



GENERATE PRODUCTION REPORTS

MFG

QUICK REFERENCE GUIDE

Purpose

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

Introduction and Overview

- This QRG covers the process of **generating production reports**. There are three main Production Reports that you will use when manufacturing for a Work Order: *Movement Pick Slip Reports*, *Work Order Traveler*, *Components List*, and *Work Order Raw Material Consumption Report*. This lesson will cover how to pull each of these reports.

Generating Production Reports

To generate a *Movement Pick Slip Report* in NCFS, please follow the steps below:

1. Navigate to the **Home** page.
2. Click on the **Tools** tab.
3. Click on **Scheduled Processes**.



4. Click the drop-down arrow next to the *Search* header section and enter the *Process ID* number.
5. Click **Search**.

6. Locate the *Print Movement Request Pick Slip Report* for the Work Order you released, then double click the process.

Note: If the Work Order does not have any raw material included, the Movement Request Pick Slip Report will not generate.

Search Results (7)

View: ☒ Flat List ☐ Hierarchy

Actions: View

Name	Process ID	Status	Scheduled Time	Submission Time
Pick Materials Worker for the Work Orders	5514465	Succeeded	4/11/25 10:11 AM EDT	4/11/25 10:11 AM EDT
Pick Materials for Work Orders	5514463	Succeeded	4/11/25 10:11 AM EDT	4/11/25 10:11 AM EDT
Print Components List	5514458	Succeeded	4/11/25 10:08 AM EDT	4/11/25 10:08 AM EDT
Print Movement Request Pick Slip Report	5512640	Succeeded	4/10/25 5:06 PM EDT	4/10/25 5:06 PM EDT

7. Scroll down to see the **Process Details** of the selected process.

8. Click on **Republish**.

9. A pop-up will appear, click on the **Action** button, or gear icon.

10. Move your mouse over **Export**, and then click on **PDF**.

Note: The *DAC Work Order Pick Slip* will then be downloaded as a PDF. Take note of the Pick Slip ID.

Process Details Status Details

Print Movement Request Pick Slip Report, 5512640

Status: Succeeded Schedule Start: 4/10/25 5:06 PM EDT External Job Type: BIP Job External Job Status: NA

Log Attachment: ESS_I_5512640

Output

Output & Delivery

XML Data Diagnostic Log

Status: All

Output Name: Default Document Template: DAC_Movement Request Pick Slip Report_RPTMFG001 Format: PDF

Parameters

Republish

PDF

Excel (*.xlsx)

Note: It is also possible to include multiple Work Orders in a *Pick Slip Report*.

11. If user would like to include multiple Work Orders, from the **Manage Work Orders** page, click on the **Task** icon on the right-hand side of the screen.
12. Click on **Pick Materials for Work Orders**.

Manage Work Orders

Search

Search Results

View Format Release Release and Pick Materials Mass Action Print to PDF

Work Order	Priority	Item	Quantity	UOM	Status	Start Date	Completion Date	Reserve Materials Manually	Progress	De
REU1007		0002375	3	Dozen	Unreleased	4/4/25 2:16 AM	4/4/25 2:16 AM			
REU1009		0019064	10	EACH	Unreleased	4/4/25 2:20 AM	4/4/25 2:20 AM			
REU1017		0021968	2	EACH	Unreleased	4/4/25 9:23 AM	4/4/25 6:00 PM			
REU1016		0021968	1	EACH	Unreleased	4/4/25 4:15 PM	4/8/25 8:33 AM			
REU1026		0002375	12	Dozen	Unreleased	4/7/25 11:17 AM	4/7/25 11:17 AM			
REU1027		0002375	5	Dozen	Unreleased	4/7/25 11:22 AM	4/7/25 11:22 AM			
REU1028		0002375	10	Dozen	Unreleased	4/7/25 11:25 AM	4/7/25 11:25 AM			
REU1032		0014429	2	BAG	Unreleased	4/8/25 6:51 AM	4/8/25 6:51 AM			

Manufacturing Organization: 428170R

- Review Product Genealogy
- Manage Production Calendar
- Manage Work Center Resource Calendar
- Manage Flow Schedules
- Execute Production
 - Review Dispatch List
 - Execute Production at a Workstation
 - Flow Schedules Execution
 - Report Production Exception
 - Create Inspection
 - Inspections
 - Report Material Transactions
 - Report Resource Transactions
 - Report Orderless Completion
 - Report Orderless Return
 - Review Production Transaction History
 - Print Work Order Traveler
 - Print Components List
 - Pick Materials for Work Orders
 - Print Electronic Production Record
 - Operational Events
- Import
 - Import Work Orders
 - Import Material Transactions
 - Import Resource Transactions
 - Import Operation Transactions
 - Correct Work Orders and Transactions for Import

13. Enter the information in the *From Work Order* and *To Work Order* field to include the range of Work Orders user would like included on the *Movement Pick Slip Report*.
14. Scroll down and confirm the box is checked for **Print pick slips**.

