

INV-47 Schedule Confirm Shipment

Purpose

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

Introduction and Overview

This QRG explains how to schedule the confirm shipment process in NCFS.

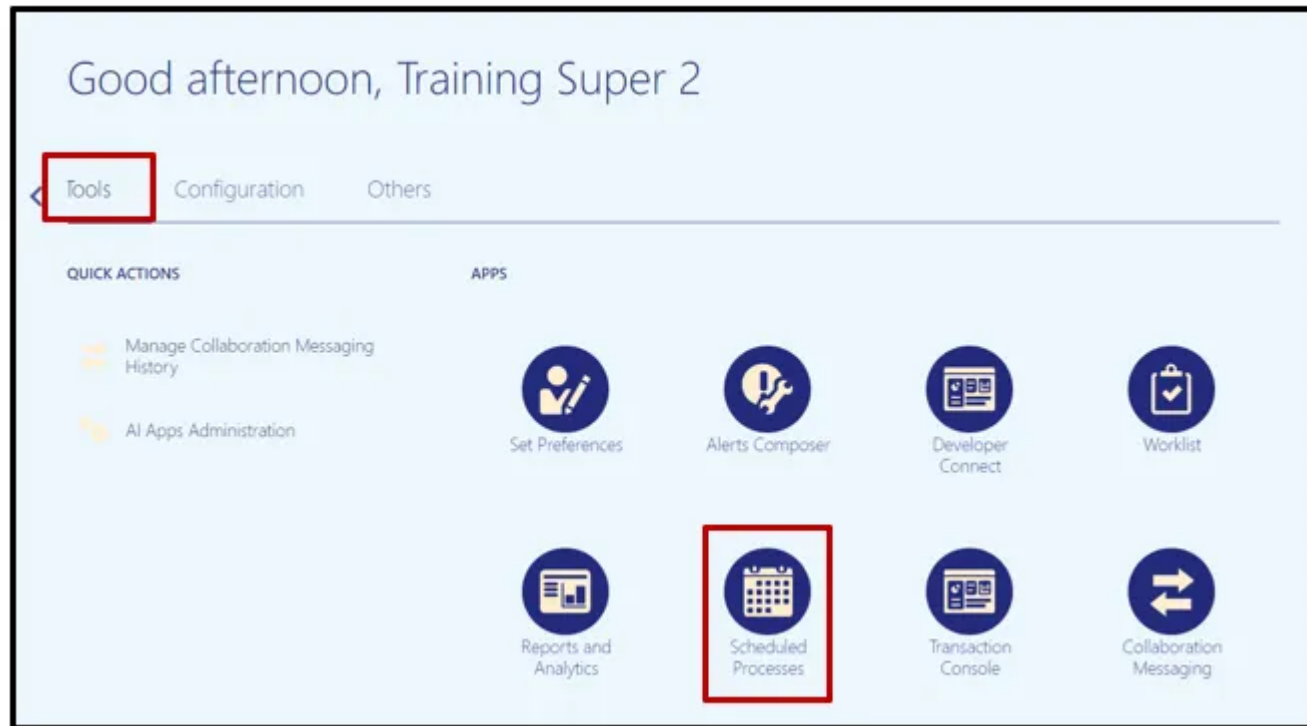
Schedule Confirm Shipment

To schedule a confirm shipment process in NCFS, please follow the steps below. There are 10 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 “**Confirm Shipments**” in the **Name** field. Click **OK**.

Image

Schedule New Process

Type ☒ Job ☐ Job Set

Name Confirm Shipments ▼

Description Shipping confirmation for shipments.

OK Cancel

Confirm Shipments

Schedule

10/10/23
10/10/23
10/10/23
10/10/23

Step 5. Choose the **Ship Confirm Rule** from the drop-down list associated with the inventory organization this process is being set up for. Enter a **Ship Confirm Batch Prefix** and the **Ship-from Organization** for each ship confirmation.

In this example, **32MAIN Ship Confirm Rule**, **32MAIN- batch prefix**, and **32MAIN Ship-from Organization** were used.

Image

Process Details



 This process will be queued up for submission at position 1

Process Options

Advanced

Submit

Cancel

Name Confirm Shipments

Description Shipping confirmation for shipments.

