What Is an Advanced Balance?

Contact Management · https://spos.pk/docs/what-is-an-advanced-balance/

An advanced balance is money a customer or supplier pays in advance, before any sale or purchase is made. Smart POS keeps this amount as a credit on the contact's account, so it can be used automatically against their next invoice instead of taking a fresh payment.

What is an advanced balance?

1. Go to **Contacts** from the Smart POS main menu and open the customer or supplier you want to check.
2. Look at the contact's profile, where the advanced balance is shown alongside their total purchases, sales and outstanding balance.
3. To record an advance, add a payment for that contact and choose the advance or advanced balance payment type.
4. When you create the next sale or purchase invoice for the same contact, Smart POS will offer the advanced balance as a payment option.
5. Apply the advance to the invoice and save it; the balance is reduced by the amount used, and any remainder stays available for future invoices.

Tip: Check the contact's ledger before taking a new payment, so you can see at a glance whether an advance is still available to use.