Sales Ledger

The heart of your business

The Sales Ledger manages and controls customer records; it processes invoices, credit notes, receipts, refunds, adjustments and statements. Customer transactions can be processed in any currency, and built-in credit control will improve cash flow by allowing tighter control in the management of customer payments.

Essential information for making key decisions

The Credit Management Centre offers a consolidated view of the business. It uses real-time graphs which display your overall financial status in an easy-to-understand format, so you can quickly see what is owed, who owes it and how much money has been promised by customers. This way, you have all the necessary information to help improve cash flow, reduce bad debts and improve the overall financial position of your business.

Opera 3 also has dynamic, customisable Views which can illustrate vital data such as sales by period, region, territory, customer and customer type, as well as highlight fast-moving and profitable stock lines. This level of information helps you to monitor your sales and quickly spot opportunities for additional business, and can be invaluable in defining targets for increased sales.

Simple error correction

The Sales Ledger in Opera 3 offers error correction functionality. Made a mistake when allocating a receipt to an invoice? Did a cheque bounce? With the Opera 3 Rectify Allocation Wizard you can break the allocation link so that transactions can be re-allocated correctly. You can also remove associated transactions, such as a sales receipt, quickly and easily.

In addition, to make things easier when auditing at period-end or year-end, Opera 3 gives you the ability to run your Aged Debtors reports retrospectively so that you can see outstanding aged debt as it would have been at a specific date in the past.

- Credit Management Centre for consolidated credit control
- Customer statistical analysis
- Sales analysis with transaction drilldown
- Revenue Forecast report
- Batch e-mail of statements
- Retrospective Aged Debtors reporting
- Debt letters
- Real-time or batch update to Nominal
- Views
- Multi-currency: transactions are held in both base and customers' currencies
- Multiple delivery accounts
- Multiple contacts and customer notes
- Integration with Nominal Ledger, Sales Order Processing/Invoicing, Costing, Cashbook and CRM

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Purchase Ledger

Keeping your suppliers in order

The Purchase Ledger is a complete management system for your supplier accounts and their transactions. Each account can be set up to match specific supplier profiles, including trading terms and discount levels. When it comes to payments, you can establish payment methods to suit the way you work: options available include cheque and BACS.

Improved cash flow control

You may view invoices due for payment and select those you wish to pay, via the suggested and automatic payments routines. This helps you to prioritise the most urgent payments and gives you greater control of your cash flow.

Simple error correction

The Purchase Ledger in Opera 3 offers error correction functionality. Was a payment allocated to the wrong invoice, or entered incorrectly? With the Opera 3 Rectify Allocation Wizard you can break the allocation link so that transactions can be re-allocated correctly. You can also remove associated transactions, such as a purchase payment, quickly and easily.

In addition, to make things easier when auditing at period-end or year-end, Opera 3 gives you the ability to run your Aged Creditors reports restrospectively so that you can see your company's outstanding aged liability as it would have been at a specific date in the past.

- Multi-currency: transactions are held in both base and suppliers' currencies
- Supplier statistical analysis
- Batch e-mail remittances
- Retrospective Aged Creditors reporting
- Multiple Contacts and Supplier Notes
- Combined Cheque/Remittance
- Purchase Invoice Register
- Authorise payment routine
- Real-time or batch update to Nominal
- Views
- Integration with Nominal Ledger, Purchase Order Processing, Purchase Invoice Register, Fixed Assets, Costing and Cashbook

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Nominal Ledger

Management information for decision makers

The Opera 3 Nominal Ledger is your window on your company's financial status. Want up-to-the-minute data from the Sales Ledger, Purchase Ledger, Fixed Assets, Payroll and Cashbook for management information and reports? You can have it, so you can be in a position to determine trends in your company's trading performance as they emerge and make decisions to influence them positively.

Sophisticated and flexible financial analysis

The Nominal Ledger in Opera 3 provides comprehensive enterprise analysis and reporting facilities, and adapts to how you want to analyse your data. Multiple dimensions make it easy to analyse key information, such as revenues and expenses, by Nominal Account, Cost Centre, Department or Project. Budgets can also be specified at dimension level and across fiscal years, if required. Reporting on this information couldn't be easier and the ability to report on a year or range of periods ensures maximum flexibility when interrogating data.

For management reports, you have the flexibility to design your own financial reports of your company's trading performance. And with 5 analysis codes (Class, Type, Sub-type, Account, Cost Centre), plus 2 additional codes that can be defined by you, reports can be designed to range from a 'snapshot' of your financial position to detailed analysis.

