

Opening Bank balance

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Reference:

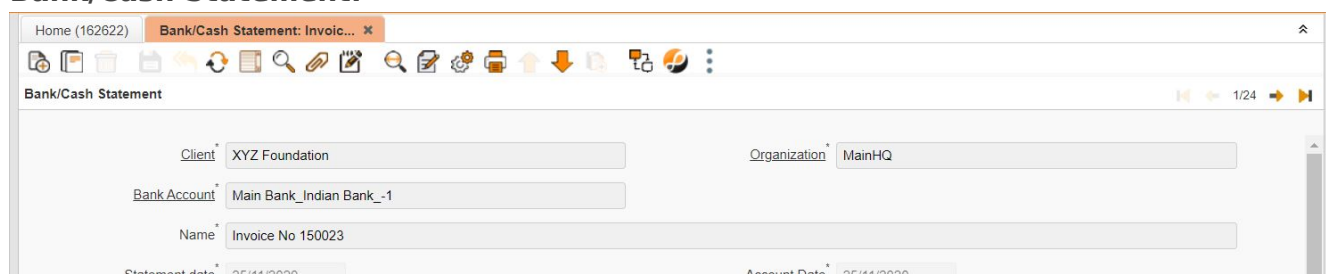
<https://docs.google.com/spreadsheets/d/108MmcjRRBhbKLNdYTCzZzCbwr47Ti1Bm/edit#>

Receipt:

[receipt.JPG](#)

Image not found or type unknown

Bank/Cash Statement:



Home (162622) Bank/Cash Statement: Invoic... x

Bank/Cash Statement 1/24

Client: XYZ Foundation Organization: MainHQ

Bank Account: Main Bank_Indian Bank_-1

Name: Invoice No 150023

Statement date: 25/11/2020 Account Date: 25/11/2020

- 1) Once received the file from the Customer to upload Bank Opening Balance
- 2) Need to maintain it in the Drive
- 3) As per the reference need to compare the Bank balance file with TB
- 4) Once it is verified and it is the same we can proceed with updating the opening bank balance in the system.
- 5) As shown in the Image Receipt Need to create a bank account and in the receipt need to choose the particular bank account and opening date.
- 6) In the BP field need to choose as bank transfer and in the charge field need to choose Opening balance
- 7) In the payment amount field need to update the opening balance of the Bank.
- 8) Once it is done as per the image 2 need to create Bank / Cash statement
- 9) In bank / Cash statement need to choose the particular bank account
- 10) Through create lines from the field need to choose the Receipt which is created for the bank account and for the date.
- 11) It will automatically updates the Begining balance and closing balance check with that and we can complete the document.