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**.

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