Simple error correction

The Rectify feature in the Opera 3 Nominal Ledger allows you to amend and re-post individual journal lines, or even entire journals. So when a mistake has been made and is only noticed after the journal is posted, correcting it couldn't be faster.

Greater control over your accounts

With the Opera 3 chart of accounts you can create charts to suit the way your business works. These can then be copied to other companies, saving you time and maintaining consistency. Multiple companies can be consolidated into one Nominal Ledger; you can then monitor performance at both company and group level.

A better-informed point of view

Definable data Views put you in full control and mean that management information is instantly available in the format you have requested. Reporting on dimensional codes is fast and incredibly simple. Views can be set up to display summary or detailed information with up to six levels of analysis, allowing drilldown to period values, transactions and source documents.

- Open Period Accounting so you can control whether your Nominal Ledger periods are open, blocked or closed for new postings
- Definable financial calendar
- Standard, Recurring, Reversing or Retained Journals
- VAT journals
- 5 levels of reporting codes per account
- Nominal dimensions: Cost Centre, Department and Project
- Original and revised budgeting at account, cost centre and dimension level
- Various budget factors
- Nominal consolidation
- Extensive drilldown to period values, transactions and source documents
- Real-time or batch update from source ledgers
- User-definable descriptions for Department and Project

Cashbook

Managing your cash... better

There's little that is more critical to a company's financial wellbeing than effective cash management. Opera 3 Cashbook facilitates this through integration with your Sales, Purchase, Nominal, Payroll, Invoicing and Sales Order Processing applications.

Flexible reconciliation

Receipts, payments and refunds can be posted from the Cashbook to the Sales and Purchase Ledgers with a reconciliation facility ensuring accuracy. All relevant data is available to you via on-screen bank reconciliation, which can be saved part-completed to fit with the varied demands of your working day. Additional data, such as bank and interest charges, can be input at the point of reconciliation for greater flexibility. And all reconciled transactions can then be kept for up to 99 periods.

- Integrates with Sales Ledger, Purchase Ledger, Nominal Ledger and Payroll
- Post receipts, payments and refunds
- Nominal Ledger payments and receipts
- Process cheques, remittance and BACS payments
- Reconciled transactions can be kept for up to 99 accounting periods
- Petty cash
- Inter-bank transfers
- Bank reconciliation
- Payee names
- Automatic Suspend facility with bank reconciliation
- Batch processing
- Full drilldown on batched receipts, recurring journals, payments and direct postings
- Matching

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Fixed Assets

Make the most of your assets

Fixed Assets for Opera 3 maintains a complete register of your company's assets, helping you to stay in control of the resources your company has invested in.

Fixed Assets for Opera 3 keeps track of company assets from initial acquisition through to disposal, while tracking their depreciation rates and maintaining the correct value for them. It caters for all types of assets, so you can record details of any Finance or Operating Lease and Hire Purchase or Lease Purchase assets, assets owned by your company or assets of any other type. Depreciation is automatically calculated and deducted until an asset's residual value is reached. Depreciation and disposal details to date can be recorded for assets acquired in previous periods or years.

Assets which have historically been maintained in an Excel spreadsheet can be imported into Opera 3 Fixed Assets via an Import routine, making it easy to import not only existing records but also any other assets in bulk, as and when required.

Opera 3 Fixed Assets can be linked to the Nominal Ledger, with Cost Centre and Advanced Nominal analysis. It also integrates with the Purchase Ledger, Purchase Invoice Register and Purchase Order Processing so that a new asset can be created automatically when a supplier invoice is posted.

Features

- Methods of depreciation: Straight Line Amount, Straight Line Percentage, Reducing Balance, Immediate Write Down, Manual.
- Depreciation calculated per period or days in period.
- Report on depreciation charges for up to 24 Nominal periods.
- Change depreciation method and backdate depreciation charges.
- Depreciation method, depreciation rate and category override facility.
- Previous year depreciation and adjustments.
- Enter opening balances for assets acquired in previous periods or years.
- Numbering of assets defined by the user or automatic.
- Re-number main assets, with automatic sub-asset numbering.
- Revaluation of current year and prior year assets.
- Global insurance update for percentage or fixed amount increases or decreases.
- Full or partial disposals; disposal methods can be defined by the user.
- Reports included: Additions, Depreciation Forecast, Disposals/Transfers, Statutory Movement, extensive audit trails.

