

MFG-14 Pick Release Process

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step guide of how to execute the Pick Release Process in the North Carolina Financial System (**NCFS**).

Introduction and Overview

This QRG covers the process of Pick Release on how to confirm picked inventory and update quantities as needed before shipment.

Pick Release: Schedule a Pick Wave

There are 15 steps to complete this process.

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

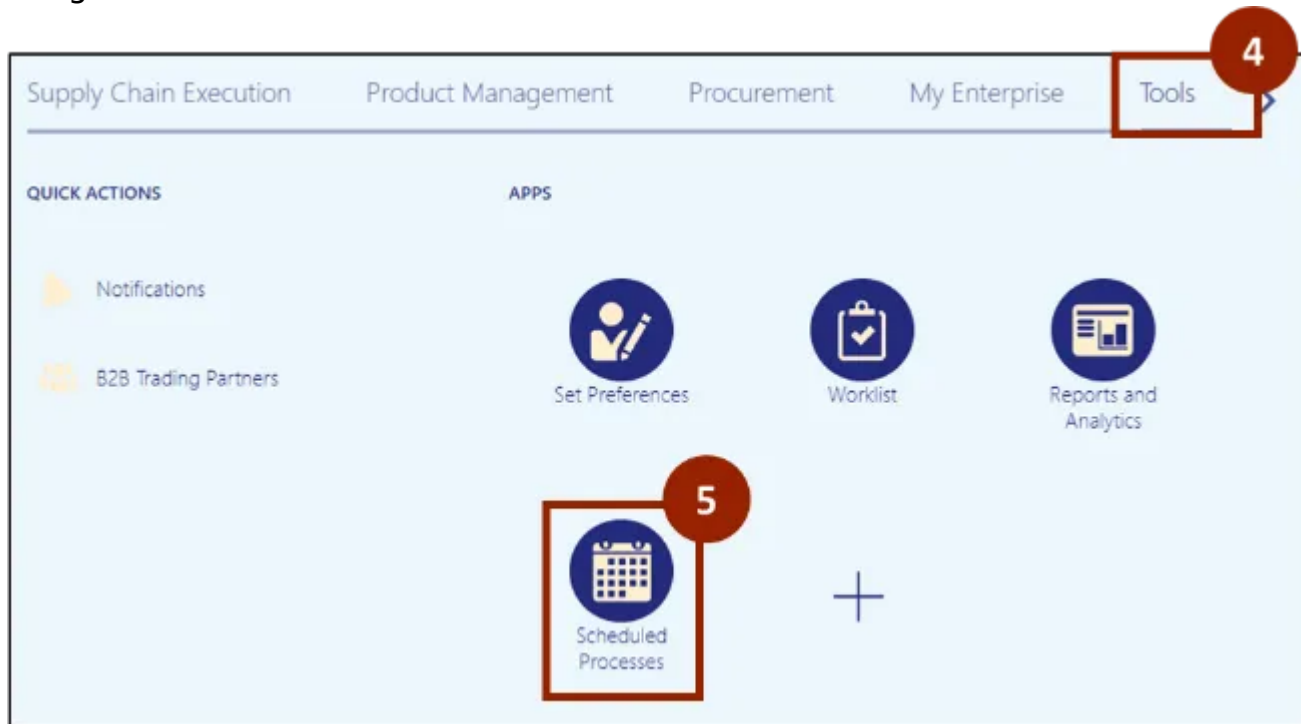
Step 2. Enter your **@dac.nc.gov** email address.

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

Step 4. From the Home screen, select the **Tools** tab.

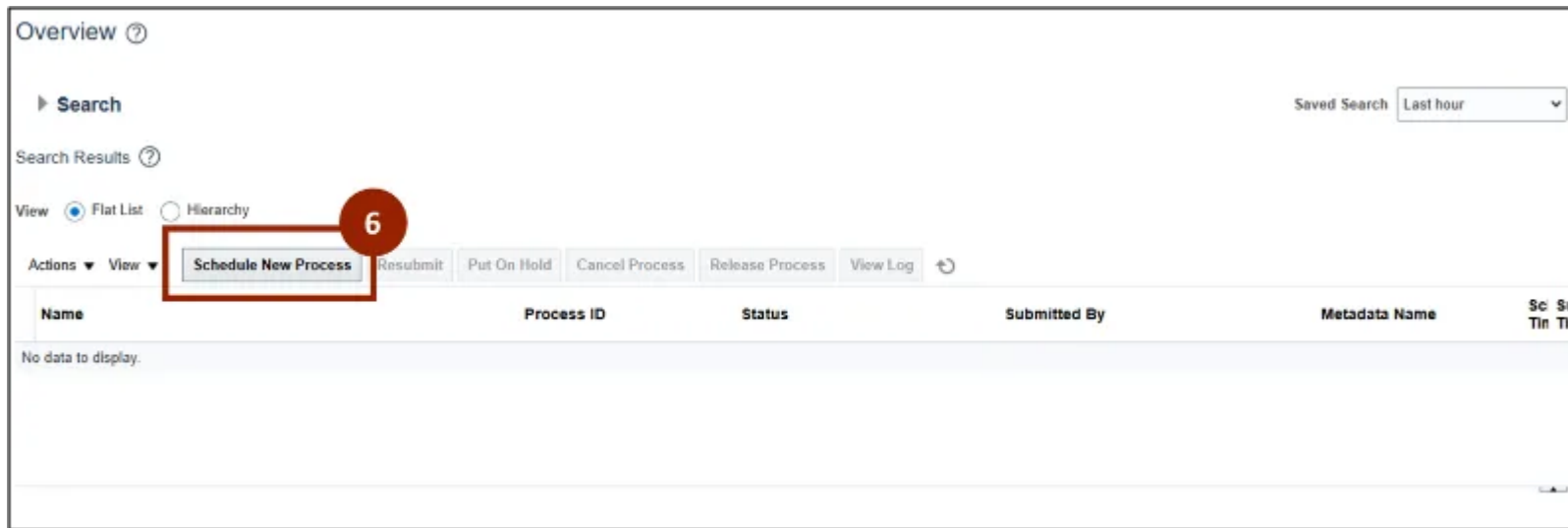
Step 5. Click **Scheduled Processes**.

