

SCHEDULE PICK WAVE

QUICK REFERENCE GUIDE INV-34

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 schedule pick wave in NCFS.

Schedule Pick Wave

To schedule 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.

Goo	d afternoon, Tr	aining Super l	Jser 1!		
Sales	Contract Management	Supply Chain Execution	Receivables	Supply Chain Plar	>
QUICK ACTIO	DNS	APPS			
🤅 Mar	nufacturing Work Definitions	*	0		
🤗 Mar	nage Inspections	Work Definition	Quality	Inventory	
🦲 Mar	nage Quality Issues		Management	Management	
🥑 Mar	nage Quality Actions		P		
Mar	nage Problem Reports	Cost Accounting	Receipt Accounting	Supply Orchestration	



3. On the **Inventory Management** page, click the **View by** [⁶¹] icon and enter the **Organization ID**. Click the **Apply** button.

Invento	ory Manageme	nt ⑦					
Inventor	y Organization All					66 🕤	
Picks	No data	available	Late Cycle Counts Over 30 Days 3 Items	Cycle Count Sequences	Select Organization	All	
On-Ha	and Value	Open Shipments by Price Top 5 Priorities by Volume	prity	Open Shipments by Carrier Top 5 Carriers by Volume			
\$	48.5M	4		Z			

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

		Show Tasks Inventory Inventory Inventory • Manage Shipments is • Create Picks • Create Suprements • Create Suprements • Create Suprements • Manage Manage
Late Cycle Counts Over 30 Days	Cycle Count Sect Q III.	 Manage Transfer Orders Manage Pending Transactions Review Completed Transactions Manage Lots Manage Serial Numbers Confirm Rick Slips
nts by Priority	Open Shipments Top 5 Carriers by Volum	 Continue Pick Stips Manage Inventory Balance Messages in Spreadsheet Review Item Supply and Demand Review Replenishment Requests in Spreadsheet Consigned Inventory Review Consumption Advices
5		Manage Consigned Inventory Aging



5. Click Schedule Pick Wave.

ences To Approve To Record No data av	 Show Tasks Picks Create Pick Wave Confirm Pick Slips Schedule Pick Wave Create Outbound Shipment Request

6. Choose the **Release Rule** for your Inventory Organization from the Drop-Down List.

Schedule Pick	Wave						×
 This process v 	vill be queued	up for submission at position 1					<u> </u>
			Process Options	Advanced	Sub <u>m</u> it	<u>C</u> ancel	v Tas
Name Sch	edule Pick Wa	ave					Cre
Description Cre	ate pick wave	s on a regular basis adhering t	Notify me	when this proces	s ends		Sch
Schedule As s	soon as possil	ble Submission I	Notes				Cre
Deale Oat							
Basic Optio	ons						
- arameters							188
* R	elease Rule	428330R-Pick Wave Release Ri	ule 🔻				
Pick	Wave Prefix			1			
Actu	al Ship Date	428330R-Pick Wave Release R	ule 428330R				
Number of Child	d Processes	424150C Pick Wayo Poloaso Pi	4241500				
		4241500-Fick Wave Release R	4241500				
		424150F-Pick Wave Release RU	Jie 424150F				
		424150W-Pick Wave Release R	ule 424150W				
		424151W-Pick Wave Release R	ule 424151W				
		424170C-Pick Wave Release R	ule 424170C				
		424170F-Pick Wave Release Ru	ule 424170F				
		424170W-Pick Wave Release R	ule 424170W				
		•					
		Search					

NORTH CAROLINA OFFICE OF THE STATE CONTROLLER



7. Switch to the Advanced view by clicking **Advanced**.

Schedule Pick Wave		×
 This process will be queued 	up for submission at position 1	^
	Process Options Advanced Sub <u>m</u> it <u>C</u> ancel	
Name Schedule Pick Wa	ve	
Description Create pick waves	on a regular basis adhering t Notify me when this process ends	
Schedule As soon as possib	le Submission Notes	
Basic Options Parameters		
* Release Rule	428330R-Pick Wave Release Rule	
Pick Wave Prefix		
Actual Ship Date	m/d/yy	
Number of Child Processes		

8. Click the **Schedule** tab.

 This proces 	ss will be queued u	o for submissio	on at position 1					
				Pro	cess Options	Basic	Sub <u>m</u> it	<u>C</u> ancel
Name	Schedule Pick Wav	e						
Description (Create pick waves of	on a regular ba	sis adhering t		Notify me whe	en this proce	ss ends	
Schedule /	As soon as possible		Submission	Notes				
Advance Parameters	d Options Schedule Not	fication						
Advance Parameters	d Options Schedule Not * Release Rule	fication 428330R-Picl	k Wave Release	Rule	•			
Advance Parameters	d Options Schedule Not * Release Rule Pick Wave Prefix	fication 428330R-Pict	k Wave Release	Rule	•			
Advance Parameters	d Options Schedule Not * Release Rule Pick Wave Prefix Actual Ship Date	fication 428330R-Pict	k Wave Release	Rule	▼			

NORTH CAROLINA OFFICE OF THE STATE CONTROLLER



9. Click the **Using a schedule** radio button and choose the frequency from the Frequency drop-down list.

In this example, Daily was chosen.

Schedule Pick Wave	×
This process will be queued up for submission at position 1	-
	Process Options Basic Submit Cancel
Name Schedule Pick Wave	
Description Create pick waves on a regular basis adhering t	Notify me when this process ends
Schedule Using a schedule Submission Not	es
Advanced Options	
Parameters Schedule Notification	
Run As soon as possible Using a schedule 	
Frequency Once Once Hourly/Minute Daily Weekly Monthly	
* Start Date Yearly User-Defined Use a Saved Schedule	C-05:00) New York - Eastern Time (ET)



10. Enter your Start and End Dates.

In this example, an end date of 2099 was chosen.

Advanced	Options
Parameters	Schedule Notification
Run () As so () Using	oon as possible g a schedule
Frequency	Daily 🗸
	Days Between Runs 1 🔨 🗸
* Start Date	10/3/23 10:52 AM (UTC-05:00) New York - Eastern Time (ET)
* End Date	10/4/99 10:52 AM (UTC-05:00) New York - Eastern Time (ET)
	Manage Times

Note: Change other options as necessary before moving onto the next step.

Schedule Pick Wave					
 This process will be queued up for s 	ubmission at position 1				
		Process Options	Basic	Sub <u>m</u> it	<u>C</u> ancel
Name Schedule Pick Wave					
Description Create pick waves on a re	gular basis adhering t	Notify me wher	this proces	s ends	
Schedule Using a schedule	Submission Note	s			
Advanced Options					
Parameters Schedule Notificatio	n				
Run As soon as possible					



Wrap-Up

Schedule a pick wave using the steps above in NCFS.

Additional Resources

- INV 103: Warehouse Staff (WBT)
- INV 105: Warehouse Management (ILT)
- INV 106: Warehouse Transaction Support (ILT)

