



How to Setup Customer Opening Balance

Overview:

Opening Balance for Accounts Receivable related to Customers are recorded in the system using the following Past Transaction Forms under Customer Module.

- Past Invoices
- Past Debit Notes
- Past Credit Notes
- Past Receive Payments

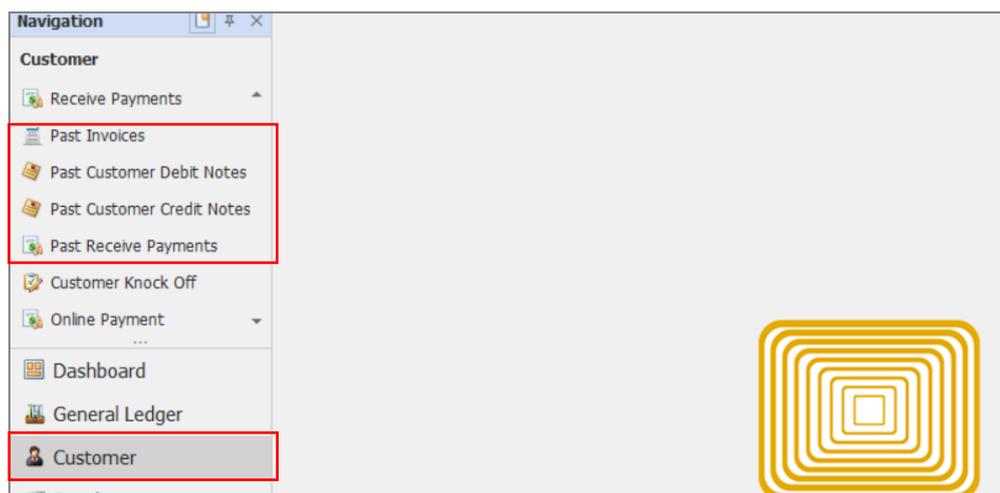
There are two options to settle the AR Balance, either the outstanding amount to be inputted will be the lumpsum amount per Customer or it can be as detailed as per Document Code.

Accounts Receivable Account under GL Opening Balance will reflect an amount based on this formula: (Total Past Invoice Amount + Total Past Debit Note Amount) – (Past Credit Notes Amount + Past Received Payment Amount).

 ACCOUNTS RECEIVABLE - TRADE	103-0000		3,050,500.00	
 ACCOUNTS RECEIVABLE - OTHERS	104-0000			
 ADVANCES TO EMPLOYEE	105-0000		75,000.00	
 STOCK INVENTORY	106-0000		6,000.00	

Procedure:

- 1.1. To open the Past Transactions, go to **CUSTOMER**.



- 1.1.1. *Past Invoices* and *Past Customer Debit Notes* are used to record all outstanding/unpaid Invoices/Debit Notes as of the cut-off date.

Past Invoices

Details		Customer	
Customer	101-8001	To	BEST TECH ENGINEERING, INC 89 LITTLE BAGUJO ST. GREENHILLS SAN JUAN CITY
Currency	PHP	Doc Date	12/31/2014
Rate	1.00000000	INV #.	INV 0002
Tax Code	SR-SP	Agent	PETER
Description	SALES	Tax Rate	12.00%
		Reference No	
		Amount	70,000.00
		Tax Amount	8,400.00
		Due Amount	78,400.00
		<input type="checkbox"/> Tax Inclusive	<input type="checkbox"/> Deferred VAT

Notes	
Files	Info
<div style="border: 1px solid gray; padding: 5px; min-height: 100px;"> Shipping Test </div>	

