



# UPDATE 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 **update Work Definition** in the North Carolina Financial System (NCFS).

### Introduction and Overview

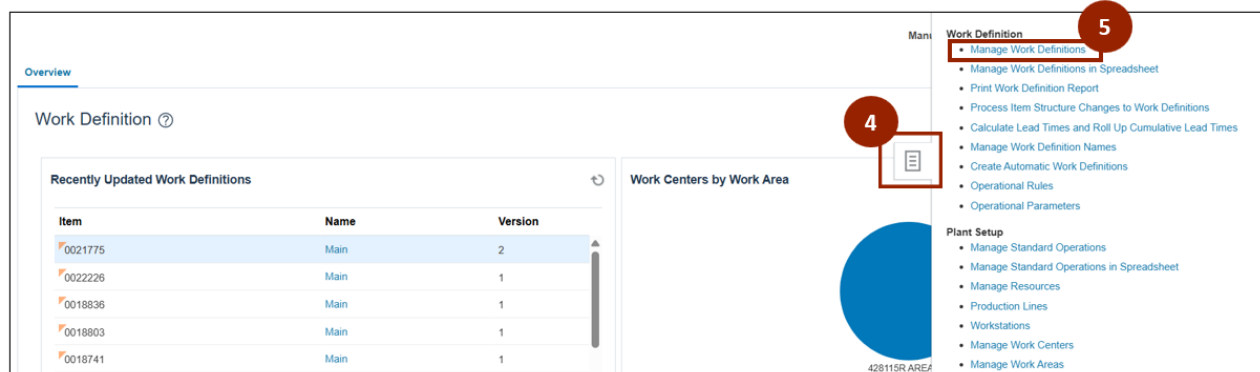
This QRG covers the process to revise work definitions and make minor updates within NCFS.

### Update Work Definition

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. Click the **Manage Work Definitions** task.



- 6. From the **Manage Work Definitions** screen, in the *Item* field, input the **Item Number**.
- 7. Click the **Search** button.

Manage Work Definitions

Search

Product

Item: 0017581

Structure Name

Work Definition

Name

Version

Work Definition As-of Date: m/d/yy h:mm a

Production Priority

Search Reset Save...

- 8. Once the *Work Definition* populates, the *Item Description* displays and shows which *Work Definition* is created.
- 9. In the *Name* field, click **Main**.

Manage Work Definitions

Search Results

| Item    | Item Description                    | Structure Name | Name | Type     | Version | Production Priority | Costing Priority | Start Date      | End Date |
|---------|-------------------------------------|----------------|------|----------|---------|---------------------|------------------|-----------------|----------|
| 0017581 | SHIRT POLO CRV STAFFL/S RED 7X 6/BX | Primary        | Main | Standard | 1       | 1                   |                  | 6/24/25 6:23 AM |          |

- 10. Once the **Edit Work Definition** screen displays for the item, click the **Edit** icon to edit work definition details.

Edit Work Definition Details: 0017581 - Main

Version 1 Start Date 6/24/25 6:23 AM End Date 6/24/25 6:23 AM Item Revision 0 Date 6/24/25 6:23 AM

Search: Work Definition

Item Structure: Primary

0017581 SHIRT POLO CRV STAFFL/S RED 7X 6/BX

0016651 RM, SHIRT, POLO, NON-...

0013330 WHITE FUSIBLE SLIT SL...

0004986 3/16" WIDE UNBLEACHE...

10 GARMENT SEWING

GARMENT SEWING WC

6/24/25 6:23 AM -

Planning:

20 EMBROIDERY

EMBROIDERY WC

6/24/25 6:23 AM -

Planning:

30 QUALITY/PACKING

QUALITY AND PACKAGING WC

6/24/25 6:23 AM -

Planning:

- 11. Edit the appropriate *Attributes*.
- 12. If you need to add **Work Instructions**, select the **Add** icon in the *Attachments* field.
- 13. Click the **OK** button.

11

12

13

- 14. Once returned to the *Edit Work Definition Details* page and all necessary items have been modified, click **Save and Close**.

