Transactions

- Create an Expense
- Update an Expense
- Understand Expense Entries and Vouchers
- Delete an Expense
- Follow the Recommended Expense and Voucher Workflow
- Record an Expense Payment
- Create an Expense Type or Head
- Update an Expense Payment Record
- Create a Sub-Expense Type
- Delete an Expense Payment Record
- Create an Expense
- Print an Expense Payment Receipt
- Use a Pre-Written Expense Description
- Create a new Voucher
- Record an Expense Payment
- Update a Voucher Entry
- Update or Correct an Expense
- Delete a Voucher Entry
- Update or Correct an Expense Payment
- Create a Payment Voucher
- Create a Receipt Voucher
- Print an Expense Payment Receipt

Create an Expense

How to **Record a New Expense Entry** in Muhasib ERP?

Overview

Expenses represent operational and administrative costs incurred by an organization, such as utility bills, rent, maintenance charges, office supplies, subscriptions, and other business expenditures.

Muhasib ERP allows organizations to record expenses independently from their payments. This enables accurate tracking of liabilities, outstanding expenses, and payment history while maintaining complete financial records.

> **ℹ Example**
> An electricity bill is received on **January 4** but paid on **January 9**. In Muhasib ERP, you can record the expense on January 4 and record its payment later on January 9. This approach provides accurate expense tracking and reporting.

Before You Begin

Ensure the following requirements are met before creating an expense.

Requirement	Description
Permissions	You have access to the Expenses & Vouchers module.
Expense Types	Required Expense Types (Expense Heads) have already been configured.
User Access	You are logged in with sufficient permissions to create expense entries.

> **Tip**
> Create Expense Types before recording expenses to ensure proper categorization, reporting accuracy, and financial analysis.

Create a New Expense

Step 1: Open the Expenses Module

Navigate to:

Expenses & Vouchers → New Expense

The Expense Entry window will open.

Step 2: Complete the Expense Details

Field	Description
Short Description	Enter a brief description of the expense. Example: Electricity Bill – January
Amount	Enter the total expense amount.
Expense Type	Select the appropriate Expense Head from the dropdown list.
Long Description	Enter additional details related to the expense.
Manual Date Entry	Enable this option to create expense entries for a specific or backdated date.

> **i Note**
> Frequently used descriptions can be saved for faster data entry in future transactions.

> **Important**
> If the required Expense Type is not available, create it before saving the expense entry.

> ⚠ **Warning**
> Incorrect selection of Expense Type may affect financial reporting and analysis accuracy.

Step 3: Save the Expense

Click **Save**. A confirmation message will appear:

```
Record has been added successfully.
```

Step 4: Close the Window

After saving the expense, close the Expense Entry window.

> **Next Action**
> You can now proceed to record a payment for this expense using the Manage Payments option.

Result

> **Expense Created Successfully**
>
> - Expense is recorded in the system.
> - It becomes available in reports and dashboards.
> - Payment can be recorded later.
> - Financial tracking is improved.

Frequently Asked Questions

Can I create an expense without recording a payment?

Yes. Expense entries and payments are handled separately.

Can I create backdated expenses?

Yes. Use the Manual Date Entry option.

Why is Expense Type required?

It helps categorize expenses for reporting and analysis.

Can I edit an expense after saving?

It depends on system permissions and workflow settings.

Where can I view recorded expenses?

From the Expenses & Vouchers module and related reports.

Related Articles

- Create Expense Type
- Record Expense Payment
- View Expense Reports
- Manage Payment Types
- Create Voucher

Next Step

Proceed to **Record Expense Payment** to complete the expense lifecycle.

Product: Muhasib ERP

Update an Expense

How to Update an Expense Payment Record in Muhasib ERP

Overview

Updating an Expense Payment allows users to correct previously recorded payment information without creating a new Expense Entry. Muhasib ERP also allows recording multiple payment records against a single Expense Entry, making it easy to manage advance payments, installment payments, and payment corrections while maintaining a complete audit trail.

Separating Expense Entries from Expense Payments provides greater flexibility in managing liabilities, tracking payment history, and maintaining accurate financial records.

> **ℹ Examples**
>
> **Example 1 – Update an Existing Payment**
> An Expense Entry of **Rs.100,000** was created on **1 July**. A payment of **Rs.10,000** was mistakenly recorded instead of **Rs.50,000**. Simply select the payment record, correct the amount, and update it.
>
> **Example 2 – Record Another Payment**
> An Expense Entry of **Rs.100,000** was created on **1 July**. An advance payment of **Rs.50,000** was recorded. On **6 July**, the remaining **Rs.50,000** is paid. Instead of modifying the first payment, create another payment record to preserve the complete payment history.

Before You Begin

Before updating an Expense Payment, ensure the following requirements are met.

Requirement	Description
Permissions	You have permission to access the Expenses & Vouchers module.

Requirement	Description
Existing Expense Entry	The Expense Entry has already been created.
Payment Record	At least one Expense Payment has already been recorded.
Payment Types	Required Payment Types have already been configured.
Payment Accounts	Required Payment Accounts have already been configured.

> **Tip**
> Update an existing payment only when correcting incorrect information. If an additional payment is being made, create a new payment record instead of modifying an existing one.

Update an Expense Payment Record

Step 1: Open Expense Entry

Navigate to:

Expenses & Vouchers → Transactions → New Expense

The **Expense Entry** window opens.

Step 2: Open Expense Inquiry

Click the **Enquiry** button from the left panel.

The **Expense Inquiry** window appears displaying all recorded Expense Entries.

> **Note**
> Expense Inquiry allows you to search, view, and select any existing Expense Entry before managing its payments.

Step 3: Search the Expense Entry

Locate the required Expense Entry using one of the following search options.

Search Option	Description

Filter by Keyword	Search using Expense ID, Short Description, or other available keywords.
Date Range	Use Date From and Date To to narrow the search results.

Step 4: Load the Expense Entry

Select the required Expense Entry from the **Expense Records** list.

Click the **View Record** button.

Muhasib ERP loads the selected Expense Entry into the Expense Entry window.

> **Result**
> The selected Expense Entry is now ready for payment management.

Step 5: Open Manage Payments

Click the **Manage Payments** button.

The **Expense Payment** window opens and displays all payment records associated with the selected Expense Entry.

> **Note**
> If multiple payments have already been recorded against the Expense Entry, they will appear in the Payment Records list. Select the payment you want to modify.

Step 6: Update the Payment Record

Select the payment record that requires correction.

Update the required information.

Field	Description
Manual Date Entry	Modify the payment date if required.
Payment Type	Select another payment method if required.
Payment Amount	Enter the corrected payment amount.
Account Type	Change the payment account if necessary.
Notes	Update payment remarks if required.

Important
Updating a payment automatically recalculates the remaining payable balance for the Expense Entry. Ensure the corrected payment amount accurately reflects the actual payment made.

Step 6: Save the Changes

After making the required changes or adding a new payment record, click the **Save** button.

Muhasib ERP validates the payment information and saves the record.

After successful processing, the following confirmation message appears.

```
Record has been added successfully.
```

Success
The Expense Payment record has been saved successfully. The updated payment information is immediately reflected in the Expense Payment History.

Step 7: Verify the Payment History

Review the **Expense Payment History** section to verify that the payment has been recorded correctly.

If you added another payment, both payment records will now appear in the payment history.

If you updated an existing payment, the modified information will replace the previous values.

Tip
Always verify the payment history after saving to ensure the payment amount, payment date, payment account, and payment type are correct.

Step 8: Close the Window

Close the Expense Entry window or continue managing additional Expense Payments.

Result

Expense Payment Updated Successfully

- The selected Expense Payment has been updated successfully.
- Additional payment records can be added whenever further payments are made.
- The remaining balance is automatically recalculated.
- The complete payment history remains available for future reference and reporting.

Best Practices

- Always verify the payment amount before saving.
- Use the correct Payment Type and Payment Account for every transaction.
- Add a new payment record when recording another installment instead of modifying previous payments.
- Update an existing payment only when correcting incorrect information.
- Add meaningful notes whenever payment corrections are made.
- Review the remaining balance after every payment.

