Opera 3 Purchase Ledger

Accreditation
Training Courseware

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Introduction

About Opera 3

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

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

About this Guide

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

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

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

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

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

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

Introducing the module

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

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

Feedback

Pegasus is interested to hear your views on the documents we provide. To give your feedback, send an email to training@pegasus.co.uk. Please type “O3Training_Accreditation_FIN30PurchaseLedgerR2.5.docx Accreditation Training Courseware” in the subject box.

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)
R2.0	Originating document (Uplift to O3) and title changes
R2.1	Uplift to include Retrospective Creditors v1.3x information
R2.2	Update for Version 1.5x
R2.3	Update for SEPA (v1.82)
R2.4	Further Update for SEPA v2.12 & 2.13
R2.5	Minor Updates for v2.2x+ & Minor Updates

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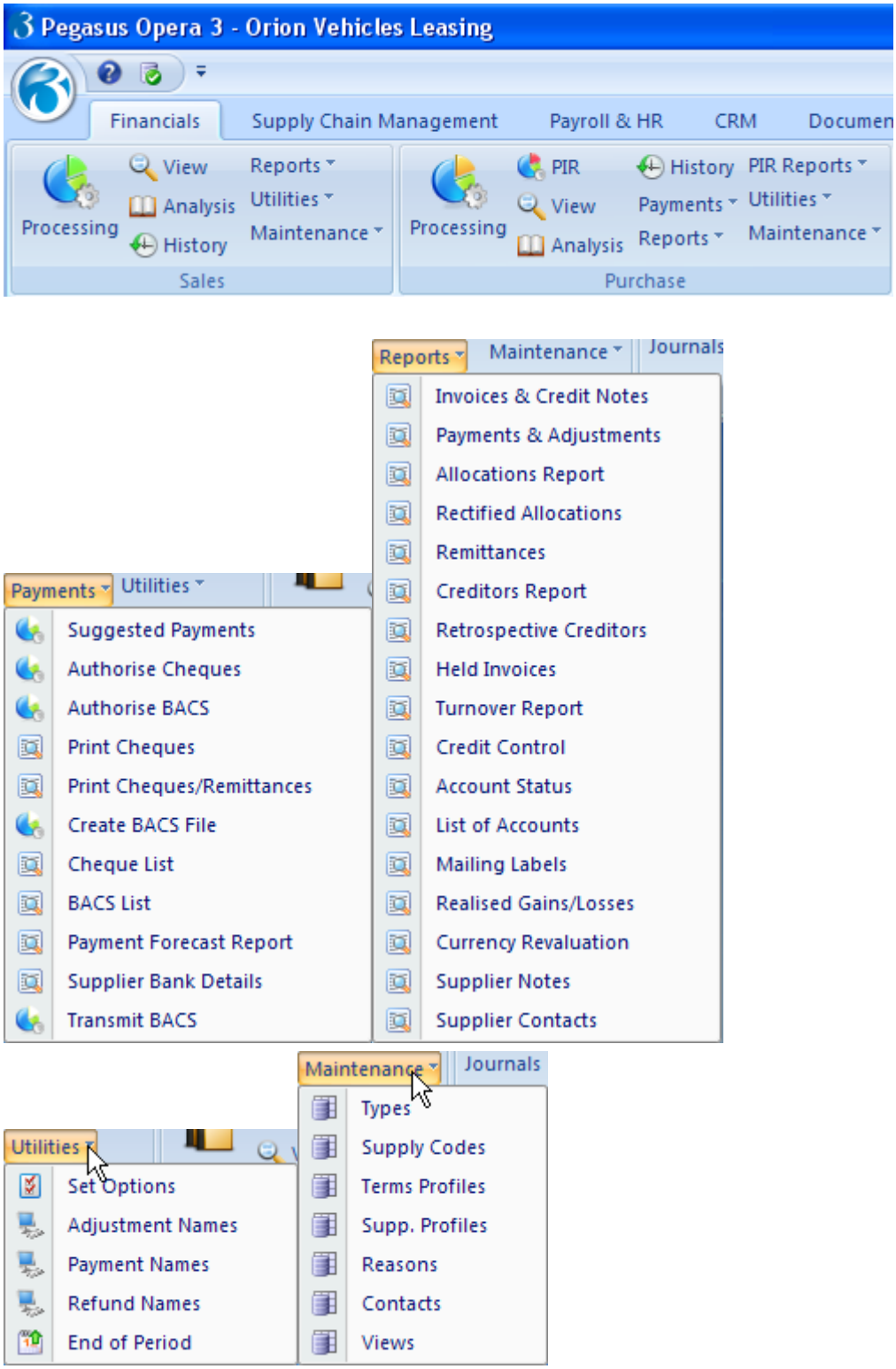
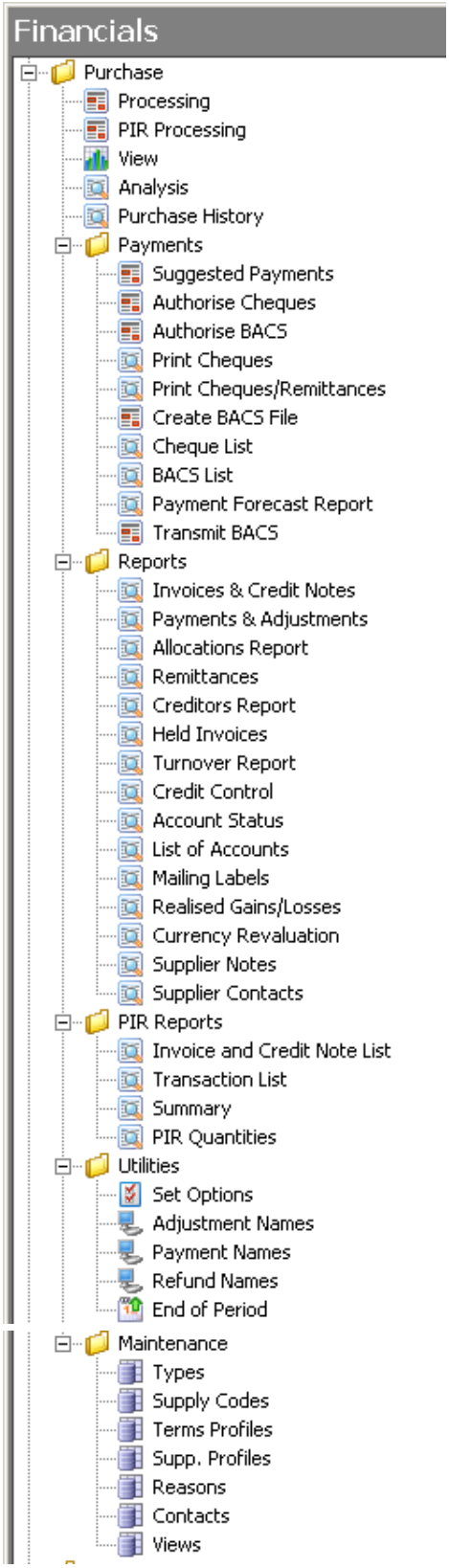
Module Menu Structure

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




Financials
Purchase
Processing
PIR Processing
View
Analysis
Purchase History
Payments
Suggested Payments
Authorise Cheques
Authorise BACS
Print Cheques
Print Cheques/Remittances
Create BACS File
Cheque List
BACS List
Payment Forecast Report
Transmit BACS
Reports
Invoices & Credit Notes
Payments & Adjustments
Allocations Report
Remittances
Creditors Report
Held Invoices
Turnover Report
Credit Control
Account Status
List of Accounts
Mailing Labels
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Supplier Notes
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PIR Reports
Invoice and Credit Note List
Transaction List
Summary
PIR Quantities
Utilities
Set Options
Adjustment Names
Payment Names
Refund Names
End of Period
Maintenance
Types
Supply Codes
Terms Profiles
Supp. Profiles
Reasons
Contacts
Views

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Glossary (of Menu Structure)

Navigator Folder	Command	Purpose
Processing	Processing	Use the **Processing** command to create and maintain Supplier account records and post transactions including invoices, credit notes, payments, refunds and adjustments.
View	View	Create multiple dynamic Views to analyse Purchase Ledger transactions for current and historical periods.
Payments	Use the commands on the **Payments** submenu to view and authorise outstanding invoices and print cheques, on a batch basis	
	Suggested Payments	A suggested payments report provides a list of all outstanding transactions which can then be checked and passed
	Authorise Cheques Authorise BACS	The report shows which invoices are payable to which suppliers, including invoices that can be paid because:
	Print Cheques	Cheques may be produced for those payments you authorise.
	Create BACS File	BACS transmission files for those payments you authorise can then be created.
	Cheque List	Use the **Cheque List** command to produce a listing of the cheques printed as a result of using the **Print Cheques**
	BACS List	Use the **BACS List** command to produce a listing of the BACS payments created as a result of using the **Create BACS File**
	Payment Forecasting	Use the **Payment Forecast Report** command to produce a report showing the value of invoices due for payment by a future date.
	Supplier Bank Details	Use the Supplier Bank Details list to produce a list of the supplier records that also displays each supplier's bank details, for example the bank account number, sort code, Bank Identifier Code (BIC) and International Bank Account Number (IBAN).
	Transmit BACS	Use the **Transmit BACS** command to pass the payment detail from Opera32 to the BACS software for onward transmission to the Bank.
Reports	Reports	The commands on the **Reports** submenu provide listings of records maintained in the Purchase module. These include lists of records maintained through the various forms and transactions generated as a result of journal postings and other transaction processes. Documents can also be printed including Remittance advises.
	Analysis	The **Analysis** command provides a report for VAT, six user-definable analysis reports and a transaction audit report. You define you own reports using the **Set Options** command on the **Action** menu associated with the **Purchase Analysis** form.
	Purchase History	Use the **Purchase History** command to report on data held for previous accounting periods. When you use the **End of Period** command on the **Utilities** submenu of the Purchase module, purchases analysis information is transferred to a history file where it remains until you remove it using the **Tidy History** command. You define you own history reports using the **Set Options** command on the **Action** menu associated with the **Purchase History** form. They can contain any combination of the following:

Utilities	For each module within a company, settings can be defined. These settings are like rules or options. Rules and options define the way you work. Before you can use a company, a number of decisions have to be made about its setup from a financial viewpoint. Some of these settings are essential prerequisites. You cannot start using the company before you have defined them. Other settings are optional, but may have a major impact on the operation of the system	
	Set Options	Separate settings are provided for each module and the Purchase module's settings are defined on the **Purchase Options** form displayed using the **Set Options** command on the **Utilities** submenu.
	Adjustment Names	For each type of adjustment posting you need to make in the purchase ledger, you must have an adjustment type record that identifies the nominal ledger account to which the transaction value is posted. Using the **Adjustment Names** command, you can maintain a table of these adjustment types. You then select the relevant name in the **Reference 2** list box when posting a purchase adjustment transaction.
	Payment Names	When you post purchase payments using the **Payment** command on the **Action** menu associated with the **Supplier** form, you can enter two references. The second of these must be one you have predefined on the **Payment Names** form. Using the **Payment Names** command, you can maintain a table of up to 12 names, the first of which will be the default for the **Ref 2** box on the **Post Supplier Payment** form.
	Refund Names	When you post purchase refunds using the **Refund** command on the **Action** menu associated with the **Supplier** form, you can enter two references. The second of these must be one you have predefined on the **Refund Names** form. Using the **Refund Names** command, you can maintain a table of up to 12 names, the first of which will be the default for the **Ref 2** box on the **Post Supplier Refund** form.
	End of Period	At the end of each accounting period, you use the **End of Period** command to perform actions: such as removing deleted accounts from the system

Notes

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The Module

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

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

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

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

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

The Purchase Ledger is structured into the following sections:

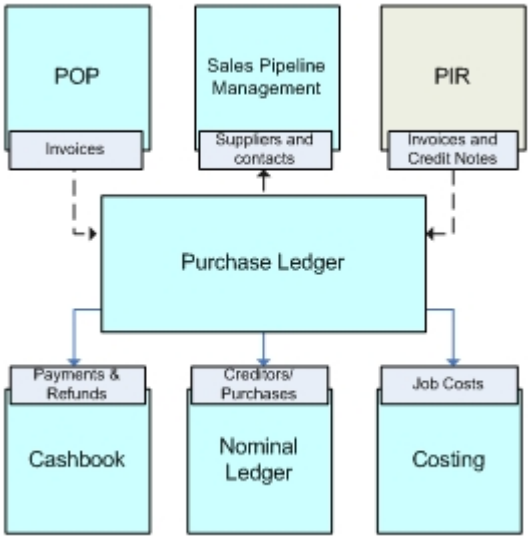
Section	Description
Processing	This section stores the data for your supplier account records, post transactions and view your supplier's balances and other financial information. Recording accurate supplier details is important because it not only identifies who your supplier are, but also controls transactional terms, what defaults are displayed when transactions are entered, and how purchases are analysed. There is also a Rectify Allocation command which enables you to correct transactions that have been allocated in error.
Purchase Invoice Register	The Purchase Invoice Register is an optional feature of the Purchase Ledger module. It allows the entry of purchase invoices and credit notes onto the system before they are posted to the Purchase Ledger. These can then be held on the register until they are subsequently authorised, thus maintaining greater control over every document received. If the Purchase Order Processing module has been installed, the system also allows the matching of PIR invoices and credit notes to a purchase order before they are released.
Payments	This section is used to view and authorise outstanding invoices and print cheques, create BACS and Single Euro Payments Area (SEPA) files, produce a cheques list or a BACS list and a payment forecast.

Notes

Reports	This section includes lists of records maintained through the various forms and transactions generated as a result of postings and other transaction processes. Reports can be used to view information on your computer's screen as well as printing. Most reports provide a number of options to determine the criteria, sequence and range of records reported. Tip: Some reports can also be saved as Microsoft Excel spreadsheets. For a complete list of those reports, see the Printing and Reporting Help topic.
PIR Reports	**This section includes lists of records maintained through the various forms and transactions** generated as a result of postings and other transaction processes in the Purchase Invoice Register.
Analysis	This section provides a VAT report, six user-definable analysis reports and a transaction audit report for this period only. When the End of Period command is run the purchase analysis information for the current period is transferred to a history file.
Purchase History	This section reports on purchase data held for previous accounting periods. When you use the End of Period command, purchase analysis information is transferred to a history file where it remains until you remove it. You define your own history reports.
Utilities	This section is where you choose the settings for the Purchase Ledger, create friendly names for adjustments, payments and refunds, create your debtors letters, and close the current sales period ready for the next period.
Maintenance	This section is where you define your purchase analysis codes, supplier profiles, reason codes for transaction disputes, contact information and settings for the purchase views.

How the Purchase Ledger links to other modules

The Purchase Ledger can link to the Purchase Order Processing, Cashbook, Nominal Ledger and Costing modules. The modules only link to the Purchase Ledger if the respective option is ticked on the System - Maintenance - Company Profiles form. The Sales Pipeline Management module can also import supplier information and your supplier contacts details. The Purchase Invoice Register is a feature of the Purchase Ledger.



Purchase Ledger and Open Period Accounting

Notes

Open Period Accounting is an optional feature that allows you to control whether your Nominal Ledger accounting periods are open or closed for new postings. Accounting periods can be kept open as long as necessary but are normally closed once management accounts have been presented for the financial year. If Open Period Accounting is used, each transaction that is posted in the application has a Nominal Ledger transaction date, which determines the accounting period that is posted to and the period name that is displayed at the time of posting. The period that is posted to can be the current Nominal Ledger period, a previous Nominal Ledger period, or a future Nominal Ledger period as long as the period is open. You also do not need to change the application's system date because the Nominal Ledger transaction date determines which period is updated.

Open Period Accounting works with both the Real Time Update method and the batch transfer method of updating the Nominal Ledger.

An option on the Company Profiles form controls whether Open Period Accounting is used.

For more information see the Open Period Accounting Help topic.

The Purchase Ledger updates the Nominal Ledger with details of invoices, credit notes, payments and refunds. If you use the Open Period Accounting feature, the period status for the Purchase Ledger in the Financial Calendar must be 'Open' before the details can be posted. If the period's status is 'Closed' or 'Blocked', the transfer cannot be done.

Setting up Opera for SEPA

Note: This topic includes steps to set up Opera for SEPA in the System Manager, Sales Ledger, Purchase Ledger, Nominal Ledger and Cashbook. Some steps are optional; others are mandatory.

Follow these steps to set up Opera for using SEPA after installing either Opera 3 or Opera II. These steps include all the affected areas of Opera - some of which you may not use. You may therefore need to modify the steps for your circumstances. Some steps are mandatory; others are optional.

Note: Make a note of your IBAN and BIC numbers for your bank accounts. You will find these on your bank statements. These codes are used in 'SEPA CT' (Credit Transfer) format electronic payment files.

Notes

System Manager – Optional

1. You can record IBAN and BIC numbers for one bank account on the Company Profiles form. This may be useful if you want to show these details on your stationery designs and email profiles. You can also record your company registration number if required.
    a. Open the System - Maintenance - Company Profiles form (in Opera 3 this is in the Administration section).
    b. On the General tab of the form and enter the IBAN and BIC numbers, and your company registration number if required. Save your changes and close the form.
    c. To include the details on your email profiles (for example your invoice design) open the System - Maintenance - Email Profiles form and select the required design. Then click on the Message box and under Field Selector open the Company node and double click 'Company Reg. No', 'Company BIC' and 'Company IBAN' as required. These will then be added to the design of the email message. Save your changes and close the form.
    d. Contact your approved Pegasus partner to include the details on your stationery designs. This task requires knowledge of modifying report designs using Microsoft Visual Foxpro.

Sales Ledger - Optional

2. You can record IBAN and BIC codes for each of your customers. These codes will be used if you pay refunds in the Cashbook.
    a. Open the Sales Ledger - Processing form (in Opera 3 this is in the Financial section).
    b. Select a customer record and open the Terms form from the Action menu.
    c. Under Banking, enter the BIC and IBAN codes and a SEPA payee name for the customer of required. The SEPA Payee is only required if the payee's name is longer than 30 characters. If this is left empty the name in the Payee Name box will be used in the SEPA payment file. Select OK to close the form and then save your changes.
    d. Repeat steps ii and iii for each required customer.

Purchase Ledger - Mandatory for Supplier Payments

3. Open the Purchase Ledger - Utilities - Set Options form (in Opera 3 this is in the Financials section).
    a. From the BACS Payment Software list select 'SEPA CT' from the list if your bank uses that SEPA format, or 'SEPA BOI' if you bank with the Bank of Ireland.
    b. Under SEPA enter the Initiating Party ID and Initiating Party ID Type. The Initiating Party ID is supplied by your bank and must be entered if the 'SEPA CT' option is selected from the BACS Payment Software list. These boxes are disabled if any other option is selected.
    c. Enter your BIC and IBAN codes in the relevant boxes. These are used only if the Purchase Ledger is not linked to the Nominal Ledger - if these applications are linked then the codes must be entered on either the:

       - Nominal Ledger - Maintenance - Bank Accounts form or
       - Cashbook - Processing form (if you use the Cashbook application).
    d. [Optional] If you need to make payments using more than one banking format, open the Additional BACS Option form from the Action menu and update the boxes on the form. Select OK to close the form and save your changes.

Notes

4. You now need to record SEPA details for each relevant supplier. First print the Purchase Ledger - Payments - Supplier Bank Details report and select the Only include suppliers without BIC or IBAN option. This will list only suppliers without BIC and IBAN codes.
    e. Open the Purchase Ledger - Processing form and select a supplier record and open the Terms form from the Action menu.
    f. Select the SEPA Payments box and enter the BIC and IBAN codes.
    g. Enter the SEPA Payee name. The SEPA Payee is only required if the payee's name is longer than 30 characters. If this is left empty the name in the Payee Name box will be used in the SEPA payment file.
    h. Select OK to close the form and then save your changes.
    i. Repeat for each required supplier.

Nominal Ledger - Mandatory if used without Cashbook

5. If you use the Nominal Ledger without the Cashbook then you must update your bank accounts in the Nominal Ledger with SEPA details.
    a. Open the Nominal Ledger - Maintenance - Bank Accounts form (in Opera 3 this is in the Financial section).
    b. For each bank that will be used for SEPA payments, select the Use for SEPA payments box and enter the IBAN and BIC codes. Also enter the name of the bank account.
    c. Save your changes and close the form.

Cashbook - Mandatory for Cashbook Payments

6. Open the Cashbook - Utilities - Set Options form (in Opera 3 this is in the Financials section).
    a. From the BACS Payment Software list select 'SEPA CT' from the list if your bank uses that SEPA format, or 'SEPA BOI' if you bank with the Bank of Ireland.
    b. Under SEPA enter the Initiating Party ID and Initiating Party ID Type. The Initiating Party ID is supplied by your bank and must be entered if the 'SEPA CT' option is selected from the BACS Payment Software list. These boxes are disabled if any other option is selected.
    c. [Optional] If you need to make payments using more than one banking format, open the Additional BACS Option form from the Action menu and update the boxes on the form.
    d. Open the Cashbook - Maintenance - Payee Name form and add BIC and IBAN codes to each payee's record. Also enter the SEPA Payee name if required. The SEPA Payee is only required if the payee's name is longer than 30 characters. If this is left empty the name in the Payee Name box will be used in the SEPA payment file.
    e. Open the Cashbook - Processing form.
    f. For each bank that will be used for SEPA payments, select the Use for SEPA payments box and enter the IBAN and BIC codes. Also enter the name of the bank account.
    g. Save your changes and close the form.

After completing these steps Opera is set up for posting payments that include SEPA details ready for the BACS files to be created using either the Purchase Ledger - Payments - Create BACS File command or the Cashbook - Reports - BACS List report.

Tip: You can create test submissions from either the Purchase Ledger or Cashbook to send to your bank if required. See the Sending Test Payment Files Help topic for details.

Creating Test SEPA Payment Files

Notes

After setting up Opera for SEPA you can, if required by your bank, send one or more test submissions of a payment file before sending a live submission. This will give your bank the assurance that the format of the file is correct and its contents are validated correctly.

You must post a 'real' transaction to be able to send a test file to your bank. The transaction is updated in Opera as normal. The only difference between a live and a test file is that after a live file is created Opera is updated to indicate that the banking transaction has been created. This update does not happen for a test file. This means that you can send as many test files as required without the file being marked as having been sent to the bank for live processing. After the bank informs you that the test file is acceptable you must then create a live file.

Note: You can send test submissions only if you use the '**SEPA CT'** format.

These new boxes are displayed if the 'SEPA CT' is used :

- On the **Set Options** form (in both the Purchase Ledger and the Cashbook), a check box called **Test Payment File**.
- If the **Test Payment File** check box is selected, a box called **Test Indicator** is displayed:
  - On the **Payments - Create BACS File** form in the Purchase Ledger
  - On the **Reports - BACS File** form in the Cashbook.

To Create a Test File in the Purchase Ledger

You must be ready to pay a supplier by BACS using either the **Purchase Ledger - Processing - Payments** command or the **Purchase Ledger - Payments - Authorise BACS** command before you can send a test file.

Important: Transactions are still marked as paid when a payment is posted in **Purchase Ledger - Processing - Payments** or **Purchase Ledger - Payments - Authorise BACS**.
However a test payment file created in the **Create BACS File** command is not marked as being sent to your bank.

1. Open the **Purchase Ledger - Utilities - Set Options** form (in Opera 3 this is in the **Financial** section).
2. Make sure that 'SEPA CT' is selected in the **BACS Payment Software** list. Then tick the **Test Payment File** box under **SEPA**. If 'SEPA CT' has been selected on the **Additional BACS Options** form (accessed from the **Set Options** form) then select the **Test Payment File** box on that form. Select **OK** to close the form.
3. Using either the **Purchase Ledger - Processing - Payments** command or the **Purchase Ledger - Payments - Authorise BACS** command, pay one or more invoices that are required to be paid and complete the posting.
4. Open the **Purchase Ledger - Payments - Create BACS File** form. Select 'SEPA CT' from the **BACS Payment Software** box (necessary if you have set up more than one BACS system).
5. Under **SEPA** on the **Create BACS File** form enter a text entry in the **Test Indicator** box if your bank has told you that an entry is required to indicate test authorisation details. **Leave this box empty unless informed otherwise by your bank.**
6. Select **OK** to close the form and create the test payment file. This test file can then be sent to your bank for validation.

Important: You must clear the **Test Payment File** box on the **Purchase Ledger - Utilities - Set Options** form after you have received approval from your bank and you are ready to send live payments.

Notes

To Create a Test File in the Cashbook

1. Open the **Cashbook - Utilities - Set Options** form (in Opera 3 this is in the **Financial** section).
2. Make sure that 'SEPA CT' is selected in the **BACS Payment Software** list. Then tick the **Test Payment File** box under **SEPA**. If 'SEPA CT' has been selected on the **Additional BACS Options** form (accessed from the **Set Options** form) then select the **Test Payment File** box on that form. Select **OK** to close the form.
3. Open the **Cashbook - Processing** form and choose a bank account that has the **Use for SEPA Payments** box selected.
4. Post a Nominal Ledger or Purchase Ledger payment, or a Sales Ledger refund as normal.
5. Open the **Cashbook - Reports - BACS List** form. Select 'SEPA CT' from the **BACS Payment Software** box (necessary if you have set up more than one BACS system).
6. Under **SEPA** on the **BACS List** form enter a text entry in the **Test Indicator** box if your bank has told you that an entry is required to indicate test authorisation details. **Leave this box empty unless informed otherwise by your bank.**
7. Select **OK** to close the form and create the test payment file. This test file can then be sent to your bank for validation.

Notes

Accreditation Training Courseware

1 Set-Up

1.1 Recommended Order of Set-up

It is suggested that you set up the Purchase Ledger in the following way:

System Manager

- Exchange Rates - relevant currencies are created for foreign Customers.
- VAT rates - create relevant rates within VAT Processing.
- Company Profile - select relevant links between modules and appropriate options

EC VAT (If Applicable)

- If user has EC Vat module – Home Currency needs to be specified

Purchase Ledger

Utilities

- Set Options
- Adjustments Names
- Payment Names
- Refund Names

Maintenance

- Types (Opt)
- Supply Codes
- Terms Profiles (Opt)
- Supp. Profiles (Opt)
- Reason Codes (Opt)
- Contact s Attributes (Opt)
- Views - User Definable (Opt)

Processing

- Create Suppliers
- Post Opening Balances (Invoice or Adjustment)

Note:

- **Optional** - Define Purchase Analysis Reports within Purchase > Analysis.
- It is recommended that you now take a backup of your data.

(Opt) = Optional

Set-up

1.2 Utilities Records

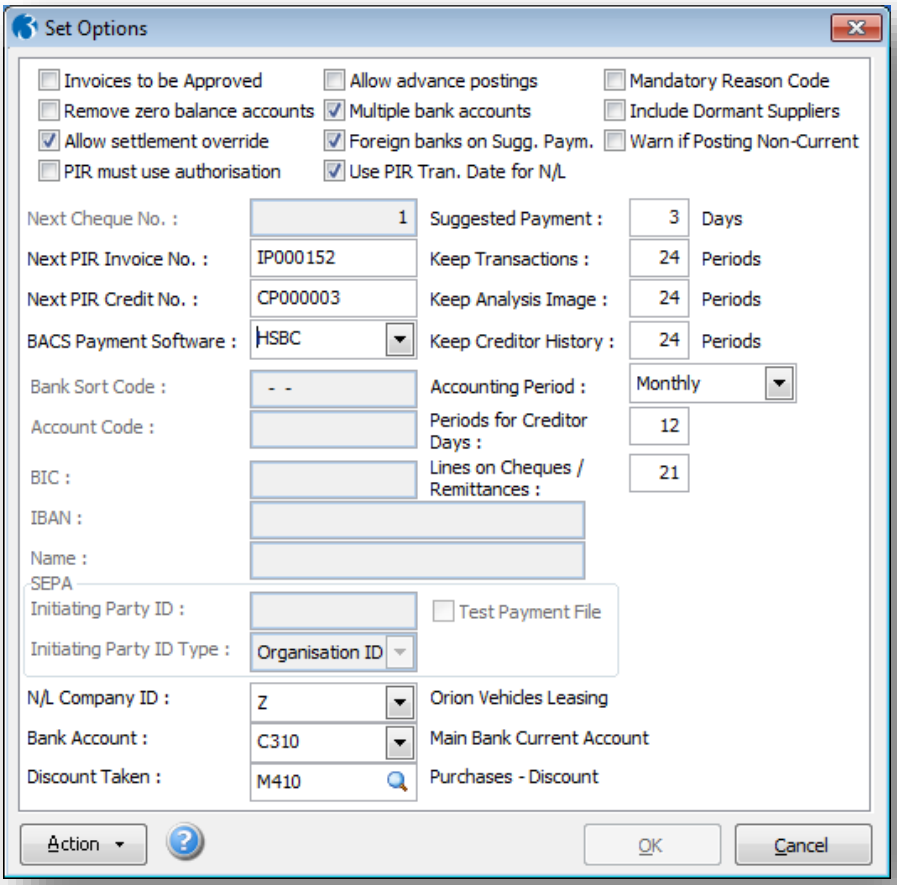
Notes

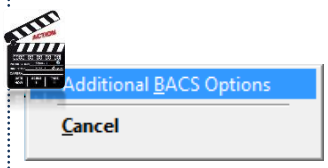
This section goes through the records that are required to be set-up within the Utilities group. This includes Set Options which offer various settings that govern the workings of the module. This is an essential part of the set-up process.

This section is where you choose the settings for the Purchase Ledger, create friendly names for adjustments, payments and refunds, create your debtors letters, and close the current sales period ready for the next period.

1.2.1 Set Options

Use **Set Options** command to specify options and controls that affect the operation of the Purchase module's processes and functions. Your setup strategy will determine the order in which you complete the option settings. You do not need to complete all options before you begin, however some settings may require other records to have been created beforehand. For example, you cannot identify a default bank account code unless the corresponding account record already exists. Once you begin using the system, you should be very wary of changing any options. For example, amending the settings after transactions have been processed might have an adverse affect on the way existing data is presented or processed. The **Set Options** command is an exclusive process. That means you cannot change option settings while other forms or processes that involve the Purchase module are active.

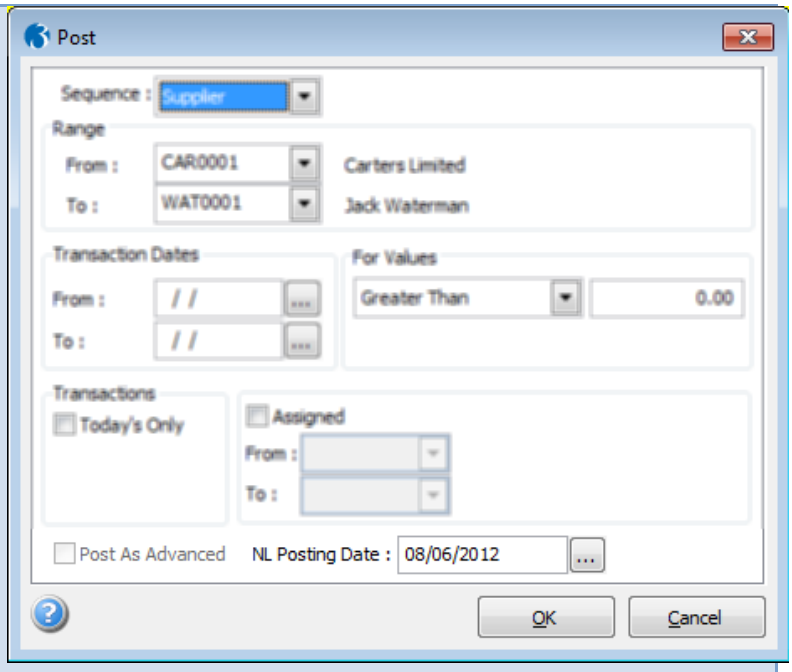




Notes

Box	Description
Invoices to be Approved	An option that determines whether you can specify, on each supplier account, that invoices posted to the account are held subject to approval. Held invoices are included in outstanding balances, but payments cannot be posted against them until they are cleared. If the option is cleared, invoices are deemed to be approved unless put on hold manually.
Remove zero balance accounts	An option that determines whether accounts are automatically removed when the Purchase Ledger - Utilities - End of Period command is used. Only accounts that satisfy these criteria will be removed: • The current balance must be zero • The order balance must be zero • It must not have advanced transactions outstanding, which are not included in the current balance • It must not be a model account • All documents posted in the Purchase Invoice Register and Purchase Order Processing must be either fully invoiced or credited.
Allow settlement override	An option that determines whether you can override the settlement discount terms specified on the supplier record at the time an invoice or credit note transaction is entered.
Allow advance postings	An option that determines whether you can indicate that a transaction belongs to a future period. If the option is selected, an **Advance** option appears on the transaction entry form and, if selected, the transaction is excluded from the current period's account balance. Transactions posted in advance are automatically included in the current balance after you carry out the period end using the Purchase - Utilities - End of Period command. **Note:** This option is cleared by the Purchase - Utilities - End of Period command so that transactions posted at the start of the new current period are not posted as advanced transactions.
Multiple bank accounts	An option that determines whether a different bank account can be selected when a purchase payment or refund transaction is entered. If the option is cleared, postings can only be made to the default bank account. This option only applies if you have more than one bank account defined in the Nominal or Cashbook module.
Foreign banks on Sugg. Paym	An option that determines whether the Suggested Payments report will allow you to select foreign currency bank accounts to include on the report. For example, if you have suppliers that are paid from a US Dollar bank account, you can include their transactions for payment on this report. **Important:** This option does not affect the **Authorise Cheques** and **Authorise BACS** commands. Those commands work with Euro bank accounts and Sterling bank accounts only. **Note:** You do not need to select this option to include Euro bank accounts or Sterling bank accounts on the Suggested Payments report. These bank accounts are included automatically.
Use PIR Tran. Date for N/L	This applies if the Purchase Invoice Register and the Nominal Ledger Open Period Accounting features are activated, and the Purchase Ledger is linked to the Nominal Ledger. This option determines that the **Post** command in the Purchase Invoice Register uses the transaction date rather than the **NL Posting Date** to update the current or an earlier Nominal Ledger period. If a transaction is in a period which is either closed or blocked, the **NL Posting Date** will be used instead.

Notes



If this option is not selected the **NL Posting Date** is used to update the Nominal Ledger for transactions in either the current or earlier Nominal Ledger period.

Note: If a transaction falls in a future Nominal Ledger period, the transaction will always be transferred using its transaction's date, whether or not this option is selected. If the period is closed or blocked, the transaction will not be transferred until after the relevant Nominal Ledger period is opened.

Open Period Accounting is available in Opera 3 and Opera 3 SQL.

PIR must use authorisation	An option that determines whether invoices entered into the Purchase Invoice Register are held awaiting authorisation before they are posted to the Purchase Ledger. This only applies if the Purchase Invoice Register feature is activated.
Mandatory Reason Code	An option that determines whether a reason code must be selected when putting a transaction on hold. Transactions can be held in dispute, or for other reasons, using the **Hold/Rel** command and if this option is selected, you must select a reason code. The codes and corresponding descriptions are defined using the **Reasons** command on the **Maintenance** menu.
Include Dormant Suppliers	An option that determines the default setting of the **Include Dormant Suppliers** option on the **Search** form displayed when you use the **Search for records matching criteria** toolbar button. Refer to the Processing (Purchase) topic for information about the **Dormant** option on the **Terms** form associated with supplier records.
Warn if Posting Non-Current	An option that determines whether a warning is displayed when a transaction is posted outside of the current period in the Nominal Ledger. This applies if the Open Period Accounting feature is used. Tick the option if you want your operatives to be warned when they post a transaction to a period other than the current period. Open Period Accounting is an optional feature that allows you to control whether your Nominal Ledger accounting periods are open or closed for new postings. Accounting periods can be kept open as long as necessary but are normally closed once management accounts have been presented for the financial year. If Open Period Accounting is used, each transaction that is posted in the application has a Nominal Ledger transaction date, which determines the accounting period that is posted to and the period name that is displayed at the time of posting. The period that is posted to can be the current Nominal Ledger period, a previous Nominal Ledger period, or a future Nominal Ledger period as long as the period is open. You also do not need to change the application's system date because the Nominal Ledger transaction date determines which period is updated.

Notes

Warn if Posting Non-Current…	Open Period Accounting works with both the Real Time Update method and the batch transfer method of updating the Nominal Ledger. An option on the **Company Profiles** form controls whether Open Period Accounting is used. *Open Period Accounting is available in Opera 3 and Opera 3 SQL.*
Next Cheque Number	The next cheque number to be printed when you use the **Print Cheques** command. This is the first cheque number to be printed from which subsequent cheques are numbered in sequence.
Next PIR Invoice No.	The next number to be assigned to invoices entered on the purchase invoice register. This only applies if the Purchase Invoice Register feature is activated.
Next PIR Credit No.	The next number to be assigned to credit notes entered on the purchase invoice register. This only applies if the Purchase Invoice Register feature is activated.
Suggested Payment..Days	The number of days from the system date that determines whether a transaction due for payment is included in the report produced by the **Suggested Payments** command.
Keep Transactions..Periods	The number of periods, up to 99, that you want to retain completed purchase transactions. Transactions will be retained for the number of periods specified here after which they will be removed by using the **End of Period** command. The number of periods you specify here can be overridden by the number entered in the **Keep Transactions** box on the **Options** form associated with the **Supplier** form.
Keep Analysis Image..Periods	The number of periods, up to 99, that you want to retain images of purchase invoice and credit note analysis records. The analysis details will be retained for the number of periods specified here after which they will be removed by using the **End of Period** command. The number of periods you specify here can be overridden by the number entered in the **Keep Doc Images** box on the **Options** form associated with the **Supplier** form.
Keep Creditors History	The number of periods creditors history records are to be kept. All aged creditor history records older than the number of periods specified here are deleted.
BACS Payment Software	An option that determines the BACS payment software used and therefore the format of the file created for BACS transmissions. If your licence includes Single Euro Payments Area (SEPA) you can set up to two options for BACS payments from the **Purchase Ledger - Utilities - Set Options** form. Each option can include a different banking file format. You may need to set up more than one system if you pay some suppliers from one bank account and other suppliers from another bank account. For example, you may need to pay some suppliers in Sterling and other suppliers in Euros using the Single Euro Payments Area (SEPA) format. The first option is selected on the **Set Options** form; the second using the **Additional BACS Options** form from the **Action** menu on the **Set Options** form. You choose the relevant BACS system when you create the BACS payments files. For each BACS option, you can select one of the following from a list: • AIB • BBMII/Lite • BOS • Bank Ireland • BankWare • BankLine • Bankline Ad Hoc

Notes

BACS Payment Software…	• Clydesdale • Co-op • HSBC (HSBCnet) • Lloyds TSB • Metro Bank • NW Autopay • NW Payaway • NW Payment Manager • Royline • Royline Win (Royline for Windows) • SEPA BOI (Bank of Ireland) (Choose this option when you need to start making SEPA payments if you bank with the Bank of Ireland and your Euro BACS payments must be made in a SEPA compliant payment file. This uses the same file format as the 'Bank Ireland' option but uses stricter validation. The bank will convert the file to be SEPA compliant.) • SEPA CT (Credit Transfers) (Choose this option when you need to start making SEPA payments if your Euro BACS payments must be made in a SEPA compliant payment file - unless your bank is the Bank of Ireland - if so use the SEPA BOI option). • Santander (This works in MULTIBACS (multiple payments) format with the Santander online banking application called 'MyBusinessBank') • STDBACS • Yorkshire. I**mportant:** BACS files created in the Purchase Ledger are in **standard domestic** or **non-bulk** format. This means that your bank statement will have a debit entry for every payment into your suppliers' bank accounts . BACS files created in bulk format have one debit entry even when many payees' bank accounts are updated. Bulk updates are typically used for the payment of salaries or expenses.
Bank Sort Code	The sort code of the bank account you use for payments made for the BACS system selected from the BACS Payment Software list on this form. These codes must be 6 digits long. **Note:** You cannot enter a sort code if the Purchase Ledger is linked to the Nominal Ledger on the System - Maintenance - Company Profiles form. In this situation you should enter the sort code for your bank accounts on either: - the Nominal Ledger - Maintenance - Bank Accounts form or - the Cashbook - Processing form (if you use the Cashbook application).
Account Code	The number of the bank account you use for payments made for the BACS system from the BACS Payment Software list on this form. **Note:** You cannot enter an account code if the Purchase Ledger is linked to the Nominal Ledger on the System - Maintenance - Company Profiles form. In this situation you should enter the account code for your bank accounts on either: - the Nominal Ledger - Maintenance - Bank Accounts form or - the Cashbook - Processing form (if you use the Cashbook application).
BIC ***BIC..***	The Bank Identifier Code. If you enter one you must also enter the IBAN code. Both codes will be checked by Opera when you save your changes to ensure that they are entered in a valid format. BIC and IBAN codes must be included for Single Euro Payments Area (SEPA) Euro payments. What's SEPA? Non-Euro payments (for example in Sterling) are not included in the SEPA initiative. **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

Notes

Standardisation (ISO) so must be entered accurately. The length of these codes can vary:

- BICs: minimum length 8 characters, maximum length 11 characters
- IBANs: minimum length 5 characters, maximum length 34 characters.

Note: You cannot enter a BIC code if the Purchase Ledger is linked to the Nominal Ledger on the System - Maintenance - Company Profiles form. In this situation you should enter the BIC code for your bank accounts on either:

- the Nominal Ledger - Maintenance - Bank Accounts form or
- the Cashbook - Processing form (if you use the Cashbook application).

IBAN

The International Bank Account Number. If you enter one you must also enter the BIC code. Both codes will be checked by Opera when you save your changes to ensure that they are entered in a valid format.

BIC and IBAN codes must be included for Single Euro Payments Area (SEPA) Euro payments.

What's SEPA?

Non-Euro payments (for example in Sterling) are not included in the SEPA initiative.

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:

- BICs: minimum length 8 characters, maximum length 11 characters
- IBANs: minimum length 5 characters, maximum length 34 characters.

Note: You cannot enter an IBAN code if the Purchase Ledger is linked to the Nominal Ledger on the System - Maintenance - Company Profiles form. In this situation you should enter the IBAN for your bank accounts on either:

- the Nominal Ledger - Maintenance - Bank Accounts form or
- the Cashbook - Processing form (if you use the Cashbook application).

IBAN…

Name

The name of the bank account you use for BACS payments.

Note: You cannot enter a bank name if the Purchase Ledger is linked to the Nominal Ledger on the System - Maintenance - Company Profiles form. In this situation you should enter the name for your bank accounts on either:

- the Nominal Ledger - Maintenance - Bank Accounts form or
- the Cashbook - Processing form (if you use the Cashbook application).

SEPA Initiating Party ID & Type

The **Initiating Party ID** is supplied by your bank and must be entered if the 'SEPA CT' option is selected from the **BACS Payment Software** list. These boxes are disabled if any other option is selected.

This table explains the **Initiating Party Type** that must be selected for the listed banks. If your bank is not listed please contact it to find out whether you should select 'Organisation ID' or 'Private ID'.

Bank	Organisation ID	Private ID
AIB	Yes	
Bank of Ireland		Yes
BNP		Yes
Danske	Yes	

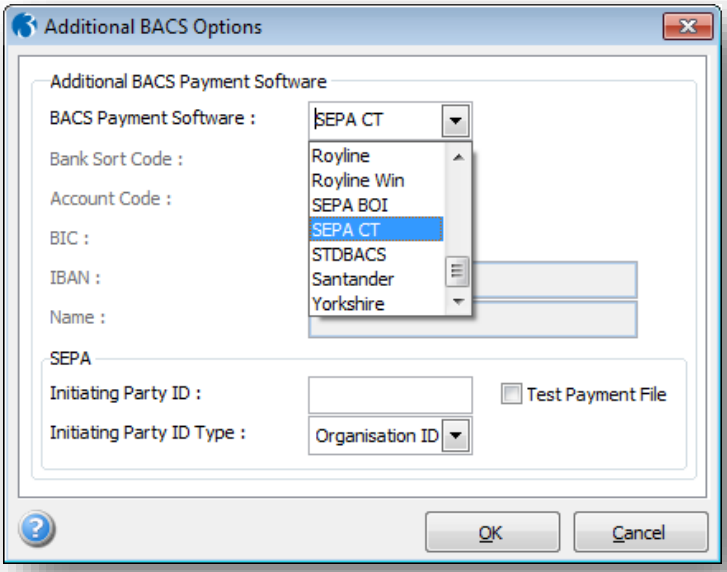
Notes

	Permanent TSB		Yes
	Ulster Bank	Yes	

Test Payment File	This option controls whether a payment file created in the Purchase Ledger - Payments - Create BACS File command is treated as a test file. If this option is selected a new box called Test Indicator is displayed on the Create BACS File form. This is available so that you can enter an optional description of up to thirty letters, numbers or special characters (!" and so on) that is included in a payment file to indicate to the bank that the file is for a test. Note: This applies only if you use the 'SEPA CT' format.
Accounting Period	An option that determines the length of the purchase accounting period. You can select one of the following from a list: **Monthly**, **7 Days**, **14 Days**, **28 Days** or **30 Days**. This setting is used to age outstanding balances by accounting period on purchase reports and enquiries.
Periods for Creditor Days	The number of periods used in the calculation of the average daily purchases which is then used to determine the average creditor days (time taken to settle accounts).
Lines on Cheques/ Remittances	An option used if the Print Cheques/Remittance Advices report is used to print combined remittances/cheques. If a remittance spans more than one page, only the cheque on the last page is used. The cheques on the other pages are spoilt with the word CANCELLED in the payee and value fields. This means that the supplier gets one cheque for the entire remittance, rather than one for each page of the remittance. **Important:** This option is used in the **Print Cheques/Remittance Advices** report to calculate the cheque number for the cheque on the last page of the remittance. The cheque number is then used to update the payment. For the system to calculate the correct cheque number, you must set this value to suit the stationery you are using. If your stationery can accommodate a maximum of 10 detail lines, this setting must be set to 10.
N/L Company ID	An option that determines which company's nominal ledger is used for purchase transfers. You can select from a list. It must be a company with the same home currency. Only those companies to which you are entitled to gain access are included in the list. This only applies if the **Purchase Ledger to Nominal** option is selected on the **Options** tab of the **Company Profiles** form for the companies involved. We recommend that both the sales and purchase Ledgers within a company are linked to the same nominal ledger (for example, you can link both the sales and purchase ledgers for company 'A' to a nominal ledger in company 'B'). A warning appears if you try to link them to different company IDs.
Bank Account	A reference that identifies the nominal ledger account to which the value of the payments and refunds will be posted. You can select from a list. Nominal bank account records are defined using the **Bank Accounts** command in the Nominal module. If you have the Cashbook module activated, bank accounts are defined using the **Processing** command in the Cashbook module.
Discount Taken	A reference that identifies the nominal ledger account to which the value of the purchase discounts taken will be posted. You can select from a list. Nominal account records are defined using the **Processing** command in the Nominal module.

