Setup & Maintenance

Create manufacturing masters, work orders, products, process steps, overheads, and shipment details.

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- Record a Production Shipment
- Trace Manufacturing Transactions into Inventory and Accounts

Prepare Muhasib for Manufacturing

How to Prepare Muhasib for Manufacturing in Muhasib ERP

Overview

This guide will help you establish the masters, stock, accounts, statuses, processes, and permissions needed for controlled production.

Authorized users can create and progress production records against controlled prerequisites.

Who can do this

You need access to Relevant Manufacturing view/add/update rights plus item, BOM, inventory, fiscal-year, account, and report.

Before you start

Confirm active fiscal year, production model, locations, manufactured items, BOMs, units, raw stock, work processes, statuses, overhead/expense accounts, and role separation.

> 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 and Items & Advanced Inventory.

Prepare Muhasib for Manufacturing

Step 1: Confirm whether the deployment uses Work Orders, Production Orders, or

Confirm whether the deployment uses Work Orders, Production Orders, or both.

Step 2: Verify manufactured items and approved BOMs

Step 3: Create required process, status, and category masters

Step 4: Confirm raw-material, WIP, finished-goods, wastage, overhead, and expense locations/accounts

Step 5: Verify fiscal period and transaction numbering

Step 6: Test permissions and one representative production lifecycle in an isolated

Test permissions and one representative production lifecycle in an isolated database.

Check your work

Confirm all required masters are selectable and a test lifecycle reconciles quantities, statuses, stock, and accounts.

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

If something goes wrong

- Do not begin live production with incomplete BOMs or account mappings.
- Resolve ambiguity between Work Order and Production Order with the product owner.

Related guides

- Create a Work Order
- Create a Production Order
- Create an Item Bill of Materials

What to do next

> **Create a Work Order**.

Create a Work Order Status

How to Create a Work Order Status in Muhasib ERP

Overview

This guide will help you create an approved status used to classify work-order progress.

The status becomes available to allowed work-order workflows.

Who can do this

You need access to WorkOrderStatus add permission; update/delete rights are separate.

Before you start

Confirm unique name, business meaning, sequence, terminal/non-terminal behavior, and approval.

> 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 → Work Order Status.

Create a Work Order Status

Step 1: Search for an equivalent status

Step 2: Select New Record

Step 3: Enter the approved name and applicable attributes

Enter the approved name and needed attributes.

Step 4: Confirm the status has one unambiguous operational meaning

Step 5: Select Save once

Check your work

Reopen the status and confirm it appears in the intended work-order selector.

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

If something goes wrong

- Avoid synonyms that create unclear reporting.
- Do not remove a historically used status.

Related guides

- Create a Work Order
- Finalize a Work Order
- Retire a Manufacturing Setup Record Safely

What to do next

> **Create a Work Order**.

Create a Work Process

How to Create a Work Process in Muhasib ERP

Overview

This guide will help you create a named production stage that can receive or issue work-in-process.

The process becomes selectable in Work Order and WIP workflows.

Who can do this

You need access to WorkProcessesAdd; update/delete rights are separate.

Before you start

Confirm process name, operational definition, normal predecessor/successor, responsible party, location/account implications, and approval.

> 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 → Work Processes.

Create a Work Process

Step 1: Search for an existing equivalent process

Step 2: Select New Record

Step 3: Enter a unique, recognizable process name and supported attributes

Step 4: Confirm how it fits the production route

Step 5: Save once

Check your work

Reopen it and confirm Select Work Process displays it to an authorized user.

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

If something goes wrong

- Do not encode changing dates or jobs in a reusable process name.
- Avoid removing a process referenced by history.

Related guides

- Add a BOM, Work Process, and Expense to a Work Order
- Issue Stock to a Work Process
- Retire a Manufacturing Setup Record Safely

What to do next

> **Add a BOM, Work Process, and Expense to a Work Order**.

Retire a Manufacturing Setup Record Safely

How to Retire a Manufacturing Setup Record Safely in Muhasib ERP

Overview

This guide will help you stop future use of a status, process, or category without damaging production history.

The value is unavailable for new work while history remains interpretable, subject to form capabilities.

Who can do this

You need access to Relevant update/delete permission and administrative approval.

Before you start

Identify every active and historical reference, replacement value, reporting effect, and approved retirement date.

> 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 → needed setup form.

Retire a Manufacturing Setup Record Safely

Step 1: Locate the exact record

Step 2: Review active work/production/WIP dependencies

Step 3: Reassign open records through approved workflows if required

Step 4: Set inactive when the form supports it

Step 5: Use Delete only if runtime dependency checks prove it unused

Use Delete only if system dependency checks prove it unused and removal is separately approved.

Step 6: Verify historical reports remain readable

Check your work

Confirm new selectors exclude the retired value and old records/reports still show it correctly.

