MFG-03 Manage Standard Operations

Purpose

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

Introduction and Overview

This QRG covers the process of managing standard operations. Once the work area, work center, and resources have been set up, the next step is to manage standard operations. This involves defining the specific steps required for each process, identifying the necessary resources, and detailing the actions to be performed. Standard operations can be managed directly within the system, which is the approach plant managers will use.

Manage Standard Operations

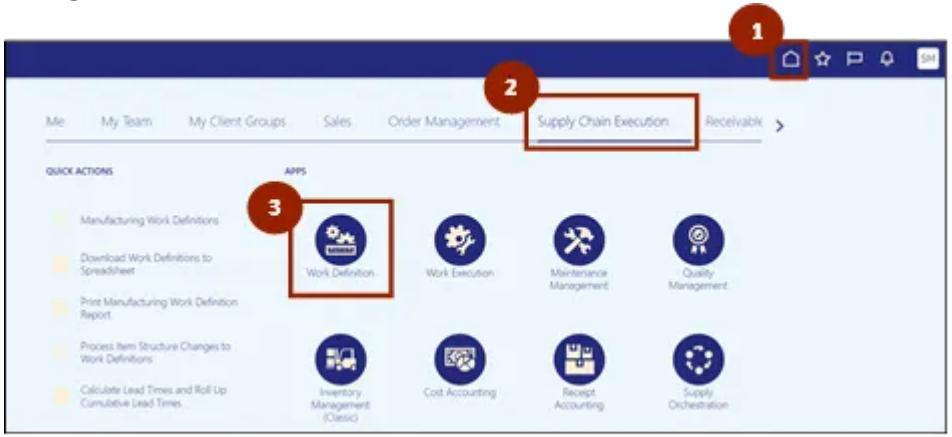
To manage standard operations in NCFS, please follow the steps below once logged in to the NCFS portal with your credentials to access the system. There are 16 steps to complete this process.

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 the **Task** icon.

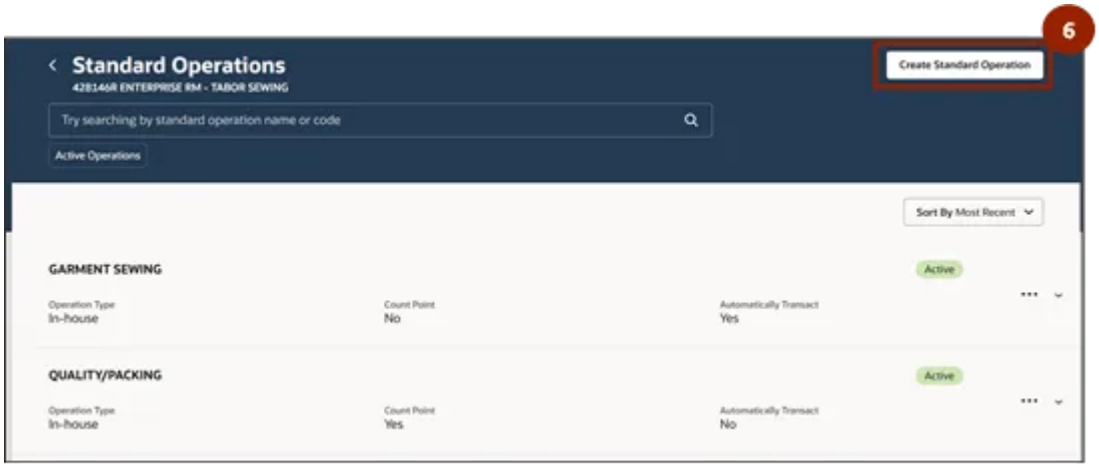
Step 5. Select **Manage Standard Operations**.

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Step 6. On the Standard Operations page, select **Create Standard Operation**.

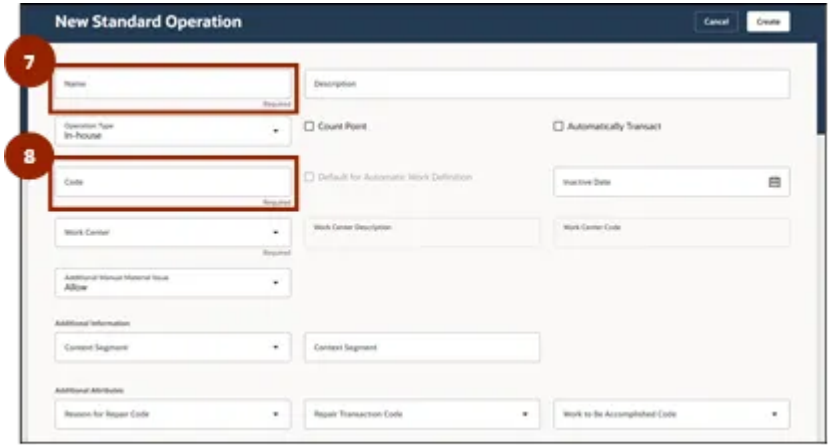
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Step 7. In the Name field of the New Standard Operation page, enter the **name** for the Standard Operation.

