



Opera 3 (1.30)

Guide to Enhancements



LANDED COSTS

System Manager: Company Profiles

Enhancement

An option called **Landed Costs** on the **Company Profiles** form determines whether landed costs are used in Opera 3. This is enabled only if you use both the Stock Control and Purchase Order Processing applications.

Before you tick this option it is advisable that all stock transactions are transferred to the Nominal Ledger. After you tick this option the Nominal Ledger control accounts for landed costs on the **Nominal Ledger - Utilities - Set Options** form are updated with the control accounts that have already been set up for stock transactions. You can override these if necessary.

Benefit

Landed costs are the additional costs incurred in getting goods you purchase from your suppliers to your premises. Landed Costs have been added to Supply Chain Management to help improve costing and accountability when purchasing stock, particularly from overseas suppliers. The total cost of a landed shipment includes the purchase price of the goods, but can also include freight costs, insurance, warehousing and other costs. In some instances, it may include customs duties and other taxes that may be levied on a shipment.

Landed Costs can be posted to the Nominal Ledger to ensure more accurate Profit & Loss and Balance Sheet reporting. These costs are also included on the various stock-related processes such as the Stock Valuation Report, to provide a more accurate picture of the value of your stock.

Knowing both the purchase price and the landed costs is critical because the total cost needs to be linked to the sales price so that you know what your profit margin will be.

Landed costs are optional; if you wish to use landed costs, this option can be activated within Company Profiles.

System Manager: Monitor Companies

Enhancement

The Stock Value column on the **Monitor Companies** form is made up of the values of all the stock items in the Stock Control application. If landed costs have been applied to stock items, these costs are also included in this stock value.

Benefit

The **Monitor Companies** form displays company balance information for Debtors, Creditors, Sales Orders and Stock. Displaying this information on a single form is useful to give you an overall summary of the company's financial position.

If landed costs are active then the stock value will include both the stock and the landed cost values. This shows the total value of the stock costs in your company.

Stock Control: Landed Cost Groups

Enhancement

A new maintenance table called **Landed Cost Groups** allows you to define groups for different types of landed costs. You can link **Landed Cost Types** to these groups to view summary landed costs on the Landed Costs Report in Opera 3 for different types of costs.

The use of groups is optional. If you don't define a group, this function is ignored in processing. However, once you have created at least one group record, all **Landed Cost Types** must have a group assigned.

Benefit

Landed Cost Groups are optional but it does make it easier to operate landed costs if groups are used. Landed Cost Groups allow you to group together different Landed Costs Types for data selection and reporting. For example, you might have a number of Landed Cost Types for different types of Freight, such as road/rail/sea/air. You could link these Landed Cost Types into one group called "Freight", so you can report on these landed costs individually or under the Freight group.

It is also possible to assign a Nominal Account Code to a Landed Cost Group. Landed Cost Types inherit the Nominal Account Code from the Landed Cost Group. This means that you do not need to assign this Nominal Account Code individually to each Landed Cost Type so creating these items is faster and you are less likely to make mistakes.

Stock Control: Landed Cost Types

Enhancement

A new maintenance table called **Landed Cost Types** allows you to define how landed costs are calculated for relevant stock items. Each type includes a code and description to help you recognise it when you use it in Opera 3. You also define a calculation method for each type, used to calculate the landed cost for a transaction. Up to four Landed Cost Types can be assigned to each stock item.

Benefit

Landed Cost Types are key to the operation of landed costs; they define the individual landed cost items that can be assigned to stock records, which are used to build up the total landed costs for that item.

These codes provide a flexible way of defining the values of your landed costs. It is possible to leave the default value empty; this allows the value of the landed cost to be entered when stock is received, providing even more flexibility in assigning landed cost values.

You can also specify a Nominal Account Code. You only need to do this if the Nominal Account Code on the Landed Cost Groups or in the Nominal Ledger Set Options is not correct for this type of landed cost, providing flexibility in the way these costs are analysed in the Nominal Ledger.

Stock Control: Receipts

Enhancement

A new box on the **Receipts** and **GRN** forms displays the expected landed cost for a stock receipt. Both the unit cost and the expected landed cost are used to provide the total cost of the receipt. This applies to all types of stock.

When the stock item is issued to a customer, the total cost (including both the unit cost price and the landed cost) is taken into account when margins are calculated. Where these costs are displayed in Opera 3, such as in these Sales Ledger forms: View, Sales Analysis, Sales History; and these Sales Order Processing reports: Orders Listing, and Quotes and Proformas report; they include both the unit cost and the landed cost.

A shipping reference can be entered whenever a receipt is posted in Stock Control or POP. This provides an accurate link from the receipt of the stock item to the documentation related to the shipping of the item if Landed Costs is in use.

Benefit

When a stock receipt is posted, you can see both the purchase price of the item as well as the landed cost price to give you a total cost of the receipt. It is possible to change the default landed cost prices at the point of receipt, so that they more accurately reflect the cost of a particular receipt.

When these items are sold to a customer within Sales Order Processing / Invoicing, you can see the selling price, the cost value including the landed costs, the profit margin percentage, and the profit value. This is a much more accurate view of the margins because they are based on the sales price and the total cost price including landed costs.

With landed costs activated, a Shipping Reference can be entered when a stock receipt is posted. Where multiple stock items are received in one delivery, this Shipping Reference allows you to group together all of those receipts. This can be useful if you want to reconcile the actual landed costs against the expected landed costs for that particular delivery.

The Shipping Reference is shown in the Stock View and on a number of reports such as **Landed Costs** and **GRN** reports.

Stock Control: Override Landed Costs

Enhancement

When a stock receipt is posted, the landed cost can be changed on the **Override Landed Costs** form, which is accessed via the **Action** menu on the Receipt or GRN forms.

