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.

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