Transactions & Journals

Create and correct journals, transfers, payment-account entries, deposits, and financial distributions.

- Create a Journal Entry
- Review, Correct, or Reverse a Journal Entry
- Transfer Funds Between Payment Accounts
- Manage or Correct a Payment Account Transaction
- Review Payment Channels and Transaction Summaries
- Create Payment Terms
- Create a Payment Account Head
- Create a Payment Account
- Create a Payment Type
- Update or Retire Payment and Tax Masters

Create a Journal Entry

How to Create a Journal Entry in Muhasib ERP

Overview

This guide will help you record an authorized balanced journal with complete supporting evidence.

Muhasib posts a balanced journal to the selected general-ledger accounts.

Who can do this

You need access to Journal Entry add plus access to affected accounts, company, and period.

Before you start

Have date, reference, narration, debit/credit accounts and amounts, evidence, preparer, approver, and confirmation that no source workflow should be used.

> 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 Entry.

Create a Journal Entry

Step 1: Start a new journal and enter date/reference

Step 2: Add clear narration describing purpose and evidence

Step 3: Add each debit and credit line with the correct account and dimensions

Step 4: Confirm total debits equal total credits

Step 5: Review period, account eligibility, tax/party implications, and approval

Step 6: Save once and retain the journal number

Check your work

Compare and Confirm the journal document to evidence, Journal Ledger, 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

- Do not use journals to bypass customer, supplier, stock, tax, or payment workflows.
- Search by reference before retrying.

Related guides

- Review, Correct, or Reverse a Journal Entry
- Review the Journal Ledger
- Prepare and Review a Trial Balance

What to do next

Review, Correct, or Reverse a Journal Entry.

Review, Correct, or Reverse a Journal Entry

Review, Correct, or Reverse a Journal Entry

Overview

This guide will help you correct an erroneous journal while retaining an auditable balanced chain.

Muhasib preserves the original/reversal/replacement chain and keeps each entry balanced.

Who can do this

You need access to Journal view and update/reversal rights for the affected period.

Before you start

Identify journal number, error, detailed record, downstream reporting, correct entry, period status, and approval.

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

Where to find it

Open Journal Ledger or Journal Entry history and locate the original journal.

Review, Correct, or Reverse a Journal Entry

Step 1: Compare the journal to its evidence and approval

Step 2: Confirm debits, credits, accounts, dimensions, date, and narration

Step 3: Update only safe descriptive fields where permitted

Step 4: Reverse the full incorrect journal through the authorized action

Step 5: Enter reversal reason/reference

Step 6: Post one correct replacement journal when required

Check your work

Confirm all linked journals in Journal Ledger, Account Ledgers, Trial Balance, and affected statements.

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

If something goes wrong

- Do not edit one side of a posted journal.
- Correct closed-period errors according to accounting policy rather than silently backdating.

Related guides

- Create a Journal Entry

- Review the Journal Ledger
- Close a Financial Period Safely

What to do next

> **Create a Journal Entry**.

Transfer Funds Between Payment Accounts

How to Transfer Funds Between Payment Accounts in Muhasib ERP

Overview

This guide will help you move funds between two payment accounts without recording income or expense.

Muhasib reduces the source and increases the destination, with separate treatment for approved fees where set up.

Who can do this

You need access to Pay Account Funds Transfer and access to both source and destination accounts.

Before you start

Confirm source balance, destination, amount, date, method, reference, fees, exchange treatment if any, evidence, 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 → Pay Account Funds Transfer.

Transfer Funds Between Payment Accounts

Step 1: Start a funds transfer

Step 2: Select distinct source and destination accounts

Step 3: Enter date, amount, unique reference, and narration

Step 4: Record approved fee or exchange details using the supported treatment

Step 5: Review direction and resulting balances

Step 6: Save once and retain transfer evidence

Check your work

Compare and Confirm both payment-account ledgers/statements, the transfer reference, and general ledger; net principal should not create profit or loss.

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

If something goes wrong

- Never select the same account on both sides.
- Search both accounts for the reference before retrying.

