



CREATE WORK DEFINITION

MFG

QUICK REFERENCE GUIDE

Purpose

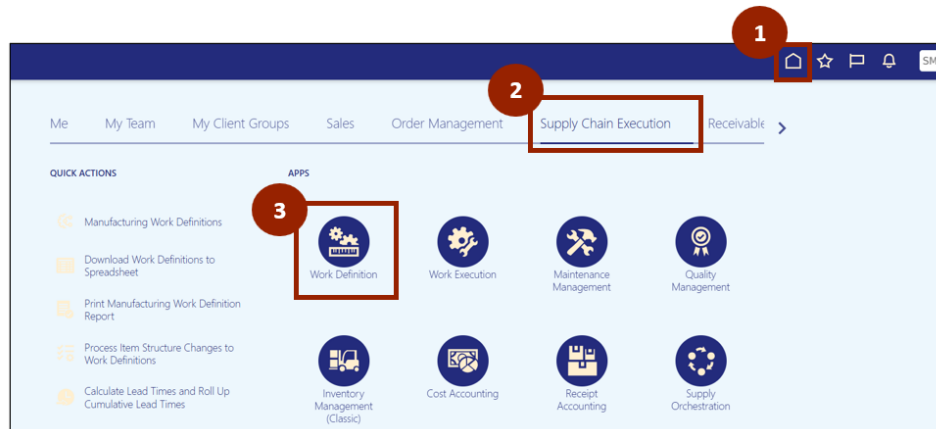
The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step guide of how to **create work definition** in the North Carolina Financial System (**NCFS**).

Introduction and Overview

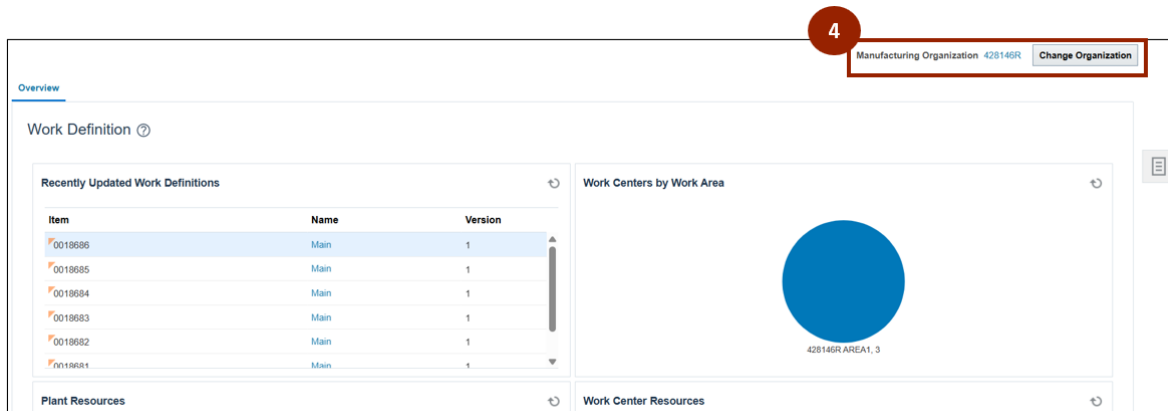
This QRG covers the process to create and edit work definitions for both Make to Stock (MTS) and Make to Order (MTO) scenarios within NCFS.

Create Work Definition

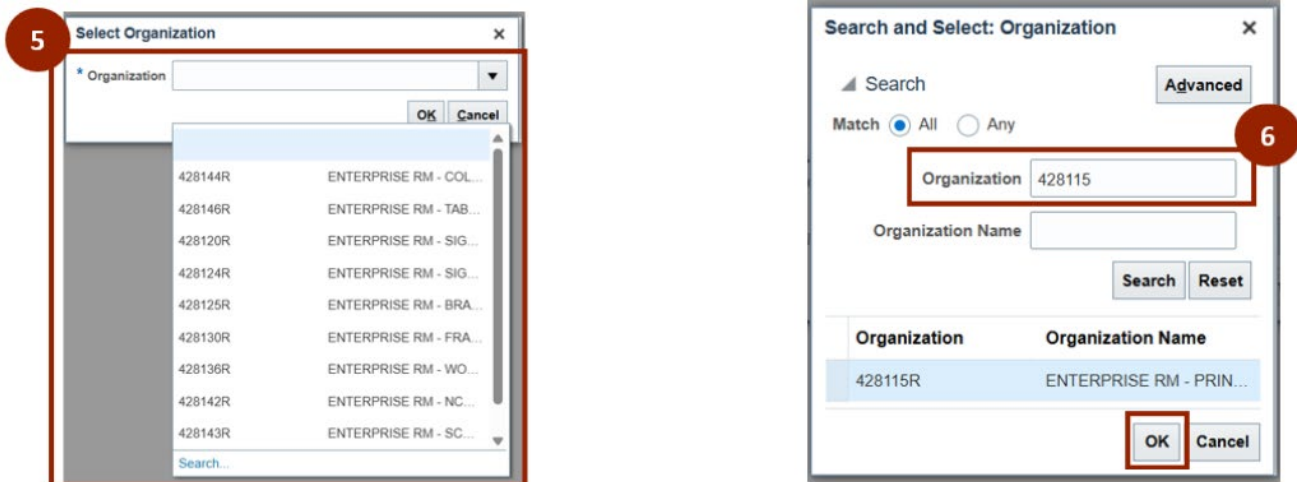
1. Log in to the NCFS portal with your credentials to access the system.
2. On the **Home** page, select the **Supply Chain Execution** tab.
3. Select **Work Definition**.



