Payments & Debits

Pay suppliers, allocate payments, record refunds, and manage supplier debit.

- Add Supplier Debit
- Record Payment or Refund From a Supplier
- Allocate or Update Supplier Payment Transactions
- Understand the Deferred Purchase Apply Debit Workflow

Add Supplier Debit

How to Add Supplier Debit in Muhasib ERP

Overview

This guide will help you record an approved debit amount recoverable from or adjustable against a supplier.

Muhasib records a debit that may reduce supplier liability or create an amount recoverable from the supplier.

Who can do this

You need access to Supplier Debit plus supplier/account access and required approval.

Before you start

Confirm amount, date, reason, reference, source transaction, accounting treatment, evidence, and approver.

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

Where to find it

Back Office → Purchases & Suppliers → Supplier Debit.

Add Supplier Debit

Step 1: Start a new supplier debit

Step 2: Select the supplier and date

Step 3: Enter amount, reason/account, reference, and notes

Step 4: Link supporting purchase/return where supported

Step 5: Confirm a Purchase Return is not the correct workflow

Step 6: Save once

Check your work

Compare and Confirm the debit document, supplier ledger, detailed record, available debit, 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 duplicate a debit generated by a purchase return.
- Correct errors through the approved reversal workflow.

Related guides

- Return a Purchase
- Record Payment or Refund From a Supplier
- Understand the Deferred Purchase Apply Debit Workflow

What to do next

> **Return a Purchase**.

Record Payment or Refund From a Supplier

How to Record Payment or Refund From a Supplier in Muhasib ERP

Overview

This guide will help you record money received from a supplier against an approved debit, return, or overpayment.

Muhasib records incoming money and reduces the supplier debit or updates the supplier balance.

Who can do this

You need access to Supplier refund/payment-from-supplier plus supplier and receiving-account.

Before you start

Confirm supplier, amount, date, method, receiving account, reference, source debit/return, 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 → Purchases & Suppliers → supplier payment/refund workflow; check the transaction direction shown by the form.

Record Payment or Refund From a Supplier

Step 1: Start the supplier receipt/refund transaction

Step 2: Confirm the form represents money coming from the supplier

Step 3: Select supplier, date, method, receiving account, amount, and reference

Step 4: Link eligible debit/return transactions where supported

Link allowed debit/return transactions where supported.

Step 5: Review direction and totals carefully

Step 6: Save once and retain receipt evidence

Check your work

Compare and Confirm bank/cash receipt, supplier ledger, source return/debit, allocation, 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

- Stop if the form indicates a payment to the supplier instead.
- Search by reference before retrying.

Related guides

- Add Supplier Debit
- Return a Purchase
- Allocate or Update Supplier Payment Transactions

What to do next

> **Add Supplier Debit**.

Allocate or Update Supplier Payment Transactions

How to Allocate or Update Supplier Payment Transactions in Muhasib ERP

Overview

This guide will help you allocate an existing supplier payment or refund to the correct source transactions.

Muhasib updates document outstanding balances while preserving the original cash/bank movement.

Who can do this

You need access to Supplier payment update/allocation and access to affected transactions.

Before you start

Confirm transaction direction, supplier, available amount, intended purchases/debits/returns, and authorization.

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

Where to find it

Locate the supplier payment/refund and open its transaction-allocation action.

Allocate or Update Supplier Payment Transactions

Step 1: Open the payment by stable document number/reference

Step 2: Confirm whether money was paid or received

Step 3: Review existing allocations and available value

Step 4: Select eligible supplier transactions

Select allowed supplier transactions.

Step 5: Enter allocation amounts within available balances

Step 6: Save once

Check your work

Compare and Confirm allocations, remaining unallocated value, supplier ledger, source balances, and unchanged payment amount.

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

If something goes wrong

- Do not use allocation to change transaction direction or bank account.
- Reversed or closed-period records may be unavailable.

Related guides

- Pay a Supplier

- Record Payment or Refund From a Supplier
- Correct or Reverse a Supplier Transaction

What to do next

> **Pay a Supplier**.

Understand the Deferred Purchase Apply Debit Workflow

Understand the Deferred Purchase Apply Debit Workflow

Overview

This guide will help you recognize this source-visible workflow and avoid using it until its business purpose and system availability are approved.

This article remains a documented coverage placeholder rather than an instruction to transact.

Who can do this

You need access to No operational use is recommended; any test requires an isolated cloned database and authorized purchasing role.

Before you start

Read the supplier debit and allocation guidance and get product-owner confirmation that this workflow is active in the target build.

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

Where to find it

No verified Back Office path. Source class: `PurchaseEntryApplyDebit`.

Understand the Deferred Purchase Apply Debit Workflow

Step 1: Do not use this workflow in production based on source presence alone

Step 2: In an approved clone, establish how the form is opened

Step 3: Capture its fields, validation, source debit eligibility, allocation rules, and

Capture its fields, check, source debit eligibility, allocation rules, and save behavior.

Step 4: Reconcile purchase, supplier debit, supplier ledger, and general ledger

Step 5: Publish operational steps only after product-owner and runtime confirmation

Check your work

Coverage is complete when navigation, permission, business intent, posting effect, and reversal behavior are evidenced.

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

If something goes wrong

- Do not infer production support from a compiled form name.
- Use standard Supplier Debit and payment allocation workflows meanwhile.

Related guides

- Add Supplier Debit
- Allocate or Update Supplier Payment Transactions
- Correct or Reverse a Supplier Transaction

What to do next

> **Add Supplier Debit**.