Red Cherries Accounting (Open Source)

Accounts Manager

Bookkeeping User Guide

Version 1.1

Table of Contents

Introduction

This user guide aims at giving you the information required to work with "Bookkeeping Section" of "Accounts Manager". This user guide can be downloaded from "Bookkeeping Help" screen shown in **Figure 2** which is accessible from "Bookkeeping → Help" menu as shown in **Figure 1**.
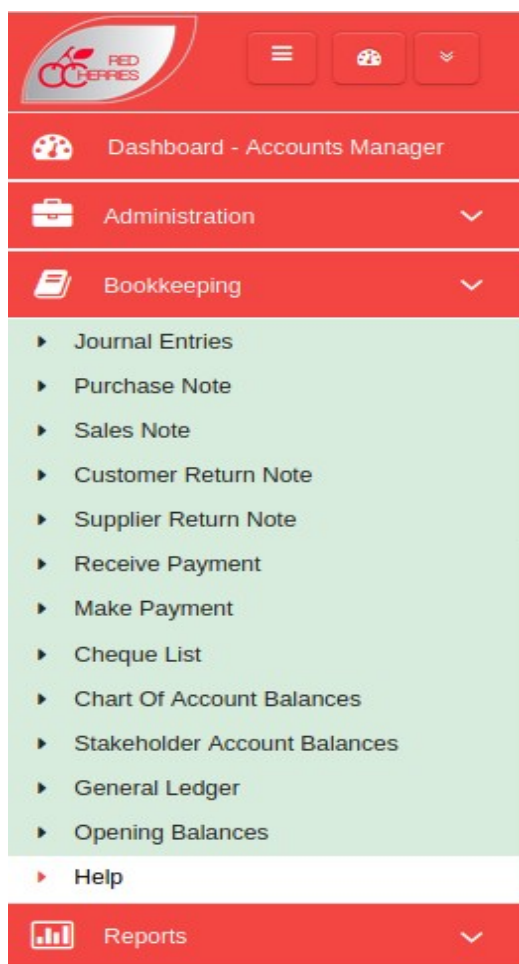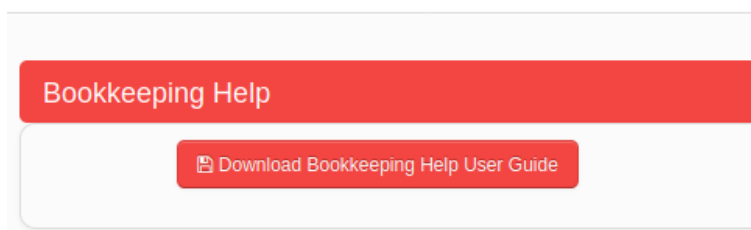

Figure 1

Figure 2

Top Navigation Bar

Toggle Left Menu

Open/Retract System Modules

System Dashboard

Default Module

Current Module

Change Password
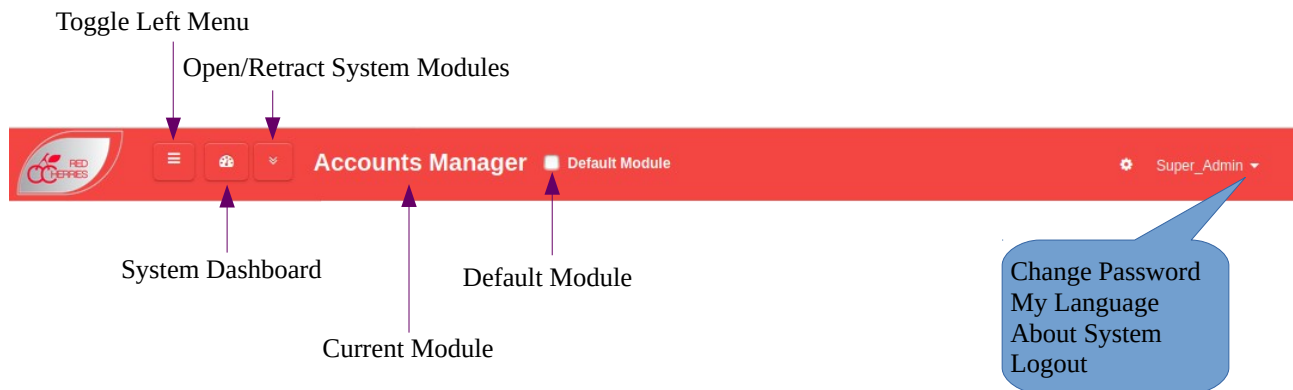My Language
About System
Logout

