Prepare for Inventory Control Transactions

How to Prepare for Inventory Control Transactions in Muhasib ERP

Overview

This guide will help you confirm the controls required before adjusting, transferring, requisitioning, or reconciling stock.

Authorized users can process inventory movements against controlled masters and a known starting position.

Who can do this

You need access to Relevant inventory transaction and inquiry rights plus item/location.

Before you start

Confirm item setup, units, locations, batches/serials, fiscal/working period, negative-stock policy, approval limits, and physical-count 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.

Prepare for Inventory Control Transactions

Step 1: Confirm the active company and period

Step 2: Verify each participating item and location

Step 3: Confirm batch, serial, expiry, and unit controls

Step 4: Review current stock and pending transactions

Step 5: Separate entry, approval, and verification duties where required

Step 6: Record opening control totals before live processing

Check your work

Confirm required forms are accessible and inquiry balances match the opening control totals.

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

If something goes wrong

- Resolve master-data or period errors before transacting.
- Do not enable negative stock merely to bypass an unexplained shortage.

Related guides

- Create an Inventory Adjustment
- Transfer Stock Between Locations
- Reconcile the Stock Ledger to Physical Stock

What to do next

Create an Inventory Adjustment.

Revision #0
Created 2026-09-04 09:20:16 UTC by Shah Rukh Saeed
Updated 2026-09-07 10:14:00 UTC by Shah Rukh Saeed