MFG-02 Manage Work Centers and Resources

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step guide of how to manage work centers and resources in the North Carolina Financial System (**NCFS**).

Introduction and Overview

This QRG covers the process of managing work centers and resources. Managing work centers is a critical process that ensures efficient allocation of resources, accurate planning, and streamlined operations within a plant. Managing resources – essential assets, such as labor or equipment – within a plan ensures only those available and approved within the plant are assigned to work centers, enabling efficient production processes and readiness for future costing and analysis.

Manage Resources

To manage resources in NCFS, please follow the steps below after logging in to the NCFS portal with your credentials to access the system. There are 11 steps to complete this process.

Step 1. Begin from the Home page or click the **Home** icon.

Step 2. On the Home page, select **Supply Chain Execution** tab.

Step 3. Within the Supply Chain Execution tab, select **Work Definition**.

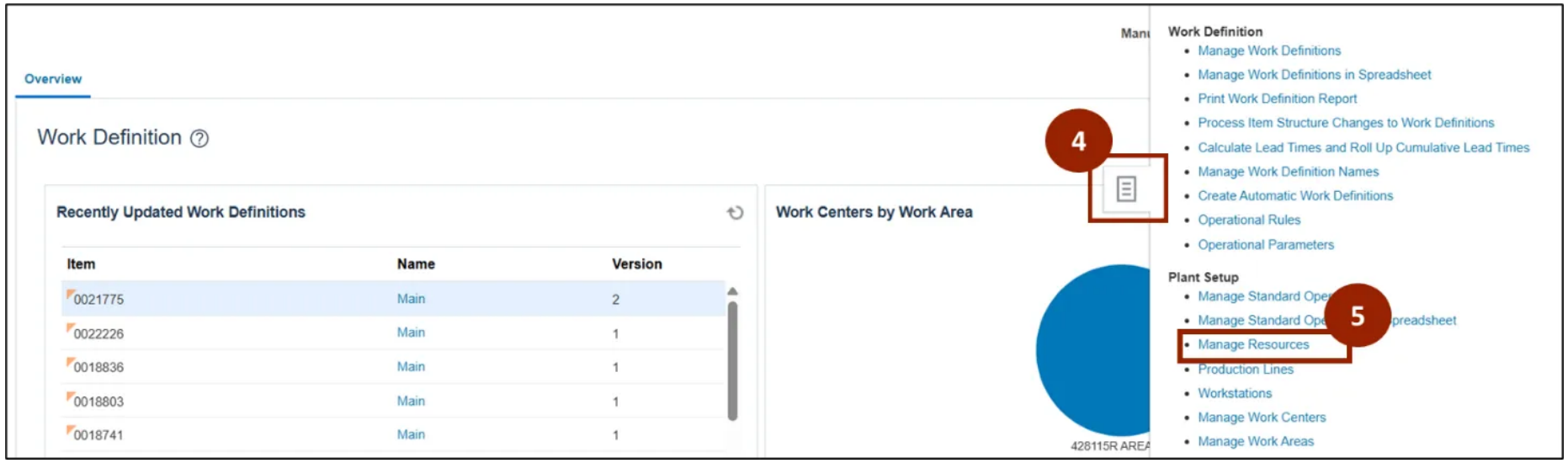
Image



Step 4. From the Work Definition page, click on the **Task** icon.

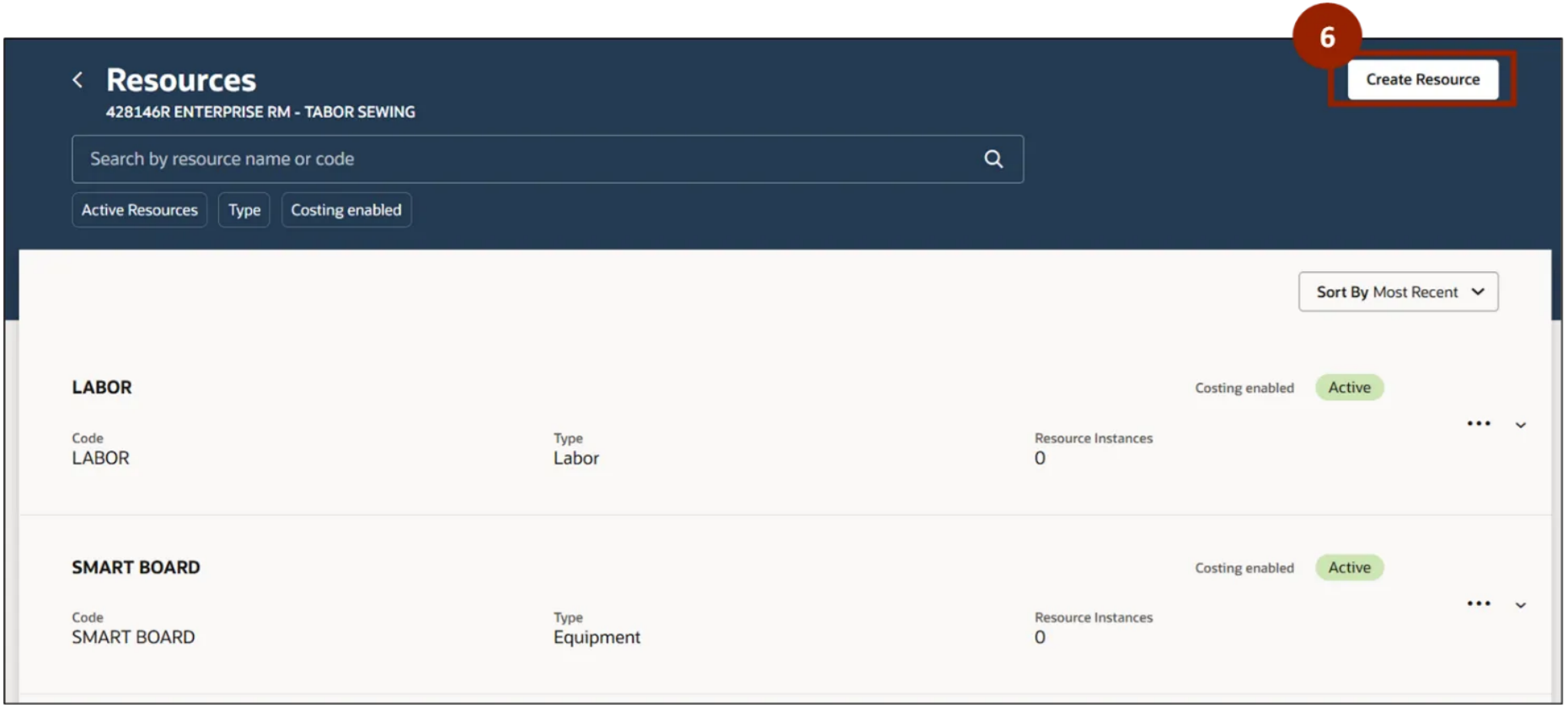
Step 5. Select **Manage Work Centers** in the Plant Setup section.

