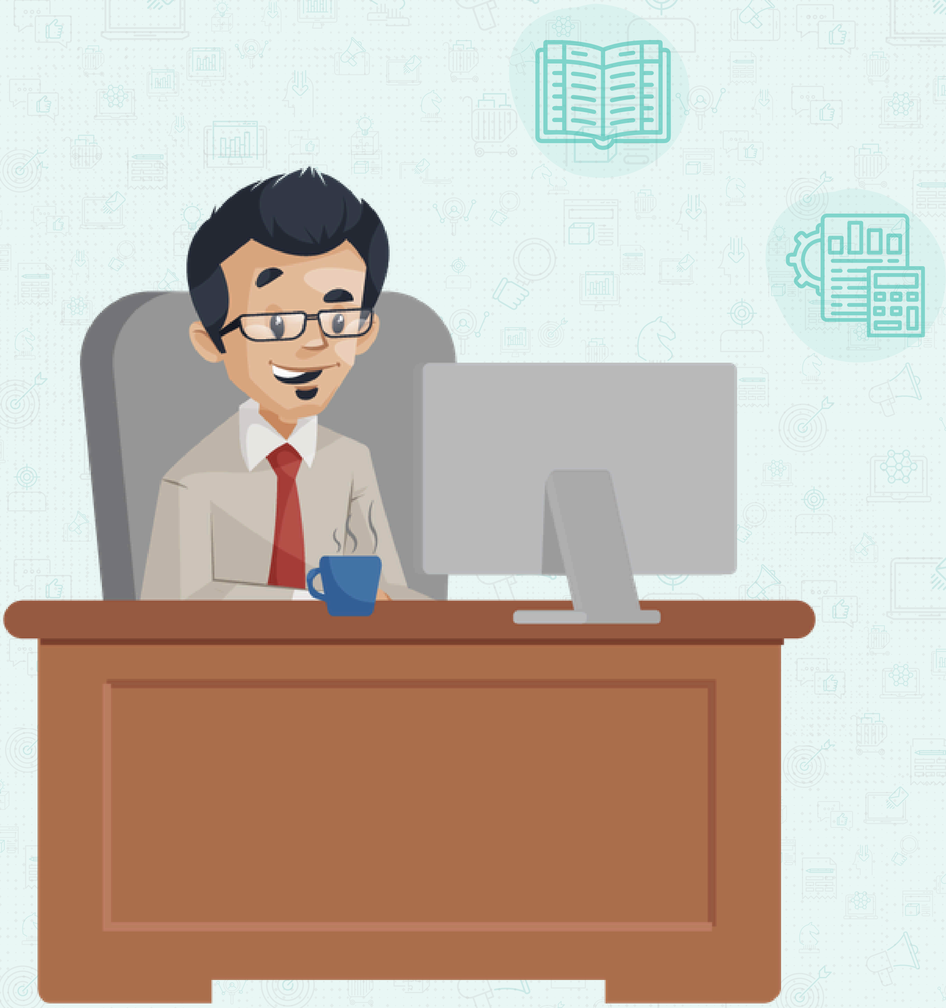
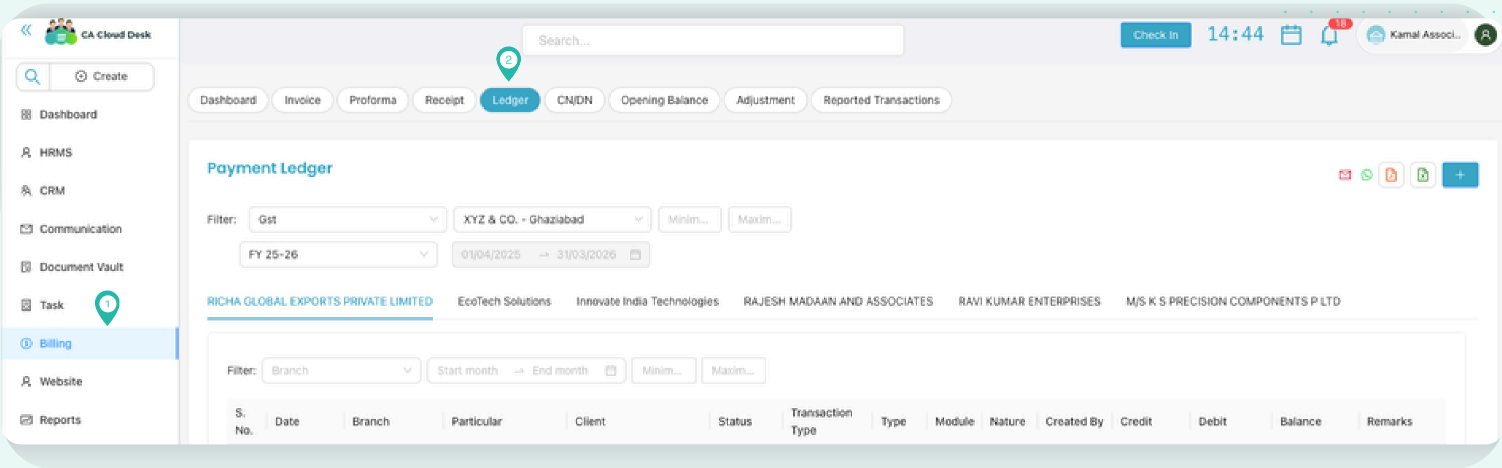
Ledger

in CA CloudDesk



STEP 1: OPEN BILLING MODULE.

From the CA CloudDesk left navigation menu, go to BILLING and Select Ledger to start the process.



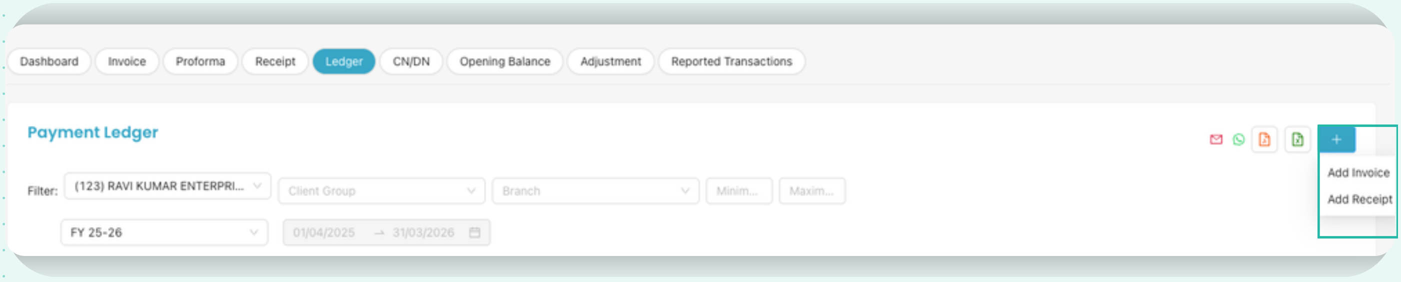
STEP 2: OPEN BILLING MODULE.

You can view and analyze ledger details using the following filters:

- Client – View ledger for a specific client
- Client Group – Filter ledger by client group
- Branch – View branch-wise ledger records
- Amount Range (Min / Max) – Filter transactions based on amount
- Financial Year – Select the required financial year
- Date Range – View ledger entries between specific dates

STEP 3: ADD INVOICE OR RECEIPT

Click on the + (Plus) icon to directly add a new Invoice or create a Receipt from the Ledger screen



STEP 4: SHARE & DOWNLOAD LEDGER

You can share ledger details via Email or WhatsApp and also download the ledger in PDF or Excel format for reporting and record-keeping.