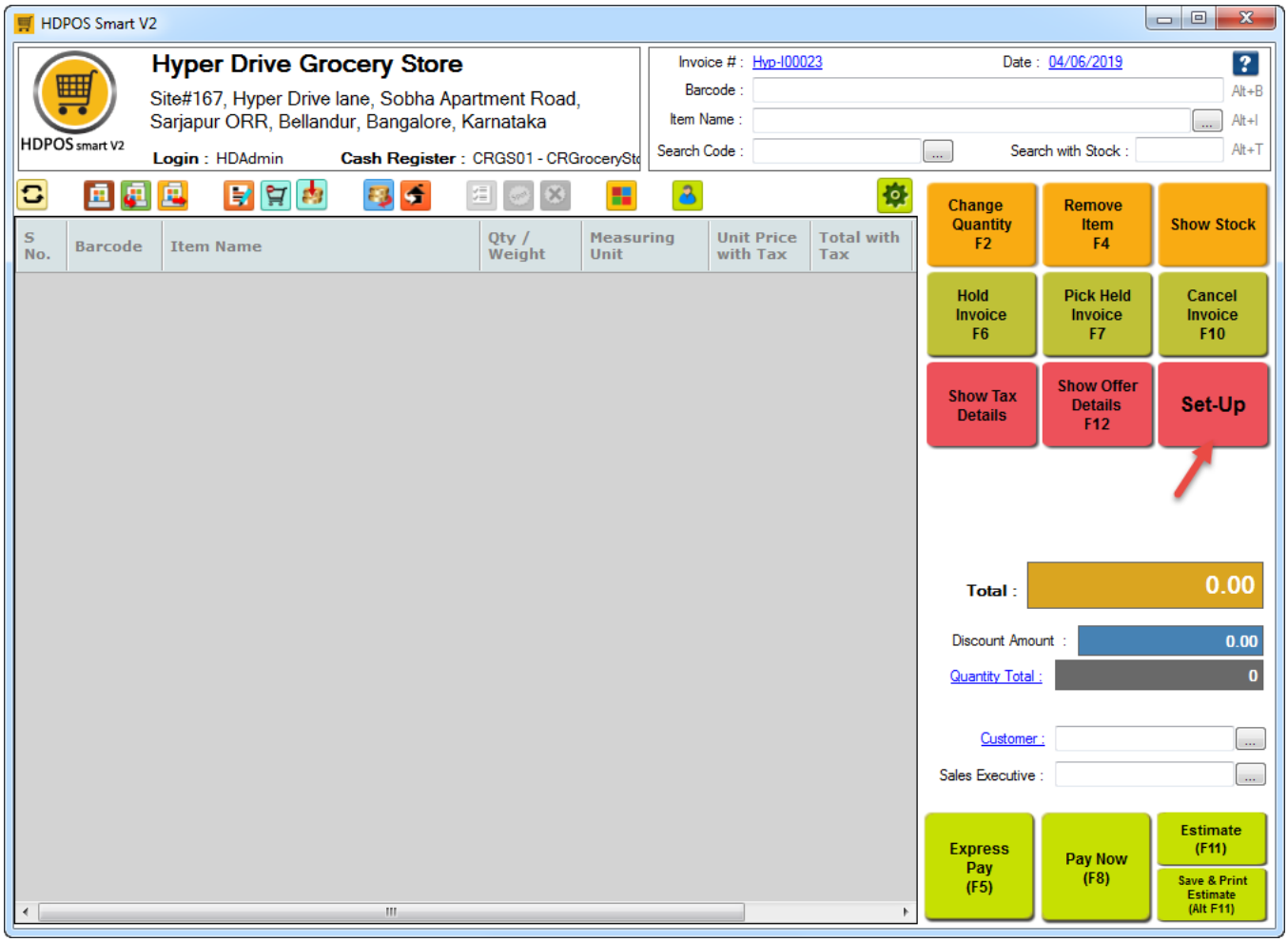
How to add opening balance in cash register?