14

Create a New Version of a Work Definition

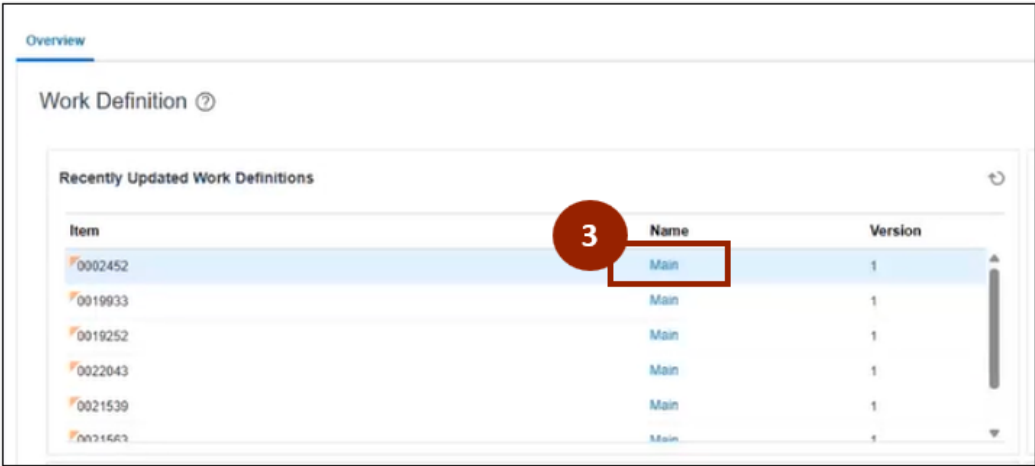
- 1. Begin from the **Home** page or click the **Home** icon.



- 2. On the **Home** page, select **Work Definition**.

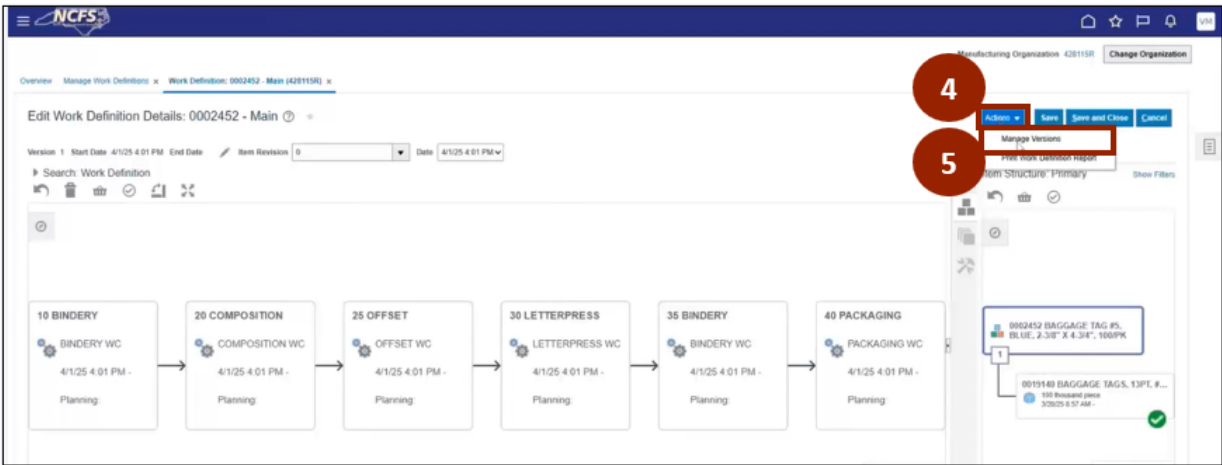


- 3. Select the appropriate *Version* to open by clicking the **Main** link.  
**Note:** All versions will appear in the *Recently Updated Work Definitions* area, on the **Work Definition** page.



- 4. On the **Edit Work Definition Details** page, click **Actions**.