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

If something goes wrong

- Do not delete a referenced setup record.
- If no inactive option exists, keep it and use naming/governance controls pending product guidance.

Related guides

- Create a Work Order Status
- Create a Work Process
- Create a Production Order Category

What to do next

> **Create a Work Order Status**.

Create a Work Order

How to Create a Work Order in Muhasib ERP

Overview

This guide will help you create a work order containing the planned item, BOM, process, expense, and status information.

Muhasib saves a work order that can be updated and finalized; no stock movement should be assumed before verification.

Who can do this

You need access to WorkOrderAdd plus item/BOM, process, status, and expense.

Before you start

Confirm active fiscal year, product/item, planned quantity, BOM, processes, dates, expenses, status, reference, and approval.

> 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 → Work Order.

Create a Work Order

Step 1: Select New Record

Step 2: Enter document/reference, dates, status, and comments

Step 3: Select the production item and planned quantity

Step 4: Review or add the Item BOM

Step 5: Add required Work In Process stages

Step 6: Add approved Other Expenses

Step 7: Review and select Create once

Check your work

Reopen the work order and confirm number, status, item/BOM, processes, expenses, quantities, and creator.

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

If something goes wrong

- Resolve missing fiscal year before entry.
- Search for the work order before retrying a failed response.

Related guides

- Add a BOM, Work Process, and Expense to a Work Order
- Finalize a Work Order
- Create an Item Bill of Materials

What to do next

Add a BOM, Work Process, and Expense to a Work Order.

Add a BOM, Work Process, and Expense to a Work Order

How to Add a BOM, Work Process, and Expense to a Work Order in Muhasib ERP

Overview

This guide will help you complete the material, routing, and more-cost detail required by a work order.

The work order holds its planned material, routing, and more-cost structure.

Who can do this

You need access to WorkOrder add/update plus relevant item, BOM, WorkProcesses, and expense rights.

Before you start

Have the approved BOM quantities/units, process sequence, responsible parties, expected quantities, and expense evidence/budget.

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

Where to find it

Open Work Order → Item BOM, Work In Process, and Other Expenses tabs.

Add a BOM, Work Process, and Expense to a Work Order

Step 1: Use Add/Edit Item BOM and confirm raw items, units, and quantities

Step 2: Add each Work Process in the intended sequence

Step 3: Enter process-specific details and expected quantities

Step 4: Add each approved Other Expense with classification and amount

Step 5: Review totals and completeness across all tabs

Step 6: Save/Update the parent work order once

Check your work

Reopen every tab and confirm nested records save once and compare and confirm to the approved plan.

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

If something goes wrong

- Confirm child dialogs were saved before closing the parent.
- Do not silently substitute materials or process order.

Related guides

- Create a Work Order
- Create a Work Process
- Finalize a Work Order

What to do next

> **Create a Work Order**.

Finalize a Work Order

Finalize a Work Order

Overview

This guide will help you finalize a completed work order only after its quantities, processes, and expenses are reconciled.

Muhasib marks the work order finalized; edit restrictions and inventory/accounting effects must be system-verified.

Who can do this

You need access to WorkOrder update/finalization and relevant review rights.

Before you start

Confirm all BOM, WIP, output, expense, wastage, status, and evidence requirements and get approval.

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

Where to find it

Open the saved Work Order and use the runtime `Finilize` action.

Finalize a Work Order

Step 1: Open the exact work order

Step 2: Review item/BOM, WIP stages, quantities, status, and expenses

Step 3: Resolve incomplete or duplicate child records

Step 4: Confirm finalization approval

Step 5: Select Finilize once and accept the confirmation

Step 6: Record the resulting status and any generated output

Check your work

Reopen it and compare and confirm finalized status, source details, related stock, reports, and any journal entries.

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

If something goes wrong

- Do not finalize incomplete work merely to make it disappear from open lists.
- Search status before repeating the action after a timeout.

Related guides

- Create a Work Order
- Add a BOM, Work Process, and Expense to a Work Order
- Trace Manufacturing Transactions into Inventory and Accounts

What to do next

> **Create a Work Order**.

Add Production Overhead and Expense

How to Add Production Overhead and Expense in Muhasib ERP

Overview

This guide will help you attach approved overhead and direct expense amounts to the correct production-order product.

Muhasib records the production cost component and may update product cost, party balance, and general ledger.

Who can do this

You need access to Relevant production product, overhead/expense, person, account, and journal.

Before you start

Confirm production product, cost type, amount, allocation basis, date, party, account, evidence, and approval.

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

Where to find it

Open Production Order Product → Add Overhead or Add New Expense.

Add Production Overhead and Expense

Step 1: Select the intended product/order

Step 2: Choose overhead or direct-expense treatment according to policy

Step 3: Enter date, description, amount, party, and supported account/reference fields

Step 4: Confirm allocation basis and avoid duplicate source expenses

Step 5: Save once

Step 6: Review the generated journal entry when available

Check your work

Compare and Confirm nested cost, evidence, product/order totals, journal, relevant account, and production-stock valuation.

