Reports

- View an Expense Report
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- Review an Expense and Its Payment History
- View Expense Inquiry
- Review, Update, or Correct a Voucher
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View an Expense Report

How to view an Expense Summary Report in Muhasib ERP?

Overview

The **Expense Summary Report** provides a consolidated view of all recorded expenses within a selected date range. It enables users to analyze expenses based on Expense Type, Payment Status, and keywords, making it easier to monitor spending, review outstanding expenses, and generate financial reports.

Muhasib ERP allows you to filter expense records before generating the report, ensuring that only the required information is displayed. The report can also be printed for record keeping, auditing, and management purposes.

> **ℹ Example**
> A finance manager wants to review all unpaid utility expenses recorded during the current month. By applying the appropriate date range, Expense Type, and Payment Status filters, the system generates a report showing only the required records.

Before You Begin

Before viewing the Expense Summary Report, ensure the following requirements are met.

Requirement	Description
Permissions	You have permission to access Expense Reports.
Recorded Expenses	Expense records already exist in the system.
Expense Types	Expense Types have been created and assigned to expenses.

> **Tip**
> Apply filters before generating the report to quickly locate specific expense records and improve report readability.

View an Expense Summary Report

Step 1: Open the Expense Summary Report

Navigate to:

Expenses & Vouchers → Reports → Expense Summary Report

The **Expense Summary Report** window opens.

Step 2: Apply Report Filters

Select the required filters before generating the report.

Filter	Description
Filter by Keyword	Search expenses using keywords such as the Short Description.
Expense Type	Display expenses for a specific Expense Type or select **All** .
Date From / Date To	Specify the reporting period.
Payment Status	Filter expenses by **All**, **Paid**, **Partial Paid**, or **Unpaid**.

> **Note**
> Multiple filters can be combined to generate a more specific Expense Summary Report.

Step 3: Generate the Report

Click the **Apply Filter** button.

Muhasib ERP retrieves all matching expense records and displays them in the report preview.

> **Result**
> The Expense Summary Report is generated using the selected filters.

Step 4: Review the Report

Review the generated report to verify that it contains the required expense records.

The Expense Summary Report displays the following information for each expense.

Column	Description
Date & Time	Date and time when the expense was recorded.
Short Description	Brief description of the expense.
Long Description	Additional information entered for the expense.
Expense Type	The Expense Type assigned to the expense.
Type Parent	Parent category of the selected Expense Type.
Recorded By	User who recorded the expense.
Amount (Rs.)	Total recorded expense amount.
Payment Status	Current payment status (Paid, Partial Paid, or Unpaid).
Total Expenses	Displays the total amount of all expenses included in the report.

> **ℹ Note**
> The report displays only the expenses that match the selected filters.

Step 5: Print the Report

Click the **Print Report** button located at the top-right corner of the window.

Muhasib ERP opens the print preview of the Expense Summary Report.

Review the report and click **Print Report** to send it to the selected printer.

> **Success**
> The Expense Summary Report has been generated successfully and is ready for printing.

Step 6: Close the Window

After reviewing or printing the report, close the Expense Summary Report window or generate another report using different filter criteria.

Result

Expense Summary Report Generated Successfully

- All matching expense records are displayed according to the selected filters.
- The report provides a complete overview of expense activity during the selected period.
- Total expenses are automatically calculated.
- The report is available for printing and record keeping.

Best Practices

- Always apply appropriate filters before generating the report.
- Use Payment Status filters to monitor outstanding expenses.
- Review the reporting period before printing the report.
- Regularly generate Expense Summary Reports to monitor organizational spending.
- Print or archive reports for auditing and financial record keeping.

Frequently Asked Questions

Can I filter the Expense Summary Report?

Yes. You can filter the report using Keyword, Expense Type, Date Range, and Payment Status.

Can I view only unpaid expenses?

Yes. Select the **Unpaid** Payment Status filter before generating the report.

Can I generate a report for a specific Expense Type?

Yes. Select the required Expense Type from the dropdown list.

Does the report show the total expense amount?

Yes. Muhasib ERP automatically calculates and displays the total value of all expenses included in the report.

