MFG-06 Update Work Definition

Purpose

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

Introduction and Overview

This QRG covers the process to revise work definitions and make minor updates within NCFS.

Update Work Definition

There are 14 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**.

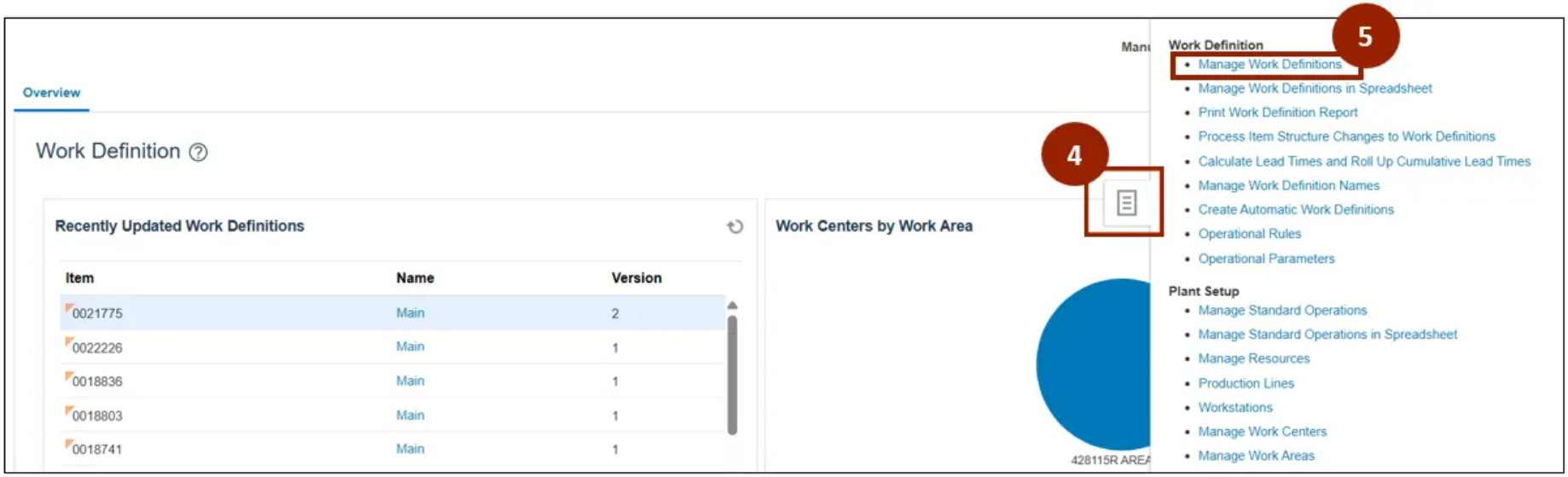
Image



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

Step 5. Click the **Manage Work Definitions** task.

Image



Step 6. From the Manage Work Definitions screen, in the Item field, input the **Item Number**.

Step 7. Click the **Search** button.

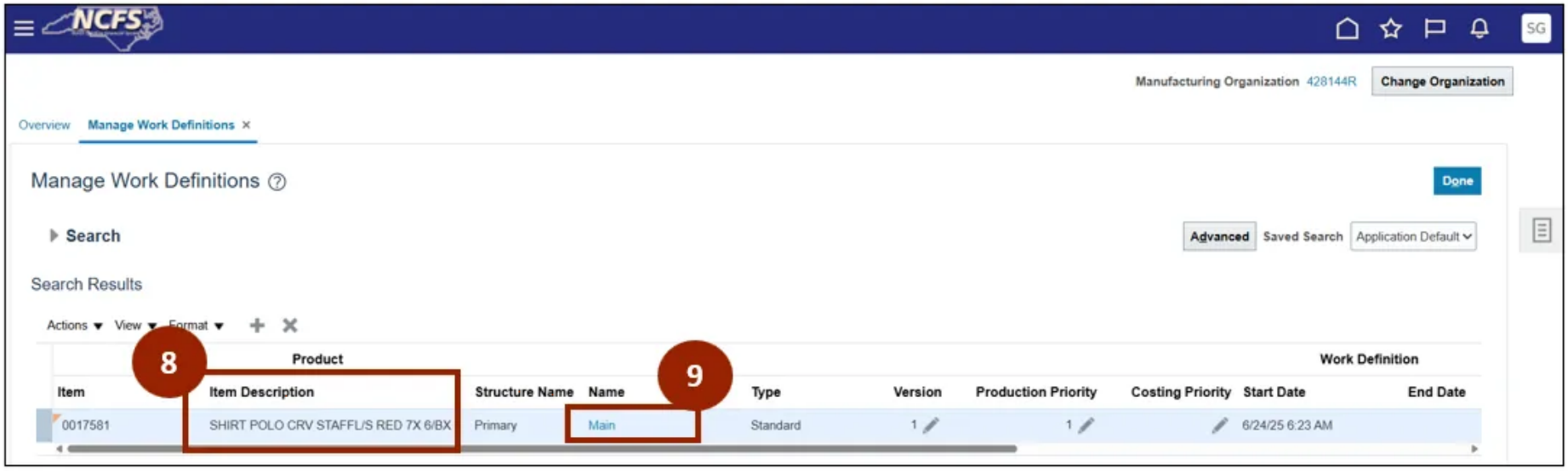
Image



Step 8. Once the Work Definition populates, the Item Description displays and shows which Work Definition is created.

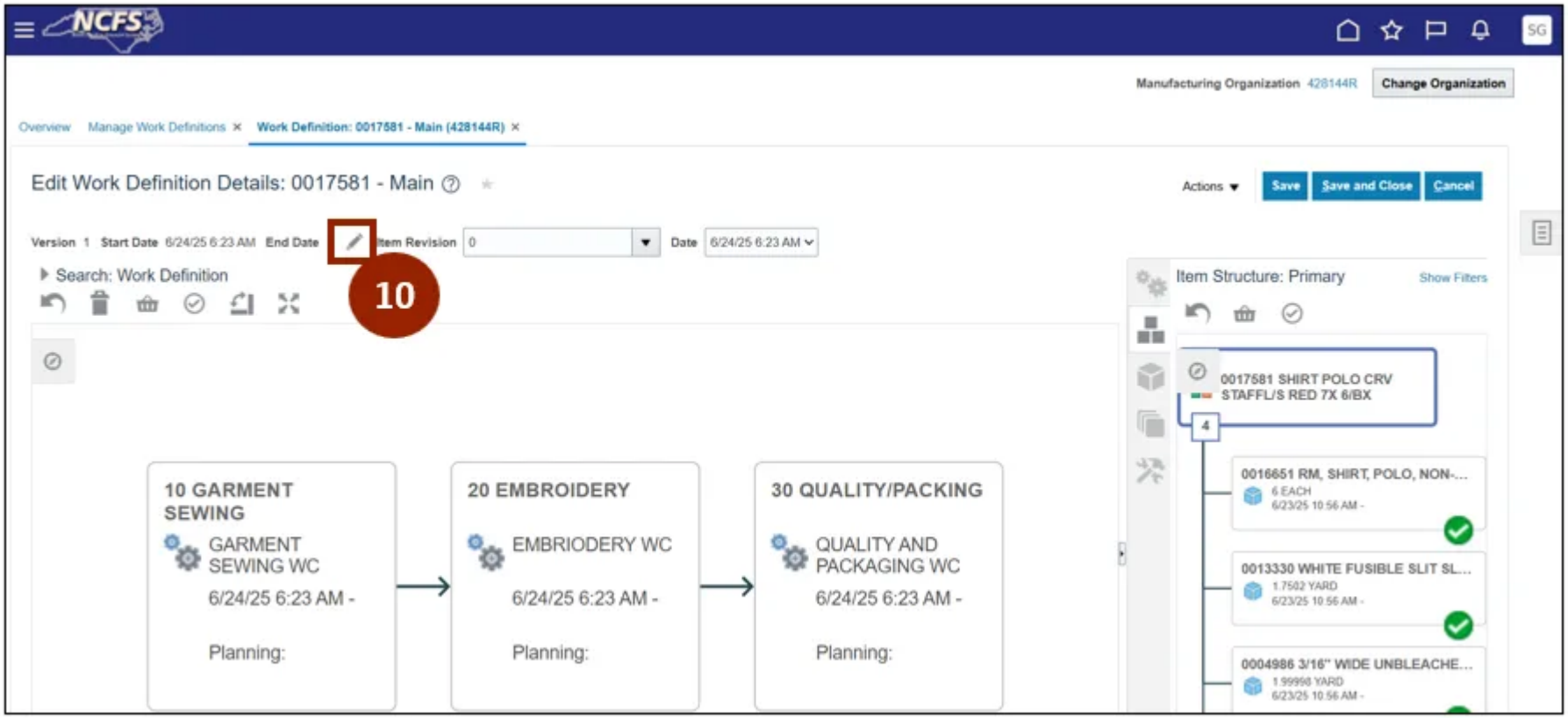
Step 9. In the Name field, click **Main**.

