Bring your opening balances into Vacei

Start with the source

Use a final trial balance for the date immediately before your first Vacei accounting period. Confirm the company, reporting currency and cutover date. Keep the original PDF or workbook as evidence.

Choose your route

Manual: read the source yourself and enter a balanced opening journal in the portal. Check that opening balances have not already been entered.

Spreadsheet or CSV: use the opening-balance import and review the parsed rows and account mappings. Prefer clear columns: Account Code, Account Name, Debit, Credit. Use numbers in the company currency, not currency symbols in cells.

PDF or workbook through your AI: attach the actual source in ChatGPT or Claude, enable Vacei Books and ask the AI to read it. It must convert the verified balances to structured CSV for the MCP import. Vacei self-serve does not extract PDF balances itself.

A file placed in the portal library remains evidence. Your connected AI can retrieve supported library files, read their contents, and prepare the same structured import. Uploading alone never posts an opening journal.

A prompt you can use

"Use Vacei Books and this source trial balance. First confirm my company, currency and opening period. Read any existing opening import and ledger to avoid duplicates. Show each source account with its debit or credit, source reference and proposed Vacei account. Flag anything uncertain. Prepare a draft only; show me the totals and wait for my approval before posting."

Review and verify your opening balances

Review before posting

The company and accounting period must be correct. Debit and credit totals must agree. Resolve every missing or uncertain mapping. Check signs, decimal separators and any source total rows; totals must not be imported as extra accounts.

The MCP sequence is: read existing opening balances; import the reviewed CSV as a draft; correct mappings; read the draft again; request posting and review its confirmation. Keep the original evidence available.

For customer and supplier detail, verify the debtor/creditor listing against the relevant control account. Apply supported detail to a posted opening import using the dedicated detail action, which nets against the control balance rather than doubling it.

Verify the result

Confirm the import is POSTED and read the trial balance and balance sheet. Compare the source balances, not just the grand total. Review debtor and creditor ageing where detail was supplied.

Do not re-import a posted opening balance or also enter the same figures as an ordinary journal. If a request times out, read the current import and ledger before retrying. A correction to posted records must retain an audit trail.

Useful connection checks

If your company is missing, reconnect the AI and select it. If editing is paused after your trial, use Billing to activate access, then retry only after checking whether the earlier action completed. If extraction is uncertain, resolve it against the source before posting.