When you receive stock the expected cost is calculated and displayed. If necessary, you can override how the landed costs were calculated for the receipt. For example, if the Landed Cost Type is set to calculate the cost as 5% of the unit price but the actual cost is 7%, you can change this. If you are receiving multiple stock items you can override how the landed costs were calculated for each stock item.

Benefit

When a stock receipt is posted you can see both the purchase price of the item as well as the landed cost price. It is possible to change the default landed cost prices at this point if different to the default values. It is also possible to remove any Landed Cost Types that are not applicable to this delivery, such as insurance. This allows the landed costs value to reflect the actual costs that are being incurred because they may vary with each delivery.

Stock Control: Global Price Changes

Enhancement

Global Price Changes can now recalculate default landed costs for chosen items. If landed costs have been set for a stock item on the **Stock Control - Processing** form, the **Recalculate Landed Costs** option will recalculate landed costs for the selected stock items or those in the selected categories. Also, any warehouses linked to a stock item will be updated if a landed cost price has been set for the warehouse.

Prices are calculated using:

- the Landed Cost Types assigned to each stock item
- the unit cost price for the stock item
- the unit cost price for any linked warehouses

Benefit

When Landed Cost Types are added to a stock item the landed cost field on the stock item is not automatically updated with those values. This can be achieved by running the Global Price Changes routine and selecting the **Recalculate Landed Costs** option. This saves time because you do not have to manually calculate and add these figures to each stock item.

Stock Control: Landed Costs Reports

Enhancement

The **Landed Costs** report displays the landed costs recorded when stock receipts were posted. You can sequence the report in different ways including by Landed Cost Type and Landed Cost Group. This report can be used to help with the reconciliation of expected landed costs with actual landed costs charged. After establishing the variances between expected and actual costs, you can work out any loss or gain and post a journal to the Nominal Ledger as necessary. You can also use this report to monitor the recorded landed cost values or percentages on the Landed Cost Types you have set up and make amendments if necessary.

The **Landed Costs Settings** report displays information about stock items with Landed Cost Types assigned to them. It displays the Landed Costs Types for each stock item, their default value, calculation method and whether it is included in the aggregated cost calculation. The Landed Costs Types are grouped by Landed Costs Group if they are used.

Benefit

The **Landed Costs** report allows the stock receipts to be viewed in a number of different ways to help you analyse the landed costs transactions. It is possible to sequence this report into a number of ways including Shipping Reference, Landed Cost Type and stock reference.

This report, used in conjunction with the Stock View, allows all landed costs values to be tracked and analysed.

The **Landed Cost Settings** report shows all the Landed Cost Types that have been assigned to each of your stock items. This is useful to help you ensure that you have assigned them correctly.

Stock Control: Other Stock Reports and Views

Enhancement

The **Stock Valuation** report can now display landed costs. The landed cost for FIFO stock is calculated from the balance of each receipt transaction for the stock item. The landed cost for non FIFO stock is calculated using the Average Landed Cost price or the Standard Landed Cost price for the stock record or its warehouse record, if applicable.

The **Issues Report** can now display landed costs. When the stock item is issued to a customer, the total cost (including both the unit cost price and the landed cost) is taken into account when margins are calculated.

The **Record Sheets** and various views in Stock Control also display landed cost details for each stock item. The GRN Report also displays a Shipping Reference if one was entered for the receipt.

Benefit

The **Stock Valuation** report can include both the landed costs and purchase price in the cost price figures. It also displays the sales price and the calculated profit margin. Since the cost price can include landed costs, this report gives a much more accurate calculation of your potential profit margins if the goods were sold at their specified sales price. This report can also be run excluding landed costs if required.

The **Issues Report** can include both the landed costs and purchase price in the cost price figure. It also displays the actual sales price, actual profit value and profit margin on the sale, reflecting your profit more accurately. This report can also be run excluding landed costs if required.

The **Record Sheets** and **GRN Reports** include both the landed costs and purchase price, helping you identify stock items that are subject to landed costs. The GRN Report also includes the Shipping Reference entered when the goods were received.

Stock Control Processing: Landed Costs Types

Enhancement

A new **Landed Costs** form linked to the **Stock Processing** form is where you 'switch on' landed costs for a stock item and apply Landed Cost Types to that item. You can apply up to four Landed Cost Types to an item. This form is available from the **Action** menu on the **Stock Control Processing** form.

Benefit

It is possible to assign Landed Cost Types to stock records, however there is an **Apply Landed Costs to this stock item** flag that allows you to 'switch on' or 'switch off' the application of landed costs. This can be useful when creating a stock record, particularly as a model, where you require the same Landed Cost Types but are unsure of the default values that apply to this new stock item. The application of landed costs can be disabled until those figures are available at which point those figures can be entered and landed costs 'switched on'. However, the Landed Cost Types are retained so that they do not need to be added again, making this a much quicker process to activate landed costs on a stock item.

The Landed Costs form is synchronised to its parent stock record, meaning that as you move from one stock item to the next the landed costs form moves in sequence. This makes it quicker to add Landed Cost Types to stock records because you do not need to re-launch the Landed Costs form for each stock item that needs Landed Cost Types applied. It also makes it easier to view Landed Cost Types assigned to stock records because as you move between stock records their Landed Costs Types will be displayed.

Stock Control Processing: Landed Costs Prices

Average or Standard Landed Cost prices and **Last Landed Cost** prices are displayed for each stock item and each warehouse, if warehouse prices are used. These prices are used on the Stock Valuation report and also when a transaction is posted for the stock item, such as when it is issued to a customer.

