How to clear Other Pending Amount of a supplier?

When running a business it is a very common practice to purchase goods from your suppliers on credit and clear the payment on a later date.

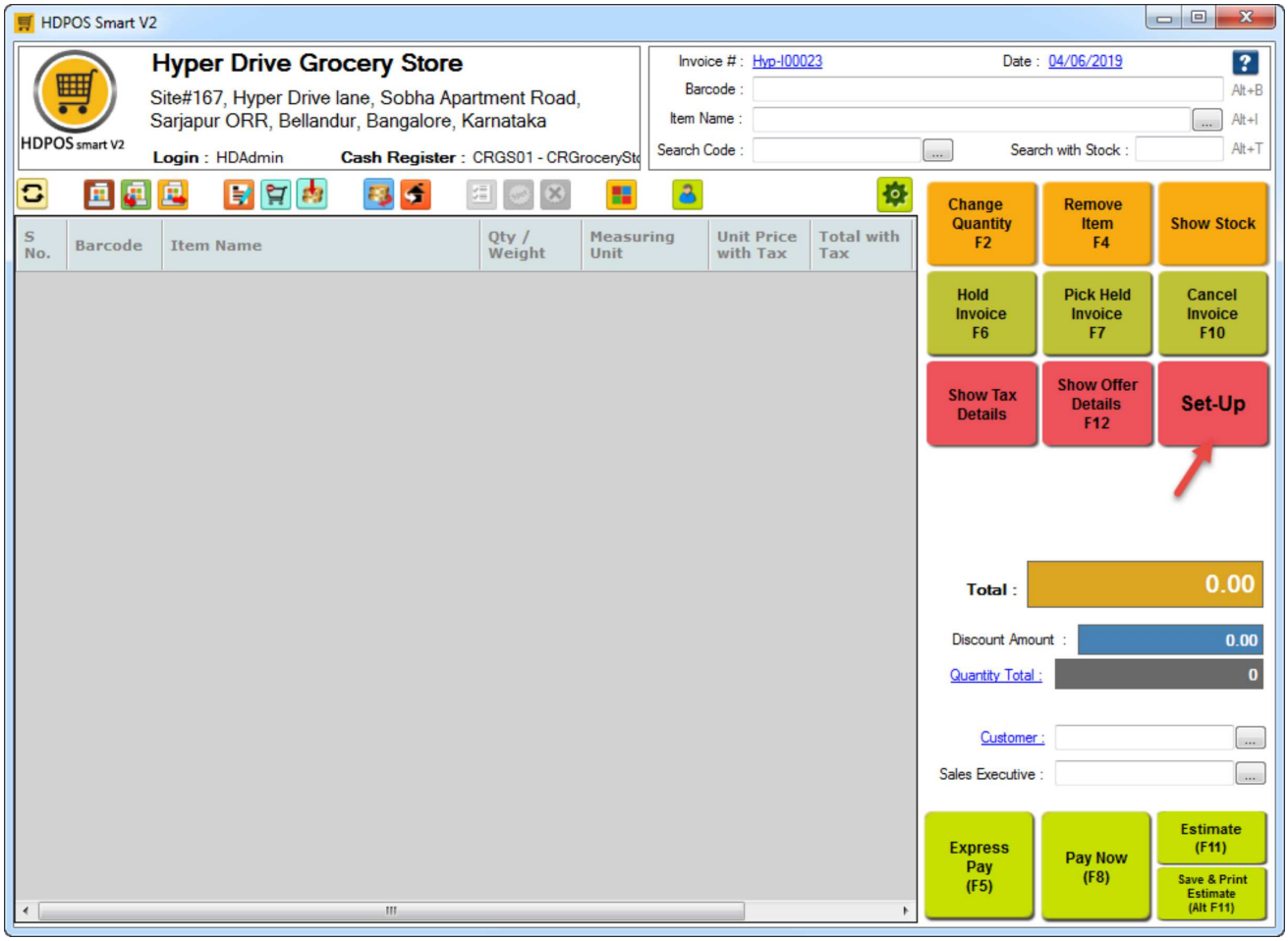
If you have an existing business and maintaining your accounts of your supplier you may already have some previous outstanding of the suppliers that need to be cleared. This previous pending would need to be entered as an opening balance in HDPOS smart. This opening balance will reflect as **Other Pending Amount**.

