Opera 3 Cashbook

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 Cashbook is a fully integrated module giving constant, up-to-date information on any number of Bank and Petty Cash accounts that have been created within the Nominal Ledger.

The Cashbook module can only be installed on systems that include the Nominal Ledger.

Information is passed to or from the Cashbook to other associated modules either in Real Time or by Batch Update routines.

Feedback

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

Key

Icon	Meaning
Example – Examples	Useful Hint, Tip or Note. General Comments / Notes
	Useful Report obtained from clicking on the print icon while sitting on the form
	During the literature, some basic Question and Answer / Troubleshooting points are discussed. May include a few did you knows…
	Website link
	Exercises / Example solution
	Report to XLS
	Potential Report Enhanced from Opera 3 (more than simple field adjustments)
Question *Answer* FAQ	FAQs – Only
	Action Menu example of the corresponding form.

Training Literature Releases

Release	Added Information
R1.0	Originating document (Uplift to O3) and Chapter adjustment. Includes new Action Menu shots
R1.1	Small Uplift for v1.5x
R1.2	Small uplift for v1.82
R1.3	Uplift for v2.12 – Major SEPA changes
R1.4	Minor help updates

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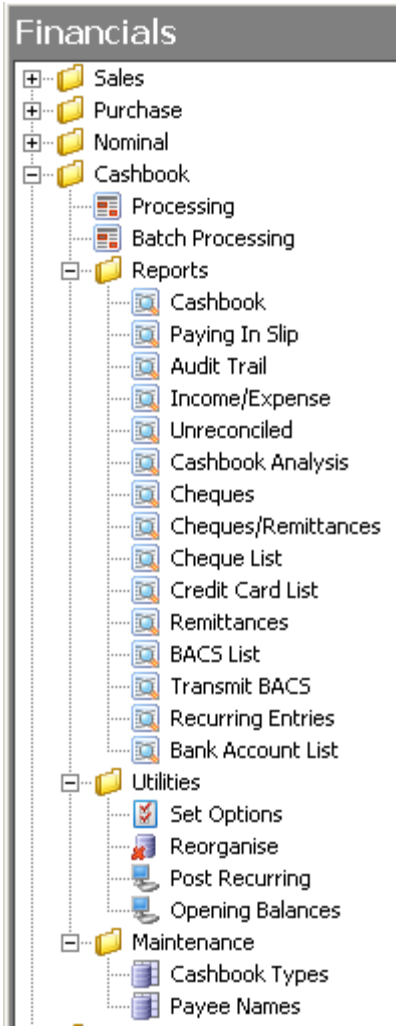
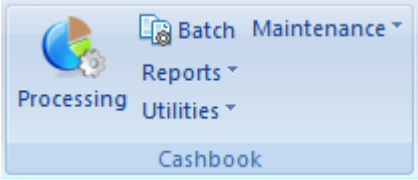
Module Menu Structure

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

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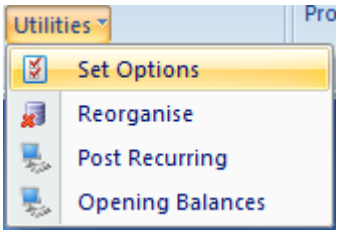
Maintenance
Reports
Utilities
Cashbook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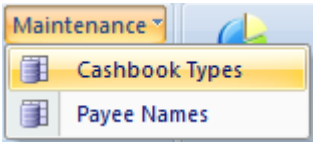
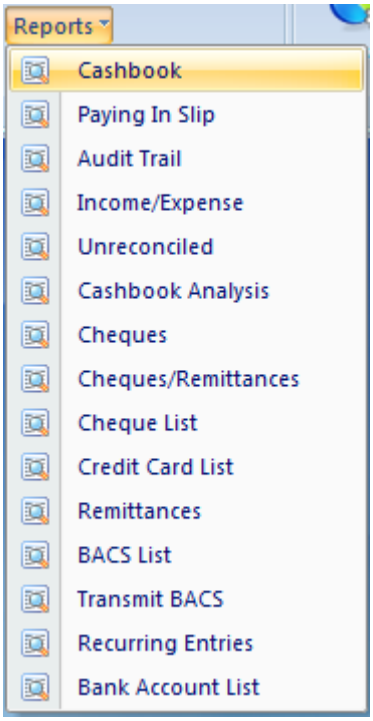
Reorganise
Post Recurring
Opening Balances


Maintenance
Cashbook Types
Payee Names


Reports
Cashbook
Paying In Slip
Audit Trail
Income/Expense
Unreconciled
Cashbook Analysis
Cheques
Cheques/Remittances
Cheque List
Credit Card List
Remittances
BACS List
Transmit BACS
Recurring Entries
Bank Account List

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Glossary (of Menu Structure)

Navigator Folder	Command	Purpose
Processing	The commands from the Action menu within the Processing submenu provide a number of processes.	
	N/L, S/L, P/L Posting	Use the Posting commands to enter Cashbook postings for accounts in the Nominal Ledger, Sales Ledger and Purchase Ledger
	Bank Transfer	Use the Bank Transfer command to enter postings between Cashbook bank accounts or between a Cashbook bank account and a nominal account.
	Reconcile	Use the Reconcile command to reconcile the statements received from your bank with those on the Cashbook bank records.
	Matching	Use the Matching command to correct postings that have been entered in error, such as transactions that will not appear on the statements that you receive from the bank.
	Recurring	Use the Recurring command to set up recurring entries for nominal receipts and payments, sales receipts and refunds or purchase payments and refunds. You can create recurring entries for direct debits, standing orders, BACS receipts and so on.
	Controls	Use the Controls command to add further information about each bank account, such as overdraft limits and bank statement numbers and so on.
Batch Processing		Use the Batch Processing command to post batches of receipts and payments to one bank account.
Reports		The commands on the reports submenu provide listings of records maintained in the Cashbook module. These include lists of records maintained through the various forms and transactions generated as a result of Cashbook postings and other transaction processes.

Utilities	The commands on the Utilities submenu provide a number of processes.	
	Set Options	The Cashbook Set Options contain a number of rules and options that define the way you work.
	Reorganise	Use the Reorganise command to remove items marked for deletion and reconciled transactions and where appropriate completed recurring entries etc.
	Post Recurring	If you have set recurring entries, use the Post Recurring command to create postings based on the entry details.
	Opening Balances	Use the Opening Balances command to enter the opening balances of your bank accounts.
Maintenance	The classification of Cashbook Transactions Types and Nominal Payees are entered through the Maintenance Submenu.	
	Cashbook Types	Use the Cashbook Types command to maintain a file of transaction descriptions for recall when postings are made that affect the Cashbook bank or petty cash accounts.

Notes

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The Module

The Cashbook is a fully integrated module giving constant, up-to-date information on any number of Bank and Petty Cash accounts that have been created within the Nominal Ledger.

The Cashbook module can only be installed on systems that include the Nominal Ledger.

Information is passed to or from the Cashbook to other associated modules either in Real Time or by Batch Update routines.

In addition to the existing payment routines within the Purchase Ledger, payments and refunds can be made from the Cashbook. If you require remittance advices and cheques in respect of Purchase Ledger payments you must use the Authorise Cheques routine to generate the paperwork. This also applies to BACS payments.

In addition to the existing receipt routines in the Sales Ledger, receipts and refunds can be recorded from the Cashbook.

These payments, receipts, refunds, and inter-bank transfers on the Cashbook can then be reconciled against bank statements.

Standing orders, direct debits and other recurring bank transactions can be set up to be automatically handled by the Cashbook.

The Monitor Companies screen displays an overall bank balance figure that is updated in Real Time, providing the update company balances option is checked in System > Utilities > System Preferences. If not checked, the bank balance figure can be updated by using Calculate Balances in Monitor Companies.

An optional feature of the Nominal Ledger is Multi-Currency Bank Accounts. This allows bank balances to be held and transactions to be posted in a currency other than the home currency.

If you have more than one company in operation, it is also possible to consolidate the Sales and Purchase Ledger of each company into the Cashbook of a nominated company of your choice. This means that more than one Sales and Purchase Ledger can be linked to the same Cashbook and Nominal Ledger. The Cashbook is directly linked with the target Nominal Ledger of the same company identifier. Therefore, when you specify to link to a particular Nominal ID in the Options screen of the Sales and Purchase Ledger, you also link to the same Cashbook ID. In this case you cannot have a Cashbook in the source company.

Introducing the Cashbook

Notes

The Cashbook is a fully integrated module giving constant, up-to-date information on any number of bank and petty cash accounts that have been created within the Nominal Ledger. The Cashbook module can only be installed on systems that include the Nominal Ledger. In addition to the existing payment routines within the Purchase Ledger, payments and refunds can be made from the Cashbook. These payments, receipts, refunds, and inter-bank transfers on the Cashbook can then be reconciled against bank statements. Standing orders, direct debits and other recurring bank transactions can be set up to be automatically handled by the Cashbook. Sales Ledger receipts and refunds can also be posted from the Cashbook.

If you have more than one company in operation, it is also possible to consolidate the Sales and Purchase Ledger of each company into the Cashbook of a nominated company of your choice. This means that more than one Sales and Purchase Ledger can be linked to the same Cashbook and Nominal Ledger. The Cashbook is directly linked with the target Nominal Ledger of the same company identifier. Therefore, when you specify to link to a particular Nominal ID in the Options screen of the Sales and Purchase Ledger, you also link to the same Cashbook ID. In this case you cannot have a Cashbook in the source company.

The **Monitor Companies** form in the System module also displays an overall balance for all your bank accounts in the Cashbook.

- The balance is updated whenever a receipt or payment is posted to a bank account if the **Update Company Balances** option is ticked on the **System Preferences** form in the System module.
- The balance can also be updated 'by hand' by using **Calculate Balances** command on the **Monitor Companies** form.

The Cashbook is structured into the following sections:

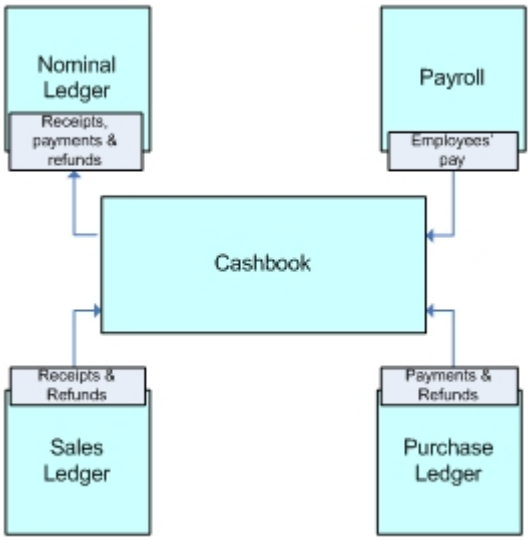
Section	Description
Processing	This section is where you maintain your Bank Account information You can maintain bank accounts in different currencies to allow for multi-currency transactions. This is where receipts and payments are posted to the banks, recurring postings are set up, transactions are matched up with each other and your bank statements are reconciled to the transactions in the application.
Batch Processing	**This section is where batches of receipts and payments are posted to** bank accounts. You might find this useful if you have already banked a collection of receipts and want to enter them in the cashbook from a manually written paying-in slip. When a batch is complete, you can mark it as complete so you can create a new batch, however, you can reopen completed batches for editing, for example to add a missing transaction.
Reports	**This section provides listings of records maintained in the Cashbook application. These include lists of records maintained through the various forms and transactions generated as a result of cashbook postings and other transaction processes. Reports can be used to view information on your computer screen as well as printing. You can also create BACS and Single Euro Payments Area (SEPA) files from here.** **Most reports provide a number of options to determine the criteria, sequence and range of records reported.** **Tip: Some reports can also be saved as Microsoft Excel spreadsheets. For a complete list of those reports, see the Printing and Reporting Help topic.**
Utilities	This section is where you choose the settings for the Cashbook, remove old transactions from the database, post recurring entries that were previously set up and post opening balances to the bank accounts.
Maintenance	This section is where you define your Cashbook Type codes for receipts and payments and payee names to record details of payees for cheque, BACs and Single Euro Payments Area (SEPA) payments.

How the Cashbook links to other modules

Notes

The Cashbook is automatically linked to the Nominal Ledger. The Cashbook can also link to the Sales Ledger, Purchase Ledger and Payroll modules. Information is passed to or from the Cashbook either in Real Time or by Batch Update routines. The Sales Ledger, Purchase Ledger and Payroll modules only link to the Cashbook if an option is ticked on the System - Maintenance - Company Profiles form:

- If the **Sales Ledger to Nominal Ledger** option is ticked, the Sales Ledger is linked to both the Nominal Ledger and the Cashbook.
- If the **Purchase Ledger to Nominal Ledger** option is ticked, the Purchase Ledger is linked to both the Nominal Ledger and the Cashbook.
- If the **Payroll to Cashbook** option is ticked, the Payroll module is linked to the Cashbook.



Foreign Currency Bank Accounts

An optional feature of the Nominal Ledger and Cashbook is foreign currency bank accounts. This allows bank balances to be held and transactions to be posted in a currency other than the home currency.

Advanced Nominal

The Advanced Nominal Ledger must be purchased as an additional module to be used in conjunction with 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.

The Advanced Nominal 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.

Cashbook and Open Period Accounting

Notes

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

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

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

For more information see the Open Period Accounting Help topic.

If you use the Open Period Accounting feature, the period status for Nominal Ledger in the Nominal Ledger's Financial Calendar must be 'Open' before the details can be posted. If the period's status is 'Closed' or 'Blocked', the transfer cannot be done.

Notes

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1 Set-Up

1.1 Recommended Order of Set-up

1.1.1 Before switching on the 'Use Cashbook' option in Company Profiles:

1. Reconcile existing Cashbook

   If setting up the Cashbook from another manual/computer system, we suggest that the Cashbook is implemented after a reconciliation. This reduces the number of unreconciled transactions that need to be entered.

2. Delete/Post Recurring/Standard Journals

   When adding the Cashbook to an existing system that already has the Nominal Ledger, make sure that existing recurring journals or unposted journals that affect a bank account are posted or deleted. The journals can then be recreated again, if required, as recurring entries or Nominal Ledger postings in Cashbook.

3. Link Payroll to Cashbook

   If the Payroll module is being used a decision must be made as to whether the Payroll is to be linked to the Cashbook. If linked, payments made by the Payroll will update the relevant bank accounts when the Payroll to Cashbook Transfer function is performed.

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4. Receipt and Payment Transaction Types

   In readiness for setting up the Cashbook Transaction Types, it is a good idea to obtain information regarding the types of transactions performed by the business and how these transactions appear on bank statements, before installing the Cashbook. For example, you should know whether transactions are Cash, Cheque or BACS, whether different receipts or payments appear on bank statements as individual values or whether many receipts/payments appear as single 'batched' total on the statement. This information helps avoid pitfalls during installation.

5. Standing Orders/Direct Debits

   Obtain details of any recurring entries, for example standing orders or direct debits that are to be set up within the Cashbook.

6. Bank Account Information

   Obtain details of bank accounts to be used in the Cashbook. What overdraft limits exist, if any, for each account? Is a different cheque design needed for each account? What was the last reconciled statement number for each account?

7. Sales and Purchase Ledger

   If there are many bank accounts in use, establish which bank account each customer and supplier uses and update their accounts to use that particular bank account.

Notes

8. Company Profiles

   Switch the Cashbook on in System > Maintenance > Company Profiles and link to Payroll if required. If this option is subsequently switched off, the data can be affected.

1.1.2 After switching on the 'Use Cashbook' option in Company Profiles:

1. Cashbook Set Options

   In Set Options, decide whether a printout of nominal postings and recurring journals are required after each transaction, the starting reference number for recurring entries, and determine how many months reconciled transactions are to be retained for.

2. Create Cashbook Types

   From information obtained, create the Cashbook Types relevant to the business. It is recommended that as few as possible Cashbook types are created, and that it is understood how the receipts and payments are shown on bank statements.

3. Sales Ledger – Receipt and Refund Names

   In Sales Ledger > Utilities link each Receipt and Refund Name to the appropriate Cashbook Type.

4. Purchase Ledger – Payment and Refund Names

   In Purchase Ledger > Utilities, link each Payment and Refund Name to the appropriate Cashbook Type.

5. Customer and Supplier Nominal Bank Accounts

   Ensure that each customer and supplier account is linked, either by the default Set Options or on their individual header screens, to the bank account to and from which their receipts and payments are to be made. Opera 3 – Implementation Guide Page 23 of 66

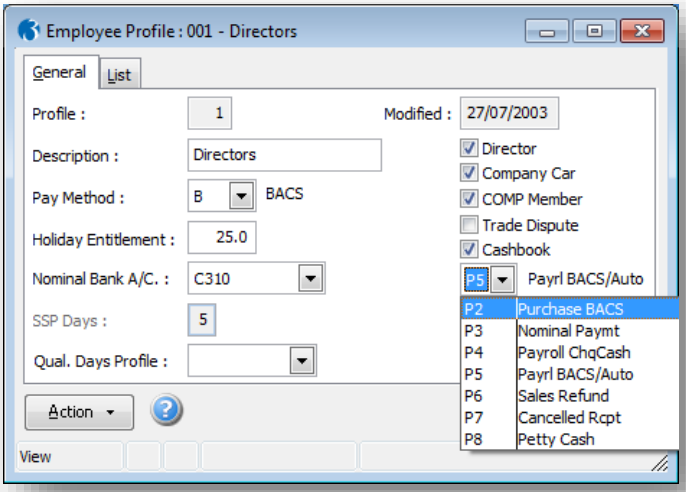
Cashbook Processing

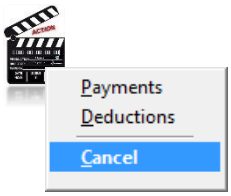
1. In Cashbook Processing create all bank accounts and petty cash accounts in the Nominal Ledger that are to be used in the Cashbook.
2. Add any new bank accounts created in the Nominal Ledger into the Cashbook.
3. Enter the bank account Control options to be used for all the bank accounts, for example, overdraft limit, last statement number, cheque number etc.
4. Where a requirement has been identified for a specific cheque design for a bank account, use the design text box within the Control options to specify that a different cheque design is required.
5. Use the Recurring command to set up the direct debits or standing orders etc, that have been identified for each bank account.

Payroll

Notes

1. Update the Employee Profile for employees who are to have their net pay transferred to the Cashbook with the correct Cashbook bank account and Cashbook Transaction Type.



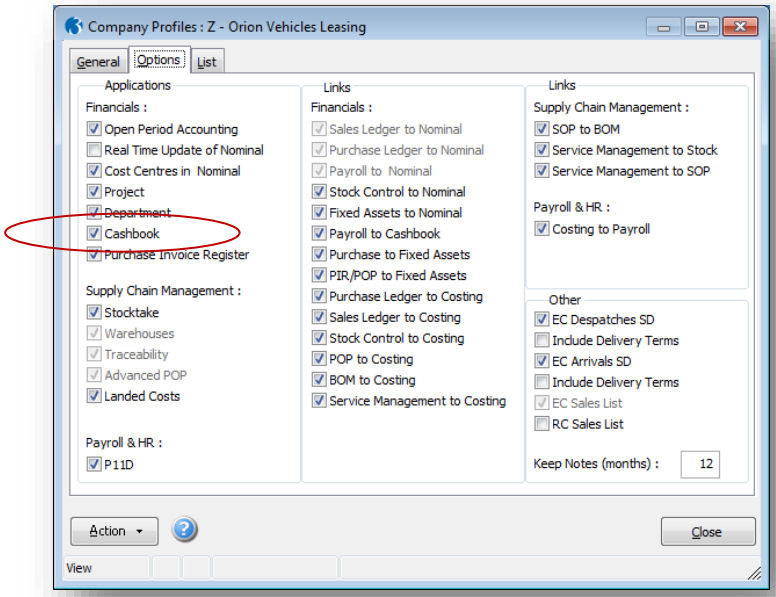


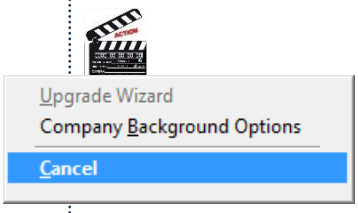
Cashbook Opening Balances

1. Use the Opening Balances function to enter the unreconciled transactions for each bank account arising from the last bank reconciliation.
2. These should be your minimum considerations before and after installation of the Cashbook.

1.2 Company Profiles

Before the Cashbook can be used it must be activated within the relevant company profile in System Manager.





Notes

1.2.1 How to activate the Cashbook

The option to activate the Cashbook is located in the Company Profiles command from the System Manager Maintenance submenu. From the Company Profiles form select the Options tab. This comprises of the following settings:

- *Use Cashbook*

This option must be checked on before the Cashbook will become available. The links to and from the Cashbook and relevant ledger modules are assumed automatically once this check box is activated.

Payroll to Cashbook

If you intend to link the Payroll module to the Cashbook then this option must be checked on.

When the form is saved to accept these settings, Opera 3 will validate whether the existing system can be integrated with the Cashbook. If the existing system fails the validation checks, an exceptions report will be printed listing those items that need to be changed before the Cashbook can be linked or become operational.

1.2.2 Automatic Opening Balance

If the link to Cashbook is accepted, the system will Recalculate Bank balances. This calculates a reconciled account balance for bank accounts by taking the current balance of the Nominal Ledger bank account and including any transactions not yet transferred from the Sales and Purchase transfer files that affect a bank account. The Opening Balances command can then be used to enter the unreconciled transactions for each bank account

1.3 Utilities Records

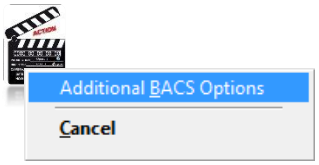
This section goes through the records that are required to be set-up within the Utilities group. This includes Set Options which offer various settings that govern the workings of the module. This is an essential part of the set-up process.

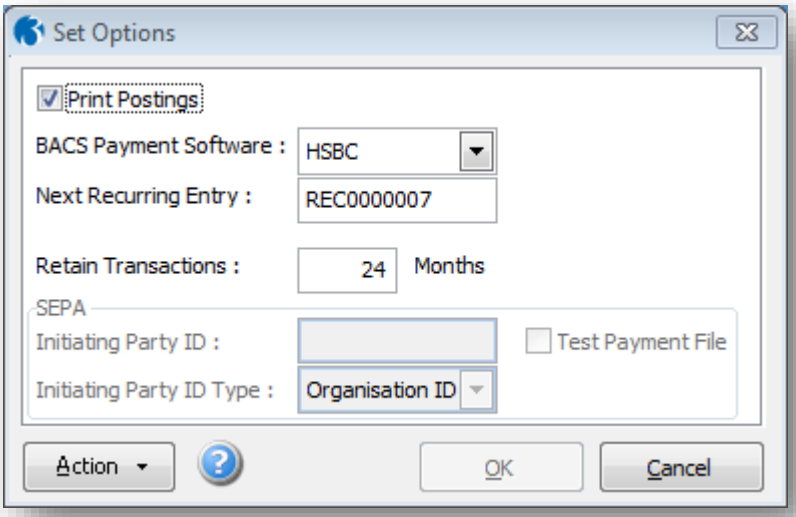
1.3.1 Set Options

Use Set Options command to specify options and controls that affect the operation of the Cashbook 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. Once you begin using the system, you should be very wary of changing any options. For example, amending the settings after transactions have been processed might have an adverse affect on the way existing data is presented or processed. The Set Options command is an exclusive process.

That means you cannot change option settings while other forms or processes that involve the Cashbook module are active.

Notes





Box	Description
Print Postings	An option that determines whether report of the postings is produced when you the **N/L Posting** command on the **Action** menu associated with the **Bank Account** form.
BACS Payment Software	An option that determines the BACS payment software used and therefore the format of the file created for BACS transmissions. You can select one of the following from a list: • AIB • BBMII/Lite • BOS • Bank Ireland • BankWare • Bankline • Bankline Ad Hoc • Clydesdale • Co-op • HSBC (HSBCnet) • Lloyds TSB • Metro Bank • NW Autopay • NW Payaway • NW Payment Manager • Royline • Royline Win (Royline for Windows) • SEPA BOI (Bank of Ireland) • SEPA CT (Credit Transfers) • Santander • STDBACS • Yorkshire.

Notes

Next Recurring Entry	The number or reference for the next recurring entry. This must have at least four numeric digits at the end so that the numerals can be incremented automatically by the application as new recurring entries are generated. Use this box to identify the start or next recurring entry reference that will be used. **Warning:** Amending this number after you begin processing may result in gaps in your recurring entry number sequence or duplicate numbers.
Retain Transactions	The number of months (up to 99) that reconciled transactions are retained within the Cashbook module. When this expires, reconciled transactions are removed from the Cashbook when you use the **Reorganise** command.
SEPA	
SEPA Initiating Party ID & Type	The **Initiating Party ID** is supplied by your bank and must be entered if the 'SEPA CT' option is selected from the **BACS Payment Software** list. These boxes are disabled if any other option is selected. This table explains the **Initiating Party Type** that must be selected for the listed banks. If your bank is not listed please contact it to find out whether you should select 'Organisation ID' or 'Private ID'.

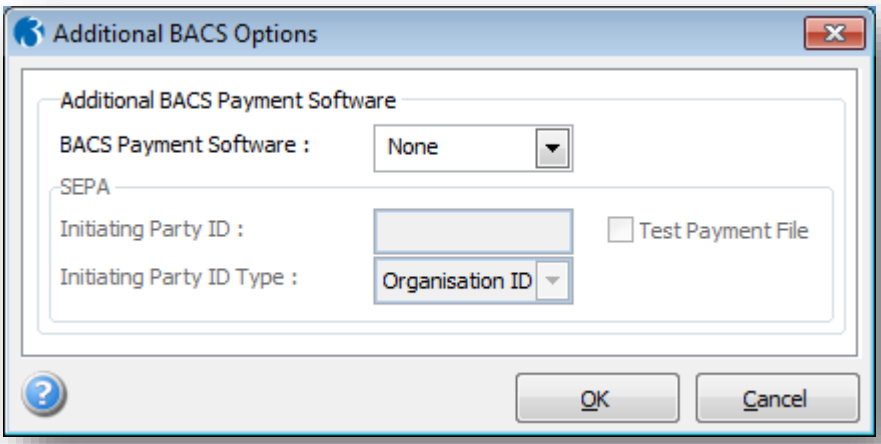
Bank	Organisation ID	Private ID
AIB	Yes	
Bank of Ireland		Yes
BNP		Yes
Danske	Yes	
Permanent TSB		Yes
Ulster Bank	Yes	

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

1.3.1.1 Additional BACS Options

Notes

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



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

Box	Description
BACS Payment Software	An option that determines the BACS payment software used for the additional BACS system and therefore the format of the file created for BACS transmissions when this option is selected.
SEPA Initiating Party ID & Type	The **Initiating Party ID** is supplied by your bank and must be entered if the 'SEPA CT' option is selected from the **BACS Payment Software** list. These boxes are disabled if any other option is selected. This table explains the **Initiating Party Type** that must be selected for the listed banks. If your bank is not listed please contact it to find out whether you should select 'Organisation ID' or 'Private ID'.

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

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Notes

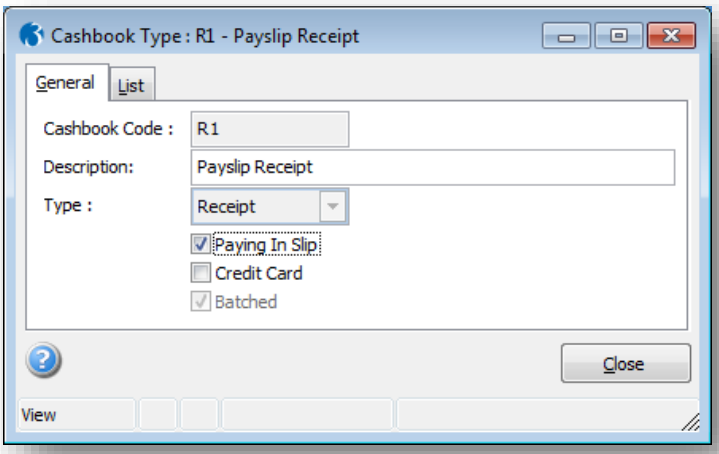
Accreditation Training Courseware

2 Maintenance

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

2.1 Cashbook Types

Use the Cashbook Types command to maintain a file of transaction descriptions for recall when postings are made that affect the cashbook bank or petty cash accounts.