1.2.1.1 Additional BACS Option

This form is opened from the **Action** button on the Purchase Ledger - Utilities - Set Options form. It is available if your Opera licence includes SEPA features.


Additional BACS Options
Additional BACS Payment Software
BACS Payment Software :
SEPA CT
Bank Sort Code :
Account Code :
BIC :
IBAN :
Name :
Royline
Royline Win
SEPA BOI
SEPA CT
STDBACS
Santander
Yorkshire
SEPA
Initiating Party ID :
Test Payment File
Initiating Party ID Type :
Organisation ID
OK
Cancel

Notes

Notes

If your licence includes Single Euro Payments Area (SEPA) you can set up to two options for BACS payments from the **Purchase Ledger - Utilities - Set Options** form. Each option can include a different banking file format. You may need to set up more than one system if you pay some suppliers from one bank account and other suppliers from another bank account. For example, you may need to pay some suppliers in Sterling and other suppliers in Euros using the Single Euro Payments Area (SEPA) format.

The first option is selected on the **Set Options** form; the second using the **Additional BACS Options** form from the **Action** menu on the **Set Options** form. You choose the relevant BACS system when you create the BACS payments files.

What's SEPA?

The Single Euro Payments Area (SEPA) is an initiative in the European Union to improve cross-border Euro payments between EU countries (Eurozone and non-Eurozone countries) plus Iceland, Liechtenstein, Norway, Switzerland and Monaco. SEPA comes into effect for Eurozone countries from 1 February 2014, when Euro payments must be transmitted using a SEPA compliant payment file. Even though the initiative is to improve cross-border payments, domestic Euro payments are also affected.

For non-Eurozone countries SEPA comes into effect in 2016.

Does this affect Euro payments originating in the UK?

Cross border Euro payments from the UK do not have to be SEPA compliant until 2016. However, some UK banks may participate in the initiative before then so SEPA compliant payment files may be accepted for Euro payments to suppliers based in the European Union.

Note: Non-Euro payments (for example in Sterling) are not included in the SEPA initiative.

SEPA Credit Transfers

Most of the boxes on this form will be disabled unless the 'SEPA CT' (SEPA Credit Transfers) option is selected. The boxes will also be disabled if the Purchase Ledger is linked to the Nominal Ledger on the System - Maintenance - Company Profiles form. In this situation the sort code, account code, BIC and IBAN codes for the relevant bank will be taken from these forms:

- the Nominal Ledger - Maintenance - Bank Accounts form or
- the Cashbook - Processing form (if you use the Cashbook application).

You can also enter sort code, account code, BIC and IBAN codes for specific payees using these forms (if you use multiple bank accounts to make payments):

- the Sales Ledger - Processing - Terms form (used for specific customers when refunds are paid in the Sales Ledger and Cashbook)
- the Cashbook - Maintenance - Payee Names form (used for payments made in the Cashbook - Processing - Nominal Postings command).

Note: These SEPA codes on the Sales Ledger **Terms** form and the Cashbook **Payee Names** form are for information only; you cannot currently make SEPA payments for customers and payees that have been set up in the Cashbook.

Notes

Box	Description
BACS Payment Software	An option that determines the BACS payment software used for the additional BACS system and therefore the format of the file created for BACS transmissions when this option is selected.
Bank Sort Code	The sort code of the bank account you use for payments made for the additional BACS system selected on this form. These codes must be 6 digits long.
Account Code	The number of the bank account you use for payments made for the additional BACS system selected on this form.
BIC	The Bank Identifier Code. If you enter one you must also enter the IBAN code. Both codes will be checked by Opera when you save your changes to ensure that they are entered in a valid format. BIC and IBAN codes must be included for Single Euro Payments Area (SEPA) Euro payments.
IBAN	The International Bank Account Number. If you enter one you must also enter the BIC code. Both codes will be checked by Opera when you save your changes to ensure that they are entered in a valid format. BIC and IBAN codes must be included for Single Euro Payments Area (SEPA) Euro payments.
Name	The name of the bank account you use for BACS payments.
SEPA Initiating Party ID & Type	The **Initiating Party ID** is supplied by your bank and must be entered if the 'SEPA CT' option is selected from the **BACS Payment Software** list. These boxes are disabled if any other option is selected. This table explains the **Initiating Party Type** that must be selected for the listed banks. If your bank is not listed please contact it to find out whether you should select 'Organisation ID' or 'Private ID'.

Bank	Organisation ID	Private ID
AIB	Yes	
Bank of Ireland		Yes
BNP		Yes
Danske	Yes	
Permanent TSB		Yes
Ulster Bank	Yes	

Test Payment File	This option controls whether a payment file created for this BACS option in the **Purchase Ledger - Payments - Create BACS File** command is treated as a test file. If this option is selected a new box called **Test Indicator** is displayed on the **Create BACS File** form. This is available so that you can enter an optional description of up to thirty letters, numbers or special characters (!" and so on) that is included in a payment file to indicate to the bank that the file is for a test. **Note:** This applies only if you use the '**SEPA CT'** format.

Notes

1.2.1.2 To Set Up Purchase Ledger Options

1. Open the **Purchase** folder and then click **Utilities** - **Set Options** or click the **Financials tab** and then click **Purchase** - **Utilities** - **Set Options** on the Ribbon Bar.
2. In the boxes provided, complete the settings for the options.
3. To store the option settings, click OK.

1.2.1.3 Additional BACS Option

If your licence includes SEPA (Single Euro Payments Area) you can set up to two options for BACS payments from the Purchase Ledger - Utilities - Set Options form. Each option can include a different banking file format. You may need to set up more than one system if you pay some suppliers from one bank account and other suppliers from another bank account. For example, you may need to pay some suppliers in Sterling and other suppliers in Euros using the SEPA format.

The first option is selected on the Set Options form; the second using the Additional BACS Options form from the Action menu on the Set Options form. You choose the relevant BACS system when you create the BACS payments files.

Important: If you create an additional BACS option, you must click OK on both the Additional BACS Option form and on the Set Options form to save your settings.

1.2.2 Adjustments Names

Notes

For each type of adjustment posting you need to make in the purchase ledger, you must have an adjustment type record that identifies the nominal ledger account to which the transaction value is posted. Using the Adjustment Names command, you can maintain a table of these adjustment types. You then select the relevant name in the Reference 2 list box when posting a purchase adjustment transaction.

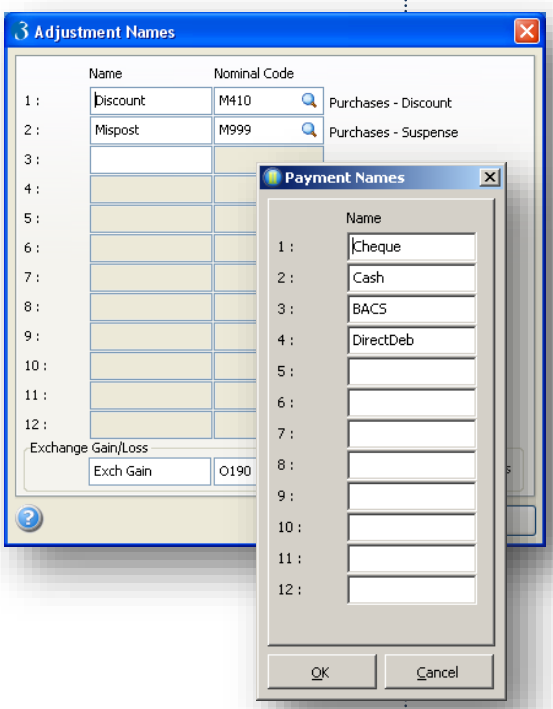
Using Adjustment Names - Example of dealing with a misposting

When a misposting occurs that you need to remove from a supplier account, you need to clear the amount from the supplier account concerned and update the balance of the nominal ledger's mispostings suspense account. You create an adjustment name record using the Adjustment Names form, typing 'Mispost' in the Name box and selecting the Mispostings Suspense account in the Nominal Code box. When you use the Adjustment command on the Action menu for the supplier record concerned, you select the Mispost adjustment name in the Reference 2 box on the Post Supplier Adjustment form. When the transaction is posted, the correct nominal account balance is updated automatically when the nominal ledger is updated. You can then use the same type of adjustment to update the correct supplier account that should have received the posting in the first instance.

Foreign Currency Gains and Losses

When you pay your supplier in a foreign currency, it is likely that the exchange rate between the home and foreign currencies will have changed since the date the invoice was posted. As a result of that change, there will be a gain or loss depending on whether or not it is in your favour. The value of such discrepancies is posted to a nominal account you identify on the Adjustment Names form.

If you use the multi-currency module you can define a description and nominal account for gains or losses arising from foreign exchange transactions. A home currency must also be defined in the System > Maintenance > Company Profiles command.



To Define Purchase Adjustment Names

1. Open the Purchase folder, click Utilities and then click Adjustment Names.
2. In the boxes provided, enter an adjustment name and select the corresponding nominal account code.
3. To store the adjustment names, click OK.

1.2.3 Payment Names

Notes

When you post purchase payments using the Payment command on the Action menu associated with the Supplier form, you can enter two references. The second of these must be one you have predefined on the Payment Names form.

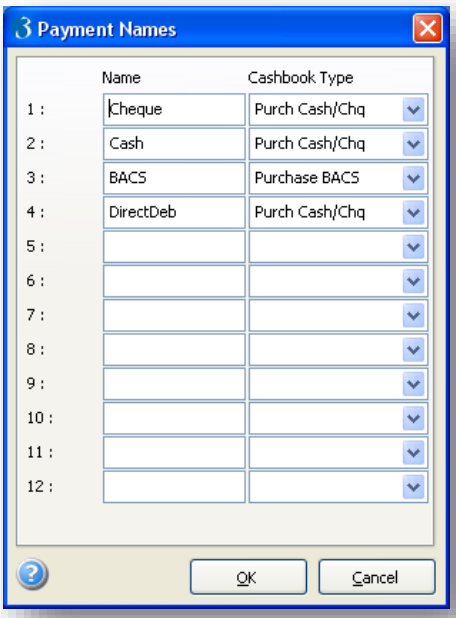
Using the Payment Names command, you can maintain a table of up to 12 names, the first of which will be the default for the Ref 2 box when you use the Payment command on the Action button on the Processing form in the Purchase Ledger.

You can also select payment names in the following commands:

- Purchase - Payments - Authorise Cheques. These payment names must include "cheq" (upper or lower case) in the description.

- Purchase - Payments - Authorise BACS. These payment names must include "bacs" (upper or lower case) in the description.

If you have the Cashbook module installed and activated, each payment name must have a cashbook type assigned. Care should be taken when creating these payment names. If using the Cashbook and a payment name is linked to a cashbook type with the Batched option selected, we recommend you try to indicate this within the payment name, so you ensure you select the right cashbook type when posting batched and non-batched payments.



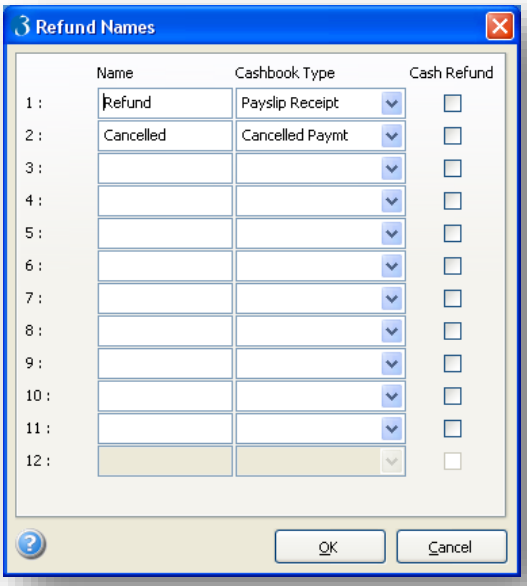
To define receipt names

1. Open the Purchase folder, click Utilities and then click Payment Names.
2. In the Name boxes provided, type the name you want for the payment types.
3. In the Cashbook Type lists, click to select the cashbook type record that applies to the payment.
4. To store the payment names, click OK.

1.2.4 Refund Names

Notes

When you post purchase refunds using the Refund command on the Action menu associated with the Supplier form, you can enter two references. The second of these must be one you have predefined on the Refund Names form. Using the Refund Names command, you can maintain a table of up to 12 names, the first of which will be the default for the Ref 2 box on the Post Supplier Refund form. If you have the Cashbook module installed and activated, each refund name must have a cashbook type assigned. Care should be taken when creating these refund names. If using the Cashbook and a refund name is linked to a cashbook type with the Batched option selected, we recommend you try to indicate this within the refund name, so you ensure you select the right cashbook type when posting batched and non-batched refunds. Cashbook types are defined using the Cashbook Types command on the Maintenance menu in the Cashbook module.



To define purchase refund names

1. Open the Purchase folder, click Utilities and then click Refund Names.
2. In the Name boxes provided, type the name you want for the refund types.
3. In the Cashbook Type list, click to select the cashbook type record that applies to the refund.
4. If the refund is a cash refund which is to be listed separately on the Paying In Slip report in the Cashbook module, select the Cash Refund option.
5. To store the refund names, click OK.

Notes

Accreditation Training Courseware

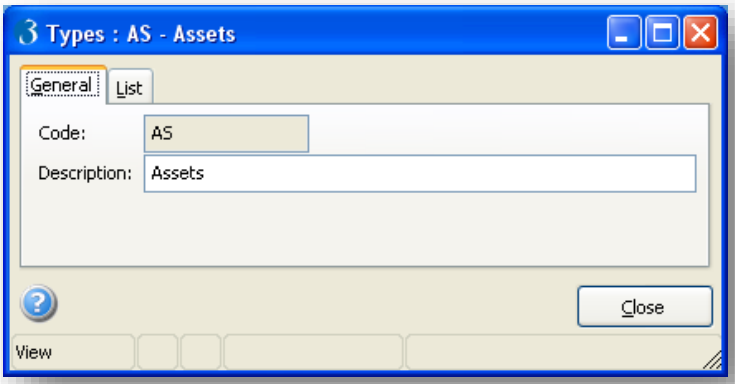
2 Maintenance

Various Maintenance records will need to be created for Processing and Analysis purposes. These records are often associated to processing records created such as “an Asset” and various respective analysis details.

2.1 Purchase Types

You can analyse supplier data in a variety of ways and some predefined reports provide selection criteria so you can specify which supplier records are included. So, classification of suppliers is an important part of the analysis process. The Purchase Analysis form provides a Set Options command via the Actions menu for defining analysis reports. Purchase types is one of the methods of classification available.

Example:
You want suppliers classified into various types including raw materials suppliers, goods for resale, and consumables. You create a type record for each classification and select it on the supplier record. Using the Set Options form associated with the Purchase Analysis form, you create a report that analyses purchases by type.



Each purchase type record comprises a unique code of up to three characters and a corresponding description. You can assign types to supplier records by selecting from the Type list on the supplier Analysis form. This is displayed using the Analysis command on the Actions menu associated with the Supplier form. We suggest you define your type codes before you create your supplier records. Once you have defined at least one type code, all new supplier records must be assigned a code.

To define purchase types

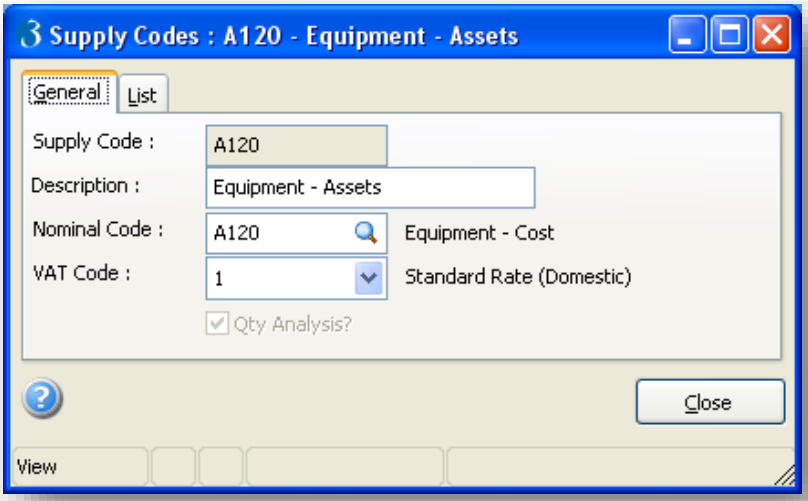
1. Open the Purchase folder, click Maintenance and then click Types.
2. On the Record menu, click New.
3. In the boxes provided, enter a code and description for the purchase type.
4. On the Record menu, click Save.

Maintenance

2.2 Purchase Supply Codes

Notes

Supply codes are used as part of the analysis of purchase invoice and credit note transactions. You can also use supply codes to define analysis reports; the Purchase Analysis form provides a Set Options command via the Actions menu for defining analysis reports. If you have the Nominal module integrated to the Purchase module, supply code records define the link between invoice details lines and nominal accounts. The supply code forms part of the nominal transaction analysis that takes place when the nominal ledger is updated. You can use supply codes to represent product groups or individual items bought or services received. A VAT code assigned to each supply code provides a default for the item line of the purchase invoice or credit note transaction. When you enter invoices or credit notes using the Invoice or Credit commands on the Action menu of the Supplier form, you can select one or more supply codes from the Analysis list on the Analyse Supplier Invoice form, depending on how you want to break down the transaction detail.



Prerequisites

The following identifies prerequisite records that must exist before you can complete the corresponding boxes on the **Supply Codes** form.

Box	Prerequisite
Nominal Code	If the **Purchase Ledger to Nominal** option is selected on the **Options** tab of the **Company Profiles** form, at least one nominal purchase account must be created using the Nominal >> Maintenance >> Accounts command.
VAT Code	At least one VAT code must be created using the System >> Maintenance >> VAT Processing command.

Each supply code record is identified by a unique code of up to eight characters. We suggest you define your supply codes before you create any purchase transactions. Once you have defined at least one supply code, all invoice and credit note transactions entered using the **Processing** command in the Purchase module must have at least one detail line analysed to a supply code.

Notes

Example

Your company purchases items classified under various group headings, including stationery, equipment, furniture, consumables and so on. You want to analyse the value of purchases for each of these headings using different nominal purchase accounts. Most of your purchases are subject to VAT at the standard rate. You create supply code records for each group. In the Nominal Code list on the Supply Codes form, you identify the nominal purchases account for the product group. In the VAT Code list, you select the code for standard rate VAT. You can now select the appropriate supply code from the Analysis list when you enter purchase invoices and credit notes. The correct nominal accounts are automatically updated when the nominal ledger is updated. An analysis of purchases by supply code can be obtained using the Purchase >> Analysis command.

To Define Purchase Codes

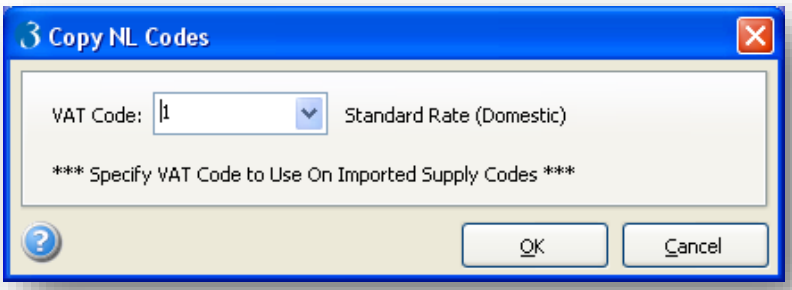
1. Open the Purchase folder, click Maintenance and then click Supply Codes.
2. On the Record menu, click New.
3. In the boxes provided, enter a purchase code and its details.
4. On the Record menu, click Save.

2.2.1 Copying Purchase Codes

Many businesses use a Purchase analysis code as their Nominal Account code. For ease of use, the codes within the Purchase Code function may be set-up by importing Nominal Ledger codes.

In order to use the copy facility, the user will need to be working within the Purchase Code function. Within this area the copy function will be restricted to Nominal Ledger Codes with a class of EXPENSE. Pressing the Copy Data icon will generate a Copy NL Codes box.

The user will be required to state the default VAT code required, but once copied this may be altered within each individual code.



The new codes will exist *in addition* to any already created within the 'target' Company. Any unwanted codes can be deleted using the **Delete** function.

To Copy Purchase Codes

1. Open the Purchase folder, click Maintenance and then click Purchase Codes.
2. Click the Copy data button on the toolbar.
3. In the VAT Code box, click to select the VAT code to be used on imported purchase codes.
4. Click OK.

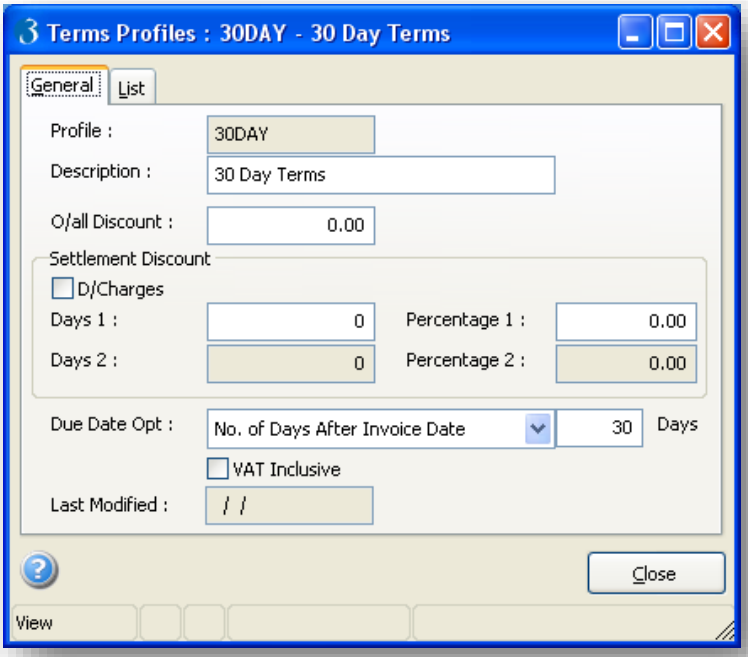
2.3 Terms Profiles

Notes

Terms profiles are sets of defaults that define the trading terms agreed with your suppliers. Separate terms may be agreed for particular supplier groups or can be different for individual suppliers. Terms profiles are used to control various conditions of trading, including:

- The definition of a default overall invoice discount applied to transactions created using the Purchase Orders module.
- The definition of settlement discount offered by your suppliers to encourage early payment of outstanding invoices.
- The definition of the credit terms associated with purchase invoices, specified either in a number of days starting from the invoice date, or a particular day in the first or second month after the invoice date.
- The selection of an option that determines whether the goods value on a purchase invoice or credit note includes VAT.

Terms profiles are defined using the Terms Profiles command on the Maintenance submenu. The profiles are then assigned to supplier records using the Trading Terms form displayed when you select the Terms command on the Action menu opened from the Supplier form. You can set up as many trading terms profiles as you want, but you do not have to attach a profile to a supplier record. Instead, you can define a unique set of terms for a supplier by completing the Trading Terms form without selecting a profile.



Examples:
Different suppliers offer your different levels of credit. Some payment terms dictate that invoices must be settled within 30 days of the invoice date, while other suppliers offer you extended payment terms allowing invoices to be settled 60 days from the invoice date. You create two terms profiles for each set of payment terms. When you create supplier records, you select the profile according to which they offer.

One of your suppliers is a special account with unique payment and discount terms. You do not create a terms profile but instead define their terms directly using the Trading Terms form associated with that supplier's record.

Notes

To Define Purchase Terms Profiles

1. Open the Purchase folder, click Maintenance and then click Terms Profiles.
2. On the Record menu, click New.
3. In the boxes provided, enter a code for the terms profile and its details.
4. On the Record menu, click Save.

Note: If you subsequently amend a terms profile, the changes you make will not be reflected on the supplier records to which the profile is attached.

2.3.1 Settlement Discounts

Settlement discount is calculated automatically for payments due according to the report available using the Suggested Payments command on the Payments menu. Settlement discount terms can be allocated to supplier records in one of two ways:

- By completing the boxes in the Settlement Discount area of the Trading Terms form associated with the Supplier form without using a terms profile.
- By completing the boxes in the Settlement Discount area of the Terms Profiles form and then selecting the profile in the Terms Profile list box on the Trading Terms form.

2.4 Supplier Profiles

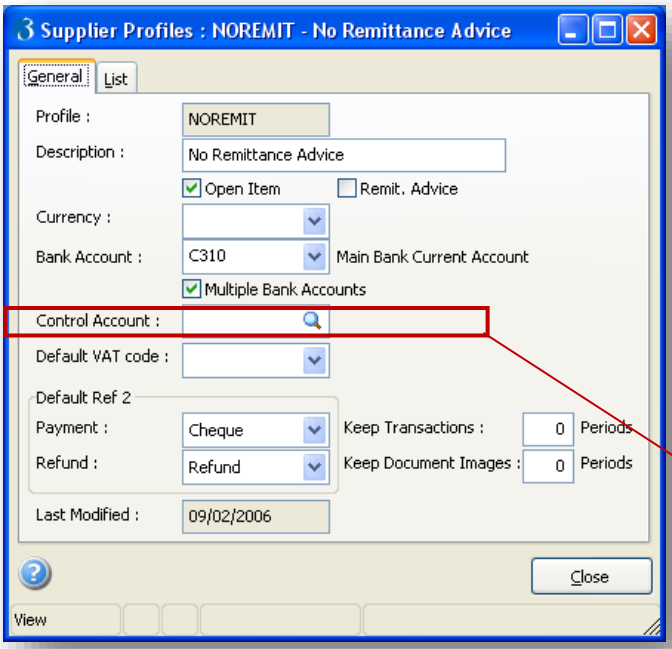
Supplier profiles are sets of defaults that determine those characteristics common to various classifications of suppliers.

These defaults include options, such as those that determine the operating currency (only if you have the Multi-currency module installed and activated), whether remittance advices are produced, how long transactions are retained and so on; and financial controls, such as the bank and creditor control accounts used for postings, the default VAT rate, and so on. Supplier profiles are defined using the Supp. Profiles command on the Maintenance submenu.

Example:
You have most of your suppliers in the UK and France operating in Sterling and French Francs respectively. Both classifications of supplier use different VAT rates, a different bank account for payments and gross purchases are posted to different control accounts in the nominal ledger. You create two supplier profile records; one for UK suppliers, the other for French suppliers. When you create supplier records, you select the profile according to whether they operate from the UK or France. You have just one supplier operating in Germany. You do not create a supplier profile but instead define their defaults, including currency, directly using the Options form associated with that supplier's record.

Notes

The profiles are then assigned to supplier records using the Options form displayed when you select the Options command on the Action menu opened from the Supplier form. You can set up as many supplier terms profiles as you want, but you do not have to attach a profile to a supplier record. Instead, you can define a unique set of defaults for a supplier by completing the Options form without selecting a profile.



Note: If you decide to change from balance forward to open item accounting at a later date, no detail is retrieved from transactions posted before that last period end.

Be aware the Debtors Control Account as specified in the NL Set Options can be overridden here.

To Define Customer Profiles

1. Open the Purchase folder, click Maintenance and then click Supp. Profiles.
2. On the Record menu, click New.
3. In the boxes provided, enter a code for the customer profile and its details.
4. On the Record menu, click Save.

2.4.1 Prerequisites

The following identifies prerequisite records that must exist before you can complete the corresponding boxes on the Customer Profiles form.

Box	Prerequisite
Currency	At least one currency record must be created using the Exchange Rates command in the System module.
Bank Account	At least one bank account record must be created using the Bank Accounts command in the Nominal module.
Control Account	At least one creditors control account record must be created using the Accounts command in the Nominal module.
Default VAT code	At least one VAT rate code must be created using the VAT Processing command in the System module.
Payment	At least one payment description must be created using the Payment Names command on the Utilities menu in the Purchase module.
Refund	At least one refund description must be created using the Refund Names command on the Utilities menu in the Purchase module.

Note: You can select any VAT codes defined in the System module, but whether the code is used will depend on the customer record to which the profile is subsequently attached. If you assign the profile to a customer for which the VAT code is invalid (for example, because of a mismatch of country type), the application will automatically change the code on saving the customer record, to one which is valid.

2.4.2 Open Item and Balance Forward Accounting

Notes

An option on the supplier profile record determines whether supplier account records using the profile are treated as ‘open item’. For open item accounts, the system retains all unpaid account transactions, in detail, for the whole of the current accounting year, irrespective of whether and when you run period end procedures. If the Open Item option is cleared, using the End of Period command deletes the transaction details, but a balance is brought forward that includes all outstanding amounts in the period. Consequently, detailed information is only available in the current period, or for transactions posted to a previous period, until the next time the End of Period command is used.

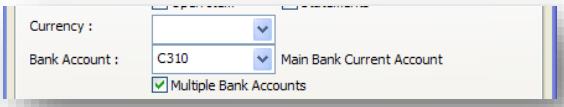
Note: If you decide to change from balance forward to open item accounting at a later date, no detail is retrieved from transactions posted before that last period end.

2.4.3 Bank Accounts

You can identify a default bank account used when purchase payment and refund transactions are posted. This default account can be defined in one of the following ways:

- By selecting a bank account in the Bank Account list box on the Purchase Options form that defines the company default and then leaving blank the Bank Account box in the Options form associated with the Supplier form.
- By selecting a bank account in the Bank Account list box on the Options form associated with the Supplier form without using a terms profile.
- By selecting a bank account in the Bank Account list box on the Supplier Profiles form and then selecting the profile in the Supplier Profile list box on the Options form.

The company default selected on the Purchase Options form is overridden by the one selected on either the Supplier Profiles form or the Options form associated with the Supplier form. If you have more than one bank account defined, selecting the Multiple Bank Accounts option on the Supplier Profiles form will enable you to select a different bank account when entering a purchase payment or refund transaction. If this option is cleared, postings can only be made to the default account.



2.4.4 Retaining Transactions and Document Images

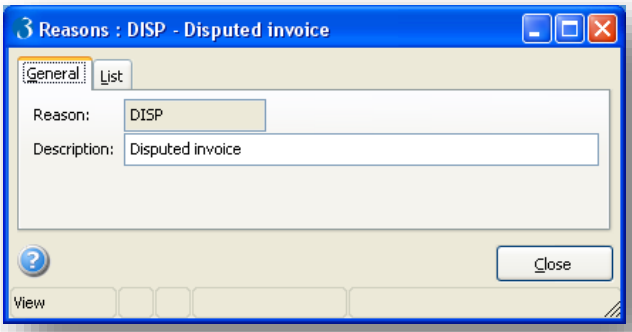
You can choose to retain supplier transactions and analysis images for a number of periods, regardless of whether they are completed or not (a completed transaction is one that is fully allocated, such as a matching invoice and payment). You may want to retain such details for reporting a purchase history. Once the specified number of periods has elapsed, completed transactions are removed from the files when you use the End of Period command. You can define company defaults for these two settings on the Purchase Options form. These company defaults are overridden by the entries you make on either the Supplier Profiles form or the Options form associated with the Supplier form.

Note: Retaining transactions and analysis images requires additional disk space.

2.5 Dispute Reason Codes (Opt)

Notes

You can create descriptions that help explain reasons why a transaction is put on hold. When you use the Hold/Rel command associated with the Supplier form to put one or more transactions on hold, you can retrieve and assign a reason description which can be viewed subsequently in enquiries. The Purchase Options form includes an option called Mandatory Reason Code. If this is selected, you must create at least one reason code record, because a reason must be entered when a transaction is put on hold. Reason descriptions are indexed by a code of up to four characters. Once you have saved a reason code record, you cannot amend the code. However, you can change the description and this will be updated automatically on any transactions already on hold using the same code.



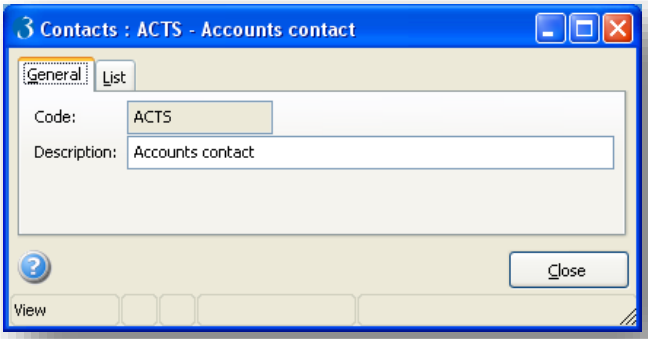
Tip: Use a code that will help you identify the reason. For example, PRCE for Pricing in Dispute.

To Define Reason Codes

1. Open the Purchase folder, click Maintenance and then click Reasons.
2. On the Record menu, click New.
3. In the boxes provided, enter a code and description for the reason.
4. On the Record menu, click Save.

2.6 Contact Attributes (Opt)

Use the Contacts command to maintain a table of attributes you can assign to contact records you maintain using the Contacts command associated with the Supplier form. Each contact record maintained for a given supplier account can have up to six different attributes assigned. For example, you might want to record attributes such as a person's job title or position within the company (Manager, Director, Sales Rep., and so on) or their area of responsibility (such as IT, accounts, administration and so on). These attributes can be used subsequently as selection criteria for the Supplier Contacts report.



Notes

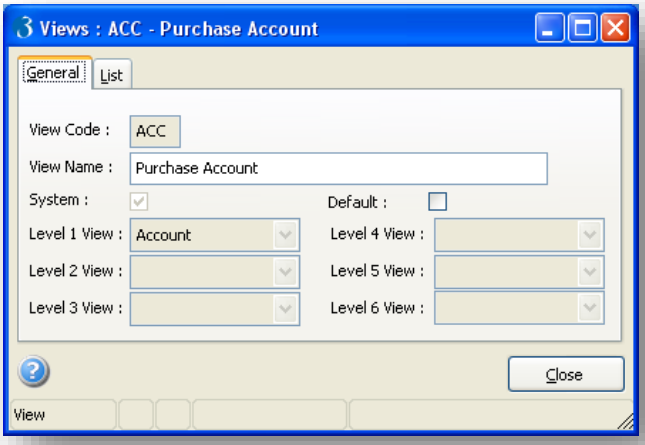
To Define Contact Attributes

1. Open the Purchase folder, click Maintenance and then click Contacts.
2. On the Record menu, click New.
3. In the boxes provided, enter a code and description for the attribute.
4. On the Record menu, click Save.

Tip: Use a code that will help you identify the reason. For example, ADMN for Administration.

2.7 Views - User Definable (Opt)

Use the Views command on the Maintenance submenu to create your own enquiry facilities for purchase analysis purposes. The application provides two views as default options, but you can add others according to your choices from the settings available. Views defined using this command can be displayed on the screen using the View command on the Purchase menu.



Each view record comprises a unique code plus a description and up to six levels of analysis according to the following options:

- Account
- Supply Account Number
- Analysis Code
- Supplier Type
- Month
- Year

Example:
You want to view a breakdown of purchases by month. You create a new view using the Views command on the Maintenance submenu, assigning a code and description, such as 'MNT' and 'Month'. In the Level 1 View box you select Month. On the Record menu, click Save. Using the View command on the Purchase menu, you select the Month view and then click Refresh. Purchase values are show per month. You can then drill down to see the transactions that make up the monthly purchase values.

*You can also select one of the views to be the default. That is, the one first displayed when you click **View** on the **Purchases** menu. Two 'system' views are already set up for you: 'ACC Purchase Account' provides a purchase analysis by account, and 'ASC Purchase Codes' provides a purchase analysis by analysis code and account.*

Notes

Notes: Click **Default** for one of the views to define the one displayed first when you use the **View** command on the **Purchase** menu.

You cannot change the setting of the **System** option. This is automatically selected to indicate which views are predefined in the software. You can only amend the View Name of such 'system' views.

To Define Purchase Views

1. Open the Purchase folder, click Maintenance and then click Views.
2. On the Record menu, click New.
3. In the View Code box, type a unique reference to identify the view.
4. In the View Name box, type a description for the view.
5. Use the list boxes to select the dimension you want for each level of the view. You can specify up to 6 levels.
6. On the Record menu, click Save.

Notes

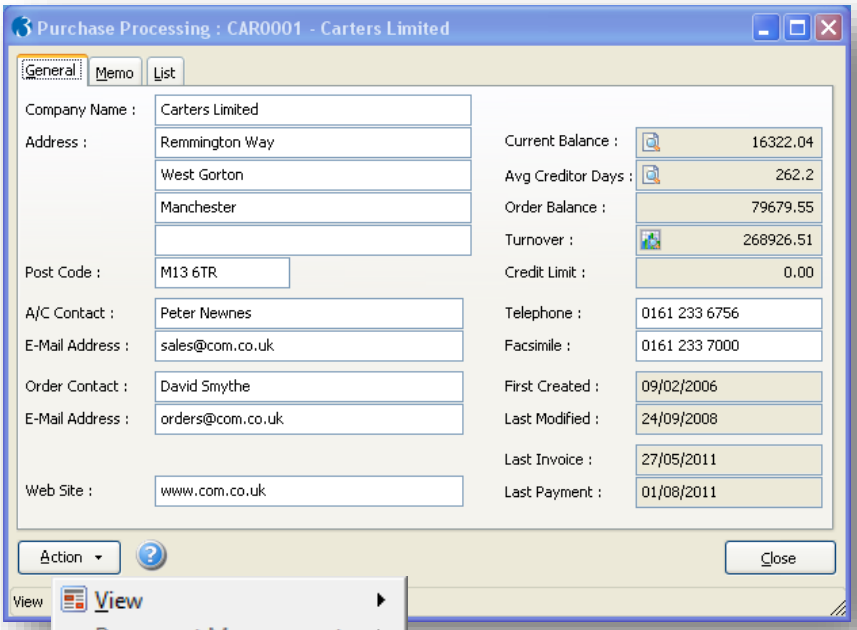
Accreditation Training Courseware

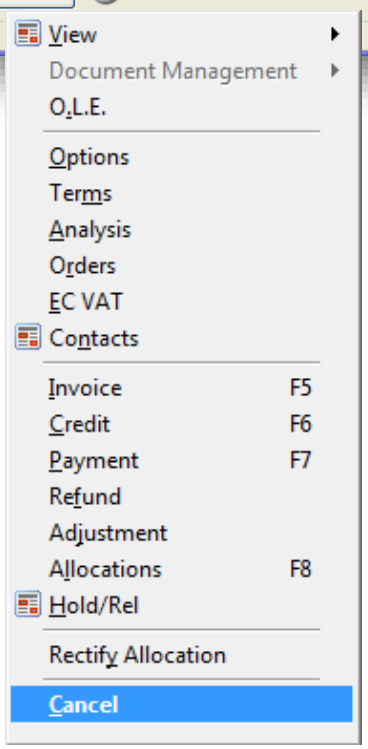
3 Processing

The next section covers the processing aspect of the module, including creating new records and processing them respectively.

3.1 Supplier Account Creation

Use the **Processing** command to create and maintain supplier account records and post transactions including invoices, credit notes, payments, refunds and adjustments. For information about transaction entries, see also the sections Purchase Transaction Entries, Invoice, Credit, Payment, Refund, Adjustment, Allocate and Hold/Rel.





Model Accounts and Supplier Defaults

You can create model accounts to use as templates when you create new supplier records. When you create a new supplier record, the **Options** list on the **Add New Supplier** dialog box provides three options:

- Create Account Without a Model
- Create Account Using a Model
- Create a Model Account.

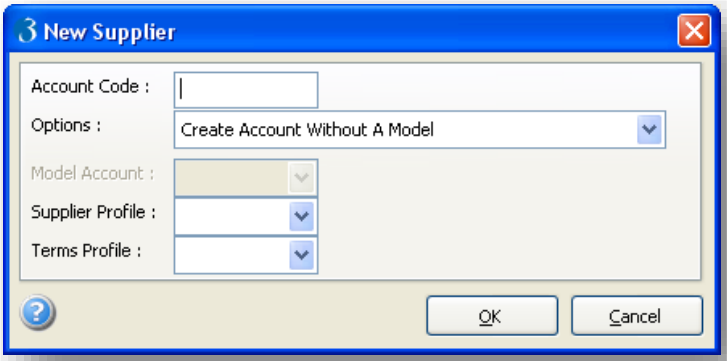
Provided you have created at least one model account, you can use the **Create Account Using a Model** option to determine default entries for most of the boxes on the **Supplier** form and its associated forms. These defaults can be overridden to customise the record before saving.

Processing

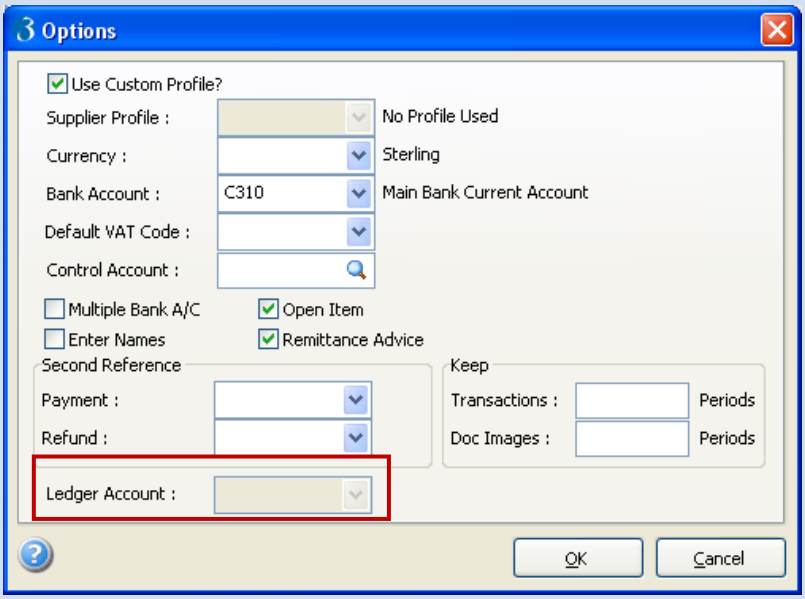
Notes

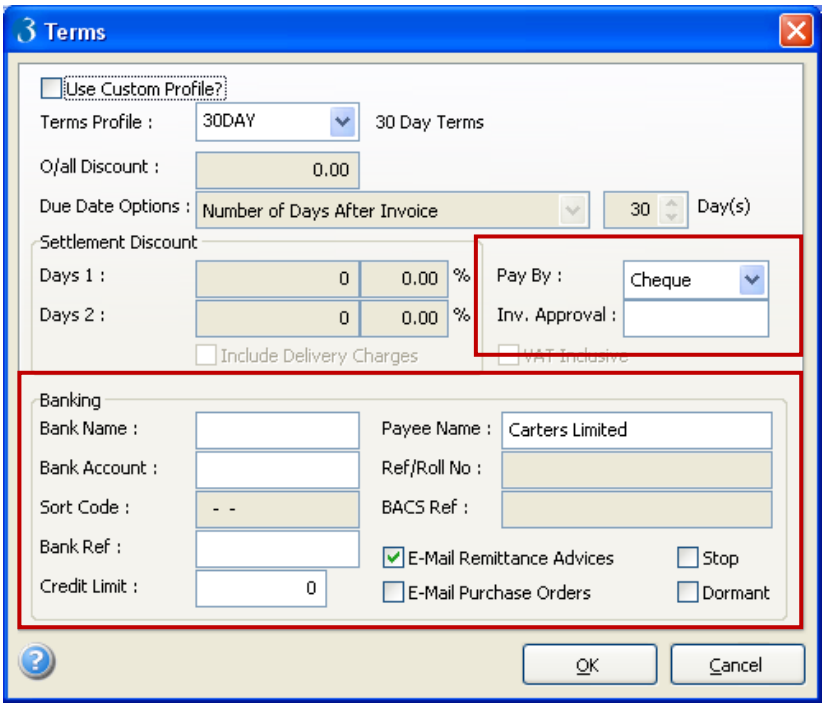
To Define Supplier Records

1. Open the Purchase folder, and then click Processing.
2. On the Record menu, click New. The Add New Supplier dialog box appears.
3. In Account Code, type a unique code to identify the supplier record.
4. In the Options list, click to select whether you want to create an account with or without a model or create a model account. If you choose to create an account using a model, click to select the model account in the Model Account list.
5. In the Supplier Profile and Terms Profile lists, click to select the profile records you want for the account, or leave blank to maintain custom profile settings for the account.
6. Click OK. In the boxes provided, enter the supplier details.
7. On the Record menu, click Save.



Once you save the Record, the user will be prompted with a number of forms to complete in relation to the Supplier account.

Form	Purpose
	**Options** Select a Supplier Profile or create a Custom profile and apply respective settings for the Supplier record. For further details on all the fields, please refer to the Supplier Profiles section in Chapter 2. *Ledger Account* The account reference that identifies the main supplier account. You can select a supplier record from the list, if the one you are creating is a delivery source only.



Account Contact - This email address is used when you click the Send e-Mail toolbar button. If no email address is defined for the supplier record, you must enter an address on the email form displayed. This is also the email address to which remittance advices will be sent if you have ticked the E-Mail Remittance Advices box on the Terms form.

Order Contact - This email address is used when you email a purchase order in the Purchase Order Processing module if you have ticked the E-Mail Purchase Orders box on the Terms form. If no email address is defined, you must enter an address on the email form displayed.

For information about defining an email template for these emails, see the System - Maintenance - E-Mail Profiles Help topic.

Important: To send emails, you must have MAPI-compliant email software installed on your computer.

Full Topic covered later on

Notes

Terms

Select a Terms Profile or create a Custom profile and apply respective settings for the Supplier record.

For further details on all the fields, please refer to the Terms Profiles section in Chapter 2.

