Pegasus Opera II

Hints and Tips (2)

From AMA Business Systems Ltd
Tech Support Team

AMA Opera II & 3 Hints and Tips (2)

Contents

Introduction

Dear Pegasus Opera II User,

Hopefully you've already seen *Hints and Tips* Part 1. In Part 2, we strive to further increase your enjoyment and time saving benefits of using Opera II. As with the ten tips given in Part 1, they are provided by AMA-iT, to you, TOTALLY FREE OF CHARGE!
Each tip will take you about 30 seconds to investigate, but could save you hours, by speeding up and enhancing the way you use the system!

We'd love to know what you think of these tips. Please let us know what ones you think are best, by emailing us on support@ama-it.com

Enjoy!

Regards

AMA Support Team

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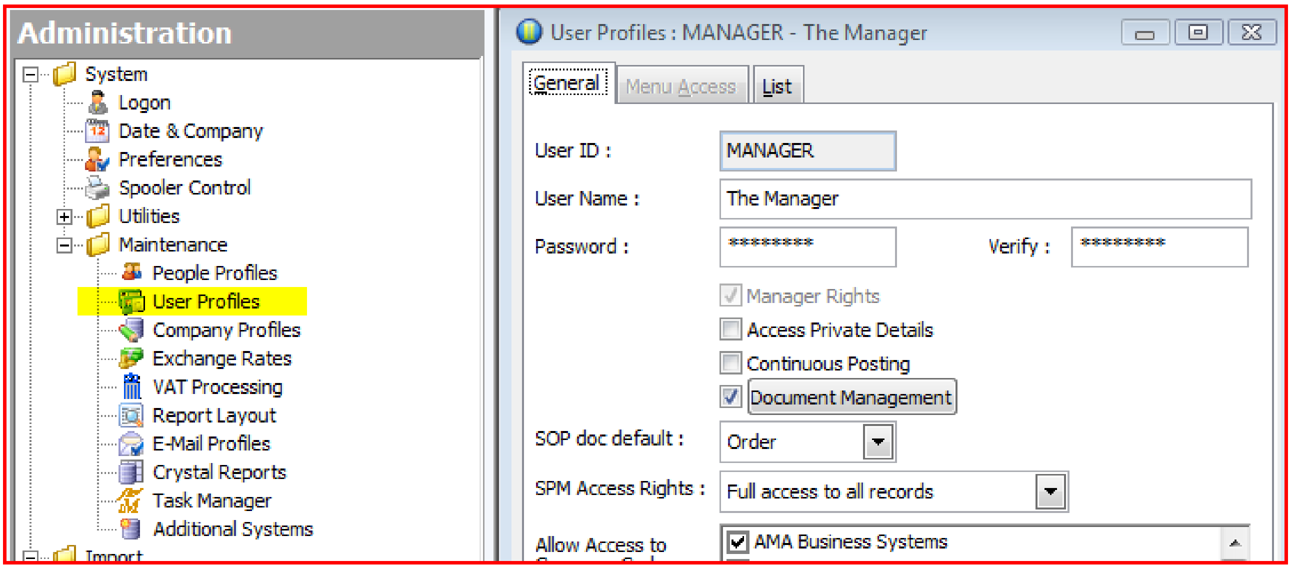
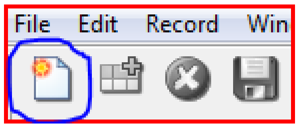
Tip 1 – Creating a new Opera II User

As new employees join your company you'll need to add them as a new user in Opera II. Just follow these simple steps.

In Opera II, go to Administration – Maintenance – User Profiles.



Click the "New" button top left to add a new record.



Enter a user ID, name & password. Then set the following options as necessary.
Manager Rights - The user is allowed to see cost prices in Stock & SOP.
Access Private Details – Allows the user to view Nominal Accounts that are set as "Private"
Continuous Posting – The user stays within a posting loop when posting transactions.
Document Management – If you have the PDM Module, this gives the user access to scanned images.
SOP Doc Default – When the user goes into SOP Processing, they go here by default.
SPM Access Rights – If you have the Sales Pipeline Management Module this sets the users rights.
Allow Access – Tick the companies the user is allowed to see.

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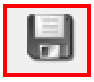
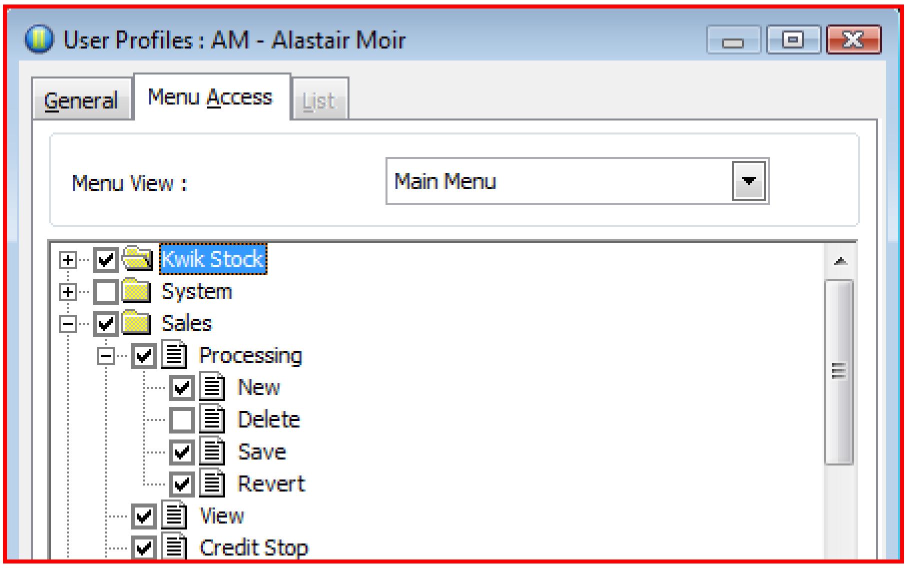
Menu Access Tab – See Tip 2
Click the Save Button top left. 

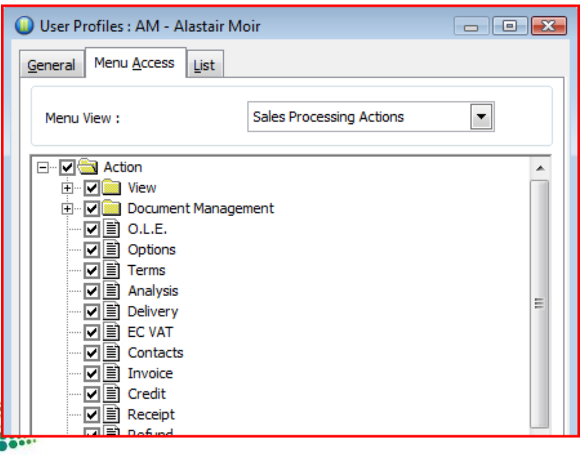
Tip 2 – Restricting User Menu Access

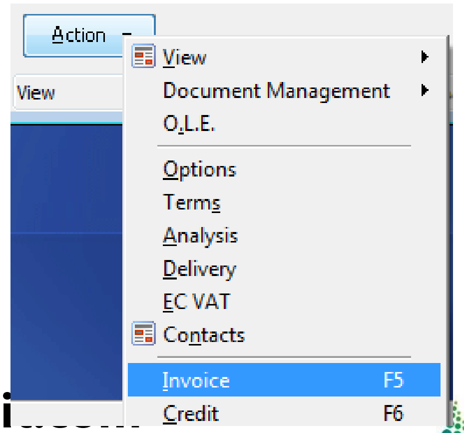
In Opera II, go to Administration – Maintenance – User Profiles. Find the user that you want to edit & click the Menu Access Tab.
To remove access to particular ledgers, simply untick each one. To remove access to specific processing actions, drill down by clicking the plus sign on the left until you see the action you want to remove.
In the example below, the user is unable to get into the "System" Menu & is unable to delete Sales records.

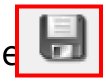


With the Menu View set to Main Menu, you are editing the main functions of the form I.E. Create New Record, Delete, Save Etc.

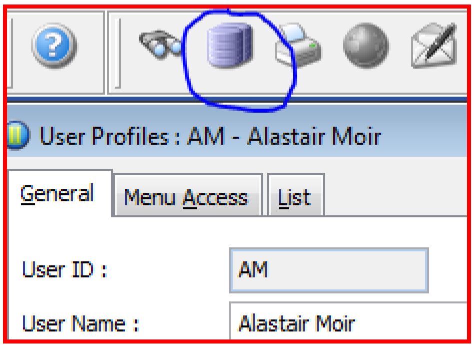
You can change the Menu View to restrict access to the options under the Action Buttons all around the system.





