Record Payment or Refund From a Supplier

How to Record Payment or Refund From a Supplier in Muhasib ERP

Overview

This guide will help you record money received from a supplier against an approved debit, return, or overpayment.

Muhasib records incoming money and reduces the supplier debit or updates the supplier balance.

Who can do this

You need access to Supplier refund/payment-from-supplier plus supplier and receiving-account.

Before you start

Confirm supplier, amount, date, method, receiving account, reference, source debit/return, 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/refund workflow; check the transaction direction shown by the form.

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Step 1: Start the supplier receipt/refund transaction

Step 2: Confirm the form represents money coming from the supplier

Step 3: Select supplier, date, method, receiving account, amount, and reference

Step 4: Link eligible debit/return transactions where supported

Link allowed debit/return transactions where supported.

Step 5: Review direction and totals carefully

Step 6: Save once and retain receipt evidence

Check your work

Compare and Confirm bank/cash receipt, supplier ledger, source return/debit, allocation, 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

- Stop if the form indicates a payment to the supplier instead.
- Search by reference before retrying.

Related guides

- Add Supplier Debit
- Return a Purchase
- Allocate or Update Supplier Payment Transactions

What to do next

> **Add Supplier Debit**.

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