

# How to add opening/previous balance for a Customer?

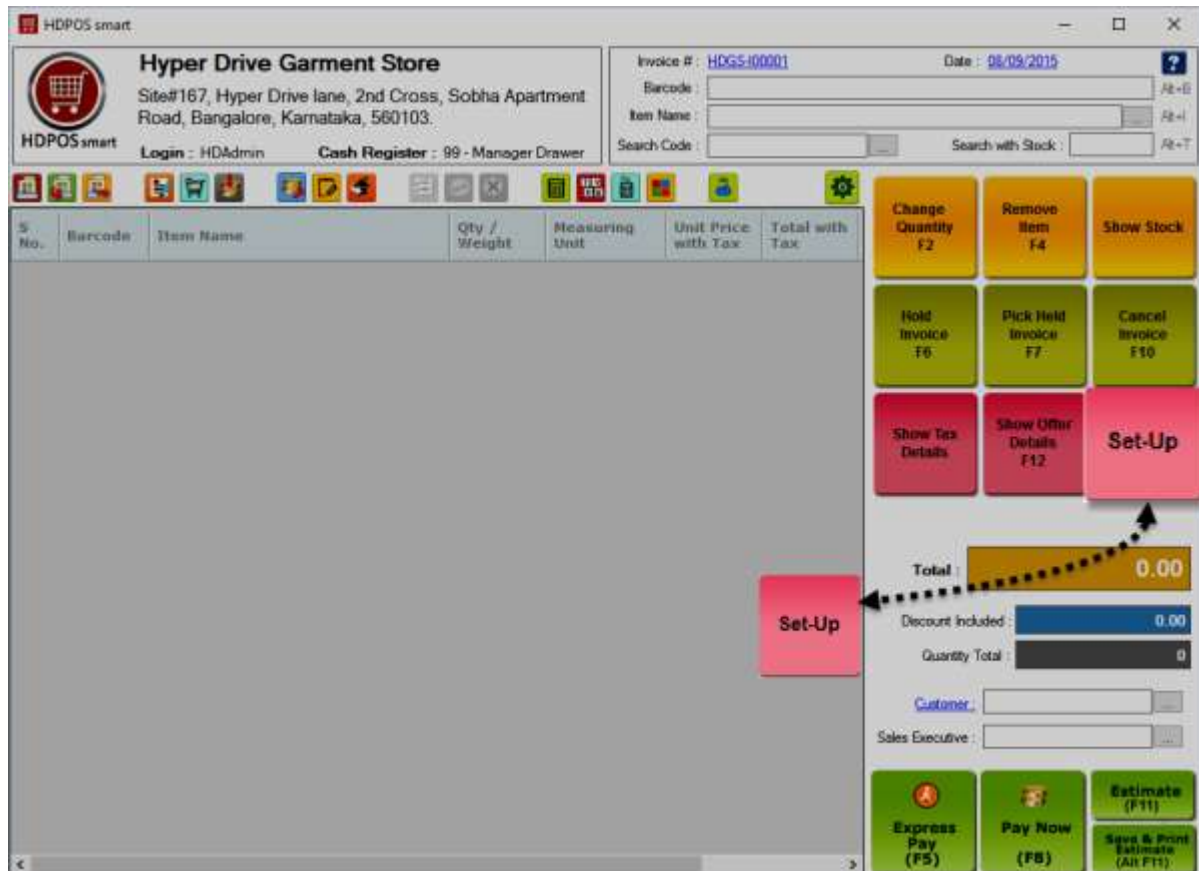


HDPOS smart Tutorials

Many a times you may be maintaining books of account by doing manual data entry or using other accounting packages and when you start using HDPOS smart the first question that arises is “How do I carry forward my previous balances”?

