Opera 3 Purchase Invoice Register (P.I.R)

Accreditation Training Courseware

Pegasus Software
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Manual published by:

Pegasus Software
Orion House
Orion Way
Kettering
Northamptonshire
NN15 6PE

www.pegasus.co.uk

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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 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.

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_SCM55PirR1.2.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 3 (more than simple field adjustments)
Question *Answer* FAQ	FAQs - Only

Training Literature Releases

Release	Added Information
R1.0	Originating document – Introduced in O3 v1.40 & Chapter numbering uplift
R1.1	Update for v1.5x – NL Posting date rule for transactions
R1.2	Minor updates for v2.2x+

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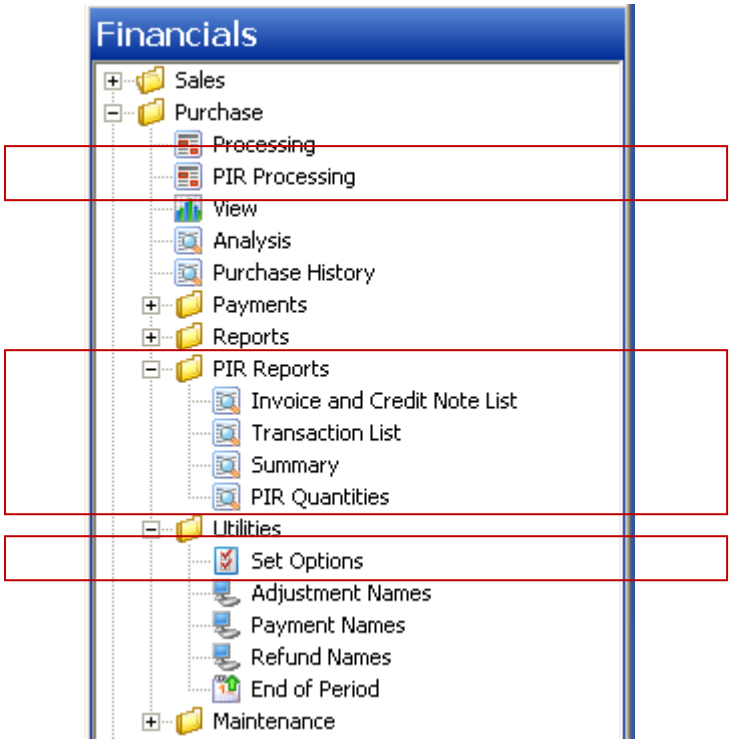
Module Menu Structure

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.



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Glossary (of Menu Structure)

Navigator Folder	Command	Purpose
PIR Processing		Use the commands on the PIR Processing menu to enter purchase invoices and credit notes and subsequently control their authorisation. This only applies if you have the PIR feature activated. If you also have the Stock Control module, you can identify items when entering the detail lines of invoices and credit notes which will provide the description and supply code details, otherwise, you can complete the detail as you would with the standard invoice and credit note processing commands. By entering invoices and credit notes through the PIR, you can hold them for authorisation. Once authorised you can finally post the invoices and/or credit notes to the Purchase Ledger to update the accounts and the purchase analysis files.
PIR Reports	Reports	The commands on the Report Submenu provide listings or reports maintained in the PIR feature.

Notes

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The Module

Use the commands on the PIR Processing menu to enter purchase invoices and credit notes and subsequently control their authorisation. This only applies if you have the PIR feature activated. If you also have the Stock Control module, you can identify items when entering the detail lines of invoices and credit notes which will provide the description and supply code details, otherwise, you can complete the detail as you would with the standard invoice and credit note processing commands. By entering invoices and credit notes through the PIR, you can hold them for authorisation. Once authorised you can finally post the invoices and/or credit notes to the Purchase Ledger to update the accounts and the purchase analysis files.

Notes: To use the Purchase Invoice Register feature, you must have the Use Purchase Invoice Register box ticked on the System Manager - Maintenance - Company Profiles form. You also need to update the Next PIR Invoice No. and Next PIR Credit No. boxes on the Purchase Ledger - Utilities - Set Options form.

If you use the Purchase Order Processing module, you can match purchase invoices against purchase orders as part of the authorisation process. The degree of matching required is controlled by the Invoice to PO Matching list box on the Order Details form associated with the Supplier form. You can check that the order matches the invoice in whole or in part before the invoice is accepted for posting to the Purchase Ledger.

If you select the PIR must use authorisation option on the Purchase Options form, all invoices and credit notes entered into the purchase invoice register are held pending authorisation. Only then can they be posted to the supplier account. If the option cleared, invoices and credit notes entered on the register can be either posted directly to the supplier account as soon as the entry details are accepted, or left on hold for future authorisation.

The use of the register does not affect the invoice and credit note processing undertaken using the Processing command and does not have any relationship to the Hold /Rel command on the Action menu associated with the Supplier form, which can be used independently.

You can use the Action menu to:

Box	Description
View	Use to view the details of the currently highlighted transaction.
New	Use to create a new invoice or credit note. The **PIR reference** is assigned from the next number defined in the Purchase - Utilities - Set Options command. The transaction type assigned is 'Inv' for an invoice or 'Crn' for a credit note.
Edit	Use to edit the currently highlighted transaction.
Delete/Undelete	Use to delete the currently highlighted document. You can reinstate the document using the **Delete/Undelete** command again.
Memo	Use to attach or view a memo to the currently highlighted transaction.
History	Use to view the creation and change history of the currently highlighted transaction.

Match	Use to match unposted invoices with purchase orders. For more information, see the Match Help topic.
Authorise	Use to process invoices and credit notes that have been held pending authorisation before being posted to the ledger. For more information, see the Authorise Help topic.
Post	Use to select a range of accounts and transactions to be posted to the ledger. For more information, see the Post Help topic.

Notes

Purchase Invoice Register

In the Purchase Invoice Register, the date used to update the Nominal Ledger when invoices and credit notes are transferred is controlled by the Use PIR Tran. Date for N/L option on the Purchase Ledger - Utilities - Set Options form."

Notes

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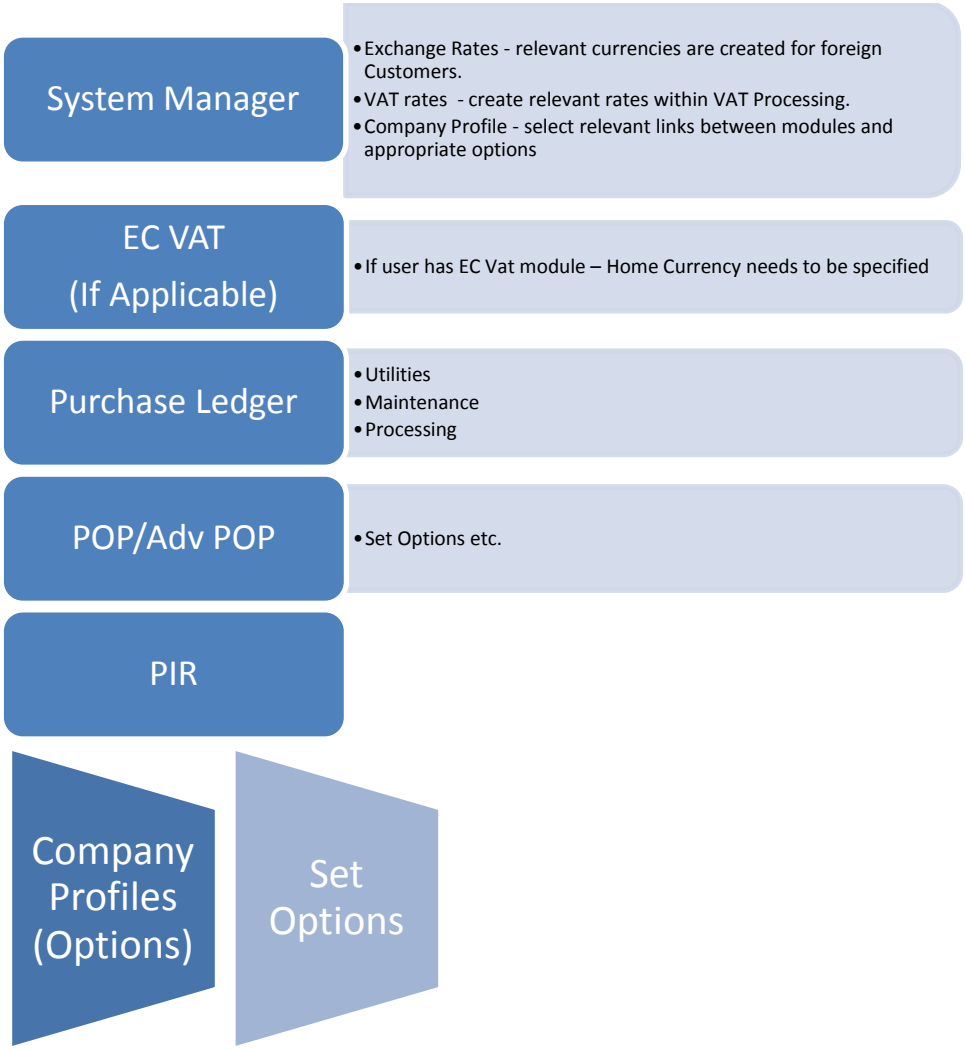
1 Set-Up

1.1 Recommended Order of Set-up

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



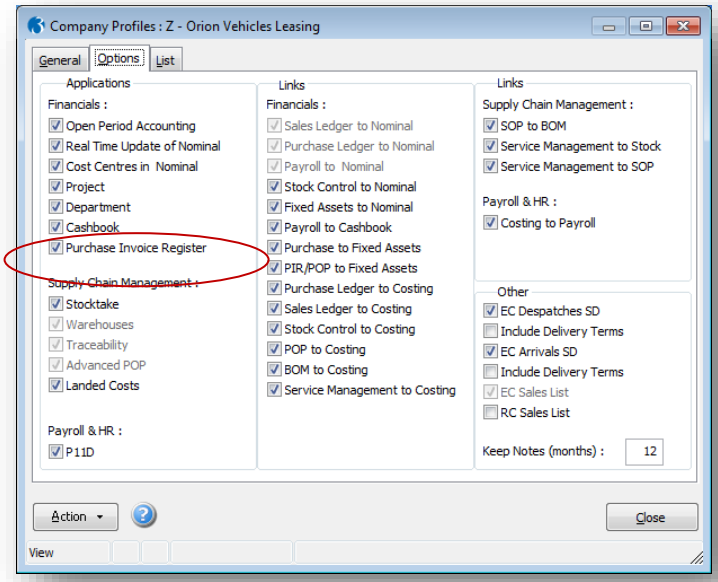
Set-up

Notes

1.2 Company Profiles

The Purchase Invoice Register is now a standard feature of the Purchase Ledger. As a result, the Register needs to be switched on before access to PIR files becomes possible. This is done in the following way:

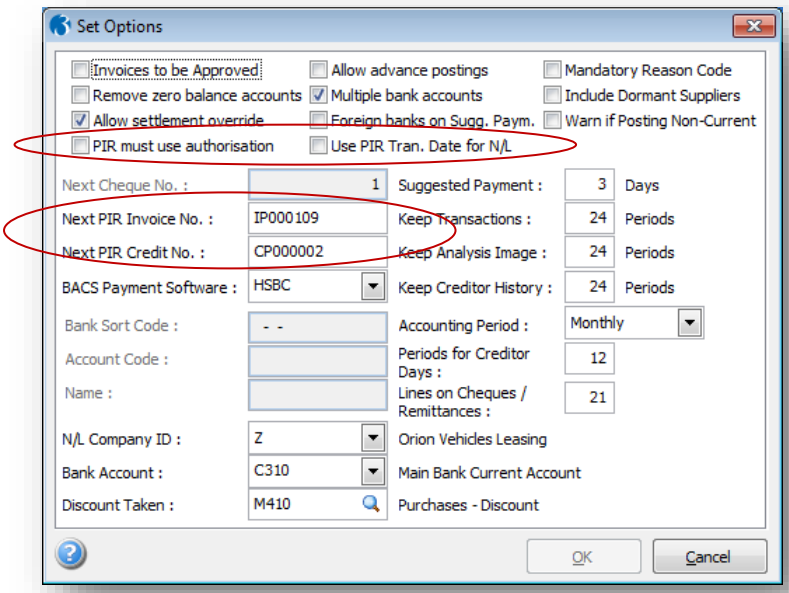
From the System Manager - Maintenance folder, select Company Profiles. Ensure that the correct company is on screen and go to the Options Tab. From here, select 'Use Purchase Invoice Register', as shown below: *The Purchase Invoice Register feature will be activated accordingly.*



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.

1.3 Set Options (PL => PIR)

Once the Purchase Invoice Register has been switched on, the following settings within the Purchase Ledger – Set Options need to be defined before the user can begin to use the PIR facilities within PIR Processing.



Notes

Option	Explanation
PIR Must Use Authorisation	If this check box is checked, invoices entered onto the Purchase Invoice Register are automatically held pending authorisation. An entry should also be made on each supplier account where required. Once authorised, such invoices can then be posted to the Purchase Ledger. If this check box is left unchecked, invoices can be posted directly to the Purchase Ledger as they are entered onto the register. In this case, the user has the option to post immediately to the Purchase Ledger or to post to the purchase invoice register. The invoice authorisation function is optional and an unauthorised invoice can be posted to the Purchase Ledger.
Next PIR Invoice No.	Enter the next invoice number to be assigned to invoices entered onto the Purchase Invoice Register. This must end in at least four numeric characters and have the option of beginning with a maximum of six alpha characters. This field is automatically incremented for each invoice produced.
Next PIR Credit No.	Enter the next credit number to be assigned to credit notes entered onto the Purchase Invoice Register. This must end in at least four numeric characters and have the option of beginning with a maximum of six alpha characters. This field is automatically incremented for each credit note produced.
Use PIR Tran. Date for N/L	Allows the user to choose whether previous period postings should go to the relevant previous period (if it is an Open Period on the Financial Calendar) or update the Period of the Nominal Posting Date. If the previous period is blocked/closed we will provide the ability to update the period of the Nominal Posting Date or to abandon the posting of those transactions **NB:** OPA must be switched on in order for this option 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. 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.

Notes

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2 Maintenance

Various Maintenance records may be created for Processing and Analysis purposes. These records are often associated to processing records created such as “Suppliers”.

In regards to specific Records for PIR – there are shared with POP & PL as such.

Notes

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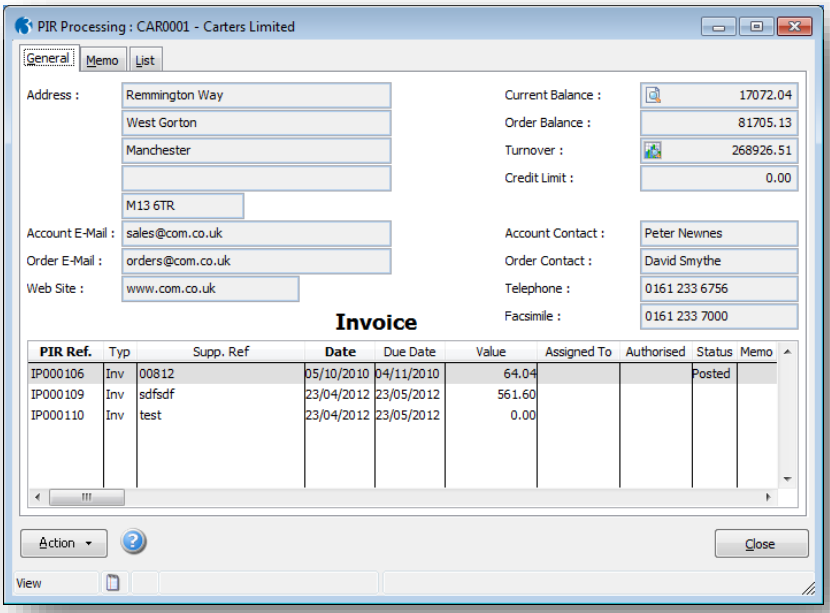
3 Processing

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

Use the commands on the PIR Processing menu to enter purchase invoices and credit notes and subsequently control their authorisation. This only applies if you have the PIR feature activated. If you also have the Stock Control module, you can identify items when entering the detail lines of invoices and credit notes which will provide the description and supply code details, otherwise, you can complete the detail as you would with the standard invoice and credit note processing commands. By entering invoices and credit notes through the PIR, you can hold them for authorisation. Once authorised you can finally post the invoices and/or credit notes to the Purchase Ledger to update the accounts and the purchase analysis files.