Figure 3

- **Toggle Left Menu** : Show/hide left menu

- **Open/Retract System Modules** : Open/retract system module dashboard. Previous screen preserves if user does not select any module.

- **System Dashboard** : Opens the system modules dashboard. Previous screen does not preserved.

- **Current Module** : Shows the current module that user has selected.

- **Default Module :** Selecting current module as default module will allow to go directly to that module on login to the system.

Journal Entries

Journal entries list can be accessed from "Bookkeeping → Journal Entries" menu and the journal entries list can be seen as shown in **Figure 4**.

- Journal entry list shows the journal entries added manually and also the journal entries posted from the other modules of Red Cherries Accounting.

- A new journal entry can be added by clicking on "Add New Journal Entry" button shown in **Figure 4**.

- Users can add a journal entry with or without specifying a prime entry book. That means, if there is no prime entry book created for the journal entry which user is going to post, the user can add the journal entry without a prime entry book.

  Note : Normal users cannot post a journal entry without a prime entry book if they don't have permissions to do so. Please refer "User Roles Help User Guide" for more information.

Figure 4

Add a Journal Entry Without Specifying a Prime Entry Book

Users can select the Date, Payee/Payer Type, Payee/Payer Name, Reference No, Location and a Description and save the journal entry. After saving the journal entry users can see the screen as shown in **Figure 5**.

- Date field is a mandatory field.

- Payee/Payer Name field will be shown only if the user has selected the Payee/Payer Type field value. If selected Payee/Payer Name is a mandatory field.

- Payee/Payer Type has the following options.

  - Supplier

  - Agent

  - Customer

  - Sales Rep

  - Driver

  - Employee

- Location field is shown and is a mandatory field since accounts management for locations is enabled under system configurations.

- "Add as a Prime Entry Book" check box is shown since the user has not selected a prime entry book.

- If user check the "Add as a Prime Entry Book" check box, system will show a field to enter the prime entry book name.

- Users can selects the debit and credit chart of accounts and the journal entry value.

- Also users can select additional debit or credit chart of accounts by clicking on "Add Another Debit Ledger Account" or "Add Another Credit Ledger Account".

- If the debit and credit values are equal, users can save the journal entry. Otherwise, the system will wait until the user makes the corrections.

Journal Entries

Prime Entry Book	-- Select --
Date *	2020-07-01
Payee/Payer Type	Supplier
Supplier *	SUP-4 - Adam
Reference No	Reference No
Location *	Roxboro
Due Date	Due Date
Description	Description

☐ Add as a Prime Entry Book

Journal Entry Values

Debit Chart of Account	Value	Delete	Credit Chart of Account	Value	Delete
-- Select --	Debit Amount	Delete	-- Select --	Credit Amount	Delete

Debit Total	Debit Amount Total		Credit Total	Credit Amount Total

Add Another Debit Ledger Account

Add Another Credit Ledger Account

Save   Close

Figure 5

Add a Journal Entry by Specifying a Prime Entry Book Which has no Reference Journal Entry

Users can select the Prime Entry Book, Date, Payee/Payer Type, Payee/Payer Name, Reference No, Location and a Description. Users can see the screen as shown in **Figure 6**.

- Date field is a mandatory field.

- Payee/Payer Name field will be shown only if the user has selected the Payee/Payer Type field value. If selected Payee/Payer Name is a mandatory field.

- Payee/Payer Type has the following options.

    ○ Supplier

    ○ Agent

    ○ Customer

    ○ Sales Rep

    ○ Driver

    ○ Employee

- The prime entry book that user has selected is not asking for a reference journal entry for the transaction. Therefore, the "Reference Transaction Type" field is not shown.

