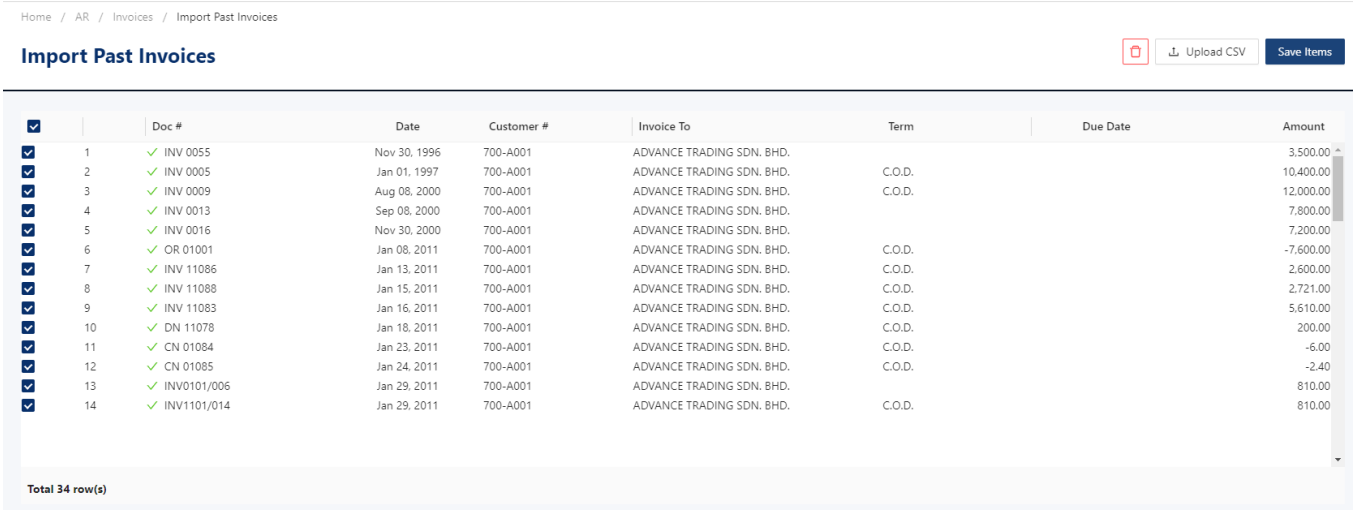
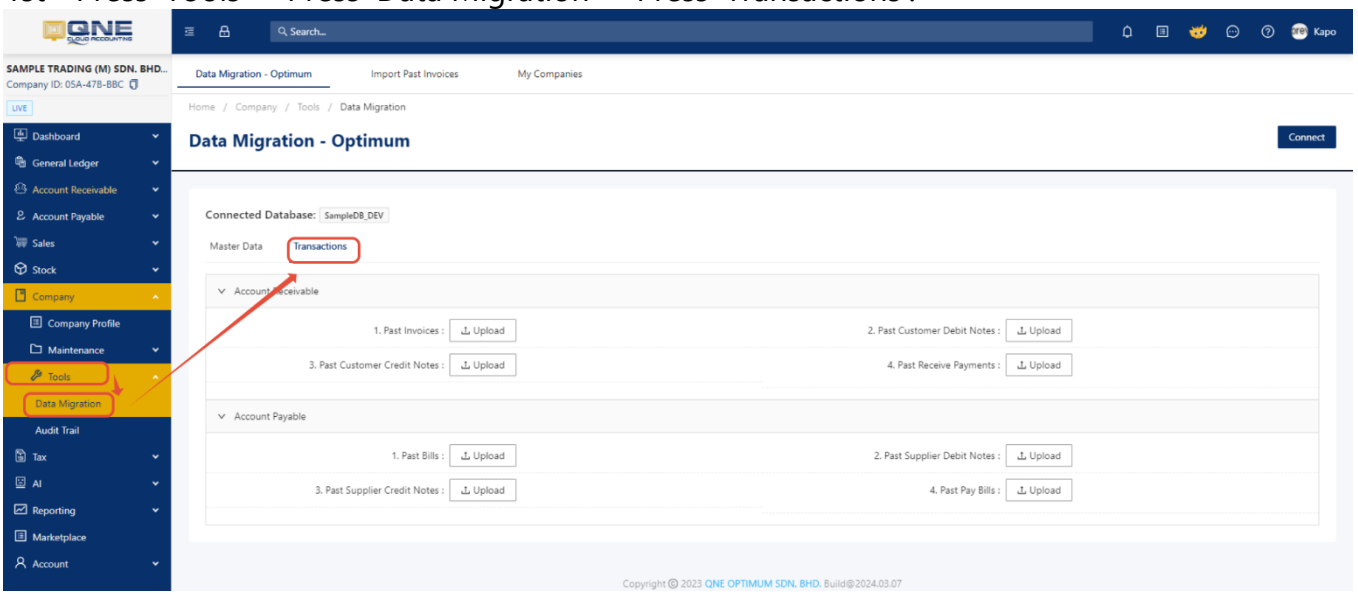
How to migrate Past Transaction from Delphi/Optimum/Others Software to QNE AI Cloud Accounting Software

Effortlessly Importing Past Due Invoices into QNE AI Cloud Accounting's as Opening Balance.

