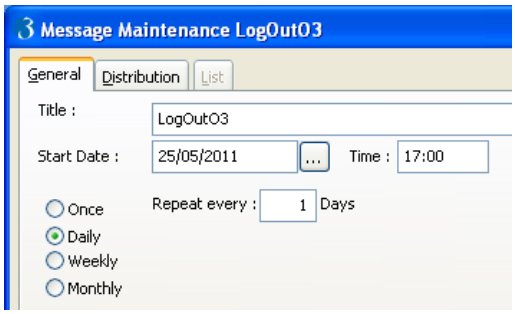
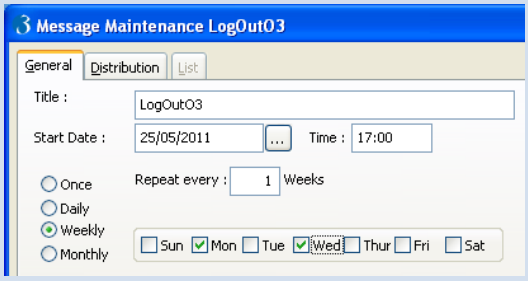
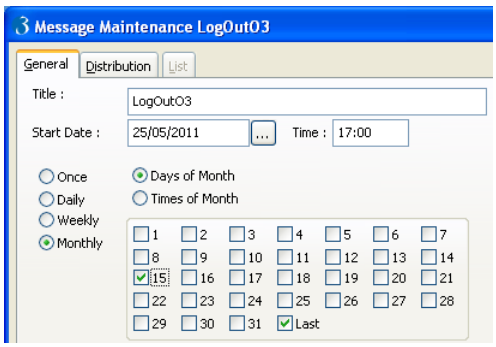
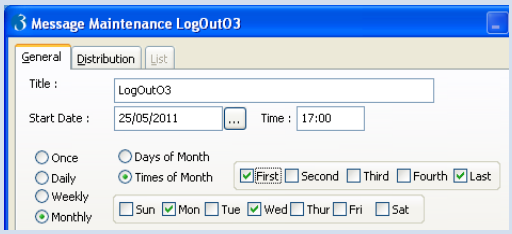
**Tip:** Untick this box to prevent a message from being sent.

### *Show in System*

This lists the additional systems that have been set up in Opera 3. These allow up to 36 further companies to be set up in each system. You can select to show a message in all systems, only the main system or only a selected additional system.

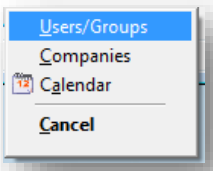
**Note:** This box is only displayed if you use Additional Systems.

Notes

| Setting | Details |
|---|---|
|  | Once - sends the message once |
|  | Daily - repeated every x days (for example, every 4 days) |
|  | Weekly - repeated every x weeks (for example, every 2 weeks) |
|  | Monthly - repeated every month on a specified day (for example, the first day of every month) |
|  | Monthly - repeated every month on a specified week and day (for example, every second week on a Monday). |

## Action Menu

*Notes*



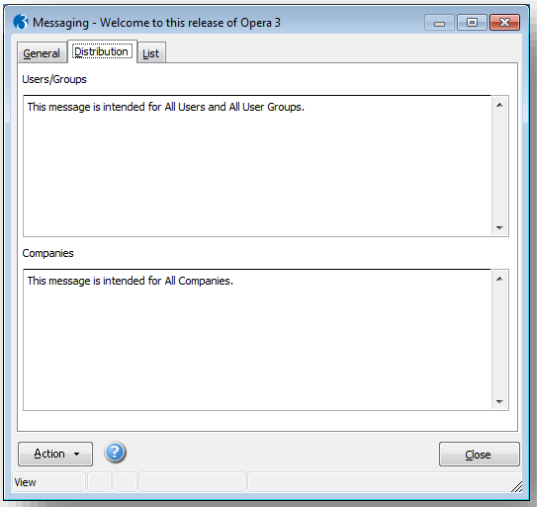

Select the Members and Companies that the notification is to be sent to.

**NB:** A blank selection is the same as an All selection

View a calendar that displays when the shutdown or lockout was scheduled for. This option is available if the message is active.

### Distribution tab

This tab displays the users or user groups that have been selected to receive the message alert. Only users that are logged in to the selected companies will receive the message on their desktop.



## 6.4 Shutdown / Lockout

Notes

Shutdown/Lockout allows you to schedule either a forced shutdown of selected users in Opera 3 or schedule a lockout so that users are prevented from logging in to Opera. Users will receive three messages before a shutdown happens. You can define when the messages are displayed so users have time to save their work. For example, the first message can be scheduled to be displayed 1 hour beforehand, the second message 30 minutes beforehand and the final message 5 minutes beforehand. Messages are not sent for lockouts because they only affect users who are already logged in to Opera.

**Was XRL being looked at to be included with Shut-down?**

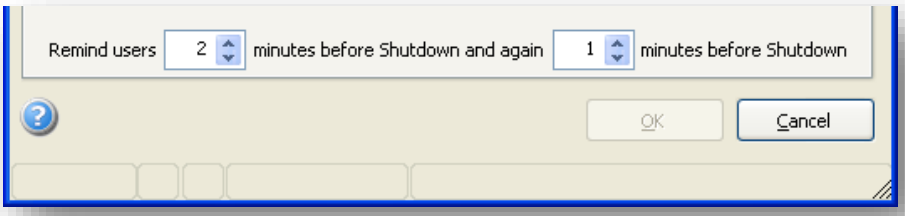
*Development investigated XRL and other external sources which could access and lock the data. There was no obvious way this could be integrated with shutdown. The way XRL holds the ODBC link open to the data and does not release it at obvious stages means it is difficult to integrate this into the Shutdown function..*

**Warning:** Any unsaved entries that users are working on will be lost when Opera 3 is shutdown. Users must be given enough time to save their work before the shutdown is scheduled to happen. Also, if anyone is using a Pegasus product that links to Opera 3 - Pegasus Document Management, Pegasus XRL, Pegasus Instant Messenger, Pegasus CIS, Operations II, Pegasus Dashboards and Online Filing Manager - these products will not shutdown. It is advisable to close these products individually before the scheduled shutdown.

### *System Preferences - Notification Service messages*

Options that determine the amount of time that users are reminded that a shutdown of Opera 3 is scheduled. A message is displayed for each number of minutes you enter. For example, if you add 20 to the first box and 5 to the second box, all chosen users will be warned 20 minutes before the shutdown event and warned again 5 minutes beforehand.

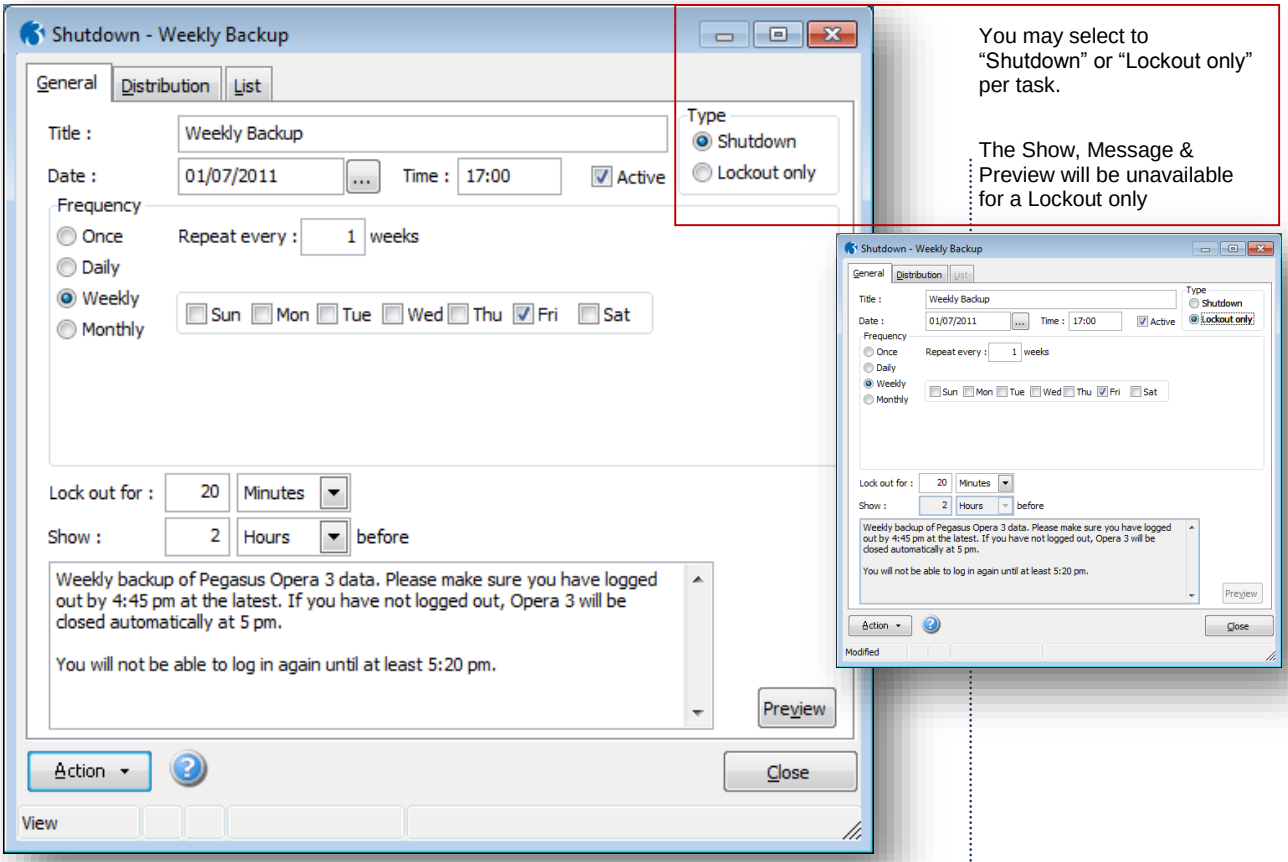
**Note:** To make sure that chosen users are well informed of a shutdown event, three messages are sent beforehand. These boxes control how long before the shutdown the second and third messages are displayed. The Show ... before box on the System - Scheduling - Shutdown form controls how long before the shutdown event the first message is sent.




**NB:** All open Opera 3 sessions are closed by the shutdown event. However, an administrator can use the 'ADMIN' ID to log in to Opera 3 so that a maintenance task can be completed but all other users will be locked out for a defined amount of time.

Enter similar details as seen in the messaging form, title, date & frequency etc.

*Notes*




You may select to "Shutdown" or "Lockout only" per task.

The Show, Message & Preview will be unavailable for a Lockout only

### *Show ... before*

The first of three messages that is sent to warn users can be displayed for a chosen time before a scheduled shutdown. For example, you may want to display the message two hours beforehand so that your users have plenty of time to complete their work in advance of the shutdown.

**Note:** Three messages are displayed on each selected user's desktop before the shutdown event happens. The amount of time before the shutdown that Opera 3 displays the second and third messages are defined on the System - Utilities - System Preferences form.

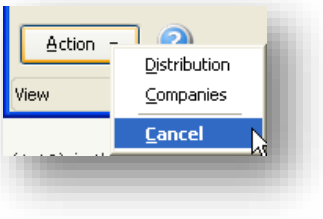
### *Lock out for*

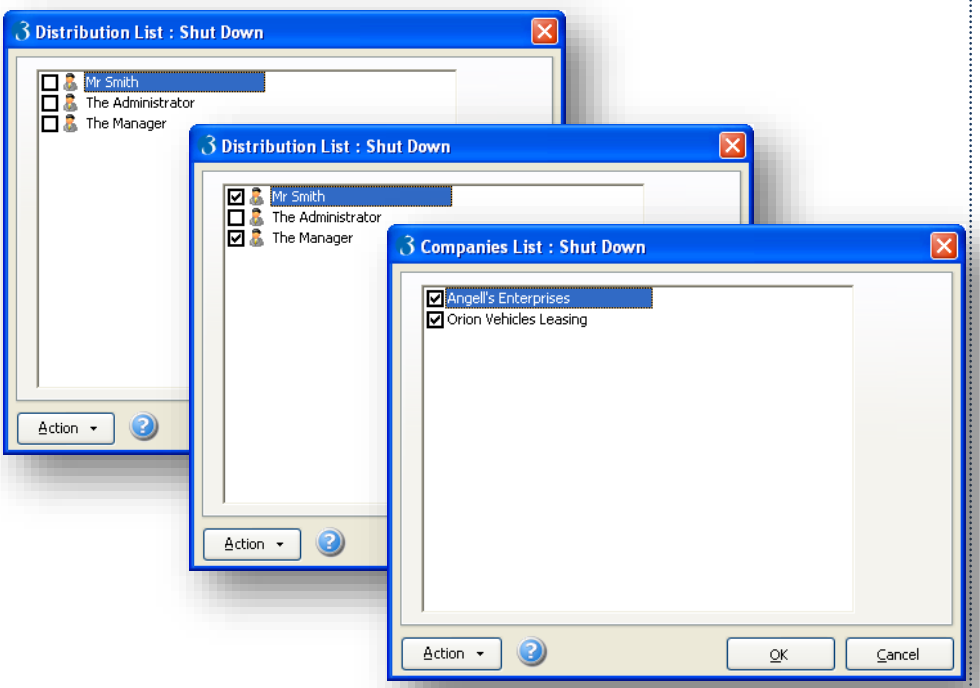
After a shutdown event you may want to prevent anyone from using Opera 3 for a certain amount of time. For example, if the reason for the shutdown is to back up your data, you will not want users logging in to Opera 3 whilst that is happening. You need to use your understanding of the time needed to complete the activity to decide how long to lock people out for.

**Note:** If anyone tries to log in to Opera 3 during the lock out period, they will be prevented from doing so. A message will tell them when they will be able to log in again.

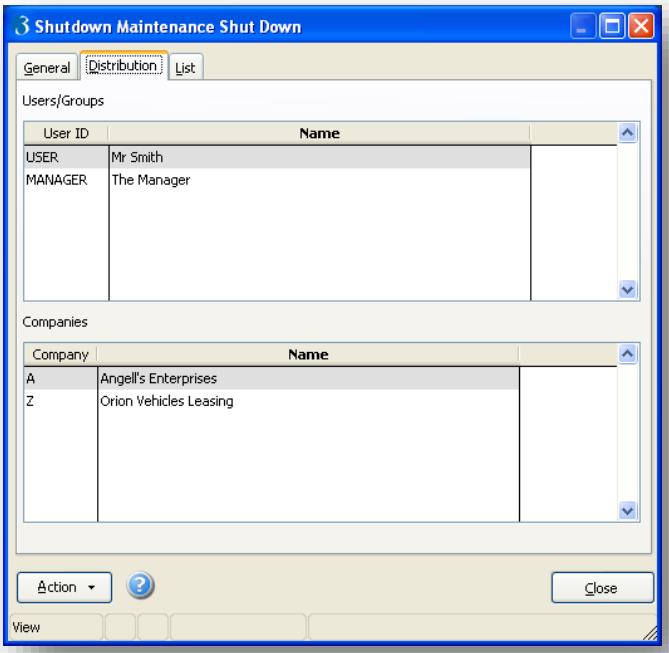
The action menu offer the ability to select distribution members and companies respectfully.

*Notes*



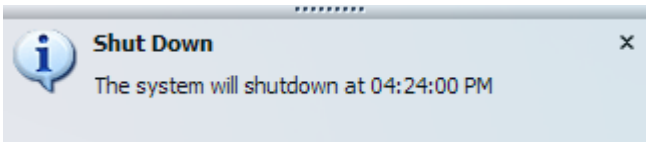




**NB:** A blank selection is the same as an All selection

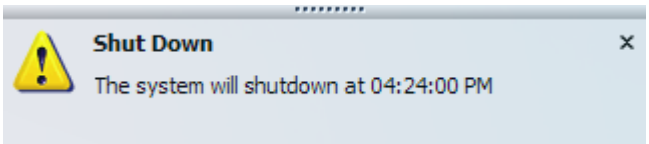


Notes

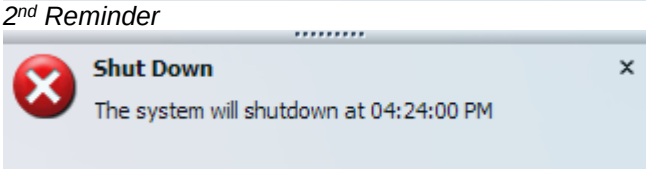
***Examples of shutdown messages:***



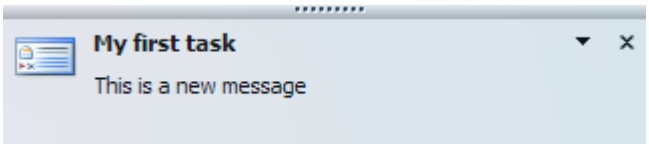

*1st Reminder*




*2nd Reminder*




***Example of notification message:***




**To Log On to Opera 3 during a Lockout Period**

Shutdowns are likely to be scheduled so that essential maintenance, like upgrading the Opera 3 programs or running the **Update Data Structures** or **Backup** commands, can be completed by a system administrator. All affected Opera 3 sessions are closed by the shutdown event. However, an administrator can use the ADMIN user to log in to Opera 3 so that a maintenance task can be completed but all affected users will be locked out for a defined amount of time. The ADMIN user will be locked out of Opera 3 for between one and two minutes after the shutdown has occurred.

**Tip:** The ADMIN user can edit an active shutdown and if necessary, disable it or change the lockout period that affects the other users that have been locked out.

*How do I know when the users will receive the alerts that a shutdown will happen?*

*Selected users receive three messages to warn them of a shutdown. The first message is controlled by the Show ... Before box on the Shutdown form. This controls the amount of time before the shutdown that the first message is displayed. The amount of time before the shutdown that Opera 3 displays the second and third messages is defined by the number of minutes set in the boxes under Notification Services on the System - Utilities - System Preferences form.*

**Tip:** To cancel a shutdown untick the **Active** box on the form. This cancels the shutdown and also prevents any pending messages for the shutdown from being sent. However any messages that have already been sent are not affected - to inform people that the shutdown was cancelled, send a message from the Messaging form.

## 6.4.1 General tab (in more detail…)

Notes

| Box | Description |
|---|---|
| **Title** | This is displayed on the message alert that is shown on each selected users desktop to warn that a shutdown event is planned. Further text can be entered in the Message box if required and viewed by the user. |
| **Type** | The type of event:<br>• A shutdown will automatically close Opera at the selected time for the affected users and prevent them from logging in until the Lock out for time has passed.<br>• A lockout will prevent the affected users from logging on to Opera until the Lock out for time has passed; users who are already using Opera are unaffected. |
| **Date** | The date the message will be sent. If the shutdown event is scheduled to happen more than once, this is the first date the shutdown event will happen. The other dates are set up in the Frequency boxes. |
| **Time** | The time the shutdown event will happen on the selected date. If the shutdown event is set up to happen more than once, this is the time the shutdown event will happen on all chosen days. |
| **Frequency** | Shutdown events can be scheduled to happen once at a chosen time or many times over chosen days. You can select the following frequencies:<br>• Once - the shutdown will happen once<br>• Daily - the shutdown will be repeated every *x* days (for example, every day or every 4 days)<br>• Weekly - the shutdown will be repeated every *x* weeks (for example, every 2 weeks)<br>• Monthly (Dates) - repeated every month on a specific date (for example, the 27th day of every month)<br>• Monthly (Days) - repeated every month on a specified week and day (for example, every second week on a Monday). |
| **Lock out for** | After a shutdown event you may want to prevent anyone from using Opera 3 for a certain amount of time. For example, if the reason for the shutdown is to back up your data, you will not want users logging in to Opera 3 whilst that is happening. You need to use your understanding of the time needed to complete the activity to decide how long to lock people out for.<br>**Note**: If anyone tries to log in to Opera 3 during the lock out period, they will be prevented from doing so. A message will tell them when they will be able to log in again. |
| **Show ... before** | The first of three messages that is sent to warn users can be displayed for a chosen time before a scheduled shutdown. For example, you may want to display the message two hours beforehand so that your users have plenty of time to complete their work in advance of the shutdown. If a user logs in to Opera 3 during the two hours, a message informs them of the impending shutdown.<br>This applies only to Shutdowns.<br>**Note**: Three messages are displayed on each selected user's desktop before the shutdown event happens. The amount of time before the shutdown that Opera 3 displays the second and third messages are defined on the System - Utilities - System Preferences form. |
| **Message** | This is optional text that can be displayed along with the message title. The first line of this message is displayed on the main message form, the remainder of the message is displayed on another form that is linked to the main message. |
| **Active** | This box is selected automatically when a new message is created. Active messages will be sent to users at the selected time/s in the boxes under Frequency. If the shutdown is defined to happen only once, the box is unticked after the Lock out for period is lapsed. For example, if users are locked out for two hours, this box is unticked two hours are the shutdown.<br>**Tip:** Untick this box to prevent the shutdown from happening. |
| **Show in System** | This lists the additional systems that have been set up in Opera 3. These allow up to 36 further companies to be set up in each system. You can select to show a message in all systems, only the main system or only a selected additional system.<br>**Note**: This box is only displayed if you use Additional Systems. |

### 6.4.2 Distribution tab (in more detail…)

*Notes*

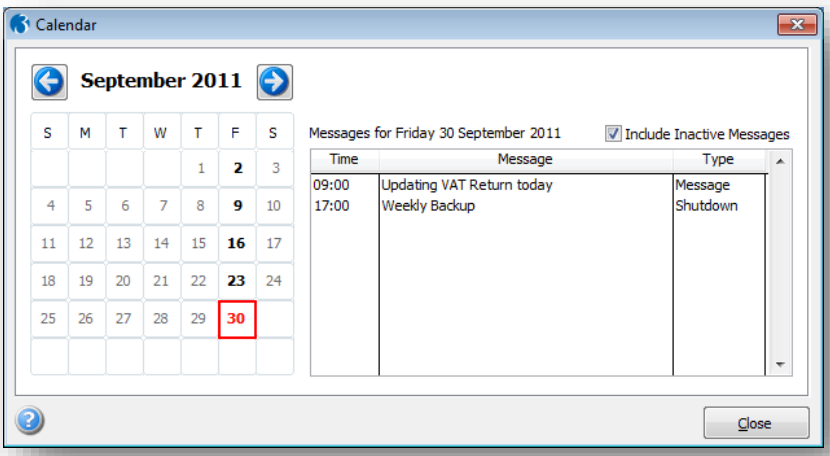
This tab displays the users, user groups or companies that have been selected for the shutdown. Shutdowns can be scheduled for either users or user groups, or for a company or more than one company. If companies are selected, all users who have access to the companies will be locked out for a prescribed amount of time.

You can use the Action menu to:

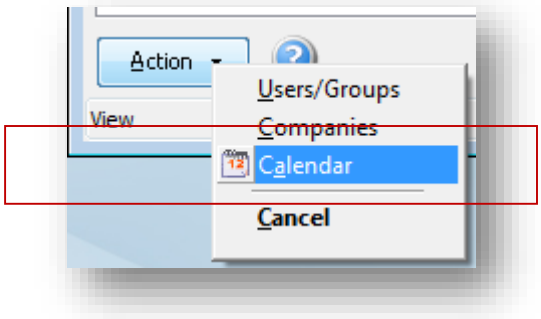
- Select users or groups of users that will be affected by the shutdown or lockout
- Select companies for the message. All users who are logged in to the company will be affected by the shutdown or lockout
- View a calendar that displays when the shutdown or lockout was scheduled for. This option is available if the message is active.

## 6.5 Calendar

Use this command to view the messages, shutdowns and lockouts that have been scheduled in Opera. It includes both future and historical records. By default all the active messages are displayed on the form but you can tick the Include Inactive box to view records that are not currently active. The days when messages, shutdowns or lockouts are scheduled are highlighted in the calendar.



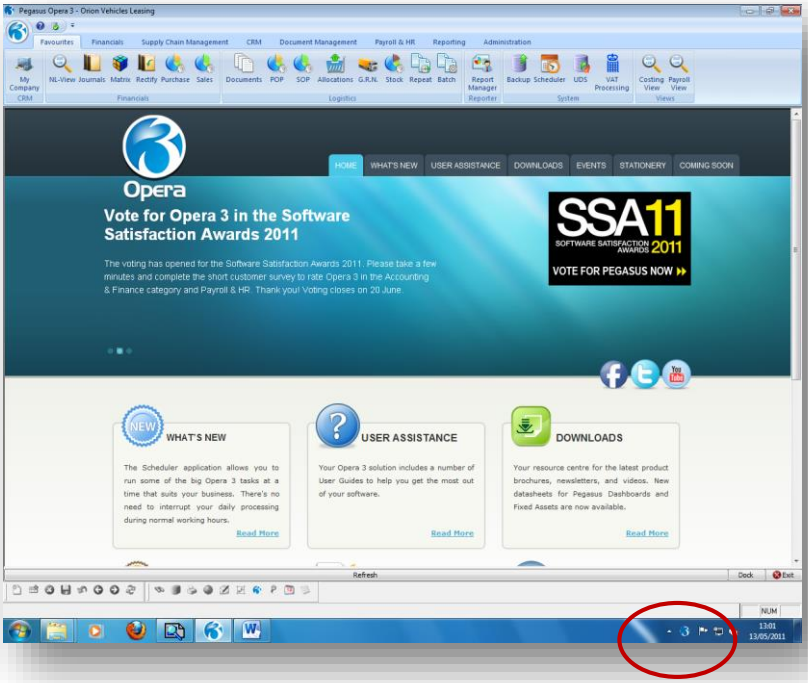

**Tip:** You can also view a calendar for single messages, shutdowns or lockouts from the Action menu on the Messaging or Shutdown form.



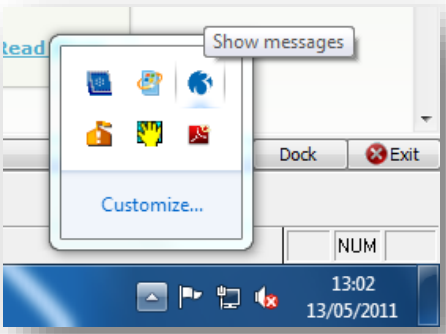
## 6.6 Windows Notification Area

*Notes*

An icon is displayed that in the Microsoft Windows Notification area (normally at the bottom of your screen) after you log in to Opera 3. If you click the icon a menu is displayed that allows you to view the messages that have been displayed today and also pending messages that will be displayed today. Only messages and shutdown messages with the **Active** box ticked are displayed.



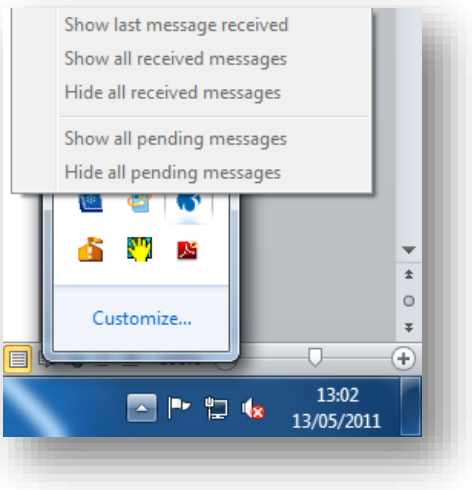

The notification area is located at the far right of the task bar by default, and it contains program icons that provide status and notifications about things like incoming email, updates, and network connectivity. You can set up your computer so that programs update the notification area differently. In Microsoft Windows 7, you click the arrow to display this form and then click Customise to change how the icons appear. The up arrow is displayed only if there are hidden icons.




Each menu item is enabled only when relevant. For example, if there are no pending messages today, the menu items for pending messages are disabled.

**Tip:** The menu uses your secondary button on your mouse: to activate the menu, use your mouse right-click button if your primary button is the left button or use your left-click button if your primary button is the right button.

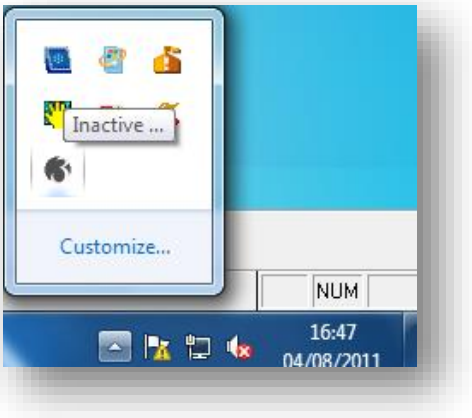
*Notes*




| Item | Description |
|---|---|
| **Show last message received** | A received message is one that has been displayed today and was then closed. Click this item to view the most recently displayed message. |
| **Show all received messages** | Click this item to view all the messages you have been displayed today and then closed. |
| **Hide all received messages** | Click this item to close all the messages that have been displayed today. |
| **Show all pending messages** | A pending message is one which has not yet been displayed but will be shown at some point today. Click this option to view all your pending messages for today. |
| **Hide all pending messages** | If pending messages are displayed on your screen, click this option to close them. |

**Note:** Messages that have already been displayed today are shown at the top of the menu.

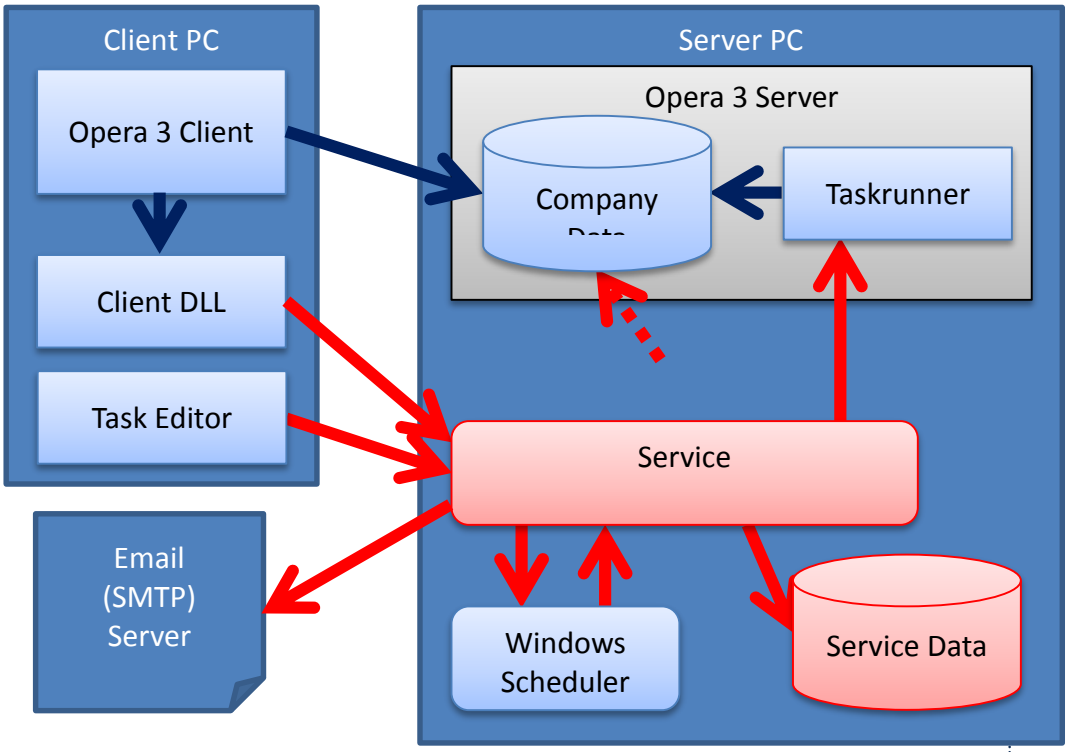
If Opera is running an exclusive process such as an Update Data Structures and the Notification Services are suspended, the system tray icon will show greyed out and set to inactive.



## 6.7 V2 Scheduler Onwards

*Notes*

Scheduler has been technically uplifted and will integrate with a windows service and SQL.




Some Key notes include;

- Opera 3 Only
- Mail-merge debt letters
- Technical infra-structure change
- SQL Server Database
- Server Side Processing
- A new Windows Service will be added to the Scheduler which, amongst other tasks, will:
  - Listen for instructions from the Scheduler Interface DLL
  - Provide a 'mail-merge' facility
  - Create PDF files
  - Send e-mails to an SMTP server
  - Create and update the Scheduler database

# Accreditation Training Courseware

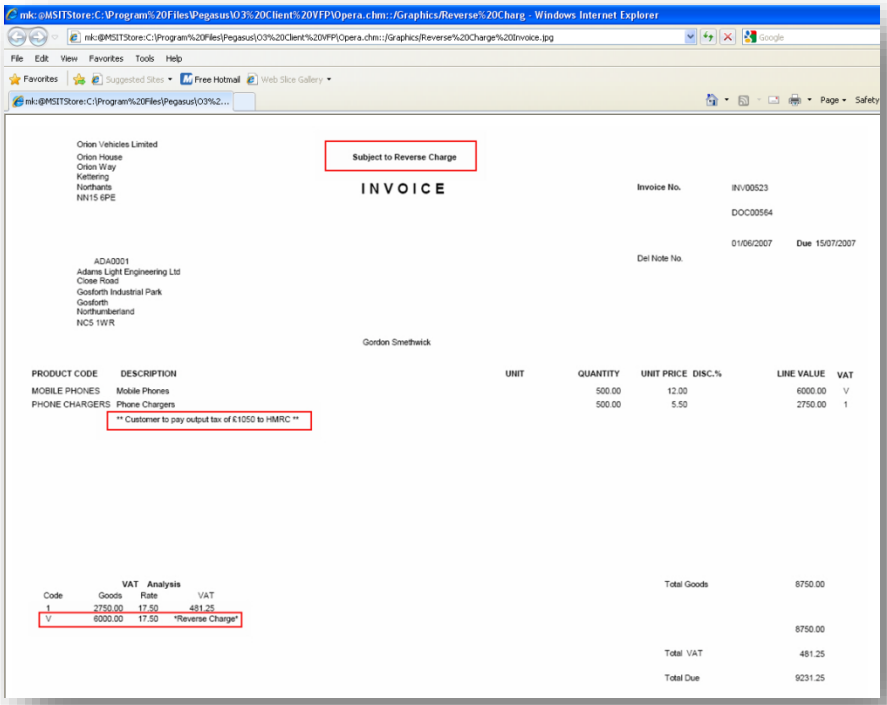
## Appendix

## Appendix A – VAT Information

### Setting Up Reverse Charge Accounting (Goods)

1. Select the RC Sales List option in the System - Maintenance - Company Profiles command if you sell the items for values above the de minimis level.
2. Check the Reverse Charge De minimis level in the System - Utilities - System Preferences command. This is £5000 from 1 June 2007 and is automatically updated when Opera 3 is upgraded. If HMRC change the de minimis level, you can update it here.
3. Create Reverse Charge Sales and Reverse Charge Purchase VAT codes in the System - Maintenance - VAT Processing command using the standard rate of VAT.
   - A Reverse Charge Sales code updates only Box 6 (Value of Sales). Example from a Sales perspective...

You send an invoice to your customer with a goods value of £8750 and a VAT value of £481.25. The invoice has two detail lines, one of which is subject to the Reverse Charge. It indicates clearly that part of the invoice is subject to the Reverse Charge.




| Item | Goods Value (£) | VAT Value (£) | Subject to Reverse Charge |
|---|---|---|---|
| **Mobile Phones** | 6000.00 | 1050.00 * | Yes |
| **Phone Chargers** | 2750.00 | 481.25 | No |
| **Total** | 8750.00 | 1531.25 | |

Your VAT Return is updated in the following way:

- Box 1 (Output Tax) is updated only with the £481.25 VAT for the Phone Chargers
- Box 6 (Value of Sales) is updated with Total Goods value of £8750.00

Your customer must account for the Output Tax on the mobile phones of £1050. *

- A Reverse Charge Purchase code updates Box 1 (Output Tax), Box 4 (Input Tax), and Box 7 (Value of Purchases). Example from a Purchase perspective..

You receive an invoice from your supplier with a goods value of £8750 and a VAT value of £1531.25. The invoice has two detail lines, one of which is subject to the Reverse Charge. The invoice clearly indicates that the Reverse Charge applies to some of the invoice.

| Item | Goods Value (£) | VAT Value (£) | Subject to Reverse Charge |
|---|---|---|---|
| **Mobile Phones** | 6000.00 | 1050.00 * | Yes |
| **Phone Chargers** | 2750.00 | 481.25 | No |
| **Total** | **8750.00** | **1531.25** | |

Your VAT Return is updated in the following way:

- Box 1 (Output Tax) is updated with the Reverse Charge VAT value of £1050.00 *
- Box 4 (Input Tax) is updated with total VAT value of £1531.25
- Box 7 (Total value of Supplies) is updated with Total Goods value of £8750.00

Therefore Input Tax of £481.25 (Box 1 - Box 4) from the item that is not subjected to the Reverse Charge is reclaimed from HMRC.

4. Select the Reverse Charge option for each stock item or product record where the Reverse Charge accounting procedure applies. The option is displayed in the Stock - Processing command on the Options form and where the Stock module is not used, in the SOP/Invoicing - Maintenance - Products and P.Orders - Maintenance - Products commands.

   You can identify a Reverse Charge item by an icon that appears in the form's status bar:

5. Your sales invoice and credit note designs must be updated to indicate when the Reverse Charge accounting procedure has been used on a transaction. You can check the demonstration data's invoice design to see what needs to be done.
   - Each line on the document must indicate whether it is a reverse charge item.
   - The VAT Analysis section of the document must indicate whether VAT is subject to the Reverse Charge procedure.
   - The VAT value that is being reverse charged must be displayed after the final line of the document.

6. To process a transaction to a VAT registered customer above the HMRC de minimis level, use a Reverse Charge Sales VAT code. Use Reverse Charge Purchase VAT code when you receive an invoice or credit note that are subject to Reverse Charge accounting from a VAT registered supplier. You can use Reverse Charge codes on credit notes even if the goods value is below the de minimis level.

   **Note:** If HMRC change the de-minimis level you must update the Reverse Charge De-minimis level box on the System - Utilities - System Preferences form.

7. If you selected the RC Sales List option in the System - Maintenance - Company Profiles command, create the RCSL upload file in the System - Maintenance - VAT Processing command and submit the RCSL to HMRC for each VAT period, whether or not you actually make Reverse Charge supplies. You must then submit the RCSL for each VAT period until you permanently cease to make these supplies, when you must tell HMRC the date on which you ceased.

## Setting Up Reverse Charge Accounting (Services)

To set up Reverse Charge accounting for services you need to create VAT codes in the System - Maintenance - VAT Processing command that are set up to update the VAT Return and EC Sales List.

- If you are the supplier of services that are subject to the Reverse Charge, you need to create a zero-rated Sales VAT code with the VAT Return Box 6 ticked and the EC Sales List Services box ticked. The code is then available in the Sales Ledger, Sales Order Processing, Invoicing and Importer modules.
- If you receive services that are subject to the Reverse Charge, you need to create a standard rate Purchase VAT code with the VAT Return Boxes 1, 4, 6 and 7 ticked. The code is then available in the Purchase Ledger, Purchase Order Processing and Importer modules.

## Sales VAT codes

If you provide services that are subject to Reverse Charge accounting to different EC countries, you may need to create one VAT code for the countries you are registered in, and another VAT code for the countries you are not registered in. If your customers are in one country, you need to create one VAT code.

After the VAT codes have been created they are available in the Sales Ledger, Sales Order Processing, Invoicing and Importer modules. The VAT rate for these transactions must be set to zero percent.

1. Open the System folder, click Maintenance and then click VAT Processing. Then click New on the Record menu.
2. In the Country Type box, select 'R' if you are registered in the EC country, or 'U' if you are not registered in the EC country.
3. In the Trans. Type box, select 'S' for Sales.
4. In the VAT Code box, enter a number or letter to identify the code. This must be a code that is not already used. Then enter a description for the VAT code, for example 'RC Services'.

**Important**: Do not use 'Y' as the VAT code. These codes are used for apportioning delivery charges for transactions that are included on the Supplementary Declaration (SD) report.

5. Under EC Sales Listing (ESL), untick the Goods Value = Supplies box and tick the Services box. The box 6 - Total Value of Sales box under VAT Return Boxes remains ticked and the other VAT Return boxes are automatically unticked and disabled. The Goods Value = Supplies box under Supplementary Declaration (SD) is also automatically unticked.
6. On the Record menu, click Save.

**Tip:** HMRC does not require that invoices indicate that a transaction must be accounted for under the Reverse Charge mechanism. However, to help your customer, it may be worthwhile having an invoice design for these transactions only with a statement that highlights that the transaction needs to be accounted for under the mechanism. To add a new invoice design, use the System - Maintenance - Report Layouts command. You could use the following text, or similar: These services are outside the scope of UK VAT. You may be required to make a reverse charge VAT declaration under Article 196 of EU Council Directive 2006/112/EC.

## Purchase VAT codes

If you receive services that are subject to Reverse Charge accounting from different EC countries, you may need to create one VAT code for the countries you are registered in, and another VAT code for the countries you are not registered in. If your suppliers are in one country, you need to create only one VAT code.

After the VAT codes have been created, they become available in the Purchase Ledger, Purchase Order Processing and Importer modules.

1. Open the System folder, click Maintenance and then click VAT Processing. Then click New on the Record menu.
2. In the Country Type box, select 'R' if you are registered in the EC country, or 'U' if you are not registered in the EC country.
3. In the Trans. Type box, select 'P' for Purchase.
4. In the VAT Code box, enter a number or letter to identify the code. This must be a code that is not already used. Then enter a description for the VAT code, for example 'RC Services'.

**Important:** Do not use 'Y' as the VAT code. These codes are used for apportioning delivery charges for transactions that are included on the Supplementary Declaration (SD) report.

5. In the Rate 1 % box, enter the standard rate of VAT, and enter the date from which the VAT code will be used in the Date 1 box. This date must not be before 1 January 2010.
6. In the Nominal Code box, enter the Nominal Account to which the VAT will be posted in the Nominal Ledger.
7. Under VAT Return Boxes, tick box 1 - Tax Value on Sales. Box 4 - Tax Reclaimed on Purchases,
   box 6 - Total Value of Sales and box 7 - Total Value of Purchases are ticked automatically and the other boxes are unticked. The Goods Value = Supplies box under Supplementary Declaration (SD) is also automatically unticked.
8. On the Record menu, click Save.

# Appendix B Visual FoxPro and Technical Information

## Why the Visual FoxPro development environment?

In 1993 Pegasus Software Ltd. launched Pegasus Opera, which was developed under the FoxPro Relational Database Management System (RDMS). This offered several advantages over standard programming languages such as Quick Basic.

These advantages included:

- The fact that it is an RDMS means that programs, screens, menus and tables are all generated by one application meaning no compatibility issues will arise
- Simple, easy to use interface
- Easy to generate data tables
- Easy to generate and use indexes
- Rushmore record searching for greater speed with locating information
- Data Integrity Improvements
- Fast access of the data

Development tools such as Visual Basic and SQL Server are together a very powerful environment. Visual FoxPro however offers similar flexibility and technical specifications as these two products combined allowing the developer to make use of Stored Procedures, Triggers and Views all stored with the database rather than having to be written into the program.

## The Data Dictionary

The data dictionary is held in a folder called datadict. The database container for the dictionary is called Datadict.dbc. Default location being C:\Documents and Settings\All Users\Application Data\Pegasus\Server VFP\DataDictCore.

The tables with in the container can be used in a reporting product such as Crystal Reports to create a document detailing what the tables are, what the fields are within the table, rules that are applied to a field, and the fields proper name and description. Basically creating a Database Schema.

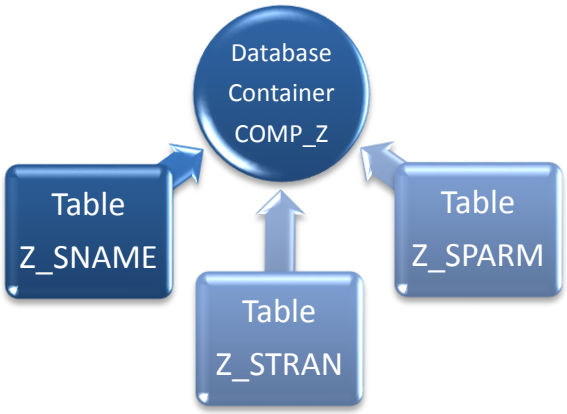
table.dbc and field.dbc

## Data Container

Pegasus Opera 3 now uses a Visual FoxPro Database Container. This is a file located within the data directory. This is a key difference between Opera 16 and Opera 3, where O16 had free standing tables, OPERA 3 uses a DBC.

There are three files named:

| | |
|---|---|
| Database Container: | COMP_Z.DBC |
| Data Dictionary | COMP_Z.DCT |
| Database Index | COMP_Z.DCX |



The purpose of the database container is to hold information about all the tables,

- the number of records in each table
- when it was last updated,
- who updated it.

It is for this reason that you can not just replace a table without some extensive work. The container will assume that the data is corrupt if it does not match its criteria. (See Free Tables)

## Links and Relationships

There are no table relationships maintained by Opera 3. There are several reasons why this is but the major reason is that Companies do not always purchase all the modules and not all tables are required. Thus links do not always have to exist.

This makes Opera 3 more flexible in hooking in Third Party Applications. (No links to deal with.)

## Free Tables

There are some rare circumstances where free tables must be used. Freeing a table will allow the table to be altered without the container having to know. This is not a recommended procedure and cannot be supported by Pegasus.

## Data Types

There are five data types within the Opera 3 tables:-

- Date
- Time
- String
- Numeric
- Logical
- Memo

There are no currency fields.

## Update Data Structures

**What does it do?**

The standard Update Data Structures or UDS basically carries out the following functions:

- Checks the Structure of the Tables within each Database Container based upon a standard Database.
- Checks the indexes within the tables
- If any problems with invalid fields or indexes are discovered then these will be corrected, and set according to the Standard databases.

It is normally used when updating from one version of Opera 3 to another. Any tables or fields that do not exist are created or altered according to our data structures.

## The Data Validation Tool (DVT)

When you are logged into Opera 3 as ADMIN, and only ADMIN a function called the Data Validation Tool will automatically run when UDS is selected. This will verify the contents of each field within each table of the Database container. This does take longer than a simple Update Data Structures (UDS) due to the more intense work involved.

- Should the DVT find what it suspects to be corruption, it will stop the UDS process and prompt the user to correct the contents of the suspected field. Once this has been altered and the User clicks ok the UDS will continue.
    - If this is run unattended then an exceptions report is created
- The DVT is NOT a replacement for the File Checker in Opera.
    - For Example whilst checking SNAME, it will check sn_current the field that holds the balance.
      This is a numeric field therefore if it contains a numeric - the DVT would assume this is correct. Of course it might actually be holding 10.34e20 which Opera 3 may see as corruption.
- It will reference the Data Dictionary to ensure all the database rules are adhered to i.e. mandatory.

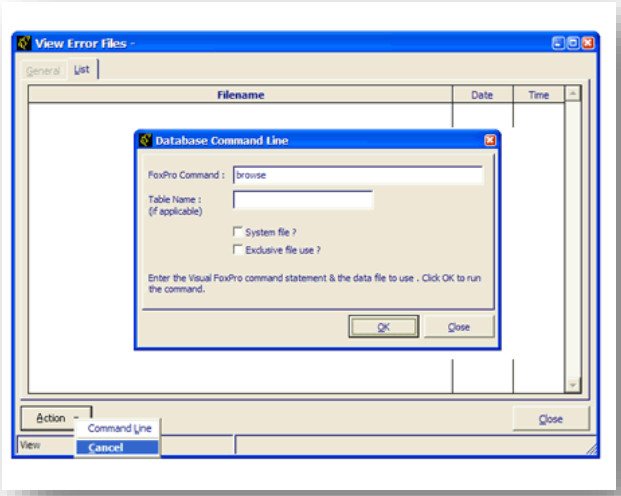
## Database Command Line

CAUTION:- Commands that flout the database rules will cause Opera 3 to crash and an error log written. It is possible to cause serious problems with data.

It is therefore with the utmost caution that this option is used and should not be used by any one who is unsure of what they are doing. It should also be the final solution when all other options have been exhausted.

In Opera 3 2.25 and above there is a Database Command Line Tool. This is a function that allows users to enter Visual FoxPro commands to interrogate the Opera 3 data from within Opera 3.

- To use the function you must be logged onto Opera 3 as ADMIN.
- Open the System Module and open Utilities Menu then select View Error Files.
- On the Action button there is a function Database Command Line.



Enter a Visual FoxPro command –

i.e. Browse

This will allow you to select the table required. If you select OK with out selecting a table then a table selector will appear. Users can select any table.

If you want to view another database then a dropdown box will list all containers available for every company added to Opera 3. The system database container will also be available to select.

