MFG-08 Generate Production Reports

Purpose

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

Introduction and Overview

This QRG covers the process of generating production reports. There are three main Production Reports that you will use when manufacturing for a Work Order: Movement Pick Slip Reports, Work Order Traveler, Components List, and Work Order Raw Material Consumption Report. This lesson will cover how to pull each of these reports.

Generating Production Reports

To generate a Movement Pick Slip Report in NCFS, please follow the steps below. There are 15 steps to complete this process.

Step 1. Navigate to the Home page.

Step 2. Click on the **Tools** tab.

Step 3. Click on **Scheduled Processes**.

Image



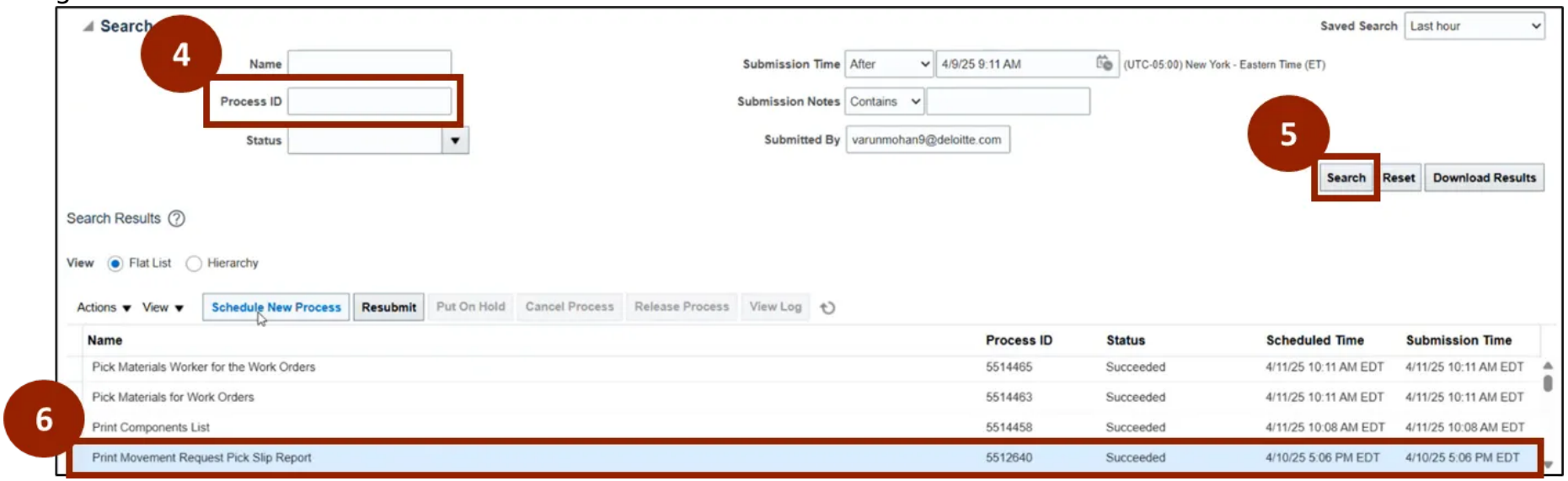
Step 4. Click the drop-down arrow next to the Search header section and enter the Process ID number.

Step 5. Click **Search**.

Step 6. Locate the Print Movement Request Pick Slip Report for the Work Order you released, then double click the process.

Note: If the Work Order does not have any raw material included, the Movement Request Pick Slip Report will not generate.

Image



Step 7. Scroll down to see the Process Details of the selected process.

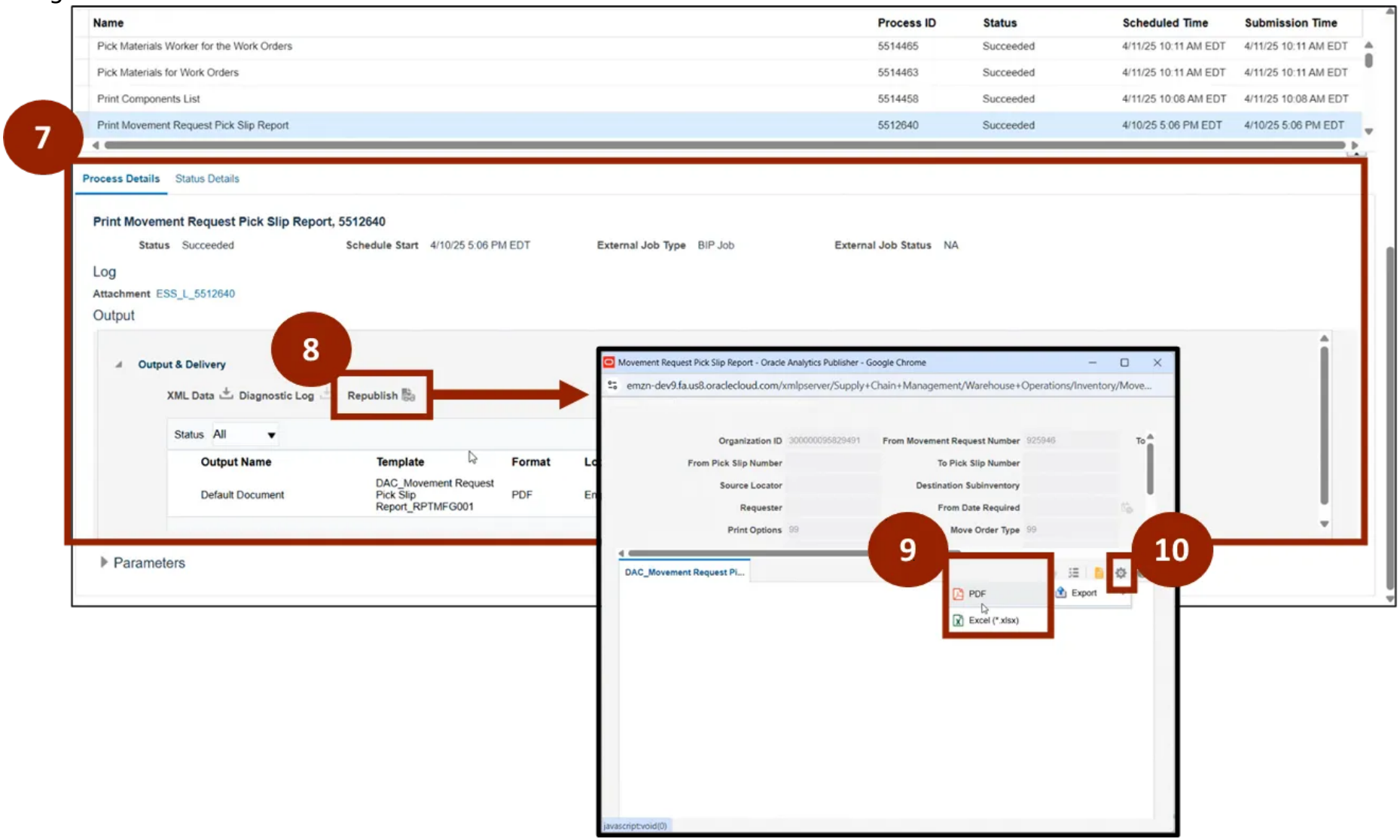
Step 8. Click on **Republish**.