Overview Review Dispatch List Pick Materials for Work Orders Manage Work Orders

This process will be queued up for submission at position 1

Name: Pick Materials for Work Orders

Description: Allocates and picks materials for the selected...

Schedule: As soon as possible

Submission Notes

Basic Options

Parameters

Organization: 428170R

Work Method: Discrete Manufacturing

Work Order Type: All

From Work Order: [Dropdown]

To Work Order: [Dropdown]

From Operation Sequence: [Dropdown]

To Operation Sequence: [Dropdown]

Process Options: [Process Options] [Advanced] [Submit] [Cancel]

Notify me when this process ends: []

15. Once finished, click on **Submit**.

Note: Once submitted, the report can be downloaded under *Scheduled Process*.

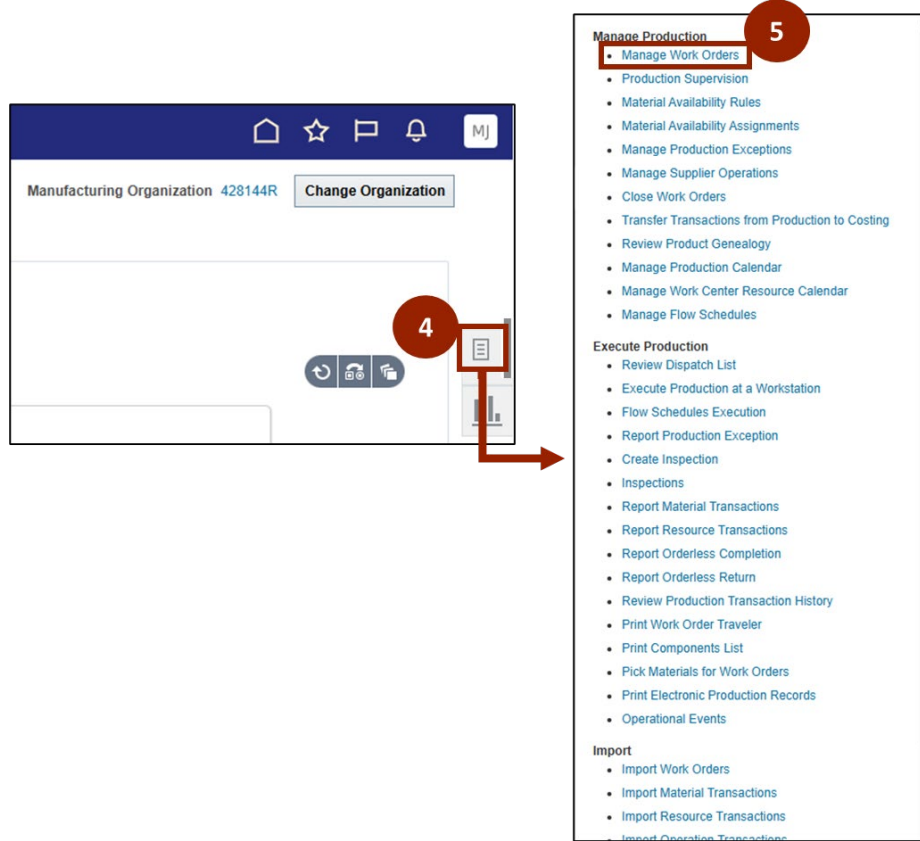
To generate a *Work Order Traveler* in NCFS, please follow the steps below:

