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.

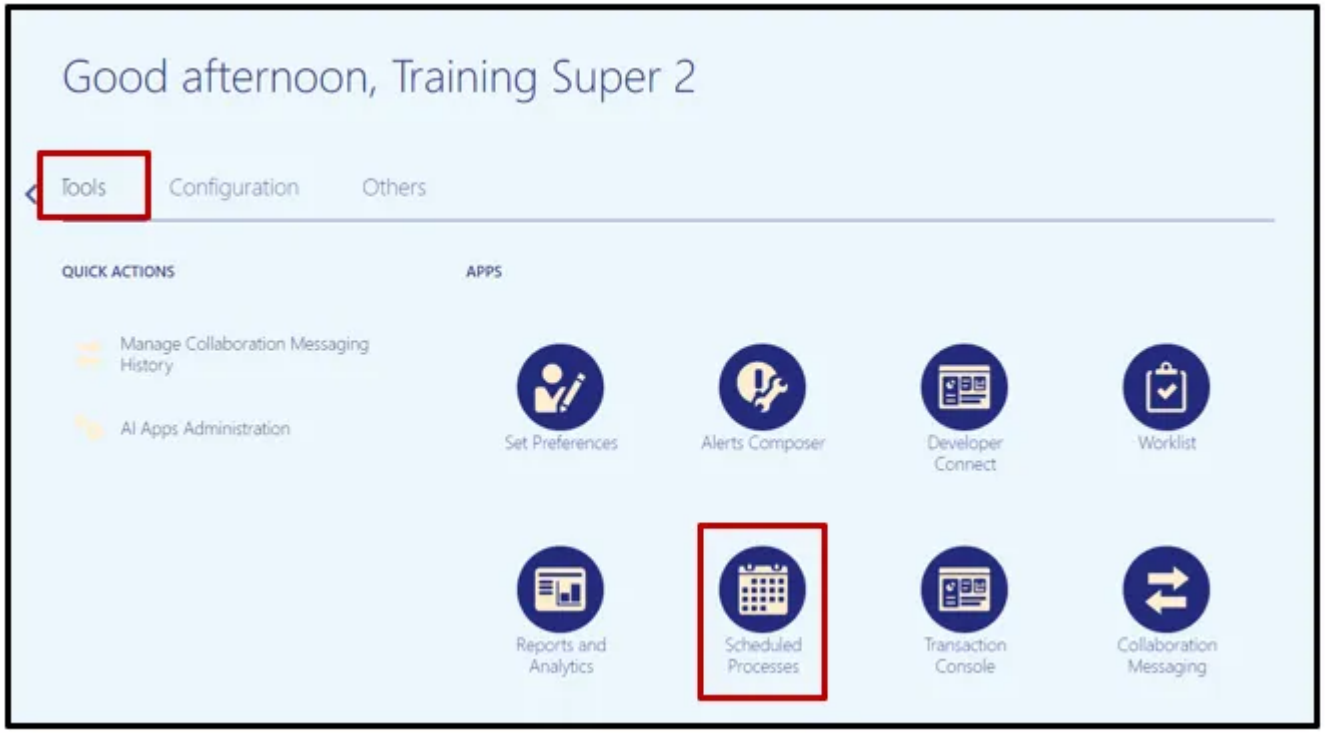
Schedule Confirm Shipment

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.

