CREATE, EXECUTE, COMPLETE, AND CLOSE WORK ORDERS

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, execute, complete and close work orders*** in the North Carolina Financial System (**NCFS**).

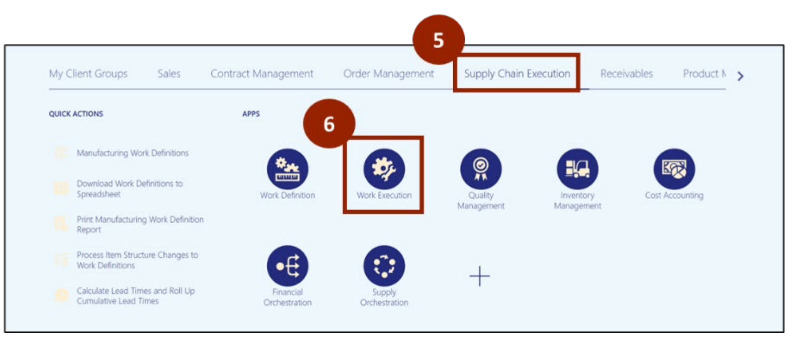
Introduction and Overview

This QRG covers the process of ***creating, executing, completing, and closing work orders***. Work orders are specific jobs created when customers make a purchase to manufacture all items related to that purchase.

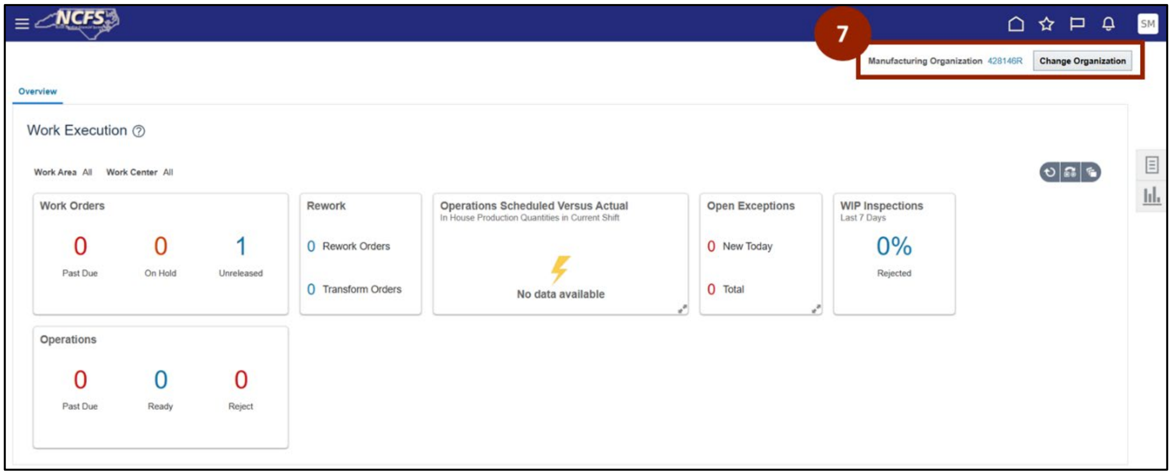
Create Work Order

To create a work order in NCFS, please follow the steps below:

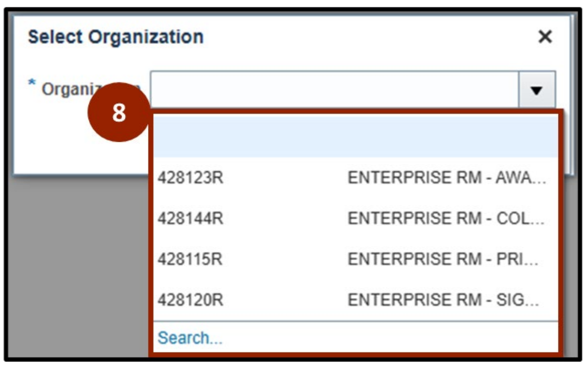
1. Click the **Company Single Sign-On (SSO)** button.
2. Enter your **dac.nc.gov** email address.
3. Click **Next** then enter **password.**
4. Navigate to the ***Home*** page.
5. While on the ***Home*** Screen, in the center section, navigate to the **Supply Chain Execution** tab.
6. In the **Supply Chain Execution** tab, click on **Work Execution.**

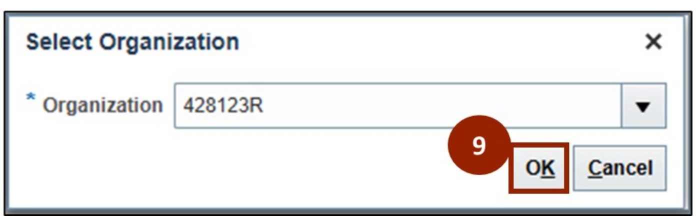


7. Verify the *Manufacturing Organization* information is correct.
    - If it is incorrect, the user can change the *Manufacturing Organization* by clicking **Change Organization.**



8. In the **Organization** drop-down, select the appropriate **Manufacturing Organization** (plant).
9. Click **OK.**

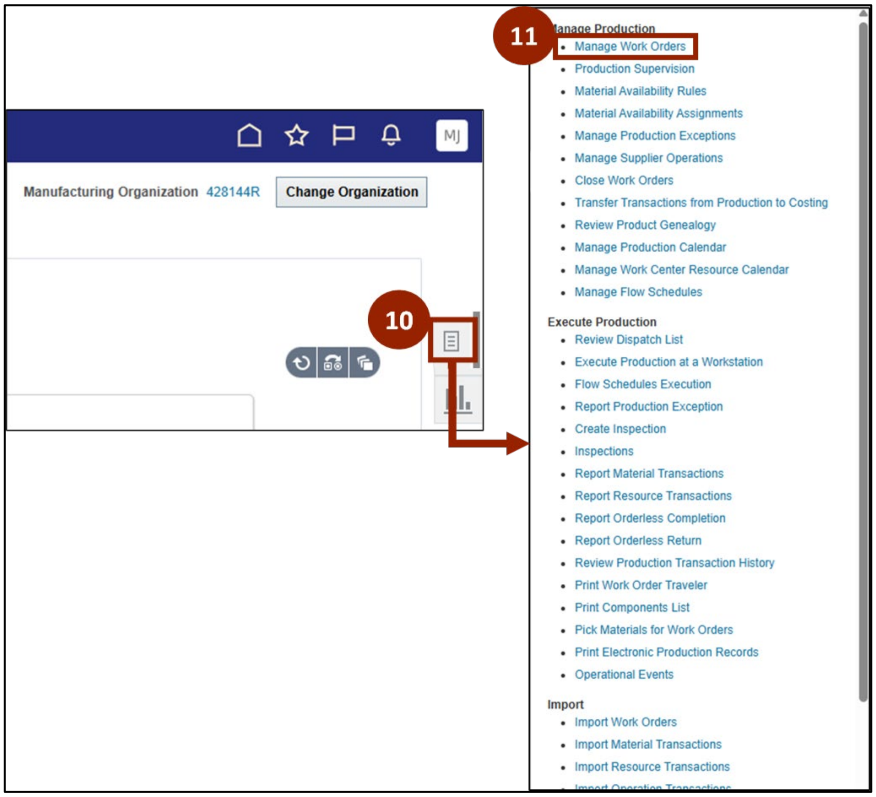




10. On the right-hand side of the screen click on the **Task** icon.

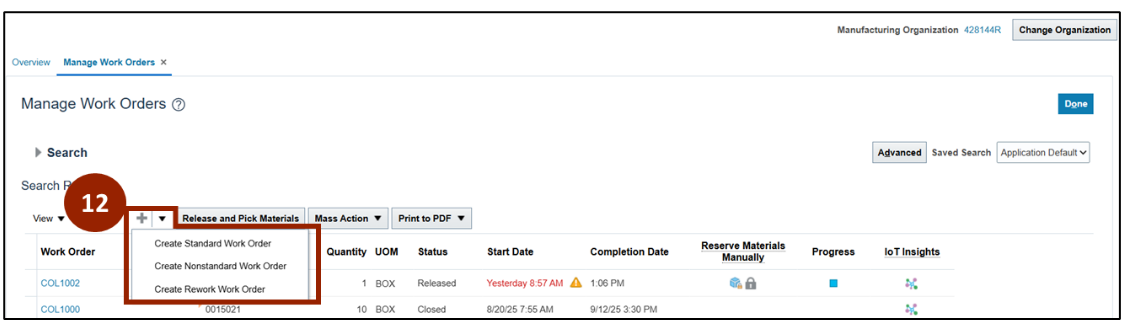
    Note: The Tasks that appear on the menu will be based on user access and may differ than what is shown in the screenshot.

11. In the *Task* pane that opens, select **Manage Work Orders.**



12. On the ***Manage Work Orders*** page, click the **Plus (+)** icon to create a manual Work Order.

- To create a Standard Work Order, click on the **Plus (+)** icon and select the **Standard Work Order** from the list.
- A **Standard Work Order** can be created for a product with a Work Definition.
- If the Work Definition is not present, **Non-Standard Work Order** or **Rework Work Order** must be selected.
- For **MTS Products**, work with your Plant/General Manager to set up the Work Definition.

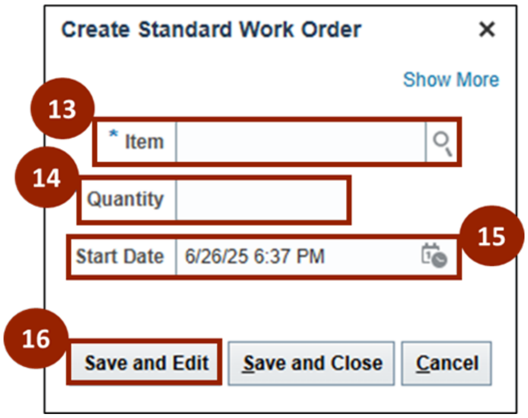


13. Enter the **Item number.**

14. Enter the **Quantity** needed.

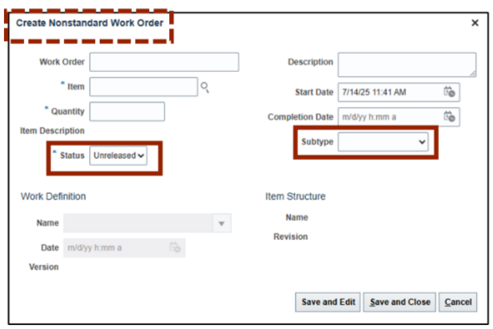
15. Enter the **Start Date** for production.

