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**.

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