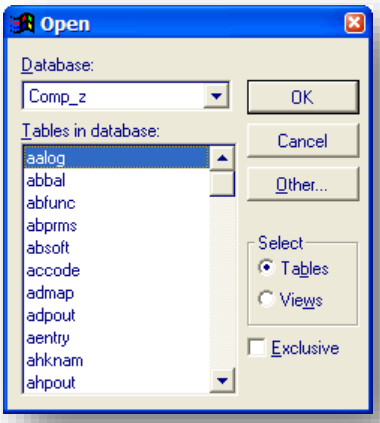
Tick the box marked Exclusive if the file you wish to interrogate requires exclusivity.

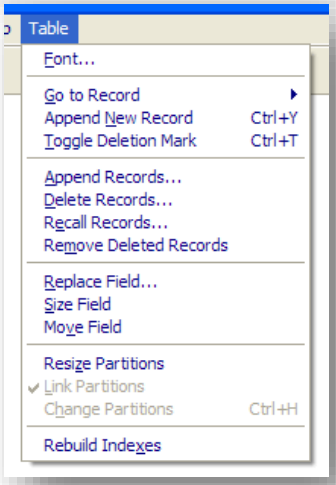
Click OK to run your command

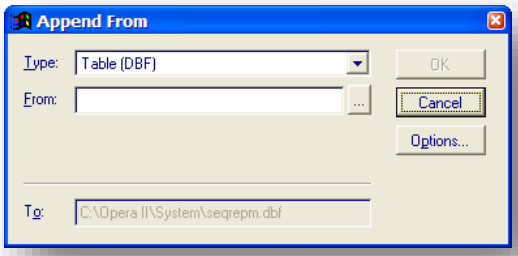
When the command is executed users can move around the table and examine the data.

Depending on the rules of the table then the Table menu will have different options available.

If selecting options append then dialog box appears




Other tables can be selected.

**Examples**

These functions will be used through out Opera 3.

| Command | Result |
|---|---|
| Browse | This will allow editing and browsing of data |
| Append | Adding a cursor to allow you to enter a new record – only the mandatory fields will need entering |
| Append Blank | This function will not work if the table that the append is using is a key table. If there is a mandatory field on a table and append blank is used the instruction will fail. Use append to rectify this |
| Use | 'Use' will close any open tables. This would be ideal to type in first before using any other commands. |
| Select * from tablename where 1 = 1 | This will give table with proper table field names |
| Exclusive | Using the Exclusive command will allow certain functions on the table menu to be used. |
| Do | this allows FoxPro functions to be called from the Opera 3 root directory |

### Visual FoxPro commands

All the above can be used in VFP. In addition the following can be used:-

SQOPEN("S","TABLENAME")
This should be used in conjunction with USE. This allows tables to be opened and then sql select statement used.

## The Data

### Table Structures

Pegasus Opera 3 data tables have the same naming convention as Pegasus Opera data tables. Each table is prefixed by a Company Letter i.e. Z_SNAME.DBF. Each table may have three extensions – DBF, CDX, FPT

- DBF – Database
- CDX – Index
- FPT – Memo (Only if a memo exists in the table)

The tables' name relate to specific modules. Some of the tables may not be in use yet.

| Code | Module |
|---|---|
| A | Cashbook |
| B | BACS |
| C | Stock, Traceability & Bill of Materials |
| D | Purchase Order Processing |
| E | |
| F | Fixed Assets |
| G | |
| H | History, Personnel |
| I | Invoicing SOP |
| J | Job Costing |
| K | |
| L | EDI - Redundant |
| M | |
| N | Nominal Ledger |
| O | |
| P | Purchase Ledger |
| Q | |
| R | |
| S | Sales Ledger |
| T | |
| U | |
| V | VAT |
| W | Payroll |
| X | |
| Y | |
| Z | System, Currency, Notes, Spooler |
| SEQ | System |
| DM | SPM & Service Management Inc Helpdesk |

# Temporary Tables (Cursors)

A temporary table is created as you open a form with data in it Opera 3.

- A record set is created (copied from the data tables) and held in a temporary table each time a form with data in it is opened.
- The temporary table remains until the form is closed.
- The temporary table is saved to various locations.
    - VFP
      Beneath the windows directory
    - Opera 3
      Saved in the location specified in the opera.ini file. (Usually Opera 3\temp)
    - Reports
      Beneath the Opera 3 root directory.
- It is given a random name then deleted as the table is closed.
- Users can change the data but this is not committed to the table until the save button is clicked.
- When the save button is clicked the Temporary table is flushed then deleted.

**TITRAN – IHEADQ**

TITRAN and IHEADQ are two temporary tables that are created when posting documents in SOP. These tables only exist at the time of posting – they are cleared when the routine ends.

**NEXTID**

The NEXTID table is used all over Opera 3 and gives the next unique number available to a record.

# Appendix C - Upgrading from Capital Gold Accounts

**IMPORTANT:** To ensure your upgrade from Capital Gold is successful, make sure you have read ALL the preliminary information set out below, including the order of upgrades and upgrade details before you attempt the upgrade itself.

These instructions assume you are familiar with both Capital Gold and this application.

Use the Pegasus Capital Gold command in the Upgrade module if you want to convert the data you have been maintaining using Pegasus Capital Gold in to the currently selected company. The upgrade process is done under the control of a wizard. This guides you through the transfer of your Capital Gold data files to this application. The wizard prompts you to select a company profile from Capital Gold and converts the corresponding company information and data. The wizard uses the latest database structures to bring the data for the system and selected companies up to the current specification. Note, however, that the wizard will not offer information about preliminary steps or details given in the guidelines below.

## What Data Can Be Converted?

Currently, data can only be converted from Capital Gold Version 3.53.00 or later. You cannot convert Capital Gold data if you are using VAT cash accounting. You can convert any of the following, provided this application includes the corresponding modules:

| | | | | |
|---|---|---|---|---|
| Nominal Cost Centres* | Sales Profiles | Purchase Profiles | Stock Profiles | Sales Order Documents |
| Nominal Types & Sub-Types | Sales Terms | Purchase Terms | Stock Products | |
| Nominal Report Codes | Sales Codes | Purchase Codes | Stock Transactions | |
| Nominal Accounts | Sales Accounts | Purchase Accounts | | |
| Nominal Budgets | Sales Transactions | Purchase Transactions | | |
| Nominal Journals | | | | |
| Nominal Transactions | | | | |

*You must not attempt to convert cost centres if there are none defined in Capital Gold, otherwise an error will be displayed on the Audit file.

**Note:** There is no equivalent of Capital Gold's Factoring or Factoring with EDI features in this application.

## Steps You Will Need to Take in Capital Gold Before the Upgrade

These issues must be addressed within Capital Gold before the upgrade is performed:

| | |
|---|---|
| VAT Adjustments | If you have posted VAT adjustments in Capital Gold's Nominal Ledger, ensure you commit the VAT return before you carry out the upgrade process, because such adjustments will not exist within the application's' VAT return once the conversion has been done. |
| Check Bank Accounts | You cannot carry out the upgrade if you do not have an account number and sort code in your Capital Gold nominal bank account record.<br>If you do not have electronic payments activated within Capital Gold, you can still convert your bank account, but will have to manually enter the bank details within this application.<br>Bank account numbers must be a minimum of 8 digits long. This also applies to all bank accounts specified on supplier records. |
| Clear Cheques, Remittances and Payments for Transmission | Make sure there are no cheques or remittances waiting to be printed for the purchase ledger or any payments awaiting transmission. |
| Run Month End Reports | Run any reports you would normally produce at the month end and **take a backup of your data files**, before you carry out a period end. |
| Run Period End | Provided you have printed all your month end reports and taken a backup copy of your data, run the period end procedure and select the **Discard information for previous periods** option.<br>**Take another backup of your data files.** |
| Profit and Loss and Balance Sheet Report Formats | If you are using non-standard profit and loss or balance sheet reports in Capital Gold, they need to be copied to profit.fmt and balance.fmt. |

**Important:** We strongly recommend you aim to perform your upgrade at the end of a period that coincides with your VAT return period.

## Steps You Will Need to Take in this application  Before the Upgrade

These issues must be addressed within this application before the upgrade is performed:

| | |
|---|---|
| Create the Company to Be Used | You must create the company profile in this application into which the Capital Gold data will be converted. The **Pegasus Capital Gold** command in the Upgrade module must be run from the target company and you will need to have logged on using the ADMIN user profile. |
| VAT (including EC VAT if used) | If you have not been using any country codes in Capital Gold other than GB, you do not need to have the EC VAT module in this application to perform the conversion. If you have been using other country codes in Capital Gold, use the EC VAT module in this application to define the country codes and the System module to define VAT information. This must be done prior to converting any transactions from Capital Gold. If you have the EC VAT module in this application's activation, the minimum requirement is to define the home country. It is the home country that will be attached to transactions and their associated customer and supplier records. You will subsequently need to edit the customer and supplier records to assign any other country codes that apply.<br>If you are converting sales order documents, make sure you have a type 'S' VAT code defined in this application. This is the code that will be attached to converted sales order documents. If you have documents of type 'U', you will have to edit them in this application after conversion before progressing them further.<br>If you have a VAT rate set up for No Scope of VAT (type N) in Capital Gold, make sure this is defined in this application as type H, N, N (not H, S, N). |

## Carrying Out the Upgrades in the Proper Order

It is important to perform the module conversions in the correct order as indicated in the guidelines below:

| | |
|---|---|
| Nominal | You cannot convert all the nominal information at the same time because some information must exist in this application before you can convert the remaining data.<br><br>If you have been using cost centres in Capital Gold, these must be converted first. You can then convert types and subtypes and report codes, either prior to, or at the same time as, converting nominal accounts. If you need to make changes to the subtypes associated with nominal accounts, you must do this in this application before you convert transactions. This is because you cannot change the assignment of subtypes for accounts with balances.<br><br>Only when these conversions are done can you carry out the conversion of budgets, journals and transactions.<br><br>**IMPORTANT:** Never attempt to upgrade other modules until the nominal has been upgraded fully. You must ensure that the nominal option settings and bank accounts are defined in this application beforehand. |
| Sales | You can upgrade all sales records at the same time, but if you want to carry out the conversion in stages, then ensure profiles and terms are converted either prior to, or at the same time as, customer accounts. Once the accounts have been converted, sales codes can be converted either prior to or at the same time as the sales transactions. |
| Purchase | You can upgrade all purchase records at the same time, but if you want to carry out the conversion in stages, then ensure profiles and terms are converted either prior to, or at the same time as, supplier accounts. Once the accounts have been converted, supply codes can be converted either prior to or at the same time as the purchase transactions. |
| Stock | Make sure you have already converted nominal, sales and purchase modules. You can upgrade all stock records at the same time, but if you want to carry out the conversion in stages, then ensure profiles are converted either prior to, or at the same time as, stock records. Once the stock records have been converted, check that the assignment of profiles to stock items is correct in this application. This must be done before you convert stock transactions because profiles cannot be changed for stock items with balances.<br>You can then convert the stock transactions. |
| SOP | Make sure you have already converted nominal, sales, purchase and stock modules. |

## Recommended Upgrade Procedure

You must log on to this application using the ADMIN user profile in order to use the commands in the Upgrade module. No other users must be logged on for the duration of the upgrade process. Before proceeding we strongly advise you to take a full backup of your system and data files.

You will need to run the upgrade from the computer on which the Capital Gold software and data is stored.

Make sure no other users are logged on to Capital Gold before attempting the upgrade.

## About the 'Revert Current Process on Error' Option

The upgrade wizard includes an option called Revert current process on error. If this option is selected and any errors are encountered during the upgrade, the process is abandoned and any records and files involved in the current process will automatically revert to their pre-upgrade status.

If the option is cleared, the upgrade will continue for those records unaffected by errors, but if a file error is encountered, an error message dialog box appears that includes two command buttons: Close and Continue.

If you click Close, the file containing the error will revert to its pre-upgrade and no further files are processed.

If you click Continue, the file that contains the error will revert to its pre-upgrade status, but the application will attempt to process the next file to be converted.

## Step 1: Company Creation and Nominal Upgrade

1. In this application, create a new company and make sure the following options are selected on the Company Profiles menu: **Sales Ledger to Nominal**, **Purchase Ledger to Nominal**, **Cost Centres in Nominal** (if cost centres have been used in Capital Gold) and **Real Time Update of Nominal**. Make sure the **Cashbook** option is CLEARED before the upgrade. You will need to select the option AFTER the upgrade if you intend to use the Cashbook module.
2. Take a backup of this application's company data.
3. Use the upgrade application to convert cost centres (if cost centres have been used in Capital Gold), types, subtypes, report codes and nominal accounts. Follow the instructions in the wizard. Take notice of the information under the heading Carrying Out the upgrades in the Proper Order.
4. Check the following control accounts are defined in the Nominal module with these settings:

| Account | Type | Subtype | Class |
|---|---|---|---|
| Creditors Control | 02 | 02 | Liability |
| Debtors Control | 01 | 02 | Asset |
| Creditors Suspense | 05 | 02 | Expense |
| Debtors Suspense | 04 | 02 | Income |
| Profit and Loss | 03 | 02 | Cap/Res |

5. Other nominal accounts and classifications might need to be checked and amended depending on the nominal accounts set up in Capital Gold. In particular, check that the way in which subtypes are assigned to nominal accounts this application is correct. If you need to make changes to the subtypes associated with nominal accounts, you must do this in this application before you convert transactions. This is because you cannot change the assignment of subtypes for accounts with balances.
6. Work through the nominal option settings in this application to ensure they correspond as far as possible with your Capital Gold configuration.
7. Create bank accounts in the Nominal module.
8. Create VAT codes in this application that correspond with those used in Capital Gold. You may also need to create VAT records for different country codes unless all your transactions are home based (GB). For non-VAT companies, you will need to create the VAT code of HNN — Not Applicable.

9. Use the upgrade application to convert budgets, journals and nominal transactions. Follow the instructions in the wizard. Take notice of the information under the heading Carrying Out the upgrades in the Proper Order.
10. Print a trial balance from the Nominal module (make sure you include advanced transactions where appropriate) and check it corresponds with the nominal trial balance in Capital Gold. Similarly, check the budgets by printing and comparing budget reports.
11. Use the Rebuild History command in the Nominal Ledger.
12. Take a backup of this application's company data.

Please note the following with respect to the conversion of nominal records:

- Journals will have been converted with the user name set to MANAGER. You can change this on journal records in the Nominal Ledger.
- Recurring journals that have the **Cancel with Immediate Effect** option selected will not be converted.

## Step 2: Sales Upgrade

1. Work through the sales option settings in this application to ensure they correspond as far as possible with your Capital Gold configuration.
2. Create an Adjustment Name using the description **Adjustment** (this is case sensitive) and identify a corresponding nominal account code.
3. Create a Receipt Name using the description **Receipt** (this is case sensitive).
4. Create a Refund Name using the description **Refund** (this is case sensitive).
5. Use the upgrade application to convert sales profiles, terms, codes, accounts and transactions. Follow the instructions in the wizard. Take notice of the information under the heading Carrying Out the upgrades in the Proper Order.
6. Set this application's system date to the period end date (the date on which the period end was performed in Capital Gold) and carry out a period end procedure in the Sales Ledger. All transactions converted will appear in 'This Period' reports until you run a sales period end in this application. This will not affect the ageing of transactions.
7. Print a debtors report in this application and check it corresponds with the debtors report in Capital Gold.
8. Take a backup of this application's company data.

Please note the following with respect to the conversion of sales records:

- Settlement discount will always be calculated before VAT in this application unless you have the EC VAT module, in which case you can change this.
- The second telephone number on Capital Gold customer records is not converted to this application. Additional contact information can be specified in this application using the **Contacts** form in the Sales module.
- The first created date on customer records in this application will be the system processing date in Capital Gold at the time of conversion.
- There is no equivalent in this application of the Due Date setting of '3rd month following invoice' (as available in Capital Gold). Any records with this setting will be converted to '2nd month following invoice' in this application.
- The Include Delivery Charges option associated with Settlement Discount will always be selected for records converted in this application.
- The priority setting for all customers will be 0 (zero).
- The acknowledgement required option will be selected.

- The Allow Quantity (Line) Discount and Allow Invoice Value Discount settings on customer records in Capital Gold will not be transferred. In this application, such settings must be specified on stock records.
- Product discounts associated with customer records in Capital Gold will not be transferred. In this application, such settings are defined in the SOP or Invoicing module.
- The setting of the Display Euro Values option on customer records in Capital Gold will be ignored.
- Factoring details will be not converted.
- Delivery addresses associated with customer records in Capital Gold will not be converted. In this application, these have to be created as separate customer records and flagged as delivery address accounts.
- The country code assigned to customer records in Capital Gold will not be transferred. In this application, such codes are only defined if you have the EC VAT module.
- If you choose to convert customer account records only (that is, without converting transactions), the current balance and order balance will not be transferred. These values will only be updated if transactions are also converted; otherwise they will be updated when you begin processing transactions in this application.
- Sales codes will be given a default VAT code of 1 for VAT companies, or N for non-VAT companies. If other VAT codes are required in association with sales codes, you must edit the records in this application before you begin processing.
- Credit limit and turnover values will not convert properly if they are at their limit within Capital Gold (that is, at the maximum of 99,999,999).

## Step 3: Purchase Upgrade

1. Work through the purchase option settings in this application to ensure they correspond as far as possible with your Capital Gold configuration.
2. Create an Adjustment Name using the description **Adjustment** (this is case sensitive) and identify a corresponding nominal account code.
3. Create three Payment Names using the descriptions **BACS**, **Cheque** and **Cash** (these are case sensitive).
4. Create a Refund Name using the description **Refund** (this is case sensitive).
5. Use the upgrade application to convert purchase profiles, terms, codes, accounts and transactions. Follow the instructions in the wizard. Take notice of the information under the heading Carrying Out the upgrades in the Proper Order.
6. Set this application's system date to the period end date (the date on which the period end was performed in Capital Gold) and carry out a period end procedure in the Purchase module. All transactions converted will appear in 'This Period' reports until you run a purchase period end in this application. This will not affect the ageing of transactions.
7. Print a creditors report in this application and check it corresponds with the creditors report in Capital Gold.
8. Take a backup of this application's company data.

Please note the following with respect to the conversion of purchase records:

- The second telephone number on Capital Gold supplier records is not converted to this application. Additional contact information can be specified in this application using the **Contacts** form in the Sales module.
- The first created date on supplier records in this application will be the system processing date in Capital Gold at the time of conversion.
- There is no equivalent in this application of the Due Date setting of '3rd month following invoice' (as available in Capital Gold). Any records with this setting will be converted to '2nd month following invoice' in this application.

- The setting of the Display Euro Values option on supplier records in Capital Gold will be ignored.
- Some reports in this application will not show advanced-posted transactions, so when comparing reports between the two systems there may be a difference if advanced transactions exist. If you check the supplier account record, you will see that the advanced transactions have been transferred.
- The country code assigned to supplier records in Capital Gold will not be transferred. In this application, such codes are only defined if you have the EC VAT module.
- If you choose to upgrade supplier account records only (that is, without converting transactions), the current balance and order balance will not be transferred. These values will only be updated if transactions are also converted; otherwise they will be updated when you begin processing transactions in this application.
- Supply codes will be given a default VAT code of 1 for VAT companies, or N for non-VAT companies. If other VAT codes are required in association with supply codes, you must edit the records in this application before you begin processing.
- Credit limit and turnover figures will not convert properly if they are at their limit within Capital Gold (that is, at the maximum of 99,999,999).
- By default, the Open Item and Print Remittance options will be selected once supplier records are transferred to this application.
- If you have a negative balance on the suggested payments list for a particular supplier, this will not appear in the corresponding report in this application.

## Step 3: Stock Upgrade

1. Work through the stock option settings in this application to ensure they correspond as far as possible with your Capital Gold configuration.
2. Create a supply code record in this application called **STOCK**. This will be used as the default supply code assigned to all converted stock records.
3. Use the upgrade application to convert stock profiles and products. Follow the instructions in the wizard. Take notice of the information under the heading Carrying Out the upgrades in the Proper Order.
4. Once the stock profiles and products have been converted, check that the assignment of profiles to stock items is correct in this application. This must be done before you convert stock transactions because profiles cannot be changed for stock items with balances.
5. Use the upgrade application to convert stock transactions. Follow the instructions in the wizard. Take notice of the information under the heading Carrying Out the upgrades in the Proper Order.
6. Print stock reports in this application and check they correspond with the stock information in Capital Gold. In particular, compare the stock valuation reports (you will need to ensure the Show Negative Stock option is selected on the criteria form in this application).
7. Take a backup of this application's company data.

Please note the following with respect to the conversion of stock records:

- Cost prices are not converted for Product Only items.
- BOM assembly items are upgraded as individual stock records. Any links between them are lost and must be redefined within the Bill Of Materials module.
- Sales VAT codes will be given a default code of 1 for VAT companies, or N for non-VAT companies. If other VAT codes are required in association with stock records, you must edit the records in this application before you begin processing.
- The unit description, location and packed/per details are not converted to this application.
- Items in Capital Gold marked as weighed will lose this information on converting to this application.
- Supplier details relating to stock items are not converted.

- Only the selling price is converted; not the VAT-inclusive value.
- Only average cost prices are converted; not the cost.
- Allocated figures will not be converted because sales orders in Capital Gold are converted to unallocated documents in this application.
- Purchase order information will not be converted.
- When viewing transactions in this application after the upgrade, cost and selling values are taken as at the time of the upgrade process. Stock issues will show the price as entered in Capital Gold.

## Step 4: SOP/Invoicing Upgrade

1. Work through the SOP/Invoicing option settings in this application to ensure they correspond as far as possible with your Capital Gold configuration. Note that Capital Gold does not use the delivery process as available in this application.
2. Use the upgrade application to convert sales order documents. Follow the instructions in the wizard. Take notice of the information under the heading Carrying Out the upgrades in the Proper Order.
3. Print SOP reports in this application and check they corresponds with the sales order information in Capital Gold.
4. Take a backup of this application's company data.

Please note the following with respect to the conversion of SOP records:

- All sales orders in Capital Gold are converted to Documents in this application, NOT sales orders. You will have to progress them within this application to give them sales order status. You might need to check the documents contain the correct information, including VAT settings before doing so. No other document types in Capital Gold are converted.
- Only outstanding items will be transferred from the sales order records.
- The Despatch By information is not transferred. If you want to use despatch methods in this application, you must define these on the Delivery form associated with customer records. For orders already converted, you can edit these details on the document header before progression.
- Area codes used on sales orders in Capital Gold are placed in the Analysis field of documents on conversion to this application.
- All order documents converted will be given a type 'S' VAT code in this application. If you have documents of type 'U', you will have to edit them in this application before progressing them further.
- The Raised By field on the document records will be populated with the ADMIN user name.
- Carriage charge information entered as part of the header details in Capital Gold will not appear on SOP/Invoicing header details in this application, but will appear as a separate detail line on the document.
- Invoice value discounts included on orders raised in Capital Gold will appear in this application in the Inv. Disc box on the Analysis form associated with the document header.
- None of the records maintained using the options on the Discounts submenu associated with the Maintenance menu in Capital Gold are converted to this application, because this application does not have equivalent tables. You will need to use the Discounts command on the Maintenance menu in SOP/Invoicing to create the discount structures you need.
- The cost prices for items included in the sales order documents will be based on the average cost price stored in Capital Gold's product file.
- Only settlement terms 1 will be converted to the sale order documents. If you use a second level of settlement discount, you will have to enter that information manually in this application on the Discounts form associated with the document header.

## Step 5: Completing the Process

Once you have converted the modules required, do the following:

1. Run Update Data Structures in this application.
2. Take a backup of this application's company data.
3. Review all records converted by checking corresponding reports or reviewing the content of forms in both this application and Capital Gold. Make sure you add any necessary records and set options this application before you begin processing.

## Some General Considerations

- Where data fields within Capital Gold are larger than the target system, the corresponding field information will be truncated.
- Do NOT upgrade transactions more than once otherwise information will be duplicated.
- If you choose to upgrade information that does not exist in Capital Gold, the audit file will show an error to this effect.
- Remember that some information to convert is optional. For example, you might want to convert only master records (such as nominal, customer and supplier accounts and stock items) and not convert any current transactions but create them in this application instead.

## About the Upgrade Wizard

The transfer of data from Capital Gold to this application is controlled by a wizard run from the Upgrade module in this application. You must ensure that Capital Gold and this application reside on the same computer. You need to be logged on to this application as ADMIN and during the upgrade process you will be prompted to log on to Capital Gold as Administrator. No other users should be present on either system. Make sure you have read and understood the prerequisite information given above and that you have completed any preparatory tasks necessary.

You will be prompted to select the company to upgrade if you have more than one defined in Capital Gold.

If you select the Revert current process on error option shown on the wizard, the application will 'undo' anything converted in the current session so that it is reverted to its previous status.

If any errors occur during the upgrade process, the application will display a message on the screen and you will be given the opportunity to view the audit file for details. The application may terminate the upgrade process and you will have to resolve the problem before you retry. You may be given the opportunity to continue with upgrading other modules or data, but take notice of the information under the heading Carrying Out the upgrades in the Proper Order.

Some problems may be reported only as 'warnings' and not cause the upgrade process to be terminated. Depending on whether you chose the roll back option, you might need to rerun the upgrade if required, but only after restoring data to the status it was before the upgrade. Remember that if you run the upgrade more than once on transactions, records will be duplicated.

# Appendix D – General FAQs put together for V1.00 of Opera 3

| # | Question | Response |
|---|---|---|
| 1 | Will current bespoke software work with Opera 3 v1.0? | Yes they should. Bespoke ToolGroups will be displayed in the Ribbon bar as applicable. As with any new release of software, all bespoke should be thoroughly tested especially if affecting the Nominal module. There has been an uplift to DIT3 for development of bespoke. This version is backward compatible for Opera II and Operations II. |
| 2 | Will existing bespoked reports require updating (naming convention stays the same – i.e. sqinin etc)? | Existing reports may not require any updating, however there are a few which have had structural changes due to the OPA tables and fields added. These include all the Nominal Transfer Reports, Audit Report and the Snapshot report (print icon when in snapshot view) - these should not be replaced. The majority (75-80%) of other reports may have had slight size and field alterations to ensure these work correctly with the new advanced preview window. If replacing any reports with ones from OII these would be subject to your Testing & Development. |
| 3 | Which modules are written in .NET? | The Scheduler module is written in .NET v4 |
| 4 | Is Office 2010 supported on Opera 3 v1.0? | Opera 3 v1.0 does support Office 2010 (note currently XRL does with v1.45) – 32bit Office integration only. |
| 5 | Do partners require .NET skills to support Opera 3 v1.0? | Partners will not require .NET skills at present |
| 6 | Will the command line be available? | Yes, in the VFP version only |
| 7 | Will the Payroll release be for Opera 3 v1.0 only? | No, Opera II and Opera 3 v1.0 will include a payroll release for 2011 |
| 8 | Can Opera II and Opera 3 v1.0 be installed on the same machine? | Yes, the folders for each installation are different so they can be installed side by side |
| 9 | Where can I find out which modules are included on the activation? | O3 button > About > Applications |
| 10 | Which version of Visual Foxpro is required to edit the tables? | VFP 9.0 |
| 11 | Is there a SQL version of Opera 3 v1.0? | Yes |
| 12 | What are the recommended system requirements? | These would be detailed in the installation guide as provided with the installation files |
| 13 | Will Opera 3 v1.0 support multiple systems? | Yes |
| 14 | Can you have more than 36 companies in one system? | No |
| 15 | How does XRL work with both OII and O3 installed? | Only foreseeable in a test, Pegasus or Partner environment. They would need to switch between the two by changing the link to the System.DBC file and it should work correctly or creating a new connection. |
| 16 | How does PIM work with both OII and O3 installed? | Both should be available for selection (O3 and OII databases) |
| 17 | How does Dashboards work with both OII and O3 installed? | This can only work with one install at the time (just like OII VFP and OII SQL). This is defined at the point of installation. If you wish to use it with O3 you must install and link/point to O3 and if you want it to then work with OII it must be de-installed and re-installed and pointed to OII.<br>Alternatively repoint the “PathToGoApp.ini” file to the appropriate path. |
| 18 | How does Document Management work with both OII and O3 installed? | Once installed it appears to automatically work with both simultaneously. So a scan in O3 would be seen in OII and visa versa – however the paths from the first time it is initialised and set-up remain in the DM databases and will be specific to OII or O3 etc. |
| 19 | How does Importer work with both OII and O3 installed? | There are now two separate dll files and this has been tested.<br><br>Opera II : C:\Documents and Settings\All Users\Application Data\Pegasus\Client VFP - OperaImport.dll<br>Opera 3 v1.0 : C:\Documents and Settings\All Users\Application Data\Pegasus\O3 Client VFP - OperaImport3.dll |

| | | |
|---|---|---|
| 20 | What is in Phase 2 subject to development and testing | Stock Take, Upgrade Wizard for OII to O3 (), CRM uplift, Notification services etc. Please see the Product Road map for further information. |
| 21 | Supported versions of SQL with O3? | Install Guide - PDM is believed to be supported on 2008 although not listed - O3 is listed. |
| 22 | Do all the applications need the different .Net Framework versions? | Yes. Document Manager needs v2, Dashboards 3.5 sp1 and Scheduler needs 4. |
| 23 | Is Landed Costs included in the first release? | Landed costing is not included in the first release. This is due for a future release. |
| 24 | Where can you see the report name? | When running the report to screen - the file name used is stated in the top bar with any user |
| 25 | How do I know what modules a customer has? | Click on the O3 icon and about. Then look at the applications tab. |
| 26 | Is there a beta release for O3 available for TPD? | Usually there will be a release for TPD subject to testing and development before a final release. |
| 27 | Can OII run alongside O3? | Yes. They are separate installations, although this scenario should not occur on-site at a live customer. |
| 28 | Is O3 already set-up for the VAT changes next year? | Yes, provided the HMRC do not change any of the rules to what has been proposed. |
| 29 | Will any bespoke in OII work with O3? | This would be to you to test as with any new version. |
| 30 | Is there an end of life date for OII? | No (as at 14/03/2011) |
| **Compatibility / Installation / Upgrade** | | |
| 1 | Which products can be upgraded to Opera 3 v1.0? | Capital Gold (Upgrade menu - Admin only) and Opera for Windows (Wizard from Company Profiles - Admin only) |
| 2 | Is Opera 3 v1.0 supported on Terminal Services & Citrix? | Yes tested on Terminal Services, but not tested on Citrix - however should work correctly |
| 3 | Is CIS supported with Opera 3 v1.0? | Yes (version 3.01 or later, note: OPA cannot be used on this release) |
| 4 | Do you need to have a client installed on the Server? | Yes, there are dependent files laid down during the client installation which are required. |
| 5 | Is PIM available with Opera 3 v1.0? | Yes (version 1.83) |
| 6 | Is XRL available with Opera 3 v1.0? | Yes (version 1.44 - will connect to both Opera 3 v1.0 and Opera II) |
| 7 | Is Executive Dashboards available with Opera 3 v1.0? | Yes (version 2.70) |
| 8 | Is Document Management available with Opera 3 v1.0? | Yes (version 2.13) |
| 9 | How do you upgrade from OII to O3? | Fresh install and then copy over Data, Reporter Reports Data & System. Please refer to the Checklist as in the installation guide for O3. A Wizard will be introduced at a later version. |
| 10 | What is the oldest version of OII that can be upgraded to O3? | In theory you should be able to upgrade from the earliest supported release, however we recommend that this is tested off-site and using the latest Payroll release as stepping stones. Always be on the latest release of OII is recommended. |
| 11 | What operating Systems are supported? | A general guide would be XP or higher - please refer to the System Requirement & Installation guide for further details. |
| 12 | Will all modules as in OII be available in O3? | Yes |
| 13 | What version of Excel can we export to? | From O3, integration with Excel 2003, 2007 & 2010 has been tested. |
| **Importer** | | |
| 1 | Does Importer handle OPA transactions | Not at present |
| 2 | Does Importer for Opera 3 v1.0 use the same .DLLs as Opera II | No, there are two .DLLs - OperaImport.dll for Opera II and OperaImport3.dll for Opera 3 v1.0 |
| 3 | Will bespoke use of Importer require amending | Please refer to the Developers' Help for information of how to use Importer for Opera II and/or Opera 3 v1.0 |

# Appendix E – Historical Opera ReadMe's

Below is a historical guide for historical read-me's which offer summary information of what went into the Major releases of Opera 3 (and in time will include some historical Opera II info).

## Pegasus Opera 3 (2.22.00) Readme

This Readme file contains summary information relevant to Opera 3 (2.22), March 2015.

What's New

· Changes for prompt payment discount (known as 'settlement discount in Opera). For full details, please see the 'Guide to prompt payment discounts', which is included in the 'What's New' chapter of the F1 Help. It is also available on the Opera 3 Info Centre at www.pegasus.co.uk/opera3infocentre/ProductHelp.htm.

· In Sales Order Processing and Invoicing:

o A new option for VAT-only invoices or credit notes, available if:

§ You are posting home currency invoices and credit notes that are not progressed from other documents (sales orders, deliveries and so on).

§ The Header Input First option is selected on the SOP/Invoicing - Utilities - Set Options form.

· Credit notes can now be emailed using a new e-mail profile. For a customer to receive emailed credit notes using an e-mail profile:

o The Credit Notes box on the Sales - Processing - Terms form must be ticked

o The E-Mail Address box below the A/C Contact box on the Sales - Processing form must contain an e-mail address.

o A new e-mail profile for credit notes has been designed.

User Guides These other guides are also available:

· The Installation Guide for information on how to install or upgrade Opera 3, or upgrade from Opera II

· The Implementation Guide for help with how to set up a new implementation after installing Opera 3

· The System Requirements Guide for hardware and software requirements to run Opera 3.

Adobe Reader Adobe Reader X or higher must be installed before you can view PDF guides. Install Adobe Reader XI from http://get.adobe.com/uk/reader/.

Find the user guides… · On the Opera 3 CD in a folder called DOCUMENTS

· Installed as part of the Opera 3 Client installation. The location of the Client installation folder depends on the edition of the Windows product Opera 3 is installed on: normally C:\Program Files\Pegasus\O3 Client XXX\ or C:\Program Files (x86)\Pegasus\O3 Client XXX\ (where XXX is either VFP or SQL).

· On the Opera 3 Information Centre at www.pegasus.co.uk/opera3infocentre/ProductHelp.htm.

F1 Help Help is available for all Opera 3 applications by selecting F1. Details of new features in each release are also included in the help.

# Pegasus Opera 3 (2.21.00) Readme

This Readme file contains summary information relevant to Opera 3 (2.21), February 2015.

What's New Please see the F1 What's New Help file after installing Opera 3 (2.21) for full details of the software changes. The Opera 3 Info Centre also has information about the new features.

This is a summary of the changes in this release of Opera 3:

· Email payslips and P60s in Payroll

· New Excel reports in Sales Pipeline Management

· Improvements to the Credit Management Centre in Sales Ledger.

User Guides These other guides are also available:

· The Installation Guide for information on how to install or upgrade Opera 3, or upgrade from Opera II

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· On the Opera 3 Information Centre at www.pegasus.co.uk/opera3infocentre/ProductHelp.htm.

F1 Help Help is available for all Opera 3 applications by selecting F1. Details of new features in each release are also included in the help.

# Pegasus Opera 3 (2.20) / Opera II (7.40)

This Readme file contains summary information relevant to Opera, January 2015.

Payroll upgrade Information for the 2014-15 year end and for the 2015-16 tax year is detailed in three PDF guides. These guides, for the background to the payroll upgrade, product changes and checklists, are installed with Opera in a PDF portfolio called 'PAYINFO.PDF' and also as individual guides at www.pegasus.co.uk/opera3infocentre/ProductHelp.htm.

Notes:

Online Filing Manager (3.50) has been updated to cater for Real Time Information submissions in the 2014-15 year end and 2015-16 tax year.

The NEST pension files for enrolment and contributions have been upgraded to the latest version (5).

VAT reporting improvements The audit trails and reports available from the VAT Processing form have been improved with new options and data filters. All the reports can be saved as Microsoft Excel spreadsheets.

These reports are affected:

· Summary VAT Audit Trail

· Detailed VAT Audit Trail

· Summary VAT Values

· Detailed VAT Values.

User guides These other guides are also available:

· The Installation Guide for information on how to install or upgrade Opera

· The Implementation Guide for help with how to set up a new implementation

· The System Requirements Guide for hardware and software requirements to run Opera.

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Find the user guides… · On the Opera CD in a folder called DOCUMENTS

· Installed as part of the Opera Client installation. The location of the Client installation folder depends on the edition of the Windows product Opera is installed on:

o For Opera 3 this is normally C:\Program Files\Pegasus\O3 Client XXX\ or C:\Program Files (x86)\Pegasus\O3 Client XXX\ (where XXX is either VFP or SQL).

o For Opera II this is normally C:\Program Files\Pegasus\Client XXX\ or C:\Program Files (x86)\Pegasus\Client XXX\ (where XXX is either VFP or SQL).

· At www.pegasus.co.uk/opera3infocentre/ProductHelp.htm.

F1 Help Help is available for all applications by selecting F1.

# Pegasus Opera 3 (2.14) Readme

This Readme file contains summary information relevant to Opera 3 (2.14), October 2014.

Summary This is a summary of the changes in this release:

· New Debt Management facility which comprises of improved suite of processes for creating, generating and sending of correspondence, available within the Credit Management Centre, which will work in association with a new Scheduler service (2.00.00). A new report is available for users who are activated for Credit Management that displays unallocated transactions.

· Scheduler Service (2.00.00), enhanced to provide server side processing for improved creation and editing of tasks over the network.

· CRM enhancements in Notification Services, Contacts Processing and SPM Reorganise and also provision to export more reports to excel.

· Pegasus Web Xchange (1.14.00) enhancements to allow users to view their personal pension information and also improvements in the Payroll Service Validator.

· General maintenance. Please contact your Pegasus Partner for details.

For more details please see the 'What's New' chapter in the Opera 3 F1 Help.

User Guides These other guides are also available:

· The Installation Guide for information on how to install or upgrade Opera 3, or upgrade from Opera II

· The Implementation Guide for help with how to set up a new implementation after installing Opera 3

· The System Requirements Guide for hardware and software requirements to run Opera 3.

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Find the user guides… · On the Opera 3 CD in a folder called DOCUMENTS

· Installed as part of the Opera 3 Client installation. The location of the Client installation folder depends on the edition of the Windows product Opera 3 is installed on: normally C:\Program Files\Pegasus\O3 Client XXX\ or C:\Program Files (x86)\Pegasus\O3 Client XXX\ (where XXX is either VFP or SQL).

· On the Opera 3 Information Centre at www.pegasus.co.uk/opera3infocentre/ProductHelp.htm.

F1 Help Help is available for all Opera 3 applications by selecting F1. Details of new features in each release are also included in the help.

# Pegasus Opera 3 (2.13) Readme

This Readme file contains summary information relevant to Opera 3 (2.13), July 2014.

Summary This is a summary of the changes in this release:

· More reports can be saved as Microsoft Excel spreadsheets

· NOW: Pensions can be set up in the Payroll application. NOW: Pensions is one of a number of pension schemes that employers can choose to fulfil auto enrolment duties. Pensions enrolment and contribution information for this provider can now be exported from Opera.

· Salary sacrifice can be set up in the Payroll application. You can set up either percentage or value-based salary sacrifice pension payments for employees who agree to give up some of their contractual cash pay. These pay sacrifices can be set up either for a pension contribution or for other types of contribution, for example child care vouchers or the Cycle to Work scheme.

· Email profiles can be set up in Pegasus Web Xchange and Payroll Self Service (1.13). This version of Pegasus Web Xchange must be used with Opera 3 (2.13).

For more details please see the 'What's New' chapter in the Opera 3 F1 Help.

User Guides These other guides are also available:

· The Installation Guide for information on how to install or upgrade Opera 3, or upgrade from Opera II

· The Implementation Guide for help with how to set up a new implementation after installing Opera 3

· The System Requirements Guide for hardware and software requirements to run Opera 3.

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· Installed as part of the Opera 3 Client installation. The location of the Client installation folder depends on the edition of the Windows product Opera 3 is installed on: normally C:\Program Files\Pegasus\O3 Client XXX\ or C:\Program Files (x86)\Pegasus\O3 Client XXX\ (where XXX is either VFP or SQL).

· On the Opera 3 Information Centre at www.pegasus.co.uk/opera3infocentre/ProductHelp.htm.

F1 Help Help is available for all Opera 3 applications by selecting F1. Details of new features in each release are also included in the help.

# Pegasus Opera 3 (2.12) Readme

This Readme file contains summary information relevant to Opera 3 (2.12), April 2014.

Summary This is a summary of the changes in this release:

· New features are available to allow posting of SEPA (Single Euro Payments Area) payments from the Cashbook.

· More reports can now be saved as Microsoft Excel spreadsheets.

· New Pegasus Scheduler tasks for Invoicing/Sales Order Processing, Purchase Order Processing & Stock Control.

· A new feature in Pegasus Web Xchange that allows Payroll Self Service administrators to send emails to users of the website.

· A new feature in Pegasus Web Xchange that allows Pegasus Web Xchange administrators to monitor the status of the communication between Opera 3 and Pegasus Web Xchange.

For more details please see the 'What's New' chapter in the Opera 3 F1 Help.

User Guides These other guides are also available:

· The Installation Guide for information on how to install or upgrade Opera 3, or upgrade from Opera II

· The Implementation Guide for help with how to set up a new implementation after installing Opera 3

· The System Requirements Guide for hardware and software requirements to run Opera 3.

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Find the user guides… On the Opera 3 CD in a folder called DOCUMENTS

Installed as part of the Opera 3 Client installation. The location of the Client installation folder depends on the edition of the Windows product Opera 3 is installed on: normally C:\Program Files\Pegasus\O3 Client XXX\ or C:\Program Files (x86)\Pegasus\O3 Client XXX\ (where XXX is either VFP or SQL).

On the Opera 3 Information Centre at www.pegasus.co.uk/opera3infocentre/ProductHelp.htm.

F1 Help Help is available for all Opera 3 applications by selecting F1. Details of new features in each release are also included in the help.

# Pegasus Opera 3 (2.11) Readme

This Readme file contains summary information relevant to Opera 3 (2.11), March 2014. For more details please see the 'What's New' chapter in the Opera 3 F1 Help.

Pegasus Web Xchange This release includes these new features for Pegasus Web Xchange and Payroll Self Service (1.10).

· P60s can now be uploaded to the Payroll Self Service website from Opera 3. The P60s can be viewed on screen, saved to another location or printed (this may depend on the PDF reader installed). This affects employees who are set up on the website to receive online payslips and P60s. Other employees will still be included in P60 print-runs.

· The website administrator can now send emails in batches to all users of Pegasus Web Xchange or just to people in certain roles, for example managers or employees.

· New filters are available to make it easier to find employee records on the Payroll Self Service users' pages. You can filter by the name, employee reference, company ID and department code.

· New administration actions have been added to the PWX Centre in Opera 3. As they are administrator actions they are available only to the ADMIN user.

Payroll The way that temporary overrides of pension contributions are deducted has changed in this release. This applies if you have created pension scheme records on the Payroll - Maintenance - Pension Scheme form and you need to override the contributions that are automatically calculated by Opera.

An override would be necessary if, for example, a refund was paid to someone who opts out of an auto enrolment pension after making one or more contributions. The exact override value entered will now be used, regardless of how the 'net of basic rate tax' option is set. This applies to both positive and negative values.

Net of basic rate tax

If the 'net of basic rate tax' option is selected on the pension scheme record, then a calculated pension contribution excludes basic rate tax relief. However, if an override value is entered in the Temp. column on the Payroll - Processing - Pay & Deductions form to override a pension contribution Opera will no longer deduct basic rate tax from that value.

So for example, if the basic tax rate is 20% and the contribution to the pension is £100.00 (4/5 of the total contribution is paid and 1/5 is claimed in tax relief from HMRC), the calculated contribution will still be calculated as described below but any override value must not include tax relief.

Net of basic rate tax option

Automatically calculated contribution

Override contribution or refund entry

Before

Now

Selected

The actual deduction will be £80.00 (4/5 of the total contribution). The remaining £20.00 (1/5 tax relief) will be claimed from HMRC by the pension scheme provider.

£100.00 or £-100.00 for a refund.

£80.00 or £-80.00 for a refund.

Not selected:

The actual deduction will be £100.00 (4/5 of the total contribution). In this situation £25.00 (1/5 tax relief) will be claimed by the pension provider.

£100.00 or £-100.00 for a refund.

£100.00 or £-100.00 for a refund.

Pegasus Instant Messenger (1.93) This new release of Pegasus Instant Messenger includes the new fields and tables that have been added to Opera 3.

User Guides These other guides are also available:

- The Installation Guide for information on how to install or upgrade Opera 3, or upgrade from Opera II
- The Implementation Guide for help with how to set up a new implementation after installing Opera 3
- The System Requirements Guide for hardware and software requirements to run Opera 3.

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Find the user guides… On the Opera 3 CD in a folder called DOCUMENTS

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On the Opera 3 Information Centre at www.pegasus.co.uk/opera3infocentre/ProductHelp.htm.

F1 Help Help is available for all Opera 3 applications by selecting F1. Details of new features in each release are also included in the help.

Version: 1.00 March 2014

# Pegasus Opera 3 (2.10) Readme

This is the upgrade release for the 2013-14 tax year-end and the 2014-15 tax year.

Please see the PAYINFO.PDF guide on your Opera 3 CD or the Opera 3 Information Centre at www.pegasus.co.uk/opera3infocentre/ProductHelp.htm for full details about the legislative changes for the 2013-14 tax year and the 2014-15 tax year, plus details of the software changes in this release and the steps to upgrade your software and complete the tax year.

Late Breaking HMRC has clarified that late reporting reason ‘H Correction to earlier submission’ must be used for employees who are marked as leavers in an earlier pay period (in Opera 3 these are marked as ‘D’ type leavers on the Payroll - Processing - Leavers form). You do not need to update the employee record manually with the late reporting reason - Opera 3 will automatically include this reason in the next FPS.

Technical Uplift Opera 3 is now supported on Windows Server 2012 R2 and SQL Server 2012 (SP1).

Document Management Desktop is now supported on Windows 8.1.

User Guides These other guides are also available:

· The Installation Guide for information on how to install or upgrade Opera 3, or upgrade from Opera II

· The Implementation Guide for help with how to set up a new implementation after installing Opera 3

· The System Requirements Guide for hardware and software requirements to run Opera 3.

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· On the Opera 3 Information Centre at www.pegasus.co.uk/opera3infocentre/ProductHelp.htm.

F1 Help Help is available for all Opera 3 applications, structured in the following way:

· Concept Information: An 'Introduction to ... ‘ topic that gives an overview of an application, describes the different areas of an application, and includes a chart of how the applications link together.

· Reference Information: These topics describe the different boxes on each form in Opera 3 and are opened for the active form when you press F1.

· Task Information: These topics describe the steps required to do tasks in Opera 3.

# Pegasus Opera 3 (2.00.00) Readme

This Readme contains information relevant to Opera 3, October 2013.

What's New in This Release

Pegasus Web Xchange

The Pegasus Web Xchange provides a mechanism by which Opera 3 data can be exposed using browser based technology such as Google Chrome, Mozilla Firefox, Safari or Internet Explorer. For this release, the Payroll and HR data will be exposed to the Payroll Self Service feature of the Pegasus Web Xchange.

Payroll Self Service

The Payroll Self Service feature will provide a mechanism whereby an employee can view/amend, on the Web, a subset of their Opera 3 Payroll details including:

- Personal details (Name, address, date of birth etc.)
- Payroll details (NI number, tax code, salary etc.)
- Contact details
- Education details
- Bank account details
- Company car details
- Diary details (absence summary, holiday summary)
- Current payslip image
- Historical payslip images

Opera 3

Within Opera 3 PWX Centre, users can validate change requests made by a Pegasus Web Xchange user in Payroll Self Service. Enhancements to Opera 3 specific to Payroll Self Service include:

- The creation and maintenance of Payroll Self Service Departments
- The facility to assign a Payroll Self Service Department to an employee
- The creation of Payroll Self Service Payslip images
- An option to determine the number of periods to retain Payroll Self Service Payslip images
- The facility to completely resynchronise information between Opera 3 and Pegasus Web Xchange / Payroll Self Service if an Opera 3 data restore is performed
- A Pegasus Web Xchange Centre that will provide the central focal point for all Pegasus Web Xchange / Payroll Self Service operations.

This release is designed to be used in conjunction with Pegasus Web Xchange (1.00.00)

Pegasus Scheduler (1.43.00) – a new version of Scheduler is included with this release and gives the user the ability to schedule the tidying of Pegasus Web Xchange files.

Important:

Users of Opera 3 (2.00.00) must upgrade previous versions of Pegasus Scheduler to this version - Opera 3 (2.00.00) does not support earlier versions of Pegasus Scheduler.

