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**.

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