Inventory Transactions

Adjust, transfer, receive, requisition, audit, forecast, and verify inventory.

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Create an Inventory Adjustment

How to Create an Inventory Adjustment in Muhasib ERP

Overview

This guide will help you record an approved stock increase or decrease for a documented physical difference.

Muhasib changes on-hand stock and may create valuation/general-ledger entries.

Who can do this

You need access to Inventory Adjustment plus item, location, batch/serial, cost, and approval.

Before you start

Complete a physical count and confirm item, unit, location, batch/serial, system quantity, actual quantity, reason, cost basis, date, 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 → Items & Advanced Inventory → Inventory Adjustment.

Create an Inventory Adjustment

Step 1: Start a new adjustment and enter date/reference

Step 2: Select the item and exact stock identity

Step 3: Confirm system quantity

Step 4: Enter the approved increase/decrease or corrected quantity as the form

Enter the approved increase/decrease or corrected quantity as the form requires.

Step 5: Enter reason and cost/account details where available

Step 6: Review direction and resulting quantity

Step 7: Save once

Check your work

Compare and Confirm adjustment document, stock ledger, item/location/batch/serial balance, valuation, and general ledger.

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

If something goes wrong

- Never use adjustment to replace a missing source transaction.
- Search for the reference before retrying.

Related guides

- Correct or Reverse an Inventory Adjustment
- Audit Item Inventory

- Reconcile the Stock Ledger to Physical Stock

What to do next

> **Correct or Reverse an Inventory Adjustment**.

Correct or Reverse an Inventory Adjustment

Correct or Reverse an Inventory Adjustment

Overview

This guide will help you correct an wrong adjustment while preserving stock and accounting audit trails.

Muhasib reverses or updates the adjustment according to its rules and recalculates affected balances.

Who can do this

You need access to Inventory Adjustment update/reversal and affected period.

Before you start

Identify the original document, current stock, later movements, valuation effect, correct result, reason, and approval.

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

Where to find it

Open Stock Adjustment Inquiry/report and locate the original adjustment.

Correct or Reverse an Inventory Adjustment

Step 1: Confirm the original adjustment and downstream movements

Step 2: Update only safe descriptive fields where permitted

Step 3: Use the authorized reversal/cancel workflow for quantity, direction, stock identity,

Use the authorized reversal/cancel workflow for quantity, direction, stock identity, or cost errors.

Step 4: Record reason and approval reference

Step 5: Create one correct replacement when required

Step 6: Reconcile stock and accounts after correction

Check your work

Confirm original status, correction link, replacement, stock ledger, valuation, and general ledger.

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

If something goes wrong

- Do not hide the error with an unrelated adjustment.
- Escalate when later stock movements or a closed period block correction.

Related guides

- Create an Inventory Adjustment

- Review Stock and Item Change History
- Reconcile the Stock Ledger to Physical Stock

What to do next

> **Create an Inventory Adjustment**.

Transfer Stock Between Locations

How to Transfer Stock Between Locations in Muhasib ERP

Overview

This guide will help you move authorized stock from one location to another with traceable source and destination quantities.

Muhasib reduces source stock and increases destination or in-transit stock according to settings.

Who can do this

You need access to Stock Transfer plus source/destination location, item, batch, and serial.

Before you start

Confirm source availability, destination, items, units, quantities, batches/serials, transfer date, reference, carrier/handler, 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 → Items & Advanced Inventory → Stock Transfer.

Transfer Stock Between Locations

Step 1: Start a transfer and select source and destination locations

Step 2: Enter date and unique reference

Step 3: Add items and transfer quantities

Step 4: Confirm units, batches, serials, and source availability

Step 5: Add handling/dispatch notes

Step 6: Review that source and destination differ

Step 7: Save once and print the transfer document if required

Check your work

Compare and Confirm transfer document, dispatch/receipt, source, destination/in-transit balances, batches, serials, and ledger.

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

If something goes wrong

- Do not transfer unavailable or mismatched serial stock.
- Check for an existing transfer before retrying.

Related guides

- Receive and Verify a Stock Transfer
- Correct or Reverse a Stock Transfer

- Review Stock by Location, Batch, and Serial

What to do next

> **Receive and Verify a Stock Transfer**.

Receive and Verify a Stock Transfer

How to Receive and Verify a Stock Transfer in Muhasib ERP

Overview

This guide will help you check that dispatched stock reached the intended destination and resolve discrepancies safely.