- Fully automated utility for upgrading from Opera II Fixed Assets
- Record finance, supplier and insurance details
- Record asset quantities
- Update the Nominal Ledger with the depreciation calculation in real time
- Asset location and reporting facility
- Full or partial asset transfer for locations or cost centres
- Assets grouped by Categories and Balance Sheet Groups
- Customisable fields may be added to Category Groups
- Create and link sub-assets to an existing asset
- Integration with Purchase Order Processing, Purchase Ledger, Purchase Invoice Register, Reporter, Pegasus Dashboards, Pegasus XRL, Document Management and Pegasus Instant Messenger (PIM)

EC VAT

EU trading made easy

With EC VAT you define and maintain the information required to produce the EC Sales List (ESL) and Supplementary Declaration (SD) including country codes, modes of transport, terms of delivery and commodity codes. Nature of Transaction Codes are maintained in order to complete the relevant part of the Supplementary Declaration for Intrastat purposes, and Commodity Codes are maintained for Intrastat purposes as identified in the Intrastat Classification Nomenclature (ICN).

If you are using foreign currency accounts, appropriate VAT rate codes for EC Sales and Purchases can also be set up. EC VAT will then collect information needed to produce VAT returns for trading with EU countries.

- Country specification

- Nature of Transaction

- Commodity Codes

- Definition of EU countries with which you trade for sales and purchases

- Maintains the standard codes that identify the Modes of Transport in use

- Records Terms of Delivery for Supplementary Declaration submissions

- Summary and detailed EC Sales List Report (ESL)

- HMRC-approved substitute Supplementary Declaration (SD) form

- Commodity Codes

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Multi-currency

If you do business with companies in other countries, you might send and receive invoices in foreign currencies. You might also have to deal with foreign currencies if you have foreign subsidiaries. Opera 3 Multi-currency will cater for all this and more, so having set up a home currency, you'll be able to set up other currencies and identify default currencies on customer, supplier and nominal account records where they differ from the home currency.

Processing with foreign currencies

You can enter invoices, receipts, payments, journals and other transaction entries in the foreign currency and convert them to the home currency. In this way, you can review balances in your accounts in either currency. If you have foreign subsidiaries, where the home currency is different from that of the parent company, you can consolidate accounts converting from one currency to another at the same time. Opera 3 Multi-currency records the discrepancies that arise from exchange differences in accounts that you nominate, so when a foreign currency receipt is entered against an invoice, differences that arise from the fluctuation of exchange rates in the intervening period can be recorded as a gain or loss.

For businesses based in Ireland or mainland Europe that have suppliers in the UK and need to pay them from a sterling bank account, if the home currency is set to euro, they can use the Payments command in the Purchase Ledger to make payments from bank accounts in sterling.

- Unlimited currencies
- Set standard rates for Sales Ledger, Purchase Ledger and Nominal Ledger
- Alter standard rates "on the fly" at the time of posting
- Copy exchange rates from one company to another
- Currency defined with up to 6 decimal places

Sales Order Processing

Automatic updating

Automate the handling of your sales with Opera 3 Sales Order Processing. Because it integrates with both Sales Ledger and Stock Control as sales documents are generated, customers' trading terms, discount entitlements and credit limits are checked and any special prices they are entitled to are applied. And as a document is progressed from a pro forma or order to an invoice, stock is automatically updated.

Added efficiency

Opera 3 Sales Order Processing saves you time and money as all documents generated by the system can be e-mailed to customers either individually or in batch. And, using the Opera 3 Scheduler, you can save even more time and minimise disruption to normal processing by scheduling repeat invoices to run in a batch outside office hours.

Greater control over the entire process

Identifying overdue accounts is simple, and profit margin per sale is determined by making price and profit calculations when entering an order. Stock can be allocated to customer orders at the time of order input or, for added flexibility and control, by customer priority, product, warehouse, delivery route or due date.

