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.

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