Sales Pipeline Management, Helpdesk Management & Service Management

CRM Notification Services – Helpdesk Processing

Now it is possible in the CRM application to provide Opera 3 users with optional message updates when a Helpdesk call is created or updated. A message is received through Opera 3's Notification Services by users who are part of the defined notification services User Group.

The following actions can result in a message being sent to the members of the notification group:

- Creation of a new Helpdesk Call
- The Status of an existing Helpdesk Call changing
- The Priority of an existing Helpdesk Call changing
- The user receives ownership of an existing Helpdesk Call
- The user is allocated an existing Helpdesk Call
- A new note is added to a Helpdesk Call in your ownership
- An existing note on a Helpdesk Call in your ownership is amended

In all of the above, it will be possible to state at company level whether the receipt of a notification is desired. Notifications can be sent to the original owner/allocated and new assignee. This is controlled by new options on the Helpdesk Set Options form.

Other CRM Changes

A number of functional improvements have been made in the Sales Pipeline Management, Helpdesk Management & Service Management applications. Please refer to the Release Guide for further details.

Other Product Changes

A small number of defect resolutions and functional improvements are available in this release. Please refer to the Release Guide for further details.

Windows 2012 Server and Windows 8 Information

Pegasus Document Management (3.00.40) is now supported on the following:

- Windows 8 (Pro and Enterprise editions) – 32-bit and 64-bit
- Windows Server 2012 (Standard and Essentials editions)

Microsoft 2012 SQL Server Information

Pegasus Stocktake (version 1.21.10) and Pegasus document Management (version 3.00.40) are now supported using Microsoft SQL 2012 Server (including Service Pack 1). The Microsoft SQL 2012 Express version (including Service Pack 1) is also supported in this release.

Pegasus Instant Messenger (1.92.20) – a maintenance release to resolve a problem in version 1.92.10 PIM Utilities.

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· Task Information: These topics describe the steps required to do tasks in Opera 3.

Version: 1.00 October 2013

# Pegasus Opera 3 (1.82.10) Readme

This Readme accompanies Opera 3 (1.82.00), September 2013.

This release resolves an issue where the SEPA XML file is not deleted after successful transmission to the bank. In addition, a check for the existence of a SEPA BACS file when Additional BACS systems are not in use and SEPA CT is the BACS format is now in place.

For full details about SEPA including set up instructions, please see the Release Guide on your Opera 3 CD or on the Opera 3 Information Centre at www.pegasus.co.uk/opera3infocentre/ProductHelp.htm.

User Guides These guides are also available:

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Find the user guides… · On the Opera 3 CD in a folder called DOCUMENTS

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· On the Opera 3 Information Centre at www.pegasus.co.uk/opera3infocentre/ProductHelp.htm.

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# Pegasus Opera 3 (1.82.00) Readme

This release includes the ability to make Single Euro Payments Area (SEPA) payments in Opera. SEPA is currently relevant mainly for customers who make electronic banking payments in countries in the European Union. However, customers in the United Kingdom who want to make bank payments from Opera using a SEPA compliant payment file will also be interested in this release.

These Microsoft Windows operating systems are now supported:

· Windows 8

· Windows Server 2012

· Windows Server 2012 Essentials.

These new releases are available:

· Pegasus Document Management (3.00.40). This is a maintenance release that fixes a small number of reported defects.

· Pegasus Scheduler (1.42.10). This release must be installed if Scheduler is installed with Opera 3 on Windows 8, Windows Server 2012 or Windows Server 2012 Essentials.

For full details about SEPA including set up instructions, please see the Release Guide on your Opera 3 CD or on the Opera 3 Information Centre at www.pegasus.co.uk/opera3infocentre/ProductHelp.htm.

Late Breaking News A new report called Supplier Bank Details has been added to the Purchase Ledger. This report lists each chosen supplier's bank details, for example the bank account number, sort code, Bank Identifier Code (BIC) and International Bank Account Number (IBAN).

This report will be useful if you need to understand which suppliers do not have a BIC and IBAN recorded. These codes are needed for SEPA.

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Version: 1.00 September 2013

# Pegasus Opera 3 (1.81.10) Readme

This is a maintenance release for the Opera 3 (1.81.00) release that also includes a number of functional improvements.

What's New The CRM application has been improved with the following enhancements:

· Allow users to print details of previous Helpdesk calls on the Call Sheet

· Allow users to control display of Won/Lost opportunities in Opportunities

· Calls in Helpdesk In-Tray can be filtered using new categories

· Allow users to control sending of emails to parties linked to a Helpdesk call

**This release requires Update Data Structures to be run after installation.**

**User Guides These guides are also available:**

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# Pegasus Opera 3 (1.81.00) Readme

In this release of Opera you can define National Employment Savings Trust pension schemes and create enrolment files and contribution files to send to NEST. A small number of other changes are also included.

For full details, please see the Release Guide on your Opera 3 CD or on the Opera 3 Information Centre at www.pegasus.co.uk/opera3infocentre/ProductHelp.htm

**What's New National Employment Savings Trust Pensions**

The National Employment Savings Trust is a government established pension scheme for all income earners. NEST has a public service obligation so must accept any employer. NEST is one of a number of new or existing pension schemes that employers can choose to fulfil their new duties. These pension schemes are regulated using the same principles as every other scheme. Refer to the NEST website at www.nestpensions.org.uk for the latest details about NEST pensions. There are a number of guides, videos and other tools available that will help with your planning.

**Other Changes**

These other changes are included in this release:

· In Payroll:

o New BACS formats called 'BACS Standard 18' and 'Metro Bank'.

o The Clydesdale, Co-op and Yorkshire Banks BACS formats now include the PAYE Real Time Information reference for HMRC to reconcile a Full Payment Submission to BACS payments.

o New features for pension maintenance available for all pension schemes (not only NEST pensions):

§ A new option on the Payroll - Maintenance- Pension Scheme form called Clear Currently Due Contributions at Update. This controls whether or not the pension scheme is automatically selected on the Clear Pensions form in the Payroll - Utilities - Update command, which is run at the end of each pay period.

§ Another new option on the Action menu of the Payroll - Maintenance- Pension Scheme form called Clear Currently Due, which clears the currently due value for all members in the currently selected pension scheme.

§ Pensionable pay for each pay period is now held for each pension scheme linked to an employee. Previously pensionable pay was held as one total.

· In the Purchase Ledger, your company name is now included in the 'Reference 1' field in a BACS file instead of the number of the invoice being paid.

· In SOP/Invoicing, new options in Repeat Invoicing to email invoices to customers or print them.

· In Bill of Materials, a new option to calculate the cost of traceable stock items issued into work in progress.

· In Helpdesk Management, a new option for the Resource Scheduler to save settings from the last time the form was used.

· In the Stocktake (1.21.10) release, a new option to include stock items with negative in-stock quantities.

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# Pegasus Opera 3 (1.80.20) & Online Filing Manager (3.30)

This is a maintenance release for the Opera 3 (1.80.00) release that also includes a number of functional improvements.

What's New This is a maintenance release for the Opera 3 (1.80.00) release that also includes a number of functional improvements as follows:

· The ability for a Service User Number (SUN) to be entered when using Clydesdale, Co-op, Yorkshire and Northern Bank BACS formats in the Payroll application.

· ESL (Intrastat) submission validation amendments in readiness for Croatia joining the European Union on 1st July 2013.

· Performance improvements in CRM to the Resource Scheduler in the Service Management and Helpdesk application.

Note:

As a result of the CRM changes, an Update Data Structures will be required on each company when upgrading to this version.

A new version of DIT (1.80.20) is available with this release.

User Guides These payroll guides are included in the PAYINFO.PDF portfolio which was included with Opera 3 (1.80.00):

· The Legislation Guide explains the legislation that affects this tax year-end and the new 2013-14 tax year.

· The Product Changes Guide explains in detail the changes in this release.

· The Checklists Guide explains in detail the steps that need to be followed to prepare for Real Time Information, finish this tax year and then start the new tax year.

YOU MUST CHECK WITH HMRC IF YOU ARE UNSURE ABOUT ANY ASPECT OF REPORTING PAYE INFORMATION IN REAL TIME.

These guides are also available:

· The Installation Guide for information on how to install or upgrade Opera 3, or upgrade from Opera II

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Employer’s Self Assessment reference (SA UTR) or Corporation Tax (COTAX) reference The HMRC website wrongly indicates that an employer’s Self Assessment reference (SA UTR) or Corporation Tax (COTAX) reference must be included in a Full Payment Submission. In fact these details are not mandatory and these references cannot be entered in Opera. If the references become mandatory in future Opera will be changed so that they can be entered and also included in the FPS.

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# Pegasus Opera 3 (1.80.10) & Online Filing Manager (3.30)

This is a maintenance release for the Opera 3 (1.80.00) release that also includes a new BACS format in the Payroll application.

**What's New BACS Standard 18 format**

A new BACS banking format called ‘Standard 18’ has been added to Payroll for employers that use a Service User Number (SUN) when making BACS payments.

This banking format includes the random string used for RTI purposes. This is a HMRC requirement for employers who use a Service User Number when paying employees by BACS.

This new format is available in the Payroll application only. To use it, on the Payroll – Utilities – Set Options form, select ‘Standard 18’ from the ‘BACS System’ list on the ‘Options Page 1’ tab. If you use this format you will need to enter a Volume ID, Service User Number and Volume Number when the BACS file is created in the Payroll – Payment Reports – Produce & List BACS command.

Important: This format will be accepted by many high street banks and BACS Approved Solution Suppliers (BASS). However, before using this format you must check with your bank or BASS for suitability.

Note: STDBACS RTI format: The ‘Standard 18’ BACS format does not replace the ‘STDBACS RTI’ format that was introduced in version 1.80.00. If you currently use the ‘STDBACS’ format you must still use the ‘STDBACS RTI’ when you start using RTI.

**User Guides**

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Version: 1.00 March 2013

# Pegasus Opera 3 (1.80) & Online Filing Manager (3.30)

This release includes the changes in the Payroll application in Opera 3 (1.80) and in Online Filing Manager (3.30) to prepare for PAYE Real Time Information, complete the 2012-13 year-end, and start the 2013-14 tax year.

**What's New 2012-13 tax year**

· The format of the employees' P60 (End of Year Certificates) is the same as last year but some older P60 options have been removed. Two formats are still available in Opera. Each employee must still receive their P60 for this tax year by 31 May 2013 using one of the remaining options.

· The PAYE End of Year wizard in Online Filing Manager has changed so that employees' P14 (End of Year Summaries) and your P35 (Employer Annual Return) can be filed as normal for this tax year.

· Other changes have been made that affect the software both before and after the 2012-13 year-end :

· All references to Child Maintenance Enforcement Commission (CMEC) now refer to the 'Child Maintenance Service', which is part of the Department of Works and Pensions.

· Additional checks for employees who reach 75 and new options on the Auto Enrolment Updates wizard to allow employees to be selected based on a range of postponement dates.

**2013-14 tax year**

· Real Time Information will be introduced for all employers, which means that they will need to report PAYE in real time. This will affect most employers from 6 April 2013. The remaining employers will be affected between April and October 2013.

· The PAYE, NI and Statutory Payments rates and bandwidths will change, as will the tax allowances.

· The student loan threshold will increase from £15,795 to £16,365 per annum.

· The Department of Works and Pensions will change the pension auto-enrolment thresholds.

· The Scottish Court Service will change the earnings bands used when earnings arrestments are calculated.

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The HMRC website wrongly indicates that an employer’s Self Assessment reference (SA UTR) or Corporation Tax (COTAX) reference must be included in a Full Payment Submission. In fact these details are not mandatory and these references cannot be entered in Opera. If the references become mandatory in future Opera will be changed so that they can be entered and also included in the FPS.

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Version: 1.00 February 2013

# Pegasus Opera 3 (1.70.20) Readme

This Readme contains information relevant to Opera 3, December 2012.

What's New in This Release
PAYROLL & HR: Auto Enrolment Updates – Filtering criteria on postponement end date
CRM (Service Management): Contract Period Billing routine - To display actual Equipment Quantities

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Other Sources of Information
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Opera 3 Help includes details of the new features in this release of Opera 3 and provides details of all the functions available in the application.

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Description

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Task
These topics describe the steps required to do tasks in Opera 3.

New Features
A 'What's New' Help file provides information on features in a new release, plus other information that is relevant to the release that can be read on-screen.

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Adobe Reader X

You need to have Adobe Reader (7.0) or higher installed on your computer before you can view these guides. If you do not already have the reader, you can install Adobe Reader X from the Opera 3 CD by running the Setup.exe program in the Acrobat folder.

# Pegasus Opera 3 (1.70.00) Readme

This Readme contains information relevant to Opera 3, October 2012.

**What's New in This Release**

**Credit Management Centre**

This release includes the Credit Management Centre in the Sales Ledger which provides credit controllers and other people involved in debt management with a consolidated view of all the features of Opera 3 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 and who owes it.

**Excel Reporting**

**These reports can now be saved as Microsoft Excel spreadsheets:**

- Disputed Invoices report
- Credit Control report
- Revenue Forecast report
- Realised Gains/Losses report
- Turnover report
- Currency Revaluation report.

**Invoicing & Sales Order Processing**

**Emailing Documents**

Even though documents like invoices could be sent by email to customers before this release, the email address, message title and body was not updated automatically. These details needed to be entered manually. Now in this release when an invoice is posted for a customer that has been set up to receive invoices and other documents by email, the Email tab on the Publisher form is automatically updated.

**Stock Control**

**Historical Stock Valuation Report**

A new report called Historical Stock Valuation is now available that displays the value of your stock items as at a date in the past. This report is available after the new Stock Control - Utilities - Initialise Historical Stock Valuation command has been used, which sets up the necessary database that this report uses. Historical valuations will then be available from that date.

**Sales Pipeline Management, Helpdesk Management & Service Management**

**Print Call Sheets Report**

Before this release there were two options that controlled whether details of old Helpdesk calls were included on this report:

- If Report by Contract is selected all calls for the contract are included.
- If Report by Contact is selected all calls for the contact on the call are included.

Now a new option called Report by Equipment is available. If this is selected only calls that involved the same equipment items as on the active call are included, making the history more relevant to the current call.

**Warranty Expiry and Next Service Due Dates**

There are four changes that affect where these dates are either used or displayed:

- Previously you could without warning add a charge to a worksheet for an equipment item even though it was still under warranty. Now a message will warn you if a worksheet entry includes an equipment item that is under warranty but the entry is not marked as 'Free of Charge'. You can choose to mark the item as free of charge or accept the charge as entered.

- Previously it was possible to filter items on the Equipment tab on various forms using their Next Service Due dates. Now you can also filter items using their Warranty Expiry dates. The records are displayed in red if the selected date filter is in the past and in yellow if the date filter is either empty or within thirty days from the Opera 3 Processing date. This affects the following forms:

  - Sales Pipeline Management - Company Processing
  - Sales Pipeline Management - Contacts - Processing
  - Sales Pipeline Management - My Company
  - Sales Pipeline Management - Contacts - My Record
  - Service Management - Service Contracts - Processing
  - Service Management - Equipment Register - Advanced Search
  - Service Management - Equipment Register - Mail Merge.

- Both the Warranty Expiry date and Next Service Due date for each equipment item are now displayed on the Choose Equipment form. This form is where equipment items are chosen for Helpdesk calls and new worksheets.

- The Find Results form on the Equipment Register now also includes both the Warranty Expiry date and Next Service Due date.

**Helpdesk Calls**

Helpdesk calls are displayed on a number of forms in Customer Relationship Management. Before this release you could not see the contract linked to a call on the Helpdesk tab of various forms. Now a new column on the Helpdesk tab on these forms displays the contract for the Helpdesk call:

- Sales Pipeline Management - Contacts Processing
- Sales Pipeline Management - Company Processing
- Sales Pipeline Management - My Company
- Sales Pipeline Management - My Record
- Service Management - Equipment Register Processing.

**Reporter & Dashboards Manager**

The databases used for Credit Management Centre and Historical Stock Valuation report are available for in the Reporter and Pegasus Dashboards.

**Other Pegasus Products**

New releases of these products are available with this release of Opera 3.

**Pegasus Dashboards (2.82.20)**

Pegasus Dashboards installations can now be installed in a non-default location, for example in a partitioned area of a hard disk or a different folder on a hard disk drive. The default location is 'C:\Program Files\Dashboards' for a 32-bit Microsoft Windows operating system and 'C:\Program Files (x86)\Dashboards' for a '64-bit operating system.

**Pegasus Instant Messenger (1.92)**

This release has been updated to include data fields for the following:

- Credit Management Centre
- Historical Stock Valuation Report
- Sales and Purchase Ledger Error Correction ('Deallocation headers and transactions')
- Payroll Auto-Enrolment.

**Pegasus Scheduler (1.41)**

This release has been updated to include new options for the 'Sales End of Period' task.

**Pegasus Stocktake (1.21)**

This release has been updated to support the Historical Stock Valuation enhancement in Opera 3. Any adjustments that are posted from Stocktake will now also update the database used for the Historical Stock Valuation report.

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**New Features**

A 'What's New' Help file provides information on features in a new release, plus other information that is relevant to the release that can be read on-screen.

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Document Version: 1.00 October 2012

# Pegasus Opera 3 (1.60.00) Readme

This Readme contains information relevant to Opera 3, August 2012.

**What's New in This Release**

This release includes the necessary changes in the Payroll application for the new 2012 Deduction from Earnings Orders (DEOs) and for pensions auto enrolment.

**Attachment Orders - 2012 Deductions from Earnings Orders**

A new type of DEO is being introduced by the Child Maintenance and Enforcement Commission (CMEC) from October 2012. The 2012 DEO is calculated differently to the 1993 and 2003 DEOs.

CMEC has overall responsibility for the Child Support Agency (CSA). Part of the responsibilities of CMEC is ensuring that child maintenance is deducted by employers from a non-resident parent's earnings using DEOs.

**These changes are included:**

· The caption for the employer's reference for child maintenance payments on the Set Options form has changed.

· The Attachment Orders form now allows you to set up 2012 DEO payments.

· The global and individual Calculations now deduct 2012 DEO payments that have been set up on the Attachment Orders form.

· The DEO Payment Schedule report, which lists details of all types of DEO payments, will be able to be uploaded to the CMEC web site if 2012 DEOs are deducted.

**Workplace Pensions Reform - Auto Enrolment**

From 1 October 2012, changes to the pensions law (the Workplace Pensions Reform) will start to affect employers. The changes mean that some employers will have to enrol their employees into a pension scheme and pay into that scheme. These new requirements are also more commonly known as 'auto-enrolment'.

**These changes are included:**

· The use of auto enrolment processing in Opera is optional. Employers will be gradually phased into Workplace Pensions Reform, so you may not require auto enrolment processing upon installation of this release.

· The new Auto Enrolment Settings form is where your staging date and registration date are entered and also where the various earnings thresholds for auto enrolment are viewed.

· The Payment Profiles form is where you define whether a payment is included in the assessment of earnings for auto enrolment.

· You can define auto enrolment attributes at pension scheme level; for example: indicating whether the scheme should be used for auto enrolment or not.

· The new global Auto Enrolment Updates form is provided to allow you to, for example, auto-enrol multiple employees at the same time (probably to be used on your staging date). This process allows you to perform various other general auto enrolment related updates on a global basis such as postponing a group of employees from auto enrolment.

· The new Auto Enrolment Details form is provided so you can maintain auto enrolment details for individual employees rather than run the global process. In addition auto enrolment options are available when a new employee is created, as an extension to the existing new starter process, to allow for immediate auto enrolment of a new starter.

· The Payroll Calculation now performs auto enrolment earnings assessment, for example: establishing whether the employee is an eligible jobholder, non eligible jobholder or an entitled worker. The process also performs various associated validations; for example: if an employee is assessed as having become an eligible jobholder this period, but the employee has not yet been auto enrolled. Suitable warnings are given, it will then be your responsibility to auto enrol that employee.

· A new Auto Enrolment Details Report is provided. Other reports have also been changed, including the Scheme Contributions report, Employee Record Print and Employee Pensions report.

· You can also do the following:

· Define those employees who are to have a period of postponement applied to them

· Define those employees who wish to opt-out, opt-in, join or cease active membership of a scheme

· Define those employees who fall outside of auto enrolment.

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**Opera 3 Help**

Opera 3 Help includes details of the new features in this release of Opera 3 and provides details of all the functions available in the application.

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Document Version: 1.00 August 2012

# Pegasus Opera 3 (1.50.00) Readme

This Readme contains information relevant to Opera 3, July 2012.

### What's New in This Release

This is a summary of the changes in this release of Opera 3. More details are provided later in the guide. These applications have changed: Sales Ledger, Purchase Ledger, Nominal Ledger, Cashbook, Payroll, Stock Control, Scheduler, Stocktake, Sales Pipeline Management, Service Management and Helpdesk Management.

### System Manager

Two new options that affect reporting have been added to the **User Preferences** form. The options control both how PDF publishing is achieved and also whether better font rendering and enhanced screen previews are available.

### Sales Ledger

These changes are included in the Sales Ledger:

- A new error correction command called **Rectify Allocation** allows you to deallocate transactions and optionally to remove any associated transactions such as receipts, refunds, discounts or exchange rate discrepancies.
- If the Open Period Accounting feature is used, both the **Invoices and Credit Notes** and the **Receipts and Adjustments** reports can now be viewed based on the transactions' Nominal Ledger posting dates.
- The **Debtors Report** and the **Retrospective Debtors** report can now also be saved as a Microsoft Excel spreadsheet in a selected foreign currency. Previously the report could only be saved as a spreadsheet in the home currency.

### Purchase Ledger

These changes are included in the Purchase Ledger:

- A new error correction command called **Rectify Allocation** allows you to deallocate transactions and optionally to remove any associated transactions such as payments, refunds, discounts or exchange rate discrepancies.
- If the Open Period Accounting feature is used:
  - Both the **Invoices and Credit Notes** report and the **Payments and Adjustments** report can now be viewed based on the transactions' Nominal Ledger posting dates.
  - A new option on the **Set Options** form now controls whether the **Post** command in the Purchase Invoice Register uses the transaction date rather than the Nominal Ledger posting date to update the relevant Nominal Ledger period. This applies if Open Period Accounting is used.
- The **Creditors Report** and **Retrospective Creditors** report can now be saved as a Microsoft Excel spreadsheet in a selected foreign currency. Previously the report could only be saved as a spreadsheet in the home currency.
- Santander bank is now available as a BACS payment format. This works in MULTIBACS (multiple payments) format with the Santander online banking application called ‘MyBusinessBank’.

### Nominal Ledger

These reports can now be saved as Microsoft Excel spreadsheets:

- Audit Trail
- Ledger Summary
- Income
- Expenses
- Assets
- Liabilities
- Capital/Reserves
- Budgets List
- Nominal Analysis.

**Cashbook**

Santander bank is now available as a BACS payment format. This works in MULTIBACS (multiple payments) format with the Santander online banking application called 'MyBusinessBank'.

**Customer Relationship Management**

Changes to column widths on grid views throughout Sales Pipeline Management, Service Management and Helpdesk Management are now saved if the **Remember form positions and sizes** option is selected on the **System Manager - Preferences** form.

Also, the sequence of the tab frames on the **Processing** forms has been made consistent throughout Sales Pipeline Management, Service Management and Helpdesk Management.

**Sales Pipeline Management**

These changes are included in Sales Pipeline Management:

- A new form called **Group Membership** is now available from the **Contacts Processing** form. The form displays the groups that the selected contact is a member of. All groups that have been set up in Sales Pipeline Management are displayed so that the contact can be added to or removed from other groups.
- The **Contact Groups** form now displays the number of contacts that are in each group.
- New quotations can now be set to *inactive* when they are posted. Inactive quotations are held in Sales Pipeline Management until they are made active. They are then displayed in the Sales Order Processing and Invoicing applications, where they can be progressed to sales orders, delivery notes, proforma invoices and invoices.
- Quotation numbers are now displayed on the **History** tab of the **Company Processing** and the **Contacts Processing** forms.
- Multiple follow-up activities can now be scheduled from the **Activity** form using a new **Schedule Recurrences** command. This means that recurring follow-up appointments can be displayed in the **Summary Scheduler**, **Resource Schedule** and other views in Helpdesk Management to indicate an engineer's future activities.

**Service Management**

The **Contract Period Billing** command, which creates documents in the Sales Order Processing or Invoicing applications, now updates the document with billing period and billing item details for a contract's relevant billing period.

**Helpdesk Management**

These changes are included in Helpdesk Management:

- The **Summary Scheduler** now uses working patterns to highlight when engineers are available, based on their working days.
- Helpdesk reports can now be filtered by job type. Job types can be used to categorise a call and provide default settings to automatically update a new Helpdesk call and therefore speed-up the process.

**Payroll**

These changes are included in the Payroll:

- In addition to changing existing payments or deductions by a value or percentage, the **Payment and Deduction Changes** command can now also create new payments or deductions for those employees who do not currently have them.
- Santander bank is now available as a BACS payment format. This works in MULTIBACS (multiple payments) format with the Santander online banking application called 'MyBusinessBank'.

**Scheduler (1.40)**

These changes are included in Scheduler:

- *Chain t*asks can now be created. Chain tasks make it possible to link different tasks together so that they can be processed sequentially. For example, you can create a Chained task that links the *Data Backup* task to the *Update Data Structures* task and then to *Nominal Ledger Period End* task.
- Opera 3 Notification Services is now available. Notification Services includes the options to shutdown Opera 3 and force everyone out of the product, deny access to new users of Opera 3 without forcing existing users out or send a defined message to all users before a task is run.

**Note:** Scheduler (1.40) must be installed after Opera 3 (1.50) has been installed.

**Stocktake (1.20)**

These changes are included in Stocktake:

- Stock adjustments can now be posted to Opera 3 even if an item's in-stock quantity changes whilst it is being counted. This means that items can be received from suppliers or issued to customers or production in Opera 3 whilst they are being counted in a stock take. Adjustments are normally necessary if a count is not the same as the in-stock quantity in Opera 3.
- In addition to using the standard/average cost price to calculate the cost of adjustments, it can now also be calculated using a stock item's last cost. A new option on the **Stocktake Profile** form in the Stock Control application controls which price to use.
- In addition to choosing stock items for new stock takes based on their warehouse, stock categories and stock references, items can now also be chosen according to the bin locations which are entered on the warehouse records.

**Note:** Stocktake (1.20) must be installed after Opera 3 (1.50) has been installed.

**Stock Control**

The **Stocktake Profiles** form now includes a new option that controls how the cost of adjustments posted from Stocktake to Opera 3 is calculated. The new option defines whether an item's standard/average cost price or last cost price is used to calculate the adjustment cost.

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**Other Sources of Information**

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Document Version: 1.00 July 2012

# Pegasus Opera 3 (1.40.20) Readme

This Readme contains information relevant to Opera 3, April 2012.

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What's New in This Release

Maintenance

This is a maintenance release of Opera 3 which also includes a new option that affects how the Sales Order Processing and Bill of Materials applications work together. A new maintenance version of Pegasus Dashboards – version 2.82 – is also available. The list of fixed defects is available from your Pegasus partner.

The Update Data Structures command must be run after installing this release.

New option for Sales Order Processing

The new option Suggest Made Quantities if Back to Back Works Order is displayed on the Advanced Options form of the SOP – Utilities – Set Options command. The option is provided for customers who use the Forced Allocations option to always allocate stock to sales orders, but want the suggested delivery quantity to be the quantity made in Bill of Materials rather than the allocated quantity. This only applies when posting deliveries or invoices from the SOP - Processing form.

The box is enabled only if the SOP to BOM option is selected on the System - Maintenance - Company Profiles form and both the Forced Allocations and Allow Works Order Requests options on the Set Options form are selected.

This option is not relevant for Opera 3 SQL installations.

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# Pegasus Opera 3 (1.40.10) Readme

This Readme contains information relevant to Opera 3, March 2012.

### What's New in This Release

### Clydesdale and Yorkshire Banks BACS Submission

Following recent changes to the Clydesdale and Yorkshire Banks online systems, it has been necessary to change the extension of the BACS file from .OUT to CSV in order to achieve successful file submission. These changes affect formats in the Purchase, Cashbook and Payroll applications. All other formats are created with the .OUT file extension as per previous software releases.

### Maintenance

A small number of defects have been fixed in this release. Full details have been provided to your Pegasus partner. As a result, if the Service Management and Helpdesk application is present it is necessary to run Update Data Structures.

# Pegasus Opera 3 (1.40) Readme

### What's New in Opera 3 (1.40.00)

This is the payroll upgrade release for the 2011-12 year-end and the 2012-13 tax year. Please refer to the Payroll Release and Upgrade Guide (PAYINFO.PDF) for full details about this release, details about the relevant legislation changes and checklists to follow to upgrade the software, submit end of year returns online, end the current tax year and start the new one.

The release also includes updates for Pegasus Online Filing Manager, Pegasus Stocktake, Pegasus Scheduler, Pegasus Document Management and Pegasus Dashboards.

### 2011-12 Year-End

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The formats of paper and electronic P14 (End of Year Summaries), P60 (End of Year Certificates) and P35 (Employer Annual Return) returns have changed. The returns have also changed to include Additional Statutory Paternity Pay (ASPP), which was introduced for parents (usually fathers) of babies born on or after 3 April 2011.

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The P11D return, which includes employee additional benefits, has changed to consolidate the categories for fuel types.

Note: Almost all employers must file their P35 (Employer Annual Return) and their employees' P14 (End of Year Summaries) returns online.

**2012-13 Tax Year**

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The PAYE, NI and Statutory Payments rates and thresholds will change.

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Contracted out pension schemes that operate on a defined contribution basis will be abolished. This includes Contracted Out Money Purchase (COMP) schemes which affect employees using NI category letters F, G and S, and also Appropriate Personal Pension (APP) schemes. NI category letters F, G and S will be invalid from 6 April 2012.

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Contracted out NIC rebates will be reduced from 5.3% (3.7% for the employer and 1.6% for the employee) to 4.8% (3.4% for the employer and 1.4% for the employee). As COMP schemes will be abolished at the start of the 2012-13 tax year, contracted out rebates will apply only to Contracted Out Salary Related (COSR) schemes.

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The student loan threshold will increase from £15,000 per annum to £15,795 per annum.

Note: This year the Good Friday Bank Holiday falls on 6 April 2012, the first day of the 2012-13 tax year. HMRC has confirmed that if the usual payment date falls on this date but the payments are actually made on 5 April 2012, the payments will be deemed by HMRC to have been made in the 2012-13 tax year on 6 April 2012.

**Online Filing Manager (3.20)**

This release includes the necessary changes to file the P35 (Employer Annual Return) and P14 (End of Year Summaries) returns online for the 2011-12 tax year.

**Pegasus Stocktake (1.11)**

This is a small maintenance release. Details have been provided to Pegasus partners.

Customers using Stocktake must upgrade to this version after upgrading to Opera 3 (1.40).

**Pegasus Scheduler (1.31)**

Users without administrator rights can now create tasks if Pegasus Scheduler is installed on Windows Vista, Windows 7 or Windows Server 2008.

**Pegasus Document Management (3.00.20)**

This release includes an updated Installation Guide with instructions for moving Document Management databases to a new SQL Server, and instructions for upgrading from Document Management for Opera II to Document Management for Opera 3. The guide has also been updated to reflect that Document Management is supported on Microsoft Small Business Server 2011.

**Pegasus Dashboards (2.81)**

This is a small maintenance release. Details have been provided to Pegasus partners. The release also includes an updated Installation Guide with new instructions for installing Pegasus Dashboards on Microsoft Small Business Server 2011.

**Microsoft .NET Framework 4**

Microsoft .NET Framework 4 must now be installed on the Opera 3 server. These variants of Microsoft .NET Framework 4 are available:

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**Client Profile**

**· Extended Framework.**

The Full Extended Framework must be installed on the Opera 3 file server. It is available for download from the Microsoft web site at www.microsoft.com/download/en/details.aspx?id=17851.

**Correction to Release & Upgrade Guide**

In the 'Coming Soon' section of both the Payroll Release and Upgrade Guide (PAYINFO.PDF) and the What's New Help, it is mentioned that the changes required for Real Time Information (RTI) will be done later in 2012. The changes will actually be done early in 2013.

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# Pegasus Opera 3 (1.30) Readme

This Readme contains information relevant to Opera 3, October 2011.

**What's New in This Release**

This release includes the following changes:

- Landed Costs
- Scheduled Repeat Invoicing
- Improvements to Notification Services
- Improvements to Stocktake
- Other improvements.

Full details of all the changes in this release are included in the Release Guide. You can view the guide from the 'Guides' menu from the Opera 3 button on the ribbon bar. The guide is installed in the Opera 3 Client installation's main folder, normally `C:\Program Files\Pegasus\O3 Client XXX\User documents` (32-bit Windows products) or `C:\Program Files (x86)\Pegasus\O3 Client XXX\User Documents` (64-bit Windows products) where *XXX* is either *VFP* or *SQL*.

**Landed Costs**

If a stock item is subject to landed costs, when a stock receipt is posted both the unit cost and the landed cost are used to calculate the total cost of the receipt. This applies to all types of stock: Non FIFO, FIFO, and batch and serial traceable. The landed costs that are relevant for the stock item are set up on the Stock Control - Processing - Landed Costs form.

When the stock item is issued to a customer, the total cost (including both the unit cost price and the landed cost) is taken into account when margins are calculated. Where these costs are displayed in Opera, for example in these Sales Ledger forms: View, Sales Analysis, Sales History and these Sales Order Processing reports: Orders Listing, and Quotes and Proformas report, they include both the unit cost and the landed cost.

When landed costs are in use in Opera, you can do the following:

- Define each type of landed cost you need to record with default prices or percentages
- Group common types of landed costs together
- Apply relevant landed costs to each of your stock items with default prices or percentages. You can apply up to four Landed Cost Types to each stock item.
- Override these defaults when you post your stock receipt. Wherever transactions are posted in Opera for stock items that have landed costs applied to them, those costs are calculated and recorded along with the unit cost of the item.
- Include landed costs in your stock valuation and the calculation of your margins
- Enter a shipping reference whenever a stock receipt is posted. This provides an accurate link from the receipt of the stock item to the documentation related to the shipping of the item.
- Set up Balance Sheet, and Profit and Loss Report control accounts for landed costs in your Nominal Ledger
- Update your Nominal Ledger with landed costs when transactions are posted that include stock items which have landed costs applied to them
- View landed costs in various views and reports to present more accurate margins. Some views and reports display the landed costs separately, for example in Stock Control; others combine the unit cost and the landed costs, for example in Sales Ledger and Sales Order Processing.

**Scheduled Repeat Invoicing**

The **Repeat Invoice** command and Task Scheduler (1.30) work together to allow repeat invoice postings to be deferred until a later time.

These are brief details of the changes for Scheduled Repeat Invoicing in both Opera 3 and Task Scheduler (1.30):

- The **Repeat Invoice** form in Sales Order Processing or Invoicing includes a new box called **Use Scheduler** to allow invoice postings to be scheduled. If selected, a number of other forms are displayed in sequence to set up a *Repeat Invoice* task.
- A form called **Use Scheduler Options** is displayed so that accounts that are over their credit limit or on stop can be included in the invoice run. An option can also be set to automatically pick for serial or batch traceable numbers for relevant stock items.
- The **Publisher** form is displayed so a printer and invoice design can be chosen, or the name of the PDF document (Portable Document Format) or spool file name for the invoices can be entered.
- The repeat invoicing task can be scheduled immediately in Task Scheduler (1.30) or a message can be sent to an administrator to schedule the task using Opera 3 Notification Services.
- A new **Set Options** form in Task Scheduler (1.30) can be used to add Opera 3 user and group codes for the administrators who are responsible for scheduling Repeat Invoice tasks created in Opera 3.
- The **Set Options** form can also be used to capture a default Microsoft Windows user account and password which can be used instead of the active Windows user when any tasks are created.

**Improvements to Notification Services**

These are brief details of the improvements to the Notification Services feature in Opera 3:

- New options called **Shutdown** and **Lockout only** have been added to the **Shutdown** form.
  - The **Shutdown** option allows you to enforce a shutdown of Opera 3 and also prevent users from logging into Opera 3.
  - The **Lockout only** option allows you to prevent users from logging into Opera 3 without enforcing a shutdown of Opera 3.
- A new **Calendar** view has been added to the **Action** menu on both the **Messaging** and **Shutdown** forms.
- A new **Calendar** view has also been added to the **Scheduling** menu. This calendar displays all messages, shutdowns and lockouts for a selected day.

**Improvements to Stocktake**

These are brief details of the improvements to Stocktake (1.10):

- A new **Set Options** form has been added to the main **Stocktake** form. This form contains default settings which are used for the creation of new stock takes.
- Traceable batches that have been fully issued to customers can now be excluded from a new stock take.
- Traceable stock items that have not been assigned traceable numbers can now be excluded from a new stock take.
- Traceable stock items that are discovered during a count can now be added to a stock take as part of a sheet.
- A new quick method of setting serial items to either 1 or 0 when quantities are entered is available.
- A new audit log has been added that details the reasons why items cannot be included in a stock take or items cannot be updated in Stock Control after being counted.
- The user interface has been improved so that it is easier to use Stocktake with a keyboard.
- New methods of filtering items have been added to the **Items** form.

**Other Improvements**

These are brief details of the other improvements in Opera 3:

**System Manager**

- Each user's favourite groups and commands in the Ribbon Bar and the Navigation Pane can now be saved according to their requirements.
- In the Sales Ledger, Purchase Ledger, Nominal Ledger, Costing, Stock Control, Payroll and Sales Pipeline Management applications, the **View** forms on the main menu now display the list of available views in alphabetical order rather than the order in which they were created.

**Sales Ledger**

- A new **Retrospective Debtors** report is now included.
- The transaction drilldown on the **View** form on the main menu now includes the sales analysis code used when an invoice or credit note was posted.

**Purchase Ledger**

- A new **Retrospective Creditors** report is now included.
- The transaction drilldown on the **View** form on the main menu now includes the supply code used when an invoice or credit note was posted.
- In the Purchase Invoice Register, the **Post** form (still) includes the Nominal Ledger posting date. In this release however, if an invoice or credit note's transaction date falls in a later Nominal Ledger period than the one for the date you enter here, its Nominal Ledger posting date will be set to the same date as the transaction date.

**Nominal Ledger**

- When an account's description is changed on the **Accounts** form, the description for each cost centre linked to the account can also be changed automatically.

**Sales Order Processing and Invoicing**

- The **Processing** form now displays the name of both the account contact and the order contact along with their email addresses.
- On the **Processing, Batch Processing** and **Repeat Invoice** forms, the **Lines View** now includes the sales analysis code.
- The posting of **Repeat Invoices** can now be scheduled to be posted at a later time. This feature works with the Pegasus Scheduler application. Details are included in the *Repeat Invoices and Pegasus Scheduler* PDF guide.
- The **Quotes and Proformas Report** now includes active and inactive quotations that were posted in the Sales Pipeline Management application. Quotations for both prospects and customers can be included on the report.

**Purchase Order Processing**

- The **Processing** and the **Documents** forms now include a column that displays a different status for purchase orders and documents that have been viewed on screen, saved as a file, printed, reprinted, or emailed.
- On the **Set Options** form, a new option called *Allow Suppliers with Products to be Dormant* is available. This allows supplier records to be marked as dormant even if supplier products are allocated to it.
- When a stock receipt is posted using details from a purchase order, the purchase order number is now saved with the receipt. This provides a direct link between the receipt and the purchase order, and is displayed on various views in Stock Control.

**Stock Control**

- When a Goods Received Note is posted, the purchase order line number is now displayed on the **Purchase Order Lines** form. This applies where details from a purchase order are used as the basis of a stock receipt. The line number from the purchase order is also displayed on the **GRN Details** form.
- The **Stock Transactions** view, which is opened from the **Processing** form, now displays the GRN Reference and the RTV Reference. The line number from the GRN or RTV is also displayed.
- The **Sales Orders** view, which is opened from the **Processing** form, now displays the due date for each sales order.

**Service Management**

- The **Service Contracts** form includes a new **Action** menu item called **Special Prices**. This opens a view that displays the special price list for the customer.

**Technical Uplift**

- Opera II has been tested with Windows Small Business Server 2011 (Standard edition).
- A new PDF driver called *xfrx.app* is now installed with Opera 3 and is used as the default method of creating a PDF document or report in Opera 3.
- The Amyuni PDF converter has been upgraded to version 4.5.1.0. This is used when a PDF document or report is created in Opera 3 if the new *xfrx.app* PDF driver is not used.

**Other Products Included with this Release**

- Pegasus XRL (1.47)
- Pegasus Instant Messenger (1.91)
- Dashboards Manager for Opera 3 SQL.

A small number of defect fixes are also included in the release. Full details have been provided to your Pegasus partner.

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**Late Breaking News (Pegasus Dashboards)**

Instructions to install Pegasus Dashboards are included in the Installation Guide for the product. This information is supplementary to those instructions.

If Pegasus Dashboards is installed for the first time on Windows 7, Windows 2008 R2 or Small Business Server 2011, these instructions must be followed before running the application:

1. From the Windows **Start** button, click **Administrative Tools > Server Manager**.

2. In the main tree: expand **Roles**, then expand **Web Server (IIS)**, then click on **Internet Information Services (IIS) Manager**.

3. In the **Internet Information Services (IIS) Manager Connections** tree, expand the server and then click on **Application Pools**.

4. In the **Application Pools** list, right-click the **Application Pool** that is used for Pegasus Dashboards and choose **Advanced Settings**.

5. In the dialog box that appears change the Identity setting in the **ProcessModel** section to *NetworkService* and click **OK**.

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**Other Sources of Information**

**PDF Guides**

We recommend you read these guides supplied as PDF files:

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**Opera 3 Help**

Opera 3 Help includes details of the new features in this release of Opera 3 and provides details of all the functions available in the application.

| ***Information*** | ***Description*** |
|---|---|
| Concept | An 'Introduction to ... " topic that gives an overview of an application, describes the different areas of an application, and includes a chart of how the applications link together. |
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# Pegasus Opera 3 (1.20.10) Readme

This Readme contains information relevant to Opera 3, October 2011.

**What's New in This Release**

This is a maintenance release that includes the following:

- Pegasus Dashboards (2.80)
- Dashboards Manager in Opera 3 SQL. This application was previously only available in the VFP edition of Opera 3.
- Dashboards Manager is an application that makes it possible to create your own custom-designed charts and display them in Pegasus Dashboards. You can create custom charts to render graphical information for all Opera modules, including bespoke modules. Custom charts are displayed alongside the standard charts that are included with Pegasus Dashboards.
- Pegasus Instant Messenger (1.90)
- A small number of defect fixes. Full details have been provided to your Pegasus partner.

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# Pegasus Opera 3 (1.20) Readme

This Readme contains information relevant to Opera 3, June 2011.

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**What's New in This Release**

This release includes changes to a number of areas of the software. Full details of these changes are included in the Release Guide included with this release.

Sales Pipeline Management, Service Management and Helpdesk Management

There are more than sixty improvements to Sales Pipeline Management, Service Management and Helpdesk Management in the following areas:

- *Company Processing*
- *Contacts Processing*
- *Service Contracts*
- *Equipment Register*
- *Helpdesk Processing*
- *Maintenance (in Sales Pipeline Management, Service Management and Helpdesk Management)*
- *Utilities (in Sales Pipeline Management, Service Management and Helpdesk Management)*
- *Reports (Service Management and Helpdesk Management).*

Note: Sales Pipeline Management, Service Management and Helpdesk Management are not available in Opera 3 SQL.

**Document Management Desktop**

This is a new feature included with Document Management (3.0).

Document Management Desktop works directly from your Microsoft Windows desktop. It is both an easy retrieval system of paper documents and electronic files that have been captured to the Document Management databases and an ad-hoc capture system to quickly capture electronic files to the Document Management databases. Document Management Desktop needs access to both the Opera Server installation and the Document Management databases. However, the Opera Client installation does not need to be installed.

Document Management Desktop is a secure application – you have to log on using a user ID that is created in Opera. Even if you are someone who does not use Opera, your system administrator still needs to create an Opera login ID for you to use Document Management Desktop. An Opera installation includes a certain number of users. For example, an Opera five-user system means that five people can use Opera at the same time. However, more user IDs can be set up if necessary to use in Document Management Desktop. Each installation of Document Management includes one Document Management Desktop user. If you require more people to use Document Management Desktop, there is additional cost for each user.

**Notification Services**

This is a new feature, which includes messaging and shutdown.

Messaging allows you to send desktop alerts to users or groups of users in Opera 3. Scheduled alert messages are displayed on each user's desktop when they are using Opera 3. Any users who are not using Opera 3 when a message is scheduled to be displayed will be notified when they log in to the application.

Shutdown allows you to schedule a forced shutdown of Opera 3 sessions and also send desktop messages to users or groups of users in Opera 3 beforehand to warn them that a shutdown is going to happen. Users will receive three messages before the shutdown happens. You can define when the messages are displayed so users have time to save their work. For example, the first message can be scheduled to be displayed 1 hour beforehand, the second message 30 minutes beforehand and the final message 5 minutes beforehand.

You can group your users together into user groups. User groups are optional features of Notification and Shutdown Services to group people that use Opera 3 into, for example, functional areas or seniority groups.

**Stocktake**

The Stock Control application now includes Stocktake, an inventory management application that helps you monitor your stock position and make corrections where the actual stock quantities in your stock locations are different to the quantities in Opera. Doing stock takes is important so that your Opera 3 Stock Control application reflects the actual physical quantities in your stock locations. Accurate stock quantities in Opera 3 means that you can trust that the quantities displayed reflect the real stock position in your stock locations. If there is a difference, Stocktake can post a stock adjustment to Opera 3 for each item affected.

**Improvements to Other Areas**

These are brief details of the other improvements in Opera 3:

- A new ad-hoc BACS payment option called Bankline Ad Hoc has been add to the Purchase Ledger Cashbook and Payroll applications.
- The Importer application now works with the Open Period Accounting (OPA) feature in the Opera 3 Nominal Ledger. OPA is an optional feature that allows you to control whether your Nominal Ledger accounting periods are open or closed for new postings.
- The Opera 3 Nominal Ledger Rectify journals command has been improved to allow the following:
    - Foreign journals can be reposted at a different exchange rate
    - Journals can be reposted to distribution cost centre accounts if the distribution percentages changes after the original posting.
- Pegasus XRL (1.46) has been updated to include the database changes for this release. Windows 7 Service Pack 1 and Windows Server 2008 R2 Service Pack 1 have also been tested with this release.
- Dashboards Manager and the Reporter applications have been updated to include the database changes for this release. New tables and fields can therefore be used in reports.
- The Opera 3 Information Centre is now automatically displayed on your Windows desktop after upgrading to this version. The Information Centre includes information about new features in Opera 3, new Pegasus events for you to attend plus other information.
- The Opera 3 Task Scheduler has been updated to include the following:
    - A new option called Clear Inactive/Expired Messages is displayed on the System – Tidy System task form. When selected, inactive or expired messages and shutdown records that were created from the System – Scheduling menu in Opera 3 are removed.
    - A new option called Export is displayed on the System – Backup Databases task form. When selected, all files that are in the Export folder are included in the data backup.

**Windows 7 & Windows Server 2008 R2**

Windows 7 Service Pack 1 and Windows Server 2008 R2 Service Pack 1 have been tested with this release. The System Requirements guide has been updated to include these products.

**Internet Explorer 9**

Internet Explorer 9 has been tested and is now mentioned in the System Requirements guide.

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# Pegasus Opera 3 (1.10.11) Readme

This Readme contains information relevant to Opera 3, March 2011.

**What's New in This Release**

This is a patch release of Opera 3 to resolve an issue caused by a change in the SOP/Invoicing application. The change affected how the SOP Processing form calculated the suggested delivery quantity when a delivery note was posted. The delivery quantity was always calculated as either the quantity of stock that was allocated to the customer, or the picked stock quantity if picking was is use.

This also affected the suggested invoice quantity if the delivery process is not in use.

Now, a new option called **Suggest Allocated or Picked Quantities** has been introduced on the SOP – Utilities – Set Options form. When this option is ticked, the delivery quantity will be calculated as either the quantity of stock that is allocated to the customer, or the picked stock quantity if picking is used.

You must tick this option if this behavior is required. It is not ticked by default. Any customers who want the suggested delivery quantity, or suggested invoice quantity if deliveries are not used, to be either the free stock quantity at the selected warehouse or the forced allocated quantity if the **Forced Allocations** option is ticked, should not tick the new option.

**Important:** You must run Update Data Structures in the System Manager after installing the software.

# Pegasus Opera 3 (1.10.10) Readme

This Readme contains information relevant to Opera 3, March 2011.

**What's New in This Release**

This is a maintenance release of Opera 3 that also includes improvements to the Purchase Ledger that were not included in Pegasus Opera 3 (1.10).