Step 9. A pop-up will appear, click on the **Action** button, or **Gear** icon.

Step 10. Move your mouse over **Export**, and then click on **PDF**.

Note: The DAC Work Order Pick Slip will then be downloaded as a PDF. Take note of the Pick Slip ID.

Image

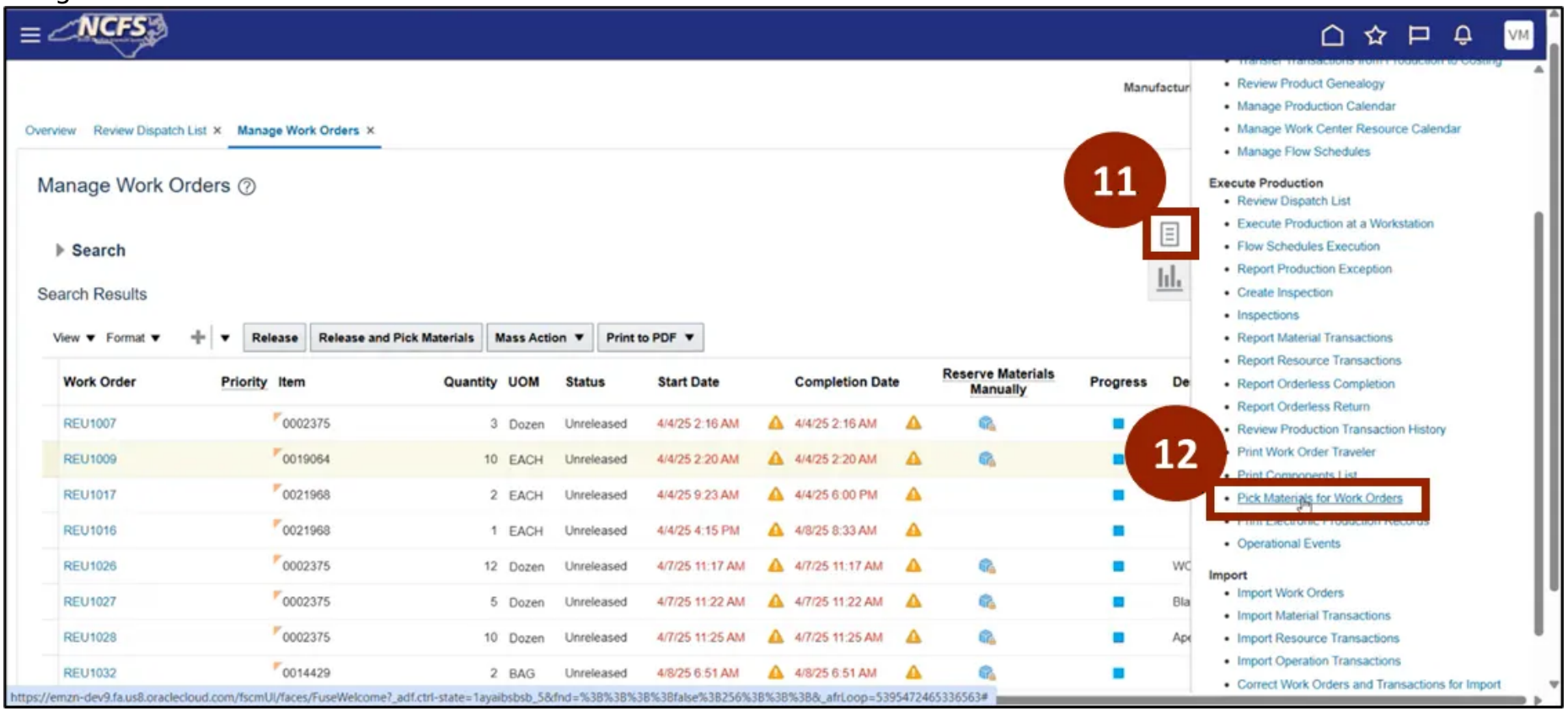


Note: It is also possible to include multiple Work Orders in a Pick Slip Report.

Step 11. If user would like to include multiple Work Orders, from the Manage Work Orders page, click on the **Task** icon on the right-hand side of the screen.

Step 12. Click on **Pick Materials for Work Orders**.

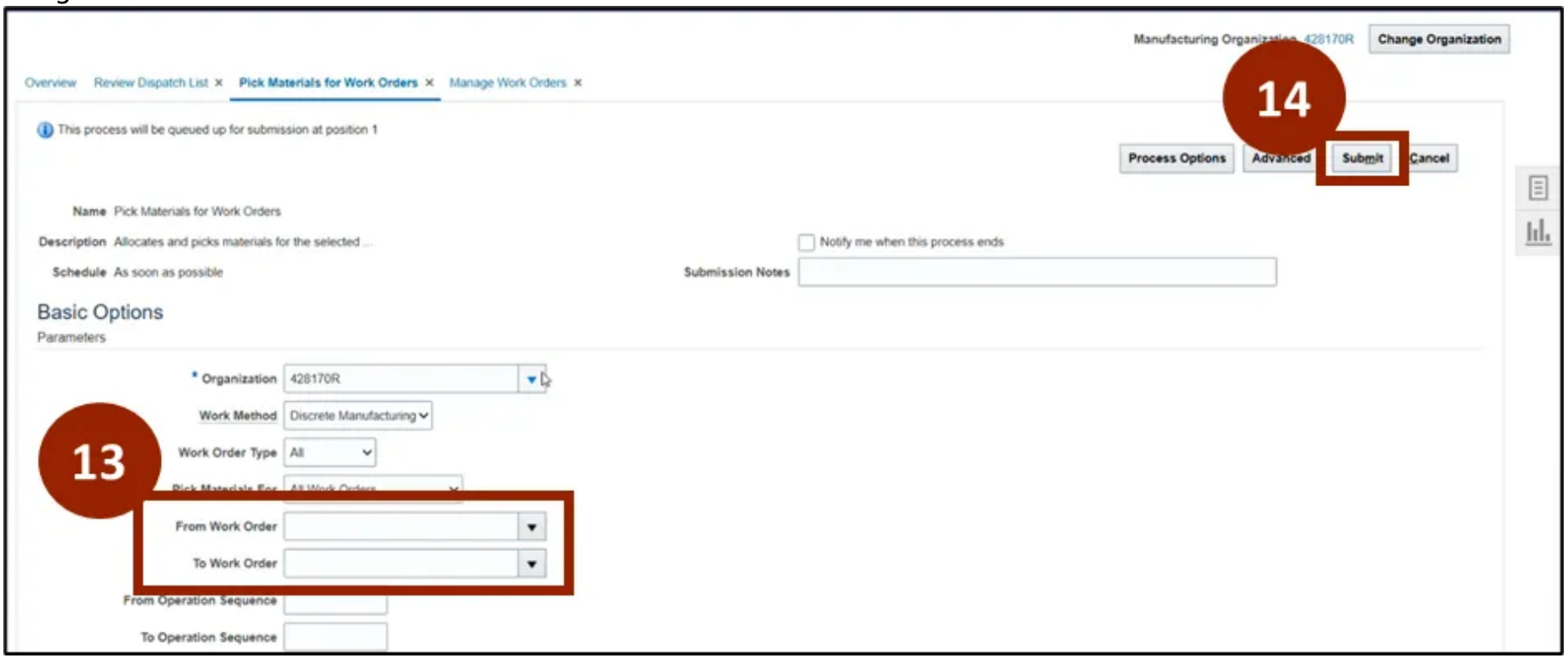
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Step 13. Enter the information in the From Work Order and To Work Order field to include the range of Work Orders user would like included on the Movement Pick Slip Report.