Related guides

- Manage or Correct a Payment Account Transaction

- Reconcile a Payment Account Statement
- Review an Account Ledger

What to do next

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

Manage or Correct a Payment Account Transaction

How to Manage or Correct a Payment Account Transaction in Muhasib ERP

Overview

This guide will help you identify and correct an allowed payment-account transaction without corrupting its source subledger.

Muhasib updates the permitted record and related account balance; source-generated entries may be protected.

Who can do this

You need access to Manage Pay Account Transactions plus source transaction and affected period rights.

Before you start

Identify account, transaction, source module/document, checking status, error, correct result, evidence, and approval.

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

Where to find it

Manage or Correct a Payment Account Transaction

Step 1: Filter to the account and date range

Step 2: Open the transaction and identify its source

Step 3: Correct it in the source module whenever possible

Step 4: Use direct update/reversal only for transaction types explicitly supported by

Use direct update/reversal only for transaction types explicitly supported by this form.

Step 5: Record reason and approval reference

Step 6: Reconcile account and source subledger after correction

Check your work

Confirm source document, payment-account statement, Account Ledger, checking status, and audit trail.

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

If something goes wrong

- Do not alter a source-generated entry independently of its source document.
- Resolve reconciled or closed-period restrictions through approved procedure.

Related guides

- Transfer Funds Between Payment Accounts
- Reconcile a Payment Account Statement
- Trace a Source Transaction into the General Ledger

What to do next

> **Transfer Funds Between Payment Accounts**.

Review Payment Channels and Transaction Summaries

How to Review Payment Channels and Transaction Summaries in Muhasib ERP

Overview

This guide will help you compare and confirm transaction totals by payment channel with source payments and payment accounts.

You get explained channel totals for cash-up, settlement, or management review.

Who can do this

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

Before you start

Know the company, date range, terminals/locations, payment types, channel mappings, source transaction totals, and account controls.

> 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 Payment Channel or Transaction Summary report.

Review Payment Channels and Transaction Summaries

Step 1: Select exact company, date, location, and terminal scope

Step 2: Review totals by payment channel/type

Step 3: Compare sales, returns, receipts, refunds, purchases, and payouts included

Step 4: Match channel totals to payment-account activity

Step 5: Investigate unclassified, duplicated, reversed, or offline values

Step 6: Export the reconciled result with filters

Check your work

Channel totals compare and confirm to source payment transactions and the corresponding payment-account reports.

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

If something goes wrong

- Confirm refunds and reversals use the expected sign.
- Check offline synchronization and terminal scope for missing totals.

Related guides

- Close and Reconcile a POS Register
- Reconcile a Payment Account Statement
- Create a Payment Type

What to do next

> **Close and Reconcile a POS Register**.

Create Payment Terms

How to Create Payment Terms in Muhasib ERP

Overview

This guide will help you create payment terms that produce the intended due date and ageing classification.

Eligible invoices use the terms for due dates and ageing; company defaults can preselect them.

Who can do this

You need access to Payment Terms and Payment Terms Add.

Before you start

Define term name, day count/calculation, immediate-payment behavior, and business policy.

> 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 → Payment Terms.

Create Payment Terms

Step 1: Choose New Record

Step 2: Enter short and long descriptions

Step 3: Enter the verified term/days value

Step 4: Save

Step 5: Apply it to a disposable sale and purchase

Check your work

Compare invoice date/due date and Customer/Supplier Ageing at boundary dates.

> 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 a term to repair one invoice.
- Check whether historical invoices keep original due dates.

Related guides

- Configure Customer, Credit, Loyalty, and Party Rules
- Review the Customer Ageing Report
- Review the Supplier Ageing Report

What to do next

> **Configure Customer, Credit, Loyalty, and Party Rules**.

Create a Payment Account Head

How to Create a Payment Account Head in Muhasib ERP

Overview

This guide will help you create a classification for payment accounts and optionally map its default GL account.

The head becomes selectable as Account Type for Payment Accounts and may supply their default GL mapping.

