Sales Invoice Schedule Report

Report Module Guide: Sales Invoice Schedule Report

Module Location

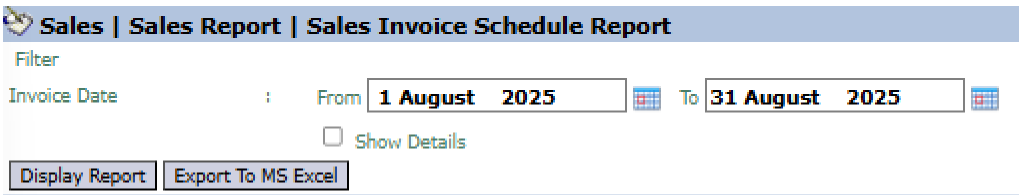
Sales > Reports > Invoice Reports > Sales Invoice Schedule Report

Module Objective

The **Sales Invoice Schedule Report** module is used to generate a report that monitors billings or invoices that are issued on a schedule. This is very useful for sales scenarios with recurring payments or installments. The report tracks the progress of billing against the total value of the initial Sales Order.

1. Report Parameters (Filter)

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



Here is an explanation for each parameter:

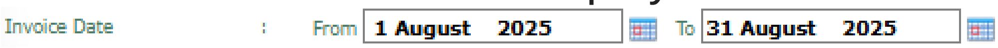
- **Invoice Date**:
    - Specify the **From** and **To** date range to display invoice schedules that are relevant within that period (e.g., August 1, 2025, to August 31, 2025).

- **Show Details**:
    - Check this box if you want to get a report with more complete details.

2. Steps to Generate the Report

Step 1: Set Report Parameters

Define the date range in the **Invoice Date** fields and choose whether to display details or not.



Step 2: Generate the Report

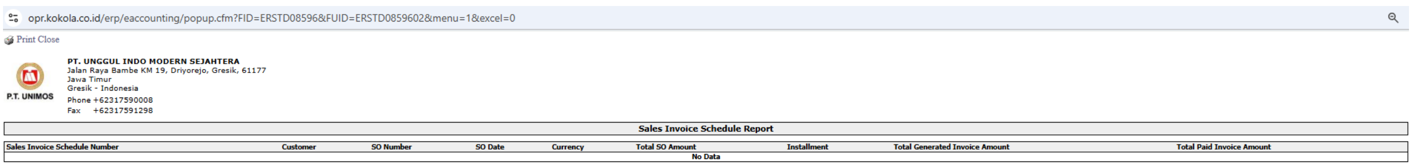
After the parameters are set, click one of the two buttons in the bottom-left section of the page:

- **Display Report**: To preview the invoice schedule 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 progress of each invoice schedule.



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Print Close

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Sales Invoice Schedule Report

Sales Invoice Schedule Number	Customer	SO Number	SO Date	Currency	Total SO Amount	Installment	Total Generated Invoice Amount	Total Paid Invoice Amount
No Data								

Report Explanation: This report will display a list of all active sales invoice schedules.

Key Columns for Analysis:

- **Sales Invoice Schedule Number**: The unique number for each invoice schedule.
- **Total SO Amount**: The total value of the Sales Order that is the basis for the schedule.
- **Installment**: Information regarding the installment or billing term.
- **Total Generated Invoice Amount**: The total value for which invoices have been issued to date.
- **Total Paid Invoice Amount**: The total value that has been paid by the customer from the issued invoices.

Tips & Important Notes

- Use this report to effectively monitor **recurring revenue** or installment-based billing.
- This report is a recapitulation of the data set up in the **Sales Invoice Schedule** module.
- This report is crucial for the **Accounts Receivable (AR) and Finance teams** for forecasting cash inflow from scheduled billings.

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