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**.

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