Setup & Maintenance

Configure accounting settings, accounts, payment masters, taxes, financial views, and closing controls.

- Prepare Muhasib Financials
- Configure Accounting Settings
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- Review an Account Summary
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- Review Tax Transactions and Summaries
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Prepare Muhasib Financials

How to Prepare Muhasib Financials in Muhasib ERP

Overview

This guide will help you confirm the accounting structure and controls required before financial posting and reporting.

Transactions can post into an intentional accounting structure and reports have a defined checking baseline.

Who can do this

You need access to Read access to financial setup; changes require specific setup and approval rights.

Before you start

Confirm fiscal year, periods, chart of accounts, control accounts, retained earnings, tax accounts, payment accounts, opening balances, centralization policy, and role separation.

> 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.

Prepare Muhasib Financials

Step 1: Confirm the active company and fiscal period

Step 2: Review chart hierarchy and account types

Step 3: Verify customer, supplier, inventory, tax, revenue, cost, expense, cash, and

Check customer, supplier, inventory, tax, revenue, cost, expense, cash, and bank defaults.

Step 4: Verify payment methods and accounts

Step 5: Confirm automatic posting and centralization settings

Step 6: Test financial permissions and opening trial balance in a controlled

Test financial permissions and opening trial balance in a controlled environment.

Check your work

Confirm the opening trial balance balances and sample each source transaction into the intended accounts.

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

If something goes wrong

- Do not begin live posting with placeholder or unmapped control accounts.
- Resolve opening-balance differences before recording current activity.

Related guides

- Configure Accounting Settings
- Build and Maintain the Chart of Accounts

- Prepare and Review a Trial Balance

What to do next

> **Configure Accounting Settings**.

Configure Accounting Settings

How to Configure Accounting Settings in Muhasib ERP

Overview

This guide will help you configure approved accounting defaults that route transactions to the intended accounts.

New transactions use the set up defaults; historical reposting is not assumed.

Who can do this

You need access to Accounting Settings administration and access to selectable accounts.

Before you start

Get an approved mapping for every shown default, retained earnings, rounding, tax, inventory, revenue, cost, party-control, and centralization option.

> 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 → Accounting Settings.

Configure Accounting Settings

Step 1: Export or record current settings

Step 2: Review each setting label and current value

Step 3: Select only approved active accounts of the correct type

Step 4: Confirm centralization and automatic-posting options

Step 5: Save one controlled group of changes at a time

Step 6: Restart only if the application explicitly requires it

Step 7: Test representative transactions in a clone before production use

Check your work

Reopen settings and trace test transactions from every affected module to account ledgers and trial balance.

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

If something goes wrong

- Restore only from an approved record if a mapping is wrong.
- Do not change defaults mid-period without assessing comparability and existing transactions.

Related guides

- Prepare Muhasib Financials
- Build and Maintain the Chart of Accounts

- Trace a Source Transaction into the General Ledger

What to do next

> **Prepare Muhasib Financials**.

Build and Maintain the Chart of Accounts

How to Build and Maintain the Chart of Accounts in Muhasib ERP

Overview

This guide will help you create or maintain an account in the correct hierarchy without breaking posting or reporting.

The account becomes available for allowed postings and financial reports.

Who can do this

You need access to Chart of Accounts add/update and any account-head permissions.

Before you start

Confirm account code/name, type, parent, posting/header status, normal balance, reporting purpose, default mappings, historical use, and approval.

> 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 → Chart of Accounts.

Build and Maintain the Chart of Accounts

Step 1: Search for an existing equivalent account

Step 2: Select the correct parent and account type

Step 3: Enter approved code, name, description, and status

Step 4: Mark posting versus grouping behavior as supported

Step 5: Save once

Step 6: Update accounting defaults only when approved

Step 7: Retire rather than remove historically used accounts where supported

Check your work

Confirm hierarchy, type, status, selection behavior, default mappings, and report placement.

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

If something goes wrong

- Do not post to a grouping/header account.
- Never repurpose an account with historical activity for a different meaning.

Related guides

- Configure Accounting Settings
- Create a Journal Entry
- Review an Account Ledger

What to do next

> **Configure Accounting Settings**.

Review an Account Summary

How to Review an Account Summary in Muhasib ERP

Overview

This guide will help you review summarized account balances for a selected company and period and identify accounts needing drill-down.

You have a summarized financial position and a focused list of balances for ledger investigation.

Who can do this

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

Before you start

Know the fiscal period, reporting basis, account hierarchy, opening balance expectation, and comparison/control totals.

> 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 Summary.

Review an Account Summary

Step 1: Select company and exact date/period scope

Step 2: Apply account-head or account filters as needed

Step 3: Confirm opening, debit, credit, and closing columns

Step 4: Expand or drill into material or unexpected balances

Step 5: Compare control accounts with customer, supplier, inventory, tax, and payment

Compare control accounts with customer, supplier, inventory, tax, and payment subledgers.

