Correcting product stock mismatch or incorrect stock in different reports

Products · https://spos.pk/docs/correcting-product-stock-mis-match-or-incorrect-stock-in-different-reports/

Sometimes the stock shown in one report does not match another, or the quantity on hand does not match what is actually on the shelf. These differences usually come from a missed transaction, a wrong entry or a report that covers a different date range, and they can be traced and corrected step by step.

Correcting product stock mismatch or incorrect stock in different reports

1. Do a physical count of the product and note the real quantity on the shelf, so you have a true figure to compare against.
2. Open the product's stock history and check every purchase, sale, transfer, adjustment and return in date order.
3. Compare the reports using the same date range and the same location, because different dates or branches are the most common cause of a mismatch.
4. Look for duplicate entries, sales recorded against the wrong product or variation, and opening stock that was entered incorrectly.
5. Correct the quantity with a stock adjustment, add a clear note explaining the reason, and check the reports again to confirm they now agree.

Tip: Never change a stock figure without a note, and check the stock history first, so the same difference does not come back next month.