Accounting and Financial Reports

Review ledgers, dues, ageing, tax, accounts, journals, trial balance, profit, and payment channels.

- Review the Customer Ledger Report
- Review the Customer Due Report
- Review the Customer Ageing Report
- Review the Financial Customer Cheque Inquiry
- Review the Commission Agent Ledger Report
- Review the Supplier Due Report
- Review the Supplier Ageing Report
- Review the Supplier Ledger Report
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- Review the Company Wise Share Profit Report
- Review the Person Ledger Inquiry

- Review the Payment Channel Summary Report

Review the Customer Ledger Report

How to Review the Customer Ledger Report in Muhasib ERP

Overview

This guide will help you explain a customer's balance from opening through sales, returns, receipts, credits, refunds, and adjustments.

You get a transaction-level explanation of the customer balance.

Who can do this

You need access to Customer Ledger Report and authorized customer/company scope.

Before you start

Know customer, exact date range, expected opening/closing, unallocated items, and source documents.

> 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 → Customer Ledger Report.

Review the Customer Ledger Report

Step 1: Select company, customer, and date range

Step 2: Confirm opening balance and direction

Step 3: Review every sale, return, receipt, credit, refund, and adjustment

Step 4: Recalculate running balance

Step 5: Drill to unexpected source records

Step 6: Compare closing with Due/Ageing and receivables control

Check your work

Opening plus valid activity equals closing and reconciles to source documents and control account.

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

If something goes wrong

- Check transactions before the range for opening differences.
- Confirm unallocated receipts and reversed documents.

Related guides

- Review the Customer Due Report
- Review the Customer Ageing Report
- Review Customer Financial Position

What to do next

Review the Customer Due Report.

Review the Customer Due Report

How to Review the Customer Due Report in Muhasib ERP

Overview

This guide will help you identify customer amounts currently due and trace them to outstanding invoices.

You get a current due population for collection or checking.

Who can do this

You need access to Customer Due Report and authorized customer/company scope.

Before you start

Choose company, as-of date, customer/group, payment terms, receipt/credit allocation status, and expected receivables control.

> 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 → Customer Due Report.

Review the Customer Due Report

Step 1: Select company and exact as-of date

Step 2: Select customer/group/status filters

Step 3: Generate the report

Step 4: Review outstanding, due date, current due, overdue, credits, and unallocated

Review outstanding, due date, current due, overdue, credits, and unallocated values shown.

Step 5: Drill to invoices and payments

Step 6: Compare with Customer Ledger/Ageing

Check your work

Due totals compare and confirm to allowed invoice balances and receivables control at the same cutoff.

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

If something goes wrong

- Confirm payment terms and due-date overrides.
- Allocate receipts before treating an amount as collectable.

Related guides

- Review the Customer Ledger Report
- Review the Customer Ageing Report
- Receive a Customer Payment

What to do next

Review the Customer Ledger Report.

Review the Customer Ageing Report

How to Review the Customer Ageing Report in Muhasib ERP

Overview

This guide will help you classify customer outstanding balances by age and prioritize valid collection actions.

You get an ageing analysis for collections and credit review.

Who can do this

You need access to Customer Ageing Report and authorized customer/company scope.

Before you start

Define company, as-of date, ageing basis/buckets, customer/group, payment terms, unallocated receipts/credits, and expected total.

> 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 → Customer Ageing Report.

Review the Customer Ageing Report

Step 1: Set company/as-of/customer filters

Step 2: Generate the report

Step 3: Review current and ageing buckets plus total

Step 4: Confirm due-date versus invoice-date basis

Step 5: Drill to invoice and payment allocations

Step 6: Compare total with Customer Ledger/Due and receivables control

Check your work

Every sampled invoice falls into the correct bucket and bucket totals equal outstanding receivables.

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

If something goes wrong

- Confirm boundary-day inclusivity.
- Do not collect balances offset by unallocated credits/receipts.

