Record a Customer Cheque

How to Record a Customer Cheque in Muhasib ERP

Overview

This guide will help you record a customer cheque with enough detail to track deposit, clearance, or return.

Muhasib records the cheque for customer and bank/cheque tracking; clearance status behavior depends on settings.

Who can do this

You need access to Customer Cheque plus customer, payment, and bank-account.

Before you start

Have the cheque number, bank, branch, cheque date, amount, customer, receiving account, reference, and physical-control details.

> 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 → Customer Cheque.

Record a Customer Cheque

Step 1: Start a new customer cheque record

Step 2: Select the customer

Step 3: Enter cheque number, bank/branch, cheque date, amount, and receipt date

Step 4: Select the receiving or cheque-in-hand account

Step 5: Add reference and allocation details where supported

Step 6: Verify the physical cheque and save once

Check your work

Match the system record to the physical cheque, customer ledger, cheque register, amount, dates, and account.

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

If something goes wrong

- Treat cheque number plus bank as a duplicate-control key.
- Use the approved status/correction workflow for dishonoured cheques.

Related guides

- Receive a Customer Payment
- Create a Payment Account
- Correct or Reverse a Customer or Agent Transaction

What to do next

Receive a Customer Payment.

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