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

Revision #3
Created 2026-07-01 07:15:25 UTC by Ibrahim Ahmed
Updated 2026-07-23 06:02:32 UTC by Ibrahim Ahmed