



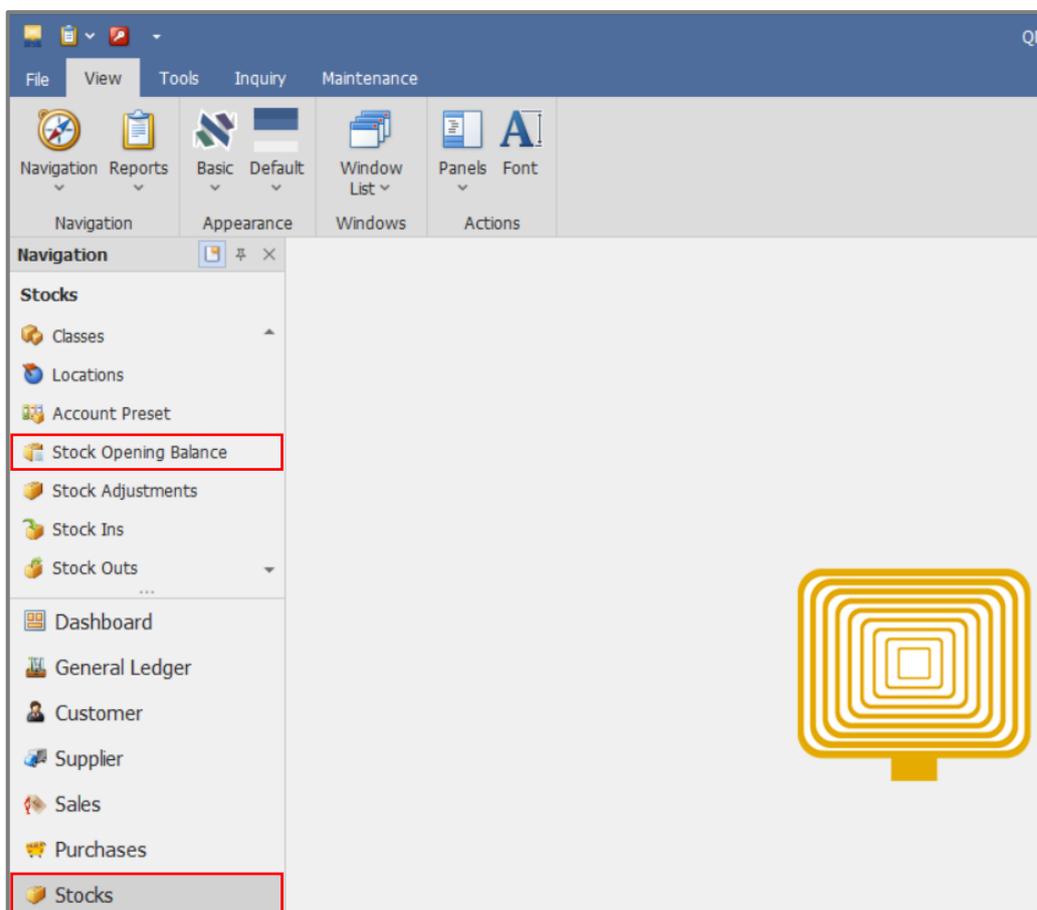
How to create Stock Opening Balance

Overview:

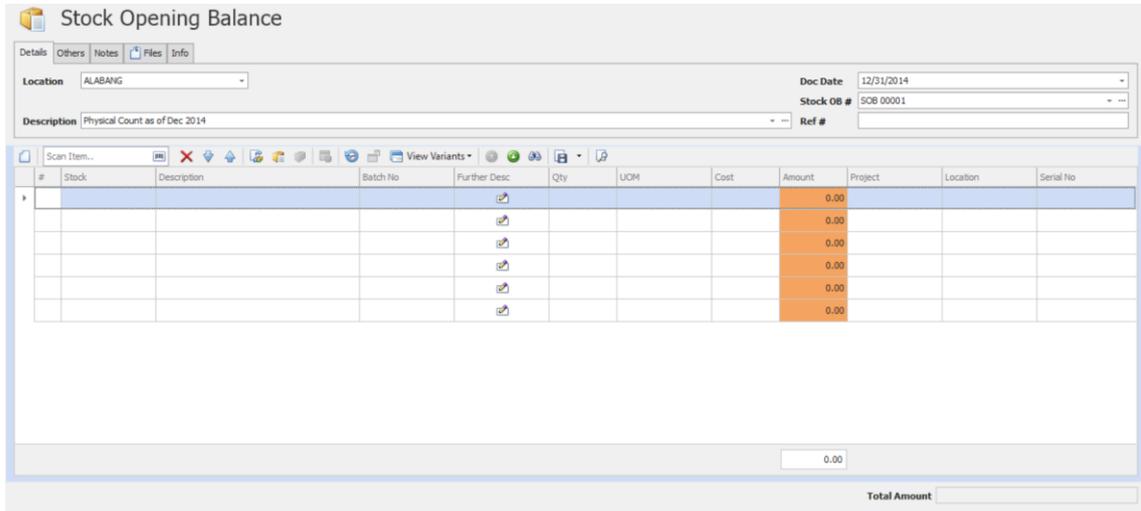
Opening Stock refers to the financial quantities of the inventory at the beginning of a new financial period. In the system, Stock Opening Balance is use to record the initial quantity of each item per Stock Location with its corresponding Cost.