The steps below will show you:

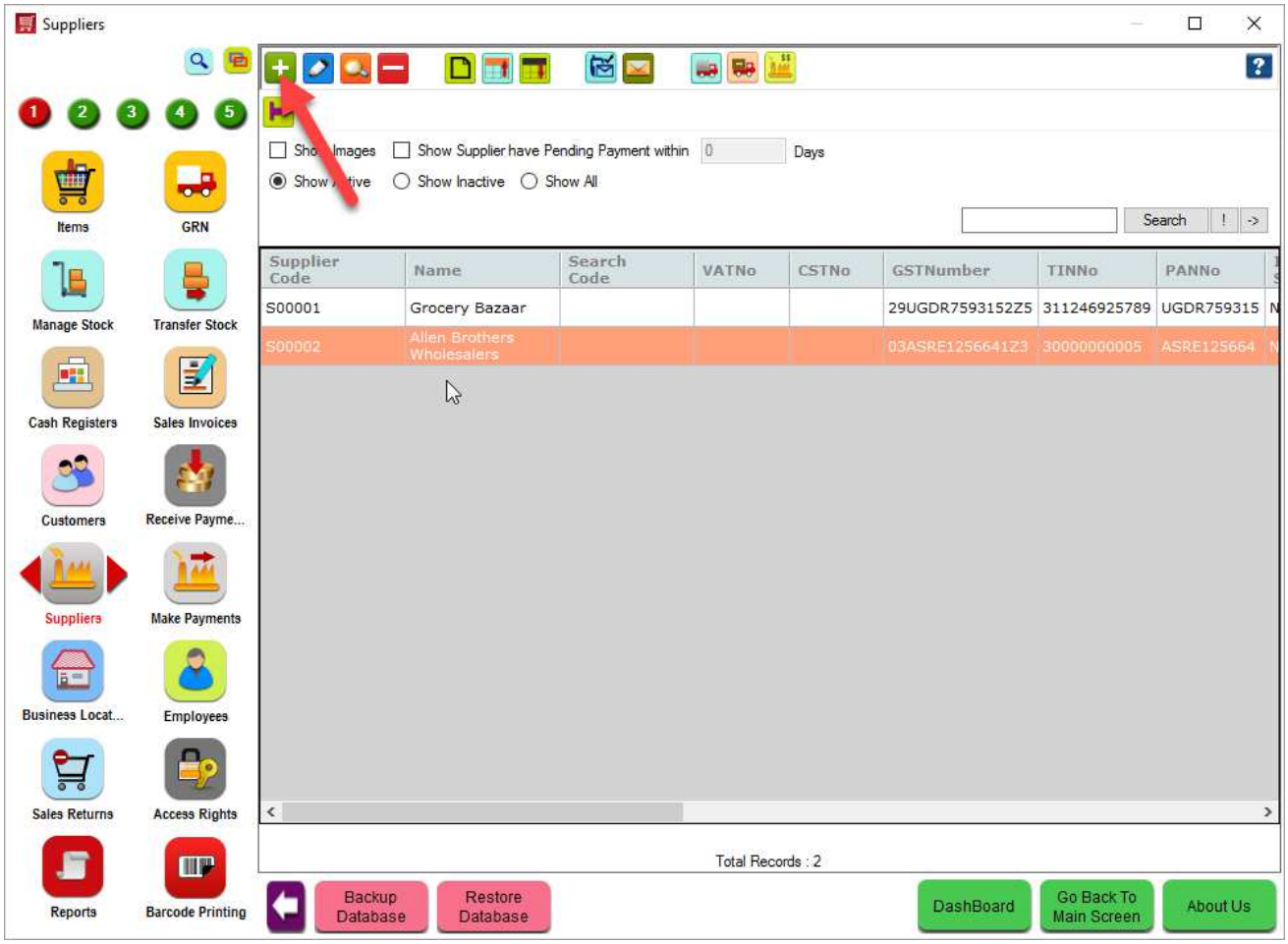
1. How to add supplier's previous pending as an opening balance.
2. How to clear the other pending amount when making payment to supplier.

