Configure Receipt and Invoice Content

How to Configure Receipt and Invoice Content in Muhasib ERP

Overview

This guide will help you control which company, customer, item, tax, balance, and terms information appears on receipts and invoices.

Who can do this

You need access to Global Configurations plus authorization to change customer-facing and tax documents.

Before you start

Record current values. Prepare sanitized sample transactions covering tax, discount, balance, barcode, and long descriptions. Confirm legal document requirements.

> Before saving, check that the correct company is open and that you have permission to complete this task.

Where to find it

Back Office → Settings → Application/Global Settings → Receipt Settings and Invoice Layout Settings.

Configure Receipt and Invoice Content

Step 1: Choose the approved receipt/invoice layout

Step 2: Configure company logo, name, address, contact, email, website, NTN, and

Configure company logo, name, address, contact, email, website, NTN, and STRN display.

Step 3: Configure customer number, CNIC, NTN, address, previous/total balance display

Step 4: Configure item barcode, description, unit price, discounted line price, and

Configure item barcode, description, unit price, discounted line price, and tax-inclusive line/subtotal behavior.

Step 5: Configure tax label or approved custom label

Step 6: Enter footer note and transaction-specific terms and conditions

Step 7: Save and reopen preview/output forms

Check your work

Preview and print/PDF every affected transaction type with sanitized data. Check totals, tax, wrapping, page breaks, barcode, privacy, and company identity.

> Take a moment to check your work before closing the window. This small check can save time later.

If something goes wrong

- If identity is missing, also check Company and Branding Settings.

- Do not use a custom tax label that changes legal meaning.

Related guides

- Update the Active Company's Identity and Branding
- Register a Printer
- Configure Item Label Printing
- Print, Export, or Email a Report

What to do next

> **Update the Active Company's Identity and Branding**.

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