To Define Cashbook Types

1. Open the Cashbook folder, double-click Maintenance and then click Cashbook Types.
2. On the Record menu, click New.
3. In the boxes provided, enter a code and description for the type and then choose the type and options applicable.
4. On the Record menu, click Save.

Important

Before the Cashbook can be used, every Receipt, Payment and Refund name within the Sales and Purchase Ledgers must also be analysed to a Cashbook Type. This then enables the Cashbook to know how to handle transactions posted by these modules. This is performed within the Sales and Purchase Ledgers

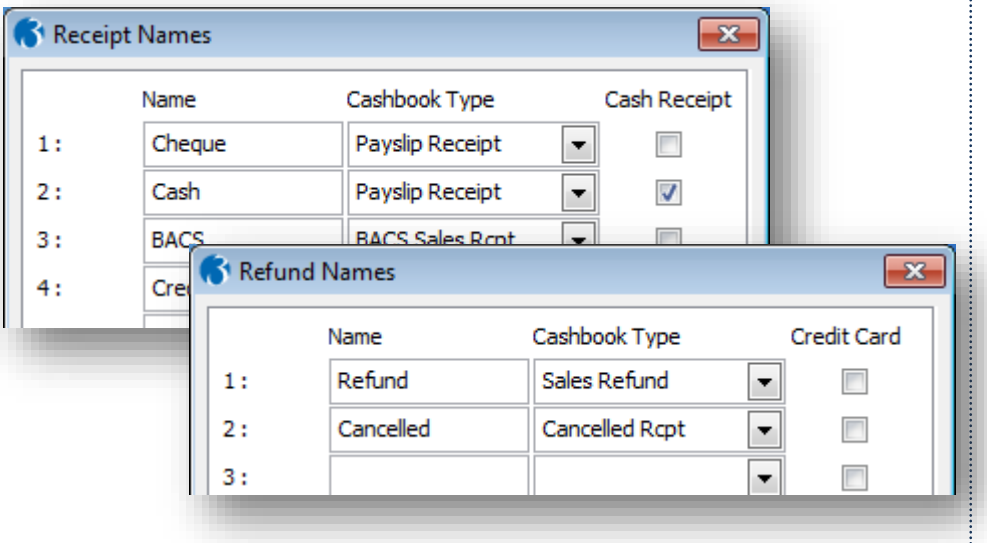
Maintenance

2.1.1 Sales and Purchase Records

Notes

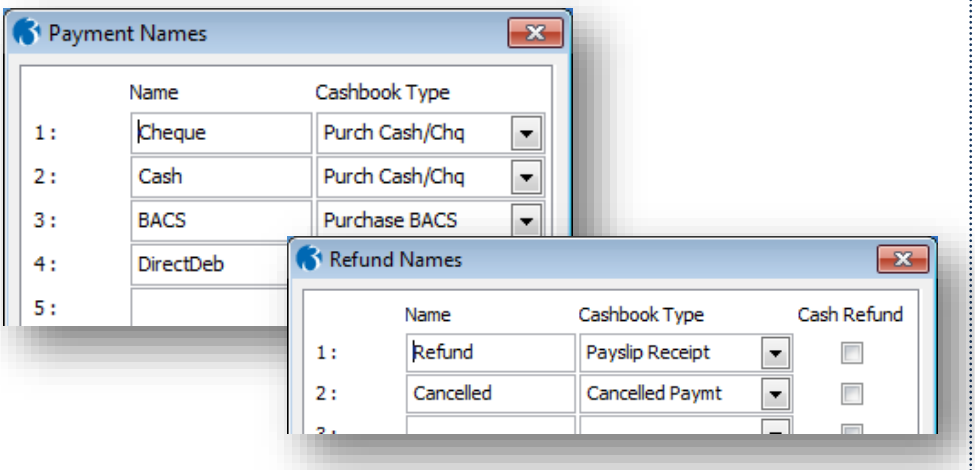
Sales

When the Use Cashbook has been checked on, every Receipt /Refund Name in the Sales Ledger Utilities must be linked to a Cashbook Type. This means that receipts/Refund can be posted in either the Cashbook or the Sales Ledger and informs the Cashbook how the transaction should be posted.



Purchase

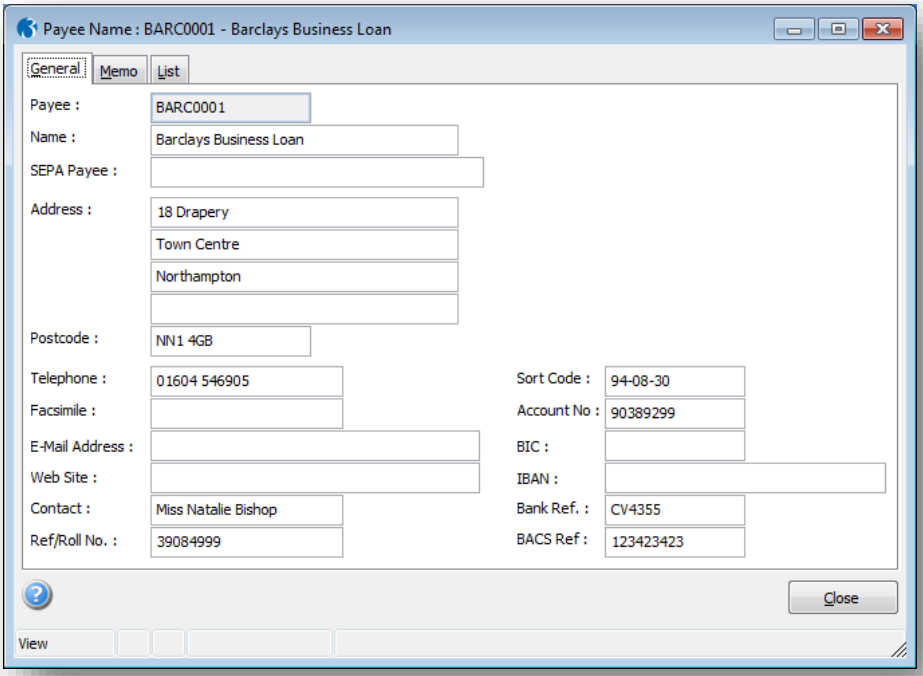
When the Cashbook has been checked on, every Payment/Refund Name in the Purchase Ledger Utilities must be linked to a Cashbook Type. This means that supplier Payments/Refunds can be posted in either the Cashbook or the Purchase Ledger and informs the Cashbook how the transactions should be posted.



2.2 Payee Names

Use the Payee Names command to record details of payees for which cheque and BACs payments are made when you enter nominal postings in the Cashbook module using the N/L Postings command on the Action menu of the Bank Accounts form. The details can be printed on remittance advices and the payee name included on printed cheques.

Notes



To define payee names

1. Open the Cashbook folder, double-click Maintenance and then click Payee Names.
2. On the Record menu, click New.
3. In the boxes provided, enter a code and details for the payee.
4. On the Record menu, click Save.

Use the **Payee Names** command to record details of payees for which cheque, BACs and Single Euro Payments Area (SEPA) payments are made when you enter nominal postings in the Cashbook module using the **N/L Postings** command on the **Action** menu of the **Bank Accounts** form. The details can be printed on remittance advices and the payee name included on printed cheques

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2.2.1 Payee Name Entries

Box	Description
Payee	A unique reference of up to eight characters that identifies the payee.
Name	The name of the payee as used on cheques and/or remittance advices or as identification within a BACS file.
Address Details	The payee's address details including post code. The address is included on remittance advices.
Contact Details	A telephone and facsimile number and name of a contact for the payee. This is for reference purposes.
Ref/Roll No.	A building society roll number or an additional reference as required. This is included in BACS files generated if you have selected **STDBACS** in the **BACS Payment Software** list on the **Cashbook - Set Options** form.
Sort Code	The payee's bank sort code used for BACS payments. These codes should be 6 digits long.
Account No	The payee's bank account number used for BACS payments.

Notes

SEPA Payee	The name of the payee (up to 70 characters) that is included in a 'SEPA CT' payment file created using the Cashbook - Reports - BACS List report. This is enabled if your licence includes the SEPA feature and bank details have been entered for the payee. What's SEPA? For steps to set up Opera for SEPA please follow the 'Setting Up Opera for SEPA' Help topic in the 'How to' section of the . This topic also includes steps to set up the Cashbook and other applications. **Note:** Only enter a SEPA payee name if the payee's name is longer than 30 characters and this payee will be refunded in a 'SEPA CT' payment file. If the **SEPA Payee** box is empty the name entered in the **Name** box will be used in the 'SEPA CT' payment file.
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. The Single Euro Payments Area (SEPA) is an initiative in the European Union to improve cross-border Euro payments between EU countries (Eurozone and non-Eurozone countries) plus Iceland, Liechtenstein, Norway, Switzerland and Monaco. SEPA comes into effect for Eurozone countries from 1 February 2014, when Euro payments must be transmitted using a SEPA compliant payment file. Even though the initiative is to improve cross-border payments, domestic Euro payments are also affected. For non-Eurozone countries SEPA comes into effect in 2016. Does this affect Euro payments originating in the UK? Cross border Euro payments from the UK do not have to be SEPA compliant until 2016. However, some UK banks may participate in the initiative before then so SEPA compliant payment files may be accepted for Euro payments to suppliers based in the European Union. Non-Euro payments (for example in Sterling) are not included in the SEPA initiative. **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 Purchase Ledger Help. This topic also includes steps to set up the Cashbook and other applications.
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.
Bank Ref	A bank or building society reference allocated to the payee. This additional information may be required by certain banks or building societies. For example, payments made using National Westminster Bank's Autopay facility require a four-digit payee reference to be included in the payments file.
BACS Ref	The building society name, if appropriate. This is used to update the STDBACS file generated if you have selected 'STDBACS' in the **BACS Payment Software** list on the Cashbook - Utilities - Set Options form.

Notes

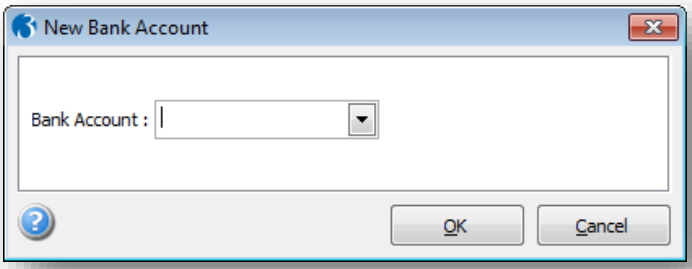
Accreditation Training Courseware

3 Processing

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

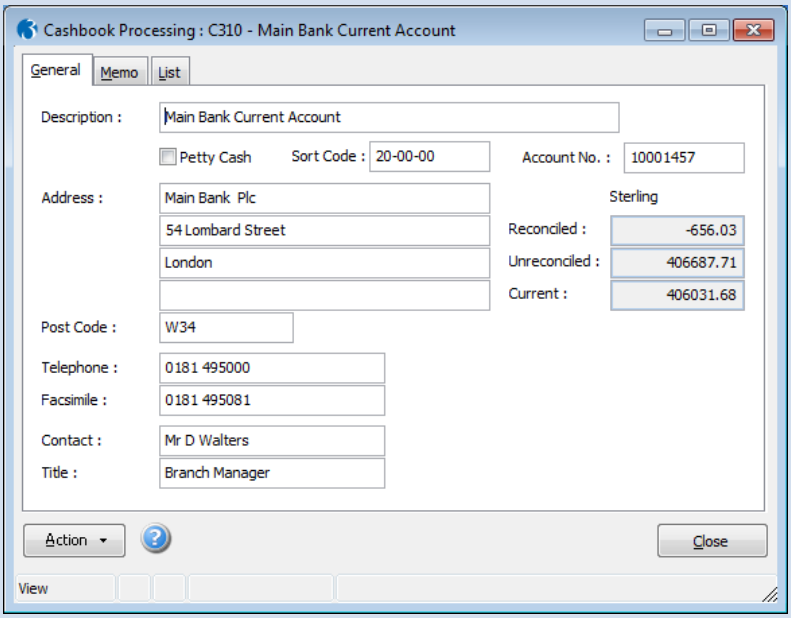
3.1 Nominating a Cashbook Bank Account

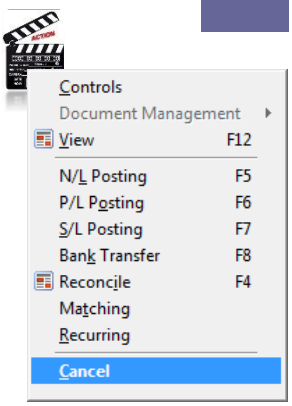
Use the Bank Account form to create and maintain bank and petty cash account records. For information about Cashbook transactions, refer to the section Cashbook Postings.



To define cashbook bank accounts

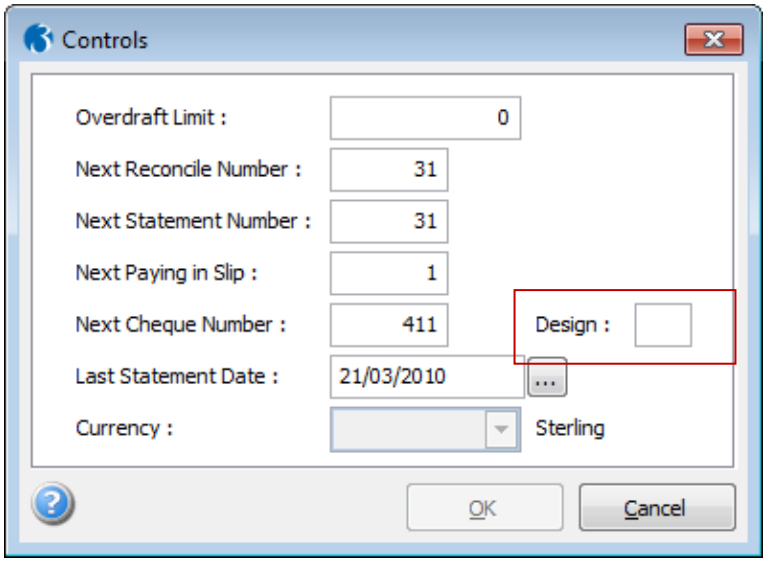
1. Open the Cashbook folder, and then click Processing.
2. On the Record menu, click New. The Add Bank Account dialog box appears.
3. In Bank Account, click to select an existing nominal bank account record and then click OK.
4. In the boxes provided on the General tab, enter the account details.
5. Click Action and then click Controls. The Bank Controls form appears.
6. In the boxes provided, enter the account control details and click OK.
7. On the Record menu, click Save.

Form	Purpose
	**Main Processing Form** Maintain bank and petty cash account records. Also shows the • The reconciled bank balance. • The unreconciled bank balance. • The current bank balance.



Processing

Notes

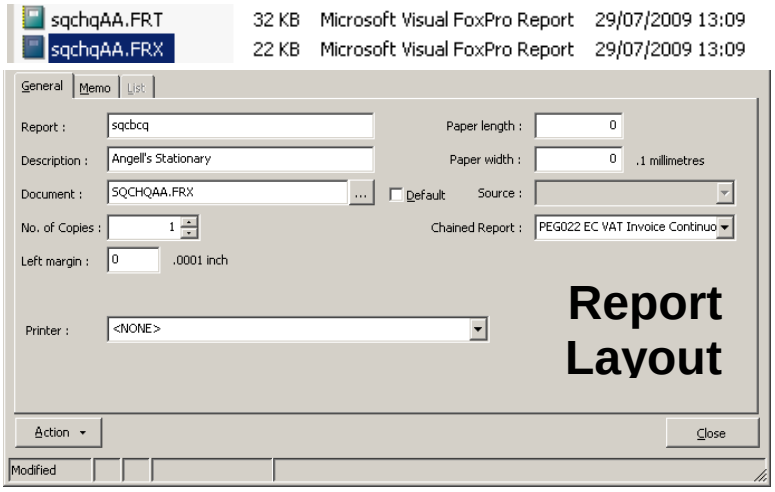


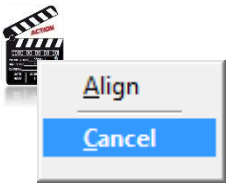
Controls

You can maintain bank accounts in different currencies to allow for multi-currency transactions. In addition to details that identify the bank account, you use the Controls command on the Action menu to define various settings and controls that affect the processing associated with the account. These include:

- Setting an overdraft limit.
- Defining the next reconciliation, statement, paying in slip and cheque numbers.
- Registering the date of the last statement received.
- Identifying the cheque design to be used for cheque printing.
- Defining the operating currency for the account.

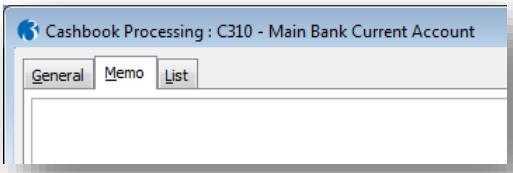
Design	A reference that identifies the design file for the cheque layout. If you leave this box blank, the default layout will be used. If you enter a two-character code here, the cheque design that has these two characters at the end of the layout file name will be the cheque design used instead of the default. Same concept as seen in for example the Sales Ledger. To create the design you must use the last two characters of the report name which could be anything you choose. For example, sqchqak.frx and sqchqak.frt. Use the report layout within System to select your new design. These two characters are then used in the Profile. Note that the following document codes are not available: DA, DD, DS, SA, SC, SS and ST





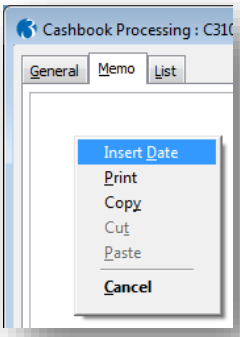
Once the record has been completed you are able to edit some details again by using the action button and are able to create and process further records.

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

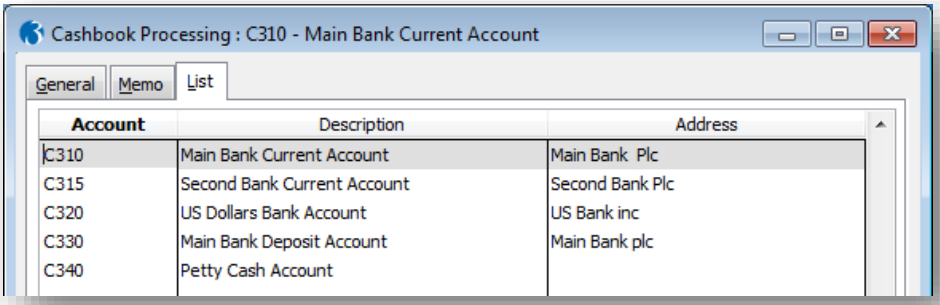


Notes

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



All appropriate customers records will be listed in the List tab



3.1.1 Cashbook Processing Fields

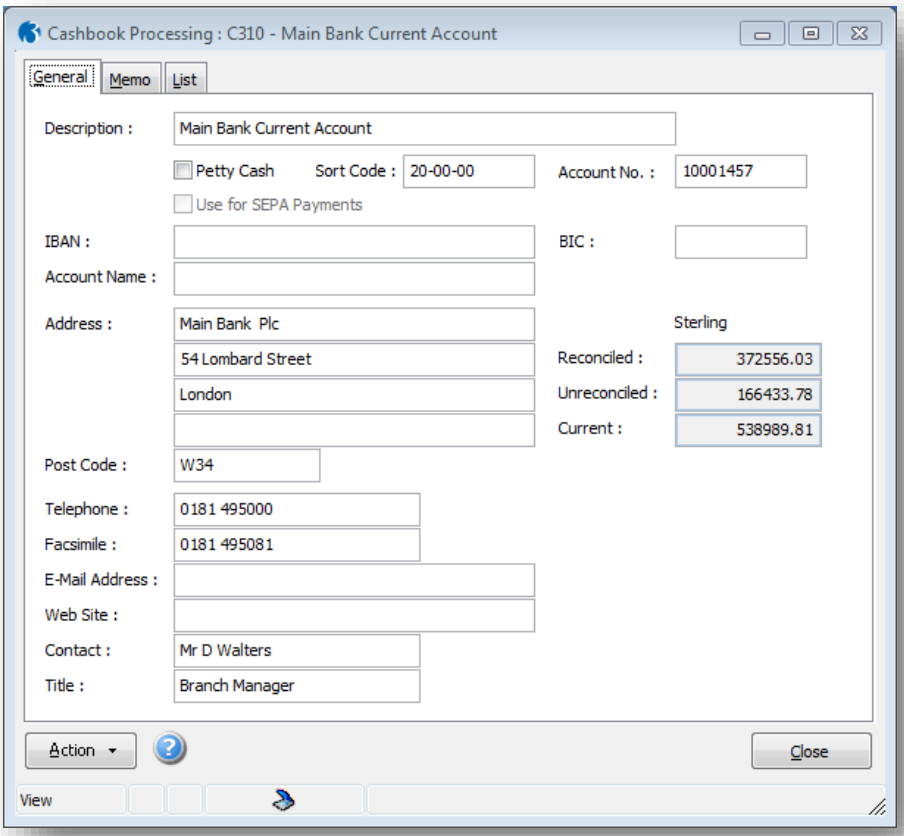
Use the **Bank Account** form to create and maintain bank and petty cash account records. For information about Cashbook transactions, refer to the section Cashbook Postings.

You can maintain bank accounts in different currencies to allow for multi-currency transactions. In addition to details that identify the bank account, you use the **Controls** command on the **Action** menu to define various settings and controls that affect the processing associated with the account. These include:

Setting an overdraft limit.

- Setting an overdraft limit
- Defining the next reconciliation, statement, paying in slip and cheque numbers
- Registering the date of the last statement received
- Identifying the cheque design to be used for cheque printing
- Defining the operating currency for the account.

Notes



Once you have created the bank and cash accounts you need, transactions posted for the accounts result in balances being maintained automatically and displayed on the **Bank Account** form. These include

- The reconciled bank balance.
- The unreconciled bank balance.
- The current bank balance.

For foreign currency bank accounts these balances are maintained in the foreign currency. The home currency values are calculated and displayed 'on the fly' using the latest exchange rate for the foreign currency. The latest rate is maintained in the Exchange Rates command in the System module.

3.1.1.1 Prerequisites

Box	Prerequisite
Bank Account	Bank and petty cash accounts are based on existing nominal accounts which must have been created first using the **Accounts** command on the **Maintenance** menu of the Nominal module.

Notes

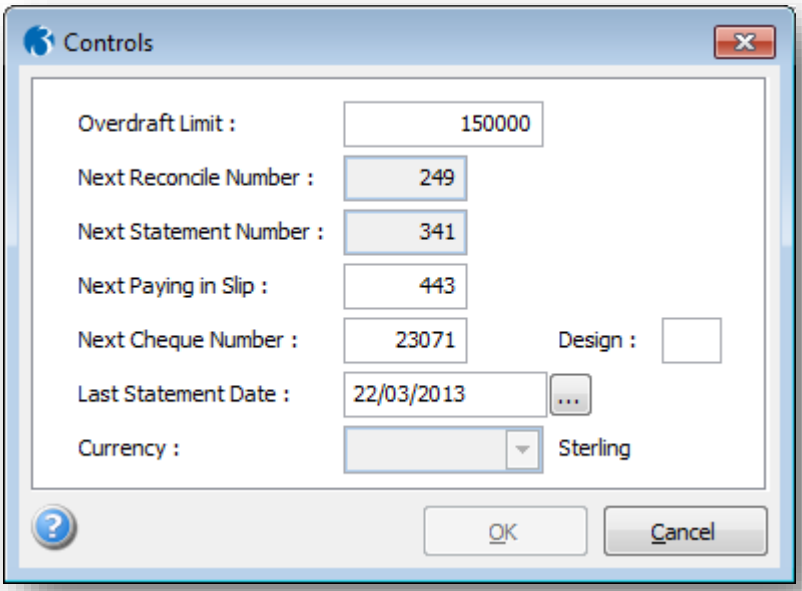
3.1.1.2 Bank Account Entries

3.1.1.3 General

Box	Description
Description	The account description. This defaults to the name of the nominal account.
Petty Cash	Determines that the account is a petty cash account. These accounts can be saved without sort codes and account numbers. These accounts are ignored in the Reconcile command.
Sort Code	The bank sort code. These codes should be 6 digits long.
Account No.	The bank account number.
Use for SEPA Payments	This is enabled if: your licence includes the SEPA feature, the bank account is a Euro account and the bank account is not a petty cash account. Select if the bank account will be used for SEPA payments using the 'SEPA CT' banking file format. An IBAN and BIC code must be entered for these accounts - which are mandatory codes for the banking payments file. Sort code and bank account numbers are not used in 'SEPA CT' banking files but you can still record the codes if required. Important: Do not select this option if you use the 'SEPA BOI' banking file format. IBAN and BIC codes are not yet used in this format - sort code and bank account numbers are still used. 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.
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.
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. 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.
Email Address	The e-mail address for the bank. Tip: If an e-mail address is entered it is used automatically when you use the email icon on the toolbar to open your email editor.
Web Site	The web address for the bank. Tip: If a website address is entered it is used automatically when you use the web icon on the toolbar to open your web browser.
Contact Details	The telephone and facsimile numbers for the bank and the name and title of a contact at the bank. These details are for reference purposes only.

3.1.1.4 Controls

Notes



Box	Description
Overdraft Limit	The overdraft limit for the bank account. When payments are posted for the account, the application checks that the payment value does not cause the overdraft limit to be exceeded and a warning is displayed if this is the case. You can also specify a minimum balance for the bank account by entering a negative value in the box. The application checks that payments drawn against the account do not cause the minimum balance to be exceeded.
Next Reconcile Number	The next reconciliation number to be used. Each bank reconciliation is assigned an internal reference number. This is incremented automatically by the application after you have completed a bank reconciliation.
Next Statement Number	The next statement number. This is the number of the next statement you receive from your bank. It is updated automatically when you process reconciliations for the bank account.
Next Paying in Slip	The paying in slip number. It is incremented automatically by the system each time a new paying in slip is printed.
Next Cheque Number	The cheque number. It is automatically incremented by the system each time a new cheque is raised for the account.
Design	A reference that identifies the design file for the cheque layout. If you leave this box blank, the default layout will be used. If you enter a two-character code here, the cheque design that has these two characters at the end of the layout file name will be the cheque design used instead of the default.
Last Statement Date	The date of the last statement you received from your bank. It is updated automatically when you process bank reconciliations for the account.
Currency	A reference that identifies the currency of the account. The Cashbook module is a multi-currency module and allows you to set up bank and cash accounts in different currencies, provided you are using multi-currency facilities. You cannot amend this once transactions have been posted for the account.

3.2 Cashbook Processing

Use the Processing command on the Cashbook menu to post transactions for nominal, sales and purchase accounts and to record transfers between bank and cash accounts. You use these commands for transactions not otherwise

generated from other modules (such as Sales or Purchase modules). First retrieve the bank account you want to process, then select the appropriate command from the Action menu.