Image



Step 6. The Scheduled Process page appears, click **Schedule New Process**.

Image



Step 7. From the Name drop-down, select **Schedule Pick Wave**.

Step 8. Click **OK**.

Image

Schedule New Process

Type ☒ Job ☐ Job Set

Name ▼

Description Create pick waves on a regular basis adhering to set of release criteria.

OK Cancel

7

8

Step 9. Select the Release Rule drop-down.

Image

Process Details

This process will be queued up for submission at position 1

Process Options

Advanced

Submit

Cancel

Name

Schedule Pick Wave

Description

Create pick waves on a regular basis adhering t...

Notify me when this process ends

Schedule

As soon as possible

Submission Notes

Basic Options

Parameters

* Release Rule

Pick Wave Prefix

Actual Ship Date

m/d/yy

Number of Child Processes

Step 10. Select **Search** to select the appropriate rule.

Image

Process Details X

This process will be queued up for submission at position 1

Process Options Advanced Submit Cancel

Name Schedule Pick Wave

Description Create pick waves on a regular basis adhering t... ☐ Notify me when this process ends

Schedule As soon as possible Submission Notes

Basic Options

Parameters

* Release Rule

Pick Wave Prefix

Actual Ship Date 428136R-NCCE Pick Wave Release ... 428136R

Number of Child Processes

423400W-Pick Wave Release Rule	423400W
423500C-Pick Wave Release Rule	423500C
423500F-Pick Wave Release Rule	423500F
423500W-Pick Wave Release Rule	423500W
423600C-Pick Wave Release Rule	423600C
423600F-Pick Wave Release Rule	423600F
423600W-Pick Wave Release Rule	423600W

10 Search

Step 11. The Search and Select: Release Rule notification appears, select **(Organization Number)-NCCE Pick Wave Release**.

Step 12. Click **OK**.

Image

Search and Select: Release Rule ✕

Search Advanced

Release Rule

Organization

Customer

Shipping Method

Search Reset

Release Rule	Organization	Customer	ShipMethodCode
428136R-Pick Wave Release Rule	428136R		
428136R-NCCE Pick Wave Release ...	428136R		

OK Cancel

11 **12**

Step 13. In the Pick Wave Prefix field, enter a **Pick Wave Prefix** name.

Step 14. Select **Submit**.

Image

Process Details ×

This process will be queued up for submission at position 1

Name: Schedule Pick Wave

Description: Create pick waves on a regular basis adhering t... ☐ Notify me when this process ends

Schedule: As soon as possible **Submission Notes:**

Basic Options

Parameters

13 **Release Rule:** 428136R-NCCE Pick Wave Release Rule ▼

Pick Wave Prefix:

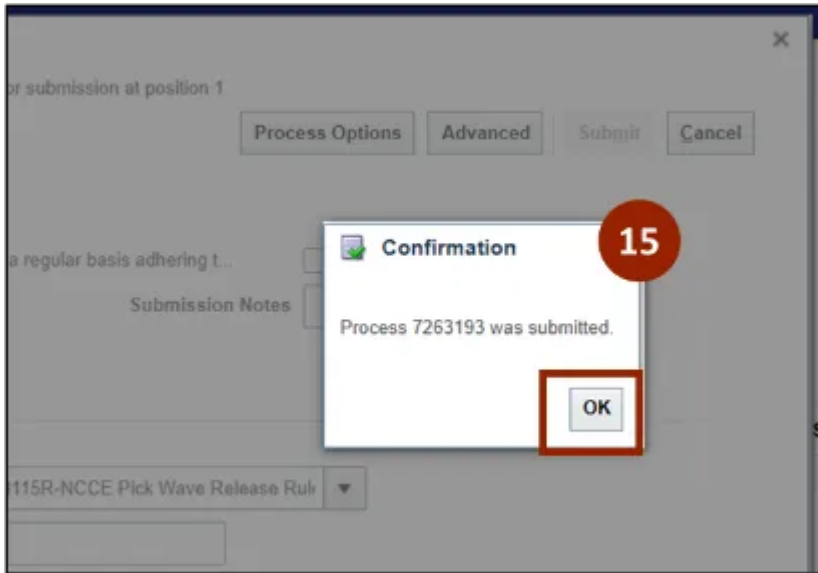
Actual Ship Date: m/d/yy

Number of Child Processes:

14

Step 15. The Confirmation notification appears, select **OK**.

