Open a POS Register

How to Open a POS Register in Muhasib ERP

Overview

This guide will help you open the correct POS register with an approved opening amount for the active working period.

Muhasib creates an open-register session used by next POS payments and closing checking.

Who can do this

You need access to POS Sale Open Sales Register and needed POS/working-period.

Before you start

Start the working period. Count opening cash independently and confirm company, location, terminal, user, payment account, and business date.

> 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 → Create Sale/POS → Open Register when prompted or through POS options.

Open a POS Register

Step 1: Confirm no register is already open for the same effective scope

Step 2: Choose the register-opening action

Step 3: Enter the approved opening cash/balance and required note/reference

Step 4: Review user, company, location, terminal, and timestamp

Step 5: Confirm/save once

Step 6: Open the register summary to verify

Check your work

Confirm open status, opening amount, user/terminal/location, and ability to begin an authorized POS sale.

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

If something goes wrong

- Do not open a second register because the first is not visible; check scope/session.
- Correct opening cash through the supported register process, not a fake sale.

Related guides

- Start a POS Working Period
- Create a POS Sale
- Close and Reconcile a POS Register

What to do next

> **Start a POS Working Period**.

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