Resolve a Missing Active Fiscal Year

How to Resolve a Missing Active Fiscal Year in Muhasib ERP

Overview

This guide will help you establish the correct active fiscal year so an authorized transaction date can be recorded.

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

Eligible transactions can reference the active fiscal year.

Who can do this

You need access to Transaction access; fiscal-year creation/update requires Manage Fiscal Year authority.

Before you start

Confirm active company, transaction date, approved fiscal calendar, existing years, closed periods, opening/closing status, and accounting 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 → Essentials Setup → Manage Fiscal Year.

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Step 1: Exit or preserve the unposted transaction

Step 2: Confirm system date and intended transaction date

Step 3: Review existing fiscal years for gaps, overlaps, inactive status, or

Review existing fiscal years for gaps, overlaps, inactive status, or wrong company.

Step 4: Create or activate only the approved year

Step 5: Confirm start/end dates and period controls

Step 6: Reopen the transaction and verify the displayed fiscal year

Check your work

The form shows the correct date range and a controlled test transaction/report falls into it.

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

If something goes wrong

- Do not alter dates solely to bypass the error.
- Never overlap fiscal years or reopen a closed year without accounting approval.

Related guides

- Create and Activate a Fiscal Year

- Resolve a Closed or Invalid Working Period
- Close a Financial Period Safely

What to do next

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

Revision #0
Created 2026-09-04 09:21:10 UTC by Shah Rukh Saeed
Updated 2026-09-07 10:14:00 UTC by Shah Rukh Saeed