Image



Pick Release: Assign a Shipping Method

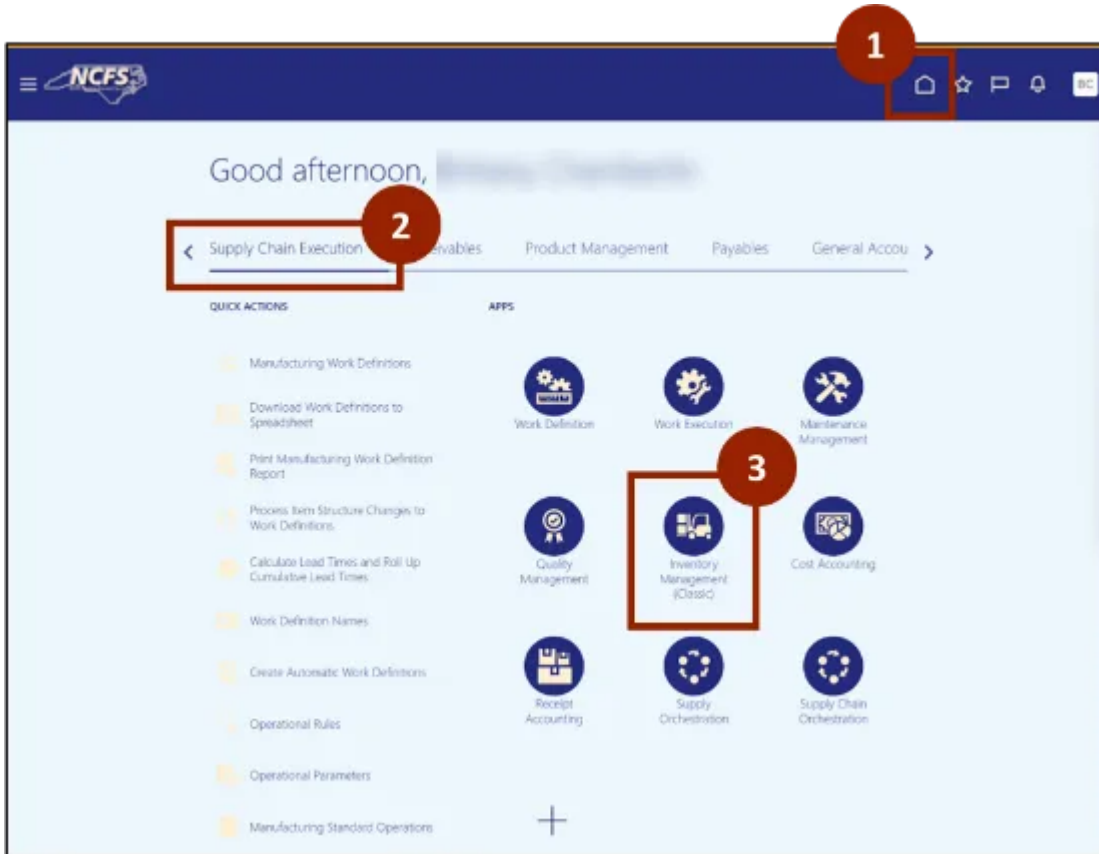
There are 12 steps to complete this process.

Step 1. Begin from the Home page, or click the **Home** icon.

Step 2. On the Home page, select **Supply Chain Execution**.

Step 3. Within the **Supply Chain Execution** tab, select **Inventory Management**.

