Correct or Reverse a Supplier Transaction

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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**.

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