Notes: To use the Purchase Invoice Register feature, you must have the Use Purchase Invoice Register box ticked on the System Manager - Maintenance - Company Profiles form. You also need to update the Next PIR Invoice No. and Next PIR Credit No. boxes on the Purchase Ledger - Utilities - Set Options form.

If you use the Purchase Order Processing module, you can match purchase invoices against purchase orders as part of the authorisation process. The degree of matching required is controlled by the Invoice to PO Matching list box on the Order Details form associated with the Supplier form. You can check that the order matches the invoice in whole or in part before the invoice is accepted for posting to the Purchase Ledger.



If you select the PIR must use authorisation option on the Purchase Options form, all invoices and credit notes entered into the purchase invoice register are held pending authorisation. Only then can they be posted to the supplier account. If the option cleared, invoices and credit notes entered on the register can be either posted directly to the supplier account as soon as the entry details are accepted, or left on hold for future authorisation.

Processing

Notes

The use of the register does not affect the invoice and credit note processing undertaken using the Processing command and does not have any relationship to the Hold / Rel command on the Action menu associated with the Supplier form, which can be used independently.

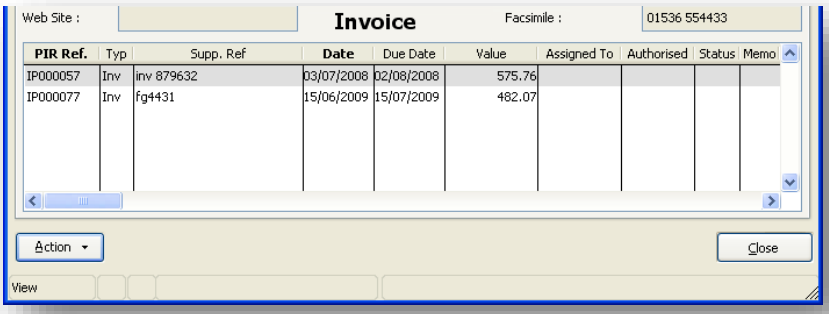
Actions

Box	Description
View	Use to view the details of the currently highlighted transaction.
New	Use to create a new invoice or credit note. The PIR reference is assigned from the next number defined in the Purchase - Utilities - Set Options command. The transaction type assigned is 'Inv' for an invoice or 'Crn' for a credit note.
Edit	Use to edit the currently highlighted transaction.
Delete/Undelete	Use to delete the currently highlighted document. You can reinstate the document using the Delete/Undelete command again.
Memo	Use to attach or view a memo to the currently highlighted transaction.
History	Use to view the creation and change history of the currently highlighted transaction.
Match	Use to match unposted invoices with purchase orders. For more information, see the Match Help topic.
Authorise	Use to process invoices and credit notes that have been held pending authorisation before being posted to the ledger. For more information, see the Authorise Help topic.
Post	Use to select a range of accounts and transactions to be posted to the ledger. For more information, see the Post Help topic.

Note: It is through PIR Processing; found on the main Purchase Ledger menu, that all PIR document production, authorisation and posting are performed. When PIR Processing is selected from the menu, the system will initially display a supplier record. It is from this screen that all further processing is done.

Supplier Record

The PIR Processing form will display the supplier's header details taken from the Purchase Ledger as well as a browse screen that lists all PIR invoice transactions currently on the system for the supplier.



When the browse screen is initially displayed, the transactions are listed in Date order; however, by clicking on the column headings, the user can rearrange the order in which the list appears.

Assigned To	This will display the name of the person to which the transaction is assigned.
Authorised	This denotes whether the transaction has been authorised and will display the user ID of the authoriser.
Status	This will display the status of the transaction. A 'Posted' status denotes that the transaction has been posted to the Purchase Ledger; 'Deleted' denotes that a user has manually deleted the transaction.
Note: Transactions with a 'Posted' status will be removed from this screen during the Purchase Ledger Period End routine.	

3.1 Invoice & Credit Note Posting

Notes

This only applies if you have the PIR feature activated. When you use the purchase invoice register, you can start by entering the invoice or credit note header details, followed by the detail lines. Once an invoice or credit note is accepted on the register, the application maintains a list of transactions awaiting authorisation and posting. You can carry out authorisation and posting for a specified range of supplier accounts and register transactions. If necessary, you can also unauthorise transactions that have already been authorised provided they have not yet been posted to the ledger.

Creating an Invoice from a Purchase Order or Delivery Note

If you have the Purchase Orders module integrated, you can choose whether to create the invoice details from a purchase order or a delivery note. All uninvoiced lines from the selected document(s) are retrieved. You can then select individual lines or include all the lines from the documents. A selection form is displayed that allows you to select a range of documents.

Box	Description
From	The first purchase order or delivery note to include on the invoice. You can also select a date.
From	The last purchase order or delivery note to include on the invoice. You can also select a date.
Deliveries Only	Select this to include only purchase orders where the goods have been received from your supplier.

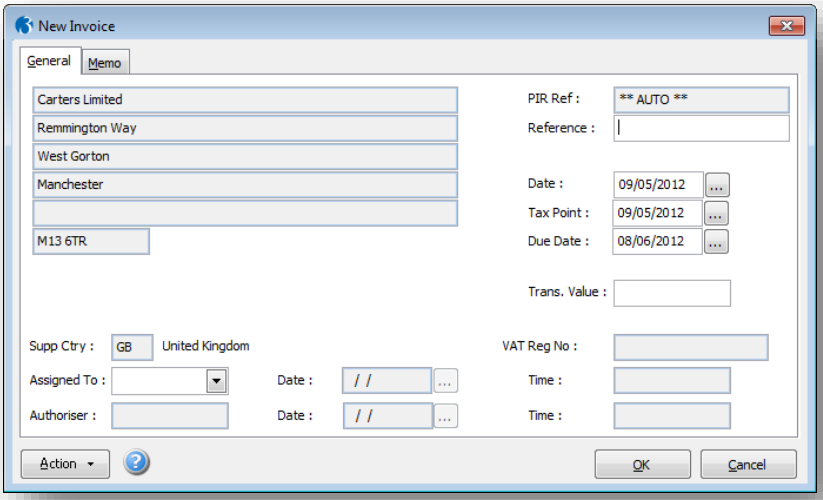
Note: The invoices are automatically matched with the purchase orders or delivery notes so do not need matching separately.

If you selected to create an invoice from purchase order or delivery note details, the Purchase Orders menu item becomes available on the New Invoice - Action menu. Use this command to add new or remove existing purchase order or delivery note details from the invoice.

3.1.1 Invoice

Notes

Ensure the correct supplier account is displayed prior to selecting a PIR processing menu option. With the supplier's Invoice screen displayed, select Ctrl + N New from the Action menu. The following screen will appear:



Invoice creation in the Purchase Invoice Register is split over two screens: the header entry screen and the detail entry screen. Assigned To holds the name of the person to which the transaction is assigned. You can select from a list. Valid selections for this are defined using the People Profiles command in the System module.

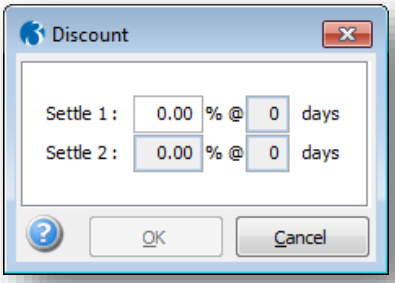
Box	Description
Reference	A reference for the transaction. This is mandatory. Typically you use this box for the invoice or credit note number.
Date	The transaction date.
Tax Point	The tax point date of the transaction. In some circumstances, a tax point date may be different to the transaction date, but is always the date used to determine in which VAT return period the transaction belongs.
Due Date	The due date of the transaction. This is calculated according to the entry in the Due Date Options box on the Terms form associated with the Supplier form. For invoices, this determines when the transaction is due to be settled.
Currency	A reference that identifies the currency of the transaction. This only applies to foreign currency suppliers. You can select the currency from a list. Currencies are defined using the Exchange Rates form in the System module and the default depends on the entry in the Currency list box on the Options form associated with the Supplier form.
FC Value	For foreign currency transactions, the value of the transaction in the operating currency identified in the Currency box.
Rate	The exchange rate for the currency. This defaults to the exchange rate defined on the System Exchange Rates form. In the case of Euro triangulation, exchange rates are calculated using special rules where more than one Euro zone currency is involved in the transaction.
Trans. Value	The transaction value. For foreign currency transactions, the default entry in this box will be the home currency equivalent of the value entered in the FC Value box.
Assigned To	The name of the person to which the transaction is assigned. You can select from a list. Valid selections for this are defined using the People Profiles command in the System module.

Notes

Authoriser	The name of the person that authorised the invoice using the Purchase Ledger - PIR - Authorise command. This box and the related date are read-only so cannot be changed here. If you do not use the Purchase Invoice Register they are still displayed but will be empty.
Supp Ctry	The country code that identifies the source for the goods in the transaction. You cannot amend this directly. The code displayed is the one associated with the account.
VAT Reg No	The VAT registration number of the supplier. This depends on the entry on the VAT form associated with the Supplier form.

Action button options

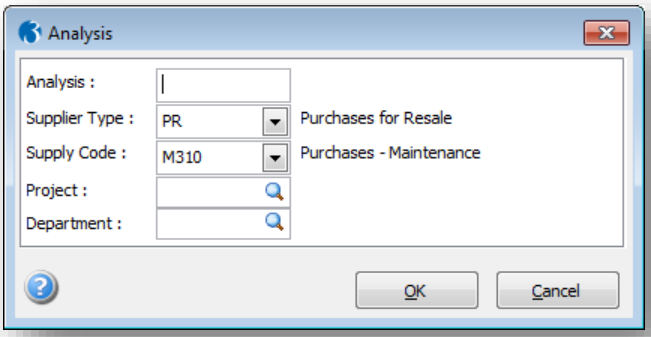
This screen is available to the user only if 'Allow Settlement Override' is switched ON in Purchase Ledger Set Options. If this field is ON, the user can either enter Settlement Discount Terms for this supplier invoice or can amend any existing settlement discount terms. Any changes made will affect this transaction only.



The following are only available if Allow settlement override option is selected on the Purchase Options form.

Box	Description
Settle 1 and 2	The settlement discount days and percentages.

This screen allows the user to change the supplier analysis fields as defined on the supplier record. Any changes made will affect this transaction only.



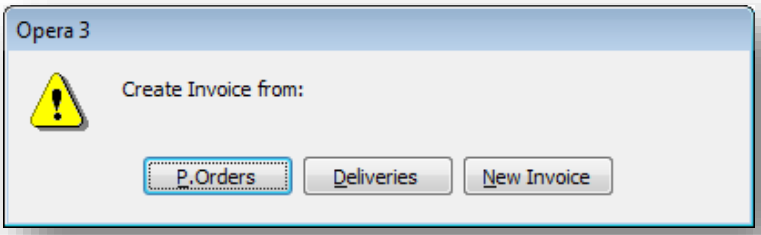
Box	Description
Analysis	An analysis code of up to four characters. This code is assigned to transactions posted for the supplier and you can include it on analysis reports.
Supplier Type	A reference that identifies the supplier type for the supplier. You can select the supplier type from a list. Supplier types are defined using the Types command on the Maintenance submenu.

Notes

Supply Code	A reference that identifies the default supply code. You can select the supply code from a list. Supply codes are defined using the Supply Codes command on the Maintenance submenu.
Project	A reference that identifies the default project code. The default shown will be the one assigned to the supplier record on the Analysis form associated with the Supplier form. You can select an alternative from a list. Project codes are defined using the Project command on the Maintenance submenu of the Nominal module. This analysis dimension is only available if you have the Advanced Nominal Ledger and you have selected the corresponding option on the Company Profiles form in the System module. The name for this dimension may be different to 'Project'. You can specify the name in the Dimension 1 box in the Advanced Nominal group on the System Preferences form in the System module.
Department	A reference that identifies the default department code. The default shown will be the one assigned to the supplier record on the Analysis form associated with the Supplier form. You can select an alternative from a list. Department codes are defined using the Department command on the Maintenance submenu of the Nominal module. This analysis dimension is only available if you have the Advanced Nominal Ledger and you have selected the corresponding option on the Company Profiles form in the System module. The name for this dimension may be different to 'Department'. You can specify the name in the Dimension 2 box in the Advanced Nominal group on the System Preferences form in the System module.

3.1.1.1 Invoice Details

If the Purchase Orders module is present, the following prompt will appear:

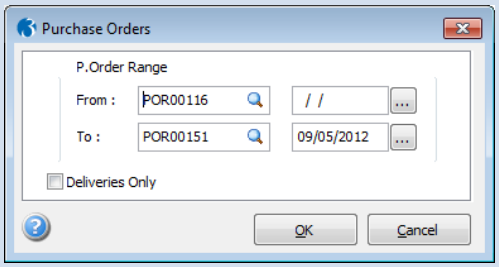


Create Invoice From Purchase Orders / Deliveries / New?

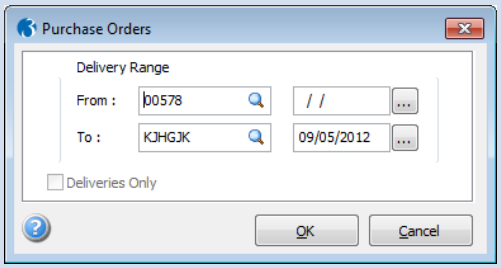
If linking to the Purchase Orders module, the user must choose whether to create the invoice details from a purchase order, from a delivery note or whether to enter a new invoice without reference to an existing document.

