



MANAGE WORK CENTERS AND RESOURCES

MFG

QUICK REFERENCE GUIDE

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

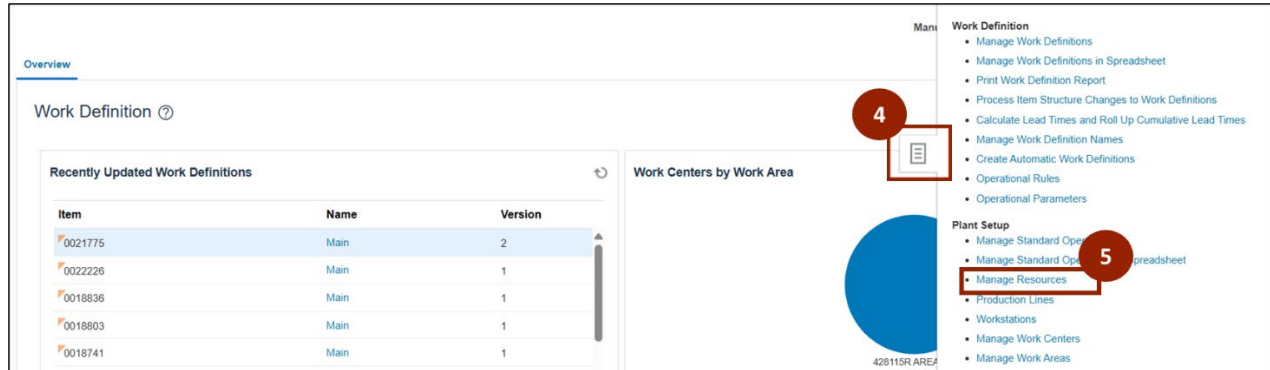
To manage resources in NCFS, please follow the steps below after logging in to the NCFS portal with your credentials to access the system:

1. Begin from the **Home** page or click the **Home** icon.
2. On the **Home** page, select **Supply Chain Execution** tab.
3. Within the **Supply Chain Execution** tab, select **Work Definition**.

