

INV-34 Schedule Pick Wave

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step explanation on how to create a pick wave in the North Carolina Financial System (**NCFS**).

Introduction and Overview

This QRG covers explanation on how to schedule pick wave in NCFS.

Schedule Pick Wave

To schedule a pick wave in NCFS, please follow the steps below. There are 11 steps to complete this process.

Step 1. Log in to the NCFS portal with your credentials to access the system.

Step 2. On the **Home** page, under the **Supply Chain Execution** tab, click the **Inventory Management** app.

Image

Good afternoon, Training Super User 1!

Sales

Contract Management

Supply Chain Execution

Receivables

Supply Chain Plan >

QUICK ACTIONS



Manufacturing Work Definitions



Manage Inspections



Manage Quality Issues



Manage Quality Actions



Manage Problem Reports

APPS



Work Definition



Quality Management



Inventory Management



Cost Accounting



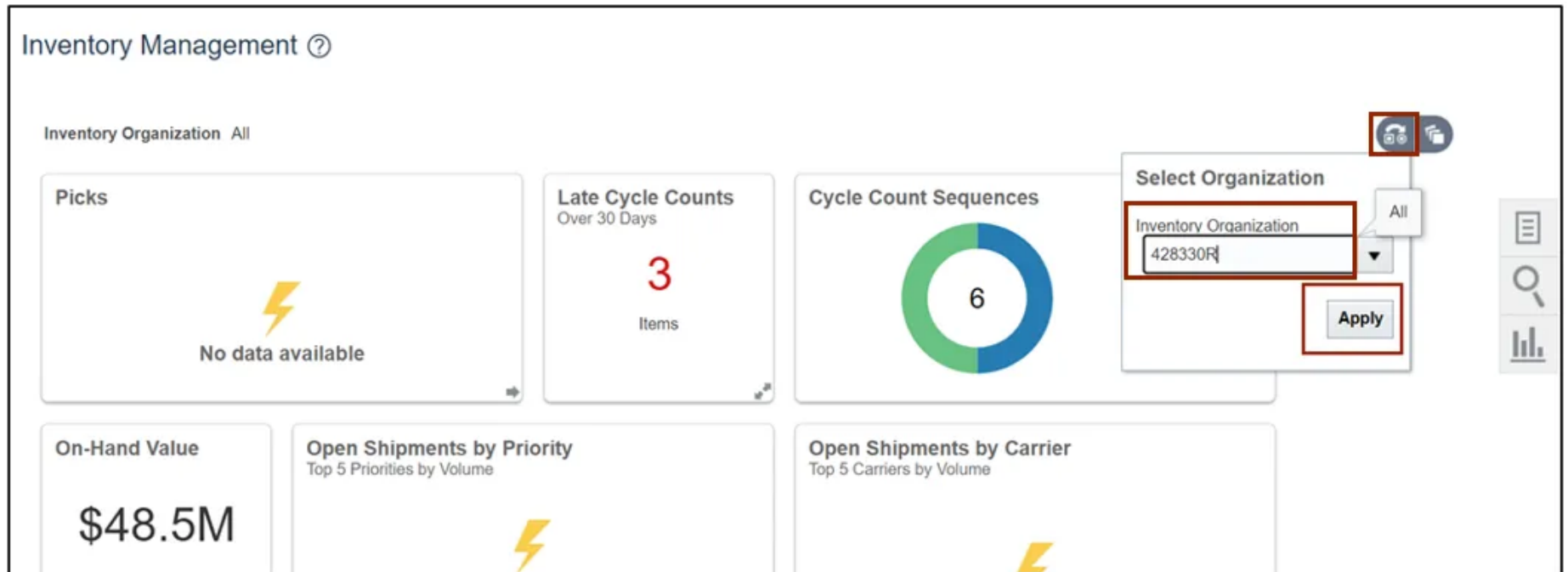
Receipt Accounting



Supply Orchestration

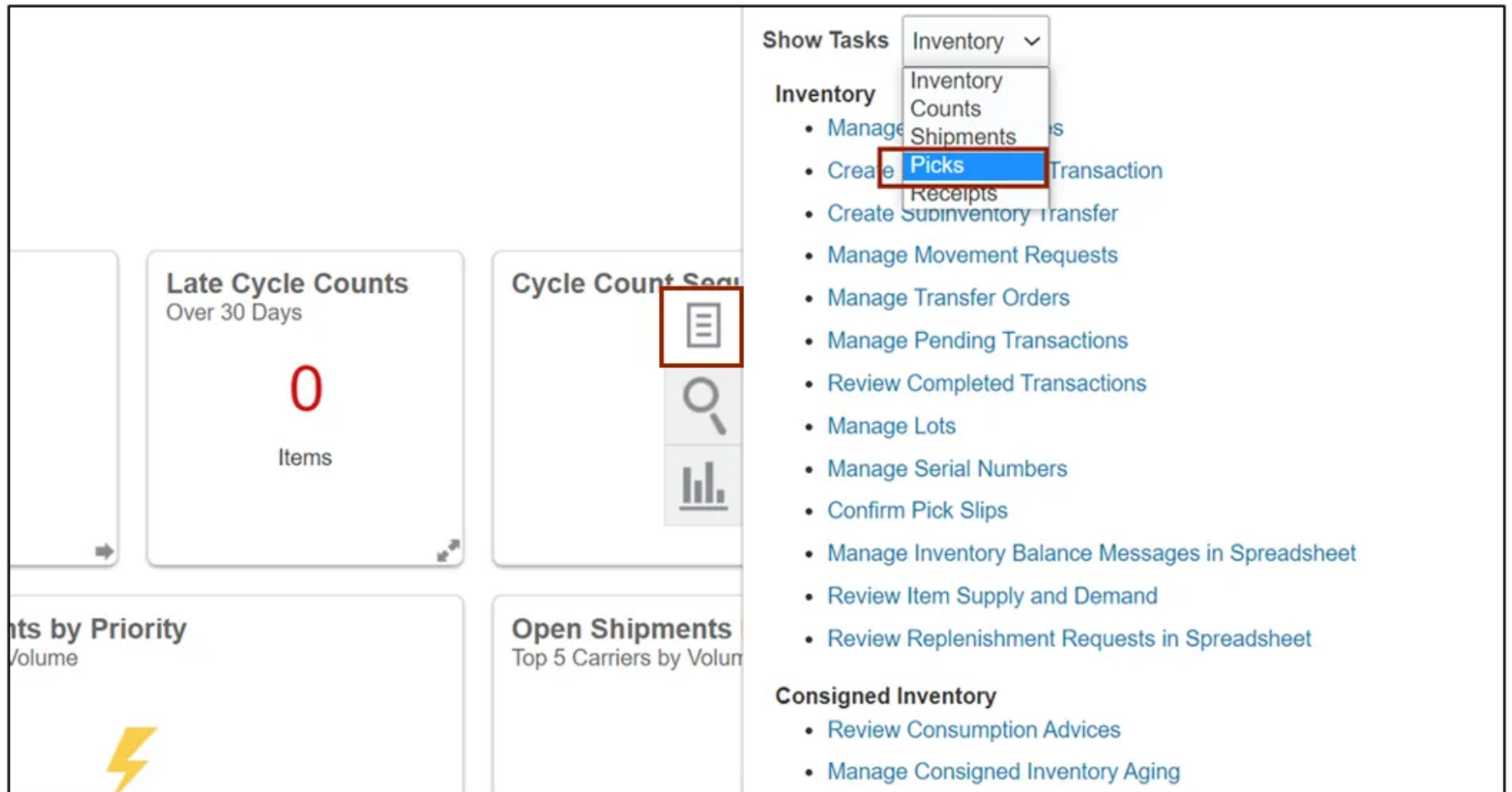
Step 3. On the **Inventory Management** page, click the **View by** icon and enter the **Organization ID**. Click the **Apply** button.

Image



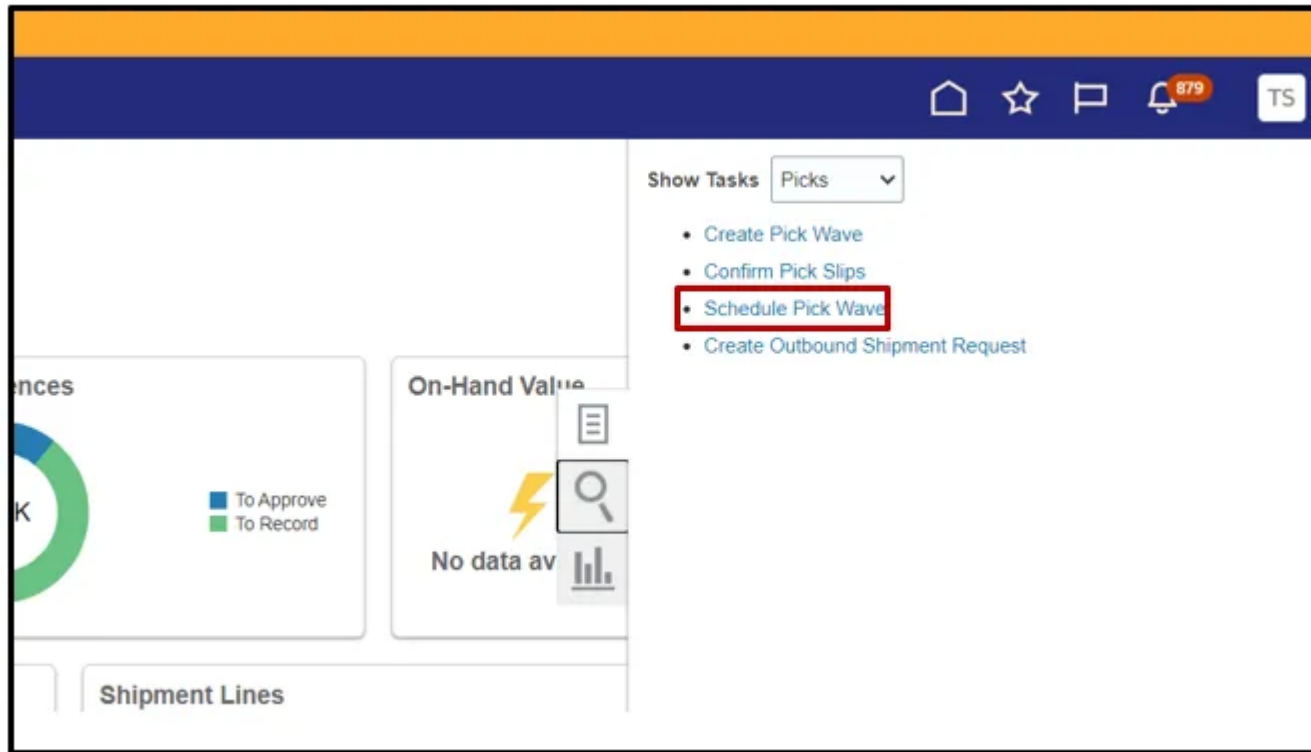
Step 4. Click the **Tasks** icon and select **Picks** from the **Show Tasks** drop-down choice list.

