MANAGE STANDARD OPERATIONS

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 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.

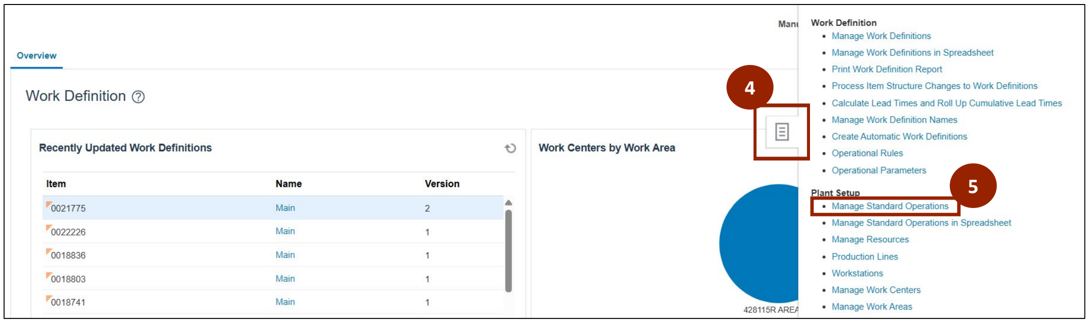
Manage Standard Operations

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:

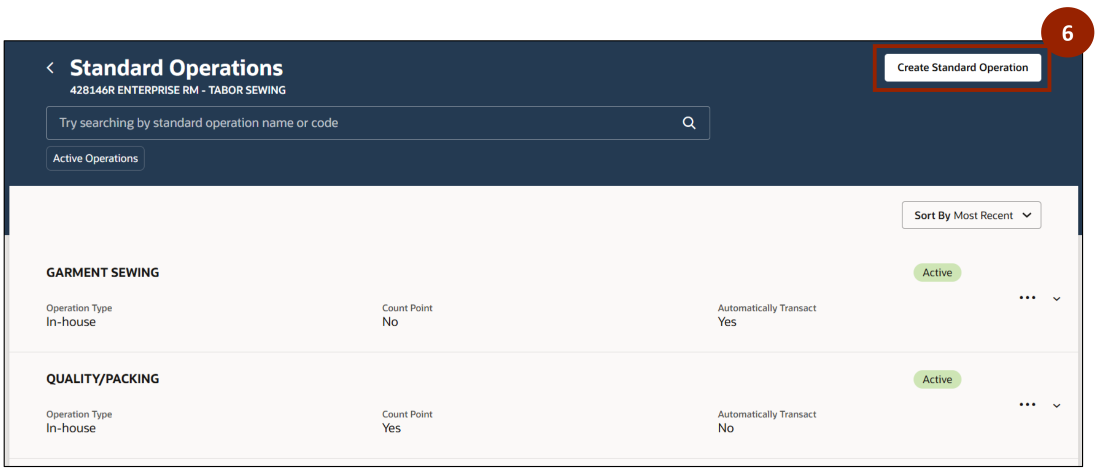
1. Begin from the ***Home*** page, or click the **Home** icon.
2. On the ***Home*** page, select **Supply Chain Execution.**
3. Within the **Supply Chain Execution** tab, select **Work Definition.**

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

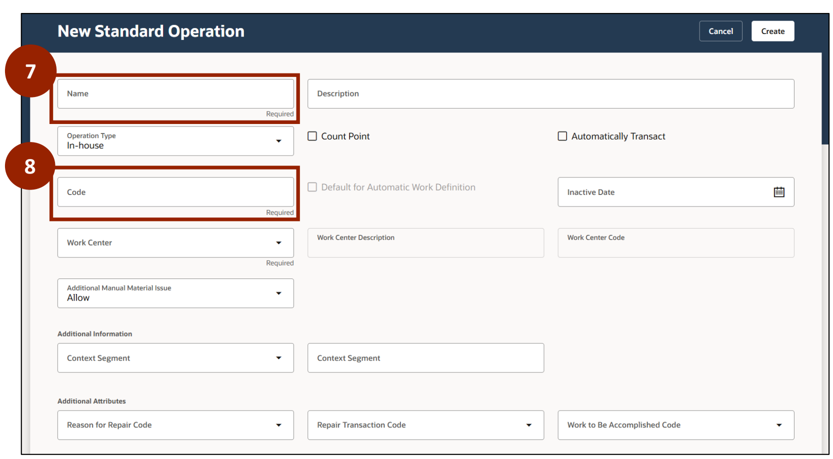
5. Select **Manage Standard Operations.**