Image



Step 10. Once the Edit Work Definition screen displays for the item, click the **Edit** icon to edit work definition details.

Image

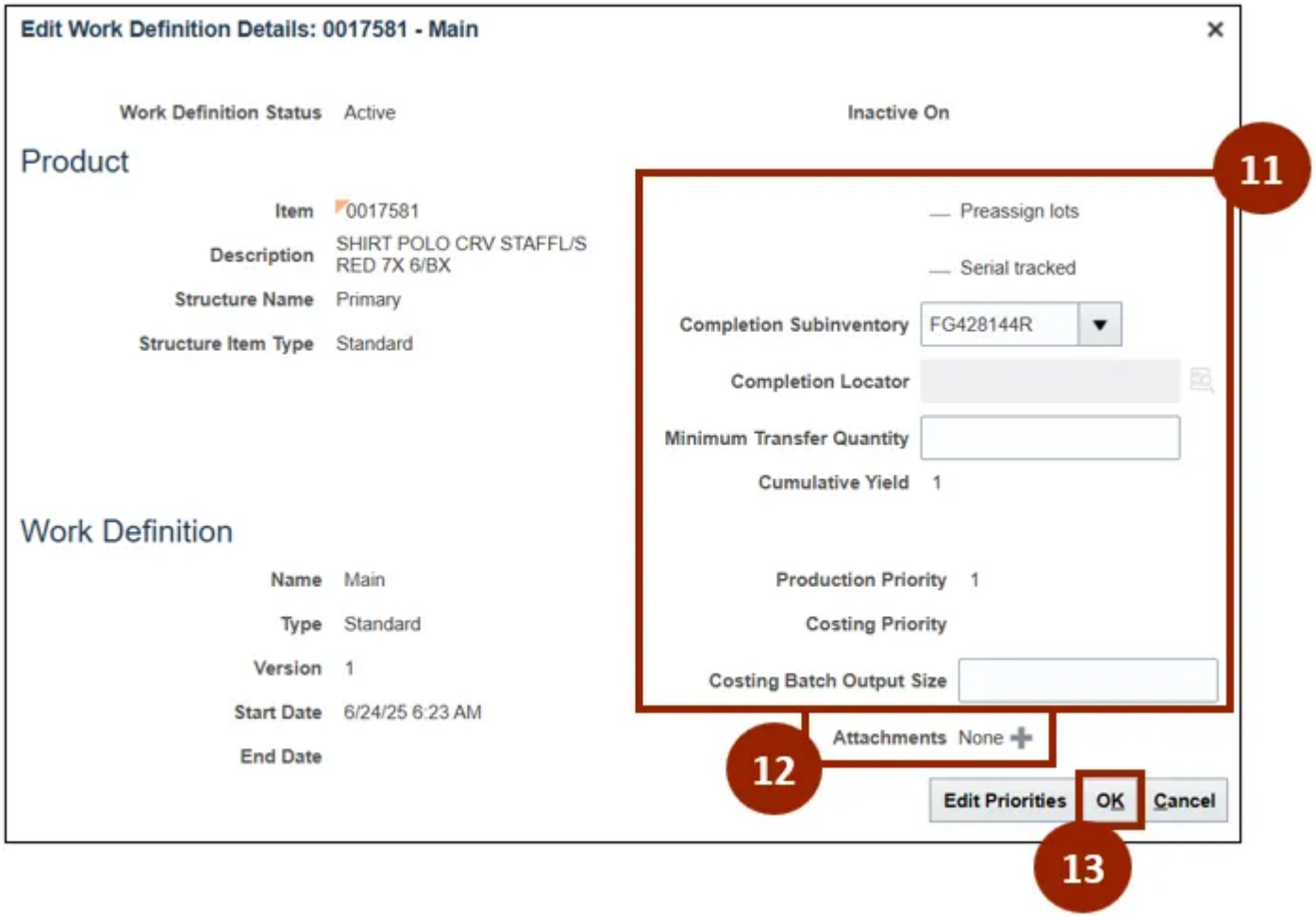


Step 11. Edit the appropriate **Attributes**.

Step 12. If you need to add **Work Instructions**, select the **Add** icon in the Attachments field.

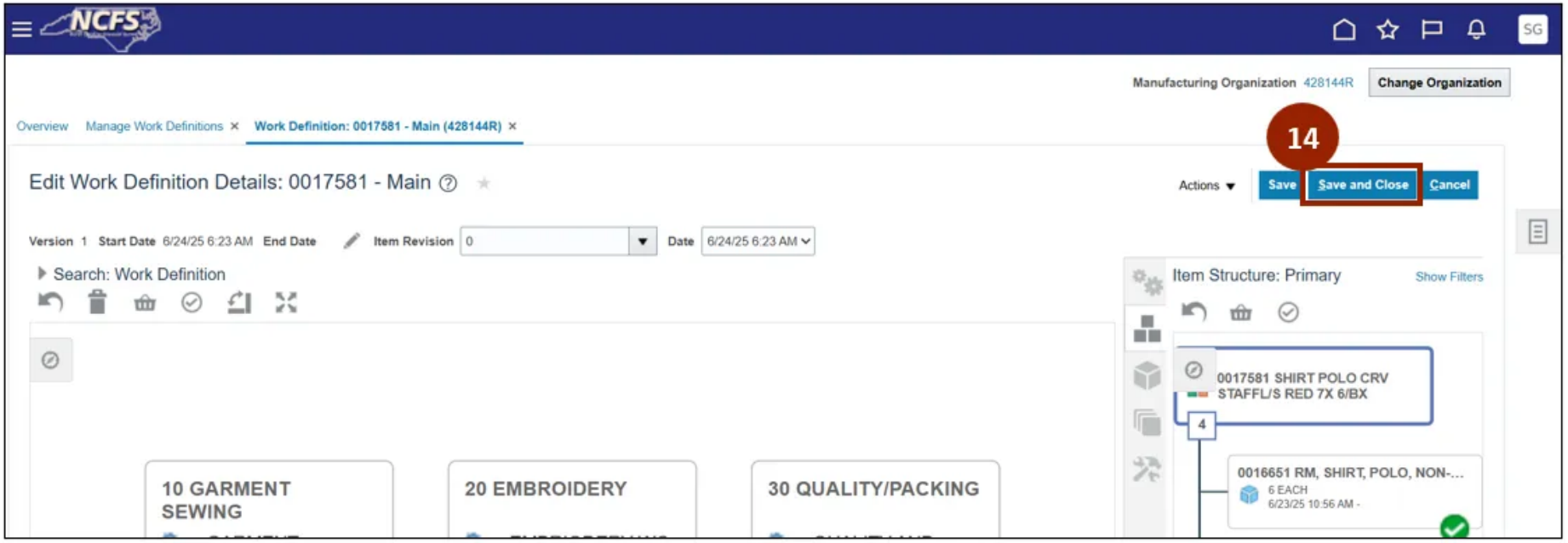
Step 13. Click the **OK** button.

Image



Step 14. Once returned to the Edit Work Definition Details page and all necessary items have been modified, click **Save and Close**.

