INV-35 Schedule Pick Slip Report

Purpose

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

Introduction and Overview

This QRG covers explanation on how to schedule a pick slip report in NCFS.

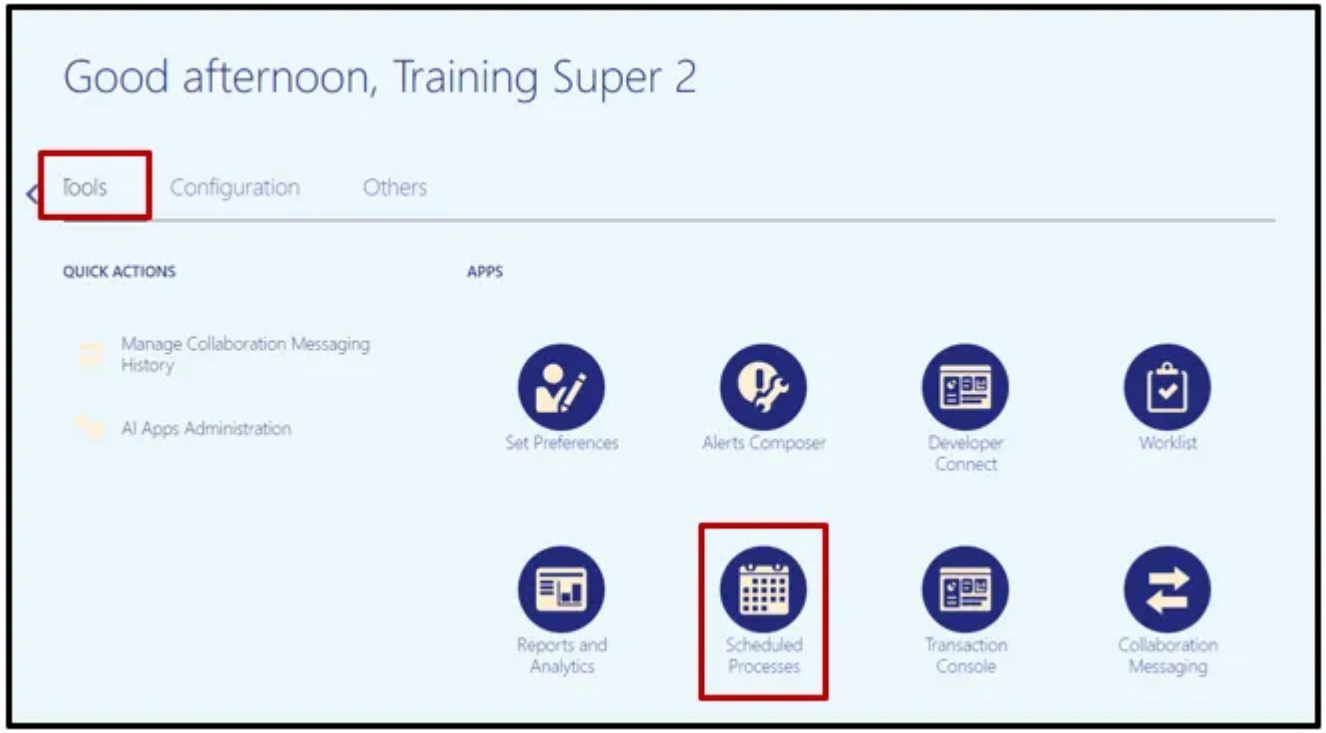
Schedule Pick Slip Report

To schedule a pick slip report in NCFS, please follow the steps below. There are 12 steps to complete this process.

