

## Nominal Recode/Merge Utility

The control file will be an Excel Spreadsheet (XLS) in the following format:

Source NL Account Code	Source NL Cost Centre	Target NL account Code	Target NL Cost Centre
(8 Characters Max)	(4 Characters Max)	(8 Characters Max)	(4 Characters Max)
(Must exist in Opera 3)	(Must exist in Opera 3)		

A menu option titled 'Accounts Recode' will be added to the Opera 3 Nominal – Utilities menu. The process will present a form allowing the user to browse to their file location. On selection of a file to process, the file will be subjected to a validation pre-process.

The validation pre-process will perform the following checks:

- The combination of columns 1 and 2 (Source Account Code and Cost Centre) MUST exist as a valid N/L Account in Opera 3, otherwise an exception will be raised.
- Each combination of Source account code and Cost Centre within the control file must exist precisely once. Any duplicates will be treated as exceptions.
- The combination of columns 3 and 4 (Target Account Code and Cost Centre) need not exist as a valid N/L Account in Opera 3.
- If it does not exist, the control data record will be treated as a 'Recode' line
- If the target account does exist the control data record will be treated as a 'Merge' line

If errors are encountered, the recode process will be aborted after an exception report is produced. The exception report will list all errors identified by the validation process. No update of Opera will take place.

If the file passes the validation checks then the user will be presented with the option of committing or cancelling the process. If the user selects 'Commit' the accounts will be recoded or merged and the user notified when the process has completed, otherwise the process will terminate without any import taking place.

The process will perform the following updates to Opera 3:

### 'Recode' mode

The Source account code and cost centre will be changed to the target account and cost centre values. All other details of the original account (such as Description, type, subtype) will be preserved. All data files within Opera 3 containing the source Account Code and Cost Centre in combination will be updated with the replacement account code and cost centre.

The Target Cost Centre balances will be recalculated.

### **'Merge' mode**

The Source account code and cost centre will be changed to the target account and Cost Centre values. The details of the target account will be preserved. All data files within Opera 3 containing the source Account Code and Cost Centre in combination will be updated with the replacement account code and cost centre combination.

The target Type, Subtype and Cost Centre balances will be recalculated.

The source account will then be removed from the chart of accounts, i.e. deleted from the Nominal Accounts file.

### **Sale Ledger Cost Centres**

If the Sales Ledger is in use and the 'Use Cost Centre as Analysis' flag in 'Set Options' in Sales is set to use the 'Sales' – 'Analysis' – 'Cost Centre' field as the Nominal cost centre (in conjunction with the Nominal account defined in the 'Sales Code') then if cost centres have been removed from Nominal Accounts those cost centres will be removed from the Sales Ledger master file.

**NOTE:** Journal Images are created in Opera 3 as PDF documents and it will not be possible to update the Journal images with the new account code. The images will therefore retain the original account code details.

The Recode/Merge process will require exclusive access to the Opera Data files for the duration of the process.

The utility will respect the validation and rules of standard processing if the "Advanced Nominal" and "Real Time Update of Nominal" options are in use.

**Nominal Recode/Merge Utility - £350.00**

**Annual Maintenance & Support - £95.00**