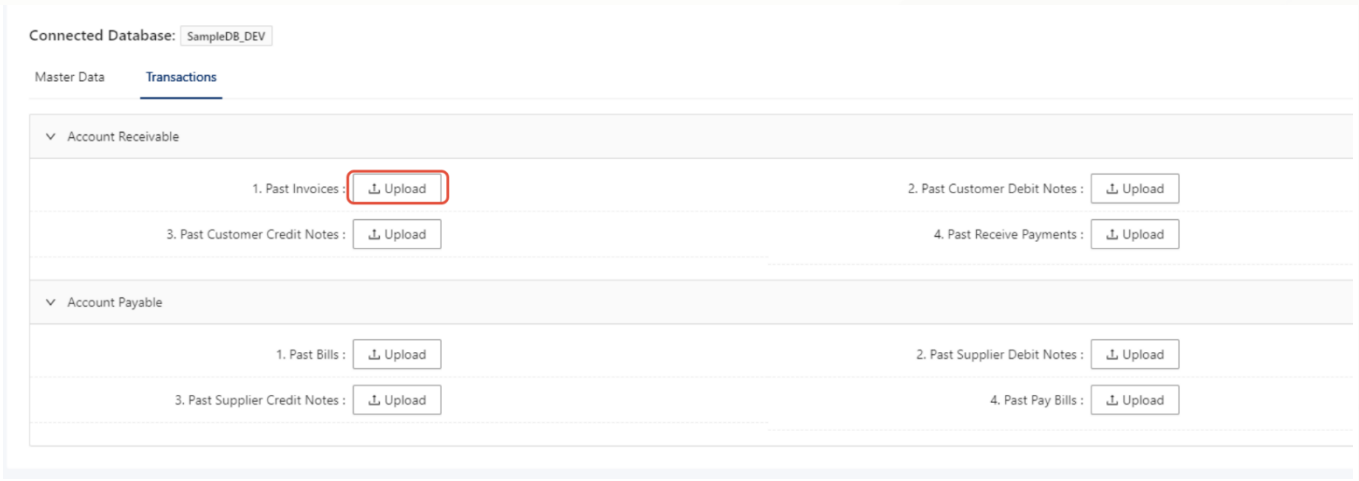


Solution

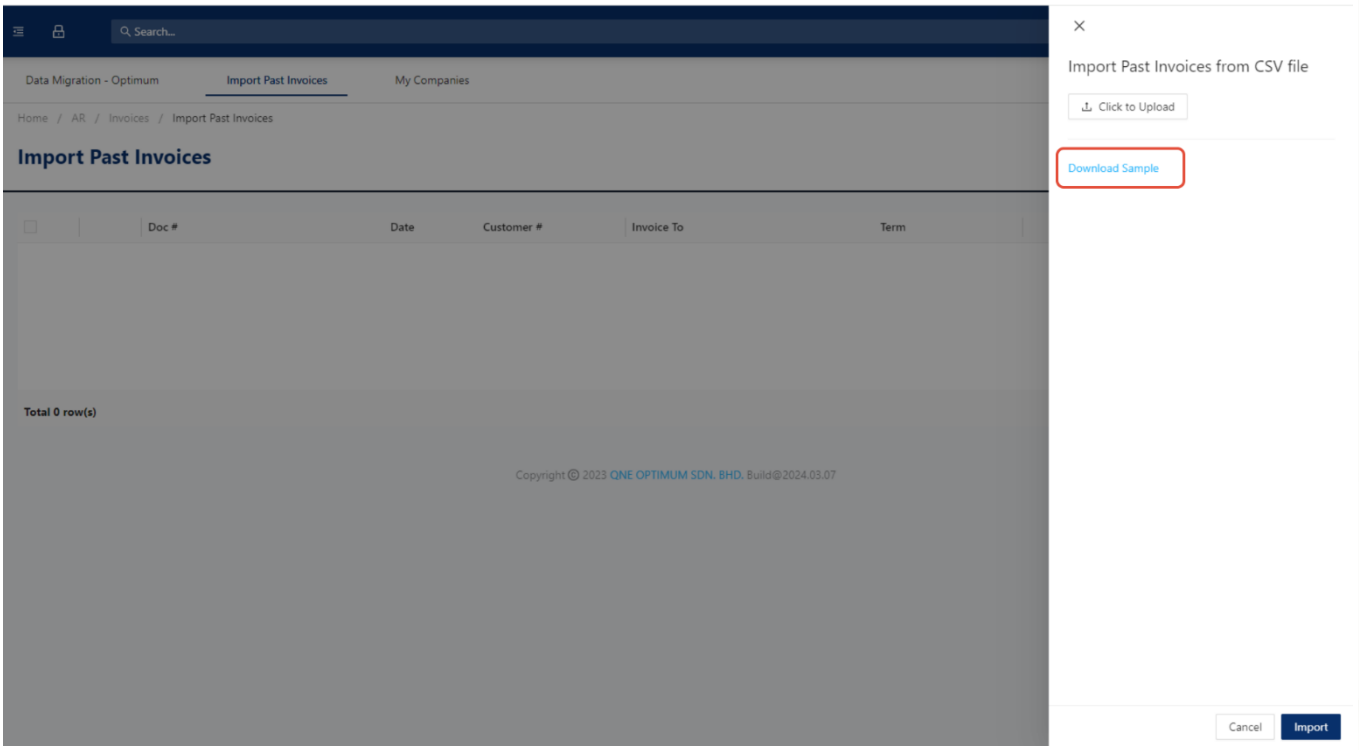
1st - Press 'Tools' > Press 'Data Migration' > Press 'Transactions'.



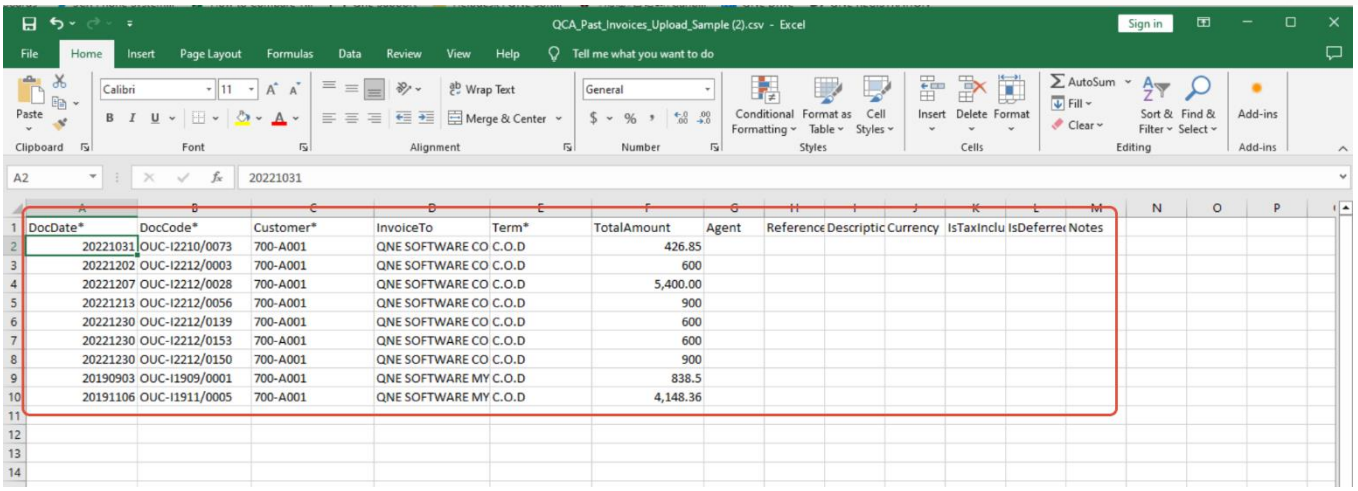
2nd - if i wants to get Past Invoices template, Press 'Upload'



3rd - After Press 'Upload' > below screen will prompt out > Press 'Download Sample'



