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**.

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