Can I print the Expense Summary Report?

Yes. Click the **Print Report** button to open the print preview and print the report.

Related Articles

- Create an Expense
- Update an Expense
- Delete an Expense
- Record an Expense Payment
- Print an Expense Payment Receipt
- View Expense Details Report

Next Step

Continue by learning how to **View an Expense Details Report** to analyze complete information for individual expense records.

Product: Muhasib ERP

View Head-Wise Expense Summary Report

How to View Head-Wise Expense Summary Report

Overview

The **Head-Wise Expense Summary Report** provides a summarized view of expenses grouped by Expense Type (Expense Head). Instead of displaying every individual expense transaction, this report consolidates expenses under each Expense Head and calculates the total amount recorded for each category during the selected reporting period.

This report helps finance teams analyze spending patterns across different expense categories, identify major cost areas, and monitor overall expense distribution without reviewing individual transactions.

> **ℹ Example**
> A finance manager wants to compare how much the organization spent on **Utilities**, **Travel**, and **Office Supplies** during the current month. Instead of reviewing hundreds of expense records, the Head-Wise Expense Summary Report displays the total amount spent under each Expense Type.

Before You Begin

Before generating the Head-Wise Expense Summary Report, ensure the following requirements are met.

Requirement	Description
Permissions	You have permission to access Expense Reports.
Recorded Expenses	Expense records exist in the selected reporting period.

Requirement	Description
Expense Types	Expense Types have already been created and assigned to expense entries.

> **Tip**
> Use a suitable reporting period to generate a meaningful summary and make category-wise expense comparisons easier.

View Head-Wise Expense Summary Report

Step 1: Open the Head-Wise Expense Summary Report

Navigate to:

Expenses & Vouchers → Reports → Expense Summary Head-wise Report

The **Expense Summary Head-wise Report** window opens.

Step 2: Apply Report Filters

Select the required filters before generating the report.

Filter	Description
Filter by Keyword	Search report data using keywords related to Expense Types.
Date From / Date To	Select the reporting period for the summary.

> **Note**
> The report summarizes only those Expense Types that contain expense records matching the selected filters.

Step 3: Generate the Report

Click the **Apply Filter** button.

Muhasib ERP processes the selected criteria and generates the Head-Wise Expense Summary Report.

Result
The Head-Wise Expense Summary Report is generated and displayed on the screen.

Step 4: Review the Report

Review the generated report to verify the summarized expense information.

The Head-Wise Expense Summary Report displays the following information.

Column	Description
Sr. No.	Sequential number assigned to each Expense Type in the report.
Expense Type	The Expense Head under which expenses have been recorded.
Type Parent	Displays the parent Expense Type, if one has been assigned.
Total Amount (Rs.)	Total amount recorded against the corresponding Expense Type during the selected reporting period.
Total Expenses	Displays the combined total of all Expense Types included in the report.

Note
The report displays summarized totals only. Individual expense transactions are not shown in this report.

Step 5: Print the Report

Click the **Print Report** button located at the top-right corner of the window.

Muhasib ERP opens the print preview of the Head-Wise Expense Summary Report.

Review the report and click **Print Report** to send it to the selected printer.

Success
The Head-Wise Expense Summary Report has been generated successfully and is ready for printing.

Step 6: Close the Window

After reviewing or printing the report, close the Head-Wise Expense Summary Report window or generate another report using different filter criteria.

Result

Head-Wise Expense Summary Report Generated Successfully

- Expense records are grouped by Expense Type.
- The total amount for each Expense Type is automatically calculated.
- The report provides a quick overview of spending by expense category.
- The report is available for printing and financial record keeping.

Best Practices

- Generate Head-Wise reports regularly to monitor category-wise spending.
- Use appropriate date ranges for meaningful financial analysis.
- Review expense category totals before preparing financial statements.
- Periodically review Expense Types to maintain a well-organized expense structure.
- Print or archive reports for auditing and management review.

Frequently Asked Questions

What does the Head-Wise Expense Summary Report show?

It summarizes total expenses grouped by Expense Type instead of displaying individual expense transactions.

Can I filter the report?

