

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.

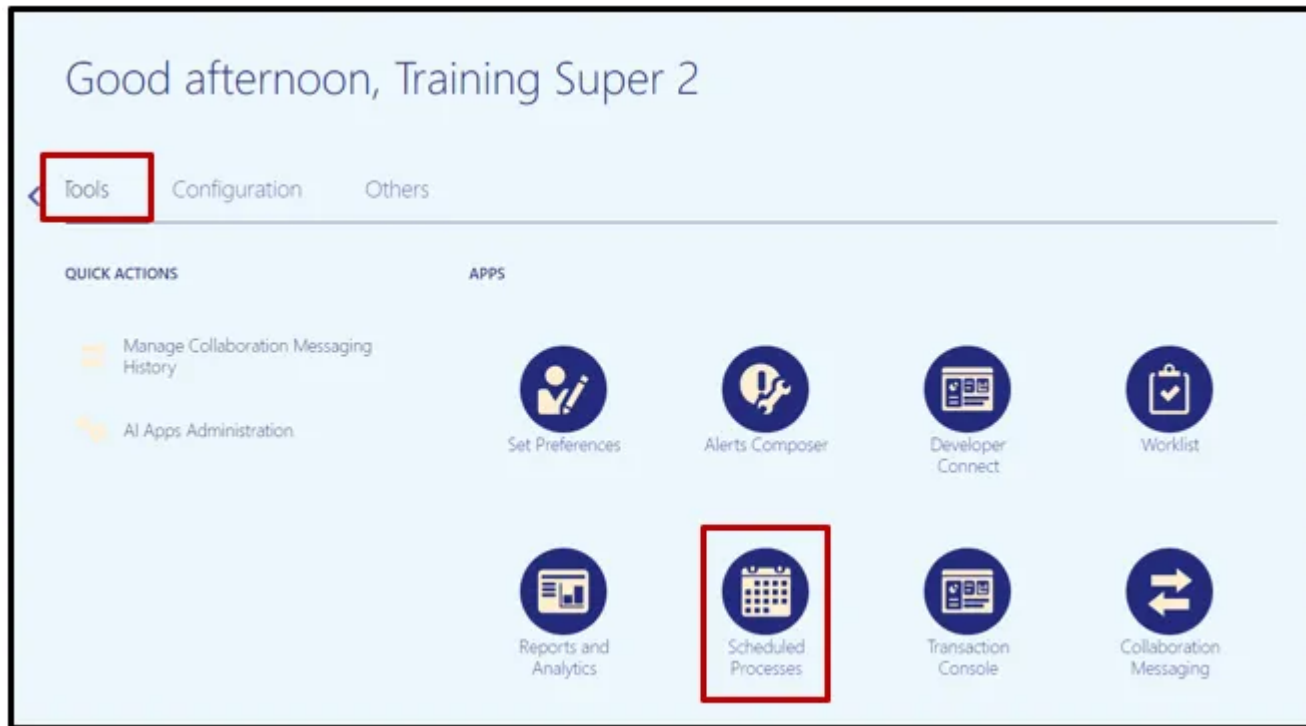
Schedule Pick Slip Report

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

Overview ?

► Search

Search Results ?

View ☒ Flat List ☐ Hierarchy

Actions ▼ View ▼ **Schedule New Process** Resubmit Put On Hold Cancel Process Release Process View Log ↻

Name
Rebuild Learning Item Stop Word Index
Rebuild Learning Item Stop Word Index
Rebuild Learning Item Stop Word Index
Provide Online Transaction Engine Functionality

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

Image

Schedule New Process

Type ☒ Job ☐ Job Set

Name

Description Provides information for picks and the corresponding details for pick slip.

