Review the Expense Summary Report Head-Wise

How to Review the Expense Summary Report Head-Wise in Muhasib ERP

Overview

This guide will help you compare expense totals by head and sub-head and trace material values to detailed expenses.

You get a classified expense view for budgeting and accounting review.

Who can do this

You need access to Expense Summary Report Head-Wise and relevant expense visibility.

Before you start

Define company, period, locations, head hierarchy, expense/payment date basis, tax treatment, and expected 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 → Expenses & Vouchers → Reports → Expense Summary Report Head-Wise.

Review the Expense Summary Report Head-Wise

Step 1: Set company/date/location/head filters

Step 2: Generate the report

Step 3: Review parent and sub-head totals

Step 4: Confirm whether tax and unpaid expenses are included

Step 5: Drill or compare material heads with Expense Report

Step 6: Reconcile grand total to expense accounts

Check your work

Each head total equals non-overlapping detailed expense rows under the same hierarchy and filters.

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

If something goes wrong

- Confirm parent-head roll-up does not double-count shown sub-heads.
- Check historical head mapping after master changes.

Related guides

- Review the Expense Report

- Create an Expense Type or Head
- Create a Sub-Expense Type

What to do next

> **Review the Expense Report**.

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