



CREATE A PICK WAVE

INV

QUICK REFERENCE GUIDE INV-14

Purpose

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

Introduction and Overview

This QRG covers explanation on how to create pick wave in NCFS.

Create Pick Wave

To create a pick wave in NCFS, please follow the steps below:

1. Log in to the NCFS portal with your credentials to access the system.
2. On the **Home** page, under the **Supply Chain Execution** tab, click the **Inventory Management** app.

Good afternoon, Training Super User 1!


Sales Contract Management **Supply Chain Execution** Receivables Supply Chain Plan >

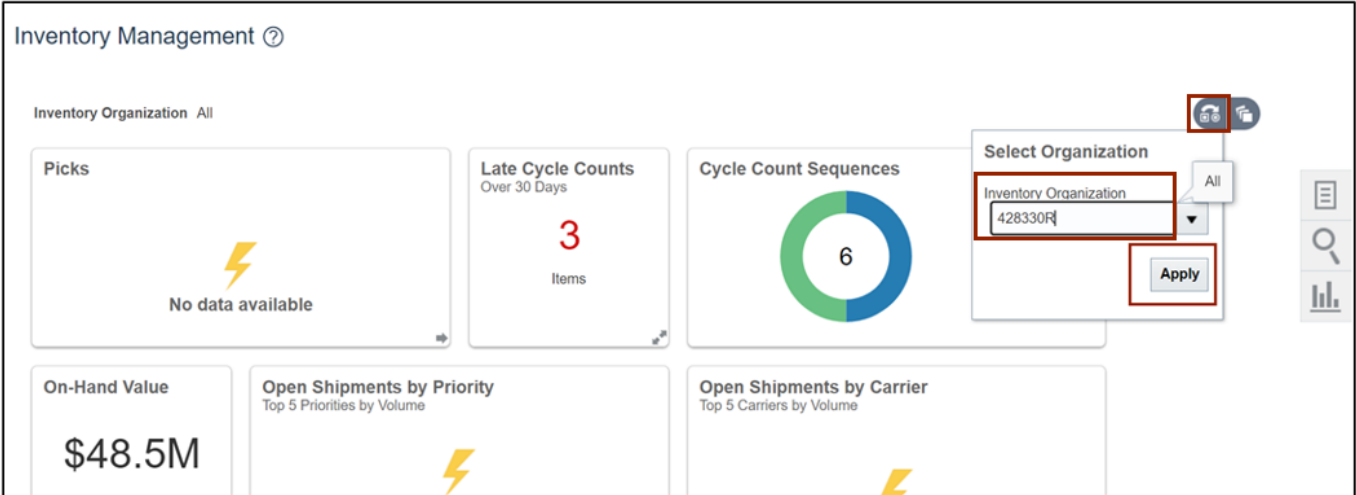
QUICK ACTIONS

- Manufacturing Work Definitions
- Manage Inspections
- Manage Quality Issues
- Manage Quality Actions
- Manage Problem Reports

