Financial Statements

Prepare trial balance and payment-account reconciliation before reviewing final statements.

- Reconcile a Payment Account Statement
- Prepare and Review a Trial Balance

Reconcile a Payment Account Statement

How to Reconcile a Payment Account Statement in Muhasib ERP

Overview

This guide will help you compare and confirm a Muhasib cash, bank, wallet, or other payment account to an external statement or physical control.

The account has an explained balance and a documented list of unresolved timing items.

Who can do this

You need access to Payment-account report access and authorized account scope; correction rights are separate.

Before you start

Have the external statement or count, opening balance, exact cutoff, prior checking, and list of known timing items.

> 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 → Payment Account Statement Report.

Reconcile a Payment Account Statement

Step 1: Select the exact account and statement date range

Step 2: Confirm opening balance against the prior close

Step 3: Match receipts, payments, transfers, fees, and reversals by date, amount,

Match receipts, payments, transfers, fees, and reversals by date, amount, and reference.

Step 4: Identify outstanding, duplicate, omitted, or wrongly classified items

Step 5: Correct source transactions through their originating workflow

Step 6: Document legitimate timing differences

Step 7: Confirm the adjusted closing balance

Check your work

Muhasib closing balance plus/minus documented reconciling items equals the external statement or physical balance.

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

If something goes wrong

- Confirm report date semantics and opening balance before investigating lines.
- Do not post unexplained journals merely to force agreement.

Related guides

- Manage or Correct a Payment Account Transaction
- Transfer Funds Between Payment Accounts
- Review an Account Ledger

What to do next

> **Manage or Correct a Payment Account Transaction**.

Prepare and Review a Trial Balance

How to Prepare and Review a Trial Balance in Muhasib ERP

Overview

This guide will help you produce a balanced trial balance and investigate material or unexpected account balances.

You get a balanced accounting control report and documented exceptions for correction or explanation.

Who can do this

You need access to Trial Balance access and authorized financial scope.

Before you start

Complete or identify pending postings, reconciliations, stock valuation, subledger controls, prior-period close, and approved materiality thresholds.

> 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 → Trial Balance.

Prepare and Review a Trial Balance

Step 1: Select the company and exact as-of date or period

Step 2: Choose detail/hierarchy and zero-balance options where available

Step 3: Confirm total debits equal total credits

Step 4: Compare opening balances with the prior approved close

Step 5: Reconcile customer, supplier, inventory, tax, cash/bank, and retained-earnings controls

Step 6: Drill into material, unusual, negative, or suspense balances

Step 7: Export the reviewed version with filters and timestamp

Check your work

Debit and credit totals agree, control accounts compare and confirm, and closing balances roll into financial statements.

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

If something goes wrong

- A mathematically balanced report can still contain misclassifications.
- Confirm company, period, opening balances, and hidden account filters.

Related guides

- Review an Account Summary
- Review an Account Ledger
- Review Profit and Loss

What to do next

> **Review an Account Summary**.