The transfer is verified or completed, and destination/in-transit balances should reflect accepted stock.

Who can do this

You need access to Stock Transfer view/receive access and destination-location inquiry rights.

Before you start

Have the transfer document, physical delivery, item/batch/serial count, receiver identity, and discrepancy procedure.

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

Where to find it

Back Office → Items & Advanced Inventory → Stock Transfer Inquiry.

Receive and Verify a Stock Transfer

Step 1: Locate the transfer by document/reference

Step 2: Confirm source, destination, dispatch date, and status

Step 3: Count received items by unit, batch, and serial

Step 4: Use the receipt/complete action if the runtime provides one

Step 5: Record shortages, excess, or damage through approved correction rather than

Record shortages, excess, or damage through approved correction rather than forcing receipt.

Step 6: Retain receiver confirmation

Check your work

Match physical receipt to document and confirm status plus source, destination, and in-transit balances.

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

If something goes wrong

- Do not confirm receipt before physical verification.
- If no receipt action exists, document that the deployment posts transfers immediately.

Related guides

- Transfer Stock Between Locations

- Correct or Reverse a Stock Transfer
- Review Inventory Movement and Valuation

What to do next

> **Transfer Stock Between Locations**.

Correct or Reverse a Stock Transfer

Correct or Reverse a Stock Transfer

Overview

This guide will help you correct a transfer error without leaving source, destination, batch, or serial balances inconsistent.

Muhasib adjusts the transfer chain and related stock balances according to its rules.

Who can do this

You need access to Stock Transfer update/reversal and both location scopes.

Before you start

Identify original transfer, receipt/status, later movements, physical stock, correct result, reason, and approval.

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

Where to find it

Open Stock Transfer Inquiry and locate the original transfer.

Correct or Reverse a Stock Transfer

Step 1: Confirm original status and physical movement

Step 2: Review source/destination and later stock transactions

Step 3: Update only safe descriptive fields where permitted

Step 4: Reverse/cancel through the authorized workflow for stock-impacting errors

Step 5: Create a correct replacement only when physical movement supports it

Step 6: Reconcile both locations

Check your work

Confirm original status, replacement, source/destination/in-transit quantities, batches, serials, and ledger.

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

If something goes wrong

- Never correct one location without the other.
- Escalate if destination stock has already been consumed or sold.

Related guides

- Transfer Stock Between Locations
- Receive and Verify a Stock Transfer
- Reconcile the Stock Ledger to Physical Stock

What to do next

Transfer Stock Between Locations.

Create a Requisition Request

How to Create a Requisition Request in Muhasib ERP

Overview

This guide will help you request authorized stock or purchasing action through a requisition.

Muhasib records a request for review; it should not be assumed to move stock or create a purchase automatically.

Who can do this

You need access to Requisition Request plus item/location and needed approval.

Before you start

Confirm requesting/destination location, items, quantities, required date, purpose, available stock, and approval route.

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

Where to find it

Back Office → Items & Advanced Inventory → Requisition Request, when visible.

Create a Requisition Request

Step 1: Start a requisition and select requester/location

Step 2: Enter request and required dates

Step 3: Add items, units, and requested quantities

Step 4: Review available stock and business justification

Step 5: Add reference/notes and submit or save once

Step 6: Record the requisition number for follow-up

Check your work

Confirm the requisition appears once with correct requester, items, quantities, date, and status.

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

If something goes wrong

- If the feature is hidden, do not present it as available without product-owner confirmation.
- Search for the request before retrying.

Related guides

- Review and Progress a Requisition
- Transfer Stock Between Locations
- Create a Purchase Order

What to do next

> **Review and Progress a Requisition**.

Reconcile the Stock Ledger to Physical Stock

How to Reconcile the Stock Ledger to Physical Stock in Muhasib ERP

Overview

This guide will help you explain and resolve differences between the Muhasib stock ledger and a controlled physical count.

The variance is explained or corrected with a documented transaction trail.

Who can do this

You need access to Stock Ledger and transaction inquiry access; adjustment rights only for authorized corrections.

Before you start

Freeze or control movements, define the count cutoff, complete a physical count, and keep system and count evidence.

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

Where to find it

Back Office → Items & Advanced Inventory → Stock Ledger Report.

