

## Sales Ledger

### The heart of your business

The Sales Ledger efficiently manages and controls customer records and processes invoices, receipts and statements. Customer transactions can be processed in any currency, while the built-in credit control facility will improve cashflow by allowing tighter control in the management of customer payments.

### Essential information for making key decisions

User-definable dynamic views in Opera II enable you to monitor your sales so you can quickly spot opportunities for additional business. The information can illustrate vital data such as sales by period, region, territory, customer and customer type, as well as highlight fast-moving and profitable stock lines. This level of information can be invaluable in defining targets for increased sales.

- Separate invoice, statement and multiple delivery accounts per customer
- Multi-currency: transactions are held in both base and customers' currencies
- Customer statistical analysis
- Batch e-mail of statements
- Multiple Contacts and Customer Notes
- Definable sales analysis with transaction drilldown
- Comprehensive credit control facilities
- Real-time or batch update to Nominal

# Purchase Ledger

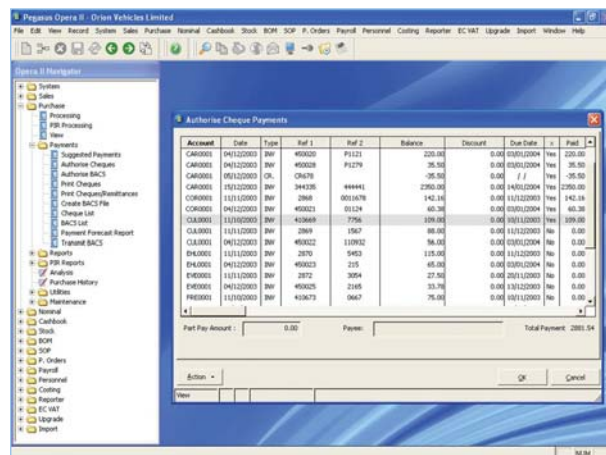
## Keeping your suppliers in order

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

## Improved cashflow control

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

- Multi-currency: transactions are held in both base and suppliers' currencies
- Supplier statistical analysis
- Batch e-mail of remittances
- Multiple Contacts and Supplier Notes
- Combined Cheque/Remittance
- Purchase Invoice Register
- Authorise payment routine
- Real-time or batch update to Nominal



Account	Date	Type	Ref 1	Ref 2	Balance	Discount	Due Date	x	Paid
CAR0001	04/12/2003	INV	450020	P1121	220.00	0.00	01/01/2004	Yes	220.00
CAR0001	04/12/2003	INV	450028	P1129	26.50	0.00	01/01/2004	Yes	26.50
CAR0001	05/12/2003	CR	05678		-35.50	0.00	/ /	Yes	-35.50
CAR0001	15/12/2003	INV	344235	44441	2300.00	0.00	14/01/2004	Yes	2300.00
CLS0001	11/12/2003	INV	2868	001078	142.14	0.00	11/12/2003	Yes	142.14
COR0001	04/12/2003	INV	450021	01124	40.30	0.00	01/01/2004	Yes	40.30
CLS0001	11/10/2003	INV	413668	7756	109.00	0.00	10/11/2003	Yes	109.00
CLS0001	11/11/2003	INV	2969	1567	89.00	0.00	11/12/2003	No	0.00
CLS0001	04/12/2003	INV	450022	110102	86.00	0.00	01/01/2004	No	0.00
BHL0001	11/11/2003	INV	2070	5403	115.00	0.00	11/12/2003	No	0.00
BHL0001	04/12/2003	INV	450023	215	65.00	0.00	03/01/2004	No	0.00
EHS0001	11/12/2003	INV	2872	3056	27.90	0.00	01/12/2003	No	0.00
EHS0001	04/12/2003	INV	450025	2165	33.78	0.00	11/12/2003	No	0.00
FRE0001	11/10/2003	INV	410673	0667	75.00	0.00	10/11/2003	No	0.00

# Nominal Ledger

## Management information for decision makers

Nominal Ledger is your window on your company's financial status. Want up-to-the-minute data from the Sales Ledger, Purchase Ledger, Invoicing/SOP, Payroll and Cashbook for management information and reports? You can have it. Thus enabled to determine trends in your company's trading performance as they emerge, you can make the decisions to influence them positively.

