Transactions

Create purchases and orders, add items, allocate costs, receive stock, and use tax correctly.

- Create a Purchase
- Create a Taxed Purchase
- Find and Add Purchase Items
- Allocate Purchase Discount, Tax, Cost, and Location
- Create a Purchase Order
- Receive a Purchase Order through GRN/Purchase

Create a Purchase

How to Create a Purchase in Muhasib ERP

Overview

This guide will help you record a supplier purchase with correct items, costs, stock location, and settlement terms.

Muhasib records the purchase and may update inventory, cost, supplier payable, tax, and payment ledgers.

Who can do this

You need access to Purchase plus supplier, item, location, batch/serial, account, tax, and payment.

Before you start

Have the supplier invoice, receipt evidence, quantities, costs, discounts, taxes, locations, payment terms, and approval.

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

Where to find it

Back Office → Purchases & Suppliers → Purchase.

Create a Purchase

Step 1: Start a new purchase and select the supplier

Step 2: Enter invoice date, supplier invoice number, due date, and reference

Step 3: Add each item and received quantity

Step 4: Confirm unit, cost, discount, tax, location, batch, serial, and expiry

Confirm unit, cost, discount, tax, location, batch, serial, and expiry details.

Step 5: Enter additional costs and payment/credit treatment as supported

Enter more costs and payment/credit treatment as supported.

Step 6: Reconcile subtotal, tax, charges, and total to the supplier document

Step 7: Save once

Check your work

Compare and Confirm the saved document to supplier invoice, stock ledger, item cost, supplier ledger, tax, 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

- Treat supplier plus invoice number as a duplicate-control key.
- Search for the document before retrying after a timeout.

Related guides

- Create a Taxed Purchase

- Find and Add Purchase Items
- Return a Purchase

What to do next

> **Create a Taxed Purchase**.

Create a Taxed Purchase

How to Create a Taxed Purchase in Muhasib ERP

Overview

This guide will help you record a purchase with the correct supplier tax identity, tax codes, taxable values, and totals.

Muhasib records purchase, payable, and set up tax-ledger values.

Who can do this

You need access to Purchase and tax fields plus supplier, item, and account.

Before you start

Confirm supplier registration, invoice validity, tax date, item/service classification, rates, exemptions, withholding, and approved accounting treatment.

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

Where to find it

Back Office → Purchases & Suppliers → Purchase.

Create a Taxed Purchase

Step 1: Select the supplier and confirm tax registration details

Step 2: Enter supplier invoice number and tax date

Step 3: Add items/services with correct taxable values

Step 4: Select authorized line/header tax codes and inclusive/exclusive treatment

Step 5: Enter withholding or additional tax fields where applicable

Enter withholding or more tax fields where needed.

Step 6: Recalculate and compare net, each tax component, and gross total

Recalculate and compare net, each tax component, and gross total to the invoice.

Step 7: Save once

Check your work

Compare and Confirm tax detail and totals to the invoice, supplier ledger, tax report, 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

- Do not force totals with unrelated discounts or charges.
- Escalate ambiguous tax treatment to the responsible accountant.

Related guides

- Create a Purchase
- Create a Tax
- Review the Tax Report

What to do next

> **Create a Purchase**.

Find and Add Purchase Items

Find and Add Purchase Items

Overview

This guide will help you add the correct item, unit, variant, batch, serial, and quantity to a purchase.

The item becomes a purchase line ready for costing, tax, and document posting.

Who can do this

You need access to Purchase entry and access to the selected item/location masters.

Before you start

Have the item name/code/barcode, received unit and quantity, variant, batch/serial, expiry, and location.

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

Where to find it

Open Purchase or the needed receipt form and use its item-entry grid.

Find and Add Purchase Items

Step 1: Search by item code, barcode, or name

Step 2: Confirm the exact item and variant

Step 3: Select the purchase unit and verify conversion to base unit

Step 4: Enter received quantity

Step 5: Enter or select batch, expiry, and serial numbers when controlled

Step 6: Select receiving location

Step 7: Confirm the line description and totals before moving on

Check your work

Match every line to the physical receipt and supplier invoice, including unit conversions and record history identifiers.

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

If something goes wrong

- Stop if the intended variant or unit is unavailable.
- Never substitute a similar item merely to complete entry.

