



SUBMIT COLLECT PLANNING DATA

MFG

QUICK REFERENCE GUIDE

Purpose

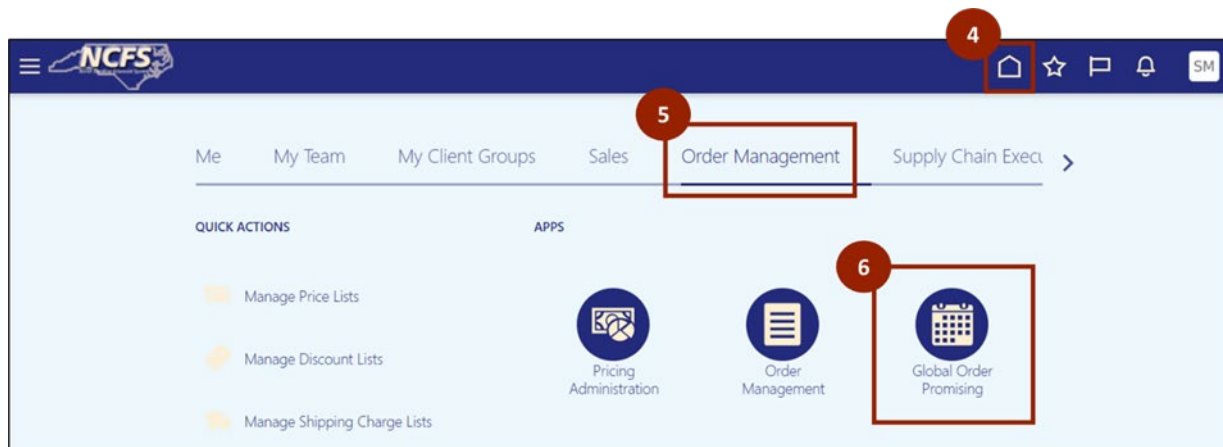
The purpose of this Quick Reference Guide (QRG) is to provide a step-by-step guide of how to **Submit Collect Planning Data** in the North Carolina Financial System (NCFS).

Introduction and Overview

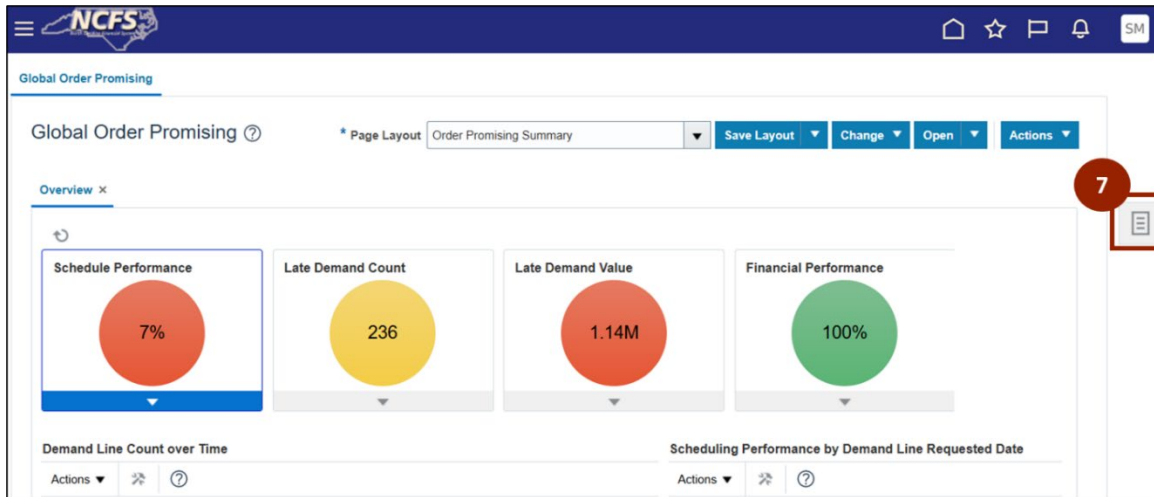
This QRG covers the process of initiating and monitoring the scheduled job that updates inventory and reference data after transactions.