Procedure:

1. To enter Stock Opening Balance, go to *Stocks > Stock Opening Balance*

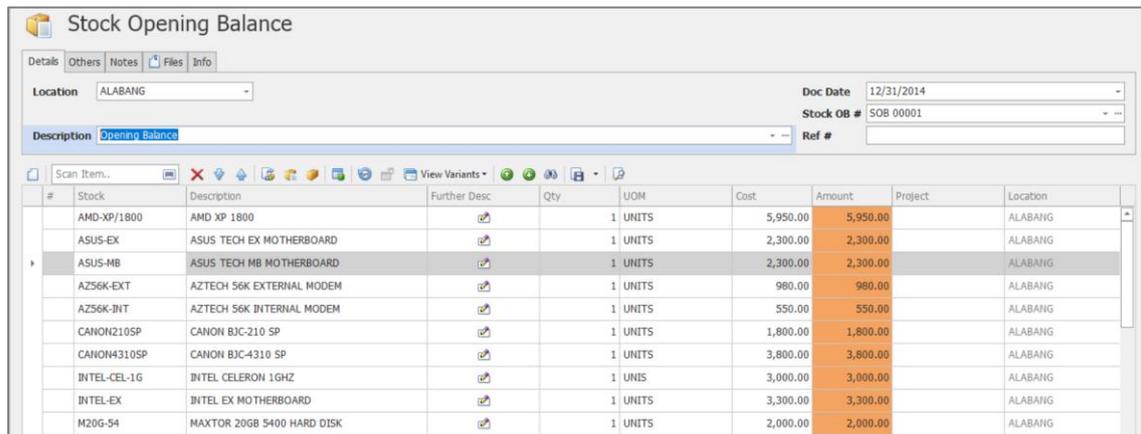


2. Enter the *Location* (if there are multiple Locations), *Description* of the transaction, *Doc Date* as the cut-off Date, while *Stock OB #* will be provided by the system. Use *Ref #* if there is any Document code related to the Opening Stock.



The screenshot shows the 'Stock Opening Balance' form. The 'Location' is set to 'ALABANG', 'Doc Date' is '12/31/2014', and 'Stock OB #' is 'SOB 00001'. The 'Description' is 'Physical Count as of Dec 2014'. The grid below has columns for Stock, Description, Batch No, Further Desc, Qty, UOM, Cost, Amount, Project, Location, and Serial No. All 'Amount' values are 0.00.

3. On the grid portion, find the Product under *Stock* column, once item is selected, *Description* will auto display the Stock Name, input the beginning Quantity and its Unit Cost. Proceed to the next row to add more items.



The screenshot shows the 'Stock Opening Balance' form with a populated grid. The 'Location' is 'ALABANG', 'Doc Date' is '12/31/2014', and 'Stock OB #' is 'SOB 00001'. The 'Description' is 'Opening Balance'. The grid contains the following items:

#	Stock	Description	Further Desc	Qty	UOM	Cost	Amount	Project	Location
	AMD-XP/1800	AMD XP 1800		1	UNITS	5,950.00	5,950.00		ALABANG
	ASUS-EX	ASUS TECH EX MOTHERBOARD		1	UNITS	2,300.00	2,300.00		ALABANG
	ASUS-MB	ASUS TECH MB MOTHERBOARD		1	UNITS	2,300.00	2,300.00		ALABANG
	AZ56K-EXT	AZTECH 56K EXTERNAL MODEM		1	UNITS	980.00	980.00		ALABANG
	AZ56K-INT	AZTECH 56K INTERNAL MODEM		1	UNITS	550.00	550.00		ALABANG
	CANON210SP	CANON BJC-210 SP		1	UNITS	1,800.00	1,800.00		ALABANG
	CANON4310SP	CANON BJC-4310 SP		1	UNITS	3,800.00	3,800.00		ALABANG
	INTEL-CEL-1G	INTEL CELERON 1GHZ		1	UNIS	3,000.00	3,000.00		ALABANG
	INTEL-EX	INTEL EX MOTHERBOARD		1	UNITS	3,300.00	3,300.00		ALABANG
	M20G-54	MAXTOR 20GB 5400 HARD DISK		1	UNITS	2,000.00	2,000.00		ALABANG

- Once done, click Save. Multiple Stock Opening Balance can be created especially if recording of Item Balances is per Location or per Group.

Stock Opening Balance				
Drag a column header here to group by that column				
Date	Stock OB #	Description	Ref #	Total Amount
--	+	-	-	--
12/31/2014	SOB 00001	Opening Balance		192,170.50
12/31/2014	SOB 00002	Opening Balance		4,000.00
12/31/2014	SOB 00003	Opening Balance		888.00

Note: Created Stock Opening Balance does not have any effect on the Accounting Books, to reflect the Inventory Value in the GL, Stock Value Maintenance must be performed (refer to *KB – Stock Value Maintenance*).



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