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



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

To add previous/opening balance for a Supplier, follow the steps below.

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



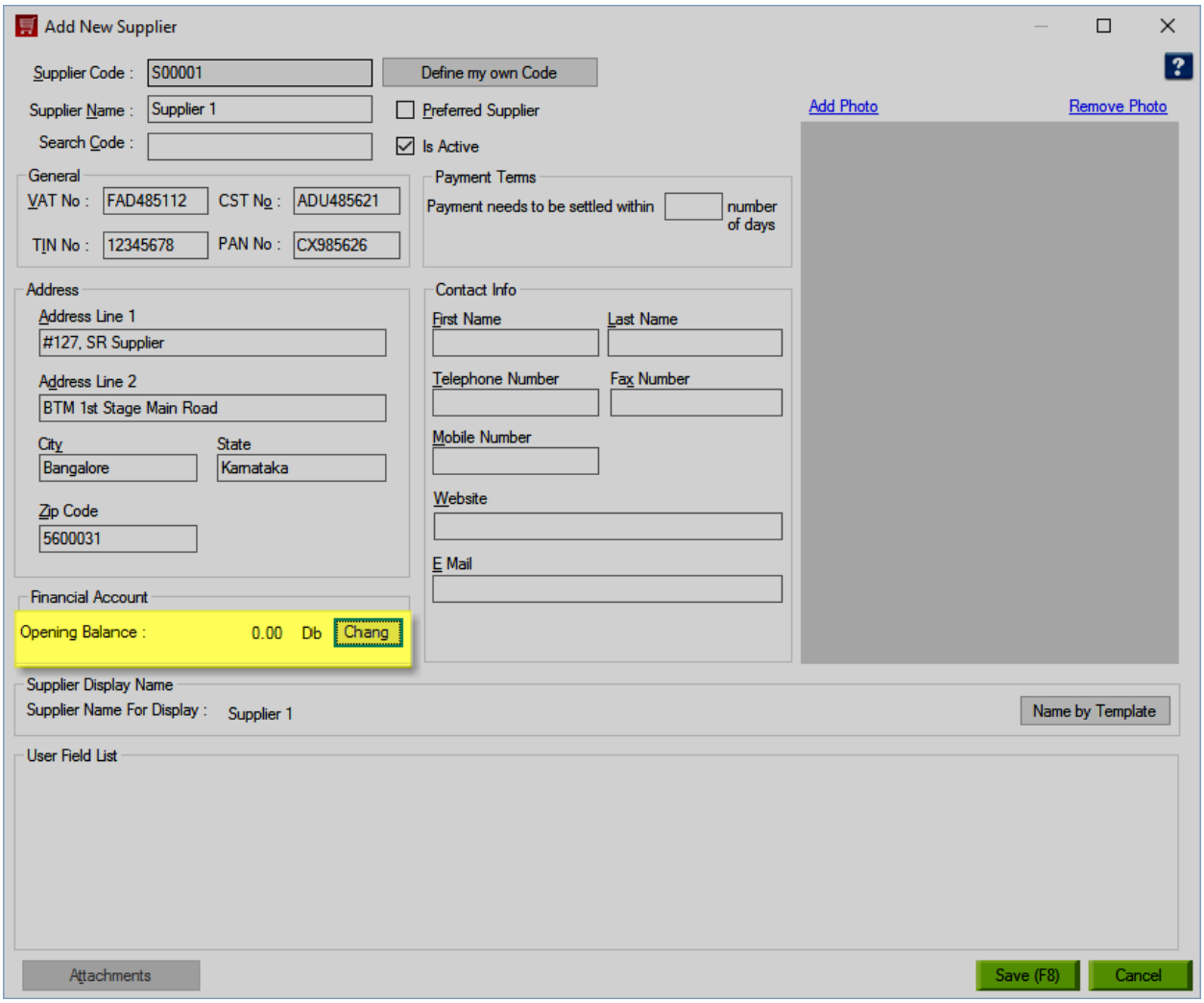
3. From the **1st page of Set-Up,** select **Supplier.**



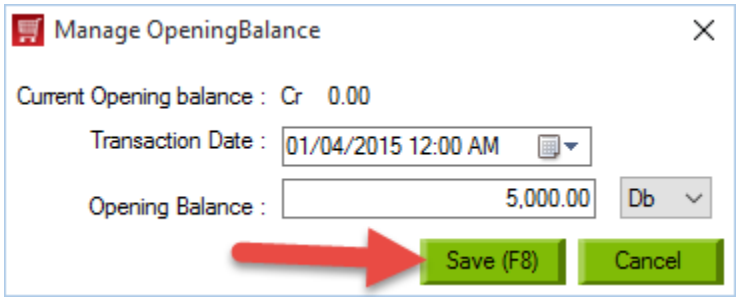

4. From **Manage Supplier** screen, Select **Add Supplier**  (if you are defining new supplier)/**Edit Supplier**  (if you are editing an existing supplier) option from the **tool strip.**



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




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.
    d. If you have any advance amount of that supplier, select **Db.**
    e. If you have any previous pending amount from the supplier (you have to pay the supplier), select **Cr.**
    f. E.g. I have selected **Db**.




g. Click on **Save**.

7. In the **Edit Supplier** screen, you can see the added opening balance as shown below. Click on **Update.**

