

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

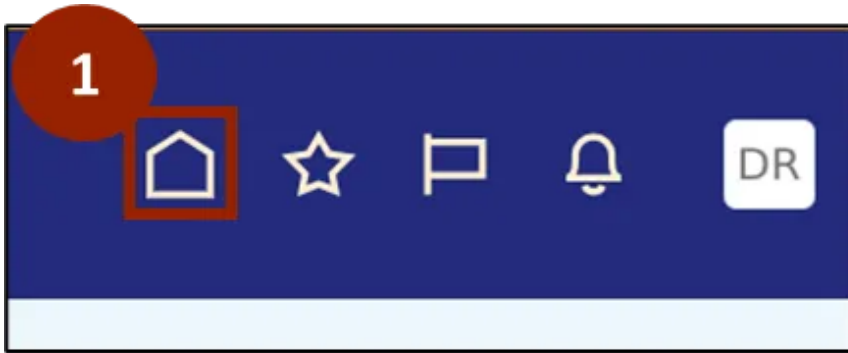
To generate a Movement Pick Slip Report in NCFS, please follow the steps below. There are 15 steps to complete this process.

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

Search

4

Name

Process ID

Status

Submission Time After 4/9/25 9:11 AM (UTC-05:00) New York - Eastern Time (ET)

Submission Notes Contains

Submitted By varunmohan9@deloitte.com

5

Search Reset Download Results

Search Results ?

View ☒ Flat List ☐ Hierarchy

Actions View [Schedule New Process](#) Resubmit Put On Hold Cancel Process Release Process View Log

Name	Process ID	Status	Scheduled Time	Submission Time
Pick Materials Worker for the Work Orders	5514465	Succeeded	4/11/25 10:11 AM EDT	4/11/25 10:11 AM EDT
Pick Materials for Work Orders	5514463	Succeeded	4/11/25 10:11 AM EDT	4/11/25 10:11 AM EDT
Print Components List	5514458	Succeeded	4/11/25 10:08 AM EDT	4/11/25 10:08 AM EDT
Print Movement Request Pick Slip Report	5512640	Succeeded	4/10/25 5:06 PM EDT	4/10/25 5:06 PM EDT

6

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

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Name	Process ID	Status	Scheduled Time	Submission Time
Pick Materials Worker for the Work Orders	5514465	Succeeded	4/11/25 10:11 AM EDT	4/11/25 10:11 AM EDT
Pick Materials for Work Orders	5514463	Succeeded	4/11/25 10:11 AM EDT	4/11/25 10:11 AM EDT
Print Components List	5514458	Succeeded	4/11/25 10:08 AM EDT	4/11/25 10:08 AM EDT
Print Movement Request Pick Slip Report	5512640	Succeeded	4/10/25 5:06 PM EDT	4/10/25 5:06 PM EDT

Process Details Status Details

Print Movement Request Pick Slip Report, 5512640

Status Succeeded Schedule Start 4/10/25 5:06 PM EDT External Job Type BIP Job External Job Status NA

Log

Attachment [ESS_L_5512640](#)

Output

8

Output & Delivery

XML Data Diagnostic Log Republish

Status All

Output Name	Template	Format
Default Document	DAC_Movement Request Pick Slip Report_RPTMFG001	PDF

Parameters

9

10

Movement Request Pick Slip Report - Oracle Analytics Publisher - Google Chrome

emzn-dev9.fa.us8.oraclecloud.com/xmlpserver/Supply+Chain+Management/Warehouse+Operations/Inventory/Move...

Organization ID 300000095829491 From Movement Request Number 925946 To

From Pick Slip Number To Pick Slip Number

Source Locator Destination Subinventory

Requester From Date Required

Print Options 99 Move Order Type 99

DAC_Movement Request Pi...

PDF Excel (*.xlsx)

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**.

Image

The screenshot displays the NCF5 Manage Work Orders page. The page includes a search bar, a table of work orders, and a sidebar with various navigation options. A red circle with the number 11 highlights the 'Task' icon in the sidebar. A red circle with the number 12 highlights the 'Pick Materials for Work Orders' link in the sidebar.

