Transaction, Stock, and Financial Corrections

Correct transaction, stock, batch, serial, valuation, payment, and ledger problems safely.

- Transaction Status and Lifecycle Reference
- Stock, Batch, Serial, Location, and Valuation Reference
- Debit, Credit, Payment Direction, and Ledger Reference
- Resolve Insufficient, Negative, Batch, or Serial Stock Errors
- Prevent and Resolve Duplicate Transactions

Transaction Status and Lifecycle Reference

Transaction Status and Lifecycle Reference

Overview

This guide will help you choose the correct action for a record based on whether it is new, saved, approved, finalized, converted, settled, closed, cancelled, reversed, or otherwise completed.

You select a valid next action without repeating a completed transition or editing around dependencies.

Who can do this

You need access to View access to status/history; transitions require workflow-specific authority.

Before you start

Identify the source record, current status, downstream records, physical/external effects, period, and intended business outcome.

> Before saving, check that the correct company is open and that you have permission to complete this task.

Where to find it

Open the record through its Inquiry/history and inspect status plus linked documents.

Transaction Status and Lifecycle Reference

Step 1: New/unsaved: no durable record is assumed

Step 2: Saved/draft/open/initiated: a record exists but may not have final stock/account/external

Saved/draft/open/initiated: a record exists but may not have final stock/account/external effects.

Step 3: Approved/finalized/posted: consequential effects may exist and correction must preserve them

Step 4: Converted/fulfilled/settled/closed: inspect the linked target/payment/receipt/close record

Step 5: Cancelled/reversed: preserve original and reversal; exclude only according to report

Cancelled/reversed: preserve original and reversal; exclude only according to report rules.

Step 6: Rejected/failed/unknown: classify local and external outcomes before retry

Check your work

Status history, linked documents, stock, party, payment, tax, external, and journal states form one consistent chain.

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

If something goes wrong

- Save and Finalize are not interchangeable.
- Never infer failure from a missing success message alone.

Related guides

- Correct Data without Deleting History
- Recover from an Interrupted Save, Finalize, or Conversion
- Prevent and Resolve Duplicate Transactions

What to do next

> **Correct Data without Deleting History**.

Stock, Batch, Serial, Location, and Valuation Reference

Stock, Batch, Serial, Location, and Valuation Reference

Overview

This guide will help you distinguish stock identities, quantity states, movement directions, and value concepts across Muhasib.

Stock questions are answered at the correct identity, state, and valuation basis.

> **ℹ Note**
> Static reference. Availability and costing methods require system/database verification.

Who can do this

You need access to Relevant stock/report access; cost visibility may be separate.

Before you start

Know item/variant, base unit, location, batch, serial, expiry, cutoff, cost method, and whether the question concerns physical, on-hand, reserved, in-transit, available, forecast, or WIP stock.

> Before saving, check that the correct company is open and that you have permission to complete this task.

Where to find it

Items & Advanced Inventory → Stock, Detailed Stock, Batch, Movement, or Stock Ledger reports.

Stock, Batch, Serial, Location, and Valuation Reference

Step 1: Identify exact stock identity and unit

Step 2: Select company/location and cutoff

Step 3: Separate on-hand, reserved, in-transit, available, forecast, and WIP quantities

Step 4: Trace movement source and direction

Step 5: Confirm batch/serial/expiry integrity

Step 6: Reconcile quantity and value using the configured costing method

Check your work

Detailed identities sum to Stock Report and movements roll into Stock Ledger closing quantity/value.

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

If something goes wrong

- Never add incompatible units without conversion.
- Negative stock and backdating can distort valuation.

Related guides

- Review Stock by Location, Batch, and Serial
- Review Inventory Movement and Valuation
- Reconcile the Stock Ledger to Physical Stock

What to do next

> **Review Stock by Location, Batch, and Serial**.

Debit, Credit, Payment Direction, and Ledger Reference

Debit, Credit, Payment Direction, and Ledger Reference

Overview

This guide will help you interpret debit/credit and money direction correctly across source transactions, payment accounts, party ledgers, and the general ledger.

You can distinguish receipt/payment direction from debit/credit presentation and avoid reversed entries.

Who can do this

You need access to Relevant transaction/report access; posting changes require accounting authority.

Before you start

Know the business event, account types, party role, whether money is received or paid, and set up mappings.

> Before saving, check that the correct company is open and that you have permission to complete this task.

