Review the Detailed Tax Summary Report

How to Review the Detailed Tax Summary Report in Muhasib ERP

Overview

This guide will help you inspect the detail behind summarized tax categories and compare and confirm source documents to tax controls.

You get traceable detail for every summarized tax value.

Who can do this

You need access to Detailed Tax Summary Report and authorized source/tax scope.

Before you start

Define company, registration, period, tax categories/rates, source types, returns, and expected summary/control totals.

> Before saving, check that the correct company is open and that you have permission to complete this task.

Where to find it

Back Office → Muhasib Financials → Detailed Tax Summary Report.

Review the Detailed Tax Summary Report

Step 1: Set exact tax scope

Step 2: Generate the report

Step 3: Identify row grain and review document, party, taxable value, rate,

Identify row grain and review document, party, taxable value, rate, tax, direction, and status.

Step 4: Drill to representative source documents

Step 5: Aggregate detail to Tax Summary categories

Step 6: Reconcile to ledger tax accounts

Check your work

Detailed rows reproduce Tax Summary totals and agree with source documents/accounts.

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

If something goes wrong

- Avoid double-counting document and line-level rows.
- Confirm returns and inclusive-tax calculations.

Related guides

- Review the Tax Summary Report
- Review the Tax Report
- Drill from a Report into a Source Transaction

What to do next

Review the Tax Summary Report.

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