Purchase and Supplier Reports

Review purchases, orders, returns, suppliers, ageing, history, and purchasing inquiries.

- Review the Purchase Inquiry
- Review the Purchase Summary Report
- Review the Purchase Order Report
- Review the Purchase Order Inquiry
- Review Purchase Ageing Invoices
- Review the Supplier Change History Report
- Review the Purchase Return Report
- Review the Purchase Return Inquiry
- Review the Supplier Wise Purchase Report

Review the Purchase Inquiry

How to Review the Purchase Inquiry in Muhasib ERP

Overview

This guide will help you find a purchase, inspect its complete transaction chain, and determine whether payment, return, printing, or correction is required.

You get the authoritative purchase view and its dependent records.

Who can do this

You need access to Purchase Inquiry plus purchase, supplier, item, payment, return, stock, tax, and journal visibility.

Before you start

Have purchase/transaction/supplier-invoice/reference number, supplier, date range, item, amount, user, or status.

> 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 Inquiry.

Review the Purchase Inquiry

Step 1: Set company and a narrow date range

Step 2: Filter by stable identifiers

Step 3: Open the exact purchase

Step 4: Review supplier, invoice/date, lines, costs, discounts, taxes, charges, totals, payment,

Review supplier, invoice/date, lines, costs, discounts, taxes, charges, totals, payment, and status.

Step 5: Trace returns, order/GRN links, stock, supplier balance, and journal

Step 6: Select only the authorized next action

Check your work

Detail reconciles to supplier invoice, stock ledger, supplier ledger, payment account, tax, and journal.

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

If something goes wrong

- Search using supplier plus invoice number before concluding it is missing.
- Do not delete a posted purchase to correct it.

Related guides

- Create a Purchase
- Return a Purchase
- Review the Purchase Summary Report

What to do next

Create a Purchase.

Review the Purchase Summary Report

How to Review the Purchase Summary Report in Muhasib ERP

Overview

This guide will help you summarize purchases for a defined scope and compare and confirm totals to detailed source documents.

You get a reproducible purchase control total.

Who can do this

You need access to Purchase Summary Report and relevant purchase visibility.

Before you start

Define company, period, locations, suppliers, statuses, return handling, tax basis, 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 → Purchases & Suppliers → Purchase Summary Report.

Review the Purchase Summary Report

Step 1: Set exact scope filters

Step 2: Generate the report

Step 3: Review document count, subtotal, discount, tax, charges, returns, payment, and

Review document count, subtotal, discount, tax, charges, returns, payment, and total shown.

Step 4: Compare groups by date/location/supplier where available

Step 5: Drill to Purchase Inquiry

Step 6: Reconcile supplier, stock, and financial controls separately

Check your work

Summary equals allowed Purchase Inquiry documents for identical filters and status/sign rules.

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

If something goes wrong

- Check purchase returns and cancelled/open documents.
- Align gross, net, and tax-inclusive comparisons.

Related guides

- Review the Purchase Inquiry
- Review the Supplier Wise Purchase Report
- Reconcile Two Muhasib Reports Safely

What to do next

Review the Purchase Inquiry.

Review the Purchase Order Report

How to Review the Purchase Order Report in Muhasib ERP

Overview

This guide will help you analyze purchase orders and their ordered, received, and remaining quantities or values.

You get a purchasing commitment and fulfillment analysis.

Who can do this

You need access to Purchase Order Report plus supplier/item/order visibility.

Before you start

Define company, order/expected-date range, supplier, item, location, status, and expected open-order 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 → Purchases & Suppliers → Purchase Order Report.

Review the Purchase Order Report

Step 1: Set company/date/supplier/item/status filters

Step 2: Generate the report

Step 3: Review ordered, received/converted, cancelled, and remaining quantities/value

Step 4: Identify overdue or partially received orders

Step 5: Drill to Purchase Order Inquiry and linked GRN/purchase

Step 6: Assign authorized supplier or receiving follow-up

Check your work

Sample report lines compare and confirm to orders and all linked receipts/purchases.

