



Opera 3 EC VAT

**Accreditation
Training Courseware**



Pegasus Software
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Address: Orion House, Orion Way, Kettering, Northamptonshire, NN15 6PE |
(Registered Office: The Phoenix Building, Central Boulevard, Blythe Valley Park,
Solihull, West Midlands, B90 8BG) | Registered in England No. 2766416



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Contents

INTRODUCTION	IV
ABOUT OPERA 3	IV
ABOUT THIS GUIDE	IV
INTRODUCING THE MODULE	IV
FEEDBACK	IV
KEY	V
TRAINING LITERATURE RELEASES	V
MODULE MENU STRUCTURE.....	VI
GLOSSARY (OF MENU STRUCTURE).....	VII
THE MODULE – EC VAT	1
GUIDE TO EC VAT REGULATIONS	1
<i>Introduction.....</i>	1
<i>EC Supplies</i>	1
<i>EC Acquisitions</i>	2
<i>ESL.....</i>	3
<i>SD</i>	4
<i>VAT Return (VAT 100).....</i>	6
<i>Invoices.....</i>	7
<i>Special Transactions.....</i>	8
Distance Selling	8
Distance Selling Reports	8
Process Items	8
Pre-Process Items	8
Post-Process Items	8
INTRODUCING EC VAT.....	9
<i>How EC VAT links to other modules</i>	9
1 SET-UP	10
1.1 EC VAT IMPLEMENTATION IN OPERA II - RECOMMENDED ORDER OF SET-UP.....	10
1.2 COMPANY PROFILES	11
2 MAINTENANCE.....	13
2.1 COUNTRIES.....	13
2.1.1 <i>Suppliers from Outside the European Union.....</i>	14
2.1.2 <i>To Create a New Country</i>	16
2.2 SD CODES	16
2.2.1 <i>Transport Modes.....</i>	16
2.2.1.1 The standard numbers are:	17
2.2.1.2 To Create a New Mode of Transport code	17
2.2.2 <i>Transaction Nature</i>	18
2.2.2.1 To Create a New Nature of Transaction Code	19
2.2.3 <i>Delivery Terms</i>	20
2.2.3.1 To Create a New Delivery Terms Code	21
2.3 COMMODITY CODES.....	21
2.3.1.1 To Create a New Commodity Code.....	22
2.4 VAT PROCESSING	23
2.4.1 <i>Copying VAT Codes (System).....</i>	27
2.4.2 <i>Printing the VAT Audit Report (System).....</i>	28
2.4.3 <i>Printing the VAT Values Report (System).....</i>	29

2.4.4	<i>Submitting the VAT Return & RCSL (System)</i>	30
2.4.5	<i>VAT Online (Vat 100)</i>	32
2.4.5.1	Online Filing Manager – VAT Return.....	33
2.4.5.2	VAT100 Submissions.....	34
2.4.5.3	To File VAT100 Submissions	36
3	PROCESSING	39
3.1	SALES LEDGER	39
3.1.1	<i>Accounts</i>	39
3.1.2	<i>Posting a Sales Invoice</i>	40
3.1.2.1	Header Screen	40
3.1.2.2	Detail Screen.....	40
3.2	INVOICING / SOP.....	42
3.2.1	<i>Processing Invoices</i>	42
3.3	STOCK CONTROL.....	43
3.3.1	<i>Stock Item Creation</i>	43
3.4	PURCHASE LEDGER.....	44
3.4.1	<i>Accounts</i>	44
3.4.2	<i>Posting a Purchase Invoice</i>	46
3.4.2.1	Header Screen	46
3.4.2.2	Detail Screen.....	47
4	REPORTS	49
4.1	PUBLISHING A REPORT	49
4.2	LIST OF REPORTS.....	50
4.2.1	<i>ESL Report</i>	50
4.2.2	<i>ESL Summary</i>	52
4.2.3	<i>ESL Audit Trail</i>	53
4.2.4	<i>SD Report</i>	54
4.2.5	<i>SD Report to EDI</i>	55
4.2.6	<i>SD Audit Trail</i>	58
4.2.7	<i>VAT Reconciliation</i>	59
	APPENDIX	60
	APPENDIX A – VAT INFORMATION	60
	<i>Setting Up Reverse Charge Accounting (Goods)</i>	60
	<i>Setting Up Reverse Charge Accounting (Services)</i>	62
	<i>Sales VAT codes</i>	62
	<i>Purchase VAT codes</i>	63
	APPENDIX B VISUAL FOXPRO AND TECHNICAL INFORMATION	64
	<i>Why the Visual FoxPro development environment?</i>	64
	<i>The Data Dictionary</i>	64
	<i>Data Container</i>	64
	<i>Links and Relationships</i>	65
	<i>Free Tables</i>	65
	<i>Data Types</i>	65
	<i>Update Data Structures</i>	65
	<i>The Data Validation Tool (DVT)</i>	66
	<i>Database Command Line</i>	66
	<i>The Data</i>	68
	<i>Temporary Tables (Cursors)</i>	69
	APPENDIX C - IMPORTER & OPEN PERIOD ACCOUNTING.....	70
	<i>Options</i>	70
	<i>Financial Calendar in the Nominal Ledger</i>	70
	<i>Which date does the Importer use to update the Nominal Ledger?</i>	70
	<i>Sales Ledger and Purchase Ledger transactions</i>	71
	<i>Stock Control movements</i>	72
	<i>Cashbook transactions</i>	72
	<i>Nominal Ledger journals</i>	73
	APPENDIX D – DATA STRUCTURES & TECHNICAL INFORMATION	74

<i>Table Break-down</i>	74
Payroll System Tables.....	74
<i>Joins Information</i>	75
<i>Codes of interest</i>	75
<i>VAT & Exchange Rates</i>	76
<i>Pegasus Opera 3 Enterprise VFP Database Structures – Z & V Tables</i>	77
<i>Pegasus Opera 3 Enterprise VFP Database Structures - Listed SEQ Tables</i>	84
OTHER GUIDES AND HELP	93
README FILE.....	93
RELEASE GUIDE.....	93
INSTALLATION GUIDE	93
DEMONSTRATION DATA GUIDE.....	93
IMPLEMENTATION GUIDE.....	93
SYSTEM REQUIREMENTS GUIDE	93
HELP.....	93
DOCUMENT MANAGEMENT & EXECUTIVE DASHBOARDS GUIDES	93

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Introduction

About Opera 3

Opera 3 is the most versatile and user-friendly accounting, supply chain management, payroll & HR, manufacturing and reporting solution from Pegasus Software. A modular solution, Opera 3 enables you to select the components that match your current business model, whilst making it possible to add further functionality as requirements change. This means that the capability or capacity of a system can be seamlessly expanded whilst safeguarding the investment.

For more information about Opera 3, select the Solutions link on the [Pegasus](#) web site.

About this Guide

This Accreditation Training Courseware offers an accompanying guide to the accreditation training course.

If you are new to Opera 3, read the Getting Started section of the Opera 3 Help that covers the application in more detail. You can access this from the Windows Start menu, or by using the F1 Key or Help menu when you have logged in to the product.

Opera 3 is available for both Visual FoxPro and SQL Server database platforms. This Accreditation Training Courseware applies to both database platforms, however, there are certain elements that are only included in one or the other database, and as such, the relevant sections or paragraphs are clearly identified with the following labels:

[SQL] – only relevant if you are running the application on an SQL Server database.

[VFP] – only relevant if you are running the application on a Visual FoxPro database.

Sections that are not identified with these labels are relevant to both database types.

For more information, see the [section Functional Differences between Opera 3 Enterprise & Opera 3 Enterprise SQL section in the release guide](#).

Introducing the module

For those who are VAT registered and trade with other EC countries, the VAT return (form VAT 100) includes several boxes that record their level of trade, specifically within other EC countries. It is also the obligation of the trader to submit reports detailing the movement of goods (arrivals and despatches) between EC countries. This information is not gathered at border controls. These reports must be submitted monthly, quarterly or annually depending what you have agreed with HMRC.

Feedback

Pegasus is interested to hear your views on the documents we provide. To give your feedback, send an email to training@pegasus.co.uk. Please type "O3Training_Accreditation_ADM60ECVATR1.1.docx Accreditation Training Courseware" in the subject box.

Please note that product support is not offered through the above email address.

Key

Icon	Meaning
	Useful Hint, Tip or Note. General Comments / Notes
	Useful Report obtained from clicking on the print icon while sitting on the form
	During the literature, some basic Question and Answer / Troubleshooting points are discussed. May include a few did you knows...
	Website link
	Exercises / Example solution
	Report to XLS
	Potential Report Enhanced from Opera II (more than simple field adjustments)
	FAQs - Only

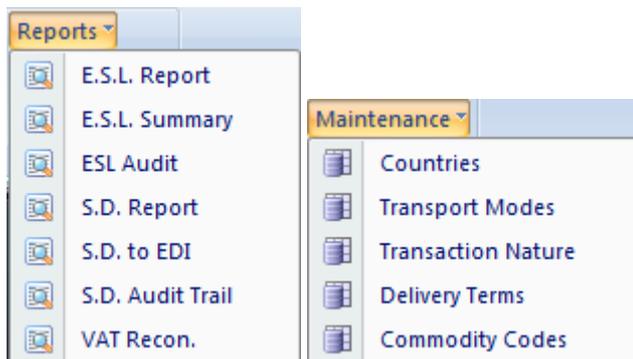
Training Literature Releases

Release	Added Information
R1.0	Originating document
R1.1	Minor updates for 2.22

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Module Menu Structure

The following sections will cover the functionality of the options in this module as outlined in the image below which shows each menu option contained in this module.



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Glossary (of Menu Structure)

Navigator Folder	Command	Purpose
Reports	E.S.L. Report	The E.S.L. Report prints a report or creates a file that can be submitted to HMRC monthly or calendar quarterly. The file can be uploaded to the HMRC website using the ECSL Service on the Government Gateway (An Internet portal that provides UK citizens and businesses with a convenient way to link to the Online Services provided by a range of Government departments) . All the necessary information about your company and the sales of goods you have made to VAT registered customers in the EC during the ESL period is included. The report also includes services you have provided to customers in the EC that are subject to the Reverse Charge VAT procedure
	E.S.L. Summary	The E.S.L. Summary report is provided for those companies whose EC sales are below the current threshold and who have obtained permission from HMRC to submit annual EC Sales List reports. The summary report prints a list of all EC VAT registered customers you have sold goods and related services to in the current year. Values are not printed on this report.
	ESL Audit	The E.S.L. Audit Trail reports a breakdown of the transactions that are included on the EC Sales List (ESL) report. The report lists each customer included on the ESL for the period selected. It includes the customers' VAT registration numbers, account and transaction references, tax point dates, country code, VAT code, the value of supplies, the process indicator (where appropriate), the currency code, exchange rate in use at the time of transaction creation and foreign value of supplies. The totals for each customer are also printed.
	S.D. Report	The Supplementary Declarations (SD or Intrastat) forms that are printed by the S.D. Report command are different to the official forms but they contain all the necessary information but they are not accepted by HMRC. To submit a printed SD return to HMRC, you must copy the details from the SD report to the official form provided by HMRC.
	S.D. to EDI	To submit the Supplementary Declarations (SD or Intrastat) report using your data, you must use the S.D. Report to EDI command. The command produces the SD report as an Electronic Data Interchange (EDI) file that you can submit to HMRC by email. The EDI file complies with the Electronic Data Interchange for Commerce and transport (EDIFACT) standard, which is a United Nations International Standard for information interchange.
	S.D. Audit Trail	The S.D. Audit Trail reports a breakdown of the transactions that are included on the Supplementary Declaration (SD or Intrastat) reporting. You define the SD period date up to which the audit trail should be printed and choose the despatches report, arrivals report, or both.

		The report lists, for each line printed on the relevant SD report, for the period selected the SD report item number, commodity code, traders reference (invoice number), tax point date, account reference, value of supplies, delivery charge value apportioned to and included in value of supplies, currency code, exchange rate, foreign value of supplies and nature of transaction code.
	VAT Recon.	There are many rules governing the treatment of different types of intra-EC transactions. For example, in the case of pre-process items, their value must not be included on the VAT return but must be included on the EC Sales List (ESL) with a zero value, and they must be included on the Supplementary Declaration (SD) report valued at the cost of the goods being sent for process. In the case of credit notes where goods are returned, these must be included on the VAT return and the ESL with negative values but must be included on the SD report with positive values (that is, sales credits must be included on the arrivals SD and vice versa).
Maintenance	Countries	An essential part of EC VAT accounting is the definition of the countries with which you will be trading. Country specification is required for all EC trading, whether or not you are required to submit Supplementary Declarations (SDs).
	Transport Modes	Use the Transaction Nature command to maintain the codes used to complete the relevant part of the Supplementary Declaration (SD) you submit for Intrastat purposes. The Nature of Transaction code (NoTC) is used to indicate the type of transaction which is being declared on the SD, for example normal sales or acquisitions, goods sent for processing or repair, or free of charge goods. The code normally has one digit and a zero. However a second digit can be used on certain occasions and although use of this second digit is not mandatory, it can very often help businesses in reconciling their Intrastat and VAT accounts, avoiding discrepancies which might result in enquiries from HMRC.1111
	Transaction Nature	Use the Transport Modes command to maintain the codes that identify the mode of transport which is an optional item for inclusion on SDs. The mode of transport is the one active at the frontier, as known to the trader. Where doubt exists, you can record the presumed mode of transport.
	Delivery Terms	Use the Delivery Terms command to maintain the codes that identify the terms of delivery on the SDs you submit for Intrastat (Intrastat is the name given to the system for collecting statistics on the trade in goods between the countries of the EU) purposes.
	Commodity Codes	Use the Commodity Codes command to maintain the description and second quantity descriptions for each commodity code you use. For Intrastat purposes, goods are classified by means of commodity codes. This is an eight-digit number as identified in the Intrastat Classification Nomenclature. You can obtain a free copy of the Intrastat Classification Nomenclature (ICN) from HMRC from www.tradeinfo.com . This guide provides you with the information you need to identify the commodity codes you apply to the goods you move within the EC Member States.

You can also obtain information from a Trade Association, Chamber of Commerce or from the Tariff and Statistical Office.

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The Module – EC VAT

Guide To EC VAT Regulations

Introduction

Definition : The single market is defined in article 13 of the Single European Act as 'an area without internal frontiers in which the free movement of goods, businesses, services and capital is ensured in accordance with the provisions of the Treaty of Rome'.

The introduction of the single market on 1st January 1993 and the removal of fiscal frontier controls between member states of the European Community (EC) has resulted in some fundamental changes in the arrangements for the collection and control of VAT on intra-community trade.

To create this 'single European market', with effect from 1st January 1993, is no requirement for customs declarations or clearance for most imports and exports within the EC. In fact, the terms import and export no longer apply to EC trade - they remain for NON-EC trade - they are replaced by the terms acquisition and supply for VAT purposes and arrivals and despatches for statistical purposes.

However, when goods are imported or acquired from a business in another EC country, VAT will still have to be collected, and exports or despatches of goods to businesses in other EC countries will still be zero-rated (provided they are dealt with in accordance with the rules).

For those who are VAT registered and trade with other EC countries, the VAT Return (Form VAT 100) includes several boxes that record their level of trade, specifically with other EC countries.

It is also the obligation of the trader to submit reports detailing the movement of goods (arrivals and despatches) between EC countries as this information is no longer gathered at border controls.

Additionally, HM Customs & Excise have stated that extensive audit trails should be provided to back up each of the formal reports - including the VAT Return (Form VAT 100).

EC Supplies

'Despatches' (or 'supplies') is the term for goods sent from a business in one EC country to a business in another EC country. Important rules apply before such transactions can be zero-rated. The term 'export' will still apply to goods sent to non-EC countries and existing rules for zero-rating such supplies will remain.

With effect from 1st January 1993 UK VAT must be charged on the supply, unless the supplier is VAT registered in the destination state.

This also applies to the transfer of goods to a branch in another EC country if the branch is not registered for VAT.

Goods supplied to a VAT registered business in another EC country may be zero-rated provided that:

- the purchaser's valid VAT Registration Number is shown on the sales invoice;
and
- the goods are despatched to another EC country;
and
- commercial documentary evidence - such as customer's order correspondence, advice notes, consignment notes, freight details, airway bills, bills of lading, delivery notes, certificates of shipment, payments, etc. - that the goods have been removed from the UK is retained.

EC supplies does not merely mean sales - it virtually covers all movements of goods across an EC border to another VAT registered business.

Other examples include - a transfer under approval terms where legal title does not pass when the goods cross borders or a transfer within a company from one branch in one EC country to a branch in another EC country.

Therefore, if goods are being sent across an EC border and being received by a VAT registered body in that country the supply is zero-rated - otherwise VAT must be charged.

EC Acquisitions

With effect from 1st January 1993 there are no Customs formalities of checks on moving goods from one EC country to another.

There are, however, the following exceptions:

- movements of goods where excise duty can be charged, which are still in bond;
- movements of non-EC goods where duty has not yet been paid;
- movement of some food products from Spain/Portugal which are still subject to duty.

The above exceptions are not handled in Opera.

The taxation of goods acquired (imported) by VAT registered businesses from a person registered in another EC country will fall under the reverse charge procedure.

Under this system the person acquiring the goods shows the VAT due on the goods on his VAT return and, at the same time, takes a credit on the same VAT return - thus there is no net VAT liability and no cash flow effect.

There will only be liability if the purchaser is unable to recover all the VAT on its expenditure because of partial exemption or non-business considerations.

The procedure therefore requires from 1st January 1993 that all supplies from taxable persons in other EC countries are recorded, and acquisition VAT calculated thereon.

The 'tax point' for an acquisition (import) - the date which determines in which VAT period VAT must be accounted for - is the earlier of the date of the supplier's invoice and the 15th of the month following the actual acquisition or despatch date.

ESL

The EC Sales Lists apply to all businesses who are registered for VAT in the UK and who:

- make supplies of goods to a person registered for VAT in another EC country;
- send goods to a person registered for VAT in another EC country for process;
- return goods after processing them to a person registered for VAT in another EC country;
- transfer goods from the UK to another EC country in the ordinary course of business.

If the trader has a very low level of EC sales he may not need to submit EC Sales Lists. He may apply to his local VAT Office for permission not to provide this information if:

- total annual taxable turnover does not exceed the VAT Registration threshold by 35,000 ECU or more; and
- the annual value of supplies to other EC countries is no more than 15,000 Euro; and
- the goods supplied do not include new means of transport (boats, aircraft and motorised land vehicles).

If HM Customs & Excise agree to the application, the trader will have to send in an annual list of the VAT Registration Numbers of his EC customers.

In addition to showing one's own VAT Registration Number, name and address, date of submission and period covered, the following details for each customer in other EC countries must be shown:

- the VAT Registration Number including a two letter identifying the country;
- the calendar quarter aggregate (total) value of the goods and associated freight and transport services which have been supplied;
- an indication, where appropriate, that the goods have been sent to another EC country for process;
- an indication that the goods have been returned to another EC country after processing them, together with the value of the process.

The EC Sales Lists may be sent in one of the following ways:

- a pre-printed return (Form VAT 101) provided;
- magnetic media, e.g. computer tape or disk;
- electronic data interchange (EDI).
- Internet.

Agreement of the local VAT Office must be obtained for the second, third and fourth methods. The VAT Office must ensure that the layout and content is acceptable and that the computer systems are compatible.

SD

From 1st January 1993 larger VAT registered businesses with a value of trade in goods - either acquisitions or despatches - with other EC countries (including goods moved within the same legal entity) above a certain threshold will have to supply supplementary information on that trade each month - by way of a Supplementary Declaration (SD).

The thresholds are set each year for arrivals of goods from, and despatches of goods to, other EC countries. If the level of business exceeds the threshold for the arrival of goods, but not despatches, then the Supplementary Declarations will only need to be completed for arrivals. If however, it is despatches, and not arrivals, which exceed the threshold then the Supplementary Declaration will be required for despatches only.

Even though a user may not have a requirement to provide despatch SD's his customers may well require SD information on the sales invoices. In these cases users need SD functionality on their system.

The format of the Supplementary Declaration is broken down into two parts; Header Information and Item Information.

Header Information - identifies the trader, declarant, reference period and type of declaration. It contains the following:

- trader's VAT Registration Number (nine digit numeric);
- trader's branch identifier (three digit numeric) - where applicable;
- trader's name and address (in full) - not required for electronic transmission;
- agent's VAT Registration Number (nine digit numeric) - where applicable;
- agent's branch identifier (three digit numeric) - where applicable;
- agent's name and address (in full) - where applicable - not required for electronic transmission;
- flow (one digit alpha code - A = arrivals, D = despatches) - separate forms are required for arrivals and despatches. For electronic transmission the code is required at item level;
- period covered (four digit numeric - in form MM/YY)
- number of items (three digit numeric) - number of lines completed on the declaration.

It is recommended that each header carries no more than 200 lines - although this is not appropriate for electronic transmission

Item Information : must be completed for each commodity code, and requires the following data:

- Commodity Code (eight digit numeric) - goods should be classified by using a commodity code in the Combined Nomenclature of the EC. A Classification Guide has been published (or the UK Customs Tariff can be used to find the appropriate code).
- Value (14 numeric) - value (in sterling to the nearest pound) as used for VAT purposes, invoice or contract price. It must include related freight and insurance costs where these form part of the invoice or contract price;
- Delivery Terms - (three digit alpha code)
 - EXW = ex works
 - FOB = free on board at port of departure
 - CIF = cost/insurance/freight at port or arrival
 - DDU or DDP = delivered domicile (fully delivered)
 - XXX = other

The nearest possible delivery term should be used wherever possible rather than XXX. Note : This field is only required if the traders supplies or acquisitions exceed a threshold.

- Nature of Transaction (two digit numeric code) - the first digit which has nine classifications is mandatory - the second digit is optional;
- Net Mass (11 numeric) - in kilograms;
- Supplementary Units (13 numeric) - required where a second quantity is shown in the Customs Tariff/Combined Nomenclature;
- EC Country consignment sent to / received from (two digit alpha code);
- Mode of Transport (one digit numeric code) - mode of transport at the frontier, and as known to the trader. (Not mandatory).
- Country of Origin (two digit alpha code - there is a list of codes in the Customs Tariff) - arrivals (imports) only. Some other EC countries will use a three digit numeric code. (Not mandatory).
- Number of Consignments (six numeric) - only needed where consignments have been aggregated. (Not mandatory).
- Trader's Reference (14 alpha-numeric) - e.g. invoice number. (Not mandatory).

Where all other details are identical, values and quantities may be aggregated - in such instances the number of consignments should be shown.

VAT Return (VAT 100)

The Form VAT 100 applies to all companies who are registered for VAT in the UK.

The boxes are as follows:

- Box 1 Output Tax
- Box 2 VAT due on acquisitions
- Box 3 Total of Output Tax and VAT due on acquisitions (Box 1 + Box 2)
- Box 4 Input Tax
- Box 5 Difference between Boxes 3 and 4 (Box 3 - Box 4)
Payable to HM Customs & Excise
- Box 6 Goods Value of Sales
- Box 7 Goods Value of Purchases
- Box 8 Goods Value of EC Supplies
- Box 9 Goods Value of EC Acquisitions

Box 8 Details

The value of the following transactions should be included as EC supplies in Box 8:

- goods and related services sold and delivered to a VAT registered customer in another EC country;
- goods and related services sold to a customer in one EC country but delivered to another EC country;
- goods and related services sold to a customer outside the EC but delivered to a destination which is within an EC country - i.e. any goods sold where the customer invoiced is located outside the EC but the goods remain in the EC;
- goods and related services which are transferred from the UK part of an organisation to a branch or part in another EC country - even though no payment is made;
- goods and related services which are transferred from a UK person to a destination in another EC country even if no actual sale is involved;
- goods and related services returned by a UK processor to another EC country after processing - only the value of the processing in the UK should be included;
- goods sold delivered to an unregistered person in another EC country if the supplier is VAT registered in the destination state.

Temporary movement of goods, such as goods sent for process to another member state, should not be included. Additionally transfers of goods for repair or loan, hire and lease should not be included.

Box 9 Details

The value of the following transactions should be included as EC acquisitions in Box 9:

- goods purchased and received from a supplier in another EC country;
- Goods purchased from a supplier in one EC country but actually supplied from a different EC country;
- goods which are transferred from a branch or part of the business in another EC country to the UK branch or part of the business;
- goods which are transferred from a person registered in another EC country to the UK even if no actual purchase is involved;
- goods returned to the UK after processing from another EC country - but only the value of the processing should be included.

When acquiring goods from a business registered for VAT in another EC country, the UK business will need to include the purchase in Boxes 7 and 9. VAT will have to be calculated and included as both acquisition VAT (Box 2) and input tax (Box 4). This is known as the reverse charge procedure.

If the goods in question are, however, used wholly or partly for an exempt activity, then only a partial recovery may be allowed - this would affect the input tax in Box 4.

The acquisition must be recorded and the VAT recorded in the VAT account in the period in which the invoice is dated or in the period in which the 15th of the month following the actual acquisition falls - whichever is the earlier.

Invoices

UK businesses will have to show the prefix 'GB' before the VAT Registration Number on their tax invoices to customers in other EC countries. This confirms that the trader is registration for VAT in the UK.

It is advisable that the Sales Invoice layout is checked to ensure that the following information is also included:

- customer's invoice address;
- delivery address;
- customer's VAT Registration Number - together with two-digit country prefix;
- invoice date;
- despatch date;
- tax point;
- foreign VAT in base currency (distance sales).

Special Transactions

Distance Selling

A 'Distance Sale' occurs when you supply and deliver goods to a non VAT registered customer in another EC country.

Each EC country has a distance selling threshold. If the value of your sales to non VAT registered customers in that country exceeds this threshold then you must register for VAT in that country and charge the customer VAT at their local rate. (You must account for zero rated VAT on the sale in your home country VAT reports.)

If the value of your sales to non VAT registered customers does not exceed that countries thresholds, you are to charge and declare VAT at the UK rate. This is treated as if it were a domestic sale.

Distance Selling Reports

All distance sales must be identified separately on any reports submitted to the tax authorities. As a distance seller you must invoice all EC customers and keep a record of all distance sales to EC countries.

If you are registered for VAT in another country you will need to submit a VAT return for your distance sales in that country and an SD for arrivals, if applicable.

Process Items

Goods that are sent for process or repair in another EC state or received from another EC state for processing, which changes the nature of the goods, are known as processed items.

Pre-Process Items

These are items that have either been sent to another EC state for process or repair, or received from another state for process or repair.

For items sent by you for processing, or received to be processed by you, the ESL and SD must track the movement of goods. A zero value invoice must be posted to the account which should also record the cost value of the goods, to document their movement.

Post-Process Items

These are goods returned by you after you have processed or repaired them, or goods that are returned to you after being processed or repaired.

For items returned by you after processing, the SD must track the movement of goods. An invoice must be posted to accompany the goods and if there is a charge for processing enter this value on the invoice, and the cost of the goods including the process charge in the cost value box on the invoice. The processing charge is shown on the VAT Return and the ESL.

For items returned to you after processing, the SD must track the movement of goods. An invoice must be raised to track the goods and if there is a charge for processing enter this value on the invoice, and the cost of the goods including the process charge in the cost value box on the invoice. The arrival SD will show the processing charge plus the cost value. The VAT Return includes only the processing charge.

Introducing EC VAT

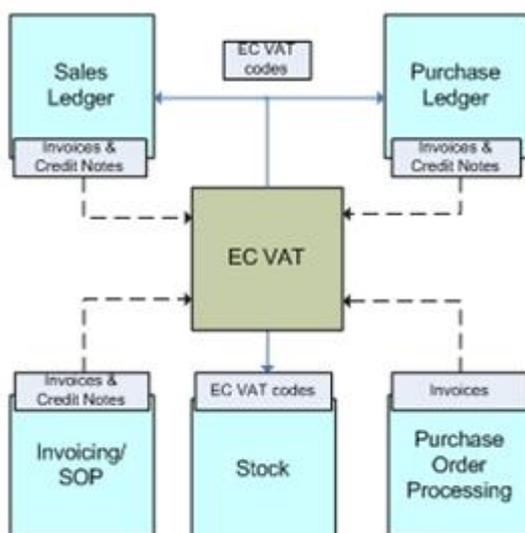
For those who are VAT registered and trade with other EC countries, the VAT return (form VAT 100) includes several boxes that record their level of trade, specifically within other EC countries. It is also the obligation of the trader to submit reports detailing the movement of goods (arrivals and despatches) between EC countries. This information is not gathered at border controls. These reports must be submitted monthly, quarterly or annually depending what you have agreed with HMRC.

EC VAT is structured into the following sections:

Section	Description
Reports	This section includes different reports that can be submitted to HMRC and audit trails that include the details of transactions included on the reports. Reports can be used to view information on your computer screen as well as printing. Most reports provide a number of options to determine the criteria including dates that define the end of a period for reporting purposes.
Maintenance	This section is where you define your country codes, modes of transport codes, nature of transaction codes, delivery terms codes and commodity codes.

How EC VAT links to other modules

EC VAT integrates with the following Opera 3 applications: Sales Ledger, Purchase Ledger (including Purchase Invoice Register), Purchase Order Processing, Stock Control, and Invoicing/SOP. When invoices and credit notes are posted to EC customers and suppliers, you are asked to enter additional codes and values that are then included on the relevant EC reports automatically.



Accreditation Training Courseware

1 Set-Up

For those who are VAT registered and trade with other EC countries, the VAT return (form VAT 100) includes several boxes that record their level of trade, specifically within other EC countries. It is also the obligation of the trader to submit reports detailing the movement of goods (arrivals and despatches) between EC countries as this information is no longer gathered at border controls. Audit controls should also be maintained to back up each of the formal reports.

The EC VAT application can be integrated with the following Opera 3 applications: Sales Ledger, Purchase Ledger (including Purchase Invoice Register), Purchase Order Processing, Stock Control, and Invoicing/Sales Order Processing.

