

Work Order Transaction

Module Guide: Work Order Transaction (Work Order Execution)

Module Location

PPIC > Work Order > Work Order Transaction

Module Objective

The **Work Order Transaction** module is the execution screen where the production team can update the status and record the actual results of a Work Order that is in progress or has been completed. This is a crucial step for reporting progress from the production floor back to the planning system (PPIC).

1. Main View (Work Order List)

The main page of this module displays a list of all Work Orders, which functions as a dashboard for selecting jobs to be updated.

View and Usage Explanation

- **View:** This page displays a list of all Work Orders with details such as **Work Order Number**, **Start Date**, **End Date**, and **Work Order Status**.
- **How to Use:**
 1. Find the Work Order Number whose status you want to update.

2. Click on that row to open its detail page. The **[Start]** and **[Close]** buttons are also likely used to change the status in bulk from this screen.

2. Steps to Update a Work Order Transaction

Step 1: Open the Work Order Details

After selecting a Work Order from the list, you will see its detail page, which is ready to be updated.

Step 2: Update Status and Results (Important!)

1. Update the **Work Order Status** (not visible, but there is usually a dropdown to change the status from "Started" to "Completed").
2. In the **Production** section, in the **FG Quantity (Inventory)** column, enter the actual quantity of finished goods that was successfully produced.
3. You can also update other information, such as the **Actual Machine To Be Used**, if there is a change from the plan.

Step 3: Save the Transaction

After all actual data is filled in, click the **Save** or **Confirm** button to record the production results.

Workflow & Integrated Business Process

- **Impact:** Updating and completing a Work Order here will trigger several very important automated processes:

- **Addition of Finished Goods Stock:** The quantity you enter in the **FG Quantity (Inventory)** will automatically add to the finished goods stock in the warehouse.
- **Reduction of Raw Material Stock (Backflushing):** The system will automatically reduce the raw material stock according to the recipe (BOM) and the quantity of finished goods produced.
- **Reporting:** The data recorded here will directly update the **Production Planning Report**, filling in the "Actual Production" column.

Tips & Important Notes

- This is a crucial daily work module for **Production Supervisors or Production Admins** to report the work results from each shift.
- Ensure the production output quantity that is input is accurate, as it will have a direct impact on the accuracy of inventory data and cost calculations.

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