How to Import Existing Booth Rent Balances

Booth Rental Manager · https://haircutnow.com/docs/how-to-import-existing-booth-rent-balances/

Use **Import current balance** when setting up recurring rent for someone already renting from you.

Choose the starting point

1. Enter the renter's real **Agreement starts** date.
2. Choose **Balance as of**, the date through which your previous records are complete.
3. Select **Paid up - $0**, **Renter owes**, or **Renter has a credit**.
4. Enter the amount owed or credited, if applicable.
5. Save the renter and verify the opening balance.

The agreement start date and balance date serve different purposes. The first describes when the arrangement began. The second establishes where the new ledger starts.

When new charges begin

New recurring charges begin after the Balance as of date. Earlier charges and payments remain in your previous records.

If rent is due on the balance date and remains unpaid, include it in the amount owed. Do not expect the system to add that same date's rent again.

Example

A renter owes $150 through your selected balance date. Choose **Renter owes** and enter $150. The next eligible recurring charge is added after that date according to the schedule.

If they have paid ahead by $75, choose **Renter has a credit** and enter $75.

What exports contain

PDF and CSV downloads show the imported opening balance as an opening balance. They do not reconstruct the individual historical payments and charges behind it.

Correct a setup mistake

Open the renter’s **Manage → Balance**, enter the correct current balance and a reason, then choose **Correct balance**. The adjustment preserves the earlier history.