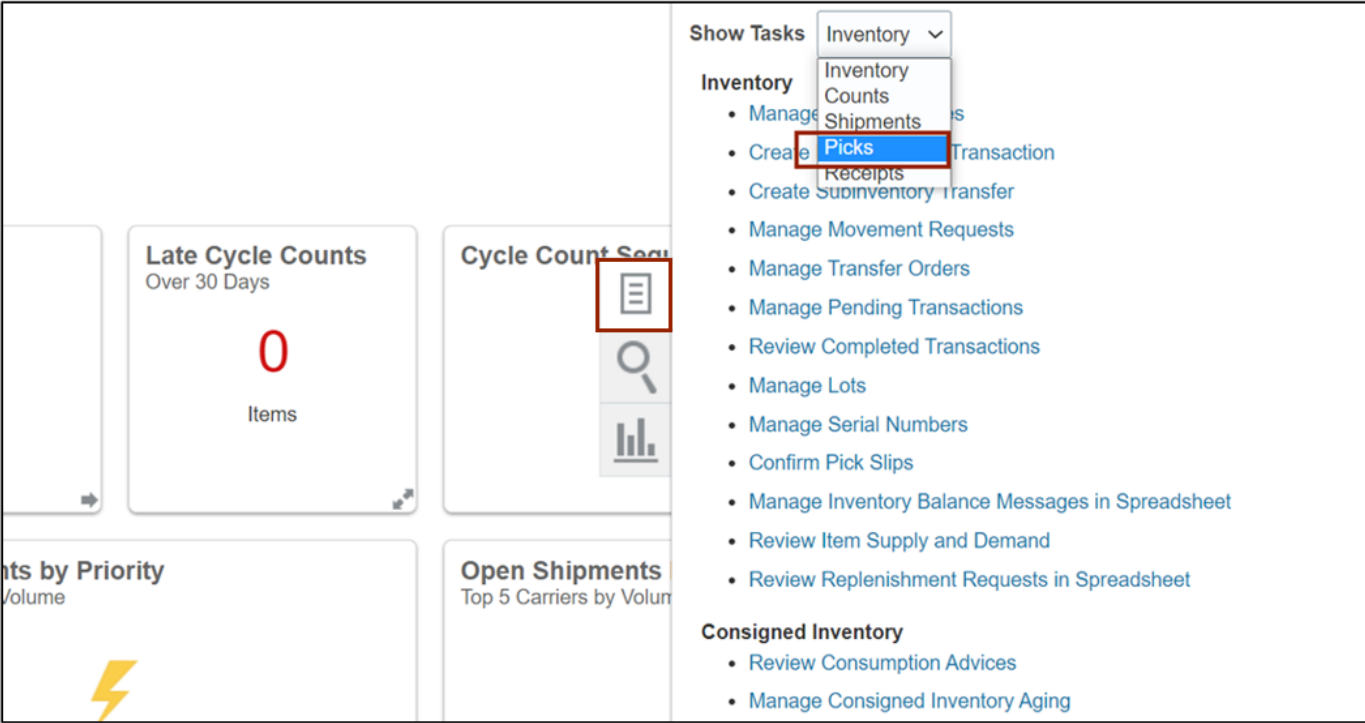
APPS

- Work Definition
- Quality Management
- Inventory Management**
- Cost Accounting
- Receipt Accounting
- Supply Orchestration

3. On the **Inventory Management** page, click the **View by** [] icon and enter the **Organization ID**. Click the **Apply** button.



4. Click the **Tasks** [] icon and select **Picks** from the *Show Tasks* drop-down choice list.



5. Click **Create Pick Wave**.

The screenshot shows a dashboard with several widgets. On the right side, there is a 'Show Tasks' dropdown menu set to 'Picks'. The dropdown list includes four items: 'Create Pick Wave' (highlighted with a red box), 'Confirm Pick Slips', 'Schedule Pick Wave', and 'Create Outbound Shipment Request'. Other visible widgets include 'Late Cycle Counts Over 30 Days' showing 0 items, 'Cycle Count Sa', 'n Shipments by Priority', and 'Open Shipment'.

6. In the **Selection Criteria** section, enter the required information and click the **Release Now** button.

The screenshot shows the 'Create Pick Wave' form. At the top right, it says 'Inventory Organization 428330R' with a 'Change Organization' button. Below this are three buttons: 'Release Now' (highlighted with a red box), 'Add to Release Schedule', and 'Cancel'. The form includes a 'Release Rule' dropdown set to '428330R-Pick Wave Release Rule'. Under the 'Selection Criteria' section, there are several input fields: 'Ship-from Organization' (428330R), 'Order Type' (Transfer order), 'Order' (52003), 'Customer' (aaovyaafe y aavxvaheqd), 'Shipping Method', 'Release Status' (All), 'From Scheduled Ship Date' (m/d/yy h:mm a), and 'To Scheduled Ship Date' (5/10/23 11:59 PM).



