WIP & Stock Movement

Issue, receive, move, finalize, and correct stock in work-in-process stages.

- Create a WIP Status
- Add Raw Material and WIP Stages to a Production Product
- Move Production Stock Between WIP Stages
- Issue Stock to a Work Process
- Issue Stock from a Work Process
- Finalize a WIP Transaction
- Correct or Reverse a WIP Transaction
- Reconcile the Production Order Stock Ledger

Create a WIP Status

How to Create a WIP Status in Muhasib ERP

Overview

This guide will help you create an approved status used to describe work-in-process progress.

The status becomes selectable in allowed WIP entry forms.

Who can do this

You need access to The available form reports WorkOrderStatus add/update/delete keys; check the effective role permission before use.

Before you start

Confirm unique name, meaning, sequence, finalization compatibility, 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 → WIP Status.

Create a WIP Status

Step 1: Search for an equivalent WIP status

Step 2: Select New Record

Step 3: Enter the approved name and supported attributes

Step 4: Confirm it clearly distinguishes operational progress

Step 5: Save once

Check your work

Confirm the status is stored once and appears under the effective role permissions.

> 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 and Work Order Status permissions if the form is unexpectedly inaccessible.
- Do not delete historically used statuses.

Related guides

- Issue Stock to a Work Process
- Finalize a WIP Transaction
- Grant and Revoke Muhasib Permissions

What to do next

> **Issue Stock to a Work Process**.

Add Raw Material and WIP Stages to a Production Product

How to Add Raw Material and WIP Stages to a Production Product in Muhasib ERP

Overview

This guide will help you define the raw materials and work-process stages required for a production-order product.

The production product gains a staged material plan ready for authorized WIP movement.

Who can do this

You need access to ProductionOrderWIPAdd plus product, raw-item, BOM, process, location, batch, and serial.

Before you start

Have the approved routing, BOM, quantities, units, source locations, batches/serials, work processes, responsible party, and expected wastage.

> 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 WIP → WIP Line Items / raw-item actions.

Add Raw Material and WIP Stages to a Production Product

Step 1: Select the intended work process

Step 2: Enter party/delivery and gate details where applicable

Enter party/delivery and gate details where needed.

Step 3: Add WIP line items

Step 4: Add/Edit each line's raw materials

Step 5: Confirm quantities, units, locations, batches, serials, and availability

Step 6: Add planned wastage only through its dedicated workflow

Step 7: Save child details and then the WIP record once

Check your work

Reopen the nested hierarchy and compare and confirm product, process, raw materials, quantities, stock identities, and BOM.

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

If something goes wrong

- Do not infer that saving reserves or consumes stock.
- Resolve missing batches/serials before finalization.

Related guides

- Add a Product to a Production Order
- Move Production Stock Between WIP Stages
- Record Production Wastage

What to do next

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

Move Production Stock Between WIP Stages

Move Production Stock Between WIP Stages

Overview

This guide will help you record an authorized movement of production material or output from one work process to another.

Muhasib records a WIP-stage movement; source/destination stock and journal effects require system checking.

Who can do this

You need access to ProductionOrderWIP add/update plus both process, item, location, batch, and serial scopes.

Before you start

Confirm source/destination processes, available WIP, quantities, units, batches/serials, party, gate details, status, 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 → `Issue From WIP To WIP`.

Move Production Stock Between WIP Stages

Step 1: Select the exact production product

Step 2: Choose distinct source and destination work processes

Step 3: Enter movement date, reference, party, and gate details

Step 4: Add WIP lines and raw-item details

Step 5: Confirm quantities and stock identities against available WIP

Step 6: Save once; finalize only after physical movement is confirmed

Check your work

Compare and Confirm source and destination WIP, item/batch/serial quantities, status, gate pass, 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

- Never select the same process on both sides.
- Search for the transaction before retrying.

Related guides

- Add Raw Material and WIP Stages to a Production Product
- Finalize a WIP Transaction
- Reconcile the Production Order Stock Ledger

What to do next

> **Add Raw Material and WIP Stages to a Production Product**.

Issue Stock to a Work Process

How to Issue Stock to a Work Process in Muhasib ERP

Overview

This guide will help you issue available items and raw materials into the selected work process.

Muhasib stores a WIP transaction with an automatic transaction number; stock/account effects become final according to system finalization rules.

Who can do this

You need access to WorkOrderWipAdd plus item, location, batch/serial, process, party, and fiscal-year.

Before you start

Confirm active fiscal year, target process, source stock, product/raw items, quantities, locations, batches/serials, party, gate details, status, 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 → Issue Stock to WIP; runtime title: `Issue to {process}`.

Issue Stock to a Work Process

Step 1: Select the target work process

Step 2: Enter document number, party, delivery staff, gate details, and comments

Step 3: Select status

Step 4: Add WIP line items and raw-item detail

Step 5: Resolve every insufficient-quantity message

Resolve every inenough-quantity message.

Step 6: Save once; finalize only after physical issue is confirmed

Check your work

Compare and Confirm transaction, gate pass, source stock, target WIP, batches/serials, status, and journal.

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

If something goes wrong

- Define an active fiscal year and status before saving.
- Do not bypass inenough-stock check.

Related guides

- Finalize a WIP Transaction
- Issue Stock from a Work Process

- Review WIP In and WIP Out Transactions

What to do next

> **Finalize a WIP Transaction**.