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

If something goes wrong

- Do not add the same invoice through both Expenses and production cost without approved linkage.
- Correct the source record rather than its generated journal.

Related guides

- Add a Product to a Production Order

- Record Production Wastage
- Trace Manufacturing Transactions into Inventory and Accounts

What to do next

> **Add a Product to a Production Order**.

Record Production Wastage

How to Record Production Wastage in Muhasib ERP

Overview

This guide will help you record approved material wastage against the correct production product and WIP stage.

Muhasib records wastage and may reduce WIP quantity/value and recognize a wastage cost.

Who can do this

You need access to ProductionOrderWastage plus item, location, batch/serial, and production WIP.

Before you start

Physically check item, quantity, unit, location, batch/serial, stage, reason, recoverable value, evidence, and approval.

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

Where to find it

Open Production Order Product → WIP → WIP Wastage Items → Add Wastage Items.

Record Production Wastage

Step 1: Select the correct WIP stage

Step 2: Choose the wasted item and exact stock identity

Step 3: Enter quantity, unit, reason, and supported value details

Step 4: Confirm the quantity does not exceed eligible WIP stock

Confirm the quantity does not exceed allowed WIP stock.

Step 5: Save once

Step 6: Review related stock and journal effects

Check your work

Compare and Confirm wastage record, physical evidence, WIP balance, production-stock ledger, product cost, and journal.

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

If something goes wrong

- Do not use wastage to conceal unexplained stock loss.
- Correct wrong stock identities through an authorized reversal path.

Related guides

- Add Raw Material and WIP Stages to a Production Product
- Review Production Order Stock
- Trace Manufacturing Transactions into Inventory and Accounts

What to do next

Add Raw Material and WIP Stages to a Production Product.

Record a Production Shipment

How to Record a Production Shipment in Muhasib ERP

Overview

This guide will help you record an authorized shipment linked to the correct production-order product.

Muhasib stores the production shipment and may change production/finished stock and accounting balances.

Who can do this

You need access to ProductionOrderShipment plus production product, party, stock, and journal.

Before you start

Confirm product/order, recipient, destination, date, items, quantities, locations, batches/serials, carrier/gate details, reference, and approval.

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

Where to find it

Open Production Order Product → Add New Shipment.

Record a Production Shipment

Step 1: Confirm the parent production product

Step 2: Enter shipment date, party/destination, reference, and transport/gate details

Step 3: Add shipped items and quantities

Step 4: Confirm location, batch, serial, and production eligibility

Step 5: Save once

Step 6: Review the journal and shipment output where available

Check your work

Compare and Confirm shipment to physical dispatch, parent production product, stock ledger, status, and journal entry.

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

If something goes wrong

- Do not use production shipment as a customer sale or delivery unless product policy explicitly defines that relationship.
- Search for the reference before retrying.

Related guides

- Add a Product to a Production Order

- Review Production Order Stock
- Trace Manufacturing Transactions into Inventory and Accounts

What to do next

> **Add a Product to a Production Order**.

Trace Manufacturing Transactions into Inventory and Accounts

Trace Manufacturing Transactions into Inventory and Accounts

Overview

This guide will help you trace production materials, WIP, output, wastage, overhead, expense, and shipment effects into stock and general-ledger records.

You get an evidence-backed manufacturing-to-inventory-to-accounting map and a list of exceptions.

Who can do this

You need access to Manufacturing inquiry/report, Stock Ledger, Journal Ledger, and Account Ledger.

Before you start

Have all related transaction numbers, production plan, physical movements, cost evidence, expected account mapping, and cutoff.

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

Where to find it

Open manufacturing inquiries, then Items & Advanced Inventory → Stock Ledger and Muhasib Financials → Journal/Account Ledger.

Trace Manufacturing Transactions into Inventory and Accounts

Step 1: Build the production-order and nested-record timeline

Step 2: Identify which records were only saved and which were finalized

Step 3: Trace raw-material and WIP quantities through stock ledgers

Step 4: Trace produced output, wastage, and shipment quantities

Step 5: Trace overhead/expense and inventory-value postings into journals/accounts

Step 6: Reconcile quantities, values, debits, credits, and status at the same

Compare and Confirm quantities, values, debits, credits, and status at the same cutoff.

Check your work

Every finalized movement appears once, production stock reconciles to general stock, and generated journals balance and agree with approved costs.

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

If something goes wrong

- Check finalization status before declaring a posting missing.
- Correct source manufacturing records rather than generated ledger entries.

Related guides

- Reconcile the Production Order Stock Ledger
- Trace a Source Transaction into the General Ledger
- Review Inventory Movement and Valuation

What to do next

> **Reconcile the Production Order Stock Ledger**.