Image



Create a New Version of a Work Definition

There are 8 steps to complete this process.

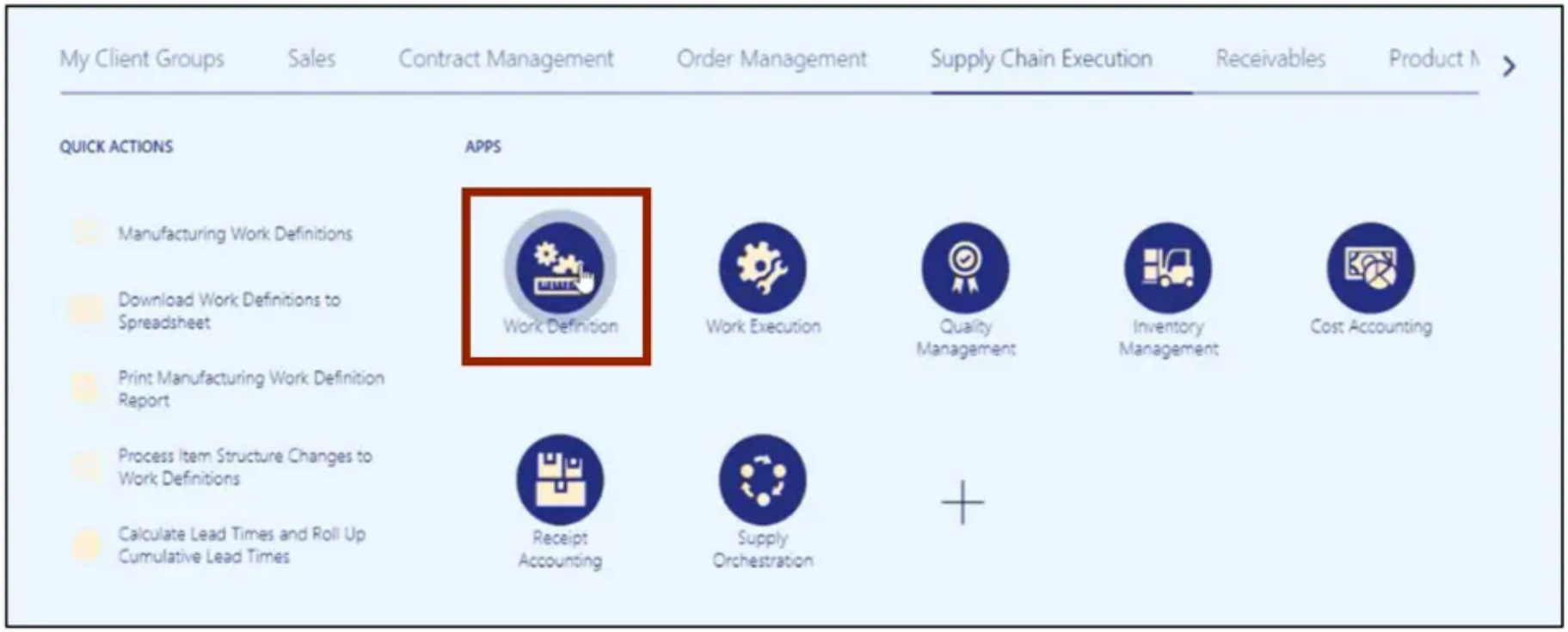
Step 1. Begin from the Home page or click the **Home** icon.

Image



Step 2. On the Home page, select **Work Definition**.

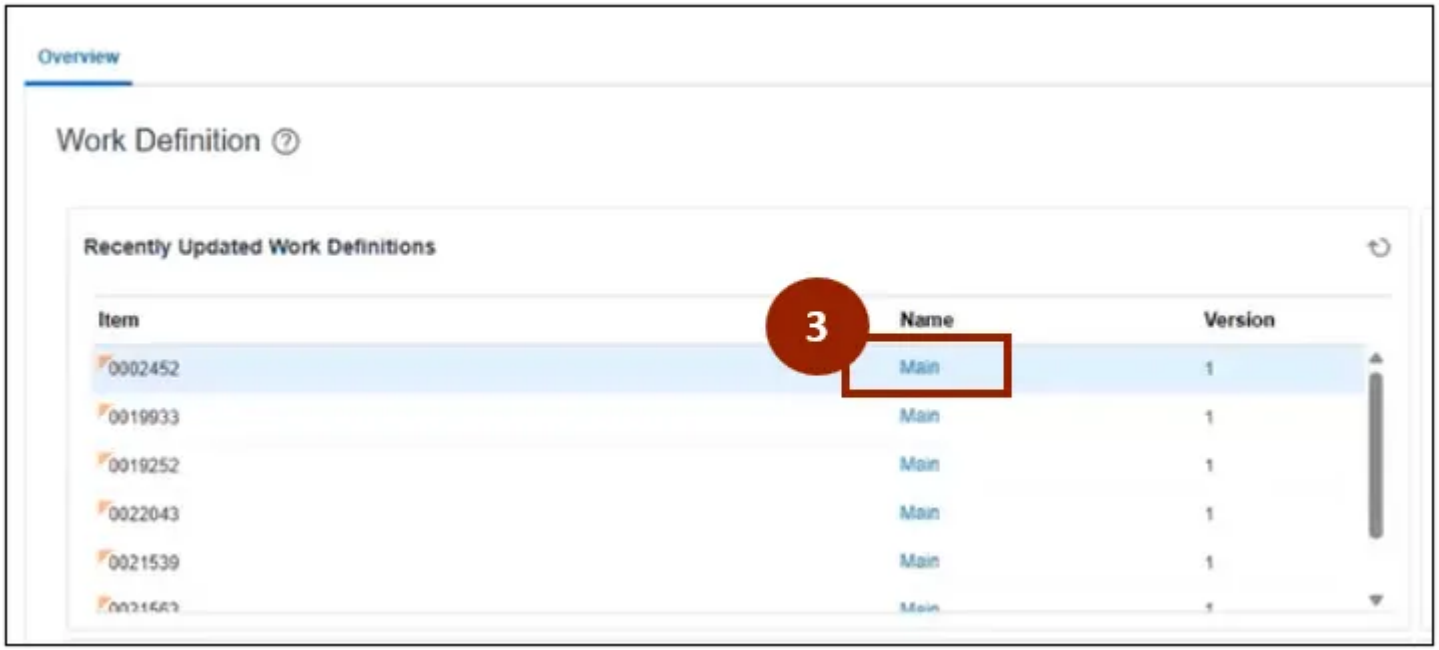
Image



Step 3. Select the appropriate Version to open by clicking the **Main** link.

Note: All versions will appear in the Recently Updated Work Definitions area, on the Work Definition page.

