



# How to update Supplier's or Account Payable Opening Balance in Accounting System?

## Scenario:

Update your Supplier or Account Payable (AP) Opening Balance in accounting system by simply following this guide.

## Solution

Same goes with the Accounts Payable Opening Balance, Supplier Past Transactions or those outstanding or floating transactions prior the Accounting Start Month may be entered under **Navigation Pane > Accounts Payable** Transactional Forms shown below, as *Past Bills*, *Past Pay Bills*, *Past Debit Notes* and *Past Credit Notes*.

The screenshot shows the QNE Accounting System interface. The left sidebar contains a navigation pane with the following items: Dashboard, General Ledger, Account Receivable, Account Payable, Suppliers, Purchasers, Categories, Bills (highlighted), Pay Bills, Debit Notes, Credit Notes, Sales, Stock, Company, Tax, AI, and Reporting. The main area displays the 'Bills' transactional form. The top bar shows the user 'Shirley Choong' and a search bar. The table below lists bills for March 2021 and February 2021.

	Doc #	From	Desc./Purchaser	Amount
<b>Mar, 2021</b>				
<input type="checkbox"/>	<a href="#">BIL2103/004</a> Mar 01, 2021	KTA SUPPLIES 800-K001	Purchase ALVIN	MYR4,500.00 O/T:MYR4,500.00
<input type="checkbox"/>	<a href="#">BIL2103/003</a> Mar 01, 2021	DIGITAL METAL LIMITED 800-D002	Purchase ALVIN	\$890.00 O/T:\$890.00
<input type="checkbox"/>	<a href="#">BIL2103/002</a> Mar 01, 2021	DELL ENTERPRISE SDN. BHD. 800-D001	Purchase ALVIN	MYR6,300.00 O/T:MYR6,300.00
<input type="checkbox"/>	<a href="#">BIL2103/001</a> Mar 01, 2021	ALI MANUFACTURING SDN. BHD. 800-A001	Purchase	MYR25,300.00 O/T:MYR25,300.00
<b>Feb, 2021</b>				
<input type="checkbox"/>	<a href="#">BIL2102/004</a> Feb 01, 2021	KTA SUPPLIES 800-K001	Purchase ALVIN	MYR3,500.00 O/T:MYR3,500.00
<input type="checkbox"/>	<a href="#">BIL2102/003</a> Feb 01, 2021	DIGITAL METAL LIMITED 800-D002	Purchase ALVIN	\$890.00 O/T:\$890.00
<input type="checkbox"/>	<a href="#">BIL2102/002</a> Feb 01, 2021	DELL ENTERPRISE SDN. BHD. 800-D001	Purchase ALVIN	MYR8,500.00 O/T:MYR8,500.00

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Page | 1 QNE SOFTWARE

Bills as an example, need to be defined first with the correct Bills Document Date for the system to recognize it as a Past Transaction. Next, select the **Supplier** Account, **Ref No.**, **Supplier Inv #** and **Balance** and complete the other details.

Finally, click 'Save'.

Home / AP / Bills / <---New--->

### Past Bill

Cancel **Save** Save & New

BIL2112/001

* Supplier	Billing Address	* Date	* Post Date
800-A001	ALI MANUFACTURING SDN. BHD.	31/12/2021	31/12/2021
Currency Rate	Due Date	Purchaser	Ref No.
MYR 1.000000	30/01/2022		
Description	Supplier Inv #	Balance	
PURCHASES	AM2112/009	4,500.00	
Tax Inclusive			
<input type="checkbox"/>			
Notes	Others		

In the same way the Stock Value and AR Opening Balance are being updated, AP GL Account values will update as well in the Opening Balance Screen.



## NOTES

1. Account Receivable Opening Balances can be updated using the Customer-related Transaction Forms found under **Accounts Payable** Module in **Navigation Pane**, as *Past Bills*, *Past Pay Bills*, *Past Supplier Debit Notes* and *Past Supplier Credit Notes*.
2. System will recognize the transactions being created is an AP Opening Balance based on the **transaction date**.
3. All Supplier Past Transactions will update the values in the Opening Balance Screen.