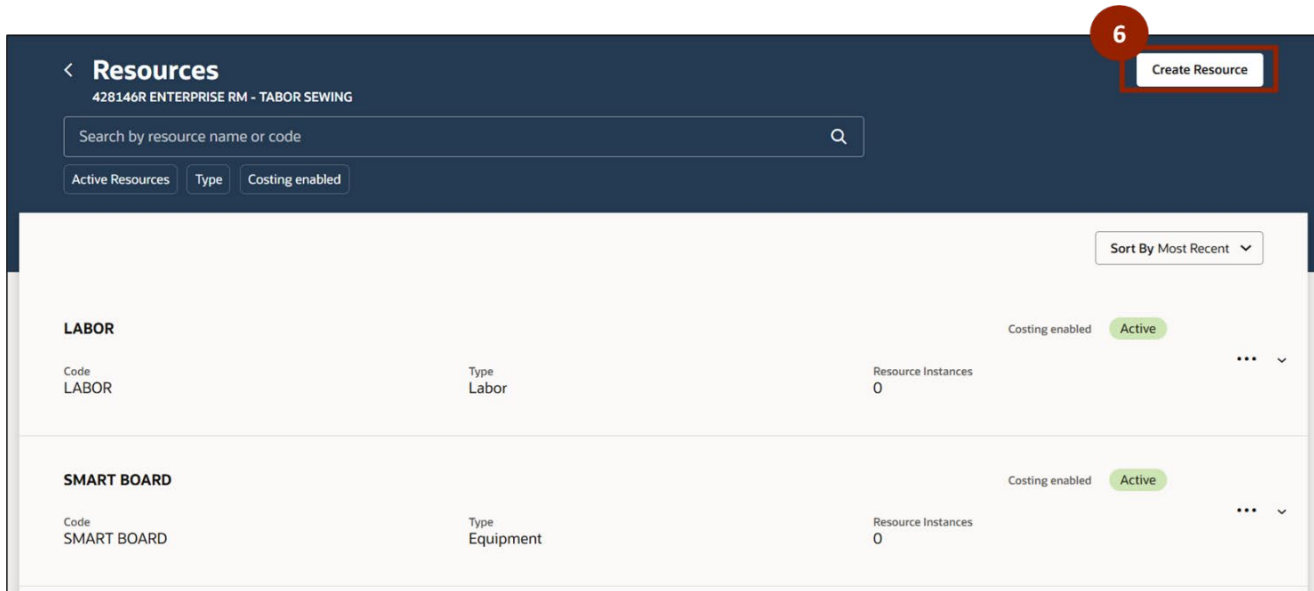


4. From the **Work Definition** page, click on the **Task** icon.

5. Select **Manage Work Centers** in the *Plant Setup* section.



6. On the **Resources** page, select **Create Resource**.

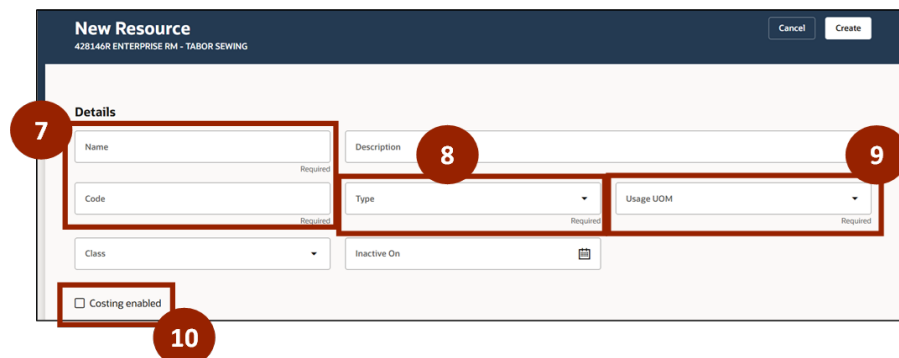


7. In the *Name* and *Code* fields, input the **unique identifiers** for the resource.

8. In the *Type* field, select **Labor or Equipment** from the drop-down list.

9. In the *Usage UOM* field, select the **desired unit of measurement** from the drop-down list (i.e. *Hour* or *Box*).

10. Select the **Costing enabled** checkbox if costing is being tracked.



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

Manage Work Centers

To manage a work center in NCFS, please follow the steps below:

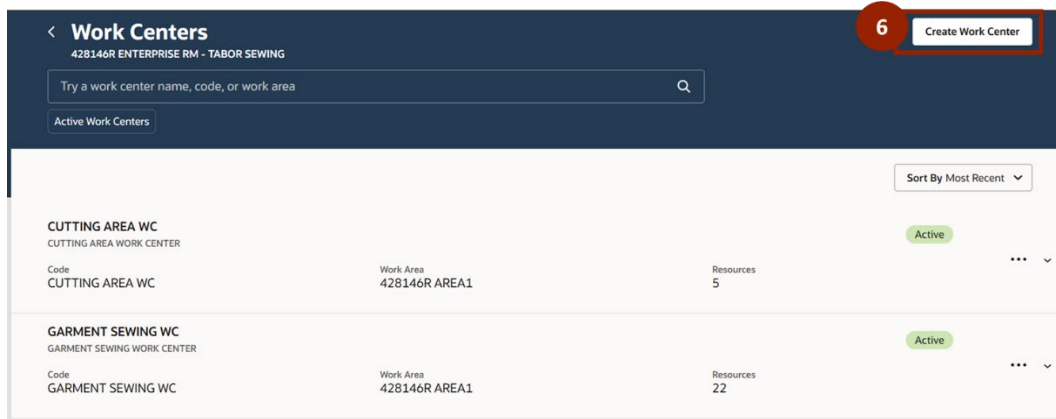
1. Begin from the **Home** page, or click the **Home** icon.
2. On the **Home** page, select **Supply Chain Execution**.
3. Within the **Supply Chain Execution** tab, select **Work Definition**.



