Setup & Maintenance

Create and maintain suppliers, opening balances, debit rules, and purchasing setup.

- Plan Customer and Supplier Setup
- Create a Supplier
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- Update or Retire a Supplier
- Prepare Muhasib for Purchasing
- Pay a Supplier
- Pay Suppliers in Bulk
- Correct or Reverse a Supplier Transaction

Plan Customer and Supplier Setup

Plan Customer and Supplier Setup

Overview

This guide will help you prepare the groups, contacts, addresses, credit, accounts, taxes, and opening balances needed to create customers and suppliers correctly.

Correct master setup supports selection, ageing, payments, ledgers, tax reporting, messaging, and history.

Who can do this

You need access to No write permission for planning; respective master/add rights are required for creation.

Before you start

Confirm party identity, customer/supplier/dual role, contact types, customer group, addresses, registration/tax identifiers, payment terms, credit policy, opening balance date/source, and GL mappings.

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

Where to find it

Back Office → Sales & Customers or Purchases & Suppliers → Setup & Maintenance.

Plan Customer and Supplier Setup

Step 1: Configure contact types and customer groups

Step 2: Configure payment terms, payment account heads/accounts/types, taxes, fiscal year, and

Configure payment terms, payment account heads/accounts/types, taxes, fiscal year, and accounting defaults.

Step 3: Decide whether dual customer/supplier role and unique contacts are allowed

Step 4: Prepare one primary and any secondary contacts/addresses

Step 5: Define customer credit/loyalty or supplier terms

Step 6: Reconcile approved opening receivable/payable balances

Step 7: Create the party before entering live transactions

Check your work

Complete a party setup worksheet with all prerequisite IDs and source documents.

> 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 duplicate parties to bypass a contact or access error.
- Do not enter an opening balance as an ordinary payment.

Related guides

- Create a Customer
- Create a Supplier
- Create Payment Terms
- Create a Payment Account

What to do next

> **Create a Customer**.

Create a Supplier

How to Create a Supplier in Muhasib ERP

Overview

This guide will help you create a supplier with valid identity, contacts, addresses, terms, and financial setup.

The supplier becomes selectable in Purchase, Purchase Order, payments/debits/refunds, returns, ageing, ledgers, and reports.

Who can do this

You need access to Supplier and Supplier Add plus supporting-master rights when needed.

Before you start

Prepare supplier legal/contact/address/tax data, payment terms, account mappings, and approved opening payable/debit balance.

> 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 → Manage Suppliers.

Create a Supplier

Step 1: Choose New Record

Step 2: Enter supplier name/identity and registration/tax fields

Step 3: Add at least one complete contact and applicable addresses

Add at least one complete contact and needed addresses.

Step 4: Select payment terms and classifications where available

Step 5: Configure accounting/opening balance separately when approved

Step 6: Save

Check your work

Reopen the supplier and check selection, contacts/addresses, terms, zero/opening balance, and ledger.

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

If something goes wrong

- Search by name/contact before creating a duplicate.
- Resolve missing fiscal year/accounts before opening balance.

Related guides

- Configure a Supplier Opening Balance
- Create Payment Terms
- Create a Purchase

What to do next

Configure a Supplier Opening Balance.

Configure a Supplier Opening Balance

How to Configure a Supplier Opening Balance in Muhasib ERP

Overview

This guide will help you record the supplier's approved starting payable or debit at cutover.

Muhasib can create supplier/person ledger and General Ledger records used by due/ageing and financial reports.

Who can do this

You need access to Supplier Add/Update and relevant financial/opening-balance rights.

Before you start

Create active fiscal year, supplier, payable/default accounts, and an approved cutover schedule. Back up the database.

> 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 → Manage Suppliers → opening-balance/accounting area.

Configure a Supplier Opening Balance

Step 1: Confirm supplier and balance date

Step 2: Determine payable versus supplier debit direction

Step 3: Enter the amount in the verified field

Step 4: Select required GL/payment account

Step 5: Save once with source reference

Check your work

Compare and Confirm Supplier Ledger, Supplier Due/Ageing, Account Ledger, and Trial Balance.

> 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 a fake Purchase or Payment to force an opening balance.
- Correct before live activity when possible.

Related guides

- Create a Supplier
- Review the Supplier Ledger Report
- Prepare and Review a Trial Balance

What to do next

> **Create a Supplier**.

Update or Retire a Supplier

How to Update or Retire a Supplier in Muhasib ERP

Overview

This guide will help you update or retire a supplier while preserving purchase, payment, debit, return, and ledger history.

The supplier may become unavailable for new work while historical transactions should remain; exact implementation needs confirmation.

Who can do this

You need access to Supplier Update; Supplier Delete plus explicit business approval.

Before you start

Review open purchases/orders, balance, payments, debits/refunds, returns, contacts, integrations, and retention policy.

> 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 → Manage Suppliers.

Update or Retire a Supplier

Step 1: Select the exact supplier

Step 2: Update approved fields and save

Step 3: Prefer inactive/retired status when supported

Step 4: Resolve open items using their source workflows

Step 5: Delete only after explicit approval and dependency review

Check your work

Confirm historical purchases/payments/ledger/report attribution and intended selection behavior.