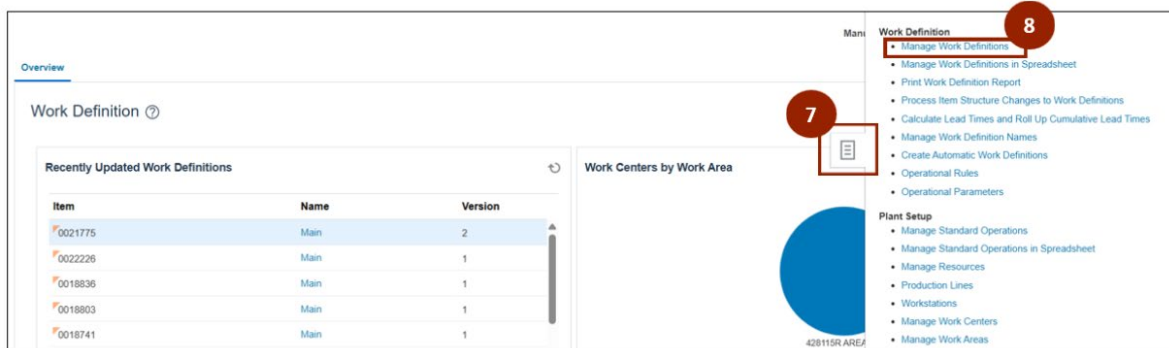
4. On the **Work Definition** page, review the displayed **Manufacturing Organization** and select **Change Organization** if needed.



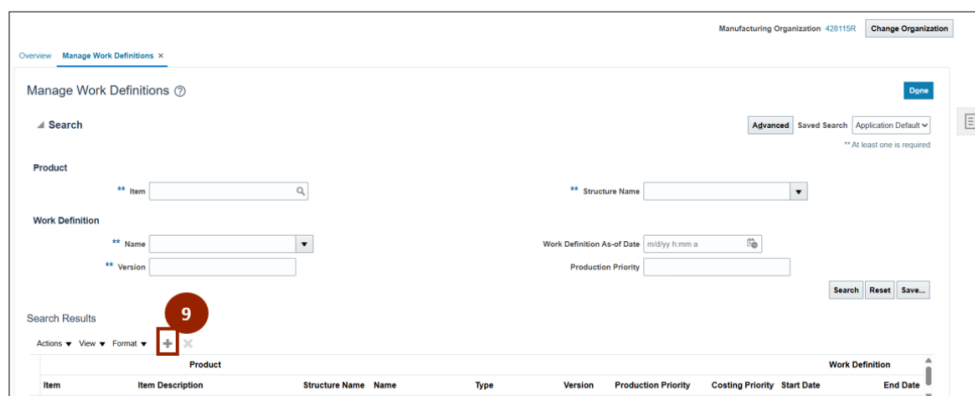
5. Select your appropriate **Organization** from the list or select **Search...** to search for a specific Organization number.
6. If you are using the search functionality, enter the **Organization number** in the *Organization* field, select the **correct Organization**, and select **OK**.



7. From the **Work Definition** page, click the **Task** icon.
8. Select **Manage Work Definitions**.



9. Click the **Add** icon to add a new Work Definition.



Create a Make to Stock Work Definition

Once the **Create Work Definition** window is displayed, follow these steps:

1. In the *Item* field, input the **item number**.
2. The *Structure Name* field will **fill in automatically based on the item selected**.
3. In the *Name* field select **Main** from the drop-down list.

The screenshot shows the 'Create Work Definition' window with the following fields and values:

- Product Section:**
 - * Item:** 0002452 (Step 1)
 - Structure Name:** Primary (Step 2)
- Work Definition Section:**
 - * Name:** Main (Step 3)
 - Type:** Standard
 - * Version:** 1
 - * Start Date:** 8/11/25 12:42 AM
 - * Production Priority:** 1

Buttons at the bottom: Back, Next, Save and Edit, Cancel.

4. The *Type* field fills in automatically based on the selected **Work Definition**.
5. The *Version* field fills in automatically.
6. Click **Next**.

The screenshot shows the 'Create Work Definition' window with the following fields and values:

- Product Section:**
 - * Item:** 0002452
 - Structure Name:** Primary
- Work Definition Section:**
 - * Name:** Main (Step 4)
 - Type:** Standard
 - * Version:** 1 (Step 5)
 - * Start Date:** 8/11/25 12:42 AM
 - * Production Priority:** 1

Buttons at the bottom: Back, Next (Step 6), Save and Edit, Cancel.

