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.

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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**.

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