Frequently Asked Questions

Can I update an existing Expense Payment?

Yes. Select the payment record from the Payment History and update the required information before saving.

Can I record multiple payments against one Expense?

Yes. Muhasib ERP allows multiple payment records against a single Expense until the full amount has been paid.

When should I add a new payment instead of updating one?

Add a new payment whenever another installment is paid. Update an existing payment only if the original payment information was entered incorrectly.

Can I change the Payment Date?

Yes. Enable **Manual Date Entry** and select the required payment date before saving.

Can I change the Payment Account?

Yes. Select another Payment Account from the Account Type list if the payment was made from a different account.

Will updating a payment affect financial reports?

Yes. Expense balances, payment history, cash flow, account balances, and financial reports are updated automatically after the payment record is saved.

Related Articles

- Create an Expense
- Update an Expense
- Delete an Expense
- Record an Expense Payment
- Create an Expense Type
- Update an Expense Type
- View Expense Reports

Next Step

Continue by learning how to **Delete an Expense Payment Record** when an incorrect payment has been recorded or no longer needs to remain in the payment history.

Product: Muhasib ERP

Understand Expense Entries and Vouchers

Understand Expense Entries and Vouchers

Overview

This guide will help you choose the correct workflow for an expense, expense payment, payment voucher, or receipt voucher.

The selected workflow determines available fields, document trail, and likely ledger treatment.

Who can do this

You need access to Read access to relevant expense and voucher workflows; create rights are needed only to transact.

Before you start

Know the business event, counterparty, whether a liability is recorded before payment, direction of money, tax treatment, and required evidence.

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

Where to find it

Back Office → Expenses & Vouchers.

Understand Expense Entries and Vouchers

Step 1: Use Expense when recording the cost/liability and its classification

Step 2: Use Expense Payment when settling a recorded expense

Step 3: Use Payment Voucher for an approved outgoing movement that belongs

Use Payment Voucher for an approved outgoing movement that belongs in the voucher workflow.

Step 4: Use Receipt Voucher for an approved incoming movement that belongs

Use Receipt Voucher for an approved incoming movement that belongs in the voucher workflow.

Step 5: Avoid entering the same event in more than one workflow

Step 6: Confirm local accounting policy when the correct route is unclear

Check your work

Confirm one business event produces one intended document chain and reconciles to the relevant account and counterparty.

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

If something goes wrong

- Do not choose a form solely because it changes cash in the desired direction.
- Ask the responsible accountant when tax or liability timing is ambiguous.

Related guides

- Follow the Recommended Expense and Voucher Workflow
- Create an Expense
- Create a Payment Voucher

What to do next

> **Follow the Recommended Expense and Voucher Workflow**.

Delete an Expense

How to Delete an Expense in Muhasib ERP

Overview

Muhasib ERP allows authorized users to permanently delete Expense Entries that were created by mistake or are no longer required. Deleting incorrect or duplicate expenses helps maintain accurate accounting records and improves the quality of financial reporting.

Before deleting an Expense Entry, ensure that it is no longer required for business operations and is not associated with completed payment records or approval workflows within your organization.

> **ℹ Example**
> Suppose an Electricity Bill expense was entered twice by mistake. Instead of keeping duplicate records, you can delete the unnecessary Expense Entry to maintain accurate financial records.

Before You Begin

Before deleting an Expense Entry, ensure the following requirements are met.

Requirement	Description
Permissions	You have permission to manage Expense Entries.
Existing Expense	The Expense Entry you want to delete already exists.
Expense Payments	Ensure that no Expense Payments are associated with the selected Expense Entry.

> **□□ Tip**
> Instead of deleting an Expense Entry, consider updating it if only minor corrections are required.

Delete an Expense

Step 1: Open Expense Entry

Navigate to: **Expenses & Vouchers → Transactions → New Expense**

The Expense Entry window will open.

Step 2: Open Expense Inquiry

Click the **Enquiry** button from the left panel.

The **Expense Inquiry** window appears and displays all available Expense Entries.

> **ℹ Note**
> Expense Inquiry helps you quickly locate an existing Expense Entry before deleting it.

Step 3: Search the Expense

Locate the Expense Entry using one of the available search options.

Search Option	Description
Filter by Keyword	Search by Expense ID, Short Description or other available keywords.
Date Range	Filter expenses between specific dates.

Step 4: Select the Expense Entry

Select the required Expense Entry from the Expense Records list.

Click **View Record**.

The selected Expense Entry will be loaded into the Expense Entry window.

> **Ready for Deletion**
> The selected Expense Entry is now available for review before deleting.

Step 5: Verify the Expense Information

Before deleting the Expense Entry, verify the following information.

Field	Description
Short Description	Confirm the selected Expense Entry.
Expense Type	Verify the assigned Expense Type.
Amount	Confirm the expense amount before deletion.
Expense Date	Verify the transaction date.

> **Important**
> Deleting an Expense Entry permanently removes it from the system. This action cannot be undone.

Step 6: Delete the Expense Entry

After verifying the Expense Entry, click the **Delete** button from the left panel.

If a confirmation dialog appears, click **Yes** to proceed with the deletion.

After the Expense Entry is deleted successfully, Muhasib ERP displays the following confirmation message:

```
Record has been deleted successfully.
```

> **Success**
> The selected Expense Entry has been deleted successfully.

Step 7: Verify Deletion

Open the **Expense Inquiry** window again and verify that the deleted Expense Entry no longer appears in the Expense Records list.

> **Tip**
> Always verify the deleted record before creating a replacement Expense Entry to avoid duplicate expense transactions.

Step 8: Close the Window

Close the Expense Entry window or continue deleting additional Expense Entries as required.

Result

Expense Deleted Successfully

- The selected Expense Entry has been permanently removed.
- The deleted Expense Entry will no longer appear in Expense Inquiry or Expense Reports.
- Your expense records remain clean and organized.
- Financial reports will automatically reflect the deletion.

Best Practices

- Delete only incorrect or duplicate Expense Entries.
- Verify that no Expense Payments are associated with the Expense before deleting it.
- Review the Expense information carefully before confirming deletion.
- Update an Expense instead of deleting it whenever only minor corrections are required.
- Periodically review expense records to remove duplicate or invalid entries.

Frequently Asked Questions

Can I delete any Expense Entry?

Yes, provided that the Expense Entry is not associated with any Expense Payments and you have the required permissions.

Can I recover a deleted Expense Entry?

No. Once an Expense Entry has been deleted, it cannot be restored. You must create a new Expense Entry if required.

Why can't I delete an Expense Entry?

Expense Entries that have one or more associated Expense Payments cannot be deleted until all linked payment records are removed.

Should I update an Expense instead of deleting it?

Yes. If only the amount, description, Expense Type, or date needs correction, updating the Expense Entry is the recommended approach.

Will deleting an Expense affect reports?

Yes. Deleted Expense Entries are automatically removed from reports and financial summaries generated by Muhasib ERP.

How can I verify that an Expense has been deleted?

Open the Expense Inquiry window and search for the Expense Entry. If it no longer appears, the deletion was successful.

Related Articles

- Create an Expense
- Update an Expense
- Record an Expense Payment
- Create an Expense Type
- Update an Expense Type
- Delete an Expense Type
- View Expense Reports

Next Step

Continue by learning how to **Record an Expense Payment** for newly created Expense Entries.

Product: Muhasib ERP

Follow the Recommended Expense and Voucher Workflow

Follow the Recommended Expense and Voucher Workflow

Overview

This guide will help you process an expense or voucher from setup through entry, approval, payment, verification, and correction.

Each transaction has a traceable lifecycle from detailed record to ledger and settlement.

Who can do this

You need access to Permissions appropriate to each separated role: setup, entry, approval, payment, review, and correction.

Before you start

Establish expense heads, accounts, payment methods, approval limits, document evidence, period controls, and role separation.