- Location field is shown and is a mandatory field since accounts management for locations is enabled under system configurations.

- If the debit and credit values are equal, users can save the journal entry. Otherwise, the system will wait until the user makes the corrections.

Journal Entries

Prime Entry Book	Receive Electricity Bill
Date *	Date
Payee/Payer Type	-- Select --
Reference No	Reference No
Location *	-- Select --
Due Date	Due Date
Description	Description

Journal Entry Values

Account Code	Debit Chart of Account	Value	Account Code	Credit Chart of Account	Value
	Office Expenses	0.00		Trade Creditors	0.00
	Debit Total	Debit Amount Total		Credit Total	Credit Amount Total

🖺 Save   ⊘ Close

Figure 6

Add a Journal Entry by Specifying a Prime Entry Book Which has a Reference Journal Entry

Users can select the Prime Entry Book, Date, Payee/Payer Type, Payee/Payer Name, Reference No, Reference Transaction Type, Reference Transaction, Reference Journal Entry, Location and a Description. Users can see the screen as shown in **Figure 7**.

- Date field is a mandatory field.

- Payee/Payer Name field will be shown only if the user has selected the Payee/Payer Type field value. If selected Payee/Payer Name is a mandatory field.

- Payee/Payer Type has the following options.

  ○ Supplier

  ○ Agent

  ○ Customer

  ○ Sales Rep

  ○ Driver

  ○ Employee

- The prime entry book that user has selected is asking for a reference journal entry for the transaction. Therefore, the "Reference Transaction Type" field is shown.

- Reference Transaction Type has the following options.

  ○ Finish Good Good Receive Note

  ○ Finish Good Supplier Return

  ○ Raw Material Good Receive Note

  ○ Raw Material Supplier Return

  ○ Sales Invoice

  ○ Sales Return

  ○ Other

- If user selects an option from Reference Transaction Type other than the option "Other", the system will ask for the "Reference Transaction". If user selects "Other" option from Reference Transaction Type, the system will ask for only the "Reference Journal Entry".

- If the Reference Transaction field is shown and user selects a transaction, the system will show the relevant journal entries of selected transaction.

- Location field is shown and is a mandatory field since accounts management for locations is enabled

under system configurations.

- If the debit and credit values are equal, users can save the journal entry. Otherwise, the system will wait until the user makes the corrections.

Figure 7

Purchase Note

Purchase Notes can be added in "Red Cherries Accounting" from "Bookkeeping → Purchase Note" menu.

Note : Users will see this screen only if the screen is enabled in configurations.

- Purchase Note list is displayed in the system as shown in **Figure 8**.

- A new Purchase Note can be added by clicking on "Add New Purchase Note" button as shown in **Figure 8**.

- Add Purchase Note screen is as shown **Figure 9**.

- User can select "Purchase Products" check box if needs to add saleable products received from a supplier. For a "Purchase Products" Purchase Note, supplier will be credited for payments.

- User can select "Receive Free Issue Products" check box if needs to add free issue products received from a supplier. For a "Receive Free Issue Products" Purchase Note, supplier will not be credited for payments.

- When payments are done for purchase notes from "Make Payment" screen, such purchase notes will be highlighted in green and status will mark as "Paid".

Figure 8

Add Purchase Note

Reference No *	PN-12
Date *	2020-07-08
Supplier *	-- Select --
Location *	-- Select --
	☑ Purchase Products
	☐ Receive Free Issue Products
Amount *	Amount
Remark	Remark

🖫 Save   ↺ Refresh   ⊘ Close

Figure 9

Sales Note

Sales Notes can be added in "Red Cherries Accounting" from "Bookkeeping → Sales Note" menu.

Note : Users will see this screen only if the screen is enabled in configurations.

- Sales Note list is displayed in the system as shown in **Figure 10**.

- A new Sales Note can be added by clicking on "Add New Sales Note" button as shown in **Figure 10**.

- Add Sales Note screen is as shown **Figure 11**. The "Sales Note Details" tab allows users to add basic Sales Note information. The "Customer Returns and Payment Details" tab allows the users to enter Sales Note payment details.