Image



Step 6. On the Resources page, select **Create Resource**.

Image



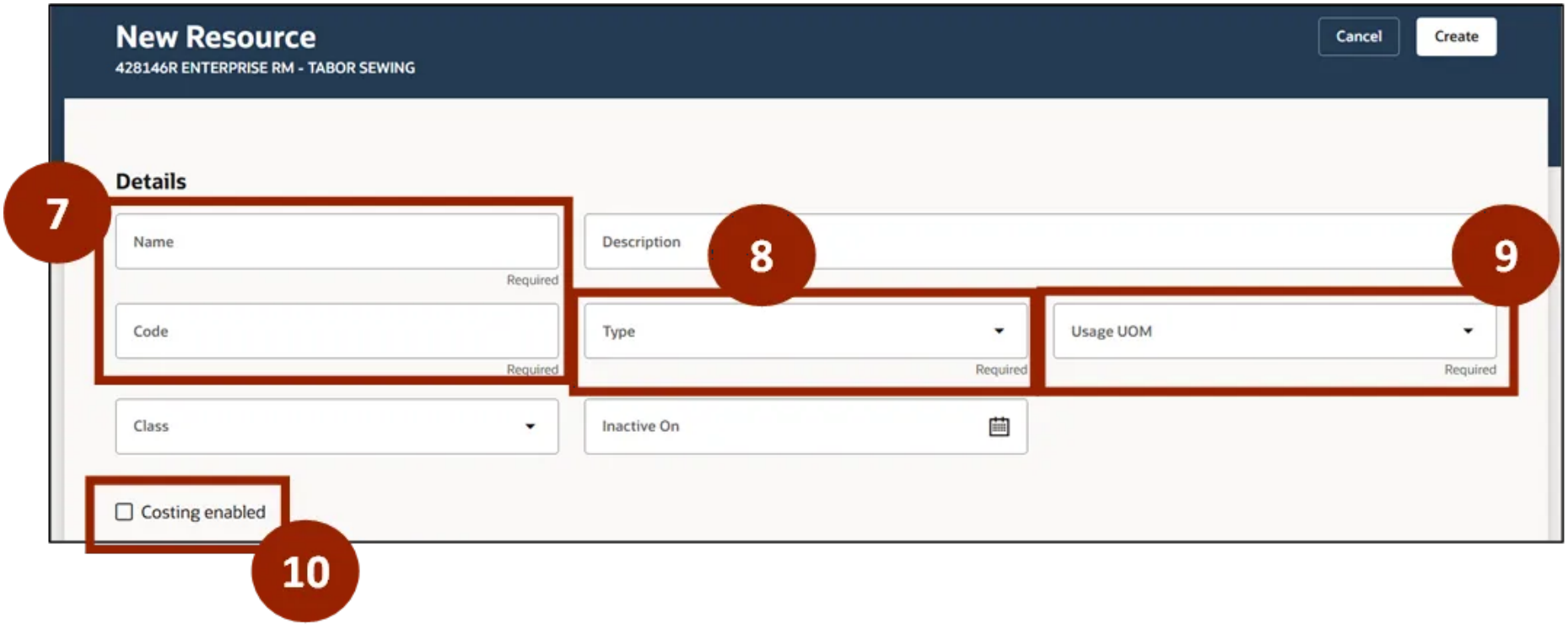
Step 7. In the Name and Code fields, input the **unique identifiers** for the resource.

Step 8. In the Type field, select **Labor or Equipment** from the drop-down list.

Step 9. In the Usage UOM field, select the **desired unit of measurement** from the drop-down list (i.e. Hour or Box).

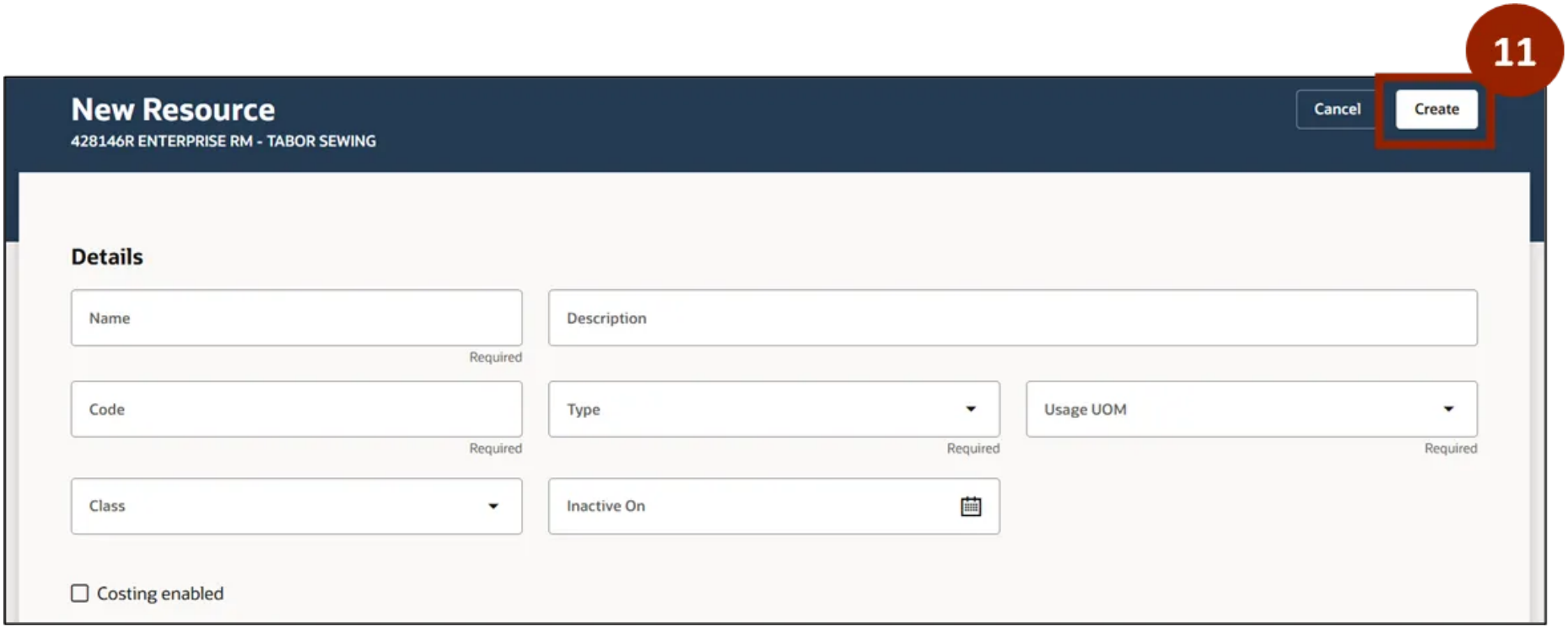
Step 10. Select the **Costing enabled** checkbox if costing is being tracked.