Related guides

- Review the Customer Due Report
- Review the Customer Ledger Report
- Review Sale Ageing Invoices

What to do next

Review the Customer Due Report.

Review the Financial Customer Cheque Inquiry

How to Review the Financial Customer Cheque Inquiry in Muhasib ERP

Overview

This guide will help you review customer cheque status from the Financials workspace and compare and confirm it to customer and payment-account balances.

You get a reconciled cheque position without double-counting two navigation paths.

Who can do this

You need access to Customer Cheque Inquiry and authorized customer/bank-account scope.

Before you start

Have cheque number, bank, customer, amount, dates, status, and expected ledger position.

> 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 → Customer Cheque Inquiry.

Review the Financial Customer Cheque Inquiry

Step 1: Set company/date/status filters

Step 2: Search by cheque/customer/bank

Step 3: Open the cheque detail

Step 4: Review receipt, deposit, clearance/return, allocation, and account

Step 5: Compare customer and payment-account ledgers

Step 6: Compare the Sales workspace launch path

Check your work

Both inquiry paths, if shared, show the same record and compare and confirm to physical/bank evidence.

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

If something goes wrong

- Do not count the same cheque twice because it appears in two modules.
- Confirm bank plus cheque number identity.

Related guides

- Review the Customer Cheque Inquiry
- Record a Customer Cheque
- Reconcile a Payment Account Statement

What to do next

Review the Customer Cheque Inquiry.

Review the Commission Agent Ledger Report

How to Review the Commission Agent Ledger Report in Muhasib ERP

Overview

This guide will help you explain a commission agent's balance from earned commission through payments and corrections.

You get a transaction-level agent balance for settlement review.

Who can do this

You need access to Commission Agent Ledger Report and authorized agent/sales/payment scope.

Before you start

Know agent, date range, expected opening/closing, allowed sales, commission rules, payments, and corrections.

> 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.

Review the Commission Agent Ledger Report

Step 1: Select company, agent, and date range

Step 2: Confirm opening balance and direction

Step 3: Review commission earnings, reversals, payments, and adjustments

Step 4: Drill to source sales and settlements

Step 5: Recalculate running balance

Step 6: Compare with selling/commission reports

Check your work

Opening plus valid earnings/adjustments minus payments equals closing and detailed reports agree.

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

If something goes wrong

- Confirm returns reverse commission as set up.
- Separate earned, approved, and paid commission states.

Related guides

- Review the Commission Agent Selling Report
- Pay a Commission Agent
- Review Commission Agent and Person Ledgers

What to do next

Review the Commission Agent Selling Report.

Review the Supplier Due Report

How to Review the Supplier Due Report in Muhasib ERP

Overview

This guide will help you identify supplier amounts currently due and trace them to outstanding purchases.

You get a current due population for payment planning or checking.

Who can do this

You need access to Supplier Due Report and authorized supplier/company scope.

Before you start

Choose company, as-of date, supplier, payment terms, payment/debit/refund allocation status, and expected payables control.

> 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 → Supplier Due Report.

Review the Supplier Due Report

Step 1: Select company and exact as-of date

Step 2: Select supplier/status filters

Step 3: Generate the report

Step 4: Review outstanding, due date, current due, overdue, debits, and unallocated

Review outstanding, due date, current due, overdue, debits, and unallocated values shown.

Step 5: Drill to purchases and payments

Step 6: Compare with Supplier Ledger/Ageing

Check your work

Due totals compare and confirm to allowed purchase balances and payables control at the same cutoff.

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

If something goes wrong

- Confirm payment terms and due-date overrides.
- Allocate payments/debits before approving payout.

Related guides

- Review the Supplier Ageing Report
- Review the Supplier Ledger Report
- Pay a Supplier

What to do next

Review the Supplier Ageing Report.

Review the Supplier Ageing Report

How to Review the Supplier Ageing Report in Muhasib ERP

Overview

This guide will help you classify supplier outstanding balances by age for payment planning and exception review.

You get an ageing analysis for cash planning and supplier review.