Issue Stock from a Work Process

How to Issue Stock from a Work Process in Muhasib ERP

Overview

This guide will help you record items leaving a selected work process for the next authorized destination.

Muhasib stores a WIP transaction with an automatic number; the available source does not consistently enforce the same quantity checks as WIP Out.

Who can do this

You need access to WorkOrderWipAdd plus item, process, location, batch/serial, party, and fiscal-year.

Before you start

Confirm active fiscal year, source process, output/raw details, quantities, destinations, batches/serials, party, gate details, status, 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 → Issue Stock from WIP; runtime title: `Issue from {process}`.

Issue Stock from a Work Process

Step 1: Select the source work process

Step 2: Enter document number, party, delivery staff, gate details, and comments

Step 3: Select status

Step 4: Add WIP lines and relevant raw-item detail

Step 5: Confirm quantities and identities against physical output

Step 6: Save once; finalize only after handover is confirmed

Check your work

Compare and Confirm source WIP, destination/finished stock, quantities, identities, gate pass, status, 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 interpret the class/form name alone as stock direction; follow the system process title.
- Manually compare and confirm availability where check is absent.

Related guides

- Issue Stock to a Work Process
- Finalize a WIP Transaction

- Reconcile the Production Order Stock Ledger

What to do next

> **Issue Stock to a Work Process**.

Finalize a WIP Transaction

Finalize a WIP Transaction

Overview

This guide will help you finalize a saved WIP movement after reconciling physical items, status, and supporting details.

Muhasib marks the WIP record finalized and processes its stock/account consequences according to the active workflow.

Who can do this

You need access to WorkOrderWip update/finalization and relevant stock/report permissions.

Before you start

Confirm transaction number, status, product/raw lines, quantities, batches/serials, party, gate details, physical handover, 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 the saved WIP record and select the runtime `Finilize` action.

Finalize a WIP Transaction

Step 1: Reopen the exact saved record

Step 2: Review header, status, line, raw-material, and stock-identity details

Step 3: Resolve incomplete or unavailable quantities

Step 4: Confirm physical movement and approval

Step 5: Select Finilize once and accept confirmation

Step 6: Record final status and generated transaction/journal evidence

Check your work

Confirm finalized status, WIP inquiry, stock balances, production-order ledger, gate pass, 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 repeat finalization after a delayed response until status is checked.
- Resolve missing status or stock messages before retrying.

Related guides

- Issue Stock to a Work Process
- Issue Stock from a Work Process
- Correct or Reverse a WIP Transaction

What to do next

> **Issue Stock to a Work Process**.

Correct or Reverse a WIP Transaction

Correct or Reverse a WIP Transaction

Overview

This guide will help you correct an wrong WIP movement while preserving physical, inventory, and accounting record history.

The error is corrected through an auditable chain; exact reversal support awaits system confirmation.

Who can do this

You need access to WorkOrderWipUpdate or approved reversal rights; delete permission alone is not business authorization.

Before you start

Identify original record, error, finalization state, later WIP/stock movements, journal, physical position, correct result, and approval.

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

Where to find it

WIP In/Out Inquiry → View Record.

Correct or Reverse a WIP Transaction

Step 1: Open the exact transaction and full downstream chain

Step 2: Update safe details only while the record remains eligible

Step 3: For finalized stock-impacting errors, use the product-approved reversal/counter-movement method

Step 4: Do not delete a record merely because the UI/source permits it

Step 5: Record reason, approval, and replacement reference

Step 6: Reconcile every affected process, stock identity, and account

Check your work

Confirm original/replacement status, WIP and production ledgers, stock balances, gate records, and journals.

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

If something goes wrong

- Escalate if later stages consumed the wrong WIP.
- Never correct only one side of a process transfer.

Related guides

- Finalize a WIP Transaction
- Review WIP In and WIP Out Transactions
- Trace Manufacturing Transactions into Inventory and Accounts

What to do next

> **Finalize a WIP Transaction**.

Reconcile the Production Order Stock Ledger

How to Reconcile the Production Order Stock Ledger in Muhasib ERP

Overview

This guide will help you explain a production order's stock balance from opening/planned position through WIP, wastage, shipment, and output movements.

You get a transaction-level production stock explanation and focused checking exceptions.

Who can do this

You need access to ProductionOrderStockLedgerReport; separate PrintReports and set up email access may apply.

Before you start

Know the production order, cutoff, product/raw items, expected movement chain, and physical/control balances.

> 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 Ledger Report.

Reconcile the Production Order Stock Ledger

Step 1: Select the production order and exact period

Step 2: Select Filter

Step 3: Confirm opening or initial planned/stock position

Step 4: Trace issues to/from WIP, transfers between processes, wastage, shipments, and

Trace issues to/from WIP, transfers between processes, wastage, shipments, and produced output.

Step 5: Recalculate running quantities and values

Step 6: Compare closing to Production Order Stock and general Stock Ledger

Step 7: Print or email only after verifying recipient and scope

Check your work

Opening plus valid inflows minus outflows equals the shown closing balance and agrees with stock/control reports.

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

If something goes wrong

- Check backdated and unfinalized WIP records.
- Do not email production data to an unverified recipient.

Related guides

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

What to do next

> **Review Production Order Stock**.