1.1 EC VAT Implementation in Opera II - Recommended Order of Set-up

It is suggested you set up the EC VAT application in the following order:

Form	Description
Company Profiles	Enter your company VAT Registration Number (System - Maintenance - Company Profiles). Mark the boxes on the Options tab for the EC VAT reports that you will use. <ul style="list-style-type: none"> • EC Despatch SD & Include Delivery Terms • EC Arrivals SD & Include Delivery Terms • EC Sales Lists.
User Profiles	Set up the users who need to access the EC VAT functions (System - Maintenance - User Profiles).
Currencies	Set up all the necessary currencies (System - Maintenance - Exchange Rates).
Countries	Define the countries with which the company will be trading, including the Home Country (EC VAT - Maintenance - Countries).
Supplementary Declaration Codes	There are three sets of SD (Supplementary Declaration) codes that are predefined by HM Revenue and Customs and other EC regulatory bodies that are required on SD submissions, as follows: <ul style="list-style-type: none"> • Mode of Transport • Terms of Delivery • Nature of Transaction. <p>These codes are available in the demonstration database supplied with Opera 3. If new codes need to be added in the future, they can be created on the relevant form.</p>
Commodity Codes	Companies who are required to submit SD reports must specify a Commodity Code for each item declared (EC VAT - Maintenance - Commodity Codes). These are internationally predefined codes and a complete list is available from Her Majesty's Revenue and Customs. The required codes must be created using form before posting transactions that are to be reported on the SD report.
VAT Processing	Define required VAT codes (System - Maintenance - VAT Processing).
Sales Processing	Enter default EC VAT details for each customer (Sales - Processing - Action - EC VAT). You can enter default details for Country, Terms of Delivery, Mode of Transport, Nature of Transaction, and VAT Registration Number if the customer is registered for VAT.

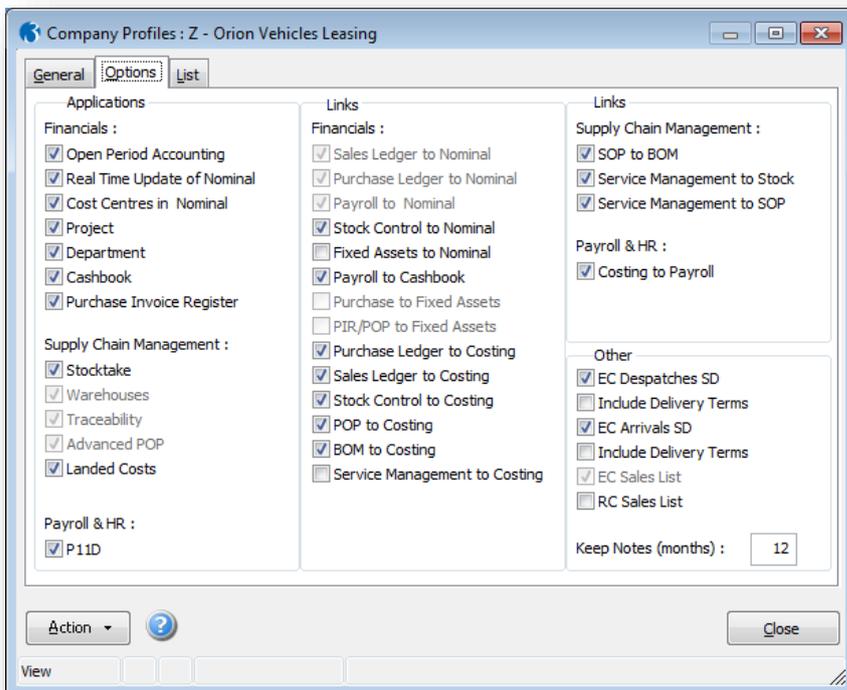
Stock Processing	Enter default EC VAT information for the item (Stock - Processing – Action - EC VAT).
Purchase Processing	Enter default EC VAT details against each supplier (Purchase - Processing – Action - EC VAT). You can enter details for Country, Terms of Delivery, Mode of Transport, Nature of Transaction, and VAT Registration Number if the supplier is registered for VAT.

Notes

1.2 Company Profiles

Ensure your VAT Registration Number is entered on the 'General' tab page.

Identify which of the EC VAT reports should be produced, based on the current thresholds, by ticking the relevant boxes on the 'Options' tab page.



EC VAT-related options only apply if you have the EC VAT application installed and activated.

Option	Description
EC Despatches SD	An option that determines whether you must maintain despatch records for the SD report. The report is accessed in the EC VAT - Reports - S.D. Report command.
Include Delivery Terms	An option that determines whether to force the recording of the delivery terms for SD details when processing sales invoice and credit note transactions or related sales order processing documents.
EC Arrivals SD	An option that determines whether you must maintain arrival records for SDs. The report is accessed in the EC VAT - Reports - S.D. Report command.
Include Delivery Terms	An option that determines whether to force the recording of the delivery terms for SD details when processing purchase invoice and credit note transactions or related purchase order processing documents.
EC Sales List	An option that determines whether you must submit EC Sales Lists to HMRC. The report is accessed in the EC VAT - Reports - E.S.L Report command.
RC Sales List	An option that determines whether you must submit Reverse Charge Sales Lists

to HMRC. This applies if you supply certain high value products to VAT registered domestic customers meaning you must account for VAT using Reverse Charge Accounting. If, after you have supplied the high value items you then stop, you must inform HMRC and clear this option. [What's Reverse Charge Accounting?](#)

Note: You can select this option even if you do not use the EC VAT application.

Notes

Accreditation Training Courseware

2 Maintenance

Various Maintenance records will need to be created for Processing and Analysis purposes.

This section is where you define your country codes, modes of transport codes, nature of transaction codes, delivery terms codes and commodity codes that are used on invoices and credit notes for EC customers and suppliers.

Form	Description
Countries	An essential part of EC VAT accounting is the definition of the countries with which you will be trading. Country specification is required for all EC trading, whether or not you are required to submit Supplementary Declarations (SD).
Transport Modes	Maintains the codes that identify the mode of transport which is an optional item for inclusion on the SD. The mode of transport is the one active at the frontier, as known to the trader. Where doubt exists, you can record the presumed mode of transport.
Transaction Nature	Maintains the codes used to complete the relevant part of the SD you submit. The Nature of Transaction code (NoTC) is used to indicate the type of transaction which is being declared on the SD, for example normal sales or acquisitions, goods sent for processing or repair, or free of charge goods.
Delivery Terms	Maintains the codes that identify the terms of delivery on the SD you submit. Whether you record terms of delivery is optional according to the delivery terms threshold. If your trade (either arrivals or dispatches) falls below this threshold, you don't need to record this information for SD submissions.
Commodity Codes	Maintains the description and second quantity descriptions for each commodity code you use. For SD purposes, goods are classified by means of commodity codes. This is an eight-digit number as identified in the SD Classification Nomenclature.

2.1 Countries

An essential part of EC VAT accounting is the definition of the countries with which you will be trading. Country specification is required for all EC trading, whether or not you are required to submit Supplementary Declarations (SDs).

Tip: Check the [HMRC web site](#) for the latest information about EU country codes and VAT numbers.

For VAT registered companies from other EC states, this must be the country in which they are registered for VAT. Customers' VAT registration numbers must be printed on EC Sales Lists (ESLs) and on sales invoices, and the VAT registration numbers must be prefixed by their official country codes. When you create customer transactions, the application will append customers' country codes to their VAT registration numbers automatically. Where you are required to submit Supplementary Declarations (SDs), you can define additional countries as countries of origin. Countries of origin are those in which goods are actually produced; not necessarily those countries with which you trade.

Note: You can assign the country code to relevant stock items using the Country of Origin box on the [Stock - Processing - EC VAT](#) form. You can also assign the country code to each EC customer and supplier in that country using the Country box on the Sales - Processing - EC VAT form and the [Purchase - Processing - EC VAT](#) form.

2.1.1 Suppliers from Outside the European Union

Some services like electronically supplied services supplied by non-EC businesses to EC consumers are subject to VAT in the Member State where the customer belongs. For example, a Canadian company supplying services to a UK company would need to register for VAT in the UK.

Identification numbers for the special scheme have their own unique format beginning with the prefix 'EU', followed by a nine-digit number. These are different from VAT registration numbers issued under the normal rules.

This means that non-EC businesses would be required, under the normal rules, to register separately and account for VAT in each and every Member State in which they make those supplies. For example, a Canadian business with customers in the UK, France and Spain would have to register in, and submit declarations to each of those Member States.

As an alternative, the special scheme offers eligible non-EC businesses the option of registering electronically in a single Member State of their choice and accounting for VAT on their sales of electronically supplied services to all EC consumers on a single quarterly electronic VAT declaration which provides details of VAT due in each Member State. This is submitted with payment to the tax administration in the Member State of registration which then distributes the VAT to the Member States where the services are consumed.

For more information about the place of supply of services including non-EC suppliers, please see the [HMRC web site](#).

Box	Description
Country Code	The official two-character identifier for the country. You must use the official code to identify countries in the EC VAT module.

Alternative Code	<p>Some EC Member States are identified by an alternative two character code for SD purposes only. For those countries which do not have an alternative code, you should enter the main code again.</p> <hr/> <p>Note : Country Code / Alternative Code - These three codes are pre-defined for every EC member state by Customs & Excise. The Country Code is used on the ESL report and the Alternative Country Code is used on the SD report. A list of these codes is available by copying the countries in from the demonstration data.</p>
Numeric Code	<p>A numeric code that identifies the country. For some EC Member States such as Eire, an official numeric code is required for SD purposes only. For use in Eire, the Irish authorities have also supplied an individual numeric code for Northern Ireland of 016. The EC VAT module supports this additional code but you are not required to define Northern Ireland as a separate country. When you create customer and supplier records with a country code of GB, if your home country is Eire, the application will ask if the customer or supplier is sited in mainland UK or in Northern Ireland. The relevant numeric country code will be printed on the SD accordingly.</p>
Default SL Currency	<p>The default currency for sales transactions that apply to customers from the country. You can select from a list. Currencies are maintained using the Exchange Rates command in the System module. The application displays this as the default in the Currency box on the Options form displayed when you use the Options command on the Action menu associated with the Customer form in the Sales module.</p>
Default PL Currency	<p>The default currency for purchase transactions that apply to suppliers from the country. You can select from a list. Currencies are maintained using the Exchange Rates command in the System module. The application displays this as the default in the Currency box displayed when you use the Options command on the Action menu associated with the Supplier form in the Purchase module.</p>
Tax Description	<p>An abbreviated description for VAT applicable to the country. Most EC Member States have an abbreviated tax description for printing on invoices and other tax related documents. For the United Kingdom this is VAT.</p>
Home Country	<p>An option that determines whether the country is your home country.</p> <hr/> <p>Note: The system will only allow one country to be nominated as the home country.</p>
EC Member State	<p>An option that determines whether the country is an EC Member State.</p>
VAT Registered There	<p>An option that determines whether your organization is registered for VAT in the country. Where you have selected the Home Country option, this option is automatically selected. This option is provided where you sell to customers in other EC Member States who are not themselves VAT registered. Where the total value of such sales to an individual state in a calendar year exceeds that state's distance selling threshold, you will be required to register for VAT in the state, in addition to your home country registration. VAT accounting requirements differ for distance sales according to whether or not you are VAT registered in the destination state. Therefore, you must select this option if you registered for VAT in the state.</p>
VAT After Discount (Settlement)	<p>An option that determines whether VAT is calculated after discount has been deducted from invoices. VAT rules differ between EC Member States. In some states, including the UK, you are required to calculate VAT after deducting potential settlement discount from goods values. In other states you are required to calculate VAT on the full goods value before potential settlement discount.</p>

Important: From 1 April 2015 you must clear this option on the home country record if your home country is the United Kingdom. From that date when processing an invoice for UK based customers and suppliers, VAT must be calculated before any settlement discount is calculated.

2.1.2 To Create a New Country

1. Open the EC VAT folder and then click **Maintenance** or click the Reporting tab on the Ribbon Bar and then click EC VAT - **Maintenance**.
2. Click **Countries**. The **Countries** form appears.
3. To create a new record, click the new icon on the toolbar or press CTRL+N.
4. In **Country Code**, type a unique code to identify the country.
5. In the boxes provided, enter the country details.
6. To save the record, click the save icon on the toolbar or press CTRL+S.

Note: You can assign the country code to relevant stock items using the Country of Origin box on the [Stock - Processing - EC VAT](#) form. You can also assign the country code to each EC customer and supplier in that country using the Country box on the Sales - Processing - EC VAT form and the [Purchase - Processing - EC VAT](#) form.

2.2 SD Codes

There are three sets of SD codes that are all pre-defined by Customs & Excise and the EC and which may be required on SD report submissions.

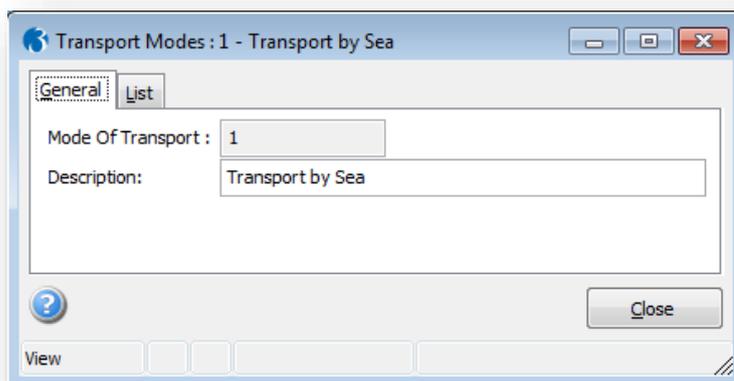
These codes are: Mode of Transport, Terms of Delivery, and Nature of Transaction.

As these sets of codes are all pre-defined, they are all created in the demonstration data and can therefore all be copied from here.

If it ever becomes necessary to create new SD codes in the future, these can be created through the ADD function in the relevant menu from the EC VAT – Maintenance Sub Folder.

2.2.1 Transport Modes

Use the **Transport Modes** command to maintain the codes that identify the mode of transport which is an optional item for inclusion on SDs. The mode of transport is the one active at the frontier, as known to the trader. Where doubt exists, you can record the presumed mode of transport.



Note: You can assign the mode of transport to each EC customer and supplier using the **Mode of Transport** box on the Sales - Processing - EC VAT form and the [Purchase - Processing - EC VAT](#) form.

Box	Description
Mode of Transport	A number that identifies the mode of transport. You must show the active mode of transport at the frontier, as known to the trader. Where doubt exists, the presumed mode of transport should be entered.
Description	The description for the mode of transport.

2.2.1.1 The standard numbers are:

1. Sea
2. Rail
3. Road (this should only be used if you are moving goods across the land border between Northern Ireland and Eire)
4. Air
5. Post
6. Not allocated
7. Fixed Installations (refers to electricity cables, gas or oil pipelines and the like).
8. Inland Waterway (this should only be used if you are moving goods across the land border between Northern Ireland and Eire as it is the only conceivable movement in the UK by Inland Waterway).
9. Own propulsion (such as ships or aircraft being delivered).

The principal codes used in the movement of goods out of and into the UK will be Sea (Code 1), Rail (The Channel Tunnel, Code 2) and Air (Code 4). Road freight crossing by sea must use Code 1.

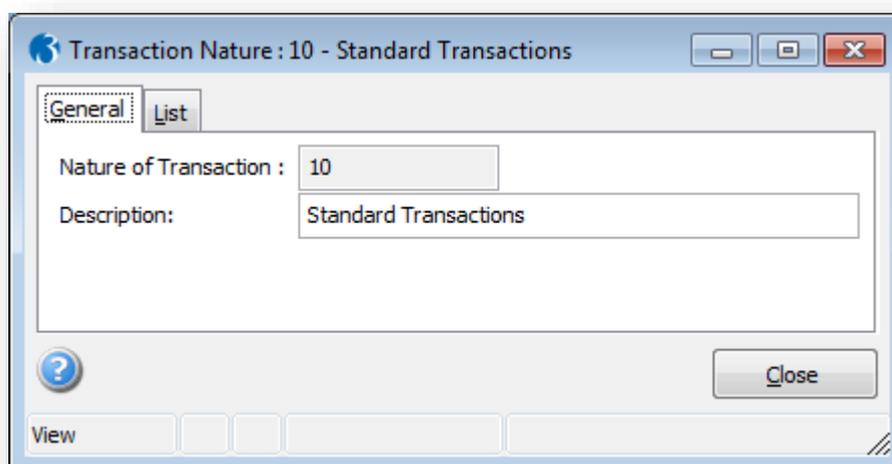
2.2.1.2 To Create a New Mode of Transport code

1. Open the EC VAT folder and then click Maintenance or click the Reporting tab on the Ribbon Bar and then click EC VAT - Maintenance.
2. Click Transport Modes. The Transport Modes form is displayed.
3. To create a new record, click the new icon on the toolbar or press CTRL+N.
4. In Mode of Transport, type a unique number to identify the mode.
5. In Description, type the description for the mode of transport.
6. To save the record, click the save icon on the toolbar or press CTRL+S.

Note: You can assign the mode of transport to each EC customer and supplier using the **Mode of Transport** box on the **EC VAT** form of the **Processing** forms in the Sales Ledger and the Purchase Ledger.

2.2.2 Transaction Nature

Use the **Transaction Nature** command to maintain the codes used to complete the relevant part of the Supplementary Declaration (SD) you submit for Intrastat purposes. The Nature of Transaction code (NoTC) is used to indicate the type of transaction which is being declared on the SD, for example normal sales or acquisitions, goods sent for processing or repair, or free of charge goods. The code normally has one digit and a zero. However a second digit can be used on certain occasions and although use of this second digit is not mandatory, it can very often help businesses in reconciling their Intrastat and VAT accounts, avoiding discrepancies which might result in enquiries from HMRC



Note: You can assign the nature of transaction to each EC customer and supplier using the **Nature of Transaction** box on the [Sales - Processing - EC VAT](#) form and the [Purchase - Processing - EC VAT](#) form.

Box	Description
Nature of Transaction	A two-digit number that identifies the nature of transaction. The permitted NoTC codes are described in the table above.
Description	The description for the NoTC code.

Full list of the Nature of Transaction codes.

NoTC	Transaction
10	All transactions involving actual or intended change of ownership for a consideration (except those appropriate to NoTC 2,7, or 8 (1st digit)). This includes stock moved within the same legal entity (between Member States), and financial leasing.
16	Credit note values, where the goods are not returned, that is, an amount used to reduce the overall value of the SD. The second digit '6' acts as a negative value.
17	For transactions which must be declared on SDs but are not included in boxes 8 or 9 of the VAT return, for example; goods arriving in an excise or fiscal warehouse (where the date of arrival, rather than the tax point is being used).
18	For transactions which are declared in boxes 8 or 9 of the VAT return, but are only required on the SD for reconciliation purposes. For example; goods leaving an excise or fiscal warehouse (to home use in the UK) where the tax point was not used to declare the arrival, stage payments made when no movement of goods occurs, or final stage payments.
20	Returned goods and replacement goods. Note: Transactions that use this NoTC should not be included in boxes 8 or 9 of the VAT return.

30	Free of charge (FOC) transactions involving permanent change of ownership. A positive value must be shown on the SD for FOC goods. The value of free of charge goods will normally be the amount which would have been invoiced in the event of a sale or purchase of the goods.
37	Free of charge (FOC) transactions involving permanent change of ownership where the transaction must be declared on the SD but is not included in boxes 8 or 9 of the VAT return.
38	Free of charge (FOC) transactions involving permanent change of ownership where the transaction must be declared in boxes 8 or 9 of the VAT return, but is only required on the SD for reconciliation purposes.
40	Goods sent for processing or repair. Note: Transactions that use this NoTC should not be included in boxes 8 or 9 of the VAT return.
50	Goods returned following process or repair. Note: Transactions that use this NoTC should not be included in boxes 8 or 9 of the VAT return.
70	Joint defence projects or other joint inter-governmental production programmes (for example, Airbus).
77	Joint defence projects or other joint inter-governmental production programmes where the transaction must be declared on the SD but is not included in boxes 8 or 9 of the VAT return.
78	Joint defence projects or other joint inter-governmental production programmes where the transaction must be declared in boxes 8 or 9 of the VAT return, but is only required on the SD for reconciliation purposes.
80	Supply of building materials and equipment as part of a general construction or engineering contract. The value of the goods actually moving goes in box 2 of the SD, not the total value of the contract.
87	Supply of building materials and equipment as part of a general construction or engineering contract where the transaction must be declared on the SD but is not included in boxes 8 or 9 of the VAT return. The value of the goods actually moving goes in box 2 of the SD, not the total value of the contract.
88	Supply of building materials and equipment as part of a general construction or engineering contract where the transaction must be declared in boxes 8 or 9 of the VAT return, but is only required on the SD for reconciliation purposes. The value of the goods actually moving goes in box 2 of the SD, not the total value of the contract.
90	Other transactions which do not fit any of the descriptions above.
97	Other transactions which do not fit any of the descriptions above where the transaction must be declared on the SD but is not included in boxes 8 or 9 of the VAT return.
98	Other transactions which do not fit any of the descriptions above where the transaction must be declared in boxes 8 or 9 of the VAT return, but is only required on the SD for reconciliation purposes.

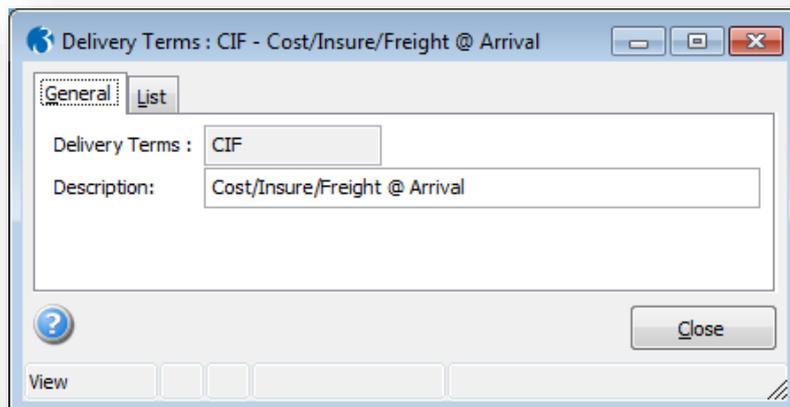
2.2.2.1 To Create a New Nature of Transaction Code

1. Open the EC VAT folder and then click Maintenance or click the Reporting tab on the Ribbon Bar and then click EC VAT - Maintenance.
2. Click Transaction Nature. The Transaction Nature form appears.
3. To create a new record, click the new icon on the toolbar or press CTRL+N.
4. In Nature of Transaction, type a unique number to identify the transaction type.
5. In Description, type the description for the nature of transaction.
6. To save the record, click the save icon on the toolbar or press CTRL+S.

Note: You can assign the nature of transaction to each EC customer and supplier using the **Nature of Transaction** box on the **EC VAT** form of the **Processing** forms in the Sales Ledger and the Purchase Ledger.

2.2.3 Delivery Terms

Use the **Delivery Terms** command to maintain the codes that identify the terms of delivery on the SDs you submit for [Intrastat](#) purposes.



Whether you record terms of delivery is optional according to the delivery terms threshold. If your trade (either arrivals or dispatches) falls below this threshold, you don't need to record this information for [SD](#) submissions. If the threshold is exceeded for arrivals of goods but not dispatches, delivery terms need only be recorded for arrivals. For the current thresholds, refer to the HMRC [UK Trade Info](#) web site.

Control over the recording of terms of delivery is controlled by the setting of the **Include Delivery Terms** boxes on the [System - Maintenance - Company Profiles](#) form. These options are separately applied to EC despatch SDs and EC arrival SDs.

Note: You can assign the delivery terms code to each EC customer and supplier using the **Terms of Delivery** box on the Sales - Processing - EC VAT form and the [Purchase - Processing - EC VAT](#) form.

Box	Description
Delivery Term	<p>A reference that identifies the terms of delivery. This is one of the following:</p> <p>EXW (Ex works) This indicates that the goods were made available at the seller's premises (for example, works, factory, warehouse, and so on) and the buyer bears all the costs (loading, transport, and so on) from that point on;</p> <p>FOB (Free on board at the port of departure) This shows that the seller has borne the cost of transporting the goods to the port in the Member State of dispatch (for example, Rotterdam port or Madrid airport). The buyer is then responsible for all costs from that point. Goods delivered FAS should be shown as FOB;</p> <p>CIF (Cost, insurance and freight to the port of arrival) The seller pays all the costs and freight charges necessary to get the goods to a port in the Members State of arrival (for example, Harwich or London Heathrow airport). The buyer's responsibility only covers the charges associated with domestic transport from the port of arrival. Goods delivered DEQ, DES, CPT, CIP and CFR should be shown as CIF;</p> <p>DDU or DDP (Delivered domicile or fully delivered) The seller delivers the goods to a named place in the Member State of arrival (for example, the buyer's premises or</p>

a particular warehouse) and is responsible for all costs involved in doing so; and
XXX (Any other method not covered by the above) This code should only be used as a last resort. The nearest positive delivery term must be used wherever possible.

Notes

Description The description for the terms of delivery.

2.2.3.1 To Create a New Delivery Terms Code

1. Open the **EC VAT** folder and then click **Maintenance** or click the **Reporting** tab on the Ribbon Bar and then click **EC VAT - Maintenance**.
2. Click **Delivery Terms**. The **Delivery Terms** form appears.
3. To create a new record, click the new icon on the toolbar or press **CTRL+N**.
4. In **Delivery Terms**, type a unique reference to identify the terms of delivery.
5. In **Description**, type the description for the terms of delivery.
6. To save the record, click the save icon on the toolbar or press **CTRL+S**.

Note: You can assign the delivery terms code to each EC customer and supplier using the **Terms of Delivery** box on the **EC VAT** form of the **Processing** forms in the Sales Ledger and the Purchase Ledger.

2.3 Commodity Codes

Companies who are required to submit SD reports Customs & Excise must specify a Commodity Code for each item declared.

The Commodity Code is an internationally pre-defined code. A complete list of these codes can be obtained by contacting your local Customs & Excise/VAT office for further details.

As there are literally millions of possible commodity codes, and no two companies will require the same set of codes, it is impossible for these to be set-up on the demonstration data. Therefore, the relevant Commodity Code details will need to be created via EC VAT – Maintenance – Commodity Codes before posting transactions that are to be reported on the SD report.

Commodity Codes : 28112237 - Motor Vehicle - Car

General List

Commodity Code : 28112237

Description : Motor Vehicle - Car

2nd Qty. Description :

Close

View

Use the **Commodity Codes** command to maintain the description and second quantity descriptions for each commodity code you use. For Intrastat purposes, goods are classified by means of commodity codes. This is an eight-digit number as identified in the Intrastat Classification Nomenclature. You can obtain a free copy of the Intrastat Classification Nomenclature (ICN) from HMRC from www.tradeinfo.com. This guide provides you with the information you need to identify the commodity codes you apply to the goods you move within the EC Member States. You can also obtain information from a Trade Association, Chamber of Commerce or from the Tariff and Statistical Office.

Note: You can assign the commodity code to a stock item using the **Commodity Code** box on the [Stock - Processing - EC VAT](#) form.

Box	Description
Commodity Code	<p>This field is in two parts:</p> <p>The first field is for an eight digit code that identifies the commodity as defined in the Intrastat Classification Nomenclature which is available from HMRC. You should create a record in the commodity code table for each commodity code that you will be using for trade with EC customers and suppliers. This eight digit code is used on the SD report.</p> <p>The second field allows you to capture a further 2 digits so that you can keep 10 digit commodity codes for trade outside the EU. The last 2 digits are not included on the SD report as the Intrastat Classification Nomenclature requires a eight digit code.</p> <p>Important: this application does not prevent you from using 10-digit commodity codes when posting transactions for customers and suppliers in the EU. If you do use 10-digit codes, the last two-digits of the code are truncated when the EDI file for the SD report is created.</p>
Description	The description for the commodity code.
2nd Qty. Description	A second quantities or 'Supplementary Units' description. This is required when you trade in goods having certain commodity codes. Details of those codes affected are contained in the Intrastat Classification Nomenclature. For those commodity codes requiring the entry of supplementary units, you must enter a second quantity description. The description should reflect the nature of the supplementary units.

2.3.1.1 To Create a New Commodity Code

1. Open the EC VAT folder and then click **Maintenance** or click the Reporting tab on the Ribbon Bar and then click EC VAT - **Maintenance**.
2. Click Commodity Codes.
3. To create a new record, click the new icon on the toolbar or press CTRL+N.
4. In Commodity Code, type a unique reference to identify the commodity code.
5. In Description, type the description for the commodity and in 2nd Qty Description, type the description for supplementary units.
6. To save the record, click the save icon on the toolbar or press CTRL+S.

Note: You can assign the commodity code to a stock item using the Commodity Code box on the on the EC VAT form of the Processing form in the Stock Control module.

2.4 VAT Processing

If you are registered for VAT you must calculate your Output VAT and Input VAT for your sales and purchases and send a VAT return to HM Revenue and Customs (HMRC). If you trade with customers or suppliers in the EC, you may need to submit reports to HMRC that detail these transactions.

The screenshot shows a software window titled "3 VAT Processing : 1 - Standard Rate (Domestic)". It has two tabs: "General" and "List". The "General" tab is active and contains the following fields and options:

- Country Type: H (dropdown), Home Country
- Trans. Type: S (dropdown), Sale
- VAT Code: 1 (text box)
- Description: Standard Rate (Domestic) (text box)
- Nominal Code: E220 (text box), VAT
- Rate 1 %: 15.00 (spin box)
- Date 1: 01/12/2008 (calendar icon)
- Rate 2 %: 17.50 (spin box)
- Date 2: 01/01/2010 (calendar icon)
- VAT Return Boxes:
 - 6 - Total Value of Sales
 - 7 - Total Value of Purchases
 - 8 - Total Value of Supplies (EC)
 - 9 - Total Value of Acquisitions (EC)
 - 1 - Tax Value on Sales
 - 2 - Tax Value on Acquisitions (EC)
 - 4 - Tax Reclaimed on Purchases
- EC Sales Listing (ESL):
 - Goods Value = Supplies
 - Process Item
 - Triangulation
 - Services
- Supplementary Declaration (SD):
 - Pre-Process Item
 - Post Process Item
 - Goods Value = Supplies

At the bottom, there is an "Action" dropdown menu, a help icon, and a "Close" button. A "View" label is visible at the bottom left.

Some Key notes

VAT Code

This is a code of A-Z, 0-9 of your own definition. This means it is possible to have 36 VAT codes for each Country Type/Transaction Type combination above.

Description

The description entered here should be as meaningful as possible and give some indication of the circumstances in which this VAT code should be used. Remember, the EC VAT codes tell the system much more than just what rate of VAT is to be charged. They also dictate what EC reports the transactions which use these VAT codes will appear on.

Nominal Code

Where the Sales/Purchase modules are linked to Nominal Ledger it will be necessary to enter the Nominal Account Code to which the VAT amounts generated will be analysed.

After entry of the above information, for each EC VAT code it is also necessary to specify how transactions which use that VAT code are to be reported on the 3 VAT reports.

VAT Return

Unlike Home Country transactions, not all EC transactions have to appear on the Home Country VAT Return. This part of the screen is used to specify exactly which of the nine Goods / VAT Value boxes on the return this VAT code's values have to appear in.

EC Sales Listing (ESL)

Goods Values = Supplies

An entry in this field indicates that transactions which use this VAT code will have their goods value included in the Total Value of Goods Supplied on the EC Sales Listing (ESL).