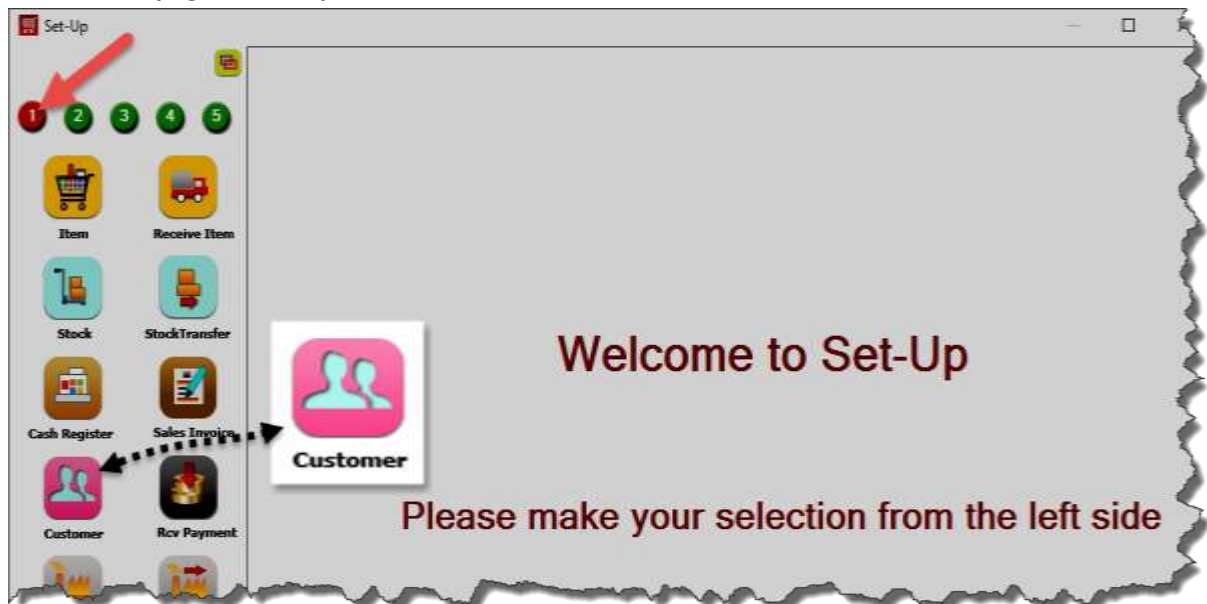
Follow the below steps to carry forward any previous balance of a given customer.



1. Run **HDPOS smart**.
2. From the **Main Screen** click on **Set-Up**.

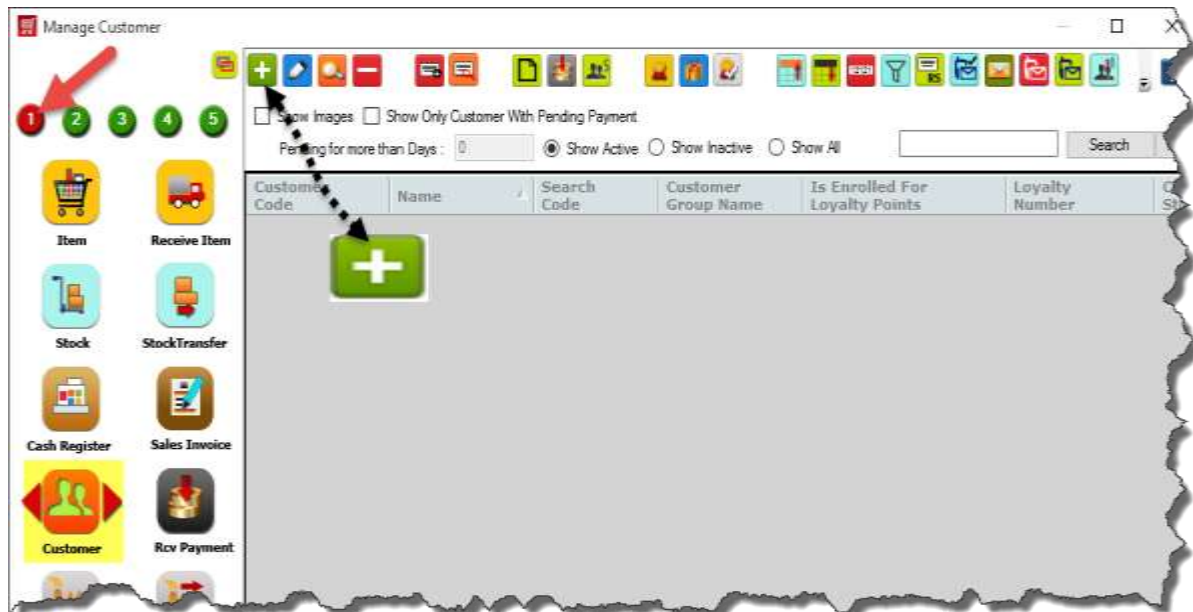




- From the 1<sup>st</sup> page of Set-Up click on **Customer**.