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

If something goes wrong

- Confirm expected date versus order date filters.
- Check partial receipts before treating remaining quantity as overdue.

Related guides

- Review the Purchase Order Inquiry
- Create a Purchase Order
- Receive a Purchase Order through GRN/Purchase

What to do next

Review the Purchase Order Inquiry.

Review the Purchase Order Inquiry

How to Review the Purchase Order Inquiry in Muhasib ERP

Overview

This guide will help you find a purchase order, inspect ordered/received/remaining quantities, and choose its next authorized action.

You get the order's source-level fulfillment state.

Who can do this

You need access to Purchase Order Inquiry plus order, supplier, item, GRN, and purchase visibility.

Before you start

Have order/reference, supplier, date range, status, expected date, item, or linked GRN/purchase.

> 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 Inquiry.

Review the Purchase Order Inquiry

Step 1: Set company/date/status filters

Step 2: Search by order/supplier/reference/item

Step 3: Open the exact order

Step 4: Review terms, lines, ordered, received/converted, and remaining quantities

Step 5: Check linked GRNs/purchases and returns

Step 6: Choose receipt, update, cancellation, or closure according to policy

Check your work

Inquiry/order quantities and status compare and confirm to Purchase Order Report and linked documents.

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

If something goes wrong

- Search linked purchases before repeating receipt/conversion.
- Confirm status definitions for apparently open orders.

Related guides

- Review the Purchase Order Report
- Create a Purchase Order
- Receive a Purchase Order through GRN/Purchase

What to do next

Review the Purchase Order Report.

Review Purchase Ageing Invoices

How to Review Purchase Ageing Invoices in Muhasib ERP

Overview

This guide will help you identify outstanding purchase invoices by age and prioritize valid supplier payments or checking.

You get an invoice-level ageing list for cash planning and supplier control.

Who can do this

You need access to Purchase Ageing Invoices plus supplier/purchase/payment visibility.

Before you start

Choose company, as-of date, supplier, payment terms, bucket definitions, unallocated payments/debits/refunds, and payment policy.

> 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 Ageing Invoices.

Review Purchase Ageing Invoices

Step 1: Set company and exact as-of date

Step 2: Select supplier/status filters

Step 3: Generate the report

Step 4: Review invoice date, due date, outstanding, days/bucket, payments, returns, and

Review invoice date, due date, outstanding, days/bucket, payments, returns, and debits.

Step 5: Drill to invoice and allocations

Step 6: Prioritize valid due balances

Check your work

Outstanding invoice totals and buckets compare and confirm to supplier ledger/ageing at the same cutoff.

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

If something goes wrong

- Confirm payment terms and unallocated transactions.
- Do not pay balances offset by unresolved debit/return amounts.

Related guides

- Review Supplier Financial Position
- Pay a Supplier
- Allocate or Update Supplier Payment Transactions

What to do next

Review Supplier Financial Position.

Review the Supplier Change History Report

How to Review the Supplier Change History Report in Muhasib ERP

Overview

This guide will help you identify when, how, and by whom a supplier master record changed.

You get an audit trail or focused logging gap.

Who can do this

You need access to Supplier Change History Report and authorized supplier/user scope.

Before you start

Have supplier, date range, changed field/value, user, or business incident.

> 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 → Supplier Change History Report.

Review the Supplier Change History Report

Step 1: Set company and date range

Step 2: Filter by supplier/user/field where supported

Step 3: Review old value, new value, timestamp, and user

Step 4: Compare with current supplier master

Step 5: Correlate with evidence and User Activity

Step 6: Preserve filtered output for authorized review

Check your work

History sequence explains the current supplier value and agrees with authorized evidence.

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

If something goes wrong

- Absence from this report does not prove no change occurred.
- Protect bank, tax, and contact data in exports.