16. When finished, click **Save and Edit.**

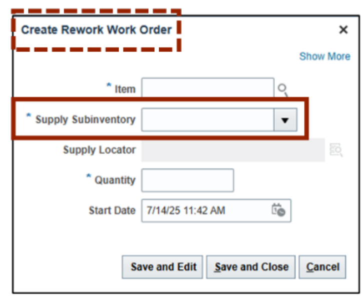


There are three additional fields required for **Nonstandard** and **Rework Work Orders.**

- For *Nonstandard* Work Orders user must also include the *Status* and *Subtype.*
- For *Rework* Work Orders user must also include *Supply Subinventory.*

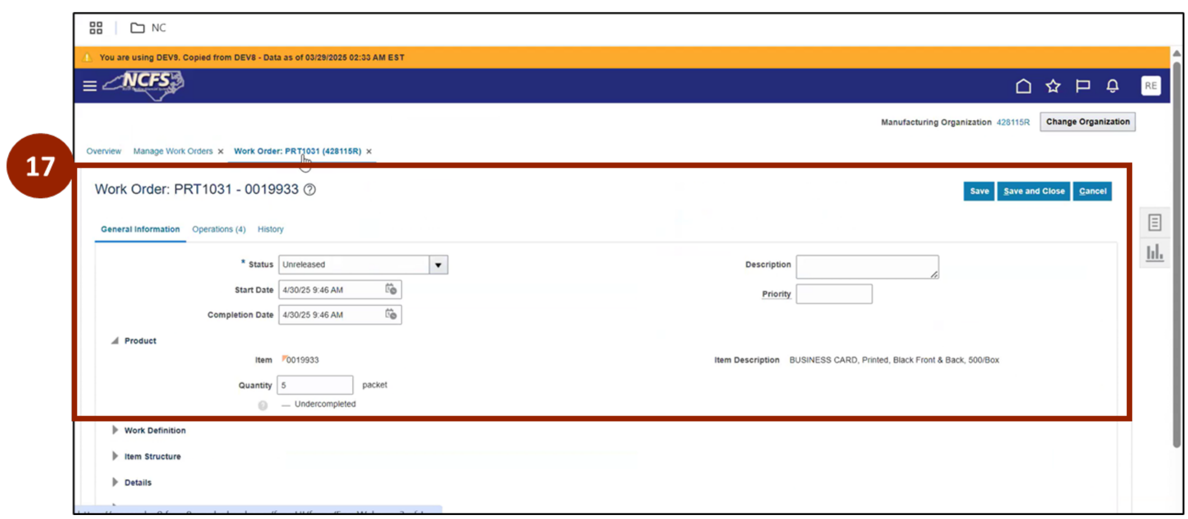


Nonstandard Work Order



Rework Work Order

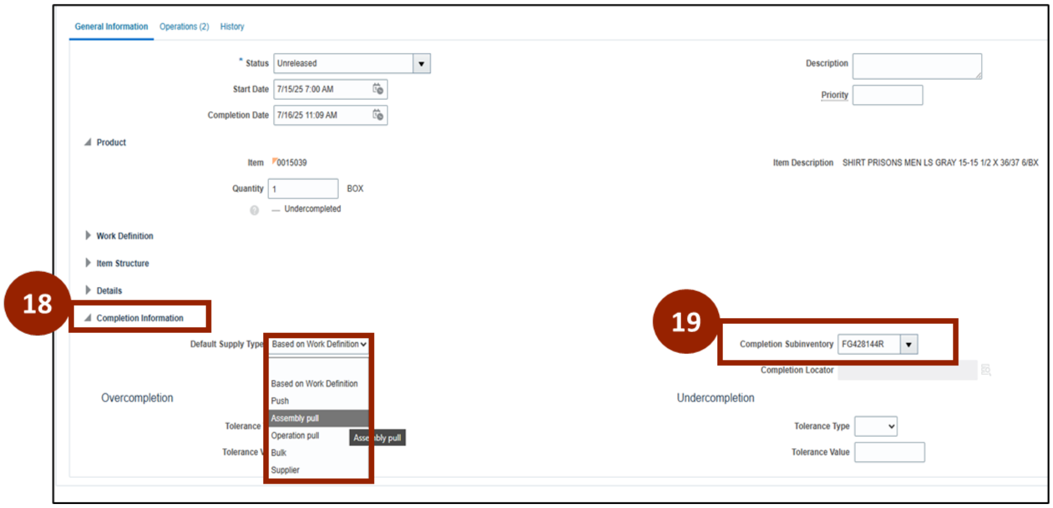
17. User will see the **Work Order** information.



18. Under *Completion Information*, click the **arrow on the left** to expand the information shown.

19. Review the *Completion Subinventory* in the drop-down. This field will be defaulted to select the appropriate location based on the plant selected.

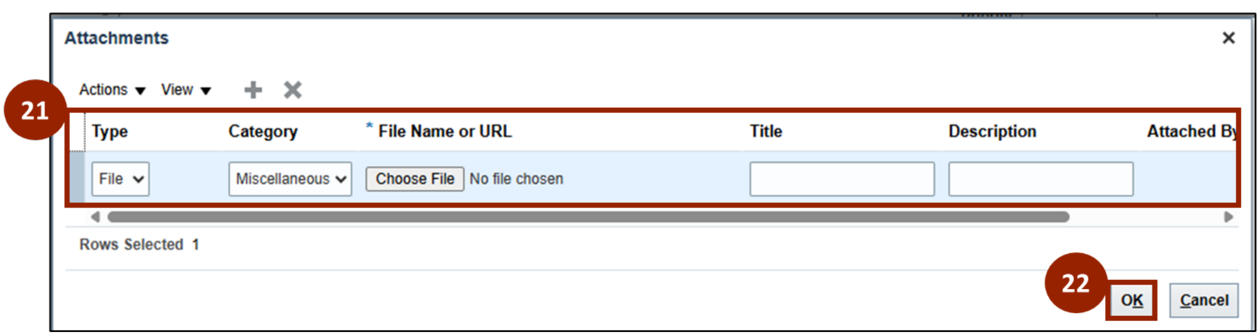
    Note: *Supply Type* needs to be *Assembly Pull* for all order types.



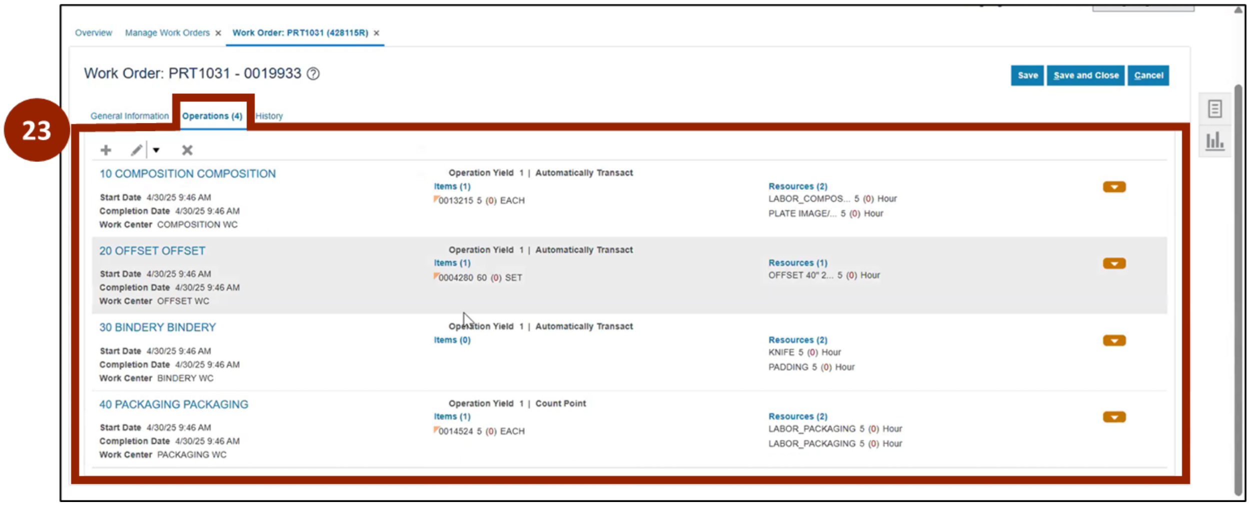
20. To add an attachment, on the **General Information** tab, under the *Details* section, select the **+** icon next to **Attachments.**

21. Enter the **Attachment** details such as **Type, Category, File Name or URL, Title** and **Description.**

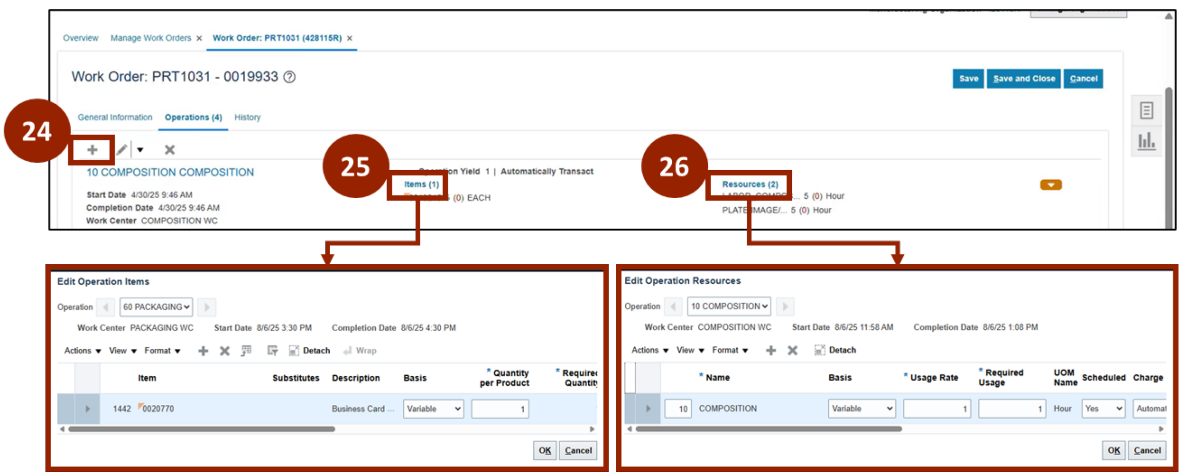
22. Click **OK** when done.



23. The **Operations** tab will show the Work Definitions selected for the *Item* (product) and Work Order.
    Note: Review Raw Materials and Resources as needed.

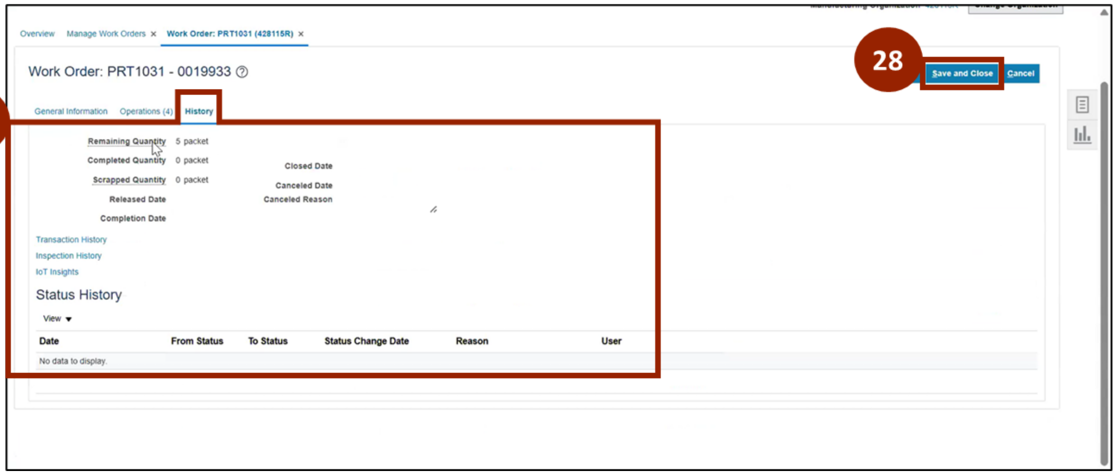


24. To add an Operation, select the **+** icon.
25. To add an Operation Item, select the **blue Items link** for the Work Order.
26. To add *Resources*, select the blue **Resources link** for the Work Order.