Process Item

An entry in this field indicates that all transactions which use this VAT code are Process transactions and should be reported accordingly.

Triangulation

Are the transactions associated with this VAT code involved in triangulation?
Supplementary Declaration

Pre/Post Process Item (SD)

If you have indicated under the ESL heading that this is a Process Item VAT Code, it is now necessary to specify for the SSD report whether it is for post-process or pre-process items. This information is required in order that the correct Cost Of Goods values are entered on the SSD report.

Goods Values = Supplies

An entry in this field indicates that transactions using this VAT code will have their values included in the Total Value of Goods Supplied on the SD report. It should be noted that an understanding of EC legislation relating to the reporting of different types of EC transaction is necessary to be able to complete these sections correctly.

EC VAT Reports

Pegasus Opera provides facilities for printing the following EC VAT reports:-

- A VAT Return
- A substitute ESL report
- An ESL Summary report
- An ESL Audit Trail
- A substitute SSD report
- A SSD Audit Trail
- A VAT Reconciliation report
- VAT Return

Use this report for copying the information to the official VAT Return (VAT100) as supplied by Customs and Excise.

EC Sales Listing (ESL)

The substitute ESL report may be submitted to Customs and Excise as printed. You must seek approval from your local VAT office before submitting the ESL on the substitute form.

The ESL is:-

Submitted calendar quarterly.

It records trade to VAT registered EC customers.

It shows the Country Code, VAT Reg. Number, total value of goods supplied and the process indicator.

Fines are imposed for incorrect submissions.

ESL Summary report

Use this to provide a summary list of the ESL report. The summary list shows the country code and VAT Registration number.

ESL Audit Trail

Use this to provide you with an audit trail of you ESL report. The audit trail breaks down the aggregate value shown for each customer in the ESL and shows the invoice and credit notes that make up that value.

Supplementary Arrivals and Despatches SD Reports

The substitute SSD reports may be submitted to Customs and Excise as printed. You must seek approval from your local VAT office before submitting the SD on the substitute form.

The SD is:-

Submitted calendar monthly.

Production of the SSD is subject to annual threshold.

Opera provides a Despatches & Arrivals Report

Shows Commodity Codes, SSD Codes, total value of the goods and the process indicators.

Fines are imposed for incorrect submissions.

SD Audit Trail

Use this to provide you with an audit trail of your SD report. The report shows how the system arrives at the values shown on the SD. Each Commodity Code is broken down by transaction.

VAT Reconciliation report

This provides you with a report that reconciles the VAT values back to the invoices and credit notes from which they originated.

Use the VAT Processing form to create the VAT codes you need when you post VAT transactions in the application. VAT codes are set up to update the relevant boxes on the VAT return, update the EC Sales List (ESL) and Supplementary Declaration (SD) reports, and update the Reverse Charge Sales List (RCSL).

- The ESL report is used to capture details of intra-EC goods sales, and intra-EC services sales that are subject to the Reverse Charge procedure.
- The SD report lists the movement of goods between EC countries.
- The RCSL report lists transactions of specific high value items moved between EC countries.

You can print the VAT return and RCSL from the Action button on this form. The ESL and SD reports are printed from the EC VAT module.

Note: The application provides VAT processing based on invoices and credit notes posted rather than the cash accounting method.

General tab

Box	Description
Country Type	<p>This displays a code that identifies the country to which the VAT code applies.</p> <p>H for 'Home' country. This applies if the customers or suppliers are located in the same country as your company.</p> <p>R for a 'Registered' EC country. This applies if the customers or suppliers are located in an EC country where you are registered for VAT.</p> <p>U for an 'Unregistered' EC country. This applies if the customers or suppliers are located in an EC country where you are not registered for VAT.</p> <p>N for 'Non' EC country. This applies if the suppliers or customers are located in a country outside the EC.</p>
Trans. Type	<p>An option that determines the type of transaction to which the VAT code applies. You can select one of the following from a list:</p> <p>C for 'Reverse Charge Service'. Use this for services received from suppliers where the service must be accounted for using reverse charge procedures. What's Reverse Charge VAT Accounting for Services?</p> <p>F for 'Purchase - Unregistered EC Supplier'.</p> <p>N for 'Beyond the Scope of VAT'.</p> <p>P for 'Purchase'. Use this for purchase transactions from suppliers that are VAT registered other than those specified by transaction type 'F' or 'R'.</p> <p>R for 'Reverse Charge Purchase'. Use this for transactions from domestic suppliers for certain high value products where you must account for VAT using Reverse Charge Accounting for goods.</p> <p><u>Note:</u> You cannot use Reverse Charge Purchase codes for suppliers that are marked as VAT Inclusive.</p> <p>S for 'Sale'. Use this type if the VAT code is for sale transactions to customers other than those specified by transaction type 'U'.</p> <p>U for 'Sale - Unregistered EC Customer'.</p> <p>V for 'Reverse Charge Sales'. You can only select this transaction type if the RC Sales List option is selected on the Company Profiles form in the System module. Use this for transactions for domestic customers for certain high value products where you must account for VAT using Reverse Charge Accounting for goods.</p>

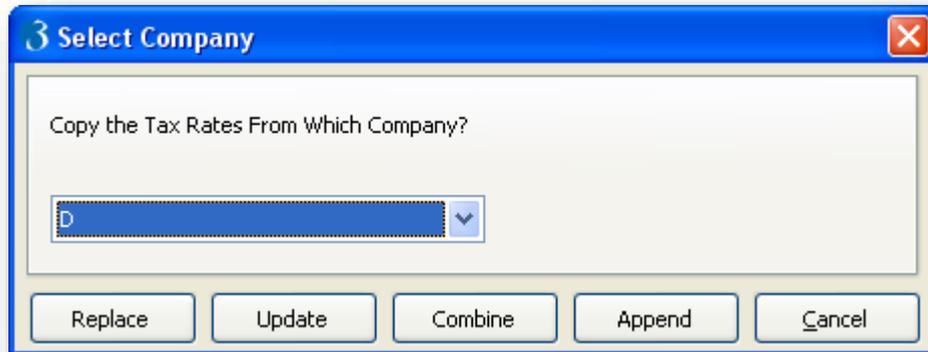
VAT Code	An identifier for the VAT rate. The can be a letter or number. The code is used in conjunction with the country code and transaction type, so you can use the same VAT code for both sale and purchase rates. Note: For Country Types of "R" and "U", VAT Codes that are set to "Y" are used to apportion delivery charges on the SD report according to the weight (Net Mass) of each stock item on the transaction. This applies if you use the EC VAT module.
Rates and Dates	The percentage rate of taxation to be levied on the taxable value of transaction items associated with the code. You can specify two rates together with the date from which the rate becomes effective. This means you can enter a rate change in advance. Only one rate can be current.
Nominal Code	A reference that identifies the nominal account to which the value of taxation is posted for transactions associated with the VAT code. You can select from a list. Nominal accounts are defined using the Accounts form in the Nominal module. This only applies to home country VAT codes.
VAT Return Boxes	Click to select the box or boxes to which the value of goods associated with the VAT code is accumulated on the VAT return. In most cases the boxes are selected for you and disabled. However, where boxes are enabled you can only select them if they are valid for the VAT Code, for example; if you are creating a VAT code for customers in the EU who bought goods from you, you can only select boxes 6 and 8.
EC Sales Listing (ESL)	Note: This only applies if the EC VAT module is used. Tick the Goods Value = Supplies box if transaction values for this VAT code is to be included in the aggregate value of EC sales on the ESL. Tick the Process Item box if transaction values for this VAT code are either being sent to another EC member state for processing or being returned to another member state after processing. These transactions do not appear on the ESL report. Select the Tick the Triangulation box if transaction values for this VAT code are involved in triangulation as an intermediary. Such transactions appear on the ESL report with a '2' in the indicator field. The ESL prints separate triangulation lines so that they are not combined with non-triangulation records. Tick the Services box if transaction values for this VAT code are for Reverse Charge services transactions.
Supplementary Declaration (SD)	Note: This only applies if the EC VAT module is used. Click to select the options that apply to the VAT code concerning SDs. Select the Pre-Process Item option if the items sent to or received from the EU member state are for processing. Select the Post Process Item option if items analysed to this code are either being sent to another EU member state after processing or are being returned from another member state after processing. Select the Goods Value = Supplies option if transaction values analysed to this code is to be included in the aggregate value of EC VAT sales on the SD.

2.4.1 Copying VAT Codes (System)

If you have more than one company profile, you can copy VAT rates stored on one company to the current one using the Copy data button on the toolbar.

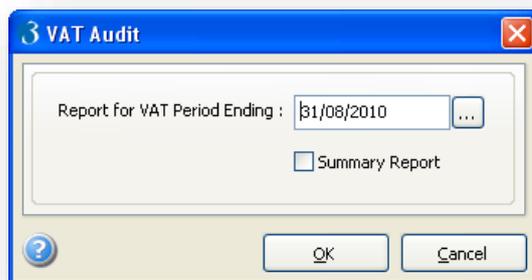
To Copy VAT Codes

1. Open the System folder and click Maintenance - VAT Processing or click the Administration tab on the Ribbon Bar and then click System - Maintenance - VAT Processing.
2. On the toolbar, click the Copy data button or press CTRL+M.
3. Select the company from which you want to copy VAT code records.
4. Click the command button according to how you want to copy the records from the source company. You can choose Replace, Update, Combine or Append.



2.4.2 Printing the VAT Audit Report (System)

Use the Vat Audit report to produce an audit trail that shows the totals for each VAT return box as printed on the VAT return report. To trace transactions to a lower level, the summary report provides a link to the detailed VAT return audit trail.



To Produce the VAT Audit Report

1. Open the System folder and click Maintenance - VAT Processing or click the Administration tab on the Ribbon Bar and then click System - Maintenance - VAT Processing.
2. Click Action and then click VAT Audit.
3. In the Report for Tax Period Ending box, type the date that defines the end of the tax period to be reported. You can select a date by clicking the ellipses [...] button next to the date box.
4. Tick the Summary Report box to print a report without each transaction's detail lines. If you leave this check box cleared, a detailed report is produced that includes each line on the transaction.
5. Click OK.
6. On the Publisher form, click the tab to select the output device you want to use and then complete any settings or options you want to apply to the output device. To process the output, click Publish.

Orion Vehicles Leasing
 Created on 23/09/2010 at 14:30 by ADMIN

VAT Return Audit Trail

* Acquisition
 R Reverse Charge
 S Services Received
 Orion Vehicles Leasing

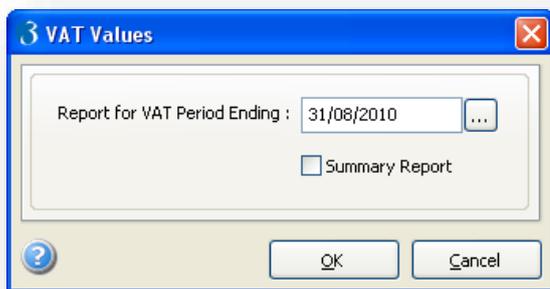
Tax Point	Trans Date	Type	Reference	Via	A/c	Ctry Type	VAT Return Audit Trail		Period Ended 31/08/2010		Transaction Value	Foreign Trans. Val	Page 1 Currency Code
							VAT Code/Rate	VAT able Value	VAT Value	Inter EC Value			
11/06/2009		Invoice	NV00588	SL	MAC0001	S1 15.00	31100.00	4665.00			35765.00		
						H	31100.00	4665.00			35765.00		
15/06/2009		Invoice	89_001	PL	CAR0001	P1 15.00	-16.00	-2.40			-18.40		
						H	-16.00	-2.40			-18.40		
15/06/2009		Invoice	r115	PL	COR0001	U P1 15.00	-467.89	0.00	-467.89		-467.89	694.20	EUR
						H	-467.89	0.00	-467.89		-467.89		
15/06/2009		Invoice	076001	PL	CUL0001	U P1 15.00	-45.00	-6.75			-51.75		
						H	-45.00	-6.75			-51.75		
15/06/2009		Invoice	065002	PL	CUL0001	P1 15.00	-413.10	-61.97			-475.07		
						H	-413.10	-61.97			-475.07		
15/06/2009		Invoice	n009001	PL	EVE0001	P1 15.00	-12000.00	-1995.00			-13995.00		
						H	-12000.00	-1995.00			-13995.00		
26/06/2009		Invoice	NV00584	SL	BR0002	S1 15.00	144.66	21.70			166.36		
						H	144.66	21.70			166.36		
26/06/2009		Invoice	NV00585	SL	DOR0001	S1 15.00	5.00	0.75			5.75		
						H	5.00	0.75			5.75		
26/06/2009		Invoice	NV00586	SL	HAR0001	S1 15.00	20046.76	3007.01			23053.77		
						SE 0.00	22495.00				22495.00		
						H	42541.76	3007.01			45548.77		
26/06/2009		Invoice	NV00587	SL	PRE0001	S1 15.00	9.88	1.48			11.36		
						H	9.88	1.48			11.36		
30/06/2009		Invoice	NV00594	SL	ADA0001	S1 15.00	428.00	64.20			492.20		
						H	428.00	64.20			492.20		
30/06/2009	05/02/2009	Invoice	NV00595	SL	ADA0001	S1 15.00	428.00	64.20			492.20		
						H	428.00	64.20			492.20		
30/06/2009	05/03/2009	Invoice	NV00596	SL	ADA0001	S1 15.00	428.00	64.20			492.20		
						H	428.00	64.20			492.20		
30/06/2009	05/04/2009	Invoice	NV00597	SL	ADA0001	S1 15.00	428.00	64.20			492.20		
						H	428.00	64.20			492.20		
30/06/2009	05/05/2009	Invoice	NV00598	SL	ADA0001	S1 15.00	428.00	64.20			492.20		
						H	428.00	64.20			492.20		

Summary VAT Audit Trail 😊

This report can also be exported to Excel

2.4.3 Printing the VAT Values Report (System)

Use the Vat Values report to produce a detailed or summary report that shows the supply value of your EC trade analysed by VAT code. Certain EC states require that you maintain registers of goods supplied by their nature for VAT purposes. There is also an audit requirement to compare VAT values entered with those calculated by the system. The VAT Values report satisfies these requirements. Values posted in the sales and purchase modules to 'N' type VAT codes are included to provide an analysis history for those modules. Values posted in the nominal ledger to 'N' type VAT codes are not included on the report.



The summary report shows the total value analysed to each VAT code by country. The detailed report shows each individual transaction, then shows the value of each analysis line together with its VAT code and a transaction total at the end.

To Produce the VAT Values Report

Notes

1. Open the System folder and click Maintenance - VAT Processing or click the Administration tab on the Ribbon Bar and then click System - Maintenance - VAT Processing.
2. Click Action and then click VAT Values.
3. In the Report for Tax Period Ending box, type the date that defines the end of the tax period to be reported. You can select a date by clicking the ellipses [...] button next to the date box.
4. Tick the Summary Report box to print a report without each transaction's detail lines. If you leave this check box cleared, a detailed report is produced that includes each line on the transaction.
5. Click OK.
6. On the Publisher form, click the tab to select the output device you want to use and then complete any settings or options you want to apply to the output device. To process the output, click Publish.

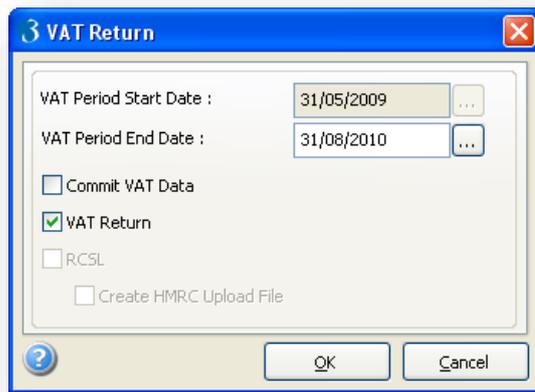
Tax Point	Trans Date	Type	Reference	Via	Chy Typ	VAT Code-Rate	Value of Supplies	VAT Value Entered	Gross Value	VAT Value Calculated	VAT Variance
11/06/2009	Invoice	INV00588	SL	H	S1	15.00	31100.00	4865.00	35765.00	4865.00	0.00
15/06/2009	Invoice	89_001	PL	H	P1	15.00	-16.00	-2.40	-18.40	-2.40	0.00
15/06/2009	Invoice	r115	PL	U	P1	15.00	-467.89	0.00	-467.89	0.00	0.00
15/06/2009	Invoice	l76001	PL	H	P1	15.00	-45.00	-6.75	-51.75	-6.75	0.00
15/06/2009	Invoice	ly65002	PL	H	P1	15.00	-413.10	-61.97	-475.07	-61.97	0.00
15/06/2009	Invoice	r009001	PL	H	P1	15.00	-12000.00	-1895.00	-13895.00	-1710.00	285.00
28/06/2009	Invoice	INV00584	SL	H	S1	15.00	144.66	21.70	166.36	21.70	0.00
28/06/2009	Invoice	INV00585	SL	H	S1	15.00	5.00	0.75	5.75	0.71	-0.04
28/06/2009	Invoice	INV00586	SL	H	SE	0.00	20046.76	3007.01	23053.77	3007.01	0.00
28/06/2009	Invoice	INV00587	SL	H	S1	15.00	9.88	1.48	11.36	1.48	0.00
30/06/2009	Invoice	INV00594	SL	H	S1	15.00	428.00	64.20	492.20	64.20	0.00
30/06/2009	Invoice	INV00595	SL	H	S1	15.00	428.00	64.20	492.20	64.20	0.00
30/06/2009	Invoice	INV00596	SL	H	S1	15.00	428.00	64.20	492.20	64.20	0.00
30/06/2009	Invoice	INV00597	SL	H	S1	15.00	428.00	64.20	492.20	64.20	0.00

2.4.4 Submitting the VAT Return & RC SL (System)

Use the Vat Return menu on the Action menu of the VAT Processing form to produce a report of the information you need to complete your VAT 100 form.

If you need to submit the Reverse Charge Sales List (RC SL) to HMRC as well, you can create a file here to upload to HMRC.

The RCSL is only relevant if the RC Sales List option is ticked on the Company Profiles form in the System module, which reports on trade with EC countries that is subject to the Reverse Charge accounting for goods.



To Produce the VAT Return & RCSL

1. Open the System folder and click Maintenance - VAT Processing or click the Administration tab on the Ribbon Bar and then click System - Maintenance - VAT Processing.
2. Click Action and then click VAT Return.
3. If the RCSL box is ticked so that the Reverse Charge Sales List is printed, and transactions have not been committed to the VAT Return for an earlier period, enter a date in the VAT Period Start Date box for the start of the period. You can select a date by clicking the ellipses [...] button next to the date box. This box is disabled if transactions have been committed to the VAT Return for an earlier period or if the RCSL box is not ticked.
4. In the VAT Period End Date box, enter the date for the end of the VAT period. You can select a date by clicking the ellipses [...] button next to the date box.
5. Tick the Commit VAT & Reverse Charge Data box to commit the VAT transactions to the period. These transactions will not be included on a subsequent return. You must commit both the VAT Return and RCSL at the same time.
6. Leave the Commit VAT & Reverse Charge Data box unticked to print the VAT return and RCSL for the period without committing the transactions to the period. Make sure that the VAT Return box or RCSL is ticked as necessary.
7. Tick the RCSL box if you need to complete the Reverse Charge Sales List. Then tick the Create HMRC Upload File box to create a file to submit to HMRC. More details on the RCSL file.

The RCSL file is created as a CSV file in the folder defined in the Data Path field on the **Company Profiles** form in the System module. It is called ?_RCSL_Upload.csv (where ? is the company ID) and must be submitted to HMRC via the HMRC web site and the Government Gateway. If you have previously created an upload file for the RCSL you will be prompted that one already exists when you click **OK**. You are asked whether it should be overridden. Select **No** if you want to keep the existing file and then move it to another folder and run the report again.

Important: If you have informed HMRC that you trade in items that must be accounted for using Reverse Charge accounting for goods, you must submit an RCSL even if you have not traded the items in the period you are creating the report for. For more information, see the Reverse Charge accounting for goods Help topic.

8. Click OK.
9. On the Publisher, click the tab to select the output device you want to use and then complete any settings or options you want to apply to the output device. To process the output, click Publish.

Notes

Source and Account	Date	Reference	Type	Goods	VAT	Tax Point
Total Exceptions						
				0.00	0.00	

2.4.5 VAT Online (Vat 100)

Use the Vat Return menu on the Action menu of the VAT Processing form to produce a report of the information you need to complete your VAT 100 form.

Box	Values Committed	Values to Submit	Description
1	24541.29	24541.29	VAT due in this period on sales and other outputs.
2	70.18	70.18	VAT due in this period on acquisitions from other EC Member States.
3	24611.47	24611.47	Total VAT due. (the sum of boxes 1 and 2)
4	2150.20	2150.20	VAT reclaimed in this period on purchases and other inputs, (including acquisitions from the EC).
5	22461.27	22461.27	Net VAT to be paid to Customs or reclaimed by you. (Difference between boxes 3 and 4)
6	186143	186143	Total value of sales and all other outputs excluding any VAT. Include your box 8 figure.
7	13034	13034	Total value of purchases and all other inputs excluding any VAT. Include your box 9 figure.
8	0	0	Total value of all supplies of goods and related costs, excluding any VAT, to other EC Member States.
9	467	467	Total value of all acquisitions of goods and related costs, excluding any VAT, from other EC Member States.

1. Open the System folder and click Maintenance - VAT Processing or click the Administration tab on the Ribbon Bar and then click System - Maintenance - VAT Processing.
2. Click Action and then click VAT Online.
3. Click Process
4. Confirm all the messages and if you wish to submit at the end of the confirmation, click yes and this will launch Online Filing Manager.



For more information on VAT 100 Online Filing please go to

<http://www.hmrc.gov.uk/vat/vat-online/moving.htm#1>

Can the VAT 100 be filed online?



Yes there is a new option VAT Online in VAT Processing

Who should file their VAT Return online?

Companies whose turnover exceeds £100 000 (Net) or have been registered for VAT after 31/03/2010

Does it use OFM?

Yes OFM is used to send the VAT online .net file to the Government Gateway

Do you need to commit VAT data before filing online?

Yes you must commit VAT Data in the VAT Return before using VAT Online

Can you amend the values to be submitted?

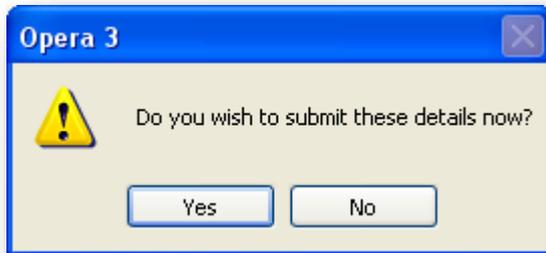
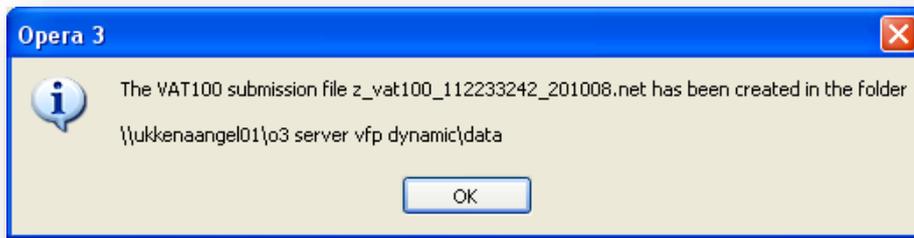
OFM will display the committed values which can be amended prior to submitting online in O3, not in OFM.

Does the Gateway provide notification of a successful submission?

Yes the Government Gateway Response box will display the notification

Can you resubmit a VAT Return?

No, it can be filed only once per VAT period



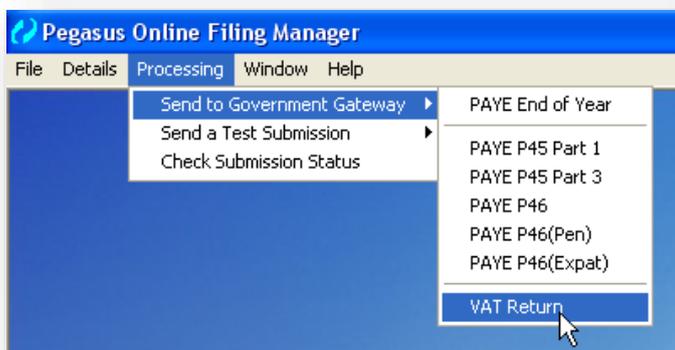
2.4.5.1 Online Filing Manager – VAT Return

Mandatory VAT100 Return Filing

HMRC is phasing out paper VAT returns. Some companies have to submit their VAT returns online and pay any VAT due electronically. This applies if either of the following applies:

- A company has an annual turnover of £100,000 or more (exclusive of VAT)
- A company has registered or should have registered for VAT on or after 1 April 2010 (regardless of turnover).

Opera 3 works with Online Filing Manager so that you can file your VAT return online using the Government Gateway. The Government Gateway is an Internet portal that provides UK citizens and businesses with a convenient way to link to the Online Services provided by a range of Government departments.



Transaction values that are linked to VAT codes that are marked to be included on the VAT 100 return are also included on the VAT Online form which is accessed from the VAT Processing form in the System module. The form displays the values for each box on the VAT 100 return, calculated by Opera 3 from the sales and supply transactions posted in the application. You can amend the calculated values if required.

What is the name of the file created by the VAT Online routine?



?_vat100_nnnnnnnn_yy
yypp.net (where
?=company code, n=VAT
registration number,
yp=Year and Period being
submitted)

Where is this file stored?

In the Data folder for the company

Which table holds the VAT Online data?

The zvonline table holds the values from VAT Online processing

Once a file is created - can you create it again?

Only if a new entry (committed period) has not been created - there is a red warning to indicate a file exists. Once you commit another VAT return then you can only create files for the one you have just committed

The boxes are disabled after a successful submission has been made to the Government Gateway so you will not be able to change the values in the boxes. If a submission was failed by the Government Gateway you can amend the boxes before submitting the VAT return again. A note is displayed in the Government Gateway Response box which confirms whether the submission was successful or not.

Notes

Tip: See the Help topic linked to the VAT Processing - VAT Online form in the Maintenance section of the Opera 3 System module for more information about filing VAT100 returns.

2.4.5.2 VAT100 Submissions

The process of submitting your VAT100 return begins with the creation of the file containing the necessary information. The System - Maintenance - VAT Processing - VAT Online command in Opera 3 creates the file in the format ?_VAT100_112233242_201009.NET (where ? is the company ID). Refer to the Opera 3 F1 Help file for further information.

You must ensure you register and enroll at the Government Gateway (an Internet portal that provides UK citizens and businesses with a convenient way to link to the Online Services provided by a range of Government departments) before you can make any electronic submissions. Visit the Government Gateway web site for more information.

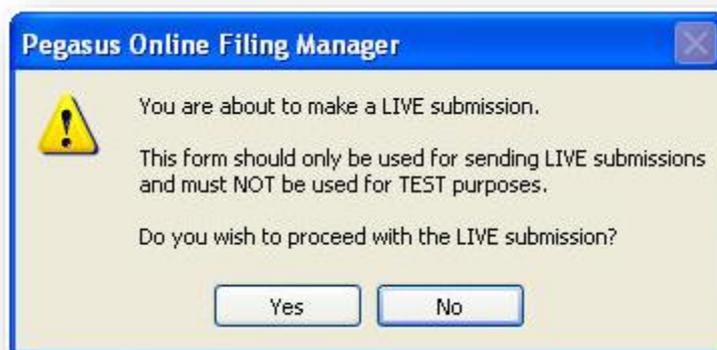
You should also complete the user details using the Details - User command . If you are acting as an agent or bureau, you also need to complete the agent details using the Details - Agent command.

Submitting multiple files

You cannot submit more than one VAT100 return at the same time. If you have more than one return to submit, submit the first return and then submit the second return, and so on.

Test Submissions

You cannot send test submissions for VAT100 returns. As a safeguard before a live submission is sent, this message is displayed in Step 5 of the wizard. This lets you cancel the submission before it is sent to HMRC.



How does Sage 200 Handle this?



From what we have been informed, Sage submission go via the Sage Server - not directly to the Gateway as Pegasus do.

Is VAT100 a chargeable feature?

No, this comes as standard with O3

Can you submit a test VAT100 submission?

No - a test cannot be sent for the VAT100

What happens if you need to adjust the values after submission?

Adjustments should be applied to the following VAT period

There are benefits to submitting your VAT Return online:

- Speed - going through the online registration and enrolment process takes just a few minutes.
- Security - all transmissions are secure because they are encrypted to the highest commercial standards and you use a unique User ID and password.
- Convenience - the service is available all the time.
- Accuracy - there are checks to help reduce errors so there is less chance of having your return sent back to you for correction or clarification.
- Reliability - you will get an acknowledgment from HMRC including a unique submission receipt reference number.

Unless you have already done so, you must first sign up for HMRC's online services. To enrol for VAT Online with HMRC, you will need the following information about your business:

- your VAT registration number
- the postcode of your main place of business
- your effective date of registration for VAT
- the final month of the last VAT Return you submitted
- the 'Box 5' figure from the last VAT Return you submitted.

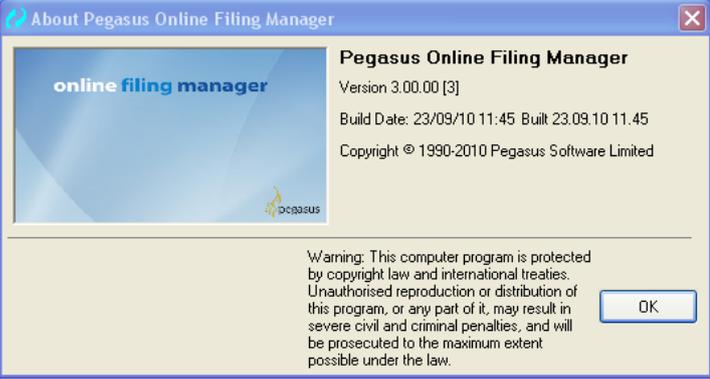
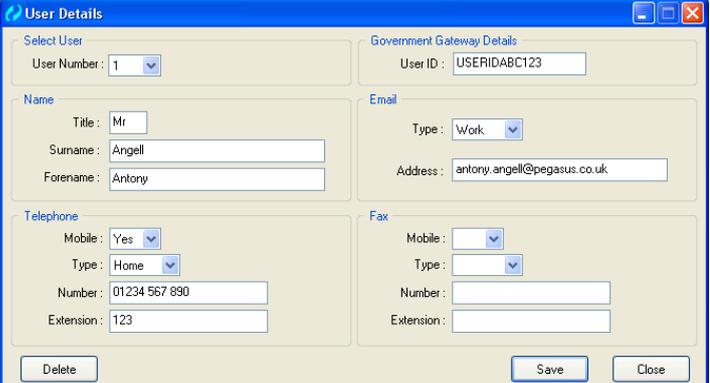
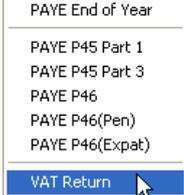
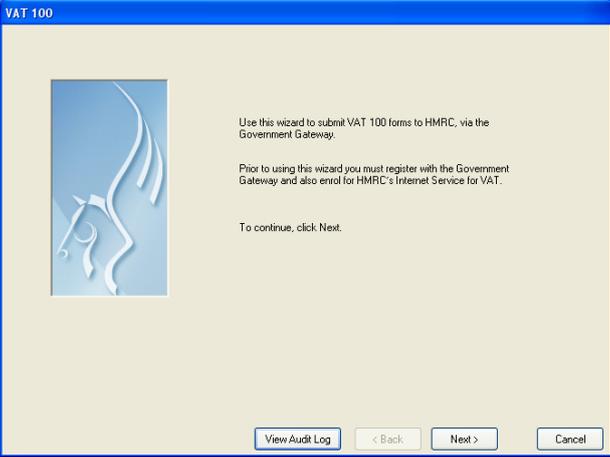


For detailed information about filing your VAT 100 return online, refer to the HMRC site www.hmrc.gov.uk/vat/vat-online.

