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Category	BOS General
Course	AR
Version	1.1
Client	Generic
Software	2.13.100

# Set Opening Balances for Accounts

This procedure is performed when SUREfire is first installed, if your business has accounts with outstanding balances.

## Procedure to Set Opening Balances for Customer Accounts

### Hints and Tips

- ✓ You must still manually create the account in SUREfire **before** setting the opening balance; the Code can be up to 10 characters long.
- ✓ This procedure can only be performed on the BOS computer; it can't be done on the HOS computer, as payment data is only transmitted between HOS/BOS when it's recorded on the POS.
- ✓ You can import balances if you can extract the required data, and are familiar running SQL queries.
  - Use Notepad or Excel to save the data, do not add headings.
  - Data must be in the following format: Code 15 char, Date 8 char, Reference 10 char, Balance 10 char. Leave spaces rather than pad with zeros.
  - Date is the number of days between 30/12/1899 and the date for opening balance; run the following sql query to find this, changing the date to your opening balance date: `select datediff(day, '1899-12-30', '2015-01-01')`.
  - Reference is optional, but must be unique; it will be listed against the transaction.
  - Include a decimal place for opening balance.
- ✓ An saved opening balance is recorded in the customer's AR account record as:
  - the current balance of the account; any account transactions since your store started trading on SUREfire will be listed against future until statements produced.
  - an invoice on the **Transaction** tab.

1.	Create the AR account record in SUREfire first. <i>*Refer to the <a href="#">BGEN-2a New Credit Customer Account Fact Sheet</a>.*</i>							
2.	From the BOS desktop, double-click: <ul style="list-style-type: none"> <li>• Surefire BOS folder</li> <li>• OpenBal1.exe.</li> </ul>							
3.	Click <b>Accounts Receivable</b> .							
4.	<table border="1" style="width: 100%;"> <tr> <td><b>To:</b></td> <td><b>then:</b></td> </tr> <tr> <td>import the balances</td> <td>select the <b>File Name</b>. Click <b>Import</b>. <i>*Records are processed successfully if Error Count [0] is returned.*</i> Go to step 10.</td> </tr> <tr> <td>manually enter balances</td> <td>Go to step 5.</td> </tr> </table>	<b>To:</b>	<b>then:</b>	import the balances	select the <b>File Name</b> . Click <b>Import</b> . <i>*Records are processed successfully if Error Count [0] is returned.*</i> Go to step 10.	manually enter balances	Go to step 5.	
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5.	In the <b>Code</b> field, type the code that matches the record set up in SUREfire (at step 1).							
6.	In the <b>Amount</b> field, type the opening balance of this account.							
7.	Select the <b>Date</b> the balance applies from. <i>*Select the last day of the previous period, so that the amount shows as the opening balance on the next account statement.*</i>							
8.	In the <b>Comments</b> field, type any notes about the action; e.g. opening balance converted. <i>*This will be recorded in the <b>Transaction</b> tab.*</i>							
9.	Click <b>Save</b> . <i>*The account is updated immediately.*</i>							
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