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

Where to find it

Follow the Recommended Expense and Voucher Workflow

Step 1: Maintain expense heads and reusable descriptions under controlled setup

Step 2: Enter the expense or voucher from approved evidence

Step 3: Review classification, amount, tax, date, counterparty, and account

Step 4: Obtain approval before payment where policy requires it

Step 5: Record payment or receipt using the matching workflow

Step 6: Verify document, ledger, and cash/bank reconciliation

Step 7: Correct errors through authorized update or reversal actions

Check your work

Sample transactions and confirm evidence, authorization, document chain, balances, and checking.

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

If something goes wrong

- Do not combine approval and payment privileges without business authorization.
- Never delete or overwrite evidence to conceal a correction.

Related guides

- Understand Expense Entries and Vouchers
- Review an Expense and Its Payment History
- Review, Update, or Correct a Voucher

What to do next

> **Understand Expense Entries and Vouchers**.

Record an Expense Payment

How to Record an Expense Payment in Muhasib ERP

Overview

Recording an Expense Payment allows you to track when and how an expense has been paid. Muhasib ERP separates Expense Entries from Expense Payments, enabling organizations to record liabilities first and settle them later while maintaining a complete payment history.

This flexible approach improves cash flow management, supports partial payments, and provides accurate financial reporting by maintaining separate records for expenses and their corresponding payments.

> **ℹ Example**
> Suppose you receive an Electricity Bill for **$10,000** on January 1 but pay it on January 10. You can create the Expense Entry on January 1 and record the Expense Payment separately on January 10.

Before You Begin

Before recording an Expense Payment, ensure the following requirements are met.

Requirement	Description
Permissions	You have permission to access the Expenses & Vouchers module.
Expense Entry	The Expense Entry has already been created.
Payment Types	Required Payment Types have been configured.
Payment Accounts	Required Payment Accounts are available.

> **Tip**
> Always verify the remaining payable balance before recording a payment to avoid overpayment.

Record an Expense Payment

Step 1: Open Expense Entry

Navigate to:

Expenses & Vouchers → Transactions → New Expense

The **Expense Entry** window will open.

Step 2: Open Expense Inquiry

Click the **Enquiry** button from the left panel.

The **Expense Inquiry** window appears displaying all recorded Expense Entries.

> **Note**
> Expense Inquiry allows you to search, view and select any existing Expense Entry before recording its payment.

Step 3: Search the Expense Entry

Locate the required Expense Entry using one of the following search options.

Search Option	Description
Filter by Keyword	Search using Expense ID, Short Description or other available keywords.
Date Range	Use Date From and Date To to narrow the search results.

Step 4: Load the Expense Entry

Select the required Expense Entry from the **Expense Records** list.

Click the **View Record** button.

Muhasib ERP loads the selected Expense Entry into the Expense Entry window.

Result
The selected Expense Entry is now ready to record payment.

Step 5: Enter Payment Details

Click the **Manage Payments** button.

The **Expense Payment** window will appear.

Complete the following information.

Field	Description
Manual Date Entry	Enable this option to record payments on a specific or backdated date.
Payment Type	Select the appropriate Payment Type.
Payment Amount	Enter the amount being paid.
Account Type	Select the account from which the payment is being made.
Notes	Enter additional payment remarks if required.

Important
Muhasib ERP automatically updates the remaining payable balance after each recorded payment.

Step 6: Save the Expense Payment

After entering all required payment information, click the **Save** button.

Muhasib ERP validates the payment information and records the payment against the selected Expense Entry.

After the payment is successfully recorded, the following confirmation message appears.

```
Record has been added successfully.
```

Success
The Expense Payment has been recorded successfully. The paid amount is immediately reflected against the selected Expense Entry.

> ⚠ **Warning**
> Muhasib ERP does not allow payments that exceed the remaining payable amount of an Expense Entry. If the entered payment amount is greater than the outstanding balance, the system will prevent the transaction until a valid amount is entered.

> **i Note**
> You can record multiple payments against the same Expense Entry until the total paid amount equals the Expense Amount.

Step 7: Close the Window

Close the **Expense Payment** window or continue recording payments for additional Expense Entries as required.

Result

> **Expense Payment Recorded Successfully**
> - The payment has been recorded against the selected Expense Entry.
> - The remaining payable balance has been updated automatically.
> - The payment history is maintained for future reference and reporting.
> - Financial reports reflect the latest payment information.

Best Practices

- Verify the selected Expense Entry before recording a payment.
- Select the correct Payment Type and Account.
- Record payments using the actual payment date whenever possible.
- Use Manual Date Entry only when recording historical or backdated payments.
- Add meaningful Notes for future reference and audit purposes.
- Review the remaining payable balance before entering a payment amount.

Frequently Asked Questions

Can I record multiple payments against one Expense Entry?

Yes. Muhasib ERP supports multiple payments against the same Expense Entry until the expense is fully paid.

Can I record a partial payment?

Yes. You can record any amount up to the remaining payable balance.

Can I record a backdated payment?

Yes. Enable **Manual Date Entry** and select the required payment date.

Can I pay an expense using different payment methods?

Yes. Each payment can be recorded separately using different Payment Types and Payment Accounts.

Can I record a payment greater than the Expense Amount?

No. Muhasib ERP prevents overpayments. The total of all recorded payments cannot exceed the Expense Amount.

Where can I view previously recorded payments?

You can open the Expense Entry and click **Manage Payments** to view all payments recorded against that Expense.

Related Articles

- Create an Expense
- Update an Expense
- Delete an Expense
- Create an Expense Type
- Update an Expense Type
- View Expense Reports

Next Step

Continue by learning how to **View Expense Reports** to analyze expenses, payment history, and outstanding balances.

Product: Muhasib ERP

Create an Expense Type or Head

How to Create an Expense Type or Head in Muhasib ERP

Overview

This guide will help you create a reusable expense classification linked to the correct account setup.

The classification becomes available to allowed expense-entry users.

Who can do this

You need access to Expense Type/Head setup and any account-mapping permission.

Before you start

Confirm the name, parent structure, account mapping, tax behavior, reporting purpose, active status, and approval.

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

Where to find it

Back Office → Expenses & Vouchers → Setup → Expense Type/Head.

Create an Expense Type or Head

Step 1: Search for an existing equivalent classification

Step 2: Start a new expense type/head

Step 3: Enter a clear, unique name and description

Step 4: Select the approved account and other defaults

Step 5: Set active/status and parent values as applicable

Set active/status and parent values as needed.

Step 6: Save once

Check your work

Reopen the record and confirm name, hierarchy, account mapping, defaults, status, and selection in a test expense.

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

If something goes wrong

- Do not create duplicates differing only in spelling.
- Do not change mappings with historical consequences without accounting approval.

Related guides

- Create a Sub-Expense Type
- Create an Expense
- Build and Maintain the Chart of Accounts

What to do next

Create a Sub-Expense Type.

Update an Expense Payment Record

How to Update an Expense Payment Record in Muhasib ERP

Overview

Updating an Expense Payment allows users to correct previously recorded payment information without creating a new Expense Entry. Muhasib ERP also allows recording multiple payment records against a single Expense Entry, making it easy to manage advance payments, installment payments, and payment corrections while maintaining a complete audit trail.

Separating Expense Entries from Expense Payments provides greater flexibility in managing liabilities, tracking payment history, and maintaining accurate financial records.

> **ℹ Examples**
>
> **Example 1 – Update an Existing Payment**
> An Expense Entry of **Rs.100,000** was created on **1 July**. A payment of **Rs.10,000** was mistakenly recorded instead of **Rs.50,000**. Simply select the payment record, correct the amount, and update it.
>
> **Example 2 – Record Another Payment**
> An Expense Entry of **Rs.100,000** was created on **1 July**. An advance payment of **Rs.50,000** was recorded. On **6 July**, the remaining **Rs.50,000** is paid. Instead of modifying the first payment, create another payment record to preserve the complete payment history.

Before You Begin

Before updating an Expense Payment, ensure the following requirements are met.

Requirement	Description
Permissions	You have permission to access the Expenses & Vouchers module.
Existing Expense Entry	The Expense Entry has already been created.
Payment Record	At least one Expense Payment has already been recorded.
Payment Types	Required Payment Types have already been configured.
Payment Accounts	Required Payment Accounts have already been configured.