7. Select **Add** icon to add additional *Operations*.
 - 7a. Confirm *Referenced* field **displays a dash for all operations**.

7b. The last operation should be marked as a *Count Point* operation.

7

7a

7b

8. Select the **appropriate final operation** to add from the drop-down list.

9. If you are unable to see the appropriate operation, select **Search**.

8

9

10. After selecting **Search...**, select **Advanced** in the **Search and Select** window.

10

11. In the *Name* field drop-down select **Does not equal** and type “XXXXX” in the field to display all possible options.

12. Select **OK**.

Search and Select: Code

Search

Basic

** At least one is required

11

** Code Starts with

** Name Does not equal XXXXX

** Description Starts with

Count Point Equals

Automatically Transact Equals

Inactive Date Equals m/d/yy

Search Reset Add Fields Reorder

Code	Name
BINDERY	BINDERY
COMPOSITION	COMPOSITION
DIGITAL	DIGITAL
LETTERPRESS	LETTERPRESS
OFFSET	OFFSET
PACKAGING	PACKAGING

12

OK Cancel

Once all operations are added it is a mandatory requirement that the initial operation must be *Automatically Transact*, and the last operation must be a *Count Point* operation.

13. Once complete, select **Save and Edit**.

Note: If the production process requires repeating an operation, such as returning to the bindery after letterpress, additional operations can be added.

Create Work Definition

Item 0002452

Work Definition Name Main

Version 1

Operations

View + - X

* Sequence	Standard Operation	Referenced	* Operation Type	* Name	* Work Center	* Start Date	End Date	Count Point	Automatically Transact	Operation Yield	Cumu
	Code										
10	BINDERY	---	In-house	BINDERY	BINDERY WC	8/11/25 12:42 AM		☐	☒	1	
20	COMPOSITION	---	In-house	COMPOSITI	COMPOSITION WC	8/11/25 12:42 AM		☐	☒	1	
30	LETTERPRESS	---	In-house	LETTERPRE	LETTERPRESS WC	8/11/25 12:42 AM		☐	☒	1	
40	PACKAGING	---	In-house	PACKAGING	PACKAGING WC	8/11/25 12:42 AM		☒	☐		

