

Guidance for Updating Payroll Statutory Rates in Opera 3

1. Ensure all users are logged out of Opera 3 clients.
2. Using the downloaded Statutory Rates Update Zip file, extract the contents of the zip file into the main Opera 3 system folder. The main folder is usually located on your server and can be accessed from the local computer using File Explorer to the path below –

\\ServerName\O3 Server VFP Static and Dynamic\System

If the folder “O3 Server VFP Static and Dynamic” above does not exist, then it could be named differently but the folder should start with O3

Important: the zip file does not contain a replacement for every single FRW...table, so please do not delete the existing FRW...tables in the system file, but instead copy the contents of the zip file over the existing files.

Note: where multiple systems are in use, the zip file contents need only be extracted into the main system folder; they do not need to be copied into each additional system folder.

3. Log in to an Opera 3 client, open the Copy Statutory Rates form on the Payroll - Utilities menu. Ensure the Set to System Default option is selected (it should be by default), then click OK to update the statutory rates for the company you are currently logged in to. Please then repeat this process for each company that requires the latest rates.

Should you have any issues during the above process please log a ticket with the Pegasus Support team vis the Client Portal or by calling 03332200777