

How can I view Customer Ledger ?



HDPOS smart Tutorials

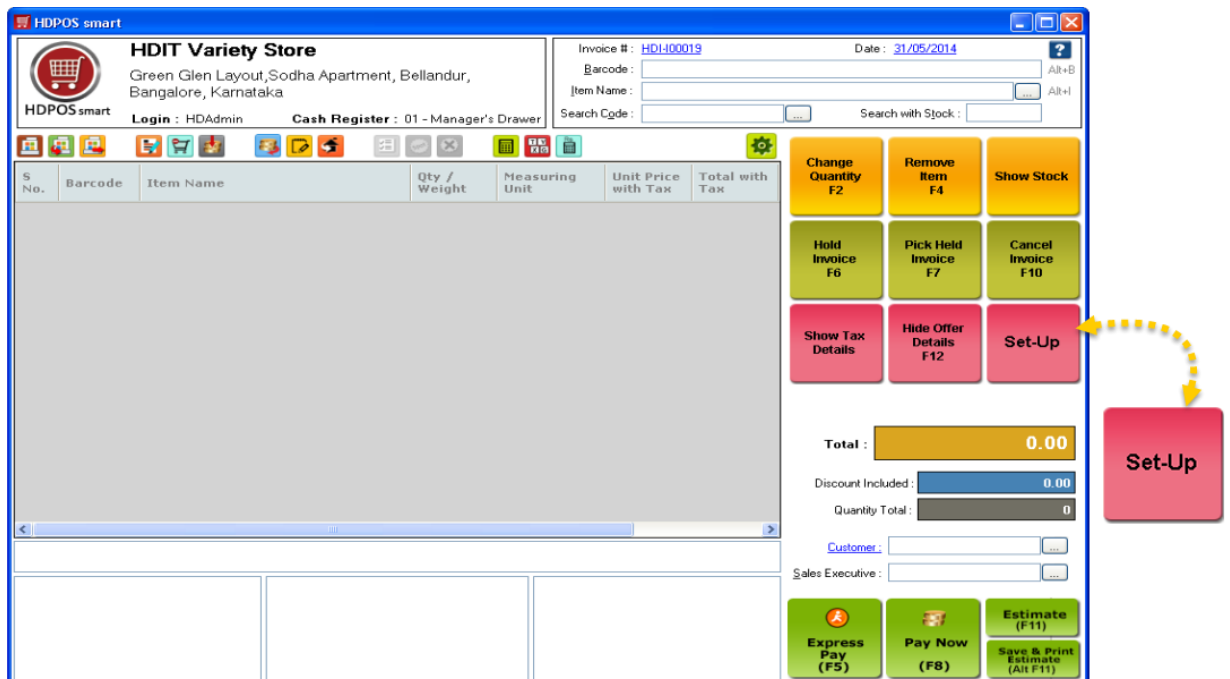
As a business you would like to check your customer's ledger to know if there is any amount the customer owes you.

In HDPOS smart you can quickly check any customer's ledger Customer ledger page consisting of the financial transactions made by customers along with Opening balance and Closing balance.

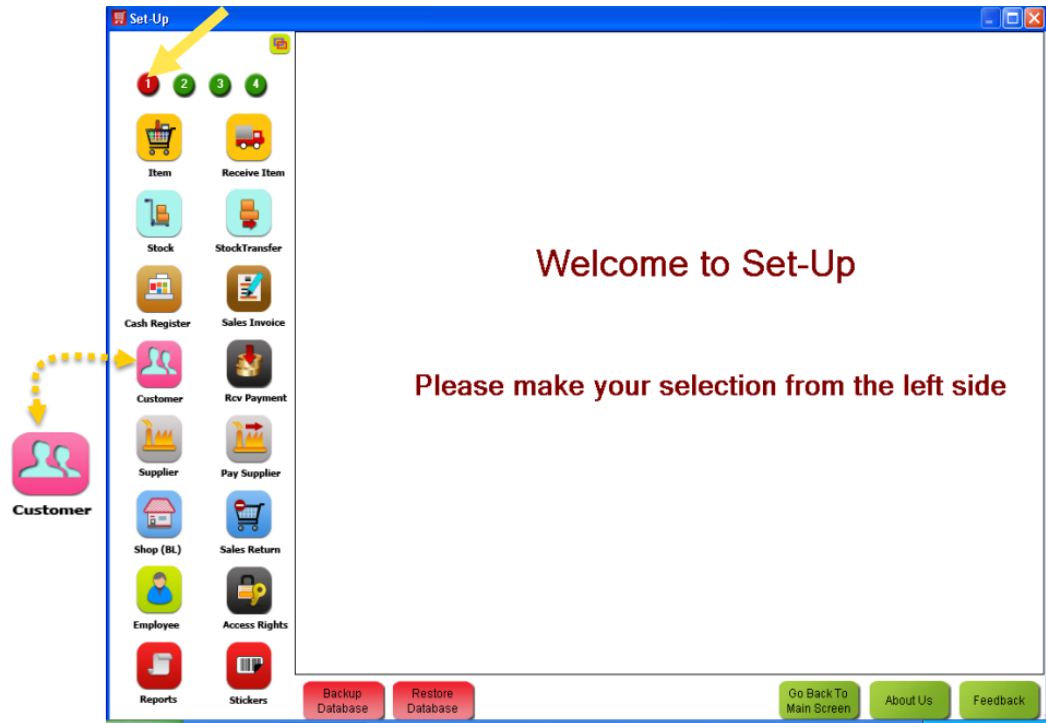
In this document we will show you how to check customer ledger page in HDPOS smart.

Here is what you would need to do

1. Run **HDPOS smart**.
2. From **Main Invoice** screen, select **Set-Up**.



3. From 1st page of **Set-Up** select **Customer**.



4. From **Manage Customer** screen that opens select the Customer and click on **View Ledger** option in tool strip.





5. You will see **View Ledger** screen with selected customer's financial transaction details (By default you will see the ledger balances for the current date, you can select the required date range and click on **View Details** button).

View Ledger

Select Financial Account : Radhika[C-C00003] A/c

From : 31/05/2014 To : 31/05/2014 View Details

Opening Balance : 0.00 Closing Balance : Db. 2,049.73

Transaction Date	Credit Amount	Debit Amount	Narration Text
31/05/2014 12:59 PM	0.00	1,049.73	Debited based on the Invoice Reference Number.HDI-I00023
31/05/2014 01:05 PM	0.00	315.00	Debited based on the Invoice Reference Number.HDI-I00024
31/05/2014 01:07 PM	0.00	1,000.00	This was added as one side balance to this account by "HDAdmin" with narration as : Added Opening Balance
31/05/2014 01:07 PM	315.00	0.00	Credited based on the Sales Return No.HDI-SR00001

Total Records : 4

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