- Users can see the "Customer Returns and Payment Details" tab in Sales Note as shown in **Figure 12**. The screen allows to add Customer Saleable Return amount and Customer Market Return amount. Further, users can add multiple cash, cheque and credit card payment transactions for a Sales Note.

  Note : If you collect a payment for a sales note from "Receive Payment" screen, those payments will be shown in each payment transaction list in sales note. However, system will not allow you to edit or delete such payment transactions from sales note.

- Users can cancel a Sales Note by clicking on "Cancel Sales Note" button shown in **Figure 11** and **Figure 12**.

- A cancelled Sales Note can be activated again by clicking on "Activate Sales Note" button shown in **Figure 13**.

- When payments are received for sales notes from "Receive Payment" screen, such sales notes will be highlighted in green and status will mark as "Payment Received".

⊞ Sales Note

Search Sales Notes

Customer	Territory	
-- Select --	-- Select --	🖺 Search

Add New Sales Note

◀◀ July 2020 ▶▶

25 ▾ records per page									Search:
Reference No ⇕	**Date** ⇕	**Customer** ⇕	**Territory** ⇕	**Location** ⇕	**Sales Amount** ⇕	**Discount** ⇕	**Free Issue Amount** ⇕	**Balance Amount** ⇕	**Status** ⇕	**Actions** ⇕
SN-1	2020-07-05	David	Hurdle Mills	Roxboro	4,620.35	235.00	125.00	0.00	Payment Received	🔧
SN-2	2020-07-05	David	Hurdle Mills	Roxboro	10,468.59	576.45	320.00	0.00	Payment Received	🔧
SN-3	2020-07-05	David	Leasburg	Mitchel	3,420.00	0.00	210.00	3,420.00	Cancelled	🔧 ✖
SN-4	2020-07-05	David	Hurdle Mills	Roxboro	7,432.68	354.15	300.00	0.00	Payment Received	🔧
SN-5	2020-07-05	David	Hurdle Mills	Roxboro	15,347.90	825.00	450.00	0.00	Payment Received	🔧
SN-6	2020-07-05	David	Leasburg	Mitchel	8,345.00	410.00	200.00	7,935.00	Open	🔧 ✖
SN-7	2020-07-05	David	Hurdle Mills	Roxboro	4,638.80	135.00	0.00	0.00	Payment Received	🔧
SN-8	2020-07-05	David	Hurdle Mills	Roxboro	9,500.00	0.00	654.00	0.00	Payment Received	🔧
SN-9	2020-07-05	David	Hurdle Mills	Roxboro	6,254.00	389.45	0.00	0.00	Payment Received	🔧

Showing 1 to 9 of 9 entries ← Previous 1 Next →

Figure 10

Add Sales Note

| Sales Note Details | Customer Returns and Payment Details |

Reference No * SN-10

Date * 2020-07-08

Customer -- Select --

Territory -- Select --

Location * -- Select --

Sales Amount * Sales Amount

Discount Discount

Free Issue Amount Free Issue Amount

Amount Payable Amount Payable

Balance Amount Balance Amount

Remark Remark

[Save] [Refresh] [Cancel Sales Note] [Close]

Figure 11

Figure 12

Edit Sales Note

Sales Note Details   Customer Returns and Payment Details

Reference No *	SN-3
Date *	2020-07-05
Customer	David
Territory	Leasburg
Location *	Mitchel
Sales Amount *	3420.00
Discount	0.00
Free Issue Amount	210.00
Amount Payable	3,420.00
Balance Amount	3,420.00
Remark	Remark

🖺 Edit   ✔ Activate Sales Note   ✖ Close

Figure 13

Customer Return Note

Customer Return Notes can be added in "Red Cherries Accounting" from "Bookkeeping → Customer Return Note" menu.

Note : Users will see this screen only if the screen is enabled in configurations.

- Customer Return Note list is displayed in the system as shown in **Figure 14**.

- A new Customer Return Note can be added by clicking on "Add New Customer Return Note" button as shown in **Figure 14**.