Step 14. Scroll down and confirm the box is checked for **Print pick slips**.

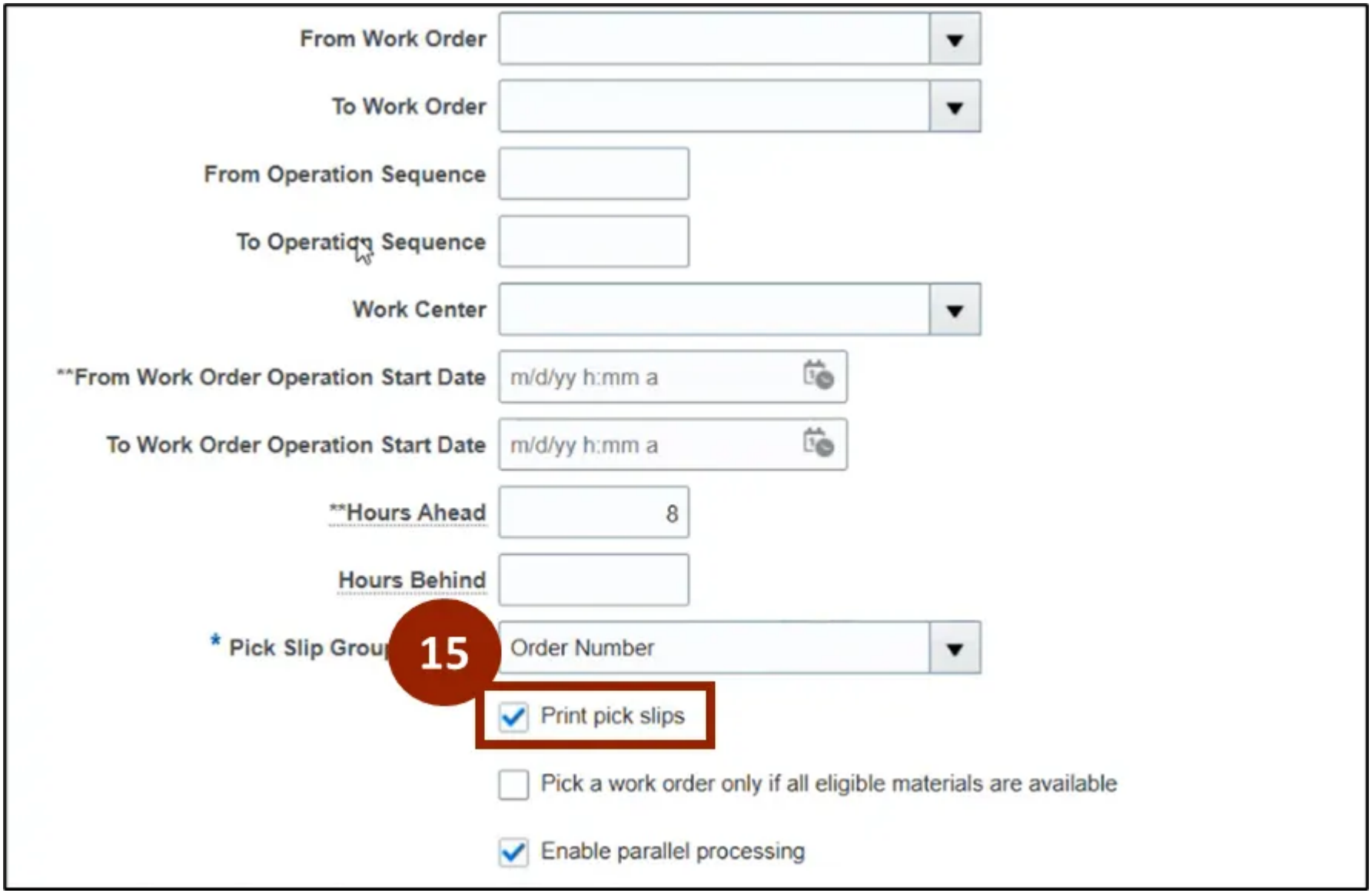
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Step 15. Once finished, click on **Submit**.

Note: Once submitted, the report can be downloaded under Scheduled Process.

Image



Generate a Work Order Traveler in NCFS

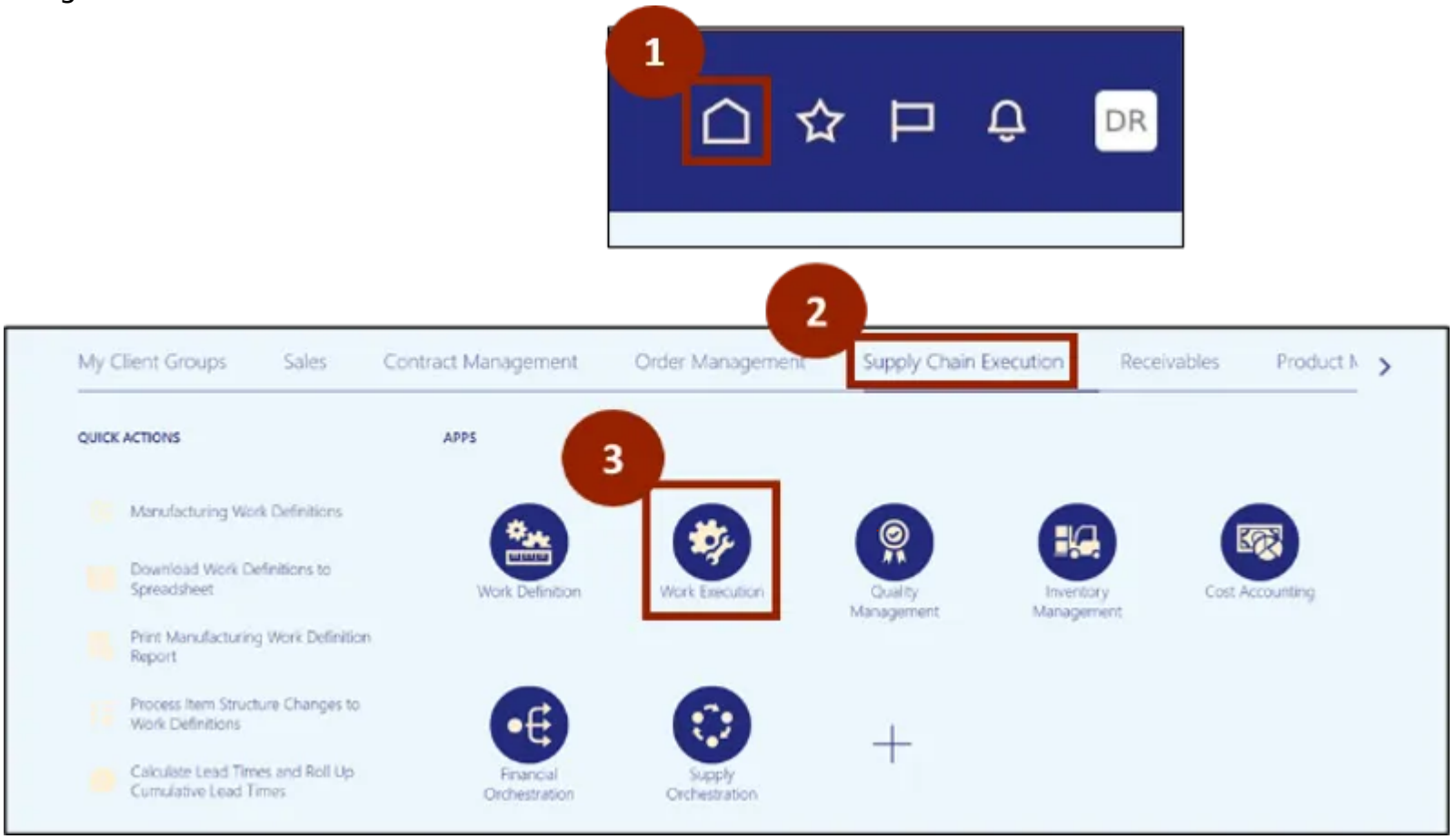
There are 8 steps to complete this process.