Yes. You can filter the report using Keyword and Date Range before generating it.

Does the report display individual expense entries?

No. This report displays only summarized totals for each Expense Type.

Can I print the Head-Wise Expense Summary Report?

Yes. Click the **Print Report** button to open the print preview and print the report.

Does the report calculate the overall expense total?

Yes. Muhasib ERP automatically calculates and displays the combined total of all Expense Types included in the report.

Related Articles

- View an Expense Summary Report
- Create an Expense
- Update an Expense
- Delete an Expense
- Record an Expense Payment
- Print an Expense Payment Receipt

Next Step

Continue by learning how to **View an Expense Payment Report** to analyze payments recorded against expenses.

Product: Muhasib ERP

Review an Expense and Its Payment History

How to Review an Expense and Its Payment History in Muhasib ERP

Overview

This guide will help you trace an expense from source entry through every payment and correction.

You have an evidence-backed view of what was recorded, paid, outstanding, or corrected.

Who can do this

You need access to Expense and Expense Payment view access, plus ledger access if checking is required.

Before you start

Have the expense number, reference, payee, date range, or amount needed to identify the record uniquely.

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

Where to find it

Back Office → Expenses & Vouchers → expense list/history.

Review an Expense and Its Payment History

Step 1: Search for the expense using multiple identifying values

Step 2: Confirm payee, date, amount, head, and reference

Step 3: Review original status and current outstanding balance

Step 4: Open each linked payment, update, reversal, or replacement

Step 5: Compare the document chain with source evidence

Step 6: Reconcile totals to expense and cash/bank ledgers

Check your work

Confirm original amount equals valid payments plus outstanding amount, adjusted for authorized reversals or corrections.

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

If something goes wrong

- Expand the date range if a linked payment is not visible.
- Check company and accounting period before concluding a record is missing.

Related guides

- Create an Expense
- Record an Expense Payment
- Update or Correct an Expense

What to do next

> **Create an Expense**.

View Expense Inquiry

How to View an Expense Inquiry Report in Muhasib ERP

Overview

The **Expense Inquiry** window provides a centralized view of all recorded expense transactions in Muhasib ERP. It allows users to search, filter, and review expense records without making any changes to the underlying data.

Using the available search filters, users can quickly locate specific expenses based on transaction number, payment status, expense type, and date range. The inquiry window also provides access to complete expense details, including payment history.

> **ℹ Example**
> Suppose you need to verify whether an office utility expense has been fully paid. You can use the Expense Inquiry window to search the transaction, review its details, and view all associated payment records.

Before You Begin

Before viewing an Expense Inquiry Report, ensure the following requirements are met.

Requirement	Description
Permissions	You have permission to access Expense Inquiry reports.
Expense Records	One or more Expense Entries already exist in the system.
Expense Payments	Payment records are available if you want to review payment history.

> **□□ Tip**
> Use the available filters to narrow down the search results before opening an expense record.

View an Expense Inquiry Report

Step 1: Open Expense Inquiry

Navigate to:

Back Office → Reports → Accounting and Finance → Expense Inquiry

The **Expense Inquiry** window opens.

Step 2: Search for an Expense

Locate the required expense using one or more of the available filters.

Search Option	Description
Search by Invoice No.	Search a specific expense using its transaction/invoice number.
Date Range	Specify the From and To dates to display expenses recorded within a selected period.
Payment Status	Filter records by **All**, **Paid**, **Partial Paid**, or **Unpaid**.
Expense Type	Display only expenses belonging to a selected Expense Type.

Click **Filter** to display the matching expense records.

> **ℹ Note**
> You can combine multiple filters together to quickly locate a specific expense transaction.

Step 3: Select the Expense Record

Select the required expense from the **Expense Records** table.

The inquiry grid displays information including:

- Transaction Number
- Date Recorded
- Short Description
- Long Description
- Parent Expense Type
- Expense Type

- Expense Amount
- Payment Status

Click **View Record**.

> **Result**
> The selected Expense Entry opens in read-only mode displaying complete transaction details.

Step 4: Review Expense Details

After clicking **View Record**, Muhasib ERP opens the selected Expense Entry in a read-only inquiry window.

