Review Payment Channels and Transaction Summaries

How to Review Payment Channels and Transaction Summaries in Muhasib ERP

Overview

This guide will help you compare and confirm transaction totals by payment channel with source payments and payment accounts.

You get explained channel totals for cash-up, settlement, or management review.

Who can do this

You need access to Relevant financial report access and authorized company/account scope.

Before you start

Know the company, date range, terminals/locations, payment types, channel mappings, source transaction totals, and account controls.

> 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 → needed Payment Channel or Transaction Summary report.

Review Payment Channels and Transaction Summaries

Step 1: Select exact company, date, location, and terminal scope

Step 2: Review totals by payment channel/type

Step 3: Compare sales, returns, receipts, refunds, purchases, and payouts included

Step 4: Match channel totals to payment-account activity

Step 5: Investigate unclassified, duplicated, reversed, or offline values

Step 6: Export the reconciled result with filters

Check your work

Channel totals compare and confirm to source payment transactions and the corresponding payment-account reports.

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

If something goes wrong

- Confirm refunds and reversals use the expected sign.
- Check offline synchronization and terminal scope for missing totals.

Related guides

- Close and Reconcile a POS Register
- Reconcile a Payment Account Statement
- Create a Payment Type

What to do next

> **Close and Reconcile a POS Register**.

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