The landed cost value for a stock item (either standard or average based on the stock profile in use) and the last receipt cost are displayed on the **Stock Processing** form. It is also displayed on the **Warehouse** form if warehouse prices are in use. This allows you to immediately see the expected landed costs and the landed cost price from the last receipt into stock. The unit cost for the stock item is also displayed, giving you all the costing information you need for a stock item.

These figures are used in a number of areas such as stock receipts in Stock Control and Purchase Order Processing, and on sale orders and invoices in SOP/Invoicing. This provides a more accurate view of costs and margins when using these stock items because it includes both the unit prices and the landed cost prices to give a true total cost.

SOP: Cost Price

Enhancement

The cost displayed on a transaction now includes the landed costs, if relevant. Whether the cost price is displayed or not is controlled by the **Show Cost + Margin** option on the **Set Options** form and on whether the user has manager rights.

The caption for the Cost box also changes to **Cost inc. LC** to indicate that the price shown includes landed costs.

Benefit

When stock items that have landed costs assigned are sold to a customer within SOP/Invoicing, you can see the selling price, the cost value including landed costs, the profit margin percentage and profit value. This is a much more accurate view of the margins because they are based on the sales price and the total cost price including landed costs.

POP: Receipts

Enhancement

A new box on the Receipts form displays the expected landed costs for a stock receipt.

When a stock receipt is posted the landed costs can be changed on a new form called **Override Landed Costs**. For example, if the Landed Cost Type is set to calculate the cost as 5% of the unit price but the actual cost is 7%, you can change this. If you are receiving multiple stock items you can override how the landed costs are calculated for each stock item.

This form is opened from the **Action** menu on the **Receipts** form.

Benefit

When a purchase order receipt is posted you can see both the purchase price of the item as well as the expected landed costs price. It is possible to change the default landed costs prices at this point if they are different to the default values. It is also possible to remove any Landed Cost Types that are not applicable to this delivery, such as insurance. This allows the landed costs value to reflect the actual costs that are being incurred because they may vary with each delivery. This provides a flexible way to enter and modify the landed costs on a receipt by receipt basis.

Nominal Ledger: Set Options

Enhancement

The **Set Options** form includes new control accounts for Landed Costs. If Stock Control is linked to the Nominal Ledger, stock receipts and issues that involve Landed Costs are posted to these new control accounts.

When the **Landed Costs** box on the **Company Profiles** form is first selected, the Landed Cost Control Accounts are automatically aligned with these equivalent accounts for Stock Control:

- Landed Costs In = Goods In
- Landed Costs Out = Goods Out
- Stock Landed Costs = Stock
- Landed Costs Move Suspense = Stock Susp P+L
- Landed Costs Suspense = Stock Susp B/S.

You can override these accounts if necessary.

Benefit

When stock items have landed costs assigned to them, receipts into stock and outward movements to customers will all make postings to the Nominal Ledger. This allows the stock movements and the landed costs transactions to be taken into account in order to produce an accurate Profit & Loss and Balance Sheet. This is used to determine how much profit you are making on the stock you have sold (Profit & Loss) and what your unsold stock is worth (Balance Sheet).

The **Set Options** form allows you to set up the default nominal accounts for landed cost transactions, some of which can be overridden when Landed Cost Groups and Types are created. By defining these default nominal accounts, you can simply enter the stock receipts and the system will know where to post the related nominal journals. Similarly, users of SOP/Invoicing will see landed costs values but the system will know where to post the related nominal journals. This makes implementation of landed costs simpler because control accounts are used to automate nominal postings.

Nominal Ledger: Stock Revaluation

Enhancement

A new option on the **Stock Revaluation** form called **Include Landed Costs** recalculates the total landed costs value for all relevant stock items in the Stock Control application.

Where this option is ticked the revaluation will calculate the total landed costs value for all relevant stock items in the Stock Control application and then compare that value with the balance of the Stock Landed Costs control account. This account is defined on the **Nominal Ledger – Utilities – Set Options** form. If the values are different, a revaluation adjustment will be posted to the Stock Landed Cost control account; the contra entry will be posted to the account you enter in the **Landed Costs** box (effectively the landed costs suspense account). Details of the posting are included in the report.

Benefit

If the landed costs balances in the Nominal Ledger differ to those in the Stock Control application, this option posts the correcting nominal journals to bring the balances back into alignment. This saves you from having to make manual nominal entries.

LANDED COSTS *cont.*

Bill of Materials: Processing

Enhancement

A new option on the Bill of Materials **Processing** form called **Apply Landed Costs** determines that landed costs should be applied to the assembly when it is issued to a customer. These costs will then be included in the valuation of the assemblies on the Stock Valuation report.

You need to manually set a unit landed costs for each assembly in Stock Control; you cannot allocate Landed Cost Types to assembly records.

Benefit

The sum of the landed costs of components used in an assembly can be added to the assembly record. This means that the value of assemblies in the Stock Valuation report will also include landed costs, giving a more accurate reflection of the costs.

FINANCIALS

Sales Ledger: Retrospective Debtors Report

Enhancement

A new **Retrospective Debtors** report is available. This is a historical report that produces a list of outstanding customer debts as at a date you specify, aged according to the length of time the debt had been outstanding at that date. If you want to see what your Debtors Report looked like, say on 31/12/2010, you can enter that date for the report to calculate your debtors' position at that time.

The report uses a **Produce Report As At** date to find the relevant transactions and calculate the debt position. For the purposes of the report, the relevant transactions that are included on the report are rewound to the position they were in on the **Produce Report As At** date you enter. All invoices, receipts, refunds, credit notes and adjustments that were on a customer's account are taken into account. Invoices that were paid and allocated after the Produce Report As At date are also deallocated to provide a true historical report. Any transactions that were posted after the date entered are ignored.

