Receive Customer Payments in Bulk

How to Receive Customer Payments in Bulk in Muhasib ERP

Overview

This guide will help you record multiple customer receipts efficiently and compare and confirm the batch total.

Muhasib creates customer receipt records for accepted rows; partial-failure behavior must be system-verified.

Who can do this

You need access to Bulk Customer Payment plus customer, account, and payment-method.

Before you start

Prepare an approved control list with customer, date, amount, method, account, reference, and allocation for every receipt.

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

Where to find it

Back Office → Sales & Customers → Bulk Customer Payment.

Receive Customer Payments in Bulk

Step 1: Open the bulk payment form and set shared batch values where applicable

Open the bulk payment form and set shared batch values where needed.

Step 2: Add one row per customer receipt

Step 3: Enter unique references and correct receiving accounts

Step 4: Validate every row and compare the form total with the control total

Step 5: Save the batch once

Step 6: Review rejected or partially processed rows before correction

Check your work

Match record count and value to the control list, then sample customer ledgers, allocations, and receiving-account entries.

> Take a moment to check your work before closing the window. This small check can save time later.

If something goes wrong

- Do not resubmit the full batch when only some rows failed.
- Resolve duplicate references, closed periods, and invalid masters first.

Related guides

- Receive a Customer Payment
- Allocate or Update Customer Payment Transactions
- Review Customer Financial Position

What to do next

> **Receive a Customer Payment**.

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