

Opening Balance Advance Import.

- To import Account Payable (AP) Opening Balance / Account Receivable (AR) Opening Balance / General Ledger (GL) Opening Balance, it is important to prepare the file that contain the data to be imported.

Normally the file will be saved as excel (.xls) file. Below are the Template of required data in the excel file.

Account Payable (AP) Opening Balance

AP_sample_data.xls - OpenOffice.org Calc

	A	B	C	D	E	F	G	H	I
1	CREDITOR_CODE	ACCOUNT_CODE	DOC_DATE_YYYYMMDD	REFERENCE_1	SUB_REFERENCE	DESCRIPTION	AMOUNT_NO_COMMA	CURRENCY_CODE	CURRENCY_RATE
2	C1	31000000	2013-05-01	1	4	Bring forward	3500	USD	3.5
3	I003	31000000	2013-07-31	2	5	Bring forward	5000		
4	C2	31000000	2013-09-30	3	6	Bring forward	5000		
5									
6									

Continue..

AP_sample_data.xls - OpenOffice.org Calc

	J	K	L	M	N	O	P	Q	R	S	T	U
1	CURRENCY_AMOUNT_NO_COMMA	SOURCE_CODE	JOB_CODE	TASK_CODE								
2		1000	B1									
3												
4												
5												
6												
7												
8												

Account Receivable (AR) Opening Balance

AR_sample_data.xls - OpenOffice.org Calc

A	B	C	D	E	F	G	H	I
DEBTOR_CODE	ACCOUNT_CODE	DOC_DATE_YYYYMMDD	REFERENCE_1	SUB_REFERENCE	DESCRIPTION	AMOUNT_NO_COMMA	CURRENCY_CODE	CURRENCY_RATE
B00013	22000000	2013-05-01	1	4	test1	3500	USD	3.5
DHFR05	22000000	2013-07-31	2	5	test2	5000		
A00011	22000000	2013-09-30	3	6	test3	5000		

Continue..

AR_sample_data.xls - OpenOffice.org Calc

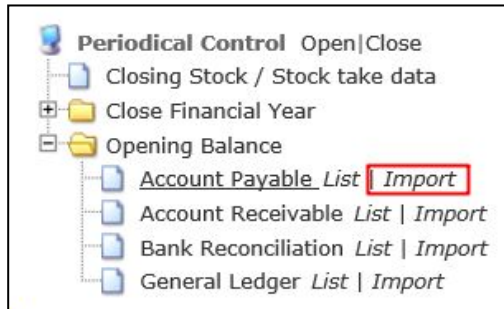
J	K	L	M	N	O	P	Q	R	S	T
CURRENCY_AMOUNT_NO_COMMA	TERM_CODE	SALESMAN_CODE	SOURCE_CODE	JOB_CODE	TASK_CODE					
1000			PD	KLCC	PIPE					
	10									
		yip								

General Ledger (GL) Opening Balance

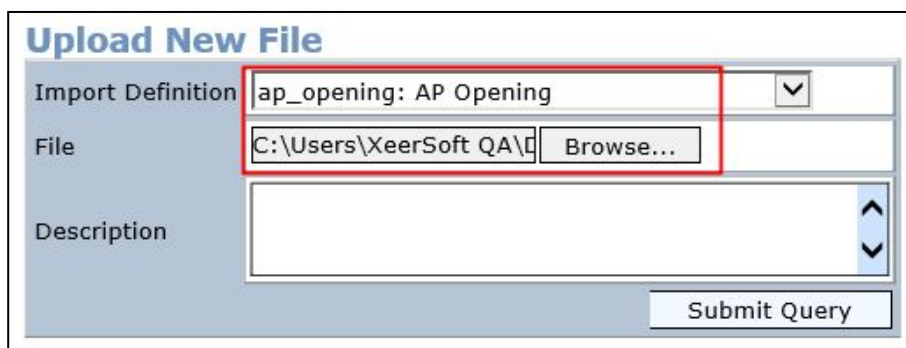
GL_opening_sample_data.xls - OpenOffice.org Calc

A	B	C	D	E	F	G	H	I	J	K
ACCOUNT_CODE	REFERENCE	DEBIT_AMOUNT_NO_COMMA	CREDIT_AMOUNT_NO_COMMA	SOURCE_CODE	JOB_CODE	TASK_CODE				
23100000	3	800		PD						
21000000	3			200	KLCC					
20000000	3			100						
21000000	3			500		PIPE				

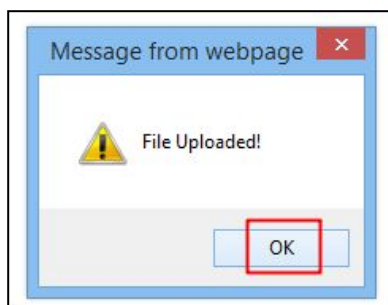
2. Go to Accounting → Periodical Control → Opening Balance → Account Payable → Import.