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

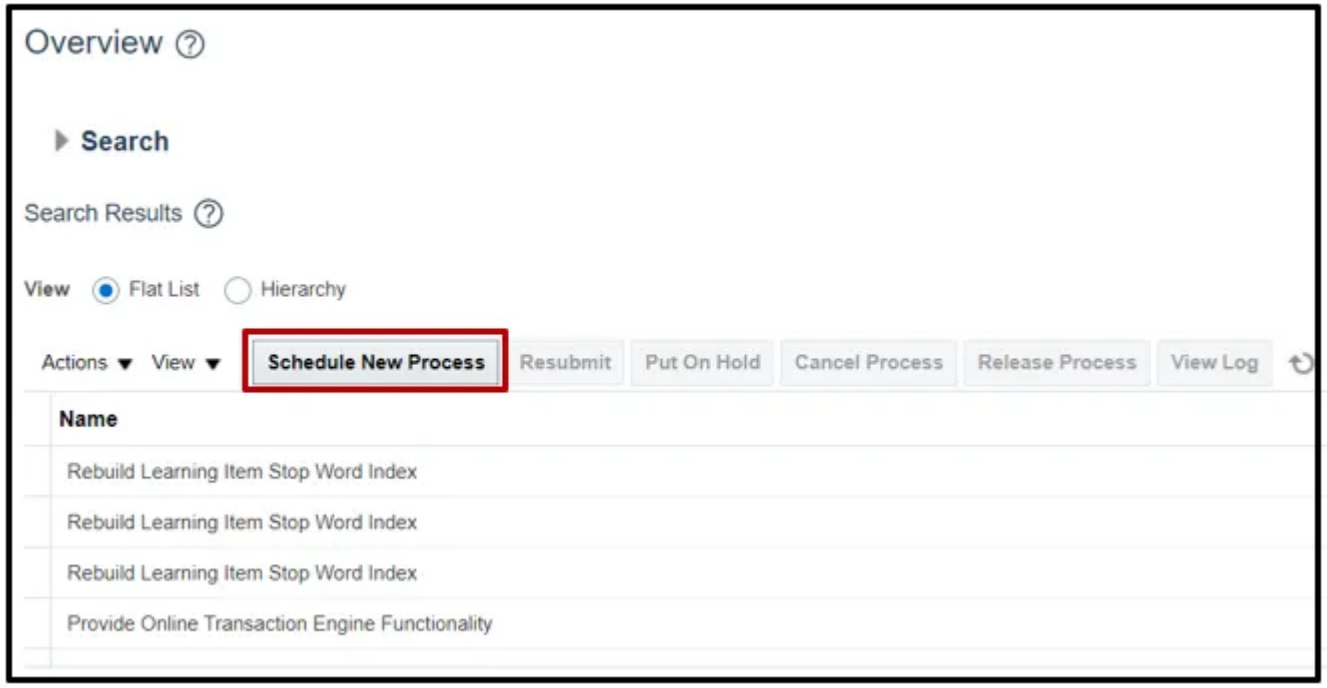
Step 2. On the **Home** page, under the **Tools** tab, click the **Scheduled Processes** app.

Image



Step 3. On the **Scheduled Processes** page, click **Scheduled New Process**.

Image



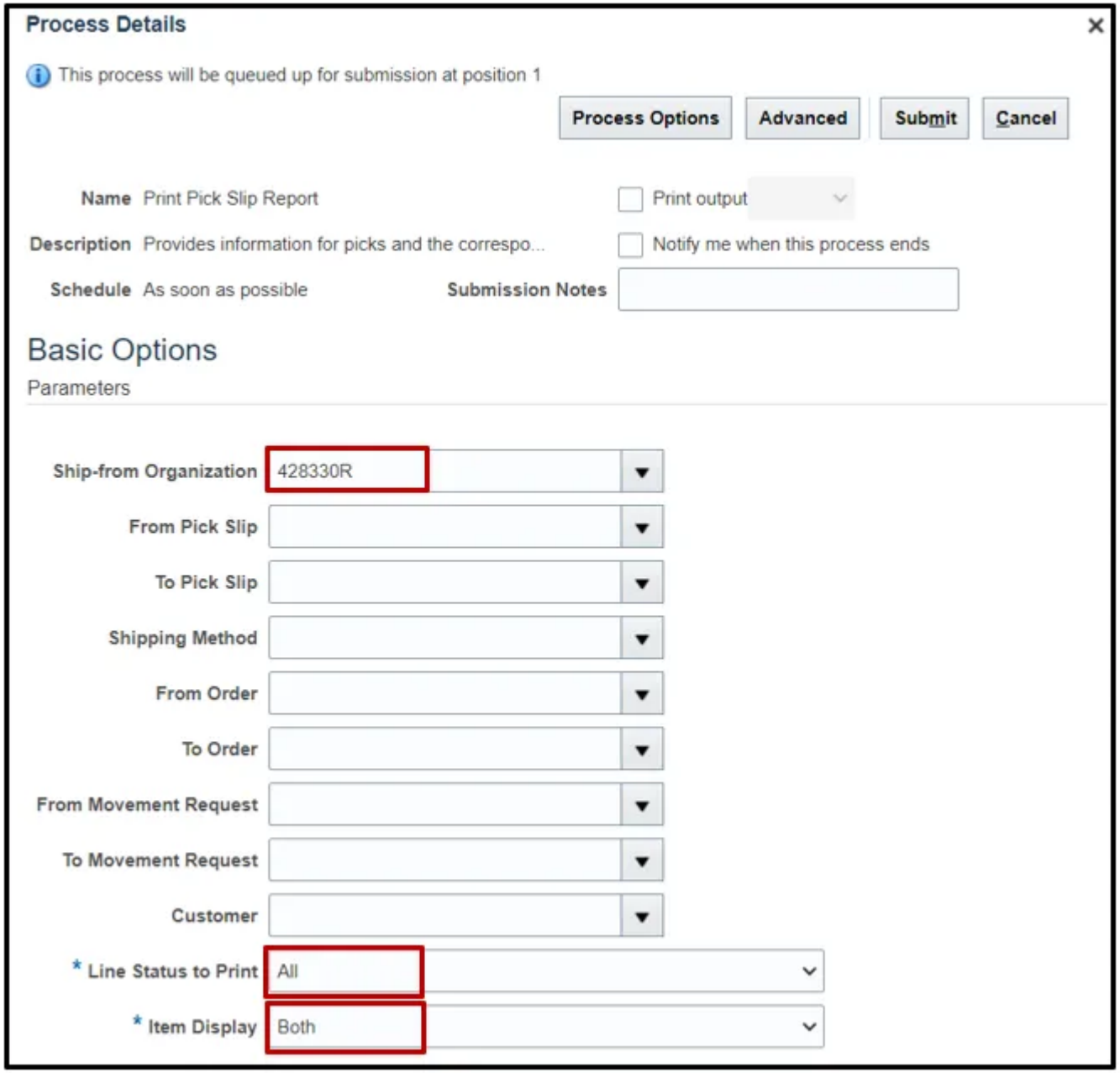
Step 4. Type **Print Pick Slip Report** in the **Name** field. Click **OK**.