Work Order	Priority	Item	Quantity	UOM	Status	Start Date	Completion Date	Reserve Materials Manually	Progress	De
REU1007		0002375	3	Dozen	Unreleased	4/4/25 2:16 AM	4/4/25 2:16 AM			
REU1009		0019064	10	EACH	Unreleased	4/4/25 2:20 AM	4/4/25 2:20 AM			
REU1017		0021968	2	EACH	Unreleased	4/4/25 9:23 AM	4/4/25 6:00 PM			
REU1016		0021968	1	EACH	Unreleased	4/4/25 4:15 PM	4/8/25 8:33 AM			
REU1026		0002375	12	Dozen	Unreleased	4/7/25 11:17 AM	4/7/25 11:17 AM			
REU1027		0002375	5	Dozen	Unreleased	4/7/25 11:22 AM	4/7/25 11:22 AM			
REU1028		0002375	10	Dozen	Unreleased	4/7/25 11:25 AM	4/7/25 11:25 AM			
REU1032		0014429	2	BAG	Unreleased	4/8/25 6:51 AM	4/8/25 6:51 AM			

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**.

Image

Manufacturing Organization: 428170R [Change Organization](#)

Overview [Review Dispatch List](#) [Pick Materials for Work Orders](#) [Manage Work Orders](#)

i This process will be queued up for submission at position 1

Name: Pick Materials for Work Orders

Description: Allocates and picks materials for the selected ...

Schedule: As soon as possible

☐ Notify me when this process ends

Submission Notes

Process Options **Advanced** **Submit** Cancel

Basic Options

Parameters

* Organization: 428170R

Work Method: Discrete Manufacturing

Work Order Type: All

Pick Materials For: All Work Orders

From Work Order

To Work Order

From Operation Sequence

To Operation Sequence

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

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

Image

From Work Order

To Work Order

From Operation Sequence

To Operation Sequence

Work Center

**From Work Order Operation Start Date

To Work Order Operation Start Date

**Hours Ahead

Hours Behind

* Pick Slip Group **15**

☒ Print pick slips

☐ Pick a work order only if all eligible materials are available

☒ Enable parallel processing

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**.

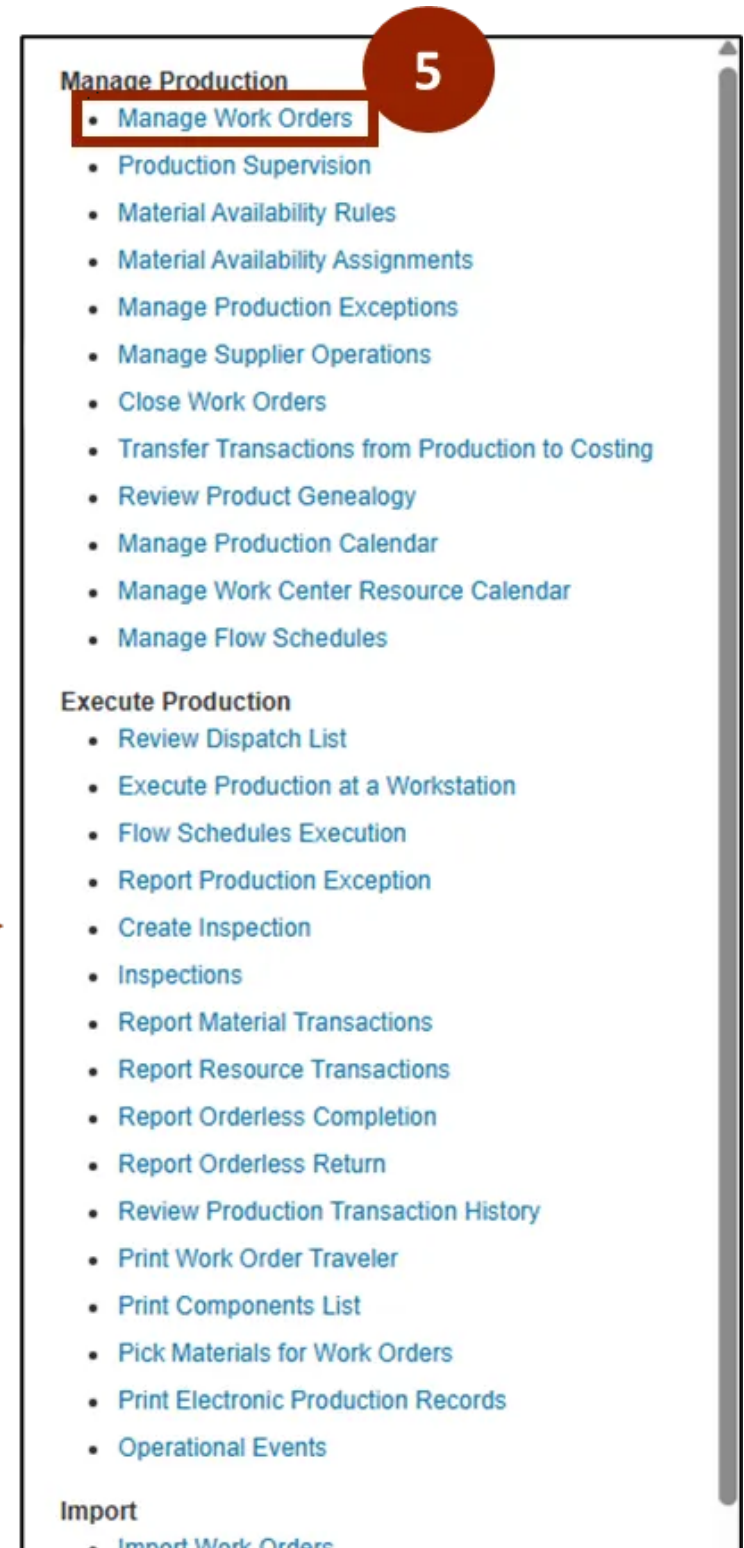
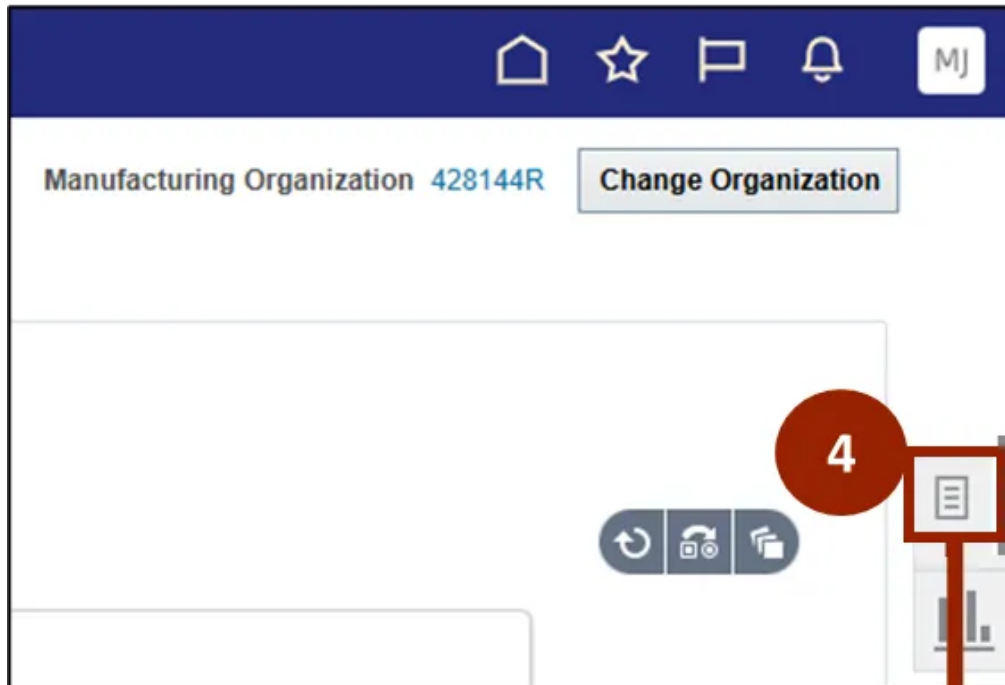
Image