To add opening balance in cash register, please follow the steps below.

Run **HDPOS smart**.

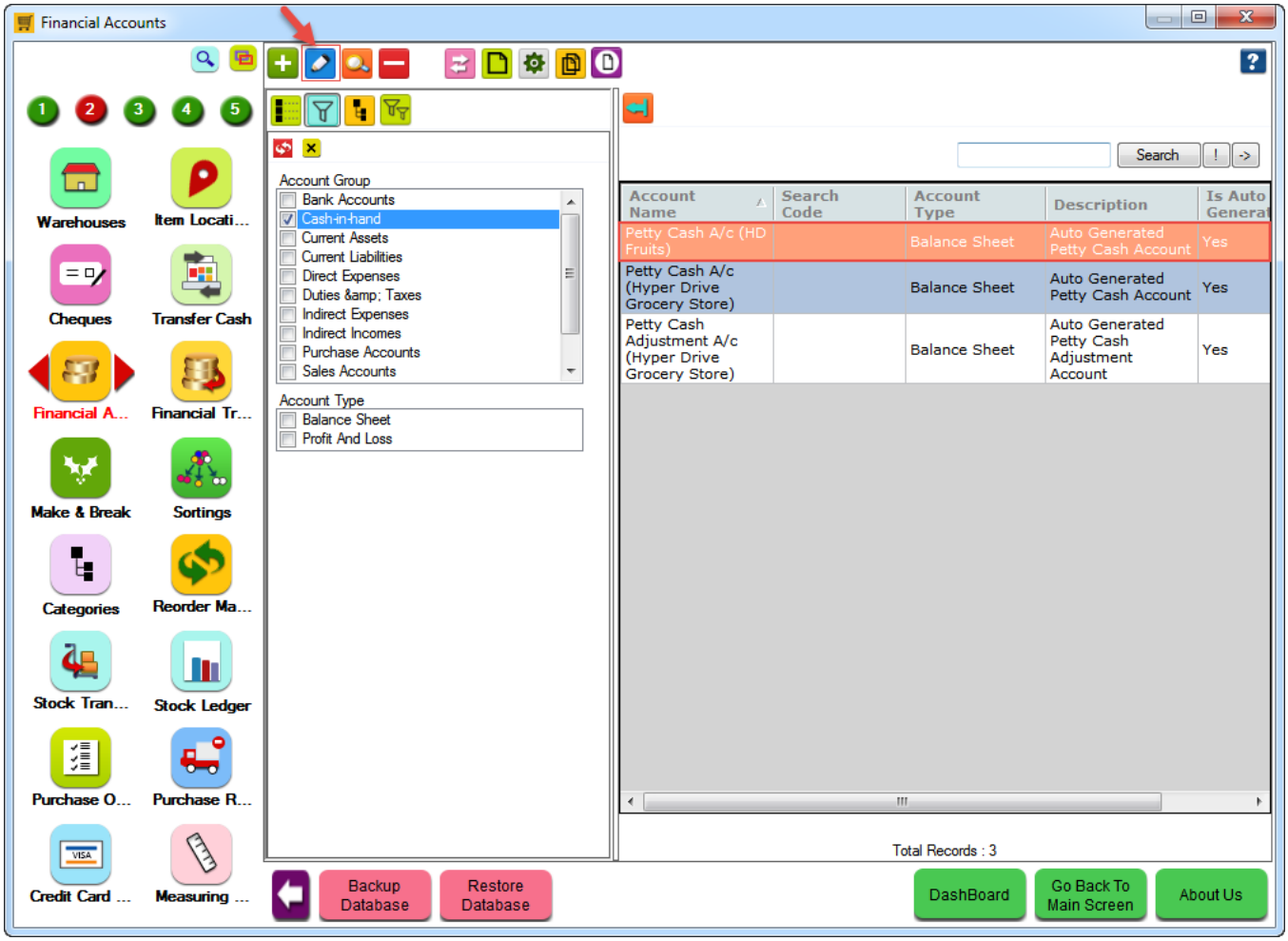
1. From **Main Screen** click on **Set-Up**.



