Print an Expense Payment Receipt

How to Print an Expense Payment Receipt in Muhasib ERP

Overview

This guide will help you print or export the correct expense-payment receipt from a verified saved transaction.

Muhasib renders the receipt; printing does not alter the underlying transaction unless system evidence says otherwise.

Who can do this

You need access to Expense Payment view/print access and operating-system printer/export rights.

Before you start

Confirm the payment is saved once, correct, approved, and linked to the intended expense; select the correct printer and paper/template.

> Before saving, check that the correct company is open and that you have permission to complete this task.

Where to find it

Open the saved expense payment and choose its Print/Preview action.

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Step 1: Locate the payment by document number

Step 2: Verify payee, expense, date, amount, method, account, and reference

Step 3: Open print preview

Step 4: Confirm company identity, receipt number, values, narration, and page layout

Step 5: Select the approved printer or export target

Step 6: Produce one controlled copy and mark duplicates according to policy

Check your work

Compare the output with the saved payment and make sure it is legible, complete, and uniquely identified.

> Take a moment to check your work before closing the window. This small check can save time later.

If something goes wrong

- Correct the transaction before printing if values are wrong.
- Check template, printer, paper size, and permissions when output is clipped or unavailable.

Related guides

- Record an Expense Payment

- Review an Expense and Its Payment History
- Resolve Muhasib Printing Setup Problems

What to do next

> **Record an Expense Payment**.

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