Contact Management (Supplier & Customers)

Contact Management · https://spos.pk/docs/contacts-management-supplier-customers/

Contacts in Smart POS are the people your business deals with every day: your customers and your suppliers. Keeping their records complete and up to date means every sale, purchase, payment and balance is linked to the right person, and you can always see who owes you money or who you owe.

Contact management (supplier and customers)

1. Go to **Contacts** from the Smart POS main menu to see all your customers and suppliers in one list.
2. To add a new contact, click **Add**, choose whether they are a customer, a supplier, or both, and enter their name and phone number.
3. Add their address, email and any opening balance, then save the contact so it is ready to use in sales and purchases.
4. Open any contact to view their full history: their sales or purchases, payments made, and their current outstanding balance.
5. Use the contact's ledger to check every transaction in order, and update their details whenever their phone number or address changes.

Tip: Use one contact record per person or business, even if they are both a customer and a supplier, so their full balance stays in one place.