

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.

Company Name : PT. UNGGUL INDO MODERN SEJAHTERA

Account Receivable | Account Receivable Report | Debtors Ledger

Type of Report : Debtors Ledger

Filter

1. Customers: All Selected

2. Date: Start Date To Date

3. Status:

4. Currency: Respective Currency Base Currency

Rate

Currency	Rate	Base Currency
IDR		IDR
AED	4,075.65	IDR
AUD	7,000.00	IDR
CNY	2,260.00	IDR
EUR	17,079.64	IDR
Euro	12,000.00	IDR
GBP	19,062.00	IDR
HKD	2,067.67	IDR
KHR	3.50	IDR
KRW	12.00	IDR
MMK	8.00	IDR
MYR	3,413.00	IDR
NGN	35.00	IDR
PHP	276.00	IDR
SGD	9,800.00	IDR
THB	431.00	IDR
TWD	504.40	IDR
USD	9,000.00	IDR
VND	0.63	IDR
YEN	11,721.00	IDR

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.

2. Date: Start Date To Date

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.

Revision #3

Created 2 August 2025 10:06:45 by Muhammad Ali Akbar

Updated 15 August 2025 13:27:35 by Muhammad Ali Akbar