Update a Voucher Entry

How to Update a Voucher Entry in Muhasib ERP

Overview

Updating a Voucher Entry allows you to modify voucher information after it has been recorded in Muhasib ERP. Authorized users can update details such as the Party, Amount, Voucher Type, Payment Account, Notes, and Voucher Date whenever corrections or changes are required.

Keeping voucher records accurate helps maintain reliable financial statements, improves transaction tracking, and ensures your accounting records remain consistent across the system.

> **ℹ Example**
> Suppose a Payment Voucher was recorded using the wrong Payment Account or incorrect amount. Instead of creating another voucher, you can simply update the existing Voucher Entry.

Before You Begin

Before updating a Voucher Entry, ensure the following requirements are met.

Requirement	Description
Permissions	You have permission to access the Expenses & Vouchers module.
Existing Voucher	The Voucher Entry you want to update already exists.
Payment Account	Required payment accounts have already been configured.

> ◻◻ **Tip**
> Review the voucher details before saving your changes to ensure accounting records remain accurate.

Update a Voucher Entry

Step 1: Open Voucher Entry

Navigate to:

Expenses & Vouchers → Transactions → New Voucher

The **Voucher Entry** window opens.

Step 2: Open Voucher Inquiry

Click the **Enquiry** button from the left panel.

The **Voucher Inquiry** window appears displaying all recorded vouchers.

> ℹ **Note**
> Voucher Inquiry allows you to search, filter, and load existing vouchers before updating them.

Step 3: Search the Voucher

Locate the required Voucher Entry using one of the following search options.

Search Option	**Description**
Filter by Keyword	Search vouchers using keywords within the selected date range.
Date Range	Filter vouchers by selecting the required From and To dates.
Voucher Type	Display **Both**, **Payment**, or **Receipt** vouchers within the selected date range.

Step 4: Load the Voucher

Select the required voucher from the **Voucher Records** list.

Click the **View Record** button.

Muhasib ERP loads the selected voucher into the Voucher Entry window where it becomes available for editing.

> ✅ **Result**
> The selected Voucher Entry is now ready to be updated.

Step 5: Update Voucher Details

Modify the required voucher information.

Field	Description
Party	Update the party name if required.
Amount	Modify the voucher amount.
Voucher Type	Change the voucher between Payment and Receipt whenever necessary.
Payment Account	Select another payment account if required.
Notes	Update additional remarks related to the voucher.
Manual Date Entry	Enable this option to modify the voucher date.

> ℹ **Note**
> Voucher ID and Transaction Number are generated automatically by Muhasib ERP and cannot be modified.

> ⚠️ **Important**
> Updating a Voucher Entry immediately updates accounting records, reports, and ledger balances throughout Muhasib ERP.

Step 6: Save the Updated Voucher

After making the required changes, click the **Update** button from the left panel.

Muhasib ERP validates the updated information and saves the changes to the Voucher Entry.

After the voucher is updated successfully, the following confirmation message appears.

```
Record has been updated successfully.
```

Success
The Voucher Entry has been updated successfully and the latest information is now reflected throughout Muhasib ERP.

Step 7: Verify the Updated Voucher

Review the updated voucher information to ensure all modifications have been saved correctly.

If necessary, reopen the **Voucher Inquiry** window and load the voucher again to verify the latest details.

Tip
Verify the Party, Amount, Voucher Type, Payment Account, and Voucher Date before closing the window to avoid unnecessary corrections later.

Step 8: Close the Window

Close the Voucher Entry window or continue updating additional voucher records as required.

Result

Voucher Updated Successfully

- The selected Voucher Entry has been updated successfully.
- The latest voucher information is immediately available throughout Muhasib ERP.
- Associated ledger balances and financial reports automatically reflect the updated values.
- The voucher history remains accurate and well organized.

Best Practices

- Review the voucher carefully before making changes.
- Verify the Party and Voucher Type before saving.
- Select the correct Payment Account to maintain accurate accounting records.
- Update the Amount carefully to avoid posting incorrect financial values.
- Use Manual Date Entry only when correcting historical transactions.
- Add meaningful Notes whenever voucher information is modified.

Frequently Asked Questions

Can I update a Voucher after it has been created?

Yes. Authorized users can update existing Voucher Entries whenever required.

Can I change the Voucher Type?

Yes. You can change the Voucher Type between **Payment** and **Receipt** before saving the updated voucher.

Can I change the Payment Account?

Yes. Simply select another Payment Account from the dropdown list before updating the voucher.

Can I modify the voucher date?

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

Will updating a voucher affect reports?

Yes. Financial reports, ledgers, and transaction summaries automatically reflect the updated voucher information.

Can I search for a voucher before updating it?

Yes. Use **Filter by Keyword**, **Date Range**, and **Voucher Type** in the Voucher Inquiry window to quickly locate the required voucher.

Related Articles

- Create a Voucher Entry
- Delete a Voucher Entry
- Print a Voucher Receipt
- Voucher Inquiry
- Create an Expense
- Record an Expense Payment

Next Step

Continue by learning how to **Delete a Voucher Entry** when a voucher is no longer required or has been created by mistake.

Product: Muhasib ERP

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