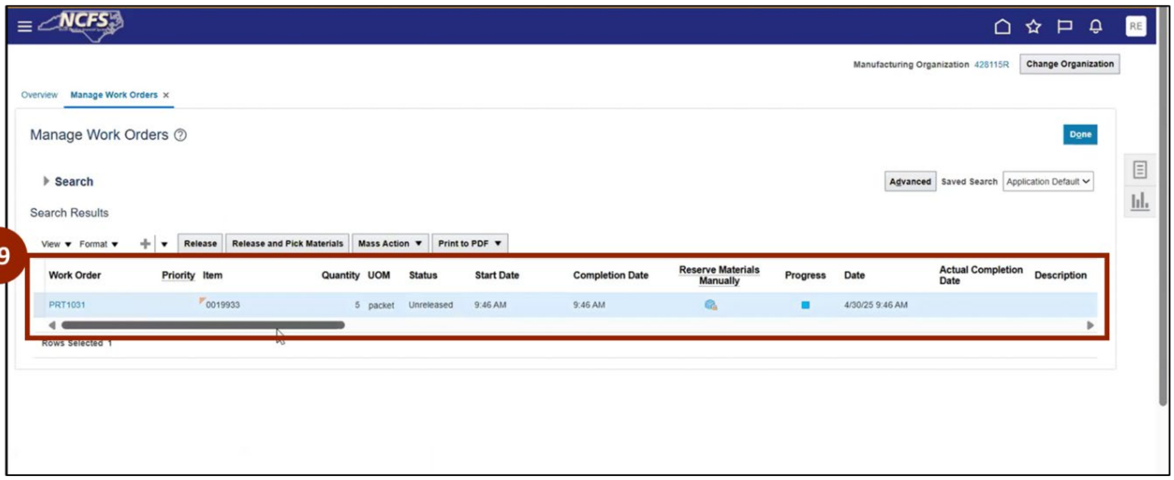


27. The **History** tab will show you the **Remaining Quantity, Completed Quantity,** and **Scrapped Quantity.**
    Note: As you complete the Work Order, other details will populate, such as **Completed or Scrapped Quantity.**

28. Click **Save and Close** when finished.

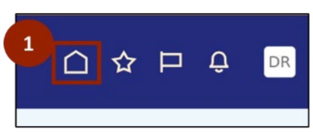


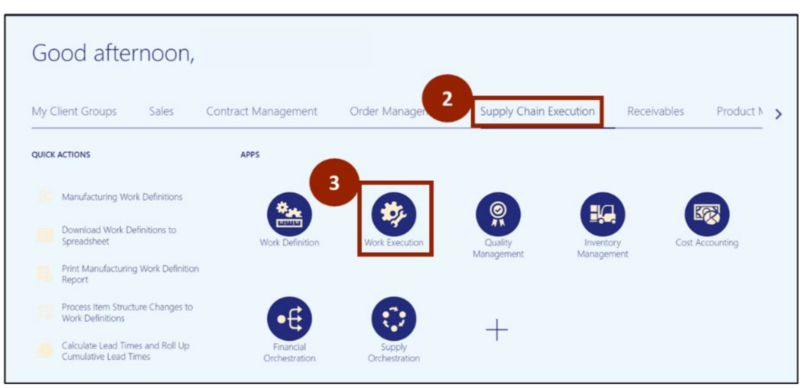
29. After a Work Order is created, users can **view all created Work Orders** on the ***Manage Work Orders*** page.



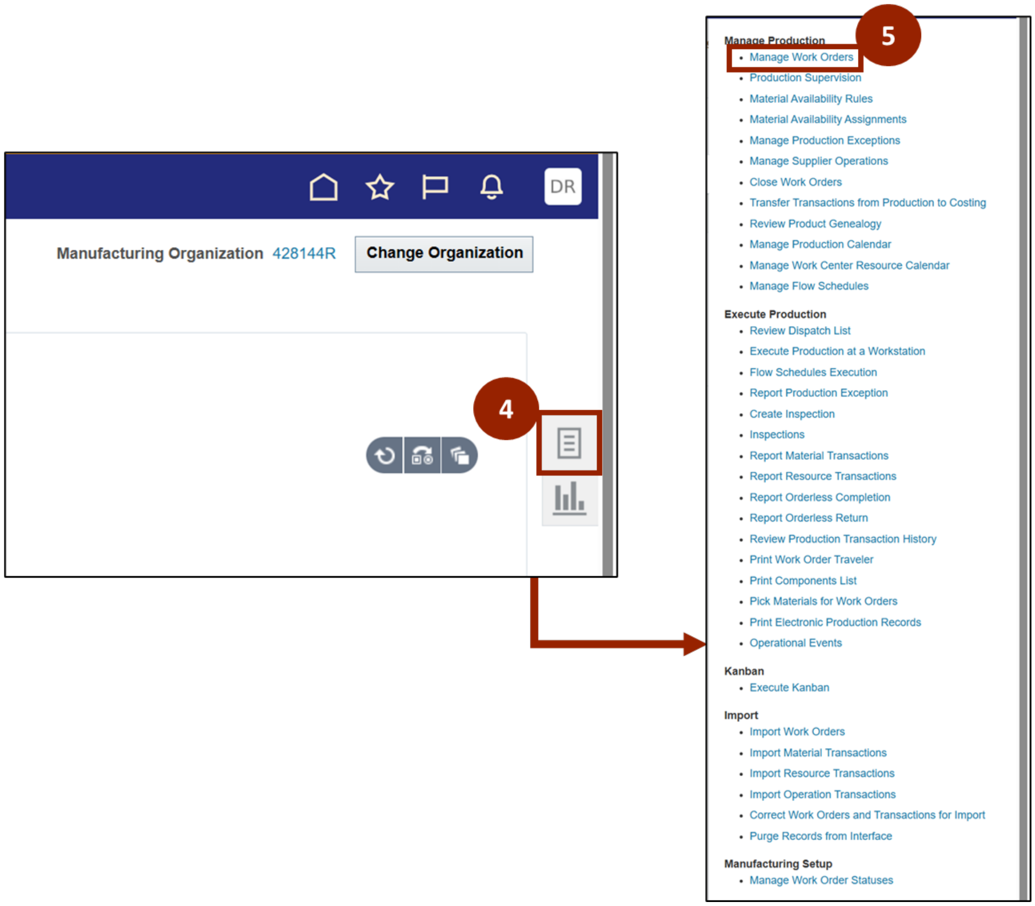
Execute Work Order

1. Navigate to the ***Home*** page.
2. From the ***Home*** page click on the **Supply Chain Execution** tab.
3. Click on **Work Execution.**

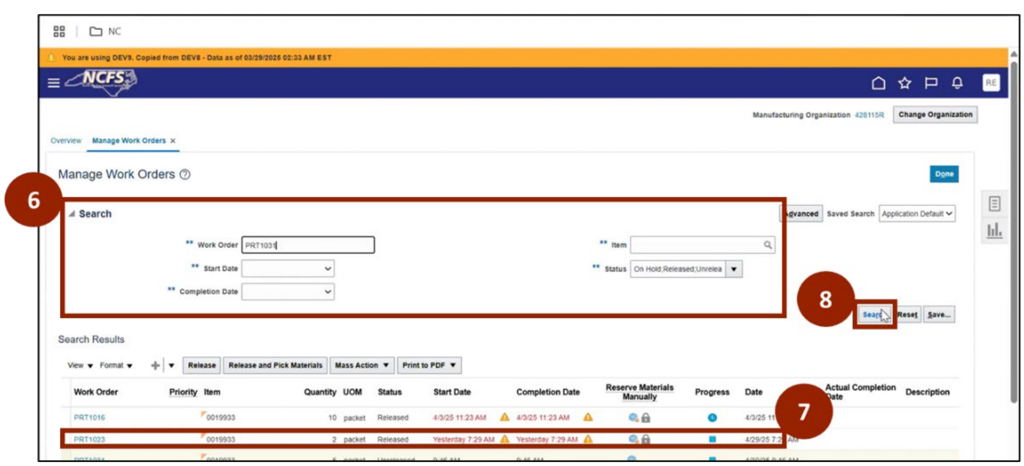




4. On the ***Overview*** page, click the **Task** icon on the right-hand side of the screen.
5. In the pop-up, click **Manage Work Orders.**

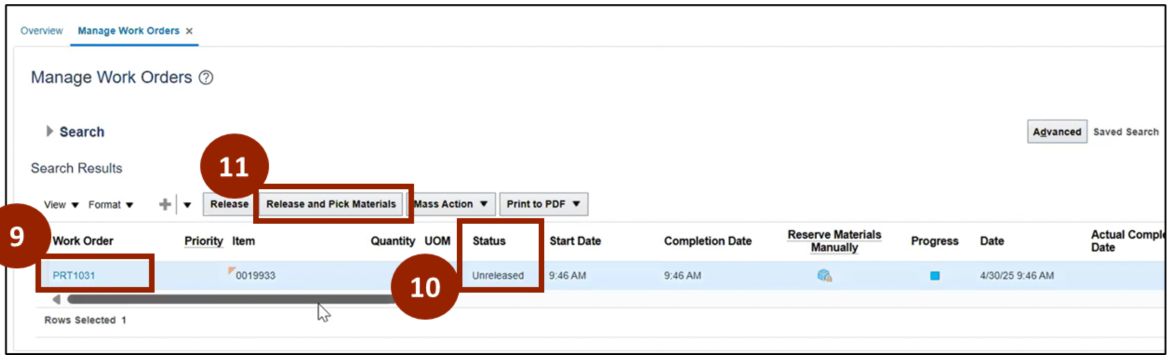


6. Enter the **Work Order information** to narrow down the search for the Work Order to execute.
7. Highlight the **work order** to execute.
8. Click **Search.**

