Reconcile the Stock Ledger to Physical Stock

How to Reconcile the Stock Ledger to Physical Stock in Muhasib ERP

Overview

This guide will help you explain and resolve differences between the Muhasib stock ledger and a controlled physical count.

The variance is explained or corrected with a documented transaction trail.

Who can do this

You need access to Stock Ledger and transaction inquiry access; adjustment rights only for authorized corrections.

Before you start

Freeze or control movements, define the count cutoff, complete a physical count, and keep system and count evidence.

> 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 Ledger Report.

Reconcile the Stock Ledger to Physical Stock

Step 1: Set company, location, item, and cutoff date/time

Step 2: Confirm opening quantity

Step 3: Trace purchases, sales, returns, transfers, adjustments, and production movements

Step 4: Reconcile unit, batch, and serial identities

Step 5: Identify timing, duplication, omission, or classification differences

Step 6: Correct the source transaction where possible; use an approved adjustment

Correct the source transaction where possible; use an approved adjustment only for a genuine count difference.

Check your work

Re-run the ledger and confirm calculated closing stock equals the approved physical/control quantity.

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

If something goes wrong

- Do not start with an adjustment before investigating source documents.
- Include backdated and in-transit transactions in cutoff analysis.

Related guides

- Create an Inventory Adjustment
- Review Stock by Location, Batch, and Serial
- Review Inventory Movement and Valuation

What to do next

> **Create an Inventory Adjustment**.

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