Benefit

The standard **Debtors Report** allows the outstanding debts to be viewed, but "as of today"; they cannot be viewed retrospectively. This means that you cannot look back at how the debts were at a specific date in the past.

The new **Retrospective Debtors** report allows you to re-run your Debtors report at a specific date in the past. All relevant transactions on or before that date are included in the report to produce a view of the data as it would have been if the report had been run on that specific date.

This retrospective report will be able to recreate the data, provided the date specified on the report is not outside the Keep Transactions range set in the Sales Ledger Set Options form. This means that when a customer upgrades to Opera 3 (1.30) either from Opera II or an earlier version of Opera 3, they will be able to run this retrospective report immediately.

Retrospective Debtors reports can be extremely useful, particularly at period-end or year-end for auditing purposes.

Sales Ledger: Views

Enhancement

The transaction drilldown on the **View** form on the main menu now include the Sales Analysis code used when an invoice or credit note was posted. The transaction view displays the details that make up the totals on the main view form.

Benefit

Adding the Sales Analysis code to the transaction drilldown provides additional information that can be used in analysis of sales data. The transaction drilldown is an "active grid" which means that the Sales Analysis code column can be sorted ascending or descending. More importantly the data can be copied and pasted into other applications such as MS Excel. This means that the Sales Analysis code can now be included in external analysis of the sales data.

FINANCIALS *cont.*

Purchase Ledger: Retrospective Creditors Report

Enhancement

A new **Retrospective Creditors** report is available. This is a historical report that produces a list of outstanding supplier debts as at a date you specify, aged according to the length of time the debt had been outstanding at that date. If you want to see what your Creditors Report looked like, say on 31/12/2010, you can enter that date for the report to calculate your creditors' position at that time.

The report uses a **Produce Report As At** date to find the relevant transactions and calculate the debt position. For the purposes of the report, the relevant transactions that are included on the report are rewound to the position they were in on the **Produce Report As At** date you enter. All invoices, payments, refunds, credit notes and adjustments that were on a supplier's account are taken into account. Invoices that were paid and allocated after the Produce Report As At date are also deallocated to provide a true historical report. Any transactions that were posted after the date entered are ignored.

Benefit

The standard **Creditors Report** allows the outstanding credits to be viewed, but "as of today"; they cannot be viewed retrospectively. This means that you cannot look back at how the credits were at a specific date in the past.

This new **Retrospective Creditors** report allows you to rerun your Creditors report at a specific date in the past. All relevant transactions on or before that date are included in the report to produce a view of the data as it would have been if the report had been run on that specific date.

This retrospective report will be able to recreate the data, provided the date specified on the report is not outside the Keep Transactions range set in the Purchase Ledger Set Options form. This means that when a customer upgrades to Opera 3 (1.30) either from Opera II or an earlier version of Opera 3, they will be able to run this retrospective report immediately.

Retrospective Creditors reports can be extremely useful, particularly at period-end or year-end for auditing purposes.

Purchase Ledger: Views

Enhancement

The transaction drilldown on the **View** form on the main menu now include the Supply Code used when an invoice or credit note was posted. The Transaction View displays the details that make up the totals on the main view form.

Benefit

Adding the purchase analysis code to the transaction drilldown provides additional information that can be used in analysis of purchase data. The transaction drilldown is an "active grid" which means that the purchase analysis code column can be sorted ascending or descending. More importantly the data can be copied and pasted into other applications such as MS Excel. This means that the purchase analysis code can now be included in external analysis of the purchase data.

Nominal Ledger: Accounts

Enhancement

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

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

Benefit

Amending the description on the main account allows that new description to ripple down to the linked cost centre accounts, automatically updating those related descriptions. This saves time because you do not need to change each linked account description manually.

If any of the related cost centre accounts have a description that is different to the main account then, optionally, those descriptions can also be updated. This provides the flexibility to either keep or overwrite the related cost centre account descriptions.

Purchase Invoice Register: Post

Enhancement

If you use Open Period Accounting, the **Post** form in the Purchase Invoice Register includes the Nominal Ledger posting date. This is the date used to determine the period in the Nominal Ledger that the transaction is posted to.

In this release, if an invoice or credit note's transaction date falls in a later Nominal Ledger period than the one for the date you enter here, its Nominal Ledger posting date will be set to the same date as the transaction date.

For example, you enter a Nominal Ledger posting date of 30/09/2011 which falls in period nine in the Nominal Ledger. Period nine runs from 1 September 2011 to 30 September 2011. Three invoices are displayed for posting to the Purchase Ledger:

- Invoice 1 has a date of 10/09/2011
- Invoice 2 has a date of 25/09/2011
- Invoice 3 has a date of 02/10/2011

Invoices 1 and 2 fall in period nine in the Nominal Period so they are posted to that period. As the transaction date for invoice 3 falls after the 30 September, its Nominal Ledger posting date is set to the same date as the invoice date - 02/10/2011. Invoice 3 will then be posted to period ten (if it is open) when the **Nominal Ledger – Utilities – P/L Transfer** command is run.

Benefit

The Nominal Ledger posting date is no longer fixed where you have invoices and credit notes that have transaction dates that fall into a future Nominal Ledger period. Such transactions will be posted into the relevant future Nominal Ledger period, provided that it is "Open" for posting.

This means that you do not need to sort your purchase invoices into:

- those that are to be posted into the period defined by the entered Nominal Ledger posting date
- and those that are to be posted into a future Nominal Ledger period because their transaction dates are ahead of the entered Nominal Ledger posting date

The system will post those transactions into a future Nominal Period based on their transaction dates.

This allows users to post purchase invoices in bulk making this process faster.