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



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

Image

The screenshot shows the 'Manage Work Orders' interface. At the top right, it says 'Manufacturing Organization 428120R' with a 'Change Organization' button. Below this is a tab bar with 'Overview' and 'Manage Work Orders x'. The main heading is 'Manage Work Orders ?' with a 'Done' button. A 'Search' button is on the left, and 'Basic', 'Saved Search', and 'Application Default' filters are on the right. Below the search bar are buttons for 'View', 'Format', '+', 'Release', 'Release and Pick Materials', 'Mass Action', and 'Print to PDF'. A table of work orders is displayed below these buttons. The first row is highlighted with a red circle and the number '6'. The table has columns: Work Order, Priority, Item, Quantity, UOM, Status, Start Date, Completion Date, Reserve Materials Manually, Progress, Description, and Item Description. The first row contains the following data: SGN1000, (empty), 0013561, 1, EACH, Unreleased, 4/3/25 12:31 PM, 4/3/25 12:31 PM, (empty), (empty), (empty), and PORTABLE SIGN STAN. At the bottom left, it says 'Columns Hidden 29'.

Work Order	Priority	Item	Quantity	UOM	Status	Start Date	Completion Date	Reserve Materials Manually	Progress	Description	Item Description
SGN1000		0013561	1	EACH	Unreleased	4/3/25 12:31 PM	4/3/25 12:31 PM				PORTABLE SIGN STAN

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.

Image

Overview Review Dispatch List x Manage Work Orders x Pick Materials for Work Orders x

Manage Work Orders ?