- Add Customer Return Note screen is as shown **Figure 15**.

- User can select "Saleable Return" check box if needs to add saleable products received from a customer.

- User can select "Market Return" check box if needs to add damaged/expired products received from a customer.

- When payments are done for customer return notes from "Make Payment" screen, such customer return notes will be highlighted in green and status will mark as "Paid".

Figure 14

Add Customer Return Note

Reference No *	CRN-11
Date *	2020-07-08
Customer *	-- Select --
Territory	-- Select --
Location *	-- Select --
	☑ Saleable Return
	☐ Market Return
Customer Return Amount *	Customer Return Amount
Remark	Remark

💾 Save   ↺ Refresh   ⊘ Close

Figure 15

Supplier Return Note

Supplier Return Notes can be added in "Red Cherries Accounting" from "Bookkeeping → Supplier Return Note" menu.

Note : Users will see this screen only if the screen is enabled in configurations.

- Supplier Return Note list is displayed in the system as shown in **Figure 16**.

- A new Supplier Return Note can be added by clicking on "Add New Supplier Return Note" button as shown in **Figure 16**.

- Add Supplier Return Note screen is as shown **Figure 17**.

- User can select "Saleable Return" check box if needs to add saleable products return to a supplier.

- User can select "Market Return" check box if needs to add damaged/expired products return to a supplier.

- When payments are received for supplier return notes from "Receive Payment" screen, such supplier return notes will be highlighted in green and status will mark as "Payment Received".

⊞ Supplier Return Note

Search Supplier Return Notes

Supplier	Territory	
-- Select --	-- Select --	🖺 Search

Add New Supplier Return Note

◀◀ July 2020 ▶▶

25 ▾ records per page							Search:
Reference No	Date	Supplier	Location	Amount	Balance Amount	Status	Actions
SRN-7	2020-07-08	Adam	Roxboro	2,300.00	2,300.00	Open	🔧 ❌
SRN-1	2020-07-05	Adam	Mitchel	1,450.00	0.00	Payment Received	🔧
SRN-2	2020-07-05	Adam	Roxboro	865.20	0.00	Payment Received	🔧
SRN-3	2020-07-05	Adam	Roxboro	1,357.80	0.00	Payment Received	🔧
SRN-4	2020-07-05	Adam	Mitchel	2,460.00	0.00	Payment Received	🔧
SRN-5	2020-07-05	Adam	Roxboro	1,895.00	0.00	Payment Received	🔧
SRN-6	2020-07-05	Adam	Roxboro	750.00	0.00	Payment Received	🔧
Showing 1 to 7 of 7 entries						← Previous 1 Next →	

Figure 16

Add Supplier Return Note

Reference No *	SRN-8
Date *	2020-07-08
Supplier *	-- Select --
Location *	-- Select --
	☑ Saleable Return
	☐ Market Return
Supplier Return Amount *	Supplier Return Amount
Remark	Remark

🖫 Save   ⟳ Refresh   ⊘ Close

Figure 17

Receive Payment

Receive Payment can be added in "Red Cherries Accounting" from "Bookkeeping → Receive Payment" menu.

- Receive Payment list is displayed in the system as shown in **Figure 18**.

- A new Receive Payment can be added by clicking on "Add New Receive Payment" button as shown in **Figure 18**.

- Add Receive Payment screen can be seen as shown **Figure 19**.

- If "Force To Select A Reference Transaction For Receive A Payment" configuration is enabled, selecting a Reference Transaction is mandatory for the Receive Payment transaction.

- Users can add following transaction types in "Receive Payment" screen.

  - Purchase Note **(Adds as a claim transaction and will be a negative amount)**

  - Sales Note

  - Supplier Return Note

  - Customer Return Note **(Adds as a claim transaction and will be a negative amount)**

  - Other **(Use this to add other journal entries. When add other journal entries, system has an option to mark the other transaction as a deduction. For an example if you receive a payment for a sales note, you may need to add an advance payment as a deduction.)**

- Users can add following payment methods in "Receive Payment" screen.

  - Cash Payment

  - Cheque Payment

    - For a cheque payment users can add following details.