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

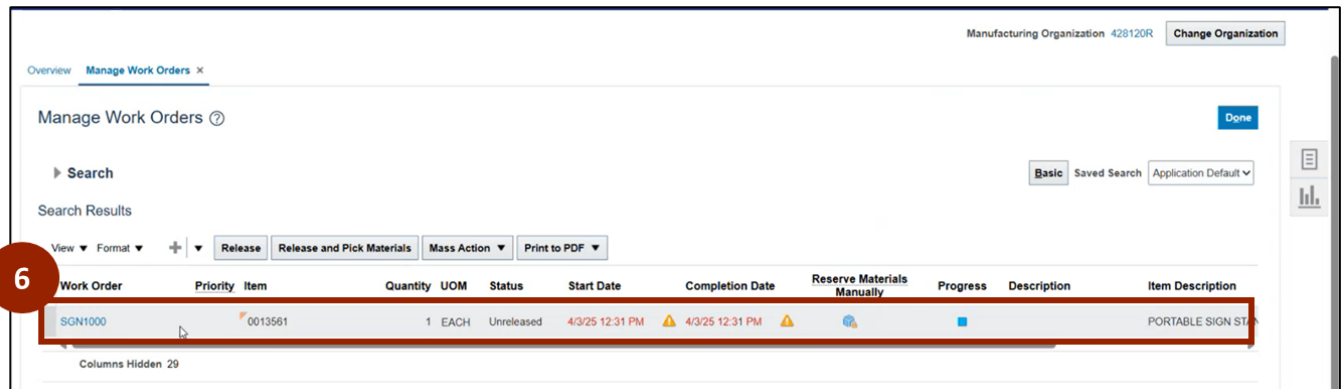


4. On the right-hand side of the screen click on the **Task** icon.

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



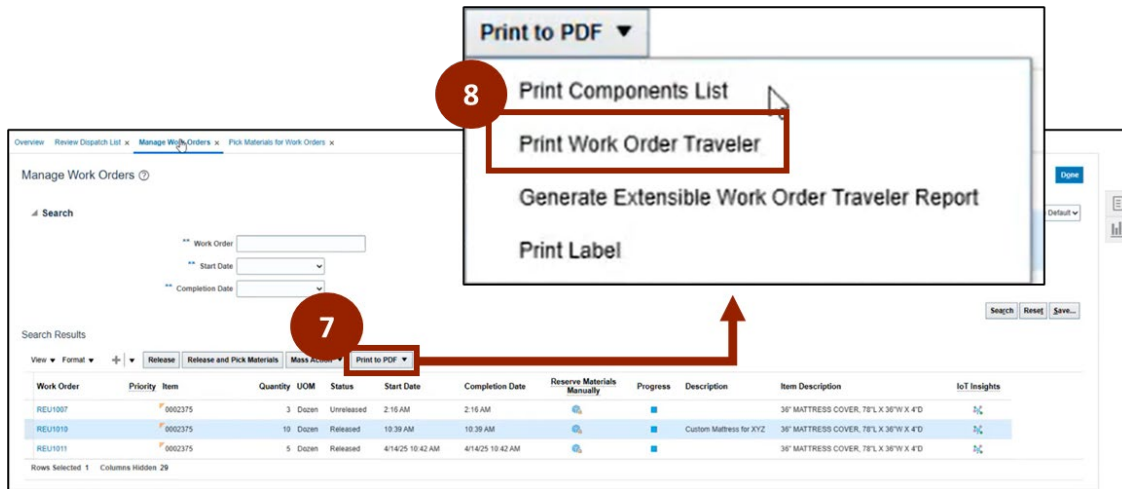
6. Select a **Work Order**.



7. From the *Manage Work Orders* screen, click on **Print to PDF**.

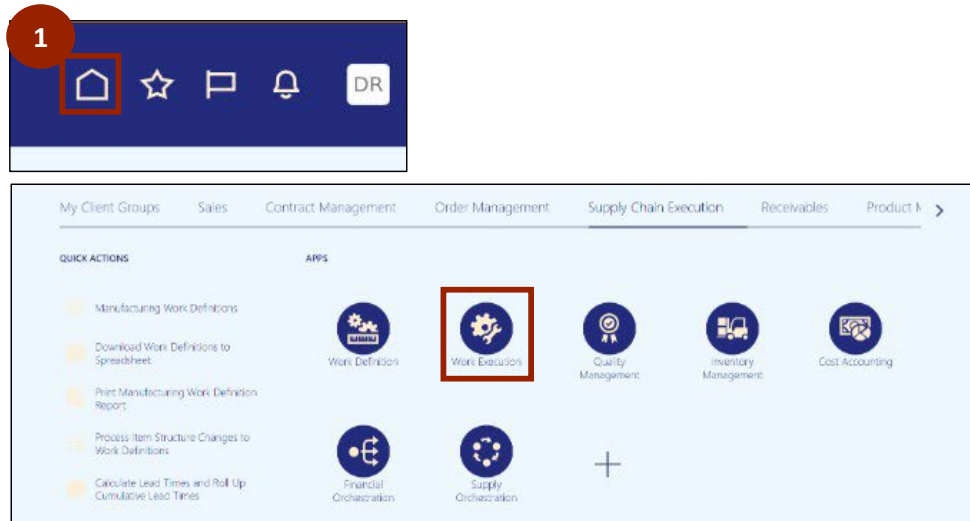
8. From the drop-down menu, click on **Print Work Order Traveler**.

