

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.

Home (162622) Physical Inventory: 620278

Inventory Count

Data required

Client: XYZ Foundation Organization: MainHQ

Document No: 620278

Description:

Warehouse: Main Warehouse Perpetual Inventory:

Movement Date: 15/09/2021 Document Type: Physical Inventory

Create Inventory Count List

Reference

Status

☐ Approved

☐ Approved Level 1 ☐ Approved Level 2

Inventory Count Line

163 Records

Organization	Phys.Inventory	Line	Locator	Product	Attribute Set Instance	Quantity count	Quantity book	Description
MainHQ	620278	10	Main Loc 2	1000003/-0002-Transistors		0	39	
MainHQ	620278	20	Main Loc 2	1000003///01-09/01/2019-Capacitors		0	902	
MainHQ	620278	30	Main Loc 2	1000003/10002-Logitech		0		

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

Home (162622) Physical Inventory: 620278

Inventory Count

Data required

Client: XYZ Foundation Organization: MainHQ

Document No: 620278

Description:

Warehouse: Main Warehouse Perpetual Inventory:

Movement Date: 15/09/2021 Document Type: Physical Inventory

Create Inventory Count List

Create Inventory Count List

The inventory count lines are generated. You can add new lines or delete lines manually.

Locator:

Locator Key: %

Product Key: %

Product Category:

Inventory Quantity: not 0

Set Inventory Count to: On Hand Qty

☐ Delete old/existing records

☐ Run as Job

Saved Parameters:

OK Cancel

Inventory Count Line

163 Records

Organization	Phys.Inventory	Line	Locator	Product	Attribute Set Instance	Quantity count	Quantity book	Description
MainHQ	620278	10	Main Loc 2	1000003/-0002-Transistors		0	39	
MainHQ	620278	20	Main Loc 2	1000003///01-09/01/2019-Capacitors		0	902	
MainHQ	620278	30	Main Loc 2	1000003/10002-Logitech		0		

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#gid=108MmcjRRBhbKLNdYTCzZzCbwr47Ti1Bm>

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/edit#gid=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

<u>Partner Location</u> <input type="text"/>	<u>Location</u> <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"/>	<u>Region</u> <input type="text"/>
<input type="checkbox"/> ISO Country Code	<u>Country</u> <input type="text"/>
<u>User/Contact</u> <input type="text"/>	Contact Name <input type="text"/>
Phone Number <input type="text"/>	Email ID <input type="text"/>
Date Invoiced <input type="text" value="31/03/2021"/>	Account Date <input type="text" value="31/03/2021"/>

Product

Charge

SKU

Ordered Quantity

Line Description

Tax Indicator

Tax Amount

Product Key

Charge Name

UPC/EAN

Unit Price

Tax

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

<https://docs.google.com/spreadsheets/d/108MmcjRRBhbKLNdYTCzZzCbwr47Ti1Bm/edit#gid=13250>

STEPS TO FOLLOW :

1. After Receiving the GL file from the customer Need to Compare it with the TB Value
2. as mentioned in Reference 1 need to update a drive for reference and need to compare
3. Once it is verified if it is the same. we can start to upload.
4. Before uploading the GL we need to create a header in the GL Journal window and need to create a line.
5. Once created a line in the GL Journal line export the line as mentioned in reference 2. (image attached below)
6. Prepare the document as per the file received from the customer and import it through the GL Journal line.
7. After importing the document, Need to verify the credit and Debit value in ERP.
8. If it is not equal, In the line we can add an account called clearing opening and will update the difference to make equal in debit and credit.
9. Once the debit and credit are equal we can complete the document

Home (162622) GL Journal: 1009 x

[Journal](#) > Line

Record saved

<u>Client</u> *	XYZ Foundation	<u>Organization</u> *	MainHQ
<u>Journal</u> *	1009		
<u>Line</u> *	30		
<u>Description</u>			
<input checked="" type="checkbox"/> Active		<input type="checkbox"/> Generated	
<u>Currency</u> *	INR		

▼ Reference

<u>Account</u>	9999999-Clearing opening	
<u>Business Partner</u>		
<u>Activity</u>		<u>Campaign</u>
<u>Sales Region</u>		<u>Project</u>
<u>Sub Account</u>		<u>Product</u>
<u>Alias List</u>		
<u>Combination</u>	HQ-9999999-_-_-_-_-	<input type="checkbox"/> Create Asset

▼ Amounts

<u>Source Debit</u> *	0.00	<u>Source Credit</u> *	0.00
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Opening Bank balance

Opening Bank balance

Opening Bank Balance

Reference:

<https://docs.google.com/spreadsheets/d/108MmcjRRBhbkLNdYTCzZzCbwr47Ti1Bm/edit#>

Receipt:

Home (162622) Receipt: 1000499 ✕

Receipt 1/54

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
<input type="checkbox"/>	XYZ Offsite	1000499 23/03/2022 10...		1000499	5,000.00	5,000.00	0.00	0.00	0.00	

Bank/Cash Statement:

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

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
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
<input checked="" type="checkbox"/>	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.