Step 1. Navigate to the Home page.

Step 2. Click on the **Supply Chain Execution** tab.

Step 3. Click on **Work Execution**.

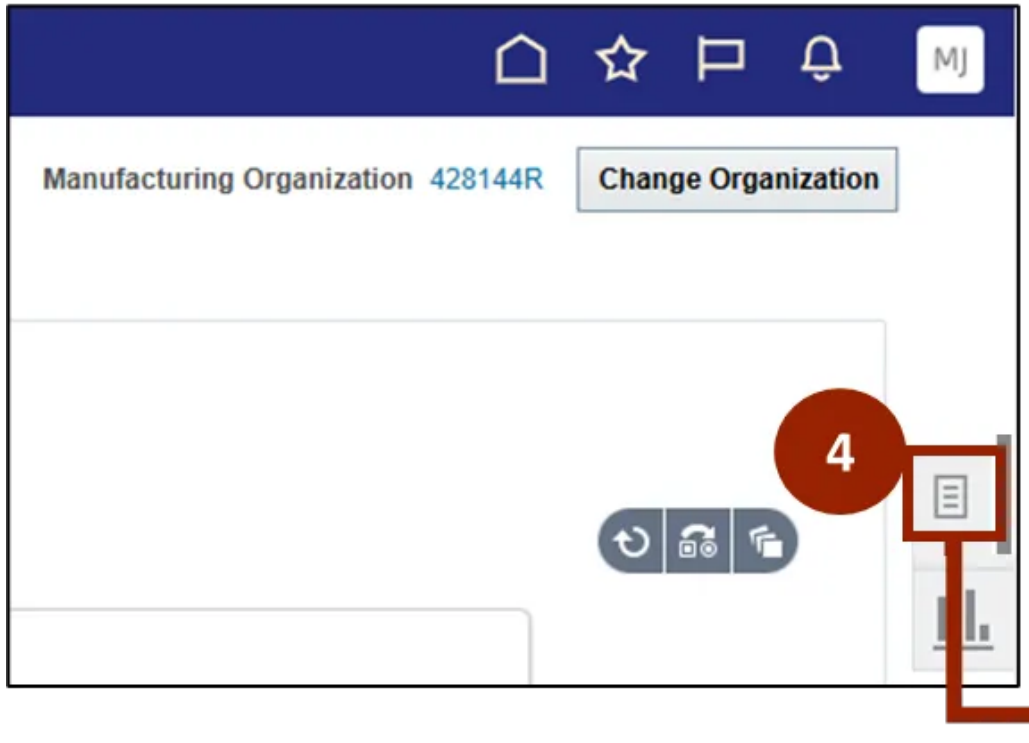
Image



Step 4. On the right-hand side of the screen click on the **Task** icon.

Step 5. In the Task pane that opens, select **Manage Work Orders**.

Image



Manage Production

5

- Manage Work Orders
- Production Supervision
- Material Availability Rules
- Material Availability Assignments
- Manage Production Exceptions
- Manage Supplier Operations
- Close Work Orders
- Transfer Transactions from Production to Costing
- Review Product Genealogy
- Manage Production Calendar
- Manage Work Center Resource Calendar
- Manage Flow Schedules

Execute Production

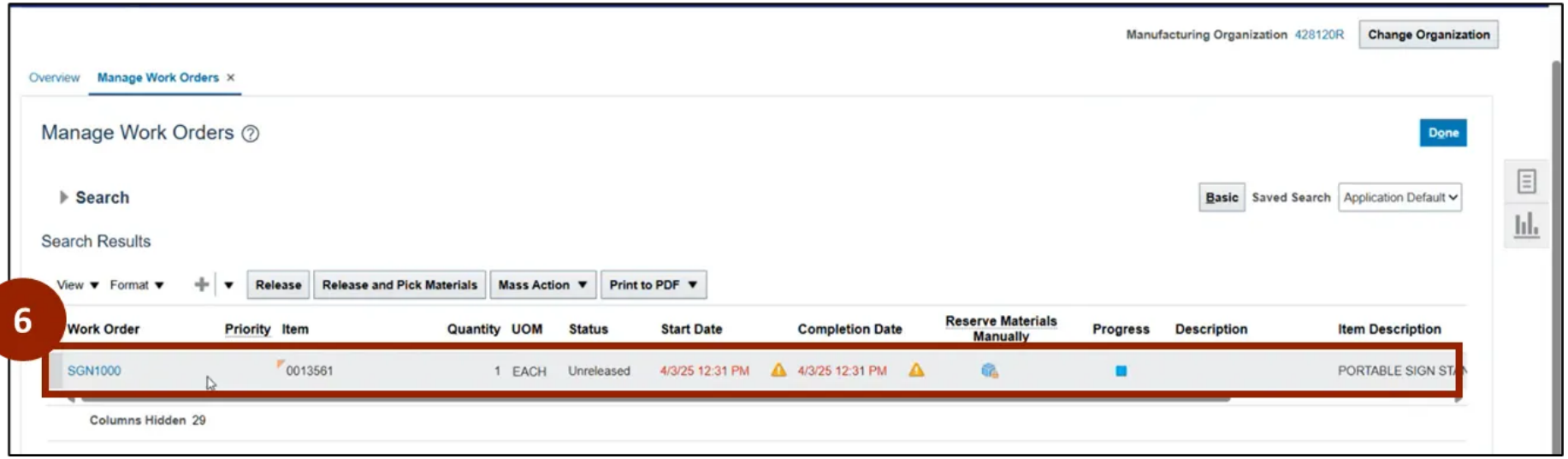
- Review Dispatch List
- Execute Production at a Workstation
- Flow Schedules Execution
- Report Production Exception
- Create Inspection
- Inspections
- Report Material Transactions
- Report Resource Transactions
- Report Orderless Completion
- Report Orderless Return
- Review Production Transaction History
- Print Work Order Traveler
- Print Components List
- Pick Materials for Work Orders
- Print Electronic Production Records
- Operational Events

Import

- Import Work Orders

Step 6. Select a **Work Order**.

