

CSI Work Order, Generated Manually

Overview

Work orders are generated to provide direction for a Branch/Plant to build a product. Work orders for many standard products will be generated using the Master Planning System. Work orders will be generated manually for many unplanned (can't be anticipated in advance) products such as Braille books, print shop orders, custom wood products, refurbishing, etc.

Work Order Types

WO – Standard CSI Work Order

WR – Repair, Maintenance & Warranty Work Order

Status codes for work orders:

Status	Description	NIS Program that Advances Status
05	Order Created	P48013/NIS001/W48013J & W48013A
10	BOM/Routing Attached	R31410/NIS0004
30	Work Order Printed	R31410/NIS0003 - Opens R31415 & R31416
45	Material Issued	P31113/NIS0003
95	Manufacturing Complete	
	WO Complete w/Backflush	P3114/NIS0002
	WO Complete w/o Backflush	P3114/NIS0003
	WO Complete Super Backflush	P3114/NIS0001

NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website:

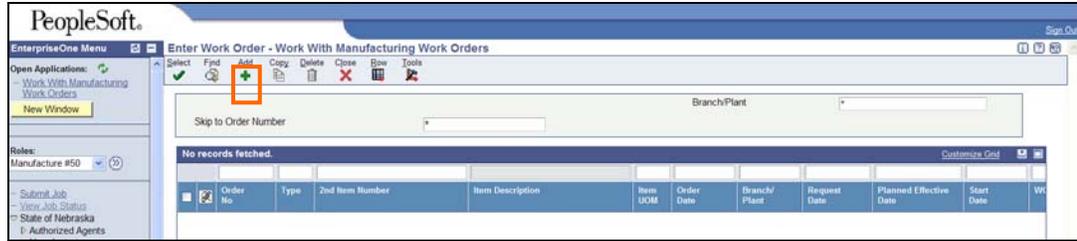
<http://www.das.state.ne.us/>.

Navigation

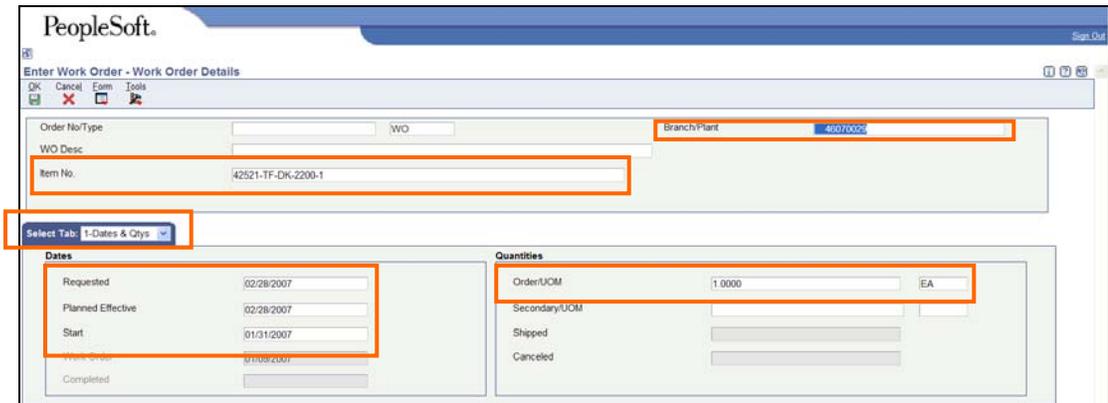
NIS State of Nebraska > Manufacturing > CSI > Shop Floor Management > Daily Processes > Enter Work Order

Steps

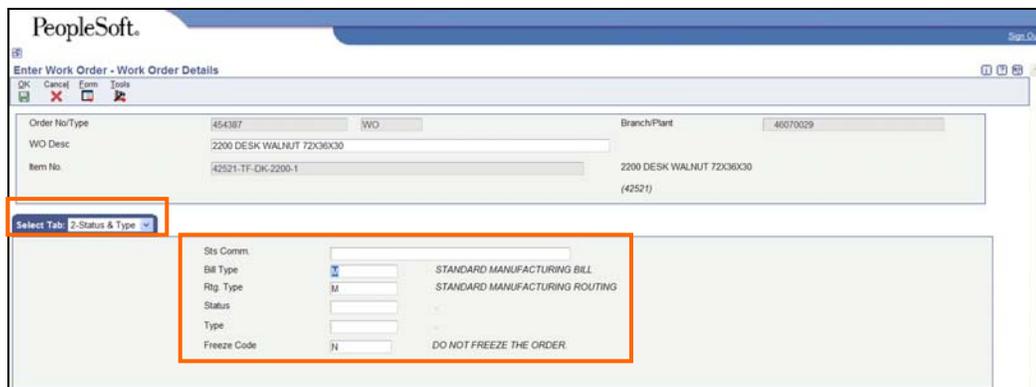
The **Enter Work Order – Work with Manufacturing Work Orders** screen appears.