Reconcile the Stock Ledger to Physical Stock

Step 1: Set company, location, item, and cutoff date/time

Step 2: Confirm opening quantity

Step 3: Trace purchases, sales, returns, transfers, adjustments, and production movements

Step 4: Reconcile unit, batch, and serial identities

Step 5: Identify timing, duplication, omission, or classification differences

Step 6: Correct the source transaction where possible; use an approved adjustment

Correct the source transaction where possible; use an approved adjustment only for a genuine count difference.

Check your work

Re-run the ledger and confirm calculated closing stock equals the approved physical/control quantity.

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

If something goes wrong

- Do not start with an adjustment before investigating source documents.
- Include backdated and in-transit transactions in cutoff analysis.

Related guides

- Create an Inventory Adjustment
- Review Stock by Location, Batch, and Serial
- Review Inventory Movement and Valuation

What to do next

> **Create an Inventory Adjustment**.

Investigate Low or Expired Stock

Investigate Low or Expired Stock

Overview

This guide will help you identify low, expired, or near-expiry stock and assign an appropriate replenishment or control action.

Inventory exceptions have a defined operational response; the report itself does not execute that response.

Who can do this

You need access to Low Stock and Expired Stock report access plus relevant item/location scope.

Before you start

Confirm reorder thresholds, lead times, expiry policy, usable locations, batch dates, reservations, and pending supply.

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

Where to find it

Back Office → Items & Advanced Inventory → Low Stock Report or Expired Stock Report.

Investigate Low or Expired Stock

Step 1: Select company, location, and cutoff date

Step 2: Run the low-stock or expired-stock view

Step 3: Confirm item, batch, on-hand/available quantity, threshold, and expiry date

Step 4: Check pending purchase, transfer, requisition, sale, and production demand

Step 5: Classify each exception for replenish, transfer, quarantine, return, dispose, or

Classify each exception for replenish, transfer, quarantine, return, dispose, or master-data correction.

Step 6: Record owner and due date outside the report if no

Record owner and due date outside the report if no action tracking exists.

Check your work

Re-run after approved transactions and confirm resolved exceptions disappear or show the intended status.

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

If something goes wrong

- Validate batch dates and thresholds before acting.
- Do not sell or transfer expired stock contrary to policy.

Related guides

- Forecast Available and Bundled Stock

- Create a Purchase Order
- Transfer Stock Between Locations

What to do next

> **Forecast Available and Bundled Stock**.

Forecast Available and Bundled Stock

Forecast Available and Bundled Stock

Overview

This guide will help you estimate available stock and bundle/manufacturing capacity from current stock and expected movements.

You get a planning estimate; no purchase, transfer, or production transaction is created automatically unless system confirms it.

Who can do this

You need access to Forecast report access plus item/BOM and scoped stock visibility.

Before you start

Confirm BOMs, units, component stock, reservations, open orders, expected receipts, locations, and forecast date/horizon.

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

Where to find it

Back Office → Items & Advanced Inventory or Dashboards & BI → needed forecast report.

Forecast Available and Bundled Stock

Step 1: Select company, location, item/bundle, and forecast horizon

Step 2: Review current on-hand and available quantities

Step 3: Review expected demand and supply included by the report

Step 4: For bundles, identify the limiting component and unit conversions

Step 5: Test alternate location or horizon filters where appropriate

Step 6: Export the result with its filters and generation time

Check your work

Sample forecast quantities against current stock, BOM component ratios, open orders, and expected receipts.

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

If something goes wrong

- Treat missing or stale BOM/order data as a forecast-quality issue.
- Do not interpret forecast quantity as physically available stock.

Related guides

- Create an Item Bill of Materials
- Investigate Low or Expired Stock
- Create a Production Order

What to do next

Create an Item Bill of Materials.

Create a Basic Service or Non-Stock Item

How to Create a Basic Service or Non-Stock Item in Muhasib ERP

Overview

This guide will help you create an item or service that can be selected in transactions without maintaining inventory quantity.

The item becomes selectable in allowed sales/purchase workflows without ordinary on-hand stock control.

Who can do this

You need access to Item and Item Add, plus supporting master permissions when creating missing units/categories/taxes.

Before you start

Create the unit, category, brand, taxes, and GL accounts as needed. Decide barcode/SKU, pricing, discount, commission, and digital-invoicing fields.

