Opera 3 Nominal Ledger

Accreditation
Training Courseware

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Introduction

About Opera 3

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

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

About this Guide

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

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

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

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

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

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

Introducing the module

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

It also provides complete control over the structure, definition, creation and maintenance of the whole chart of nominal accounts.

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_FIN10NominalLedgerR2.8.docx Accreditation Training Courseware” in the subject box.

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

Key

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

Training Literature Releases

Release	Added Information
R1.0	Originating document (Uplift)
R2.0	Originating document (Uplift to O3) *Inc OPA & Rectify*
R2.1	FAQs Added
R2.2	Uplift for v1.20 O3
R2.3	Uplift Notes for v1.3x
R2.4	Uplift for v1.5x
R2.5	Minor Help Changes
R2.6	Minor Changes for SEPA v2.12
R2.7	Minor Changes for v2.14
R2.8	Minor Changes for v2.2x+

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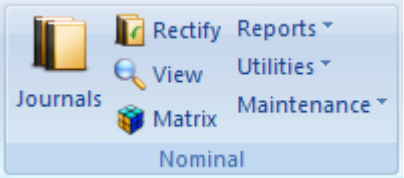
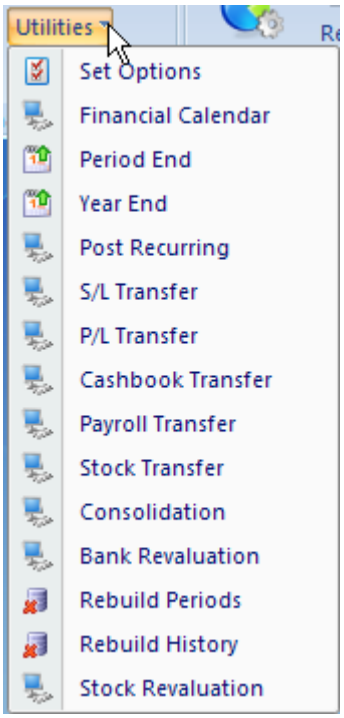
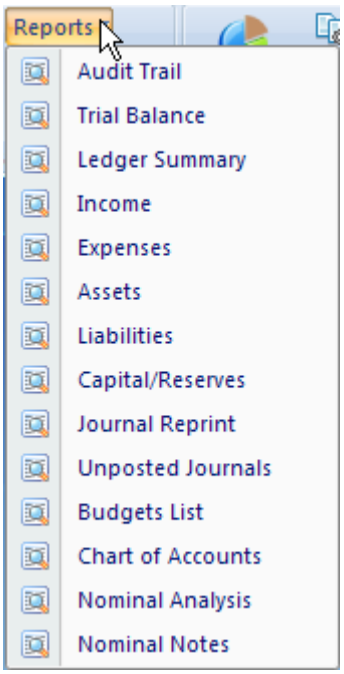
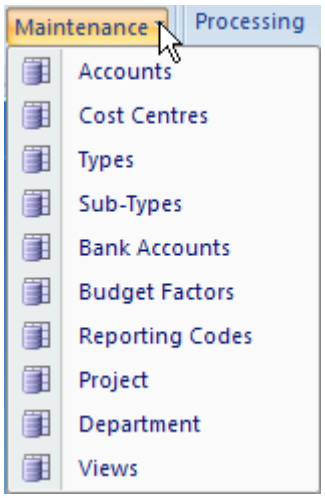
Module Menu Structure

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
Nominal Processing	**Journals**	Use the journal command to define the journal entries you want to process in the Nominal Ledger.
	Rectify	Use the **Rectify** command to change journal details after they have been posted. There may be occasions when a mistake has been made in a journal that is only noticed after it has been posted.
	View	Use this facility to View all transactions on NHIST in the Nominal Ledger using 2 pre-defined Views supplied on the software.
	All Reports	The commands on the Reports submenu provide listings of records maintained in the Nominal Ledger.
	Matrix Reports	Use the Matrix Reports command to create reports based on the data stored in your Nominal Ledger files.
Utilities	*The commands on the Utilities submenu provide a number of processes.*	
	Set Options	The Nominal Set Options contain a number of rules and options that define the way you work.
	Financial Calendars	Open Period Accounting uses a calendar where you define your financial years with up to a maximum of 24 periods in each year. You can define a financial calendar for this year, last year, and three future years.
	Period End	At the end of each accounting period, you can use the Period End command to perform a number of actions, for example update the current period in the Nominal Ledger.
	Year End	At the end of each financial year, you use the Year End command to perform a number of actions, for example, update the year numbers on the calendar of the Nominal Ledger.
	Post Recurring	If you have set recurring journals, use the Post Recurring command to create postings based on the journal details.
	S/L Transfer, P/L Transfer, Cashbook Transfer, Payroll Transfer Stock Transfer	Use the Transfer command to create journal postings in the Nominal Ledger for all transactions posted to the Sales and Purchase Ledgers, Cashbook, Stock and Payroll Module. This option is not available if 'Real Time Update' has been activated.
	Consolidation	If you have more than one company profile and two or more Nominal Ledgers you can use the Consolidation command to consolidate the ledgers.
	Bank Revaluation	Use the Bank Revaluation command to revalue the balances of foreign currency bank accounts where the exchange rate has changed since the last revaluation.
	Rebuild Periods	Run this Utility after a change in Nominal Periods to re-calculate all posted transactions for the current year.

	Rebuild History	Run this utility to rebuild the Nominal NHIST table completely, from NTRAN & NBUDG
Maintenance	*The structure of the Nominal Ledger, including classifications such as Type, Subtypes and Cost Centres is defined via the Maintenance sub menu and contains a number of processes.*	
	Accounts	The Accounts command provides the facility to define the Chart of Accounts for all Balance Sheet and Profit and Loss accounts.
	Cost Centres	The use of Cost Centres enables you to break down nominal transactions by cost centre as well as account. This information can be used to produce reports by cost centre.
	Types	Account Type Classes define the nature of accounts into broad classification of profit and loss and balance sheet types. Classes may subsequently be further divided by type.
	Sub-Types	Use Sub-Types to sub divide your account types to provide another level of account classification.
	Bank Accounts	Use the Bank Accounts command to record the details of your company bank accounts and identify the Nominal Ledger bank account.
	Budget Factors	Use the Budget Factors command to define controls for the allocation of budget amounts over the accounting periods.
	Reporting Codes	You can use the Reporting Codes command to create tables of reporting codes and descriptions
	'Project'	Only available as part of an Advanced Nominal Activation. Default label is Project. Use this command to create extra analysis codes for nominal transactions
	'Department'	Only available as part of an Advanced Nominal Activation. Default label is Department. Use this command to create extra analysis codes for nominal transactions
	Views	Only available as part of an Advanced Nominal Activation. Use the Views command to create Nominal Views of up to 6 levels.

Notes

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The Module

The Nominal Ledger is the heart of your company's financial management. It provides a comprehensive and organised means of controlling financial accounts. It also provides complete control over the structure, definition, creation and maintenance of the whole chart of nominal accounts. Budgets can also be applied at account and cost centre level and variance analysis can be reported. The module includes a number of reports to monitor activity in the module and transactions posted in other modules. A reporting facility is also provided for creating and printing your management accounts.

The Nominal Ledger can be used on a standalone basis or in conjunction with other modules. Transactions from other modules update the Nominal Ledger either in batches as-and-when required or in real-time. Real-time processing, which can be switched on the **Options** tab on the System - Maintenance - Company Profiles form, updates the Nominal Ledger immediately.

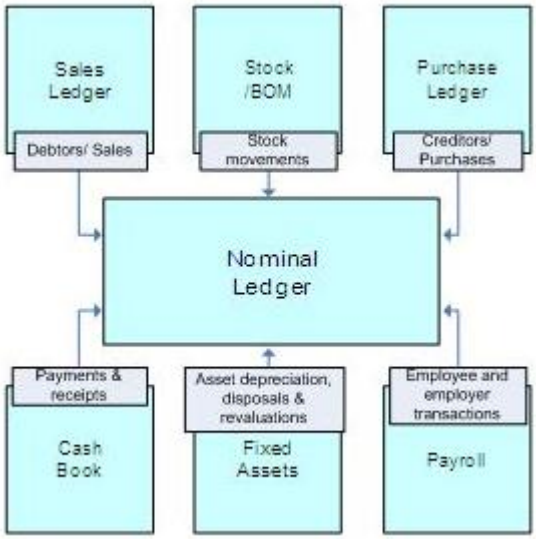
The Nominal Ledger is structured into the following sections:

Section	Description
Journals	This section is used to define the journal entries you want to process in the Nominal module. Each journal record can be used as the basis for creating one or more journal entry postings. Once you have created a journal record, you can create postings from it as many times as you want. You can create postings directly from the journal record or you can postpone the posting to a later date. At any time you can retrieve the journal for amendment before you use it to create postings. You can create journals for various types of nominal posting.
Views	Views are provided to show ledger wide information, account information and journal information.
Reports	This section provides listings of records maintained on the various forms in the Nominal Ledger and transactions generated as a result of journal postings and other transaction processes throughout the application. Reports can be used to view information on your screen as well as printing. Most reports provide a number of options to determine the criteria, sequence and range of records reported.
Matrix Reports	This section is used to create custom reports based on the data stored in the Nominal Ledger data files, including your Profit and Loss report and Balance Sheet. You can design, maintain and store many reports, ranging from the most simple to the most complex.
Utilities	This section is where you choose the settings for the Nominal Ledger, manage your financial year's calendar, close the current Nominal Ledger period ready for the next period, transfer transactions from other modules, consolidate Nominal Ledgers for different companies, revalue stock values in the Nominal Ledger, revalue foreign currency bank accounts in the Nominal Ledger, and close the current financial year ready for the next year.
Maintenance	This section is where you define your Nominal Ledger accounts, cost centres, account types and sub types, bank accounts if you do not use the Cashbook module. budget details, report codes and additional dimensions for transactional analysis.

How the Nominal Ledger links to other modules

Notes

The Nominal Ledger can link to the Sales Ledger, Purchase Ledger, Stock Control, Cash Book, Fixed Assets and Payroll modules. The Cash Book is automatically linked to the Nominal Ledger when it is used. The other modules only link to the Nominal Ledger if the respective option is ticked on the System - Maintenance - Company Profiles form.



Advanced Nominal

The Advanced Nominal Ledger offers advanced analysis, reporting, enquiry and drill down capabilities. It is intended for customers who require more sophisticated or flexible financial analysis. The feature offers two extra dimensions or 'floating' codes not tied to the Nominal Ledger Account as Cost Centres are. These are optional and therefore make the Advanced Nominal more adaptable. When analysing data there is greater choice and flexibility by using Cost Centres, Departments, Projects and the Nominal Account.

Reporting can be instant, with the introduction of definable Views with drill-downs. There is the ability to report on a year and period ranges, giving customers greater flexibility when interrogating data. For detailed information about this feature, see the Advanced Nominal Ledger Help topic.

The Advanced Nominal Ledger is available in Opera 3 at no additional cost. It is also available in Opera II but there is an additional charge.

Open Period Accounting

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.

Can OPA be switched on part through the year?

Yes, it can be switched on during the financial year, although there are best times when to do this – please refer to the F1 help for more details.

Will CIS be supported with OPA?

The first release of OPA will not support CIS. The integration between the Nominal and CIS remains the same at this stage

Will the Importer handle OPA transactions?

Not at present all transactions will be posted regardless of whether the period is closed or blocked. This applies to external bespoke, CIS and Operations II. Please be aware Operations II will contain references to Opera II when Opera 3 v1.0 is in use. The Importer is to be enhanced to follow OPA ruling in a later future release subject to testing and development.

Is OPA a chargeable feature?

No, this comes as standard with O3

Notes

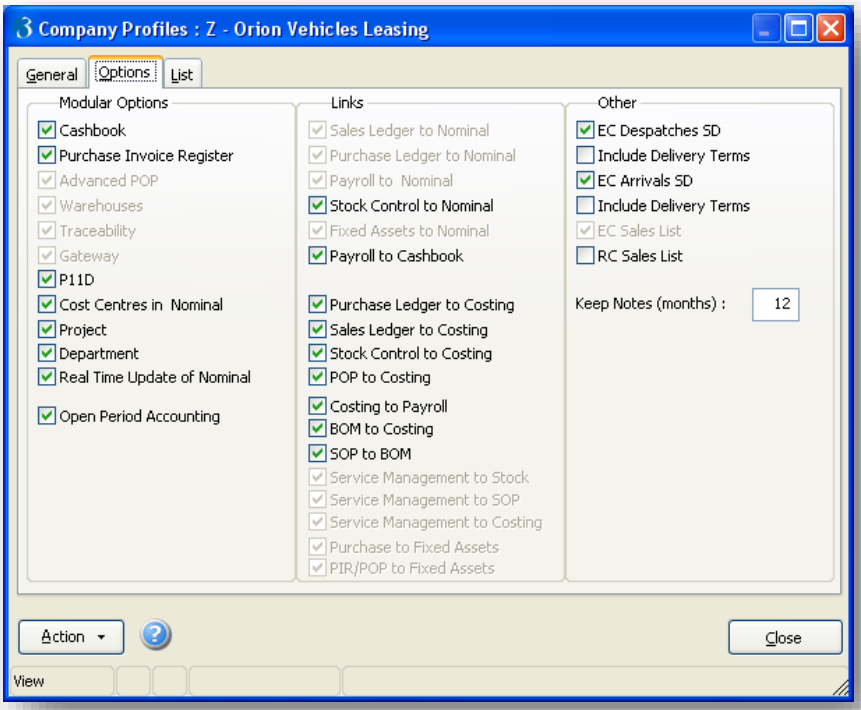
The period that is posted to can be the current Nominal Ledger period, a previous Nominal Ledger period, or a future Nominal Ledger period as long as the period is open. You also do not need to change the application's system date because the Nominal Ledger transaction date determines which period is 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 uses a calendar where you define your financial years with up to a maximum of 24 periods in each year. You can define a financial calendar for this year, last year, and three future years. Each year has description, a year end date and the required number of periods. Each period in the financial year has a start date, a period description that is displayed throughout the application, and an indicator that controls whether transaction postings are allowed in the period. In each financial calendar you can choose whether an individual accounting period is open, closed or blocked for postings.

Company Profile Options



Options for links to the Nominal Ledger are held in the company profiles. Turning on Real Time and the use of Cost Centres, Projects and Departments is also maintained here.

Advanced Nominal Ledger in More detail…

Notes

Advanced Nominal Ledger is a feature that provides two further analysis dimensions you can associate with nominal accounts. These dimensions have a default name of 'Project' and 'Department', but you can change these to suit your own requirements. With the activation for Advanced Nominal Ledger, you can decide whether to use one or both of the additional dimensions. You can then maintain codes and descriptions for them in the Nominal module and assign defaults to existing nominal accounts. You can maintain budgets for the dimensions.

The Advanced Nominal Ledger is available in Opera 3 at no additional cost. It is also available in Opera II but there is an additional charge.

Setting Up

Apart from having Advanced Nominal Ledger activated, you must use the **Project** and **Department** options on the **Options** tab of the **Company Profiles** form in the System module to select which dimensions you want to use. On a company-by-company basis, you can select whether to use one, both or neither of the additional dimensions. Once you have selected a dimension, you will find additional commands, forms and boxes appearing throughout the system to enable you to maintain appropriate records and assign transactions accordingly.

You may not want to use the default names of 'Project' and 'Department' for these dimensions. You can specify your own names by completing the **Dimension 1** and **Dimension 2** boxes in the **Advanced Nominal** group on the **System Preferences** form in the System module. Once you have done so, the new titles are used throughout the system. For example, if you change 'Department' to 'Division', then all occurrences of the 'Department' nominal dimension will be referred to as 'Division' throughout the software. Note, however, that the user documentation often refers to the default names of 'Project' and 'Department'.

Creating the Dimension Records

Commands for maintaining descriptions and budgets for the various projects or departments are provided on the **Maintenance** submenu in the Nominal module. These only appear if the corresponding options are set on the **Company Profiles** form. For example, if you choose to use just the project dimension, then a command called **Project** will become available on the **Maintenance** submenu.

Note: If you are using an external nominal ledger with Payroll, and have therefore have the **Payroll to External Nominal** option selected on the **Options** tab of the **Company Profiles** form in the System module, project and department records are defined using commands on the **Maintenance** submenu in the Payroll module.

Assigning Nominal Accounts to Dimensions

There are controls on the nominal account records that determine how these advanced nominal dimensions are used. For each nominal account record you maintain using the **Accounts** command on the **Maintenance** submenu, you can choose whether to ignore the dimensions, make their use optional, or make their use mandatory. For those nominal accounts set up to use them, you can specify a default dimension code.

Notes

Defaults can also be determined for records such as customer and supplier accounts and employees, as part of the analysis defaults. You can set these using the **Analysis** form associated with the **Customer**, **Supplier** or **Payroll Processing** forms in the appropriate modules. Where defaults exist, these are used in preference to the nominal account default, which is used in all other circumstances.

Because a default can be assigned to a nominal account, it follows that sales and supply codes (defined in the Sales and Purchase modules) used for invoice and credit note analysis are, by association with nominal accounts, also attributed to a default 'project' or 'department'.

Note: If you are using an external nominal ledger with Payroll, dimensions are not assigned to nominal account records. Instead, dimensions are attached, if specified on the employee record, to the nominal payroll accounts (not the control accounts) when the journal file is created.

Assigning Budgets to Dimensions

You can maintain budgets for each of the advanced nominal dimensions. Provided you have indicated that such dimensions can be used with the nominal accounts concerned, these budgets can be at nominal-account level. If you also select the **Allow Summary Project Budgets** or **Allow Summary Department Budgets** options on the **Nominal Ledger - Set Options** form, you can create summary budgets for the dimensions that do not involve individual nominal accounts.

Using Dimensions with Transactions

codes varies according to the type of transaction, the module being used and whether the transaction is an original one you are creating, such as a new sales invoice record, or one that results from some other process, such as batch invoicing, purchase invoices generated from purchase orders, and so on. The following offers a brief summary by module:

Note: For control accounts such as VAT, bank accounts, debtor and creditor control accounts, payroll control accounts and so on, that have been designated to have projects or departments as a mandatory requirement, there will be circumstances where postings are automatically made to these accounts for which you have no opportunity to assign dimensions. In these cases, the application does not assign project or department codes.

Module/Process	Assignment of Dimensions
Nominal Journals	Boxes are provided for the selection of project and department where applicable. The defaults presented will depend on what is specified on the nominal account record.
Nominal Consolidation Process	The application checks to ensure that all project and department records exist on the target company involved in the consolidation process and if not they are created, but no budget information is transferred.
Sales and Purchase Invoices and Credit Notes (including PIR)	Boxes are provided for the selection of project and department where applicable on the invoice or credit note detail form. The defaults presented will depend on what is specified on the customer's or supplier's analysis record (which can be displayed using the **Analysis** tab on invoice or credit note header form), but this only applies if the nominal account associated with the sales or supply codes is set up to use the dimension(s).

Notes

Sales Cash Invoices	For cash invoices, the corresponding receipt transaction will use the default project and department associated with the nominal bank account record.
Sales and Purchase Adjustments	Boxes are provided for the selection of project and department where applicable on the adjustment detail form. The defaults presented will depend on what is specified on the customer's or supplier's analysis record, or, if not, based on the nominal account involved.
Sales Receipts and Purchase Payments	The transaction will use the default project and department associated with the nominal bank account record. If a discount or exchange discrepancy is involved, the default 'project' and 'department' codes associated with the customer's or supplier's record are used if available; otherwise the ones associated with the discount or exchange discrepancy nominal accounts are used.
Sales and Purchase Allocations	If a discount or exchange discrepancy record is created as a result of the allocation process, the default project and department codes associated with the customer's or supplier's record are used if available; otherwise the ones associated with the discount or exchange discrepancy nominal accounts are used.
Cashbook Nominal Postings and Bank Transfers	The corresponding journal transactions will offer a default project and department based on the ones associated with the nominal account records.
Cashbook Sales and Purchase Postings	These will use dimensions in the same way as the relevant sales and purchase postings described above.
Cashbook Batch Postings	These will use dimensions in the same way as the corresponding nominal, sales and purchase postings.
Cashbook Recurring Journals	For sales and purchase postings, the default project and department codes will be based on those associated with the nominal bank account. If a discount is involved, the default project and department codes associated with the customer's or supplier's record are used if available; otherwise the ones associated with the nominal discount account is used. For nominal postings, the project and department codes can be entered after selecting the nominal account code and default to the ones assigned to the nominal account record.
SOP and Invoicing Documents	Boxes are provided for the selection of project and department where applicable on the document detail form. The defaults presented will depend on what is specified on the customer's analysis record (which can be displayed using the **Analysis** command on the **Action** menu associated with the document header form), but this only applies if the nominal account associated with the sales code selected for the detail line is set up to use the dimension(s).
SOP and Invoicing Cash Invoices	For cash invoices, the corresponding receipt transaction will use the default project and department associated with the nominal bank account record.
Back to Back Orders	The same project and department codes will apply to both sales and purchase orders.
Batch Progression	The project and department assignments on the source document will be carried forward to the new document.
Purchase Order Documents	Boxes are provided for the selection of project and department where applicable on the document detail form. The defaults presented will depend on what is specified on the supplier's analysis record, but this only applies if the nominal account associated with the supply code selected for the detail line is set up to use the dimension(s). Where purchase invoices are created from purchase order records (including PIR records), the default dimensions are carried over from the original order document.

Notes

Purchase Order Receipts	The project and department codes from the order will be used, where applicable, and cannot be edited.
Payroll Nominal Analysis	The project and department codes from the employee record will be used, or, if not, based on the nominal account involved.
Fixed Assets Costs, Depreciation and Disposals	The project and department codes from the asset record will be used to update the Nominal Ledger with original asset cost, depreciation for the current period, depreciation to date, and disposals. This applies if the Nominal Ledger account is set to use the Advanced Nominal Ledger dimensions.

Analysis of the Dimensions

A number of reports in the Nominal module cater for the sequencing of reports by the new dimensions. In addition, you can use the **Nominal Analysis** report to provide a breakdown of balances by dimension. You can also create your own on-screen enquiries, complete with drill-downs at more detailed levels, for the various dimensions available in the system including nominal account, cost centre, account type, account subtype and the advanced dimensions of project and department. These are maintained using the **Views** command on the **Maintenance** submenu and displayed using the **View** command on the **Nominal** menu.

Open Period Accounting in more detail…

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

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

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

Features in Open Period Accounting

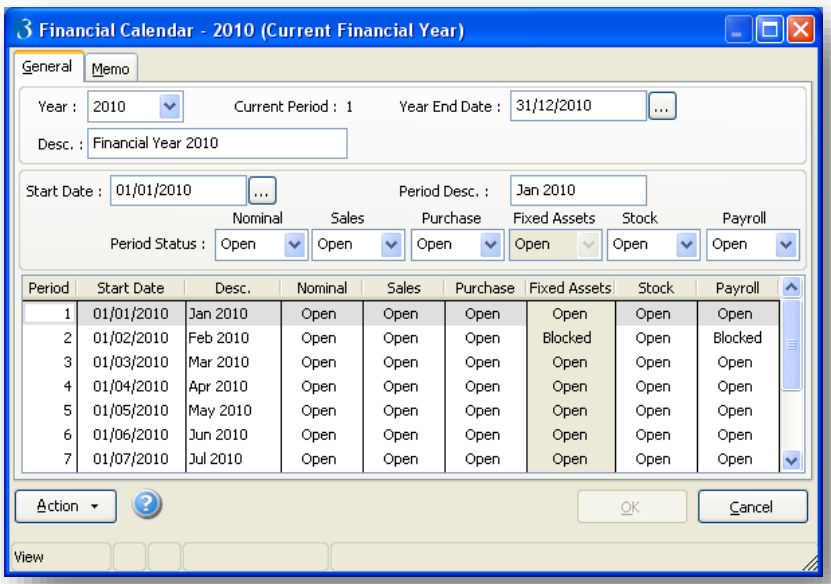
Feature	Available In Opera II ?	Available in Opera 3 ?
Create financial calendars for the previous year, the current year and for future years?	No. Only the current financial year can be set up.	Yes. You can create financial calendars for the previous year, current financial year and for up to three future years.
Post to the Nominal Ledger without needing to change the application's system date to be in the current Nominal Ledger period?	No. The system date must be in the current Nominal Ledger period.	Yes. When posting a transaction to any period in the Nominal Ledger, a Nominal Ledger transaction date is used to update the ledger rather than the system date.

Notes

Post to future Nominal Ledger periods in the Nominal Ledger and from the Sales Ledger, Invoicing, Sales Order Processing, Purchase Ledger, Stock Control, Cash Book, Fixed Assets and Payroll modules?	No. Future periods cannot be posted to.	Yes. You can post transactions to future open periods in the current financial year or future financial years without needing to change the application's system date.
Post to previous Nominal Ledger periods in the Nominal Ledger and from the Sales Ledger, Invoicing, Sales Order Processing, Purchase Ledger, Stock Control, Cash Book, Fixed Assets and Payroll modules?	No. Only the final period in the previous year can be posted to.	Yes. You can post transactions to previous open periods in the current financial year or the previous financial year* without needing to change the application's system date. **From Nominal Only*
Identify periods by a description as well as a period number and year?	No. You cannot use descriptions for periods.	Yes. Each period in the financial calendar has a short description to identify it.
Correct journals posted in error?	No	Yes. Journals that were posted to the current or future financial years from the Nominal Ledger can be modified. You can change the account, cost centre, project or department for each journal line. You can also reverse the complete journal posting and re-post the journal to any open period in the current or future year. **Note:** If you do not use Open Period Accounting you can only modify journals posted to the current financial year.

Financial Calendar

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



Notes

If you start your financial year with say 12 periods but need to change it during the year, you can change the number of periods up to a maximum of 24 periods. You can change the number of periods for the current and future financial years. Previous financial years cannot be changed.

You can control whether your operatives can post transactions to each period in:

- The previous financial year (from the Nominal Ledger only)
- The current financial year
- Up to three future financial years.

Periods can be set to 'Open', 'Closed' or 'Blocked' for each of these modules:

- Nominal Ledger (and Cashbook)
- Sales Ledger (and Invoicing/Sales Order Processing)
- Purchase Ledger (and Purchase Order Processing)
- Fixed Assets
- Stock Control (and Bill of Materials)
- Payroll.

Transactions cannot be posted to periods that are either blocked or closed. You can think of a blocked period as an interim status that prevents postings but can easily be opened if required by anyone who has access to the Financial Calendar form, say because a transaction was missed and needs to be posted to that period. A closed period is a more permanent status but it can also be opened if required. However only the 'ADMIN' user can open a closed period.

When you run the Period End command in the Nominal Ledger you can choose to set the status for each module to 'Blocked' for the current period. When you run the Year End command you can choose to set the status for all periods in the financial year that you are closing to 'Closed'.

Note: The Set Options form is used to retain the number of periods and current period in the current year, and the current year value.

You can control whether your operatives can post transactions to each period in:

- The previous financial year (from the Nominal Ledger only)
- The current financial year
- Up to three future financial years.

How postings affect the Nominal Ledger accounts' balances

Posting	Associated Period's Balance	Year To Date Balance	Period To Date Balance	Notes
To the current Nominal Ledger period	Yes	Yes	Yes	All account balances are updated when the transaction is posted.

Notes

To a future period in this financial year	Yes	No	No	The Nominal Ledger Period End command will update the Year To Date and Period To Date account balances when the transaction becomes current. *Example ...*
To a previous period in this financial year	Yes	Yes	No	The transaction's period balance and the year to date balance are updated. The Period To Date balance is not updated.
To the first period in a future financial year	No	No	No	The Nominal Ledger Year End command will update the associated Period, Period To Date and Year To Date account balances when the financial year becomes current. *Example...*
To a later period in a future financial year	No	No	No	The Nominal Ledger Year End command will update the associated Period account balance when the financial year becomes current. The Nominal Ledger Period End command will update the Period To Date and Year To Date account balances when the transaction becomes current. *Example...*
To a period in a previous financial year	Yes	Yes	Yes*	If the account is a balance sheet account, a posting is also made to the first period of this financial year using the same accounts. If the account is a profit and loss type, a posting is also made to the first period of this financial year using the Profit and Loss account. *** Note:** The Period To Date balance is updated only if the Nominal Ledger is in the first period of the current year.

Notes

Accreditation Training Courseware

1 Set-Up

1.1 Recommended Order of Set-up

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

System Manager

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

EC VAT (If Applicable)

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

Nominal Ledger

Maintenance

- Types
- Sub-Types
- Cost Centres (Opt)
- Budget Factors (Opt)
- Reporting Codes (Opt)
- Projects (Opt)
- Departments (Opt)
- Views (Opt)
- Accounts
- Bank Accounts

Utilities

- Set Options
- Financial Calendar

Processing

- Budgets
- Define Management Reports
- Post Opening Balances
- Trial Balance Report
- Real-Time Setting (Opt)

Note:
If you have previously created a Nominal Ledger in another company, you can copy a chart of accounts using the Copy Accounts function from the main Toolbar menu
It is recommended that you now take a backup of your data.

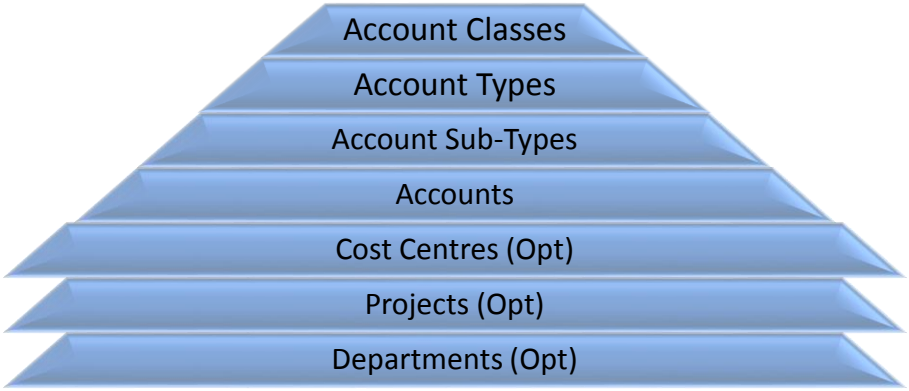
(Opt) = Optional

Set-up

1.1.1 Defining the Accounting Structure

Notes

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



DRs & CRs –

Example;

Debits are values to come "into" the business.

Credits are values to go "out" of the business.

T- Accounts are just Accounts illustrating the DRs and CRs of the Accounts

DR	CR

Shaped like a t….

Account Classes

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

Balance Sheet Classes (Usually used to illustrate the value of the company)

Fixed Assets

Current Assets

Capital and Reserves

Liability.

Profit and Loss Classes (Usually used to represent how the company is doing).

Expenses

Income.

Set Options

The Set Options control shows how the Nominal Ledger operates, therefore a understanding of the effect of each option is essential before deciding how it should be set.

The Nominal Ledger Set Options are accessed via the Utilities submenu.

Number of Periods

Enter the number of periods within the current financial year, which can be set from 1 to 24. These periods do not need to conform to calendar months as the start dates for each period must be specified.

The most common periods are:

1 – whole year

2 – half year

4 – quarterly

12 – calendar months

13 – four weekly periods.

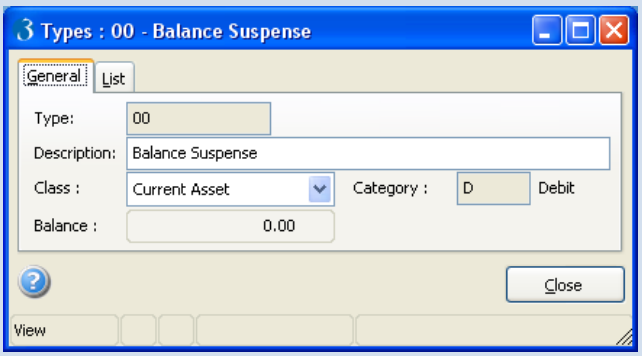
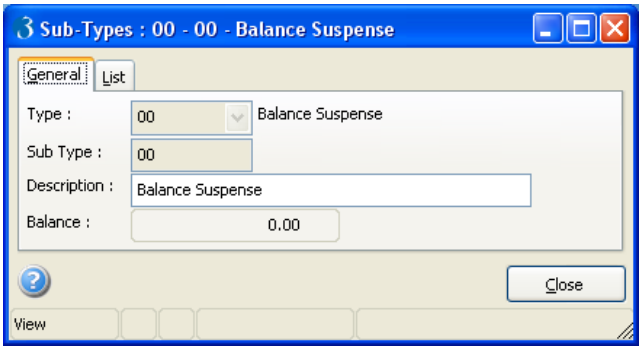
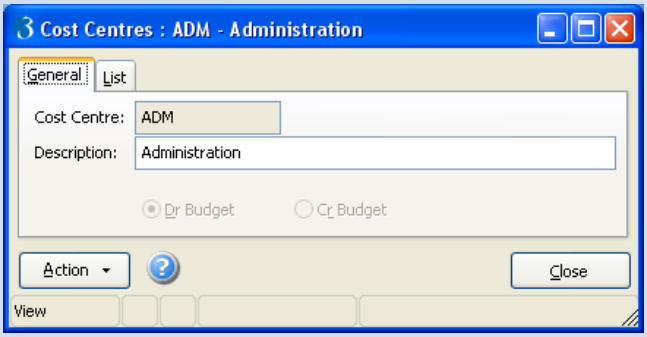
Calendar

The Calendar tab is used to specify the start date against each period. This date is used to determine which transactions are to be transferred from other ledgers and the posting of journals to the correct periods within the Nominal Ledger. The Year End Date field is used to specify the year end and is for reference purposes only.

1.2 Maintenance Records

Notes

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

Record	Process Steps & Information
Types  	Use the Types command to maintain details of nominal account types. Account classes define the nature of accounts into the broad classification of profit and loss or balance sheet type accounts To define nominal account types 1. Open the Nominal folder or click the Financials tab and then click Nominal - Maintenance on the Ribbon Bar, click Maintenance and then click Types. 2. On the Record menu, click New. 3. In the boxes provided, enter a type code and its details. 4. To save the record, click the icon on the toolbar or press CTRL+S.
Sub-Types  	Use account sub-types to subdivide your account types to provide another level of account classification. To define nominal account sub-types 1. Open the Nominal folder or click the Financials tab and then click Nominal - Maintenance on the Ribbon Bar, click Maintenance and then click Sub-Types. 2. On the Record menu, click New. 3. In the Type list, click to select the account type to which the sub-type will be associated. 4. In the remaining boxes enter a sub-type code and its details. 5. To save the record, click the icon on the toolbar or press CTRL+S.
Cost Centres (Opt)  	You can break down nominal transactions by cost centre as well as account and this information can be used to produce reports by cost centre. You can use cost centres to represent divisions or departments within your organization or you can treat them as cost unit dimensions to represent products or services. **Important:** If you want to maintain budgets per nominal account, you must first assign the cost centre to the nominal account(s) concerned using the Accounts command on the Maintenance submenu in the Nominal module.

Cost Centres (Opt)…

To define cost centres

1. Open the Nominal folder or click the Financials tab and then click Nominal - Maintenance on the Ribbon Bar, click Maintenance and then click Cost Centres.
2. On the Record menu, click New.
3. In the boxes provided, enter a cost centre code and its description and choose whether the budget is normally debit or credit.
4. To save the record, click the icon on the toolbar or press CTRL+S.

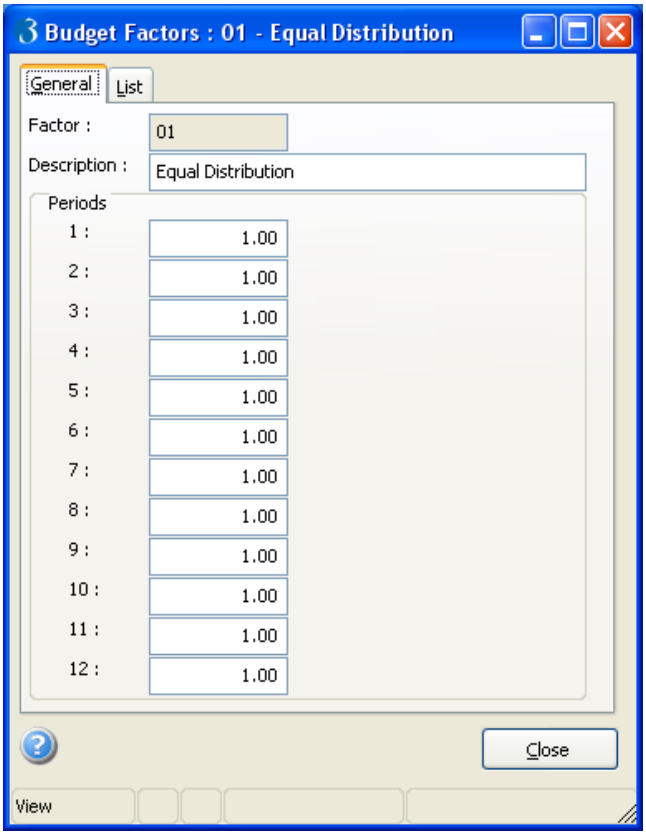
Notes: The Dr Budget and Cr Budget options are only available if the Allow Summary Cost Centre Budgets option is selected on the Nominal Ledger - Set Options form.

Use the Budgets command on the Action menu to maintain budgets for the dimension.

Once budgets have been defined, you cannot amend the debit/credit status setting for the dimension.

Notes

Budget Factors (Opt)

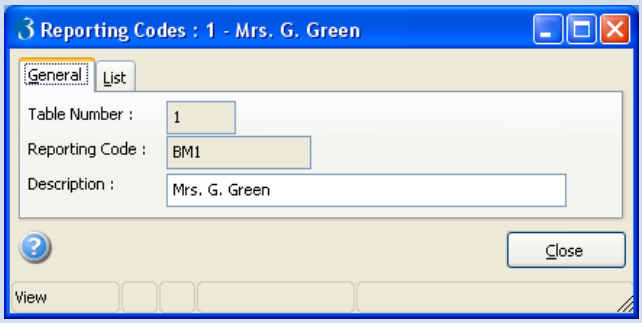


Use the Budget Factors command to define controls for the allocation of budget amounts over the accounting periods for nominal accounts. The annual budget amount for a nominal account is allocated according to a factor number for each period. The factors must be allocated so that 100% of the annual amount is distributed over the periods. You can choose factors that define equal period splits, uneven splits or precalculated percentages.

To define budget factors

1. Open the Nominal folder or click the Financials tab and then click Nominal - Maintenance on the Ribbon Bar, click Maintenance and then click Budget Factors.
2. On the Record menu, click New.
3. In the Factor box, type a unique reference to identify the factor.
4. In the Description box, type a description for the factor.
5. Under Periods, type the number that represents the apportionment for each of the periods. If you leave a box blank, the budget for the period is assumed to be zero.
6. To save the record, click the icon on the toolbar or press CTRL+S.

Reporting Codes (Opt)



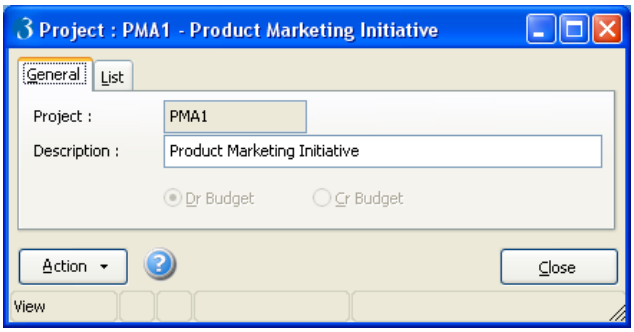
You can use the Reporting Codes command to create tables of reporting codes and descriptions. You can assign up to five codes to each nominal account using the list boxes under Report Codes on the General tab of the Nominal Accounts form. You can use the report codes as range options when defining reports using the Matrix Reports command.

To define nominal ledger reporting codes

1. Open the Nominal folder or click the Financials tab and then click Nominal - Maintenance on the Ribbon Bar, click Maintenance and then click Reporting Codes.
2. On the Record menu, click New.
3. In the Table box, type a unique reference for the table of codes.
4. In the Reporting Code box, type a reference that identifies the description within the table
5. In the Description box, type a description for the reporting code.
6. To save the record, click the icon on the toolbar or press CTRL+S.

Notes

Projects (Opt)



The use of 'project' accounting allows you to create relationships between nominal accounts and project codes within the Nominal module to provide another dimension to the financial analysis of your company. You can break down nominal transactions by project as well as account and this information can be used in dimension reports such as the Nominal Analysis report or enquiries, such as those you can define using the Views command on the Maintenance submenu.

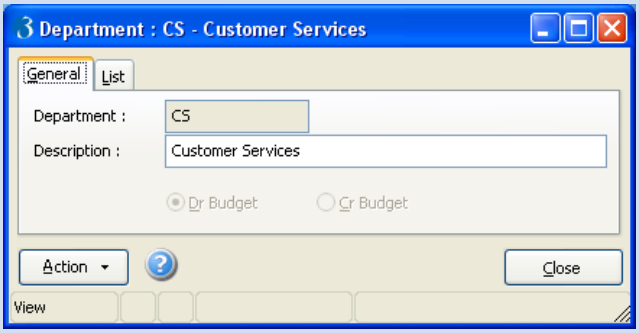
To define projects

1. Open the Nominal folder or click the Financials tab and then click Nominal - Maintenance on the Ribbon Bar, click Maintenance and then click Project.
2. On the Record menu, click New.
3. In the boxes provided, enter a project code and its description and choose whether the budget is normally debit or credit.
4. To save the record, click the icon on the toolbar or press CTRL+S.

Note: The term 'Project' is a default description for Dimension 1 - one of two additional analysis dimensions available only if you have the Advanced Nominal Ledger. If it is not included in your system activation, the additional dimension will not be available. You control the name used for this dimension by completing the Dimension 1 box under Advanced Nominal on the System Preferences form in the System module. The term 'project' will be used here and in other parts of the documentation to refer to this first additional analysis dimension.

Notes

Departments (Opt)



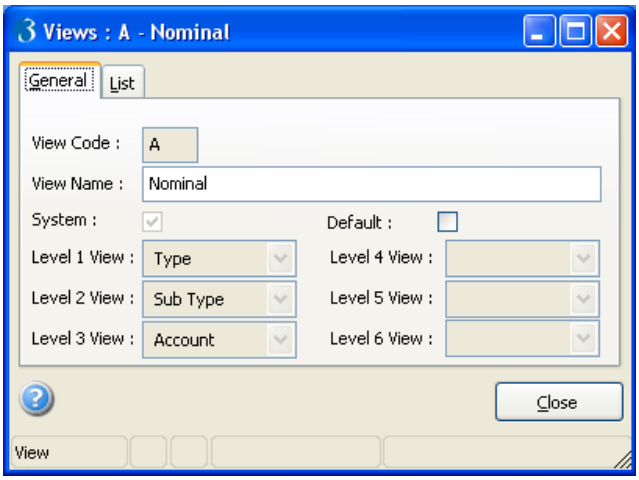
Similar to Projects, if this option is selected, you can create relationships between nominal accounts and department codes within the Nominal module to provide another dimension to the financial analysis of your company.

To define departments

1. Open the Nominal folder or click the Financials tab and then click Nominal - Maintenance on the Ribbon Bar, click Maintenance and then click Department.
2. On the Record menu, click New.
3. In the boxes provided, enter a department code and its description and choose whether the budget is normally debit or credit.
4. To save the record, click the icon on the toolbar or press CTRL+S.

Note: The term 'Department' is a default description for Dimension 2 - one of two additional analysis dimensions available only if you have the Advanced Nominal Ledger. If it is not included in your system activation, the additional dimension will not be available. You control the name used for this dimension by completing the Dimension 2 box under Advanced Nominal on the System Preferences form in the System module. The term 'department' will be used here and in other parts of the documentation to refer to this first additional analysis dimension.

Views (Opt)



Use the **Views** command on the **Maintenance** submenu to create your own enquiry facilities for nominal analysis dimensions.

To define views

1. Open the Nominal folder or click the Financials tab and then click Nominal - Maintenance on the Ribbon Bar, click Maintenance and then click Views.
2. On the Record menu, click New.
3. In the View Code box, type a unique reference to identify the view.
4. In the View Name box, type a description for the view.
5. Use the list boxes to select the dimension you want for each level of the view. You can specify up to 6 levels.
6. To save the record, click the icon on the toolbar or press CTRL+S.

1.2.1 Accounts

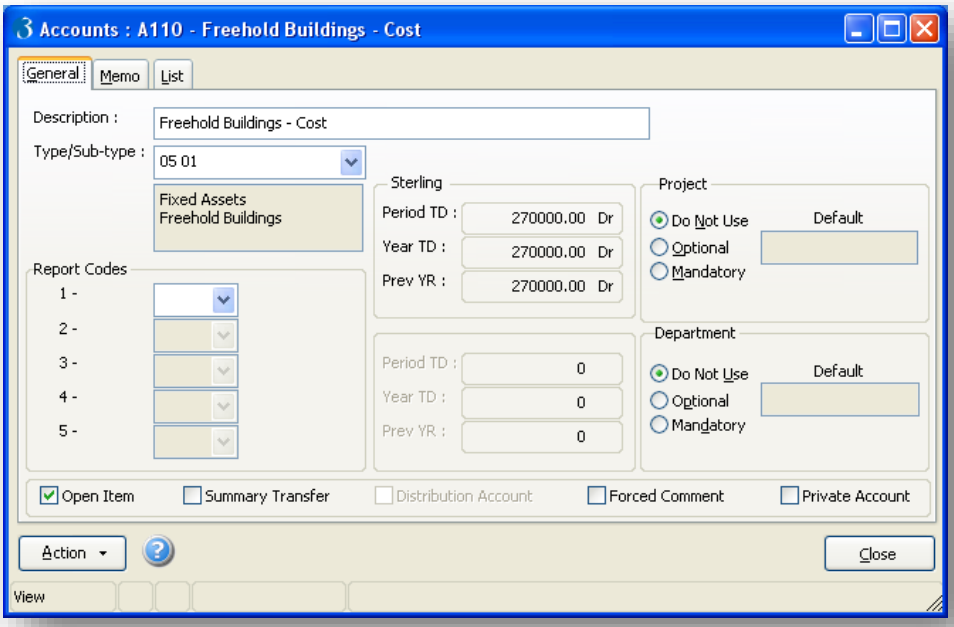
Notes

Use the Accounts command to maintain details of your nominal chart of accounts. The structure of your nominal ledger, including classifications such as types, subtypes and cost centres is important. It affects:

- The quality of the information that can be obtained from the accounting system.
- The clarity of financial statements, including profit and loss and balance sheets and other financial reports.

Before you start creating the nominal ledger accounts, you should carefully consider the following:

- The coding of your nominal accounts.
- The types, sub-types and cost centre requirements, including the financial statement on which the balance of an account will be displayed, that is, the balance sheet or the profit and loss statement.
- Effective use of reporting codes for clarity and readability of matrix reports.
- The normal sign of an account, that is, whether it is a debit or credit account.
- Whether an account is a bank account.
- Whether an account is a distribution account.
- Whether an account is subject to budgetary controls.



Nominal ledger accounts are identified by references of your choice, comprising between one and eight characters. In most reports, accounts are printed in the order of their account codes so if you want accounts organised in a certain order, use account codes that create an alphabetical or numerical hierarchy.

Notes

1. Open the Nominal folder and then click Accounts or click the Financials tab and then click Nominal - Accounts on the Ribbon Bar.
2. To create a new record, click the icon on the toolbar or press CTRL+N.
3. The New Nominal Account dialog box appears.
4. In Account, type a code to identify the nominal account record. If the Cost Centres in Nominal option is selected on the Options tab of the Company Profiles form in the System module, you can type a cost centre code in the Cost Centre box. If you are not using cost centres, each new nominal account must have a unique account code.
5. Click OK. The Nominal Accounts form appears.
6. In the boxes provided on the General tab, enter the account details.
7. To save the record, click the icon on the toolbar or press CTRL+S.

   Notes: Click Action to select other commands related to nominal account maintenance including View, Budget, Snapshot and Modify Distribution Account.

   Click the Memo tab to maintain a notepad of information associated with the account.

8. Click OK.

Notes: Click Action to select other commands

1.2.1.1 Prerequisites

Some prerequisites are optional, but if you want to complete the corresponding boxes on the Nominal Accounts and the associated **Budget** form, you must first create the record(s) on which your selections will be based.

Box	Prerequisite
Cost Centre	At least one cost centre must be created using the **Cost Centres** command on the **Maintenance** submenu of the Nominal ledger. You can only do this if the **Cost Centres in Nominal** option is selected on the **Options** tab of the **Company Profiles** form in the System module.
Type/Sub-type	At least one type and sub-type must be created using the **Types** and **Sub-Types** commands on the **Maintenance** submenu of the Nominal module. For each account created, you must identify the account type and sub-type. This information is used to identify whether the account is a profit and loss or balance sheet type account.
Report Codes	At least one report code must be created using the **Reporting Codes** command on the **Maintenance** submenu of the Nominal module.
Factor	At least one budget factor must be created using the **Budget Factors** command on the **Maintenance** submenu of the Nominal module.
Advanced Nominal Dimension Defaults	At least one 'project' or 'department' record must be created using the corresponding command on the **Maintenance** submenu of the Nominal module before you can select a default setting.

1.2.1.2 Nominal Account Coding

Nominal ledger accounts are identified by references of your choice, comprising between one and eight characters. In most reports, accounts are printed in the order of their account codes so if you want accounts organised in a certain order, use account codes that create an alphabetical or numerical hierarchy. Note that codes beginning with numbers are sorted before those beginning with letters.

Notes

1.2.1.3 Cost Centres

If you have selected the **Cost Centres in Nominal** option on the **Options** tab of the **Company Profiles** form in the System module, you can create accounts with cost centres. Any one or more accounts may be created with many cost centres attached and this may have an impact on the way in which you design your chart of accounts.

If you create account records with one or more cost centres, you select the appropriate account and cost centre code combination when you post journals. You can also control distribution of journal values according to percentages associated with cost centre accounts. This applies to accounts for which the **Distribution Account** option is selected on the **General** tab of the **Nominal Accounts** form. You can only select this option for accounts that do not have a cost centre already assigned.

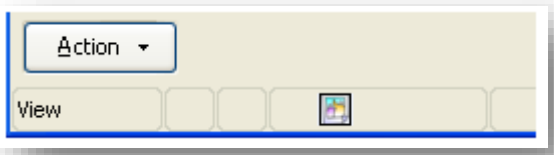
If you select the **Distribution Account** option, the **Modify Distribution Account** command becomes available on the **Action** menu. When you select the command, the **Distribution** form appears listing all nominal accounts with the same account code but different cost centres assigned.

For each cost centre account in the list, you can enter a percentage for allocation of journal entries. The percentages must total 100%. When the distribution account is included in a transaction posting, the value entered for the account will be distributed among the cost centre accounts according to the allocation percentages; no postings are actually made to the main distribution account itself.

Example:
You set up four cost centres on each of your nominal expense accounts to provide cost centre accounting. Your heating costs are posted to one main heating account, but you want to distribute the cost equally between each of the four cost centres in your organization. On the main nominal account, you select the Distribution Account option and use the Modify Distribution Account command on the Action menu to break down the expenses by entering 25% in the Percent box for each of the four cost centres. When you subsequently enter a journal for heating costs, the expense is distributed equally between the four cost centre accounts.

1.2.1.4 Balances

The nominal account details form displays fields to show the debit or credit account balances for the current period to-date, the current year to-date, and for the previous year. If you use the Open Period Accounting feature and have posted transactions in later periods in the Nominal Ledger, the status bar on the Accounts form displays the future postings icon. You can double-click the icon to display the Account Snapshot form.



1.2.1.5 Notes

Notes

You can create notes associated with nominal account records. These can be used to record and monitor actions or tasks to be carried out by someone else. Information is provided in the separate Notes topic. You can maintain these notes when the **Account** or **View** forms are open.

1.2.1.6 Account Entries

General

Box	Description
Account	A unique reference to identify the nominal account. You cannot alter a reference for an existing record. You can use up to eight characters.
Cost Centre	If the **Cost Centres in Nominal** option is selected on the **Options** tab of the **Company Profiles** form in the System module, you can add a cost centre code using up to four characters.
Description	The description or name of the account. This identifies the account on reports. If you are creating a record for a VAT input or output account associated with a VAT code, the description must contain the word VAT.
Type/Sub-type	A reference that identifies the account type and sub-type combination. You can select from a list.
Report Codes	References that identify up to five reporting codes for analysis and selection purposes. You can select from a list. These can be used for selection of records in conjunction with the **Matrix Reports** command.
Advanced Nominal Dimensions	These additional analysis dimensions are only available if you have the Advanced Nominal Ledger feature activated and you have selected the corresponding option on the **Company Profiles** form in the System module. The name for these dimensions may be different to 'Project' and 'Department'. You can specify the names in the **Dimension 1** and **Dimension 2** boxes in the **Advanced Nominal** group on the **System Preferences** form in the System module. For each dimension activated on the **Company Profiles** form, you can choose one of the following settings: • **Do Not Use** means that no corresponding dimension can be assigned to this nominal account. If you select this option, you will not be able to analyse any transaction to an advanced nominal dimension for this account. • **Optional** means that you can choose whether to analyse transactions to an advanced nominal dimension for this account at the time of posting the transaction. If you specify a default code, that will be automatically presented for the transaction, but you can choose to omit a code so the transaction is not analysed to any additional dimension. • **Mandatory** means you must assign a corresponding dimension to this nominal account. If you select this option, you will not be able to save a transaction associated with this nominal account unless a corresponding dimension is also specified. You do not have to set a default, but you will have to choose a dimension when creating an original transaction posting. If you choose either the **Optional** or **Mandatory** options described above, you can enter in the **Default** box a reference that identifies the default dimension code. You can select from a list. Project and department codes are defined using the **Project** and **Department** commands respectively on the **Maintenance** submenu of the Nominal module. Refer to the section Advanced Nominal Ledger for information.