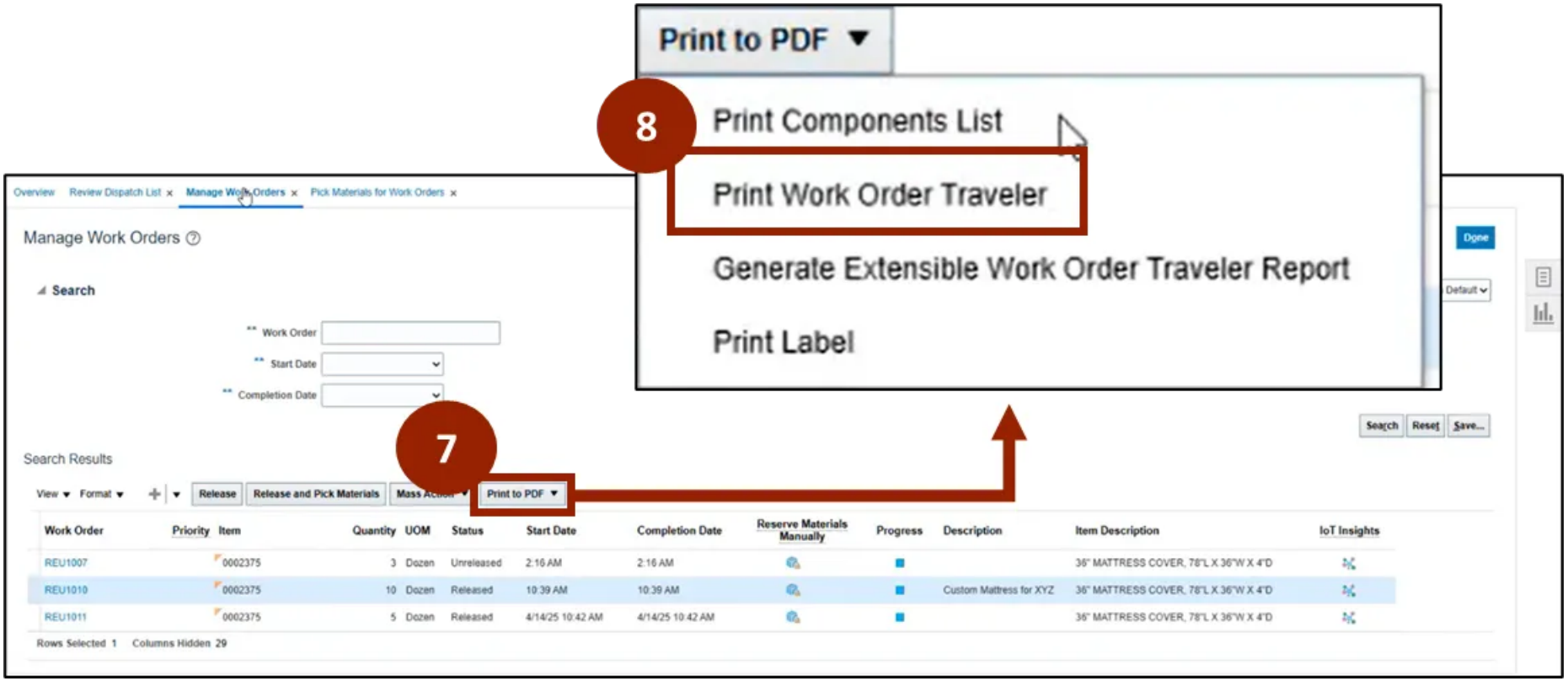
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Step 7. From the Manage Work Orders screen, click on **Print to PDF**.

Step 8. From the drop-down menu, click on **Print Work Order Traveler**. The file will then be downloaded as a PDF.

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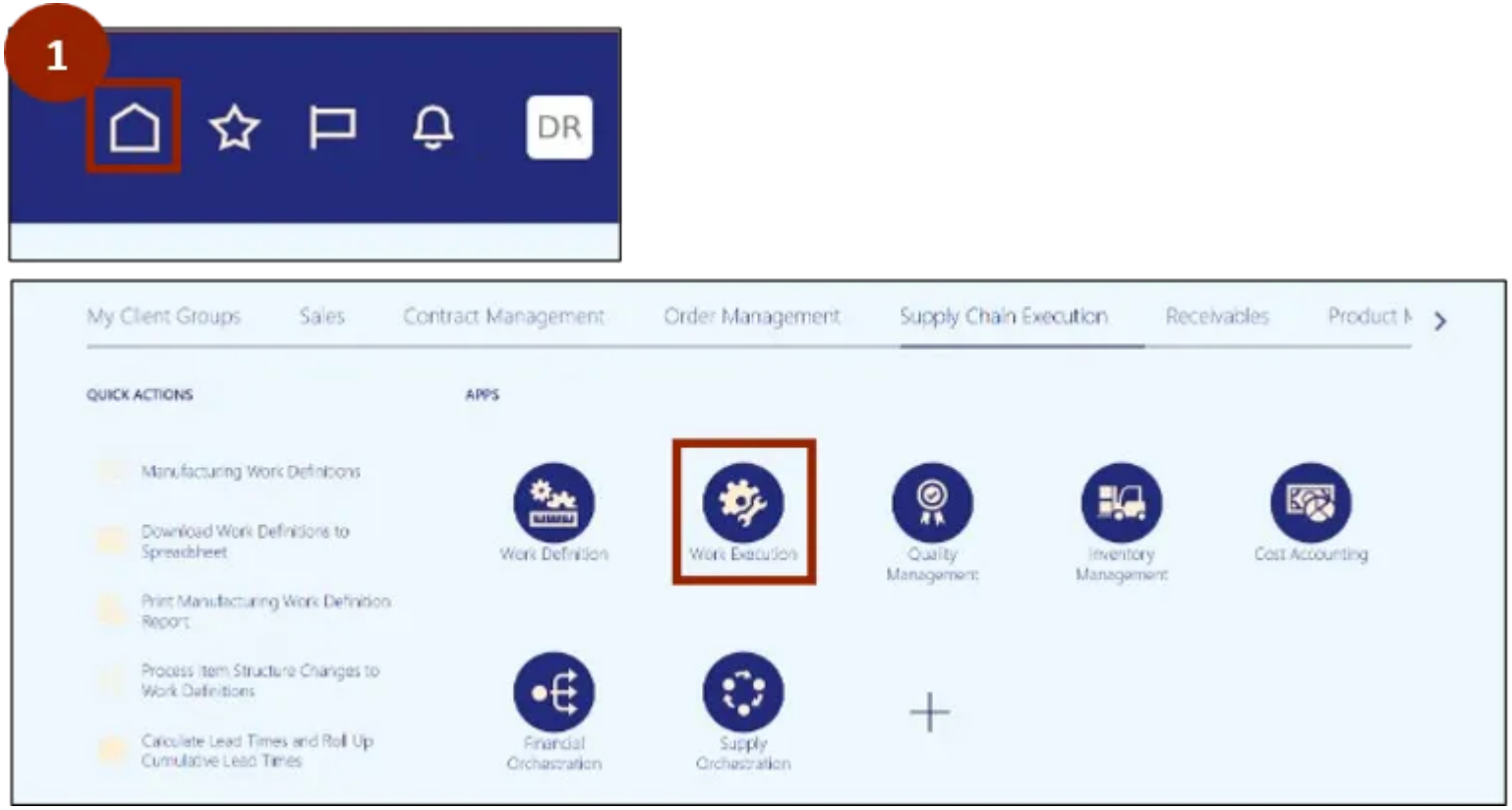


Generate a Component List

There are 10 steps to complete this process.

