

Opening Balance

Opening balance(to customers) is the sum of the amount that the customers have to pay for the business.

Opening balance(to suppliers) is the sum of the amount that the business has to pay for the suppliers.

Adding an opening balance

To add an opening balance, Go to **Contacts->customers/suppliers**. Either select the add button or click on edit for an existing user. There you could find a more information button, click on that and add the opening balance amount to be added for that user.

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		
<input type="checkbox"/>	Deactivate	CO0007	Miss Jenna 93472927413
<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 [Previous](#) [1](#) [Next](#)

Date of Birth:

[More Informations](#)

Tax number*:

This field is required for MyInvois

Opening Balance:

Pay term: ⓘ

Credit Limit:

Keep blank for no limit

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