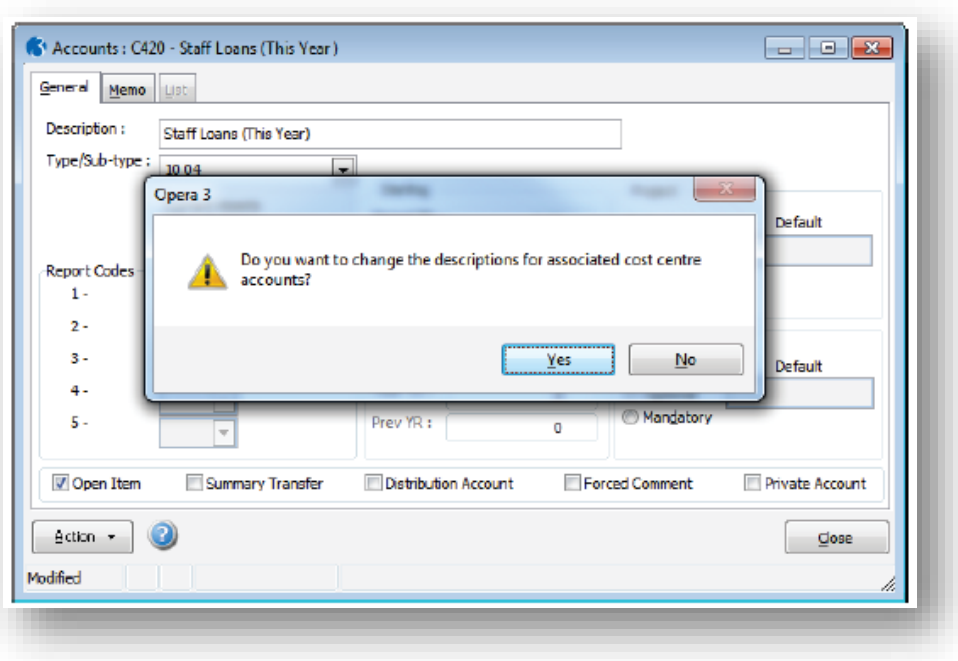
Notes

Open Item	An option that determines whether the detail of outstanding transactions is retained for previous periods. If the option is cleared, outstanding transactions are accumulated into a period total when the **Period End** command is used. If the option is selected, the detail of outstanding transactions is retained, regardless of whether the **Period** command is used.
Forced Comment	An option that determines whether a journal line comment must be entered when you use the **Journals** command. It also affects postings made using the **Processing** command in the Sales and Purchase modules if the **Sales Ledger to Nominal** or **Purchase Ledger to Nominal** options are selected on the **Options** tab of the **Company Profiles** form in the System module. We recommend you select this option if the Summary Transfer option is cleared.
Summary Transfer	An option that determines whether transaction details from the Sales Ledger and Purchase Ledger are consolidated into one transaction when they are transferred to the Nominal Ledger. If the option is not ticked, transaction details are posted to the Nominal Ledger separately. Note: This option only applies if the Sales Ledger and Purchase Ledger are linked to the Nominal Ledger on the System Manager - Maintenance - Company Profiles form. This affects transactions transferred to the Nominal Ledger using either of these methods: • The batch method using the Nominal Ledger - Utilities - S/L Transfer and the Nominal Ledger - Utilities - P/L Transfer commands. • The Real Time Update method (switched on from the System Manager - Maintenance - Company Profiles form).
Private Account	An option that controls whether the Nominal account can be seen on this form. If this box is ticked, only users who have the **Access Private Details** box ticked on the System - Maintenance - User Profiles form can see the account and its financial information. These accounts are also excluded from the Nominal Ledger reports so they may appear to be out of balance. A note to this effect is shown on the reports' titles. Private accounts can still be used for journal postings for those users who do not have the **Access Private Details** box ticked on the System - Maintenance - User Profiles form. **Tip:** If you choose to use this option to protect details of certain Nominal accounts and you want all journals posted to the account to remain hidden, make sure that all the accounts on the journal are marked as private when the journals are posted. If some of the accounts are not private, it will be possible to view transactions associated with a non-private account using the View command on the Nominal - Maintenance - Accounts form.
Distribution Account	An option that determines whether the account is a distribution account. This only applies if the **Cost Centres in Nominal** option is selected on the **Options** tab of the **Company Profiles** form in the System module. You can only select this option for accounts that do not have a cost centre already assigned. If the option is selected, the **Modify Distribution Account** command becomes available on the **Action** menu. When you select the command, the **Distribution** form appears listing all nominal accounts with the same account code but different cost centres assigned. For each cost centre account in the list, you can enter a percentage for allocation of journal entries. The percentages must total 100%. When the distribution account is included in a transaction posting, the value entered for the account will be distributed among the cost centre accounts according to the allocation percentages; no postings are actually made to the main distribution account itself. **Note**: You cannot make an account a distribution account if it does not balance in the current year; that is the debit and credit year-to-date balances are different

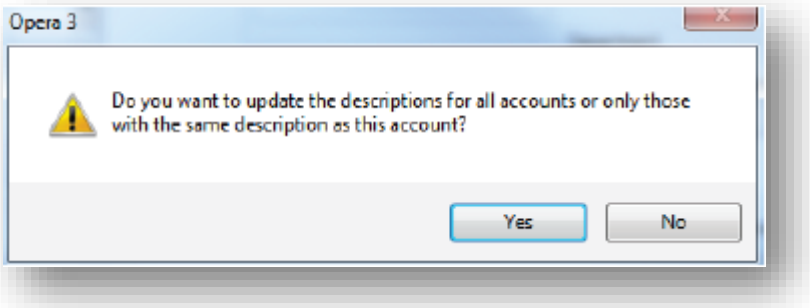
Changing Account description

Notes

The Accounts form in the Nominal Ledger is used to maintain account and cost centre details. When an account's description is changed, the description for each cost centre linked to the account can now also be changed. A message is displayed that asks whether each cost centre's description should be changed.



If some of the cost centre accounts have different descriptions to the main account, they can also be changed to the new description or they can remain unchanged. Another message is displayed for this situation.



Note: Introduced in v1.3x.xx

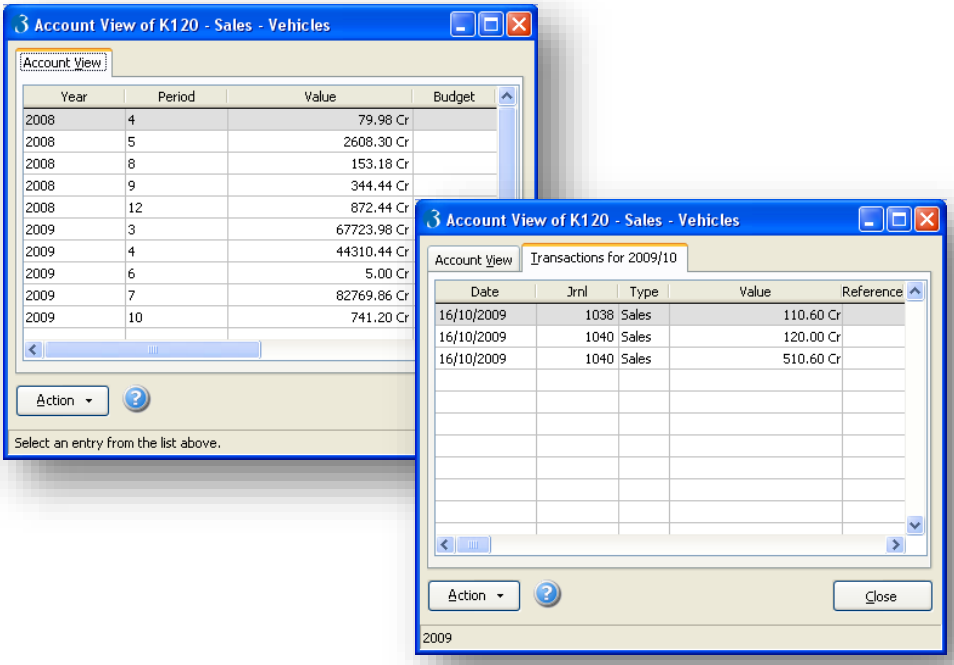
1.3 Nominal Accounts Functions

Notes

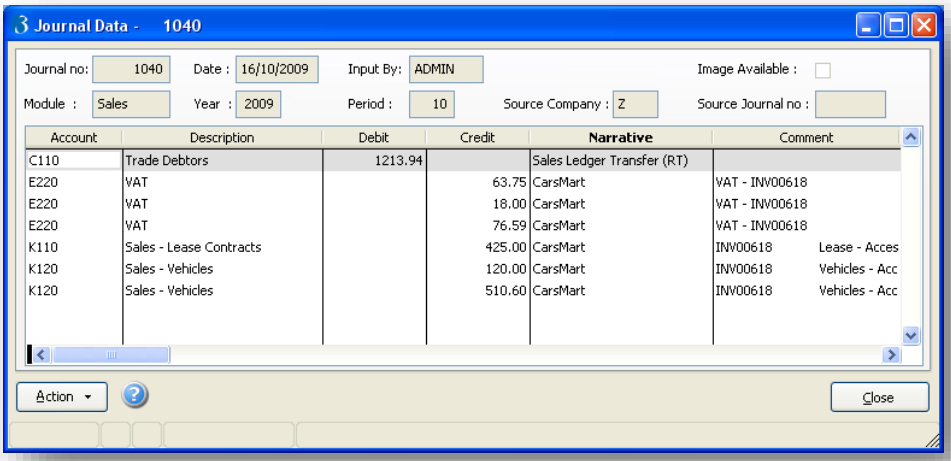
1.3.1 View Journal Data

If you use the View commands in the Nominal Ledger you are likely to need to view and print existing journal transactions. You can view and print journals using the following commands in the Nominal Ledger:

- Nominal View
- Nominal Account View



Use the Show Journal command on the Action menu to view the journal that relates to the highlighted Nominal Ledger transaction. The Journal Data form displays the journal transaction lines.

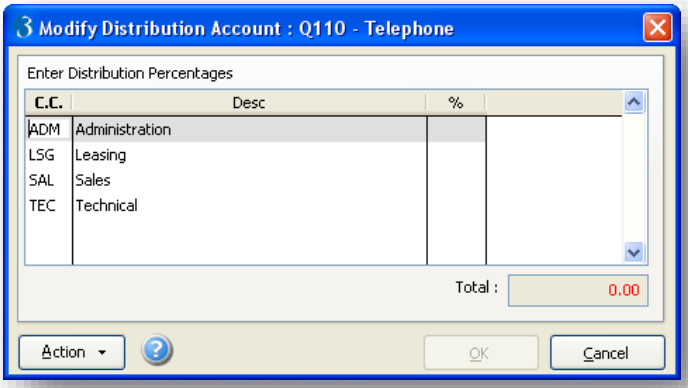


You can also view and print journals in the Journal Reprint report.

1.3.2 Distribution Accounts

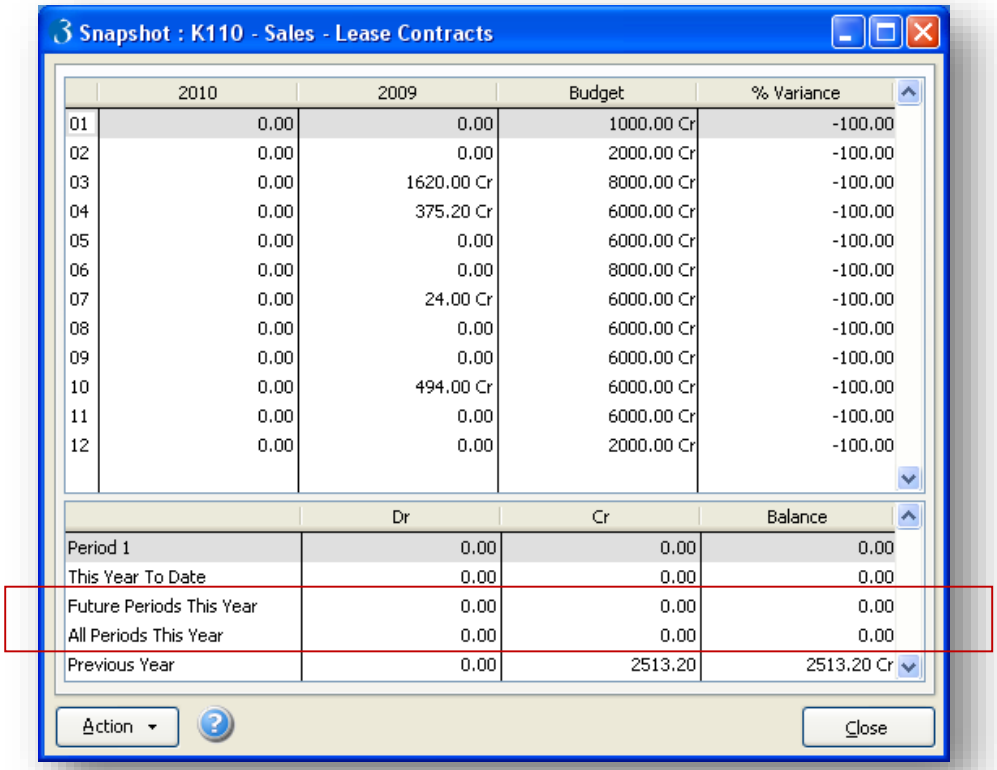
Notes

If an account has been created as a 'Header Account' and has several cost centres attached to it, it can then be marked as a 'Distribution' account. Set the check box on and click the Action menu. From the drop-down menu, select the 'Modify Distribution Account' command.



1.3.3 Snapshot

The Nominal Accounts Snapshot form displays a list of the current year's progress for the selected account, totalled by period and compared with the previous year. The grid form also shows budgets and variances where appropriate.



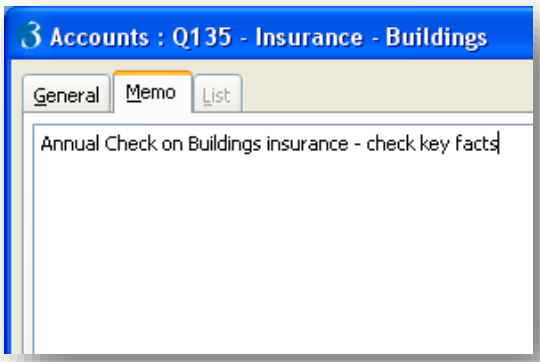
	2010	2009	Budget	% Variance
01	0.00	0.00	1000.00 Cr	-100.00
02	0.00	0.00	2000.00 Cr	-100.00
03	0.00	1620.00 Cr	8000.00 Cr	-100.00
04	0.00	375.20 Cr	6000.00 Cr	-100.00
05	0.00	0.00	6000.00 Cr	-100.00
06	0.00	0.00	8000.00 Cr	-100.00
07	0.00	24.00 Cr	6000.00 Cr	-100.00
08	0.00	0.00	6000.00 Cr	-100.00
09	0.00	0.00	6000.00 Cr	-100.00
10	0.00	494.00 Cr	6000.00 Cr	-100.00
11	0.00	0.00	6000.00 Cr	-100.00
12	0.00	0.00	2000.00 Cr	-100.00

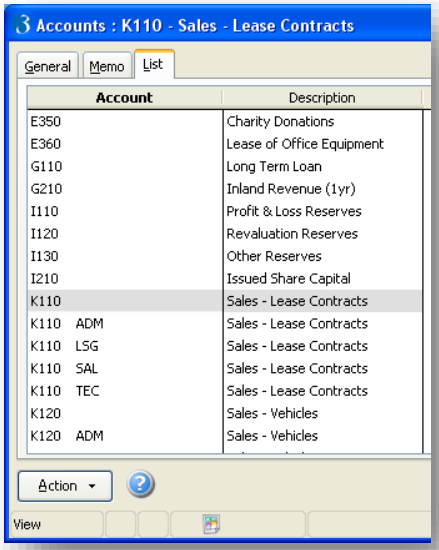
	Dr	Cr	Balance
Period 1	0.00	0.00	0.00
This Year To Date	0.00	0.00	0.00
Future Periods This Year	0.00	0.00	0.00
All Periods This Year	0.00	0.00	0.00
Previous Year	0.00	2513.20	2513.20 Cr

1.3.2 Memo & List

Notes

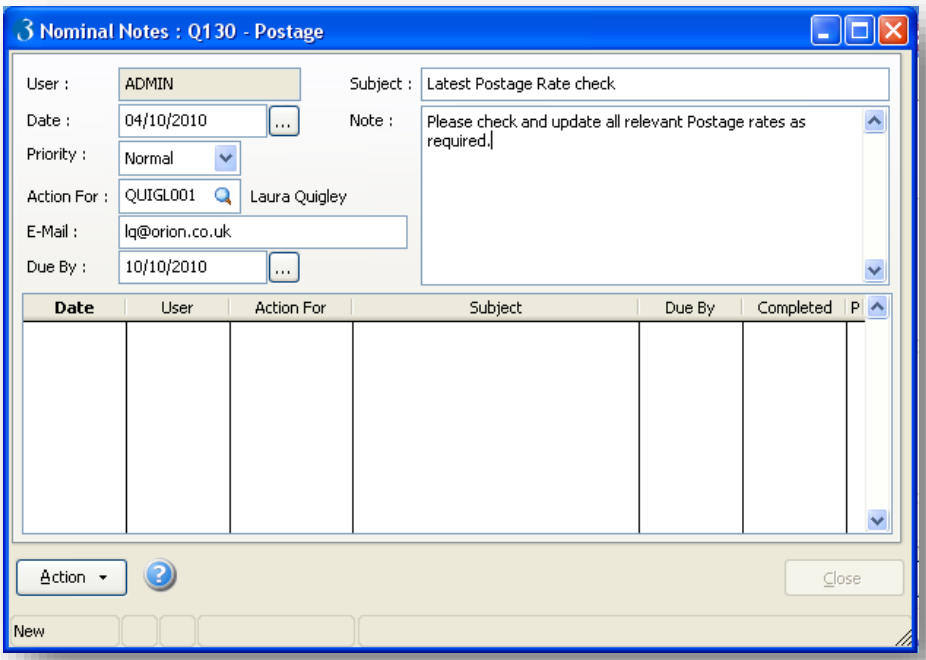
A memo can be entered for the account from the Memo tab and a list of all accounts can be obtained from the List tab.





1.3.3 Notes

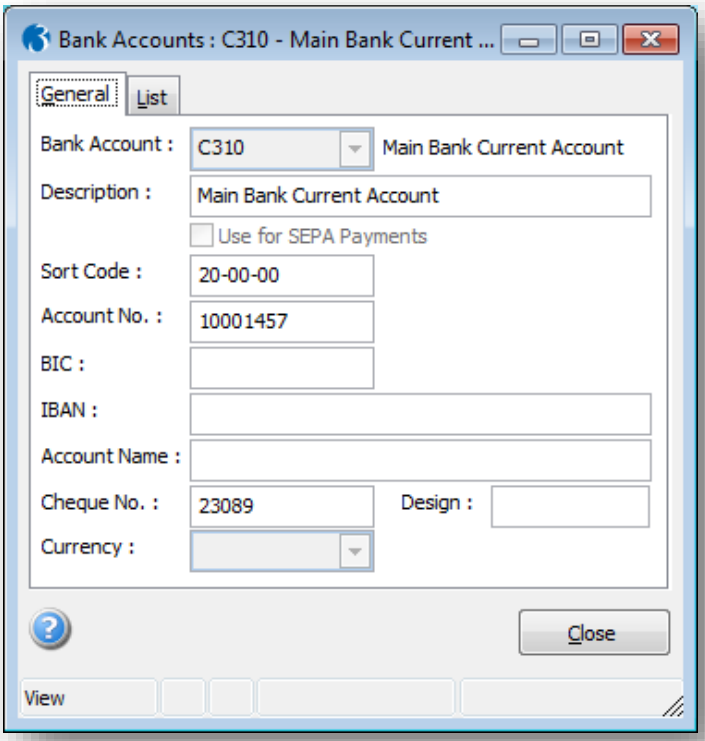
You can create notes associated with nominal account records. These can be used to record and monitor actions or tasks to be carried out by someone else. Information is provided in the separate Notes topic. You can maintain these notes when the Account or View forms are open.



1.4 Bank Accounts

Notes

Use the Bank Accounts form to record the account details of your company bank accounts and identify the nominal ledger account. You must create at least one bank account record if you intend to process cheque and BACS payments. If you have the Cashbook module installed and activated, you cannot use this command in the Nominal module. You use the Processing command in the Cashbook module instead. Each bank record records the next available cheque number and identifies the cheque design to be used when cheques are printed for payments raised in the system. Before you can create a bank account record, you must create the nominal account for the bank using the Accounts form in the Nominal module.



To define bank accounts

1. Open the Nominal folder and then click Maintenance or click the Financials tab and then click Nominal - Maintenance on the Ribbon Bar.
2. Click Bank Accounts.
3. To create a new record, click the icon on the toolbar or press CTRL+N.
4. In the Bank Account list, click to select a nominal account to be designated as a bank account.
5. In the remaining boxes provided, enter the details of the bank account.
6. To save the record, click the icon on the toolbar or press CTRL+S.

Bank Account Entries

Notes

Box	Description
Bank Account	A reference that identifies the nominal account to be used as a bank account. You can select from a list. Nominal accounts are defined using the Accounts form in the Nominal module.
Description	You can add a corresponding description which identifies the name of the bank on reports.
Use for SEPA Payments	This is enabled if your licence includes the SEPA feature and the bank account is a Euro account. Select if the bank account will be used for SEPA payments so an IBAN and BIC code must be entered but sort code and bank account numbers do not. You can still record the sort code and bank account numbers if required. What's SEPA? Tip: For steps to set up Opera for SEPA please follow the 'Setting Up Opera for SEPA' Help topic in the 'How to' section of the . This topic also includes steps to set up the Cashbook and other applications.
Sort Code	The bank sort code. These codes should be 6 digits long.
Account No.	The bank account number.
BIC	The Bank Identifier Code. If you enter one you must also enter the IBAN code. Both codes will be checked by Opera when you save your changes to ensure that they are entered in a valid format. BIC and IBAN codes must be included for Single Euro Payments Area (SEPA) Euro payments.
IBAN	The International Bank Account Number. If you enter one you must also enter the BIC code. Both codes will be checked by Opera when you save your changes to ensure that they are entered in a valid format. BIC and IBAN codes must be included for Single Euro Payments Area (SEPA) Euro payments. Note: Bank Identifier Codes (BICs) and International Bank Account Numbers (IBANs) are used to identify banks across national borders. The structure and length of the codes are defined by the International Organization for Standardisation (ISO) so must be entered accurately. The length of these codes can vary: - BICs: minimum length 8 characters, maximum length 11 characters - IBANs: minimum length 5 characters, maximum length 34 characters.
Account Name	The name of the bank account as it is known to the bank. This name is required in a SEPA payment file along with the BIC, IBAN and so on. It is important that this name is entered accurately.
Cheque No.	The next cheque number to be used. It is automatically incremented by the system each time a new cheque is raised for this account.
Design	The design code for the cheque stationery layout used for this account. If you leave this box blank, the default layout will be used.
Currency	A reference that identifies the currency for the bank account. You can select from a list. Currency codes are defined using the Exchange Rates command in the System module.

Notes

1.5 Copy Data

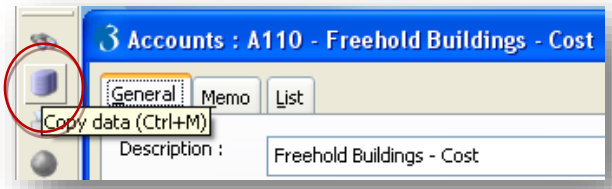
The Copy Data function is located in the Opera 3 Toolbar menu. It is used as a copy facility throughout the system. Within the Opera 3 Nominal Ledger it can be used in two different ways. To either copy accounts from one company to another or to copy accounts already linked to a series of cost centres to an additional cost centre specified.

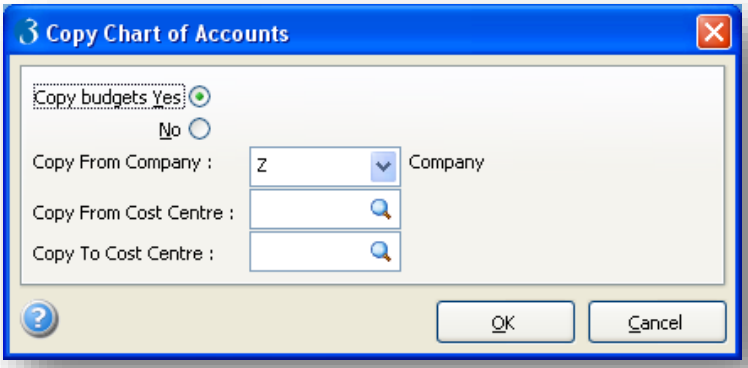
1.5.1 Chart of Accounts Cross Company Copy

When you set up the Nominal Ledger in a company you can copy the Nominal account codes from other companies in the application rather than create them. All the accounts that are set up in the source company are copied across into the new company. Budgets are also copied if required.

This function will copy an existing chart of accounts from one company to another company, with a further option of copying budget information as well. You can select certain accounts to be copied by selecting a cost centre range. Before you perform the Cross Company Copy you must be logged into the 'target' company.

To use the Copy Data function, open the Nominal, Maintenance, Accounts form. Click the Copy Data button from the Toolbar. This will load the Copy Chart of Accounts function. Enter the details as required.





Copy Budgets Yes/No

Click the 'Yes' option button if you wish the account budgets to be copied from the target company into the source company. Click the 'No' option button if you do not wish to copy the budgets.

Copy From Company:

If copying a chart of accounts from one company to another company indicate the company identifier here.

If you are only copying a range of cost centres within the same company then leave this text box to read the company ID currently being displayed.

Notes

Tip: This command is accessed from the Nominal Ledger - Maintenance - Accounts form by selecting from the toolbar or by pressing CTRL+M.

After you have set up a Nominal Ledger company you can copy accounts and their budgets from one cost centre to another in the same company.

Caution: Transactions for the copied source accounts are not included in this process. Also, if transactions already exist in the target company for one or more copied accounts, they will not be affected.

For example, account A110 is in both company A (source company) and company Z (target company). However, they have been set up slightly differently in each company. In company A, the type of account is 'Current Asset' and in company Z the type is 'Fixed Asset'. The different types have been recorded on the transactions in the respective companies. You copy all the accounts for company A to company Z. The transactions in company Z will keep their account type of 'Fixed Asset' even though the account is set up as 'Current Asset'. When transactions are posted to the account in company Z their account type will also be 'Current Asset'.

Box	Prerequisite
Copy Budgets	If you want to copy budgets that have been set up for the Nominal accounts, select the **Yes** button. Select **No** to prevent budgets from being copied.
Copy From Company	If you want to copy Nominal codes from a different company, select the code for the company. Do not change the code if you are copying Nominal accounts within the same company.
Copy From Cost Centre	If you want to copy Nominal accounts in a company from one cost centre to another, enter the code for the cost centre you want to copy from. This box is disabled if you are copying Nominal accounts from a different company.
Copy To Cost Centre	If you want to copy Nominal accounts in a company from one cost centre to another, enter the code for the cost centre you want to copy to. This box is disabled if you are copying Nominal accounts from a different company.

1.5.2 Cross Cost Centre Copy

If copying a chart of accounts from one company to another company and wish to copy a range of cost centres, select the range from the Copy From/To Cost Centre drop-down lists.

If you are only copying a range of cost centres within the same company and have left the Copy From Company text box as default, enter the range of cost centres here.

Nominal Ledger Creation - Practical Exercise

Notes

(Time Allowed 20 Minutes)

Objectives

- *At the end of this practical assignment you will be able to:*
- *Set up a company chart of nominal accounts using the Copy Accounts function.*
- *Create nominal accounts using the Nominal Ledger Accounts function*
- *Set up nominal bank and petty cash accounts using the Bank Accounts function*
- *Set up Currency and Exchange Rate records*
- *Create VAT Processing codes using the Copy facility.*

Exercise Details

After discussion, Attwood Barton Valet Services have decided that the Nominal accounts that exist within the Orion Vehicle Leasing demo data can be copied across for use as a basis for their company's chart of accounts. They can then create any additional accounts that may be required. Therefore, the first task you are required to perform as part of the installation and set-up of Nominal Ledger is to copy across the complete Chart of Nominal accounts from Orion Vehicle Leasing.

The second task is to create a new sub-type of 30/03 for Valet Sales.

The third task is to create the following two accounts:

Account No.	*Description*
K150	*Sales of Valet Services*

This new account should be linked to the newly created type/subtype of 30/03 and should not be made a Private Account. All other settings are at your discretion.

C350	*Lloyds Bank Current Account*

This new account should be linked to a relevant type/subtype for a bank account. It should be made a Private Account and needs to retain full transaction detail for future periods. It should then be nominated as a Bank Account, along with C340 Petty Cash Account, and C310 Main Bank Current Account.

The Fourth task: Exchange Rates and VAT Codes

For the time being, only two exchange rates are required by Attwood Barton. The current exchange rate for each is detailed below:-

US Dollars	*Rate: 1.575*
Danish Kroner	*Rate: 10.87*

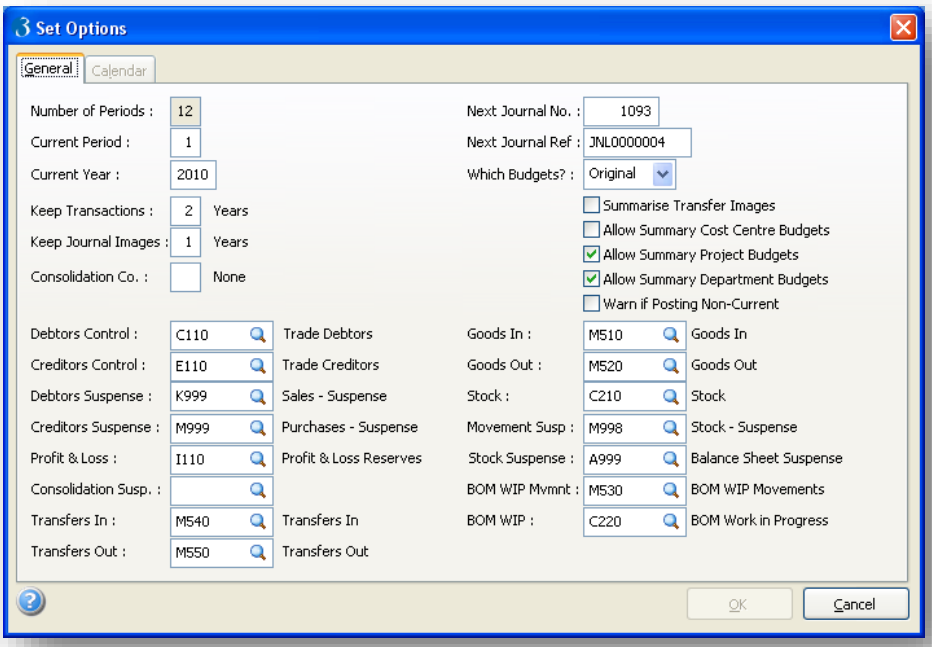
As the final part of the installation VAT codes need be defined that can be used by their Sales and Purchase Ledgers. Create two manually and copy the remaining from an existing company (Z). The codes must include the following for both Sales and Purchase Ledgers:
Exempt (No VAT percentage), Zero Rated (0%) & Standard Rate (17.50%)

Notes

Accreditation Training Courseware

2 Set Options

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



Use **Set Options** form to specify options and controls that affect the operation of the Nominal module's processes and functions. Your setup strategy will determine the order in which you complete the option settings. You do not need to complete options for all modules before you begin. For some option settings, records must first be created in other parts of the system. For example, some options identify default nominal accounts, such as the debtors and creditors control accounts. Before you can identify these accounts on the **Nominal Ledger - Set Options** form, you must create the account records concerned using the **Accounts** command on the **Maintenance** submenu in the Nominal module.

Option Entries;

Field	Description
Number of Periods	The number of periods in your accounting year. You can enter a number from 1 to 24. The accounting year for the nominal ledger can be divided into a number of accounting periods. The most common being: 1 for whole year, 2 for half year, 4 for quarterly, 12 for calendar monthly, 13 for four-weekly periods or up to 24 periods if you want to change your year end period. You can specify the start dates for the periods and the year end date for the current financial year using the boxes on the Calendar tab. Note: If you extend the number of periods, you should use the Rebuild Periods command to reflect the change in the data files for existing transactions.
Current Period	The current period number from 1 to 24. This corresponds to the date set with the number of periods and represents the period in which all work in the nominal ledger is carried out until you use the Period End command. When the period end procedures are completed, this number is incremented automatically.

Set Options

Current Year	The current financial year.
Keep Transactions.. Years	The number of years you want to retain nominal transactions. Transactions will be retained for the number of years specified here after which they will be removed by using the Year End command.
Keep Journal Images..Years	The number of years you want to retain images of nominal journal records. The journal analysis details will be retained for the number of years specified here after which they will be removed by using the Year End command.
Consolidation Co.	A letter from A to Z or a number from 0 to 9 that identifies the company that you want to this company to consolidate to. The current company's data is consolidated into the company you identify here when you use the Nominal >> Utilities >> Consolidation command. Companies are maintained in the System >> Maintenance >> Company Profiles command. **Important**: Leave this box blank if you are setting options for the 'parent' company.
Next Journal No.	The number of the next journal to be processed. This number is allocated to the next journal posting and then incremented with each successive posting. If the same journal is posted more than once, each posting generates a new number. You can reset this number at any time.
Next Journal Ref	The reference of the next journal. This number identifies journals on reports and enquiries. It is associated with the journal and remains unchanged regardless of how many times the journal is posted. If the last three characters of this reference are numeric, the application will increment it automatically each time a new journal record is created. You can reset this reference at any time.
Which Budgets?	An option that determines whether budgets used in the nominal ledger are original (current) or revised budgets. You can select from a list. If you select Revised, you can specify revised budgets but you will be unable to amend the original budget figures. Budgets are maintained using the Budget command on the Action menu associated with the Nominal Accounts form.
Summarise Transfer Images	An option that determines whether the contents of the transfer journal images retained. These journals are generated when transaction details are transferred to the nominal ledger from other modules as a batch process; for example, when using the S/L Transfer, P/L Transfer, Cashbook Transfer and Payroll Transfer commands on the Utilities submenu. If you select this option, only summarised totals for are kept on the transfer journal image. This option does not apply if you have chosen to update the nominal ledger in real time by selecting the Real Time Update of Nominal option on the Options tab of the Company Profiles form in the System module.
Allow Summary Cost Centre Budgets	An option that determines whether you can enter summary budgets for cost centres; that is, you do not have to specify budgets at nominal account level. If the option is selected, you can assign a budget on a cost centre basis only. Cost centre budgets are maintained using the Budget command on the Action menu associated with the Cost Centre form in the Nominal module. The option is only available if you have selected the Cost Centres in Nominal option on the Options tab of the Company Profiles form in the System module.
Allow Summary Project Budgets	An option that determines whether you can enter summary budgets for 'projects'; that is, you do not have to specify budgets at nominal account level. If the option is selected, you can assign a budget on a 'project' basis only. Note that the term 'Project' is a default description for 'Dimension 1' - one of two additional analysis dimensions available if you have the Advanced Nominal Ledger. The description for this additional dimension is controlled by a system preference setting. 'Project' budgets are maintained using the Budget command on the Action menu associated with the Project form in the Nominal module. The option is only available if you have the Advanced Nominal Ledger activation and have also selected the Project option on the Options tab of the Company Profiles form in the System module.
Allow Summary Department Budgets	An option that determines whether you can enter summary budgets for 'departments'; that is, you do not have to specify budgets at nominal account level. If the option is selected, you can assign a budget on a 'department' basis only. Note that the term 'Department' is a default description for 'Dimension 2' - one of two additional analysis dimensions available if you have the Advanced Nominal Ledger. The description for this additional dimension is controlled by a system preference setting. 'Department' budgets are maintained using the Budget command on the Action menu associated with the Department form in the Nominal module. The option is only available if you have the Advanced Nominal Ledger activation and have also selected the Department option on the Options tab of the Company Profiles form in the System module.
Warn if Posting Non-Current	An option that determines whether a warning is displayed when a transaction is posted outside of the current period in the Nominal Ledger. This applies if the Open Period Accounting feature is used. Tick the option if you want your operatives to be warned when they post a transaction to a period other than the current period.

Notes

Does the system handle consolidation between OPA and non-OPA Companies?

Yes - it offers the correct options when running a consolidate routine.

Notes

Warn if Posting Non-Current…	Open Period Accounting is an optional feature that allows you to control whether your Nominal Ledger accounting periods are open or closed for new postings. Accounting periods can be kept open as long as necessary but are normally closed once management accounts have been presented for the financial year. If Open Period Accounting is used, each transaction that is posted in the application has a Nominal Ledger transaction date, which determines the accounting period that is posted to and the period name that is displayed at the time of posting. The period that is posted to can be the current Nominal Ledger period, a previous Nominal Ledger period, or a future Nominal Ledger period as long as the period is open. You also do not need to change the application's system date because the Nominal Ledger transaction date determines which period is updated. Open Period Accounting works with both the Real Time Update method and the batch transfer method of updating the Nominal Ledger. An option on the Company Profiles form controls whether Open Period Accounting is used. Open Period Accounting is available in Opera 3 Enterprise and Opera 3 Enterprise SQL.
Nominal Accounts **Nominal accounts are defined in the Nominal > Maintenance > Accounts command. You can select nominal accounts from a list in each of the following fields. Each field should be updated with either Profit and Loss or Balance Sheet accounts. The help for each field explains which type you must use.** **Some fields are only relevant if you use the Sales Ledger, Purchase Ledger, Stock, or BOM modules.**	
Debtors Control	This only applies if the Sales Ledger is activated. A code that identifies the nominal ledger debtors control account. If the Sales Ledger to Nominal option is selected on the Options tab of the Company Profiles form, the balancing figure of all transactions from the linked Sales module is posted to the debtors control account nominated here when the nominal ledger is updated. **Important:** This reference should be defined as a Balance Sheet type (asset) account.
Creditors Control	This only applies if the Purchase Ledger is activated. A code that identifies the nominal ledger creditors control account. If the Purchase Ledger to Nominal option is selected on the Options tab of the Company Profiles form, the balancing figure of all transactions from the linked Purchase module is posted to the creditors control account nominated here when the nominal ledger is updated. **Important:** This reference should be defined as a Balance Sheet type (liability) account.
Debtors Suspense	This only applies if the Sales Ledger is activated. A code that identifies the nominal ledger debtors suspense account. If the Sales Ledger to Nominal option is selected on the Options tab of the Company Profiles form, the value of any transactions from the linked Sales module for which a corresponding nominal account cannot be found is posted to the suspense account nominated here when the nominal ledger is updated. **Important:** This reference should be defined as a Profit and Loss type (Income) account.
Creditors Suspense	This only applies if the Purchase Ledger is activated. A code that identifies the nominal ledger creditors suspense account. If the Purchase Ledger to Nominal option is selected on the Options tab of the Company Profiles form, the value of any transactions from the linked Purchase module for which a corresponding nominal account cannot be found is posted to the suspense account nominated here when the nominal ledger is updated. **Important:** This reference should be defined as a Profit and Loss type (Expense) account.
Profit & Loss	A code that identifies the nominal ledger profit and loss account. This account is updated with the difference between all income and expenditure accounts when you use the Year End command. **Important:** This reference should be defined as a Balance Sheet type (Capital and Reserves) account.
Consolidation Susp.	A code that identifies the nominal ledger consolidation suspense account. The value of any transactions from a subsidiary nominal ledger for which a corresponding nominal account cannot be found in the target nominal ledger is posted to the suspense account nominated here when you use the Consolidation command. **Important:** This reference should be defined as a Profit and Loss type (Overheads) account.

Notes

Transfers In	This only applies if the Stock module is activated. A code that identifies the nominal ledger transfers inwards control account. If the Stock Control to Nominal option is selected on the Options tab in the System > Maintenance > Company Profiles command, the value of all stock transfer transactions from the linked Stock module is posted to the account nominated here when the nominal ledger is updated. **Important**: This reference should be defined as a Profit and Loss type account.
Transfers Out	This only applies if the Stock module is activated. **Note:** The Transfers In and Transfers Out accounts are updated when stock is moved from one warehouse to another. A code that identifies the nominal ledger transfers outwards control account. If the Stock Control to Nominal option is selected on the Options tab in the System > Maintenance > Company Profiles command, the value of all stock transfer transactions from the linked Stock module is posted to the account nominated here when the nominal ledger is updated. **Important:** This reference should be defined as a Profit and Loss type account.
Goods In	This only applies if the Stock module is activated. A code that identifies the nominal ledger goods inwards control account. You can select from a list. Nominal accounts are defined in the Nominal > Maintenance > Accounts command. If the Stock Control to Nominal option is selected on the Options tab in the System > Maintenance > Company Profiles command, the value of all stock receipt transactions from the linked Stock module is posted to the account nominated here. **Important:** This reference should be defined as a Profit and Loss type account.
Goods Out	This only applies if the Stock module is activated. **Note**: The Goods In and Goods Out accounts are updated when stock is received from suppliers and issued to customers. A code that identifies the nominal ledger goods outwards control account. If the Stock Control to Nominal option is selected on the Options tab in the System > Maintenance > Company Profiles command, the value of all stock issue transactions from the linked Stock module is posted to the account nominated here. **Important:** This reference should be defined as a Profit and Loss type account.
Stock	This only applies if the Stock module is activated. A code that identifies the nominal ledger stock account. If the Stock Control to Nominal option is selected on the Options tab in the System > Maintenance > Company Profiles command, the balancing figure of all stock transactions from the linked Stock module is posted to the account nominated here when the nominal ledger is updated. **Important:** This reference should be defined as a Balance Sheet type account.
Stock Susp P+L	This only applies if the Stock module is activated. A code that identifies the nominal ledger stock suspense account. If the Stock Control to Nominal option is selected on the Options tab in the System > Maintenance > Company Profiles command, the value of profit and loss transactions from the linked Stock module for which a corresponding nominal account cannot be found is posted to the suspense account nominated here when the nominal ledger is updated. **Important:** This reference should be defined as a Profit and Loss type account.
Stock Susp B/S	This only applies if the Stock module is activated. A code that identifies the nominal ledger stock suspense account. If the Stock Control to Nominal option is selected on the Options tab in the System > Maintenance > Company Profiles command, the value of stock asset transactions from the linked Stock module for which a corresponding nominal account cannot be found is posted to the suspense account nominated here when the nominal ledger is updated. **Important:** This reference should be defined as a Balance Sheet type account.
BOM WIP Mvmnt	This only applies if the BOM module is activated. A code that identifies the nominal ledger work in progress control account for BOM movements. If the Stock Control to Nominal option is selected on the Options tab in the System > Maintenance > Company Profiles command, the value of all BOM work in progress movement transactions from the linked Stock/BOM module is posted to the account nominated here when the nominal ledger is updated. **Important:** This reference should be defined as a Profit and Loss type account.

BOM WIP	This only applies if the BOM module is activated. A code that identifies the nominal ledger work in progress control account for BOM movements. If the Stock Control to Nominal option is selected on the Options tab in the System > Maintenance > Company Profiles command, the balancing figure of all BOM work in progress movement transactions from the linked Stock/BOM module is posted to the account nominated here when the nominal ledger is updated. **Important:** This reference should be defined as a Balance Sheet type account.

Notes

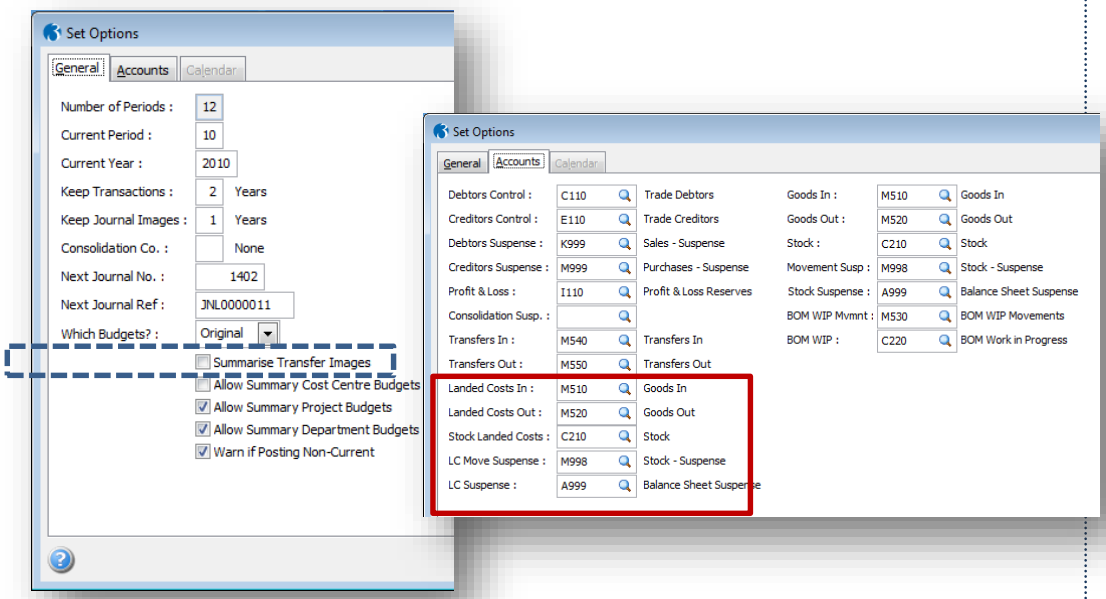
Accounts tab

Nominal accounts are defined in the Nominal - Maintenance - Accounts command. You can select nominal accounts from a list in each of the following fields. Each field should be updated with either Profit and Loss or Balance Sheet accounts. The help for each field explains which type you must use.

Some fields are only relevant if you use the Sales Ledger, Purchase Ledger, Stock, or Bill of Materials modules.

V1.3x.xx - a change has been made to the Set Options forms due to the introduction of landed costs in the Stock module and respective control accounts required.

V1.5x The Summarise Transfer Images is removed (has been redundant for a while).



Box	Description
Debtors Control	This only applies if the Sales Ledger is used in Opera. A code that identifies the Nominal Ledger debtors control account. If the **Sales Ledger to Nominal** option is selected on the **Options** tab of the **Company Profiles** form, the balancing figure of all transactions from the linked Sales module is posted to the debtors control account nominated here when the Nominal Ledger is updated. **Important:** This reference should be defined as a Balance Sheet type (asset) account.
Creditors Control	This only applies if the Purchase Ledger is used in Opera. A code that identifies the Nominal Ledger creditors control account. If the **Purchase Ledger to Nominal** option is selected on the **Options** tab of the **Company Profiles** form, the balancing figure of all transactions from the linked Purchase Ledger is posted to the creditors control account nominated here when the Nominal Ledger is updated. **Important**: This reference should be defined as a Balance Sheet type (liability) account.

Notes

Debtors Suspense	This only applies if the Sales Ledger is used in Opera. A code that identifies the Nominal Ledger debtors suspense account. If the **Sales Ledger to Nominal** option is selected on the **Options** tab of the **Company Profiles** form, the value of any transactions from the linked Sales Ledger for which a corresponding nominal account cannot be found is posted to the suspense account nominated here when the Nominal Ledger is updated. Important: This reference should be defined as a Profit and Loss type (Income) account.
Creditors Suspense	This only applies if the Purchase Ledger is used in Opera. A code that identifies the Nominal Ledger creditors suspense account. If the **Purchase Ledger to Nominal** option is selected on the **Options** tab of the **Company Profiles** form, the value of any transactions from the linked Purchase Ledger for which a corresponding nominal account cannot be found is posted to the suspense account nominated here when the Nominal Ledger is updated. Important: This reference should be defined as a Profit and Loss type (Expense) account.
Profit & Loss	A code that identifies the Nominal Ledger profit and loss account. This account is updated with the difference between all income and expenditure accounts when you use the **Year End** command. Important: This reference should be defined as a Balance Sheet type (Capital and Reserves) account.
Consolidation Susp.	A code that identifies the Nominal Ledger consolidation suspense account. The value of any transactions from a subsidiary Nominal Ledger for which a corresponding nominal account cannot be found in the target Nominal Ledger is posted to the suspense account nominated here when you use the **Consolidation** command. Important: This reference should be defined as a Profit and Loss type (Expense) account.
Stock Control Accounts These accounts are relevant if the Stock Control application is in use in Opera and the Stock Control to Nominal option is selected on the System - Maintenance - Company Profiles form.	
Transfers In	A code that identifies the Nominal Ledger transfers inwards control account. If the **Stock Control to Nominal** option is selected on the **Options** tab in the System - Maintenance - Company Profiles command, the value of all stock transfer transactions from the linked Stock Control is posted to the account nominated here when the Nominal Ledger is updated. Important: This reference should be defined as a Profit and Loss type account.
Transfers Out	A code that identifies the Nominal Ledger transfers outwards control account. If the **Stock Control to Nominal** option is selected on the **Options** tab in the System - Maintenance - Company Profiles command, the value of all stock transfer transactions from the linked Stock Control is posted to the account nominated here when the Nominal Ledger is updated. Note: The Transfers In and Transfers Out accounts are updated when stock is moved from one warehouse to another. Important: This reference should be defined as a Profit and Loss type account.
Goods In	A code that identifies the Nominal Ledger goods inwards control account. You can select from a list. Nominal accounts are defined in the Nominal - Maintenance - Accounts command. If the **Stock Control to Nominal** option is selected on the **Options** tab in the System - Maintenance - Company Profiles command, the value of all stock receipt transactions from the linked Stock Control is posted to the account nominated here. Important: This reference should be defined as a Profit and Loss type account.
Goods Out	A code that identifies the Nominal Ledger goods outwards control account. If the **Stock Control to Nominal** option is selected on the **Options** tab in the System - Maintenance - Company Profiles command, the value of all stock issue transactions from the linked Stock Control is posted to the account nominated here. Note: The Goods In and Goods Out accounts are updated when stock is received from suppliers and issued to customers. Important: This reference should be defined as a Profit and Loss type account.

Notes

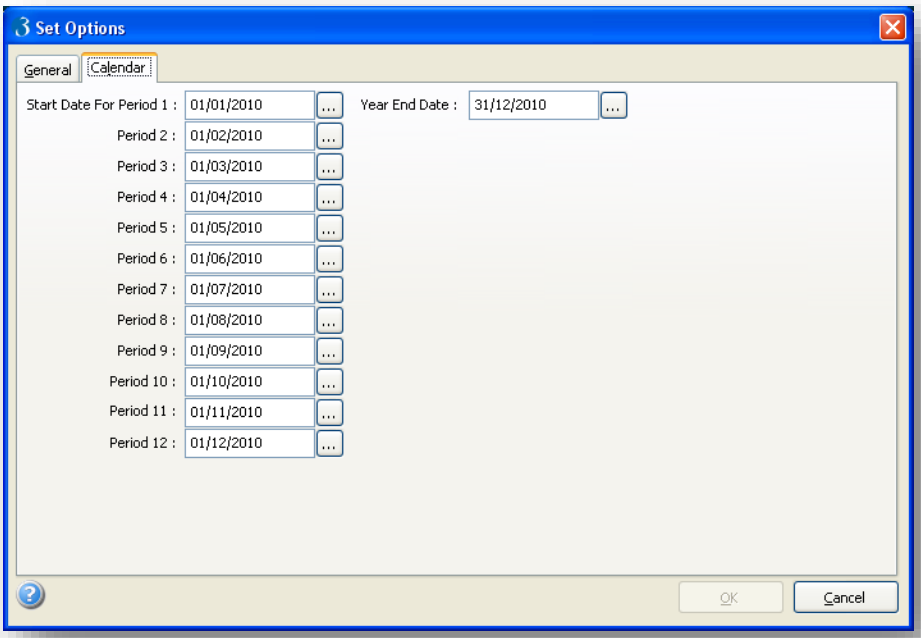
Stock	A code that identifies the Nominal Ledger stock account. If the **Stock Control to Nominal** option is selected on the **Options** tab in the System - Maintenance - Company Profiles command, the balancing figure of all stock transactions from the linked Stock Control is posted to the account nominated here when the Nominal Ledger is updated. Important: This reference should be defined as a Balance Sheet type account.
Stock Susp P+L	A code that identifies the Nominal Ledger stock suspense account. If the **Stock Control to Nominal** option is selected on the **Options** tab in the System - Maintenance - Company Profiles command, the value of profit and loss transactions from the linked Stock Control for which a corresponding nominal account cannot be found is posted to the suspense account nominated here when the Nominal Ledger is updated. Important: This reference should be defined as a Profit and Loss type account.
Stock Susp B/S	A code that identifies the Nominal Ledger stock suspense account. If the **Stock Control to Nominal** option is selected on the **Options** tab in the System - Maintenance - Company Profiles command, the value of stock asset transactions from the linked Stock Control for which a corresponding nominal account cannot be found is posted to the suspense account nominated here when the Nominal Ledger is updated. Important: This reference should be defined as a Balance Sheet type account.
Bill of Materials Control Accounts These accounts are relevant if the Bill of Materials application is in use in Opera and the Stock Control to Nominal option is selected on the System - Maintenance - Company Profiles form.	
Bill of Materials WIP Mvmnt	A code that identifies the Nominal Ledger work in progress control account for Bill of Materials movements. If the **Stock Control to Nominal** option is selected on the **Options** tab in the System - Maintenance - Company Profiles command, the value of all Bill of Materials work in progress movement transactions from the linked Stock Control and Bill of Materials application is posted to the account nominated here when the Nominal Ledger is updated. Important: This reference should be defined as a Profit and Loss type account.
Bill of Materials WIP	A code that identifies the Nominal Ledger work in progress control account for Bill of Materials movements. If the **Stock Control to Nominal** option is selected on the **Options** tab in the System - Maintenance - Company Profiles command, the balancing figure of all Bill of Materials work in progress movement transactions from the linked Stock Control and Bill of Materials application is posted to the account nominated here when the Nominal Ledger is updated. Important: This reference should be defined as a Balance Sheet type account.
Landed Costs Control Accounts These accounts are relevant if the Landed Costs option and the Stock Control to Nominal option on the System - Maintenance - Company Profiles form are selected. When the Landed Costs box on the Company Profiles form is first selected the Landed Cost Control Accounts are automatically aligned with these equivalent accounts for Stock Control: Goods In = Landed Costs In Goods Out = Landed Costs Out Stock = Stock Landed Costs Stock Susp P+L = Landed Costs Move Suspense Stock Susp B/S = Landed Costs Suspense. You should review these accounts and assign different accounts if required.	
Landed Costs In	A code that identifies the Nominal Ledger landed costs account for received stock items. This is the hierarchy that is used for the Landed Costs In account before it is used to update the Nominal Ledger: • If the Landed Cost Type that is linked to a stock item includes a Landed Costs In account, that account is used. • If the Landed Costs Group that is linked to a Landed Cost Type includes a Landed Costs In account, that account is used. • If neither the Landed Costs Group nor the Landed Cost Type for a stock item includes a Landed Costs In account, the default account on the Nominal Ledger - Utilities - Set Options form is used. Important: This reference should be defined as a Profit and Loss type account.
Landed Costs Out	A code that identifies the Nominal Ledger landed costs account for issued stock items. Important: This reference should be defined as a Profit and Loss type account.