Image



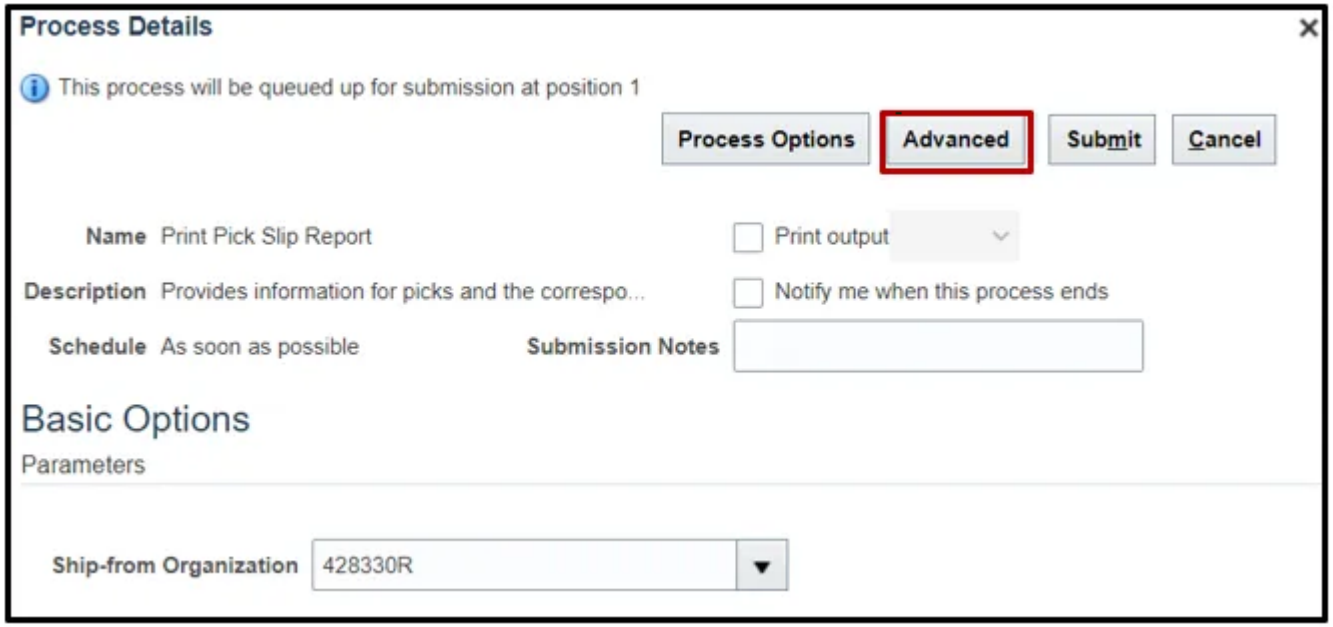
Step 5. Choose **All** from the **Line Status to Print** drop-down list. Choose **Both** from the **Item Display** drop-down list. Choose the **Inventory Organization** from the **Ship-from Organization** drop-down list.

