SCHEDULE CONFIRM SHIPMENT
QUICK REFERENCE GUIDE INV-47

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**).
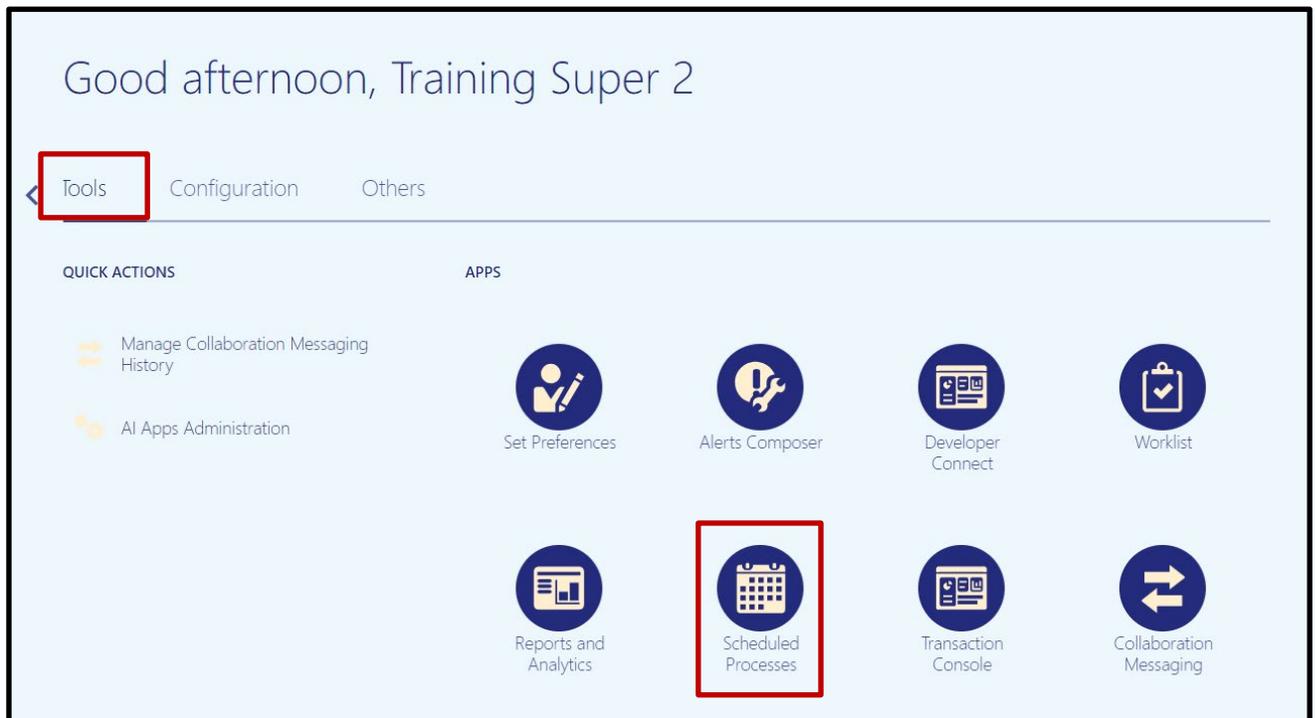
Introduction and Overview

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 **Scheduled New Process.**

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

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   ✕

ⓘ 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	▼

NCFS
North Carolina Financial System

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

7. Click the **Schedule** tab.

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

   In this example, Hourly/Minute was chosen.
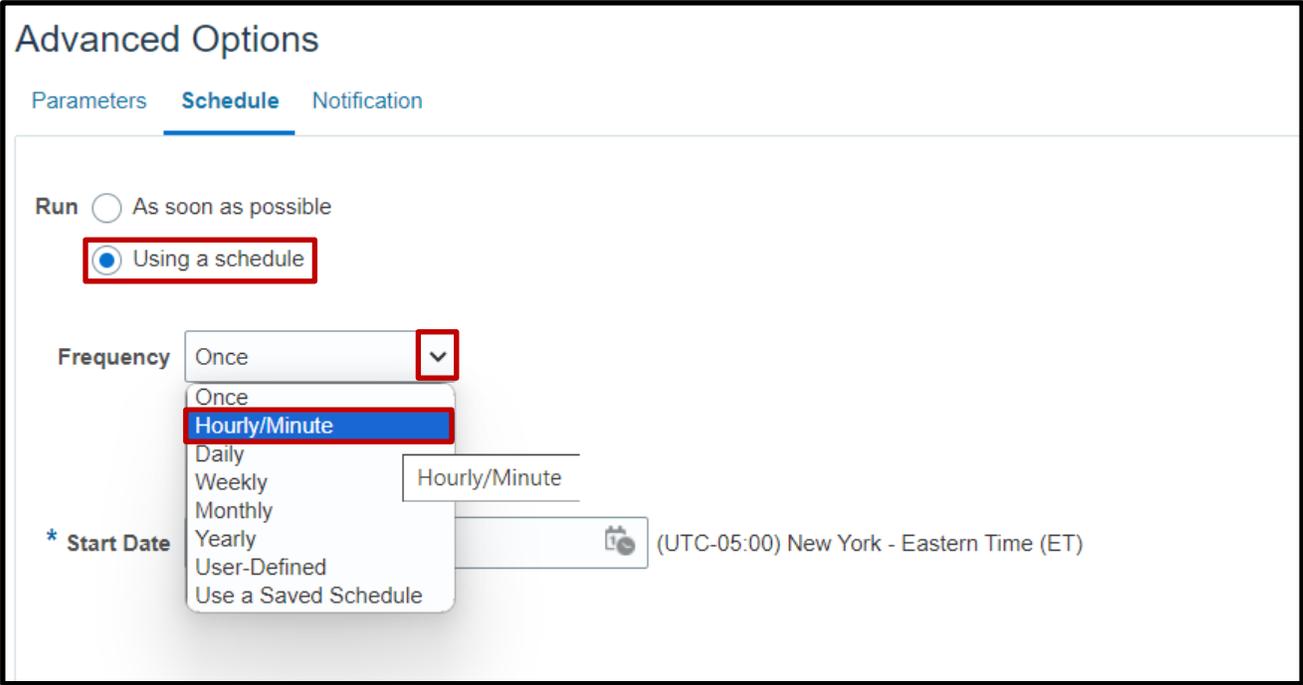
9. Enter your Time Between Runs and Start and End Dates.

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

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

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)