Box	Description
Process VAT100 Submission File for the Period Ended	All VAT sales and supply transactions that are posted in Opera 3 are 'date stamped' with the VAT Period End Date entered on the VAT Return form, which is accessed from the Action button on the VAT Processing form. This box displays those VAT period-end dates that have been entered on the VAT Return form.
Values Committed	The calculated values for each box as they appear on the VAT return.
Values to Submit	The values that are included in the submission to the Government Gateway. These boxes default to the values that are calculated in the Values Committed box but they can be amended if required. The values in Box 3 and Box 5 cannot be amended because they are calculated from other values. Note: To highlight values that are different to the values in the Values Committed boxes, an asterisk is displayed next to the relevant box.
Use AAS	Tick this box if you use the Annual Accounting Scheme. Using the Annual Accounting Scheme, you make either nine interim payments at monthly intervals, or three quarterly interim payments, throughout the year. If you use the Annual Accounting Scheme you also only need to complete one VAT return at the end of each year.  For detailed information about the AAS scheme, refer to the HMRC site www.hmrc.gov.uk/vat/start/schemes/basics.htm
AAS Balancing Payment for Direct Debit collection	If you use the Annual Accounting Scheme you only need to complete one VAT return at the end of each year. At that point you must pay any outstanding amount, which you must enter here. You cannot enter a negative value or a value that more than the value in Box 5 (Net VAT to be paid to Customs) in this box.
Notes	Any notes you want to record about the submission can be entered here. The notes cannot be changed after the VAT return has been submitted to the Government Gateway.
Government Gateway Response	A status message from the Government Gateway which is received if the submission was either successful or failed.

2.4.5.3 To File VAT100 Submissions

Notes

Steps	Screenshot
<p>1. Check that Online Filing Manager (3.00) is installed. To check, run Online Filing Manager and click the Help menu. Then click About. If an earlier version is installed you must upgrade your Online Filing Manager installation using the instructions in the Installation Guide for the product.</p>	
<p>2. At least one user must be set up in Online Filing Manager with a valid Government Gateway ID. If a user is not already set up, click Details and then click User to set up the user.</p>	
<p>3. Check that the .NET submission file has been created in Opera 3. See the 'Print & Submit VAT Reports' Help topic in the 'How to ...' section in the Opera 3 Help for full instructions on how to create the file.</p>	
<p>4. Run the Processing – Send to Government Gateway – VAT Return command.</p>	
<p>5. In Step 1, enter or browse to the location where the .NET submission file that was saved in Opera 3. The submission file is created in the company's data folder, the default location is the Server XXX Dynamic share (where XXX is either VFP or SQL) on the Opera 3 server, normally '\\<ServerName>\O3 Server XXX\Data'.</p>	

Notes

Step 1

VAT 100 [Step 1 of 5] - VAT 100 file location

This process will allow you to submit your VAT 100 information via the Internet.
 Pre-prepared files are used as the source for the submission. The files are created by your Accounts software application.

Please enter the location that the files reside in, or browse to the required location.

C:\Documents and Settings\All Users\Application Data\Pegasus\O3 Server V ...

View Audit Log < Back Next > Cancel

6. In Step 2, select the company for which you want to submit the VAT return. You can select only one company at a time.

VAT 100 [Step 2 of 5] - Select Company

Please ensure the company required has been selected below.
 Click to select as necessary.

Company	VAT Reg. No.	Period
<input checked="" type="checkbox"/> Orion Vehicles Leasing	112233242	2010-08

View Audit Log < Back Next > Cancel

7. In Step 3, review the details of the submission.

VAT 100 [Step 3 of 5] - Figures

Please review the figures below. These figures will be included within the submission.

Box	Description	Value
1	VAT Due On Outputs	24541.29
2	VAT Due On EC Acquisitions	70.18
3	Total VAT Due	24611.47
4	VAT Reclaimed On Inputs	2190.20
5	Net VAT	22461.27
6	Net Sales And Outputs	186143
7	Net Purchases and Inputs	13034
8	Net EC Supplies	0
9	Net EC Acquisitions	467

View Audit Log < Back Next > Cancel

8. In Step 4, enter your details to log in to the Government Gateway. You get these details when you sign up for HMRC's online services.

VAT 100 [Step 4 of 5] - Contact Details

You must now select the required Government Gateway user to perform this submission.

If HMRC wish to contact you, they will use the contact details associated with this user.

Please select Government Gateway user:

mr Antony Angell [USERIDABC123]

Please enter the password for the Government Gateway for the above user:

.....

View Audit Log < Back Next > Cancel

9. In Step 5, review the company and user details and enter your Government Gateway password again. Then click Submit. A warning message is displayed so you can confirm you want to make the submission before it is sent. The submission's progress is displayed on the form.

Should any problems occur during the submission, for example if a connection to the Government Gateway can't be established, appropriate error details will be displayed. Please examine the details of any errors very carefully. Use the Print button to print the reasons for the failure.

VAT 100 [Step 5 of 5] - Confirm Details

Please check that the following information is correct:

Company: Orion Vehicles Leasing
 VAT Reg. No.: 112233242
 Period: 2010-08

User ID: USERIDABC123
 Contact Name: Mr Antony Angell
 Phone: 01234 567 890
 Email: antony.angell@pegnasus.co.uk
 Sending To: https://secure.gateway.gov.uk/submission

Please confirm your Government Gateway password:

Wait online for up to minutes for the information to be processed.

When you click Submit, the VAT 100 information will be sent to the Government Gateway.

< Back Submit Cancel

Sample file

```
z_vat100_112233242_201008.net - Notepad
File Edit Format View Help
[ENTERPRIS3]Orion Vehicles Leasing|112233242|2010-08
<vat:IRenvelope xmlns:vat="http://www.govtalk.gov.uk/taxation/vat/vatdeclaration/2">
  <vat:IRheader>
    <vat:Keys>
      <vat:Key Type="VATRegNo">112233242</vat:Key>
    </vat:Keys>
    <vat:PeriodID>2010-08</vat:PeriodID>
    <vat:IRmark Type="generic"></vat:IRmark>
    <vat:Sender></vat:Sender>
  </vat:IRheader>
  <vat:VATDeclarationRequest>
    <vat:VATDueOnOutputs>24541.29</vat:VATDueOnOutputs>
    <vat:VATDueOnECAcquisitions>70.18</vat:VATDueOnECAcquisitions>
    <vat:TotalVAT>24611.47</vat:TotalVAT>
    <vat:VATReclaimedOnInputs>2150.20</vat:VATReclaimedOnInputs>
    <vat:NetVAT>22461.27</vat:NetVAT>
    <vat:NetSalesAndOutputs>186143</vat:NetSalesAndOutputs>
    <vat:NetPurchasesAndInputs>13034</vat:NetPurchasesAndInputs>
    <vat:NetECSupplies>0</vat:NetECSupplies>
    <vat:NetECAcquisitions>467</vat:NetECAcquisitions>
  </vat:VATDeclarationRequest>
</vat:IRenvelope>
```

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3 Processing

The following chapter highlights various modular changes with the introduction of EC VAT.

3.1 Sales Ledger

3.1.1 Accounts

An EC VAT button appears on the Sales Ledger Accounts screen that allows default details to be entered against each customer.

This form is opened from the **Action** button on the [Sales - Processing](#) form. If you have the EC VAT application, the form includes these boxes. If you do not have the EC VAT application, the box for the VAT registration number is displayed.

Box	Description
Country	A reference that determines the country for the account. You can select from a list. Countries are defined using the Countries command on the Maintenance submenu of the EC VAT application.
Terms of Delivery	A reference that determines the delivery terms for SD reporting for the account. You can select from a list. Delivery terms are defined using the Delivery Terms command on the Maintenance submenu of the EC VAT application. If the Include Delivery Terms option is selected under the EC Despatches SD option on the Options tab of the Company Profiles form in the System Manager, then you must specify a delivery terms record when posting invoice and credit note transactions to EU member customers.
Mode of Transport	A reference that determines the mode of transport for SD reporting for the account. You can select from a list. Mode of transport codes are defined using the Transport Modes command on the Maintenance submenu of the EC VAT application. This is optional and may be omitted if not required on SDs.
Nature of Transaction	A two-digit reference that determines the nature of transaction for SD reporting for the account. You can select from a list. Nature of transaction codes are maintained in the EC VAT - Maintenance - Transaction Nature command.

**VAT
Registration
Number**

The VAT registration number of the customer. In the case of an EC customer, a blank entry signifies that you can only select VAT codes that are type U (EC Country - Unregistered) when posting transactions for this customer. This is defined in the [Trans. Type](#) list box on the **General** tab of the **VAT Processing** form in the System Manager. VAT registration numbers for customers in the European Community are validated according to the rules in each member state.

Note: If the VAT Registration number is changed the system will make sure the amended number is used on future EC Sales Lists. This applies if the **EC Sales List** box is ticked on the [System - Maintenance - Company Profiles](#) form to indicate that the EC Sales List report in the EC VAT application is used to submit the ESL report to HMRC.

Notes

3.1.2 Posting a Sales Invoice

3.1.2.1 Header Screen

Destination Country

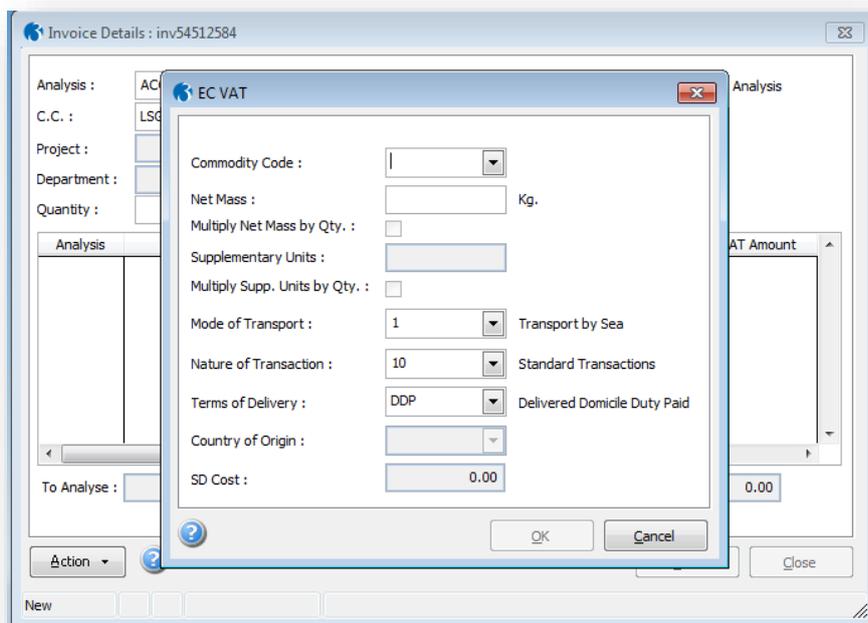
This is a display only field that shows the customer's country code that has been defined on the account screen.

VAT Registration Number

This is a display only field which shows the customers VAT Registration number - if the customer is VAT Registered.

3.1.2.2 Detail Screen

This only applies if you have the EC VAT module installed and activated. This form shows you the codes that were entered when you post a transaction that must also be included on the Supplementary Declaration report.



Box	Description
Commodity Code	A number that identifies the commodity code for the item on this line of the invoice. You can select from a list. The commodity code is used on the SD to classify types of goods and related services. Commodity codes are maintained using the Commodity Codes command on the Maintenance submenu of the EC VAT module. The default displayed is the one specified on the EC VAT SD Information form associated with the stock record.
Net Mass	The net mass, in kilograms, for this line of the invoice. This value is included on the SD. The default displayed is the one specified on the EC VAT SD Information form associated with the stock record.
Multiply Net Mass Units by Qty	An option that determines whether the net mass is multiplied by the quantity of the item included in the detail line.
Supplementary Units	The supplementary units (second quantity). This applies where a commodity code has an entry in the 2nd Qty. Description box indicating that a second quantity is required (in line with HMRC regulations). Commodity codes are maintained using the Commodity Codes command on the Maintenance submenu of the EC VAT module. The default displayed is the one specified on the EC VAT SD Information form associated with the stock record.
Multiply Supp. Units by Qty	An option that determines whether the supplementary units are multiplied by the quantity of the item included in the detail line. This option is enabled if the commodity code has an entry in the 2nd Qty. Description field in the EC VAT - Maintenance - Commodity Codes command.
Mode of Transport	The mode of transport that is to appear on the SD. The default entered on the EC VAT form associated with the customer record appears. You can select an alternative from a list. This is optional so if no mode of transport records exist, the box can be left blank. Mode of transport records are maintained using the Transport Modes command on the Maintenance submenu of the EC VAT module.

Nature of Transaction	The two-digit nature of transaction code that is to appear on the SD. The default entered on the EC VAT form associated with the customer record appears. You can select an alternative from a list. For process items, a nature of transaction code from 40 to 70 appears as the default. Nature of transaction codes are maintained in the EC VAT - Maintenance - Transaction Nature command.
Terms of Delivery	The delivery terms that is to appear on the SD. The default entered on the EC VAT form associated with the customer record appears. You can select an alternative from a list. Entry in this box is mandatory if the Include Delivery Terms option is selected under the EC Despatches SD option on the Options tab of the Company Profiles form in the System module. Delivery terms records are maintained using the Delivery Terms command on the Maintenance submenu of the EC VAT module.
Country of Origin	A reference that identifies the country of origin of the goods. You can select from a list. Country codes are defined using the Countries command in the EC VAT module. The default displayed is the one specified on the EC VAT SD Information form associated with the stock record.
SD Cost	For items where the VAT code record identified in the VAT Code box has the Pre-Process Item or Post Process Item option selected on the VAT Processing form in the System module, process code, this the cost value of the goods for SD reporting purposes. The value you enter must reflect the actual value of the goods but it will not be debited to the customer's account.

3.2 Invoicing / SOP

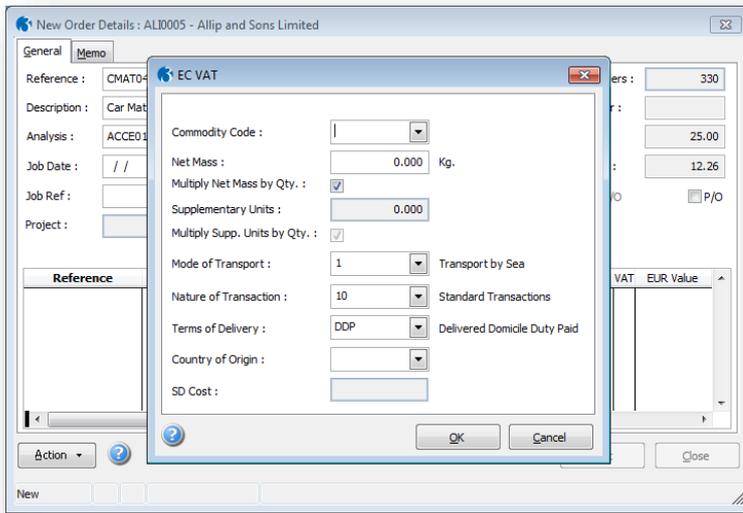
3.2.1 Processing Invoices

When entering a document for an EC customer, default header codes can be defined. These can be changed on a line by line basis and do not have to be complete until the document reaches invoice stage. If the EC details are incomplete at the document cannot be progressed to an invoice.

Header

Detail

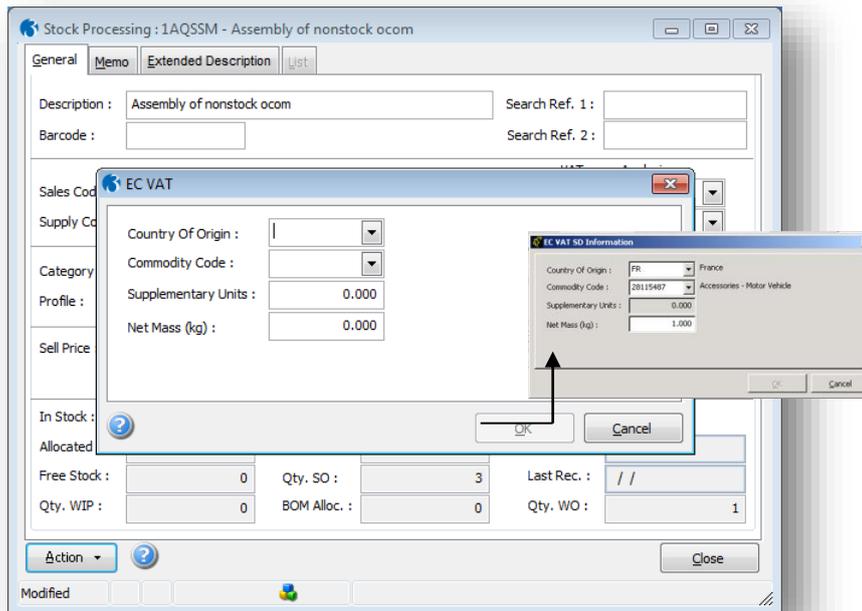
Notes



3.3 Stock Control

3.3.1 Stock Item Creation

If a stock item is likely to be sold to, or bought from an EC customer or supplier, default EC VAT details can be entered for the item. These details can be entered or amended at document creation stage if required.



This only applies if you use the EC VAT application.

Box	Description
Country of Origin	A reference that identifies the country of origin of the item. You can select from a list. Country codes are defined using the Countries command in the EC VAT application. This default is presented when the item is included on documents, such as orders and invoices.
Commodity Code	A number that identifies the default commodity code for the item. This is presented when the item is included on documents, such as orders and invoices, and is used on the SD to classify types of goods and related services. You can select from a list. Commodity codes are maintained using the EC VAT - Maintenance - Commodity Codes command.
Supplementary Units	The supplementary units (second quantity). This default is presented when the item is included on documents, such as orders and invoices. This applies where a commodity code has an entry in the 2nd Qty. Description box indicating that a second quantity is required (in line with HMRC regulations).
Net Mass (kg)	The net mass, in kilograms, for this item. This value is included on the SD. This default is presented when the item is included on documents, such as orders and invoices.

Some further notes;

Country of Origin

Countries of origin are not printed on despatches SSD's. However, you may well find that your customers require them to be printed on your invoices to help them with the completion of their arrivals SSD's.

Commodity Code

Each stock item that you sell will be allocated an official eight digit commodity code, and that code must be printed on despatch SSD's. Even if you are selling a stock item to a home customer, you may well find that they require commodity codes to be printed on your invoices. This will help them complete their despatches SSD if they do sell the item to a customer in another EC state.

Supplementary Units

If the commodity code you allocate to a stock item has been specified as requiring the quantity in supplementary units to be printed on the SSD, you should enter the number of units per unit of stock.

Net Mass in Kilograms

For each stock item that you sell to a customer in another EC state, you are required to include, on the SSD, the net mass in kilograms. Enter the mass per unit of stock.

3.4 Purchase Ledger

3.4.1 Accounts

An EC VAT button appears on the Purchase Ledger Accounts screen that allows some default details to be entered against each supplier. This information will be available when entering an invoice.

These options only apply if you use the EC VAT application.

Box	Description
Country	A reference that determines the country for the account. You can select from a list. Countries are defined using the Countries command on the Maintenance submenu of the EC VAT module.
Terms of Delivery	A reference that determines the delivery terms for SD reporting for the account. You can select from a list. Delivery terms are defined using the Delivery Terms command on the Maintenance submenu of the EC VAT module. If the Include Delivery Terms option is selected under the EC Arrivals SD option on the Options tab of the Company Profiles form in the System module, then you must specify a delivery terms record when posting invoice and credit note transactions to EU member suppliers.
Mode of Transport	A reference that determines the mode of transport for SD reporting for the account. You can select from a list. Mode of transport codes are defined using the Transport Modes command on the Maintenance submenu of the EC VAT module. This is optional and may be omitted if not required on SDs.
Nature of Transaction	A two-digit reference that determines the nature of transaction for SD reporting for the account. You can select from a list. Nature of transaction codes are maintained in the EC VAT - Maintenance - Transaction Nature command.
VAT Registration Number	The VAT registration number of the supplier. In the case of an EC supplier, a blank entry signifies that you can only select VAT codes that are type 'U' (EC Country - Unregistered) when posting transactions for this supplier. This is defined in the Trans. Type list box on the General tab of the VAT Processing form in the System module. VAT registration numbers for suppliers in the European Union are validated according to the rules in each member state.

Inter-Branch?

This option is not implemented and is intended for future releases.

Within the Suppliers Terms screen the system allows the user to set up suppliers that supply goods from branches in more than one country but invoice the customer from their head office.

3.4.2 Posting a Purchase Invoice

3.4.2.1 Header Screen

If you use the EC VAT module and you choose an appropriate VAT code, you can enter details for the SD report on the EC VAT SD Details form. If you have created a VAT code to comply with the Reverse Charge mechanism for services, the VAT is accounted for according to special rules required by HMRC. What's Reverse Charge accounting for services?

The screenshot shows the 'Invoice' dialog box with the 'General' tab selected. The fields are as follows:

Tax Point :	19/06/2013	...
NL Posting Date :	19/06/2013	... Jun 2013
Date :	19/06/2013	...
Reference 1 :		
Reference 2 :		
Currency :	EUR	▼
FC Value :	0.00	Euro
Exch. Rate :	1.245951	(To Sterling)
Transaction Value :		(Sterling)
Supplier Country :	FR	France
VAT Reg. No. :	FRAB123456789	
Due Date :	19/07/2013	...
<input type="checkbox"/> Advance		

Supply Country

This is a display only field that shows the supplier's country code as defined on the Accounts screen.

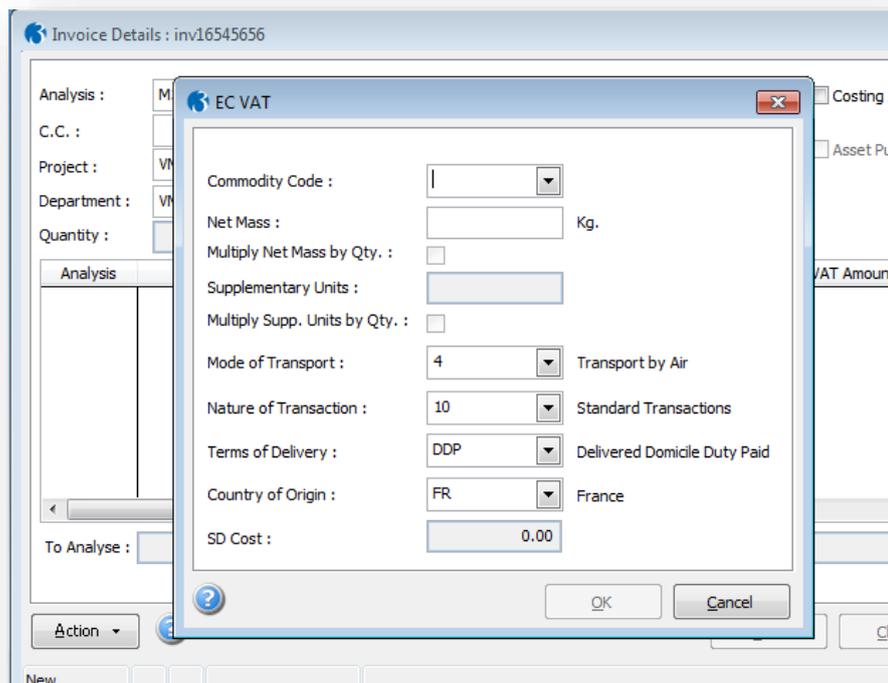
VAT Registration Number

This is a display only field that shows the supplier's VAT Registration Number, if the supplier is VAT Registered.

3.4.2.2 Detail Screen

Notes

For each line on the invoice specify the following EC VAT information.



This only applies if you have the EC VAT module installed and activated. This form shows you the codes that were entered when you post a transaction that must also be included on the Supplementary Declaration report.

Box	Description
Commodity Code	A number that identifies the commodity code for the item on this line of the invoice. You can select from a list. The commodity code is used on the SD to classify types of goods and related services. Commodity codes are maintained using the Commodity Codes command on the Maintenance submenu of the EC VAT module. The default displayed is the one specified on the EC VAT SD Information form associated with the stock record.
Net Mass	The net mass, in kilograms, for this line of the invoice. This value is included on the SD. The default displayed is the one specified on the EC VAT SD Information form associated with the stock record.
Multiply Net Mass Units by Qty	An option that determines whether the net mass is multiplied by the quantity of the item included in the detail line.
Supplementary Units	The supplementary units (second quantity). This applies where a commodity code has an entry in the 2nd Qty. Description box indicating that a second quantity is required (in line with HMRC regulations). Commodity codes are maintained using the Commodity Codes command on the Maintenance submenu of the EC VAT module. The default displayed is the one specified on the EC VAT SD Information form associated with the stock record.
Multiply Supp. Units by Qty	An option that determines whether the supplementary units are multiplied by the quantity of the item included in the detail line. This option is enabled if the commodity code has an entry in the 2nd Qty. Description field in the EC VAT - Maintenance - Commodity Codes command.

Mode of Transport	The mode of transport that is to appear on the SD. The default entered on the EC VAT form associated with the customer record appears. You can select an alternative from a list. This is optional so if no mode of transport records exist, the box can be left blank. Mode of transport records are maintained using the Transport Modes command on the Maintenance submenu of the EC VAT module.
Nature of Transaction	The two-digit nature of transaction code that is to appear on the SD. The default entered on the EC VAT form associated with the customer record appears. You can select an alternative from a list. For process items, a nature of transaction code from 40 to 70 appears as the default. Nature of transaction codes are maintained in the EC VAT - Maintenance - Transaction Nature command.
Terms of Delivery	The delivery terms that is to appear on the SD. The default entered on the EC VAT form associated with the customer record appears. You can select an alternative from a list. Entry in this box is mandatory if the Include Delivery Terms option is selected under the EC Despatches SD option on the Options tab of the Company Profiles form in the System module. Delivery terms records are maintained using the Delivery Terms command on the Maintenance submenu of the EC VAT module.
Country of Origin	A reference that identifies the country of origin of the goods. You can select from a list. Country codes are defined using the Countries command in the EC VAT module. The default displayed is the one specified on the EC VAT SD Information form associated with the stock record.
SD Cost	For items where the VAT code record identified in the VAT Code box has the Pre-Process Item or Post Process Item option selected on the VAT Processing form in the System module, process code, this the cost value of the goods for SD reporting purposes. The value you enter must reflect the actual value of the goods but it will not be debited to the customer's account.

Further notes;

Commodity

Specify the commodity code applicable to this item line. The Commodity Code is used on the SSD to classify types of goods and related services purchased.

SD Cost

If the VAT Code selected has been set up as a pre or post process code you will need to enter the cost value of the goods for SSD purposes.

Net Mass in Kilograms

Enter the total net mass in kilograms for the goods being charged on this invoice line.

Supplementary Units

If the commodity code specified has been defined as requiring the entry of the quantity in supplementary units enter the total line quantity in supplementary units.

Mode Of Transport

If a default Mode of Transport Code has been defined on the suppliers record it will be displayed here, but can be changed.

Nature Of Transaction

If a default Nature of Transaction Code has been defined on the suppliers record it will be displayed here, but can be changed.

Terms of Delivery

If a default Terms of Delivery Code has been defined on the supplier's record it will be displayed here, but can be changed.

County of Origin

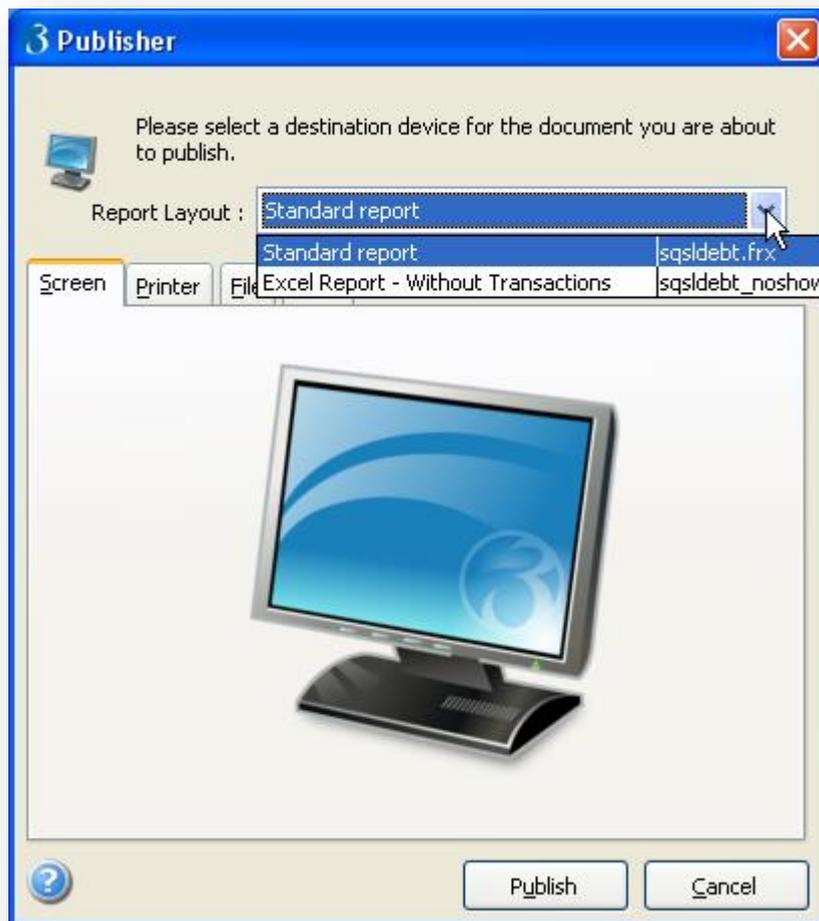
Use this for specifying the country of origin of the goods. You are not obliged to specify this. This is the county where the goods were produced and not necessary the country from which they were supplied.

