



SCHEDULE CONFIRM SHIPMENT

QUICK REFERENCE GUIDE INV-47

INV

Purpose

The purpose of this Quick Reference Guide (QRG) is to provide a step-by-step explanation on how to Schedule the Confirm Shipment process in the North Carolina Financial System (NCFS).

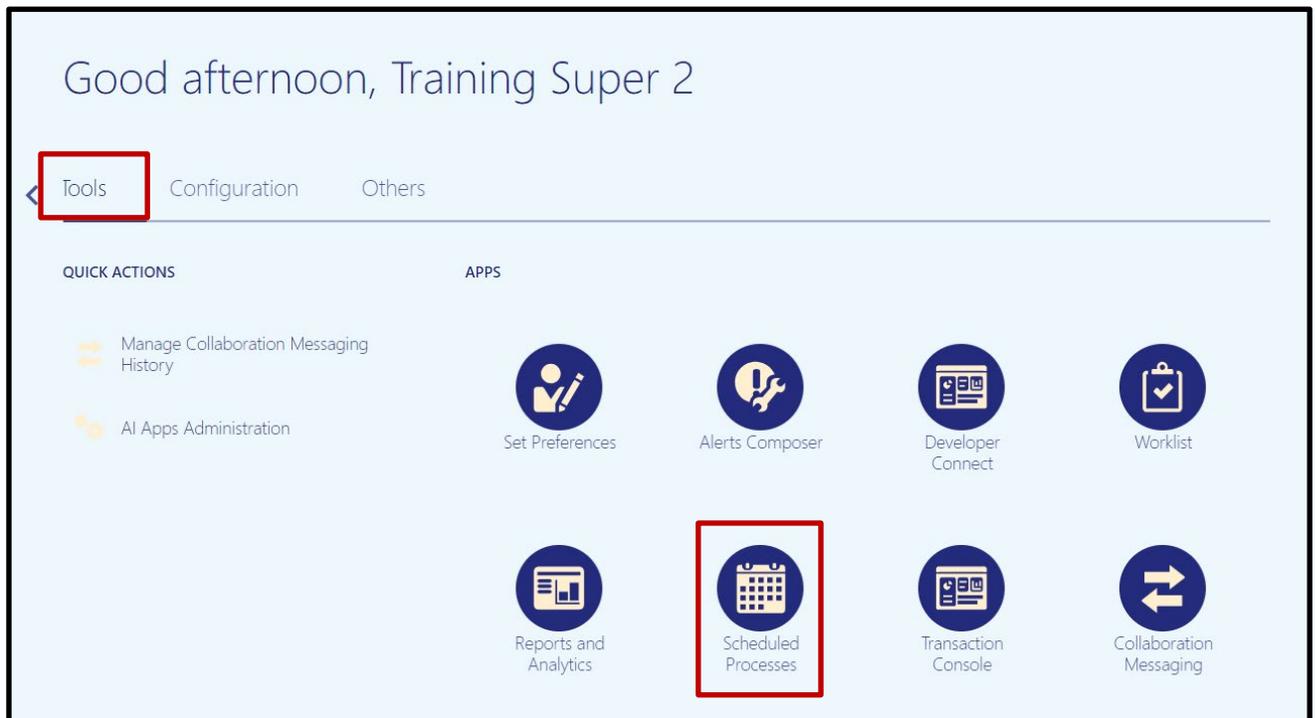
Introduction and Overview

This QRG explains how to schedule the confirm shipment process in NCFS.

Schedule Confirm Shipment

To schedule a confirm shipment process 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 **Tools** tab, click the **Scheduled Processes** app.



3. On the **Scheduled Processes** page, click **Schedule New Process**.

Overview ?

► Search

Search Results ?

View Flat List Hierarchy

Actions ▼ View ▼ **Schedule New Process** Resubmit Put On Hold Cancel Process Release Process View Log ↻

Name
Rebuild Learning Item Stop Word Index
Rebuild Learning Item Stop Word Index
Rebuild Learning Item Stop Word Index
Provide Online Transaction Engine Functionality

4. Type *“Confirm Shipments”* in the **Name** field. Click **OK**.

Schedule New Process

Type Job Job Set

Name

Description Shipping confirmation for shipments.

Confirm Shipments

Schedule

10/10/23
10/10/23
10/10/23
10/10/23

OK Cancel

- 5. Choose the **Ship Confirm Rule** from the drop-down list associated with the inventory organization this process is being set up for. Enter a **Ship Confirm Batch Prefix** and the **Ship-from Organization** for each ship confirmation.

In this example **32MAIN Ship Confirm Rule**, **32MAIN-** batch prefix, and **32MAIN** Ship-from Organization were used.