Step 8. In the Code field, enter the **unique identifier** for the Standard Operation.

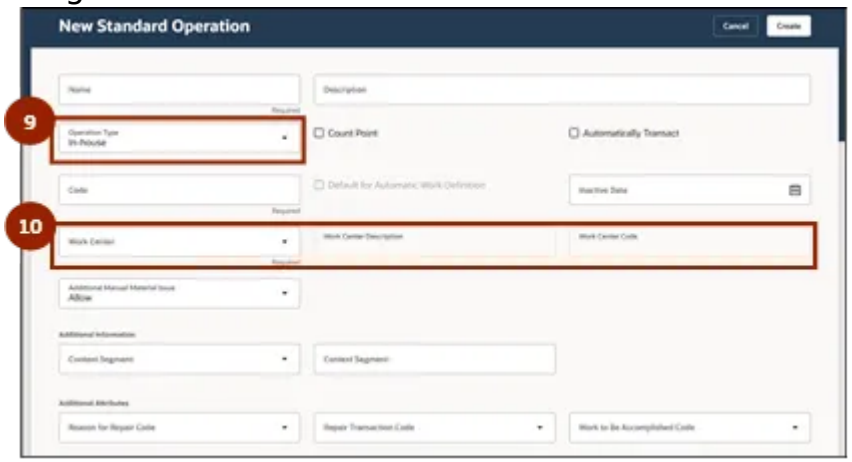
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Step 9. In the Operation Type drop-down, select **In-house** or **Supplier**.

Step 10. In the Work Center drop-down, select the **appropriate Work Center**.

Image



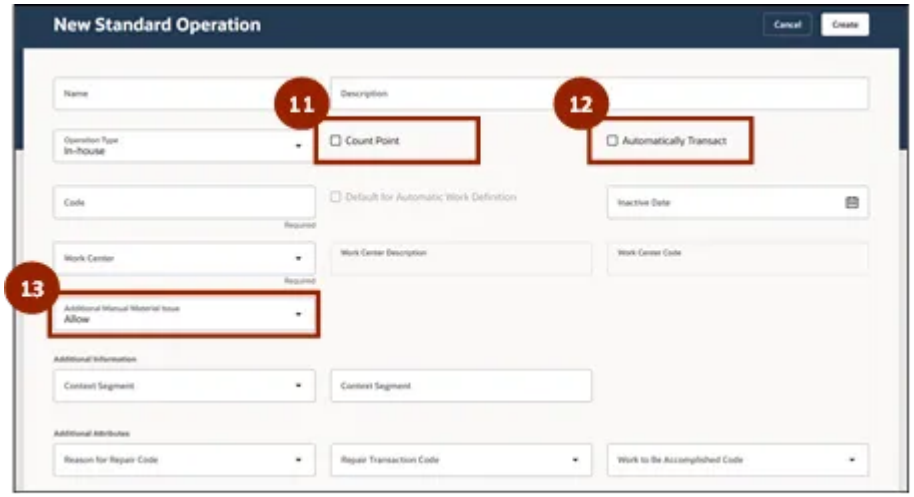
Step 11. Select the **Count Point** checkbox, if applicable.

Note: The Count Point checkbox is typically selected for packing operations, where the system requires manual confirmation point to record progress before proceeding.

Step 12. The **Automatically Transact** checkbox will be checked for all other operations (non-packing) so that the system automatically records the transaction when the step is completed.

