Find and Open the Correct Muhasib Report

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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**.

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