Search

** Work Order

** Start Date

** Completion Date

Search Results

View Format + Release Release and Pick Materials Mass Action Print to PDF

Work Order	Priority	Item	Quantity	UOM	Status	Start Date	Completion Date	Reserve Materials Manually	Progress	Description	Item Description	IoT Insights
REU1007		0002375	3	Dozen	Unreleased	2:16 AM	2:16 AM				36" MATTRESS COVER, 78"L X 36"W X 4"D	
REU1010		0002375	10	Dozen	Released	10:39 AM	10:39 AM			Custom Mattress for XYZ	36" MATTRESS COVER, 78"L X 36"W X 4"D	
REU1011		0002375	5	Dozen	Released	4/14/25 10:42 AM	4/14/25 10:42 AM				36" MATTRESS COVER, 78"L X 36"W X 4"D	

Rows Selected 1 Columns Hidden 29

Print to PDF ▼

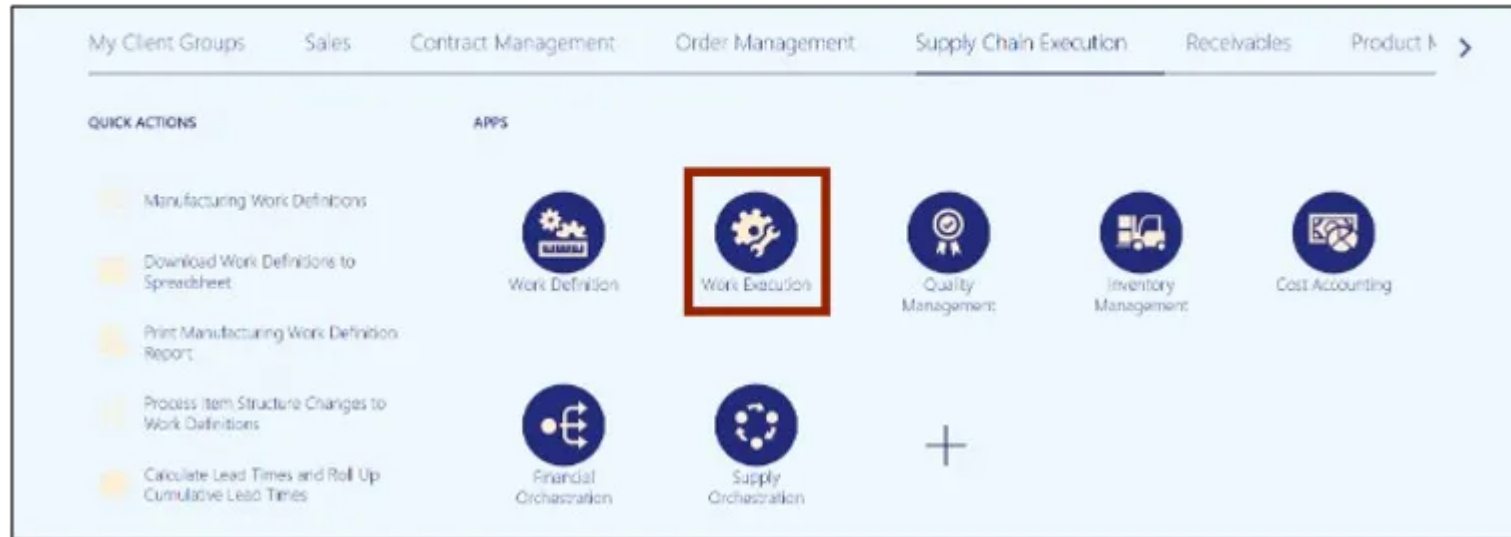
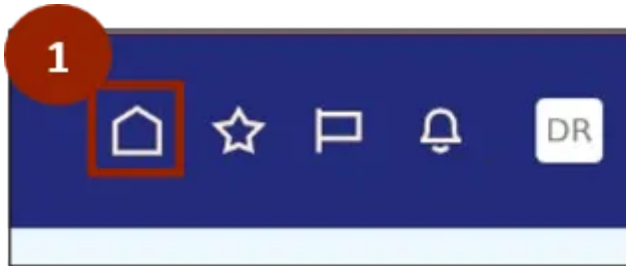
- Print Components List
- Print Work Order Traveler
- Generate Extensible Work Order Traveler Report
- Print Label

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**.