Pay By

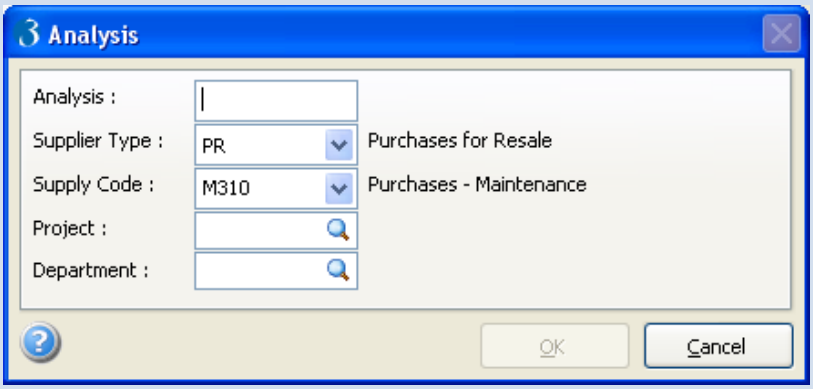
An option that determines the default method of payment for the supplier. You can select **Cheque, BACS,** or **Other** from a list. Note: Select Other if, for example, you pay your suppliers by credit card or direct debits. Suppliers with this payment method will not be included in any automatic payment-run. However the transactions are included on the Purchase >> Payments >> Suggested Payments listing if the Other option under Payment Method is selected .

Inv. Approval

The initials or code of the person responsible for approving invoices before they are authorised for payment. An entry in this box activates the invoice approval facility. Purchase invoice transactions are automatically held awaiting release using the Hold/Rel command on the Action menu associated with the Supplier form. Once released, an invoice can be processed for payment. If you leave the box blank, invoices are not held automatically, but you can still put them on hold manually using the Hold/Rel command. Linked to the option "Invoices to be Approved" in the Set Options

Banking Details, Email and Settings

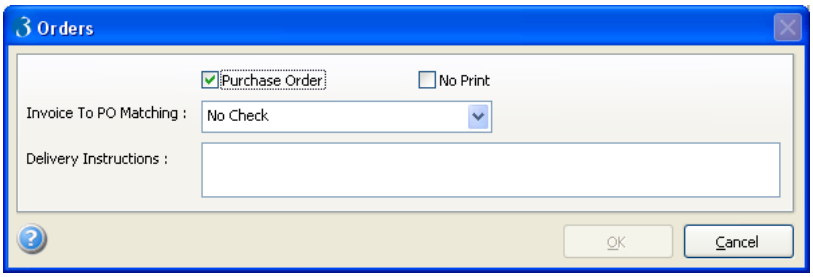
Banking details are specific to the Supplier record and may be maintained here. This also includes placing them on stop or as dormant and even select which e-mail profiles may be used.



Analysis Details

Analysis details applied to the Supplier which are assigned to transactions. These can be overridden at run time if required. There is also the option of specifying a default Supply Code.

Notes



Orders Details

This only applies if you use the POP or Purchase Invoice Register module/feature.

This form is opened from the Action button on the Purchase Ledger - Processing form.

These options only apply if you have the Purchase Order Processing application. Purchase Order Processing allows the posting of purchase orders and invoices to the Purchase Ledger and entry of receipts from suppliers.

The options affect processing in Purchase Order Processing for the selected supplier

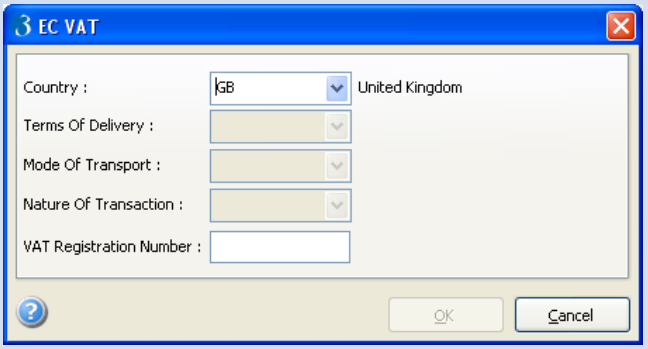
Box	Description
Invoice to PO Matching	An option that determines whether invoices entered in the purchase invoice register in Purchase application they can be matched against purchase orders. You can select from a list. **Note**: This applies to matching invoices posted in the Purchase Invoice Register where you enter the details manually. Invoices that are posted using details picked from a purchase order are automatically matched for you. So you don't need to match them manually.
Delivery Instructions	Delivery instructions that you can include on documents such as purchase orders.

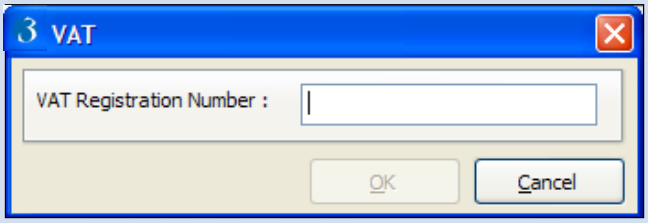
Purchase Order	An option that determines whether you can enter uncommitted purchase order documents or purchase orders for this supplier.
	This option is selected automatically and cannot be cleared if any of these apply:
	• Purchase orders have been posted for the supplier in the Purchase Order Processing application
	• Purchase documents have been posted for the supplier in the Purchase Order Processing application
	• The supplier is included in:
	  ○ the supplier product file in the Purchase Order Processing application
	  ○ a model order in the Purchase Order Processing application
	  ○ a back-to-back purchase order in the Sales Order Processing application.
	Tip: To clear this option, delete all the purchase orders and purchase documents posted to the supplier from the database, remove the supplier from the supplier product file, and delete any model orders and back-to-back orders for the supplier.

Hide	An option that determines whether the supplier is hidden in the Purchase Order Processing application. When selected the supplier will not be displayed on the P.Orders - Processing and P.Orders - Documents forms. The option is available if the **Purchase Order** option above is selected.

Hide…	**Tip**: You can use this option to control whether the supplier is available for postings in the Purchase Order Processing application, either temporarily (perhaps they are 'on-stop') or permanently.
No Print	An option that determines whether uncommitted purchase order documents and purchase order printing is allowed for this supplier. If you select this option, you will not be able to reprint purchase orders after editing and no image of orders for this supplier will be retained.

Notes



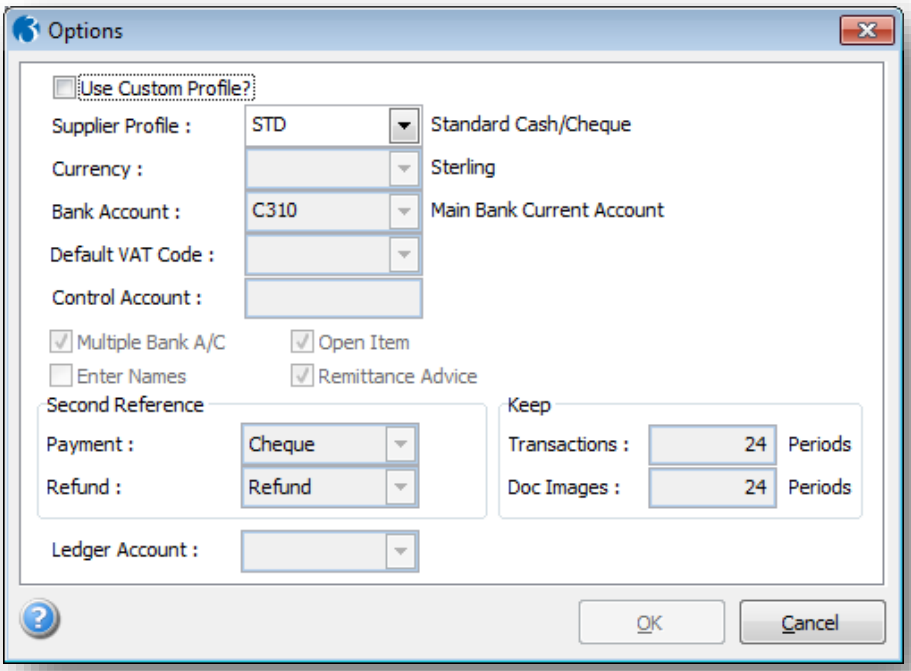


VAT / EC VAT

If you have the EC VAT module, the form includes these boxes. If you do not have the EC VAT module, the box for the VAT registration number is displayed.

3.1.1 Supplier Options

This form is opened from the Action button on the Purchase - Processing form. You can define options for the selected supplier using this form.



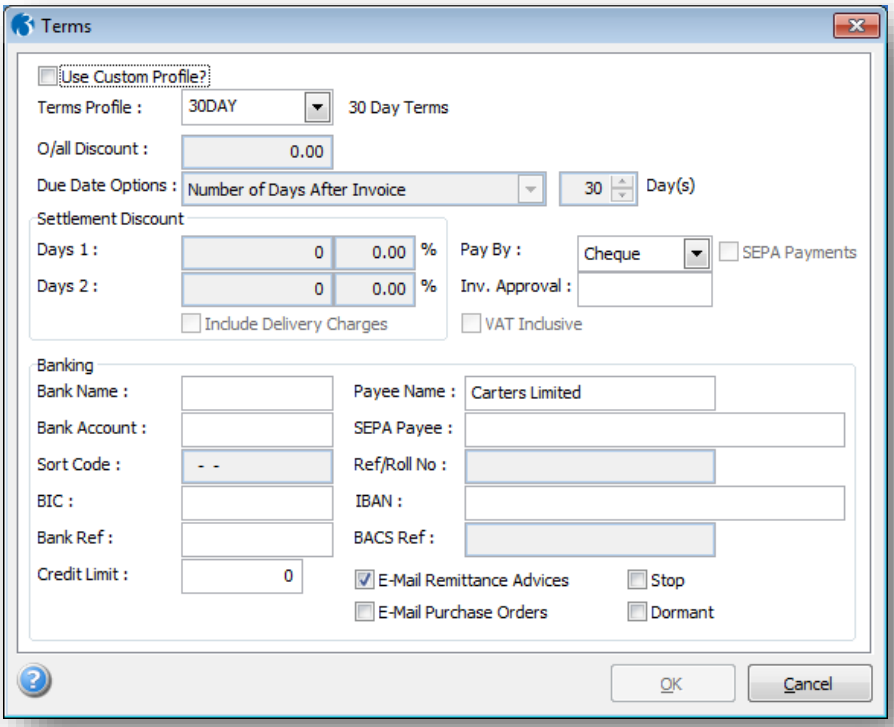
Notes

Box	Description
Use Custom Profile?	An option that determines whether you want to specify a special set of options for the supplier. You must select this option if you want to enter certain details directly in boxes on the Options form. If the option is cleared, you must select an existing profile record in the Supplier Profile list to determine the content of some of the boxes. Supplier profiles are maintained using the Supp. Profiles command on the Maintenance submenu.
Supplier Profile	A reference that identifies the supplier profile you want to assign to the supplier record. You can select from a list. Supplier profiles are maintained using the Supp. Profiles command on the Maintenance submenu. You cannot select a profile if the Use Custom Profile? option is selected.
Currency	A reference that identifies the currency in which balances are maintained for the supplier. This is also the default currency when transactions are entered for the supplier. You can select the currency from a list. Currencies are defined using the Exchange Rates form in the System module. An icon will appear on the form status bar to indicate a foreign currency supplier record. When you move the mouse pointer over the icon, the name of the operating currency for the account is shown as a ScreenTip.
Bank Account	A reference that identifies the default bank account used for purchase payment and refund postings. You can select the account from a list. Bank accounts are defined using the Bank Accounts form in the Nominal module. The selection you make here will override the company default bank account identified in the Bank Account list box on the Purchase Options form.
Default VAT Code	A reference that identifies the default VAT code. You can select the VAT code from a list. VAT code records determine the rate and classification of VAT for supplier records associated with the profile. The code you select will be the default displayed when you enter purchase invoice or credit note transactions. VAT codes are defined using the VAT Processing form in the System module.
Control Account	A reference that identifies the default creditors control account used for the double-entry posting of purchase transactions. You can select the account from a list. Control accounts are defined using the Accounts form in the Nominal module.
Multiple Bank A/C	An option that determines whether a different bank account can be selected when a purchase payment or refund transaction is entered. If the option is cleared, postings can only be made to the default bank account. This option only applies if you have more than one bank account defined in the Nominal module.
Enter Names	An option that determines whether you can enter payee names for purchase payment postings. If the option is cleared, the payee name defaults to that of the supplier account and cannot be altered.
Open Item	An option that determines whether the detail of outstanding transactions is retained for previous periods. If the option is cleared, outstanding transactions are accumulated into a period total when the End of Period command is used. If the option is selected, the detail of outstanding transactions is retained until it is completed (allocated), regardless of whether the End of Period command is used. If you choose to switch an open item record to balance forward accounting and transactions exist, a warning prompt appears asking you to confirm that you want to make the change.
Remittance Advice	An option that determines whether a remittance advice is produced for supplier records associated with the profile when the Remittances command on the Reports menu is used. If the option is cleared, supplier records associated with the profile will be excluded from remittance advice printing.

Notes

Second Reference Payment and Refund	Reference that identify the default payment and refund names used to complete the Reference 2 box on the General tab when purchase payment and refund transactions are posted to supplier records associated with the profile. You can select from a list. Payment and refund names are defined using the Payment Names and Refund Names commands on the Utilities submenu respectively. The selection you make can be overridden when a purchase payment or refund transaction is entered.
Keep Transactions..Periods	The number of periods, up to 99, that you want to retain completed purchase transactions. Transactions will be retained for the number of periods specified here after which they will be removed by using the End of Period command. The number of periods you specify here overrides the company default entered in the Keep Transactions box on the Purchase Options form.
Keep Doc Images..Periods	The number of periods, up to 99, that you want to retain purchase invoice and credit note analysis details. The analysis will be retained for the number of periods specified here after which they will be removed by using the End of Period command. The number of periods you specify here overrides the company default entered in the Keep Analysis Image box on the Purchase Options form.
Ledger Account	The account reference that identifies the main supplier account. You can select a supplier record from the list, if the one you are creating is a delivery source only.

3.1.2 Supplier Terms



Notes

This form is opened from the **Action** button on the Purchase - Processing form. You can define options for the selected supplier using this form.

Box	Description
Use Custom Profile?	An option that determines whether you want to specify a special set of trading terms for the supplier. You must select this option if you want to enter certain details directly in boxes on the **Trading Terms** form. If the option is cleared, you must select an existing terms profile record in the **Terms Profile** list to determine the content of some of the boxes. Terms profiles are maintained using the **Terms Profile** command on the **Maintenance** submenu.
Terms Profile	A reference that identifies the terms profile you want to assign to the supplier record. You can select from a list. Terms profiles are maintained using the **Terms Profile** command on the **Maintenance** submenu. You cannot select a profile if the **Use Custom Profile?** option is selected.
O/all. Discount	The amount, expressed as a percentage, of overall discount to be deducted from all purchase transactions for suppliers associated with this profile. The discount is deducted after any line discounts have been taken and applies only to order lines raised using the Purchase Orders module.
Due Date Options	An option that determines how the due date of an invoice is calculated. You can select from a list one of the following options: • a number of days from the date of the invoice • a specific day in the month following the invoice date • a specific day two months from the invoice date. Having selected the option from the list, enter the corresponding number of days or the day number in the Day(s) box to the right of the Due Date Options list. Example: *If you want the due date to be set to the last day of the following month, select 'Day of Month Following Invoice' and '31' days. This last day of the following month will then always be suggested when posting an invoice.* *An option that determines how the due date of a purchase invoice transaction is determined. You can select from a list one of the following options: a number of days from the date of the invoice; a specific day in the month following the invoice date or a specific day two months from the invoice date. Having selected the option from the list, enter the corresponding number of days or the day number in the **Day(s)** box to the right of the **Due Date Options** list. The calculated due date appears on the **General** tab of the **Post Supplier Invoice** form where you can change it. The due dates of purchase invoices is available as a selection criterion for the **Creditors Report** command on the **Reports** submenu in the Purchase module.*
Settlement Discount	The number of days that determines the period within which you are entitled to receive a discount on the invoice amount. You can specify two levels of discount according to two different periods. In the boxes, type the percentage of discount applicable to the corresponding number of days. The second rate and period must not be more favourable than the first.
Include Delivery Charges	An option that determines whether the calculation of settlement discount includes delivery charges. If the option is cleared, the delivery charge specified on an invoice or credit note transaction raised using the Purchase Orders module will be excluded from the amount used to determine the settlement discount entitlement. **Important:** This only applies if you use Purchase Orders Processing. The application uses VAT code 'Y' for delivery charges and so this option applies only to lines analysed to code 'Y'.
Pay By	An option that determines the default method of payment for the supplier. You can select **Cheque, BACS,** or **Other** from a list. **Note:** Select **Other** if, for example, you pay your suppliers by credit card or direct debits. Suppliers with this payment method will not be included in any automatic payment-run. However the transactions are included on the Purchase - Payments - Suggested Payments listing if the **Other** option under **Payment Method** is selected.

Notes

SEPA Payments	Select to force the IBAN and BIC to be entered. IBAN and BIC codes are mandatory for the 'SEPA CT' BACS format. The sort code and bank account are optional if this box is selected - these codes are not used in a payment file for 'SEPA CT'. **Note**: This is enabled if: - your licence includes SEPA - the **Pay By** box is set to 'BACS' - the supplier's currency is Euro, and - 'SEPA CT' is selected in the **BACS Payment Software** list on either of the - Purchase - Utilities - Set Options or the Purchase - Utilities - Set Options - Additional BACS Options form.
Inv. Approval	The initials or code of the person responsible for approving invoices before they are authorised for payment. An entry in this box activates the invoice approval facility. Purchase invoice transactions are automatically held awaiting release using the **Hold/Rel** command on the **Action** menu associated with the **Supplier** form. Once released, an invoice can be processed for payment. If you leave the box blank, invoices are not held automatically, but you can still put them on hold manually using the **Hold/Rel** command.
VAT Inclusive	An option that determines whether the value of goods on purchase invoice and credit note transactions includes VAT. If the option is selected, VAT is calculated on the assumption that the amount entered in the **Goods Value** box is the gross amount. The VAT portion of this is displayed in the **VAT Amount** box on the **Analyse Supplier Invoice** form. If the option is cleared, VAT is calculated on the assumption that the amount entered in the **Goods Value** box is the net amount. The option applies to invoice and credit note transactions entered using the **Processing** command in the Purchase module.
Banking	
The banking details boxes are disabled until a bank account number is entered. These bank codes are included in a BACS or SEPA file for payments posted in the Purchase Ledger.	
Bank Account	The supplier's bank account number used for BACS payments.
Sort Code	The supplier's bank sort code used for BACS payments. These codes should be 6 digits long. **Note:** Sort codes can be entered if an account number has been entered in the **Bank Account** box.
BIC	The Bank Identifier Code. If you enter one you must also enter the IBAN code. Both codes will be checked by Opera when you save your changes to ensure that they are entered in a valid format. BIC and IBAN codes must be included for Single Euro Payments Area (SEPA) Euro payments. What's SEPA? For steps to set up Opera for SEPA please follow the 'Setting Up Opera for SEPA' Help topic in the 'How to' section of the . This topic also includes steps to set up the Cashbook and other applications. **Note:** BIC codes can be entered if an account number has been entered in the **Bank Account** box.
Bank Ref	A bank or building society reference allocated to the supplier. This additional information may be required by certain banks or building societies. For example, payments made using National Westminster Bank's Autopay facility require a four-digit payee reference to be included in the payments file.
Credit Limit	The value of the credit limit for this supplier. If the current balance on the account, plus any transaction raised within the Purchase module exceeds the credit limit, a warning appears. You can then decide whether to abandon the transaction or continue regardless. A credit limit of zero means unlimited credit rather than no credit limit. To signify no credit status is issued, enter **1**.
Payee Name	The name of the payee that is printed on cheques or included in electronic payments files, such as BACS (up to 30 characters). The default entry is the supplier's name but you can change it if required.
SEPA Payee	The name of the payee that is included in a 'SEPA CT' payment file (up to 70 characters). What's SEPA? For steps to set up Opera for SEPA please follow the 'Setting Up Opera for SEPA' Help topic in the 'How to' section of the . This topic also includes steps to set up the

Notes

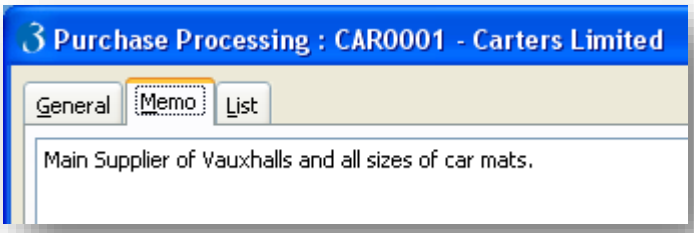
	Cashbook and other applications. **Note:** Only enter a SEPA payee name if the payee's name is longer than 30 characters and this supplier will be paid in a 'SEPA CT' payment file. If you enter a SEPA payee you must enter the supplier's name in the **Payee Name** box too - this name will be used on various reports and views in Opera. If the **SEPA Payee** box is empty the name in the **Payee Name** box will be used in the SEPA payment file.
Ref/Roll No	A building society roll number or an additional reference as required. This is included in BACS files generated if you have selected **STDBACS** in the **BACS Payment Software** list on the **Purchase Options** form.
IBAN	The International Bank Account Number. If you enter one you must also enter the BIC code. Both codes will be checked by Opera when you save your changes to ensure that they are entered in a valid format. BIC and IBAN codes must be included for Single Euro Payments Area (SEPA) Euro payments. What's SEPA? For steps to set up Opera for SEPA please follow the 'Setting Up Opera for SEPA' Help topic in the 'How to' section of the . This topic also includes steps to set up the Cashbook and other applications. **Note:** IBAN codes can be entered if an account number has been entered in the **Bank Account** box.
BACS Ref	The building society name, if appropriate. This is included in BACS files if you use either the 'STDBACS' or 'HSBC' banking formats - selected from the **BACS Payment Software** list on the Purchase Ledger - Utilities - Set Options form. **Note:** If you use the 'HSBC' banking format but do not enter a reference in this box then the payee's company name will be included in the BACS file instead.
E-Mail	**Remittance Advices** - This determines whether PDF remittance advices can be sent to the supplier by email as a default option instead of a printed document. When you choose the Purchase - Reports - Remittances command, options are provided to produce remittances only for those suppliers with the **E-Mail Remittance Advices** option ticked. The file name for remittances includes the supplier code + the day and month. You cannot tick this option unless the account contact has an email address. Purchase Orders - This determines whether purchase orders can be sent to the supplier by email when you post a purchase order. You cannot tick this option unless the order contact has an email address. **Note:** The email messages for remittance advices and purchase orders are defined in the System - Maintenance - E-Mail Profiles command.
On stop or dormant accounts	
Stop	An option that determines whether the supplier account is on stop. If this option is selected, the text '— A/C On Stop —' appears on the **General** tab of the **Supplier** form. **Note:** The act of putting an account on stop or clearing an account already on stop will create a note record for the supplier concerned.
Dormant	An option that determines whether the supplier record is in use. For suppliers you no longer trade with or whose records are otherwise inactive, you can mark them as 'dormant'. The supplier record details remain, but the account cannot be the subject of transactions and is excluded from most other processes. For example, no new transactions can be created involving the supplier in any application and purchase order documents for 'dormant' suppliers cannot be progressed. It is not possible to select 'dormant' suppliers to include on model purchase orders or as suppliers for back-to-back orders originated from sales orders in SOP. On the **Action** menu associated with the **Supplier** form, all transaction processing commands, such as **Invoice**, **Payment** and so on, are unavailable. When a supplier record is marked as 'dormant', it is also excluded from most reports except those that provide an option to include 'dormant' suppliers specifically (such as the list of accounts, contacts report, and so on). You can also prevent 'dormant' suppliers from being shown in searches by clearing the **Include Dormant Suppliers** option on the **Search** form displayed when you use the **Search for records matching criteria** toolbar button. The default setting for this option is controlled by the **Include Dormant Suppliers** option on the **Purchase Options** form. You can tick the **Dormant** box for the supplier if: • The current balance and the order balance are zero • The supplier does not have any transactions in the Purchase Invoice Register • The supplier does not have any supplier deliveries in Purchase Order Processing that have not been invoiced

- The suppler does not have any recurring entries in the Cashbook

Notes

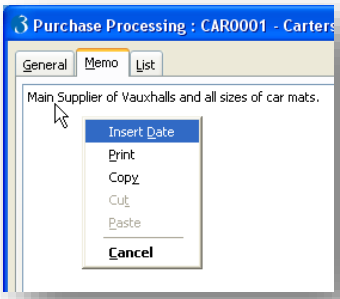
Once the record has been completed you are able to edit some details again by using the action button and are able to create and process further records.

Each Supplier Account record has an optional Memo Tab that may be used to maintain a notepad of information associated with the supplier.

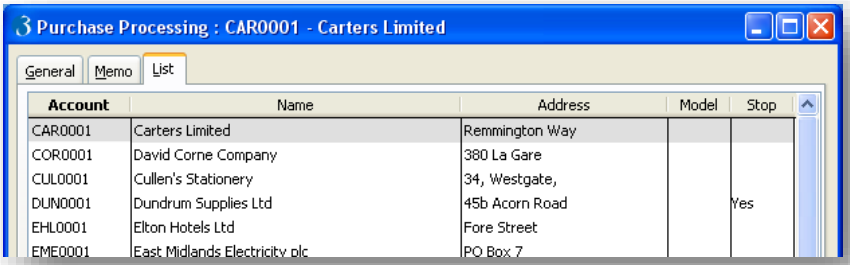


Notes

By right clicking on the mouse, the following screen appears allowing the user to select from one of the following options:

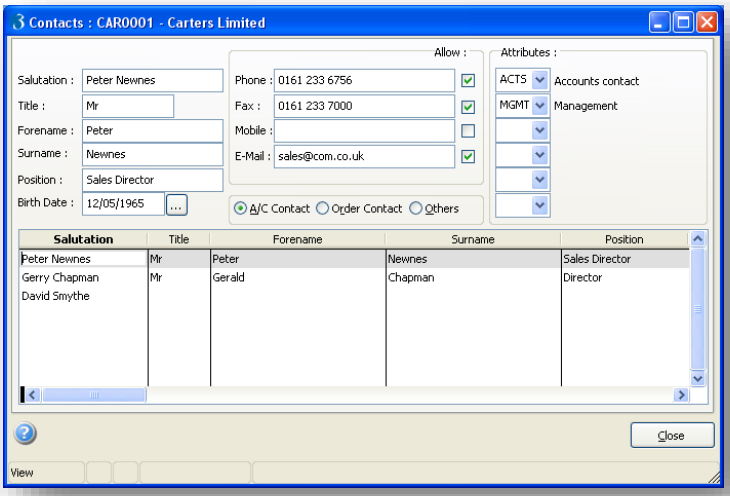


All appropriate customers records will be listed in the List tab



3.1.3 Contacts

Use the Contacts command to maintain additional supplier contacts for the currently selected supplier record. Contacts already identified in the A/C Contact and Order Contact boxes on the General tab of the Supplier form are displayed.



You can add additional information about these contacts as well as creating additional records for other contacts within the supplier's organization. If you want to assign attributes to the contact records, you need to create the attribute codes and descriptions using the Contacts command on the Maintenance menu. A contact can be classified as the account contact, order contact or other. You can only have one account and one order contact per supplier, but you can have as many 'other' contacts as you wish. If you want to change which contact is used for the account or order contact, you must first reclassify the existing account or order contact to 'other'. You can then choose a different contact.

Notes

Note: You can send an e-mail to the contact currently selected in the grid by clicking the Send E-mail toolbar button. If the E-Mail box on the Supplier Contacts form contains and e-mail address and the corresponding Allow option is selected, the 'To' field in your e-mail messaging software will be populated with the contact's e-mail address. If no e-mail address is entered or the Allow option is cleared for the currently selected contact, the 'To' field is left blank in your e-mail software and you will have to enter one manually.

To maintain supplier contact records

1. Open the Purchase folder, and then click Processing.
2. Retrieve the supplier record for which you want to maintain contact records, click Action and then click Contacts. The Supplier Contacts form appears.
3. Complete the details required in the boxes provided. If you want to create a new contact record, then, on the Record menu, click New.
4. On the Record menu, click Save.
5. To close the Supplier Contacts form, click Close.

Viewing Account Transactions and Analysis

You can view account transactions and aged balances using the View command on the Action menu associated with the Supplier form. You can also drill down to display additional analysis information associated with the currently selected supplier using the Spyglass icon in the Current Balance, Avg Creditor Days and Turnover boxes on the General tab of the Supplier form. You can also view purchase analysis information using the View command on the Purchase menu. You can define your own analysis views using the Views command on the Maintenance menu.

Maintaining Customer Notes

You can create notes associated with supplier records. These can be used to record and monitor actions or tasks to be carried out by someone else. Notes can also be generated automatically; for example as a result of putting accounts on stop or transactions on hold, and so on. Information is provided in the separate Notes Appendix.

3.2 Purchase Processing

Use the Invoice, Credit, Payment, Refund, Adjustment, Allocate and Hold/Rel commands on the Action menu associated with the Supplier form to process purchase transactions concerning supplier accounts that are not otherwise generated by other modules. Before you choose a posting command from the Action menu, you must first select the supplier account for the posting. You can use the browse buttons or select from the List tab of the Supplier form, or you can use the find function.

You post a transaction using one or more forms. You begin with the transaction 'header' information. This is the form with which you enter the transaction date, references, currency code and so on. Each transaction comprises just one header record, regardless of the transaction type. For invoices and credit notes, header information is entered on a General tab while an Analysis tab is provided for you to review or change default transaction analysis codes, including supplier type.

Notes

If a transaction is allocated in error, you can use the Rectify Allocation command from the Action menu. See the Rectify Allocation and How to Rectify Allocations Help topics for more information.

For invoices and credit notes, the second part of the transaction entry is the transaction 'analysis' or 'detail' information. An invoice or credit note must consist of at least one analysis line. This determines breakdown of the transaction total between the goods and VAT values and determines the nominal accounts to which corresponding values are posted. You can break down an invoice or credit note value over several different analysis lines.

You enter a purchase invoice that comprises two items; a product purchase and a service charge. You want these two items posted to different nominal accounts. When you enter the invoice, you enter two analysis lines, one for each item. You can use different supply codes on each detail line to determine the nominal accounts for the items. The total of the two items must balance with the total of the invoice.

For payments and refunds, you can choose whether you want to allocate the cash transaction to one or more outstanding debit transactions. If you select the On Account option on the transaction header, then no allocation takes place. You can allocate transactions subsequently using the Allocate command. If you leave the On Account option clear, a second form is provided for the allocation process. For adjustments, there is no second part to the transaction input. A comment box is provided for you to identify the purpose of the adjustment transaction.

Foreign Currency Transactions

If you have the Multi-currency module installed and activated and foreign suppliers trading in a currency other than your base currency, you must identify the currency and confirm the exchange rate prevailing when you post the invoice. Discrepancies arising from changes in exchange rate between an invoice and its payment are recorded at the time the payment is posted using the Payment command on the Action menu.

Transaction Prerequisites

Before you can create a purchase transaction records, you must set up certain prerequisite records.

- At least one supplier record must exist. You cannot create a record for an invoice, credit note, payment and so on, unless you have selected a supplier record. Supplier records are defined using the Supplier form associated with the Processing command in the Purchase module.
- Other records and options may need to be defined before you can create and post a transaction. These include supply codes, analysis records, cost centres, nominal accounts, VAT rate codes, currency codes, and so on.

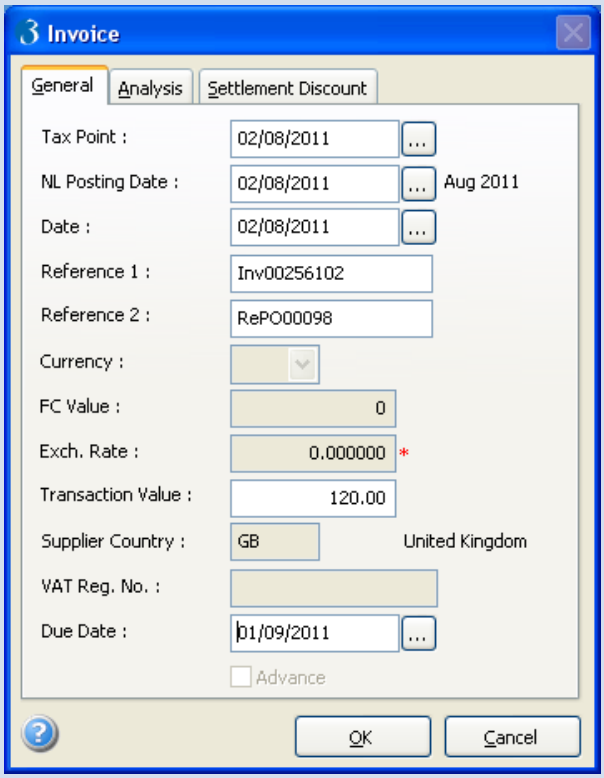
The records you need to define depend on the configuration of your system. It is up to you to check the correct records are selected and the accuracy of all optional details associated with an invoice before posting.

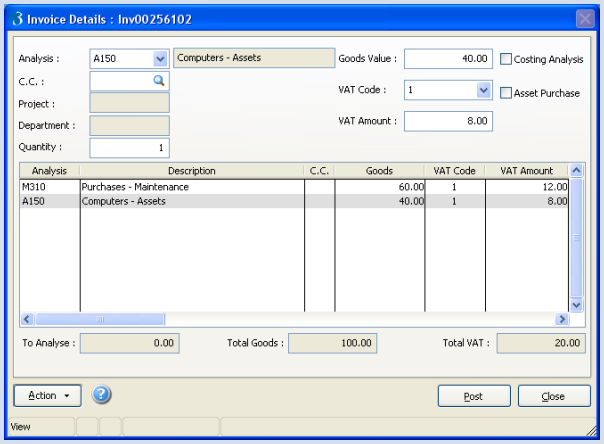
Note: If the Continuous Posting option is selected on the User Profiles form in the System module for your user record, you can post transactions of the same type in batches because the application automatically reselects the same command (Invoice, Credit, Payment and so on) when you complete a transaction record.

3.2.1 Posting Processes

Notes

Posting Process	Process Steps & Information



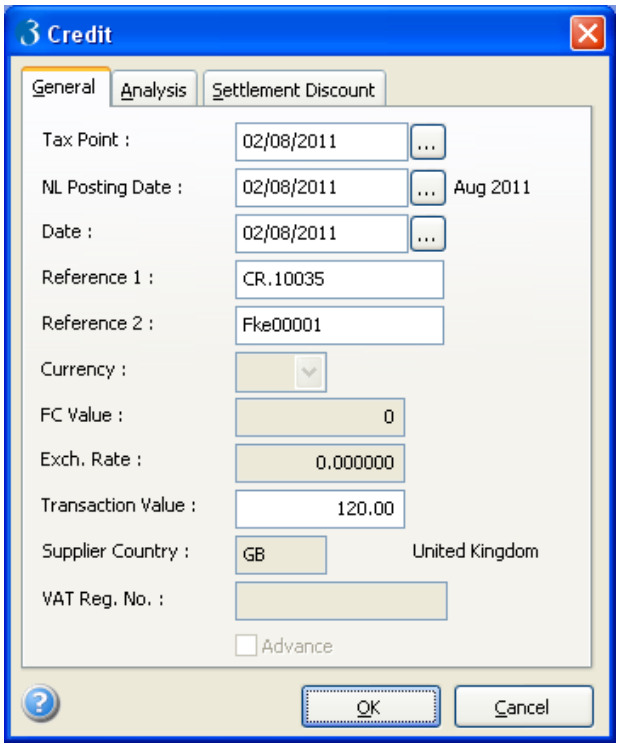


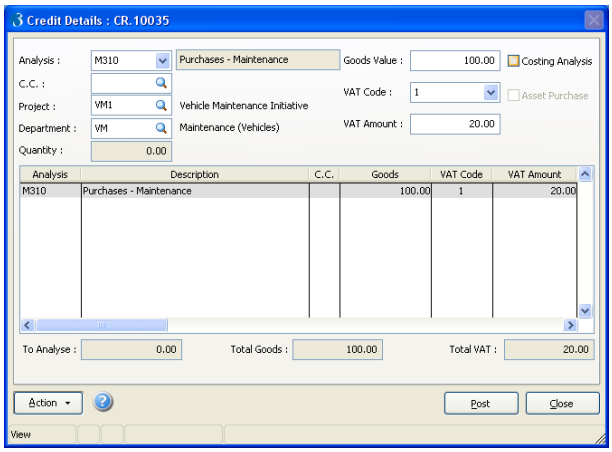
Invoice

Use the Invoice command on the Action menu associated with the Supplier form to enter 'direct' invoices for the currently selected supplier. By 'direct' invoices, we mean invoices for goods and/or services bought from the supplier which do not involve the Purchase Orders module. If you have the Costing module installed and activated, you can analyse invoices to jobs, phases and cost codes to update transactions in the Costing module.

To post a direct purchase invoice

1. Open the Purchase folder, and then click Processing.
2. Retrieve the supplier record for which you want to post transaction details, click Action and then click Invoice. The Post Supplier Invoice form is displayed.
3. On the General tab, enter the transaction header details.
4. On the Analysis tab, select the analysis codes for the transaction as required.
5. Click OK. The Analyse Supplier Invoice form appears.
6. In the boxes provided, enter the breakdown of the invoice detail. As you complete each line, it is added to the list. If the Purchase Ledger is linked to the Costing, EC VAT, or Fixed Assets modules, you can update the modules when the invoice is posted.
   - If you use the Costing module, you can tick the Costing Analysis box to enter details of a job and cost code you want to update.
   - If you use the EC VAT module and you choose an appropriate VAT code, you can enter details for the SD report on the EC VAT SD Details form.
   - If you use the Fixed Assets module, you can tick the Asset Purchase box to add an asset when the invoice has been posted.
7. When the To Analyse box is zero, press ESC and then click Post.



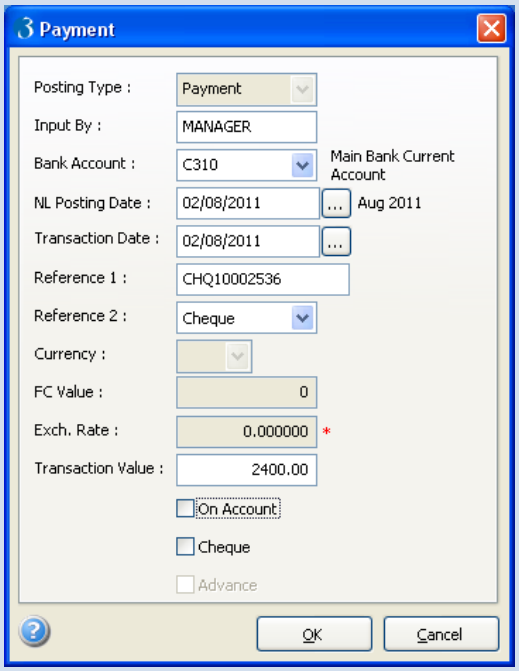


Credit

Use the Credit command on the Action menu associated with the Supplier form to enter 'direct' credit notes for the currently selected supplier. By 'direct' credit notes, we mean those raised for goods and/or services previously bought from the supplier which do not involve the Purchase Orders module. If you have the Costing module installed and activated, you can analyse credit notes to jobs, phases and cost codes to update transactions in the Costing module.

To post a direct purchase credit note

1. Open the Purchase folder, and then click Processing.
2. Retrieve the supplier record for which you want to post transaction details, click Action and then click Credit. The Post Supplier Credit Note form appears.
3. On the General tab, enter the transaction header details.
4. On the Analysis tab, select the analysis codes for the transaction as required.
5. Click OK. The Analyse Supplier Credit Note form appears.
6. In the boxes provided, enter the breakdown of the credit note detail. As you complete each line, it is added to the list. If you have the EC VAT module installed and activated and the account is an EU supplier and the appropriate VAT code is chosen, the EC VAT SD (Supplementary Declaration report that is used by HMRC to collect trade statistics between the United Kingdom and other countries in the EU) Details form appears for you to complete (see notes below).
7. When the To Analyse box is zero, press ESC and then click Post.



Payment

Use the Payment command on the Action menu of the Supplier form to record details of payments made to suppliers. You can also allocate the payment against outstanding transactions for the supplier. If you do not want to allocate a payment at the time of posting, select the On Account option. You can allocate it later using the Allocate command.

To Post a Purchase Receipt

1. Open the Purchase folder, and then click Processing.
2. Retrieve the supplier record for which you want to post transaction details, click Action and then click Payment. The Post Supplier Payment form appears.
3. In the boxes provided, enter the payment details.
4. Click OK.

Notes

What to do if an incorrect payment is posted –

You cannot delete payments or change the allocation details if payments are posted incorrectly; for example, if a wrong invoice is paid. In this situation the incorrect payment needs be cancelled out and the invoice needs to be posted again.

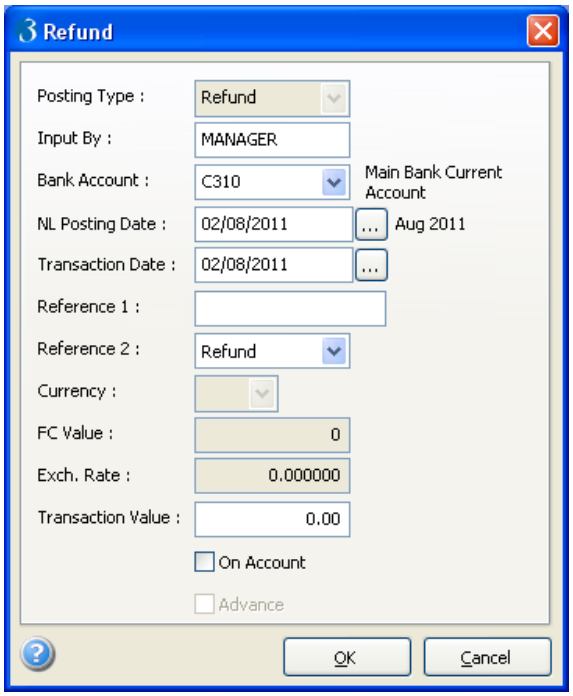
This is a suggested method to post transactions to the supplier's account to correct the situation:

1. Post a refund on account for the value of the payment. This also updates the Cashbook and Nominal Ledger to cancel out the incorrect payment.

2. Post a credit note for the same value as the payment. This also updates the Nominal Ledger to cancel out the original invoice.

3. Allocate the credit note to the refund.

4. Post an invoice to replace the original invoice. The supplier's account, and Cashbook and Nominal Ledger balances are now as they were before the incorrect payment was made.



Refund

Use the Refund command on the Action menu of the Supplier form to record details of receipts from suppliers. You can also allocate the refund against outstanding transactions for the supplier. If you do not want to allocate a refund at the time of posting, select the On Account option. You can allocate it later using the Allocate command.

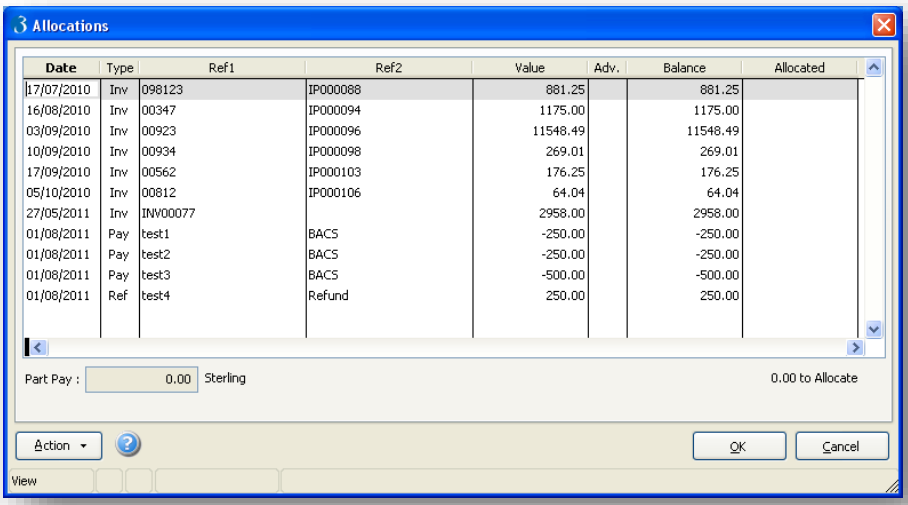
To post a purchase refund

1. Open the Purchase folder, and then click Processing.
2. Retrieve the supplier record for which you want to post transaction details, click Action and then click Refund. The Post Supplier Refund form appears.
3. In the boxes provided, enter the refund details.
4. Click OK.

Notes

3.2.2 Allocate

Allocation is the process of matching outstanding credit transactions (credit notes, discount, payments, refunds or adjustments) to outstanding debit transactions (invoices or adjustments). Once matched, the transactions are considered to be 'cleared' and are removed from the data files when you use the End of Period command, provided the transactions exceed the number of periods specified in the Keep Transactions box on either the Options form associated with the Supplier form or the Purchase Options form. Allocation can be done at the same time as entering a payment or refund using the Payment and Refund commands on the Action menu associated with the Supplier form, provided the On Account option is cleared. Alternatively, you can use the Allocate command on the Action menu that provides access directly to the Allocations form. You can then allocate existing transactions, including other credits, such as credit notes.

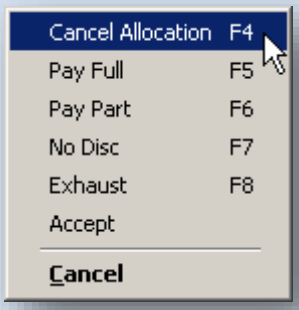
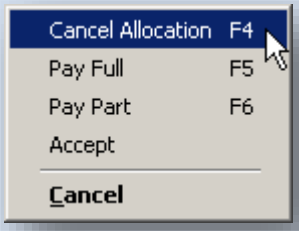


Settlement discount is automatically taken into account according to supplier settlement discount terms. These are defined according to the settlement discount terms defined under Settlement Discount on the Trading Terms form associated with the Supplier form or on the Purchase Options form.

Notes

To Process Purchase Allocations

1. Open the Purchase folder, and then click Processing.
2. Retrieve the supplier record for which you want to make allocations, click Action and then click Allocate. The Allocation form appears.
3. Click to select the transaction you want to allocate.
4. Click Action and select the action you want to take.
5. Click OK.