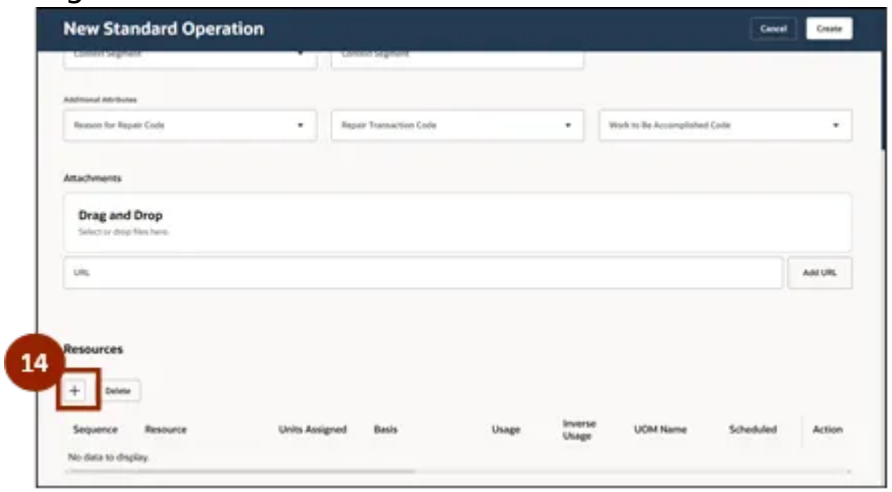
Step 13. In the Additional Manual Material Issue dropdown, select **Allow**.

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Step 14. To assign a resource to the Standard Operation in the Resources section, select the **Add** icon.

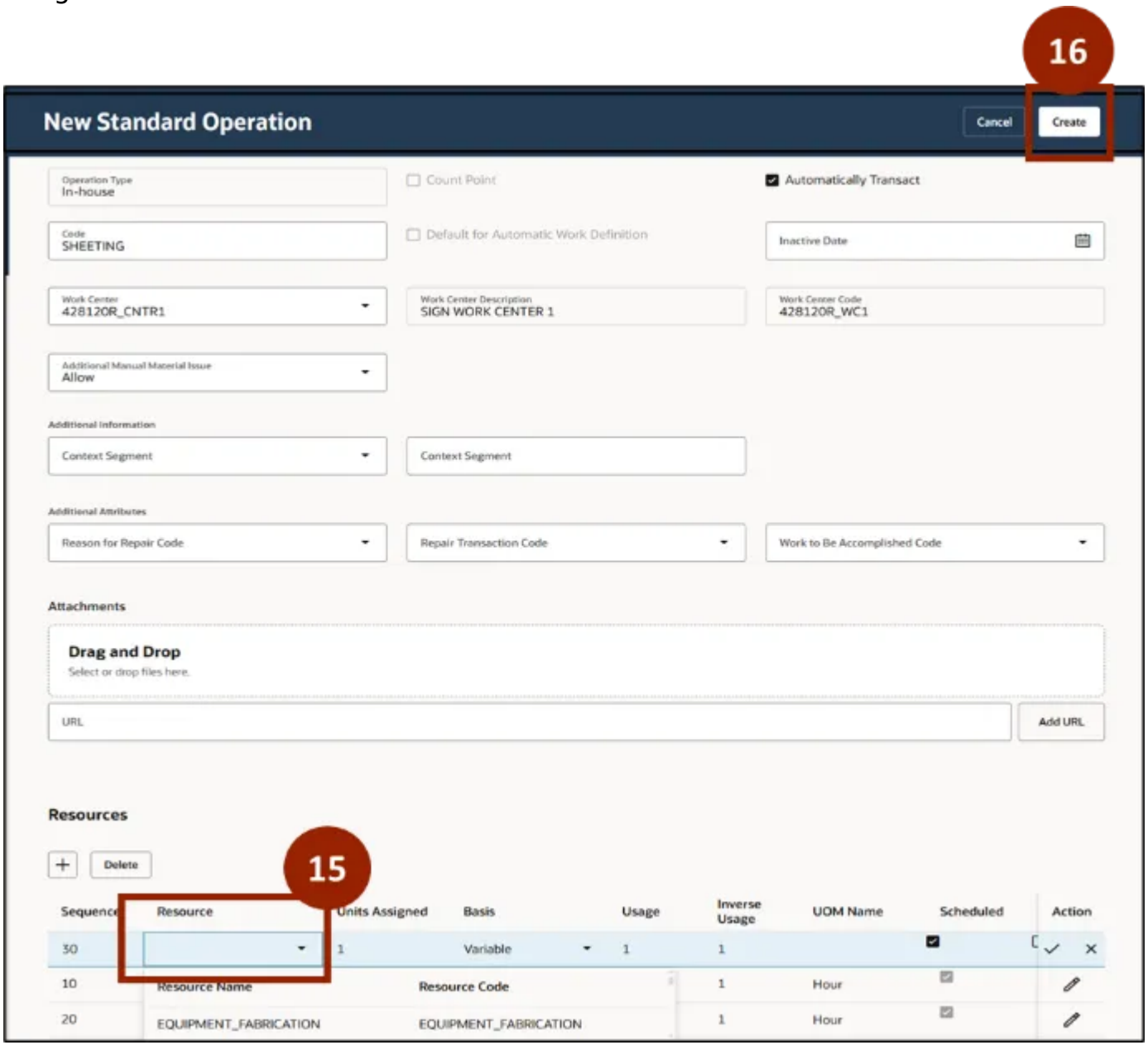
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Step 15. In the Resource drop-down field, choose the **desired resource** from the list.