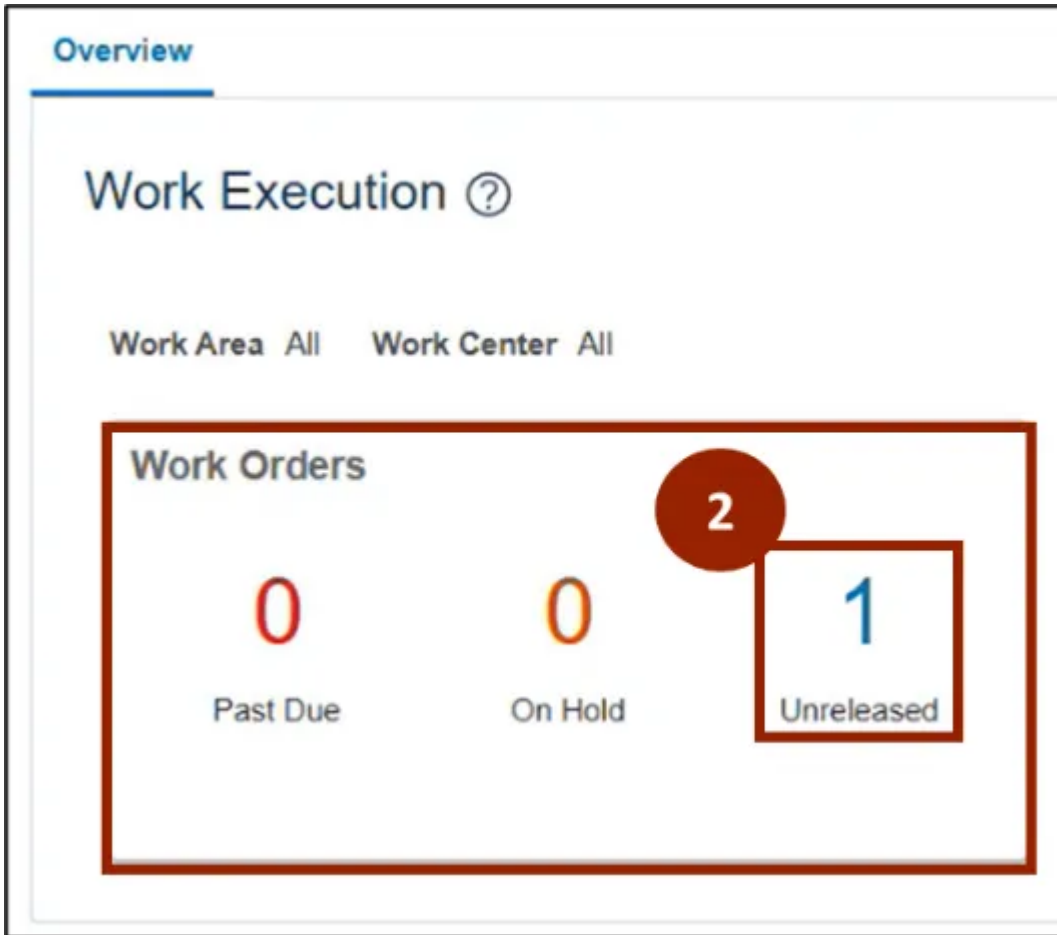
Image



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



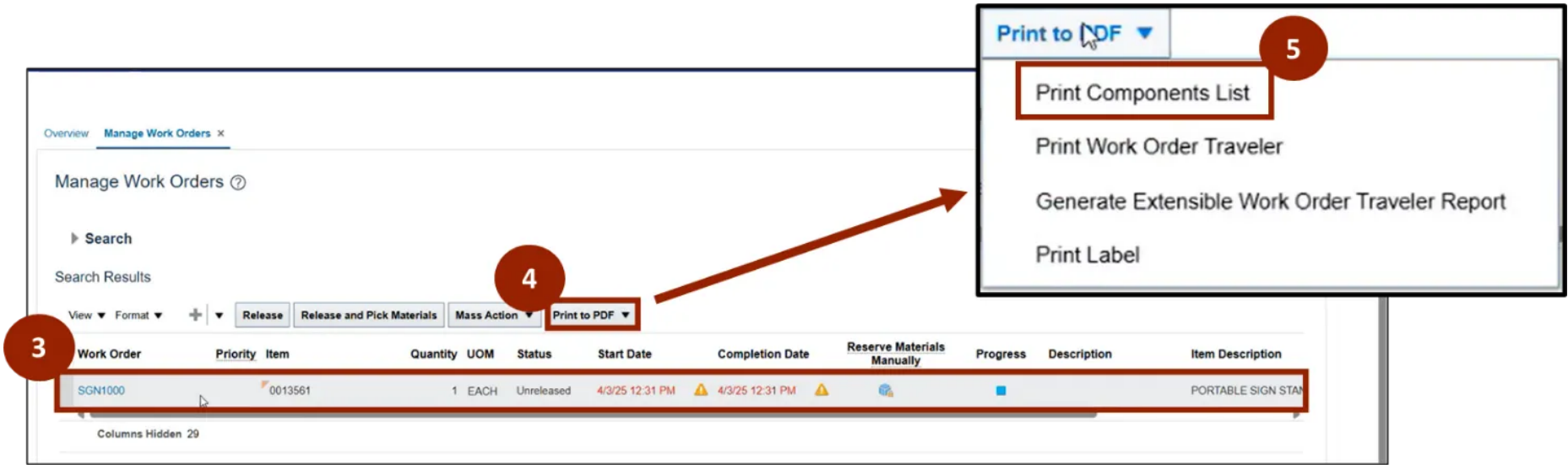
On the Manage Work Orders page users will see a list of unreleased Work Orders.