Stock Landed Costs	A code that identifies the Nominal Ledger landed costs account for stock transactions that include landed costs. Important: This reference should be defined as a Balance Sheet type account.
Landed Costs Move Suspense	A code that identifies the Nominal Ledger landed costs suspense account for stock transactions that include landed costs. This account is used only if either the Landed Costs In or the Landed Costs Out Profit and Loss Report accounts cannot be found when the Nominal Ledger is updated. Important: This reference should be defined as a Profit and Loss type account.
Landed Costs Suspense	A code that identifies the Nominal Ledger landed costs suspense account for stock transactions that include landed costs. This account is used only if the Stock Landed Costs Balance Sheet account cannot be found when the Nominal Ledger is updated. Important: This reference should be defined as a Balance Sheet type account.

Notes

2.1 Setting up the Financial Year Calendar

The **Calendar** tab is used to define your financial calendar for the current year if you do not use the Open Period Accounting feature. You can define up to 24 periods and your end date.



If you change to a different financial year end date (so the current financial year is no longer equivalent to a calendar year in length), the application determines the following year end date and period start dates according to the number of days in the current financial year. It uses this information to calculate how many days adjustment to apply to the new financial calendar when you use the **Year End** command. You can override any of the dates calculated in this way on the **Calendar** tab, and use the **Rebuild Periods** and **Rebuild History** commands to update the database.

An example on how the Nominal Ledger calendar is set up when the financial year end date is changed.

You change your year end date from March 31 to April 5 so that the current financial year exceeds a normal calendar year in length. Prior to the year end, the four quarterly periods are 01/04/2010, 01/07/2010, 01/10/2010 and 01/01/2011, with a year end date of 05/04/2011. When the Year End process is run, the application determines that the current financial year comprised 360 days. The period start dates for the new financial year are then determined by adding that number to the previous year end date; in this case establishing a year end date of 10/04/2012. The new financial calendar will then have quarterly start dates advanced accordingly so they will be 06/04/2011, 06/07/2011, 06/10/2011 and 06/01/2012.

Note: If you use the **Open Period Accounting** feature the **Calendar** tab is disabled. You must use the Financial Calendar form to define your financial years. You can define a financial calendar for the current year, a previous year, and up to three future years.

What tables have been introduced with OPA?

Nclndh : Nominal Calendar Header

Nclndd : Nominal Calendar Details

And several new fields (NL Posting date) in several tables)

How many previous financial year's can you create?

Just for the previous year (1 year).

If I have 3 future calendars (2010, 2011 & 2012) can I just delete the 2011 calendar?

No, you would need to systematically delete advanced year calendars first (i.e. 2012)

Notes

1. Open the Nominal folder and then click Nominal - Utilities - Set Options or click the Financials tab and then click Nominal - Utilities - Set Options on the Ribbon Bar.
2. In the boxes provided, complete the settings for the options.
3. Click the Calendar tab to specify the start dates for each period in the financial year and the year end date. This tab is disabled if Open Period Accounting is used. If you use the Open Period Accounting feature in Opera 3 you must set up the Nominal Ledger's calendar on the Financial Calendar form. The form is loaded automatically for you when you click the OK button.
4. Click OK to close the form.

2.1.1 Changing the Financial Year End Date

If you change to a different financial year end date (so the current financial year is no longer equivalent to a calendar year in length), the application determines the following year end date and period start dates according to the number of days in the current financial year. It uses this information to calculate how many days adjustment to apply to the new financial calendar when you use the Year End command. You can override any of the dates calculated in this way on the Calendar tab, and use the Rebuild Periods and Rebuild History commands to update the database.

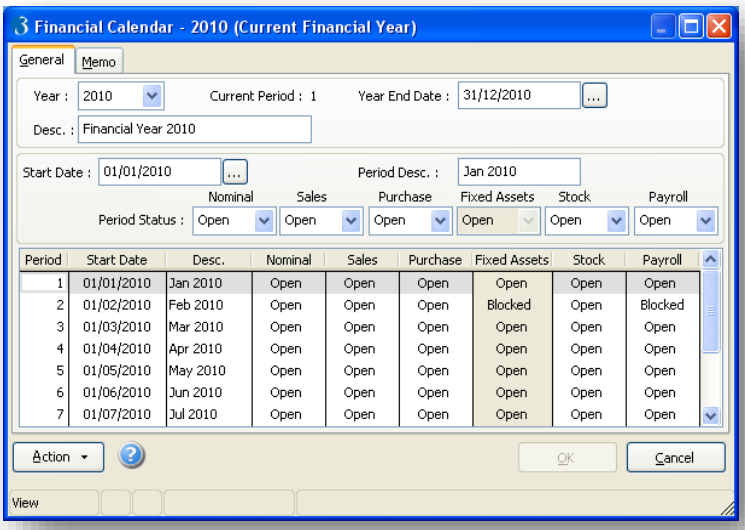
For Example; You change your year end date from March 31 to April 5 so that the current financial year exceeds a normal calendar year in length. Prior to the year end, the four quarterly periods are 01/04/2006, 01/07/2006, 01/10/2005 and 01/01/2006, with a year end date of 05/04/2006. When the Year End process is run, the application determines that the current financial year comprised 360 days. The period start dates for the new financial year are then determined by adding that number to the previous year end date; in this case establishing a year end date of 10/04/2007. The new financial calendar will then have quarterly start dates advanced accordingly so they will be 06/04/2007, 06/07/2007, 06/10/2007 and 06/01/2008.

Does rebuild periods handle future years when the calendar has been changed?

No. Rebuild periods only affects the current financial year calendar, therefore you will have to manually adjust any future calendars and the system will prompt the user to do so.

2.2 Financial Calendar

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



There are three period status available per module what do they mean?

Open - transactions can be posted, Blocked – Future posting can be posted to from linked modules, but current or previous periods cannot, Closed – cannot post to this period.

Can I reopen a closed period?

Yes, however only the ADMIN user can perform this function

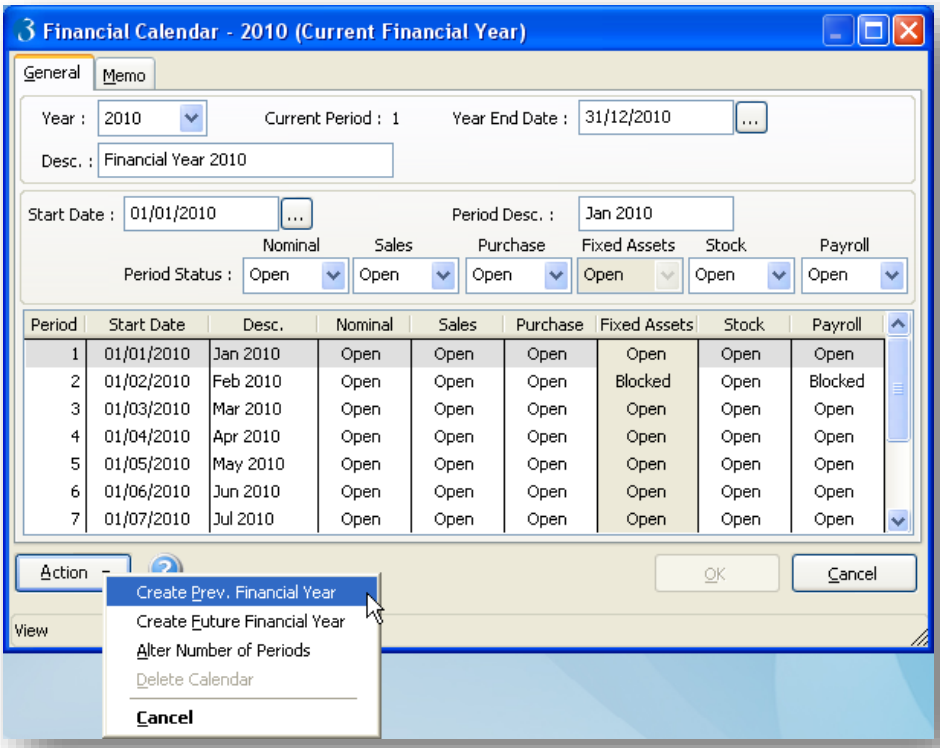
How many future periods can you post to in OPA?

Up to 3 Nominal calendar years in the future

Notes

Box	Description
Year	The calendar's year. The years available depend on the financial years that have been set up. The year for the current financial year is entered on the Set Options form but its calendar is managed on the Financial Calendar form.
Year End Date	The last day of the financial year for the financial calendar.
Desc.	A description for the financial year which could be 'Financial Year 2010' if the year runs from January 2010 to December 2010 or perhaps 'April 2009 to March 2010' if the financial year starts and ends in different calendar years.
Start Date	The start date for the selected period. The date must be after the previous period's start date and before the start date for the first period of the next year's financial calendar.
Period Desc.	The 'friendly name' for the period. If there are 12 periods in the year a default description using the first three letters in each month's name followed by the year is provided. For example, 'Jan 2010', 'Feb 2010', 'Mar 2010', and so on. If there are more than 12 periods, the description is based on the period number. For example, 'Period 1', 'Period 2, 'Period 3' and so on. You can change the name if required.
Period Status	Each period in the financial calendar has a status for each module that updates the Nominal Ledger. The status controls whether transactions that were posted in the modules listed below is allowed to update the Nominal Ledger. You can set periods to 'Open', 'Closed' or 'Blocked' for each of these modules: • Nominal Ledger (and Cashbook) • Sales Ledger (and Invoicing/Sales Order Processing) • Purchase Ledger (and Purchase Order Processing) • Fixed Assets • Stock Control (and Bill of Materials) • Payroll. When a financial calendar is created all the periods are set to Open'. You can change the status for each period by clicking a period in the grid and selecting either 'Closed' or 'Blocked' in the Period Status box for each module. Transactions cannot be posted to periods that are either blocked or closed. You can think of a blocked period as an interim status that prevents postings but can easily be opened if required by anyone who has access to the Financial Calendar form, say because a transaction was missed and needs to be posted to that period. A closed period is a more permanent status but it can also be opened if required. However only the 'ADMIN' user can open a closed period. When you run the Period End command in the Nominal Ledger you can choose to set the status for each module to 'Blocked' for the current period. When you run the Year End command you can choose to set the status for all periods in the financial year that you are closing to 'Closed'.

Notes



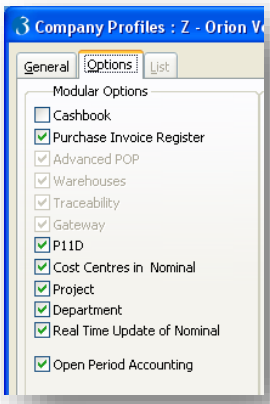
You can use the Action menu to:

- Create a calendar for the previous financial year if one does not already exist
- Create calendars for up to three future financial years
- Alter the number of periods in the selected financial year.

Tip: You can print the financial calendars that have been defined by clicking the icon on the toolbar.

2.2.1 To Set Up Open Period Accounting

1. Open the **System** folder and click **Maintenance - Company Profiles** or click the **Administration tab** and then click System - Maintenance - Company Profiles on the Ribbon Bar.



Notes

2. Make sure that the Nominal Ledger has been updated with all outstanding transactions from the Sales Ledger, Purchase Ledger, Cashbook, Payroll, Stock and Fixed Assets modules. These modules use 'transfer files' to retain transactions that have not been posted to the Nominal Ledger. To update the Nominal Ledger, follow the instructions in the respective Help topic.
3. On the **Company Profiles** form, click the **Options** tab and tick the **Open Period Accounting** box. The box is disabled if Open Period Accounting is not included in the your licence.
4. To save the record, click the icon on the toolbar or press **CTRL+S**.
5. Open the Nominal folder and then click Nominal - Utilities - Financial Calendar or click the Financials tab and then click Nominal - Utilities **-** Financial Calendar on the Ribbon Bar.
6. **Note:** If the Nominal Ledger has not been initialised, you need to create your Nominal Ledger Types, Sub Types and chart of Accounts, and then update the **Set Options** form before running the Financial Calendar command.
7. Make sure the details in the calendar are correct, including the status of each period for each module.
8. Click **OK** to close the form.
9. If you want the operators to be warned when a Nominal Ledger posting is made outside of the current period, tick the **Warn if Posting Non-Current** box on the **Set Options** form. To load the form:
10. Open the Nominal folder and then click Nominal - Utilities - Set Options or click the Financials tab and then click Nominal - Utilities **-** Set Options on the Ribbon Bar.

2.2.2 Change the Number of Periods

If you use the Open Period Accounting feature you can easily alter the number of periods in the financial year by using the **Alter Number of Periods** command on the Financial Calendar's **Action** button. You can alter the number of periods in the current financial year and future financial years. Previous financial years cannot be changed. After changing the number of periods you must run the Rebuild Periods command on the **Utilities** menu in the Nominal Ledger to realign the transactions that have already been posted.

Box	Description
Current Number of Periods	The current number of periods in the selected year. This box is read-only.
Alter No. of Periods to	The new number of periods in the selected year. The number of periods can be between 1 and 24. If you are increasing the number of periods for the current year's calendar, the following checks are done: • If the following year's calendar already exists, the application checks whether any transactions have been posted to that year. If any of these transactions will fall into the current financial calendar a message is displayed and you can decide if you want to continue. • If the following year's calendar does not exist, the application checks whether any transactions will fall after the new current year's calendar. If so, you cannot save the changes. If you are changing the number of periods for a future year's calendar, the following check is done: • If a change to the number of periods means that a transaction posted to a future year will become orphaned, you cannot save the changes. For example, you will be prevented from changing the number of periods in the next financial year to 6 if a transaction has already been posted to period 7.

Notes

Fixed Assets Notes:

1. If you use the Fixed Assets module and it is linked to the Nominal Ledger, after the number of periods is changed in the Financial Calendar, the calendar on the **Set Options** form in the Fixed Assets module is also updated. This ensures that the calendars for both modules are the same.

2. If the **Year End** command has been run in the Fixed Assets module but not in the Nominal Ledger, you are prevented from changing the Financial Calendar.

2.2.3 Create a Previous Financial Year

If you use the Open Period Accounting feature you can define a calendar for the previous financial year by using the **Create Prev. Financial Year** command on the Financial Calendar's **Action** button. If a calendar already exists for the previous year a message is displayed.

Box	Description
Model Year	The financial year you want to use as a basis for the previous financial year being created. You can choose any year that has already been created in the Financial Calendar form so that the number of periods is the same, or you can select **None** so you can define the number of periods in the year.
Number of Periods	If a model year is not used, you can define the number of periods in the previous financial year. The number of periods can be between 1 and 24.
First Period Start Date	The start date for the first period in the previous financial year. The date must be before the **Year End** date.
Year End Date	The year end date for the previous financial year. This date is read-only because it is calculated as the day before the first day of the current financial year.

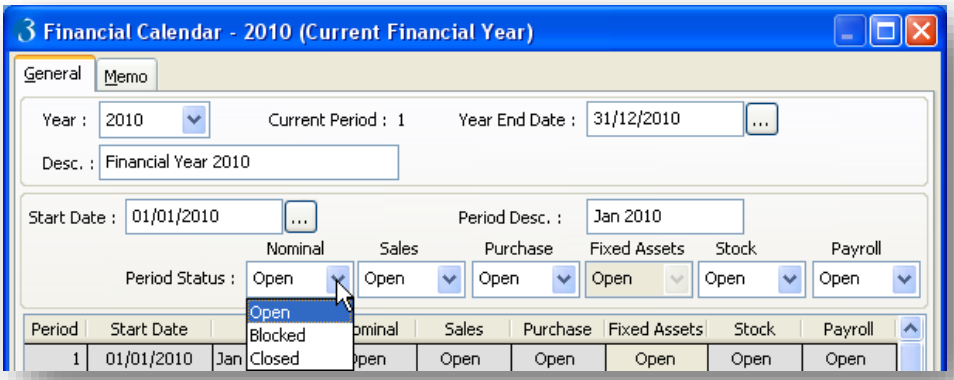
2.2.4 Create a Future Financial Year

If you use the Open Period Accounting feature you can define up to three calendars for future financial years by using the **Create Future Financial Year** command on the Financial Calendar's **Action** button. If three calendars already exist for future years a message is displayed.

Box	Description
Model Year	The financial year you want to use as a basis for the future financial year being created. You can choose any year that has already been created in the Financial Calendar form so that the number of periods is the same, or you can select **None** so you can define the number of periods in the year.
Number of Periods	If a model year is not used, you can define the number of periods in the future financial year. The number of periods can be between 1 and 24.
First Period Start Date	The start date for the first period in the future financial year. This date is read-only because it is calculated as the day after the first day of the previous financial year.
Year End Date	The year end date for the future financial year. The date must be after the **First Period Start Date** box.

2.2.5 To Open, Block or Close a Period

Notes



1. Make sure that the Nominal Ledger has been updated with all outstanding transactions from the Sales Ledger, Purchase Ledger, Cashbook, Payroll, Stock and Fixed Assets modules. These modules use 'transfer files' to retain transactions that have not been posted to the Nominal Ledger. To update the Nominal Ledger, follow the instructions in the respective Help topic.
2. Open the **Nominal** folder and then click **Nominal - Utilities** - **Financial Calendar** or click the **Financials tab** and then click **Nominal - Utilities** - **Financial Calendar** on the Ribbon Bar.
3. On the **Financial Calendar** form, select the period you either need to open, block or close.
4. Click the Period Status box for the required module/s and select 'Open', 'Blocked' or 'Closed' as necessary. Select the required status for each period and module in turn.

   To save the record, click the icon on the toolbar or press CTRL+S.

   Tip: You cannot close the current period or future periods. To prevent postings to these periods, set the status to 'Blocked'.
5. Click OK to close the form.

Note: It is possible to open 'closed' or 'blocked' periods on the Financial Calendar form. However, you can only open a 'closed' period if you have logged in using the ADMIN login.

Nominal Ledger Record Creation - Practical Exercise

Notes

(Time Allowed 15 Minutes)

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

- *Define the Set Options for your Nominal Ledger*
- *Create Factor Tables for account budgets using the Factor Tables function*
- *Create an account budget using Factoring*

Exercise Details
You have now briefly explained the functionality available from the Opera Nominal Ledger to Attwood Barton Valet Services. After discussing certain points with you, it has been agreed that their Nominal must be set-up to meet the following requirements:-

1. *All their ledgers should be linked to the nominal ledger*

2. *Their financial year must have 12 accounting periods. These are to run in harmony with the calendar year. I.e. January is period 1, February is period 2 and so on. Set your Current Period to reflect the current month.*

3. *They wish their accounts to use Original budgets.*

4. *All transaction images must be retained on file for 3 years, but journal images are to be retained for 6 months*

5. *The contents of the journal image created when transferring transactions from the Sales and purchase Ledgers must be in detail, therefore, not summarised.*

6. *The company also require a budget factor created to cater for quarterly budgeting.*

This must then be applied to all Q110 Telephone Cost Centre Accounts using the following table:

Q110/ADM	£1000 for Current Year
Q110/LSG	£1000 for Current Year
Q110/SAL	£3000 for Current Year
Q110/TEC	£2000 for Current Year
Q110/any other	£1000 for Current Year

Notes

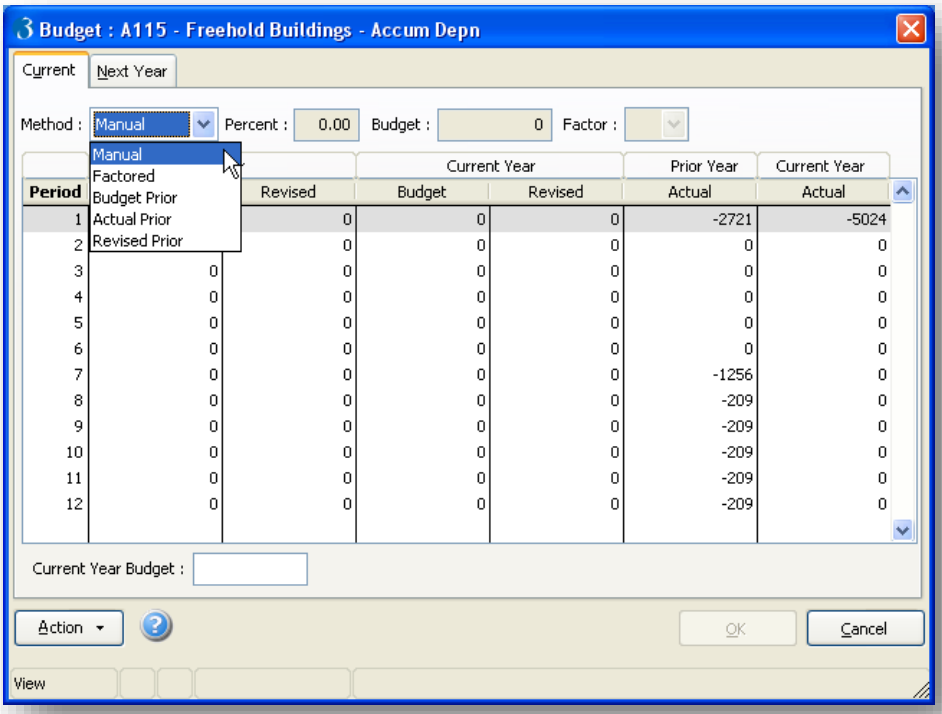
Accreditation Training Courseware

3 Processing

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

3.1 Budgets

Use the Budget command on the Action menu associated with the Nominal Accounts form to assign budgets to the currently selected nominal account.



You can assign budgets for the current or next accounting year in one of the following ways:

- Direct manual entry of period values.
- Manual entry of annual values and automatic period factor apportionment.
- Automatic entry of annual and period values for the current year, based on the previous year's actual values.
- Automatic entry of annual and period values for the current year based on the previous year's budget values.
- Automatic entry of annual and period values for the current year based on the previous year's revised budget values.
- Automatic entry of annual and period values for next year, based on the current year's actual values.
- Automatic entry of annual and period values for next year based on the current year's budget values.

Processing

Notes

Where budget total or period values are created using one of the automatic processes, you can amend the calculated values.

The debit or credit status of budget values for each account is derived from the account's class, as follows:

Class - Balance Sheet Types	Debit/Credit Status
Asset	Debit
Capital and reserves	Credit
Liability	Credit

Class - Profit and Loss Types	Debit/Credit Status
Expense	Debit
Income	Credit

When reporting on budgets, if the actual value is greater than the budget value, then the variance is shown as positive. If the actual value is less than the budget value then the variance is shown as a negative. You can maintain both original and revised sets of budgets for the current and next year, and the set in use depends on the setting of the Which Budgets? option on the General tab of the Nominal Ledger - Set Options form.

Note: If you want to assign budgets using a factor, you must first create the budget factor record using the Budget Factors command on the Maintenance submenu of the Nominal module.

To define nominal account budgets

1. Open the Nominal folder and then click Maintenance or click the Financials tab and then click Nominal - Maintenance on the Ribbon Bar.
2. Click Accounts.
3. Retrieve the nominal account for which you want to assign budgets, click Action and then click Budget. The Nominal Accounts Budget form appears.
4. Click the tab according to whether you want to maintain budgets for the current year or next year.
5. In Method, click to select the method by which budgets are to be assigned to the account. On the Current tab, you can select one of 'Manual', 'Factored', 'Budget Prior', 'Actual Prior' or 'Revised Prior'. On the Next Year tab, you can select one of 'Manual', 'Factored', 'Budget Current', 'Actual Current' or 'Revised Current'.
6. Depending on your selection in Method, do one of the following:
    a. If you selected 'Manual', click to select the period in which the budget is to be entered, then select Modify on the Action menu. Enter the period budget value manually in the box that appears. The system will calculate the annual budget value.
    b. If you selected 'Factored', click to select the budget factor in the Factor list then select Modify on the Action menu. In the box that appears, enter the annual budget value. The system will then apportion the annual budget value over all the accounting periods using the allocations defined for the budget factor record. You can change the values for any one or more periods before accepting the budget. The system will automatically adjust the annual value according to any period changes made.
1. To store the budget details, click OK.

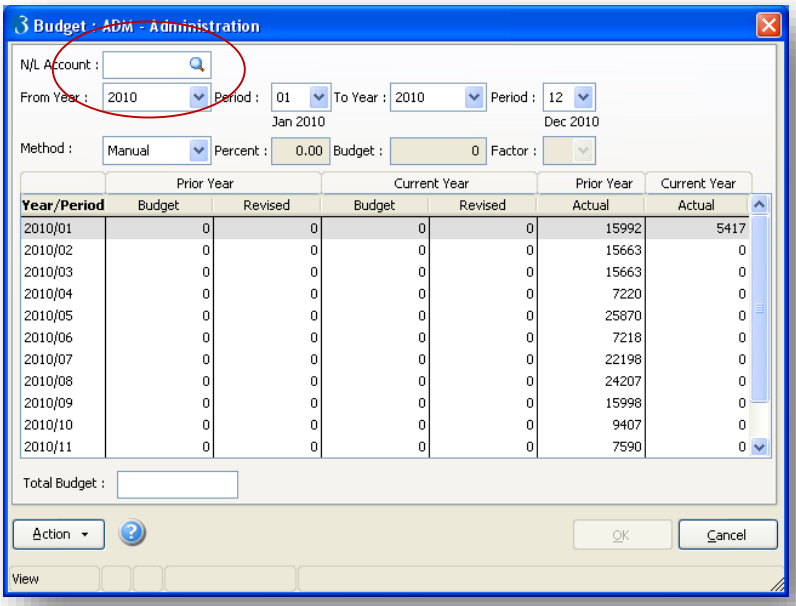
3.1.1 Cost Centre Budget

Notes

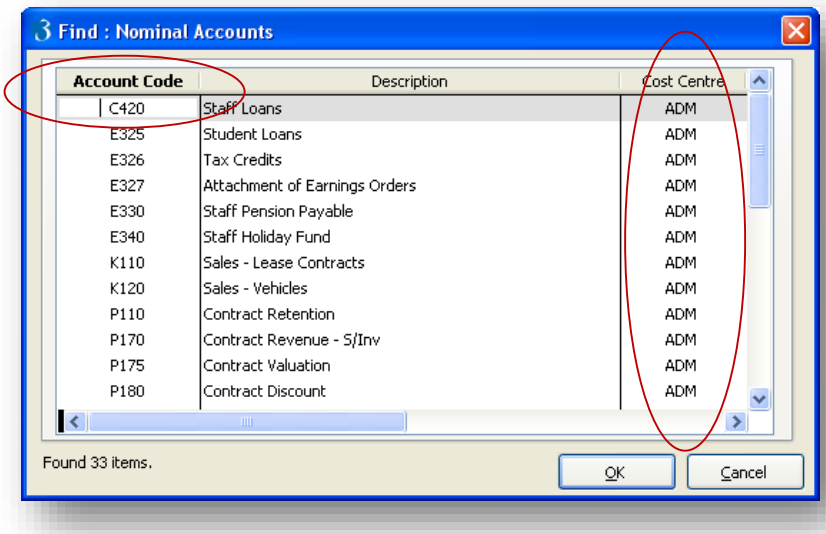
The Dr Budget and Cr Budget options are only available if the Allow Summary Cost Centre Budgets option is selected on the Nominal Ledger - Set Options form. Use the Budgets command on the Action menu to maintain budgets for the dimension. Once budgets have been defined, you cannot amend the debit/credit status setting for the dimension.

If Cost Centres are in use in the Nominal, the User may define a Budget against the Cost Centre.

If the Allow Summary Cost Centre Budgets option is selected the User may attach a Budget to a Cost Centre without specifying a Nominal Account. If they do wish to select a Nominal Account, only those Nominal Accounts that have a record created with the Cost Centre of the Parent Cost Centre record will be available.



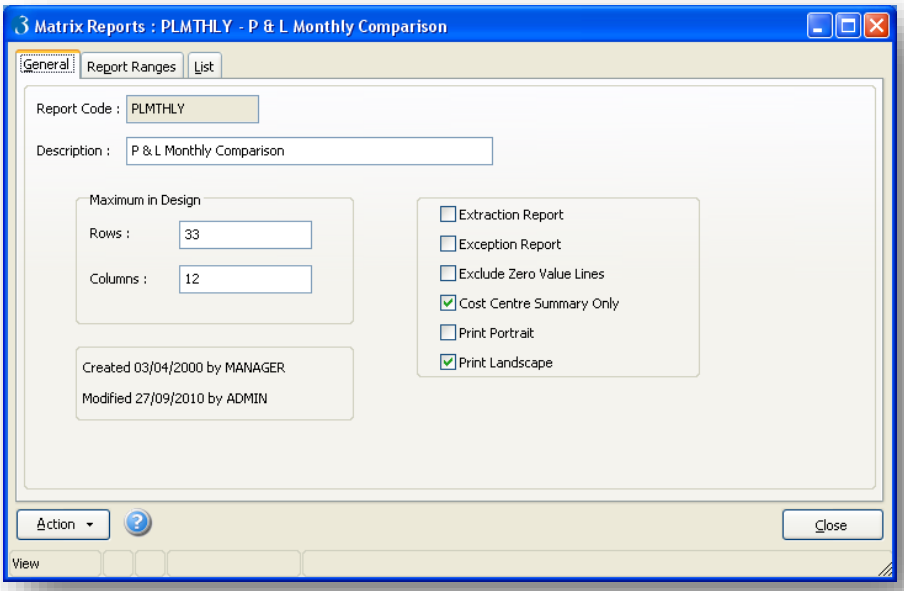
If the Allow Summary Cost Centre Budgets option is not selected the User must select a Nominal Account for the Budget. Only those Nominal Accounts will be available that have a Cost Centre record created of the Parent Cost Centre record.



3.2 Define Matrix Reports

Notes

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



Copying Report Designs

If you have already created one matrix report, you can copy the details to create a new one using the Copy data button on the toolbar.

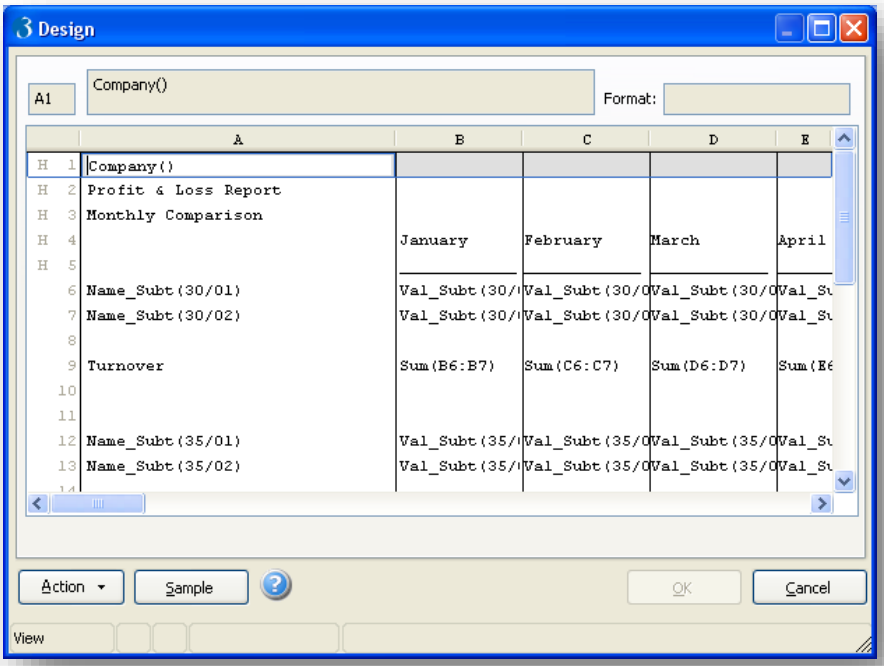
To create a matrix report

1. Open the Nominal folder and then click Matrix Reports or click the Financials tab and then click Nominal - Matrix Reports on the Ribbon Bar.
2. To create a new record, click the icon on the toolbar or press CTRL+N.
3. In the boxes provided on the General tab, enter the main details for the report.
4. Click Action and then click Design. The Matrix Reports Design form appears.
5. Use the commands on the Action menu to define the cell contents and carry out various processes.
6. To save the record, click the icon on the toolbar or press CTRL+S.

Notes: If you want to create a new report on the basis of an existing one, select the Copy Data button on the Toolbar. Do this if you want to create a report that is similar to one you have already designed. You can then amend it to customise the content. In the Copy Report dialog box, enter a code for the new report in the New Report Code box. In the Copy From Company list, click to select the company identifier for the company database that contains the report data to be coped. In the Report Code list, click to select the report you want to use as a template for the new one. Click OK to copy the data.

Notes

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



Printing a Matrix Report

Once the report definition is complete, you use the Report command on the Actions menu of the Matrix Reports form to produce the output.

Use the options on the Report Ranges tab to specify the selection criteria for the output. The tab includes default selections for report code ranges, cost centre range, project and department ranges*, base year and period and various options including those that control the production of exception and extraction reports**, a cost centre summary and whether zero value lines are excluded. The criteria defaults are based on the settings associated with the report design but you can override them. Reports can be printed in either the home currency or an alternative currency. Specify the currency you want in the Currency list box.

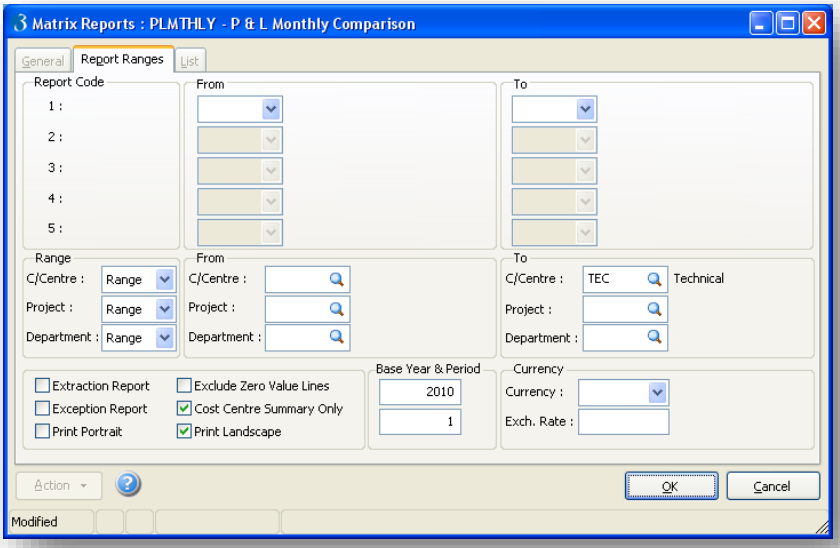
* Note that the 'project' and 'department' options may be named differently according to system preference settings and are only relevant if you have the Advanced Nominal Ledger and the corresponding options selected on the Options tab of the Company Profiles form in the System module.

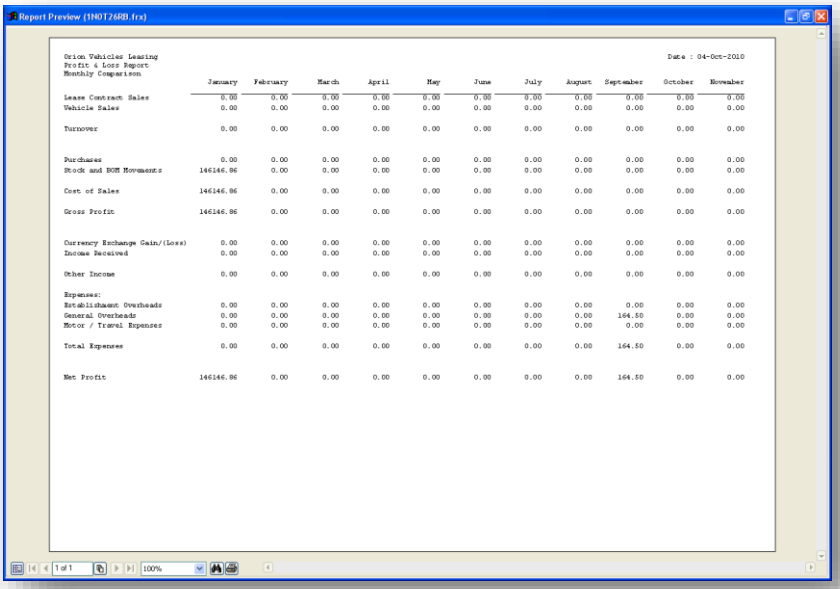
** Note that extraction and exception reports are not created if the output destination of the matrix report is a file.

To print a matrix report

Notes

1. Open the Nominal folder and then click Matrix Reports or click the Financials tab and then click Nominal - Matrix Reports on the Ribbon Bar.
2. Retrieve the report you want to print.
3. On the Report Ranges tab, define the selection criteria you want for the report.
4. Click Action and then click Report.
5. On the Report form, click the tab to select the output device you want to use and then complete any settings or options you want to apply to the output device. To process the output, click Publish.





3.3 Journals

Notes

Use the Journals command to define the journal entries you want to process in the Nominal module. Each journal record can be used as the basis for creating one or more journal entry postings. Once you have created a journal record, you can create postings from it as many times as you want. You can create postings directly from the journal record or you can postpone the posting to a later date. At any time you can retrieve the journal for amendment before you use it to create postings.

Open Period Accounting

The Financial Calendar form controls which periods can be posted to in the current, previous and future financial years. To post a journal to a period in the Nominal Ledger, its status must be 'Open'. For information see the Open Period Accounting Help topic.

There are four types of journal document that can be created:

Standard	These are created within Current Nominal Period and, if balanced, the User is given the option to Post and print immediately. These Journals would be removed by the Nominal Period End routine.
Recurring	These are created within Current Nominal Period and, if balanced, posted at regular intervals determined by a pre-defined schedule, using the Post Recurring Utility.
Reversing	These are created within the Current Nominal Period and, if balanced, posted during the current period and then automatically posted in reverse to the next period during the period end routine.
Retained	These are entered and, if balanced, posted during the current period, but are retained to be adjusted and used again in subsequent periods.

Journals are maintained as documents so it is also possible to build up a journal over a period of time without posting it until all the required entries have been made and the journal balances.

Journal postings can be made to a prior period of the current year and can be viewed at any time during the current period.

You can create journals for various types of nominal posting:

- **Posting opening balances** - When you first start to use your nominal ledger, simply create a document containing all of the opening balance values and post from it to period one. In successive years, the system will automatically post opening balances to the new year.
- **Posting journals to earlier periods in the current financial year** - If you are creating your nominal ledger part way through the accounting year, you can post prior period journal entries, either in detail or in summary form, from a journal record. You can also make prior period adjustments during the normal course of your accounting.

Does OPA use the system date as the posting date for transactions ?

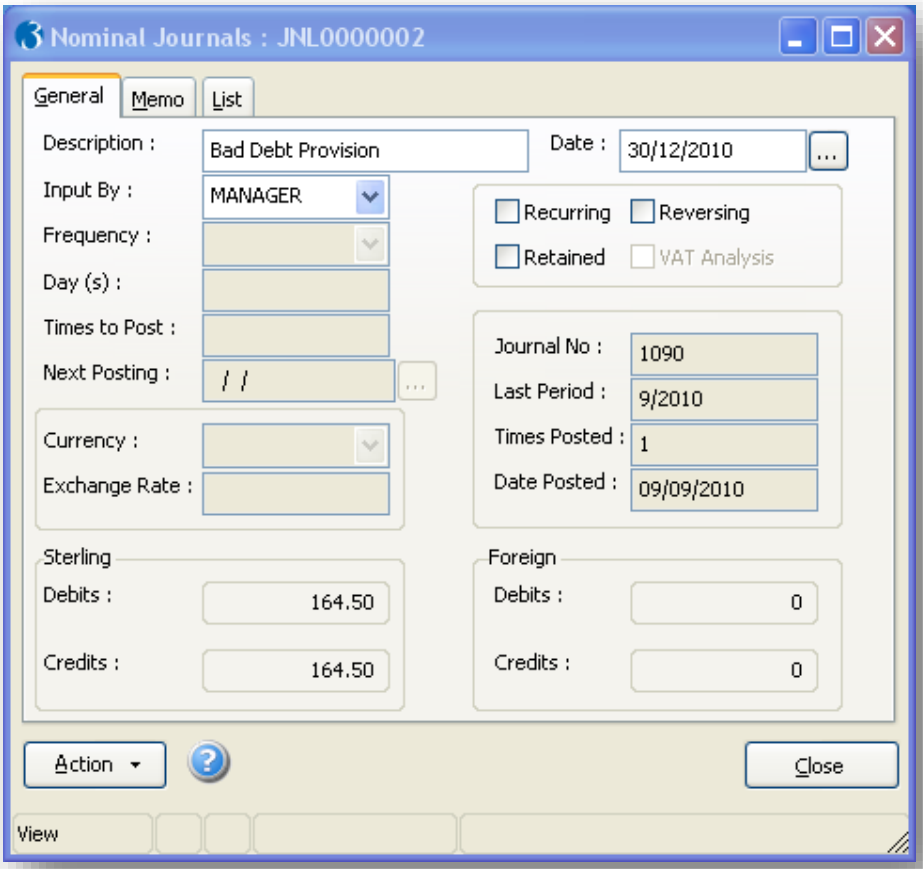
No, there is a field in each processing screen to enter the Nominal Posting Date

If your current period is 3, and period 2 is closed but period 1 is still open, can the user still post to period 1?

Yes they can do this but this means potential any management report with cumulative balances would now be inaccurate. These would need reprinting for the respective periods (1, 2 & 3 etc).

Notes

- **Posting journals to the prior financial year** - If you need to post a transaction to the last financial year, you can post prior year journals to any period in that year. These postings are also posted to the first period of the current financial year. If you use Open Period Accounting both the selected period in the previous year and the first period in the current year must have a status of 'Open'.
- **Posting journals to future financial years** - If you use Open Period Accounting and need to post a transaction to future financial years, you can post them to any open period in that year.
- **Posting standard journals**- You can either post these as soon as you have completed and accepted the journal details when creating a new journal record (a 'Post Journal' prompt is displayed) or separately using the **Post Journal** command on the **Action** menu.
- **Creating journal entries for authorisation** - Journals can be created for authorization before posting.
- **Creating template entries** - For those circumstances where your journal entry processing is similar from one period to another. For example, depreciation journals may access the same set of accounts with the same values each period. You create one journal record for each type of journal entry you make on a period-by-period basis.
- **Creating recurring entries** - You can create journals for posting at set intervals for a specific number of times. Such journals will normally have identical details in successive periods.
- **Posting reversing journals** - You can create journals that are posted in the current period and then reversed automatically in the following period when you use the **Period End** command.



Notes

Advanced Nominal Dimensions

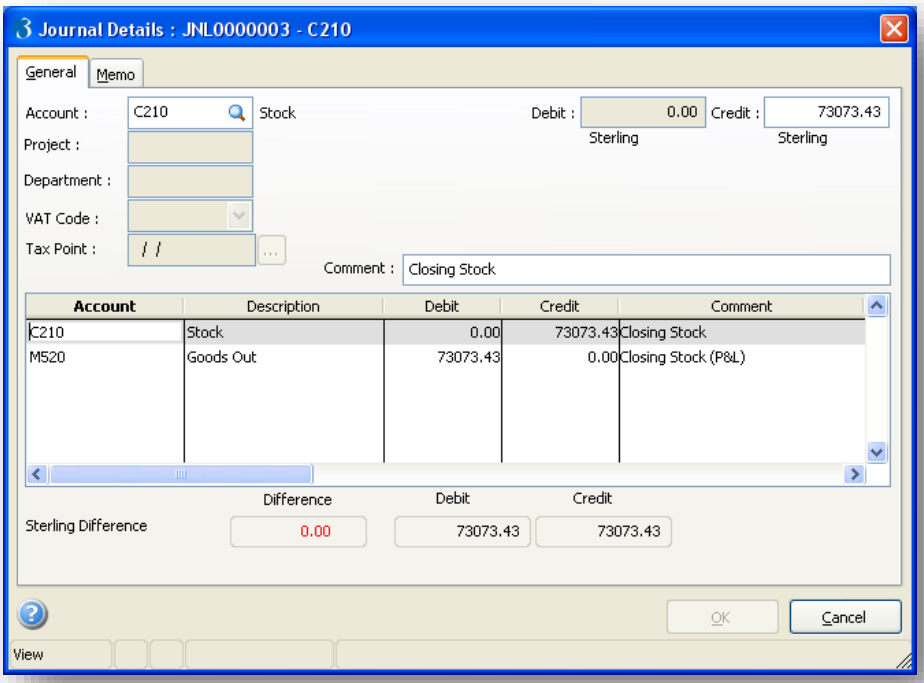
If you have the Advanced Nominal Ledger feature activated and have elected to use one or both of the additional nominal analysis dimensions (such as Project and Department), refer to the topic on advanced nominal dimensions for information.

3.3.1 Defining Journals

Each document created is identified by a reference and the next available reference is defined in the Next Journal Ref box on the General tab of the Nominal Ledger - Set Options form. Before you can create a journal record, certain prerequisite records must be created, depending on the type of journal you want to create:

- Each journal must identify at least two nominal accounts (to ensure debits and credits are balanced). Nominal accounts are defined using the Accounts command on the Maintenance menu of the Nominal module.
- If you want to enter journals in a foreign currency, at least one currency code must be created using the System Exchange Rates form in the System module.
- If you want to define a VAT journal, at least one VAT code record must be created using the VAT Processing form in the System module.

The total of all debits and credits within a journal must balance before it is posted, However, you can create and store a journal record that does not balance, even though you cannot create postings from it. You can subsequently retrieve the journal for amendments before it is used.



To define nominal journals

Notes

1. Open the Nominal folder and then click Journals or click the Financials tab and then click Journals on the Ribbon Bar.
2. To create a new record, click the icon on the toolbar or press CTRL+N.
3. In the boxes provided, enter the journal header details.
4. Click Action and then click Details. The Journal Details form appears.
5. In the boxes provided, enter the journal details. To add a new line, click the toolbar button.
6. When you have completed the detail lines, press ESC and then click OK.

Notes: You will not be able to post a journal unless the debit and credit totals balance. For foreign currency journals, both the home and foreign currency debit and credit totals must balance.

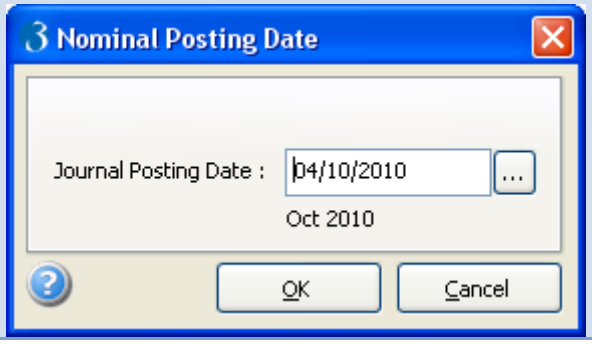
When you click OK, you are given the opportunity to post the journal provided it balances. If it does not balance, you are prompted to save the journal. You must balance the journal later if you choose to save it, before it can be posted.

Are the OPA Rules adhered to when Importing Journals and using Real-time update?

Yes, from v1.20 onwards the Importer Module adheres to the OPA Rules in terms of the period status.

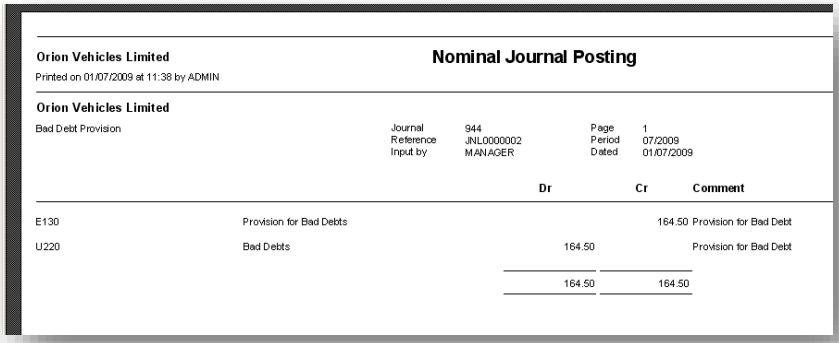
3.3.1 Posting Journals

The following posting options are available;

Command	Process
Post Journal	Create a journal posting in the current accounting period from the details stored in the journal record. If the system detects that the journal has been posted at least once previously, you will be asked to confirm that you wish to post it again. You must ensure that the current system date is within the date range of the current accounting period, otherwise the posting will not be permitted. If Open Period Accounting is used, you can use the **Post Journal** command to post journals to any open period in: • the current financial year • the previous financial year • a future financial year. 
Post Prior	Create a journal posting in a previous accounting period of the current year from the details stored in the journal record. The command is unavailable if the current period is the first in the accounting year. Otherwise, you will be able to specify to which previous accounting period in the current accounting year to which the journal details will be posted. The posting date assigned to the transaction is the first day in the period to which it is posted. The journal is allocated the next available entry number (based on the next number specified in the **Next Journal No.** box on the **General** tab of the **Nominal Ledger - Set Options** form) and is placed at the end of all the transactions for the relevant period in the account view screen. You must ensure that the current system date is within the date range of the current accounting period, otherwise the posting will not be permitted.

Notes

Post Prior…	This command is not available if Open Period Accounting is used. To post journals to earlier periods in the current financial year or to previous financial years, use the **Post Journal** command.
Post Prior Year	Create a journal posting for the previous year from the details stored in the journal record. A posting made using this command is posted to the chosen period of the previous year. You can enter any period number. You cannot change the year in the **Posting Year** box; the system works it out for you. For balance sheet accounts, the transactions are included in the brought forward items for the first period in the current year. For profit and loss account items, the values are accumulated within the retained profit figure and posted to the first period of the current year. This command is not available if Open Period Accounting is used. To post journals to earlier periods in the current financial year or to previous financial years, use the **Post Journal** command.



Orion Vehicles Limited — **Nominal Journal Posting**

Printed on 01/07/2009 at 11:38 by ADMIN

Orion Vehicles Limited

Bad Debt Provision

Journal	944	Page	1
Reference	JNL0000002	Period	07/2009
Input by	MANAGER	Dated	01/07/2009

		Dr	Cr	Comment
E130	Provision for Bad Debts		164.50	Provision for Bad Debt
U220	Bad Debts	164.50		Provision for Bad Debt
		164.50	164.50	

For journals where you have selected the Recurring option, you must use the Post Recurring command on the Utilities submenu in the Nominal module to create the transactions.

This process posts a journal in the current accounting period from the details stored in the journal record. If the system detects that the journal has been posted at least once previously, you will be asked to confirm that you wish to post it again. You must ensure that the current system date is within the date range of the current accounting period, otherwise the posting will not be permitted.

1. Open the **Nominal** folder and then click **Journals** or click the **Financials tab** and then click **Journals** on the Ribbon Bar.
2. Retrieve the journal you want to post.
3. Click **Action** and then do one of the following:
   a. To post the journal in the current period, click **Post Journal**. If Open Period Accounting is used, a form is displayed to enter the posting date.
   b. To post the journal to a previous accounting period, click **Post Prior**.
   c. To post the journal to the last period in the previous accounting year, click **Post Prior Year**.
4. At the prompt, click **Yes** to post the journal. The Report dialog box appears.
5. Under **Output Device**, click to select the output device you want to use. On the corresponding tab, complete any settings or options you want to apply to the output device.
6. To post the journal and print the journal report, click **Report**. To abandon, click **Cancel**.

Notes

A journal will not be posted if:

- It does not balance
- If the journal is a recurring journal. The Post Recurring utility must be used.
- If the journal has already been posted and the user wishes to re-post it but does not have Manager Rights.
- If the journal has no detail entries.

Notes: You will not be able to post a journal unless the debit and credit totals balance. For foreign currency journals, both the home and foreign currency debit and credit totals must balance.

For journals where you have selected the Recurring option, you must use the Post Recurring command on the Utilities submenu in the Nominal module to create the transactions.

Help Information: Single Sided Journals are not possible through Opera 3 itself…Technical Support Information to be used as a guide: TABLES AFFECTED BY A JOURNAL

Every time a journal is created the following tables are updated:

NTRAN (NTRAN (ADD) –both lines of journal)

A record is added for every side of the journal. The sign of the NT_VALUE field will determine if it is a debit or credit (debit positive / credit negative). The value for the ID field will be taken from the NEXTID table.

NPARM (NPARM (CHANGED) for new journal ID)

The NP_NEXDOC field is updated with the next Journal document number.

(Not required to be updated unless a new journal number is used)

NJMEMO (NJMEMO (ADD))

A line is added for fields below containing a reference to the PDF image.

NHIST (NHIST (ADD) –both lines of journal)

A record is added for every side of the journal. If it is a debit you fill the NH_PTDDR, and if it is a credit you fill the NH_PTDCR. The value of NH_BAL is updated accordingly with the sign of the direction of the journal. Again the ID field is taken from NEXTID table.

NHEAD (NHEAD (ADD))

A Line is added for the journal representing the header.

NEXTID (NEXTID (CHANGED))

Records for NTRAN and NHIST ID are increased based on the number of journals you are creating.

Table: C:\OPERA II\DATA\Z_NEXTID.DBF Next ID table changed for Tables added to and are listed in Next ID

NACNT (NACNT (CHANGED) updated balances)

The fields relating to Period and YTD are updated for debits or credits

Remember NA_BALCXX depends on which period you are posting (XX is for period) and it contains the new balance).

(CHANGE NBANK if a bank account is affected)

NDETL (NDETL (ADD) –both lines of journal)

A record is added fort every side of the journal. If you are debiting you use ND_DRAMNT otherwise you use ND_CRAMNT.

Notes

Options

1 - Manually post the lines and adjust all the tables as listed above. Another good guide is to post a journal and check the tables which have been updated (time stamp in windows explorer).

2 - To Post a single side Journal please post only one side of the journal and update NACNT accordingly. The Tables listed above in Bold are required to be updated (update or change) and the Tables listed in Italic are not mandatory. Need to check and verify all tables have updated correctly.

3 – Create a balanced journal and save it (do not post). Then edit the NDETL table to remove the balancing line created. The journal will still be allowed to post (as NHEAD balances). Need to check and verify all tables have updated correctly.

Notes

This explanation applies only for no Currency journal. If a different currency is used you will need to update the relevant fields (such as NA_FBALCXX in NACNT).

Single journal is best to be posted to a suspense account and then journal to the appropriate accounts. If the required accounts to be posted to are known, then a direct Single journal posting can be made accordingly.

All balances and tables should be checked following a Single Sided Journal correction.

Please Note that Pegasus cannot be responsible for 3rd Party data changes.