When you're finished, simply click the Save Button top le 

If you have a number of users to create who all need the same menus access rights, you can Copy the currently selected users settings to a new user. Simply click the Copy button top centre. You will then be prompted to enter a new user code & name.



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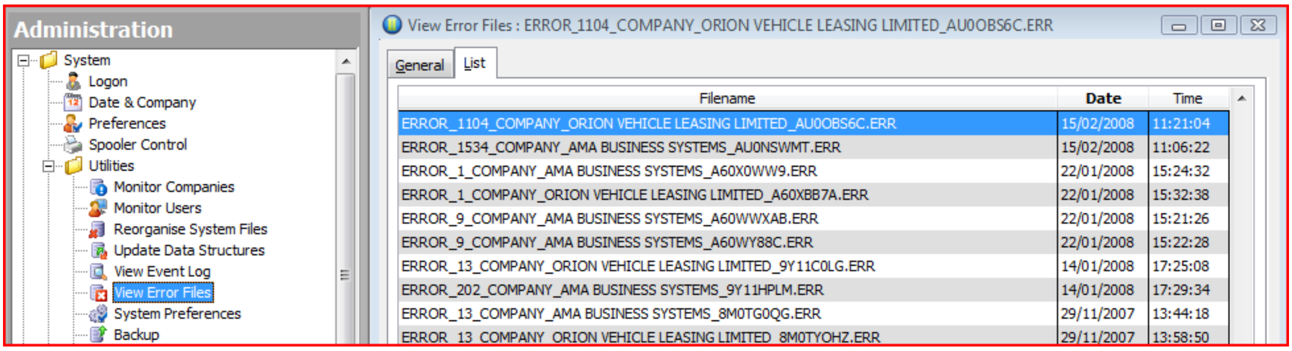
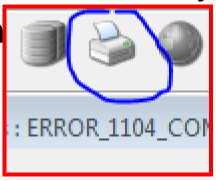
Tip 3 – Viewing & Emailing Error Logs

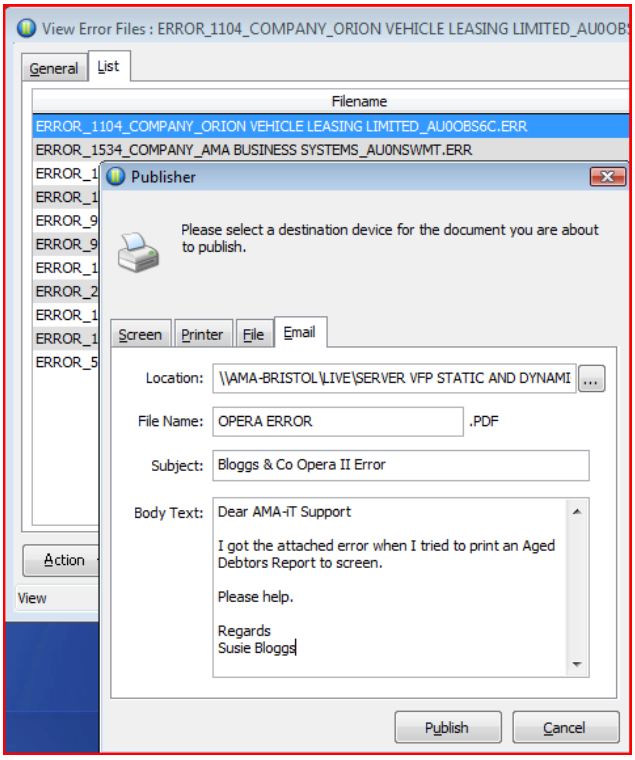
If you're unfortunate enough to have an error message while processing in Opera II, you'll probably be asked by our support team for full details of the error. To save you time & to give our support team all the information they need, why not simply send us an email (support@ama-it.com) explaining exactly what you were doing at the time, with the error message attached?

Simply go to Administration – System – Utilities – View Error Files.



Highlight the error you had (check the date & time) & click the Print button top cen





Then click the Email Tab & fill in the fields as required & click Publish. See the example here.

Note:
You can email all reports in this way!!

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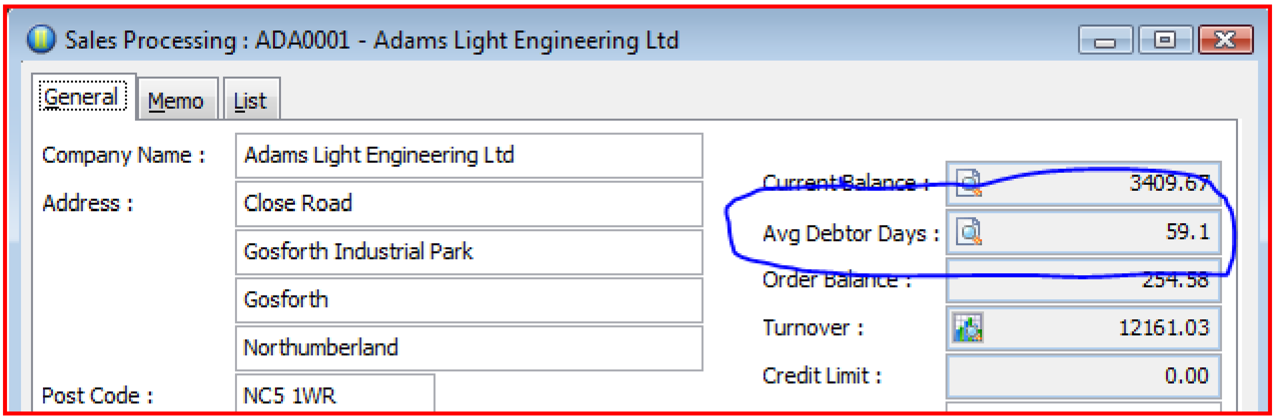
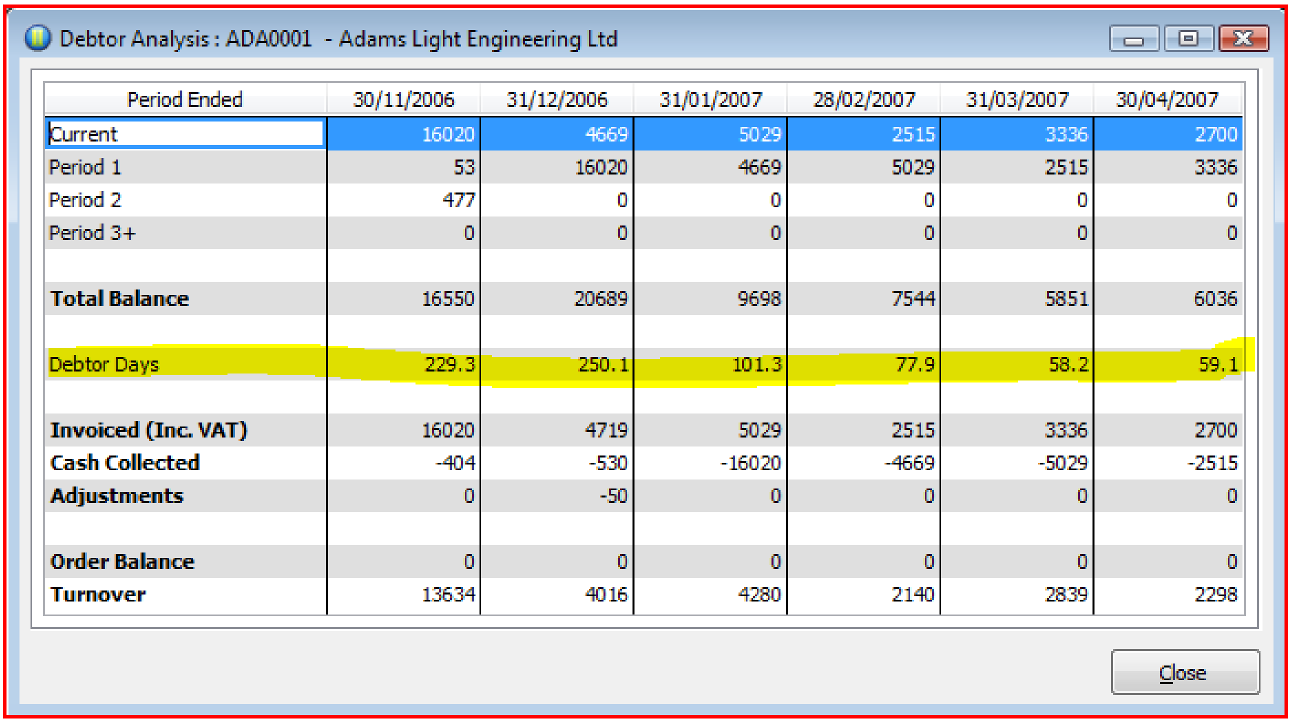
Tip 4 – Debtor (& Creditor) Days

Have you noticed the Debtor Days displayed top right of the Sales Processing screen? This is an excellent method of telling you how good your customers are at paying your invoices!