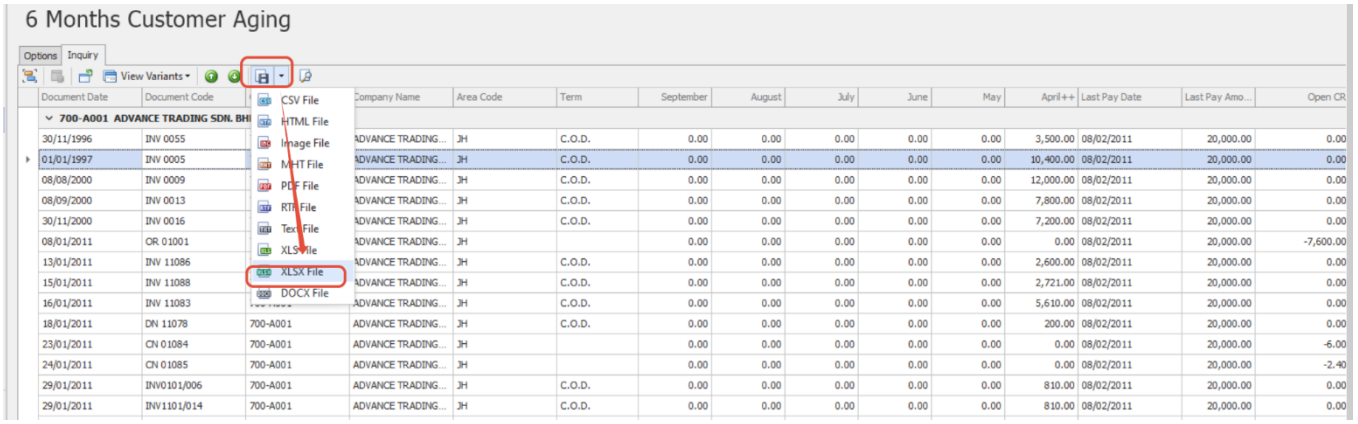
Below is Sample Excel



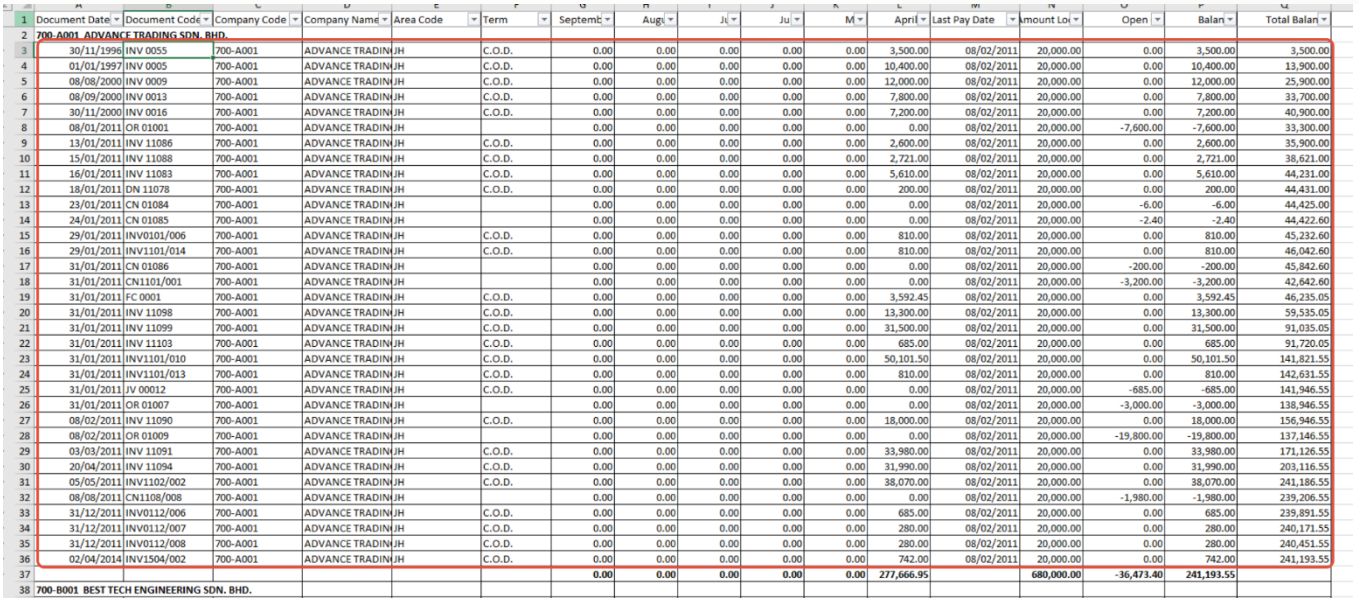
DocDate*	DocCode*	Customer*	InvoiceTo	Term*	TotalAmount	Agent	Reference	Descriptic	Currency	IsTaxInclu	IsDeferre	Notes
20221031	OUC-I2210/0073	700-A001	QNE SOFTWARE CO	C.O.D	426.85							
20221202	OUC-I2212/0003	700-A001	QNE SOFTWARE CO	C.O.D	600							
20221207	OUC-I2212/0028	700-A001	QNE SOFTWARE CO	C.O.D	5,400.00							
20221213	OUC-I2212/0056	700-A001	QNE SOFTWARE CO	C.O.D	900							
20221230	OUC-I2212/0139	700-A001	QNE SOFTWARE CO	C.O.D	600							
20221230	OUC-I2212/0153	700-A001	QNE SOFTWARE CO	C.O.D	600							
20221230	OUC-I2212/0150	700-A001	QNE SOFTWARE CO	C.O.D	900							
20190903	OUC-I1909/0001	700-A001	QNE SOFTWARE MY	C.O.D	838.5							
20191106	OUC-I1911/0005	700-A001	QNE SOFTWARE MY	C.O.D	4,148.36							

Note: if from Others Software, User can follow the Column fill in the requirement.

If User from Delphi/Optimum, can generate Aging report, then export to Excel.



