AMA Business Systems Ltd
Technical Bulletin

"Opera Period End Routines"

Pegasus Opera is superb at holding historical information. You are able to hold accounting information for many years. However this can sometimes mean that your data files can become very large & unwieldy, and as a result slow your system down. It is therefore **very important that you perform a cleardown of the unneeded information on a monthly basis (BUT TAKE A BACKUP FIRST!).**

As an aid to our customers who have a support contract with AMA, we have produced the following notes:

Sales Ledger
Opera Sales Ledger can hold up to 99 periods of history. This is set in Sales / Utilities / Set Options. On the account View you can zoom in to see and reprint an invoice or credit note. The Period End Routine in Utilities removes all allocated transactions older than the number of periods required (We would suggest a maximum of 36 periods) and any accounts marked for deletion. The routine also clears down the List of Invoices & Credits, Receipts & Adjustments reports, for the current period, and the Analysis Reports for the current period. The Period Analysis is transferred to the Sales History file. This should be run at the end of each month.

Purchase Ledger
Opera Purchase Ledger can hold up to 99 periods of history. This is set in Purchase / Utilities / Set Options. On the account View you can zoom in to see an invoice or credit note details. The Period End Routine in Utilities removes all allocated transactions older than the number of periods required (We would suggest a maximum of 36 periods) and any accounts marked for deletion. The routine also clears down the List of Invoices & Credits, Payments & Adjustments reports, for the current period, and the Analysis Reports for the current period. The Period Analysis is transferred to the Purchase History file. This should be run at the end of each month.

Nominal Ledger
Opera Nominal Ledger can hold up to 9 years of history. This is set in Nominal / Utilities / Set Options. You can reduce the size of the data files by holding the journal images for a shorter period of time and by "Summarising the Transfer Images" – these options are in Nominal-Utilities-Set Options. Unless you specifically want to see the detail of every single transaction line when doing an account view, set the option for "Summary Transfer" on, against the Nominal Account. The Period End Routine in Utilities, moves the Nominal Ledger on from one period to the next. This should be run at the end of each month.

Stock Control
Opera Stock Control can hold history for as long as you like and can build up to an enormous data file unless you clear it down monthly. The Period End Routine updates the "Issues History" of each stock item, (if you check the box) allowing you to report on Issues of a stock item over the past 12 periods. You should also check the box to "Remove Completed Movements" and set the dates to hold no more than 12 months of transaction history (unless you specifically need to be able to see a particular transaction older than this). This should be run at the end of each month. NOTE: BY DEFAULT THE PERIOD END REMOVES ALL DATES UP TO TODAY. SO PLEASE SET THE DATE RANGE CAREFULLY!

Invoicing / SOP

Opera Invoicing / SOP can hold history for as long as you like and can build up to an enormous data file unless you clear it down monthly. When you select the Document/SOP Reorganise, set the date to remove completed transactions (only Invoices & Credits) older than 12 months. The main reason for holding history in Invoicing/SOP is so that you can turn an Invoice into a Credit without re-keying. A copy of the Invoices/Credits can be viewed and reprinted from Sales Ledger, and sales analysis is held in the Sales History Module, so there is no need to hold them on SOP as well. Also, when running the reorganise, check the boxes to Recalculate Order Balances, and Remove Description Only Documents. This should be run at the end of each month but can be run at any time to clear down old data. NOTE: BY DEFAULT THE DOCUMENT REORGANISE REMOVES ALL DATES UP TO TODAY. SO PLEASE SET THE DATE CAREFULLY!

VAT

The Opera VAT file can hold an unlimited amount of history, and can be cleared down quarterly if you wish. At the end of each VAT quarter, print your VAT Return (in System / VAT Processing) and "Commit" it to the VAT100. Then "Tidy VAT Files" and remove transactions for the previous quarter (or longer if you wish). This should be run at the end of each VAT quarter but can be run at any time to clear down old data.

Payroll

Opera Payroll can hold history for up to 99 periods & is set in Payroll, Utilities, Set Options. The Payroll Update Routine in Utilities removes all transactions older than the number of periods required.

Purchase Order Processing

Opera POP can hold history for as long as you like. When you select the Re-Organise option in utilities you are prompted for a date before which you want to remove completed orders. We would suggest you keep no more than 12 months history (the transactions are also held in Stock Control). Bear in mind that an order will only be removed if the status is "Completed". If you don't match invoices off against purchase orders you will need to tick each line as "Invoiced" in the Satisfy menu option. This should be run at the end of each month but can be run at any time to clear down old data.

Job Costing

Opera Costing can hold history for as long as you like. When you select the Re-Organise option in utilities you are prompted for a date before which you want to remove completed transactions. The system will remove transactions against completed jobs, older than the date supplied. This should be run at the end of each month but can be run at any time to clear down old data.

Sales & Purchase History

Opera Sales & Purchase History can hold transactions for as long as you like, but because they are separate databases, they won't slow down your system as they grow. When you select the Tidy History option you are prompted for a date before which you want to remove transactions. The system will remove transactions older than the date supplied. These can be run at any time to clear down old data.

If you are in any doubt about running any of the above, please don't hesitate to give our support department a call on 0117 923 1133, or Email: support@ama-it.com