Payment Allocation	Manual Allocation
	
Retrieve the supplier record for which you want to make allocations, click Action and then click Allocate. The Allocations form appears	No Disc & Exhaust only applies to allocations made when using the Payment Allocations form

Important: The Exhaust command ignores transactions that are in dispute, those in a foreign currency, and Brought Forward Balance transactions. Brought Forward Balance transactions are created by the End of Period command for accounts that are not set as Open Item accounts.

Allocating Foreign Currency Transactions

This only applies if you have the Mutli-currency module installed and activated. When you are allocating foreign currency invoices, you can view values in both the home and foreign currency. The exchange rate shown is the one that was current when the transaction was posted. Allocations can then be made in the transaction currency, or any other currency including the home currency. If you allocate to an invoice in the transaction currency, the system compares the exchange rate prevailing at the time the debit and credit postings were made. If a discrepancy arises, the loss or gain is posted to the nominal account defined on the System Exchange Rates form for the foreign currency concerned. If you allocate a payment to an invoice in a currency other than the transaction currency, the system converts both currencies to the home currency using the exchange rates prevailing at the time the debit and credit postings were made and posts the value of any difference to the nominal account identified in the Exchange Gain/Loss box on the Adjustment Names form.

Allocating Advanced Transactions

You can allocate debits to credits, in part or in full, regardless of whether they are 'advanced' transactions. For example, you can allocate a payment posted for the current period to an invoice that has been posted to the next period. Similarly, a payment posted to the next period can be allocated to invoices in the current period. Advanced transactions are only possible if the Allow Advanced Posting option is selected on the Purchase Options form.

Balance Forward Account Allocation

Where a payment or refund is posted to a balance forward account, you can use the allocation procedure to allocate the payment or refund to the appropriate period balance and/or any of the current period open item details.

3.2.3 Rectify Allocations

Use the Rectify Allocation command to select and deallocate a previously posted allocation for the current supplier. That is, to correct an allocation that was posted in error.

When required, you can also remove any associated transactions, such as payments, discounts or exchange rate discrepancies.

Whenever a deallocation is made, appropriate historical (audit trail) information is retained. This information will be purged when the Period End command is run. This happens provided the transactions exceed the number of periods specified in the Keep Transactions box on either the Options form associated with each supplier's record on the Purchase Ledger - Processing form or on the Purchase Ledger - Utilities - Set Options form.

The Rectify Allocation command is in the form of a wizard which takes you through each stage of the process. This assists you in selecting the required allocation and associated transactions, selecting the error correction process to be executed, and actually executing the process.

The wizard cannot be run if the relevant tables are being used by another process, likewise, once the wizard has been initiated, the relevant tables are locked so that they cannot be used by any other process.

3.2.3.1 How to Rectify Allocations

Use the Rectify Allocation command to select and deallocate a previously posted allocation for the current supplier. That is, to correct an allocation that was posted in error. Also see the Rectify Allocation Help topic for more information about this command.

The Rectify Allocation command is in the form of a wizard which takes you through each stage of the process. This assists you in selecting the required allocation, selecting any associated transactions, selecting the error correction process to be executed, and actually executing the process.

3.2.3.2 Running the Wizard

1. Open the Purchase folder and then click Processing or click the Financials tab and then click Purchase - Processing on the Ribbon Bar.
2. Navigate to the relevant supplier. Then click Rectify Allocation on the Action menu. Follow the on-screen instructions to carry out this process. All the necessary instructions and explanations regarding the different steps in this process are provided on-screen.

Notes

The hierarchy for the determining the Bank Account (and Cost Centre) to which a Receipt/Payment was originally posted is as follows:

Atran: If Cashbook is in use, and the respective transaction has not been purged, then obtain the actual Bank Account from atran.at_acnt and atran.at_cntr

else

[PS]noml: If the respective transaction has not been purged, then obtain the actual Bank Account from [ps]noml.[ps]x_nacnt and [ps]x_ncntr

else

stran: If the respective transaction has not been purged, then obtain the actual Bank Account from a string contained in stran.stmemo

Note that this applies to stran only, and not ptran.

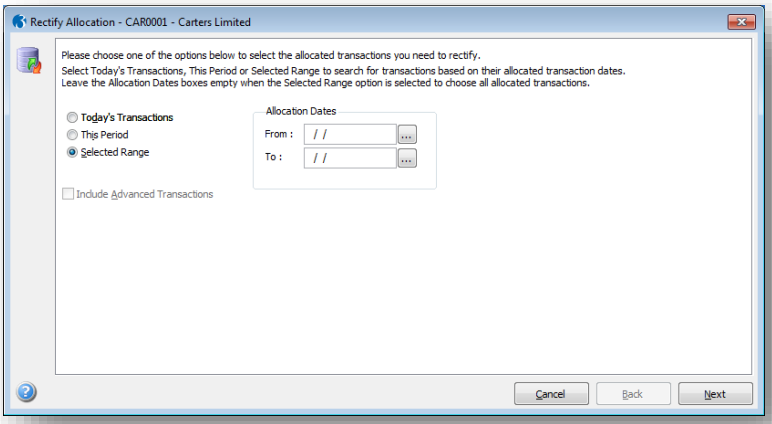
else

[sp]prfls: If a default Bank Account has been set up on a Customer/Supplier Profile, then obtain the Bank Account from [sp]prfls.[sp]c_banknom

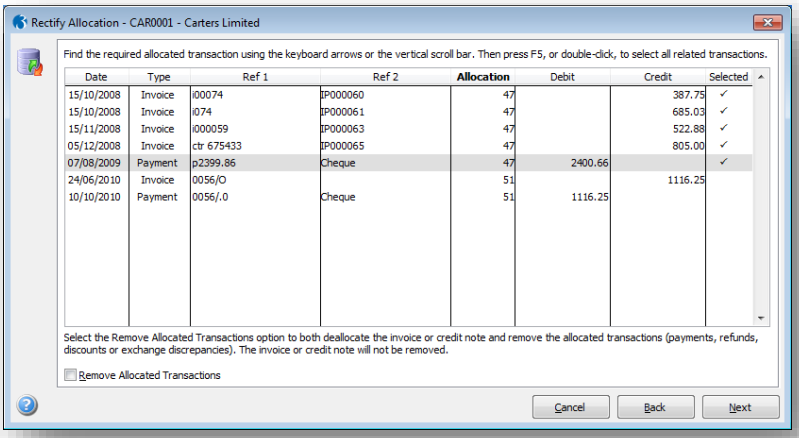
else

[sp]parm: Obtain the default Bank Account from [sp]parm.[sp]p_banknom

Please note that the Bank Account stored in [sp]alloc.al_acnt is currently set to default accounts in certain scenarios. . Where a Receipt is posted, on account, to a non-default Bank Account and subsequently allocated, the default Bank Account is written to [sp]alloc instead of the Bank Account to which the receipt was posted. This will be enhanced at a later stage – hence the current workings to ascertain the correct account is as above

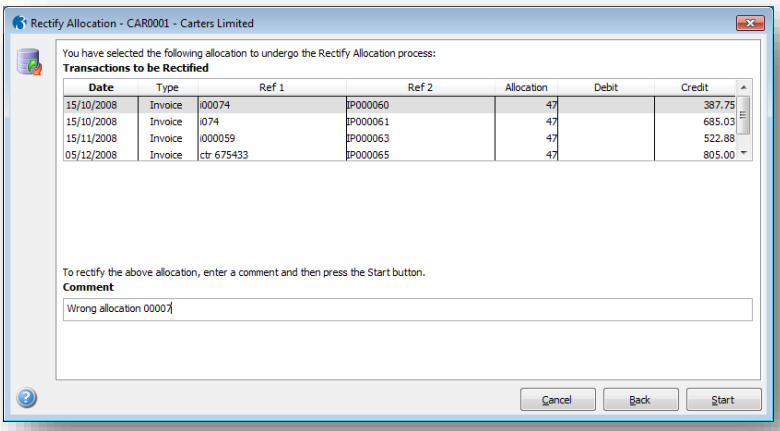


Note: Once a transaction (and its related transactions) are selected, you cannot select another transaction. For example, if you select invoice 'inv98723' which has been allocated to payment '67345', this payment will also be selected. No further transactions can then be selected.



Date	Type	Ref 1	Ref 2	Allocation	Debit	Credit	Selected
15/10/2008	Invoice	i00074	IP000060	47		387.75	✓
15/10/2008	Invoice	i074	IP000061	47		685.03	✓
15/11/2008	Invoice	i000059	IP000063	47		522.88	✓
05/12/2008	Invoice	ctr 675433	IP000065	47		805.00	✓
07/08/2009	Payment	p2399.86	Cheque	47	2400.66		✓
24/06/2010	Invoice	0056/O		51		1116.25	
10/10/2010	Payment	0056/.0	Cheque	51	1116.25		

Tip: At the stage where you are asked to select the required allocated transaction, you can use *Control+F* to use the Find function. This enables you to search on any of the grid columns, for example, to quickly find specific invoice numbers or cheque numbers.



Date	Type	Ref 1	Ref 2	Allocation	Debit	Credit
15/10/2008	Invoice	i00074	IP000060	47		387.75
15/10/2008	Invoice	i074	IP000061	47		685.03
15/11/2008	Invoice	i000059	IP000063	47		522.88
05/12/2008	Invoice	ctr 675433	IP000065	47		805.00

Notes

What will happen when rectify allocation for Home currency account and remove (i.e. do tick delete)?

This will mark for deletion the allocation in the [sp]alloc table, reset the balances for the Invoice, Credit Note etc. in the [sp]tran table, mark for deletion the Receipt in the [sp]tran table, and add audit information to the audit tables [sp]dealloc[ht].

These changes will be reflected in both the Cashbook and Nominal Ledger. If Cashbook is present then a rectifying journal will be posted to anoml, else it will be posted to [sp]noml.

Account balances will be updated in [sp]name.

The Cashbook transaction dates of the rectifying posting will be that of the system processing date; the transactions dates of the Nominal Ledger rectifying journal will be as specified at the time of the deallocation (dependent upon whether OPA is in use or not). This does mean that up to 4 differing dates could be present post-deallocation - in Cashbook, the original Receipt date, and the rectifying Refund date, and in Nominal ledger the original journal date and the rectifying journal date.

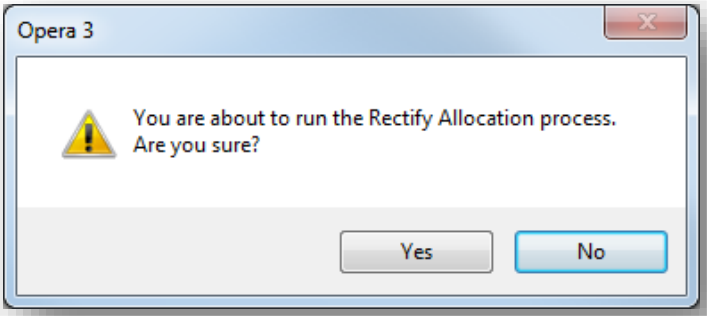
If Cashbook is present then the original Receipt remains intact and, if originally batched, will remain as an entry in the batch. A rectifying unreconciled Refund will be posted, which will not be part of any original batch.

If the original Receipt has not been reconciled then it can be matched with the rectifying Refund; the batch, if present, must be complete for the Receipt to show in Matching or Reconciliation.

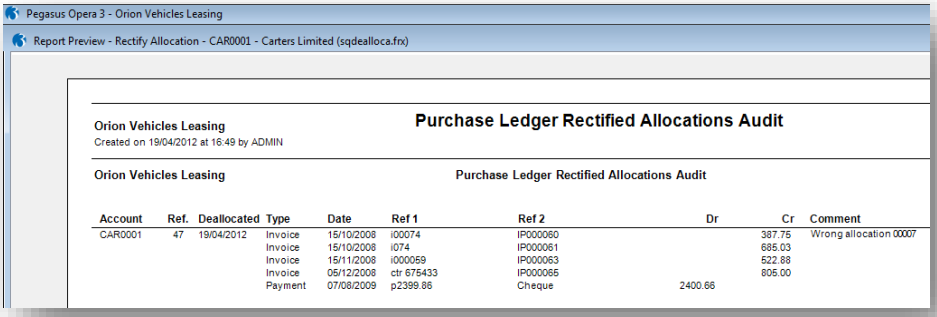
If the original receipt has already been reconciled then it cannot be matched until such times as the rectifying Refund has also been reconciled. Please note that the reconciled cumulative balance will be incorrect from the point when the Receipt was reconciled, to the point where the rectifying Refund is reconciled.

The Recipt and rectifying Refund are posted to the Bank and to Debtors Control accounts. The Bank account for the rectifying Refund is determined by a series of rules which attempt to determine the original Bank account and, if not possible, then a default Bank account.

The actual deletion of the marked transactions in [sp]alloc and [sp]tran will be performed by the appropriate Period End function.



Upon completion of the Rectify Allocation command, the Publisher form is displayed which enables you to produce an audit trail report. If you have selected to do a deallocation only, that is, you did not select the Remove Allocated Transactions check box, then the report contains only information pertaining to the deallocation; however, if you selected to post a deallocation and to remove the associated transactions, that is, you did select the Remove Allocation Transactions check box, then the report will contain information pertaining to both the deallocation and to the removed transactions.



Account	Ref.	Deallocated	Type	Date	Ref 1	Ref 2	Dr	Cr	Comment
CAR0001	47	19/04/2012	Invoice	15/10/2008	i00074	IP000060		387.75	Wrong allocation 00007
			Invoice	15/10/2008	i074	IP000061		685.03	
			Invoice	15/11/2008	i000059	IP000063		522.88	
			Invoice	05/12/2008	ctr 675433	IP000065		805.00	
			Payment	07/08/2009	p2399.86	Cheque	2400.66		

Note: The audit trail report also states whether or not you selected the Remove Allocation Transactions check box.

3.2.3.3 Rectifying an Allocation containing Multiple Payments

If you select an allocation which contains multiple payments, all of the payments are removed. You will then have to post all of the payments to the supplier account again. Example ...

Invoice 1: 100.00
Payment 1: -10.00 Posted 'On Account'
Payment 2: -20.00 Posted 'On Account'
Payment 3: -30.00 Posted 'On Account'
*Payment 4: -40.00 Allocated against all of the transactions above (this could be at the time of posting Payment 4 or later via the **Allocations** form)Type your drop-down text here.*

Notes

What will happened when you rectify by just de-allocation for Home currency account (i.e. do not tick delete)?

This will mark for deletion the allocation in the [sp]alloc table, reset the balances for the Invoice, Credit Note etc. in the [sp]tran table and add audit information to the audit tables [sp]dealloc[ht].

The actual deletion of the marked transactions in [sp]alloc will be performed by the appropriate Period End function.

3.2.3.4 After Running the Wizard

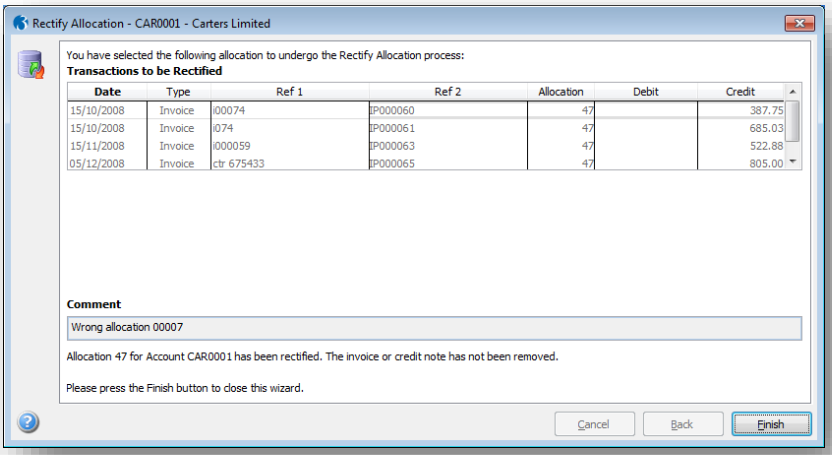
Notes

What will the "Finish and Yes to allocate transactions ?" do?

The whole of the deallocation process is wrapped up in a transaction, to ensure that it is not possible for only part of the de-allocation to be implemented.

The cut-off point is when the user responds to the "Are you sure?" question. If the user answers Yes, then the transaction is completed.

Once the wizard has finished, the following takes place:



- If a deallocation only was performed, that is, you did not select the Remove Allocated Transactions check box, and you have permission to access the Allocations form, then a dialog is displayed to enable you to reallocate the allocation.
- If a deallocation and a removal of associated transactions was done, that is, you did select the Remove Allocated Transactions check box, or you do not have permission to access the Allocations form, the wizard closes after the Finish button is selected.

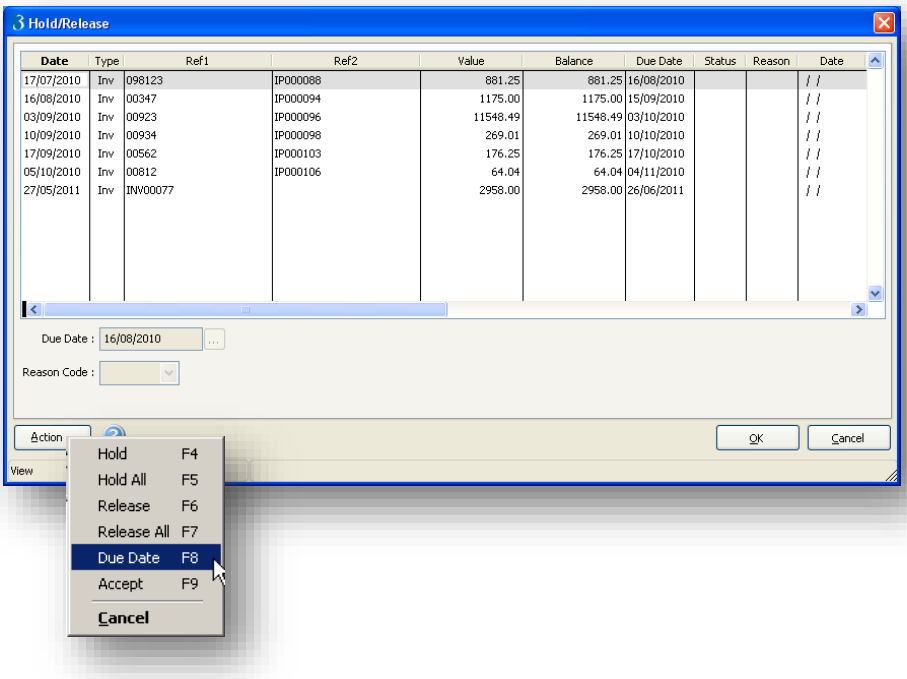
  These updates are then completed:

  - The associated transaction is removed from the Purchase Ledger. If you select an allocation which contains multiple payments, all of the payments are removed. You will then have to post all of the payments to the supplier account again.
  - If the Purchase Ledger is linked to the Nominal Ledger, a reversing journal is posted. The journal's posting date is either the Opera system date or the date entered in the NL Posting Date box (if Open Period Accounting is used).
  - If the Cashbook is used, a refund is posted. If the original payment is still in the Cashbook the same bank account will be updated. If the original payment cannot be found in the Cashbook the supplier's default bank account or the bank account on the Purchase Ledger - Utilities - Set Option form will be used.

3.2.4 Hold & Release

Notes

Use the **Hold/Rel** command to display a list of all outstanding transactions for the currently selected supplier and put one or more transactions on hold or clear already held transactions. This is also where the Due Date may be changed.



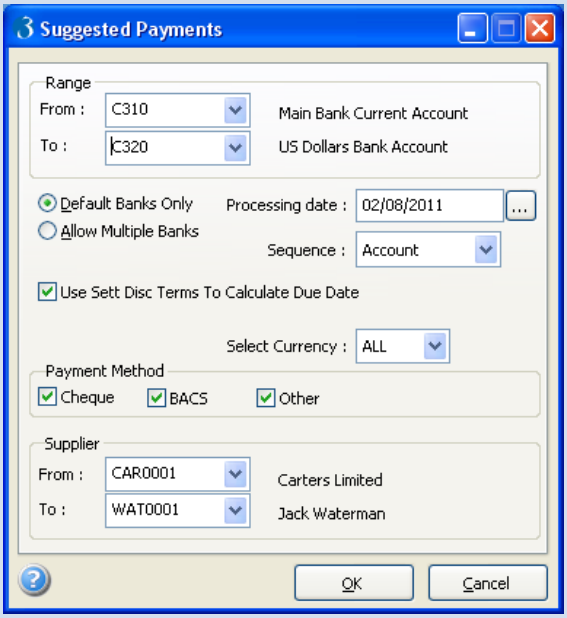
3.3 Payments (Batch Routines)

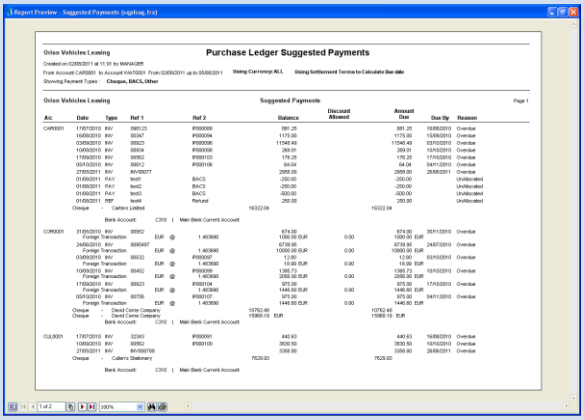
Use the commands on the Payments submenu to view and authorise outstanding invoices and print cheques, create BACS files, produce a cheque or BACS list and a payment forecast.

Process	Use

Notes

Suggested Payments





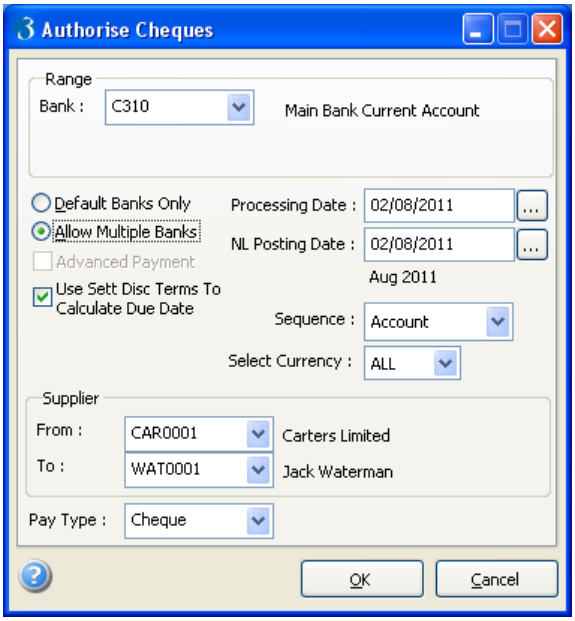
The suggested payments report provides a list of your supplier transactions that have an outstanding balance. You can filter the transactions that are displayed on the report using the different boxes on the form. The report shows the invoices that are payable either because the payment due date has been reached or because they can be paid early to take advantage of settlement discounts offered by your suppliers. If you use the multi-currency feature, the report shows currency values for foreign suppliers. You can choose to include only suppliers that use a specific currency, or you can include all currencies.

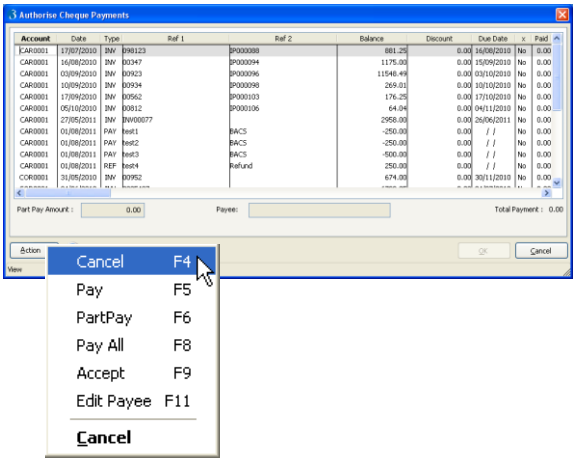
Provides a list of all outstanding transactions which can then be checked and passed to the Authorise Cheques and Authorise BACS commands.

To Print the Suggested Payments Listing

1. Open the Purchase folder, click Payments and then click Suggested Payments.
2. Under the first Range group, identify the start and end bank account codes:
   - If you use the multi-currency module and your home currency (the home currency is defined in the System > Maintenance > Exchange Rates command) is Sterling, you can choose Sterling bank accounts or Euro bank accounts (Euro bank accounts must have a currency code of EUR). The payments are made in the currency of the bank account.
   - If you use the multi-currency module and your home currency (the home currency is defined in the System > Maintenance > Exchange Rates command) is Euro, you can choose either Euro bank accounts or Sterling bank accounts (You define whether a currency is Sterling by ticking the GB Sterling box in the System > Exchange Rates command). The payments are made in the currency of the bank account.
3. Choose the bank account selection option you want (see notes below).
4. In Processing Date, enter the due date to be used to determine the selection of transactions according to their due dates. The default date is the current system date.
5. In Sequence, select the criteria by which the listing is to be sorted and subtotalled. If the Sequence selected is:
   - Account, within the Supplier group identify the start and end supplier accounts, the default being the first and last supplier accounts.
   - Type, within the Type group identify the start and end supplier types, the default being the first and last supplier types.
6. To use settlement discount terms to determine the due date of items for payment, select the Use Sett Disc Terms To Calculate Due Date option.
7. In Select Currency, either accept the default for all currencies (ALL), or click to select the currency that determines which suppliers are included in the suggested payments report.
8. In Payment Method select Cheque, BACS, or Other. Only suppliers with the selected payment method are included in the listing. The payment method (Pay By) is defined in Purchase > Processing > Action Terms. You can use a Payment Method of Other if, for example, you pay your suppliers by credit card or direct debits. Suppliers with this payment method will not be included in any automatic payment-run.
9. 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.

Authorise Cheques





1. Use the Authorise Cheques command to display a list of outstanding invoices due for cheque payment. Cheques for those payments you authorise can then be produced using the Print Cheques or the Print Cheques & Remittances command.
2. Use the Authorise BACS command to display a list of outstanding invoices due for BACS payment. BACS transmission files for those payments you authorise can then be created using the Create BACS File command.

Depending on the range options that determine which supplier transactions are included, the Authorise Cheque Payments or Authorise BACS Payments selection form lists the transactions suggested for payment by the chosen method.

Transactions are included in the payment run because of one of the following:

- because the invoice's due date has been reached
- because the invoice is available for early settlement discount
- because you selected either the Cheque option or BACS option when posting a purchase payment using the Purchase Ledger - Processing - Payment form.

Lists outstanding invoices due for cheque payment. Cheques for those payments you authorise can then be produced using the Print Cheques command.

To Authorise Cheque Payments

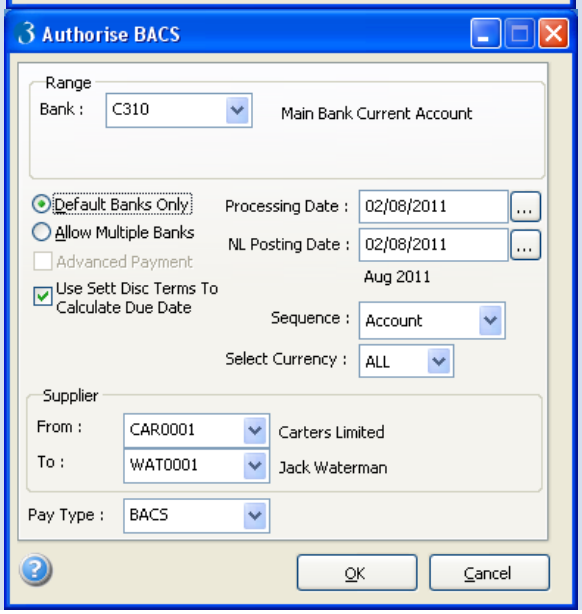
1. Open the Purchase folder, click Payments and then click Authorise Cheques.
2. In Bank, click to select the bank account from which cheques are to be drawn:

- If you use the multi-currency module and your home currency (the home currency is defined in the System > Maintenance > Exchange Rates command) is Sterling, you can choose Sterling bank accounts or Euro bank accounts (Euro bank accounts must have a currency code of EUR). The payments are made in the currency of the bank account.
- If you use the multi-currency module and your home currency (the home currency is defined in the System > Maintenance > Exchange Rates command) is Euro, you can choose either Euro bank accounts or Sterling bank accounts (You define whether a currency is Sterling by ticking the GB Sterling box in the System > Exchange Rates command) The payments are made in the currency of the bank account.

3. Choose the bank account selection option you want (see notes below).
4. If you want the cheque payments to be posted to the next accounting period, select the Advanced Payment option.
5. To use settlement discount terms to determine the due date of items for payment, select the Use Sett Disc Terms To Calculate Due Date option.
6. In Processing Date, enter the due date to be used to determine the selection of transactions according to their due dates. The default date is the current system date.
7. In Sequence, click to select the sequence in which you want transactions listed in the grid form. You can choose either Account or Type from a list.
8. In Select Currency, either accept the default for all currencies (ALL), or click to select the currency that determines which suppliers are included in the grid.
9. Under Supplier, identify the start and end supplier accounts that determine the suppliers selected for payment authorisation.
10. In Pay Type, select an entry to use as a second reference on the payment transactions. If the Purchase Ledger is linked to the Cashbook it will be updated using the Cashbook type linked to the Pay Type reference. Each Pay Type is defined as a Payment Name. For more information see the Purchase >> Utilities >> Payment Names topic.
11. Click OK. The Authorise Cheque Payments grid form appears. Click Action and select the action you want to take. If the action is to apply to a specific transaction, click to select the transaction first.
12. To accept the authorizations, click OK.

Notes

Notes



Box	Description
Bank	The bank account from which cheque or BACS payments are to be made. The payments are made in the currency of the bank account. If you use the multi-currency feature you can select bank accounts held in either Sterling or Euro. Note: Euro payments can be paid only if these BACS payment software options are used: - STDBACS - AIB - BANK IRELAND - SEPA CT - SEPA BOI. These are defined on the Purchase Ledger - Utilities - Set Options form and on the Additional BACS Options form.
Default Banks Only	This option to only include suppliers that have the chosen bank account/s as the default bank account on the Purchase Ledger - Processing - Options form linked to the supplier record. Any suppliers that do not have a specific default bank will also be included if the ledger-wide bank account (on the Purchase Ledger - Utilities - Set Options form) is chosen in the Bank box.
Allow Multiple Banks	This option to include suppliers on the report that have the Multiple Bank A/C box ticked on the Purchase Ledger - Processing - Options form. All suppliers in the chosen range are then included on the report, even if the bank account on the

Notes

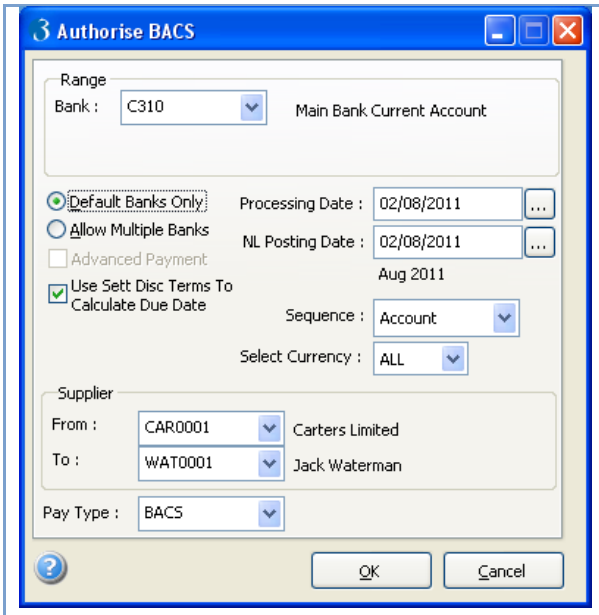
	supplier's record is different to those selected in the Range boxes.
Processing Date	The date to be used to determine the selection of transactions according to their due dates. The default date is the current system date.
NL Posting Date	The Nominal Ledger posting date if you use the Open Period Accounting feature. This is the date used to determine the period in the Nominal Ledger that the transaction is posted to. If the transaction is allocated to another transaction that generates an adjustment posting for either a foreign currency rate gain or loss or a discount, the adjustment also uses the same Nominal Ledger posting date. Open Period Accounting is available in Opera 3 and Opera 3 SQL.
Sequence	The criteria by which the grid form is displayed. If you choose Account, you can select a range of supplier accounts to include in the payment run. If you choose Type, you can select a range of supplier types to include in the payment run. Each supplier is optionally allocated a supplier type on the Purchase Ledger - Processing - Analysis form.
Use Sett Disc Terms To Calculate Due Date	You can select transactions up to a due date you specify and on the basis of a range of supplier accounts. If you select this box, the following occurs: If settlement discount has been included in the transaction then a further due date will be calculated. If a second settlement discount was included in the transaction then a further due date will be calculated. The application uses the transaction date plus the number of suggested payment days (as defined on the Purchase Ledger - Utilities - Set Options form) to calculate the settlement discount due dates. These further due dates are used to determine whether transactions should appear in the report and the reason. If any of the transactions' due dates fall between the date entered in the Processing date box and this processing date plus the suggested payment days, the transaction appears on the report. Example ...
Select Currency	The default for all currencies (ALL) will include transactions for all suppliers, or click to select the currency for the suppliers you want to include on the report. For example, to include only US Dollar invoices, select that currency from the list; to include only Euro invoices, select that currency from the list, and so on.
Pay Type	Select from the available cheque or BACS payment types. The available types are displayed on the Purchase - Utilities - Payment Names form. Payment names that include 'Cheque' in the description are available on the Authorise Cheques form. Payment names that include 'BACS' in the description are available on the Authorise BACS form. Only suppliers with the selected payment method are included in the payment run. Each supplier's Pay By payment method is defined on the Purchase - Processing - Terms form.

Authorise BACS

Lists outstanding invoices due for BACS payment. BACS transmission files for those payments you authorise can then be created

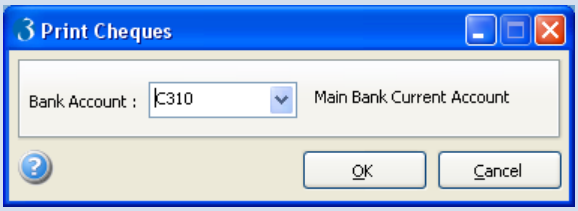
The process follows similar steps to the Authorise Cheque Routine

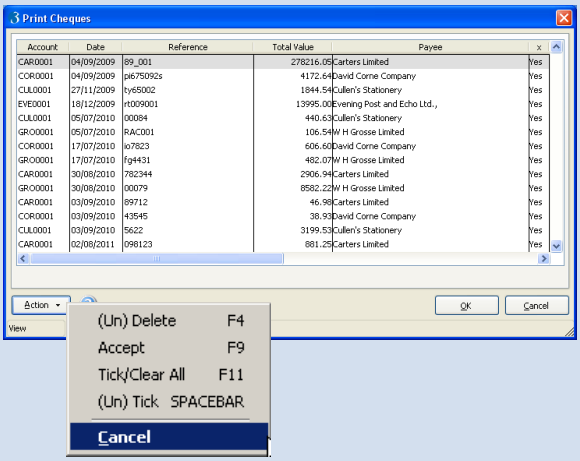
Notes



Print Cheques

Prints cheque on preprinted stationery for those payments authorised using the Authorise Cheques command.

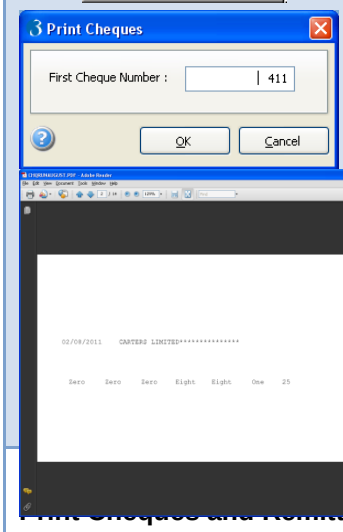


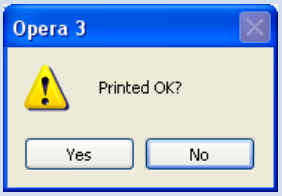


To Print Cheques

1. Open the Purchase folder, click Payments and then click Print Cheques.
2. In Bank, click to select the bank account to which the cheques apply:
   - If you use the multi-currency module and your home currency (the home currency is defined in the System > Maintenance > Exchange Rates command) is Sterling, you can choose Sterling bank accounts or Euro bank accounts (Euro bank accounts must have a currency code of EUR). The payments are made in the currency of the bank account.
   - If you use the multi-currency module and your home currency (the home currency is defined in the System > Maintenance > Exchange Rates command) is Euro, you can choose either Euro bank accounts or Sterling bank accounts (You define whether a currency is Sterling by ticking the GB Sterling box in the System > Exchange Rates command). The payments are made in the currency of the bank account.
3. Click OK.
4. 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.

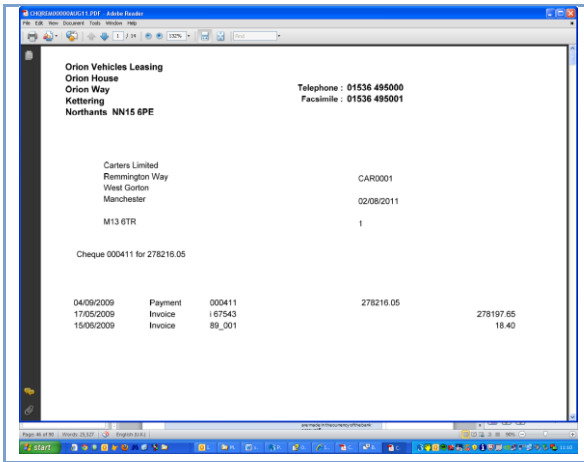
   NB – When stating it has printed OK, the transactions cannot be reprinted.





Print Cheques and Remittance Advices

Prints a combined remittance advice and cheque on preprinted stationery for those

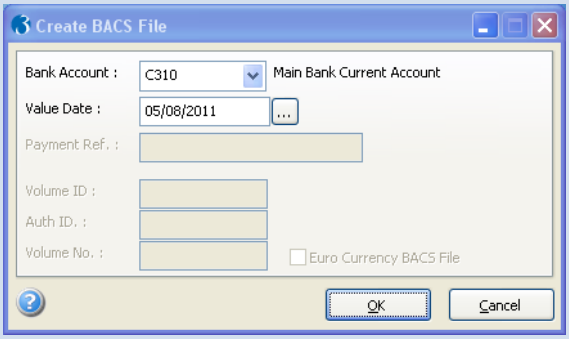


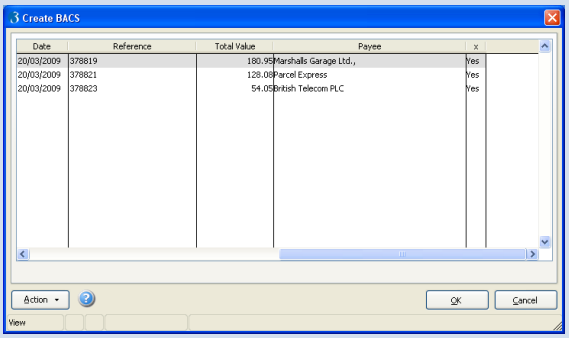
payments authorised using the Authorise Cheques command.

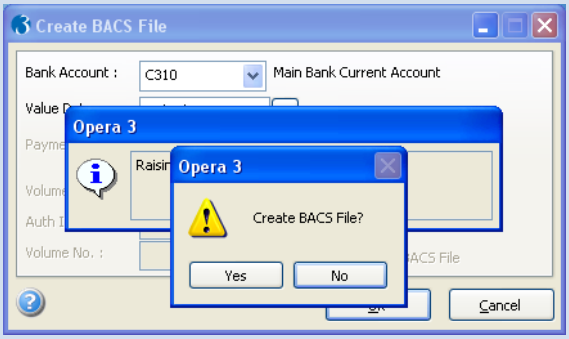
The process follows similar steps to the Print Cheque Routine

Notes

Create BACS File







Creates a file for transmission via BACS software for those payments authorised using the Authorise BACS command.

The process follows similar steps to the Print Cheque Routine

This function will generate the ?_PLBACS.OUT file required by the BACS software. The file is created in the relevant company's DATA directory.

Value Date: This only applies if the BACS Payment Software box on the Purchase Ledger - Utilities - Set Options form is set to 'AIB', 'BOS', 'BANK IRELAND', 'BANKLINE', 'BANKLINE AD HOC', 'HSBC', 'NW PAYMGR' and 'NORTHERN BANK'.

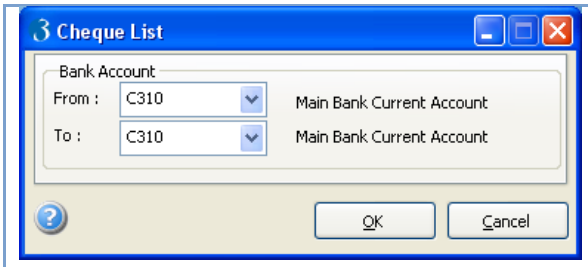
Payment Ref: Note: This only applies if the BACS Payment Software box on the Set Options form is set to 'BANKLINE AD HOC'.

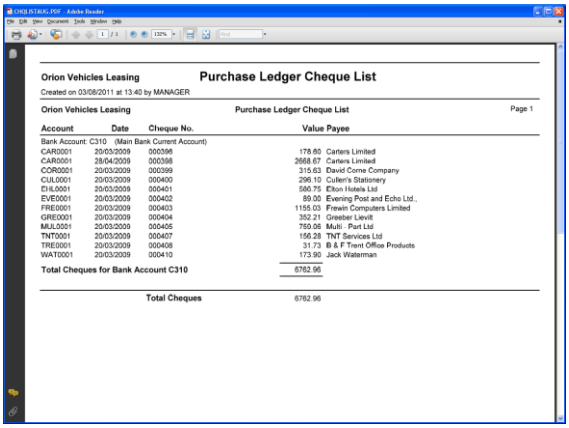
Warning: Once the BACS file is created, payments in the file cannot be removed or modified in the application. If you need to remove or amend payments, do so in your banking software before the file is sent to the bank. To remove a payment before the BACS file is created, use the Delete (F4) command on the Action menu.

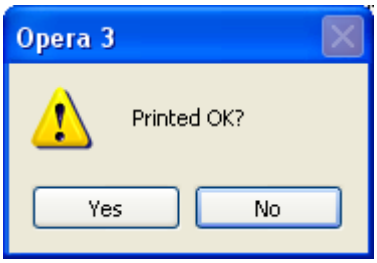
Cheque List

Lists the cheques printed as a result of using the Print Cheques command that have not been listed previously.

Notes





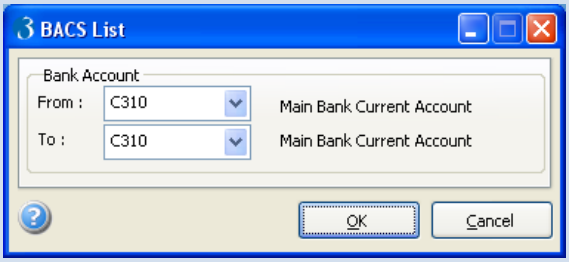


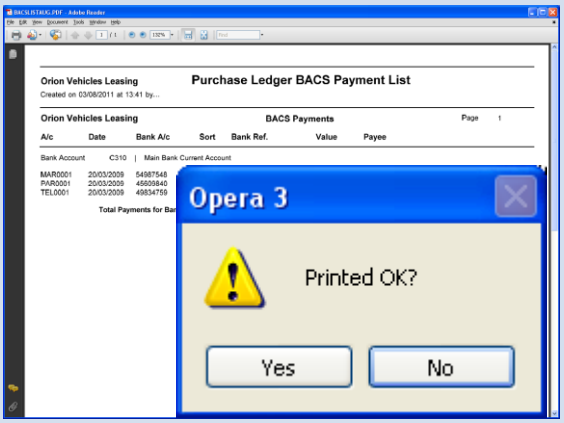
To Print the Cheque Listing

1. Open the Purchase folder, click Payments, and then click Cheque List.
2. Under Bank Account, enter the start and end bank account codes that defines the range of banks to be included in the report:
   - If you use the multi-currency module and your home currency (the home currency is defined in the System > Maintenance > Exchange Rates command) is Sterling, you can choose Sterling bank accounts or Euro bank accounts

     (Euro bank accounts must have a currency code of EUR). The payments are made in the currency of the bank account.
   - If you use the multi-currency module and your home currency (the home currency is defined in the System > Maintenance > Exchange Rates command) is Euro, you can choose either Euro bank accounts or Sterling bank accounts (You define whether a currency is Sterling by ticking the GB Sterling box in the System > Exchange Rates command). The payments are made in the currency of the bank account.
3. Click OK.
4. 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.
5. At the prompt 'Printed OK?', if the printing has been successful, click Yes. Otherwise, click No and you will be able to produce the listing again by reselecting the Cheque List command.

BACS List





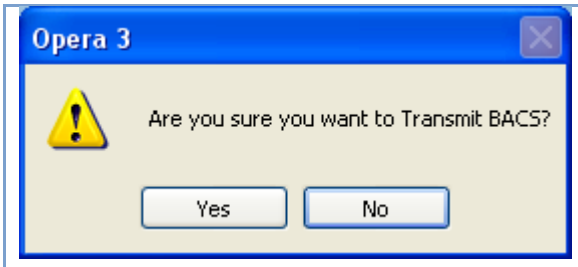
Lists the BACS payments created as a result of using the Create BACS File command that have not been listed previously.

The process follows similar steps to the Cheque List Routine

Transmitting BACS

Passes the payment detail from the accounting system to the BACS software for onward transmission to the bank.