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

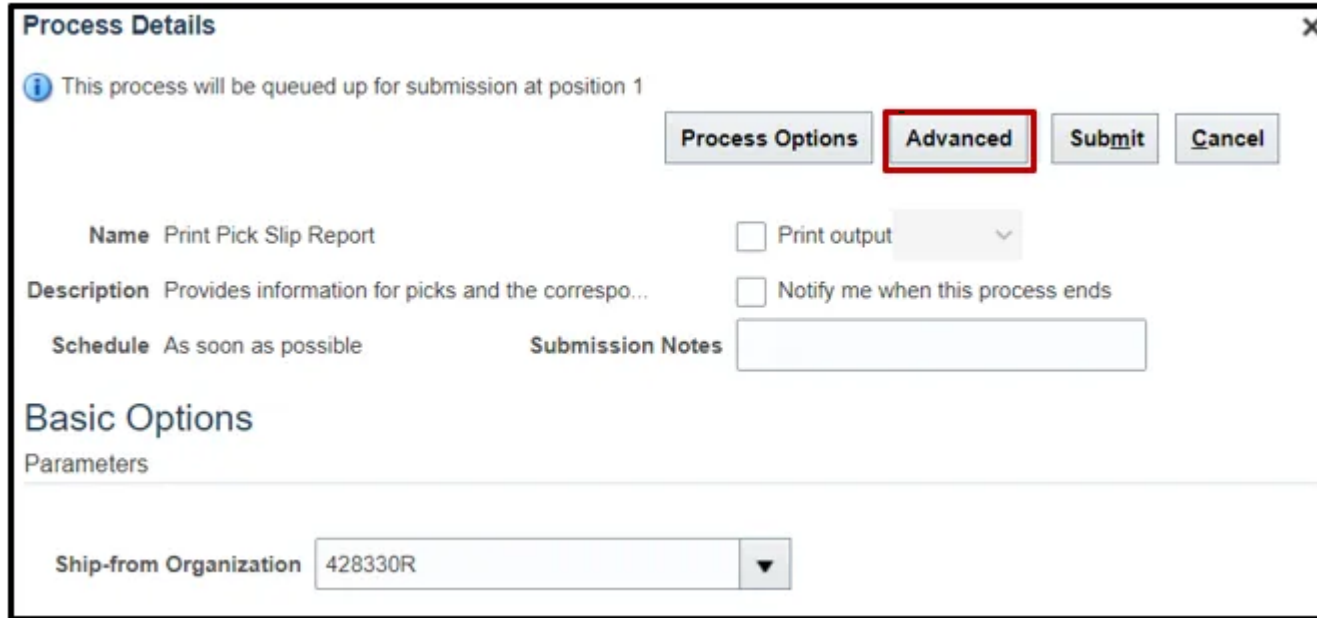
Customer

* Line Status to Print All

* Item Display Both

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

Image



The screenshot shows a 'Process Details' dialog box with a close button (X) in the top right corner. An information icon (i) in the top left indicates 'This process will be queued up for submission at position 1'. Below this, there are four buttons: 'Process Options', 'Advanced' (highlighted with a red border), 'Submit', and 'Cancel'. The 'Advanced' tab displays the following fields:

- Name:** Print Pick Slip Report
- Description:** Provides information for picks and the correspo...
- Schedule:** As soon as possible
- Submission Notes:** (empty text box)
- ☐ Print output (with a dropdown arrow)
- ☐ Notify me when this process ends

Below these fields is a section titled 'Basic Options' with a 'Parameters' sub-header. Under 'Parameters', there is a 'Ship-from Organization' field with the value '428330R' and a dropdown arrow.

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

Image

Process Details ✕

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

Process Options **Basic** **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**

Advanced Options

Parameters **Schedule** **Output** **Notification**

Ship-from Organization 428330R ▼

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

Advanced Options

Parameters **Schedule** Output 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 9. Enter your **Start** and **End** Dates.

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

Image

Advanced Options

Parameters **Schedule** Output Notification

Run ☐ As soon as possible
☒ Using a schedule

Frequency Daily

Days Between Runs 1

* Start Date 10/3/23 1:57 PM (UTC-05:00) New York - Eastern Time (ET)

* End Date 10/4/99 1:57 PM (UTC-05:00) New York - Eastern Time (ET)

[Manage Times](#)

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

Image

Process Details ✕

This process will be queued up for submission at position 1

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

Name Print Pick Slip Report ☐ Print output Check P ▾

Description Provides information for picks and the correspo... ☐ Notify me when this process ends

Schedule Using a schedule **Submission Notes**

Advanced Options

Parameters **Output** Notification

View ▾   

Name	Layout	Format
Add Output Document		
No document defined		

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

Image

Advanced Options

Parameters Schedule **Output** Notification

View ▼ + ✕ ?

Name	Layout	Format
Example Pick Slip	NC Pick List R ▼	PDF ▼

WshPickSlipBIPJob Document2: Destinations

+ Add Destination ▼

- Printer
- E-Mail**
- Fax
- Content Server

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

Image

Process Details ✕

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

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

Name Print Pick Slip Report ☐ Print output Check P ▾

Description Provides information for picks and the correspo... ☐ Notify me when this process ends

Schedule Using a schedule **Submission Notes**

Advanced Options

Parameters **Schedule** **Output** **Notification**

Run ☐ As soon as possible ☒ Using a schedule

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](#)

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