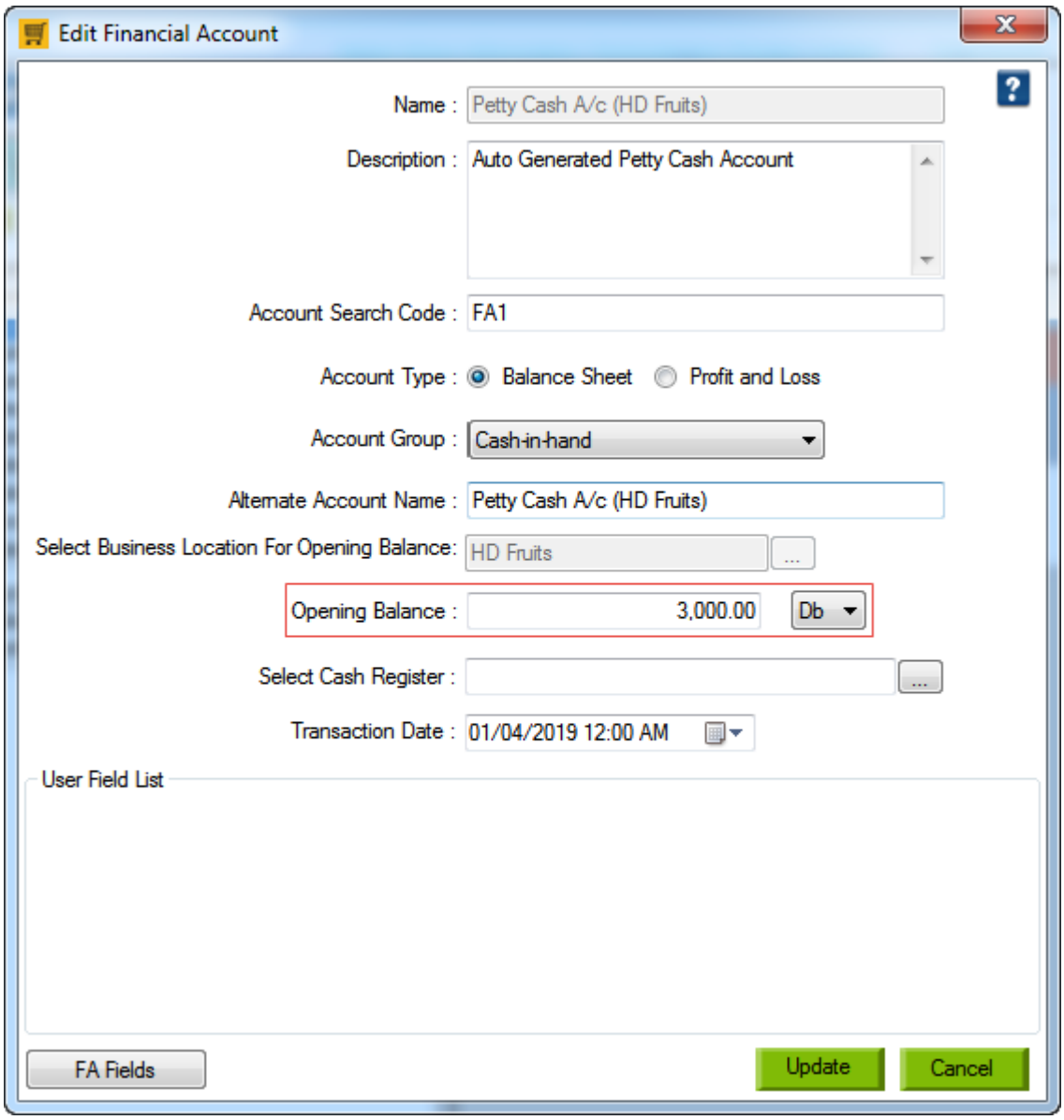
2. From **2nd** page of Set-Up, select **Financial Accounting**.



