Review the Purchase Summary Report

How to Review the Purchase Summary Report in Muhasib ERP

Overview

This guide will help you summarize purchases for a defined scope and compare and confirm totals to detailed source documents.

You get a reproducible purchase control total.

Who can do this

You need access to Purchase Summary Report and relevant purchase visibility.

Before you start

Define company, period, locations, suppliers, statuses, return handling, tax basis, and expected control total.

> 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 Summary Report.

Review the Purchase Summary Report

Step 1: Set exact scope filters

Step 2: Generate the report

Step 3: Review document count, subtotal, discount, tax, charges, returns, payment, and

Review document count, subtotal, discount, tax, charges, returns, payment, and total shown.

Step 4: Compare groups by date/location/supplier where available

Step 5: Drill to Purchase Inquiry

Step 6: Reconcile supplier, stock, and financial controls separately

Check your work

Summary equals allowed Purchase Inquiry documents for identical filters and status/sign rules.

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

If something goes wrong

- Check purchase returns and cancelled/open documents.
- Align gross, net, and tax-inclusive comparisons.

Related guides

- Review the Purchase Inquiry

- Review the Supplier Wise Purchase Report
- Reconcile Two Muhasib Reports Safely

What to do next

> **Review the Purchase Inquiry**.

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