Companies and Branding

Maintain companies and locations, including branding, printing, SMS, and safe retirement.

- Update or Retire a Company Workspace
- Create a Location
- Configure Location Printing and SMS
- Update or Retire a Location

Update or Retire a Company Workspace

How to Update or Retire a Company Workspace in Muhasib ERP

Overview

This guide will help you update an existing company or determine safely whether it can be retired.

Updates reload company settings. Source blocks deletion of the active company and checks dependencies before removing a company record, but the complete dependency and cascade behavior is not yet proven.

Who can do this

You need access to Company Update for changes; Company Delete plus explicit business approval for removal.

Before you start

Back up the database. Confirm record ID and name, switch away from the company being considered, and review users, transactions, locations, terminals, accounts, inventory, integrations, and reports.

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

Where to find it

Back Office → company/setup administration → Company Settings.

Update or Retire a Company Workspace

Step 1: Filter by ID or Company and select the exact record

Step 2: For an update, change only approved fields, choose Update, and confirm

Step 3: For retirement, first disable operational access through approved users/roles/integrations where

For retirement, first disable operational access through approved users/roles/integrations where supported.

Step 4: Attempt Delete only after explicit approval and dependency review

Step 5: Stop if Muhasib reports that the company is current or in use

Check your work

Reopen the company and validate reports, branding, role assignments, and switching behavior. For approved removal, compare and confirm all retained history in a cloned environment first.

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

If something goes wrong

- Never remove a company to solve a licence limit without business-data review.
- Switch to another company before attempting an approved removal.
- Treat any unexpected successful deletion in test as a critical finding.

Related guides

- Add a Company Workspace
- Switch to Another Company Workspace
- Create and Verify a Manual Backup

What to do next

> **Add a Company Workspace**.

Create a Location

How to Create a Location in Muhasib ERP

Overview

This guide will help you create a company location suitable for POS, storage, warehouse, kitchen, or another set up purpose.

Muhasib creates a location under the active company. It can then be assigned to terminals and used by inventory/POS workflows according to features and settings.

Who can do this

You need access to Location and Location Add. Printer or SMS quick-add also requires the corresponding master permission.

Before you start

Prepare a unique location code/name, purpose, contact/tax details, printer choice, storage/POS classification, and logo. Register the printer first when needed.

> 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 Locations.

Create a Location

Step 1: Choose New Record

Step 2: Enter Location Code and Short Description; add Long Description

Step 3: Set Warehouse/Storage and POS switches accurately

Step 4: Choose the Location Purpose

Step 5: Select a printer or No printing facility

Step 6: Select an SMS gateway when licensed and required

Step 7: Enter addresses, phones, email, website, registration number, NTN, and STRN

Enter addresses, phones, email, website, registration number, NTN, and STRN as needed.

Step 8: Select a logo if needed

Step 9: Choose Save

Check your work

Find the new record, reopen it, and confirm terminal assignment and stock/POS visibility using controlled data.

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

If something goes wrong

- If storage controls are absent, check inventory entitlement.
- If SMS is absent, check SMS feature and permission.
- Do not duplicate a location because a role cannot see it.

Related guides

- Register a Printer
- Configure Location Printing and SMS
- Register a Muhasib Terminal
- Update or Retire a Location

What to do next

> **Register a Printer**.

Configure Location Printing and SMS

How to Configure Location Printing and SMS in Muhasib ERP

Overview

This guide will help you associate a location with an approved printer and optional SMS gateway.

The location references the selected printer and SMS gateway. Actual transaction output can also depend on terminal printer assignment, report type, receipt settings, permissions, and integration settings.

Who can do this

You need access to Location Update plus view access to Printer; SMS Settings and its licensed feature when SMS is used.

Before you start

Create and test the Muhasib printer record. Configure SMS only with non-production credentials and a sandbox/test recipient.

> 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 Locations.

Configure Location Printing and SMS

Step 1: Select the exact location

Step 2: Under Select Printer, choose the approved logical printer or No

Under Select Printer, choose the approved logical printer or **No printing facility**.

Step 3: Under SMS Gateway, choose the approved gateway when available

Step 4: Use a plus button only when authorized to create the

Use a plus button only when authorized to create the missing master record.

Step 5: Choose Update and confirm

Step 6: Reopen the location to confirm both associations

Check your work

Print a sanitized test document and send only an approved test SMS. Confirm the correct queue/gateway and record the result.

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

If something goes wrong

- If the printer is missing, check it is enabled and available to the Windows account.
- If SMS controls are hidden, check feature and permission before editing roles.

Related guides

- Register a Printer
- Resolve Muhasib Printing Setup Problems
- Configure an SMS Gateway
- Configure Receipt and Invoice Content

What to do next

> **Register a Printer**.

Update or Retire a Location

How to Update or Retire a Location in Muhasib ERP

Overview

This guide will help you update a location or determine whether it can be retired without compromising inventory or history.

The deletion path checks dependencies and can remove related item-location rows in some conditions. This behavior is too consequential to use without clone-based tests and checking.

Who can do this

You need access to Location Update; Location Delete plus explicit business approval for removal.

Before you start

Back up the database and review terminals, item stock, transactions, registers, printers, SMS, users, and reports tied to the location.

> 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 Locations.

Update or Retire a Location

Step 1: Filter and select the exact location by ID/code/name

Step 2: For changes, edit approved fields, choose Update, and confirm

Step 3: Before retirement, move or close dependent terminals/registers and reconcile stock

Before retirement, move or close dependent terminals/registers and compare and confirm stock through supported inventory workflows.

Step 4: Choose Delete only after explicit approval

Step 5: Stop if Muhasib reports a dependency

Check your work

For updates, reopen the record and test assigned terminal/output. For approved retirement, compare and confirm stock, stock ledger, location reports, and historical transactions.

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

If something goes wrong

- Do not use deletion as an inventory-transfer mechanism.
- Resolve stock with supported adjustment/transfer workflows.
- If dependency text is unclear, preserve it and contact support.

Related guides

- Create a Location
- Register a Muhasib Terminal
- Transfer Stock Between Locations
- Create and Verify a Manual Backup

What to do next

Create a Location.