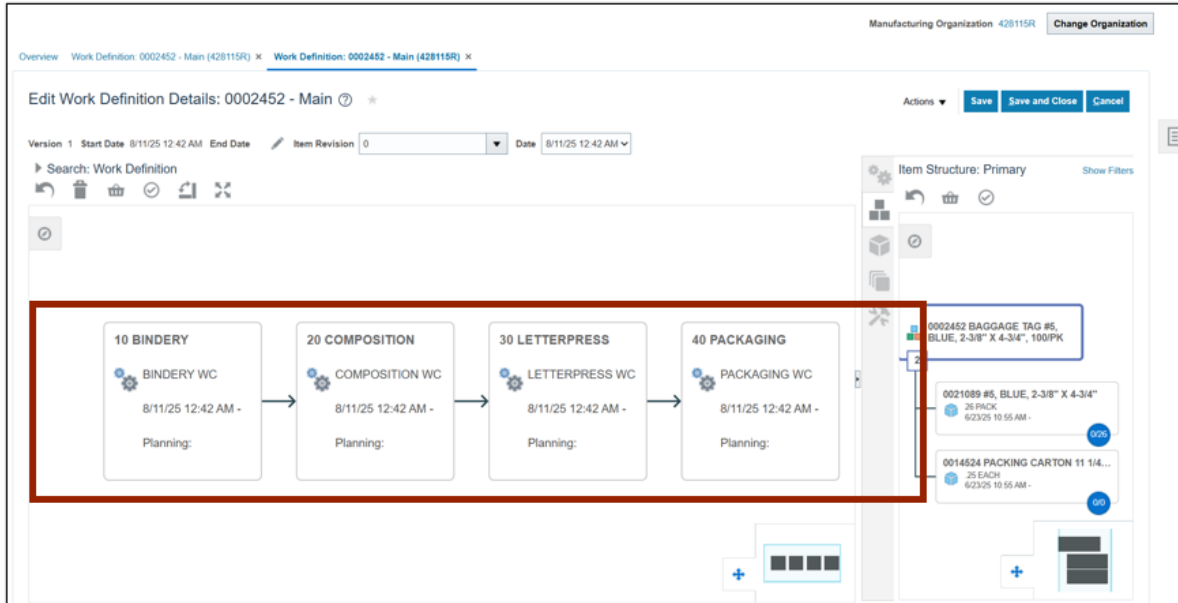
13

14

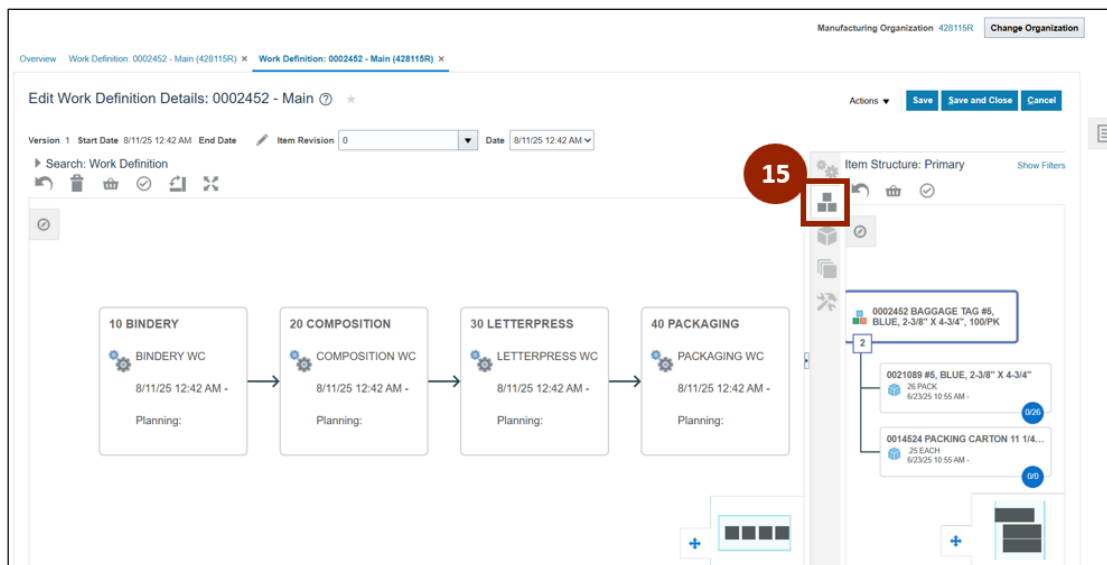
Back Next Save and Edit Cancel

Note: Once the *Edit Work Definition Details* Page is displayed, please note the following:

- Once the operations are created, the system automatically creates the workflow in the correct order.
- The first operation is bindery, followed by composition, and then letterpress with packaging. This sequence ensures that all steps are performed as needed.

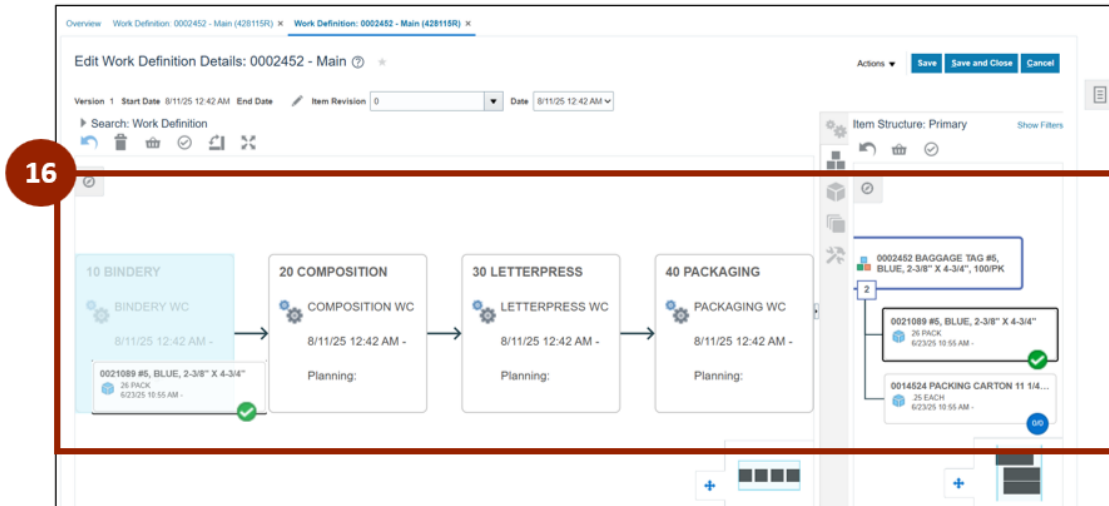


15. To add the *Item* (raw material) from an *Item Structure*, select the **stacked squares** icon on the right-hand pane.

