Review the Requisition Inquiry

How to Review the Requisition Inquiry in Muhasib ERP

Overview

This guide will help you find a requisition, inspect its approval/fulfillment state, and determine its next action.

You get source-level requisition status and its valid next action.

Who can do this

You need access to Requisition Inquiry plus request, item, location, approval, transfer, and purchase visibility.

Before you start

Have request/reference, requester, date range, location, item, status, or linked fulfillment.

> 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 → Requisition Inquiry.

Review the Requisition Inquiry

Step 1: Set company/date/location/status filters

Step 2: Search by request/requester/reference/item

Step 3: Open the exact requisition

Step 4: Review requested, approved, fulfilled, and remaining quantities

Step 5: Check linked transfer or purchase order

Step 6: Select approved status/fulfillment follow-up

Check your work

Inquiry quantities/status compare and confirm to the request and any linked fulfillment documents.

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

If something goes wrong

- If hidden, confirm product support and permission before documenting it as active.
- Search links before creating duplicate fulfillment.

Related guides

- Create a Requisition Request
- Review and Progress a Requisition
- Transfer Stock Between Locations

What to do next

Create a Requisition Request.

Revision #0
Created 2026-09-04 09:20:48 UTC by Shah Rukh Saeed
Updated 2026-09-07 10:14:00 UTC by Shah Rukh Saeed