Related guides

- Create a Supplier
- Review User Activity
- Correct or Reverse a Supplier Transaction

What to do next

> **Create a Supplier**.

Review the Purchase Return Report

How to Review the Purchase Return Report in Muhasib ERP

Overview

This guide will help you analyze purchase returns and compare and confirm them to source purchases, stock, and supplier settlements.

You get a return population for quality, supplier, tax, and financial review.

Who can do this

You need access to Purchase Return Report plus return, supplier, stock, cost, tax, and payment visibility.

Before you start

Define company, period, locations, suppliers, items, statuses, reasons, and expected return count/value.

> 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 Return Report.

Review the Purchase Return Report

Step 1: Set exact filters

Step 2: Generate the report

Step 3: Review return/source document, supplier, item, quantity, cost, tax, reason, settlement,

Review return/source document, supplier, item, quantity, cost, tax, reason, settlement, and status.

Step 4: Drill to return documents

Step 5: Reconcile stock and supplier debit/refund

Step 6: Compare with purchase summary/control reports

Check your work

Rows compare and confirm to Purchase Return Inquiry, original purchases, stock, supplier ledger, and tax.

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

If something goes wrong

- Confirm signs and original-purchase linkage.
- Separate rejected receipts from posted returns where needed.

Related guides

- Review the Purchase Return Inquiry
- Return a Purchase
- Add Supplier Debit

What to do next

Review the Purchase Return Inquiry.

Review the Purchase Return Inquiry

How to Review the Purchase Return Inquiry in Muhasib ERP

Overview

This guide will help you find a purchase return, inspect its source-purchase link and effects, and determine whether correction is required.

You get source-level return evidence and correction needs.

Who can do this

You need access to Purchase Return Inquiry plus return, source purchase, supplier, payment, and stock visibility.

Before you start

Have return number/reference, source purchase, supplier, item, date range, amount, 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 → Purchases & Suppliers → Purchase Return Inquiry.

Review the Purchase Return Inquiry

Step 1: Set company and date range

Step 2: Filter by return/source purchase/supplier/item/status

Step 3: Open the exact return

Step 4: Review quantities, cost, tax, location, batch/serial, reason, and settlement

Step 5: Confirm source-purchase link

Step 6: Trace stock, supplier, payment/debit, and journal effects

Check your work

Inquiry/detail compare and confirm to source purchase, Purchase Return Report, stock ledger, supplier ledger, and refund/debit.

> 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 returns.
- Search for an existing return before entering another.

Related guides

- Return a Purchase
- Review the Purchase Return Report
- Record Payment or Refund From a Supplier

What to do next

Return a Purchase.

Review the Supplier Wise Purchase Report

How to Review the Supplier Wise Purchase Report in Muhasib ERP

Overview

This guide will help you compare purchasing activity by supplier and trace selected totals to source purchases.

You get supplier-level purchasing analysis for sourcing and payment review.

Who can do this

You need access to Supplier Wise Purchase Report plus authorized supplier/purchase scope.

Before you start

Define company, period, locations, suppliers, items, statuses, returns, tax basis, 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 → Purchases & Suppliers → Supplier Wise Purchase Report.

Review the Supplier Wise Purchase Report

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

Step 2: Generate the report

Step 3: Review document count, quantity, subtotal, discount, tax, charges, returns, and

Review document count, quantity, subtotal, discount, tax, charges, returns, and net total shown.

Step 4: Drill to purchases for material suppliers

Step 5: Compare with Purchase Summary and supplier ledger

Step 6: Investigate duplicate supplier masters

Check your work

Sample supplier totals equal allowed purchases/returns for the same filters.

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

If something goes wrong

- Separate purchasing volume from outstanding payable.
- Align returned and cancelled document treatment.

Related guides

- Review the Purchase Summary Report
- Review Supplier Financial Position
- Rank Top or Least Suppliers

What to do next

Review the Purchase Summary Report.