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

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