OTHER ENHANCEMENTS

Favourites Bar: Order Favourites

Enhancement

Each user's favourite groups and commands can now be saved according to their requirements in the Ribbon Bar and the Navigation Pane.

A new command called **Order Favourites** has been added to the **Ribbon Bar Options** form and the **Navigation Pane Options** form. To change the position of a group or command on the Order Favourites form, simply click and drag it to the desired position.

Benefit

In previous versions of Opera 3, the commands within groups were shown in alphabetical order within the Favourites bar. This new function allows you to reorder the groups and to reorder the commands within a group.

This means that each user now has full control over their Favourites bar, making navigation faster and easier.

Views

Enhancement

In the Sales Ledger, Purchase Ledger, Nominal Ledger, Costing, Stock Control, Payroll and Sales Pipeline Management applications, the **View** forms on the main menu now display the list of available views in alphabetical order rather than the order in which they were created.

These views display the information based on the settings you enter on the **Criteria** tab.

Benefit

Views are easy to use and a powerful way to interrogate and analyse Opera 3 data. It is possible to create any number of Views with up to six levels of analysis, with the ability to drill down further into underlying data such as transactions. The **Criteria** tab allows users to filter the data displayed in the View. Data in a View can be printed, graphically displayed or copied into external applications such as MS Excel.

Being able to order these **Views** means that you can easily place the most popular or important Views at the top of the selection list. It also makes it possible to use the **View Code** to structure different types of Views together in the selection list, making it easier for you to locate the required View.

SUPPLY CHAIN MANAGEMENT

SOP: Contact details

Enhancement

The **Processing** form is used to create and process quotations, pro forma invoices, sales orders, delivery notes, invoices and credit notes. The form now displays the name and email address of both the account contact and the order contact for the customer.

Benefit

This presents important customer contact information for both the person in the accounts office and the person who deals with orders. Useful, if you need to contact a customer regarding documents within Sales Order Processing / Invoicing.

SOP Processing & Invoicing: Lines View

Enhancement

The **Lines** view on the Processing, Batch Processing and Repeat Invoice forms display the details of documents posted for the customer. The view now includes the sales analysis code used when the document was posted. This code is used as part of the analysis in the Sales Ledger when an invoice or credit note is posted.

Benefit

Adding the sales analysis code to these Line views provides an additional way of analysing the data. These views are "active grids", which means that the sales analysis code column can be sorted ascending or descending. More importantly, the data can be copied and pasted into other applications such as MS Excel. This means that the sales analysis code can now be included in external analysis of the sales data.

SOP & Invoicing: Quotes and Proformas Reports

Enhancement

The **Quotes and Proformas Report** displays a list of quotations and pro forma invoices, and now includes quotations for both prospects and customers that were posted in the Sales Pipeline Management application. Both active and inactive quotations can be included on the report.

Sales Pipeline Management is available in the VFP edition only.

Benefit

The integration between CRM and SOP/Invoicing has been improved. It is now possible to include quotes raised against prospects in Sales Pipeline Management in the Quotes and Proformas report in SOP/Invoicing. Previously it was only possible to see quotes to existing customers. This gives your SOP users a more accurate view of the current sales pipeline.

Within Sales Pipeline Management, both customer and prospect quotes can be marked as "Inactive". It is now possible to also include these "Inactive" quotes on this report, allowing the full sales activity for customer to be viewed by SOP users.

POP Processing: Published Indicator

Enhancement

The **Processing** and **Documents** forms are used to create and process purchase orders and documents for suppliers designated as purchase order suppliers. The forms now include a column that displays a different status for purchase orders and documents that have been viewed on screen, saved as a file, printed, reprinted, or e-mailed. Previously the column displayed 'X' if an order or document was printed.

Benefit

The new **Published** column provides far more meaningful information about the distribution of a document. It is now possible to see if a document has been published and if so if it was e-mailed, printed or saved as a file. This helps you identify the communication method to your supplier should queries arise about a particular document.

POP: Dormant Suppliers

Enhancement

The **Set Options** form is used to choose options and controls that affect how Purchase Order Processing works. The form now includes a new option called **Allow Suppliers with Products to be Dormant**. If this option is selected supplier records can be marked as dormant even if they have supplier product items linked to them.

Benefit

It is possible to link suppliers to products and use these in the creation of purchase orders. In previous versions of Opera 3 a supplier could not be marked as being "dormant" if products were linked to the supplier, so the supplier had to be removed from all products before it could be marked as dormant. With this option set it is now possible to mark a supplier as being dormant, without the need to remove the supplier from all of the linked products.

Purchase orders can't be raised for dormant suppliers. However, if a dormant supplier is subsequently reinstated then it will be possible to raise purchase orders for those products. It will not be necessary to link products to that supplier because the previous links will still be valid. This makes it easier to use the dormant flag on suppliers.

Stock Control: Order Lines

Enhancement

The GRN (Goods Received Notes) form is used to enter details of goods as they are received. When a Goods Received Note is posted, the purchase order line number is now displayed on the **Purchase Order Lines** form. This applies where details from a purchase order are used as the basis of a stock receipt. The line number from the purchase order is also displayed on the **GRN Details** form.

Benefit

The purchase order line number is now displayed in both the **Purchase Order Lines** and the **GRN Details** forms when the GRN is used to post a purchase order receipts. This is particularly useful if there are multi lined purchase orders because it makes it quicker to identify the purchase order lines so that the received quantity can be entered.

Stock Control: GRN and RTV details

Enhancement

The **Stock Transactions** view displays details of stock issues, returns, allocations and adjustments. The form now also displays the GRN (Goods Received Note) reference, the RTV (Return To Vendor) reference and their respective line number from the GRN or RTV.

