Inquiries

Review production status, transactions, orders, stock, history, and gate passes.

- Review Status History and Print a Gate Pass
- Review WIP In and WIP Out Transactions
- Review Production Orders
- Review Production Order Stock

Review Status History and Print a Gate Pass

How to Review Status History and Print a Gate Pass in Muhasib ERP

Overview

This guide will help you check a production/WIP status trail and produce the correct gate pass for an authorized movement.

You get evidence of process status and an authorized movement document; printing should not itself post stock.

Who can do this

You need access to WIP view plus history and print permissions where enforced.

Before you start

Confirm the saved transaction, current status, party, delivery staff, gate number/pass, item quantities, and physical authorization.

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

Where to find it

Open the production/WIP record → Show Status History or Print Gate Pass.

Review Status History and Print a Gate Pass

Step 1: Verify transaction number and production context

Step 2: Review status sequence, timestamps, and users

Step 3: Resolve missing or invalid transitions before movement

Step 4: Open gate-pass preview

Step 5: Confirm party, gate, item, quantity, batch/serial, and reference

Step 6: Print one controlled copy and mark duplicates according to policy

Check your work

Match history and gate pass to the saved WIP transaction and physical handover.

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

If something goes wrong

- Do not print from an unsaved or wrong-stage record.
- Check Print Reports permission and template/printer settings.

Related guides

- Move Production Stock Between WIP Stages

- Finalize a WIP Transaction
- Resolve Muhasib Printing Setup Problems

What to do next

> **Move Production Stock Between WIP Stages**.

Review WIP In and WIP Out Transactions

How to Review WIP In and WIP Out Transactions in Muhasib ERP

Overview

This guide will help you find and inspect a WIP movement and determine its process, direction, status, lines, and correction needs.

You get a source-level view of the WIP transaction and its current state.

Who can do this

You need access to WipInInquiry or WipOutInquiry and access to the underlying WIP record.

Before you start

Have transaction/document number, process, party, date range, status, item, or gate reference.

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

Where to find it

Back Office → Manufacturing → WIP In Inquiry or WIP Out Inquiry.

Review WIP In and WIP Out Transactions

Step 1: Select company and narrow date range

Step 2: Filter by available identifiers

Step 3: Confirm runtime Issue to or Issue from process meaning

Step 4: Select View Record

Step 5: Review header, status, lines, raw items, quantities, identities, gate details,

Review header, status, lines, raw items, quantities, identities, gate details, and journal.

Step 6: Record any correction or follow-up required

Check your work

Match inquiry row to the detailed record, physical/gate evidence, production order, stock, and journal.

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

If something goes wrong

- Check both WIP In and WIP Out when direction terminology is uncertain.
- Expand date scope and confirm company when a known record is missing.

Related guides

- Review WIP In and WIP Out Summary Reports
- Correct or Reverse a WIP Transaction
- Reconcile the Production Order Stock Ledger

What to do next

Review WIP In and WIP Out Summary Reports.

Review Production Orders

How to Review Production Orders in Muhasib ERP

Overview

This guide will help you find a production order, assess its status and nested progress, and identify the next authorized action.

You get an end-to-end view of production-order progress without changing it.

Who can do this

You need access to ProductionOrderInquiry plus view access to the selected order and nested records.

Before you start

Have order/transaction/document number, category, status, product, date range, or creator.

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

Where to find it

Back Office → Manufacturing → Production Order Inquiry.

Review Production Orders

Step 1: Select company and date range

Step 2: Filter by order, category, status, product, or user where supported

Step 3: Open the exact production order

Step 4: Review products, WIP, raw material, overhead, expense, wastage, shipment, and

Review products, WIP, raw material, overhead, expense, wastage, shipment, and status.

Step 5: Compare planned, processed, and remaining quantities

Step 6: Record the next action or exception

Check your work

Match the inquiry status and totals to the parent order, nested records, stock reports, and physical production evidence.

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

If something goes wrong

- Expand the date range and clear status filters for missing orders.
- Do not treat Initiated as proof that stock was issued.

Related guides

- Create a Production Order
- Review Production Order Stock
- Update or Correct a Production Order

What to do next

Create a Production Order.

Review Production Order Stock

How to Review Production Order Stock in Muhasib ERP

Overview

This guide will help you determine the stock quantity and value linked to production orders and items.

You get a scoped production-stock position for operational review.

Who can do this

You need access to ProductionOrderStockReport; PrintReports is required for printing.

Before you start

Know the company, date range, production order, item, process/location, and expected quantities.

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

Where to find it

Back Office → Manufacturing → Production Order Stock Report.

Review Production Order Stock

Step 1: Select exact date/company scope

Step 2: Select item and production-order filters where supported

Step 3: Select Filter

Step 4: Review raw, WIP, wastage, shipment, and produced quantities/value shown

Step 5: Compare exceptions with order and WIP inquiries

Step 6: Print only after verifying filters

Check your work

Compare and Confirm report totals to production orders, WIP transactions, wastage, shipments, and the general stock ledger.

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

If something goes wrong

- Confirm whether saved and finalized transactions are both included.
- Check unit conversions and stock identity filters.

Related guides

- Review Production Orders
- Reconcile the Production Order Stock Ledger
- Review WIP In and WIP Out Summary Reports

What to do next

Review Production Orders.