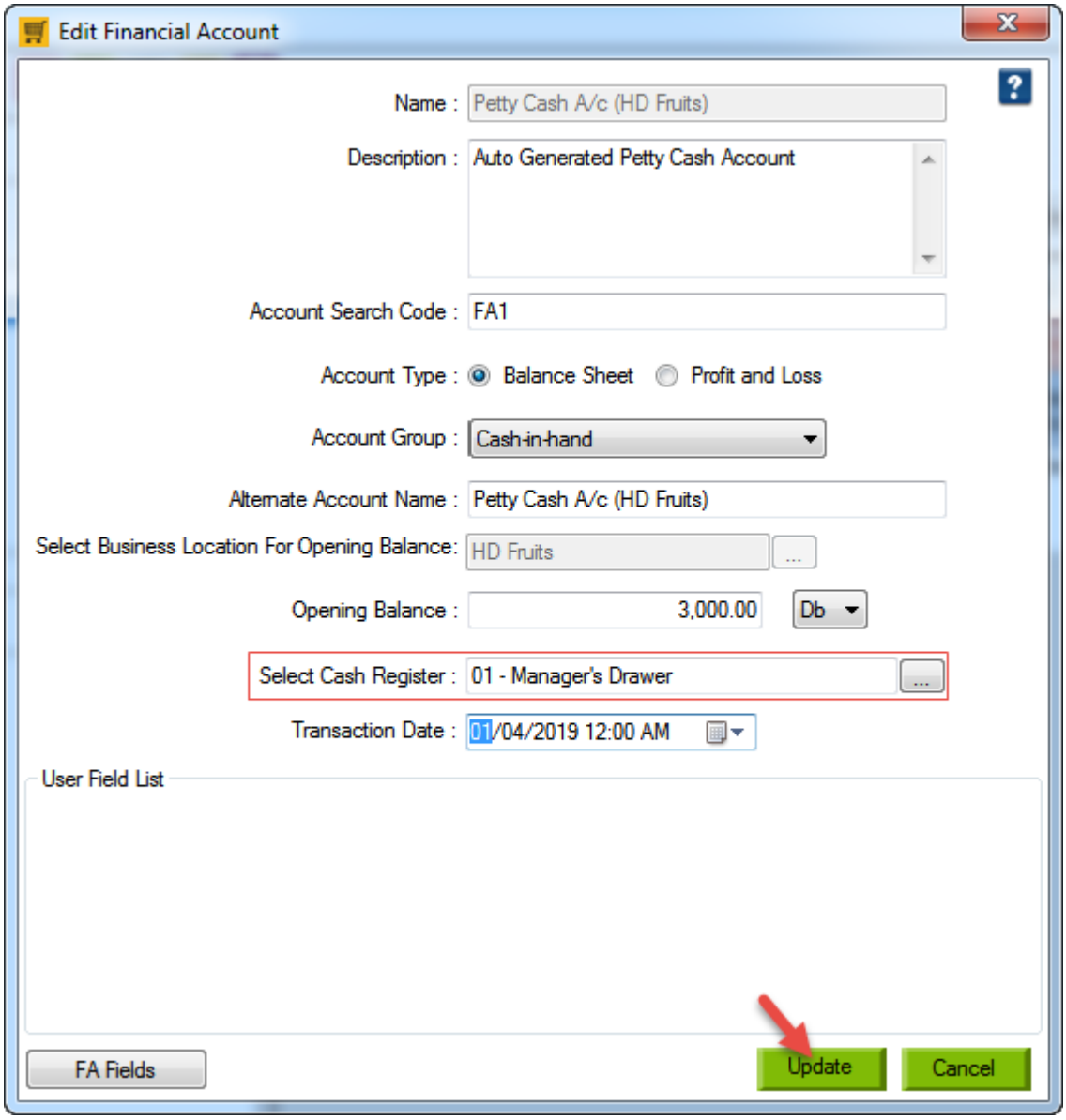
3. Select **Petty Cash Account** of your business location and click on **Edit Financial Account** from **Manage Financial Accounts** window.