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4 Reports

4.1 Publishing a Report

Sales Ledger reports can be accessed via the Reports Menus in the respective Module. It is possible to tailor the layout of these reports under development mode (ADMIN). Once your report criteria has been selected and any matching data found, a Publisher form will be presented allowing a choice of Screen, Printer, File or Email output.



To print a report;

1. Open the required module folder, click Reports and then click appropriate report
2. Define the range of records you want included in the report by entering From and To values.
3. Click OK.

4.2 List of Reports

4.2.1 ESL Report

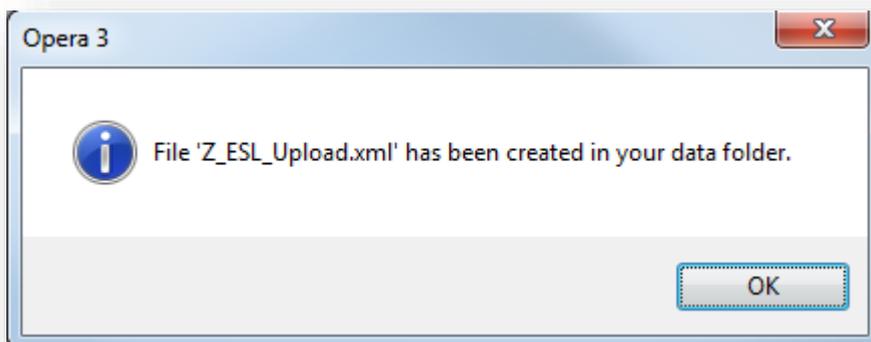
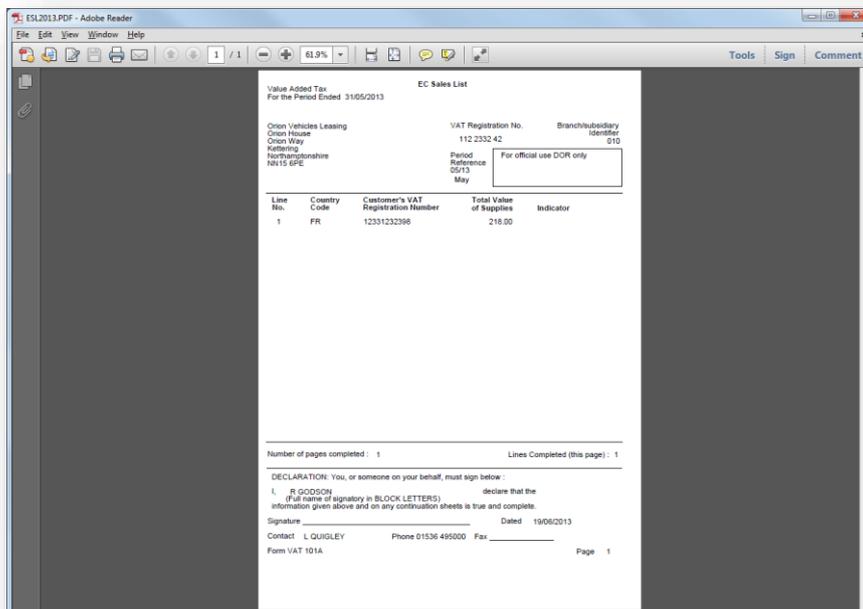
The **E.S.L. Report** prints a report or creates a file that can be submitted to HMRC monthly or calendar quarterly. The file can be uploaded to the HMRC website using the ECSL Service on the [Government Gateway](#) (An Internet portal that provides UK citizens and businesses with a convenient way to link to the Online Services provided by a range of Government departments) . All the necessary information about your company and the sales of goods you have made to VAT registered customers in the EC during the ESL period is included. The report also includes services you have provided to customers in the EC that are subject to the Reverse Charge VAT procedure. [What's Reverse Charge Accounting for services?](#)

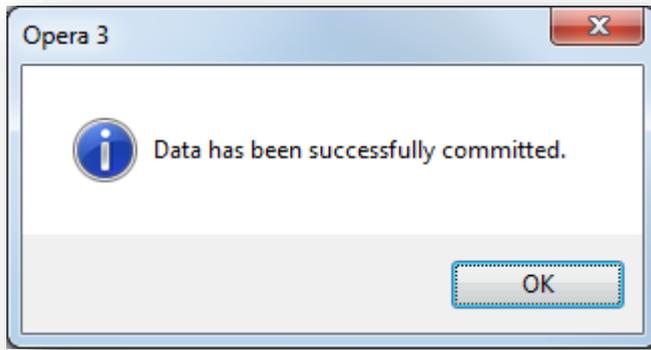
The printed report is very similar to the official form VAT 101. Up to 31 December 2009 the report may be submitted as printed, but you must obtain approval from your local VAT office first.

Important: From 1 January 2010 HMRC no longer allow substitute VAT 101 forms to be used so you cannot submit paper EC Sales Lists from this application from that date. You must use the [Create HMRC Upload File](#) option and submit the file to HMRC using the ECSL service. See the 'Registering, enrolling for and activating to use the ECSL Service' page on the HMRC web site - www.hmrc.gov.uk.

Box	Description
Goods Only	Only transactions for goods and related services to VAT registered customers in the EC are included on the report or in the upload file.
Services Only	Only transactions for services to VAT registered customers in the EC which are subject to the Reverse Charge VAT procedure are included on the report or in the upload file. Note: This is only enabled if a Reverse Charge for services VAT code has been created. See the Setting Up Reverse Charge Accounting (Services) Help topic for information.

Goods and Services	<p>Transactions for goods to VAT registered customers in the EC <u>and</u> services that are subject to the Reverse Charge VAT procedure are included on the report or in the upload file.</p> <p>Note: This is only enabled if a Reverse Charge for services VAT code has been created. See the Setting Up Reverse Charge Accounting (Services) Help topic for information.</p>
Report for E.S.L. Period Ending	<p>The last day of the period for the ESL report.</p>
Commit Data to E.S.L.	<p>This date-stamps the transactions for the period so that you can reprint the report in the future. Transactions that have been date-stamped are not included on another period's report.</p>
Create HMRC Upload File	<p>Creates an upload file in Extensible Markup Language (XML) format that is approved for use by HMRC. The file is created in your company's data folder in the format ?_ESL_Upload.xml (where ? is the company ID).</p> <p>The file is designed to be uploaded to the HMRC website using the EC SL Service on the Government Gateway. Before you can submit an EC Sales List you must ensure that you have enrolled for the EC Sales List Service.</p>
Declaration Details	<p>Details that are included on the report or in the upload file to identify the person who submits it.</p>

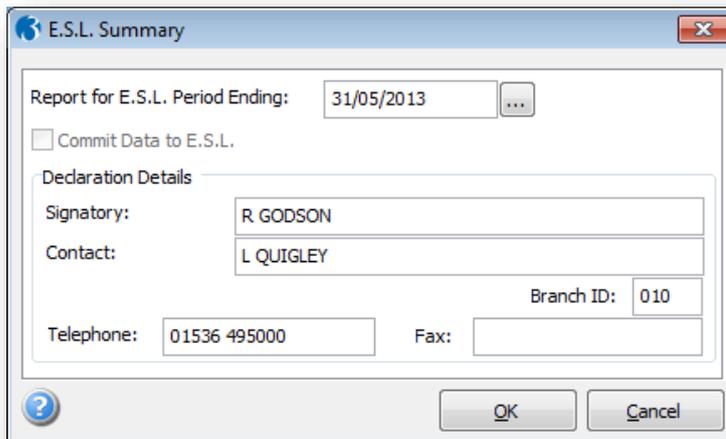




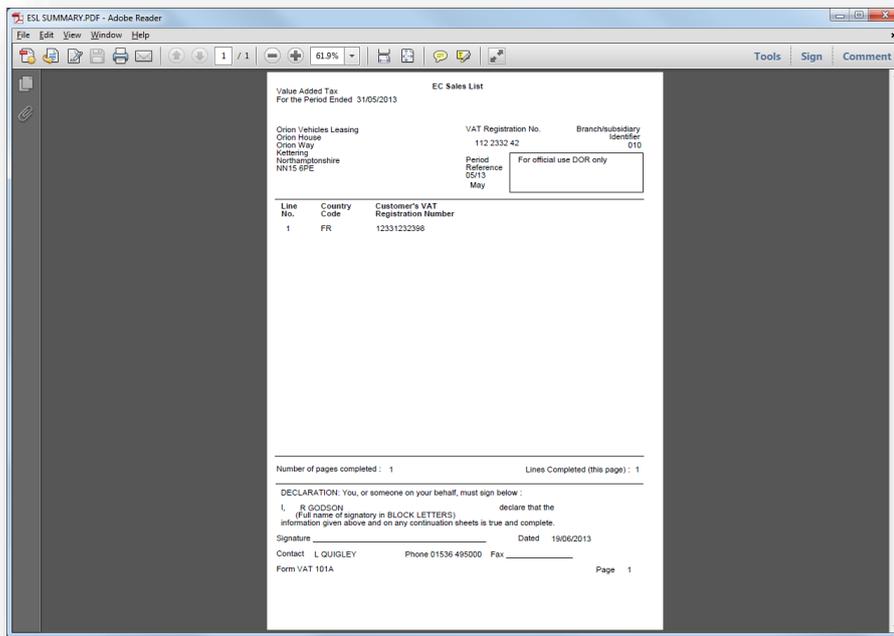
4.2.2 ESL Summary

The **E.S.L. Summary** report is provided for those companies whose EC sales are below the current threshold and who have obtained permission from HMRC to submit annual EC Sales List reports. The summary report prints a list of all EC VAT registered customers you have sold goods and related services to in the current year. Values are not printed on this report.

Important: The report does not include services that are subject to the Reverse Charge VAT procedure. You must use the [ESL Report](#) to include these transactions. [What's Reverse Charge Accounting for services?](#)

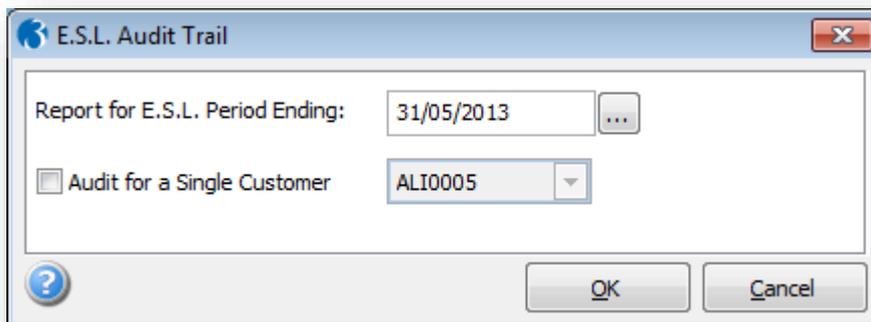


Box	Description
Report for E.S.L. Period Ending	The last day of the period for the ESL report.
Commit Data to E.S.L.	This date-stamps the transactions for the period so that you can reprint the report in the future. Transactions that have been date-stamped are not included on another period's report.
Declaration Details	Details that are included on the report to identify the person who submits it.



4.2.3 ESL Audit Trail

The **E.S.L. Audit Trail** reports a breakdown of the transactions that are included on the EC Sales List (ESL) report. The report lists each customer included on the ESL for the period selected. It includes the customers' VAT registration numbers, account and transaction references, tax point dates, country code, VAT code, the value of supplies, the process indicator (where appropriate), the currency code, exchange rate in use at the time of transaction creation and foreign value of supplies. The totals for each customer are also printed.



Box	Description
Report for E.S.L. Period Ending	The last day of the period for the ESL report.
Audit for a Single Customer	Includes one EC customer on the report.

Orion Vehicles Leasing
Created on 19/08/2013 at 16:20 by MANAGER

Orion Vehicles Leasing E.S.L. Audit Trail Period Ended 31/05/2013 Page 1

VAT Number	Account	Tax Point	Reference	<---VAT---> Ctry Trans Code	Value of Supplies	Indicator	<--- Currency ---> Code	Rate	Foreign Value
FR/12331232398	ALI0005	19/04/2013	INV00821	U S 1	202.50				250.00
					202.50		EUR	1.234568	250.00
		25/04/2013	INV00824	U S 1	20.06				25.00
				1	-4.01				-5.00
					16.05		EUR	1.246106	20.00
FR/12331232398				Total	218.55				

4.2.4 SD Report

The Supplementary Declarations (SD or Intrastat) forms that are printed by the **S.D. Report** command are different to the official forms but they contain all the necessary information but they are not accepted by HMRC. To submit a printed SD return to HMRC, you must copy the details from the SD report to the official form provided by HMRC.

To submit your SD report to HMRC without copying the details to the official form, you must use the [S.D. Report to EDI](#) command. This produces the SD report as an Electronic Data Interchange (EDI) file that you can submit to HMRC. The EDI file complies with the Electronic Data Interchange for Commerce and transport (EDIFACT) standard, which is a United Nations International Standard for information interchange.

S.D. Report

Report for S.D. Period Ending: 31/05/2013

Declaration Details

Signatory: R GODSON

Place:

Branch ID: 010

Telephone: 01536 495000 Fax:

Buttons: ? OK Cancel

Box	Description
Report for S.D. Period Ending	The last day of the period for the SD report.
Declaration Details	Details that are included on the report to identify the person who submits it.

Orion Vehicles Leasing
 Created on 19/06/2013 at 16:22 by MANAGER
 TRADER: VAT No. GB/ 112 2332 42 : Branch I.D. 010
 Orion Vehicles Leasing
 Orion House
 Orion Way
 Kettering
 Northamptonshire
 NN15 6PE

INTRA EC TRADE SUPPLEMENTARY DECLARATION

Orion Vehicles Leasing
 Created on 19/06/2013 at 16:22 by MANAGER
 Period: 05/13 JOB 216

Page 1

Arrivals											
Item No.	Commodity Code	Value	Deliv Terms	Nature Trans.	Net Mass Kg.	Supplementary Units	Country Dispatch	Mode of T/spot	Country of Origin	Number of Consignments	Traders Reference
1	2811 5487	3259	DDP	10	9		FR	4	FR	1	COR-601128-Y
2	5598 4598	313	CIF	10	1		NL	1	NL	1	VLEIS-5679894
3	5598 4598	2749	CIF	10	7		NL	1	NL	1	VLEIS-5869633

Orion Vehicles Leasing
 Created on 19/06/2013 at 16:22 by MANAGER
 Period: 05/13 JOB 116

INTRA EC TRADE SUPPLEMENTARY DECLARATION

Page 1

Despatches										
Item No.	Commodity Code	Value	Deliv Terms	Nature Trans.	Net Mass Kg.	Supplementary Units	Country Destin.	Mode of T/spot	Number of Consignments	Traders Reference
1	2811 2237	-4	DDP	10			FR	1	1	INV00824
2	2811 5487	203	DDP	10	5		FR	1	1	INV00821
3	2811 5487	21	DDP	10			FR	1	1	INV00824

Tip: For details about Intrastat, see the HMRC guide Notice 60 - The Intrastat General Guide. This notice provides a general guide to Intrastat for businesses which trade with other member States of the European Union (EU).

4.2.5 SD Report to EDI

To submit the Supplementary Declarations (SD or Intrastat) report using your data, you must use the **S.D. Report to EDI** command. The command produces the SD report as an Electronic Data Interchange (EDI) file that you can submit to HMRC by email. The EDI file complies with the Electronic Data Interchange for Commerce and transport (EDIFACT) standard, which is a United Nations International Standard for information interchange.

Note: To submit a printed SD report to HMRC, you must copy the details from the SD report to the official form provided by HMRC.

S.D. Report to EDI

Report for S.D. Period Ending: 31/05/2013

Commit Data to S.D.

OK Cancel

Box	Description
Report for S.D. Period Ending	The last day of the period for the SD report.
Commit Data to S.D.	This date-stamps the transactions for the period so that you can reprint the report in the future. Transactions that have been date-stamped are not included on another period's report.
Declaration Details	Details that are included on the report to identify the person who submits it.

Queries or the transmission of the files should be sent by email to:

Queries: ecu@hmrc.gsi.gov.uk

Transmissions only: edcs@edcsdata.hmce.gov.uk.

Before submitting your SD declarations, HMRC recommend that you send a test transmission. Details of how to arrange a test transmission are explained in HMRC's Technical Interface Specification (TIS), which is available on the Electronic Submissions section of www.uktradeinfo.com.

For more information on EDIFACT, contact HM Revenue & Customs at:

Compilation: Operations

Address: 3rd Floor

Alexander House

21 Victoria Avenue

Southend-on-Sea

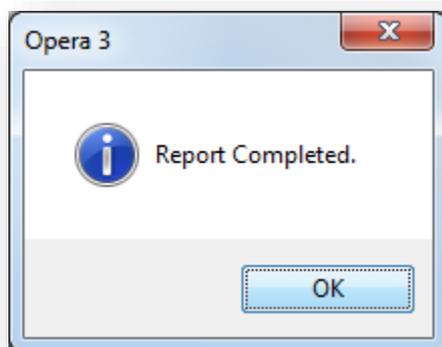
SS99 1AA

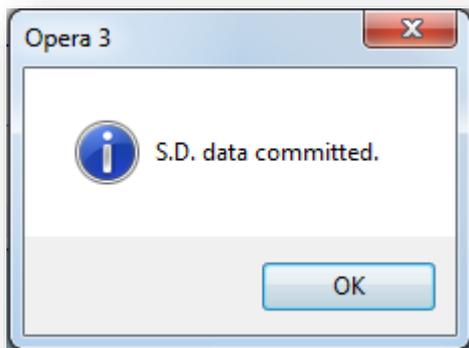
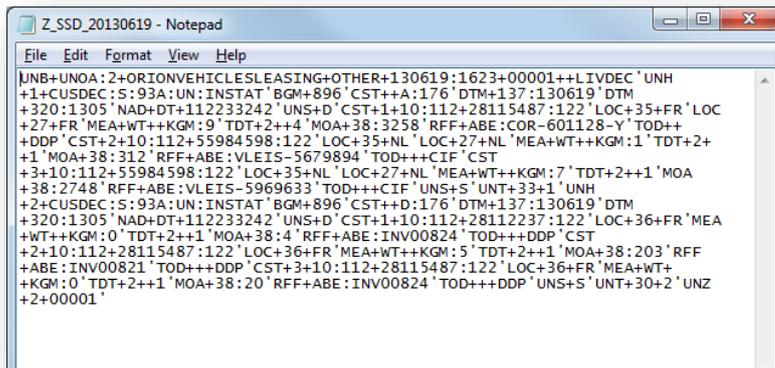
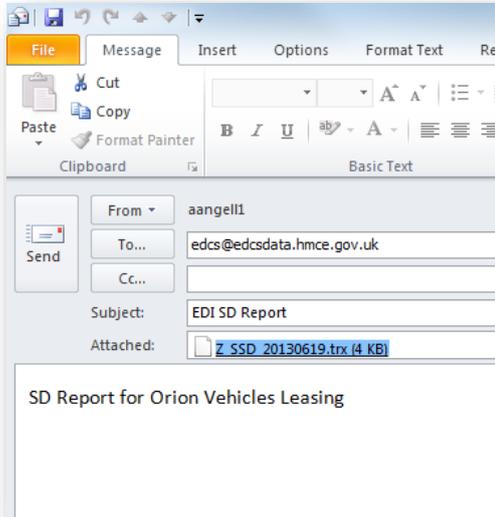
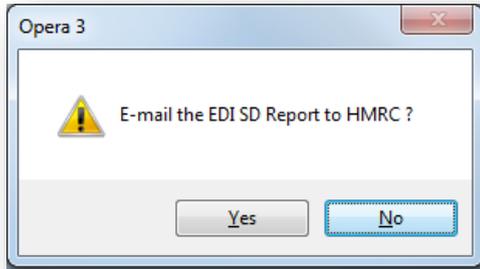
Phone: 01702 367167/01702 367925

Fax: 01702 366187

Email: ecu@hmrc.gsi.gov.uk

Note: These details are correct at time of publication.



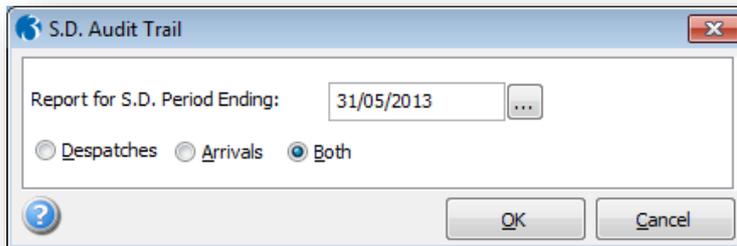




4.2.6 SD Audit Trail

Notes

The **S.D. Audit Trail** reports a breakdown of the transactions that are included on the Supplementary Declaration (SD or Intrastat) reporting. You define the SD period date up to which the audit trail should be printed and choose the despatches report, arrivals report, or both. The report lists, for each line printed on the relevant SD report, for the period selected the SD report item number, commodity code, traders reference (invoice number), tax point date, account reference, value of supplies, delivery charge value apportioned to and included in value of supplies, currency code, exchange rate, foreign value of supplies and nature of transaction code.



Box	Description
Report for SD Period Ending	The last day of the period for the SD report.
Despatches	Includes transactions that are included on the Despatches SD report for the period, including goods invoice transactions for customers and goods credit notes transactions for suppliers.
Arrivals	Includes transactions that are included on the Arrivals SD report for the period, including goods invoice transactions for suppliers and goods credit notes transactions for customer.
Both	Includes both despatches and arrivals transactions for the period.

Orion Vehicles Leasing
Created on 19/05/2013 at 16:28 by MANAGER

S.D. Audit Trail
Period Ended: 31/05/2013 Page 1

Item No.	Commodity Code	Traders Reference	Tax Point	Account	Value of Supplies	Delivery Charge Code	Currency	Rate	Foreign Value	Nature Trans.	Vat Return
											Box 8 / Box 9
0 / 01	2811 5487	COR-601128-Y	12/04/2013	COR0001	3258.47				4059.89	10	0.00 / 3258.47
**		COR-601128-Y			3258.47		EUR	1.245950	4059.89		0.00 / 3258.47
***	2811 5487				3258.47						0.00 / 3258.47
0 / 02	5598 4598	VLEIS-5679894	12/04/2013	VLEIS001	312.28				389.09	10	0.00 / 312.28
**		VLEIS-5679894			312.28		EUR	1.245965	389.09		0.00 / 312.28
0 / 03	5598 4598	VLEIS-5969633			2748.10				3424.00	10	0.00 / 2748.10
**		VLEIS-5969633			2748.10		EUR	1.245952	3424.00		0.00 / 2748.10
***	5598 4598				3060.38						0.00 / 3060.38
					6318.85						0.00 / 6318.85

Orion Vehicles Leasing

S.D. Audit Trail (Despatches)
Period Ended: 31/05/2013 Page 2

Item No.	Commodity Code	Traders Reference	Tax Point	Account	Value of Supplies	Delivery Charge Code	Currency	Rate	Foreign Value	Nature Trans.	Vat Return
											Box 8 / Box 9
0 / 01	2811 2237	INV00824	25/04/2013	ALI0005	-4.01				-5.00	10	-4.01 / 0.00
**		INV00824			-4.01		EUR	1.246883	-5.00		-4.01 / 0.00
***	2811 2237				-4.01						-4.01 / 0.00
0 / 02	2811 5487	INV00821	19/04/2013	ALI0005	202.50				250.00	10	202.50 / 0.00
**		INV00821			202.50		EUR	1.234588	250.00		202.50 / 0.00
0 / 03	2811 5487	INV00824	25/04/2013		20.07				25.00	10	20.07 / 0.00
**		INV00824			20.07		EUR	1.245640	25.00		20.07 / 0.00
***	2811 5487				222.57						222.57 / 0.00
					218.56						218.56 / 0.00

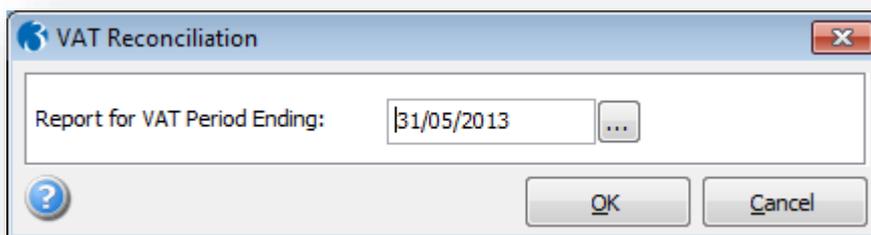


4.2.7 VAT Reconciliation

Notes

There are many rules governing the treatment of different types of intra-EC transactions. For example, in the case of pre-process items, their value must not be included on the VAT return but must be included on the EC Sales List (ESL) with a zero value, and they must be included on the Supplementary Declaration (SD) report valued at the cost of the goods being sent for process. In the case of credit notes where goods are returned, these must be included on the VAT return and the ESL with negative values but must be included on the SD report with positive values (that is, sales credits must be included on the arrivals SD and vice versa).

The application handles the correct treatment of the different types of transaction automatically, but due to the mixture of requirements, it can be difficult to reconcile the values printed on the statutory reports. To help the reconciliation process, you use this report to reconcile values entered on the three statutory reports for each transaction.



You define the VAT period for which the report is required and for each intra-EC transaction for the period selected. The report lists the tax point date, transaction reference, source ledger, goods value included in VAT return box 8 (EC Supplies), goods value included in VAT return box 9 (EC Acquisitions), the goods value included on the ESL, the ESL process indicator (where appropriate), the value of supplies included on the SD report, the SD cost value included in value of supplies (process items) and the SD arrivals or despatches indicator.

Orion Vehicles Leasing
Created on 19/06/2013 at 16:30 by MANAGER

VAT Reconciliation Report

Period Ended 31/05/2013 Page 1

Tax Point	Reference	Via	VAT Return		Sales Listing		Supplementary Declaration		Arrival/ Despatch
			Box 8	Box 9	Value	Indicator	Value	Cost Value	
12/04/2013	COR-601128-Y	P/L	0.00	3258.47				-3258.47	A
12/04/2013	VLEIS-5679894	P/L	0.00	312.28				-312.28	A
12/04/2013	VLEIS-5969633	P/L	0.00	2748.10				-2748.10	A
19/04/2013	INV00821	S/L	202.50	0.00	202.50			202.50	D
25/04/2013	INV00824	S/L	16.05	0.00	16.05			16.06	D
			<u>218.00</u>	<u>6318.00</u>	<u>218.55</u>			<u>-6100.00</u>	<u>0.00</u>
Overall Total For Despatches								218.00	0.00
Overall Total For Arrivals								6318.00	0.00

* Indicates Nature of Transaction Code 16 used for Credit Notes

Accreditation Training Courseware

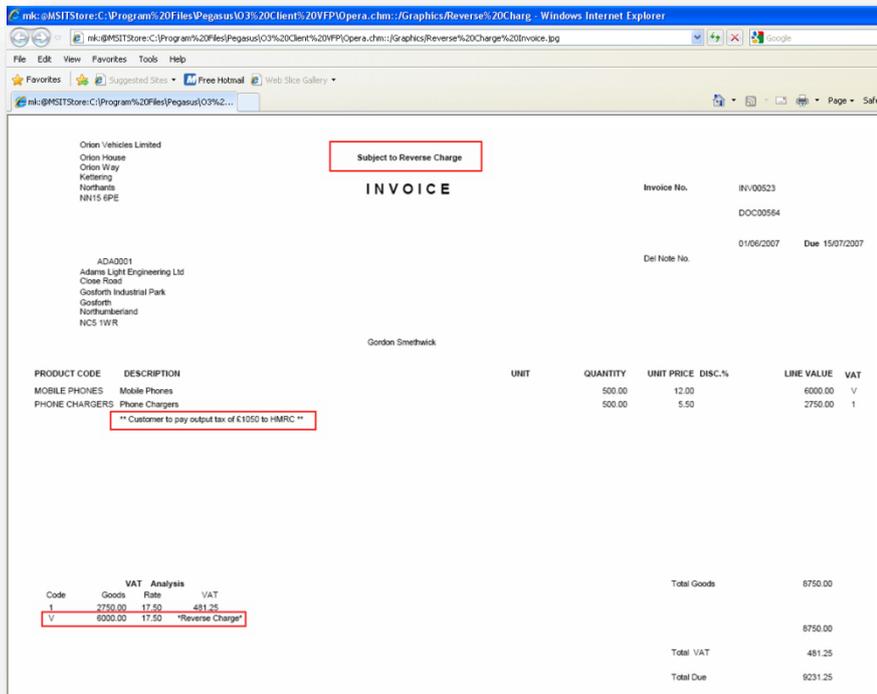
Appendix

Appendix A – VAT Information

Setting Up Reverse Charge Accounting (Goods)

1. Select the RC Sales List option in the System - Maintenance - Company Profiles command if you sell the items for values above the de minimis level.
2. Check the Reverse Charge De minimis level in the System - Utilities - System Preferences command. This is £5000 from 1 June 2007 and is automatically updated when Opera 3 is upgraded. If HMRC change the de minimis level, you can update it here.
3. Create Reverse Charge Sales and Reverse Charge Purchase VAT codes in the System - Maintenance - VAT Processing command using the standard rate of VAT.
 - A Reverse Charge Sales code updates only Box 6 (Value of Sales). Example from a Sales perspective...

You send an invoice to your customer with a goods value of £8750 and a VAT value of £481.25. The invoice has two detail lines, one of which is subject to the Reverse Charge. It indicates clearly that part of the invoice is subject to the Reverse Charge.



Item	Goods Value (£)	VAT Value (£)	Subject to Reverse Charge
Mobile Phones	6000.00	1050.00 *	Yes
Phone Chargers	2750.00	481.25	No
Total	8750.00	1531.25	

Your VAT Return is updated in the following way:

- Box 1 (Output Tax) is updated only with the £481.25 VAT for the Phone Chargers
- Box 6 (Value of Sales) is updated with Total Goods value of £8750.00

Your customer must account for the Output Tax on the mobile phones of £1050. *

- A Reverse Charge Purchase code updates Box 1 (Output Tax), Box 4 (Input Tax), and Box 7 (Value of Purchases). Example from a Purchase perspective..

You receive an invoice from your supplier with a goods value of £8750 and a VAT value of £1531.25. The invoice has two detail lines, one of which is subject to the Reverse Charge. The invoice clearly indicates that the Reverse Charge applies to some of the invoice.