This process is identical to the process of creating an invoice in the Purchase Orders module. If the Purchase Orders module is not present, the user will immediately be taken to a second screen prompting entry of detail lines:

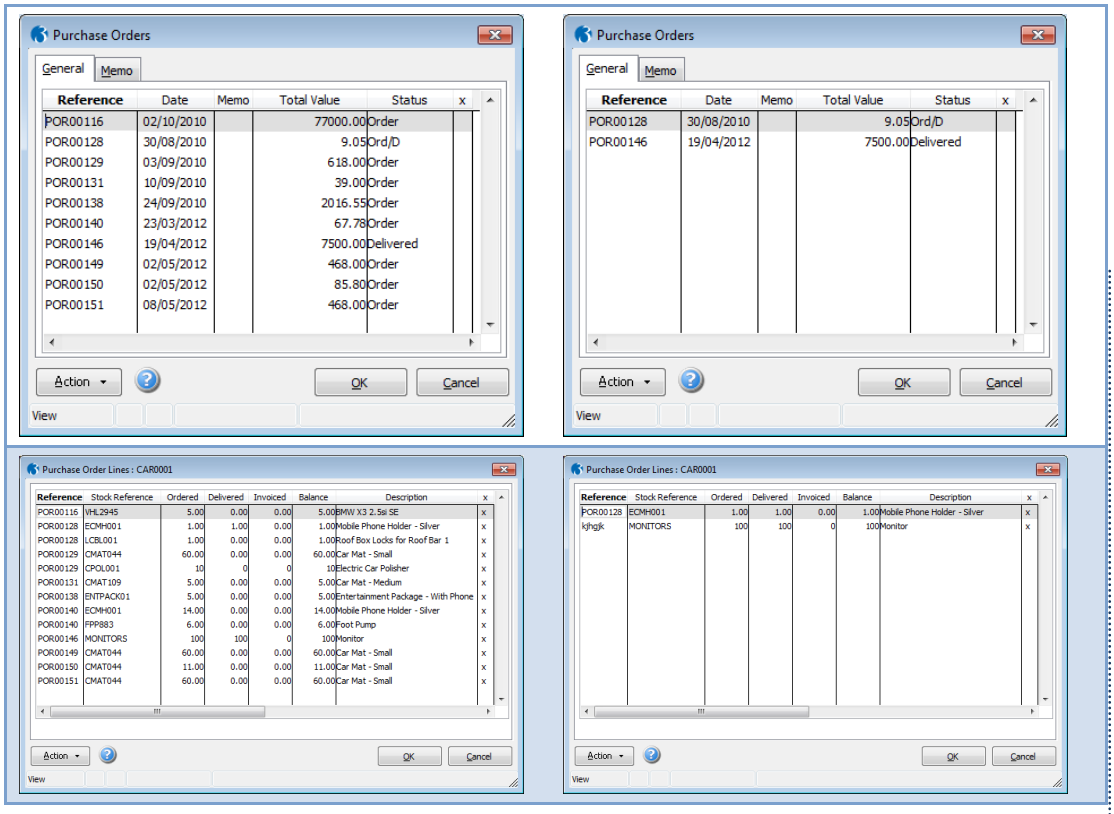
From Order

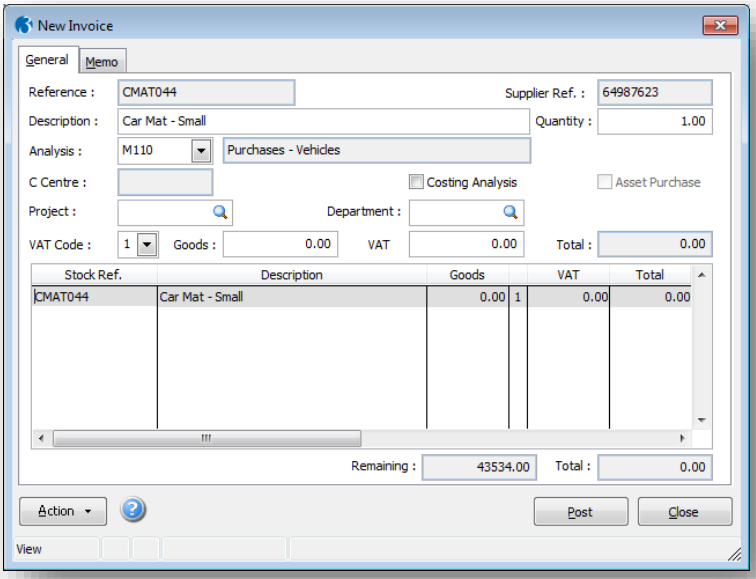


From Delivery



Notes





Note: An invoice created in the Purchase Invoice Register can be edited an unlimited amount of times prior to being posted to the Purchase Ledger.

Box	Description
Reference	If you do not have the Purchase Order Processing module but are linked to Stock Control, this can be a valid stock reference, otherwise you can leave this field blank and enter a description only or move straight to the **Analysis** box. You can select from a list.
Description	The description of the item. You can amend this if required.
Quantity	The quantity of goods associated with the detail line.
Analysis	The supply code for the item. This defaults to the supply code on the stock item, if one was selected, or you can select one from a list.

Notes

Analysis…	The supply code for the item. This defaults to the supply code on the stock item, if one was selected, or you can select one from a list. **NB:** The Purchase Ledger Analysis feature will use this information and, if the Purchase Ledger is linked to the Nominal Ledger, the net value from this detail line will be analysed to the nominal account associated with the supply code.
Advanced Nominal Dimensions	References that identify the dimensions used for the analysis of the current transaction lin**e.** If you have the Advanced Nominal Ledger feature activated and you are using either of the two additional analysis dimensions (such as Project and Department), you can override the defaults shown for the current transaction line. If the nominal account associated with the supply code entered in the Analysis box is set up to use one or both additional dimensions, default dimension IDs will appear in these boxes, otherwise they will be unavailable. The defaults will be those associated with the supplier record (as shown when you use the Analysis command on the document header form). If these have not been specified (that is, left blank), then the defaults will be those identified on the nominal account record linked to the supply code. If the corresponding nominal account record indicates that the use of one or both dimensions is mandatory, then you must ensure an appropriate ID has been entered before you save the transaction line. For further information, refer to the topic on advanced nominal dimensions associated with the Nominal module.
Cost Centre	The cost centre to which the detail line is analysed. You can select from a list.
Costing Analysis	An option that determines whether you want to analyse the transaction to a job or phase. This only applies if you have the Costing module installed and activated and the **Purchase Ledger to Costing** option is selected on the **Options** tab of the **Company Profiles** form in the System module. If selected, you will be prompted to complete the job analysis details on the Costing Analysis form that appears when you have completed the other boxes for the line.
Asset Purchase	For invoices only, an option that controls whether you want to create an asset in the Fixed Assets module when the invoice is posted. If you use the Fixed Assets module and the Purchase to Fixed Assets box on the Company Profiles form is ticked, you can tick the Asset Purchase box to add details of an asset to be created in Fixed Assets. The Analysis code used for the line must be linked to a Nominal Ledger account that is in turn linked to a Fixed Asset Nominal Ledger Type.
VAT Code	The VAT code associated with the analysis code in the Purchase module. Reverse Charge for Goods If the stock or product item is marked as subject to Reverse Charge, the first Purchase Reverse Charge for goods VAT code is displayed. You can select an alternative from a list. What's Reverse Charge Accounting for goods? Note: If you are creating an Invoice from a Purchase Order or Delivery Note, when deciding which VAT code is used, the application calculates the total goods value for all items that are marked as subject to Reverse Charge. If the total value is more than the HMRC de minimis level, it uses the first available Purchase Reverse Charge for goods VAT code on each detail line. Items that are not subject to the Reverse Charge are updated with the VAT code on the Supply Code. **Tip:** The VAT Inclusive box on the supplier's record must be cleared to post a transaction using Reverse Charge accounting. If you receive an invoice that must be accounted for using Reverse Charge accounting from a supplier that is marked as VAT inclusive, clear the VAT Inclusive box to post the transaction, then re-select the box afterwards. Reverse Charge for Services To account for a service received from an EC supplier that falls under the Reverse Charge provisions, use a standard rate VAT code which has been set up to update boxes 1, 4, 6 and 7 on the VAT Return. What's Reverse Charge Accounting for services?

Notes

VAT Code…	**Reverse Charge for Goods** If the stock or product item is marked as subject to Reverse Charge, the first Purchase Reverse Charge for goods VAT code is displayed. You can select an alternative from a list. What's Reverse Charge Accounting for goods? **Note:** If you are creating an Invoice from a Purchase Order or Delivery Note, when deciding which VAT code is used, the application calculates the total goods value for all items that are marked as subject to Reverse Charge. If the total value is more than the HMRC de minimis level, it uses the first available Purchase Reverse Charge for goods VAT code on each detail line. Items that are not subject to the Reverse Charge are updated with the VAT code on the Supply Code. **Tip:** The VAT Inclusive box on the supplier's record must be cleared to post a transaction using Reverse Charge accounting. If you receive an invoice that must be accounted for using Reverse Charge accounting from a supplier that is marked as VAT inclusive, clear the VAT Inclusive box to post the transaction, then re-select the box afterwards. **Reverse Charge for Services** To account for a service received from an EC supplier that falls under the Reverse Charge provisions, use a standard rate VAT code which has been set up to update boxes 1, 4, 6 and 7 on the VAT Return. What's Reverse Charge Accounting for services?
Goods	The net goods value of the detail line. **Note:** Enter the goods value for this line. This will be the net value associated with the purchase analysis files and will update the supplier turnover accordingly. If the Terms settings for this supplier have the VAT Inclusive option switched on, then the value entered in this field will be considered a gross value and VAT will be deducted from it according to the VAT code associated with the supply code record. If the Terms settings do not specify VAT inclusive entries, then the value entered in this field will be the net amount to which any VAT will be added, if applicable.
VAT	The VAT value of the detail line. **Note:** The system will also take into account any Settlement Discount offered by the supplier when calculating the value of VAT. This field is amendable and can be overridden by the user, if required.
Total	The cost of goods associated with the detail line.
Remaining	The value of the invoice that remains to be analysed. When this is zero you can save the transaction.
Total	A running total of the goods values for all detail lines.

To Enter an Invoice or Credit Note on the Register

1. Open the Purchase folder, and then click PIR Processing.
2. Retrieve the supplier record for which you want to post transaction details, click Action and then click Invoice or Credit.
3. On the Action menu, click New. The system checks whether there is a valid VAT code for the supplier and displays a message if one cannot be found. You can create new VAT codes in the System - Maintenance - VAT Processing command.
4. On the General tab, enter the transaction header details.
5. Use the Discount and Analysis commands on the Action menu to amend default settlement discount and analysis information if required.
6. Click OK. If you have the Purchase Orders module integrated, you can choose whether to create invoice details from a purchase order or a delivery note. See the Creating an Invoice from a Purchase Order or Delivery Note Help topic for details.

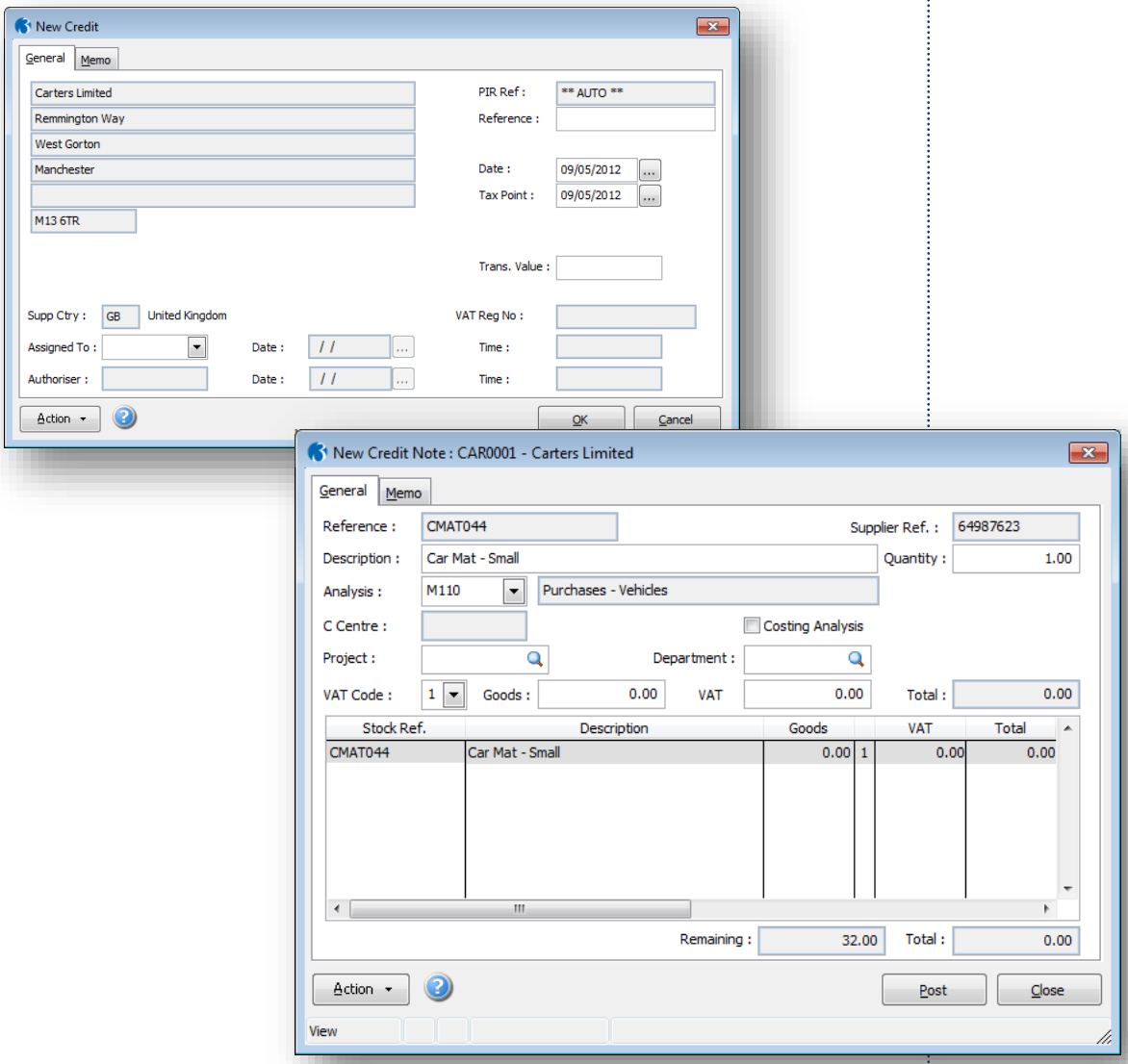
Notes

7. In the boxes provided, enter the breakdown of the invoice or credit note details. As you complete each line, it is added to the list.
    - 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 have created a VAT code to comply with the Reverse Charge mechanism for services, the VAT is accounted for according to special rules required by HMRC. What's Reverse Charge accounting for services?
    - If you use the Fixed Assets module, you can tick the **Asset Purchase** box to add an asset when the invoice has been posted.
8. Click Post to post the transaction.

3.1.2 Credit Note

From the PIR Processing form, ensure the correct supplier record is displayed on screen and from the Action button, select F6 Credit.

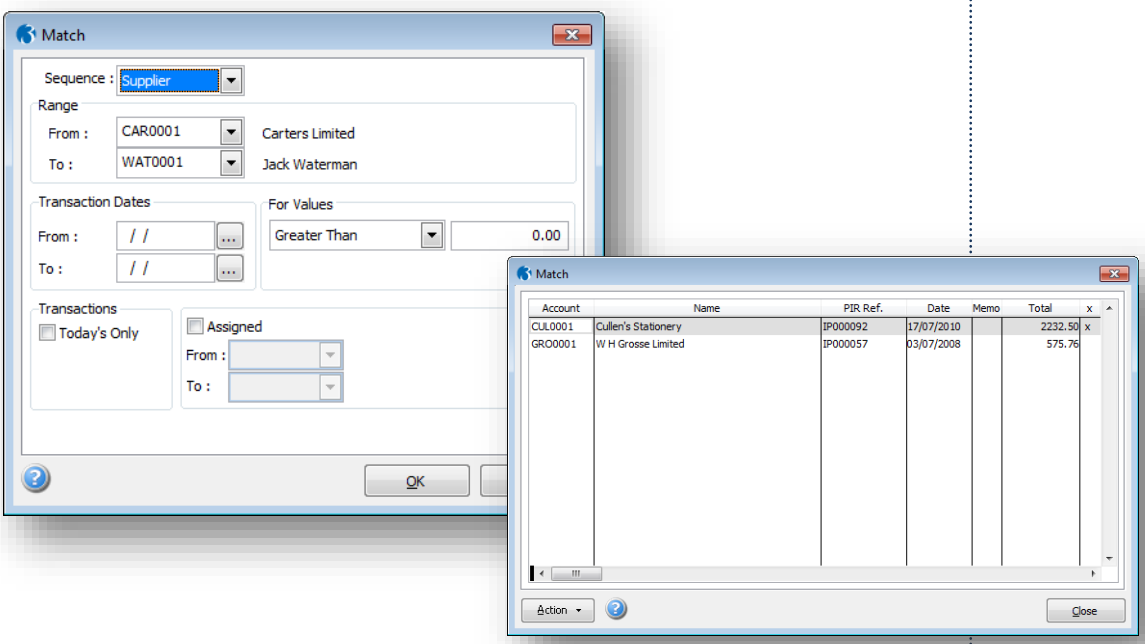
The entry of a credit note onto the Purchase Invoice Register uses the same screen layouts as earlier described in the Invoice section:



3.2 Match

Notes

Use the Match command on the Action menu associated with the PIR Processing form to match unposted invoices with purchase orders. This only applies if you have the PIR feature activated. The application presents a list of transaction lines for unposted invoices which you can then match against a list of purchase orders. You can also view all deliveries for a selected stock item. The application displays the invoice lines for that transaction so that you can browse the content before selecting individual lines for matching. Whether you need match all, one, or part of one line against the order before the invoice can be posted will depend on the setting of the Invoice to PO Matching list box on Orders form associated with the Supplier form.