Image



Step 11. Select **Create** once all fields have been completed.

Image



Manage Work Centers

To manage a work center in NCFS, please follow the steps below. There are 10 steps to complete this process.

Step 1. Begin from the Home page, or click the **Home** icon.

Step 2. On the Home page, select **Supply Chain Execution**.

Stpe 3. Within the Supply Chain Execution tab, select **Work Definition**.

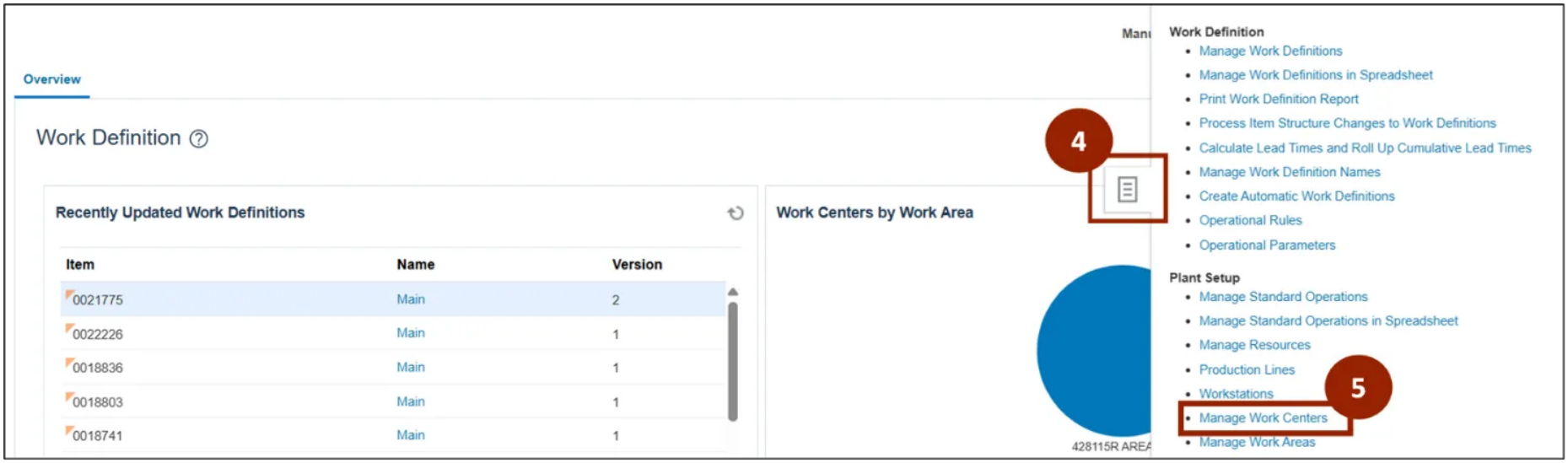
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Step 4. From the Work Definition page, click on the **Task** icon.

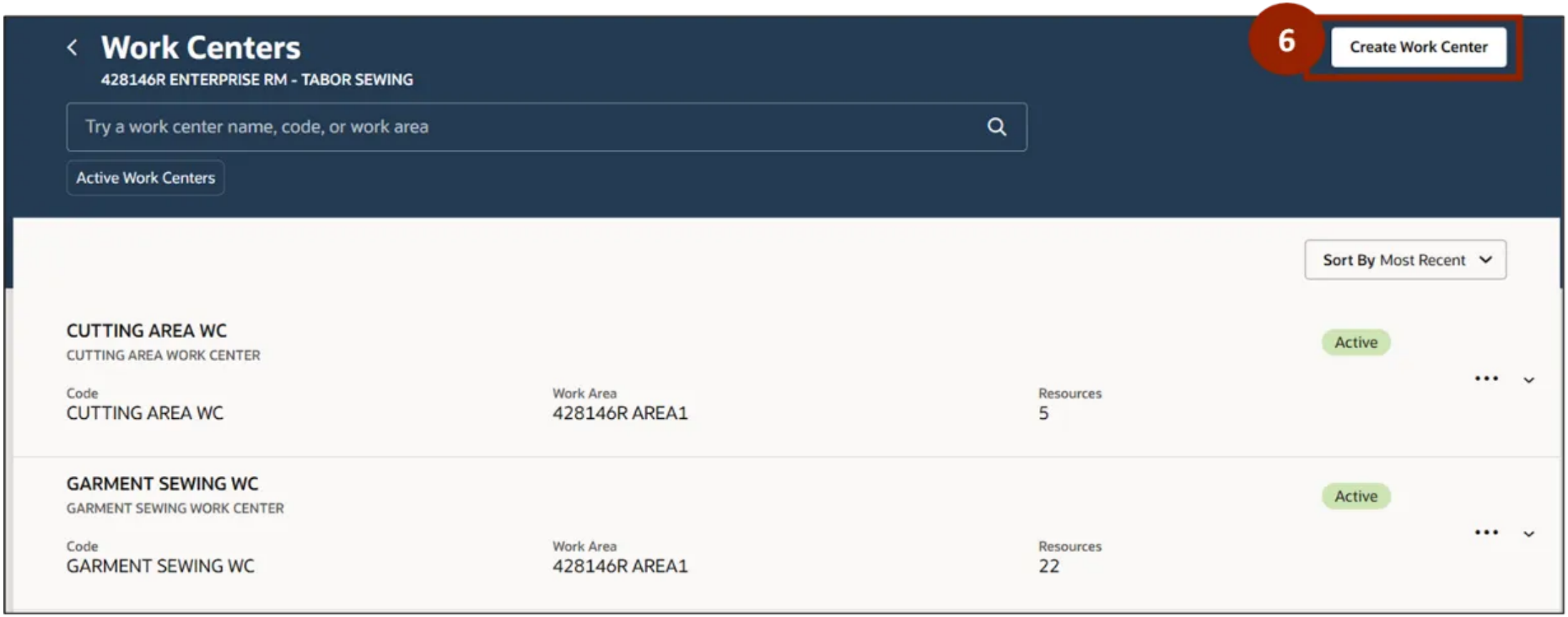
Step 5. Select **Manage Work Centers**.