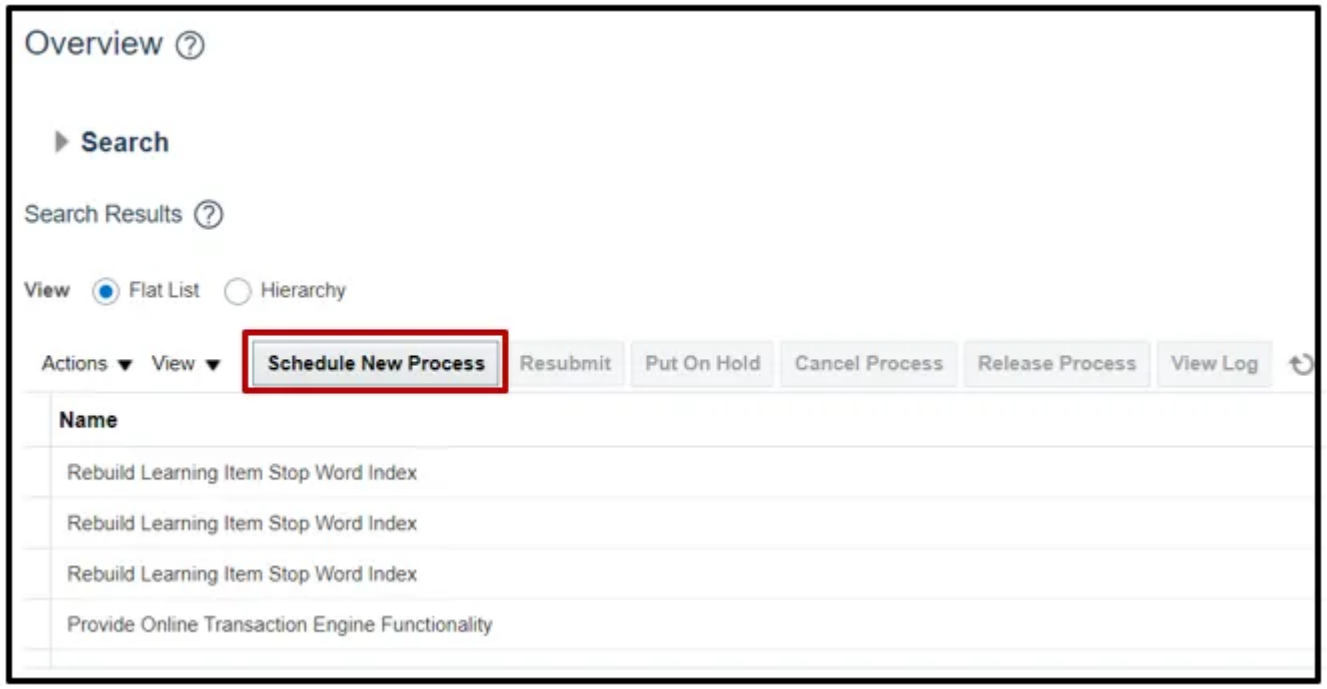
Step 2. On the **Home** page, under the **Tools** tab, click the **Scheduled Processes** app.

Image



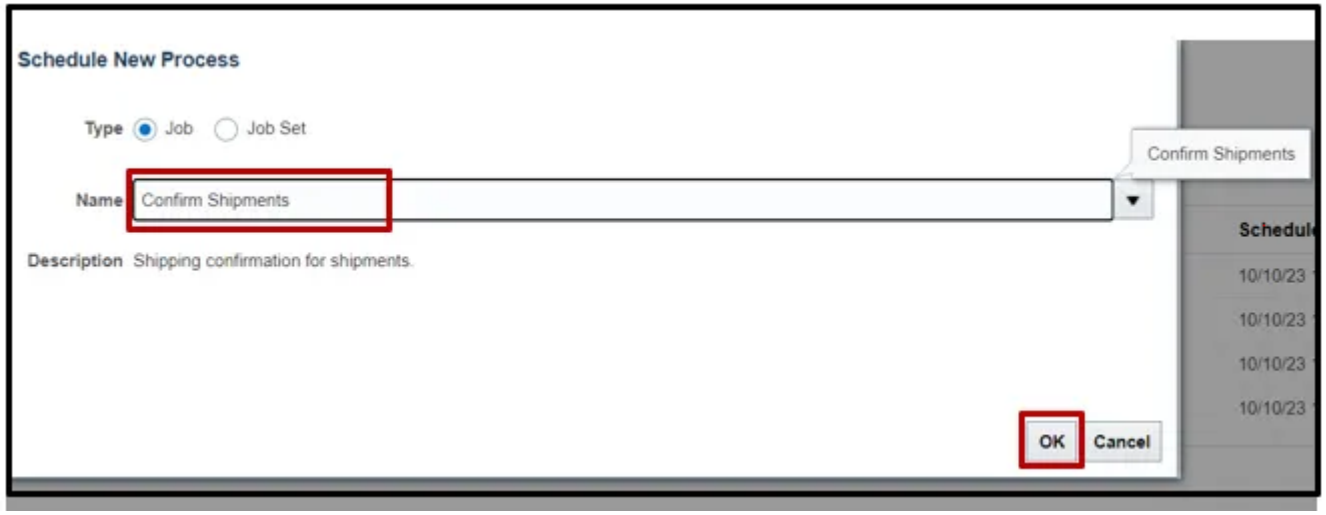
Step 3. On the **Scheduled Processes** page, click **Scheduled New Process**.

