Review the Stock Adjustment Inquiry

How to Review the Stock Adjustment Inquiry in Muhasib ERP

Overview

This guide will help you find an inventory adjustment, inspect its detailed record and effects, and determine whether correction is required.

You get source-level adjustment evidence and its valid next action.

Who can do this

You need access to Stock Adjustment Inquiry plus item/location/cost visibility.

Before you start

Have adjustment/reference, date range, item, location, batch/serial, reason, amount, or user.

> 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 Adjustment Inquiry.

Review the Stock Adjustment Inquiry

Step 1: Set company/date filters

Step 2: Search by adjustment/reference/item/location

Step 3: Open the exact adjustment

Step 4: Review stock identity, before/after or direction, quantity, cost, reason, user,

Review stock identity, before/after or direction, quantity, cost, reason, user, and status.

Step 5: Trace stock and journal effects

Step 6: Choose authorized correction only after downstream review

Check your work

Inquiry/detail agree with Stock Adjustment Report, stock ledger, physical evidence, and journal.

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

If something goes wrong

- Search before creating an offsetting adjustment.
- Check later movements and closed period before correction.

Related guides

- Review the Stock Adjustment Report
- Create an Inventory Adjustment
- Correct or Reverse an Inventory Adjustment

What to do next

Review the Stock Adjustment Report.

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