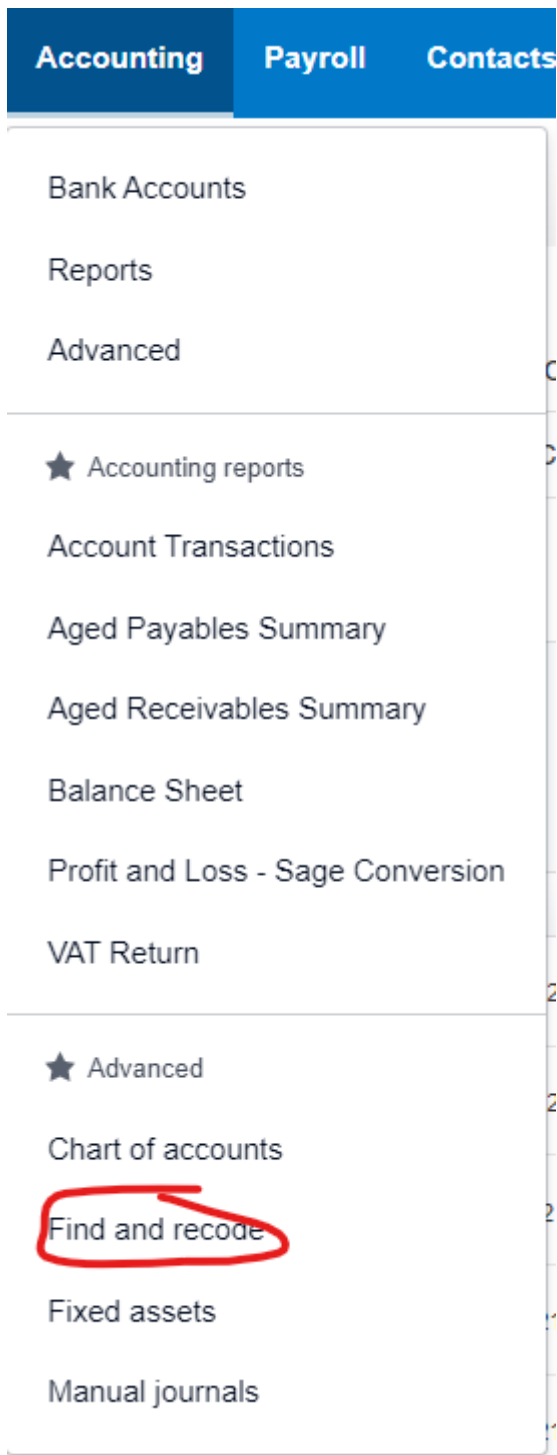


# Recoding Opening Stock

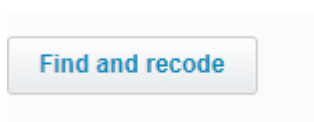
Opening Stock is used to represent Stock held in the building.

We have to recode all items in opening stock to cost of sale first.

1. Under the Accounting Menu > Find and recode



2. Select the Find and Record button



3. Click add a condition and "Account"

Find transaction lines that match

[+ Add a condition](#)

- Type
- Status
- Account
- Bank Account
- Date
- Reconciled Between
- Transaction Total
- Tax Rate
- Entered By
- Contact
- Invoice Number/Reference

4. Select "Opening Stock 5200"

Account  Is  5200 - Opening Stock

5. Click Add a condition and Date

**+ Add a condition**

- Type
- Status
- Account
- Bank Account
- Date**
- Reconciled Between
- Transaction Total
- Tax Rate
- Entered By
- Contact
- Invoice Number/Reference

6. Choose the period of the month you are editing

Date ▼ Is between ▼ 1 Apr 2022 ▼ 30 Apr 2022 ▼

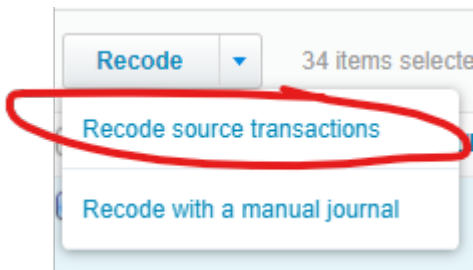
7. Click Search

**Search**

8. Select All the items found for the period

Recode		38 items selected		<input type="checkbox"/> Select all 38 items						
<input checked="" type="checkbox"/>	Date ▲	Contact/Narration	Inv#/Ref	Inv Ref	Bank Acct	Transaction Total	Description	Account	Tax Rate	Line Total
<input checked="" type="checkbox"/>	AP 01 Apr 2022	Antalis Ltd	2309819	2309819		194.62	10mm PVC 1220 x 2440	5200 - Opening Stock	20% (VAT on Expenses)	194.62
<input checked="" type="checkbox"/>	AP 04 Apr 2022	Antalis Ltd	2311665			1,104.29	March Consignment	5200 - Opening Stock	20% (VAT on Expenses)	1,104.30
<input checked="" type="checkbox"/>	AP 05 Apr 2022	Industrial Tooling Corporation Ltd	269682			143.44	180-118-10-A-XL	5200 - Opening Stock	20% (VAT on Expenses)	143.47
<input checked="" type="checkbox"/>	AP 06 Apr 2022	Antalis Ltd	2315510	2315510		130.92	Reflective White Vinyl (Oralite 5400) - 1260 x 10	5200 - Opening Stock	20% (VAT on Expenses)	130.92
<input checked="" type="checkbox"/>	AP 06 Apr 2022	Vink UK	0758837	0758837		148.80	Penta White 1295 x 50 220micron	5200 - Opening Stock	20% (VAT on Expenses)	148.80
<input checked="" type="checkbox"/>	AP 07 Apr 2022	Papergraphics	OP/1961872	OP/1961872		152.54	P/PC2/137230/76/1 Canvas 1372 x 30m	5200 - Opening Stock	20% (VAT on Expenses)	134.54

9. Click Recode



10. Change the Account to 5000

Recode Transactions

×

Recode these 34 line items affecting 32 transactions using the selected changes...

Contact

Don't change

Account

cos

Tax Rate ?

EXPENSES

5000 - Materials Purchased Matic Media 000

5006 - Cost of Sales relating to Installs

5400 - Direct Costs Carriage

7203 - Other Heating Costs

8202 - Clothing Costs

8203 - Training Costs

11. Click Review

Review

Revision #1

Created 11 May 2022 15:58:57 by Admin

Updated 11 May 2022 16:06:29 by Admin