# 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**.

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