

Sales Invoice

Report Module Guide: Sales Invoice

Module Location

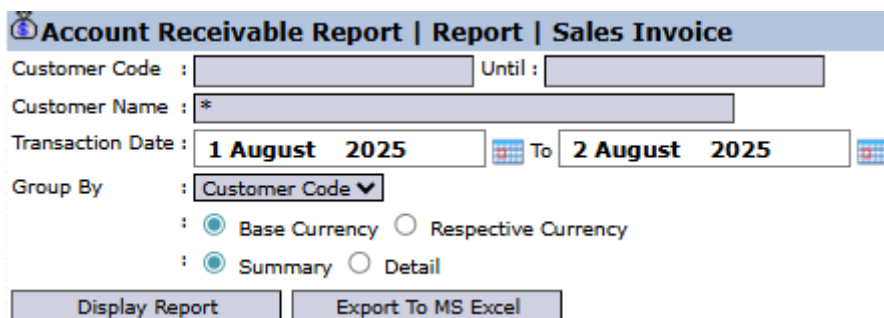
Accounts Receivable > Report > Sales Invoice

Module Objective

The **Sales Invoice** report module is used to generate a list or summary of all sales invoices that have been issued within a specific time period. This report is a basic tool for tracking total sales, monitoring revenue, and serving as a reference for collection activities by the Accounts Receivable (AR) team.

1. Report Parameters

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



The screenshot shows the 'Account Receivable Report | Report | Sales Invoice' form. It includes the following fields and options:

- Customer Code : [] Until : []
- Customer Name : *
- Transaction Date : 1 August 2025 To 2 August 2025
- Group By : Customer Code
- Base Currency (selected) / Respective Currency
- Summary (selected) / Detail
- Buttons: Display Report, Export To MS Excel

Here is an explanation for each parameter:

- **Customer Code / Customer Name:**

- Use these fields to filter the report to show invoices for a specific customer only. The **Customer Name** field is

mandatory (*) .

- **Transaction Date:**

- Specify the **From** and **To** date range to define the report's period (e.g., August 1, 2025, to August 2, 2025).

- **Group By:**

- Use this dropdown to group the data in the report, for example, by **Customer Code** to see the total sales per customer.

- **Currency:**

- Choose how currency values will be displayed: **Base Currency** or **Respective Currency** (original transaction currency).

- **Report Type:**

- Select the report's level of detail: **Summary** or **Detail**.

2. Steps to Generate the Report

Step 1: Set Report Parameters

Select all the parameters you need, especially defining the **Transaction Date** range and the data grouping method in the **Group By** field.

Transaction Date : 1 August 2025 To 2 August 2025
Group By : Customer Code

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 sales invoice report directly on your screen.

Display Report

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

Export To MS Excel

Tips & Important Notes

- This report is a recapitulation of all invoices created in the **Sales Module**. Use it to verify total sales within a period.
- The **Group By** feature is very useful for creating concise summary reports, for example, to see the total sales per customer in a month.
- This is a fundamental report for the **Accounts Receivable (AR)** and **Sales** teams.

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