Review Commission Agent and Person Ledgers

How to Review Commission Agent and Person Ledgers in Muhasib ERP

Overview

This guide will help you explain the balance and activity of a commission agent or other person represented in financial inquiries.

You get a traceable explanation of what is owed by or to the person.

Who can do this

You need access to Relevant ledger/inquiry access and authorized person/company scope.

Before you start

Know the person/agent, date range, opening balance, source sales or transactions, settlements, corrections, and expected amount.

> 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 → Commission Agent Ledger Report or Person Ledger Inquiry.

Review Commission Agent and Person Ledgers

Step 1: Select company, person/agent, and date range

Step 2: Confirm opening balance and balance direction

Step 3: Review source earnings, charges, payments, receipts, and reversals

Step 4: Drill into source documents where possible

Step 5: Investigate unlinked, duplicated, or unexpected entries

Step 6: Reconcile closing balance to the applicable control/report total

Compare and Confirm closing balance to the needed control/report total.

Check your work

Opening plus valid activity reproduces closing balance and agrees with source transactions and settlements.

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

If something goes wrong

- Confirm whether the report treats credit or debit as positive.
- Do not mix customer, supplier, employee, and agent identities without validating the selected person type.

Related guides

- Pay a Commission Agent
- Assign Service Staff or a Commission Agent
- Trace a Source Transaction into the General Ledger

What to do next

> **Pay a Commission Agent**.

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