Understanding Booth Rental Manager Balances, Ledger, and Downloads

Booth Rental Manager · https://haircutnow.com/docs/understanding-booth-rental-manager-balances-ledger-and-downloads/

Booth Rental Manager reports reflect the confirmed entries recorded in the rent ledger.

Dashboard totals

- **Outstanding:** the sum of positive balances for active renters. A credit on one renter's account does not cancel another renter's amount owed in this total.
- **Balances due:** the number of active renters with a positive balance.
- **Received this month:** confirmed payment activity included in the current-month calculation.

A current balance can show money owed, zero, or a credit.

Last payment received

This shows the latest qualifying official payment, with its amount, date, method, and the owner or manager who recorded or confirmed it. Pending reports do not count as confirmed payments.

Recent ledger

The owner dashboard shows confirmed activity for the last 30 calendar days using the shop's time zone.

Use **Show renter** or select a renter's name in the ledger to filter. Use **Show all renters** to clear the filter. No recent activity does not mean the full account history is empty.

Entry types

Charges and late fees increase the amount owed. Confirmed payments and credits reduce it. Adjustments correct the balance and retain a reason.

A credit or balance correction is not necessarily money received.

Download records

In **Rent record downloads**, choose the year and **CSV** or **PDF**. The current year is year to date; prior years cover the selected calendar year.

Imported opening balances remain opening balances. Downloads do not recreate the original transactions from a previous system.

Renters also have downloads for their own accessible records. If the mobile app does not show export controls, open the web version of Haircut Now Shops.