If you double-click the spyglass icon you'll see how the customer's debtor days have changed over the past 6 months.



Period Ended	30/11/2006	31/12/2006	31/01/2007	28/02/2007	31/03/2007	30/04/2007
Current	16020	4669	5029	2515	3336	2700
Period 1	53	16020	4669	5029	2515	3336
Period 2	477	0	0	0	0	0
Period 3+	0	0	0	0	0	0
Total Balance	16550	20689	9698	7544	5851	6036
Debtor Days	229.3	250.1	101.3	77.9	58.2	59.1
Invoiced (Inc. VAT)	16020	4719	5029	2515	3336	2700
Cash Collected	-404	-530	-16020	-4669	-5029	-2515
Adjustments	0	-50	0	0	0	0
Order Balance	0	0	0	0	0	0
Turnover	13634	4016	4280	2140	2839	2298

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The average debtor days is calculated by dividing the period's debt by the average daily sales. The average daily sales is determined by accumulating the turnover (including VAT) over the number of periods identified in the **Periods for Debtor Days** box on the **Sales Options** form.

Example:
The Period for Debtor Days is set at 3. At the end of March, the following figures are determined:

.	January	February	March	Subtotal
Turnover (incl. VAT)	777,000	892,500	579,300	2,248,800
Outstanding Balance	1,475,800	1,479,500	1,297,200	Not applicable
No of days in period	31	28	31	90

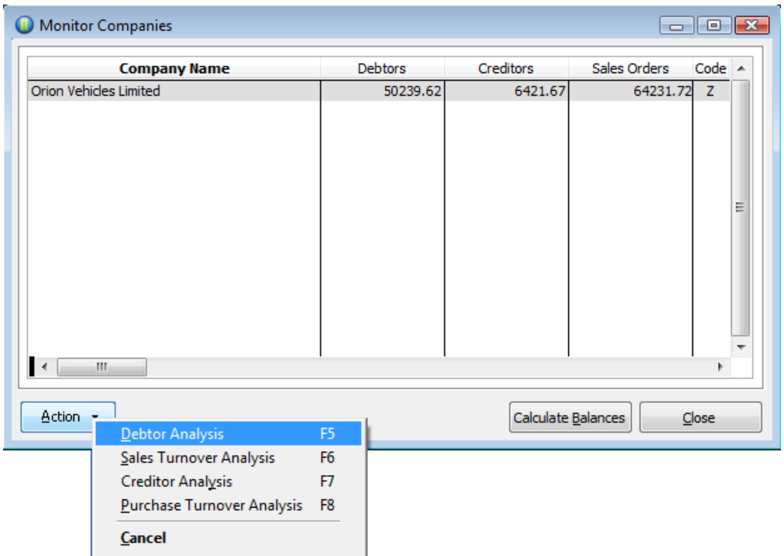
The average daily sales is the sum of the turnover (2,248,800) divided by the total number of debtor days (90), which is 24,986.67.

The average debtor days is therefore the balance outstanding in March (1,297,200) divided by the average daily sales (24,986.67), which is 51.92.

The debtor's history is maintained for the number of periods identified in the **Keep Debtors History** box on the **Sales Options** form.

Note: The calculation of the debtors analysis is only performed when three or more periods of data exist in the relevant tables (that is, after three or more period end processes have been done); otherwise the average debtors days calculation will be displayed as zero (0.0) days.

You can also view a company-wide debtor analysis using the **Monitor Companies** command in the System – Utilities module!



Tip 5 – Mail Merge Opera Data

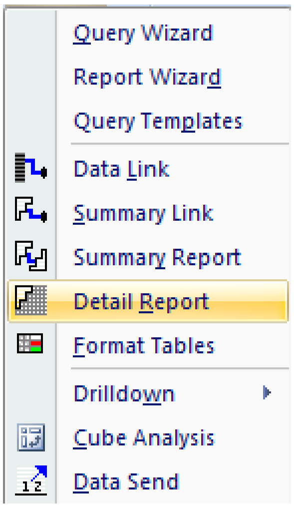
How often do you do a mailshot to your customer base? Do you have your customer names & addresses in a separate database or spreadsheet? Surely it makes sense to use the one database which is spot on accurate – Your Sales Ledger!

To do this you'll need XRL. Most of you already have this but if you don't, give our sales team a call.

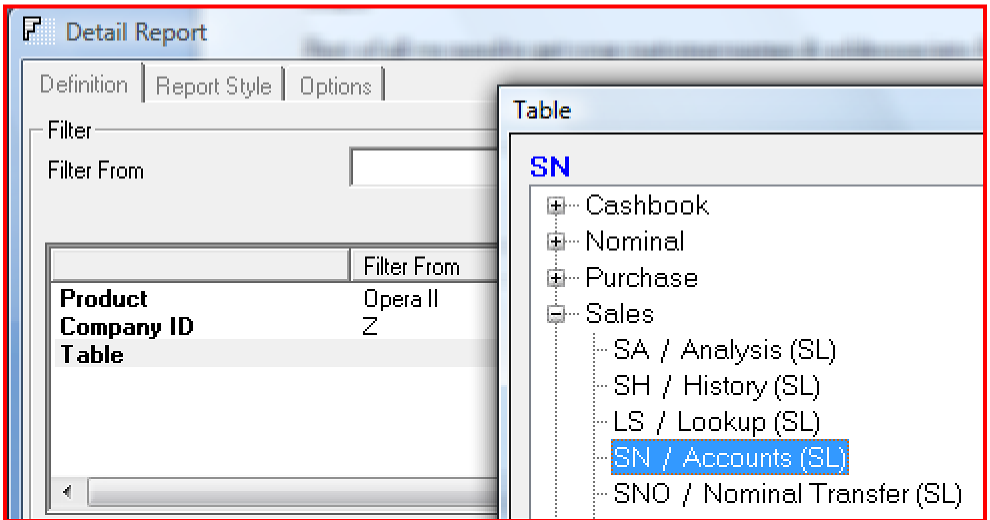
Step 1

First of all we need to get your customer names & addresses into Excel. Go into Excel & login to XRL as normal.

Click on XRL to display the menu & choose Detail Report.



Select your Company ID then double click Table & choose Sales – Accounts



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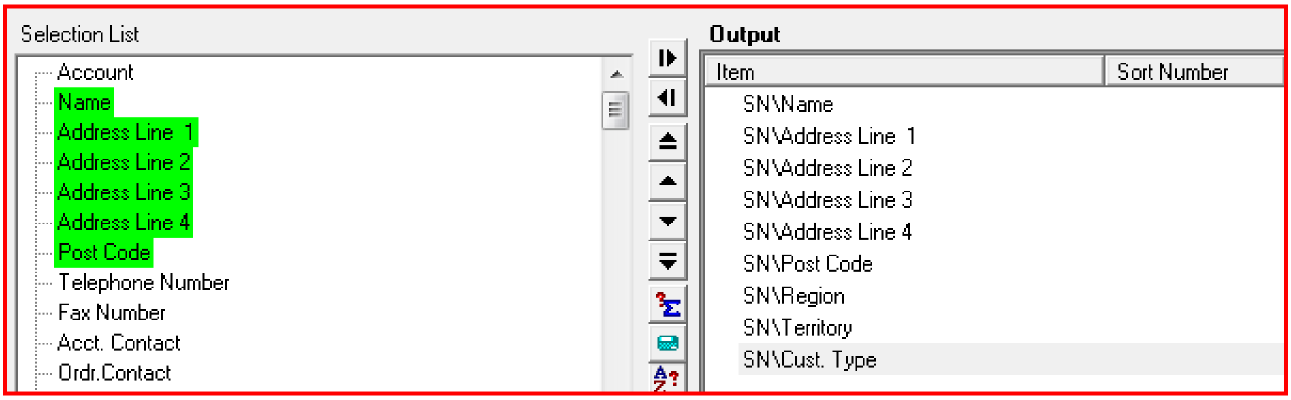
Double click the fields on the left that you'll need for the mailshot. You may want to select customers based on Region, Territory, Type or other criteria like Turnover?



