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**.

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