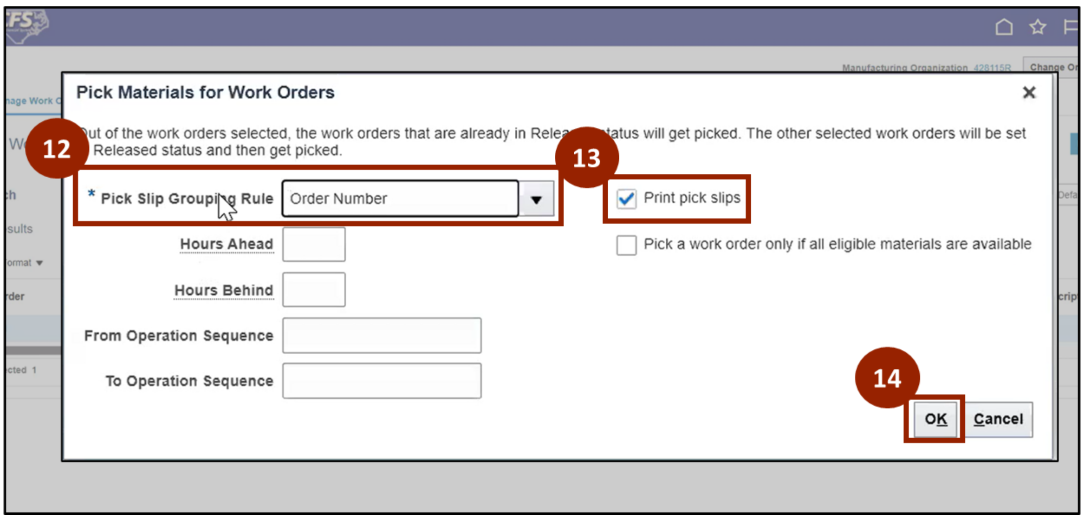


9. Click on the **Work Order** to execute.
10. Under **Status**, user can view the status of the Work Order.

11. Click **Release and Pick Materials.**



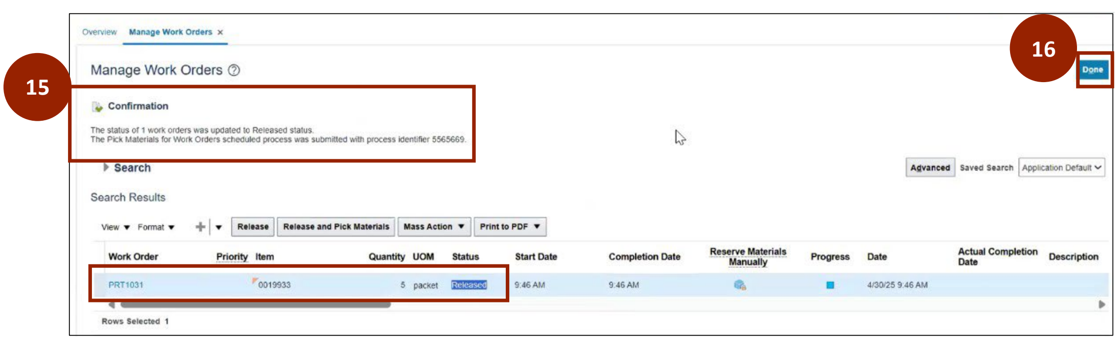
12. In the ***Pick Materials for Work Orders*** pop-up, select **Order Number** in the *Pick Slip Grouping Rule* drop-down menu.
13. Ensure the checkbox for **Print pick slips** is checked for the pick slip to be automatically generated.
14. Click **OK** when finished.



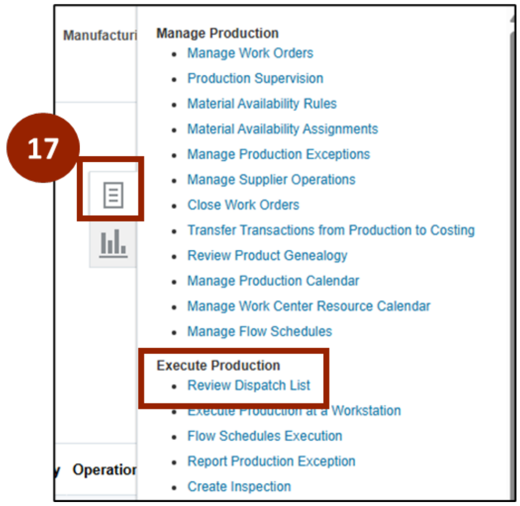
15. A ***Confirmation*** message will appear confirming that the Work Order has been released for production.

    Note: Write down the process ID number.

16. Click the **Done** button to return to the ***Work Execution Dashboard*** screen.

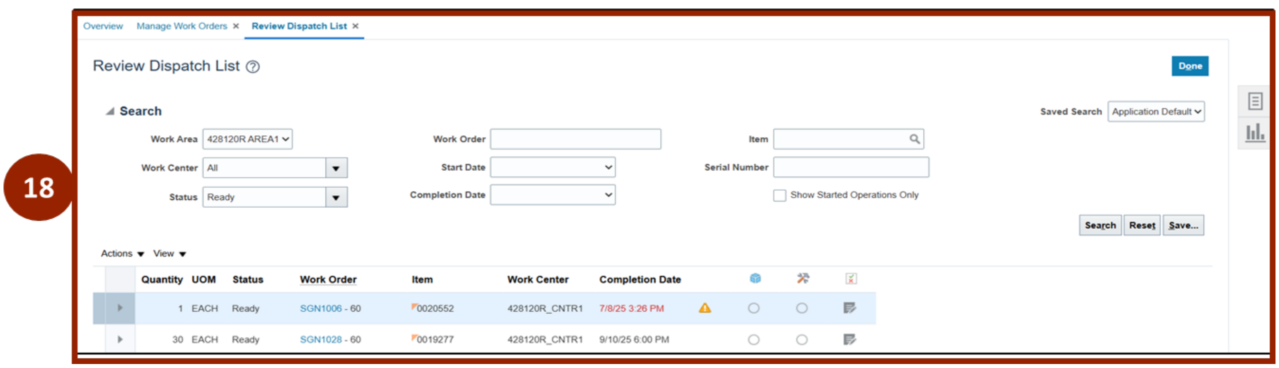


17. To view Work Orders in the **Dispatch** List, navigate to the **Task** icon and under *Execute Production* select **Review Dispatch** List.



18. Any Work Order that has been released for production will be shown on the **Review Dispatch** List.

    Note: As previous operations are automatically transacted, the system marks those operations as complete. The system then awaits manual completion of the last operation for each released Work Order before closing the Work Order.



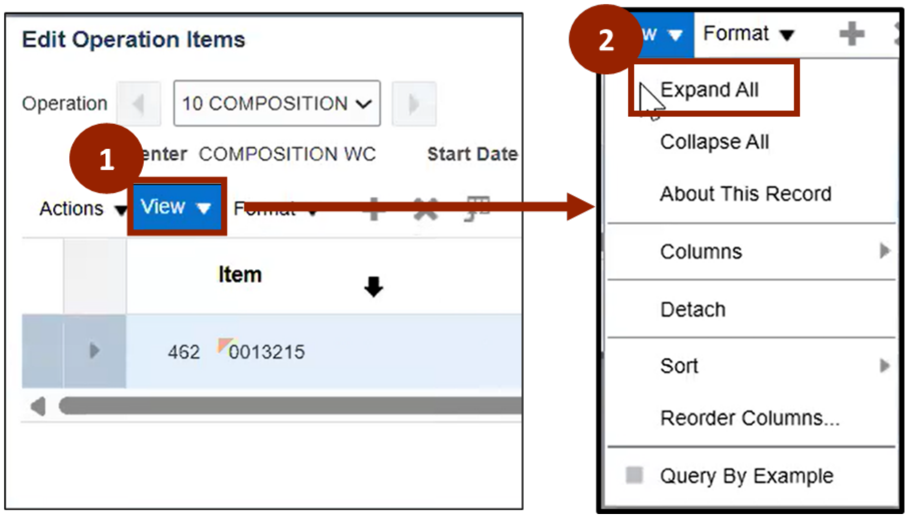
Manufacturing Picking Process

Once the Work Order is released for production and the physical movement of raw materials has taken place, the plant manager can track the status of both the Work Order and material movement in this system.

This provides real-time visibility into production progress and inventory updates.

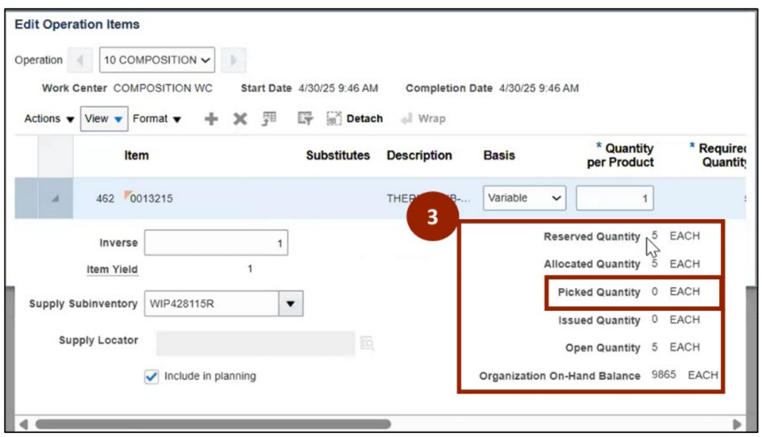
1. To view all the information regarding the item, click on the **View** button. A drop-down menu will appear.

2. Click on **Expand All** in the drop-down menu to expand the information of the item.



3. On the right-hand side of the pop-up, users can see the different quantities for the *Item.*

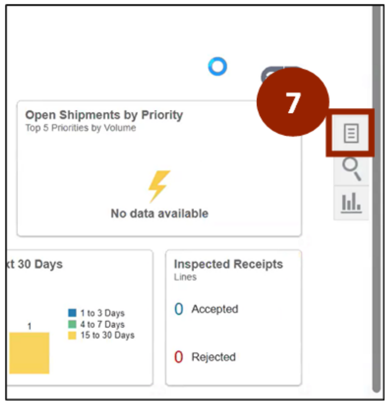
Note: The required quantity refers to the amount needed of a specific item to fulfill the quantity for the product.



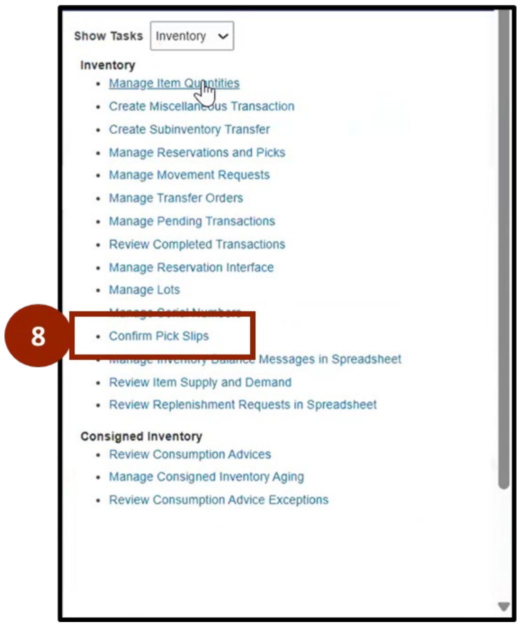
4. Navigate back to the ***Home*** page.

