Review Item Stock by Location and Batch

How to Review Item Stock by Location and Batch in Muhasib ERP

Overview

This guide will help you check where an item's recorded quantity is held and how batches/serials contribute to availability.

The inquiry/report identifies records to investigate; it does not itself correct stock.

Who can do this

You need access to Item/stock inquiry or report access; batch/serial details may require separate features.

Before you start

Know the item, company, locations, units, batch/serial policy, and as-of date/business question.

> 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 → Manage Items → Item Stock, or Stock/Batch/Ledger reports.

Review Item Stock by Location and Batch

Step 1: Select the exact item

Step 2: Review quantity by location

Step 3: Expand batch and serial detail where enabled

Step 4: Distinguish on-hand, available, reserved, forecasted, and reorder quantities according to

Distinguish on-hand, available, reserved, forecasted, and reorder quantities according to verified labels.

Step 5: Compare with Stock Ledger movements for the same scope/date

Step 6: Investigate differences before adjusting stock

Check your work

Opening + receipts + transfers in − issues/sales/transfers out ± adjustments/returns/WIP should compare and confirm to the shown balance under the report's definitions.

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

If something goes wrong

- Match company, location, terminal, batch, unit, and date filters.
- Do not adjust until timing and pending sync are excluded.

Related guides

- Review the Stock Ledger Report

- Review the Inventory Movement Report
- Create an Inventory Adjustment
- Modify Item Batches

What to do next

> **Review the Stock Ledger Report**.

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