Notes

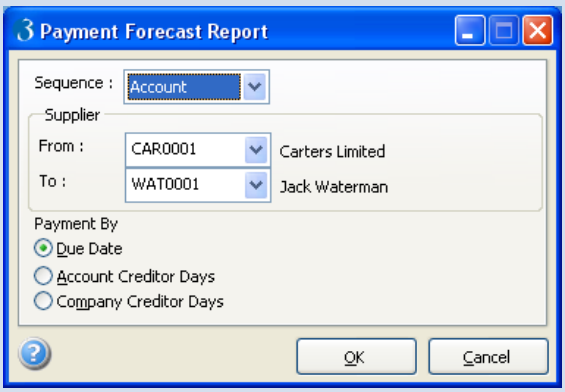


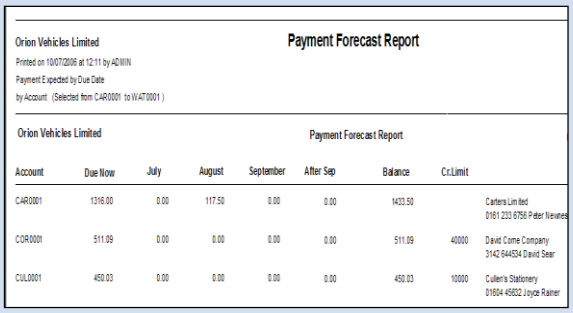
The command starts a file called BACS.INF which you can set up to start the BACS software you use to transmit BACS payments to the bank. You must edit the BACS.INF file so that it contains the path to the location of the BACS program plus the name of the program, for example c:\program files\bacsfolder\bacsprogram.exe.

To Transmit BACS

1. Open the Purchase folder, click Payments and then click Transmit BACS.

Payment Forecasting





Produces a report showing the value of invoices due for payment by a future date.

To Print the Payment Forecast

1. Open the Purchase folder, click Payments, and then click Payment Forecast Report.
2. In Sequence, click to select the sequence in which the report is to be printed. You can choose Account, Type or Balance from a list.
3. Under Payment By, click to select whether you want the application to use due date, account creditor days or the company creditor days to work out when payments are due for invoices.
4. Click Report.
5. 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.

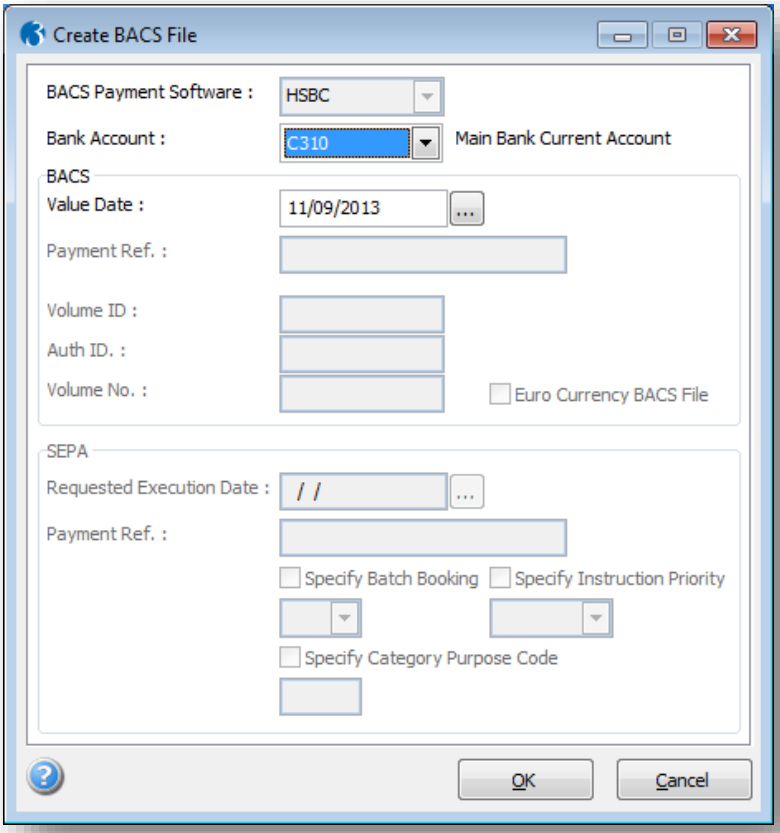
Note: Account and company creditor days are only available after three periods of transaction history exist (determined by running the period end procedure for the Purchase module).

3.3.1 Create BACS File

Use the Create BACS File command to create a BACS or Single Euro Payments Area (SEPA) file for those payments authorised using the Authorise BACS command. The payments must then be transmitted to the bank using its banking software product.

If the Purchase Ledger to Nominal option is selected on the Options tab of the System Manager - Maintenance - Company Profiles form, you need to identify the bank account that the payments will be paid from.

Notes



Box	Description
BACS Payment Software	The BACS Option to be used for the BACS payment file. If your licence includes SEPA (Single Euro Payments Area) you can set up to two options for BACS payments from the Purchase Ledger - Utilities - Set Options form. Each option can include a different banking file format. You may need to set up more than one system if you pay some suppliers from one bank account and other suppliers from another bank account. For example, you may need to pay some suppliers in Sterling and other suppliers in Euros using the SEPA format. The first option is selected on the Set Options form; the second using the Additional BACS Options form from the Action menu on the Set Options form. You choose the relevant BACS system when you create the BACS payments files. Note: This box is enabled only if you have set up an additional BACS option from the **Purchase Ledger - Utilities - Set Options** form.
Bank Account	This is the bank account from which the payment will be made. You can select a bank account if the Purchase Ledger is linked to the Nominal Ledger on the System - Maintenance - Company Profiles form.
BACS	
Value Date	The date that determines the BACS payment date. Note: This only applies if the BACS Payment Software box on the Purchase Ledger - Utilities - Set Options form is set to 'AIB', 'BOS', 'BANK IRELAND', 'BANKLINE', 'BANKLINE AD HOC', 'HSBC', 'NW PAYMGR' and 'NORTHERN BANK'.
Payment Ref	This identifies the payment as it will be known to the remitter. Note: This only applies if the BACS Payment Software box on the Purchase Ledger - Utilities - Set Options form is set to 'BANKLINE AD HOC'.
These three boxes only apply if the selected BACS Payment Software is set to 'AIB' or 'BANK IRELAND'.	
Volume ID	Default BACS Volume ID for the Volume Header Label, supplied by the bank.

Notes

Auth ID	Default BACS Authorisation ID for the Volume Header Label, supplied by the bank.
Volume No	Default BACS Volume number for the Volume Header Label, supplied by the bank.
Euro Currency BACS File	Select to create the BACS file in Euros (applies if you use the AIB or Bank of Ireland BACS products).
SEPA **Note: These boxes only apply if the selected BACS Payment Software box is set to 'SEPA CT'.**	
Requested Execution Date	Important: This date is important. If necessary double check with your bank to be certain about the date that you enter here. This is typically the day before the payment needs to be received by your supplier. For example, if the payment needs to be received on Friday you must enter Thursday's date. Note: Allied Irish Bank (AIB) refers to this date as the 'Debit Date'. Other banks may use different terminology.
Payment Ref.	The reference that identifies the payment that will be included in the payment file.
Important: Do not select these 'Specify' boxes unless your bank requires the related information.	
Specify Batch Booking	This identifies to your bank that it should process all the payments in the file as a single batch entry using the sum of all transactions included in the payment file. Select to indicate that all the payments should be processed as a batch payment.
Specify Instruction Priority	This defines the urgency or order of importance that you would like the bank to apply to the processing of the payment instruction. Select to set the instruction priority in the payment file to 'High' if required.
Specify Category Purpose Code	This is used to trigger special processing when in the banking system and defines the reason for the payment using a code from a pre-defined list. Select to enter a four character code (as published in a category purpose code list) to be included in the payment file.
Test Indicator	This box is displayed only if the **Test Payment File** option is selected on the **Purchase Ledger - Utilities - Set Options** form. It is available so that you can enter an optional description of up to thirty letters, numbers or special characters (!" and so on) that is included in a payment file to indicate to the bank that the file is for a test. Important: We advise that you leave this empty unless your bank provides you with specific authorisation text for test submissions. Even if a description is not entered the payment file will still be a test file because the Test Payment File box on the Set Options form is selected. If you are not going to send a test submission, clear the **Test Payment File** option. **Note:** A test payment file is not marked as being sent to your bank. This means that you can send as many test files as required without the file being marked as having been sent to the bank for live processing.

Warning: Once the BACS or SEPA file is created, payments in the file cannot be removed or modified in the application. If you need to remove or amend payments, do so in your banking software before the file is sent to the bank. To remove a payment before the file is created, use the Delete (F4) command on the Action menu.

3.3.2 To Create a BACS file

Notes

Use the Create BACS File command to create a BACS or Single Euro Payments Area (SEPA) file for those payments authorised using the Authorise BACS command. The payments must then be transmitted to the bank using its banking software product.

1. Open the **Purchase** folder and then click **Payments** or click the **Financials tab** and then click **Purchase** - **Payments** on the Ribbon Bar.
2. Click Create BACS File.
3. In BACS Payment Software, select the BACS option you want to use (applies only if you have set up an additional BACS option from the **Purchase Ledger - Utilities - Set Options** form).
4. In Bank Account, select the bank account to be used for the payments.
5. Update the other available boxes under BACS or SEPA (this depends on the banking product you use).
6. Click OK.

Note: A warning message is displayed if a BACS or SEPA file that was created earlier still exists in the folder. This may be because it was not transmitted to your bank using your banking software. You are asked whether you want the existing file to be renamed to allow the new file to be created. You must then make sure both files are transmitted to your bank.

3.4 Setting up Opera for SEPA

Notes

Follow these steps to set up Opera for SEPA after installing either Opera 3 (1.82 or later) or Opera II (7.22 or later). These steps include all the affected areas of Opera - some of which you may not use. You may therefore need to modify the steps depending on the for your own circumstances. Some steps are mandatory; others are optional.

Note: Make a note of your IBAN and BIC numbers for your bank accounts. You will find these on your bank statements.

1. [System Manager - Optional] You can record IBAN and BIC numbers for one bank account on the Company Profiles form. This may be useful if you want to show these details on your stationery designs and email profiles. You can also record your company registration number if required.

   i. Open the **System - Maintenance - Company Profiles** form (in Opera 3 this is in the **Administration** section).
   ii. On the **General** tab of the form and enter the IBAN and BIC numbers, and your company registration number if required. Save your changes and close the form.
   iii. To include the details on your email profiles (for example your invoice design) open the **System - Maintenance - Email Profiles** form and select the required design. Then click on the **Message** box and under **Field Selector** open the **Company** node and double click 'Company Reg. No', 'Company BIC' and 'Company IBAN' as required. These will then be added to the design of the email message. Save your changes and close the form.
   iv. Contact your approved Pegasus partner to include the details on your stationery designs. This task requires knowledge of modifying report designs using Microsoft Visual Foxpro.

2. [Sales Ledger - Optional] You can record IBAN and BIC codes for each of your customers for information purposes. They can also be used in bespoke software if necessary.

   i. Open the **Sales Ledger - Processing** form (in Opera 3 this is in the **Financial** section).
   ii. Select a customer record and open the **Terms** form from the **Action** menu.
   iii. Under **Banking**, enter the BIC and IBAN codes for the customer. If a bank account number has not been entered, you need to do this before the BIC and IBAN boxes are enabled. Select **OK** to close the form and then save your changes.
   iv. Repeat steps ii and iii for each required customer.

3. [Purchase Ledger - Mandatory] Most of the SEPA set-up is in the Purchase Ledger because electronic payment files for purchases can be created from this application.

   i. Open the **Purchase Ledger - Utilities - Set Options** form (in Opera 3 this is in the **Financials** section).
      a) From the **BACS Payment Software** list and choose one of the following:
      b) Under **SEPA** enter the **Initiating Party ID** and **Initiating Party ID Type**. The Initiating Party ID is supplied by your bank and must be entered if the 'SEPA CT' option is selected from the BACS Payment Software list. These boxes are disabled if any other option is selected.

Notes

c) Enter your BIC and IBAN codes in the relevant boxes. These are used only if the Purchase Ledger is not linked to the Nominal Ledger - if these applications are linked then the codes must be entered on either the **Nominal Ledger - Maintenance - Bank Accounts** form or the **Cashbook - Processing** form (if you use the Cashbook application). is not linked to the Nominal Ledger - if these applications are linked then the codes must be entered on either the **Nominal Ledger - Maintenance - Bank Accounts** form or the **Cashbook - Processing** form (if you use the Cashbook application).

d) **[Optional]** If you need to make payments using more than one banking format, open the **Additional BACS Option** from the **Action** menu and update the boxes on the form.

e) Select **OK** to close the form and save your changes.

ii. You now need to record SEPA details for each relevant supplier. Open the **Purchase Ledger - Processing** form.

a) Print the Purchase Ledger - Payments - Supplier Bank Details report and select the Only include suppliers without BIC or IBAN option. This will list only suppliers without BIC and IBAN codes.

b) Select a supplier record and open the Terms form from the Action menu.

c) Enter the BIC and IBAN codes.

d) Enter the SEPA Payee name. The SEPA Payee is only required if the payee's name is longer than 30 characters and this supplier will be paid in a SEPA payment file. If this is left empty the name in the Payee Name box will be used in the SEPA payment file.

e) Select OK to close the form and then save your changes.

f) Repeat for each required supplier.

4. [Nominal Ledger - Mandatory if used without Cashbook] If you use the Nominal Ledger without the Cashbook then you must update your bank accounts in the Nominal Ledger with details.

i. Open the **Nominal Ledger - Maintenance - Bank Accounts** form (in Opera 3 this is in the **Financial** section).

ii. For each bank enter the IBAN and BIC codes, and the name of the bank account (used by your bank to identify the account).

iii. Save your changes and close the form.

5. [Cashbook - Mandatory if used] If you use the Cashbook then you must update your bank accounts in the Cashbook with details.

i. Open the **Cashbook - Processing** form (in Opera 3 this is in the **Financial** section).

ii. For each bank enter the IBAN and BIC codes, and the name of the bank account (used by your bank to identify the account).

iii. Save your changes and close the form.

After completing these steps Opera is set up for payments to be created using the **Purchase Ledger - Payments - Create BACS File** command, which can then be sent to your bank.

Tip: You can create test submissions to send to your bank if required. See the Sending Test Payment Files section for details.

3.4.1 Creating Test SEPA Payment Files

Notes

After setting up Opera for SEPA you can, if required by your bank, send one or more test submissions of a payment file before sending a live submission. This will give your bank the assurance that the format of the file is correct and its contents are validated correctly.

You can send test submissions only if you use the **SEPA CT** format (selected on the **Purchase Ledger - Utilities - Set Options** form). You must also be ready to pay a supplier by BACS using either the **Purchase Ledger - Processing - Payments** command or the **Purchase Ledger - Payments - Authorise BACS** command before you can send a test file.

For this format these new boxes are displayed:

- On the **Set Options** form, a check box called **Test Payment File**.
- On the **Create BACS File** form, a box called **Test Indicator** if the **Test Payment File** check box is selected.

Important: Transactions are still marked as paid when a payment is posted in **Purchase Ledger - Processing - Payments** or **Purchase Ledger - Payments - Authorise BACS**.

However a test payment file created in the **Create BACS File** command is not marked as being sent to your bank. This means that you can send as many test files as required without the file being marked as having been sent to the bank for live processing.

3.4.1.1 To Create a Test File

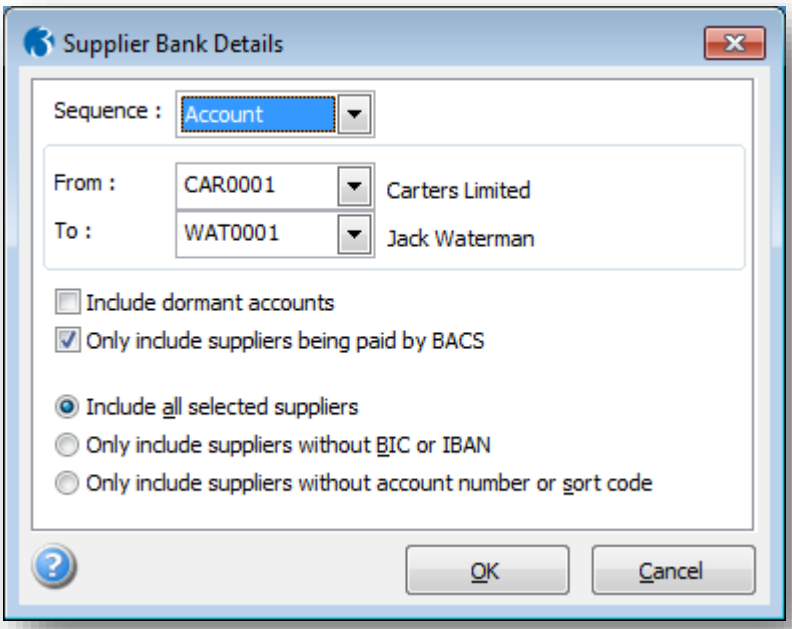
1. Open the **Purchase Ledger** - Utilities - Set Options form (in Opera 3 this is in the Financial section).
2. Make sure that 'SEPA CT' is selected in the **BACS Payment Software** list. Then tick the **Test Payment File** box under **SEPA**. Select **OK** to close the form.
3. Using either the **Purchase Ledger - Processing - Payments** command or the **Purchase Ledger - Payments - Authorise BACS** command, pay one or more invoices that are required to be paid and complete the posting.
4. Open the **Purchase Ledger - Payments - Create BACS File** form. Select 'SEPA CT' from the **BACS Payment Software** box (necessary if you have set up more than one BACS system).
5. Under **SEPA** on the **Create BACS File** form enter a text entry in the **Test Indicator** box if your bank has told you that an entry is required to indicate test authorisation details. **Leave this box empty unless informed otherwise by your bank.**
6. Select **OK** to close the form and create the test payment file. This test file can then be sent to your bank for validation.

Important: You must clear the **Test Payment File** box on the **Purchase Ledger** - Utilities - Set Options form after you have received approval from your bank and you are ready to send live payments.

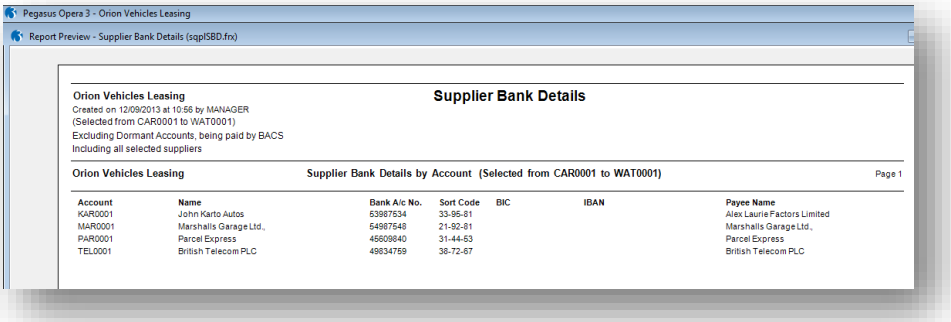
3.5 Supplier Bank Details List

Notes

Use the **Supplier Bank Details** list to produce a list of the supplier records that also displays each 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.



The Single Euro Payments Area (SEPA) is an initiative in the European Union to improve cross-border Euro payments between EU countries (Eurozone and non-Eurozone countries) plus Iceland, Liechtenstein, Norway, Switzerland and Monaco. SEPA comes into effect for Eurozone countries from 1 February 2014, when Euro payments must be transmitted using a SEPA compliant payment file. Even though the initiative is to improve cross-border payments, domestic Euro payments are also affected.

For non-Eurozone countries SEPA comes into effect in 2016.

Notes

3.5.1 Does this affect Euro payments originating in the UK?

Cross border Euro payments from the UK do not have to be SEPA compliant until 2016. However, some UK banks may participate in the initiative before then so SEPA compliant payment files may be accepted for Euro payments to suppliers based in the European Union.

Note: Non-Euro payments (for example in Sterling) are not included in the SEPA initiative.

3.5.2 To Print a Supplier Bank Details List

1. Open the Purchase folder and then click Payments or click the Financials tab and then click Purchase - Payments on the Ribbon Bar.
2. Click **Supplier Bank Details**.
3. In the Sequence list, select the sequence option you want. You can produce the report in account or supplier type sequence.
4. Depending on the sequence you have selected, use the From and To lists to define the range of records you want included in the report.
5. If you want to include 'dormant' suppliers, select the Include Dormant Accounts option.
6. Select one of these options as necessary
   - **Include all selected suppliers** (all suppliers in the **From** and **To** range will be included)
   - **Only include suppliers without BIC or IBAN** (only suppliers without BIC or IBAN numbers in the range will be included)
   - **Only Include suppliers without account number or sort code** (only suppliers without an account number or sort code in the range will be included).
7. Click OK. 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.

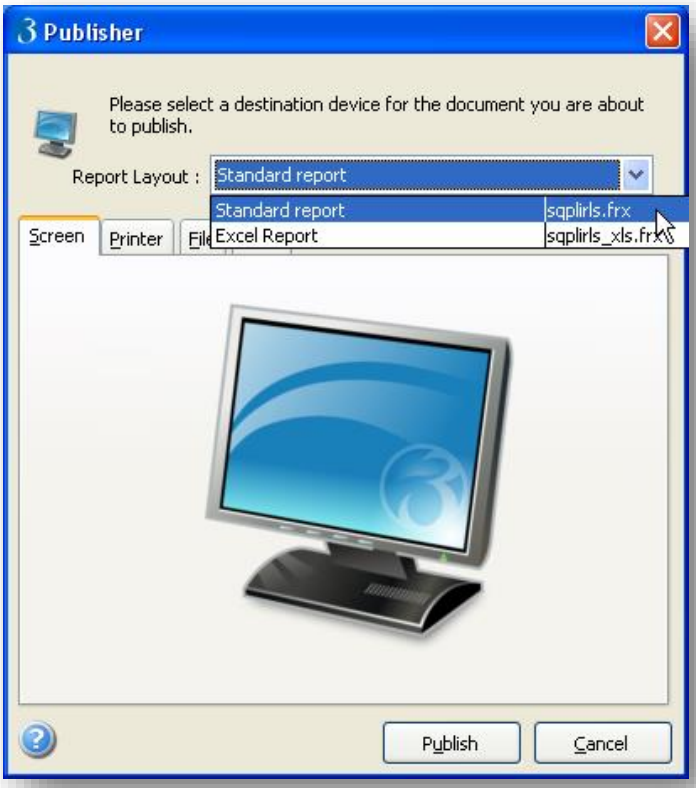
Notes

Accreditation Training Courseware

4 Reports

4.1 Publishing a Report

Purchase Ledger reports can be accessed via the Reports Menus in the respective Module. 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;

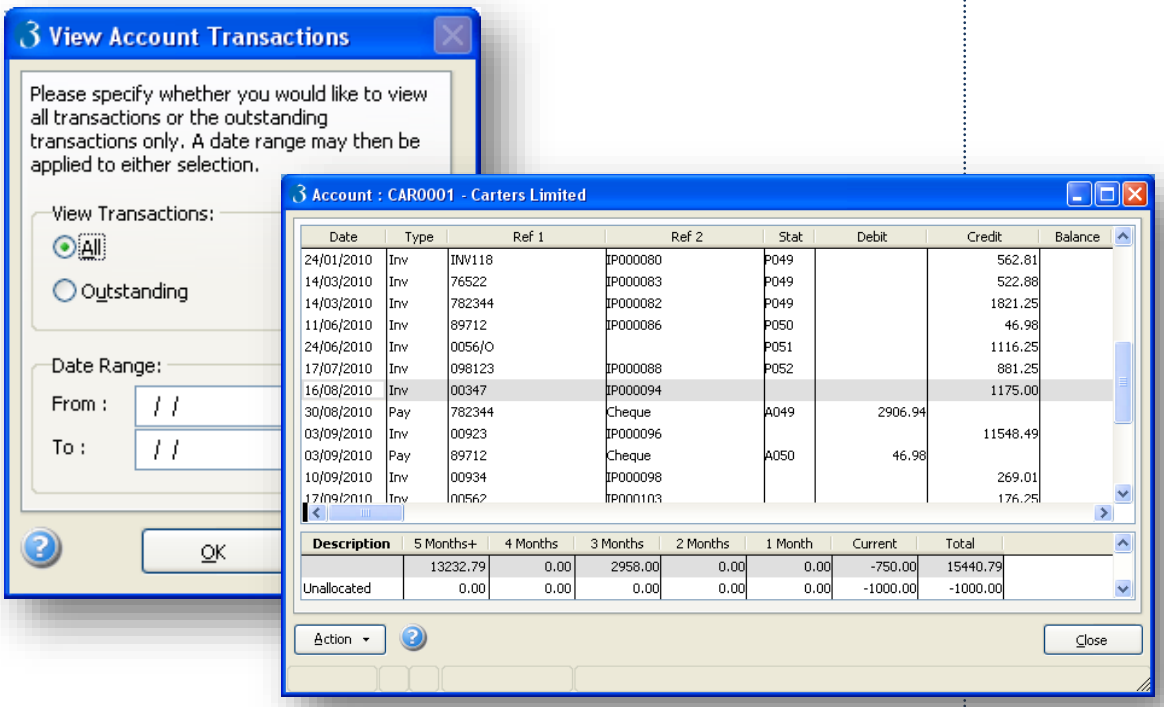
1. Open the required module folder, click Reports and then click appropriate report
2. Define the range of records you want included in the report by entering From and To values.
3. Click OK.

Reports

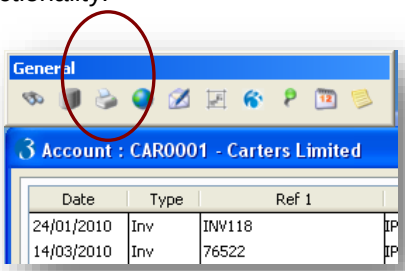
4.2 To View Purchase Details

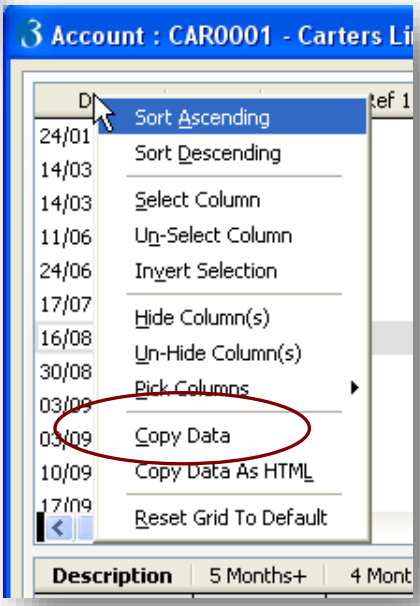
Notes

1. Open the **Purchase Ledger** folder, and click **Processing.**
2. Find the Customer using **List** tab, the search icon on the toolbar, or by pressing CTRL+F.
3. On the **Action** menu, click **View (F12).**



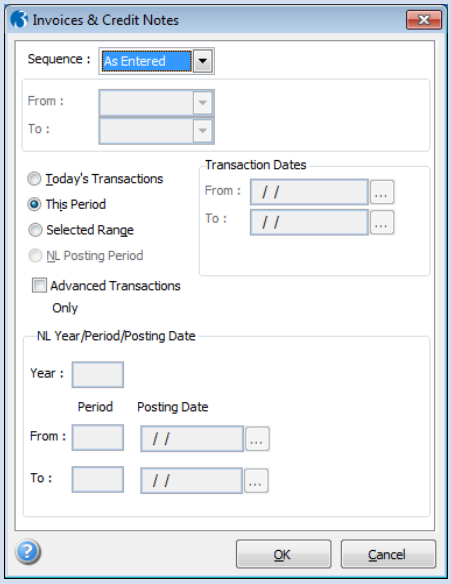
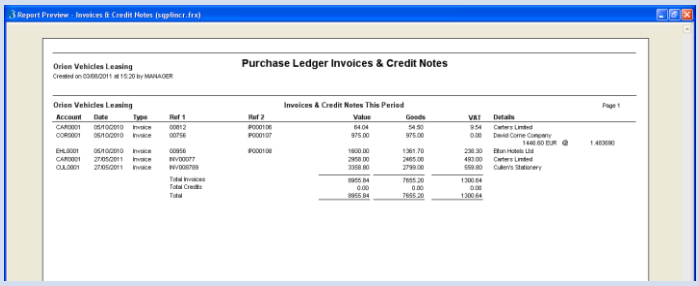
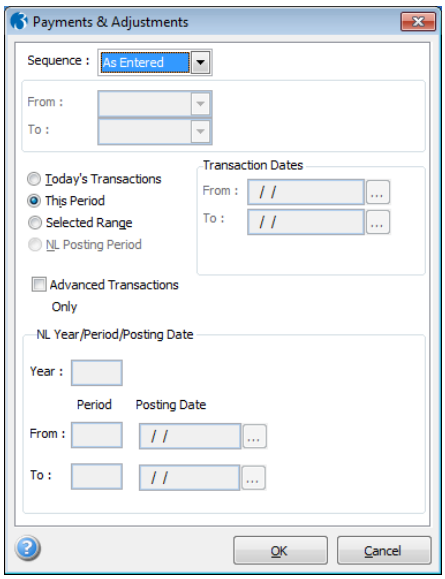
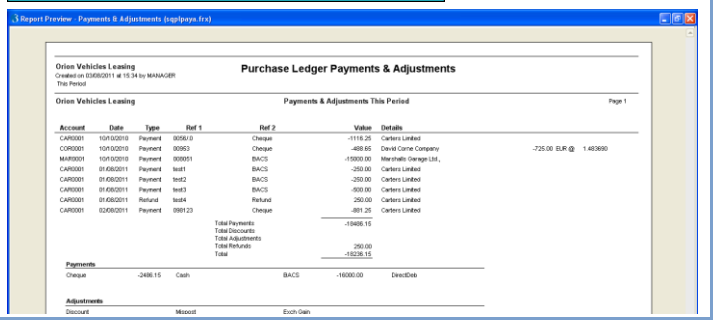
Remember the "Hidden Reports" which are available in forms which have the printer icon highlighted in the toolbar as well as the Right-Click Export functionality.





4.3 List of Reports

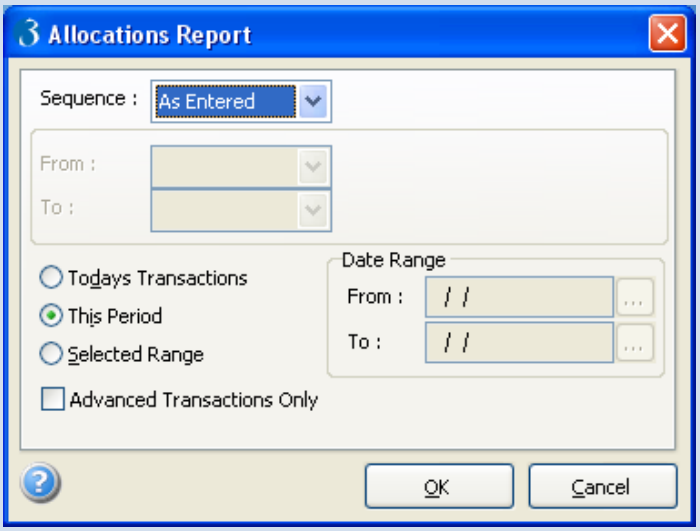
Notes

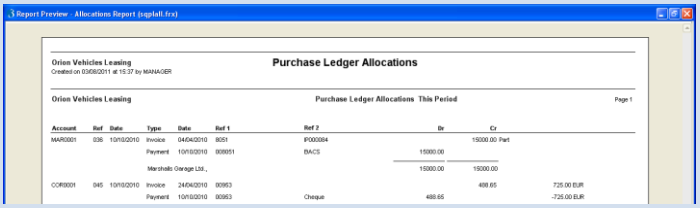
Name & Description	Examples
Purchase Invoices and Credit Notes Lists of purchase invoices and credit notes as the purchases daybook, recording all invoice and credit note transactions posted to the ledger.	 
Payments and Adjustments Lists of purchase payments and adjustments as the purchases daybook, recording all payment and adjustment transactions posted to the ledger.	 

Notes

Purchases Allocations Report

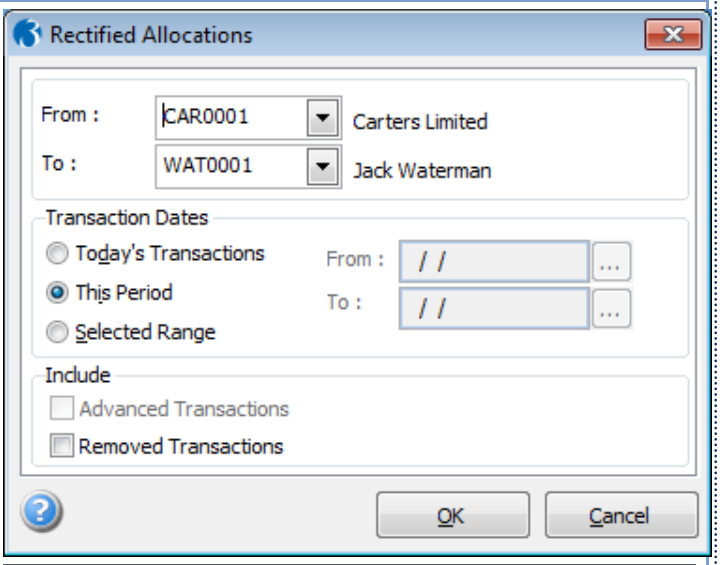
Lists all matched debit transactions and the credit transactions to which they are allocated.

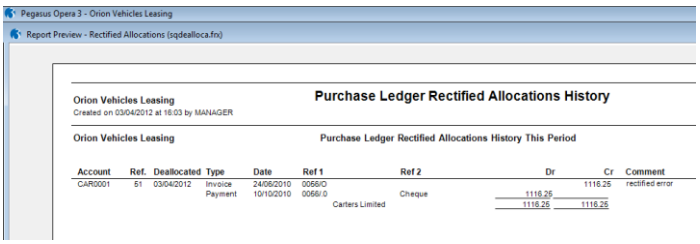




Rectified Allocations

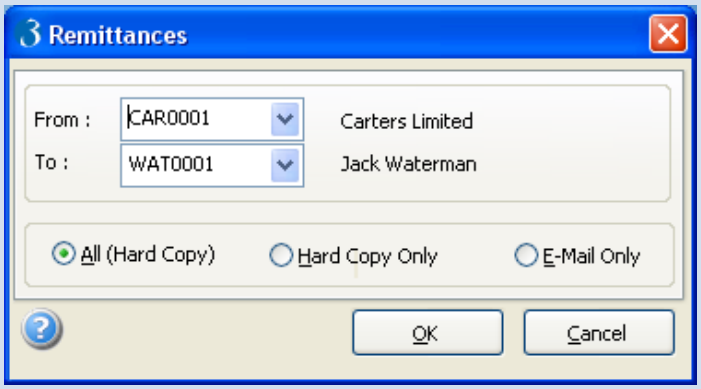
The Rectified Allocations report shows information relating to historical error corrections, or deallocations.

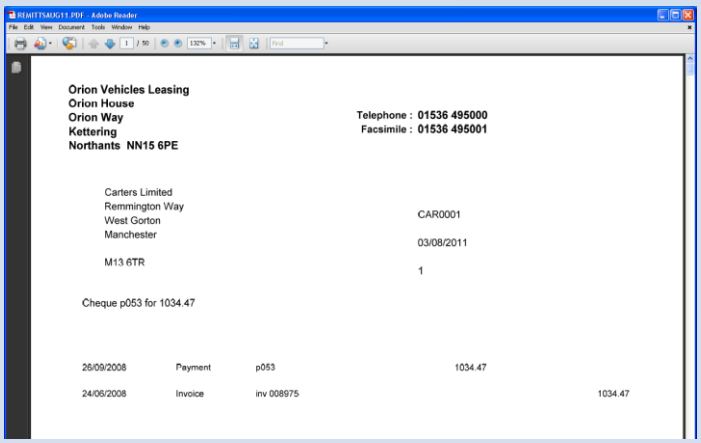


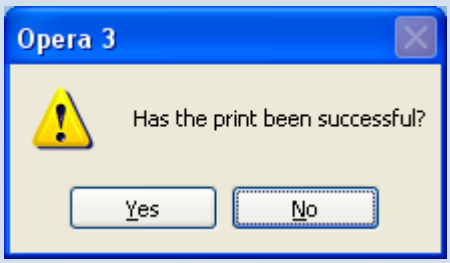


Remittances

Prints remittances of your supplier payments generated from the last payment run carried out using the commands in the Payments submenu. A remittance advice lists the invoices to which a payment has been allocated, so that your supplier can allocate transactions in the same way.







Notes

Notes

Creditors Report

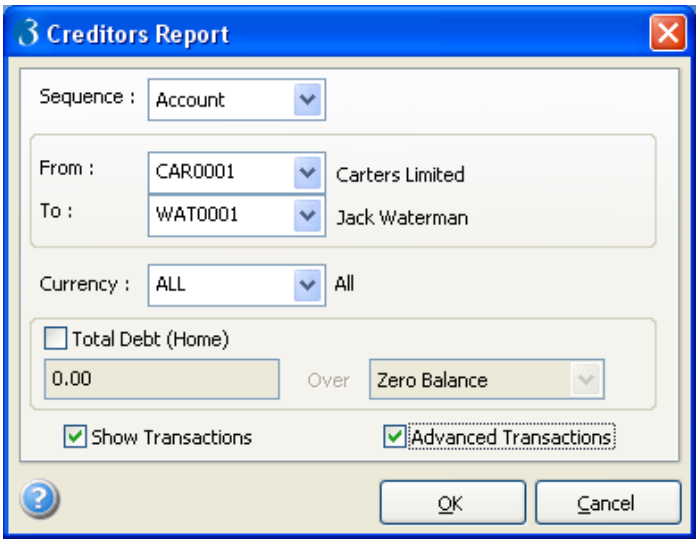
Lists the outstanding debts with your suppliers, aged according to the length of time the debt has been outstanding.

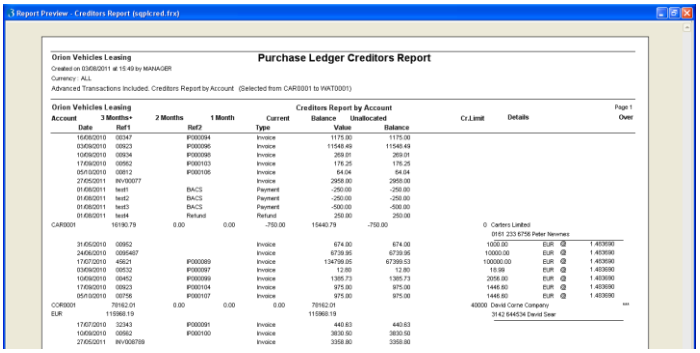
Advanced Transactions

When selected the report displays the advanced transaction details.

If the Advanced Transactions box is ticked, allocated advanced transactions are included in the appropriate ageing columns on the report. Unallocated advanced transactions are included in the Unalloc column.

If the Advanced Transactions box is not ticked, advanced transactions are shown in the Advanced column on the report.





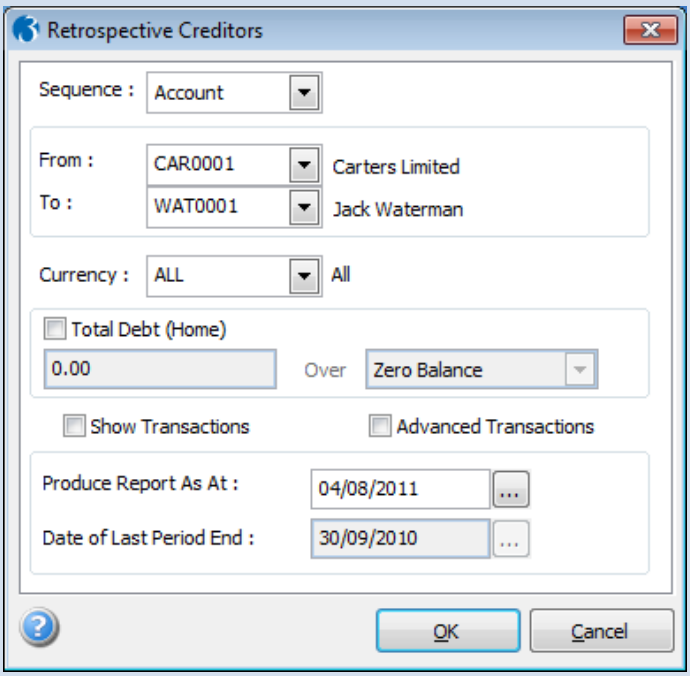
Retrospective Creditors

The Retrospective Creditors Report is a historical report that produces a list of outstanding supplier debts as at a date you specify, aged according to the length of time the debt had been outstanding at that date. If you want to see what your Creditors Report looked like, say on 31/12/2010, you can enter that date for the report to calculate your creditors position at that time. Ageing values are displayed for up to four foreign currencies on the supplier account. Unallocated cash is shown as a total only.

Notes

1. The debt displayed on the report is aged according to the current selection in the Accounting Period box on the Purchase Ledger - Utilities - Set Options form. If this setting has changed since the original Creditors Report for the period was run, the debt will be aged differently. For example, if the option was originally set to 'Monthly' but is now set to '30 days', the Retrospective Creditors Report will age the debt over 30-day periods rather than monthly periods.

2. This information is only included on the report if the Produce Report As At is set to today's date:



Produce Report 'As At' Date

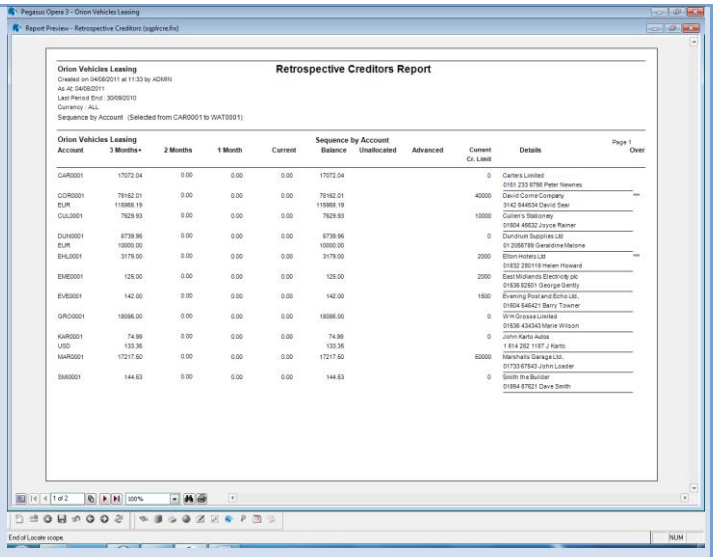
The report uses a Produce Report As At date to find the relevant transactions and calculate the debt position. For the purposes of the report, the relevant transactions that are included on the report are rewound to the position they were in on the Produce Report As At date you enter. All invoices, receipts, refunds, credit notes and adjustments that were on a supplier's account are taken into account. Invoices that were paid and allocated after the Produce Report As At date are also deallocated to provide a true historical report. Any transactions that were posted after the date entered are ignored.

- A column called Unallocated, which displays transactions that have not been allocated

- A column called Disputed, which displays the reason for a dispute on the transaction

- A column called Credit Limit, which displays the current credit limit for the supplier.

3. For supplier records that are not set as Open Item accounts, the debt displayed on the report is based on the overall debt rather than individual transactions. The reason for this is that individual transactions for these types of accounts are consolidated into a period 'brought forward balance' transaction when the Period End is run in the Purchase Ledger.



Important: This report relies on the relevant Purchase Ledger transactions being available. You must therefore ensure that you retain your transactions for as long as necessary. If, for example, you wanted to print a report as at the 31/12/2010, the relevant invoices, payments etc need to be available to generate the required report. The number of periods that transactions are kept for is controlled by the Keep Transactions..Periods option, either on the Options form for each individual supplier or on the Purchase Ledger - Utilities - Set Options form. All supplier transactions that are older than the number specified here are removed when you run the next Period End in the Purchase Ledger.

Retrospective Creditors Report Parameters…

The currency in which you want company debt totals to be displayed in addition to the home currency debt total. A maximum of 20 currencies can be included on the printed or PDF report. If you select a specific currency, the report will include the total debt in that currency in addition to the home currency total.

Note: If this report is saved as a spreadsheet, it displays foreign currency values only if one currency is selected. If more than one currency is selected the values are displayed in the home currency."

Box	Description
Sequence	The sequence you want for the report. You can produce the report in 'Account', 'Region', 'Territory', 'Supplier Type' or 'Balance' sequence and use the From and To lists to define the range of records you want included.
Currency	The currency in which you want company debt totals to be displayed in addition to the home currency debt total. A maximum of 20 currencies can be included on the report. If you select a specific currency, the report will include the total debt in that currency in addition to the home currency total.
Total Debt	Includes accounts where the total debt exceeded the level you enter as at the Produce Report As At date. In the Over list, select whether the total debt exceeded was above a zero balance or above the credit limit. This only applies if the Produce Report As At date is set to today.
Show Transactions	When selected the report displays the transactions for each account up to the date you enter in the Produce Report As At box. Any transactions that were posted after that date are not included in the report.
Advanced Transactions	When selected, transactions that were posted as advanced are included in the calculations when the report is constructed. This only applies if you are running the report after the last period end in the Purchase Ledger; the option is disabled if the Produce Report As At date is before the Date of Last Period End date. If the Advanced Transactions box is ticked, allocated advanced transactions are included in the appropriate ageing columns on the report. Unallocated advanced transactions are included in the Unalloc column only if the report is run as at today. If the Advanced Transactions box is not ticked, advanced transactions are shown in the Advanced column on the report.

Notes

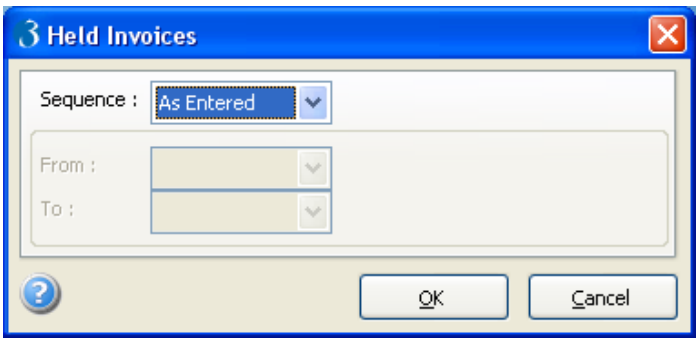
Notes

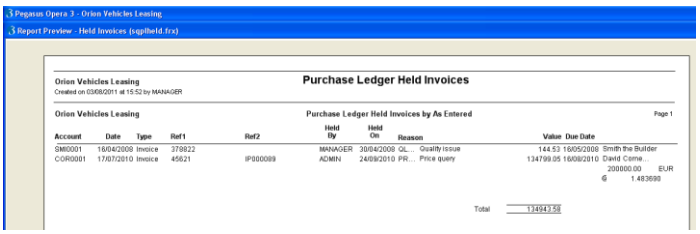
Retrospective Creditors Report Parameters…

Produce Report As At	The historical 'as at' date for the report. You cannot enter a date after today's date. Example: if you wanted to see what your Creditors report looked like at the end of your last financial year, say on the 31 December 2010, you would enter *31/12/2010* for the report to calculate your creditors position as at that date.
Date of Last Period End	This box displays the date of the last period in the Purchase Ledger. It is provided for information and used by the report to calculate whether the date you enter in the Produce Report As At box is in the current Purchase Ledger period. If the date is in the current period, you can include advanced transactions on the report.
Show Zero Balance Accounts	Select to include accounts that had a zero balance on the date that you enter in the Produce Report As At box. By default these accounts are not included on the report.