Box	Description
Sequence	The sequence to specify the range. You can select a sequence of either 'Supplier' or 'PIR Reference'.
Range	You can choose to include only the suppliers or PIR invoice or credit note numbers you are interested in. The entries in the drop down lists depends on whether the Sequence box has been set to 'Supplier' or 'PIR Reference'.
Transaction Dates	To include invoices and credit notes posted within a range of dates, enter the date range as necessary.
For Values	You can choose only those transactions for values greater than, less than, greater than and equal to or less than and equal to the amount to specify.
Transactions	Ticking the Today's Only box will include only invoices and credit notes that were posted to the register today.
Assigned	When an invoice or credit note is posted to the register it can be assigned to an individual in your organisation. You can select to include only invoices or credit notes assigned to a certain individual. These individuals are defined using the People Profiles command in the System module.

Notes

After selecting the criteria for the authorisation process, the Authorise form is displayed that lists the invoices and credit notes to be authorised.

You can use the Action menu to:

Use this command	To
Views	View the invoice's header or details information.
Unmatch	Unmatch the highlighted invoice from a purchase order's detail line.
Match	Match the highlighted invoice to a purchase order's detail line.

When you use the Match command, the application searches for purchase order lines that contain that particular product or stock item. If none are found, a message is displayed. Otherwise a list showing all purchase orders for the item is displayed. This includes the quantity ordered, received and any previously matched.

You can use the Action menu to:

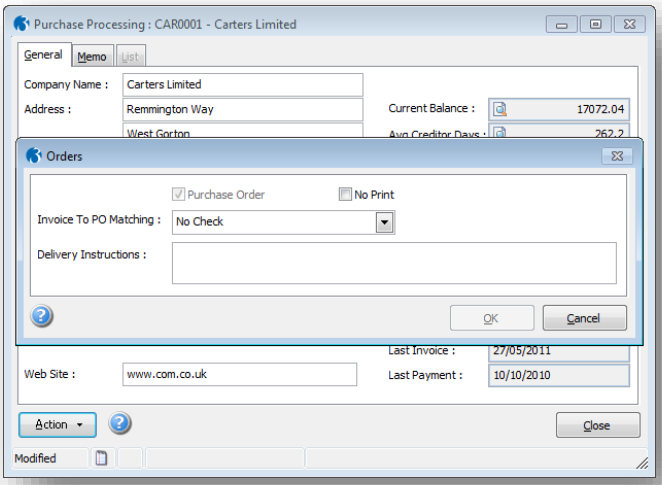
Use this command	To
Views	View either the GRN delivery or matched Lines. If you choose the to view delivery lines, the application lists details if any GRNs on which deliveries of the selected product have been recorded. Note that the quantity matched is the quantity of the GRN delivery that has been matched to purchase orders created in the Purchase Orders module. If you choose to view matched lines, the application will list any of the PIR transaction item that have been matched against purchase order lines.
Unmatch	Unmatch the currently highlighted invoice detail line from the purchase order line that is it matched to.
Match	Match the currently highlighted invoice line quantity to the purchase order. You can enter the match quantity in the Match Qty box. The application checks for variation in unit cost and displays a warning if found, asking you to confirm whether the matching is to be accepted. You can choose to update the supplier product file with the new price although this only applies where there is a link between the stock item and the supplier product file.
Header	View the invoice's header information.

Note: This form is for matching new invoices posted in the Purchase Invoice Register to purchase orders 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.

The **Invoice to PO Matching** option on the Purchase ledger - Processing - Orders form controls how much details must be matched before an invoice can be posted from the Purchase Invoice Register to the Purchase Ledger. For example, you can set it so that all invoice details must be matched to an order, or perhaps just one line needs be matched.

Notes

Settings for matching requirements will be based on a per supplier basis;



Orders

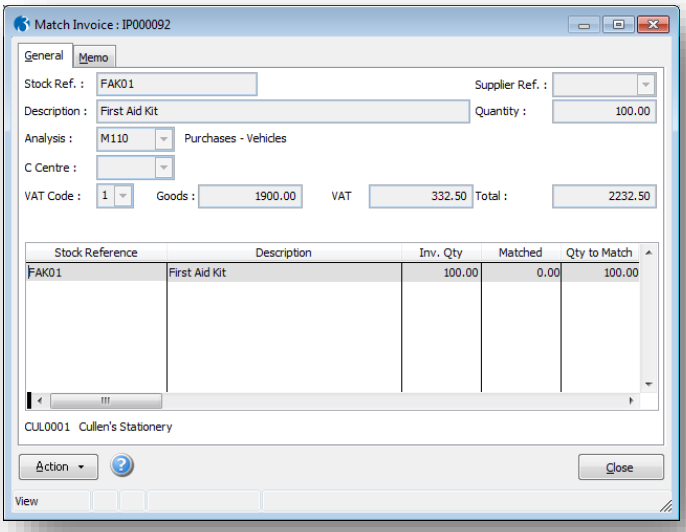
This only applies if you have the Purchase Orders module installed and activated.

Box	Description
Invoice to PO Matching	An option that determines whether invoices entered in the purchase invoice register in Purchase module they can be matched against purchase orders. You can select from a list. This only applies if you have the Purchase Orders module.

3.2.1 The Matching Process

Use the Match command on the Action menu associated with the PIR Processing form to match unposted invoices with purchase orders. This only applies if you have the PIR feature activated. The application presents a list of transaction lines for unposted invoices which you can then match against a list of purchase orders. You can also view all deliveries for a selected stock item.

When you select a PIR transaction and use the Match command, the application displays the invoice lines for that transaction so that you can browse the content before selecting individual lines for matching.



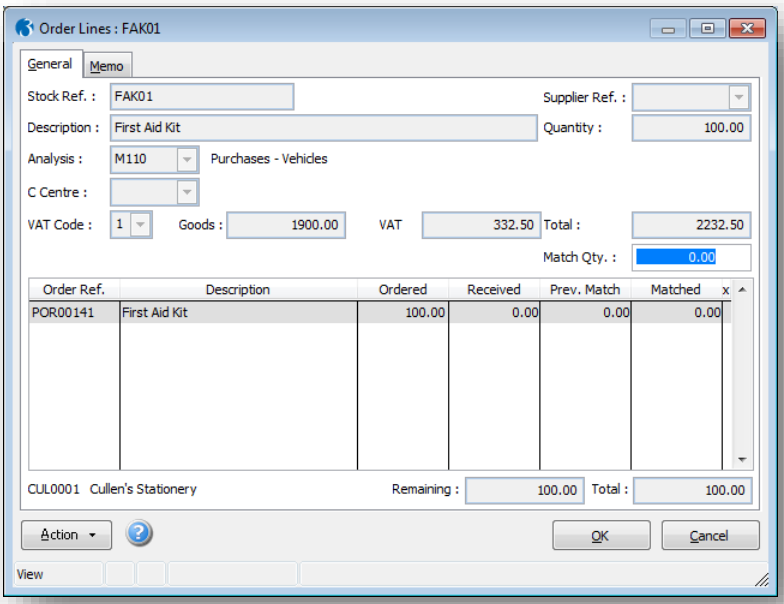
Notes

You can then use the following commands on the Action menu:

Use this command	To
Views	View the invoice's header or details information.
Unmatch	Unmatch the highlighted invoice from a purchase order's detail line.
Match	Match the highlighted invoice to a purchase order's detail line.

When you use the **Match** command, the application searches for purchase order lines that contain that particular product or stock item. If none are found, a message is displayed. Otherwise a list showing all purchase orders for the item is displayed.

This includes the quantity ordered, received and any previously matched.

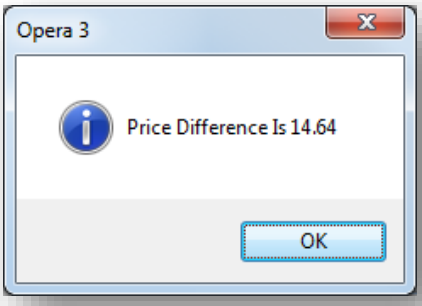


The following are available on the **Action** menu:

Use this command	To
Views	View either the GRN delivery or matched Lines. If you choose the to view delivery lines, the application lists details if any GRNs on which deliveries of the selected product have been recorded. Note that the quantity matched is the quantity of the GRN delivery that has been matched to purchase orders created in the Purchase Orders module. If you choose to view matched lines, the application will list any of the PIR transaction item that have been matched against purchase order lines.
Unmatch	Unmatch the currently highlighted invoice detail line from the purchase order line that is it matched to.
Match	Match the currently highlighted invoice line quantity to the purchase order. You can enter the match quantity in the **Match Qty** box. The application checks for variation in unit cost and displays a warning if found, asking you to confirm whether the matching is to be accepted. You can choose to update the supplier product file with the new price although this only applies where there is a link between the stock item and the supplier product file.
Header	View the invoice's header information.

Notes

The system will check for any variation in unit cost and, if one exists, a warning will be displayed



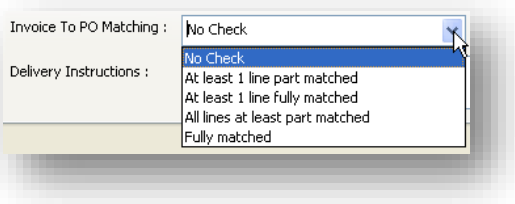
3.2.1.1 To Match Transactions in the Register

1. Open the Purchase folder and then click PIR Processing or click the Financials tab and then click Purchase - PIR Processing on the Ribbon Bar.
2. Retrieve the supplier record for which you want to post transaction details, click Action and then click Match. The Matching Criteria form appears.
3. In the boxes provided, define the sequence and specify the ranges for suppliers, PIR references and transaction dates. You can process only today's transactions by selecting Today's Only option. Logical selections can be made on the transaction value, so you can choose only those transactions for values greater than, less than, greater than and equal to or less than and equal to the amount to specify.
4. Click OK. The application displays a list of PIR invoice transactions that match your criteria.
5. Use the commands on the Action menu to process the transaction as detailed in the notes below.

Notes: Use the **Unmatch** command on the **Action** menu to unmatch the currently highlighted PIR transaction.

*Use the **Match** command on the **Action** menu to move to the matching procedure for the currently highlighted PIR transaction.*
*Use the **Header** command on the **Views** submenu of the **Action** menu to view the header details of the PIR transaction.*
*Use the **View** command on the **Views** submenu of the **Action** menu to view the PIR transaction details. You can then scroll the detail lines of the invoice.*
*Use the **Memo** command on the **Action** menu to view the memo for the currently highlighted PIR transaction.*

Whether you need match all, one, or part of one line against the order before the invoice can be posted will depend on the setting of the Invoice to PO Matching list box on Orders form associated with the Supplier form.



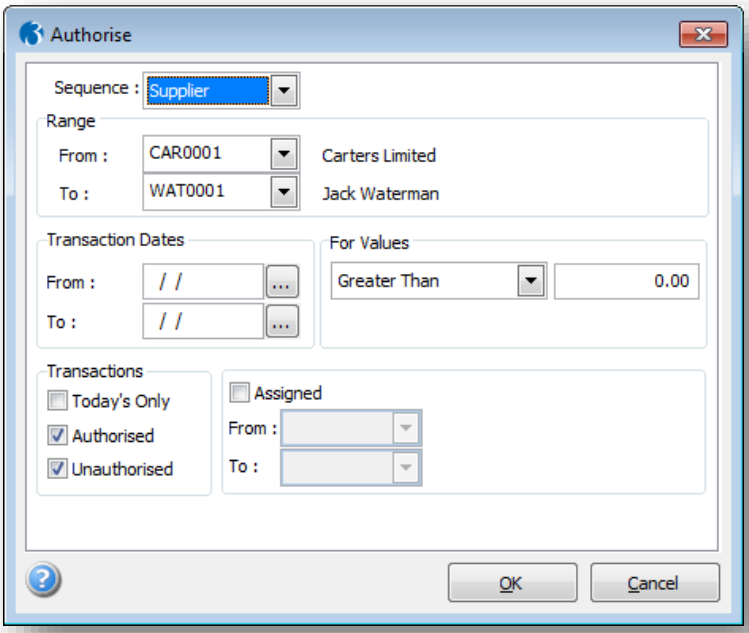
3.3 Authorise

Notes

Use the Authorise command to process invoices and credit notes that have been held pending authorisation before being posted to the Purchase Ledger. Transactions that have not been authorised are ignored by the Automatic Payment commands. You can specify one or a range of suppliers for the procedure using the options on the Authorisation Criteria form. The selections you make determine which transactions on the register are displayed for authorisation. Once you have accepted the transactions for posting, you need to use the Post command to post them to the Purchase Ledger.

Note: This option is controlled by Set Options 'PIR Must Use Authorisation'. If this option is ON, then every transaction created in the Purchase Invoice Register must be authorised before it can be posted to the Purchase Ledger.

If this field is switched OFF, the user has the option to post directly to the Purchase Ledger *at the time of* entering the invoice / credit note details.



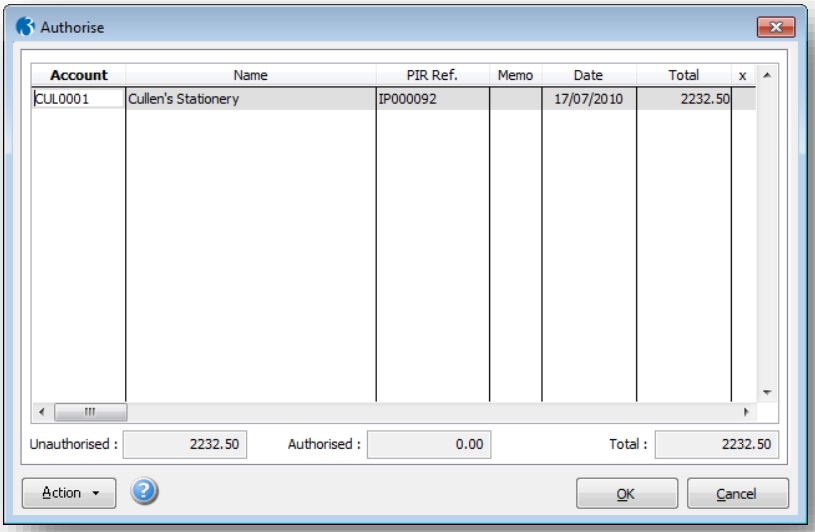
The selections you make determine which transactions on the register are displayed for authorisation; not which ones are actually authorised.

Box	Description
Sequence	The sequence to specify the range. You can select a sequence of either 'Supplier' or 'PIR Reference'.
Range	You can choose to include only the suppliers or PIR invoice or credit note numbers you are interested in. The entries in the drop down lists depends on whether the Sequence box has been set to 'Supplier' or 'PIR Reference'.
Transaction Dates	To include invoices and credit notes posted within a range of dates, enter the date range as necessary.
For Values	You can choose only those transactions for values greater than, less than, greater than and equal to or less than and equal to the amount to specify.