- Global price list update
- Produce documents, quotes, pro formas, orders, deliveries, invoices and credit notes
- Unlimited memo pad per order, order line with date stamp and cut-and-paste
- Consolidation of multiple orders/deliveries to invoices
- Price discount matrix, price lists, foreign currency price lists and promotional pricing
- Raise purchase orders or works orders directly from sales orders
- Cash Account processing
- Euro values can be displayed on all Sales Order Processing documents
- Stock updated at delivery or invoicing
- Allocation control
- Contract documents (repeat invoices)
- E-mail profile integration (manual or batch)
- Integration with Sales Ledger, Purchase Order Processing, Stock Control, Costing, Cashbook, Bill of Materials and CRM

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Purchase Order Processing

Tighter control

Gain complete control with Opera 3 Purchase Order Processing. Documents progress through the complete cycle from purchase order to delivery and invoice, so there's no need to re-key information at each stage, and stock levels are monitored and controlled throughout. Upon delivery of goods or receipt of a supplier's invoice you can reconcile these against all orders.

Where you have negotiated special terms with a supplier, these too can be accommodated. Special discounts or prices can be automatically applied. This applies to your own and to your suppliers' part numbers, so that nothing needs to be done manually or handled retrospectively.

Accurate stock levels

The effective management of stock is integral to the process, so Opera 3 monitors your stock levels. Back-to-back order processing ensures sufficient stock to fulfil all sales orders. This is achieved because, at the point of entering a sales order for which there is insufficient stock, purchase orders for this stock can be automatically produced .

- Process purchase order documents, purchase orders, deliveries and invoices

- Global product price update

- Reconciliation of goods received against orders

- Drilldown to original order lines

- Creation of supplier invoices from a purchase order, delivery or deliveries

- Supply Code/Nominal Code assigned to purchase order lines

- Supplier Product file

- Handles under and over deliveries

- Model purchase orders/purchase order documents

- Integration with Purchase Ledger, Purchase Invoice Register, Costing and Fixed Assets

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Stock Control

Optimisation of stockholding

Keeping stock levels to an optimum, costs to a minimum and satisfying the needs of your customers or production line are all benefits of Opera 3 Stock Control. Minimum stock and re-order levels, combined with suggested order quantities, enable you to ensure that your stockholding is optimised and managed efficiently. Supporting whichever costing method you use, Stock Control tracks your stock movements, even across multiple warehouses.

Quarantine warehouses can be identified to hold goods before they are moved into stock. You can apply different cost and selling prices for each warehouse, which allows you to arrange your stockholding however you choose.

Flexible and adaptable discounting

Discount requirements can differ from one stock item to the next, or for different customers or circumstances. With Opera 3 you have the control to implement whatever variables may be required. Line, overall or settlement discounts can be applied to individual stock items.

Know the true cost of your stock

Landed costs functionality in Opera 3 helps you keep track of the full cost of your stock: you can record costs such as freight, insurance, warehousing, customs duties and other taxes that may be levied on a shipment. Added to the stock purchase price, these give you a more accurate picture of the value of your stock, so that you can set the correct selling price to achieve the required profit margin.

Stocktakes made easier

Integrating with Stock Control, Opera 3 Stocktake makes stocktaking much easier: it extracts product information from Opera 3 so that stock items can be allocated to worksheets before performing a manual count. On completion of the worksheets, the information can be cross-checked and adjustments or corrections can be made that can be fed back into Opera 3 to update stock levels.

- Global cost/price update
- Multiple warehouses, including quarantine warehouses
- Stocked and non-stocked items
- FIFO
- Minimum stock and re-order levels
- Suggested order quantities
- Extended stock description
- Cost and selling prices per warehouse
- Preferred supplier by stock item
- Factoring, decimal quantities and split packs
- Historical Stock Valuation report
- Stock Enquiry
- Standard/average costing
- Full drilldown and order history
- Match delivery lines on Goods Received Notes (GRN) against purchase orders
- Match Return to Vendor (RTV) lines to delivery lines on GRN
- Batch and serial traceability
- Customisable stock Views

Costing

Controlling and managing costs = profitability

Cost control is a vital element in any business. Opera 3 Costing allows you to track job costs and revenues against budgets. Costs can be broken down against a variety of categories including Labour, Contractor, Direct Expense, Stock and Interim Billing. Transactions can be processed either from within Costing or from any of the applications Costing integrates with such as Sales Ledger, Purchase Ledger, Stock Control, Purchase Order Processing, Bill of Materials, Invoicing/SOP, and Service & Helpdesk Management. For example, sales documents can be generated within Costing or Invoicing/SOP, allowing you to invoice unbilled costs; stock can be issued directly to a job; purchase orders can be raised against a job to generate a committed cost; and timesheets can be transferred into Payroll to update employee records.
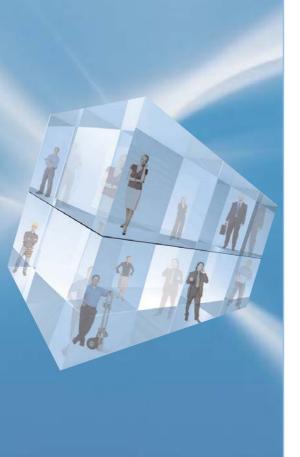
Functional and flexible

