Record an Expense Payment

How to Record an Expense Payment in Muhasib ERP

Overview

This guide will help you settle an existing expense from the correct cash or bank account.

Muhasib records the outgoing payment and reduces the expense outstanding balance.

Who can do this

You need access to Expense Payment plus expense, payment-method, and account.

Before you start

Confirm the expense, outstanding amount, payment date, method, paying account, reference, deductions, 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 → Expense Payment, or the payment action on an expense.

Record an Expense Payment

Step 1: Locate and select the correct expense

Step 2: Confirm payee and outstanding balance

Step 3: Enter payment date, amount, method, paying account, and reference

Step 4: Apply authorized deductions where supported

Step 5: Review remaining balance and save once

Step 6: Retain or print payment evidence

Check your work

Compare and Confirm the payment, expense history, remaining balance, cash/bank account, and general ledger.

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

If something goes wrong

- Do not pay more than the authorized outstanding amount.
- Search for the payment reference before retrying.

Related guides

- Create an Expense
- Review an Expense and Its Payment History
- Update or Correct an Expense Payment

What to do next

> **Create an Expense**.

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