

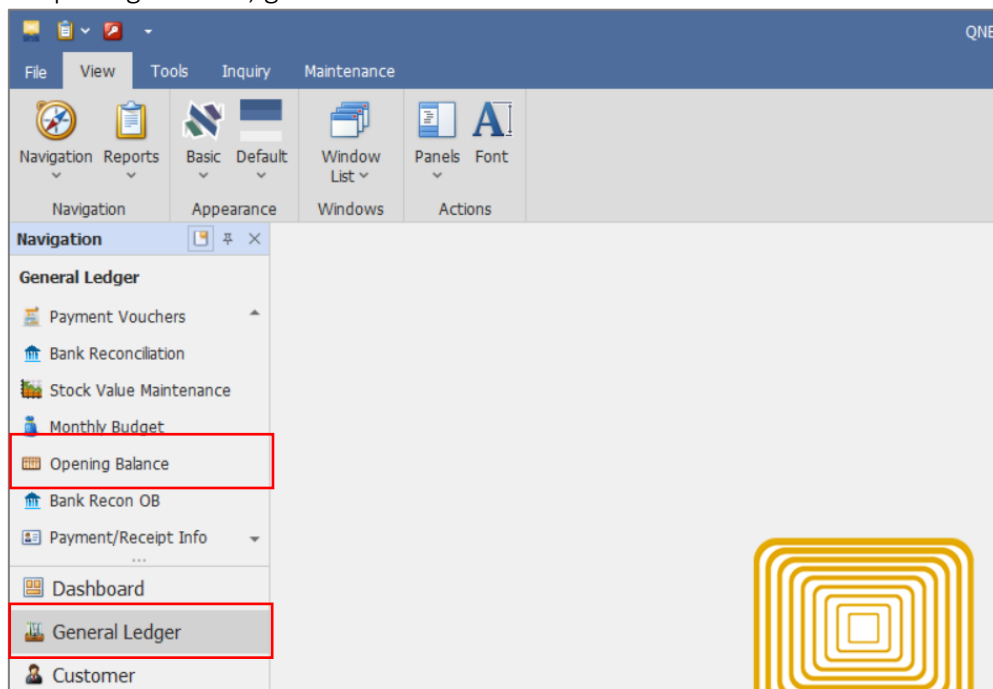


How to set-up GL Opening Balance

Part of the initial configuration of new Database is entering the Opening Balance. By having an Opening Balance, the company can generate a complete report at the end of their Financial Period.

For companies that will start with their 1st month of Accounting Period, Balance Sheet must be the basis of the GL Opening Balance. On the other hand, Trial Balance must be used if it will start in any month of the Accounting Period.

1. To settle the Opening Balance, go to **GENERAL LEDGER > OPENING BALANCE**.



1.1. Enter the GL Account Amount either in the **Debit** and **Credit** column.

Opening Balance x

Opening Balance

Filters
Projects: N/A

** P&L Account in Opening Balance is READ ONLY. If the Cut Off Date is same as Financial Start Date.

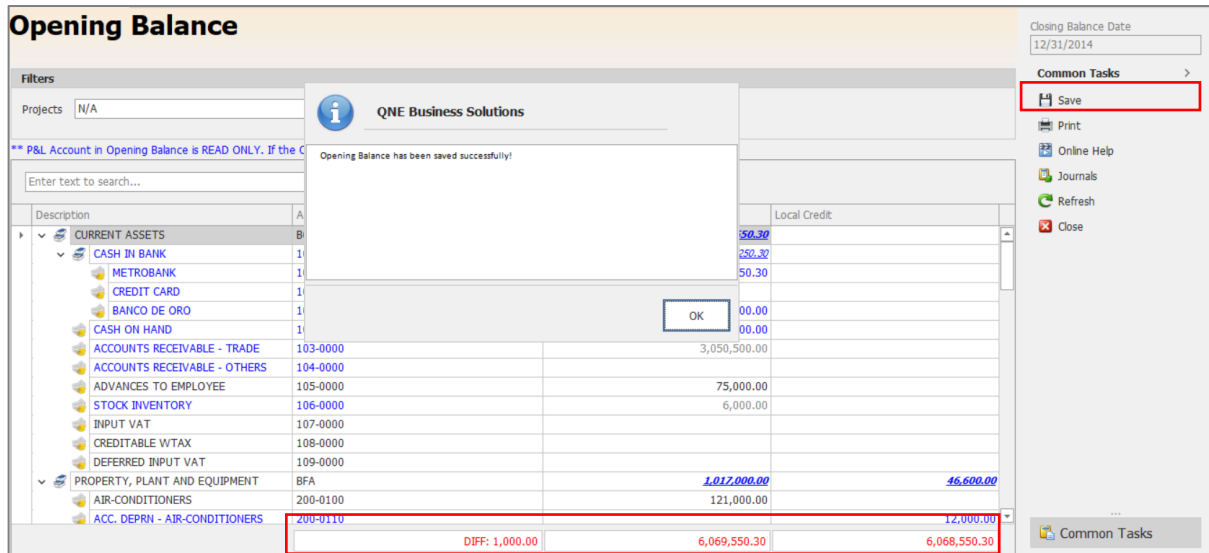
Enter text to search... Find Clear

Description	Account Code	Local Debit	Local Credit
CURRENT ASSETS	BCA		5,046,550.30
CASH IN BANK	101-0000		1,914,250.30
METROBANK	101-0010		1,075,450.30
CREDIT CARD	101-0020		
BANCO DE ORO	101-0030		838,800.00
CASH ON HAND	102-0000		800.00
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

Closing Balance Date: 12/31/2014

Common Tasks: Save, Print, Online Help, Journals, Refresh, Close

- 1.2. Once done, click **Save**. The system will allow the user to save the GL Opening Balance even Total Debit and Credit Amount has a difference. User can always get back to it until the values are final.



Opening Balance

Filters: Projects N/A

Closing Balance Date: 12/31/2014

Common Tasks: Save, Print, Online Help, Journals, Refresh, Close

QNE Business Solutions

Opening Balance has been saved successfully!

Enter text to search...

Description	Local Credit
CURRENT ASSETS	36.30
CASH IN BANK	250.30
METROBANK	50.30
CREDIT CARD	
BANCO DE ORO	
CASH ON HAND	
ACCOUNTS RECEIVABLE - TRADE	3,050,500.00
ACCOUNTS RECEIVABLE - OTHERS	
ADVANCES TO EMPLOYEE	75,000.00
STOCK INVENTORY	6,000.00
INPUT VAT	
CREDITABLE WTAX	
DEFERRED INPUT VAT	
PROPERTY, PLANT AND EQUIPMENT	1,017,000.00
AIR-CONDITIONERS	121,000.00
ACC. DEPRN - AIR-CONDITIONERS	12,000.00
TOTAL	6,068,550.30
DIFF: 1,000.00	6,069,550.30

OK

Note that there are disabled GL Accounts in which values cannot be inputted thru GL Opening Balance. These accounts are considered Special Accounts e.g. Debtor Account (DAC), Creditor Control Account (CCAC), and Stock Account (SAC). Its details and corresponding values are recorded using other transactional forms. Refer to [How to Set-up Customer Opening Balances](#), [How to Set-up Supplier Opening Balances](#), and [How to Set-up Stock Opening Balance](#) for further details.



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