Customer & Supplier Ledger

Contact Management · https://spos.pk/docs/customer-supplier-ledger/

A complete payment and balance history for every contact.

How to use the ledger

1. Open **Contacts** from the Smart POS menu.
2. Choose a customer or supplier to open their profile.
3. Open the **Ledger** tab to see every sale, purchase, payment and balance change in date order.
4. Record a payment from the ledger to reduce the balance — the new balance updates immediately.
5. Print or share the ledger with the customer or supplier when they ask for their statement.

Tip: the ledger is the quickest way to answer "how much do I owe?" — every entry is dated, so you can trace any balance back to the invoice or payment that caused it.