



Opera



Opera 3 at a glance



## TECHNOLOGY

True Graphical User Interface	✓
Transaction Integrity	✓
Multi-tasking	✓
Developers' Toolkit	✓

## APPLICATIONS

System Manager	✓
Sales Ledger	✓
Purchase Ledger	✓
Nominal Ledger	✓
Cashbook	✓
Fixed Assets	✓
Multi-currency	✓
EC VAT	✓
Sales Order Processing (SOP)	✓
Purchase Order Processing (POP)	✓
Stock Control	✓
Stocktake	✓
Bill of Materials (BOM)	✓
Costing	✓
Invoicing	✓
Payroll & HR	✓
CRM	✓
CRM Remote	✓
Service & Helpdesk Management	✓
Pegasus XRL	✓
Reporter	✓
Pegasus Dashboards	✓
Document Management	✓
Document Management Desktop	✓
Pegasus Instant Messenger (PIM)	✓
P11D Organiser	✓
Manufacturing Process/Discrete	Operations II
Production Scheduling	Operations II
Routing	Operations II
MRP	Operations II

## GENERAL FEATURES

Import	Sales customers, sales transactions, purchase suppliers, purchase transactions, nominal accounts, nominal journals, stock items, stock transactions, invoicing/SOP documents, costing timesheets, payroll timesheets
Multi-company	✓
No of companies	Unlimited
Processing	Batch update or real time
Report output to Excel	✓
Standard reports and documents	✓
Customise reports and documents	✓
E-mail reports/documents	✓
Scheduling of tasks	✓
Message distribution to users	✓
PDF Output	✓
Drilldown	✓
Backup/Restore routine	✓
System and user generated notes	✓
Audit trails	✓
Copy to MS Excel, Word etc	✓
Active forms	✓
Push Pin (always on top) forms	✓
Remember form size/position/sort order	✓
Advanced searching	✓
Searching on grids	✓
Sorting on grids	✓
Customise grids per user	✓
Post continuous	✓
Dynamic Views definable by the user	✓
Company debtor analysis	✓
Company creditor analysis	✓
Company Average Debtor Days	✓
Company Average Creditor Days	✓
Sales turnover analysis	✓
Purchase turnover analysis	✓
Works Orders	✓
Object linking & embedding (OLE)	✓
Business Intelligence	XRL, Pegasus Dashboards, PIM
Automatic alerts	✓ With Pegasus Instant Messenger
Opera 3 Info Centre	✓

## SALES LEDGER

Data entry	Invoices, credit notes, adjustments, receipts, refunds, allocations, discounts, exchange gain/loss
Data retention	99 periods
Sales Analysis	By customer, customer type, territory, region, product, product group, delivery account, invoice no, project, department analysis code, cost centre, ledger account
Sales History	By customer, customer type, territory, region, product, product group, delivery account, invoice no, project, department analysis code, cost centre, ledger account
<b>Specialist Functions</b>	
Trading terms	✓
Turnover	✓
Turnover per period	✓
Turnover – Graphical Illustration	✓
Average Debtor Days	✓
Debtor analysis per period	✓
Revenue forecast by Account/Company Debtor Days	✓
Retrospective aged debtors reporting	✓
Advanced Nominal dimension analysis	✓
E-mail documents	Statements, invoices
Batch e-mail facility	✓
Error correction	✓
Sales history	✓
Debtors letters	✓
Unlimited contacts	✓
Multiple bank accounts	✓
Part payment of invoices	✓
Allocation of receipts	✓
Disputed transactions	✓
Reason codes for disputed transactions	✓
Advanced postings	✓
VAT Inclusive	✓
Invoice drilldown	✓
Receipt drilldown	✓
Link to Nominal Ledger	Batch and real time
Definable Sales View	✓
Ledger Notes	✓