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**.

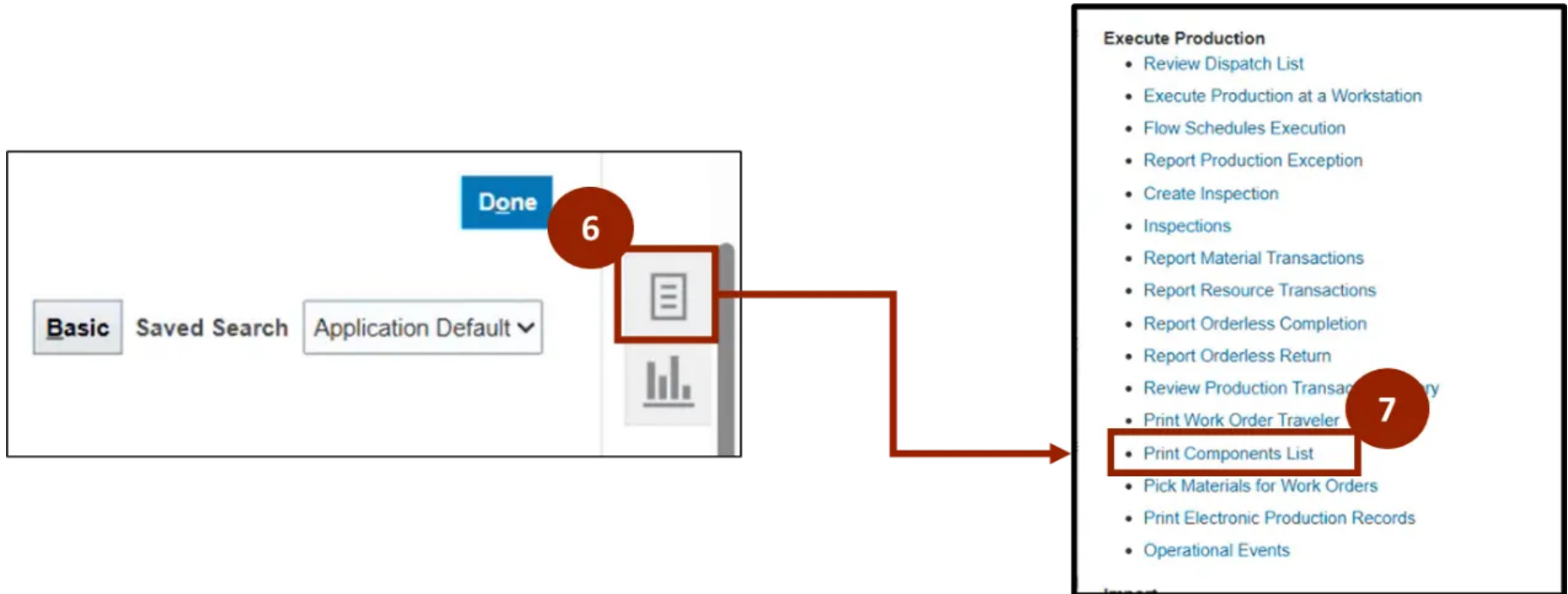
Image



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**.

Image



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

Overview **Print Components List** x Manage Work Orders x

Print Components List

Name Print Components List

Description Generates and prints the components list for wo...