> **Tip**
> Update an existing payment only when correcting incorrect information. If an additional payment is being made, create a new payment record instead of modifying an existing one.

Update an Expense Payment Record

Step 1: Open Expense Entry

Navigate to:

Expenses & Vouchers → Transactions → New Expense

The **Expense Entry** window opens.

Step 2: Open Expense Inquiry

Click the **Enquiry** button from the left panel.

The **Expense Inquiry** window appears displaying all recorded Expense Entries.

> **Note**
> Expense Inquiry allows you to search, view, and select any existing Expense Entry before managing its payments.

Step 3: Search the Expense Entry

Locate the required Expense Entry using one of the following search options.

Search Option	Description
Filter by Keyword	Search using Expense ID, Short Description, or other available keywords.
Date Range	Use Date From and Date To to narrow the search results.

Step 4: Load the Expense Entry

Select the required Expense Entry from the **Expense Records** list.

Click the **View Record** button.

Muhasib ERP loads the selected Expense Entry into the Expense Entry window.

> **Result**
> The selected Expense Entry is now ready for payment management.

Step 5: Open Manage Payments

Click the **Manage Payments** button.

The **Expense Payment** window opens and displays all payment records associated with the selected Expense Entry.

> **Note**
> If multiple payments have already been recorded against the Expense Entry, they will appear in the Payment Records list. Select the payment you want to modify.

Step 6: Update the Payment Record

Select the payment record that requires correction.

Update the required information.

Field	Description
Manual Date Entry	Modify the payment date if required.
Payment Type	Select another payment method if required.
Payment Amount	Enter the corrected payment amount.
Account Type	Change the payment account if necessary.

Field	Description
Notes	Update payment remarks if required.

Important
Updating a payment automatically recalculates the remaining payable balance for the Expense Entry. Ensure the corrected payment amount accurately reflects the actual payment made.

Step 6: Save the Changes

After making the required changes or adding a new payment record, click the **Save** button.

Muhasib ERP validates the payment information and saves the record.

After successful processing, the following confirmation message appears.

```
Record has been added successfully.
```

Success
The Expense Payment record has been saved successfully. The updated payment information is immediately reflected in the Expense Payment History.

Step 7: Verify the Payment History

Review the **Expense Payment History** section to verify that the payment has been recorded correctly.

If you added another payment, both payment records will now appear in the payment history.

If you updated an existing payment, the modified information will replace the previous values.

Tip
Always verify the payment history after saving to ensure the payment amount, payment date, payment account, and payment type are correct.

Step 8: Close the Window

Close the Expense Entry window or continue managing additional Expense Payments.

Result

Expense Payment Updated Successfully

- The selected Expense Payment has been updated successfully.
- Additional payment records can be added whenever further payments are made.
- The remaining balance is automatically recalculated.
- The complete payment history remains available for future reference and reporting.

Best Practices

- Always verify the payment amount before saving.
- Use the correct Payment Type and Payment Account for every transaction.
- Add a new payment record when recording another installment instead of modifying previous payments.
- Update an existing payment only when correcting incorrect information.
- Add meaningful notes whenever payment corrections are made.
- Review the remaining balance after every payment.

Frequently Asked Questions

Can I update an existing Expense Payment?

Yes. Select the payment record from the Payment History and update the required information before saving.

Can I record multiple payments against one Expense?

Yes. Muhasib ERP allows multiple payment records against a single Expense until the full amount has been paid.

When should I add a new payment instead of updating one?

Add a new payment whenever another installment is paid. Update an existing payment only if the original payment information was entered incorrectly.

Can I change the Payment Date?

Yes. Enable **Manual Date Entry** and select the required payment date before saving.

Can I change the Payment Account?

Yes. Select another Payment Account from the Account Type list if the payment was made from a different account.

Will updating a payment affect financial reports?

Yes. Expense balances, payment history, cash flow, account balances, and financial reports are updated automatically after the payment record is saved.

Related Articles

- Create an Expense
- Update an Expense
- Delete an Expense
- Record an Expense Payment
- Create an Expense Type
- Update an Expense Type
- View Expense Reports

Next Step

Continue by learning how to **Delete an Expense Payment Record** when an incorrect payment has been recorded or no longer needs to remain in the payment history.

Product: Muhasib ERP

Create a Sub-Expense Type

How to Create a Sub-Expense Type in Muhasib ERP

Overview

This guide will help you add a controlled subcategory beneath the correct expense head.

The subcategory becomes available under its parent for allowed expense entry and reporting.

Who can do this

You need access to Sub-Expense Type setup and relevant account.

Before you start

Confirm the parent head, unique subcategory name, account/default inheritance, reporting need, and approval.

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

Where to find it

Back Office → Expenses & Vouchers → Setup → Sub-Expense Type.

Create a Sub-Expense Type

Step 1: Search for an existing equivalent subcategory

Step 2: Start a new sub-expense type

Step 3: Select the correct parent expense head

Step 4: Enter a clear name and description

Step 5: Confirm inherited or explicit account/default values

Step 6: Set status and save once

Check your work

Confirm parent-child placement, mappings, active status, and selection in a test expense.

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

If something goes wrong

- Avoid unnecessary depth or duplicate categories.
- Correct the parent before live use if the hierarchy is wrong.

Related guides

- Create an Expense Type or Head
- Create an Expense
- Review the Expense Report

What to do next

> **Create an Expense Type or Head**.

Delete an Expense Payment Record

How to Delete an Expense Payment Record in Muhasib ERP

Overview

Expense Payments record the payments made against business expenses. Muhasib ERP allows authorized users to delete an existing Expense Payment record whenever it has been entered incorrectly or is no longer required.

Deleting an incorrect payment automatically updates the remaining payable amount against the expense, ensuring that expense balances and financial records remain accurate.

> **ℹ Example**
> Suppose an expense of **$10,000** has two payment records of **$5,000** each. If the second payment was recorded by mistake, simply delete that payment record. Muhasib ERP automatically updates the remaining balance back to **$5,000**.

Before You Begin

Before deleting an Expense Payment record, ensure the following requirements are met.

Requirement	Description
Permissions	You have permission to access the Expenses & Vouchers module.
Existing Expense	The Expense Entry already exists in the system.
Existing Payment	At least one Expense Payment has already been recorded.

> **Tip**
> Delete an Expense Payment only when it was recorded incorrectly. If the payment details need correction, consider updating the payment record instead.

Delete an Expense Payment Record

Step 1: Open the Expenses Module

Navigate to: **Expenses & Vouchers → New Expense**

The **Expense Entry** window will open.

Step 2: Open Expense Inquiry

Click the **Enquiry** button from the left panel.

The **Expense Inquiry** window appears displaying all recorded Expense Entries.

> **Note**
> Expense Inquiry allows you to search, view and manage existing Expense Entries before deleting payment records.

Step 3: Search the Expense

Locate the required Expense Entry using one of the following search options.

Search Option	Description
Filter by Keyword	Search using Expense ID, Short Description, or other available keywords.
Date Range	Use Date From and Date To to narrow the search results.

Step 4: Open the Expense Record

Select the required Expense Entry from the Expense Records list.

Click the **View Record** button.

The selected Expense Entry opens in the **Expense Entry** window.

Result
The selected Expense Entry is now ready for payment management.

Step 5: Select the Payment Record

In the **Expense Payment History** section, select the payment record you want to delete.

The selected payment information will automatically load into the payment section.

Note
Muhasib ERP allows you to delete **any Expense Payment record**. You are not limited to deleting only the latest payment.

Step 6: Delete the Payment Record

Click the **Delete** button.

If a confirmation dialog appears, click **Yes** to continue.

After successful deletion, Muhasib ERP displays the following confirmation message.

```
Record has been deleted successfully.
```

Important
Deleting an Expense Payment permanently removes that payment from the payment history. This action cannot be undone.

Step 7: Verify the Updated Payment History

Review the **Expense Payment History** section to ensure the selected payment record has been removed successfully.