this is Optimum Excel Datasheet



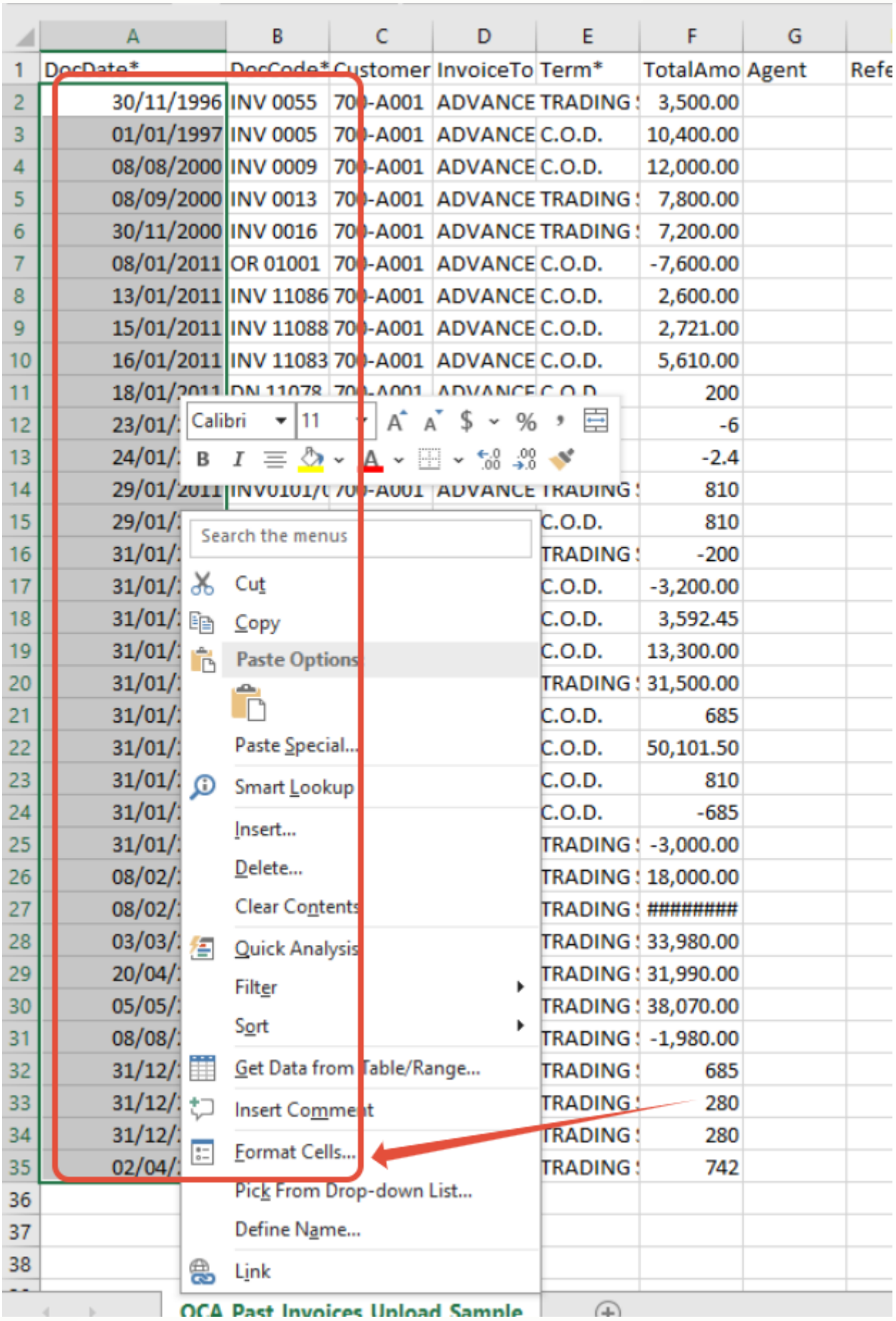
Document Date	Document Code	Company Code	Company Name	Area Code	Term	Septemb	Augu	Ju	Ju	M	April	Last Pay Date	Amount Lo	Open	Balan	Total Balan
700-A001 ADVANCE TRADING SDN. BHD.																
30/11/1996	INV 0055	700-A001	ADVANCE TRADIN	JH	C.O.D.	0.00	0.00	0.00	0.00	0.00	3,500.00	08/02/2011	20,000.00	0.00	3,500.00	3,500.00
01/01/1997	INV 0005	700-A001	ADVANCE TRADIN	JH	C.O.D.	0.00	0.00	0.00	0.00	0.00	10,400.00	08/02/2011	20,000.00	0.00	10,400.00	13,900.00
08/08/2000	INV 0009	700-A001	ADVANCE TRADIN	JH	C.O.D.	0.00	0.00	0.00	0.00	0.00	12,000.00	08/02/2011	20,000.00	0.00	12,000.00	25,900.00
08/09/2000	INV 0013	700-A001	ADVANCE TRADIN	JH	C.O.D.	0.00	0.00	0.00	0.00	0.00	7,800.00	08/02/2011	20,000.00	0.00	7,800.00	33,700.00
30/11/2000	INV 0016	700-A001	ADVANCE TRADIN	JH	C.O.D.	0.00	0.00	0.00	0.00	0.00	7,200.00	08/02/2011	20,000.00	0.00	7,200.00	40,900.00
08/01/2011	OR 01001	700-A001	ADVANCE TRADIN	JH		0.00	0.00	0.00	0.00	0.00	0.00	08/02/2011	20,000.00	-7,600.00	-7,600.00	33,300.00
13/01/2011	INV 11086	700-A001	ADVANCE TRADIN	JH	C.O.D.	0.00	0.00	0.00	0.00	0.00	2,600.00	08/02/2011	20,000.00	0.00	2,600.00	35,900.00
15/01/2011	INV 11088	700-A001	ADVANCE TRADIN	JH	C.O.D.	0.00	0.00	0.00	0.00	0.00	2,721.00	08/02/2011	20,000.00	0.00	2,721.00	38,621.00
16/01/2011	INV 11083	700-A001	ADVANCE TRADIN	JH	C.O.D.	0.00	0.00	0.00	0.00	0.00	5,610.00	08/02/2011	20,000.00	0.00	5,610.00	44,231.00
18/01/2011	DN 11078	700-A001	ADVANCE TRADIN	JH	C.O.D.	0.00	0.00	0.00	0.00	0.00	200.00	08/02/2011	20,000.00	0.00	200.00	44,431.00
23/01/2011	CN 01084	700-A001	ADVANCE TRADIN	JH		0.00	0.00	0.00	0.00	0.00	0.00	08/02/2011	20,000.00	-6.00	-6.00	44,425.00
24/01/2011	CN 01085	700-A001	ADVANCE TRADIN	JH		0.00	0.00	0.00	0.00	0.00	0.00	08/02/2011	20,000.00	-2.40	-2.40	44,422.60
29/01/2011	INV0101/006	700-A001	ADVANCE TRADIN	JH	C.O.D.	0.00	0.00	0.00	0.00	0.00	810.00	08/02/2011	20,000.00	0.00	810.00	45,232.60
29/01/2011	INV1101/014	700-A001	ADVANCE TRADIN	JH	C.O.D.	0.00	0.00	0.00	0.00	0.00	810.00	08/02/2011	20,000.00	0.00	810.00	46,042.60
31/01/2011	CN 01086	700-A001	ADVANCE TRADIN	JH		0.00	0.00	0.00	0.00	0.00	0.00	08/02/2011	20,000.00	-200.00	-200.00	45,842.60
31/01/2011	CN1101/001	700-A001	ADVANCE TRADIN	JH		0.00	0.00	0.00	0.00	0.00	0.00	08/02/2011	20,000.00	-3,200.00	-3,200.00	42,642.60
31/01/2011	FC 0001	700-A001	ADVANCE TRADIN	JH	C.O.D.	0.00	0.00	0.00	0.00	0.00	3,592.45	08/02/2011	20,000.00	0.00	3,592.45	46,235.05
31/01/2011	INV 11098	700-A001	ADVANCE TRADIN	JH	C.O.D.	0.00	0.00	0.00	0.00	0.00	13,300.00	08/02/2011	20,000.00	0.00	13,300.00	59,535.05
31/01/2011	INV 11099	700-A001	ADVANCE TRADIN	JH	C.O.D.	0.00	0.00	0.00	0.00	0.00	31,500.00	08/02/2011	20,000.00	0.00	31,500.00	91,035.05
31/01/2011	INV 11103	700-A001	ADVANCE TRADIN	JH	C.O.D.	0.00	0.00	0.00	0.00	0.00	685.00	08/02/2011	20,000.00	0.00	685.00	91,720.05
31/01/2011	INV1101/010	700-A001	ADVANCE TRADIN	JH	C.O.D.	0.00	0.00	0.00	0.00	0.00	50,101.50	08/02/2011	20,000.00	0.00	50,101.50	141,821.55
31/01/2011	INV1101/013	700-A001	ADVANCE TRADIN	JH	C.O.D.	0.00	0.00	0.00	0.00	0.00	810.00	08/02/2011	20,000.00	0.00	810.00	142,631.55
31/01/2011	JV 00012	700-A001	ADVANCE TRADIN	JH	C.O.D.	0.00	0.00	0.00	0.00	0.00	0.00	08/02/2011	20,000.00	-685.00	-685.00	141,946.55
31/01/2011	OR 01007	700-A001	ADVANCE TRADIN	JH		0.00	0.00	0.00	0.00	0.00	0.00	08/02/2011	20,000.00	-3,000.00	-3,000.00	138,946.55
08/02/2011	INV 11090	700-A001	ADVANCE TRADIN	JH	C.O.D.	0.00	0.00	0.00	0.00	0.00	18,000.00	08/02/2011	20,000.00	0.00	18,000.00	156,946.55
08/02/2011	OR 01009	700-A001	ADVANCE TRADIN	JH		0.00	0.00	0.00	0.00	0.00	0.00	08/02/2011	20,000.00	-19,800.00	-19,800.00	137,146.55
03/03/2011	INV 11091	700-A001	ADVANCE TRADIN	JH	C.O.D.	0.00	0.00	0.00	0.00	0.00	33,980.00	08/02/2011	20,000.00	0.00	33,980.00	171,126.55
20/04/2011	INV 11094	700-A001	ADVANCE TRADIN	JH	C.O.D.	0.00	0.00	0.00	0.00	0.00	31,990.00	08/02/2011	20,000.00	0.00	31,990.00	203,116.55
05/05/2011	INV1102/002	700-A001	ADVANCE TRADIN	JH	C.O.D.	0.00	0.00	0.00	0.00	0.00	38,070.00	08/02/2011	20,000.00	0.00	38,070.00	241,186.55
08/08/2011	CN1108/008	700-A001	ADVANCE TRADIN	JH		0.00	0.00	0.00	0.00	0.00	0.00	08/02/2011	20,000.00	-1,980.00	-1,980.00	239,206.55
31/12/2011	INV0112/006	700-A001	ADVANCE TRADIN	JH	C.O.D.	0.00	0.00	0.00	0.00	0.00	685.00	08/02/2011	20,000.00	0.00	685.00	239,891.55
31/12/2011	INV0112/007	700-A001	ADVANCE TRADIN	JH	C.O.D.	0.00	0.00	0.00	0.00	0.00	280.00	08/02/2011	20,000.00	0.00	280.00	240,171.55
31/12/2011	INV0112/008	700-A001	ADVANCE TRADIN	JH	C.O.D.	0.00	0.00	0.00	0.00	0.00	280.00	08/02/2011	20,000.00	0.00	280.00	240,451.55
02/04/2014	INV1504/002	700-A001	ADVANCE TRADIN	JH	C.O.D.	0.00	0.00	0.00	0.00	0.00	742.00	08/02/2011	20,000.00	0.00	742.00	241,193.55
						0.00	0.00	0.00	0.00	0.00	277,666.95		680,000.00	-36,473.40	241,193.55	
700-B001 BEST TECH ENGINEERING SDN. BHD.																