Process Details

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

Process Options | **Advanced** | **Submit** | **Cancel**

Name Confirm Shipments

Description Shipping confirmation for shipments. Notify me when this process ends

Schedule As soon as possible **Submission Notes**

Basic Options

Parameters

* **Ship Confirm Rule** 32MAIN Ship Confirm Rule ▼

Actual Ship Date m/d/yy

* **Ship Confirm Batch Prefix** 32MAIN-

Ship-from Organization 32MAIN ▼

Pick Wave ▼

Autopack Batch ▼

From Shipment ▼

To Shipment ▼

From Bill of Lading ▼

To Bill of Lading ▼

Ship-to Location ▼



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

The screenshot shows a 'Process Details' window with a close button (X) in the top right corner. Below the title bar, there is an information icon (i) and the text: 'This process will be queued up for submission at position 1'. To the right of this text are four buttons: 'Process Options', 'Advanced' (highlighted with a red box), 'Submit', and 'Cancel'. Below the buttons, the 'Name' is 'Confirm Shipments'. The 'Description' is 'Shipping confirmation for shipments.' To the right of the description is a checkbox labeled 'Notify me when this process ends'. The 'Schedule' is 'As soon as possible'. The 'Submission Notes' field is empty. Below this section is the 'Basic Options' section with a 'Parameters' sub-section. At the bottom, there is a dropdown menu for '* Ship Confirm Rule' with '32MAIN Ship Confirm Rule' selected.

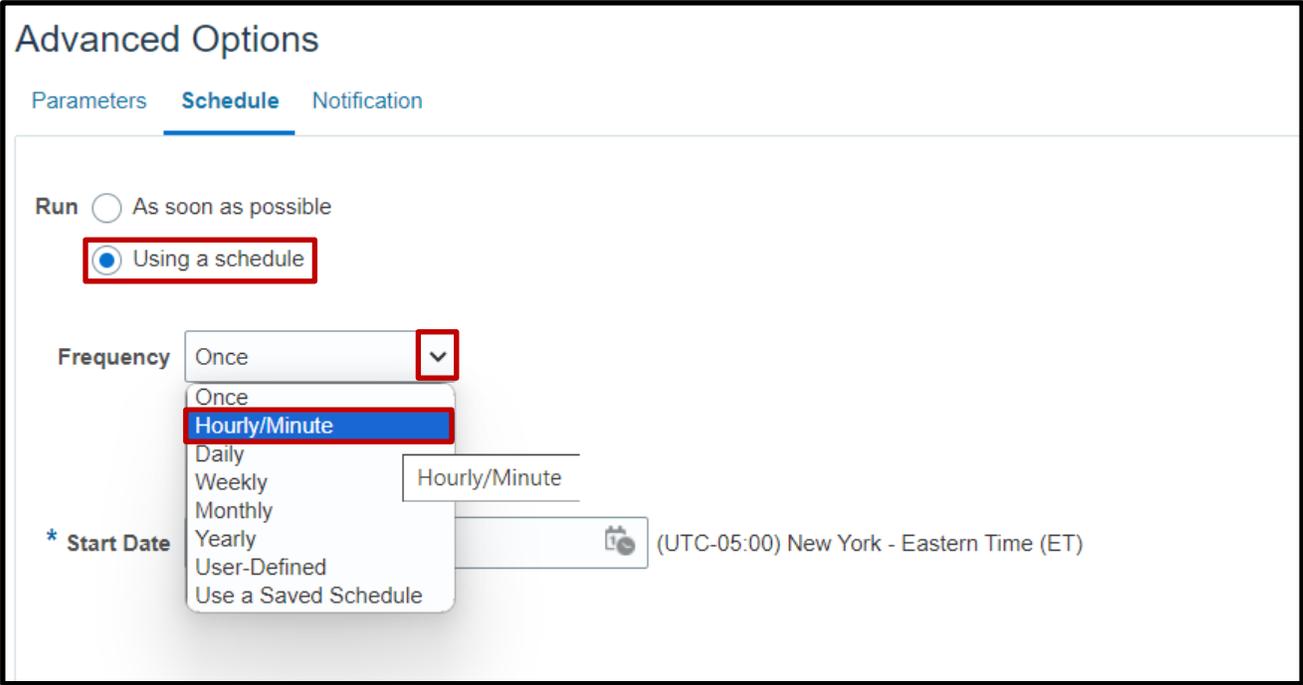
7. Click the **Schedule** tab.

The screenshot shows the same 'Process Details' window, but now the 'Basic' tab is selected instead of 'Advanced'. The 'Advanced Options' section is visible, with sub-sections for 'Parameters', 'Schedule' (highlighted with a red box), and 'Notification'. The rest of the window content, including the buttons and fields, remains the same as in the previous screenshot.



8. Click the **Using a schedule** radio button. Choose the frequency from the **Frequency** drop-down list.

In this example, Hourly/Minute was chosen.



9. Enter your Time Between Runs and Start and End Dates.

In this example, an interval of 15 minutes and an end date of 2099 was chosen.

Advanced Options

Parameters **Schedule** Notification

Run As soon as possible
 Using a schedule

Frequency ▾

Time Between Runs

Hours ▲ ▼ Minutes ▲ ▼

* Start Date 📅 (UTC-05:00) New York - Eastern Time (ET)

* End Date 📅 (UTC-05:00) New York - Eastern Time (ET)

10. Click **Submit** to schedule the Confirm Shipments process.

Process Details ✕

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

Process Options Basic Submit Cancel

Name Confirm Shipments

Description Shipping confirmation for shipments. Notify me when this process ends

Schedule Using a schedule **Submission Notes**

Advanced Options

Parameters Schedule Notification

Run As soon as possible
 Using a schedule

Wrap-Up

Schedule the Confirm Shipments process using the steps above in NCFS.

Additional Resources

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