Item	Goods Value (£)	VAT Value (£)	Subject to Reverse Charge
Mobile Phones	6000.00	1050.00 *	Yes
Phone Chargers	2750.00	481.25	No
Total	8750.00	1531.25	

Your VAT Return is updated in the following way:

- Box 1 (Output Tax) is updated with the Reverse Charge VAT value of £1050.00 *
- Box 4 (Input Tax) is updated with total VAT value of £1531.25
- Box 7 (Total value of Supplies) is updated with Total Goods value of £8750.00

Therefore Input Tax of £481.25 (Box 1 - Box 4) from the item that is not subjected to the Reverse Charge is reclaimed from HMRC.

4. Select the Reverse Charge option for each stock item or product record where the Reverse Charge accounting procedure applies. The option is displayed in the Stock - Processing command on the Options form and where the Stock module is not used, in the SOP/Invoicing - Maintenance - Products and P.Orders - Maintenance - Products commands.

You can identify a Reverse Charge item by an icon that appears in the form's status bar:



5. Your sales invoice and credit note designs must be updated to indicate when the Reverse Charge accounting procedure has been used on a transaction. You can check the demonstration data's invoice design to see what needs to be done.
 - Each line on the document must indicate whether it is a reverse charge item.
 - The VAT Analysis section of the document must indicate whether VAT is subject to the Reverse Charge procedure.
 - The VAT value that is being reverse charged must be displayed after the final line of the document.

6. To process a transaction to a VAT registered customer above the HMRC de minimis level, use a Reverse Charge Sales VAT code. Use Reverse Charge Purchase VAT code when you receive an invoice or credit note that are subject to Reverse Charge accounting from a VAT registered supplier. You can use Reverse Charge codes on credit notes even if the goods value is below the de minimis level.

Note: If HMRC change the de-minimis level you must update the Reverse Charge De-minimis level box on the System - Utilities - System Preferences form.

7. If you selected the RC Sales List option in the System - Maintenance - Company Profiles command, create the RCSL upload file in the System - Maintenance - VAT Processing command and submit the RCSL to HMRC for each VAT period, whether or not you actually make Reverse Charge supplies. You must then submit the RCSL for each VAT period until you permanently cease to make these supplies, when you must tell HMRC the date on which you ceased.

Setting Up Reverse Charge Accounting (Services)

To set up Reverse Charge accounting for services you need to create VAT codes in the System - Maintenance - VAT Processing command that are set up to update the VAT Return and EC Sales List.

- If you are the supplier of services that are subject to the Reverse Charge, you need to create a zero-rated Sales VAT code with the VAT Return Box 6 ticked and the EC Sales List Services box ticked. The code is then available in the Sales Ledger, Sales Order Processing, Invoicing and Importer modules.
- If you receive services that are subject to the Reverse Charge, you need to create a standard rate Purchase VAT code with the VAT Return Boxes 1, 4, 6 and 7 ticked. The code is then available in the Purchase Ledger, Purchase Order Processing and Importer modules.

Sales VAT codes

If you provide services that are subject to Reverse Charge accounting to different EC countries, you may need to create one VAT code for the countries you are registered in, and another VAT code for the countries you are not registered in. If your customers are in one country, you need to create one VAT code.

After the VAT codes have been created they are available in the Sales Ledger, Sales Order Processing, Invoicing and Importer modules. The VAT rate for these transactions must be set to zero percent.

1. Open the System folder, click Maintenance and then click VAT Processing. Then click New on the Record menu.
2. In the Country Type box, select 'R' if you are registered in the EC country, or 'U' if you are not registered in the EC country.
3. In the Trans. Type box, select 'S' for Sales.
4. In the VAT Code box, enter a number or letter to identify the code. This must be a code that is not already used. Then enter a description for the VAT code, for example 'RC Services'.

Important: Do not use 'Y' as the VAT code. These codes are used for apportioning delivery charges for transactions that are included on the Supplementary Declaration (SD) report.

5. Under EC Sales Listing (ESL), untick the Goods Value = Supplies box and tick the Services box. The box 6 - Total Value of Sales box under VAT Return Boxes remains ticked and the other VAT Return boxes are automatically unticked and disabled. The Goods Value = Supplies box under Supplementary Declaration (SD) is also automatically unticked.
6. On the Record menu, click Save.

Tip: HMRC does not require that invoices indicate that a transaction must be accounted for under the Reverse Charge mechanism. However, to help your customer, it may be worthwhile having an invoice design for these transactions only with a statement that highlights that the transaction needs to be accounted for under the mechanism. To add a new invoice design, use the System - Maintenance - Report Layouts command. You could use the following text, or similar: These services are outside the scope of UK VAT. You may be required to make a reverse charge VAT declaration under Article 196 of EU Council Directive 2006/112/EC.

Purchase VAT codes

If you receive services that are subject to Reverse Charge accounting from different EC countries, you may need to create one VAT code for the countries you are registered in, and another VAT code for the countries you are not registered in. If your suppliers are in one country, you need to create only one VAT code.

After the VAT codes have been created, they become available in the Purchase Ledger, Purchase Order Processing and Importer modules.

1. Open the System folder, click Maintenance and then click VAT Processing. Then click New on the Record menu.
2. In the Country Type box, select 'R' if you are registered in the EC country, or 'U' if you are not registered in the EC country.
3. In the Trans. Type box, select 'P' for Purchase.
4. In the VAT Code box, enter a number or letter to identify the code. This must be a code that is not already used. Then enter a description for the VAT code, for example 'RC Services'.

Important: Do not use 'Y' as the VAT code. These codes are used for apportioning delivery charges for transactions that are included on the Supplementary Declaration (SD) report.

5. In the Rate 1 % box, enter the standard rate of VAT, and enter the date from which the VAT code will be used in the Date 1 box. This date must not be before 1 January 2010.
6. In the Nominal Code box, enter the Nominal Account to which the VAT will be posted in the Nominal Ledger.
7. Under VAT Return Boxes, tick box 1 - Tax Value on Sales. Box 4 - Tax Reclaimed on Purchases, box 6 - Total Value of Sales and box 7 - Total Value of Purchases are ticked automatically and the other boxes are unticked. The Goods Value = Supplies box under Supplementary Declaration (SD) is also automatically unticked.
8. On the Record menu, click Save.

Appendix B Visual FoxPro and Technical Information

Why the Visual FoxPro development environment?

In 1993 Pegasus Software Ltd. launched Pegasus Opera, which was developed under the FoxPro Relational Database Management System (RDMS). This offered several advantages over standard programming languages such as Quick Basic.

These advantages included:

- The fact that it is an RDMS means that programs, screens, menus and tables are all generated by one application meaning no compatibility issues will arise
- Simple, easy to use interface
- Easy to generate data tables
- Easy to generate and use indexes
- Rushmore record searching for greater speed with locating information
- Data Integrity Improvements
- Fast access of the data

Development tools such as Visual Basic and SQL Server are together a very powerful environment. Visual FoxPro however offers similar flexibility and technical specifications as these two products combined allowing the developer to make use of Stored Procedures, Triggers and Views all stored with the database rather than having to be written into the program.

The Data Dictionary

The data dictionary is held in a folder called datadict. The database container for the dictionary is called Datadict.dbc. Default location being C:\Documents and Settings\All Users\Application Data\Pegasus\Server VFP\DataDictCore.

The tables within the container can be used in a reporting product such as Crystal Reports to create a document detailing what the tables are, what the fields are within the table, rules that are applied to a field, and the fields proper name and description. Basically creating a Database Schema.

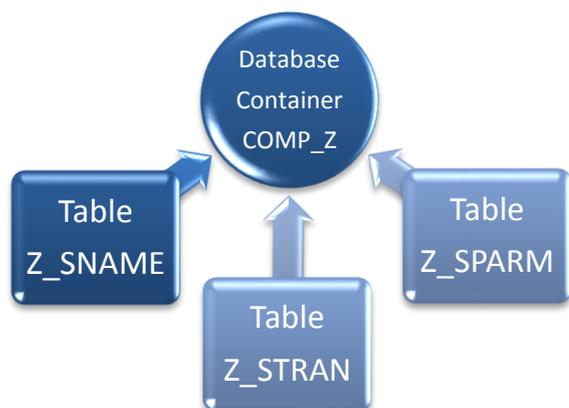
table.dbc and field.dbc

Data Container

Pegasus Opera 3 now uses a Visual FoxPro Database Container. This is a file located within the data directory. This is a key difference between Opera 16 and Opera 3, where O16 had free standing tables, OPERA 3 uses a DBC.

There are three files named:

Database Container:	COMP_Z.DBC
Data Dictionary	COMP_Z.DCT
Database Index	COMP_Z.DCX



The purpose of the database container is to hold information about all the tables,

- the number of records in each table
- when it was last updated,
- who updated it.

It is for this reason that you can not just replace a table without some extensive work. The container will assume that the data is corrupt if it does not match its criteria. (See Free Tables)

Links and Relationships

There are no table relationships maintained by Opera 3. There are several reasons why this is but the major reason is that Companies do not always purchase all the modules and not all tables are required. Thus links do not always have to exist.

This makes Opera 3 more flexible in hooking in Third Party Applications. (No links to deal with.)

Free Tables

There are some rare circumstances where free tables must be used. Freeing a table will allow the table to be altered without the container having to know. This is not a recommended procedure and cannot be supported by Pegasus.

Data Types

There are five data types within the Opera 3 tables:-

- Date
- Time
- String
- Numeric
- Logical
- Memo

There are no currency fields.

Update Data Structures

What does it do?

The standard Update Data Structures or UDS basically carries out the following functions:

- Checks the Structure of the Tables within each Database Container based upon a standard Database.
- Checks the indexes within the tables
- If any problems with invalid fields or indexes are discovered then these will be corrected, and set according to the Standard databases.

It is normally used when updating from one version of Opera 3 to another. Any tables or fields that do not exist are created or altered according to our data structures.

The Data Validation Tool (DVT)

When you are logged into Opera 3 as ADMIN, and only ADMIN a function called the Data Validation Tool will automatically run when UDS is selected. This will verify the contents of each field within each table of the Database container. This does take longer than a simple Update Data Structures (UDS) due to the more intense work involved.

- Should the DVT find what it suspects to be corruption, it will stop the UDS process and prompt the user to correct the contents of the suspected field. Once this has been altered and the User clicks ok the UDS will continue.
 - If this is run unattended then an exceptions report is created
- The DVT is NOT a replacement for the File Checker in Opera.
 - For Example whilst checking SNAME, it will check sn_current the field that holds the balance. This is a numeric field therefore if it contains a numeric - the DVT would assume this is correct. Of course it might actually be holding 10.34e20 which Opera 3 may see as corruption.
- It will reference the Data Dictionary to ensure all the database rules are adhered to i.e. mandatory.

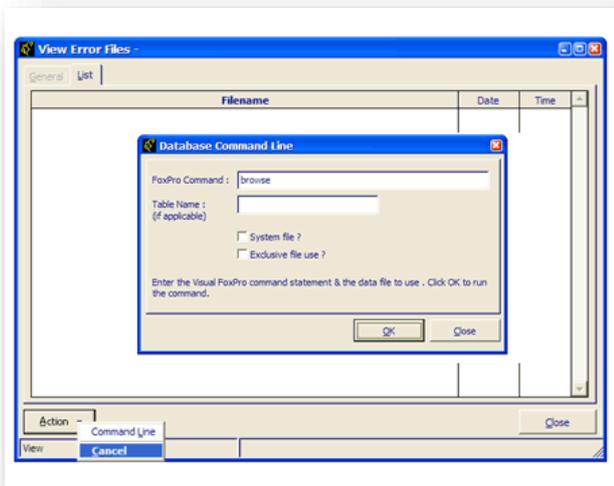
Database Command Line

CAUTION:- Commands that flout the database rules will cause Opera 3 to crash and an error log written. It is possible to cause serious problems with data.

It is therefore with the utmost caution that this option is used and should not be used by any one who is unsure of what they are doing. It should also be the final solution when all other options have been exhausted.

In Opera 3 2.25 and above there is a Database Command Line Tool. This is a function that allows users to enter Visual FoxPro commands to interrogate the Opera 3 data from within Opera 3.

- To use the function you must be logged onto Opera 3 as ADMIN.
- Open the System Module and open Utilities Menu then select View Error Files.
- On the Action button there is a function Database Command Line.



Enter a Visual FoxPro command –

i.e. Browse

This will allow you to select the table required. If you select OK without selecting a table then a table selector will appear. Users can select any table.

If you want to view another database then a dropdown box will list all containers available for every company added to Opera 3. The system database container will also be available to select.

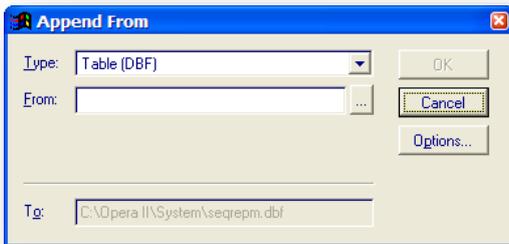
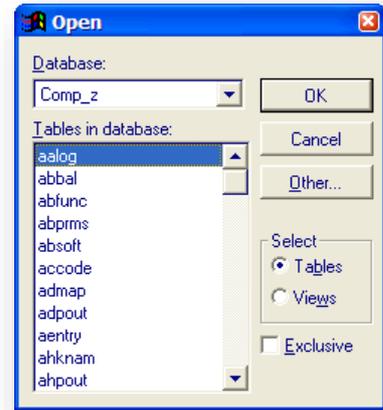
Tick the box marked Exclusive if the file you wish to interrogate requires exclusivity.

Click OK to run your command

When the command is executed users can move around the table and examine the data.

Depending on the rules of the table then the Table menu will have different options available.

If selecting options append then dialog box appears



Other tables can be selected.

Examples

These functions will be used through out Opera 3.

Command	Result
Browse	This will allow editing and browsing of data
Append	Adding a cursor to allow you to enter a new record – only the mandatory fields will need entering
Append Blank	This function will not work if the table that the append is using is a key table. If there is a mandatory field on a table and append blank is used the instruction will fail. Use append to rectify this
Use	'Use' will close any open tables. This would be ideal to type in first before using any other commands.
Select * from tablename where 1 = 1	This will give table with proper table field names
Exclusive	Using the Exclusive command will allow certain functions on the table menu to be used.
Do	this allows FoxPro functions to be called from the Opera 3 root directory

Visual FoxPro commands

All the above can be used in VFP. In addition the following can be used:-

SQOPEN("S", "TABLENAME")

This should be used in conjunction with USE. This allows tables to be opened and then sql select statement used.

The Data

Table Structures

Pegasus Opera 3 data tables have the same naming convention as Pegasus Opera data tables. Each table is prefixed by a Company Letter i.e. Z_SNAME.DBF. Each table may have three extensions – DBF, CDX, FPT

- DBF – Database
- CDX – Index
- FPT – Memo (Only if a memo exists in the table)

The tables' name relate to specific modules. Some of the tables may not be in use yet.

Code	Module
A	Cashbook
B	BACS
C	Stock, Traceability & Bill of Materials
D	Purchase Order Processing
E	
F	Fixed Assets
G	
H	History, Personnel
I	Invoicing SOP
J	Job Costing
K	
L	EDI - Redundant
M	
N	Nominal Ledger
O	
P	Purchase Ledger
Q	
R	
S	Sales Ledger
T	
U	
V	VAT
W	Payroll
X	
Y	
Z	System, Currency, Notes, Spooler
SEQ	System
DM	SPM & Service Management Inc Helpdesk

Temporary Tables (Cursors)

A temporary table is created as you open a form with data in it Opera 3.

- A record set is created (copied from the data tables) and held in a temporary table each time a form with data in it is opened.
- The temporary table remains until the form is closed.
- The temporary table is saved to various locations.
 - VFP
Beneath the windows directory
 - Opera
Saved in the location specified in the opera.ini file. (Usually Opera 3\temp) 3
 - Reports
Beneath the Opera 3 root directory.
- It is given a random name then deleted as the table is closed.
- Users can change the data but this is not committed to the table until the save button is clicked.
- When the save button is clicked the Temporary table is flushed then deleted.

TITRAN – IHEADQ

TITRAN and IHEADQ are two temporary tables that are created when posting documents in SOP. These tables only exist at the time of posting – they are cleared when the routine ends.

NEXTID

The NEXTID table is used all over Opera 3 and gives the next unique number available to a record.

Appendix C - Importer & Open Period Accounting

The Importer works the Open Period Accounting (OPA) feature to update the Nominal Ledger with transactions supplied in either a FoxPro compatible format (a file with the file name extension of .dbf) or a comma separated variables format (a file with the file name extension of .csv). The following types of imports are affected if the respective application in Opera 3 is linked to the Nominal Ledger:

- Sales Ledger transactions
- Purchase Ledger transactions
- Stock Control transactions
- Cashbook transactions
- Nominal Ledger journals.

The Importer consolidates all transactions for a certain period and year in the Nominal Ledger into one journal. If transactions update different periods in the Nominal Ledger, for example, period 6 in year 2011 and period 7 in year 2011, a journal is posted to each period which includes the imported relevant transactions.

Options

The Importer uses these two options if Open Period Accounting is used. They are displayed on the wizard in Opera 3 only if Open Period Accounting is switched on in the Nominal Ledger company. If you are importing Nominal Ledger journals the options are enabled if the Update Nominal option is ticked.

Parameter	Description
Bypass OPA Processing	This controls whether the OPA feature is used by the importer. The importer automatically assumes that OPA is in use unless this option is either ticked in the wizard or set to 'A' by developers using the importer as a command line utility.
NL Posting Date	This overall date controls the period in the Nominal Ledger that is updated for all the Sales Ledger transactions, Purchase Ledger transactions, Cashbook transactions or Stock Control transactions being imported. For other transactions, the main transaction date for each transaction is used.

Financial Calendar in the Nominal Ledger

Each period in the Financial Calendar in the Nominal Ledger has a status of either 'Open', 'Closed' or 'Blocked'.

- If the transaction's date is in a 'Closed' or 'Blocked' period, it is not imported unless the period is in the future. Transactions to future periods that are not open are imported but only update the Nominal Ledger in a batch update command in Opera 3 after the period's status changes.

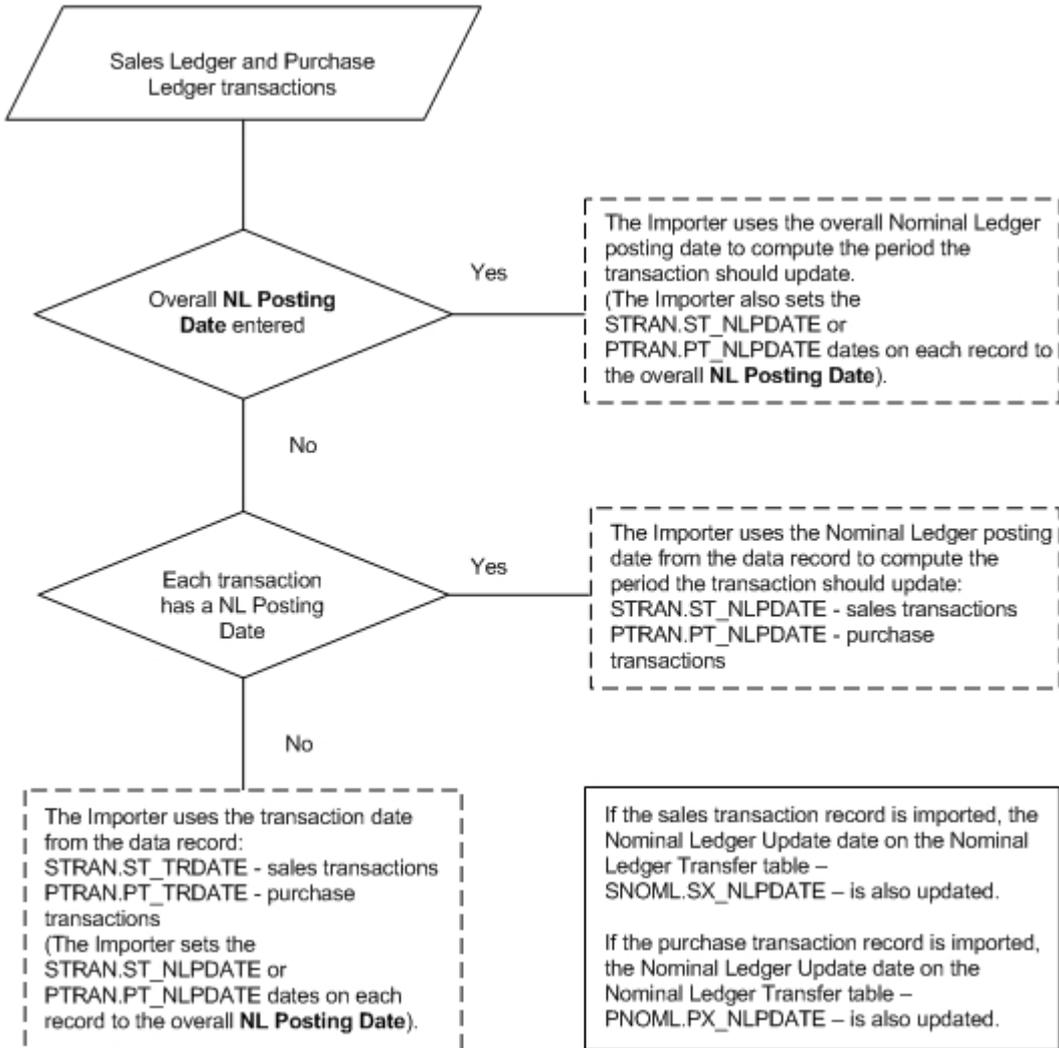
- If the transaction's date is in an 'Open' period and the Real Time Update of Nominal Ledger feature is used, the Importer updates that Nominal Ledger period. If the Real Time Update of Nominal Ledger feature is not used, the transaction is imported but the Nominal Ledger is not updated until a batch update command is run in Opera 3.

Which date does the Importer use to update the Nominal Ledger?

The rules explained in the Financial Calendar in the Nominal Ledger section above are followed for each type of transaction.

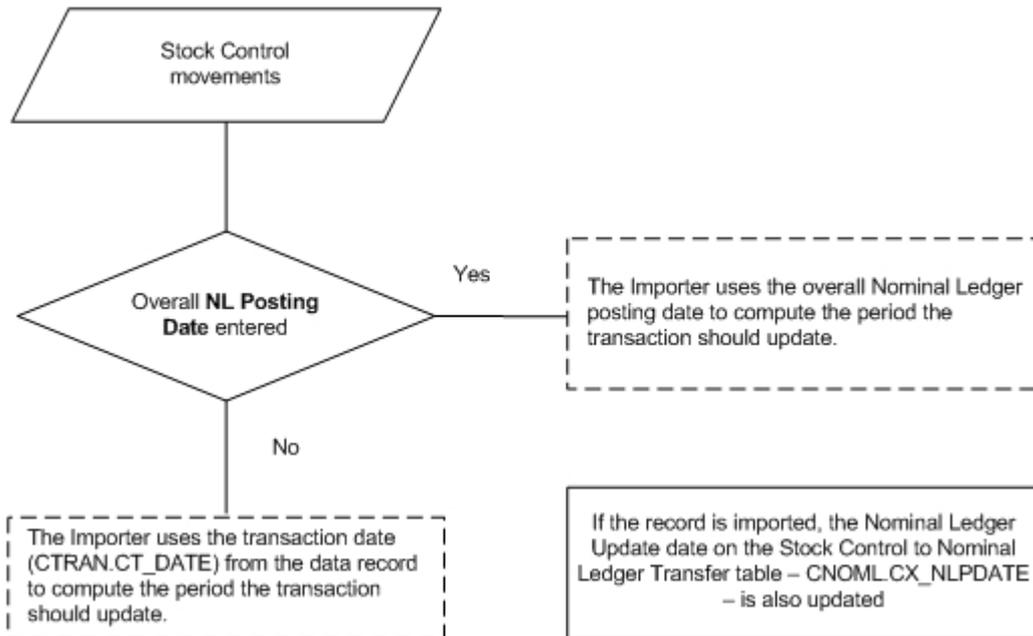
Sales Ledger and Purchase Ledger transactions

This illustration assumes that the Bypass OPA Processing option is not selected, Open Period Accounting is used in the Nominal Ledger and either the Sales Ledger to Nominal option or the Purchase Ledger to Nominal option on the System - Maintenance - Company Profiles form is selected.



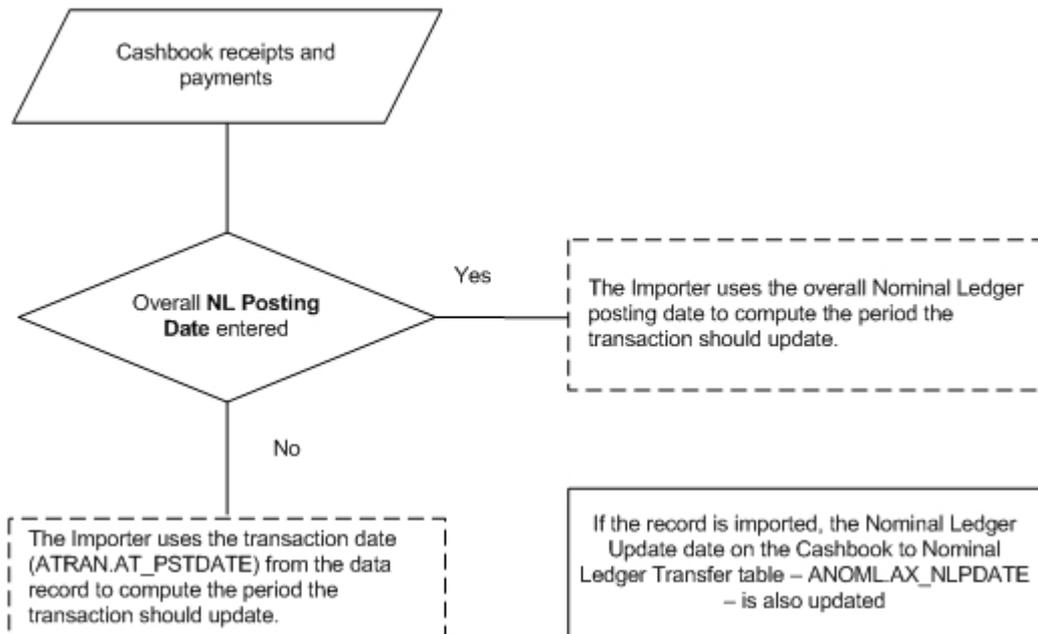
Stock Control movements

This illustration assumes that the Bypass OPA Processing option is not selected, Open Period Accounting is used in the Nominal Ledger and the Stock Control to Nominal option on the System - Maintenance - Company Profiles form is selected.



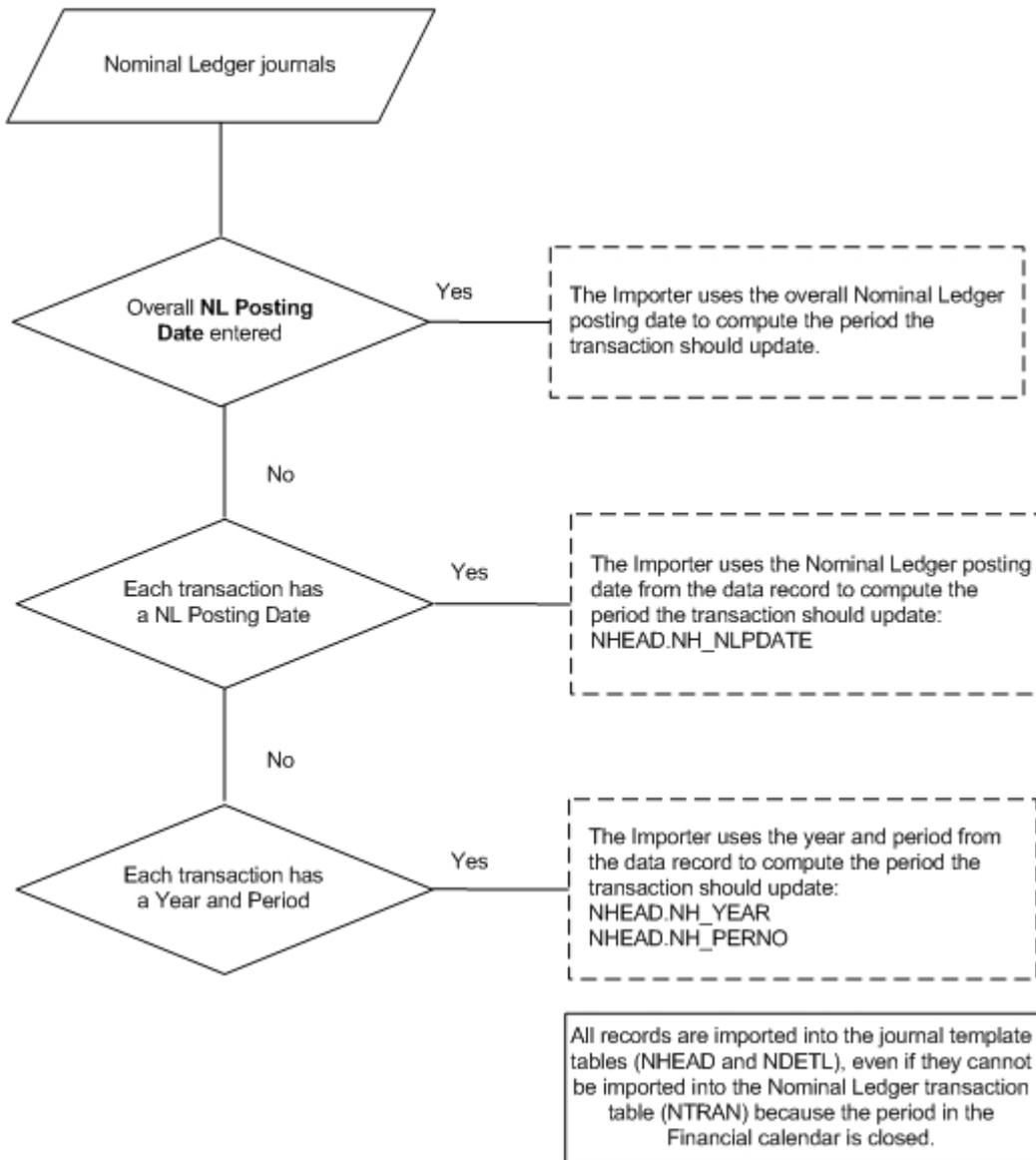
Cashbook transactions

This illustration assumes that the Bypass OPA Processing option is not selected, Open Period Accounting is used in the Nominal Ledger and the Use Cashbook option on the System - Maintenance - Company Profiles form is selected.



