Shop Floor Transactions (Work Order Issues & Completions) Using NIS

Overview

As materials are pulled from inventory they must be issued to the work order. Materials must be issued in a timely manner to maintain accurate raw material inventories and cycle counts. Once all materials are issued and the item is manufactured, the work order is completed. Completing the work order allows the item to be shipped back to the warehouse. It is imperative that all materials are issued before the work order is completed. Completing the work order causes all materials and costs issued to that work order to be collected and sent to the warehouse finished goods inventory.

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 > Shop Floor Workbench

Steps

Work Order Issues

The **Shop Floor Workbench – Work With Order Scheduling** screen appears.


1. Use search parameters to find the appropriate work order: Enter the **WO Number**, **Item No.** or other fields and click **Find**.

2. Select the row for the appropriate work order (a green check mark should now be displayed in the first box of the selected row).

3. Select WO Issues in the Row Exit.

The **Shop Floor Workbench – Inventory Issue Revisions** screen shows the parts list attached to the work order.
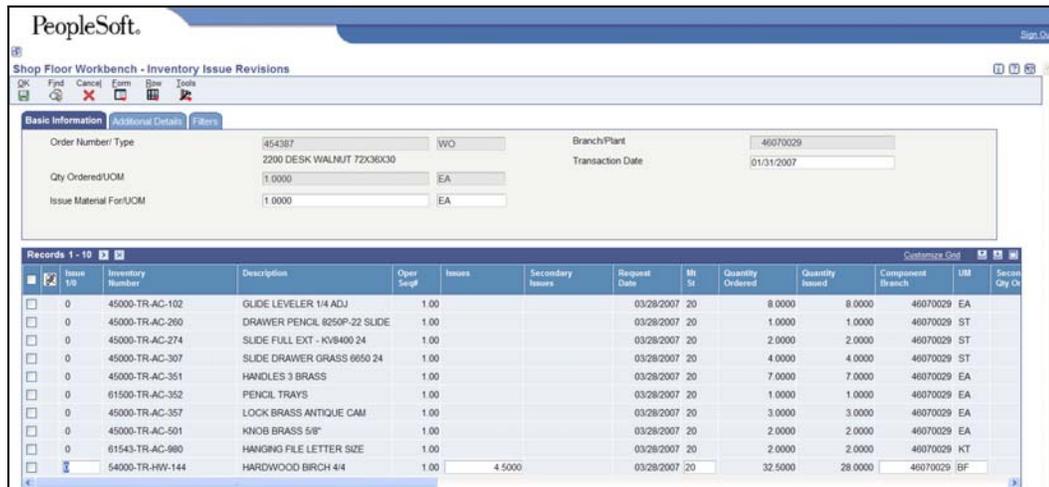
4. Click the double carrot button if there are more than 10 items in the parts list.

The **Shop Floor Workbench – Inventory Issue Revisions** screen now shows all items.
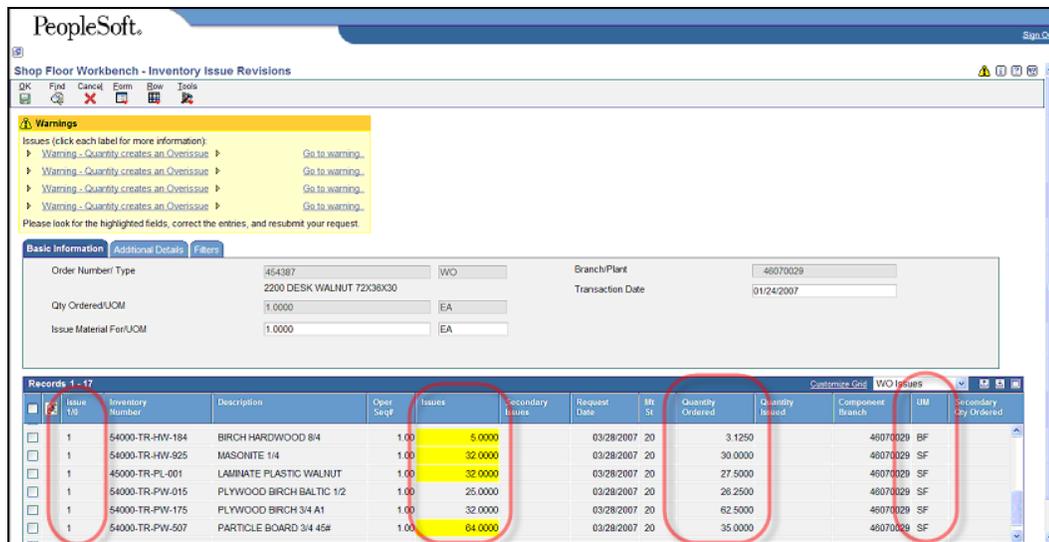

