Locations, Terminals, and Printers

Register and maintain printers and terminals, fix printing, and manage location-linked setup.

- Register a Printer
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Register a Printer

Register a Printer

Overview

This guide will help you register an installed Windows printer for Muhasib receipts or standard documents.

Muhasib stores a logical printer record. Output still depends on location/terminal associations and document/label settings.

Who can do this

You need access to Printer and Printer Add.

Before you start

Install and test the printer in Windows under the account running Muhasib. Know whether it is a receipt or standard printer.

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

Where to find it

Back Office → Essentials Setup → Manage Printers.

Register a Printer

Step 1: Choose New Record

Step 2: Enter a clean, recognizable Printer Name and optional Description

Step 3: Under Select Printer, choose the installed Windows queue

Step 4: Select Receipt Printer or Standard Printer

Step 5: Turn Enabled on

Step 6: Choose Save

Step 7: Assign the logical printer to the required location and/or terminal

Check your work

Print a sanitized receipt or standard report to the intended device/PDF test sink.

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

If something goes wrong

- If a queue is absent, install it in Windows and reopen the form.
- If output uses the wrong layout, check printer type and receipt/label settings.

Related guides

- Configure Location Printing and SMS
- Register a Muhasib Terminal
- Resolve Muhasib Printing Setup Problems
- Configure Item Label Printing

What to do next

Configure Location Printing and SMS.

Resolve Muhasib Printing Setup Problems

How to Resolve Muhasib Printing Setup Problems in Muhasib ERP

Overview

This guide will help you isolate whether a printing failure comes from Windows, Muhasib printer registration, assignment, permissions, or document settings.

If this issue is stopping your work, do not worry. Follow the steps one at a time, and check the result before trying again.

Correcting the relevant mapping allows Muhasib to send output to the intended queue. Renaming/removing a Windows printer can leave the stored logical mapping invalid.

Who can do this

You need access to The task's print permission; printer maintenance requires Printer access/update.

Before you start

Record the document type, company, location, terminal, logical printer, Windows queue, and whether other Windows applications can print.

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

Where to find it

Back Office → Essentials Setup → Manage Printers, Locations, and Terminals as needed.

Resolve Muhasib Printing Setup Problems

Step 1: Print a Windows test page under the Muhasib user account

Step 2: Confirm the Windows queue still has the same installed name

Step 3: Open Manage Printers and verify the logical record is enabled

Open Manage Printers and check the logical record is enabled and points to that queue.

Step 4: Confirm receipt-versus-standard printer type

Step 5: Verify the active location and terminal assignments

Step 6: Check the user's Print Reports permission where applicable

Check the user's Print Reports permission where needed.

Step 7: Review receipt or label dimensions/settings for the document type

Step 8: Retry with sanitized test output

Check your work

The correct content, paper size, orientation, margins, barcode, and destination are produced once without duplicate jobs.

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

If something goes wrong

- Do not repeatedly send jobs to an unknown queue.
- Use an approved PDF/test sink before testing physical stock or labels.
- Printer setup does not grant report access.

Related guides

- Register a Printer
- Configure Location Printing and SMS
- Configure Receipt and Invoice Content
- Configure Item Label Printing

What to do next

> **Register a Printer**.

Register a Muhasib Terminal

Register a Muhasib Terminal

Overview

This guide will help you register a Windows computer in Muhasib and associate it with a location and printer.

Muhasib stores an application terminal linked to location and printer. This record participates in company/terminal checks and POS operations but may be distinct from WLM primary/more activation identity.

Who can do this

You need access to Terminal and Terminal Add. Location/printer quick-add requires those master permissions.

Before you start

Create the location and printer first. Record the Windows computer name exactly and check licence-terminal status separately.

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

Where to find it

Back Office → Essentials Setup → Manage Terminals.

Register a Muhasib Terminal

Step 1: Choose New Record

Step 2: Enter the System / Computer Name without a leading space

Step 3: Select the terminal's Location

Step 4: Select the terminal's Printer when applicable

Select the terminal's Printer when needed.

Step 5: Choose Save

Step 6: Restart or re-enter company context if the workflow requires registration

Restart or re-enter company context if the workflow requires registration to reload.

Check your work

Reopen the record and sign in/select the company from that computer. Confirm location and print behavior with test data.

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

If something goes wrong

- Use the actual Windows computer name expected by the application.
- If company selection loops, review both application registration and licence activation.

Related guides

- Create a Location
- Register a Printer
- Activate an Additional Muhasib Terminal
- Update or Retire a Terminal

What to do next

Create a Location.

Update or Retire a Terminal

How to Update or Retire a Terminal in Muhasib ERP

Overview

This guide will help you update or retire an application-terminal record without disrupting an active working period.

Source blocks terminal deletion during an active working period and blocks deletion of the terminal currently in use. Application-record removal is not proven to deactivate the licence terminal.

Who can do this

You need access to Terminal Update; Terminal Delete plus explicit operational approval for removal.

Before you start

Use another authorized terminal for retirement. End active registers/working periods, save open work, and determine separately whether WLM deactivation is required.

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

Where to find it

Back Office → Essentials Setup → Manage Terminals.

