

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 plant 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

Overview

Work Definition ?

Recently Updated Work Definitions

Item	Name	Version
0021775	Main	2
0022226	Main	1
0018836	Main	1
0018803	Main	1
0018741	Main	1

Work Centers by Work Area

4

428115R AREA

Work Definition

- Manage Work Definitions
- Manage Work Definitions in Spreadsheet
- Print Work Definition Report
- Process Item Structure Changes to Work Definitions
- Calculate Lead Times and Roll Up Cumulative Lead Times
- Manage Work Definition Names
- Create Automatic Work Definitions
- Operational Rules
- Operational Parameters

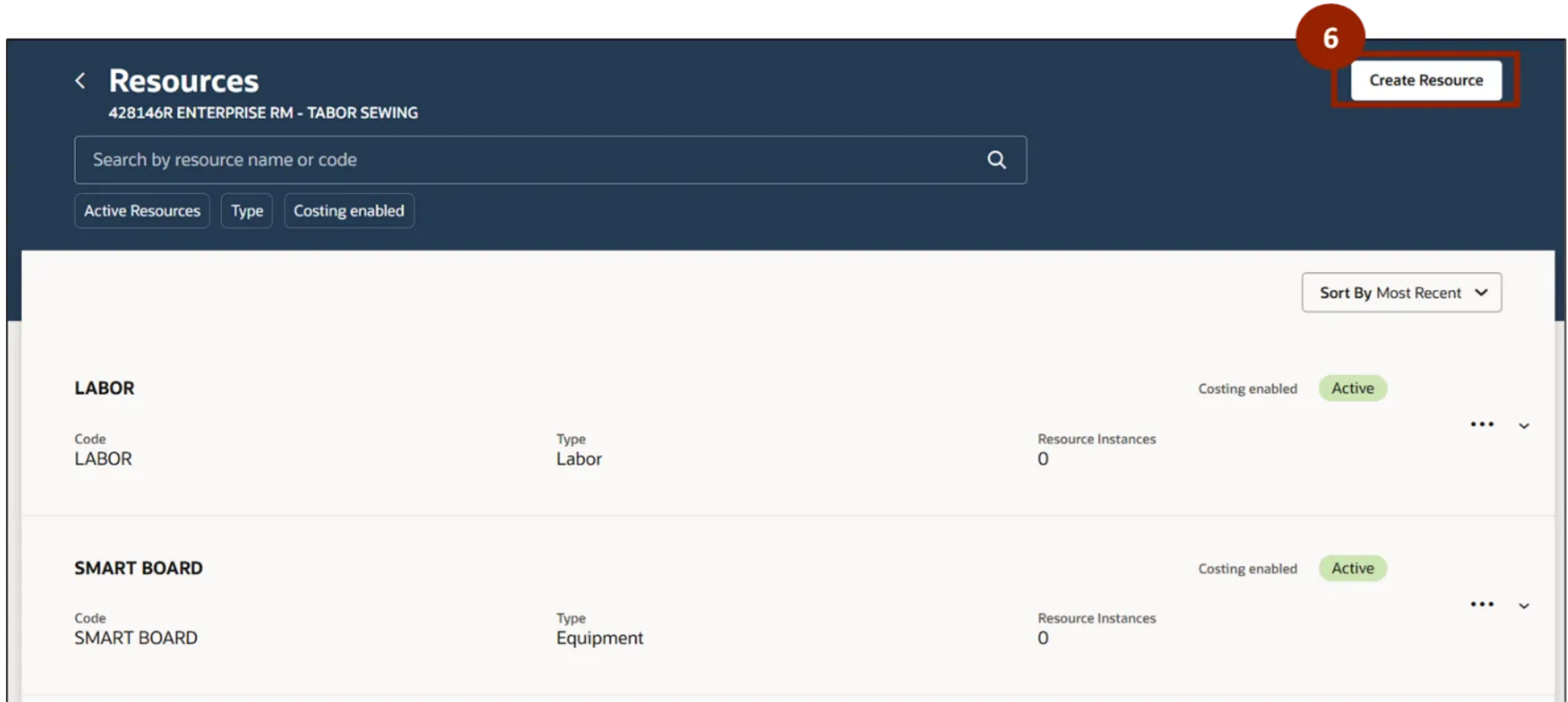
Plant Setup

- Manage Standard Operations
- Manage Standard Operations in Spreadsheet
- 5

Manage Resources
- Production Lines
- Workstations
- Manage Work Centers
- Manage Work Areas

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

New Resource
428146R ENTERPRISE RM - TABOR SEWING

Cancel Create

Details

7

Name Required

8

Description

9

Code Required

Type Required

Usage UOM Required

Class

Inactive On

☐ Costing enabled

10

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

Image

New Resource

428146R ENTERPRISE RM - TABOR SEWING

Cancel Create

Details

Name Required	Description	
Code Required	Type Required	Usage UOM Required
Class Required	Inactive On Required	

☐ Costing enabled

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**.