Copy all require data to QCA template

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	DocDate*	DocCode*	Customer	InvoiceTo	Term*	TotalAmo	Agent	Reference	Descriptic	Currency	IsTaxInclu	IsDeferre	Notes
2	30/11/1996	INV 0055	700-A001	ADVANCE	TRADING	3,500.00							
3	01/01/1997	INV 0005	700-A001	ADVANCE	C.O.D.	10,400.00							
4	08/08/2000	INV 0009	700-A001	ADVANCE	C.O.D.	12,000.00							
5	08/09/2000	INV 0013	700-A001	ADVANCE	TRADING	7,800.00							
6	30/11/2000	INV 0016	700-A001	ADVANCE	TRADING	7,200.00							
7	08/01/2011	OR 01001	700-A001	ADVANCE	C.O.D.	-7,600.00							
8	13/01/2011	INV 11086	700-A001	ADVANCE	C.O.D.	2,600.00							
9	15/01/2011	INV 11088	700-A001	ADVANCE	C.O.D.	2,721.00							
10	16/01/2011	INV 11083	700-A001	ADVANCE	C.O.D.	5,610.00							
11	18/01/2011	DN 11078	700-A001	ADVANCE	C.O.D.	200							
12	23/01/2011	CN 01084	700-A001	ADVANCE	C.O.D.	-6							
13	24/01/2011	CN 01085	700-A001	ADVANCE	C.O.D.	-2.4							
14	29/01/2011	INV0101/(	700-A001	ADVANCE	TRADING	810							
15	29/01/2011	INV1101/(	700-A001	ADVANCE	C.O.D.	810							
16	31/01/2011	CN 01086	700-A001	ADVANCE	TRADING	-200							
17	31/01/2011	CN1101/0(	700-A001	ADVANCE	C.O.D.	-3,200.00							
18	31/01/2011	FC 0001	700-A001	ADVANCE	C.O.D.	3,592.45							
19	31/01/2011	INV 11098	700-A001	ADVANCE	C.O.D.	13,300.00							
20	31/01/2011	INV 11099	700-A001	ADVANCE	TRADING	31,500.00							
21	31/01/2011	INV 11103	700-A001	ADVANCE	C.O.D.	685							
22	31/01/2011	INV1101/(	700-A001	ADVANCE	C.O.D.	50,101.50							
23	31/01/2011	INV1101/(	700-A001	ADVANCE	C.O.D.	810							
24	31/01/2011	JV 00012	700-A001	ADVANCE	C.O.D.	-685							
25	31/01/2011	OR 01007	700-A001	ADVANCE	TRADING	-3,000.00							
26	08/02/2011	INV 11090	700-A001	ADVANCE	TRADING	18,000.00							
27	08/02/2011	OR 01009	700-A001	ADVANCE	TRADING	########							
28	03/03/2011	INV 11091	700-A001	ADVANCE	TRADING	33,980.00							
29	20/04/2011	INV 11094	700-A001	ADVANCE	TRADING	31,990.00							
30	05/05/2011	INV1102/(	700-A001	ADVANCE	TRADING	38,070.00							
31	08/08/2011	CN1108/0(	700-A001	ADVANCE	TRADING	-1,980.00							
32	31/12/2011	INV0112/(	700-A001	ADVANCE	TRADING	685							
33	31/12/2011	INV0112/(	700-A001	ADVANCE	TRADING	280							
34	31/12/2011	INV0112/(	700-A001	ADVANCE	TRADING	280							
35	02/04/2014	INV1504/(	700-A001	ADVANCE	TRADING	742							
36													

the only thing require to adjust which is Document Date only

4th - highlight whole DocDate Column Value > then Press 'Format Cell'