- From **Manage Customer** screen, Select **Add Customer**  (if you are defining new customer)/**Edit Customer**  (if you are editing an existing customer) option from the **tool strip**.





5. In Add New Customer screen, enter the **Customer details** as required. In the **Financial Account** section click on **Change** button next to **Opening Balance**.

**Add New Customer**

Customer Code: C00001 Define my own Code

**Customer Details**

First Name: Han  
Last Name: Kumar V  
Search Code: 004  
Birth Date: 28/02/1981 Clear  
Anniversary Date: 08/09/2015 Clear  
 Is Active  
VAT No: 123456 CST No: 745821  
TIN No: 9856125356 PAN No: 65248821

**Shipping Address** **Billing Address**

Address Line 1: Flat No: 102, 12th cross  
Address Line 2: 30 main Hanuman Nagar  
City: Bangalore  
State: Karnataka  
Zip Code: 560023  
Telephone Number:   
Mobile Number: 9036158785  
E Mail: han.kumar@gmail.com

**Customer Loyalty**

Is Enrolled For Loyalty Points  
Loyalty Number: Auto Generate Number  
Enrollment Date: ...  
Loyalty Points: 0.00  
Referred By: (For Loyalty Points)   
 Is Loyalty Points to Referrer on Every Invoice

**Credit Limit / FA**

Use System Default Credit Limit  
Credit Limit: 0.00  
FA Balance: 0.00

**Customer Group**

Customer Group:   
Financial Account:   
Opening Balance: 0.00 Cr Change

**Customer Display Name**

Customer Name For Display: Han Kumar V Name by Template

User Field List

Attachments Save (F8) Cancel

6. In the **Manage Opening Balance** Screen that pops up enter the **opening Balance** that you want to carry forward.
  - a. Click on the drop down next to the **Opening Balance** field and select **Cr/ Db** and click on **Save** to record the opening balance.
  - b. Select **Transaction Date & Time** for Opening Balance.
  - c. Enter the Opening Balance amount.
  - d. If you have any advance amount of that customer, select **Cr**.
  - e. If you have any previous pending amount from the customer (that customer had to pay you), select **Db**.
  - f. E.g. I have selected **Db**.



**Manage OpeningBalance** [X]

Current Opening balance : Cr 0.00

Transaction Date : 01/04/2015 12:00 AM [Calendar]

Opening Balance :  [Dropdown]

**Save (F8)** **Cr Db**

g. Click on **Save**.

7. In the **Add New Customer** screen, you can see the added opening balance. Click on **Save**.

**Add New Customer** [X]

Customer Code : C00001 [Define my own Code]

**Customer Details**

First Name : Hari  
Last Name : Kumar V  
Search Code : 004  
Birth Date : 28/02/1981 [Clear]  
Anniversary Date : 08/09/2015 [Clear]  
 Is Active

VAT No : 123456 CST No : 745821  
TIN No : 9856125356 PAN No : 65248821

**Customer Loyalty**

Is Enrolled For Loyalty Points  
Loyalty Number : [Auto-Generate Number]  
Enrollment Date : ...  
Loyalty Points : 0.00  
Referred By (For Loyalty Points) : [Dropdown]  
 Is Loyalty Points to Referer on Every Invoice

**Shipping Address** **Billing Address**

Address Line 1 : Flat No 102, 12th cross  
Address Line 2 : 30 main Heruman Nagar  
City : Bangalore  
State : Karnataka  
Zip Code : 560023  
Telephone Number : [Dropdown] Mobile Number : 9036158785  
E Mail : hari.kumar@gmail.com

**Credit Limit / FA**

Use System Default Credit Limit  
Credit Limit : 0.00  
FA Balance : 0.00

**Customer Group**

Customer Group : [Dropdown]

**Financial Account**

Opening Balance : 5,000.00 Db [Change]

Customer Display Name : Hari Kumar V  
Customer Name For Display : Hari Kumar V [Name by Template]

User Field List

Attachments

**Save (F8)** **Cancel**