Import Items

How to Import Items in Muhasib ERP

Overview

This guide will help you validate and import a controlled batch of item masters without duplicates or unintended stock.

The importer can create many item and related records. If an import stops because of an error, check which records were saved before trying again.

Who can do this

You need access to Item import and needed Item Add/supporting-master permissions.

Before you start

Back up the database. Export/get the exact target-build template. Create referenced units, categories, brands, taxes, locations, and accounts. Use a small synthetic pilot.

> 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 Bulk Import/Import Items.

Import Items

Step 1: Use the unmodified target template and headers

Step 2: Populate required identity and referenced-master values

Step 3: Check unique barcode/SKU policy, numeric/date/boolean formats, decimals, price/tax, item type,

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Step 4: Keep opening quantities out unless the template explicitly supports and

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Step 5: Import a small pilot file

Step 6: Review validation/errors and resulting records

Step 7: Correct the source file, not partially imported records, unless the

Correct the source file, not partially imported records, unless the rerun policy is known.

Step 8: Import the approved batch once

Check your work

Compare source-row count to created/skipped/failed rows; check duplicates, master links, prices, taxes, locations, stock, and accounts.

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

If something goes wrong

- Stop after partial failure until rerun/deduplication is understood.

- Never import production data first as the test.

Related guides

- Plan Your Item and Inventory Setup
- Import Item Stock
- Bulk Edit Items

What to do next

> **Plan Your Item and Inventory Setup**.

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