Step 1. To acquire the Components List, navigate back to the Home page, select **Supply Chain Execution**, and select **Work Execution**.

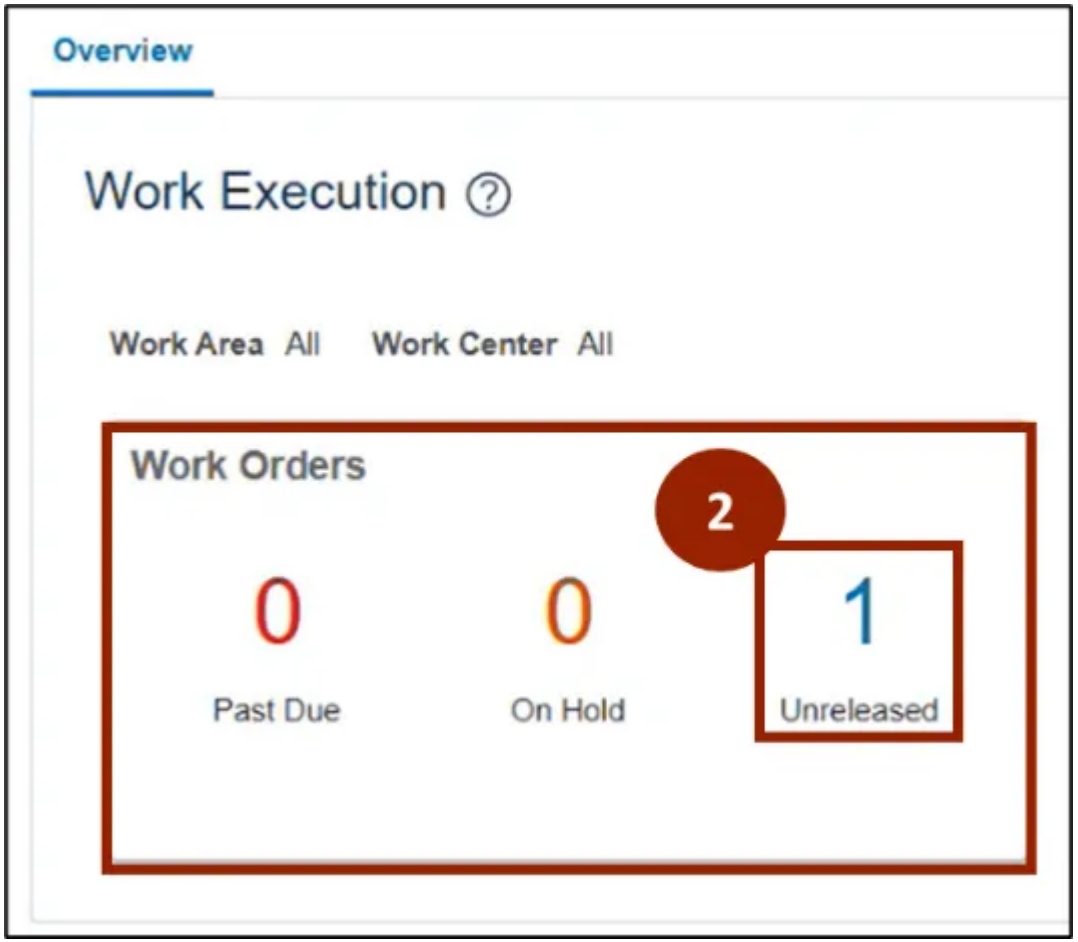
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Step 2. In the Work Orders section, click on the **number for Unreleased Work Orders**.

Note: Reports can also be generated for Released Work Orders.

Image



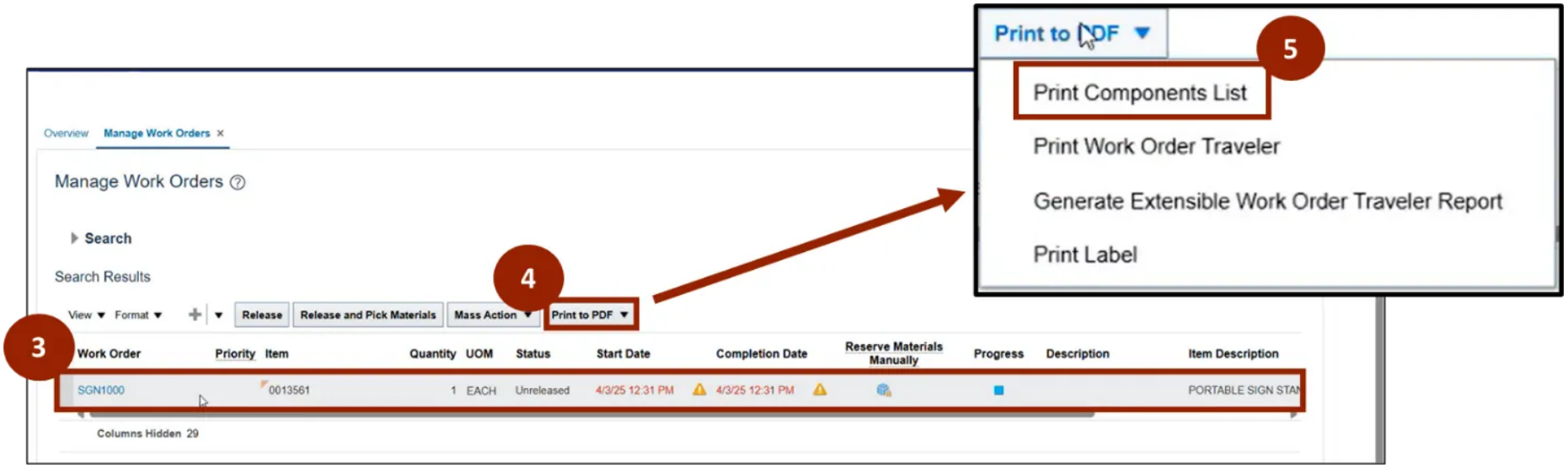
On the Manage Work Orders page users will see a list of unreleased Work Orders.

Step 3. Click on the **line containing the Work Order**.

Step 4. Click on **Print to PDF**, this will cause a drop-down to appear.

Step 5. Click on **Print Components List**.