Notes

Transactions	Ticking the following boxes if required: 1 Today's Only box to include only invoices and credit notes that were posted to the register today 2 Authorised box to include invoices and credit notes that have already been authorised 3 Unauthorised box will include invoices and credit notes that have not been authorised.
Assigned	When an invoice or credit note is posted to the register it can be assigned to an individual in your organisation. You can select to include only invoices or credit notes assigned to a certain individual. These individuals are defined using the People Profiles command in the System module.

Once all authorisation criteria have been entered, click on the OK command button and the following screen will appear, listing all PIR transactions that meet the entered criteria.



After selecting the criteria for the authorisation process, the Authorise form is displayed that lists the invoices and credit notes to be authorised.

You can use the Action menu to:

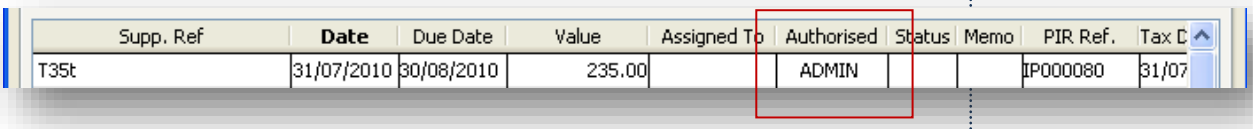
Use this command	To
Tick/Untick	Mark the currently highlighted item as authorised for posting. If the transaction highlighted was already authorised, using this command again will unauthorise it.
View	Display either the account header view or detail lines for the currently selected PIR transaction. If you select Account, additional commands are then available on a further Action menu, including: • Change View: To change the list of transactions so that invoices and payments are grouped together. • Advance/Current: To include or exclude advanced transactions. The command toggles between the two options. • Zoom: To display further details of a selected transaction. For invoices and credit notes, this will be the invoice or credit note analysis and, if the Purchase module is integrated with the Costing module, any costing analysis entered on the invoice or credit note will be shown also. For payments and refunds, the allocation details will be displayed including foreign currency fields where appropriate. You can use the Print command button to print the details.

Notes

View…	• Foreign/Sterling: To toggle the transaction values and ageing between the currency in which they were posted to the account and the home currency. Ageing is only available on foreign currency accounts if the account uses a single currency. If you select the Lines command, additional commands are then available on a further Action menu, including History (to view the creation and change history of the transaction); EC VAT (to view details applicable to EC VAT transactions if you have the EC VAT module installed and activated); and Costing Analysis (to view details of the job, phase and cost code analysis of the transaction if you have the Costing module installed and activated).
Tick/Untick All	Mark all transactions as authorised or clear all if some or all are already selected.
Memo	View the memo for the currently highlighted PIR transaction.

The application displays the total value of unauthorised and authorised transactions. Once you have accepted the transactions for posting, you need to use the Post command on the Action menu associated with the PIR Processing form to actually post them to the ledger.

The system will take the user back to the PIR Processing form. In the transaction browse screen, those transactions which have now been authorised will be flagged as such: the system will detail the logon ID of the user who authorised them, as shown below:

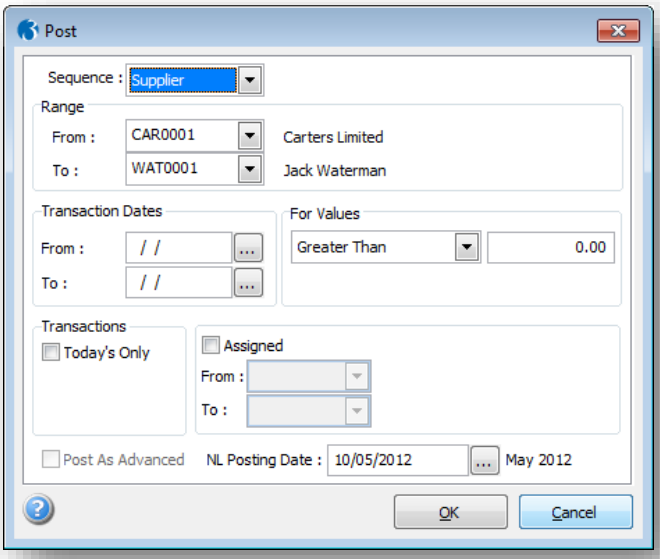


Supp. Ref	Date	Due Date	Value	Assigned To	Authorised	Status	Memo	PIR Ref.	Tax D
T35t	31/07/2010	30/08/2010	235.00		ADMIN			IP000080	31/07

3.4 Post

This only applies if the Purchase Invoice Register option is selected on the System - Maintenance - Company Profiles form.

Use the Purchase - PIR Processing - Post command to select a range of accounts and transactions which are to be posted to the ledger. Like the authorisation procedure, the Posting Criteria form provides options that determine which PIR transactions are displayed for posting; not which transactions are actually posted. All the same action commands are available to view details of the PIR header and detail lines.



Notes

Box	Description
Sequence	The sequence to specify the range. You can select a sequence of either 'Supplier' or 'PIR Reference'.
Range	You can choose to include only the suppliers or PIR invoice or credit note numbers you are interested in. The entries in the drop down lists depends on whether the Sequence box has been set to 'Supplier' or 'PIR Reference'.
Transaction Dates	To include invoices and credit notes posted within a range of dates, enter the date range as necessary.
For Values	You can choose only those transactions for values greater than, less than, greater than and equal to or less than and equal to the amount to specify.
Transactions	Ticking the Today's Only box will include only invoices and credit notes that were posted to the register today.
Assigned	When an invoice or credit note is posted to the register it can be assigned to an individual in your organisation. You can select to include only invoices or credit notes assigned to a certain individual. These individuals are defined using the People Profiles command in the System module.
Post as Advanced	Ticking this box will post the invoices and credit notes to the next accounting period. You can only select the option if the Allow advanced postings box is ticked on the Set Options form in the Purchase Ledger.
NL Posting Date	The Nominal Ledger posting date. If you use the Open Period Accounting feature, the Nominal Ledger can be updated using either this date or using the transaction date. The date used is controlled by the Use PIR Tran. Date for N/L option on the Purchase Ledger - Utilities - Set Options form: • If the option is selected, the transactions are always transferred using the transaction date, whether or not the Nominal Ledger period is current, in the past or in the future. • If the option is not selected, the Nominal Ledger will be updated using this NL Posting Date if the Nominal Ledger period is current or in the past. If an invoice or credit note's transaction date falls in a future Nominal Ledger period than the one for the date you enter here, the transaction date will be used instead. *For Example ...* *You enter a NL Posting Date of 30/09/2012 which falls in period nine in the Nominal Ledger. Period nine runs from 1 September 2012 to 30 September 2012. There are three invoices that are displayed for posting to the Purchase Ledger:* *- Invoice 1 has a date of 10/09/2012* *- Invoice 2 has a date of 25/09/2012* *- Invoice 3 has a date of 02/10/2012.* *Invoices 1 and 2 fall in period nine in the Nominal Period so they are posted to that period. As the transaction date for invoice 3 falls after the 30 September, its Nominal Ledger posting date is set to the same date as the invoice date - which is 02/10/2012. Invoice 3 will then be posted to period ten (if it is open) when the Nominal Ledger - Utilities - P/L Transfer command is run.* Note: If the transaction is allocated to another transaction, say a payment allocated to an invoice that generates an adjustment for either a foreign currency gain or loss, or for a discount, that adjustment also uses the same Nominal Ledger posting date. 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.

Notes

NL Posting Date…

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.

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

Transactions entered in the Purchase Invoice Register may be held subject to authorisation. If 'PIR Must Use Authorisation' is switched ON in Purchase Ledger Set Options, only those transactions that have been authorised will be presented for posting.

If 'PIR Must Use Authorisation' is switched OFF so that authorisation is optional, the suggested 'Post to Purchase Ledger' list will include an extra column (headed 'A') that highlights those items that have been authorised. In this case, the user can post items that have not been authorised.

Note: Only those invoices that have met the required level of 'Invoice to PO Matching' check as defined on the Orders screen of the supplier record in the Purchase Ledger will be presented for posting.

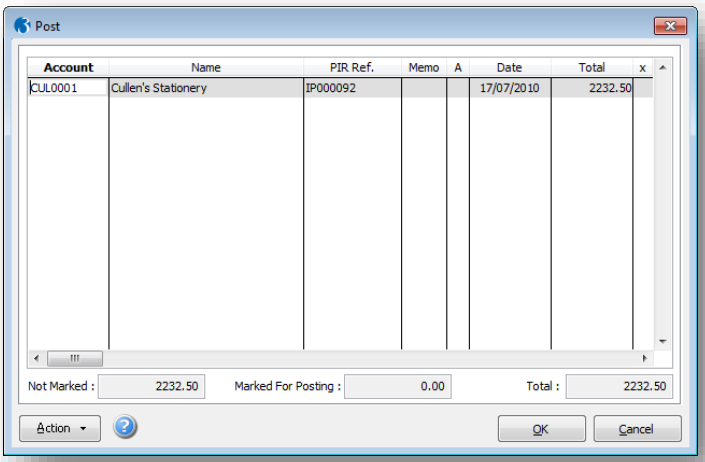
Similarly, the values of a transaction's header and detail screen must balance before the transaction can be posted to the Purchase Ledger.

After selecting the criteria for the authorisation process, the Post form is displayed that lists the invoices and credit notes to be authorised. You can use the Action menu to:

Use this command	Description
View	View the details of the currently highlighted transaction.
Memo	View the memo for the currently highlighted PIR transaction.
Tick/Untick	Tick or untick a transaction to either include or exclude it from the posting process.
Tick/Untick All	Tick or untick all transactions in the grid to either include or exclude them from the posting process.

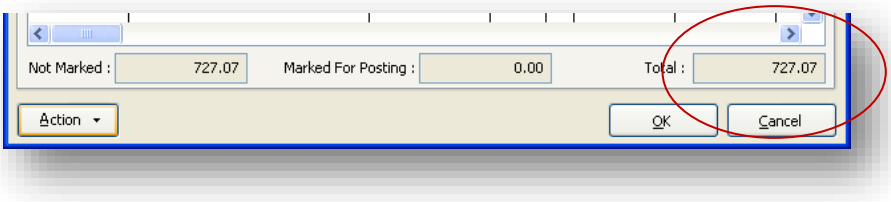
Notes

Note: If the invoice or credit note includes stock or product items that are subject to the Reverse Charge, the application first calculates the total goods value for these items, then if the total value is more than the HMRC de minimis level, it checks that the VAT code on each detail line is a Purchase Reverse Charge VAT code for goods. If the correct VAT code is not used, you need to correct the transaction manually. What's Reverse Charge Accounting for goods?



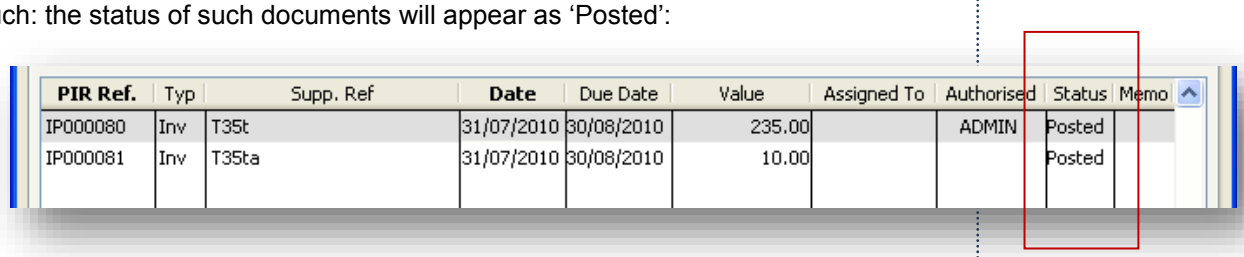
Tip: The VAT Inclusive box on the supplier's record must be cleared to post a transaction using Reverse Charge accounting for goods. If you receive an goods invoice that must be accounted for using Reverse Charge accounting from a supplier that is marked as VAT inclusive, clear the VAT Inclusive box to post the transaction, then re-select the box afterwards.

Once a transaction has been selected, the Marked for Posting value field at the bottom of the form will increment accordingly.



Once all the relevant transactions have been selected for posting, click on the OK command button.

The system will take the user back to the PIR Processing form. In the transaction browse screen, those transactions that have now been posted will be flagged as such: the status of such documents will appear as 'Posted':



PIR Ref.	Typ	Supp. Ref	Date	Due Date	Value	Assigned To	Authorised	Status	Memo
IP000080	Inv	T35t	31/07/2010	30/08/2010	235.00		ADMIN	Posted	
IP000081	Inv	T35ta	31/07/2010	30/08/2010	10.00			Posted	

Once posted, transactions will appear in the Purchase Ledger and will update the supplier's current balance and turnover fields accordingly.

More information on the NL Posting date;

Notes

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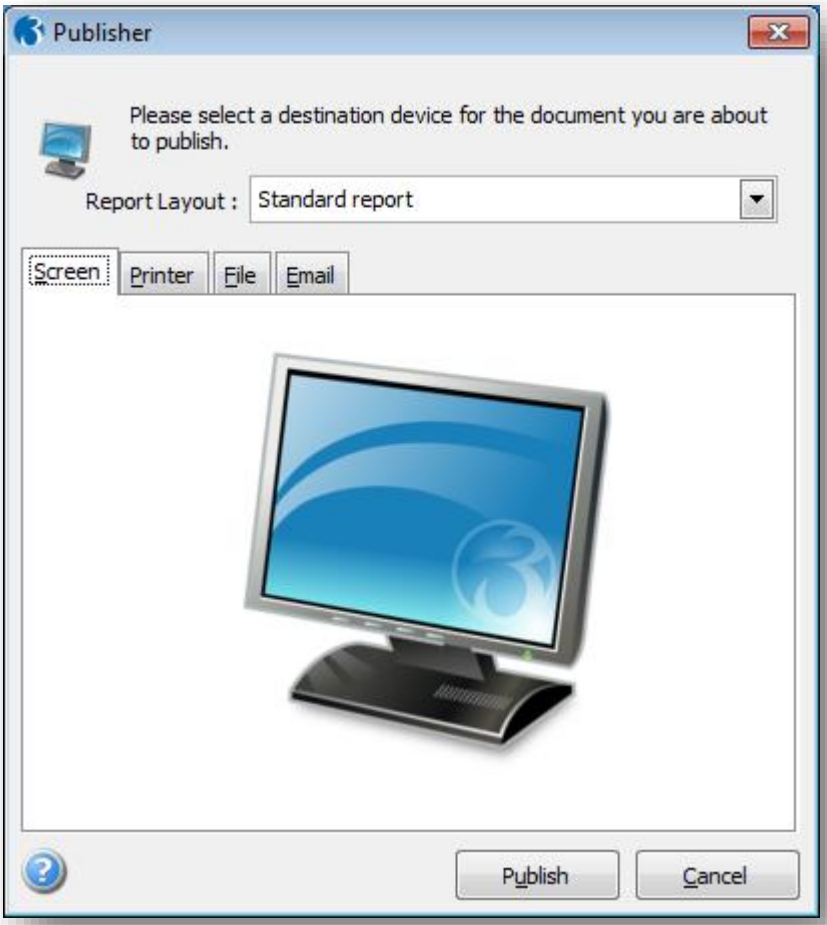
4 Reports

4.1 Publishing a Report

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;

