

# **CONFIRM PICK SLIP**

**QUICK REFERENCE GUIDE INV-18** 

## Purpose

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

## Introduction and Overview

This QRG covers the procedure of confirmation pick slip in NCFS, which will enable you to confirm pick slip which generates the list of items that are due to picked and shipped for Inventory transfer order.



# **Confirm Pick Slip**

To confirm pick slip 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, click the **Supply Chain Execution** tab and click the **Inventory Management** app.



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3. On the **Inventory Management** dashboard, click the **View by** [ <a>[</a> and a licon button.

ventory Management ⑦				6
Picks 7 No data available	Late Cycle Counts Over 30 Days 3 Items	Cycle Count Sequences	To Approve To Record	on-Hand Value \$48.5M
Open Shipments by Priority Top 5 Priorities by Volume	Open Shipments by Co Top 5 Carriers by Volume	arrier Sl	nipment Lines	Awaiting Pic

4. Select the Inventory Organization from the drop-down choice list.

In this example, we choose **428330R.** Click the **Apply** button.

Inventory Management ⑦				
Inventory Organization All				a 💿
Picks	Late Cycle Counts Over 30 Days 3 Items	Cycle Count Sequences	To Ac To R	Apply
Open Shipments by Priority Top 5 Priorities by Volume	Open Shipments by Car Top 5 Carriers by Volume No data	available	Shipment Lines	Awaiting Pic Awaiting Pic Awaiting Shi

5. Click the **Tasks** []] icon. Click *Show Tasks* drop-down choice list, select the **Picks** option and click **Confirm Pick Slips**.



6. The **Confirm Pick Slips: Search** page opens. In the *Advanced Search* section, select the Order number in the *Order* field.

In this example, we choose 53003.

		Inventory Organization 428330R Change Organization
Confirm Pick Slips: Search		Done
▲ Advanced Search		Saved Search Pick Silps Due Today ~
** Pick Slip Equals V	** Pick Wave	Equals
** Shipment Equals ~	▼ ** Customer	Equals V
** Order Equals ~ 53003	** Due Date	After ~ 5/9/23
** Movement Request Equals V	** Carrier	Equals ~
		Search Reset Save Add Fields V Reorder

7. You can search for additional parameters.

In this example, we searched on the *Due Date* field for Pick Slips after 5/9/23.

			Inventory Organiza	tion 428330R Change Organization
Confirm Pick Slips: Sear	rch			D <u>o</u> ne
Advanced Search				Saved Search Pick Slips Due Today ~
** Pick Slip	Equals V		** Pick Wave Equals	At least one is required
** Shipment	Equals ~	-	** Customer Equals ~	•
** Order	Equals ~ 53003 ~		** Due Date After ~ \$/9/23	Ŭ.
** Movement Request	Equals V		** Carrier Equals V	-
			Search F	teset Save Add Fields <b>v</b> Reorder

8. Click the **Search** button.

						Inve	ntory Organization	428330R	Change Organiz	ation
Confirm Pick Slips: Sea	rch									D <u>o</u> ne
Advanced Search								Saved Sea	rch Pick Slips D	ue Today 🗸
									** At least on	e is required
** Pick Slip	Equals 🗸		•		** Pick Wave	Equals	~		•	
** Shipment	Equals	~		-	** Customer	Equals 🗸		•		
** Order	Equals 🗸	53003	•		** Due Date	After 🗸	5/9/23	Ċo		
** Movement Request	Equals 🗸		•		** Carrier	Equals 🗸			•	
							Search Reset	Save	Add Fields 🔻	Reorder

9. On the *Search Results* section, click the **Pick Slip** number link.

In this example, we choose **30001**.

							Inventory	Organization 428330	Change	Organization
Confirm Pick	Slips: Search	ı								Done
Advanced	Search							Saved	Search Pick	Slips Due Today 🗸
▲ Search Res	sults									I.
View 🔻 📙 F	Pick Status Open	✓ Pick Slip Ty	pe All	✓ Order Type	All	<ul> <li>Organization</li> </ul>			• ©	
Dick Clin	Organization	Due Date	Pick Status	Order	Order Type	Shipping	Customer		Picks	
Pick Slip	organization	Due Date	Fick Status	Order	order type	Method	Customer	Open	Confirmed	Total
30001	428330R	5/10/23 4:37 AM	Open	53003	Transfer order	MINTERNAL_A	Paaovyaaofe y a	1	0	1

10. The **Confirm Pick Slip: 30001** page opens. In the *Picks* section, select the **Ready to Confirm** checkbox.

Note: The Picked Quantity gets defaulted, the picked quantity can be updated if required.

	Inventory Organization 428330R Change Organization
Confirm Pick Slip: 30001 ⑦	Confirm Cancel
Organization : 428330R	
Summary Show More	
Creation Date 5/9/23 4:49 AM	Number of Picks 1
Pick Status Open	Grder 53003
Picks ⑦	
Actions 🔻 View 👻 🖳 Pick Status Open 🗸 Generate Serial Numbers	
Ready to Line Pick Item Item UOM Name Confirm	Requested Picked Quantity Source Source Locator Lot Fr Quantity Subinventory
Den 70001910 ALL GREEN LI CASE	5 5 SUB42833 -

11. Click the **Confirm** drop-down choice list, then select **Confirm and Close.** This will redirect you to the **Confirm Pick Slip: Search** page.

		Inventory O	rganization 428330R Change Organization
Confirm Pick Slip: 30001 ②			Confirm Cancel
Organization : 428330R			Confirm and Go to Ship Confirm
Summary Show More			Contirm and Close
Creation Date 5/5	9/23 4:49 AM	Number of Pic	ks 1
Pick Status Op	ben	Ord	ler 53003
Picks ⑦			
Actions 🔻 View 👻 📕 Pick Status Open 🗸	Generate Serial Numbers		
Ready to confirm Line Pick Item I	tem UOM Name Requested Description UOM Name Quantity	Picked Quantity Source Subinventory Source	Locator Lot Fro
1 Open 70001910	ALL GREEN LI CASE 5	5 SUB42833 🔻	

# Wrap-Up

Confirm pick slip using the steps above to confirm pick slip of a transfer order which generates the list of items that are due to be picked and shipped for Inventory Transfer Order.

### **Additional Resources**

#### Virtual Instructor-Led Training (vILT)

• INV106: Warehouse Transactions