Using Reports

Find reports, set filters, read totals, open source entries, reconcile results, and produce output.

- Find and Open the Correct Muhasib Report
- Set Report Date, Company, Location, Terminal, and Entity Filters
- Read Report Totals, Signs, Running Balances, and Age Buckets
- Drill from a Report into a Source Transaction
- Reconcile Two Muhasib Reports Safely

Find and Open the Correct Muhasib Report

Find and Open the Correct Muhasib Report

Overview

This guide will help you select the report or inquiry that answers your operational question without changing source data.

The selected read-only view is ready for scoped filtering and interpretation.

Who can do this

You need access to The report's own view permission and authorized company/data shown.

Before you start

State the question, subject, company, date/as-of basis, required detail, and whether you need current state, history, movement, balance, or forecast.

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

Where to find it

Back Office → relevant workspace module → Reports/Inquiries.

Find and Open the Correct Muhasib Report

Step 1: Use Inquiry for source-document search and status/detail where available

Step 2: Use Ledger for opening, movement, and running/closing balance

Step 3: Use Summary for grouped totals and Report for the named analysis

Step 4: Use History for old/new master or transaction changes

Step 5: Use Dashboard/Forecast for analytical or forward-looking views

Step 6: Confirm the screen title before applying filters

Check your work

Confirm its grain, date semantics, entities, totals, and source drill-down match the original question.

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

If something goes wrong

- A similarly named report may use a different grain or cutoff.
- Missing menu items can indicate permission, subscription, setting, or inactive-feature restrictions.

Related guides

- Set Report Date, Company, Location, Terminal, and Entity Filters

- Read Report Totals, Signs, Running Balances, and Age Buckets
- Drill from a Report into a Source Transaction

What to do next

> **Set Report Date, Company, Location, Terminal, and Entity Filters**.

Set Report Date, Company, Location, Terminal, and Entity Filters

How to Set Report Date, Company, Location, Terminal, and Entity Filters in Muhasib ERP

Overview

This guide will help you produce a precisely scoped report whose filters can be reproduced by another reviewer.

Muhasib returns records matching its report-specific filter logic.

Who can do this

You need access to Report view access and authorization for every selected company/location/entity.

Before you start

Define company, from/to or as-of date, timezone/cutoff, locations, terminals, users, parties, items, statuses, accounts, and inclusion rules.

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

Where to find it

Open the intended report and its filter area.

Set Report Date, Company, Location, Terminal, and Entity Filters

Step 1: Select the intended company first

Step 2: Set exact from/to dates or as-of date and note whether time is included

Step 3: Select location, terminal, user, and entity filters

Step 4: Set status, zero-balance, detail, grouping, or other options

Step 5: Select Filter/Generate once

Step 6: Record filters and generation timestamp with any exported output

Check your work

Test boundary records and confirm the title/filter summary identifies the selected scope.

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

If something goes wrong

- Clear hidden/stale filters when known records are absent.
- Do not combine results from different date semantics without adjustment.

Related guides

- Find and Open the Correct Muhasib Report
- Reconcile Two Muhasib Reports Safely
- Print, Export, or Email a Report

What to do next

> **Find and Open the Correct Muhasib Report**.

Read Report Totals, Signs, Running Balances, and Age Buckets

Read Report Totals, Signs, Running Balances, and Age Buckets

Overview

This guide will help you interpret report values correctly before making an operational or accounting decision.

You can explain reported values and distinguish real exceptions from presentation conventions.

Who can do this

You need access to View access to the report and its underlying business scope.

Before you start

Know report grain, account/transaction type, date scope, unit/currency, set up decimal places, and expected normal balance.

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

Where to find it

Open and filter the selected report.

Read Report Totals, Signs, Running Balances, and Age Buckets

Step 1: Identify whether each row is a transaction, item, document, party,

Identify whether each row is a transaction, item, document, party, account, group, or period.

Step 2: Confirm unit and currency

Step 3: Determine how returns, refunds, credits, reversals, and negative quantities are

Determine how returns, refunds, credits, reversals, and negative quantities are signed.

Step 4: Recalculate one running balance from opening plus movements

Step 5: Verify subtotal and grand-total grouping

Step 6: For ageing, inspect due-date basis and bucket boundaries

Check your work

Representative row, subtotal, running balance, and ageing bucket reproduce from source data.

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

If something goes wrong

- Do not assume parentheses, credit, or negative signs mean the same thing across reports.
- Investigate rounding at line, document, and grouped levels.

Related guides

- Drill from a Report into a Source Transaction
- Reconcile Two Muhasib Reports Safely
- Set Report Date, Company, Location, Terminal, and Entity Filters

What to do next

> **Drill from a Report into a Source Transaction**.

Drill from a Report into a Source Transaction

Drill from a Report into a Source Transaction

Overview

This guide will help you trace a report row to the exact source document and its linked stock, payment, or accounting records.

The analytical value is connected to an auditable source transaction.

Who can do this

You need access to Report access plus view permission for the source transaction and linked records.

Before you start

Record row values, document/transaction/reference number, date, party/item/account, amount/quantity, and report filters.

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

Where to find it

Select/double-click the row or use View Record; otherwise open the source module inquiry separately.

Drill from a Report into a Source Transaction

Step 1: Capture the report row and filters

Step 2: Use the supported drill-down action

Step 3: Confirm the opened document number and entity match

Step 4: Review current status and linked returns, payments, stock, or journals

Step 5: If no drill-down exists, search the source inquiry by stable identifier

Step 6: Return to the report and document the explanation

Check your work

Source values and status explain the report row at the same scope/cutoff.

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

If something goes wrong

- Source view may be blocked by separate permission.
- Centralized or summarized postings may not expose one-to-one document rows.

Related guides

- Find and Open the Correct Muhasib Report

- Trace a Source Transaction into the General Ledger
- Reconcile Two Muhasib Reports Safely

What to do next

> **Find and Open the Correct Muhasib Report**.

Reconcile Two Muhasib Reports Safely

How to Reconcile Two Muhasib Reports Safely in Muhasib ERP

Overview

This guide will help you explain why two reports agree or differ without forcing either result.

The difference is explained, corrected, or retained as a documented timing/control item.

Who can do this

You need access to Access to both reports and their source transactions.

Before you start

Define expected relationship and align company, dates/cutoff, locations, terminals, statuses, units, currency, signs, and detail/grain.

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

Where to find it

Open both reports in their respective modules.

Reconcile Two Muhasib Reports Safely

Step 1: Record the purpose and expected control equation

Step 2: Align all visible and hidden filters

Step 3: Compare populations/counts before totals

Step 4: Separate timing, scope, sign, unit, rounding, status, and classification differences

Step 5: Drill to source records for the residual difference

Step 6: Correct source data only through its authorized workflow

Check your work

After valid adjustments, both reports satisfy the defined control equation for the same population.

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

If something goes wrong

- Similar report titles do not guarantee identical grain.
- Never add an unexplained journal or stock adjustment solely to force agreement.

Related guides

- Set Report Date, Company, Location, Terminal, and Entity Filters
- Read Report Totals, Signs, Running Balances, and Age Buckets
- Drill from a Report into a Source Transaction

What to do next

Set Report Date, Company, Location, Terminal, and Entity Filters.