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

Where to find it

Back Office → Items & Advanced Inventory → Manage Items.

Create a Basic Service or Non-Stock Item

Step 1: Choose New Record

Step 2: Enter a unique Barcode and Item Name; add SKU, UPC, and Description

Step 3: Select Unit of Measure, Category, and Brand as applicable

Select Unit of Measure, Category, and Brand as needed.

Step 4: Keep inventory/stock tracking disabled for a true non-stock item

Step 5: Enter Selling Price, minimum price, discount, taxes, and commission

Step 6: Map Sales/other required accounts when Financials is enabled

Step 7: Enter applicable digital-invoicing fields

Enter needed digital-invoicing fields.

Step 8: Choose Save

Check your work

Use it on a disposable transaction and confirm price, tax, discount, commission, revenue posting, and absence of stock movement.

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

If something goes wrong

- Do not classify a physical product as non-stock merely to bypass unavailable quantity.

Related guides

- Create a Stocked Item
- Configure Item Pricing, Discount, Tax, and Commission
- Assign Item Accounting Accounts

What to do next

> **Create a Stocked Item**.

Create a Stocked Item

How to Create a Stocked Item in Muhasib ERP

Overview

This guide will help you create an item whose quantity is tracked by Muhasib at an approved location.

Purchases, sales, returns, transfers, adjustments, and manufacturing can change the item's stock and financial balances.

Who can do this

You need access to Item and Item Add, plus Location, Unit, Category, Tax, and Financials permissions as used.

Before you start

Create the unit, category, brand, default location, taxes, and accounting mappings. Decide batch, serial, overselling, reorder, pricing, and opening-stock policy.

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

Where to find it

Back Office → Items & Advanced Inventory → Manage Items.

Create a Stocked Item

Step 1: Choose New Record

Step 2: Enter unique Barcode, Item Name, SKU/UPC, and Description

Step 3: Select Unit, Category, and Brand

Step 4: Enable stock/inventory tracking

Step 5: Select Default Stock Location and set Re-Order Level

Step 6: Configure serialization, batch, and overselling only according to approved policy

Step 7: Configure price, discount, tax, commission, and accounts

Step 8: Choose Save

Step 9: When prompted to add opening stock, continue only with an

When prompted to add opening stock, continue only with an approved reconciled opening balance.

Check your work

Confirm item details, zero/opening stock, location, stock report/ledger, and accounting setup before live use.

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

If something goes wrong

- Do not enable serialization experimentally.
- Do not enter opening stock without source documents and checking.

Related guides

- Create Item Opening Stock
- Enable and Maintain Item Serials
- Review Item Stock by Location and Batch
- Configure Purchase and Inventory Behavior

What to do next

> **Create Item Opening Stock**.

Create Item Opening Stock

How to Create Item Opening Stock in Muhasib ERP

Overview

This guide will help you enter the documented beginning quantity and cost for a new stocked item by location and batch.

Muhasib creates inventory/location records and may create accounting entries when Financials is enabled.

Who can do this

You need access to Item/Opening Stock access plus relevant inventory and financial permissions.

Before you start

Create an active fiscal year, item, units, locations, batches/serials, and accounting mappings. Get an approved physical count and valuation as of one cutover date. Back up the database.

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

Where to find it

Back Office → Items & Advanced Inventory → Manage Items → save/select stocked item → Opening Stock.

Create Item Opening Stock

Step 1: Confirm item, base unit, cutover date, and zero/current stock

Step 2: Open Item Opening Stock

Step 3: Select Location and Batch where applicable

Select Location and Batch where needed.

Step 4: Enter approved quantity and unit/total cost according to verified labels

Step 5: Enter required serials for serialized items

Step 6: Add each distinct location/batch row once

Step 7: Review totals and save

Check your work

Compare and Confirm physical count/source schedule to Stock Report, Stock Ledger, batch/serial inquiry, inventory value, journal, Account Ledger, and Trial Balance.

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

If something goes wrong

- Never enter the same opening balance twice.
- Correct through the supported workflow, not a compensating unexplained adjustment.

Related guides

- Create a Stocked Item
- Create Taxed Item Opening Stock

- Review Item Stock by Location and Batch
- Create and Verify a Manual Backup

What to do next

> **Create a Stocked Item**.

Create Taxed Item Opening Stock

How to Create Taxed Item Opening Stock in Muhasib ERP

Overview

This guide will help you establish beginning inventory with its approved tax and accounting treatment.