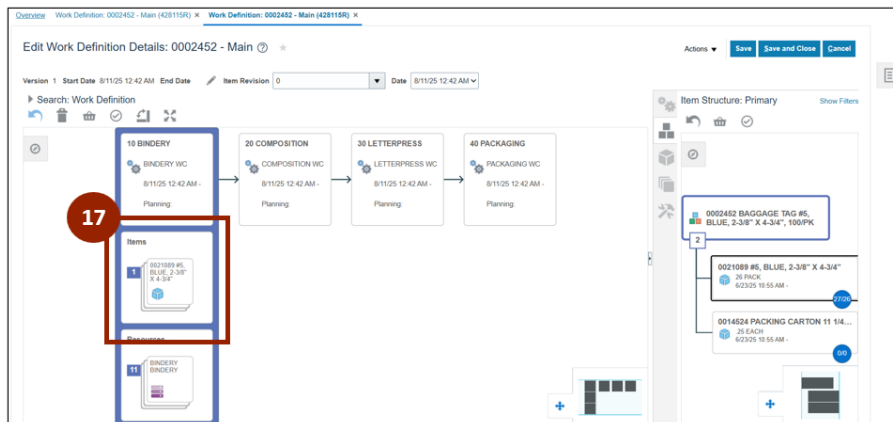


16. Drag and drop the *Item* to the appropriate operation.

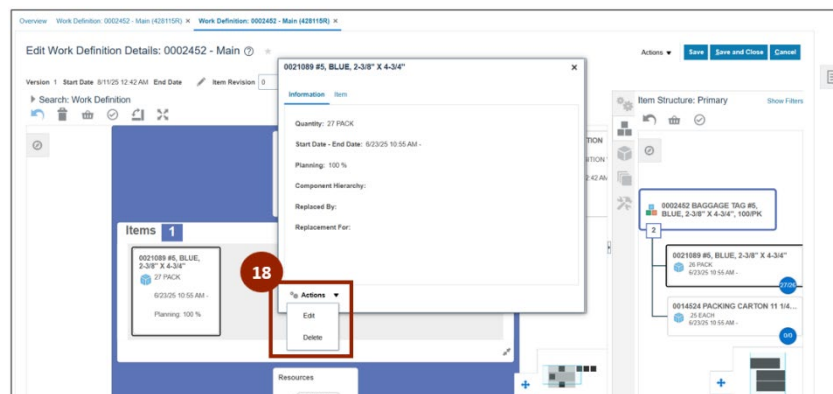
Note: When you assign a *Raw Material* to an *Operation* and the quantity used matches the quantity in the item structure, the status indicator displays a **green circle**. If there is any deviation from the quantity, the **circle remains blue**, signaling that the quantity used in the *Work Definition* does not match the item structure.



17. To adjust the quantity, select the **Item** linked to the relevant **Operation**.



18. From the **Actions** drop-down, select **Edit**.



19. In the *Quantity* field input the accurate **Quantity**.

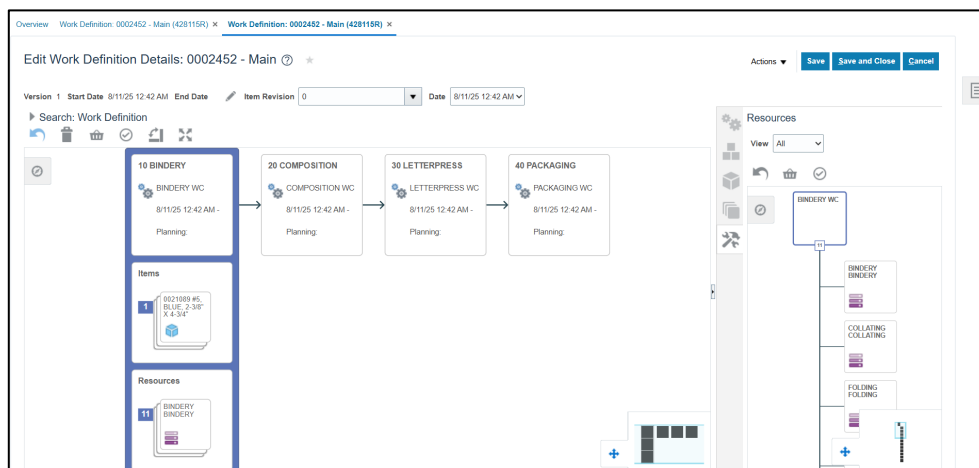
Note: The item quantity is automatically populated based on the *Item Structure*. It can be adjusted down but you will need to work with the Inventory team to correct a needed increase.

20. Adjust the *Supply Subinventory* field if needed.

21. Click **OK**.

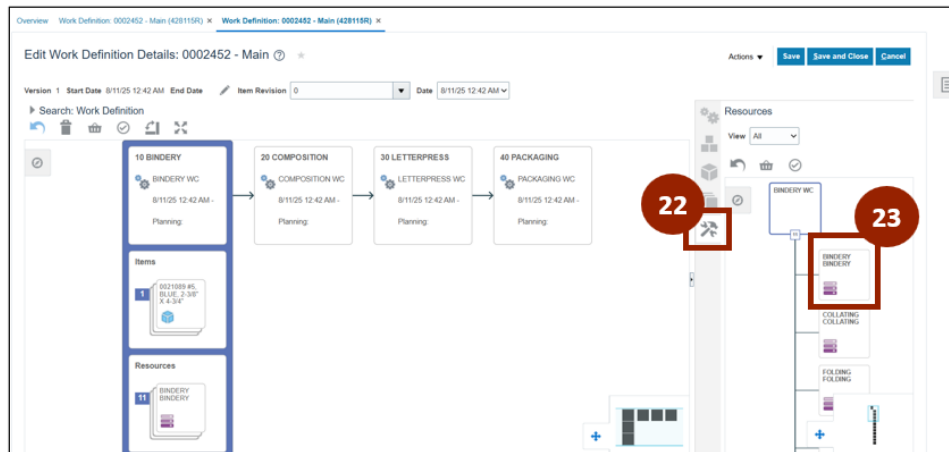
On the **Edit Work Definition Details** page, notice the following:

- When a *Standard Operation* is added, all associated *Resources* are automatically included. This enables every operation in production to have the correct resources assigned.