Clicking OK will then display your customer details in the spreadsheet. Save the spreadsheet with a meaningful name in a folder you can find it.

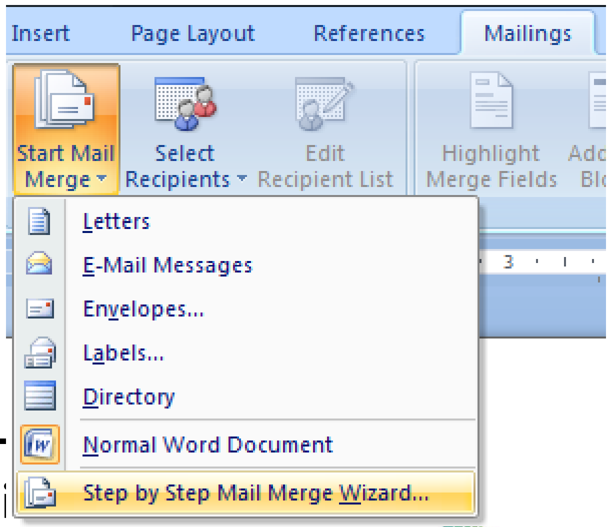
A1 =AG_DTRT("0,Detail Report 1,1")

	A	B	C	D
1	Name	Address Line 1	Address Line 2	Address Line 3
2	Abington Hire Limited	Orion Way	Kettering	Northants
3	Adams Light Engineering Ltd	Close Road	Gosforth Industrial Park	Gosforth
4	Allip and Sons Limited	22 Rue de Bretagne	Les Lombards	76290 Montivilliers
5	Anderson Car Factors Ltd	104 Allenby Road	St Neots	Cambs.
6	Barto Williams Limited	10 The Hill Tops	Billingborough	Wallop
7	Bolton Computer Centre	Queensgate	Mile End Road	Bolton
8	Bristol Leather Limited	Leather Works	Repo Street	Ashton
9	CarsMart	2A Trafalgar Way	Bar Hill	Cambridge

Step 2

Open up Microsoft Word.

Click on Mailings & choose Mail Merge Wizard from the menu.



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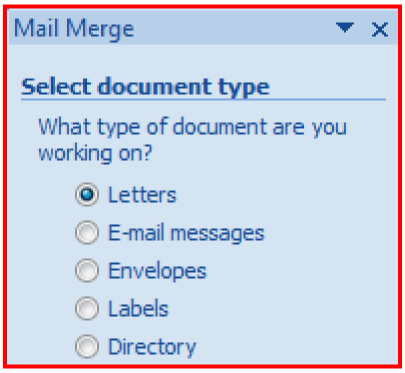
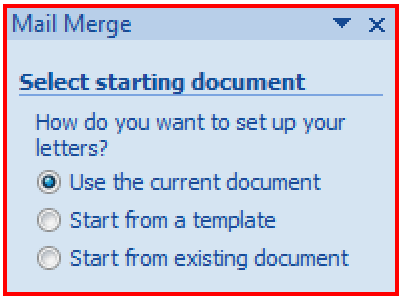
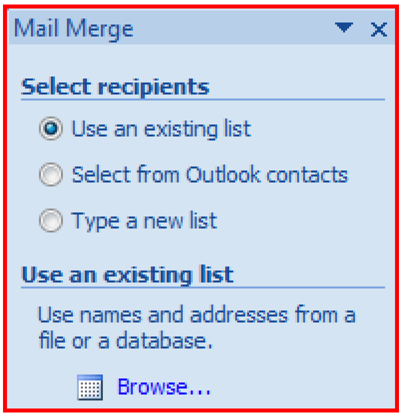
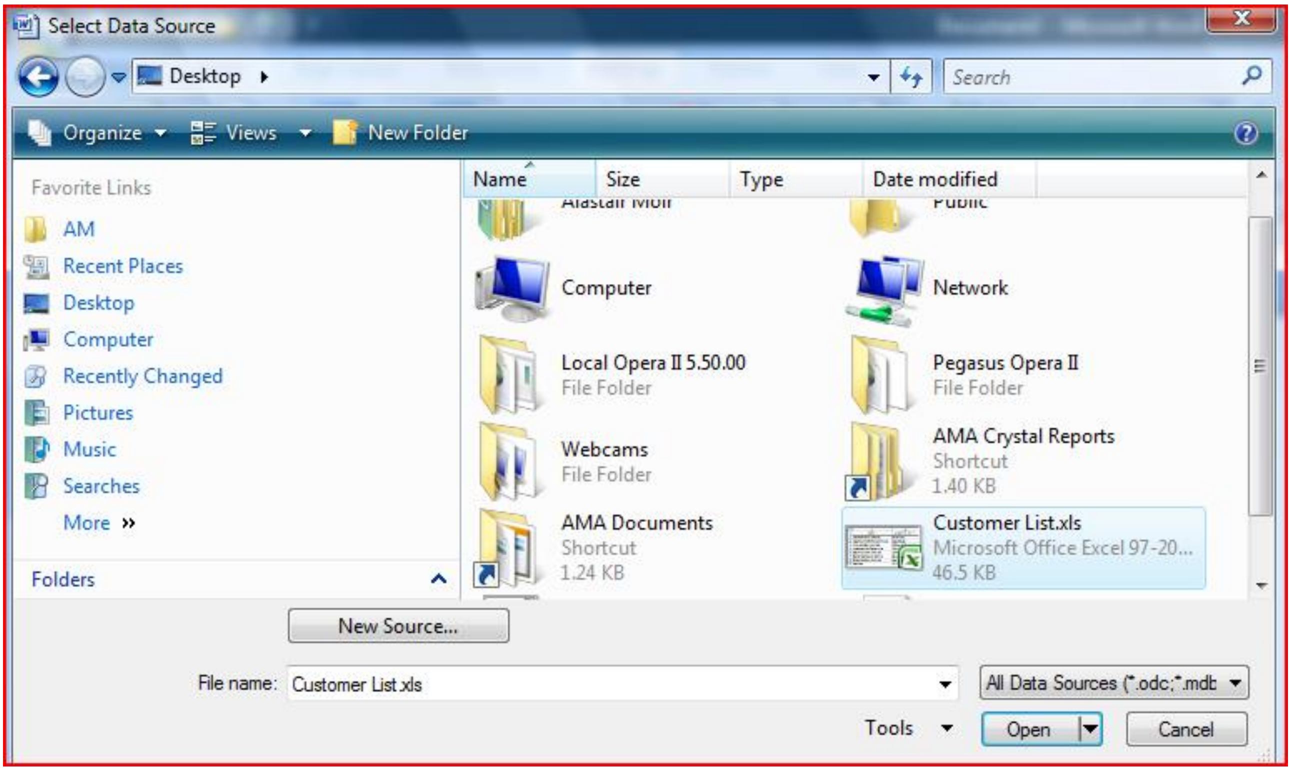
Follow the Wizard prompts to choose your document type & starting document. When asked to select recipients select “Use an existing list” & Browse.



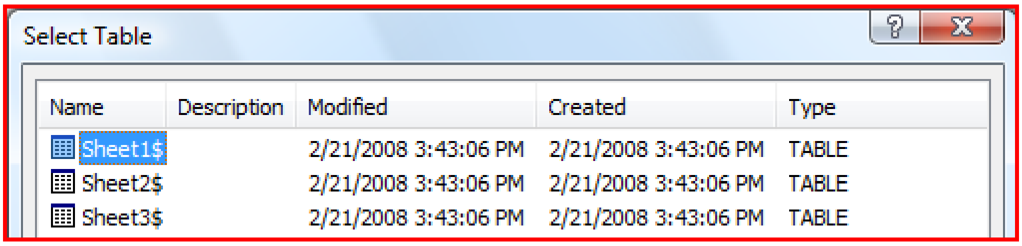




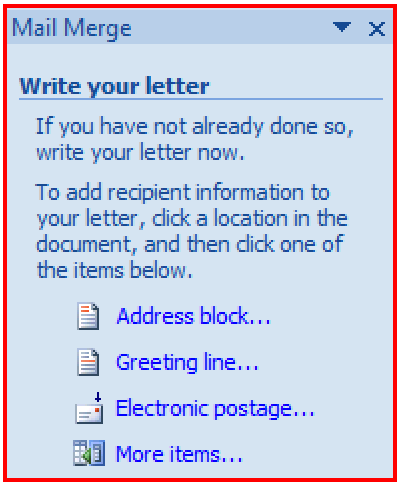
Browse to the Excel spreadsheet you created in Step 1 & click Open/