Who can do this

You need access to Supplier Ageing Report and authorized supplier/company scope.

Before you start

Define company, as-of date, ageing basis/buckets, supplier, terms, unallocated payments/debits/refunds, and expected total.

> 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 → Supplier Ageing Report.

Review the Supplier Ageing Report

Step 1: Set company/as-of/supplier filters

Step 2: Generate the report

Step 3: Review current and ageing buckets plus total

Step 4: Confirm due-date versus invoice-date basis

Step 5: Drill to purchases and allocations

Step 6: Compare with Supplier Ledger/Due and payables control

Check your work

Sample invoices fall into correct buckets and bucket totals equal outstanding payables.

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

If something goes wrong

- Confirm boundary-day inclusivity.
- Account for unallocated supplier debits and payments.

Related guides

- Review the Supplier Due Report
- Review the Supplier Ledger Report
- Review Purchase Ageing Invoices

What to do next

> **Review the Supplier Due Report**.

Review the Supplier Ledger Report

How to Review the Supplier Ledger Report in Muhasib ERP

Overview

This guide will help you explain a supplier balance from opening through purchases, returns, payments, debits, refunds, and adjustments.

You get a transaction-level explanation of the supplier balance.

Who can do this

You need access to Supplier Ledger Report and authorized supplier/company scope.

Before you start

Know supplier, date range, expected opening/closing, unallocated items, and source documents.

> 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 → Supplier Ledger Report.

Review the Supplier Ledger Report

Step 1: Select company, supplier, and date range

Step 2: Confirm opening balance and direction

Step 3: Review purchases, returns, payments, debits, refunds, and adjustments

Step 4: Recalculate running balance

Step 5: Drill to unexpected source records

Step 6: Compare closing with Due/Ageing and payables control

Check your work

Opening plus valid activity equals closing and reconciles to sources and control account.

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

If something goes wrong

- Check transactions before the selected range.
- Confirm unallocated payments/debits and reversed documents.

Related guides

- Review the Supplier Due Report
- Review the Supplier Ageing Report
- Review Supplier Financial Position

What to do next

Review the Supplier Due Report.

Review the Profit and Loss Report

How to Review the Profit and Loss Report in Muhasib ERP

Overview

This guide will help you review revenue, cost, expenses, and net result for a defined company and period.

You get a period performance statement for review.

Who can do this

You need access to Profit and Loss Report and authorized financial scope.

Before you start

Complete material postings/reconciliations and define company, period, comparison, account hierarchy, and reporting basis.

> 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 → Profit and Loss Report.

Review the Profit and Loss Report

Step 1: Set company and period

Step 2: Choose detail/comparison options

Step 3: Review revenue, cost of sales, gross profit, expenses, other income/expense,

Review revenue, cost of sales, gross profit, expenses, other income/expense, and net result.

Step 4: Drill to material accounts

Step 5: Compare with Trial Balance

Step 6: Document adjustments and approval

Check your work

Every line reconciles to Account Summary/Ledger and net result to the Trial Balance.

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

If something goes wrong

- Check account classification and period scope.
- Do not treat an unreviewed report as finalized statements.

Related guides

- Review Profit and Loss
- Review the Trial Balance
- Review an Account Summary

What to do next

Review Profit and Loss.

Review the Transaction Summary Report

How to Review the Transaction Summary Report in Muhasib ERP

Overview

This guide will help you summarize financial transaction activity by type and compare and confirm selected totals to source modules.

You get a cross-transaction operational/financial summary.

Who can do this

You need access to Transaction Summary Report and authorized source/financial scope.

Before you start

Define company, period, locations, transaction types, statuses, signs, and expected module/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 → Transaction Summary Report.

Review the Transaction Summary Report

Step 1: Set exact scope and transaction filters

Step 2: Generate the report

Step 3: Review counts and values by transaction type

Step 4: Confirm money/stock direction and reversal signs

Step 5: Drill or compare with source-module inquiries

Step 6: Reconcile to Journal/Account Ledgers

Check your work

Each sampled type matches its source population and generated accounting entries.

