

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

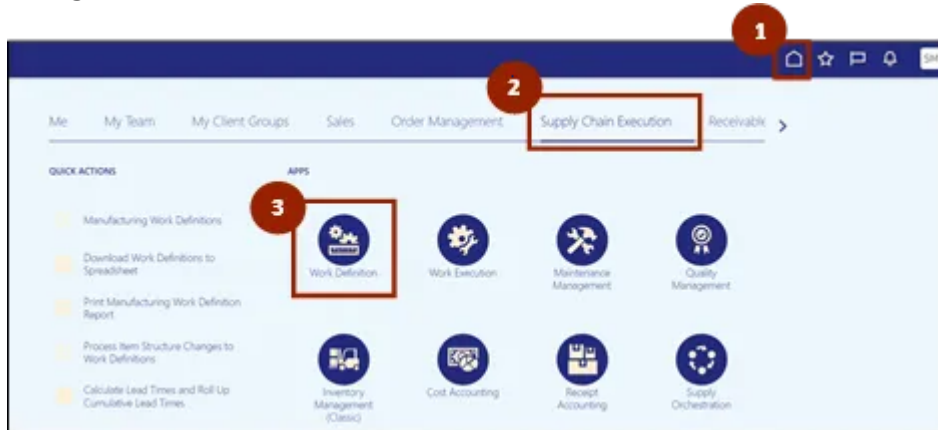
To manage standard operations in NCFS, please follow the steps below once logged in to the NCFS portal with your credentials to access the system. There are 16 steps to complete this process.

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**.

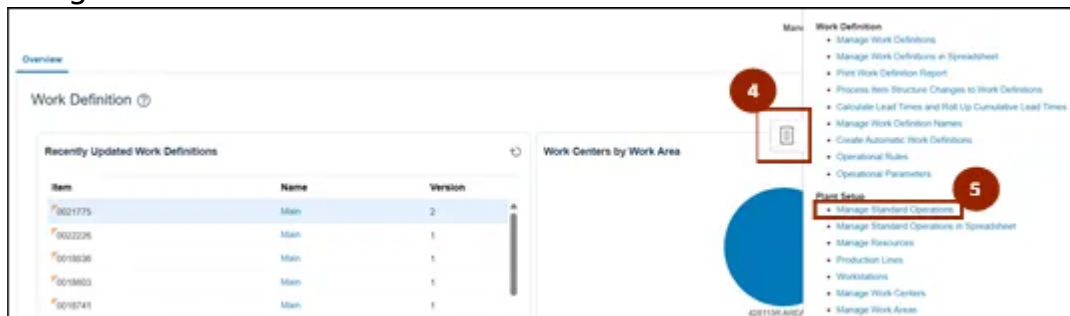
Image



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

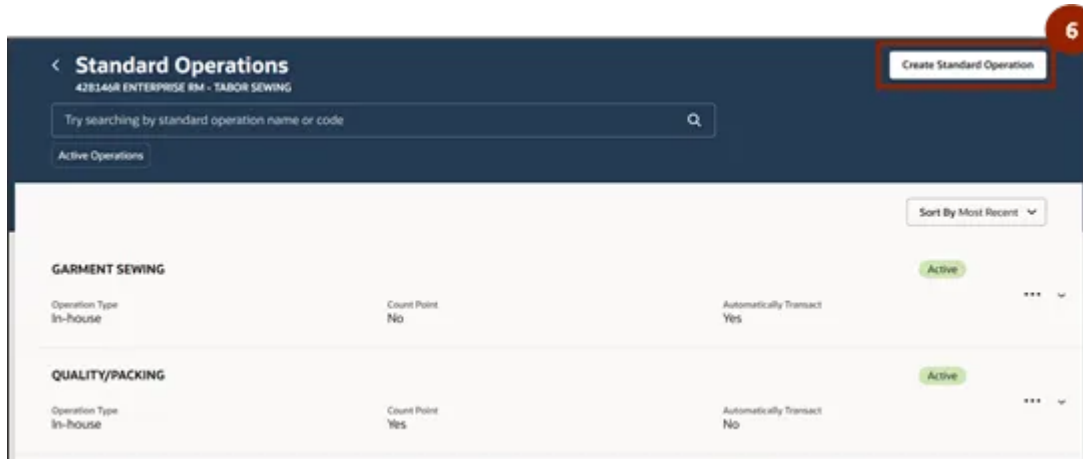
Step 5. Select **Manage Standard Operations**.