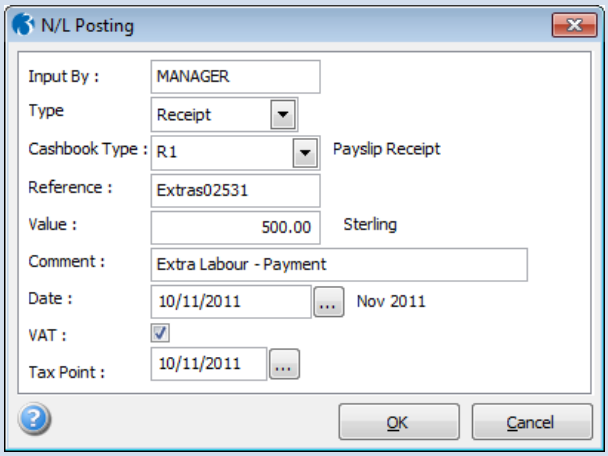
Notes

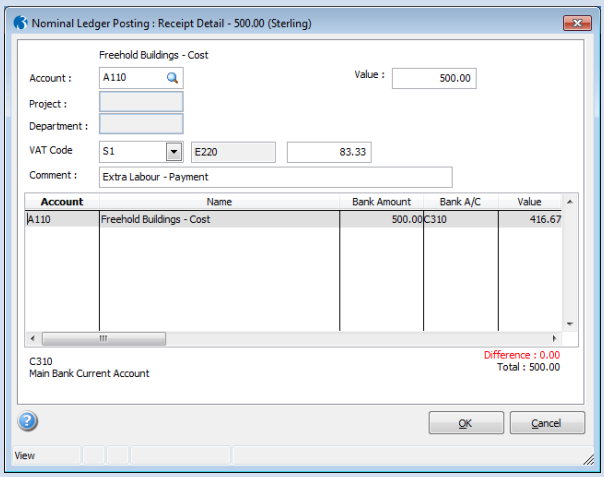
Note: If the Continuous Posting option is selected on the User Profiles form in the System module for your user record, you can post movements of the same type in batches because the application automatically reselects the same command (N/L Posting, S/L Posting, and so on) when you complete a transaction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

3.2.1 Posting Processes

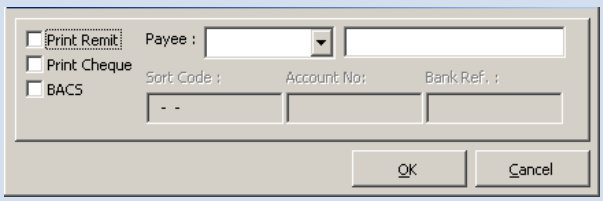
Notes

Posting Process

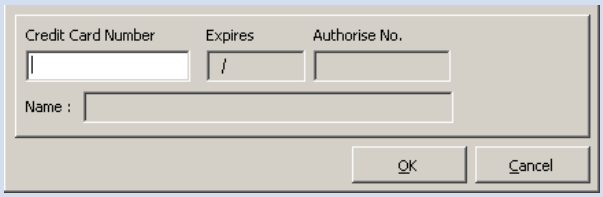




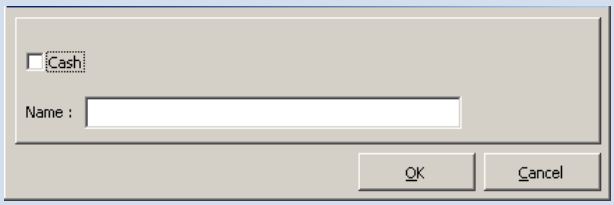
NL Payment



Credit Card Receipt



Cash Receipt



Process Steps & Information

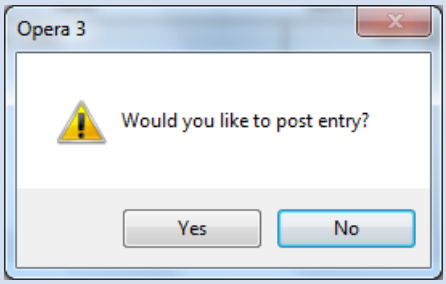
Nominal Ledger Postings

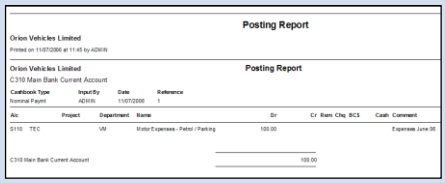
Use the N/L Posting command to enter cashbook postings for accounts in the nominal ledger. If the Real Time Update of Nominal option is selected on the Options tab of the Company Profiles form in the System module, nominal accounts selected for processing are updated when you accept the cashbook posting. Otherwise, if the batch updating method is used, nominal accounts selected for processing are updated when you use the Cashbook Transfer command on the Utilities menu in the Nominal module.

To post a nominal cashbook transaction

1. Open the Cashbook folder, and then click Processing.
2. Retrieve the bank account record for which you want to post transaction details, click Action and then click N/L Posting.
3. If you have selected the Print Postings option on the Cashbook - Set Options form, a Report dialog box appears. 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.
4. To continue, click Report. The Nominal Postings form appears. In the boxes provided, enter the transaction header details and then click OK.
5. If you are processing a nominal payment, the Payment Details form appears for you to enter details concerning the payment method. Click OK when you have completed the boxes provided.
6. If you are processing a nominal receipt involving a credit card cashbook type, the Receipt Details form appears for you to enter details of the credit card number, expiry date, authorisation and cardholder name. Click OK when you have completed the boxes provided.
7. A form appears for entry of the transaction detail lines. Click OK when you have completed the lines. The total of all detail lines must match the transaction value specified on the Nominal Postings form before you can post the transaction.

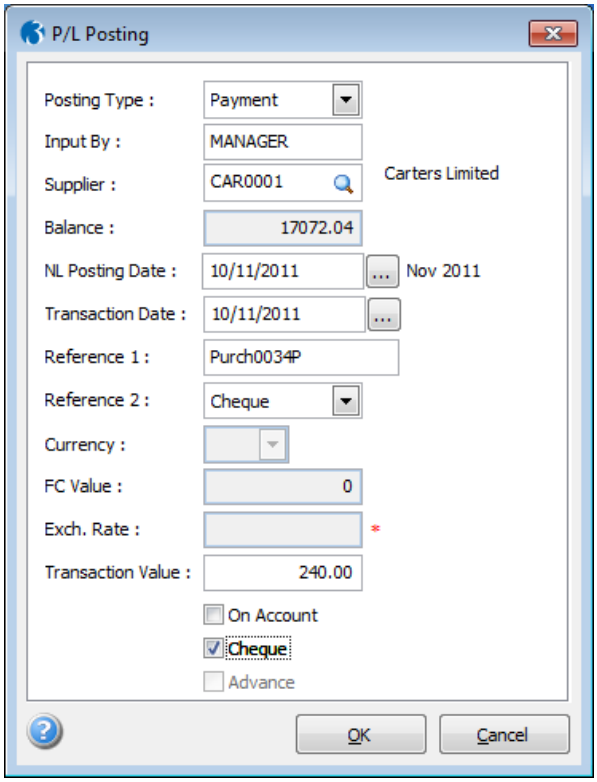
Post Entry

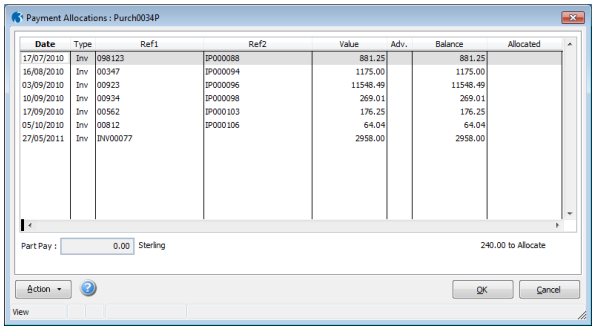




Once Yes is selected the Nominal Posting is then posted immediately and the Cashbook account is updated with the transaction details.

Notes



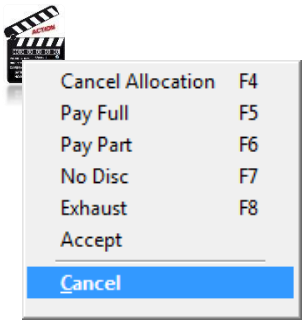


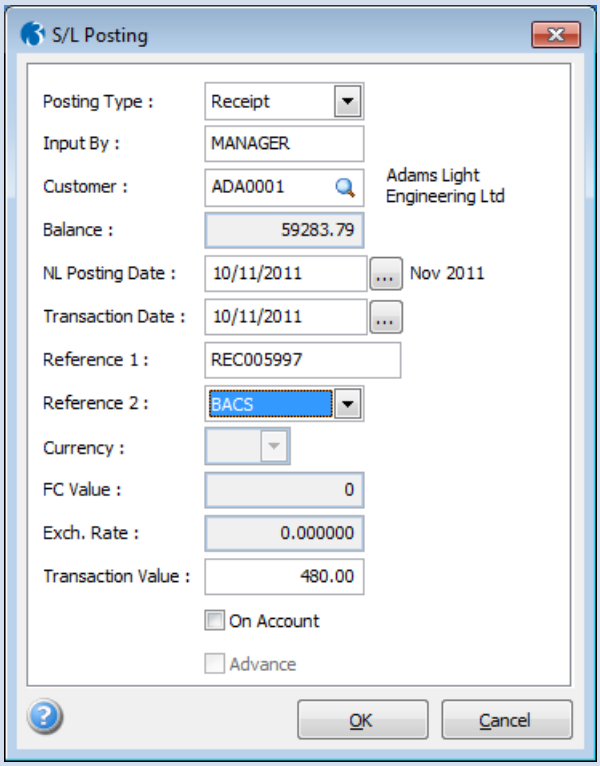
Purchase Ledger Postings

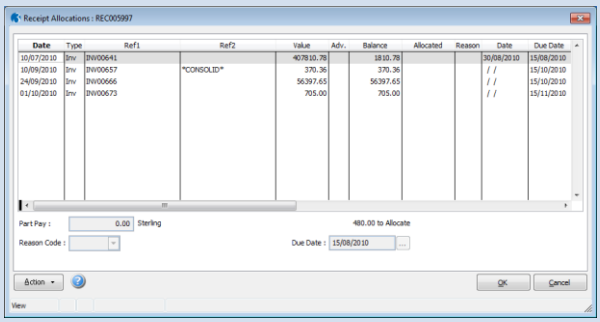
Use the P/L Posting command on the Action menu associated with the Bank Account form to enter payments and refunds for supplier account records in the Purchase module. If more than one Purchase module is linked to the Cashbook company, you must select the company from which the sales accounts will be read for processing before you can enter the posting. Before you can post payments or refunds to supplier accounts, you must ensure that an entry exists in the Cashbook Type list box on the Purchase Payment Names or Purchase Refund Names forms. Payment and refund names are defined using the Payment Names or Refund Names commands on the Utilities menu in the Purchase module.

To post a purchase cashbook transaction

1. Open the Cashbook folder, and then click Processing.
2. Retrieve the bank account record for which you want to post transaction details, click Action and then click P/L Posting. The Post to Purchase Ledger form appears.
3. In Posting Type, click to select Payment or Refund according to the transaction type you want to process.
4. In Supplier, click to select the supplier account to which the transaction will be posted.
5. In the boxes provided, enter the transaction header details and then click OK.
6. Follow the procedure as you would for a purchase ledger payment or refund posting.





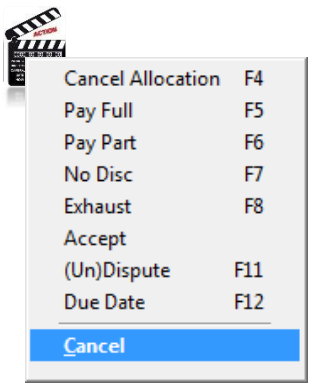


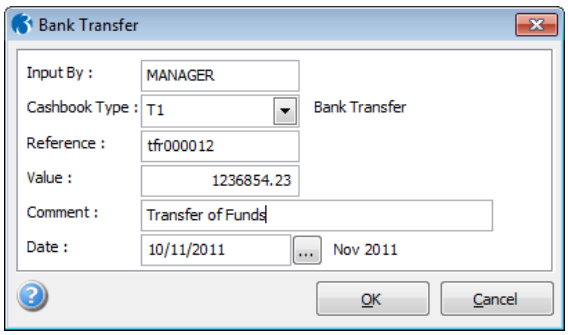
Sales Ledger Postings

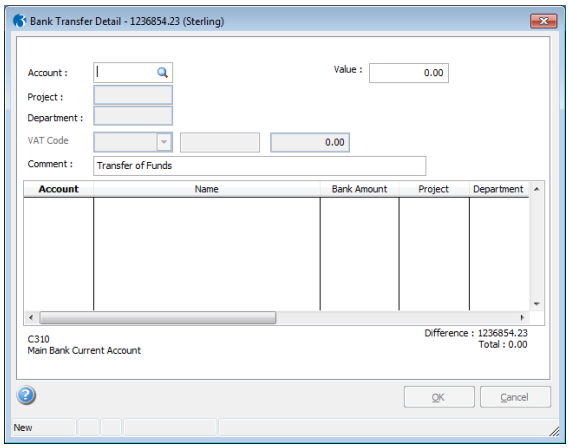
Use the S/L Posting command on the Action menu associated with the Bank Account form to enter receipts and refunds for customer account records in the Sales module. If more than one Sales module is linked to the Cashbook company, you must select the company from which the sales accounts will be read for processing before you can enter the posting. Before you can post payments or refunds to supplier accounts, you must ensure that an entry exists in the Cashbook Type list box on the Sales Receipt Names or Sales Refund Names forms. Receipt and refund names are defined using the Receipt Names or Refund Names commands on the Utilities menu in the Sales module.

To post a sales cashbook transaction

1. Open the Cashbook folder, and then click Processing.
2. Retrieve the bank account record for which you want to post transaction details, click Action and then click S/L Posting. The Post to Sales Ledger form appears.
3. In Posting Type, click to select Receipt or Refund according to the transaction type you want to process.
4. In Customer, click to select the customer account to which the transaction will be posted.
5. In the boxes provided, enter the transaction header details and then click OK.
6. Follow the procedure as you would for a sales ledger receipt or refund posting.







Bank Transfers

Use the Bank Transfer command on the Action menu associated with the Bank Account form to enter postings between one Cashbook account and another or between a Cashbook account and a nominal account (for example to make postings for bank charges).

To post a bank transfer

1. Open the Cashbook folder, and then click Processing.
2. Retrieve the bank account record from which you want to originate the transfer, click Action and then click Bank Transfer. The Bank Transfer (From) form appears.
3. In the boxes provided, enter the transfer details and then click OK. The Bank Transfer for.. form appears.
4. In Account, click to select the account to which the transfer will be made. Use the boxes provided to complete the details of the transaction. You can continue to add detail lines if required. When the total of all detail lines matches the transaction value specified on the Bank Transfer (From) form, click OK to post the transaction.

Notes

Notes

Use the **Processing** command on the **Cashbook** menu to post transactions for nominal, sales and purchase accounts and to record transfers between bank and cash accounts. You use these commands for transactions not otherwise generated from other modules (such as Sales or Purchase modules). First retrieve the bank account you want to process, then select the appropriate command from the **Action** menu.

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

3.2.1.1 Nominal Ledger Postings

Use the **N/L Posting** command to enter cashbook postings for accounts in the nominal ledger. If the **Real Time Update of Nominal** option is selected on the **Options** tab of the **Company Profiles** form in the System module, nominal accounts selected for processing are updated when you accept the cashbook posting. Otherwise, if the batch updating method is used, nominal accounts selected for processing are updated when you use the **Cashbook Transfer** command on the **Utilities** menu in the Nominal module.

3.2.1.2 N/L Posting Entries

Box	Description
Input By	The name of the person maintaining the posting record. The user name as defined on the **User Profiles** form in the System module is used as a default entry. You can select a different user name from the list.
Type	An option that determines the transaction type you want to enter. You can select **Payment** or **Receipt** from a list.
Cashbook Type	A reference that identifies the cashbook transaction type. You can select from a list. Cashbook types are maintained using the **Cashbook Types** command on the **Maintenance** submenu in the Cashbook module.
Reference	A reference for the transaction.
Value	The amount of the transaction in the currency of the bank account.
Exch Rate	The exchange rate for the currency. This defaults to the exchange rate defined on the **System Exchange Rates** form. In the case of Euro triangulation, exchange rates are calculated using special rules where more than one Euro zone currency is involved in the transaction.
Comment	A memorandum or note concerning the nature of the transaction.
Date	The date for the transaction. The system date is displayed but you can change if the transactions are for a different date. If you use the Open Period Accounting feature, this is the date used to determine the period in the Nominal Ledger that the transaction is posted to. If the transaction is allocated to another transaction that generates an adjustment posting for either a foreign currency rate gain or loss or a discount, the adjustment also uses the same Nominal Ledger posting date.

Notes

Date…	More ... ***Open Period Accounting is available in Opera 3***
VAT	An option that determines whether the transaction is subject to VAT analysis. That is, whether it is included in the VAT return. If you select the option, you can accept or amend the default tax point date in the box alongside. In some circumstances, a tax point date may be different to the transaction date, but is always the date used to determine in which VAT return period the transaction belongs. The default is the current system date, but may also be affected by the transaction date.

3.2.1.3 Payment Details

Box	Description
Print Remit	An option that determines whether a remittance advice is to be printed for the nominal payment.
Print Cheque	An option that determines whether a cheque is to be printed for the nominal payment.
BACS	An option that determines whether the nominal payment is to be processed as a BACS payment by your bank using the banking format selected in the **BACS Software** list on the Cashbook - Utilities - Set Options form or the Cashbook - Utilities - Set Options - Additional BACS Options form. **Note:** This is available for home currency bank accounts, and for Euro bank accounts if the Use for SEPA Payments option is selected for the account.
Payee	A reference that identifies the payee. **Tip:** Payee names are defined using the Cashbook - Maintenance - Payee Names form.
Bank Details ***Bank Details…***	The sort code, account number and bank reference for the BACS transaction. If the Use for SEPA Payments option is selected for the bank account the **BIC** and **IBAN** boxes are enabled. BIC and IBAN codes are used for 'SEPA CT' payment files instead of the sort code and account numbers. What's SEPA? For steps to set up Opera for SEPA please follow the 'Setting Up Opera for SEPA' Help topic in the 'How to' section of the . This topic also includes steps to set up the Cashbook and other applications. The codes default to those entered on the payee name record selected in the **Payee** list box.

3.2.1.4 Credit Card Receipt Details

Box	Description
Credit Card	The credit card number. This must be 13 digits long.

Number	
Expires	The month and year of expiry. This date is validated against the transaction date. If a recurring entry is defined with credit card details, the application will not post the entry if the expiry date falls before the transaction posting date.
Authorise No.	An authorisation number, if required. This can include letters as well as numbers if appropriate.
Name	The cardholder name as it appears on the credit card.

Notes

3.2.1.5 Transaction Details

Box	Description
Account	A reference that identifies the nominal account record. You can select from a list.
Value	The value of the transaction detail.
Advanced Nominal Dimensions	References that identify the dimensions used for the analysis of the current transaction line in the nominal ledger. If you have the Advanced Nominal Ledger activation and you are using either of the two additional analysis dimensions (such as Project and Department), you can override the defaults shown for the current transaction line; the defaults being those associated with the corresponding nominal account record identified in the **Account** box. If the corresponding nominal account record indicates that the use of one or both dimensions is mandatory, then you must ensure an appropriate ID has been entered before you save the transaction line. For further information, refer to the topic on advanced nominal dimensions associated with the Nominal module.
VAT Code and Value	The VAT code for the transaction. This defaults to the code specified on the account identified in the **Account** box. It only applies if you have selected the **VAT** option on the **Nominal Postings** form. The amount of VAT is calculated according to the rate associated with the code and the amount entered in the **Value** box. You can override the default calculation.
Comment	A memorandum or note concerning the nature of the transaction. This defaults to the entry on the Nominal Postings form.

Notes

3.2.1.6 Sales Ledger Postings

Use the **S/L Posting** command on the **Action** menu associated with the **Bank Account** form to enter receipts and refunds for customer account records in the Sales module. If more than one Sales module is linked to the Cashbook company, you must select the company from which the sales accounts will be read for processing before you can enter the posting. Before you can post payments or refunds to supplier accounts, you must ensure that an entry exists in the **Cashbook Type** list box on the **Sales Receipt Names** or **Sales Refund Names** forms. Receipt and refund names are defined using the **Receipt Names** or **Refund Names** commands on the **Utilities** menu in the Sales module.

3.2.1.7 S/L Posting Entries

Box	Description
Posting Type	An option that determines the transaction type you want to enter. You can select **Receipt** or **Refund** from a list.
Input By	The user name of the person entering the transaction. The user name as defined on the **User Profiles** form in the System module is used as a default entry. You can select a different user name from the list.
Customer	The customer record relating to the receipt or refund. You can select the record from the list.
Balance	The selected customer's current balance taken from the customer's record.
NL Posting Date	The Nominal Ledger posting date. If you use the Open Period Accounting feature, this is the date used to determine the period in the Nominal Ledger that the transaction is posted to. If the transaction is allocated to another transaction that generates an adjustment posting for either a foreign currency rate gain or loss or a discount, the adjustment also uses the same Nominal Ledger posting date. More ... ***Open Period Accounting is available in Opera 3***
Transaction Date	The transaction date. This is the date used to determine the age of a transaction for reports and enquiries in the application. The default is the system date. If the transaction is allocated to another transaction that generates an adjustment posting for either a foreign currency rate gain or loss or a discount, the adjustment also uses the same Nominal Ledger posting date.
Reference 1	A reference for the transaction. This is mandatory. Typically you use this box for the main transaction reference.
Reference 2	A second transaction reference. You select the second reference from a list. The entries you can choose are defined in the Sales Ledger on the **Receipt Names** form on the **Utilities** menu.
Currency	A reference that identifies the currency of the receipt or refund. This only applies to foreign currency bank accounts. You can select the currency from a list. Currencies are defined using the **Exchange Rates** form in the System module and the default depends on the entry in the **Currency** list box on the **Options** form associated with the **Customer** form.
FC Value	The foreign currency value of the receipt or refund. For foreign currency bank accounts, you enter the transaction amount in this box and the home currency equivalent is calculated according to the exchange rate.
Exch. Rate	The exchange rate for the currency. This defaults to the exchange rate defined on the **System Exchange Rates** form.
Transaction	The transaction value. For foreign currency transactions, the default entry in

Value	this box will be the home currency equivalent of the value entered in the **FC Value** box.

Notes

3.2.1.8 Refund Details

Box	Description
Print Remit	An option that determines whether a remittance advice is to be printed for the refund.
Print Cheque	An option that determines whether a cheque is to be printed for the refund.
BACS	An option that determines whether the refund is to be processed as a BACS payment by your bank using the banking format selected in the **BACS Software** list on the Cashbook - Utilities - Set Options form. **Note:** This is available for home currency bank accounts, and for Euro bank accounts if the Use for SEPA Payments option is selected for the account.
Payee	A reference that identifies the payee. **Tip:** Payee names are defined using the Cashbook - Maintenance - Payee Names form.
Bank Details	The sort code, account number and bank reference for the BACS transaction. If the Use for SEPA Payments option is selected for the bank account the **BIC** and **IBAN** boxes are enabled. BIC and IBAN codes are used for 'SEPA CT' payment files instead of the sort code and account numbers. What's SEPA? For steps to set up Opera for SEPA please follow the 'Setting Up Opera for SEPA' Help topic in the 'How to' section of the . This topic also includes steps to set up the Cashbook and other applications. The codes default to those entered on the payee name record selected in the **Payee** list box.

Notes

3.2.1.9 Purchase Ledger Postings

Use the **P/L Posting** command on the **Action** menu associated with the **Bank Account** form to enter payments and refunds for supplier account records in the Purchase module. If more than one Purchase module is linked to the Cashbook company, you must select the company from which the sales accounts will be read for processing before you can enter the posting. Before you can post payments or refunds to supplier accounts, you must ensure that an entry exists in the **Cashbook Type** list box on the **Purchase Payment Names** or **Purchase Refund Names** forms. Payment and refund names are defined using the **Payment Names** or **Refund Names** commands on the Utilities menu in the Purchase module.

3.2.1.10 P/L Posting Entries

Box	Description
Posting Type	An option that determines the transaction type you want to enter. You can select **Payment** or **Refund** from a list.
Input By	The user name of the person entering the transaction. The user name as defined on the **User Profiles** form in the System module is used as a default entry. You can select a different user name from the list.
Customer	The supplier record relating to the payment or refund. You can select the record from the list.
Balance	The selected customer's current balance taken from the customer's record.
NL Posting Date	The Nominal Ledger posting date. If you use the Open Period Accounting feature, this is the date used to determine the period in the Nominal Ledger that the transaction is posted to. If the transaction is allocated to another transaction that generates an adjustment posting for either a foreign currency rate gain or loss or a discount, the adjustment also uses the same Nominal Ledger posting date. More ... ***Open Period Accounting is available in Opera 3***
Transaction Date	The transaction date. This is the date used to determine the age of a transaction for reports and enquiries in the application. The default is the system date. If the transaction is allocated to another transaction that generates an adjustment posting for either a foreign currency rate gain or loss or a discount, the adjustment also uses the same Nominal Ledger posting date.
Reference 1	A reference for the transaction. This is mandatory. Typically you use this box for the main transaction reference.
Reference 2	A second transaction reference. You select the second reference from a list. The entries you can choose are defined in the Purchase Ledger on the **Payment Names** form on the **Utilities** menu.
Currency	A reference that identifies the currency of the payment or refund. This only applies to foreign currency bank accounts. You can select the currency from a list. Currencies are defined using the **Exchange Rates** form in the System module and the default depends on the entry in the **Currency** list box on the **Options** form associated with the **Customer** form.
FC Value	The foreign currency value of the payment or refund. For foreign currency bank accounts, you enter the transaction amount in this box and the home currency equivalent is calculated according to the exchange rate.

Exch. Rate	The exchange rate for the currency. This defaults to the exchange rate defined on the **System Exchange Rates** form.
Transaction Value	The transaction value. For foreign currency transactions, the default entry in this box will be the home currency equivalent of the value entered in the **FC Value** box.

Notes

3.2.1.11 Bank Transfers

Use the **Bank Transfer** command on the **Action** menu associated with the **Bank Account** form to enter postings between one Cashbook account and another or between a Cashbook account and a nominal account (for example to make postings for bank charges).

3.2.1.12 Bank Transfer Entries (From)

Box	Description
Input By	The name of the person maintaining the posting record. The user name as defined on the **User Profiles** form in the System module is used as a default entry. You can select a different user name from the list.
Cashbook Type	A reference that identifies the cashbook transaction type. You can select from a list. Cashbook types are maintained using the **Cashbook Types** command on the **Maintenance** submenu in the Cashbook module.
Reference	A reference for the transaction.
Value	The amount of the transfer in the currency of the bank account.
Exch Rate	The exchange rate for the currency. This defaults to the exchange rate defined on the **System Exchange Rates** form. In the case of Euro triangulation, exchange rates are calculated using special rules where more than one Euro zone currency is involved in the transaction.
Comment	A memorandum or note concerning the nature of the transaction.
Date	The date for the transaction. The system date is displayed but you can change if the transactions are for a different date. If you use the Open Period Accounting feature, this is the date used to determine the period in the Nominal Ledger that the transaction is posted to. If the transaction is allocated to another transaction that generates an adjustment posting for either a foreign currency rate gain or loss or a discount, the adjustment also uses the same Nominal Ledger posting date.
Date…	More …
	Open Period Accounting is available in Opera 3

3.2.1.13 Transaction Details

Box	Description
Account	A reference that identifies the nominal account record. You can select from a list.
Value	The value of the transaction detail. If you are processing a transfer involving a foreign currency bank account, boxes are also provided for the home currency equivalent and exchange rate for the detail line.
Advanced Nominal Dimensions	References that identify the dimensions used for the analysis of the current transaction line in the nominal ledger. If you have the Advanced Nominal Ledger and you are using either of the two additional analysis dimensions (such as Project and Department), you can override the defaults shown for the current transaction line; the defaults being those associated with the corresponding nominal account record identified in the **Account** box. If the corresponding nominal account record indicates that the use of one or both dimensions is mandatory, then you must ensure an appropriate ID has been entered before you save the transaction line. For further information, refer to the topic on advanced nominal dimensions associated with the Nominal module.
Comment 1	A memorandum or note concerning the nature of the transaction. This defaults to the entry on the **Bank Transfer (From)** form.