5. In the **Issue 1/0** column, enter 1 for each line item that is to be issued to the work order.

6. In the **Issues** column, enter the quantity used for the work order. This quantity must match the **UM (Unit of Measure)** column. It is possible to enter quantities in using a unit of measure other than the default. For example 54000-TR-PW-507 PARTICLE BOARD 3/4 45# could have also be entered as **Issues = 2** *ONLY IF* **UM = SH** (1 SH = 32 SF). It is extremely important to note that all material issue quantities (**Issues** column) are based on the quantity used. All planned quantities (**Quantity Ordered** column) are based on finished size material + scrap. For example, the planned usage for 54000-TR-HW-925 MASONITE 1/4 was 30.000 BF. However, we used an entire sheet (32 square feet) to complete the work order. A warning appears indicating that we are issuing more material than was planned. This warning will be ignored as we have entered the proper quantity. For 54000-TR-PW-

015 PLYWOOD BIRCH BALTIC 1/2, only 25 SF was required. 25 SF is correct even though 26.5 SF was planned.

7. Any unplanned stock materials (required but not on the parts list) must be manually added on an additional line. Floor stock items (nails, screws, thread, etc) will not be issued to the work order.

8. When all materials that are being issued have been entered, click **OK**. You will be required to click **OK** twice if any there are warning messages that you wish to ignore. If the warning requires action the warning must be fixed before clicking OK. Error messages (appear highlighted in red) must be fixed and cannot be ignored.

The **Shop Floor Workbench – Work With Order Scheduling Screen** reappears.
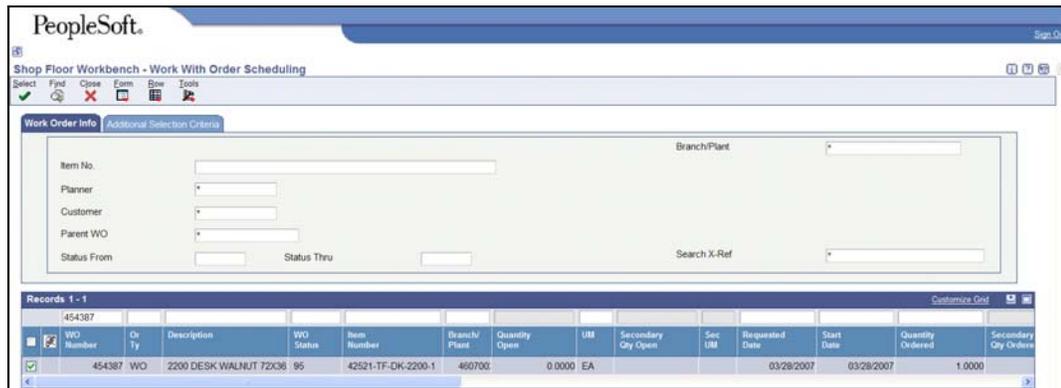
The **Shop Floor Workbench – Inventory Issue Revisions** screen appears.
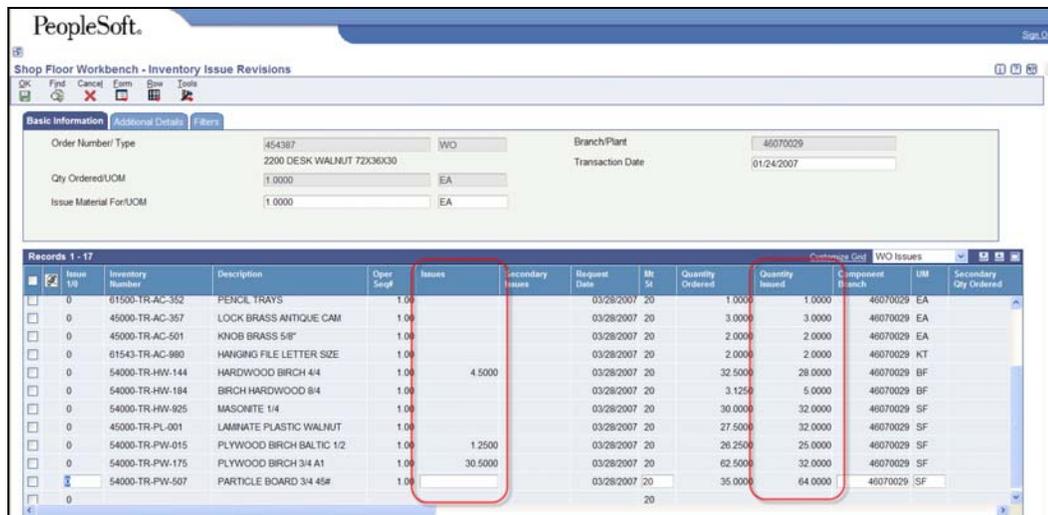
9. When reviewing the inventory issue we just entered, the materials already issued appear in the **Quantity Issued** column. If not all of the planned quantity has been issued, the remaining quantity is displayed in the **Issues** column. The quantities displayed in the above **Issues** column were not required to build the item.
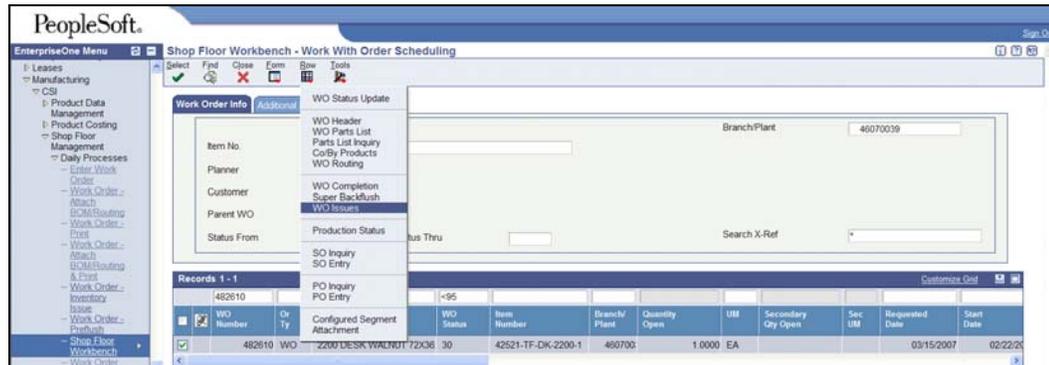
10. Click **Cancel**.