5. Click on the **Supply Chain Execution** tab.
6. Click on **Inventory Management.**

7. Once on the ***Inventory Management*** screen, click on the **Task** icon on the right-hand side of the screen.

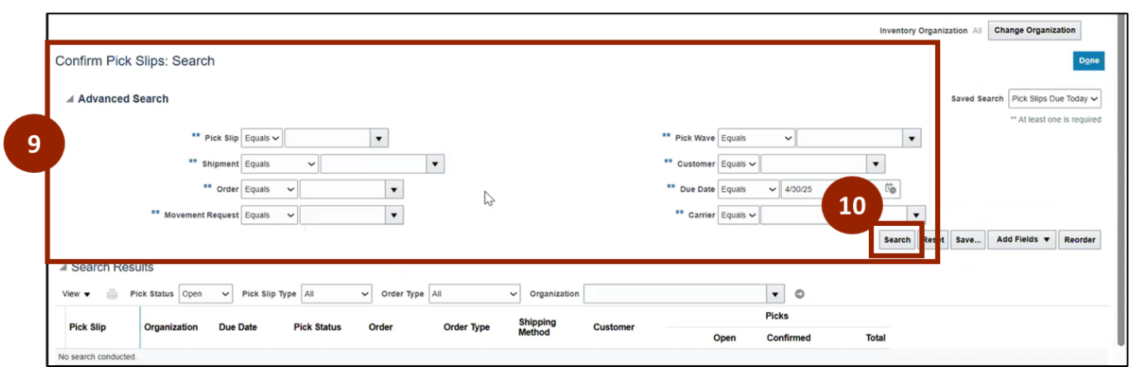


8. Under the *Inventory* options, click on **Confirm Pick Slips.**



9. In the ***Confirm Pick Slips: Search*** page, enter the **Pick Slip** information.

10. Click the **Search** button.

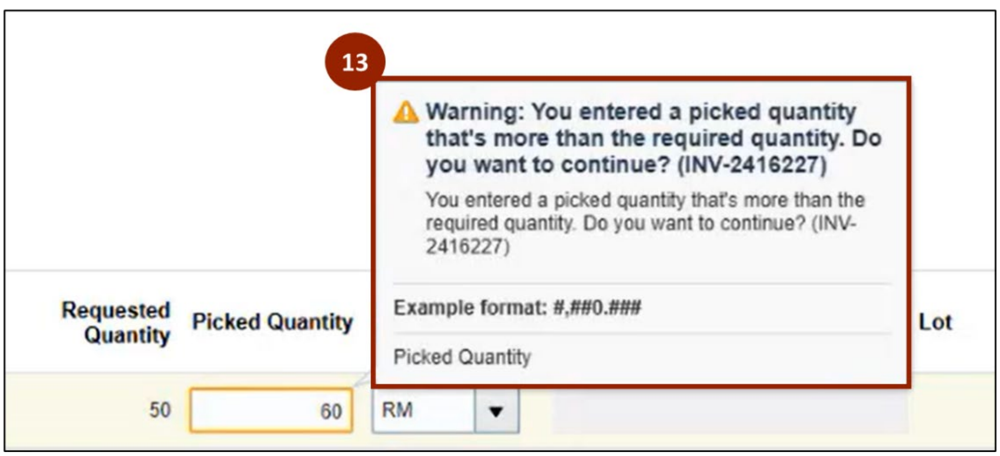


11. Click the **Pick Slip Number** of the Pick Slip to address.

12. Once ready to confirm the information is accurate, **check the box** next to each line item in the **Ready to Confirm** column.

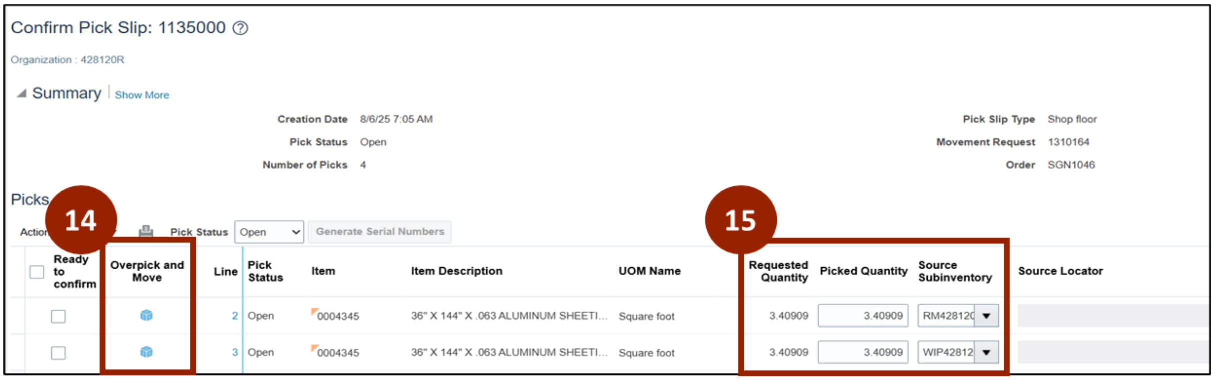
Note: If any raw material is unavailable or only partially available, it will not be fully included in the movement request. In such cases, the plant manager can initiate procurement of the required raw material using the Ariba Procurement system.

13. Please note that if a quantity in the *Picked Quantity* field that is higher than that of the *Requested Quantity* description is entered, a warning message indicating that you have picked more than the required quantity will be prompted.



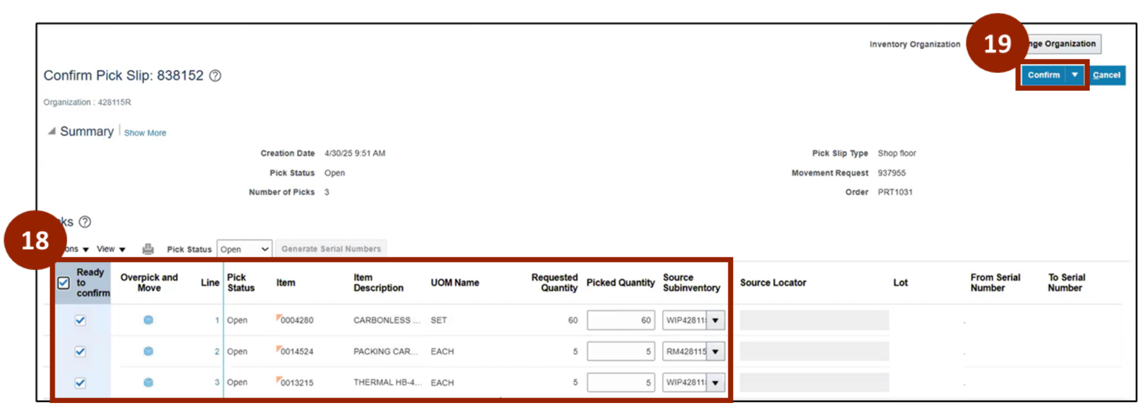
14. Record the quantity being moved from the warehouse (Rmxxxx subinventory) to the shop floor (WIPxxxx subinventory).
    - If the material is being moved in its entirety from RM subinventory and the quantity exceeds the requested amount, update the picked quantity to reflect the total quantity moved. In this case, perform an over-pick and move transaction.
    - If the material is being allocated from the shop floor (WIP), whether in full or as a fractional quantity, use the actual quantity needed for the allocation.

15. If you picked more items than the requested quantity, you can enter the information in *Overpick and Move* by clicking the **blue cube** icon. Once done, RM subinventory automatically flips to WIP subinventory.

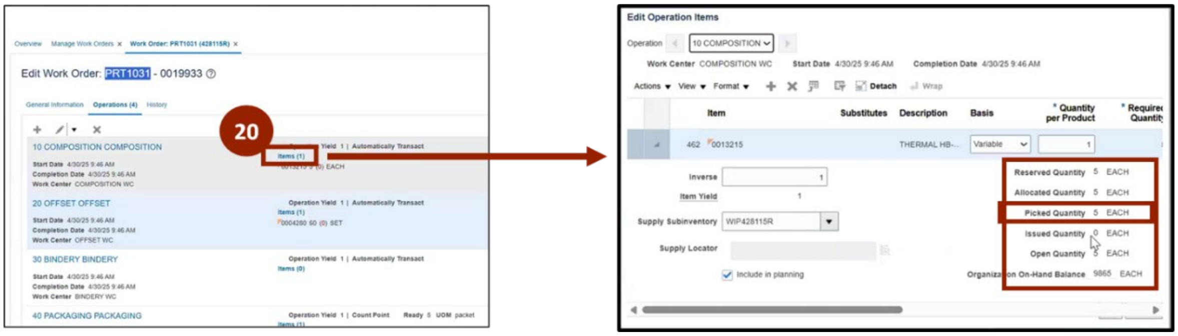


16. After the pop-up appears, confirm all the information is accurate.
17. Once finished, click the **Submit** button.

18. If your *Pick Slip* contains multiple items, ensure the *Picked Quantity* is accurate for each item and perform *Overpick and Move* if necessary.
19. Once all information is accurate and user has checked the **Ready to Confirm** boxes, click on **Confirm.**



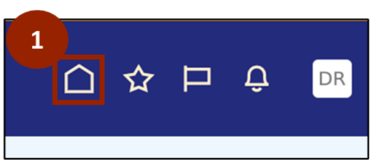
20. Once materials are confirmed, quantities will automatically update when user navigates back to the *Operations* section of the *Work Order* and click on the **Items blue** hyperlink. Plant Manager should be able to verify on Work Order.

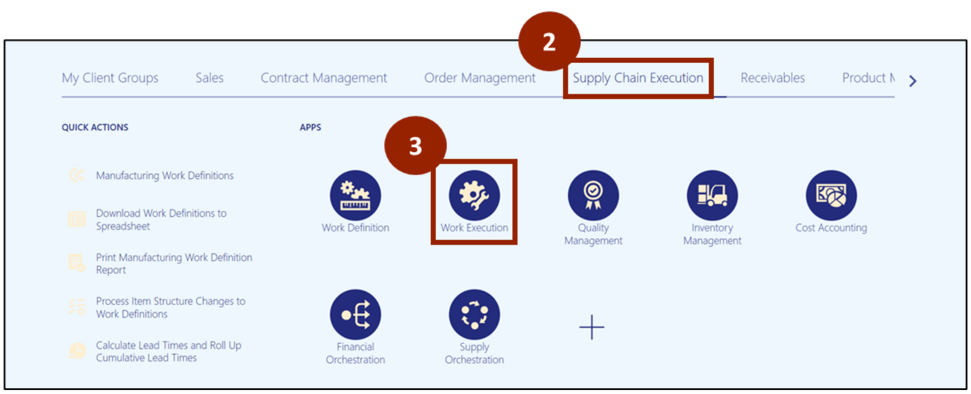


Complete and Close Work Order

Once production is complete and inspected in NCFS, follow the steps listed to complete and close a Work Order:

