Review the Sale Return Report

How to Review the Sale Return Report in Muhasib ERP

Overview

This guide will help you analyze sale returns for a selected scope and compare and confirm totals to return documents, stock, and customer settlements.

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

Who can do this

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

Before you start

Define company, period, locations, customers, 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 → Sales & Customers → Sale Return Report.

Review the Sale Return Report

Step 1: Set exact filters

Step 2: Generate the report

Step 3: Review return/original document, customer, item, quantity, price, tax, reason, settlement,

Review return/original document, customer, item, quantity, price, tax, reason, settlement, and status.

Step 4: Drill to return documents

Step 5: Reconcile stock and customer credit/refund

Step 6: Compare report total with Daily Sale and Return Summary

Check your work

Rows compare and confirm to Sale Return Inquiry, original sales, stock movements, customer 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 return signs and original-sale linkage.
- Separate temporary-sale returns if excluded.

Related guides

- Review Sale Return Inquiry

- Return a Sale
- Review the Daily Sale and Return Summary

What to do next

> **Review Sale Return Inquiry**.

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