Reconcile a Payment Account Statement

How to Reconcile a Payment Account Statement in Muhasib ERP

Overview

This guide will help you compare and confirm a Muhasib cash, bank, wallet, or other payment account to an external statement or physical control.

The account has an explained balance and a documented list of unresolved timing items.

Who can do this

You need access to Payment-account report access and authorized account scope; correction rights are separate.

Before you start

Have the external statement or count, opening balance, exact cutoff, prior checking, and list of known timing items.

> 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 Statement Report.

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Step 1: Select the exact account and statement date range

Step 2: Confirm opening balance against the prior close

Step 3: Match receipts, payments, transfers, fees, and reversals by date, amount,

Match receipts, payments, transfers, fees, and reversals by date, amount, and reference.

Step 4: Identify outstanding, duplicate, omitted, or wrongly classified items

Step 5: Correct source transactions through their originating workflow

Step 6: Document legitimate timing differences

Step 7: Confirm the adjusted closing balance

Check your work

Muhasib closing balance plus/minus documented reconciling items equals the external statement or physical balance.

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

If something goes wrong

- Confirm report date semantics and opening balance before investigating lines.
- Do not post unexplained journals merely to force agreement.

Related guides

- Manage or Correct a Payment Account Transaction
- Transfer Funds Between Payment Accounts
- Review an Account Ledger

What to do next

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

Revision #0
Created 2026-09-04 09:20:09 UTC by Shah Rukh Saeed
Updated 2026-09-07 10:14:00 UTC by Shah Rukh Saeed