Close and Reconcile a POS Register

How to Close and Reconcile a POS Register in Muhasib ERP

Overview

This guide will help you close a POS register after reconciling expected and counted amounts by payment type.

Muhasib marks the register session closed and records the checking; variance and accounting treatment depend on settings.

Who can do this

You need access to POS Register closing/checking and access to relevant sales and payment summaries.

Before you start

Complete pending sales, returns, held transactions, offline synchronization, and approved cash movements. Count each payment type independently.

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

Where to find it

Open the POS register management or register-close action used by your deployment.

Close and Reconcile a POS Register

Step 1: Select the correct open register and operator/session

Step 2: Review expected sales, returns, receipts, payouts, and payment totals

Step 3: Enter counted cash and other tender totals without forcing them to match

Step 4: Investigate and document each variance

Step 5: Obtain approval required by policy

Step 6: Close the register once

Step 7: Print or retain the close summary

Check your work

Confirm closed status, opening plus movements versus expected closing, counted totals, documented variance, and checking to sales/payment reports.

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

If something goes wrong

- Do not close the wrong register or company.
- Resolve unsynchronized offline sales and duplicate payments before final approval.

Related guides

- Open a POS Register
- Synchronize Offline POS Sales
- Review the Sales Summary Report

What to do next

> **Open a POS Register**.

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