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

If something goes wrong

- Similar transaction labels may represent different directions.
- Align saved, posted, finalized, and reversed statuses.

Related guides

- Review Payment Channels and Transaction Summaries
- Trace a Source Transaction into the General Ledger
- Reconcile Two Muhasib Reports Safely

What to do next

> **Review Payment Channels and Transaction Summaries**.

Review the Payment Channel Report

How to Review the Payment Channel Report in Muhasib ERP

Overview

This guide will help you analyze payment activity by channel and compare and confirm it to payment accounts and source transactions.

You get detailed channel settlement/cash-up evidence.

Who can do this

You need access to Payment Channel Report and authorized payment/source scope.

Before you start

Define company, period, locations, terminals, channels/types, transaction directions, refunds, and expected account 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 → Payment Channel Report.

Review the Payment Channel Report

Step 1: Set company/date/location/terminal/channel filters

Step 2: Generate the report

Step 3: Review source, channel, receipts, payments, refunds, reversals, and net values

Step 4: Confirm payment-type-to-channel mapping

Step 5: Drill to source transactions

Step 6: Reconcile to payment-account activity

Check your work

Channel totals equal corresponding source payments and payment-account movements.

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

If something goes wrong

- Confirm refund/reversal signs.
- Check offline synchronization and terminal scope.

Related guides

- Review the Payment Channel Summary Report
- Reconcile a Payment Account Statement
- Close and Reconcile a POS Register

What to do next

> **Review the Payment Channel Summary Report**.

Review the Tax Report

How to Review the Tax Report in Muhasib ERP

Overview

This guide will help you review transaction-level tax values for a selected registration and period.

You get detailed tax evidence for checking, not automatic filing approval.

Who can do this

You need access to Tax Report and authorized tax/source scope.

Before you start

Define company, registration, tax type/code, period, sales/purchase/return inclusion, and expected control accounts.

> 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 → Tax Report.

Review the Tax Report

Step 1: Set company/registration/date/tax filters

Step 2: Generate the report

Step 3: Review source document, taxable value, rate, tax, direction, and status

Step 4: Trace representative sales, purchases, and returns

Step 5: Compare with tax summaries

Step 6: Reconcile tax accounts

Check your work

Rows compare and confirm to source documents and roll into summary/control totals.

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

If something goes wrong

- Confirm tax date and registration scope.
- Escalate statutory interpretation to the responsible professional.

Related guides

- Review the Tax Summary Report
- Review the Detailed Tax Summary Report
- Review Tax Transactions and Summaries

What to do next

> **Review the Tax Summary Report**.

Review the Tax Summary Report

How to Review the Tax Summary Report in Muhasib ERP

Overview

This guide will help you summarize tax by set up category and compare and confirm the totals to detailed tax transactions.

You get summarized tax controls for review.

Who can do this

You need access to Tax Summary Report and authorized tax/company scope.

Before you start

Define company, registration, period, tax codes/types, source families, return treatment, and expected tax-control balances.

> 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 → Tax Summary Report.

Review the Tax Summary Report

Step 1: Set company/registration/date/tax filters

Step 2: Generate the report

Step 3: Review taxable value and tax by category

Step 4: Confirm input/output, return, withholding, and other signs

Step 5: Compare with detailed Tax Report/Summary

Step 6: Reconcile each category to its ledger account

Check your work

Category totals equal non-overlapping detailed tax rows and account balances, subject to documented adjustments.

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

If something goes wrong

- Check tax date versus document date.
- Do not combine registrations or categories with different statutory treatment.

Related guides

- Review the Tax Report
- Review the Detailed Tax Summary Report
- Review Tax Transactions and Summaries

What to do next

Review the Tax Report.

Review the Detailed Tax Summary Report

How to Review the Detailed Tax Summary Report in Muhasib ERP

Overview

This guide will help you inspect the detail behind summarized tax categories and compare and confirm source documents to tax controls.

You get traceable detail for every summarized tax value.