Image


Process Details
This process will be queued up for submission at position 1
Process Options
Advanced
Submit
Cancel
Name Print Pick Slip Report
Print output
Description Provides information for picks and the correspo...
Notify me when this process ends
Schedule As soon as possible
Submission Notes
Basic Options
Parameters
Ship-from Organization 428330R
From Pick Slip
To Pick Slip
Shipping Method
From Order
To Order
From Movement Request
To Movement Request
Customer
* Line Status to Print All
* Item Display Both

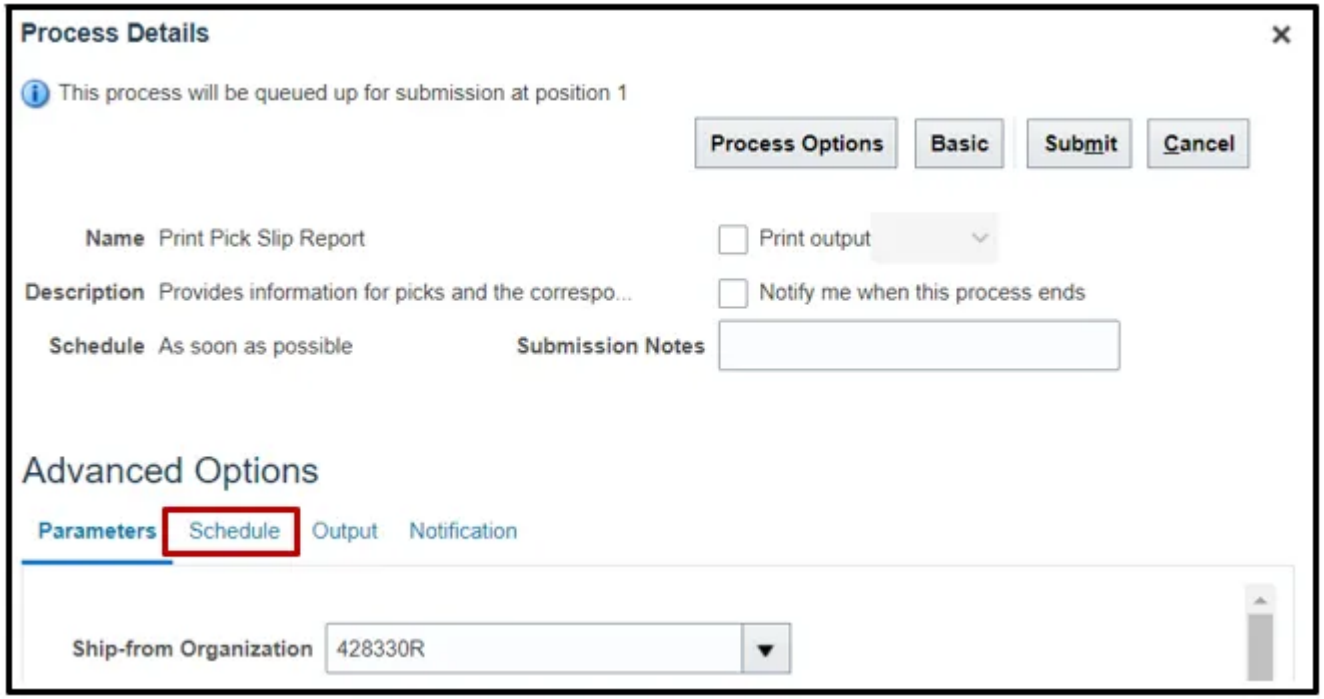
Step 6. Switch to the **Advanced** view by clicking **Advanced**.

Image



Step 7. Click the **Schedule** tab.