Nominal Ledger Posting - Practical Exercise

Notes

(Time Allowed 20 Minutes)

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

- *Create opening balances for accounts within the Nominal Ledger using the Journal function*
  Set up a recurring journal to post at set intervals

Exercise Details
Attwood Barton Valet Services have had a trial balance drawn up from their manual records, which must now be used as a basis for the opening balances on the Opera 3 product. These values are to be posted to the prior period. The trial balance is as follows:-

Account	Name	DR	CR
A130	Vehicles Cost	24650.00	
A135	Vehicles Accum Depn		10400.00
C110	Trade Debtors	5860.00	
C350	Lloyds Bank Current	15764.70	
C340	Petty Cash	100.00	
K110	Sales Lease contracts		6850.00
E110	Trade Creditors		1854.98
G110	Long Term Loan		5000.00
I210	Issued Share Capital		19368.48
K150	Sales Of Valet Services		3930.00
Q120	Electricity & Gas	115.22	
Q130	Postage	4.80	
Q110	Telephone	186.24	
Q140	Stationery	125.00	
S110/adm	Motor Expenses Petrol/Parking	67.72	
S120/lsg	Travel Expenses/Subsistence	142.28	
A125	Equipment Accum. Depn.	100.00	
Q125	Rent & Rates	250.00	
U230	Loan Interest	37.50	
	TOTALS	47403.46	47403.46

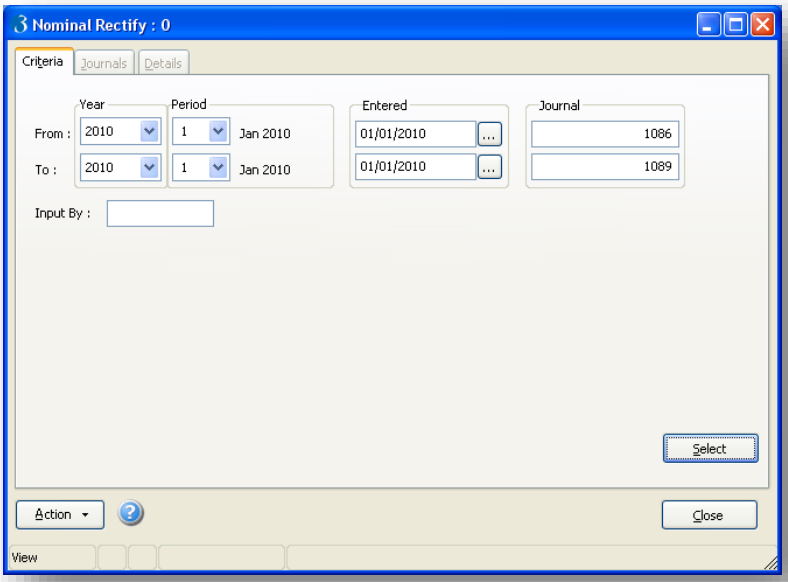
After entry of these opening balances, the last thing that Attwood Barton Valet Services require you to do is set-up a recurring journal representing the standing order they have for payment of their rates. The recurring journal is to transfer £500 from the Lloyds Bank Account created earlier to the Rent and Rates account. This is to be done on the 7th of each month for one year, beginning at the 7th of next month.

The “Trial Balance” is one of the standard reports available from the Nominal Ledger. You may find it useful to produce this after posting the opening balances to ensure your entries are correct.

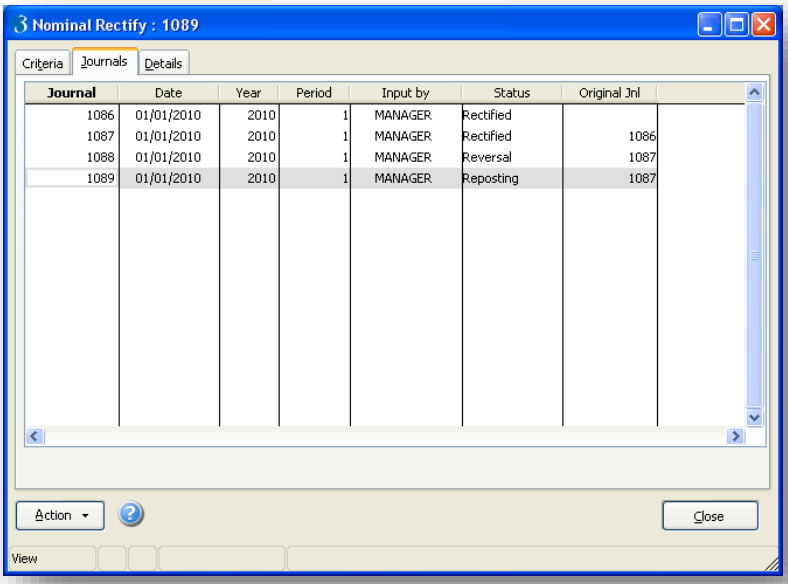
3.4 Rectify Journals

Notes

Use the **Rectify** command to change journal details after they have been posted. There may be occasions when a mistake has been made in a journal that is only noticed after it has been posted.



For example, the wrong account or cost centre may have been used or a journal may have been posted to the wrong period. You can modify the account or cost centre on a journal line. If you use the Advanced Nominal Ledger, you can modify the additional dimensions, for example the project or department. You can also undo an entire journal posting and, if required, post it again to another period.



When an individual journal line is rectified, two new journal lines are posted using the same date and period as the original journal line. The first new journal line reverses the details on the original journal line using the same account, cost centre, project or department. The second new journal line is posted using the new account, cost centre, project or department. The original journal line is not changed. It remains on file in it's original state so that a complete audit trail of journal details is retained.

Does nominal rectify alter existing journal lines?

No, it creates new journal lines to retain a complete audit trail

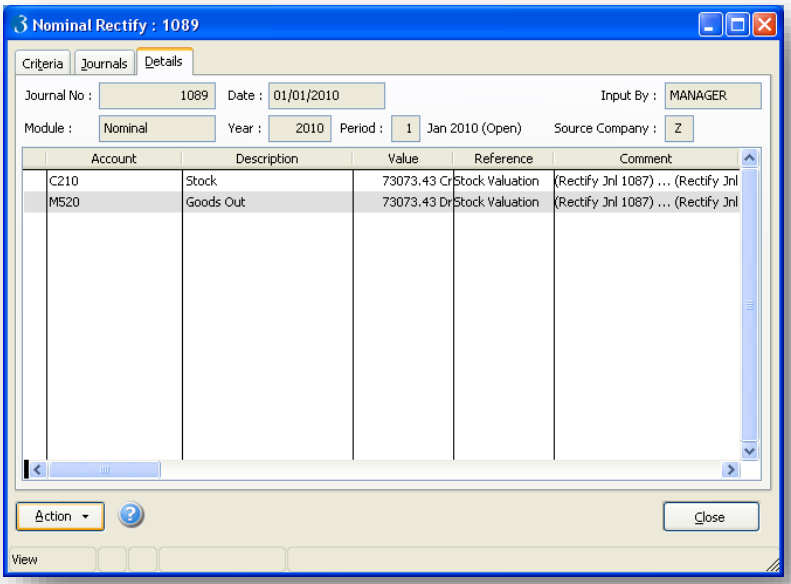
Can you rectify journals created in all modules?

Only Nominal journals can be rectified in v1.00 of Opera 3.

Can you rectify the whole journal in one posting?

Yes, there is an option to rectify the complete journal

Notes



Example 1 (Rectified Journal Line) ...

Original Journal Line

The original journal line was a debit entry for £500.00 posted on 23 July 2010 to the 'SPARES' account.

Date	Period	Year	Account	Amount	Dr	Cr
23 July 2010	7	2010	'SPARES'	500.00	•	

New Journal Lines

You rectify the journal line to be posted to the 'SERVICES' account instead.

These transaction entries are posted:

Date	Period	Year	Account	Amount	Dr	Cr	Note
23 July 2010	7	2010	'SPARES'	500.00		•	This reverses the original line
23 July 2010	7	2010	'SERVICES'	500.00	•		This posts the line again using the new account

When an entire journal is rectified, a new journal is posted to the same period using reversed values. If you choose to post the journal again, the entire journal is posted again to a different period using the original account, cost centre, project, department and values. The original journal is not removed. It remains on file so that a complete audit trail of journals is retained.

Example 2 (Rectified Journal) ...

Notes

Original Journal

The original journal JNL34561 was posted to period 7 on 23 July 2010 and involved a debit entry for £500.00 posted to the 'SPARES' account and a credit entry posted the 'SPARES SUPPLIER' account.

Date	Period	Year	Account	Amount	Dr	Cr
23 July 2010	7	2010	SPARES	500.00	●	
23 July 2010	7	2010	SPARES SUPPLIER	500.00		●

New Journals

You rectified journal JNL34561 and posted the journal again to period 8 using a NL Posting Date of 23 August 2010.

A reversing journal is posted in the same period as the original journal.

Date	Period	Year	Account	Amount	Dr	Cr
23 July 2010	7	2010	SPARES	500.00		●
23 July 2010	7	2010	SPARES SUPPLIER	500.00	●	

The new journal is posted in the new period using the **NL Posting Date**. The other details are the same as the original journal.

Date	Period	Year	Account	Amount	Dr	Cr	Note
23 August 2010	8	2010	SPARES	500.00	●		
23 August 2010	8	2010	SPARES SUPPLIER	500.00		●	

You can rectify these journals:

- If Open Period Accounting is used and the status of the period in the **Financial Calendar** that the journal was posted to is 'Open', you can rectify journals posted in the Nominal Ledger to the current financial year or journals posted in the Nominal Ledger to a future financial year.
- If Open Period Accounting is not used, you can rectify journals posted in the Nominal Ledger to the current financial year only

Note: You can modify one journal at a time; you cannot modify batches of journals.

You cannot change these journals:

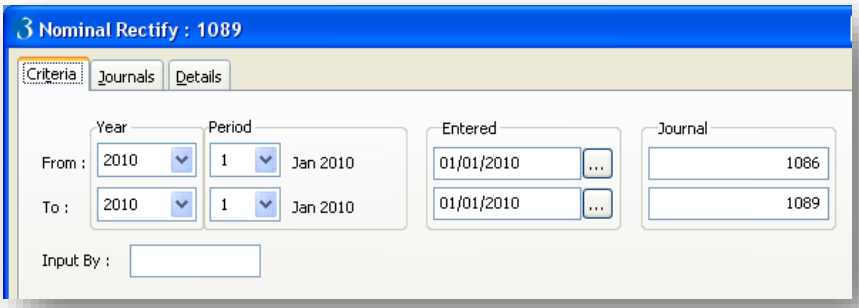
- Journals posted in the Nominal Ledger to periods that have a status of 'Closed' or 'Blocked' in the **Financial Calendar**.
- Journals posted in other modules and then transferred to the Nominal Ledger
- 'Brought forward' journals that were created by the Period End for Balance Forward type accounts or the Year End processes for Balance Sheet type accounts. Brought forward journals consolidate these accounts' individual transactions into one rolled up transaction.

Notes

You can view journal details on the **Nominal Rectify** form before selecting the journal you want to modify.

Criteria tab

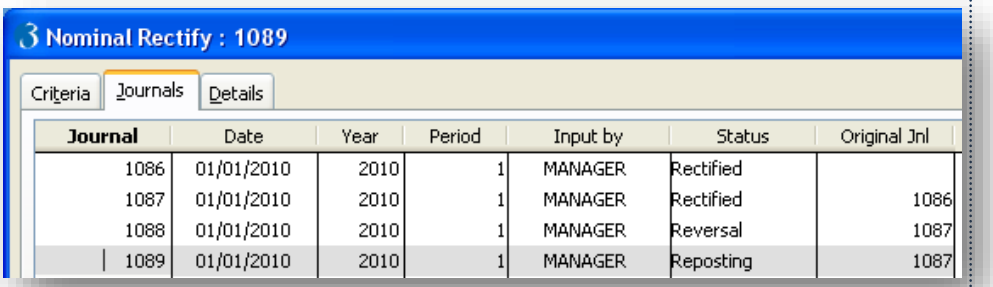
Use the **Criteria** tab to enter the criteria to choose the journal you want to rectify. You do not need to enter details in all the boxes. For example, if you know the journal number you want to rectify, enter the number in the **Journal** box. If you do not know the journal number but do know who posted it, entered the person's ID in the **Input By** box.



Box	Description
Year/Period	The financial year and period that the journal was posted to. If Open Period Accounting is used, you can select future financial years that have already been created in the Financial Calendar.
Entered	The date the date was posted.
Journal	The journal's unique number.
Input By	The user ID for the person who posted the original journal.

Journals tab

This tab displays a list of journals that were selected on the **Criteria** tab.



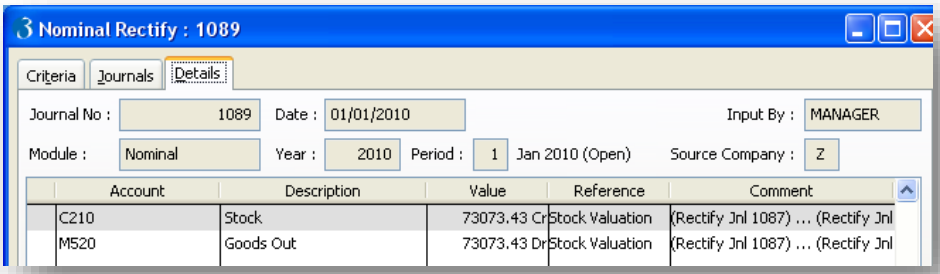
Box	Description
Journal No.	The number used when the journal was posted to the Nominal Ledger.
Date	The date the journal was posted to the Nominal Ledger.
Year	The financial year that the journal was posted to. This may not be the calendar year if for example a financial year stretches over two calendar years. It is the notional year entered on the **Set Options** form in the Nominal Ledger.
Period	The financial period that the journal was posted to.
Input By	The user ID for the person who posted the original journal.

Notes

Status	A journal's status can be one of the following: • **Rectified** - an original unchanged journal that was rectified. • **Reversal** - a new journal that was posted to reverse all the postings of a journal that was rectified. • **Reanalysed** - a new journal that was posted after one or more of the original journal's accounts, cost centres, or other dimensions such as project or department have been changed. Only the new lines are included in the journal. • **Reposting** - a new journal that was posted after the posting date of a journal was changed.
Original Jnl	This is displayed only if the journal was created because another journal was rectified. It is the number for the journal that was rectified.

Details tab

This tab displays all the details for the journal you have selected on the **Criteria** tab.



You can use the Action menu to:

- Rectify an individual line on a journal. You can modify the account or cost centre on one or more journal lines. If you use the Advanced Nominal Ledger, you can also modify the additional dimensions on one or more journal lines, for example the project or department.
- Rectify an entire journal. You can undo an entire journal posting and, if required, post it again to another period.

To Rectify Journals

1. Open the **Nominal** folder and then click **Rectify** or click the **Financials tab** and then click **Nominal** - **Rectify** on the Ribbon Bar.

   The **Nominal Rectify** form is displayed.
2. Use the filters on the **Criteria** tab to view the journal you want to rectify. Then click **Select** to view the journals on the **Journals** tab.
3. Select the journal you want to rectify.
   a. The next step depends on whether you want to rectify an entire journal or rectify a line on a journal:
      i. To rectify an entire journal, click the **Action** button and select **Rectify Complete Journal**. The **Rectify Complete Journal** form is displayed.
      ii. To reverse the journal without posting it again to another period, click **OK**. You are asked to confirm before the journal is reversed.

Notes

b. To reverse the journal and post it again to a different period, tick the **Re-Post to Different Date** box and enter the posting date in the **NL Posting Date** box. Then click **OK**. You are asked to confirm before the journal is rectified.

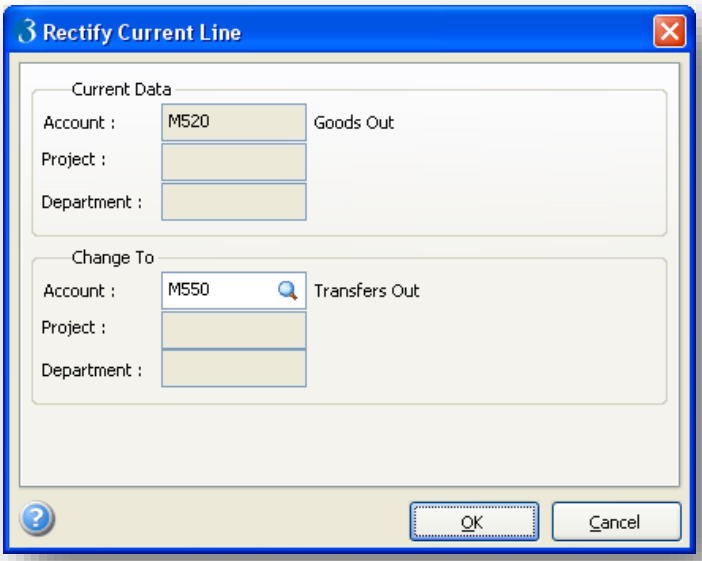
   i. To rectify a journal line, click the **Details** tab on the **Nominal Rectify** form and select the line you want to rectify. Then click **Rectify Current Line.** The **Rectify Current Line** form is displayed.

   ii. In the **Change To** boxes, enter the new account and cost centre, project or department as necessary.

4. Click **OK**. You are asked to confirm before the journal is rectified.
5. Click Close on the **Nominal Rectify** form when you have finished.

3.4.1 Rectify Current Line

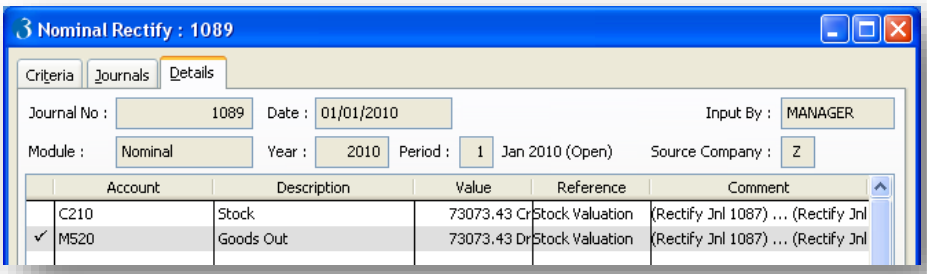
Use the **Rectify Current Line** command to modify the account or cost centre on a journal detail line. If you use the Advanced Nominal Ledger, you can also modify the additional dimensions on a journal line, for example the project or department.



When an individual journal line is rectified, two new journal lines are posted using the same date and period as the original journal line. The first new journal line reverses the details on the original journal line using the same account, cost centre, project or department. The second new journal line is posted using the new account, cost centre, project or department. The original journal line is not changed. It remains on file in it's original state so that a complete audit trail of journal details is retained.

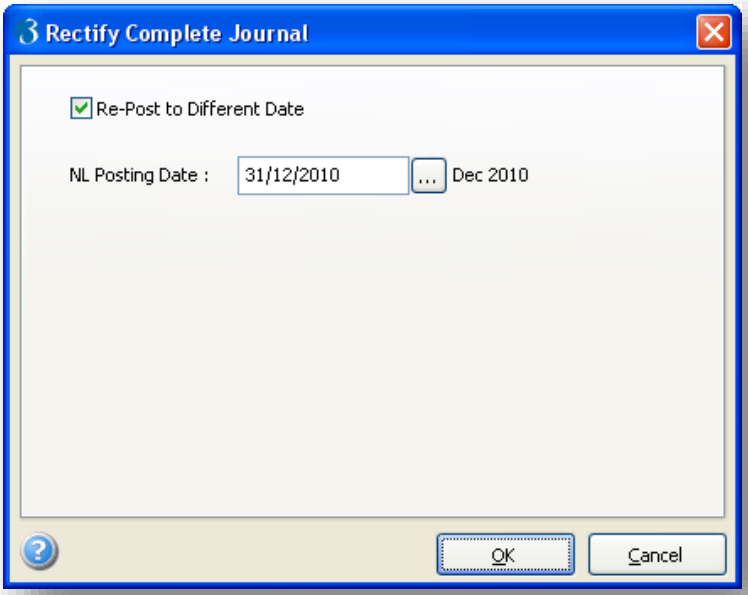
Box	Description
Current Data	The account, cost centre, project and department currently used on the journal line.
Change To	The new account, cost centre, project and department for the journal line.

Notes



3.4.2 Rectify Complete Journal

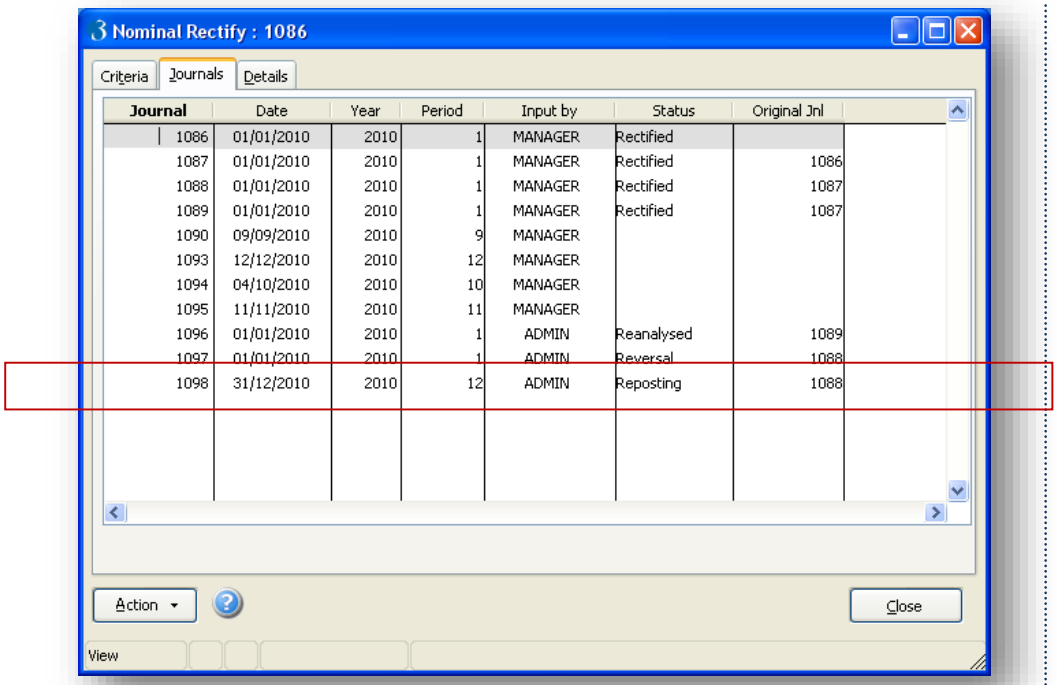
Use the **Rectify Complete Journal** command to undo an entire journal posting and, if required, post it again to another period.



When an entire journal is rectified, a new journal is posted to the same period using reversed values. If you choose to post the journal again, the entire journal is posted again to a different period using the original account, cost centre, project, department and values. The original journal is not removed. It remains on file so that a complete audit trail of journals is retained.

Box	Description
Re-Post to Different Date	If ticked the journal is posted again to the period and year that correspond to the date entered in the **NL Posting Date** box.
NL Posting Date	The date used to update the Nominal Ledger. This box is enabled if the **Re-Post to Different Date** box is ticked.

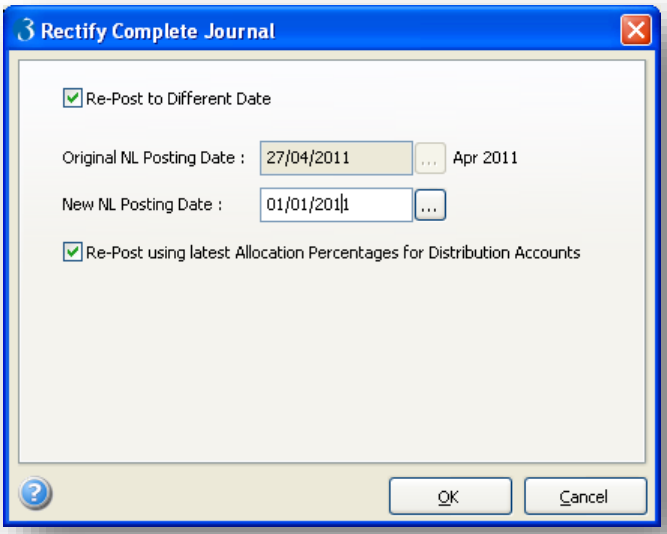
Notes



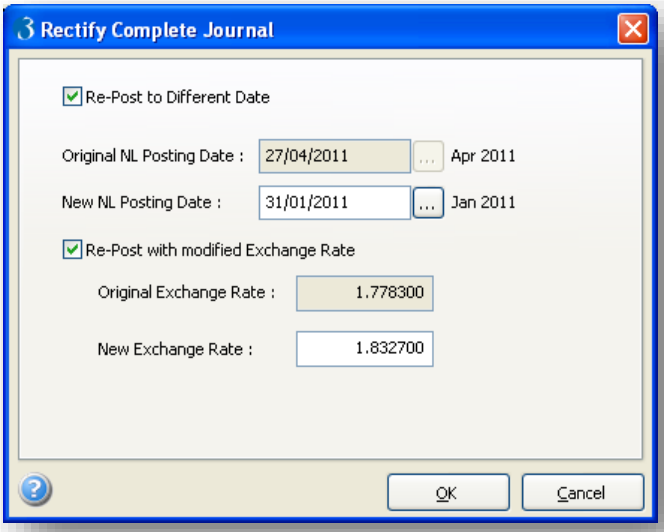
Journal	Date	Year	Period	Input by	Status	Original Jnl
1086	01/01/2010	2010	1	MANAGER	Rectified	
1087	01/01/2010	2010	1	MANAGER	Rectified	1086
1088	01/01/2010	2010	1	MANAGER	Rectified	1087
1089	01/01/2010	2010	1	MANAGER	Rectified	1087
1090	09/09/2010	2010	9	MANAGER		
1093	12/12/2010	2010	12	MANAGER		
1094	04/10/2010	2010	10	MANAGER		
1095	11/11/2010	2010	11	MANAGER		
1096	01/01/2010	2010	1	ADMIN	Reanalysed	1089
1097	01/01/2010	2010	1	ADMIN	Reversal	1088
1098	31/12/2010	2010	12	ADMIN	Reposting	1088

3.4.2.1 Foreign Currency Journals and Distribution Accounts

When Rectifying a complete journal the system also caters for Foreign Currency journals and Distributed Journals.



Notes



The system allows Foreign Nominal Journals to be re-posted at a different exchange rate and also to allow the re-posting of a Journal where the distribution percentages apportioned to a Nominal Account differs from that as at the time of the original posting.

Note: This was introduced in v1.20 of Opera 3

Nominal Ledger Rectifying Journal - Practical Exercise

Notes

(Time Allowed 15 Minutes)

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

-Rectify Journals (both complete and individual lines

Exercise Details
Attwood Barton Valet Services have had a trial balance posting processed (earlier exercise). They have since discovered that a few of the lines were incorrect :-

Account	Name	DR	CR
A130	Vehicles Cost	24650.00	
K110	Sales Lease contracts		6850.00
Q120	Electricity & Gas	115.22	

These should have been posted to;

Account	Name	DR	CR
A120	Equipment Cost	24650.00	
K110 ADM	Sales Lease contracts		6850.00
Q125	Rent & Rates	115.22	

For practice purposes, rectify the whole Opening balance journal created previously and view the accounts to see it's effects.

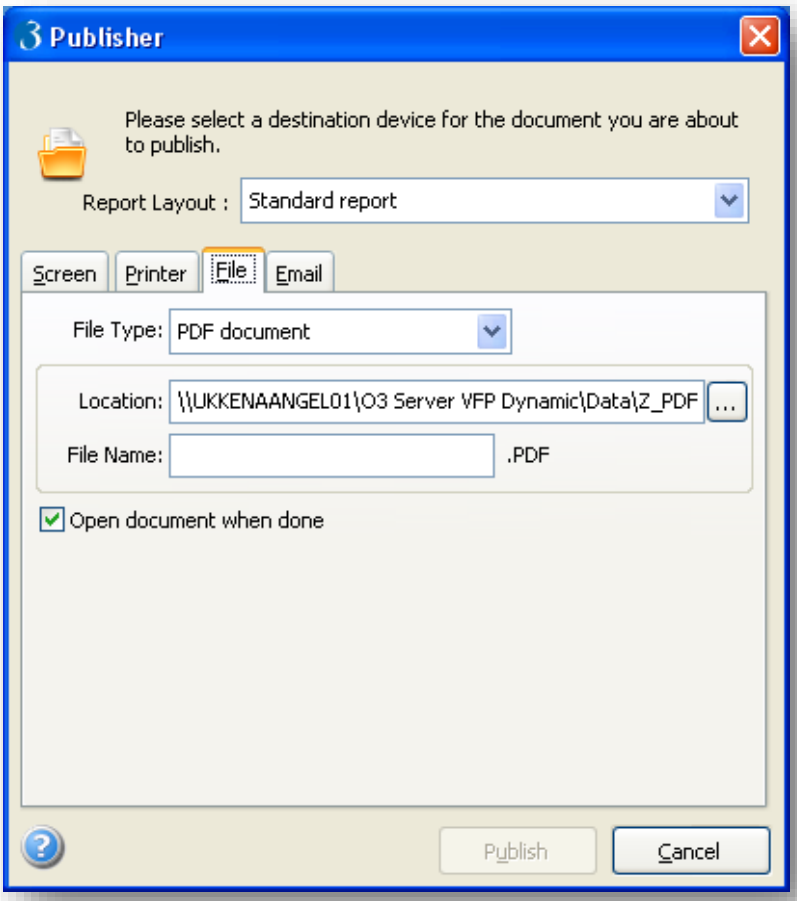
Notes

Accreditation Training Courseware

4 Reports

4.1 Publishing a Report

Nominal Ledger reports can be accessed via the Reports Menus in the respective Module. It is possible to tailor the layout of these reports under development mode (ADMIN). Once your report criteria has been selected and any matching data found, a Publisher form will be presented allowing a choice of Screen, Printer, File or Email output.



To print a report;

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

Reports

4.2 To View Nominal Details

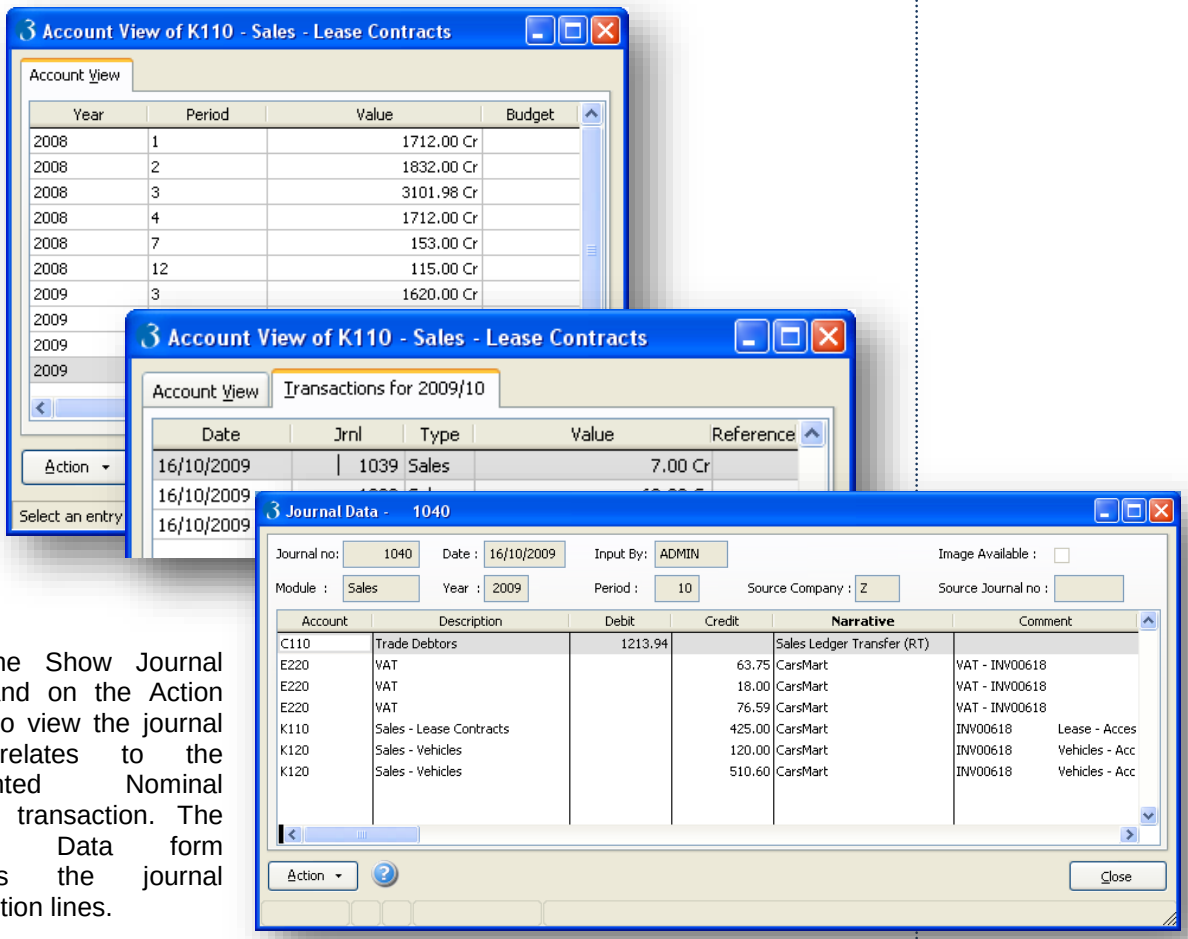
Notes

The Account View form displays period balances for each financial year and the individual transactions and journal information for the account. If you click a period balance line on the Account View tab, the Transactions tab is displayed with a breakdown of the journals posted in the selected period and year. If you then click the individual transaction or press or select Show Journal from the Action menu, the Journal Data for is displayed that details each line on the journal.

You can use the Action menu to:

- View the transaction's journal details
- View PDF images of invoices and credit notes posted in the Sales Ledger, Purchase, SOP/Invoicing and POP modules. These images are available only if they have been retained by the application. To find out more, read the Help topics associated with the Keep Invoice Image option in the Sales - Utilities - Set Options command and the Keep Analysis Image option in the Purchase - Utilities - Set Options command.

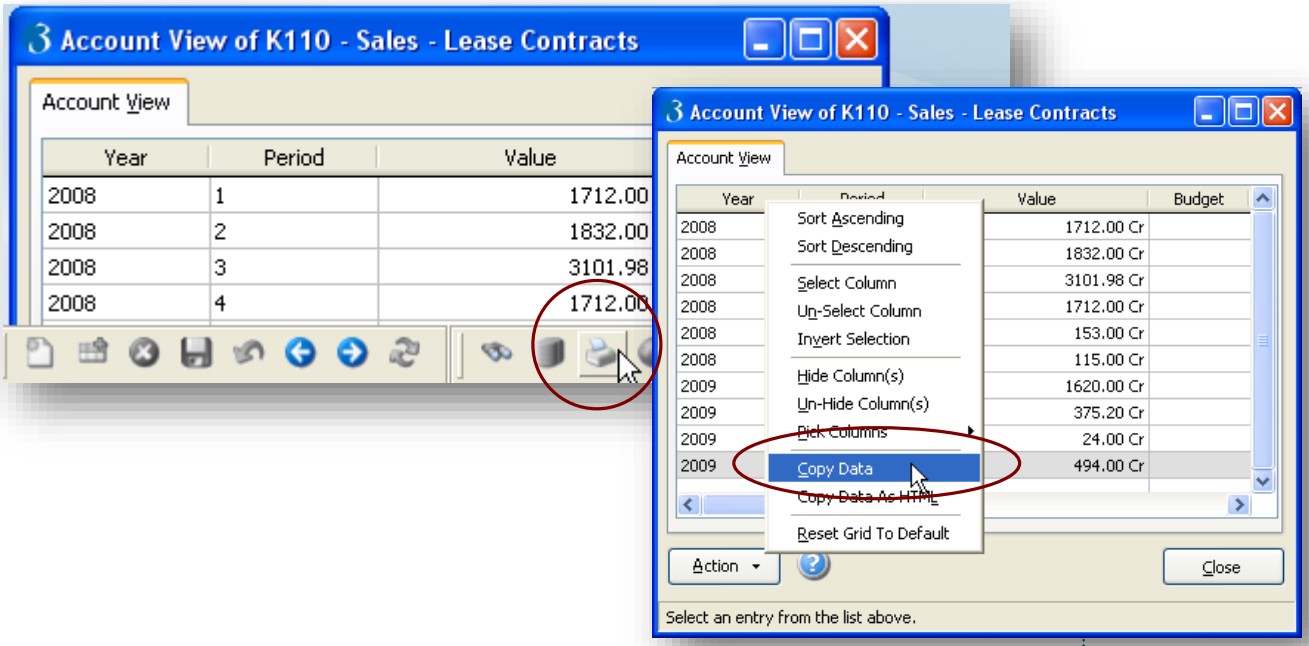
1. Open the **Nominal – Maintenance** folder, and click **Accounts.**
2. Find the **Account** using **List** tab, the search icon on the toolbar, or by pressing CTRL+F.
3. On the **Action** menu, click **View (F12).**



Use the Show Journal command on the Action menu to view the journal that relates to the highlighted Nominal Ledger transaction. The Journal Data form displays the journal transaction lines.

Notes

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



View Journal Data

If you use the **View** commands in the Nominal Ledger you are likely to need to view and print existing journal transactions. You can view and print journals using the following commands in the Nominal Ledger:

- Nominal View
- Nominal Account View

Use the **Show Journal** command on the **Action** menu to view the journal that relates to the highlighted Nominal Ledger transaction. The **Journal Data** form displays the journal transaction lines. You can also view and print journals in the Journal Reprint report.

The following information is displayed in the **Journal Data** form:

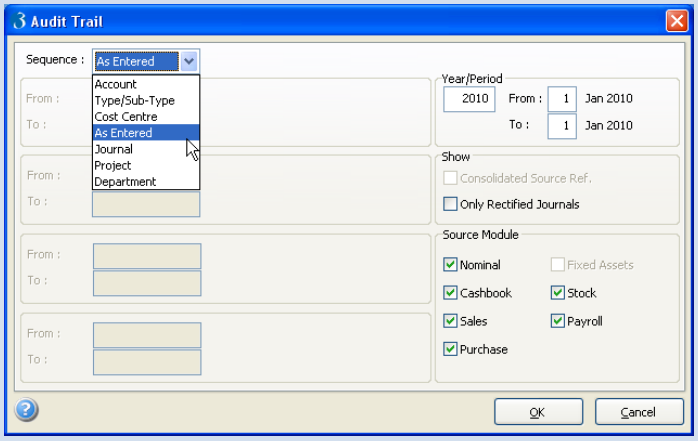
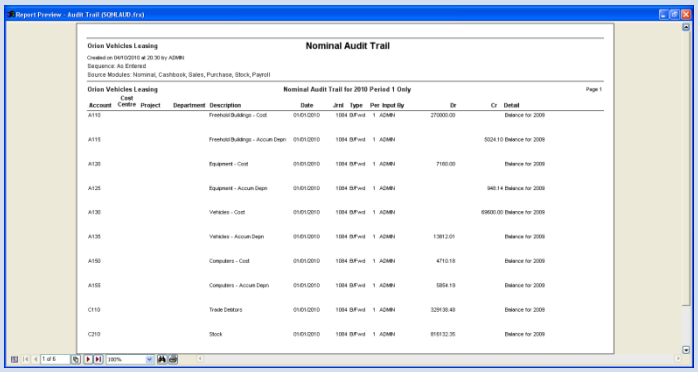
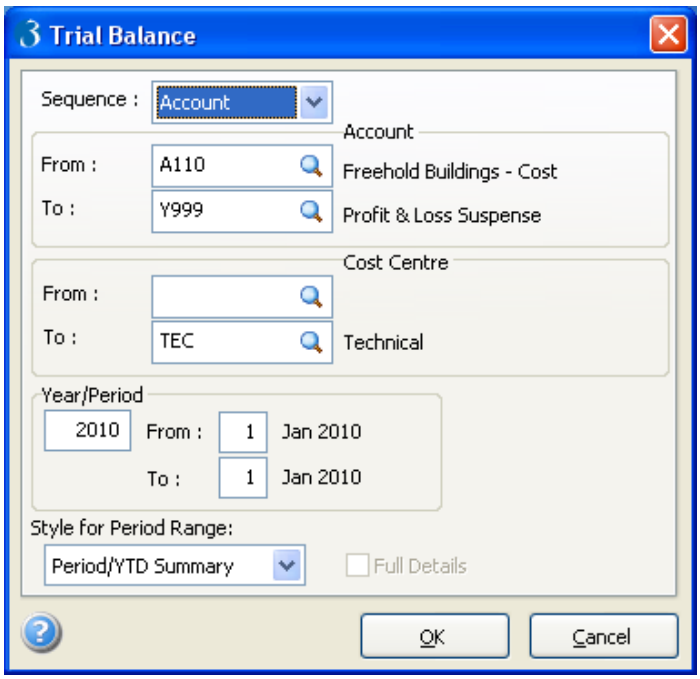
Field	Description
Journal no	The unique reference for the journal.
Date	The date the journal was posted.
Image available	Selected if a PDF image is available for the journal. This check box is only selected if the journal was posted in older versions of this application. If it is selected the **Action - View Image** command is available.
Module	The module where the originating transaction was posted.
Year	The Nominal Ledger's financial year the journal was posted to.
Period	The period the journal was posted to in the financial year.
Source Company	The source company where the originating transaction was posted. If the Sales Ledger, Purchase Ledger, Stock/BOM or Payroll modules are linked to a Nominal Ledger in another company, that company code is displayed here.
Input By	The User who posted the originating transaction.
Account	The Account used for the journal line.
Description	The description of the account used for the journal line.
Value	The home currency value of the journal line.

Notes

Narrative	The information displayed here depends on where the journal line's originating transaction was posted. It displays: • the journal description if the journal line originated in the Nominal Ledger. • the customer's name if the journal line originated in the Sales, SOP, or Invoicing modules. • the supplier's name and transaction reference if the journal line originated in the Purchase Ledger or P.Orders modules. • the stock reference and transaction reference if the journal line originated in the Stock module
Comment	The information displayed here depends on where the journal line's originating transaction was posted. It displays: • the invoice or credit note number if the journal line originated in the Sales, SOP, or Invoicing modules. • the invoice or credit note's reference if the journal line originated in the Purchase module.
Foreign	The foreign currency value of the journal line. This applies where the originating transaction was posted in a foreign currency. **Note:** Only applies if you have the Multi Currency feature.
Stock Item	The stock items description.
Reference	The journal's reference. This is only displayed when the originating journal was posted in the Nominal - Journals command.
Project and Department	The originating transaction's project and department, if used. **Note:** Only applies if you have the Advanced Nominal Ledger feature and the Project and Department options are selected in the System - Maintenance - Company Profiles command. For more information, see the Advanced Nominal Ledger Help topic.

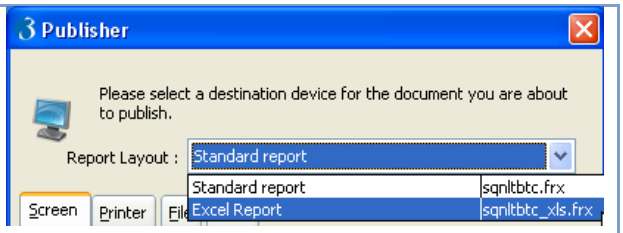
4.3 List of Reports

Notes

Name & Description	Example
Audit Trail The audit trail provides an option to select on year and period (it defaults to the current period) and you can choose whether to print for the year to-date. It lists, for each account all posted journals in detail, with line comments and with totals by the sequence specified in the report options. If transactions have been transferred from the sales and purchase ledgers the audit trail includes relevant details, such as invoice numbers, customer or supplier details and so on. It can be printed in account code, type and subtype, cost centre, 'project', 'department', entry date or journal number sequence. Note that the 'project' and 'department' options may be named differently according to system preference settings and are only relevant if you have the Advanced Nominal Ledger activation and the corresponding options selected on the Options tab of the Company Profiles form in the System module. The audit trail provides an option to select on year and period (it defaults to the current period) and you can choose whether to print for the year to-date. It lists, for each account all posted journals in detail, with line comments and with totals by the sequence specified in the report options.	 
Trial Balance Use the trial balance to produce a report of totals for each period within an account along with budgets. If you select the **Full Details** option, detailed entries are shown including the journal reference and description. The option can only be selected provided you have selected either **Detail All Periods** or **Detailed For Last Period** from the **Style for Period Range** list. Options are provided to select on year and period (it defaults to the current period) and you can choose a printing style which can be a period/year to date summary, a summary for all periods, detail for all periods or detail for last period. You can print the trial balance in account code, type and subtype or cost centre, 'project' or 'department' sequence.	

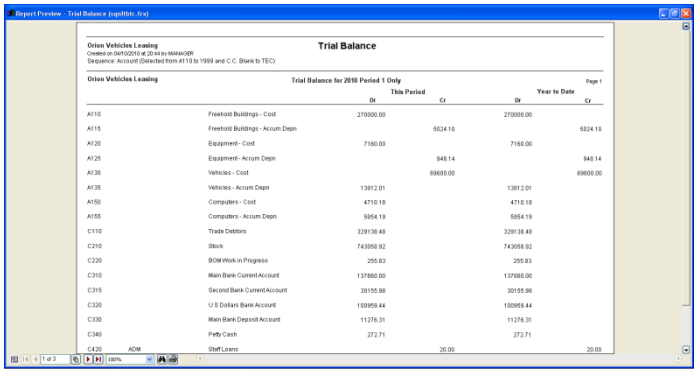
Notes

Note that the 'project' and 'department' options may be named differently according to system preference settings and are only relevant if you have the Advanced Nominal Ledger activation and the corresponding options selected on the **Options** tab of the **Company Profiles** form in the System module.



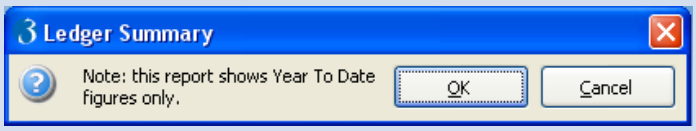
Note: If you select either Detail All Periods **or** Detail Last Period in the Style for Period Range list, you can also select the Full Details option to include the journal reference and description at the end of each journal line

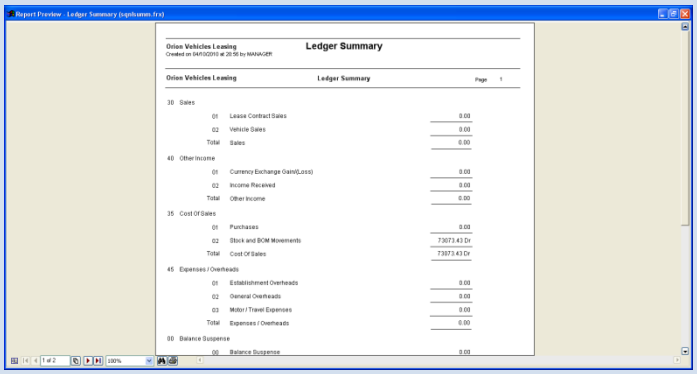
Use the trial balance to produce a report of totals for each period within an account along with budgets. If you select the **Full Details** option, detailed entries are shown including the journal reference and description..



Ledger Summary

The ledger summary provides year-to-date totals for the transaction values by sub type within type headings. The report is sequenced in type order and it provides totals for each type. Individual account values within the subtypes are excluded. All values are included in one column and identified as either Dr (debit) or Cr (credit) accordingly. The values are shown in account class order so that income types are listed first, then expenditure, and so on.

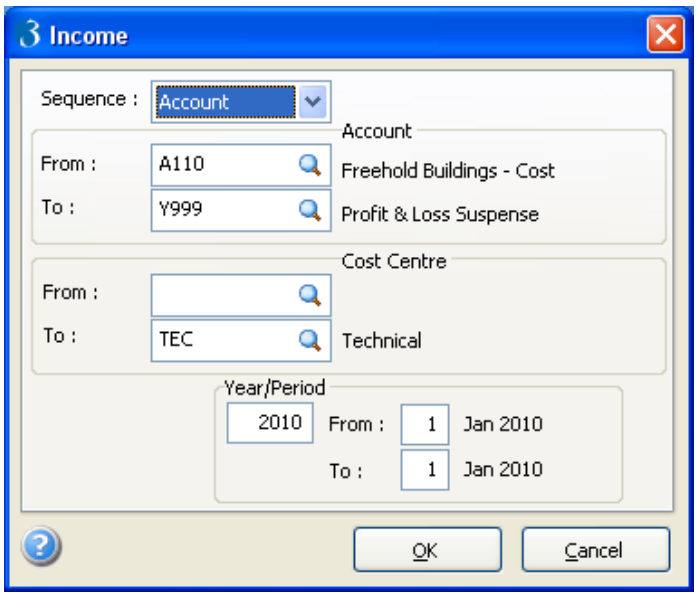




Important: This report includes Nominal Ledger accounts that have been marked as private on the Nominal Ledger - Maintenance - Accounts form, even for those users who do not have access to private accounts. If necessary, you can remove the report from the user's menu using the System - Maintenance - User Profiles form.

Income

The income report provides a list of all accounts classified as income accounts; that is, those accounts associated with a type record for which Income is selected in the Class list on the Types form. The report shows the associated totals for the period and year to-date, plus budget and budget variance figures.



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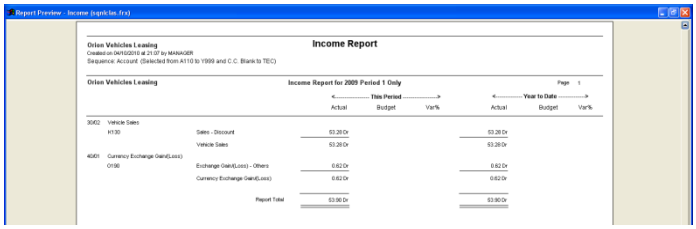
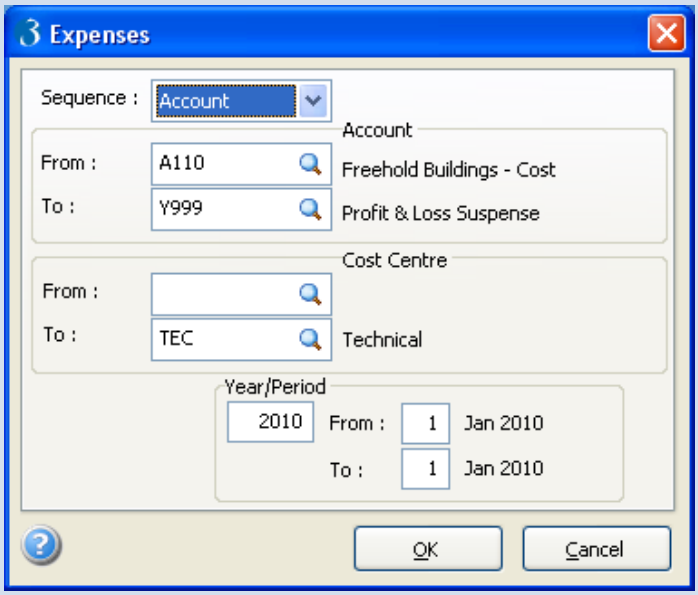
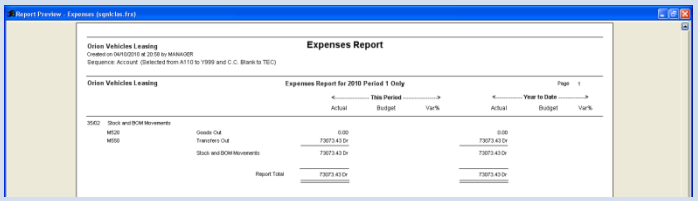


Expenses

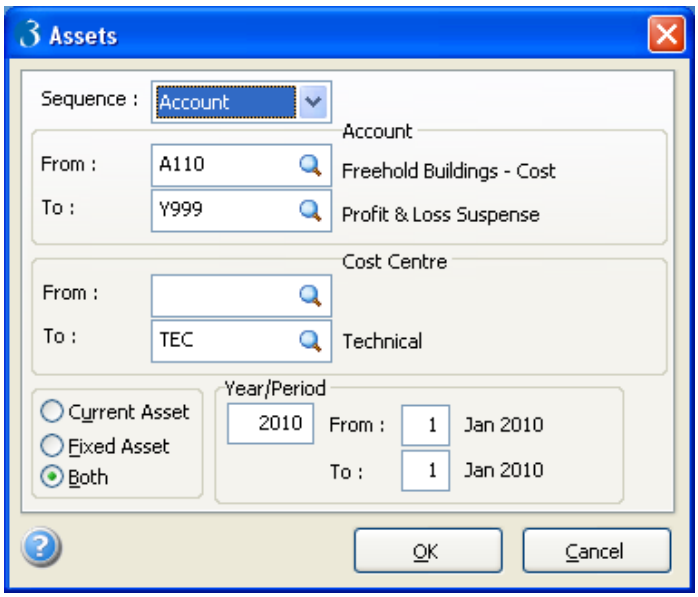
The expense report provides a list of all accounts classified as expense accounts; that is, those accounts associated with a type record for which Expense is selected in the Class list on the Types form. The report shows the associated totals for the period and year to-date, plus budget and budget variance figures.



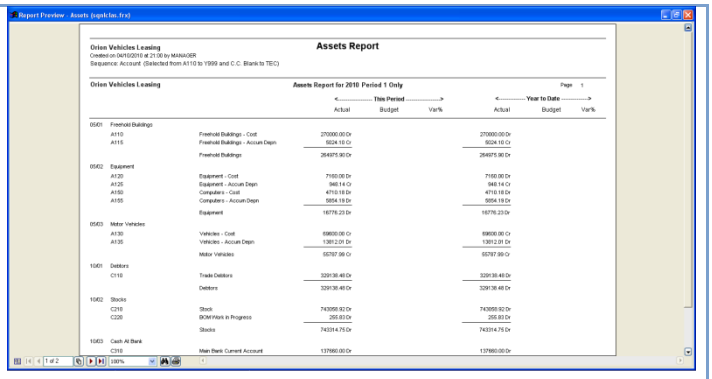


Assets

The asset report provides a list of all accounts classified as asset accounts; that is, those accounts associated with a type record for which Asset is selected in the Class list on the Types form. The report shows the associated totals for the period and year to-date, plus budget and budget variance figures.