Nominal Ledger journals

This illustration assumes that the Bypass OPA Processing option is not selected and Open Period Accounting is used in the Nominal Ledger.



Appendix D – Data Structures & Technical Information

The following pages contain the Database Structures & Technical Information of the Job Costing Module as of the 6.70.00 release.

Table Break-down

Table	Process
SEQAORT	Attachment Order rates and details used by the Payroll module. These are set and governed by the HMCS.
SEQCO	Company Profile information is held in these tables.
SEQEFLD	List of report e-mail fields
SEQEGRP	Report e-mail groups
SEQERPT	Report e-mail details
SEQFAVES	User favourite functions and processes
SEQFORMS	If remember form size and positions is switched on, each form altered is saved in this table as the user has left it.
SEQLOCK	The user lock table. This is the table that will contain records if a user is illegally locked in the system and lists logged in users
SEQNAVGRPS	Navigational Groups
SEQPEOPLE	List of the People profiles as set up in the system module
SEQREPM	Reporter reports created in the system
SEQRPLAY	List of all report layout records with respective setting and property information.
SEQSYS	System preferences
SEQUSER	User preferences

Payroll System Tables

Table	Process
Frwmisc	Contains miscellaneous details regarding the Statutory Payroll information that is contained 'within' other tables – such as wparam
Frwnitb	Payroll (W Table) Equivalent
Frwpaye	Payroll (W Table) Equivalent
Frwpayes	Payroll (W Table) Equivalent
Frwspage	Pension Age check table – contains the official HMRC pension date check table details.
Frwssmp	Payroll (W Table) Equivalent
Frwsspt	Payroll (W Table) Equivalent

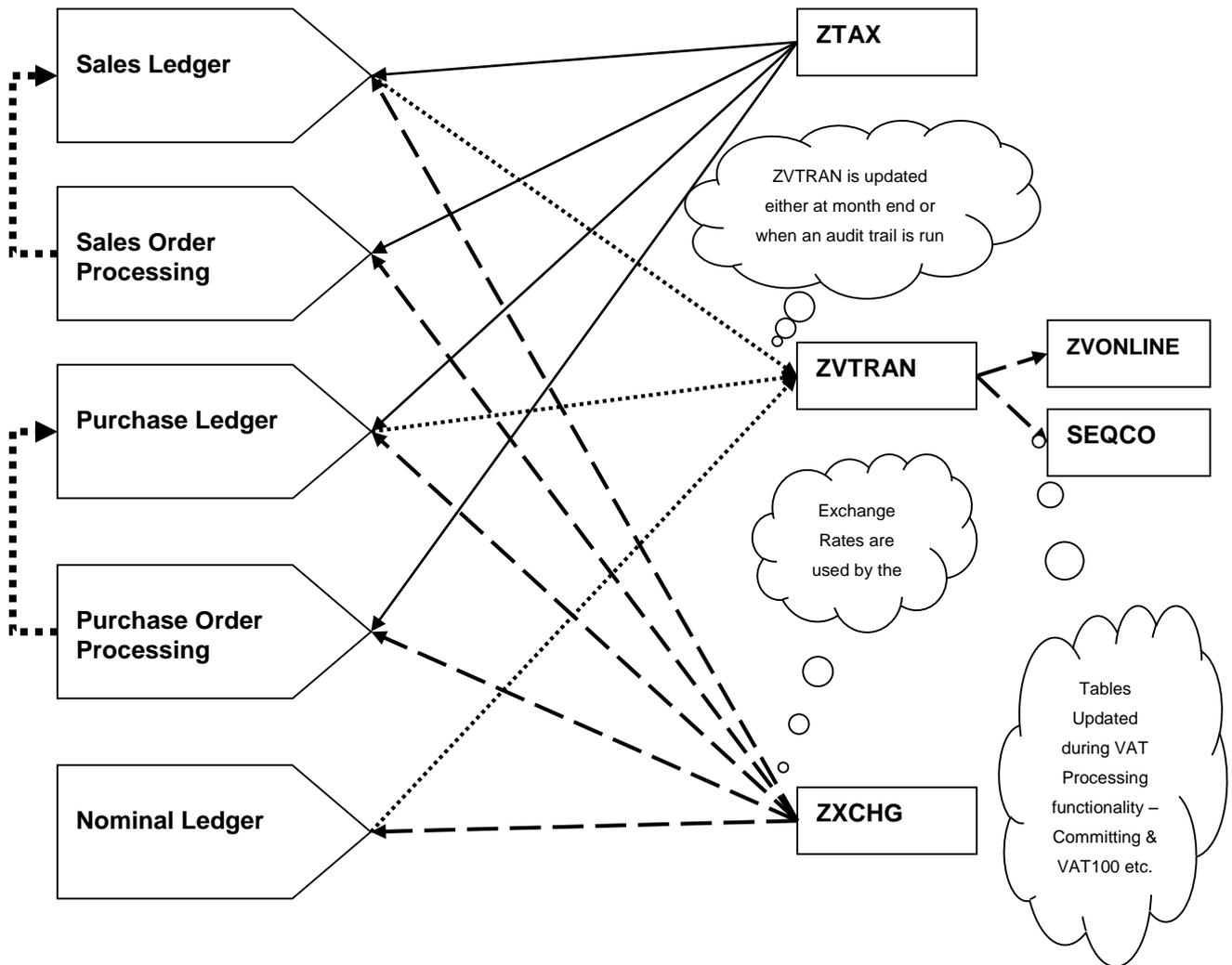
Joins Information

TABLE	JOIN
seqpeopl	LEFT JOIN seqpeopl ON dname.dn_ref =seqpeopl.pe_ref
seqpeopl	LEFT JOIN seqpeopl ON jsctr.ju_subcnt=seqpeopl.pe_ref
seqpeopl	LEFT JOIN seqpeopl ON jthead.jh_leader = seqpeopl.pe_ref
seqpeopl	LEFT JOIN seqpeopl ON jcctr.jc_leader = seqpeopl.pe_ref
seqpeopl	LEFT JOIN seqpeopl ON jehead.jh_leader = seqpeopl.pe_ref
seqpeopl	LEFT JOIN seqpeopl ON jehead.jh_leader = seqpeopl.pe_ref
seqpeopl	LEFT JOIN seqpeopl ON jthead.jh_leader = seqpeopl.pe_ref
seqpeopl	LEFT JOIN seqpeopl ON jthead.jh_leader = seqpeopl.pe_ref
seqpeopl	LEFT JOIN seqpeopl ON jthead.jh_leader = seqpeopl.pe_ref
seqpeopl	LEFT JOIN seqpeopl ON jthead.jh_leader = seqpeopl.pe_ref
seqpeopl	LEFT JOIN seqpeopl ON jscon.js_subcnt = seqpeopl.pe_ref

Codes of interest

Breakdown of Codes	
<i>Attachment Order Type</i>	
<i>Status</i>	<i>Description</i>
1	CCAEO
2	CCAEO/CTAEO
3	CTAEO
4	EA
5	CMA
6	MCF

VAT & Exchange Rates





Database Structures



Pegasus Opera 3 Enterprise VFP Database Structures – Z & V Tables

Table : VCNTRY		Table Description : Countries				
Field Name	Description	Type	Length	DPs	Further information	
VT_COUNTRY	Code	C	2	0	EC VAT Country Code	
VT_ALTCTRY	Alternative Code	C	2	0	EC VAT Alternative Country Code	
VT_NUMCTRY	Number Code	C	3	0	EC VAT Numeric Country Code	
VT_DESC	Description	C	20	0	EC VAT Country Name	
VT_HOME	Home Indicator	L	1	0	EC VAT Home Country? True or False	
VT_MEMBER	EC Member	L	1	0	EC VAT - EC Member? True or False	
VT_VATREGD	VAT Registered	L	1	0	EC VAT - are you registered in that country? True or False	
VT_AFTER	After Sett. Disc.	L	1	0	EC VAT - is VAT calculated after settlement discount deducted? True or False	
VT_BASECUR	Base Currency	C	3	0	EC VAT Base Currency for local VAT accounting.	
VT_SLCURR	Sales Currency	C	3	0	EC VAT Default Currency for sales ledger.	
VT_PLCURR	Purchase Currency	C	3	0	EC VAT Default Currency for purchase ledger.	
VT_TAXDESC	Tax Description	C	3	0	EC VAT - Tax description for this country.	

Table : VCOMM		Table Description : Commodities				
Field Name	Description	Type	Length	DPs	Further information	
VC_COMMOD	Commodity Code	C	11	0	Commodity Code.	
VC_DESC	Description	C	30	0	Commodity Code description.	
VC_2NDQTY	Second Quantity	C	8	0	If used - Second Qty description. If empty - 2nd qty not needed.	
VC_KEY1	Key 1 Field	C	5	0	Record search key - do not alter.	
VC_KEY2	Key 2 Field	C	5	0	Record search key - do not alter.	
VC_KEY3	Key 3 Field	C	5	0	Record search key - do not alter.	
VC_KEY4	Key 4 Field	C	5	0	Record search key - do not alter.	

Table : VLOOK		Table Description : Lookups				
Field Name	Description	Type	Length	DPs	Further information	
LK_TYPE	Type	C	1	0	Lookup record type. T=Transport, Y=Business Type, D=Despatch Method, R=Delivery Route. <i>Format : !</i>	
LK_CODE	Code	C	3	0	Lookup record code (key). <i>Rule : "Code may not be blank"</i> <i>Rule Expression : .NOT.EMPTY(lk_code)</i> <i>Format : !</i>	
LK_DESC	Description	C	30	0	Lookup record description. <i>Rule : "Description may not be blank"</i> <i>Rule Expression : .NOT.EMPTY(lk_desc)</i>	

Table : ZCONTACTS		Table Description : Contacts				
Field Name	Description	Type	Length	DPs	Further information	
ZC_MODULE	Ledger	C	1	0	Ledger	
ZC_ACCOUNT	Account	C	8	0	Account	
ZC_CONTACT	Salutation	C	30	0	Contact	
ZC_TITLE	Title	C	10	0	Title	
ZC_FORNAM	Forename	C	30	0	Forename	
ZC_SURNAME	Surname	C	30	0	Surname	
ZC_OPTCONT	Contact Option	N	1	0	Contact Option	

ZC_DOB	Date of Birth	D	8	0	Date of Birth
ZC_ALLWPH	Allow Phone	L	1	0	Allow Phone
ZC_PHONE	Phone	C	20	0	Phone
ZC_ALLWFAX	Allow Fax	L	1	0	Allow Fax
ZC_FAX	Fax	C	20	0	Fax
ZC_ALLWMOB	Allow Mobile	L	1	0	Allow Mobile
ZC_MOBILE	Mobile	C	20	0	Mobile
ZC_ALLWMAL	Allow eMail	L	1	0	Allow eMail
ZC_EMAIL	Email	C	60	0	Email
ZC_ATTR1	Attribute 1	C	4	0	Attribute 1
ZC_ATTR2	Attribute 2	C	4	0	Attribute 2
ZC_ATTR3	Attribute 3	C	4	0	Attribute 3
ZC_ATTR4	Attribute 4	C	4	0	Attribute 4
ZC_ATTR5	Attribute 5	C	4	0	Attribute 5
ZC_ATTR6	Attribute 6	C	4	0	Attribute 6
SQ_USER	User	C	8	0	User
SQ_DATE	Creation Date	D	8	0	Creation Date
SQ_TIME	Creation Time	C	8	0	Creation Time
SQ_AMUSER	Amended User	C	8	0	Amended User
SQ_AMDATE	Amended Creation Date	D	8	0	Amended Creation Date
SQ_AMTIME	Amended Creation Time	C	8	0	Amended Creation Time
ID	Unique Id	N	10	0	Unique Id
			<i>Default Value :</i>		NEWID(ALIAS())
ZC_POS	Position	C	30	0	Position

Table : **ZLOCK** Table Description : **Posting Lock Table**

Field Name	Description	Type	Length	DPs	Further information
ZP_USER	Locking User Name	C	15	0	
ZP_PROCESS	Locking Process Name	C	40	0	

Table : **ZNOTES** Table Description : **Notes**

Field Name	Description	Type	Length	DPs	Further information
zn_module	Ledger	C	1	0	
zn_account	Account	C	25	0	
zn_extend	Extend	C	4	0	
sq_user	User	C	8	0	
sq_date	Creation Date	D	8	0	
sq_time	Creation Time	C	8	0	
sq_amuser	Amended User	C	8	0	
sq_amdate	Amended Creation Date	D	8	0	
sq_amtime	Amended Creation time	C	8	0	
zn_note	Memo Notes	M	10	0	
zn_actreq	Action required	C	10	0	
zn_email	E-mail	C	40	0	
zn_actdate	Action Date	D	8	0	
zn_actcomp	Action Completed	L	1	0	
zn_compdate	Action Completion Date	D	8	0	
zn_priority	Priority	N	1	0	
			<i>Default Value :</i>		1
zn_subject	Subject	C	50	0	
ID	Unique ID	N	10	0	
			<i>Default Value :</i>		NEWID(ALIAS())

Table : **ZOLE** Table Description : **OLE Objects**

Field Name	Description	Type	Length	DPs	Further information
FILENAME	Alias File Name	C	10	0	Alias File Name.
KEYREF	Alias Key Reference	C	16	0	Account/Reference, Key field of Record.
COMMENT	OLE Comment	C	52	0	Comment.
DATE	Date	D	8	0	Date, defaults to system date.
OLE	OLE Object	G	10	0	OLE General Field.
IMAGEFILE	Image File	C	254	0	Path to Picture file

Table : ZPOOL		Table Description : Spool Control			
Field Name	Description	Type	Length	DPs	Further information
SP_FILE	Report File Name	C	20	0	Report file name.
SP_DESC	Description	C	40	0	Description of report.
SP_CTIME	Creation Time	C	5	0	Time report created.
SP_CDATE	Creation Date	D	8	0	Date report created.
SP_CBY	Reported By	C	8	0	Who initiated report.
SP_PDATE	Printed Date	D	8	0	Time report last printed.
SP_PTIME	Printed Time	C	5	0	Date report last printed.
SP_PBY	Printed By	C	8	0	Who last printed report.
SP_PRINTER	Printer	M	10	0	Printer to which report was destined for.
SP_REPWIDE	Report Width	N	3	0	Width of report as defined in 'report form'.
SP_REPHITE	Report Depth	N	4	0	Depth of report.
SP_PLATFRM	Platform Type	C	8	0	Platform = DOS or WINDOWS

Table : ZRCSL		Table Description : Rev charge SL Hist			
Field Name	Description	Type	Length	DPs	Further information
ZR_VATPEND	End date of tax period	D	8	0	Tax period end date
SQ_CRUSER	Last update user	C	8	0	Id of user updating table
SQ_CRTIME	Last update time	C	8	0	Time stamp for update of table
SQ_CRDATE	Last update date	D	8	0	Date stamp for update of table
ZR_RCSLSUB	RCSL Submission	L	1	0	Was RCSL submitted as part of this commit?
ID	Unique ID	N	10	0	Unique ID <i>Default Value : NEWID(ALIAS())</i>

Table : ZTAX		Table Description : VAT Rates			
Field Name	Description	Type	Length	DPs	Further information
TX_CTRYTYP	Country Type	C	1	0	Country Type for transactions in :-H = (H)ome countryR = EC country where user is (R)egisteredU = EC country where user is (U)nregisteredN = (N)on EC country <i>Rule : "Country type cannot be blank." Rule Expression : .NOT.EMPTY(tx_ctrytyp) Default Value : "H"</i>
TX_TRANTYP	Transaction Type	C	1	0	Transaction Type where :-S = (S)aleU = Sale to foreign (U)nregisterd EC customerP = (P)urchaseF = Purchase from (F)oreign unregistered supplierN = Beyond VAT scope (i.e. (N)on vatable) <i>Rule : "Transaction type cannot be blank." Rule Expression : .NOT.EMPTY(tx_trantyp) Default Value : " "</i>
TX_CODE	Code	C	1	0	Tax (VAT) Code A-Z and 0-9 <i>Rule : "Tax code cannot be blank." Rule Expression : .NOT.EMPTY(tx_code) Default Value : " "</i>
TX_DESC	Description	C	25	0	Vat Code Description <i>Rule : "Tax code description cannot be blank." Rule Expression : .NOT.EMPTY(tx_desc)</i>
TX_RATE1	Rate 1 %	N	5	2	Vat Rate 1 percentage <i>Rule : "Tax rate must be greater than 0 percent." Rule Expression : tx_rate1=>0 Default Value : 0.00</i>
TX_RATE1DY	Rate 1 Date	D	8	0	VAT rate 1 trigger date
TX_RATE2	Rate 2 %	N	5	2	Vat Rate 2 percentage <i>Rule : "Tax rate must be greater than 0 percent." Rule Expression : tx_rate2=>0 Default Value : 0.00</i>
TX_RATE2DY	Rate 2 Date	D	8	0	VAT rate 2 trigger date
TX_NOMINAL	Nominal Account	C	8	0	Nominal Code for VAT rate (no cost centre)
TX_BOX6	Box 6 Ind	L	1	0	Goods value to be accumulated for box 6 of VAT100

TX_BOX7	Box 7 Ind	L	1	0	Goods value to be accumulated for box 7 of VAT100
TX_BOX8	Box 8 Ind	L	1	0	Goods value to be accumulated for box 8 of VAT100
TX_BOX9	Box 9 Ind	L	1	0	Goods value to be accumulated for box 9 of VAT100
TX_BOX1	Box 1 Ind	L	1	0	Tax value to be accumulated for box 1 of VAT100
TX_BOX2	Box 2 Ind	L	1	0	Tax value to be accumulated for box 2 of VAT100
TX_BOX4	Box 4 Ind	L	1	0	Tax value to be accumulated for box 4 of VAT100
TX_ESLSUPP	Goods Val Supp. ESL	L	1	0	Goods value = supplies in ESL, True or False(include goods value in ESL line)
TX_ESLPROC	Process Item ESL	L	1	0	Is this a Process item in ESL ? True or False
TX_SSDPRE	Pre-Process Item SD	L	1	0	Pre-Process item in SD, True or False
TX_SSDPOST	Post-Process Itm SD	L	1	0	Post-Process item in SD, True or False
TX_SSDSUPP	Goods Val Supp. SD	L	1	0	Goods value = supplies in SD, True or False(include goods value in SD line)
TX_EDI	EDI VAT Code	C	1	0	When VAT details are transmitted via EDI it issometimes necessary to change VAT Codes used. (eg.17.50% VAT usually rate 1 = Code S - StandardRate). Should default to VAT Code specified unlessmodified by end-user. <i>Default Value :</i> " "
TX_ESLTRIG	Triang Item ESL	L	1	0	Triangulation Flag for ESL report
TX_ESLSERV	Reverse Charge Serv VAT code	L	1	0	Reverse Charge Services VAT code

Table : ZVONLINE Table Description : VAT Online

Field Name	Description	Type	Length	DPs	Further information
VO_DATE	Period Ended Date	D	8	0	
VO_NOTES	Notes	M	10	0	
VO_COMM1	Committed Box 1	N	14	2	
ID	UniqueID	N	10	0	<i>Default Value :</i> NEWID(ALIAS())
VO_COMM2	Committed Box 2	N	14	2	
VO_COMM4	Committed Box 4	N	14	2	
VO_COMM6	Committed Box 6	N	13	0	
VO_COMM7	Committed Box 7	N	13	0	
VO_COMM8	Committed Box 8	N	13	0	
VO_COMM9	Committed Box 9	N	13	0	
VO_SUBM1	Submitted Box 1	N	14	2	
VO_SUBM2	Submitted Box 2	N	14	2	
VO_SUBM4	Submitted Box 4	N	14	2	
VO_SUBM6	Submitted Box 6	N	13	0	
VO_SUBM7	Submitted Box 7	N	13	0	
VO_SUBM8	Submitted Box 8	N	13	0	
VO_SUBM9	Submitted Box 9	N	13	0	
VO_RESP	Government Response	M	10	0	
VO_AAS	AAS Balance	N	14	2	
VO_USEAAS	Use AAS	L	1	0	

Table : ZVTRAN Table Description : VAT Data Collection

Field Name	Description	Type	Length	DPs	Further information
VA_SOURCE	Source	C	1	0	Transaction Source (S)ales, (P)urchase, (N)ominal
VA_ACCOUNT	Account	C	8	0	Account No. (Customer, Supplier & Nominal A/c)
VA_LACCNT	Ledger Account	C	8	0	Ledger A/c No.
VA_TRDATE	Transaction Date	D	8	0	Transaction date
VA_TAXDATE	Tax Point	D	8	0	Transaction tax point
VA_OVRDATE	Transfer Date	D	8	0	Date transaction was pulled (or pushed) fromsource.
VA_TRREF	Reference	C	20	0	Transaction Ref.
VA_TRTYPE	Type	C	1	0	Transaction type (I)nvoice or (C)redit
VA_NRTHIRE	Northern Ireland	L	1	0	.T. Northern Ireland (GB country).F. NOT N.I.
VA_REGCTRY	VAT Reg Country Pref	C	2	0	VAT Reg Country prefix
VA_REGVAT	VAT Reg	C	15	0	Vat Reg of Customer

VA_INTERBR	Inter Branch ?	L	1	0	Inter Branch transaction T or F
VA_COUNTRY	Destination Country	C	2	0	Destination country code
VA_FCURR	Foreign Currency	C	3	0	Currency Code
VA_FCDEC	Decimals	N	1	0	Foreign currency decimal places
VA_SETDISC	Max Settlement Disc	N	10	2	Maximum settlement discount
VA_TRVALUE	Value	N	12	2	Transaction (line) value
VA_FCVAL	Foreign Value	N	11	0	Foreign Currency value
VA_VATVAL	VAT Value	N	12	2	Line VAT value
VA_COST	Cost Value	N	12	2	Cost value
VA_FCCOST	Foreign Cost	N	11	0	Cost in Foreign currency
VA_VATCTRY	VAT Country Type	C	1	0	Country Type (VAT) (H,R,U)
VA_VATTYPE	VAT Code Type	C	1	0	VAT Code type (S,P,U,N)
VA_ANVAT	VAT Code	C	1	0	VAT code (0-9,A-Z)
VA_VATRATE	VAT Rate	N	5	2	VAT rate % 2.2
VA_BOX6	Outputs	L	1	0	Include in Box 6 VAT100 - all sales
VA_BOX7	Inputs	L	1	0	Include in Box 7 VAT100 - all purchases
VA_BOX8	EC supplies value	L	1	0	Include in Box 8 VAT100 - EC supplies
VA_BOX9	EC acquisitions val	L	1	0	Include in Box 9 VAT100 - EC acquisitions
VA_BOX1	Output tax	L	1	0	Include in Box 1 VAT100 - VAT on sales
VA_BOX2	EC acquisitions tax	L	1	0	Include in Box 2 VAT100 - VAT on acquisitions
VA_BOX4	Input tax	L	1	0	Include in Box 4 VAT100 - VAT on purchases
VA_ESLSUPP	Include in ESL	L	1	0	Include in ESL
VA_ESLPROC	Process Item ESL	L	1	0	Process item for ESL
VA_SSDPRE	Pre Process SD	L	1	0	Pre Process item for SD
VA_SSDPOST	Post Process SD	L	1	0	Post Process item for SD
VA_SSDSUPP	Include in SD	L	1	0	Include in SD
VA_CTRYORG	Origin Country	C	2	0	Country of Origin
VA_COMMOD	Commodity Code	C	11	0	Commodity code (+spare 3 chars)
VA_NETMASS	Net Mass in Kgs.	N	12	3	Nett mass of line
VA_SUPPQTY	Supp. Units	N	12	3	Supplementary units (second qty)
VA_DELTTERM	Delivery Terms	C	3	0	Delivery terms
VA_TRANSAC	Nature of Transact.	C	2	0	Nature of transaction
VA_TRANSPT	Mode of Transport	C	1	0	Mode of transport
VA_SSDVAL	SD value	N	12	2	Value for the SD (with delivery chargesapportioned)
VA_SSDFVAL	Foreign SD value	N	11	0	Foreign Value for the SD (with delivery chargesapportioned)
VA_COMMVAT	Commit Date VAT 100	D	8	0	Date this record was committed to VAT 100
VA_COMMESL	Commit Date ESL	D	8	0	Date this record was committed to ESL
VA_COMMSSD	Commit Date SD	D	8	0	Date this record was committed to SD
VA_EXCEPT	Exception Flag	L	1	0	Exception Flag - set to true when transaction hasappeared on exception report
VA_REVERSE	Reverse Jnl Flag	L	1	0	Flags true if reversed journal
VA_ESLTRIG	Triang Item ESL	L	1	0	Triangulation Item for ESL
VA_TRANSC2	Nature of Transact. 2nd code	C	2	0	Nature of transaction
VA_COMMRC	Committed RCSL Date to HMRC	D	8	0	Date line was committed to HMRC on RCSL
VA_SERV	Reverse Chrg Services VAT code	L	1	0	Reverse Charge Services VAT code
VA_CMMEESL2	Services submit date ESL	D	8	0	Date the VAT services transaction was submitted to the ESL
VA_SERVP	Reverse Chrg Services VAT code	L	1	0	Reverse Charge Services VAT code

Table : **ZXCHG** Table Description : **Exchange Rates**

Field Name	Description	Type	Length	DPs	Further information
XC_CURR	Currency Code	C	3	0	Currency code. <i>Rule : "Currency code cannot be blank"</i> <i>Rule Expression : .NOT.EMPTY(xc_curr)</i> <i>Format : !</i>
XC_DESC	Description	C	20	0	Currency Description. <i>Rule : "Currency description cannot be blank"</i> <i>Rule Expression : .NOT.EMPTY(xc_desc)</i>
XC_DEC	Dec.Places	N	1	0	Number of decimals usually used for the foreigncurrency.

						<i>Rule : IIF(xc_home,"Decimals for home currency must be 2","Currency decimals must be between 0 and 5")</i>
						<i>Rule Expression : IIF(xc_home,(xc_dec=2),BETWEEN(xc_dec,0,5))</i>
						<i>Default Value : 2</i>
XC_SRATE	SL Exchange Rate	N	11	6	Exchange rate. i.e. Figure to be multiplied by the home currency value to get foreign currency value. For Sales Ledger transactions.	<i>Rule : "Sales exchange rate must be greater than zero"</i>
						<i>Rule Expression : xc_srate>0.000000</i>
						<i>Default Value : 1.000000</i>
XC_PRATE	PL Exchange Rate	N	11	6	Exchange rate. i.e. Figure to be multiplied by the home currency value to get foreign currency value. For Purchase Ledger transactions.	<i>Rule : "Purchase exchange rate must be greater than zero"</i>
						<i>Rule Expression : xc_prate>0.000000</i>
						<i>Default Value : 1.000000</i>
XC_SNOM	SL Nominal Account	C	13	0	Nominal Account for realised gains & losses for this exchange rate. For Sales Ledger transactions.	
XC_PNOM	PL Nominal Account	C	13	0	Nominal Account for realised gains & losses for this exchange rate. For Purchase Ledger transactions.	
XC_MULT	Multiply Rate	L	1	0		
XC_NRATE	NL Exchange Rate	N	11	6	Exchange rate. i.e. Figure to be multiplied by the home currency value to get foreign currency value. For Purchase Ledger transactions.	<i>Rule : "Nominal exchange rate must be greater than zero"</i>
						<i>Rule Expression : xc_nrate>0.000000</i>
						<i>Default Value : 1.000000</i>
XC_NNOM	NL Nominal Account	C	13	0	Nominal Account for realised gains & losses for this exchange rate. For Nominal Ledger transactions.	
XC_SLNLCO	Sales - Nominal Link	C	1	0	Nominal Analysis Company Identifier	
XC_PLNLCO	Purch - Nominal Link	C	1	0	Nominal Analysis Company Identifier	
XC_DLDATE	Date of Download	D	8	0		
XC_DLTIME	Time of Download	C	8	0		
XC_DLUSER	Download User	C	8	0		
XC_HOME	Home Currency	L	1	0	.T. if this is home currency for this company. Only one currency may have this set to .T.14.08.98	
						<i>Default Value : .F.</i>
XC_TRIANG	Triangulation Date	D	8	0	Date from which triangulation for this currency commences. 14.08.98	<i>Rule : "Triangulation start date cannot be earlier than 1 January 1999"</i>
						<i>Rule Expression : (EMPTY(xc_triang).OR.DTOS(xc_triang)=>"19990101")</i>
XC_ESRATE	EMU SL Exch. Rate	N	11	6	Euro Exchange rate for Sales. 14.08.98	<i>Rule : "Value may NOT be zero"</i>
						<i>Rule Expression : EMPTY(xc_triang).OR.xc_esrate>0.000000</i>
						<i>Default Value : 0.000000</i>
XC_EPRATE	EMU PL Exch. Rate	N	11	6	Euro exchange rate for Purchases. 14.08.98	<i>Rule : "Purchase euro exchange rate must be greater than zero"</i>
						<i>Rule Expression : EMPTY(xc_triang).OR.xc_eprate>0.000000</i>
						<i>Default Value : 0.000000</i>
XC_ENRATE	EMU NL Exch. Rate	N	11	6	Euro exchange rate for Nominal. 14.08.98	<i>Rule : "Nominal euro exchange rate must be greater than zero"</i>
						<i>Rule Expression : EMPTY(xc_triang).OR.xc_enrate>0.000000</i>
						<i>Default Value : 0.000000</i>
XC_PASSWD	EMU Password	C	8	0		

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XC_FSTRLNG

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Default Value : .F.



Database Structures



Pegasus Opera 3 Enterprise VFP Database Structures - Listed SEQ Tables

Table : SEQAORT		Table Description : Payroll AO Rates			
Field Name	Description	Type	Length	DPs	Further information
WAR_TYPE	Attach. Order Type	N	2	0	Attachment Order Type
WAR_FROMDT	Date From Which Rate Applies	D	8	0	Date From Which the Rate Applies
WAR_TODT	Date To Which Rate Applies	D	8	0	Date Up To Which the Rate Applies
WAR_PAYFRQ	Pay Frequency	C	1	0	Pay Frequency applicable for this bandwidth and rate
WAR_BAND	Upper Bandwidth Amount	N	10	2	Upper Bandwidth Amount
WAR_RATE	Rate	N	10	2	Rate
WAR_RTPERC	Rate Percent Ind	L	1	0	Is rate figure a percent or value (indicator)
WAR_RMDR	Remainder for Bandwidth	N	10	2	Percentage Remainder for bandwidth (set against last bandwidth)
ID	Unique ID	N	10	0	<i>Default Value :</i> NEWID(ALIAS())
WAR_USEBND	Use Bandwidth Earn	L	1	0	False = use "all of the arrestable earnings", True = use "portion of the arrestable earnings that exceed the bandwidth" This field will only affect the behaviour of order types whose deduction is to be calculated as a percentage.
WAR_MIN	Min. Deduction Amount	N	10	2	Empty/zero = No. minimum deduction amount applies. Non-zero = Min. deduction amount.