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**.

Image

Overview

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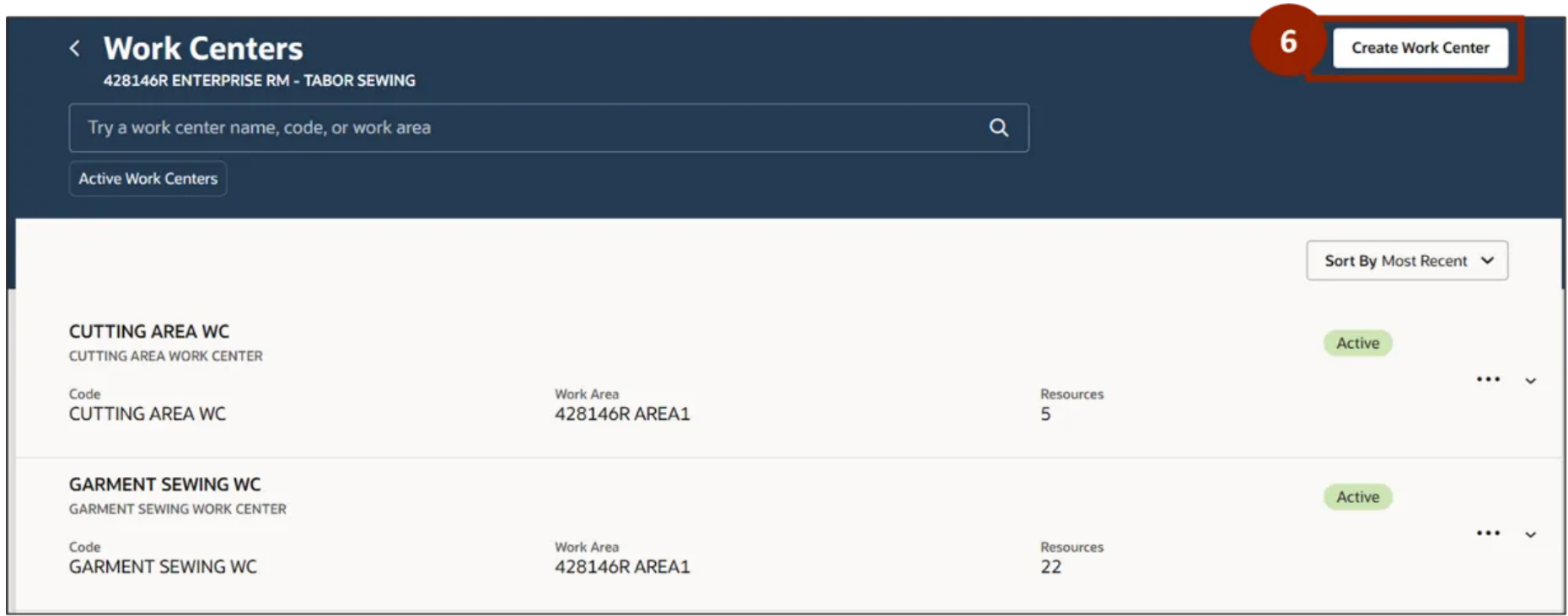
Plant Setup

- Manage Standard Operations
- Manage Standard Operations in Spreadsheet
- Manage Resources
- Production Lines
- Workstations
- 5

Manage Work Centers
- Manage Work Areas

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

New Work Center
428146R ENTERPRISE RM - TABOR SEWING

Details

7 Name Required

Description

8 Code Required

9 Work Area Required

Save On

Supply Subinventory

Supply Locator

Cancel Create **10**

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**.

Image



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

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

Image

Overview

Work Definition ?

Recently Updated Work Definitions

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Work Centers by Work Area

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- Operational Parameters

Plant Setup

- Manage Standard Operations
- Manage Standard Operations in Spreadsheet
- Manage Resources
- Production Lines
- Workstations
- Manage Work Centers
- Manage Work Areas

428115R AREA

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

- **View Details** for resource management.

Image

< Work Centers

428146R ENTERPRISE RM - TABOR SEWING

Create Work Center

Try a work center name, code, or work area

Active Work Centers

Sort By Most Recent

CUTTING AREA WC CUTTING AREA WORK CENTER			
Code CUTTING AREA WC	Work Area 428146R AREA1	Resources 5	
GARMENT SEWING WC GARMENT SEWING WORK CENTER			
Code GARMENT SEWING WC	Work Area 428146R AREA1	Resources 22	

6

...