Opera 3 Costing allows you to work at Contract, Job and Phase level and produce reports for each level. You can create estimates that can be turned into Jobs, and record cost commitments which can then be either confirmed or cancelled. You can also record agreed and revised budgets, and use the Wizard to create all stock items as cost codes.
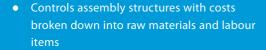
Analyse information, identify trends

For each job, the traditional methods of accessing information are readily at hand. Dynamic customisable Views display Revenue, Costs and Labour and offer up to 6 levels of analysis which can include Year, Month, Contract, Account, Job, Cost Code, Cost Rate and Project Leader. You can drill down to the original transaction details or produce a range of detailed or summary reports.

- Create an unlimited amount of Cost Codes for analysis
- Caters for contracts, estimates, jobs and phases
- Copy existing job/estimate structures and budgets for new jobs
- Drilldown views to transaction level
- Sub-contractor costs can be recorded and reports raised on amount of tax to be withheld
- Up to 999 Cost Rates
- Timesheet transfer to Payroll
- Costs and timesheets are processed as single items or in batches
- Revenues can be broken down into interim invoice, final invoice and retention
- Definable Views
- Integration with Sales Ledger, Purchase Ledger, Sales Order Processing, Purchase Order Processing, Stock Control, Bill of Materials, Payroll and CRM

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Bill of Materials

Opera 3 Bill of Materials has an intuitive interface, so whether it's a simple or complex assembly structure, it can be quickly and easily defined from stock components. Raw materials, labour and description only items, plus any specialist documentation such as technical drawings, can also be attached to each structure.

Take control of manufacturing requirements

Opera 3 Bill of Materials takes full control of manufacturing requirements. Before starting the manufacturing process, a trial build can be performed. This calculates whether there are enough stock components to complete the required quantity of the final assembly, and identifies any shortfalls. It also caters for the substitution of components on a works order and can adjust the quantity to build accordingly.
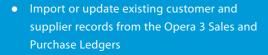
As the manufacturing process begins with the works order, the stock can be automatically allocated and issued and, when the works order is completed, the finished assembly can be updated with the build quantity. Alternatively, you can choose to operate these processes separately. The Bill of Materials kitting function gives further flexibility by enabling works orders to be raised and receive the build quantity of the finished assembly into stock in a single process.

Reporting and enquiring facilities

Opera 3 Bill of Materials provides fast and accurate information. Locating a particular batch/serial item used on a works order is easily achieved using the Traceable View function. In addition, there are several reports you can use to get a full picture of the status of your manufacturing processes, including:

- **Assembly structure**, which includes code, description, whether it is a 'Kitting' assembly, lead time, yield quantity, the quantity being assembled and more
- **Where Used On**, which lists the components with the assemblies on which they are used
- **Assembly Cost,** which displays the stock cost and calculated assembly cost for materials and labour
- **Component Work In Progress,** which displays the components issued to works orders
- **Assembly Work In Progress,** which lists the assemblies in work in progress
- **Works Orders,** which displays details of works orders for a range of assemblies
- **Works Order Schedule,** which displays a works order schedule to help you plan your manufacturing and production cycles
- **Component Breakdown List,** which displays the material requirements list for selected assemblies

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- Controls assembly structures with costs broken down into raw materials and labour items
- Assembly structures can be temporarily changed to meet the specific needs of a customer
- Caters for phantom sub-assemblies
- Automatic Works Order creation based on sales orders or stock levels
- Create Works Orders which can be printed and used as a picking list
- Batch Works Order progression
- Works Order Enquiry
- Kitting
- Monitors and reports on work in progress
- Traceability at sub-assembly and component level
- Update assembly costs when component costs change
- Links to Nominal Ledger, SOP, Stock Control and Costing

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CRM

Opera 3 CRM is an integrated end-to-end solution which can help your business develop more profitably and increase customer satisfaction by promoting long-term relationships.