Benefit

Adding the GRN and RTV reference to the **Stock Transactions** view provides additional information that can be used in analysis of stock data. The Stock Transactions view is an "active grid" which means that these new columns can be sorted ascending or descending. More importantly the data can be copied and pasted into other applications such as MS Excel. This means that these references can now be included in external analysis of the stock data.

Stock Control: Due Date on SOP View

Enhancement

The **Sales Order Transactions** view displays details of sales orders, along with their allocated, picked, delivered and invoiced quantities. When displaying sales orders the form now also displays the expected due date for each sales order line.

Benefit

The due date for each line of the sales order is now included in this Sales Order Transactions view in Stock Processing, providing additional information that can be used for analysis. This view is an "active grid" which means that the sales order due date can be sorted into ascending or descending order, showing a sales order schedule. More importantly, the data can be copied and pasted into other applications such as MS Excel, so that it can now be included in external analysis of the stock data.

NOTIFICATION SERVICES

Shutdown: Lockout Only

Enhancement

New options called **Shutdown** and **Lockout Only** have been added to the Shutdown form.

The **Shutdown** option allows you to enforce a shutdown of Opera 3 and also prevent users from logging into Opera 3.

The **Lockout Only** option allows you to prevent users from logging into Opera 3 without enforcing a shutdown of Opera 3. Users who are already logged in to Opera 3 will not be affected by the lockout. The lockout period can be defined in minutes, hours or days. Users to be locked out can be chosen individually or as a member of a user group, if groups are used.

Benefit

The previous version of **Shutdown** allowed you to automatically log users out of Opera 3, and at the same time restrict user login by specifying a lockout period. Opera 3 (1.30) now provides a choice of two options:

- Forcibly shut down users logged into Opera 3 and restrict them from logging back in by selecting **Shutdown**, or
- Restrict users from logging into Opera 3 by selecting **Lockout Only**

Lockout Only means that users defined in the distribution list that are already logged into Opera 3 will remain logged in and will not be forcibly shut down. However, defined users that are not currently logged in on the specified lockout date and time will not be permitted access to Opera 3 until the lockout period has passed.

The Shutdown service is now more adaptable, and helps manage a busy multi-user environment by providing more flexibility. For example, if a member of the finance team needs to perform a Nominal Ledger Period End, or the Payroll administrator needs to perform an Update, they can remain logged into Opera 3 to run these processes, while other members of the finance or payroll teams can be locked out until these processes are complete. Other teams may be completely unaffected, eg the CRM team could continue to process as normal, completely unaffected by the lockout.

Calendar: Individual Messages, Lockouts and Shutdowns

Enhancement

A new **Calendar** view has been added to the **Action** menu on both the **Messaging** and **Shutdown** forms. The calendar highlights the past, present and future dates for the selected message, lockout or shutdown.

Benefit

The **Calendar** view within the **Action** menu on both the **Messaging** and **Shutdown** forms visually presents the dates that an individual message, shutdown or lockout only is planned. This provides users with a quick reference calendar to help them schedule these activities, and helps clarify that the date and frequency specified is as intended.

Calendar: Global Messages, Lockouts and Shutdowns

Enhancement

A new **Calendar** view has been added to the **Scheduling** menu. By default all active messages, lockouts and shutdowns are displayed on the form for the date selected, but you can tick the Include Inactive Messages box to view records that are not active. The time, message title and message type are displayed in a grid next to the calendar.

The dates when messages, shutdowns or lockouts are scheduled are highlighted in bold in the calendar.

Benefit

This **Calendar** view highlights in bold dates that have messages, shutdowns and lockouts scheduled, making them easy to identify: highlight a particular date in the calendar to see what activities have been planned and whether they are active or inactive.

When scheduling new activities this Calendar provides a very useful view of planned activities to help you avoid arranging overlapping actions. As messages can also relate to non-Opera 3 activities, this can provide a diary view of actions in other parts of the business.

SCHEDULED REPEAT INVOICING

Use Scheduler

Enhancement

The **Repeat Invoice** form in Sales Order Processing or Invoicing includes a new box called **Use Scheduler** to allow the invoice postings to be Scheduled.

The invoices that are posted are those that are ready for posting on the **Invoice Up To** date, not the date that you set up Repeat Invoicing for Scheduled postings. So, if on Monday you set up Repeat Invoicing to schedule invoice postings up to Friday of that week, all the documents that are due to be posted up to Friday will be posted, not only those that were due to be posted up to the Monday. For this reason you will not see the Suggested Repeat Invoices List form that is normally displayed when Repeat Invoicing is used for immediate postings; you cannot choose individual invoices to be posted.

Benefit

Many organisations regularly produce contract invoices for customers. To do this the Repeat Invoice routine, which uses contract documents to generate these types of invoices, is run on a regular basis. This can be time-consuming and can often have a heavy impact on the usage of the Opera 3 system.

This new option allows you to run this process automatically outside of office hours without affecting other day to day processing.

Repeat Invoices: Use Scheduler Options

Enhancement

The **Use Scheduler Options** form allows you to define how customer accounts and traceable stock items are processed.

You can decide to:

- Include customer accounts that are either over their credit limit or on stop
- Automatically pick traceable numbers for stock items that are either serially or batch traced.

These choices will only affect this invoice run. When you next create a Scheduled invoice run, you can set these options differently if required.

This form is displayed only if these options are selected in Opera 3:

- **Traceability** on the **System – Maintenance – Company Profiles** form
- **Override Credit Exceeded** and **A/C On Stop Status** on the **Set Options** form in the Sales Order Processing or Invoicing applications.

After choosing these options the Publisher form is displayed so you can choose the printer and invoice design, or the PDF or spool file name for the invoices.

Benefit

In previous versions of Opera 3, Repeat Invoicing was a manual process. This could be particularly time consuming, especially when needing to pick or fulfil traceable stock items per contract document.

