

Opening (Customer/Vendor, Stock, Bank and GL)

Customer Vendor Opening (Balance / Sock / GL)

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Introduction

Here described that how to upload Openings of Customer/Vendor, Opening Stock and GI updation.

Opening Stock

Opening Stock

STEPS NEED TO FOLLOW :

- 1) Before uploading stock, Need to check the stocks and need to maintain them in the drive as a stock checklist.
- 2) For a Company need to check the stocks which are mentioned below, Stocks with a value that is received from the customer Need to be compared with the Stocks dr and Cr with TB.

Stock-RM
Stock-FG
Stock-WIP
Stock- Spares

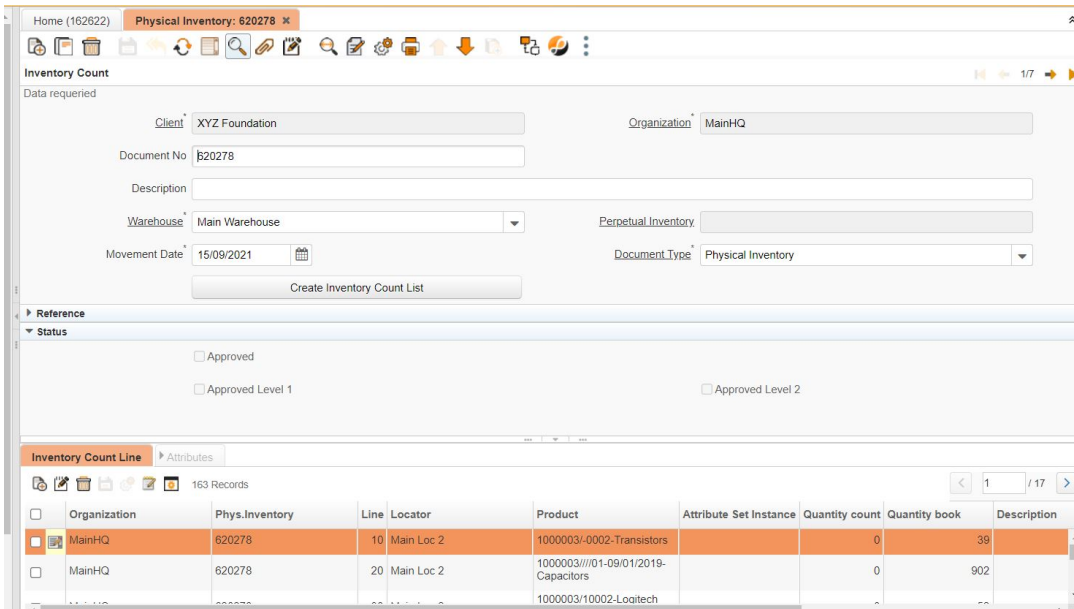
- 3) As mentioned in the reference 2 need to check and need to update and Once it is verified if both are same we can proceed with below steps.

Reference 1: <https://docs.google.com/spreadsheets/d/137I-jsKDkE9I1AKenxdz3dYQozgHb0HbPyQdh1KuTSY/edit#gid=0>

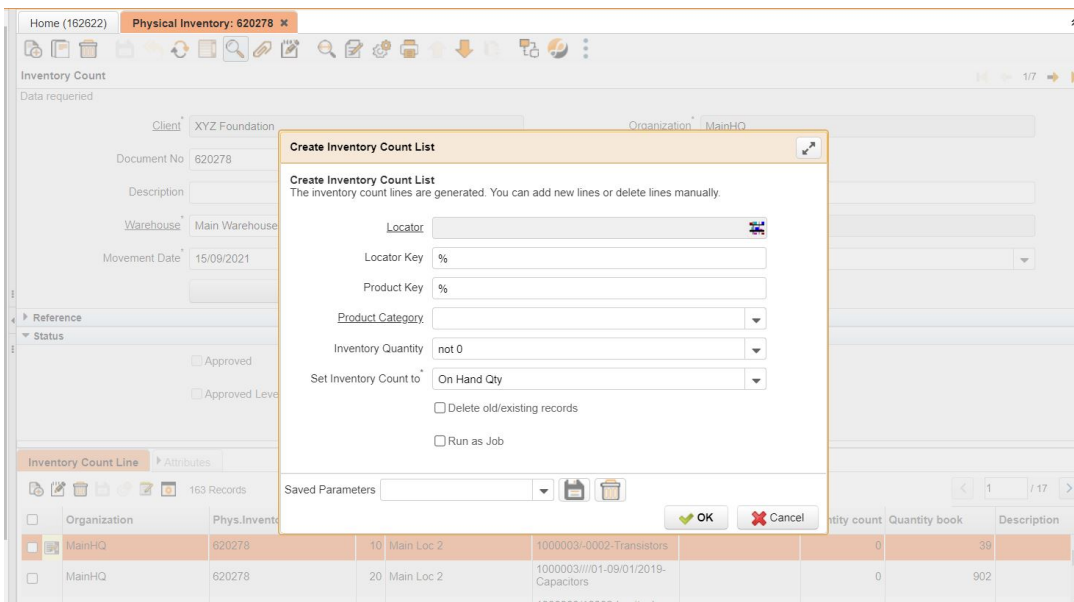
Reference 2 :

<https://docs.google.com/spreadsheets/d/108MmcjRRBhbKLNdYTCzZzCbwr47Ti1Bm/edit#gid=0>

- 4) If we want to update the stock for a particular period need to select the date and need to map the warehouse (where we want to update the stock) in the physical inventory window. as shown in the picture below.