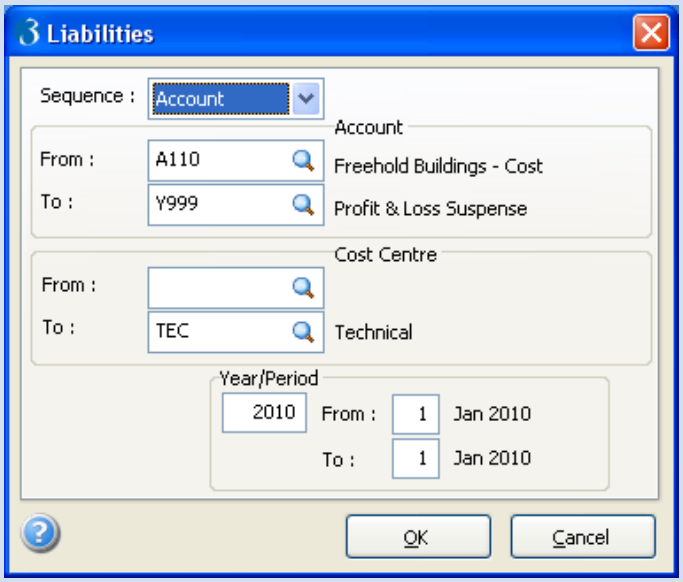


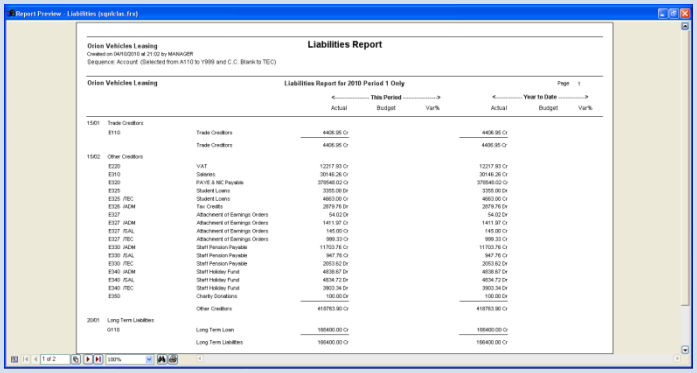
Notes



Liabilities

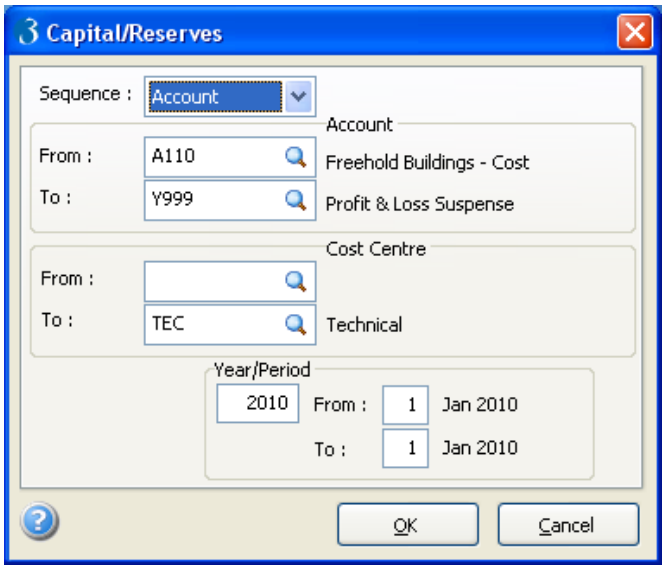
The liability report provides a list of all accounts classified as liability accounts; that is, those accounts associated with a type record for which Liability is selected in the Class list on the Types form. The report shows the associated totals for the period and year to-date, plus budget and budget variance figures.





Capital/Reserves

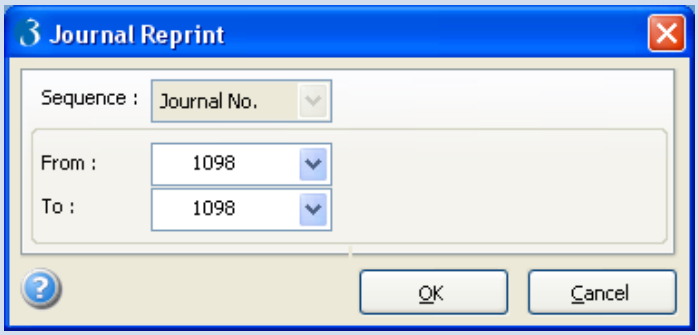
The capital and reserves report provides a list of all accounts classified as capital and reserve accounts; that is, those accounts associated with a type record for which Cap and Res is selected in the Class list on the Types form. The report shows the associated totals for the period and year to-date, plus budget and budget variance figures.

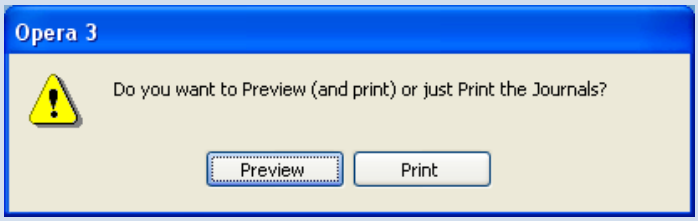


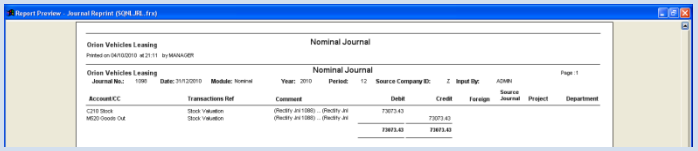
Notes

Journal Reprint
Use the Journal Reprint command to reprint the details of all posted journal entries. You can select a range of one or more journal entry references for reprint. The ability to reprint journal details is dependent on the entry in the Keep Journal Images box on the General tab of the Nominal Ledger **-** Set Options form.

Important: This report includes Nominal Ledger accounts that have been marked as private on the Nominal Ledger - Maintenance - Accounts form, even for those users who do not have access to private accounts. If necessary, you can remove the report from the user's menu using the System - Maintenance - User Profiles form.

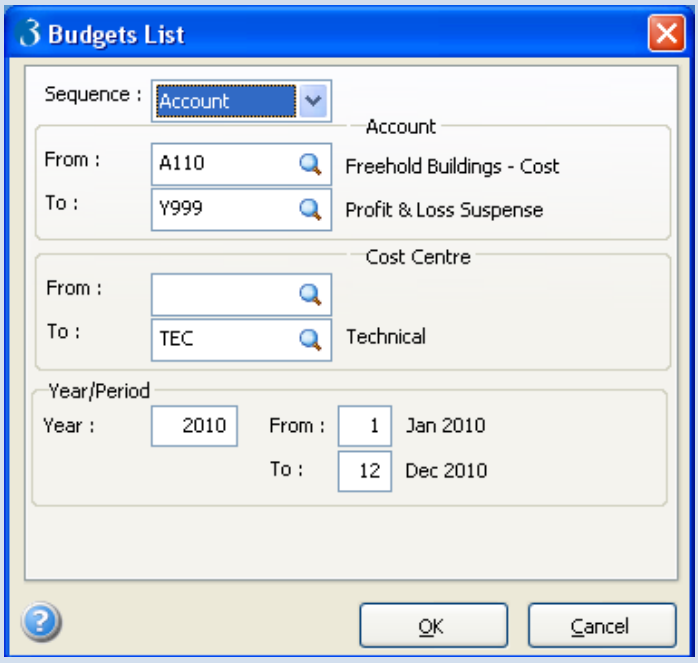






Unposted Journals
The unposted journals report lists the reference and description of all unposted journals, including recurring journals which still have at least one posting outstanding.

Budgets List
The report lists the budget values entered for the year and each period in the accounting year for all or a range of nominal accounts. Values printed will be either original or revised budget values depending on the setting of the Which Budgets**?** option on the General tab of the Nominal Ledger **-** Set Options form.



Notes

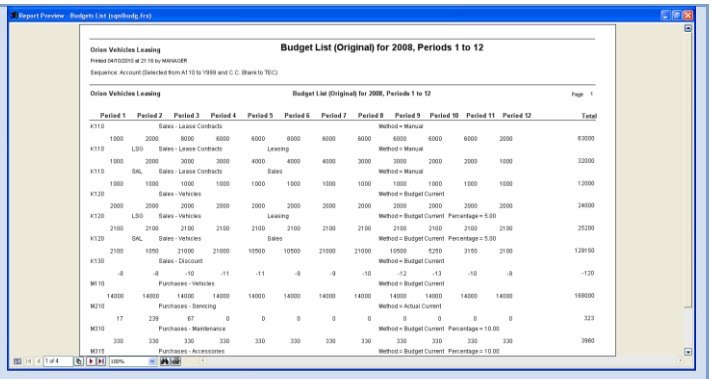
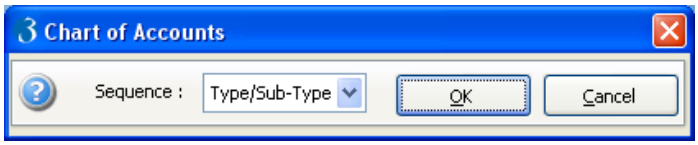
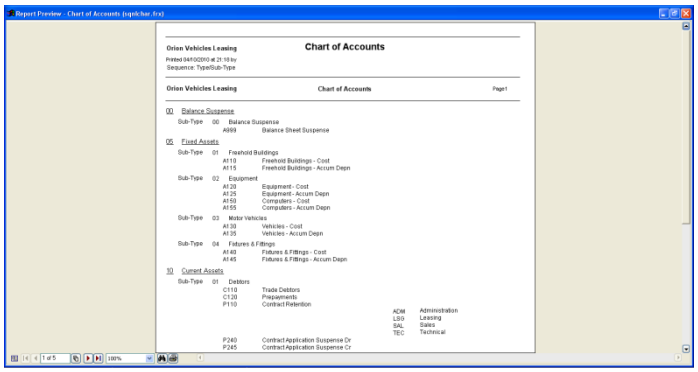


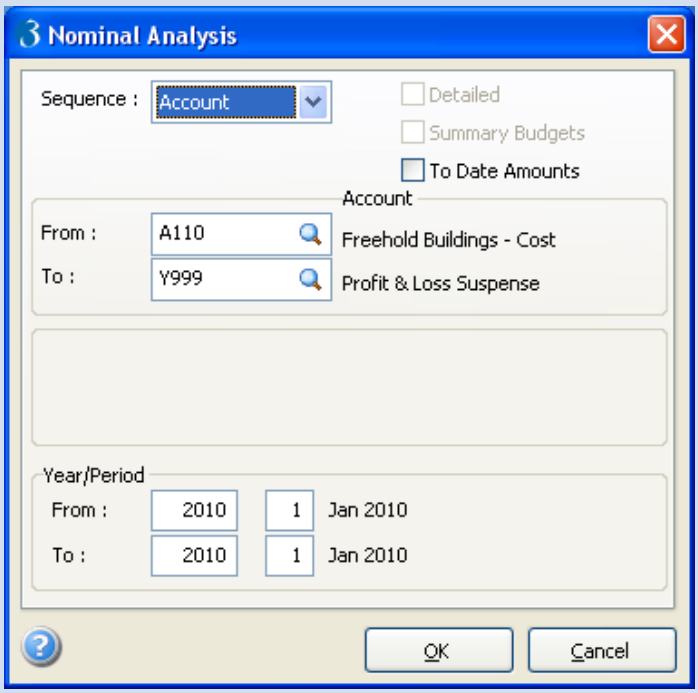
Chart of Accounts
The chart of accounts report provides you a list of nominal accounts by subtype within type under class headings (income, expenses, assets, and so on). Details of cost centre accounts are included within the structure.

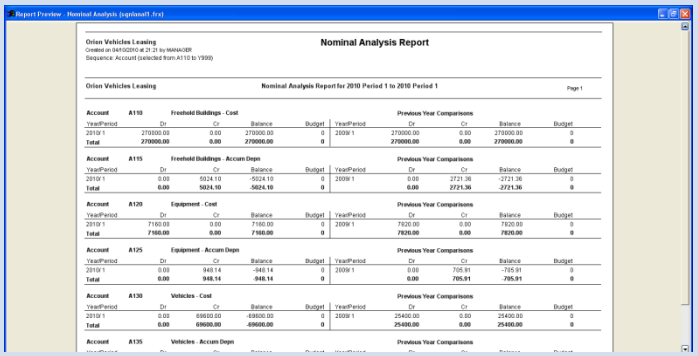
Important: This report includes Nominal Ledger accounts that have been marked as private on the Nominal Ledger - Maintenance - Accounts form, even for those users who do not have access to private accounts. If necessary, you can remove the report from the user's menu using the System - Maintenance - User Profiles form.





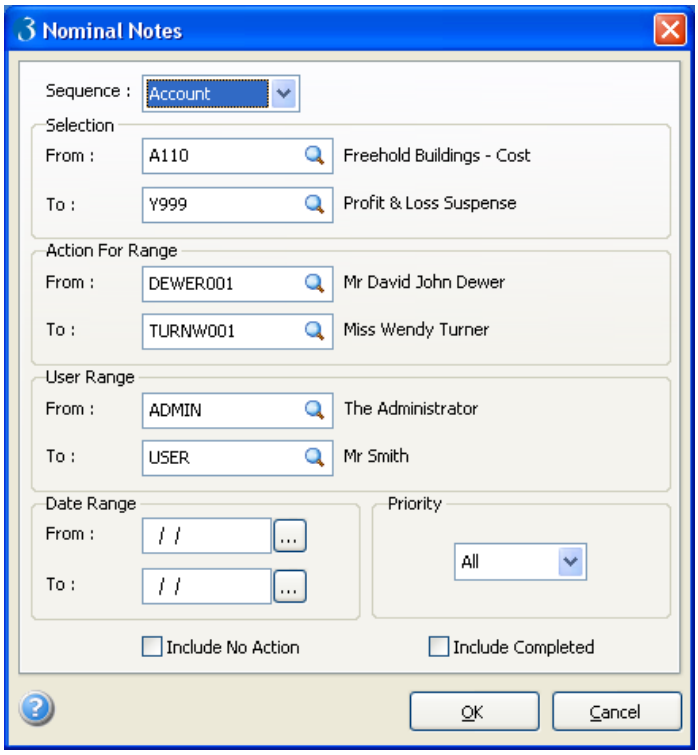
Nominal Analysis
This report provides an analysis of values for nominal dimensions showing amount, budget amount, last year amount and last year budget amount per period for the sequence selected. You can select by type, subtype, cost centre, project or department and account; the default being account. Note that the availability of the cost centre, project and department sequences is dependent on the setting of the Allow Summary Cost Centre Budgets option on the Nominal Ledger - Set Options form. Also, the names used for 'Project' and 'Department' may be different according to the system preference settings and are only relevant if you have the Advanced Nominal Ledger activation and the corresponding options selected on the Options tab of the Company Profiles form in the System module. You can produce the report for a range of periods and years. If you select the Detailed option, the report includes one line per period, per nominal account. If you select the To Date Amounts option, only total lines will printed.

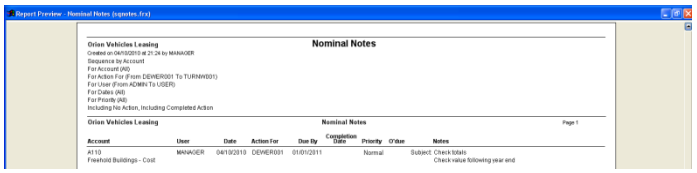




Nominal Notes

Use this report to print the notes created for nominal account records. 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.





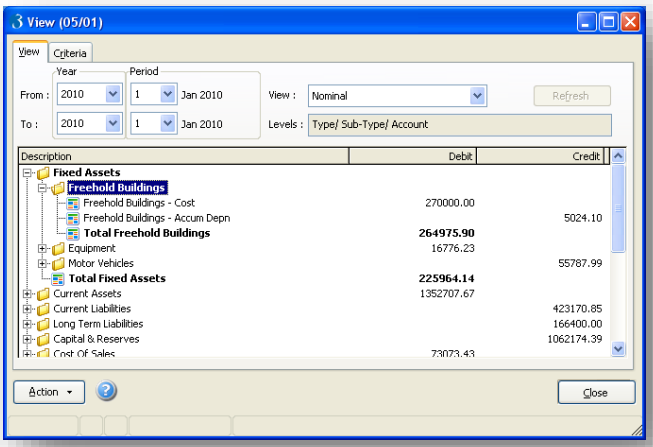
Notes

4.4 Nominal View

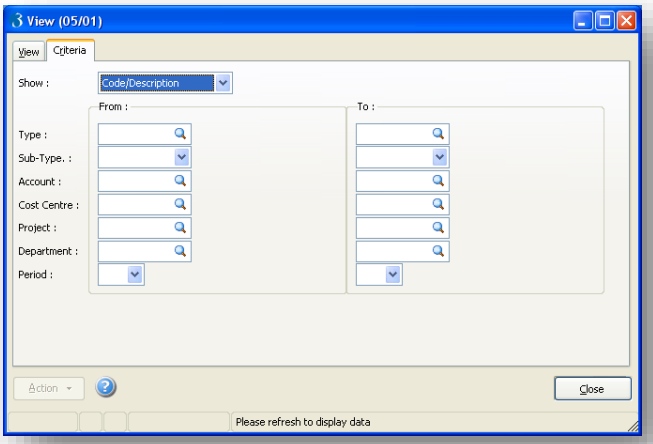
Notes

Use the **View** command to display enquiries based on the analysis dimensions used in the Nominal module. The views available depend on those defined using the **Views** command on the **Maintenance** submenu of the Nominal module. Two predefined views are provided. One for account balances only, one for balances by type, subtype and account. You can create you own dimension views using up to six levels of dimension. You can specify a period and year range for transactions to be selected that make up the analysis. If you want to specify further selection criteria, you can use the filters provided on the **Criteria** tab. This tab offers range boxes for each of the dimensions and analysis information types available as well as a period range option. Once you have selected one of the view definitions in the **View** list box, you click **Refresh** to see account balances per dimension, starting at the highest level.

To see other levels, where applicable, you click the higher level in the tree and you will see the names of dimensions at the next level down. For each level, you see summary account balances. You can drill down to see further detail. For example, you can display the transactions that make up a particular balance. You can also zoom a particular transaction to see the journal details.



If you want to specify further selection criteria, you can use the filters provided on the Criteria tab. This tab offers range boxes for each of the dimensions and analysis information types available as well as a period range option. Once you have selected one of the view definitions in the View list box, you click Refresh to see account balances per dimension, starting at the highest level.

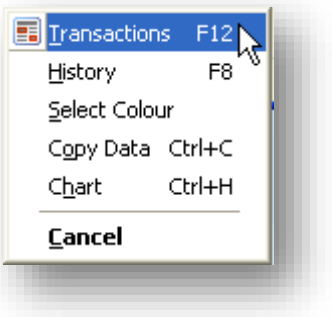


Notes

To see other levels, where applicable, you click the higher level in the tree and you will see the names of dimensions at the next level down. For each level, you see summary account balances.

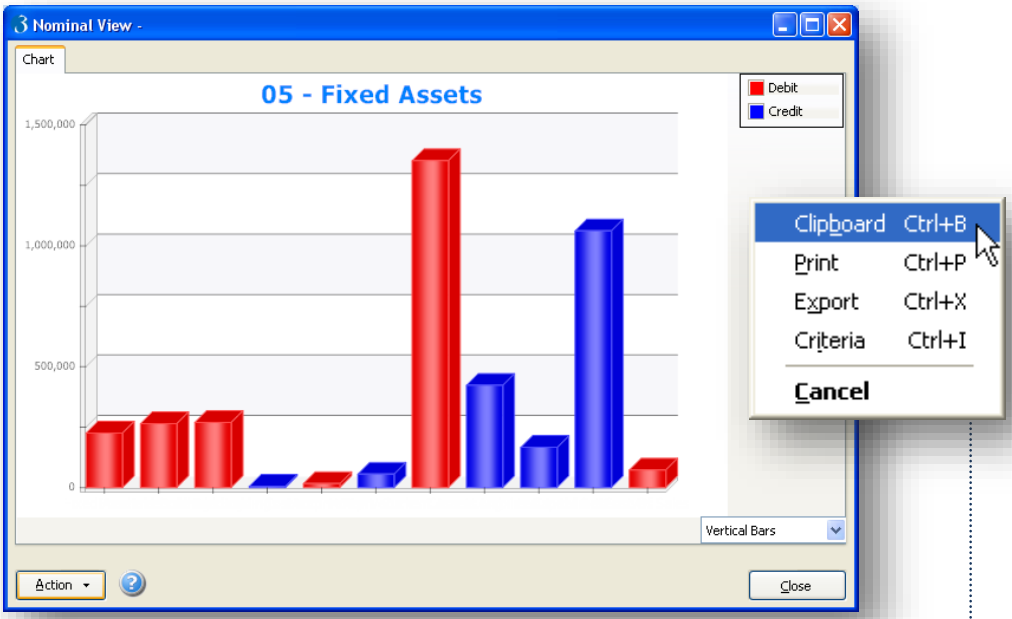
You can drill down to see further detail. For example, you can display the transactions that make up a particular balance. You can also zoom a particular transaction to see the journal details. Once you have generated a view, you can use the Graph tab to display a 3D bar graph. For each highest level of category in the view, the graph will show up to two columns for debit and credit values. Use the option buttons on the Graph tab to determine which columns are shown.

Actions



Command	Process
Transactions	Drill down to display a list of the transactions that make up the selected balance, or you can simply double-click the item in the view.
History	Display details of the selected item as a breakdown of period balances and budget values and variances.
Select Colour	Change the colour of the views by using the Select Colour command on the Action menu. You can then pick a standard colour or create a custom colour from the Colour form to use as the background colour for the tree view and any subsequent grid forms displayed using the drill down facilities. **Note**: If you want the colour you select to be retained next time you load the View form, you need to ensure the Remember form positions and sizes option is selected on the Preferences form in the System module.
Copy Data	Copy the view data to the Windows clipboard, for example, to place in a Microsoft Word or Microsoft Excel document.
Graph	View the data in one or more charts. You can open the Graph form more than once so you can view the data using different graphical views, for example a pie chart and a horizontal bar chart. When the form is open you can move between records to change the information in the graph. There are a number of options on the Action button on the Charts form: • Clipboard to copy the chart to the Windows clipboard • Print with various printing settings • Export to save the chart in a chosen graphical format • Criteria to view the current criteria for the form. **Note:** For more information, see the Chart Views Help topic.

Notes



To view account and nominal dimension balances and transactions

1. Open the **Nominal** folder and then click **View** or click the **Financials tab** and then click **Nominal** - **View** on the Ribbon Bar.
2. In the **From** and **To**, **Year** and **Period** boxes, define the range of periods over which you want to analyse the dimension balances. The default is the current financial year.
3. If required, use the filters on the **Criteria** tab to define more detailed selection criteria. In the Show list box, select Description, Code, or Code/Description to display the account's names, codes, or both on the View tab.
4. Retrieve the view that you want to display using the **View** list box.
5. Click **Refresh**.
6. To close the **View** form, click **Close**.

Notes: You can view a graph of the selected data using the Chart form on the Action button on the View form. There are a number of options on the Action button:

- Clipboard to copy the chart to the Windows clipboard
- Print with various printing settings
- Export to save the chart as a bitmap graph
- Criteria to view the current criteria for the form.

Tips:

1. The charts will display all the data requested on the Criteria form. If the boxes are blank, all the data will be displayed. In many cases this will include too many records. So, use the Criteria form to include only the data you need in the chart, up to a maximum of twenty codes.

2. If you want to compare different codes of information, like Nominal Ledger accounts, open a View form, enter the desired criteria and then open the Charts form. Then open another View form, enter the desired criteria and open the Charts form for that view. You can open as many View forms and Chart forms as you need. For example, if you wanted to compare the balance of account ASALES001 and account ZSALES001, you can do this by positioning a chart for the first account next to a chart for the other account.

Notes

Accreditation Training Courseware

5 Utilities

5.1 Post Recurring

Use the **Post Recurring** command to create journal postings based on the recurring journals set up on the Journals form. You can use this command more than once in an accounting period.

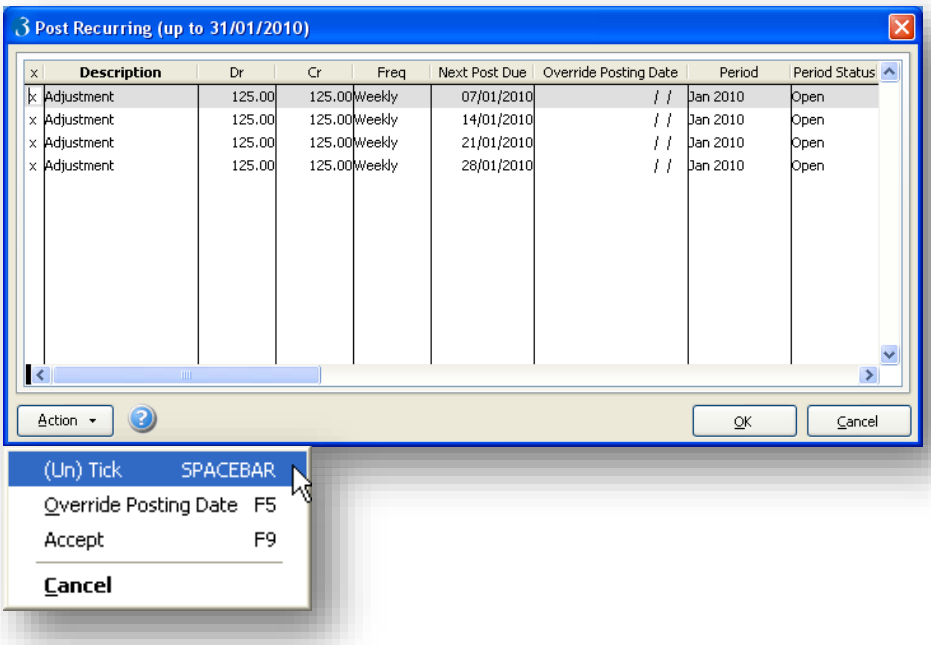
When you use the **Post Recurring** command, the application automatically creates postings for all recurring journals if:

- The **Recurring** box is ticked
- The **Frequency**, **Times to Post** and **Next Posting** boxes are updated. If the frequency is set to 'Days' the **Day(s)** box must also be updated
- The entry in the **Times to Post** box is greater than the number of times already posted
- The date in the **Next Posting** box is on or before the current system date.

Note: You are warned during the **Period End** command if a scheduled recurring journal has not been posted.

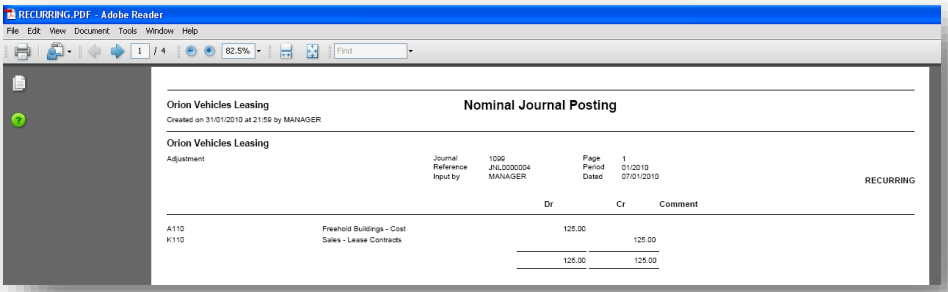
You can use the **Action** menu to:

- Select or deselect the recurring journals you want to post. If you deselect a recurring journal that has one or more other records in the grid that have later Next Posting date, all those journals will be deselected too.Select or deselect the recurring journals you want to post. If you deselect a recurring journal that has one or more other records in the grid that have later
- If you use the Open Period Accounting feature, you can change the posting date as long as the date is not later than today's date. For information see the Open Period Accounting Help topic.



Utilities

Notes



5.2 Transfers

There are various transfer routine that may be run and is dependant on which modules are linked the Nominal Ledger and Batch Transfers may not be required if Real-time of Nominal is in use and updating all transactions as appropriate. The date on the transaction MUST fit into the current Nominal period or a prior period. Advanced postings into the Nominal are not allowable.

The user should run the transfer routines prior to closing the Nominal period. Transferred transactions will ONLY post into the current Nominal period and will therefore require journaling into the closed prior Nominal period if appropriate.

For nominal accounts where the Summary Transfer option is switched on, all transactions transferred will be a summary total.

There are a number of common elements the user has to complete when running a transfer;

Ignore Advanced Transactions?	Tick this box to exclude advanced transactions from the transfer. If the date of an advanced posting falls in the current accounting period in the nominal ledger, the transaction is transferred unless you tick this box. The box is enabled if the Allow Advance Postings box is selected on the Set Options form in the Ledger.
Report Only	Tick this box to print a report of the transactions that will be posted without updating the Nominal Ledger. You can use the report to check for any misdirected postings or those that are designated for suspense accounts giving you the opportunity to make corrections before the transfer takes place.
Transfer and Report	**Sales/Purchase** - Tick this box to update the Nominal Ledger and print a report. If the transaction date of an item to be transferred is older than the first day of the current accounting period, it will be posted to the current period in the nominal ledger and a warning will be displayed on the report. The transaction date is set to the date when the transfer takes place. The Nominal account that is updated depends on the type of transaction and the way you have set up the Ledger. Invoices and credit notes are posted to the nominal account linked to the Respective Code used on the invoice or credit note. VAT is posted to the nominal account linked to the VAT code used on the invoice or credit note. The control account that is updated is either: • the control account linked to the Profile • the control account linked to the Options form • the control account on the Set Options form in the Nominal Ledger that is linked to the Ledger.

Notes

Receipts/Payments and refunds are posted to the bank account chosen when the transaction was posted. Discounts are posted to the nominal account in the Discount Given box on the Set Options form in the Ledger.

Adjustments are posted to the nominal account linked to the Adjustment Name which was selected in the Reference 2 list box on the adjustment.

Note: If the Summary Transfer box is ticked on the nominal account's record on the Accounts form in the Nominal Ledger, only a summary total is posted to that nominal account. If the box is cleared, each transaction's details are posted to the nominal account.

Cashbook - The Nominal account that is updated depends on the bank account and the other accounts used when the transaction was posted in the Cashbook.

Payroll / Fixed Assets – Similar to SL/PL

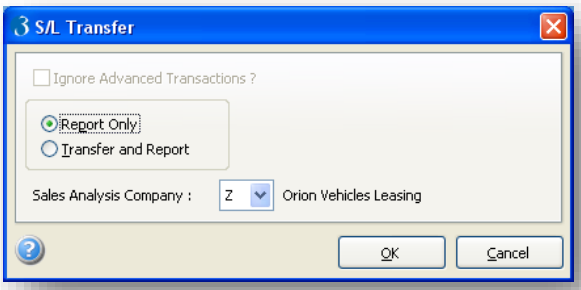
Stock & BOM - The Nominal account that is updated depends on the type of transaction and the way you have set up the Stock module.

- For all Stock Control transactions:
  - If the Stock Category for the stock item has Goods In, Goods Out and Stock control accounts, these accounts are updated. If the warehouse used on the stock transaction has a Cost Centre, this is used if the cost centre is linked to the control account on the stock category.
  - If the Stock Category linked to the stock item does not have control accounts, the Goods In, Goods Out and Stock accounts on the Set Options form in the Nominal Ledger are updated.
- For all Bill of Material transactions:
  - If the Stock Category for the stock item has BOM WIP Mvmnt, BOM WIP, Transfers In and Transfers Out control accounts, these accounts are updated. If the warehouse used on the stock transaction has a Cost Centre, this is used if the cost centre is linked to the control account on the stock category.
  - If the Stock Category linked to the stock item does not have control accounts, the BOM WIP Mvmnt, BOM WIP, Transfers In and Transfers Out control accounts on the Set Options form in the Nominal Ledger are updated.

Sales/Purchase Analysis Company	When you carry out the transfer, you must nominate the Ledger's company from which the postings will be transferred. If you have more than one company with a Ledger, you must run the process for each company. You must carry out the transfers for each company before you use the Period End command in the Nominal module.

5.2.1 S/L Transfer

Use the **S/L Transfer** command to post invoices, credit notes, receipts, refunds and adjustments to the Nominal Ledger from the Sales Ledger transfer file. This command is used only if the Nominal Ledger is updated in batches with Sales Ledger, Invoicing or SOP transactions. A message is displayed if the system date is not in the current Nominal Ledger period.



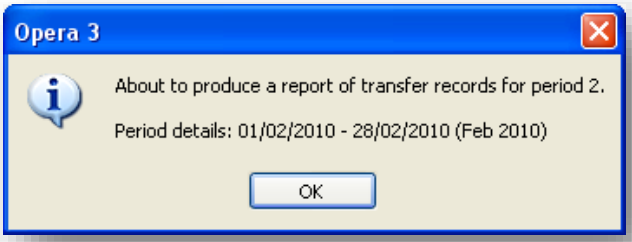
Notes

If you use the Open Period Accounting feature, the application checks for the following:

- Transactions with posting dates that fall before the current Nominal Ledger period
- Transactions with posting dates that fall in the current Nominal Ledger period
- Transactions with posting dates that fall after the current Nominal Ledger period.

The transactions are transferred to the relevant period in the Nominal Ledger if the respective periods' status in the Financial Calendar are set to 'Open'.

- If the transactions can be transferred because the periods' status is set to 'Open', a separate journal is posted for each of the periods that the transactions fall into. For example, if the current period in the Nominal Ledger is October 2010 and there are transactions that are transferred to September 2010, October 2010 and November 2010, three separate journals are posted.
- If a Nominal Ledger account's Summary Transfer box is ticked, the application will consolidate transactions that fall in the same Nominal Ledger period. Transactions that fall in different periods are not consolidated.
- If the periods' status are set to 'Blocked' or 'Closed', the transactions are not transferred and an audit report is displayed with the details. You then need to make sure that the status of the affected periods are set to 'Open' and run the transfer command again.



How is the integration between the Sales Ledger and the Nominal Ledger controlled?

*The integration between the Sales Ledger and the Nominal Ledger is controlled by the Sales Ledger to Nominal box on the **Company Profiles** form in the System module. Once the option is ticked, you have a choice to update the Nominal Ledger in real-time as they are posted, or in batches using the **S/L Transfer** command.*

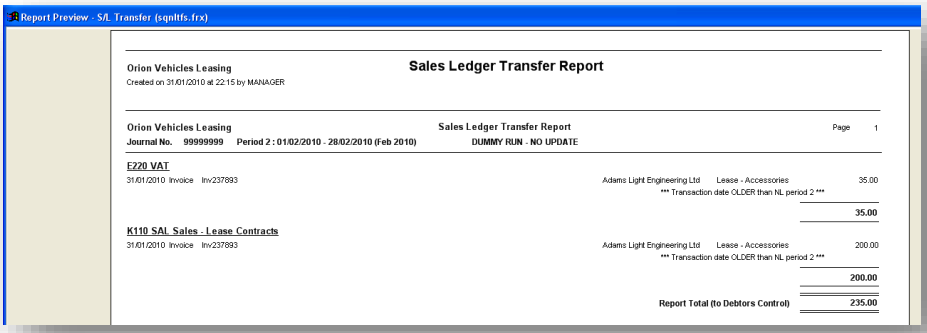
- To update the Nominal Ledger in real-time, tick both the Sales Ledger to Nominal box and the **Real Time Update to Nominal** box on the **Company Profiles** form in the System module. If you use this method, you will not need to use the **S/L Transfer** command unless you have posted transactions in the Sales Ledger that could not be posted to the Nominal Ledger in real time. For more information, see the Company Profiles Help topic.
- To update the Nominal Ledger in batches, the Sales Ledger to Nominal box must be ticked. The Nominal Ledger is then updated when you use the **S/L Transfer** command in the Nominal Ledger. You can run the command as many times as you want; even in the same accounting period. The application will ensure that postings are not duplicated.

Box	Description
Ignore Advanced Transactions?	Tick this box to exclude advanced transactions from the transfer. If the date of an advanced posting falls in the current accounting period in the nominal ledger, the transaction is transferred unless you tick this box. The box is enabled if the **Allow Advance Postings** box is selected on the **Set Options** form in the Sales Ledger.
Report Only	Tick this box to print a report of the transactions that will be posted without updating the Nominal Ledger. You can use the report to check for any misdirected postings or those that are designated for suspense accounts giving you the opportunity to make corrections before the transfer takes place.

Notes

Transfer and Report	Tick this box to update the Nominal Ledger and print a report. If the transaction date of an item to be transferred is older than the first day of the current accounting period, it will be posted to the current period in the nominal ledger and a warning will be displayed on the report. The transaction date is set to the date when the transfer takes place.
	The Nominal account that is updated depends on the type of transaction and the way you have set up the Sales Ledger. For more details, click here.
	• Invoices and credit notes are posted to the nominal account linked to the Sales Code used on the invoice or credit note. VAT is posted to the nominal account linked to the VAT code used on the invoice or credit note. The debtors control account that is updated is either:
	  • the control account linked to the **Customer Profile** for the customer
	  • the control account linked to the customer's **Options** form
	  • the control account on the **Set Options** form in the Nominal Ledger that is linked to the Sales Ledger.
	• Receipts and refunds are posted to the bank account chosen when the transaction was posted. Discounts are posted to the nominal account in the Discount Given box on the **Set Options** form in the Sales Ledger.
	• Adjustments are posted to the nominal account linked to the Adjustment Name which was selected in the Reference 2 list box on the adjustment.
	Note: If the **Summary Transfer** box is ticked on the nominal account's record on the **Accounts** form in the Nominal Ledger, only a summary total is posted to that nominal account. If the box is cleared, each transaction's details are posted to the nominal account.

Sales Analysis Company	When you carry out the transfer, you must nominate the Sales Ledger's company from which the postings will be transferred. If you have more than one company with a Sales Ledger, you must run the process for each company. You must carry out the transfers for each company before you use the **Period End** command in the Nominal module.


Report Preview - S/L Transfer (sqnltfs.frx)

Orion Vehicles Leasing
Created on 31/01/2010 at 22:15 by MANAGER

Sales Ledger Transfer Report

Orion Vehicles Leasing — Sales Ledger Transfer Report — Page 1
Journal No. 99999999 Period 2 : 01/02/2010 - 28/02/2010 (Feb 2010) DUMMY RUN - NO UPDATE

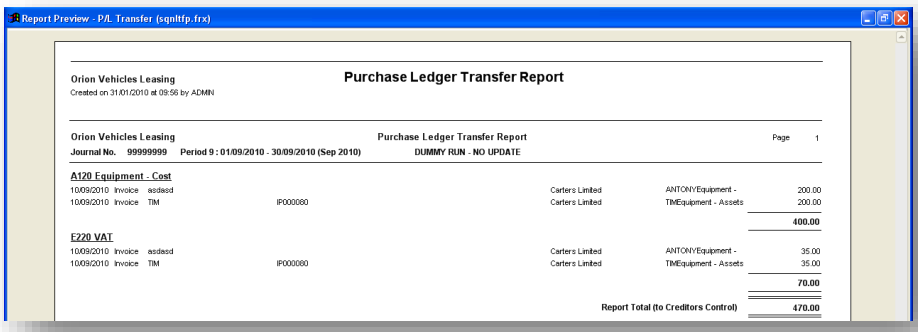
E220 VAT
31/01/2010 Invoice Inv237893 Adams Light Engineering Ltd Lease - Accessories 35.00
*** Transaction date OLDER than NL period 2 ***
35.00

K110 SAL Sales - Lease Contracts
31/01/2010 Invoice Inv237893 Adams Light Engineering Ltd Lease - Accessories 200.00
*** Transaction date OLDER than NL period 2 ***
200.00

Report Total (to Debtors Control) 235.00

5.2.2 P/L Transfer

Use the **P/L Transfer** command to post invoices, credit notes, payments, refunds and adjustments to the Nominal Ledger from the Purchase Ledger transfer file. This command is used only if the Nominal Ledger is updated in batches with Purchase Ledger or POP transactions. A message is displayed if the system date is not in the current Nominal Ledger period.


Report Preview - P/L Transfer (sqnltfp.frx)

Orion Vehicles Leasing
Created on 31/01/2010 at 09:56 by ADMIN

Purchase Ledger Transfer Report

Orion Vehicles Leasing — Purchase Ledger Transfer Report — Page 1
Journal No. 99999999 Period 9 : 01/09/2010 - 30/09/2010 (Sep 2010) DUMMY RUN - NO UPDATE

A120 Equipment - Cost
10/09/2010 Invoice asdasd Carters Limited ANTONY/Equipment - 200.00
10/09/2010 Invoice TIM IP000080 Carters Limited TIMEquipment - Assets 200.00
400.00

E220 VAT
10/09/2010 Invoice asdasd Carters Limited ANTONY/Equipment - 35.00
10/09/2010 Invoice TIM IP000080 Carters Limited TIMEquipment - Assets 35.00
70.00

Report Total (to Creditors Control) 470.00

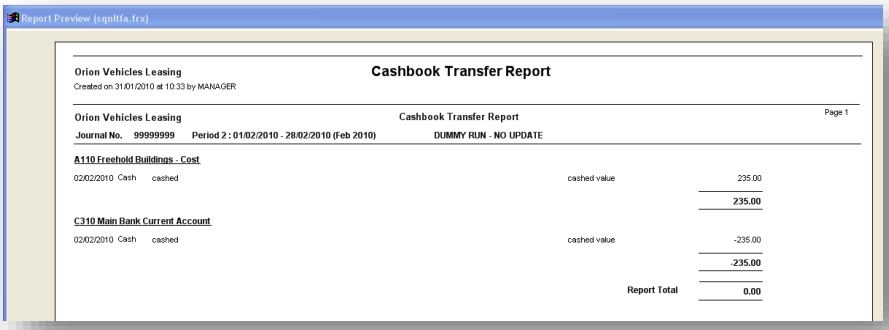
Notes

How is the integration between the Purchase Ledger and the Nominal Ledger controlled?

*The integration between the Purchase Ledger and the Nominal Ledger is controlled by the Purchase Ledger to Nominal box on the **Company Profiles** form in the System module. Once the option is ticked, you have a choice to update the Nominal Ledger in real-time as they are posted, or in batches using the **P/L Transfer** command.*

5.2.3 Cashbook Transfer

Use the Cashbook Transfer command to post details to the Nominal Ledger from the Cashbook transfer file. This command is used only if the Nominal Ledger is updated with Cashbook transactions in batches.

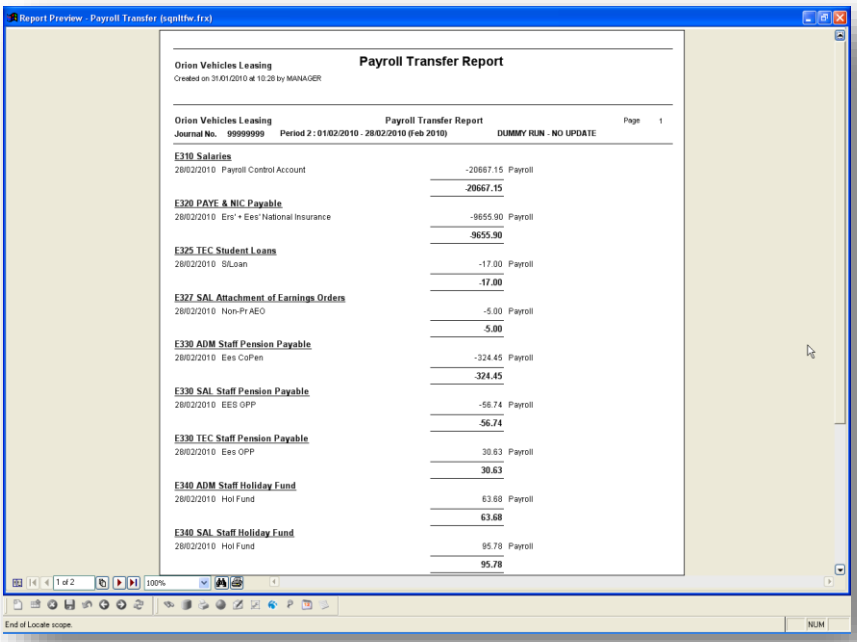


How is the integration between the Cashbook and the Nominal Ledger controlled?

*The integration between the Cashbook and the Nominal Ledger is controlled by the Cashbook box on the **Company Profiles** form in the System module. Once the option is ticked, the Cashbook is available to use and is automatically linked to the Nominal Ledger. You have a choice to update the Nominal Ledger in real-time as they are posted, or in batches using the **Cashbook Transfer** command.*

5.2.3 Payroll Transfer

Use the **Payroll Transfer** command to post details to the Nominal Ledger from the Payroll transfer file. This command is used only if the Nominal Ledger is updated with Payroll details in two steps:



Notes

- The first step is to update the Payroll transfer file in the N/L Analysis command in the Payroll module
- The second step is to post the details in the Payroll transfer file to the Nominal Ledger in the **Payroll Transfer** command. You can run the command as many times as you want; even in the same accounting period. The application will ensure that postings are not duplicated.

If you use the Open Period Accounting feature, the application checks for the following:

- Transactions with posting dates that fall before the current Nominal Ledger period
- Transactions with posting dates that fall in the current Nominal Ledger period
- Transactions with posting dates that fall after the current Nominal Ledger period.

The transactions are transferred to the relevant period in the Nominal Ledger if the respective periods' status in the Financial Calendar are set to 'Open'.

- If the transactions can be transferred because the periods' status is set to 'Open', a separate journal is posted for each of the periods that the transactions fall into. For example, if the current period in the Nominal Ledger is October 2010 and there are transactions that are transferred to September 2010, October 2010 and November 2010, three separate journals are posted.
- If a Nominal Ledger account's Summary Transfer box is ticked, the application will consolidate transactions that fall in the same Nominal Ledger period. Transactions that fall in different periods are not consolidated.
- If the periods' status are set to 'Blocked' or 'Closed', the transactions are not transferred and an audit report is displayed with the details. You then need to make sure that the status of the affected periods are set to 'Open' and run the transfer command again.

How is the integration between the Payroll module and the Nominal Ledger controlled?

*The integration between the Payroll module and the Nominal Ledger is controlled by the **Payroll to Nominal** box on the **Company Profiles** form in the System module. Once the option is ticked, you have a choice in the **N/L Analysis** command in the Payroll module to update the Nominal Ledger in either one step or two steps:*

- To update the Nominal Ledger in one step, both the **Payroll to Nominal** box and the Real Time Update to Nominal box on the **Company Profiles** form in the System module must be ticked. If you use this method, the Nominal Ledger is updated immediately when you select the **Transfer direct to NL and Report** box on the **N/L Analysis** form in the Payroll module. You will then not need to use the **Payroll Transfer** command unless there are payroll details that could not be posted to the Nominal Ledger in one step.
- To update the Nominal Ledger in two steps, the **Payroll to Nominal** box on the **Company Profiles** form in the System module must be ticked. The Nominal Ledger is then updated when you use the **Payroll Transfer** command. You can run the command as many times as you want; even in the same accounting period. The application will ensure that postings are not duplicated.

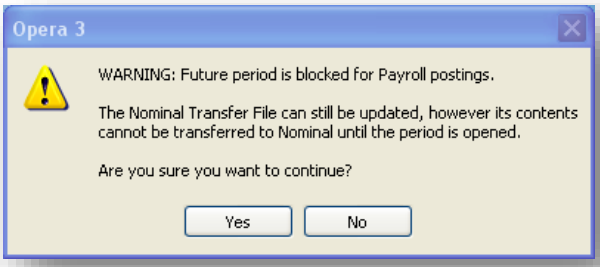
Box	Description
Report Only	Tick this box to print a report of the transactions that will be posted without updating the Nominal Ledger. You can use report to check for any misdirected postings or those that are designated for suspense accounts giving you the opportunity to make corrections before the transfer takes place.
Transfer and Report	Tick this box to update the Nominal Ledger and print a report. If the transaction date of an item to be transferred is older than the first day of the current accounting period, it will be posted to the current period in the nominal ledger and a warning will be displayed on the report. The transaction date is set to the date when the transfer takes place. **Note:** If the **Summary Transfer** box is ticked on the nominal account's record on the **Accounts** form in the Nominal Ledger, only a summary total is posted to that nominal account. If the box is cleared, each transaction's details are posted to the nominal account.

Analysis Company	When you carry out the transfer, you must nominate the Payroll company from which the postings will be transferred. If you have more than one company with a Payroll module, you must run the process for each company. You must carry out the transfers for each company before you use the **Period End** command in the Nominal module.

Notes

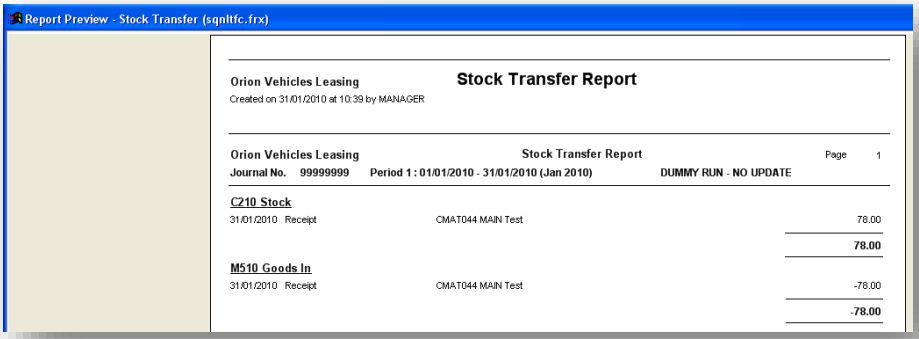
This function works on the same principle as the Sales and Purchase transfers. The data is journalised by the Nominal account settings for:

- Employer's NI
- Employers/Employee's NI
- PAYE
- Employer's COMP
- Employer's/Employee's COMP
- Wages Control
- Wages Suspense
- Wages Rounding
- Employer's Pension Contra
- Holiday Accrual Contra



5.2.4 Stock Transfer

Use the **Stock Transfer** command to post details to the Nominal Ledger from the Stock Control and Bill of Materials transfer file. This command is used only if the Nominal Ledger is updated with Stock and Bill of Materials transactions in batches.



If you use the Open Period Accounting feature, the application checks for the following:

- Transactions with posting dates that fall before the current Nominal Ledger period
- Transactions with posting dates that fall in the current Nominal Ledger period
- Transactions with posting dates that fall after the current Nominal Ledger period.

Notes

The transactions are transferred to the relevant period in the Nominal Ledger if the respective periods' status in the Financial Calendar are set to 'Open'.

- If the transactions can be transferred because the periods' status is set to 'Open', a separate journal is posted for each of the periods that the transactions fall into. For example, if the current period in the Nominal Ledger is October 2010 and there are transactions that are transferred to September 2010, October 2010 and November 2010, three separate journals are posted.
- If a Nominal Ledger account's Summary Transfer box is ticked, the application will consolidate transactions that fall in the same Nominal Ledger period. Transactions that fall in different periods are not consolidated.
- If the periods' status are set to 'Blocked' or 'Closed', the transactions are not transferred and an audit report is displayed with the details. You then need to make sure that the status of the affected periods are set to 'Open' and run the transfer command again.

How is the integration between Stock Control & Bill of Materials and the Nominal Ledger controlled?

*The integration between Stock Control & Bill of Materials, and the Nominal Ledger, is controlled by the Stock Control to Nominal box on the **Company Profiles** form in the System module. Once the option is ticked, you have a choice to update the Nominal Ledger in real-time as they are posted, or in batches using the **Stock Transfer** command.*

- To update the Nominal Ledger in real-time, tick both the Stock Control to Nominal box and the **Real Time Update to Nominal** box on the **Company Profiles** form in the System module. If you use this method, you will not need to use the **Stock Transfer** command unless you have posted transactions in Stock Control that could not be posted to the Nominal Ledger in real time. For more information, see the Company Profiles Help topic.
- To update the Nominal Ledger in batches, tick the Stock Control to Nominal box and then use the **Stock Transfer** command when you want to update the Nominal Ledger. You can run the command as many times as you want; even in the same accounting period. The application will ensure that postings are not duplicated.

Box	Description
Report Only	Tick this box to print a report of the transactions that will be posted without updating the Nominal Ledger. You can use the report to check for any misdirected postings or those that are designated for suspense accounts giving you the opportunity to make corrections before the transfer takes place.
Transfer and Report	Tick this box to update the Nominal Ledger and print a report. If the transaction date of an item to be transferred is older than the first day of the current accounting period, it will be posted to the current period in the nominal ledger and a warning will be displayed on the report. The transaction date is set to the date when the transfer takes place. The Nominal account that is updated depends on the type of transaction and the way you have set up the Stock module. ***For all Stock Control transactions:*** *If the **Stock Category** for the stock item has **Goods In**, **Goods Out** and **Stock** control accounts, these accounts are updated. If the warehouse used on the stock transaction has a **Cost Centre**, this is used if the cost centre is linked to the control account on the stock category.* *If the **Stock Category** linked to the stock item does not have control accounts, the **Goods In**, **Goods Out** and **Stock** accounts on the **Set Options** form in the Nominal Ledger are updated.* ***For all Bill of Material transactions:*** *If the **Stock Category** for the stock item has **BOM WIP Mvmnt**, **BOM WIP**, **Transfers In** and **Transfers Out** control accounts, these accounts are updated. If the warehouse used on the stock transaction has a **Cost Centre**, this is used if the cost centre is linked to the control account on the stock category.*

Notes

	*If the **Stock Category** linked to the stock item does not have control accounts, the **BOM WIP Mvmnt, BOM WIP**, **Transfers In** and **Transfers Out** control accounts on the **Set Options** form in the Nominal Ledger are updated.* **Note:** If the **Summary Transfer** box is ticked on the nominal account's record on the **Accounts** form in the Nominal Ledger, only a summary total is posted to that nominal account. If the box is cleared, each transaction's details are posted to the nominal account.
Stock Analysis Company	When you carry out the transfer, you must nominate the Stock Control & Bill of Materials company from which the postings will be transferred. If you have more than one company with a Sales Ledger, you must run the process for each company. You must carry out the transfers for each company before you use the **Period End** command in the Nominal module.

This function works on the same principle as some of Payroll, Sales and Purchase transfers. Stock movements can occur in various modules in Opera 3 for example SOP, POP, Stock, BOM and Importer. Movements can consist of Receipts, Returns, Issues, Adjustments and Transfers. A Journal will now be created whenever stock is moved. The journal will be written away to the transfer table.

Stock Movements examples

Stock Receipt

A single item valued at £100.00 is being delivered from a POP order. When the goods are receipted into stock the following Journal in CNOML is posted:

	Dr	Cr
Goods in A/c		100.00
Stock A/c	100.00	

Stock Issue

In SOP we have update stock at delivery turned on. A single item valued at 100.00 is being delivered to a customer from a Sales Order. When the goods are issued from stock the following journal in CNOML is posted

	Dr	Cr
Goods Out A/c	100.00	
Stock A/c		100.00

Transfer

If a user performs a Stock Transfer Opera 3 will create an issue out from one warehouse and receipt into another. In this instance the system will post two journals, one for the issue out and one for the receipt into the other warehouse.