After deleting the payment, Muhasib ERP automatically recalculates the remaining payable amount against the expense.

Result
The deleted payment is immediately removed from the payment history, and the outstanding balance is automatically updated.

Tip
After deleting a payment record, verify the Remaining Balance to ensure it matches the outstanding amount that still needs to be paid.

Step 8: Close the Window

Close the Expense Entry window or continue managing additional Expense Payment records as required.

Result

Expense Payment Deleted Successfully

- The selected Expense Payment record has been permanently removed.
- The payment history has been updated automatically.
- The remaining payable amount has been recalculated.
- Expense balances and financial reports now reflect the updated payment information.

Best Practices

- Delete an Expense Payment only if it was recorded incorrectly.
- Verify the selected payment before deleting it.
- Review the remaining balance after deleting a payment record.
- Use the Update option instead of Delete when only correcting payment details.
- Add meaningful notes whenever payment records are corrected.
- Regularly review payment history to ensure accurate expense tracking.

Frequently Asked Questions

Can I delete any Expense Payment record?

Yes. Muhasib ERP allows you to delete any recorded Expense Payment, provided you have the required permissions.

What happens after deleting an Expense Payment?

The payment is permanently removed from the payment history, and the remaining payable balance is automatically recalculated.

Can I recover a deleted Expense Payment?

No. Once an Expense Payment has been deleted, it cannot be restored. You must record the payment again if it is still required.

Will deleting a payment affect the Expense?

Yes. The Expense Entry remains available, but its payment history and outstanding balance are updated automatically.

Should I update or delete a payment record?

If only the payment details are incorrect, update the payment record. Delete a payment only when it was entered by mistake and should no longer exist.

Will deleting an Expense Payment affect reports?

Yes. Expense balances, payment history, account balances, and financial reports are automatically updated after the payment is deleted.

Related Articles

- Create an Expense
- Update an Expense
- Delete an Expense
- Record an Expense Payment
- Update an Expense Payment Record
- Create an Expense Type
- Update an Expense Type
- View Expense Reports

Next Step

Continue by learning how to **View Expense Reports** to analyze expense transactions, payment history, and outstanding balances.

Product: Muhasib ERP

Create an Expense

How to Create an Expense in Muhasib ERP

Overview

This guide will help you record an approved expense with the correct classification, amount, counterparty, and payment status.

Muhasib records the expense and may create an outstanding payable or linked payment.

Who can do this

You need access to Expense entry plus expense type, account, tax, location, and counterparty.

Before you start

Have invoice/receipt evidence, date, payee, description, expense head, amount, tax, location, reference, due/payment details, and approval.

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

Where to find it

Back Office → Expenses & Vouchers → Transactions → Expense.

Create an Expense

Step 1: Start a new expense

Step 2: Enter date, payee, reference, and description

Step 3: Select expense head/subtype, location, and account/defaults

Step 4: Enter net amount, tax, and total from the evidence

Step 5: Confirm whether the expense is unpaid or being settled now

Step 6: Review authorization and save once

Check your work

Compare and Confirm the saved expense to evidence, expense report, outstanding balance, tax, and general ledger.

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

If something goes wrong

- Search by reference before retrying.
- Do not record the same cost as both an expense and purchase unless policy requires a linked process.

Related guides

- Record an Expense Payment
- Review an Expense and Its Payment History
- Update or Correct an Expense

What to do next

> **Record an Expense Payment**.

Print an Expense Payment Receipt

How to Print an Expense Payment Receipt in Muhasib ERP

Overview

Printing an Expense Payment Receipt allows you to generate an official receipt for a recorded expense payment. The receipt can be used as proof of payment for vendors, suppliers, internal approvals, and accounting records.

Muhasib ERP generates a professional payment receipt containing important transaction information such as the receipt number, payment date, paid amount, expense details, company information, and authorized signatures.

> **ℹ Example**
> Suppose your organization pays **Rs. 50,000** to a supplier for office equipment. After recording the payment, you can print the Expense Payment Receipt and provide it to the supplier or keep it for accounting records.

Before You Begin

Before printing an Expense Payment Receipt, ensure the following requirements are met.

Requirement	Description
Permissions	You have permission to access Expense Payments and Reports.
Existing Expense	The Expense Entry already exists in the system.
Payment Recorded	At least one Expense Payment has already been recorded.

Requirement	Description
Printer	A printer is available if you want a physical copy of the receipt.

> **Tip**
> Before printing, verify that the payment information is correct because the receipt reflects the selected payment record exactly as stored in Muhasib ERP.

Print an Expense Payment Receipt

Step 1: Open Expense Entry

Navigate to: **Expenses & Vouchers → Transactions → New Expense**

The **Expense Entry** window will open.

Step 2: Open Expense Inquiry

Click the **Enquiry** button from the left panel.

The **Expense Inquiry** window appears displaying all recorded Expense Entries.

> **Note**
> Expense Inquiry allows you to search, view and select any existing Expense Entry before printing its payment receipt.

Step 3: Search the Expense

Locate the required Expense Entry using one of the following search options.

Search Option	Description
Filter by Keyword	Search using Expense ID, Short Description, or other available keywords.
Date Range	Use **Date From** and **Date To** to narrow the search results.

Step 4: Load the Expense Record

Select the required Expense Entry from the **Expense Records** list.

Click the **View Record** button.

Muhasib ERP loads the selected Expense Entry into the Expense Entry window.

> **Result**
> The selected Expense Entry is now available for payment management and receipt printing.

Step 5: Open Expense Payments

Click the **Manage Payments** button available at the bottom of the Expense Entry window.

The **Expense Payment** window opens displaying all payment records associated with the selected Expense Entry.

> **Note**
> If multiple payment records exist for the same Expense, each payment will appear separately in the payment history list.

Step 6: Print the Receipt

Select the payment record whose receipt you want to print.

Click the **Receipt** (Printer) button from the left panel.

Muhasib ERP opens the **Payment Receipt Preview** window containing the selected payment details.

> **Important**
> Only the selected payment record is printed. If an expense contains multiple payments, you must print each payment receipt separately.

Step 7: Print the Receipt

Review the payment information displayed in the **Payment Receipt Preview**.

If all information is correct, click the **Print Report** button located at the bottom of the window.

Muhasib ERP sends the receipt to the selected printer or opens the operating system's print dialog, depending on your printer configuration.

> **Tip**
> Always review the receipt preview before printing to ensure the payment amount, payment date, company information, and recipient details are accurate.

> **ℹ Note**
> The Payment Receipt includes information such as Transaction Number, Payment Date, Company Information, Amount in Figures, Amount in Words, Paid To, Notes, and signature areas for record keeping.

Step 8: Close the Receipt Window

After printing the receipt, close the **Payment Receipt Preview** window or continue printing receipts for additional payment records as required.

Result

Expense Payment Receipt Printed Successfully

- The selected Expense Payment Receipt has been generated successfully.
- The receipt contains complete payment information for the selected payment record.
- The printed receipt can be used for accounting records, vendor acknowledgment, and audit purposes.
- The original payment record remains unchanged after printing.

Best Practices

- Verify the selected payment before printing the receipt.
- Review the Print Preview to ensure all information is accurate.
- Print receipts only after confirming the payment has been recorded successfully.
- Keep printed receipts for auditing and financial record keeping.
- Use the latest company information and logo to maintain professional documentation.
- Reprint receipts only when additional copies are genuinely required.

Frequently Asked Questions

Can I print a receipt for any Expense Payment?

Yes. You can print a receipt for any recorded Expense Payment available in the payment history.

Can I print a receipt again later?

Yes. Previously recorded Expense Payment Receipts can be reprinted whenever required.

Can I print receipts for multiple payments of the same Expense?

Yes. However, each payment receipt must be printed separately because every receipt represents a single payment transaction.

Does printing a receipt change the payment record?

No. Printing only generates a receipt. It does not modify the Expense Payment record or its financial information.

What information appears on the Payment Receipt?

The receipt displays important details including the Transaction Number, Payment Date, Company Information, Amount, Amount in Words, Paid To, Notes, and signature fields.

