



MANAGE STANDARD OPERATIONS

QUICK REFERENCE GUIDE

MFG

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).

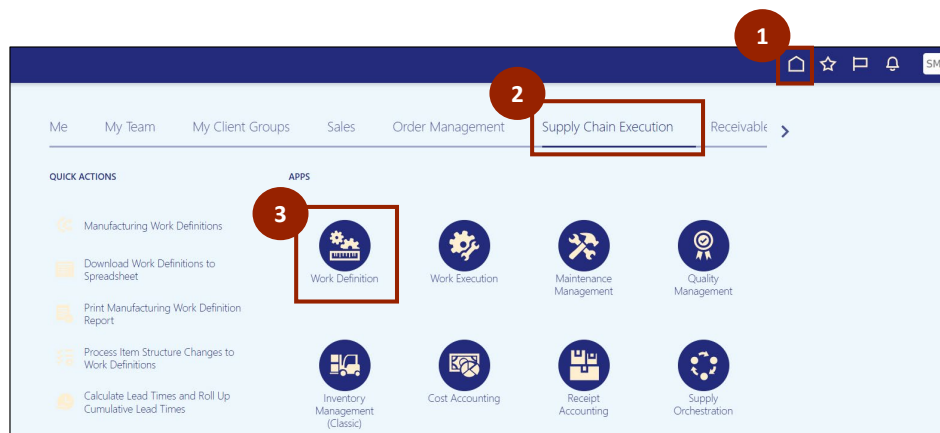
Introduction and Overview

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.

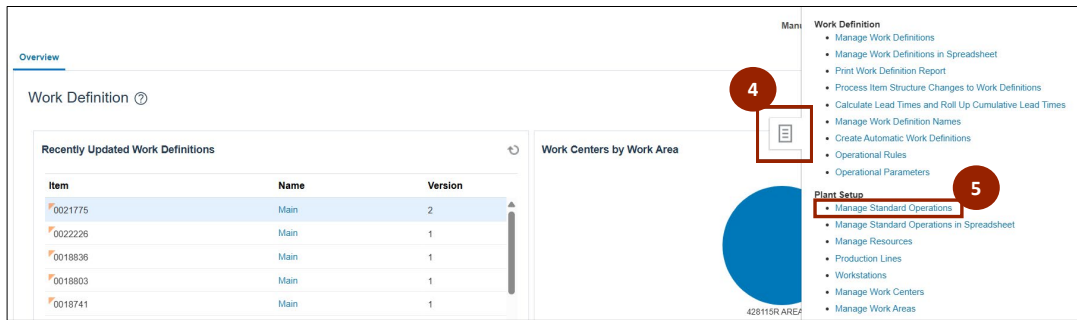
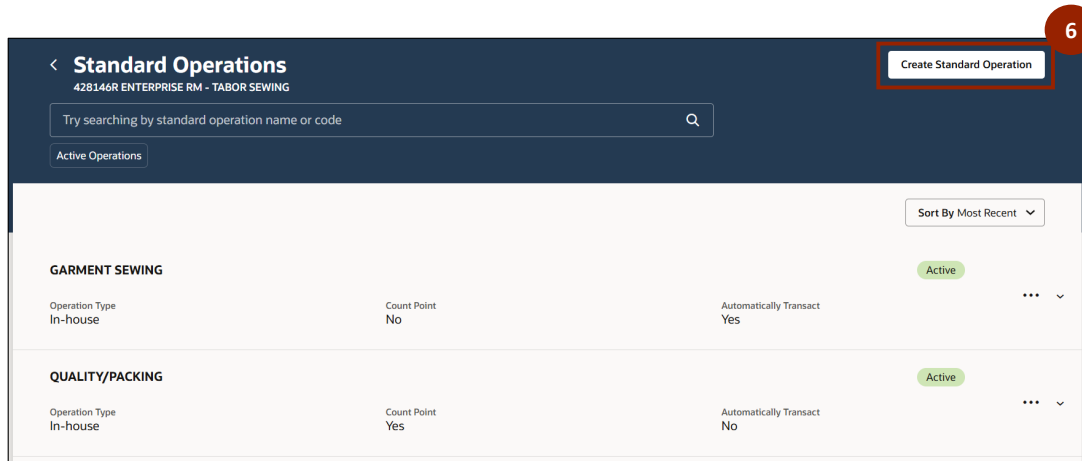
Manage Standard Operations

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.