Where to find it

Open source transaction, Payment Account Statement, party ledger, Journal Ledger, and Account Ledger.

Debit, Credit, Payment Direction, and Ledger Reference

Step 1: Describe the business event without accounting labels

Step 2: Identify assets, liabilities, equity, income, expenses, party balances, and payment

Identify assets, liabilities, equity, income, expenses, party balances, and payment accounts affected.

Step 3: Confirm money direction separately from debit/credit wording

Step 4: Trace the source-generated journal

Step 5: Recalculate ledger running balances using their displayed convention

Step 6: Reconcile subledger and general-ledger controls

Check your work

Generated journals balance and source, party, payment-account, and general-ledger totals agree.

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

If something goes wrong

- Never change payment direction by editing labels or one journal side.
- Confirm each report's sign convention.

Related guides

- Trace a Source Transaction into the General Ledger
- Reconcile a Payment Account Statement
- Review an Account Ledger

What to do next

> **Trace a Source Transaction into the General Ledger**.

Resolve Insufficient, Negative, Batch, or Serial Stock Errors

How to Resolve Insufficient, Negative, Batch, or Serial Stock Errors in Muhasib ERP

Overview

This guide will help you correct a stock-availability or identity problem without inventing quantity or bypassing record history.

If this issue is stopping your work, do not worry. Follow the steps one at a time, and check the result before trying again.

The source stock position becomes accurate enough for the intended transaction or the shortage remains a valid control.

Who can do this

You need access to Source transaction and stock inquiry access; master/adjustment changes require separate authority.

Before you start

Record item, unit, requested quantity, location, batch, serial, date, available/on-hand result, pending movements, and message.

> Before saving, check that the correct company is open and that you have permission to complete this task.

Where to find it

Open Stock Report, Detailed Stock, Item Batch, and Stock Ledger for the item.

Resolve Insufficient, Negative, Batch, or Serial Stock Errors

Step 1: Confirm exact item/variant/unit and conversion

Step 2: Confirm company, location, batch, serial, and cutoff

Step 3: Reconcile on-hand, reserved, in-transit, and available values

Step 4: Find missing/unposted/backdated source movements

Step 5: Select correct stock identity or complete the valid source transaction

Step 6: Use an approved adjustment only for a verified physical difference

Check your work

Physical stock, stock ledger, identity details, and available quantity agree before retrying once.

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

If something goes wrong

- Do not enable negative stock simply to complete a transaction.
- Never reuse or fabricate serial/batch values.

Related guides

- Review Stock by Location, Batch, and Serial
- Reconcile the Stock Ledger to Physical Stock
- Create an Inventory Adjustment

What to do next

> **Review Stock by Location, Batch, and Serial**.

Prevent and Resolve Duplicate Transactions

Prevent and Resolve Duplicate Transactions

Overview

This guide will help you prevent duplicate entry and compare and confirm suspected duplicates without deleting audit history.

If this issue is stopping your work, do not worry. Follow the steps one at a time, and check the result before trying again.

One valid business event remains with an auditable correction chain for any duplicate.

Who can do this

You need access to Source inquiry access; correction/reversal requires transaction-specific authority.

Before you start

Have source reference, party, amount, date/time, external ID, terminal/user, response/log, and expected record count.

> Before saving, check that the correct company is open and that you have permission to complete this task.

Where to find it

Open the relevant module inquiry and linked external/history reports.

Prevent and Resolve Duplicate Transactions

Step 1: Search by stable document/external/reference ID before entry or retry

Step 2: After timeout, treat outcome as unknown rather than failed

Step 3: Compare suspected records across party, lines, amounts, times, user/terminal, and

Compare suspected records across party, lines, amounts, times, user/terminal, and links.

Step 4: Identify the valid original and downstream effects

Step 5: Reverse/correct the duplicate through approved workflow

Step 6: Preserve external and local evidence

Check your work

Source, stock, party, payment, tax, external-provider, and journal controls include the event once.

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

If something goes wrong

- Never delete one side of an integrated transaction to make counts match.
- Use supplier/customer invoice and external IDs as duplicate controls where needed.

Related guides

- Recover from an Interrupted Save, Finalize, or Conversion
- Retry a Partially Successful Integration Safely
- Correct Data without Deleting History

What to do next

> **Recover from an Interrupted Save, Finalize, or Conversion**.