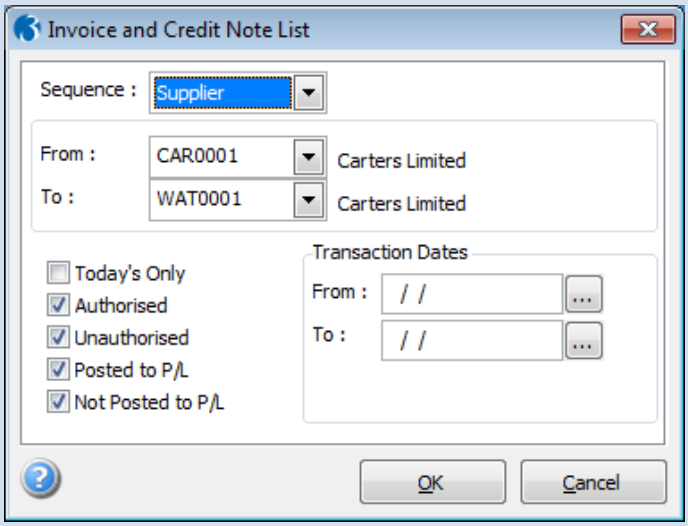
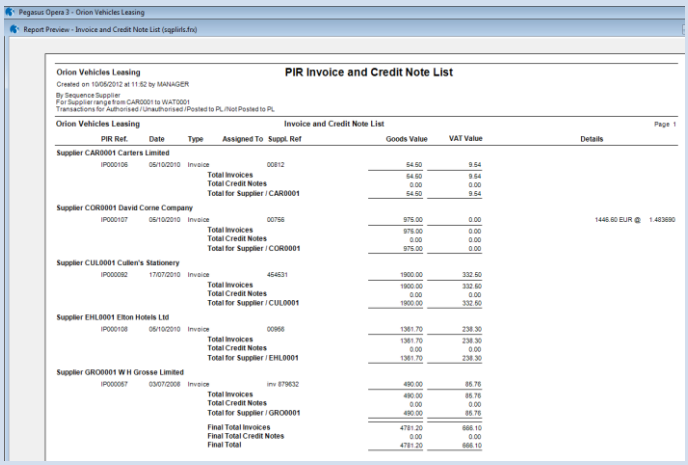
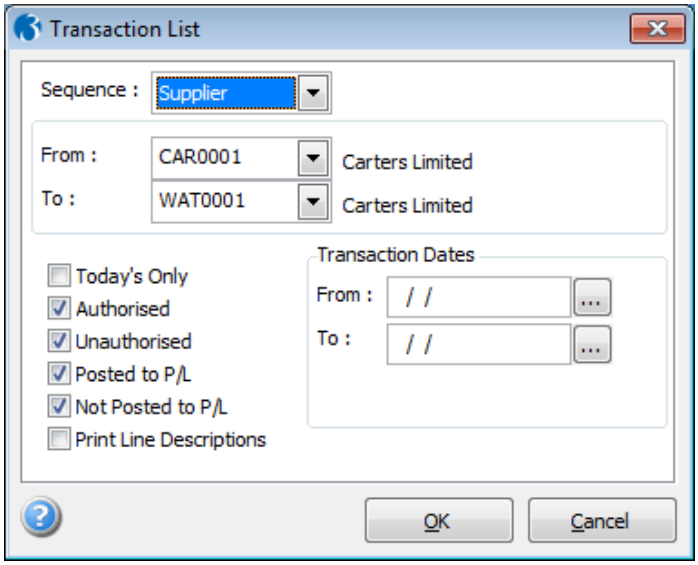
1. Open the required module folder, click Reports and then click appropriate report
2. Define the range of records you want included in the report by entering From and To values.
3. Click OK.

Reports

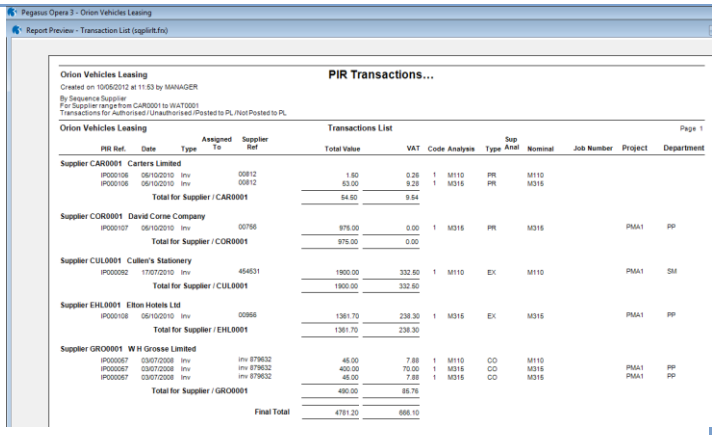
4.2 List of Reports

Notes

This only applies if you have the PIR feature activated. The commands on the **PIR Reports** submenu provide listings of records maintained using the commands on the **PIR Processing** form. Reports can be used to view information on your computer screen as well as printing. Most reports provide a number of options to determine the criteria, sequence and range of records reported.

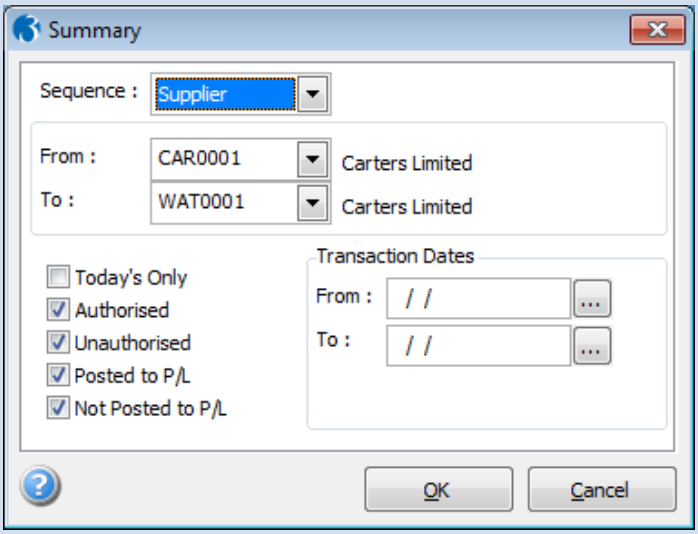
Name & Description	Example
Invoice and Credit Note List Use the **Invoice and Credit Note List** command to produce a list of invoices and credit notes entered using the **PIR Processing** command according to the range of selection criteria you specify.	 
Transaction List Use the **Transaction List** command to produce a list of all transactions entered in the register for the range of selection criteria you specify.	

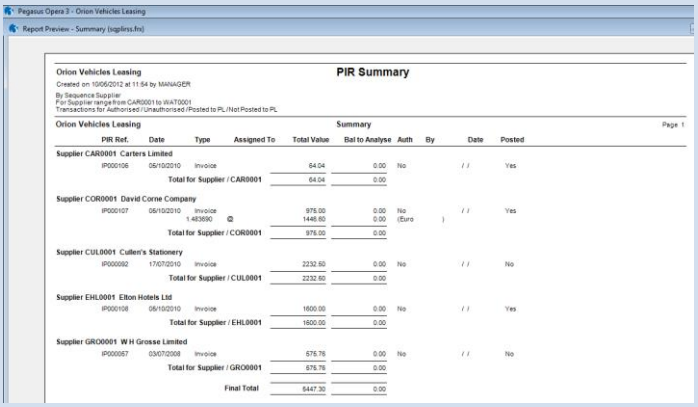
Transaction List…



Summary

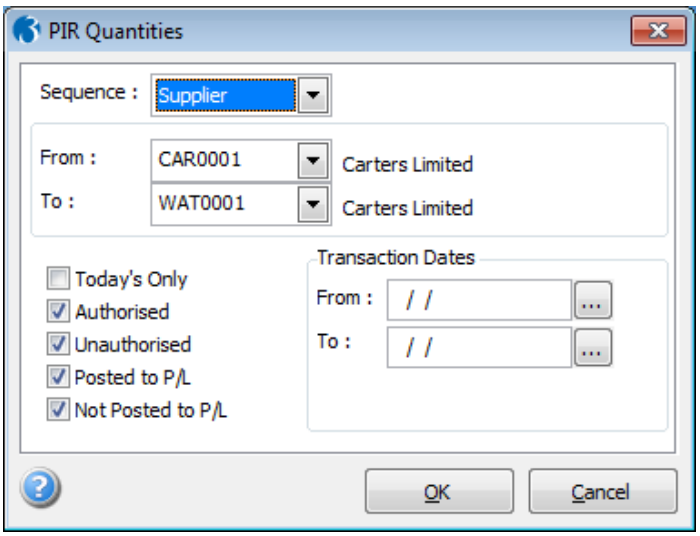
Use the **Summary** command to produce a summarised list of transactions that have passed through the invoice register.





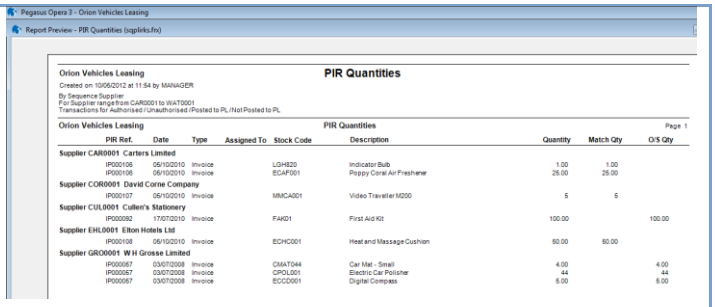
PIR Quantities

Use the **PIR Quantities** command to show the transaction quantities and stock codes on invoices and credit notes and how many (if any) have been matched to purchase orders raised in the Purchase Orders module.



Notes

PIR Quantities…



Pegasus Opera 3 - Orion Vehicles Leasing

Report Preview - PIR Quantities (sqpliks.frx)

Orion Vehicles Leasing **PIR Quantities**

Created on 10/06/2012 at 11:54 by MANAGER

By Sequence Supplier
For Supplier range from CAR0001 to WAT0001
Transactions for Authorised / Unauthorised / Posted to PL / Not Posted to PL

Orion Vehicles Leasing **PIR Quantities** Page 1

PIR Ref.	Date	Type	Assigned To	Stock Code	Description	Quantity	Match Qty	O/S Qty
Supplier CAR0001 Carters Limited								
IP000106	05/10/2010	Invoice		LGH820	Indicator Bulb	1.00	1.00	
IP000106	05/10/2010	Invoice		ECAF001	Poppy Coral Air Freshener	25.00	25.00	
Supplier COR0001 David Corne Company								
IP000107	05/10/2010	Invoice		MMCA001	Video Traveller M200	5	5	
Supplier CUL0001 Cullen's Stationery								
IP000092	17/07/2010	Invoice		FAKD1	First Aid Kit	100.00		100.00
Supplier EHL0001 Elton Hotels Ltd								
IP000108	05/10/2010	Invoice		ECHC001	Heat and Massage Cushion	50.00	50.00	
Supplier GRO0001 W H Grosse Limited								
IP000057	03/07/2008	Invoice		CMAT044	Car Mat - Small	4.00		4.00
IP000057	03/07/2008	Invoice		CPOL001	Electric Car Polisher	44		44
IP000057	03/07/2008	Invoice		ECCD001	Digital Compass	5.00		5.00

Notes

Notes

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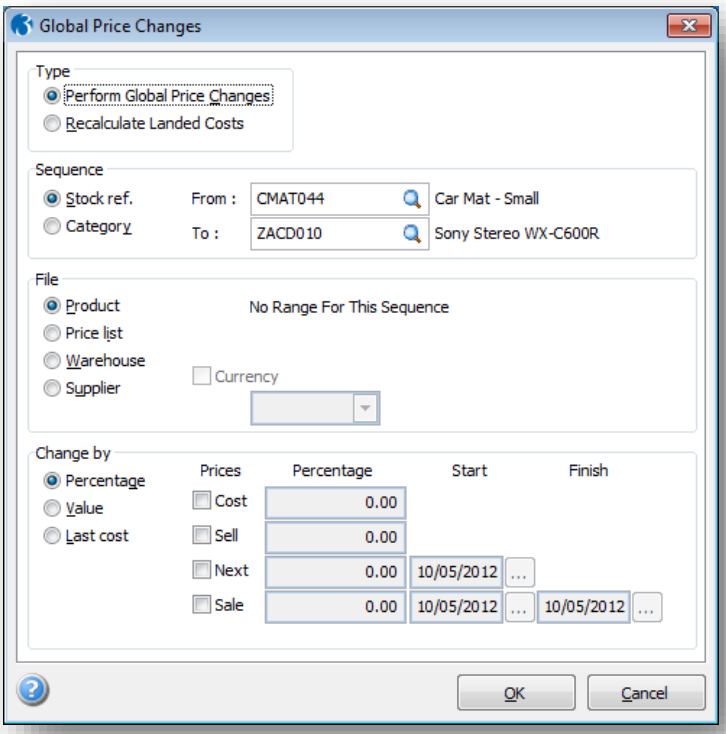
5 Utilities

5.1 Global Price Changes

Use the Global Price Changes command on the Utilities menu to update cost and/or selling prices on the stock/warehouse or product records or special price lists. This provides an effective way of updating cost and selling prices for stock or product records based on a variety of criteria. You can also update cost and selling prices on warehouse records if you have multi-warehouses feature activated and you have selected the Use Multi-Warehouse option on the Set Options form in the Stock module. Once you have specified your price change criteria, the system calculates the new prices and updates the files automatically and produces a report.



To update prices globally

1. Open the POP folder, double-click Utilities and then click Global Price Changes.
2. In the boxes provided, complete the options that determine which prices are changed and by what means.
3. To update the prices, click OK, then click Yes when the report is produced.

Notes: If you choose to update a price list, you can select the currency to be updated by selecting the **Currency** option and then selecting a currency from the list box. The **Cost** and **Last Cost** options under **Change by** will be unavailable.

If you have multi-warehouses feature activated and you choose to update warehouse prices, the **Next** and **Sale** options under **Change by** will be unavailable.

Utilities

Notes

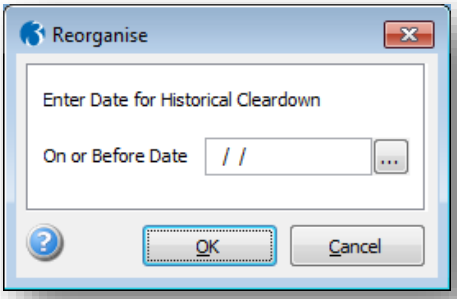
If you choose to update supplier prices, the **Last Cost**, **Sell**, **Next** and **Sale** options under **Change by** will be unavailable.

Note: File Options that determine the files to be updated. These are: Product (price change details are written to the selected stock or product records); Price List (price change details are written to the range of price lists you specify); Warehouse (if you have multi-warehouses feature activated, price change details are written to the range of warehouses you specify in the From and To boxes that appear) and Supplier (price change details are written to the range of supplier records you specify).

5.2 Reorganisation

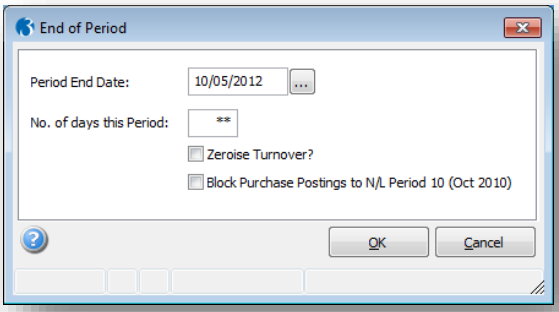
The Reorganisation function within Utilities, is the 'tidy-up' routine for the Purchase Order Processing module. Use the Reorganise command on the Utilities submenu to reorganize and reindex the files associated with the Purchase Orders module, removing deleted and completed items.

The process removes all items marked for deletion. Orders and requisitions that have been satisfied may also be deleted subject to the date for historical cleardown you enter. If you have selected the Clear Undelivered Invoiced Orders option on the Purchase Order Processing Options form, the system will remove purchase orders that have been invoiced but not delivered.



5.3 Period End

When a Period End routine has been run through the Purchase Ledger, the system will remove any invoice and credit note details from the Purchase Invoice Register that have been posted to the Purchase Ledger.



Any remaining invoices and credit notes are retained until they are ready to be posted through the normal procedures of the Purchase Invoice Register.