Image

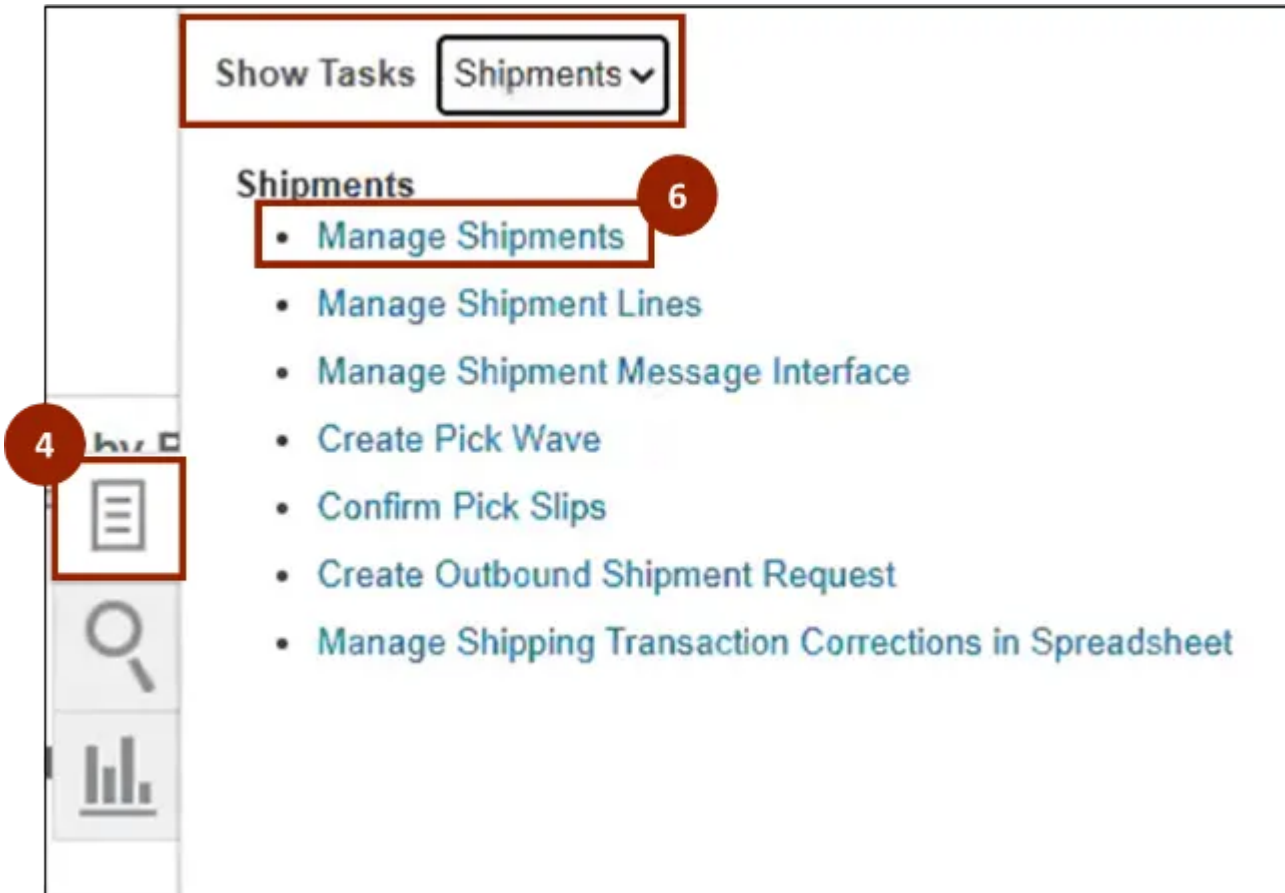


Step 4. Click the **Tasks** icon.

Step 5. In the Show Tasks field, select **Shipments** from the drop-down.

Step 6. Select **Manage Shipments**.

Image

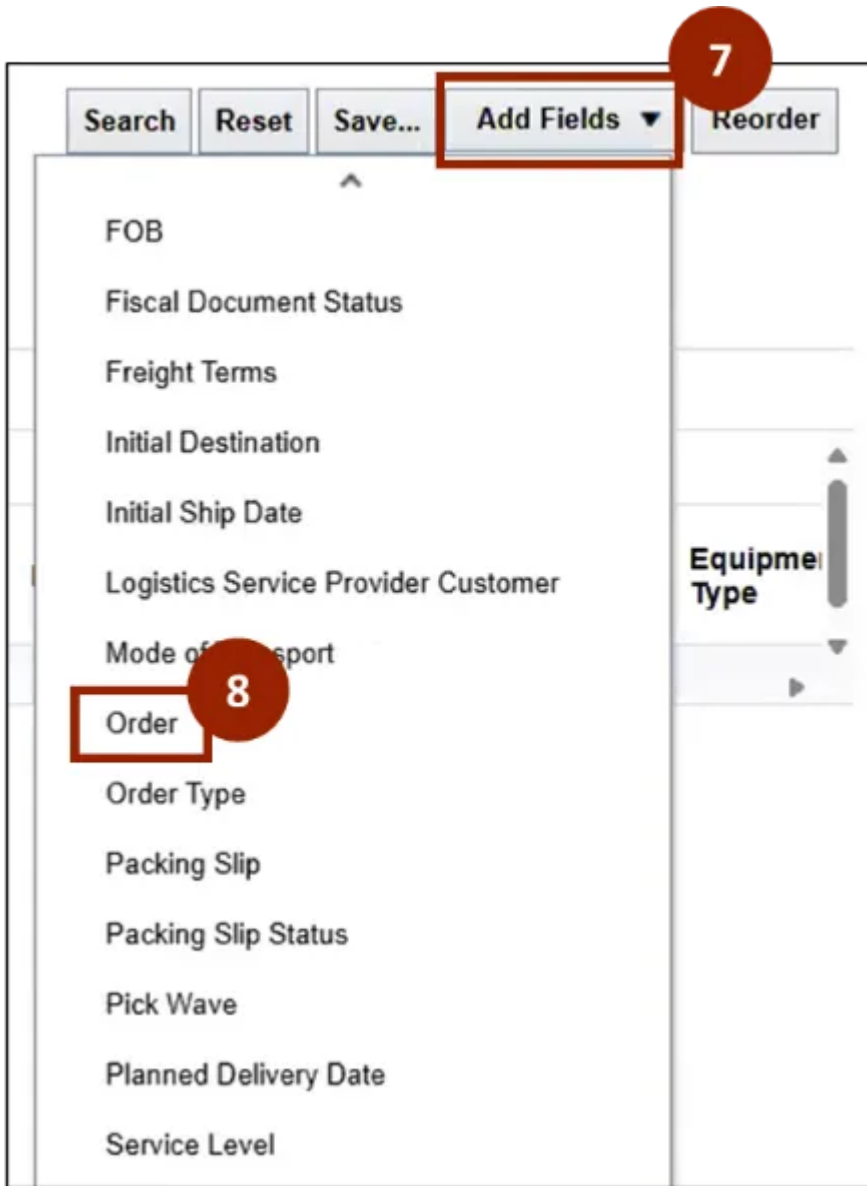


Step 7. Click the **Add Fields** drop-down.

Step 8. Select **Order**.

Note: These steps are used to search for an order number. Have the necessary order information available before beginning.

Image



Step 9. Enter the **Order Number** into the Order drop-down.

Step 10. Click **Search**.