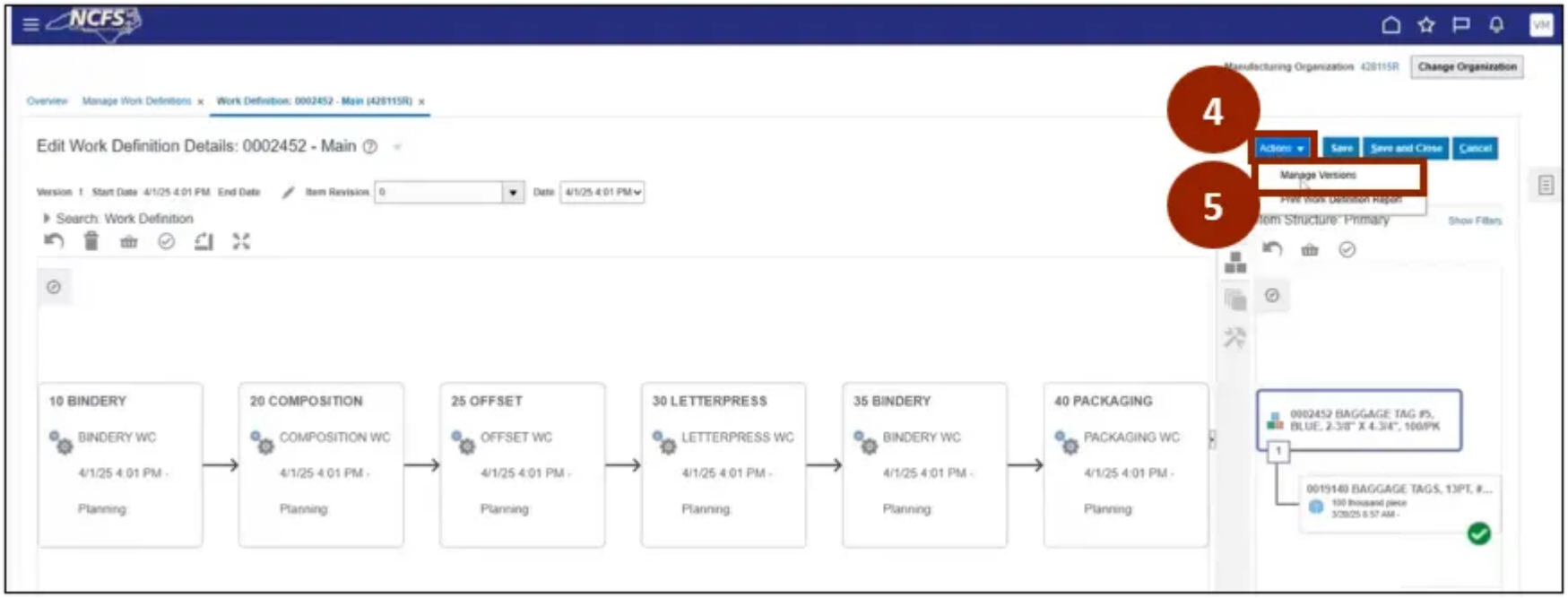
Image



Step 4. On the Edit Work Definition Details page, click **Actions**.

Step 5. Select **Manage Versions** from the drop-down list.

Image



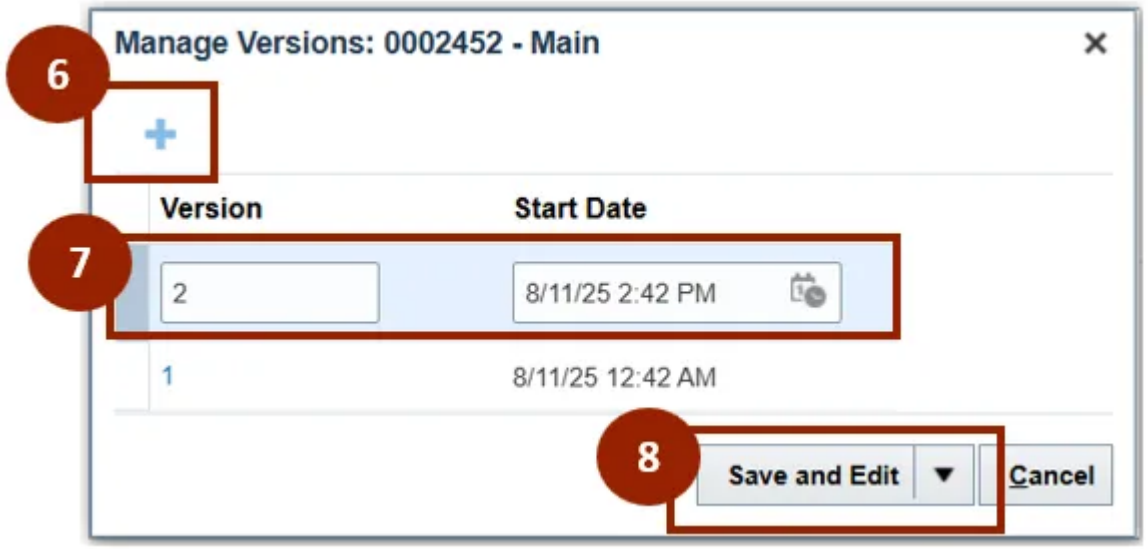
Step 6. Click the **Add** icon.

Step 7. The next version number will populate with a date and time.

Step 8. Click **Save and Edit**.

Note: Previous versions will be end dated and all new Work Orders will refer to the new work definition revision.

Image

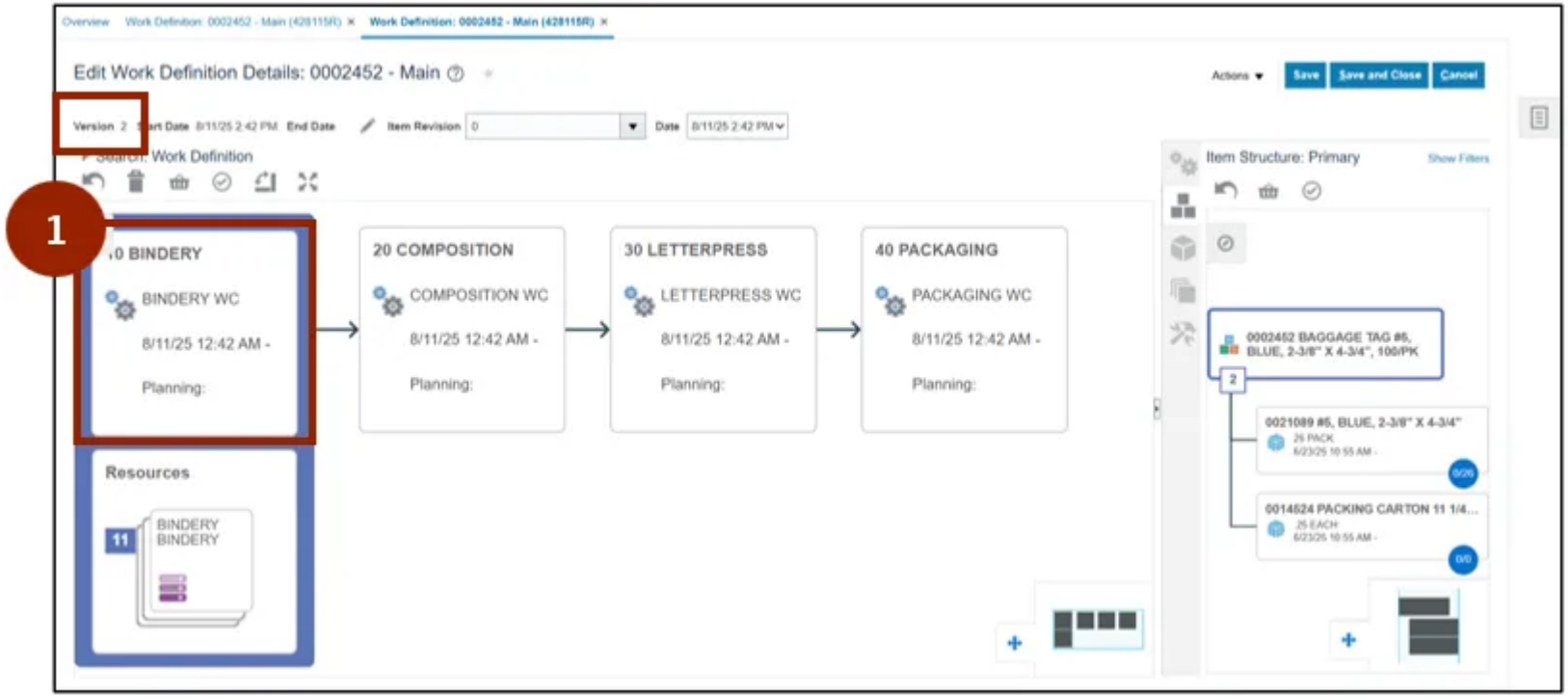


Delete a Standard Operation from a Work Definition

There are 4 steps to complete this process.

Step 1. To delete a Standard Operation, navigate to the Edit Work Definition Details page and select the **appropriate Operation**.

Image



Step 2. Once the notification populates, select **Actions**.

Step 3. Select **Delete**.

