Complete Day-End Activity Safely

How to Complete Day-End Activity Safely in Muhasib ERP

Overview

This guide will help you run only the required Day-End tasks and compare and confirm their inventory, ageing, batch, and notification results.

Source performs repeated saves while creating/updating inventory and stock-adjustment records, removing item-location rows, changing batches, recalculating ageing, and creating notifications. Atomic rollback is not proven.

Who can do this

You need access to Day-end Activity plus relevant underlying module permissions.

Before you start

Create a verified backup, make sure an active fiscal year, finish/synchronize transactions, close relevant registers/periods, stop integrations, and capture baseline stock/ledgers/ageing/batches/notifications.

> 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 → Day-end Activity.

Complete Day-End Activity Safely

Step 1: Review the Work List

Step 2: Select only approved tasks

Select only approved tasks:

- Re-calculate items inventory;
- Calculate ageing invoices;
- Generate ageing invoices notification;
- Generate ageing cheques notification;
- Merge multiple batches of items into single.

Step 3: Confirm baseline reports and backup

Step 4: Choose Start Activity

Step 5: Do not interrupt the process

Step 6: Wait for completion and preserve any error

Step 7: Reconcile every selected outcome before reopening normal work

Check your work

Compare stock report/ledger, batch report, adjustment inquiry, customer/supplier ageing, cheque inquiry, notification counts, and General Ledger where needed. A second controlled run should not create unintended duplicates.

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

If something goes wrong

- Stop normal work after a partial failure and restore/escalate according to the tested recovery plan.
- Never rerun blindly to clear an error.

Related guides

- Create and Verify a Manual Backup
- Create and Activate a Fiscal Year
- Review and Manage Notifications
- Reconcile the Stock Ledger to Physical Stock

What to do next

> **Create and Verify a Manual Backup**.

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