Image

The screenshot shows the 'Manage Shipments' form. In the 'Advanced Search' section, the 'Order' field is set to 'Equals' and '125', with a red box and a red circle containing the number '9' highlighting it. The 'Initial Ship Date' is set to 'Equal to' and 'm/d/yy h:mm a'. The 'Carrier' is set to 'Equals'. The 'Actual Ship Date' is set to 'Equal to' and 'm/d/yy h:mm a'. The 'Shipping Priority' is set to 'Equals'. The 'Ship-from Organization' is set to '428136R'. The 'Exceptions' field is empty. In the top right corner, there are 'Save' and 'Cancel' buttons. Below the search fields, there is a 'Saved Search' dropdown menu set to 'All Shipments'. At the bottom right, there is a red circle containing the number '10' next to a red box highlighting the 'Search' button. Other buttons include 'Reset', 'Save...', 'Add Fields', and 'Reorder'.

Step 11. If the shipment is for an APEX shipment, select **Warehouse Truck** from the Shipping Method field drop-down.

Step 12. Click **Save**.

Image

The screenshot shows the 'Edit Shipment: 2151949' form. In the 'Shipment' section, the 'Shipping Method' dropdown menu is open, showing a list of options. The option 'CE---Warehouse Truck' is highlighted with a red box and a red circle containing the number '11'. The 'Waybill' is set to 'INTERNAL_AGENCY-Road-Door to door'. The 'Initial Ship Date' is set to 'CE---Carrier Freight'. The 'Gross Weight' is set to 'CE---Customer Pickup'. The 'Weight UOM' is set to 'CE---FedEx'. The 'Volume' is set to 'CE---USPS'. The 'Volume UOM' is set to 'CE---Rush Orders'. The 'CE---Plant Truck' and 'CE---UPS' options are also visible. In the top right corner, there are 'Ship Confirm', 'Actions', 'Save', and 'Cancel' buttons. The 'Save' button is highlighted with a red box and a red circle containing the number '12'. The 'Shipment Status' is 'Open'. The 'Exceptions in Shipment' is '1 (1)'. The 'Ship-from Organization' is '428136R'. The 'Customer' is 'ADMIN OFFICE OF THE COURTS'. The 'Ship-to Location' is '425108 - 901 CORPORATE CENTER DR,GENERAL SERVICE DIVISION,RALEIGHNC,276075045,WAKE,US'. The 'Total Shipping Cost Recorded' is '0.00 USD'. The 'Number of Items' is '1'. The 'Number of Outer Packing Units' is '0'.

Pick Release: Print a Pick Slip Report

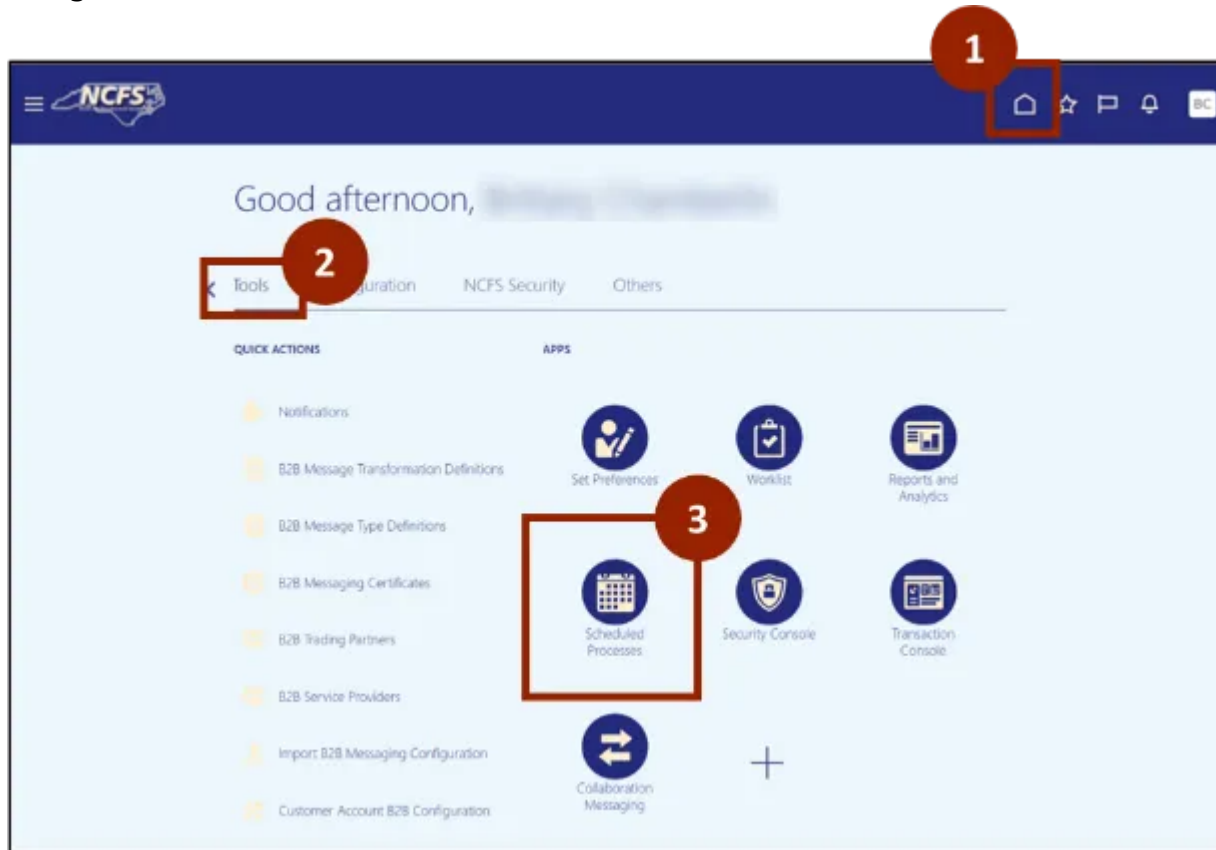
There are 16 steps to complete this process.

