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.

Field	Description
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.

ℹ 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

Revision #3
Created 2026-07-01 07:07:08 UTC by Ibrahim Ahmed
Updated 2026-07-23 06:02:07 UTC by Ibrahim Ahmed