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Step 4. Type "***Confirm Shipments***" in the **Name** field. Click **OK**.

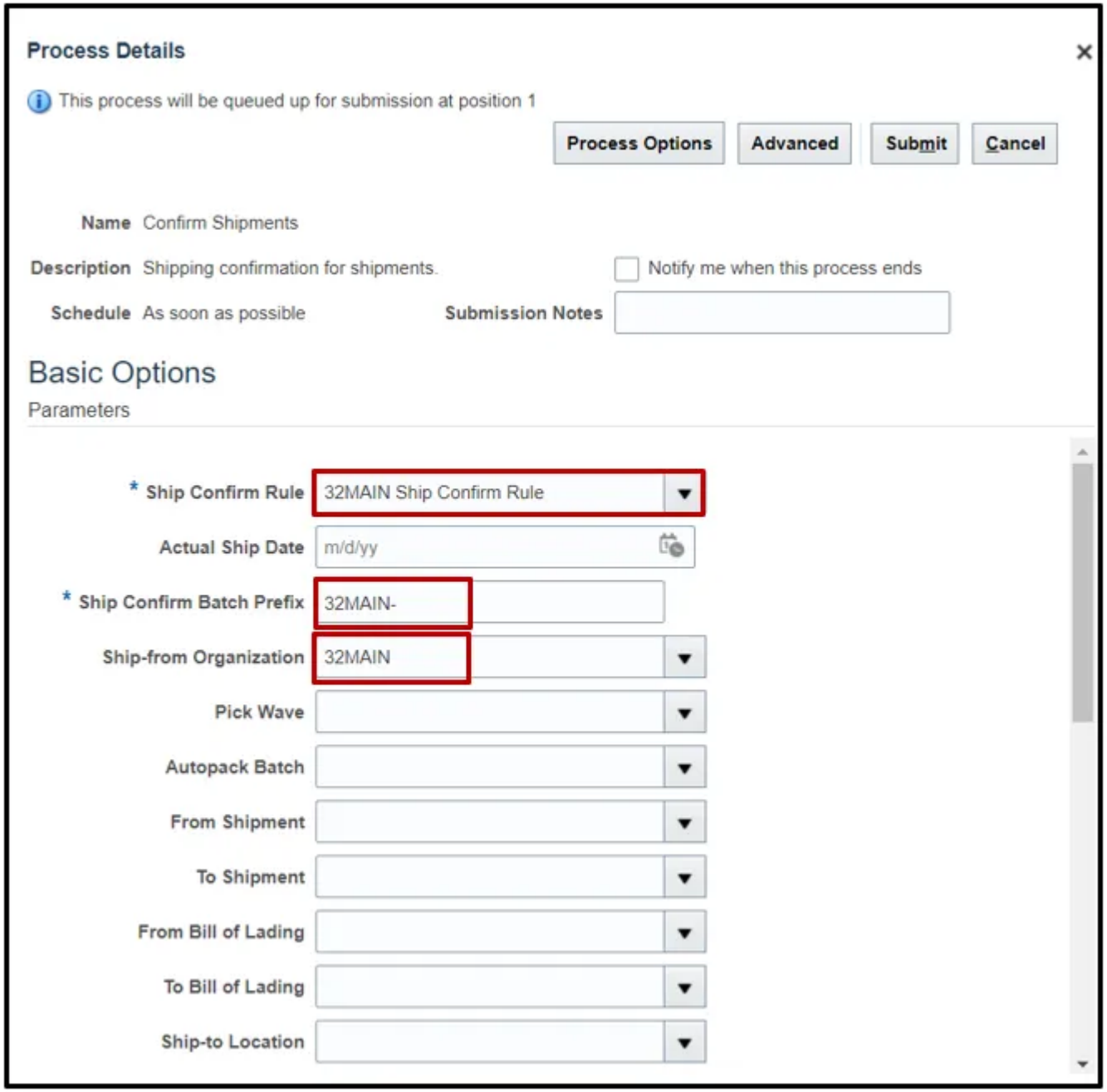
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Step 5. Choose the **Ship Confirm Rule** from the drop-down list associated with the inventory organization this process is being set up for. Enter a **Ship Confirm Batch Prefix** and the **Ship-from Organization** for each ship confirmation.