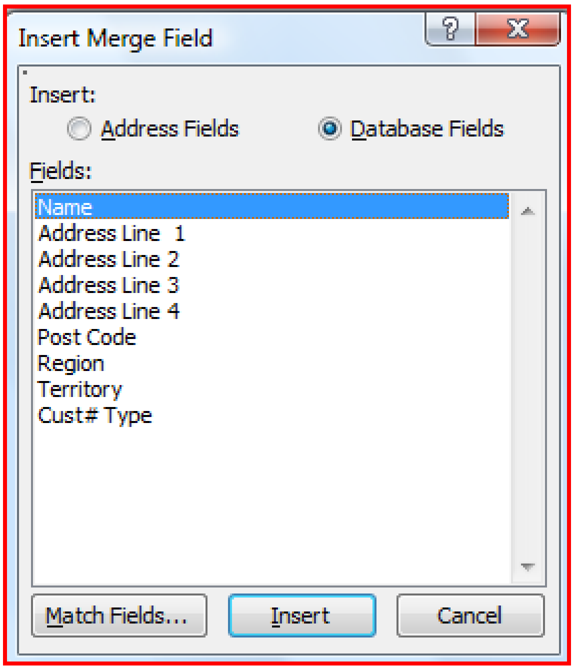


If prompted, select Sheet 1from the spreadsheet



Next, you are prompted to write your letter. Choose “More Items” from the list. This displays the list of fields you extracted from your Opera Sales Ledger data.





Click Insert to insert the “Name “ field followed by the address lines required & click Close. You end up with the fields you selected as follows.

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«Name»«Address_Line__1»«Address_Line_2»«Address_Line_3»«Address_Line_4»«Post_Code»

Enter carriage returns to lay out the fields as required & start to type your letter.

«Name»
«Address_Line__1»
«Address_Line_2»
«Address_Line_3»
«Address_Line_4»
«Post_Code»

1st March 2008

Dear Sirs

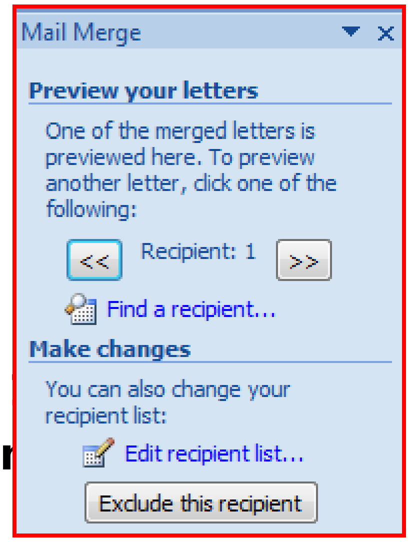
We are delighted to invite you to the opening of our new showroom

The next step allows you to preview your letters. So far, we have selected all customers to receive the letter. If you want to filter the list, click "Edit Recipient List".

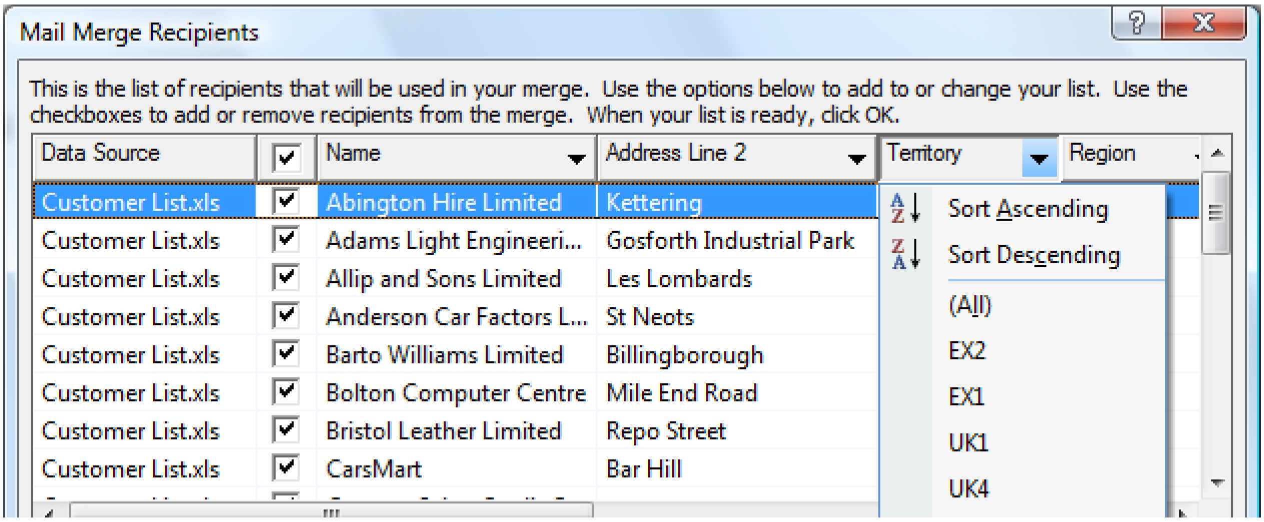
Abington Hire Limited
Orion Way
Kettering
Northants
NN15 6PD

1st March 2008

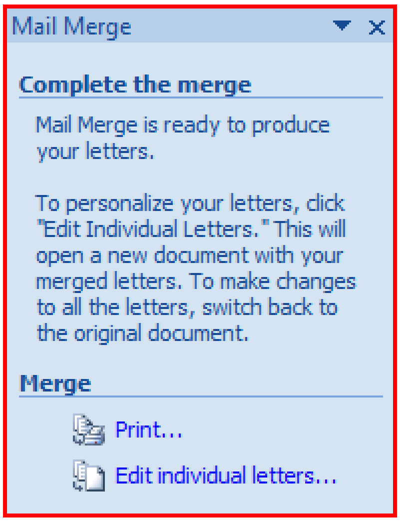
Dear Sirs



You can filter the recipients by clicking the column headings. E.G. Select Territory & only mailshot everyone in EX1. Click OK. If you browse now, you'll only see the customers in territory EX1.



Click next to complete the merge. You can then print your letters or merge them to a new document where you can Edit Individual Letters.



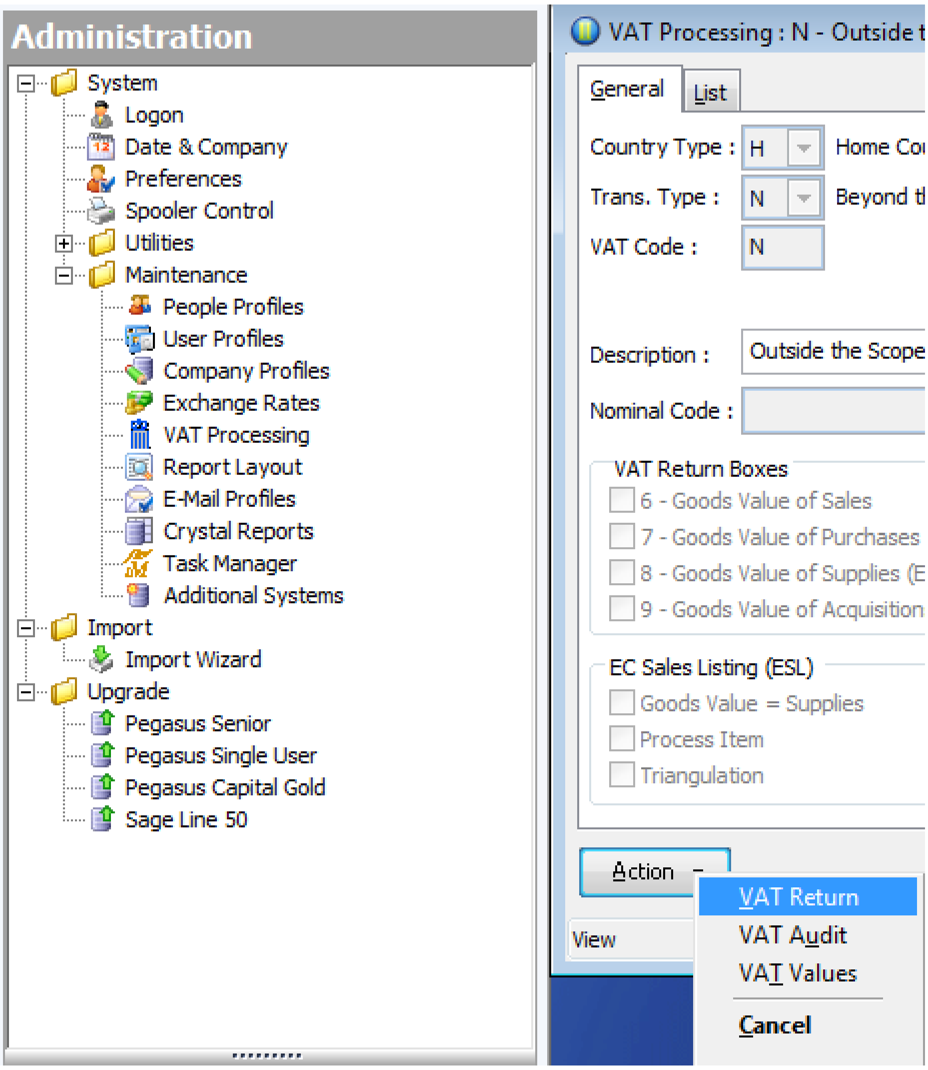
This Merge Letter can then be saved & used as a template for future mailings, so that you don't have to set up all the links again.