A
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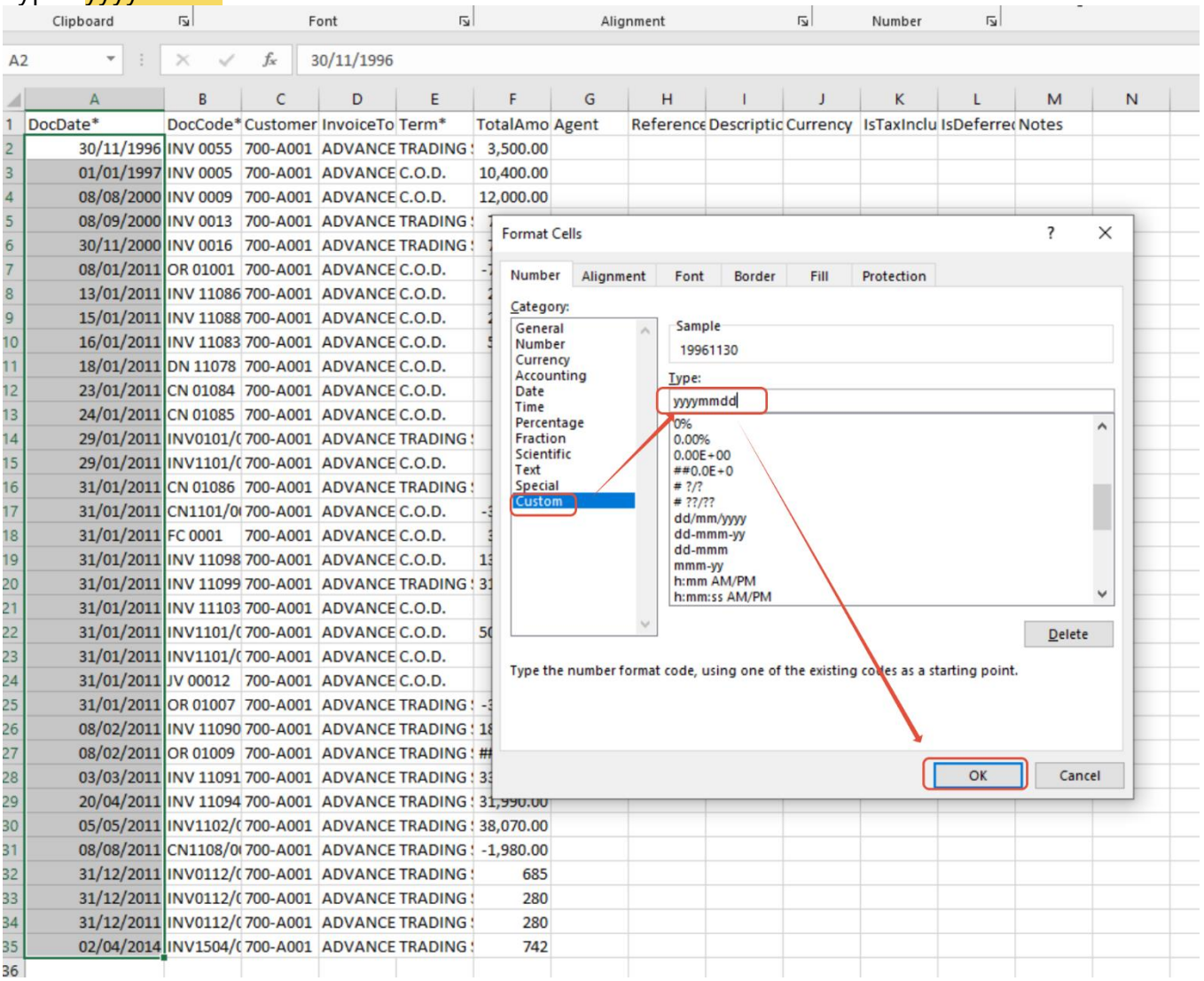
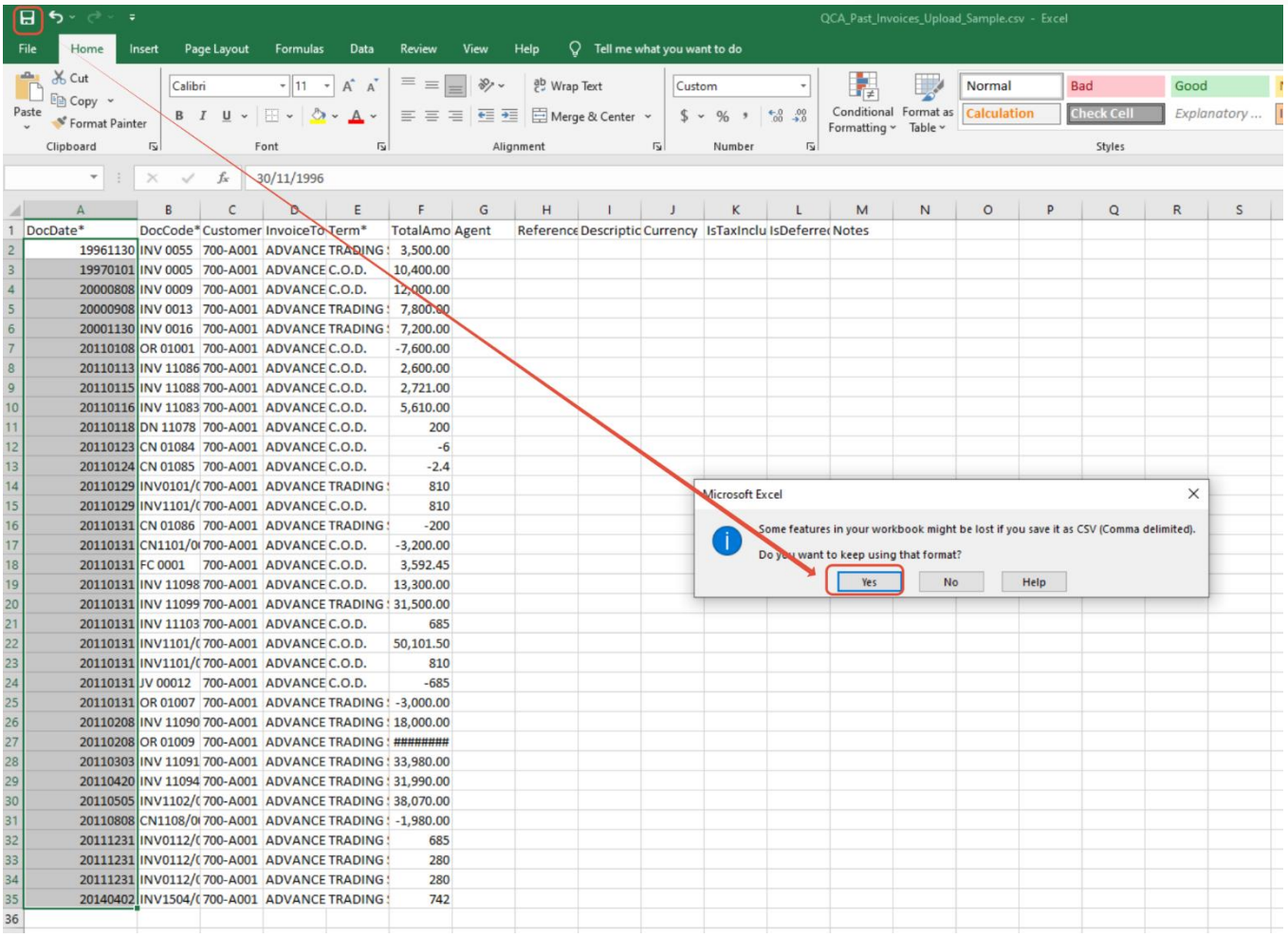
30/11/1996 INV 0055 700-A001 ADVANCE TRADING 3,500.00
01/01/1997 INV 0005 700-A001 ADVANCE C.O.D. 10,400.00
08/08/2000 INV 0009 700-A001 ADVANCE C.O.D. 12,000.00
08/09/2000 INV 0013 700-A001 ADVANCE TRADING 7,800.00
30/11/2000 INV 0016 700-A001 ADVANCE TRADING 7,200.00
08/01/2011 OR 01001 700-A001 ADVANCE C.O.D. -7,600.00
13/01/2011 INV 11086 700-A001 ADVANCE C.O.D. 2,600.00
15/01/2011 INV 11088 700-A001 ADVANCE C.O.D. 2,721.00
16/01/2011 INV 11083 700-A001 ADVANCE C.O.D. 5,610.00
18/01/2011 DN 11078 700-A001 ADVANCE C.O.D. 200
23/01/ -6
24/01/ -2.4
29/01/2011 INV0101/0 700-A001 ADVANCE TRADING 810
29/01/ C.O.D. 810
31/01/ TRADING -200
31/01/ C.O.D. -3,200.00
31/01/ C.O.D. 3,592.45
31/01/ C.O.D. 13,300.00
31/01/ TRADING 31,500.00
31/01/ C.O.D. 685
31/01/ C.O.D. 50,101.50
31/01/ C.O.D. 810
31/01/ C.O.D. -685
31/01/ TRADING -3,000.00
08/02/ TRADING 18,000.00
08/02/ TRADING ########
03/03/ TRADING 33,980.00
20/04/ TRADING 31,990.00
05/05/ TRADING 38,070.00
08/08/ TRADING -1,980.00
31/12/ TRADING 685
31/12/ TRADING 280
31/12/ TRADING 280
02/04/ TRADING 742
Calibri
11
Search the menus
Cut
Copy
Paste Options:
Paste Special...
Smart Lookup
Insert...
Delete...
Clear Contents
Quick Analysis
Filter
Sort
Get Data from Table/Range...
Insert Comment
Format Cells...
Pick From Drop-down List...
Define Name...
Link
QCA Past Invoices Upload Sample

