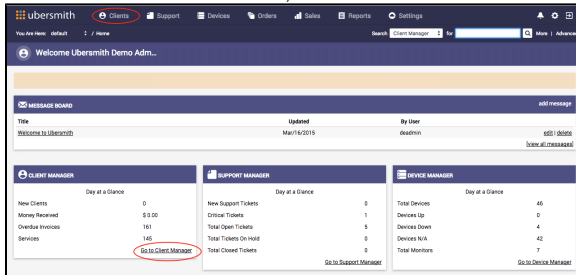


# Using the Client Ledger Report

The Client Ledger report lists all events that have affected the balance of a client's account. The report is available to view from the Client Profile page and is also able to be sent by email. The report covers the entire history of the account, including all invoices, payments, and credits from the beginning of the account to the current date. Each page of the report has a total for the current page, and the current account balance.

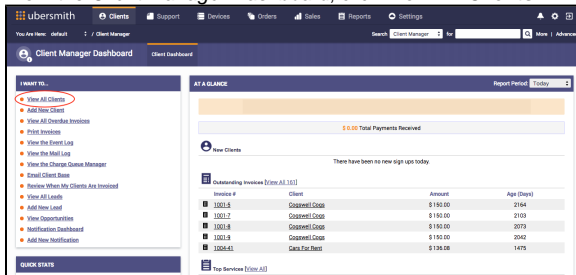
## Accessing the Report

1. From the **Ubersmith Dashboard**, click either **Clients** or **Go to Client Manager**.



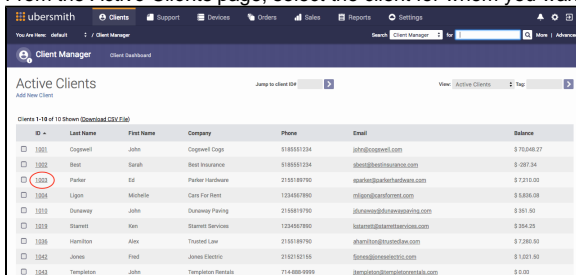
The **Client Manager Dashboard** appears.

2. From the **Client Manager Dashboard**, click **View All Clients**.



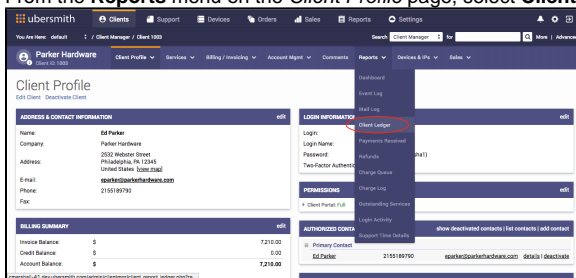
The **Active Clients** page appears.

3. From the **Active Clients** page, select the client for whom you want to run the report.



The **Client Profile** page appears.

4. From the **Reports** menu on the **Client Profile** page, select **Client Ledger**.



The **Client Ledger** report appears.

On this page:

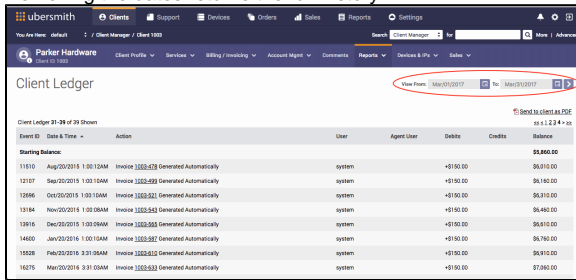
On this page:

- [Accessing the Report](#)
- [Filtering](#)
- [Emailing the Report](#)
- [Related Topics](#)

## Filtering

- Narrow the results of the report by entering a beginning date in the **View From** and an ending date in the **To** field.

- Removing the dates returns the full history.