## PURCHASE LEDGER

Data Entry	Invoices, credit notes, adjustments, payments, refunds, allocations, discounts, exchange gain/loss
Data Retention	99 periods
Purchase Analysis	By supplier, supplier type, territory, region, product, product group, delivery account, invoice no, project, department analysis code, cost centre, ledger account
Purchase History	By supplier, supplier type, territory, region, product, product group, delivery account, invoice no, project, department analysis code, cost centre, ledger account
<b>Specialist Functions</b>	
Trading Terms	✓
Turnover	✓
Turnover per period	✓
Turnover graphical illustration	✓
Average Creditor Days	✓
Retrospective Aged Creditors reporting	✓
Definable Purchase view	✓
Purchase analysis	✓
Payment forecast by account/company creditor days	✓
Suggested payments report	✓
Multiple bank accounts	✓
Automatic payments	✓
Payment methods	Cheque, BACS, other
Allocation of payments	✓
Part payment of invoices	✓
Remittance advice	✓
Batch e-mail remittance facility	✓
Combined cheque and remittance facility	✓
Error correction	✓
Reason codes for held transactions	✓
VAT inclusive	✓
Advanced postings	✓
Purchase Invoice Register (PIR)	✓
Unlimited contacts	✓
Invoice drilldown	✓
Payment drilldown	✓
Link to Nominal Ledger	Batch and Real time
Ledger Notes	✓

## NOMINAL LEDGER

Data Entry	Nominal journals, recurring journals, retained journals, reversing journals, VAT journals
Open Period Accounting	✓
Levels of analysis	5 (Class, Type, Sub-type, Account, Cost Centre)
Floating analysis codes	2 (user definable)
Flexible Chart of Accounts	✓
Type and sub-type analysis	✓
Data Retention (transactions & journals )	9 years
<b>Specialist Functions</b>	
Cost Centres	✓
Advanced Nominal Dimensions	2 (Project & Department)
Definable P&L and Balance Sheet	✓
Nominal Account and Cost Centre budgets	✓
Nominal Dimensions budgets	✓
Summary Cost Centre budgets	✓
Next year's budgets	✓
Budget factors	✓
Budget writeback from Excel	✓ (with XRL)
Rectify Journals	✓
Definable descriptions	✓
Reporting codes	5
Nominal analysis reporting	✓
Financial calendar	✓
No of financial periods	1-24
Definable period dates	✓
Private accounts	✓
Account snapshot	✓
Distribution accounts	✓
Nominal consolidation	✓
Foreign currency Journals	✓
Post to prior Periods	✓
Post to future Periods	✓
Post to prior year	✓
Post to future year	✓
Account View	✓
Journal image zoom and print	✓
Definable Nominal View	Up to 6 levels
Bank revaluation	✓
Stock revaluation	✓
Ledger Notes	✓
Drilldown	✓
Update from Stock and Bill of Materials	Batch and real time
Update from Sales and Purchase Ledgers	Batch and real time
Update from Cashbook, Payroll and Fixed Assets	Batch and real time

## CASHBOOK

Data Entry	Nominal, sales, purchase, bank transfers, recurring entries and batch processing
Data Retention – Reconciled transactions	99 months
<b>Specialist Functions</b>	
Multi-currency bank accounts	✓
Bank reconciliation	✓
Transaction postings during reconciliation	✓
Save incomplete bank reconciliation	✓
Transaction matching	✓
Paying-in slip	✓
Payment methods	Cheques, BACS
Combined cheque/remittance advice	✓
Link to Nominal Ledger	Batch and real time
Petty cash	✓
Drilldown	✓

## EC VAT

Country type	Home, Non-EC country, EC country registered, EC country unregistered
VAT Transaction type	Sale, Purchase, Beyond the Scope of VAT, Sale – Unregistered EC customer, Purchase – Unregistered EC supplier Reverse Charge Non-EC, Reverse Charge Purchase
No of VAT codes per type	36
Definable VAT Returns	✓
VAT100 report	✓
VAT100 online filing	✓
EC Sales List	✓
Intrastat SSD	✓
EC VAT analysis codes	Countries, Transport Modes, Transaction Nature, Delivery Terms, Commodity Codes