Step 1. Begin from the Home page, or click the **Home** icon.

Step 2. On the Home page, select **Tools**.

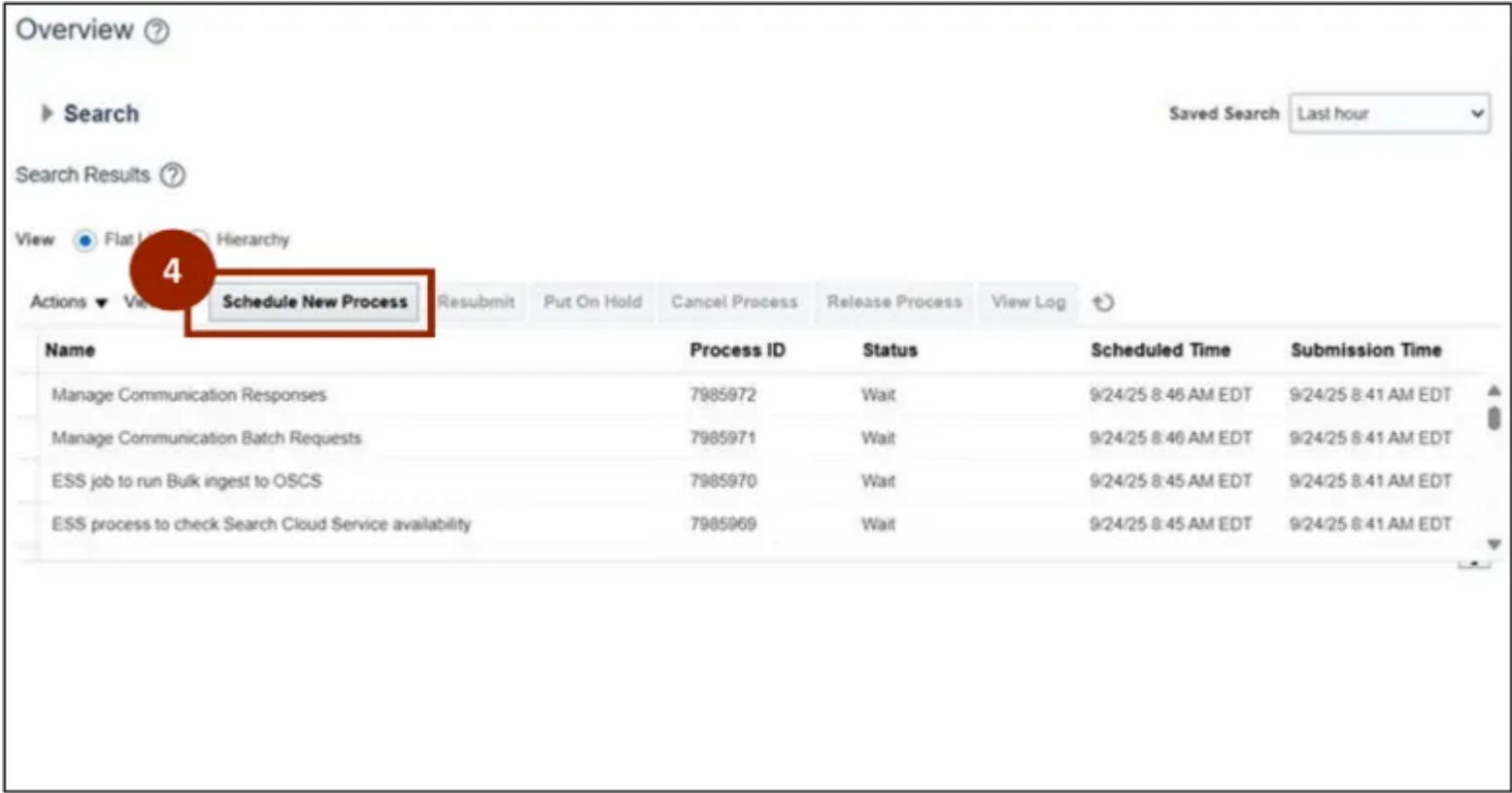
Step 3. Within the Tools tab, select **Scheduled Processes**.

Image



Step 4. Select **Schedule New Process**.

Image



Step 5. In the Name field, enter **Print Pick Slip Report**.

Step 6. Click **OK**.

Image

Schedule New Process

Type ☒ Job ☐ Job Set

5 Name Print Pick Slip Report ▼

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

6 OK Cancel

Enter the following parameters.

Step 7. In the Organization field, input the appropriate **Organization Code** from the drop-down.

Step 8. In the Line Status to Print field, select **Released to warehouse** from the drop-down.

Step 9. In the Item Display field, select **Both** from the drop-down.

Step 10. Click **Submit**.