5. Select **Manage Versions** from the drop-down list.

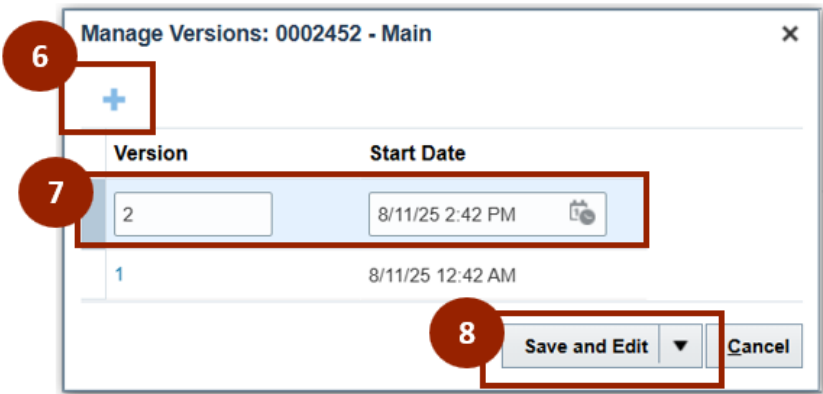


6. Click the **Add** icon.

7. The next version number will populate with a date and time.

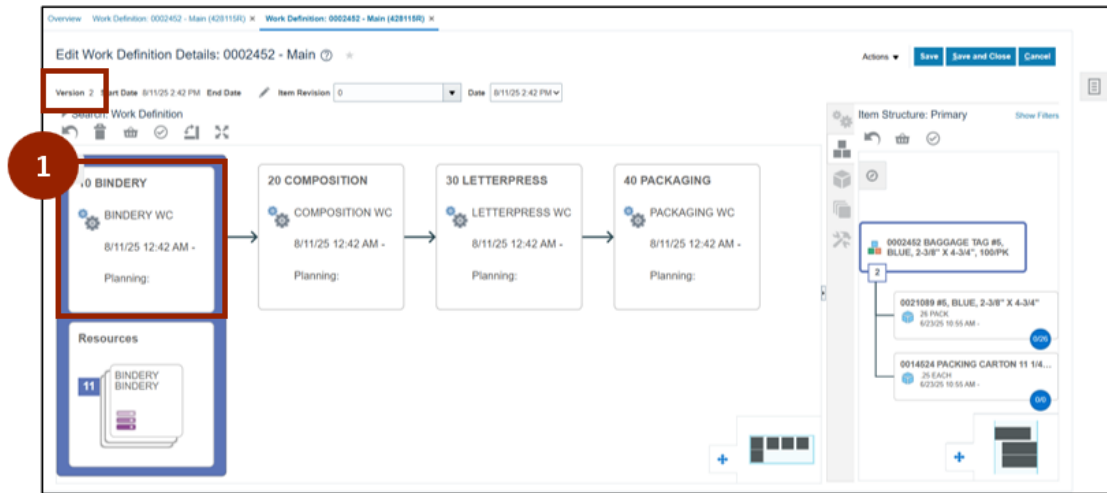
8. Click **Save and Edit**.

**Note:** Previous versions will be end dated and all new *Work Orders* will refer to the new work definition revision.



## Delete a Standard Operation from a Work Definition

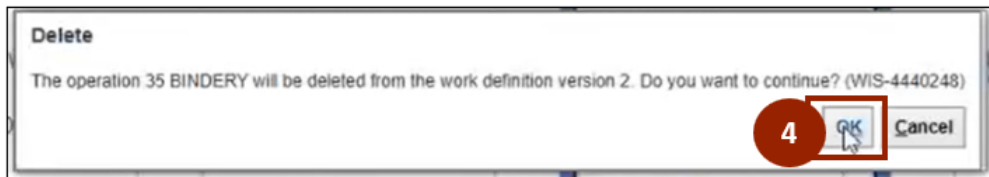
1. To delete a *Standard Operation*, navigate to the **Edit Work Definition Details** page and select the appropriate *Operation*.



2. Once the notification populates, select **Actions**.
3. Select **Delete**.

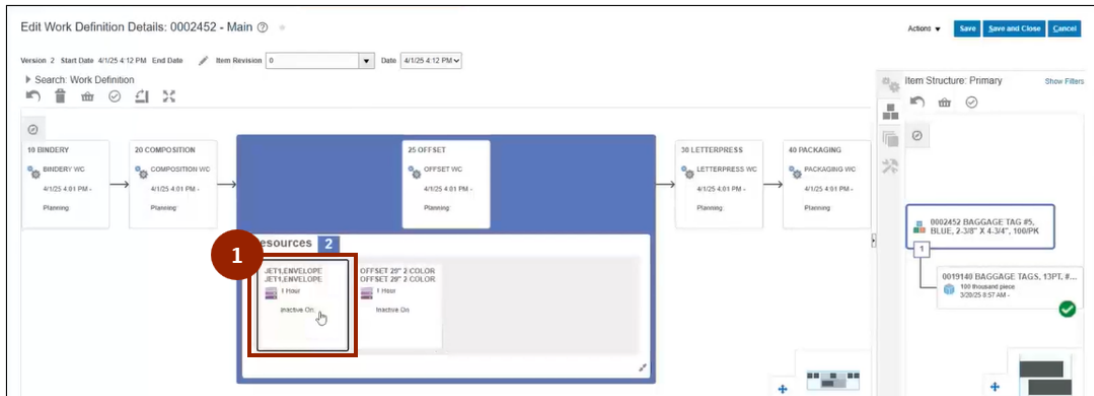


4. Once the **Delete** notification populates, select **OK**.  
**Note:** Once the *Operation* is deleted, all the resources and material tied to that *Operation* will be deleted from the *Work Definition*.