Image



Step 6. To set up a new Work Center on the Work Centers page, select **Create Work Center**.

Image



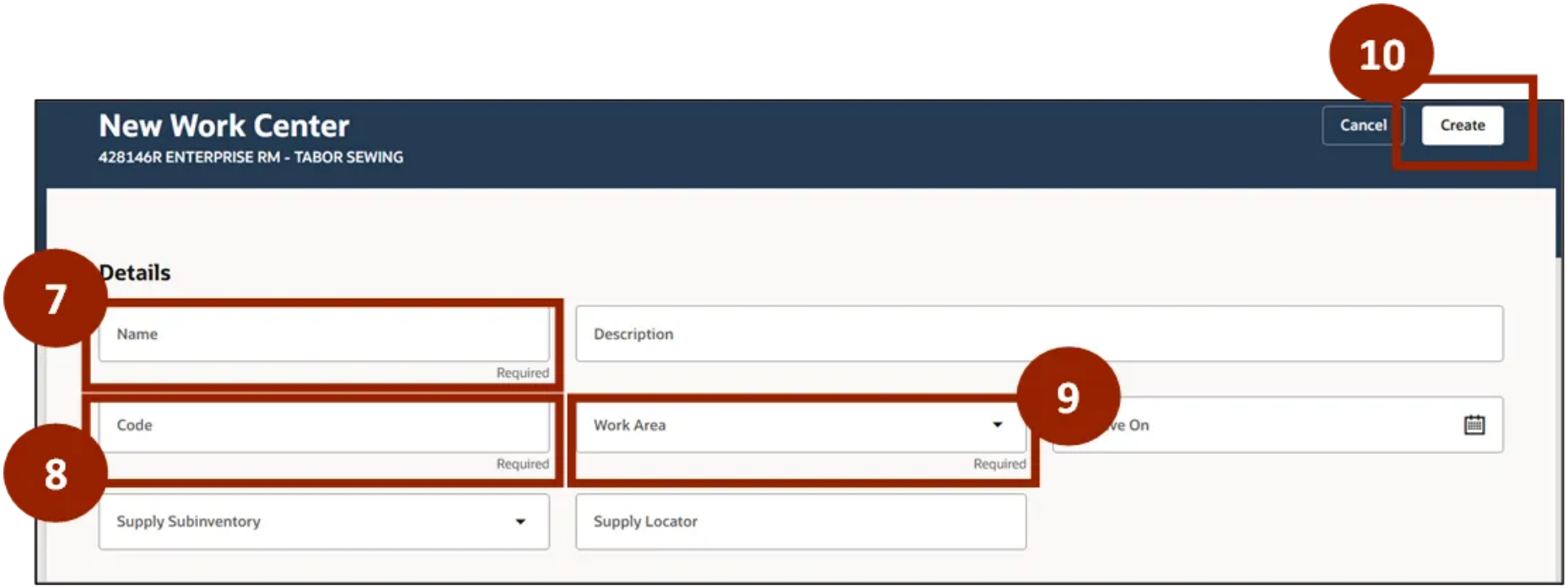
Step 7. In the Name field, input the **unique identifier** for the work center.

Step 8. In the Code field, input the **unique code** for the work center.

Step 9. In the Work Area field, select the **relevant area** from the drop-down list.

Step 10. Click **Create**.

