



Commissionerate of College Education



An ISO 9001:2018 & MSME Certified Company

ACCOUNTS OPENING BALANCE ISSUE INSTRUCTIONS

Date:13-08-2021

For 2019-2020 Financial Year Instructions As follows

- If You Entered Opening Balance in 2019-2020 then you can enter all the Entries in 2019-2020 and run the cash book.
- The closing balance of 2019-2020 automatically carry forwards to the 2020-2021 Financial year. No Need to enter opening balance of 2020-2021 again.
- If you enter again opening balance in 2020-2021 that will not affect in 2020-2021 cash book that will automatically carry forwards from 2019-2020 closing Balance as 2020-2021 opening.

For 2020-2021 Financial Year Instructions As follows

- If You Entered Opening Balance in 2020-2021 then you can enter all the Entries in 2020-2021 and run the cash book.
- the closing balance of 2020-2021 automatically carry forward to 2021-2022.No Need to enter opening balance of 2021-2022 again. If you enter again opening balance in 2021-2021
- that will not affect in 2020-2021 cash book that will automatically carry forwards from 2019-2020 closing Balance as 2020-2021 opening.

Note:

- ❖ You have to enter opening balance in only 1 time in CAIMS not for every financial year.
- ❖ You have to create bank details only once and add related bank account Numbers in that Particular bank. (Don't create every time bank name while creating new account number in same Bank directly you chose bank and create new account Number)