

Manufacturing Reports

Manufacturing Reports

Purpose and when to use this record

Save a manufacturing reporting definition or result used to analyze production, inputs, yields, and cost.

At a glance

- **Identify it by:** **Date Entered**, and **Status**.
- **Why care:** Confirm item, formula, unit, warehouse, quantity, and production state together; mistakes can distort both material consumption and finished-goods cost.
- **Why care:** Status communicates workflow progress to other staff. Change it only when the underlying work, approval, payment, or handoff has actually occurred.

Before you begin

You need the Brisk permission for the action you are taking on manufacturing reports. If a Create, Edit, or Delete control is absent, do not work around it with another user's account; ask an administrator to review your role.

Create a Manufacturing Report

Create a Manufacturing Report after searching for the person, organization, item, location, or resource under alternate names and identifiers. Merge or correct an existing master record instead of creating a duplicate.

1. Select the business context first.
2. Enter the identifying values shown on the form, especially **Date Entered**, **Memo**, and **Status**.
3. Review **Status** deliberately; these choices control availability or workflow rather than merely describing the record.

4. Save the Manufacturing Report, then confirm **Date Entered**, and **Status** on its detail page before continuing.

After saving: Verify this Manufacturing Report in **Manufacturing Instances** before staff build new activity on it; correct ownership, classification, and active state now rather than after transactions accumulate.

Delete a Manufacturing Report

Delete this Manufacturing Report only if it is an unused duplicate or setup mistake. Once other records refer to it, preserve that history and make the value inactive when the screen provides that option.

Before confirming, check for related **Manufacturing Instances**. Brisk may refuse deletion when another record depends on this one; resolve the duplicate or use the supported correction workflow instead of breaking the trail.

On the confirmation page, verify **Date Entered**, and **Status**. After confirmation, return to the Manufacturing Reports list and make sure only the intended Manufacturing Report was removed.

Review Manufacturing Report details

Use the detail page as the shared record of what this Manufacturing Report currently means. Verify **Date Entered**, and **Status** before relying on it for a decision.

Compare the Manufacturing Report with its source document or approved setup request before deciding that it needs correction.

Next check: Verify this Manufacturing Report in **Manufacturing Instances** before staff build new activity on it; correct ownership, classification, and active state now rather than after transactions accumulate.

Edit an existing Manufacturing Report

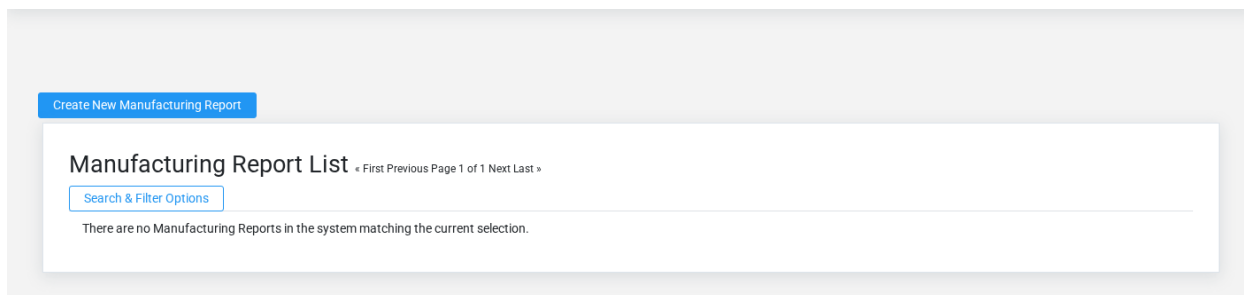
Edit this Manufacturing Report to keep the same real-world party, item, location, or resource accurate. Do not repurpose it for a different entity after activity is attached.

1. Open the detail page. Compare **Date Entered**, and **Status** with the supporting document or approved request.
2. Recheck **Date Entered**, and **Status**. These values are most likely to change material demand, production status, output quantity, and cost.

3. Save the change, return to the list, and confirm that the Manufacturing Report now appears under the expected **Status**.

After the change: Verify this Manufacturing Report in **Manufacturing Instances** before staff build new activity on it; correct ownership, classification, and active state now rather than after transactions accumulate.

Find and review manufacturing reports



The Manufacturing Reports list screen in the Brisk documentation demo.

Use the Manufacturing Reports list to find the correct record before opening or changing it. Compare **Date Entered**, and **Status**. Compare the full identifier rather than relying on a similar name.

Open the Manufacturing Report whose **Date Entered**, and **Status** match the task. If it is missing, clear the list filters and recheck **Status** rather than creating a replacement immediately.

Fields and business rules

Brisk stores 3 user-relevant fields for this Manufacturing Report, including 0 linked-record selections and 1 controlled-choice field. Create and edit screens may hide calculated or workflow-managed values from this full reference.

Field	Required	What it controls
Date Entered	No	Date and time recorded for date entered on this manufacturing report.
Memo	No	The memo recorded for this manufacturing report.
Status	No	Current status of this manufacturing report. Available values: Draft, In Progress, Complete.

What happens next

Verify this Manufacturing Report in **Manufacturing Instances** before staff build new activity on it; correct ownership, classification, and active state now rather than after transactions accumulate.

Common mistakes and troubleshooting

- **The record saved but is not available where expected:** Recheck **Status**, then clear the filters on the destination list. A saved record can still be inactive, unpublished, locked, unapproved, or in the wrong workflow state.
- **The values look right but the result is wrong:** Compare this Manufacturing Report with the source document or approved setup decision, then check the downstream screen where it is used.

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