How to add a supplier's previous pending amount as opening balance

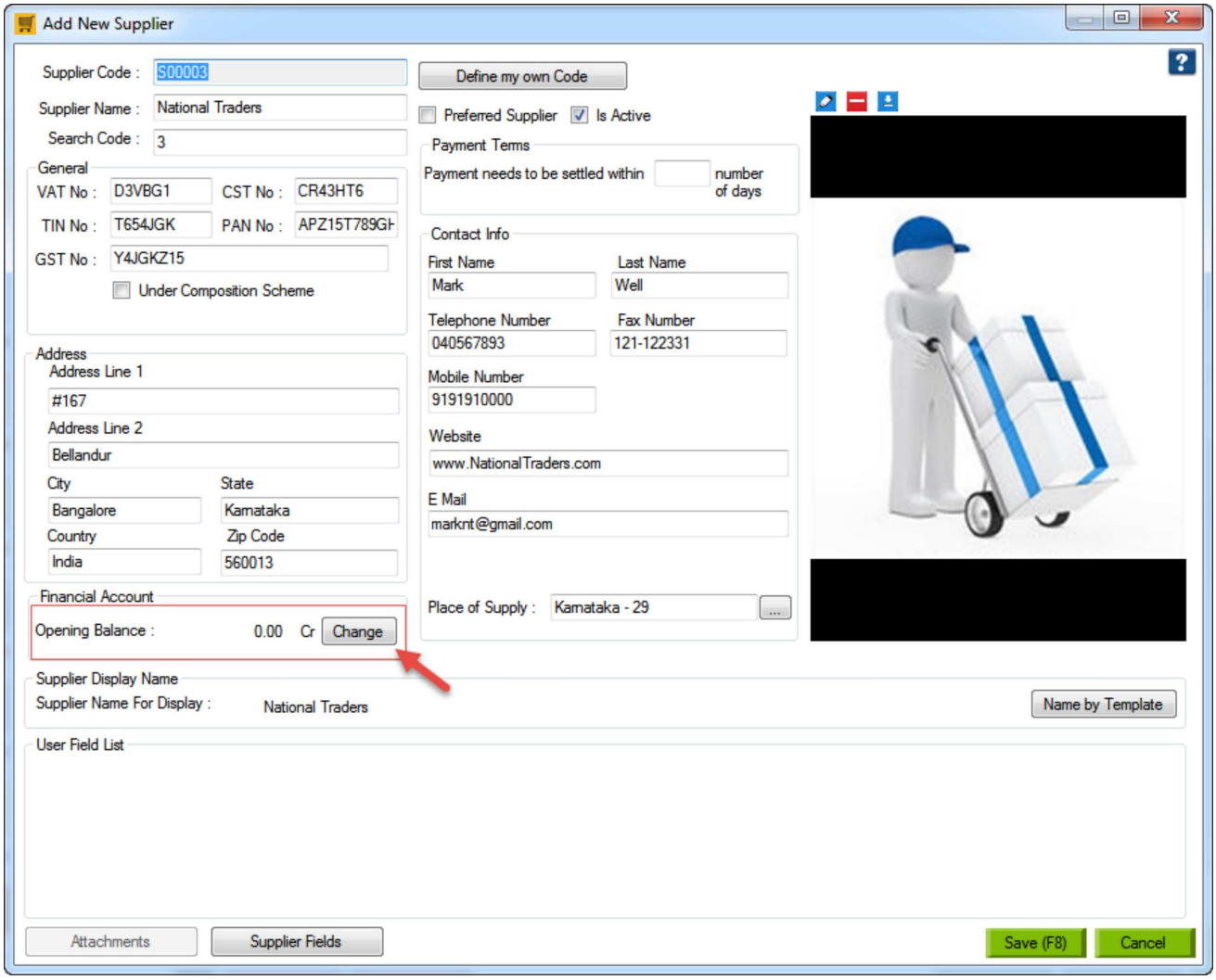
1. Run **HDPOS smart**. Click on **Set-Up**.



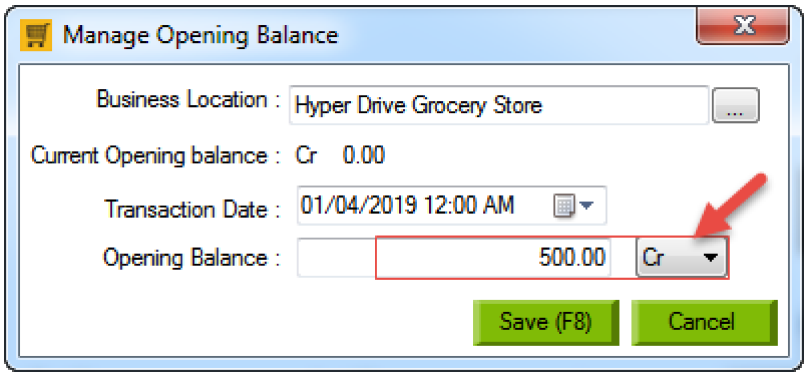
2. From 1st page of **Set-Up**, select **Supplier**. Click on **Add** button to add a new supplier.



3. Enter the details of the supplier such as name, address etc. Click on **Change** button in the **Financial Account** section to enter an opening balance.