Table : SEQCO		Table Description : Company Controls			
Field Name	Description	Type	Length	DPs	Further information
CO_CODE	Company Id	C	1	0	Id code of the company. Company database names are prefixed with this code. <i>Rule :</i> "Company ID cannot be blank" <i>Rule Expression :</i> .NOT.EMPTY(co_code)
CO_NAME	Company Name	C	40	0	Company title - used as heading on reports etc.. <i>Rule :</i> "Company Name cannot be blank" <i>Rule Expression :</i> .NOT.EMPTY(co_name)
CO_ADDR1	Address Line 1	C	30	0	First line of company address.
CO_ADDR2	Address Line 2	C	30	0	Second line of company address.
CO_ADDR3	Address Line 3	C	30	0	Third line of company address.
CO_ADDR4	Address Line 4	C	30	0	Fourth line of company address.
CO_POST	Post Code	C	8	0	Company post code.
CO_TEL	Telephone Number	C	20	0	Company telephone number.
CO_FAX	Fax Number	C	20	0	Company's facsimile number.
CO_CONTACT	Contact	C	20	0	Contact name within company (useful for bureauservices).
CO_VAT	Sales VAT Reg.Number	C	20	0	Company's sales tax (VAT in EEC) registration number.
CO_SUBDIR	Data Path	C	254	0	Pathname for the company's data files. This may be anywhere on the system.
CO_SL2NL	Sales Linked NL	L	1	0	Is Sales ledger linked to Nominal?. Only allowed to be set if Nominal is available.
CO_PL2NL	Purchase Linked NL	L	1	0	Is Purchase ledger linked to Nominal?. Only allowed to be set if Nominal is available.
CO_CURRNCY	Multi Currency	C	20	0	Operate company with multi-currency? Y or N.

CO_COSTON	Cost Centres	L	1	0	Cost Centres Used ?, Y or N.
CO_TAX	Tax Description	C	3	0	Tax description. e.g. VAT or GST or TVA. <i>Rule :</i> "Tax description cannot be blank" <i>Rule Expression :</i> .NOT.EMPTY(co_tax) <i>Default Value :</i> "VAT"
CO_DEBTORS	Debtors Balance	N	13	2	Company's debtors balance.
CO_CRDTORS	Creditors Balance	N	13	2	Company's creditors balance.
CO_STOCKV	Stock Valuation	N	13	2	Company's stock valuation.
CO_ORDRBAL	Sales Order Book	N	13	2	Company's order book value (sales).
CO_WG2NL	Payroll Linked NL	L	1	0	Is Payroll linked to Nominal?., Only allowed to beset if Nominal is available.
CO_DESPSSD	EC Despatch SD's	L	1	0	EC Despatch SD's required?
CO_ARRVSSD	EC Arrivals SD's	L	1	0	EC Arrivals SD's required ?
CO_SALELST	EC Sales Lists	L	1	0	EC Sales Lists required ?
CO_LASTVRN	Last VAT Return Date	D	8	0	Last 'to date' used on a committed VAT ReturnReport
CO_LASTESL	Last ESL Date	D	8	0	Last 'to date' used on a committed ESL Report
CO_LASTSSD	Last SD Date	D	8	0	Last 'to date' used on a committed SD Report
CO_ESLNAME	ESL Signatory	C	40	0	ESL Signatory
CO_ESLCONT	ESL Contact	C	30	0	ESL Contact name
CO_ESLTEL	ESL Telephone No.	C	20	0	ESL Telephone No
CO_ESLBRAN	ESL Branch Id	C	3	0	ESL Branch Id
CO_ESLFAX	ESL Fax No.	C	20	0	ESL Fax No.
CO_SSDPLAC	SD Place of Signing	C	30	0	SD Place of Signing
CO_ST2NL	Link Stock - Nominal	L	1	0	
CO_JC2WG	Costing/Payroll	L	1	0	Set to true if integrated to payroll.References to Labour Items and Timesheets will berequired to be part of the Payroll module.
CO_PIR2JC	PIR/Costing	L	1	0	Set to true if PIR integrated to Costing.PIR will be able to post Job Details to theCosting Module.
CO_SL2JC	S/L to Costing	L	1	0	If true, S/L is Linked to Costing
CO_ST2JC	Stock/Costing	L	1	0	If true, Stock is linked to Costing
CO_PO2JC	POP/Costing	L	1	0	If true, POP is linked to Costing
CO_ANA	Company ANA/EDI Ref.	C	20	0	Companies ANA or EDI Reference Number.
CO_EAN1	EDI Enabling Prod. 1	C	15	0	Name of EDI Enabling Product 1 in use.
CO_EAN2	EDI Enabling Prod. 2	C	15	0	Name of EDI Enabling Product 2 in use.
CO_EAN3	EDI Enabling Prod. 3	C	15	0	Name of EDI Enabling Product 3 in use.
CO_EAN4	EDI Enabling Prod. 4	C	15	0	Name of EDI Enabling Product 4 in use.
CO_E1P	Enabler 1 Command	C	60	0	Command use to invoke EDI Enabling product 1.
CO_E2P	Enabler 2 Command	C	60	0	Command use to invoke EDI Enabling product 2.
CO_E3P	Enabler 3 Command	C	60	0	Command use to invoke EDI Enabling product 3.
CO_E4P	Enabler 4 Command	C	60	0	Command use to invoke EDI Enabling product 4.
CO_BARC	Bar Code Validation	C	1	0	Barcode validation method. N - NoneE - EAN13
CO_MRN	Manufacturers Ref.No	C	7	0	Manufacturers Reference No. as allocated by body(Usually ANA) for Bar Codes designated by thiscompany.
CO_BANKBAL	Bank Balance	N	13	2	Company's Overall Bank balance. <i>Default Value :</i> 0.00
CO_CASHB	Enable Cashbook	L	1	0	Is Cashbook Being Used?., Only allowed to be setif Cashbook is available.
CO_WG2CB	Payroll To Cashbook	L	1	0	Is Payroll linked to Cashbook?., Only allowed tobe set if Payroll is available.
CO_SNRFF	Transmission Ref	C	6	0	Last Transmission Reference
CO_OPERTN	Operations Path	C	60	0	Path to Pegasus Operations for Edition forOperations
CO_SLNLCO	Sales - Nominal Link	C	1	0	Nominal Analysis Company Identifier
CO_PLNLCO	Purch - Nominal Link	C	1	0	Nominal Analysis Company Identifier
CO_FA2NL	FA Linked NL	L	1	0	Is Fixed Assets linked to Nominal? Only allowed tobe set if Nominal is available.
CO_FANLCO	FA - NL Company	C	1	0	Nominal Analysis Company Identifier
CO_BM2JC	BOM to Costing	L	1	0	If true, BOM is Linked to Costing
CO_BM2SOP	BOM to SOP	L	1	0	If true, BOM is Linked to SOP
CO_WWWPAGE	Company web Site	C	40	0	Company web Site
CO_EMAIL	Company E-Mail Address	C	40	0	Company E-Mail Address

CO_SDDESPDEL	SD Desp Include Delivery Terms	L	1	0	SD Despatches Include Delivery Terms
CO_SDARRDEL	SD Arr Include Delivery Terms	L	1	0	SD Arrival Include Delivery Terms
CO_USEPIR	Use PIR	L	1	0	
CO_KEEPTS	Notes Months to Keep	N	3	0	
CO_TRACE	Stock Traceability	L	1	0	Stock Traceability <i>Default Value :</i> .T.
CO_WHSE	Stock Warehouses	L	1	0	<i>Default Value :</i> .T.
co_ecgate	Gateway	L	1	0	<i>Default Value :</i> .F.
CO_ADVPROJ	Advance Nominal Project	L	1	0	<i>Default Value :</i> .F.
CO_ADVJOB	Advance Nominal Job	L	1	0	<i>Default Value :</i> .F.
CO_BACKDROP	Desktop Image	C	254	0	This Field is used in Company Profiles. Allows the user to specify a background image for the desktop.
CO_BACKDROPS	Desktop Style	N	1	0	This Field is used in Company Profiles. Allows the user to specify a background image style for the desktop. 0 = Centred. 1 = Tiled. 2 = Stretched. <i>Default Value :</i> 0
CO_RTUPDNL	Real Time Update of Nominal	L	1	0	Real Time Update of Nominal. <i>Default Value :</i> .F.
CO_STNLCO	Stock - Nominal Link	C	1	0	Nominal Analysis Company Identifier
CO_LCALC	Last Calculate Company Balance	D	8	0	Last Calculation of Company Balances
CO_P11D	P11D Required	L	1	0	P11D Required
CO_SERVERNAM	Server Name	C	128	0	
CO_DATABASEN	Database Name	C	128	0	
CO_OPST2NL	Operations II Stock to Nominal	L	1	0	<i>Default Value :</i> .F.
CO_APOP	Advanced POP Flag	L	1	0	Field to indicate whether advanced POP is switched ON or OFF <i>Default Value :</i> .F.
CO_REVCHRG	Reverse Charge Indicator	L	1	0	<i>Default Value :</i> .F.
CO_SPM2CST	SPM/Service to Job Costing	L	1	0	SPM/Service linked to Job Costing
CO_SRV2STK	Service Management to Stock	L	1	0	Service Management to Stock Module
CO_SRV2SOP	Service Management to SOP	L	1	0	Service management to SOP module
CO_OPANL	Open Period Accounting	L	1	0	Indicator of whether Open Period Accounting is switched on
CO_PL2FA	Purchase Ledger To FA	L	1	0	Purchase Ledger To Fixed Assets Link.
CO_POP2FA	POP To FA	L	1	0	POP to FA link.
ID	Unique ID	N	10	0	<i>Default Value :</i> NEWID(ALIAS())
CO_LSTESL2	Submit date for Services ESL	D	8	0	The last submit date for Services ESL
CO_STKTAK	Use Stocktake	L	1	0	Allow stocktake behaviour in this company.
CO_USELC	Use Landed Costs	L	1	0	Use Landed Costs (True=Landed Costs used with this company)

Table : **SEQEFLD** Table Description : **Report email fields**

Field Name	Description	Type	Length	DPs	Further information
EF_GROUP	Field group	C	40	0	Email field group
EF_FLDNAME	Field name	C	20	0	Email field name
EF_FLDTEXT	Field caption	C	40	0	Email field caption
EF_DEFEXPR	Field default expression	M	10	0	Email field default expression
EF_FLDNO	Group field number	N	3	0	Field sort order number within the group
ID	Unique ID	N	10	0	<i>Default Value :</i> NEWID(ALIAS())

Table : SEQEGRP		Table Description : Report email groups			
Field Name	Description	Type	Length	DPs	Further information
EG_REPTID	Report	C	30	0	Report Identifier
EG_GROUP	Field group	C	40	0	Email field group
EG_GRPTEXT	Group text	C	40	0	Email field group text
EG_ORDER	Group Order	N	3	0	Email field group order
EG_MODULES	Modules	C	5	0	Modules in activation
ID	Unique ID	N	10	0	
					<i>Default Value :</i> NEWID(ALIAS())

Table : SEQERPT		Table Description : Report email details			
Field Name	Description	Type	Length	DPs	Further information
ER_REPTID	Report	C	30	0	Report Identifier
ER_MODULES	Modules	C	5	0	Modules, one of which needs to be active, to activate the email report details
ER_RECPT	Recipient	C	254	0	Email recipient
ER_SUBJECT	Subject	C	254	0	Email subject
ER_BODY	Body	M	10	0	Email body
ER_ATTNAME	Attachment Filename	C	254	0	Email attachment filename
ER_VERDGT	Attachment file version digits	N	1	0	Number of digits to append to the end of the attachment filename in case of duplication
					<i>Default Value :</i> 0
ER_REPTNAM	Report name	C	50	0	Report name
ID	Unique ID	N	10	0	
					<i>Default Value :</i> NEWID(ALIAS())

Table : SEQFAVES		Table Description : User favourites			
Field Name	Description	Type	Length	DPs	Further information
FAV_USER	User ID	C	8	0	
FAV_GROUP	Favourites group ID	C	30	0	
FAV_COMMAND	Command ID / EXE	C	240	0	
FAV_CAPTION	Caption to use in favourites	C	60	0	
FAV_IMAGE	Path to image file	M	4	0	
ID	Unique ID	N	10	0	
					<i>Default Value :</i> NEWID(ALIAS())
FAV_GORD	Group Order	N	3	0	
FAV_IORD	Item Order	N	3	0	

Table : SEQFORMS		Table Description : Persistence info			
Field Name	Description	Type	Length	DPs	Further information
PER_USER	User ID	C	8	0	
PER_RESOURCEID	Resource ID	C	60	0	
PER_TOP	Item Y pos	N	5	0	
PER_LEFT	Item X pos	N	5	0	
PER_HEIGHT	Item height	N	5	0	
PER_WIDTH	Item width	N	5	0	
PER_DOCKPOS	Dock position (for toolbars)	N	5	0	
PER_CARGO	Misc information	M	4	0	
LASTUSED	Datetime resource last used	T	8	0	
ID	Unique ID	N	10	0	
					<i>Default Value :</i> NEWID(ALIAS())

Table : SEQGRP		Table Description : Notification Group			
Field Name	Description	Type	Length	DPs	Further information
GP_GRPID	Group Code	C	8	0	Group Code
GP_GRPDESC	Group Name	C	40	0	Group Name
GP_SYSID	Group System	C	2	0	Group System
CRUISE	CRUISE	L	1	0	
COS	COS	C	36	0	
MANAGER	MANAGER	L	1	0	

PRIVACC	PRICAVV	L	1	0	
SPMACCESS	SPM Access Rights	N	2	0	SPM Access Rights
					<i>Input guide : 99</i>
PDMUSER	PDM Access Rights	L	1	0	Should user have access to PDM ?
CRUISEPDM	PDM While Posting Continuously	L	1	0	Calls PDM Capture during continuous posting.
ACCESS	ACCESS	M	4	0	
COUNT1	COUNT1	N	5	0	
COUNT2	COUNT2	N	5	0	

Table : **SEQLOCK** Table Description : **User locks**

Field Name	Description	Type	Length	DPs	Further information
LK_USERID	User Id	C	8	0	User Id Code
LK_CODE	Lock Code	C	30	0	
LK_PROCESS	Lock Process	C	30	0	
LK_CO	Lock Company	C	30	0	
LK_CRASH	System Crash User Id	L	1	0	
LK_TIDY	System Tidy Ref	C	1	0	
LK_SESSIONID	LK_SESSIONID	C	10	0	

Table : **SEQMSGDIST** Table Description : **Notification Details**

Field Name	Description	Type	Length	DPs	Further information
MD_USRGRP	User Group Code	C	8	0	User Group Code
MD_MSGID	Message ID	C	10	0	Message ID
MD_RECTYPE	Record Type	C	1	0	Record Type

Table : **SEQNAVGRPS** Table Description :

Field Name	Description	Type	Length	DPs	Further information
COMMANDID	COMMANDID	C	60	0	
ORDER	ORDER	N	10	0	
USER	User	C	8	0	
ID	Unique ID	N	10	0	
					<i>Default Value : NEWID(ALIAS())</i>

Table : **SEQNOTIF** Table Description : **Notification**

Field Name	Description	Type	Length	DPs	Further information
MH_ID	Unique ID	C	10	0	Unique ID
MH_SYSID	System ID	C	2	0	System ID Populated with leading space
MH_COID	Company IDs	C	36	0	Company IDs
MH_ACTIVE	Active	L	1	0	Active
MH_STDATE	Start Date	D	8	0	Start Date
MH_STTIME	Start Time	C	5	0	Start Time
MH_TITLE	Title	C	50	0	Title
MH_MESS	Message Text	M	4	0	Message Text
MH_SHUTD	Shutdown Message	L	1	0	Shutdown Message
MH_REPEAT	Repeat Type	N	1	0	Repeat Type
MH_RECUR	Recur Period	N	3	0	Recur Period
MH_LOCKOUT	Lock Out Time	N	4	0	Lock Out Time
MH_DAYS	Recur Days	C	80	0	Recur Days
MH_SHUNIT	Show for Units	C	1	0	Show for Units
MH_SHTIME	Show for Duration	N	3	0	Show for Duration
MH_LUPDATE	Last Update date	D	8	0	Last Update date
MH_LUPTIME	Last Update Time	C	8	0	Last Update Time
MH_CREATOR	Process Created	C	12	0	Process Created
MH_LCKUNIT	Lockout Duration Units	C	1	0	Units selected for Lockout Duration, D + Days, H = Hours, etc.
					<i>Default Value : "M"</i>
MH_KILL	Terminate Opera	L	1	0	Flag to indicate whether Shutdown messages cause opera to terminate
					<i>Default Value : .T.</i>

Table : **SEQPEOPL** Table Description : **People Table**

Field Name	Description	Type	Length	DPs	Further information
PE_REF	Reference	C	10	0	
PE_TITLE	Title	C	5	0	
PE_SURNAM	Surname	C	25	0	
PE_FSTNAM	Forename(s)	C	30	0	
PE_ADDR1	Address Line 1	C	30	0	
PE_ADDR2	Address Line 2	C	30	0	
PE_ADDR3	Address Line 3	C	30	0	
PE_ADDR4	Address Line 4	C	30	0	
PE_PSTCDE	Post Code	C	8	0	
SQ_MEMO	Comments	M	10	0	
PE_PHONE	Telephone	C	20	0	
PE_FAX	Fax	C	20	0	
PE_MOBILE	Mobile	C	20	0	
PE_EMAIL	E-Mail	C	40	0	
PE_EMP	Employee	L	1	0	
PE_SUBC	Sub-Contracter	L	1	0	
PE_PROJL	Project Leader	L	1	0	
ID	Unique ID	N	10	0	
				<i>Default Value :</i>	NEWID(ALIAS())

Table : **SEQREPM** Table Description : **Report Manager**

Field Name	Description	Type	Length	DPs	Further information
RP_FILE	Report Name	C	8	0	Report File Name
RP_DESC	Report Description	C	30	0	Description / Title of Report
RP_MODULE	Module	C	1	0	Module Identifier
RP_BASSETAB	Main Database	C	6	0	Main Controlling Database.
RP_FIELDS	Field Descriptors	M	10	0	Descriptors for the fields to be reported on. Contains type, length etc.
RP_TEMPLT	Report Template	C	8	0	Which report template being used .
RP_TYPE	Report Type	N	1	0	Style of report 1 = list, 2 = summary.
RP_CONTROL	Sequence Control	M	10	0	Control descriptors of sequence and controlbreaks.
RP_FILTER	Filter Control	M	10	0	
RP_OUTPUT	Output Control	M	10	0	
RP_DELETE	Show Deleted Records	L	1	0	Show Deleted Records On Report Indicator
RP_ORIENT	Orientation	N	1	0	Orientation
				<i>Default Value :</i>	0
RP_HOTKEY	Hot Key	C	1	0	Hot Key
RP_SQL	SQL	M	10	0	SQL
RP_BASENAM	Main Table Name	C	100	0	
ID	Unique ID	N	10	0	
				<i>Default Value :</i>	NEWID(ALIAS())
RP_XLSOPT	Excel Report Option	N	1	0	
				<i>Default Value :</i>	0
RP_USER	Report Behaviour	M	10	0	Used in Opera 3 to force ReportBehavior when publishing the report

Table : **SEQRPLAY** Table Description : **Report Printer Table**

Field Name	Description	Type	Length	DPs	Further information
DO_REPTID	Report	C	30	0	Report Identifier
DO_DOCID	Document	C	150	0	Document Name
DO_REPDESC	Description	C	50	0	Report Description
DO_MARGIN	Left Margin	N	10	0	Orreride setting for the left margin of the report
				<i>Default Value :</i>	0
DO_PRINTERNAM	Printer Name	C	120	0	
				<i>Default Value :</i>	"<NONE>"
DO_DEFAULT	Default Report	L	1	0	Logical Value Indicating If This IS The Default Printer For This Report...
				<i>Default Value :</i>	.F.
DO_REPFUNC	Report Functions	M	10	0	Holds Foxpro code for impact printer reports
DO_PSIZE	Paper Size Code	I	4	0	

DO_PWIDTH	Paper Width (.1 millimetre)	I	4	0	
DO_PLENGTH	Paper Length	I	4	0	
DO_YRES	YResolution	I	4	0	
					<i>Default Value :</i> 600
DO_MAILDEF	Default E-Mail Report	L	1	0	Logical value indicating If this is the default report when emailing.
					<i>Default Value :</i> .F.
SQ_DATE	Date	D	8	0	
SQ_TIME	Time	T	8	0	
DO_NCOPIES	No of Copies	N	4	0	
					<i>Default Value :</i> 1
DO_CHAIN	Chained Report	C	150	0	
DO_SOURCE	Paper Source	N	3	0	
DO_QUALITY	Print Quality	N	4	0	
ID	Unique ID	N	10	0	
					<i>Default Value :</i> NEWID(ALIAS())

Table : SEQSYS Table Description : **System Preferences**

Field Name	Description	Type	Length	DPs	Further information
SY_IN_USE	System In Use	L	1	0	
SY_LOGUSER	Log User	L	1	0	
SY_JCCNT	Contract Description	C	15	0	
					<i>Default Value :</i> "Contract"
SY_JCJOB	Job Description	C	15	0	
					<i>Default Value :</i> "Job"
SY_JCPHS	Phase Description	C	15	0	
					<i>Default Value :</i> "Phase"
SY_TXTREP	Text Report Images	L	1	0	
					<i>Default Value :</i> .F.
SY_FUNDEC	Foreign Unit Decimal	L	1	0	True or False, Operating Foreign Unit Number ofDecimals
					<i>Default Value :</i> .F.
SY_WWWDEF	Web site default	C	40	0	
					<i>Default Value :</i> "www.pegasus.co.uk"
SY_RESULTS	Maximum Search Results	N	10	0	
					<i>Default Value :</i> 100
SY_JCDEPT	Department Description	C	15	0	Label For Deptmt Description.
					<i>Default Value :</i> "Department"
SY_USELOGS	Use User & Event Logs	L	1	0	
SY_PDFDRV	PDF Printer Flag	L	1	0	PDF Printer Persistence Flag.
SY_NLPROJ	AdvNL Project Description	C	15	0	
					<i>Default Value :</i> "Project"
SY_NLJOB	AdvNL Dept Description	C	15	0	
					<i>Default Value :</i> "Department"
SY_UPDBALS	Update Balances	L	1	0	
					<i>Default Value :</i> .T.
SY_PDFFONT	PDF Font Full Embedding	L	1	0	
					<i>Default Value :</i> .T.
SY_PDFFVAL	PDF Printer-Set File Name Opt.	N	12	0	
					<i>Default Value :</i> 512
SY_RCLIMIT	De-minimis level	N	10	0	States the de-minimis level for items subject to reverse charge
					<i>Default Value :</i> 5000
SY_RCDATE	Reverse Charge Applicable	D	8	0	States the date that Reverse Charge becomes applicable.
					<i>Default Value :</i> {^2007-06-01}
SY_PWDAYS	Password Expiry Days	N	3	0	Number of days after which a password expires. 0 implies non-expiring passwords.
					<i>Default Value :</i> 0
ID	Unique ID	N	10	0	
					<i>Default Value :</i> NEWID(ALIAS())
SY_NSWARN1	Notification First Warning	N	3	0	Notification First Warning in Minutes
					<i>Default Value :</i> 10
SY_NSWARN2	Notification Second Warning	N	3	0	Notification Second Warning in Minutes

Field Name	Description	Type	Length	DPs	Further information
SY_GRPPerm	Use Group Permissions	L	1	0	<i>Default Value :</i> 5
Table : SEQUUSER					
Table Description : User Controls					
USER	User ID	C	8	0	User ID <i>Rule :</i> "The user names 'MANAGER' and 'ADMIN' cannot be changed" <i>Rule Expression :</i> PreventUsernameChange()
COUNT1	COUNT1	N	5	0	
BELLSET	BELLSET	L	1	0	
CONFIRMSET	CONFIRMSET	L	1	0	
AUTOCLEAR	AUTOCLEAR	L	1	0	
CRUISE	CRUISE	L	1	0	
COS	COS	C	36	0	
COUNT2	COUNT2	N	5	0	
ACCESS	ACCESS	M	4	0	
MENUTYPE	MENUTYPE	C	1	0	
MANAGER	MANAGER	L	1	0	
PREFCOMP	PREFCOMP	C	1	0	
PRIVACC	PRIVACC	L	1	0	
USERNAME	User Name	C	40	0	User Name
O16MENUS	O16MENUS	L	1	0	
SOPSTATUS	SOP Status	C	1	0	SOP Status
HOTKEYS	Hotkey window	L	1	0	
PERSISTENCE	Desktop persistence	L	1	0	
HIDEBAR	Hide favourites in Navigator	L	1	0	
HIDETREE	Hide folders in Navigator	L	1	0	
AUTOHIDE	Auto hide Navigator	L	1	0	
DEFGRID	Default Grid	L	1	0	This Field is used in system Preference. Wether to use default grid or Grey and White grid. <i>Default Value :</i> .F.
ANYWORD	Match Any Word	L	1	0	This Field is used in system Preference. To display Match any Word check box in search form with the user's preference <i>Default Value :</i> .F.
IGNCASE	Ignore Case	L	1	0	This Field is used in system Preference. To display Ignore Case check box in search form with the user's preference <i>Default Value :</i> .T.
INCDELETED	Include Deleted	L	1	0	This Field is used in system Preference. To display Include Deleted check box in search form with the user's preference <i>Default Value :</i> .F.
BACKDROP	Desktop Image	C	254	0	This Field is used in system Preference. Allows the user to specify a background image for the desktop.
BACKDROPS	Desktop Image Style	N	1	0	This Field is used in system Preference. Allows the user to specify a background image style for the desktop. 0 = Centred. 1 = Tiled. 2 = Stretched. <i>Default Value :</i> 0
BACKDROPV	Desktop Image Default	N	1	0	This Field is used in system Preference. Allows the user to specify the default behaviour for the background image. 0 = Default. 1 = Enabled. 2 = Disabled. <i>Default Value :</i> 0
DSKSCREENS	Desktop Images	M	4	0	This Field is used in system Preference. Allows the user to specify the background image for Difference Company. <i>Default Value :</i> 0

ADVSEARCH	Use Advanced Searching	L	1	0	Use Fuzzy Searching Flag
NAVSTYLE	Navigator Style	C	1	0	<i>Input guide</i> : X <i>Format</i> : ! <i>Default Value</i> : 'R'
NAVEXPANDED	Nav Num. of Expanded Bars	N	2	0	<i>Input guide</i> : 99 <i>Default Value</i> : 8
TOOLBARSIZE		N	1	0	Field implemented as part of the UI Enhancements for the Toolbar. This field contains the toolbar size the user wants to use: 1 = Small, by default 2 = Large <i>Default Value</i> : 1
VERCHECK	Version Checking	N	1	0	Version checking regularity <i>Default Value</i> : 3
LASTVERCH	Last Version check	D	8	0	Last version check date
SPMACCESS	SPM Access Rights	N	2	0	SPM Access Rights <i>Input guide</i> : 99 <i>Default Value</i> : 1
PDMUSER	PDM Access Rights	L	1	0	Should user have access to PDM ? <i>Default Value</i> : .T.
OUTNLPERD	Post Outside Current NL Prd	L	1	0	Indicator of whether user is allowed to post outside the current nominal period
PWEXPDATE	Password Expiry Date	D	8	0	Date on which current password expires, {^2099-12-31} implies non-expiring password <i>Default Value</i> : {^2099-12-31}
ID	Unique ID	N	10	0	<i>Default Value</i> : NEWID(ALIAS())
BASEURL	URL For Web Form	M	4	0	Login() calls a web form. This is the URL to which that form navigates.
CRUISEPDM	PDM While Posting Continuously	L	1	0	Calls PDM Capture during continuous posting. <i>Default Value</i> : .T.
NSPREFS	Notification Preferences	M	4	0	Notification Preferences
OPERAPDF	Use the Opera PDF driver	L	1	0	True = Use Opera PDF driver False = Use XFRX PDF driver <i>Default Value</i> : .F.
HIGHDEFPRN	High definition printing	L	1	0	True = Allow high defintion printing (REPORTBEHAVIOR 90) False = Standard definition printing (REPORTBEHAVIOR 80) <i>Default Value</i> : .T.

Table : **SEQUSRGRP** Table Description : **Notification User**

Field Name	Description	Type	Length	DPs	Further information
UG_GRPID	Group Code	C	8	0	Group Code
UG_USER	User Code	C	8	0	User Code
UG_SYSID	Group System	C	2	0	Group System

Accreditation Training Courseware

Other Guides and Help

The following user documents are also provided with the respective software. Guides are available from various sources including Answerlink, the Opera 3 CD and from the Opera 3 Client installation's main folder, normally *C:\Program Files\Pegasus\O3 Client XXX\User documents (where XXX is either VFP or SQL)*. Some guides are also available from the Opera 3 Help menu or respective software Help menu.

Readme File

The Readme file is an HTML document. It contains late breaking news and any other release specific important information.

Note: This file can also be accessed from the Opera 3 CD Installation Menu with regards to Opera 3.

Release Guide

When new versions are released such as Opera 3, they are normally accompanied by a Release Guide that contains information such as What's New in this Release, Release History, and Functional Differences between versions.

Note: This guide can also be accessed from the Opera 3 CD Installation Menu with regards to Opera 3.

Installation Guide

The Installation Guide is provided to help you install the application in your chosen Windows environment. It contains technical information and advice to ensure the installation process is successful.

Demonstration Data Guide

This guide is provided to assist the use of the demonstration data and contains pertinent information that is not contained elsewhere in the product documentation. It is recommended that the Help be used at the same time.

Implementation Guide

The Implementation Guide provides a high-level view of an application such as Opera 3 and how to approach an implementation. It details how the modules are integrated, and recommends the order in which elements should be set up.

System Requirements Guide

The System Requirements Guide details the minimum and recommended computer hardware and software requirements that are required to install and use software such as Opera 3 Enterprise and Opera 3 Enterprise SQL.

It also includes guidance on using Opera 3 Enterprise and Opera 3 Enterprise SQL in a Terminal Services environment run in Windows Server 2003 and Windows Server 2008 (32-bit & 64-bit).

Help

F1 Help provides details of all the functions available in the application.

Document Management & Executive Dashboards Guides

Installation Guides are available for both Document Management and Executive Dashboards. A user guide is also available for Executive Dashboards. Help for Document Management is in the Opera 3 Help.

Note: The guides are in the respective folders on the Opera 3 CD and can be accessed from the Opera 3 CD Installation Menu.
