Update or Correct an Expense

How to Update or Correct an Expense in Muhasib ERP

Overview

This guide will help you correct an expense without losing its audit trail or corrupting linked payments.

Muhasib preserves the original/update or reversal chain and recalculates dependent balances according to its rules.

Who can do this

You need access to Expense update/reversal permission and access to the affected accounting period.

Before you start

Identify the error, linked payments, tax/ledger effects, period status, correct values, evidence, and approval.

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

Where to find it

Locate the expense in its list/history and open the available update or reversal action.

Update or Correct an Expense

Step 1: Open the original expense by document number

Step 2: Review linked payments and later dependencies

Step 3: Update only permitted descriptive fields when economic substance is unchanged

Step 4: Reverse/cancel through the approved action when amount, classification, party, tax,

Reverse/cancel through the approved action when amount, classification, party, tax, or posting is wrong.

Step 5: Record the reason and approval reference

Step 6: Enter one correct replacement when required

Check your work

Confirm original status, correction link, replacement, expense balance, tax, payments, 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 edit around an existing payment without reconciling it.
- Resolve closed-period restrictions through authorized accounting procedure.

Related guides

- Review an Expense and Its Payment History

- Update or Correct an Expense Payment
- Follow the Recommended Expense and Voucher Workflow

What to do next

> **Review an Expense and Its Payment History**.

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