MFG-27 Submit Collect Planning Data

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step guide of how to Submit Collect Planning Data in the North Carolina Financial System (**NCFS**).

Introduction and Overview

This QRG covers the process of initiating and monitoring the scheduled job that updates inventory and reference data after transactions.

Submit Collect Planning Data

There are 11 steps to complete this process.

Step 1. Click the **Company Single Sign-On (SSO)** button.

Step 2. Enter your **@dac.nc.gov** email address.

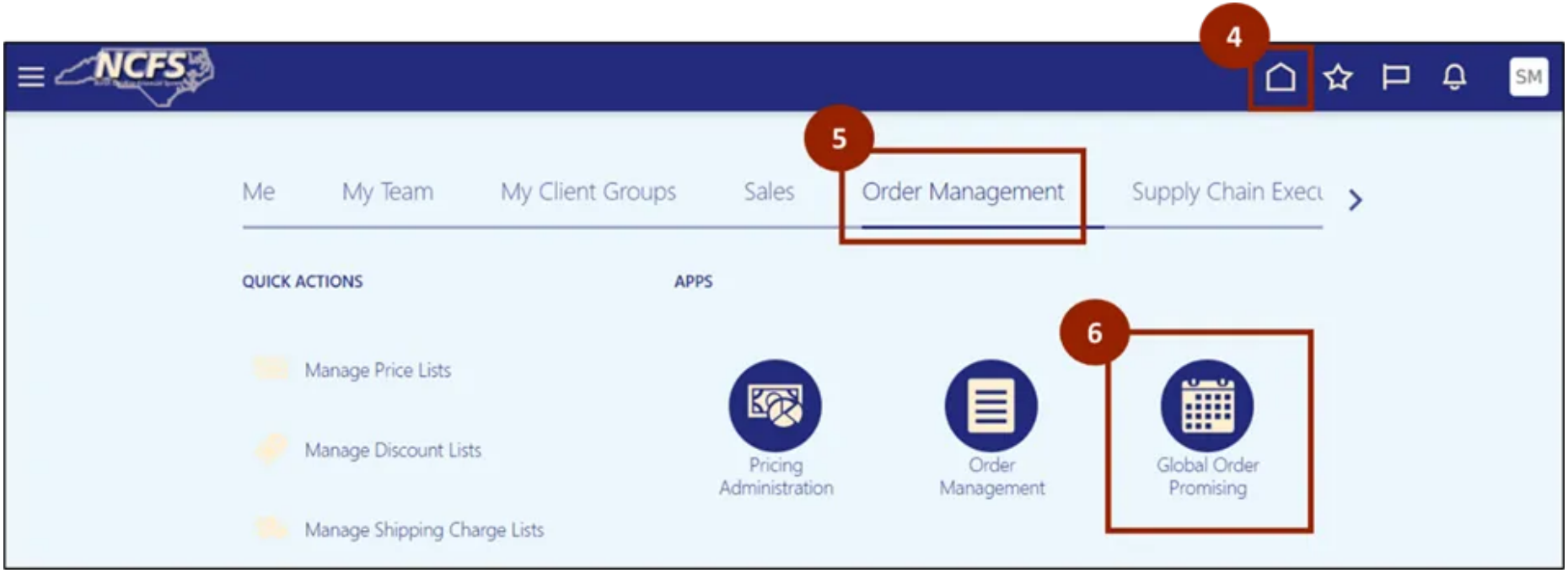
Step 3. Click **Next**, then enter **password**.

Step 4. Navigate to the Home page.

Step 5. While on the Home screen, navigate to the **Order Management** tab.