You can refresh your XRL/Excel spreadsheet as often as you like to keep your merge data up to date.

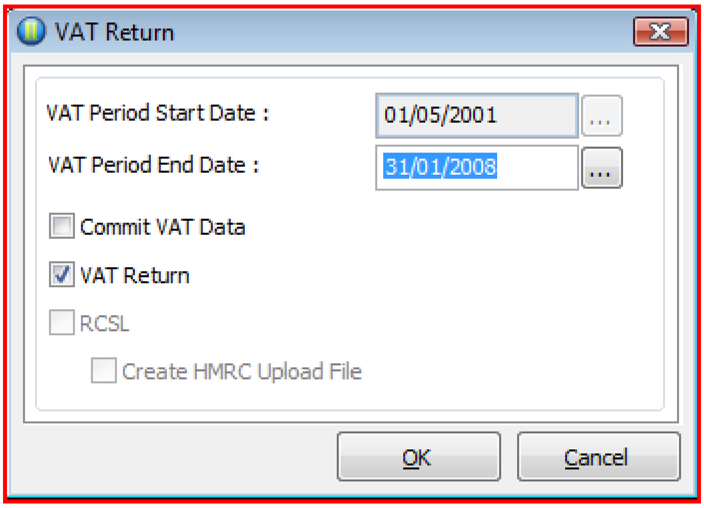
Tip 6 – VAT Returns

Opera II will print your VAT Return data for you! It will trawl through your Sales, Purchase & Nominal Data, pull it all together, & print it on a VAT return report.

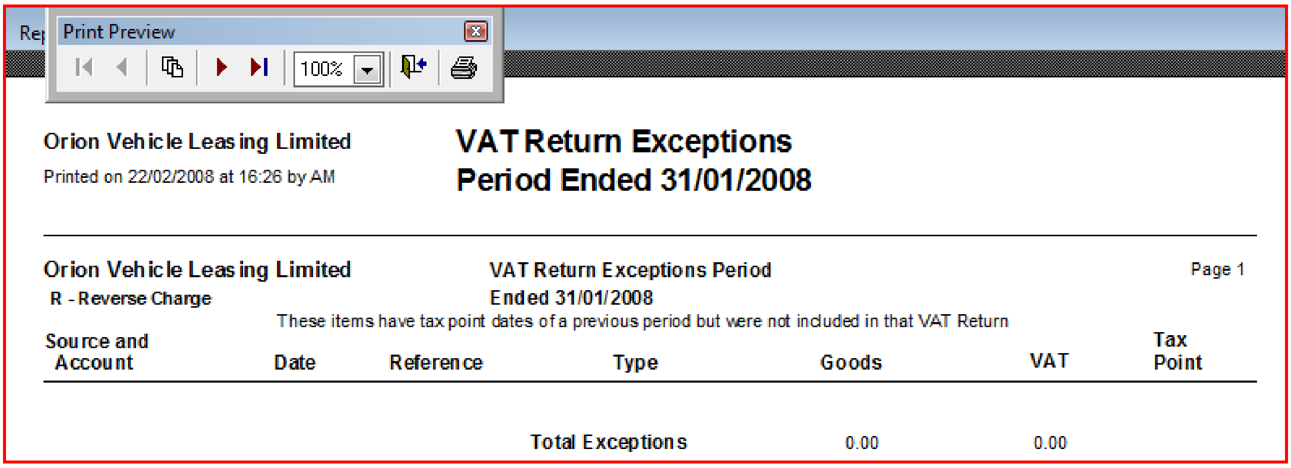
It's really simple to do. Click Administration – System – Maintenance – VAT Processing – Action Button – VAT Return.



You'll be prompted for your VAT Period Start & End Dates. If this is the first time you've run it, make the end date the end of your previous quarter & click the Commit VAT Data box & then re-run the report for the latest quarter, without ticking the Commit box.



You'll then get an exceptions report, followed by the VAT Return.



Check the report, & if OK, re-run it ticking the Commit VAT Data box. The commits that quarters VAT data so that no more transactions can be posted to it. Any prior dated transactions posted to the system will then appear in the following VAT return.

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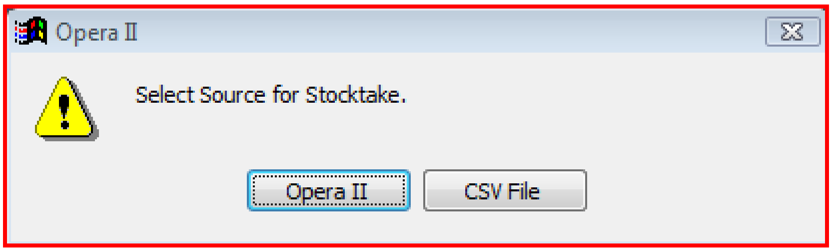
Tip 7 – KwikStock Stocktake

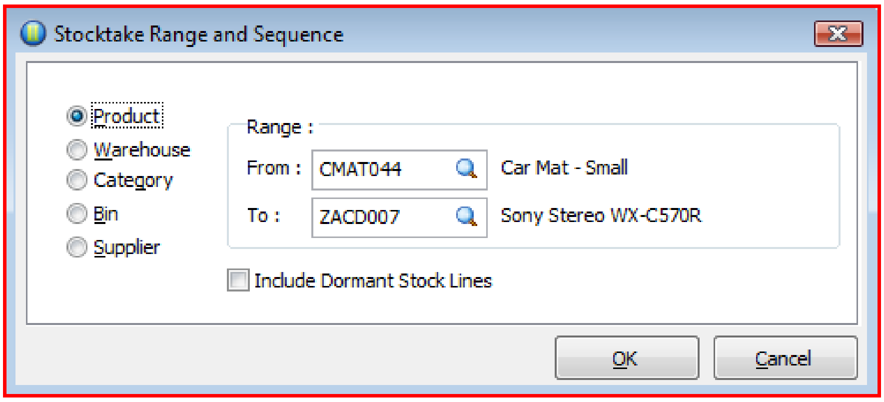
This tip requires the MJM KwikStock module. If you don't have it, please speak to our sales team. If you ever do stock take's, it's a "Must Have".

Click – Kwik Stock – Manual Stocktake

Select the source. Choose Opera II if you simply want to key in the counted stock. Choose CSV file if you already have your counted stock keyed onto a spreadsheet (A 3 column spreadsheet - Stock Ref, Warehouse & Qty, saved as a CSV file) The CSV quantities will be imported into KwikStock.



If you choose Opera II as the source you will be asked to select which range of items to Stocktake. Click OK.