Winning new business

The sales cycle can be a long and complicated process and it's easy to lose prospects in the volume of activity your sales and marketing people are generating. With Opera 3 CRM you can capture prospect and contact information, identify the closure probability, manage the relationship through the entire sales cycle, report on their profitability and increase your business potential with them, all from one complete solution. Opera 3 CRM builds a full, clear picture of your sales pipeline and the value of those opportunities broken down by owner, contact, referral method, sales type and area.

Opera 3 CRM will eliminate the need to maintain data on several systems and will help to streamline your processes and manage the progression from prospect to customer and quote to order, so you'll never lose sight of an opportunity or customer again.

Total accountability

Once a prospect becomes a customer, Opera 3 can convert the record into a Sales Ledger account so you can immediately invoice or convert quotes to orders in Sales Order Processing. The cycle is completed with the ability to continue to log activity such as mailings, conversations, tasks and promotions to existing customers in order to manage these more effectively.
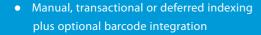
Remote access

When your sales team is out on the road, they need to be able to manage CRM data on the move. With CRM Remote, users can download prospect and customer data onto their laptop; they can process, edit and amend contact details and histories, then synchronise the changes back to central office via the Internet.

Key benefits

- Single point of entry for new prospects and existing customers and suppliers, which can be cross-referenced from the Sales and Purchase ledgers
- Convert prospect/quotation details to live customer/sales orders
- Generate quotations against a sales opportunity
- Generate mailshots (using Microsoft Word®) for lists of contacts/groups
- Sales and Activity reports
- User-definable fields and look-ups for Contact, Company and Opportunity forms
- Integration with Document Management, with Excel for sales pipeline reporting, and with Business Intelligence tools such as Pegasus XRL, PIM and Pegasus Dashboards for analysis

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- Import or update existing customer and supplier records from the Opera 3 Sales and Purchase Ledgers
- New contacts can automatically update your Microsoft Outlook® address book
- Maintain unlimited contact details (including site addresses) within a company
- Record notes and history against a contact
- Record and track sales opportunities against a contact
- Send e-mails and import incoming e-mail from Microsoft Outlook
- Send mail merge e-mails via Outlook for a contact or group
- Book appointments with a contact: send meeting requests via Outlook to internal or external contacts and your Outlook calendar is automatically updated
- Log 'To Do' tasks against contacts, opportunities or contracts
- History is automatically updated by activities that take place, such as letters and mailshots

Document Management

Information is vital to business but it's how you manage it that really makes the difference. With Opera 3 Document Management all your essential business documents can be scanned, indexed and archived electronically, with instant retrieval from users' desktops.

A complete document imaging and file management solution, Document Management handles all key business information: general correspondence, customer purchase orders, supplier documentation including delivery notes, invoices and credit notes, job costing paperwork, such as timesheets and requisitions, payroll and HR documents and many others. It has five primary functions: Capture (from scanned images or electronic files), Indexing, Retrieval, Archive and Reporting.

Stored documents can be accessed easily, either by performing a search or directly from transactions, records or accounts throughout Opera 3: when records in Opera 3 have captured documents attached to them, an Attached Documents icon is displayed in their status bar, so related documents can be retrieved and viewed by double-clicking the icon.

Moving from paper-based to electronic environments can have invaluable benefits for businesses across all industries:

- Paper waste is significantly reduced
- The risk of misplacing documents is eliminated
- The need for office space to store document archives is minimised
- Files are kept in a central location
- Legislative data storage requirements are more easily met
- The quality and speed of customer care is improved
- Access to files and documents is quick and easy

Advanced Document Management

Advanced Document Management comes as standard with Document Management and offers two additional functions: Content Indexing and Deferred Indexing.

Content indexing captures words from machine-typed text, scanned .tiff images and .txt and .doc files, which means that you can perform searches on the content of stored files, making it even easier to retrieve documents. Inclusion and Exclusion dictionaries allow you to manage the words that are searchable in the document. Content Indexing also offers improved retrieval and analysis of data, which allows for cross-reference of documents using any combination of words.

With **Deferred Indexing**, documents can be captured as a batch but don't need to be indexed immediately. This can be done at a later stage, and they can also be assigned to another user for indexing. You can browse, create and index a batch from images created by multi-function devices such as large photocopiers that scan to a path on the network.