Can I save the receipt as a PDF?

Yes. If a PDF printer is installed on your computer, you can print the receipt directly to a PDF file instead of a physical printer.

Related Articles

- Create an Expense
- Update an Expense
- Delete an Expense
- Record an Expense Payment
- Update an Expense Payment Record
- Delete an Expense Payment Record
- Create an Expense Type
- View Expense Reports

Next Step

Continue by learning how to **View Expense Reports** to analyze expenses, payment history, and financial performance using Muhasib ERP.

Product: Muhasib ERP

Use a Pre-Written Expense Description

How to Use a Pre-Written Expense Description in Muhasib ERP

Overview

This guide will help you select a standardized description and adapt it without losing transaction-specific meaning.

The standardized but specific description is stored with the expense and appears in relevant views/reports.

Who can do this

You need access to Expense entry; separate setup permission may be required to maintain descriptions.

Before you start

Know the actual business purpose, period, payee, and evidence; a template must not replace factual detail.

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

Where to find it

Within Expense entry, use the pre-written description selector.

Use a Pre-Written Expense Description

Step 1: Select the description closest to the business event

Step 2: Review the inserted text

Step 3: Add transaction-specific identifiers, dates, periods, or purpose

Step 4: Remove statements that do not apply

Step 5: Confirm the final description matches the evidence

Step 6: Complete and save the expense

Check your work

Reopen the expense and confirm the description is accurate, complete, and distinguishable from similar entries.

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

If something goes wrong

- Do not leave placeholder text unchanged when it is inaccurate.
- Request controlled setup maintenance if no suitable template exists.

Related guides

- Create an Expense
- Create an Expense Type or Head
- Update or Correct an Expense

What to do next

Create an Expense.

Create a new Voucher

How to Create a New Voucher in Muhasib ERP

Overview

Vouchers are used to record financial receipts and payments within Muhasib ERP. They provide a structured way to document cash inflows and outflows while maintaining accurate accounting records.

Muhasib ERP supports both **Payment Vouchers** and **Receipt Vouchers**, allowing organizations to efficiently manage financial transactions and maintain complete audit trails.

> **ℹ Example**
> Suppose your organization pays office rent to the landlord. You can record this transaction as a **Payment Voucher**. Similarly, if you receive payment from a customer, you can record it as a **Receipt Voucher**.

Before You Begin

Before creating a Voucher, ensure the following requirements are met.

Requirement	Description
Permissions	You have permission to create Voucher transactions.
Voucher Types	Required Voucher Types have already been configured.
Payment Accounts	At least one Payment Account is available.
Fiscal Year	An active Fiscal Year exists in the system.

> **□□ Tip**
> Before creating a Voucher, verify that the selected Voucher Type and Payment Account are

> correct to ensure accurate accounting records.

Create a New Voucher

Step 1: Open the Expenses & Vouchers Module

Navigate to:

Back Office → Expenses & Vouchers

The **Expenses & Vouchers Management** window will open.

Step 2: Open Voucher Entry

From the **Transactions** section, click **New Voucher**.

The **Voucher Entry** window will open.

> **ℹ Note**
> Voucher ID and Transaction Number are generated automatically by Muhasib ERP after the voucher is saved.

Step 3: Enter Voucher Information

Complete the Voucher Entry form using the required information.

Field	Description
Party	Enter the customer, supplier, vendor, or other party involved in the transaction.
Amount	Enter the voucher amount.
Voucher Type	Select **Payment** or **Receipt**.
Payment Account	Select the account through which the payment or receipt is recorded.
Notes	Enter additional remarks or transaction details if required.
Manual Date Entry	Enable this option if you want to record the voucher for a specific or backdated date.

Important
Always select the correct Voucher Type. Choosing the wrong type (Payment or Receipt) will affect your financial records and reports.

Step 4: Save the Voucher

After entering all required information, click the **Save** button from the left panel.

Muhasib ERP validates the entered information and creates the Voucher.

After successful saving, the following confirmation message appears.

```
Record has been added successfully.
```

Success
The Voucher has been created successfully and is now available for enquiry and reporting.

Step 6: Enter Voucher Details

In the **Voucher Entry** window, enter the required voucher information.

Field	Description
Party	Enter the name of the customer, supplier, employee, or any other party associated with the transaction.
Amount	Enter the voucher amount.
Voucher Type	Select the appropriate voucher type such as **Payment** or **Receipt**.
Payment Account	Choose the account through which the payment or receipt will be recorded.
Notes	Enter any additional remarks or transaction details.
Manual Date Entry	Enable this option if you want to record the voucher for a specific or backdated date.

Note
Select **Payment** when money is paid out, and **Receipt** when money is received.

Tip
Select the correct Payment Account to ensure cash, bank, and ledger balances remain

accurate.

Step 7: Save the Voucher

Click the **Save** button from the left panel.

After the voucher is successfully saved, Muhasib ERP displays the following confirmation message.

```
Record has been added successfully.
```

Success
The voucher has been created successfully and is now available for enquiry, reporting, and future updates.

Step 8: Close the Window

Close the Voucher Entry window or continue creating additional vouchers.

Result

Voucher Created Successfully

- A new voucher has been recorded successfully.
- The transaction is available in Voucher Inquiry and reports.
- The selected payment account has been updated automatically.
- Your financial records remain accurate and organized.

Best Practices

- Verify the party name before saving the voucher.
- Select the correct Voucher Type for every transaction.
- Choose the appropriate Payment Account to maintain accurate accounting records.
- Use descriptive notes for easier future reference.
- Use Manual Date Entry only when recording historical transactions.
- Review all voucher information before clicking Save.

Frequently Asked Questions

What is a Voucher?

A Voucher is a financial document used to record payments and receipts in the accounting system.

Which Voucher Types are available?

You can create **Payment** and **Receipt** vouchers.

Can I record a voucher for a previous date?

Yes. Enable **Manual Date Entry** and select the required transaction date.

Can I update the voucher later?

Yes. Authorized users can update voucher information whenever necessary.

Where can I view my vouchers?

All recorded vouchers can be viewed through the Voucher Inquiry window.

Related Articles

- Update a Voucher
- Delete a Voucher
- Print a Voucher Receipt
- Voucher Inquiry
- Create an Expense
- Record an Expense Payment

Next Step

Continue by learning how to **Update a Voucher** to modify an existing voucher whenever changes are required.

Product: Muhasib ERP

Record an Expense Payment

How to Record an Expense Payment in Muhasib ERP

Overview

This guide will help you settle an existing expense from the correct cash or bank account.

Muhasib records the outgoing payment and reduces the expense outstanding balance.

Who can do this

You need access to Expense Payment plus expense, payment-method, and account.

Before you start

Confirm the expense, outstanding amount, payment date, method, paying account, reference, deductions, and approval.

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

Where to find it

Back Office → Expenses & Vouchers → Transactions → Expense Payment, or the payment action on an expense.

Record an Expense Payment

Step 1: Locate and select the correct expense

Step 2: Confirm payee and outstanding balance

Step 3: Enter payment date, amount, method, paying account, and reference

Step 4: Apply authorized deductions where supported

Step 5: Review remaining balance and save once

Step 6: Retain or print payment evidence

Check your work

Compare and Confirm the payment, expense history, remaining balance, cash/bank account, and general ledger.

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

If something goes wrong

- Do not pay more than the authorized outstanding amount.
- Search for the payment reference before retrying.

Related guides

- Create an Expense
- Review an Expense and Its Payment History
- Update or Correct an Expense Payment

What to do next

> **Create an Expense**.

Update a Voucher Entry

How to Update a Voucher Entry in Muhasib ERP

Overview

Updating a Voucher Entry allows you to modify voucher information after it has been recorded in Muhasib ERP. Authorized users can update details such as the Party, Amount, Voucher Type, Payment Account, Notes, and Voucher Date whenever corrections or changes are required.

Keeping voucher records accurate helps maintain reliable financial statements, improves transaction tracking, and ensures your accounting records remain consistent across the system.

