

# Opening Bank Balance

## Reference:

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

## Receipt:

Home (162622) Receipt: 1000499 ✕

Receipt

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... ✕

Bank/Cash Statement

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

Statement difference -330,811,418.57

Ending balance\* -330,192,552.05

Create lines from

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.

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