

Balance Forward Entry

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Records > Accounts > New > Import

This option should be used only by SGA or at SGA's direction to import balance forwards for accounts or objects as of any point in time.

See import connections for help with setting up a connection to a file to import.

Signs

Enter the balance forward amounts as a positive number for **Asset and Expense** type accounts. Enter with a negative number the **Liability, Revenue, and Equity** type accounts. After balance forwards have been entered, you can view the current balance by going into **Accounts**. All amounts on that screen should show as positive numbers unless it is truly the opposite of what it should be.