**Purchase Ledger**

This release includes an enhancement to the Suggested Payments report in the Purchase Ledger. When the Purchase Ledger is linked to the Nominal Ledger, you can now select bank accounts that are held in currencies other than Sterling or Euro. This means, for example, that suppliers that are paid from bank accounts in US Dollars can be included on the Suggested Payments report. In earlier releases, only suppliers paid from Sterling or Euro bank accounts could be included.

# Pegasus Opera 3 (1.10) Readme

This Readme contains information relevant to Opera 3, February 2011.

**What's New in This Release**

**Payroll**

This release includes changes to the software for the tax year end and the new tax year. Full details are in the Release and Upgrade Guide (PAYINFO.PDF) or the Payroll Upgrade 2010-11 chapter in the F1 Help.

These changes affect this year's upgrade:

1. For the 2010-11 year end

- Almost all employers must file their P35 (Employer Annual Return) and their employees' P14 (End of Year Summaries) returns online for the 2010-11 year end. HMRC has withdrawn support for submitting P14 and P35 year-end returns on floppy disk. In addition, as most employers will need to make online submissions, HMRC have discontinued all continuous printer and laser printer versions of the P14.

- The only employers who can file on paper are:

  - Employers entitled to operate PAYE using the Simplified Deduction Scheme for domestic employees if they have not previously received a tax-free payment for online filing
  - Practising members of religious societies or orders whose beliefs are incompatible with the use of electronic methods of communication
  - Employers who employ someone to provide care or support services at or from their home
  - Limited companies filing a return solely to submit an entry in box 28 of form P35 ('CIS deductions suffered').

**Note:** There are no changes to the P11D for the 2010-11 tax year.

2. For the 2011-12 tax year

- From 6 April 2011, the National Insurance Earnings Threshold will be split into two thresholds - one for employees and another for employers. The employees' threshold is called the Primary Threshold (PT) and the employers' threshold is called the Secondary Threshold (ST). Each threshold will be set to different levels. The way to calculate employees' and employers' NI has therefore changed.
- From 6 April 2011, the NI rate used to calculate both employees' and employers' national insurance contributions will increase by 1%. The only employees that are exempt from this increase are those who have already reached the state pension age and use the NI category letter C. These employees have a zero rate contribution.
- Additional Statutory Paternity Leave & Pay (ASPL&P) is being introduced for babies due on or after 3 April 2011 and adoptions with a matching date on or after 3 April 2011. This allows a father to take between 2 and 26 weeks ASPL&P if the mother has not taken all her maternity pay period weeks and has returned to work. Up to 19 weeks can be paid. The existing Statutory Paternity Pay scheme is also being renamed to Ordinary Statutory Paternity Pay.
- A new method of reporting child maintenance orders - Deduction from Earnings Orders (DEO) - is being introduced for use from 2011. Employers' payments to the Child Support Agency must be accompanied by this new report.
- From 6 April 2011, almost all employers must file starter and leaver returns - for example, P45 and P46 - online.
- From 6 April 2011, a new tax code - D1 - will be introduced. This code is for employees who earn more than £150,000 per annum in their main job but also have other jobs, the earnings from which must be taxed at 50% using the D1 code.

**Late Breaking News**

3. Small Employers Relief (SER)

From 6 April 2011, Small employers who qualify for Small Employers Relief (SER) are allowed to recover 100% of Statutory Payments (SMP, OSPP, ASPP & SAP) paid to their employees plus 3% compensation. The compensation amount is being reduced from 4.5%.

**Why has the rate of the additional amount changed?**

The additional amount is calculated using a formula laid down in legislation based on the employers' share of NICs paid and is reviewed each year to see if it needs to be adjusted to reflect the shift in the ratio of SMP, OSPP, ASPP and SAP paid out and the employers' NICs paid on these payments.

The employers NICs threshold for the 2011-12 tax year is rising from £110 to £136 per week. This means that from 6 April 2011, NICs are not payable on the £128.73 weekly standard rate of any relevant statutory payment, so employers will be paying less NICs on statutory payments.

The change in the additional amount - from 4.5 per cent to 3 per cent - reflects this reduction on employers' NICs payments.

**Known Issue – Payroll**

The following issue has been found in Payroll that affects customers upgrading from Opera II 6.82 or earlier if the **Remember Form Positions and Sizes** option is used. This is an option that determines whether the system retains the position and size of forms so when you open a form, it appears as it was when it was closed.

After the upgrade to Opera II (6.90) or Opera 3 (1.10), the **Select Groups** form may not size correctly. This form is displayed throughout Payroll if more than one group has been set up to allow groups to be opened.

To correct the problem, click the resize button on the toolbar when the form is open. Then click **OK** on the form. When the form is next opened it will be properly sized.

**Other Software Changes in this Release**

The following features are not mentioned in the Release Guide or What's New sections of the Help. Please refer to the relevant sections of the Opera 3 Help for detailed information.

4. Opera II to Opera 3 System Upgrade Wizard

A new wizard called **System Upgrade** has been added to the Opera 3 System Manager to upgrade your Opera II system information to Opera 3. The wizard is in the **Administration** group under 'Upgrade'. It can be opened from the Opera 3 Ribbon Bar and Navigation Pane. This wizard provides an easy method of upgrading your company, user, people, user preferences and reports from Opera II directly into Opera 3. It is an exclusive process so nobody can be using the Opera II system you are upgrading from and only the person running the upgrade should be logged into the system in Opera 3. You can upgrade system information from Opera II Enterprise to Opera 3 or from Opera II Enterprise SQL to Opera 3 SQL. The wizard must be run for each system that you need to use in Opera 3.

To upgrade the information you must be logged in using the **ADMIN** login ID.

The following information is upgraded:

| Description | Notes | Table |
|---|---|---|
| Company details and application options | This table retains company details, the location of the data, options that switch features on and options that link different applications (for example, link the Sales Ledger to the Nominal Ledger). | SEQCO |
| Remember form sizes and positions | This table retains details of any forms that have been resized or repositioned. These forms remember their size and position when they are opened. | SEQFORMS |
| Report layouts | Some reporting commands provide more than one layout option to choose from, depending on the type of stationery you intend to use. | SEQRPLAY |
| User favourites | This table retains user-specific favourite commands that are displayed on the classic navigator, menu and ribbon bar. | SEQFAVES |
| People profiles | People profiles are individuals who are referenced in the system but are not necessarily users of the system. | SEQPEOPLE |
| Email profiles | Email profiles are used for sending statements, sales quotations, sales proformas, order acknowledgements, delivery notes, and invoices to customers from the Sales and SOP modules, or for emailing remittance advices and purchase orders from the Purchase Ledger. | SEQEFLD<br>SEQEGRP<br>SEQERPT |

| | | |
|---|---|---|
| User defined reports | These are reports that have been defined in the Report Manager application. Any reports that have been appended to an application's **Reports** menu in Opera II will also be appended to the same **Reports** menu in Opera II. For example, if you appended a report to the Reports menu in Stock Control in Opera II, it will be appended to the same menu in Opera 3. | SEQREPM |
| System-wide preferences | These preferences apply to the system as a whole, for example industry specific names for 'projects', 'departments, or 'phases' in the Costing application. | SEQSYS |
| Non standard reports | See below | |

**Reports**

Report designs are held in the 'Reports' folder. Most reports are standard reports that are created and maintained by Pegasus. These Opera II reports do not replace the equivalent reports in the Opera 3 'Reports' folder because they would replace more up to date reports. If any 'off the shelf' reports have been modified for bespoke requirements, they will need to be copied into the Opera 3 folder manually. New reports, created for customer-specific bespoke requirements that are not supplied by Pegasus, are copied to Opera 3.

The original Opera 3 reports are automatically copied to a sub folder of the 'Reports' folder called 'Installation Originals' before the upgrade starts.

Report layout records in the Opera II SEQRPLAY table that are created for customer-specific requirements – ie not standard reports – are copied into the Opera 3 SEQRPLAY table. For example, the report SQININ is a standard invoice design included with Opera II and Opera 3. If a new report based on the SQININ report was created in Opera II – for example SQININB - this report will be added to the Reports Layout table and will then be available for selection from the **Publisher** form when an invoice is printed.

| Report type | Copied to Opera 3? | Reason |
|---|---|---|
| Non standard reports | Yes | These Opera II reports were supplied as bespoke solutions for customers and are therefore also required in Opera 3. The reports have unique names so will not overwrite standard Opera 3 reports when they are copied. |
| Company specific reports | Yes | These reports use a prefix of the company code, for example Z_SQININ is an invoice design used only in company Z. The reports also have unique names so will not overwrite standard Opera 3 reports when they are copied. |
| Standard 'off the shelf' report | No | Standard reports are often improved by Pegasus, sometimes for legislative reasons. Most of the time the most up to date reports, which are supplied with Opera 3, should be used. They are therefore not copied from Opera II. |
| Standard report that has been modified | No | Most of the time the most up to date reports, which are supplied with Opera 3, should be used. They are therefore not copied from Opera II. Where a standard Opera II report has been modified, the modifications must also be done in the corresponding Opera 3 report after the upgrade. |

**Tip:** A checklist is included in the Opera 3 Installation Guide to help you to upgrade from Opera II to Opera 3.

5. Report Manager - Output to Excel

The Report Manager includes a new option called **Excel Output Option** that allows you to create an Excel sheet from a report using the Opera 3 Publisher. This option creates a properly formatted report with a relevant heading and criteria information that can be modified as necessary.

6. Shortcut Keys in the Ribbon Bar

The Ribbon Bar now includes shortcut keys to make it accessible to the keyboard. In earlier releases the Ribbon Bar could only be used with a mouse. The keyboard shortcut keys are activated by pressing the ALT button + one of the following:

- **F** for the Financials tab
- **S** for the Supply Chain Management tab
- **R** for the Payroll & HR tab
- **M** for the CRM tab
- **E** for the Reporting tab
- **V** for the Favourites tab.

Once a tab is activated, you can use the keyboard's arrow buttons to move to a command and open the required form.

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Document Version: 1.00 February 2011

# Pegasus Opera 3 (v1.00.10) Readme

This Readme contains information relevant to Opera 3, December 2010.

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**What's New in This Release**

This is a maintenance release of Opera 3 which includes a small number of defect fixes. A list of the fixed defects is available to your Pegasus partner. The release also includes the following:

- A new VAT transaction type is available on the System – Maintenance – VAT Processing form. Transaction type C is for non EC services received. This is available for installations that include the EC VAT application and those without the EC VAT application.
- When the Ribbon Bar is used, minimized forms are docked to the bottom left hand corner of the desktop
- The original posting date is now displayed on the Nominal Ledger – Rectify Journal form
- A new release of the Scheduler application is also available.

# Pegasus Opera 3 (v1.00) Readme

This Readme contains information relevant to Opera 3, November 2010.

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**What's New in This Release**

This is the first release of Opera 3 which includes the following:

- The charting feature makes it possible to view your company's data in graphical format using a number of different chart types.
- Reports throughout the application can be saved as Microsoft Excel spreadsheets.
- The Nominal Ledger 'Open Period Accounting' feature allows you to update the Nominal Ledger in any open period in the prior, current or three future financial years. You can block periods to prevent postings when required.
- The Nominal Ledger Rectify command is used to change journal details after they have been posted. There may be occasions when a mistake has been made in a journal that is only noticed after it has been posted. For example, the wrong account or cost centre may have been used or a journal may have been posted to the wrong period.
- The VAT reporting capabilities include the option to file your VAT100 return online using Opera 3 and Online Filing Manager.
- Passwords for people using Opera 3 can be set to expire in a defined number of days. Users will be forced to change their passwords within 10 days of the expiry date.
- Using the Scheduler, tasks can be scheduled to run at required times of the day, thereby removing unproductive 'down time' during the working day.
- The Online Help has been structured to provide more focus on the type of information you need. The information provided has been separated into an introduction about each module, explanations of the purpose of the forms in Opera 3 and the boxes on the forms, and a 'How to' section dedicated to providing the instructions you need to do tasks.
- You can use your mouse wheel button to move between records in Opera 3 on forms that display a List tabbed page. This is in addition to using toolbar icons or using list tabbed pages on the forms.
- Before printing reports you can view them in a preview form that includes a number of useful features. You can also leave the report preview form open and do another task in Opera 3.
- The Ribbon bar is a navigation panel that groups the different applications using tabbed pages and provides a Microsoft Office 2007 look and feel. You can add links to external applications like Microsoft Excel, and group your most-used Opera 3 commands together in the Favourites tabbed page.
- Icons that are displayed on a form's status bar can be used to open a form that is linked to the icon. For example, if you use the Open Period Accounting feature and have posted a transaction to a future period, the Nominal Ledger - Accounts form will display an icon to indicate an advanced posting. You can open a view form to see the details by double clicking on the icon.
- Opera 3 works with these Pegasus products:
  - Online Filing Manager (3.00)
  - Pegasus Document Management (2.13)
  - Pegasus Instant Messenger (1.83)
  - Pegasus XRL (1.44)
  - Pegasus Dashboards (2.70) & Dashboards Manager
  - Pegasus CIS (3.01)
  - Operations II (3.12.20).
- Opera 3 integrates with the 32-bit editions of Microsoft Office 2003, Office 2007 and Office 2010 for emailing using Microsoft Outlook, mail merge using Microsoft Word and spreadsheet reporting using Microsoft Excel. 64-bit editions are not supported.

**Late Breaking News**

The following features are not mentioned in the Release Guide or What's New sections of the Help. Please refer to the relevant sections of the Opera 3 Help for detailed information.

**Advanced Nominal Ledger dimensions**

7. Nominal Ledger Audit Trail

If you select the 'Account' sequence, you can choose to include a range of cost centres and Advanced Nominal Ledger dimensions if you use the Advanced Nominal Ledger feature. By default these dimensions are called 'Project' and 'Department'.

8. Fixed Assets Spreadsheet Import

The Fixed Assets Spreadsheet Import now imports Advanced Nominal Ledger dimensions. If the import record includes these dimensions codes, the import checks the Nominal Dimensions settings (Project and Department) for the Nominal Ledger codes attached to the Asset Category code on the import record.

If either of the dimensions settings on a category's Nominal Ledger Account is:

- 'Mandatory', the import record must include one or two dimensions for the asset. If they are not included, the record will not be imported.
- 'Optional', the import record may include a dimension for the asset. If they are not included, the record will still be imported.
- 'Do Not Use', the import record should not include a dimension for the asset. If they are included, the record will still be imported but the dimensions will be ignored.

9. Cashbook View

The Cashbook View form displays Advanced Nominal Ledger dimensions on the Transactions paged tab.

**Pegasus Opera 3 (v1.00.10)**

This is a maintenance release of Opera 3 (v1.00) which includes a small number of defect fixes. A list of the fixed defects is available to your Pegasus partner.

Other Sources of Information

**PDF Guides**

We recommend you read these guides supplied as PDF files:

- The Installation Guide for information on how to install and upgrade from Opera II
- The Release Guide for detailed information about this release
- The Implementation Guide for help with how to set up a new implementation after installing Opera 3
- The System Requirements Guide for hardware and software requirements to run Opera 3.

The guides are on the Opera 3 CD in a folder called DOCUMENTS and are also installed as part of the Opera 3 Client installation. The location of the Client installation folder depends on the edition of the Windows product Opera 3 is installed on: normally *C:\Program Files\Pegasus\O3 Client XXX* or *C:\Program Files (x86)\Pegasus\O3 Client XXX\ (*where *XXX* is either *VFP* or *SQL*).

**Opera 3 Help**

Opera 3 Help includes details of the new features in this release of Opera 3 and provides details of all the functions available in the application.

| Information | Description |
|---|---|
| Concept | An 'Introduction to ... " topic that gives an overview of an application, describes the different areas of an application, and includes a chart of how the applications link together in the application. |
| Reference | These topics describe the different boxes on each form in Opera 3. |
| Task | These topics describe the steps required to do tasks in Opera 3. |
| New Features | A 'What's New' Help file provides information that can be read on-screen on features in a new release, plus other information that is relevant to the release. |

**Adobe Reader (9.4)**

You need to have Adobe Reader (7.0) or higher installed on your computer before you can view these guides. If you do not already have the reader, you can install Adobe Reader (9.4) from the Opera 3 CD by running the **Setup.exe** program in the **Acrobat** folder.

# Pegasus Opera II (6.82.10) Readme

This Readme contains information relevant to Opera II (6.82.10), August 2010.

We recommend you use these information resources which are located on the Opera II CD in a folder called **DOCUMENTS**:

1. The Installation Guide for information on how to install and upgrade Opera II
2. The Release Guide for details of earlier releases
3. The System Requirements Guide for hardware and software requirements
4. The Implementation Guide and Getting Started section of the Online Help if you are new to Opera II. You access the Help by pressing F1 when using the product.

The guides are on the Opera II CD and also in the Opera II Client installation's main folder, normally *c:\Program Files\Pegasus\Client XXX* (where *XXX* is either *VFP* or *SQL)* or *c:\Program Files (x86)\Pegasus\Client XXX* (64-bit Windows products).

---

**What's New in This Release**

This is a technical-uplift release for customers that use both Operations II and Opera II Client installations on the same computer. The software product that is used to create PDF files in Opera II and Operations II has changed. Both products now use the Amyuni software version 4.0, which is certified for use with Microsoft Windows 7.

**Do you need to upgrade to this release?**

You must upgrade your Opera II installation to version 6.82.10 if you upgrade your Operations II client installation to version 3.12.10 and the computer also has the Opera II client installed. If Opera II and Operations II clients are installed on different computers, you do not need to upgrade your Opera II installation.

# Pegasus Opera II (6.82) Readme

This Readme contains information relevant to Opera II (6.82), July 2010.

We recommend you use these information resources which are located on the Opera II CD in a folder called **DOCUMENTS**:

1. The Installation Guide for information on how to install and upgrade Opera II
2. The Release Guide for details of earlier releases
3. The System Requirements Guide for hardware and software requirements
4. The Implementation Guide and Getting Started section of the Online Help if you are new to Opera II. You access the Help by pressing F1 when using the product.

The guides are on the Opera II CD and also in the Opera II Client installation's main folder, normally *c:\Program Files\Pegasus\Client XXX* (where *XXX* is either *VFP* or *SQL)* or *c:\Program Files (x86)\Pegasus\Client XXX* (64-bit Windows products).

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**What's New in This Release**

This maintenance-only release includes the following:

- Opera II Enterprise and Opera II Enterprise SQL (6.82)
- Pegasus Document Management (2.12).

These releases include software fixes for a small number of defects. A full list of the fixes is available to Pegasus partners.

**Important:** You must run Update Data Structures on your company's data after upgrading to this release.

# Pegasus Opera II (6.81) Readme

This Readme contains information relevant to Opera II (6.81), May 2010.

We recommend you use these information resources which are located on the Opera II CD in a folder called **DOCUMENTS**:

The Installation Guide for information on how to install and upgrade Opera II

The Release Guide for full details of this release

The System Requirements Guide for hardware and software requirements

The Implementation Guide and Getting Started section of the Online Help if you are new to Opera II. You access the Help by pressing F1 when using the product.

The guides are on the Opera II CD and also in the Opera II Client installation's main folder, normally *c:\Program Files\Pegasus\Client XXX* (where *XXX* is either *VFP* or *SQL)* or *c:\Program Files (x86)\Pegasus\Client XXX* (64-bit Windows products).

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**What's New in This Release**

This release includes a number of significant enhancements to the Executive Dashboards Manager module in Opera II Enterprise, which allows you to create custom dashboards and charts to view in Pegasus Executive Dashboards. Executive Dashboards Manager is not available in Opera II Enterprise SQL.

A number of other modules in Opera II have been enhanced and a new release of Pegasus Document Management - version 2.11 – is available.

Both Opera II Enterprise SQL and Pegasus Document Management have been tested using Microsoft SQL Server 2008 and Pegasus Executive Dashboards has been tested using Internet Explorer (8.0).

Executive Dashboards Manager & Pegasus Executive Dashboards (2.60)

The enhancements to the Executive Dashboards Manager module greatly enhance the Pegasus Executive Dashboards product in response to feedback from customers and Pegasus partners. These enhancements are included in this release:

- You can create custom dashboards to display the charts for a certain user or group of users. Custom dashboards look like the standard out-of-the-box dashboard but they display only the charts required. For example, you may want each sales manager in your organisation to have their own personal dashboard that includes charts only for their sales regions, territories or other information.
- You can configure charts to link to other charts to drill down to more information. Typically, drilldown charts display the underlying details of the information in a main chart. For example, each segment in a pie chart displaying sales values by region can link to a drilldown chart that displays the detailed information behind the values.
- You can configure charts to link to a web site. For example, you can link a customer's postcode in a grid chart to a site like Multimap.com or you can link a customer's name in a grid chart to their corporate site.
- You can configure charts to link to a separate dashboard. For example, you may have a dashboard that displays all the key performance indicators including a chart displaying employee turnover. You can link that chart to a different dashboard that displays only payroll and personnel related charts. Only users who have the necessary security permissions will be able to view the dashboard.

- You can configure charts so that only certain users can view them. You can use filters so that a chart displays information that is relevant for a user, for example, by geographic region or sales territory.
- You can create charts that group information together to display totals. For example, in a list chart you may want to present a total of sales values by sales person.
- A number of new features are included on the Chart Details form in Executive Dashboards Manager.

Note: This release of Pegasus Executive Dashboards uses Microsoft .NET 3.5 Service Pack 1 instead of Microsoft .NET 2.0. This must be installed on the server computer where Pegasus Executive Dashboards is installed and on the Opera II client computer if Executive Dashboards Manager is installed. If Microsoft .NET 3.5 Service Pack 1 is not already installed, you can download it from www.microsoft.com.

Other Enhancements in Opera II

These additional enhancements are included in this release of Opera II:

- If you use the Additional Systems feature, you can now run the Update Data Structures command on more than one Opera II system at the same time.
- You can import assets into the Fixed Assets module from a spreadsheet. This is useful for customers that maintain their asset register in a spreadsheet but now want to upgrade to the Fixed Assets module in Opera II. You can also import assets on an ad hoc basis.
- You can use the Fixed Assets module without the Nominal Ledger. Previously the Nominal Ledger had to be included in the activation. The System module is still required.
- Northern Bank is now a banking option in the Purchase Ledger and Cashbook modules.
- A number of new options are included in the Sales Pipeline Management, Service Management and Helpdesk modules.

**Note – Barclays BOBS:** All references to Barclays BOBs has been removed from Opera II. This payment type is no longer supported by Barclays Bank.

Microsoft SQL Server 2008 & Internet Explorer 8

This release has been tested using Microsoft SQL Server 2008 (Service Pack 1) with both Opera II Enterprise SQL and Document Management. For details of the system requirements for Microsoft SQL Server 2008, please refer to the Microsoft web site. Internet Explorer 8 has also been tested.

For full details of the release, refer to the Release Guide.

# Pegasus Opera II (6.80.20) Readme

This Readme contains information relevant to Opera II (6.80.20), March 2010.

We recommend you use these information resources which are located on the Opera II CD in a folder called **DOCUMENTS**:

The Installation Guide for information on how to install and upgrade Opera II

The System Requirements Guide for hardware and software requirements

The Implementation Guide and Getting Started section of the Online Help if you are new to Opera II. You access the Help by pressing F1 when using the product.

The guides are on the Opera II CD and also in the Opera II Client installation's main folder, normally *c:\Program Files\Pegasus\Client XXX* (where *XXX* is either *VFP* or *SQL)* or *c:\Program Files (x86)\Pegasus\Client XXX* (64-bit Windows operating systems).

### What's New in This Release

In this release of Opera II it is possible to use the Fixed Assets module without needing to purchase the Opera II Nominal Ledger. This enhancement has been done for customers who want to use the Fixed Assets module and link it to a Nominal Ledger in another software product. This was not possible in earlier releases.

A small number of fixes for defects in the Fixed Assets module that were reported by Pegasus partners have also been fixed.

# Pegasus Opera II (6.80.10) Readme

This Readme contains information relevant to Opera II (6.80.10), February 2010.

We recommend you use these information resources which are located on the Opera II CD in a folder called **DOCUMENTS**:

The Installation Guide for information on how to install and upgrade Opera II

The Release and Upgrade Guide (PAYINFO.PDF) for full details of this release

The System Requirements Guide for hardware and software requirements

The Implementation Guide and Getting Started section of the Online Help if you are new to Opera II. You access the Help by pressing F1 when using the product.

The guides are on the Opera II CD and also in the Opera II Client installation's main folder, normally *c:\Program Files\Pegasus\Client XXX* (where *XXX* is either *VFP* or *SQL)* or *c:\Program Files (x86)\Pegasus\Client XXX* (64-bit Windows operating systems).

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### What's New in This Release

**This release includes the Payroll changes for this tax year-end and the new 2010-11 tax year. It also includes an enhancement to the Sales Pipeline Management module and a small number of fixes for defects reported by Pegasus partners.**

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## Payroll (also included in version 6.80.00)

This release also includes changes to the software for the tax year-end and the new tax year. Full details are in the Release and Upgrade Guide (PAYINFO.PDF).

These changes affect this year's upgrade:

- The format of the P14 End of Year Summary and P60 End of Year Certificate for the 2009-10 year end has changed. This affects both paper returns and online returns.
- Almost all employers must file their Employer Annual Return (P35) and End of Year Summary (P14) for each employee online for the 2009-10 year end. HMRC may charge a penalty if they file on paper.
- From 6 April 2010, tax codes 'NT' and 'D0' (D-Zero) can also be operated on a cumulative basis as well as a 'week1' or 'month1' basis.
- From 6 April 2010, Scottish Court Orders calculations will change – affecting Earnings Arrestment Orders and Current Maintenance Arrestments.
- Starting on 6 April 2010 and continuing until 5 April 2020, the state pension age for women will gradually increase until it is the same as the current state pension age for men – 65 years. After that, both men and women's state pension age will gradually increase until it is 68 years.
- From 6 April 2010, the NI Lower Earnings Limit will change.
- From 6 April 2010, a new 50% tax rate for earnings above £150,000 per annum is introduced.

### Sales Pipeline Management (Opera II Enterprise) (also included in version 6.80.00)

You can now define the start and end times to be displayed on the Daily Calendar, Weekly Calendar, Group Calendar and SPM Today forms in the Sales Pipeline Management module. When tasks are allocated to internal contacts in Sales Pipeline Management, the tasks are displayed on the calendars at the relevant time.

You set the times on the Set Options form in Sales Pipeline Management.

### Defect Fixes in version 6.80.10

| Module | Description | Software Change Request # |
|---|---|---|
| Helpdesk | The Resource Schedule form displays an error when an activity for an engineer is not linked to a Helpdesk call. | SCR 35597 |
| SOP/Invoicing | An error is displayed on the Batch Processing form when the OK button is selected (Error 13, Alias not found). This happens only when the EC VAT module is not used. | SCR 35588 |
| | The detail line value is incorrect on a foreign invoice if it is delivered in 2009 but invoiced in 2010 and a second VAT rate is used on the VAT code. | SCR 35571 |
| Sales Ledger/ Purchase Ledger | The VAT Analysis report displays multiple lines for the same VAT code and rate if transactions in 2009 are posted after transactions in 2010 . | SCR 35582 |

# Pegasus Opera II (6.80) Readme

This Readme contains information relevant to Opera II (6.80), January 2010.

We recommend you use these information resources which are located on the Opera II CD in a folder called **DOCUMENTS**:

The Installation Guide for information on how to install and upgrade Opera II

The Release and Upgrade Guide (PAYINFO.PDF) for full details of this release

The System Requirements Guide for hardware and software requirements

The Implementation Guide and Getting Started section of the Online Help if you are new to Opera II. You access the Help by pressing F1 when using the product.

The guides are on the Opera II CD and also in the Opera II Client installation's main folder, normally *c:\Program Files\Pegasus\Client XXX* (where *XXX* is either *VFP* or *SQL)* or *c:\Program Files (x86)\Pegasus\Client XXX* (64-bit Windows operating systems).

## What's New in This Release

### Payroll

This release includes changes to the software for the tax year end and the new tax year. Full details are in the Release and Upgrade Guide (PAYINFO.PDF).

These changes affect this year's upgrade:

- The format of the P14 End of Year Summary and P60 End of Year Certificate for the 2009-10 year end has changed. This affects both paper returns and online returns.
- Almost all employers must file their Employer Annual Return (P35) and End of Year Summary (P14) for each employee online for the 2009-10 year end. HMRC may charge a penalty if they file on paper.
- From 6 April 2010, tax codes 'NT' and 'D0' (D-Zero) can also be operated on a cumulative basis as well as a 'week1' or 'month1' basis.

- From 6 April 2010, Scottish Court Orders calculations will change – affecting Earnings Arrestment Orders and Current Maintenance Arrestments.
- Starting on 6 April 2010 and continuing until 5 April 2020, the state pension age for women will gradually increase until it is the same as the current state pension age for men – 65 years. After that, both men and women's state pension age will gradually increase until it is 68 years.
- From 6 April 2010, the NI Lower Earnings Limit will change.
- From 6 April 2010, a new 50% tax rate for earnings above £150,000 per annum is introduced.

## Sales Pipeline Management (Opera II Enterprise)

You can now define the start and end times to be displayed on the Daily Calendar, Weekly Calendar, Group Calendar and SPM Today forms in the Sales Pipeline Management module. When tasks are allocated to internal contacts in Sales Pipeline Management, the tasks are displayed on the calendars at the relevant time.

You set the times on the Set Options form in Sales Pipeline Management.

# Appendix F – XRL Historical Readme's

## Pegasus XRL (1.60) Readme

This Readme accompanies Pegasus XRL (1.60), March 2014.

Adobe Reader

Adobe Reader must be installed before you can view the guide. You can install the latest version from http://get.adobe.com/uk/reader/.

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What's New in This Release

This release supports Microsoft Office 2013. The latest service pack (SP1) has been tested.

The existing XRL installation must be removed before installing XRL (1.60). Please follow the instructions in the installation guide which is included on the XRL CD.

This release must be re-serialised using a new key provided with the software. Also, the previous LSDATABASE file (which retains serialisation and user details) cannot be used.

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XRL is powered by Infor Query & Analysis (10.1.5)

Document Version: 1.00 March 2014

# Pegasus XRL (1.51) Readme

This Readme accompanies Pegasus XRL (1.51), January 2014.

You must remove your existing XRL installation before installing XRL (1.51). Follow the instructions in the Installation guide, which is included on the XRL CD.

Adobe Reader

Adobe Reader must be installed on your computer before you can view the guide. You can install the latest version from http://get.adobe.com/uk/reader/.

---

What's New in This Release

This is a maintenance release that includes support for new tables and fields added in Opera.

XRL can now be used with Windows Server 2012 R2.

New fields have been added for the following tables (unless stated) in Opera 3 and Opera II upto the v2.10.00 and v7.30.00 releases respectively:

Payroll and Personnel

HB – Absence Records

HA – Bank Holidays

HW – Employee Patterns

HJ – Job Details

HR – Personnel Employees

HL – Salary History

HN – Training Records

WEN - Employee Auto Enrol

WEP – Employee Pension Details

WH – Employee History

WN – Employees

WNO – Payroll Nominal Transfer (existing table made available for selection in XRL)

WY – Payments and Deductions (Look-up updated for Attach Order Type field)

WPG – Pension Groups (New table)

WPE – Pension Payment Sources (New table)

WPS – Payroll Pension Schemes

Sales Pipeline Management

DMACTIV – Activities

DMCONT – Contact Details

Fixed Defects

A small number of defects have been fixed in this release. Details have been provided to Pegasus partners.

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Document Version: 1.00 January 2014

# Pegasus XRL (1.50) Readme

This Readme accompanies Pegasus XRL (1.50), July 2013.

You must remove your existing XRL installation before installing XRL (1.50). Follow the instructions in the Installation guide, which is included on the XRL CD.

**Adobe Reader**

Adobe Reader must be installed on your computer before you can view the guide. You can install the latest version from http://get.adobe.com/uk/reader/.

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**What's New in This Release**

This is a maintenance release that includes support for Windows 8, a new ribbon bar interface, and support for new data fields.

**Windows 8**

XRL can now be used with Microsoft Windows 8 (32-bit) and Windows 8 (64-bit).

**New Ribbon bar**

A new ribbon bar interface is now used in Excel 2007 and 2010. The old-style menu is still used in **Excel 2003.**

Support for New Opera Data Tables and Fields

These PAYE Real Time Information data tables and fields are now available for selection:

| TABLE | CAPTION | COMMENT |
|---|---|---|
| **WPP - Paternity + Adoption Pay** | Partner Forename | Partner's Forename (only for use with ASPP-Birth and ASPP-Adopt) |
| **WPP - Paternity + Adoption Pay** | Partner NINO | Partner's NI Number (only for use with ASPP-Birth and ASPP-Adopt) |
| **WPP - Paternity + Adoption Pay** | Partner Surname | Partner's Surname (only for use with ASPP-Birth and ASPP-Adopt) |
| **WH - History** | Benefits Taxed TP | Benefits taxed via payroll this period |
| **WH - History** | NI Only Items TP | Items subject to NI but not to tax this period |
| **WH - History** | Not Net Pay Pen TP | Employee pension contributions not made under a net pay arrangement this period |
| **WH - History** | Non-Stat Ded TP | Non-statutory deductions from net pay this period |
| **WH - History** | Pay After Leave? | True = Employee is a former leaver and they have been re-instated to be given a 'payment after leaving' this period |
| **WH - History** | Pay After Stat Ded TP | Pay after statutory deductions this period |
| **WH - History** | Pay No Tax or NI TP | Payments not subject to tax or NI this period |
| **WN - Employees** | NI Only Items TP | Items subject to NI but not to tax this period |
| **WN - Employees** | Not Net Pay Pen TP | Employee pension contributions not made under a net pay arrangement this period (i.e. contributions taken after tax is calculated) |
| **WN - Employees** | Non-Stat Ded TP | Non-statutory deductions from net pay this period |

| | | |
|---|---|---|
| **WN - Employees** | Pay After Stat Ded TP | Pay after statutory deductions this period. Statutory deductions = tax, NI and student loans |
| **WN - Employees** | Pay No Tax or NI TP | Payments not subject to tax or NI this period |
| **WN - Employees** | Benefits Taxed TDTP | Benefits taxed via payroll to date including this period |
| **WN - Employees** | Not Net Pay Pen TDTP | Employee pension contributions not made under a net pay arrangement 'to date this period' (i.e. contributions taken after tax is calculated) |
| **WN - Employees** | Total Triv. Comm. Pay TP | Total of trivial commutation payments paid this period |
| **WN - Employees** | 1st FPS Submitted? | True = Employee's first FPS has already been submitted |
| **WN - Employees** | Hours Worked per week | The actual number of normal hours an employee works in a week |
| **WN - Employees** | Irregular Payment? | True = Employee is paid on an irregular basis |
| **WN - Employees** | Occ. Pen or Annuity? | True = Employee payments are being used to pay an occupational pension or an annuity |
| **WN - Employees** | Passport No. | |
| **WN - Employees** | Prv Prd EE Ref. | What HMRC refer to as 'the old Payroll ID'. Will contain the EE Ref. (i.e. payroll number) as at the previous pay period and will be used to determine if an EE's Ref has changed this period |
| **WN - Employees** | Pay After Leave? | True = Employee is a former leaver and they have been re-instated to be given a 'payment after leaving' this period |
| **WN - Employees** | Pen. Pay to Non-Indv? | True = Pension payment to non-individual |
| **WN - Employees** | Benf. Taxed TD | Benefits taxed via payroll 'to date' |
| **WN - Employees** | Not Net Pay Pen TD | Employee pension contributions not made under a net pay arrangement 'to date' (i.e. contributions taken after tax is calculated) |
| **WN - Employees** | Unpaid Absence | True = Unpaid absence applies to this employee |
| **WY - Payments & Deductions** | Triv. Comm. Type | Trivial commutation payment type |

**Support for Sales Pipeline Management Fields**

| | | |
|---|---|---|
| **SPC - Contacts table** | **Gender** | |
| **SPC - Contacts table** | Works Out of Hours | |
| **SPC - Contacts table** | Call Allocator | The employee can allocate calls to others |
| **SPC - Contacts table** | HR Reference | The employee's code from the Personnel application |
| **SPC - Contacts table** | Hourly Charge | The hourly cost for the employee that is used when worksheets are posted |

**Support for Service Management Tables & Fields**

These tables have been added:

| | | |
|---|---|---|
| **STA** | **Service Areas** | **Service Areas are used to assign areas to a company, contact or contract and cross match these with an engineer.** |
| **STS** | Skills | Skills groups are used to assign skill or training and qualification prerequisites for a piece of equipment and cross-match these with an engineer |
| **STT** | Teams | Teams are used to group your resources into functional areas, for example installation, breakdown and servicing etc |

This field related to the service contracts in Opera Service Management is now available for selection:

| | | |
|---|---|---|
| **SMR - Contract Items** | **Quantity & Unit Price To SOP** | **The quantity and unit price for the item are used to calculate the worksheet value and they are also included on the document** |

**Removed Fields**

These fields have been removed because they are no longer relevant:

| | | |
|---|---|---|
| **WN - Employees** | **BOBS BDC Code** | **BOBS Beneficiary Number** |
| **WN - Employees** | BOBS Status | BOBS Status |

**Fixed Defects**

A small number of defects have been fixed in this release. Details have been provided to Pegasus partners.

# Appendix G - Importer & Open Period Accounting

The Importer works the Open Period Accounting (OPA) feature to update the Nominal Ledger with transactions supplied in either a FoxPro compatible format (a file with the file name extension of .dbf) or a comma separated variables format (a file with the file name extension of .csv). The following types of imports are affected if the respective application in Opera 3 is linked to the Nominal Ledger:

- Sales Ledger transactions
- Purchase Ledger transactions
- Stock Control transactions
- Cashbook transactions
- Nominal Ledger journals.

The Importer consolidates all transactions for a certain period and year in the Nominal Ledger into one journal. If transactions update different periods in the Nominal Ledger, for example, period 6 in year 2011 and period 7 in year 2011, a journal is posted to each period which includes the imported relevant transactions.

## Options

The Importer uses these two options if Open Period Accounting is used. They are displayed on the wizard in Opera 3 only if Open Period Accounting is switched on in the Nominal Ledger company. If you are importing Nominal Ledger journals the options are enabled if the Update Nominal option is ticked.

| Parameter | Description |
|---|---|
| **Bypass OPA Processing** | This controls whether the OPA feature is used by the importer. The importer automatically assumes that OPA is in use unless this option is either ticked in the wizard or set to 'A' by developers using the importer as a command line utility. |
| **NL Posting Date** | This overall date controls the period in the Nominal Ledger that is updated for all the Sales Ledger transactions, Purchase Ledger transactions, Cashbook transactions or Stock Control transactions being imported. For other transactions, the main transaction date for each transaction is used. |

## Financial Calendar in the Nominal Ledger

Each period in the Financial Calendar in the Nominal Ledger has a status of either 'Open', 'Closed' or 'Blocked'.

- If the transaction's date is in a 'Closed' or Blocked' period, it is not imported unless the period is in the future. Transactions to future periods that are not open are imported but only update the Nominal Ledger in a batch update command in Opera 3 after the period's status changes.

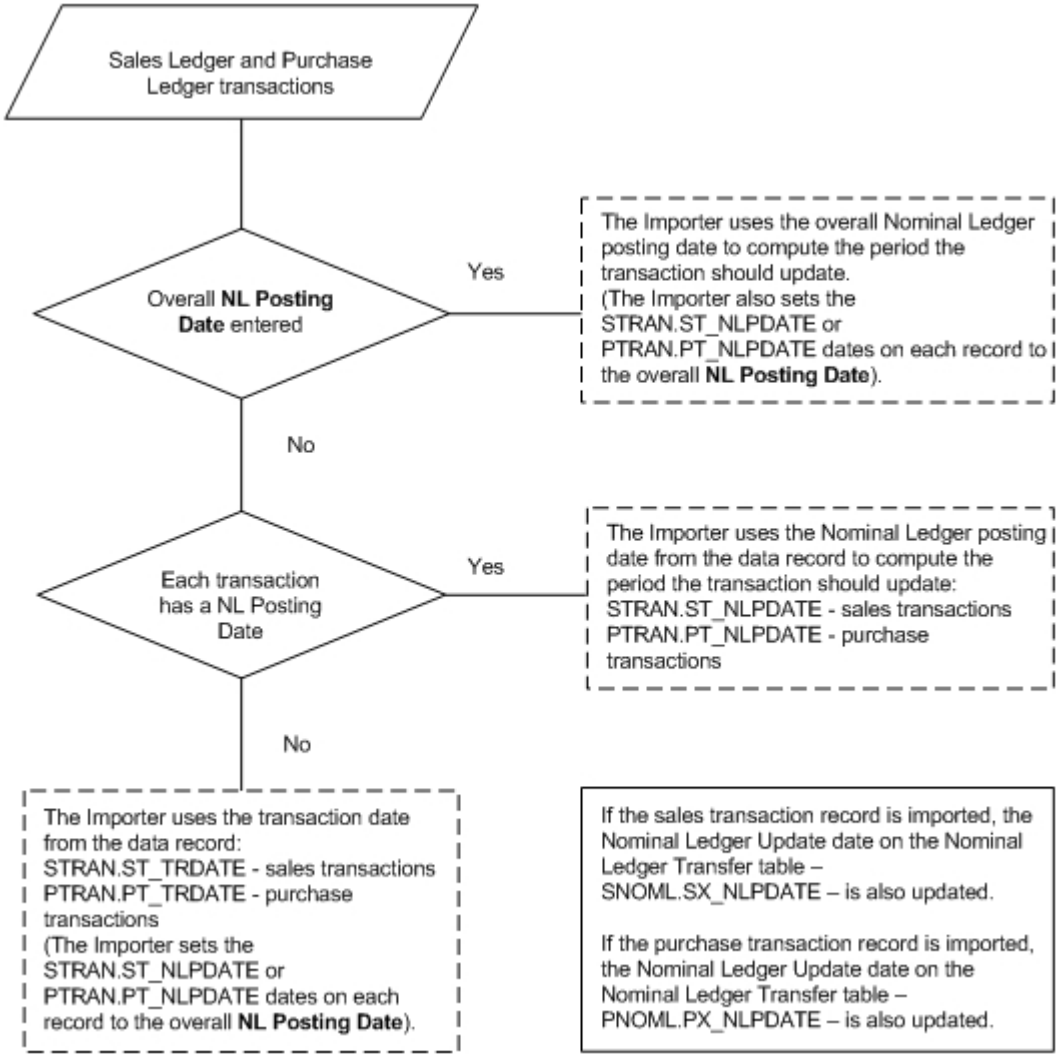
- If the transaction's date is in an 'Open' period and the Real Time Update of Nominal Ledger feature is used, the Importer updates that Nominal Ledger period. If the Real Time Update of Nominal Ledger feature is not used, the transaction is imported but the Nominal Ledger is not updated until a batch update command is run in Opera 3.

## Which date does the Importer use to update the Nominal Ledger?

The rules explained in the Financial Calendar in the Nominal Ledger section above are followed for each type of transaction.

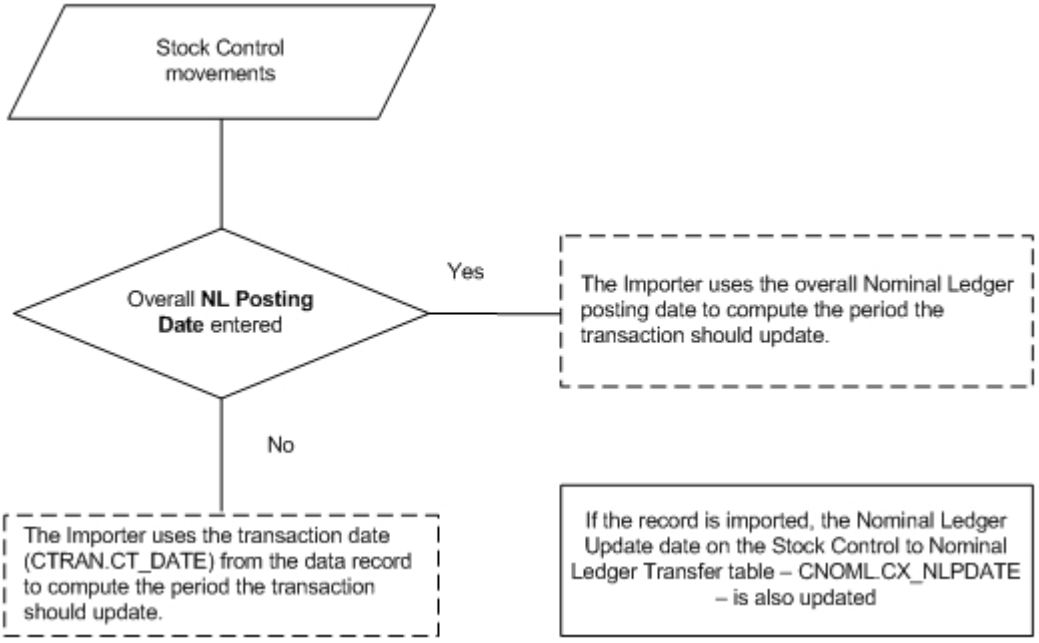
## Sales Ledger and Purchase Ledger transactions

This illustration assumes that the Bypass OPA Processing option is not selected, Open Period Accounting is used in the Nominal Ledger and either the Sales Ledger to Nominal option or the Purchase Ledger to Nominal option on the System - Maintenance - Company Profiles form is selected.



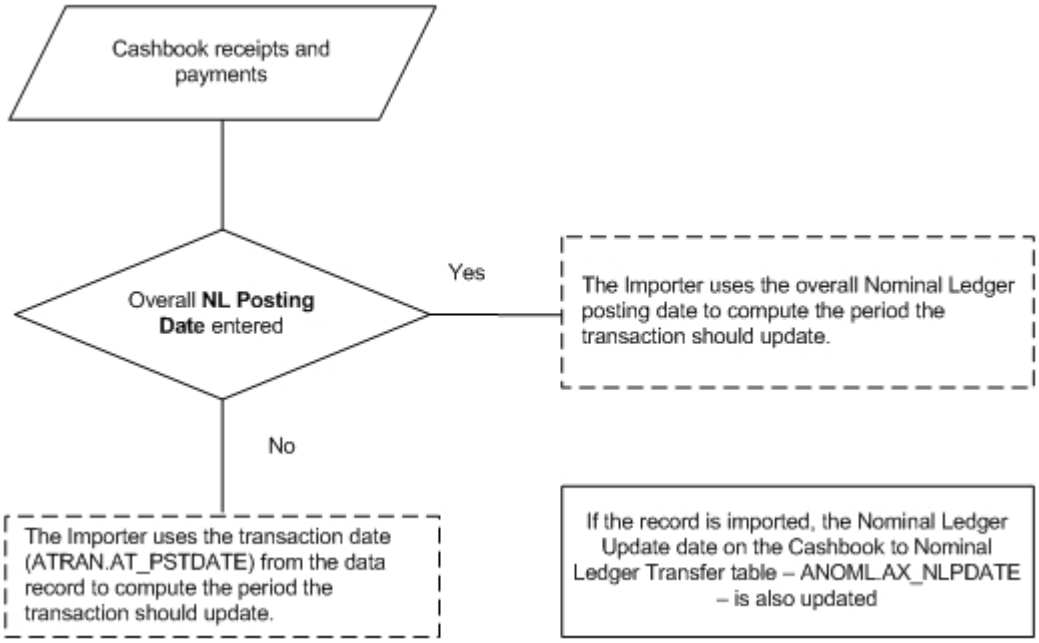
## Stock Control movements

This illustration assumes that the Bypass OPA Processing option is not selected, Open Period Accounting is used in the Nominal Ledger and the Stock Control to Nominal option on the System - Maintenance - Company Profiles form is selected.



