Review the Purchase Order Report

How to Review the Purchase Order Report in Muhasib ERP

Overview

This guide will help you analyze purchase orders and their ordered, received, and remaining quantities or values.

You get a purchasing commitment and fulfillment analysis.

Who can do this

You need access to Purchase Order Report plus supplier/item/order visibility.

Before you start

Define company, order/expected-date range, supplier, item, location, status, and expected open-order control.

> 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 Order Report.

Review the Purchase Order Report

Step 1: Set company/date/supplier/item/status filters

Step 2: Generate the report

Step 3: Review ordered, received/converted, cancelled, and remaining quantities/value

Step 4: Identify overdue or partially received orders

Step 5: Drill to Purchase Order Inquiry and linked GRN/purchase

Step 6: Assign authorized supplier or receiving follow-up

Check your work

Sample report lines compare and confirm to orders and all linked receipts/purchases.

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

If something goes wrong

- Confirm expected date versus order date filters.
- Check partial receipts before treating remaining quantity as overdue.

Related guides

- Review the Purchase Order Inquiry
- Create a Purchase Order
- Receive a Purchase Order through GRN/Purchase

What to do next

> **Review the Purchase Order Inquiry**.

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