7. A Confirmation pop-up appears. Click the **OK** button.

Confirmation

Pick wave 70003 was released. Number of pick slips: 1 and number of picks: 1.

Number of Shipment Lines Selected for Processing: 1

Number of shipment lines for which the item was substituted: 0.

Number of shipment lines canceled: 0.

Number of shipment lines backordered: 0.

Number of shipment lines released to warehouse: 1.

Number of shipment lines staged: 0.

Number of shipment lines shipped: 0.

Note: Number of shipment lines canceled, backordered, released to warehouse, staged, and shipped can include lines split from the original shipment lines. This could be for reasons such as partial allocations, multiple lots, serial number control, and item substitutions.

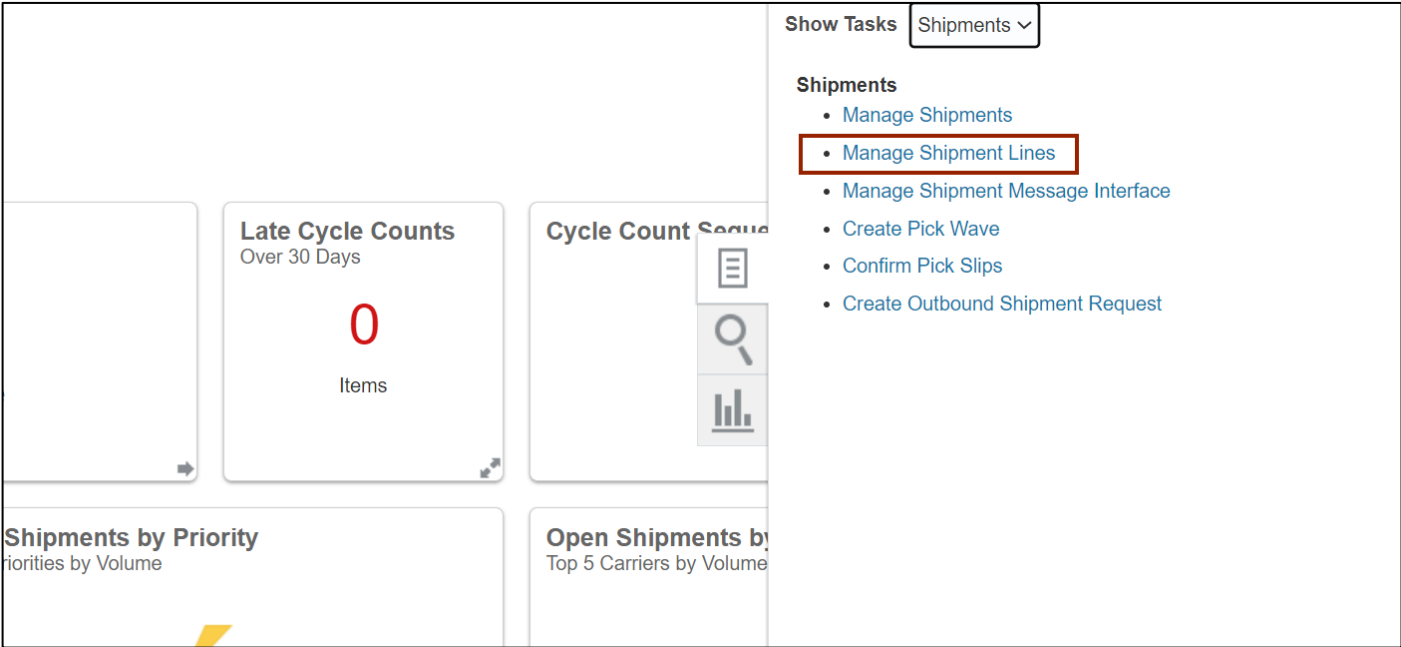
OK

8. To verify the pick wave was released, on the **Inventory Management** Page, click the **Tasks** icon and select **Shipments** from the *Show Tasks* drop-down choice list.