      - Cheque Number

      - Bank

      - Cheque Date

      - Third Party Cheque

      - Crossed Cheque (If user selects this option system will allow to select Cheque Deposit Account)

      - Amount

      - Cheque Deposit Account

  - Credit Card Payment

    - For a credit card payment users can add following details.

      - Payment Account

      - Card Type

      - Card Payment

⊞ Receive Payment

Search Receive Payments

Payer

-- Select --

Location

-- Select --

Purchase Note   **Sales Note**   **Customer Return Note**   **Supplier Return Note**

-- Select --   -- Select --   -- Select --   -- Select --   🖫 Search

Add New Receive Payment

◀◀ July 2020 ▶▶

25 ▾ records per page   Search:

Reference No	Date	Payer	Location	Actions
RP-1	2020-07-05	David	Roxboro	🔧 ✖
RP-2	2020-07-05	David	Roxboro	🔧 ✖
RP-3	2020-07-05	David	Roxboro	🔧 ✖
RP-4	2020-07-05	David	Roxboro	🔧 ✖

Showing 1 to 4 of 4 entries   ← Previous 1 Next →

Figure 18

Add Receive Payment

Reference No *	RP-5
Date *	2020-07-08
Payer Type *	Customer
Customer *	David
Location *	Mitchel
Reference Transaction Type *	Customer Return Note
Reference Transaction *	-- Select --
Reference Journal Entry *	-- Select --

🖫 Add

Reference Transactions

10 ▾ records per page   Search:

Reference Transaction ⌃	Reference Journal Entry ⌃	Transaction Amount ⌃	Actions ⌃
SN-6	Journal entry for sales note sales entry for Sales Note number : SN-6	7,935.00	✖
CRN-2	Journal entry for saleable return sales entry for Customer Return Note number : CRN-2	(3,254.00)	✖
CRN-5	Journal entry for saleable return sales entry for Customer Return Note number : CRN-5	(1,860.00)	✖
Total		321.00	

Showing 1 to 1 of 1 entries   ← Previous   1   Next →

Amount to Add for Payment Type	321.00

Cash Payment   Cheque Payment   **Credit Card Payment**

Payment Account *	-- Select --
Card Type	-- Select --
Card Payment *	Card Payment
	☐ Include Bank Charge
Total Card Payment	Total Card Payment

🖫 Add

10 ▾ records per page   Search:

Payment Method ⌃	Cheque Number ⌃	Bank ⌃	Cheque Date ⌃	Card Type ⌃	Amount ⌃	Actions ⌃
Cash Payment					2500.00	✖
Total					2500.00	

Showing 1 to 1 of 1 entries   ← Previous   1   Next →

Amount *	2500.00
Remark	Remark

🖫 Save   ↻ Refresh   ⊘ Close

Figure 19

Make Payment

Make Payment can be added in "Red Cherries Accounting" from "Bookkeeping → Make Payment" menu.

- Make Payment list is displayed in the system as shown in **Figure 20**.

- A new Make Payment can be added by clicking on "Add New Make Payment" button as shown in **Figure 20.**

- Add Make Payment screen can be seen as shown **Figure 21**.

- If "Force To Select A Reference Transaction For Make A Payment" configuration is enabled, selecting a Reference Transaction is mandatory for the Make Payment transaction.

- Users can add following transaction types in "Make Payment" screen.

  - Purchase Note

  - Sales Note **(Adds as a claim transaction and will be a negative amount)**

  - Supplier Return Note **(Adds as a claim transaction and will be a negative amount)**

  - Customer Return Note

  - Other **(Use this to add other journal entries. When add other journal entries, system has an option to mark the other transaction as a deduction. For an example if you make a payment for a purchase note, you may need to add an advance payment as a deduction.)**

- Users can add following payment methods in "Receive Payment" screen.

  - Cash Payment

  - Cheque Payment

    - For a cheque payment users can add following details.