Adjustment

An Adjustment in stock either positive or negative is the same transactional process as a receipt or issue.

Return

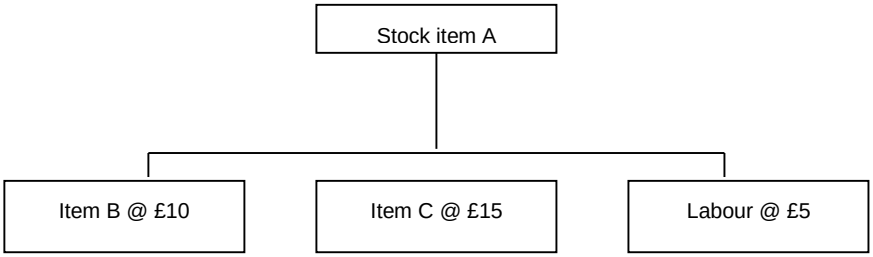
When a return is made to stock the same accounts as an issue are used but as a reversing journal. When the goods are return into stock the following journal in CNOML is posted.

	Dr	Cr
Goods Out A/c		100.00
Stock A/c	100.00	

Notes

BOM Posting

When an assembly is issued into WIP goods is issued from stock. Using the following BOM, the following Journal would be created:



Two Stock items B and C and one Labour item.

		Dr	Cr
Goods Out A/c	Stock item B	10.00	
Stock A/c	Stock item B		10.00
Goods Out A/c	Stock item C	15.00	
Stock A/c	Stock item C		15.00
BOM WIP Movement	Stock item B		10.00
BOM WIP A/c	Stock item B	10.00	
BOM WIP Movement	Stock item C		15.00
BOM WIP A/c	Stock item C	15.00	

When the finished assembly 'A' is completed it is moved into stock at its new value and the work in progress values decrease.

		Dr	Cr
Goods Out A/c	Stock item A		30.00
Stock A/c	Stock item A	30.00	
BOM WIP Movement	Stock item B	10.00	
BOM WIP A/c	Stock item B		10.00
BOM WIP Movement	Stock item C	15.00	
BOM WIP A/c	Stock item C		15.00

When transactions are posted into CNOML a field called CX_TYPE is updated with the type of transaction. These are the following:

- J = ADJUSTMENT
- R = RECEIPT
- I = ISSUE
- T = RETURN
- X = TRANSFER

For postings from SOP and POP, if the transaction lines have an advanced nominal dimension (Project or Department) the account will only be updated with the additional dimension if the Optional or Mandatory radio button has been selected against the Stock movement Nominal Account.

The same rules apply as any other posting in Opera 3 that holds the additional dimensions. For Direct Stock movements like direct receipt or issue the Nominal Ledger dimensions are not captured unless the nominal accounts are set to mandatory with a fixed dimension code.

Notes

Note: If stock is received from a supplier at one price but invoiced at a different price the Nominal Ledger needs to be updated with the difference in the prices. To update the Nominal to reflect the actual price on an invoice if it is different to the price used in a stock receipt, a separate journal needs to be posted in the Nominal Ledger using the **Stock account** and the **Goods In account**.

If a stock receipt was posted for an item at a cost price of £7.80 this journal is posted to the Nominal ledger:

- Stock account - 7.80 DR
- Goods In account - 7.80 CR

If when the invoice arrives the price from the supplier is actually £8.80 rather than £7.80, a journal needs to be posted in the Nominal Ledger for the difference between the cost price used on the stock receipt and the cost price on the invoice:

- Stock account - 1.00 DR
- Goods In account - 1.00 CR

The Nominal Ledger will then reflect the actual price of the goods charged by the supplier.

5.2.5 Fixed Assets Transfer

Use the **Fixed Assets Transfer** command to post details to the Nominal Ledger from the Fixed Assets transfer file. This command is used only if the Nominal Ledger is updated with Fixed Assets details in two steps:

- The first step is to update the Fixed Assets transfer file in the N/L Analysis command in the Fixed Assets module
- The second step is to post the details in the Fixed Assets transfer file to the Nominal Ledger in the **Fixed Assets Transfer** command. You can run the command as many times as you want; even in the same accounting period. The application will ensure that postings are not duplicated.

If you use the Open Period Accounting feature, the application checks for the following:

- Transactions with posting dates that fall before the current Nominal Ledger period
- Transactions with posting dates that fall in the current Nominal Ledger period
- Transactions with posting dates that fall after the current Nominal Ledger period.

The transactions are transferred to the relevant period in the Nominal Ledger if the respective periods' status in the Financial Calendar are set to 'Open'.

- If the transactions can be transferred because the periods' status is set to 'Open', a separate journal is posted for each of the periods that the transactions fall into. For example, if the current period in the Nominal Ledger is October 2010 and there are transactions that are transferred to September 2010, October 2010 and November 2010, three separate journals are posted.
- If a Nominal Ledger account's Summary Transfer box is ticked, the application will consolidate transactions that fall in the same Nominal Ledger period. Transactions that fall in different periods are not consolidated.
- If the periods' status are set to 'Blocked' or 'Closed', the transactions are not transferred and an audit report is displayed with the details. You then need to make sure that the status of the affected periods are set to 'Open' and run the transfer command again.

Notes

Report

How is the integration between the Fixed Assets module and the Nominal Ledger controlled?

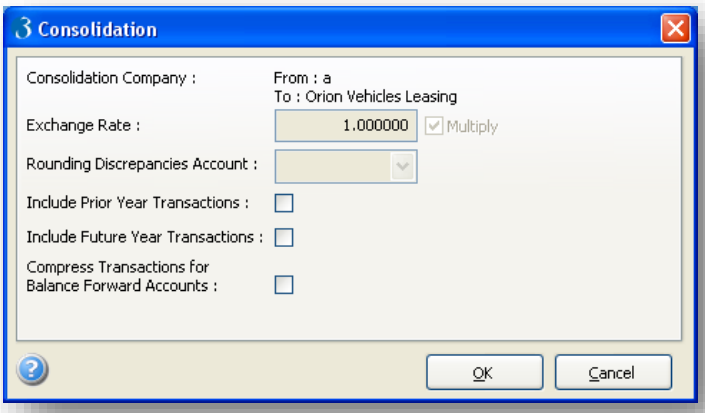
*The integration between the Fixed Assets module and the Nominal Ledger is controlled by the Fixed Assets to Nominal box on the **Company Profiles** form in the System module. Once the option is ticked, you have a choice to update the Nominal Ledger in either one step or two steps:*

- To update the Nominal Ledger in one step, both the Fixed Assets to Nominal box and the Real Time Update to Nominal box on the **Company Profiles** form in the System module must be ticked. If you use this method, the Nominal Ledger is updated immediately after the Depreciation Calculation has been run. You will then not need to use the **Fixed Assets Transfer** command unless there are Fixed Asset details that could not be posted to the Nominal Ledger in one step.
- To update the Nominal Ledger in two steps, the Fixed Assets to Nominal box on the **Company Profiles** form in the System module must be ticked. The Nominal Ledger is then updated when you use both the N/L Analysis command in Fixed Assets and the **Fixed Asset Transfer** command. You can run the command as many times as you want; even in the same accounting period. The application will ensure that postings are not duplicated.

Box	Description
Report Only	Tick this box to print a report of the transactions that will be posted without updating the Nominal Ledger. You can use the report to check for any misdirected postings or those that are designated for suspense accounts giving you the opportunity to make corrections before the transfer takes place.
Transfer and Report	Tick this box to update the Nominal Ledger and print a report. If the transaction date of an item to be transferred is older than the first day of the current accounting period, it will be posted to the current period in the nominal ledger and a warning will be displayed on the report. The transaction date is set to the date when the transfer takes place. **Note:** If the **Summary Transfer** box is ticked on the nominal account's record on the **Accounts** form in the Nominal Ledger, only a summary total is posted to that nominal account. If the box is cleared, each transaction's details are posted to the nominal account.
Fixed Assets Analysis Company	When you carry out the transfer, you must nominate the Fixed Assets company from which the postings will be transferred. If you have more than one company with a Fixed Assets module, you must run the process for each company. You must carry out the transfers for each company before you use the **Period End** command in the Nominal Ledger.

5.3 Consolidation

If you have more than one company and nominal ledger, you can use the Consolidation command to consolidate the ledgers into a master company. You can run the consolidation process more than once in any accounting period; the application ensures there is no duplication of entries.



Notes

Journal entries created in the target ledger as a result of consolidation have the following attributes:

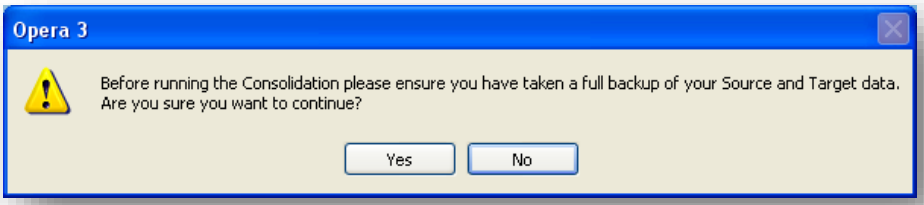
- The date of the corresponding journal entry in the source ledger.
- The accounting period of the corresponding journal entry in the source ledger, even if the two ledgers' accounting periods are not the same at the time of the consolidation.
- A new journal number in the destination company linked to the corresponding journal number in the source ledger.

Note: If the source ledger is in the first period at the time of consolidation, the source ledger's opening balances will also be consolidated to the destination company.

Consolidation example.

Suppose you have two subsidiary companies and one parent company, the accounts of which are in three different companies in the system.

For financial and management reporting, you want to consolidate the nominal account balances of the two subsidiaries into the parent company each period. The nominal ledgers share the same charts of accounts. For each of the subsidiary companies, you identify the parent company using the Consolidation Co. box on the Nominal Ledger - Set Options form. For the parent company, this box is left blank but you indicate the suspense account to be used in the Consolidation Susp. box. At the end of each period, you run the consolidation procedure from each subsidiary company using the Consolidation command. You can then print the reports you want in the parent company. These reports will include the balances of all three companies.



If you have more than one company and nominal ledger, you can use the Consolidation command to consolidate the ledgers into a master company. The companies can have different financial calendars in the source and destination companies. You can run the consolidation process more than once in any accounting period. The application ensures there is no duplication of entries; transactions that have already been transferred are not transferred again.

Open Period Accounting

If you use the Open Period Accounting feature, the application checks for the following:

- Transactions with posting dates that fall before the current Nominal Ledger period
- Transactions with posting dates that fall in the current Nominal Ledger period
- Transactions with posting dates that fall after the current Nominal Ledger period.

Notes

The following are done:

- The transactions are transferred to the relevant period and year in the Nominal Ledger even if the periods' status are set to 'Blocked' or 'Closed'.

  Explain ...

  The reason that transactions will update 'Blocked' or 'Closed' periods is because transactions in the source company that have been posted to periods that are closed in the destination company must still be consolidated into the main company for a full consolidation to be achieved.

  For example, ABC Limited has been trading for many months and therefore has nominal ledger data for many periods. Company XYZ Limited was created as a Group Company of its subsidiary ABC Limited and has its previous Nominal periods set in the Financial Calendar with Status' as either 'Blocked' or 'Closed'. When Consolidating the data from ABC Limited into XYZ Limited it should be possible to update the target company with data that relates to Blocked' or 'Closed' Nominal periods in the Group Company.
- One journal is posted to the target Nominal Ledger even if transactions update more than one period

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

For more information see the Open Period Accounting Help topic.

Note: If you do not use the Open Period Accounting feature, transactions are only consolidated if they have an entry date in or before the current period of the target company's Nominal Ledger.

Journal entries created in the target ledger as a result of consolidation have the following attributes:

- The date of the corresponding journal entry in the source ledger.
- The accounting period of the corresponding journal entry in the source ledger, even if the two ledgers' accounting periods are not the same at the time of the consolidation.
- A new journal number in the destination company linked to the corresponding journal number in the source ledger.

Note: If the source ledger is in the first period at the time of consolidation, the source ledger's opening balances will also be consolidated to the destination company.

Consolidation example;

Suppose you have two subsidiary companies and one parent company, the accounts of which are in three different companies in the system.

For financial and management reporting, you want to consolidate the nominal account balances of the two subsidiaries into the parent company each period. The nominal ledgers share the same charts of accounts. For each of the subsidiary companies, you identify the parent company using the Consolidation Co. box on the Nominal Ledger - Set Options form. For the parent company, this box is left blank but you indicate the suspense account to be used in the Consolidation Susp. box. At the end of each period, you run the consolidation procedure from each subsidiary company using the Consolidation command. You can then print the reports you want in the parent company. These reports will include the balances of all three companies.

Notes

Box	Description
Multi Currency Consolidation options	
Exchange Rate	If the home currency for both companies is the same, this box is disabled. The company's home currency is defined in the Home Currency box on the General tab of the System - Maintenance - Company Profiles form. If the companies have different currencies, you must enter an exchange rate to convert the values in the source company to the currency of the target company.
Rounding Discrepancies Account	If the home currency for both companies is the same, this box is disabled. The company's home currency is defined in the Home Currency box on the General tab of the System - Maintenance - Company Profiles form. If the companies have different currencies, you must select a Nominal Ledger account for any rounding values that are calculated during the currency conversion. This account must be linked to an 'Expense' Nominal Ledger Type (Nominal Ledger - Maintenance - Types).
Other options	
Include Prior Year Transactions	Tick this box if you want to consolidate transactions posted to previous financial years in the source company. The application will post the transactions into the this period in the current financial year.
Include Future Year Transactions	This box is enabled if you use the Open Period Accounting feature. Tick this box if you want to consolidate transactions posted to future financial years in the source company. The application will check whether a future financial calendar is available in the target company before consolidating the transactions. **Open Period Accounting is available in Opera 3 and Opera 3 SQL.**
Compress Transactions for Balance Forward Accounts	Tick this box if you want to compress transactions that have been posted to 'Balance Forward' type Nominal Ledger accounts. This process rolls up all the transactions into one brought forward transaction. Balance Forward accounts are those accounts where the Open Item box on the Nominal Ledger - Maintenance - Accounts form is not selected.

5.3.1 Before Running the Consolidation

You must ensure that both source and destination companies have the following setup:

- The Nominal Account structure is the same in all companies.
- A Home Currency description is set in the Company Profiles command.
- The consolidation suspense account is defined in the Nominal >> Set Options command.
- If you use multi currency in the application:
  - Foreign currency codes are defined in the Exchange Rates command.
  - Nominal Dimensions descriptions are updated in the System Preferences command.
- For each of the subsidiary companies, you identify the parent company using the Consolidation Co. box on the Nominal Ledger - Set Options form. For the parent company, this box is left blank but you indicate the suspense account to be used in the Consolidation Susp. box.

Notes

- The target Nominal Ledger journal entries are given the date, accounting period and journal number of the source Nominal Ledger.
- Where a consolidation is being performed between two companies with a different base currency, the currency conversion can be performed during the consolidation process.

5.3.2 Consolidated Transactions

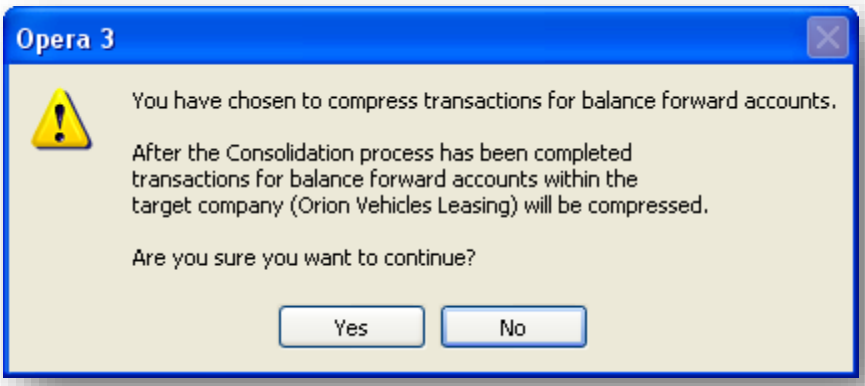
Transactions are only consolidated if they:

- Have an entry date within or before the currently selected period for the target ledger.
- Are marked as the same accounting year unless you select the Include Prior Year Transactions box.
- Have not been transferred already.

Journal entries created in the target ledger as a result of consolidation have the following attributes:

- The date of the corresponding journal entry in the source ledger.
- The accounting period of the corresponding journal entry in the source ledger, even if the two ledgers' accounting periods are not the same at the time of the consolidation.
- A new journal number in the destination company linked to the corresponding journal number in the source ledger.

Note: If the source ledger is in the first period at the time of consolidation, the source ledger's opening balances will also be consolidated to the destination company.



5.3.3 Multi-Currency Consolidation

Multi-currency consolidation is available even if you are not using multi-currency features elsewhere. If the entry in the Home Currency box on the General tab of the Company Profiles form differs for the companies being consolidated, the application will prompt for an exchange rate to be entered, and a nominal suspense account to be nominated for rounding errors, during the consolidation procedure. If the Home Currency box on the General tab of the Company Profiles form is the same for both companies being consolidated, the application will display the prompt for an exchange rate and nominal account, but it will be greyed out. The consolidation will cater for exchange rates of up to six decimal places.

Notes

For example, a UK company has a parent company in the US. The UK companies' base currency is Sterling, the parent company's base currency is US Dollars. When the consolidation is performed the system will ask for an exchange rate between the two currencies and a nominal account in the target company to which any rounding values can be posted.

As the UK nominal is consolidated with the US nominal the exchange rate will be used to convert the values.

- Where multi-currency bank accounts are in use in the Nominal Ledger, the following processes take place to consolidate the bank accounts:
- The bank account balances will be first converted to their home currency equivalent in the source company using the normal exchange rate table.
- The exchange rate entered at the start of the consolidation process will then be used to convert the bank account balances to the target company's currency.
- The Exchange Rate table in the target company will then be used to convert the bank account balances back to correct foreign currency value.

5.3.4 To Consolidate Nominal Ledgers

1. Log on to the company that will be the source for the consolidation. The company that will be the target of the consolidation is the one identified in the Consolidation Co. box on the Nominal Ledger - Set Options form.
2. Open the Nominal folder and then click Nominal - Utilities - Consolidation or click the Financials tab and then click Nominal - Utilities - Consolidation on the Ribbon Bar.
3. If the home currencies of the two companies differ, in the Exchange Rate box, enter the exchange rate to be used for the consolidation. Select Multiply if values for the currency are to be multiplied by the exchange rate to yield the home currency equivalent. If this option is cleared, values are divided instead. Then, in the Rounding Discrepancies Account box, select a nominal suspense account for rounding errors from the list box provided. This must be an overhead account.
4. Tick the Include Prior Year Transactions box to include transactions posted to the previous financial year in the consolidation process.
5. To process the consolidation, click OK.

5.3.5 Open Period Accounting & consolidating

If you use the Open Period Accounting feature, the application checks for the following:

- Transactions with posting dates that fall before the current Nominal Ledger period
- Transactions with posting dates that fall in the current Nominal Ledger period
- Transactions with posting dates that fall after the current Nominal Ledger period.

Notes

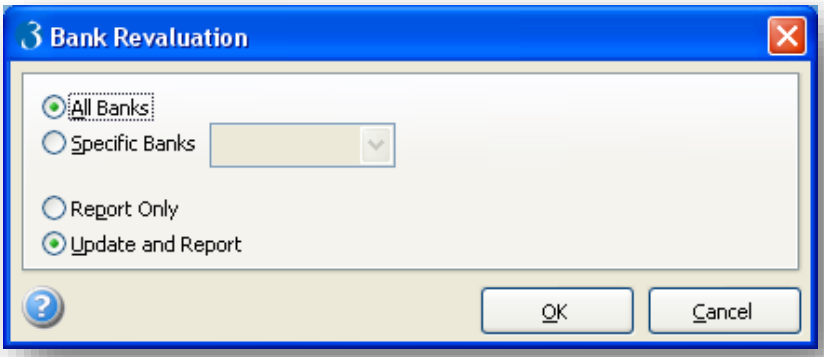
The transactions are transferred to the relevant period and year in the Nominal Ledger:

- The transactions are still transferred even if the periods' status are set to 'Blocked' or 'Closed'
- One journal is posted to the target Nominal Ledger even if transactions update more than one period

Note: If you do not use the Open Period Accounting feature, transactions are only consolidated if they have an entry date in or before the current period of the target company's Nominal Ledger.

5.4 Bank Revaluation

Use the Bank Revaluation command to revalue the balances of foreign currency bank accounts where the exchange rate has changed since the last revaluation. This only applies if you have the Multi-currency module installed and activated. It is possible to revalue all foreign currency bank accounts or a specific bank account. The command is only applicable if you have the foreign currency bank account feature installed. You can choose to revalue a specific bank account or all bank accounts. If you select the Report Only option, you can print a report of the proposed revaluation without actually affecting the bank account balances. If you select the Update and Report option, the same report is produced but the balances are revalued and updated at the same time by a revaluation journal.

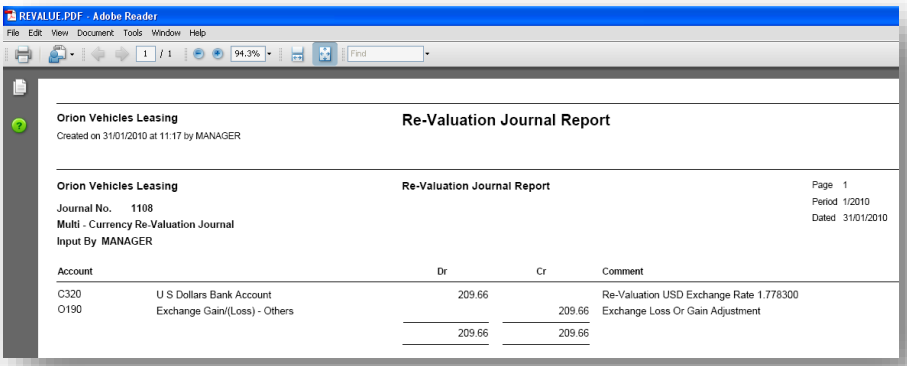


For each foreign bank account, the process will take the current year to-date foreign balance and, using the current nominal ledger exchange rate identified in the Nominal box on the Rates tab of the System Exchange Rates form, convert it into the home currency. This is then compared to the current year to-date home currency balance. Where a difference exists, the application creates a journal of the difference between the two to the bank account and the exchange loss or gain account defined in the corresponding Nominal Code box for exchange discrepancies on the Rates tab of the System Exchange Rates form. The application then recalculates the company bank balance.

To revalue foreign currency bank accounts

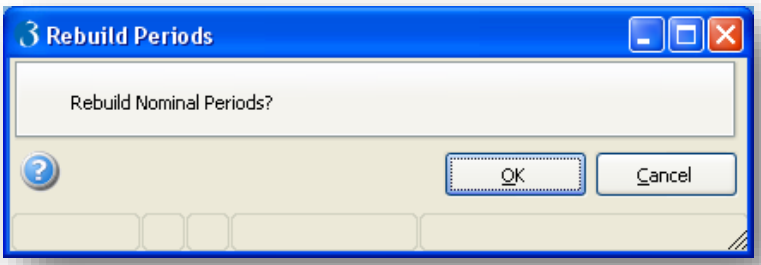
Notes

1. Open the Nominal folder and then click Nominal - Utilities - Bank Revaluation or click the Financials tab and then click Nominal - Utilities - Bank Revaluation on the Ribbon Bar.
2. Do one of the following:
   - To revalue all foreign currency banks, select All Banks.
   - To revalue a specific bank account, select Specific Banks and the click to select the bank account from the list.
2. Do one of the following:
   - To produce a revaluation report without posting a revaluation journal or updating balances, select Report Only.
   - To produce the same report but also post a revaluation journal and update the bank balances, select Update and Report.
3. To continue with the process, click OK.



5.5 Rebuild Periods

Use the Rebuild Periods command to recalculate the Nominal Account balances for each period in the current financial year. You must do this if you change the accounting periods for the current financial calendar on the Nominal Ledger - Utilities - Set Options form. If you do not, transactions may not align correctly with the periods in the amended calendar.



Previous year balances are not changed by this process.

The **Rebuild Periods** command recalculates the Nominal Account balances for each period in the current financial year, and future financial years if the Open Period Accounting feature is used. Previous year balances are not changed by this process.

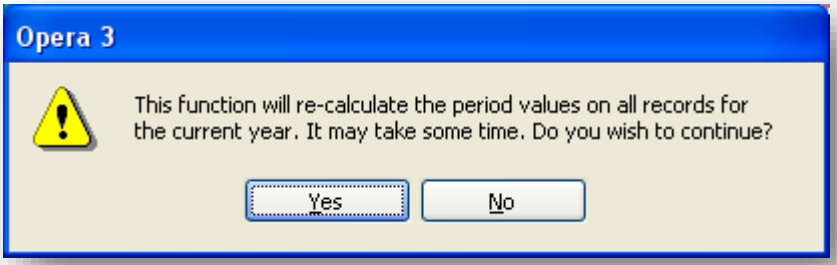
Notes

You must run the command if:

1. You use the Open Period Accounting feature and have changed the current or future financial calendars on the Financial Calendar form.
2. You have changed the calendar for the current financial calendar on the Nominal Ledger Set Options form.

If you do not run the command after changing a financial calendar, transactions may not align correctly with the new periods in the calendar.

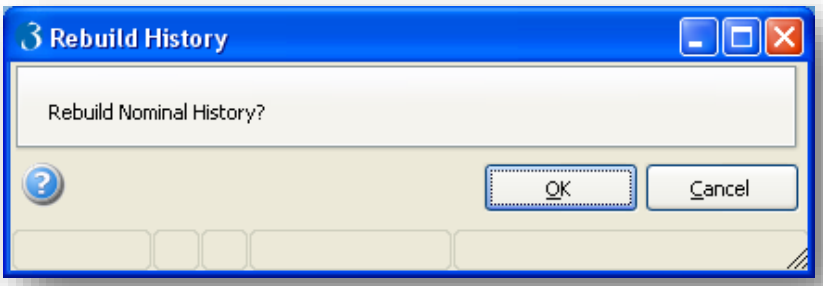
If you use the Fixed Assets module, and it is linked to the Nominal Ledger, the calendar in Fixed Assets is also aligned with the calendar in the Nominal Ledger.



Caution: The rebuild process may take some time, depending on the number of transaction records that will be rebuilt.

5.6 Rebuild History

Use the Rebuild History command to rebuild the history files associated with the Nominal module. Whenever transactions are stored in the Nominal module, corresponding entries are made in a history data file. Once the history file is created, it should be maintained automatically and only require rebuilding in the event of any database corruption, for example due to a computer or power failure. The application runs automatically once you have clicked OK and then clicked Yes to confirm you want to continue with the rebuild.



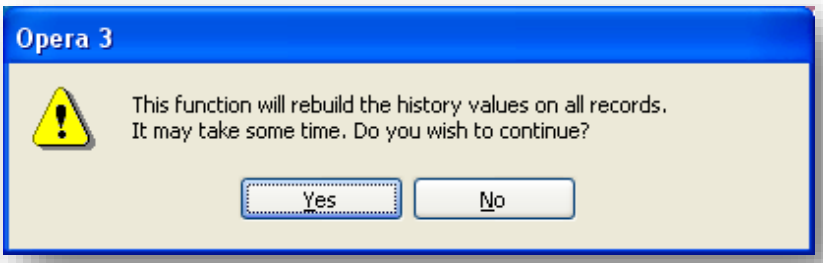
The Rebuild History should be run to regenerate the NHIST table from NTRAN should NHIST become corrupt. Whenever a record is created in the NTRAN table the NHIST table is to be updated.

The NHIST table holds summary information and has been designed to allow the new Nominal View facility very fast access to the data. It is basically a summary of data held in the Nominal Transaction table NTRAN and of the Budget data. Rebuild History will re-generate the NHIST table based on the current NTRAN/NBUDG records.

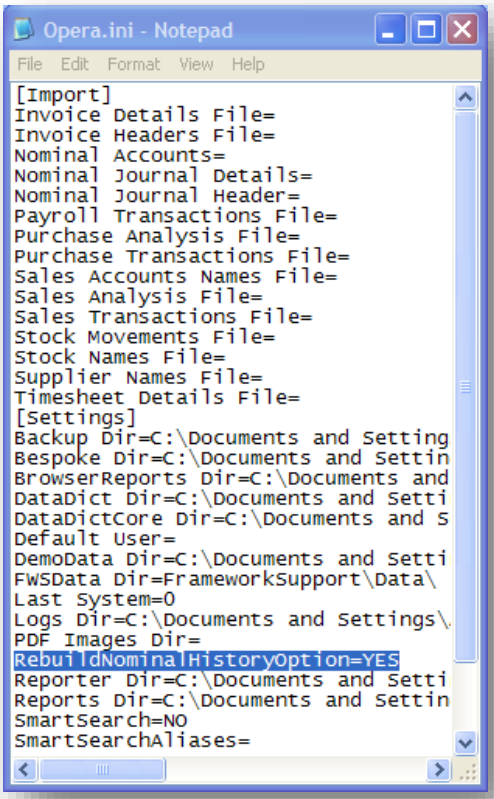
Notes

This process requires exclusive use of the files and will rebuild the history values on all records. The NHIST table will be completely cleared of all records & re-generated from the NTRAN table and packed.

The combination of Record Type + Type + SubType + Account + CostCentre + Department + Project + Year + Period will form the unique key. If the key already exists the values on the NHIST will be added to. If it does not exist a new record will be created.



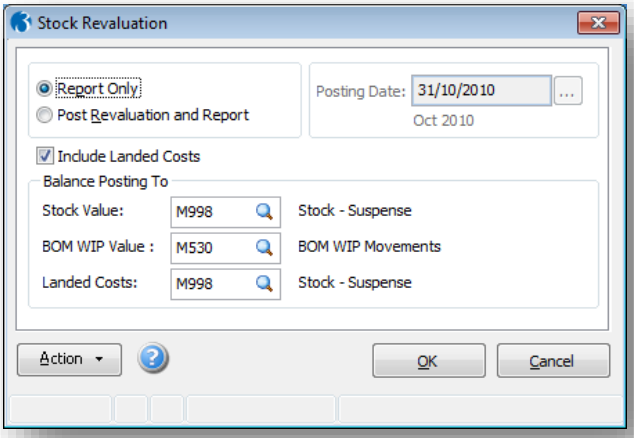
This process can also be automated as part of the Nominal Period End by setting the 'RebuildNominalHistoryOption=' to YES in the Opera.ini file.



5.7 Stock Revaluation

Use the Stock Revaluation command to align the balances of nominal stock accounts with the figures shown on the stock valuation in the Stock module. This facility might be needed should the figures be out of balance; for example when stock is allowed to be negative or when average costing methods are used, which can sometimes result in valuation anomalies. You can also use the facility to make postings to the nominal ledger for opening stock balances when you are setting up your system for the first time.

Notes



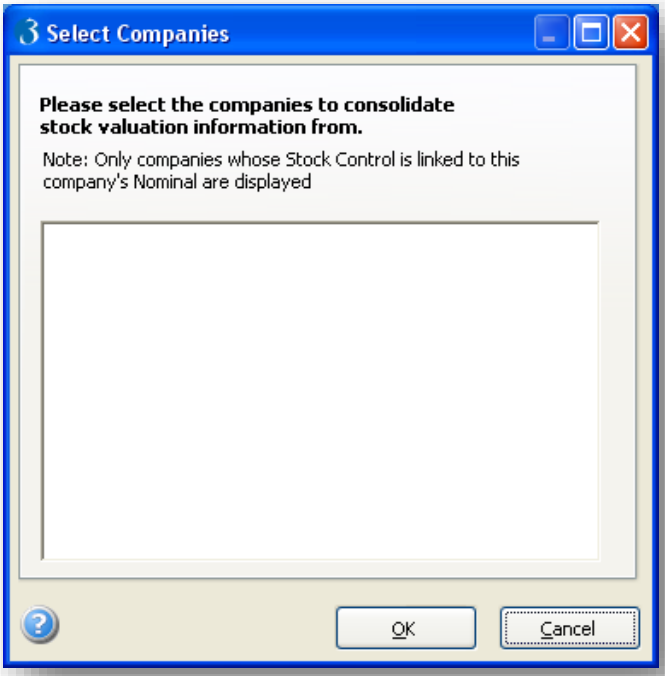
Check for Untransferred Transactions

If there are any untransferred stock transactions in the Stock Control to Nominal Ledger transfer file for this company with a date that is in or before the current Nominal Ledger period, you cannot run the revaluation. If there are, you must transfer these transactions before running the Stock Revaluation. If you use the Open Period Accounting feature, this process instead checks for any stock transactions in the Stock Control to Nominal Ledger transfer file that use the date you enter in the Posting Date box. If there are, you must also transfer these transactions before running the Stock Revaluation.

Box	Description
Report Only	This displays a report without posting any revaluation transactions to the Nominal Ledger. Use this option to understand the transactions that are going to be posted when the **Post Revaluation and Report** option is selected.
Post Revaluation and Report	This posts revaluation transactions to the Nominal Ledger and also displays a report of the postings.
Include Landed Costs	Where this option is ticked the revaluation will calculate the total landed cost value for all relevant stock items in the Stock Control application and then compare that value with the balance of the **Stock Landed Costs** control account. This account is defined on the Nominal Ledger - Utilities - Set Options form. If the values are different, a revaluation adjustment will be posted to the **Stock Landed Cost** control account; the contra entry will be posted to the account you enter in the **Landed Costs** box (effectively the Landed Costs suspense account). Details of the posting are included in the report. **Note:** This option is enabled if the **Landed Costs** option is selected on the System - Maintenance - Company Profiles form.
Balance Posting To	If adjustment transactions need to be posted, these accounts are the suspense accounts where the contra entries will be posted. • **Stock Value** - The suspense account for stock revaluation adjustments needed for a difference between the balance of the **Stock** control account and the stock valuation from the Stock Control application. • **BOM WIP Value** - The suspense account for stock revaluation adjustments needed for a difference between the balance of the **BOM WIP** control account and the work in progress value from the Bill of Materials application. • **Landed Costs** - The suspense account for stock revaluation adjustments needed for a difference between the balance of the **Stock Landed Costs** control account and the landed costs from the Stock Control application.
Posting Date	The date that the journal will be posted to. This controls which period in the Nominal Ledger that is updated. This is only relevant if you use the Open Period Accounting feature. For more information about the posting date, see the Nominal Posting Date Help topic. Open Period Accounting is available in Opera 3 and Opera 3 SQL.

Notes

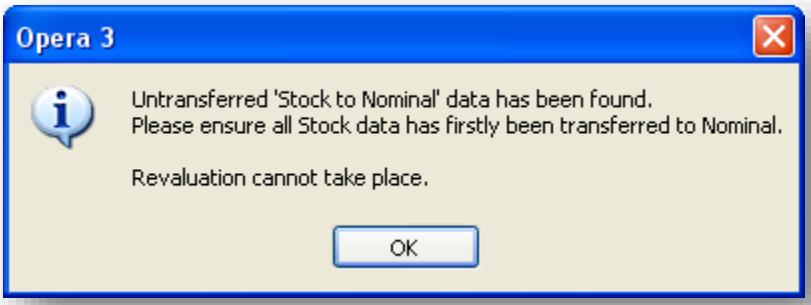
The revaluation can take into account all linked stock controls. You can choose whether to report only on the postings that would result from the revaluation or produce a report and carry out the postings simultaneously.



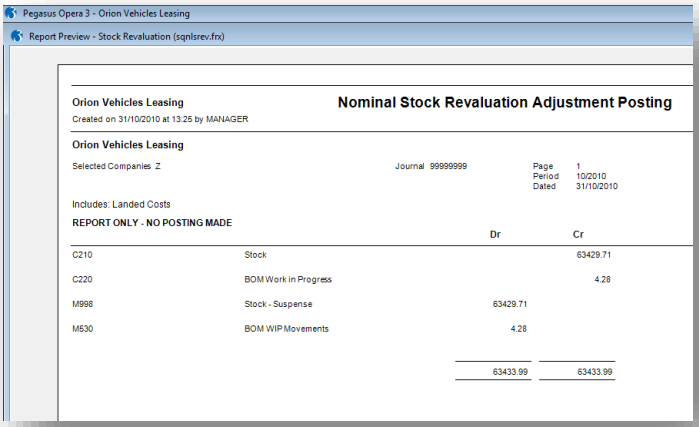
To revalue stock balances in the nominal ledger

1. Open the Nominal folder, double-click Utilities and then click Stock Revaluation.
2. If the Nominal module is updated by stock transactions from more than one company, a list of companies is presented from which you can select those that will be involved in the revaluation. The application can then take into account the stock valuation adjustments from all selected companies.
3. Do one of the following:
    a. To produce a report of adjustments without updating the nominal ledger, select the Report Only option.
    b. To produce a report and update the nominal ledger, select the Report and Post option.
4. Click OK.

Notes

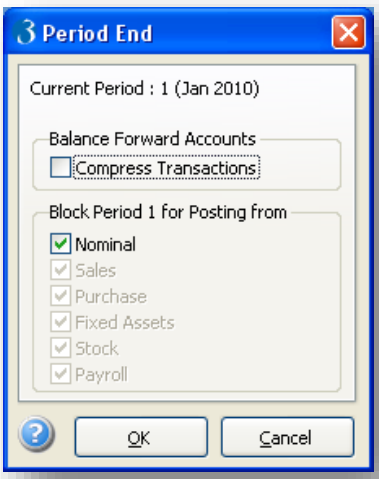


If the Revaluation finds discrepancies a journal will be posted to the nominal to correct the in-balance. A report similar and journal image is generated, similar to the one below.



5.8 Period End

You can only use the **Period End** command once per financial period to close the period and be ready for the next period. In the final period of the financial year you run the **Period End** command before the **Year End** command.



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

Notes

- For balance forward accounts , each transaction in the period is consolidated into a brought-forward balance transaction if the **Compress Transactions** box is ticked. This box is ticked automatically if this is the final period in the financial year because the transactions have to be consolidated and posted to the new financial year. You cannot untick the box in the final period.
- Remove records from the files that are marked for deletion, including accounts, cost centres, journal documents, matrix reports and so on.
- Remove from the files recurring documents which have been posted in full.
- Remove from the files journals for which the **Retained** option is cleared on the **General** tab of the **Nominal Journals** form, for which at least one posting has been made.
- For reversing journals, create journal entries in the new period which are the reverse of those made in the closing period.
- Update the **Current Period** box on the **Nominal Ledger - Set Options** form.
- Unless the Nominal Ledger is in the final period, journals are posted into the next period for transactions from other modules that have not yet been transferred to the Nominal Ledger. If untransferred transactions are found that are dated in the current Nominal Ledger Period, or fall in earlier Nominal Periods, the following message is displayed:

The Period End has found untransferred transactions dated prior to the end of this period from these modules: <Sales Ledger, Purchase Ledger, Stock, Payroll, Cashbook>. Do you want to post the transactions to the next period? Click No to quit the Period End and post the transactions to this period using the respective Nominal Ledger Transfer commands.

Important: Untransferred transactions from other modules are posted into the next Nominal period by the **Period End** if the transaction date falls either before the current nominal period or in the new period. If you do not want these transactions to be posted into the new period, you must run the respective **Transfer** command on the Nominal **Utilities** menu to transfer them into the current period before running the **Period End**.

Open Period Accounting

If you use the Open Period Accounting feature, you can block the period you are closing to prevent any further transactions being posted to that period. If you tick the **Nominal** box to block it, all the other modules are blocked as well. However, if the Nominal Ledger is not blocked you can decide to block any of these modules on an individual basis:

- Sales Ledger
- Purchase Ledger
- Fixed Assets
- Stock Control
- Payroll.

The following happens in the new period after the **Period End** is run:

- The period status on the Financial Calendar form for the Nominal Ledger, Sales Ledger, Purchase Ledger, Fixed Assets, Stock Control and Payroll modules is set to 'Open'. You can change the status to 'Blocked' for any module other than the Nominal Ledger after the **Period End** process is completed.
- The **Year To Date** and **Period To Date** balances are updated for every Nominal Ledger account that had transactions posted in advance to the new period because they become current transactions. For example, if in period 1 a posting was made to period 3, when the **Period End** is run at the end of Period 2, the transaction becomes current, and the balances are updated.

5.9 Year End

Notes

At the end of each financial year, you must use the **Year End** command to perform the following actions:

- Transfer the period totals, both actual and budget, for the closing financial year as prior year period values for historical reporting purposes.
- Clear account balances for profit and loss accounts.
- Transfer or clear account balances for balance sheet accounts depending on your response to a question. If you choose to retain the balances of balance sheet accounts, the application creates an opening balance journal using the next journal number available for the new year.
- Remove transactions older than the number of years specified in the Keep Transactions box on the **Nominal Ledger - Set Options** form.
- Remove journal images older than the number of years specified in the Keep Journal Images box on the **Nominal Ledger - Set Options** form.
- Update the **Nominal Ledger - Set Options** form:

1. Update the balance of the profit and loss account nominated in the **Profit & Loss** field.
2. Move on the new financial year in the Current Year field.
3. Set the Current Period to '1'.
4. Post journals into the new financial year for transactions from other modules that have not yet been transferred to the Nominal Ledger. If the **Year End** finds any of these transactions this message is displayed asking you whether you want the transactions posted into the last period of the current year, or the first period of the next financial year.

The Year End has found untransferred transactions dated in this financial year from these modules: <Sales Ledger, Purchase Ledger, Stock, Payroll, Cashbook>. Do you want to post the transactions to the first period in the new financial year? Click No to quit the Year End and post the transactions to this financial year using the respective Nominal Ledger Transfer commands.

Important: If you click **Yes** the transactions are posted into the first period of the new financial year. If you are unsure, quit the **Year End** then run the respective **Transfer** command/s on the **Nominal - Utilities** menu and select the **Report Only** option. The report/s will include the transactions in question. Then either run the **Report and Update** option to update the current financial year, or run the **Year End** command to update the new financial year.

Notes

Open Period Accounting

If you use the Open Period Accounting feature, you can set the status for all periods to 'Closed' to prevent any further transactions being posted to the current financial year. Further postings in the current year are blocked for these modules if you tick the **Close All Periods for the Year Being Ended** box:

- Sales Ledger
- Purchase Ledger
- Fixed Assets
- Stock Control
- Payroll.

The following happens after the **Year End** is run:

- If future financial year's exist in the Financial Calendar, new calendars are created. For example, if in 2010 there are two future financial calendars (for 2011 and 2012), when the year end is run 2011 becomes the current financial year and a new future year is created for 2013.
- On the Financial Calendar form the status for each period in the new financial year is set to 'Open'. This affects the Nominal Ledger, Sales Ledger, Purchase Ledger, Fixed Assets, Stock Control and Payroll modules. You can change the status to 'Blocked' for any module after the **Year End** process is completed.
- If transactions were advanced posted to the first period in the new financial year, each Nominal Ledger account's **Period**, **Period To Date** and **Year To Date** account balances are updated. Example ...

- If transactions were advanced posted to a later period in the new financial year, each Nominal Ledger account's **Period** account balance are updated. The **Period To Date** and **Year To Date** account balances are updated when the transaction's period becomes current by the Nominal Ledger Period End command. Example ...

and balances are updated.

Box	Description
Balance Sheet Account Values Note: **If you use the Cashbook module, the** Carry Forward **option is selected and disabled because you must retain balances for your bank accounts.**	
Carry Forward	You can choose to carry forward all Balance Sheet account values into the new financial year. To carry forward balances, select the **Carry Forward** option.
Zeroise	To start the new financial year with zero balances on Balance Sheet accounts, select the **Zeroise** option. All Profit and Loss accounts are zeroised by the Year End command.
Account Budget Options	
Carry Forward Next Year's Budget	Select this option to retain the budget values on the **Next Year** tab of the **Nominal Accounts - Budget** form in the new financial year.
Zeroise Next Year's Budget	Select this option to zeroise the budget values on the **Next Year** tab of the **Nominal Accounts - Budget** form in the new financial year.
Make Next Year's Budgets Current	Select this option to use the next financial year's budgets in the new financial year. These budgets are maintained on the **Nominal Accounts - Budget** form.
Close Periods	If you use the Open Period Accounting feature, select this option to mark the status of all periods in this financial year to 'Closed'. **Open Period Accounting is available in Opera 3 Enterprise and Opera 3 Enterprise SQL.**

5.9.1 To Run the Nominal Ledger year end

Notes

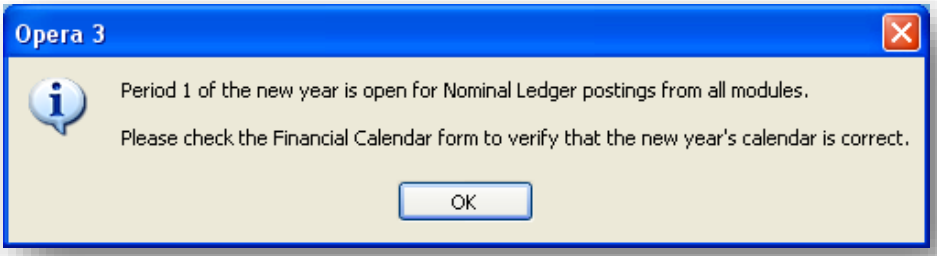
1. Make sure you have completed the Period End procedure for the last period in the closing financial year before you run the end of year process.
2. If the Nominal Ledger is linked to other modules, run the various **Transfer** commands on the Nominal Ledger **Utilities** menu to check if any transactions have not been transferred to the Nominal ledger.
3. Open the **Nominal** folder and then click **Nominal - Utilities** - **Year End** or click the **Financials tab** and then click **Nominal - Utilities - Year End** on the Ribbon Bar.
4. Click **OK**.

You may need to consider the following tasks to update the Nominal Ledger and tidy other modules before running the Year End in the Nominal Ledger. This list is not exhaustive and some of the tasks may not apply to you.

Ledger	Task	
Sales Ledger	Print reports and audit trails you want to keep, for example the Debtors Report, the List of Invoices and Credit Notes and the List of Receipts and Adjustments.	☐
	Run the **Period End** command.	☐
Purchase Ledger	Print reports and audit trails you want to keep, for example the Creditors Report, List of Invoices and Credit Notes and the List of Payments and Adjustments.	☐
	Run the **Period End** command.	☐
Service Management	Run the **Worksheet Billing** command, **Contract Period Billing** command and **Process Expenses** command to post sales documents to the Invoicing or SOP module.	☐
	Run the **Process Stock Issues** command and **Process Stock Returns** command to update the Stock module with the stock movements.	☐
Cashbook	Reconcile your bank accounts in the **Bank Reconciliation** command.	☐
	Run the **Reorganise** command to remove items marked for deletion, reconciled entries and completed recurring entries.	☐
Costing	Run the **Payroll Transfer** command to update the Payroll module with details of timesheets posted in Costing.	☐
	Run the **Reorganise** command to remove items marked for deletion and remove completed jobs up to a specified date.	☐
SOP/ Invoicing	Run the **SOP/Invoicing Processing** command and the **Batch Processing** command to post any outstanding invoices.	☐
	Run the **Repeat Invoicing** command to post any outstanding repeat invoices.	☐
Fixed Assets	Print any required reports including the **Statutory Movement Report**.	☐
	Run the **Period End** command for the final period in the year.	☐
System	Run the **VAT Processing** command to print any required reports and reconcile the VAT Control account/s with the VAT Return.	☐
Nominal Ledger	Run the **Sales Ledger Transfer**, **Purchase Ledger Transfer**, **Cashbook Transfer**, **Payroll Transfer**, **Stock Transfer** and **Fixed Assets Transfer** commands to update the Nominal Ledger with transactions from other modules. There may be transactions that have not been transferred even if the Real Time Update of the Nominal Ledger feature is used. If you use more than one company, remember to transfer transactions from those companies as well.	☐
Nominal Ledger…	Reconcile the totals in the Debtors Control account/s and the Creditors	☐

	Control account/s with the outstanding balances of customers and suppliers in the Sales Ledger and the Purchase Ledger.	
	Post any outstanding journals, for example recurring journals and reversing journals.	☐
	If you use more than one Nominal Ledger company, run the **Consolidation** command in each child company to update the parent company.	☐
	Run the **Bank Revaluation** command to revalue the balances of foreign currency bank accounts where the exchange rate has changed since the last revaluation.	☐
	Run the **Stock Revaluation** command to align the balances of nominal stock accounts with the figures shown on the stock valuation in the Stock module.	☐
	Reconcile the VAT Control account/s with the VAT Return.	☐
	Run the **Matrix Reports** command to print the Profit and Loss Report, Balance Sheet and any other required financial reports.	☐
	Run the Nominal Ledger **Period End**.	☐

Notes



Accreditation Training Courseware

Appendix

Appendix A – 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.

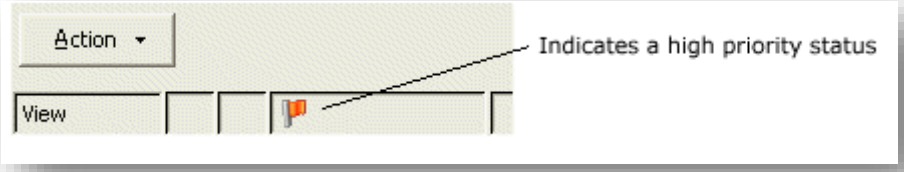
For each note record you create, you can enter a subject heading and the details of the note. The default date of the note will be the processing date and the originator's user name is also recorded. You can assign a priority to the note, depending on it's level of importance (low, normal or high). If 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

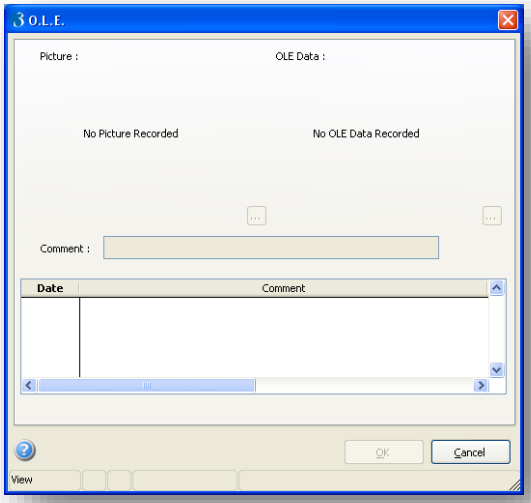
1. Retrieve the record for which you want to update the note record.
2. On the toolbar, click Notes.
3. On the Action menu, click (Un)Complete. The current processing date appears in the Completed column of the grid in the bottom half of the Notes form.
4. To close the Notes form, click Close.

   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 B - Object Linking and Embedding

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

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



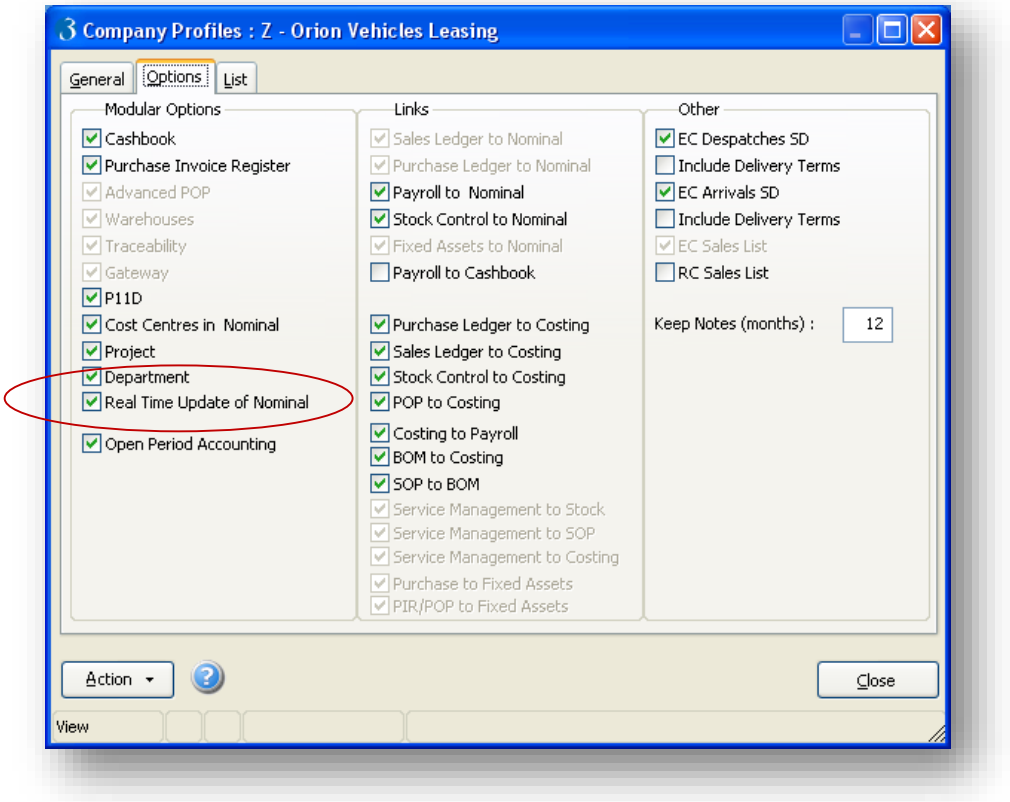
To link objects

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

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

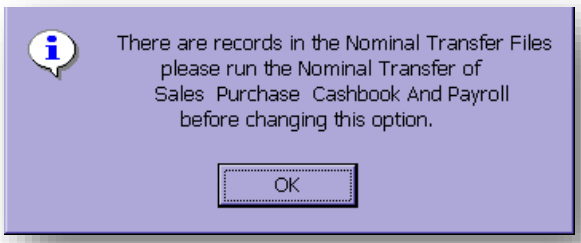
Appendix C - Nominal Ledger Real Time Update

The Real Time Update is an optional setting, which will default to 'off'. Should the user decide that their Nominal is to be updated with transactions from Sales, Purchase, Cashbook and Payroll automatically they may activate the 'Real Time Update of Nominal' option in System Manager, Company Profiles.



This setting may only be activated in the current Nominal Period, i.e. the System Processing date must be in the current Nominal.

When the setting is first selected the following prompt may appear:



The prompt will only display the modules for which there are any un-transferred transactions, which are due to be posted into the current Nominal period. The user must run all of the relevant transfer utilities before the Real Time Update setting may be selected.

If the 'Real Time Update of Nominal' option is selected the user will no longer be able to run the Transfer routines found in the Nominal Ledger Utilities menu. As a suggestion they could be removed from the menu.