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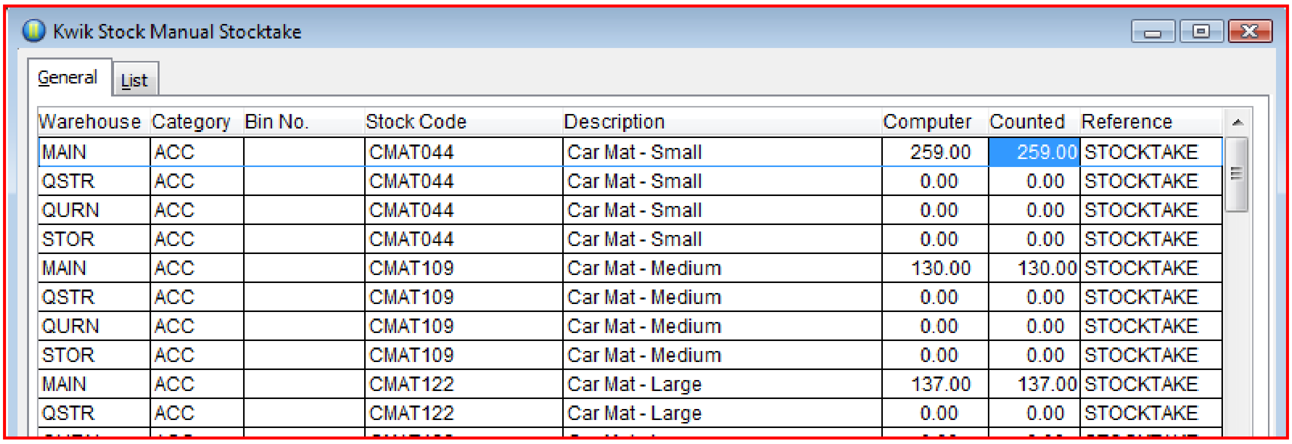
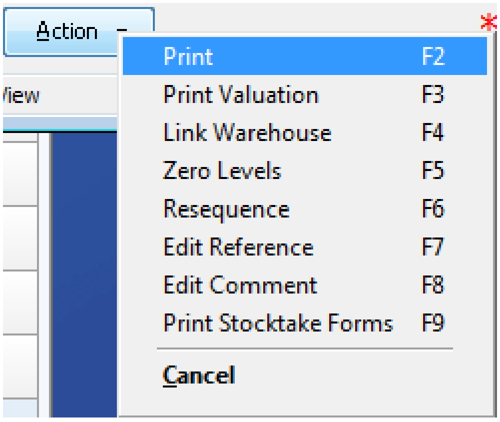
You'll then be presented with a list of your stock codes & warehouses. Simply go down the Counted column & enter the counted stock. When you click Save the system will automatically create adjustments to correct all the in-stock quantities!



Warehouse	Category	Bin No.	Stock Code	Description	Computer	Counted	Reference
MAIN	ACC		CMAT044	Car Mat - Small	259.00	259.00	STOCKTAKE
QSTR	ACC		CMAT044	Car Mat - Small	0.00	0.00	STOCKTAKE
QURN	ACC		CMAT044	Car Mat - Small	0.00	0.00	STOCKTAKE
STOR	ACC		CMAT044	Car Mat - Small	0.00	0.00	STOCKTAKE
MAIN	ACC		CMAT109	Car Mat - Medium	130.00	130.00	STOCKTAKE
QSTR	ACC		CMAT109	Car Mat - Medium	0.00	0.00	STOCKTAKE
QURN	ACC		CMAT109	Car Mat - Medium	0.00	0.00	STOCKTAKE
STOR	ACC		CMAT109	Car Mat - Medium	0.00	0.00	STOCKTAKE
MAIN	ACC		CMAT122	Car Mat - Large	137.00	137.00	STOCKTAKE
QSTR	ACC		CMAT122	Car Mat - Large	0.00	0.00	STOCKTAKE

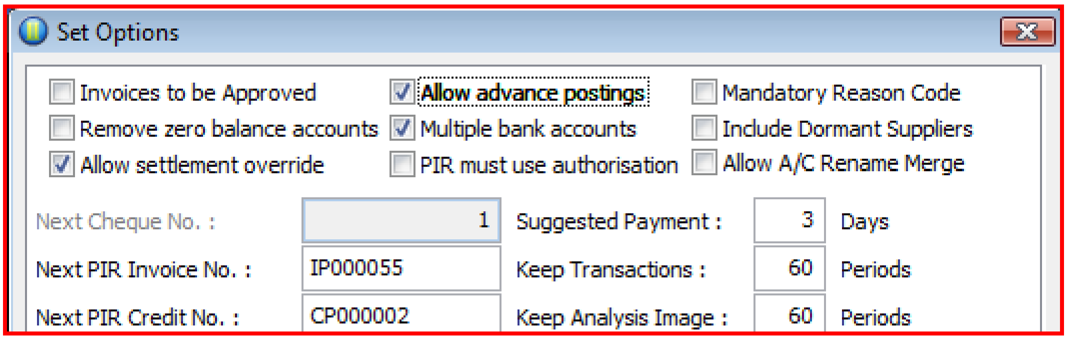
The action button bottom left allows you to Resequence the list, Zero all levels, Print a Stocktake form Etc.



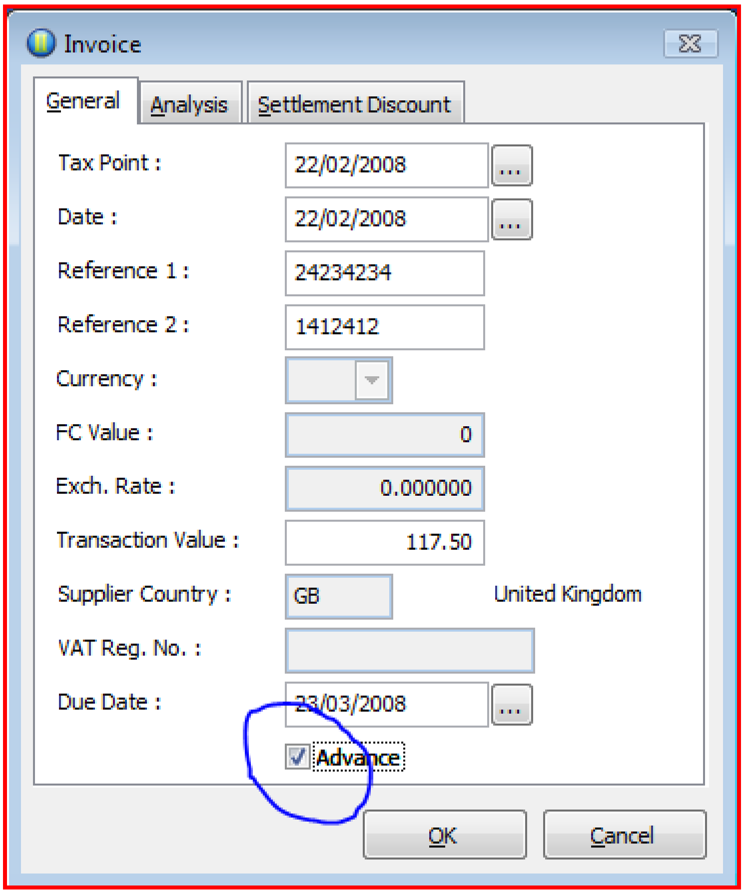
Tip 8 – Advanced Posting

Ever wanted to continue posting transactions into the new month before the Sales & Purchase period end has been done? This is how to do it.

On the 1st of the new month, go into Purchase (or Sales) – Utilities – Set Options. Tick the "Allow Advance Postings" box & click OK.



Then, for every invoice you post, you'll have an option to tick it as Advanced.



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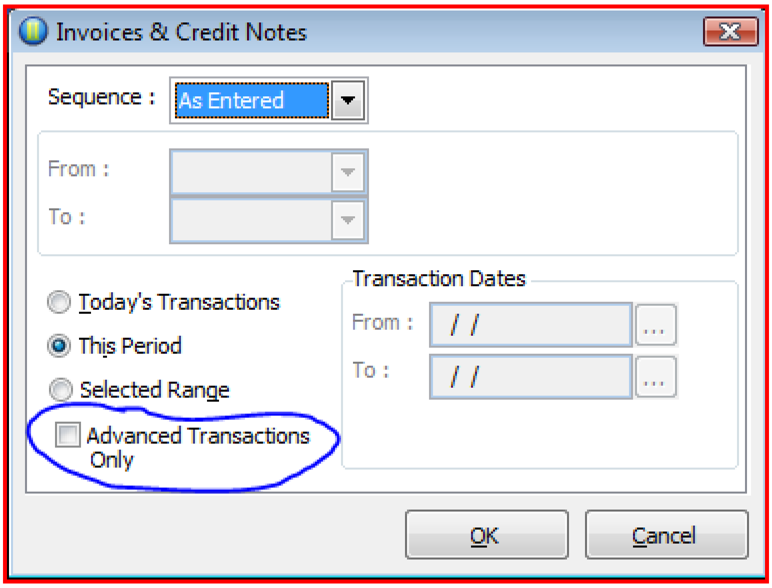
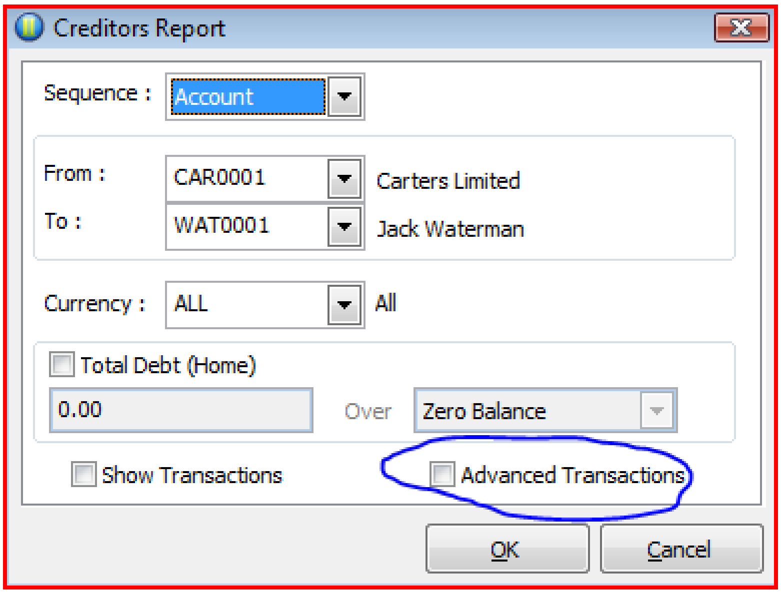
All advance posted transactions are excluded from your month end reports.