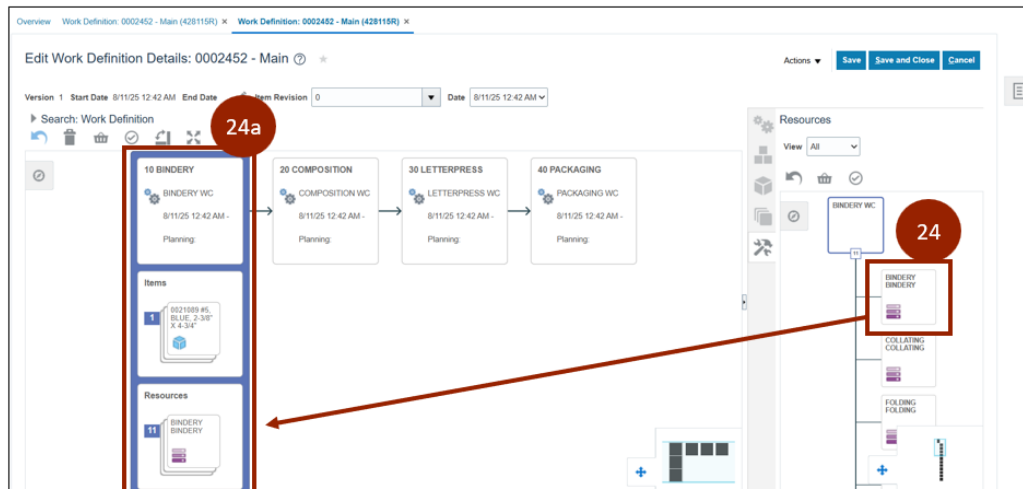
22. Select the **Resource** icon.

23. Select the **appropriate resource**.



24. Select **Bindery** from the Resources.

a. Drag the selected **Resource** to the appropriate **Standard Operation**.



25. In the *Units Assigned* field, adjust the **necessary quantity**.

Note: Update the value to **Fixed** from the **Basis** drop-down field if the resource usage is fixed per product quantity produced. Update the value to **Variable** from the **Basis** drop-down field if the resource usage varies with the product quantity produced.

26. Select **OK**.

25

26

If the appropriate resources are not present, then we can manually add or remove the resource in *Edit Work Definition Details*.

27. To remove a resource from a *Standard Operation*, select the desired **Resource** under the respective *Standard Operation*.