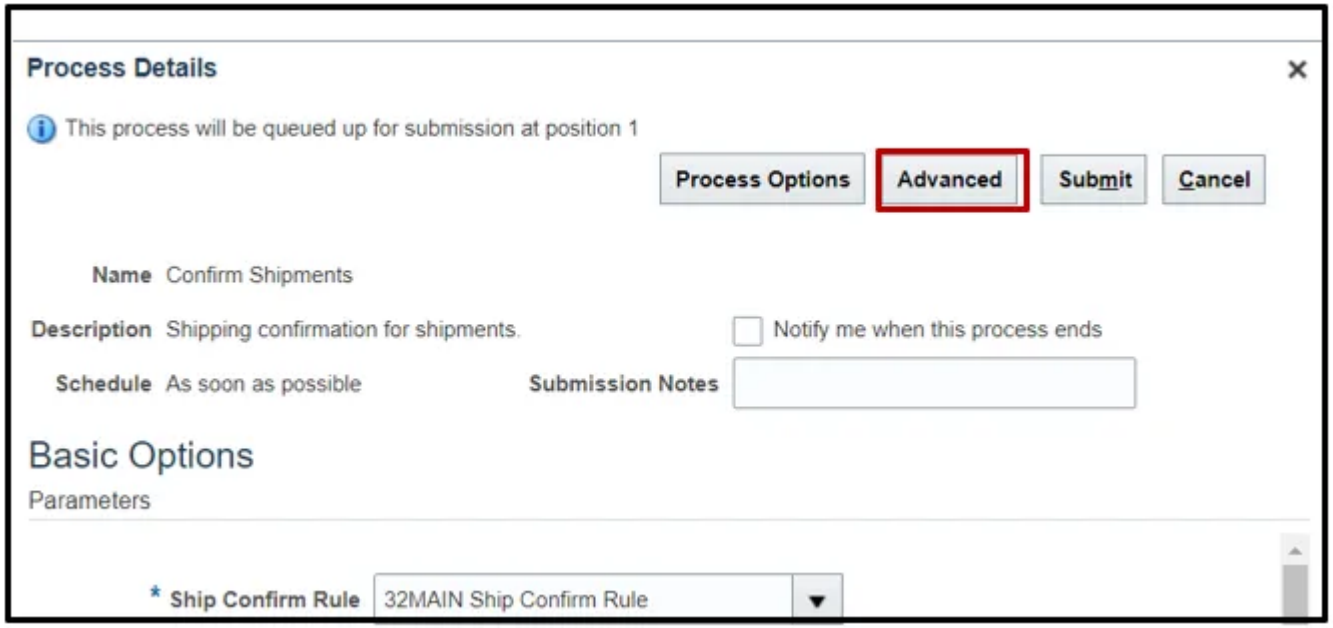
In this example, **32MAIN Ship Confirm Rule**, **32MAIN- batch prefix**, and **32MAIN Ship-from Organization** were used.

