

Open Item/Balance Forward Conversion

Overview:

Customer and Supplier accounts can be created to be either Open Item or Balance Forward, should you wish to change the current processing method you will use the Open Item/ Balance Forward Conversion Assistant.



Please make a backup before any accounts are converted and ensure everyone is logged out of Pastel

This assistant can be used to convert from Open Item to Balance Forward or Balance Forward to Open Item, please go to Edit > Customer/ Supplier Accounts > Processing tab, to see what processing method is currently selected on the account.

Processing Method
<input checked="" type="radio"/> Open Item <input type="radio"/> Balance Forward

Conversion:

Open Item to Balance Forward

- Select Change > Open Item/ Balance Forward Conversions

CHANGE	SETUP	UTILITY	WINDOW	FAVOURITES
Delete History / Clear Files				
Delete Inactive Customers / Suppliers				
Period Increment				
Year End				
Open Item / Balance Forward Conversions				
Reconcile / Unreconcile Cash Book				

- Select the first option, **From Open Item to Balance Forward**
- Select **Next**
- Select either **Customers or Suppliers**, select one account or a range of accounts that must be converted

Account Range
First choose whether you wish to work on customer accounts or supplier accounts:
<input checked="" type="radio"/> Customers
<input type="radio"/> Suppliers

Now choose a range of accounts to work on. To select one account only, enter the same account in the From and To boxes.

From Customer

To Customer

- Should all the accounts be selected you will receive the following message
- Select **Yes** to continue or **No** to make a new selection

Convert Open Item / Balance Forward Assistant - Sole Access Mode

All accounts have been selected. Do you wish to continue to the next screen?

- Select Process > Finish



If there are amounts outstanding on an account and you convert from Balance Forward to Open Item, you will have a transaction line on the age analyses and statement that shows the conversion.

Age Analysis:

Customer Age Analysis for Monthly Customers as at 31/01/2018							
Name		120+ Days	90 Days	60 Days	30 Days	Current	Total Due
Customer : 001							
01/01/2018	BF/OI-11	0.00	0.00	0.00	0.00	1,100.00	1,100.00

Statement:

Account	Date	Page		
001	28/02/2018	1		
Date	Reference	Description	Debit	Credit
01/01/2018	BF/OI-11	Balance forward to Open item	1,100.00	

We recommend that the account is zero before converting from Balance Forward to Open Item, but if the transaction above does not bother you, you can proceed with the conversion, follow the steps below

Balance Forward to Open Item

- Select Change > Open Item/ Balance Forward Conversions
- Select the first option, **From Balance Forward to Open Item**
- Select **Next**
- Select either **Customers or Suppliers**, select one account or a range of accounts that must be converted
- Select **Next**
- **Entry Type selection:** Choose an entry type for the system to use in the conversion. The system creates open item transactions for the existing balances in the system.
 - Customer Accounts will usually use Sales as an entry type
 - Supplier Accounts will usually use Purchases as an entry type

Balance Forward to Open Item Options

When you convert from open item to balance forward, processing is automatic and requires no additional information. However, when you convert from balance forward to open item, you need to supply additional information, since Pastel creates open item transactions. You supply this information in the next three screens.

Please choose an entry type to use when creating transactions. Choose an entry type you use for customer / supplier journals:

12 - Sales

- Select **Next**
- On this screen you need to select how the system must write your transactions, read through the options below and make your selection

Balance Forward to Open Item Options

When you convert from balance forward to open item, Pastel creates open item transactions. There are two methods Pastel can use to create these transactions:

- Pastel can create one transaction for the full amount which is outstanding on the account.
- Pastel can create one transaction for each ageing period. The ageing assumes that the period you select in the next screen is the current period.

Note that the transactions Pastel creates are original invoices. You have to match payments to these transactions to clear them.

- Select **Next**
- Select the period you wish to convert in, ensure you selected the correct period, if the wrong period is selected your ageing on the accounts will be incorrect

Balance Forward to Open Item Options

You need to choose the period in which to convert from balance forward to open item. Current outstanding amounts will be in this period.

You should choose the latest period in which you have processed, to ensure that the open item transactions appear on the statement/remittance.

Convert in Period

11 - 01/01/2018 - 31/01/2018 January ▾

- Select **Next**
- Confirmation screen, at the bottom the system will confirm your selections

Confirm Operation

The process you are about to initiate cannot always be reversed. Please ensure that you have a current backup of your data, and then confirm the selections you have made.

To cancel the operation, click the Cancel button. To process, click the Process button.

You are about to convert customers from balance forward to open item
 From account 001 To account 001
 Using entry type 12 - Sales
 In period 11 - 01/01/2018 - 31/01/2018 January
 Use balance forward ageing

- Select Process > Finish



Select Process > Match Open Item to match any payments to the BF/OI transaction to remove outstanding amounts