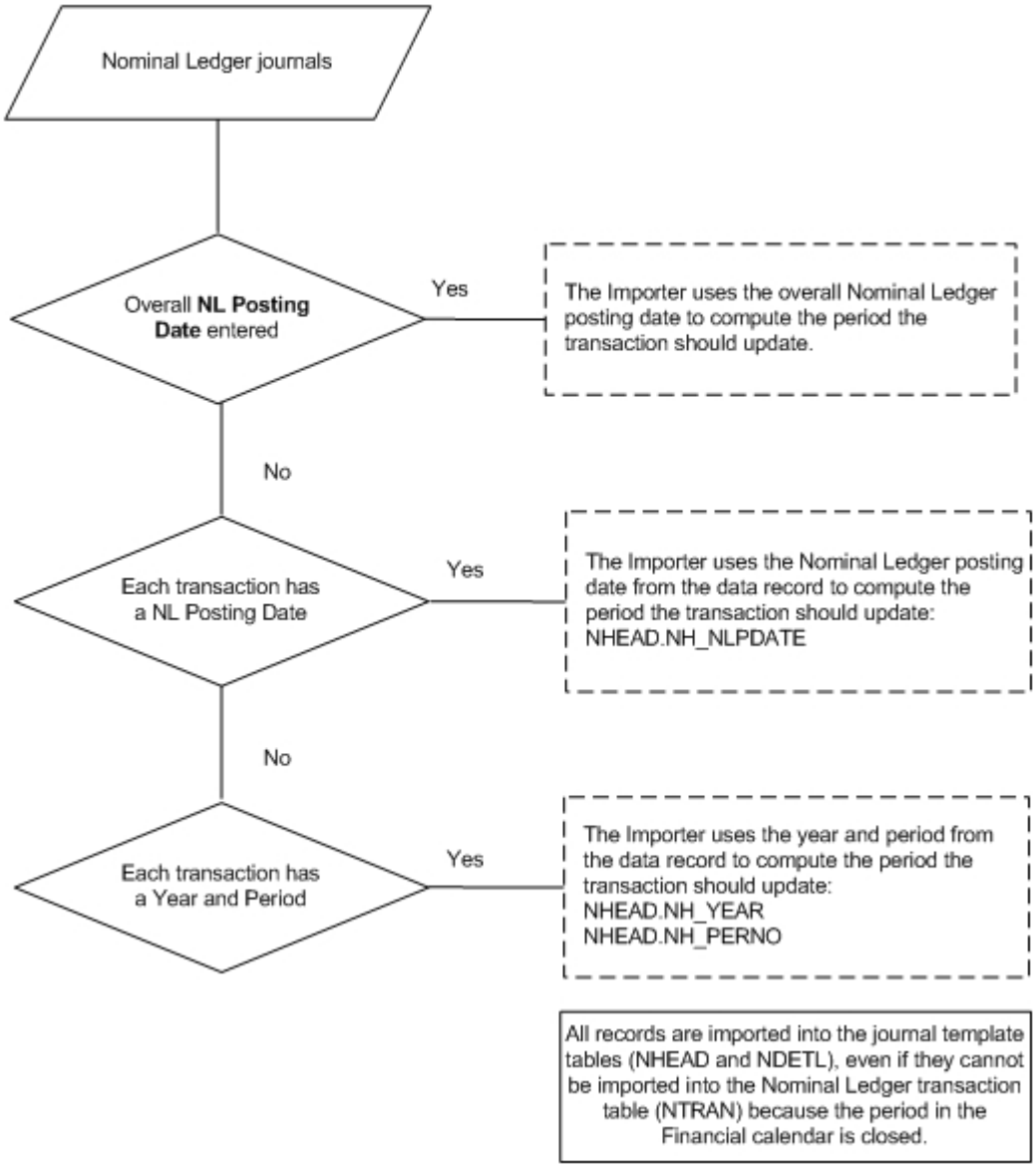

## Cashbook transactions

This illustration assumes that the Bypass OPA Processing option is not selected, Open Period Accounting is used in the Nominal Ledger and the Use Cashbook option on the System - Maintenance - Company Profiles form is selected.



## Nominal Ledger journals

This illustration assumes that the Bypass OPA Processing option is not selected and Open Period Accounting is used in the Nominal Ledger.



# Appendix H - Importer

## Import Wizard

Use the Import Wizard command to import data from other accounting systems or applications. The source information must be in either a FoxPro compatible format (a file with the file name extension of .dbf) or a comma separated variables format (a file with the file name extension of .csv).

The table below shows what you can import:

| For this application | You can import ... |
|---|---|
| **Sales Ledger** | Customers and sales transactions (including analysis records) |
| **Purchase Ledger** | Suppliers and purchase transactions (including analysis records) |
| **Nominal Ledger** | Accounts and journals |
| **Stock Control** | Stock items and transactions |
| **Invoicing/SOP** | Documents (including headers and details) |
| **Costing** | Timesheets |
| **Payroll** | Timesheets |

When you select the Import Wizard command in the Import folder, the application runs a wizard to control the import process. This will guide you through the steps you need to take and the information you must enter to import your data. You can only import one file type at a time, so you need to run the wizard separately for each type of record you want to import.

### Importing FoxPro and Compatible Files (.dbf)

If a database file is used as the data source then, subject to certain criteria, the database file need only contain those fields that you wish to import. However, there are a number of mandatory fields which must be included otherwise the import file will be rejected. Field names must be the same as the name of the field in the destination table but the position of the field can be different to the destination table. For example, if you are importing sales accounts, the account number must be stored in a field with the name SN_ACCOUNT but it can be positioned anywhere in the file, even though it is the first field in the SNAME table. Example .....

| Field Name | Field Type | Field Width |
|---|---|---|
| **SN_ACCOUNT** | Character | 8 |
| **SN_NAME** | Character | 30 |
| **SN_ADDR1** | Character | 30 |
| **SN_ADDR2** | Character | 30 |
| **SN_ADDR3** | Character | 30 |
| **SN_ADDR4** | Character | 30 |
| **SN_PSTCODE** | Character | 8 |

# Importing Comma Separated Variables Files (.csv)

## Without Column Headings

Comma separated variables files can be created without fields names, however you must take care when constructing the file. Individual fields are separated with commas. You can enclose text fields in quotation marks, but this is not essential because the import application will strip them from the fields. All fields, in addition to any mandatory fields, between the first and last to be imported, must be specified by a comma, otherwise the import application will be unable to identify the fields. ***Example....***

**Important:** You must EXCLUDE the memo fields from any tables within CSV files you use for the purpose of importing. If memo fields are included, invalid data type errors may occur because the inclusion of a memo pushes others fields into the wrong destination field.

## With Column Headings

In addition to standard .csv file formats like those described above, the Import module also supports the import of such files where column headings are used to identify the fields within a table. When you identify a .csv file for import, the option **CSV file(s) include column headings** appears on the wizard. If the .csv file(s) you want to import has column headings embedded in the file, then you select this option. As a default, the option is cleared. The use of column headings helps to identify which field is which, but has no bearing on how the file is imported. In effect, a CSV file with column headings is one in which the first line of the file is ignored.

Column headings must be the same as the name of the field in the destination table but the position of the field can be different to the destination table. For example, if you are importing sales accounts, the account number's heading must be SN_ACCOUNT but it can be positioned anywhere in the file, even though it is the first field in the SNAME table. ***Example ....***

*Taking the example from the standard file in the preceding section, the entry would be as follows:*

*Sn_name, Sn_addr1, Sn_addr2, Sn_addr3, Sn_addr4, Sn_account*

*"John Smith", "Smith House", "123 Market Square", "Pocklington", "Herts", "ABC123"*

**Note**: It is assumed that column headings are stored in the first line of the .csv file.

## Validation

Each record read by the import wizard is validated before being written to the database. If this validation fails at any stage, the record is not imported and a message is added to the audit file describing the problem. Generally, if an error occurs, the current record will not be imported. Certain validation failures result in warnings rather than errors. Unlike errors, warnings do not interrupt the application.

## Audit Report and File

When the import process is completed, the **Publisher** form appears so you can choose the output destination of the audit report. This lists details such as errors and warnings. A file called Audit.txt is also created containing this information which is stored in the **Temp** folder within the application's folder.

## Import Options

| Select this option | To |
|---|---|
| **Show Progress Bar** | Display a progress bar that indicates the status of the import. This might be useful if you are importing a large quantity of records and would like to monitor the progress of the import on screen. |
| **Allow Keyboard Interrupts** | Allow you to interrupt the import application using the keyboard. If you clear this option, the import application cannot be interrupted and must continue until it has finished. |
| **Update Target Files** | Enable the updating of the database by the data to be imported. If you clear this option, all validation conditions are tested and an audit file is created. This means you can perform a 'dummy' run of the import to identify potential problems or errors in the data before you choose to update the database. |
| **Override Existing Records** | Override a matching existing record with the one being imported. If you leave this option cleared, an error is reported if matching records are found and the record in the source data will not override the existing one.<br>Warning: Use this option carefully. If this option is used then all fields in a record currently in Opera will be overwritten with the contents of the fields in the import file - even if the fields in the import file are empty. For example, if you are importing customer records using a CSV file or using a DBF file (with all fields), but only the mandatory fields have entries in them, all the non mandatory fields will be overwritten with blank entries. |
| **Terminate If Errors Found** | Abandon the import procedure as soon as an error condition is encountered. If you leave this option cleared, the procedure will continue to the end, reporting other errors, if any, and then abandon the import. This might be useful if you need to ensure that your records are imported altogether or the whole batch is rejected. |
| **Suppress Warnings** | Hide warnings that do not prevent the import of data. If you leave this option cleared, warnings are reported even though they do not cause the transactions to be ignored or failed. |
| **Incorporate Batches into Current Batch** | Consolidate batches of transactions into the current batch (that is, update an 'open' batch in the Cashbook module). This option only appears if you are importing sales transactions and you use the Cashbook module. |
| **Update Nominal** | Update the Nominal Ledger at the same time as importing the transactions. This only applies if your activation includes the Nominal Ledger and the Real Time Update of Nominal option is selected in the System - Maintenance - Company Profiles command.<br>Note: If you import Nominal Journals, you can decide which Nominal Ledger period is updated. You can select either the Nominal Ledger's current year or previous year, and the period you want to update. You can select any period in the previous year or any period in the current year up to the current period.<br><br>Any other transactions will update the Nominal Ledger's current period as long as the record's transaction date falls within the current period or is older than the current period. If the transaction's date falls ahead of the Nominal Ledger's current period you must transfer it to the Nominal Ledger using respective Transfer command in the Nominal - Utilities menu. |
| **Bypass OPA Processing** | Ignores the Open Period Accounting rules in Opera 3. The importer automatically assumes that OPA is in use unless this option is either ticked in the wizard or set to 'O' by developers using the importer as a command line utility. For more information, see the Importer and Open Period Accounting Help topic.<br>This feature is available in Opera 3 |

## Customers and Sales Transactions

To import sales transactions you need to identify two import files; one for the transaction records (STRAN) and another for the analysis records (SANAL). The table shows the database files that are updated when customers and sales transactions are imported, along with the mandatory fields that must be part of the import file.

The Importer works the Open Period Accounting (OPA) feature to update the Nominal Ledger with transactions supplied in either a FoxPro compatible format (a file with the file name extension of **.dbf**) or a comma separated variables format (a file with the file name extension of **.csv**). For more information, see the Importer & Open Period Accounting Help topic.

Open Period Accounting is available in Opera 3

| Type of File | Databases Updated | Mandatory Fields |
|---|---|---|
| **Sales Customers**<br>**Note: If an import record includes BIC and IBAN numbers (used for Single Euro Payments Area (SEPA) payments), the Importer will validate these to ensure that the codes conform to the valid ISO pattern (refer to the ISO 13616 IBAN standard and the ISO 9362 BIC standard).**<br>**The codes are optional but if one is included in the import file, the other must also be included.**<br>**If the validation fails these messages are displayed:**<br>**'31700265 Invalid BIC (SN_BIC)'**<br>**'31700266 Invalid IBAN (SN_IBAN)'** | SNAME | SN_ACCOUNT<br>SN_NAME |
| **Sales Transactions**<br>**Notes:**<br>**1. If the STRAN table includes a VAT value greater than 0.00, then SA_VATVAL should be included in the SANAL table.**<br>**2. ST_CBTYPE and ST_ENTRY must exist in the import file if the Cashbook application is activated (although they do not have to contain data).**<br>**3. Select the Update Nominal option on the Import Wizard to update the Nominal Ledger at the same time as updating the Sales Ledger.**<br>**4. The application checks that the SA_ANCODE field exists in the Sales Codes table to determine whether to update SANAL.**<br>**This is only available if your activation includes the Nominal Ledger and the Real Time Update of Nominal option is selected in the System - Maintenance - Company Profiles command.**<br>**5. ST_TRVALUE must include VAT.** | STRAN | ST_ACCOUNT<br>ST_TRDATE<br>ST_TRREF<br>ST_TRTYPE<br>ST_TRVALUE<br>ST_VATVAL<br>ST_CBTYPE<br>ST_ENTRY |
| **Important: SA_TRVALUE must not include VAT.** | SANAL | SA_ACCOUNT<br>SA_TRDATE<br>SA_TRREF<br>SA_TRVALUE<br>SA_ANCODE<br>SA_VATCTRY<br>SA_VATTYPE<br>SA_ANVAT<br>SA_TRTYPE |

**Sales Ledger Receipts**

**A feature of the sales ledger transactions import is the ability to import receipts and update any bank account in the same currency as the transaction. The Multiple Bank Account option must be selected in the Sales Ledger - Utilities - Set Options command and on the customer's profile. This facility is only available when importing from a** .dbf **or from a** .csv **file with column headings.**

**To do this you need to include the following additional fields in the import file:**

| Field Name | Field Type/Size | Description |
|---|---|---|
| **ST_BANK_AC** | Character (8) | Bank Account code |
| **ST_BANK_CC** | Character (4) | Bank Account cost centre |

**Note: If these fields are not supplied in the import file, or the fields are blank, the default bank account is used.**

**Sales Ledger Matched Receipts**

**A special feature of the sales ledger transactions import type is the ability to automatically generate a receipt that is matched in full against an invoice, or a refund matched against a credit note. This facility is only available when importing from a .dbf file as it requires additional fields which are not present in the STRAN or SANAL files and thus are impossible to represent in a .csv file. To do this you need to include the following additional fields in the STRAN file:**

| Field Name | Field Type/Size | Description of Use |
|---|---|---|
| **ST_FULLAMT** | Logical | If .T. then invoice or credit note is fully paid and requires a receipt or refund transaction generating for it. |
| **ST_FULLCB** | Character (2) | Cashbook type to be used for the receipt or refund transaction generated for this invoice or credit note. |
| **ST_FULLNAR** | Character (10) | Narrative to be used for the receipt or refund transaction generated for this invoice or credit note. |
| **ST_CASH** | Logical | Can be used to indicate whether the receipt or refund transaction generated for this invoice or credit is 'cash'. |

**Notes: If the Cashbook application is not present, ST_FULLCB can be left blank, otherwise it must contain the cashbook type to be used for the receipt or refund.**

**If the ST_FULLAMT field is set to '.T.', then, when the record is imported, a matching receipt or refund record is created and allocated against the invoice or credit note. This might be useful for applications such as point of sale, where the invoice and payment are raised simultaneously for cash transactions.**

## Suppliers and Purchase Transactions

To import purchases transactions you need to identify two import files; one for the transaction records (PTRAN) and another for the analysis records (PANAL). The table shows the database files that are updated when suppliers and purchase transactions are imported, along with the mandatory fields that must be part of the import file.

The Importer works the Open Period Accounting (OPA) feature to update the Nominal Ledger with transactions supplied in either a FoxPro compatible format (a file with the file name extension of **.dbf**) or a comma separated variables format (a file with the file name extension of **.csv**). For more information, see the Importer & Open Period Accounting Help topic.

Open Period Accounting is available in Opera 3

| Type of File | Databases Updated | Mandatory Fields |
|---|---|---|
| **Purchase Suppliers**<br>**Notes - BIC & IBAN codes:**<br><br>**1. If an import record includes BIC (Bank Identifier Code) and IBAN (International Bank Account Number) codes (used for Single Euro Payments Area (SEPA) payments), the Importer will validate these to ensure that the codes conform to the valid ISO pattern (refer to the ISO 13616 IBAN standard and the ISO 9362 BIC standard).**<br><br>**If the validation fails these messages are displayed:**<br><br>**'54000124 Invalid BIC (PN_BIC)'**<br>**'54000126 Invalid IBAN (PN_IBAN)'.**<br><br>**2. BIC and IBAN codes are mandatory if PNAME.PN_SEPA = .T.**<br><br>**3. If PNAME.PN_SEPA is not set legitimately this validation error is displayed:**<br><br>**'54000129 Invalid SEPA Payment setting (PN_SEPA)'.**<br><br>**4. BIC and IBAN codes are optional if PNAME.PN_SEPA = '.F.'. If one is included in the import file, the other must also be included.** | PNAME | PN_ACCOUNT<br>PN_NAME<br>PN_PAYMETH |
| **Purchase Transactions**<br>**Notes:**<br><br>**1. If the PTRAN table includes a VAT value greater than 0.00, then PA_VATVAL should be included in the PANAL table.**<br><br>**2. PT_CBTYPE and PT_ENTRY must exist in the import file if the Cashbook module is activated (although they do not have to contain data).**<br><br>**3. Select the Update Nominal option on the Import Wizard to update the Nominal Ledger at the same time as updating the Purchase Ledger.**<br><br>**This is only available if your activation includes the Nominal Ledger and the Real Time Update of Nominal option is selected in the System - Maintenance - Company Profiles command.**<br><br>**4. PT_TRVALUE must include VAT.** | PTRAN | PT_ACCOUNT<br>PT_TRDATE<br>PT_TRREF<br>PT_TRTYPE<br>PT_TRVALUE<br>PT_VATVAL<br>PT_CBTYPE<br>PT_ENTRY |
| **Important: PA_TRVALUE must not include VAT.** | PANAL | PA_ACCOUNT<br>PA_TRDATE<br>PA_TRREF<br>PA_TRVALUE<br>PA_ANCODE<br>PA_VATCTRY<br>PA_VATTYPE<br>PA_ANVAT<br>PA_TRTYPE |

**Purchase Ledger Payments**

**A feature of the purchase ledger transactions import is the ability to import payments and update any bank account in the same currency as the transaction. The Multiple Bank Account option must be selected in the Purchase Ledger - Utilities - Set Options command and on the supplier's profile. This facility is only available when importing from a** .dbf **or from a** .csv **file with column headings.**

**To do this you need to include the following additional fields in the import file:**

| Field Name | Field Type/Size | Description |
|---|---|---|
| **PT_BANK_AC** | Character (8) | Bank Account code |
| **PT_BANK_CC** | Character (4) | Bank Account cost centre |

**Note: If these fields are not supplied in the import file, or the fields are blank, the default bank account is used.**

## Nominal Accounts and Journals

To import nominal transactions you need to identify two import files; one for the transaction records (NHEAD) and another for the analysis records (NDETL). The table shows the database files that are updated when nominal accounts and journals are imported, along with the mandatory fields that must be part of the import file.

The Importer works the Open Period Accounting (OPA) feature to update the Nominal Ledger with transactions supplied in either a FoxPro compatible format (a file with the file name extension of **.dbf**) or a comma separated variables format (a file with the file name extension of **.csv**). For more information, see the Importer & Open Period Accounting Help topic.

Open Period Accounting is available in Opera 3

| Type of File | Databases Updated | Mandatory Fields |
|---|---|---|
| **Nominal Accounts** | NACNT | NA_ACNT<br>NA_CNTR<br>NA_DESC<br>NA_TYPE<br>NA_SUBT |
| **Nominal Journals**<br>**Note: You can choose to import Nominal Journals only, or to import Nominal Journals and post them as transactions to the Nominal Ledger.**<br>**Select the Update Nominal option on the Import Wizard to import journals and post them to the Nominal Ledger.**<br>**You can choose whether to update the current or previous financial year. You can select any period in the previous year or any period in the current year up to the current period.**<br>**This is only available if the Real Time Update of Nominal option is selected in the System - Maintenance - Company Profiles command.** | NHEAD | NH_REF<br>NH_DATE<br>NH_NARR<br>NH_DRTOT<br>NH_CRTOT<br>NH_VATANAL |
| | NDETL | ND_REF<br>ND_ACCOUNT<br>ND_DRAMNT<br>ND_CRAMNT<br>If importing a detail line that includes a VAT code:<br>ND_TAXDATE (tax point date - this is mandatory if the VAT code used is not beyond the scope of VAT)<br>ND_VATCDE<br>ND_VATVAL<br>ND_VATTYP<br>ND_TAXDATE<br>ND_VATVAL |

# Stock Items and Transactions

The table shows the database files that are updated when stock items and transactions are imported, along with the mandatory fields that must be part of the import file.

The Importer works the Open Period Accounting (OPA) feature to update the Nominal Ledger with transactions supplied in either a FoxPro compatible format (a file with the file name extension of **.dbf**) or a comma separated variables format (a file with the file name extension of **.csv**). For more information, see the Importer & Open Period Accounting Help topic.

Open Period Accounting is available in Opera 3

| Type of File | Databases Updated | Mandatory Fields |
|---|---|---|
| **Stock Items**<br>**Note: A stock item's codes cannot include any of these characters:**<br>**' "" & [ ] ,**<br>**The importer will not import a stock item if any of these characters are included in the reference.** | CNAME | CN_REF<br>CN_DESC |
| **Stock Transactions**<br>**Notes:**<br>**1. If either the Warehouses option on the Company Profiles form in the Systems module, or the Use Multi-Warehousing option on the Stock Options form in the Stock module, is cleared, input of a warehouse code when importing stock transactions is not mandatory. If no warehouse code is present, or if it is not MAIN, the transaction files are updated with the default warehouse code of MAIN.**<br>**2. Select the Update Nominal option on the Import Wizard to update the Nominal Ledger at the same time as updating the Stock Module.**<br>**This only applies if your activation includes the Nominal Ledger and the Real Time Update of Nominal option is selected in the System - Maintenance - Company Profiles command.** | CTRAN | CT_REF<br>CT_LOC<br>CT_TYPE<br>CT_QUAN<br>CT_COST |

## Invoicing/SOP Documents

To import invoicing or SOP documents you need to identify two import files; one for the header records (IHEAD) and another for the detail records (ITRAN). The table shows the database files that are updated when documents are imported, along with the mandatory fields that must be part of the import file.

| Type of File | Databases Updated | Mandatory Fields |
|---|---|---|
| **Invoicing/SOP Documents** | IHEAD | IH_DOC<br>IH_ACCOUNT<br>IH_DOCSTAT (must be set to 'U') |
| **If the IT_DESC is not present in the import file, all lines for a given document will be updated with the description used for the first detail line.** | ITRAN | IT_DOC<br>IT_STOCK<br>IT_ANAL<br>IT_QUAN<br>IT_PRICE<br>IT_DESC |
| **Important: If you import foreign currency transactions as Invoicing/SOP Documents, the Importer uses the latest foreign currency rate from the System - Maintenance - Exchange Rates command to calculate the equivalent home currency values for the transaction.** | | |

## Costing Timesheets

The table shows the database files that are updated when timesheets are imported, along with the mandatory fields that must be part of the import file.

| Type of File | Databases Updated | Mandatory Fields |
|---|---|---|
| **Costing Timesheets** | JWIPR | JW_CSTDOC (job number)<br>JW_PHASE (Phase can be left blank)<br>JW_LINE (Job line to be updated)<br>JW_VALUE (Amount to be imported)<br>JW_CCODE<br>JW_RATE<br>JW_CSTTYPE<br>JW_WGEMP |
| **Note: These additional fields are required to update payroll, if linked.** | | JW_QTY (Qty/Hours)<br>JW_CSTUNIT (Amount per hour)<br>JW_GRUP (Payroll group, if applicable)<br>JW_WGPER (Payroll period)<br>JW_WGPAY (Payment profile) |

# Payroll Timesheets

The table shows the database files that are updated when timesheets are imported, along with the mandatory fields that must be part of the import file.

| Type of File | Databases Updated | Mandatory Fields |
|---|---|---|
| **Payroll Timesheets**<br>**Note: There are special considerations you must consider when importing payroll timesheets. Most of the fields imported into the application are affected. For more information, see the section below.** | WTRAN | WR_REF (Employee Reference)<br>WR_TRNCDE (Payment/Deduction Code) |

**Importing Payroll Timesheets - Special Considerations**

**Both payments and deductions transactions are imported for use in the current payroll period in the employee's payroll group. You cannot import transactions into any other payroll period.**

**Warning: The WTRAN database retains one transaction record per employee for each Payment or Deduction code. You must ensure that the import file contains a Payment or Deduction code once only for each employee. If the import file contains more than one transaction record per employee for each Payment or Deduction code, the application will overwrite any existing records.**

*Example ....*

**For this week, employee John Brown receives:**

*** £100.00 of 'Basic Pay' on Job number 10,**
*** £150.00 of 'Basic Pay' on Job number 21.**
*** £60.00 of 'Overtime on Job number 10.**

**You must represent the import file as follows:**

*** £250.00 of 'Basic Pay'**
*** £60.00 of 'Overtime'**

Note: **If you need to retain the individual transaction detail you must create additional Payment or Deduction codes in the application.**

| WTRAN Field | Notes |
|---|---|
| **WR_TRNCDE** | Payment codes must be in the format X999 (where X is either **A** or **P).** Deduction codes must be in the format **D**999 (the first character must be **D**).<br>The numeric element of the code must always be 3 digits. The payment or deduction code must exist in the WPAYD table.<br>Payments<br>The payment type (held in the ?_WPAYD.WY_TYPE field) must be either:<br>"I" (Construction Industry)<br>Blank.<br>Deductions<br>The deduction type (held in the ?_WPAYD.WY_TYPE field) must be one of the following:<br>"C" (Charity)<br>"P" (Employee's pension)<br>"V" (Employee's Additional Contribution)<br>"X" (Employer's pension)<br>"H" (Holiday Fund)<br>"R" (Loan repayment)<br>"A" (Accumulate).<br>Deductions types "C", "R" and "A" cannot be set as a percentage deduction.<br>If the Use Advanced Pension Processing option is ticked on the Payroll - Utilities - Set Options form, deductions types "X", "P" and "V" cannot be used. |
| **WR_PERMVAL** | If the value in the import file is zero, any permanent value in an existing WTRAN record will not change. |
| **WR_TEMPVAL** | If the value in the import file is zero, any temporary value in an existing WTRAN record will not change. |

| | |
|---|---|
| **WR_UNITS** | The value in the import file is always imported, even if it is zero. |
| **WR_RATE** | If the value in the import file is zero, any rate in an existing WTRAN record will not change. |
| **WR_PAYVAL** | Leave this field empty. The application updates this period's payment value during the Calculation command. |
| **WR_BALTD** | If a WTRAN record already exists and its 'to-date balance' is zero, the value in the import file will be used. If the to-date balance in any existing WTRAN record is greater than zero, this value in the import file will be ignored.<br>If a WTRAN record is created during the import, the value in the import file will be used. |
| **WR_BALTDTP** | Leave this field empty. The application updates this period's to-date balance + this period's payment value during the Calculation command. |
| **WR_PERPRM** | If you are importing a deduction, set this field to the following:<br>blank if a WTRAN record already exists and you do not want the percentage indicator to change<br>**%** (percentage sign) if a percentage calculation is required on a new or existing record. The percentage value is taken from the permanent value field in the import file.<br>Note: Leave this field empty if you are importing a payment. |
| **WR_PERTMP** | Set this field to the following:<br>N *(the 'N' character) to switch off the Zeroise This Period Indicator*<br>Z *(the 'Z' character) to switch on the Zeroise This Period Indicator*<br>Set this field to blank if you do not want the Zeroise This Period Indicator to change on an existing WTRAN record. |
| **WR_GROUP** | Leave this field empty. The employee's group code is derived from the WNAME record (employee details). |
| **WR_TCORIDE** | Leave this field empty. |
| **WR_PROJECT** | Leave this field empty. |
| **WR_JOB** | Leave this field empty. |

**Tip: The Calculation command in the Payroll module processes payment and deduction records in a way that gives you the flexibility of choosing how you want to process your payroll timesheets. It uses the following precedence model:**

**1. If the Zeroise This Period Indicator is set, this is used first. This is a useful way to prevent payments or deductions being processed, even if other values lower in the precedence model (Units, Hours, or Quantities; and Permanent Values) are included in the import file.**

**2. If the Temporary Value is greater than zero, this will be used next, even if the import file includes other values lower in the precedence model (Units, Hours, or Quantities; and Permanent Values).**

**3. If the Units, Hours, or Quantity are greater than zero, these will be used next.**

**4. The Permanent Value is used last in the precedence model.**

# Importer & Open Period Accounting

The Importer works the Open Period Accounting (OPA) feature to update the Nominal Ledger with transactions supplied in either a FoxPro compatible format (a file with the file name extension of **.dbf**) or a comma separated variables format (a file with the file name extension of **.csv**). The following types of imports are affected if the respective application in Opera 3 is linked to the Nominal Ledger:

- Sales Ledger transactions
- Purchase Ledger transactions
- Stock Control transactions
- Nominal Ledger journals.

The Importer consolidates all transactions for a certain period and year in the Nominal Ledger into one journal. If transactions update different periods in the Nominal Ledger, for example, period 6 in year 2011 and period 7 in year 2011, a journal is posted to each period which includes the imported relevant transactions.

## Options

The Importer uses these two options if Open Period Accounting is used. They are displayed on the wizard in Opera 3 only if Open Period Accounting is switched on in the Nominal Ledger company. If you are importing Nominal Ledger journals the options are enabled if the Update Nominal option is ticked.

| Parameter | Description |
|---|---|
| **Bypass OPA Processing** | This controls whether the OPA feature is used by the importer. The importer automatically assumes that OPA is in use unless this option is either ticked in the wizard or set to 'O' by developers using the importer as a command line utility. |
| **NL Posting Date** | This overall date controls the period in the Nominal Ledger that is updated for all the Sales Ledger transactions, Purchase Ledger transactions, Cashbook transactions for customer and supplier receipts, payments and refunds, or Stock Control transactions being imported. For other transactions, the main transaction date for each transaction is used. |

## Financial Calendar in the Nominal Ledger

Each period in the Financial Calendar in the Nominal Ledger has a status of either 'Open', 'Closed' or 'Blocked'.

- If the transaction's date is in a 'Closed' or Blocked' period, it is not imported unless the period is in the future. Transactions to future periods that are not open are imported but only update the Nominal Ledger in a batch update command in Opera 3 after the period's status changes.

- If the transaction's date is in an 'Open' period and the **Real Time Update of Nominal Ledger** feature is used, the Importer updates that Nominal Ledger period. If the real time feature is not used, the transaction is imported but the Nominal Ledger is not updated until a batch update command is run in Opera 3.

Tip: The real time feature is switched on using the Real Time Update of Nominal option on the System - Maintenance - Company Profiles form.

## Which date does the Importer use to update the Nominal Ledger?

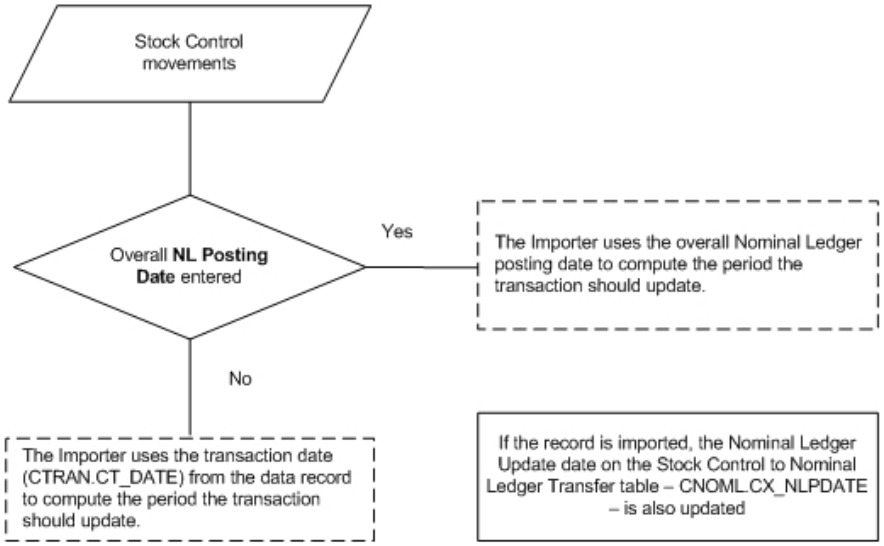
The rules explained in the Financial Calendar in the Nominal Ledger section above are followed for each type of transaction.

### Sales Ledger and Purchase Ledger transactions

This illustration assumes that the Bypass OPA Processing option is not selected, Open Period Accounting is used in the Nominal Ledger and either the Sales Ledger to Nominal option or the Purchase Ledger to Nominal option on the System - Maintenance - Company Profiles form is selected.

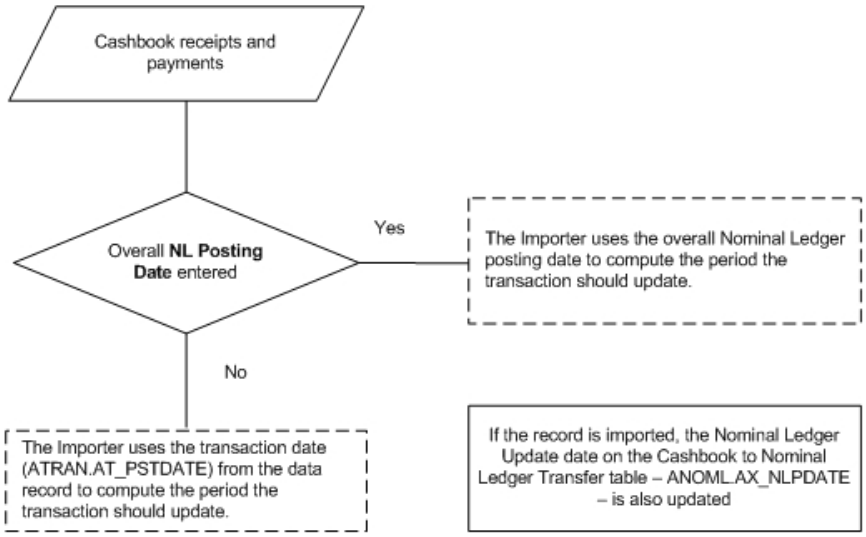
### Stock Control movements

This illustration assumes that the Bypass OPA Processing option is not selected, Open Period Accounting is used in the Nominal Ledger and the Stock Control to Nominal option on the System - Maintenance - Company Profiles form is selected.



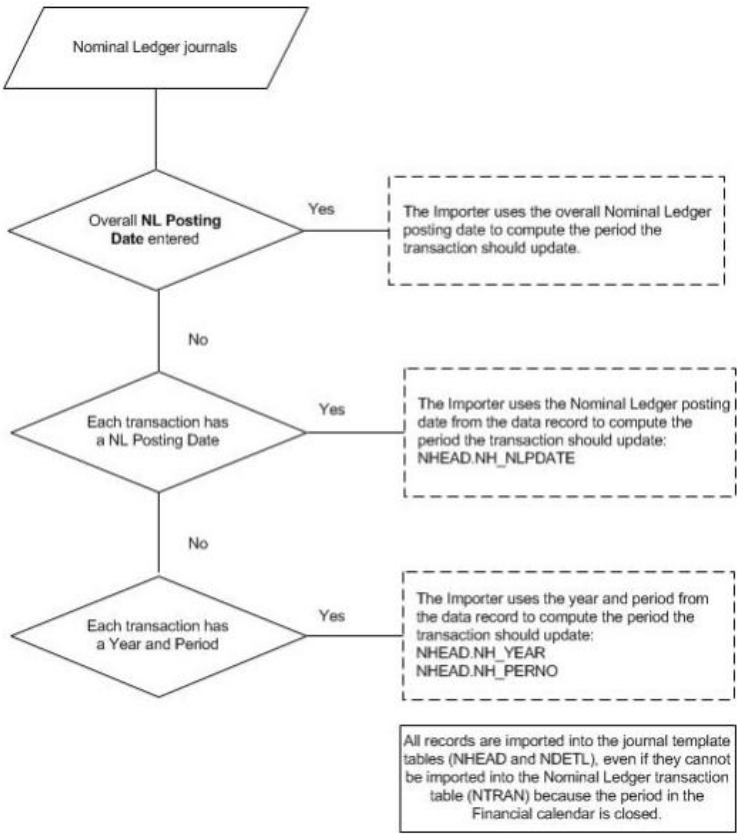
### Cashbook transactions (Sales Ledger & Purchase Ledger Receipts, Payments and Refunds)

This illustration assumes that the Bypass OPA Processing option is not selected, Open Period Accounting is used in the Nominal Ledger and the Use Cashbook option on the System - Maintenance - Company Profiles form is selected.




### Nominal Ledger journals

This illustration assumes that the Bypass OPA Processing option is not selected and Open Period Accounting is used in the Nominal Ledger.




For more information, see the What's Open Period Accounting Help topic.

Open Period Accounting is available in Opera 3

## How to run the Import Wizard

Before you can run the import wizard, you must have created the source files that contain the data you want to import. This must be either a **.dbf** or **.csv** file and the structure of the content must correspond to the tables provided in this documentation. When you run the import wizard, you will need to specify the drive and folder location of the source file being imported, so it will be helpful if you have this information to hand before you begin. The default is the application's folder, so you might want to place any files for the import in that location beforehand.

**Caution:** It is advisable to take a backup of your data before running the Import wizard.

You can change the default import source and location by editing the entries under the [Import] heading in the **Opera.ini** file located in the application's main folder. There is an entry for each file type. Data imported by the wizard is stored in the currently selected company. You must therefore ensure the company you want to contain the imported data is already created and that you are logged on to that company.

1. Open the System folder and click Import or click the Administration tab on the Ribbon Bar and then click Import.
2. Click Import Wizard.
3. Click Next. A list of file types appears.
4. Under Please select the type of file you wish to import, click to select the file type and then click Next. You can only select one file type for each run of the import wizard.
5. In the box(es) provided, type the drive and folder location of the file(s) to be imported or use the browse button to the right of the box(es). The application will only accept files that have the extension **.dbf** or **.csv**. If you specify a **.csv** file and that file includes column headings, select the **CSV file(s) include column headings** option. Click Next.
6. Select the options you want to control the import and then click Next.
7. To carry out the process, click Start.

**Note**: In a multi-user situation, whilst the Import is running on one client, another user can be posting transactions in the system. This is because the Import is not an exclusive process. Please bear in mind that when running an exclusive process, such as Sales Ledger's Period End command, the Import will not be allowed to run at the same time.

# Appendix I – Data Structures & Technical Information

The following pages contain the Database Structures & Technical Information of the Job Costing Module as of the 6.70.00 release.

## Table Break-down

| Table | Process |
|---|---|
| **SEQAORT** | Attachment Order rates and details used by the Payroll module. These are set and governed by the HMCS. |
| **SEQCO** | Company Profile information is held in these tables. |
| **SEQEFLD** | List of report e-mail fields |
| **SEQEGRP** | Report e-mail groups |
| **SEQERPT** | Report e-mail details |
| **SEQFAVES** | User favourite functions and processes |
| **SEQFORMS** | If remember form size and positions is switched on, each form altered is saved in this table as the user has left it. |
| **SEQLOCK** | The user lock table. This is the table that will contain records (including if a user is illegally locked in the system) on logged in users |
| **SEQNAVGRPS** | Navigational Groups |
| **SEQPEOPLE** | List of the People profiles as set up in the system module |
| **SEQREPM** | Reporter reports created in the system |
| **SEQRPLAY** | List of all report layout records with respective setting and property information. |
| **SEQSYS** | System preferences |
| **SEQUSER** | User preferences |

## Payroll System Tables

| Table | Process |
|---|---|
| **Frwmisc** | Contains miscellaneous details regarding the Statutory Payroll information that is contained 'within' other tables – such as wparm |
| **Frwnitb** | Payroll (W Table) Equivalent |
| **Frwpaye** | Payroll (W Table) Equivalent |
| **Frwpayes** | Payroll (W Table) Equivalent |
| **Frwspage** | Pension Age check table – contains the official HMRC pension date check table details. |
| **Frwsmp** | Payroll (W Table) Equivalent |
| **Frwsspt** | Payroll (W Table) Equivalent |

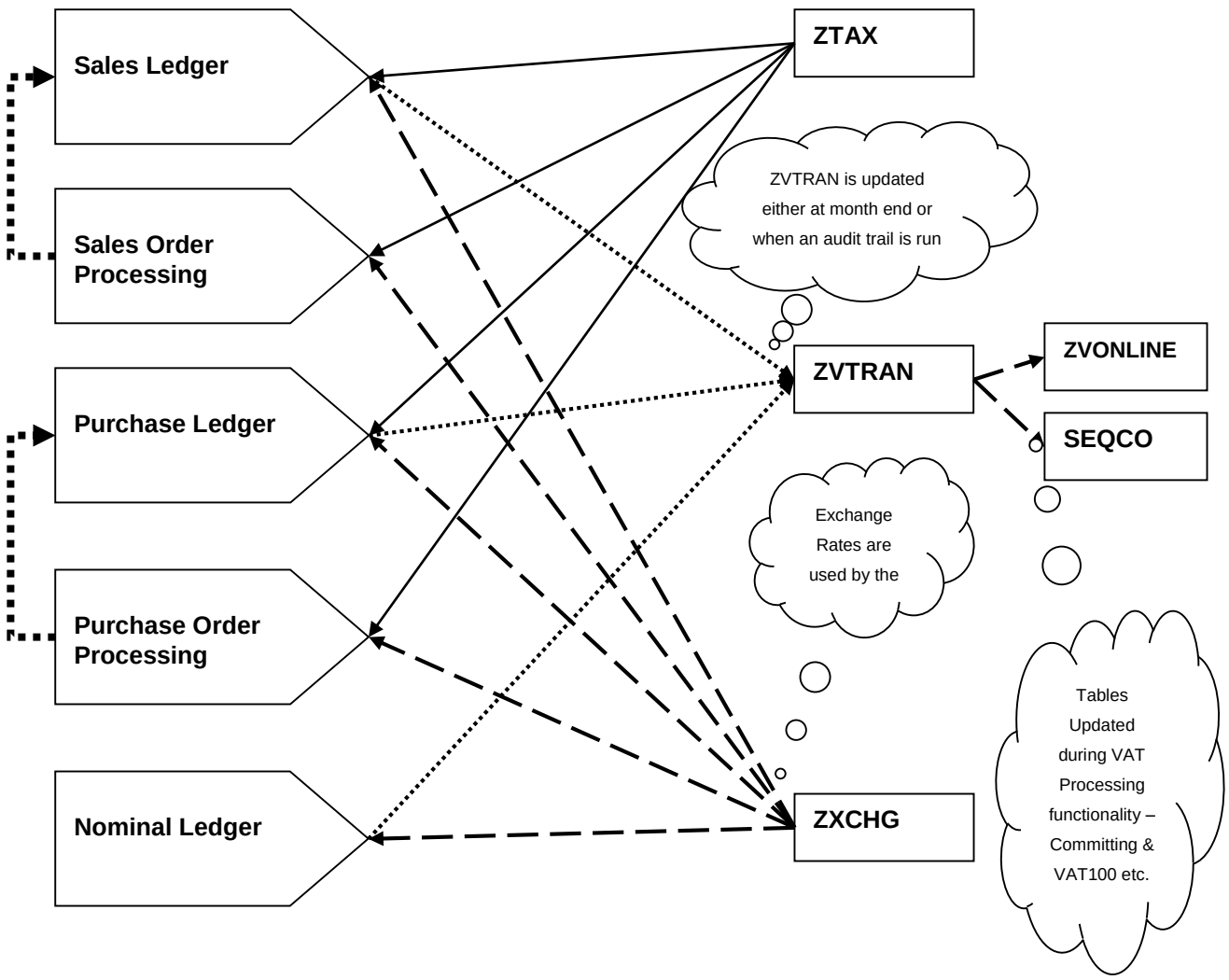
## Joins Information

| TABLE | JOIN |
|---|---|
| seqpeopl | LEFT JOIN seqpeopl ON dname.dn_ref =seqpeopl.pe_ref |
| seqpeopl | LEFT JOIN seqpeopl ON jsctr.ju_subcnt=seqpeopl.pe_ref |
| seqpeopl | LEFT JOIN seqpeopl ON jchead.jh_leader = seqpeopl.pe_ref |
| seqpeopl | LEFT JOIN seqpeopl ON jcntr.jc_leader = seqpeopl.pe_ref |
| seqpeopl | LEFT JOIN seqpeopl ON jehead.jh_leader = seqpeopl.pe_ref |
| seqpeopl | LEFT JOIN seqpeopl ON jehead.jh_leader = seqpeopl.pe_ref |
| seqpeopl | LEFT JOIN seqpeopl ON jchead.jh_leader = seqpeopl.pe_ref |
| seqpeopl | LEFT JOIN seqpeopl ON jchead.jh_leader = seqpeopl.pe_ref |
| seqpeopl | LEFT JOIN seqpeopl ON jchead.jh_leader = seqpeopl.pe_ref |
| seqpeopl | LEFT JOIN seqpeopl ON jscon.js_subcnt = seqpeopl.pe_ref |

## Codes of interest

| Breakdown of Codes | |
|---|---|
| ***Attachment Order Type*** | |
| ***Status*** | ***Description*** |
| 1 | CCAEO |
| 2 | CCAEO/CTAEO |
| 3 | CTAEO |
| 4 | EA |
| 5 | CMA |
| 6 | MCF |
| | |

# VAT & Exchange Rates



# Database Structures

## Pegasus Opera 3 Enterprise VFP Database Structures – System Tables

Table : **SEQAORT** Table Description : **Payroll AO Rates**

| Field Name | Description | Type | Length | DPs | Further information |
|---|---|---|---|---|---|
| WAR_TYPE | Attach. Order Type | N | 2 | 0 | Attachment Order Type |
| WAR_FROMDT | Date From Which Rate Applies | D | 8 | 0 | Date From Which the Rate Applies |
| WAR_TODT | Date To Which Rate Applies | D | 8 | 0 | Date Up To Which the Rate Applies |
| WAR_PAYFRQ | Pay Frequency | C | 1 | 0 | Pay Frequency applicable for this bandwidth and rate |
| WAR_BAND | Upper Bandwidth Amount | N | 10 | 2 | Upper Bandwidth Amount |
| WAR_RATE | Rate | N | 10 | 2 | Rate |
| WAR_RTPERC | Rate Percent Ind | L | 1 | 0 | Is rate figure a percent or value (indicator) |
| WAR_RMDR | Remainder for Bandwidth | N | 10 | 2 | Percentage Remainder for bandwidth (set against last bandwidth) |
| ID | Unique ID | N | 10 | 0 | |
| | | | *Default Value :* | | NEWID(ALIAS()) |
| WAR_USEBND | Use Bandwidth Earn | L | 1 | 0 | False = use "all of the arrestable earnings",<br>True = use "portion of the arrestable earnings that exceed the bandwidth"<br><br>This field will only affect the behaviour of order types whose deduction is to be calculated as a percentage. |
| WAR_MIN | Min. Deduction Amount | N | 10 | 2 | Empty/zero = No. minimum deduction amount applies.<br>Non-zero = Min. deduction amount. |

