

Step-by-Step Directions:

- 1. Create a *Journal Entry* dated for the opening balance cut over. **NOTE:** Using a *Journal Voucher* instead of a *Journal Entry* will allow you to review the document or add additional checks and then post at a later date. Both functions are found under the *Financials* module.
- 2. Use *Form Settings* to enable the "*Ref 3*" field for each line item. *Ref 3* is the field that the system normally stores check numbers in. See screenshot below.
- 3. For each outstanding check or deposit, create a credit transaction against the bank account. Enter the amount of the check as the credit amount and enter the check number in the *Ref 3* column.
- 4. Create one debit transaction against the same bank account for the total amount of all outstanding checks & deposits.

Series	Number	Posting Date	Du	e Date	Doc. Date	Remark	S			Fixed Exchange Rate	
Primary 🔻	10201	10/31/2016	10	31/2016	10/31/2016	Opening	Balance - Outstanding	Checks		Reverse	
Origin	Origin N	o. Trans	. No.	Template T	ype Tem	plate	Indicator	Proje	t	Adj. Trans. (Period 13)	
					•			•			
Trans. Code	Ref. 1	Ref. 2	Ref. 3								
	•									Automatic Tax Manage Deferred Tax	
Blanket Agreeme											
Expand Editing M		G/L A	ct/BP Nan	ne	Debit		Credit	Ref. 1	Ref. 2	Ref. 3	Payment Order Run
🔶 10005-00			Checking -			\$ 1,000.00					
! 🔶 10005-00			Checking -				\$ 100.00			Check No. 123	
			Checking -				\$ 200.00			Check No. 456	
🔶 10005-00			Checking -				\$ 300.00			Check No. 789	
🔶 10005-00		WF - 0	Checking -	0007			\$ 400.00			Check No. 1011	
										-	
									_		
						\$ 1,000.00	\$ 1,000.00				
											0
Add	Cancel						Display in FC		play in SC		Cancel Template

5. Post Journal Entry

Version 4.5.1.0