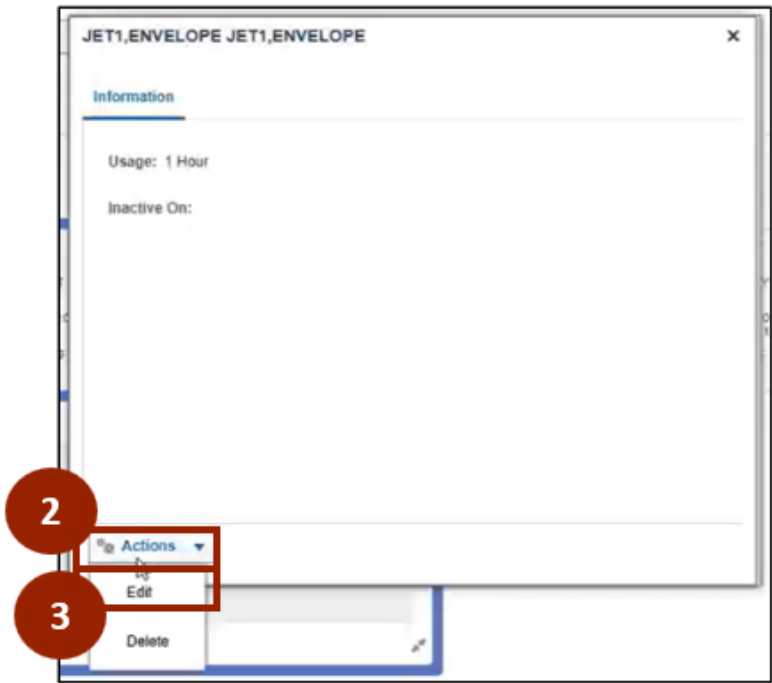


## Modify Resources Aligned to Operations

1. To modify *Resources*, navigate to the **Edit Work Definition Details** page double-click the appropriate **Resource** to open it.



2. On the pop-up, select **Actions**.
3. Select **Edit**.



4. Edit the **desired fields** (For example: *Sequence* or *Attachments*).

**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.

5. Select **OK**.

**4**

**Edit Operation Resource**

|                |            |                                                     |             |
|----------------|------------|-----------------------------------------------------|-------------|
| Operation      | 10 BINDERY | * Scheduled                                         | Yes ▾       |
| * Sequence     | 10         | <input type="checkbox"/> Principal                  |             |
| Resource       | BINDERY    | Charge Type                                         | Automatic ▾ |
| Resource Code  | BINDERY    | Equipment Profile                                   | ▾           |
| Units Assigned | 1          | Activity                                            | ▾           |
| * Basis        | Variable ▾ | <input checked="" type="checkbox"/> Costing enabled |             |
| * Usage        | 1          | Inactive On                                         |             |
| Inverse Usage  | 1          | Attachments                                         | None +      |
| UOM            | Hour       | Alternates                                          | None +      |

**5**

**OK** **Cancel**

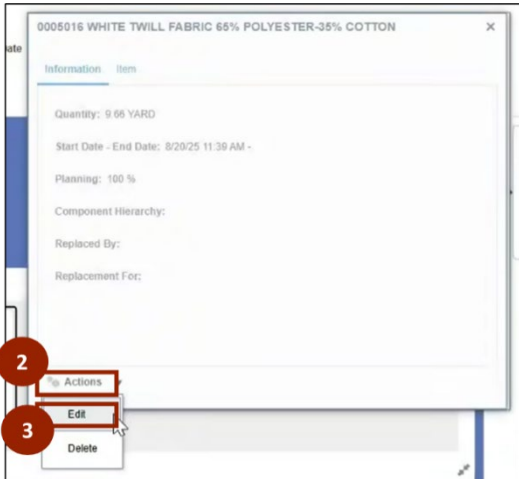
## Modify Raw Materials Aligned to Operations

