Review the Invoice-Wise Service Staff Report

How to Review the Invoice-Wise Service Staff Report in Muhasib ERP

Overview

This guide will help you analyze service-staff activity invoice by invoice and trace each assignment to its sale.

You get invoice-level staff attribution for operational or commission review.

Who can do this

You need access to Invoice-Wise Service Staff Report plus staff and sale visibility.

Before you start

Choose company, period, locations, staff, sale statuses, returns, and expected invoice count/value.

> 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 → Invoice-Wise Service Staff Report.

Review the Invoice-Wise Service Staff Report

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

Step 2: Generate the report

Step 3: Review invoice, customer, assigned staff, values, status, and commission/recovery fields

Review invoice, customer, assigned staff, values, status, and commission/recovery fields shown.

Step 4: Open representative invoices

Step 5: Confirm line-level versus document-level assignment

Step 6: Compare totals with staff summary and item reports

Check your work

Every sampled report row agrees with the source invoice assignment and amounts.

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

If something goes wrong

- Check whether one invoice can contain multiple staff assignments.
- Align return/cancelled invoice inclusion.

Related guides

- Review the Service Staff Item Commission Report
- Review the Item-Wise Service Staff Report
- Review the Service Staff Sales Summary Report

What to do next

> **Review the Service Staff Item Commission Report**.

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