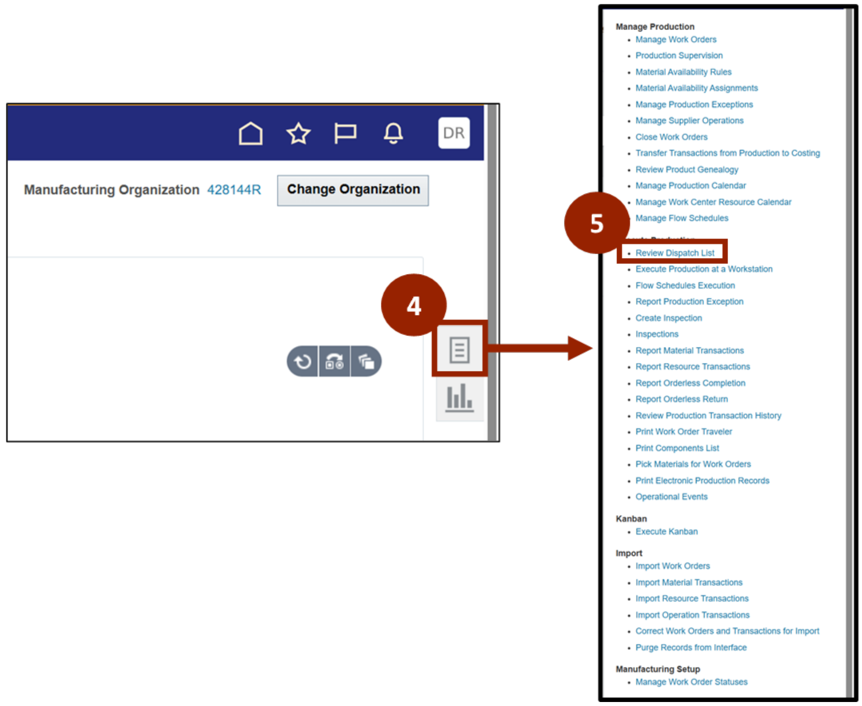
1. Navigate to the ***Home*** page.
2. Click the **Supply Chain Execution** tab.
3. Click on **Work Execution.**



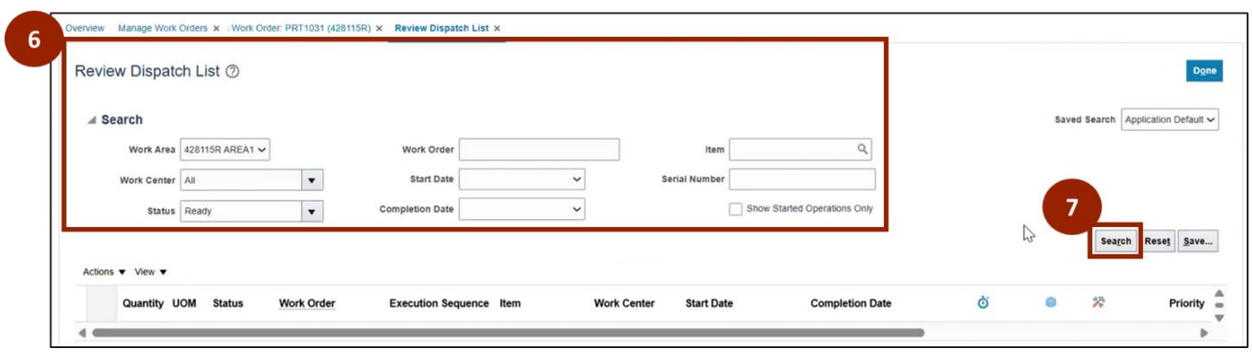


4. From the ***Work Execution*** page, click on the **Task** icon on the right-hand side of the screen.

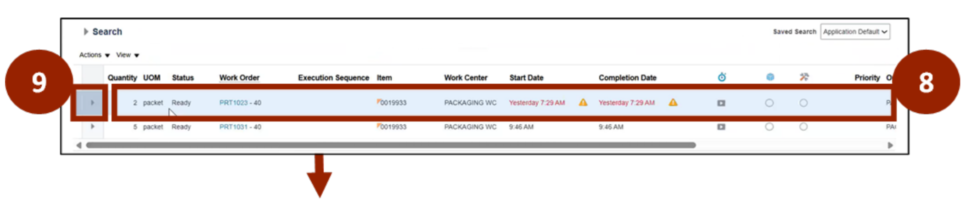
5. Select **Review Dispatch List**, located under the *Execute Production* section of the menu.



6. From the *Review Dispatch List*, enter the **information to locate the Work Order** you wish to complete or close.
7. Click the **Search** button.



8. Locate the **Work Order** you would like to complete and close, and select it by **clicking on that row**, which will highlight it in blue.
9. On the left side of that row, click the **arrow**, this will expand the row to show more information.



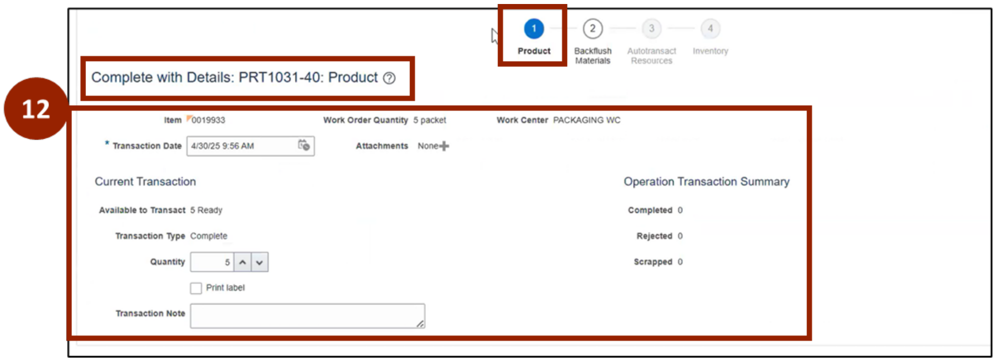
10. Please enter the **number of units were completed, rejected,** or **scrapped**. You will be able to report one at a time.

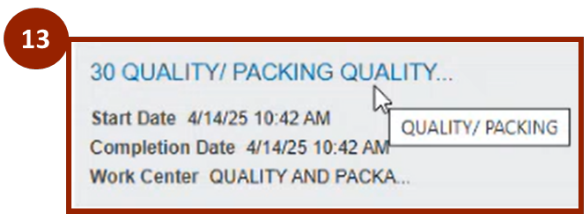
11. Once all information has been entered accurately, click **Complete with Details.**

The *Complete with Details* process will begin. The first step in the process is ***Product:***

12. Review the information on this screen and update where necessary.

13. On the ***Operations*** page of a Work Order, the last item is related to **Quality/Packing.**

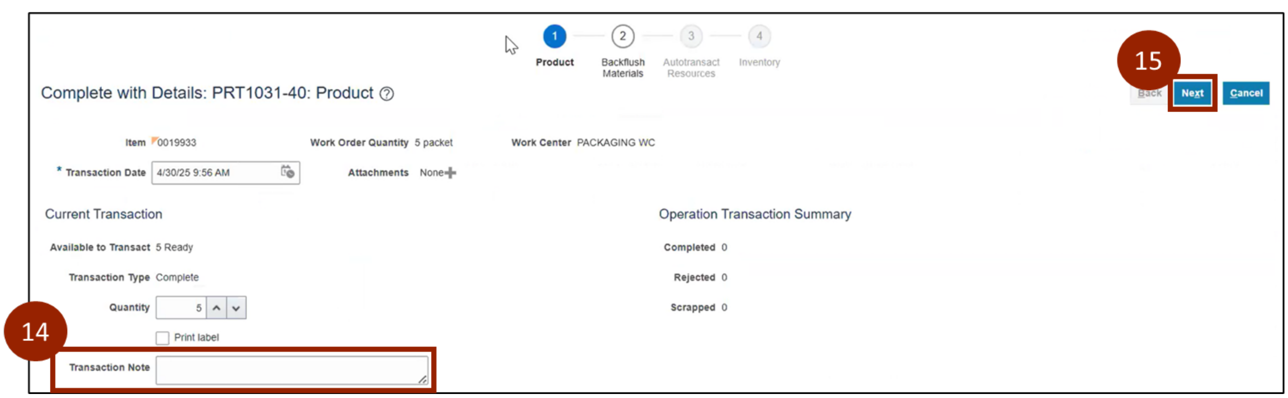




14. In the *Transaction Note*, enter **information** related to quality or inspections.

15. When finished, click **Next.**

    Note: There will be no other place in the system to record inspections.

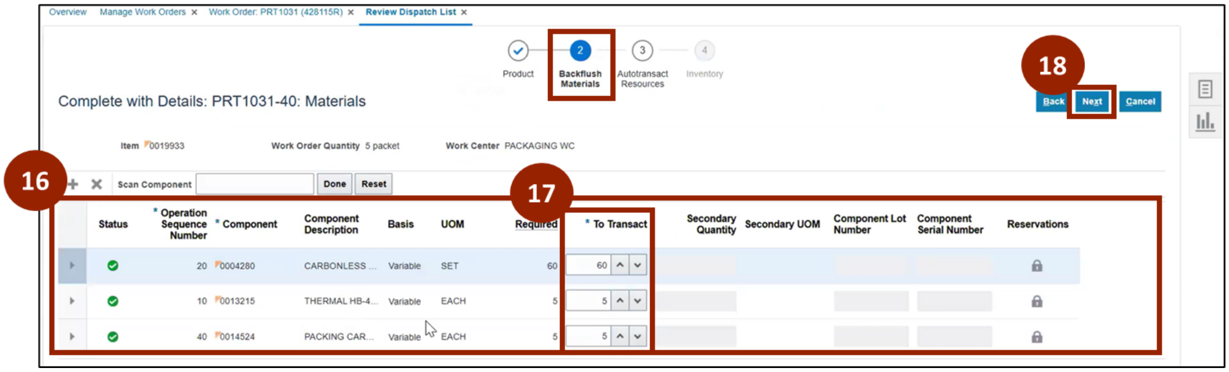


The second step in the process is ***Backflush Materials:***

16. Here, each of the components that were required in the manufacturing process is shown.

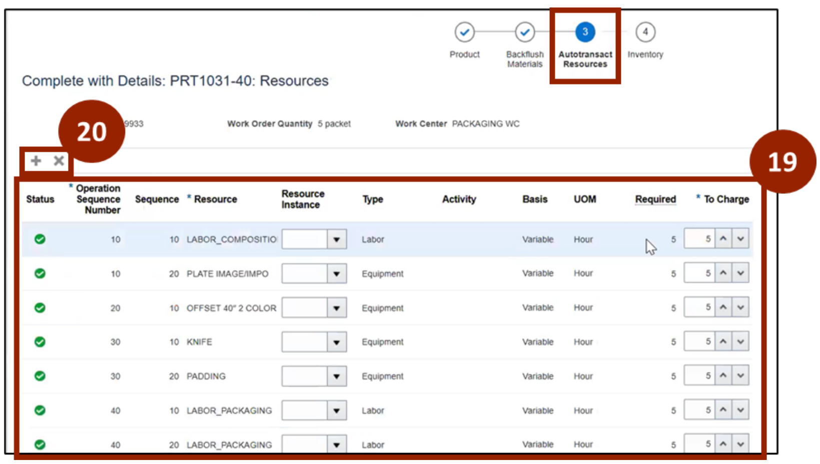
17. Update the *Raw Material* number quantity, if necessary, in the *To Transact* column (*Plant Manager* needs to report actual consumed quantity during the production of finished goods. Expand the line by clicking on arrow and verify the source subinventory.).