5) if we want to make the current stock zero and need to upload the stock, choose the button create inventory count list.



6) As mentioned in the above image, Inventory qty is not 0, and set inventory count to zero. by clicking okay if the products have stock in the particular warehouse it will make zero qty.

7) Using the Inventory count line we can put the product with stock(which need to update) and while completing the record stock will be updated in the warehouse.

Opening Customer/Vendor Balance

Customer/Vendor Opening

Reference 1:

<https://docs.google.com/spreadsheets/d/108MmcjRRBhbklNdYTCzZzCbwr47Ti1Bm/edit#>

Steps Need to follow:

- 1) Once received TB and Customer/Vendor file from customer need to upload to the drive
- 2) Need to maintain Gl, Bank, Customer/vendor,stocks (creditor, and debtor) in a file as mentioned in reference 1.

GL
Bank
Vendor
Customer
Stock-RM
Stock-FG
Stock-WIP
Stock- Spares

- 3) Need to compare the customer / Vendor debtor and creditor value with TB value.
- 4) If both the values are the same will proceed with uploading as mentioned below.

Reference 2:

https://docs.google.com/spreadsheets/d/1pTaIG_rS6fmjLPIWTBBREukt0V_32vCphVnGzajY

Once it is verified, STEPS NEED TO FOLLOW :

1. In excel need to prepare the customer/Vendor opening balance for a period, Excel sample

format link is attached in the reference 2 above.

2. In excel need to maintain Document no as 1 for first record and Need to maintain the document type followed by Business partner search key, charge as opening balance, quantity as 1 followed by the opening amount for the customer or vendor, Need is maintain IsSo trx if it is sales need to maintain Y if it is purchase need to maintain as N and Description and product value is not mandatory, Tax as No tax and In date need to maintain the closing date.

3. Format of Date is (dd/MM/yyyy)

4. Once it is prepared need to upload through Import file loader

Home (162622) Import File Loader ✕

<Select File to Load> UTF-8 Import Format Invoice Opening Balance < >

A-Document Number
B-Document Type(Name)
C-Business Partner(Value)
D-Charge
E-Qty
F-Unit Price
G-issotrx
H-Description
I-Product (Value)
J-Tax
K-Date Invoiced
L-Account Date

5. Using the Import file loader need to choose the import format as Invoice Opening Balance and using a select file to load button need to upload the Excel file which we prepared.

6. While giving okay button all the balances will be available in Import Invoice window as shown in image below

Home (162622) Import Invoice ✕

Invoice 1/15

Imported

Invoice Invoice Line

Import Error Message ERR=Invalid Org, ERR=Invalid DocTypeName, ERR=No DocType, ERR=Invalid Country, ERR=Invalid Tax, ERR=No BPartner,

Client XYZ Foundation Organization *

Document Type Name AR Invoice new Document Type

Document No Sales Transaction

Description

Sales Representative Currency Price List Service Price

Payment Term Key Payment Term Immediate

Business Partner

Business Partner Business Partner Key Empire Polymers

Name

Partner Location Location

Partner Location	<input type="text"/>	Location	<input type="text"/>
Address 1	<input type="text"/>	Address 2	<input type="text"/>
City	<input type="text"/>	ZIP	<input type="text"/>
Region	<input type="text"/>	Region	<input type="text"/>
<input type="checkbox"/> ISO Country Code		Country	<input type="text"/>
User/Contact	<input type="text"/>	Contact Name	<input type="text"/>
Phone Number	<input type="text"/>	E-Mail ID	<input type="text"/>
Date Invoiced	31/03/2021	Account Date	31/03/2021

Product

Product	<input type="text"/>	Product Key	<input type="text"/>
Charge	Opening Balance	Charge Name	Opening Balance
SKU	<input type="text"/>	UPC/EAN	<input type="text"/>
Ordered Quantity	<input type="text" value="1"/>	Unit Price	<input type="text" value="1,392,306.27"/>
Line Description	<input type="text"/>		
Tax Indicator	No Tax	Tax	<input type="text"/>
Tax Amount	<input type="text" value="0.00"/>		

7. Need to remove the document no as 1 which we mentioned in excel and need to verify the details.

8. Once it is verified using process button need to choose import invoice so all the opening balance will be updated.

Opening GL

Opening GL

Opening GL

Opening Bank balance

Opening Bank balance

Opening Bank Balance

Reference:

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

Receipt:

Home (162622) Receipt: 1000499

Client: XYZ Foundation Organization: XYZ Offsite
Document No: 1000499 Bank Account: XYZ Bank_Indian Bank_-1
Document Type: AP Payment Receipt
Transaction Date: 23/03/2022 Account Date: 23/03/2022
Description:

Reference

Business Partner: Stylo gold unit A Partner Bank Account:
Order: Invoice:
Charge: Activity:

Allocate Allocations

1 Records

Organization	Payment	Active	Invoice	Invoice Amt	Amount	Discount Amount	Write-off Amount	Over/Under Payment	R
	1000499 23/03/2022 10...								

Bank/Cash Statement:

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

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
Description:
 Active Manual
Beginning Balance: 618,866.52 Create lines from
Statement difference: -330,811,418.57
Ending balance: -330,192,552.05

Reference

Status

Statement Line

80 Records

Organization	Bank Statement	Line	Description	Active	Manual	Statement Line Date	Account Conversion Date	Effective date
MainHQ	Invoice No 150023	10		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	05/10/2020	05/10/2020	01/07/2020

STEPS TO FOLLOW :

- 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.