Resolve a Closed or Invalid Working Period

How to Resolve a Closed or Invalid Working Period in Muhasib ERP

Overview

This guide will help you identify the correct business/register/working period and process a transaction without unauthorized backdating or reopening.

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

The transaction is recorded in the correct open period or routed to an approved adjustment process.

Who can do this

You need access to Transaction access; opening/closing/reopening periods requires specific authority.

Before you start

Confirm company, location, terminal, user, transaction date/time, fiscal year, register, period status, day-end state, and approval.

> 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 → Working Period/POS Register, or needed period administration.

Resolve a Closed or Invalid Working Period

Step 1: Stop and record the message and intended transaction time

Step 2: Confirm active company, workstation clock, terminal, and location

Step 3: Identify the relevant fiscal, working, and register periods

Step 4: Check whether the transaction belongs in the current period or

Check whether the transaction belongs in the current period or needs approved correction treatment.

Step 5: Open/reopen only through authorized policy

Step 6: Retest once and verify reporting cutoff

Check your work

Source document, register/day-end, and financial reports include it in the intended period exactly once.

> 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 workstation date to bypass controls.
- Reopening a period can alter finalized reports and requires documented approval.

Related guides

- Open a POS Register
- Close and Reconcile a POS Register
- Resolve a Missing Active Fiscal Year

What to do next

> **Open a POS Register**.

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