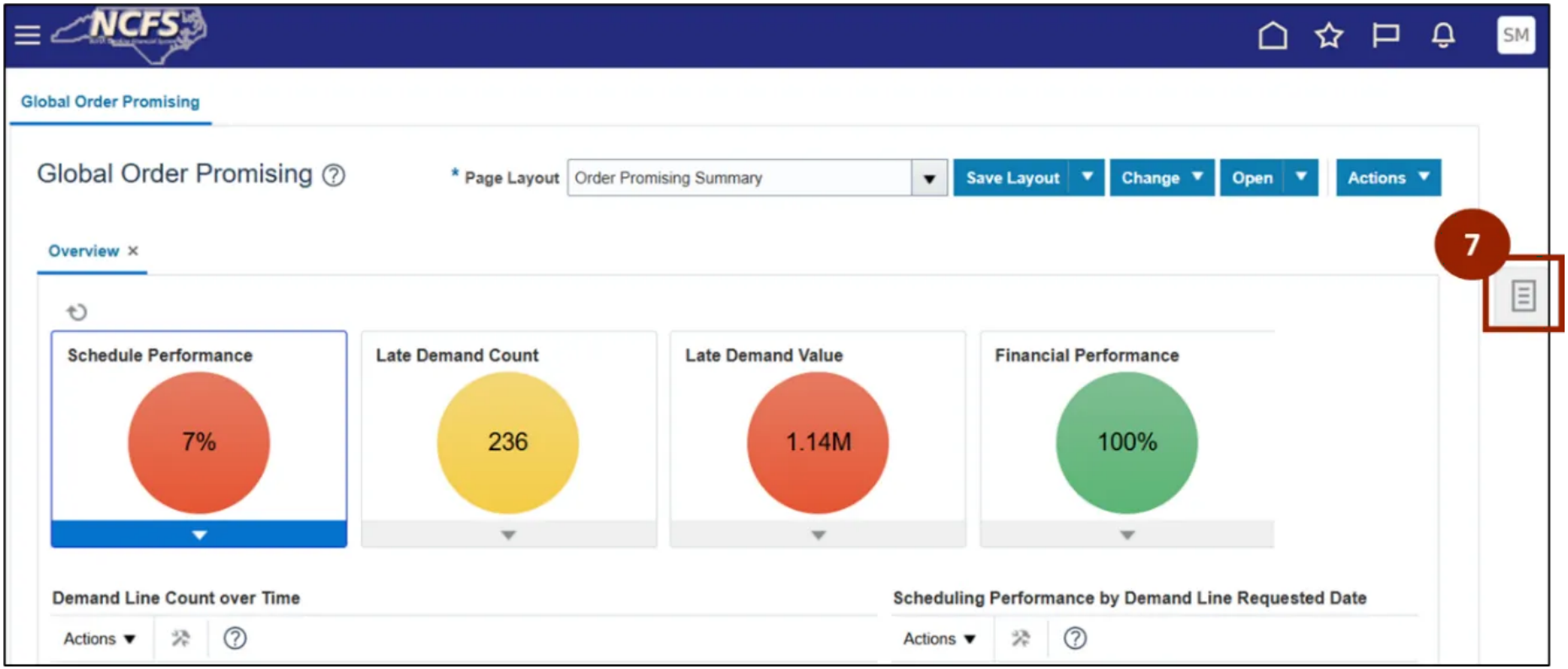
Step 6. In the **Order Management** tab, click on **Global Order Promising**.

Image



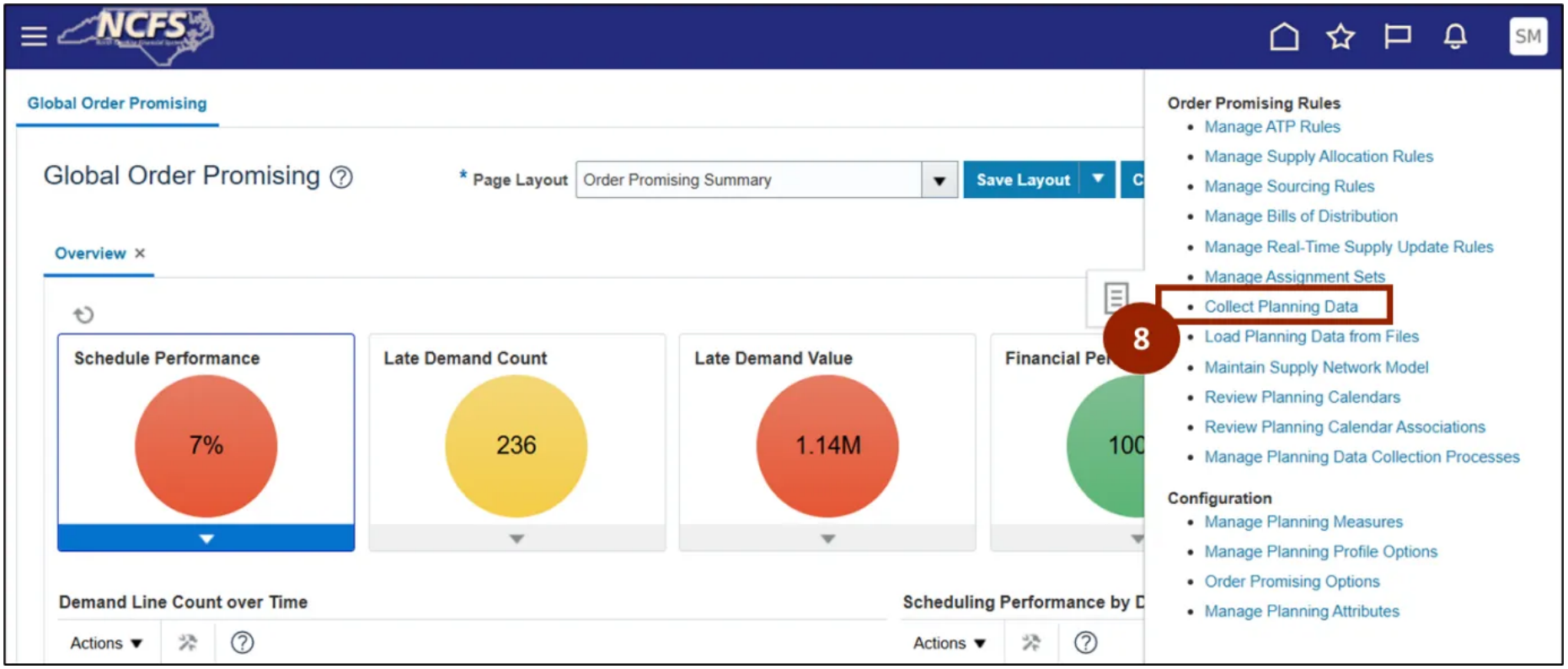
Step 7. Click on the **Task** icon.