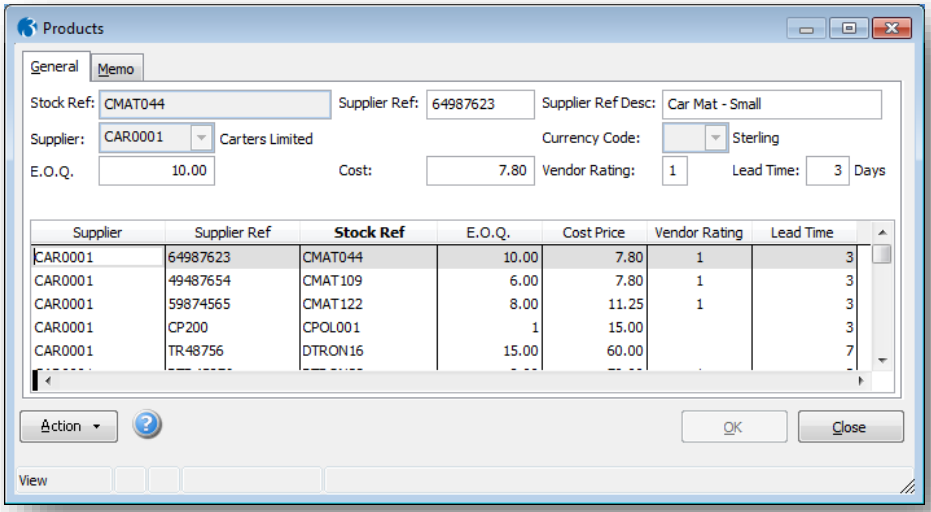
Accreditation Training Courseware

Appendix

Appendix A – Products (P. Orders)

Use the Products command to link stock items with purchase order suppliers and record economic order quantities, vendor ratings and lead times for analysis purposes. You can also control the creation of purchase orders to ensure the right supplier is selected for particular products.

The Products command can be used from both the P.Orders >> Processing and P.Orders >> Documents commands.



To define product/supplier relationships

1. Open the P. Orders folder, and then click Processing.
2. Retrieve the supplier record for which you want to record product details, then on the Action menu, click Products. The Supplier Products form appears.
3. On the toolbar, click the Create a new record button.
4. In the boxes provided, enter the details that define the product to be associated with the supplier.
5. Click OK.

Notes: Use the **Last Delivery** command on the **Action** menu to display details of the last delivery recorded for the item. This information is based on deliveries recorded using either the **G.R.N.** command in the Stock module or the **Receipts** command on the **Action** menu associated with the **Purchase Order Processing** form in the Purchase Orders module.

- Use the Last Invoice command on the Action menu to display details of the last invoice created for the item. This information is based on invoices created using Invoices command on the Action menu associated with the Purchase Order Processing form in the Purchase Orders module.

  Use the Discount command on the Action menu to record the purchase invoice discounts applicable to the item. You can identify a discount rate for line discount and select options that determine whether line or overall discounts apply. If you select the Line Discount option, the rate you enter in the Discount box is used for the line discount.

  Use the History command on the Action menu to display the creation and revision history details of the currently selected record. This includes the date and time the record was created and last changed and the user name in each case.

Products Entries

Box	Description
Reference	A reference that identifies the stock or product item. You can select from a list.
Supplier Ref.	A reference used by the supplier for the item.
Supplier Ref. Description	A description used by the supplier for the item.
Supplier	A reference that identifies the supplier is displayed here according to the supplier record that was active when you chose the Products option from the Processing menu.
E.O.Q.	The economic order quantity for this item. This is the optimum reorder quantity for this item from this supplier and will be presented as a default order quantity on purchase order records.
Cost	The cost price of the item. This defaults to the cost price stored on the stock or product record but you can change it for the supplier. It is offered as the default cost price for purchase orders.
Vendor Rating	A number from 0 to 9 that indicates the rating for the supplier. You can use vendor rating to identify a priority for the supplier where a product can be obtained from more than one source. The supplier with the best rating will be your preferred choice for ordering.
Lead Time Days	The number of days lead time between order and delivery for the product. This is used to establish a default date required on purchase order records.

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.

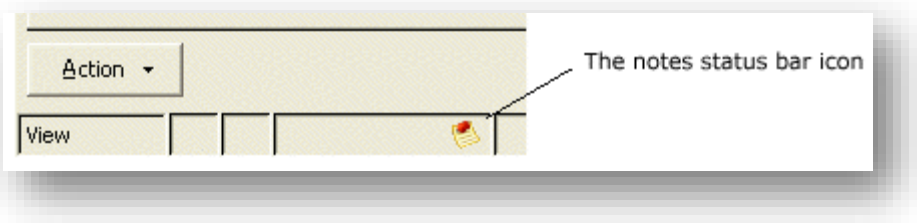
Notes are created, edited and viewed by selecting the Notes button on the toolbar, or by pressing CTRL+O, once you have retrieved the master record concerned. The facility is not available for all records, or under all circumstances. You can only create or view notes for a record when this button is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

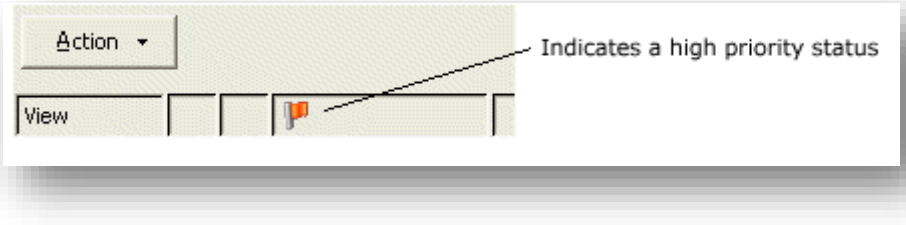
The note can be retrieved for viewing or editing at any time when the master record is displayed using the same Notes toolbar button used to create it. You can create many notes for the same master record; each one is summarized in the grid in the bottom half of the Notes form. A report is available 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 sales statement.
- When a sales or purchase account is put on stop or subsequently released.
- When a sales 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.

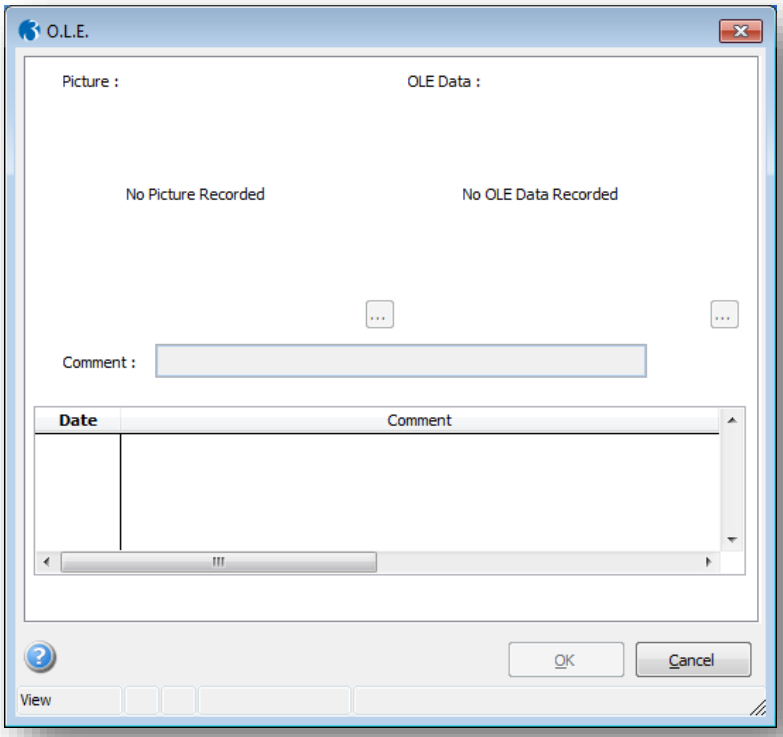
To mark a note as completed

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.

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.



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 - What's Reverse Charge VAT Accounting for Goods?

The Reverse Charge accounting procedure was first introduced by HMRC to combat Missing Trader intra-community (MTIC) fraud, also know as carousel fraud, in business-to-business (b2b) transactions in the United Kingdom. It applies when a supply of mobile telephones or computer chips exceeds the HMRC de minimis level of £5000, exclusive of VAT. In this situation the buyer rather than the seller must account for the Output VAT to HMRC. Full details of the procedure are available on the HMRC web site.

A report called the Reverse Charge Sales List (RCSL) has been added to the System - Maintenance - VAT Processing form. This report is designed to be submitted electronically via the HMRC web site and the Government Gateway. Once you declare to HMRC that you need to use the Reverse Charge accounting procedure, the RCSL must be submitted to HMRC for each VAT period, even when no Reverse Charge supplies are traded.

Important: Supplies to customers in the United Kingdom who are not VAT registered are unaffected by Reverse Charge accounting; as the supplier you must account for the output VAT in the normal way.

Definition of mobile phones and computer chips

Mobile Phones

For the purpose of the reverse charge, mobile telephones include:

- Any handsets that have a mobile phone function (i.e. the transmitting and receiving of spoken messages), whether or not they have any other function - it therefore includes other communication devices, such as Blackberrys.
- Mobile phones supplied with accessories (such as a charger, battery, cover or hands-free kit) as a single package and Pay As You Go mobile phones.

The reverse charge does not apply to the following:

- Mobile phones that are supplied with contracts for air time.
- Mobile phone accessories which are supplied separately from a mobile phone.
- 3G data cards or Wi-Fi cards.

Computer Chips

As a guide, all computer chips covered by the reverse charge fall within the tariff commodity code 8542 3190 00. The term covers the following:

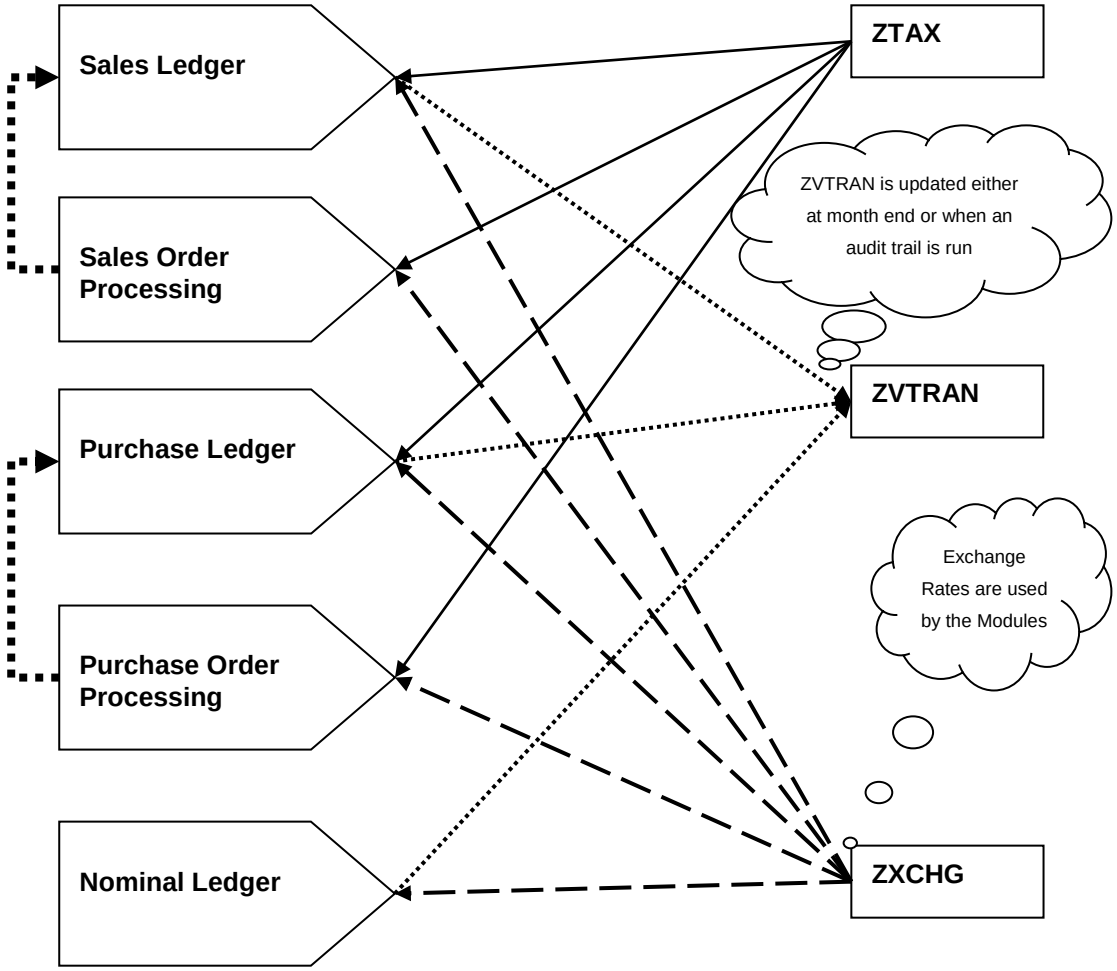
- Small integrated circuits (Central Processing Units or CPUs)
- Discrete integrated circuit devices (Microprocessors or Microprocessor Units - MPUs)
- Microcontrollers or Microcontroller Units (MCUs)
- Chipsets - the dedicated cluster of integrated circuits that support MPUs.

The reverse charge applies to such items when they are in a state prior to integration into end user products. Items such as computer servers, laptops or desktop units are excluded from the scope of the reverse charge.

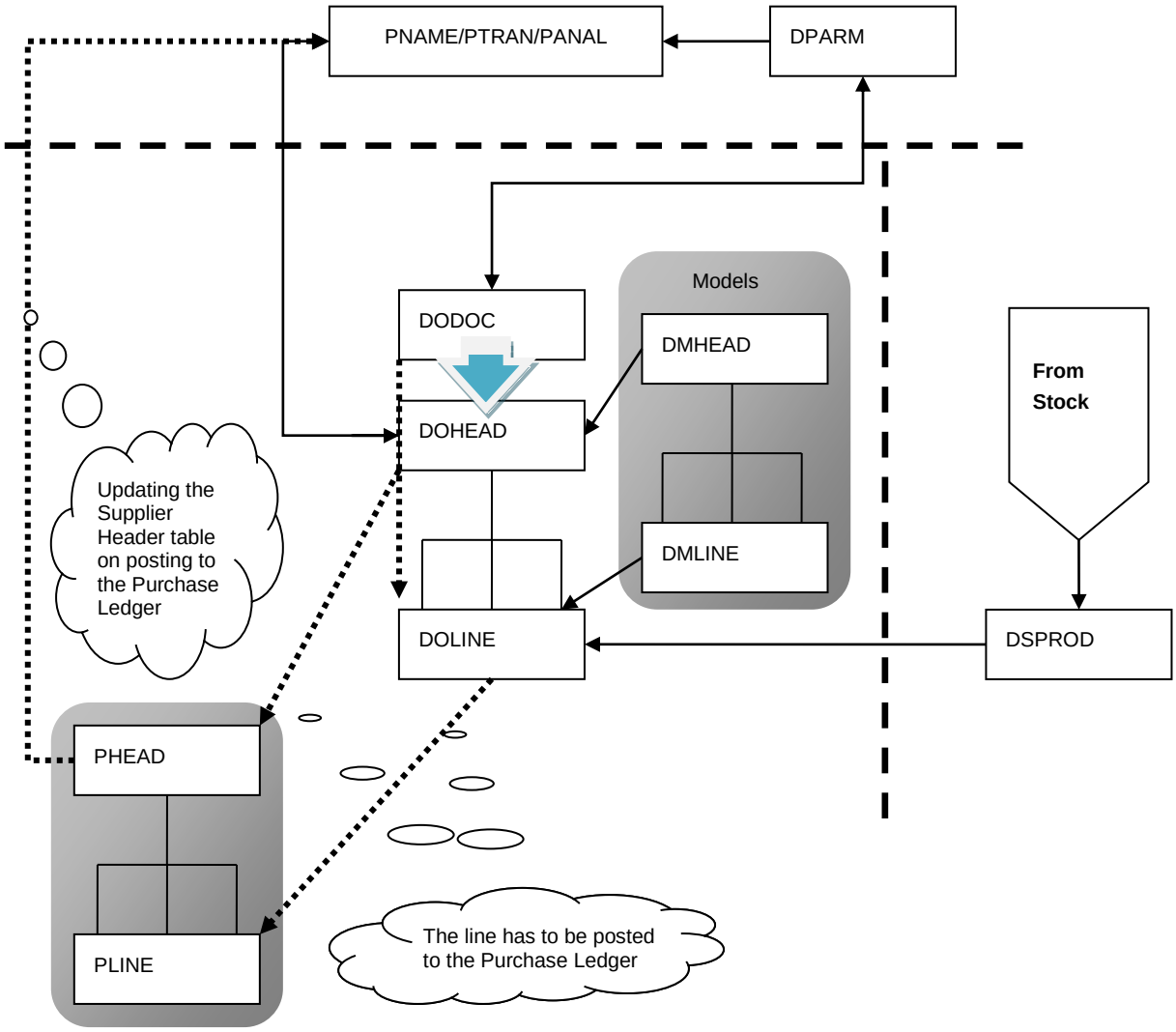
Appendix E – Data Structures & Technical Information