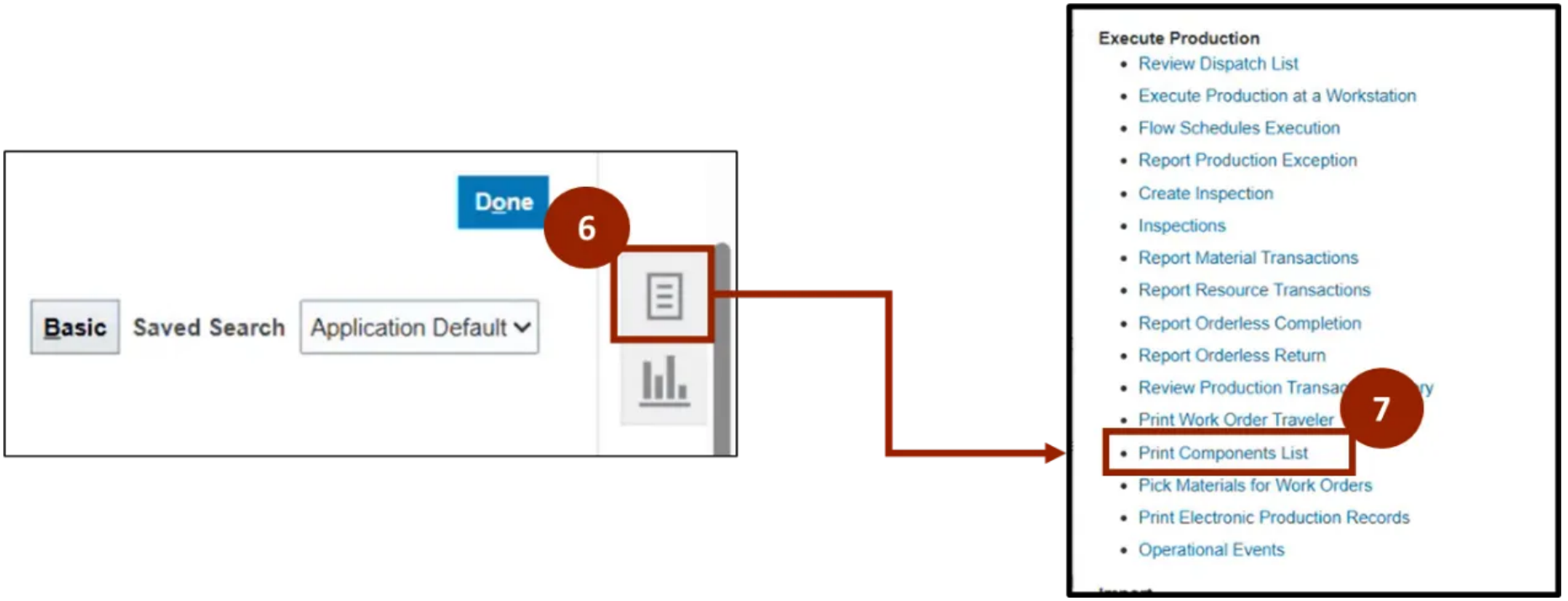
Image



Step 6. If the user wants to generate the Components List Report for multiple Work Orders, click on the **Task** icon on the right-hand side of the screen.

Step 7. Then, click on **Print Components List**.

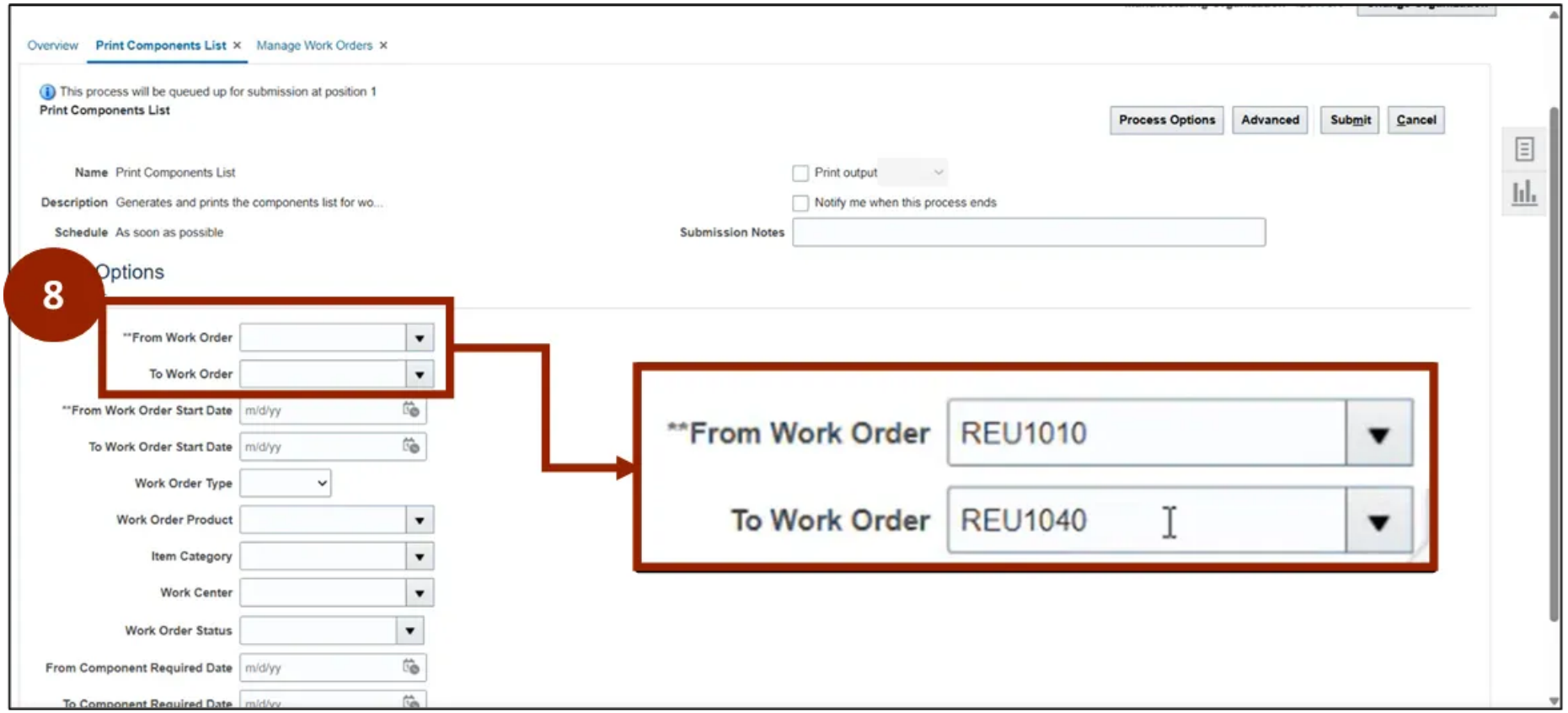
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Step 8. To run the Print Components List report for multiple Work Orders, in the From Work Order and To Work Order fields, enter the **range of Work Order numbers**.

In the example below, a range of Work Orders from REU1010-REU1040 is used.

Image



Step 9. When user has entered a range of Work Orders, click **Submit**.

Step 10. User will receive a pop-up Confirmation message, click **OK**.

