Manage or Correct a Payment Account Transaction

How to Manage or Correct a Payment Account Transaction in Muhasib ERP

Overview

This guide will help you identify and correct an allowed payment-account transaction without corrupting its source subledger.

Muhasib updates the permitted record and related account balance; source-generated entries may be protected.

Who can do this

You need access to Manage Pay Account Transactions plus source transaction and affected period rights.

Before you start

Identify account, transaction, source module/document, checking status, error, correct result, 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

Back Office → Muhasib Financials → Manage Pay Account Transactions.

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Step 1: Filter to the account and date range

Step 2: Open the transaction and identify its source

Step 3: Correct it in the source module whenever possible

Step 4: Use direct update/reversal only for transaction types explicitly supported by

Use direct update/reversal only for transaction types explicitly supported by this form.

Step 5: Record reason and approval reference

Step 6: Reconcile account and source subledger after correction

Check your work

Confirm source document, payment-account statement, Account Ledger, checking status, and audit trail.

> Take a moment to check your work before closing the window. This small check can save time later.

If something goes wrong

- Do not alter a source-generated entry independently of its source document.

- Resolve reconciled or closed-period restrictions through approved procedure.

Related guides

- Transfer Funds Between Payment Accounts
- Reconcile a Payment Account Statement
- Trace a Source Transaction into the General Ledger

What to do next

> **Transfer Funds Between Payment Accounts**.

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