Related guides

- Create a Purchase
- Allocate Purchase Discount, Tax, Cost, and Location
- Update an Item Safely

What to do next

Create a Purchase.

Allocate Purchase Discount, Tax, Cost, and Location

How to Allocate Purchase Discount, Tax, Cost, and Location in Muhasib ERP

Overview

This guide will help you distribute purchase values and locations so line totals and inventory costs reflect the source document.

Allocated values feed document totals and may affect inventory valuation and tax/accounting entries.

Who can do this

You need access to Purchase entry and any price, discount, tax, cost, or location override rights.

Before you start

Know the approved allocation basis for freight and other landed costs, tax recoverability, discount type, and receiving destinations.

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

Where to find it

Within Purchase, use the line and total allocation controls.

Allocate Purchase Discount, Tax, Cost, and Location

Step 1: Confirm line quantities and base costs

Step 2: Enter line discounts where the supplier invoice identifies them

Step 3: Apply header discount using the approved allocation basis

Step 4: Select correct line/header taxes

Step 5: Allocate freight or other costs according to policy

Step 6: Assign each quantity to the correct location

Step 7: Recalculate and compare line sum, tax, additions, and total with

Recalculate and compare line sum, tax, additions, and total with the invoice.

Check your work

Compare and Confirm allocated totals, unit landed cost, location quantities, taxes, rounding, 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

- Do not use discounts to conceal allocation differences.
- Investigate rounding at line and document level before posting.

Related guides

- Find and Add Purchase Items
- Create a Taxed Purchase
- Review Inventory Movement and Valuation

What to do next

> **Find and Add Purchase Items**.

Create a Purchase Order

How to Create a Purchase Order in Muhasib ERP

Overview

This guide will help you create an approved order that states what the company expects a supplier to deliver.

Muhasib records an outstanding order available for receipt or conversion; financial posting is not assumed.

Who can do this

You need access to Purchase Order plus supplier, item, tax, location, price, and approval.

Before you start

Confirm supplier quotation, items, quantities, prices, taxes, delivery location/date, payment terms, and approval.

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

Where to find it

Back Office → Purchases & Suppliers → Purchase Order.

Create a Purchase Order

Step 1: Start a new purchase order and select the supplier

Step 2: Enter order date, expected date, reference, terms, and delivery location

Step 3: Add items, units, quantities, prices, discounts, and taxes

Step 4: Add approved charges and notes

Step 5: Reconcile total to the supplier quotation

Step 6: Save once and complete the approval/printing process

Check your work

Reopen the order and confirm approval/status, supplier, lines, remaining quantities, totals, and delivery terms.

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

If something goes wrong

- Do not record an invoice as an order after goods are already received unless policy requires it.
- Search for the order before retrying.

Related guides

- Receive a Purchase Order through GRN/Purchase
- Create a Purchase
- Create a Supplier

What to do next

Receive a Purchase Order through GRN/Purchase.

Receive a Purchase Order through GRN/Purchase

How to Receive a Purchase Order through GRN/Purchase in Muhasib ERP

Overview

This guide will help you record goods received against a purchase order and preserve ordered, received, and remaining quantities.

Muhasib updates receipt and source-order status and may post stock and payable entries depending on the chosen path.

Who can do this

You need access to Purchase Order receipt/conversion, Purchase/GRN, and relevant supplier/item/location rights.

Before you start

Have the purchase order, delivery note, physical count, inspection result, batch/serial/expiry data, location, and supplier invoice if available.

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

Where to find it

Open Purchase Order, locate the order, and use its receive/convert action; or use the linked GRN/Purchase workflow.

Receive a Purchase Order through GRN/Purchase

Step 1: Select the correct open purchase order

Step 2: Compare delivered items with ordered lines

Step 3: Enter accepted quantities only; record rejected/short quantities separately

Step 4: Confirm units, locations, batches, serials, and expiry dates

Step 5: Enter supplier delivery/invoice references

Step 6: Review received and remaining quantities

Step 7: Save once and retain the GRN/purchase number

Check your work

Compare and Confirm order, delivery note, GRN/purchase, stock ledger, remaining quantity, supplier ledger, and duplicate status.

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

If something goes wrong

- Never mark undelivered quantity as received.
- Check whether a partial receipt already exists before retrying.

Related guides

- Create a Purchase Order
- Create a Purchase
- Return a Purchase

What to do next

> **Create a Purchase Order**.