Submit Collect Planning Data

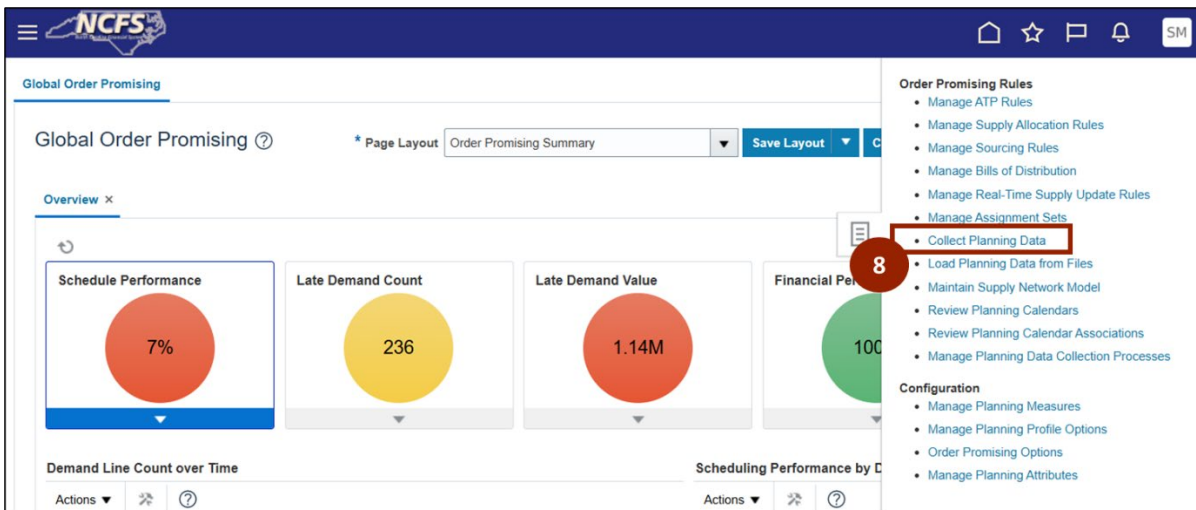
1. Click the **Company Single Sign-On (SSO)** button.
2. Enter your **dac.nc.gov** email address.
3. Click **Next**, then enter **password**.
4. Navigate to the **Home** page.
5. While on the **Home** screen, navigate to the **Order Management** tab.
6. In the **Order Management** tab, click on **Global Order Promising**.



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



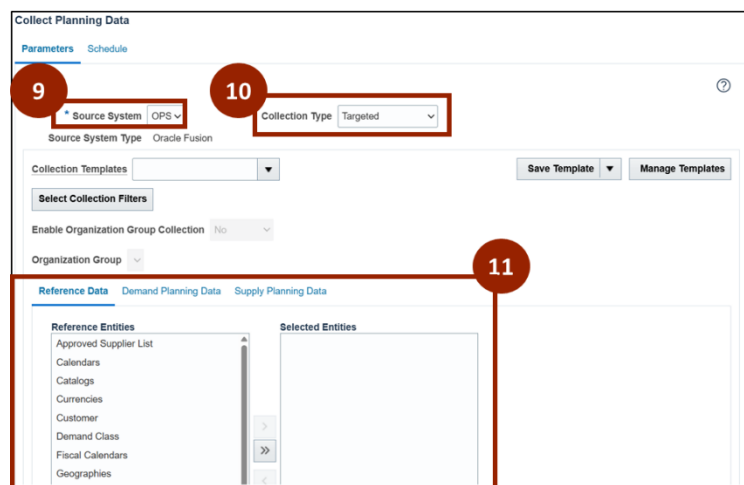
8. Click **Collect Planning Data**.



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

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

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



Wrap-Up

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

Additional Resources

Instructor Led Training (ILT)

- MFG117 – Maintain Global Order Promising