Table : **SEQCO** Table Description : **Company Controls**

| Field Name | Description | Type | Length | DPs | Further information |
|---|---|---|---|---|---|
| CO_CODE | Company Id | C | 1 | 0 | Id code of the company. Company database names areprefixed with this code. |
| | | | | *Rule :* | "Company ID cannot be blank" |
| | | | *Rule Expression :* | | .NOT.EMPTY(co_code) |
| CO_NAME | Company Name | C | 40 | 0 | Company title - used as heading on reports etc.. |
| | | | | *Rule :* | "Company Name cannot be blank" |
| | | | *Rule Expression :* | | .NOT.EMPTY(co_name) |
| CO_ADDR1 | Address Line 1 | C | 30 | 0 | First line of company address. |
| CO_ADDR2 | Address Line 2 | C | 30 | 0 | Second line of company address. |
| CO_ADDR3 | Address Line 3 | C | 30 | 0 | Third line of company address. |
| CO_ADDR4 | Address Line 4 | C | 30 | 0 | Fourth line of company address. |
| CO_POST | Post Code | C | 8 | 0 | Company post code. |
| CO_TEL | Telephone Number | C | 20 | 0 | Company telephone number. |
| CO_FAX | Fax Number | C | 20 | 0 | Company's facsimile number. |
| CO_CONTACT | Contact | C | 20 | 0 | Contact name within company (useful for bureauservices). |
| CO_VAT | Sales VAT Reg.Number | C | 20 | 0 | Company's sales tax (VAT in EEC) registrationnumber. |
| CO_SUBDIR | Data Path | C | 254 | 0 | Pathname for the company's data files. This may beanywhere on the system. |
| CO_SL2NL | Sales Linked NL | L | 1 | 0 | Is Sales ledger linked to Nominal?. Only allowedto be set if Nominal is available. |
| CO_PL2NL | Purchase Linked NL | L | 1 | 0 | Is Purchase ledger linked to Nominal?. Onlyallowed to be set if Nominal is available. |
| CO_CURRNCY | Multi Currency | C | 20 | 0 | Operate company with multi-currency? Y or N. |

| | | | | | |
|---|---|---|---|---|---|
| CO_COSTON | Cost Centres | L | 1 | 0 | Cost Centres Used ?, Y or N. |
| CO_TAX | Tax Description | C | 3 | 0 | Tax description. e.g. VAT or GST or TVA. |
| | | | | *Rule :* | "Tax description cannot be blank" |
| | | | | *Rule Expression :* | .NOT.EMPTY(co_tax) |
| | | | | *Default Value :* | "VAT" |
| CO_DEBTORS | Debtors Balance | N | 13 | 2 | Company's debtors balance. |
| CO_CRDTORS | Creditors Balance | N | 13 | 2 | Company's creditors balance. |
| CO_STOCKV | Stock Valuation | N | 13 | 2 | Company's stock valuation. |
| CO_ORDRBAL | Sales Order Book | N | 13 | 2 | Company's order book value (sales). |
| CO_WG2NL | Payroll Linked NL | L | 1 | 0 | Is Payroll linked to Nominal?,. Only allowed to beset if Nominal is available. |
| CO_DESPSSD | EC Despatch SD's | L | 1 | 0 | EC Despatch SD's required? |
| CO_ARRVSSD | EC Arrivals SD's | L | 1 | 0 | EC Arrivals SD's required ? |
| CO_SALELST | EC Sales Lists | L | 1 | 0 | EC Sales Lists required ? |
| CO_LASTVRN | Last VAT Return Date | D | 8 | 0 | Last 'to date' used on a committed VAT ReturnReport |
| CO_LASTESL | Last ESL Date | D | 8 | 0 | Last 'to date' used on a committed ESL Report |
| CO_LASTSSD | Last SD Date | D | 8 | 0 | Last 'to date' used on a committed SD Report |
| CO_ESLNAME | ESL Signatory | C | 40 | 0 | ESL Signatory |
| CO_ESLCONT | ESL Contact | C | 30 | 0 | ESL Contact name |
| CO_ESLTEL | ESL Telephone No. | C | 20 | 0 | ESL Telephone No |
| CO_ESLBRAN | ESL Branch Id | C | 3 | 0 | ESL Branch Id |
| CO_ESLFAX | ESL Fax No. | C | 20 | 0 | ESL Fax No. |
| CO_SSDPLAC | SD Place of Signing | C | 30 | 0 | SD Place of Signing |
| CO_ST2NL | Link Stock - Nominal | L | 1 | 0 | |
| CO_JC2WG | Costing/Payroll | L | 1 | 0 | Set to true if integrated to payroll.References to Labour Items and Timesheets will berequired to be part of the Payroll module. |
| CO_PIR2JC | PIR/Costing | L | 1 | 0 | Set to true if PIR integrated to Costing.PIR will be able to post Job Details to theCosting Module. |
| CO_SL2JC | S/L to Costing | L | 1 | 0 | If true, S/L is Linked to Costing |
| CO_ST2JC | Stock/Costing | L | 1 | 0 | If true, Stock is linked to Costing |
| CO_PO2JC | POP/Costing | L | 1 | 0 | If true, POP is linked to Costing |
| CO_ANA | Company ANA/EDI Ref. | C | 20 | 0 | Companies ANA or EDI Reference Number. |
| CO_EAN1 | EDI Enabling Prod. 1 | C | 15 | 0 | Name of EDI Enabling Product 1 in use. |
| CO_EAN2 | EDI Enabling Prod. 2 | C | 15 | 0 | Name of EDI Enabling Product 2 in use. |
| CO_EAN3 | EDI Enabling Prod. 3 | C | 15 | 0 | Name of EDI Enabling Product 3 in use. |
| CO_EAN4 | EDI Enabling Prod. 4 | C | 15 | 0 | Name of EDI Enabling Product 4 in use. |
| CO_E1P | Enabler 1 Command | C | 60 | 0 | Command use to invoke EDI Enabling product 1. |
| CO_E2P | Enabler 2 Command | C | 60 | 0 | Command use to invoke EDI Enabling product 2. |
| CO_E3P | Enabler 3 Command | C | 60 | 0 | Command use to invoke EDI Enabling product 3. |
| CO_E4P | Enabler 4 Command | C | 60 | 0 | Command use to invoke EDI Enabling product 4. |
| CO_BARC | Bar Code Validation | C | 1 | 0 | Barcode validation method. N - NoneE - EAN13 |
| CO_MRN | Manufacturers Ref.No | C | 7 | 0 | Manufacturers Reference No. as allocated by body(Usually ANA) for Bar Codes designated by thiscompany. |
| CO_BANKBAL | Bank Balance | N | 13 | 2 | Company's Overall Bank balance. |
| | | | | *Default Value :* | 0.00 |
| CO_CASHB | Enable Cashbook | L | 1 | 0 | Is Cashbook Being Used?,. Only allowed to be setif Cashbook is available. |
| CO_WG2CB | Payroll To Cashbook | L | 1 | 0 | Is Payroll linked to Cashbook?,. Only allowed tobe set if Payroll is available. |
| CO_SNRF | Transmission Ref | C | 6 | 0 | Last Transmission Reference |
| CO_OPERTN | Operations Path | C | 60 | 0 | Path to Pegasus Operations for Edition forOperations |
| CO_SLNLCO | Sales - Nominal Link | C | 1 | 0 | Nominal Analysis Company Identifier |
| CO_PLNLCO | Purch - Nominal Link | C | 1 | 0 | Nominal Analysis Company Identifier |
| CO_FA2NL | FA Linked NL | L | 1 | 0 | Is Fixed Assets linked to Nominal? Only allowed tobe set if Nominal is available. |
| CO_FANLCO | FA - NL Company | C | 1 | 0 | Nominal Analysis Company Identifier |
| CO_BM2JC | BOM to Costing | L | 1 | 0 | If true, BOM is Linked to Costing |
| CO_BM2SOP | BOM to SOP | L | 1 | 0 | If true, BOM is Linked to SOP |
| CO_WWWPAGE | Company web Site | C | 40 | 0 | Company web Site |
| CO_EMAIL | Company E-Mail Address | C | 40 | 0 | Company E-Mail Address |

| | | | | | |
|---|---|---|---|---|---|
| CO_SDDESPDEL | SD Desp Include Delivery Terms | L | 1 | 0 | SD Despatches Include Delivery Terms |
| CO_SDARRDEL | SD Arr Include Delivery Terms | L | 1 | 0 | SD Arrival Include Delivery Terms |
| CO_USEPIR | Use PIR | L | 1 | 0 | |
| CO_KEEPNTS | Notes Months to Keep | N | 3 | 0 | |
| CO_TRACE | Stock Traceability | L | 1 | 0 | Stock Traceablity |
| | | | *Default Value :* | | .T. |
| CO_WHSE | Stock Warehouses | L | 1 | 0 | |
| | | | *Default Value :* | | .T. |
| co_ecgate | Gateway | L | 1 | 0 | |
| | | | *Default Value :* | | .F. |
| CO_ADVPROJ | Advance Nominal Project | L | 1 | 0 | |
| | | | *Default Value :* | | .F. |
| CO_ADVJOB | Advance Nominal Job | L | 1 | 0 | |
| | | | *Default Value :* | | .F. |
| CO_BACKDROP | Desktop Image | C | 254 | 0 | This Field is used in Company Profiles. Allows the user to specify a background image for the desktop. |
| CO_BACKDROPS | Desktop Style | N | 1 | 0 | This Field is used in Company Profiles. Allows the user to specify a background image style for the desktop.<br>0 = Centred.<br>1 = Tiled.<br>2 = Streched. |
| | | | *Default Value :* | | 0 |
| CO_RTUPDNL | Real Time Update of Nominal | L | 1 | 0 | Real Time Update of Nominal. |
| | | | *Default Value :* | | .F. |
| CO_STNLCO | Stock - Nominal Link | C | 1 | 0 | Nominal Analysis Company Identifier |
| CO_LCALC | Last Calculate Company Balance | D | 8 | 0 | Last Calculation of Company Balances |
| CO_P11D | P11D Required | L | 1 | 0 | P11D Required |
| CO_SERVERNAM | Server Name | C | 128 | 0 | |
| CO_DATABASEN | Database Name | C | 128 | 0 | |
| CO_OPST2NL | Operations II Stock to Nominal | L | 1 | 0 | |
| | | | *Default Value :* | | .F. |
| CO_APOP | Advanced POP Flag | L | 1 | 0 | Field to indicate whether advanced POP is switched ON or OFF |
| | | | *Default Value :* | | .F. |
| CO_REVCHRG | Reverse Charge Indicator | L | 1 | 0 | |
| | | | *Default Value :* | | .F. |
| CO_SPM2CST | SPM/Service to Job Costing | L | 1 | 0 | SPM/Service linked to Job Costing |
| CO_SRV2STK | Service Management to Stock | L | 1 | 0 | Service Management to Stock Module |
| CO_SRV2SOP | Service Management to SOP | L | 1 | 0 | Service management to SOP module |
| CO_OPANL | Open Period Accounting | L | 1 | 0 | Indicator of whether Open Period Accounting is switched on |
| CO_PL2FA | Purchase Ledger To FA | L | 1 | 0 | Purchase Ledger To Fixed Assets Link. |
| CO_POP2FA | POP To FA | L | 1 | 0 | POP to FA link. |
| ID | Unique ID | N | 10 | 0 | |
| | | | *Default Value :* | | NEWID(ALIAS()) |
| CO_LSTESL2 | Submit date for Services ESL | D | 8 | 0 | The last submit date for Services ESL |
| CO_STKTAKE | Use Stocktake | L | 1 | 0 | Allow stocktake behaviour in this company. |
| CO_USELC | Use Landed Costs | L | 1 | 0 | Use Landed Costs (True=Landed Costs used with this company) |
| CO_INBKP | Being Backed Up | C | 1 | 0 | B => company is being backed up<br>L => linked company is being backed up |
| CO_SEPA | SEPA | L | 1 | 0 | SEPA |
| CO_BIC | BIC | C | 11 | 0 | Company BIC |
| CO_IBAN | IBAN | C | 34 | 0 | Company IBAN |
| CO_REGNO | Company Reg. No. | C | 8 | 0 | Company Reg. No. |

Table : **SEQEFLD** Table Description : **Report email fields**

| Field Name | Description | Type | Length | DPs | Further information |
|---|---|---|---|---|---|
| EF_GROUP | Field group | C | 40 | 0 | Email field group |
| EF_FLDNAME | Field name | C | 20 | 0 | Email field name |
| EF_FLDTEXT | Field caption | C | 40 | 0 | Email field caption |
| EF_DEFEXPR | Field default expression | M | 10 | 0 | Email field default expression |

| | | | | | |
|---|---|---|---|---|---|
| EF_FLDNO | Group field number | N | 3 | 0 | Field sort order number within the group |
| ID | Unique ID | N | 10 | 0 | |
| | | | *Default Value :* | | NEWID(ALIAS()) |

Table : **SEQEGRP** Table Description : **Report email groups**

| Field Name | Description | Type | Length | DPs | Further information |
|---|---|---|---|---|---|
| EG_REPTID | Report | C | 30 | 0 | Report Identifier |
| EG_GROUP | Field group | C | 40 | 0 | Email field group |
| EG_GRPTEXT | Group text | C | 40 | 0 | Email field group text |
| EG_ORDER | Group Order | N | 3 | 0 | Email field group order |
| EG_MODULES | Modules | C | 5 | 0 | Modules in activation |
| ID | Unique ID | N | 10 | 0 | |
| | | | *Default Value :* | | NEWID(ALIAS()) |

Table : **SEQERPT** Table Description : **Report email details**

| Field Name | Description | Type | Length | DPs | Further information |
|---|---|---|---|---|---|
| ER_REPTID | Report | C | 30 | 0 | Report Identifier |
| ER_MODULES | Modules | C | 5 | 0 | Modules, one of which needs to be active, to activate the email report details |
| ER_RECPNT | Recipient | C | 254 | 0 | Email recipient |
| ER_SUBJECT | Subject | C | 254 | 0 | Email subject |
| ER_BODY | Body | M | 10 | 0 | Email body |
| ER_ATTNAME | Attachment Filename | C | 254 | 0 | Email attachment filename |
| ER_VERDGTS | Attachment file version digits | N | 1 | 0 | Number of digits to append to the end of the attachment filename in case of duplication |
| | | | *Default Value :* | | 0 |
| ER_REPTNAM | Report name | C | 50 | 0 | Report name |
| ID | Unique ID | N | 10 | 0 | |
| | | | *Default Value :* | | NEWID(ALIAS()) |

Table : **SEQFAVES** Table Description : **User favourites**

| Field Name | Description | Type | Length | DPs | Further information |
|---|---|---|---|---|---|
| FAV_USER | User ID | C | 8 | 0 | |
| FAV_GROUP | Favourites group ID | C | 30 | 0 | |
| FAV_COMMAND | Command ID / EXE | C | 240 | 0 | |
| FAV_CAPTION | Caption to use in favourites | C | 60 | 0 | |
| FAV_IMAGE | Path to image file | M | 4 | 0 | |
| ID | Unique ID | N | 10 | 0 | |
| | | | *Default Value :* | | NEWID(ALIAS()) |
| FAV_GORD | Group Order | N | 3 | 0 | |
| FAV_IORD | Item Order | N | 3 | 0 | |

Table : **SEQFORMS** Table Description : **Persistence info**

| Field Name | Description | Type | Length | DPs | Further information |
|---|---|---|---|---|---|
| PER_USER | User ID | C | 8 | 0 | |
| PER_RESOURCEID | Resource ID | C | 60 | 0 | |
| PER_TOP | Item Y pos | N | 5 | 0 | |
| PER_LEFT | Item X pos | N | 5 | 0 | |
| PER_HEIGHT | Item height | N | 5 | 0 | |
| PER_WIDTH | Item width | N | 5 | 0 | |
| PER_DOCKPOS | Dock position (for toolbars) | N | 5 | 0 | |
| PER_CARGO | Misc information | M | 4 | 0 | |
| LASTUSED | Datetime resource last used | T | 8 | 0 | |
| ID | Unique ID | N | 10 | 0 | |
| | | | *Default Value :* | | NEWID(ALIAS()) |

Table : **SEQGRP** Table Description : **Notification Group**

| Field Name | Description | Type | Length | DPs | Further information |
|---|---|---|---|---|---|
| GP_GRPID | Group Code | C | 8 | 0 | Group Code |
| GP_GRPDESC | Group Name | C | 40 | 0 | Group Name |

| | | | | | |
|---|---|---|---|---|---|
| GP_SYSID | Group System | C | 2 | 0 | Group System |
| CRUISE | CRUISE | L | 1 | 0 | |
| COS | COS | C | 36 | 0 | |
| MANAGER | MANAGER | L | 1 | 0 | |
| PRIVACC | PRICAVV | L | 1 | 0 | |
| SPMACCESS | SPM Access Rights | N | 2 | 0 | SPM Access Rights |
| | | | | *Input guide :* | 99 |
| PDMUSER | PDM Access Rights | L | 1 | 0 | Should user have access to PDM ? |
| CRUISEPDM | PDM While Posting Continuously | L | 1 | 0 | Calls PDM Capture during continuous posting. |
| ACCESS | ACCESS | M | 4 | 0 | |
| COUNT1 | COUNT1 | N | 5 | 0 | |
| COUNT2 | COUNT2 | N | 5 | 0 | |

Table : **SEQLOCK** Table Description : **User locks**

| Field Name | Description | Type | Length | DPs | Further information |
|---|---|---|---|---|---|
| LK_USERID | User Id | C | 8 | 0 | User Id Code |
| LK_CODE | Lock Code | C | 30 | 0 | |
| LK_PROCESS | Lock Process | C | 30 | 0 | |
| LK_CO | Lock Company | C | 30 | 0 | |
| LK_CRASH | System Crash User Id | L | 1 | 0 | |
| LK_TIDY | System Tidy Ref | C | 1 | 0 | |
| LK_SESSIONID | LK_SESSIONID | C | 10 | 0 | |

Table : **SEQMSGDIST** Table Description : **Notification Details**

| Field Name | Description | Type | Length | DPs | Further information |
|---|---|---|---|---|---|
| MD_USRGRP | User Group Code | C | 8 | 0 | User Group Code |
| MD_MSGID | Message ID | C | 10 | 0 | Message ID |
| MD_RECTYPE | Record Type | C | 1 | 0 | Record Type |

Table : **SEQNAVGRPS** Table Description :

| Field Name | Description | Type | Length | DPs | Further information |
|---|---|---|---|---|---|
| COMMANDID | COMMANDID | C | 60 | 0 | |
| ORDER | ORDER | N | 10 | 0 | |
| USER | User | C | 8 | 0 | |
| ID | Unique ID | N | 10 | 0 | |
| | | | | *Default Value :* | NEWID(ALIAS()) |

Table : **SEQNOTIF** Table Description : **Notification**

| Field Name | Description | Type | Length | DPs | Further information |
|---|---|---|---|---|---|
| MH_ID | Unique ID | C | 10 | 0 | Unique ID |
| MH_SYSID | System ID | C | 2 | 0 | System ID Populated with leading space |
| MH_COID | Company IDs | C | 36 | 0 | Company IDs |
| MH_ACTIVE | Active | L | 1 | 0 | Active |
| MH_STDATE | Start Date | D | 8 | 0 | Start Date |
| MH_STTIME | Start Time | C | 5 | 0 | Start Time |
| MH_TITLE | Title | C | 50 | 0 | Title |
| MH_MESS | Mesage Text | M | 4 | 0 | Mesage Text |
| MH_SHUTD | Shutdown Message | L | 1 | 0 | Shutdown Message |
| MH_REPEAT | Repeat Type | N | 1 | 0 | Repeat Type |
| MH_RECUR | Recur Period | N | 3 | 0 | Recur Period |
| MH_LOCKOUT | Lock Out Time | N | 4 | 0 | Lock Out Time |
| MH_DAYS | Recur Days | C | 80 | 0 | Recur Days |
| MH_SHUNIT | Show for Units | C | 1 | 0 | Show for Units |
| MH_SHTIME | Show for Duration | N | 3 | 0 | Show for Duration |
| MH_LUPDATE | Last Update date | D | 8 | 0 | Last Update date |
| MH_LUPTIME | Last Update Time | C | 8 | 0 | Last Update Time |
| MH_CREATOR | Process Created | C | 12 | 0 | Process Created |
| MH_LCKUNIT | Lockout Duration Units | C | 1 | 0 | Units selected for Lockout Duration, D + Days, H = Hours, etc. |
| | | | | *Default Value :* | "M" |

| | | | | | |
|---|---|---|---|---|---|
| MH_KILL | Terminate Opera | L | 1 | 0 | Flag to indicate whether Shutdown messages cause opera to terminate |
| | | | *Default Value :* | | .T. |

Table : **SEQPEOPL** Table Description : **People Table**

| Field Name | Description | Type | Length | DPs | Further information |
|---|---|---|---|---|---|
| PE_REF | Reference | C | 10 | 0 | |
| PE_TITLE | Title | C | 5 | 0 | |
| PE_SURNAM | Surname | C | 25 | 0 | |
| PE_FSTNAM | Forename(s) | C | 30 | 0 | |
| PE_ADDR1 | Address Line 1 | C | 30 | 0 | |
| PE_ADDR2 | Address Line 2 | C | 30 | 0 | |
| PE_ADDR3 | Address Line 3 | C | 30 | 0 | |
| PE_ADDR4 | Address Line 4 | C | 30 | 0 | |
| PE_PSTCDE | Post Code | C | 8 | 0 | |
| SQ_MEMO | Comments | M | 10 | 0 | |
| PE_PHONE | Telephone | C | 20 | 0 | |
| PE_FAX | Fax | C | 20 | 0 | |
| PE_MOBILE | Mobile | C | 20 | 0 | |
| PE_EMAIL | E-Mail | C | 40 | 0 | |
| PE_EMP | Employee | L | 1 | 0 | |
| PE_SUBC | Sub-Contracter | L | 1 | 0 | |
| PE_PROJL | Project Leader | L | 1 | 0 | |
| ID | Unique ID | N | 10 | 0 | |
| | | | *Default Value :* | | NEWID(ALIAS()) |

Table : **SEQREPM** Table Description : **Report Manager**

| Field Name | Description | Type | Length | DPs | Further information |
|---|---|---|---|---|---|
| RP_FILE | Report Name | C | 8 | 0 | Report File Name |
| RP_DESC | Report Description | C | 30 | 0 | Description / Title of Report |
| RP_MODULE | Module | C | 1 | 0 | Module Identifier |
| RP_BASETAB | Main Database | C | 6 | 0 | Main Controlling Database. |
| RP_FIELDS | Field Descriptors | M | 10 | 0 | Descriptors for the fields to be reported on.Contains type, length etc. |
| RP_TEMPLT | Report Template | C | 8 | 0 | Which report template being used . |
| RP_TYPE | Report Type | N | 1 | 0 | Style of report 1 = list, 2 = summary. |
| RP_CONTROL | Sequence Control | M | 10 | 0 | Control descriptors of sequence and controlbreaks. |
| RP_FILTER | Filter Control | M | 10 | 0 | |
| RP_OUTPUT | Output Control | M | 10 | 0 | |
| RP_DELETE | Show Deleted Records | L | 1 | 0 | Show Deleted Records On Report Indicator |
| RP_ORIENT | Orientation | N | 1 | 0 | Orientation |
| | | | *Default Value :* | | 0 |
| RP_HOTKEY | Hot Key | C | 1 | 0 | Hot Key |
| RP_SQL | SQL | M | 10 | 0 | SQL |
| RP_BASENAM | Main Table Name | C | 100 | 0 | |
| ID | Unique ID | N | 10 | 0 | |
| | | | *Default Value :* | | NEWID(ALIAS()) |
| RP_XLSOPT | Excel Report Option | N | 1 | 0 | |
| | | | *Default Value :* | | 0 |
| RP_USER | Report Behaviour | M | 10 | 0 | Used in Opera 3 to force ReportBehavior when publishing the report |

Table : **SEQRPLAY** Table Description : **Report Printer Table**

| Field Name | Description | Type | Length | DPs | Further information |
|---|---|---|---|---|---|
| DO_REPTID | Report | C | 30 | 0 | Report Identifier |
| DO_DOCID | Document | C | 150 | 0 | Document Name |
| DO_REPDESC | Description | C | 50 | 0 | Report Description |
| DO_MARGIN | Left Margin | N | 10 | 0 | Orerride setting for the left margin of the report |
| | | | *Default Value :* | | 0 |
| DO_PRINTERNAM | Printer Name | C | 120 | 0 | |
| | | | *Default Value :* | | "<NONE>" |

| | | | | | |
|---|---|---|---|---|---|
| DO_DEFAULT | Default Report | L | 1 | 0 | Logical Value Indicating If This IS The Default Printer For This Report... |
| | | | *Default Value :* | | .F. |
| DO_REPFUNC | Report Functions | M | 10 | 0 | Holds Foxpro code for impact printer reports |
| DO_PSIZE | Paper Size Code | I | 4 | 0 | |
| DO_PWIDTH | Paper Width (.1 millimetre) | I | 4 | 0 | |
| DO_PLENGTH | Paper Length | I | 4 | 0 | |
| DO_YRES | YResolution | I | 4 | 0 | |
| | | | *Default Value :* | | 600 |
| DO_MAILDEF | Default E-Mail Report | L | 1 | 0 | Logical value indicating If this is the default report when emailing. |
| | | | *Default Value :* | | .F. |
| SQ_DATE | Date | D | 8 | 0 | |
| SQ_TIME | Time | T | 8 | 0 | |
| DO_NCOPIES | No of Copies | N | 4 | 0 | |
| | | | *Default Value :* | | 1 |
| DO_CHAIN | Chained Report | C | 150 | 0 | |
| DO_SOURCE | Paper Source | N | 3 | 0 | |
| DO_QUALITY | Print Quality | N | 4 | 0 | |
| ID | Unique ID | N | 10 | 0 | |
| | | | *Default Value :* | | NEWID(ALIAS()) |

Table : **SEQSYS** Table Description : **System Preferences**

| Field Name | Description | Type | Length | DPs | Further information |
|---|---|---|---|---|---|
| SY_IN_USE | System In Use | L | 1 | 0 | |
| SY_LOGUSER | Log User | L | 1 | 0 | |
| SY_JCCNT | Contract Description | C | 15 | 0 | |
| | | | *Default Value :* | | "Contract" |
| SY_JCJOB | Job Description | C | 15 | 0 | |
| | | | *Default Value :* | | "Job" |
| SY_JCPHS | Phase Description | C | 15 | 0 | |
| | | | *Default Value :* | | "Phase" |
| SY_TXTREP | Text Report Images | L | 1 | 0 | |
| | | | *Default Value :* | | .F. |
| SY_FUNDEC | Foreign Unit Decimal | L | 1 | 0 | True or False, Operating Foreign Unit Number ofDecimals |
| | | | *Default Value :* | | .F. |
| SY_WWWDEF | Web site default | C | 40 | 0 | |
| | | | *Default Value :* | | "www.pegasus.co.uk" |
| SY_RESULTS | Maximum Search Results | N | 10 | 0 | |
| | | | *Default Value :* | | 100 |
| SY_JCDEPT | Department Description | C | 15 | 0 | Label For Deprtment Description. |
| | | | *Default Value :* | | "Department" |
| SY_USELOGS | Use User & Event Logs | L | 1 | 0 | |
| SY_PDFDRV | PDF Printer Flag | L | 1 | 0 | PDF Printer Persistance Flag. |
| SY_NLPROJ | AdvNL Project Description | C | 15 | 0 | |
| | | | *Default Value :* | | "Project" |
| SY_NLJOB | AdvNL Dept Description | C | 15 | 0 | |
| | | | *Default Value :* | | "Department" |
| SY_UPDBALS | Update Balances | L | 1 | 0 | |
| | | | *Default Value :* | | .T. |
| SY_PDFFONT | PDF Font Full Embedding | L | 1 | 0 | |
| | | | *Default Value :* | | .T. |
| SY_PDFFVAL | PDF Printer-Set File Name Opt. | N | 12 | 0 | |
| | | | *Default Value :* | | 512 |
| SY_RCLIMIT | De-minimis level | N | 10 | 0 | States the de-minimis level for items subject to reverse charge |
| | | | *Default Value :* | | 5000 |
| SY_RCDATE | Reverse Charge Applicable | D | 8 | 0 | States the date that Reverse Charge becomes applicable. |
| | | | *Default Value :* | | {^2007-06-01} |
| SY_PWDAYS | Password Expiry Days | N | 3 | 0 | Number of days after which a password expires. 0 implies non-expiring passwords. |
| | | | *Default Value :* | | 0 |

| | | | | | |
|---|---|---|---|---|---|
| ID | Unique ID | N | 10 | 0 | |
| | | | *Default Value :* | | NEWID(ALIAS()) |
| SY_NSWARN1 | Notification First Warning | N | 3 | 0 | Notification First Warning in Minutes |
| | | | *Default Value :* | | 10 |
| SY_NSWARN2 | Notification Second Warning | N | 3 | 0 | Notification Second Warning in Minutes |
| | | | *Default Value :* | | 5 |
| SY_GRPERM | Use Group Permissions | L | 1 | 0 | |

Table : **SEQUSER** Table Description : **User Controls**

| Field Name | Description | Type | Length | DPs | Further information |
|---|---|---|---|---|---|
| USER | User ID | C | 8 | 0 | User ID |
| | | | | *Rule :* | "The user names 'MANAGER' and 'ADMIN' cannot be changed" |
| | | | *Rule Expression :* | | PreventUsernameChange() |
| COUNT1 | COUNT1 | N | 5 | 0 | |
| BELLSET | BELLSET | L | 1 | 0 | |
| CONFIRMSET | CONFIRMSET | L | 1 | 0 | |
| AUTOCLEAR | AUTOCLEAR | L | 1 | 0 | |
| CRUISE | CRUISE | L | 1 | 0 | |
| COS | COS | C | 36 | 0 | |
| COUNT2 | COUNT2 | N | 5 | 0 | |
| ACCESS | ACCESS | M | 4 | 0 | |
| MENUTYPE | MENUTYPE | C | 1 | 0 | |
| MANAGER | MANAGER | L | 1 | 0 | |
| PREFCOMP | PREFCOMP | C | 1 | 0 | |
| PRIVACC | PRIVACC | L | 1 | 0 | |
| USERNAME | User Name | C | 40 | 0 | User Name |
| O16MENUS | O16MENUS | L | 1 | 0 | |
| SOPSTATUS | SOP Status | C | 1 | 0 | SOP Status |
| HOTKEYS | Hotkey window | L | 1 | 0 | |
| PERSISTENCE | Desktop persistence | L | 1 | 0 | |
| HIDEBAR | Hide favourites in Navigator | L | 1 | 0 | |
| HIDETREE | Hide folders in Navigator | L | 1 | 0 | |
| AUTOHIDE | Auto hide Navigator | L | 1 | 0 | |
| DEFGRID | Default Grid | L | 1 | 0 | This Field is used in system Preference. Wether to use default grid or Grey and White grid. |
| | | | *Default Value :* | | .F. |
| ANYWORD | Match Any Word | L | 1 | 0 | This Field is used in system Preference. To display Match any Word check box in search form with the user's preference |
| | | | *Default Value :* | | .F. |
| IGNCASE | Ignore Case | L | 1 | 0 | This Field is used in system Preference. To display Ignore Case check box in search form with the user's preference |
| | | | *Default Value :* | | .T. |
| INCDELETED | Include Deleted | L | 1 | 0 | This Field is used in system Preference. To display Include Deleted check box in search form with the user's preference |
| | | | *Default Value :* | | .F. |
| BACKDROP | Desktop Image | C | 254 | 0 | This Field is used in system Preference. Allows the user to specify a background image for the desktop. |
| BACKDROPS | Desktop Image Style | N | 1 | 0 | This Field is used in system Preference. Allows the user to specify a background image style for the desktop.<br>0 = Centred.<br>1 = Tiled.<br>2 = Streched. |
| | | | *Default Value :* | | 0 |

| | | | | | |
|---|---|---|---|---|---|
| BACKDROPV | Desktop Image Default | N | 1 | 0 | This Field is used in system Preference. Allows the user to specify the default behaviour for the background image.<br>0 = Default.<br>1 = Enabled.<br>2 = Disabled. |
| | | | *Default Value :* | | 0 |
| DSKSCREENS | Desktop Images | M | 4 | 0 | This Field is used in system Preference. Allows the user to specify the background image for Difference Company. |
| ADVSEARCH | Use Advanced Searching | L | 1 | 0 | Use Fuzzy Searching Flag |
| NAVSTYLE | Navigator Style | C | 1 | 0 | |
| | | | *Input guide :* | | X |
| | | | *Format :* | | ! |
| | | | *Default Value :* | | 'R' |
| NAVEXPANDED | Nav Num. of Expanded Bars | N | 2 | 0 | |
| | | | *Input guide :* | | 99 |
| | | | *Default Value :* | | 8 |
| TOOLBARSIZE | | N | 1 | 0 | Field implemented as part of the UI Enhancements for the Toolbar. This field contains the toolbar size the user wants to use:<br><br>1 = Small, by default<br>2 = Large |
| | | | *Default Value :* | | 1 |
| VERCHECK | Version Checking | N | 1 | 0 | Version checking regularity |
| | | | *Default Value :* | | 3 |
| LASTVERCH | Last Version check | D | 8 | 0 | Last version check date |
| SPMACCESS | SPM Access Rights | N | 2 | 0 | SPM Access Rights |
| | | | *Input guide :* | | 99 |
| | | | *Default Value :* | | 1 |
| PDMUSER | PDM Access Rights | L | 1 | 0 | Should user have access to PDM ? |
| | | | *Default Value :* | | .T. |
| OUTNLPERD | Post Outside Current NL Prd | L | 1 | 0 | Indicator of whether user is allowed to post outside the current nominal period |
| PWEXPDATE | Password Expiry Date | D | 8 | 0 | Date on which current password expires, {^2099-12-31} implies non-expring password |
| | | | *Default Value :* | | {^2099-12-31} |
| ID | Unique ID | N | 10 | 0 | |
| | | | *Default Value :* | | NEWID(ALIAS()) |
| BASEURL | URL For Web Form | M | 4 | 0 | Login() calls a web form. This is the URL to which that form navigates. |
| CRUISEPDM | PDM While Posting Continuously | L | 1 | 0 | Calls PDM Capture during continuous posting. |
| | | | *Default Value :* | | .T. |
| NSPREFS | Notification Preferences | M | 4 | 0 | Notification Preferences |
| OPERAPDF | Use the Opera PDF driver | L | 1 | 0 | True = Use Opera PDF driver<br>False = Use XFRX PDF driver |
| | | | *Default Value :* | | .F. |
| HIGHDEFPRN | High definition printing | L | 1 | 0 | True = Allow high defintion printing (REPORTBEHAVIOR 90)<br>False = Standard definition printing (REPORTBEHAVIOR 80) |
| | | | *Default Value :* | | .T. |
| CMCOMPANY | Access to CM Company Page | L | 1 | 0 | Flag to determine whether a user has access to the Companypage of the Credit Management Centre form. True = Access allowed False = Access Denied |
| | | | *Default Value :* | | .F. |
| ALLCMACTS | See Other Users CM Actions | L | 1 | 0 | Is this user allowed to see other users' actions in Credit Management ? |
| | | | *Default Value :* | | .F. |
| SOPRPTCH | Repeat Inv Email/Print | N | 1 | 0 | 0 = not set<br>1 = Email Only<br>2 = Print (non-Email) Only<br>3 = Both |

Table : **SEQUSRGRP** Table Description : **Notification User**

| Field Name | Description | Type | Length | DPs | Further information |
|---|---|---|---|---|---|
| UG_GRPID | Group Code | C | 8 | 0 | Group Code |
| UG_USER | User Code | C | 8 | 0 | User Code |
| UG_SYSID | Group System | C | 2 | 0 | Group System |

Table : **VCNTRY** Table Description : **Countries**

| Field Name | Description | Type | Length | DPs | Further information |
|---|---|---|---|---|---|
| VT_COUNTRY | Code | C | 2 | 0 | EC VAT Country Code |
| VT_ALTCTRY | Alternative Code | C | 2 | 0 | EC VAT Alternative Country Code |
| VT_NUMCTRY | Number Code | C | 3 | 0 | EC VAT Numeric Country Code |
| VT_DESC | Description | C | 20 | 0 | EC VAT Country Name |
| VT_HOME | Home Indicator | L | 1 | 0 | EC VAT Home Country? True or False |
| VT_MEMBER | EC Member | L | 1 | 0 | EC VAT - EC Member? True or False |
| VT_VATREGD | VAT Registered | L | 1 | 0 | EC VAT - are you registered in that country? Trueor False |
| VT_AFTER | After Sett. Disc. | L | 1 | 0 | EC VAT - is VAT calculated after settlementdiscount deducted? True or False |
| VT_BASECUR | Base Currency | C | 3 | 0 | EC VAT Base Currency for local VAT accounting. |
| VT_SLCURR | Sales Currency | C | 3 | 0 | EC VAT Default Currency for sales ledger. |
| VT_PLCURR | Purchase Currency | C | 3 | 0 | EC VAT Default Currency for purchase ledger. |
| VT_TAXDESC | Tax Description | C | 3 | 0 | EC VAT - Tax description for this country. |

Table : **VCOMM** Table Description : **Commodities**

| Field Name | Description | Type | Length | DPs | Further information |
|---|---|---|---|---|---|
| VC_COMMOD | Commodity Code | C | 11 | 0 | Commodity Code. |
| VC_DESC | Description | C | 30 | 0 | Commodity Code description. |
| VC_2NDQTY | Second Quantity | C | 8 | 0 | If used - Second Qty description.If empty - 2nd qty not needed. |
| VC_KEY1 | Key 1 Field | C | 5 | 0 | Record search key - do not alter. |
| VC_KEY2 | Key 2 Field | C | 5 | 0 | Record search key - do not alter. |
| VC_KEY3 | Key 3 Field | C | 5 | 0 | Record search key - do not alter. |
| VC_KEY4 | Key 4 Field | C | 5 | 0 | Record search key - do not alter. |

Table : **VLOOK** Table Description : **Lookups**

| Field Name | Description | Type | Length | DPs | Further information |
|---|---|---|---|---|---|
| LK_TYPE | Type | C | 1 | 0 | Lookup record type. T=Transport, Y=Business Type,D=Despatch Method, R=Delivery Route. |
| | | | | *Format :* | ! |
| LK_CODE | Code | C | 3 | 0 | Lookup record code (key). |
| | | | | *Rule :* | "Code may not be blank" |
| | | | | *Rule Expression :* | .NOT.EMPTY(lk_code) |
| | | | | *Format :* | ! |
| LK_DESC | Description | C | 30 | 0 | Lookup record description. |
| | | | | *Rule :* | "Description may not be blank" |
| | | | | *Rule Expression :* | .NOT.EMPTY(lk_desc) |

Table : **ZCONTACTS** Table Description : **Contacts**

| Field Name | Description | Type | Length | DPs | Further information |
|---|---|---|---|---|---|
| ZC_MODULE | Ledger | C | 1 | 0 | Ledger |
| ZC_ACCOUNT | Account | C | 8 | 0 | Account |
| ZC_CONTACT | Salutation | C | 30 | 0 | Contact |
| ZC_TITLE | Title | C | 10 | 0 | Title |
| ZC_FORNAM | Forename | C | 30 | 0 | Forename |
| ZC_SURNAME | Surname | C | 30 | 0 | Surname |
| ZC_OPTCONT | Contact Option | N | 1 | 0 | Contact Option |
| ZC_DOB | Date of Birth | D | 8 | 0 | Date of Birth |
| ZC_ALLWPH | Allow Phone | L | 1 | 0 | Allow Phone |
| ZC_PHONE | Phone | C | 20 | 0 | Phone |

| | | | | | |
|---|---|---|---|---|---|
| ZC_ALLWFAX | Allow Fax | L | 1 | 0 | Allow Fax |
| ZC_FAX | Fax | C | 20 | 0 | Fax |
| ZC_ALLWMOB | Allow Mobile | L | 1 | 0 | Allow Mobile |
| ZC_MOBILE | Mobile | C | 20 | 0 | Mobile |
| ZC_ALLWMAL | Allow eMail | L | 1 | 0 | Allow eMail |
| ZC_EMAIL | Email | C | 60 | 0 | Email |
| ZC_ATTR1 | Attribute 1 | C | 4 | 0 | Attribute 1 |
| ZC_ATTR2 | Attribute 2 | C | 4 | 0 | Attribute 2 |
| ZC_ATTR3 | Attribute 3 | C | 4 | 0 | Attribute 3 |
| ZC_ATTR4 | Attribute 4 | C | 4 | 0 | Attribute 4 |
| ZC_ATTR5 | Attribute 5 | C | 4 | 0 | Attribute 5 |
| ZC_ATTR6 | Attribute 6 | C | 4 | 0 | Attribute 6 |
| SQ_USER | User | C | 8 | 0 | User |
| SQ_DATE | Creation Date | D | 8 | 0 | Creation Date |
| SQ_TIME | Creation Time | C | 8 | 0 | Creation Time |
| SQ_AMUSER | Amended User | C | 8 | 0 | Amended User |
| SQ_AMDATE | Amended Creation Date | D | 8 | 0 | Amended Creation Date |
| SQ_AMTIME | Amended Creation Time | C | 8 | 0 | Amended Creation Time |
| ID | Unique Id | N | 10 | 0 | Unique Id |
| | | | *Default Value :* | | NEWID(ALIAS()) |
| ZC_POS | Position | C | 30 | 0 | Position |

Table : **ZLOCK** Table Description : **Posting Lock Table**

| Field Name | Description | Type | Length | DPs | Further information |
|---|---|---|---|---|---|
| ZP_USER | Locking User Name | C | 15 | 0 | |
| ZP_PROCESS | Locking Process Name | C | 40 | 0 | |

Table : **ZNOTES** Table Description : **Notes**

| Field Name | Description | Type | Length | DPs | Further information |
|---|---|---|---|---|---|
| zn_module | Ledger | C | 1 | 0 | |
| zn_account | Account | C | 25 | 0 | |
| zn_extend | Extend | C | 4 | 0 | |
| sq_user | User | C | 8 | 0 | |
| sq_date | Creation Date | D | 8 | 0 | |
| sq_time | Creation Time | C | 8 | 0 | |
| sq_amuser | Amended User | C | 8 | 0 | |
| sq_amdate | Amended Creation Date | D | 8 | 0 | |
| sq_amtime | Amended Creation time | C | 8 | 0 | |
| zn_note | Memo Notes | M | 10 | 0 | |
| zn_actreq | Action required | C | 10 | 0 | |
| zn_email | E-mail | C | 40 | 0 | |
| zn_actdate | Action Date | D | 8 | 0 | |
| zn_actcomp | Action Completed | L | 1 | 0 | |
| zn_compdte | Action Completion Date | D | 8 | 0 | |
| zn_priority | Priority | N | 1 | 0 | |
| | | | *Default Value :* | | 1 |
| zn_subject | Subject | C | 50 | 0 | |
| ID | Unique ID | N | 10 | 0 | |
| | | | *Default Value :* | | NEWID(ALIAS()) |

Table : **ZOLE** Table Description : **OLE Objects**

| Field Name | Description | Type | Length | DPs | Further information |
|---|---|---|---|---|---|
| FILENAME | Alias File Name | C | 10 | 0 | Alias File Name. |
| KEYREF | Alias Key Reference | C | 16 | 0 | Account/Reference, Key field of Record. |
| COMMENT | OLE Comment | C | 52 | 0 | Comment. |
| DATE | Date | D | 8 | 0 | Date, defaults to system date. |
| OLE | OLE Object | G | 10 | 0 | OLE General Field. |
| IMAGEFILE | Image File | C | 254 | 0 | Path to Picture file |

Table : **ZPOOL** Table Description : **Spool Control**

| Field Name | Description | Type | Length | DPs | Further information |
|---|---|---|---|---|---|

| | | | | | |
|---|---|---|---|---|---|
| SP_FILE | Report File Name | C | 20 | 0 | Report file name. |
| SP_DESC | Description | C | 40 | 0 | Description of report. |
| SP_CTIME | Creation Time | C | 5 | 0 | Time report created. |
| SP_CDATE | Creation Date | D | 8 | 0 | Date report created. |
| SP_CBY | Reported By | C | 8 | 0 | Who initiated report. |
| SP_PDATE | Printed Date | D | 8 | 0 | Time report last printed. |
| SP_PTIME | Printed Time | C | 5 | 0 | Date report last printed. |
| SP_PBY | Printed By | C | 8 | 0 | Who last printed report. |
| SP_PRINTER | Printer | M | 10 | 0 | Printer to which report was destined for. |
| SP_REPWIDE | Report Width | N | 3 | 0 | Width of report as defined in 'report form'. |
| SP_REPHITE | Report Depth | N | 4 | 0 | Depth of report. |
| SP_PLATFRM | Platform Type | C | 8 | 0 | Platform = DOS or WINDOWS |

Table : **ZRCSL** Table Description : **Rev charge SL Hist**

| Field Name | Description | Type | Length | DPs | Further information |
|---|---|---|---|---|---|
| ZR_VATPEND | End date of tax period | D | 8 | 0 | Tax period end date |
| SQ_CRUSER | Last update user | C | 8 | 0 | Id of user updating table |
| SQ_CRTIME | Last update time | C | 8 | 0 | Time stamp for update of table |
| SQ_CRDATE | Last update date | D | 8 | 0 | Date stamp for update of table |
| ZR_RCSLSUB | RCSL Submission | L | 1 | 0 | Was RCSL submitted as part of this commit? |
| ID | Unique ID | N | 10 | 0 | Unique ID |
| | | | *Default Value :* | | NEWID(ALIAS()) |

Table : **ZTAX** Table Description : **VAT Rates**

| Field Name | Description | Type | Length | DPs | Further information |
|---|---|---|---|---|---|
| TX_CTRYTYP | Country Type | C | 1 | 0 | Country Type for transactions in :-H = (H)ome countryR = EC country where user is (R)egisteredU = EC country where user is (U)nregisteredN = (N)on EC country |
| | | | | *Rule :* | "Country type cannot be blank." |
| | | | | *Rule Expression :* | .NOT.EMPTY(tx_ctrytyp) |
| | | | | *Default Value :* | "H" |
| TX_TRANTYP | Transaction Type | C | 1 | 0 | Transaction Type where :-S = (S)aleU = Sale to foreign (U)nregisterd EC customerP = (P)urchaseF = Purchase from (F)oreign unregistered supplierN = Beyond VAT scope (i.e. (N)on vatable) |
| | | | | *Rule :* | "Transaction type cannot be blank." |
| | | | | *Rule Expression :* | .NOT.EMPTY(tx_trantyp) |
| | | | | *Default Value :* | " " |
| TX_CODE | Code | C | 1 | 0 | Tax (VAT) Code A-Z and 0-9 |
| | | | | *Rule :* | "Tax code cannot be blank." |
| | | | | *Rule Expression :* | .NOT.EMPTY(tx_code) |
| | | | | *Default Value :* | " " |
| TX_DESC | Description | C | 25 | 0 | Vat Code Description |
| | | | | *Rule :* | "Tax code description cannot be blank." |
| | | | | *Rule Expression :* | .NOT.EMPTY(tx_desc) |
| TX_RATE1 | Rate 1 % | N | 5 | 2 | Vat Rate 1 percentage |
| | | | | *Rule :* | "Tax rate must be greater than 0 percent." |
| | | | | *Rule Expression :* | tx_rate1=>0 |
| | | | | *Default Value :* | 0.00 |
| TX_RATE1DY | Rate 1 Date | D | 8 | 0 | VAT rate 1 trigger date |
| TX_RATE2 | Rate 2 % | N | 5 | 2 | Vat Rate 2 percentage |
| | | | | *Rule :* | "Tax rate must be greater than 0 percent." |
| | | | | *Rule Expression :* | tx_rate2=>0 |
| | | | | *Default Value :* | 0.00 |
| TX_RATE2DY | Rate 2 Date | D | 8 | 0 | VAT rate 2 trigger date |
| TX_NOMINAL | Nominal Account | C | 8 | 0 | Nominal Code for VAT rate (no cost centre) |
| TX_BOX6 | Box 6 Ind | L | 1 | 0 | Goods value to be accumulated for box 6 of VAT100 |
| TX_BOX7 | Box 7 Ind | L | 1 | 0 | Goods value to be accumulated for box 7 of VAT100 |

| | | | | | |
|---|---|---|---|---|---|
| TX_BOX8 | Box 8 Ind | L | 1 | 0 | Goods value to be accumulated for box 8 of VAT100 |
| TX_BOX9 | Box 9 Ind | L | 1 | 0 | Goods value to be accumulated for box 9 of VAT100 |
| TX_BOX1 | Box 1 Ind | L | 1 | 0 | Tax value to be accumulated for box 1 of VAT100 |
| TX_BOX2 | Box 2 Ind | L | 1 | 0 | Tax value to be accumulated for box 2 of VAT100 |
| TX_BOX4 | Box 4 Ind | L | 1 | 0 | Tax value to be accumulated for box 4 of VAT100 |
| TX_ESLSUPP | Goods Val Supp. ESL | L | 1 | 0 | Goods value = supplies in ESL, True or False(include goods value in ESL line) |
| TX_ESLPROC | Process Item ESL | L | 1 | 0 | Is this a Process item in ESL ? True or False |
| TX_SSDPRE | Pre-Process Item SD | L | 1 | 0 | Pre-Process item in SD, True or False |
| TX_SSDPOST | Post-Process Itm SD | L | 1 | 0 | Post-Process item in SD, True or False |
| TX_SSDSUPP | Goods Val Supp. SD | L | 1 | 0 | Goods value = supplies in SD, True or False(include goods value in SD line) |
| TX_EDI | EDI VAT Code | C | 1 | 0 | When VAT details are transmitted via EDI it issometimes necessary to change VAT Codes used. (eg.17.50% VAT usually rate 1 = Code S - StandardRate). Should default to VAT Code specified unlessmodified by end-user. |
| | | | *Default Value :* | | " " |
| TX_ESLTRIG | Triang Item ESL | L | 1 | 0 | Triangulation Flag for ESL report |
| TX_ESLSERV | Reverse Charge Serv VAT code | L | 1 | 0 | Reverse Charge Services VAT code |

