Allocate or Update Customer Payment Transactions

How to Allocate or Update Customer Payment Transactions in Muhasib ERP

Overview

This guide will help you allocate an existing customer receipt to the correct invoices or balances.

Invoice outstanding values and receipt allocation details are updated without changing the original money received.

Who can do this

You need access to Customer Payment update/allocation and access to affected transactions.

Before you start

Confirm the receipt, customer, available amount, intended invoices, and authorization to change allocation.

> Before saving, check that the correct company is open and that you have permission to complete this task.

Where to find it

Open Customer Payment, locate the receipt, and open its transaction-allocation action.

Allocate or Update Customer Payment Transactions

Step 1: Find the payment by stable document number or reference

Step 2: Review its existing allocations and available balance

Step 3: Select eligible customer transactions

Select allowed customer transactions.

Step 4: Enter allocation amounts without exceeding receipt or document balances

Step 5: Confirm total allocated and remaining unallocated amount

Step 6: Save once

Check your work

Reopen the payment and compare and confirm allocations, invoice balances, unallocated amount, and customer ledger total.

> 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 the receipt amount or bank/cash account.
- Closed or reversed transactions may be unavailable.

Related guides

- Receive a Customer Payment
- Correct or Reverse a Customer or Agent Transaction
- Review Customer Financial Position

What to do next

> **Receive a Customer Payment**.

Revision #0
Created 2026-09-04 09:20:03 UTC by Shah Rukh Saeed
Updated 2026-09-07 10:14:00 UTC by Shah Rukh Saeed