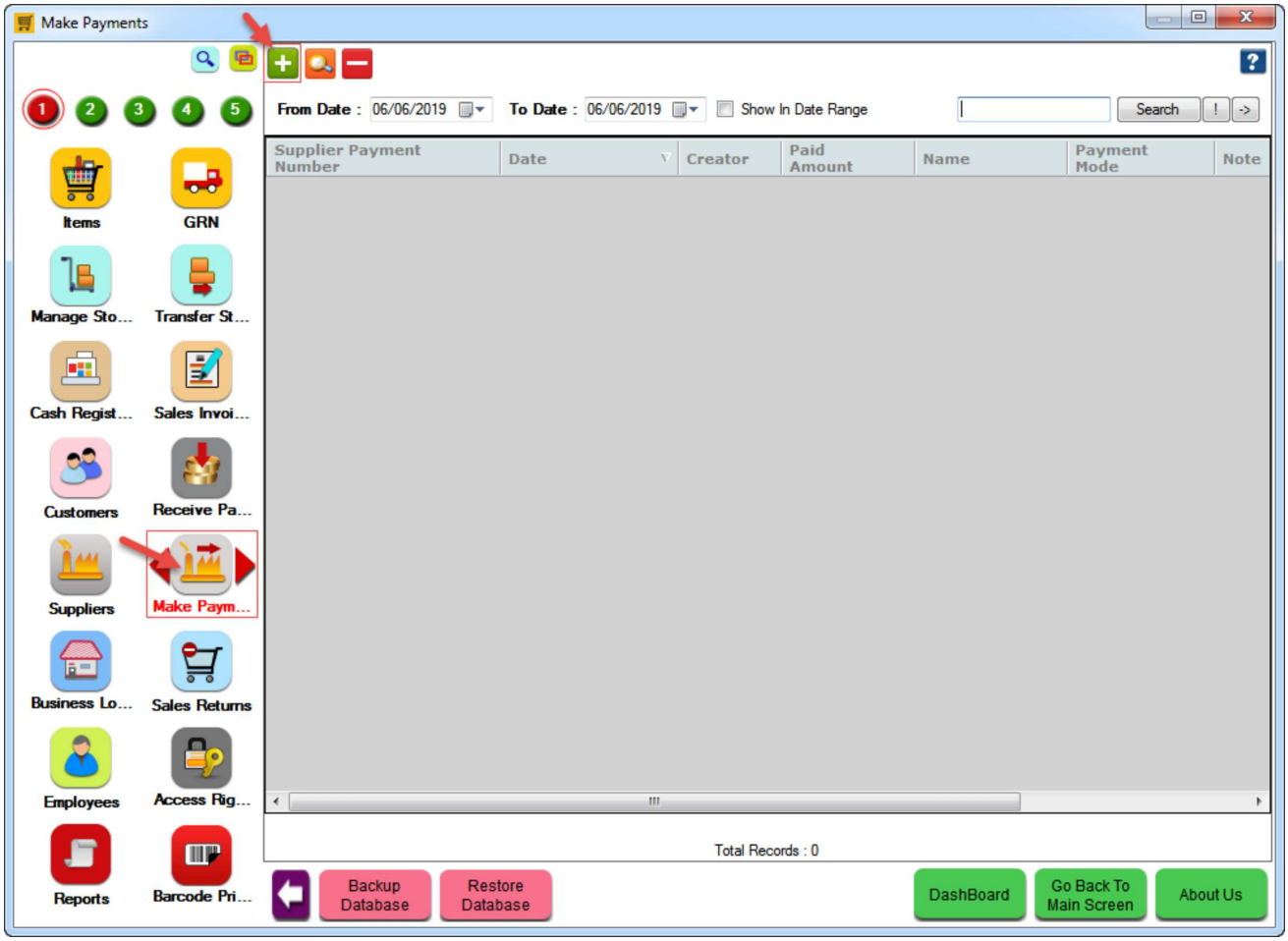
- In the **Manage Opening Balance** window, enter the amount, select **Cr** and click on **Save**.



- Click on **Save** to create the supplier with the entered details.

Clear the Other Pending Amount:

1. Select **Make Payment** from the 1st page of Set-Up to make payment to the supplier. Click on **Add** button to create a payment to the supplier.



2. You will see the Make Payment to Supplier screen.

a. Select the supplier whose payment you want to clear.

b. The **previous pending amount** is shown as **Other Pending Amount**.