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Step 8. Click **Collect Planning Data**.

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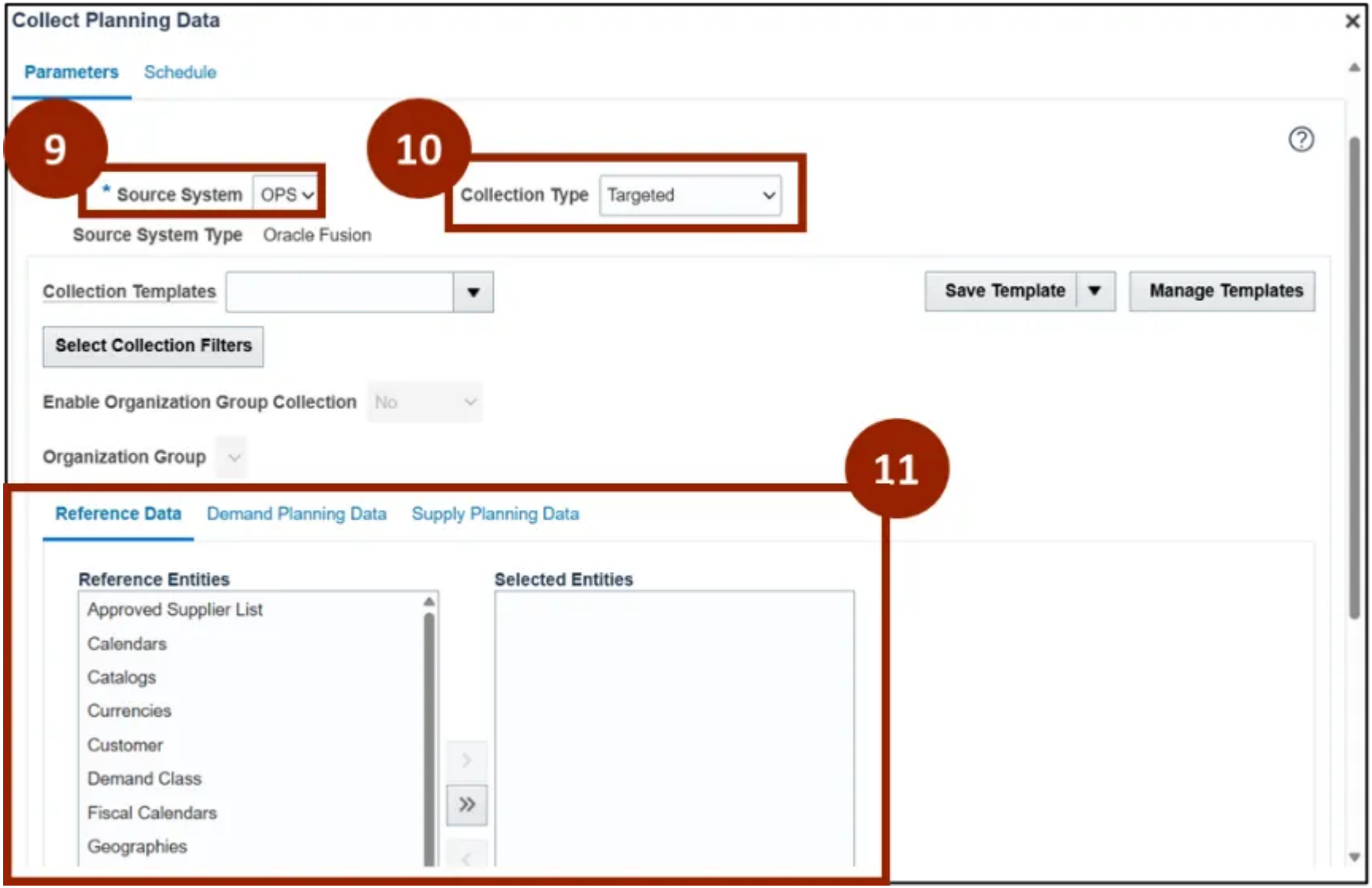


Step 9. In the Source System field, select **OPS**.

Step 10. In the Collection Type field, select **Targeted**.

Step 11. You can view Reference Entities and Selected Entities here.

Image



Wrap-Up

NCFS users can submit collect planning data using the steps above.

Additional Resources

- Instructor Led Training (ILT)
  - MFG117 – Maintain Global Order Promising

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