Notes

3.2.2 Reconcile

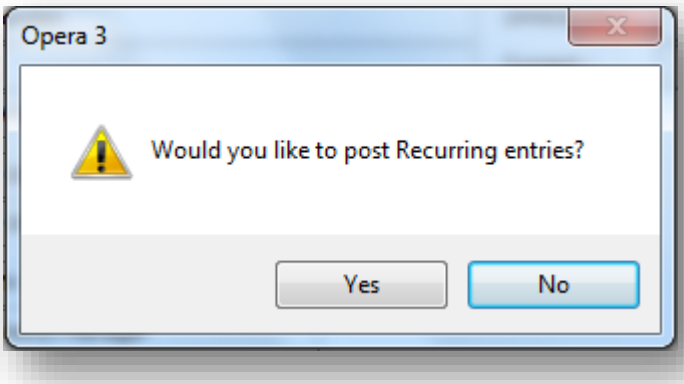
Notes

Use the Reconcile command on the Action menu associated with the Bank Account form to reconcile the statements received from your bank with those on the Cashbook bank records. You can match unreconciled transactions with items on your statement and make additional entries for items, such as bank charges, not already posted to the account.

Tip: Make sure your bank entries are up to date. We recommend you post outstanding recurring entries using the Post Recurring command on the Utilities menu. If the application detects outstanding recurring entries, a message will appear asking if you want to post them before you continue with the reconciliation.

When you have completed details of the statement date, number and balance, the Unreconciled Entries form displays a grid showing all unreconciled transactions. You compare the transactions on your the statement received from your bank with those in the grid. Use the scroll bars to navigate the view. To perform an action, select one of the following commands from the Action menu. For some commands, you first click to select the transaction in the grid.

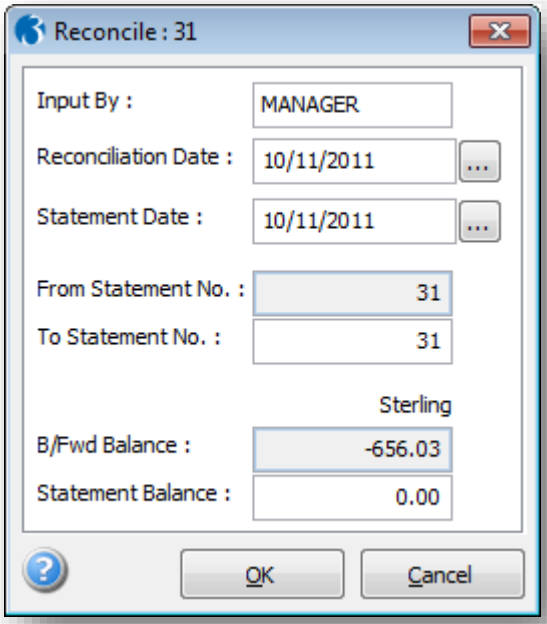
Before starting the reconciliation process, the system will ask whether any due recurring postings are to be posted.



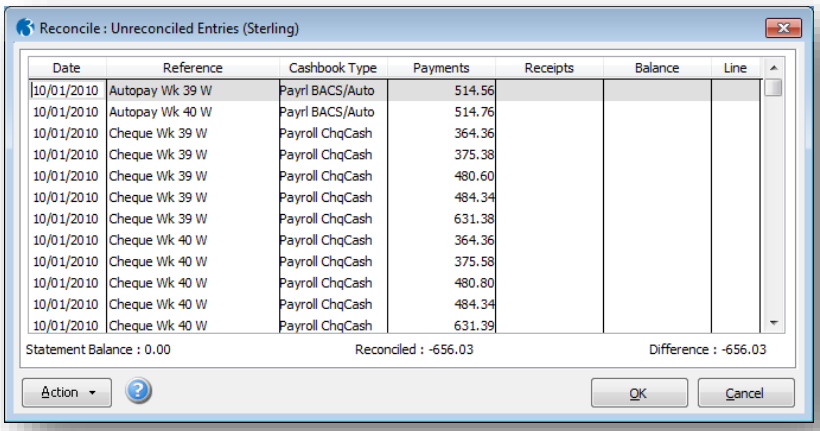
To reconcile a bank account

1. Open the Cashbook folder, and then click Processing.
2. Retrieve the bank account record for the account you want to reconcile, click Action and then click Reconcile. The Reconciliation form appears.

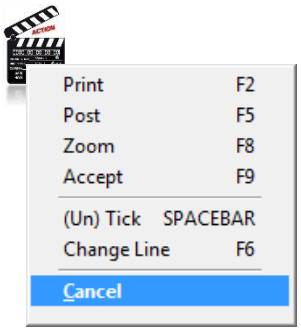
Notes



3. In the boxes provided, enter the date, statement number and balance details and then click OK. The Unreconciled Entries form appears.



Date	Reference	Cashbook Type	Payments	Receipts	Balance	Line
10/01/2010	Autopay Wk 39 W	Payrl BACS/Auto	514.56			
10/01/2010	Autopay Wk 40 W	Payrl BACS/Auto	514.76			
10/01/2010	Cheque Wk 39 W	Payroll ChqCash	364.36			
10/01/2010	Cheque Wk 39 W	Payroll ChqCash	375.38			
10/01/2010	Cheque Wk 39 W	Payroll ChqCash	480.60			
10/01/2010	Cheque Wk 39 W	Payroll ChqCash	484.34			
10/01/2010	Cheque Wk 39 W	Payroll ChqCash	631.38			
10/01/2010	Cheque Wk 40 W	Payroll ChqCash	364.36			
10/01/2010	Cheque Wk 40 W	Payroll ChqCash	375.58			
10/01/2010	Cheque Wk 40 W	Payroll ChqCash	480.80			
10/01/2010	Cheque Wk 40 W	Payroll ChqCash	484.34			
10/01/2010	Cheque Wk 40 W	Payroll ChqCash	631.39			

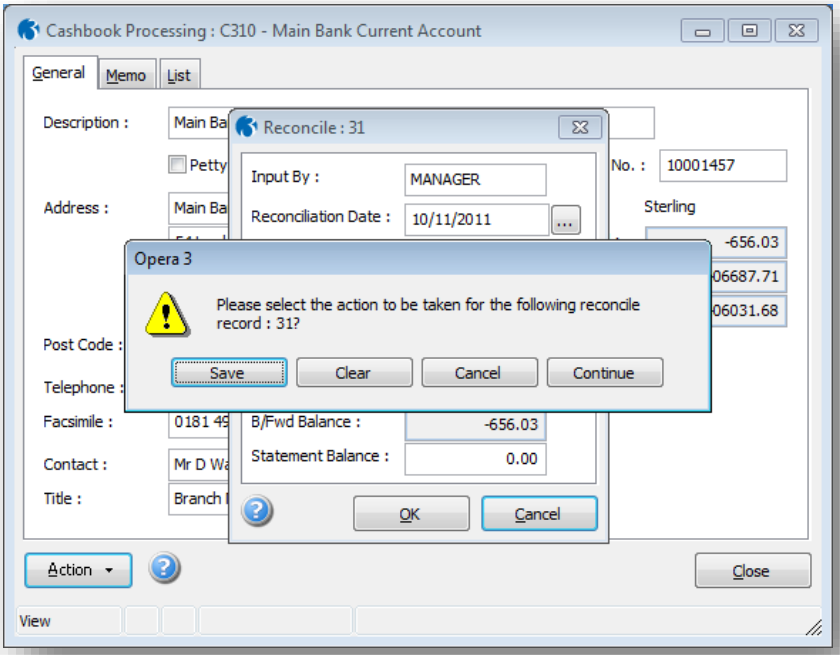


4. Use the commands on the Action menu to perform the reconciliation tasks.

   NB - Posting for the account for a transaction that appears on the statement but not in your Cashbook may be processed. You can also press **F5** for this command.

5. When you have finished reconciling transactions on the account against your bank statement, click OK. If the statement balances with the cashbook account, the application marks the selected transactions as reconciled and updates the bank account's reconciled balance, statement and reconciliation numbers.

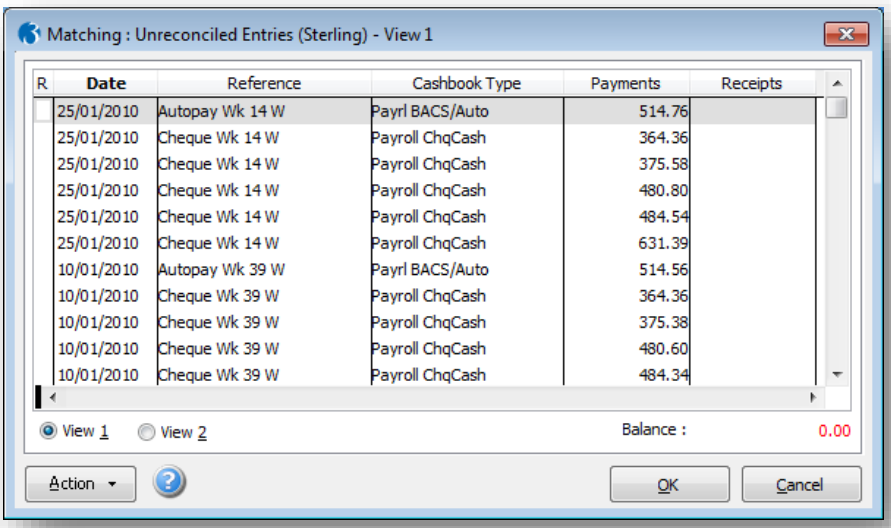
Notes

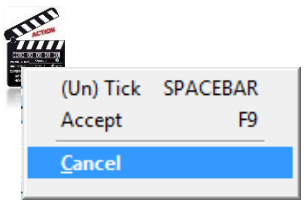


If it does not balance, you can save what you have done so far so you can return to complete the process at a later date or clear the reconciliation which enables you to re-enter it from scratch.

3.2.3 Matching

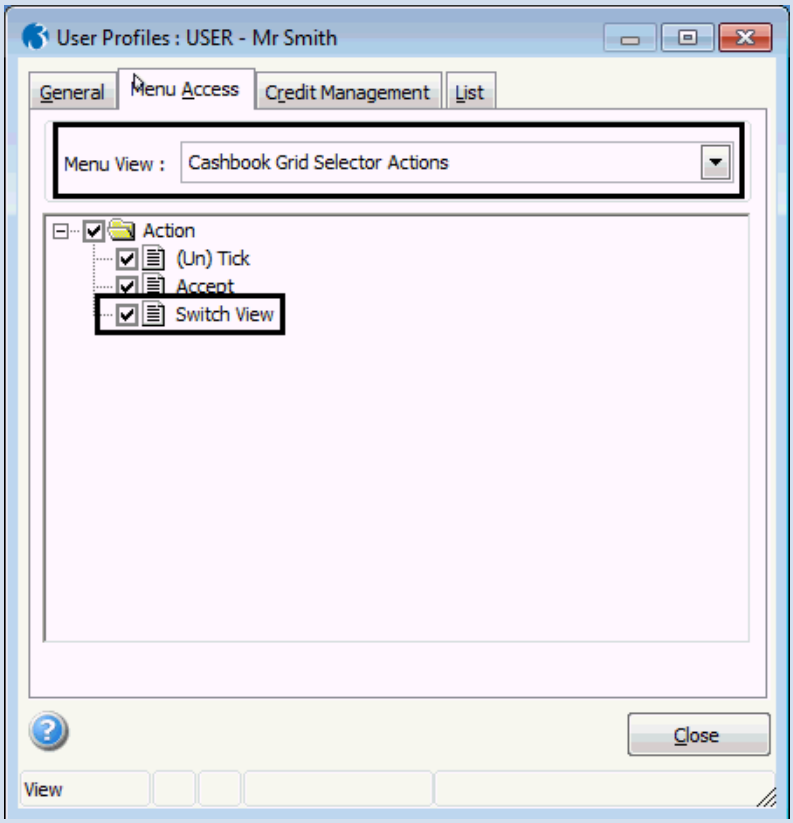
If cashbook postings have been made in error and correcting postings have also been entered, such transactions will not appear on the statements you receive from your bank, so you will be unable to reconcile them. Instead, you use the Matching command on the Action menu associated with the Bank Account form to match the error and correction postings so you can remove then from the cashbook bank records. You can report on such postings using the Audit Trail command on the Reports menu so you can provide a record of the original entries. Their removal from the bank account record will enable them to be excluded from the Unreconciled Entries grid form when you next use the Reconcile command.





Notes

When the list is displayed, the following commands are available from the **Action** menu:

Use this command	To
(Un)Tick (or SPACEBAR)	Mark the highlighted line for matching. Select again to deselect the line.
Accept F9	Removes the selected lines.
Switch View	Switches between the summary and detailed views. This is displayed only if the 'Switch View' option is ticked on your user profile. The **View 1** and **View 2** buttons are also disabled if this option is not ticked. **Note:** The 'Switch View' option is selected on the 'Cashbook Grid Selector Actions' list on the **Menu Access** page of the System - Maintenance - User Profiles form. 

Note: Matched transactions are removed when you use the Reorganise command on the Utilities menu.

Notes

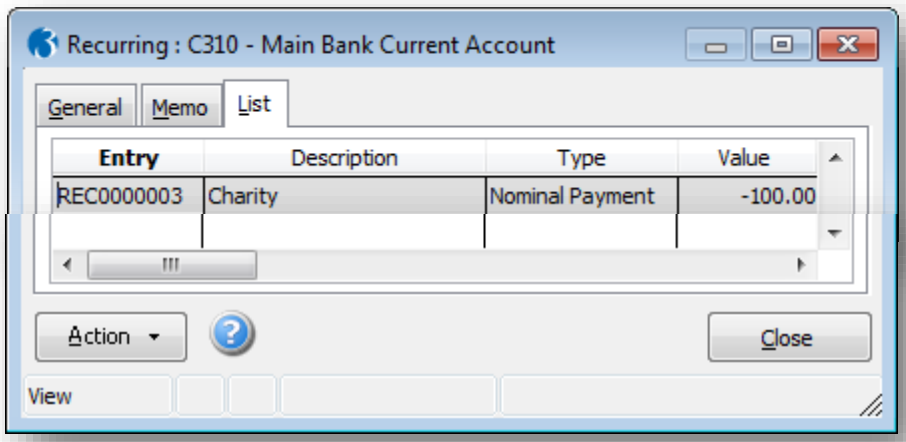
To match error and correction entries

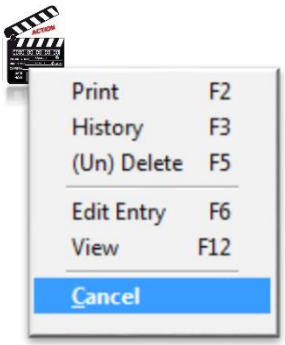
1. Open the Cashbook folder, and then click Processing.
2. Retrieve the bank account record for the account you want to match error and correction entries, click Action and then click Matching. The Unreconciled Entries form appears.
3. Use the commands on the Action menu to perform the reconciliation tasks. You begin by clicking to select a transaction to be matched in the grid. You select the transaction for matching using the (Un)Tick command on the Action menu or by pressing SPACEBAR. You repeat this action for each transaction to be matched.
4. When the value alongside the Balance title on the form is zero, you can click OK to store the matched transactions.

Note: The Unreconciled Entries form shows batch totals for unreconciled entries. If you want to display the individual transactions making up the batch values, click View 2. This enables you to match these individual transactions rather than the batch values if you prefer. You can revert to the list of batch totals by selecting the View 1 option.

3.2.4 Recurring

Use the Recurring command on the Action menu associated with the Bank Account form to set up recurring entries for nominal receipts and payments, sales receipts and refunds or purchase payments and refunds. You can create recurring entries for direct debits, standing orders, BACS receipts and so on. You post the recurring entries you set up with the Recurring command by using the Post Recurring command on the Utilities menu. You can also post them when you use the Reconcile command. If more than one sales or purchase ledger is linked to the Cashbook company, you must select the company from which the customer or supplier accounts will be read for processing.





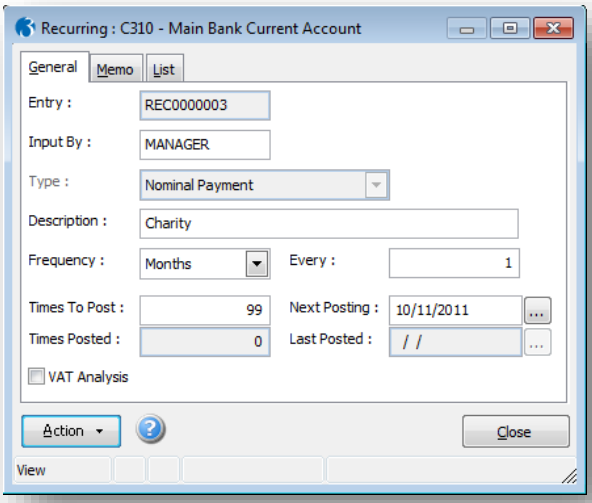
Note: For foreign currency recurring entries, the exchange rate used is the one prevailing at the time the posting is made.

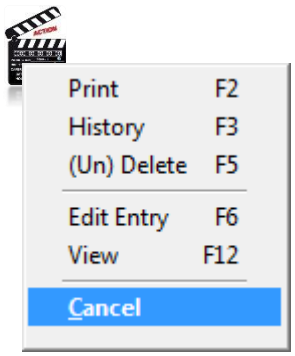
To set up recurring cashbook transactions

Notes

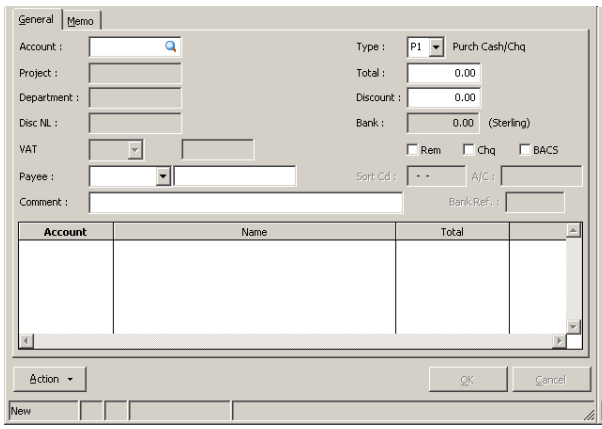
1. Open the Cashbook folder, and then click Processing.
2. Retrieve the bank account record for the account you want to enter recurring transactions, click Action and then click Recurring. The Recurring Entries form appears.
3. On the toolbar, click New.
4. In the Type box, click to select the transaction type you want to set up as a recurring transaction.
   - Nominal Payment
   - Nominal Receipt
   - Sales Receipt
   - Purchase Payment
   - Purchase Refund
5. In the boxes provided, enter the recurring entry details and then click OK. The transaction entry form appears according to the transaction type selected.
6. In the boxes provided, enter the details of the recurring transaction. Follow the same procedures you would for a non-recurring transaction of the same type.
7. When you have finished entering the details of the recurring transaction, click OK.

Header Screen

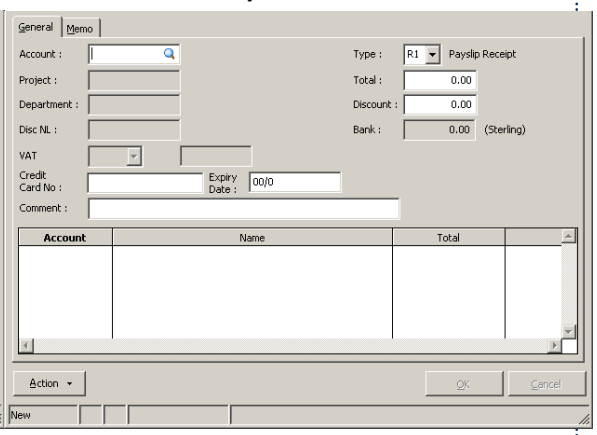


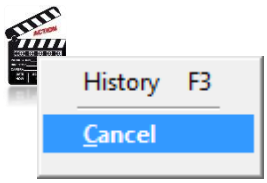


Nominal Payment

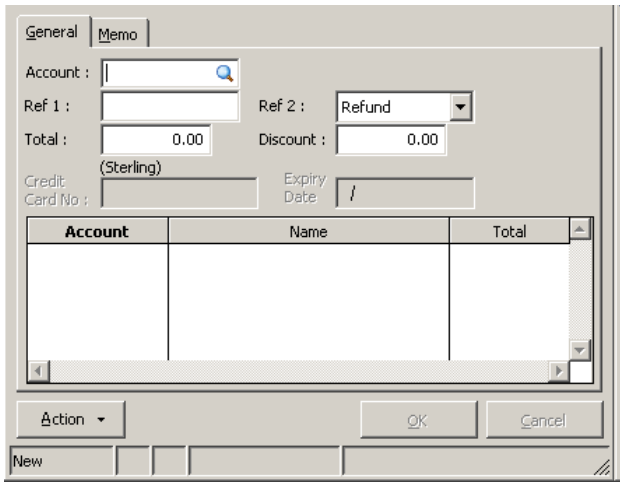


Nominal Receipt

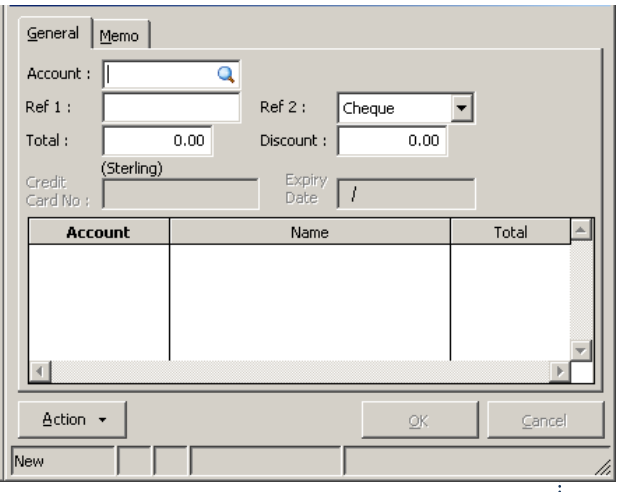




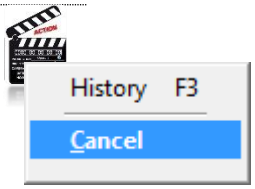
Sales Refund / Purchase Refund



Sales Receipt / Purchase Payment



Notes



To post recurring transactions

1. Open the Cashbook folder, double-click Utilities and then click Post Recurring. The Outstanding Recurring Entries to Post form appears if there are transactions waiting to be posted.
2. Select the transactions you want to process.
3. Click OK.

3.2.4.1 Header Entries

Box	Description
Input By	The name of the person maintaining the recurring transaction record. The user name as defined on the **User Profiles** form in the System module is used as a default entry. You can select a different user name from the list.
Type	An option that determines the transaction type you want to enter. You can select one of the following from a list: Nominal Payment, Nominal Receipt, Sales Refund, Sales Receipt, Purchase Payment or Purchase Refund.
Description	A description of the recurring transaction. The description is used to help identify the nature of the recurring transaction and will be included on reports and views where appropriate.
Frequency	An option that determines the frequency with which the transaction is to recur. The default is **Months**. You can select 'Months', 'Weeks' or 'Days' from a list:
Every	The number of months, weeks and days to elapse between postings. For example, an entry of '1' indicates that the posting is to occur every month, week or day according to the frequency chosen; an entry of '3' indicates every three months, weeks or days, and so on.
Times to Post	The number of times the posting is to be made. The **Post Recurring** command compares this value with the entry in the **Times Posted** box. No more postings are made once the transaction has been posted the number of times indicated here.
Next Posting	The date for the next recurring posting. The application updates this when you use the **Post Recurring** command. The transaction date for the next recurring entry is based on the next posting date, not the date on which the recurring entries are processed.
VAT Analysis	For home currency nominal ledger transactions only, an option that determines whether the transaction is subject to VAT analysis. That is, whether it is included in the VAT return.

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

Notes

- Print a report that includes the recurring entries on the form
- View when a recurring entry was created and last edited
- Delete or recall a recurring entry
- Edit a recurring entry
- View the details of a recurring entry.

3.2.4.2 Detail Entries

The boxes on this form depends on the type of recurring entry that is being created (nominal receipts or payments, sales receipts or refunds, or purchase payments or refund).

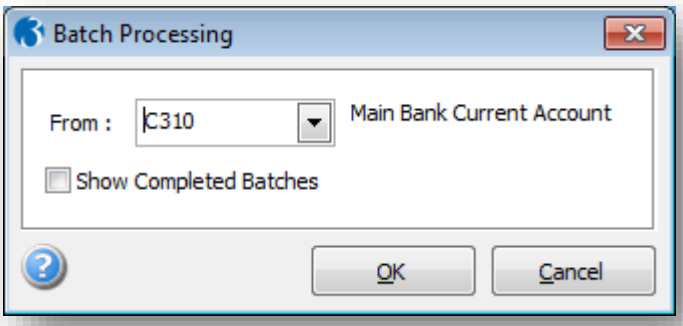
3.2.4.3 Nominal Payments

Box	Description
Rem	An option that determines whether a remittance advice is to be printed for the transaction.
Chq	An option that determines whether a cheque is to be printed for the transaction.
BACS	An option that determines whether the nominal payment is to be processed as a BACS payment by your bank using the banking format selected in the **BACS Software** list on the Cashbook - Utilities - Set Options form or the Cashbook - Utilities - Set Options - Additional BACS Options form. **Note:** This is enabled for home currency bank accounts, and for Euro bank accounts if the Use for SEPA Payments option is selected for the account.
Payee	A reference that identifies the payee. **Tip:** Payee names are defined using the Cashbook - Maintenance - Payee Names form.
Bank Account Details	The sort code, account number and bank reference for the BACS transaction. If the Use for SEPA Payments option is selected for the bank account the **BIC** and **IBAN** boxes are enabled. BIC and IBAN codes are used for 'SEPA CT' payment files instead of the sort code and account numbers. What's SEPA? For steps to set up Opera for SEPA please follow the 'Setting Up Opera for SEPA' Help topic in the 'How to' section of the . This topic also includes steps to set up the Cashbook and other applications. The codes default to those entered on the payee name record selected in the **Payee** list box.

3.3 Batch Processing

Notes

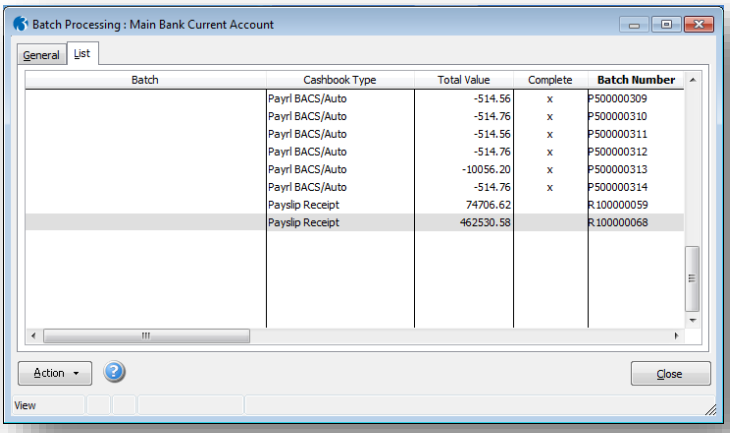
Use the Batch Processing command to post batches of receipts and payments to one bank account. You might find this useful if you have already banked a collection of receipts and want to enter them in the cashbook from a manually written paying-in slip. When a batch is complete, you can mark it as complete so you can create a new batch, however, you can reopen completed batches for editing, for example to add a missing transaction. Note that if more than one sales or purchase ledger is linked to this Cashbook module, you must select the company from which the corresponding customer or supplier accounts will be read for processing.