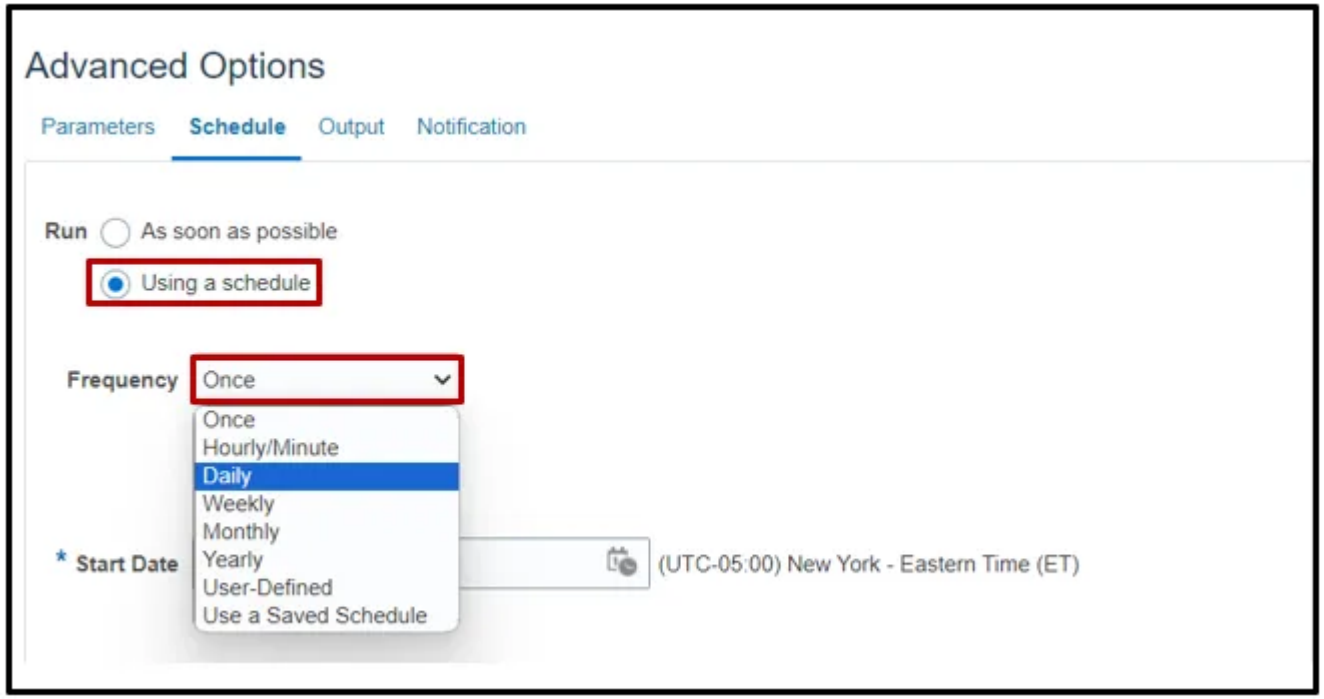
Image



Step 8. Click the **Using a schedule** radio button. Choose the **Frequency** from the **Frequency** drop-down list.

