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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 BGEN-2a New Credit Customer Account Fact Sheet.*</i>					
2.	From the BOS desktop, double-click: <ul style="list-style-type: none"> • Surefire BOS folder • OpenBal1.exe. 					
3.	Click Accounts Receivable .					
4.	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">To: import the balances</td> <td style="width: 50%;">then: select the File Name. Click Import. <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>	To: import the balances	then: select the File Name . Click Import . <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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manually enter balances	Go to step 5.					
5.	In the Code field, type the code that matches the record set up in SUREfire (at step 1).					
6.	In the Amount field, type the opening balance of this account.					
7.	Select the Date 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 Comments field, type any notes about the action; e.g. opening balance converted. <i>*This will be recorded in the Transaction tab.*</i>					
9.	Click Save . <i>*The account is updated immediately.*</i>					
10.	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">To: set the balance for another account</td> <td style="width: 50%;">then: return to step 5.</td> </tr> <tr> <td>finish</td> <td>click Close. click Close to exit the Open Bal function.</td> </tr> </table>	To: set the balance for another account	then: return to step 5.	finish	click Close . click Close to exit the Open Bal function.	
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