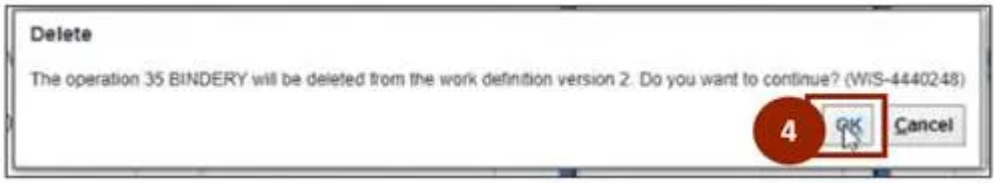
Image



Step 4. Once the Delete notification populates, select **OK**.

Note: Once the Operation is deleted, all the resources and material tied to that Operation will be deleted from the Work Definition.

Image

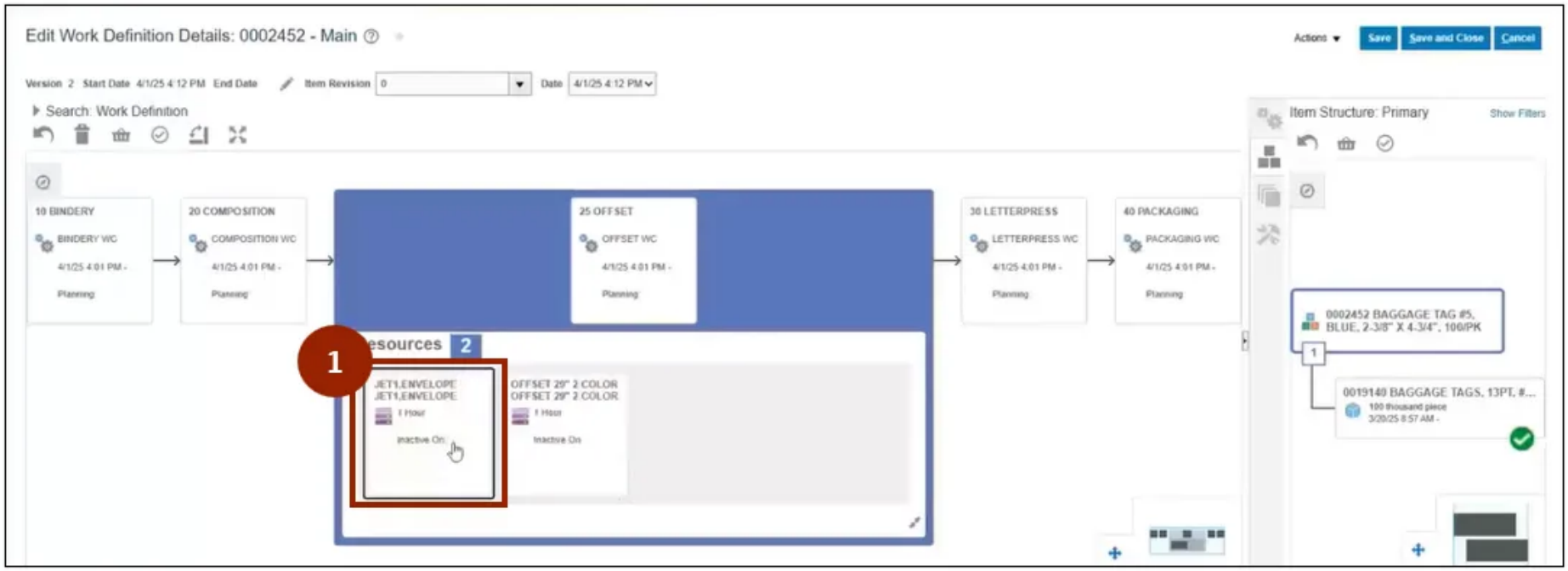


Modify Resources Aligned to Operations

There are 5 steps to complete this process.

Step 1. To modify Resources, navigate to the Edit Work Definition Details page double-click the **appropriate Resource** to open it.

Image



Step 2. On the pop-up, select **Actions**.

Step 3. Select **Edit**.

Image

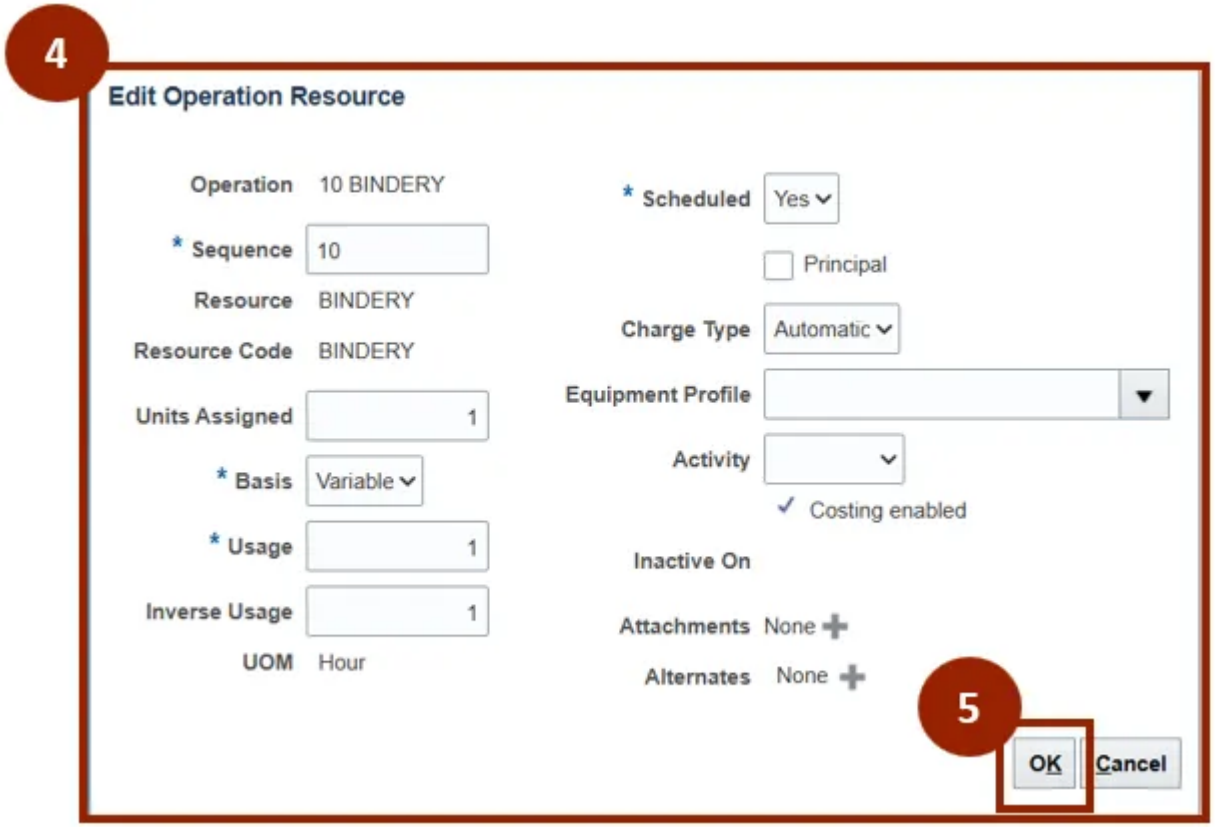


Step 4. Edit the **desired fields**. For example: Sequence or Attachments.

Note: Update the value to **Fixed** from the **Basis** drop-down field if the resource usage is fixed per product quantity produced. Update the value to **Variable** from the **Basis** drop-down field if the resource usage varies with the product quantity produced.

Step 5. Select **OK**.