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

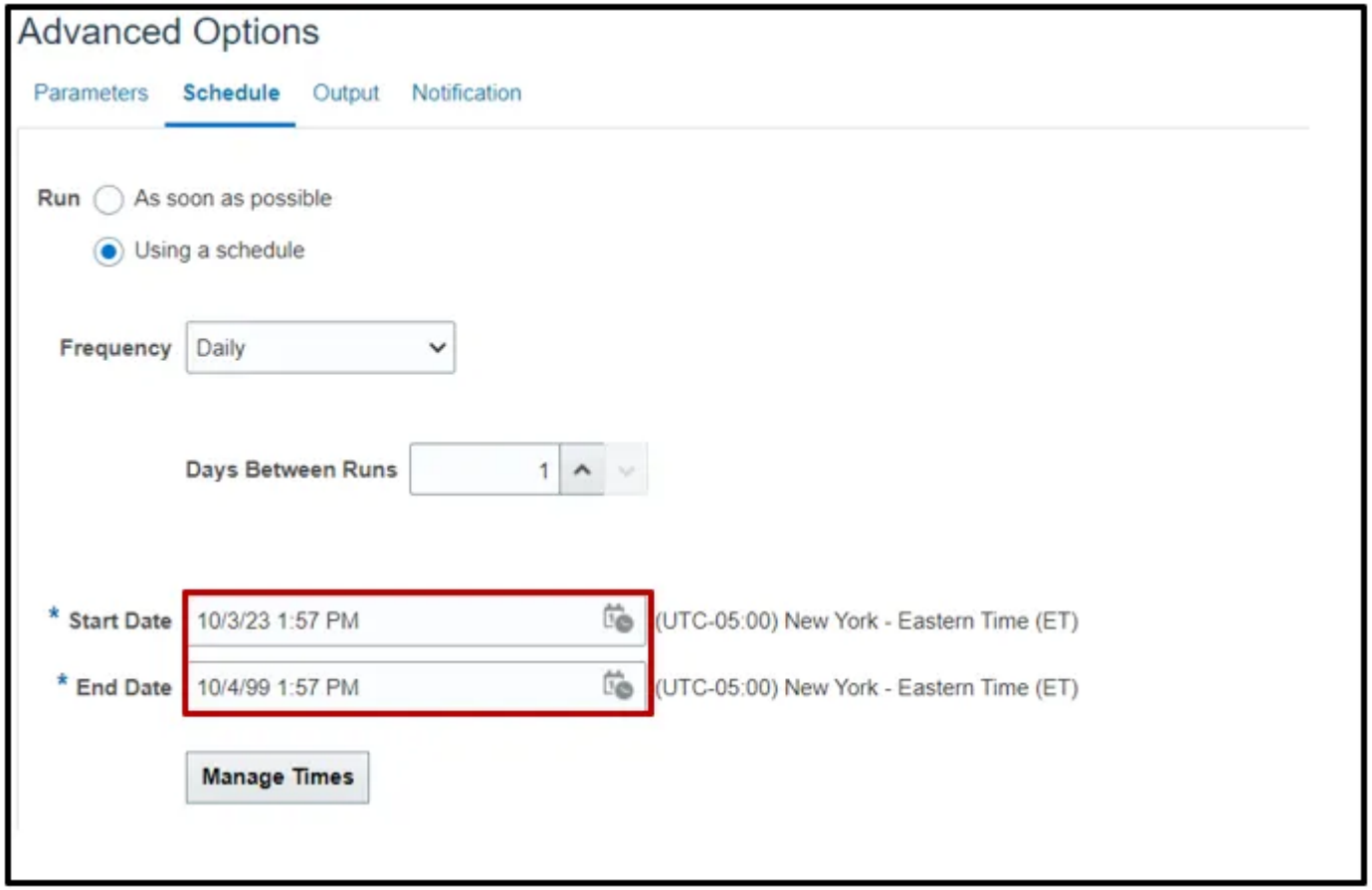
Image



Step 9. Enter your **Start** and **End** Dates.

