Review Tax Transactions and Summaries

How to Review Tax Transactions and Summaries in Muhasib ERP

Overview

This guide will help you compare and confirm detailed tax transactions to summarized tax totals and source documents.

You get a reconciled tax dataset for authorized review; the report alone does not constitute filing approval.

Who can do this

You need access to Tax report access and authorized company/tax scope.

Before you start

Know the filing period, tax registrations, set up codes/rates/accounts, inclusive/exclusive rules, returns, adjustments, and expected filing basis.

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

Where to find it

Back Office → Muhasib Financials → needed Tax report.

Review Tax Transactions and Summaries

Step 1: Select company, registration, tax type, and exact period

Step 2: Review transaction-level taxable value and tax

Step 3: Match sales, purchases, returns, and adjustments to source documents

Step 4: Reconcile detailed values to each summary category

Step 5: Reconcile tax categories to general-ledger tax accounts

Step 6: Document exclusions, rounding, and filing adjustments

Check your work

Source documents, detailed report, summaries, and tax control accounts agree subject to documented adjustments.

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

If something goes wrong

- Confirm registration, date basis, and return signs.
- Escalate statutory interpretation to the responsible tax professional.

Related guides

- Create a Tax
- Create a Taxed Purchase
- Configure Tax Integrations

What to do next

> **Create a Tax**.

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