Image

Process Details

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

Process Options **10** **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

7 Ship-from Organization: 428115R

From Pick Slip:

To Pick Slip:

Shipping Method:

From Order:

To Order:

From Movement Request:

To Movement Request:

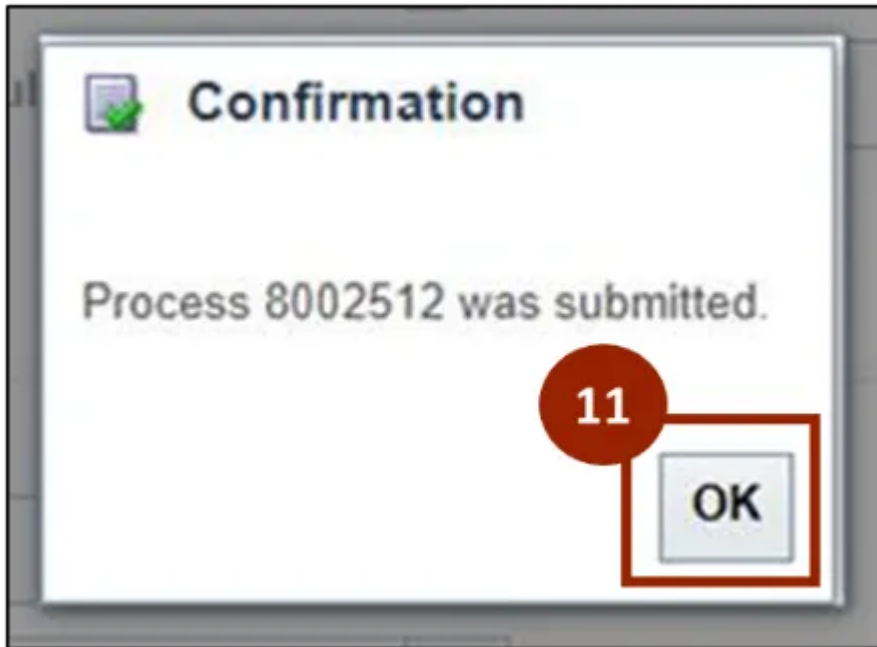
Customer:

8 * Line Status to Print: Released to warehouse

9 * Item Display: Both

Step 11. A Confirmation notification will appear, click **OK**.

Image



Step 12. Select Print **Pick Slip Report**.

Note: This report tells warehouse staff where to find the item in the warehouse. Staff will collect the items and move them to the staging area (the final location before shipping).

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	Process ID	Status	Scheduled Time	Submission Time	Completion Time	Submitted By
Rebuild Learning Item Stop Word Index	7234716	Wait	7/30/25 3:18 PM EDT	7/30/25 3:05 PM EDT		FUSION_APPS_HCM...
Rebuild Learning Item Stop Word Index	7234716	Succeeded	7/30/25 3:06 PM EDT	7/30/25 3:06 PM EDT	7/30/25 3:06 PM EDT	FUSION_APPS_HCM...
Rebuild Learning Item Stop Word Index	7234714	Succeeded	7/30/25 3:05 PM EDT	7/30/25 3:05 PM EDT	7/30/25 3:05 PM EDT	FUSION_APPS_HCM...
Print Pick Slip Report	7234713	Succeeded	7/30/25 3:04 PM EDT	7/30/25 3:04 PM EDT	7/30/25 3:05 PM EDT	amcc@msn@deloitte...
Apply Document Job Set Rules and Output Preferences	7234711	Succeeded	7/30/25 3:04 PM EDT	7/30/25 3:04 PM EDT	7/30/25 3:04 PM EDT	amcc@msn@deloitte...
Manage Communication Responses	7234709	Wait	7/30/25 3:03 PM EDT	7/30/25 3:04 PM EDT		FUSION_APPS_HCM...
Manage Communication Batch Requests	7234708	Wait	7/30/25 3:03 PM EDT	7/30/25 3:04 PM EDT		FUSION_APPS_HCM...
ESS job to run Bulk Ingest to OSCS	7234706	Wait	7/30/25 3:03 PM EDT	7/30/25 3:03 PM EDT		FAAdmin

Process Details

Status Details

Print Pick Slip Report, 7234713

Status: Succeeded

Schedule Start: 7/30/25 3:05 PM EDT

Parent ID: 7234712

External Job Type: BIP Job

External Job Status: NA

Log

Attachment: ESS_L_7234713

Step 13. On the Overview page scroll down to the details area, select the **Process Details** tab.

Step 14. Select **Republish**.

Image

Overview ⓘ

Who can see your viewing activity?

Search

Search Results ⓘ

View: ☒ Flat List ☐ Hierarchy

Actions ▾ View ▾ **Schedule New Process** [Enrollment](#) [Put On Hold](#) [Cancel Process](#) [Release Process](#) [View Log](#) ⓘ

Name	Process ID	Status	Scheduled Time	Submission Time	Completion Time	Submitted By
Rebuild Learning Item Stop Word Index	7234716	Wait	7/30/25 3:10 PM EDT	7/30/25 3:05 PM EDT		FUSION_APPS_HCM...
Rebuild Learning Item Stop Word Index	7234716	Succeeded	7/30/25 3:05 PM EDT	7/30/25 3:05 PM EDT	7/30/25 3:05 PM EDT	FUSION_APPS_HCM...
Rebuild Learning Item Stop Word Index	7234714	Succeeded	7/30/25 3:05 PM EDT	7/30/25 3:05 PM EDT	7/30/25 3:05 PM EDT	FUSION_APPS_HCM...
Print Pick Slip Report	7234713	Succeeded	7/30/25 3:04 PM EDT	7/30/25 3:04 PM EDT	7/30/25 3:05 PM EDT	amarcameta@deloitte...
Pick Release Documents	7234712	Succeeded	7/30/25 3:04 PM EDT	7/30/25 3:04 PM EDT	7/30/25 3:05 PM EDT	amarcameta@deloitte...