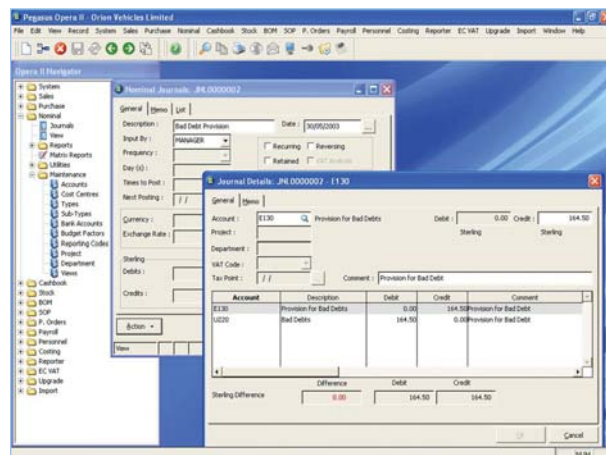
## Flexibility, giving you greater control over your accounts

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

## Financial reports designed for your business

For management reports there is the flexibility to design your own financial reports of your company's trading performance. And these can range from a 'snapshot' view to as detailed a picture as you like.

- Definable financial calendar
- Recurring, Reversing or Retained Journals
- Definable management reports
- Original and revised budgets
- VAT journals
- Nominal consolidation
- Extensive drilldown features to period values, transactions and source documents
- Real-time or batch update from source ledgers



# Advanced Nominal Ledger

## Sophisticated and flexible financial analysis

Generate accurate, timely and extensive financial and business information: Advanced Nominal Ledger provides comprehensive enterprise analysis and reporting facilities ensuring that you are always in full control.

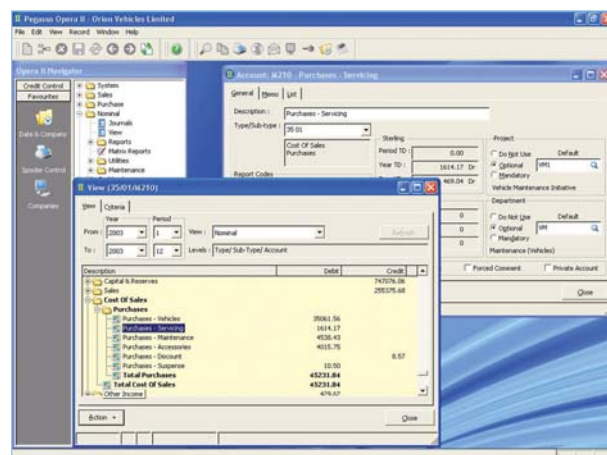
## Information how you want it, when you want it

Advanced Nominal Ledger adapts to how you want to analyse your data. Multiple dimensions make it easy to analyse key information, such as revenues and expenses, by Nominal Account, Cost Centre, Department or Project. Budgets can also be specified at dimension level and across fiscal years if required. The ability to report on this information couldn't be easier and the ability to report on a year or period ranges ensures maximum flexibility when interrogating data.

## A better informed point of view

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

- Nominal dimensions: Cost Centre, Department and Project
- User-definable descriptions for Department and Project
- Original and revised budgeting at dimension level
- Definable financial analysis with extensive drilldown facilities to period values, transactions and source documents



## Cashbook

### Managing your cash... better

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

### Flexible reconciliation

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

- Integrates with Sales Ledger, Purchase Ledger, Nominal Ledger, Payroll, Invoicing and Sales Order Processing
- Receipts, payments and refunds can be posted
- Cheques, remittance and BACS payments can be processed
- Reconciled transactions can be kept for up to 99 accounting periods
- Inter-bank transfers
- Bank reconciliation
- Automatic suspend facility with bank reconciliation
- Full drilldown on batched receipts, recurring journals, payments and direct postings

# Sales Order Processing

## Automatic updating

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

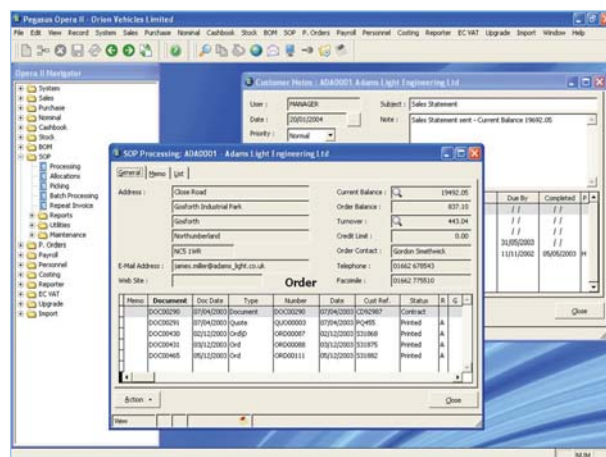
## Your stationery requirements satisfied

A full range of standard and tailored stationery is available to meet your documentation requirements.

## Greater control over the entire process

Pegasus Opera II meets your trading requirements with ease because it is so flexible. Identifying overdue accounts is simple, and profit margin per sale is determined by making price and profit calculations when entering an order. Stock can be allocated to customer orders at the time of order input or, for added flexibility and control, by customer priority, product, warehouse, delivery route or due date.