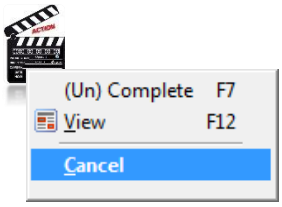


Tip: You must have at least one cashbook type record set up with the Batched option selected. Cashbook types are defined using the Cashbook Types command on the Maintenance menu. If you want to maintain a paying in slip, the cashbook type record must also have the Paying In Slip option selected.

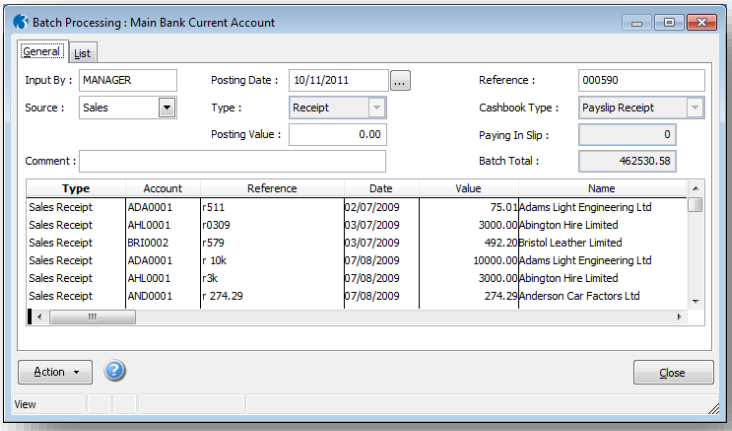
Notes

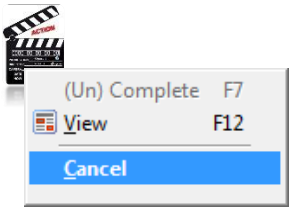
When the list of existing batches is displayed, the following commands are available from the Action menu. Click to select a batch in the list before you select the command:





Note: Batches are also completed automatically when you use the Paying In Slip command on the Reports menu.





To enter cashbook transaction batches

1. Open the Cashbook folder, and then click Batch Processing. The Batch Processing Selection Criteria dialog box appears.
2. In the From list, click to select the cashbook account record you want to use for batched transaction entries.
3. If you want completed batches listed so that you can reopen them to make changes, select the Show Completed Batches option.
4. Click OK. The Batch Entries For.. form appears listing existing batches.
5. Do one of the following:
   a. To create a new batch, on the Record menu, click New.
   b. To mark a batch as complete, click to select the batch in the list and then press SPACEBAR.
   c. To reopen a complete batch for further changes, click to select the completed batch concerned and then press SPACEBAR.
   d. To view the details of an existing batch, click to select the batch and then click Action. Click View on the Action menu.

Notes

6. If you have chosen to add a new batch, a form appears for entry of the batch details. In the boxes provided, complete the details of the transactions that comprise the batch.
7. To store the batch details, click OK.

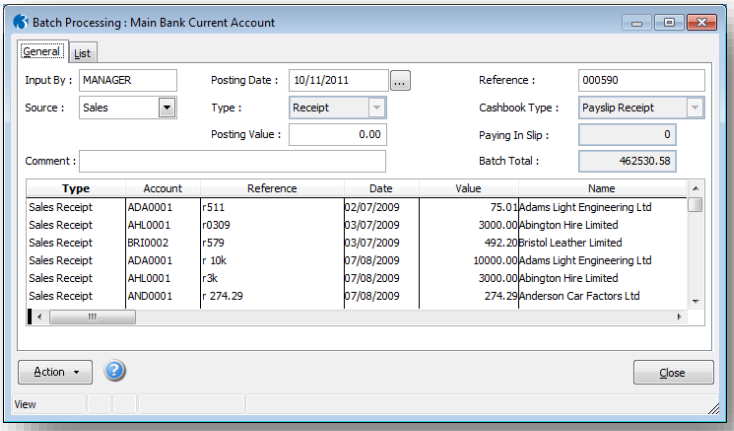
Note: Batches are also completed automatically when you use the Paying In Slip command on the Reports menu.

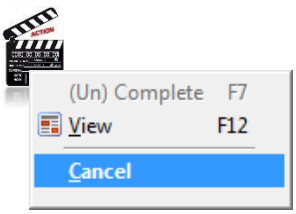
3.3.1 Complete/Un-complete a batch

The system by default will display the List tab. If you wish to complete or un-complete a batch choose the required batch from the list of existing batches. From the Action menu select the (Un) Complete command. Mark the selected batch as complete, or, if already complete, reopen the batch for further changes.

3.3.2 Edit an existing batch

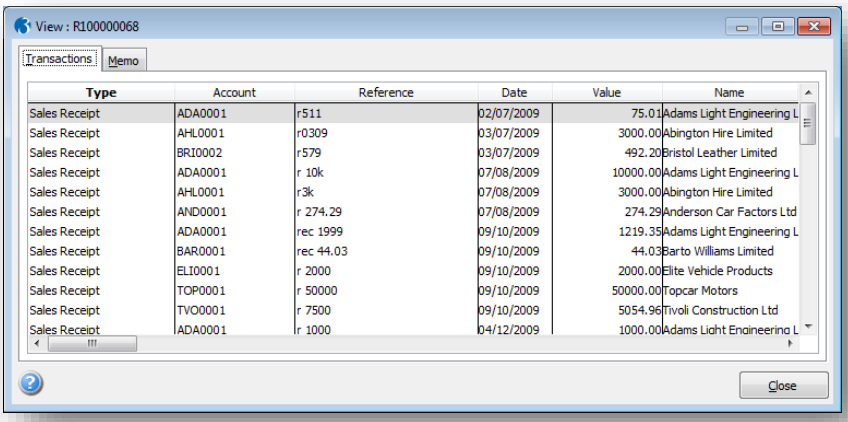
If an existing batch is reopened to make changes, click the General Tab. The General tab will display the existing entries against the batch. The batch is available for editing immediately. Follow the instructions for creating a new batch.





3.3.3 View batch transactions

During the editing of a batch or viewing a list of batches, it is possible to view the details of a selected batch. From the Action menu select the View command. The system will then display the transactions associated with the batch.



3.4 Banking Procedures

Notes

At some point businesses have to pay their receipts into the bank. Each different method of receipt and payment is handled in a slightly different way within the Cashbook.

3.4.1 Banking Cheque/Cash Receipts

Most companies handle these by entering them onto a paying in slip and taking them down to the bank. At the bank, cheques are paid into the account as a single value, which appears on the bank statement for reconciliation.

To represent this on the Cashbook, a 'batched' Cashbook receipt type must be created. This will record the individual transactions entered against it, but display only the total value.

When the cheques/cash is taken to the bank it is necessary to complete the batch and start putting all new cheque/cash receipts into a new batch. This can be done in two ways:

1. Use the Sales Ledger Posting or Nominal Ledger Posting functions within Cashbook processing to enter each individual receipt. When the cheques/cash are to be paid into the bank print out the paying in slip. This will give the operator a printed report to check against their manual paying in slip and will complete the batch of cheque/cash receipts. The next cheque/cash receipt will start a new batch. Alternatively, rather than printing a Paying In Slip it can be manually completed through the Batch Processing function.

2. The operator may write all the cheques/cash onto a manual paying in slip before entering them into the Cashbook. This way they know the total of all the cheques. The Batch Processing function can then be used to create a new batch of cheques/cash, with a batch control total being entered. The batch cannot be completed until the total value of cheques within the batch agrees to the batch control total. Again the batch can be completed either by manually ticking it within Batch processing or by printing the Paying In Slip.

3.4.2 Banking Credit Card Receipts

This type of receipt usually appears on the bank statements as a batch amount. The credit card receipts are recorded into the PDQ machine as each transaction is processed. Normally at the end of the day these entries are transferred to the clearing bank when the PDQ machine is put through its reconciliation function. The clearing bank then handles these transactions, sends a confirmation/summary report back and the total of these receipts appear on the statement as a single value.

To represent this in the Cashbook a 'Batched' receipt Cashbook type must be created. This will record the individual transactions entered against it, but again display only the total value. The batch would be completed at the same time as the PDQ machine's reconciliation is performed.

When the transmission is made to the clearing bank, the batch must be completed with all subsequent credit card receipts going into a new batch.

Notes

As with cheques and cash, credit card receipts can be entered either through Sales Ledger Postings and Nominal Ledger Postings or through the Batch Processing function utilising a batch control total. The credit card receipt batches can also be completed in two ways:

1. When the credit card receipt transactions are transmitted to the clearing bank the 'Credit Card List' report can be printed. This will complete the batch, forcing new transactions into a new batch, and will also give a printed detailed report against which the confirmation/summary report, which is sent back by the clearing bank to be checked.

Credit card receipt batches can also be completed by manually ticking them within the Batch Processing function

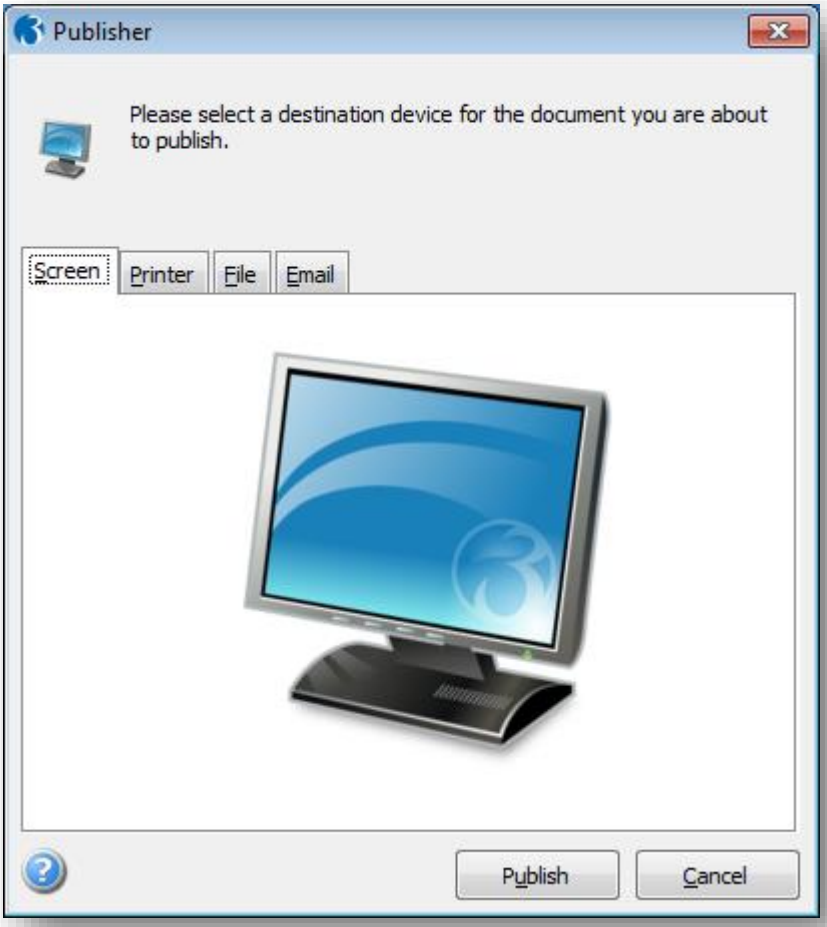
Notes

Accreditation Training Courseware

4 Reports

4.1 Publishing a Report

Cashbook 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;

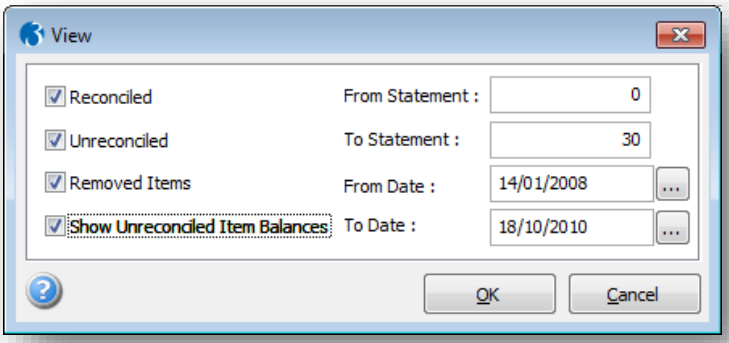
1. Open the required module folder, click Reports and then click appropriate report
2. Define the range of records you want included in the report by entering From and To values.
3. Click OK.

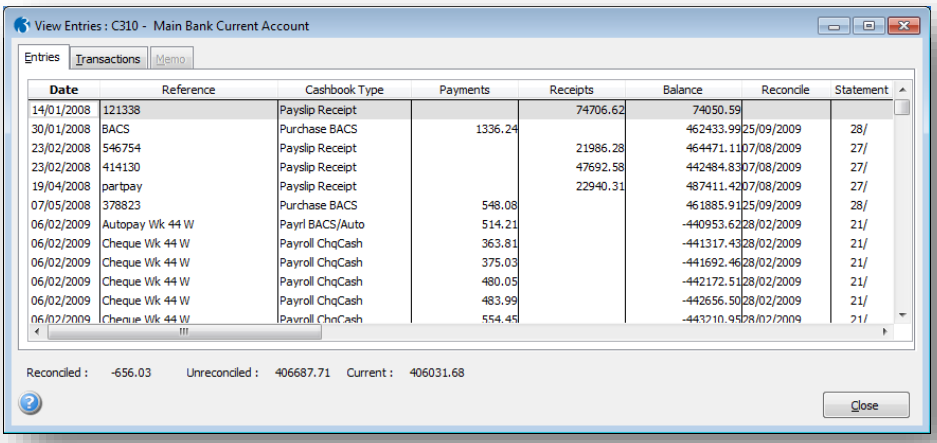
Reports

4.2 To View Cashbook Details

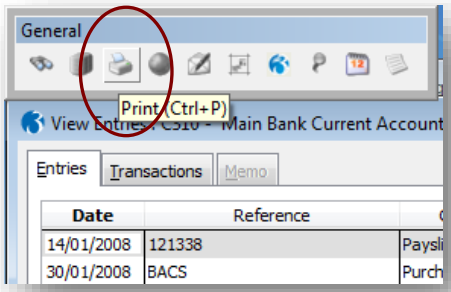
Notes

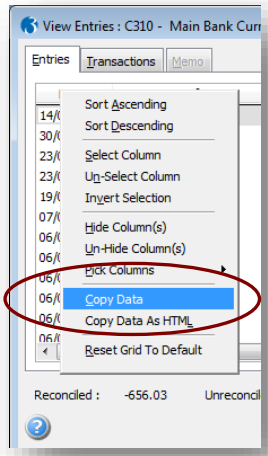
1. Open the **Cashbook** folder, and click **Processing.**
2. Find the Bank using **List** tab, the search icon on the toolbar, or by pressing CTRL+F.
3. On the **Action** menu, click **View (F12).**





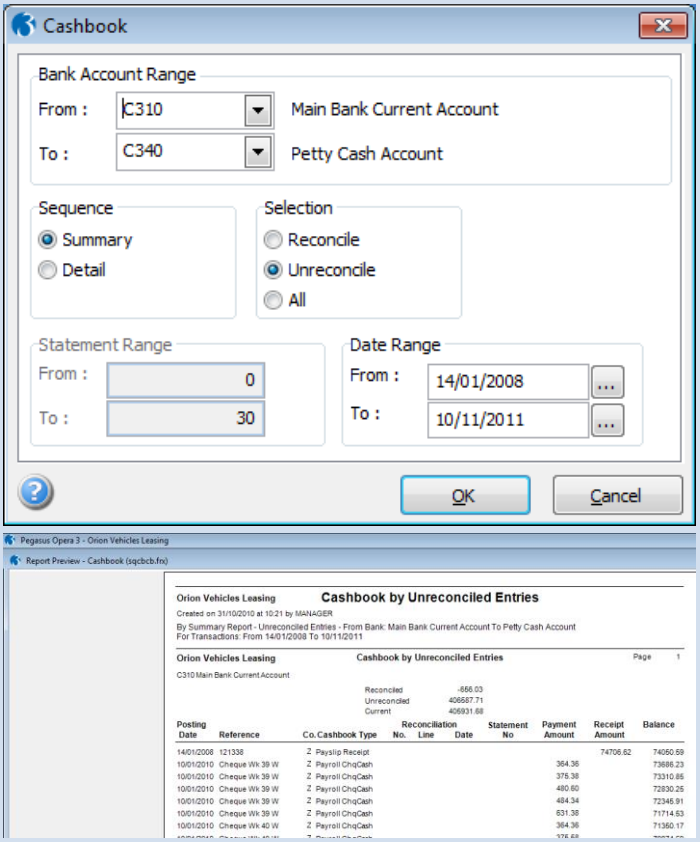
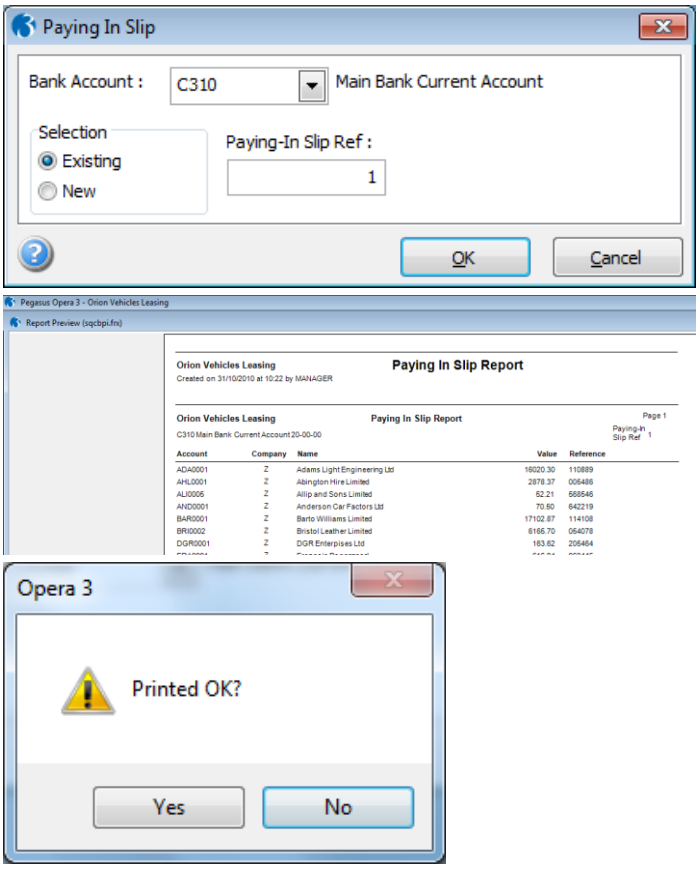
Remember the “Hidden Reports” which are available in forms which have the printer icon highlighted in the toolbar as well as the Right-Click Export functionality.





4.3 List of Reports

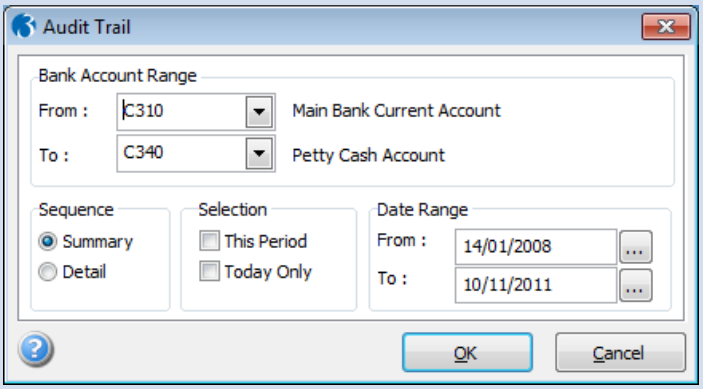
Notes

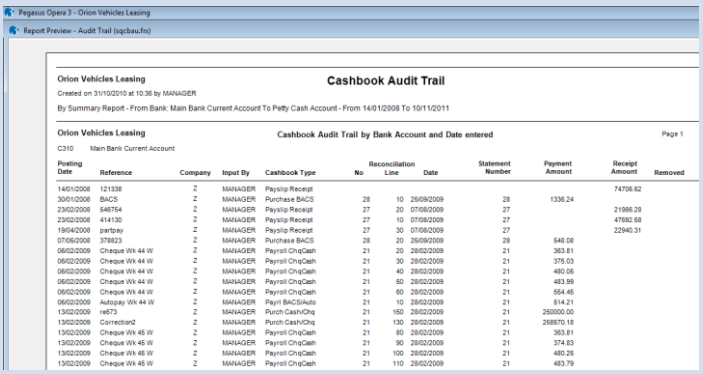
Name & Description	Example
Cashbook Use the Cashbook command to print the Cashbook for a bank account or range of bank accounts from the transaction group file. Use the selection criteria to choose from between reconciled, unreconciled or all transactions, with unreconciled being the default. You can also choose the range of bank account numbers, statements numbers and transaction dates. Summary and detailed reports are available.	
Paying In Slip Use the Paying In Slip command to print the paying in slip required for banking cheques and cash. You can specify the bank account number and the last or new paying in slip reference numbers. If a new paying in slip reference is used, the bank account selected is 'locked' by the application so the reference can be updated on the bank account. The application then marks all transactions that appear on the report as complete, so the batched transactions will be completed and the cashbook batch number incremented by 1. Any further transactions using the cashbook type then appear in a separate batch. If an existing paying in slip reference is used, all transactions for the bank account with that reference will be included in the report. 'Removed' transactions are not included.	

Notes

Audit Trail

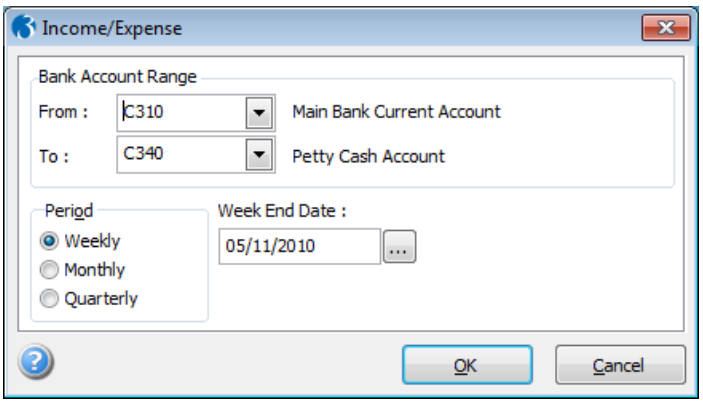
Use the Audit Trail command to show everything entered in the Cashbook module. The format is similar to the Cashbook report, with selections for bank and transaction ranges, summary or detailed options and options to select transactions for this period or today only. 'Removed' transactions are included.

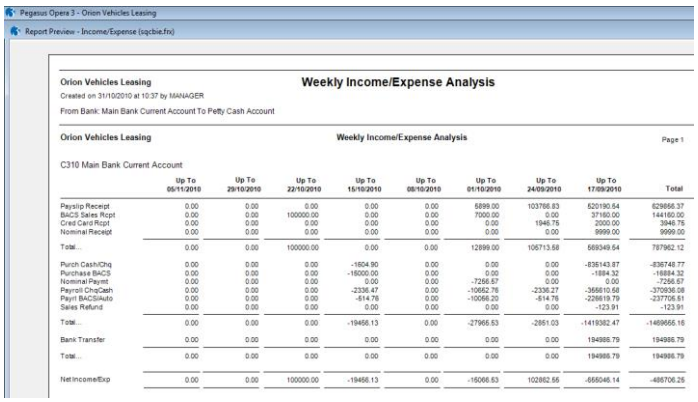




Income/Expense

Use the Income/Expense command to show a simple analysis of what cash is being received and what is being paid out. You can specify bank account range, and whether transactions are shown for the last eight weeks, months or quarters. 'Removed' transactions are not included.

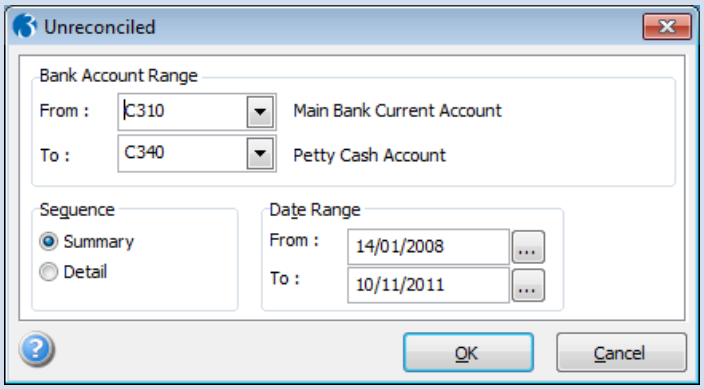


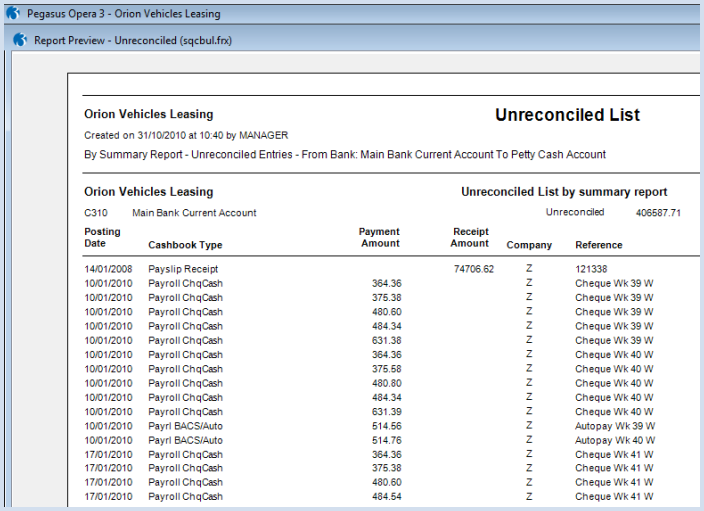


Notes

Unreconciled

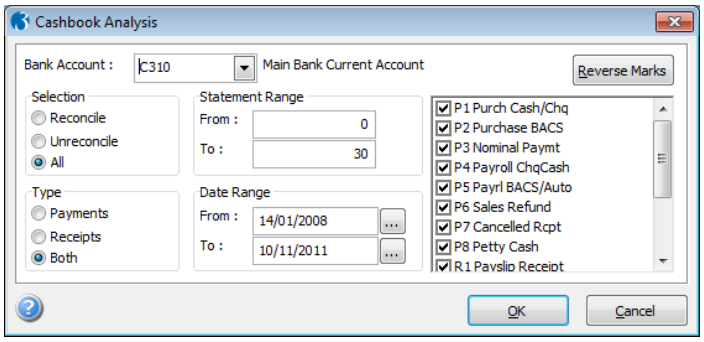
Use the Unreconciled command to print all unreconciled transactions for a bank account or range of bank accounts. You can choose the range of bank accounts and transaction dates and either a summary or detailed report. 'Removed' transactions are not included.

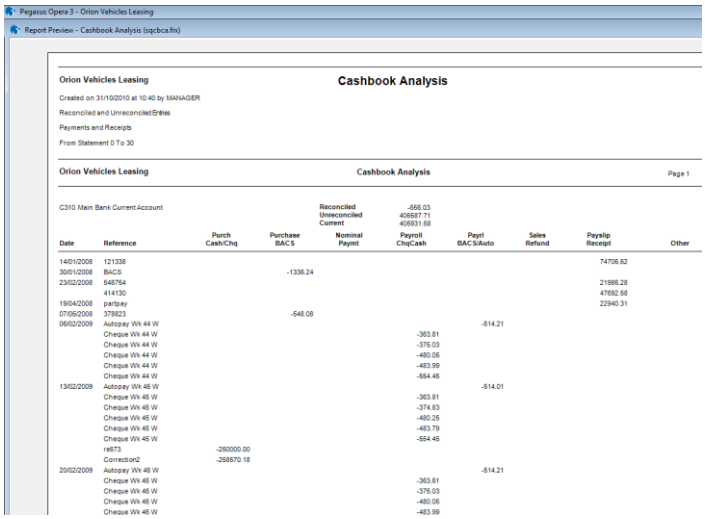




Cashbook Analysis

Use the Cashbook Analysis command to print a cashbook report for the selected bank account with a column for each cashbook type selected. If you select more than seven cashbook types, the application displays the first seven and includes all remaining types in a column titled Others. You can choose between reconciled, unreconciled or all records, a range of statement numbers and transaction dates. 'Removed' transactions are not included.