Nominal Ledger Period End Routine

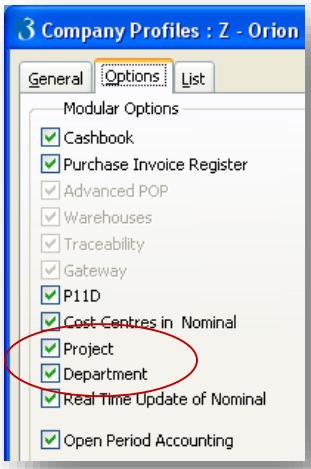
If the ‘Real Time Update of Nominal’ flag is set then a number of extra processes will automatically run at the end of the Nominal Period End routine.

- SNOML/PNOML/ANOML/WNOML records that have not yet been transferred to the Nominal Ledger, whose date becomes within the new Nominal Ledger Period as a result of running the Period End routine, will be transferred as a Journal. An individual Journal is created for each of the ledgers.
- It will post the records through to the Nominal Ledger as if a Transfer routine was being run. It will only post transactions that fulfil the above criteria.
- It will create the Transfer report as a PDF file.
- It will update the SNOML/PNOML/ANOML/WNOML tables as being transferred and show the Journal number created on all transferred records.

Appendix D – Advanced Nominal Ledger Integration

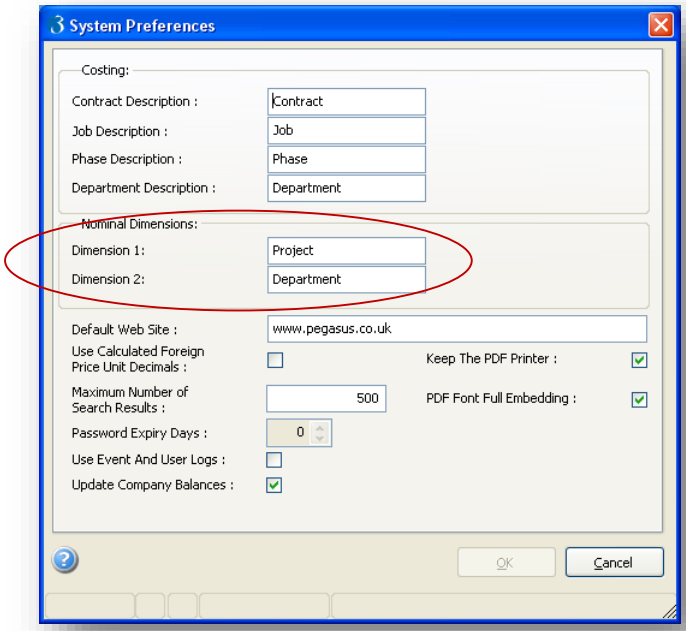
The Advanced Nominal Ledger is a separate Opera 3 module, which bolts on automatically to the standard Nominal Ledger. As the name suggests, it offers advanced analysis, reporting, enquiry and drill down capabilities. It is intended for customers who require more sophisticated or flexible financial analysis. It offers two extra dimensions, floating codes not tied to the Nominal Account as Cost Centres are. These are optional and therefore it makes the Advanced Nominal Ledger adaptable. There is a greater depth to analysis as transactions can have account & cost centre analysis plus Dimension 1 and Dimension 2 codes. Reporting can be instant, with the introduction of definable Views with drill-downs. There is the ability to report on a year and period ranges, giving customers greater flexibility when interrogating their data.

Company Profiles - Advanced Nominal Activation



If the Advanced Nominal is activated the User will have two additional Modular Options to consider, by default these will be entitled Project and Department. These will allow for enhanced analysis in the Nominal Ledger if used.

System Preferences – Advanced Nominal



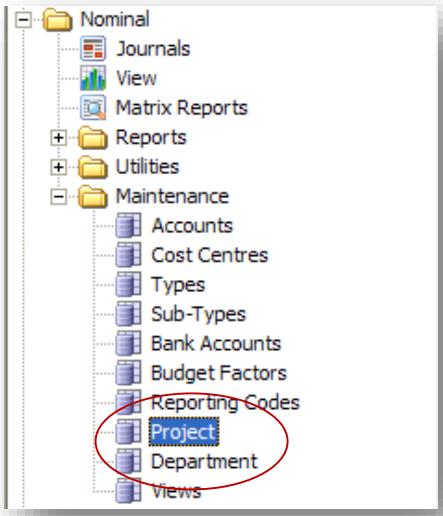
In System Preferences there are two additional options if the Advanced Nominal has been activated. Advanced Nominal: Dimension 1 & Dimension 2.

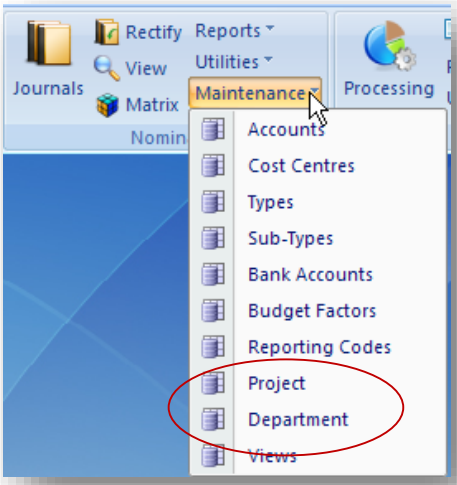
These Dimensions allow for extra analysis throughout the Opera 3 system.

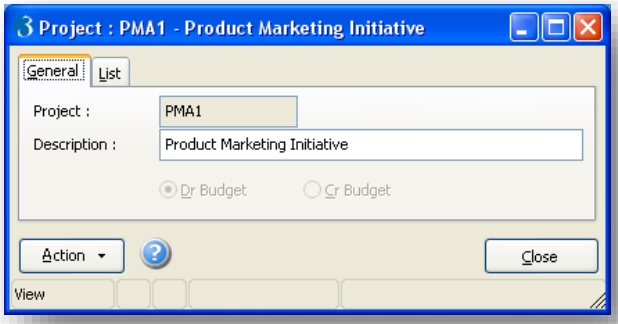
Dimension 1 and Dimension 2 may be renamed as required by the User. The name may be a maximum 10 characters in length.

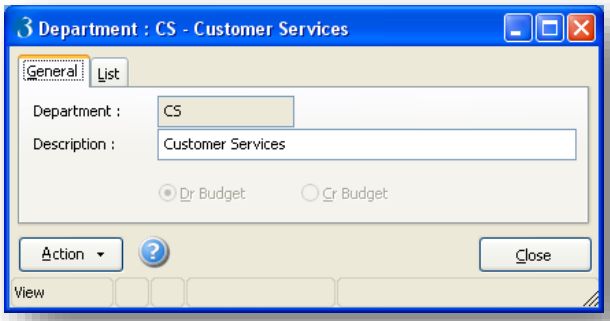
The User will be prompted to run a UDS to fully re-label the fields throughout the Opera 3 system.

New Nominal Dimensions – Additional analysis



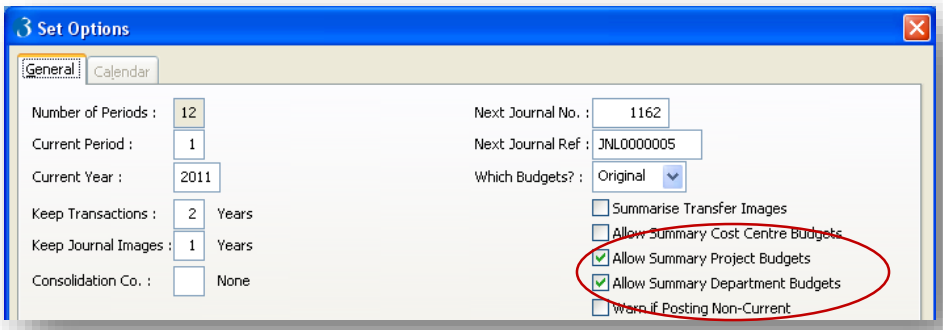






The Dr Budget and Cr Budget radio buttons will only be available if Allow Summary Project/Department Budgets is activated in Nominal Options. The system will default to a Dr Budget. Once the record has been saved the User may enter a Budget against the Project using Action – Budget or F5

Nominal Ledger - Set Options – Advanced Nominal



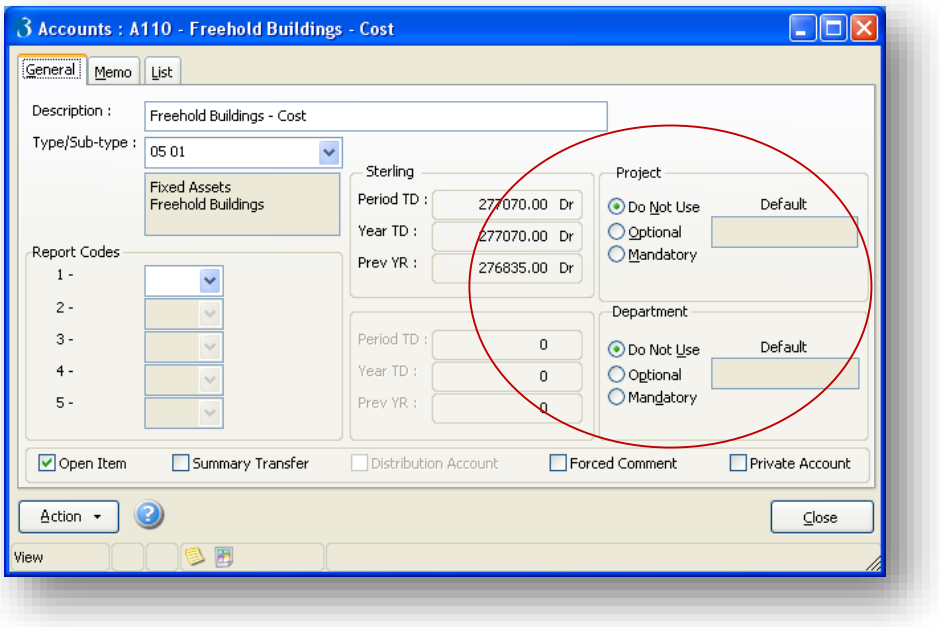
If the Advanced Nominal is in use, there will be two additional fields available to the User, allowing for Summary Project Budgets and Summary Department Budgets.

If the Advanced Nominal is activated and the User has selected to use Projects and/or Departments throughout, the User may attach Budgets to the Projects and Departments as they can with Cost Centres. If the 'Allow Summary Project Budgets' and 'Allow Summary Department Budgets' options are set on this will allow the User to attach Budgets to Projects and Departments without specifying a Nominal Code.

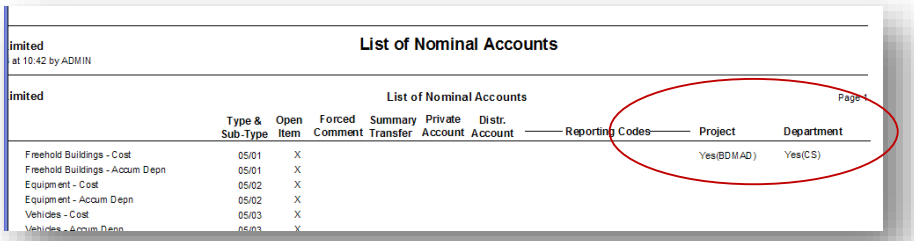
Nominal Accounts Maintenance – Advanced Nominal

If the Advanced Nominal has been activated the Nominal Accounts form will include additional fields for the attachment of a Project or Department. These fields will only be available if the Company Profiles Modular option has been set to allow the use of Projects and Departments and the Account has been set to use Open Item accounting and Summary Transfer is not selected.

- Either field may have its radio button set to: Do Not Use, Optional or Mandatory.
- If the User selects either the Optional or Mandatory radio buttons, they may then enter a default Project and Department to which postings may be analysed.
- These are 'floating' analysis codes and not part of the Nominal Account structure.
- The default may be specified for processing restrictions if required.



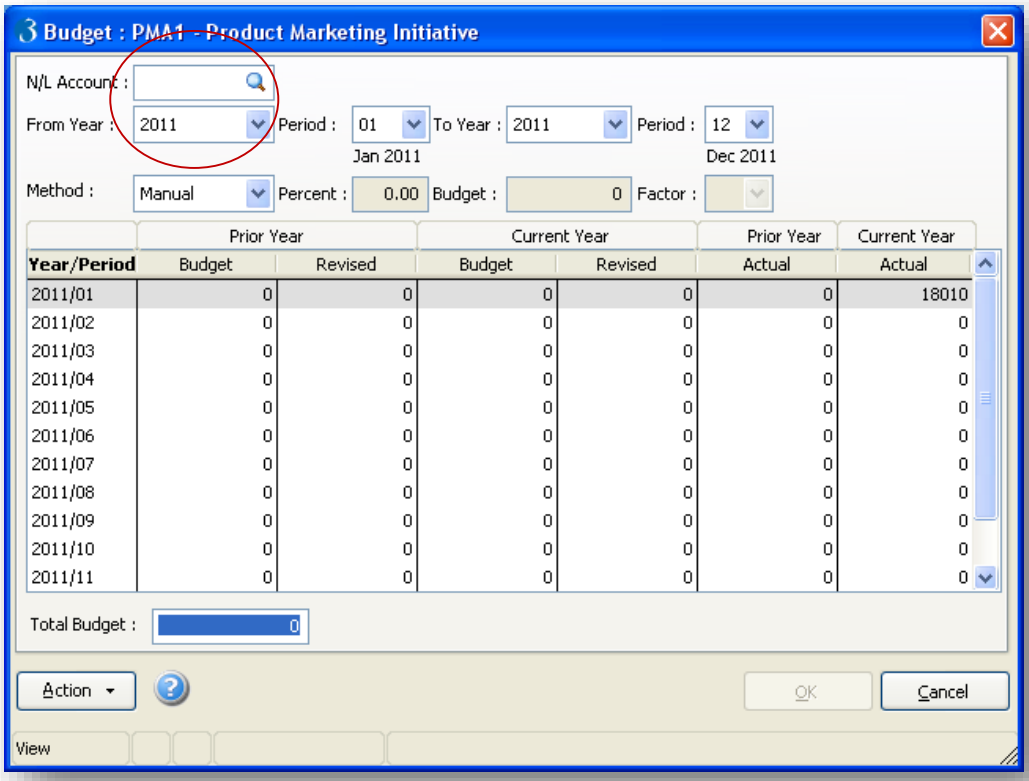
Should the User specify a default Project or Department to be used it will be confirmed below the radio buttons. If the Advanced Nominal is activated and a default Project or Department has been specified the Print icon will give the User a 'List of Nominal Accounts' Report, which has been enhanced to include the Project and Department fields.



The Report will indicate whether the fields have been set to Optional (Opt) or Mandatory (Yes).

Project Budgets – Advanced Nominal

If Projects are in use in the Advanced Nominal, the User may define a Budget against a Project. This facility is found under the Action button. If the Allow Summary Project Budgets option is selected the User may attach a Budget to a Project without specifying a Nominal Account.



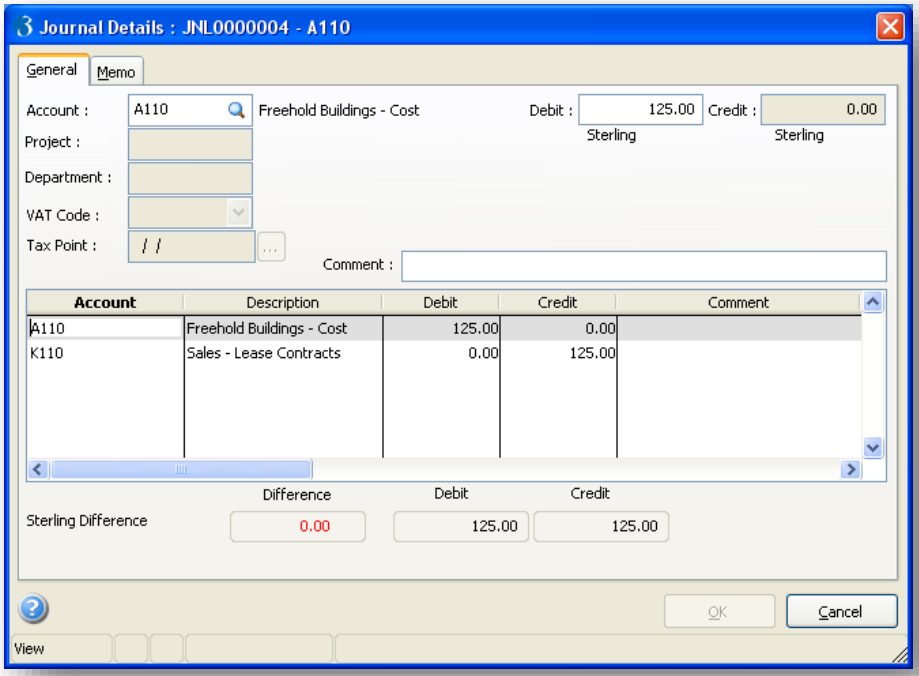
- The Budget screen will open with the cursor being positioned in the Total Budget field at the bottom of the screen.
- The From and To Year fields will be displaying the current accounting year as default, with the Period fields displaying the first period to the last period of the accounting year.
- The Method will have defaulted to Manual.

- By entering a value in the Total Budget field the user will be specifying the budget for Period 1 of the current accounting year and so on. The total budget will be calculated and displayed in the Budget field at the top of the screen.
- Budgets may be applied from the current accounting year or the next accounting year.
- They may also be applied to a varied number of periods and not necessarily a whole financial year, e.g. A Project may only run over 6 months and so the budget would only apply to the 6 months of the project. This could cross an accounting year if necessary.
- The 'To Year' field will allow the User to select the current year, the next year or two years ahead.
- The user may apply multiple budgets against Projects as required. These can be a combination of Manual budgets and Factored.
- These may be reported on using the Nominal Analysis Report.
- If the Allow Summary Project Budgets option is set then the User may attach a budget to a Project and specify a Nominal Account if necessary. The Nominal Accounts available for selection will only be those that allow the use of Projects against them. This could be set to Optional or Mandatory.
- No Nominal Accounts with Cost Centres will be displayed in the look-up list.
- When specifying a Budget against a Project, and the Allow Summary Project Budgets option is not selected, the User must specify a Nominal Account against the Budget.
- The Nominal Accounts available for selection will only be those that allow the use of Projects against them. This could be set to Optional or Mandatory.

Department Budgets – Advanced Nominal

- As with Project Budgets, Departments may have Budgets attached to them.
- If the Allow Summary Department Budgets option is set the User does not have to specify a Nominal Account when applying the Budget.
- If the Allow Summary Department Budgets is not set then the User must specify a Nominal Account when applying the budget. The Nominal Accounts that will be available are only those that allow the use of Departments.
- As with Project Budgets, the User may attach multiple budgets to Departments. These may be a combination of manual or factored budgets as required and can be reported on by using the Nominal Analysis Report.

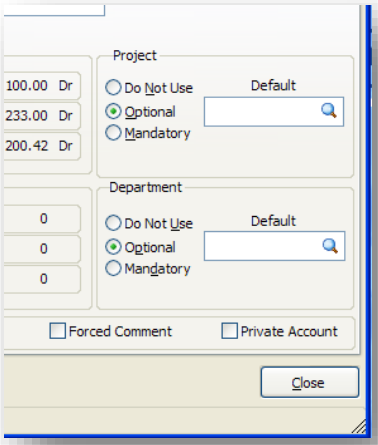
Journal Entries

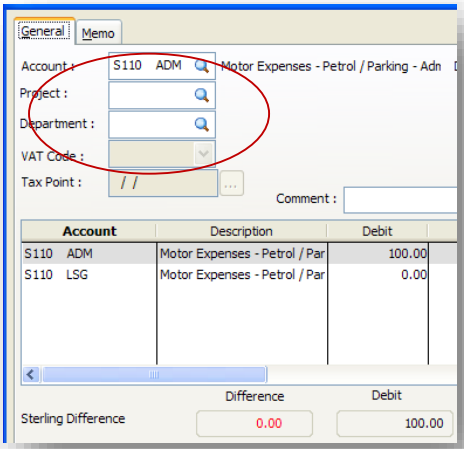


Journal details will now include additional fields for Project and Department. Entry into these fields will be dependant on the setting against the chosen Nominal Account.

The selected account above shows Nominal Account S110/ADM

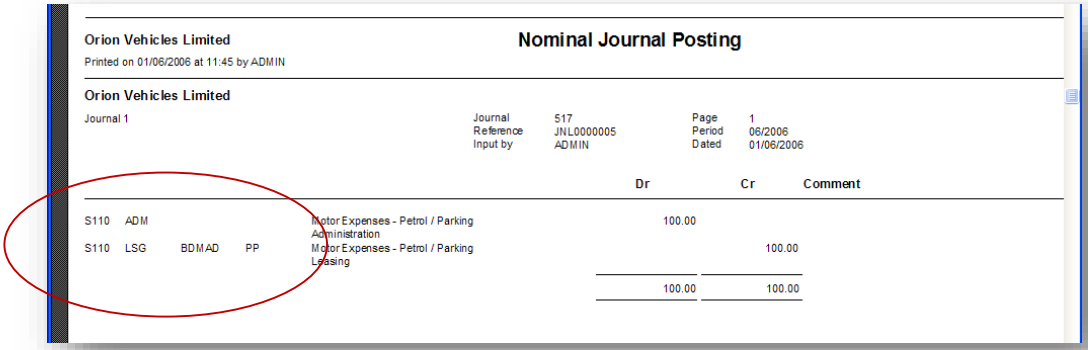
This account has been set up with Optional use of both Project and Department therefore, on the second line of the Journal, the Project and Department fields have been left blank.





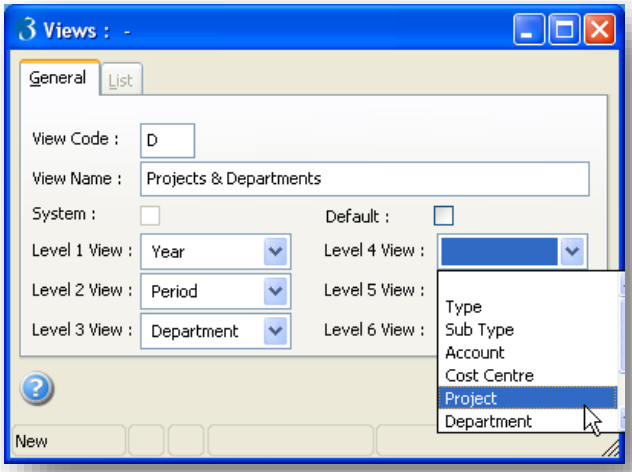
If the Project and Department fields have been set to Mandatory, then a Project and Department must be entered against the Journal line. If the Project and Department fields have been set to Do Not Use they will appear greyed out and unavailable against the Journal line.

Once the Journal has been posted, the posting report will show the Projects and Departments, where applicable.



Nominal View Maintenance – Advanced Nominal

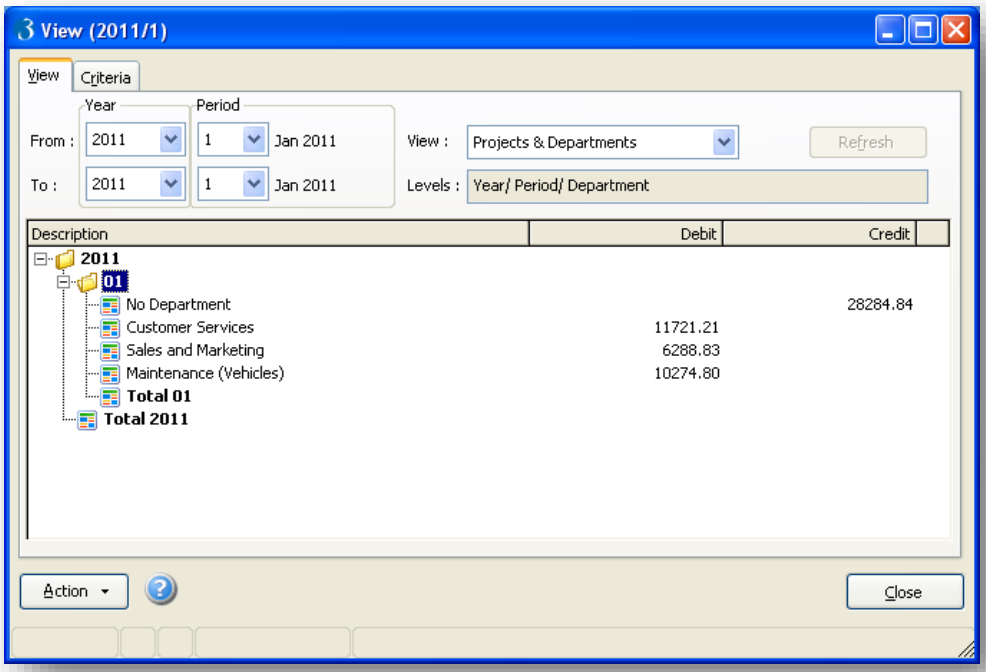
Two pre-defined views are available with the Standard Nominal activation. Views A & B are classed as System views and may not be deleted or amended.



If the Advanced Nominal is activated, the User may create a 'vast amount' of further views as required. The View Code may be a maximum of 3 characters. The View Name may be a maximum of 30 characters and is mandatory.

The View may be selected as the 'default' to be used when accessing the Nominal View menu item.

The required levels for the View should be populated by using the drop-down lists. At least Level 1 View must be selected.

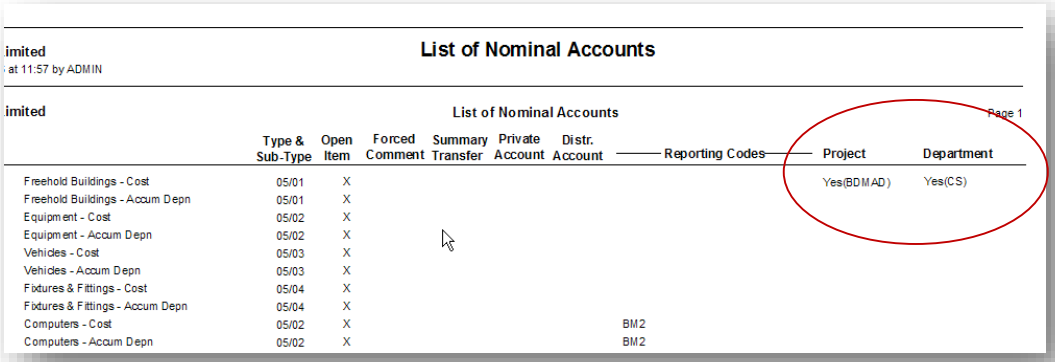


Access the View information from the Nominal View menu.

The Refresh button (or toolbar icon) will need to be clicked to populate the View screen in accordance with the Levels selected when defining the View.

Report Changes

The List of Nominal Accounts report has been enhanced to include the Advanced Nominal Dimensions of Project and Department.



imited
at 11:57 by ADMIN

List of Nominal Accounts

imited

List of Nominal Accounts

Page 1

	Type & Sub-Type	Open Item	Forced Comment	Summary Transfer	Private Account	Distr. Account	Reporting Codes	Project	Department
Freehold Buildings - Cost	05/01	X						Yes(BDMAD)	Yes(CS)
Freehold Buildings - Accum Depn	05/01	X							
Equipment - Cost	05/02	X							
Equipment - Accum Depn	05/02	X							
Vehicles - Cost	05/03	X							
Vehicles - Accum Depn	05/03	X							
Fixtures & Fittings - Cost	05/04	X							
Fixtures & Fittings - Accum Depn	05/04	X							
Computers - Cost	05/02	X					BM2		
Computers - Accum Depn	05/02	X					BM2		

The Report will state whether a Project or Department has been specified against the Nominal Account and if the criteria is set to Optional or Mandatory. The report will show the word ‘Yes’ if the radio button setting is Mandatory.

Appendix E – OPA Rules

Financial Calendar Capabilities

Blocking						
	Previous Year Period	**Previous Period**	**Current Period**	**Future Period**	**Future Year Period**	**Does it affect other module statuses**
Nominal	Yes	Yes	No	Yes	Yes	All Others
Linked Modules	Yes	Yes	Yes	Yes	Yes	No others
Period End – Optionally blocks ALL periods you are moving on from and opens all modules you are going into.						
Year End - If period 1 of the following year is blocked - all modules will be opened for period 1 in the new financial year.						

Closing						
	Previous Year Period	**Previous Period**	**Current Period**	**Future Period**	**Future Year**	**Does it affect other module statuses**
Nominal	Yes	Yes	No	No	No	All Others
Linked Modules	Yes	Yes	No	No	No	No others
You can change a Blocked period into Open or Closed. You can change an Open period direct to close.						
Year -end - Option to Close all periods of the current financial year when year-ending. If not selected should leave all periods as is.						
Need Admin Logon to open a closed period						

Posting Capabilities

	From NL	From Other module
Previous Year Open Period	Yes - Provided Period 1 of the current year is still open	No
Previous Year Blocked Period	No	No
Previous Year Closed Period	No	No
Current Year Open Period	Yes	Yes
Current Year Blocked Period	No	No - for a blocked Current or Previous period. Yes - for a blocked future period but will sit in *NOML File until the period is open and it can be transferred
Current Year Closed Period	No	No
Future Year Open Period	Yes	Yes
Future Year Blocked Period	No	Yes - but will sit in *NOML File until the period is open and it can be transferred
Future Year Closed Period	No * Not possible	No * Not possible

Exercise Set-up

Previous Year with Open, Blocked & Closed Periods - Mixed between NL & Other Modules
Current Year with Open, Blocked & Closed Periods - Mixed between NL & Other Modules
Future Year with Open & Blocked - Mixed between NL & Other modules

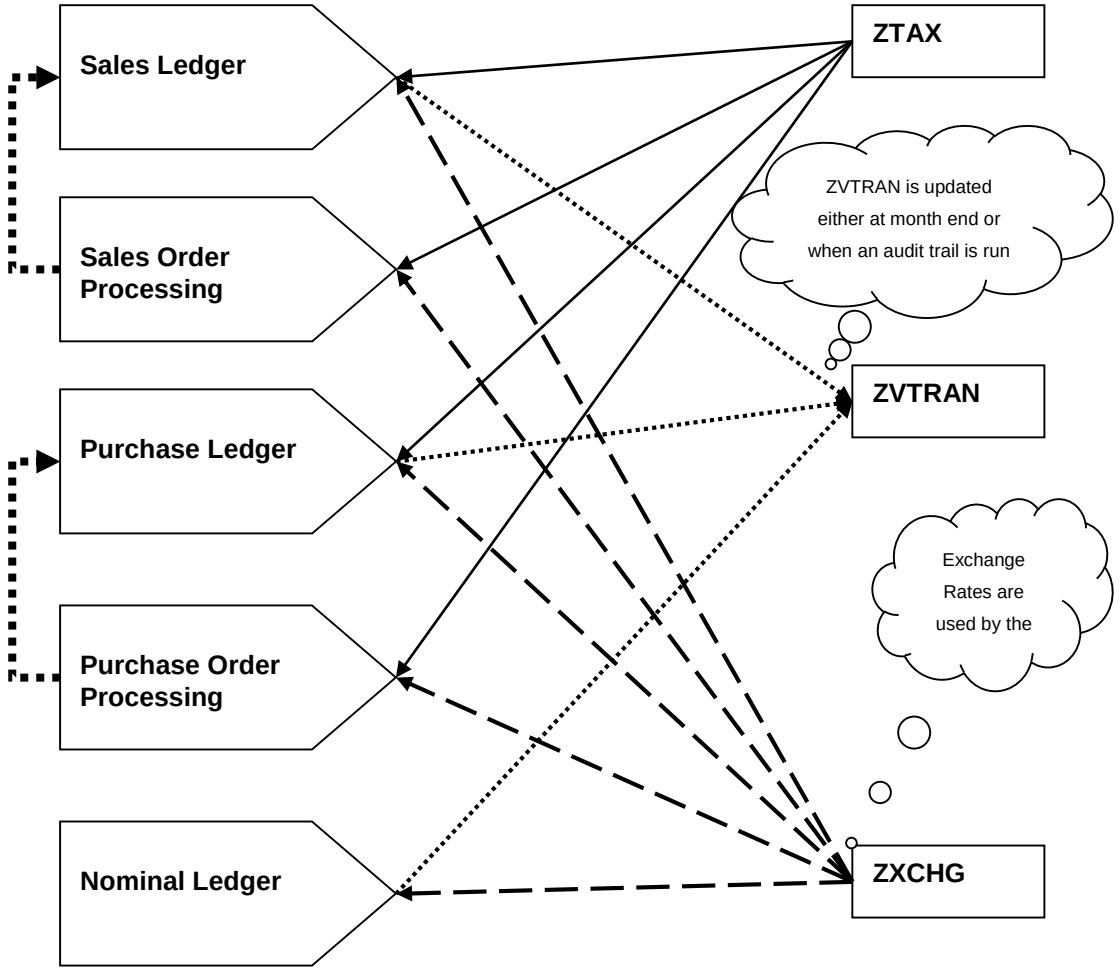
Nominal Postings	Possible?	Associated Period's Balance	Year To Date Balance	Period To Date Balance	Notes
Previous Year Open Period	Yes	Yes	Yes	Yes*	If the account is a balance sheet account, a posting is also made to the first period of this financial year using the same accounts. If the account is a profit and loss type, a posting is also made to the first period of this financial year using the Profit & Loss account. * Note: The Period To Date balance is updated only if the Nominal Ledger is in the first period of the current year.
Previous Year Blocked Period	No				
Previous Year Closed Period	No				
Current Year Current Open Period	Yes	Yes	Yes	Yes	All account balances are updated when the transaction is posted.
Current Year Previous Open Period	Yes	Yes	Yes	No	The transaction's period balance and the year to date balance are updated. The Period To Date balance is not updated.
Current Year Future Open Period	Yes	Yes	No	No	The Nominal Ledger Period End command will update the Year To Date and Period To Date account balances when the transaction becomes current.
Current Year Blocked Period	No				
Current Year Closed Period	No				
Future Year 1st Open Period	Yes	No	No	No	The Nominal Ledger Year End command will update the associated Period, Period To Date and Year To Date account balances when the financial year becomes current.
Future Year Period 2+ Open Period	Yes	No	No	No	The Nominal Ledger Year End command will update the associated Period account balance when the financial year becomes current. The Nominal Ledger Period End command will update the Period To Date and Year To Date account balances when the transaction becomes current
Future Year Blocked Period	No				
Future Year Closed Period	No				* Not possible

Sales Postings	
Previous Year Open Period	No
Previous Year Blocked Period	No
Previous Year Closed Period	No
Current Year Open Period	Yes
Current Year Blocked Period	No - for a blocked Current or Previous period. Yes - for a blocked future period but will sit in *NOML File until the period is open and it can be transferred
Current Year Closed Period	No
Future Year Open Period	Yes
Future Year Blocked Period	Yes - but will sit in *NOML File until the period is open and it can be transferred
Future Year Closed Period	No * Not possible

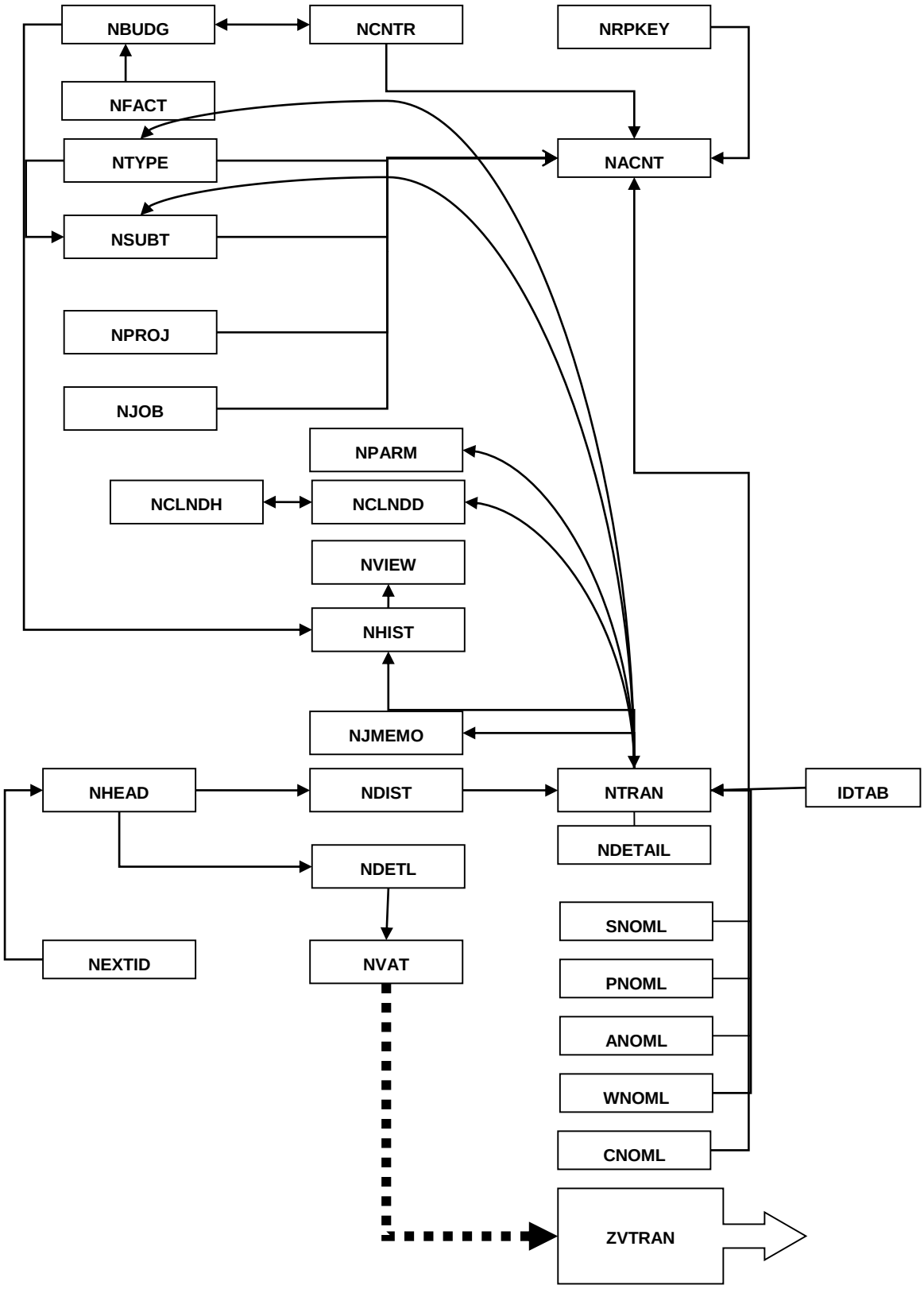
Appendix F – Data Structures & Technical Information

The following pages contain the Database Structures & Technical Information of the Nominal Ledger Module. Please use these as a guide only.

VAT & Exchange Rates



Nominal


NBUDG
NCNTR
NRPKEY
NFACT
NTYPE
NACNT
NSUBT
NPROJ
NJOB
NPARM
NCLNDH
NCLNDD
NVIEW
NHIST
NJMEMO
NHEAD
NDIST
NTRAN
IDTAB
NDETAIL
NDETL
SNOML
NEXTID
NVAT
PNOML
ANOML
WNOML
CNOML
ZVTRAN

Joins Information

TABLE	JOIN
nacnt	LEFT JOIN nacnt ON nbank.nk_acnt=nacnt.na_acnt AND nbank.nk_cntr=nacnt.na_cntr
nacnt	LEFT JOIN nacnt ON nbank.nk_acnt=nacnt.na_acnt AND nbank.nk_cntr=nacnt.na_cntr
nacnt	left join nacnt on fasslc.fs_nldp = nacnt.na_acnt + nacnt.na_cntr
nacnt	LEFT JOIN nacnt ON fnoml.fx_nacnt=nacnt.na_acnt AND fx_ncntr=nacnt.na_cntr
nacnt	LEFT JOIN nacnt ON ftran.ft_nldp = nacnt.na_acnt+nacnt.na_cntr
nacnt	LEFT JOIN nacnt ON fasset.fa_nlca = nacnt.na_acnt+nacnt.na_cntr
nacnt	LEFT JOIN nacnt ON nbank.nk_acnt=nacnt.na_acnt AND nbank.nk_cntr=nacnt.na_cntr
nacnt	LEFT JOIN nacnt ON ntran.nt_acnt=nacnt.na_acnt AND nt_cntr=nacnt.na_cntr
nacnt	LEFT JOIN nacnt ON left(nd_account,8)+substr(nd_account,10,4)=nacnt.na_acnt+nacnt.na_cntr
nacnt	LEFT JOIN nacnt ON pnoml.px_nacnt=nacnt.na_acnt AND px_ncntr=nacnt.na_cntr
nacnt	LEFT JOIN nacnt ON snoml.sx_nacnt=nacnt.na_acnt AND sx_ncntr=nacnt.na_cntr
nacnt	LEFT JOIN nacnt ON wnoml.wx_nacnt=nacnt.na_acnt AND wx_ncntr=nacnt.na_cntr
nacnt	LEFT JOIN nacnt ON nhist.nh_nacnt=nacnt.na_acnt AND nacnt.na_cntr=nhist.nh_ncntr
nacnt	LEFT JOIN nacnt ON nacnt.na_acnt = LEFT(zNotes.zn_account,8)
nacnt	LEFT JOIN nacnt ON cnoml.cx_nacnt=nacnt.na_acnt AND cx_ncntr=nacnt.na_cntr
nbank	LEFT JOIN nbank ON nbank.nk_acnt=atran.at_acnt AND nbank.nk_cntr=atran.at_cntr
nbank	LEFT JOIN nbank ON nbank.nk_acnt=aentry.ae_acnt AND nbank.nk_cntr=aentry.ae_cntr
nbank	LEFT JOIN nbank ON nacnt.na_acnt=nbank.nk_acnt AND nacnt.na_cntr=nbank.nk_cntr
nbank	LEFT JOIN nbank ON nacnt.na_acnt=nbank.nk_acnt AND nacnt.na_cntr=nbank.nk_cntr
nbank	LEFT JOIN nbank ON nacnt.na_acnt=nbank.nk_acnt AND nacnt.na_cntr=nbank.nk_cntr
nbank	LEFT JOIN nbank ON nacnt.na_acnt=nbank.nk_acnt AND nacnt.na_cntr=nbank.nk_cntr
nbank	LEFT JOIN nbank ON nacnt.na_acnt=nbank.nk_acnt AND nacnt.na_cntr=nbank.nk_cntr
nbank	LEFT JOIN nbank ON nacnt.na_acnt=nbank.nk_acnt AND nacnt.na_cntr=nbank.nk_cntr
nbank	LEFT JOIN nbank ON nacnt.na_acnt=nbank.nk_acnt AND nacnt.na_cntr=nbank.nk_cntr
nbank	LEFT JOIN nbank ON nacnt.na_acnt=nbank.nk_acnt AND nacnt.na_cntr=nbank.nk_cntr
nbudg	LEFT JOIN nbudg ON nacnt.na_acnt+nacnt.na_cntr=nbudg.nb_account
nbudg	LEFT JOIN nbudg ON nacnt.na_acnt+nacnt.na_cntr=nbudg.nb_account
nbudg	LEFT JOIN nbudg ON nacnt.na_acnt+nacnt.na_cntr=nbudg.nb_account
nbudg	left join nbudg on fasset.fa_nldp = nbudg.nb_account
nbudg	LEFT JOIN nbudg ON nacnt.na_acnt+nacnt.na_cntr=nbudg.nb_account
nbudg	LEFT JOIN nbudg ON nacnt.na_acnt+nacnt.na_cntr=nbudg.nb_account
nbudg	LEFT JOIN nbudg ON nacnt.na_acnt+nacnt.na_cntr=nbudg.nb_account
nbudg	LEFT JOIN nbudg ON nacnt.na_acnt+nacnt.na_cntr=nbudg.nb_account
nbudg	LEFT JOIN nbudg ON nacnt.na_acnt+nacnt.na_cntr=nbudg.nb_account
nbudg	LEFT JOIN nbudg ON nacnt.na_acnt+nacnt.na_cntr=nbudg.nb_account
nbudg	left join nbudg on fasslc.fs_nldp = nbudg.nb_account
nbudg	left join nbudg on ftran.ft_nldp = nbudg.nb_account

nbudg	LEFT JOIN nbudg ON nacnt.na_acnt+nacnt.na_cntr=nbudg.nb_account
ncntr	LEFT JOIN ncntr ON nbank.nk_cntr=ncntr.nc_cntr
ncntr	LEFT JOIN ncntr ON nbank.nk_cntr=ncntr.nc_cntr
ncntr	LEFT JOIN ncntr ON fasslc.fs_cntr=ncntr.nc_cntr
ncntr	LEFT JOIN ncntr ON fnoml.fx_ncntr=ncntr.nc_cntr
ncntr	LEFT JOIN ncntr ON hjhtrn.hj_dept=ncntr.nc_cntr
ncntr	LEFT JOIN ncntr ON nbank.nk_cntr=ncntr.nc_cntr
ncntr	LEFT JOIN ncntr ON nacnt.na_cntr=ncntr.nc_cntr
ncntr	LEFT JOIN ncntr ON ntran.nt_cntr=ncntr.nc_cntr
ncntr	LEFT JOIN ncntr ON substr(nd_account,10,4)=ncntr.nc_cntr
ncntr	LEFT JOIN ncntr ON pnoml.px_ncntr=ncntr.nc_cntr
ncntr	LEFT JOIN ncntr ON snoml.sx_ncntr=ncntr.nc_cntr
ncntr	LEFT JOIN ncntr ON wnoml.wx_ncntr=ncntr.nc_cntr
ncntr	LEFT JOIN ncntr ON wname.wn_cstcde=ncntr.nc_cntr
ncntr	LEFT JOIN ncntr ON wname.wn_cstcde=ncntr.nc_cntr
ncntr	LEFT JOIN ncntr ON wname.wn_cstcde=ncntr.nc_cntr
ncntr	LEFT JOIN ncntr ON wname.wn_cstcde=ncntr.nc_cntr
ncntr	Left Join Ncntr On Iif(WParm.Wp_AnalDep, Wdept.Wa_Cntr = NCntr.Nc_Cntr, WName.Wn_CstCde = NCntr.Nc_Cntr)
ncntr	Left Join Ncntr On Iif(WParm.Wp_AnalDep, Wdept.Wa_Cntr = NCntr.Nc_Cntr, WName.Wn_CstCde = NCntr.Nc_Cntr)
ncntr	Left Join Ncntr On Iif(WParm.Wp_AnalDep, Wdept.Wa_Cntr = NCntr.Nc_Cntr, WName.Wn_CstCde = NCntr.Nc_Cntr)
ncntr	Left Join Ncntr On Iif(WParm.Wp_AnalDep, Wdept.Wa_Cntr = NCntr.Nc_Cntr, WName.Wn_CstCde = NCntr.Nc_Cntr)
ncntr	Left Join Ncntr On Iif(WParm.Wp_AnalDep, Wdept.Wa_Cntr = NCntr.Nc_Cntr, WName.Wn_CstCde = NCntr.Nc_Cntr)
ncntr	Left Join Ncntr On Iif(WParm.Wp_AnalDep, Wdept.Wa_Cntr = NCntr.Nc_Cntr, WName.Wn_CstCde = NCntr.Nc_Cntr)
ncntr	Left Join Ncntr On Iif(WParm.Wp_AnalDep, Wdept.Wa_Cntr = NCntr.Nc_Cntr, WName.Wn_CstCde = NCntr.Nc_Cntr)
ncntr	Left Join Ncntr On Iif(WParm.Wp_AnalDep, Wdept.Wa_Cntr = NCntr.Nc_Cntr, WName.Wn_CstCde = NCntr.Nc_Cntr)
ncntr	Left Join Ncntr On Iif(WParm.Wp_AnalDep, Wdept.Wa_Cntr = NCntr.Nc_Cntr, WName.Wn_CstCde = NCntr.Nc_Cntr)
ncntr	LEFT JOIN ncntr ON nhist.nh_ncntr =ncntr.nc_cntr
ncntr	Left Join Ncntr On Iif(WParm.Wp_AnalDep, Wdept.Wa_Cntr = NCntr.Nc_Cntr, WName.Wn_CstCde = NCntr.Nc_Cntr)
ncntr	LEFT JOIN ncntr ON cnoml.cx_ncntr=ncntr.nc_cntr

ncntr	LEFT JOIN ncntr ON wname.wn_cstcde=ncntr.nc_cntr
nfact	LEFT JOIN nfact ON nbudg.nb_fact=nfact.nf_fact
nfact	LEFT JOIN nfact ON nbudg.nb_fact=nfact.nf_fact
nfact	LEFT JOIN nfact ON nbudg.nb_fact=nfact.nf_fact
nfact	LEFT JOIN nfact ON nbudg.nb_fact=nfact.nf_fact
nfact	LEFT JOIN nfact ON nbudg.nb_fact=nfact.nf_fact
nfact	LEFT JOIN nfact ON nbudg.nb_fact=nfact.nf_fact
nfact	LEFT JOIN nfact ON nbudg.nb_fact=nfact.nf_fact
nfact	LEFT JOIN nfact ON nbudg.nb_fact=nfact.nf_fact
nfact	LEFT JOIN nfact ON nbudg.nb_fact=nfact.nf_fact
nfact	LEFT JOIN nfact ON nbudg.nb_fact=nfact.nf_fact
nhead	LEFT JOIN nhead ON ndetl.nd_ref=nhead.nh_ref
njob	LEFT JOIN njob ON nhist.nh_job =njob.no_job
njob	LEFT JOIN njob ON nacnt.na_job=njob.no_job
njob	LEFT JOIN njob ON ntran.nt_job=njob.no_job
njob	LEFT JOIN njob ON ndetl.nd_job=njob.no_job
njob	LEFT JOIN njob ON snoml.sx_job=njob.no_job
njob	LEFT JOIN njob ON hsanal.sa_job=njob.no_job
njob	LEFT JOIN njob ON sanal.sa_job=njob.no_job
njob	LEFT JOIN njob ON panal.pa_job=njob.no_job
njob	LEFT JOIN njob ON hpanal.pa_job=njob.no_job
njob	LEFT JOIN njob ON pline.pl_job=njob.no_job
njob	LEFT JOIN njob ON pnoml.px_job=njob.no_job
njob	LEFT JOIN njob ON anoml.ax_job=njob.no_job
njob	LEFT JOIN njob ON arline.at_job=njob.no_job
njob	LEFT JOIN njob ON doline.do_job=njob.no_job
njob	LEFT JOIN njob ON itran.it_job=njob.no_job
njob	LEFT JOIN njob ON wnoml.wx_job=njob.no_job
njob	LEFT JOIN njob ON wtran.wr_job=njob.no_job
njob	LEFT JOIN njob ON sname.sn_job=njob.no_job
njob	LEFT JOIN njob ON pname.pn_job=njob.no_job
njob	LEFT JOIN NJOB ON DMLINE.DO_JOB = NJOB.NO_JOB
njob	LEFT JOIN njob ON cnoml.cx_job = njob.no_job
njob	LEFT JOIN njob ON whtran.w4_job=njob.no_job
nproj	LEFT JOIN nproj ON nhist.nh_project =nproj.nr_project
nproj	LEFT JOIN nproj ON nacnt.na_project=nproj.nr_project
nproj	LEFT JOIN nproj ON ntran.nt_project=nproj.nr_project
nproj	LEFT JOIN nproj ON ndetl.nd_project=nproj.nr_project
nproj	LEFT JOIN nproj ON snoml.sx_project=nproj.nr_project
nproj	LEFT JOIN nproj ON hsanal.sa_project=nproj.nr_project
nproj	LEFT JOIN nproj ON sanal.sa_project=nproj.nr_project

nproj	LEFT JOIN nproj ON panal.pa_project=nproj.nr_project
nproj	LEFT JOIN nproj ON hpanal.pa_project=nproj.nr_project
nproj	LEFT JOIN nproj ON pline.pl_project=nproj.nr_project
nproj	LEFT JOIN nproj ON pnoml.px_project=nproj.nr_project
nproj	LEFT JOIN nproj ON anoml.ax_project=nproj.nr_project
nproj	LEFT JOIN nproj ON arline.at_project=nproj.nr_project
nproj	LEFT JOIN nproj ON doline.do_project=nproj.nr_project
nproj	LEFT JOIN nproj ON itran.it_project=nproj.nr_project
nproj	LEFT JOIN nproj ON wnoml.wx_project=nproj.nr_project
nproj	LEFT JOIN nproj ON wtran.wr_project=nproj.nr_project
nproj	LEFT JOIN nproj ON sname.sn_project=nproj.nr_project
nproj	LEFT JOIN nproj ON pname.pn_project=nproj.nr_project
nproj	LEFT JOIN NPROJ ON DMLINE.DO_PROJECT = NPROJ.NR_PROJECT
nproj	LEFT JOIN nproj ON cnoml.cx_project =nproj.nr_project
nproj	LEFT JOIN nproj ON whtran.w4_project=nproj.nr_project
nsubt	LEFT JOIN nsubt ON nacnt.na_type=nsubt.ns_type AND nacnt.na_subt=nsubt.ns_subt
nsubt	LEFT JOIN nsubt ON nacnt.na_type=nsubt.ns_type AND nacnt.na_subt=nsubt.ns_subt
nsubt	LEFT JOIN nsubt ON nacnt.na_type=nsubt.ns_type AND nacnt.na_subt=nsubt.ns_subt
nsubt	LEFT JOIN nsubt ON nacnt.na_type=nsubt.ns_type AND nacnt.na_subt=nsubt.ns_subt
nsubt	LEFT JOIN nsubt ON nacnt.na_type=nsubt.ns_type AND nacnt.na_subt=nsubt.ns_subt
nsubt	LEFT JOIN nsubt ON nacnt.na_type=nsubt.ns_type AND nacnt.na_subt=nsubt.ns_subt
nsubt	LEFT JOIN nsubt ON nacnt.na_type=nsubt.ns_type AND nacnt.na_subt=nsubt.ns_subt
nsubt	LEFT JOIN nsubt ON nsubt.ns_type=nhist.nh_ntype AND nsubt.ns_subt =nhist.nh_nsubt
nsubt	LEFT JOIN nsubt ON nacnt.na_type=nsubt.ns_type AND nacnt.na_subt=nsubt.ns_subt
ntype	LEFT JOIN ntype ON nacnt.na_type=ntype.nt_type
ntype	LEFT JOIN ntype ON nacnt.na_type=ntype.nt_type
ntype	LEFT JOIN ntype ON nacnt.na_type=ntype.nt_type
ntype	LEFT JOIN ntype ON nacnt.na_type=ntype.nt_type
ntype	LEFT JOIN ntype ON nacnt.na_type=ntype.nt_type
ntype	LEFT JOIN ntype ON nacnt.na_type=ntype.nt_type
ntype	LEFT JOIN ntype ON nacnt.na_type=ntype.nt_type
ntype	LEFT JOIN ntype ON ntype.nt_type=nhist.nh_ntype
ntype	LEFT JOIN ntype ON nacnt.na_type=ntype.nt_type

Codes of interest

Breakdown of Codes	
Transaction Types	
Type	***Description***
B	Balance
J	Journal
P	Purchase
S	Sales
W	Payroll
A	Cashbook
Class	
Status	***Description***
A	Current Asset
C	Capital & Reserves
E	Expense
F	Fixed Asset
I	Income
L	Liability
Nominal History Record Type	
1	Actual Values
2	Budget Values (NBUDG)
3	Budget Values (Dimensions)
Budget Method	
!	Empty
B	Budget Prior
F	Factored
M	Manual
R	Revised Prior
A	Actual

Database Structures

Pegasus Opera 3 Enterprise VFP Database Structures – Nominal Ledger Tables

Table : **NACNT** Table Description : **Accounts (NL)**

Field Name	Description	Type	Length	DPs	Further information
NA_ACNT	Account Code	C	8	0	
				Rule :	"Account cannot be left blank"
				Rule Expression :	.NOT.EMPTY(na_acnt)
NA_CNTR	Cost Centre	C	4	0	
NA_TYPE	Type	C	2	0	
NA_SUBT	SubType	C	2	0	
NA_DESC	Description	C	35	0	
				Rule :	"Description cannot be left blank"
				Rule Expression :	.NOT.EMPTY(na_desc)
NA_REDIST	Distribution A/c ?	L	1	0	
NA_OPEN	Open Item ?	L	1	0	
NA_POST	Summary Transfer ?	L	1	0	
NA_COMM	Mandatory Comment	L	1	0	
NA_BALP01	Bal.LY.Per. 1	N	14	2	
NA_BALP02	Bal.LY.Per. 2	N	14	2	
NA_BALP03	Bal.LY.Per. 3	N	14	2	
NA_BALP04	Bal.LY.Per. 4	N	14	2	
NA_BALP05	Bal.LY.Per. 5	N	14	2	
NA_BALP06	Bal.LY.Per. 6	N	14	2	
NA_BALP07	Bal.LY.Per. 7	N	14	2	
NA_BALP08	Bal.LY.Per. 8	N	14	2	
NA_BALP09	Bal.LY.Per. 9	N	14	2	
NA_BALP10	Bal.LY.Per. 10	N	14	2	
NA_BALP11	Bal.LY.Per. 11	N	14	2	
NA_BALP12	Bal.LY.Per. 12	N	14	2	
NA_BALP13	Bal.LY.Per. 13	N	14	2	
NA_BALC01	Bal.Period 1	N	14	2	
NA_BALC02	Bal.Period 2	N	14	2	
NA_BALC03	Bal.Period 3	N	14	2	
NA_BALC04	Bal.Period 4	N	14	2	
NA_BALC05	Bal.Period 5	N	14	2	
NA_BALC06	Bal.Period 6	N	14	2	
NA_BALC07	Bal.Period 7	N	14	2	
NA_BALC08	Bal.Period 8	N	14	2	
NA_BALC09	Bal.Period 9	N	14	2	
NA_BALC10	Bal.Period 10	N	14	2	
NA_BALC11	Bal.Period 11	N	14	2	
NA_BALC12	Bal.Period 12	N	14	2	
NA_BALC13	Bal.Period 13	N	14	2	
NA_PTDDR	Debit Per.T.D.	N	14	2	
NA_PTDCR	Credit Per.T.D.	N	14	2	
NA_YTDDR	Debit Yr.T.D.	N	14	2	
NA_YTDCR	Credit Yr.T.D.	N	14	2	
NA_PRYDR	Debit Prev.Yr	N	14	2	
NA_PRYCR	Credit Prev.Yr	N	14	2	
NA_MEMO	Memo	M	10	0	
NA_KEY1	Key 1 Field	C	5	0	Record search key - do not alter.
NA_KEY2	Key 2 Field	C	5	0	Record search key - do not alter.
NA_KEY3	Key 3 Field	C	5	0	Record search key - do not alter.
NA_KEY4	Key 4 Field	C	5	0	Record search key - do not alter.
SQ_PRIVATE	Private A/c	L	1	0	Is this a private account (access by magerrights)?