## MULTI-CURRENCY

Number of exchange rates	Unlimited
Exchange rate for posting types	Nominal, Sales & Purchase
Decimal places	Up to 3
Calculation Type	Multiply or Divide
Bank Revaluation option	✓
Processing with foreign currency	✓
	Invoices, receipts, payments, journals

## FIXED ASSETS

Data entry	Depreciation calculation, opening balances, override, re-value, transfers, re-number, disposals, previous year adjustments
Data Retention	99 months
Asset types	Company-owned, finance lease, operating lease, hire purchase, lease purchase, other
Depreciation methods	Straight line %, straight line amount, immediate writedown, reducing balance, manual per period
<b>Specialist Functions</b>	
Import assets from Excel spreadsheet	✓
Depreciation rate tracking	✓
Back-to-back asset creation	From PL, PIR & POP
Location analysis	✓
Insurance company information	✓
Balance Sheet groups	✓
Drilldown	✓
Unlimited custom fields	✓
Category overrides	✓
Global Insurance Update	✓
Link to Nominal Ledger	Batch and real time



## SALES ORDER PROCESSING

Data Entry	Documents, pro-forma, quotation, sales orders, deliveries, invoices, credit notes, repeat invoices
<b>Specialist Functions</b>	
Price Lists	✓
Foreign currency price lists	✓
Global price changes	✓
Price list writeback from Excel	✓ (with XRL)
E-mail documents	Quote, pro-forma, sales order, delivery note, invoice
Discount matrix	✓
Overall discount	✓
Quantity break discount	✓
Stock allocations routines	✓
Multi-warehouse	✓
Back to back	With Purchase Order Processing and Bill of Materials
Model proforma	✓
Model quotation	✓
Batch process repeat invoicing	✓
Scheduled repeat invoicing	✓
Picking	✓
Batch processing	✓
Consolidated deliveries	✓
Consolidated invoices	✓
Part processing (part order, part delivery, part invoice)	✓
User-generated document references	✓
System-generated document references	✓
Drilldown on part deliveries/invoices	✓
Delivery drilldown on order lines	✓
SOP document Find/Enquiry function	✓
Include Un-invoiced Deliveries in Customer Balance option	✓
Display documents for last xxx months	✓
Single key progression of documents	✓
Advanced Nominal Dimension analysis	✓
Update stock	Delivery or invoice stage
Cash Accounts	✓

## PURCHASE ORDER PROCESSING

Data Entry	PO documents, purchase orders, receipts, invoices
<b>Specialist Functions</b>	
Purchase document optimisation	✓
Edit purchase orders	✓
Re-order function	✓
Global price changes	✓
Receipt/purchase order matching	✓
Invoice/purchase order matching	✓
Invoice/receipt matching	✓
Foreign currency orders	✓
Order status	✓
Satisfy facility	✓
Model POs and PO documents	✓
System-generated document references	✓
User-generated document references	✓
POP document Find/Enquiry function	✓
Advanced Nominal Dimension analysis	✓
Display documents for last xxx months	✓
Part processing	✓
Supplier products	✓
Back-to-back	From SOP/To Fixed Assets

## STOCK CONTROL

Data Entry

Receipts, GRNS, Issues, Transfers, Adjustments, Returns,  
RTVS, Allocations, De-allocations