5th - after Press 'Format Cells' > below screen will prompt out > Choose Custom > insert Type : yyyymmdd > then Press 'OK'



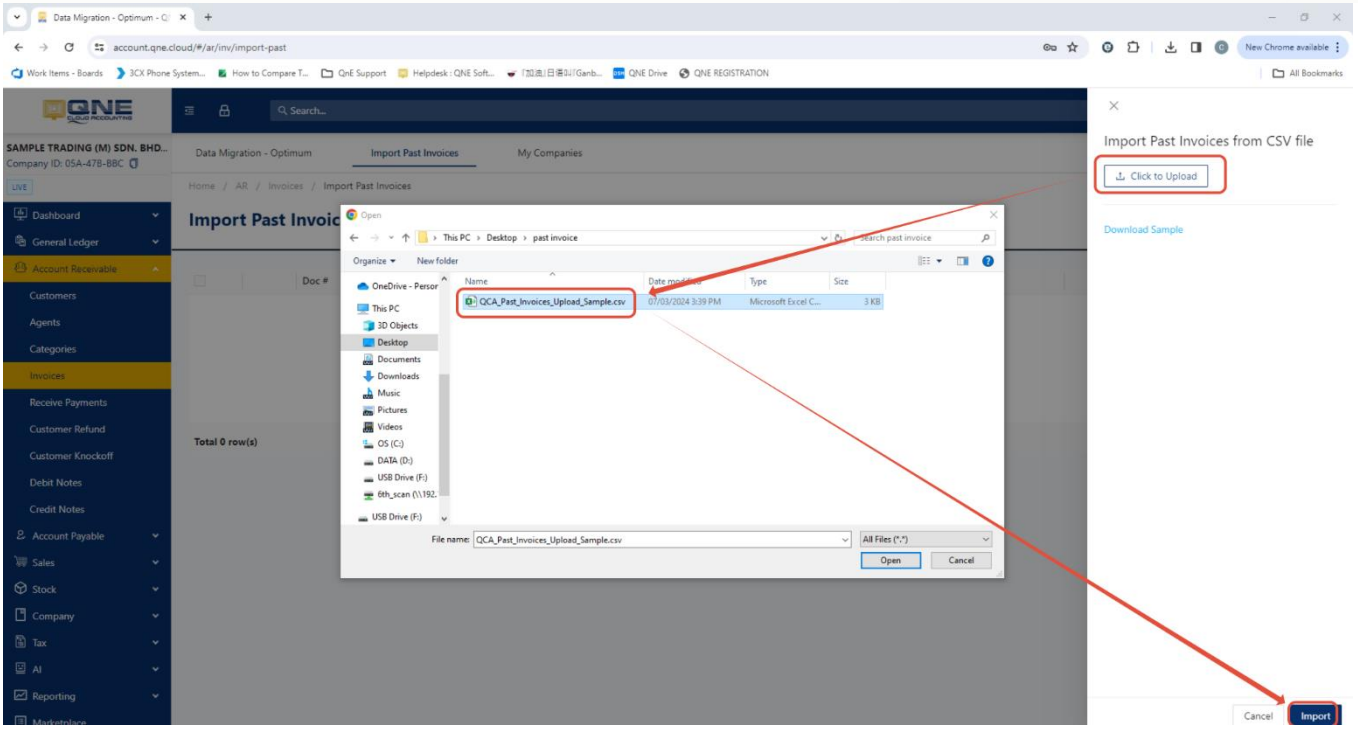
	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	DocDate*	DocCode*	Customer	InvoiceTo	Term*	TotalAmo	Agent	Reference	Descriptic	Currency	IsTaxInclu	IsDeferre	Notes	
2	30/11/1996	INV 0055	700-A001	ADVANCE	TRADING	3,500.00								
3	01/01/1997	INV 0005	700-A001	ADVANCE	C.O.D.	10,400.00								
4	08/08/2000	INV 0009	700-A001	ADVANCE	C.O.D.	12,000.00								
5	08/09/2000	INV 0013	700-A001	ADVANCE	TRADING									
6	30/11/2000	INV 0016	700-A001	ADVANCE	TRADING									
7	08/01/2011	OR 01001	700-A001	ADVANCE	C.O.D.									
8	13/01/2011	INV 11086	700-A001	ADVANCE	C.O.D.									
9	15/01/2011	INV 11088	700-A001	ADVANCE	C.O.D.									
10	16/01/2011	INV 11083	700-A001	ADVANCE	C.O.D.									
11	18/01/2011	DN 11078	700-A001	ADVANCE	C.O.D.									
12	23/01/2011	CN 01084	700-A001	ADVANCE	C.O.D.									
13	24/01/2011	CN 01085	700-A001	ADVANCE	C.O.D.									
14	29/01/2011	INV0101/(	700-A001	ADVANCE	TRADING									
15	29/01/2011	INV1101/(	700-A001	ADVANCE	C.O.D.									
16	31/01/2011	CN 01086	700-A001	ADVANCE	TRADING									
17	31/01/2011	CN1101/0(	700-A001	ADVANCE	C.O.D.									
18	31/01/2011	FC 0001	700-A001	ADVANCE	C.O.D.									
19	31/01/2011	INV 11098	700-A001	ADVANCE	C.O.D.									
20	31/01/2011	INV 11099	700-A001	ADVANCE	TRADING									
21	31/01/2011	INV 11103	700-A001	ADVANCE	C.O.D.									
22	31/01/2011	INV1101/(	700-A001	ADVANCE	C.O.D.									
23	31/01/2011	INV1101/(	700-A001	ADVANCE	C.O.D.									
24	31/01/2011	JV 00012	700-A001	ADVANCE	C.O.D.									
25	31/01/2011	OR 01007	700-A001	ADVANCE	TRADING									
26	08/02/2011	INV 11090	700-A001	ADVANCE	TRADING									
27	08/02/2011	OR 01009	700-A001	ADVANCE	TRADING									
28	03/03/2011	INV 11091	700-A001	ADVANCE	TRADING									
29	20/04/2011	INV 11094	700-A001	ADVANCE	TRADING	31,990.00								
30	05/05/2011	INV1102/(	700-A001	ADVANCE	TRADING	38,070.00								
31	08/08/2011	CN1108/0(	700-A001	ADVANCE	TRADING	-1,980.00								
32	31/12/2011	INV0112/(	700-A001	ADVANCE	TRADING	685								
33	31/12/2011	INV0112/(	700-A001	ADVANCE	TRADING	280								
34	31/12/2011	INV0112/(	700-A001	ADVANCE	TRADING	280								
35	02/04/2014	INV1504/(	700-A001	ADVANCE	TRADING	742								
36														