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

VAT & Exchange Rates



Adv POP / POP (Into PIR / Purchase)



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
dohead	LEFT JOIN dohead ON doline.do_dcref=dohead.dc_ref
doline	LEFT JOIN doline ON cmatch.cm_dcref=doline.do_dcref AND cmatch.cm_dcline=doline.do_dcline
doline	LEFT JOIN doline ON pmatch.pm_dcref=doline.do_dcref AND pmatch.pm_dcline=doline.do_dcline
dsprod	LEFT JOIN dsprod ON doline.do_cnref=dsprod.ds_cnref AND doline.do_account=dsprod.ds_account AND doline.do_supref=dsprod.ds_supref
dsprod	LEFT JOIN dsprod ON doline.do_cnref=dsprod.ds_cnref AND doline.do_account=dsprod.ds_account AND doline.do_supref=dsprod.ds_supref
dsprod	LEFT JOIN dsprod ON doline.do_cnref=dsprod.ds_cnref AND doline.do_account=dsprod.ds_account AND doline.do_supref=dsprod.ds_supref
dsprod	LEFT JOIN dsprod ON dmline.do_cnref=dsprod.ds_cnref AND dmline.do_account=dsprod.ds_account AND dmline.do_supref=dsprod.ds_supref
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

Codes of interest

Breakdown of Codes	
Transaction Types	
Type	*Description*
N/A	N/A

Database Structures

Pegasus Opera 3 Enterprise VFP Database Structures – PIR / POP Tables

Table : **DODOC** Table Description : **Uncommitted Document**

Field Name	Description	Type	Length	DPs	Further information
DC_REF	Document Reference	C	10	0	Document Key
DC_ACCOUNT	Supplier	C	8	0	Supplier Account
DC_ODISC	Overall Discount	N	5	2	Overall Discount
DC_ONORDER	On Order	N	1	0	Indicates if Document or Parts of Document is onOrder.0 = Not on Order2 = On Order4 = Part On Order
DC_PRINTED	Printed	L	1	0	
DC_CWCODE	Intended Warehouse	C	4	0	Warehouse Code
DC_DELNAM	Delivery Name	C	40	0	Delivery Name
DC_DELAD1	Delivery Address 1	C	30	0	Delivery Address
DC_DELAD2	Delivery Address 2	C	30	0	
DC_DELAD3	Delivery Address 3	C	30	0	
DC_DELAD4	Delivery Address 4	C	30	0	
DC_DELADPC	Delivery Post Code	C	8	0	Delivery Post Code
DC_DELTELE	Delivery Phone No.	C	20	0	Delivery Telephone Number
DC_DELFAX	Delivery Fax Number	C	20	0	Delivery Fax Number
DC_CONTACT	Contact	C	20	0	Contact for Delivery
DC_NARR1	Narrative Line 1	C	75	0	Narrative Line 1
DC_NARR2	Narrative Line 2	C	75	0	Narrative Line 2
DC_CURRCY	Currency	C	3	0	Currency for Document
DC_EXRATE	Exchange Rate	N	11	6	Exchange Rate used in Document
DC_EXMULT	Muliply Indicator	L	1	0	Exchange Rate Multiple Indicator
DC_DPLACE	Decimal Places	N	1	0	Foriegn Decimal Places
DC_TOTVAL	Total Value	N	12	0	Total Value for Order
SQ_CRDATE	Date Created	D	8	0	
SQ_CRTIME	Time Created	C	8	0	
SQ_CRUSER	User Created	C	8	0	
SQ_AMDATE	Date Last Amendment	D	8	0	
SQ_AMTIME	Time Last Amended	C	8	0	
SQ_AMUSER	User Last Amended	C	8	0	
SQ_MEMO	Comments	M	10	0	
DC_REF2	Reference	C	20	0	
DC_PRNSTAT	Print Status	C	1	0	Hierarchical: Reprinted Printed Emailed sent to File sent to Screen

Table : **DOHEAD** Table Description : **Purchase Orders**

Field Name	Description	Type	Length	DPs	Further information
DC_REF	P/Order Reference	C	10	0	Order Key
DC_ACCOUNT	Supplier	C	8	0	Supplier Account
DC_ODISC	Overall Discount	N	5	2	Overall Discount
DC_CANCEL	Cancelled Order	L	1	0	Cancelled Indicator
DC_CWCODE	Intended Warehouse	C	4	0	Warehouse Code
DC_DELNAM	Delivery Name	C	40	0	Delivery Name
DC_DELAD1	Delivery Address 1	C	30	0	Delivery Address
DC_DELAD2	Delivery Address 2	C	30	0	

DC_DELAD3	Delivery Address 3	C	30	0	
DC_DELAD4	Delivery Address 4	C	30	0	
DC_DELADPC	Delivery Post Code	C	8	0	Delivery Post Code
DC_DELTELE	Delivery Phone No.	C	20	0	Delivery Telephone Number
DC_DELFAX	Delivery Fax Number	C	20	0	Delivery Fax Number
DC_CONTACT	Contact	C	20	0	Delivery Contact
DC_NARR1	Narrative Line 1	C	75	0	Narrative Line 1
DC_NARR2	Narrative Line 2	C	75	0	Narrative Line 2
DC_PORDER	Purchase Order Image	M	10	0	Purchase Order Image
DC_CURRCY	Currency	C	3	0	Currency for Document
DC_EXRATE	Exchange Rate	N	11	6	Exchange Rate Used for Document
DC_EXMULT	Multiply Indicator	L	1	0	Exchange Multiple Indicator
DC_DPLACE	Decimal Places	N	1	0	Foriegn Decimal Places
DC_TOTVAL	Total Value	N	12	0	Total Value for Order
SQ_CRDATE	Date Created	D	8	0	
SQ_CRTIME	Time Created	C	8	0	
SQ_CRUSER	User Created	C	8	0	
SQ_AMDATE	Date Last Amendment	D	8	0	
SQ_AMTIME	Time Last Amendment	C	8	0	
SQ_AMUSER	User Last Amended	C	8	0	
SQ_MEMO	Comments	M	10	0	
DC_TXTREP	Text Image	M	10	0	
DC_BINREP	Binary Image	L	1	0	
DC_REF2	Reference	C	20	0	
DC_PRINTED	Printed flag	L	1	0	
DC_B2BORD	Back to Back Order	L	1	0	
DC_PRNSTAT	Print Status	C	1	0	Hierarchical: Reprinted Printed Emailed sent to File sent to Screen

Table : **DOLINE** Table Description : **Order Lines**

Field Name	Description	Type	Length	DPs	Further information
DO_DHREF	Requisition Document	C	10	0	Requistion Key
DO_DLLINE	Requisition Line	N	7	0	Requisition Line Number
DO_DUREF	Uncommitted Document	C	10	0	Document Key
DO_DULINE	Document Line	N	7	0	Document Line Number
DO_DCREF	Committed P/Order	C	10	0	Purchase Order Key
DO_DCLINE	P/Order Line	N	7	0	Purchase Order Line Number
DO_ACCOUNT	Supplier Account	C	8	0	Supplier Account
DO_LEDGER	Ledger Account	C	8	0	Ledger Account
DO_SUPREF	Supplier's Stock Ref	C	16	0	Supplier's Reference
DO_CNREF	Stock Reference	C	16	0	Stock Reference
DO_DESC	Description	C	40	0	Description
DO_EXTEND	Extended Description	M	10	0	
DO_CWCODE	Intended Warehouse	C	4	0	Warehouse Code
DO_JCSTDOC	Job	C	10	0	Costing Job Number Key
DO_JPHASE	Phase	C	3	0	Costing Phase Key
DO_JCCODE	Cost Code	C	16	0	Costing Code Code Key
DO_JLINE	Job Line	C	10	0	Costing Job Line Number
DO_REQQTY	Quantity Required	N	9	0	Required Quantity
DO_RECQTY	Quantity Received	N	9	0	Received Quantity
DO_INVQTY	Quantity Invoiced	N	9	0	Invoiced Quantity
DO_REQQUA	Quality Required	C	8	0	Required Quality
DO_RECQUA	Quality Received	C	8	0	Received Quality
DO_REQDAT	Date Required	D	8	0	Required Date
DO_RECDAT	Date Received	D	8	0	Received Date
DO_QUOTED	Quote Obtained	L	1	0	Quoted Indicator
DO_QUODAT	Date Quote Obtained	D	8	0	Date Quoted
DO_PRICE	Price	N	12	0	Order Price
DO_VALUE	Value	N	12	0	Order Value

DO_DISCP	Discount Percentage	N	5	2	Discount Percent
DO_DISCV	Discounted Value	N	12	0	Line Discounted Value
DO_COMMIT	Committed	L	1	0	Line has been Committed to P/Order
DO_ORDDSO	Apply Overall Disc.	L	1	0	Apply Overall Discount on Line
DO_CMPLTD	Order Completed	L	1	0	Order Completed Indicator
DO_CMPLTI	Invoice Completed	L	1	0	Invoice Completed Indicator
DO_CURRCY	Currency	C	3	0	Currency for Order
DO_DPLACE	Decimal Places	N	1	0	Foreign Decimal Places
DO_CMPREFD	Delivery Ref. Set	C	17	0	Completed Delivery Reference
DO_CMPREFI	Invoice Ref. Set	C	19	0	Completed Invoice Reference
SQ_CRDATE	Date Created	D	8	0	
SQ_CRTIME	Time Created	C	8	0	
SQ_CRUSER	User Created	C	8	0	
SQ_AMDATE	Date Last Amendment	D	8	0	
SQ_AMTIME	Time Last Amendment	C	8	0	
SQ_AMUSER	User Last Amended	C	8	0	
SQ_MEMO	Comments	M	10	0	
DO_SUPPCDE	Supply Code	C	8	0	
DO_DELREF	Delivery Reference	C	10	0	Delivery Reference
DO_COMMENT	Comment for Receipt	C	35	0	Receipt Comment
DO_SORDER	Sales Order No.	C	10	0	
DO_SOCUST	S.O. Customer	C	8	0	
DO_SODOC	S.O. Document Ref.	C	10	0	
DO_SORECNO	S.O. Record No.	N	7	0	
DO_FUNDEC	Foreign Unit Decimal	N	1	0	Foreign Unit Number of Decimals
DO_CNTR	Cost Centre	C	4	0	
ID	Unique ID	N	10	0	
			Default Value :		NEWID(ALIAS())
DO_JLINEID	Job Line ID	N	10	0	
DO_PROJECT	Nominal Project	C	8	0	
DO_JOB	Nominal Department	C	8	0	
DO_ORIGDOC	Original Document	C	10	0	Original document Code
DO_ORIGSUP	Original Supplier	C	8	0	Original Document Supplier
DO_ORIGDTE	Original Doc. Date	D	8	0	Original Document Date
DO_ORIGLNE	Original Doc. Line	N	7	0	Original Document Line

Table : **DPARM** Table Description : **Parameters**

Field Name	Description	Type	Length	DPs	Further information
DP_DHREF	Next Requisition	C	10	0	
DP_DUREF	Next Uncommitted Ord	C	10	0	
DP_DCREF	Next Purchase Order	C	10	0	
DP_CRSPROD	Create Supp.Product	L	1	0	Creation of Supplier Product in P.Orderprocessing.
DP_OVERRPO	Allow PO Override	L	1	0	
SQ_AMDATE	Date Last Amendment	D	8	0	
SQ_AMTIME	Time Last Amendment	C	8	0	
SQ_AMUSER	User Last Amended	C	8	0	
SQ_MEMO	Comments	M	10	0	
DP_MREF	Model Reference	C	10	0	
DP_NOIMAGE	Do Not Hold PO Image	L	1	0	Indicates whether an image of the Purchase Ordershould not be recorded on the Purchase OrderHeader
DP_PRNSEQ	Print In Line Seq	L	1	0	If this option is set true direct purchase ordersand modelswill print in the order entered i.e. not sorted
DP_DELDEL	Delete Invoiced P/Os	L	1	0	Delete Undelivered Invoiced P/O's
DP_MONTHS	Display Last No of Months Data	N	3	0	Display Last No of Months Data
DP_DORSPR	Allow Dormant for Sup Products	L	1	0	Allow the dormant flag to be set when supplier products are present

Table : **DSPROD** Table Description : **Supplier Products**

Field Name	Description	Type	Length	DPs	Further information
DS_ACCOUNT	Supplier Account	C	8	0	Supplier Reference Key
DS_CNREF	Stock Ref.	C	16	0	Stock Reference

DS_SUPREF	Supplier Stock Ref.	C	16	0	Supplier's Reference
DS_SUPDESC	Description	C	40	0	Description
DS_FCDEC	Decimal Places	N	1	0	Foreign Currency decimal places.
DS_CURR	Currency Code	C	3	0	Foreign Currency Code.
DS_COST	Cost Price	N	12	0	Cost Price.
DS_LINE	Line Discount	L	1	0	Line Discount flag.
DS_OVER	Overall Discount	L	1	0	Overall discount flag.
DS_DISC	Discount Rate	N	5	2	Discount Percentage.
DS_LDQTY	Last Quantity Del	N	10	0	Last Delivery Quantity
DS_LDCOST	Last Unit Cost	N	12	0	Last Delivery Cost (Home)
DS_LDDATE	Last Del Date	D	8	0	Last Delivery Date
DS_LDQUAL	Last Quality	C	10	0	Last Delivery Quality
DS_LIQTY	Last Quantity Inv.	N	10	0	Last Invoiced Quantity
DS_LICOST	L. Inv. Unit Cost	N	12	0	Last Invoice Cost (Home)
DS_LIDATE	L. Inv. Date	D	8	0	Last Invoiced Date
DS_LIQUAL	L. Inv. Quality	C	10	0	Last Invoiced Quality
DS_ECQTY	Economic Quantity	N	10	0	Economic Order Quantity
DS_LEAD	Lead Time Days 1	N	3	0	Lead Time in Days
DS_RATING	Vendor Rating	C	1	0	Vendor Rating.'A' = Prefferred Supplier
SQ_CRDATE	Date Created	D	8	0	
SQ_CRTIME	Time Created	C	8	0	
SQ_CRUSER	User Created	C	8	0	
SQ_AMDATE	Date Amended	D	8	0	
SQ_AMTIME	Time Amended	C	8	0	
SQ_AMUSER	User Amended	C	8	0	
SQ_MEMO	Comments	M	10	0	
DS_FUNDEC	Foreign Unit Decimal	N	1	0	Foreign Unit Number of Decimals
DS_FACT	Stock Profile	C	4	0	

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 : **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 : **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	18	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

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.