Work Order Completions

The **Shop Floor Workbench – Work With Order Scheduling** screen appears after completing the WO Issues process above. If you are not already at the **Shop Floor Workbench**, go to:

Click Roles, Manufacturing

Manufacturing / CSI / Shop Floor Management / Daily Processes / Shop Floor Workbench

1. Use search parameters to find the appropriate work order: Enter the **WO Number**, **Item No.** or other fields and click **Find**.

2. Select the row for the appropriate work order (a green check mark should now be displayed in the first box of the selected row).

3. The first step in work order completion is to verify that all materials have been issued for the work order. Inventory issues **MUST** be complete before the work order is completed.

4. Select **WO Issues** in the **Row Exit**.

    The **Shop Floor Workbench – Inventory Issue Revisions** screen appears.
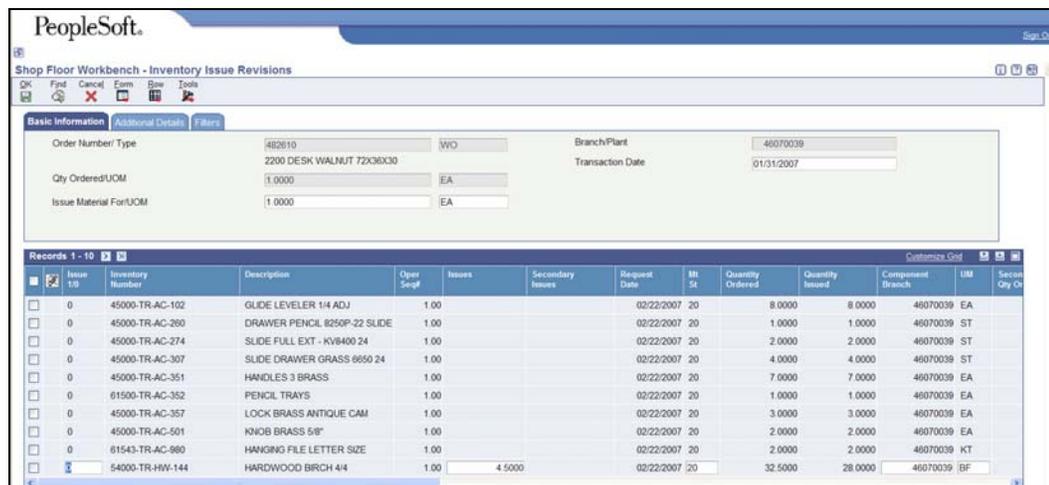
5. Confirm that the quantities listed in the **Quantity Issued** column should match the quantities noted on the shop packet.

