Review the Supplier Change History Report

How to Review the Supplier Change History Report in Muhasib ERP

Overview

This guide will help you identify when, how, and by whom a supplier master record changed.

You get an audit trail or focused logging gap.

Who can do this

You need access to Supplier Change History Report and authorized supplier/user scope.

Before you start

Have supplier, date range, changed field/value, user, or business incident.

> 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 → Supplier Change History Report.

Review the Supplier Change History Report

Step 1: Set company and date range

Step 2: Filter by supplier/user/field where supported

Step 3: Review old value, new value, timestamp, and user

Step 4: Compare with current supplier master

Step 5: Correlate with evidence and User Activity

Step 6: Preserve filtered output for authorized review

Check your work

History sequence explains the current supplier value and agrees with authorized evidence.

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

If something goes wrong

- Absence from this report does not prove no change occurred.
- Protect bank, tax, and contact data in exports.

Related guides

- Create a Supplier
- Review User Activity
- Correct or Reverse a Supplier Transaction

What to do next

> **Create a Supplier**.

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