4. From the **Work Definition** page, click on the **Task** icon.
5. Select **Manage Work Centers**.

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

6. To set up a new Work Center on the **Work Centers** page, select **Create Work Center**.

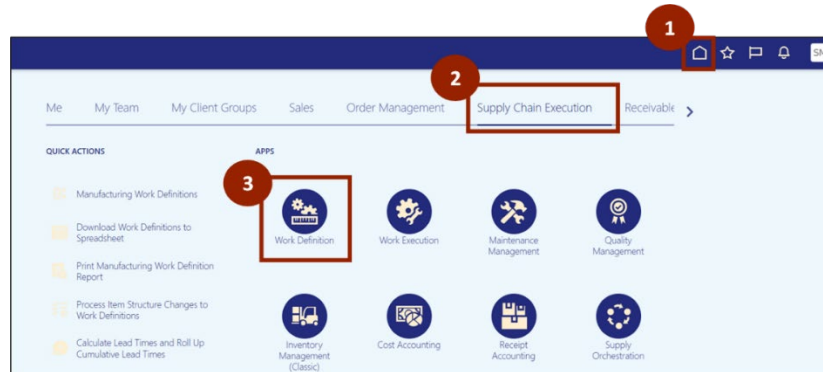


7. In the *Name* field, input the **unique identifier** for the work center.
8. In the *Code* field, input the **unique code** for the work center.
9. In the *Work Area* field, select the **relevant area** from the drop-down list.
10. Click **Create**.

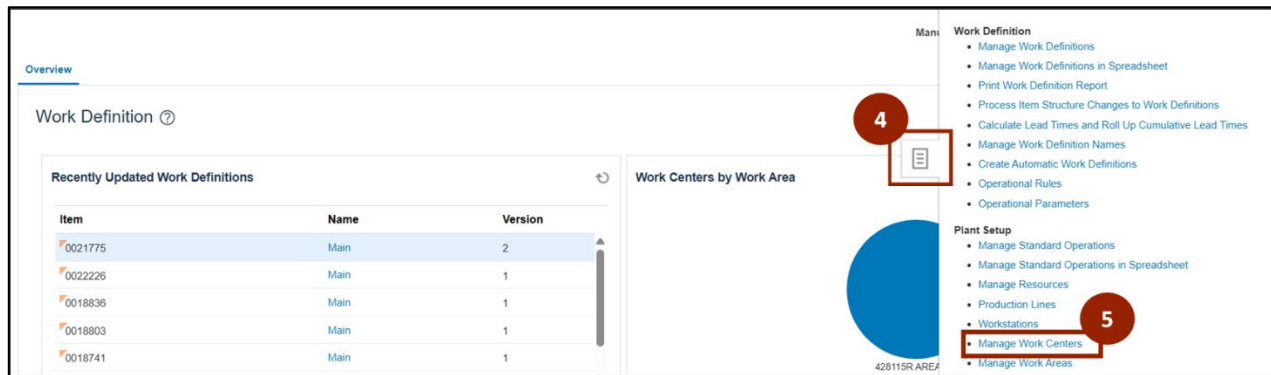
Modify Work Centers

To **modify** an existing work center in NCFS, please follow the steps below:

