Review an Account Summary

How to Review an Account Summary in Muhasib ERP

Overview

This guide will help you review summarized account balances for a selected company and period and identify accounts needing drill-down.

You have a summarized financial position and a focused list of balances for ledger investigation.

Who can do this

You need access to Account Summary access and authorized company/account scope.

Before you start

Know the fiscal period, reporting basis, account hierarchy, opening balance expectation, and comparison/control totals.

> 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 → Account Summary.

Review an Account Summary

Step 1: Select company and exact date/period scope

Step 2: Apply account-head or account filters as needed

Step 3: Confirm opening, debit, credit, and closing columns

Step 4: Expand or drill into material or unexpected balances

Step 5: Compare control accounts with customer, supplier, inventory, tax, and payment

Compare control accounts with customer, supplier, inventory, tax, and payment subledgers.

Step 6: Export or print with filters visible

Check your work

Summary balances agree with the same company, dates and filters 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

- Confirm whether dates are inclusive and whether zero-balance accounts are hidden.
- Clear hierarchy filters when expected accounts are missing.

Related guides

- Review an Account Ledger
- Prepare and Review a Trial Balance

- Trace a Source Transaction into the General Ledger

What to do next

> **Review an Account Ledger**.

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