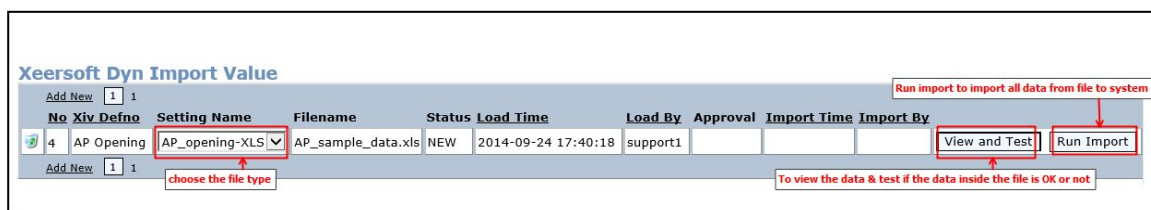
3. At the import page, select the import definition and choose ur file to be uploaded.



4. Once Submit Query then system will show the alert message to notify the user.



5. Click 'OK' to confirmed. Afterward system will show the Import page.



No	Xiv Defno	Setting Name	Filename	Status	Load Time	Load By	Approval	Import Time	Import By
4	AP Opening	AP_opening-XLS	AP_sample_data.xls	NEW	2014-09-24 17:40:18	support1			

6. Choose the Setting Name base on the file type then click on the ‘View and Test’

Xeersoft Dyn Import Value

Add New 1

No	Xiv Defno	Setting Name	Filename	Status	Load Time	Load By	Approval	Import Time	Import By
4	AP Opening	AP_opening-XLS	AP_sample_data.xls	NEW	2014-09-24 17:40:18	support1			

Add New 1

7. System will return page as shown in figure below.

Initializing Table
Initializing Complete

Row	CREDITOR_CODE	ACCOUNT_CODE	DOC_DATE_YYYYMMDD	REFERENCE_1	SUB_REFERENCE	DESCRIPTION	AMOUNT_NO_COMMA	CURRENCY_CODE	C
0	C1	31000000	2013-05-01	1	4	Bring forward	3500	USD	3
1	I003	31000000	2013-07-31	2	5	Bring forward	5000		
2	C2	31000000	2013-09-30	3	6	Bring forward	5000		

Start Checking

Checking [compulsary column name valid]... OK!

←

[Return to Import Page](#)

8. Click ‘Return to import page’, again choose your file type then click ‘Run Import’ to import the data from file to system.

Xeersoft Dyn Import Value

Add New 1

No	Xiv Defno	Setting Name	Filename	Status	Load Time	Load By	Approval	Import Time	Import By
4	AP Opening	AP_opening-XLS	AP_sample_data.xls	NEW	2014-09-24 17:40:18	support1			

Add New 1

Note : If user did not run for ‘view and test’, while doing for ‘run import’ system will also do data checking and will return the error found.

9. If successful system will show as in figure below

Initializing Table
Initializing Complete

Row	CREDITOR_CODE	ACCOUNT_CODE	DOC_DATE_YYYYMMDD	REFERENCE_1	SUB_REFERENCE	DESCRIPTION	AMOUNT_NO_COMMA	CURRENCY_CODE
0	C1	31000000	2013-05-01	1	4	Bring forward	3500	USD
1	I003	31000000	2013-07-31	2	5	Bring forward	5000	
2	C2	31000000	2013-09-30	3	6	Bring forward	5000	

Start Checking
 Checking [compulsary column name valid]... OK!

Data is OK!

AP Opening Data Imported: 1
 AP Opening Data Imported: 2
 AP Opening Data Imported: 3

Summary
 No. of Data Imported: 3

Data import COMPLETED!
[Return to Import Page](#)

Once the data is imported successfully then system will return a result as this

10. Go to Accounting → Periodical Control → Opening Balance → Account Payable

Creditor Opening Balance

Creditor Code	Creditor Name	Outstanding Amount
Add	TOTAL OUTSTANDING	19,125.00
<u>01abc</u>	ABC Creditor	1,075.00
<u>C007</u>	Xiao Ming	4,550.00
<u>C1</u>	Maxza Inc. Co.	3,500.00
<u>C2</u>	PIPIY SDN BHD	5,000.00
<u>I003</u>	Infomax Trading	5,000.00
Add	TOTAL OUTSTANDING	19,125.00

Will add the details based in the imported file.

Note : Same import process for Account Receivable & General Ledger Opening Balance.