Review the Purchase Inquiry

How to Review the Purchase Inquiry in Muhasib ERP

Overview

This guide will help you find a purchase, inspect its complete transaction chain, and determine whether payment, return, printing, or correction is required.

You get the authoritative purchase view and its dependent records.

Who can do this

You need access to Purchase Inquiry plus purchase, supplier, item, payment, return, stock, tax, and journal visibility.

Before you start

Have purchase/transaction/supplier-invoice/reference number, supplier, date range, item, amount, user, or status.

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

Where to find it

Back Office → Purchases & Suppliers → Purchase Inquiry.

Review the Purchase Inquiry

Step 1: Set company and a narrow date range

Step 2: Filter by stable identifiers

Step 3: Open the exact purchase

Step 4: Review supplier, invoice/date, lines, costs, discounts, taxes, charges, totals, payment,

Review supplier, invoice/date, lines, costs, discounts, taxes, charges, totals, payment, and status.

Step 5: Trace returns, order/GRN links, stock, supplier balance, and journal

Step 6: Select only the authorized next action

Check your work

Detail reconciles to supplier invoice, stock ledger, supplier ledger, payment account, tax, and journal.

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

If something goes wrong

- Search using supplier plus invoice number before concluding it is missing.
- Do not delete a posted purchase to correct it.

Related guides

- Create a Purchase
- Return a Purchase
- Review the Purchase Summary Report

What to do next

> **Create a Purchase**.

Revision #0
Created 2026-09-04 09:20:52 UTC by Shah Rukh Saeed
Updated 2026-09-07 10:14:00 UTC by Shah Rukh Saeed