Review the Payment Account Chart Report

How to Review the Payment Account Chart Report in Muhasib ERP

Overview

This guide will help you review the payment-account hierarchy and identify missing, misclassified, duplicate, or inactive accounts.

You get a payment-account structure and governance exception list.

Who can do this

You need access to Payment Account Chart Report and authorized account visibility.

Before you start

Confirm expected account heads, cash/bank/wallet accounts, types, currencies, locations, active status, and control mappings.

> 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 → Payment Account Chart Report.

Review the Payment Account Chart Report

Step 1: Set company/account-head/status filters

Step 2: Generate the report

Step 3: Review hierarchy, account names/codes, types, currencies, locations, and balances shown

Step 4: Identify duplicates or invalid parent/type combinations

Step 5: Compare with Payment Account setup and accounting mappings

Step 6: Correct only through controlled maintenance

Check your work

Sample report rows agree with account-head/account masters and financial mappings.

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

If something goes wrong

- Do not repurpose accounts with historical transactions.
- Protect account/bank details in exports.

Related guides

- Create a Payment Account
- Create a Payment Account Head
- Review the Payment Account Activity Report

What to do next

> **Create a Payment Account**.

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