How to add opening balance & payment?

Contact Management · https://spos.pk/docs/how-to-add-opening-balance-payment/

An opening balance records what a customer owes you, or what you owe a supplier, on the day you start using Smart POS. Adding it correctly means your ledgers, reports and outstanding balances are accurate from day one, instead of starting with missing amounts.

How to add opening balance and payment

1. Go to **Contacts** from the Smart POS main menu and open the customer or supplier whose opening balance you want to add.
2. Open the contact's profile and find the opening balance field, then enter the amount owed as on your start date.
3. Save the contact, then open their ledger to confirm the opening balance appears as the first entry.
4. To record a payment against that balance, open the contact and choose to add a payment, then enter the amount received or paid.
5. Select the payment method, add a note if needed, save the payment and check the ledger again to confirm the outstanding balance has reduced.

Tip: Enter opening balances before you record new sales or purchases for a contact, so later reports are not mixed up with old amounts.