☐ Notify me when this process ends

Schedule As soon as possible

Submission Notes

Basic Options

Parameters

* Ship Confirm Rule 32MAIN Ship Confirm Rule ▼

Actual Ship Date m/d/yy 

* Ship Confirm Batch Prefix 32MAIN-

Ship-from Organization 32MAIN ▼

Pick Wave ▼

Autopack Batch ▼

From Shipment ▼

To Shipment ▼

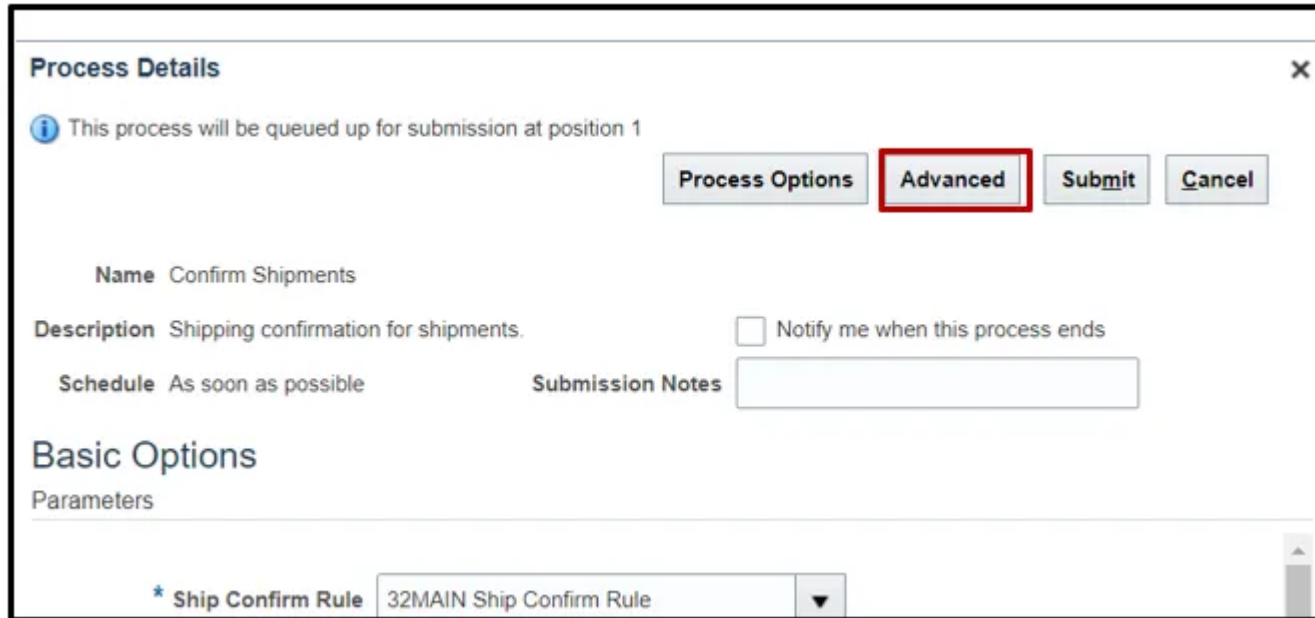
From Bill of Lading ▼

To Bill of Lading ▼

Ship-to Location ▼

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. Below the title bar, there is an information icon and a message: 'This process will be queued up for submission at position 1'. Below this message are four buttons: 'Process Options', 'Advanced' (highlighted with a red border), 'Submit', and 'Cancel'. The 'Advanced' button is currently selected. Below the buttons, the 'Name' field is 'Confirm Shipments'. The 'Description' field is 'Shipping confirmation for shipments.' To the right of the description is a checkbox labeled 'Notify me when this process ends'. Below the description, the 'Schedule' is 'As soon as possible' and the 'Submission Notes' field is empty. Below the 'Submission Notes' field is a section titled 'Basic Options' with a sub-section 'Parameters'. At the bottom, there is a dropdown menu labeled '* Ship Confirm Rule' with the selected value '32MAIN Ship Confirm Rule'.

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

Image

Process Details

This process will be queued up for submission at position 1

Process Options

Basic

Submit

Cancel

Name

Confirm Shipments

Description

Shipping confirmation for shipments.

Notify me when this process ends

Schedule

As soon as possible

Submission Notes

Advanced Options

Parameters

Schedule

Notification

* Ship Confirm Rule

32MAIN Ship Confirm Rule

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

In this example, **Hourly/Minute** was chosen.

Image

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 Hourly/Minute (UTC-05:00) New York - Eastern Time (ET)

Step 9. Enter your **Time Between Runs** and **Start** and **End** Dates.

In this example, an interval of **15 minutes** and an end date of **2099** were chosen.

Image

Advanced Options

Parameters **Schedule** Notification

Run ☐ As soon as possible
☒ Using a schedule

Frequency

Time Between Runs

Hours Minutes

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

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

Step 10. Click **Submit** to schedule the Confirm Shipments process.

Image

Process Details

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

Process Options Basic **Submit** Cancel

Name Confirm Shipments

Description Shipping confirmation for shipments. ☐ 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 the Confirm Shipments process using the steps above in NCFS.

Additional Resources

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

First Published

Tue, 10/24/2023

Last Updated

Tue, 09/16/2025

[View PDF](#)