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

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