      - Payment Account

      - Cheque Number

      - Bank

      - Cheque Date

      - Amount

  - Second/Third Party Cheque Payment

⊞ Make Payment

Search Make Payments

Payee	Location	
-- Select -- ▾	-- Select -- ▾	🖫 Search

Add New Make Payment

◀◀ July 2020 ▶▶

25 ▾ records per page				Search:

Reference No ⇕	Date ⇕	Payee ⇕	Location ⇕	Actions ⇕
MP-1	2020-07-05	Adam	Roxboro	🔧 ✖
MP-2	2020-07-05	Adam	Mitchel	🔧 ✖
MP-3	2020-07-05	Adam	Roxboro	🔧 ✖
MP-4	2020-07-05	Adam	Roxboro	🔧 ✖
MP-5	2020-07-05	Adam	Mitchel	🔧 ✖
MP-6	2020-07-05	Adam	Roxboro	🔧 ✖
MP-7	2020-07-05	CEB	Roxboro	🔧 ✖

Showing 1 to 7 of 7 entries   ← Previous **1** Next →

Figure 20

Add Make Payment

Reference No *	MP-8
Date *	2020-07-08
Payee Type *	Supplier
Supplier *	SUP-4 - Adam
Location *	Roxboro
Reference Transaction Type	Supplier Return Note
Reference Transaction	-- Select --
Reference Journal Entry	-- Select --

Add

Reference Transactions

10 records per page   Search:

Reference Transaction	Reference Journal Entry	Transaction Amount	Actions
PN-12	Journal entry for receiving sales items for Purchase Note number : PN-12	18,460.00	✖
SRN-7	Journal entry for saleable return for Supplier Return Note number : SRN-7	(2,300.00)	✖
Total		16,160.00	

Showing 1 to 1 of 1 entries   ← Previous 1 Next →

Amount to Add for Payment Type	12660.00

Cash Payment   Cheque Payment   **Second Party Cheque Payment**   Third Party Cheque Payment

Second Party Cheque Number *	-- Select --
Bank	Bank
Cheque Date	2020-07-08
Amount	Amount

Add

10 records per page   Search:

Payment Method	Cheque Number	Bank	Cheque Date	Amount	Actions
Cash Payment				3500.00	✖
Total				3500.00	

Showing 1 to 1 of 1 entries   ← Previous 1 Next →

Amount	3500.00
Remark	Remark

Save **Refresh** **Close**

Figure 21

Cheque List

Users can see the cheque list in "Red Cherries Accounting" from "Bookkeeping → Cheque List" menu.

- Users can filter the 'Received" and 'Paid" cheques on the screen shown in **Figure 22**.

- Received cheques will be highlighted in different colors according to the "Cheque Date' as shown in **Figure 22**. Following is the list of colors use to highlight cheques.

  - Brown Color – Shows the cheques in hand and Cheque Date has passed.

  - Red Color – Shows the returned cheques.

  - Blue Color – Shows the cheques got cleared from a bank.

  - Yellow Color – Shows the cheques deposited in a bank and pending to be cleared.

  - Dark Purple Color – Shows the cheques which has Cheque Date for today's date.

  - Slightly Dark Purple Color – Shows the cheques which has Cheque Date for tomorrow's date.

  - Light Purple Color – Shows the cheques which has Cheque Date for day after tomorrow's date.

  - White Color – Shows the cheques which has Cheque Date for future date other than above three categories.

  Note : If Cheque List configurations are enabled in System Configurations screen, system will update cheque status accordingly.

Figure 22

Chart Of Account Balances

Users can see Chart Of Account Balances in "Red Cherries Accounting" from "Bookkeeping → Chart Of Account Balances" menu and balances can be seen as shown in **Figure 23**.

Figure 23

Stakeholder Account Balances

Users can see Stakeholder Account Balances in "Red Cherries Accounting" from "Bookkeeping →
Stakeholder Account Balances" menu and balances can be seen as shown in **Figure 24**.

