

How can I view Customer Ledger ?


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 consists 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**.
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Hyper Drive Grocery Store
 Site#167, Hyper Drive lane, Sobha Apartment Road,
 Sarjapur ORR, Bellandur, Bangalore, Karnataka

HDPOS smart V2 Login : HDAdmin Cash Register : CR-00001 - CR1

Invoice # : [Hyp-INV00033](#) Date : 28/05/2019
 Barcode : Alt+B
 Item Name : Alt+I
 Search Code : Search with Stock : Alt+T

S No.	Barcode	Item Name	Qty / Weigh	Meas Unit	Secondan Qty / Weight	Sec Mea Unit	Unit Price with Tax	Total with Tax	Item Level Disc Amc

Change Quantity F2

Remove Item F4

Show Stock

Hold Invoice F6

Pick Held Invoice F7

Cancel Invoice F10

Show Tax Details

Show Offer Details F12

Set-Up

Total Before Discount : 0.00
 Discount Amount : 0.00
Total : 0.00
 Quantity Total : 0
 Customer :
 Sales Executive :

Express Pay (F5)

Pay Now (F8)

Estimate (F11)

Save & Print Estimate (Alt F11)

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.

Customer Group

☒ Show All

Search [] ! ->

Name	Description
Amazon	Customers who make their purchases from Amazon website belong to this group.
Retail	
Wholesale	

Total Records : 3

Customer List

☐ Show Images
☐ Show Only Customer With Pending Payment [0] Days
☒ Show Active ☐ Show Inactive ☐ Also Show InActive

Search [] ! ->

Customer Code	Name	Search Code	Customer Group Name	Is i Loy
C00029	Jyothsna M	101		No
C00007	Lakshman Rao		Wholesale	No
C00006	Mahesh Bhat		Wholesale	No
C00008	Natasha Jain		Retail	Yes
C00001	Nayana Singh		Retail	Yes
C00010	Ram		Amazon	No
C00005	Shanti Vishwa		Retail	Yes
C00003	Sindhura Gowda		Retail	Yes
C00032	Sneha L	104		No
C00004	Sowmya Raj		Retail	Yes
C00002	Sushma Gowda		Wholesale	No
C00030	Sushma M	100		No
C00009	Swathi	?		No

Total Records : 14

Buttons: Backup Database, Restore Database, DashBoard, Go Back To Main Screen, About Us

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 Company :

Select Business Location :

Select Financial Account :

From :

To :

View Details

☐ Apply Time Range

Opening Balance : 0.00

Closing Balance : Cr. 5,000.00

Transaction Date	Credit Amount	Debit Amount	Narration Text	Document Type	GSTNumber
01/04/2019 12:00 AM	5,000.00	0.00	This was added as one side balance to this account by "HDAdmin" with narration as : Added Opening Balance	Balance Adjustment	29AUKN4796322Z5

Total Records : 1

Print (F5)

Close