The following information is available for review.

Field	Description
Expense ID	Displays the unique system-generated Expense ID.
Transaction Number	Displays the transaction reference number.
Amount	Displays the recorded expense amount.
Short Description	Displays the short description of the expense.
Expense Type	Displays the assigned Expense Type.
Long Description	Displays additional information recorded for the expense.
Expense Date	Displays the date on which the expense was recorded.
Fiscal Year	Displays the fiscal year associated with the expense.
Recorded By	Displays the user who recorded the expense.

> **i Note**
> Expense Inquiry is a read-only feature. It allows users to review expense information without modifying the original transaction.

Step 5: Review Payment Records

If payments have been recorded against the selected expense, they are displayed in the **Payment Account Records** section.

The payment history includes the following information.

Column	Description
Payment ID	Unique payment record identifier.
Transaction No.	Payment transaction number.
Date	Date when the payment was recorded.
Payment Amount	Amount paid against the expense.
Payment Type	Displays the selected payment method.
Payment Account	Displays the account used for the payment.

> **Tip**
> Reviewing payment records helps verify outstanding balances, payment history, and the account used for each payment.

Step 6: Close the Window

After reviewing the required information, close the Expense Inquiry window or continue reviewing additional expense records.

Result

Expense Inquiry Viewed Successfully

- The selected Expense Entry has been reviewed successfully.
- Complete expense details are available for verification.
- Associated payment records can be reviewed without modifying the original transaction.
- Expense information can be verified before reporting, auditing, or reconciliation.

Best Practices

- Use search filters to quickly locate the required expense.
- Review payment history before making financial decisions.
- Verify payment status before recording additional payments.
- Use Expense Inquiry to validate transactions before generating reports.
- Periodically review expense records to ensure financial accuracy.

Frequently Asked Questions

Can I edit an expense from Expense Inquiry?

No. Expense Inquiry is a read-only screen used for reviewing expense records.

Can I search for a specific expense?

Yes. You can search using the transaction number, date range, payment status, and expense type filters.

Can I view payment history for an expense?

Yes. All recorded payments associated with the selected expense are displayed in the Payment Account Records section.

Can I view unpaid expenses only?

Yes. Select the **Unpaid** payment status filter and apply the search.

Does Expense Inquiry change any data?

No. Viewing expense records does not modify any transaction.

Related Articles

- Create an Expense
- Update an Expense
- Delete an Expense
- Record an Expense Payment
- View Expense Summary Report
- View Head-wise Expense Summary Report

Next Step

Continue by learning how to **Print an Expense Receipt** or generate additional Expense Reports for further analysis.

Review, Update, or Correct a Voucher

Review, Update, or Correct a Voucher

Overview

This guide will help you check a voucher and correct errors through an auditable method.

Muhasib preserves the voucher correction chain and updates balances according to its rules.

Who can do this

You need access to Voucher view and, when correcting, update/reversal permission for the accounting period.

Before you start

Have the voucher number, evidence, bank/cash record, error details, correct treatment, later dependencies, and approval.

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

Where to find it

Open the payment or receipt voucher list/history and locate the original document.

Review, Update, or Correct a Voucher

Step 1: Confirm voucher type and money direction

Step 2: Compare date, party, accounts, amount, reference, narration, and evidence

Step 3: Review reconciliation and later dependencies

Step 4: Update only safe descriptive fields where permitted

Step 5: Reverse/cancel and replace for wrong direction, account, amount, or party

Step 6: Record reason and approval reference

Check your work

Confirm original status, replacement link, debit/credit values, cash/bank balance, and general ledger.

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

If something goes wrong

- Never turn a payment voucher into a receipt by editing fields.
- Resolve closed or reconciled periods through approved procedure.

Related guides

- Create a Payment Voucher
- Create a Receipt Voucher
- Follow the Recommended Expense and Voucher Workflow

What to do next

> **Create a Payment Voucher**.

View Voucher Report

How to View Voucher Summary Report in Muhasib ERP

Overview

The **Voucher Summary Report** provides a consolidated view of all Payment and Receipt vouchers recorded within a selected date range. It helps organizations review voucher transactions, verify accounting records, monitor cash movements, and generate printable reports for auditing and financial analysis.