4. Enter the **opening balance** amount and click on the **drop down** next to the **Opening Balance** field and select **Db**.



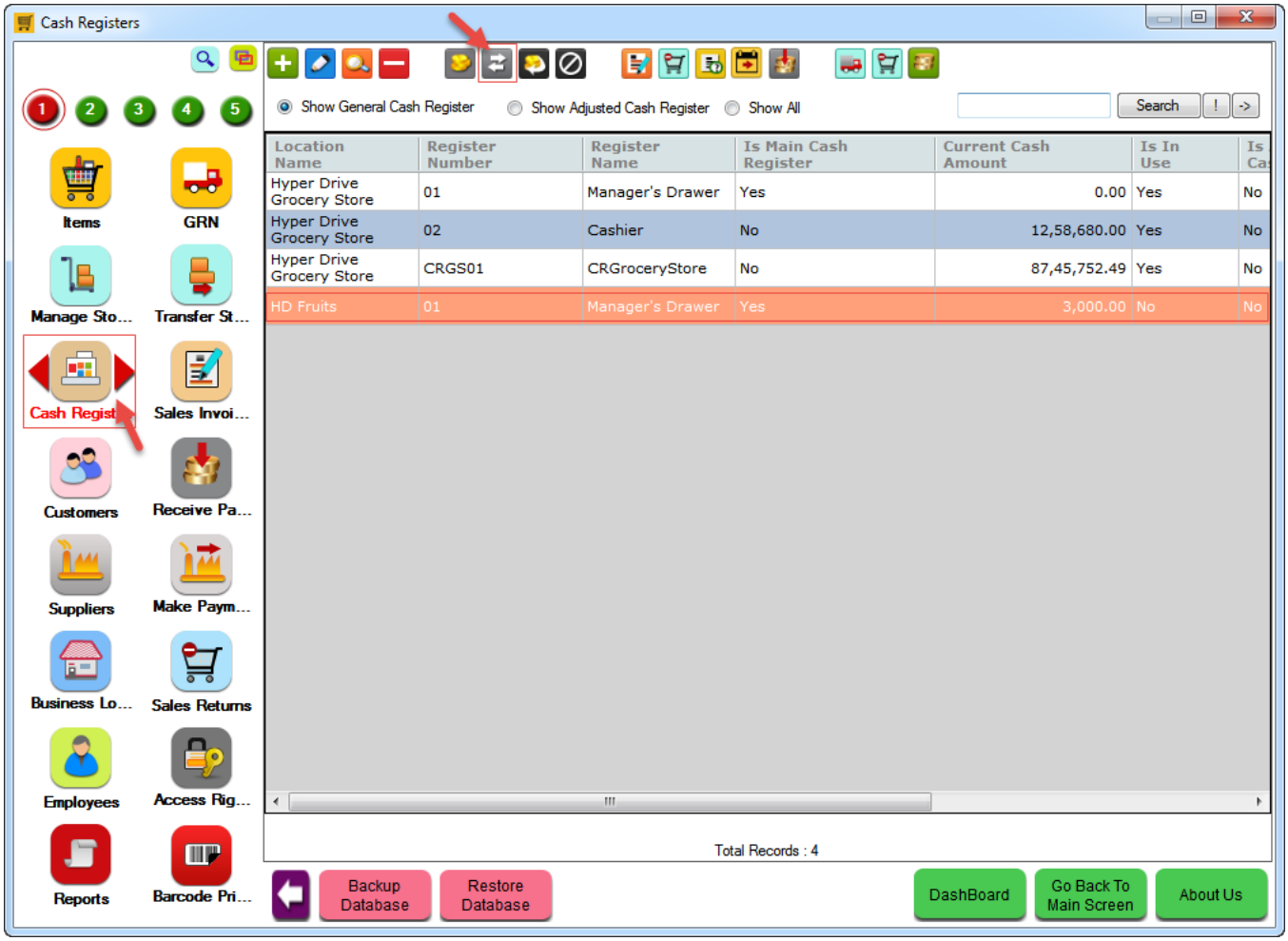
5. Select the **cash register** in which you want to add opening balance and click on **Update** to record the **opening balance.**