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

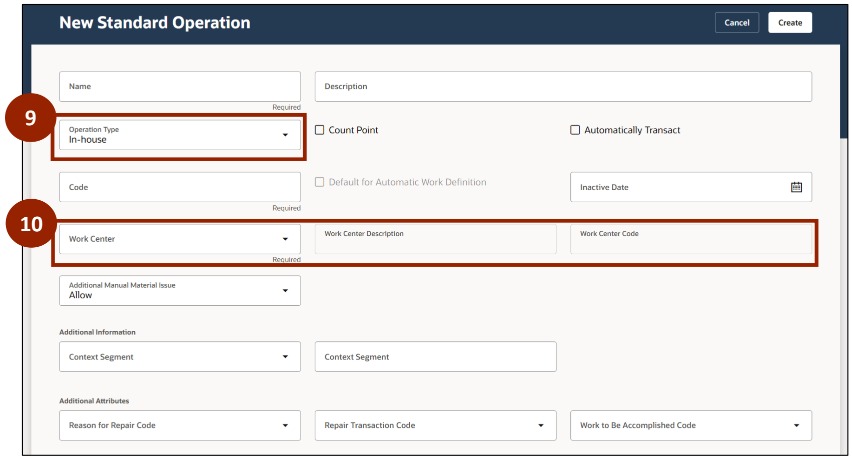


7. In the *Name* field of the ***New Standard Operation*** page, enter the **name** for the Standard Operation.
8. In the *Code* field, enter the **unique identifier** for the Standard Operation.



9. In the *Operation Type* drop-down, select **In-house** or **Supplier.**

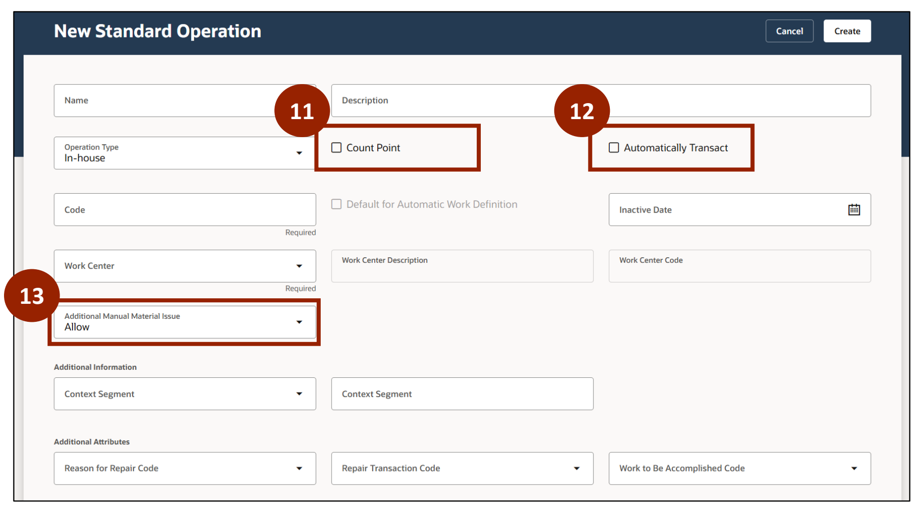
10. In the *Work Center* drop-down, select the **appropriate Work Center.**



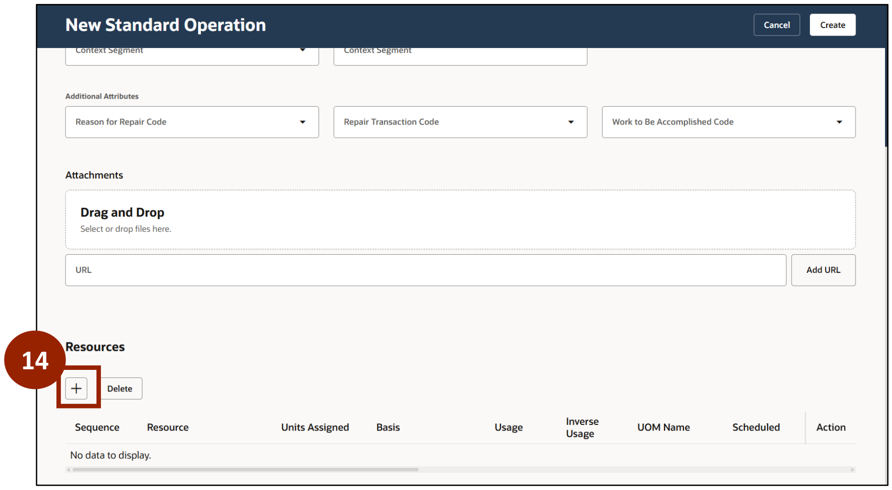
11. Select the **Count Point** checkbox, if applicable.