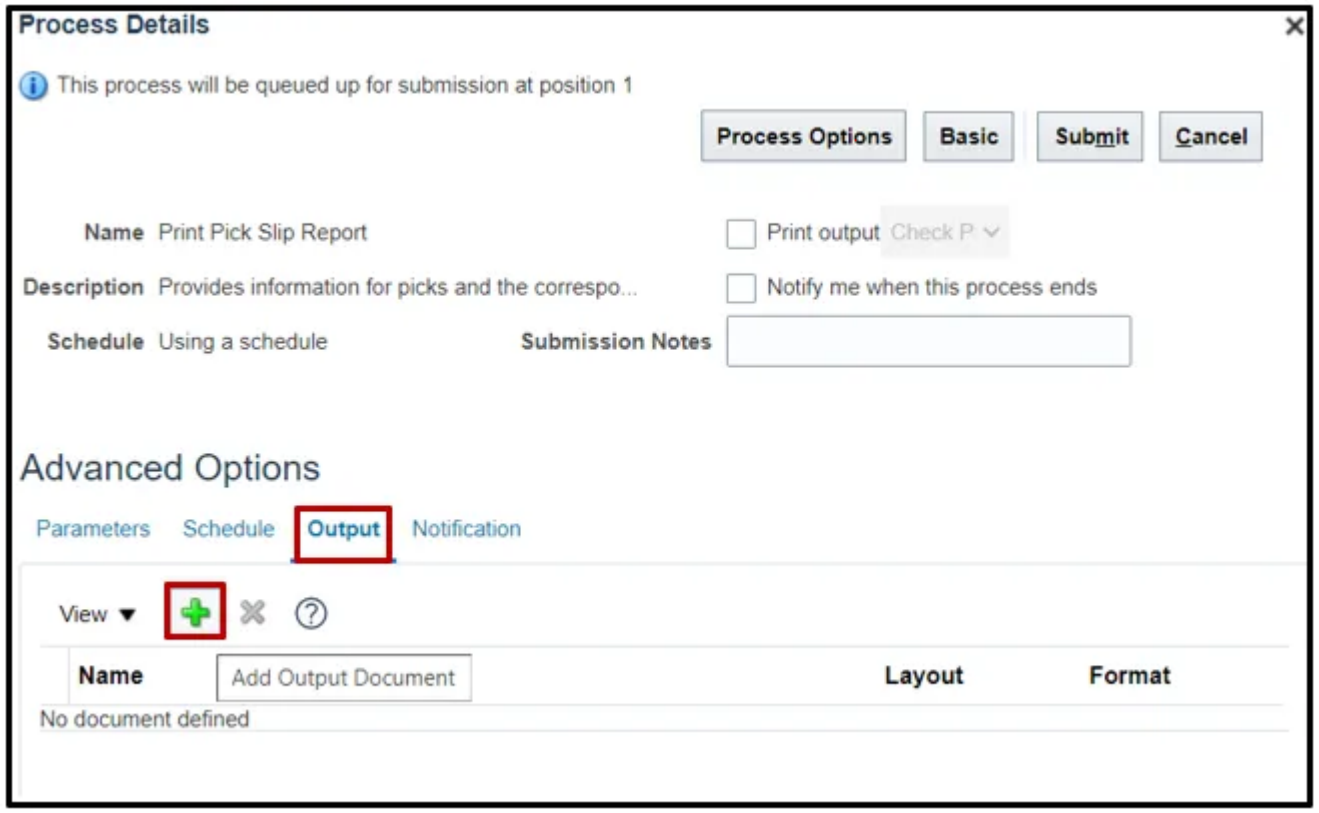
In this example, an end date of **2099** was chosen.

Image



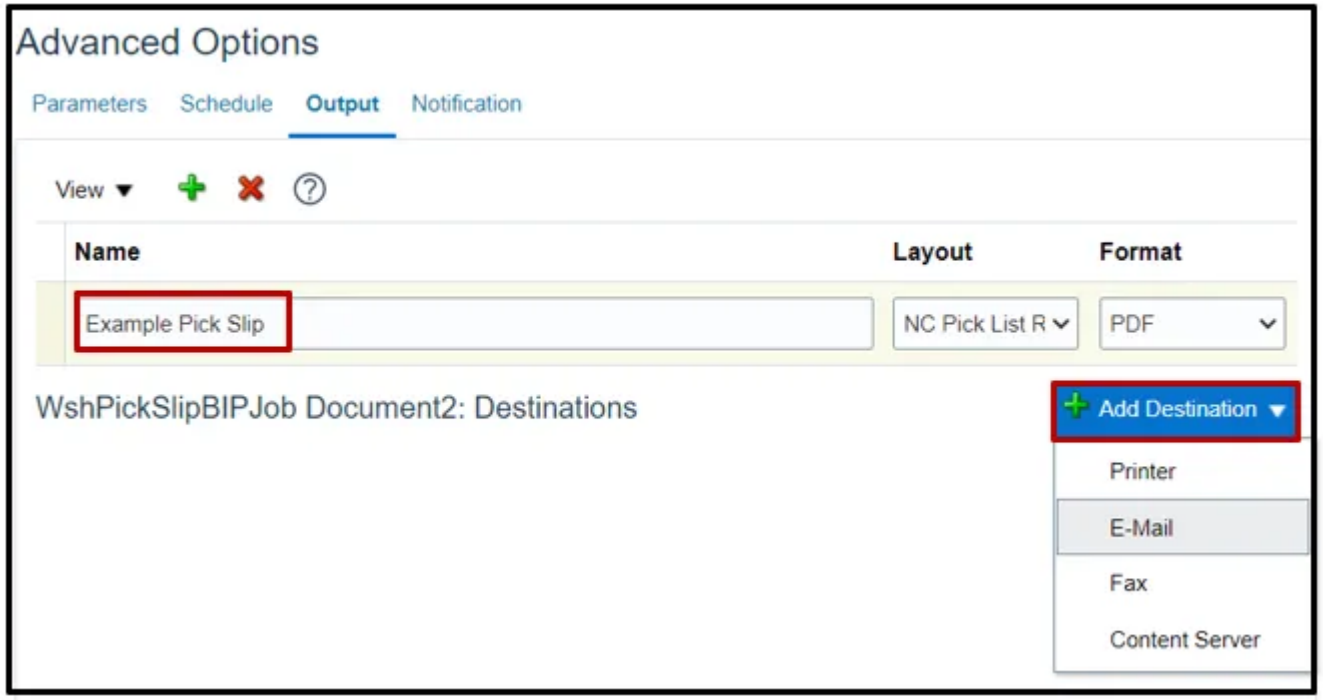
Step 10. Click the **Output** tab to determine output location. Click **Add Output Document**.