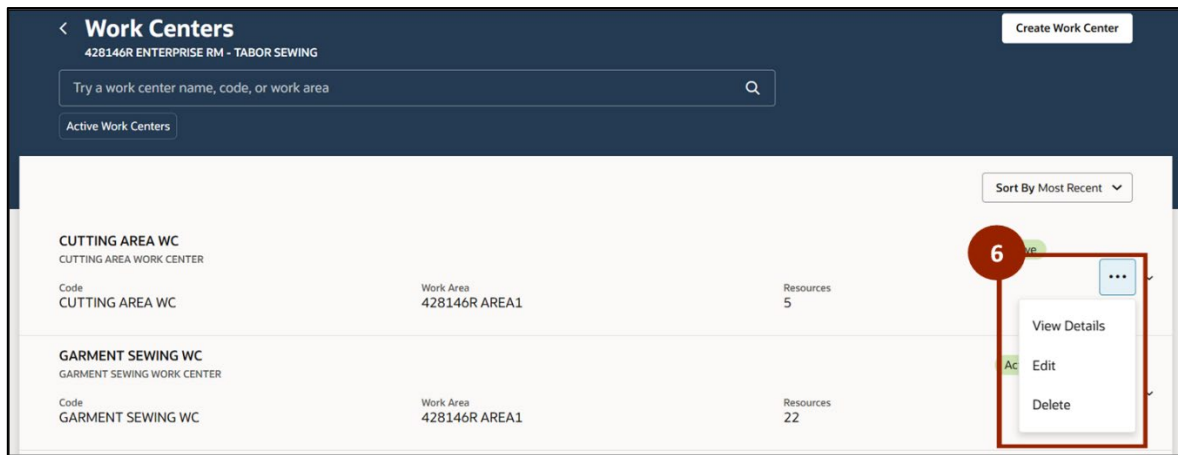
1. Begin from the **Home** page, or click the **Home** icon.
2. On the **Home** page, select **Supply Chain Execution**.
3. Within the **Supply Chain Execution** tab, select **Work Definition**.



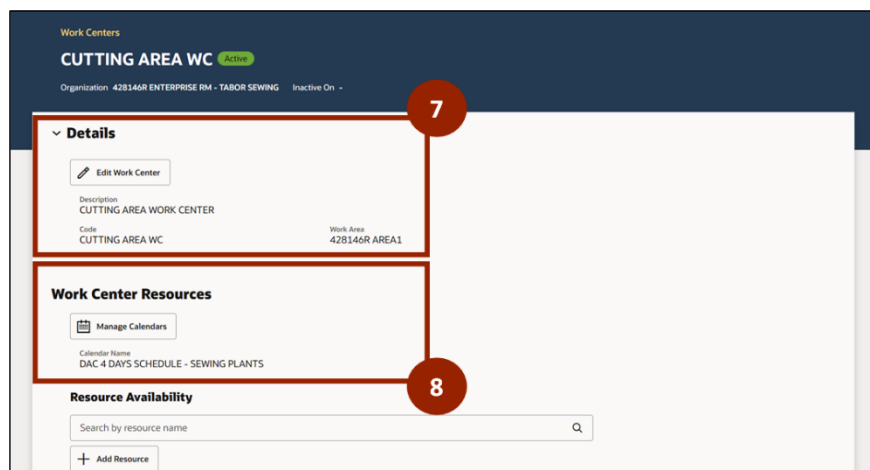
4. From the **Work Definition** page, click on the **Task** icon.
5. Select **Manage Work Centers**.



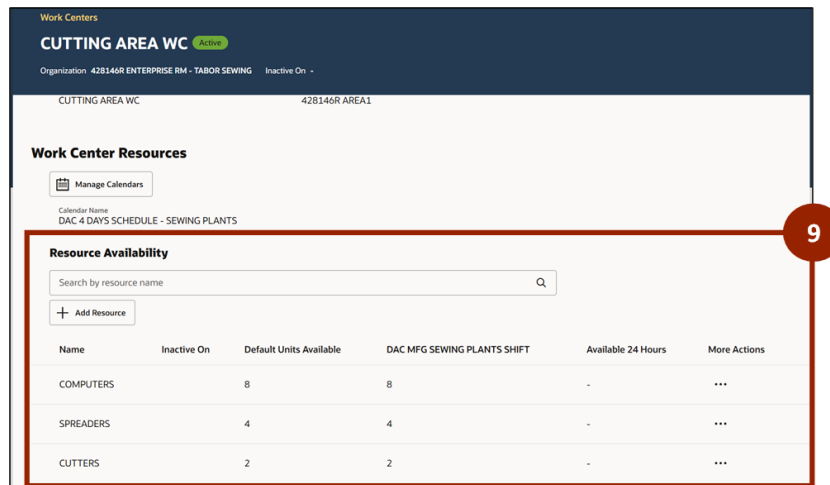
6. On the **Work Centers** page, select the **ellipsis** icon then select:
 - a. **View Details** for resource management.