Image



Modify Work Centers

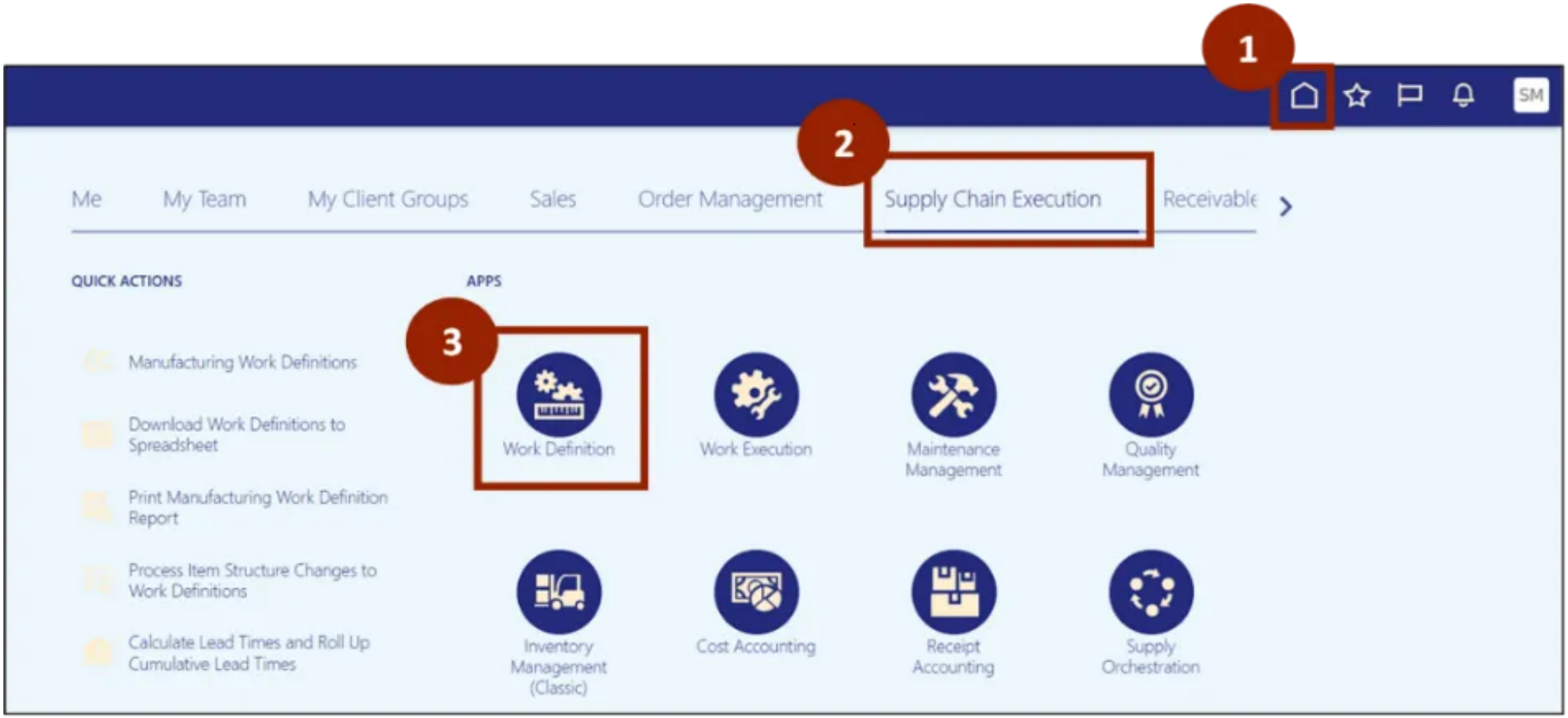
To modify an existing work center in NCFS, please follow the steps below. There are 9 steps to complete this process.

Step 1. Begin from the Home page, or click the **Home** icon.

Step 2. On the Home page, select **Supply Chain Execution**.

Step 3. Within the Supply Chain Execution tab, select **Work Definition**.

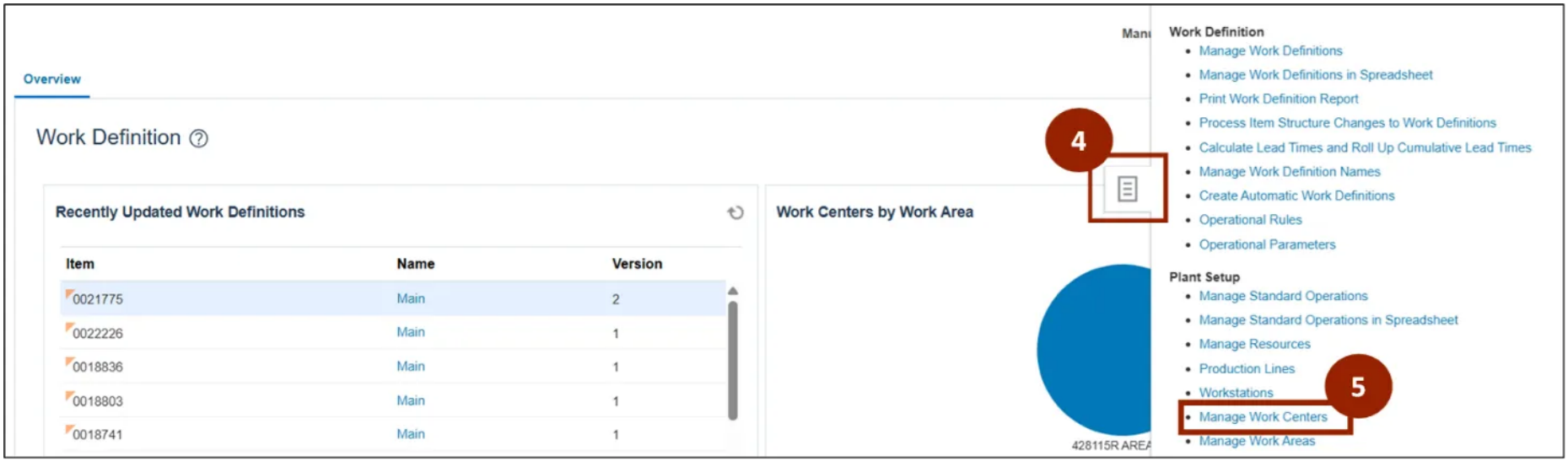
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Step 4. From the Work Definition page, click on the **Task** icon.

Step 5. Select **Manage Work Centers**.