Who can do this

You need access to Detailed Tax Summary Report and authorized source/tax scope.

Before you start

Define company, registration, period, tax categories/rates, source types, returns, and expected summary/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 → Detailed Tax Summary Report.

Review the Detailed Tax Summary Report

Step 1: Set exact tax scope

Step 2: Generate the report

Step 3: Identify row grain and review document, party, taxable value, rate,

Identify row grain and review document, party, taxable value, rate, tax, direction, and status.

Step 4: Drill to representative source documents

Step 5: Aggregate detail to Tax Summary categories

Step 6: Reconcile to ledger tax accounts

Check your work

Detailed rows reproduce Tax Summary totals and agree with source documents/accounts.

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

If something goes wrong

- Avoid double-counting document and line-level rows.
- Confirm returns and inclusive-tax calculations.

Related guides

- Review the Tax Summary Report
- Review the Tax Report
- Drill from a Report into a Source Transaction

What to do next

Review the Tax Summary Report.

Review the Payment Account Chart Report

How to Review the Payment Account Chart Report in Muhasib ERP

Overview

This guide will help you review the payment-account hierarchy and identify missing, misclassified, duplicate, or inactive accounts.

You get a payment-account structure and governance exception list.

Who can do this

You need access to Payment Account Chart Report and authorized account visibility.

Before you start

Confirm expected account heads, cash/bank/wallet accounts, types, currencies, locations, active status, and control mappings.

> 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 Chart Report.

Review the Payment Account Chart Report

Step 1: Set company/account-head/status filters

Step 2: Generate the report

Step 3: Review hierarchy, account names/codes, types, currencies, locations, and balances shown

Step 4: Identify duplicates or invalid parent/type combinations

Step 5: Compare with Payment Account setup and accounting mappings

Step 6: Correct only through controlled maintenance

Check your work

Sample report rows agree with account-head/account masters and financial mappings.

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

If something goes wrong

- Do not repurpose accounts with historical transactions.
- Protect account/bank details in exports.

Related guides

- Create a Payment Account
- Create a Payment Account Head
- Review the Payment Account Activity Report

What to do next

Create a Payment Account.

Review the Payment Account Activity Report

How to Review the Payment Account Activity Report in Muhasib ERP

Overview

This guide will help you analyze receipts, payments, transfers, fees, refunds, and reversals for payment accounts.

You get a detailed payment-account activity population.

Who can do this

You need access to Payment Account Activity Report and authorized account/source scope.

Before you start

Define company, date range, accounts/heads, payment types/channels, directions, and expected 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 → Payment Account Activity Report.

Review the Payment Account Activity Report

Step 1: Set date/company/account filters

Step 2: Generate the report

Step 3: Review source type, reference, receipt/payment direction, amount, and status

Step 4: Drill to source transactions

Step 5: Compare totals by account/channel

Step 6: Reconcile with statements and Account Ledger

Check your work

Activity totals compare and confirm to the same company, dates and filters statement and source payments.

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

If something goes wrong

- Confirm transfer appears once per account side.
- Check refunds/reversals and opening balance handling.

Related guides

- Review the Payment Account Statement Report
- Review the Payment Channel Report
- Manage or Correct a Payment Account Transaction

What to do next

> **Review the Payment Account Statement Report**.

Review the Payment Account Statement Report

How to Review the Payment Account Statement Report in Muhasib ERP

Overview

This guide will help you explain a payment account's opening, activity, and closing balance and compare it with external evidence.

You get an explained account balance and checking exceptions.

Who can do this

You need access to Payment Account Statement Report and authorized account scope.

Before you start

Have account, date range, expected opening/closing, external bank statement or cash count, and prior checking.

> 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.

Review the Payment Account Statement Report

Step 1: Select company, account, and exact date range

Step 2: Confirm opening balance

Step 3: Review each receipt, payment, transfer, fee, refund, and reversal

Step 4: Recalculate running/closing balance

Step 5: Match external statement/count

Step 6: Document timing items and correct source errors

Check your work

Muhasib closing plus/minus valid reconciling items equals external balance.