- Produce quotes, pro formas, orders, deliveries, invoices and credit notes
- Unlimited memo pad per order, order line with date stamp and cut-and-paste
- Consolidation of multiple orders/deliveries to invoices
- Price discount matrix, price lists, foreign currency price lists and promotional pricing
- Raise purchase orders directly from sales orders
- Euro values can be displayed on all Sales Order Processing documents
- Stock updated at delivery or invoicing



## Purchase Order Processing

### Tighter control

Gain complete control with Pegasus Opera II Purchase Order Processing. There's no need to re-key information at each stage, with documents progressing through the complete cycle from purchase order to invoice and delivery; and stock levels are monitored and controlled throughout. Upon delivery of goods or receipt of a supplier's invoice you are able to reconcile these against all orders.

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

### Exactly the right stock levels

The effective management of stock is integral to the process, so the system monitors your stock levels. Back-to-back order processing ensures sufficient stock to fulfil all sales orders. This is achieved through the automatic production of purchase orders at the point of entering a sales order for which there is insufficient stock available.

- Purchase Orders, deliveries and invoices can all be processed
- Reconciliation of goods received against orders
- Drilldown to original order lines
- Creation of supplier invoices from a purchase order, delivery or deliveries
- Supply Code/Nominal Code assigned to purchase order lines
- Supplier Product file
- Handles under and over deliveries
- Model Purchase Orders

## Stock Control

### Optimisation of stockholding

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

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

### Flexible and adaptable discounting

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

- Stocked and non-stocked items
- Minimum stock and re-order levels
- Suggested order quantities
- Extended stock description
- Cost and selling prices per warehouse
- Preferred supplier by stock item
- Factoring, decimal quantities and split packs
- Full drilldown and order history
- Match delivery lines on Goods Received Notes (GRN) against purchase orders
- Match Return to Vendor (RTV) lines to delivery lines on GRN
- Batch and serial traceability

## Costing

### Controlling and managing costs = profitability

Cost control is a vital element in any business. The Costing module allows you to track job costs and revenues against budgets. Costs can be broken down against categories such as Labour, Contractor, Direct Expense, Stock and Interim Billing, to name but a few. Transactions can be processed either from within Costing or any of the associated modules (Sales Ledger, Purchase Ledger, Stock, POP or Invoicing/SOP). For example, Sales documents can be generated within Costing or Invoicing/SOP, allowing you to invoice unbilled costs; stock can be issued directly to a job; purchase orders can be raised against a job to generate a committed cost.

### Analyse information, see trends developing

For each job, the traditional methods of accessing information are readily at hand. You can drill down to the original transaction details or produce a range of detailed or summary reports.

- Caters for contracts, estimates, jobs and phases
- Copy existing job/estimate structures and budgets for new jobs
- Drilldown views to transaction level
- Sub-contractor costs can be recorded and reports raised on amount of tax to be withheld
- Up to 999 Cost Rates
- Timesheet transfer to Payroll
- Costs processed as single items or in batches
- Revenues can be broken down into interim invoice, final invoice and retention

## Bill of Materials

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

### Take control of manufacturing requirements

Opera II Bill of Materials takes full control of manufacturing requirements. Before starting the manufacturing process a trial build can be performed. This calculates whether there are enough stock components to complete the required quantity of the final assembly, and identifies any shortfalls. It also caters for the substitution of components on a works order and can adjust the quantity to build accordingly.

As the manufacturing process begins with the works order, the stock can be automatically allocated and issued and, when the works order is completed, the finished assembly can be updated with the build quantity. Alternatively, there is the flexibility to choose to operate these processes separately. The Bill of Materials kitting function gives further flexibility by enabling works orders to be raised and receive the build quantity of the finished assembly into stock in a single process.

### Reporting and enquiring facilities

Opera II Bill of Materials provides fast and accurate manufacturing information, which means that locating a particular batch/serial item used on a works order is easily achieved using the Traceable View function.

- Controls assembly structures with costs broken down into raw materials and labour items
- Assembly structures can be temporarily changed to meet the specific needs of a customer
- Caters for phantom sub-assemblies
- Facility to create Works Orders which can be printed and used as a picking list
- Monitors and reports on work in progress
- Traceability at sub-assembly and component level
- Facility to update assembly costs when component costs change
- Links to SOP, Stock Control and Costing

## EC VAT

### EU trading made easy

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

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

- **Country specification**
- **Definition of European Community countries with which you trade for sales and purchases**
- **Maintains the standard codes that identify the Modes of Transport in use**
- **Records Terms of Delivery for Supplementary Declaration submissions**
- **Summary and detailed EC Sales List Report (ESL)**
- **HMRC-approved substitute Supplementary Declaration (SD) form**



## XRL

### Accessing Opera II data within Microsoft Excel

Opera II XRL links Opera II with Microsoft Excel in real time. This means that you can import live data from within Opera II into Excel quickly and easily, in order to manipulate, analyse, and produce reports based on it. When you are done, information such as Nominal Ledger budgets, price lists and stock adjustments can be written back into Opera II. There is no need to re-key or copy and paste: XRL delivers accurate, up-to-the-minute information quickly and easily and provides enhanced analytical power.