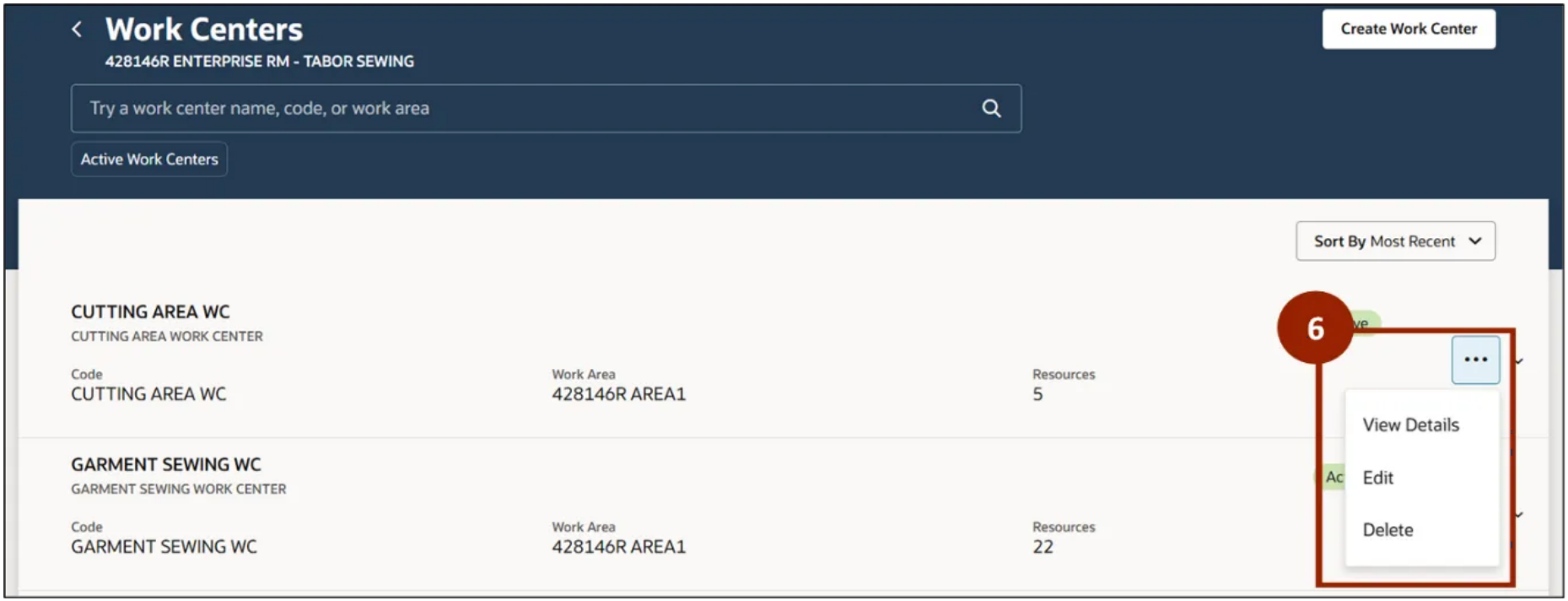
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Step 6. On the Work Centers page, select the **ellipsis** icon then select:

- **View Details** for resource management.

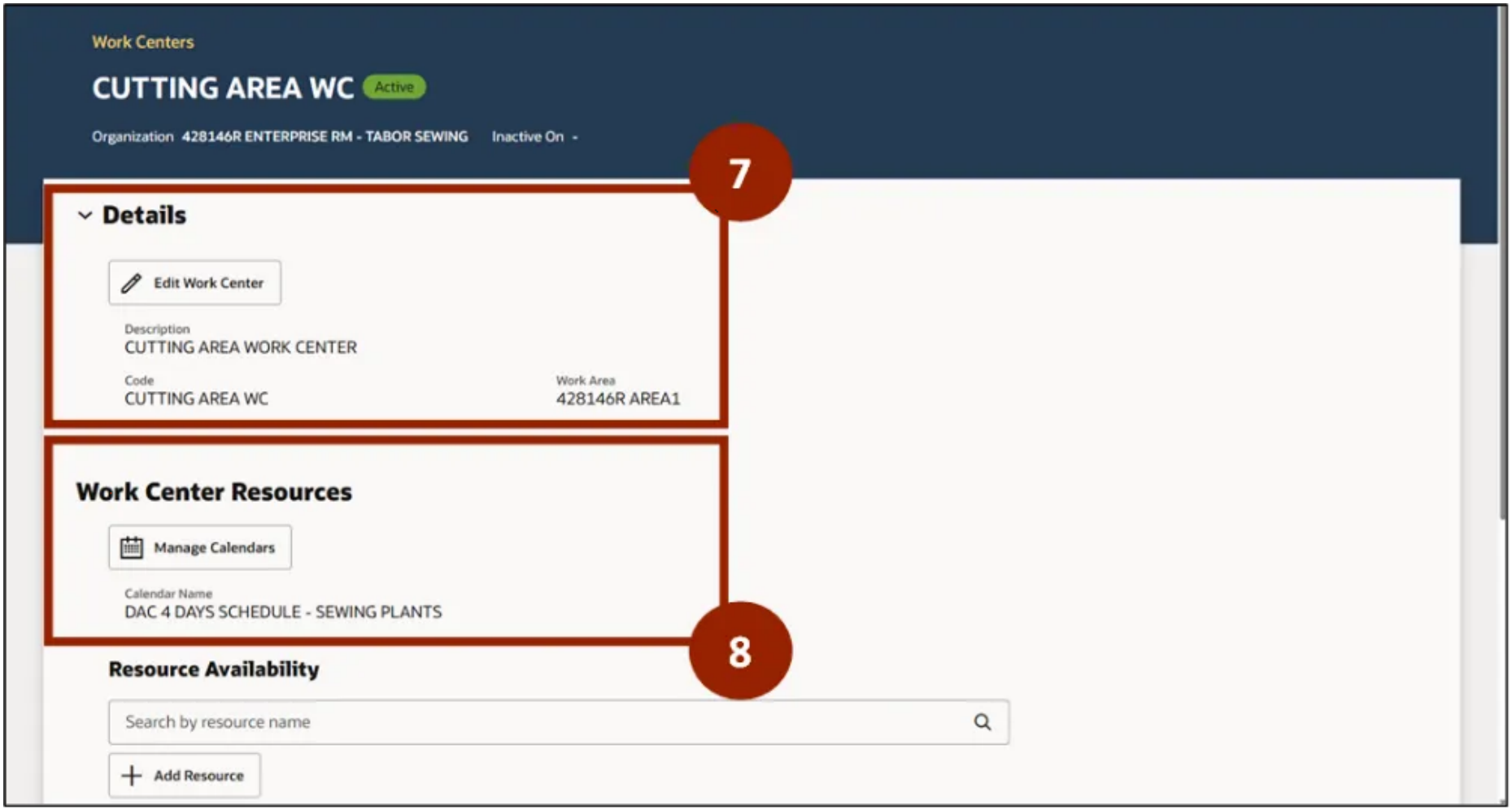
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Step 7. Click **Edit Work Center** to modify any Work Center information.