Table : **ZVONLINE** Table Description : **VAT Online**

| Field Name | Description | Type | Length | DPs | Further information |
|---|---|---|---|---|---|
| VO_DATE | Period Ended Date | D | 8 | 0 | |
| VO_NOTES | Notes | M | 10 | 0 | |
| VO_COMM1 | Committed Box 1 | N | 14 | 2 | |
| ID | UniqueID | N | 10 | 0 | |
| | | | *Default Value :* | | NEWID(ALIAS()) |
| VO_COMM2 | Committed Box 2 | N | 14 | 2 | |
| VO_COMM4 | Committed Box 4 | N | 14 | 2 | |
| VO_COMM6 | Committed Box 6 | N | 13 | 0 | |
| VO_COMM7 | Committed Box 7 | N | 13 | 0 | |
| VO_COMM8 | Committed Box 8 | N | 13 | 0 | |
| VO_COMM9 | Committed Box 9 | N | 13 | 0 | |
| VO_SUBM1 | Submitted Box 1 | N | 14 | 2 | |
| VO_SUBM2 | Submitted Box 2 | N | 14 | 2 | |
| VO_SUBM4 | Submitted Box 4 | N | 14 | 2 | |
| VO_SUBM6 | Submitted Box 6 | N | 13 | 0 | |
| VO_SUBM7 | Submitted Box 7 | N | 13 | 0 | |
| VO_SUBM8 | Submitted Box 8 | N | 13 | 0 | |
| VO_SUBM9 | Submitted Box 9 | N | 13 | 0 | |
| VO_RESP | Government Response | M | 10 | 0 | |
| VO_AAS | AAS Balance | N | 14 | 2 | |
| VO_USEAAS | Use AAS | L | 1 | 0 | |

Table : **ZVTRAN** Table Description : **VAT Data Collection**

| Field Name | Description | Type | Length | DPs | Further information |
|---|---|---|---|---|---|
| VA_SOURCE | Source | C | 1 | 0 | Transaction Source (S)ales, (P)urchase, (N)ominal |
| VA_ACCOUNT | Account | C | 8 | 0 | Account No. (Customer, Supplier & Nominal A/c) |
| VA_LACCNT | Ledger Account | C | 8 | 0 | Ledger A/c No. |
| VA_TRDATE | Transaction Date | D | 8 | 0 | Transaction date |
| VA_TAXDATE | Tax Point | D | 8 | 0 | Transaction tax point |
| VA_OVRDATE | Transfer Date | D | 8 | 0 | Date transaction was pulled (or pushed) fromsource. |
| VA_TRREF | Reference | C | 20 | 0 | Transaction Ref. |
| VA_TRTYPE | Type | C | 1 | 0 | Transaction type (I)nvoice or (C)redit |
| VA_NRTHIRE | Northern Ireland | L | 1 | 0 | .T. Northern Ireland (GB country).F. NOT N.I. |
| VA_REGCTRY | VAT Reg Country Pref | C | 2 | 0 | VAT Reg Country prefix |
| VA_REGVAT | VAT Reg | C | 15 | 0 | Vat Reg of Customer |
| VA_INTERBR | Inter Branch ? | L | 1 | 0 | Inter Branch transaction T or F |
| VA_COUNTRY | Destination Country | C | 2 | 0 | Destination country code |

| | | | | | |
|---|---|---|---|---|---|
| VA_FCURR | Foreign Currency | C | 3 | 0 | Currency Code |
| VA_FCDEC | Decimals | N | 1 | 0 | Foreign currency decimal places |
| VA_SETDISC | Max Settlement Disc | N | 10 | 2 | Maximum settlement discount |
| VA_TRVALUE | Value | N | 12 | 2 | Transaction (line) value |
| VA_FCVAL | Foreign Value | N | 11 | 0 | Foreign Currency value |
| VA_VATVAL | VAT Value | N | 12 | 2 | Line VAT value |
| VA_COST | Cost Value | N | 12 | 2 | Cost value |
| VA_FCCOST | Foreign Cost | N | 11 | 0 | Cost in Foreign currency |
| VA_VATCTRY | VAT Country Type | C | 1 | 0 | Country Type (VAT) (H,R,U) |
| VA_VATTYPE | VAT Code Type | C | 1 | 0 | VAT Code type (S,P,U,N) |
| VA_ANVAT | VAT Code | C | 1 | 0 | VAT code (0-9,A-Z) |
| VA_VATRATE | VAT Rate | N | 5 | 2 | VAT rate % 2.2 |
| VA_BOX6 | Outputs | L | 1 | 0 | Include in Box 6 VAT100 - all sales |
| VA_BOX7 | Inputs | L | 1 | 0 | Include in Box 7 VAT100 - all purchases |
| VA_BOX8 | EC supplies value | L | 1 | 0 | Include in Box 8 VAT100 - EC supplies |
| VA_BOX9 | EC acquisitions val | L | 1 | 0 | Include in Box 9 VAT100 - EC acquisitions |
| VA_BOX1 | Output tax | L | 1 | 0 | Include in Box 1 VAT100 - VAT on sales |
| VA_BOX2 | EC acquisitions tax | L | 1 | 0 | Include in Box 2 VAT100 - VAT on acquisitions |
| VA_BOX4 | Input tax | L | 1 | 0 | Include in Box 4 VAT100 - VAT on purchases |
| VA_ESLSUPP | Include in ESL | L | 1 | 0 | Include in ESL |
| VA_ESLPROC | Process Item ESL | L | 1 | 0 | Process item for ESL |
| VA_SSDPRE | Pre Process SD | L | 1 | 0 | Pre Process item for SD |
| VA_SSDPOST | Post Process SD | L | 1 | 0 | Post Process item for SD |
| VA_SSDSUPP | Include in SD | L | 1 | 0 | Include in SD |
| VA_CTRYORG | Origin Country | C | 2 | 0 | Country of Origin |
| VA_COMMOD | Commodity Code | C | 11 | 0 | Commodity code (+spare 3 chars) |
| VA_NETMASS | Net Mass in Kgs. | N | 12 | 3 | Nett mass of line |
| VA_SUPPQTY | Supp. Units | N | 12 | 3 | Supplementary units (second qty) |
| VA_DELTERM | Delivery Terms | C | 3 | 0 | Delivery terms |
| VA_TRANSAC | Nature of Transact. | C | 2 | 0 | Nature of transaction |
| VA_TRANSPT | Mode of Transport | C | 1 | 0 | Mode of transport |
| VA_SSDVAL | SD value | N | 12 | 2 | Value for the SD (with delivery chargesapportioned) |
| VA_SSDFVAL | Foreign SD value | N | 11 | 0 | Foreign Value for the SD (with delivery chargesapportioned) |
| VA_COMMVAT | Commit Date VAT 100 | D | 8 | 0 | Date this record was commited to VAT 100 |
| VA_COMMESL | Commit Date ESL | D | 8 | 0 | Date this record was commited to ESL |
| VA_COMMSSD | Commit Date SD | D | 8 | 0 | Date this record was commited to SD |
| VA_EXCEPT | Exception Flag | L | 1 | 0 | Exception Flag - set to true when transaction hasappeared on exception report |
| VA_REVERSE | Reverse Jnl Flag | L | 1 | 0 | Flags true if reveresed journal |
| VA_ESLTRIG | Triang Item ESL | L | 1 | 0 | Triangulation Item for ESL |
| VA_TRANSC2 | Nature of Transact. 2nd code | C | 2 | 0 | Nature of transaction |
| VA_COMMRC | Committed RCSL Date to HMRC | D | 8 | 0 | Date line was committed to HMRC on RCSL |
| VA_SERV | Reverse Chrg Services VAT code | L | 1 | 0 | Reverse Charge Services VAT code |
| VA_CMMESL2 | Services submit date ESL | D | 8 | 0 | Date the VAT services transaction was submitted to the ESL |
| VA_SERVP | Reverse Chrg Services VAT code | L | 1 | 0 | Reverse Charge Services VAT code |

Table : **ZXCHG** Table Description : **Exchange Rates**

| Field Name | Description | Type | Length | DPs | Further information |
|---|---|---|---|---|---|
| XC_CURR | Currency Code | C | 3 | 0 | Currency code. |
| | | | | *Rule :* | "Currency code cannot be blank" |
| | | | | *Rule Expression :* | .NOT.EMPTY(xc_curr) |
| | | | | *Format :* | ! |
| XC_DESC | Description | C | 20 | 0 | Currency Description. |
| | | | | *Rule :* | "Currency description cannot be blank" |
| | | | | *Rule Expression :* | .NOT.EMPTY(xc_desc) |
| XC_DEC | Dec.Places | N | 1 | 0 | Number of decimals usually used for the foreigncurrency. |
| | | | | *Rule :* | IIF(xc_home,"Decimals for home currency must be 2","Currency decimals must be between 0 and 5") |

| | | | | | |
|---|---|---|---|---|---|
| | | | | | *Rule Expression :* IIF(xc_home,(xc_dec=2),BETWEEN(xc_dec,0,5)) |
| | | | | | *Default Value :* 2 |
| XC_SRATE | SL Exchange Rate | N | 11 | 6 | Exchange rate. i.e. Figure to be multiplied by thehome currency value to get foreign currency value.For Sales Ledger transactions. |
| | | | | | *Rule :* "Sales exchange rate must be greater than zero" |
| | | | | | *Rule Expression :* xc_srate>0.000000 |
| | | | | | *Default Value :* 1.000000 |
| XC_PRATE | PL Exchange Rate | N | 11 | 6 | Exchange rate. i.e. Figure to be multiplied by thehome currency value to get foreign currency value.For Purchase Ledger transactions. |
| | | | | | *Rule :* "Purchase exchange rate must be greater than zero" |
| | | | | | *Rule Expression :* xc_prate>0.000000 |
| | | | | | *Default Value :* 1.000000 |
| XC_SNOM | SL Nominal Account | C | 13 | 0 | Nominal Account for realised gains & losses forthis exchange rate. For Sales Ledger transactions. |
| XC_PNOM | PL Nominal Account | C | 13 | 0 | Nominal Account for realised gains & losses forthis exchange rate. For Purchase Ledgertransactions. |
| XC_MULT | Multiply Rate | L | 1 | 0 | |
| XC_NRATE | NL Exchange Rate | N | 11 | 6 | Exchange rate. i.e. Figure to be multiplied by thehome currency value to get foreign currency value.For Purchase Ledger transactions. |
| | | | | | *Rule :* "Nominal exchange rate must be greater than zero" |
| | | | | | *Rule Expression :* xc_nrate>0.000000 |
| | | | | | *Default Value :* 1.000000 |
| XC_NNOM | NL Nominal Account | C | 13 | 0 | Nominal Account for realised gains & losses forthis exchange rate. For Nominal Ledgertransactions. |
| XC_SLNLCO | Sales - Nominal Link | C | 1 | 0 | Nominal Analysis Company Identifier |
| XC_PLNLCO | Purch - Nominal Link | C | 1 | 0 | Nominal Analysis Company Identifier |
| XC_DLDATE | Date of Download | D | 8 | 0 | |
| XC_DLTIME | Time of Download | C | 8 | 0 | |
| XC_DLUSER | Download User | C | 8 | 0 | |
| XC_HOME | Home Currency | L | 1 | 0 | .T. if this is home currency for this company.Only one currency may have this set to .T.14.08.98 |
| | | | | | *Default Value :* .F. |
| XC_TRIANG | Triangulation Date | D | 8 | 0 | Date from which triangualtion for this currencycommences.14.08.98 |
| | | | | | *Rule :* "Triangulation start date cannot be earlier than 1 January 1999" |
| | | | | | *Rule Expression :* (EMPTY(xc_triang).OR.DTOS(xc_triang)=>"19990101") |
| XC_ESRATE | EMU SL Exch.Rate | N | 11 | 6 | Euro Exchange rate for Sales.14.08.98 |
| | | | | | *Rule :* "Value may NOT be zero" |
| | | | | | *Rule Expression :* EMPTY(xc_triang).OR.xc_esrate>0.000000 |
| | | | | | *Default Value :* 0.000000 |
| XC_EPRATE | EMU PL Exch.Rate | N | 11 | 6 | Euro exchange rate for Purchases.14.08.98 |
| | | | | | *Rule :* "Purchase euro exchange rate must be greater than zero" |
| | | | | | *Rule Expression :* EMPTY(xc_triang).OR.xc_eprate>0.000000 |
| | | | | | *Default Value :* 0.000000 |
| XC_ENRATE | EMU NL Exch.Rate | N | 11 | 6 | Euro exchange rate for Nominal.14.08.98 |
| | | | | | *Rule :* "Nominal euro exchange rate must be greater than zero" |
| | | | | | *Rule Expression :* EMPTY(xc_triang).OR.xc_enrate>0.000000 |
| | | | | | *Default Value :* 0.000000 |
| XC_PASSWD | EMU Password | C | 8 | 0 | |
| | | | | | *Format :* ! |
| XC_FSTRLNG | Sterling as Frgn Curr | L | 1 | 0 | |
| | | | | | *Default Value :* .F. |

# Pegasus Opera 3 Enterprise VFP Database Structures - Pegasus Scheduler SQL Database

Table : **__MigrationHistory**

| Field Name | Type | Length | Nullable | Default Entry |
|---|---|---|---|---|
| Model | varbinary | -1.00 | NO | |
| | | | | Position: 3.00<br>Character: NULL<br>Collation: NULL<br>Length: -1.00 |
| ProductVersion | nvarchar | 32.00 | NO | |
| | | | | Position: 4.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 64.00 |
| ProductVersion | nvarchar | 32.00 | NO | |
| | | | | Position: 4.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 64.00 |
| Model | varbinary | -1.00 | NO | |
| | | | | Position: 3.00<br>Character: NULL<br>Collation: NULL<br>Length: -1.00 |
| ProductVersion | nvarchar | 32.00 | NO | |
| | | | | Position: 4.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 64.00 |
| Model | varbinary | -1.00 | NO | |
| | | | | Position: 3.00<br>Character: NULL<br>Collation: NULL<br>Length: -1.00 |
| Model | varbinary | -1.00 | NO | |
| | | | | Position: 3.00<br>Character: NULL<br>Collation: NULL<br>Length: -1.00 |
| ContextKey | nvarchar | 300.00 | NO | |
| | | | | Position: 2.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 600.00 |
| MigrationId | nvarchar | 150.00 | NO | |
| | | | | Position: 1.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 300.00 |
| ContextKey | nvarchar | 300.00 | NO | |
| | | | | Position: 2.00<br>Character: UNICODE |

| | | | | | |
|---|---|---|---|---|---|
| | | | | Collation: | Latin1_General_CI_AS |
| | | | | Length: | 600.00 |
| ContextKey | nvarchar | 300.00 | NO | | |
| | | | | Position: | 2.00 |
| | | | | Character: | UNICODE |
| | | | | Collation: | Latin1_General_CI_AS |
| | | | | Length: | 600.00 |
| MigrationId | nvarchar | 150.00 | NO | | |
| | | | | Position: | 1.00 |
| | | | | Character: | UNICODE |
| | | | | Collation: | Latin1_General_CI_AS |
| | | | | Length: | 300.00 |
| MigrationId | nvarchar | 150.00 | NO | | |
| | | | | Position: | 1.00 |
| | | | | Character: | UNICODE |
| | | | | Collation: | Latin1_General_CI_AS |
| | | | | Length: | 300.00 |
| MigrationId | nvarchar | 150.00 | NO | | |
| | | | | Position: | 1.00 |
| | | | | Character: | UNICODE |
| | | | | Collation: | Latin1_General_CI_AS |
| | | | | Length: | 300.00 |
| ContextKey | nvarchar | 300.00 | NO | | |
| | | | | Position: | 2.00 |
| | | | | Character: | UNICODE |
| | | | | Collation: | Latin1_General_CI_AS |
| | | | | Length: | 600.00 |
| ProductVersion | nvarchar | 32.00 | NO | | |
| | | | | Position: | 4.00 |
| | | | | Character: | UNICODE |
| | | | | Collation: | Latin1_General_CI_AS |
| | | | | Length: | 64.00 |

Table : **MessageBatches**

| Field Name | Type | Length | Nullable | Default Entry | |
|---|---|---|---|---|---|
| LastSent | datetime | | YES | | |
| | | | | Position: | 8.00 |
| | | | | Character: | NULL |
| | | | | Collation: | NULL |
| LastSent | datetime | | YES | | |
| | | | | Position: | 8.00 |
| | | | | Character: | NULL |
| | | | | Collation: | NULL |
| LastSent | datetime | | YES | | |
| | | | | Position: | 8.00 |
| | | | | Character: | NULL |
| | | | | Collation: | NULL |
| LastSent | datetime | | YES | | |
| | | | | Position: | 8.00 |
| | | | | Character: | NULL |
| | | | | Collation: | NULL |
| LastSent | datetime | | YES | | |
| | | | | Position: | 8.00 |
| | | | | Character: | NULL |
| | | | | Collation: | NULL |
| Status | nvarchar | 1.00 | YES | | |
| | | | | Position: | 7.00 |
| | | | | Character: | UNICODE |
| | | | | Collation: | Latin1_General_CI_AS |
| | | | | Length: | 2.00 |
| LastSent | datetime | | YES | | |

| | | | | |
|---|---|---|---|---|
| | | | | Position: 8.00<br>Character: NULL<br>Collation: NULL |
| Status | nvarchar | 1.00 | YES | Position: 7.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 2.00 |
| LastSent | datetime | | YES | Position: 8.00<br>Character: NULL<br>Collation: NULL |
| LastSent | datetime | | YES | Position: 8.00<br>Character: NULL<br>Collation: NULL |
| LastSent | datetime | | YES | Position: 8.00<br>Character: NULL<br>Collation: NULL |
| LastSent | datetime | | YES | Position: 8.00<br>Character: NULL<br>Collation: NULL |
| LastSent | datetime | | YES | Position: 8.00<br>Character: NULL<br>Collation: NULL |
| LastSent | datetime | | YES | Position: 8.00<br>Character: NULL<br>Collation: NULL |
| Status | nvarchar | 1.00 | YES | Position: 7.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 2.00 |
| LastSent | datetime | | YES | Position: 8.00<br>Character: NULL<br>Collation: NULL |
| Status | nvarchar | 1.00 | YES | Position: 7.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 2.00 |
| LastSent | datetime | | YES | Position: 8.00<br>Character: NULL<br>Collation: NULL |
| Status | nvarchar | 1.00 | YES | Position: 7.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 2.00 |
| Priority | nvarchar | 1.00 | YES | Position: 6.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 2.00 |
| Priority | nvarchar | 1.00 | YES | |

| | | | | |
|---|---|---|---|---|
| | | | | Position: 6.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 2.00 |
| Priority | nvarchar | 1.00 | YES | Position: 6.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 2.00 |
| Priority | nvarchar | 1.00 | YES | Position: 6.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 2.00 |
| Priority | nvarchar | 1.00 | YES | Position: 6.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 2.00 |
| Priority | nvarchar | 1.00 | YES | Position: 6.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 2.00 |
| Priority | nvarchar | 1.00 | YES | Position: 6.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 2.00 |
| Status | nvarchar | 1.00 | YES | Position: 7.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 2.00 |
| CreatedDate | datetime | | YES | Position: 9.00<br>Character: NULL<br>Collation: NULL |
| Status | nvarchar | 1.00 | YES | Position: 7.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 2.00 |
| CreatedDate | datetime | | YES | Position: 9.00<br>Character: NULL<br>Collation: NULL |
| Status | nvarchar | 1.00 | YES | Position: 7.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 2.00 |
| Status | nvarchar | 1.00 | YES | Position: 7.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 2.00 |
| Status | nvarchar | 1.00 | YES | Position: 7.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS |

| | | | | | |
|---|---|---|---|---|---|
| | | | | Length: | 2.00 |
| Status | nvarchar | 1.00 | YES | | |
| | | | | Position: | 7.00 |
| | | | | Character: | UNICODE |
| | | | | Collation: | Latin1_General_CI_AS |
| | | | | Length: | 2.00 |
| Status | nvarchar | 1.00 | YES | | |
| | | | | Position: | 7.00 |
| | | | | Character: | UNICODE |
| | | | | Collation: | Latin1_General_CI_AS |
| | | | | Length: | 2.00 |
| Status | nvarchar | 1.00 | YES | | |
| | | | | Position: | 7.00 |
| | | | | Character: | UNICODE |
| | | | | Collation: | Latin1_General_CI_AS |
| | | | | Length: | 2.00 |
| Status | nvarchar | 1.00 | YES | | |
| | | | | Position: | 7.00 |
| | | | | Character: | UNICODE |
| | | | | Collation: | Latin1_General_CI_AS |
| | | | | Length: | 2.00 |
| ReadyCount | int | | NO | | |
| | | | | Position: | 11.00 |
| | | | | Character: | NULL |
| | | | | Collation: | NULL |
| CreatedDate | datetime | | YES | | |
| | | | | Position: | 9.00 |
| | | | | Character: | NULL |
| | | | | Collation: | NULL |
| TransformCount | int | | NO | | |
| | | | | Position: | 10.00 |
| | | | | Character: | NULL |
| | | | | Collation: | NULL |
| TransformCount | int | | NO | | |
| | | | | Position: | 10.00 |
| | | | | Character: | NULL |
| | | | | Collation: | NULL |
| TransformCount | int | | NO | | |
| | | | | Position: | 10.00 |
| | | | | Character: | NULL |
| | | | | Collation: | NULL |
| TransformCount | int | | NO | | |
| | | | | Position: | 10.00 |
| | | | | Character: | NULL |
| | | | | Collation: | NULL |
| TransformCount | int | | NO | | |
| | | | | Position: | 10.00 |
| | | | | Character: | NULL |
| | | | | Collation: | NULL |
| TransformCount | int | | NO | | |
| | | | | Position: | 10.00 |
| | | | | Character: | NULL |
| | | | | Collation: | NULL |
| TransformCount | int | | NO | | |
| | | | | Position: | 10.00 |
| | | | | Character: | NULL |
| | | | | Collation: | NULL |
| ReadyCount | int | | NO | | |
| | | | | Position: | 11.00 |
| | | | | Character: | NULL |
| | | | | Collation: | NULL |

| | | | | |
|---|---|---|---|---|
| TransformCount | int | NO | Position: | 10.00 |
| | | | Character: | NULL |
| | | | Collation: | NULL |
| ReadyCount | int | NO | Position: | 11.00 |
| | | | Character: | NULL |
| | | | Collation: | NULL |
| ReadyCount | int | NO | Position: | 11.00 |
| | | | Character: | NULL |
| | | | Collation: | NULL |
| ReadyCount | int | NO | Position: | 11.00 |
| | | | Character: | NULL |
| | | | Collation: | NULL |
| ReadyCount | int | NO | Position: | 11.00 |
| | | | Character: | NULL |
| | | | Collation: | NULL |
| ReadyCount | int | NO | Position: | 11.00 |
| | | | Character: | NULL |
| | | | Collation: | NULL |
| ReadyCount | int | NO | Position: | 11.00 |
| | | | Character: | NULL |
| | | | Collation: | NULL |
| ReadyCount | int | NO | Position: | 11.00 |
| | | | Character: | NULL |
| | | | Collation: | NULL |
| ReadyCount | int | NO | Position: | 11.00 |
| | | | Character: | NULL |
| | | | Collation: | NULL |
| CreatedDate | datetime | YES | Position: | 9.00 |
| | | | Character: | NULL |
| | | | Collation: | NULL |
| CreatedDate | datetime | YES | Position: | 9.00 |
| | | | Character: | NULL |
| | | | Collation: | NULL |
| CreatedDate | datetime | YES | Position: | 9.00 |
| | | | Character: | NULL |
| | | | Collation: | NULL |
| CreatedDate | datetime | YES | Position: | 9.00 |
| | | | Character: | NULL |
| | | | Collation: | NULL |
| CreatedDate | datetime | YES | Position: | 9.00 |
| | | | Character: | NULL |
| | | | Collation: | NULL |
| CreatedDate | datetime | YES | Position: | 9.00 |
| | | | Character: | NULL |
| | | | Collation: | NULL |
| CreatedDate | datetime | YES | | |

| | | | | |
|---|---|---|---|---|
| | | | | Position: 9.00<br>Character: NULL<br>Collation: NULL |
| Priority | nvarchar | 1.00 | YES | Position: 6.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 2.00 |
| TransformCount | int | | NO | Position: 10.00<br>Character: NULL<br>Collation: NULL |
| Transport | nvarchar | 1.00 | YES | Position: 5.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 2.00 |
| CreatedDate | datetime | | YES | Position: 9.00<br>Character: NULL<br>Collation: NULL |
| CreatedDate | datetime | | YES | Position: 9.00<br>Character: NULL<br>Collation: NULL |
| CreatedDate | datetime | | YES | Position: 9.00<br>Character: NULL<br>Collation: NULL |
| TransformCount | int | | NO | Position: 10.00<br>Character: NULL<br>Collation: NULL |
| TransformCount | int | | NO | Position: 10.00<br>Character: NULL<br>Collation: NULL |
| TransformCount | int | | NO | Position: 10.00<br>Character: NULL<br>Collation: NULL |
| TransformCount | int | | NO | Position: 10.00<br>Character: NULL<br>Collation: NULL |
| TransformCount | int | | NO | Position: 10.00<br>Character: NULL<br>Collation: NULL |
| CreatedDate | datetime | | YES | Position: 9.00<br>Character: NULL<br>Collation: NULL |
| SenderAddress | nvarchar | -1.00 | YES | Position: 3.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: -1.00 |
| Origin | nvarchar | 64.00 | YES | Position: 2.00<br>Character: UNICODE |

| | | | | |
|---|---|---|---|---|
| | | | | Collation: Latin1_General_CI_AS<br>Length: 128.00 |
| Origin | nvarchar | 64.00 | YES | Position: 2.00<br>Character: UNICODE |
| | | | | Collation: Latin1_General_CI_AS<br>Length: 128.00 |
| Origin | nvarchar | 64.00 | YES | Position: 2.00<br>Character: UNICODE |
| | | | | Collation: Latin1_General_CI_AS<br>Length: 128.00 |
| Origin | nvarchar | 64.00 | YES | Position: 2.00<br>Character: UNICODE |
| | | | | Collation: Latin1_General_CI_AS<br>Length: 128.00 |
| Origin | nvarchar | 64.00 | YES | Position: 2.00<br>Character: UNICODE |
| | | | | Collation: Latin1_General_CI_AS<br>Length: 128.00 |
| Origin | nvarchar | 64.00 | YES | Position: 2.00<br>Character: UNICODE |
| | | | | Collation: Latin1_General_CI_AS<br>Length: 128.00 |
| Transport | nvarchar | 1.00 | YES | Position: 5.00<br>Character: UNICODE |
| | | | | Collation: Latin1_General_CI_AS<br>Length: 2.00 |
| SenderAddress | nvarchar | -1.00 | YES | Position: 3.00<br>Character: UNICODE |
| | | | | Collation: Latin1_General_CI_AS<br>Length: -1.00 |
| Origin | nvarchar | 64.00 | YES | Position: 2.00<br>Character: UNICODE |
| | | | | Collation: Latin1_General_CI_AS<br>Length: 128.00 |
| SenderAddress | nvarchar | -1.00 | YES | Position: 3.00<br>Character: UNICODE |
| | | | | Collation: Latin1_General_CI_AS<br>Length: -1.00 |
| SenderAddress | nvarchar | -1.00 | YES | Position: 3.00<br>Character: UNICODE |
| | | | | Collation: Latin1_General_CI_AS<br>Length: -1.00 |
| SenderAddress | nvarchar | -1.00 | YES | Position: 3.00<br>Character: UNICODE |
| | | | | Collation: Latin1_General_CI_AS<br>Length: -1.00 |
| SenderAddress | nvarchar | -1.00 | YES | Position: 3.00<br>Character: UNICODE |
| | | | | Collation: Latin1_General_CI_AS |

| | | | | |
|---|---|---|---|---|
| | | | | Length: -1.00 |
| SenderAddress | nvarchar | -1.00 | YES | |
| | | | | Position: 3.00 |
| | | | | Character: UNICODE |
| | | | | Collation: Latin1_General_CI_AS |
| | | | | Length: -1.00 |
| SenderAddress | nvarchar | -1.00 | YES | |
| | | | | Position: 3.00 |
| | | | | Character: UNICODE |
| | | | | Collation: Latin1_General_CI_AS |
| | | | | Length: -1.00 |
| SenderAddress | nvarchar | -1.00 | YES | |
| | | | | Position: 3.00 |
| | | | | Character: UNICODE |
| | | | | Collation: Latin1_General_CI_AS |
| | | | | Length: -1.00 |
| Origin | nvarchar | 64.00 | YES | |
| | | | | Position: 2.00 |
| | | | | Character: UNICODE |
| | | | | Collation: Latin1_General_CI_AS |
| | | | | Length: 128.00 |
| MessageBatchId | int | | NO | |
| | | | | Position: 1.00 |
| | | | | Character: NULL |
| | | | | Collation: NULL |
| MessageBatchId | int | | NO | |
| | | | | Position: 1.00 |
| | | | | Character: NULL |
| | | | | Collation: NULL |
| MessageBatchId | int | | NO | |
| | | | | Position: 1.00 |
| | | | | Character: NULL |
| | | | | Collation: NULL |
| MessageBatchId | int | | NO | |
| | | | | Position: 1.00 |
| | | | | Character: NULL |
| | | | | Collation: NULL |
| MessageBatchId | int | | NO | |
| | | | | Position: 1.00 |
| | | | | Character: NULL |
| | | | | Collation: NULL |
| MessageBatchId | int | | NO | |
| | | | | Position: 1.00 |
| | | | | Character: NULL |
| | | | | Collation: NULL |
| MessageBatchId | int | | NO | |
| | | | | Position: 1.00 |
| | | | | Character: NULL |
| | | | | Collation: NULL |
| MessageBatchId | int | | NO | |
| | | | | Position: 1.00 |
| | | | | Character: NULL |
| | | | | Collation: NULL |
| Origin | nvarchar | 64.00 | YES | |
| | | | | Position: 2.00 |
| | | | | Character: UNICODE |
| | | | | Collation: Latin1_General_CI_AS |
| | | | | Length: 128.00 |
| MessageBatchId | int | | NO | |
| | | | | Position: 1.00 |
| | | | | Character: NULL |

| | | | | |
|---|---|---|---|---|
| | | | | Collation: NULL |
| Origin | nvarchar | 64.00 | YES | Position: 2.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 128.00 |
| MessageBatchId | int | | NO | Position: 1.00<br>Character: NULL<br>Collation: NULL |
| MessageBatchId | int | | NO | Position: 1.00<br>Character: NULL<br>Collation: NULL |
| Origin | nvarchar | 64.00 | YES | Position: 2.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 128.00 |
| Origin | nvarchar | 64.00 | YES | Position: 2.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 128.00 |
| Origin | nvarchar | 64.00 | YES | Position: 2.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 128.00 |
| Origin | nvarchar | 64.00 | YES | Position: 2.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 128.00 |
| SenderAddress | nvarchar | -1.00 | YES | Position: 3.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: -1.00 |
| MessageBatchId | int | | NO | Position: 1.00<br>Character: NULL<br>Collation: NULL |
| MessageBatchId | int | | NO | Position: 1.00<br>Character: NULL<br>Collation: NULL |
| SenderAddress | nvarchar | -1.00 | YES | Position: 3.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: -1.00 |
| Transport | nvarchar | 1.00 | YES | Position: 5.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 2.00 |
| Transport | nvarchar | 1.00 | YES | Position: 5.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS |

| | | | | |
|---|---|---|---|---|
| | | | | Length: 2.00 |
| Transport | nvarchar | 1.00 | YES | |
| | | | | Position: 5.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 2.00 |
| Transport | nvarchar | 1.00 | YES | |
| | | | | Position: 5.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 2.00 |
| Transport | nvarchar | 1.00 | YES | |
| | | | | Position: 5.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 2.00 |
| Transport | nvarchar | 1.00 | YES | |
| | | | | Position: 5.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 2.00 |
| Transport | nvarchar | 1.00 | YES | |
| | | | | Position: 5.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 2.00 |
| Transport | nvarchar | 1.00 | YES | |
| | | | | Position: 5.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 2.00 |
| Transport | nvarchar | 1.00 | YES | |
| | | | | Position: 5.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 2.00 |
| Transport | nvarchar | 1.00 | YES | |
| | | | | Position: 5.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 2.00 |
| ReadyCount | int | | NO | |
| | | | | Position: 11.00<br>Character: NULL<br>Collation: NULL |
| Priority | nvarchar | 1.00 | YES | |
| | | | | Position: 6.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 2.00 |
| Priority | nvarchar | 1.00 | YES | |
| | | | | Position: 6.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 2.00 |
| Priority | nvarchar | 1.00 | YES | |
| | | | | Position: 6.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 2.00 |
| Priority | nvarchar | 1.00 | YES | |

| | | | | |
|---|---|---|---|---|
| | | | | Position: 6.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 2.00 |
| Priority | nvarchar | 1.00 | YES | Position: 6.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 2.00 |
| Transport | nvarchar | 1.00 | YES | Position: 5.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 2.00 |
| SenderDisplay | nvarchar | -1.00 | YES | Position: 4.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: -1.00 |
| Priority | nvarchar | 1.00 | YES | Position: 6.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 2.00 |
| SenderAddress | nvarchar | -1.00 | YES | Position: 3.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: -1.00 |
| SenderAddress | nvarchar | -1.00 | YES | Position: 3.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: -1.00 |
| SenderDisplay | nvarchar | -1.00 | YES | Position: 4.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: -1.00 |
| SenderDisplay | nvarchar | -1.00 | YES | Position: 4.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: -1.00 |
| SenderDisplay | nvarchar | -1.00 | YES | Position: 4.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: -1.00 |
| SenderDisplay | nvarchar | -1.00 | YES | Position: 4.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: -1.00 |
| Transport | nvarchar | 1.00 | YES | Position: 5.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 2.00 |
| SenderDisplay | nvarchar | -1.00 | YES | Position: 4.00 |

| | | | | |
|---|---|---|---|---|
| | | | | Character: UNICODE<br>Collation: Latin1_General_CI_AS |
| SenderAddress | nvarchar | -1.00 | YES | Length: -1.00<br>Position: 3.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS |
| SenderDisplay | nvarchar | -1.00 | YES | Length: -1.00<br>Position: 4.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS |
| SenderDisplay | nvarchar | -1.00 | YES | Length: -1.00<br>Position: 4.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS |
| SenderDisplay | nvarchar | -1.00 | YES | Length: -1.00<br>Position: 4.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS |
| SenderDisplay | nvarchar | -1.00 | YES | Length: -1.00<br>Position: 4.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS |
| SenderDisplay | nvarchar | -1.00 | YES | Length: -1.00<br>Position: 4.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS |
| SenderDisplay | nvarchar | -1.00 | YES | Length: -1.00<br>Position: 4.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS |
| SenderDisplay | nvarchar | -1.00 | YES | Length: -1.00<br>Position: 4.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS |
| SenderDisplay | nvarchar | -1.00 | YES | Length: -1.00<br>Position: 4.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS |
| CancelledCount | int | | NO | Length: -1.00<br>Position: 14.00<br>Character: NULL<br>Collation: NULL |
| FailedCount | int | | NO | Position: 13.00<br>Character: NULL<br>Collation: NULL |
| FailedCount | int | | NO | Position: 13.00<br>Character: NULL<br>Collation: NULL |
| FailedCount | int | | NO | |

| | | | |
|---|---|---|---|
| | | | Position: 13.00<br>Character: NULL<br>Collation: NULL |
| FailedCount | int | NO | Position: 13.00<br>Character: NULL<br>Collation: NULL |
| FailedCount | int | NO | Position: 13.00<br>Character: NULL<br>Collation: NULL |
| FailedCount | int | NO | Position: 13.00<br>Character: NULL<br>Collation: NULL |
| FailedCount | int | NO | Position: 13.00<br>Character: NULL<br>Collation: NULL |
| CancelledCount | int | NO | Position: 14.00<br>Character: NULL<br>Collation: NULL |
| CancelledCount | int | NO | Position: 14.00<br>Character: NULL<br>Collation: NULL |
| FailedCount | int | NO | Position: 13.00<br>Character: NULL<br>Collation: NULL |
| CancelledCount | int | NO | Position: 14.00<br>Character: NULL<br>Collation: NULL |
| CancelledCount | int | NO | Position: 14.00<br>Character: NULL<br>Collation: NULL |
| CancelledCount | int | NO | Position: 14.00<br>Character: NULL<br>Collation: NULL |
| CancelledCount | int | NO | Position: 14.00<br>Character: NULL<br>Collation: NULL |
| CancelledCount | int | NO | Position: 14.00<br>Character: NULL<br>Collation: NULL |
| CancelledCount | int | NO | Position: 14.00<br>Character: NULL<br>Collation: NULL |
| CancelledCount | int | NO | Position: 14.00<br>Character: NULL<br>Collation: NULL |
| CancelledCount | int | NO | Position: 14.00 |

| | | | | |
|---|---|---|---|---|
| | | | Character: | NULL |
| | | | Collation: | NULL |
| CancelledCount | int | NO | | |
| | | | Position: | 14.00 |
| | | | Character: | NULL |
| | | | Collation: | NULL |
| MessageBatchId | int | NO | | |
| | | | Position: | 1.00 |
| | | | Character: | NULL |
| | | | Collation: | NULL |
| ReadyCount | int | NO | | |
| | | | Position: | 11.00 |
| | | | Character: | NULL |
| | | | Collation: | NULL |
| CancelledCount | int | NO | | |
| | | | Position: | 14.00 |
| | | | Character: | NULL |
| | | | Collation: | NULL |
| PassedCount | int | NO | | |
| | | | Position: | 12.00 |
| | | | Character: | NULL |
| | | | Collation: | NULL |
| ReadyCount | int | NO | | |
| | | | Position: | 11.00 |
| | | | Character: | NULL |
| | | | Collation: | NULL |
| ReadyCount | int | NO | | |
| | | | Position: | 11.00 |
| | | | Character: | NULL |
| | | | Collation: | NULL |
| CancelledCount | int | NO | | |
| | | | Position: | 14.00 |
| | | | Character: | NULL |
| | | | Collation: | NULL |
| FailedCount | int | NO | | |
| | | | Position: | 13.00 |
| | | | Character: | NULL |
| | | | Collation: | NULL |
| PassedCount | int | NO | | |
| | | | Position: | 12.00 |
| | | | Character: | NULL |
| | | | Collation: | NULL |
| PassedCount | int | NO | | |
| | | | Position: | 12.00 |
| | | | Character: | NULL |
| | | | Collation: | NULL |
| PassedCount | int | NO | | |
| | | | Position: | 12.00 |
| | | | Character: | NULL |
| | | | Collation: | NULL |
| PassedCount | int | NO | | |
| | | | Position: | 12.00 |
| | | | Character: | NULL |
| | | | Collation: | NULL |
| PassedCount | int | NO | | |
| | | | Position: | 12.00 |
| | | | Character: | NULL |
| | | | Collation: | NULL |
| PassedCount | int | NO | | |
| | | | Position: | 12.00 |
| | | | Character: | NULL |

| | | | | | |
|---|---|---|---|---|---|
| | | | | Collation: | NULL |
| PassedCount | int | | NO | | |
| | | | | Position: | 12.00 |
| | | | | Character: | NULL |
| | | | | Collation: | NULL |
| FailedCount | int | | NO | | |
| | | | | Position: | 13.00 |
| | | | | Character: | NULL |
| | | | | Collation: | NULL |
| FailedCount | int | | NO | | |
| | | | | Position: | 13.00 |
| | | | | Character: | NULL |
| | | | | Collation: | NULL |
| FailedCount | int | | NO | | |
| | | | | Position: | 13.00 |
| | | | | Character: | NULL |
| | | | | Collation: | NULL |
| PassedCount | int | | NO | | |
| | | | | Position: | 12.00 |
| | | | | Character: | NULL |
| | | | | Collation: | NULL |
| FailedCount | int | | NO | | |
| | | | | Position: | 13.00 |
| | | | | Character: | NULL |
| | | | | Collation: | NULL |
| FailedCount | int | | NO | | |
| | | | | Position: | 13.00 |
| | | | | Character: | NULL |
| | | | | Collation: | NULL |
| PassedCount | int | | NO | | |
| | | | | Position: | 12.00 |
| | | | | Character: | NULL |
| | | | | Collation: | NULL |
| PassedCount | int | | NO | | |
| | | | | Position: | 12.00 |
| | | | | Character: | NULL |
| | | | | Collation: | NULL |
| PassedCount | int | | NO | | |
| | | | | Position: | 12.00 |
| | | | | Character: | NULL |
| | | | | Collation: | NULL |
| PassedCount | int | | NO | | |
| | | | | Position: | 12.00 |
| | | | | Character: | NULL |
| | | | | Collation: | NULL |
| PassedCount | int | | NO | | |
| | | | | Position: | 12.00 |
| | | | | Character: | NULL |
| | | | | Collation: | NULL |

Table : **MessageContents**

| Field Name | Type | Length | Nullable | Default Entry | |
|---|---|---|---|---|---|
| DesiredFormat | nvarchar | 8.00 | YES | | |
| | | | | Position: | 4.00 |
| | | | | Character: | UNICODE |
| | | | | Collation: | Latin1_General_CI_AS |
| | | | | Length: | 16.00 |
| DesiredFormat | nvarchar | 8.00 | YES | | |
| | | | | Position: | 4.00 |
| | | | | Character: | UNICODE |

| | | | | |
|---|---|---|---|---|
| | | | | Collation: Latin1_General_CI_AS<br>Length: 16.00 |
| DesiredFormat | nvarchar | 8.00 | YES | Position: 4.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 16.00 |
| CurrentFormat | nvarchar | 8.00 | YES | Position: 3.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 16.00 |
| DesiredFormat | nvarchar | 8.00 | YES | Position: 4.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 16.00 |
| CurrentFormat | nvarchar | 8.00 | YES | Position: 3.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 16.00 |
| DesiredFormat | nvarchar | 8.00 | YES | Position: 4.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 16.00 |
| CurrentFormat | nvarchar | 8.00 | YES | Position: 3.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 16.00 |
| Content | varbinary | -1.00 | YES | Position: 5.00<br>Character: NULL<br>Collation: NULL<br>Length: -1.00 |
| CurrentFormat | nvarchar | 8.00 | YES | Position: 3.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 16.00 |
| DesiredFormat | nvarchar | 8.00 | YES | Position: 4.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 16.00 |
| DesiredFormat | nvarchar | 8.00 | YES | Position: 4.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 16.00 |
| DesiredFormat | nvarchar | 8.00 | YES | Position: 4.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 16.00 |
| DesiredFormat | nvarchar | 8.00 | YES | Position: 4.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS |

| | | | | |
|---|---|---|---|---|
| | | | | Length: 16.00 |
| DesiredFormat | nvarchar | 8.00 | YES | |
| | | | | Position: 4.00 |
| | | | | Character: UNICODE |
| | | | | Collation: Latin1_General_CI_AS |
| | | | | Length: 16.00 |
| Content | varbinary | -1.00 | YES | |
| | | | | Position: 5.00 |
| | | | | Character: NULL |
| | | | | Collation: NULL |
| | | | | Length: -1.00 |
| Content | varbinary | -1.00 | YES | |
| | | | | Position: 5.00 |
| | | | | Character: NULL |
| | | | | Collation: NULL |
| | | | | Length: -1.00 |
| Content | varbinary | -1.00 | YES | |
| | | | | Position: 5.00 |
| | | | | Character: NULL |
| | | | | Collation: NULL |
| | | | | Length: -1.00 |
| Content | varbinary | -1.00 | YES | |
| | | | | Position: 5.00 |
| | | | | Character: NULL |
| | | | | Collation: NULL |
| | | | | Length: -1.00 |
| Content | varbinary | -1.00 | YES | |
| | | | | Position: 5.00 |
| | | | | Character: NULL |
| | | | | Collation: NULL |
| | | | | Length: -1.00 |
| Content | varbinary | -1.00 | YES | |
| | | | | Position: 5.00 |
| | | | | Character: NULL |
| | | | | Collation: NULL |
| | | | | Length: -1.00 |
| CurrentFormat | nvarchar | 8.00 | YES | |
| | | | | Position: 3.00 |
| | | | | Character: UNICODE |
| | | | | Collation: Latin1_General_CI_AS |
| | | | | Length: 16.00 |
| MessageContentId | int | | NO | |
| | | | | Position: 1.00 |
| | | | | Character: NULL |
| | | | | Collation: NULL |
| Content | varbinary | -1.00 | YES | |
| | | | | Position: 5.00 |
| | | | | Character: NULL |
| | | | | Collation: NULL |
| | | | | Length: -1.00 |
| Usage | nvarchar | 1.00 | YES | |
| | | | | Position: 2.00 |
| | | | | Character: UNICODE |
| | | | | Collation: Latin1_General_CI_AS |
| | | | | Length: 2.00 |
| MessageContentId | int | | NO | |
| | | | | Position: 1.00 |
| | | | | Character: NULL |
| | | | | Collation: NULL |
| MessageContentId | int | | NO | |
| | | | | Position: 1.00 |

| | | | | |
|---|---|---|---|---|
| | | | | Character: NULL<br>Collation: NULL |
| Status | nvarchar | 1.00 | YES | Position: 7.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 2.00 |
| MessageContentId | int | | NO | Position: 1.00<br>Character: NULL<br>Collation: NULL |
| Content | varbinary | -1.00 | YES | Position: 5.00<br>Character: NULL<br>Collation: NULL<br>Length: -1.00 |
| MessageContentId | int | | NO | Position: 1.00<br>Character: NULL<br>Collation: NULL |
| MessageContentId | int | | NO | Position: 1.00<br>Character: NULL<br>Collation: NULL |
| MessageContentId | int | | NO | Position: 1.00<br>Character: NULL<br>Collation: NULL |
| MessageContentId | int | | NO | Position: 1.00<br>Character: NULL<br>Collation: NULL |
| MessageContentId | int | | NO | Position: 1.00<br>Character: NULL<br>Collation: NULL |
| MessageContentId | int | | NO | Position: 1.00<br>Character: NULL<br>Collation: NULL |
| Usage | nvarchar | 1.00 | YES | Position: 2.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 2.00 |
| CurrentFormat | nvarchar | 8.00 | YES | Position: 3.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 16.00 |
| Usage | nvarchar | 1.00 | YES | Position: 2.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 2.00 |
| Usage | nvarchar | 1.00 | YES | Position: 2.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 2.00 |
| Usage | nvarchar | 1.00 | YES | |

| | | | | |
|---|---|---|---|---|
| | | | | Position: 2.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 2.00 |
| Usage | nvarchar | 1.00 | YES | Position: 2.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 2.00 |
| Usage | nvarchar | 1.00 | YES | Position: 2.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 2.00 |
| Usage | nvarchar | 1.00 | YES | Position: 2.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 2.00 |
| Usage | nvarchar | 1.00 | YES | Position: 2.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 2.00 |
| CurrentFormat | nvarchar | 8.00 | YES | Position: 3.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 16.00 |
| CurrentFormat | nvarchar | 8.00 | YES | Position: 3.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 16.00 |
| CurrentFormat | nvarchar | 8.00 | YES | Position: 3.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 16.00 |
| CurrentFormat | nvarchar | 8.00 | YES | Position: 3.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 16.00 |
| Usage | nvarchar | 1.00 | YES | Position: 2.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 2.00 |
| MessageItem_MessageItemId | int | | NO | Position: 9.00<br>Character: NULL<br>Collation: NULL |
| StatusText | nvarchar | -1.00 | YES | Position: 8.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: -1.00 |
| StatusText | nvarchar | -1.00 | YES | Position: 8.00<br>Character: UNICODE |

| | | | | |
|---|---|---|---|---|
| | | | | Collation: Latin1_General_CI_AS<br>Length: -1.00 |
| Content | varbinary | -1.00 | YES | |
| | | | | Position: 5.00<br>Character: NULL<br>Collation: NULL<br>Length: -1.00 |
| StatusText | nvarchar | -1.00 | YES | |
| | | | | Position: 8.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: -1.00 |
| Status | nvarchar | 1.00 | YES | |
| | | | | Position: 7.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 2.00 |
| MessageItem_MessageItemId | int | | NO | |
| | | | | Position: 9.00<br>Character: NULL<br>Collation: NULL |
| MessageItem_MessageItemId | int | | NO | |
| | | | | Position: 9.00<br>Character: NULL<br>Collation: NULL |
| MessageItem_MessageItemId | int | | NO | |
| | | | | Position: 9.00<br>Character: NULL<br>Collation: NULL |
| MessageItem_MessageItemId | int | | NO | |
| | | | | Position: 9.00<br>Character: NULL<br>Collation: NULL |
| MessageItem_MessageItemId | int | | NO | |
| | | | | Position: 9.00<br>Character: NULL<br>Collation: NULL |
| StatusText | nvarchar | -1.00 | YES | |
| | | | | Position: 8.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: -1.00 |
| MessageItem_MessageItemId | int | | NO | |
| | | | | Position: 9.00<br>Character: NULL<br>Collation: NULL |
| StatusText | nvarchar | -1.00 | YES | |
| | | | | Position: 8.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: -1.00 |
| MessageItem_MessageItemId | int | | NO | |
| | | | | Position: 9.00<br>Character: NULL<br>Collation: NULL |
| SaveAs | nvarchar | 255.00 | YES | |
| | | | | Position: 10.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 510.00 |
| SaveAs | nvarchar | 255.00 | YES | |

| | | | | |
|---|---|---|---|---|
| | | | | Position: 10.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 510.00 |
| SaveAs | nvarchar | 255.00 | YES | Position: 10.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 510.00 |
| SaveAs | nvarchar | 255.00 | YES | Position: 10.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 510.00 |
| SaveAs | nvarchar | 255.00 | YES | Position: 10.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 510.00 |
| SaveAs | nvarchar | 255.00 | YES | Position: 10.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 510.00 |
| SaveAs | nvarchar | 255.00 | YES | Position: 10.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 510.00 |
| SaveAs | nvarchar | 255.00 | YES | Position: 10.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 510.00 |
| SaveAs | nvarchar | 255.00 | YES | Position: 10.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 510.00 |
| SaveAs | nvarchar | 255.00 | YES | Position: 10.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 510.00 |
| MessageItem_MessageItemId | int | | NO | Position: 9.00<br>Character: NULL<br>Collation: NULL |
| Name | nvarchar | 64.00 | YES | Position: 6.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 128.00 |
| Name | nvarchar | 64.00 | YES | Position: 6.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 128.00 |
| Name | nvarchar | 64.00 | YES | Position: 6.00<br>Character: UNICODE |

| | | | | |
|---|---|---|---|---|
| | | | | Collation: Latin1_General_CI_AS<br>Length: 128.00 |
| Name | nvarchar | 64.00 | YES | Position: 6.00<br>Character: UNICODE |
| | | | | Collation: Latin1_General_CI_AS<br>Length: 128.00 |
| Name | nvarchar | 64.00 | YES | Position: 6.00<br>Character: UNICODE |
| | | | | Collation: Latin1_General_CI_AS<br>Length: 128.00 |
| Name | nvarchar | 64.00 | YES | Position: 6.00<br>Character: UNICODE |
| | | | | Collation: Latin1_General_CI_AS<br>Length: 128.00 |
| Name | nvarchar | 64.00 | YES | Position: 6.00<br>Character: UNICODE |
| | | | | Collation: Latin1_General_CI_AS<br>Length: 128.00 |
| MessageItem_MessageItemId | int | | NO | Position: 9.00<br>Character: NULL |
| | | | | Collation: NULL |
| Name | nvarchar | 64.00 | YES | Position: 6.00<br>Character: UNICODE |
| | | | | Collation: Latin1_General_CI_AS<br>Length: 128.00 |
| StatusText | nvarchar | -1.00 | YES | Position: 8.00<br>Character: UNICODE |
| | | | | Collation: Latin1_General_CI_AS<br>Length: -1.00 |
| Name | nvarchar | 64.00 | YES | Position: 6.00<br>Character: UNICODE |
| | | | | Collation: Latin1_General_CI_AS<br>Length: 128.00 |
| Status | nvarchar | 1.00 | YES | Position: 7.00<br>Character: UNICODE |
| | | | | Collation: Latin1_General_CI_AS<br>Length: 2.00 |
| Status | nvarchar | 1.00 | YES | Position: 7.00<br>Character: UNICODE |
| | | | | Collation: Latin1_General_CI_AS<br>Length: 2.00 |
| StatusText | nvarchar | -1.00 | YES | Position: 8.00<br>Character: UNICODE |
| | | | | Collation: Latin1_General_CI_AS<br>Length: -1.00 |
| Name | nvarchar | 64.00 | YES | Position: 6.00<br>Character: UNICODE |
| | | | | Collation: Latin1_General_CI_AS<br>Length: 128.00 |

| | | | | | |
|---|---|---|---|---|---|
| StatusText | nvarchar | -1.00 | YES | | |
| | | | | Position: | 8.00 |
| | | | | Character: | UNICODE |
| | | | | Collation: | Latin1_General_CI_AS |
| | | | | Length: | -1.00 |
| Status | nvarchar | 1.00 | YES | | |
| | | | | Position: | 7.00 |
| | | | | Character: | UNICODE |
| | | | | Collation: | Latin1_General_CI_AS |
| | | | | Length: | 2.00 |
| StatusText | nvarchar | -1.00 | YES | | |
| | | | | Position: | 8.00 |
| | | | | Character: | UNICODE |
| | | | | Collation: | Latin1_General_CI_AS |
| | | | | Length: | -1.00 |
| Status | nvarchar | 1.00 | YES | | |
| | | | | Position: | 7.00 |
| | | | | Character: | UNICODE |
| | | | | Collation: | Latin1_General_CI_AS |
| | | | | Length: | 2.00 |
| Status | nvarchar | 1.00 | YES | | |
| | | | | Position: | 7.00 |
| | | | | Character: | UNICODE |
| | | | | Collation: | Latin1_General_CI_AS |
| | | | | Length: | 2.00 |
| Status | nvarchar | 1.00 | YES | | |
| | | | | Position: | 7.00 |
| | | | | Character: | UNICODE |
| | | | | Collation: | Latin1_General_CI_AS |
| | | | | Length: | 2.00 |
| Status | nvarchar | 1.00 | YES | | |
| | | | | Position: | 7.00 |
| | | | | Character: | UNICODE |
| | | | | Collation: | Latin1_General_CI_AS |
| | | | | Length: | 2.00 |
| Status | nvarchar | 1.00 | YES | | |
| | | | | Position: | 7.00 |
| | | | | Character: | UNICODE |
| | | | | Collation: | Latin1_General_CI_AS |
| | | | | Length: | 2.00 |
| StatusText | nvarchar | -1.00 | YES | | |
| | | | | Position: | 8.00 |
| | | | | Character: | UNICODE |
| | | | | Collation: | Latin1_General_CI_AS |
| | | | | Length: | -1.00 |