Muhasib establishes stock and can post inventory/tax/opening-balance entries. Wrong treatment affects stock value, tax reports, and Trial Balance.

Who can do this

You need access to Taxed Opening Stock, inventory, Tax, and needed Financials permissions.

Before you start

Complete all ordinary opening-stock prerequisites, create the tax, confirm recoverable/non-recoverable tax treatment, get source documents, and back up the database.

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

Where to find it

Back Office → Items & Advanced Inventory → Manage Items → Taxed Item Opening Stock.

Create Taxed Item Opening Stock

Step 1: Confirm item, date, unit, location, batch/serial, quantity, and pre-tax cost

Step 2: Select the approved tax and calculation basis

Step 3: Review tax amount and total valuation

Step 4: Confirm inventory, tax, opening-balance, and counter-account mappings

Step 5: Save once

Step 6: Preserve the source schedule/reference

Check your work

Compare and Confirm Stock Ledger/value, Tax Report, Journal/General Ledger, Account Ledger, and Trial Balance to the approved opening schedule.

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

If something goes wrong

- Restore/correct before ordinary transactions if tax or valuation is wrong.
- Do not offset errors with an unrelated voucher.

Related guides

- Create Item Opening Stock
- Create a Tax
- Assign Item Accounting Accounts

- Prepare and Review a Trial Balance

What to do next

> **Create Item Opening Stock**.

Audit Item Inventory

How to Audit Item Inventory in Muhasib ERP

Overview

This guide will help you compare Muhasib's recorded inventory with expected movement and physical count, then isolate differences.

The audit identifies discrepancies; any update/recalculation option can mutate inventory and needs a backup and separate approval.

Who can do this

You need access to Item Inventory Audit and read access to stock/transaction reports; corrections require separate rights.

Before you start

Choose a cut-off time, freeze or account for movement, synchronize terminals, and collect physical count/detailed 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 → Items & Advanced Inventory → Item Inventory Audit.

Audit Item Inventory

Step 1: Select company, location, item/category, and date scope

Step 2: Run the audit/calculation without changing data where possible

Step 3: Compare opening, purchases/receipts, sales/issues, returns, transfers, adjustments, WIP, and closing

Compare opening, purchases/receipts, sales/issues, returns, transfers, adjustments, WIP, and closing quantity.

Step 4: Separate timing, unit, batch, serial, and pending-sync differences

Step 5: Document unexplained variance

Step 6: Correct only through the supported source transaction or approved adjustment

Check your work

Stock Report, Stock Ledger, movement report, batch/serial totals, and physical count compare and confirm for the same scope.

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

If something goes wrong

- Do not combine different cut-off times or quantity definitions.
- Do not run Day End recalculation as an unexplained fix.

Related guides

- Review Item Stock by Location and Batch
- Audit Item Stock Using Excel
- Create an Inventory Adjustment
- Complete Day-End Activity Safely

What to do next

> **Review Item Stock by Location and Batch**.

Audit Item Stock Using Excel

How to Audit Item Stock Using Excel in Muhasib ERP

Overview

This guide will help you use the Excel audit workflow to compare a controlled physical count with Muhasib stock.

The Excel workflow can compare or potentially update inventory depending on the active implementation. Do not assume it is read-only.

Who can do this

You need access to Excel inventory-audit access and report/export rights; any correction requires inventory-adjustment approval.

Before you start

Freeze/count stock at a defined cut-off, use a protected file location, and preserve the original export unchanged.

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

Where to find it

Back Office → Items & Advanced Inventory → Item Inventory Audit (Excel).

Audit Item Stock Using Excel

Step 1: Export the target-build audit template/data

Step 2: Preserve IDs, headers, units, locations, and batches

Step 3: Enter physical counts only in approved columns

Step 4: Validate formulas, decimal separators, and row alignment

Step 5: Import/compare in a snapshot first

Step 6: Review every variance

Step 7: Create supported adjustments separately when approved

Check your work

Match file rows to item/location/batch records and compare and confirm resulting variances/adjustments with Stock Ledger.

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

If something goes wrong

- Never sort one column independently.
- Do not reuse an old export after stock movement.

Related guides

- Audit Item Inventory
- Create an Inventory Adjustment
- Import Item Stock

What to do next

Audit Item Inventory.