Review the Purchase Return Report

How to Review the Purchase Return Report in Muhasib ERP

Overview

This guide will help you analyze purchase returns and compare and confirm them to source purchases, stock, and supplier settlements.

You get a return population for quality, supplier, tax, and financial review.

Who can do this

You need access to Purchase Return Report plus return, supplier, stock, cost, tax, and payment visibility.

Before you start

Define company, period, locations, suppliers, items, statuses, reasons, and expected return 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 → Purchases & Suppliers → Purchase Return Report.

Review the Purchase Return Report

Step 1: Set exact filters

Step 2: Generate the report

Step 3: Review return/source document, supplier, item, quantity, cost, tax, reason, settlement,

Review return/source document, supplier, item, quantity, cost, tax, reason, settlement, and status.

Step 4: Drill to return documents

Step 5: Reconcile stock and supplier debit/refund

Step 6: Compare with purchase summary/control reports

Check your work

Rows compare and confirm to Purchase Return Inquiry, original purchases, stock, supplier ledger, and tax.

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

If something goes wrong

- Confirm signs and original-purchase linkage.
- Separate rejected receipts from posted returns where needed.

Related guides

- Review the Purchase Return Inquiry
- Return a Purchase
- Add Supplier Debit

What to do next

> **Review the Purchase Return Inquiry**.

Revision #0
Created 2026-09-04 09:20:53 UTC by Shah Rukh Saeed
Updated 2026-09-07 10:14:00 UTC by Shah Rukh Saeed