

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 GI, 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 < >

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

Home (162622) Import Invoice x

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:

Address 1: Address 2:

City: ZIP:

Partner Location: Location:

Address 1: Address 2:

City: ZIP:

Region: Region:

ISO Country Code Country:

User/Contact: Contact Name:

Phone Number: EMail ID:

Date Invoiced: 31/03/2021 Account Date: 31/03/2021

Product

Product: Product Key:

Charge: Opening Balance Charge Name: Opening Balance

SKU: UPC/EAN:

Ordered Quantity: 1 Unit Price: 1,392,306.27

Line Description:

Tax Indicator: No Tax Tax:

Tax Amount: 0.00

- Need to remove the document no as 1 which we mentioned in excel and need to verify the details.
- Once it is verified using process button need to choose import invoice so all the opening balance will be updated.

Revision #4

Created Mon, Apr 11, 2022 6:25 PM

Updated Mon, Apr 11, 2022 6:57 PM