- The file will then be downloaded as a PDF.



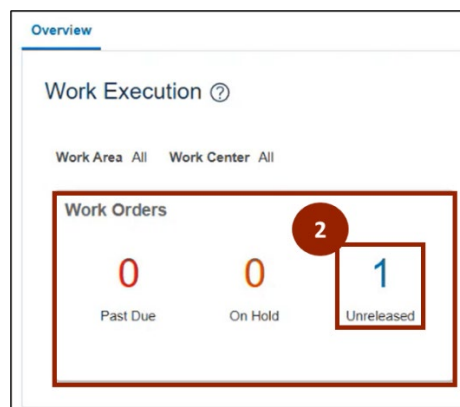
Generate a Component List

1. To acquire the *Components List*, navigate back to the **Home** page, select **Supply Chain Execution**, and select **Work Execution**.



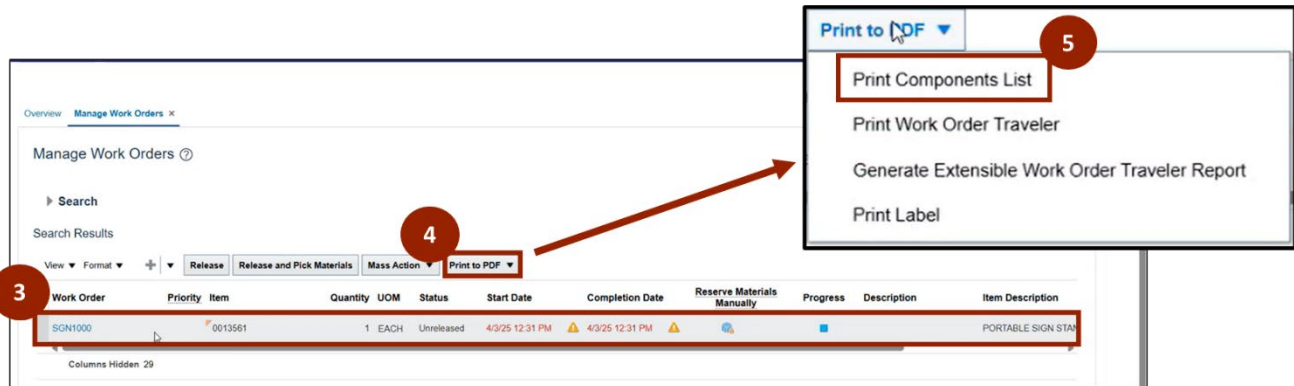
2. In the *Work Orders* section, click on the **number** for *Unreleased Work Orders*.

Note: Reports can also be generated for *Released Work Orders*.

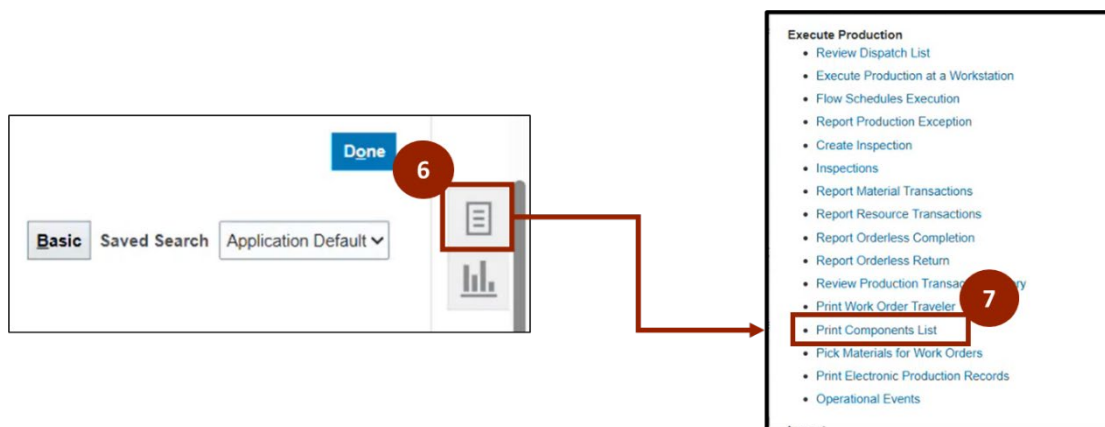


On the **Manage Work Orders** page users will see a list of unreleased Work Orders.