Who can do this

You need access to Payment Account Head Add and Chart of Accounts access when linking GL.

Before you start

Define classification, description, allowed accounts, and approved default GL mapping.

> 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 Head.

Create a Payment Account Head

Step 1: Choose New Record

Step 2: Enter Short Description and Long Description

Step 3: Select Default GL Account when Financials is enabled

Step 4: Save

Check your work

Create a disposable Payment Account and check classification and GL default.

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

If something goes wrong

- Do not duplicate heads with equivalent meaning.
- Do not remove a head used by accounts.

Related guides

- Create a Payment Account
- Build and Maintain the Chart of Accounts

What to do next

> **Create a Payment Account**.

Create a Payment Account

How to Create a Payment Account in Muhasib ERP

Overview

This guide will help you create an active cash, bank, card, wallet, or other account for receiving/disbursing funds.

The account becomes available for payment types, transactions, transfers, vouchers, and statements; opening balance may create financial entries.

Who can do this

You need access to Payment Account Add; Account Head/Chart of Accounts access where needed.

Before you start

Create account head and GL account. Get approved account name/number, description, active state, and opening balance.

> 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 Accounts.

Create a Payment Account

Step 1: Choose New Record

Step 2: Enter Account Name and Account Number

Step 3: Select Account Type/head

Step 4: Enter Description

Step 5: Select Default GL Account when available

Step 6: Enter Opening Balance only from an approved schedule

Step 7: Set Is Active and save

Check your work

Compare and Confirm Payment Account Statement/Activity, 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

- Do not duplicate an account because it is inactive or unavailable by permission.

Related guides

- Create a Payment Account Head
- Create a Payment Type
- Review the Payment Account Statement Report

What to do next

> **Create a Payment Account Head**.

Create a Payment Type

How to Create a Payment Type in Muhasib ERP

Overview

This guide will help you create a payment method and associate it with the intended payment account.

The method becomes selectable and may auto-select its account when the company setting is enabled.

Who can do this

You need access to Payment Type Add and Payment Account visibility.

Before you start

Create the payment account and define the method's business meaning and checking process.

> 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 → Payment Types.

Create a Payment Type

Step 1: Choose New Record

Step 2: Enter Short and Long Description

Step 3: Select the associated Payment Account

Step 4: Save

Step 5: Test the type in a disposable eligible transaction

Test the type in a disposable allowed transaction.

Check your work

Confirm transaction payment, account activity/statement, payment-channel report, and GL use the intended account.

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

If something goes wrong

- If account selection is absent, check Pay Account permission.
- Do not map multiple methods to an account without checking policy.

Related guides

- Create a Payment Account
- Configure This Workstation's POS Experience
- Review the Payment Channel Report

What to do next

> **Create a Payment Account**.

Update or Retire Payment and Tax Masters

How to Update or Retire Payment and Tax Masters in Muhasib ERP

Overview

This guide will help you update or retire payment terms, account heads/accounts, payment types, or taxes without breaking transactions and reports.

New transactions use updated/active records; historical documents/reports may keep or display current descriptions depending on implementation.

Who can do this

You need access to Relevant Update right; Delete right plus explicit financial approval.

Before you start

Back up the database. Review defaults, items, customers/suppliers, open transactions, balances, integrations, reports, and historical retention.

> 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 → select the relevant master.

Update or Retire Payment and Tax Masters

Step 1: Select the exact record by stable ID/name/number

Step 2: Update description or allowed mapping only after impact review

Step 3: Prefer inactive/retired state for accounts where available

Step 4: Replace active defaults through approved configuration

Step 5: Resolve dependencies through supported source workflows

Step 6: Delete only with explicit approval and after all checks pass

Check your work

Compare and Confirm payment statements, channel reports, ageing/due dates, tax reports, GL, and historical reprints.

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

If something goes wrong

- Never delete to clear a balance.
- Do not repurpose an existing tax/account for a different legal/accounting meaning.

Related guides

- Create Payment Terms
- Create a Payment Account
- Create a Payment Type
- Create a Tax

What to do next

> **Create Payment Terms**.