Review Sale Inquiry

How to Review Sale Inquiry in Muhasib ERP

Overview

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

You get the authoritative transaction view and its dependent records.

Who can do this

You need access to Sale Inquiry plus view access to sale, customer, items, payments, returns, stock, and journals.

Before you start

Have invoice/transaction/reference, customer, date range, terminal/register, 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 → Sales & Customers → Sale Inquiry.

Review Sale Inquiry

Step 1: Set company and a narrow date range

Step 2: Filter by stable identifiers

Step 3: Open the exact sale

Step 4: Review header, customer, lines, prices, discounts, tax, charges, totals, payments,

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Step 5: Trace returns, delivery/order/quotation links, stock, SMS, and journal

Step 6: Select only the authorized next action

Check your work

Sale detail reconciles to receipt, customer ledger, stock 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 by multiple identifiers before concluding a sale is missing.
- Do not use delete to correct a posted transaction.

Related guides

- Create a POS Sale
- Return a Sale
- Review the Sales Summary Report

What to do next

Create a POS Sale.

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