3. Click on the **line** containing the *Work Order*.
4. Click on **Print to PDF**, this will cause a drop-down to appear.
5. Click on **Print Components List**.



6. If user wants to generate the *Components List Report* for multiple Work Orders, click on the **Task** icon on the right-hand side of the screen.
7. Then, click on **Print Components List**.



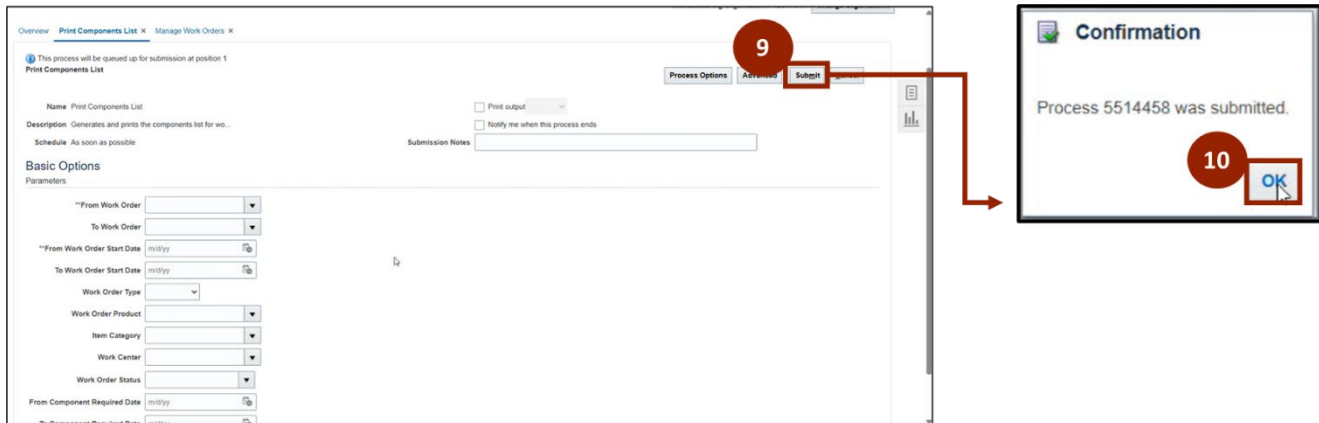
8. To run the **Print Components List** report for multiple Work Orders, in the *From Work Order* and *To Work Order* fields, enter the range of Work Order numbers.

In the example below, a range of Work Orders from *REU1010-REU1040* is used:

The screenshot shows the 'Print Components List' report configuration screen. A red box labeled '8' is around the 'From Work Order' and 'To Work Order' fields. The 'From Work Order' field contains 'REU1010' and the 'To Work Order' field contains 'REU1040'.

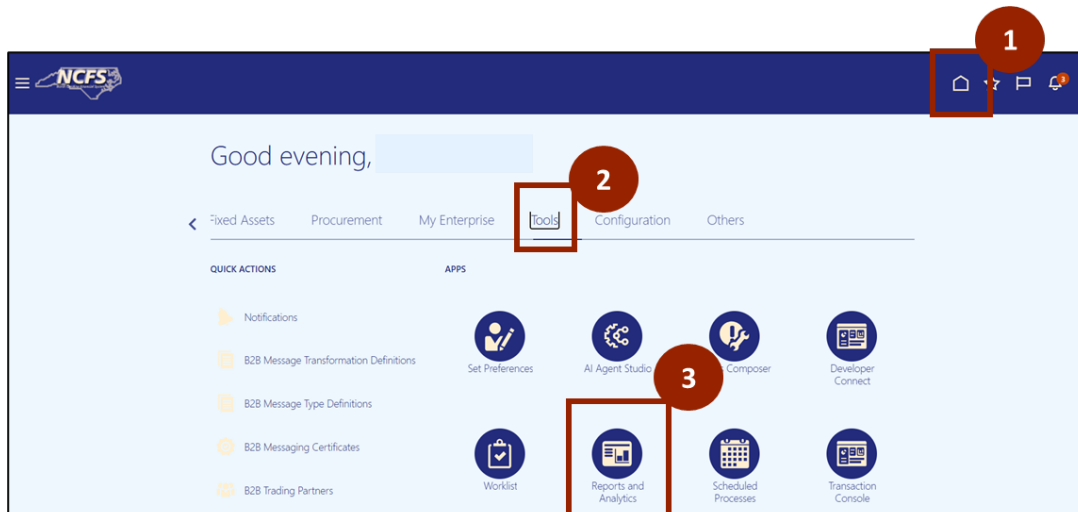
9. When user has entered a range of Work Orders, click **Submit**.