⊞ Stakeholder Account Balances

Search Stakeholder Account Balances

Stakeholder	Location	
-- Select -- ▾	-- Select -- ▾	🖺 Search

25 ▾ records per page				Search:
Stakeholder	**Debt Amount**	**Credit Amount**	**Payable Amount**	**Receivable Amount**
Tony	0.00	1,746.60	1,746.60	
Robert	5,421.00	0.00		5,421.00
Michael	751.00	0.00		751.00
Jacob	1,875.00	0.00		1,875.00
Hudson	0.00	9,072.00	9,072.00	
Harry	6,035.00	0.00		6,035.00
David	21,917.00	10,837.50		11,079.50
Charlie	785.48	0.00		785.48
Brown	0.00	7,006.75	7,006.75	
Adam	2,300.00	22,452.20	20,152.20	

Showing 1 to 10 of 10 entries ← Previous **1** Next →

Figure 24

General Ledger

General ledger can be accessed from "Bookkeeping → General Ledger" menu and the general ledger can be seen as shown in **Figure 25**.

- Users can search the general ledger by date range, prime entry book, chart of account and the location as shown in **Figure 25**.

Figure 25

Opening Balances

General ledger can be accessed from "Bookkeeping → Opening Balances" menu and the general ledger can be seen as shown in **Figure 27**.

- Users can add accounts opening balances as shown in **Figure 27**.

- If there are many records to add as opening balances, users can import opening balances via an Excel sheet. Excel sheet can be downloaded by clicking on the "Download" button shown in **Figure 27**.

- After filling the Excel sheet, users can import the data from the Excel sheet by clicking on "Import Opening Balances" button shown in **Figure 27**. System will show the screen shown in **Figure 28** to import the Excel file. After importing data, system will show the imported records for users to review. Once the records are verified, users can save opening balances by clicking on "Save Opening Balances" button shown in **Figure 27**.

- Users can select a location and search opening balances. If there are many opening balances for financial years, system will display the screen shown in **Figure 26** to select a financial year to view opening balances. Use Up/Down keyboard buttons to select a financial year and then press Enter key to load data.
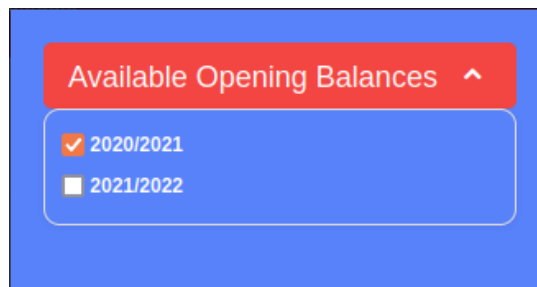

Figure 26

⊞ Opening Balances

Search Account Opening Balances

Location

| Headquarters ▾ | 🔍 Search | **Opening Balance Date** | 2021-04-01 | 📅 | 💾 Save Opening Balances |

| ➕ Add Additional 10 Rows | 💾 Download | ➕ Import Opening Balances | 📄 Download Data Import Workbook Error Log File |

10 ▾ records per page					Search:
Chart of Account ⇕	**Payee or Payer** ⇕	**Dr** ⇕	**Cr** ⇕	**Description** ⇕	**Actions** ⇕
ACH-HQ-9642031 ▾	-- Select -- ▾	25332.00	Cr Amount	Opening balance for chart of account : ACH-HQ-9642031	✖ Delete
Cash in Hand ▾	-- Select -- ▾	10050.00	Cr Amount	Opening balance for chart of account : Cash in Hand	✖ Delete
Petty Cash ▾	-- Select -- ▾	3725.00	Cr Amount	Opening balance for chart of account : Petty Cash	✖ Delete
Property, Plant and Equipment ▾	-- Select -- ▾	18000.00	Cr Amount	Opening balance for chart of account : Property, Plant and Equipm	✖ Delete
Short-term Debit ▾	-- Select -- ▾	Dr Amount	6700.00	Opening balance for chart of account : Short-term Debit	✖ Delete
Retained Earnings ▾	-- Select -- ▾	Dr Amount	50407.00	Opening balance for chart of account : Retained Earnings	✖ Delete
Total		57107	57107		

Showing 1 to 7 of 7 entries   ← Previous   1   Next →

Figure 27

Import Opening Balances   X

Select Opening Balance Excel File To Import Data   Browse...   No file selected.

Load Data   Close

Figure 28