Review the Customer Cheque Inquiry

How to Review the Customer Cheque Inquiry in Muhasib ERP

Overview

This guide will help you find a customer cheque and determine its receipt, deposit, clearance, return, or correction status.

You get a traceable cheque position and next action.

Who can do this

You need access to Customer Cheque Inquiry plus customer/payment-account visibility.

Before you start

Have cheque number, bank, customer, amount, cheque/receipt date, status, or reference.

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

Where to find it

Back Office → Sales & Customers or Muhasib Financials → Customer Cheque Inquiry.

Review the Customer Cheque Inquiry

Step 1: Select company and date range

Step 2: Filter by cheque/customer/bank/status

Step 3: Open the exact cheque record

Step 4: Review amount, dates, bank, receiving account, allocation, and status history

Step 5: Trace customer and payment-account entries

Step 6: Record required deposit, clearance, return, or correction action

Check your work

Cheque inquiry agrees with physical/bank evidence, customer ledger, and payment account.

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

If something goes wrong

- Treat cheque number plus bank as the duplicate key.
- Do not mark clearance without bank evidence.

Related guides

- Record a Customer Cheque
- Receive a Customer Payment
- Reconcile a Payment Account Statement

What to do next

Record a Customer Cheque.

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