If you choose the **Use Scheduler** option then there are three further options available that help automate the manual processes with Repeat Invoicing. The **Override...** options allow you to decide if customers over their credit limit and/or customers on stop should be included in this invoice run. The **Auto-Fulfil Traceable Stock Items** option allows the system to automatically pick traceable numbers for stock items that are either serially or batch traced.

These options allow the Repeat Invoicing task to run unattended at any time using Task Scheduler, with no manual intervention.

SCHEDULED REPEAT INVOICING *cont.*

Scheduling

Enhancement

The **Scheduling** form allows you to either schedule the task yourself in Task Scheduler immediately or to send a message to nominated administrators to schedule the task for you. The nominated administrators' Opera 3 login names must have been entered on the **Set Options** form in Task Scheduler. You can only schedule the task if Task Scheduler (1.30) is installed on the workstation and is available to run from Opera 3.

If **Yes** is selected, the New Task form is displayed so the task can be scheduled.

If **No** is selected, the administrators identified on the **Set Options** form are notified and a new task is created.

Benefit

If you can schedule tasks in Task Scheduler then this task can be scheduled immediately. If not, then your Administrator can schedule this task for you. Even though you may not have the authority to schedule tasks you can still setup a Repeat Invoicing run to generate contract invoices at a more convenient time.

Task Scheduler (1.30): New Task

Enhancement

The **Task Scheduler New Task** form displays the details of a Repeat Invoice task, including the chosen date and options, and the publishing options that were selected. If a message was sent to one or more administrators by the person who set up the Scheduled repeat invoices, this is also displayed.

If one of the invoices cannot be posted, eg if the customer account is over the credit limit, you can choose to either stop any further postings or attempt to post the next invoice.

A dropdown list is now displayed in the **Windows User** box so that the user can be changed to either to the current Windows user or to the **Default Scheduler Account** if one has been defined on the new **Set Options** form.

Benefit

You can double-check the task details on the **New Task** form before entering the date and time when the invoices will be posted. You can also control what happens if an invoice fails to post: either stop the process in order to investigate an issue, or continue posting if you want the system to move on to the next invoice.

Earlier versions of Scheduler set the Windows User to the active user and did not allow it to be changed. Now you have control over which Windows User is used for both new and existing tasks. Using a **Default Scheduler Account** makes it much simpler to maintain one account for all Scheduler tasks; with the necessary network permissions and printers needing to be set up for that user only.

It is also possible to change the password used for a task. If the same user has other tasks scheduled you will be asked if you want the new password to be propagated to those other tasks. This ensures that the correct password is used for all tasks. This is particularly useful where there is a company policy to regularly change passwords.

SCHEDULED REPEAT INVOICING *cont.*

Task Scheduler (1.30): Set Options

Enhancement

The new **Set Options** form in Task Scheduler (1.30) is used to capture a default Microsoft Windows user account and password which can be used instead of the active Windows user when new tasks are created.

It is also used to add Opera 3 user and group codes for those administrators who are responsible for scheduling tasks created in the Repeat Invoice command in Opera 3.

Benefit

The new **Set Options** form allows a Windows user and password to be set up and marked as default for all new tasks. Regardless of which user creates a task, it can be scheduled against this default user. This can be particularly useful in a multi-user system, where different users may be scheduling various tasks, because you can now assign only one Windows user and password to all of those tasks. If a person who previously set up tasks has left your company, you can reassign the tasks to the default user.

When a Repeat Invoicing task is created and you choose not to schedule this immediately, an administrator needs to schedule that task. You can define the administrators on this form. Administrators can be sent a message using Opera 3 Notification Services asking them to schedule the task. You can also define for how long these messages are to be valid before they expire.

These settings provide more flexibility and control not only for scheduling tasks but also for task maintenance and management in a busy multi-user environment.

STOCKTAKE

Set Options

Enhancement

A new **Set Options** form has been added to the right-click menu of the main Stocktake form. This form contains default settings which are used for new stock takes on the Create Stocktake form:

- **Assign Operatives:** The default for whether operatives' names are mandatory, optional or not allowed for new stock takes.
- **Include zero-quantity batches:** The default for whether batches with zero remaining items are included in new stock takes.
- **Include unassigned batch traceable items:** The default for whether batch traceable stock items are included in a new stock take if they have not been assigned batch traceable numbers.
- **Include unassigned serial traceable items:** The default for whether serial traceable stock items are included in a new stock take if they have not been assigned serial traceable numbers.

Benefit

The **Set Options** form allows you to set a number of default settings for new stock takes. This saves time because the defaults will be set to the most often used options so that you only need to override them by exception.

Include Unassigned Batch or Serial Traceable Items

Enhancement

Batch traceable items that have not been assigned traceable numbers can now be excluded from a new stock take. The Create Stocktake form displays a new option called **Include Unassigned Batch Traceable Items** for this purpose.

- If a quantity of an item has been received into stock but has not been assigned to a batch, it will be included in a new stock take if this option is ticked. For example, if you receive 50 of an item but have not assigned any of them to a batch number.
- If a quantity of an item has been received into stock and some of the batch has been assigned a batch number, for example if you receive 50 of an item but only ten have been assigned to a batch, only the assigned items are included if this option is not ticked. The remaining 40 can be included in a subsequent stock take.

The default setting for this is set on the new **Set Options** form.

Benefit

Including unassigned batch traceable stock items in a stock take means that these delivered stock items can now be counted as part of a stock take. These stock items are part of your stock holding so it makes sense for them to be included in the stock take counting even if have yet to allocate traceable numbers to them.

