Review the Purchase Return Inquiry

How to Review the Purchase Return Inquiry in Muhasib ERP

Overview

This guide will help you find a purchase return, inspect its source-purchase link and effects, and determine whether correction is required.

You get source-level return evidence and correction needs.

Who can do this

You need access to Purchase Return Inquiry plus return, source purchase, supplier, payment, and stock visibility.

Before you start

Have return number/reference, source purchase, supplier, item, date range, amount, or user.

> 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 Return Inquiry.

Review the Purchase Return Inquiry

Step 1: Set company and date range

Step 2: Filter by return/source purchase/supplier/item/status

Step 3: Open the exact return

Step 4: Review quantities, cost, tax, location, batch/serial, reason, and settlement

Step 5: Confirm source-purchase link

Step 6: Trace stock, supplier, payment/debit, and journal effects

Check your work

Inquiry/detail compare and confirm to source purchase, Purchase Return Report, stock ledger, supplier ledger, and refund/debit.

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

If something goes wrong

- Expand scope and confirm company for missing returns.
- Search for an existing return before entering another.

Related guides

- Return a Purchase
- Review the Purchase Return Report

- Record Payment or Refund From a Supplier

What to do next

> **Return a Purchase**.

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