> **ℹ Example**
> Suppose a Payment Voucher was recorded using the wrong Payment Account or incorrect amount. Instead of creating another voucher, you can simply update the existing Voucher Entry.

Before You Begin

Before updating a Voucher Entry, ensure the following requirements are met.

Requirement	Description
Permissions	You have permission to access the Expenses & Vouchers module.
Existing Voucher	The Voucher Entry you want to update already exists.
Payment Account	Required payment accounts have already been configured.

> **□□ Tip**
> Review the voucher details before saving your changes to ensure accounting records remain

accurate.

Update a Voucher Entry

Step 1: Open Voucher Entry

Navigate to:

Expenses & Vouchers → Transactions → New Voucher

The **Voucher Entry** window opens.

Step 2: Open Voucher Inquiry

Click the **Enquiry** button from the left panel.

The **Voucher Inquiry** window appears displaying all recorded vouchers.

> **ℹ Note**
> Voucher Inquiry allows you to search, filter, and load existing vouchers before updating them.

Step 3: Search the Voucher

Locate the required Voucher Entry using one of the following search options.

Search Option	Description
Filter by Keyword	Search vouchers using keywords within the selected date range.
Date Range	Filter vouchers by selecting the required From and To dates.
Voucher Type	Display **Both**, **Payment**, or **Receipt** vouchers within the selected date range.

Step 4: Load the Voucher

Select the required voucher from the **Voucher Records** list.

Click the **View Record** button.

Muhasib ERP loads the selected voucher into the Voucher Entry window where it becomes available for editing.

> **Result**
> The selected Voucher Entry is now ready to be updated.

Step 5: Update Voucher Details

Modify the required voucher information.

Field	Description
Party	Update the party name if required.
Amount	Modify the voucher amount.
Voucher Type	Change the voucher between Payment and Receipt whenever necessary.
Payment Account	Select another payment account if required.
Notes	Update additional remarks related to the voucher.
Manual Date Entry	Enable this option to modify the voucher date.

> **i Note**
> Voucher ID and Transaction Number are generated automatically by Muhasib ERP and cannot be modified.

> **Important**
> Updating a Voucher Entry immediately updates accounting records, reports, and ledger balances throughout Muhasib ERP.

Step 6: Save the Updated Voucher

After making the required changes, click the **Update** button from the left panel.

Muhasib ERP validates the updated information and saves the changes to the Voucher Entry.

After the voucher is updated successfully, the following confirmation message appears.

```
Record has been updated successfully.
```

Success
The Voucher Entry has been updated successfully and the latest information is now reflected throughout Muhasib ERP.

Step 7: Verify the Updated Voucher

Review the updated voucher information to ensure all modifications have been saved correctly.

If necessary, reopen the **Voucher Inquiry** window and load the voucher again to verify the latest details.

Tip
Verify the Party, Amount, Voucher Type, Payment Account, and Voucher Date before closing the window to avoid unnecessary corrections later.

Step 8: Close the Window

Close the Voucher Entry window or continue updating additional voucher records as required.

Result

Voucher Updated Successfully

- The selected Voucher Entry has been updated successfully.
- The latest voucher information is immediately available throughout Muhasib ERP.
- Associated ledger balances and financial reports automatically reflect the updated values.
- The voucher history remains accurate and well organized.

Best Practices

- Review the voucher carefully before making changes.
- Verify the Party and Voucher Type before saving.
- Select the correct Payment Account to maintain accurate accounting records.
- Update the Amount carefully to avoid posting incorrect financial values.
- Use Manual Date Entry only when correcting historical transactions.
- Add meaningful Notes whenever voucher information is modified.

Frequently Asked Questions

Can I update a Voucher after it has been created?

Yes. Authorized users can update existing Voucher Entries whenever required.

Can I change the Voucher Type?

Yes. You can change the Voucher Type between **Payment** and **Receipt** before saving the updated voucher.

Can I change the Payment Account?

Yes. Simply select another Payment Account from the dropdown list before updating the voucher.

Can I modify the voucher date?

Yes. Enable **Manual Date Entry** and select the required transaction date.

Will updating a voucher affect reports?

Yes. Financial reports, ledgers, and transaction summaries automatically reflect the updated voucher information.

Can I search for a voucher before updating it?

Yes. Use **Filter by Keyword**, **Date Range**, and **Voucher Type** in the Voucher Inquiry window to quickly locate the required voucher.

Related Articles

- Create a Voucher Entry
- Delete a Voucher Entry
- Print a Voucher Receipt
- Voucher Inquiry
- Create an Expense
- Record an Expense Payment

Next Step

Continue by learning how to **Delete a Voucher Entry** when a voucher is no longer required or has been created by mistake.

Product: Muhasib ERP

Update or Correct an Expense

How to Update or Correct an Expense in Muhasib ERP

Overview

This guide will help you correct an expense without losing its audit trail or corrupting linked payments.

Muhasib preserves the original/update or reversal chain and recalculates dependent balances according to its rules.

Who can do this

You need access to Expense update/reversal permission and access to the affected accounting period.

Before you start

Identify the error, linked payments, tax/ledger effects, period status, correct values, evidence, and approval.

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

Where to find it

Locate the expense in its list/history and open the available update or reversal action.

Update or Correct an Expense

Step 1: Open the original expense by document number

Step 2: Review linked payments and later dependencies

Step 3: Update only permitted descriptive fields when economic substance is unchanged

Step 4: Reverse/cancel through the approved action when amount, classification, party, tax,

Reverse/cancel through the approved action when amount, classification, party, tax, or posting is wrong.

Step 5: Record the reason and approval reference

Step 6: Enter one correct replacement when required

Check your work

Confirm original status, correction link, replacement, expense balance, tax, payments, and general ledger.

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

If something goes wrong

- Do not edit around an existing payment without reconciling it.
- Resolve closed-period restrictions through authorized accounting procedure.

Related guides

- Review an Expense and Its Payment History

- Update or Correct an Expense Payment
- Follow the Recommended Expense and Voucher Workflow

What to do next

> **Review an Expense and Its Payment History**.

Delete a Voucher Entry

How to Delete a Voucher Entry in Muhasib ERP

Overview

Deleting a Voucher Entry allows authorized users to permanently remove voucher records that were created by mistake or are no longer required. Muhasib ERP enables you to delete both Payment and Receipt vouchers while maintaining an organized financial database.

Deleting unnecessary voucher records helps keep financial transactions accurate and prevents duplicate or incorrect entries from appearing in reports.

> **ℹ Example**
> Suppose a Payment Voucher was created with incorrect information or entered accidentally. Instead of leaving the incorrect voucher in the system, you can permanently delete it.

Before You Begin

Before deleting a Voucher Entry, ensure the following requirements are met.

Requirement	Description
Permissions	You have permission to manage Voucher Entries.
Existing Voucher	The Voucher Entry you want to delete already exists.
Verification	Verify that the selected voucher is the correct record before deleting it.

> **□□ Tip**
> Always review the voucher details before deleting it. Once deleted, the voucher must be created again if required.

Delete a Voucher Entry

Step 1: Open Voucher Entry

Navigate to:

Expenses & Vouchers → Transactions → New Voucher

The **Voucher Entry** window will open.

Step 2: Open Voucher Inquiry

Click the **Enquiry** button from the left panel.

The **Voucher Inquiry** window will appear displaying all recorded vouchers.

> **ℹ Note**
> Voucher Inquiry allows you to search, view, and select any existing Payment or Receipt Voucher before deleting it.

Step 3: Search the Voucher

Locate the required Voucher Entry using one of the following search options.

Search Option	Description
Filter by Keyword	Search using Voucher ID, Party Name, Notes, or other available keywords.
Date Range	Use Date From and Date To to narrow search results.
Voucher Type	Filter Payment Vouchers, Receipt Vouchers, or view both.

Step 4: Load the Voucher Record

Select the required Voucher Entry from the Voucher Records list.

Click the **View Record** button.

Muhasib ERP loads the selected Voucher Entry into the Voucher Entry window where it becomes available for deletion.

Result
The selected Voucher Entry is now ready to be deleted.

Step 5: Verify the Voucher Details

Before deleting the voucher, verify the following information.