The Create Stocktake form also displays a new option called **Include Unassigned Serial Traceable** Items. This option controls whether serial traceable items that have not been assigned traceable numbers are included in the stock take.

For example, if you receive 100 of an item and have assigned 60 serial numbers:

- If this option is selected, all 100 will be included. 60 items will be separately displayed with their respective serial traceable number; the remaining unassigned 40 will be displayed together.
- If this option is not selected, only the 60 assigned items will be included.

The default setting for this is set on the new Set Options form.

Including unassigned serial traceable stock items in a stock take means that these delivered stock items can now be counted as part of a stock take. These stock items are part of your stock holding so it makes sense for them to be included in the stock take counting even if have yet to allocate traceable numbers to them.

Filtering Items in a Stocktake

Enhancement

The Item Status dropdown on the Items forms now includes new options to filter stock items at different stages in a stock take.

Before, there were two options:

- 'Completed and Outstanding' (which included all items in a stock take)
- 'Outstanding' (which included only the items that had not been counted).

The new methods of filtering include the following statuses:

- All Statuses
- Outstanding
- Unassigned and Pending
- Ready to Update Opera 3
- Resolve Required
- Completed

Benefit

The filtering on the **Stocktake Items** form has been improved so that it now possible to quickly select stock items based on a number of status codes such as Outstanding, Pending, etc. Since each status is highlighted in a different colour it is easier for you to identify and target stock items with the required status. This makes the filter list much more flexible and useful.

Audit Log

Enhancement

A new audit log is available that displays exceptions information if items cannot be included in a stock take, or they cannot be updated in Stock Control. This information is saved for each stock take. The audit log can be opened from the right-click menu on the main Stocktake form. The information is also displayed when Opera 3 is being updated from Stocktake.

These messages are displayed in the new audit log when the relevant circumstance applies:

When creating a Stocktake:

- Stock/Warehouse table locked
- One or more Stock/Warehouse records locked

When deleting items or closing a stock take early:

- Stock/Warehouse table locked
- One or more Stock/Warehouse records locked

When Stocktake cannot update an item in Stock Control:

- Stock record is locked
- Item no longer exists in warehouse
- Item no longer on stock take
- Stock record has been deleted
- Stock record is dormant
- Nominal Period is Blocked
- Stock Control Period is Blocked
- Serial number already exists in another warehouse

Benefit

The audit log holds records of the reasons for failures within Stocktake processing. This provides much more useful information so that you can determine the reason why stock items could not be included in a stock take, deleted from a stock take or updated in Stock Control. This helps you identify what might have happened in Stock Control while a stock take was in progress. For example, someone may have deleted an item in Stock Control or marked it as dormant while it was included in a stock take.

User Interface

Enhancement

Stocktake has been improved to make navigation via keyboard easy. These improvements have been made:

- When most forms are opened, the cursor is displayed in the first box on the form.
- If a form has a grid view, this is where the cursor is positioned first.
- The way the cursor moves between the boxes on the form follows a logical top-to-bottom and left-to-right sequence.
- Keyboard shortcut keys have been added throughout Stocktake. Where a button or box is displayed on different forms, the same shortcut keys are used. The shortcut keys are underlined and are always used in conjunction with the ALT key. For example, pressing ALT and Z together on the Set Options form will tick the Include Zero-Quantity Batches box. Pressing ALT and O together will close the form.

If the underlined characters are not displayed automatically, pressing the ALT key will show them.

Benefit

The Stocktake application can be selected from the Ribbon Bar by using keyboard shortcuts. Similarly, shortcut keys have been added to most of the forms in the Stocktake application. Buttons that needed to be selected using the mouse have been enhanced so that the Tab and Enter keys can now be used. This is particularly useful if you wish to navigate through the system using the keyboard.

Quick Found/Not Found Button

Enhancement

A new button called **Found/Not Found** on the **Enter Quantities** form allows for a quick method of entering quantities for serial items to either 1 (Found) or 0 (Not Found).

When the button is clicked a message is displayed that asks whether all blank quantities for the item should be 1 or 0. Only blank quantities are changed, so if, for example, 35 out of 100 serial numbers have already been entered as Found, only the remaining 65 will be updated.

Benefit

This allows you to quickly mark serial number items as being found without the need to manually enter a quantity. This makes entering the results from counting serial number stock items much faster.

Zero Quantity Batches

Enhancement

Zero quantity batches – those that have been fully issued to customers in Opera 3 – can now be excluded from a new stock take. This applies only to batch traceable stock items.

The **Create Stocktake** form displays a new option called **Include Zero-Quantity Batches** for this purpose. The default setting for this is set on the new **Set Options** form.

Benefit

Excluding fully issued stock batches from a stock take means that only outstanding stock batches are included. This reduces the number of stock records that are being presented to you for counting. You can override the default setting for each new stock take.

Items Discovered

Enhancement

Traceable stock items that are discovered during a count can now be added to a stock take when entering quantities. There may be occasions when either serial items or items from a batch are unexpectedly found during a stock take. For example, you may have expected an item to have been shipped to a customer but then discover it in your warehouse. These items may then need to be included in the stock take so that Stock Control can be updated.

On the new **Discovered Items** form you can enter a batch or serial number for each discovered item and the observations noted. Quantities can also be entered for batch traceable items. Details of these items are then displayed on the Sheets form after you save their details. The expected quantity for each of these items is displayed as zero because the items are added to the stock take after it was created.

Benefit

If either batch or serial number stock items are discovered during a stock take that are not recorded in Opera 3, you can enter the details as part of the stock take and post them into the Stock Control application. This means that your stock take can be used to update stock with all of the stock items being found. You can enter the batch or serial number plus any observations before Stock Control is updated. For batch items you can also enter the quantity found.

This give you an accurate stock position based on your stock takes.