Update or Correct an Expense Payment

How to Update or Correct an Expense Payment in Muhasib ERP

Overview

This guide will help you correct an expense payment while keeping expense and cash/bank balances consistent.

Muhasib updates or reverses the payment and recalculates expense outstanding and cash/bank effects.

Who can do this

You need access to Expense Payment update/reversal and affected account/period.

Before you start

Identify the original payment, expense, bank/cash evidence, error, correct values, later checking, and approval.

> Before saving, check that the correct company is open and that you have permission to complete this task.

Where to find it

Open the expense payment history and locate the original payment.

Update or Correct an Expense Payment

Step 1: Confirm payment number, expense, payee, amount, account, and reference

Step 2: Review bank reconciliation and downstream links

Step 3: Update only fields the form safely permits

Step 4: Reverse/cancel and replace when amount, direction, account, or allocation is

Reverse/cancel and replace when amount, direction, account, or allocation is wrong.

Step 5: Record reason and approval

Step 6: Reconcile the corrected chain

Check your work

Confirm original status, replacement, expense history, outstanding balance, payment account, and 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 create an offsetting payment with the wrong direction.
- Resolve reconciled-bank or closed-period constraints through authorized procedure.

Related guides

- Record an Expense Payment
- Update or Correct an Expense

- Review an Expense and Its Payment History

What to do next

> **Record an Expense Payment**.

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