The screenshot shows the 'New Standard Operation' form. The form has a title bar with 'New Standard Operation' and buttons for 'Cancel' and 'Create'. The form contains several fields: 'Name' (highlighted with a red box and a red circle with the number 7), 'Description', 'Operation Type' (a dropdown menu with 'In-house' selected), 'Count Point' (a checkbox), 'Automatically Transact' (a checkbox), 'Code' (highlighted with a red box and a red circle with the number 8), 'Default for Automatic Work Definition' (a checkbox), 'Inactive Date' (a date field), 'Work Center' (a dropdown menu), 'Work Center Description', 'Work Center Code', 'Additional Manual Material Issue' (a dropdown menu with 'Allow' selected), 'Additional Information' (a section with 'Context Segment' and 'Context Segment' fields), and 'Additional Attributes' (a section with 'Reason for Repair Code', 'Repair Transaction Code', and 'Work to Be Accomplished Code' dropdown menus).

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

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

The screenshot shows the 'New Standard Operation' form. Callout 9 points to the 'Operation Type' dropdown, which is set to 'In-house'. Callout 10 points to the 'Work Center' dropdown, which is currently empty. Other fields include 'Name', 'Description', 'Code', 'Work Center Description', 'Work Center Code', 'Inactive Date', 'Additional Manual Material Issue' (set to 'Allow'), 'Context Segment', 'Reason for Repair Code', 'Repair Transaction Code', and 'Work to Be Accomplished Code'. There are checkboxes for 'Count Point', 'Automatically Transact', and 'Default for Automatic Work Definition'.

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**.

This screenshot is similar to the previous one but highlights three specific fields with callouts: Callout 11 points to the 'Count Point' checkbox, callout 12 points to the 'Automatically Transact' checkbox, and callout 13 points to the 'Additional Manual Material Issue' dropdown, which is set to 'Allow'. The 'Work Center' dropdown remains empty.

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

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 drop files here.)

URL: [] [Add URL]

Resources

[+] [Delete]

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

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

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

New Standard Operation [Cancel] [Create]

Operation Type (Pre-Request): [] Count Point: [] Automatically Transact: [x]

Work: SHEETING [] Default for Automatic Work Definition: [] Inactive Date: []

Work Center: 43E2J0R_CNTR1 [] Work Center Description: 5000 WORK CENTER 1 [] Work Center Code: 43E2J0R_CNTR1 []

Additional Material 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]

Sequence	Resource	Units Assigned	Basis	Usage	Inverse Usage	UOM Name	Scheduled	Action
50	[]	1	Variable	1	1	Hour	[x]	[]
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:

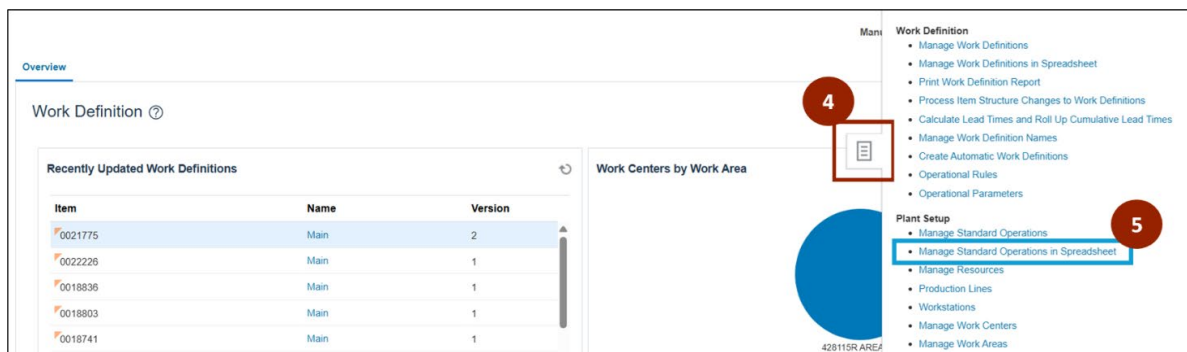
1. Begin from the **Home** page, or click the **Home** icon.
2. On the **Home** page, select **Supply Chain Execution**.

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