Review the Tax Report

How to Review the Tax Report in Muhasib ERP

Overview

This guide will help you review transaction-level tax values for a selected registration and period.

You get detailed tax evidence for checking, not automatic filing approval.

Who can do this

You need access to Tax Report and authorized tax/source scope.

Before you start

Define company, registration, tax type/code, period, sales/purchase/return inclusion, and expected control accounts.

> Before saving, check that the correct company is open and that you have permission to complete this task.

Where to find it

Back Office → Muhasib Financials → Tax Report.

Review the Tax Report

Step 1: Set company/registration/date/tax filters

Step 2: Generate the report

Step 3: Review source document, taxable value, rate, tax, direction, and status

Step 4: Trace representative sales, purchases, and returns

Step 5: Compare with tax summaries

Step 6: Reconcile tax accounts

Check your work

Rows compare and confirm to source documents and roll into summary/control totals.

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

If something goes wrong

- Confirm tax date and registration scope.
- Escalate statutory interpretation to the responsible professional.

Related guides

- Review the Tax Summary Report
- Review the Detailed Tax Summary Report
- Review Tax Transactions and Summaries

What to do next

> **Review the Tax Summary Report**.

Revision #0
Created 2026-09-04 09:20:45 UTC by Shah Rukh Saeed
Updated 2026-09-07 10:14:00 UTC by Shah Rukh Saeed