Image

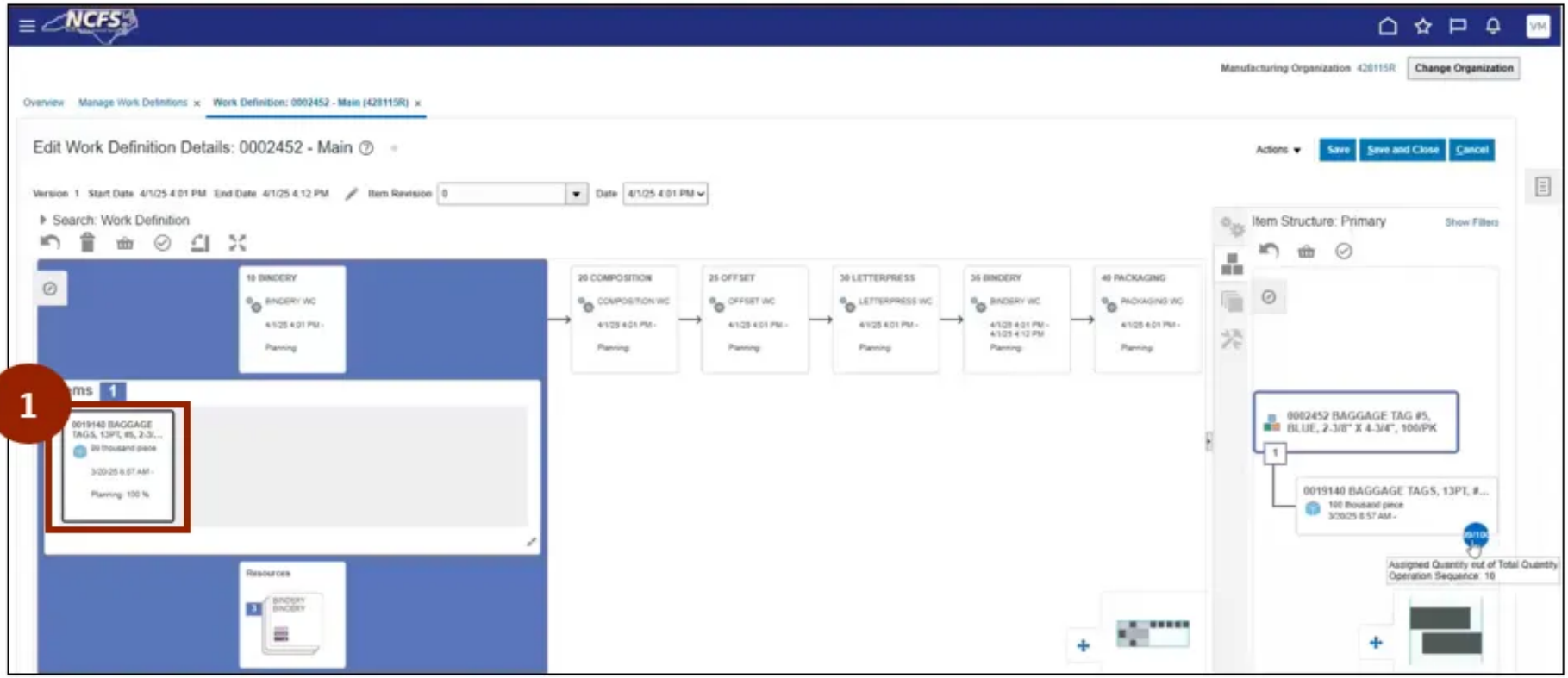


Modify Raw Materials Aligned to Operations

There are 7 steps to complete this process.

Step 1. On the Edit Work Definition Details page, double-click an **Item** to modify quantity.

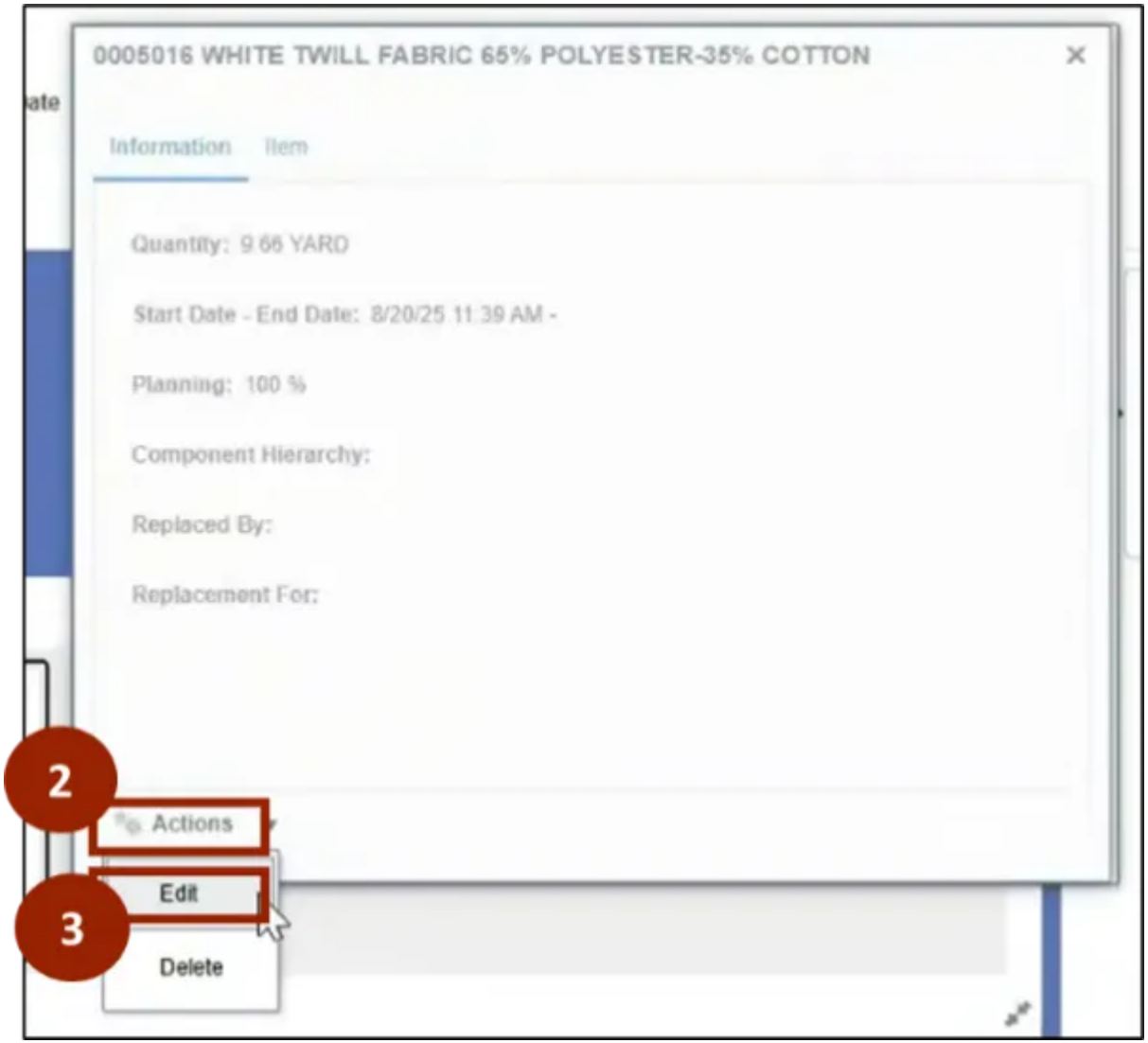
Image



Step 2. Select the Actions drop-down.

Step 3. Select **Edit**.

