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**.

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