



# [OPTIMUM] How to set-up supplier opening balance

## Overview:

Opening balance for Accounts Receivable related to Suppliers are recorded in the system using the following Past Transaction forms under supplier module.

- Past Bills
- Past Supplier Debit Notes
- Past Supplier Credit Notes
- Past Pay Bills

There are two options to settle the AP balance, either the outstanding amount to be inputted will be lumpsum amount per supplier or it can be as details as per document code.

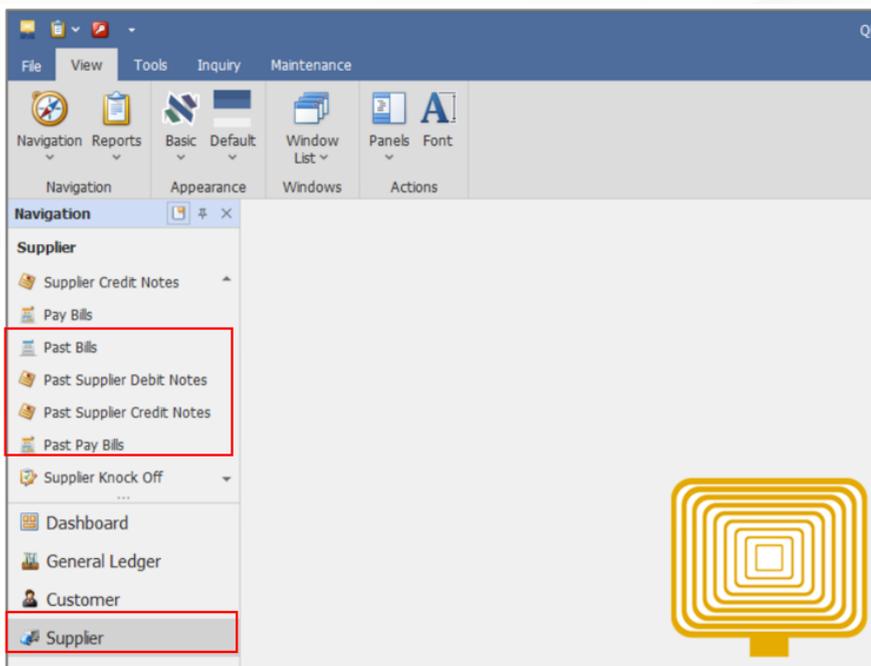
Accounts Payable Account under GL opening balance will reflect an amount based on this formula:

$(\text{total past bills amount} + \text{total past supplier debit notes amount}) - (\text{past supplier credit notes amount} + \text{past pay bills amount})$

▼	CURRENT LIABILITIES	BCL		<u>166,400.20</u>
	ACCOUNTS PAYABLE - TRADE	800-0000		129,600.20
	ACCOUNT PAYABLE - OTHERS	800-0100		

## Procedure:

To open past transaction, go to Supplier



Past Bills and Past Supplier Debit Notes are used to record all outstanding/unpaid bills/ supplier debit notes as of the cut-off date

### Past Bills

**Past Bills**

Details Supplier

Supplier	800-P001	From	PERFECT TRADING SDN BHD NO.2, JALAN MAJU 2/3 TAMAN MAJU	Doc Date	31/12/2000
Currency	RM			Bil #	INV 23121
Rate	1.00000000	Purchaser	JANE	Supplier INV #	INV 23121
Tax Code		Tax Rate	0.00%	Amount	25,000.00
Description	PURCHASES				
				Tax Amount	
				Due Amount	25,000.00

Tax Inclusive  Rounding

Notes Files Info

### Past Supplier Debit Notes

**Past Supplier Debit Notes**

Details Supplier

Supplier	800-B001	From	BNC TECHNOLOGY SDN. BHD. 12, JALAN HANG TUAH 2 TAMAN UNION HEIGHT	Doc Date	31/12/2010
Currency	RM			DN #	PSDN-1012/001
Rate	1.00000000	Purchaser	ALVIN	Reference No	
Tax Code		Tax Rate	0.00%	Amount	18,000.00
Description	ACCOUNT DEBITED				
				Tax Amount	
				Due Amount	18,000.00

Tax Inclusive  Rounding

Notes Files Info

Past Supplier Credit Notes and Past Pay Bills are used to record the AP deduction, overpayments and/or advance payment to supplier as of the cut-off date

### Past Supplier Credit Notes

**Past Supplier Credit Notes**

Details Supplier

Supplier	800-A001	From	ALI MANUFACTURING SDN. BHD. 32, JALAN PEWIRA, TAMAN UNGKU TUN AMINAH,	Doc Date	31/12/2010
Currency	RM			CN #	PSCN-1012/001
Rate	1.00000000	Purchaser		Reference No	
Description	PURCHASES RETURNS				
				Amount	10,000.00

Notes Files Info

### Past Pay Bills

**Past Pay Bills**

Details Supplier

Supplier	800-D001	Pay To	DELL ENTERPRISE SDN. BHD.	Doc Date	31/12/2010
Currency	RM	Purchaser	ALVIN	Payment #	PBILL-1012/001
Rate	1.00000000			Amount	10,000.00
Description	PAYMENT FOR ACCOUNT				

Notes Files Info