1. Click the **Add** button to enter a new work order.

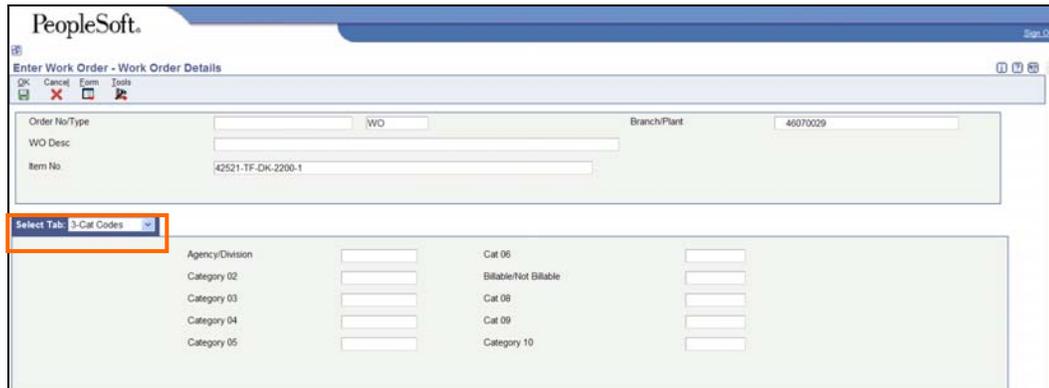


2. Enter **Branch/Plant** number for the shop that will build the item.
3. Enter the **Item No.** to be built.
4. Enter the **Requested** date. This is the date the customer has requested that the item is to be delivered.
5. Enter the **Planned Effective** date. This is the date the work order is planned to be delivered. If shop workloads do not allow us to meet the customer's requested date, the CSI sales department must be notified.
6. Enter the **Start** date. This is the date the work order is to be released to the shop and the shop begins work on the item.
7. Enter the **Order/UOM**. This is the quantity of items to be built. The **UOM** will default in from the Item Branch/Plant record.
8. Select **2-Status & Type** in the **Select Tab** field.

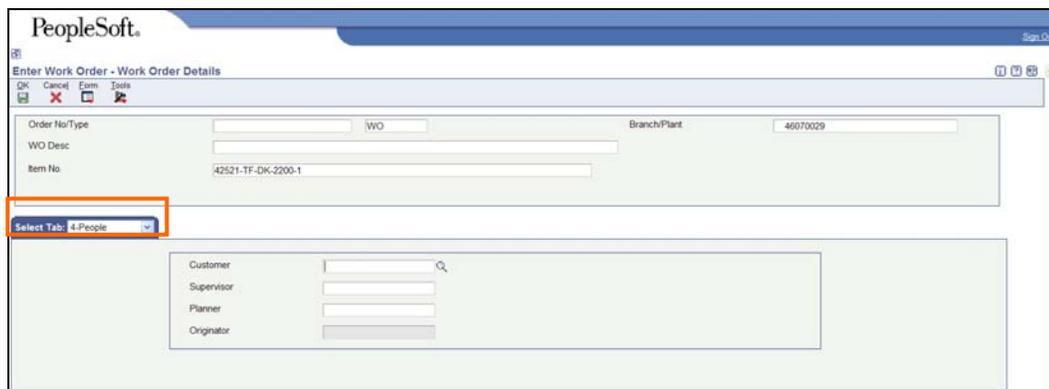


9. Enter **Status Comments** regarding the status of a work order if desired. This is a free text field that holds 30 alphanumeric characters.

- 10. Bill of Material Type will automatically populate as M (Standard Manufacturing Bill).
- 11. **Routing Type** will automatically populate as **M** (Standard Manufacturing Routing).
- 12. **Status** will automatically populate as **05** (Order Created).
- 13. Work Order **Type** will automatically populate as **S** (shop work order). **R** is used for a rework work order.
- 14. **Freeze Code** will default to **N**. The freeze code should be set to Y only on rework/repair work orders. Freezing the order prevents it from being changed when MPS/MRP planning is run.
- 15. Select **3-Cat Codes** in the **Select Tab** field.



- 16. Category codes 1-3 are automatically populated from the Item Branch/Plant record
- 17. Select **4-People** in the **Select Tab** field.



- 18. The **Customer** address book number will automatically populate if you enter a related sales order number on tab 6.
- 19. Select **5-Addl Details 1** in the **Select Tab** field.

The screenshot shows the 'Enter Work Order - Work Order Details' form in PeopleSoft. The 'Select Tab' dropdown is set to '5-Add Details 1'. The 'Parent WO' field is highlighted with an orange box. Other fields include Order No/Type (WO), Branch/Plant (46070029), WO Desc, Item No. (42521-TF-DK-2200-1), Lot/Serial, Charge to CC, Reference, Rates, Line/Cell, and Shift Code.