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

If something goes wrong

- Confirm statement date boundaries and opening logic.
- Do not journal unexplained differences merely to force agreement.

Related guides

- Reconcile a Payment Account Statement
- Review the Payment Account Activity Report
- Review an Account Ledger

What to do next

> **Reconcile a Payment Account Statement**.

Review the Journal Ledger Report

How to Review the Journal Ledger Report in Muhasib ERP

Overview

This guide will help you inspect balanced manual and source-generated journals and trace them to their origins.

You get a posting-level audit trail.

Who can do this

You need access to Journal Ledger and authorized account/source scope.

Before you start

Know company, date range, journal/reference, source module, account, user, or 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 → Journal Ledger.

Review the Journal Ledger Report

Step 1: Set company/date filters

Step 2: Filter by journal/reference/account/source/user where supported

Step 3: Confirm each journal's debits equal credits

Step 4: Distinguish manual and generated entries

Step 5: Drill or search the source transaction

Step 6: Record missing, duplicate, or misrouted postings

Check your work

Every sampled journal balances and agrees with detailed record and Account Ledgers.

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

If something goes wrong

- Check posting date versus source date.
- Correct generated entries through their source workflow.

Related guides

- Review the Journal Ledger
- Create a Journal Entry
- Trace a Source Transaction into the General Ledger

What to do next

> **Review the Journal Ledger**.

Review the Account Summary Report

How to Review the Account Summary Report in Muhasib ERP

Overview

This guide will help you review summarized account balances and identify accounts requiring ledger investigation.

You get a summarized general-ledger view and exception list.

Who can do this

You need access to Account Summary and authorized financial scope.

Before you start

Define company, period, hierarchy/detail level, zero-balance inclusion, and expected 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 the Account Summary Report

Step 1: Set company/date/account filters

Step 2: Generate the report

Step 3: Review opening, debit, credit, and closing balances by account/head

Step 4: Check parent/subaccount roll-up

Step 5: Drill to material Account Ledgers

Step 6: Compare with Trial Balance

Check your work

Non-overlapping account balances compare and confirm to ledgers 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

- Avoid double-counting parent and child totals.
- Clear hidden zero/account filters.

Related guides

- Review an Account Summary
- Review an Account Ledger
- Review the Trial Balance

What to do next

> **Review an Account Summary**.

Review the Account Ledger Report

How to Review the Account Ledger Report in Muhasib ERP

Overview

This guide will help you explain a general-ledger account balance through its individual debit and credit postings.

You get a posting-level explanation of the account balance.

Who can do this

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

Before you start

Know account, date range, expected opening/closing, normal balance, and source references.

> 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 Ledger.

Review the Account Ledger Report

Step 1: Select company, account, and date range

Step 2: Confirm opening and normal balance direction

Step 3: Review date, reference, narration, debit, credit, and running balance

Step 4: Drill to source transactions

Step 5: Recalculate closing

Step 6: Compare with Account Summary and Trial Balance

Check your work

Opening plus valid movements reproduces closing and agrees with control reports.

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

If something goes wrong

- Check summarized/centralized journal behavior.
- Confirm date boundaries and opening inclusion.

Related guides

- Review an Account Ledger
- Review an Account Summary
- Trace a Source Transaction into the General Ledger

What to do next

> **Review an Account Ledger**.

Review the Trial Balance

How to Review the Trial Balance in Muhasib ERP

Overview

This guide will help you produce a balanced trial balance and investigate material or unexpected balances.

You get a mathematical accounting control and exception list.

Who can do this

You need access to Trial Balance and authorized financial scope.

Before you start

Complete or list pending postings/reconciliations and define company, period, detail level, and materiality.

> 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 → Trial Balance.