6th - below result date have change to QCA require format, then Press 'Save', Press 'Yes'

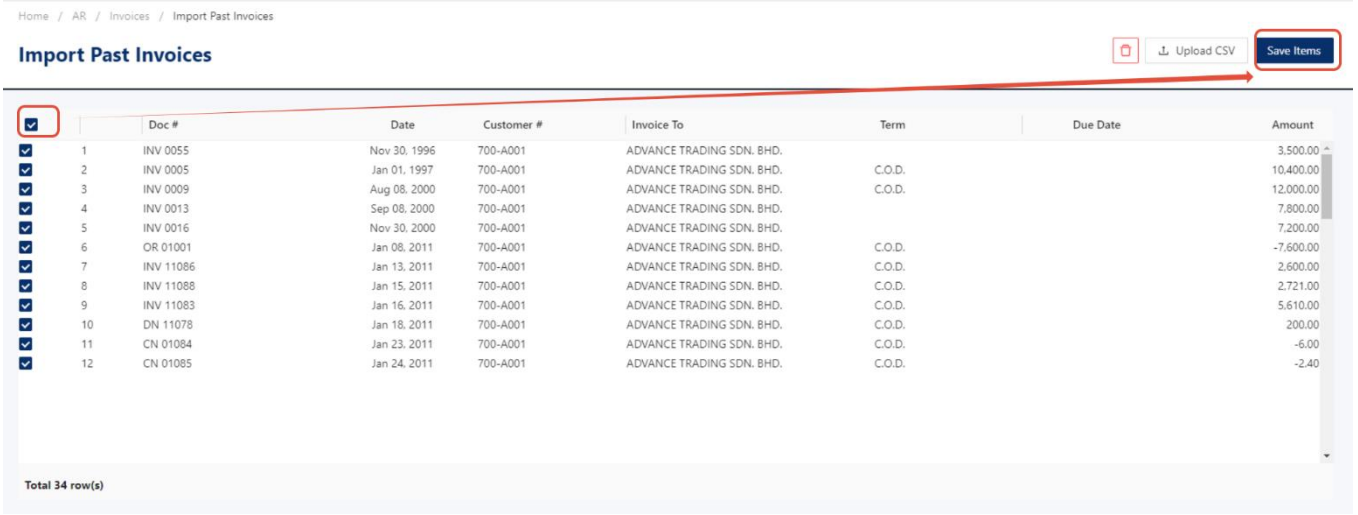


Now we try import

Comeback to import Screen > Press 'Click to Upload' > then Select your excel template >Press 'Open' > Then Press 'Import'



Then System will list out all the info from Excel template, User can tick all, then Press Save Item.



	Doc #	Date	Customer #	Invoice To	Term	Due Date	Amount
1	INV 0055	Nov 30, 1996	700-A001	ADVANCE TRADING SDN. BHD.			3,500.00
2	INV 0005	Jan 01, 1997	700-A001	ADVANCE TRADING SDN. BHD.	C.O.D.		10,400.00
3	INV 0009	Aug 08, 2000	700-A001	ADVANCE TRADING SDN. BHD.	C.O.D.		12,000.00
4	INV 0013	Sep 08, 2000	700-A001	ADVANCE TRADING SDN. BHD.			7,800.00
5	INV 0016	Nov 30, 2000	700-A001	ADVANCE TRADING SDN. BHD.			7,200.00
6	OR 01001	Jan 08, 2011	700-A001	ADVANCE TRADING SDN. BHD.	C.O.D.		-7,600.00
7	INV 11086	Jan 13, 2011	700-A001	ADVANCE TRADING SDN. BHD.	C.O.D.		2,600.00
8	INV 11088	Jan 15, 2011	700-A001	ADVANCE TRADING SDN. BHD.	C.O.D.		2,721.00
9	INV 11083	Jan 16, 2011	700-A001	ADVANCE TRADING SDN. BHD.	C.O.D.		5,610.00
10	DN 11078	Jan 18, 2011	700-A001	ADVANCE TRADING SDN. BHD.	C.O.D.		200.00
11	CN 01084	Jan 23, 2011	700-A001	ADVANCE TRADING SDN. BHD.	C.O.D.		-6.00
12	CN 01085	Jan 24, 2011	700-A001	ADVANCE TRADING SDN. BHD.	C.O.D.		-2.40

Import Done!

Import Past Invoices

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	Doc #	Date	Customer #	Invoice To	Term	Due Date	Amount
1	INV 0055	Nov 30, 1996	700-A001	ADVANCE TRADING SDN. BHD.			3,500.00
2	INV 0005	Jan 01, 1997	700-A001	ADVANCE TRADING SDN. BHD.	C.O.D.		10,400.00
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12	CN 01085	Jan 24, 2011	700-A001	ADVANCE TRADING SDN. BHD.	C.O.D.		-2.40
13	INV0101/006	Jan 29, 2011	700-A001	ADVANCE TRADING SDN. BHD.			810.00
14	INV1101/014	Jan 29, 2011	700-A001	ADVANCE TRADING SDN. BHD.	C.O.D.		810.00

Total 34 row(s)