Sales Contract Balance

Report Module Guide: Sales Contract Balance

Module Location

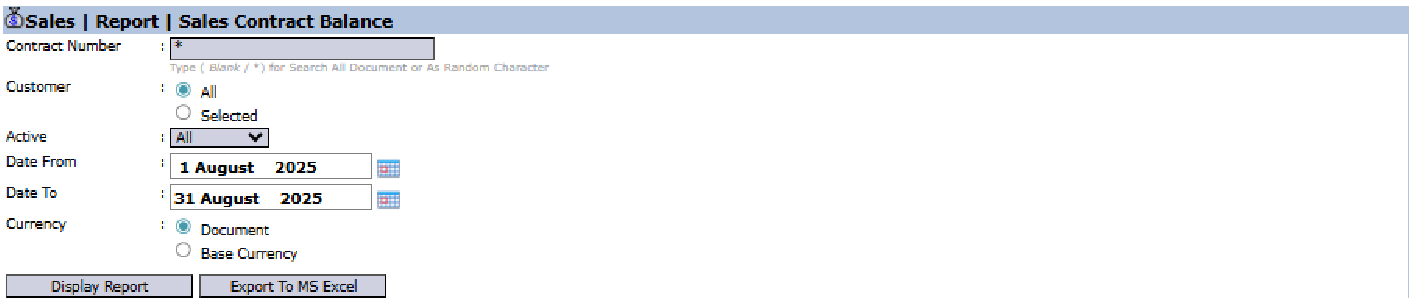
Sales > Reports > Sales Order Reports > Sales Contract Balance

Module Objective

The **Sales Contract Balance** report module is used to monitor the usage and remaining balance of Sales Contracts that have been created. This report compares the maximum value set in a contract with the total value of Sales Orders (SOs) that have been created based on that contract.

1. Report Parameters (Filter)

The main page of this module is a form containing various parameters to customize the report that will be generated.


Sales | Report | Sales Contract Balance
Contract Number : *
Type (Blank / *) for Search All Document or As Random Character
Customer : All
Selected
Active : All
Date From : 1 August 2025
Date To : 31 August 2025
Currency : Document
Base Currency
Display Report
Export To MS Excel

Here is an explanation for each parameter:

- **Contract Number**:

    - Use this field to search for and display the report for a specific contract number.

- **Customer**:

    - Filter the report by **All** customers or a **Selected** customer.

- **Active**:

    - Use this dropdown to filter contracts based on their active status.

- **Date From / To**:

    - Specify a date range to display contracts that are relevant within that period (e.g., August 1, 2025, to August 31, 2025).

- **Currency**:

    - Choose how currency values will be displayed: **Document** or **Base Currency**.

2. Steps to Generate the Report

Step 1: Set Report Parameters

Select all the parameters you need to focus the report on the contract(s) you wish to analyze.

Step 2: Generate the Report

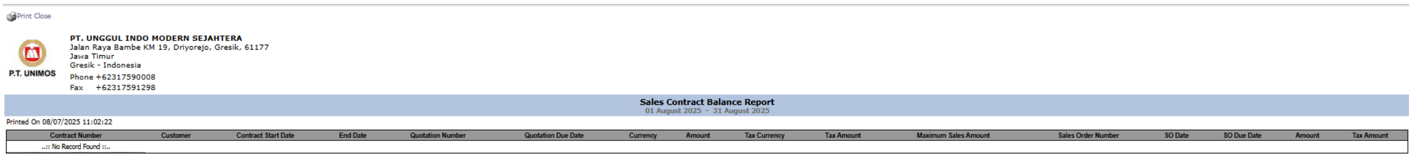
After all parameters are set, click one of the two buttons in the bottom-left section of the page:

- **Display Report**: To preview the contract balance report directly on your screen. 

- **Export To MS Excel**: To download the report data in an Excel file format.

3. Example of the Report View

After you click, the system will generate a detailed report like the following, which details the usage of each sales contract.



Print Close

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Sales Contract Balance Report
01 August 2025 - 31 August 2025

Printed On 08/07/2025 11:02:22

Contract Number	Customer	Contract Start Date	End Date	Quotation Number	Quotation Due Date	Currency	Amount	Tax Currency	Tax Amount	Maximum Sales Amount	Sales Order Number	SO Date	SO Due Date	Amount	Tax Amount
..:: No Record Found ::..															

Report Explanation: This report will display a list of sales contracts along with the details of the Sales Orders (SOs) that have been created referencing those contracts.

Key Columns for Analysis:

- **Contract Number**: The number of the contract being analyzed.

- **Maximum Sales Amount**: The maximum value set in the contract.

- **Sales Order Number**: A list of the SOs created under that contract.

- **Amount**: The value of each SO.

How to Analyze: To find the remaining contract balance, compare the value in the **Maximum Sales Amount** column with the total of the **Amount** column for all Sales Orders linked to that contract.

Tips & Important Notes

- Use this report routinely to monitor contracts whose value is **approaching the maximum limit**, so you can promptly negotiate an extension or a new contract with the customer.

- This report is very important for the **Sales and Finance teams** to control and manage contract-based sales.

- The accuracy of this report depends on the discipline of **linking every Sales Order to the appropriate Sales Contract** when the transaction is created.

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