Update or Retire a Terminal

Step 1: Select the exact terminal by ID/computer name

Step 2: For an update, change the approved computer name, location, or

For an update, change the approved computer name, location, or printer and choose **Update**.

Step 3: For retirement, verify no working period is active

Step 4: Confirm you are not logged in from the terminal being removed

Step 5: Choose Delete only after explicit approval

Step 6: Handle licence deactivation separately through Licence Information when authorized

Check your work

Confirm other terminals can enter the company, printing/location assignments remain correct, and historical reports keep expected terminal context.

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

If something goes wrong

- If blocked by an active period, close POS registers and end it through the supported workflow.
- Do not transfer/deactivate the primary licence unless that is the intended separate outcome.

Related guides

- Register a Muhasib Terminal
- End a POS Working Period

- Review and Maintain Muhasib Licence Access
- Create and Verify a Manual Backup

What to do next

> **Register a Muhasib Terminal**.

Create and Activate a Fiscal Year

How to Create and Activate a Fiscal Year in Muhasib ERP

Overview

This guide will help you create a fiscal-year date range and make it the active year used by needed Muhasib transactions and reports.

The fiscal year becomes available for transaction check, stock adjustment, accounting, and reporting. Activating it can deactivate the previously active year.

Who can do this

You need access to Fiscal Year and Fiscal Year Add.

Before you start

Confirm the organization's approved financial year dates and whether another year is active. Back up the database before changing live financial settings.

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

Where to find it

Back Office → Essentials Setup → Manage Fiscal Year.

Create and Activate a Fiscal Year

Step 1: Choose New Record

Step 2: Enter Start Date and End Date

Step 3: Enter a clear Description

Step 4: Turn Currently Active on when this year should be used now

Step 5: Choose Save

Step 6: If Muhasib reports another active year, confirm the switch only

If Muhasib reports another active year, confirm the switch only after checking current operations.

Check your work

Reopen Fiscal Year Records and confirm the dates/status. Create no financial data solely for testing; use approved sample transactions and reports.

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

If something goes wrong

- Correct reversed dates before saving.
- If an active year is already correct, do not confirm replacement.
- A missing active year can block transactions and Day End.

Related guides

- Change the Active Fiscal Year

- Update or Retire a Fiscal Year
- Start a POS Working Period
- Complete Day-End Activity Safely

What to do next

> **Change the Active Fiscal Year**.

Change the Active Fiscal Year

Change the Active Fiscal Year

Overview

This guide will help you make an existing fiscal year active after confirming that current operations are ready for the change.

Muhasib updates active-year status and may deactivate the prior year. The source does not prove that already-open forms immediately reload the new context.

Who can do this

You need access to Fiscal Year and Fiscal Year Update.

Before you start

Close or save transactions, identify open working periods/registers, compare and confirm the prior year, and confirm the approved effective date with the financial administrator.

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

Where to find it

Back Office → Essentials Setup → Manage Fiscal Year.

Change the Active Fiscal Year

Step 1: Select the intended fiscal-year record

Step 2: Verify its Start Date and End Date

Step 3: Turn Currently Active on

Step 4: Choose Update and confirm the save

Step 5: When warned that another year is active, confirm only when

When warned that another year is active, confirm only when the switch is intentional.

Step 6: Reopen affected transaction/report forms or restart if required

Check your work

Confirm only one intended year is active, then run approved date-filtered reports and a non-posting check test.

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

If something goes wrong

- Do not change year merely to enter an out-of-period transaction.
- If transactions remain on the old context, close/reopen forms and follow restart guidance.

Related guides

- Create and Activate a Fiscal Year
- Update or Retire a Fiscal Year
- Restart Muhasib ERP Safely

What to do next

> **Create and Activate a Fiscal Year**.

Update or Retire a Fiscal Year

How to Update or Retire a Fiscal Year in Muhasib ERP

Overview

This guide will help you correct an unused fiscal year or determine whether it can be removed safely.

Update changes the set up period. Delete runs multiple dependency checks and should be treated as irreversible until recovery is proven.

Who can do this

You need access to Fiscal Year Update; Fiscal Year Delete plus explicit financial approval for removal.

Before you start

Back up the database. Review sales, purchases, expenses, vouchers, accounting, stock adjustments, manufacturing, and other records within the period.

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

Where to find it

Back Office → Essentials Setup → Manage Fiscal Year.

Update or Retire a Fiscal Year

Step 1: Select the exact fiscal year

Step 2: For correction, edit dates/description/status, choose Update, and confirm

Step 3: Do not shorten a range around existing transactions without financial

Do not shorten a range around existing transactions without financial review.

Step 4: For retirement, deactivate it and confirm that it has no

For retirement, deactivate it and confirm that it has no dependent records.

Step 5: Choose Delete only after explicit approval

Step 6: Stop if Muhasib reports any dependency

Check your work

Compare and Confirm period-based reports before and after an approved change. Make sure the intended current year remains active.

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

If something goes wrong

- Never remove a year to hide transactions or reporting discrepancies.
- If dependency checks disagree with reports, preserve both results for support.

Related guides

- Create and Activate a Fiscal Year
- Change the Active Fiscal Year
- Create and Verify a Manual Backup

What to do next

> **Create and Activate a Fiscal Year**.