Review the Trial Balance

How to Review the Trial Balance in Muhasib ERP

Overview

This guide will help you produce a balanced trial balance and investigate material or unexpected balances.

You get a mathematical accounting control and exception list.

Who can do this

You need access to Trial Balance and authorized financial scope.

Before you start

Complete or list pending postings/reconciliations and define company, period, detail level, and materiality.

> 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 → Trial Balance.

Review the Trial Balance

Step 1: Set company and exact as-of/period

Step 2: Choose hierarchy/detail and zero-balance options

Step 3: Confirm total debits equal credits

Step 4: Review opening and unusual balances

Step 5: Reconcile receivable, payable, inventory, tax, payment, and retained-earnings controls

Step 6: Drill to Account Ledgers

Check your work

Debits equal credits and each control account reconciles to its subledger.

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

If something goes wrong

- A balanced report can still contain misclassification.
- Check company, period, hidden filters, and opening balances.

Related guides

- Prepare and Review a Trial Balance
- Review an Account Summary
- Review the Profit and Loss Report

What to do next

> **Prepare and Review a Trial Balance**.

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