Review the Low Stock Report

How to Review the Low Stock Report in Muhasib ERP

Overview

This guide will help you identify items below their set up stock threshold and choose a replenishment action.

Each valid shortage has an authorized replenishment or correction action.

Who can do this

You need access to Low Stock Report and authorized item/location visibility.

Before you start

Confirm company, locations, thresholds, on-hand versus available definition, reservations, open supply, units, and replenishment policy.

> 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 → Low Stock Report.

Review the Low Stock Report

Step 1: Select company and location/item scope

Step 2: Generate the report

Step 3: Review item, unit, current/available quantity, threshold, and shortage shown

Step 4: Check open purchases, transfers, requisitions, and production supply

Step 5: Validate threshold and unit

Step 6: Choose purchase, transfer, production, or master-data correction

Check your work

After source transactions or threshold correction, rerun and confirm the exception changes as expected.

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

If something goes wrong

- Do not replenish from stale or wrong thresholds.
- Check reservations and unit conversions when availability differs from on-hand.

Related guides

- Investigate Low or Expired Stock
- Review Available Forecasted Stock
- Create a Purchase Order

What to do next

Investigate Low or Expired Stock.

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