Schedule As soon as possible

Options

****From Work Order** ▼

To Work Order ▼

****From Work Order Start Date** m/d/yy

To Work Order Start Date m/d/yy

Work Order Type ▼

Work Order Product ▼

Item Category ▼

Work Center ▼

Work Order Status ▼

From Component Required Date m/d/yy

To Component Required Date m/d/yy

Process Options **Advanced** **Submit** **Cancel**

☐ Print output

☐ Notify me when this process ends

Submission Notes

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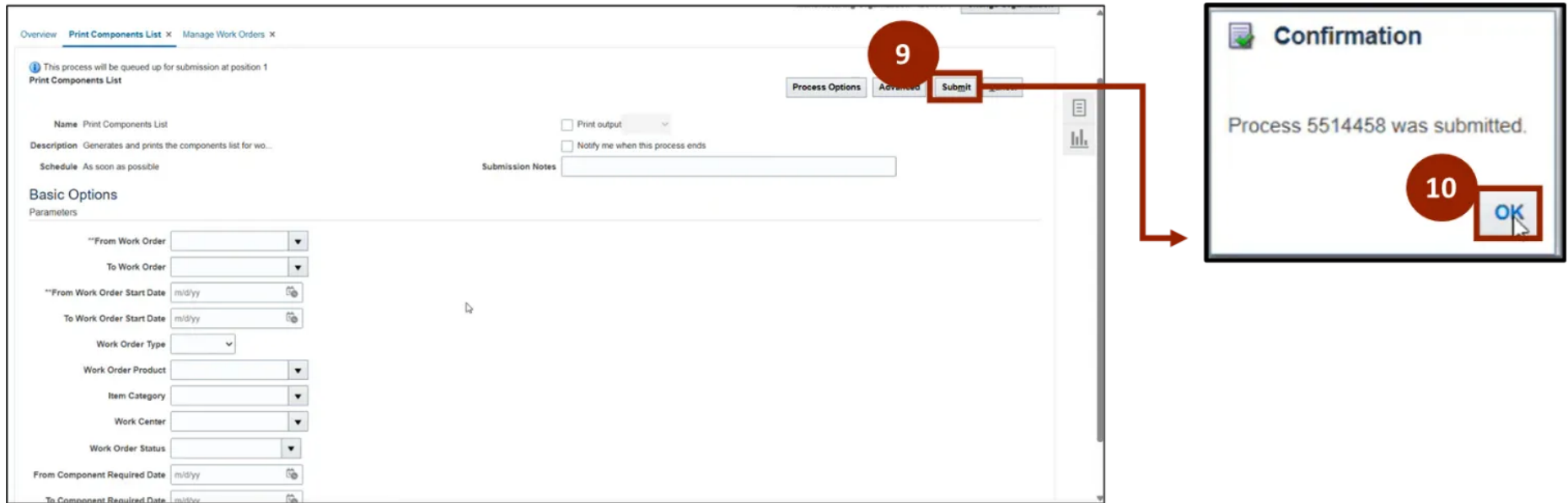
****From Work Order** REU1010 ▼

To Work Order REU1040 ▼

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

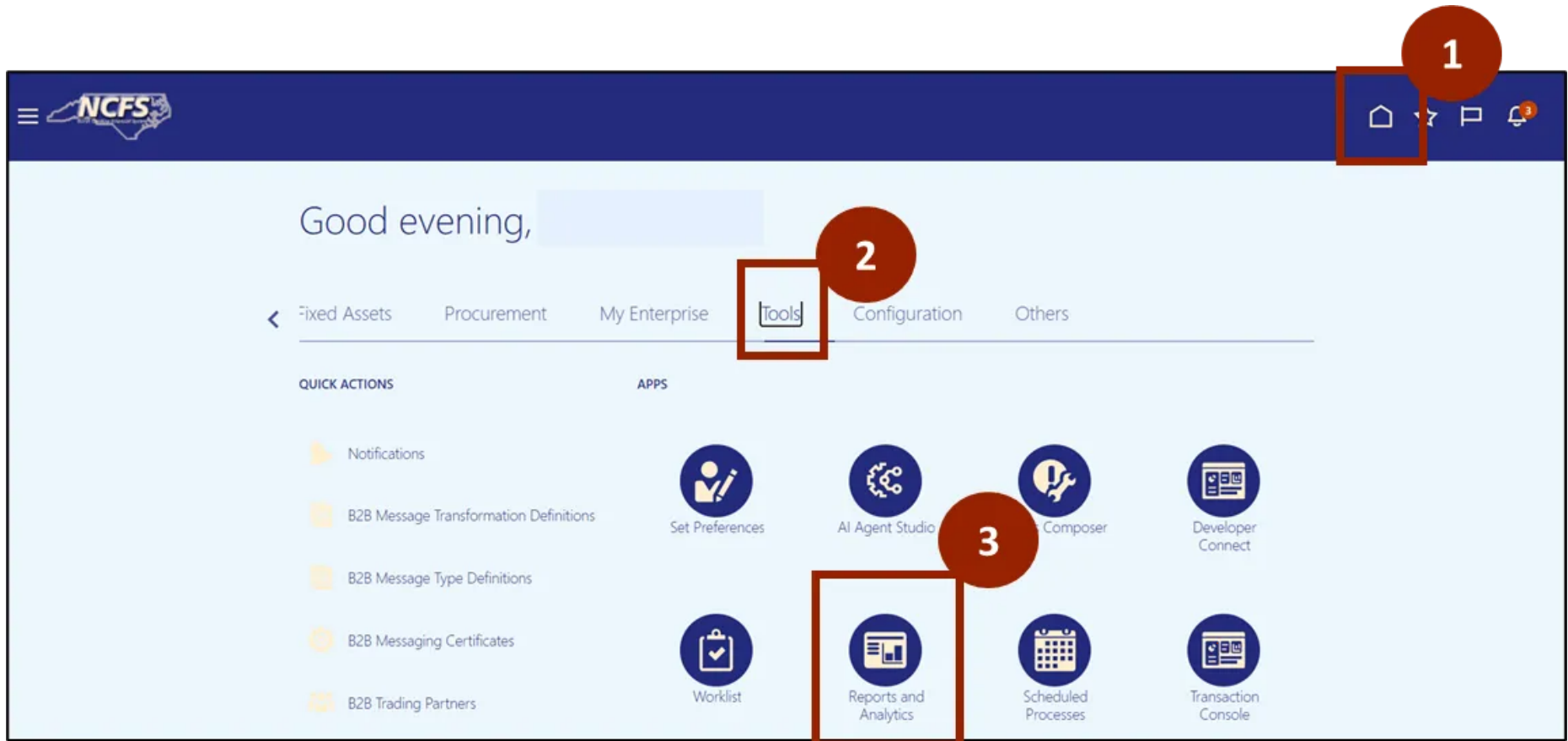
There are 8 steps to complete this process.

