Import Item Stock

How to Import Item Stock in Muhasib ERP

Overview

This guide will help you import approved item quantities by location/batch and compare and confirm the resulting inventory.

The import changes recorded inventory and may affect valuation/accounting depending on implementation.

Who can do this

You need access to Import Item Stock plus inventory/location and needed financial permissions.

Before you start

Back up the database, freeze stock movement, get a physical/source schedule at one timestamp, and create all items, units, locations, batches/serials, fiscal year, and accounts.

> 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 → Import Item Stock.

Import Item Stock

Step 1: Use the target-build template

Step 2: Map each row to one item, unit, location, and batch/serial scope

Step 3: Validate quantity, cost, date, identifiers, and duplicates

Step 4: Import a small pilot into a restored snapshot

Step 5: Review errors and determine whether any rows committed

Step 6: Restore, correct, and import the approved final file once

Step 7: Resume stock movement only after reconciliation

Check your work

Compare and Confirm every file total with Stock Report, Stock Ledger, batch/serial inquiry, location totals, valuation, and GL where needed.

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

If something goes wrong

- Do not rerun an uncertain file.
- Do not offset duplicates with unexplained negative rows.

Related guides

- Create Item Opening Stock
- Import Items
- Review Item Stock by Location and Batch

What to do next

> **Create Item Opening Stock**.

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