Review the Daily Sale and Return Summary

How to Review the Daily Sale and Return Summary in Muhasib ERP

Overview

This guide will help you summarize one business day's sales and returns and compare and confirm the net result.

You get a daily gross-to-net sales control.

Who can do this

You need access to Daily Sale and Return Summary plus relevant sales/return scope.

Before you start

Confirm business date/cutoff, company, locations, terminals, working periods/registers, offline synchronization, and expected sales/return controls.

> 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 → Daily Sale and Return Summary.

Review the Daily Sale and Return Summary

Step 1: Select the exact business date and scope

Step 2: Confirm offline sales are synchronized as required

Step 3: Generate the report

Step 4: Review sales, returns, discount, tax, charges, and net totals

Step 5: Compare counts and values with Sale and Return inquiries

Step 6: Record timing or excluded-status differences

Check your work

Eligible sales minus returns, using verified signs and components, equals the shown net total.

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

If something goes wrong

- Align calendar date with working-period/register cutoff.
- Check backdated and offline-synchronized records.

Related guides

- Review the Daily Closing Report
- Review Sale Inquiry

- Review Sale Return Inquiry

What to do next

> **Review the Daily Closing Report**.

Revision #0
Created 2026-09-04 09:20:55 UTC by Shah Rukh Saeed
Updated 2026-09-07 10:14:00 UTC by Shah Rukh Saeed