### Comprehensive enterprise reporting and analysis

Information extracted from Opera II to Excel can be combined with key data from other corporate or external sources to offer comprehensive reporting and analysis.

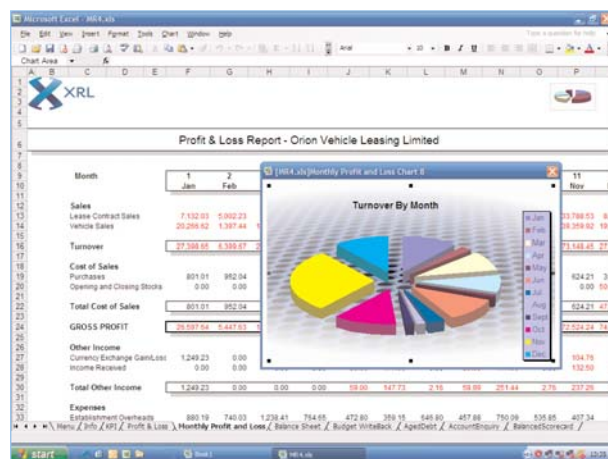
### Automated processes

Reports can be set up and run without manual intervention using the Opera II XRL Macro Builder, meaning that different types of data can be extracted from Opera II and processed in Excel.

### Secure access and control

Opera II XRL supports the Opera II security features, protecting a company's data by ensuring that only authorised users have access to sensitive company information.

- Allows information from the Opera II financial and distribution modules to be incorporated into Excel
- Cross-company reporting
- Cube analysis for multi-dimensional reporting
- Report Designer facilities
- Dynamic writeback facilities for Nominal budgets, price lists and stock adjustments
- Progressive drilldown to the live underlying Opera II transactions
- Access to data is controlled by Opera II security settings



## Pegasus Instant Messenger

Pegasus Instant Messenger (PIM) is an Instant Messaging communication framework which optimises the effectiveness of business communications and supports a number of services. The first of these is a back-office Business Alerts service, offering the ability to distribute critical information automatically in the form of a discreet pop-up instant message.

PIM is based on real-time data within Opera II; the content of the instant message is dynamically generated and completely up to date. PIM can be easily configured, via a user-friendly wizard, to produce instant alerts which appear in a pop-up window on the recipient's desktop. Defined by the user and relevant to their business needs, PIM instant messages can have many business-critical uses, such as escalating overdue invoices to the Credit Control Manager, monitoring stock levels dynamically to enable more efficient stock control, and warning Budget Holders of information which is outside budgetary control thresholds.

Messages can be configured in a variety of ways, by business rules or criteria, which are monitored on a periodic basis, and by timed events. The recipients of these messages can also be configured to receive messages regarding very specific topics.

### The benefits of Pegasus Instant Messenger

Developed with the small to medium-sized business in mind, PIM does not depend on large-scale or costly hardware systems, therefore offering:

**Ease of use:** there is no need to invest in expensive training or consultancy, as PIM is easy to configure and use.

**Data security:** PIM's security is independent of Opera II; it is safe to deploy information to a variety of personnel, ranging from stock and despatch to sales and accounts staff.

**Independent delivery:** PIM is linked with internal and back-office systems; there is no need for a permanent web connection, as is the case with most other 'instant messenger' type products.

### Pegasus Instant Messenger for your business

There are two editions of PIM: Desktop Edition and Enterprise Edition.

**The Desktop Edition** offers excellent 'entry level' message facilities to further enhance the usability of Opera II and integrates with all areas of business. Users can generate an unlimited number of instant messages in pop-up format with no restrictions on the number of users on the network. Up to 5 pre-defined Tasks are allowed via a simple Wizard utility.

**The Enterprise Edition** offers all the functionality available in the Desktop Edition, but is further enhanced with additional Tasks for businesses with a wider range of pre-defined requirements. Further Tasks can be added as a business grows or to accommodate changes in processes and requirements. Message format extends to e-mail and the Advanced Wizard enables the creation of tasks and timed events by the user. In addition, advanced HTML capabilities within the Enterprise Edition enhance the presentation of the information being delivered.

- Distributes information automatically in the form of a pop-up message
- Easy to configure and use: alerts can be defined by the user
- Based on real-time data within Opera II
- Low cost, no need for expensive training
- No need for a permanent web connection or e-mail
- Safe enough to deploy information to a variety of personnel
- Messages can be configured by business rules, criteria or timed events
- Available in two versions, the Desktop Edition for entry level functionality and the Enterprise Edition for more advanced business needs