The report supports multiple filtering options, allowing users to quickly locate vouchers based on keywords, voucher type, and transaction dates.

> **ℹ Example**
> Suppose you want to review all Receipt vouchers created during the current month. Apply the required filters, and Muhasib ERP will generate a summary containing only matching voucher records.

Before You Begin

Before viewing the Voucher Summary Report, ensure the following requirements are met.

Requirement	Description
Permissions	You have permission to access Voucher Reports.
Voucher Records	At least one Payment or Receipt Voucher exists in the system.

> **□□ Tip**
> Apply filters before generating the report to display only the voucher records relevant to your requirements.

View Voucher Summary Report

Step 1: Open Voucher Summary Report

Navigate to:

Back Office → Reports → Transaction Reports → Voucher Summary Report

The **Voucher Summary Report** window opens.

Step 2: Apply Report Filters

Specify the required filters before generating the report.

Filter	Description
Filter by Keyword	Search vouchers using Party Name, Transaction Number, or other available keywords.
Date Range	Select the From and To dates for the report.
Voucher Type	Choose **All**, **Payment**, or **Receipt**.

> **ℹ Note**
> Selecting **All** includes both Payment and Receipt vouchers in the generated report.

Step 3: Generate the Report

Click the **Filter** button.

Muhasib ERP generates the Voucher Summary Report based on the selected criteria.

> **Result**
> The Voucher Summary Report is displayed on the screen.

Step 4: Review the Report

The report displays voucher information including:

Column	Description

Transaction No.	Voucher transaction number.
Date & Time	Voucher creation date and time.
Party	Name of the related customer, supplier, or party.
Notes	Additional remarks recorded with the voucher.
Voucher Type	Payment or Receipt.
Voucher Amount	Amount recorded for the voucher.

> ⚠ **Important**
> The report displays voucher information only. It does not allow editing or deleting voucher records.

Step 5: Print the Report

After reviewing the report, click the **Print Report** button located in the top-right corner of the window.

A print preview opens, allowing you to verify the report before printing.

> ℹ **Note**
> Use the print preview to ensure the applied filters and displayed voucher records are correct before printing.

Step 6: Close the Report

After reviewing or printing the report, close the Voucher Summary Report window or return to the Reports menu to generate another report.

Result

> ✅ **Voucher Summary Report Generated Successfully**
> - The Voucher Summary Report displays voucher transactions based on the selected filters.
> - Payment and Receipt vouchers can be reviewed separately or together.
> - The report provides a consolidated overview of voucher activity for the selected period.

- The report is available for printing through the built-in Print Report option.

Best Practices

- Apply the appropriate date range before generating the report.
- Use keywords to quickly locate specific voucher transactions.
- Filter by Voucher Type when reviewing only Payments or Receipts.
- Review the report in Print Preview before printing.
- Generate reports regularly for reconciliation and auditing purposes.

Frequently Asked Questions

Can I view both Payment and Receipt vouchers together?

Yes. Select **All** under the Voucher Type filter to display both Payment and Receipt vouchers.

Can I filter the report by voucher type?

Yes. You can generate reports for **Payment**, **Receipt**, or **All** voucher types.

Can I search for a specific voucher?

Yes. Use the **Filter by Keyword** option to locate voucher records.

Can I print the Voucher Summary Report?

Yes. Click the **Print Report** button to open the print preview and print the report.

Can I edit voucher records from this report?

No. The Voucher Summary Report is for viewing and printing purposes only. Voucher modifications must be performed through the Voucher Entry module.

Related Articles

- Create a New Voucher
- Update a Voucher Entry

- Delete a Voucher Entry
- Print a Voucher Receipt
- View Expense Summary Report

Next Step

Continue by learning how to **View Voucher Inquiry Report** to search and review individual voucher records in detail.

Product: Muhasib ERP

View Voucher Inquiry

How to View Voucher Inquiry Report in Muhasib ERP

Overview

The **Voucher Inquiry Report** allows you to search, filter, and view detailed voucher records without modifying the original transactions. It provides quick access to Payment and Receipt vouchers along with their complete transaction details.