Image



Step 5. Click **Schedule Pick Wave**.

Image



Step 6. Choose the **Release Rule** for your **Inventory Organization** from the Drop-Down List.

Image

Schedule Pick Wave

This process will be queued up for submission at position 1

Process Options **Advanced** **Submit** **Cancel**

Name: Schedule Pick Wave

Description: Create pick waves on a regular basis adhering to... ☐ Notify me when this process ends

Schedule: As soon as possible Submission Notes:

Basic Options

Parameters

* Release Rule: 428330R-Pick Wave Release Rule ▼

Pick Wave Prefix:

Actual Ship Date: 428330R-Pick Wave Release Rule 428330R

Number of Child Processes:

424150C-Pick Wave Release Rule	424150C
424150F-Pick Wave Release Rule	424150F
424150W-Pick Wave Release Rule	424150W
424151W-Pick Wave Release Rule	424151W
424170C-Pick Wave Release Rule	424170C
424170F-Pick Wave Release Rule	424170F
424170W-Pick Wave Release Rule	424170W

[Search...](#)

Step 7. Switch to the Advanced view by clicking **Advanced**.

Image

Schedule Pick Wave

This process will be queued up for submission at position 1

Process Options

Advanced

Submit

Cancel

Name

Schedule Pick Wave

Description

Create pick waves on a regular basis adhering t...

Notify me when this process ends

Schedule

As soon as possible

Submission Notes

Basic Options

Parameters

* Release Rule

428330R-Pick Wave Release Rule

Pick Wave Prefix

Actual Ship Date

m/d/yy

Number of Child Processes

Step 8. Click the **Schedule** tab.

Image

Schedule Pick Wave

This process will be queued up for submission at position 1

Process Options

Basic

Submit

Cancel

Name

Schedule Pick Wave

Description

Create pick waves on a regular basis adhering t...

☐ Notify me when this process ends

Schedule

As soon as possible

Submission Notes

Advanced Options

Parameters

Schedule

Notification

* Release Rule

428330R-Pick Wave Release Rule

Pick Wave Prefix

Actual Ship Date

m/d/yy

Number of Child Processes

Step 9. Click the **Using a schedule** radio button and choose the frequency from the **Frequency** drop-down list.

In this example, **Daily** was chosen.

Image

Schedule Pick Wave ✕

ℹ This process will be queued up for submission at position 1

Process Options **Basic** **Submit** **Cancel**

Name Schedule Pick Wave

Description Create pick waves on a regular basis adhering t... ☐ Notify me when this process ends

Schedule Using a schedule **Submission Notes**

Advanced Options

Parameters **Schedule** Notification

Run ☐ As soon as possible
☒ Using a schedule

Frequency Once ▾

- Once
- Hourly/Minute
- Daily**
- Weekly
- Monthly
- Yearly
- User-Defined
- Use a Saved Schedule

* **Start Date** (UTC-05:00) New York - Eastern Time (ET)

Step 10. Enter your **Start** and **End Dates**.

In this example, an end date of **2099** was chosen.

Image

Advanced Options

Parameters **Schedule** Notification

Run ☐ As soon as possible
☒ Using a schedule

Frequency

Days Between Runs

* Start Date (UTC-05:00) New York - Eastern Time (ET)

* End Date (UTC-05:00) New York - Eastern Time (ET)

Note: Change other options as necessary before moving onto the next step.

Step 11. Click **Submit** to schedule your Pick Wave.

Image

Schedule Pick Wave

 This process will be queued up for submission at position 1

Process Options

Basic

Submit

Cancel

Name Schedule Pick Wave

Description Create pick waves on a regular basis adhering t...

☐ Notify me when this process ends

Schedule Using a schedule

Submission Notes

Advanced Options

Parameters

Schedule

Notification

Run ☐ As soon as possible

☒ Using a schedule

Wrap-Up

Schedule a pick wave using the steps above in NCFS.

Additional Resources

- Virtual Instructor-Led Training (vILT)

- [INV 105: Warehouse Management](#)
- [INV 106: Warehouse Transaction Support](#)
- Web-Based Training (WBT)
 - [INV 103: Warehouse Staff](#)

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