Finalize a WIP Transaction

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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.

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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**.

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