

Print an Expense Payment Receipt

How to Print an Expense Payment Receipt in Muhasib ERP

Overview

Printing an Expense Payment Receipt allows you to generate an official receipt for a recorded expense payment. The receipt can be used as proof of payment for vendors, suppliers, internal approvals, and accounting records.

Muhasib ERP generates a professional payment receipt containing important transaction information such as the receipt number, payment date, paid amount, expense details, company information, and authorized signatures.

i Example

Suppose your organization pays **Rs. 50,000** to a supplier for office equipment. After recording the payment, you can print the Expense Payment Receipt and provide it to the supplier or keep it for accounting records.

Before You Begin

Before printing an Expense Payment Receipt, ensure the following requirements are met.

Requirement	Description
Permissions	You have permission to access Expense Payments and Reports.
Existing Expense	The Expense Entry already exists in the system.

Requirement	Description
Payment Recorded	At least one Expense Payment has already been recorded.
Printer	A printer is available if you want a physical copy of the receipt.

 Tip

Before printing, verify that the payment information is correct because the receipt reflects the selected payment record exactly as stored in Muhasib ERP.

Print an Expense Payment Receipt

Step 1: Open Expense Entry

Navigate to: **Expenses & Vouchers → Transactions → 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 select any existing Expense Entry before printing its payment receipt.

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: Load the Expense Record

Select the required Expense Entry from the **Expense Records** list.

Click the **View Record** button.

Muhasib ERP loads the selected Expense Entry into the Expense Entry window.

Result

The selected Expense Entry is now available for payment management and receipt printing.

Step 5: Open Expense Payments

Click the **Manage Payments** button available at the bottom of the Expense Entry window.

The **Expense Payment** window opens displaying all payment records associated with the selected Expense Entry.

Note

If multiple payment records exist for the same Expense, each payment will appear separately in the payment history list.

Step 6: Print the Receipt

Select the payment record whose receipt you want to print.

Click the **Receipt** (Printer) button from the left panel.

Muhasib ERP opens the **Payment Receipt Preview** window containing the selected payment details.

Important

Only the selected payment record is printed. If an expense contains multiple payments, you must print each payment receipt separately.

Step 7: Print the Receipt

Review the payment information displayed in the **Payment Receipt Preview**.

If all information is correct, click the **Print Report** button located at the bottom of the window.

Muhasib ERP sends the receipt to the selected printer or opens the operating system's print dialog, depending on your printer configuration.

Tip

Always review the receipt preview before printing to ensure the payment amount, payment date, company information, and recipient details are accurate.

i Note

The Payment Receipt includes information such as Transaction Number, Payment Date, Company Information, Amount in Figures, Amount in Words, Paid To, Notes, and signature areas for record keeping.

Step 8: Close the Receipt Window

After printing the receipt, close the **Payment Receipt Preview** window or continue printing receipts for additional payment records as required.

Result

Expense Payment Receipt Printed Successfully

- The selected Expense Payment Receipt has been generated successfully.
- The receipt contains complete payment information for the selected payment record.
- The printed receipt can be used for accounting records, vendor acknowledgment, and audit purposes.
- The original payment record remains unchanged after printing.

Best Practices

- Verify the selected payment before printing the receipt.
- Review the Print Preview to ensure all information is accurate.
- Print receipts only after confirming the payment has been recorded successfully.
- Keep printed receipts for auditing and financial record keeping.
- Use the latest company information and logo to maintain professional documentation.
- Reprint receipts only when additional copies are genuinely required.

Frequently Asked Questions

Can I print a receipt for any Expense Payment?

Yes. You can print a receipt for any recorded Expense Payment available in the payment history.

Can I print a receipt again later?

Yes. Previously recorded Expense Payment Receipts can be reprinted whenever required.

Can I print receipts for multiple payments of the same Expense?

Yes. However, each payment receipt must be printed separately because every receipt represents a single payment transaction.

Does printing a receipt change the payment record?

No. Printing only generates a receipt. It does not modify the Expense Payment record or its financial information.

What information appears on the Payment Receipt?

The receipt displays important details including the Transaction Number, Payment Date, Company Information, Amount, Amount in Words, Paid To, Notes, and signature fields.

Can I save the receipt as a PDF?

Yes. If a PDF printer is installed on your computer, you can print the receipt directly to a PDF file instead of a physical printer.

Related Articles

- [Create an Expense](#)
 - [Update an Expense](#)
 - [Delete an Expense](#)
 - [Record an Expense Payment](#)
 - [Update an Expense Payment Record](#)
 - [Delete an Expense Payment Record](#)
 - [Create an Expense Type](#)
 - [View Expense Reports](#)
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Next Step

Continue by learning how to **View Expense Reports** to analyze expenses, payment history, and financial performance using Muhasib ERP.

Product: Muhasib ERP

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