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Concepts & Prerequisites

Prepare items, bills of materials, processes, statuses, stock, and permissions for manufacturing.

Setup & Maintenance

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

Setup & Maintenance

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**.

Setup & Maintenance

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**.

Setup & Maintenance

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**.

Production Orders

Create, build, finalize, update, and correct production orders.

Create a Production Order Category

How to Create a Production Order Category in Muhasib ERP

Overview

This guide will help you create an approved category for organizing production orders.

The category becomes available in allowed Production Order entry and reporting.

Who can do this

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

Before you start

Confirm unique name, reporting purpose, supported attributes, 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 → Production Order Category.

Create a Production Order Category

Step 1: Search for an equivalent category

Step 2: Select New Record

Step 3: Enter the approved name and details

Step 4: Confirm it supports a lasting reporting distinction

Step 5: Save once

Check your work

Reopen it and confirm it appears in the Production 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 categories that duplicate statuses or work processes.
- Retire rather than remove historically used categories where possible.

Related guides

- Create a Production Order
- Review Production Orders
- Retire a Manufacturing Setup Record Safely

What to do next

> **Create a Production Order**.

Create a Production Order

How to Create a Production Order in Muhasib ERP

Overview

This guide will help you create a production order with an initiated status and approved production scope.

Muhasib assigns a transaction number and stores the order for nested production processing.

Who can do this

You need access to ProductionOrderAdd plus category, product, fiscal-year, and related master.

Before you start

Confirm active fiscal year, category, document/reference, dates, products, quantities, BOMs, locations, 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 → Production Order.

Create a Production Order

Step 1: Select New Record

Step 2: Confirm the default Initiated status

Step 3: Enter document number/reference, dates, category, and comments

Step 4: Add each item for production

Step 5: Review planned quantities and required details

Step 6: Select Save once

Check your work

Reopen the order and confirm transaction/document numbers, status, category, dates, products, 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

- Define an active fiscal year before transacting.
- Do not rely on deletion as a correction method.

Related guides

- Add a Product to a Production Order
- Update or Correct a Production Order
- Review Production Orders

What to do next

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

Add a Product to a Production Order

How to Add a Product to a Production Order in Muhasib ERP

Overview

This guide will help you add a product and planned output quantity to an existing production order.

The production product becomes the parent for WIP, overhead, expense, wastage, and shipment details.

Who can do this

You need access to ProductionOrderProductsAdd plus product/item, BOM, location, batch, and production-order.

Before you start

Confirm product, quantity, unit, destination, batch/serial plan, BOM, dates, 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 → Add Item For Production.

Add a Product to a Production Order

Step 1: Select the exact manufactured product

Step 2: Enter planned quantity and unit

Step 3: Confirm destination stock identity and supported details

Step 4: Review BOM and production prerequisites

Step 5: Save the product once

Step 6: Return to the parent order and confirm it appears once

Check your work

Reopen Product Entry and confirm product, quantity, unit, location/batch details, and parent order link.

> 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 a raw material as the produced item by mistake.
- Check ProductionOrderProducts permission if the action is hidden.

Related guides

- Create a Production Order
- Add Raw Material and WIP Stages to a Production Product
- Record a Production Shipment

What to do next

Create a Production Order.

Update or Correct a Production Order

How to Update or Correct a Production Order in Muhasib ERP

Overview

This guide will help you correct an allowed production order and its nested records without hiding stock or accounting history.

Muhasib saves permitted corrections while retaining existing finalized effects according to nested rules.

Who can do this

You need access to ProductionOrderUpdate and permissions for each affected nested workflow.

Before you start

Identify original order, error, current status, finalized children, physical movement, stock/journal effects, 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

Production Order Inquiry → open the exact order → Update or relevant nested action.

Update or Correct a Production Order

Step 1: Review the entire order and nested transaction chain

Step 2: Update descriptive/planning fields only while eligible

Step 3: Correct each stock- or cost-impacting child through its authorized workflow

Step 4: Do not rely on Production Order deletion

Step 5: Record reason and approval reference

Step 6: Reconcile order, stock, WIP, costs, shipments, and journals

Check your work

Confirm order status, nested records, quantities, reports, stock ledger, cost, and general ledger.

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

If something goes wrong

- Stop if a finalized child cannot be safely reversed.
- Never create undocumented offsetting WIP or wastage.

Related guides

- Create a Production Order
- Correct or Reverse a WIP Transaction

- Trace Manufacturing Transactions into Inventory and Accounts

What to do next

> **Create a Production Order**.

WIP & Stock Movement

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

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**.

Inquiries

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

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.

Reports

Analyze work-in-process, production orders, production stock, and ledger movements.

Review WIP In and WIP Out Summary Reports

How to Review WIP In and WIP Out Summary Reports in Muhasib ERP

Overview

This guide will help you summarize WIP movements by period, process, party, and other supported filters and compare and confirm them to detail.

You get a scoped WIP summary for operational checking.

Who can do this

You need access to WipInReport or WipOutReport; PrintReports is separately checked for printing.

Before you start

Know the company, period, process, party, expected transaction count/value, and report purpose.

> 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 Report or WIP Out Report.

Review WIP In and WIP Out Summary Reports

Step 1: Select exact date/company scope

Step 2: Choose person/process and other filters

Step 3: Select Filter

Step 4: Review count, quantities, values, and statuses

Step 5: Drill or cross-reference exceptions to WIP inquiries

Step 6: Print only after confirming scope and Print Reports permission

Check your work

Sample rows to source transactions and confirm summary totals equal the same filtered inquiry/detail population.

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

If something goes wrong

- Confirm whether drafts and finalized records are both included.
- Check unit and sign conventions before comparing In with Out.

Related guides

- Review WIP In and WIP Out Transactions
- Review Production Order Stock
- Reconcile the Production Order Stock Ledger

What to do next

Review WIP In and WIP Out Transactions.

Troubleshooting

Resolve production setup, stock movement, WIP, finalization, and correction problems.