Step 6: Export or print with filters visible

Check your work

Summary balances agree with the same company, dates and filters Account Ledger and Trial Balance.

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

If something goes wrong

- Confirm whether dates are inclusive and whether zero-balance accounts are hidden.
- Clear hierarchy filters when expected accounts are missing.

Related guides

- Review an Account Ledger
- Prepare and Review a Trial Balance
- Trace a Source Transaction into the General Ledger

What to do next

> **Review an Account Ledger**.

Review Profit and Loss

How to Review Profit and Loss in Muhasib ERP

Overview

This guide will help you explain income, cost, expense, and profit for a selected company and period.

You get an explained period result for management review, subject to accounting approval.

Who can do this

You need access to Profit and Loss access and authorized company scope.

Before you start

Complete material posting, stock/cost review, accruals, corrections, and account classification; know the comparison period and reporting basis.

> 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 → Profit and Loss Report.

Review Profit and Loss

Step 1: Select company and exact reporting period

Step 2: Choose comparison, detail, or grouping options where supported

Step 3: Review revenue by relevant category

Step 4: Review cost of sales and gross profit

Step 5: Review operating and other income/expense

Step 6: Drill into unexpected or material balances

Step 7: Compare profit with Trial Balance and retained-earnings treatment

Check your work

Each statement line reconciles to Account Summary/Ledger and the net result agrees with the same company, dates and filters trial balance accounts.

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

If something goes wrong

- Investigate account classification and date scope when totals appear in the wrong section.
- Do not treat an unreviewed operational report as finalized financial statements.

Related guides

- Prepare and Review a Trial Balance
- Review an Account Summary
- Close a Financial Period Safely

What to do next

Prepare and Review a Trial Balance.

Review Customer Financial Position

How to Review Customer Financial Position in Muhasib ERP

Overview

This guide will help you explain a customer's balance, due amount, ageing, receipts, credits, and outstanding invoices.

You get an explained customer balance suitable for collection, checking, or correction.

Who can do this

You need access to Relevant customer financial report access and authorized customer/company scope.

Before you start

Know the customer, as-of date, payment terms, opening balance, disputed items, unallocated receipts, credits, and expected control total.

> 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 → Customer Ledger, Due, or Ageing Report.

Review Customer Financial Position

Step 1: Select company, customer, and exact cutoff

Step 2: Review opening balance and transaction ledger

Step 3: Match sales, returns, receipts, refunds, credits, and allocations

Step 4: Review due dates and ageing buckets

Step 5: Identify unallocated, disputed, overdue, or duplicated values

Step 6: Compare customer total with the receivables control account

Check your work

Ledger closing, due/ageing total, invoice balances, and receivables control compare and confirm for the same scope.

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

If something goes wrong

- Confirm payment terms and cutoff when ageing differs from expectation.
- Allocate receipts through the customer-payment workflow, not by editing reports.

Related guides

- Receive a Customer Payment
- Allocate or Update Customer Payment Transactions

- Trace a Source Transaction into the General Ledger

What to do next

> **Receive a Customer Payment**.

Review Supplier Financial Position

How to Review Supplier Financial Position in Muhasib ERP

Overview

This guide will help you explain a supplier's balance, due amount, ageing, payments, debits, returns, and outstanding purchases.

You get an explained supplier balance suitable for payment planning, checking, or correction.

Who can do this

You need access to Relevant supplier financial report access and authorized supplier/company scope.

Before you start

Know the supplier, as-of date, payment terms, opening balance, disputed items, unallocated payments/debits, and expected control total.

> 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 → Supplier Ledger, Due, or Ageing Report.

Review Supplier Financial Position

Step 1: Select company, supplier, and exact cutoff

Step 2: Review opening balance and transaction ledger

Step 3: Match purchases, returns, payments, refunds, debits, and allocations

Step 4: Review due dates and ageing buckets

Step 5: Identify unallocated, disputed, overdue, or duplicated values

Step 6: Compare supplier total with the payables control account

Check your work

Ledger closing, due/ageing total, invoice balances, and payables control compare and confirm for the same scope.

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

If something goes wrong

- Confirm payment terms and cutoff when ageing differs.
- Correct allocations through the supplier-payment workflow.

Related guides

- Pay a Supplier
- Allocate or Update Supplier Payment Transactions

- Trace a Source Transaction into the General Ledger

What to do next

> **Pay a Supplier**.

Review Tax Transactions and Summaries

How to Review Tax Transactions and Summaries in Muhasib ERP

Overview

This guide will help you compare and confirm detailed tax transactions to summarized tax totals and source documents.

You get a reconciled tax dataset for authorized review; the report alone does not constitute filing approval.

Who can do this

You need access to Tax report access and authorized company/tax scope.

Before you start

Know the filing period, tax registrations, set up codes/rates/accounts, inclusive/exclusive rules, returns, adjustments, and expected filing basis.

