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.

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