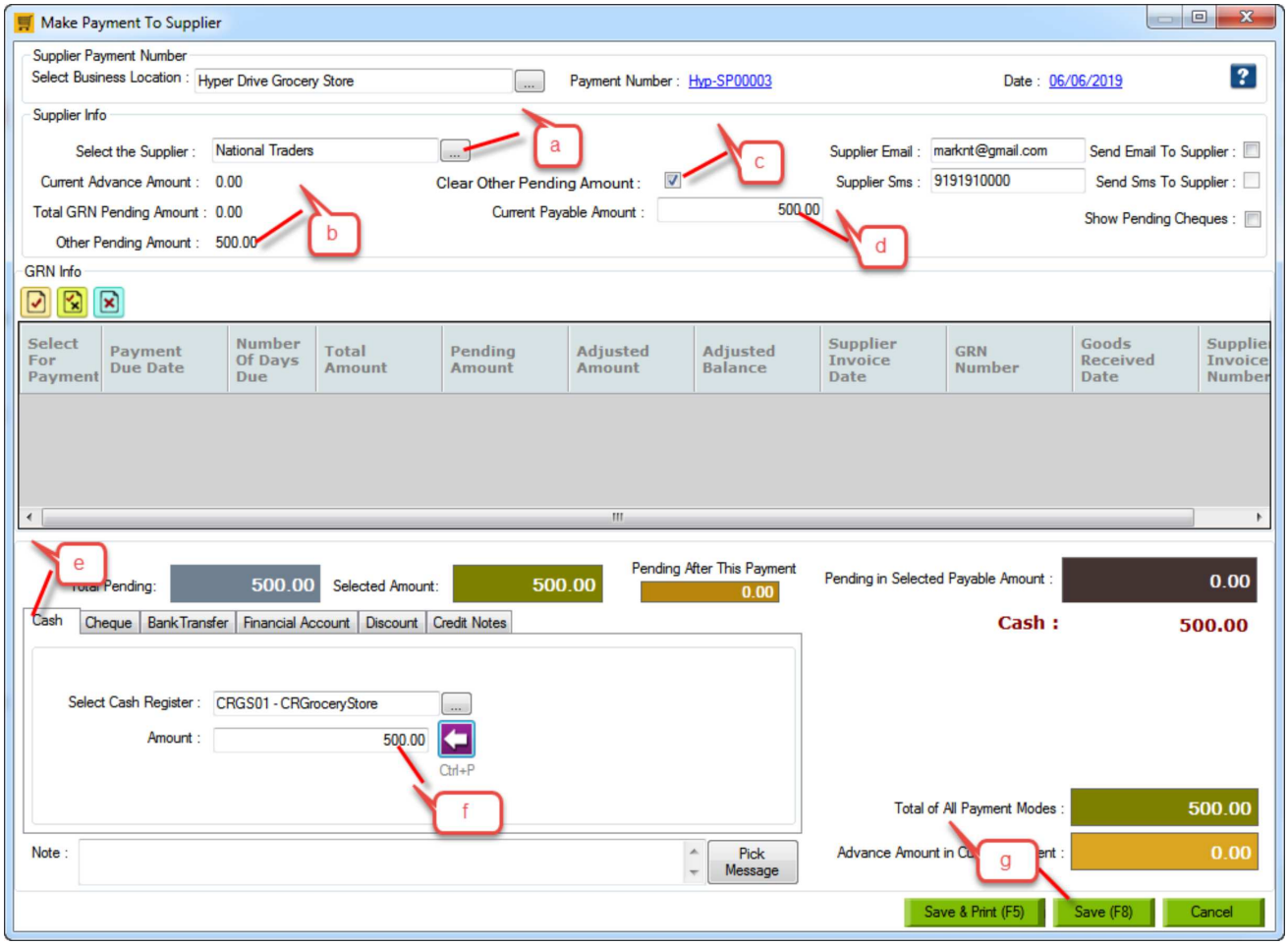
c. Check the checkbox **Clear Other Pending Amount**.

d. Then you will see the **Current Payable Amount** textbox will have the value of other pending amount.

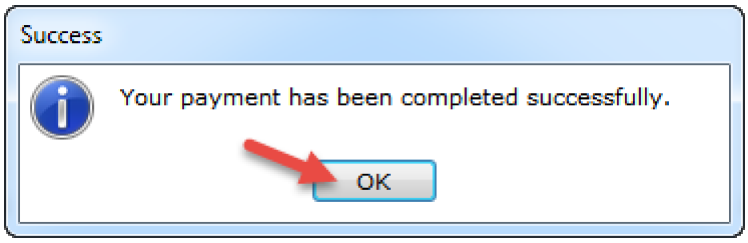
e. Select the payment mode. (For example I selected Cash payment mode).

f. Enter the amount that you want to pay the supplier.

g. Click on **Save**.



3. You will see a success message as shown below. Click on **OK**.



4. You will see the following message on screen. Click on **OK**.

