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.

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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

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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**.

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