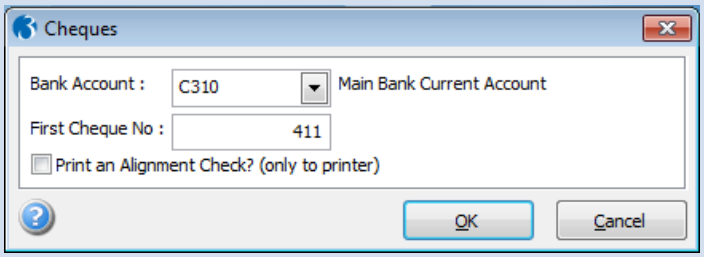


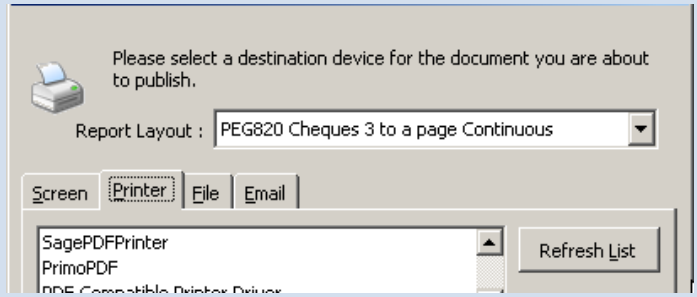


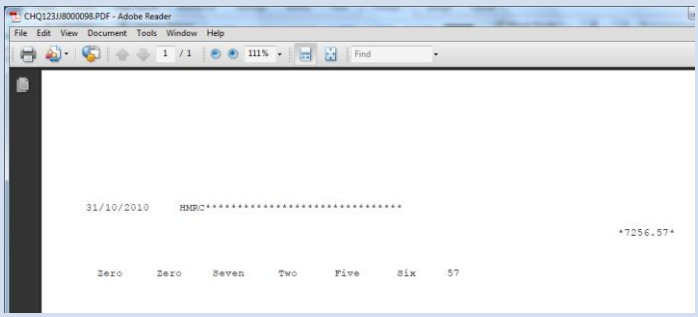
Cheques

Use the Cheques command to print cheques for nominal payment postings or sales refund postings where you have selected the Print Cheque option on the Payment Details form. You select the bank account number and the next cheque number from the bank account record is displayed automatically, but can be overridden. You are given the option to print an alignment check for the cheque stationery before choosing the first cheque number. You will be asked to confirm that the cheques printed successfully and you can reprint them if there was a problem. Note that in the case of printing cheques for nominal recurring entries, only consecutive items with the same cashbook type will appear on one cheque.

Only transactions being paid from the bank account entered will be included in the report. The cheque design used depends on entry in the Design box on the Bank Controls form associated with the Bank Account form. The default cheque design is used unless an alternative is specified.



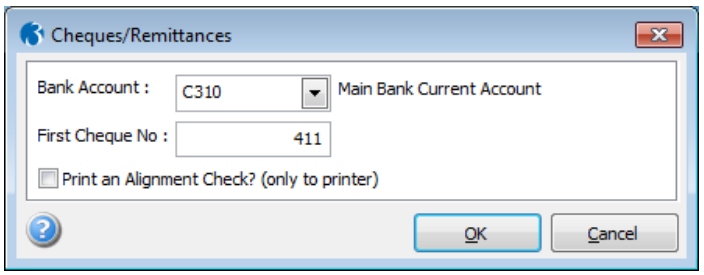


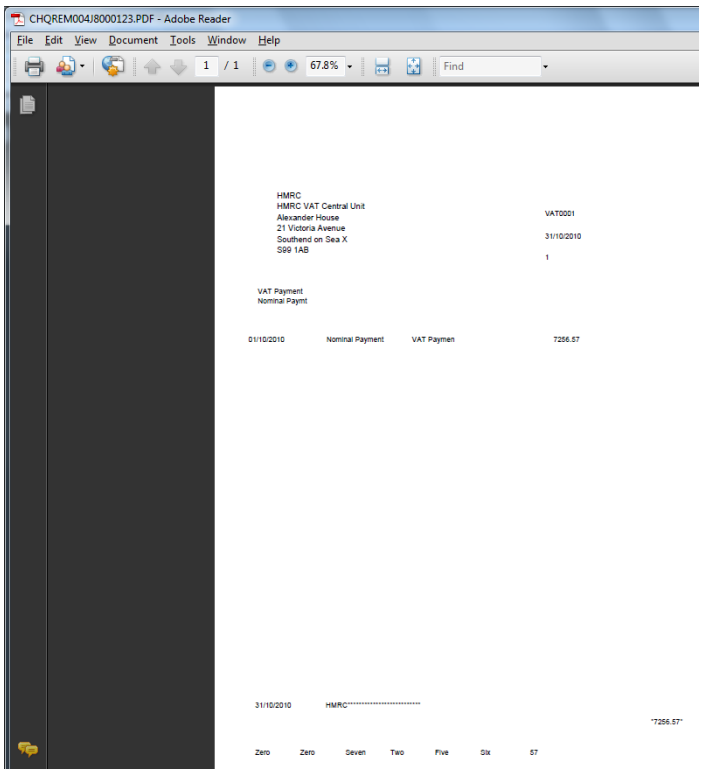


Cheques and Remittances

Use the Print Cheques/Remittances command to print a combined remittance advance and cheque on preprinted stationery for cashbook payments.

Note: If the number of payments to be shown on the remittance requires more than one sheet, the cheque will only be completed on the last sheet. On any preceding sheets, the word 'CANCELLED' will be printed across the amount box.



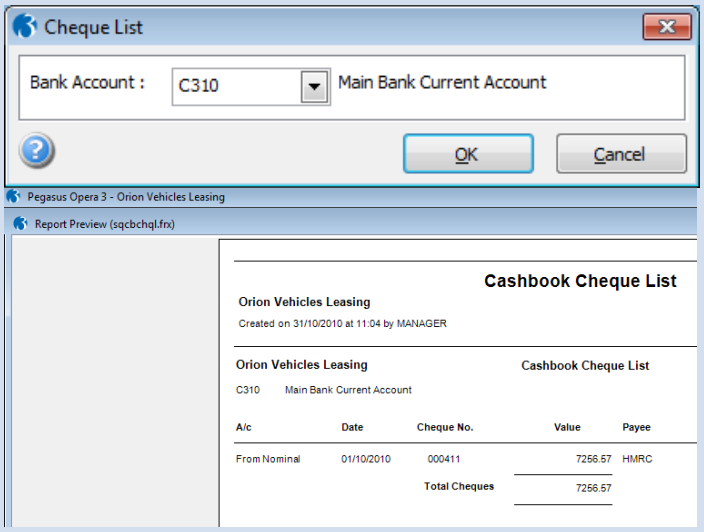


Notes

Notes

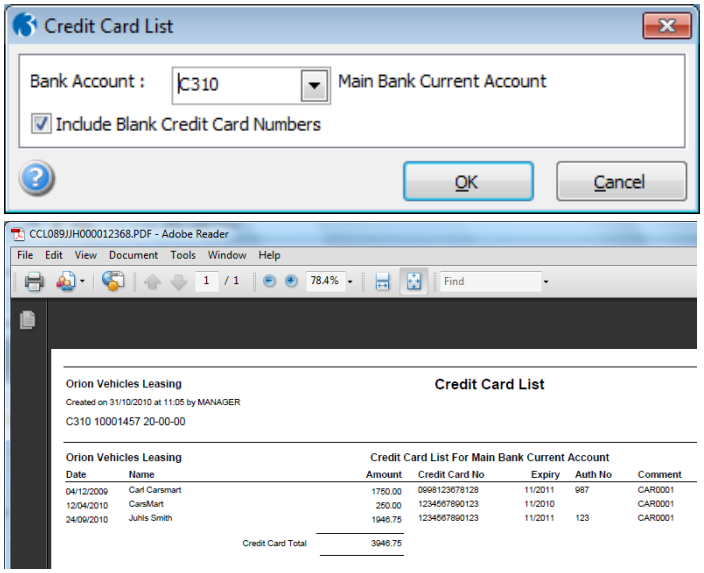
Cheque List

Use the Cheque List command to list cheques that have been produced using the Cheques command. A criteria screen is displayed for you to enter the bank account concerned.



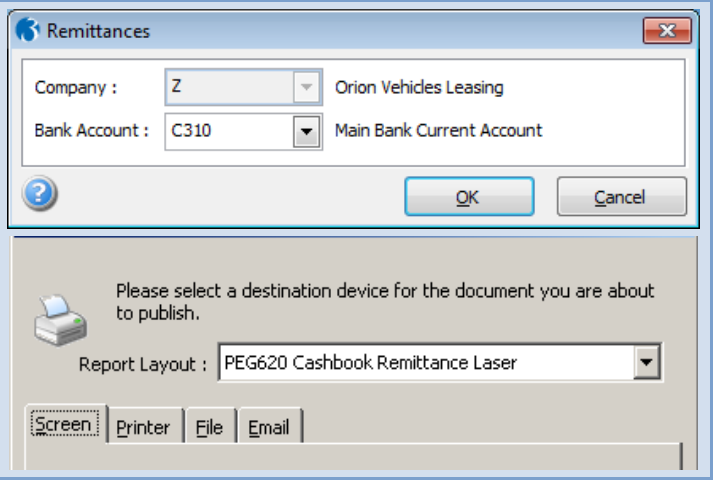
Credit Card List

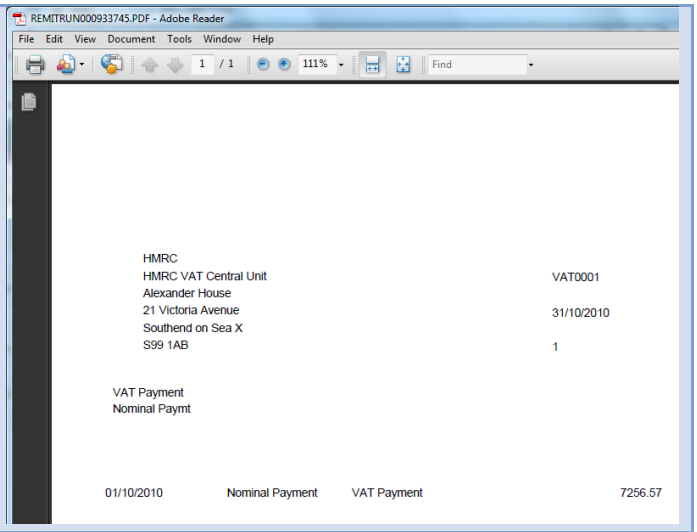
Use the Credit Card List command to list credit card receipts produced for a bank account. A criteria screen is displayed for you to specify the bank account concerned. Printing a credit card list will complete the batch for the batched credit card cashbook types.



Remittances

Use the Remittances command to print remittance advice slips for nominal payment postings or sales refund postings where you have selected the Print Remit option on the Payment Details form. A criteria screen is displayed for you to specify the bank account concerned. If more than one sales ledger is linked to the cashbook company, you must select the relevant company from the list box provided.





Notes

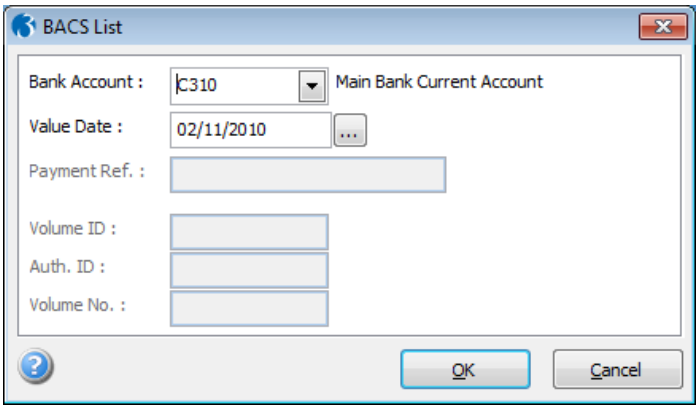
BACS List

Use the BACS List command to print a list of BACS postings for nominal payment postings or sales refund postings where you have selected the BACS option on the Payment Details form. A criteria screen is displayed for you to specify the bank account concerned. Printing a BACS list will complete the batch for Batched BACS payments.

Warning: Once the BACS file is created, payments in the file cannot be removed or modified in Opera 3. If you need to remove or amend payments, do so in your banking software before the file is sent to the bank.

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

Warning: Once the BACS file is created, payments in the file cannot be removed or modified in the application. If you need to remove or amend payments, do so in your banking software before the file is sent to the bank.



Box	Description
Bank Account	This is the bank accountfrom which the payment will be made. You can select a bank account if the Purchase Ledger is linked to the Nominal Ledger on the System - Maintenance - Company Profiles form.
Value Date	The date that determines the BACS payment date. **Note:** This only applies if the **BACS Payment Software** box on the Cash Book - Utilities - Set Options form is set to 'AIB', 'BOS', 'BANK IRELAND', 'BANKLINE', 'BANKLINE AD HOC', 'HSBC', 'NW PAYMGR' and 'NORTHERN BANK'.
Payment Ref	This identifies the payment as it will be known to the remitter. **Note:** This only applies if the **BACS Payment Software** box on the Set Options form is set to 'BANKLINE AD HOC'.
'AIB' or 'BANK IRELAND' options	
Volume ID	Default BACS Volume ID for the Volume Header Label.

To Print the Cashbook BACS list

1. Open the Cashbook folder or click the Financials tab on the Ribbon Bar and then click Cashbook.
2. Click BACS List.
3. In the Bank Account list, click to select the account you want included in the report.
4. Update the boxes in the BACS and SEPA sections of the form (this depends on the banking product you use).
5. Click OK. On the Publisher form, click the tab to select the output device you want to use and then complete any settings or options you want to apply to the output device. To process the output, click Publish.

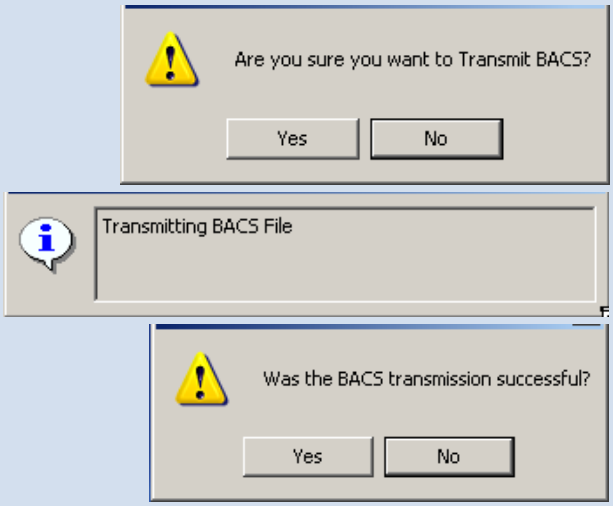
Auth ID	Default BACS Authorisation ID for the Volume Header Label, supplied by the bank.
Volume No	Default BACS Volume number for the Volume Header Label.
SEPA options	
Requested Execution Date	**Important:** This date is important. If necessary double check with your bank to be certain about the date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

Notes

Notes

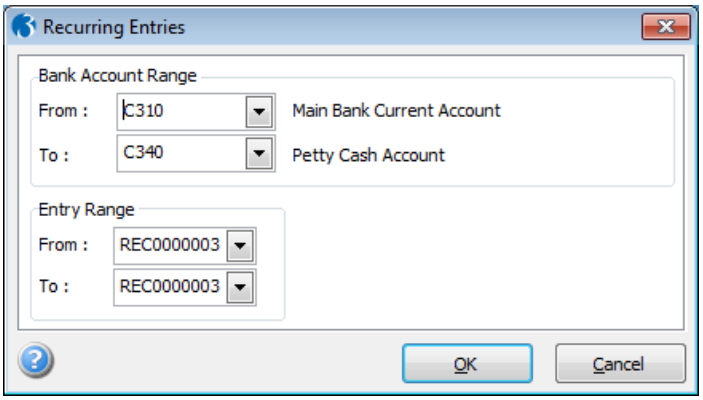
Transmit BACS

Use the Transmit BACS command to transmit BACS transactions generated by postings in the Cashbook.



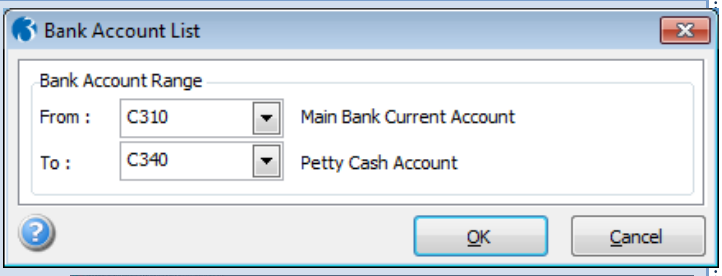
Recurring Entries

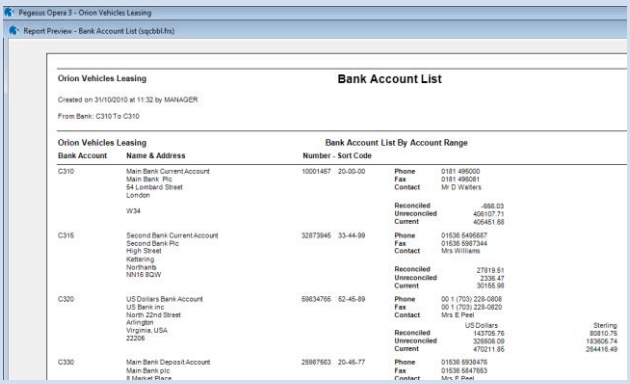
Use the Recurring Entries command to list the recurring entries set up using the Recurring command on the Action menu associated with the Bank Account form. You can choose the range of bank accounts and recurring entry numbers. The entries are printed in recurring type order: nominal, purchase and then sales.



Bank Account List

Use the Bank Account **List** command to list the bank accounts on the system for the range of accounts you specify. The report lists the details entered for each bank record including bank account number, sort code, currency of account, and so on.





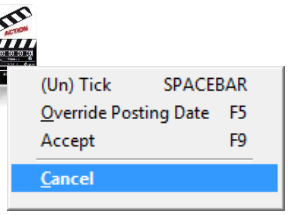
Notes

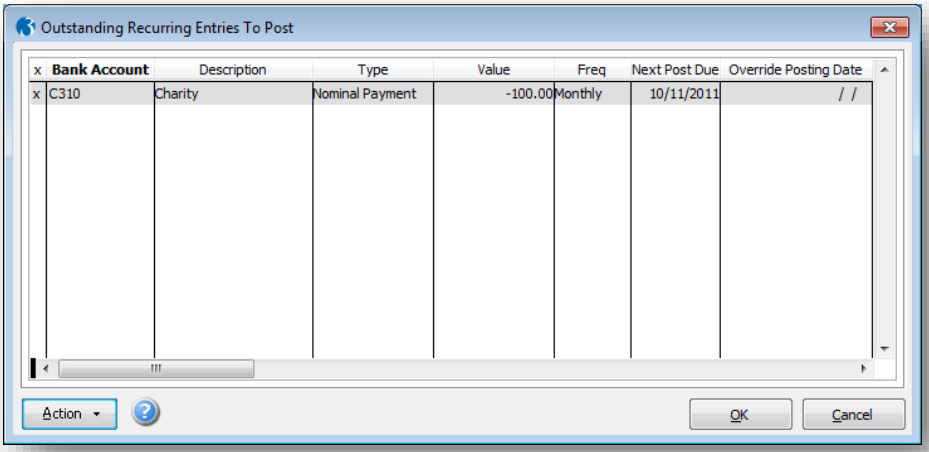
Accreditation Training Courseware

5 Utilities

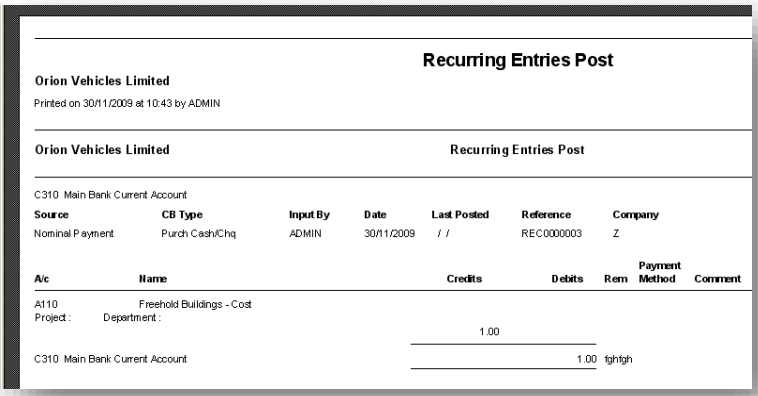
5.1 Post Recurring

Use the Post Recurring command to post recurring entries that have been set up using the Recurring command on the Action menu associated with the Bank Accounts form. The application checks for the existence of recurring entries and, of none is found a message is displayed. If recurring entries are found, the Outstanding Recurring Entries to Post form appears listing the recurring entries that now fall due for all bank accounts.





Note: Recurring entries that are paid by credit card will not be processed if the expiry date will be invalid on the transaction date.



5.2 Opening Balances

Use the Opening Balances command to enter the opening balances of your bank accounts. This command is designed to be used when you first set up your Cashbook module and want to update the bank accounts with unreconciled balances for transactions already in the nominal, sales and purchase ledgers. The application calculates the initial unreconciled, reconciled, and current balances.

Utilities

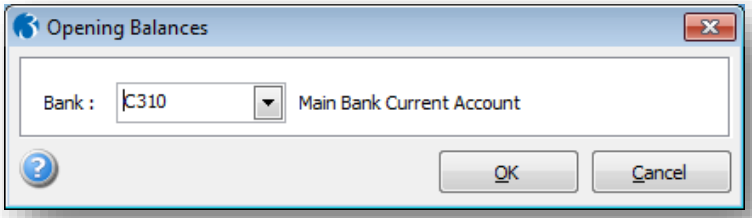
Setting Up a New Company

If you are setting up a new company in Opera 3, do not use this command until you have set up your trial balance in the Nominal Ledger, including your bank accounts' balances. Then use this command to:

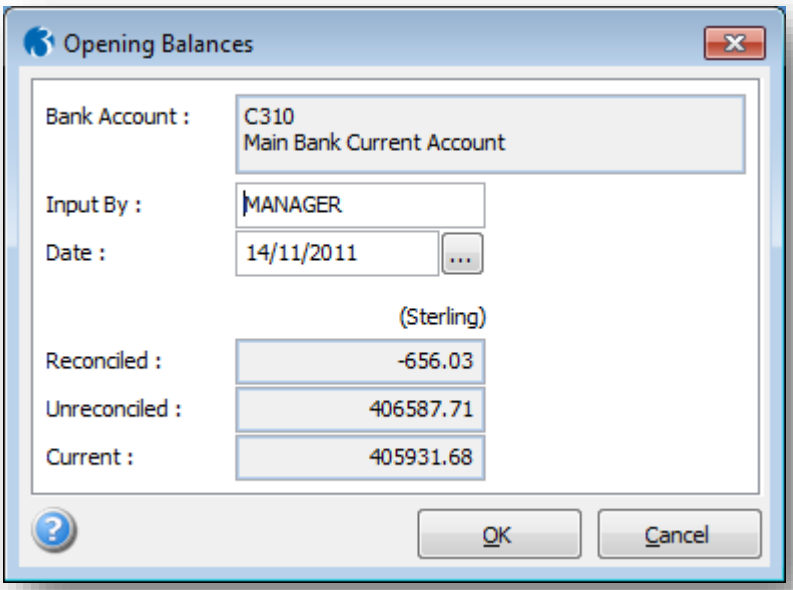
- Automatically calculate the bank accounts' unreconciled, reconciled, and current balances.
- Add the entries for each bank account if you want them to reconcile them to your bank statements.

Note: If more than one sales or purchase ledger is linked to this Cashbook module, you must select the company from which the corresponding customer or supplier accounts will be read for processing.

1. Open the Cashbook folder, double-click Utilities and then click Opening Balances.
2. At the prompt Do you wish to continue Opening Balances ?, click OK. The Find Bank Account dialog box appears.



3. In the From list, click to select the bank account you want for opening balance entries and then click OK. The Opening Entries form is displayed.
4. Complete the details for the Input By and Date boxes. The bank account's unreconciled balance is calculated from journals in the Nominal Ledger for the bank account. Then click OK.



KB215275 - Opera 3 - Cashbook - Opening Balance

What does the Cashbook opening balances routine do?

Tables used:

ANOML, SNOML, PNOML, WNOML, NBANK, NACNT, AENTRY

1) Current Balance
The Current Balance is calculated by first opening the NACNT table and taking the YTD Debit Value (field na_ytddr) and deducting from this the YTD Credit Value (field na_ytdcr). The second part of the calculation then adds/subtracts to this first result anything going to that BANK account in any of the ?NOML transfer files listed above (if these have not been transferred already). The result is the Current Balance that is then populated onto the table NBANK against the relevant bank account.

2) Unreconciled Balance
An Unreconciled Balance then needs to be calculated onto the NBANK table. The Unreconciled calculation takes undeleted records from table AENTRY and sums all unreconciled entries (known by empty reconciliation dates) and this sum total becomes the Unreconciled Balance on NBANK.

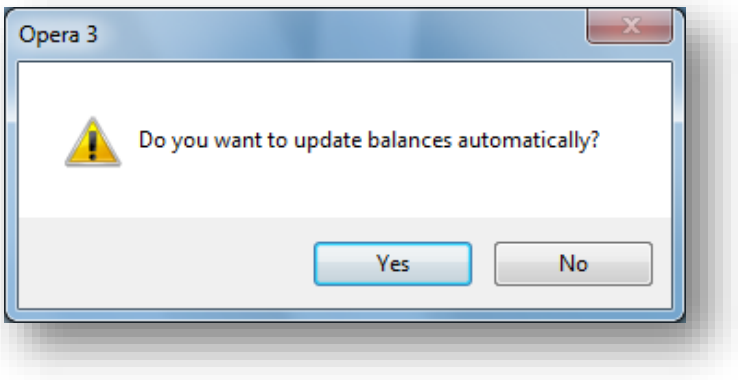
3) Reconciled Balance
Finally once the above Current and Unreconciled have been calculated, the Reconciled Balance becomes the difference between these totals. NBANK is then updated with a Reconciled Balance of 1) minus 2) above.

Please note that for steps 1, 2 and 3 above, the routine also checks if other companies on the system are linked to this one. If they are linked then it will look at their ?NOML files as well.

In this regard if the company has been copied from another, and for example moved company C to company A by using Copy Company Utility, company A will still be linked to company C's Cashbook, unless links are changed. A payroll only upgrade from Opera may also cause this where the Nominal link is broken, but WPARM has retained an incorrect Nominal link company letter. These issues have prevented calculation and in some cases caused incorrect calculation of the Opening Balances.