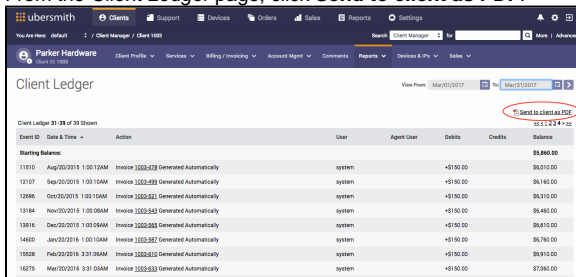
Client Ledger

Client Ledger 21-26 of 28 shown

Event ID	Date & Time	Action	User	Agent User	Debits	Credits	Balance
<b>Starting Balance:</b>							
11810	Aug/20/2019 1:00:10AM	Invoice 1000.478 Generated Automatically	system		+0100.00		\$6,910.00
12107	Sep/20/2019 1:00:10AM	Invoice 1000.499 Generated Automatically	system		+0100.00		\$6,160.00
12686	Oct/20/2019 1:00:10AM	Invoice 1000.521 Generated Automatically	system		+0100.00		\$6,310.00
13184	Nov/20/2019 1:00:08AM	Invoice 1000.543 Generated Automatically	system		+0100.00		\$6,460.00
13918	Dec/20/2019 1:00:08AM	Invoice 1000.565 Generated Automatically	system		+0100.00		\$6,610.00
14600	Jan/20/2019 1:00:10AM	Invoice 1000.587 Generated Automatically	system		+0100.00		\$6,760.00
15020	Feb/20/2019 9:31:08AM	Invoice 1000.610 Generated Automatically	system		+0100.00		\$6,910.00
16078	Mar/20/2019 9:31:08AM	Invoice 1000.632 Generated Automatically	system		+0100.00		\$7,060.00

## Emailing the Report

1. From the *Client Ledger* page, click **Send to client as PDF**.



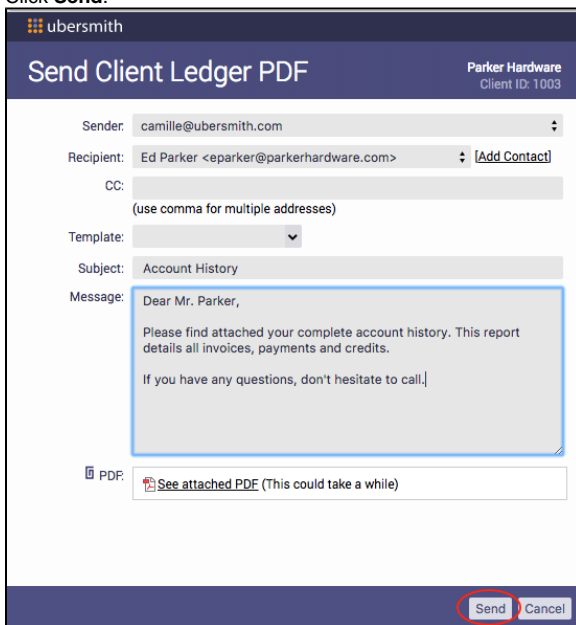
Client Ledger

Client Ledger 21-26 of 28 shown

Event ID	Date & Time	Action	User	Agent User	Debits	Credits	Balance
<b>Starting Balance:</b>							
11810	Aug/20/2019 1:00:10AM	Invoice 1000.478 Generated Automatically	system		+0100.00		\$6,910.00
12107	Sep/20/2019 1:00:10AM	Invoice 1000.499 Generated Automatically	system		+0100.00		\$6,160.00
12686	Oct/20/2019 1:00:10AM	Invoice 1000.521 Generated Automatically	system		+0100.00		\$6,310.00
13184	Nov/20/2019 1:00:08AM	Invoice 1000.543 Generated Automatically	system		+0100.00		\$6,460.00
13918	Dec/20/2019 1:00:08AM	Invoice 1000.565 Generated Automatically	system		+0100.00		\$6,610.00
14600	Jan/20/2019 1:00:10AM	Invoice 1000.587 Generated Automatically	system		+0100.00		\$6,760.00
15020	Feb/20/2019 9:31:08AM	Invoice 1000.610 Generated Automatically	system		+0100.00		\$6,910.00
16078	Mar/20/2019 9:31:08AM	Invoice 1000.632 Generated Automatically	system		+0100.00		\$7,060.00

The *Send Client Ledger PDF* page appears with the sender and recipient fields automatically populated.