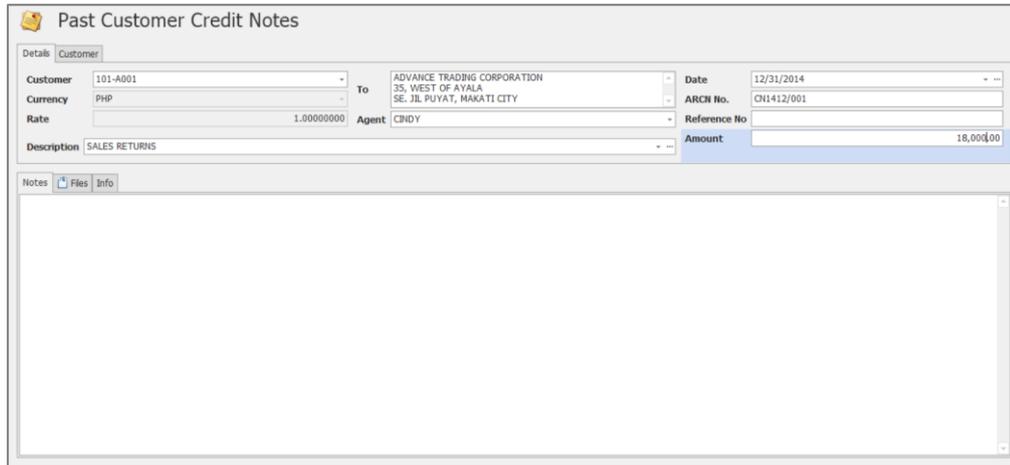
Past Customer Debit Notes

Details		Customer	
Customer	101-A001	To	ADVANCE TRADING CORPORATION 35, WEST OF AYALA SE. JIL PUYAT, MAKATI CITY
Currency	PHP	Doc Date	12/31/2014
Rate	1.00000000	ARDN #	DN1412/001
Tax Code	SR-SP	Agent	CINDY
Description	SALES	Tax Rate	12.00%
		Reference No	
		Amount	21,000.00
		Tax Amount	2,520.00
		Due Amount	23,520.00
		<input type="checkbox"/> Tax Inclusive	<input type="checkbox"/> Deferred VAT

Notes	
Files	Info
<div style="border: 1px solid gray; padding: 5px; min-height: 100px;"> Shipping Test </div>	

- 1.1.2. *Past Customer Credit Notes* and *Past Receive Payments* are used to record the deductions, overpayments and/or Advance Payment from Customer as of the cut-off date.

Past Customer Credit Notes

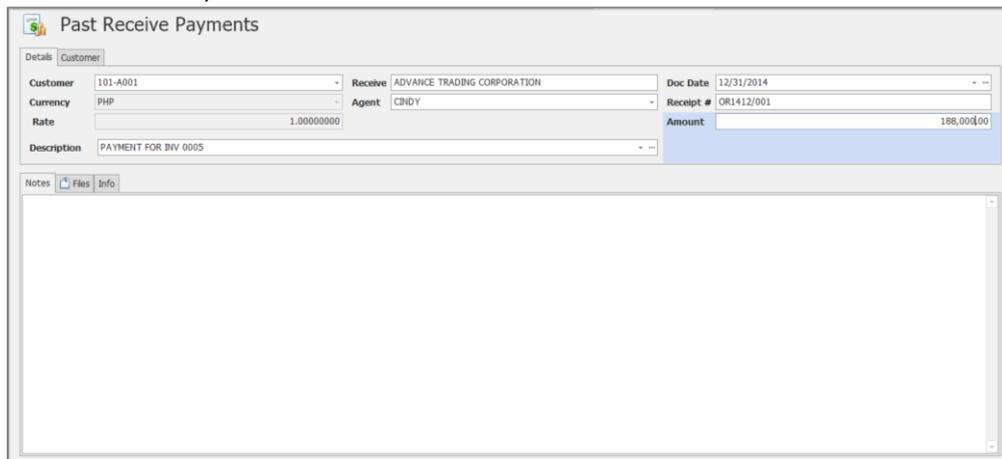


The screenshot shows the 'Past Customer Credit Notes' form. The 'Details' tab is active, showing the following information:

Customer	101-A001	To	ADVANCE TRADING CORPORATION 35, WEST OF AYALA SE. JIL PUYAT, MAKATI CITY	Date	12/31/2014
Currency	PHP	Agent	CNDY	ARCH No.	CN1412/001
Rate	1.00000000	Description	SALES RETURNIS	Reference No.	
				Amount	18,000.00

Below the details is a 'Notes' section with tabs for 'Files' and 'Info', which is currently empty.

Past Receive Payments



The screenshot shows the 'Past Receive Payments' form. The 'Details' tab is active, showing the following information:

Customer	101-A001	Receive	ADVANCE TRADING CORPORATION	Doc Date	12/31/2014
Currency	PHP	Agent	CNDY	Receipt #	OR1412/001
Rate	1.00000000	Description	PAYMENT FOR INV 0005	Amount	188,000.00

Below the details is a 'Notes' section with tabs for 'Files' and 'Info', which is currently empty.

Notes:

1. Even the Past transactions have VAT Details, only Account Receivable Amount will be updated in the GL Opening Balance.
2. If the outstanding transactions has Withholding Tax, Amount to be encoded in the system should be Net of WTAX already.



For further concerns regarding this matter, please contact support to assist you or create ticket thru this link <https://support.qne.com.ph>