This report is useful for reviewing voucher information, verifying accounting entries, auditing financial transactions, and answering customer or supplier inquiries.

> **ℹ Example**
> Suppose a customer asks whether a Receipt Voucher was recorded for a specific payment. You can open the Voucher Inquiry Report, search using the voucher number or party name, and instantly view the complete voucher details.

Before You Begin

Before viewing the Voucher Inquiry Report, ensure the following requirements are met.

Requirement	Description
Permissions	You have permission to access Voucher Inquiry Reports.
Voucher Records	At least one Payment or Receipt Voucher exists in the system.

> **□□ Tip**
> Use filters to quickly locate specific voucher records instead of browsing the complete list.

View Voucher Inquiry Report

Step 1: Open Voucher Inquiry Report

Navigate to:

Back Office → Reports → Transaction Reports → Voucher Inquiry

The **Voucher Inquiry** window opens.

Step 2: Search for a Voucher

Use one or more of the available filters to locate the required voucher.

Filter	Description
Filter by Keyword	Search using Transaction Number, Party Name, or other available keywords.
Date Range	Limit the search to vouchers recorded within a specific period.
Voucher Type	Display **All**, **Payment**, or **Receipt** vouchers.

Click the **Filter** button to display matching records.

> **ℹ Note**
> Multiple filters can be combined to narrow the search results and quickly locate the required voucher.

Step 3: Open Voucher Details

Select the required voucher from the results list.

Click the **View Record** button.

Muhasib ERP opens the selected Voucher Record in a read-only view displaying complete transaction information.

> **Result**
> The complete Voucher Record is displayed for review.

Step 4: Review Voucher Information

The Voucher Inquiry displays complete voucher information including:

Field	Description
Voucher ID	Unique system-generated voucher identifier.
Transaction Number	Voucher transaction reference number.
Party	Customer, supplier, or other related party.
Voucher Type	Payment or Receipt voucher.
Amount	Voucher amount.
Payment Account	Account used for the voucher transaction.
Notes	Additional remarks recorded with the voucher.
Recorded By	User who created the voucher.

> ⚠ **Important**
> Voucher Inquiry is a read-only feature. It allows users to review voucher information but does not permit editing or deleting records.

Step 5: Close the Inquiry

After reviewing the voucher information, close the Voucher Inquiry window or return to the report to view another voucher record.

Result

> **Voucher Record Viewed Successfully**
> - The selected voucher details have been displayed successfully.
> - Complete Payment or Receipt voucher information is available for review.
> - Voucher records can be searched using multiple filtering options.
> - The inquiry helps verify voucher transactions without modifying accounting records.

Best Practices

- Apply filters before opening voucher records to reduce search time.
- Use Transaction Number whenever possible for accurate searches.
- Verify the Voucher Type before reviewing transaction details.
- Review voucher information before making any accounting adjustments through the Voucher Entry module.
- Use Voucher Inquiry for verification purposes instead of editing live records.

Frequently Asked Questions

Can I search vouchers by Transaction Number?

Yes. Use the **Filter by Keyword** option to search by Transaction Number, Party Name, or other available keywords.

Can I filter vouchers by type?

Yes. You can display **All**, **Payment**, or **Receipt** vouchers.

Can I search vouchers within a specific date range?

Yes. Select the required **From** and **To** dates before applying the filter.

Can I edit a voucher from Voucher Inquiry?

No. Voucher Inquiry is a read-only feature. To modify a voucher, use the **Update Voucher Entry** function.

Can I delete a voucher from Voucher Inquiry?

No. Voucher deletion must be performed through the **Delete Voucher Entry** feature.

Why can't I find a voucher?

Verify that the selected date range, voucher type, and keyword filters match the voucher you are searching for.

Related Articles

- Create a New Voucher
- Update a Voucher Entry
- Delete a Voucher Entry

- View Voucher Summary Report
- Print Voucher Receipt

Next Step

Continue by learning how to **Print a Voucher Receipt** to generate a printable copy of an individual voucher transaction.

Product: Muhasib ERP