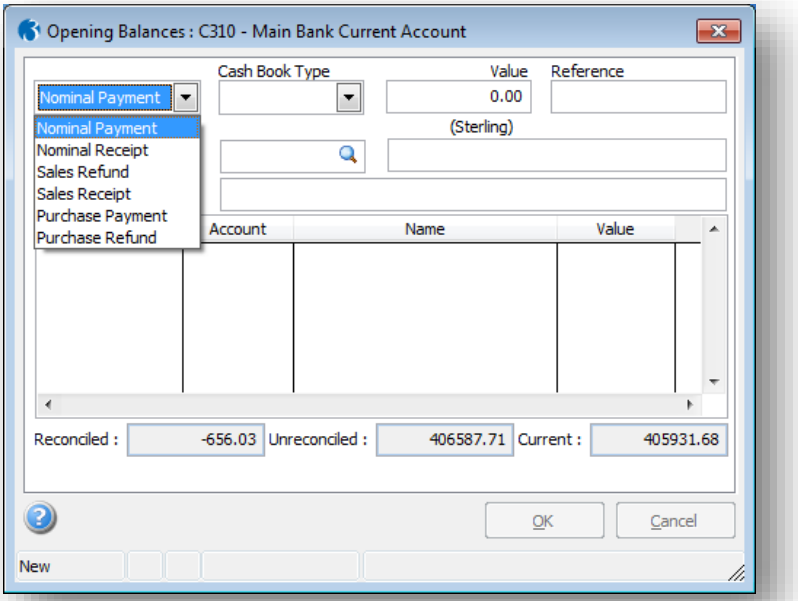
Notes

5. At the Do you want to update balances automatically? prompt:



a. Click Yes if you do not want to create entries in the Cashbook to reconcile with the bank statement for the bank account. The unreconciled balance is then updated on the bank account but no transactions are displayed in the Cashbook.

b. Click No to create entries in the Cashbook to reconcile with the bank statement for the bank account. The Opening Balances detail form is displayed. Then create the opening entries by updating the Cashbook types, values, Nominal Ledger accounts and comments. This is a way to record which account to allocate each entry to but the Nominal Ledger is not updated with these details. When you have completed all transactions required, press ESC.



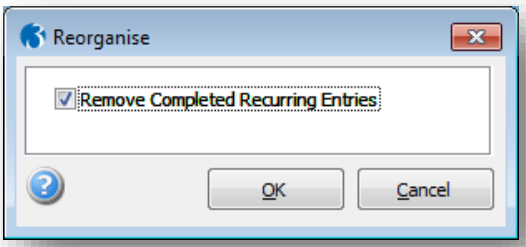
6. To update the bank account with the entries, click OK
7. At the Print Cashbook prompt, click OK to print an audit report of the opening balances made.

Notes

5.3 Re-Organise

Use the Reorganise command to remove items marked for deletion and reconciled transactions (where appropriate) and completed recurring entries. The Reorganise command performs the following actions:

- Removes records marked for deletion, such as accounts, cashbook types, payee names, and so on.
- Removes reconciled transactions that are older than the number of months specified in the Retain Transactions box on the Cashbook - Set Options form.
- Removes, if requested, completed recurring entries.
- Removes matched transactions.



To reorganize the cashbook files

1. Open the Cashbook folder, double-click Utilities and then click Reorganise.
2. If you want to remove completed recurring entries, select the Remove Completed Recurring Entries option.
3. Click OK.

5.4 Payroll to Cashbook Transfer

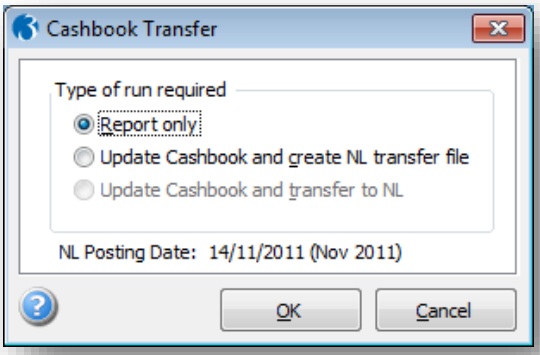
The payments made in the Payroll module are entered against the Cashbook bank accounts when the Payroll Cashbook Transfer is performed. This can be done at any time after a payroll calculation but before Payroll Update. The operator performing the transfer will be required to tick the Payroll Groups to be included in the transfer.

Report Only

This will produce an audit trail of transaction due to be transferred.

Transfer and Report

This will actually transfer the transactions from the Payroll to the Cashbook bank accounts and produce and audit trail of what was transferred.

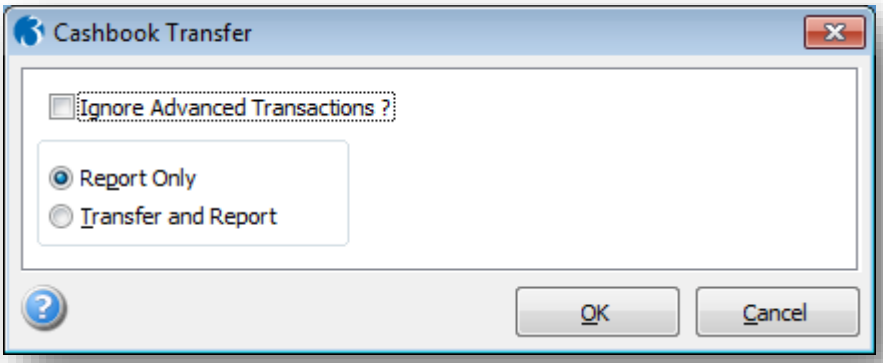


5.5 Updating the Nominal Ledger

Notes

Transactions made through the Cashbook update the Cashbook bank accounts immediately, but the Nominal Ledger accounts involved will not be update until a Cashbook Transfer is performed within Nominal Ledger (Unless Real-Time is switched on).

This process will check the Cashbook transfer file for any un-transferred transactions that have a transaction date prior to or within the current Nominal period.



Report Only

This will produce and audit trail of the transactions which are to be transferred, but will not actually perform the Transfer.

Transfer and Report

This will actually transfer transactions from the Cashbook to the relevant Nominal Ledger accounts and produce an audit trail of what was transferred.

The Transfer may be run as many times within a nominal period as required, only items not previously transferred will be brought over.

Compare ATRAN and ANOML –

This will compare ATRAN and ANOML and list details from both where the bank accounts differ – you could take out the subSTR(at_cbtype,1,1)<> "T" to list all cashbook types and add the at_cbtype to this field list but this statement is just looking for Receipts and Payments.

SELECT at_acnt, at_entry, at_value,at_fcurr, at_account, at_unique,ax_nacnt, ax_value, ax_fcurr, ax_fvalue, ax_unique,at_pstdate,at_sysdate FROM atran,anoml WHERE subSTR(at_cbtype,1,1)<> "T" AND at_unique=ax_unique AND ax_nacnt in(SELECT nk_acnt FROM nbank) AND at_acnt<>ax_nacnt

Accreditation Training Courseware

Appendix

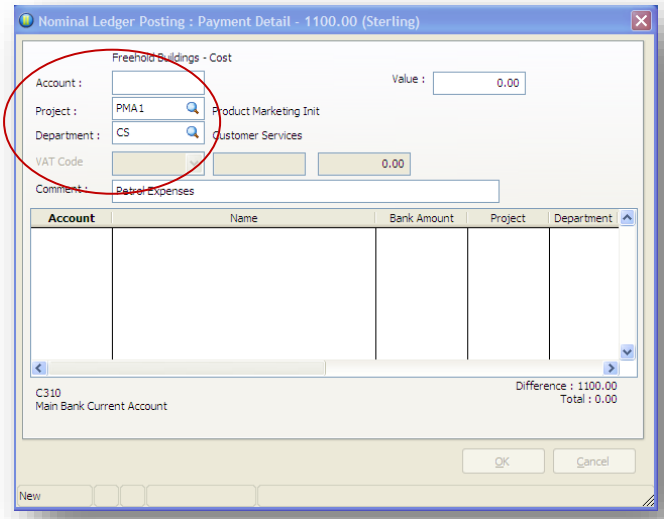
Appendix A - Integration with Advance Nominal (Opera II)

Linking to an Advanced Nominal Ledger

If the Advanced Nominal is activated with Projects and Departments in use, the User can expect to see additional fields when processing throughout the Cashbook module.

Nominal Posting

The Nominal Posting routine has been enhanced to include additional fields for Project and Department, where appropriate. The Project and/or Department used for posting to the Bank Account will be that specified as the default against the Nominal Account. These will be shown as default upon entry to the journal detail.



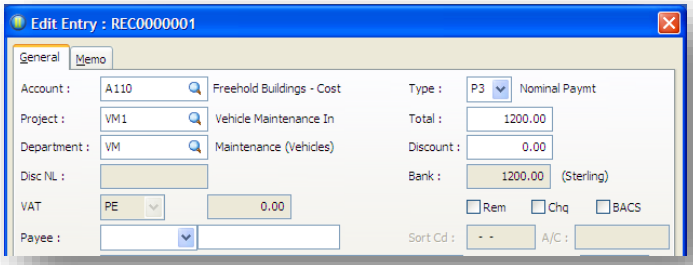
In the journal detail, the User will select the Nominal Code for analysis. If this Nominal Code has either optional or mandatory use of Project or Department and a default has been specified the Project or Department will be displayed accordingly but may be overwritten as required. Should the chosen Nominal Code be set to allow the use of Project or Department but no default has been specified, the Project or Department analysis will remain unchanged.

If the chosen Nominal Code has been set to Do Not Use or Optional Use of Project or Department the User will be allowed to leave these fields blank.

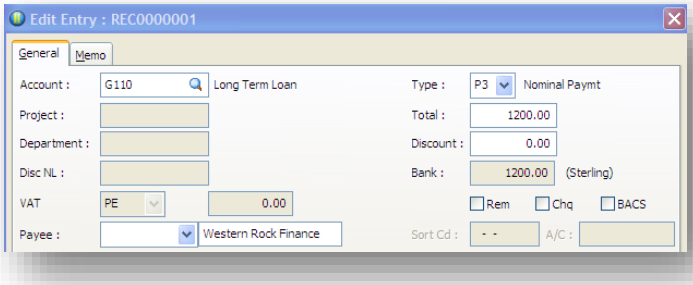
Post Recurring Entries – Nominal Payment/Receipt

The Recurring Posting function has been enhanced to include the Project and Department fields.

If the Bank Account has been set up to use Projects and/or Departments and a default has been entered on the Nominal Account they will be displayed as default.

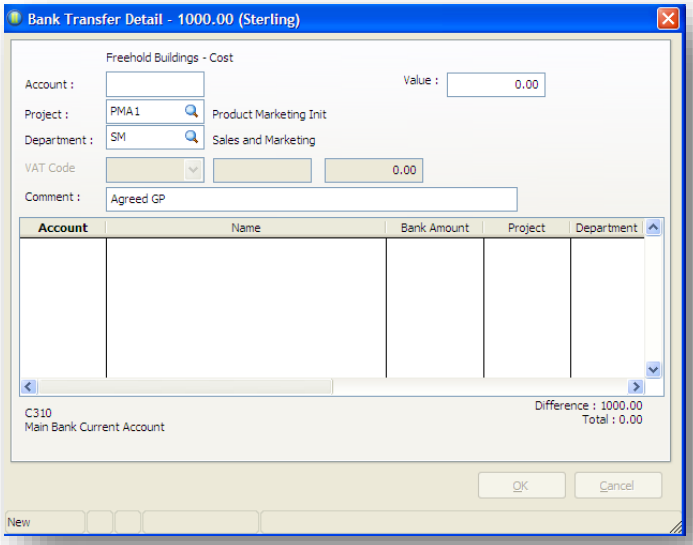


If the Nominal Code selected for Analysis does not use Projects or Departments these fields will be unavailable.



Bank Transfer

The Bank Transfer utility has been enhanced to include Project and Department.



Once again, if a default Project or Department has been specified against the Nominal Code for the Bank Account this will be displayed. Should the Nominal Account selected as the recipient of the Transfer also allow the use of Projects and/or Departments and they are specified as default they will overwrite the Bank Account.

Cashbook to Nominal Ledger Transfer

The Nominal Cashbook Transfer utility has been enhanced to include the Project and department Analysis details.

Recurring Entries Post

Orion Vehicles Limited

Printed on 31/05/2006 at 11:52 by MANAGER

Orion Vehicles Limited — **Recurring Entries Post**

C310 Main Bank Current Account

Source	CB Type	Input By	Date	Last Posted	Reference	Company
Nominal Payment	Nominal Paymt	MANAGER	11/12/2003	11/04/2006	REC0000001	

A/c	Name	Credits	Debits	Rem	Payment Method	Comment
G110	Long Term Loan					
Project :	Department :					
		1200.00				Loan Repayment
Payee	Western Rock Finance					
U230	Loan Interest					
Project :	Department :					
		72.00				Loan Interest
Payee	Western Rock Finance					
C310 Main Bank Current Account			1272.00	Loan Repayment		

C310 Main Bank Current Account

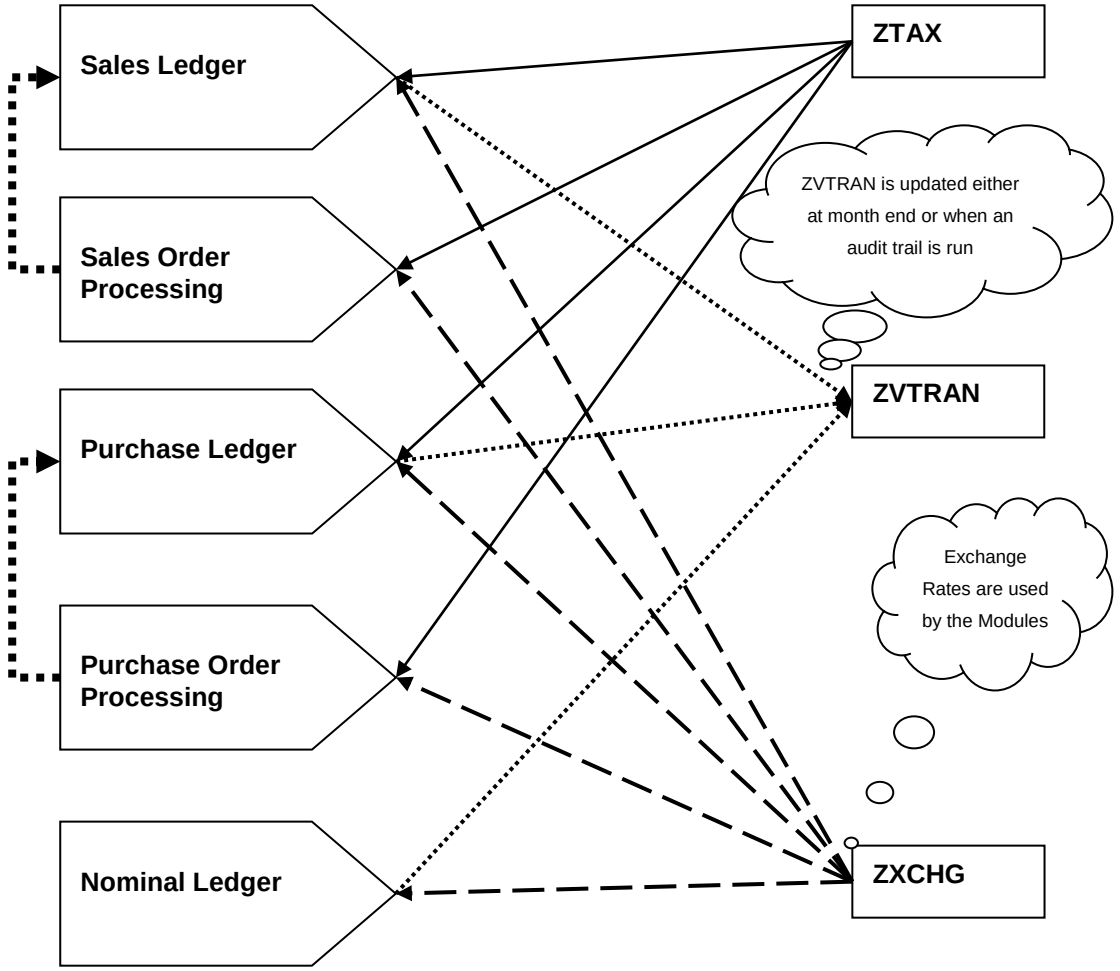
Source	CB Type	Input By	Date	Last Posted	Reference	Company
Nominal Payment	Purch Cash/Chq	MANAGER	20/02/2004	20/04/2006	REC0000002	

A/c	Name	Credits	Debits	Rem	Payment Method	Comment
Q125	Rent & Rates					
Project :	Department :					
		120.00				Rates
C310 Main Bank Current Account			120.00	Rates		

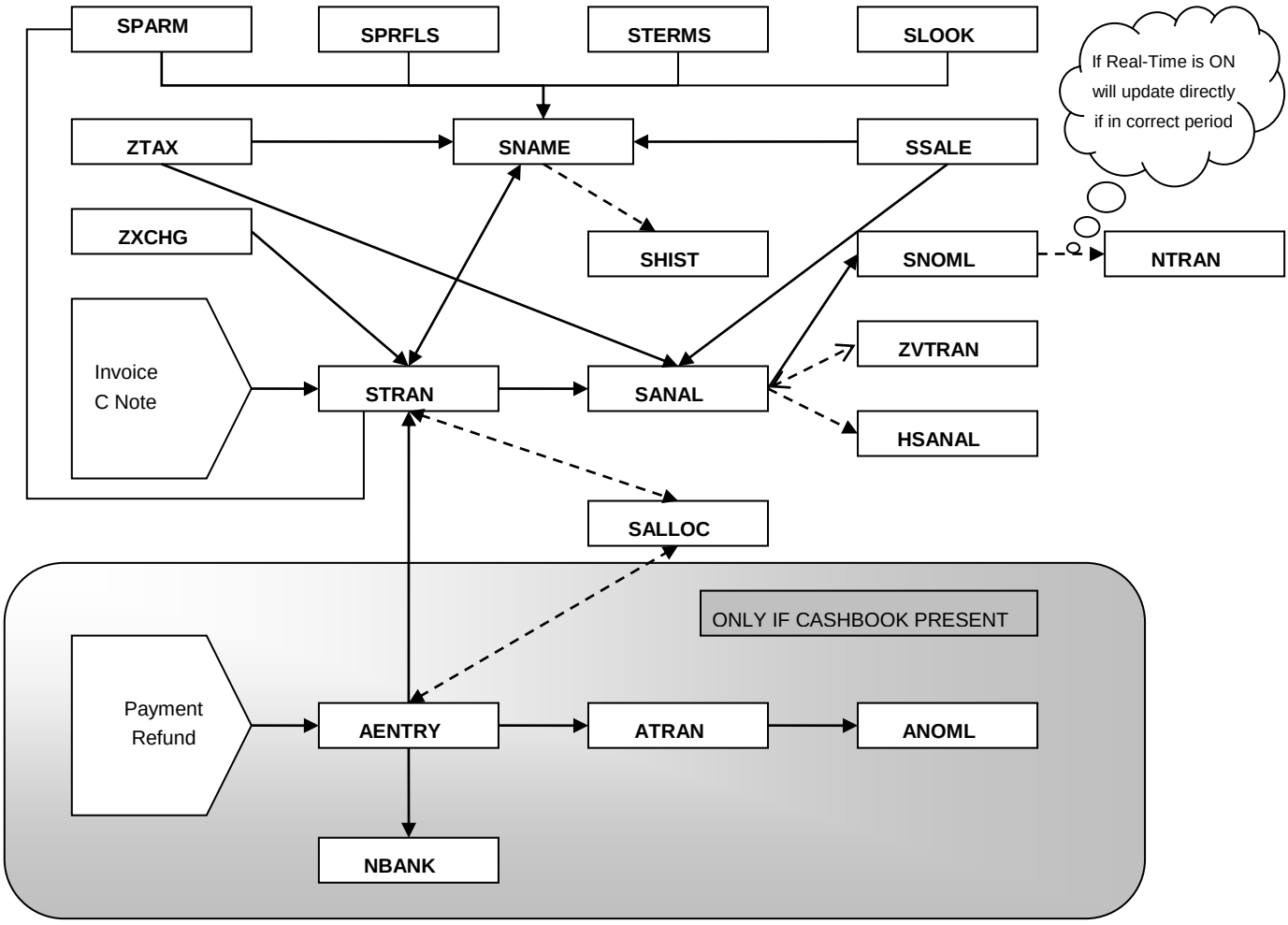
Appendix B – Data Structures & Technical Information

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

VAT & Exchange Rates

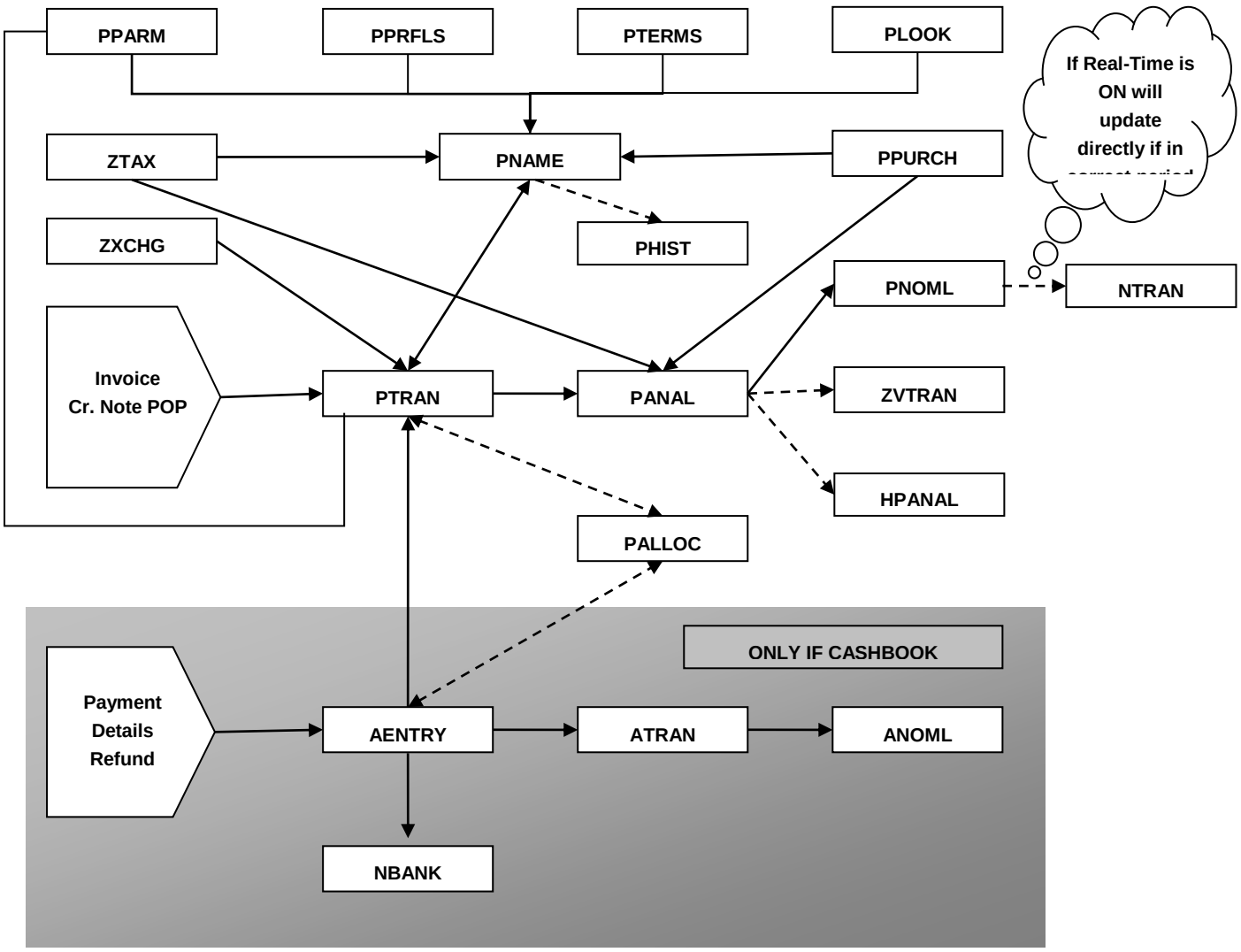


Sales (Inc. Cashbook)



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

Purchase (Inc. Cashbook)



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

Joins Information

TABLE	JOIN
absoft	LEFT JOIN absoft ON nbank.nk_ecb=absoft.aw_bksoft
aentry	LEFT JOIN aentry ON atran.at_acnt=aentry.ae_acnt AND atran.at_cntr=aentry.ae_cntr AND atran.at_cbtype=aentry.ae_cbtype AND atran.at_entry=aentry.ae_entry
arhead	LEFT JOIN arhead ON arline.at_entry=arhead.ae_entry
atype	LEFT JOIN atype ON aentry.ae_cbtype=atype.ay_cbtype

Codes of interest

Breakdown of Codes	
Transaction Types	
Type	***Description***
1	Nominal Payment
2	Nominal Receipt
3	Sales Refund
4	Sales Receipt
5	Purchase Payment
6	Purchase Refund
7	Payroll Payment
8	Bank Transfer
Cashbook Type	
Type	***Description***
R	Receipt
P	Payment
T	Transfer

Database Structures

Pegasus Opera 3 Enterprise VFP Database Structures – Cashbook Tables

Table : **AALOG** Table Description : **ECB Activity Log**

Field Name	Description	Type	Length	DPs	Further information
AA_ACNT	Bank Account	C	8	0	
AA_CNTR	Cost Centre	C	4	0	
AA_USER	User ID	C	8	0	
AA_DATE	Date of Activity	D	8	0	
AA_TIME	Time of Activity	C	8	0	
AA_BKSOFT	Banking Software	C	8	0	
AA_FUNC	Function Code	C	8	0	
AA_EXTRA	Extra Data	C	10	0	

Table : **ABATCH** Table Description : **Cashbook Batch Nos**

Field Name	Description	Type	Length	DPs	Further information
AB_ACCOUNT	Bank Account Name	C	8	0	
AB_CENTRE	Bank Cost Centre	C	4	0	
AB_TYPE	Cashbook Type	C	2	0	
AB_ENTRY	Cashbook Batch Number	C	10	0	
AB_COMPLET	Completed Flag	L	1	0	

Table : **ABBAL** Table Description : **ECB Bank Balances**

Field Name	Description	Type	Length	DPs	Further information
AB_ACNT	Bank Account	C	8	0	
AB_CNTR	Cost Centre	C	4	0	
AB_DLDATE	Date of Bal. Update	D	8	0	
AB_DLTIME	Time of Bal. Update	C	8	0	
AB_TIMETXT	Text Time of Update	C	35	0	
AB_STATBAL	Statement Balance	N	12	0	
AB_CLRBAL	Cleared Balance	N	12	0	
AB_1DCBAL	1 Day Cleared Bal.	N	12	0	
AB_2DCBAL	2 Day Cleared Bal.	N	12	0	
AB_CREDITS	No. of Credits	N	5	0	
AB_DEBITS	No. of Debits	N	5	0	
AB_CREVAL	Credit Value	N	12	0	
AB_DEBVAL	Debit Value	N	12	0	
AB_CCVAL	Cleared Credit Value	N	12	0	
AB_UCVAL	Uncleared Credit Val	N	12	0	
AB_CURBAL	Current CB Balance	N	12	0	
AB_RECBAL	Reconc. CB Balance	N	12	0	
AB_FCURR	Currency Code	C	3	0	
AB_USER	User ID	C	8	0	

Table : **ABFUNC** Table Description : **ECB Functions**

Field Name	Description	Type	Length	DPs	Further information
AF_BKSOFT	Banking Software	C	8	0	
AF_FUNC	Function Code	C	8	0	
AF_NAME	Function Name	C	30	0	
AF_FILENO	Software File Number	C	1	0	
AF_TYPE	Return Value Type	C	1	0	

Table : **ABPRMS** Table Description : **ECB Function Params**

Field Name	Description	Type	Length	DPs	Further information
AM_BKSOFT	Banking Software	C	8	0	
AM_FUNC	Function Code	C	8	0	
AM_PARM	Parameter ID	N	3	0	
AM_NAME	Parameter Name	C	20	0	
AM_TYPE	Parameter Type	C	1	0	
AM_PTR	Pointer Flag	L	1	0	
AM_RETSTRU	Return Struct. Flag	L	1	0	

