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**.

Revision #0
Created 2026-09-04 09:20:26 UTC by Shah Rukh Saeed
Updated 2026-09-07 10:14:00 UTC by Shah Rukh Saeed