Configure a Supplier Opening Balance

How to Configure a Supplier Opening Balance in Muhasib ERP

Overview

This guide will help you record the supplier's approved starting payable or debit at cutover.

Muhasib can create supplier/person ledger and General Ledger records used by due/ageing and financial reports.

Who can do this

You need access to Supplier Add/Update and relevant financial/opening-balance rights.

Before you start

Create active fiscal year, supplier, payable/default accounts, and an approved cutover schedule. Back up the database.

> Before saving, check that the correct company is open and that you have permission to complete this task.

Where to find it

Back Office → Purchases & Suppliers → Manage Suppliers → opening-balance/accounting area.

Configure a Supplier Opening Balance

Step 1: Confirm supplier and balance date

Step 2: Determine payable versus supplier debit direction

Step 3: Enter the amount in the verified field

Step 4: Select required GL/payment account

Step 5: Save once with source reference

Check your work

Compare and Confirm Supplier Ledger, Supplier Due/Ageing, 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 create a fake Purchase or Payment to force an opening balance.
- Correct before live activity when possible.

Related guides

- Create a Supplier
- Review the Supplier Ledger Report
- Prepare and Review a Trial Balance

What to do next

> **Create a Supplier**.

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