Table : **ABSOFT** Table Description : **ECB Software Names**

Field Name	Description	Type	Length	DPs	Further information
AW_BKSOFT	Software Code	C	8	0	
AW_BSNAME	Software Name	C	30	0	
AW_DOS	DOS Compatible Flag	L	1	0	
AW_WIN	Windows Compat. Flag	L	1	0	
AW_SWPATH1	File Location 1	C	60	0	
AW_SWPATH2	File Location 2	C	60	0	
AW_SWPATH3	File Location 3	C	60	0	

Table : **ACCODE** Table Description : **ECB Code Conversions**

Field Name	Description	Type	Length	DPs	Further information
AV_BKSOFT	Banking Software	C	8	0	
AV_FUNC	Function Code	C	8	0	
AV_PARM	Parameter ID	N	3	0	
AV_PART	Component ID	N	3	0	
AV_FROM	Code to Convert From	C	20	0	
AV_TO	Code to Convert To	C	20	0	

Table : **ADDEFLD** Table Description :

Field Name	Description	Type	Length	DPs	Further information
EF_GROUP	Field group	C	40	0	Email field group
EF_FLDNAME	Field name	C	20	0	Email field name
EF_FLDTEXT	Field caption	C	40	0	Email field caption
EF_DEFEXPR	Field default expression	M	10	0	Email field default expression
EF_FLDNO	Group field number	N	3	0	Field sort order number within the group
MAINTAG	Main Tag	C	10	0	Main Tag
VERNO	Version Number	C	8	0	
PRODUCT	Product	C	3	0	

Table : **ADDEGRP** Table Description :

Field Name	Description	Type	Length	DPs	Further information
EG_REPTID	Report	C	30	0	Report Identifier
EG_GROUP	Field group	C	40	0	Email field group
EG_GRPTEXT	Group text	C	40	0	Email field group text
EG_ORDER	Group Order	N	3	0	Email field group order
EG_MODULES	Modules	C	5	0	Modules in activation
MAINTAG	Main Tag	C	10	0	Main Tag
VERNO	Version Number	C	8	0	Version Number
PRODUCT	Product	C	3	0	Product

Table : **ADDERPT** Table Description :

Field Name	Description	Type	Length	DPs	Further information
ER_REPTID	Report	C	30	0	Report Identifier
ER_MODULES	Modules	C	5	0	Modules, one of which needs to be active, to activate the email report details
ER_RECPNT	Recipient	C	254	0	Email recipient
ER_SUBJECT	Subject	C	254	0	Email subject
ER_BODY	Body	M	10	0	Email body

ER_ATTNAME	Attachment Filename	C	254	0	Email attachment filename
ER_VERDGTS	Attachment file version digits	N	1	0	Number of digits to append to the end of the attachment filename in case of duplication
ER_REPTNAM	Report name	C	50	0	Report name
MAINTAG	Main Tag	C	10	0	Main Tag
VERNO	Version Number	C	8	0	Version Number
PRODUCT	Product	C	3	0	Product

Table : **ADMAP** Table Description : **ECB Data Mapping**

Field Name	Description	Type	Length	DPs	Further information
AD_BKSOFT	Banking Software	C	8	0	
AD_FUNC	Function Code	C	8	0	
AD_PARM	Parameter ID	N	3	0	
AD_PART	Component ID	N	3	0	
AD_NAME	Component Name	C	20	0	
AD_TYPE	Component Type	C	1	0	
AD_SIZE	Component Size	N	4	0	
AD_DPS	Component Decimals	N	1	0	
AD_PADDING	No.of Padding Chars	N	1	0	
AD_DSEND	Opera Data To Send	C	20	0	
AD_DSTORE	ECB Data To Store	C	20	0	
AD_CSEND	Process Source Data	C	35	0	
AD_CSTORE	Process Target Data	C	35	0	
AD_VERSION	Function Version No.	N	1	0	

Table : **ADPOUT** Table Description : **ECB Payment Details**

Field Name	Description	Type	Length	DPs	Further information
AU_ACNT	Bank Account	C	8	0	
AU_CNTR	Cost Centre	C	4	0	
AU_CBTYPE	Cashbook Type	C	2	0	
AU_ENTRY	Cashbook Entry Ref.	C	10	0	
AU_PBANK	Payee Bank A/c No.	C	9	0	
AU_PSORT	Payee Bank Sort Code	C	8	0	
AU_ACCOUNT	Ledger Account Code	C	12	0	
AU_NAME	Ledger Account Name	C	35	0	
AU_SOURCE	Source Ledger ID	C	1	0	
AU_HOME	Home Value	N	12	0	
AU_FCVAL	Foreign Value	N	12	0	
AU_FCURR	Foreign Currency	C	3	0	
AU_FCDEC	Currency Decimals	N	1	0	
AU_FCMULT	Currency Mult Flag	L	1	0	
AU_FCRATE	Exchange Rate	N	11	6	
AU_ECBTYPE	ECB Type	C	1	0	
AU_ECBPAYD	ECB Value Date	D	8	0	
AU_PSTDATE	ECB Transaction Date	D	8	0	
AU_POSTGRP	Group Posting	N	5	0	
AU_SRCCO	Source Company ID	C	1	0	
AU_PAYID	Payment ID - ECB	N	12	0	Unique Payment ID supplied by Banking Softwarewhen payment is posted.
AU_BATCHID	Payment Batch ID	N	12	0	Payment Batch Item ID supplied by Banking Softwarewhen payment is posted. This shows the number ofthe item contained within the batch payment.
AU_REFER	Transaction Ref.	C	18	0	
AU_INPUTBY	Payment Input By	C	8	0	
AU_BIC	BIC	C	11	0	BIC
AU_IBAN	IBAN	C	34	0	IBAN

Table : **AENTRY** Table Description : **Entries**

Field Name	Description	Type	Length	DPs	Further information
AE_ACNT	Account	C	8	0	Bank Account
AE_CNTR	Cost Centre	C	4	0	Cost Centre for the Bank Account

AE_CBTYPE	Cashbook Type	C	2	0	Must exist on ATYPE file
AE_ENTRY	Entry Number	C	10	0	
AE_RECLNUM	Reconcile Number	N	6	0	Reconciliation Number (Empty before the bankreconciliation) obtained from the Bank Accountfile. If this field is not empty then this recordhas been reconciled.
AE_RECDATE	Reconcile Date	D	8	0	Date statement was reconciled.
AE_LSTDATE	Last Posting Date	D	8	0	Last date transaction posted. Updated when thisrecord is added to.
AE_FRSTAT	From Statement	N	8	0	The From statement no. This is entered at thestart of a bank reconciliation
AE_TOSTAT	To Statement	N	8	0	The To statement no. This is entered at the startof a bank reconciliation
AE_STATLN	Statement Line	N	6	0	Internally Generated Number. Represents the orderon the Bank Statement.Incremented in steps of 10 or Entered
AE_ENTREF	Entry Reference	C	20	0	This is an optional field, but us likely tocontain things like the cheque number etc.
AE_VALUE	Value	N	12	0	The posting amount in the currency of the account.Negative is a payment, positive is a receipt.
AE_RECBAL	Reconciled Balance	N	13	0	The Reconciled Balance after this line has beenreconciled in the currency of the account.
AE_REMOVE	Remove Flag	L	1	0	True if this item is to be removed from the CashBook.
AE_TMPSTAT	Temp Statement Line	N	6	0	This is populated when a part reconciliation hasbeen done.
AE_COMPLET	Completed Batch	L	1	0	
AE_POSTGRP	Group Posting	N	5	0	
SQ_CRDATE	Date Created	D	8	0	
SQ_CRTIME	Time Created	C	8	0	
SQ_CRUSER	User Created	C	8	0	
SQ_AMDATE	Date Last Amendment	D	8	0	
SQ_AMTIME	Time Last Amendment	C	8	0	
SQ_AMUSER	User Last Amended	C	8	0	
AE_COMMENT	Comment	C	40	0	Comment field - used as a title for batch entries.
AE_PAYID	Payment ID - ECB	N	12	0	
AE_BATCHID	Batch ID - ECB	N	12	0	
AE_BRWPTR	Reconcile Pointer	C	2	0	
ID	Unique ID	N	10	0	
			Default Value :		NEWID(ALIAS())
AE_NLPDATE	NLP Date Importer Use Only	D	8	0	NLP Date only to be used by Importer(CIS).

Table : **AHKNAM** Table Description : **ECB Hook Names**

Field Name	Description	Type	Length	DPs	Further information
AH_CODE	Hook Code	C	2	0	
AH_NAME	Hook Name	C	10	0	
AH_DESC	Hook Description	C	40	0	

Table : **AHPOUT** Table Description : **ECB Payment Headers**

Field Name	Description	Type	Length	DPs	Further information
AO_ACNT	Bank Account	C	8	0	
AO_CNTR	Cost Centre	C	4	0	
AO_CBTYPE	Cashbook Type	C	2	0	
AO_ENTRY	Cashbook Entry Ref.	C	10	0	
AO_STATUS	Payment Status TLA	C	3	0	
AO_STATTXT	Payment Status Desc.	C	35	0	
AO_STDATE	Date of Status Upd.	D	8	0	
AO_STTIME	Time of Status Upd.	C	8	0	
AO_REASON	Reason for Rejection	C	50	0	
AO_ACTPAY	Actual Payment Date	D	8	0	
AO_FCVAL	Foreign Value	N	12	0	
AO_FCURR	Foreign Currency	C	3	0	

AO_FCDEC	Currency Decimals	N	1	0	
AO_HOME	Home Value	N	12	0	
AO_TOTDEB	Total Amount Debited	N	12	0	
AO_LOCK	Processing Lock	L	1	0	
AO_PAYID	Payment ID - ECB	N	12	0	Unique Payment ID supplied by Banking Softwarewhen payment is posted.
AO_BATCHID	Payment Batch ID	N	12	0	Payment Batch Item ID supplied by Banking Softwarewhen payment is posted. Here this shows the totalnumber of items contained within the batchpayment.
AO_ECBTYPE	ECB Type	C	1	0	
AO_RAISED	Date Payment Raised	D	8	0	
AO_ERRNO	Bank SW Error No	C	10	0	
AO_REFER	Transaction Ref.	C	18	0	
AO_INPUTBY	Payment Input By	C	8	0	

Table : **ANOML** Table Description : **Nominal Transfer**

Field Name	Description	Type	Length	DPs	Further information
AX_NACNT	Account	C	8	0	The Nominal Account the value is to be transferredto.
AX_NCNTR	Cost Centre	C	4	0	Cost Centre of the Nominal Account
AX_SOURCE	Source	C	1	0	S=Sales, P=Purchase, W=Payroll, A=Cash Book
AX_DATE	Date	D	8	0	Date it was posted to the Cash Book
AX_VALUE	Value	N	12	2	Home Currency Amount
AX_TREF	Reference	C	20	0	
AX_COMMENT	Comment	C	40	0	
AX_DONE	Transferred	C	1	0	Blank=Current, Y=Done, A=Advanced
AX_FCURR	Currency	C	3	0	Currency Code of Nominal Account
AX_FVALUE	Foreign Value	N	12	0	
AX_FCRATE	Exchange Rate	N	11	6	Exchange Rate at time of Posting
AX_FCMULT	FC.Multiply	L	1	0	
AX_FCDEC	FC.Decimal Places	N	1	0	
AX_SRCCO	Source Company	C	1	0	Source Company That This Analysis Line Has BeenPosted From
AX_UNIQUE	Unique ID	C	10	0	Unique Identifier for Transaction
ID	Unique ID	N	10	0	
			Default Value :		NEWID(ALIAS())
AX_PROJECT	Nominal Project	C	8	0	
AX_JOB	Nominal Department	C	8	0	
AX_JRNL	Journal Number	N	8	0	Journal Number
AX_NLPDATE	NL Posting Date	D	8	0	Nominal posting date

Table : **APARM** Table Description : **Options**

Field Name	Description	Type	Length	DPs	Further information
AP_PRNPOST	Print Postings	L	1	0	True if postings are to be printed as posted.
AP_BACS	BACS Software	C	15	0	BACS software. eg: PAYBAKS or BAXPAK
AP_NEXTREC	Next Recurring Entry	C	10	0	
AP_KEEPTRN	Retain Transactions	N	2	0	
AP_BKBAL	Retain Bal's (Mths)	N	3	0	
AP_OUTPY	Retain Paym's (Mths)	N	3	0	
AP_STENT	Retain Stat's (Mths)	N	3	0	
AP_ALOG	Retain A. Log (Mths)	N	3	0	
AP_BCVOLID	BACS Vol. ID (Irish)	C	6	0	Default BACS Volume ID for Volume Header Label(AIB and Bank of Ireland)
AP_BCAUTID	BACS Auth.Id (Irish)	C	6	0	Default BACS Authorisation ID for Volume HeaderLabel (AIB and Bank of Ireland)
AP_BACSREF	BACS Payment Reference	C	18	0	For use with Bankline Ad Hoc Bulk payments

Table : **APNAME** Table Description : **Payee Names**

Field Name	Description	Type	Length	DPs	Further information
AN_PAYEE	Payee	C	8	0	
				Rule :	"Payee Code may not be blank"

				Rule Expression :	.NOT. EMPTY(An_payee)
AN_NAME	Name	C	30	0	Mandatory
				Rule :	"Payee Name may not be blank"
				Rule Expression :	.NOT. EMPTY(An_name)
AN_ADDR1	Address Line 1	C	30	0	
AN_ADDR2	Address Line 2	C	30	0	
AN_ADDR3	Address Line 3	C	30	0	
AN_ADDR4	Address Line 4	C	30	0	
AN_PSTCODE	Post Code	C	8	0	
AN_TELENO	Telephone	C	20	0	
AN_FAXNO	Facsimile	C	20	0	
AN_CONTACT	Contact	C	20	0	
AN_SORT	Sort Code	C	8	0	Must be present if AN_NUMBER entered
				Rule :	"Sort code must either be empty or of the format 99-99-99"
				Rule Expression :	LEN(ALLTRIM(an_sort))<=4.OR.LEN(ALLTRIM(an_sort))=8
				Input guide :	99-99-99
AN_NUMBER	Account No	C	9	0	
AN_KEY1	Key 1 Field	C	5	0	Record search key - do not alter.
AN_KEY2	Key 2 Field	C	5	0	Record search key - do not alter.
AN_KEY3	Key 3 Field	C	5	0	Record search key - do not alter.
AN_KEY4	Key 4 Field	C	5	0	Record search key - do not alter.
SQ_MEMO	Memo	M	10	0	
AN_ATPYCD	Bank Ref.	C	6	0	Bank Reference No - Autopay code
AN_BSREF	AN_BSREF	C	18	0	
AN_BSNAME	AN_BSNAME	C	18	0	
AN_BIC	BIC	C	11	0	BIC
AN_IBAN	IBAN	C	34	0	IBAN
AN_EMAIL	Payee Email	C	60	0	Payee Email
AN_WWWPAGE	Payee Web Site	C	100	0	Payee Web Site

Table : **ARHEAD** Table Description : **Recurring Entries**

Field Name	Description	Type	Length	DPs	Further information
AE_ENTRY	Entry Number	C	10	0	
AE_ACNT	Account	C	8	0	Nominal Account of the Bank Account
AE_CNTR	Cost Centre	C	4	0	Cost Centre of the Bank Account
AE_INPUTBY	Input By	C	8	0	The user who entered it.
AE_TYPE	Type of Entry	N	1	0	1=Nominal Payment2=Nominal Receipt3=Sales Refund4=Sales Receipt5=Purchase Payment6=Purchase Refund
AE_DESC	Description	M	10	0	40 Character Comment
AE_FREQ	Frequency	C	1	0	Recurring frequencyM=Months, W=Weeks, D=Days
AE_EVERY	Every	N	3	0	Number of Days/Weeks/Months.
AE_TOPOST	Times to Post	N	3	0	Times to Post. Number of times this entry is tooccur.
AE_POSTED	Times Posted	N	3	0	Times Posted. The number of times this has beenposted.
AE_NXTPOST	Next Posting	D	8	0	
AE_LSTPOST	Last Posting	D	8	0	
AE_VATANAL	VAT Analysis	L	1	0	True if VAT Analysis is required.
SQ_MEMO	Memo	M	10	0	
SQ_CRDATE	Date Created	D	8	0	
SQ_CRTIME	Time Created	C	8	0	
SQ_CRUSER	User Created	C	8	0	
SQ_AMDATE	Date Last Amendment	D	8	0	
SQ_AMTIME	Time Last Amendment	C	8	0	
SQ_AMUSER	User Last Amended	C	8	0	
AE_SRCCO	Source Company	C	1	0	Source Company That This Transaction Has Been To.

Table : **ARLINE** Table Description : **Recurring Trans**

Field Name	Description	Type	Length	DPs	Further information
AT_ENTRY	Entry Number	C	10	0	
AT_LINE	Line No	N	6	0	
AT_ACNT	Account	C	8	0	Nominal Account of Bank Account
AT_CNTR	Cost Centre	C	4	0	Cost Centre of Bank Account
AT_ACCOUNT	Source Account	C	12	0	Either Sales Account, Purchase Account or NominalAccount
AT_CBTYPE	Cashbook Type	C	2	0	Must exist on ATYPE file
AT_ENTREF	Entry Reference	C	20	0	
AT_COMMENT	Ref/Comment	M	10	0	40 Character Comment or Reference
AT_REF2	Ref 2	C	20	0	
AT_FCURR	Currency	C	3	0	Currency of Bank Account
AT_FCDEC	FC.Decimal Places	N	1	0	
AT_VALUE	Amount	N	12	0	Amount to be posted in currency of the account
AT_DISC	Discount	N	12	0	Discount Amount if any. In currency of the account
AT_DISCNL	Disc Nominal	C	12	0	Nominal A/C for the Discount Amount (if NominalPostings)
AT_VATTYP	VAT Type	C	1	0	
AT_VATCDE	VAT Code	C	1	0	
AT_VATVAL	VAT Value	N	12	0	
AT_REMIT	Remit Print	L	1	0	True if Remittance is required
AT_CHQPRN	Cheque Print	L	1	0	True if automatic cheque is required
AT_BACPRN	BACS Print Flag	L	1	0	True if payment is by BACS
AT_PAYEE	Payee Code	C	8	0	
AT_PAYNAME	Payee Name	C	35	0	
AT_SORT	Sort Code	C	8	0	
AT_NUMBER	Account No	C	9	0	
AT_CCDNO	C/Card Number	C	16	0	
AT_CCDDATE	C/Card Expiry Date	D	8	0	
SQ_MEMO	Memo	M	10	0	
SQ_CRDATE	Date Created	D	8	0	
SQ_CRTIME	Time Created	C	8	0	
SQ_CRUSER	User Created	C	8	0	
SQ_AMDATE	Date Last Amendment	D	8	0	
SQ_AMTIME	Time Last Amendment	C	8	0	
SQ_AMUSER	User Last Amended	C	8	0	
AT_ECB	ECB Flag	L	1	0	
AT_ECBTYPE	ECB Type	C	1	0	
AT_SRCCO	Source Company ID	C	1	0	
AT_ATPYCD	Bank Ref.	C	6	0	
AT_PROJECT	Nominal Project	C	8	0	
AT_JOB	Nominal Department	C	8	0	
AT_UNIQUE	Unique ID	C	8	0	Unique Identifier for Transaction
AT_BIC	BIC	C	11	0	BIC
AT_IBAN	IBAN	C	34	0	IBAN

Table : **ASCRLN** Table Description : **ECB Script Lines**

Field Name	Description	Type	Length	DPs	Further information
AL_HOOK	Hook	C	2	0	
AL_BKSOFT	Software	C	8	0	
AL_LINE	Script Line No.	N	4	0	
AL_FUNC	Function Code	C	8	0	
AL_JUMPCD	Jump Code List	C	40	0	
AL_JUMPTO	Line No. to Jump To	N	4	0	
AL_EXITCD	Exit Code List	C	40	0	
AL_MEMO	Opera Commands	M	10	0	

Table : **ASCRPT** Table Description : **ECB Scripts**

Field Name	Description	Type	Length	DPs	Further information
AC_HOOK	Hook	C	2	0	

AC_BKSOFT	Software	C	8	0	
AC_DESC	Description	C	30	0	

Table : **ASTAT** Table Description : **ECB Statements**

Field Name	Description	Type	Length	DPs	Further information
AS_ACNT	Bank Account	C	8	0	
AS_CNTR	Cost Centre	C	4	0	
AS_REF1	Entry Reference	C	36	0	
AS_TYPE	Transaction Type	C	1	0	
AS_DATE	Entry Date	D	8	0	
AS_VALUE	Transaction Amount	N	12	0	
AS_REF2	Cheque Number	C	10	0	
AS_TRANTLA	Transaction TLA	C	3	0	
AS_STATUS	Entry Status	C	1	0	
AS_RECLNUM	Reconciliation No.	N	6	0	
AS_ENTRY	Entry Reference	C	10	0	
AS_CBTYPE	Cashbook Type	C	2	0	
AS_STATNO	Statement Number	N	7	0	
AS_LINENO	Line Number	N	6	0	
AS_COMPLET	Line Reconciled Flag	L	1	0	
AS_DLDATE	Date of Download	D	8	0	
AS_DLTIME	Time of Download	C	8	0	
AS_USER	Download User	C	8	0	
AS_PAYID	Payment ID - ECB	N	20	0	
AS_FCURR	Transaction Currency	C	3	0	
AS_BRWPTR	Reconcile Pointer	C	2	0	

Table : **ATRAN** Table Description : **Transactions Lines**

Field Name	Description	Type	Length	DPs	Further information
AT_ACNT	Account	C	8	0	Nominal A/C of the Bank Account
AT_CNTR	Cost Centre	C	4	0	Nominal C/C of the Bank Account
AT_CBTYPE	Cashbook Type	C	2	0	
AT_ENTRY	Entry Number	C	10	0	
AT_INPUTBY	Input By	C	8	0	The user responsible for this entry
AT_TYPE	Type of Entry	N	1	0	1=Nominal Payment2=Nominal Receipt3=Sales Refund4=Sales Receipt5=Purchase Payment6=Purchase Refund7=Payroll Payment8=Bank Transfer
AT_PSTDATE	Posting Date	D	8	0	
AT_SYSDATE	System Date	D	8	0	
AT_TPERIOD	This Period	L	1	0	True if posted this period.
AT_VALUE	Value	N	12	0	Amount in currency of the bank account
AT_DISC	Discount	N	12	0	Discount. Amount in currency of the bank accountOnly for Sales & Purchase Source. (SettlementDiscount of Receipt of Payment)
AT_FCURR	Currency	C	3	0	Currency Code of Bank Account
AT_FCEXCH	Exchange Rate	N	11	6	Exchange rate at time of Posting
AT_FCMULT	FC.Multiply	L	1	0	
AT_FCDEC	FC.Decimal Places	N	1	0	
AT_ACCOUNT	Source Account	C	12	0	This can be the Sales Account, Nominal A/C &C/Centre, Purchase Account or Employee Numberdependant on the Source.
AT_NAME	Source Name	C	35	0	To save looking up the necessary file the A/C nameof the relevant A/C Number is store here. Foremployee Name the first character of the forename+ space + Surname is stored.
AT_COMMENT	Comment	M	10	0	Comment. Maximum of 40 Characters.
AT_PAYEE	Payee Code	C	8	0	Payee Code. If this is a payment posted by Nominalpostings then a payee code may be present whichrelates to the PNAME file.
AT_PAYNAME	Payee Name	C	35	0	
AT_SORT	Sort Code	C	8	0	
AT_NUMBER	Account No	C	9	0	

AT_REMOVE	Remove Flag	L	1	0	True is transaction has been "Removed" from theCash Book
AT_CHQPRN	Cheque Print Flag	L	1	0	True is a Cheque is to be printed
AT_CHQLST	Cheque List Flag	L	1	0	True is this is to be printed on a Cheque List
AT_BACPRN	BACS Print Flag	L	1	0	True is this is to print on a BACS List
AT_CCDPRN	C/Card Print Flag	L	1	0	True is this is to print on a Credit Card List
AT_CCDNO	C/Card Number	C	16	0	
AT_CCDDATE	C/Card Expiry Date	D	8	0	Credit Card Expiry Date. Picture Format of MM/YY
AT_PAYSLP	Paying in Slip Ref	N	6	0	Populated when the Paying in Slip is Printed
AT_PYSPRN	Paying in Slip Print	L	1	0	True is this is to print on the Paying in Slip
AT_CASH	Cash Flag	L	1	0	True is this receipt is Cash as opposed to acheque
AT_REMIT	Remit Flag	L	1	0	True if Remit Required to be printed
AT_UNIQUE	Unique Id	C	10	0	Unique Identifier for Transaction
AT_POSTGRP	Group Posting	N	5	0	
AT_CCAUTH	C/Card Auth. Code	C	8	0	Authorisation Code for Credit Cards
AT_REFER	Reference	C	20	0	Entry Reference for Transaction
AT_SRCCO	Source Company	C	1	0	Source Company That This Transaction Has BeenPosted To.
AT_ECB	ECB Flag	L	1	0	
AT_ECBTYPE	ECB Type	C	1	0	
AT_ECBPAYD	ECB Payment Val.Date	D	8	0	
AT_ATPYCD	Bank Reference	C	6	0	Bank Reference Number eg. AUTOPAY - NatWest
AT_BSREF	B/S Ref (BACS)	C	18	0	Building Society reference (roll number) used forNL BACS payments
AT_BSNAME	B/S Name (BACS)	C	18	0	Building Society Name used for NL BACS payments
ID	Unique ID	N	10	0	
			Default Value :		NEWID(ALIAS())
AT_VATTYCD	VAT TYPE CODE	C	2	0	ONLY USED BY IMPORTED FOR IMPORTING CASHBOOK TRANSACTION
AT_PROJECT	Nominal Project	C	8	0	
AT_JOB	Nominal Department	C	8	0	
AT_BIC	BIC	C	11	0	BIC
AT_IBAN	IBAN	C	34	0	IBAN

Table : **ATYPE** Table Description : **Cashbook Types**

Field Name	Description	Type	Length	DPs	Further information
AY_CBTYPE	Cashbook Code	C	2	0	
				Rule :	"Cashbook Type Code cannot be blank"
			Rule Expression :		.NOT. EMPTY(ay_cbtype)
AY_DESC	Description	C	15	0	
				Rule :	"Description cannot be left blank"
			Rule Expression :		LEN(ALLTRIM(ay_desc))>0
AY_TYPE	Type	C	1	0	P=Payment, R=Receipt,T=TransferMay not be amended if referenced in AENTRY file.
AY_BANKLST	Paying In Slip	L	1	0	True if it is to appear on the Bank Paying in List(Only if AY_TYPE is "R")
AY_CRDTCRD	Credit Card	L	1	0	True if it is a Credit Card Receipt(Only if AY_TYPE is "R")
AY_BATCHED	Batched	L	1	0	True will Group all items of this Cash Book Typepassed into the Cash Book into one amount. eg: Allcheque receipts for one banking list will want toappear as one value in the Cask Book.
AY_ENTRY	Next Entry No.	C	10	0	Used for Identifying Individual Entries.Default to Code + 00000001.
				Rule :	"Next Entry ID may not be blank"
			Rule Expression :		.NOT. EMPTY(ay_entry)

Table : **AUDLOG** Table Description : **Audit Log**

Field Name	Description	Type	Length	DPs	Further information
AL_TYPE	Change Type	C	10	0	
AL_MODULE	Module Id	C	1	0	

AL_PROCESS	Changing Process	C	60	0
AL_USER	Changing User	C	8	0
AL_DATE	Change Date	D	10	0
AL_TIME	Change Time	C	8	0
AL_TABLE	Table	C	10	0
AL_FIELD	Field	C	20	0
AL_KEY1	Key 1	C	60	0
AL_KEY2	Key 2	C	60	0
AL_OLDVAL	Old Value	C	60	0
AL_NEWVAL	New Value	C	60	0
AL_RECNO	Record Number	N	10	0
AL_VERSION	Version Information	C	40	0
AL_DTTIME	Date Time	T	8	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.