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**.

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