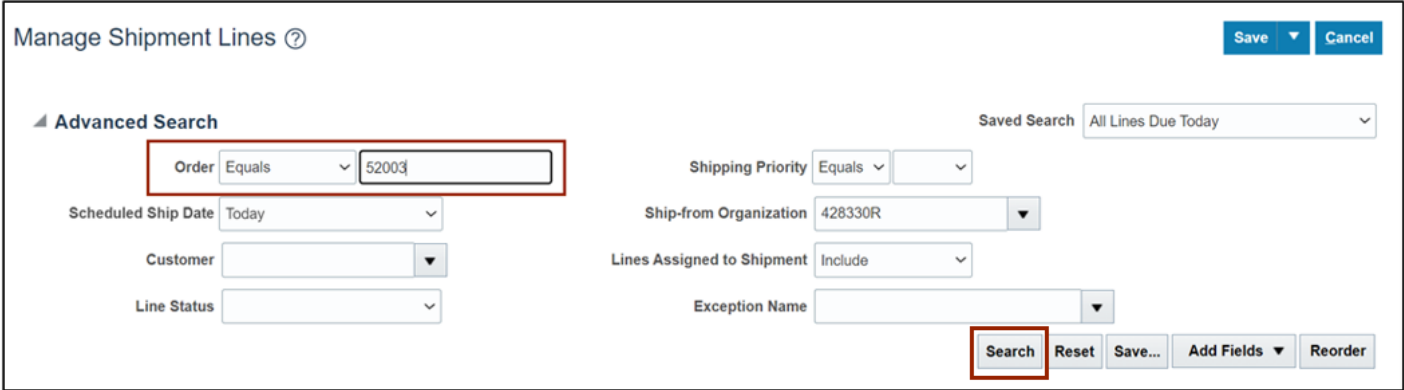
The screenshot shows the 'Inventory Management' page interface. On the right side, the 'Show Tasks' dropdown menu is open, displaying a list of tasks under the 'Inventory' category. The 'Shipments' option is highlighted with a red box. The main page area contains several summary cards: 'Late Cycle Counts Over 30 Days' with a value of 0, 'Cycle Count Security', 'Items by Priority' with a lightning bolt icon, and 'Open Shipments Top 5 Carriers by Volume'. A 'Tasks' icon (represented by a list icon) is also highlighted with a red box on the right side of the main content area.



9. Click **Manage Shipment Lines**.



10. Enter the **Order** Number and click the **Search** button.



11. Verify that the Line Status is Release to Warehouse.

Summary: Item 0001910

Item	0001910	Volume	millilitre
Item Description	ALL GREEN LIMA BEANS, MEDIUM SIZE, 6/#10 CANS/CASE	Shipping Priority	
Line Exceptions	0	Remaining Staged Quantity	
Order	52003	Backordered Quantity	
Order Line	1	Canceled Quantity	
Order Type	Transfer order	Shipping Cost Recorded	0.00 USD +
Line Status	Released to warehouse	Source Subinventory	
Integration Status	Ready to interface	Transportation Planning Status	Not applicable
	— Quick ship status	Transportation Shipment	
Requested Quantity	20 CASE	Transportation Shipment Line	
UOM Conversions		Initial Destination	
Shipped Quantity	CASE	Transportation Planning Date	
Gross Weight	milligram	Trade Compliance Status	Not applicable
Net Weight	milligram	Trade Compliance Reason	
Tare Weight	milligram	Trade Compliance Date	
		Trade Compliance Screening Method	None

Wrap-Up

Create a pick wave using the steps above in NCFS.

Additional Resources

Virtual Instructor-Led Training (vILT)

- INV 101: Warehouse Management (ILT)

Web-based Training (vILT)

- INV 103: Warehouse Staff (WBT)
- INV 110: Warehouse Approver (WBT)

