Expense and Voucher Reports

Review expense and voucher summaries, details, histories, and inquiries.

- Review the Expense Report
- Review the Expense Summary Report Head-Wise
- Review the Expense Inquiry
- Review the Voucher Report
- Review the Voucher Inquiry

Review the Expense Report

How to Review the Expense Report in Muhasib ERP

Overview

This guide will help you analyze expenses for a selected scope and compare and confirm them to source documents, payments, and accounts.

You get a detailed expense population for operational and accounting review.

Who can do this

You need access to Expense Report plus authorized expense, payment, and financial visibility.

Before you start

Define company, period, locations, expense heads/subtypes, payees, users, payment statuses, tax, and expected control total.

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

Where to find it

Back Office → Expenses & Vouchers → Reports → Expense Report.

Review the Expense Report

Step 1: Set exact date/company/location/head/payee/status filters

Step 2: Generate the report

Step 3: Review expense number, date, head, payee, description, net, tax, total,

Review expense number, date, head, payee, description, net, tax, total, paid, and outstanding fields shown.

Step 4: Drill to source expenses and payments

Step 5: Compare account classifications and reversals

Step 6: Reconcile totals to expense accounts and outstanding controls

Check your work

Sample rows compare and confirm to Expense Inquiry/history, payments, tax, and Account Ledger.

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

If something goes wrong

- Distinguish expense date from payment date.
- Do not count both original and reversed expenses as active cost.

Related guides

- Review the Expense Inquiry
- Review the Expense Summary Report Head-Wise
- Review an Expense and Its Payment History

What to do next

> **Review the Expense Inquiry**.

Review the Expense Summary Report Head-Wise

How to Review the Expense Summary Report Head-Wise in Muhasib ERP

Overview

This guide will help you compare expense totals by head and sub-head and trace material values to detailed expenses.

You get a classified expense view for budgeting and accounting review.

Who can do this

You need access to Expense Summary Report Head-Wise and relevant expense visibility.

Before you start

Define company, period, locations, head hierarchy, expense/payment date basis, tax treatment, and expected total.

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

Where to find it

Back Office → Expenses & Vouchers → Reports → Expense Summary Report Head-Wise.

Review the Expense Summary Report Head-Wise

Step 1: Set company/date/location/head filters

Step 2: Generate the report

Step 3: Review parent and sub-head totals

Step 4: Confirm whether tax and unpaid expenses are included

Step 5: Drill or compare material heads with Expense Report

Step 6: Reconcile grand total to expense accounts

Check your work

Each head total equals non-overlapping detailed expense rows under the same hierarchy and filters.

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

If something goes wrong

- Confirm parent-head roll-up does not double-count shown sub-heads.
- Check historical head mapping after master changes.

Related guides

- Review the Expense Report

- Create an Expense Type or Head
- Create a Sub-Expense Type

What to do next

> **Review the Expense Report**.

Review the Expense Inquiry

How to Review the Expense Inquiry in Muhasib ERP

Overview

This guide will help you find an expense, inspect its payment and correction history, and determine its next authorized action.

You get the expense's authoritative transaction chain.

Who can do this

You need access to Expense Inquiry plus expense, payment, tax, and ledger visibility.

Before you start

Have expense/reference, payee, date range, head, amount, status, or user.

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

Where to find it

Back Office → Expenses & Vouchers → Reports/Inquiries → Expense Inquiry.

Review the Expense Inquiry

Step 1: Set company and date range

Step 2: Filter by expense/payee/head/status/reference

Step 3: Open the exact expense

Step 4: Review evidence details, classification, amount, tax, status, and outstanding balance

Step 5: Review linked payments, updates, reversals, and replacement

Step 6: Choose payment or correction only after dependency review

Check your work

Inquiry detail agrees with Expense Report, payment history, 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

- Expand scope and confirm company for missing records.
- Search payment references before entering another settlement.

Related guides

- Review an Expense and Its Payment History
- Record an Expense Payment
- Update or Correct an Expense

What to do next

Review an Expense and Its Payment History.

Review the Voucher Report

How to Review the Voucher Report in Muhasib ERP

Overview

This guide will help you analyze payment and receipt vouchers and compare and confirm their money direction and account entries.

You get a voucher population for cash and accounting control.

Who can do this

You need access to Voucher Report plus authorized voucher and account visibility.

Before you start

Define company, period, locations, voucher types, accounts, parties, users, statuses, and expected cash/bank control.

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

Where to find it

Back Office → Expenses & Vouchers → Reports → Voucher Report.

Review the Voucher Report

Step 1: Set exact scope and voucher-type filters

Step 2: Generate the report

Step 3: Review voucher number, date, payment/receipt direction, party, accounts, amount, reference,

Review voucher number, date, payment/receipt direction, party, accounts, amount, reference, and status.

Step 4: Drill to source vouchers

Step 5: Confirm debit/credit signs and reversals

Step 6: Reconcile cash/bank and general-ledger totals

Check your work

Rows compare and confirm to Voucher Inquiry, evidence, payment-account activity, and Account Ledger.

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

If something goes wrong

- Never net payment and receipt vouchers before validating direction.
- Exclude or reverse cancelled documents according to report logic.

Related guides

- Review the Voucher Inquiry
- Create a Payment Voucher
- Create a Receipt Voucher

What to do next

Review the Voucher Inquiry.

Review the Voucher Inquiry

How to Review the Voucher Inquiry in Muhasib ERP

Overview

This guide will help you find a payment or receipt voucher, check its direction and accounts, and determine whether correction is needed.

You get source-level voucher evidence and its valid next action.

Who can do this

You need access to Voucher Inquiry plus voucher and affected account visibility.

Before you start

Have voucher/reference, type, date range, party, account, amount, status, or user.

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

Where to find it

Back Office → Expenses & Vouchers → Reports/Inquiries → Voucher Inquiry.

Review the Voucher Inquiry

Step 1: Set company/date/type/status filters

Step 2: Search by voucher/reference/party/account

Step 3: Open the exact voucher

Step 4: Confirm payment versus receipt direction

Step 5: Review party, narration, debit/credit accounts, amount, evidence, and status

Step 6: Trace payment-account and general-ledger effects before correction

Check your work

Inquiry/detail agree with Voucher Report, cash/bank activity, and Account Ledger.

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

If something goes wrong

- Never change money direction by editing a posted voucher.
- Check reversed/replacement documents before entering another voucher.

Related guides

- Review the Voucher Report
- Review, Update, or Correct a Voucher
- Reconcile a Payment Account Statement

What to do next

> **Review the Voucher Report**.