Review the Expired Stock Report

How to Review the Expired Stock Report in Muhasib ERP

Overview

This guide will help you identify expired or relevant dated batches and assign quarantine, return, disposal, or correction actions.

Expired-stock exceptions have controlled actions; the report does not move stock itself.

Who can do this

You need access to Expired Stock Report and authorized item/location/batch scope.

Before you start

Define cutoff date, locations, item/category scope, near-expiry policy, usable status, and approved handling 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 → Expired Stock Report.

Review the Expired Stock Report

Step 1: Select company, cutoff, location, and item scope

Step 2: Generate the report

Step 3: Review item, batch, expiry, quantity, location, and value shown

Step 4: Verify batch date and physical stock

Step 5: Classify for quarantine, supplier return, disposal, controlled use, or data

Classify for quarantine, supplier return, disposal, controlled use, or data correction.

Step 6: Record owner and evidence

Check your work

Rerun after authorized transactions and confirm batch quantities/status reflect the physical result.

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

If something goes wrong

- Validate mistaken expiry dates before disposal.
- Do not sell or transfer expired stock contrary to policy.

Related guides

- Investigate Low or Expired Stock
- Review the Item Batch Report
- Modify Item Batches

What to do next

> **Investigate Low or Expired Stock**.

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