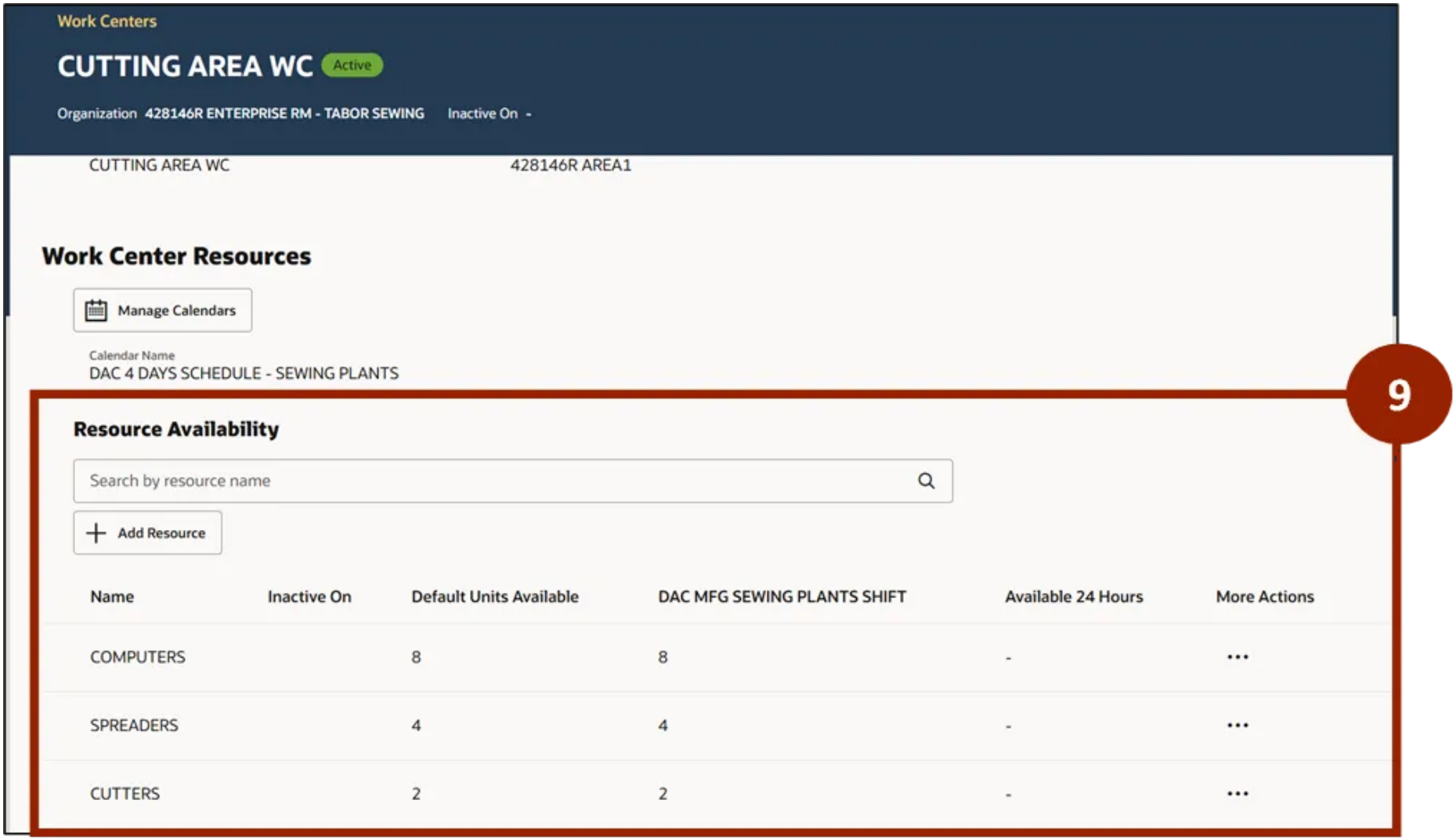
Step 8. Click **Manage Calendars** to change the schedule.

Image



Step 9. Review the Resource Availability section displaying the number of available resources in the Work Center and the default units for each resource.

Image

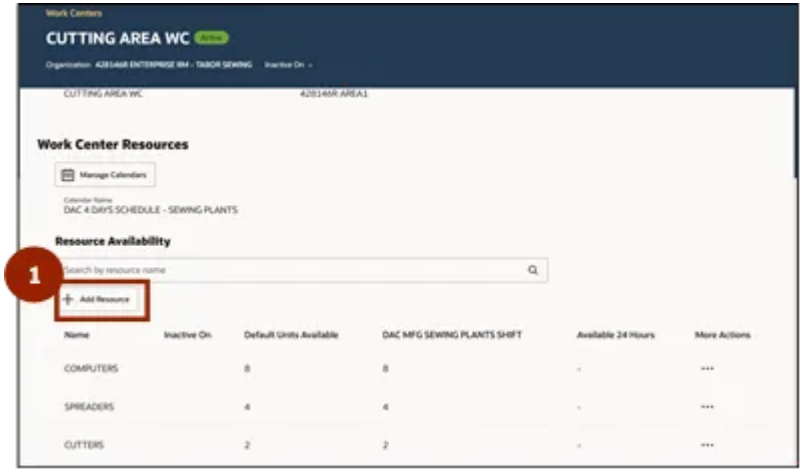


Assign Resources to a Work Center

To assign resources to a work center in NCFS, please follow the steps below. There are 5 steps to complete this process.

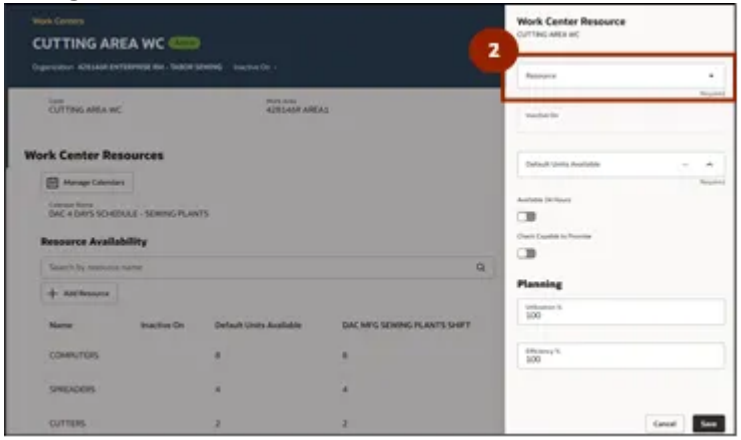
Step 1. In the Resource Availability section, click **+ Add Resource**.