Table : **MessageItems**

| Field Name | Type | Length | Nullable | Default Entry | |
|---|---|---|---|---|---|
| LastUpdate | datetime | | YES | | |
| | | | | Position: | 11.00 |
| | | | | Character: | NULL |
| | | | | Collation: | NULL |
| MessageBatch_MessageBatchId | int | | NO | | |
| | | | | Position: | 10.00 |
| | | | | Character: | NULL |
| | | | | Collation: | NULL |
| LastUpdate | datetime | | YES | | |
| | | | | Position: | 11.00 |
| | | | | Character: | NULL |
| | | | | Collation: | NULL |
| LastUpdate | datetime | | YES | | |

| | | | | |
|---|---|---|---|---|
| | | | | Position: 11.00<br>Character: NULL<br>Collation: NULL |
| LastUpdate | datetime | | YES | Position: 11.00<br>Character: NULL<br>Collation: NULL |
| LastUpdate | datetime | | YES | Position: 11.00<br>Character: NULL<br>Collation: NULL |
| LastUpdate | datetime | | YES | Position: 11.00<br>Character: NULL<br>Collation: NULL |
| LastUpdate | datetime | | YES | Position: 11.00<br>Character: NULL<br>Collation: NULL |
| LastUpdate | datetime | | YES | Position: 11.00<br>Character: NULL<br>Collation: NULL |
| LastUpdate | datetime | | YES | Position: 11.00<br>Character: NULL<br>Collation: NULL |
| RecipientsCC | nvarchar | -1.00 | YES | Position: 4.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: -1.00 |
| RecipientsTo | nvarchar | -1.00 | YES | Position: 3.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: -1.00 |
| Subject | nvarchar | -1.00 | YES | Position: 5.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: -1.00 |
| RecipientsCC | nvarchar | -1.00 | YES | Position: 4.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: -1.00 |
| RecipientsCC | nvarchar | -1.00 | YES | Position: 4.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: -1.00 |
| RecipientsCC | nvarchar | -1.00 | YES | Position: 4.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: -1.00 |
| LastUpdate | datetime | | YES | Position: 11.00<br>Character: NULL<br>Collation: NULL |

| | | | | | |
|---|---|---|---|---|---|
| RecipientsCC | nvarchar | -1.00 | YES | Position: | 4.00 |
| | | | | Character: | UNICODE |
| | | | | Collation: | Latin1_General_CI_AS |
| | | | | Length: | -1.00 |
| Subject | nvarchar | -1.00 | YES | Position: | 5.00 |
| | | | | Character: | UNICODE |
| | | | | Collation: | Latin1_General_CI_AS |
| | | | | Length: | -1.00 |
| RecipientsCC | nvarchar | -1.00 | YES | Position: | 4.00 |
| | | | | Character: | UNICODE |
| | | | | Collation: | Latin1_General_CI_AS |
| | | | | Length: | -1.00 |
| RecipientsCC | nvarchar | -1.00 | YES | Position: | 4.00 |
| | | | | Character: | UNICODE |
| | | | | Collation: | Latin1_General_CI_AS |
| | | | | Length: | -1.00 |
| RecipientsCC | nvarchar | -1.00 | YES | Position: | 4.00 |
| | | | | Character: | UNICODE |
| | | | | Collation: | Latin1_General_CI_AS |
| | | | | Length: | -1.00 |
| RecipientsCC | nvarchar | -1.00 | YES | Position: | 4.00 |
| | | | | Character: | UNICODE |
| | | | | Collation: | Latin1_General_CI_AS |
| | | | | Length: | -1.00 |
| RecipientsCC | nvarchar | -1.00 | YES | Position: | 4.00 |
| | | | | Character: | UNICODE |
| | | | | Collation: | Latin1_General_CI_AS |
| | | | | Length: | -1.00 |
| HoldUntil | datetime | | NO | Position: | 6.00 |
| | | | | Character: | NULL |
| | | | | Collation: | NULL |
| RecipientsCC | nvarchar | -1.00 | YES | Position: | 4.00 |
| | | | | Character: | UNICODE |
| | | | | Collation: | Latin1_General_CI_AS |
| | | | | Length: | -1.00 |
| Subject | nvarchar | -1.00 | YES | Position: | 5.00 |
| | | | | Character: | UNICODE |
| | | | | Collation: | Latin1_General_CI_AS |
| | | | | Length: | -1.00 |
| HoldUntil | datetime | | NO | Position: | 6.00 |
| | | | | Character: | NULL |
| | | | | Collation: | NULL |
| HoldUntil | datetime | | NO | Position: | 6.00 |
| | | | | Character: | NULL |
| | | | | Collation: | NULL |
| HoldUntil | datetime | | NO | Position: | 6.00 |
| | | | | Character: | NULL |
| | | | | Collation: | NULL |

| | | | | | |
|---|---|---|---|---|---|
| HoldUntil | datetime | | NO | Position: | 6.00 |
| | | | | Character: | NULL |
| | | | | Collation: | NULL |
| HoldUntil | datetime | | NO | Position: | 6.00 |
| | | | | Character: | NULL |
| | | | | Collation: | NULL |
| Subject | nvarchar | -1.00 | YES | Position: | 5.00 |
| | | | | Character: | UNICODE |
| | | | | Collation: | Latin1_General_CI_AS |
| | | | | Length: | -1.00 |
| HoldUntil | datetime | | NO | Position: | 6.00 |
| | | | | Character: | NULL |
| | | | | Collation: | NULL |
| RecipientsTo | nvarchar | -1.00 | YES | Position: | 3.00 |
| | | | | Character: | UNICODE |
| | | | | Collation: | Latin1_General_CI_AS |
| | | | | Length: | -1.00 |
| Subject | nvarchar | -1.00 | YES | Position: | 5.00 |
| | | | | Character: | UNICODE |
| | | | | Collation: | Latin1_General_CI_AS |
| | | | | Length: | -1.00 |
| Subject | nvarchar | -1.00 | YES | Position: | 5.00 |
| | | | | Character: | UNICODE |
| | | | | Collation: | Latin1_General_CI_AS |
| | | | | Length: | -1.00 |
| Subject | nvarchar | -1.00 | YES | Position: | 5.00 |
| | | | | Character: | UNICODE |
| | | | | Collation: | Latin1_General_CI_AS |
| | | | | Length: | -1.00 |
| Subject | nvarchar | -1.00 | YES | Position: | 5.00 |
| | | | | Character: | UNICODE |
| | | | | Collation: | Latin1_General_CI_AS |
| | | | | Length: | -1.00 |
| Subject | nvarchar | -1.00 | YES | Position: | 5.00 |
| | | | | Character: | UNICODE |
| | | | | Collation: | Latin1_General_CI_AS |
| | | | | Length: | -1.00 |
| MessageBatch_MessageBatchId | int | | NO | Position: | 10.00 |
| | | | | Character: | NULL |
| | | | | Collation: | NULL |
| HoldUntil | datetime | | NO | Position: | 6.00 |
| | | | | Character: | NULL |
| | | | | Collation: | NULL |
| MessageItemId | int | | NO | Position: | 1.00 |
| | | | | Character: | NULL |
| | | | | Collation: | NULL |
| RecipientsTo | nvarchar | -1.00 | YES | Position: | 3.00 |

| | | | | |
|---|---|---|---|---|
| | | | | Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: -1.00 |
| Reference | nvarchar | 64.00 | YES | Position: 2.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 128.00 |
| Reference | nvarchar | 64.00 | YES | Position: 2.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 128.00 |
| MessageItemId | int | | NO | Position: 1.00<br>Character: NULL<br>Collation: NULL |
| MessageItemId | int | | NO | Position: 1.00<br>Character: NULL<br>Collation: NULL |
| Reference | nvarchar | 64.00 | YES | Position: 2.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 128.00 |
| MessageItemId | int | | NO | Position: 1.00<br>Character: NULL<br>Collation: NULL |
| Reference | nvarchar | 64.00 | YES | Position: 2.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 128.00 |
| MessageItemId | int | | NO | Position: 1.00<br>Character: NULL<br>Collation: NULL |
| MessageItemId | int | | NO | Position: 1.00<br>Character: NULL<br>Collation: NULL |
| MessageItemId | int | | NO | Position: 1.00<br>Character: NULL<br>Collation: NULL |
| MessageItemId | int | | NO | Position: 1.00<br>Character: NULL<br>Collation: NULL |
| MessageItemId | int | | NO | Position: 1.00<br>Character: NULL<br>Collation: NULL |
| MessageItemId | int | | NO | Position: 1.00<br>Character: NULL<br>Collation: NULL |
| MessageItemId | int | | NO | Position: 1.00 |

| | | | | |
|---|---|---|---|---|
| | | | | Character: NULL<br>Collation: NULL |
| RecipientsTo | nvarchar | -1.00 | YES | Position: 3.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: -1.00 |
| RecipientsTo | nvarchar | -1.00 | YES | Position: 3.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: -1.00 |
| RecipientsTo | nvarchar | -1.00 | YES | Position: 3.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: -1.00 |
| RecipientsTo | nvarchar | -1.00 | YES | Position: 3.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: -1.00 |
| RecipientsTo | nvarchar | -1.00 | YES | Position: 3.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: -1.00 |
| RecipientsTo | nvarchar | -1.00 | YES | Position: 3.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: -1.00 |
| Reference | nvarchar | 64.00 | YES | Position: 2.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 128.00 |
| RecipientsTo | nvarchar | -1.00 | YES | Position: 3.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: -1.00 |
| Subject | nvarchar | -1.00 | YES | Position: 5.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: -1.00 |
| Reference | nvarchar | 64.00 | YES | Position: 2.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 128.00 |
| Reference | nvarchar | 64.00 | YES | Position: 2.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 128.00 |
| Reference | nvarchar | 64.00 | YES | Position: 2.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS |

| | | | | |
|---|---|---|---|---|
| | | | | Length: 128.00 |
| Reference | nvarchar | 64.00 | YES | |
| | | | | Position: 2.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS |
| | | | | Length: 128.00 |
| Reference | nvarchar | 64.00 | YES | |
| | | | | Position: 2.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS |
| | | | | Length: 128.00 |
| Reference | nvarchar | 64.00 | YES | |
| | | | | Position: 2.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS |
| | | | | Length: 128.00 |
| RecipientsTo | nvarchar | -1.00 | YES | |
| | | | | Position: 3.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS |
| | | | | Length: -1.00 |
| Subject | nvarchar | -1.00 | YES | |
| | | | | Position: 5.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS |
| | | | | Length: -1.00 |
| StatusText | nvarchar | -1.00 | YES | |
| | | | | Position: 9.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS |
| | | | | Length: -1.00 |
| StatusText | nvarchar | -1.00 | YES | |
| | | | | Position: 9.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS |
| | | | | Length: -1.00 |
| StatusText | nvarchar | -1.00 | YES | |
| | | | | Position: 9.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS |
| | | | | Length: -1.00 |
| MessageBatch_MessageBatchId | int | | NO | |
| | | | | Position: 10.00<br>Character: NULL<br>Collation: NULL |
| MessageBatch_MessageBatchId | int | | NO | |
| | | | | Position: 10.00<br>Character: NULL<br>Collation: NULL |
| MessageBatch_MessageBatchId | int | | NO | |
| | | | | Position: 10.00<br>Character: NULL<br>Collation: NULL |
| MessageBatch_MessageBatchId | int | | NO | |
| | | | | Position: 10.00<br>Character: NULL<br>Collation: NULL |
| MessageBatch_MessageBatchId | int | | NO | |
| | | | | Position: 10.00<br>Character: NULL<br>Collation: NULL |

| | | | | | |
|---|---|---|---|---|---|
| MessageBatch_MessageBatchId | int | | NO | | |
| | | | | Position: | 10.00 |
| | | | | Character: | NULL |
| | | | | Collation: | NULL |
| Status | nvarchar | 1.00 | YES | | |
| | | | | Position: | 8.00 |
| | | | | Character: | UNICODE |
| | | | | Collation: | Latin1_General_CI_AS |
| | | | | Length: | 2.00 |
| HoldUntil | datetime | | NO | | |
| | | | | Position: | 6.00 |
| | | | | Character: | NULL |
| | | | | Collation: | NULL |
| MessageBatch_MessageBatchId | int | | NO | | |
| | | | | Position: | 10.00 |
| | | | | Character: | NULL |
| | | | | Collation: | NULL |
| StatusText | nvarchar | -1.00 | YES | | |
| | | | | Position: | 9.00 |
| | | | | Character: | UNICODE |
| | | | | Collation: | Latin1_General_CI_AS |
| | | | | Length: | -1.00 |
| StatusText | nvarchar | -1.00 | YES | | |
| | | | | Position: | 9.00 |
| | | | | Character: | UNICODE |
| | | | | Collation: | Latin1_General_CI_AS |
| | | | | Length: | -1.00 |
| StatusText | nvarchar | -1.00 | YES | | |
| | | | | Position: | 9.00 |
| | | | | Character: | UNICODE |
| | | | | Collation: | Latin1_General_CI_AS |
| | | | | Length: | -1.00 |
| LastUpdate | datetime | | YES | | |
| | | | | Position: | 11.00 |
| | | | | Character: | NULL |
| | | | | Collation: | NULL |
| StatusText | nvarchar | -1.00 | YES | | |
| | | | | Position: | 9.00 |
| | | | | Character: | UNICODE |
| | | | | Collation: | Latin1_General_CI_AS |
| | | | | Length: | -1.00 |
| StatusText | nvarchar | -1.00 | YES | | |
| | | | | Position: | 9.00 |
| | | | | Character: | UNICODE |
| | | | | Collation: | Latin1_General_CI_AS |
| | | | | Length: | -1.00 |
| StatusText | nvarchar | -1.00 | YES | | |
| | | | | Position: | 9.00 |
| | | | | Character: | UNICODE |
| | | | | Collation: | Latin1_General_CI_AS |
| | | | | Length: | -1.00 |
| StatusText | nvarchar | -1.00 | YES | | |
| | | | | Position: | 9.00 |
| | | | | Character: | UNICODE |
| | | | | Collation: | Latin1_General_CI_AS |
| | | | | Length: | -1.00 |
| StatusText | nvarchar | -1.00 | YES | | |
| | | | | Position: | 9.00 |
| | | | | Character: | UNICODE |
| | | | | Collation: | Latin1_General_CI_AS |
| | | | | Length: | -1.00 |

| | | | | | |
|---|---|---|---|---|---|
| MessageBatch_MessageBatchId | int | | NO | | |
| | | | | Position: | 10.00 |
| | | | | Character: | NULL |
| | | | | Collation: | NULL |
| MessageBatch_MessageBatchId | int | | NO | | |
| | | | | Position: | 10.00 |
| | | | | Character: | NULL |
| | | | | Collation: | NULL |
| HoldOther | nvarchar | -1.00 | YES | | |
| | | | | Position: | 7.00 |
| | | | | Character: | UNICODE |
| | | | | Collation: | Latin1_General_CI_AS |
| | | | | Length: | -1.00 |
| Status | nvarchar | 1.00 | YES | | |
| | | | | Position: | 8.00 |
| | | | | Character: | UNICODE |
| | | | | Collation: | Latin1_General_CI_AS |
| | | | | Length: | 2.00 |
| HoldOther | nvarchar | -1.00 | YES | | |
| | | | | Position: | 7.00 |
| | | | | Character: | UNICODE |
| | | | | Collation: | Latin1_General_CI_AS |
| | | | | Length: | -1.00 |
| Status | nvarchar | 1.00 | YES | | |
| | | | | Position: | 8.00 |
| | | | | Character: | UNICODE |
| | | | | Collation: | Latin1_General_CI_AS |
| | | | | Length: | 2.00 |
| HoldOther | nvarchar | -1.00 | YES | | |
| | | | | Position: | 7.00 |
| | | | | Character: | UNICODE |
| | | | | Collation: | Latin1_General_CI_AS |
| | | | | Length: | -1.00 |
| HoldOther | nvarchar | -1.00 | YES | | |
| | | | | Position: | 7.00 |
| | | | | Character: | UNICODE |
| | | | | Collation: | Latin1_General_CI_AS |
| | | | | Length: | -1.00 |
| Status | nvarchar | 1.00 | YES | | |
| | | | | Position: | 8.00 |
| | | | | Character: | UNICODE |
| | | | | Collation: | Latin1_General_CI_AS |
| | | | | Length: | 2.00 |
| HoldOther | nvarchar | -1.00 | YES | | |
| | | | | Position: | 7.00 |
| | | | | Character: | UNICODE |
| | | | | Collation: | Latin1_General_CI_AS |
| | | | | Length: | -1.00 |
| HoldOther | nvarchar | -1.00 | YES | | |
| | | | | Position: | 7.00 |
| | | | | Character: | UNICODE |
| | | | | Collation: | Latin1_General_CI_AS |
| | | | | Length: | -1.00 |
| HoldOther | nvarchar | -1.00 | YES | | |
| | | | | Position: | 7.00 |
| | | | | Character: | UNICODE |

| | | | | |
|---|---|---|---|---|
| | | | | Collation: Latin1_General_CI_AS<br>Length: -1.00 |
| HoldOther | nvarchar | -1.00 | YES | Position: 7.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: -1.00 |
| HoldOther | nvarchar | -1.00 | YES | Position: 7.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: -1.00 |
| HoldUntil | datetime | | NO | Position: 6.00<br>Character: NULL<br>Collation: NULL |
| HoldUntil | datetime | | NO | Position: 6.00<br>Character: NULL<br>Collation: NULL |
| HoldOther | nvarchar | -1.00 | YES | Position: 7.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: -1.00 |
| Status | nvarchar | 1.00 | YES | Position: 8.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 2.00 |
| Status | nvarchar | 1.00 | YES | Position: 8.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 2.00 |
| Status | nvarchar | 1.00 | YES | Position: 8.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 2.00 |
| Status | nvarchar | 1.00 | YES | Position: 8.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 2.00 |
| Status | nvarchar | 1.00 | YES | Position: 8.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 2.00 |
| Status | nvarchar | 1.00 | YES | Position: 8.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 2.00 |

Table : **PlannedTasks**

| Field Name | Type | Length | Nullable | Default Entry |
|---|---|---|---|---|
| Schedule | nvarchar | -1.00 | YES | |
| | | | | Position: 3.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: -1.00 |
| Band | nvarchar | 30.00 | YES | |
| | | | | Position: 2.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 60.00 |
| Band | nvarchar | 30.00 | YES | |
| | | | | Position: 2.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 60.00 |
| Band | nvarchar | 30.00 | YES | |
| | | | | Position: 2.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 60.00 |
| Schedule | nvarchar | -1.00 | YES | |
| | | | | Position: 3.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: -1.00 |
| PlannedTaskId | int | | NO | |
| | | | | Position: 1.00<br>Character: NULL<br>Collation: NULL |
| Task_TaskId | int | | NO | |
| | | | | Position: 5.00<br>Character: NULL<br>Collation: NULL |
| Task_TaskId | int | | NO | |
| | | | | Position: 5.00<br>Character: NULL<br>Collation: NULL |
| Task_TaskId | int | | NO | |
| | | | | Position: 5.00<br>Character: NULL<br>Collation: NULL |
| Task_TaskId | int | | NO | |
| | | | | Position: 5.00<br>Character: NULL<br>Collation: NULL |
| Schedule | nvarchar | -1.00 | YES | |
| | | | | Position: 3.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: -1.00 |
| Band | nvarchar | 30.00 | YES | |
| | | | | Position: 2.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 60.00 |
| Enabled | bit | | NO | |
| | | | | Position: 4.00<br>Character: NULL |

| | | | | | |
|---|---|---|---|---|---|
| | | | | Collation: | NULL |
| PlannedTaskId | int | | NO | | |
| | | | | Position: | 1.00 |
| | | | | Character: | NULL |
| | | | | Collation: | NULL |
| PlannedTaskId | int | | NO | | |
| | | | | Position: | 1.00 |
| | | | | Character: | NULL |
| | | | | Collation: | NULL |
| PlannedTaskId | int | | NO | | |
| | | | | Position: | 1.00 |
| | | | | Character: | NULL |
| | | | | Collation: | NULL |
| Enabled | bit | | NO | | |
| | | | | Position: | 4.00 |
| | | | | Character: | NULL |
| | | | | Collation: | NULL |
| Enabled | bit | | NO | | |
| | | | | Position: | 4.00 |
| | | | | Character: | NULL |
| | | | | Collation: | NULL |
| Enabled | bit | | NO | | |
| | | | | Position: | 4.00 |
| | | | | Character: | NULL |
| | | | | Collation: | NULL |
| Band | nvarchar | 30.00 | YES | | |
| | | | | Position: | 2.00 |
| | | | | Character: | UNICODE |
| | | | | Collation: | Latin1_General_CI_AS |
| | | | | Length: | 60.00 |
| Schedule | nvarchar | -1.00 | YES | | |
| | | | | Position: | 3.00 |
| | | | | Character: | UNICODE |
| | | | | Collation: | Latin1_General_CI_AS |
| | | | | Length: | -1.00 |
| Enabled | bit | | NO | | |
| | | | | Position: | 4.00 |
| | | | | Character: | NULL |
| | | | | Collation: | NULL |
| Schedule | nvarchar | -1.00 | YES | | |
| | | | | Position: | 3.00 |
| | | | | Character: | UNICODE |
| | | | | Collation: | Latin1_General_CI_AS |
| | | | | Length: | -1.00 |
| Task_TaskId | int | | NO | | |
| | | | | Position: | 5.00 |
| | | | | Character: | NULL |
| | | | | Collation: | NULL |
| PlannedTaskId | int | | NO | | |
| | | | | Position: | 1.00 |
| | | | | Character: | NULL |
| | | | | Collation: | NULL |

Table : **QueuedTasks**

| Field Name | Type | Length | Nullable | Default Entry | |
|---|---|---|---|---|---|
| Band | nvarchar | 30.00 | YES | | |
| | | | | Position: | 2.00 |
| | | | | Character: | UNICODE |
| | | | | Collation: | Latin1_General_CI_AS |
| | | | | Length: | 60.00 |

| | | | | | |
|---|---|---|---|---|---|
| Task_TaskId | int | NO | | Position: | 3.00 |
| | | | | Character: | NULL |
| | | | | Collation: | NULL |
| Enabled | bit | NO | ((0)) | Position: | 5.00 |
| | | | | Character: | NULL |
| | | | | Collation: | NULL |
| Enabled | bit | NO | ((0)) | Position: | 5.00 |
| | | | | Character: | NULL |
| | | | | Collation: | NULL |
| Enabled | bit | NO | ((0)) | Position: | 5.00 |
| | | | | Character: | NULL |
| | | | | Collation: | NULL |
| Enabled | bit | NO | ((0)) | Position: | 5.00 |
| | | | | Character: | NULL |
| | | | | Collation: | NULL |
| Enabled | bit | NO | ((0)) | Position: | 5.00 |
| | | | | Character: | NULL |
| | | | | Collation: | NULL |
| Sequence | int | NO | ((0)) | Position: | 4.00 |
| | | | | Character: | NULL |
| | | | | Collation: | NULL |
| Sequence | int | NO | ((0)) | Position: | 4.00 |
| | | | | Character: | NULL |
| | | | | Collation: | NULL |
| Sequence | int | NO | ((0)) | Position: | 4.00 |
| | | | | Character: | NULL |
| | | | | Collation: | NULL |
| Sequence | int | NO | ((0)) | Position: | 4.00 |
| | | | | Character: | NULL |
| | | | | Collation: | NULL |
| QueuedTaskId | int | NO | | Position: | 1.00 |
| | | | | Character: | NULL |
| | | | | Collation: | NULL |
| Task_TaskId | int | NO | | Position: | 3.00 |
| | | | | Character: | NULL |
| | | | | Collation: | NULL |
| QueuedTaskId | int | NO | | Position: | 1.00 |
| | | | | Character: | NULL |
| | | | | Collation: | NULL |
| Task_TaskId | int | NO | | Position: | 3.00 |
| | | | | Character: | NULL |
| | | | | Collation: | NULL |
| Task_TaskId | int | NO | | Position: | 3.00 |
| | | | | Character: | NULL |
| | | | | Collation: | NULL |
| Task_TaskId | int | NO | | | |

| | | | | | |
|---|---|---|---|---|---|
| | | | | | Position: 3.00<br>Character: NULL<br>Collation: NULL |
| Band | nvarchar | 30.00 | YES | | Position: 2.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 60.00 |
| Band | nvarchar | 30.00 | YES | | Position: 2.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 60.00 |
| Band | nvarchar | 30.00 | YES | | Position: 2.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 60.00 |
| Band | nvarchar | 30.00 | YES | | Position: 2.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 60.00 |
| QueuedTaskId | int | | NO | | Position: 1.00<br>Character: NULL<br>Collation: NULL |
| QueuedTaskId | int | | NO | | Position: 1.00<br>Character: NULL<br>Collation: NULL |
| QueuedTaskId | int | | NO | | Position: 1.00<br>Character: NULL<br>Collation: NULL |
| Sequence | int | | NO | ((0)) | Position: 4.00<br>Character: NULL<br>Collation: NULL |

Table : **Settings**

| Field Name | Type | Length | Nullable | Default Entry |
|---|---|---|---|---|
| Group | nvarchar | -1.00 | NO | Position: 2.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: -1.00 |
| Value | nvarchar | -1.00 | YES | Position: 4.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: -1.00 |
| Value | nvarchar | -1.00 | YES | Position: 4.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: -1.00 |
| Value | nvarchar | -1.00 | YES | Position: 4.00<br>Character: UNICODE |

| | | | | |
|---|---|---|---|---|
| | | | | Collation: Latin1_General_CI_AS<br>Length: -1.00 |
| Item | nvarchar | -1.00 | NO | Position: 3.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: -1.00 |
| Item | nvarchar | -1.00 | NO | Position: 3.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: -1.00 |
| Value | nvarchar | -1.00 | YES | Position: 4.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: -1.00 |
| Item | nvarchar | -1.00 | NO | Position: 3.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: -1.00 |
| Id | int | | NO | Position: 1.00<br>Character: NULL<br>Collation: NULL |
| Group | nvarchar | -1.00 | NO | Position: 2.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: -1.00 |
| Group | nvarchar | -1.00 | NO | Position: 2.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: -1.00 |
| Group | nvarchar | -1.00 | NO | Position: 2.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: -1.00 |
| Id | int | | NO | Position: 1.00<br>Character: NULL<br>Collation: NULL |
| Id | int | | NO | Position: 1.00<br>Character: NULL<br>Collation: NULL |
| Id | int | | NO | Position: 1.00<br>Character: NULL<br>Collation: NULL |
| Item | nvarchar | -1.00 | NO | Position: 3.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: -1.00 |

Table : **TaskEvents**

| Field Name | Type | Length | Nullable | Default Entry |
|---|---|---|---|---|

| | | | | | |
|---|---|---|---|---|---|
| Status | nvarchar | 1.00 | YES | | |
| | | | | Position: | 4.00 |
| | | | | Character: | UNICODE |
| | | | | Collation: | Latin1_General_CI_AS |
| | | | | Length: | 2.00 |
| When | datetime | | NO | | |
| | | | | Position: | 2.00 |
| | | | | Character: | NULL |
| | | | | Collation: | NULL |
| Status | nvarchar | 1.00 | YES | | |
| | | | | Position: | 4.00 |
| | | | | Character: | UNICODE |
| | | | | Collation: | Latin1_General_CI_AS |
| | | | | Length: | 2.00 |
| Status | nvarchar | 1.00 | YES | | |
| | | | | Position: | 4.00 |
| | | | | Character: | UNICODE |
| | | | | Collation: | Latin1_General_CI_AS |
| | | | | Length: | 2.00 |
| EventType | nvarchar | 1.00 | YES | | |
| | | | | Position: | 3.00 |
| | | | | Character: | UNICODE |
| | | | | Collation: | Latin1_General_CI_AS |
| | | | | Length: | 2.00 |
| EventType | nvarchar | 1.00 | YES | | |
| | | | | Position: | 3.00 |
| | | | | Character: | UNICODE |
| | | | | Collation: | Latin1_General_CI_AS |
| | | | | Length: | 2.00 |
| EventType | nvarchar | 1.00 | YES | | |
| | | | | Position: | 3.00 |
| | | | | Character: | UNICODE |
| | | | | Collation: | Latin1_General_CI_AS |
| | | | | Length: | 2.00 |
| EventType | nvarchar | 1.00 | YES | | |
| | | | | Position: | 3.00 |
| | | | | Character: | UNICODE |
| | | | | Collation: | Latin1_General_CI_AS |
| | | | | Length: | 2.00 |
| EventType | nvarchar | 1.00 | YES | | |
| | | | | Position: | 3.00 |
| | | | | Character: | UNICODE |
| | | | | Collation: | Latin1_General_CI_AS |
| | | | | Length: | 2.00 |
| EventType | nvarchar | 1.00 | YES | | |
| | | | | Position: | 3.00 |
| | | | | Character: | UNICODE |
| | | | | Collation: | Latin1_General_CI_AS |
| | | | | Length: | 2.00 |
| EventType | nvarchar | 1.00 | YES | | |
| | | | | Position: | 3.00 |
| | | | | Character: | UNICODE |
| | | | | Collation: | Latin1_General_CI_AS |
| | | | | Length: | 2.00 |
| TaskEventId | int | | NO | | |
| | | | | Position: | 1.00 |
| | | | | Character: | NULL |
| | | | | Collation: | NULL |
| When | datetime | | NO | | |
| | | | | Position: | 2.00 |
| | | | | Character: | NULL |

| | | | | |
|---|---|---|---|---|
| | | | | Collation: NULL |
| Status | nvarchar | 1.00 | YES | |
| | | | | Position: 4.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 2.00 |
| When | datetime | | NO | |
| | | | | Position: 2.00<br>Character: NULL<br>Collation: NULL |
| When | datetime | | NO | |
| | | | | Position: 2.00<br>Character: NULL<br>Collation: NULL |
| Status | nvarchar | 1.00 | YES | |
| | | | | Position: 4.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 2.00 |
| When | datetime | | NO | |
| | | | | Position: 2.00<br>Character: NULL<br>Collation: NULL |
| TaskEventId | int | | NO | |
| | | | | Position: 1.00<br>Character: NULL<br>Collation: NULL |
| TaskEventId | int | | NO | |
| | | | | Position: 1.00<br>Character: NULL<br>Collation: NULL |
| TaskEventId | int | | NO | |
| | | | | Position: 1.00<br>Character: NULL<br>Collation: NULL |
| TaskEventId | int | | NO | |
| | | | | Position: 1.00<br>Character: NULL<br>Collation: NULL |
| TaskEventId | int | | NO | |
| | | | | Position: 1.00<br>Character: NULL<br>Collation: NULL |
| When | datetime | | NO | |
| | | | | Position: 2.00<br>Character: NULL<br>Collation: NULL |
| LogFile | nvarchar | -1.00 | YES | |
| | | | | Position: 6.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: -1.00 |
| Task_TaskId | int | | NO | |
| | | | | Position: 7.00<br>Character: NULL<br>Collation: NULL |
| Task_TaskId | int | | NO | |
| | | | | Position: 7.00<br>Character: NULL<br>Collation: NULL |
| Task_TaskId | int | | NO | |

| | | | | |
|---|---|---|---|---|
| | | | | Position: 7.00<br>Character: NULL<br>Collation: NULL |
| Task_TaskId | int | | NO | Position: 7.00<br>Character: NULL<br>Collation: NULL |
| Task_TaskId | int | | NO | Position: 7.00<br>Character: NULL<br>Collation: NULL |
| Task_TaskId | int | | NO | Position: 7.00<br>Character: NULL<br>Collation: NULL |
| Task_TaskId | int | | NO | Position: 7.00<br>Character: NULL<br>Collation: NULL |
| LogFile | nvarchar | -1.00 | YES | Position: 6.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: -1.00 |
| LogFile | nvarchar | -1.00 | YES | Position: 6.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: -1.00 |
| Status | nvarchar | 1.00 | YES | Position: 4.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 2.00 |
| LogFile | nvarchar | -1.00 | YES | Position: 6.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: -1.00 |
| Status | nvarchar | 1.00 | YES | Position: 4.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 2.00 |
| LogFile | nvarchar | -1.00 | YES | Position: 6.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: -1.00 |
| LogFile | nvarchar | -1.00 | YES | Position: 6.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: -1.00 |
| StatusText | nvarchar | -1.00 | YES | Position: 5.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: -1.00 |
| StatusText | nvarchar | -1.00 | YES | Position: 5.00 |

| | | | | | |
|---|---|---|---|---|---|
| | | | | Character: | UNICODE |
| | | | | Collation: | Latin1_General_CI_AS |
| | | | | Length: | -1.00 |
| StatusText | nvarchar | -1.00 | YES | | |
| | | | | Position: | 5.00 |
| | | | | Character: | UNICODE |
| | | | | Collation: | Latin1_General_CI_AS |
| | | | | Length: | -1.00 |
| StatusText | nvarchar | -1.00 | YES | | |
| | | | | Position: | 5.00 |
| | | | | Character: | UNICODE |
| | | | | Collation: | Latin1_General_CI_AS |
| | | | | Length: | -1.00 |
| StatusText | nvarchar | -1.00 | YES | | |
| | | | | Position: | 5.00 |
| | | | | Character: | UNICODE |
| | | | | Collation: | Latin1_General_CI_AS |
| | | | | Length: | -1.00 |
| StatusText | nvarchar | -1.00 | YES | | |
| | | | | Position: | 5.00 |
| | | | | Character: | UNICODE |
| | | | | Collation: | Latin1_General_CI_AS |
| | | | | Length: | -1.00 |
| StatusText | nvarchar | -1.00 | YES | | |
| | | | | Position: | 5.00 |
| | | | | Character: | UNICODE |
| | | | | Collation: | Latin1_General_CI_AS |
| | | | | Length: | -1.00 |
| TaskEventId | int | | NO | | |
| | | | | Position: | 1.00 |
| | | | | Character: | NULL |
| | | | | Collation: | NULL |
| LogFile | nvarchar | -1.00 | YES | | |
| | | | | Position: | 6.00 |
| | | | | Character: | UNICODE |
| | | | | Collation: | Latin1_General_CI_AS |
| | | | | Length: | -1.00 |
| When | datetime | | NO | | |
| | | | | Position: | 2.00 |
| | | | | Character: | NULL |
| | | | | Collation: | NULL |

Table : **TaskParams**

| Field Name | Type | Length | Nullable | Default Entry | |
|---|---|---|---|---|---|
| TaskParamId | int | | NO | | |
| | | | | Position: | 1.00 |
| | | | | Character: | NULL |
| | | | | Collation: | NULL |
| TaskParamId | int | | NO | | |
| | | | | Position: | 1.00 |
| | | | | Character: | NULL |
| | | | | Collation: | NULL |
| TaskParamId | int | | NO | | |
| | | | | Position: | 1.00 |
| | | | | Character: | NULL |
| | | | | Collation: | NULL |
| TaskParamId | int | | NO | | |
| | | | | Position: | 1.00 |
| | | | | Character: | NULL |
| | | | | Collation: | NULL |

| | | | | | |
|---|---|---|---|---|---|
| Name | nvarchar | 50.00 | YES | | |
| | | | | Position: | 2.00 |
| | | | | Character: | UNICODE |
| | | | | Collation: | Latin1_General_CI_AS |
| | | | | Length: | 100.00 |
| Name | nvarchar | 50.00 | YES | | |
| | | | | Position: | 2.00 |
| | | | | Character: | UNICODE |
| | | | | Collation: | Latin1_General_CI_AS |
| | | | | Length: | 100.00 |
| Name | nvarchar | 50.00 | YES | | |
| | | | | Position: | 2.00 |
| | | | | Character: | UNICODE |
| | | | | Collation: | Latin1_General_CI_AS |
| | | | | Length: | 100.00 |
| Name | nvarchar | 50.00 | YES | | |
| | | | | Position: | 2.00 |
| | | | | Character: | UNICODE |
| | | | | Collation: | Latin1_General_CI_AS |
| | | | | Length: | 100.00 |
| Value | nvarchar | -1.00 | YES | | |
| | | | | Position: | 3.00 |
| | | | | Character: | UNICODE |
| | | | | Collation: | Latin1_General_CI_AS |
| | | | | Length: | -1.00 |
| Value | nvarchar | -1.00 | YES | | |
| | | | | Position: | 3.00 |
| | | | | Character: | UNICODE |
| | | | | Collation: | Latin1_General_CI_AS |
| | | | | Length: | -1.00 |
| Value | nvarchar | -1.00 | YES | | |
| | | | | Position: | 3.00 |
| | | | | Character: | UNICODE |
| | | | | Collation: | Latin1_General_CI_AS |
| | | | | Length: | -1.00 |
| Task_TaskId | int | | NO | | |
| | | | | Position: | 4.00 |
| | | | | Character: | NULL |
| | | | | Collation: | NULL |
| Task_TaskId | int | | NO | | |
| | | | | Position: | 4.00 |
| | | | | Character: | NULL |
| | | | | Collation: | NULL |
| Task_TaskId | int | | NO | | |
| | | | | Position: | 4.00 |
| | | | | Character: | NULL |
| | | | | Collation: | NULL |
| Task_TaskId | int | | NO | | |
| | | | | Position: | 4.00 |
| | | | | Character: | NULL |
| | | | | Collation: | NULL |
| Value | nvarchar | -1.00 | YES | | |
| | | | | Position: | 3.00 |
| | | | | Character: | UNICODE |
| | | | | Collation: | Latin1_General_CI_AS |
| | | | | Length: | -1.00 |

Table : **Tasks**

| Field Name | Type | Length | Nullable | Default Entry | |
|---|---|---|---|---|---|
| TaskId | int | | NO | | |
| | | | | Position: | 1.00 |

| | | | | |
|---|---|---|---|---|
| | | | | Character: NULL |
| | | | | Collation: NULL |
| Description | nvarchar | -1.00 | YES | |
| | | | | Position: 3.00 |
| | | | | Character: UNICODE |
| | | | | Collation: Latin1_General_CI_AS |
| | | | | Length: -1.00 |
| Name | nvarchar | 50.00 | YES | |
| | | | | Position: 2.00 |
| | | | | Character: UNICODE |
| | | | | Collation: Latin1_General_CI_AS |
| | | | | Length: 100.00 |
| Name | nvarchar | 50.00 | YES | |
| | | | | Position: 2.00 |
| | | | | Character: UNICODE |
| | | | | Collation: Latin1_General_CI_AS |
| | | | | Length: 100.00 |
| Name | nvarchar | 50.00 | YES | |
| | | | | Position: 2.00 |
| | | | | Character: UNICODE |
| | | | | Collation: Latin1_General_CI_AS |
| | | | | Length: 100.00 |
| Name | nvarchar | 50.00 | YES | |
| | | | | Position: 2.00 |
| | | | | Character: UNICODE |
| | | | | Collation: Latin1_General_CI_AS |
| | | | | Length: 100.00 |
| Name | nvarchar | 50.00 | YES | |
| | | | | Position: 2.00 |
| | | | | Character: UNICODE |
| | | | | Collation: Latin1_General_CI_AS |
| | | | | Length: 100.00 |
| Name | nvarchar | 50.00 | YES | |
| | | | | Position: 2.00 |
| | | | | Character: UNICODE |
| | | | | Collation: Latin1_General_CI_AS |
| | | | | Length: 100.00 |
| Name | nvarchar | 50.00 | YES | |
| | | | | Position: 2.00 |
| | | | | Character: UNICODE |
| | | | | Collation: Latin1_General_CI_AS |
| | | | | Length: 100.00 |
| TaskId | int | | NO | |
| | | | | Position: 1.00 |
| | | | | Character: NULL |
| | | | | Collation: NULL |
| TaskId | int | | NO | |
| | | | | Position: 1.00 |
| | | | | Character: NULL |
| | | | | Collation: NULL |
| TaskId | int | | NO | |
| | | | | Position: 1.00 |
| | | | | Character: NULL |
| | | | | Collation: NULL |
| TaskId | int | | NO | |
| | | | | Position: 1.00 |
| | | | | Character: NULL |
| | | | | Collation: NULL |
| Description | nvarchar | -1.00 | YES | |
| | | | | Position: 3.00 |
| | | | | Character: UNICODE |

| | | | | |
|---|---|---|---|---|
| | | | | Collation: Latin1_General_CI_AS<br>Length: -1.00 |
| Description | nvarchar | -1.00 | YES | Position: 3.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: -1.00 |
| TaskId | int | | NO | Position: 1.00<br>Character: NULL<br>Collation: NULL |
| Mode | nvarchar | 1.00 | YES | Position: 6.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 2.00 |
| Mode | nvarchar | 1.00 | YES | Position: 6.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 2.00 |
| Mode | nvarchar | 1.00 | YES | Position: 6.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 2.00 |
| Mode | nvarchar | 1.00 | YES | Position: 6.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 2.00 |
| Mode | nvarchar | 1.00 | YES | Position: 6.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 2.00 |
| Mode | nvarchar | 1.00 | YES | Position: 6.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 2.00 |
| Description | nvarchar | -1.00 | YES | Position: 3.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: -1.00 |
| TaskId | int | | NO | Position: 1.00<br>Character: NULL<br>Collation: NULL |
| Owner | nvarchar | 50.00 | YES | Position: 5.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 100.00 |
| NotificationIds | nvarchar | -1.00 | YES | Position: 7.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: -1.00 |
| NotificationIds | nvarchar | -1.00 | YES | |

| | | | | |
|---|---|---|---|---|
| | | | | Position: 7.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: -1.00 |
| NotificationIds | nvarchar | -1.00 | YES | Position: 7.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: -1.00 |
| NotificationIds | nvarchar | -1.00 | YES | Position: 7.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: -1.00 |
| NotificationIds | nvarchar | -1.00 | YES | Position: 7.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: -1.00 |
| NotificationIds | nvarchar | -1.00 | YES | Position: 7.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: -1.00 |
| Mode | nvarchar | 1.00 | YES | Position: 6.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 2.00 |
| Type | nvarchar | 50.00 | YES | Position: 4.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 100.00 |
| Description | nvarchar | -1.00 | YES | Position: 3.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: -1.00 |
| Description | nvarchar | -1.00 | YES | Position: 3.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: -1.00 |
| Description | nvarchar | -1.00 | YES | Position: 3.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: -1.00 |
| Type | nvarchar | 50.00 | YES | Position: 4.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 100.00 |
| Type | nvarchar | 50.00 | YES | Position: 4.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 100.00 |
| Type | nvarchar | 50.00 | YES | Position: 4.00 |

| | | | | |
|---|---|---|---|---|
| | | | | Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 100.00 |
| Owner | nvarchar | 50.00 | YES | Position: 5.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 100.00 |
| Type | nvarchar | 50.00 | YES | Position: 4.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 100.00 |
| Owner | nvarchar | 50.00 | YES | Position: 5.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 100.00 |
| Type | nvarchar | 50.00 | YES | Position: 4.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 100.00 |
| Owner | nvarchar | 50.00 | YES | Position: 5.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 100.00 |
| Owner | nvarchar | 50.00 | YES | Position: 5.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 100.00 |
| Owner | nvarchar | 50.00 | YES | Position: 5.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 100.00 |
| Owner | nvarchar | 50.00 | YES | Position: 5.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 100.00 |
| NotificationIds | nvarchar | -1.00 | YES | Position: 7.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: -1.00 |
| Type | nvarchar | 50.00 | YES | Position: 4.00<br>Character: UNICODE<br>Collation: Latin1_General_CI_AS<br>Length: 100.00 |

# Accreditation Training Courseware

## 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.