Held Invoices Report

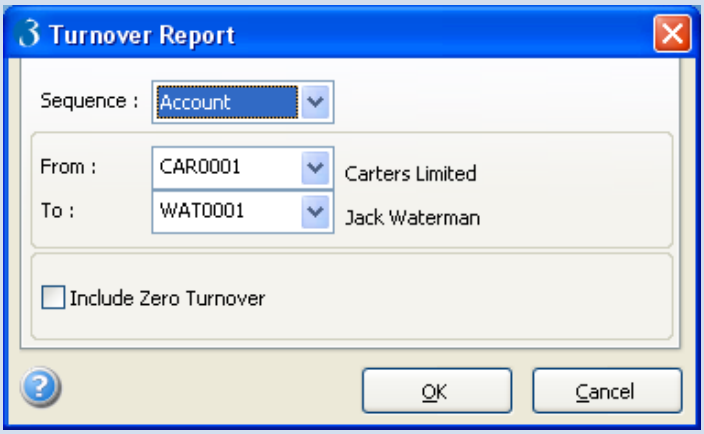
Lists purchase invoice transactions that have been put on hold by setting a 'dispute' flag against the transaction on the Allocations form.

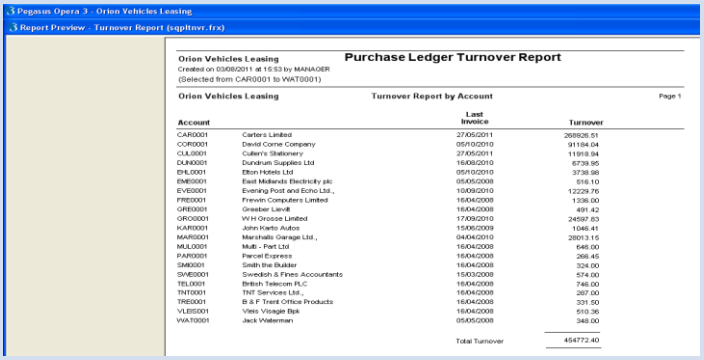




Turnover Report

Lists the value of annual purchases turnover for each account included. The turnover excludes the value of any purchase tax.

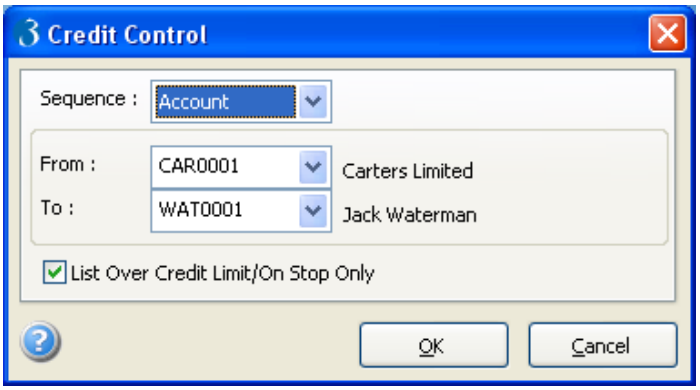




Notes

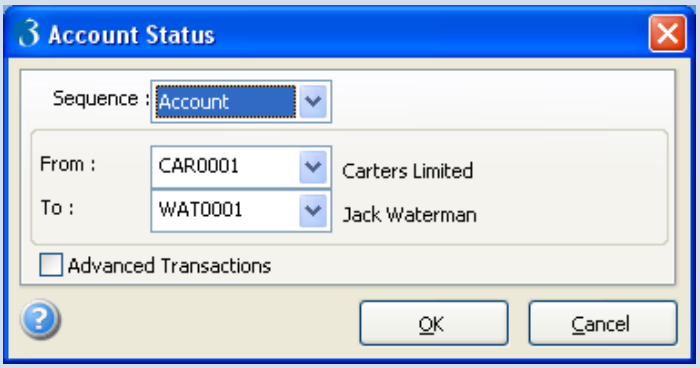
Credit Control

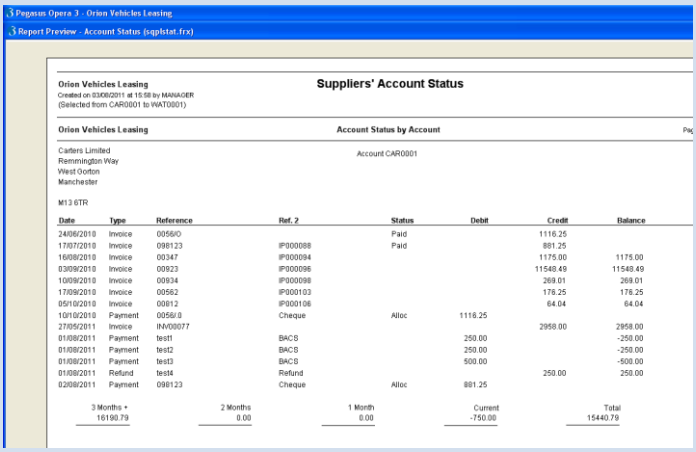
Prints a report on balances for all suppliers or only those 'on stop' or with whom have exceeding their credit limit. The report includes the dates of last invoice and payment postings and the value of any disputed transactions.



Account Status

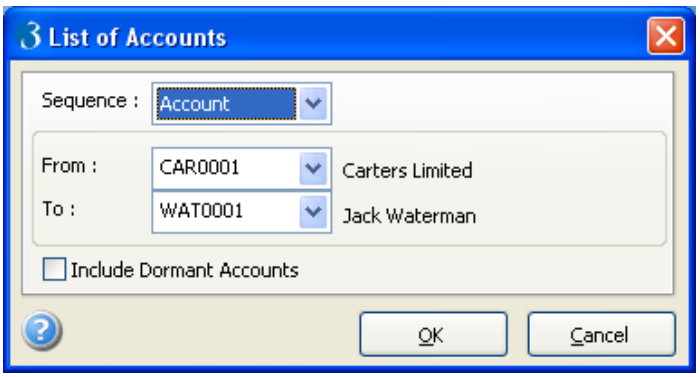
Lists outstanding transactions by supplier account, with an indication of the transaction's status. The status shows whether a transaction is paid, allocated, held, and so on.



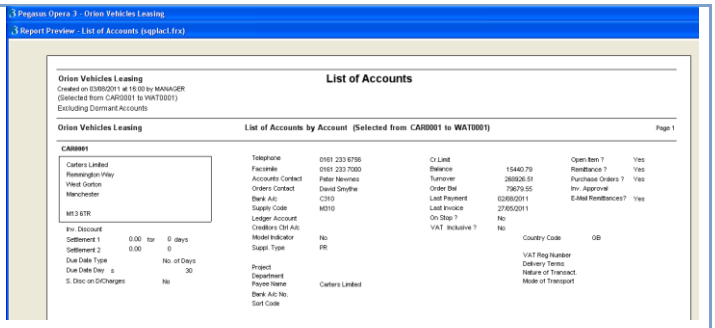


List of Accounts

Lists supplier record details you maintain using the Purchase > Processing form.



List of Accounts…

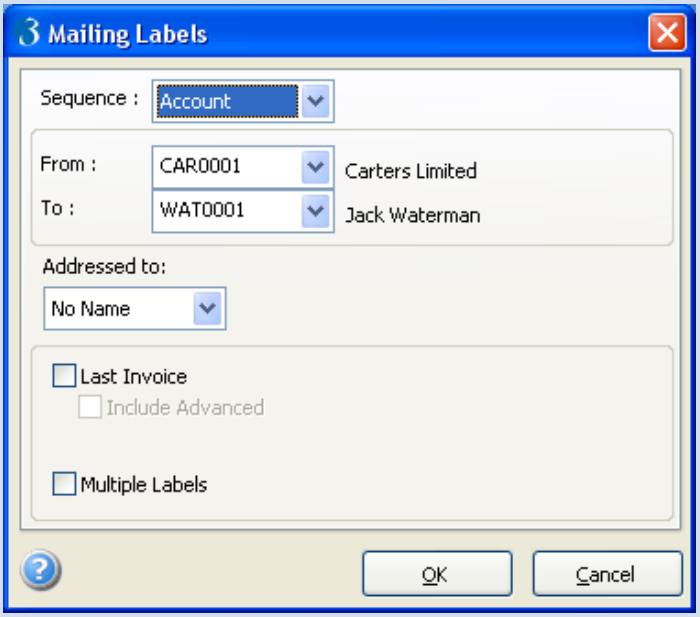


Notes

Mailing Labels

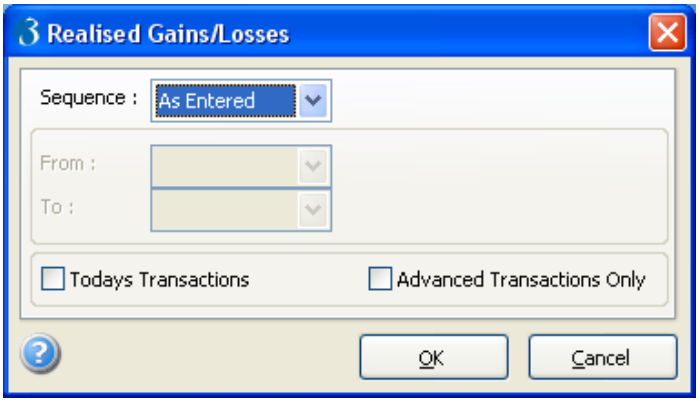
Print mailing labels for all or a range of suppliers. The information is designed to be printed on labels measuring 1.5 by 3.5 inches. You can optionally add an addressee heading to the address.

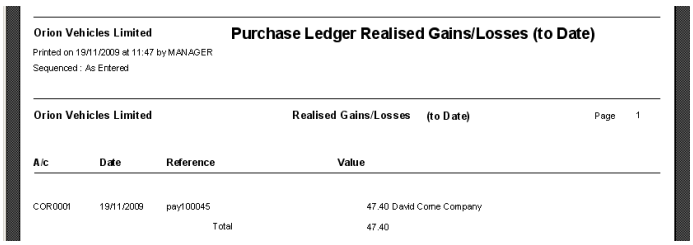
You can add more report mailing labels in the report layout function



Realised Purchase Gains/Losses

Prints the currency gain or loss due to exchange rate fluctuations for foreign currency accounts. This only applies if you have the Multi-currency module installed and activated. The report includes details of the transactions and the loss or gain in each case.

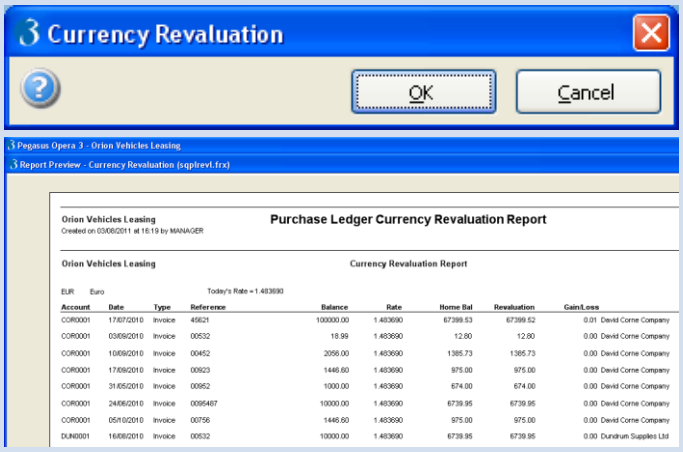




Notes

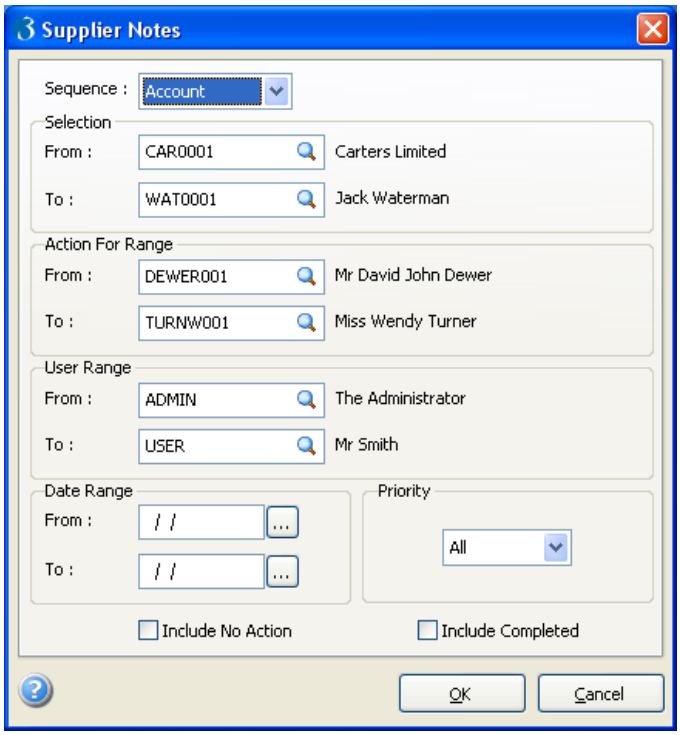
Currency Revaluation

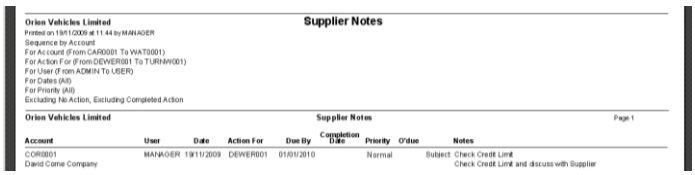
Recalculates all outstanding foreign currency transactions using the latest rate stored using the System > Maintenance > Exchange Rates form. This only applies if you have the Multi-currency module installed and activated. A report shows the results of the recalculation and is sorted by currency code.



Supplier Notes

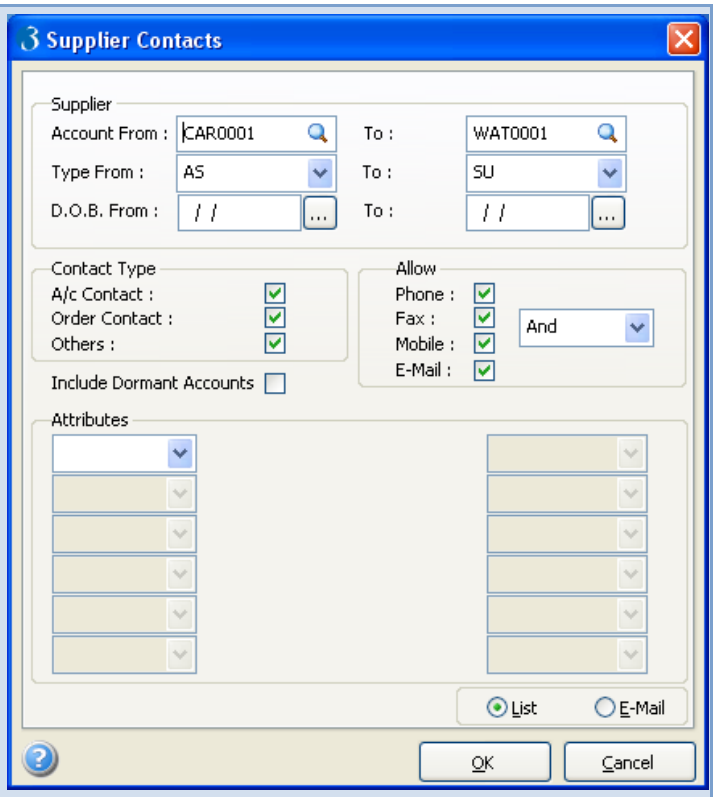
Print the notes created for supplier records.

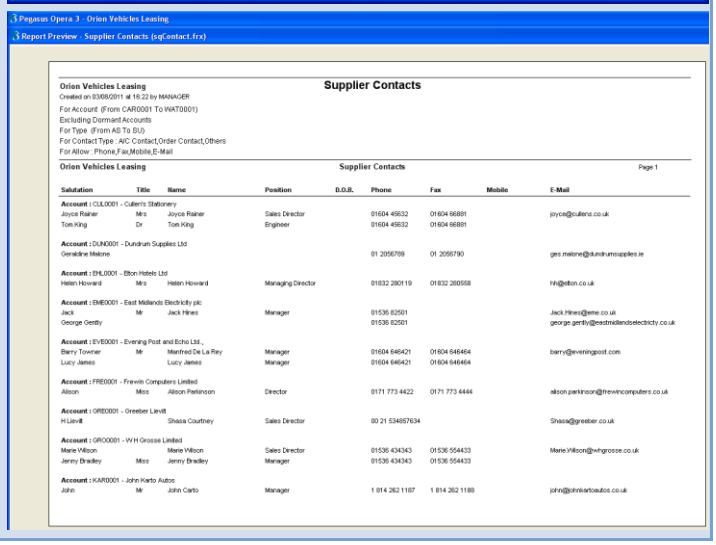




Supplier Contacts

Lists supplier contacts or create emails with attachments to send to one or a selection of contacts.



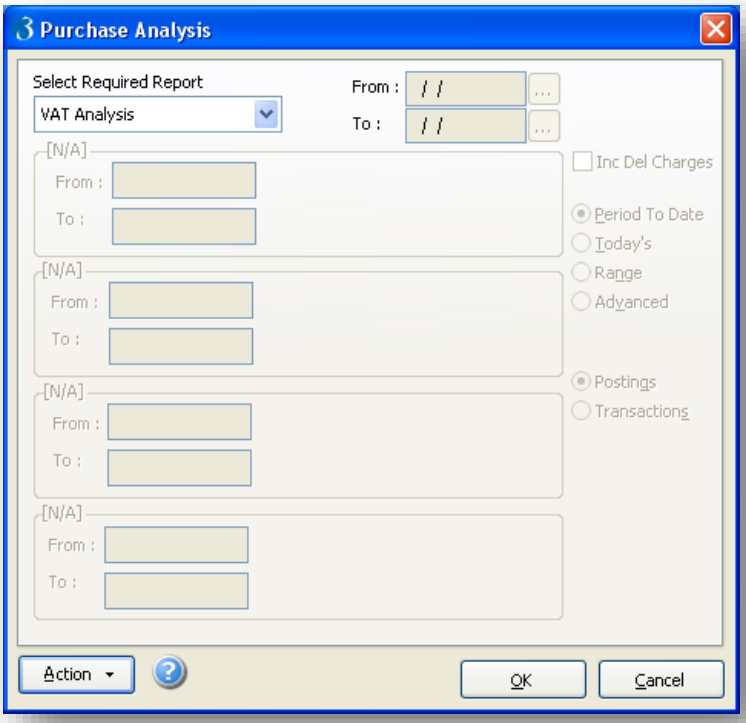


Notes

4.4 Purchase Analysis

Notes

The Analysis command provides a report for VAT, six user-definable analysis reports and a transaction audit report.



You define you own reports using the Set Options command on the Action menu associated with the Purchase Analysis form and can contain any combination of the following:

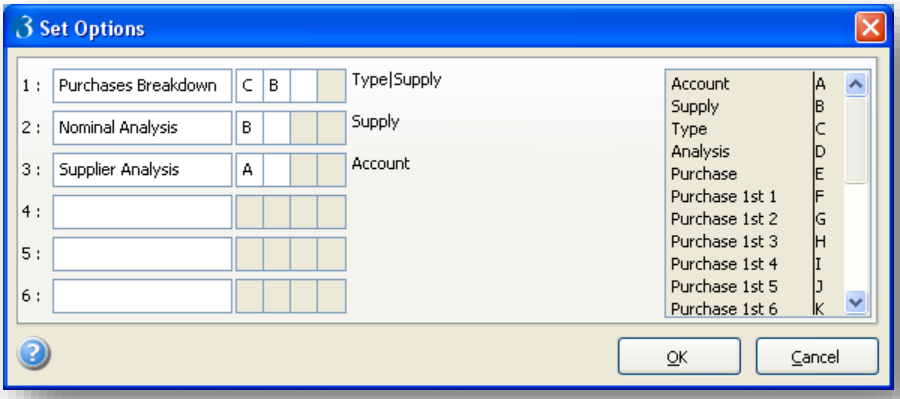
- Account
- Type
- Analysis
- Purchase (Supply) Code
- Invoice No.

In the case of the supply code, you can also choose by range of characters. For example, the first four characters or the last six characters, and so on. Each of the options is identified by a letter and you can use a combination of up to four per report. When you print reports, selection criteria are available for a more precise selection of records.

To Set Up Purchase Analysis

1. Open the Purchase folder, and then click Analysis. The Purchase Analysis form appears.
2. Click Action and then click Set Options.
3. In the first box in an available row, type the title you want to give the report.
4. In the list of data elements, double-click to select the data item you want in the report. The corresponding code letter appears in the next available box to the right of the report title. You can select up to four.
5. To store the report design, click OK.

Notes



You want to analyse your purchase by supply code within type. You create a new purchase analysis report using the Set Options command on the Action menu of the Purchase Analysis form. You enter a report title of Purchase By Code and Type and then enter the letters D and B in the boxes alongside. You can then print the report from the Select Required Report list box on the Purchase Analysis form.

The reports created will be available for selection from the main Purchase Analysis Report selection. Selection of the report will provide further options to select report Ranges based on the ranges available in the fields selected for the report and further options to select to run the report using the following criteria:-

To Print a Purchase Analysis Report

.1 Open the Purchase folder, and then click Analysis. The Purchase Analysis form appears.
.2 In Select Required Report, click to select the report you want.
.3 Under the range option headings, define the range of records you want using the From and To boxes.
.4 Click to select the report options you want. For example, to analyse today's transactions only, you would select Today's.
.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.

VAT Analysis

Use the VAT Analysis option to produce a report of the VAT activities for this period including those goods sold to an EC country.

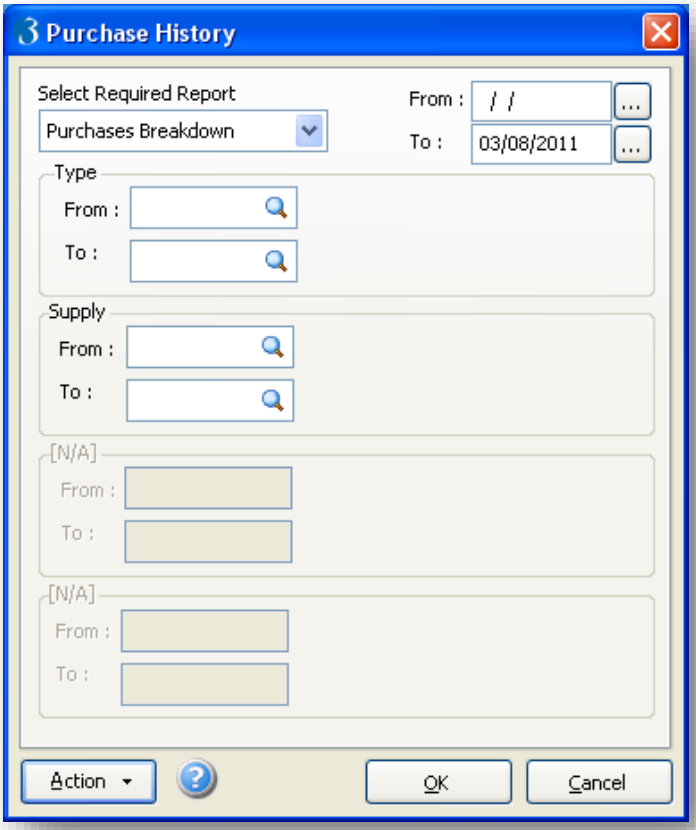
Transaction List

Use the Transaction List option to produce a report that acts as a check on the analysis report. It includes the detail of every line of every invoice and credit note, by date, supplier, all analysis groups and supply code. It is presented in document sequence and shows the supplier account code, date, transaction type, invoice or credit number, together with the transaction values and analysis details.

4.5 Purchase History

Use the Purchase History command report on purchase data held for previous accounting periods. When you use the End of Period command on the Utilities submenu of the Purchase module, purchase analysis information is transferred to a history file where it remains until you remove it using the Tidy History command.

Notes



You define you own history reports using the Set Options command on the Action menu associated with the Purchase History form and can contain any combination of the following:

- Account
- Type
- Analysis
- Purchase (Supply) Code
- Invoice No.

In the case of the supply code, you can also choose by range of characters. For example, the first four characters or the last six characters, and so on. Each of the options is identified by a letter and you can use a combination of up to four per report. When you print reports, selection criteria are available for a more precise selection of records.

To set up purchase history

1. Open the Purchase folder, and then click Purchase History. The Purchase History form appears.
2. Click Action and then click Set Options.
3. In the first box in an available row, type the title you want to give the report.
4. In the list of data elements, double-click to select the data item you want in the report. The corresponding code letter appears in the next available box to the right of the report title. You can select up to four.
5. To store the report design, click OK.

Notes

To print a purchase history report

1. Open the Purchase folder, and then click Purchase History. The Purchase History form appears.
2. In Select Required Report, click to select the report you want.
3. Under the range option headings, define the range of records you want using the From and To boxes.
4. Using the two boxes provided, specify the start and end dates for transactions included in the history.
5. Click OK.

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.

4.5.1 Tidy History

Use the Tidy History command on the Action menu to clear unwanted historical data from the purchase history file. You specify the date from which data held in the file with transaction dates older than this will be cleared. We recommend you use this command periodically to keep the history file within reasonable size limits.

To tidy the purchase history file

1. Open the Purchase folder, and then click Purchase History. The Purchase History form appears.
2. Click Action and then click Tidy History.
3. In the Remove data OLDER than box, enter the date that determines which analysis transactions are removed.
4. To remove all analysis history records with transaction dates older than the date specified, click OK.

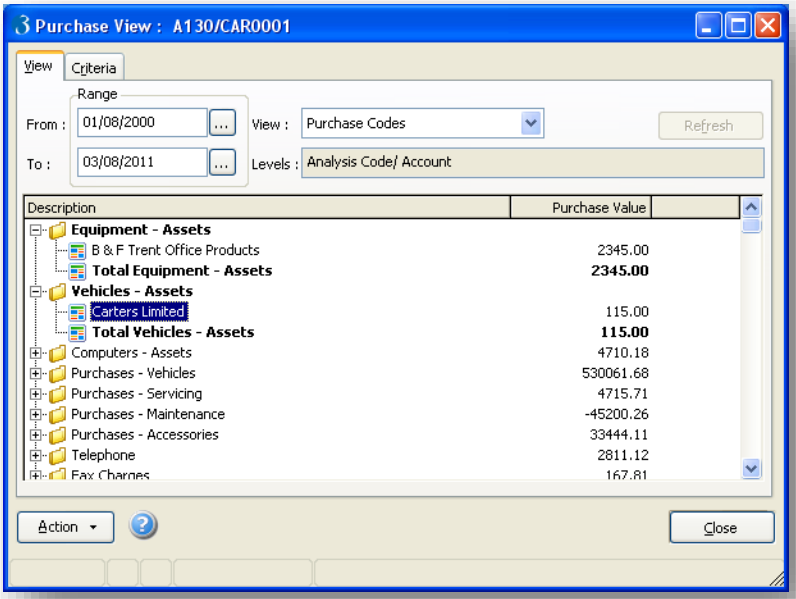
4.6 Purchase View

Use the View command to display enquiries based on the analysis facilities used in the Purchase module. The views available depend on those defined using the Views command on the Maintenance submenu. Two predefined views are provided. One for account purchases only, one for purchases by analysis code and account. You can create you own dimension views using up to six levels of dimension. You can specify a date range for transactions to be selected that make up the analysis. If you want to specify further selection criteria, you can use the filters provided on the Criteria tab. This tab offers range boxes for each of the analysis information types available as well as an option that enables you to choose whether you want to display the analysis quantity as well as value.

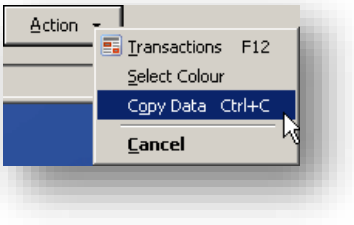
Once you have selected one of the view definitions in the View list box, you click Refresh to see purchases per analysis classification, starting at the highest level. To see other levels, where applicable, you click the higher level in the tree and you will see the names of the analysis classifications at the next level down. For each level, you see summary purchase values.

You can drill down to see further detail. For example, you can display the transactions that make up a particular total. You can also zoom a particular transaction to see its details. Once you have generated a view, you can use the Graph tab to display a 3D bar graph. For each highest level of category in the view, the graph will show one column for purchase value.

Notes



Actions



Use this command	To
Transactions	Drill down to display a list of the transactions that make up the selected analysis total, or you can simply double-click the item in the view.
Select Colour	Change the colour of the views by using the Select Colour command on the Action menu. You can then pick a standard colour or create a custom colour from the Colour form to use as the background colour for the tree view and any subsequent grid forms displayed using the drill down facilities.
Copy Data	Copy the view data to the Windows clipboard, for example, to place in a Microsoft Word or Microsoft Excel document.

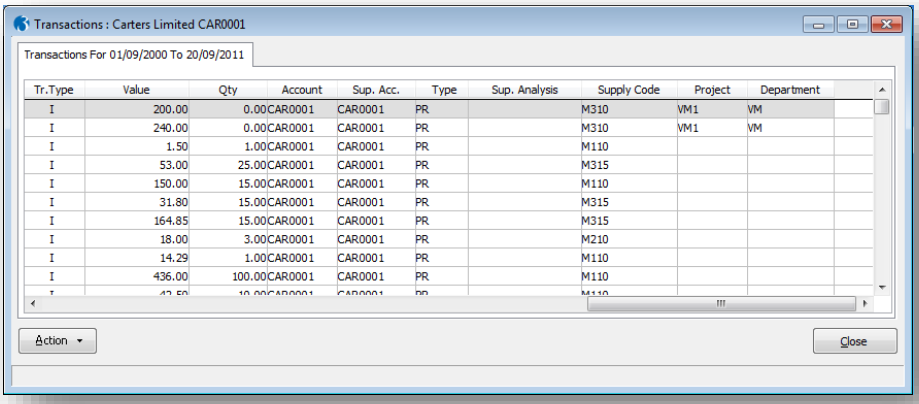
To view purchase analysis records

1. Open the Purchase folder, and then click View.
2. Under Range, define the date range for which you want to analyse the purchase values. The default is the start of the current month to the current system processing date.
3. If required, use the filters on the Criteria tab to define more detailed selection criteria:
4. Click Display Quantity so see the total of the transactions' quantities on the View tab.
5. In the Show list box, select Description, Code, or Code/Description to display the supplier's names, account codes, or both on the View tab.
6. Retrieve the view that you want to display using the View list box.
7. Click Refresh.
8. To close the View form, click Close.

4.6.1 Transactions

Notes

Drill down to display a list of the transactions that make up the selected analysis total, or you can simply double-click the item in the view.



Tr.Type	Value	Qty	Account	Sup. Acc.	Type	Sup. Analysis	Supply Code	Project	Department
I	200.00	0.00	CAR0001	CAR0001	PR		M310	VM1	VM
I	240.00	0.00	CAR0001	CAR0001	PR		M310	VM1	VM
I	1.50	1.00	CAR0001	CAR0001	PR		M110		
I	53.00	25.00	CAR0001	CAR0001	PR		M315		
I	150.00	15.00	CAR0001	CAR0001	PR		M110		
I	31.80	15.00	CAR0001	CAR0001	PR		M315		
I	164.85	15.00	CAR0001	CAR0001	PR		M315		
I	18.00	3.00	CAR0001	CAR0001	PR		M210		
I	14.29	1.00	CAR0001	CAR0001	PR		M110		
I	436.00	100.00	CAR0001	CAR0001	PR		M110		

Note: Version 1.3x + will also include the Supply Code used.

Notes

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5 Utilities

5.1 Period End

At the end of each accounting period, you use the End of Period command to perform the following actions:

- Remove records from the files that are marked for deletion, including accounts, profiles, supply codes, and so on.
- Remove supplier records with zero account balances provided the Remove zero balance accounts option is selected on the Purchase Options form.
- Zero the balance in the Turnover box on the Supplier form, if you wish.
- Move advanced posted transactions into the current period and clear the Allow Advance Postings option in the Purchase - Utilities - Set Options command.
- Clear the period to-date totals used by some reports.
- Update the aged creditor and turnover analysis information for the Purchase module.
- For Open Item accounts(accounts with the Open Item box on the Purchase - Processing - Options form ticked) , allocated transactions are removed from the files if they are older than the number of periods specified in the Keep Transactions box on the Options form linked to the supplier's record, or older than the Keep Transactions box on the Purchase - Utilities - Set Options form if it is not specified on the customer's record. This is dependent on the system date prevailing when you use the End of Period command. For example, if the Keep Transactions box is set to '3', the accounting periods are monthly, and you have transactions for January, February and March; those in January would only be removed provided the system date is in May at the time of running the end of period process.
- For Brought Forward(accounts with the Open Item box on the Purchase - Processing - Options form unticked) accounts, the detailed breakdown of transactions in the period are consolidated into a brought-forward transaction, and the balance in the Current Balance box on the customer's record on the Processing form is cleared.

Important: The brought-forward balance for foreign currency accounts has a home currency balance but does not have a foreign currency balance.

** This is dependent on the system date prevailing when you use the End of Period command. For example, if the Keep Transactions..Periods box is set to '3', the accounting periods are monthly, and you have transactions for January, February and March; those in January would only be removed provided the system date is May at the time of running the end of period process.*

For balance forward accounts (that is, those with the Open Item option cleared on the Options form associated with the Supplier form), the End of Period command will also:

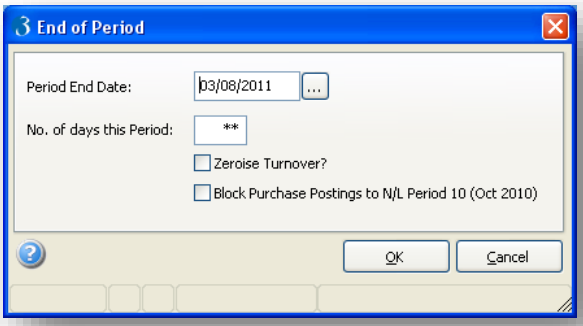
- Remove the detailed breakdown of transactions in the period and create a brought-forward balance.
- Zero the balance in the **Current Balance** box on the **Supplier** form.

Note: We recommend you produce any period reports you want before you use the End of Period command. We also recommend you take a backup of your data files.

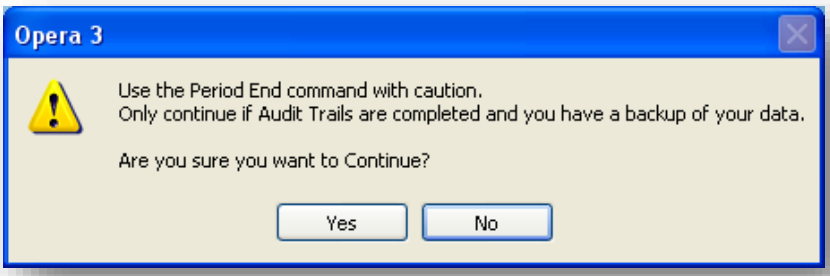
Utilities

Notes

Box	Description
Period End Date	The date is used to calculate the current and other period fields on history records created for each account. For monthly accounts, this should be the last day of the month.
No. of days this Period	The number of days that determine the accounting period. The default is based on the difference between the previous period end (as stored in the database) and the date in the **Period End Date** box.
Zeroise Turnover	All supplier account records on the **Processing** form display the purchases turnover in the **Turnover** box. Ticking the box before running the **End of Period** command is run will clear the **Turnover** box for each supplier.
Block Purchase Postings to N/L Period *x*	If you use the Open Period Accounting feature, you can set the status for the current period in the Nominal Ledger to 'Blocked' for Purchase Ledger, Purchase Invoice Register and POP postings. This prevents any further postings from these modules to the period in the Nominal Ledger. If the period is already closed to further postings the box is disabled.



When the user clicks on OK the following prompt will be displayed



To carry out the purchase end of period process

1. Open the Purchase folder, click Utilities and then click End of Period.
2. The default period end date is shown in the Period End Date box. The default is based on the processing date. Click the calendar button alongside if you want to set a different date. The date is used to calculate the current and other period fields on history records created for each account. For monthly accounts, this should be the last day of the month.
3. In No. of Days this Period, you can specify the number of days that determine the accounting period. The default is based on the difference between the previous period end (as stored in the database) and the date in the Period End Date box above.
4. If you want to clear the balance in the Turnover box on the Supplier form for all supplier account records, select the Zeroise Turnover ? option.
5. Click OK.

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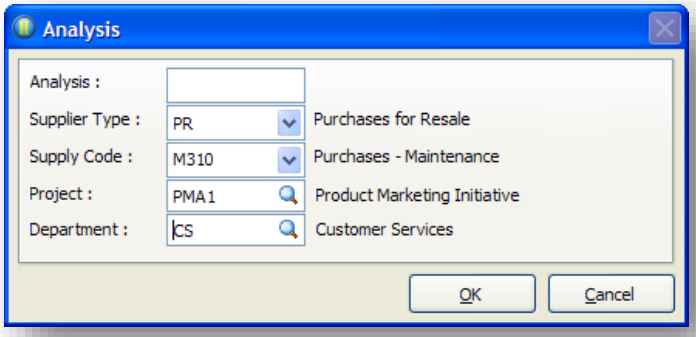
Appendix

Appendix A - Integration with Advance Nominal (Opera II Example)

Purchase Ledger Postings

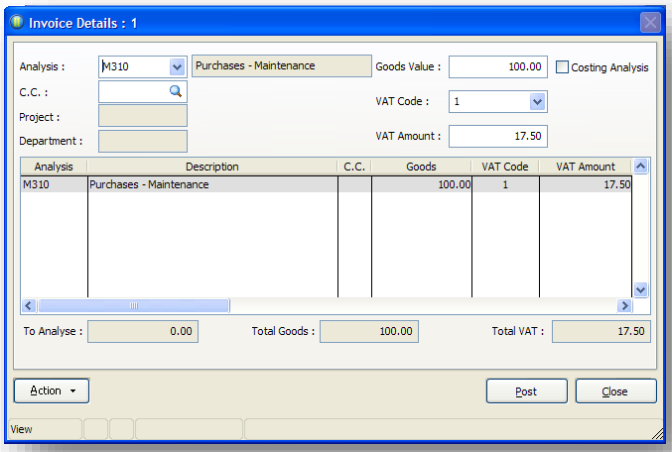
If the Advanced Nominal Ledger is activated and using the extra dimensions of Project and/or Department, the User may specify additional Analysis details

Purchase Analysis

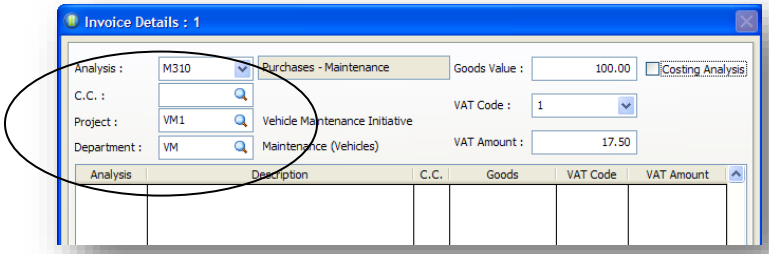


Any entries in these fields will always be offered as default when processing but may be overwritten per transaction.

Posting a Supplier Invoice



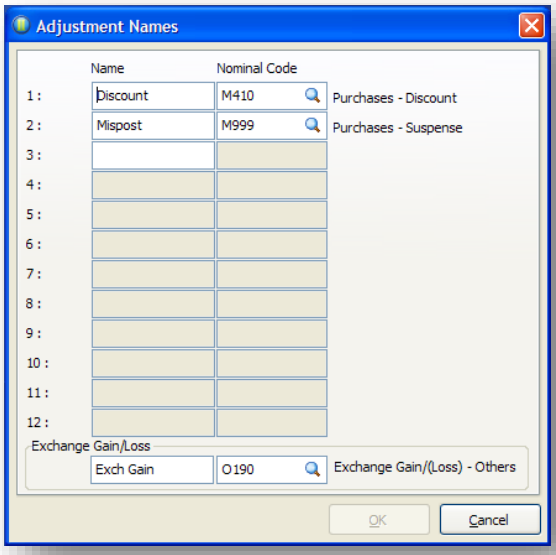
The Invoice detail form will show the additional fields for the extra Nominal Dimensions.
If the Nominal Code associated with the Supply Code does not have Project or Department specified as Optional or Mandatory then these fields would be unavailable.

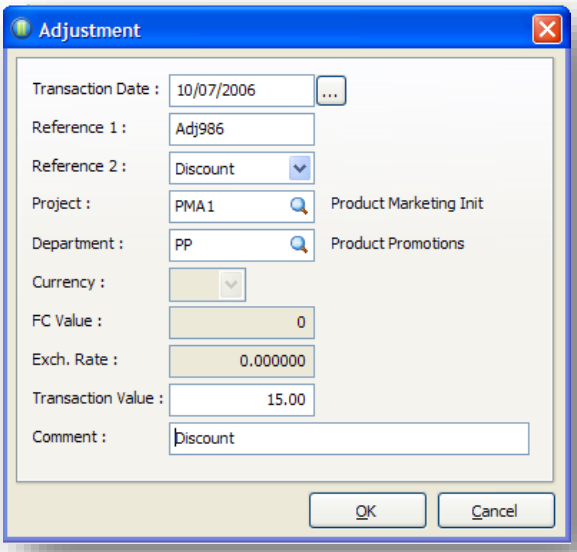


Should the User choose a Supply Code with a Nominal Code that does allow Project or Department, these fields would immediately be available and would display the default Purchase Analysis as defined against the Supplier record. Should the Nominal Code be set to force Mandatory use of Project and/or Department the User will not be allowed to leave these fields blank.

Posting an Adjustment

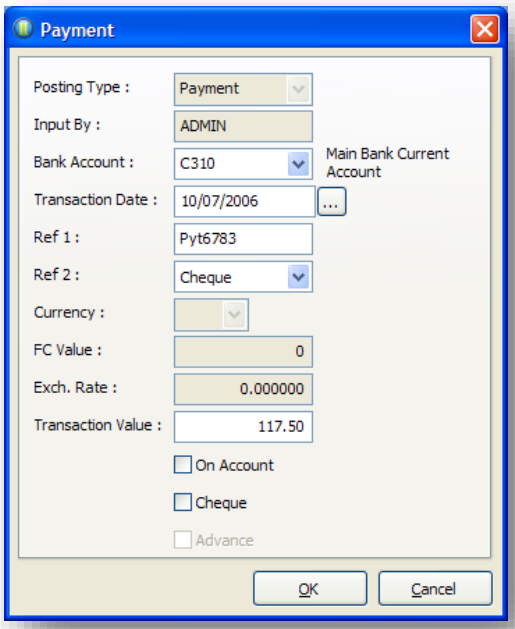
The Purchase Ledger Adjustment type will have a Nominal Code defined if the Purchase ledger is linked to the Nominal





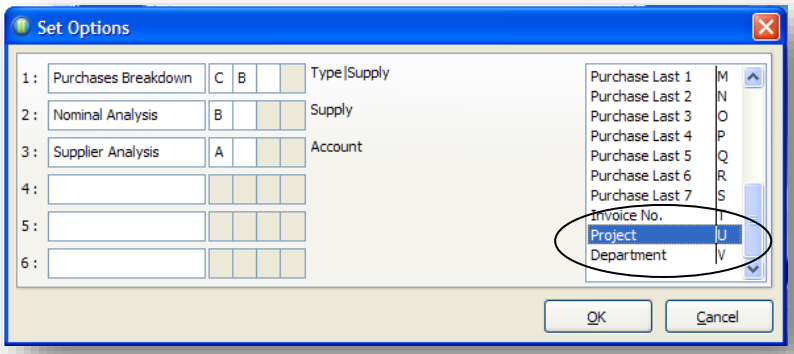
If the Nominal Code has Project and/or Department set to Optional or Mandatory these fields will be available. When set to Optional against the Nominal Code, the field may be left blank. The default offered (if any) will be from the Customer Analysis details and then the Nominal Code (if specified).
When set to Mandatory against the Nominal Code, these fields may not be left blank

Posting a Payment



When posting a Purchase Ledger Payment the default Project and/or Department held on the Nominal Ledger Bank Account will be used.
If a Discount or Exchange Gain/Loss is calculated then these values will be posted against the default Project and/or Department held on the Supplier record firstly, if they are blank then the Project and/or Department will come from the Discount or Exchange Gain/Loss Nominal Accounts.
If **Allocating** the Receipt the above rules will apply if Discount or an Exchange Discrepancy is calculated

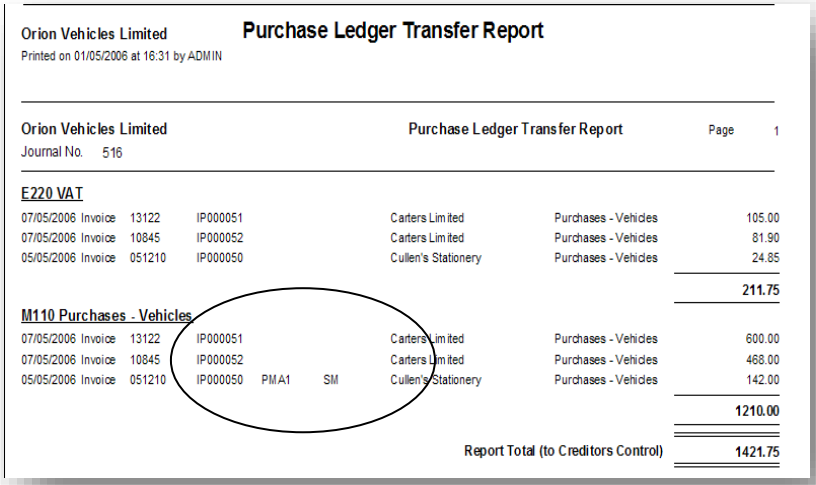
Purchase Analysis/Purchase History Reports



The Purchase Analysis and Purchase History Reports have been enhanced to allow the User to select both Nominal Ledger additional dimensions for analysis and grouping.