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

If something goes wrong

- Do not delete to clear a payable/debit.
- Do not create a replacement without duplicate/continuity review.

Related guides

- Create a Supplier
- Review the Supplier Ledger Report
- Allocate or Update Supplier Payment Transactions

What to do next

> **Create a Supplier**.

Prepare Muhasib for Purchasing

How to Prepare Muhasib for Purchasing in Muhasib ERP

Overview

This guide will help you confirm the masters, settings, permissions, and controls needed before recording purchases.

Authorized users can record purchasing transactions against controlled masters.

Who can do this

You need access to Relevant purchasing forms plus supplier, item, location, tax, account, batch, and serial.

Before you start

Know the company purchasing policy, document sequence, approval limits, inventory-cost method, tax treatment, and payable accounts.

> 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; review Setup and relevant administration settings first.

Prepare Muhasib for Purchasing

Step 1: Confirm the active company and accounting period

Step 2: Verify suppliers and their tax/payment details

Step 3: Verify items, units, locations, batches/serials, purchase prices, and taxes

Step 4: Confirm payment methods, cash/bank accounts, and payable/control accounts

Step 5: Test permissions for purchase, order, return, and supplier-payment roles

Step 6: Confirm opening document number and approval workflow

Check your work

Use a test checklist to confirm each required master is selectable and each user sees only permitted workflows.

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

If something goes wrong

- Fix missing masters before entering live documents.
- Do not change posting defaults during an active transaction batch without approval.

Related guides

- Create a Purchase

- Create a Purchase Order
- Pay a Supplier

What to do next

> **Create a Purchase**.

Pay a Supplier

How to Pay a Supplier in Muhasib ERP

Overview

This guide will help you record an authorized supplier payment and allocate it correctly.

Muhasib records the payout and updates supplier, invoice, and cash/bank balances.

Who can do this

You need access to Supplier Payment plus supplier, payment-account, method, and transaction.

Before you start

Confirm supplier, amount, date, method, paying account, reference, invoices, withholding/deductions, 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.

Pay a Supplier

Step 1: Start a supplier payment and select the supplier

Step 2: Enter date, method, paying account, amount, and unique reference

Step 3: Apply approved deductions or withholding where supported

Step 4: Allocate the payment to eligible purchases

Allocate the payment to allowed purchases.

Step 5: Confirm payment equals allocated plus unallocated value

Step 6: Save once and retain payment evidence

Check your work

Compare and Confirm payment evidence, supplier ledger, invoice balances, deductions, and paying account.

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

If something goes wrong

- Search by reference before retrying.
- Do not allocate more than the payment or outstanding document balance.

Related guides

- Allocate or Update Supplier Payment Transactions
- Pay Suppliers in Bulk
- Record Payment or Refund From a Supplier

What to do next

> **Allocate or Update Supplier Payment Transactions**.

Pay Suppliers in Bulk

How to Pay Suppliers in Bulk in Muhasib ERP

Overview

This guide will help you record multiple approved supplier payments and compare and confirm the batch.

Muhasib creates supplier payment records for accepted rows; rejected rows remain for controlled correction.

Who can do this

You need access to Bulk Supplier Payment plus supplier, account, method, and transaction.

Before you start

Prepare an approved control schedule containing supplier, amount, account, method, reference, deductions, and invoice allocations.

> 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 → Bulk Supplier Payment.

Pay Suppliers in Bulk

Step 1: Open the bulk payment form and set shared batch values

Step 2: Add one row per supplier payment

Step 3: Enter unique references and correct paying accounts

Step 4: Validate deductions and allocations

Step 5: Compare row count and form total with the control schedule

Step 6: Save once and review the result for every row

Check your work

Match accepted count/value to the schedule, then compare and confirm supplier ledgers, invoice balances, and bank/cash totals.

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

If something goes wrong

- Never resubmit successful rows with a corrected batch.
- Resolve closed periods, duplicates, and invalid accounts before retrying failures.

Related guides

- Pay a Supplier
- Allocate or Update Supplier Payment Transactions
- Review Supplier Financial Position

What to do next

Pay a Supplier.

Correct or Reverse a Supplier Transaction

Correct or Reverse a Supplier Transaction

Overview

This guide will help you correct an allowed supplier transaction while preserving an auditable history.

Muhasib updates or reverses the document and dependent balances according to transaction rules.

Who can do this

You need access to Update/reverse permission for the transaction type and accounting period.

Before you start

Identify the original document, error, correct values, stock/payment dependencies, period status, 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

Open the relevant Purchases & Suppliers transaction list and locate the original document.

Correct or Reverse a Supplier Transaction

Step 1: Open the original document by number

Step 2: Review stock, allocations, payments, returns, tax, and later dependencies

Step 3: Update only fields the application permits without changing economic substance

Step 4: Reverse/cancel when party, amount, inventory, account, or posting is wrong

Step 5: Record correction reason and approval reference

Step 6: Create one correct replacement if required

Check your work

Confirm original status, reversal link, replacement, stock ledger, supplier ledger, tax, 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

- Never conceal an error with an unexplained offset.
- Resolve closed-period constraints through authorized accounting procedure.

Related guides

- Create a Purchase
- Return a Purchase
- Pay a Supplier

What to do next

Create a Purchase.