# 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**.

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