Step 16. Once all fields are complete, click **Create**.

Image


16
New Standard Operation
Cancel
Create
Operation Type
In-house
Count Point
Automatically Transact
Code
SHEETING
Default for Automatic Work Definition
Inactive Date
Work Center
428120R_CNTR1
Work Center Description
SIGN WORK CENTER 1
Work Center Code
428120R_WC1
Additional Manual Material Issue
Allow
Additional Information
Context Segment
Context Segment
Additional Attributes
Reason for Repair Code
Repair Transaction Code
Work to Be Accomplished Code
Attachments
Drag and Drop
Select or drop files here.
URL
Add URL
Resources
Delete
15
Sequence
Resource
Units Assigned
Basis
Usage
Inverse Usage
UOM Name
Scheduled
Action
30
1
Variable
1
1
10
Resource Name
Resource Code
1
Hour
20
EQUIPMENT_FABRICATION
EQUIPMENT_FABRICATION
1
Hour

Access the Manage Standard Operations Spreadsheet

Use the following steps to access and download the Manage Standard Operations spreadsheet in NCFS. This process allows users to view or manage standard operation data in Excel.

To manage standard operations in NCFS, please follow the steps below once logged in to the NCFS portal with your credentials to access the system. There are 5 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**.

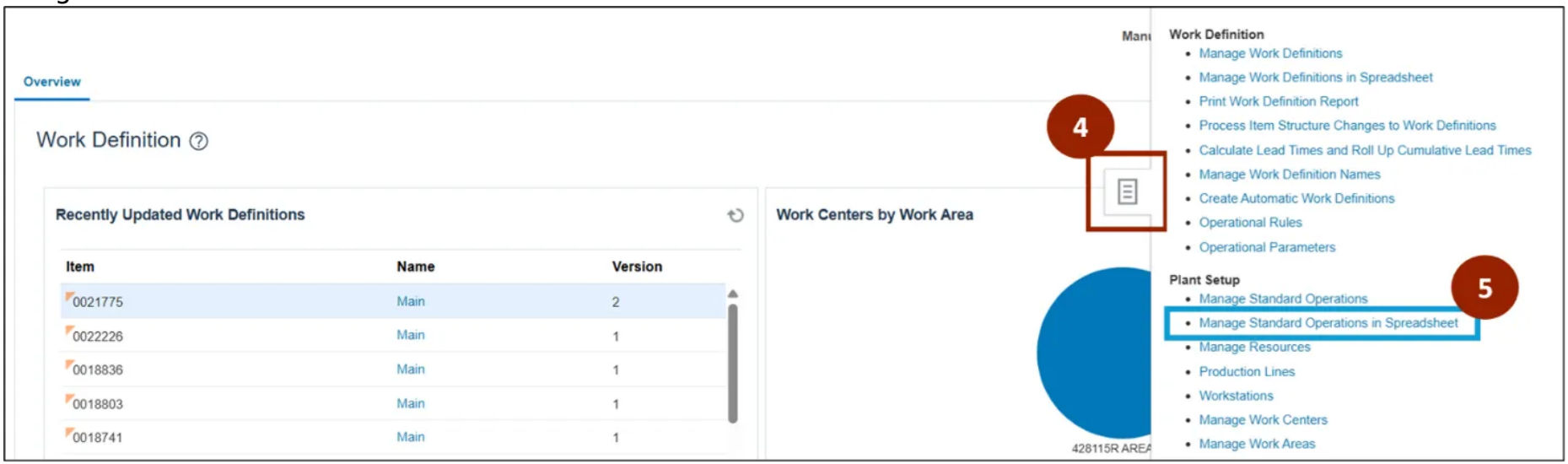
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Step 4. From the Work Definition page, click the **Task** icon.

Step 5. Select **Manage Standard Operations in Spreadsheet**. The spreadsheet will automatically download for use in Excel.

Image



Wrap-Up

NCFS users can follow the steps above for daily operation management within the system.

Additional Resources

- Instructor Led Training (ILT)
  - MFG103: Create and Maintain Manufacturing Master Data
- Web-based Training (WBT)
  - MFG100: Introduction to NCFS Manufacturing
  - MFG101: The Journey Through NCFS Manufacturing

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