

## **Entering Opening Balances**

These instructions apply to entering Customer opening balances. For Supplier opening balances, the procedure is nearly identical but see the note below.

- Click Setup/Balances/Customer Balances at the top of the screen.
- Click Add Sale. Click OK to the warning that pops up.
- Enter in the details of the customer's opening balance, either as a lump sum as at 31/3/09, or individual invoices. (or as at the opening date of your system)
- Record the entry, then click Add Sale again to add another opening balance.
  
- Once all opening balances have been correctly entered, there will be an 'Out of Balance' amount at the bottom right of the window. Make a note of this number, as it needs to be entered in as the Account opening balance for Trade Debtors (Accounts Receivable), as follows:
- Click Setup/Balance/Account Balances at the top of the screen.
- Next to Trade Debtors NZD, enter the number noted above.
- Click OK. If you now check Setup/Balances/Customer Balances, the Out of Balance amount should be \$0.00 again.

**NOTE:** for entering Supplier opening balances, use the same method as above, but go to Setup/Balances/Supplier Balances. The resulting Out of Balance amount is to be entered as the opening balance for the Trade Creditors account.