



How to update Account Receivable Opening Balance in Accounting System?

Scenario:

Learn how to update your Account Receivables (AR) Opening Balance in accounting system by simply following this guide.

Solution

Whether it is an unpaid Invoice, floating Debit Note or Credit Note, or an Advance Payment received from your Customer prior your Accounting Start Date, these are all part of your **Accounts Receivable (AR) Opening Balances**.

These must be entered using the Customer-related Transaction Forms found under **Accounts Receivable** Module in **Navigation Pane**, as *Past Invoices*, *Past Receive Payments*, *Past Debit Notes* and *Past Credit Notes*.

The screenshot displays the QNE Accounting System interface. On the left is a navigation pane with a tree view containing: Dashboard, General Ledger, Account Receivable (expanded), Customers, Agents, Categories, Invoices (highlighted), Receive Payments, Debit Notes, Credit Notes, Account Payable, Sales, Stock, Company, Tax, AI, and Reporting. The main area shows the 'Invoices' module with a search bar, 'Add', 'Delete', and 'Reload' buttons. Below is a table of invoices grouped by month.

	Doc #	To	Desc./Agent	Amount
Dec, 2022				
<input type="checkbox"/>	SALES INV2212/002 Dec 31, 2022	ADVANCE TRADING SDN. BHD. 700-A001	SALES CINDY	MYR9,994.60 Q/T:MYR9,994.60
<input type="checkbox"/>	SALES INV2212/001 Dec 31, 2022	ADVANCE TRADING SDN. BHD. 700-A001	SALES CINDY	MYR21,382.90 Q/T:MYR21,382.90
Oct, 2022				
<input type="checkbox"/>	SALES INV2210/001 Oct 25, 2022	BEST TECH ENGINEERING SDN. BHD. 700-B001	SALES PETER	MYR206,358.00 Q/T:MYR206,358.00
Sep, 2022				
<input type="checkbox"/>	SALES INV2209/002 Sep 30, 2022	WAI HONG INTERNATIONAL TRADING 700-W001	SALES SAM	MYR835,857.00 Q/T:MYR835,857.00
<input type="checkbox"/>	SALES INV2209/003 Sep 25, 2022	COSMIC CONSTRUCTION SDN. BHD. 700-C002	SALES PETER	MYR22,677.64 Q/T:MYR22,677.64

Select **'Invoice'** for an instance, and click 'Add' to record an outstanding Customer Invoice.

Stock Value Maintenance

Customers

Invoices

Home / AR / Invoices

Invoices

Search...

Add

Delete

Reload

<input type="checkbox"/>	Doc #	To	Desc./Agent	Amount
Dec, 2022				
<input type="checkbox"/>	<div>SALES</div> <div>INV2212/002</div> <div>Dec 31, 2022</div>	ADVANCE TRADING SDN. BHD. 700-A001	SALES CINDY	MYR9,994.60 O/T:MYR9,994.60
<input type="checkbox"/>	<div>SALES</div> <div>INV2212/001</div> <div>Dec 31, 2022</div>	ADVANCE TRADING SDN. BHD. 700-A001	SALES CINDY	MYR21,382.90 O/T:MYR21,382.90
Oct, 2022				
<input type="checkbox"/>	<div>SALES</div> <div>INV2210/001</div> <div>Oct 25, 2022</div>	BEST TECH ENGINEERING SDN. BHD. 700-B001	SALES PETER	MYR206,358.00 O/T:MYR206,358.00
Sep, 2022				
<input type="checkbox"/>	<div>SALES</div> <div>INV2209/002</div> <div>Sep 30, 2022</div>	WAI HONG INTERNATIONAL TRADING 700-W001	SALES SAM	MYR835,857.00 O/T:MYR835,857.00
<input type="checkbox"/>	<div>SALES</div> <div>INV2209/003</div> <div>Sep 25, 2022</div>	COSMIC CONSTRUCTION SDN. BHD. 700-C002	SALES PETER	MYR22,677.64 O/T:MYR22,677.64

System will recognize that the invoice being created is an AR Opening Balance based on the transaction date.

Stock Value Maintenance	Customers	Invoices	INV - New
Home / AR / Invoices / <---New---			
<input type="button" value="Past Invoice"/>		<input type="button" value="Cancel"/> <input type="button" value="Save"/> <input type="button" value="Save & New"/>	
INV2103/007			
* Customer	Billing Address	* Date	
<input type="text"/>	<input type="text"/>	<input type="text" value="01/03/2021"/>	
Currency Rate	* Term	Agent	
MYR 1.000000	<input type="text"/>	<input type="text"/>	
Description	Tax Inclusive	Balance	
SALES	<input type="checkbox"/>	<input type="text"/>	
Notes			
<input type="text"/>			

Note: Accounting Start Month of the Sample Company screenshot here is January 1, 2022.

Notice that if the date entered is prior the Accounting Start Month, the Form label in the left side switches from *Invoices* to *Past Invoice*.

You have an option to enter the Customer Opening Balance either in a lump sum value per Customer Account, or per Reference Document Number. This depends on how specific you require the reference invoice number to appear in the reports.

Input the details of your Past Invoice, primarily the **Customer Account**, **Ref. No.** and **Balance**, and then click **'Save'** once done.

Home / AR / Invoices / <---New--->

Past Invoice

Cancel Save Save & New

INV2103/007

Customer: 700-B001 BEST TECH ENGINEERING SDN. BHD.

Billing Address: NO: 30, FIRST FLOOR, JALAN SS 22/23, DAMANSARA JAYA, 47400 PETALING JAYA, SELANGOR, MALAYSIA.

Date: 01/03/2021

Currency Rate: MYR 1.000000

Term: 30 DAYS

Agent: PETER

Ref No.: INV2103/097

Description: SALES

Tax Inclusive: ☐

Balance: 9,805.00

Notes

All Customer Past Transactions shall update the values in the Opening Balance Screen, reflecting under the Trade Receivable Control Accounts total value of the respective Receivable GL Account.

Repeat the same steps as above in the respective Transaction Screens to update the *Past Receive Payments*, *Past Debit Notes* and *Past Credit Notes*.



NOTES

1. Account Receivable Opening Balances can be updated using the Customer-related Transaction Forms found under **Accounts Receivable** Module in **Navigation Pane**, as *Past Invoices*, *Past Receive Payments*, *Past Debit Notes* and *Past Credit Notes*.
2. System will recognize the transactions being created is an AR Opening Balance based on the **transaction date**.
3. All Customer Past Transactions will update the values in the Opening Balance Screen, reflecting under the Trade Receivable Control Accounts total value of the respective Receivable GL Account.