

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.

i 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](#)
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 - [View Expense Reports](#)
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Next Step

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

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