

Advanced balance

Advanced balance(to customers) is the sum of the amount that the business should pay for the customers.

Advanced balance(to suppliers) is the sum of the amount that the suppliers should pay for the business.

To add an advanced balance, Go to **Customers -> customers/suppliers** and click on the action button. Here you will find a pay option and click on it. Add payment pop up will be shown and add the required amount value and click on save button.

Customers Manage your Customers

Filters

All your Customers [+ Add](#)

Mass Action:
[Require e-Invoice](#) [Not Require e-Invoice](#)

Show 50 entries

[Export to CSV](#) [Export to Excel](#) [Print](#) [Column visibility](#) [Export to PDF](#)

<input type="checkbox"/>	Action	Contact ID	Name
<input type="checkbox"/>	Actions-	CO0001	Walk-In Customer
<input type="checkbox"/>	Pay	CO0005	Mrs Luna 900615015231
<input type="checkbox"/>	View	CO0006	Mr Joseph 920815-03-2380
<input type="checkbox"/>	Edit	CO0007	Miss Jenna 93472927413
<input type="checkbox"/>	Deactivate		
<input type="checkbox"/>	Ledger	Jane	Ms Ms Alicia
<input type="checkbox"/>	Sales	CO0012	Miss Kamy 840216018457
<input type="checkbox"/>	Documents & Note		

Showing 1 to 6 of 6 entries


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Add payment ×


Customer name: Walk-In
Customer

Total Sale: RM 4,208.56
Total Paid: RM 4,208.56
Total Sale Due: RM 0.00
Opening Balance: RM 0.00
Opening Balance Due: RM 0.00

Payment Method:*

 Cash ▼

Paid on:*

 10/23/2025 14:3

Amount:*

 20.00

Attach Document:

No file chosen

Allowed File: .pdf, .csv,
.zip, .doc, .docx, .jpeg,
.jpg, .png

Payment Note:

Making sales/purchases using an advanced balance:

To make a purchase or sale using this advanced balance, add a sale or purchase.

Select the customer/supplier. While making the payment, select the **advance payment** in payment method option and save it.

Note: Payment from advance balance will only be used only if **advance payment** method is selected.



Add payment




Customer name: Walk-In
Customer

Total Sale: RM 4,208.56
Total Paid: RM 4,208.56
Total Sale Due: RM 0.00
Opening Balance: RM 0.00
Opening Balance Due: RM 0.00

Payment Method:*

 Cash 

Paid on:*

 10/23/2025 14:3

Amount:*

 20.00

Attach Document:

No file chosen

Allowed File: .pdf, .csv,
.zip, .doc, .docx, .jpeg,
.jpg, .png

Payment Note:

Save

Close

Revision #6

Created 30 September 2025 03:00:35 by Admin

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