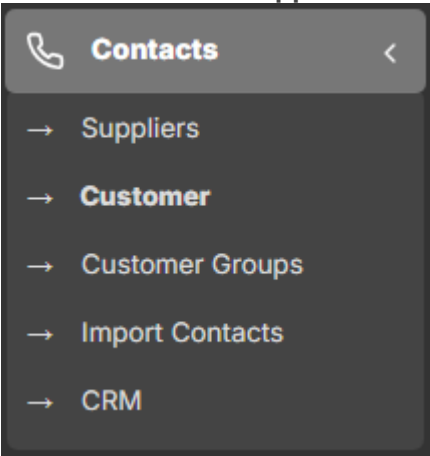


Customer & Supplier Ledger

To view customer or supplier ledger

- 1. Go to **Contacts** -> **Supplier/Customer** and click on actions button.



- 2. In that you will be able to see Ledger for the customer or supplier.

Customers Manage your Customers

Filters

All your Customers

Mass Action:
Require e-Invoice Not Require e-Invoice

Show 50 entries

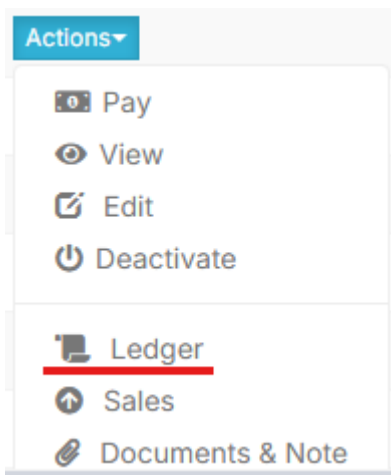
Export to CSV Export to Excel Print Column visibility Export to PDF

Search ...

	Action	Contact ID	Name
☐	Actions	CO0001	Walk-In Customer
☐	Actions	CO0005	Mrs Luna 900615015231
☐	Actions	CO0006	Mr Joseph 920815-03-2380
☐	Actions	CO0007	Miss Jenna 93472927413
☐	Actions	Jane	Ms Ms Alicia
☐	Actions	CO0012	Miss Kamy 840216018457

Showing 1 to 6 of 6 entries

Previous 1



3. You can select a date-range and use the checkbox filters to show/hide certain transaction type.

View Contact Walk-In Customer - (CO0001)

Customer

Address
Walk-In Customer

Mobile No.

[Add Discount](#)

Ledger | **Sales** | **Documents & Note** | **Payments** | **Activities** | **Contact Persons**

Date Range: 02/01/2025 - 01/31/2026 **Ledger format** Format 1 Format 2 Format 3 **Business Location:** All locations

To:

Walk-In Customer
Walk-In Customer
Mobile No. :

Account Summa
02/01/2025 To 01/31/2026

Opening Balance	RM
Total invoice	RM 4,200.00
Total paid	RM 4,200.00
Balance due	RM

Showing all invoices and payments between 02/01/2025 and 01/31/2026

Date	Reference No	Type	Location	Payment status	Debit	Credit	Balance	Payment Method	Others
02/01/2025 00:00		Opening Balance			RM 0.00		0.00		
06/05/2025 15:55	0013	Sales	Interns Test	Paid	RM 375.00		375.00 DR		
07/16/2025 15:23	SP2025/0001	Payment	Interns Test				375.00 DR	Cash	Payment For: EP2025/0001
07/16/2025 15:23	0001	Sales	Interns Test	Paid	RM 375.00		375.00 DR		

Adding Discount for Customer/Supplier on Balance due:

Discount for balance due amount can be added for customer/supplier.

Click the add discount button on the customer/supplier ledger screen

View Contact

 Customer

 **Address**
Walk-In Customer

 **Mobile No.**

Add Discount

On clicking the button it shows a popup, enter the details and click save.

Add Discount ×

Date:*

Amount:*

Note:

Submit

Close

The discounted amount will be accounted for in their ledger.

NOTES

1: This discount can only be added by the admin and not by other users.

2: Also, the Ledger Discount is different from the Sale Discount.

While adding a Ledger Discount it will not be reflected in Sale Discount because the invoice details are not added for the ledger discount. And it is not possible to find to which invoice the discount is added.

Video Demonstration:

<https://www.youtube.com/embed/FkDHCavtdZc>

Revision #6

Created 30 September 2025 02:58:21 by Admin

Updated 7 November 2025 08:49:30 by Admin