Image



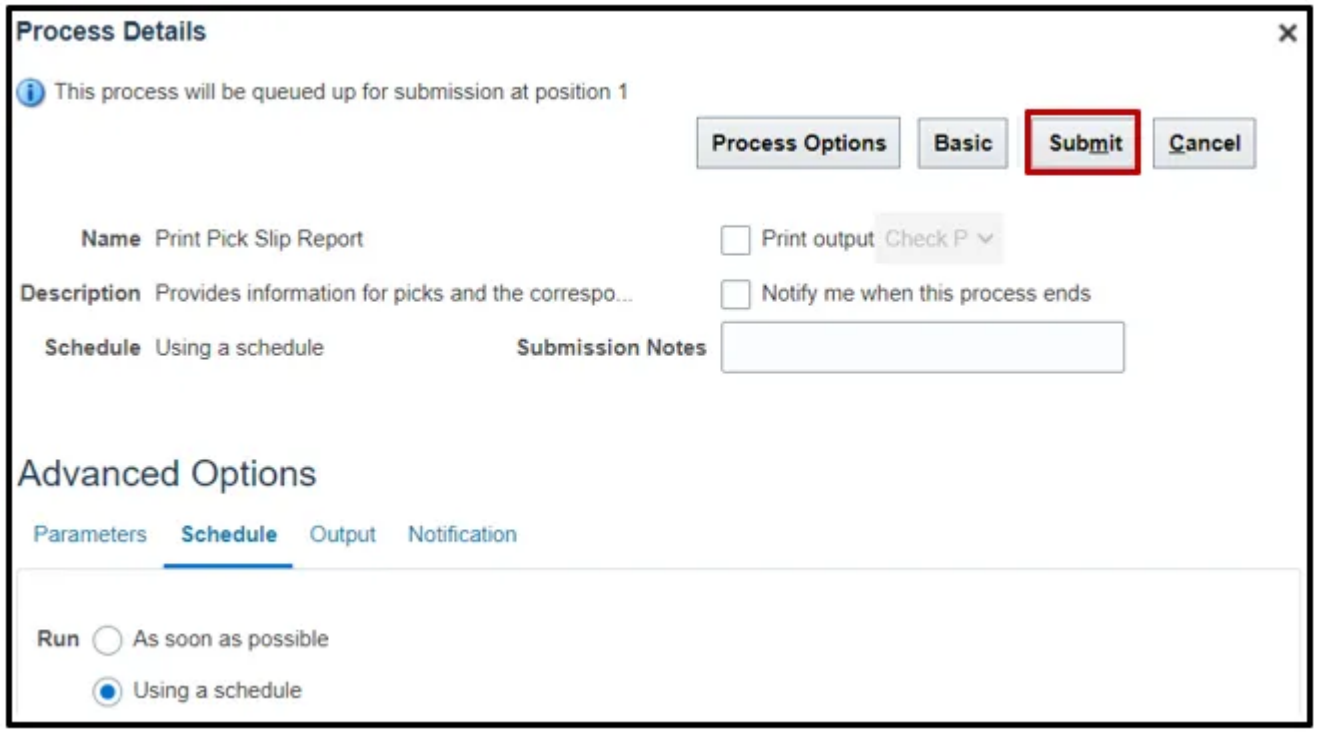
Step 11. Use **Name** field to name your output. Click **Add Destination** to choose a destination and complete relevant fields.

Image



Step 12. Click **Submit** to schedule your pick slip report.

Image



Wrap-Up

Schedule pick slip report using the steps above in NCFS.

Additional Resources

- Virtual Instructor-Led Training (vILT)
  - INV 105: Warehouse Management
  - INV 106: Warehouse Transaction Support

First Published

Mon, 10/09/2023

Last Updated

Wed, 09/10/2025

Printable PDF