18. When finished, click **Next.**

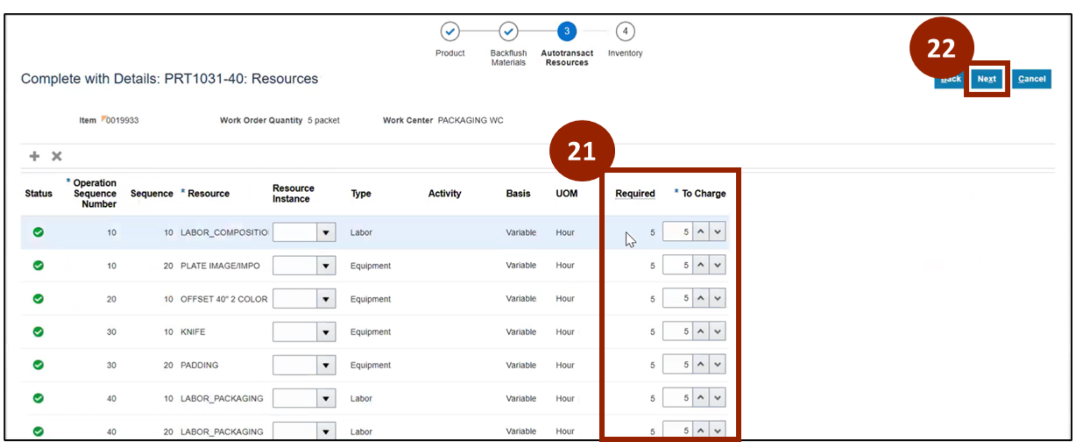


The third step in the process is ***Autotransact Resources****:*

19. On this page, a listing of every resource used in the process of manufacturing the Work Order is shown.
20. If a resource needs to be added or deleted, click the **+** icon to add or the **X** icon to delete a resource that is highlighted.



21. Verify the information in the **To Charge** field is accurate for each resource.
22. When finished, click **Next.**

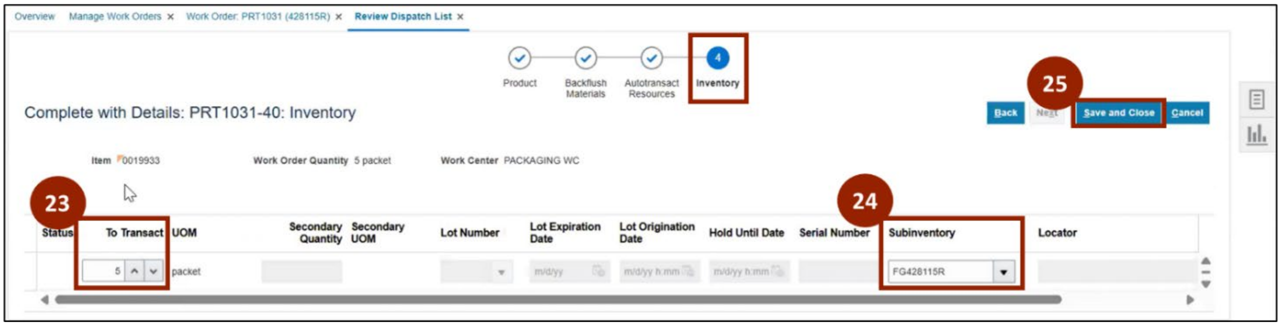


The final section of the ***Complete with Details*** process is the *Inventory.*

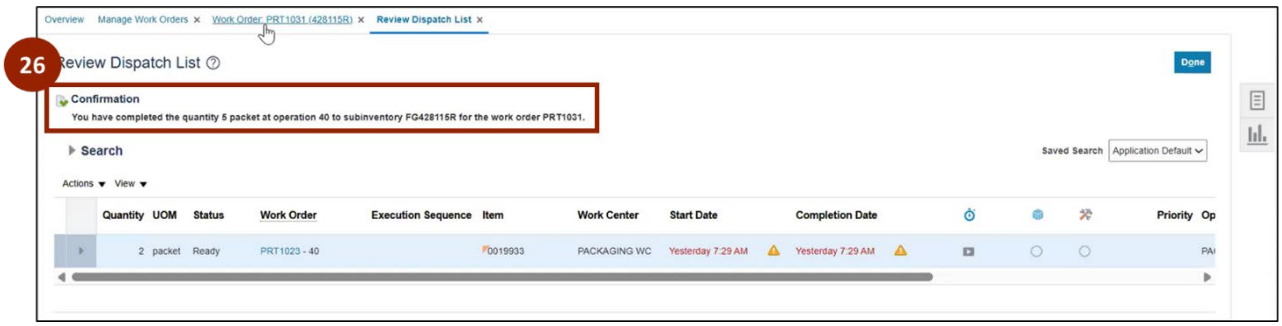
23. Ensure that the ***To Transact*** (quantity of finished goods produced out of Work Order) field is accurate.

24. Ensure that the ***Subinventory*** (where finished good is kept) field is accurate.

25. Once finished, click **Save and Close.**



26. A ***Confirmation*** message, confirming that the ***Work Order* has been completed** will be shown.

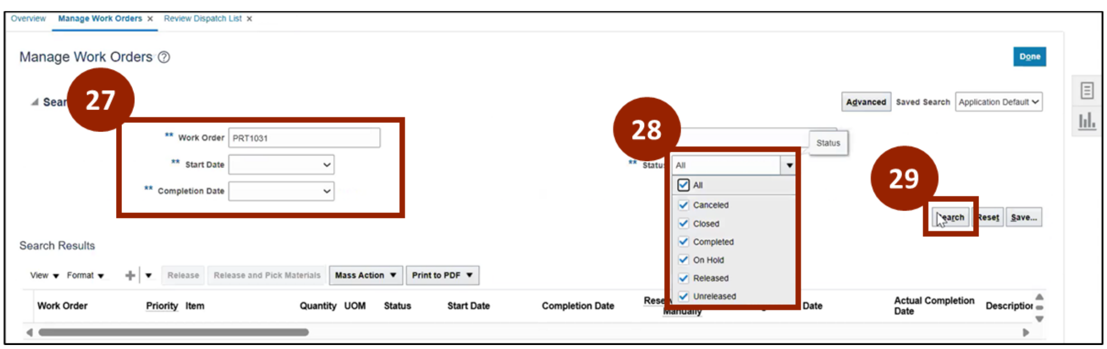


The status of the Work Order has changed now that it has been completed. To view the status of the Work Order, navigate to the ***Manage Work Orders*** page.

27. In the *search* area, enter the ***Work Order* information.**

28. Ensure that the *Status* drop-down menu is listed as **All.**

29. Click **Search.**

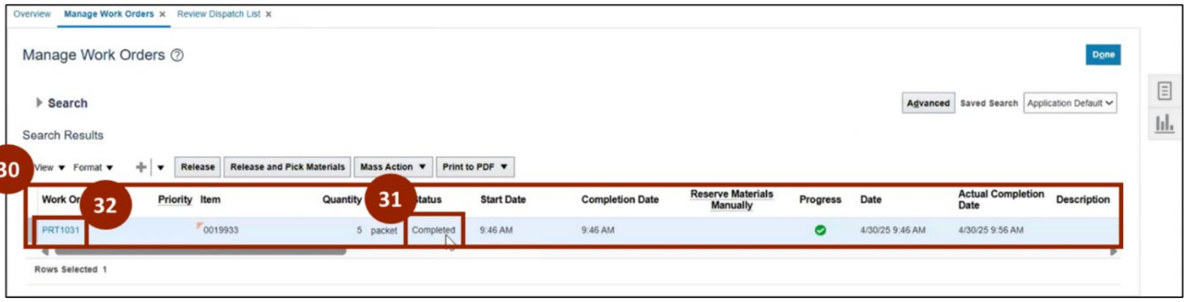


30. The Work Order will display in search result.

31. The Status of the Work Order is now listed as ***Completed.***

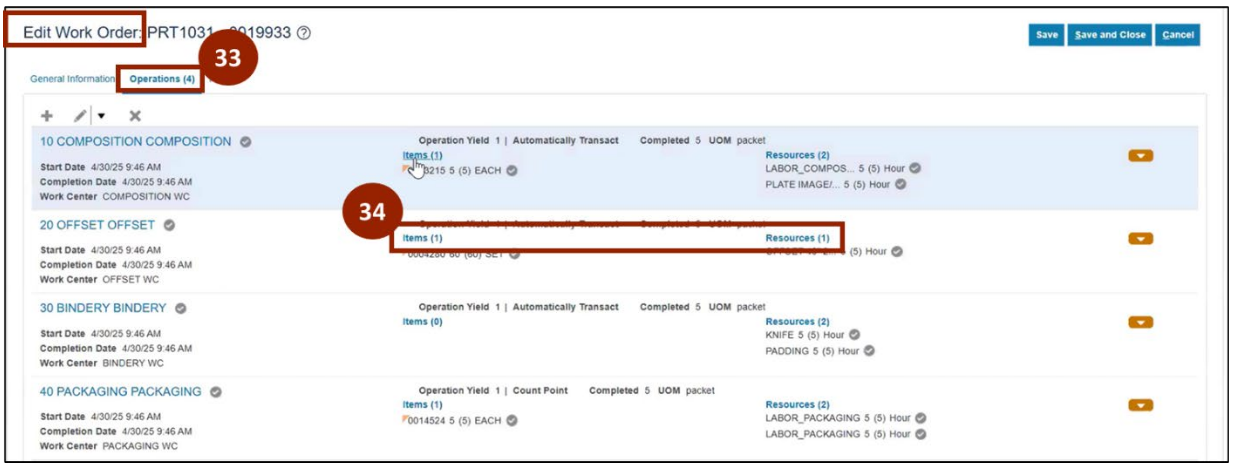
32. To review the Work Order further, click on the **Work Order blue** hyperlink to open it.

Note: A daily process will be scheduled to **Close** the **Completed** Work Order to restrict any further update, which will automatically change the Work Order status to **Closed**.



