Opening Balance

Contact Management · https://spos.pk/docs/opening-balance/

An opening balance is the amount a customer owes your business, or your business owes a supplier, at the moment you start using Smart POS. Recording it for each contact gives you correct ledgers and outstanding balances from your very first day, without carrying old figures in a notebook or spreadsheet.

Opening balance

1. Go to **Contacts** from the Smart POS main menu and open the customer or supplier you want to set up.
2. Find the opening balance field on the contact's profile and enter the amount owed on the day you started using Smart POS.
3. Save the contact, then open their ledger to confirm the opening balance is shown as the first entry.
4. Record any later payments against the contact as normal; each payment reduces the outstanding balance shown in the ledger.
5. Check the contact's balance in the contacts list or in the Customer and Supplier Ledger report whenever you need a quick summary.

Tip: Add opening balances before recording new sales or purchases for a contact, so old and new amounts are never mixed up in reports.