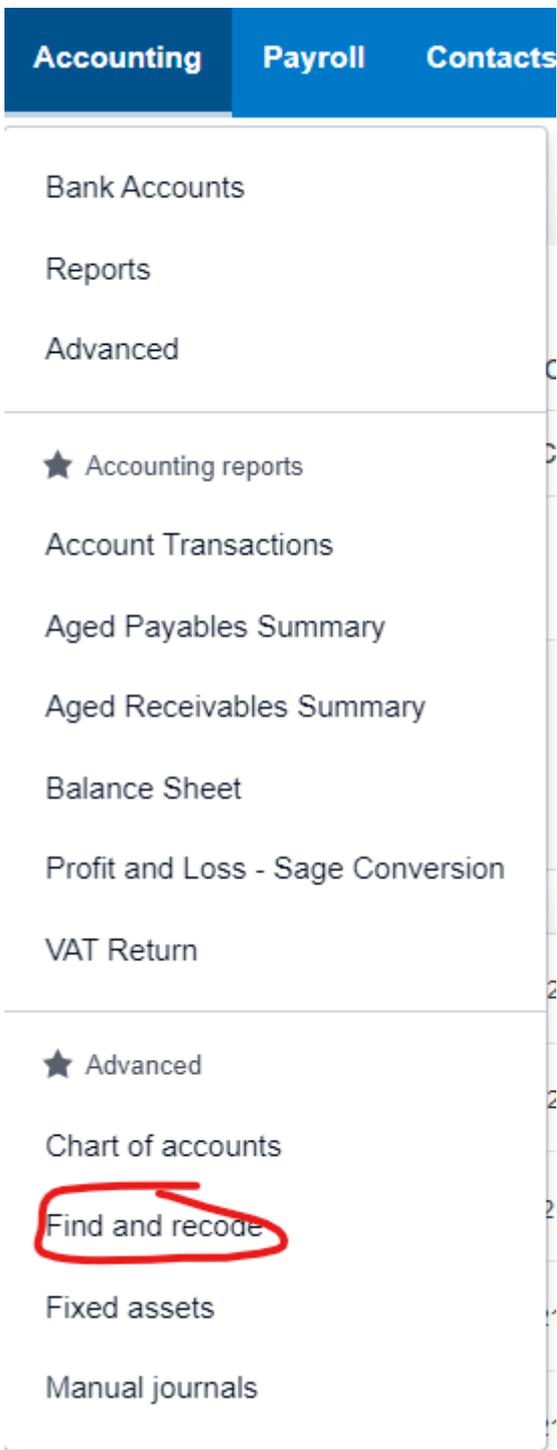


Recoding Opening Stock

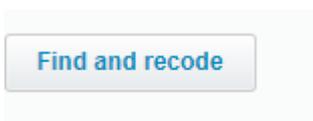
Opening Stock is used to represent Stock held in the building.

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

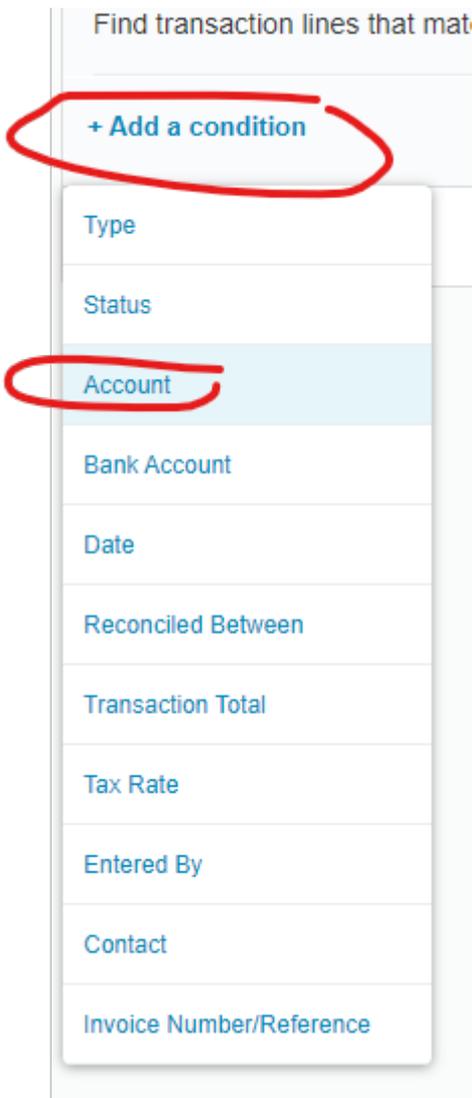
1. Under the Accounting Menu > Find and recode



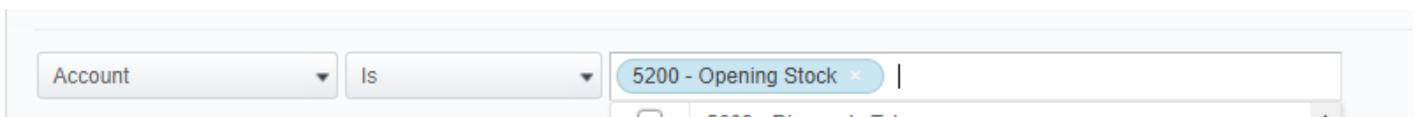
2. Select the Find and Record button



3. Click add a condition and "Account"



4. Select "Opening Stock 5200"



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

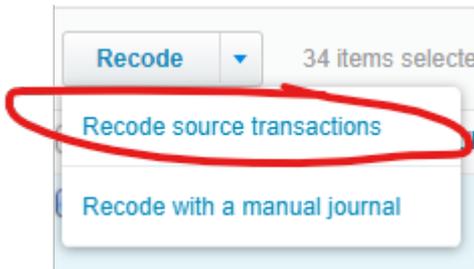
Search

8. Select All the items found for the period

Recode 38 items selected 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"/>	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"/>	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"/>	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"/>	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"/>	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"/>	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 [X]

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

Contact: Don't change

Account: cos

Tax Rate (?)

- EXPENSES
- 5000 - Materials Purchased w/alt 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