- Manual, transactional or deferred indexing plus optional barcode integration
- Documents are tracked, with full auditability from individual files to system level
- Reporting by date or user range
- Audit Trail, Captured Documents and Retrieved Documents reports
- High levels of security including full user security to single image level and encryption of names, descriptions and images
- Manual, transactional or deferred indexing plus optional barcode integration

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XRL

Award-winning reporting tool

Award-winning Pegasus XRL links Microsoft Excel® with Opera 3, enabling you to export live financial data into a spreadsheet so that you can view and manipulate complex reports in a familiar environment. You save a vast amount of time and avoid the input errors common in manual data entry.

Ease of use

Pegasus XRL appears as an additional menu item in Excel. The XRL Wizard will help you create reports by extracting data into Excel. Simply select the Company which you want to extract data for, identify the area of the system you are interested in (such as Sales, Stock, Costing, Payroll) and choose the fields. Any Excel user, regardless of broader technical awareness, can quickly learn how to use XRL Wizards to create bespoke reports and analysis, often with just a few mouse clicks. Plus, it's all written in simple English so that you don't have to work with technical jargon.

Reporting power

With XRL you can create links between the data in Opera 3 and cells in a spreadsheet so that you can produce Management Reports such as P&L and Balance Sheets in Excel, to present up-to-date, accurate information which is based on the live data within Opera 3. Further reporting power is provided by multi-dimensional analysis tools such as Cube Analysis and shortcuts to Excel Pivot Tables.

Drilldown

Not only can you export data into Excel, but you can also interrogate those fields and drill down to the transactions behind them. For example, a Turnover Value for a customer can be interrogated to extract invoice numbers and then further so that you can see the stock items which make up that invoice. The real power of this would be seen if you were asked to explain a value on a spreadsheet such as "Total Debtors": using drilldown to investigate the transactions behind the field, you would have an immediate answer.

Writeback to Opera 3

The Data Send facility in XRL allows you to take information prepared in Excel and write it back into Opera 3. Information such as Nominal Budgets, Price Lists and Stock Adjustments can be entered with minimal effort.

Accuracy and security

When logging on, the system checks your user rights, ensuring that sensitive data is only accessible to the relevant personnel. Once this has been done, you can use XRL to display financial data in no time at all.

- Significant time savings over manual entry
- Accuracy of data transfer which ensures accurate results
- Data can be presented in graphical form so that it's easier to understand
- Powerful analytical tools provide instant management information which can be used for forecasting

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Document Management Desktop

Document Management Desktop offers document capture and retrieval functionality to employees that don't have access to Opera 3, making the Document Management solution into a company-wide application to help you manage one of your most important assets: paper and electronic information.

Easy capture

Document Management Desktop works directly from the Microsoft Windows desktop. An In-tray icon on the Windows desktop provides a quick and simple method of capturing electronic files such as Word® documents or Excel® spreadsheets. You choose the Opera company you want to add the document to and enter any additional information to index the document to the relevant area in Opera 3.

After a file has been captured, the original document can be deleted so that only one copy of the document exists, which is stored securely on the Document Management server. This stops confusion about which copy of the document is the most recent.

Simple retrieval

With Document Management Desktop, you can easily retrieve and utilise any files that have been stored in Document Management, provided you have security access to that part of the system.

A good fit for all departments

Document Management is for everyone in your office and can benefit most departments. The HR department can keep staff records on file such as a CV, copy of a driver's licence or a passport. To maintain compliance when employing foreign workers, employers must also keep on file copies of an employee's right to work in the UK documents. Make it all easy with Document Management.

Typically, Customer Services receives a large amount of correspondence, so important letters can be scanned and kept on file for future reference. The Accounts department can keep supplier-related documents on file, such as letters and invoices. Document Management can also benefit Marketing, Sales, Service, Project Management and more.

Security

Document Management Desktop is a secure application: you need to have a user ID created in Opera 3. Even if you don't use Opera 3, your Opera 3 login ID creates the security profile that determines which documents you will have access to within the system. For instance, if your user ID only allows you access to the Purchase Ledger, you will only be able to access documents associated with the Purchase Ledger such as purchase orders or supplier invoices. Also, if you have only been given access to capture documents in the Purchase Ledger, you will only be able to index them against the Purchase Ledger.

- Available to everyone in the office: you don't need to be a user of Opera 3
- Keep documents in one central location for easy access
- Reduce paper waste
- Save on valuable office space
- Waste less time searching for mislaid or misfiled documents
- Improve customer care by keeping correspondence within easy reach

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