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**.

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