Debtor Ledger

Report Module Guide: Debtors Ledger

Module Location

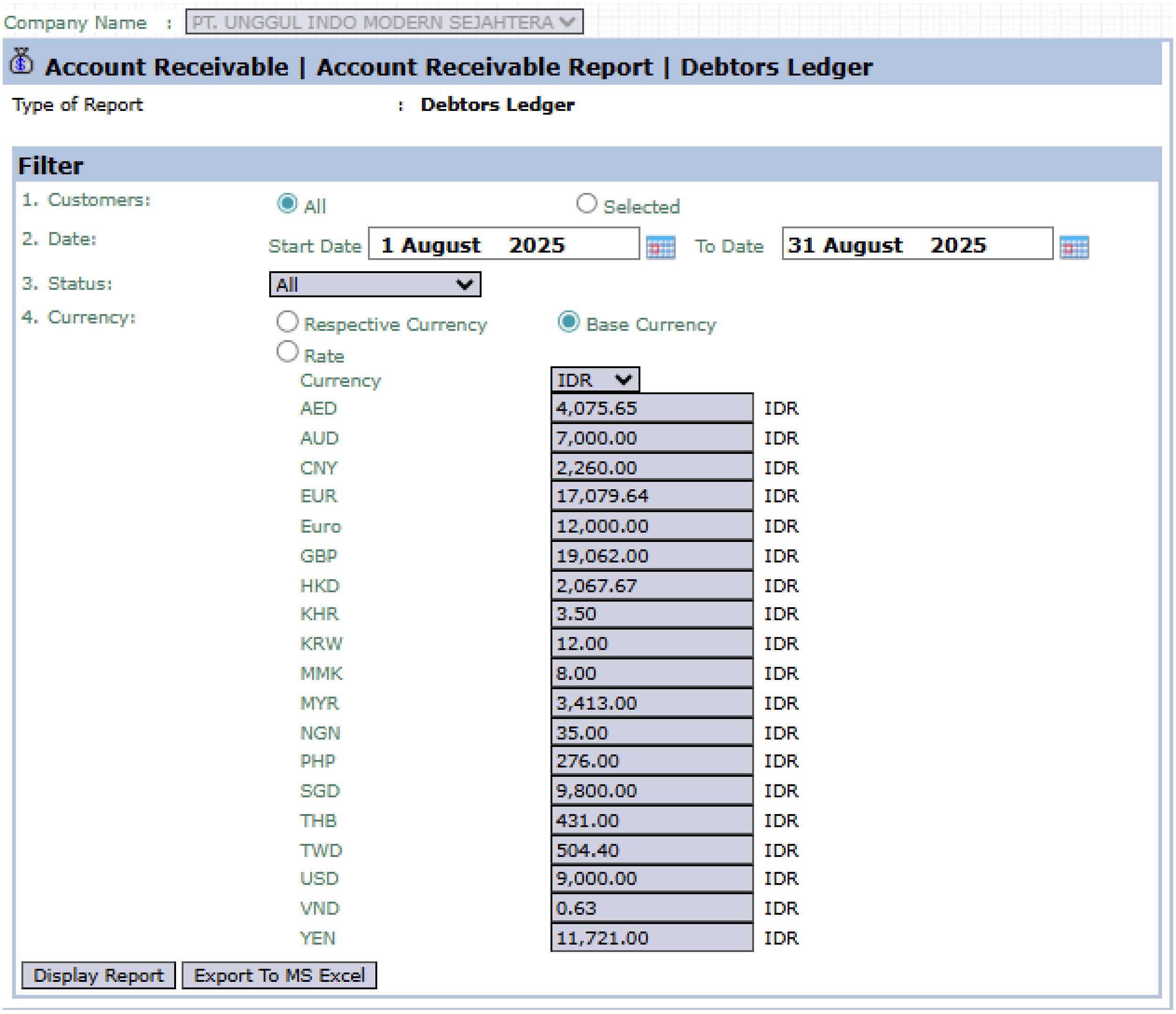
Accounts Receivable > Report > Debtor Ledger

Module Objective

The **Debtor Ledger** report module is used to generate the **Accounts Receivable Subsidiary Ledger**. This report presents a detailed list of all transactions (such as invoices, payments, and credit/debit notes) for each customer or all customers within a specific time period. It is a fundamental report for managing and reconciling customer receivable accounts.

1. Report Parameters (Filter)

The main page of this module is a form containing various parameters to customize the Debtors Ledger report that will be generated.



Here is an explanation for each parameter:

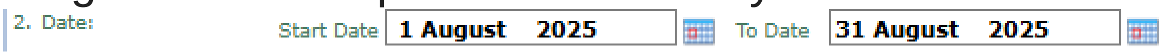
- **Customers**:
  - Select **All** to display the debtors ledger for all customers.
  - Select **Selected** to display the debtors ledger for one specific customer.
- **Date**:
  - Specify the **Start Date** and **To Date** range to define the report's period (e.g., August 1, 2025, to August 31, 2025).

- **Status**:
    - Use this dropdown to filter transactions by their status.
- **Currency**:
    - Choose how currency values will be displayed, either in **Respective Currency** (original transaction currency) or **Base Currency** (company's base currency).

2. Steps to Generate the Report

Step 1: Set Report Parameters

Select all the parameters you need, especially defining the **Date** range and the scope of **Customers** you wish to see.

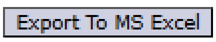


Step 2: Generate the Report

After all parameters are set, click one of the two buttons in the bottom-left section of the page:

- **Display Report**: To preview the debtors ledger report directly on your screen. 

- **Export To MS Excel**: To download the report data in an Excel file format.



Tips & Important Notes

- The Debtors Ledger report is one of the most important reports in the **Accounts Receivable** module. Use it to see the complete transaction history per customer.

- This report is the basis for **reconciling the receivable balance** with the customer's records.
- Use the **Selected Customer** filter to focus on one customer when handling inquiries or billing disputes.

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