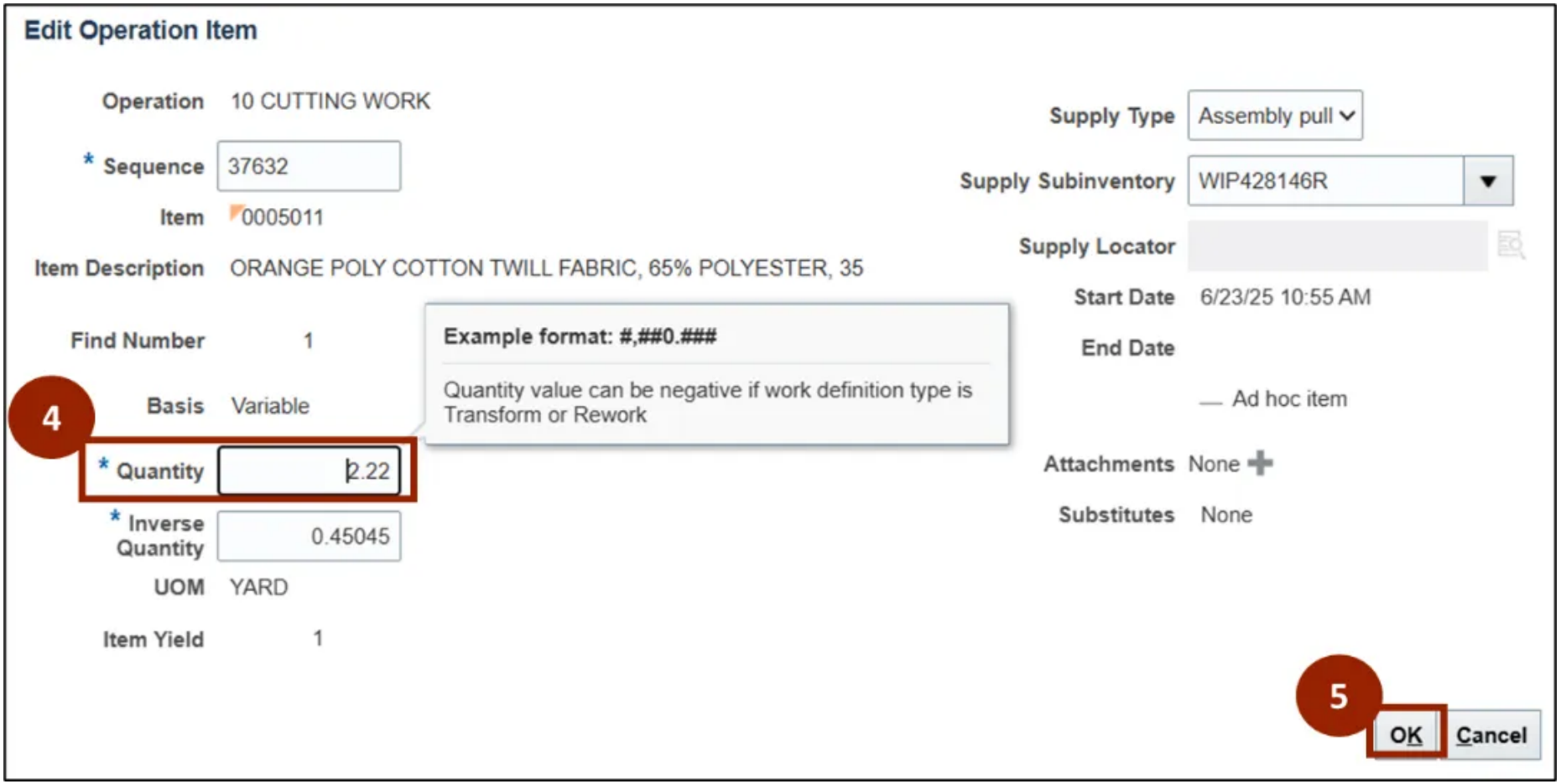
Image



Step 4. In the Quantity field, **input the quantity**.

Step 5. Select **OK**.

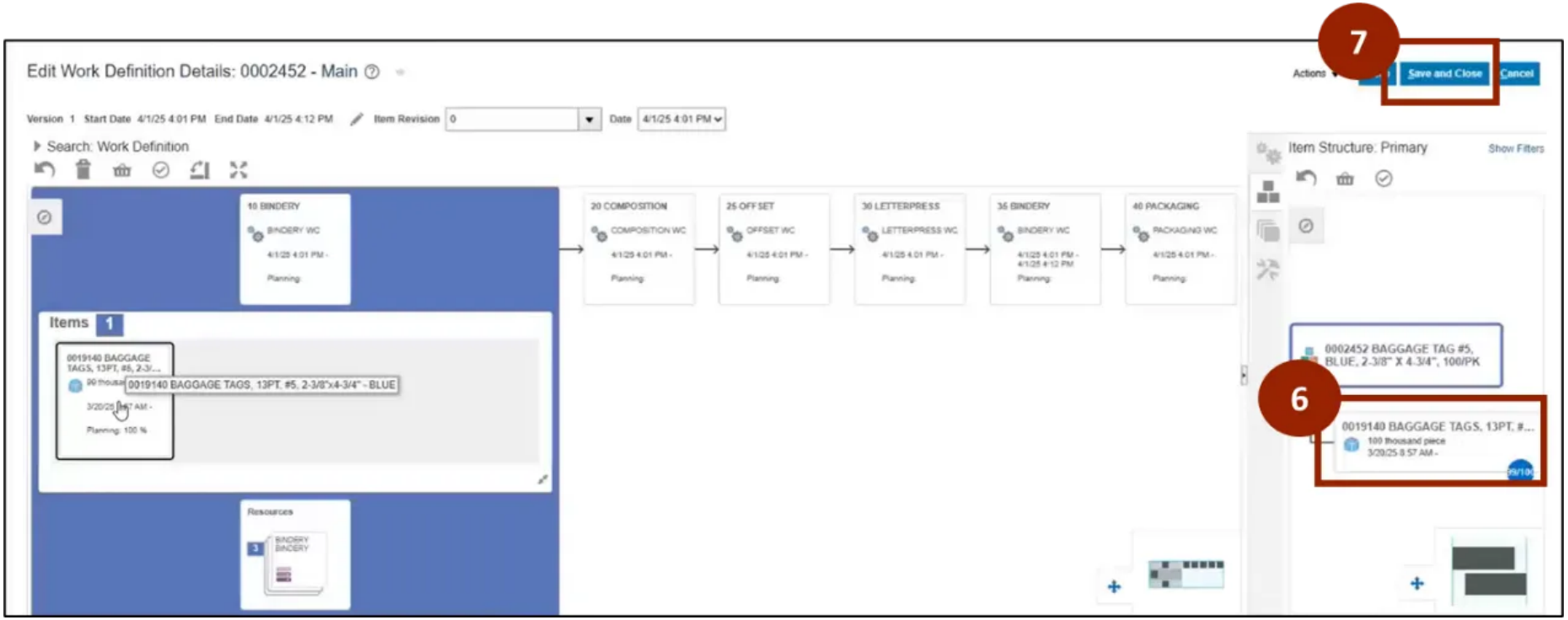
Image



Step 6. The status indicator circle will not appear green if differences are present.

Step 7. Click **Save and Close**.

Image



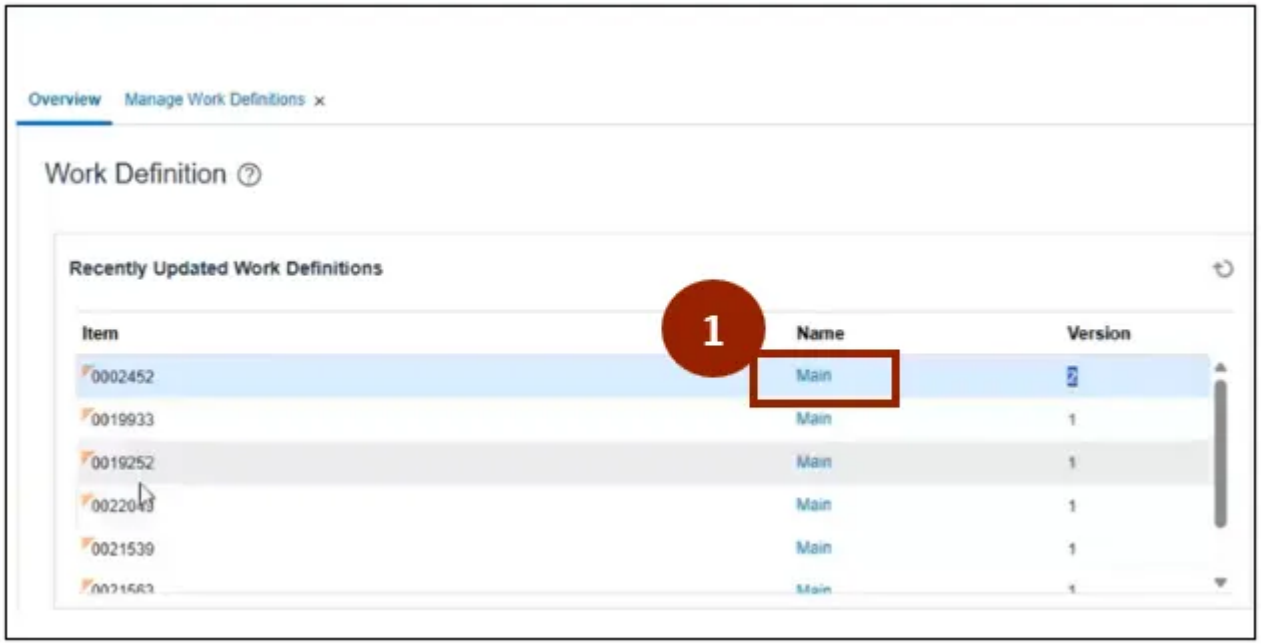
Review Work Definitions

There are 4 steps to complete this process.