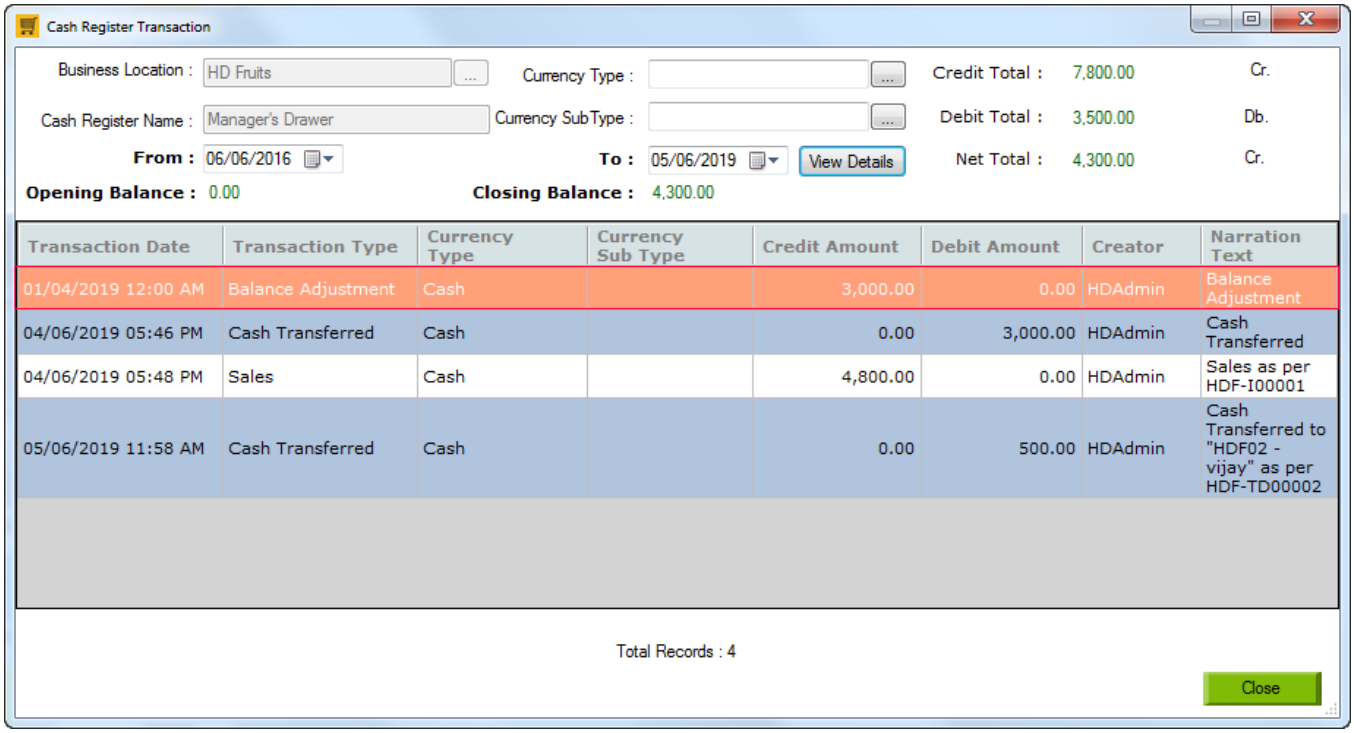
6. Now to view the **opening balance** of the cash register:

a. Go to **Cash Register** from the **1st page** of **Set-Up**. b.Select the **cash register** for which you have added opening balance.