6. All items should either have had a quantity already issued. Any items that have not been issued or are significantly over or under issued need to have a reason noted on the shop packet.

<<Insert Screenshot of Shop Packet>>

7. Correct inventory issues as needed (see instructions above) and verify any amounts in question with shop floor personnel.
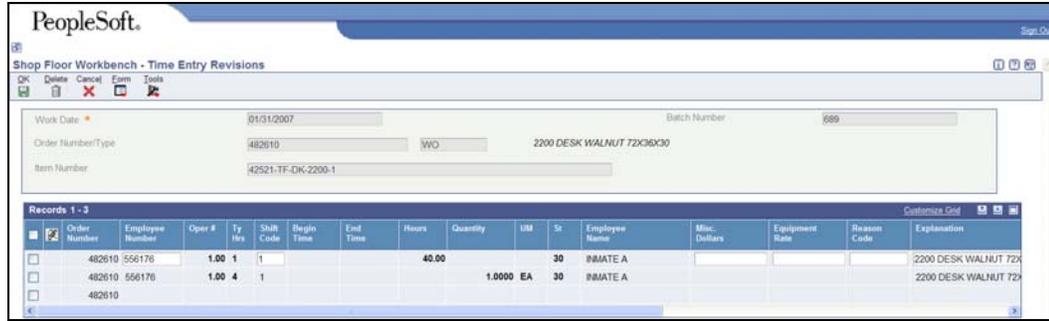
8. Click **OK**.

The **Shop Floor Workbench – Work With Order Scheduling** screen appears.

9. Click **Super Backflush** row exit.

The **Shop Floor Workbench – Super Backflush** screen appears.

10. Enter the **Transaction Date** (defaults to today's date).

11. Enter **1** in the **Shift Code** field for 1st shift.

12. Enter the **Employee Number** (556176 is the generic inmate address book number).

13. Enter the **Quantity Completed**.

14. **Quantity Scrapped** should only be used if there is an item that is unsalvageable.

15. Click **OK**.

The **Shop Floor Workbench – Time Entry Revisions** screen appears.

16. Click **OK**.

The **Shop Floor Workbench – Work Order Completion Detail** screen appears.
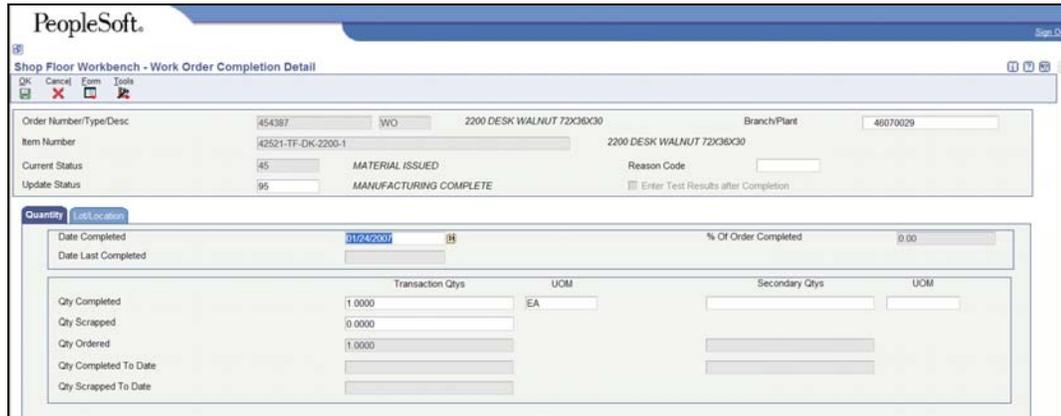
17. The Current Status should be 45 *Material Issued*.