NA_REPKEY1	Report Key 1	C	4	0	Reporting key 1
NA_REPKEY2	Report Key 2	C	4	0	Reporting key 2
NA_REPKEY3	Report Key 3	C	4	0	Reporting key 3
NA_REPKEY4	Report Key 4	C	4	0	Reporting key 4
NA_REPKEY5	Report Key 5	C	4	0	Reporting key 5
NA_FCURR	Currency	C	3	0	
NA_FCDEC	FC.Decimal Places	N	1	0	
NA_FCMULT	FC.Multiply	L	1	0	
NA_FCRATE	Exchange Rate	N	11	6	
NA_FBALP01	F.Bal.LY.Per. 1	N	14	0	
NA_FBALP02	F.Bal.LY.Per. 2	N	14	0	
NA_FBALP03	F.Bal.LY.Per. 3	N	14	0	
NA_FBALP04	F.Bal.LY.Per. 4	N	14	0	
NA_FBALP05	F.Bal.LY.Per. 5	N	14	0	
NA_FBALP06	F.Bal.LY.Per. 6	N	14	0	
NA_FBALP07	F.Bal.LY.Per. 7	N	14	0	
NA_FBALP08	F.Bal.LY.Per. 8	N	14	0	
NA_FBALP09	F.Bal.LY.Per. 9	N	14	0	
NA_FBALP10	F.Bal.LY.Per. 10	N	14	0	
NA_FBALP11	F.Bal.LY.Per. 11	N	14	0	
NA_FBALP12	F.Bal.LY.Per. 12	N	14	0	
NA_FBALP13	F.Bal.LY.Per. 13	N	14	0	
NA_FBALC01	F.Bal.Period 1	N	14	0	
NA_FBALC02	F.Bal.Period 2	N	14	0	
NA_FBALC03	F.Bal.Period 3	N	14	0	
NA_FBALC04	F.Bal.Period 4	N	14	0	
NA_FBALC05	F.Bal.Period 5	N	14	0	
NA_FBALC06	F.Bal.Period 6	N	14	0	
NA_FBALC07	F.Bal.Period 7	N	14	0	
NA_FBALC08	F.Bal.Period 8	N	14	0	
NA_FBALC09	F.Bal.Period 9	N	14	0	
NA_FBALC10	F.Bal.Period 10	N	14	0	
NA_FBALC11	F.Bal.Period 11	N	14	0	
NA_FBALC12	F.Bal.Period 12	N	14	0	
NA_FBALC13	F.Bal.Period 13	N	14	0	
NA_FPTDDR	F.Debit Per.T.D.	N	14	0	
NA_FPTDCR	F.Credit Per.T.D.	N	14	0	
NA_FYTDDR	F.Debit Yr.T.D.	N	14	0	
NA_FYTDCR	F.Credit Yr.T.D.	N	14	0	
NA_FPRYDR	F.Debit Prev.Yr	N	14	0	
NA_FPRYCR	F.Credit Prev.Yr	N	14	0	
NA_EXTCODE	External Nominal A/c	C	20	0	
NA_BALP14	Bal.LY.Per. 14	N	14	2	
NA_BALP15	Bal.LY.Per. 15	N	14	2	
NA_BALP16	Bal.LY.Per. 16	N	14	2	
NA_BALP17	Bal.LY.Per. 17	N	14	2	
NA_BALP18	Bal.LY.Per. 18	N	14	2	
NA_BALP19	Bal.LY.Per. 19	N	14	2	
NA_BALP20	Bal.LY.Per. 20	N	14	2	
NA_BALC14	Bal.Period 14	N	14	2	
NA_BALC15	Bal.Period 15	N	14	2	
NA_BALC16	Bal.Period 16	N	14	2	
NA_BALC17	Bal.Period 17	N	14	2	
NA_BALC18	Bal.Period 18	N	14	2	
NA_BALC19	Bal.Period 19	N	14	2	
NA_BALC20	Bal.Period 20	N	14	2	
NA_FBALP14	F.Bal.LY.Per. 14	N	14	0	
NA_FBALP15	F.Bal.LY.Per. 15	N	14	0	
NA_FBALP16	F.Bal.LY.Per. 16	N	14	0	
NA_FBALP17	F.Bal.LY.Per. 17	N	14	0	
NA_FBALP18	F.Bal.LY.Per. 18	N	14	0	
NA_FBALP19	F.Bal.LY.Per. 19	N	14	0	
NA_FBALP20	F.Bal.LY.Per. 20	N	14	0	
NA_FBALC14	F.Bal.Period 14	N	14	0	
NA_FBALC15	F.Bal.Period 15	N	14	0	

NA_FBALC16	F.Bal.Period 16	N	14	0	
NA_FBALC17	F.Bal.Period 17	N	14	0	
NA_FBALC18	F.Bal.Period 18	N	14	0	
NA_FBALC19	F.Bal.Period 19	N	14	0	
NA_FBALC20	F.Bal.Period 20	N	14	0	
NA_ALLWPRJ	Allow Project	N	1	0	
			Default Value :		1
NA_ALLWJOB	Allow Department	N	1	0	
			Default Value :		1
NA_PROJECT	Project	C	8	0	
NA_JOB	Department	C	8	0	
NA_BALP21	Bal.LY.Per. 21	N	14	2	
NA_BALP22	Bal.LY.Per. 22	N	14	2	
NA_BALP23	Bal.LY.Per. 23	N	14	2	
NA_BALP24	Bal.LY.Per. 24	N	14	2	
NA_BALC21	Bal.Period 21	N	14	2	
NA_BALC22	Bal.Period 22	N	14	2	
NA_BALC23	Bal.Period 23	N	14	2	
NA_BALC24	Bal.Period 24	N	14	2	
NA_FBALP21	F.Bal.LY.Per. 21	N	14	0	
NA_FBALP22	F.Bal.LY.Per. 22	N	14	0	
NA_FBALP23	F.Bal.LY.Per. 23	N	14	0	
NA_FBALP24	F.Bal.LY.Per. 24	N	14	0	
NA_FBALC21	F.Bal.Period 21	N	14	0	
NA_FBALC22	F.Bal.Period 22	N	14	0	
NA_FBALC23	F.Bal.Period 23	N	14	0	
NA_FBALC24	F.Bal.Period 24	N	14	0	

Table : **NBANK** Table Description : **Banks**

Field Name	Description	Type	Length	DPs	Further information
NK_ACNT	Bank Account	C	8	0	Must exist on NACNT file
				Rule :	"Bank Account may not be blank"
			Rule Expression :		.NOT.EMPTY(nk_acnt)
NK_CNTR	Cost Centre	C	4	0	Must exist on NACNT file
NK_DESC	Description	C	35	0	Can Not Be Blank
				Rule :	"Description cannot be left blank"
			Rule Expression :		LEN(ALLTRIM(nk_desc))>0
NK_PETTY	Petty Cash	L	1	0	
NK_SORT	Sort Code	C	8	0	Mandatory if not a Petty Cash Account
NK_NUMBER	Account No	C	9	0	Mandatory if not a Petty Cash Account
NK_ADDR1	Address Line 1	C	30	0	
NK_ADDR2	Address Line 2	C	30	0	
NK_ADDR3	Address Line 3	C	30	0	
NK_ADDR4	Address Line 4	C	30	0	
NK_PSTCODE	Post Code	C	8	0	
NK_TELENO	Telephone	C	20	0	
NK_FAXNO	Facsimile	C	20	0	
NK_CONTACT	Contact	C	20	0	
NK_TITLE	Title	C	20	0	
NK_FCURR	Currency	C	3	0	Must exist on ZXCHG file. May be left Blank forHome.
NK_FCDEC	FC.Decimal Places	N	1	0	
NK_RECBAL	Reconciled Balance	N	13	0	Reconciled Balance in currency of Account (NotEntered)
NK_CURBAL	Current Balance	N	13	0	Current Balance in currency of Account (NotEntered)
NK_OVRDRFT	Overdraft Limit	N	12	0	Whole Numbers in the currency of the Account. Max99,999,999,999
NK_CHQREP	Cheque Report Suffix	C	2	0	Two Character Code to signify what cheque designto use.
NK_LSTRECL	Next Reconcile No.	N	6	0	
NK_LSTSTNO	Next Statement No.	N	8	0	Can be Zero
NK_LSTSTDT	Last Statement Date	D	8	0	Can be Blank
NK_LSTCHQ	Next Cheque No.	N	6	0	Can be Zero

			Default Value :		0
NK_LSTPSLP	Next Paying in Slip	N	6	0	Paying in Slip number for Banking Receipts. Can beZero.
NK_MATLOCK	Matching User Lock	C	10	0	User Id of user currently performing Matching.Not Empty Indicates Matching currently beingperformed and therefore locked. (Not Entered)
NK_RECLOCK	Reconciled User Lock	C	10	0	User Id of user currently performingReconcilation.Not Empty Indicates Reconcilation currently beingperformed and therefore locked. (Not Entered)
NK_RECLNUM	Reconcile Number	N	6	0	Reconcilation Number for Part CompletedRecocilation. (Not Entered)
NK_RECLDTE	Reconcile Date	D	8	0	Reconcilation Date for Part CompletedRecocilation. (Not Entered)
NK_RECSTFR	From Statement	N	8	0	From Statement Number for Part CompletedRecocilation. (Not Entered)
NK_RECSTTO	To Statement	N	8	0	To Statement Number for Part CompletedRecocilation. (Not Entered)
NK_RECSTDT	Statement Date	D	8	0	
NK_RECSTLN	Statement Line	N	6	0	Statement Line Number for Part CompletedRecocilation. (Not Entered)
NK_RECCFWD	Reconcile C/Fwd Bal	N	13	0	C/Fwd Balance for Part Completed Recocilation.(Not Entered)
NK_KEY1	Key 1 Field	C	5	0	Record search key - do not alter.
NK_KEY2	Key 2 Field	C	5	0	Record search key - do not alter.
NK_KEY3	Key 3 Field	C	5	0	Record search key - do not alter.
NK_KEY4	Key 4 Field	C	5	0	Record search key - do not alter.
SQ_MEMO	Memo	M	10	0	
NK_ECB	Banking Software	C	8	0	Code identifying the name of the Banking Softwareused by this Bank Account.
NK_ECBREC	ECB Reconciliations	L	1	0	Flag to indicate whether to use the BankingSoftware to provide automatic reconciliations forthis bank account.
NK_ECBPAY	ECB Payments	L	1	0	Flag to indicate whether to use the BankingSoftware to process payments for this bankaccount.
NK_ECBDWN	ECB Data Downloads	L	1	0	Flag to indicate whether to use the BankingSoftware to download data for this bank account.
NK_NOTICE	Account Notice Req'd	N	3	0	Number of days notice required by the bank foraccess to funds (e.g. for a 90 day account, valueis 90)
NK_DWNLCK	ECB Download Lock	C	8	0	User Id of user currently performing ECB Download.Not Empty Indicates ECB Download currently beingperformed and therefore locked. (Not Entered)
NK_BIC	BIC	C	11	0	BIC
NK_IBAN	IBAN	C	34	0	IBAN
NK_BKNAME	Bank Account Name	C	70	0	Bank Account Name
NK_EMAIL	Bank Email	C	60	0	Bank Email
NK_WWWPAGE	Bank Web Site	C	100	0	Bank Web Site

Table : **NBUDG** Table Description : **Budgets**

Field Name	Description	Type	Length	DPs	Further information
NB_ACCOUNT	Account	C	12	0	
NB_METH	Method	C	1	0	
			Default Value :		"M"
NB_FACT	Factor	C	2	0	
NB_BUDG	Tot.Budget	N	10	0	
NB_APERC	Percentage	N	6	2	
NB_CBP01	Per 01 Cur.Budget	N	10	0	
NB_CBP02	Per 02 Cur.Budget	N	10	0	
NB_CBP03	Per 03 Cur.Budget	N	10	0	

NB_CBP04	Per 04 Cur.Budget	N	10	0
NB_CBP05	Per 05 Cur.Budget	N	10	0
NB_CBP06	Per 06 Cur.Budget	N	10	0
NB_CBP07	Per 07 Cur.Budget	N	10	0
NB_CBP08	Per 08 Cur.Budget	N	10	0
NB_CBP09	Per 09 Cur.Budget	N	10	0
NB_CBP10	Per 10 Cur.Budget	N	10	0
NB_CBP11	Per 11 Cur.Budget	N	10	0
NB_CBP12	Per 12 Cur.Budget	N	10	0
NB_CBP13	Per 13 Cur.Budget	N	10	0
NB_RBP01	Per 01 Rev.Budget	N	10	0
NB_RBP02	Per 02 Rev.Budget	N	10	0
NB_RBP03	Per 03 Rev.Budget	N	10	0
NB_RBP04	Per 04 Rev.Budget	N	10	0
NB_RBP05	Per 05 Rev.Budget	N	10	0
NB_RBP06	Per 06 Rev.Budget	N	10	0
NB_RBP07	Per 07 Rev.Budget	N	10	0
NB_RBP08	Per 08 Rev.Budget	N	10	0
NB_RBP09	Per 09 Rev.Budget	N	10	0
NB_RBP10	Per 10 Rev.Budget	N	10	0
NB_RBP11	Per 11 Rev.Budget	N	10	0
NB_RBP12	Per 12 Rev.Budget	N	10	0
NB_RBP13	Per 13 Rev.Budget	N	10	0
NB_PB01	Per 01 Prv.Budget	N	10	0
NB_PB02	Per 02 Prv.Budget	N	10	0
NB_PB03	Per 03 Prv.Budget	N	10	0
NB_PB04	Per 04 Prv.Budget	N	10	0
NB_PB05	Per 05 Prv.Budget	N	10	0
NB_PB06	Per 06 Prv.Budget	N	10	0
NB_PB07	Per 07 Prv.Budget	N	10	0
NB_PB08	Per 08 Prv.Budget	N	10	0
NB_PB09	Per 09 Prv.Budget	N	10	0
NB_PB10	Per 10 Prv.Budget	N	10	0
NB_PB11	Per 11 Prv.Budget	N	10	0
NB_PB12	Per 12 Prv.Budget	N	10	0
NB_PB13	Per 13 Prv.Budget	N	10	0
NB_PR01	Per 01 PrRv.Budget	N	10	0
NB_PR02	Per 02 PrRv.Budget	N	10	0
NB_PR03	Per 03 PrRv.Budget	N	10	0
NB_PR04	Per 04 PrRv.Budget	N	10	0
NB_PR05	Per 05 PrRv.Budget	N	10	0
NB_PR06	Per 06 PrRv.Budget	N	10	0
NB_PR07	Per 07 PrRv.Budget	N	10	0
NB_PR08	Per 08 PrRv.Budget	N	10	0
NB_PR09	Per 09 PrRv.Budget	N	10	0
NB_PR10	Per 10 PrRv.Budget	N	10	0
NB_PR11	Per 11 PrRv.Budget	N	10	0
NB_PR12	Per 12 PrRv.Budget	N	10	0
NB_PR13	Per 13 PrRv.Budget	N	10	0
NB_NB01	Per 01 N.Yr.Budget	N	10	0
NB_NB02	Per 02 N.Yr.Budget	N	10	0
NB_NB03	Per 03 N.Yr.Budget	N	10	0
NB_NB04	Per 04 N.Yr.Budget	N	10	0
NB_NB05	Per 05 N.Yr.Budget	N	10	0
NB_NB06	Per 06 N.Yr.Budget	N	10	0
NB_NB07	Per 07 N.Yr.Budget	N	10	0
NB_NB08	Per 08 N.Yr.Budget	N	10	0
NB_NB09	Per 09 N.Yr.Budget	N	10	0
NB_NB10	Per 10 N.Yr.Budget	N	10	0
NB_NB11	Per 11 N.Yr.Budget	N	10	0
NB_NB12	Per 12 N.Yr.Budget	N	10	0
NB_NB13	Per 13 N.Yr.Budget	N	10	0
NB_NR01	Per 01 N.YrRv.Budget	N	10	0
NB_NR02	Per 02 N.YrRv.Budget	N	10	0
NB_NR03	Per 03 N.YrRv.Budget	N	10	0

NB_NR04	Per 04 N.YrRv.Budget	N	10	0	
NB_NR05	Per 05 N.YrRv.Budget	N	10	0	
NB_NR06	Per 06 N.YrRv.Budget	N	10	0	
NB_NR07	Per 07 N.YrRv.Budget	N	10	0	
NB_NR08	Per 08 N.YrRv.Budget	N	10	0	
NB_NR09	Per 09 N.YrRv.Budget	N	10	0	
NB_NR10	Per 10 N.YrRv.Budget	N	10	0	
NB_NR11	Per 11 N.YrRv.Budget	N	10	0	
NB_NR12	Per 12 N.YrRv.Budget	N	10	0	
NB_NR13	Per 13 N.YrRv.Budget	N	10	0	
NB_NMETH	Method N.Yr Budget	C	1	0	
			Default Value :		"M"
NB_NFACT	Factor N.Yr Budget	C	2	0	
NB_NBUDG	Tot.N.Yr Budget	N	10	0	
NB_NAPERC	N.Yr Percentage	N	6	2	
NB_CBP14	Per 14 Cur.Budget	N	10	0	
NB_CBP15	Per 15 Cur.Budget	N	10	0	
NB_CBP16	Per 16 Cur.Budget	N	10	0	
NB_CBP17	Per 17 Cur.Budget	N	10	0	
NB_CBP18	Per 18 Cur.Budget	N	10	0	
NB_CBP19	Per 19 Cur.Budget	N	10	0	
NB_CBP20	Per 20 Cur.Budget	N	10	0	
NB_RBP14	Per 14 Rev.Budget	N	10	0	
NB_RBP15	Per 15 Rev.Budget	N	10	0	
NB_RBP16	Per 16 Rev.Budget	N	10	0	
NB_RBP17	Per 17 Rev.Budget	N	10	0	
NB_RBP18	Per 18 Rev.Budget	N	10	0	
NB_RBP19	Per 19 Rev.Budget	N	10	0	
NB_RBP20	Per 20 Rev.Budget	N	10	0	
NB_PB14	Per 14 Prv.Budget	N	10	0	
NB_PB15	Per 15 Prv.Budget	N	10	0	
NB_PB16	Per 16 Prv.Budget	N	10	0	
NB_PB17	Per 17 Prv.Budget	N	10	0	
NB_PB18	Per 18 Prv.Budget	N	10	0	
NB_PB19	Per 19 Prv.Budget	N	10	0	
NB_PB20	Per 20 Prv.Budget	N	10	0	
NB_PR14	Per 14 PrRv.Budget	N	10	0	
NB_PR15	Per 15 PrRv.Budget	N	10	0	
NB_PR16	Per 16 PrRv.Budget	N	10	0	
NB_PR17	Per 17 PrRv.Budget	N	10	0	
NB_PR18	Per 18 PrRv.Budget	N	10	0	
NB_PR19	Per 19 PrRv.Budget	N	10	0	
NB_PR20	Per 20 PrRv.Budget	N	10	0	
NB_NB14	Per 14 N.Yr.Budget	N	10	0	
NB_NB15	Per 15 N.Yr.Budget	N	10	0	
NB_NB16	Per 16 N.Yr.Budget	N	10	0	
NB_NB17	Per 17 N.Yr.Budget	N	10	0	
NB_NB18	Per 18 N.Yr.Budget	N	10	0	
NB_NB19	Per 19 N.Yr.Budget	N	10	0	
NB_NB20	Per 20 N.Yr.Budget	N	10	0	
NB_NR14	Per 14 N.YrRv.Budget	N	10	0	
NB_NR15	Per 15 N.YrRv.Budget	N	10	0	
NB_NR16	Per 16 N.YrRv.Budget	N	10	0	
NB_NR17	Per 17 N.YrRv.Budget	N	10	0	
NB_NR18	Per 18 N.YrRv.Budget	N	10	0	
NB_NR19	Per 19 N.YrRv.Budget	N	10	0	
NB_NR20	Per 20 N.YrRv.Budget	N	10	0	
NB_CBP21	Per 21 Cur.Budget	N	10	0	
NB_CBP22	Per 22 Cur.Budget	N	10	0	
NB_CBP23	Per 23 Cur.Budget	N	10	0	
NB_CBP24	Per 24 Cur.Budget	N	10	0	
NB_RBP21	Per 21 Rev.Budget	N	10	0	
NB_RBP22	Per 22 Rev.Budget	N	10	0	
NB_RBP23	Per 23 Rev.Budget	N	10	0	
NB_RBP24	Per 24 Rev.Budget	N	10	0	

NB_PB21	Per 21 Prv.Budget	N	10	0
NB_PB22	Per 22 Prv.Budget	N	10	0
NB_PB23	Per 23 Prv.Budget	N	10	0
NB_PB24	Per 24 Prv.Budget	N	10	0
NB_PR21	Per 21 PrRv.Budget	N	10	0
NB_PR22	Per 22 PrRv.Budget	N	10	0
NB_PR23	Per 23 PrRv.Budget	N	10	0
NB_PR24	Per 24 PrRv.Budget	N	10	0
NB_NB21	Per 21 N.Yr.Budget	N	10	0
NB_NB22	Per 22 N.Yr.Budget	N	10	0
NB_NB23	Per 23 N.Yr.Budget	N	10	0
NB_NB24	Per 24 N.Yr.Budget	N	10	0
NB_NR21	Per 21 N.YrRv.Budget	N	10	0
NB_NR22	Per 22 N.YrRv.Budget	N	10	0
NB_NR23	Per 23 N.YrRv.Budget	N	10	0
NB_NR24	Per 24 N.YrRv.Budget	N	10	0

Table : **NCLNDD** Table Description : **NL Calendar Details**

Field Name	Description	Type	Length	DPs	Further information
NCD_YEAR	Year	N	4	0	Nominal year
NCD_PERIOD	Period No.	N	2	0	Nominal period
NCD_STDATE	Period Start Date	D	8	0	Period start date
NCD_ENDATE	Period End Date	D	8	0	Period end date
NCD_DESC	Period Description	C	10	0	Nominal period description
NCD_NLSTAT	NL Period Status	N	1	0	Nominal period status
			Default Value :		0
NCD_SLSTAT	SL Period Status	N	1	0	Sales period status
			Default Value :		0
NCD_PLSTAT	PL Period Status	N	1	0	Purchase period status
			Default Value :		0
NCD_STSTAT	Stock Period Status	N	1	0	Stock period status
			Default Value :		0
NCD_WGSTAT	Payroll Period Status	N	1	0	Payroll period status
			Default Value :		0
NCD_MEMO	Memo	M	0	0	Memo
SQ_CRDATE	Creation Date	D	8	0	Record creation date
SQ_CRTIME	Creation Time	C	8	0	Record creation time
SQ_CRUSER	Creation User	C	8	0	Record created by user
SQ_AMDATE	Amendment Date	D	8	0	Date last amended
SQ_AMTIME	Amendment Time	C	8	0	Time last amended
SQ_AMUSER	Amendment User	C	8	0	Last amended by user
ID	Unique ID	N	10	0	Unique ID
			Default Value :		NEWID(ALIAS())
NCD_FASTAT	FA Period Status	N	1	0	Fixed Assets period status
			Default Value :		0

Table : **NCLNDH** Table Description : **NL Calendar Header**

Field Name	Description	Type	Length	DPs	Further information
NCH_YEAR	Year	N	4	0	Nominal year
				Rule :	" Year cannot be blank"
			Rule Expression :		.NOT.EMPTY(nch_year)
NCH_YEDATE	Year End Date	D	8	0	Year end date
NCH_DESC	Year Description	C	30	0	Year description
SQ_CRDATE	Creation Date	D	8	0	Record creation date
SQ_CRTIME	Creation Time	C	8	0	Record creation time
SQ_CRUSER	Creation User	C	8	0	Record created by user
SQ_AMDATE	Amendment Date	D	8	0	Date last amended
SQ_AMTIME	Amendment Time	C	8	0	Time last amended
SQ_AMUSER	Amendment User	C	8	0	Last amended by user
ID	Unique ID	N	10	0	Unique ID
			Default Value :		NEWID(ALIAS())

Table : **NCNTR** Table Description : **Cost Centres**

Field Name	Description	Type	Length	DPs	Further information
NC_CNTR	Cost Centre	C	4	0	
				Rule :	"Cost Centre cannot be left blank"
				Rule Expression :	LEN(ALLTRIM(nc_cntr))>0
NC_DESC	Description	C	30	0	
				Rule :	"Description cannot be left blank"
				Rule Expression :	LEN(ALLTRIM(nc_desc))>0
NC_EXTCODE	External Cost Centre	C	20	0	
NC_CRBUDG	Credit Budget	L	1	0	

Table : **NDETAIL** Table Description : **Nominal Transactionl**

Field Name	Description	Type	Length	DPs	Further information
NT_ACNT	Account	C	8	0	
NT_CNTR	Cost Centre	C	4	0	
NT_TYPE	Type	C	2	0	
NT_SUBT	SubType	C	2	0	
NT_JRNL	Journal Number	N	8	0	
NT_REF	Reference	C	10	0	
NT_INP	Input By	C	10	0	
NT_TRTYPE	Trans Type	C	1	0	
NT_CMNT	Comment	C	40	0	
NT_TRNREF	Trans. Reference	C	40	0	
NT_ENTR	Entry Date	D	8	0	
NT_VALUE	Value	N	14	2	
NT_YEAR	Year	N	4	0	
NT_PERIOD	Period	N	2	0	
NT_RVRSE	Reversing Jrnl	L	1	0	
NT_PREVYR	Prev Year Transact	L	1	0	
NT_CONSOL	Consolidated	L	1	0	
NT_FCURR	Currency	C	3	0	
NT_FVALUE	Foreign Value	N	13	0	
NT_FCRATE	Exchange Rate	N	11	6	
NT_FCMULT	FC.Multiply	L	1	0	
NT_FCDEC	FC.Decimals	N	1	0	
NT_SRCCO	Source Company	C	1	0	
NT_CDESC	Item description	C	40	0	
ID	Unique ID	N	10	0	
				Default Value :	NEWID(ALIAS())
NT_PROJECT	Nominal Project	C	8	0	
NT_JOB	Nominal Department	C	8	0	
NT_POSTTYP	Ledger Transaction Type	C	1	0	
NT_PSTGRP	Posting Group	N	7	0	
NT_PSTID	Posting ID	C	10	0	
NT_RECURR	Recurring Jrnl	L	1	0	Is this a recurring transaction ?
				Default Value :	.F.
NT_PERPOST	Period Posted To Ind.	N	1	0	Indicator of period transaction was posted to 0 - current period 1 - prior period 2 - next period 3 - posted more than one period advance
				Default Value :	0
NT_RECTIFY	Rectification	N	1	0	Indicator for journal rectification status - 1,"Rectified",2,"Reversal",3,"Reposting",4,"Reanalysed"
NT_RECJRNL	Rectified Journal Number	N	8	0	When journal has been rectified contains the jouranl number of the new journal entry
				Default Value :	0
NT_VATANAL	VAT Analysis	L	1	0	True if VAT Analysis is required.
				Default Value :	.F.
NT_DISTRIB	By distribution	L	1	0	True if the record results from posting to a Distribution Account.
				Default Value :	.F.

Table : **NDETL** Table Description : **Pre-Journals**

Field Name	Description	Type	Length	DPs	Further information
ND_REF	Reference	C	10	0	Document (unposted journal) reference
ND_ACCOUNT	Account	C	13	0	Nominal account
ND_DRAMNT	Debit Amount	N	12	2	Debit amount
ND_CRAMNT	Credit Amount	N	12	2	Credit amount
ND_COMM	Comment	C	40	0	Comment per line
ND_RECNO	Record Number	N	7	0	Used for updating/deleting control
ND_VATTYP	VAT Type	C	1	0	
ND_VATCDE	VAT Code	C	1	0	
ND_VATVAL	VAT Value	N	12	2	
ND_TAXDATE	Tax Point Date	D	8	0	
ND_FCURR	Currency	C	3	0	
ND_FVALUE	Foreign Value	N	13	0	
ND_FCRATE	Exchange Rate	N	11	6	
ND_FCMULT	FC.Multiply	L	1	0	
ND_FCDEC	FC.Decimals	N	1	0	
ND_TFVALUE	To Foreign Value	N	13	0	
ND_TFCRATE	To Exchange Rate	N	11	6	
ND_TFCDEC	TFC.Decimals	N	1	0	
ND_TFCMULT	TFC.Multiply	L	1	0	
ND_TFCURR	To Currency	C	3	0	
ND_PROJECT	Nominal Project	C	8	0	
ND_JOB	Nominal Department	C	8	0	

Table : **NDIST** Table Description : **Distribution**

Field Name	Description	Type	Length	DPs	Further information
ND_ACCNT	Account	C	8	0	
ND_CNTR	Cost Centre	C	4	0	
ND_PERCENT	Percentage	N	5	2	

Table : **NEXTID** Table Description :

Field Name	Description	Type	Length	DPs	Further information
TABLENAME	TABLENAME	C	30	0	
NEXTID	NEXTID	N	10	0	
				Default Value :	1
TABLENAME	TABLENAME	C	30	0	
NEXTID	NEXTID	N	10	0	
				Default Value :	1

Table : **NFACT** Table Description : **Factors**

Field Name	Description	Type	Length	DPs	Further information
NF_FACT	Factor	C	2	0	
				Rule :	"Factor code cannot be blank"
				Rule Expression :	LEN(ALLTRIM(nf_fact))>0
				Format :	!
NF_DESC	Description	C	30	0	
				Rule :	"Description cannot be blank"
				Rule Expression :	LEN(ALLTRIM(nf_desc))>0
NF_PER01	Per 01 Factor	N	5	2	
				Default Value :	0.00
NF_PER02	Per 02 Factor	N	5	2	
				Default Value :	0.00
NF_PER03	Per 03 Factor	N	5	2	
				Default Value :	0.00
NF_PER04	Per 04 Factor	N	5	2	
				Default Value :	0.00
NF_PER05	Per 05 Factor	N	5	2	
				Default Value :	0.00
NF_PER06	Per 06 Factor	N	5	2	

				Default Value :	0.00
NF_PER07	Per 07 Factor	N	5	2	
				Default Value :	0.00
NF_PER08	Per 08 Factor	N	5	2	
				Default Value :	0.00
NF_PER09	Per 09 Factor	N	5	2	
				Default Value :	0.00
NF_PER10	Per 10 Factor	N	5	2	
				Default Value :	0.00
NF_PER11	Per 11 Factor	N	5	2	
				Default Value :	0.00
NF_PER12	Per 12 Factor	N	5	2	
				Default Value :	0.00
NF_PER13	Per 13 Factor	N	5	2	
				Default Value :	0.00
NF_PER14	Per 14 Factor	N	5	2	
				Default Value :	0.00
NF_PER15	Per 15 Factor	N	5	2	
				Default Value :	0.00
NF_PER16	Per 16 Factor	N	5	2	
				Default Value :	0.00
NF_PER17	Per 17 Factor	N	5	2	
				Default Value :	0.00
NF_PER18	Per 18 Factor	N	5	2	
				Default Value :	0.00
NF_PER19	Per 19 Factor	N	5	2	
				Default Value :	0.00
NF_PER20	Per 20 Factor	N	5	2	
				Default Value :	0.00
NF_PER21	Per 21 Factor	N	5	2	
				Default Value :	0.00
NF_PER22	Per 22 Factor	N	5	2	
				Default Value :	0.00
NF_PER23	Per 23 Factor	N	5	2	
				Default Value :	0.00
NF_PER24	Per 24 Factor	N	5	2	
				Default Value :	0.00

Table : **NHEAD** Table Description : **Pre-Jrl Headers**

Field Name	Description	Type	Length	DPs	Further information
NH_REF	Reference	C	10	0	Document number
NH_DATE	Date	D	8	0	Creation date
				Rule :	"Date cannot be left blank"
				Rule Expression :	.NOT.EMPTY(nh_date)
NH_INP	Input By	C	10	0	Who input this ? (User-id) or source
NH_NARR	Narrative	C	40	0	Journal description
				Rule :	"Description cannot be left blank"
				Rule Expression :	.NOT.EMPTY(nh_narr)
NH_RECUR	Recurring Jrnl	L	1	0	Recurring journal ?
NH_RETAIN	Retained Jrnl	L	1	0	Retained journal ?
NH_FREQ	Frequency	C	1	0	Recurring frequency(W)eek, (P)eriod, (M)onth, (D)ays
NH_DAYS	Days	N	3	0	Day of month or frequency in days
NH_PERIODS	Periods	N	3	0	How many recurrences of journal
NH_PLAST	Last Posting Period	N	2	0	Last period number posted to
NH_LDATE	Last Posted	D	8	0	Last posting date
NH_NDATE	Next Posting	D	8	0	Next posting date
NH_REV	Reversing Jrnl	L	1	0	Reversing Journal ?
NH_DRTOT	Debit Total	N	12	2	DR total
NH_CRTOT	Credit Total	N	12	2	CR total
NH_TIMES	Times	N	3	0	Number of times posted
NH_JOURNAL	Journal Number	N	8	0	Last journal number posted to
NH_YLAST	Last Posting Year	N	4	0	

NH_MEMO	Journal Memo	M	10	0	The memo attatched to a journal, this is carriedacross from the journal document when it isposted.
NH_VATANAL	VAT Analysis	L	1	0	
NH_FCURR	Currency	C	3	0	Foreign Currency
NH_FCRATE	Exchange Rate	N	11	6	Exchange Rate
NH_FCMULT	FC.Multiply	L	1	0	
NH_FCDEC	FC.Decimals	N	1	0	
NH_FDRTOT	F.Debit Total	N	12	0	
NH_FCRTOT	F.Credit Total	N	12	0	
NH_NLPDATE	NLP Date Importer Use Only	D	8	0	NLP Date only to be used by Importer.

Table : **NHIST** Table Description : **Nominal History**

Field Name	Description	Type	Length	DPs	Further information
NH_RECTYPE	Record Type	N	1	0	
NH_NTYPE	Type	C	2	0	
NH_NSUBT	Sub Type	C	2	0	
NH_NACNT	Account	C	8	0	
NH_NCNTR	Cost Centre	C	4	0	
NH_JOB	Nominal Department	C	8	0	
NH_PROJECT	Nominal Project	C	8	0	
NH_YEAR	Year	N	4	0	
NH_PERIOD	Period	N	2	0	
NH_BAL	Balance	N	14	2	
NH_BUDG	Budget	N	10	0	
NH_RBUDG	Revised	N	10	0	
NH_PTDDR	Debit	N	14	2	
NH_PTDCR	Credit	N	14	2	
NH_FBAL	Foreign Currency Balance	N	13	0	
ID	Unique Id	N	10	0	
			Default Value :		NEWID(ALIAS())

Table : **NJMEMO** Table Description : **Journal Memo**

Field Name	Description	Type	Length	DPs	Further information
NJ_JOURNAL	Journal Number	N	8	0	Journal number of related journal.
NJ_MEMO	Journal Memo	M	10	0	The memo attatched to a journal, this is carriedacross from the journal document when it isposted.
NJ_IMAGE	Journal Report Image	M	10	0	Journal report image produced from the printedreport.
NJ_TXTREP	Text Image	M	10	0	
NJ_BINREP	Binary Image	L	1	0	

Table : **NJOB** Table Description : **Nominal Department**

Field Name	Description	Type	Length	DPs	Further information
NO_JOB	Department	C	8	0	
NO_DESC	Description	C	30	0	
ID	Unique Id	N	10	0	
			Default Value :		NEWID(ALIAS())
NO_CRBUDG	Credit Budget	L	1	0	
NO_EXTCODE	External Job Code	C	20	0	

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

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

NMD_COMMNT	Field Comment	M	10	0	

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

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

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

Field Name	Description	Type	Length	DPs	Further information
NMH_CODE	Report Code	C	8	0	Report key. *Rule :* "Code cannot be left blank" *Rule Expression :* LEN(ALLTRIM(nmh_code))>0 *Format :* !
NMH_DESC	Description	C	30	0	Name or description given to report. *Rule :* "Description cannot be left blank" *Rule Expression :* LEN(ALLTRIM(nmh_desc))>0
NMH_SUMMRY	C.C. Summary Only	L	1	0	If true, print only the cost centre summary.Otherwise print a report for each cost centre aswell.
NMH_ZERO	Omit Zero Val Lines	L	1	0	Lines that evaluate (values only) to all zeroesare omitted if true. The default is NOT.
NMH_XTRACT	Extraction report	L	1	0	Produce extraction report?
NMH_MISSNG	Exceptions report	L	1	0	Print an exceptions report showing all missingaccounts.
NMH_SCNTR	C.Centre Code Start	C	4	0	Cost centre range start.
NMH_FCNTR	C.Centre Code Finish	C	4	0	Cost centre range finish.
NMH_SREP1	Report Code 1 Start	C	4	0	Report Code 1 Selection Range Start
NMH_FREP1	Report Code 1 Finish	C	4	0	Report Code 1 Selection Range Finish
NMH_SREP2	Report Code 2 Start	C	4	0	Report Code 2 Selection Range Start
NMH_FREP2	Report Code 2 Finish	C	4	0	Report Code 2 Selection Range Finish
NMH_SREP3	Report Code 3 Start	C	4	0	Report Code 3 Selection Range Start
NMH_FREP3	Report Code 3 Finish	C	4	0	Report Code 3 Selection Range Finish
NMH_SREP4	Report Code 4 Start	C	4	0	Report Code 4 Selection Range Start
NMH_FREP4	Report Code 4 Finish	C	4	0	Report Code 4 Selection Range Finish
NMH_SREP5	Report Code 5 From	C	4	0	Report Code 5 Selection Range Start
NMH_FREP5	Report Code 5 Finish	C	4	0	Report Code 5 Selection Range Finish
NMH_COLWID	Column Widths	C	52	0	26 possible column widths as two digit numbers for26 columns. May be blank (=default).
NMH_HFROM	First Header Line	N	3	0	

NMH_HTO	Last Header Line	N	3	0	
NMH_FFROM	First Footer Line	N	3	0	
NMH_FTO	Last Footer Line	N	3	0	
NMH_DEPTH	Report Page Depth	N	3	0	
NMH_WIDTH	Report Page Width	N	3	0	
NMH_MROWS	Maximum Report Rows	N	3	0	
NMH_MCOLS	Maximum Report Cols	N	2	0	
NMH_CURRCY	Reporting Currency	C	3	0	Reporting Currency
SQ_CRDATE	Date Created	D	8	0	
SQ_CRTIME	Time CreaTed	C	8	0	
SQ_CRUSER	User Created	C	8	0	
SQ_AMDATE	Date Last Amendment	D	8	0	
SQ_AMTIME	Time Last Amendment	C	8	0	
SQ_AMUSER	User Last Amendment	C	8	0	
NMH_PORT	Portrait	L	1	0	
NMH_CCRAN	Cost Centre Range	N	1	0	
NMH_PRRAN	Dimension 1 Range	N	1	0	
NMH_JBRAN	Dimension 2 Range	N	1	0	
NMH_PRFR	Dimension 1 From	C	8	0	
NMH_PRTO	Dimension 1 To	C	8	0	
NMH_JBFR	Dimension 2 From	C	8	0	
NMH_JBTO	Dimension 2 To	C	8	0	

Table : **NPARM** Table Description : **Options**

Field Name	Description	Type	Length	DPs	Further information
NP_BUDGETS	Budgets	C	8	0	
NP_PERIODS	Periods	N	2	0	
NP_PERNO	Period Number	N	2	0	
NP_YEAR	Year	N	4	0	
NP_NEXJRNL	Next Journal	N	8	0	
NP_NEXDOC	Next Document	C	10	0	
NP_DCA	Debtors Control A/C	C	8	0	
NP_CCA	Creditor Control A/C	C	8	0	
NP_DSA	Debtors Susp. A/C	C	8	0	
NP_CSA	Creditors Susp. A/C	C	8	0	
NP_PLA	Profit & Loss A/C	C	8	0	
NP_CONSOL	Consolidation A/C	C	1	0	
NP_PER1	Period 01	D	8	0	
NP_PER2	Period 02	D	8	0	
NP_PER3	Period 03	D	8	0	
NP_PER4	Period 04	D	8	0	
NP_PER5	Period 05	D	8	0	
NP_PER6	Period 06	D	8	0	
NP_PER7	Period 07	D	8	0	
NP_PER8	Period 08	D	8	0	
NP_PER9	Period 09	D	8	0	
NP_PER10	Period 10	D	8	0	
NP_PER11	Period 11	D	8	0	
NP_PER12	Period 12	D	8	0	
NP_PER13	Period 13	D	8	0	
NP_RETAIN	Retention Years	N	1	0	Number of years transactions to keep.
NP_KEEPIMG	Journal Image Retain	N	1	0	Number of years journal images to keep.
NP_KEEPIMP	Journal Image Period	N	2	0	Number of periods journal images to keep if yearsto keep is zero.
NP_IMGSUMM	Transf Image Summary	L	1	0	If .T. respect the 'Transfer in Summary' settingwhen constructing the Transfer Journal Image.
NP_EOY	End Of Year	D	8	0	
NP_CONSA	Cons. Suspense A/C	C	8	0	Consolidation Suspense Account
NP_PER14	Period 14	D	8	0	
NP_PER15	Period 15	D	8	0	
NP_PER16	Period 16	D	8	0	
NP_PER17	Period 17	D	8	0	
NP_PER18	Period 18	D	8	0	

NP_PER19	Period 19	D	8	0	
NP_PER20	Period 20	D	8	0	
NP_PER21	Period 21	D	8	0	
NP_PER22	Period 22	D	8	0	
NP_PER23	Period 23	D	8	0	
NP_PER24	Period 24	D	8	0	
NP_SUMMPRJ	Allow Summ Project	L	1	0	
NP_SUMMJOB	Allow Summ Job	L	1	0	
NP_SUMMCC	Allow Summ CC	L	1	0	
NP_STGDIA	Goods In A/C	C	8	0	Goods In Control Account
NP_STGDOA	Goods Out A/C	C	8	0	Goods Out Control Account
NP_STOCKA	Stock A/C	C	8	0	Stock Control Account
NP_BOMWIMA	BOM WIP Move A/C	C	8	0	BOM WIP Movement Control Account
NP_BOMWIA	BOM WIP A/C	C	8	0	BOM WIP Control Account
NP_STSUSP	Stock Suspense (P + L)	C	8	0	Stock Control Suspense Account (Profit and Loss)
NP_STSUSB	Stock Suspense (B S)	C	8	0	Stock Control Suspense Account (Balance Sheet)
NP_STTRIN	Transfers In	C	8	0	Stock Transfers In
NP_STTROUT	Transfers Out	C	8	0	Stock Transfers Out
NP_PEID	Period End Transaction ID	N	10	0	Period End Transaction ID
			Default Value :		0
NP_OPAWARN	Warn if Posting Non Current	L	1	0	Warn if not posting to the current NL period
NP_LCIN	LC In A/C	C	8	0	Landed Cost 'In' Nominal Account
NP_LCOUT	LC Out A/C	C	8	0	Landed Cost 'Out' Nominal Account
NP_LCST	Stock LC A/C	C	8	0	Landed Cost 'Stock' Nominal Account
NP_LCSUSP	LC Susp. P+L A/C	C	8	0	Landed Cost P&L Suspense Nominal Account
NP_LCSUSB	LC Susp. BS A/C	C	8	0	Landed Cost Balance Sheet Suspense Nominal Account

Table : **NPROJ** Table Description : **Nominal Project**

Field Name	Description	Type	Length	DPs	Further information
NR_PROJECT	Project	C	8	0	
NR_DESC	Description	C	30	0	
ID	Unique Id	N	10	0	
			Default Value :		NEWID(ALIAS())
NR_CRBUDG	Credit Budget	L	1	0	
NR_EXTCODE	External Project Code	C	20	0	

Table : **NRPKEY** Table Description : **Report Key**

Field Name	Description	Type	Length	DPs	Further information
NR_KEY	Key	C	1	0	Which report key table to use (composite).
				Rule :	"Table number should be between 1 and 5"
			Rule Expression :		BETWEEN(VAL(nr_key),1,5)
				Format :	!
NR_CODE	Code	C	4	0	Reporting code for lookup.
				Format :	!
NR_DESC	Description	C	20	0	Description of code.

Table : **NSUBT** Table Description : **Sub Types**

Field Name	Description	Type	Length	DPs	Further information
NS_SUBT	SubType	C	2	0	
				Rule :	"Sub Type cannot be left blank"
			Rule Expression :		.NOT.EMPTY(ns_subt)
NS_DESC	SubType Description	C	30	0	
				Rule :	"Description cannot be left blank"
			Rule Expression :		LEN(ALLTRIM(ns_desc))>0
NS_TYPE	Type	C	2	0	
				Rule :	"Type cannot be left blank"
			Rule Expression :		.NOT.EMPTY(ns_type)
NS_BALANCE	Balance	N	14	2	
			Default Value :		0.00

Table : **NTRAN** Table Description : **Transactions**

Field Name	Description	Type	Length	DPs	Further information
NT_ACNT	Account	C	8	0	Nominal Account number
NT_CNTR	Cost Centre	C	4	0	Nominal cost centre
NT_TYPE	Type	C	2	0	
NT_SUBT	SubType	C	2	0	
NT_JRNL	Journal Number	N	8	0	
NT_REF	Reference	C	10	0	Journal document or other source
NT_INP	Input By	C	10	0	Who input this or source (Cash Book etc.)
NT_TRTYPE	Trans Type	C	1	0	(J)ournal, (B)alance, (S)ales, (P)urchase, (W)ages
NT_CMNT	Comment	C	50	0	
NT_TRNREF	Trans. Reference	C	50	0	
NT_ENTR	Entry Date	D	8	0	
NT_VALUE	Value	N	14	2	
NT_YEAR	Year	N	4	0	
NT_PERIOD	Period	N	2	0	
NT_RVRSE	Reversing Jrnl	L	1	0	Is this a reversing transaction ?
NT_PREVYR	Prev Year Transact	L	1	0	Is this a previous year's transaction ?
NT_CONSOL	Consolidated	L	1	0	
NT_FCURR	Currency	C	3	0	Foreign Currency
NT_FVALUE	Foreign Value	N	13	0	Foreign Currency Value
NT_FCRATE	Exchange Rate	N	11	6	Foreign Exchange Rate
NT_FCMULT	FC.Multiply	L	1	0	Foreign Currency Multipier Indicator
NT_FCDEC	FC.Decimals	N	1	0	
NT_SRCCO	Source Company	C	1	0	Source Company That This Analysis Line Has BeenPosted From
NT_CDESC	Item description	C	40	0	
ID	Unique ID	N	10	0	
			Default Value :		NEWID(ALIAS())
NT_PROJECT	Nominal Project	C	8	0	
NT_JOB	Nominal Department	C	8	0	
NT_POSTTYP	Ledger Transaction Type	C	1	0	
NT_PSTGRP	Posting Group	N	7	0	
NT_PSTID	Posting ID	C	10	0	
NT_SRCNLID	Source Journal Id	N	8	0	
NT_RECURR	Recurring Jrnl	L	1	0	Is this a recurring transaction ?
			Default Value :		.F.
NT_PERPOST	Period Posted To Ind.	N	1	0	Indicator of period transaction was posted to 0 - current period 1 - prior period 2 - next period 3 - posted more than one period advance
			Default Value :		0
NT_RECTIFY	Rectification	N	1	0	Indicator for journal rectification status - 1,"Rectified",2,"Reversal",3,"Reposting",4,"Reanalysed"
NT_RECJRNL	Rectified Journal Number	N	8	0	When journal has been rectified contains the jouranl number of the new journal entry
			Default Value :		0
NT_VATANAL	VAT Analysis	L	1	0	True if VAT Analysis is required.
			Default Value :		.F.
NT_DISTRIB	By distribution	L	1	0	True if the record results from posting to a Distribution Account.
			Default Value :		.F.

Table : **NTYPE** Table Description : **Types**

Field Name	Description	Type	Length	DPs	Further information
NT_TYPE	Type	C	2	0	
				Rule :	"Type cannot be left blank"
				Rule Expression :	LEN(ALLTRIM(nt_type))>0
NT_DESC	Type Description	C	30	0	
				Rule :	"Description cannot be left blank"
				Rule Expression :	LEN(ALLTRIM(nt_desc))>0

NT_CAT	Category	C	1	0	
NT_CLASS	Class	C	1	0	
				Rule :	"Class cannot be left blank"
				Rule Expression :	LEN(ALLTRIM(nt_class))>0
NT_BAL	Balance	N	14	2	
				Default Value :	0.00

Table : **NVAT** Table Description : **Nominal VAT Transfer**

Field Name	Description	Type	Length	DPs	Further information
NV_ACNT	Account	C	8	0	Nominal Account that the Goods Amount is postedto.
NV_CNTR	Cost Centre	C	4	0	
NV_DATE	Posting Date	D	8	0	Date it was posted to the Cash Book
NV_CRDATE	Creation Date	D	8	0	System Date
NV_TAXDATE	Tax Point Date	D	8	0	Tax Point Date for the VATable Item
NV_REF	Reference	C	20	0	
NV_TYPE	Type	C	1	0	I=Invoice, C=Credit
NV_ADVANCE	Advanced	L	1	0	True if Advance Posting
NV_VALUE	Goods Value	N	12	2	
NV_VATVAL	VAT Value	N	12	2	
NV_VATCTRY	VAT Country	C	1	0	The Home Country Code
NV_VATTYPE	VAT Type	C	1	0	S=Sales, P=Purchase
NV_VATCODE	VAT Code	C	1	0	
NV_VATRATE	VAT Rate	N	5	2	
NV_COMMENT	Comment	C	40	0	

Table : **NVIEW** Table Description : **Nominal View**

Field Name	Description	Type	Length	DPs	Further information
NV_CODE	View Code	C	3	0	
NV_NAME	View Name	C	30	0	
NV_SYSVIEW	System View	L	1	0	
NV_LVL1	Level 1 View	C	20	0	
NV_LVL2	Level 2 View	C	20	0	
NV_LVL3	Level 3 View	C	20	0	
NV_LVL4	Level 4 View	C	20	0	
NV_LVL5	Level 5 View	C	20	0	
NV_LVL6	Level 6 View	C	20	0	
NV_DEFAULT	Default View	L	1	0	

Accreditation Training Courseware

Other Guides and Help

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

Readme File

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

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

Release Guide

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

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

Installation Guide

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

Demonstration Data Guide

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

Implementation Guide

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

System Requirements Guide

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

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

Help

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

Document Management & Executive Dashboards Guides

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

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