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.

Revision #0
Created 2026-09-04 09:20:28 UTC by Shah Rukh Saeed
Updated 2026-09-07 10:14:00 UTC by Shah Rukh Saeed