Review the Trial Balance

Step 1: Set company and exact as-of/period

Step 2: Choose hierarchy/detail and zero-balance options

Step 3: Confirm total debits equal credits

Step 4: Review opening and unusual balances

Step 5: Reconcile receivable, payable, inventory, tax, payment, and retained-earnings controls

Step 6: Drill to Account Ledgers

Check your work

Debits equal credits and each control account reconciles to its subledger.

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

If something goes wrong

- A balanced report can still contain misclassification.
- Check company, period, hidden filters, and opening balances.

Related guides

- Prepare and Review a Trial Balance
- Review an Account Summary
- Review the Profit and Loss Report

What to do next

> **Prepare and Review a Trial Balance**.

Review the Company Wise Share Profit Report

How to Review the Company Wise Share Profit Report in Muhasib ERP

Overview

This guide will help you validate company-wise share-profit allocations against the approved profit basis and percentages.

You get an analytical allocation, not an automatic legal distribution or journal.

Who can do this

You need access to Company Wise Share Profit Report and authorized company/financial scope.

Before you start

Confirm period, participating companies/persons, effective percentages, approved profit basis, and rounding policy.

> 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 → Company Wise Share Profit Report.

Review the Company Wise Share Profit Report

Step 1: Set period and company scope

Step 2: Generate the report

Step 3: Review participants, shares, basis, and allocated values

Step 4: Reconcile basis to Profit and Loss

Step 5: Recalculate representative allocations

Step 6: Document rounding/exclusions

Check your work

Approved basis and percentages reproduce the report result.

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

If something goes wrong

- Confirm effective dates and percentage totals.
- Get product-owner/accounting definition before operational use.

Related guides

- Review Company-Wise Share Profit
- Review the Profit and Loss Report
- Create a Journal Entry

What to do next

> **Review Company-Wise Share Profit**.

Review the Person Ledger Inquiry

How to Review the Person Ledger Inquiry in Muhasib ERP

Overview

This guide will help you inspect financial activity for the selected person identity and determine what is owed by or to them.

You get a person-level balance explanation without merging unrelated identities blindly.

Who can do this

You need access to Person Ledger Inquiry and authorized person/source scope.

Before you start

Know person identity/type, company, date range, expected opening/closing, and related customer/supplier/agent/other records.

> 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 → Person Ledger Inquiry.

Review the Person Ledger Inquiry

Step 1: Select company, person type/identity, and date range

Step 2: Confirm opening balance and direction

Step 3: Review each included transaction and source

Step 4: Distinguish customer, supplier, agent, employee, or other roles

Step 5: Recalculate running balance

Step 6: Compare role-specific ledgers

Check your work

Included sources reproduce closing and agree with role-specific controls.

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

If something goes wrong

- Confirm same-name persons are distinct records.
- Validate debit/credit meaning for the selected person type.

Related guides

- Review Commission Agent and Person Ledgers
- Review the Customer Ledger Report
- Review the Supplier Ledger Report

What to do next

Review Commission Agent and Person Ledgers.

Review the Payment Channel Summary Report

How to Review the Payment Channel Summary Report in Muhasib ERP

Overview

This guide will help you summarize payment values by channel and compare and confirm them to detailed channel and account activity.

You get a compact channel control for settlement or cash-up.

Who can do this

You need access to Payment Channel Summary Report and authorized payment scope.

Before you start

Define company, period, locations, terminals, channels/types, directions, refunds, and expected 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 → Payment Channel Summary Report.

Review the Payment Channel Summary Report

Step 1: Set exact scope and channel filters

Step 2: Generate the report

Step 3: Review receipts, payments, refunds, reversals, and net by channel

Step 4: Confirm payment-type mapping

Step 5: Compare with detailed Payment Channel Report

Step 6: Reconcile to Payment Account Activity/Statement

Check your work

Summary channels equal non-overlapping detailed channel rows and account movements.

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

If something goes wrong

- Align signs and transaction status.
- Check offline synchronization and terminal filters.

Related guides

- Review the Payment Channel Report
- Review Payment Channels and Transaction Summaries
- Review the Payment Account Activity Report

What to do next

Review the Payment Channel Report.