Configure a Customer Opening Balance

How to Configure a Customer Opening Balance in Muhasib ERP

Overview

This guide will help you record and compare and confirm the customer's approved starting balance at cutover.

Source can create customer/person ledger and General Ledger records and requires an active fiscal year/accounts in financial paths.

Who can do this

You need access to Customer Add/Update and relevant financial/opening-balance permissions.

Before you start

Create the active fiscal year, customer, receivable/default accounts, and approved cutover schedule. Back up the database.

> Before saving, check that the correct company is open and that you have permission to complete this task.

Where to find it

Back Office → Sales & Customers → Manage Customers → opening-balance/accounting area.

Configure a Customer Opening Balance

Step 1: Confirm customer and balance date

Step 2: Determine whether the customer owes the business or has a credit

Step 3: Enter amount in the verified debit/credit field

Step 4: Select the required payment/GL account when prompted

Step 5: Save once with source reference

Step 6: Do not create an ordinary payment to offset a mistaken opening balance

Check your work

Compare and Confirm Customer Ledger, Customer Due/Ageing, Account Ledger, Trial Balance, and source schedule.

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

If something goes wrong

- Restore/correct before live activity when direction or account is wrong.
- Never duplicate the opening balance on re-import.

Related guides

- Create a Customer
- Review the Customer Ledger Report

- Prepare and Review a Trial Balance

What to do next

> **Create a Customer**.

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