2. From the **Template** field, select a template, if desired.
3. In the **Subject** field, enter a subject for the email.
4. In the **Message** field, enter an email message for the recipient.
5. Click **Send**.



**Send Client Ledger PDF** Parker Hardware Client ID: 1003

Sender: camille@ubersmith.com

Recipient: Ed Parker <eparker@parkerhardware.com> [Add Contact]

CC: (use comma for multiple addresses)

Template: [Dropdown]

Subject: Account History

Message: Dear Mr. Parker,  
Please find attached your complete account history. This report details all invoices, payments and credits.  
If you have any questions, don't hesitate to call.

PDF: [Icon] See attached PDF (This could take a while)

[Send] [Cancel]

### PDF Example



**Marshall Hosting**  
Marshall Hosting  
1234 Broadway  
Troy, NY 12108

Prepared for: Parker Hardware  
Attn: Ed Parker  
2532 Webster Street  
Philadelphia, PA 12345  
United States

Account ID	1003
Renewed On	Mar/30/2017
Prepared By	Marshall Hosting

Event ID	Date	Action	User	Agent User	Debit/Credit	Balance
8826	Nov/20/2014 1:00:16AM	Invoice 1003-315 Generated Automatically	system		+\$150.00	\$4,000.00
7354	Dec/20/2014 1:00:16AM	Invoice 1003-329 Generated Automatically	system		+\$150.00	\$4,150.00
7558	Jan/20/2015 1:00:17AM	Invoice 1003-345 Generated Automatically	system		+\$150.00	\$4,300.00
8271	Feb/20/2015 1:00:26AM	Invoice 1003-360 Generated Automatically	system		+\$150.00	\$5,110.00
8857	Mar/20/2015 1:00:09AM	Invoice 1003-377 Generated Automatically	system		+\$150.00	\$5,260.00
9458	Apr/20/2015 1:00:10AM	Invoice 1003-397 Generated Automatically	system		+\$150.00	\$5,410.00
9881	May/20/2015 1:00:13AM	Invoice 1003-417 Generated Automatically	system		+\$150.00	\$5,560.00
10401	Jun/20/2015 1:00:08AM	Invoice 1003-438 Generated Automatically	system		+\$150.00	\$5,710.00
10428	Jun/20/2015 1:00:08AM	Invoice 1003-458 Generated Automatically	system		+\$150.00	\$5,860.00
11510	Aug/20/2015 1:00:12AM	Invoice 1003-478 Generated Automatically	system		+\$150.00	\$6,010.00
12107	Sep/20/2015 1:00:10AM	Invoice 1003-498 Generated Automatically	system		+\$150.00	\$6,160.00
12698	Oct/20/2015 1:00:10AM	Invoice 1003-521 Generated Automatically	system		+\$150.00	\$6,310.00
13184	Nov/20/2015 1:00:08AM	Invoice 1003-543 Generated Automatically	system		+\$150.00	\$6,460.00
13916	Dec/20/2015 1:00:08AM	Invoice 1003-565 Generated Automatically	system		+\$150.00	\$6,610.00
14603	Jan/20/2016 1:00:10AM	Invoice 1003-587 Generated Automatically	system		+\$150.00	\$6,760.00
15028	Feb/20/2016 3:31:06AM	Invoice 1003-610 Generated Automatically	system		+\$150.00	\$6,910.00
16279	Mar/20/2016 3:31:03AM	Invoice 1003-633 Generated Automatically	system		+\$150.00	\$7,060.00
17078	Apr/20/2016 3:31:03AM	Invoice 1003-658 Generated Automatically	system		+\$150.00	\$7,210.00

Current Account Balance	\$7,210.00
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## Related Topics

[Reports & Stats](#)