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

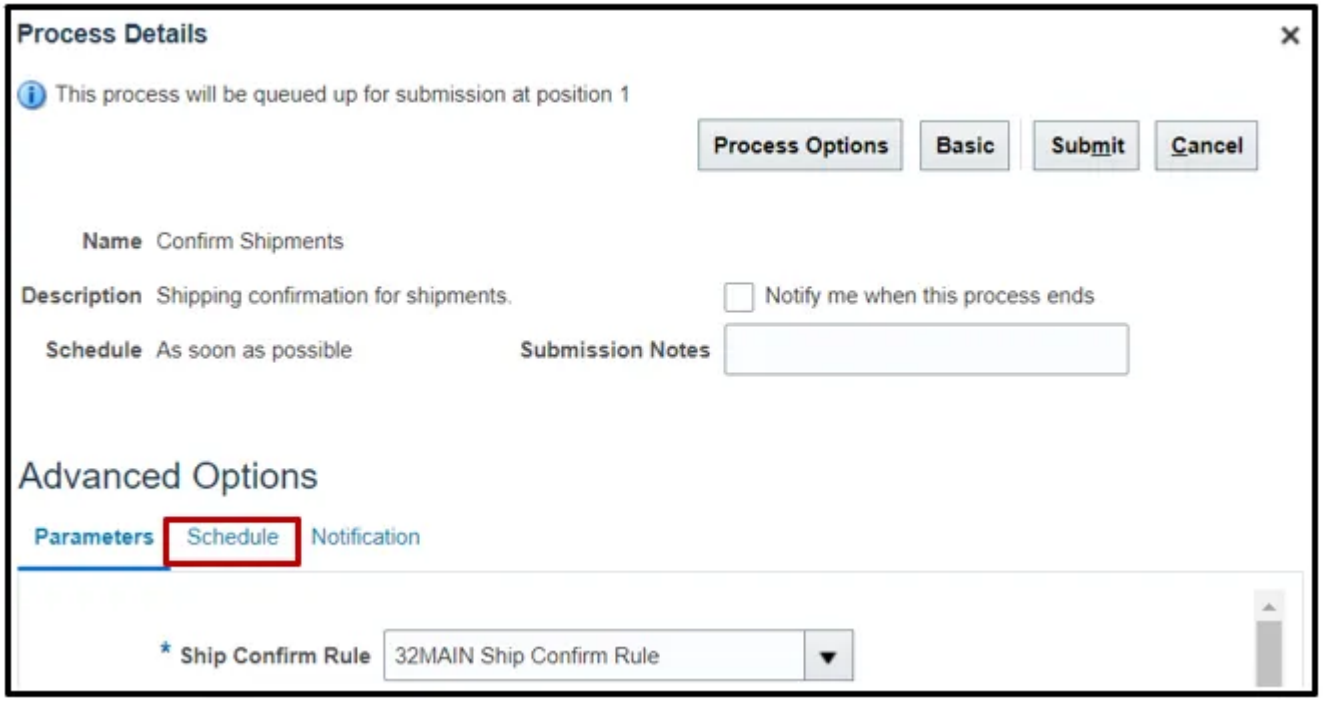
Step 6. Switch to the Advanced view by clicking **Advanced**.

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

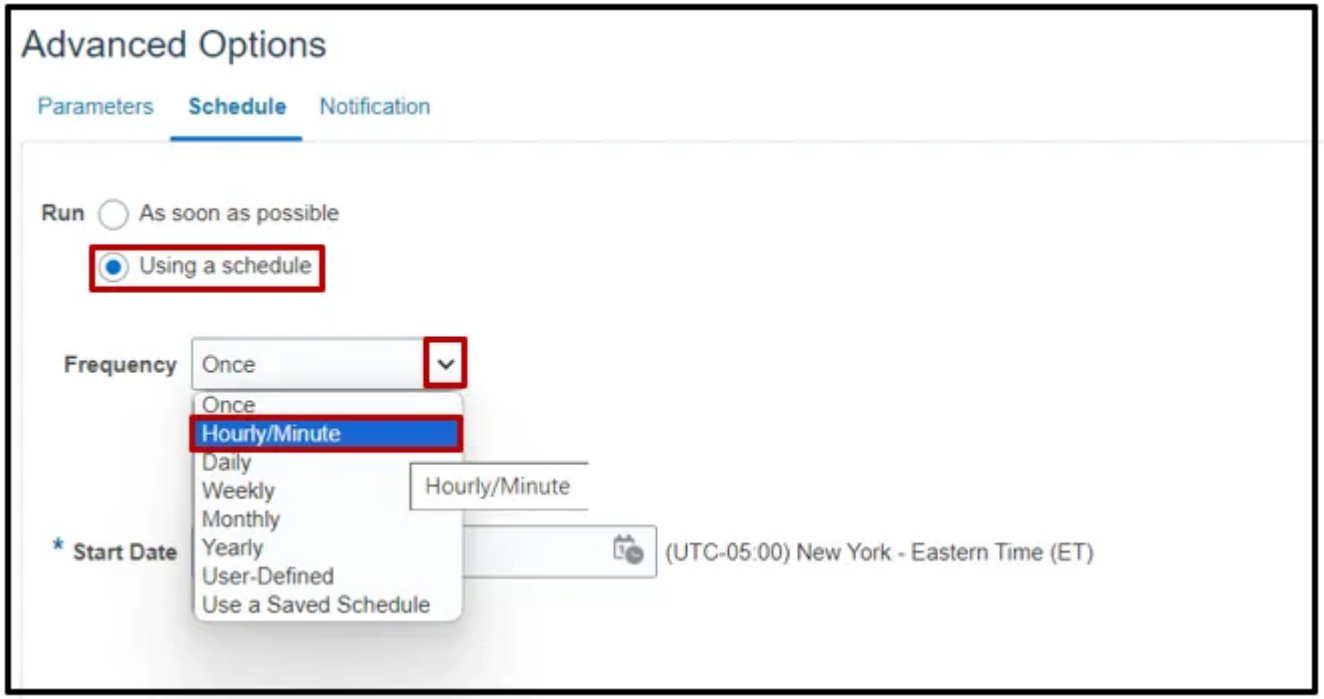
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Step 8. Click the **Using a schedule** radio button. Choose the frequency from the **Frequency** drop-down list.