### Specialist Functions

Multi-warehouse	✓
Restrict transactions per warehouse	✓
Cost & selling price per warehouse	✓
Minimum stock, re-order level, re-order quantity per warehouse	✓
Quarantine warehouses	✓
Warehouse bin	✓
Purchase Orders (if Purchase Order Processing not present)	✓
GRN to Purchase Order matching	✓
Batch traceability	✓
Serial traceability	✓
Batch/Serial/Stock Transaction Enquiry	✓
Discount control	✓
Stock adjustments via Excel	✓ (with XRL)
Costing methods	FIFO, Standard, Last Cost, Average
Landed Costs	✓
Sale and Next price	✓
Weight and volume	✓
Stock categories	✓
Definable stock View	✓
Supplier products	✓
Stock Notes	✓
Non stocked items	✓
Description Only items	✓
Negative stock	✓
Alternative & superseded stock items	✓
Reverse Charge items	✓
Global price update	✓
Split packs	✓
Drilldown	✓
Link to Nominal	Batch and real time
Stock Category to Nominal Code Analysis	✓

## STOCKTAKE

Status analysis	✓
Count sheets	Up to 3
Traceable items	✓
Batch "Found" function for traceable goods	✓
Stocktake profiles	✓
Tolerance control	✓
Resolve function	✓

## BILL OF MATERIALS

Data entry	Works order, allocate, de-allocate, issue, return, adjust, complete
<b>Specialist Functions</b>	
Landed Costs	✓
BOM traceability: assembly, sub-assembly & component level	✓
Single item Works Order Creation option	✓
Work In Progress nominal analysis	✓
Works Order batch progress	✓
Batch processing	✓
Where Used function	✓
Make function	✓
Unlimited components per level	✓
Stock Re-order Level works order creation	✓
Kitting option	✓
Phantom sub-assemblies	✓
Assembly Cost Update utility	✓
Works Order movements – component level	Top, Bottom, Highest
Material lists	✓
Back to back	✓ (with SOP)
Up to 9 levels	✓
Enquiries	✓
Drilldown	✓

## COSTING

Data Entry	Contracts, jobs, phases, estimates, budgets, job costs, timesheets, batch input, commitments & revenues
Contract Code	10 (alphanumeric)
Job Code	10 (alphanumeric)
Estimate Code	10 (alphanumeric)
<b>Specialist Functions</b>	
Contracts	✓
Jobs	✓
Estimates	✓
Original and revised budgets	Costs, Write-off and Revenue
Commitments	✓
Phases	✓
Periods	✓
Departments	✓ (Maintenance table)
Frameworks	✓
Cost codes	Unlimited
Number of cost rates	999
Subcontractors	✓
Invoice billing	✓
Global cost code update	✓
Cost and revenue matching	✓
Definable contract, job, phase & department descriptions	✓
Stock cost code creation and update	✓
Payroll timesheet transfer	✓
Percentage Complete analysis	✓
Definable Costing Views	✓
Drilldown	✓
Integration	Sales Ledger, Purchase Ledger, Stock, Bill of Materials, SOP, POP, Payroll, CRM, Service & Helpdesk Management

## PAYROLL

HMRC PAYE Recognition	✓
Data Entry	Payment/deductions, holidays, leavers, transfers, override, absence, statutory payments, attachment orders, pensions
<b>Specialist Functions</b>	
Payroll Groups	36
No. of Payment profiles	999
No. of Deduction profiles	999
Half-day holidays	✓
Transaction history	999 Pay Periods
Re-print Payslip facility	✓
Group Calendar facility – Tax Year Lookup	✓
Pay frequencies	Weekly, 2-weekly, 4-weekly, monthly
Payment methods	Cash, Cheques, BACS, Autopay
SSP Diary	✓
SSP Qualifying Days Patterns	✓
Automated SAP, SSP and SMP processing	✓
Automated OSPP (Birth), OSPP (Adopt), ASPP (Birth) and SPP (Adopt) processing	✓
Student loan processing	✓
Standard/Special Directors' payroll	✓
Retrospective NI Adjustment utility	✓
Automated Attachment of Earnings Orders (Priority AEO, Non-Priority AEO, DEO, CCAEO, CTAEAO, EA, CMA & MCF)	✓
Attachment Orders reporting	✓
Advanced pension processing: Stakeholder, COMP, COSR, Group, Personal, COMB, Free Standing AVC, Appropriate Personal Pension, Other	✓
Pension reporting	✓
P32 processing	✓
Net of basic rate tax	Automatic
% or value deductions	✓
Departmental analysis	✓
Holiday Pay Average	✓
Include Historical Employees facility	✓
Trade Dispute Tax Withhold facility	✓
Global payment and deduction changes & clear-down	✓
No of NI code changes	8
Scottish tax	✓
Global Tax Code routine	✓
Global pension transfer	✓
P46, P46(PEN) and P46(Expat) reporting	✓
P32, P11, P45(1) and P45(3) reporting	✓

