



# [OPTIMUM] How to set-up supplier opening balance

## Overview:

Opening balance for Accounts Receivable related to Suppliers are recorded in the system using the following Past Transaction forms under supplier module.

- Past Bills
- Past Supplier Debit Notes
- Past Supplier Credit Notes
- Past Pay Bills

There are two options to settle the AP balance, either the outstanding amount to be inputted will be lumpsum amount per supplier or it can be as details as per document code.

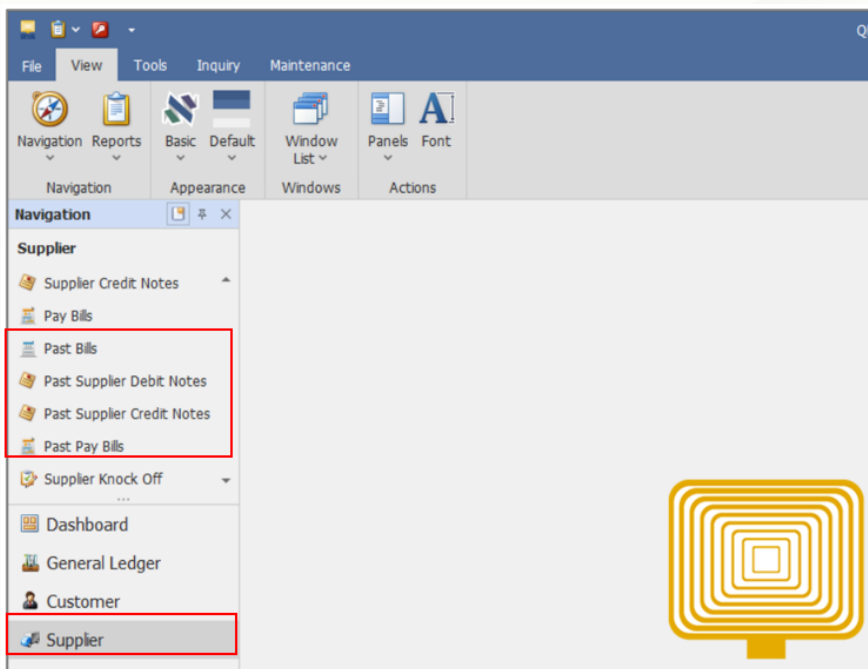
Accounts Payable Account under GL opening balance will reflect an amount based on this formula:

(total past bills amount + total past supplier debit notes amount) – (past supplier credit notes amount + past pay bills amount)

✓	CURRENT LIABILITIES	BCL		<u>166,400.20</u>
	ACCOUNTS PAYABLE - TRADE	800-0000		129,600.20
	ACCOUNT PAYABLE - OTHERS	800-0100		


## Procedure:

To open past transaction, go to Supplier



Past Bills and Past Supplier Debit Notes are used to record all outstanding/unpaid bills/ supplier debit notes as of the cut-off date

### Past Bills

 **Past Bills**

Details Supplier

Supplier800-P001

CurrencyRM

Rate1.00000000

Tax Code

DescriptionPURCHASES

FromPERFECT TRADING SDN BHD  
NO.2, JALAN MAJU 2/3  
TAMAN MAJU

PurchaserJANE

Tax Rate0.00%

Doc Date31/12/2000

Bil #INV 23121

Supplier INV #INV 23121

Amount25,000.00

Tax Amount

Due Amount25,000.00


☐ Tax Inclusive ☐ Rounding

Notes

Files

Info

### Past Supplier Debit Notes

 **Past Supplier Debit Notes**

Details Supplier

Supplier800-B001

CurrencyRM

Rate1.00000000

Tax Code

DescriptionACCOUNT DEBITED

FromBNC TECHNOLOGY SDN. BHD.  
12, JALAN HANG TUAH 2  
TAMAN UNION HEIGHT

PurchaserALVIN

Tax Rate0.00%

Doc Date31/12/2010

DN #PSDN-1012/001

Reference No

Amount18,000.00

Tax Amount

Due Amount18,000.00

☐ Tax Inclusive ☐ Rounding


Notes

Files

Info

Past Supplier Credit Notes and Past Pay Bills are used to record the AP deduction, overpayments and/or advance payment to supplier as of the cut-off date

### Past Supplier Credit Notes

 **Past Supplier Credit Notes**

Details Supplier

Supplier800-A001

CurrencyRM

Rate1.00000000

DescriptionPURCHASES RETURNS

FromALI MANUFACTURING SDN. BHD.  
32, JALAN PEWIRA,  
TAMAN UNGKU TUN AMINAH,

Purchaser

Doc Date31/12/2010

CN #PSCN-1012/001

Reference No


Amount10,000.00

Notes

Files

Info

### Past Pay Bills

 **Past Pay Bills**

Details Supplier

Supplier800-D001

CurrencyRM

Rate1.00000000

DescriptionPAYMENT FOR ACCOUNT

Pay ToDELL ENTERPRISE SDN. BHD.

PurchaserALVIN

Doc Date31/12/2010

Payment #PBILL-1012/001

Amount10,000.00

Notes

Files

Info