7. Click **Edit Work Center** to modify any Work Center information.
8. Click **Manage Calendars** to change the schedule.



9. Review the *Resource Availability* section displaying the number of available resources in the Work Center and the default units for each resource.



Work Center Resources

Manage Calendars

Calendar Name
DAC 4 DAYS SCHEDULE - SEWING PLANTS

Resource Availability

Search by resource name

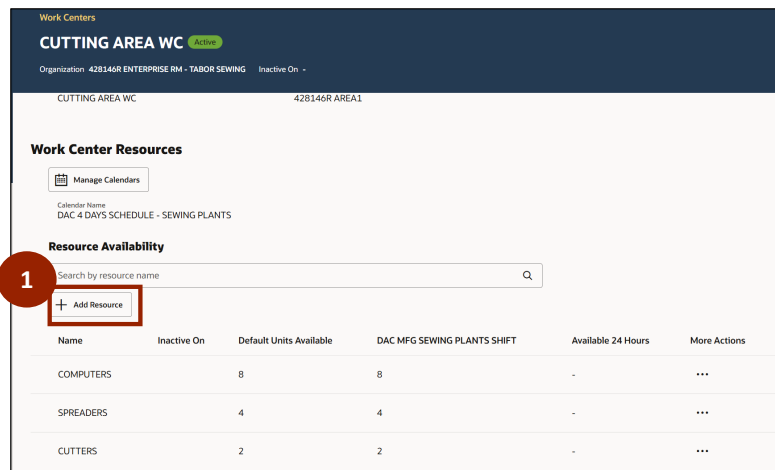
+ Add Resource

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	-	...

Assign Resources to a Work Center

To assign resources to a work center in NCFS, please follow the steps below:

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



Work Center Resources

Manage Calendars

Calendar Name
DAC 4 DAYS SCHEDULE - SEWING PLANTS

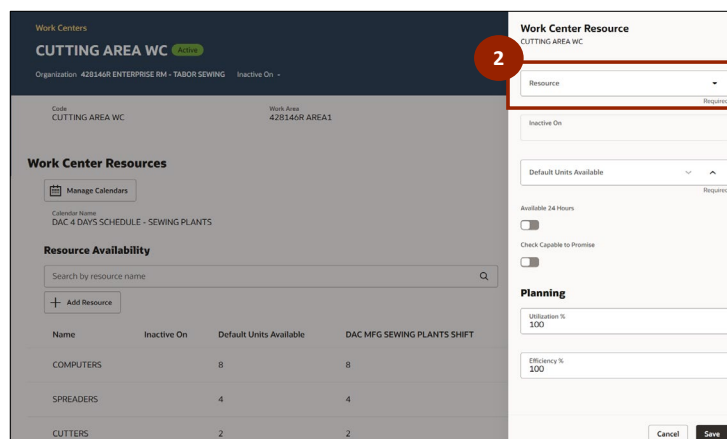
Resource Availability

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	-	...

2. Click the *Resource* drop-down to display all available resources within the plant.



Work Center Resource
CUTTING AREA WC

Resource

Inactive On

Default Units Available

Available 24 Hours

Check Capable to Promise

Planning

Utilization %
100

Efficiency %
100

Cancel Save

3. Select the **appropriate resources**, as needed.

Work Center Resource
CUTTING AREA WC

Resource

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

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%.**

5. Click **Save**.

Work Center Resource
EX-Sewing Work Center

Resource

Inactive On

Default Units Available

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