*continued on p.15*

## PAYROLL *cont.*

P46, P46(PEN), P46(Expat), P45(1) and P45(3) online submission	With Online Filing Manager
End-of-Year and In-Year online filing	With Online Filing Manager
Online filing test submission facility	✓
Reporting	Summary, Payment, Periodical, Misc EOY, Special Reports
Advanced Nominal Dimension analysis	✓
Nominal Ledger masking	✓
Audit Log	✓
Definable payroll Views	✓
Personnel	✓
Integration with Nominal Ledger, Cashbook, Costing and Personnel	✓

## CRM

Unlimited customer, prospect, supplier, "other", competitor, reseller and key A/C records and contact details	✓
Group calendar facilities and Microsoft Outlook® integration	✓
Send e-mails, mail merge campaigns and e-shots	✓
Attach incoming e-mail from MS Outlook	✓
Convert prospect/quotation details to live customer/sales orders	✓
Quotation generation	✓
Sales forecasting reports, optionally adjusted for probability	✓
Sales analysis by opportunity status/user/contact/company	✓
Definable Opportunity Views	✓
Opportunity analysis	By sale type, sale stage, lost & won, sale reason
Company analysis	By industry/company
Contact analysis	By department/job title
Import or update existing customer and supplier records from the Sales/Purchase Ledgers or from an Excel spreadsheet	✓
Opportunity tracking	✓
Pipeline tracking	✓
Referral methods	✓
Publish quotes with covering letter and additional documents	✓
Contact groups	✓
Activity types with MS Outlook integration	✓
Activity outcomes	✓
Cost and default settings	✓
User definable fields	✓
Mail merge templates	✓
Calendars	Daily/weekly/monthly/group/SPM Today
Advanced Search	✓
Batch processing	✓
Recurring & follow-up activities	✓
Remote processing functionality	With SPM Remote

## SERVICE & HELPDESK MANAGEMENT

Resource & Summary scheduling	✓
Skills and Service Area matching	✓
Standard and summary engineer and resource scheduling	✓
Worksheet recording and billing	Time, Expense, Parts, Consumables, Requisition
Convert sales opportunities to installation projects with phase creation	✓
Phase templates	✓
Attach related documents and e-mails to a contract	✓
Batch-post invoices for chargeable items and time to Invoicing/SOP	✓
Equipment models and components for fast Equipment Register entries	✓
Process stock issues and returns from worksheet entries	✓
Flexible billing periods and contract renewals	✓
Fault Code analysis	✓
Contract Renewal and Warranty Expiry reporting	✓
Batch generate Preventative Maintenance calls	✓
Integration with PDAs, TomTom Business Solutions and web forms	✓
Call stages	Raised, Allocated, Planned, Travelling, Working, Complete
Call types including default job types	Helpdesk, Preventative Maintenance, Installation and Change Requests
SLA monitoring	✓
Knowledgebase facility	✓
Integration with Costing, SOP and Stock Control	✓
Global contract price update	✓
Global billing periods creation	✓
Batch equipment Preventative Maintenance calls generation	✓
Import equipment record from SOP	✓
E-mail, mail merge, quick letter creation	✓
Contract discounts	✓
Contract balances	Hours, calls, PO value
Contract billing	✓
User-defined fields	✓
Service kits	✓
Contact Viewer	✓
Various call sheet reports	✓
Drilldown	✓