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

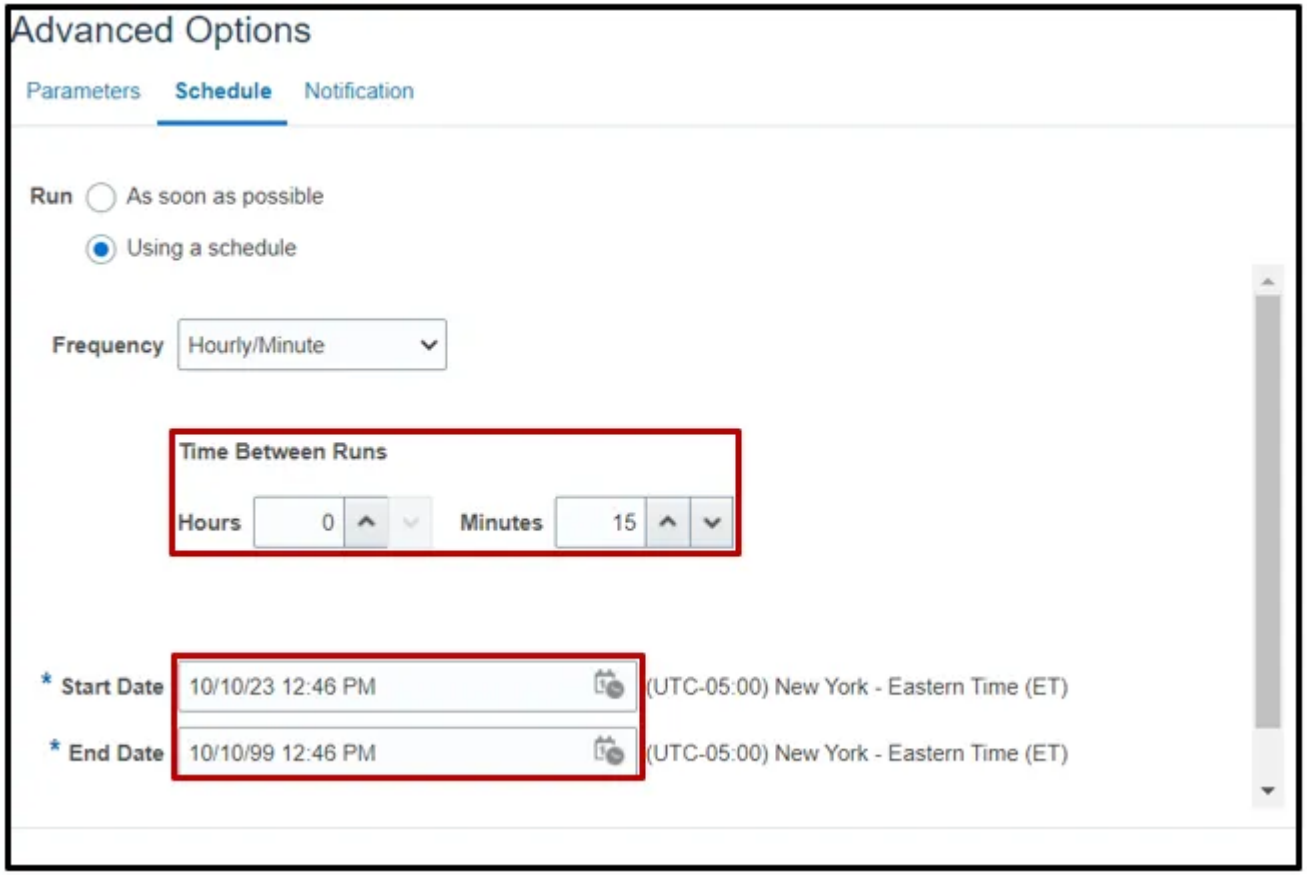
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Step 9. Enter your **Time Between Runs** and **Start** and **End** Dates.