33. Once in the ***Edit Work Order*** page, click on the **Operations** tab.

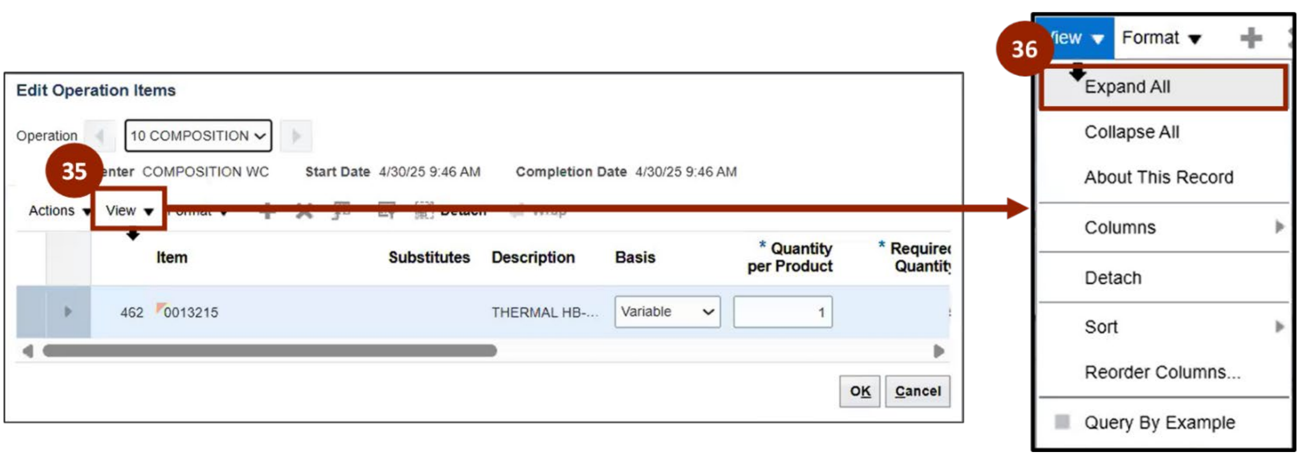
34. Click on the **Items** or **Resources blue** hyperlinks to review.



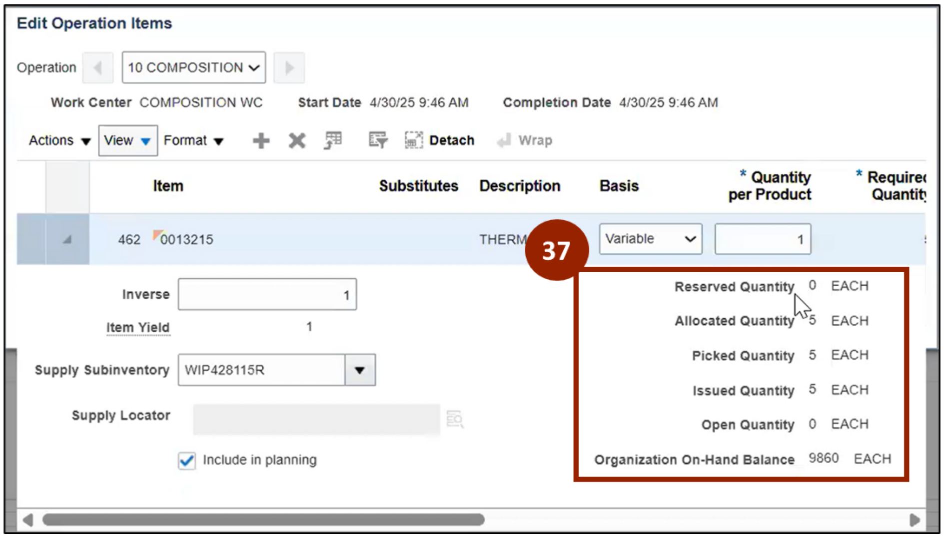
If *Items* is selected, the ***Edit Operation Items*** pop-up window will appear.

35. To view all the information, click on the **View** button.

36. On the drop-down menu, click **Expand All.**



37. The quantities have now been updated for the Work Order.

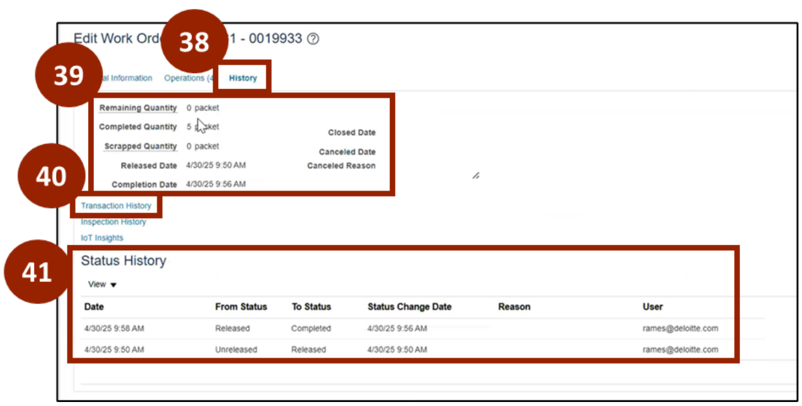


38. If you click on the **History** tab, the history of the Work Order from creation to completion will be shown.

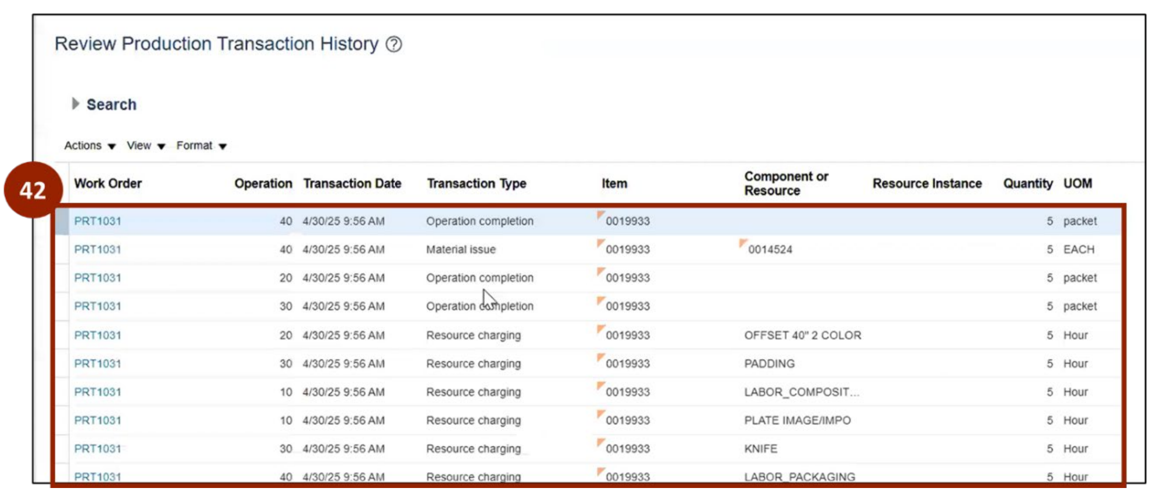
39. In this section users can see the history of the quantity used in production.

40. If users click on the **Transaction History***,* a view of the entire *Production Transaction* history for the Work Order can be seen.

41. In this section users can see the status history for the Work Order.



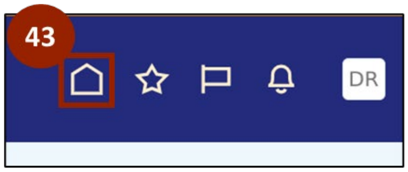
42. On the ***Review Production Transaction History*** page, users can see all production transactions for the Work Order.



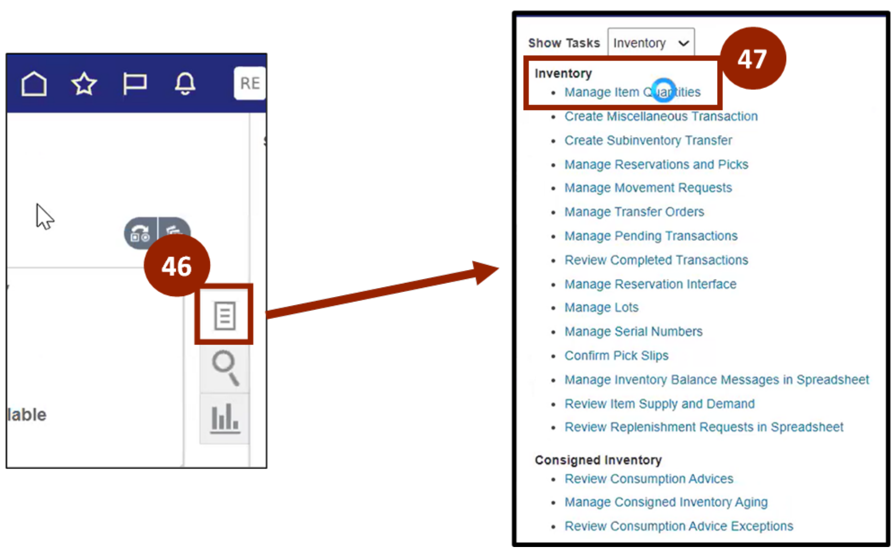
Verifying Inventory

Following the completion of the Work Order you can manage item quantities.

43. Navigate to the ***Home*** screen.
44. Click on the **Supply Chain Execution** tab.
45. Click on **Inventory Management.**



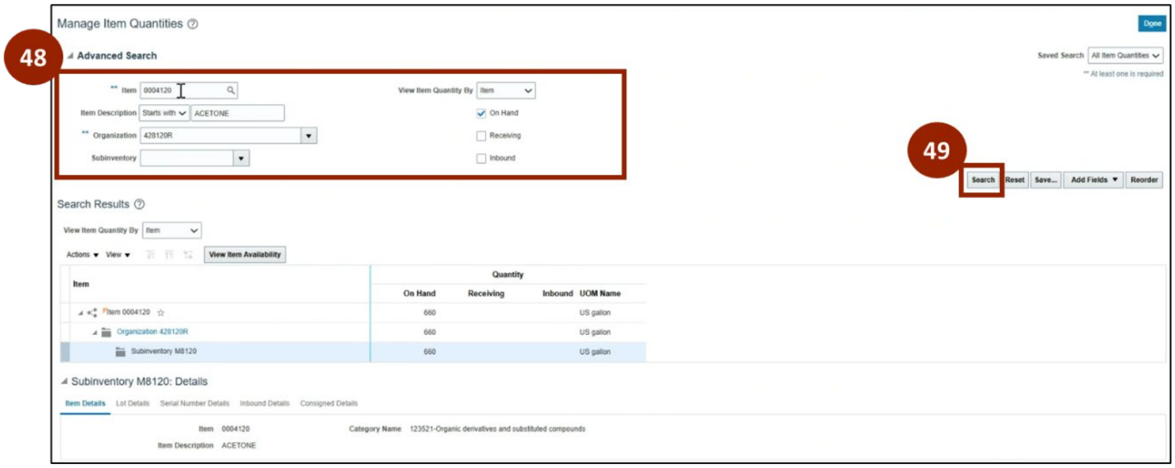
46. On the ***Inventory Management*** page, on the far right-hand side of the screen click the **Task** icon.
47. Click **Manage Item Quantities** under *Inventory.*



From the ***Manage Item Quantities*** screen, users can search for a specific item to verify.

48. Enter information relevant to the item user wants to verify quantities for the completed work order.

49. Click the **Search** button.



Wrap-Up

NCFS users can learn how to ***create, execute, complete, and close work orders*** using the steps above.

Additional Resources

Instructor Led Training (ILT)

- **MFG105**: Execute Production

Web-based Training (WBT)

- **MFG100**: Introduction to NCFS Manufacturing
- **MFG101**: The Journey Through NCFS Manufacturing