Image



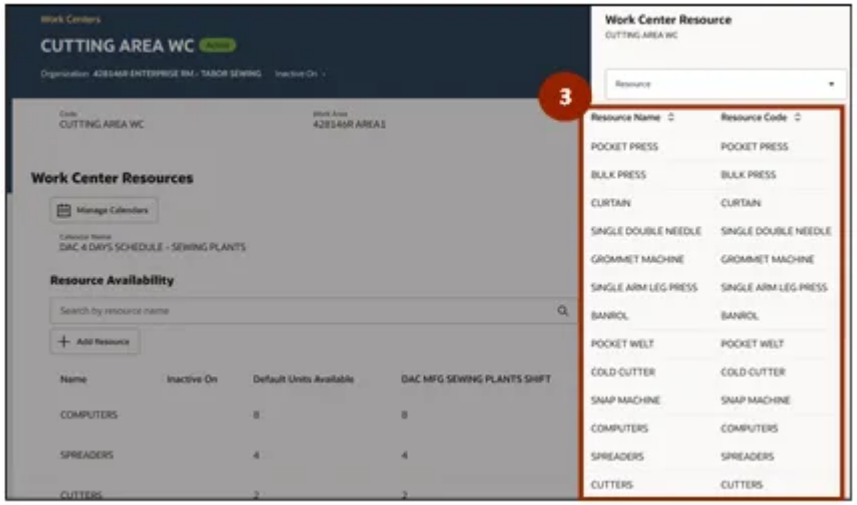
Step 2. Click the Resource drop-down to display all available resources within the plant.

Image



Step 3. Select the **appropriate resources**, as needed.

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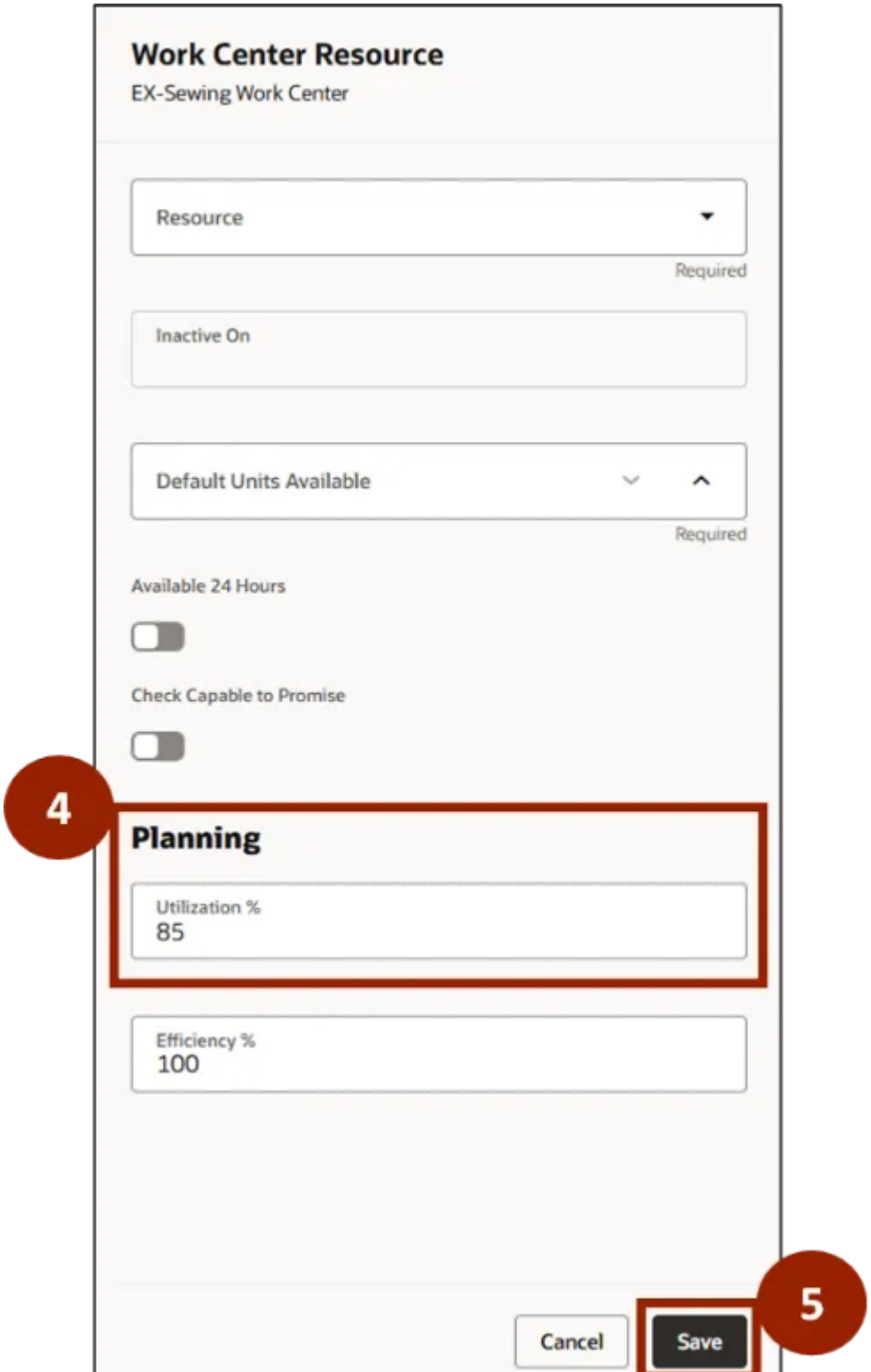


Step 4. In the Utilization % field please input the following based off specific criteria:

- Equipment utilization is **set at 85%**.
- Labor resource utilization is **set at 100%**.

Step 5. Click **Save**.

Image


Work Center Resource
EX-Sewing Work Center
Resource
Required
Inactive On
Default Units Available
Required
Available 24 Hours
Check Capable to Promise
4
Planning
Utilization %
85
Efficiency %
100
Cancel
Save
5

Wrap-Up

Using this QRG, NCFS users should be able to manage work centers and resources in the North Carolina Financial System (NCFS).

Additional Resources

- Instructor Led Training (ILT)
  - MFG103: Create and Maintain Manufacturing Master Data

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