10. User will receive a pop-up **Confirmation** message, click **OK**.



To generate a *Work Order Raw Material Consumption Report* in NCFS, please follow the steps below:

1. To generate a “NC DAC Work Order Raw Material Consumption Report (RPTMFG002)”, navigate back to the **Home** screen and navigate to **Tools** tab.
2. Clicks on **Tools** tab.
3. Click on **Reports and Analytics**.

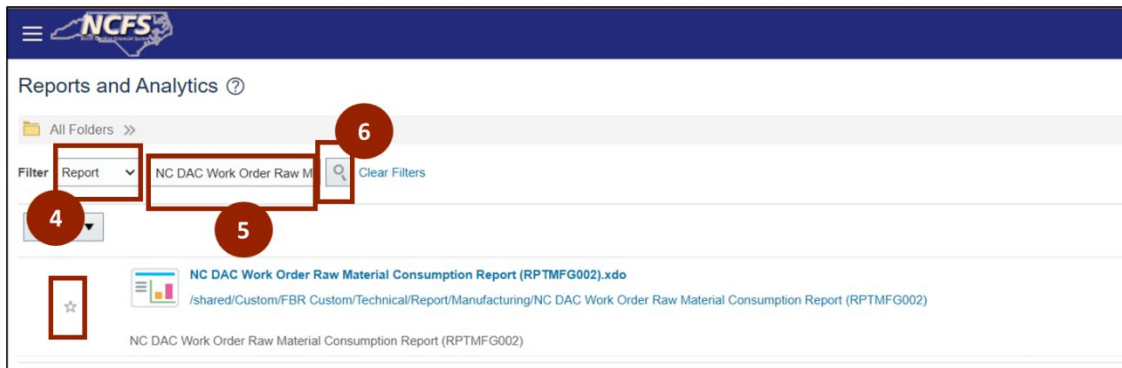


4. Search for the report using the report name.
5. Change the filter to **Report** and type the name “NC DAC Work Order Raw Material Consumption Report (.xdo)” and click on **search**.

Note: If multiple reports appear, select the version ending in (.xdo).

- Click on the report.

Note: You can add the reports to your Favorite by clicking the **star** icon.



- Provide the parameters:

Include Raw Material From: Select the raw material source to analyze.

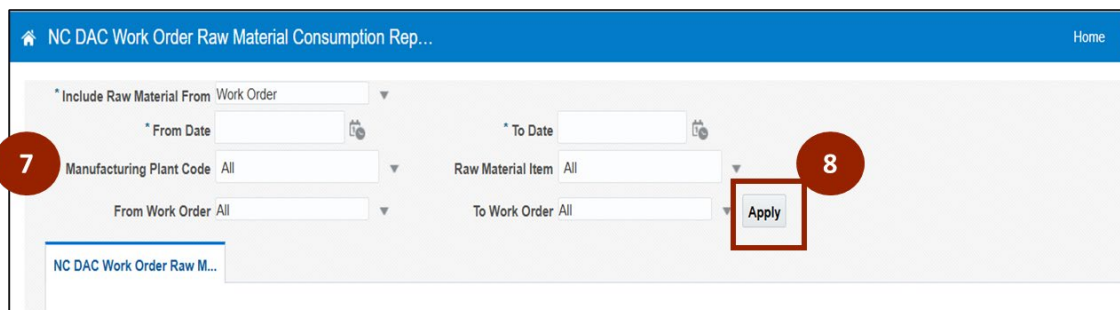
Date Range: Specify the time period for Work Orders to be included.

Manufacturing Plant Code: Choose "All" for all plants or select a specific plant.

Raw Material Item: Select "All" materials or choose specific raw materials.

Work Order Range: Enter a range if focusing on Work Orders.

- Click on **Apply**. Report will be download to your local machine.



Wrap-Up

NCFS users can **generate production reports** 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