Review the Temp Sales Summary Report

How to Review the Temp Sales Summary Report in Muhasib ERP

Overview

This guide will help you summarize temporary sales for a selected period and identify open, converted, or returned exposure.

You get a controlled summary of temporary-sale activity and pending action.

Who can do this

You need access to Temp Sales Summary Report and temporary-sale visibility.

Before you start

Define company, dates, locations, statuses, conversion/return treatment, and expected control population.

> 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 → Temp Sales Summary Report.

Review the Temp Sales Summary Report

Step 1: Set company/date/location/status filters

Step 2: Generate the report

Step 3: Review count, subtotal, discount, tax, charges, and grand total shown

Step 4: Separate open, converted, returned, and other statuses

Step 5: Drill to Temporary Sales Inquiry

Step 6: Reconcile item totals where needed

Check your work

Summary count/value equals the same filtered inquiry population without double-counting converted final sales.

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

If something goes wrong

- Confirm whether conversion leaves the source in the report.
- Align temporary-return signs and statuses.

Related guides

- Review the Temporary Sales Inquiry
- Review the Item-wise Temporary Sale Report
- Convert a Temporary Sale to an Invoice

What to do next

> **Review the Temporary Sales Inquiry**.

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