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**.

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