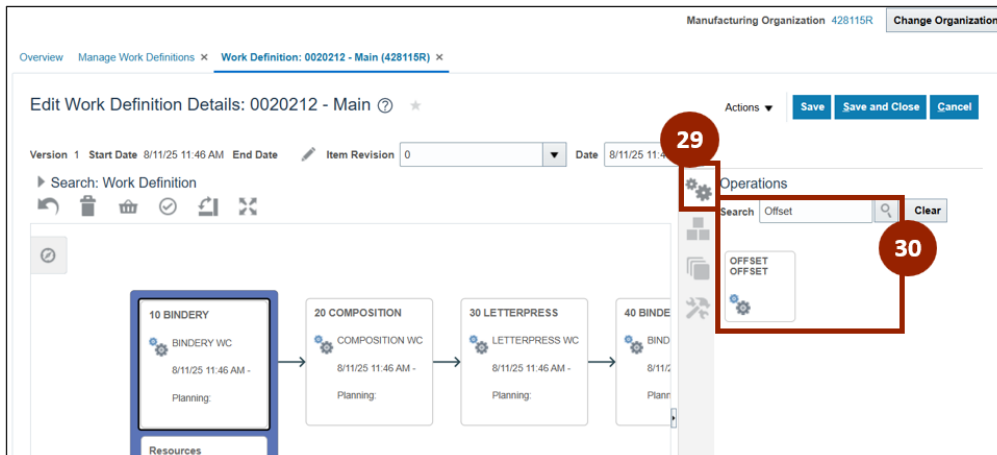
27

28. From the *Actions* drop-down, select **Delete**.

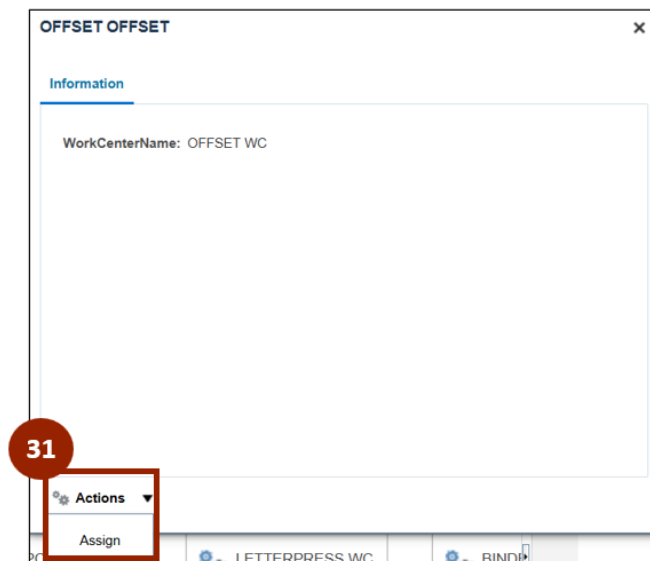
28

29. On the right-hand pane, select the **Operations** icon.

30. Search the name of a **Standard Operation** and click on the **displayed Operation**.



31. From the **Actions** drop-down, select **Assign**.



32. Edit the *Sequence* field.

33. Click the **Referenced** checkbox to make sure the *reference flag* is **unchecked**.

34. Click **OK**.

Add Operation

32 * Sequence 25

33 Code OFFSET

— Referenced

Operation Type In-house

* Name OFFSET

Description

* Work Center OFFSET WC

Work Center Code OFFSET WC

Work Center Description OFFSET WORK CENTER

Work Center Inactive Date

Start Date 9/2/25 8:57 AM

End Date

☐ Count point

☒ Automatically transact

— Serialization

— Allow resequencing

Lead Time %

Attachments None +

Additional Manual Material Issue Allow

34 OK Cancel

35. Once you are back at the *Edit Work Definition Details* page and all information has been entered and reviewed, select **Save and Close**.

Overview Work Definition: 0002452 - Main (428115R) x Work Definition: 0002452 - Main (428115R) x

Manufacturing Organization 428115R Change Organization

35

Actions Save Save and Close Cancel

Search: Work Definition

10 BINDERY BINDERY WC 8/11/25 12:42 AM - Planning

20 COMPOSITION COMPOSITION WC 8/11/25 12:42 AM - Planning

30 LETTERPRESS LETTERPRESS WC 8/11/25 12:42 AM - Planning

40 PACKAGING PACKAGING WC 8/11/25 12:42 AM - Planning

Resources

COMPOSIT... COMPOSIT...

Operations

Search offset Clear

OFFSET OFFSET

Create a Make to Order Work Definition

1. On the *Work Definition* page, click the **Task** icon.
2. Select **Manage Work Definitions**.

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

1

2

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

3. Select the **Plus (+)** icon to add a new **Work Definition**.

Manage Work Definitions

Search

Product

Work Definition

Search Results

Actions View Format

Item Description Structure Name Name Type Version Production Priority Costing Priority Start Date End Date

4. In the *Item* field, input the **item number**.
5. For MTO orders, the *Structure Name* field will **remain blank** because no item structure is defined.
6. In the *Name* field, select **Main** from the drop-down list.

Create Work Definition

☒ New work definition ☐ Existing work definition

Product

Work Definition

Type Standard

* Version 1

* Start Date 8/11/25 12:47 PM

* Production Priority 1

Back Next Save and Edit Cancel

7. In the **Warning** pop-up window, click **Yes**.

Warning

If an item structure is required, you must specify the structure name now. You can't specify it after the work definition is created. Do you want to continue? (WIS-4440537)

Yes No

8. Select the **Plus (+)** icon and begin adding additional *Operations*.
 - 8a. *Confirm Referenced* field **displays a dash** for all operations.
 - 8b. The last operation should be marked as a *Count Point* operation.