Image



Generate a Work Order Raw Material Consumption Report in NCFS

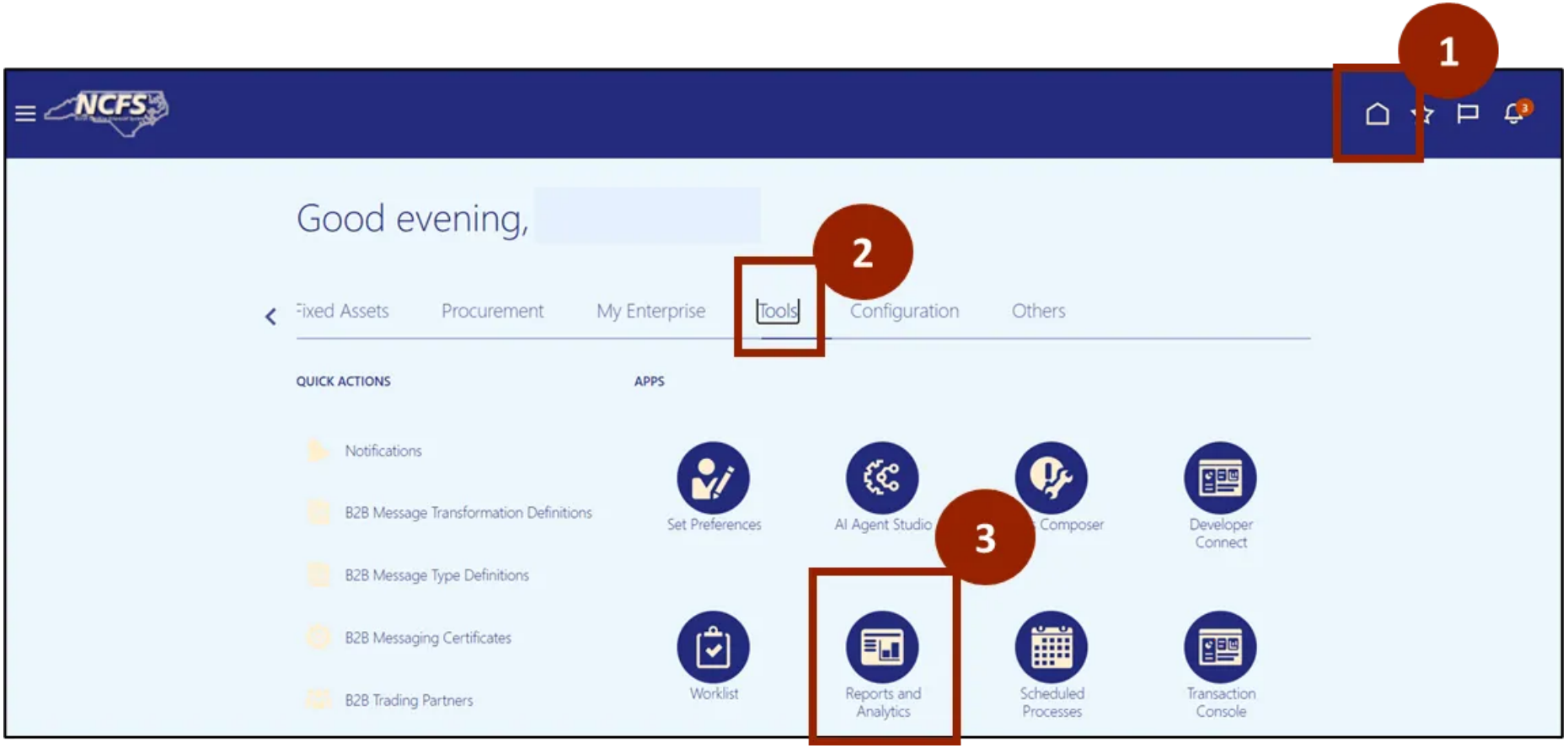
There are 8 steps to complete this process.

Step 1. To generate a “NC DAC Work Order Raw Material Consumption Report (RPTMFG002)”, navigate back to the Home screen and navigate to Tools tab.

Step 2. Clicks on **Tools** tab.

Step 3. Click on **Reports and Analytics**.

Image



Step 4. Search for the report using the report name.

Step 5. Change the filter to **Report** and type the name **NC DAC Work Order Raw Material Consumption Report (.xdo)** and click on **Search**.

Note: If multiple reports appear, select the version ending in (.xdo).

Step 6. Click on the **report**.

Note: You can add the reports to your Favorite by clicking the **Star** icon.

Image

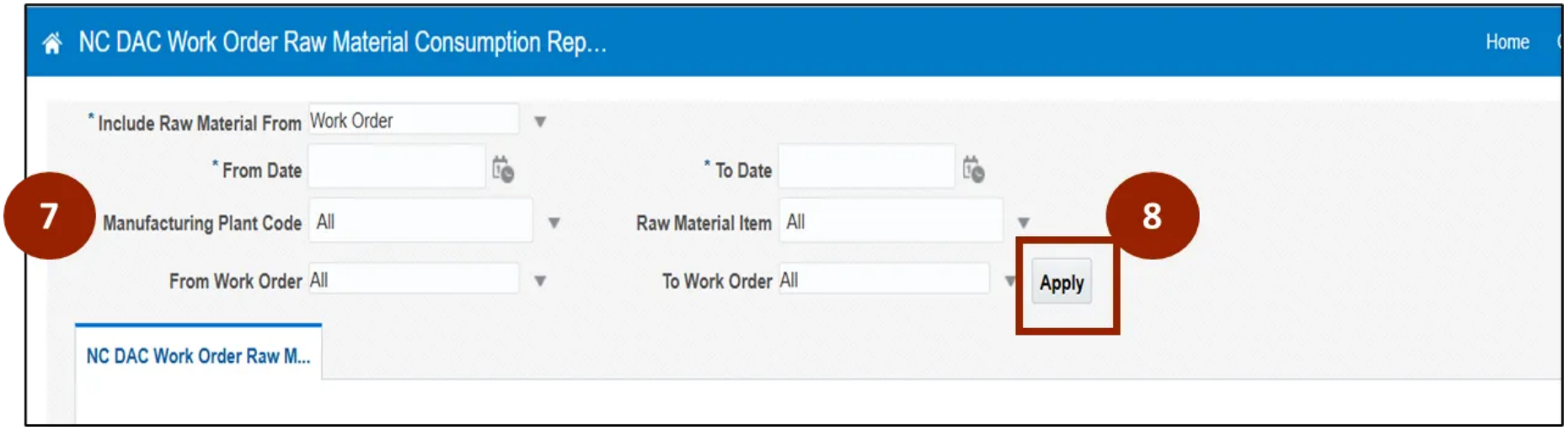


Step 7. Provide the parameters:

- **Include Raw Material From**: Select the raw material source to analyze.
- **Date Range**: Specify the time period for Work Orders to be included.
- **Manufacturing Plant Code**: Choose "All" for all plants or select a specific plant.
- **Raw Material Item**: Select "All" materials or choose specific raw materials.
- **Work Order Range**: Enter a range if focusing on Work Orders.

Step 8. Click on **Apply**. Report will be download to your local machine.

Image



Wrap-Up

NCFS users can generate production reports using the steps above.

Additional Resources

- Instructor Led Training (ILT)
  - MFG105: Execute Production
- Web-based Training (WBT)
  - MFG100: Introduction to NCFS Manufacturing
  - MFG101: The Journey Through NCFS Manufacturing

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