View Details

Edit

Delete

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

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

Image

Work Centers

CUTTING AREA WC Active

Organization 428146R ENTERPRISE RM - TABOR SEWING Inactive On -

7

Details

Edit Work Center

Description
CUTTING AREA WORK CENTER

Code
CUTTING AREA WC

Work Area
428146R AREA1

8

Work Center Resources

Manage Calendars

Calendar Name
DAC 4 DAYS SCHEDULE - SEWING PLANTS

Resource Availability

Search by resource name

+ Add Resource

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

Work Centers

CUTTING AREA WC

Active

Organization 428146R ENTERPRISE RM - TABOR SEWING Inactive On -

CUTTING AREA WC

428146R AREA1

Work Center Resources

Manage Calendars

Calendar Name
DAC 4 DAYS SCHEDULE - SEWING PLANTS

Resource Availability

Search by resource name

+ Add Resource

Name	Inactive On	Default Units Available	DAC MFG SEWING PLANTS SHIFT	Available 24 Hours	More Actions
COMPUTERS		8	8	-	...
SPREADERS		4	4	-	...
CUTTERS		2	2	-	...

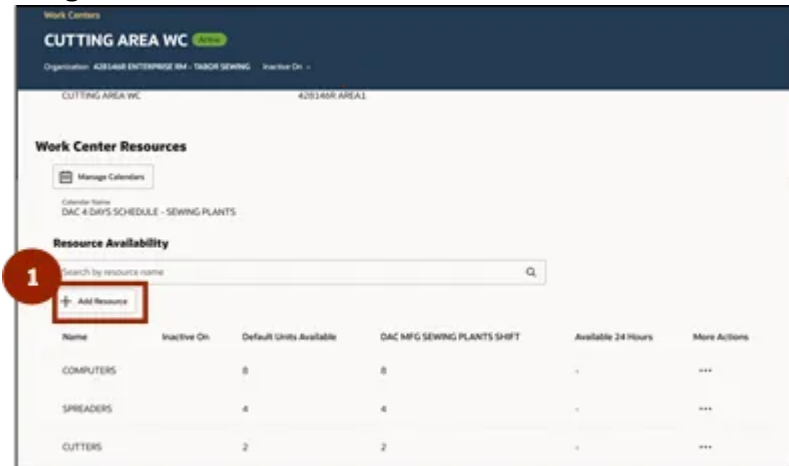
9

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.

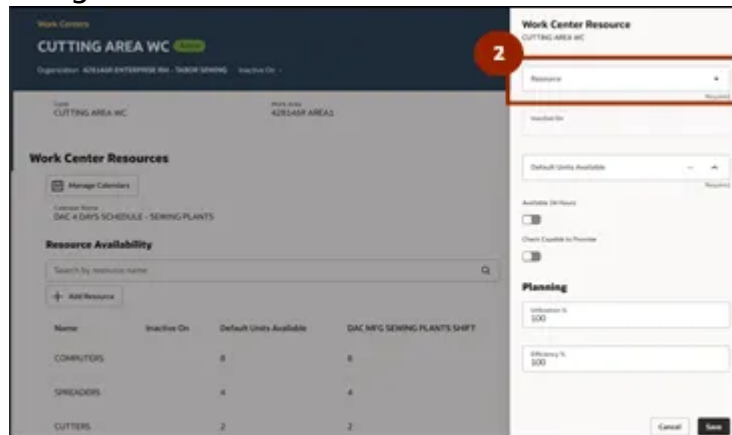
Step 1. In the Resource Availability section, click **+ Add Resource**.

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.

Image

The screenshot shows the 'Work Center Resource' configuration page for 'CUTTING AREA WC'. The page is divided into two main sections. The left section, titled 'Work Center Resources', includes a 'Manage Calendar' button and a 'Resource Availability' section with a search bar and an 'Add Resource' button. The right section, titled 'Work Center Resource', contains a table of resources. A red circle with the number 3 highlights the 'Add Resource' button in the left section.

Resource Name	Resource Code
POCKET PRESS	POCKET PRESS
BULK PRESS	BULK PRESS
CURTAIN	CURTAIN
SINGLE DOUBLE NEEDLE	SINGLE DOUBLE NEEDLE
GROMMET MACHINE	GROMMET MACHINE
SINGLE ARM LEG PRESS	SINGLE ARM LEG PRESS
BANROL	BANROL
POCKET WELT	POCKET WELT
COLD CUTTER	COLD CUTTER
SNAP MACHINE	SNAP MACHINE
COMPUTERS	COMPUTERS
SPREADERS	SPREADERS
CUTTERS	CUTTERS

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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