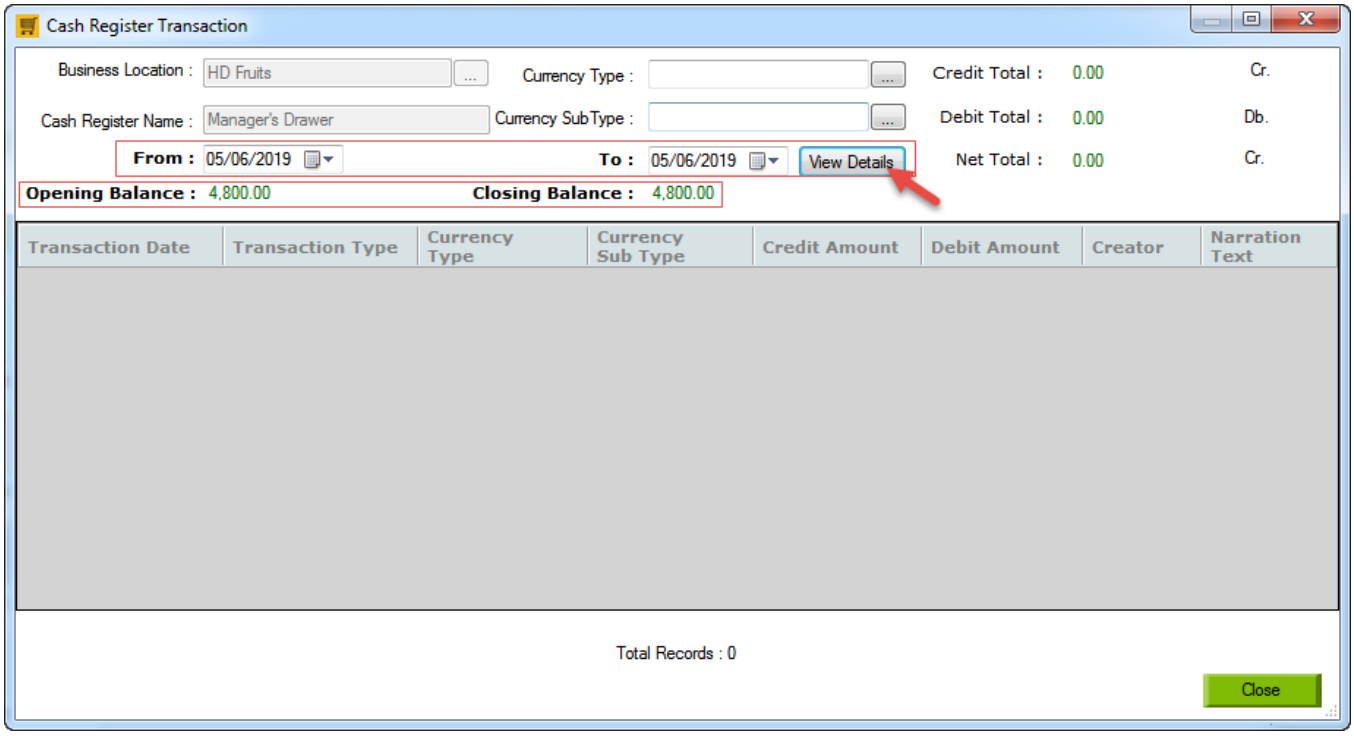
c.Click on **View Cash Register Transaction** from **Manage Cash Register** tool strip.



7. This will open the **Cash Register Transaction** screen where you can see the opening balance added to your cash register as **Balance Adjustment**.



Note: **Closing Balance** of today's date will be **opening balance** of next day.


Cash Register Transaction
Business Location :
HD Fruits
Currency Type :
Credit Total :
0.00
Cr.
Cash Register Name :
Manager's Drawer
Currency SubType :
Debit Total :
0.00
Db.
From :
05/06/2019
To :
05/06/2019
View Details
Net Total :
0.00
Cr.
Opening Balance :
4,800.00
Closing Balance :
4,800.00
Transaction Date
Transaction Type
Currency Type
Currency Sub Type
Credit Amount
Debit Amount
Creator
Narration Text
Total Records : 0
Close