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**.

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