18. The Update Status will populate to 95 *Manufacturing Complete*. Do not change.
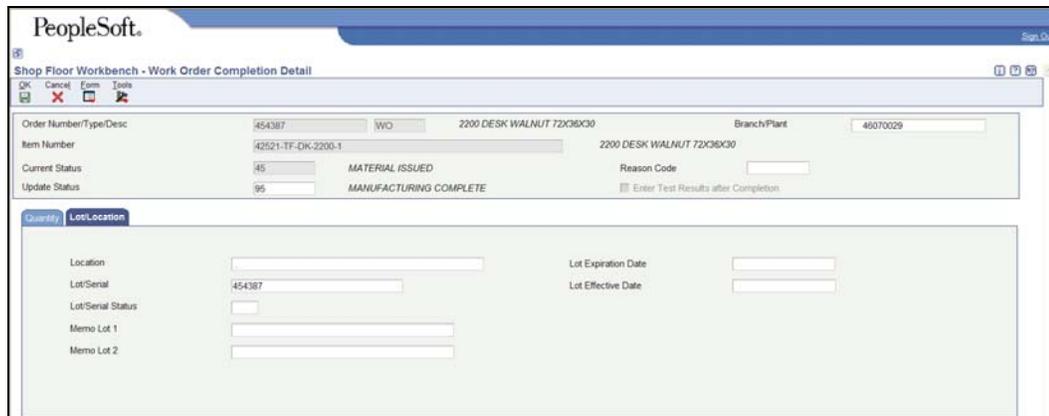
19. The Date Completed will populate to today's date.

20. Enter the Qty Completed.

21. Qty Scrapped should only be used if there is an item that is unsalvageable.

22. Click the Lot/Location tab.

The **Shop Floor Workbench – Work Order Completion Detail** screen appears.

23. Enter the **Lot/Serial** number. The **Lot/Serial** format is: Work Order Number – Last Two Digits of the Branch/Plant Number. For example, the **Lot/Serial** for this work would be 454387-29 (Work order **454387** and Branch/Plant 46070**029**).
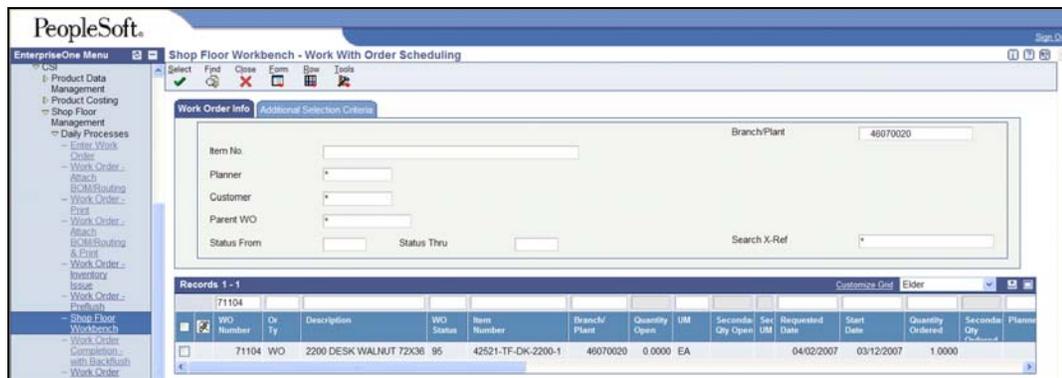
24. Click **OK**.

The **Shop Floor Workbench – Inventory Issue Revisions** screen appears.
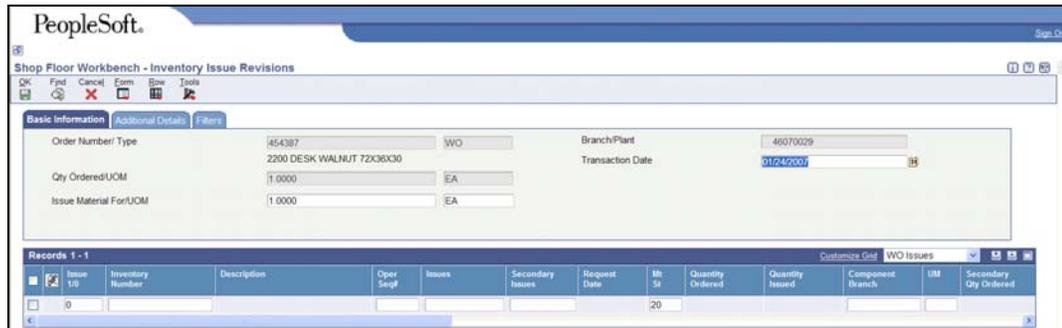
25. Click **OK**.

The **Shop Floor Workbench – Work With Order Scheduling** screen appears:

26. Click **Find**.

27. The **WO Status** should now be 95.

28. Click **Close**.