



33-35 Manor Road, Colchester, Essex CO3 3LX.

# 2006

## 2006/0202

### **PAYROLL UPGRADE 2006**

We have now completed the distribution of ALL payroll upgrades for Pegasus Capital Gold, Pegasus Opera, and Pegasus Opera II where the annual contract covers postal upgrade only. If you are a postal customer, and have not received your upgrade, please call John Stannard in the Support Department (01206 711 452) so that we can investigate accordingly.

We are also well advanced in making bookings for those customers where we undertake the upgrade on-site. Again, if you come under this heading and have not received an appropriate call or visit by 10 March, please contact Support to advise them of the circumstances.

We are still awaiting the receipt of Intex Earnie and IRIS Exchequer upgrades, which should arrive in the next week or two.

### **IRIS ENTERPRISE SOFTWARE ~ RELEASE 5.70**

All IRIS Exchequer sites should now be running version 5.70. If you have not received this version, please contact John (01206 711 452) in Support so that we can take the necessary action.

### **IRIS ENTERPRISE SOFTWARE ~ RELEASE 5.70.001**

We are pleased to announce that v5.70.001 has been released; this upgrade includes a number of minor improvements that we were not able to include in the v5.70 release. As is our normal practice, we will undertake assessment of the software, before undertaking its distribution. We will keep you advised of any developments.

### **VIRUS ALERT ~ ALL USERS ~ WARNING!**

There is an email circulating with "Your order has been accepted" at the bottom. It is from Teleport. DO NOT CLICK THE LINK.

If you receive an e-mail similar to this, do not respond and do not click on any link. By opening or viewing a preview of the email, or by clicking on the link within the email, your computer may discreetly download a virus or spyware.

Do ensure your system security is up-to-date and comprehensive (Firewall, Spam filter, Anti-virus software, etc.) and that you are aware of current threats. For further advice, contact your Account Manager on 01206 711 451.

### **IRIS ENTERPRISE ~ OPERATIONAL TIP**

#### **1. FAILED POSTING RUNS**

You cannot use an Unpost by Run Number to correct a Trial Balance imbalance or failed posting run. This option is only for use when the daybook post has completed successfully but needs to be undone - for example the user posted by mistake or they wish to edit a transaction without unposting the whole period.

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## **Support Department**

☎ 01206 711 452

☎ 01206 764 749

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## IRIS ENTERPRISE ~ OPERATIONAL TIP

### 2. AGED REPORTS BY MONTHS/DAYS

When running the aged debtor/creditor reports you have the option to run them aged by either months or days. If ageing by months, it is only the month part of either the transaction date or due date (depending on the system switch setting) and the month on the PC date that affects where the balances appear.

For example, a transaction with a due date of the 31/3/06, run the aged report on the 28/02/06 and the balance will be in the not due column. Run the same report on the 01/03/06 and it will be in the current column, run on 01/04/06, and the balance will be in the 1 Month column.

The system switch in Exchequer Age by Invoice Date (not Due Date) is defined as:

By default the aged balances on a statement are calculated by comparing the due date with the current system date. This switch allows you to change this calculation by comparing the invoice date with the current system date.

The options are:

- Do not Age both Sales and Purchase by Due Date
- Sales Ledger Age Sales by Invoice Date and Purchase by Due Date
- Purchase Ledger Age Purchase by Invoice Date and Sales by Due Date
- Sales & Purchase Age both Sales and Purchases by Invoice Date

For example, if the option is set to Sales & Purchase, a SIN with a transaction date of the 31/3/06, run the aged report on the 31/3/06 and the balance will be in the current column. Run the same report on the 01/04/06, and the balance will be in the 1 Month column. You would not get a transaction in the Not Due column unless future transactions have been entered.

Similarly, if ageing by days, it is only the day part of the transaction date and the day on the PC that affects the report - e.g. Transaction entered 31/3/06, run the report aged by 30 days on the same day and the balance will be in the current column. Run the same report on the following day and the balance will still be in the current column as the debt is not yet 30 days old.

### FREE PAYROLL EOY PROCESSING & ON-LINE FILING SEMINAR

In view of the success of our Payroll Seminar last year we are repeating the course. Accordingly, we have booked the Westwood Park Conference Centre, Little Horkesley, North Colchester for the morning of Wednesday 15 March.

Seats are limited and will be reserved on a first-come-first-served basis. For full details and particulars on how to book, click ([here](#)).

Coffee will be served from 9.30 a.m. until 10.00 a.m. to give you a chance to speak with the Support Team (and others) before the formal introductions. We will then cover End-of-Year Procedures (for Opera and Opera II Payrolls) followed by a run-through of the new On-line Filing Manager submission software, plus a short demonstration of Opera XRL facilities. This will then be followed by a plenary question and answer session prior to our departure at about midday.

### STOP IT!

We hope that you find our e-mailed information sheets of direct help to you and your business. However, if you wish to remove your name from the mailing list or make changes regarding recipients, please contact John Stannard, Support Department.

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