Review the Detailed Sales Summary Report

How to Review the Detailed Sales Summary Report in Muhasib ERP

Overview

This guide will help you review detailed sales activity and compare and confirm its grouped totals for a selected scope.

You get detailed sales evidence suitable for operational checking.

Who can do this

You need access to Detailed Sales Summary Report and relevant sales visibility.

Before you start

Define company, date range, locations, terminals, users, customers, items, statuses, returns, and expected control total.

> 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 → Detailed Sales Summary Report.

Review the Detailed Sales Summary Report

Step 1: Apply exact scope filters

Step 2: Generate the report

Step 3: Identify whether rows represent invoices, lines, items, or grouped dimensions

Step 4: Review quantity, subtotal, discount, tax, charges, return, payment, and grand

Review quantity, subtotal, discount, tax, charges, return, payment, and grand total shown.

Step 5: Drill into exceptions

Step 6: Reconcile subtotals and grand total to source sales

Check your work

Representative rows and all grouped totals reproduce from Sale Inquiry 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

- Check duplicate line-level counting when comparing invoice totals.
- Align return and cancelled/held transaction inclusion.

Related guides

- Review the Sales Summary Report

- Review Sale Inquiry
- Reconcile Two Muhasib Reports Safely

What to do next

> **Review the Sales Summary Report**.

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