Image



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

Image



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.

Image

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

The screenshot shows the 'New Standard Operation' form. A red circle with the number '9' highlights the 'Operation Type' dropdown menu, which is currently set to 'In-Process'. A red circle with the number '10' highlights the 'Work Center' dropdown menu, which is currently set to 'Work Center'. The 'Count Point' checkbox is visible and unchecked. The 'Automatically Transact' checkbox is also visible and unchecked. The 'Additional Manual Material Issue' dropdown is set to 'Allow'. The 'Context Segment' dropdown is set to 'Context Segment'. The 'Reason for Repair Code' dropdown is set to 'Repair Transaction Code'. The 'Work to Be Accomplished Code' dropdown is set to 'Work to Be Accomplished Code'. The 'Name' and 'Description' fields are empty. The 'Card' field is empty. The 'Work Center Description' and 'Work Center Code' fields are empty. The 'Reactive Date' field is empty. The 'Default for Automatic Work Definition' checkbox is unchecked. The 'Cancel' and 'Create' buttons are at the top right.

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**.

Image

New Standard Operation [Cancel] [Create]

Name 11 Description 12

Operation Type: In-House ☐ Count Point ☐ Automatically Transact

Code ☐ Default for Automatic Work Definition Inactive Date

Work Center 13 Work Center Description Work Center Code

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

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

Image

New Standard Operation [Cancel] [Create]

Context Segment Context Segment

Additional Attributes

Reason for Repair Code Repair Transaction Code Work to Be Accomplished Code

Attachments

Drag and Drop
Select or drag files here.

URL Add URL

Resources

14

Sequence	Resource	Units Assigned	Units	Usage	Inverse Usage	UOM Name	Scheduled	Action
No data to display.								

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
42812OR_CNTR1

Work Center Description
SIGN WORK CENTER 1

Work Center Code
42812OR_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.

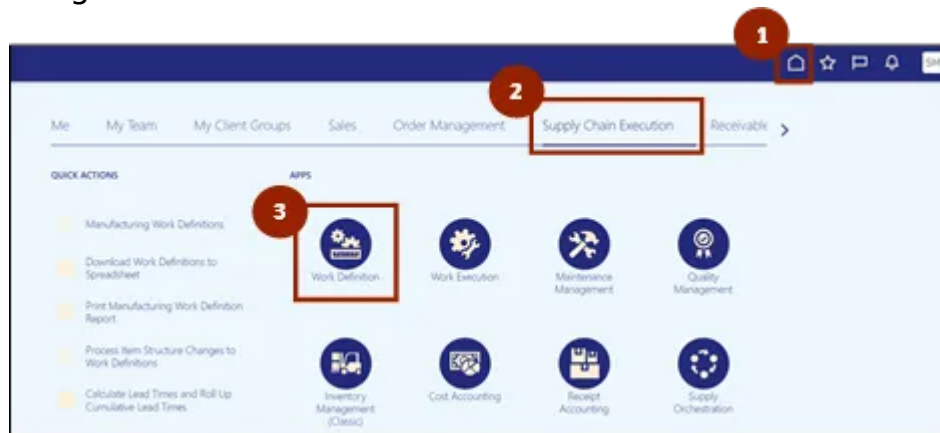
To manage standard operations in NCFS, please follow the steps below once logged in to the NCFS portal with your credentials to access the system. There are 5 steps to complete this process.

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**.

Image



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

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

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

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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