Purchase Ledger Nominal Transfer

The Transfer routine has been enhanced to ensure that the new Project & Department details are posted across to the Nominal Transaction Table (NTRAN) and that the NHIST table is updated. The example transfer report below clearly shows the Project and Department



Orion Vehicles Limited — Purchase Ledger Transfer Report

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Orion Vehicles Limited — Purchase Ledger Transfer Report — Page 1

Journal No. 516

E220 VAT

07/05/2006	Invoice	13122	IP000051			Carters Limited	Purchases - Vehicles	105.00
07/05/2006	Invoice	10845	IP000052			Carters Limited	Purchases - Vehicles	81.90
05/05/2006	Invoice	051210	IP000050			Cullen's Stationery	Purchases - Vehicles	24.85
								211.75

M110 Purchases - Vehicles

07/05/2006	Invoice	13122	IP000051			Carters Limited	Purchases - Vehicles	600.00
07/05/2006	Invoice	10845	IP000052			Carters Limited	Purchases - Vehicles	468.00
05/05/2006	Invoice	051210	IP000050	PMA1	SM	Cullen's Stationery	Purchases - Vehicles	142.00
								1210.00

Report Total (to Creditors Control) 1421.75

Appendix B – Notes

Most maintenance forms have a Memo tab you can use to record notes about the record currently displayed on screen. You can also use object linking and embedding to attach documents or images. In addition to these facilities, further notes can be attached to certain master records which are more structured, and that can be used to record and monitor actions or tasks to be carried out by someone else. Notes can also be generated automatically as a result of a particular process; for example, putting an account on stop.

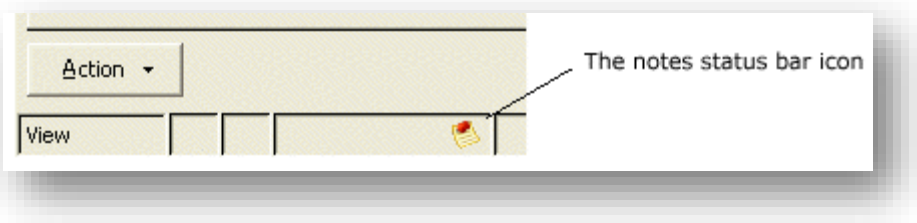
Notes are created, edited and viewed by selecting the Notes button on the toolbar, or by pressing CTRL+O, once you have retrieved the master record concerned. The facility is not available for all records, or under all circumstances. You can only create or view notes for a record when this button is available on the toolbar.

For each note record you create, you can enter a subject heading and the details of the note. The default date of the note will be the processing date and the originator's user name is also recorded. You can assign a priority to the note, depending on it's level of importance (low, normal or high). If the note relates to a task or action to be undertaken by someone else, you can select one of the persons identified on the People Profiles form and record a date by which the action should be completed. If that person record has an e-mail address associated with it, or if you type an e-mail address on the note record, the application will automatically generate an e-mail message, using your default MAPI-compliant e-mail software, when the note is saved.

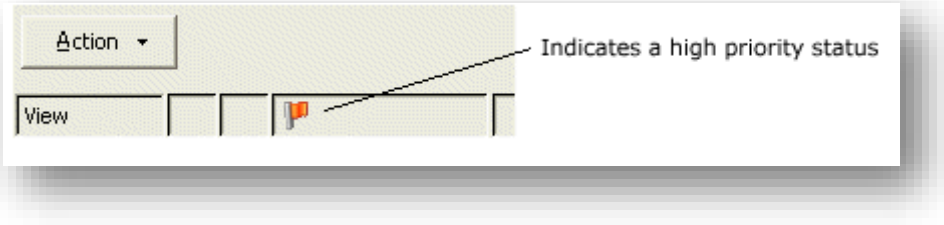
The note can be retrieved for viewing or editing at any time when the master record is displayed using the same Notes toolbar button used to create it. You can create many notes for the same master record; each one is summarized in the grid in the bottom half of the Notes form. A report is available to list the notes created for the master records.

If the note relates to an action, you can record when the action has been done using the (Un)Complete command on the Action menu associated with the Notes form.

You can identify when a record has a note attached by an icon that appears in the form's status bar:



If a note has been assigned a high-priority status, this is indicated by an exclamation mark in the status bar of the Notes form, provided that note is the one currently selected in the grid:



You can mark a note for deletion by retrieving the note record concerned and using one of the normal record delete functions. Records marked for deletion are removed using the Reorganise System Files command in the System module. You select the Tidy Notes option on the Reorganise System Files form for this purpose.

Automatic Notes Creation

Some processes result in the automatic creation of a notes record, including:

- On production of a purchase statement.
- When a purchase or purchase account is put on stop or subsequently released.
- When a purchase or purchase invoice is marked as being in dispute or subsequently released.
- When an e-mail is produced for a customer or supplier via the Processing menu.
- Optionally when producing e-mails from the Customer Contacts or Supplier Contacts reports, provided the Note of E-Mails option is selected.

Automatically generated notes do not have corresponding actions; no entries are made in the Action For, E-Mail, or Done By fields. However, the Completed field is updated with the same date as the note's creation date.

Note Reports

For those modules where notes can be maintained, you can print the notes created for master records using the appropriate command on the Reports menu. You can use selection criteria to determine which note records are listed. For example, you can restrict the list to a range of master records, persons identified in the Action For box, user records (those responsible for creating the notes) and action dates. You can also select by priority level and optionally include notes not intended for action, or that have already been marked as complete.

Prerequisites

Before you create a note record, you need to have created the master record to which the note will be attached. If you want to record an action for a specific individual in the Action For box, you must create the person record using the People Profiles command in the System module. In order to make it possible to generate a default e-mail message when the E-Mail box is used, you must have a MAPI-compliant e-mail software application installed on your PC.

To create a note record

1. Retrieve the record for which you want to create a note record.
2. On the toolbar, click Notes.
3. On the Record menu, click New.
4. In the boxes provided, enter the details of the note record.
5. If you have entered an e-mail address, on the Record menu, click Save. (You do not need to use the Save command if the record has been created without an e-mail address.)
6. To close the Notes form, click Close.

Note: If an entry is made in the E-Mail box, saving the note will result in the application starting your default e-mail software and generating a default e-mail message.

Note Entries

Box	Description
User	The user name of the person creating the note. This is automatically based on the name used to log on and recorded in the User Profiles form of the System module. You cannot override this on the note record.
Date	The date on which the note was created. The default is the current processing date. If you want to change this, type a new date or use the calendar button alongside the box to select an alternative. Once the note record is stored, you will not be able to amend this creation date.
Priority	An option that determines the level of importance for the note. You can select 'Low', 'Normal' or 'High' from a list. The default selection is 'Normal'. Once the note record is stored, this priority level is reflected in the grid in the bottom half of the Notes form in the column headed P. 'L' means 'low', 'H' means 'high' and no entry in this column means 'normal'.
Action For	A reference that identifies someone on the People Profiles form in the System module to whom the note relates. You can select from a list. If the note is not relevant to a particular individual, or the person does have a corresponding record in the System module, leave this box blank. If you do select a person record and they have a corresponding e-mail address, that address will appear in the following box.
E-Mail	The e-mail address of the person for whom the note is intended. This may be shown automatically if one exists on the person record. If not, you can type an e-mail address. When the note record is saved, the application will automatically generate an e-mail message using your default e-mail software. If you do not want an e-mail created, leave this box blank.
Done By	A date by which the action or task should be completed. You can leave this blank if the note has no deadline or time restriction. You can use the calendar button alongside the box to select a date. Once the note record is saved, this date will appear in the Be Done By column of the grid in the bottom half of the Notes form.
Subject	The subject of the note. This is also used as the default subject line if an e-mail is generated. A default subject heading will appear in the note has been generated automatically.
Note	The detail of the note. This will appear as the message text if an e-mail is generated, preceded by the ID and name of the record to which the note relates. A default message will appear in the note has been generated automatically.

To mark a note as completed

.1 Retrieve the record for which you want to update the note record.

.2 On the toolbar, click Notes.

.3 On the Action menu, click (Un)Complete. The current processing date appears in the Completed column of the grid in the bottom half of the Notes form.

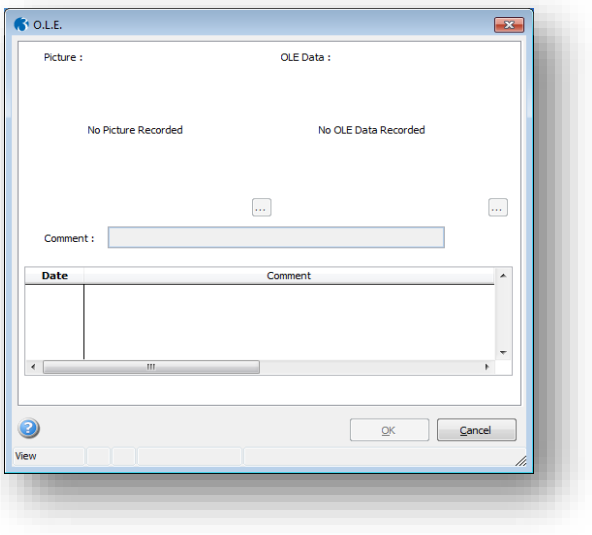
.4 To close the Notes form, click Close.

.5 Note: You can reinstate a note to its incomplete state by reselecting the (Un)Complete command on the Action menu associated with the Notes form. This causes the date in the Completed column of the grid on the Notes form to be removed.

Appendix C - Object Linking and Embedding

You can link objects to be associated with records such as customers, suppliers, stock items, employees and so on. A representation or placeholder for an object is inserted on the O.L.E. form associated with the record. The object exists in the source file and, when it is changed, the linked object is updated to reflect these changes. You can attach a picture as well as an object placeholder. This can be associated with the OLE data object or be independent. You can link several objects to each record. Double-clicking on the icon associated with the OLE Data heading will start the application used to create the object, assuming the application and document is available to you. Right-clicking on an icon associated with an OLE Data heading displays a shortcut menu. The menu options on the shortcut menu are dependent on the type of object, and provide the ability to edit the object and/or edit the package using Object Packager.

Important: These are dynamic links. If you move or rename a linked object without changing the file extension on the same hard disk drive, the link in Opera is automatically updated. However, if you move a linked object to a different hard disk drive (either on the same computer or a different computer), the link in Opera will not be updated. The link in Opera with then not work. If you delete the linked object, the link in Opera will not work. Once the OLE object is not linked anymore, you will need to manually reattach the object in Opera to link to the object again.



To link objects

1. Open the relevant module folder, and then click Processing.
2. Retrieve the record for which you want to store object details, click Action and then click O.L.E. The O.L.E. form appears.
3. On the Record menu, click New.
4. Under Picture, click the browse button to locate the file that contains the image you want to link.
5. Under OLE Data, click the browse button to locate the file that contains the document you want to link.
6. In Comment, type a comment that identifies the objects you have linked.
7. To store the object details, click OK.

Notes: An icon appears on the status bar of the record processing form to show that an object record exists. You can use the New command button on the toolbar to add additional objects. To start the application used to maintain a data object, double-click the icon under OLE Data. To delete an OLE entry, click to highlight in the list and then click the Delete command button on the toolbar. Both picture and OLE data objects are removed as one item. Deleted OLE files are removed when you use the Reorganise System Files command in the System module with the Tidy System Files option selected.

Appendix D – Data Structures & Technical Information

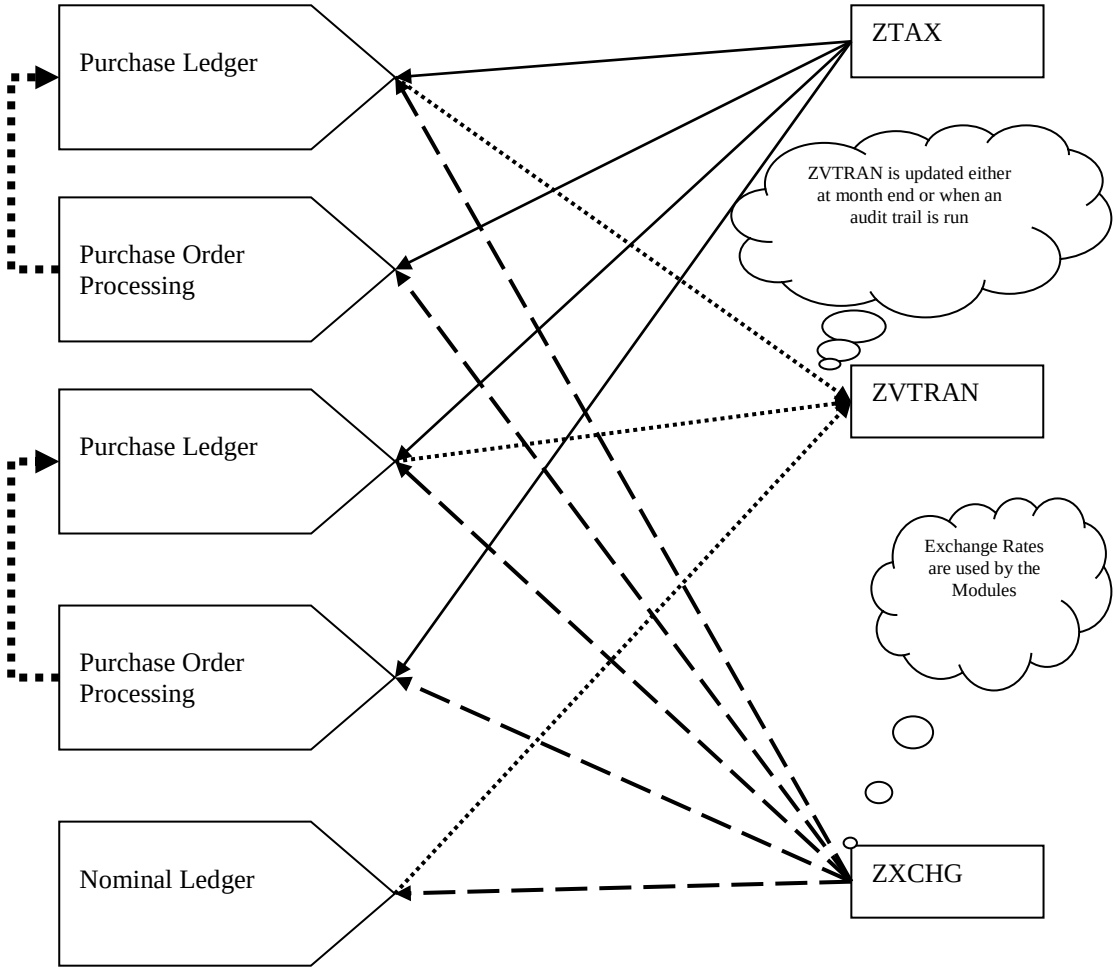
The following pages contain the Database Structures & Technical Information of the Purchase Ledger Module as of the 6.70.00 release.

Upgrading for SEPA Release

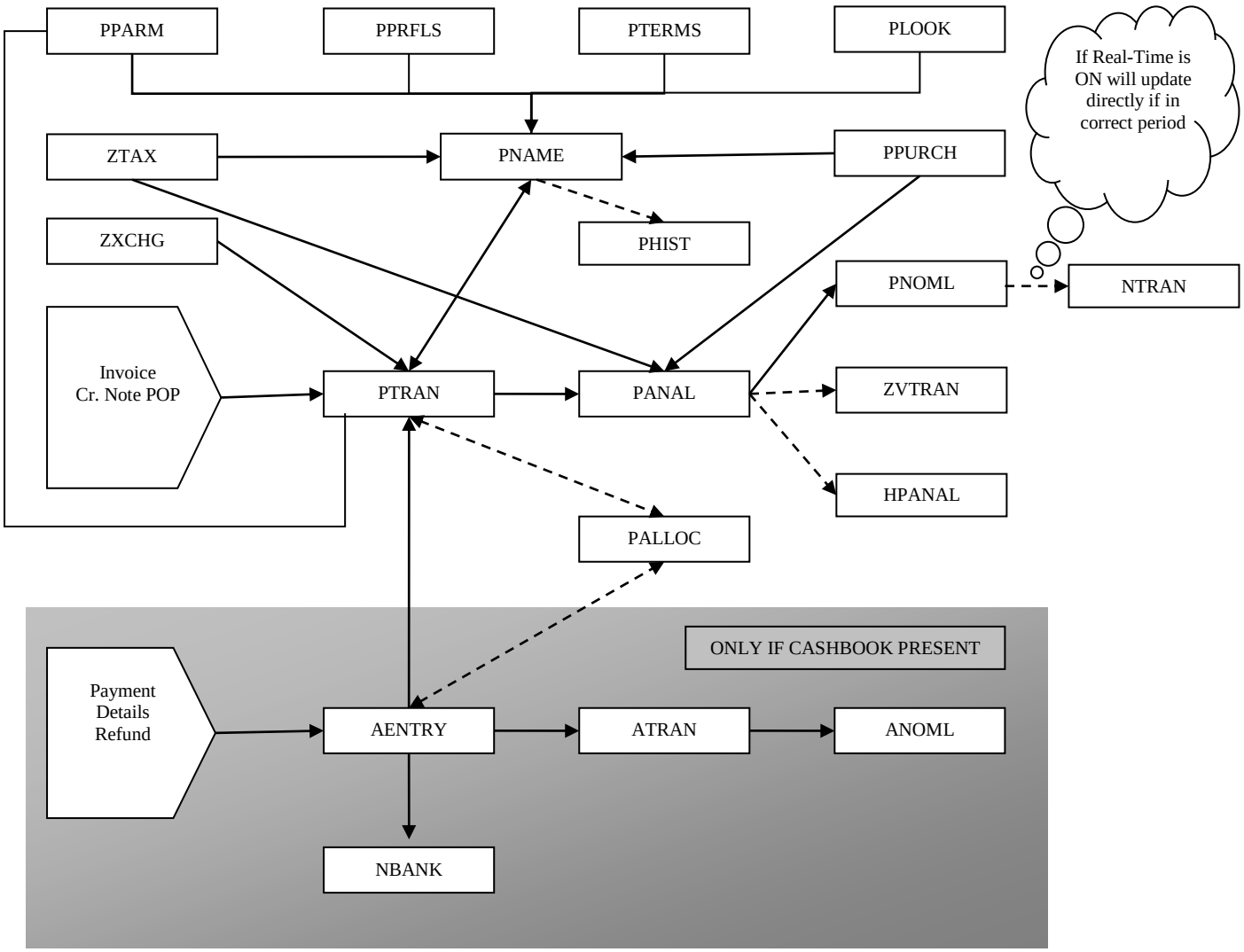
- Upgrading Opera 3 sites currently using any earlier version
    - Upgrade directly to Opera 3 v1.82.00
- Upgrading Opera II sites currently using Opera II earlier than v5.50.00 (*tested from v4.20.00*)
    - Use the appropriate procedure to upgrade to Opera II v5.50.00 then upgrade to Opera II v7.22.00
    - To upgrade directly to Opera 3 v1.82.00 use the normal procedures
- Upgrading Opera II sites currently using Opera II v5.50.00 or above
    - Upgrade directly to Opera II v7.22.00
    - To upgrade directly to Opera 3 v1.82.00 use the normal procedures
- Upgrading Opera for Windows sites (*tested from v3.71.10*)
    - Use the Upgrade Wizard to upgrade to Opera 3 v1.82.00

- Must run a UDS with correct activation on versions upgraded to – applies to VFP & SQL
- Business Intelligence Tools: may also require upgrading to ensure they are not only supported releases, but also compatible with the latest versions of Opera 3/Opera II.
- Bespoke: Remember to check your customers bespoke as this may also require upgrading to ensure it continues to function with the new release of Opera 3/Opera II.
- System Requirements: Please ensure you are fully aware of the system requirements of the target installation of Opera 3/Opera II. Further information can be found in the System Requirements Guide.
- Older versions: This potentially would need investigating on a case by case basis

VAT & Exchange Rates



Purchase (Inc. Cashbook)



Each time the PTRAN table is updated then the Purchase Ledger Total Balance will update SEQCO (Dependant on Update Company Balances option in System Preferences).
This is recalculated at each period end

Joins Information

TABLE	JOIN
phead	LEFT JOIN phead ON pline.pl_account=phead.ph_account AND pline.pl_trref=phead.ph_trref
phead	LEFT JOIN phead ON pmatch.pm_plref=phead.ph_trref
pline	LEFT JOIN pline ON doline.do_account=pline.pl_account AND doline.do_dcref=pline.pl_dcref AND doline.do_dcline=pline.pl_line
pname	LEFT JOIN pname ON cgline.ci_account=pname.pn_account
pname	LEFT JOIN pname ON cstwh.cs_supp1=pname.pn_account
pname	LEFT JOIN pname ON cstwh.cs_supp1=pname.pn_account
pname	LEFT JOIN pname ON crline.ri_account=pname.pn_account
pname	LEFT JOIN pname ON cgline.ci_account=pname.pn_account
pname	LEFT JOIN pname ON drline.dl_account=pname.pn_account
pname	LEFT JOIN pname ON dsprod.ds_account=pname.pn_account
pname	LEFT JOIN pname ON doline.do_account=pname.pn_account
pname	LEFT JOIN pname ON fasset.fa_supplr = pname.pn_account
pname	LEFT JOIN pname ON fasset.fa_supplr = pname.pn_account
pname	LEFT JOIN pname ON jwipr.jw_placc=pname.pn_account
pname	LEFT JOIN pname ON ptran.pt_account=pname.pn_account
pname	LEFT JOIN pname ON palloc.al_account=pname.pn_account
pname	LEFT JOIN pname ON panal.pa_account=pname.pn_account
pname	LEFT JOIN pname ON phead.ph_account=pname.pn_account
pname	LEFT JOIN pname ON hpanal.pa_account=pname.pn_account
pname	LEFT JOIN pname ON pline.pl_account=pname.pn_account
pname	LEFT JOIN pname ON pline.pl_account=pname.pn_account
pname	LEFT JOIN Pname ON ZvTran.Va_Account=Pname.Pn_Account
pname	RIGHT OUTER JOIN pname ON phist.pi_account=pname.pn_account
pname	LEFT JOIN pname ON pname.pn_account=LEFT(znotes.zn_account,8)
pname	LEFT JOIN pname ON dmline.do_account=pname.pn_account
pname	INNER JOIN pname ON zContacts.zc_Account = pname.pn_account AND zcontacts.zc_module="P"
pprfls	LEFT JOIN pprfls ON pname.pn_sprfl+ IIF(EMPTY(pname.pn_sprfl),pname.pn_account,SPACE(8)) =pprfls.pc_code+pprfls.pc_account
pprfls	LEFT JOIN pprfls ON pname.pn_sprfl+ IIF(EMPTY(pname.pn_sprfl),pname.pn_account,SPACE(8)) =pprfls.pc_code+pprfls.pc_account
pprfls	LEFT JOIN pprfls ON pname.pn_sprfl+ IIF(EMPTY(pname.pn_sprfl),pname.pn_account,SPACE(8)) =pprfls.pc_code+pprfls.pc_account
pprfls	LEFT JOIN pprfls ON pname.pn_sprfl+ IIF(EMPTY(pname.pn_sprfl),pname.pn_account,SPACE(8)) =pprfls.pc_code+pprfls.pc_account
pprfls	LEFT JOIN pprfls ON pname.pn_sprfl+ IIF(EMPTY(pname.pn_sprfl),pname.pn_account,SPACE(8)) =pprfls.pc_code+pprfls.pc_account
pprfls	LEFT JOIN pprfls ON pname.pn_sprfl+ IIF(EMPTY(pname.pn_sprfl),pname.pn_account,SPACE(8)) =pprfls.pc_code+pprfls.pc_account
pprfls	LEFT JOIN pprfls ON pname.pn_sprfl+ IIF(EMPTY(pname.pn_sprfl),pname.pn_account,SPACE(8)) =pprfls.pc_code+pprfls.pc_account
pprfls	LEFT JOIN pprfls ON pname.pn_sprfl+ IIF(EMPTY(pname.pn_sprfl),pname.pn_account,SPACE(8)) =pprfls.pc_code+pprfls.pc_account
pprfls	LEFT JOIN pprfls ON pname.pn_sprfl+ IIF(EMPTY(pname.pn_sprfl),pname.pn_account,SPACE(8)) =pprfls.pc_code+pprfls.pc_account
pprfls	LEFT JOIN pprfls ON pname.pn_sprfl+ IIF(EMPTY(pname.pn_sprfl),pname.pn_account,SPACE(8)) =pprfls.pc_code+pprfls.pc_account
pprfls	LEFT JOIN pprfls ON pname.pn_sprfl+ IIF(EMPTY(pname.pn_sprfl),pname.pn_account,SPACE(8)) =pprfls.pc_code+pprfls.pc_account
pprfls	LEFT JOIN pprfls ON pname.pn_sprfl+ IIF(EMPTY(pname.pn_sprfl),pname.pn_account,SPACE(8)) =pprfls.pc_code+pprfls.pc_account
pprfls	LEFT JOIN pprfls ON pname.pn_sprfl+ IIF(EMPTY(pname.pn_sprfl),pname.pn_account,SPACE(8)) =pprfls.pc_code+pprfls.pc_account

pprfls	LEFT JOIN pprfls ON pname.pn_sprfl+ IIF(EMPTY(pname.pn_sprfl),pname.pn_account,SPACE(8)) =pprfls.pc_code+pprfls.pc_account
pprfls	LEFT JOIN pprfls ON pname.pn_sprfl+ IIF(EMPTY(pname.pn_sprfl),pname.pn_account,SPACE(8)) =pprfls.pc_code+pprfls.pc_account
pprfls	LEFT JOIN pprfls ON pname.pn_sprfl+ IIF(EMPTY(pname.pn_sprfl),pname.pn_account,SPACE(8)) =pprfls.pc_code+pprfls.pc_account
pprfls	LEFT JOIN pprfls ON pname.pn_sprfl+ IIF(EMPTY(pname.pn_sprfl),pname.pn_account,SPACE(8)) =pprfls.pc_code+pprfls.pc_account
ppurch	LEFT JOIN ppurch ON cname.cn_panal=ppurch.pp_acode
ppurch	LEFT JOIN ppurch ON pname.pn_defsupp=ppurch.pp_acode
ppurch	LEFT JOIN ppurch ON pname.pn_defsupp=ppurch.pp_acode
ppurch	LEFT JOIN ppurch ON cname.cn_panal=ppurch.pp_acode
ppurch	LEFT JOIN ppurch ON cname.cn_panal=ppurch.pp_acode
ppurch	LEFT JOIN ppurch ON jwipr.jw_pcode=ppurch.pp_acode
ppurch	LEFT JOIN ppurch ON jccode.ja_pcode=ppurch.pp_acode
ppurch	LEFT JOIN ppurch ON jbline.jb_pcode=ppurch.pp_acode
ppurch	LEFT JOIN ppurch ON jccode.ja_pcode=ppurch.pp_acode
ppurch	LEFT JOIN ppurch ON pname.pn_defsupp=ppurch.pp_acode
ppurch	LEFT JOIN ppurch ON pname.pn_defsupp=ppurch.pp_acode
ppurch	LEFT JOIN ppurch ON pname.pn_defsupp=ppurch.pp_acode
ppurch	LEFT JOIN ppurch ON pname.pn_defsupp=ppurch.pp_acode
ppurch	LEFT JOIN ppurch ON hpanal.pa_ancode=ppurch.pp_acode
ppurch	LEFT JOIN ppurch ON pname.pn_defsupp=ppurch.pp_acode
ppurch	LEFT JOIN ppurch ON pname.pn_defsupp=ppurch.pp_acode
ppurch	LEFT JOIN ppurch ON pname.pn_defsupp=ppurch.pp_acode
ppurch	LEFT JOIN ppurch ON cname.cn_panal=ppurch.pp_acode
preasn	LEFT JOIN preasn on ptran.pt_rcode = preasn.po_code
pterms	LEFT JOIN pterms ON pname.pn_tprfl + IIF(EMPTY(pname.pn_tprfl),pname.pn_account,SPACE(8))=pterms.pr_code+pterms.pr_account
pterms	LEFT JOIN pterms ON pname.pn_tprfl + IIF(EMPTY(pname.pn_tprfl),pname.pn_account,SPACE(8))=pterms.pr_code+pterms.pr_account
pterms	LEFT JOIN pterms ON pname.pn_tprfl + IIF(EMPTY(pname.pn_tprfl),pname.pn_account,SPACE(8))=pterms.pr_code+pterms.pr_account
pterms	LEFT JOIN pterms ON pname.pn_tprfl + IIF(EMPTY(pname.pn_tprfl),pname.pn_account,SPACE(8))=pterms.pr_code+pterms.pr_account
pterms	LEFT JOIN pterms ON pname.pn_tprfl + IIF(EMPTY(pname.pn_tprfl),pname.pn_account,SPACE(8))=pterms.pr_code+pterms.pr_account
pterms	LEFT JOIN pterms ON pname.pn_tprfl + IIF(EMPTY(pname.pn_tprfl),pname.pn_account,SPACE(8))=pterms.pr_code+pterms.pr_account
pterms	LEFT JOIN pterms ON pname.pn_tprfl + IIF(EMPTY(pname.pn_tprfl),pname.pn_account,SPACE(8))=pterms.pr_code+pterms.pr_account
pterms	LEFT JOIN pterms ON pname.pn_tprfl + IIF(EMPTY(pname.pn_tprfl),pname.pn_account,SPACE(8))=pterms.pr_code+pterms.pr_account
pterms	LEFT JOIN pterms ON pname.pn_tprfl + IIF(EMPTY(pname.pn_tprfl),pname.pn_account,SPACE(8))=pterms.pr_code+pterms.pr_account
pterms	LEFT JOIN pterms ON pname.pn_tprfl + IIF(EMPTY(pname.pn_tprfl),pname.pn_account,SPACE(8))=pterms.pr_code+pterms.pr_account
pterms	LEFT JOIN pterms ON pname.pn_tprfl + IIF(EMPTY(pname.pn_tprfl),pname.pn_account,SPACE(8))=pterms.pr_code+pterms.pr_account
pterms	LEFT JOIN pterms ON pname.pn_tprfl + IIF(EMPTY(pname.pn_tprfl),pname.pn_account,SPACE(8))=pterms.pr_code+pterms.pr_account
pterms	LEFT JOIN pterms ON pname.pn_tprfl + IIF(EMPTY(pname.pn_tprfl),pname.pn_account,SPACE(8))=pterms.pr_code+pterms.pr_account
pterms	LEFT JOIN pterms ON pname.pn_tprfl + IIF(EMPTY(pname.pn_tprfl),pname.pn_account,SPACE(8))=pterms.pr_code+pterms.pr_account
pterms	LEFT JOIN pterms ON pname.pn_tprfl + IIF(EMPTY(pname.pn_tprfl),pname.pn_account,SPACE(8))=pterms.pr_code+pterms.pr_account
pterms	LEFT JOIN pterms ON pname.pn_tprfl + IIF(EMPTY(pname.pn_tprfl),pname.pn_account,SPACE(8))=pterms.pr_code+pterms.pr_account
pterms	LEFT JOIN pterms ON pname.pn_tprfl + IIF(EMPTY(pname.pn_tprfl),pname.pn_account,SPACE(8))=pterms.pr_code+pterms.pr_account

Codes of interest

Breakdown of Codes	
Transaction Types	
Type	***Description***
A	Adjustment
B	Balance B/Fwd
C	C/Note
D	Discount
F	Refund
I	Invoice
P	Payment
Paid Indicator	
Status	***Description***
!	Outstanding
A	Allocated
B	Balance
P	Paid

Database Structures

Pegasus Opera 3 Enterprise VFP Database Structures - Purchase Ledger tables

Table : **HPANAL** Table Description : **History**

Field Name	Description	Type	Length	DPs	Further information
PA_ACCOUNT	Account	C	8	0	
PA_DACCNT	Supply Account	C	8	0	
PA_TRDATE	Date	D	8	0	
PA_TRREF	Reference	C	20	0	
PA_TRTYPE	Type	C	1	0	
PA_ANCODE	Analysis Code	C	8	0	
PA_SUPTYPE	Supplier Type	C	3	0	
PA_SUPANAL	Supplier Anal Code	C	4	0	
PA_TRVALUE	Value	N	12	2	
PA_ADVANCE	Advanced	C	1	0	
PA_JCSTDOC	Job	C	10	0	
PA_JPHASE	Phase	C	3	0	
PA_JCCODE	Cost Code	C	16	0	
PA_JLINE	Job Line	C	10	0	
ID	Unique ID	N	10	0	
			Default Value :		NEWID(ALIAS())
PA_PROJECT	Nominal Project	C	8	0	
PA_JOB	Nominal Department	C	8	0	
PA_QTY	Quantity	N	9	2	Invoiced quantity
PA_BOX1	Update box 1 on VAT Return	L	1	0	Update box 1 on VAT Return
PA_BOX6	Update box 6 on VAT Return	L	1	0	Update box 6 on VAT Return

Table : **HPARM** Table Description : **History Options**

Field Name	Description	Type	Length	DPs	Further information
HS_RETAIN	Periods to Retain	N	2	0	The number of periods for which an analysis linewill be retained.The Sales Ledger accounting period applies.
HS_AN1TITL	Analysis 1 Title	C	26	0	Sales History Analysis report 1 title.
HS_AN2TITL	Analysis 2 Title	C	26	0	Sales History Analysis report 2 title.
HS_AN3TITL	Analysis 3 Title	C	26	0	Sales History Analysis report 3 title.
HS_AN4TITL	Analysis 4 Title	C	26	0	Sales History Analysis report 4 title.
HS_AN5TITL	Analysis 5 Title	C	26	0	Sales History Analysis report 5 title.
HS_AN6TITL	Analysis 6 Title	C	26	0	Sales History Analysis report 6 title.
HS_AN1SEQ	Analysis 1 Sequence	C	4	0	Sales History Analysis report 1 sequence.
HS_AN2SEQ	Analysis 2 Sequence	C	4	0	Sales History Analysis report 2 sequence.
HS_AN3SEQ	Analysis 3 Sequence	C	4	0	Sales History Analysis report 3 sequence.
HS_AN4SEQ	Analysis 4 Sequence	C	4	0	Sales History Analysis report 4 sequence.
HS_AN5SEQ	Analysis 5 Sequence	C	4	0	Sales History Analysis report 5 sequence.
HS_AN6SEQ	Analysis 6 Sequence	C	4	0	Sales History Analysis report 6 sequence.

Table : **HPPARM** Table Description : **History Options**

Field Name	Description	Type	Length	DPs	Further information
HP_AN1TITL	Analysis 1 Title	C	26	0	Purchase History Analysis report 1 title.
HP_AN2TITL	Analysis 2 Title	C	26	0	Purchase History Analysis report 2 title.
HP_AN3TITL	Analysis 3 Title	C	26	0	Purchase History Analysis report 3 title.
HP_AN4TITL	Analysis 4 Title	C	26	0	Purchase History Analysis report 4 title.
HP_AN5TITL	Analysis 5 Title	C	26	0	Purchase History Analysis report 5 title.
HP_AN6TITL	Analysis 6 Title	C	26	0	Purchase History Analysis report 6 title.
HP_AN1SEQ	Analysis 1 Sequence	C	4	0	Purchase History Analysis report 1 sequence.

HP_AN2SEQ	Analysis 2 Sequence	C	4	0	Purchase History Analysis report 2 sequence.
HP_AN3SEQ	Analysis 3 Sequence	C	4	0	Purchase History Analysis report 3 sequence.
HP_AN4SEQ	Analysis 4 Sequence	C	4	0	Purchase History Analysis report 4 sequence.
HP_AN5SEQ	Analysis 5 Sequence	C	4	0	Purchase History Analysis report 5 sequence.
HP_AN6SEQ	Analysis 6 Sequence	C	4	0	Purchase History Analysis report 6 sequence.

Table : **PALLOC** Table Description : **Allocations**

Field Name	Description	Type	Length	DPs	Further information
AL_ACCOUNT	Account	C	8	0	
AL_DATE	Date	D	8	0	
AL_REF1	Reference	C	20	0	
AL_REF2	Second Reference	C	20	0	
AL_TYPE	Type	C	1	0	
AL_VAL	Value	N	12	2	
AL_DVAL	Debit Value	N	12	2	
AL_ORIGVAL	Original Value	N	12	2	
AL_PAYIND	Paid Indicator	C	1	0	
AL_PAYFLAG	Paid Flag	N	3	0	
AL_PAYDAY	Paid Date	D	8	0	
AL_CTYPE	Cr.Type	C	1	0	
AL_REM	Remark	C	1	0	
AL_CHEQ	Cheque	C	1	0	
AL_PAYEE	Payee Name	C	30	0	Payee Name on Cheque.
AL_FCURR	F.Currency	C	3	0	Foreign Currency code (if present).
AL_FVAL	Foreign Value	N	12	0	Foreign Currency value.
AL_FDVAL	Foreign Disc. Value	N	12	0	Foreign Currency discount value.
AL_FORIGVL	Foreign Orignal Val	N	12	0	Foreign Currency original cheque value.
AL_FDEC	F.Decimal Places	N	1	0	Foreign Currency decimals.
AL_UNIQUE	Unique field	N	10	0	
AL_ACNT	Bank Account	C	8	0	Nominal A/C of the Bank Account
AL_CNTR	Cost Centre	C	4	0	Cost Centre of the Bank Account
AL_ADVIND	Advanced Indicator	L	1	0	
AL_ADVTRAN	Advanced Source Tran	L	1	0	
AL_PREPRD	Previous Period Indicator	L	1	0	Previous Period Indicator
AL_CNCLCHQ	Holds Cancelled Cheques	M	4	0	Holds Cancelled Cheques
AL_BACSID	BACS System	N	2	0	If this PALLOC record is for a payment that has been included in a BACS file then this field stores the BACS PaymentSoftware used to create the associated BACS file; for example:'AIB' Bank Ireland' etc
			Default Value :		0

Table : **PANAL** Table Description : **Analysis**

Field Name	Description	Type	Length	DPs	Further information
PA_ACCOUNT	Account	C	8	0	
PA_DACCNT	Supply A/c No.	C	8	0	For EC VAT only, supply address account number.Used for triangulation
PA_TRDATE	Transaction Date	D	8	0	Transaction Date
PA_CRDATE	Creation Date	D	8	0	Date transaction was posted
PA_TAXDATE	Tax Point	D	8	0	Transaction tax point
PA_TRREF	Reference	C	20	0	Transaction reference
PA_TRTYPE	Type	C	1	0	
PA_SUPTYPE	Supp.Type	C	3	0	
PA_SUPANAL	Supp.Analysis Code	C	4	0	
PA_REGCTRY	VAT Reg Country Pref	C	2	0	VAT Reg country prefix
PA_REGVAT	Vat Reg	C	15	0	VAT Reg of supplier
PA_ADVANCE	Advanced	C	1	0	
PA_INTERBR	Inter Branch ?	L	1	0	Inter Branch transaction .T. or .F.
PA_COUNTRY	Ctry of Supply	C	2	0	Supply country code
PA_NRTHIRE	Northern Ireland Ind	L	1	0	.T. = Supply country (GB) is actually NorthernIreland.F. = Supply country (GB) is NOT Northern Ireland
PA_FCURR	F.Currency	C	3	0	Currency Code

PA_FCDEC	F.Decimals	N	1	0	Foreign currency decimal places
PA_SETDISC	Max Settlement Disc	N	10	2	Maximum settlement discount
PA_ANCODE	Analysis Code	C	8	0	
PA_TRVALUE	Value	N	12	2	
PA_FCVAL	Foreign Value	N	11	0	Foreign Currency Value
PA_VATVAL	VAT Value	N	12	2	
PA_COST	Cost Value	N	12	2	Cost Value
PA_FCCOST	Foreign Cost	N	11	0	Cost in Foreign Currency
PA_VATCTRY	VAT Country Type	C	1	0	Country Type (VAT) (H,R,U,N)
PA_VATTYPE	VAT Code Type	C	1	0	VAT Code type (P,F,N)
PA_ANVAT	VAT Code	C	1	0	VAT code (0-9,A-Z)
PA_VATRATE	VAT Rate	N	5	2	VAT rate % 2.2
PA_BOX7	Inputs	L	1	0	Include in box 7 VAT100 - all purchases
PA_BOX9	EC Acquisitions	L	1	0	Include in box 9 VAT100 - EC acquisitions
PA_BOX2	Acquisition Tax	L	1	0	Include in box 2 VAT100 - VAT due on acquisitions
PA_BOX4	Input Tax	L	1	0	Include in box 4 VAT100 - input tax
PA_SSDPRE	Pre Process SD	L	1	0	Pre process item for SD
PA_SSDPOST	Post Process SD	L	1	0	Post process item for SD
PA_SSDSUPP	SD Include	L	1	0	Include in SD
PA_COMMOD	Commodity Code	C	11	0	Commodity code (+spare 3 chars)
PA_NETMASS	Net Mass in Kgs	N	12	3	Net mass of line
PA_SUPPQTY	Supp. Units	N	12	3	Supplementary units (second qty)
PA_DELTERM	Delivery Terms	C	3	0	Delivery terms
PA_TRANSAC	Nature of Transact.	C	2	0	Nature of transaction
PA_TRANSPT	Mode of Transport	C	1	0	Mode of transport
PA_SSDVAL	SD Value	N	12	2	Value for the SD (with delivery chargesapportioned)
PA_SSDFVAL	Foreign SD Value	N	11	0	Foreign value for the SD (with delivery chargesapportioned)
PA_CTRYORG	Origin Country Code	C	2	0	Country of origin country code
PA_SENTVAT	Transferred to VAT	L	1	0	Transferred to VAT control file .T. or .F.
PA_JCSTDOC	Job	C	10	0	
PA_JPHASE	Phase	C	3	0	
PA_JCCODE	Cost Code	C	16	0	
PA_JLINE	Job Line	C	10	0	
ID	Unique ID	N	10	0	
			Default Value :		NEWID(ALIAS())
PA_PROJECT	Nominal Project	C	8	0	
PA_JOB	Nominal Department	C	8	0	
PA_QTY	Quantity	N	9	2	Invoiced quantity
PA_BOX1	Reverse Charge	L	1	0	Reverse Charge
PA_FASSET	Fixed Asset Code	C	8	0	Fixed Asset Code
PA_FASUB	Fixed Sub Asset Code	C	4	0	Fixed Asset Sub Code
PA_FADESC	Fixed Assets Description	C	40	0	Fixed Assets Description
PA_FACATG	Fixed Assets Category	C	4	0	Fixed Assets Category
PA_BOX6	Update box 6 on VAT Return	L	1	0	Update box 6 on VAT Return

Table : **PCONTATTR** Table Description : **Supplier Attributes**

Field Name	Description	Type	Length	DPs	Further information
CA_CODE	Code	C	4	0	Purchase Contact Code
CA_DESC	Description	C	25	0	Purchase Contact Description

Table : **PDBUFS** Table Description :

Field Name	Description	Type	Length	DPs	Further information
DB_CHART	Chart	C	18	0	Chart
DB_FIELD	Field	C	10	0	Field
DB_USER	User	C	8	0	User
DB_CHOICES	Choices	M	10	0	Choices

Table : **PDEALLOCH** Table Description : **Rectfd Allocations**

Field Name	Description	Type	Length	DPs	Further information

PF_ACCOUNT	Account	C	8	0	Supplier account
PF_PAYFLAG	Allocation Payflag	N	3	0	Allocation group ID
PF_PNBAL1	Supplier Balance (Before)	N	13	2	Value before deallocation
PF_PNBAL2	Supplier Balance (After)	N	13	2	Value after deallocation
PF_ALDATE	Allocation Date	D	8	0	Date on which allocation was undone
PF_REMOVE	Remove Transactions	L	1	0	Transactions to be removed
PF_COMMENT	Comment	C	40	0	Deallocation comment
SQ_CRDATE	Creation Date	D	8	0	System date
SQ_CRTIME	Creation Time	C	8	0	System time
SQ_CRUSER	Creation User	C	8	0	Created by user
ID	ID	N	10	0	Deallocation unique ID
			Default Value :		NEWID(ALIAS())

Table : **PDEALLOCT** Table Description : **Rectfd Alloc. Trans.**

Field Name	Description	Type	Length	DPs	Further information
PG_SOURCE	Record Source	N	1	0	Value determined by the source table 1 = palloc 2 = ptran 3 = aentry 4 = atran
PG_TRDATE	Transaction Date	D	8	0	Transaction date
PG_REF1	Reference 1	C	20	0	Reference 1 (Supplier Ref)
PG_REF2	Reference 2	C	20	0	Reference 2 (Transaction ref)
PG_TRTYPE	Transaction Type	C	1	0	Transaction type A = Adjustment B = Brought Forward C = Credit Note D = Discount F = Refund I = Invoice P = Payment
PG_CBTYPE	Cashbook Type	C	2	0	Cashbook type
PG_AEACNT	Cashbook Account	C	8	0	Bank account
PG_AECNTR	Cashbook Cost Centre	C	4	0	Cost centre
PG_AEVAL1	Cashbook Value (Before)	N	12	0	Value before deallocation
PG_AEVAL2	Cashbook Value (After)	N	12	0	Value after deallocation
PG_AEID	Cashbook Unique ID	N	10	0	Cashbook transaction unique ID
PG_NACNT	Nominal Account	C	8	0	Nominal account
PG_NCNTR	Nominal Cost Centre	C	4	0	Cost centre
PG_TRVALUE	Transaction Value	N	13	2	Transaction Value
PG_VATVAL	VAT Value	N	13	2	VAT value
PG_TRBAL1	Transaction Balance (Before)	N	13	2	Transaction balance before deallocation
PG_TRBAL2	Transaction Balance (After)	N	13	2	Transaction balance after deallocation
PG_FCURR	Foreign currency	C	3	0	Foreign currency description
PG_FCRATE	Foreign Currency Rate	N	11	6	Foreign currency exchange rate
PG_FCDEC	Foreign Currency Dec. Places	N	1	0	Foreign currency decimal places
PG_FCVAL	Foreign Currency Value	N	12	0	Foreign currency value
PG_FCBAL1	Foreign Currency Bal (Before)	N	12	0	Foreign currency balance before deallocation
PG_FCBAL2	Foreign Currency Bal (After)	N	12	0	Foreign currency balance after deallocation
PG_FCMULT	Foreign Currency Multiplies	L	1	0	Foreign currency multiplies
PG_ADVANCE	Advance Indicator	C	1	0	Advance posting indicator
PG_NKACNT	Bank Account	C	8	0	Bank account
PG_NKCNTR	Cost Centre	C	4	0	Nominal cost centre
PG_NKBAL1	Nominal Value (Before)	N	13	0	Value before deallocation
PG_NKBAL2	Nominal Value (After)	N	13	0	Value after allocation
PG_ENTRY	Cashbook Entry	C	10	0	Cashbook entry ID
PG_REMOVED	Transaction Removed	L	1	0	Transaction removed
PG_POSTID	Posting Unique ID	C	10	0	Posting identifier
PG_TRID	Transaction Line ID	N	10	0	Transaction line ID
PG_PFID	Header Table ID	N	10	0	Link to PDEALLOCH
ID	Deallocation Line ID	N	10	0	Deallocation line ID
			Default Value :		NEWID(ALIAS())
PG_XRATADJ	Exchange Rate Adjustment	L	1	0	Exchange Rate Adjustment

