Update an Expense

How to Update an Expense Payment Record in Muhasib ERP

Overview

Updating an Expense Payment allows users to correct previously recorded payment information without creating a new Expense Entry. Muhasib ERP also allows recording multiple payment records against a single Expense Entry, making it easy to manage advance payments, installment payments, and payment corrections while maintaining a complete audit trail.

Separating Expense Entries from Expense Payments provides greater flexibility in managing liabilities, tracking payment history, and maintaining accurate financial records.

> **ℹ Examples**
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> **Example 1 – Update an Existing Payment**
> An Expense Entry of **Rs.100,000** was created on **1 July**. A payment of **Rs.10,000** was mistakenly recorded instead of **Rs.50,000**. Simply select the payment record, correct the amount, and update it.
>
> **Example 2 – Record Another Payment**
> An Expense Entry of **Rs.100,000** was created on **1 July**. An advance payment of **Rs.50,000** was recorded. On **6 July**, the remaining **Rs.50,000** is paid. Instead of modifying the first payment, create another payment record to preserve the complete payment history.

Before You Begin

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

Requirement	Description

Permissions	You have permission to access the Expenses & Vouchers module.
Existing Expense Entry	The Expense Entry has already been created.
Payment Record	At least one Expense Payment has already been recorded.
Payment Types	Required Payment Types have already been configured.
Payment Accounts	Required Payment Accounts have already been configured.

> **Tip**
> Update an existing payment only when correcting incorrect information. If an additional payment is being made, create a new payment record instead of modifying an existing one.

Update an Expense Payment Record

Step 1: Open Expense Entry

Navigate to:

Expenses & Vouchers → Transactions → New Expense

The **Expense Entry** window opens.

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 managing its payments.

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 for payment management.

Step 5: Open Manage Payments

Click the **Manage Payments** button.

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

> **i Note**
> If multiple payments have already been recorded against the Expense Entry, they will appear in the Payment Records list. Select the payment you want to modify.

Step 6: Update the Payment Record

Select the payment record that requires correction.

Update the required information.

Field	Description
Manual Date Entry	Modify the payment date if required.
Payment Type	Select another payment method if required.
Payment Amount	Enter the corrected payment amount.
Account Type	Change the payment account if necessary.
Notes	Update payment remarks if required.

> ⚠️ **Important**
> Updating a payment automatically recalculates the remaining payable balance for the Expense Entry. Ensure the corrected payment amount accurately reflects the actual payment made.

Step 6: Save the Changes

After making the required changes or adding a new payment record, click the **Save** button.

Muhasib ERP validates the payment information and saves the record.

After successful processing, the following confirmation message appears.

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Record has been added successfully.
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> ✅ **Success**
> The Expense Payment record has been saved successfully. The updated payment information is immediately reflected in the Expense Payment History.

Step 7: Verify the Payment History

Review the **Expense Payment History** section to verify that the payment has been recorded correctly.

If you added another payment, both payment records will now appear in the payment history.

If you updated an existing payment, the modified information will replace the previous values.

> 💡 **Tip**
> Always verify the payment history after saving to ensure the payment amount, payment date, payment account, and payment type are correct.

Step 8: Close the Window

Close the Expense Entry window or continue managing additional Expense Payments.

Result

Expense Payment Updated Successfully

- The selected Expense Payment has been updated successfully.
- Additional payment records can be added whenever further payments are made.
- The remaining balance is automatically recalculated.
- The complete payment history remains available for future reference and reporting.

Best Practices

- Always verify the payment amount before saving.
- Use the correct Payment Type and Payment Account for every transaction.
- Add a new payment record when recording another installment instead of modifying previous payments.
- Update an existing payment only when correcting incorrect information.
- Add meaningful notes whenever payment corrections are made.
- Review the remaining balance after every payment.

Frequently Asked Questions

Can I update an existing Expense Payment?

Yes. Select the payment record from the Payment History and update the required information before saving.

Can I record multiple payments against one Expense?

Yes. Muhasib ERP allows multiple payment records against a single Expense until the full amount has been paid.

When should I add a new payment instead of updating one?

Add a new payment whenever another installment is paid. Update an existing payment only if the original payment information was entered incorrectly.

Can I change the Payment Date?

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

Can I change the Payment Account?

Yes. Select another Payment Account from the Account Type list if the payment was made from a different account.

Will updating a payment affect financial reports?

Yes. Expense balances, payment history, cash flow, account balances, and financial reports are updated automatically after the payment record is saved.

Related Articles

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

Next Step

Continue by learning how to **Delete an Expense Payment Record** when an incorrect payment has been recorded or no longer needs to remain in the payment history.

Product: Muhasib ERP

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