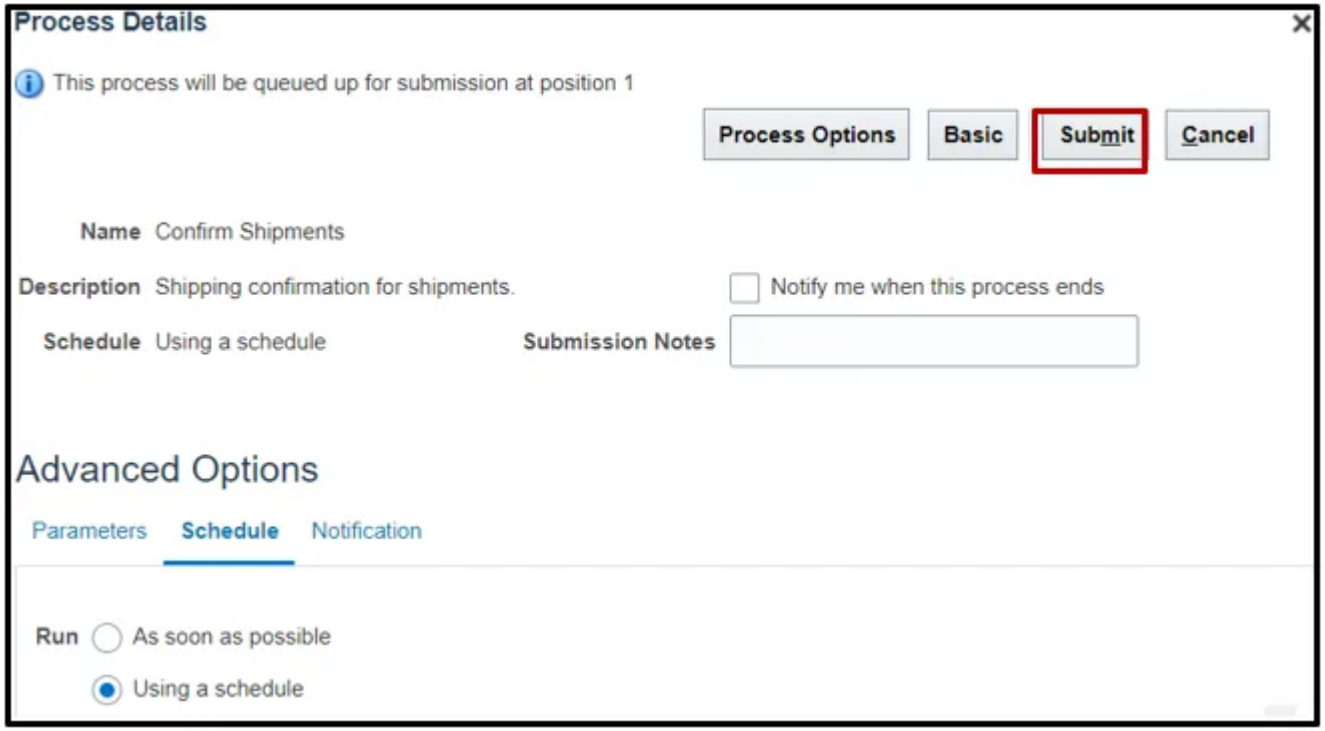
In this example, an interval of **15 minutes** and an end date of **2099** were chosen.

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

Image



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

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