13 **Process Details** [Status Details](#)

Print Pick Slip Report, 7234713

📄 Status: Succeeded Schedule Start: 7/30/25 3:05 PM EDT Parent ID: 7234712 External Job Type: BIP Job External Job Status: NA

Log

Attachments: ESS_I_7234713

Output

✦ Output & Delivery

XML Data ⓘ Diagnostic Log ⓘ **Republish** ⓘ

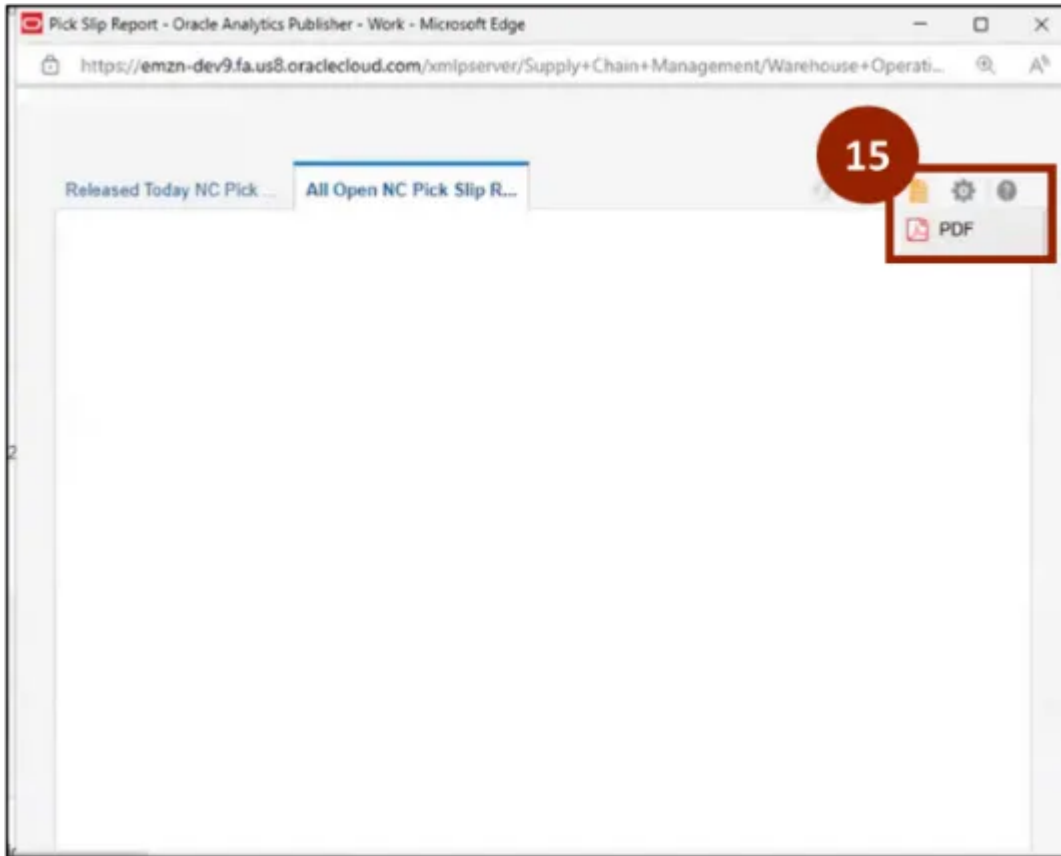
Status: All ▾

Output Name	Template	Format	Locale	Time Zone	Calendar	Status	Send
Print Pick Slip Report	All Open NC Pick Slip	PDF	en-US	(UTC-05:00) New York - Eastern Time		Succeeded	📧

14

Step 15. Select the **notepad** icon and select **PDF**.

Image



Step 16. The DAC MFG Pick TKS Work and Sales Orders (RPT-IN-028) will display details of the sales order.

Note: In the Work Order Number Column there may be multiple Work Order Numbers in a single line.

Image

Pick Slip Report - Oracle Analytics Publisher - Work - Microsoft Edge

https://emanz-dev9.fas.us8.oraclecloud.com/htmlserver/Supply+Chain+Management/Warehouse+Operations/Pick+Slips/PickSlip.xdo?_xrepub=j7086456_xpt=06_x...

Released Today NC Pick ... All Open NC Pick Slip R...

CORRECTION ENTERPRISES
Not Just Making It Right, Making It Better

DAC MFG Pick TKS Work and Sales Orders (RPT-IN-028)

Print Date: 07/30/2025 03:05:16 PM

Ship-from Organization: 428136R-ENTERPRISE RM - WOODWORKING

Created Date: 07/30/2025

Customer Name and Address
ADMIN OFFICE OF THE COURTS
901 CORPORATE CENTER DR
RALEIGH, NC 27607
WAKE, UNITED STATES

Ship-to Contact:

Sales Order Number	125
System Movement Request	1292149
Carrier	
Route	
Staging Subinventory	ST8136R ALEXANDER FURNITURE ST8136R
Order Create Date	07/30/2025

Pick Line	Subinv/ Area#	Item Number	Item Description	W/O Number	Item UOM	Order Line #	Req Qty	Need by Date	Pick Status	B/O Qty	Pick Qty	Picked Qty
1	FG42813 6R	0020771	DESK, ADJ HT, GRAPHIT E TOP, L SHAPE, 72X72 BL BASE	WDW10 22	EA	1	60	07/30/25	Open		60	

Wrap-Up

NCFS users can reference the Pick Release Process using the steps above.

Additional Resources

- Virtual Instructor Led Training (vILT)
 - [MFG109: Manage Inventory 2](#)

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