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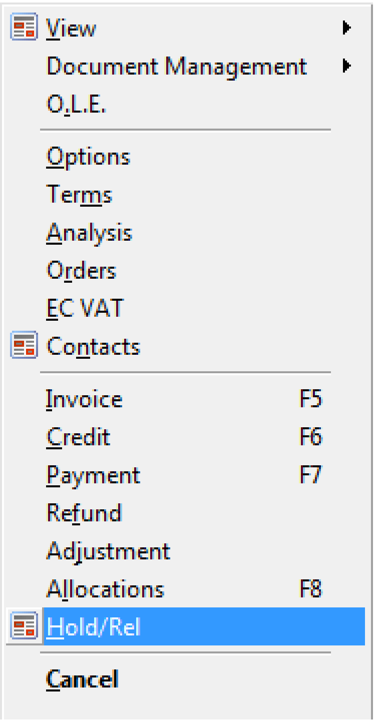
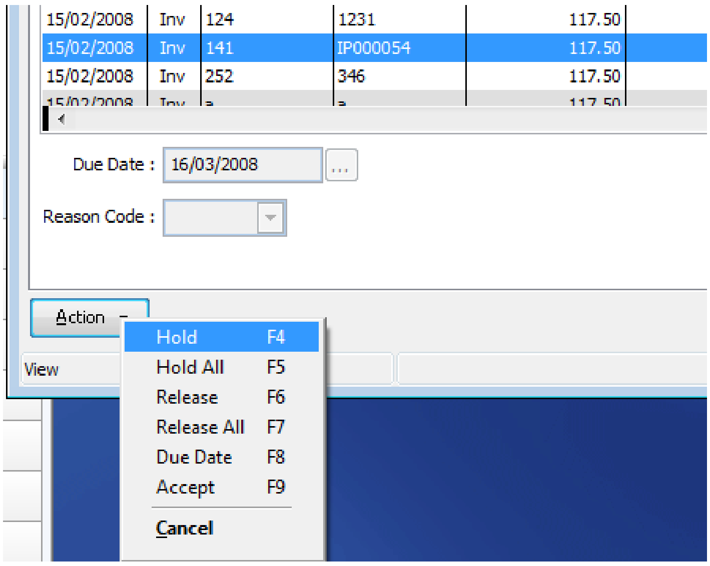
Tip 9 – Disputing Invoices

Marking invoices as Held or Disputed makes sure they aren't accidentally paid, or in the case of customer invoices, that anyone looking at the sales account knows that there is a reason why the invoice is unpaid.

To mark an invoice as disputed, go to Purchase (or Sales) Processing. Find the supplier & click the Action Button bottom left & click Hold/Rel.

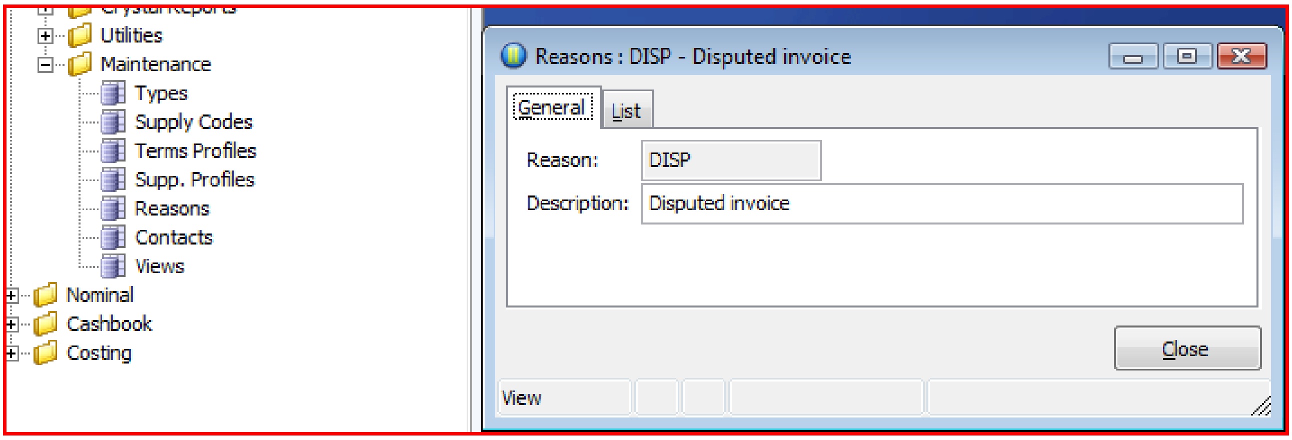


This displays a list or this suppliers invoices. Highlight the one you want to dispute & click the Action button & choose Hold.



If you have Reason Codes set up you'll be able to set a reason.

You can have as many Reason Codes as you like. They are set up in Purchase (or Sales) – Maintenance – Reasons

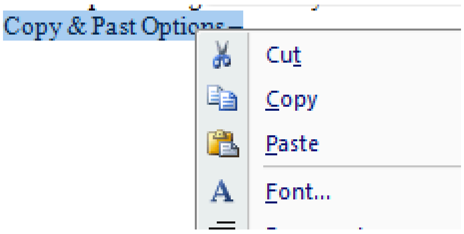


Tip 10 – Windows Copying & Pasting

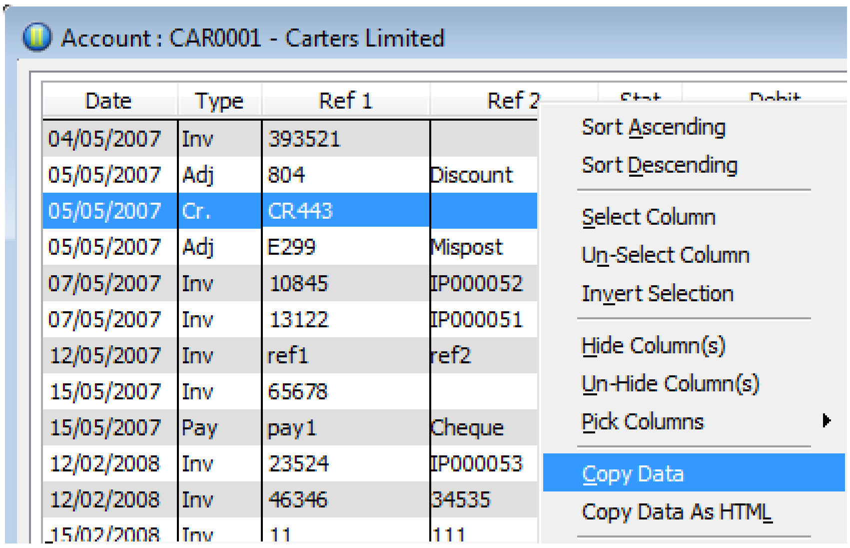
Sorry if this one seems a little basic to some of you, but you'd be amazed how many people who use Windows don't know this facility exists!

In most Windows products you are able to copy & paste information from one place to another or even from one piece of software to another. Sometimes the software gives you the option to right click anywhere on the screen & it will display a menu giving Copy & Past Options –

Word –



Opera II -



If the software doesn't give you a right click menu, you can still copy & paste by highlighting what you want to copy & using the following combination of keys.

AMA Opera II & 3 Hints and Tips (2)

Ctrl + C (hold the Ctrl key down & press the letter C) to **C**opy
Crtl + V (hold the Ctrl key down & press the letter C) to Paste or Retrie**V**e.