- 20. The lot number will be scanned by the shop during work order completion.
- 21. The **Parent WO** will be used for rework items. The **Parent WO** is the original work order for the rework item.
- 22. Select **6-Add Details 2** in the **Select Tab** field.

The screenshot shows the 'Enter Work Order - Work Order Details' form in PeopleSoft. The 'Select Tab' dropdown is set to '6-Add Details 2'. The 'SO Number', 'SO Type', and 'SO Company' fields are highlighted with an orange box. Other fields include Order No/Type (WO), Branch/Plant (46070029), WO Desc, Item No. (42521-TF-DK-2200-1), Sold To, Message No, and Flash Message.

- 23. Enter the sales order in the **SO Number** field (if order is make to build for a customer).
- 24. Enter the sales order type in the **SO Type** field (if order is make to build for a customer). This is generally either **SI** or **SO**.
- 25. Select **7-Attachment** in the **Select Tab** field.

The screenshot shows the 'Enter Work Order - Work Order Details' form in PeopleSoft. The 'Select Tab' dropdown is set to '7-Attachment'. The attachment text area is visible. Other fields include Order No/Type (WO), Branch/Plant (46070029), WO Desc, Item No. (42521-TF-DK-2200-1), and a toolbar with 'Counter New' and other icons.

- 26. Enter attachment text as needed. The attachment text should be formatted as follows:

DWG XX-XXX REV (IF APPLICABLE)

STAIN: SWXXXX STAIN COLOR CODE & DESCRIPTION (IF APPLICABLE)

FABRIC: FABRIC ITEM NUMBER & DESCRIPTION (IF APPLICABLE)

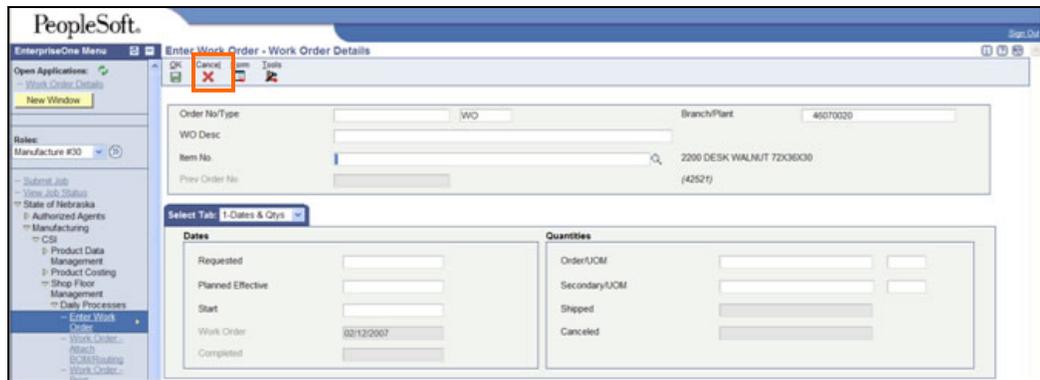
PAINT: PAINT COLOR (IF APPLICABLE)

LAMINATE: LAMINATE COLOR (IF APPLICABLE)

ANY SPECIAL NOTES FROM THE SALES ORDER (ie. CONNECT HUTCH TO DESK, DWG XX-XXX USING MINIFIX FASTENERS)

- Click the **OK** button in the upper left-hand corner. Review and correct any warnings if they appear. Once warning message has been addressed, click the **OK** button again to process the work order.

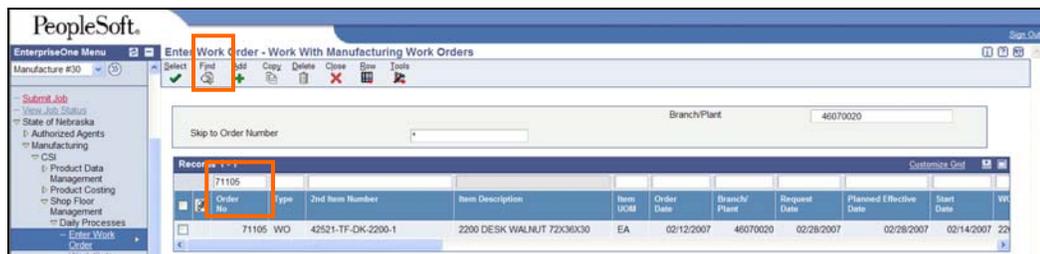
The **Enter Work Order – Work Order Details** screen reappears.



- Note the work order number you created.

- Enter the next work order or Click **Cancel** to end.

The **Enter Work Order – Work With Manufacturing Work Orders** screen appears.



- Enter your **Order No** in the QBE line.

- Click **Find**.

- If you scroll to the right the **Status** column for your work order should be **05**.

- Click **Close**.