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.

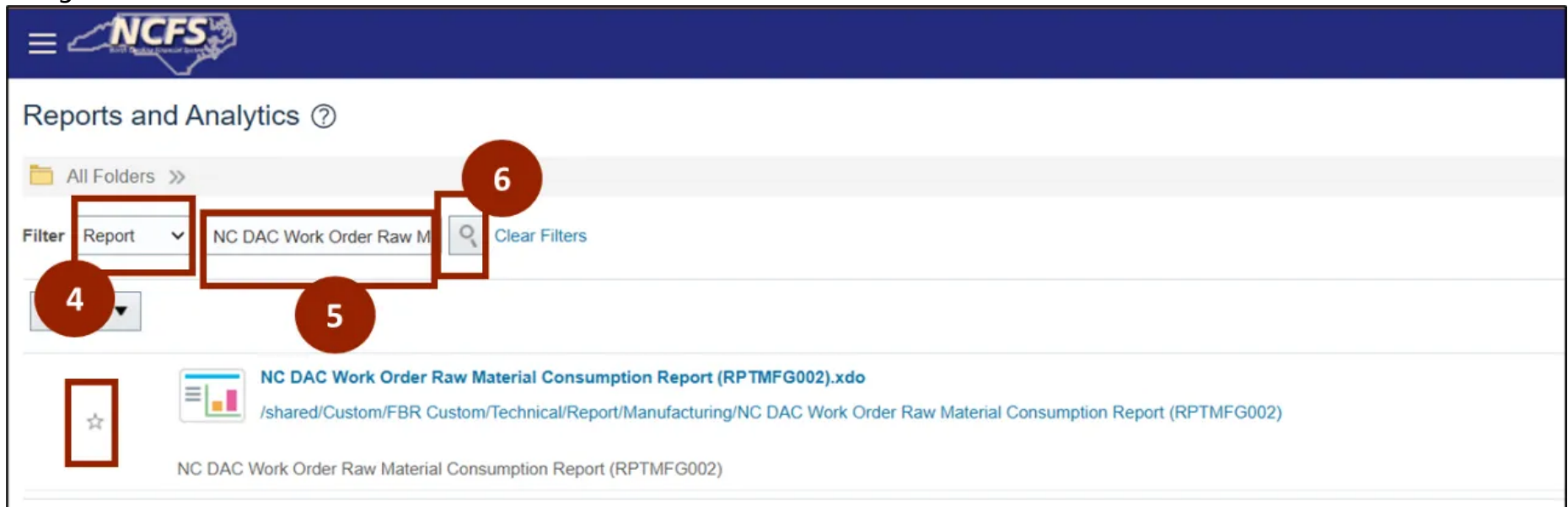
Step 5. Change the filter to **Report** and type the name **NC DAC Work Order Raw Material Consumption Report (.xdo)** and click on **Search**.

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

Home

* Include Raw Material From Work Order

* From Date

* To Date

7 Manufacturing Plant Code All

Raw Material Item All

From Work Order All

To Work Order All

Apply

8

NC DAC Work Order Raw M...

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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