Review the Person Ledger Inquiry

How to Review the Person Ledger Inquiry in Muhasib ERP

Overview

This guide will help you inspect financial activity for the selected person identity and determine what is owed by or to them.

You get a person-level balance explanation without merging unrelated identities blindly.

Who can do this

You need access to Person Ledger Inquiry and authorized person/source scope.

Before you start

Know person identity/type, company, date range, expected opening/closing, and related customer/supplier/agent/other records.

> 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 → Person Ledger Inquiry.

Review the Person Ledger Inquiry

Step 1: Select company, person type/identity, and date range

Step 2: Confirm opening balance and direction

Step 3: Review each included transaction and source

Step 4: Distinguish customer, supplier, agent, employee, or other roles

Step 5: Recalculate running balance

Step 6: Compare role-specific ledgers

Check your work

Included sources reproduce closing and agree with role-specific controls.

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

If something goes wrong

- Confirm same-name persons are distinct records.
- Validate debit/credit meaning for the selected person type.

Related guides

- Review Commission Agent and Person Ledgers
- Review the Customer Ledger Report
- Review the Supplier Ledger Report

What to do next

> **Review Commission Agent and Person Ledgers**.

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