1. On the **Edit Work Definition Details** page, double-click an **Item** to modify quantity.

**1**

2. Select the **Actions** drop-down.

3. Select **Edit**.



4. In the *Quantity* field, input the quantity.

5. Select **OK**.

**Edit Operation Item**

Operation 10 CUTTING WORK

Supply Type Assembly pull

\* Sequence 37632

Supply Subinventory WIP428146R

Item 0005011

Supply Locator

Item Description ORANGE POLY COTTON TWILL FABRIC, 65% POLYESTER, 35

Start Date 6/23/25 10:55 AM

Find Number 1

End Date

Basis Variable

Example format: ##0.###

Quantity value can be negative if work definition type is Transform or Rework

\* Quantity 2.22

\* Inverse Quantity 0.45045

UOM YARD

Item Yield 1

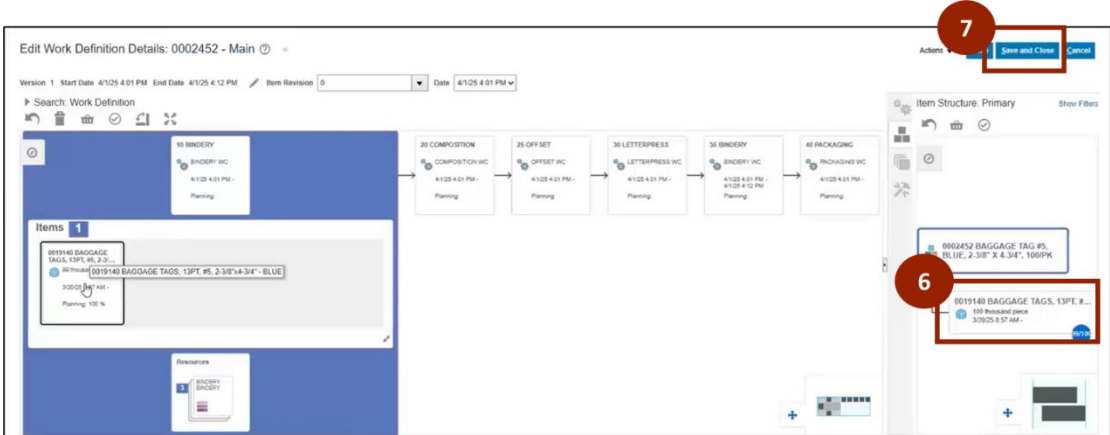
Attachments None

Substitutes None

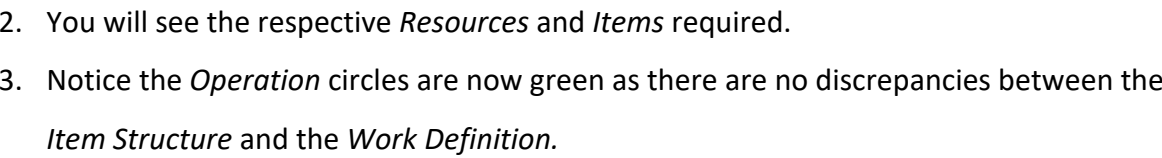
5 OK Cancel

6. The status indicator circle will not appear green if differences are present.

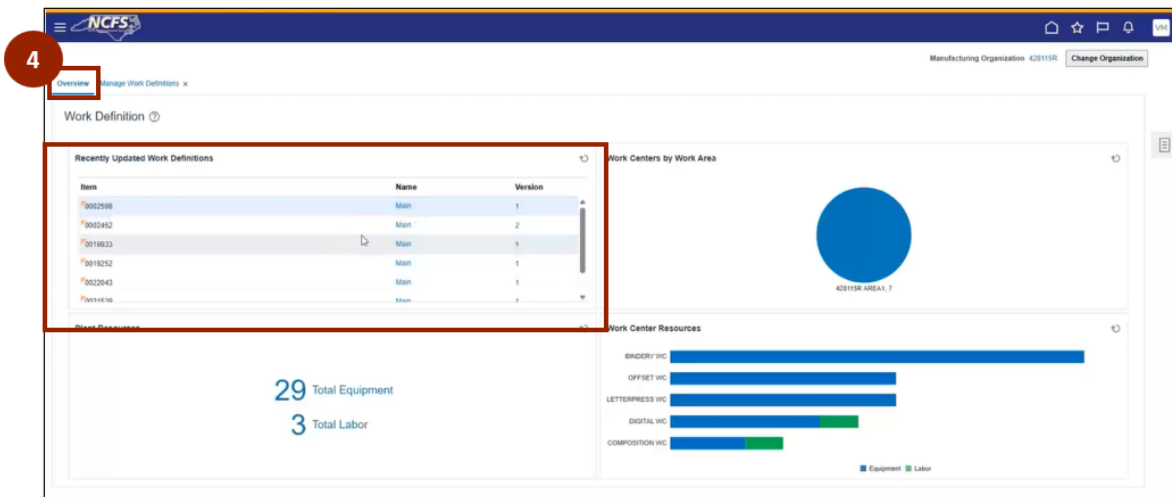
7. Click **Save and Close**.



1. From the **Work Definition** page, navigate to the active/latest *Version* to open by clicking the **Main** link.



4. On the **Work Definition** page, select the **Overview** tab.



## Wrap-Up

NCFS users can **update work definitions** using the steps above.

## Additional Resources

### Instructor Led Training (ILT)

- MFG-104 Maintain Production Data