Ledgers & Reconciliation

Trace source entries, review ledgers, and match financial balances to supporting activity.

- Trace a Source Transaction into the General Ledger
- Review an Account Ledger
- Review the Journal Ledger
- Review Commission Agent and Person Ledgers

Trace a Source Transaction into the General Ledger

Trace a Source Transaction into the General Ledger

Overview

This guide will help you trace a sale, purchase, payment, expense, voucher, stock, or production transaction into its accounting entries.

You get an auditable source-to-ledger map and can isolate missing, duplicated, or misrouted postings.

Who can do this

You need access to Source transaction and Account/Journal Ledger view.

Before you start

Have the source document number, date, company, amount, tax, payment, stock value, and expected accounting treatment.

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

Where to find it

Open the source transaction, then Back Office → Muhasib Financials → Journal Ledger or Account Ledger.

Trace a Source Transaction into the General Ledger

Step 1: Verify the source document and current status

Step 2: Record its transaction number, date, totals, party, and linked payments/stock

Record its transaction number, date, totals, party, and linked payments/stock movements.

Step 3: Search the journal/account ledger using available identifiers

Step 4: Identify every debit and credit generated from the source

Step 5: Confirm accounts against Accounting Settings and master mappings

Step 6: Reconcile posting total and status to the source

Check your work

Debits equal credits, the entries link to one source transaction, and balances agree with the source subledger and relevant control account.

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

If something goes wrong

- Check company, date, status, and centralization before declaring a posting missing.
- Correct the source or mapping rather than editing generated ledger lines directly.

Related guides

- Configure Accounting Settings
- Review the Journal Ledger
- Review an Account Ledger

What to do next

> **Configure Accounting Settings**.

Review an Account Ledger

How to Review an Account Ledger in Muhasib ERP

Overview

This guide will help you explain an account balance from opening balance through individual debits and credits.

You have a transaction-level explanation of the account balance.

Who can do this

You need access to Account Ledger access and authorized account/company scope.

Before you start

Know the account, exact date range, expected opening/closing balance, and relevant source documents.

> 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 → Account Ledger.

Review an Account Ledger

Step 1: Select company, account, and date range

Step 2: Confirm opening balance and normal debit/credit direction

Step 3: Review each posting's date, reference, narration, debit, credit, and running

Review each posting's date, reference, narration, debit, credit, and running balance.

Step 4: Drill into source transactions where supported

Step 5: Investigate duplicates, gaps, backdating, and unusual manual journals

Step 6: Compare closing balance with Account Summary and Trial Balance

Check your work

Opening plus debits minus credits, interpreted for account type, reproduces the shown closing balance and agrees with control reports.

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

If something goes wrong

- Confirm opening-balance inclusion and date boundaries.
- Check centralization or summarized postings when source documents are not individually visible.

Related guides

- Review an Account Summary
- Review the Journal Ledger
- Trace a Source Transaction into the General Ledger

What to do next

Review an Account Summary.

Review the Journal Ledger

How to Review the Journal Ledger in Muhasib ERP

Overview

This guide will help you review balanced journal postings and trace them to manual or source-generated origins.

You get a posting-level audit trail and a focused exception list.

Who can do this

You need access to Journal Ledger access and authorized company/account scope.

Before you start

Know the date range, journal/reference, source module, account, user, or amount relevant to the review.

> 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 → Journal Ledger.

Review the Journal Ledger

Step 1: Select company and date range

Step 2: Filter by journal, reference, account, source, or user where supported

Step 3: Confirm each journal's debit and credit totals balance

Step 4: Distinguish manual from source-generated entries

Step 5: Open or locate the source document

Step 6: Record exceptions such as duplicates, missing links, or unexpected accounts

Check your work

Every reviewed journal balances and reconciles to its detailed record and affected Account Ledgers.

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

If something goes wrong

- Expand the date range when the source and posting dates differ.
- Do not correct generated entries directly.

Related guides

- Create a Journal Entry
- Trace a Source Transaction into the General Ledger
- Review an Account Ledger

What to do next

Create a Journal Entry.

Review Commission Agent and Person Ledgers

How to Review Commission Agent and Person Ledgers in Muhasib ERP

Overview

This guide will help you explain the balance and activity of a commission agent or other person represented in financial inquiries.

You get a traceable explanation of what is owed by or to the person.

Who can do this

You need access to Relevant ledger/inquiry access and authorized person/company scope.

Before you start

Know the person/agent, date range, opening balance, source sales or transactions, settlements, corrections, and expected amount.

> 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 → Commission Agent Ledger Report or Person Ledger Inquiry.

Review Commission Agent and Person Ledgers

Step 1: Select company, person/agent, and date range

Step 2: Confirm opening balance and balance direction

Step 3: Review source earnings, charges, payments, receipts, and reversals

Step 4: Drill into source documents where possible

Step 5: Investigate unlinked, duplicated, or unexpected entries

Step 6: Reconcile closing balance to the applicable control/report total

Compare and Confirm closing balance to the needed control/report total.

Check your work

Opening plus valid activity reproduces closing balance and agrees with source transactions and settlements.

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

If something goes wrong

- Confirm whether the report treats credit or debit as positive.
- Do not mix customer, supplier, employee, and agent identities without validating the selected person type.

Related guides

- Pay a Commission Agent
- Assign Service Staff or a Commission Agent
- Trace a Source Transaction into the General Ledger

What to do next

> **Pay a Commission Agent**.