Field	Description
Party	Confirm the selected party.
Amount	Verify the voucher amount.
Voucher Type	Confirm whether it is a Payment or Receipt voucher.
Payment Account	Verify the selected payment account.
Voucher Date	Review the transaction date before deletion.

Important
Deleting a Voucher Entry permanently removes it from Muhasib ERP. This action cannot be undone.

Step 6: Delete the Voucher

After verifying the voucher details, click the **Delete** button from the left panel.

If a confirmation dialog appears, click **Yes** to proceed.

Muhasib ERP permanently deletes the selected Voucher Entry from the system.

After successful deletion, the following confirmation message appears.

```
Record has been deleted successfully.
```

Success
The selected Voucher Entry has been deleted successfully.

Step 7: Verify the Deletion

Open the **Voucher Inquiry** window again and search for the deleted voucher to verify that it has been removed from the system.

> **Tip**
> Verify the voucher details carefully before deleting because deleted voucher records cannot be recovered.

Step 8: Close the Window

Close the Voucher Entry window or continue deleting additional Voucher Entries as required.

Result

Voucher Deleted Successfully

- The selected Voucher Entry has been permanently removed.
- The deleted voucher no longer appears in Voucher Inquiry.
- Financial reports automatically reflect the updated voucher records.
- Your voucher records remain accurate and organized.

Best Practices

- Verify the voucher details before deleting the record.
- Delete only vouchers that are incorrect or no longer required.
- Review the voucher amount and payment account before confirming deletion.
- Maintain proper documentation for deleted financial transactions when required by your organization's accounting policies.
- Regularly review voucher records to keep your financial data clean and organized.

Frequently Asked Questions

Can I delete a Voucher Entry after it has been created?

Yes. Authorized users can permanently delete existing Voucher Entries.

Can I delete both Payment and Receipt vouchers?

Yes. Muhasib ERP allows you to delete both Payment and Receipt Voucher Entries.

Can I recover a deleted Voucher Entry?

No. Once a Voucher Entry has been deleted, it cannot be restored. You must create a new voucher if it is required again.

How can I find a Voucher before deleting it?

Use **Filter by Keyword**, **Date Range**, or **Voucher Type** in the Voucher Inquiry window.

Will deleting a voucher affect reports?

Yes. Financial reports and voucher listings automatically reflect the deletion after the record has been removed.

Should I update or delete a voucher?

If only the voucher information needs correction, update the Voucher Entry. Delete the voucher only when it was created by mistake or is no longer required.

Related Articles

- Create a Voucher Entry
- Update a Voucher Entry
- Print a Voucher Receipt
- Voucher Inquiry
- Create an Expense
- Record an Expense Payment

Next Step

Continue by learning how to **Print a Voucher Receipt** to generate a printable copy of Payment and Receipt vouchers for record keeping and documentation.

Product: Muhasib ERP

Update or Correct an Expense Payment

How to Update or Correct an Expense Payment in Muhasib ERP

Overview

This guide will help you correct an expense payment while keeping expense and cash/bank balances consistent.

Muhasib updates or reverses the payment and recalculates expense outstanding and cash/bank effects.

Who can do this

You need access to Expense Payment update/reversal and affected account/period.

Before you start

Identify the original payment, expense, bank/cash evidence, error, correct values, later checking, and approval.

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

Where to find it

Open the expense payment history and locate the original payment.

Update or Correct an Expense Payment

Step 1: Confirm payment number, expense, payee, amount, account, and reference

Step 2: Review bank reconciliation and downstream links

Step 3: Update only fields the form safely permits

Step 4: Reverse/cancel and replace when amount, direction, account, or allocation is

Reverse/cancel and replace when amount, direction, account, or allocation is wrong.

Step 5: Record reason and approval

Step 6: Reconcile the corrected chain

Check your work

Confirm original status, replacement, expense history, outstanding balance, payment account, and ledger.

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

If something goes wrong

- Do not create an offsetting payment with the wrong direction.
- Resolve reconciled-bank or closed-period constraints through authorized procedure.

Related guides

- Record an Expense Payment
- Update or Correct an Expense

- Review an Expense and Its Payment History

What to do next

> **Record an Expense Payment**.

Create a Payment Voucher

How to Create a Payment Voucher in Muhasib ERP

Overview

This guide will help you record an approved outgoing cash or bank movement with the correct debit classification and evidence.

Muhasib records the outgoing voucher and corresponding accounting movement.

Who can do this

You need access to Payment Voucher plus account, payment-method, location, and approval.

Before you start

Confirm payee, purpose, date, amount, debit account, paying account, reference, evidence, tax/deduction treatment, and approval.

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

Where to find it

Back Office → Expenses & Vouchers → Transactions → Payment Voucher.

Create a Payment Voucher

Step 1: Start a new payment voucher

Step 2: Enter date, payee, reference, and narration

Step 3: Select the correct debit/purpose account

Step 4: Select payment method and paying cash/bank account

Step 5: Enter amount and authorized tax/deductions

Step 6: Review debit/credit direction, evidence, and approval

Step 7: Save once and print if required

Check your work

Compare and Confirm voucher, evidence, payee, debit account, cash/bank credit, tax/deductions, and printed total.

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

If something goes wrong

- Do not use a voucher to bypass supplier or expense subledgers.
- Search by reference before retrying.

Related guides

- Create a Receipt Voucher
- Review, Update, or Correct a Voucher
- Understand Expense Entries and Vouchers

What to do next

Create a Receipt Voucher.

Create a Receipt Voucher

How to Create a Receipt Voucher in Muhasib ERP

Overview

This guide will help you record an approved incoming cash or bank movement with the correct credit classification and evidence.

Muhasib records the incoming voucher and corresponding accounting movement.

Who can do this

You need access to Receipt Voucher plus account, payment-method, location, and approval.

Before you start

Confirm payer, purpose, date, amount, credit account, receiving account, reference, evidence, tax treatment, and approval.

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

Where to find it

Back Office → Expenses & Vouchers → Transactions → Receipt Voucher.

Create a Receipt Voucher

Step 1: Start a new receipt voucher

Step 2: Enter date, payer, reference, and narration

Step 3: Select the correct credit/source account

Step 4: Select payment method and receiving cash/bank account

Step 5: Enter amount and applicable authorized details

Enter amount and needed authorized details.

Step 6: Review debit/credit direction and evidence

Step 7: Save once and print if required

Check your work

Compare and Confirm voucher, evidence, payer, cash/bank debit, source-account credit, and printed total.

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

If something goes wrong

- Do not use a voucher to bypass the customer subledger.
- Confirm money direction before saving.

Related guides

- Create a Payment Voucher
- Review, Update, or Correct a Voucher
- Understand Expense Entries and Vouchers

What to do next

Create a Payment Voucher.

Print an Expense Payment Receipt

How to Print an Expense Payment Receipt in Muhasib ERP

Overview

This guide will help you print or export the correct expense-payment receipt from a verified saved transaction.

Muhasib renders the receipt; printing does not alter the underlying transaction unless system evidence says otherwise.

Who can do this

You need access to Expense Payment view/print access and operating-system printer/export rights.

Before you start

Confirm the payment is saved once, correct, approved, and linked to the intended expense; select the correct printer and paper/template.

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

Where to find it

Open the saved expense payment and choose its Print/Preview action.

Print an Expense Payment Receipt

Step 1: Locate the payment by document number

Step 2: Verify payee, expense, date, amount, method, account, and reference

Step 3: Open print preview

Step 4: Confirm company identity, receipt number, values, narration, and page layout

Step 5: Select the approved printer or export target

Step 6: Produce one controlled copy and mark duplicates according to policy

Check your work

Compare the output with the saved payment and make sure it is legible, complete, and uniquely identified.

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

If something goes wrong

- Correct the transaction before printing if values are wrong.
- Check template, printer, paper size, and permissions when output is clipped or unavailable.

Related guides

- Record an Expense Payment

- Review an Expense and Its Payment History
- Resolve Muhasib Printing Setup Problems

What to do next

> **Record an Expense Payment**.