Create Work Definition

Work Definition Name: Main Version: 1

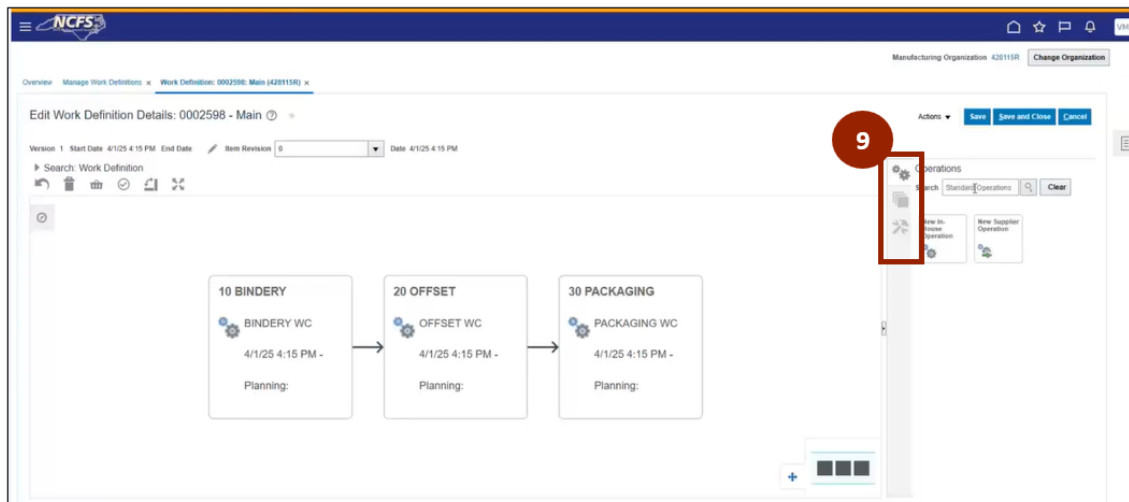
Operations

Sequence	Code	Ref	Operation Type	Name	Work Center	Start Date	End Date	Count Point	Automatically Transact	Operation Yield	Cumu
10	BINDERY	-	In-house	BINDERY	BINDERY WC	8/29/25 9:41 AM			☒	1	
20	COMPOSITION	-	In-house	COMPOSITI	COMPOSITION WC	8/29/25 9:41 AM			☒	1	
30	LETTERPRESS	-	In-house	LETTERPRE	LETTERPRESS WC	8/29/25 9:41 AM			☒	1	
40	PACKAGING	-	In-house	PACKAGING	PACKAGING WC	8/29/25 9:41 AM			☒	1	

Back Next Save and Edit Cancel

9. You are now returned to the **Edit Work Definition Details** page.

Note: You'll observe that the *Task* pane on right side now displays only three icons, reflecting the absence of an item structure.



10. Select the **Operations** icon.
11. Search for the appropriate operation in the *Search* bar and drag to add to work definition

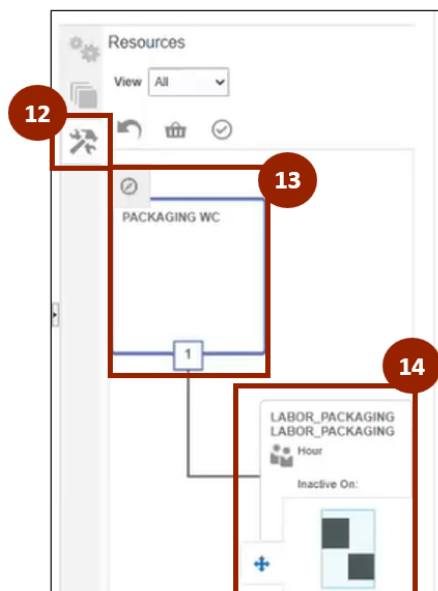
Note: Only *Operations* available for the plant being viewed will be available to add.



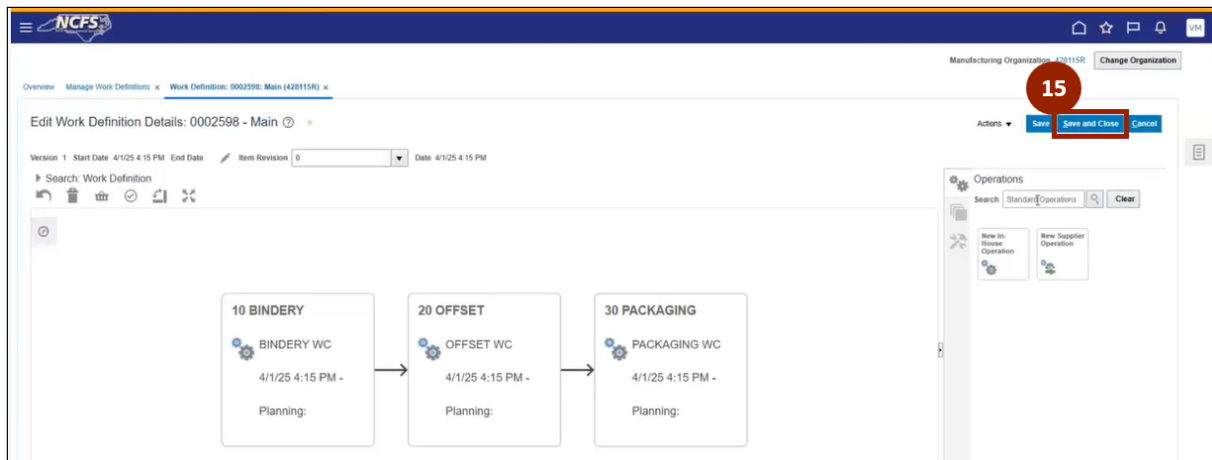
12. Select the **Resources** icon.

13. Select the **appropriate Resource**.

14. Drag the **Resource** to the appropriate **Work Definition**.



15. Once you are back at the **Edit Work Definition Details** page and all information has been entered and reviewed, select **Save and Close**.



Wrap-Up

NCFS users can ***create work definition*** using the steps above.

Additional Resources

Instructor Led Training (ILT)

- MFG104 - Maintain Production Data