Table : **PECAUD** Table Description : **Supplier Audit File**

Field Name	Description	Type	Length	DPs	Further information
PE_UNIQUE	Unique Reference	N	8	0	
PE_REPONLY	Report-Only Entry	L	1	0	
PE_ACCOUNT	Account	C	8	0	
PE_RECTYPE	Record Type	N	1	0	1=Purchase Header2=Purchase Transaction3=Model Order4=Uncommitted Purchase Order5=supplier product
PE_OLDCURR	Old Currency Code	C	3	0	
PE_MEMO	Additional Text	M	10	0	
PE_TRDATE	Transaction Date	D	8	0	
PE_TRREF	Transaction Ref.	C	10	0	
PE_TRTYPE	Transaction Type	C	1	0	
PE_TRVALUE	Home Currency Value.	N	12	2	
PE_FCVAL	Foreign Value	N	12	0	
PE_FCDEC	Foreign Decimals	N	1	0	
PE_EURVAL	Euro Value	N	12	2	
PE_RATE	Exchange Rate	N	11	6	
PE_CONDATE	Conversion Date	D	8	0	
PE_CONBY	Converted By	C	8	0	
PE_TRBAL	Home Value Balance	N	12	2	
PE_FCBAL	Foreign Value Bal	N	12	6	

Table : **PEDUFS** Table Description :

Field Name	Description	Type	Length	DPs	Further information
CHART	Chart	C	18	0	Chart
FIELD	Field	C	10	0	Field
USER	User	C	8	0	User
CHOICES	Choices	M	10	0	Choices

Table : **PHEAD** Table Description : **PIR Header**

Field Name	Description	Type	Length	DPs	Further information
PH_ACCOUNT	Supplier's Account	C	8	0	
PH_TRDATE	Invoice Date	D	8	0	
PH_TRREF	Our Reference	C	20	0	
PH_SUPREF	Supp's Reference	C	20	0	
PH_TAXDATE	Tax Point	D	8	0	Transaction tax point
PH_SET1DAY	S1 Discount Days	N	2	0	
PH_SET1	Sett.1 Disc. Percent	N	10	2	
PH_SET2DAY	S2 Discount Days	N	2	0	
PH_SET2	Sett.2 Disc. Percent	N	10	2	
PH_DUEDAY	Due Date	D	8	0	
PH_TRTYPE	Transaction Type	C	1	0	
PH_FCURR	Foreign Currency	C	3	0	
PH_FCRATE	Curr. Exchange Rate	N	11	6	
PH_FCM	F.Mult Ind	L	1	0	
PH_FCDEC	Curr. Decimal Places	N	1	0	
PH_FCVAL	Foreign Value	N	11	0	
PH_FCMVAL	Foreign Balance	N	11	0	
PH_SUPANAL	Supp.Analysis Code	C	4	0	
PH_SUPTYPE	Type Supp.	C	3	0	
PH_REGCTRY	VAT Reg Country Pref	C	2	0	VAT Reg country prefix
PH_REGVAT	Vat Reg	C	15	0	VAT Reg of supplier
PH_INTERBR	Inter Branch ?	L	1	0	Inter Branch transaction .T. or .F.
PH_COUNTRY	Ctry of Supply	C	2	0	Supply country code
PH_NRTHIRE	Northern Ireland Ind	L	1	0	.T. = Supply country (GB) is actually NorthernIreland.F. = Supply country (GB) is NOT Northern Ireland
PH_TRVALUE	Value	N	12	2	
PH_MVAL	Balance	N	12	2	
PH_VATVAL	VAT Value	N	12	2	
PH_MVAT	Matched VAT Value	N	12	2	

PH_POSTED	Posted To PL	L	1	0	
PH_AUTHOR	Authorised Invoice	L	1	0	
PH_AUDATE	Date Authorised	D	8	0	
PH_AUTIME	Time Authorised	C	8	0	
PH_AUUSER	User Authorised	C	8	0	
SQ_CRDATE	Date Created	D	8	0	
SQ_CRTIME	Time Created	C	8	0	
SQ_CRUSER	User Created	C	8	0	
SQ_MEMO	Comments	M	10	0	
PH_SETMARK	Mark Indicator	L	1	0	
PH_ASSTO	Assigned To	C	10	0	
PH_ASSTIME	Assigned Time	C	8	0	
PH_ASSDATE	Assigned Date	D	8	0	
PH_PROJECT	Nominal Project	C	8	0	
PH_JOB	Nominal Department	C	8	0	
PH_REVCHRG	Reverse Charge	L	1	0	Reverse Charge

Table : **PHIST** Table Description : **Creditors History**

Field Name	Description	Type	Length	DPs	Further information
PI_ACCOUNT	Account	C	8	0	
PI_AGE	Age	N	3	0	
PI_PEDATE	Period End Date	D	8	0	
PI_PERDAYS	Days In Period	N	3	0	
PI_TURN	Turnover	N	14	2	
PI_VAT	VAT Amount	N	14	2	
PI_CASH	Cash Amount	N	14	2	
PI_ADJAMT	Adjustment Amount	N	14	2	
PI_OUTBAL	Outstanding Balance	N	14	2	
PI_ORDBAL	Order Balance	N	14	2	
PI_AVGDAYS	Average Creditors Days	N	10	1	
PI_CURRENT	Current Outstanding Amount	N	14	2	
PI_PERIOD1	Amount Aged Into Period 1	N	14	2	
PI_PERIOD2	Amount Aged Into Period 2	N	14	2	
PI_PERIOD3	Amount Aged Into Period 3	N	14	2	
PI_PERIOD4	Amount Aged Into Period 4	N	14	2	
PI_PERIOD5	Amount Aged Into Period 5+	N	14	2	
ID	Unique ID	N	10	0	
			Default Value :		NEWID(ALIAS())

Table : **PLINE** Table Description : **PIR Lines Detail**

Field Name	Description	Type	Length	DPs	Further information
PL_ACCOUNT	Supplier's Account	C	8	0	
PL_TRREF	Our Reference	C	20	0	
PL_LINE	Line No. of Invoice	N	7	0	
PL_SUPREF	Supp's Stock Ref.	C	16	0	
PL_CNREF	Our Stock Reference	C	16	0	
PL_DESC	Stock Description	C	40	0	
PL_INVQUA	Quantity	N	9	0	
PL_INVPRI	Price	N	10	0	
PL_DISC	Discount	N	5	2	
PL_FCURR	F.Currency	C	3	0	Currency Code
PL_FCRATE	Curr. Exchange Rate	N	11	6	
PL_FCM	F.Mult Ind	L	1	0	
PL_FCDEC	F.Decimals	N	1	0	Foreign currency decimal places
PL_FCVAL	Foreign Value	N	11	0	
PL_FCMVAL	Foreign Balance	N	11	0	
PL_VATCTRY	Ctry VAT Type	C	1	0	
PL_VATTYPE	VAT Type Code	C	1	0	
PL_ANVAT	VAT Code	C	1	0	
PL_VATRATE	VAT Rate	N	5	2	
PL_BOX7	Purchases	L	1	0	Include in box 7 VAT100 - all purchases
PL_BOX9	EC Acquisitions	L	1	0	Include in box 9 VAT100 - EC acquisitions

PL_BOX2	Acquisition Tax	L	1	0	Include in box 2 VAT100 - VAT due on acquisitions
PL_BOX4	Input Tax	L	1	0	Include in box 4 VAT100 - input tax
PL_SSDPRE	Pre Process SD	L	1	0	Pre process item for SD
PL_SSDPOST	Post Process SD	L	1	0	Post process item for SD
PL_SSDSUPP	SD Include	L	1	0	Include in SD
PL_COMMOD	Commodity Code	C	11	0	Commodity code (+spare 3 chars)
PL_NETMASS	Net Mass in Kgs	N	12	3	Net mass of line
PL_SUPPQTY	Supp. Units	N	12	3	Supplementary units (second qty)
PL_DELTERM	Delivery Terms	C	3	0	Delivery terms
PL_TRANSAC	Nature of Transact.	C	2	0	Nature of transaction
PL_TRANSPT	Mode of Transport	C	1	0	Mode of transport
PL_SSDVAL	SD Value	N	12	2	Value for the SD (with delivery chargesapportioned)
PL_SSDFVAL	Foreign SD Value	N	11	0	Foreign value for the SD (with delivery chargesapportioned)
PL_CTRYORG	Origin Country Code	C	2	0	Country of origin country code
PL_AVALUE	Total Analysed Val.	N	12	2	
PL_AVAT	Total Analysed VAT	N	12	2	
PL_MQTY	Matched Quantity	N	9	0	
SQ_CRDATE	Create Date	D	8	0	
SQ_CRTIME	Create Time	C	8	0	
SQ_CRUSER	Create User	C	8	0	
SQ_AMDATE	Amended Date	D	8	0	
SQ_AMTIME	Amended Time	C	8	0	
SQ_AMUSER	Amended User	C	8	0	
SQ_MEMO	Comments	M	10	0	
PL_TRVALUE	Line Value	N	10	2	
PL_VATVAL	VAT Value	N	10	2	
PL_POSTED	Posted To Ledger	L	1	0	
PL_FCVAT	Foreign VAT Value	N	11	0	
PL_ANCODE	Analysis Code	C	8	0	
PL_ANDESC	Analysis Description	C	30	0	
PL_NACNTR	Cost Centre	C	4	0	
PL_JCSTDOC	Costing Doc.	C	10	0	
PL_JCCODE	Costing Code	C	16	0	
PL_JPHASE	Costing Phase	C	3	0	
PL_JLINE	Costing Line	C	10	0	
PL_GRNREF	GRN Ref + Line No.	C	17	0	
PL_DCREF	Purchase Order Ref	C	10	0	
PL_DCLINE	Purchase Order Line	N	7	0	
PL_MULTNM	Multiply Mass by Qty	L	1	0	Multiply Net Mass by Quantity for EC VAT
PL_JLINEID	Costing Budget Line ID	N	10	0	
PL_PROJECT	Nominal Project	C	8	0	
PL_JOB	Nominal Department	C	8	0	
PL_MULTSU	Multiply Supp. Units by Qty.	L	1	0	
			Default Value :		.F.
PL_BOX1	Reverse Charge	L	1	0	Reverse Charge
PL_FASSET	Fixed Asset Code	C	8	0	Fixed Asset Code
PL_FASUB	Fixed Asset Sub Code	C	4	0	Fixed Asset Sub Code
PL_FADESC	Fixed Asset Description	C	40	0	Fixed Asset Description
PL_FACATG	Fixed Asset Category	C	4	0	Fixed Asset Category
PL_BOX6	Update box 6 on VAT Return	L	1	0	Update box 6 on VAT Return

Table : **PLOOK** Table Description : **Lookups**

Field Name	Description	Type	Length	DPs	Further information
LK_TYPE	Type	C	1	0	Lookup record type. Y=Supplier Type.
				Format :	!
LK_CODE	Code	C	3	0	Lookup record code (key).
				Rule :	"Code cannot be left blank."
				Rule Expression :	.NOT.EMPTY(lk_code)
				Format :	!
LK_DESC	Description	C	20	0	Lookup record description.
				Rule :	"Description cannot be left blank"

Rule Expression : .NOT.EMPTY(lk_desc)

Table : **PMATCH** Table Description : **PIR Match Table**

Field Name	Description	Type	Length	DPs	Further information
PM_PLREF	PIR Invoice Ref.	C	20	0	
PM_PLLINE	PIR Line Number	N	7	0	
PM_DCREF	Order Reference	C	10	0	
PM_DCLINE	Order Line No.	N	7	0	
PM_QTY	Matched Quantity	N	9	0	
PM_POSTED	Posted To PL	L	1	0	
SQ_CRDATE	Date Created	D	8	0	
SQ_CRTIME	Time Created	C	8	0	
SQ_CRUSER	User Created	C	8	0	

Table : **PNAME** Table Description : **Accounts (PL)**

Field Name	Description	Type	Length	DPs	Further information
PN_ACCOUNT	Account	C	8	0	
					Rule : "Account code may not be blank"
					Rule Expression : .NOT.EMPTY(pn_account)
PN_NAME	Name	C	30	0	
					Rule : "Supplier name maynot be blank"
					Rule Expression : .NOT.EMPTY(Pn_name)
PN_ADDR1	Address Line 1	C	30	0	
PN_ADDR2	Address Line 2	C	30	0	
PN_ADDR3	Address Line 3	C	30	0	
PN_ADDR4	Address Line 4	C	30	0	
PN_PSTCODE	Post Code	C	8	0	
PN_TELENO	Telephone Number	C	20	0	
PN_FAXNO	Fax Number	C	20	0	
PN_CONTACT	Contact	C	20	0	
PN_CONTAC2	Second Contact	C	20	0	
PN_SUPTYPE	Supp.Type	C	3	0	
PN_ANALSYS	Supp.Analysis	C	4	0	
PN_TRNOVER	Turnover	N	13	2	
PN_LASTINV	Last Invoiced	D	8	0	
PN_LASTPAY	Last Payment	D	8	0	
PN_CURRBAL	Current Balance	N	13	2	
PN_CRLIM	Credit Limit	N	8	0	
PN_ORDRBAL	Order Balance	N	13	2	
PN_STOP	Stop Flag	L	1	0	Account on STOP with this supplier ?, .T. or .F.
PN_ORDER	Order	L	1	0	
PN_PAYMETH	Pay Method	C	1	0	Payment method. C=Cheque, B=BACS
PN_NEXTPAY	Nxt Pay	N	3	0	
PN_DEFSUPP	Supply Code	C	8	0	
PN_APPROVE	Approval	C	4	0	
PN_PAYEE	Payee	C	30	0	
PN_BANKAC	Bank Account	C	9	0	
PN_BANKSOR	Bank Sort Code	C	8	0	
PN_DELINST	Delivery Instruct.	M	10	0	
PN_MEMO	Memo	M	10	0	
PN_CTRY	Country Code	C	2	0	Supplier country code
PN_NRTHIRE	Northern Ireland Ind	L	1	0	.T. = Supply country (GB) is actually NorthernIreland.F. = Supply country (GB) is NOT Northern Ireland
PN_VRN	VAT Reg. Number	C	15	0	Supplier VAT Reg. number
PN_DELT	Delivery Terms	C	3	0	Key to delivery terms file
PN_NTRN	Nature of Transact.	C	2	0	Key to nature of transaction file
PN_MTRN	Mode of Transport	C	1	0	Key to mode of transport file
PN_BRANCH	Inter-Branch Ind.	L	1	0	Inter-branch Indicator
PN_LEDGER	Ledger Account	C	8	0	Ledger account number (for supply addressaccounts)
PN_TPRFL	Terms Profile Code	C	8	0	Key linking supplier to terms profile file
PN_SPRFL	Supp. Profile Code	C	8	0	Key linking supplier to supplier profile file

PN_MODEL	Model Indicator	L	1	0	.T. = This account is a model template.F. = It is not
PN_LUPDATE	Last Update Date	D	8	0	Date that this account was last updated
PN_POMATCH	PO Matching	N	1	0	
PN_NOPRTPO	Not Print PO	L	1	0	Indicator to Suppress Purchase Order Print
PN_SANA	Sending ANA Ref.	C	13	0	The reference used by EDI module to transmit anyEDI documents to specified supplier.
PN_RANA	Receipt ANA Ref.	C	13	0	Used by EDI module to relate EDI message referenceto specified supplier.
PN_CUSTREF	Vendors Reference	C	17	0	Reference used by this supplier when communicatingwith the End-User (ie. Supplier sales Ledger a/ccode)
PN_SUPPLOC	Supplier Location Co	C	17	0	Code used by Supplier as their internal referencefor this delivery/invoice address.
PN_BANA	Location ANA Ref.	C	13	0	Suppliers unique ANA reference for thisdelivery/invoice address.
PN_KEY1	Key 1 Field	C	5	0	Record search key - do not alter.
PN_KEY2	Key 2 Field	C	5	0	Record search key - do not alter.
PN_KEY3	Key 3 Field	C	5	0	Record search key - do not alter.
PN_KEY4	Key 4 Field	C	5	0	Record search key - do not alter.
PN_ATPYCD	Bank Reference	C	6	0	Bank Reference Number eg. AUTOPAY - NatWest
PN_BSREF	B/S Reference (BACS)	C	18	0	Building Society Reference for BACS payments
PN_BSNAME	B/S Name (BACS)	C	18	0	Building Society Name for BACS payments
PN_WWWPAGE	Suppliers web page	C	40	0	suppliersweb home page address address for webbrowser in windows version only
PN_EMAIL	Suppliers E-Mail	C	60	0	suppliers e-mail address for web browser inwindows version only
PN_FCREATE	Creation Date	D	8	0	Creation Date of Supplier
PN_PROJECT	Nominal Project	C	8	0	
PN_JOB	Nominal Department	C	8	0	
PN_EMAILRA	E-Mail Remittance Advices	L	1	0	
PN_DORMANT	Dormant	L	1	0	Dormant ? .T. Or .F.
PN_BNKNME	Bank Account Name	C	15	0	
PN_ORDMAIL	Purchase Order E-Mail	C	60	0	Purchase Order E-Mail
PN_EMAILPO	e-mail purchase orders	L	1	0	e-mail purchase orders
PN_POSTOP	Restrict from POP	L	1	0	Restrict from POP
			Default Value :		.F.
PN_BIC	BIC	C	11	0	BIC
PN_IBAN	IBAN	C	34	0	IBAN
PN_SEPAYEE	SEPA Payee Name	C	70	0	SEPA Payee Name

Table : **PNOML** Table Description : **Nominal Transfer**

Field Name	Description	Type	Length	DPs	Further information
PX_NACNT	Account	C	8	0	
PX_NCNTR	Cost Centre	C	4	0	
PX_TYPE	Type	C	1	0	
PX_DATE	Date	D	8	0	
PX_VALUE	Value	N	12	2	
PX_TREF	Reference	C	50	0	
PX_COMMENT	Comment	C	50	0	
PX_DONE	Transferred	C	1	0	
PX_FCURR	Currency	C	3	0	Currency Code of Nominal Account
PX_FVALUE	Foreign Value	N	12	0	
PX_FCRATE	Exchange Rate	N	11	6	Exchange Rate at time of Posting
PX_FCMULT	FC.Multiply	L	1	0	
PX_FCDEC	FC.Decimal Places	N	1	0	
PX_SRCCO	Source Company	C	1	0	Source Company That This Analysis Line Has BeenPosted From
PX_UNIQUE	Unique ID	C	10	0	Unique Identifier for Transaction
PX_CDESC	Item description	C	40	0	
ID	Unique ID	N	10	0	
			Default Value :		NEWID(ALIAS())
PX_PROJECT	Nominal Project	C	8	0	
PX_JOB	Nominal Department	C	8	0	

PX_JRNL	Journal Number	N	8	0	Journal Number
PX_NLPDATE	NL Posting Date	D	8	0	Nominal posting date

Table : **PPARM** Table Description : **Options**

Field Name	Description	Type	Length	DPs	Further information
PP_DISCNOM	Discount Nomianl A/C	C	13	0	Discount Taken Nominal Code.
PP_BANKNOM	Bank Nominal A/C	C	13	0	Default bank account Nominal Code.
PP_PERIOD	Period	C	7	0	Accounting Period. May be Calendar Monthly or7,14,28 or 30 days.
PP_ADVANCE	Advanced	C	1	0	Allow advanced postings ?, Y or N. Reset at periodend.
PP_RETAIN	Retain	N	2	0	The number of periods for which a transaction willbe retained, regardless of whether it is paid orallocated.
PP_APPROVE	Approval	C	1	0	Allow the invoice approval function to operate, Yor N.
PP_ZERO	Zero Balance	C	1	0	Zero balance accounts to be removed at period end?, Y or N.
PP_SUGDAYS	Suggested Days	N	2	0	The number of days ahead for which the suggestedpayments facility will operate.
PP_CHEQNO	Cheque Number	N	6	0	Next cheque number. Zero indicates cheques notused.
PP_ADJ01	Adjust. Desc. 1	C	10	0	Adjustment name 1.
PP_ADJ02	Adjust. Desc. 2	C	10	0	Adjustment name 2.
PP_ADJ03	Adjust. Desc. 3	C	10	0	Adjustment name 3.
PP_ADJ04	Adjust. Desc. 4	C	10	0	Adjustment name 4.
PP_ADJ05	Adjust. Desc. 5	C	10	0	Adjustment name 5.
PP_ADJ06	Adjust. Desc. 6	C	10	0	Adjustment name 6.
PP_ADJ07	Adjust. Desc. 7	C	10	0	Adjustment name 7.
PP_ADJ08	Adjust. Desc. 8	C	10	0	Adjustment name 8.
PP_ADJ09	Adjust. Desc. 9	C	10	0	Adjustment name 9.
PP_ADJ10	Adjust. Desc. 10	C	10	0	Adjustment name 10.
PP_ADJ11	Adjust. Desc. 11	C	10	0	Adjustment name 11.
PP_ADJ12	Adjust. Desc. 12	C	10	0	Adjustment name 12.
PP_ADJ01NM	Adjust Nom. A/C 1	C	13	0	Adjustment 1 nominal code.
PP_ADJ02NM	Adjust Nom. A/C 2	C	13	0	Adjustment 2 nominal code.
PP_ADJ03NM	Adjust Nom. A/C 3	C	13	0	Adjustment 3 nominal code.
PP_ADJ04NM	Adjust Nom. A/C 4	C	13	0	Adjustment 4 nominal code.
PP_ADJ05NM	Adjust Nom. A/C 5	C	13	0	Adjustment 5 nominal code.
PP_ADJ06NM	Adjust Nom. A/C 6	C	13	0	Adjustment 6 nominal code.
PP_ADJ07NM	Adjust Nom. A/C 7	C	13	0	Adjustment 7 nominal code.
PP_ADJ08NM	Adjust Nom. A/C 8	C	13	0	Adjustment 8 nominal code.
PP_ADJ09NM	Adjust Nom. A/C 9	C	13	0	Adjustment 9 nominal code.
PP_ADJ10NM	Adjust Nom. A/C 10	C	13	0	Adjustment 10 nominal code.
PP_ADJ11NM	Adjust Nom. A/C 11	C	13	0	Adjustment 11 nominal code.
PP_ADJ12NM	Adjust Nom. A/C 12	C	13	0	Adjustment 12 nominal code.
PP_PAY01	Paymt. Desc. 1	C	10	0	Payment name 1.
PP_PAY02	Paymt. Desc. 2	C	10	0	Payment name 2.
PP_PAY03	Paymt. Desc. 3	C	10	0	Payment name 3.
PP_PAY04	Paymt. Desc. 4	C	10	0	Payment name 4.
PP_PAY05	Paymt. Desc. 5	C	10	0	Payment name 5.
PP_PAY06	Paymt. Desc. 6	C	10	0	Payment name 6.
PP_PAY07	Paymt. Desc. 7	C	10	0	Payment name 7.
PP_PAY08	Paymt. Desc. 8	C	10	0	Payment name 8.
PP_PAY09	Paymt. Desc. 9	C	10	0	Payment name 9.
PP_PAY10	Paymt. Desc. 10	C	10	0	Payment name 10.
PP_PAY11	Paymt. Desc. 11	C	10	0	Payment name 11.
PP_PAY12	Paymt. Desc. 12	C	10	0	Payment name 12.
PP_AN1TITL	Analysis Title 1	C	26	0	Analysis report 1 title.
PP_AN2TITL	Analysis Title 2	C	26	0	Analysis report 2 title.
PP_AN3TITL	Analysis Title 3	C	26	0	Analysis report 3 title.
PP_AN4TITL	Analysis Title 4	C	26	0	Analysis report 4 title.
PP_AN1SEQ	Analysis Seq. 1	C	4	0	Analysis report 1 sequence.
PP_AN2SEQ	Analysis Seq. 2	C	4	0	Analysis report 2 sequence.

PP_AN3SEQ	Analysis Seq. 3	C	4	0	Analysis report 3 sequence.
PP_AN4SEQ	Analysis Seq. 4	C	4	0	Analysis report 4 sequence.
PP_XCHANGE	Exch.P/L Name	C	10	0	Name for foreign exchange realised gains & lossesadjustment.
PP_XCHGNOM	Exch.P/L Nominal Cde	C	13	0	Default Nominal code for exchange gains/losses.Also the nominal code for gains/losses made withthe home currency.
PP_RETZOOM	Retain for Zoom	N	2	0	The number of periods for which an invoiceanalysis image will be retained, regardless ofwhether it is paid. This number can't be greaterthan the general retain figure.
PP_BACS	BACS Software	C	15	0	BACS processing software name.
PP_SETTOVR	Sett. Disc. Override	L	1	0	Allow settlement discount % override on posting.True or False.
PP_AN5TITL	Analysis Title 5	C	26	0	
PP_AN6TITL	Analysis Title 6	C	26	0	
PP_AN5SEQ	Analysis Seq. 5	C	4	0	
PP_AN6SEQ	Analysis Seq. 6	C	4	0	
PP_OVRBANK	Override Bank A/C	L	1	0	
PP_PIREF	PIR Invoice No.	C	10	0	
PP_PICRD	PIR Credit No.	C	10	0	
PP_PIRAUT	PIR Authorisation	C	1	0	
PP_SPECRTN	Special Process	C	8	0	
PP_SPECPIR	PIR Special Process	C	8	0	
PP_PCBTY01	Payment CB Type 1	C	2	0	Cash Book Type for Receipt Name 1
PP_PCBTY02	Payment CB Type 2	C	2	0	Cash Book Type for Receipt Name 2
PP_PCBTY03	Payment CB Type 3	C	2	0	Cash Book Type for Receipt Name 3
PP_PCBTY04	Payment CB Type 4	C	2	0	Cash Book Type for Receipt Name 4
PP_PCBTY05	Payment CB Type 5	C	2	0	Cash Book Type for Receipt Name 5
PP_PCBTY06	Payment CB Type 6	C	2	0	Cash Book Type for Receipt Name 6
PP_PCBTY07	Payment CB Type 7	C	2	0	Cash Book Type for Receipt Name 7
PP_PCBTY08	Payment CB Type 8	C	2	0	Cash Book Type for Receipt Name 8
PP_PCBTY09	Payment CB Type 9	C	2	0	Cash Book Type for Receipt Name 9
PP_PCBTY10	Payment CB Type 10	C	2	0	Cash Book Type for Receipt Name 10
PP_PCBTY11	Payment CB Type 11	C	2	0	Cash Book Type for Receipt Name 11
PP_PCBTY12	Payment CB Type 12	C	2	0	Cash Book Type for Receipt Name 12
PP_PCASH01	Cash Payment 1	L	1	0	Cash Indicator for Receipt Name 1
PP_PCASH02	Cash Payment 2	L	1	0	Cash Indicator for Receipt Name 2
PP_PCASH03	Cash Payment 3	L	1	0	Cash Indicator for Receipt Name 3
PP_PCASH04	Cash Payment 4	L	1	0	Cash Indicator for Receipt Name 4
PP_PCASH05	Cash Payment 5	L	1	0	Cash Indicator for Receipt Name 5
PP_PCASH06	Cash Payment 6	L	1	0	Cash Indicator for Receipt Name 6
PP_PCASH07	Cash Payment 7	L	1	0	Cash Indicator for Receipt Name 7
PP_PCASH08	Cash Payment 8	L	1	0	Cash Indicator for Receipt Name 8
PP_PCASH09	Cash Payment 9	L	1	0	Cash Indicator for Receipt Name 9
PP_PCASH10	Cash Payment 10	L	1	0	Cash Indicator for Receipt Name 10
PP_PCASH11	Cash Payment 11	L	1	0	Cash Indicator for Receipt Name 11
PP_PCASH12	Cash Payment 12	L	1	0	Cash Indicator for Receipt Name 12
PP_RFD01	Refund Name 1	C	10	0	Refund Name 1.
PP_RFD02	Refund Name 2	C	10	0	Refund Name 2.
PP_RFD03	Refund Name 3	C	10	0	Refund Name 3.
PP_RFD04	Refund Name 4	C	10	0	Refund Name 4.
PP_RFD05	Refund Name 5	C	10	0	Refund Name 5.
PP_RFD06	Refund Name 6	C	10	0	Refund Name 6.
PP_RFD07	Refund Name 7	C	10	0	Refund Name 7.
PP_RFD08	Refund Name 8	C	10	0	Refund Name 8.
PP_RFD09	Refund Name 9	C	10	0	Refund Name 9.
PP_RFD10	Refund Name 10	C	10	0	Refund Name 10.
PP_RFD11	Refund Name 11	C	10	0	Refund Name 11.
PP_RFD12	Refund Name 12	C	10	0	Refund Name 12.
PP_FCBTY01	Refund CB Type 1	C	2	0	Cash Book Type for Refund Name 1
PP_FCBTY02	Refund CB Type 2	C	2	0	Cash Book Type for Refund Name 2
PP_FCBTY03	Refund CB Type 3	C	2	0	Cash Book Type for Refund Name 3
PP_FCBTY04	Refund CB Type 4	C	2	0	Cash Book Type for Refund Name 4
PP_FCBTY05	Refund CB Type 5	C	2	0	Cash Book Type for Refund Name 5

PP_FCBTY06	Refund CB Type 6	C	2	0	Cash Book Type for Refund Name 6
PP_FCBTY07	Refund CB Type 7	C	2	0	Cash Book Type for Refund Name 7
PP_FCBTY08	Refund CB Type 8	C	2	0	Cash Book Type for Refund Name 8
PP_FCBTY09	Refund CB Type 9	C	2	0	Cash Book Type for Refund Name 9
PP_FCBTY10	Refund CB Type 10	C	2	0	Cash Book Type for Refund Name 10
PP_FCBTY11	Refund CB Type 11	C	2	0	Cash Book Type for Refund Name 11
PP_FCBTY12	Refund CB Type 12	C	2	0	Cash Book Type for Refund Name 12
PP_FCASH01	Cash Refund 1	L	1	0	Cash Indicator for Refund Name 1
PP_FCASH02	Cash Refund 2	L	1	0	Cash Indicator for Refund Name 2
PP_FCASH03	Cash Refund 3	L	1	0	Cash Indicator for Refund Name 3
PP_FCASH04	Cash Refund 4	L	1	0	Cash Indicator for Refund Name 4
PP_FCASH05	Cash Refund 5	L	1	0	Cash Indicator for Refund Name 5
PP_FCASH06	Cash Refund 6	L	1	0	Cash Indicator for Refund Name 6
PP_FCASH07	Cash Refund 7	L	1	0	Cash Indicator for Refund Name 7
PP_FCASH08	Cash Refund 8	L	1	0	Cash Indicator for Refund Name 8
PP_FCASH09	Cash Refund 9	L	1	0	Cash Indicator for Refund Name 9
PP_FCASH10	Cash Refund 10	L	1	0	Cash Indicator for Refund Name 10
PP_FCASH11	Cash Refund 11	L	1	0	Cash Indicator for Refund Name 11
PP_FCASH12	Cash Refund 12	L	1	0	Cash Indicator for Refund Name 12
PP_NLCOID	Purch - Nominal Link	C	1	0	Nominal Analysis Company Identifier
PP_BKSORT	Company-Bank Sort Cd	C	6	0	
PP_BKACNO	Company-Bank A/c Cd	C	8	0	
PP_BKNAME	Company-Bank Name	C	70	0	
PP_BCVOLID	BACS Vol. ID (Irish)	C	6	0	Default BACS Volume ID for Volume Header Label(AIB and Bank of Ireland)
PP_BCAUTID	BACS Auth.ID (Irish)	C	6	0	Default BACS Authorisation ID for Volume HeaderLabel (AIB and Bank of Ireland)
PP_USESUGG	Use suggested Payday	L	1	0	true if using suggested pay days
PP_CHIST	Keep Creditors History	N	3	0	
PP_PERCDAY	Periods for Creditors Days	N	3	0	
PP_MRC	Mandatory Reason Code	L	1	0	If set, a reason for holding an invoice must be entered.
PP_LCHQREM	Lines on Cheques / Remittances	N	3	0	The number of lines to be printed on Cheques/Remittances
			Default Value :		21
PP_INCDORMANT	Include Dormant	L	1	0	Include Dormant ? .T. Or .F.
PP_PALLOC	Check Palloc	L	1	0	Checks palloc in uds
PP_OPAWARN	Warn if Posting Non Current	L	1	0	Warn if not posting to the current NL period
PP_BACSREF	BACS Payment Reference	C	18	0	For use with Bankline Ad Hoc Bulk payments
PP_FRNSUGG	Foreign banks on Sugg. Paym.	L	1	0	Allow foreign non_Sterling/non-Euro bank accounts in PL Suggested Payments
PP_OPAUPDT	Use PIR Tran. Date for NL	L	1	0	Use PIR transaction date as the OPA NL posting date
PP_BIC	BIC	C	11	0	BIC
PP_IBAN	IBAN	C	34	0	IBAN
PP_BACSA	Add. BACS Sys.	C	15	0	Additional BACS system
PP_BICA	Add. BIC	C	11	0	BIC for the additional BACS system
PP_IBANA	Add. IBAN	C	34	0	IBAN for the additional BACS system
PP_BKSORTA	Add. Sort Code	C	6	0	Sort Code for the additional BACS system
PP_BKACNOA	Add. Bank Acc.	C	8	0	A/C no. for the additional BACS system
PP_BKNAMEA	Add. Bank Name	C	70	0	Bank name (i.e. company payee name) for the additional BACS system
PP_BPYREF	SEPA Pay. Ref.	C	35	0	Customer entered refrence(unique identifier) used to identify a payment file
PP_BPYREFA	Add. SEPA Pay. Ref.	C	35	0	Customer entered refrence(unique identifier) used to identify a payment file for the additional BACS system
PP_BINTID	SEPA Init. ID	C	35	0	Initiating party ID i.e. the ID given to the customer (company) by their bank (to ID payments from that customer).
PP_BINTIDA	Add. SEPA Init. ID	C	35	0	Initiating party ID for the additional BACS system.
PP_BIDT	SEPA ID Type	N	1	0	Init. party ID Type 0 = Organisation ID 1 = Private ID

			Default Value :		0
PP_BIDTA	Add. SEPA ID Type	N	1	0	Init. party ID Type for the additional BACS system: 0 = Organisation ID 1 = Private ID
			Default Value :		0
PP_BBTCH	Specify Batch Book.	L	1	0	Indicates whether Batch Booking setting needs to be explicitly specified in the file: True = Batch booking setting to be specified. False = Not to be specified
PP_BBTCHT	Batch Book. Type	L	1	0	Batch Booking Type: True = Batch all payments False = Individual booking
			Default Value :		.T.
PP_BBTCHA	Add. Spec. Batch Book	L	1	0	Indicates whether Batch Booking setting needs to be explicitly specified in the file for the additional BACS system. True = Batch booking setting to be specified False = Not to be specified
PP_BBTCHTA	Add. SEPA Batch Type	L	1	0	Batch Booking Tyope for the additional BACS system.: True = Batch all payments False = Individual
			Default Value :		.T.
PP_BPRTY	Specify Pay Priority	L	1	0	Indicate whether payment priority setting needs to be explicitly specified in the file: True=Priority setting to be specified False=Not to be specified
PP_BPRTYT	SEPA Pay. Priority Type	L	1	0	Payment instruction priority True = High False = Normal
PP_BPRTYA	Add. Spec. Pay Priority	L	1	0	Indicates whether payment priority setting needs to be explicitly specified in the file for the additional BACS system: True=Priority setting to be specified False= Not to be specified
PP_BPRTYTA	Add. SEPA Priority Type	L	1	0	Payment instruction priority: True= High False= Normal
PP_BCATP	Specify Cat. Purp.	L	1	0	Indicates whether category purpose code setting needs to be explicitly specified in the file: True=Category setting to be specified False=Not to be specified
PP_BCATPC	SEPA Cat. Purp. Code	C	4	0	Category purpose code
PP_BCATPA	Add. Spec. Cat. Purp.	L	1	0	Indicates whether category purpose code setting needs to be explicitly specified in the file for the additional BACS system: True=Category setting to be specified False= Not to be specified
PP_BCATPCA	Add. SEPA Cat. Purp.	C	4	0	Category Purpose code for the additional BACS system
PP_BTEST	SEPA Test Setting	C	30	0	SEPA Test Setting
PP_BTESTA	Add. SEPA Test Setting	C	30	0	Add. SEPA Test Setting
PP_BTFILE	SEPA Test File Ind.	L	1	0	SEPA Test File Indicator
PP_BTFILEA	SEPA Test File Ind. Add. BACS	L	1	0	SEPA Test File ind. for Additional BACS

Table : **PPRFLS** Table Description : **Supplier Profiles**

Field Name	Description	Type	Length	DPs	Further information
PC_CODE	Code	C	8	0	Supplier options profile code, blank for recordswhich belong exclusively to one account.
PC_ACCOUNT	Account Number	C	8	0	Account number part of key, blank for profilescreated through profile maintenance, otherwise setto account number to which this record exclusivelybelongs.

PC_NAME	Name	C	30	0	Supplier options profile name
PC_OPEN	Open Item Indicator	L	1	0	.T. = Open item.F. = Balance brought forward
PC_CURRNCY	Currency	C	3	0	Currency code
PC_BANKNOM	NL Bank A/C	C	13	0	Nominal Ledger bank account
PC_CRDCTRL	Creditors Ctrl Acc	C	13	0	Creditors control account [cost centre] forNominal
PC_REMIT	Remit Advice	L	1	0	Produce remittance advice ?, .T. or .F.
PC_VATCODE	Default VAT Code	C	1	0	Default VAT Code
PC_LASTUPD	Date Last Changed	D	8	0	Date profile was last changed
PC_OVRBANK	Override Bank A/C	L	1	0	
PC_DEFPAY	Ref2 Paymt Default	N	2	0	Default value for Ref2 field for Payment Posting
PC_DEFRFD	Ref2 Refnd Default	N	2	0	Default value for Ref2 field for Refund Posting
PC_PAYNAME	Supplier Name Flag	L	1	0	* Only used with Cash Book Module.T. = Supplier Name Entry for Refunds.F. = No Name Entry
PC_RETAIN	Retain	N	2	0	The number of periods for which a transaction willbe retained, regardless of whether it is paid orallocated.
PC_RETZOOM	Retain For Zoom	N	2	0	The number of periods for which an invoiceanalysis image will be retained, regardless ofwhether it is paid. This number can't be greaterthan the general retain figure.

Table : **PPURCH** Table Description : **Supply Codes**

Field Name	Description	Type	Length	DPs	Further information
PP_ACODE	Supply Code	C	8	0	
				Rule :	"Code cannot be left blank"
				Rule Expression :	.NOT.EMPTY(pp_acode)
				Format :	!
PP_ADESC	Description	C	30	0	
				Rule :	"Description cannot be left blank"
				Rule Expression :	.NOT.EMPTY(pp_adesc)
PP_NOMINAL	NL Account	C	13	0	
PP_VATCODE	VAT Code	C	1	0	
				Rule :	"Tax Code cannot be left blank"
				Rule Expression :	.NOT.EMPTY(pp_vatcode)
PP_QTYIND	Qty Indicator	C	1	0	
				Default Value :	"N"

Table : **PREASN** Table Description : **Reasons for Holding**

Field Name	Description	Type	Length	DPs	Further information
PO_CODE	Reason	C	4	0	Reason code for invoice being held.
PO_DESC	Description	C	50	0	Reason for invoice being held.

Table : **PTERMS** Table Description : **Terms Profiles (PL)**

Field Name	Description	Type	Length	DPs	Further information
PR_CODE	Terms Profile Code	C	8	0	Trading terms profile code, blank for recordswhich belong exclusively to one account.
				Format :	!
PR_ACCOUNT	Account Number	C	8	0	Account number part of key, blank for profilescreated through profile maintenance, otherwise setto account number to which this record exclusivelybelongs.
				Format :	!
PR_NAME	Terms Profile Name	C	30	0	Trading terms profile name
PR_ODISC	Overall Discount	N	5	2	Overall invoice discount percentage
PR_SET1DAY	Sett.1 Days	N	2	0	Settlement discount 1 days
PR_SET1PCT	Sett.1 %age	N	5	2	Settlement discount 1 percentage
PR_SET2DAY	Sett.2 Days	N	2	0	Settlement discount 2 days
PR_SET2PCT	Sett.2 %age	N	5	2	Settlement discount 2 percentage
PR_TERMTYP	Due Date Type	N	1	0	Method for calculating due date :1. Number of days after invoice date2. Specific day of month after invoice month3. Specific day of month + 1 after invoice month

PR_TERMDAY	Due Date Day	N	3	0	Depending on due date type, this field is :1. Number of days after the invoice date thatpayment is due.2. Specific day of the month following the invoicemonth that payment is due.3. Specific day of the month following the invoicemonth + 1 that payment is due.
PR_SDSCDEL	S.Disc. On D/Charges	L	1	0	.T. = Allow settlement discount on deliverycharges.F. = Do not
PR_VATINCL	Inclusive of VAT Ind	L	1	0	.T. = Enter invoice/Credit line values inclusiveof VAT.F. = Enter invoice/Credit line values as goodsonly
PR_LASTUPD	Date Last Changed	D	8	0	Date profile was last changed

Table : **PTRAN** Table Description : **Transactions**

Field Name	Description	Type	Length	DPs	Further information
PT_ACCOUNT	Account	C	8	0	
PT_TRDATE	Date	D	8	0	
PT_TRREF	Reference	C	20	0	
PT_SUPREF	Supp's Reference	C	20	0	
PT_TRTYPE	Type	C	1	0	
PT_TRVALUE	Value	N	12	2	
PT_VATVAL	VAT Value	N	12	2	
PT_TRBAL	Balance	N	12	2	
PT_PAID	Paid	C	1	0	
PT_CRDATE	Creation Date	D	8	0	
PT_ADVANCE	Advanced	C	1	0	
PT_PAYFLAG	Paid Flag	N	3	0	
PT_SET1DAY	S1 Discount Days	N	2	0	
PT_SET1	Sett.1 Disc. Percent	N	10	2	
PT_SET2DAY	S2 Discount Days	N	2	0	
PT_SET2	Sett.2 Disc. Percent	N	10	2	
PT_PAYDAY	Pay Date	D	8	0	
PT_DUEDAY	Due Date	D	8	0	
PT_HELD	Held	C	1	0	
PT_FCURR	F.Currency	C	3	0	Currency Code.
PT_FCRATE	F.Exch. Rate	N	11	6	Foreign currency exchange rate.
PT_FCDEC	F.Decimal Places	N	1	0	No of decimals in Currency.
PT_FCVAL	Foreign Value	N	11	0	Foreign Currency value of transaction.
PT_FCBAL	Foreign Balance	N	11	0	Foreign currency balance.
PT_MEMO	Memo	M	10	0	Analysed Invoice & Cr.Note data in text form.
PT_ADVAL	Adv.Allocated Value	N	11	2	Value allocated to an invoice from an advancedpayment
PT_FADVAL	Adv.Allocated Val. F	N	11	0	Foreign value allocated to an invoice from anadvanced payment
PT_FCMULT	F.Multiply	L	1	0	
PT_CBTYPE	Cashbook Type	C	2	0	
PT_ENTRY	Cashbook Entry Ref	C	10	0	
PT_UNIQUE	Unique ID	C	10	0	Unique Identifier for Transaction.
PT_SUPTYPE	Purchase Type	C	3	0	Purchase Type
PT_EURO	Euro Value	N	9	2	This holds the value of the euro for nonmulticurrency users
PT_PAYADVL	Bal hold for adv pay	N	11	2	Holds the value of pt_trbal after allocating, tocheck an allocated payment against non allocatedinvoice.
PT_ORIGCUR	Holds original Curry	C	3	0	Holds original currency before euro conversion
PT_EURIND	Euro Conversion flag	C	1	0	
ID	Unique ID	N	10	0	
			Default Value :		NEWID(ALIAS())
PT_PEDATE	Period End Date	D	8	0	
PT_RCODE	Reason	C	4	0	Reason for invoice being held.
PT_RUSER	Held By	C	8	0	The user who is holding the invoice.
PT_RDATE	Held Date	D	10	0	Date the invoice was held.
PT_REVCHRG	Reverse Charge	L	1	0	Reverse Charge
PT_NLPDATE	NL Posting Date	D	8	0	Nominal posting date

Table : **PVIEW** Table Description : **Purchase View**

Field Name	Description	Type	Length	DPs	Further information
PV_CODE	View Code	C	3	0	
PV_NAME	View Name	C	30	0	
PV_SYSVIEW	System View	L	1	0	
PV_LVL1	Level 1 View	C	20	0	
PV_LVL2	Level 2 View	C	20	0	
PV_LVL3	Level 3 View	C	20	0	
PV_LVL4	Level 4 View	C	20	0	
PV_LVL5	Level 5 View	C	20	0	
PV_LVL6	Level 6 View	C	20	0	
PV_DEFAULT	Default View	L	1	0	

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\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.