Note: After saving, the Work Definition page will appear, and the new Version will display in the Recently Updated Work Definitions area.

Step 1. From the Work Definition page, navigate to the active/latest Version to open by clicking the **Main** link.

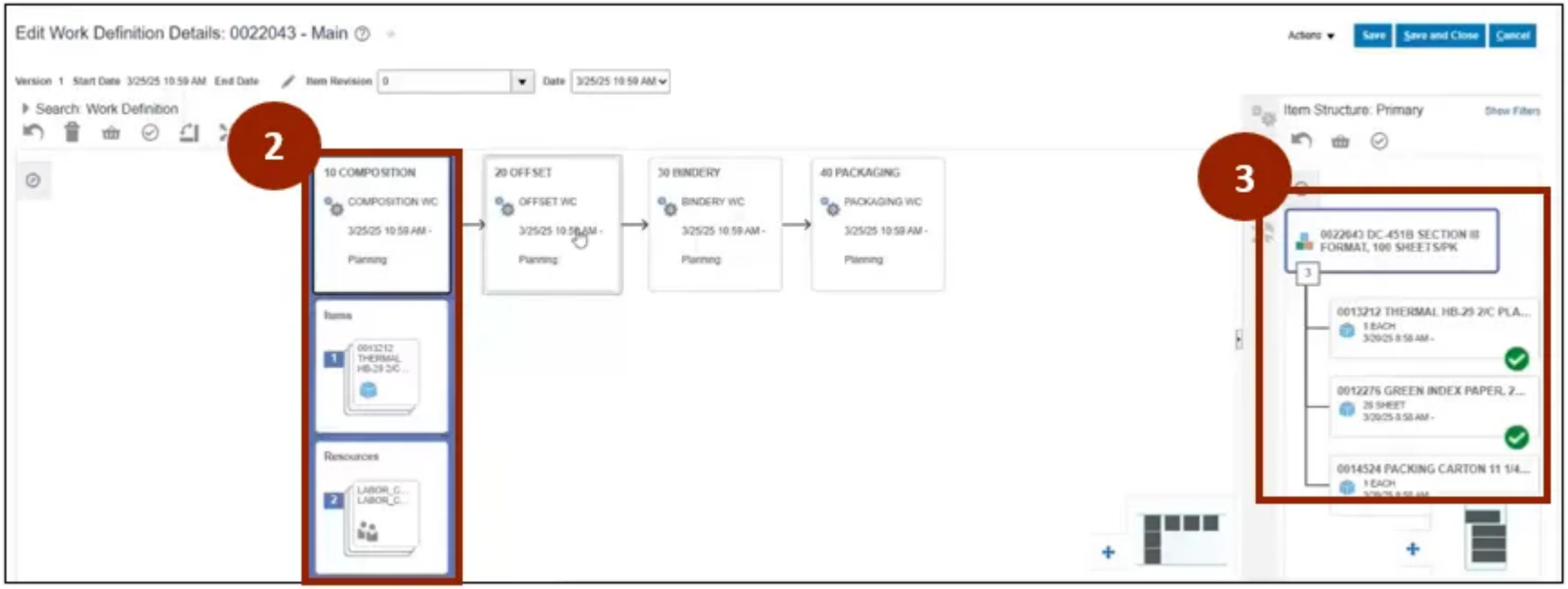
Image



Step 2. You will see the respective Resources and Items required.

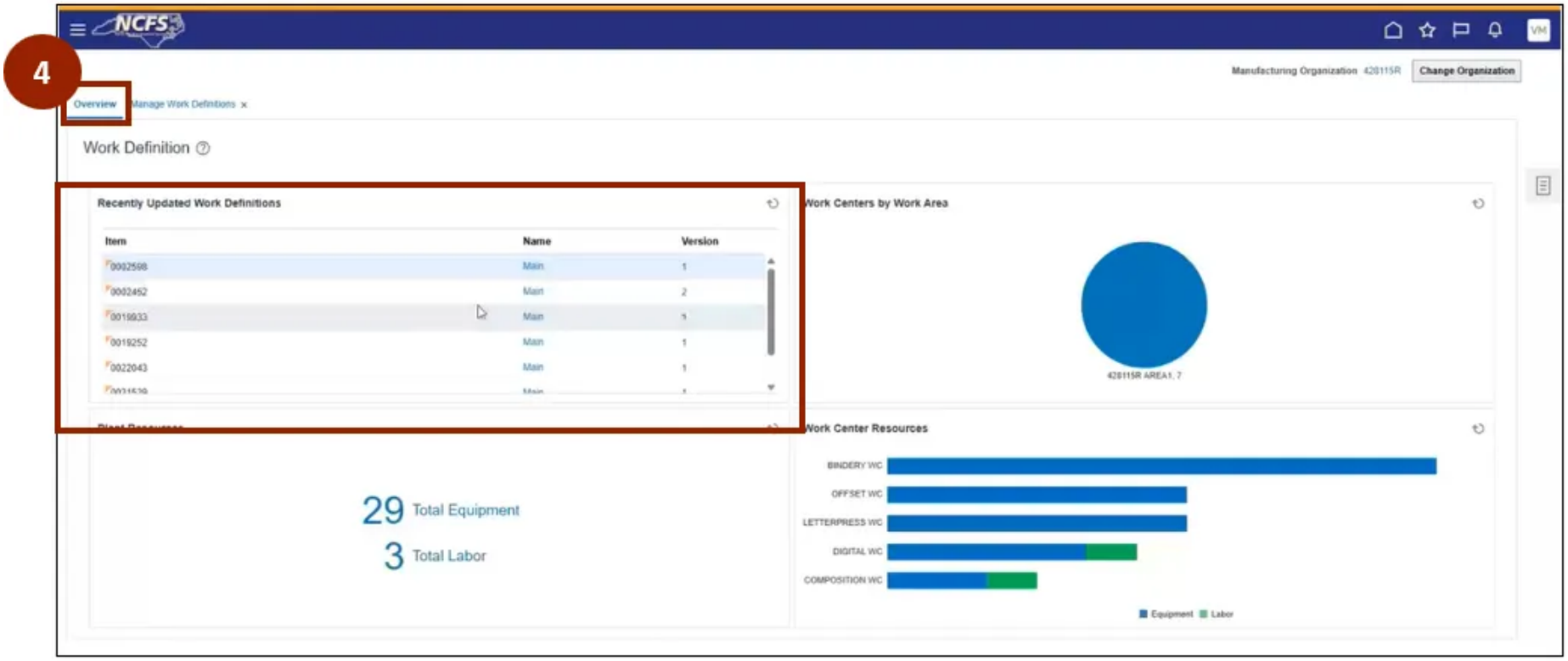
Step 3. Notice the Operation circles are now green as there are no discrepancies between the Item Structure and the Work Definition.

Image



Step 4. On the Work Definition page, select the **Overview** tab.

Image



Wrap-Up

NCFS users can update work definitions using the steps above.

Additional Resources

- Instructor Led Training (ILT)
  - MFG-104 Maintain Production Data

First Published

Mon, 11/17/2025

Last Updated

Mon, 11/17/2025

Printable PDF