Transfer Funds Between Payment Accounts

How to Transfer Funds Between Payment Accounts in Muhasib ERP

Overview

This guide will help you move funds between two payment accounts without recording income or expense.

Muhasib reduces the source and increases the destination, with separate treatment for approved fees where set up.

Who can do this

You need access to Pay Account Funds Transfer and access to both source and destination accounts.

Before you start

Confirm source balance, destination, amount, date, method, reference, fees, exchange treatment if any, 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 → Pay Account Funds Transfer.

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Step 1: Start a funds transfer

Step 2: Select distinct source and destination accounts

Step 3: Enter date, amount, unique reference, and narration

Step 4: Record approved fee or exchange details using the supported treatment

Step 5: Review direction and resulting balances

Step 6: Save once and retain transfer evidence

Check your work

Compare and Confirm both payment-account ledgers/statements, the transfer reference, and general ledger; net principal should not create profit or loss.

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

If something goes wrong

- Never select the same account on both sides.
- Search both accounts for the reference before retrying.

Related guides

- Manage or Correct a Payment Account Transaction

- Reconcile a Payment Account Statement
- Review an Account Ledger

What to do next

> **Manage or Correct a Payment Account Transaction**.

Revision #0
Created 2026-09-04 09:20:08 UTC by Shah Rukh Saeed
Updated 2026-09-07 10:14:00 UTC by Shah Rukh Saeed