

Transactions

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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.

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.

i 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
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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.

i 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](#)
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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

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](#)
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Next Step

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

Product: Muhasib ERP

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.

i 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.

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](#)
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Next Step

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

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.

i 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.

i 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](#)
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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

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](#)
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Next Step

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

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](#)
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Next Step

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

Product: Muhasib ERP

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](#)
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Next Step

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

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

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.

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](#)
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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

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.
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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](#)
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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