> 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 → needed Tax report.

Review Tax Transactions and Summaries

Step 1: Select company, registration, tax type, and exact period

Step 2: Review transaction-level taxable value and tax

Step 3: Match sales, purchases, returns, and adjustments to source documents

Step 4: Reconcile detailed values to each summary category

Step 5: Reconcile tax categories to general-ledger tax accounts

Step 6: Document exclusions, rounding, and filing adjustments

Check your work

Source documents, detailed report, summaries, and tax control accounts agree subject to documented adjustments.

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

If something goes wrong

- Confirm registration, date basis, and return signs.
- Escalate statutory interpretation to the responsible tax professional.

Related guides

- Create a Tax
- Create a Taxed Purchase
- Configure Tax Integrations

What to do next

> **Create a Tax**.

Review Company-Wise Share Profit

How to Review Company-Wise Share Profit in Muhasib ERP

Overview

This guide will help you review company-wise share-profit results and trace the values to their set up basis.

You get an analytical allocation result; no distribution or journal is assumed to be created.

Who can do this

You need access to Company Wise Share Profit Report and authorized company/financial scope.

Before you start

Confirm the business definition of share profit, participating companies/persons, allocation percentages, reporting period, and approved profit basis.

> 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 → Company Wise Share Profit Report.

Review Company-Wise Share Profit

Step 1: Select the exact reporting period and company scope

Step 2: Review displayed participants, shares, and profit basis

Step 3: Confirm allocation percentages and effective dates

Step 4: Reconcile underlying profit to the Profit and Loss report

Step 5: Recalculate representative allocations independently

Step 6: Record unexplained rounding or exclusions for review

Check your work

Underlying profit and approved percentages reproduce the reported allocation, including documented rounding.

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

If something goes wrong

- Do not treat the report as a legal distribution statement without owner/accounting confirmation.
- Check effective dates and excluded companies when shares do not total as expected.

Related guides

- Review Profit and Loss

- Prepare and Review a Trial Balance
- Create a Journal Entry

What to do next

> **Review Profit and Loss**.

Close a Financial Period Safely

How to Close a Financial Period Safely in Muhasib ERP

Overview

This guide will help you complete a controlled period-end review and prevent unapproved changes to finalized results.

The period has approved reports, evidence, and access restrictions; exact locking behavior depends on system settings.

Who can do this

You need access to Financial report access; fiscal-year/period changes require separate administrative authority.

Before you start

Define cutoff, close checklist, approvers, materiality, backup, open transactions, external reconciliations, and correction policy.

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

Where to find it

Use relevant module inquiries and Muhasib Financials reports, then authorized Fiscal Year/Working Period controls.

Close a Financial Period Safely

Step 1: Complete or list pending sales, purchases, stock, production, expenses, payments,

Complete or list pending sales, purchases, stock, production, expenses, payments, integrations, and offline data.

Step 2: Reconcile cash/bank, receivables, payables, inventory, tax, and other controls

Step 3: Review journals, Trial Balance, and Profit and Loss

Step 4: Post approved accruals/corrections through proper workflows

Step 5: Run and retain final reports plus a verified backup

Step 6: Close or restrict the period using the supported control

Step 7: Test that unauthorized backdating is prevented

Check your work

Re-run final reports, confirm balances unchanged, check backup, and test role-based period restrictions.

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

If something goes wrong

- Do not close with unexplained control-account differences.
- Reopen or adjust a closed period only through documented authorization.

Related guides

- Prepare and Review a Trial Balance
- Review Profit and Loss
- Create and Verify a Manual Database Backup

What to do next

> **Prepare and Review a Trial Balance**.

Create a Tax

How to Create a Tax in Muhasib ERP

Overview

This guide will help you create a tax definition with the approved rate, calculation type, and integration mapping.

The tax becomes selectable and can affect totals, postings, receipts, submissions, and tax reports.

Who can do this

You need access to Tax and Tax Add.

Before you start

Get written approval for name, rate/value, inclusive/exclusive/calculation behavior, effective date, authority/integration mapping, and GL 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/setup → Manage Tax.

Create a Tax

Step 1: Choose New Record

Step 2: Enter Short and Long Description

Step 3: Enter approved Value/rate

Step 4: Select Calculation Type

Step 5: Select Tax Integration mapping where applicable

Select Tax Integration mapping where needed.

Step 6: Save

Step 7: Assign to a disposable item and test Purchase/Sale

Check your work

Recalculate tax manually and compare and confirm invoice/purchase, Tax Report/Summary, integration response, and GL.

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

If something goes wrong

- Do not change an existing tax's rate to represent a new legal period without policy review.

Related guides

- Configure Tax Integrations
- Configure Item Pricing, Discount, Tax, and Commission
- Review the Tax Report

What to do next

> **Configure Tax Integrations**.