Note: The **Count Point** checkbox is typically selected for packing operations, where the system requires manual confirmation point to record progress before proceeding.

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.
13. In the *Additional Manual Material Issue* dropdown, select **Allow**.

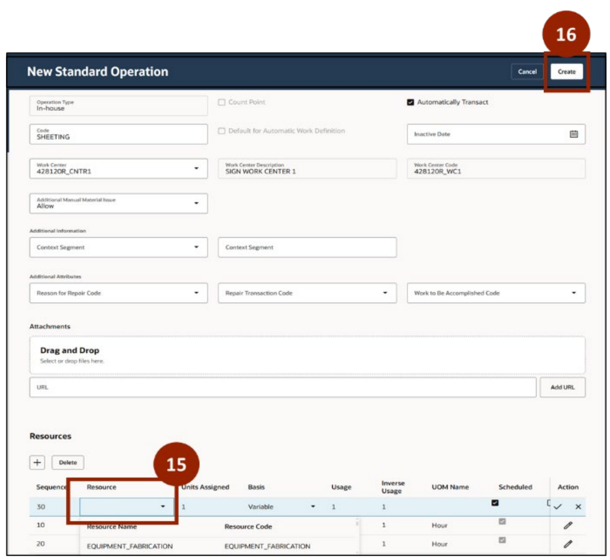


14. To assign a resource to the Standard Operation in the *Resources* section, select **Add** icon.



15. In the *Resource* drop-down field, choose the **desired resource** from the list.

16. Once all fields are complete, click **Create.**



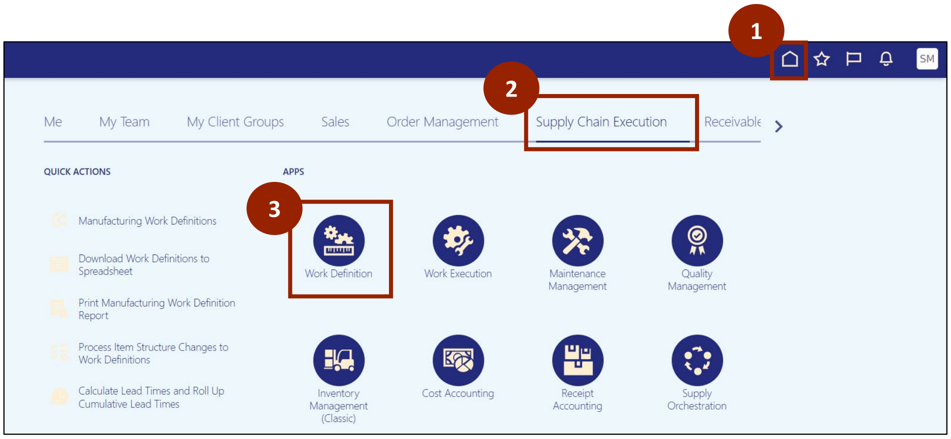
Access the Manage Standard Operations Spreadsheet

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.

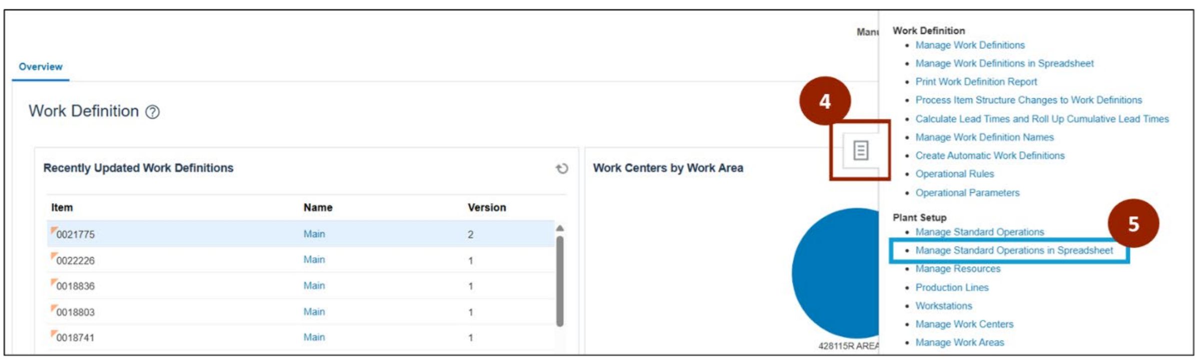
To manage standard operations in NCFS, please follow the steps below once logged in to the NCFS portal with your credentials to access the system:

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 the **Task** icon.
5. Select **Manage Standard Operations in Spreadsheet.** The spreadsheet will automatically download for use in Excel.



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