

Work orders and production

Manufacturing

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Create a work order, move materials, record production and receive finished goods.

Intermediate · About 30 minutes · Version 1.0 · Updated 17 November 2026

Plan availability

Available with the **Production** add-on, which any plan can add. Contact us to add it.

Overview

A **Work Order** tells production to make a quantity of an item using a BOM. It tracks the materials issued and the goods produced.

Prerequisites

A submitted default BOM, enough raw material in stock, and the **Source**, **Work-in-Progress** and **Target** warehouses.

Steps

Create the work order

1. Search for **Work Order** and click **Add Work Order**.
2. Choose the **Item To Manufacture**. The default BOM fills in.
3. Enter the **Quantity to Manufacture**, and the **Planned Start Date**.
4. Choose the **Source Warehouse** (raw materials), **Work-in-Progress Warehouse** and **Target Warehouse** (finished goods).
5. Save and **Submit**.

Start production

1. Click **Start**. Hesabu ERP creates a **Stock Entry** of type *Material Transfer for Manufacture*.
2. Check the quantities, and submit. Raw materials move to the work-in-progress warehouse.

Record the finished goods

1. When production is done, click **Finish**.
2. A **Stock Entry** of type *Manufacture* opens, with raw materials consumed and finished goods received. Adjust the quantity if only part was made.

3. Submit. Finished goods enter the target warehouse, and the work order shows the **Produced Qty**.

If something goes wrong

- To stop, click **Stop**. To resume, **Re-open**.
- If you transferred the wrong materials, return them with a stock entry. See Warehouses and stock entries.

Practical example

The bakery makes 200 loaves. The baker raises a work order using the bread BOM, transfers the flour, yeast and salt, bakes, and records 196 loaves produced and 4 spoiled in the *Manufacture* entry.

Important notes

- Work orders do not start if stock is insufficient. Buy first, or reduce the quantity.
- Only submitted work orders affect stock.
- Keep the time between **Start** and **Finish** short, so work in progress does not hide stock.

Common mistakes

- Finishing a work order for more than was physically made.
- Not completing, so raw materials stay stuck in work in progress.

Next steps

Read Job cards and production planning.

Related documentation

- Bills of materials
- Job cards and production planning
- Warehouses and stock entries