Record an Expense Payment

How to Record an Expense Payment in Muhasib ERP

Overview

Recording an Expense Payment allows you to track when and how an expense has been paid. Muhasib ERP separates Expense Entries from Expense Payments, enabling organizations to record liabilities first and settle them later while maintaining a complete payment history.

This flexible approach improves cash flow management, supports partial payments, and provides accurate financial reporting by maintaining separate records for expenses and their corresponding payments.

> **ℹ Example**
> Suppose you receive an Electricity Bill for **$10,000** on January 1 but pay it on January 10. You can create the Expense Entry on January 1 and record the Expense Payment separately on January 10.

Before You Begin

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

Requirement	**Description**
Permissions	You have permission to access the Expenses & Vouchers module.
Expense Entry	The Expense Entry has already been created.
Payment Types	Required Payment Types have been configured.
Payment Accounts	Required Payment Accounts are available.

> **💡 Tip**
> Always verify the remaining payable balance before recording a payment to avoid overpayment.

Record an Expense Payment

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 recording its payment.

Step 3: Search the Expense Entry

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 Entry

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 ready to record payment.

Step 5: Enter Payment Details

Click the **Manage Payments** button.

The **Expense Payment** window will appear.

Complete the following information.

Field	Description
Manual Date Entry	Enable this option to record payments on a specific or backdated date.
Payment Type	Select the appropriate Payment Type.
Payment Amount	Enter the amount being paid.
Account Type	Select the account from which the payment is being made.
Notes	Enter additional payment remarks if required.

Important
Muhasib ERP automatically updates the remaining payable balance after each recorded payment.

Step 6: Save the Expense Payment

After entering all required payment information, click the **Save** button.

Muhasib ERP validates the payment information and records the payment against the selected Expense Entry.

After the payment is successfully recorded, the following confirmation message appears.

```
Record has been added successfully.
```

Success
The Expense Payment has been recorded successfully. The paid amount is immediately reflected against the selected Expense Entry.

> ⚠ **Warning**
> Muhasib ERP does not allow payments that exceed the remaining payable amount of an Expense Entry. If the entered payment amount is greater than the outstanding balance, the system will prevent the transaction until a valid amount is entered.

> ℹ **Note**
> You can record multiple payments against the same Expense Entry until the total paid amount equals the Expense Amount.

Step 7: Close the Window

Close the **Expense Payment** window or continue recording payments for additional Expense Entries as required.

Result

Expense Payment Recorded Successfully

- The payment has been recorded against the selected Expense Entry.
- The remaining payable balance has been updated automatically.
- The payment history is maintained for future reference and reporting.
- Financial reports reflect the latest payment information.

Best Practices

- Verify the selected Expense Entry before recording a payment.
- Select the correct Payment Type and Account.
- Record payments using the actual payment date whenever possible.
- Use Manual Date Entry only when recording historical or backdated payments.
- Add meaningful Notes for future reference and audit purposes.
- Review the remaining payable balance before entering a payment amount.

Frequently Asked Questions

Can I record multiple payments against one Expense Entry?

Yes. Muhasib ERP supports multiple payments against the same Expense Entry until the expense is fully paid.

Can I record a partial payment?

Yes. You can record any amount up to the remaining payable balance.

Can I record a backdated payment?

Yes. Enable **Manual Date Entry** and select the required payment date.

Can I pay an expense using different payment methods?

Yes. Each payment can be recorded separately using different Payment Types and Payment Accounts.

Can I record a payment greater than the Expense Amount?

No. Muhasib ERP prevents overpayments. The total of all recorded payments cannot exceed the Expense Amount.

Where can I view previously recorded payments?

You can open the Expense Entry and click **Manage Payments** to view all payments recorded against that Expense.

Related Articles

- Create an Expense
- Update an Expense
- Delete an Expense
- Create an Expense Type
- Update an Expense Type
- View Expense Reports

Next Step

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

Product: Muhasib ERP

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