MFG-14 Pick Release Process

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step guide of how to execute the Pick Release Process in the North Carolina Financial System (**NCFS**).

Introduction and Overview

This QRG covers the process of Pick Release on how to confirm picked inventory and update quantities as needed before shipment.

Pick Release: Schedule a Pick Wave

There are 15 steps to complete this process.

Step 1. Click the **Company Single Sign-On (SSO)** button.

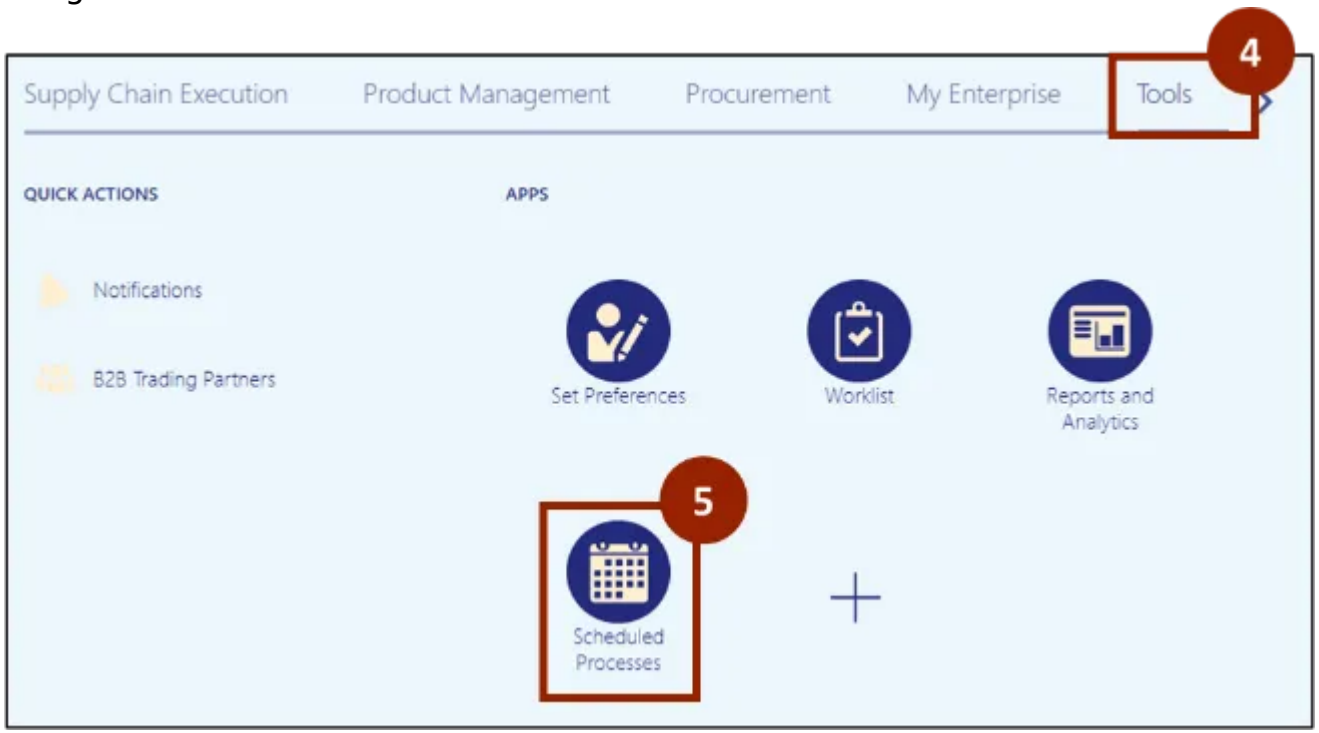
Step 2. Enter your **@dac.nc.gov** email address.

Step 3. Click **Next** then enter your **password**.

Step 4. From the Home screen, select the **Tools** tab.

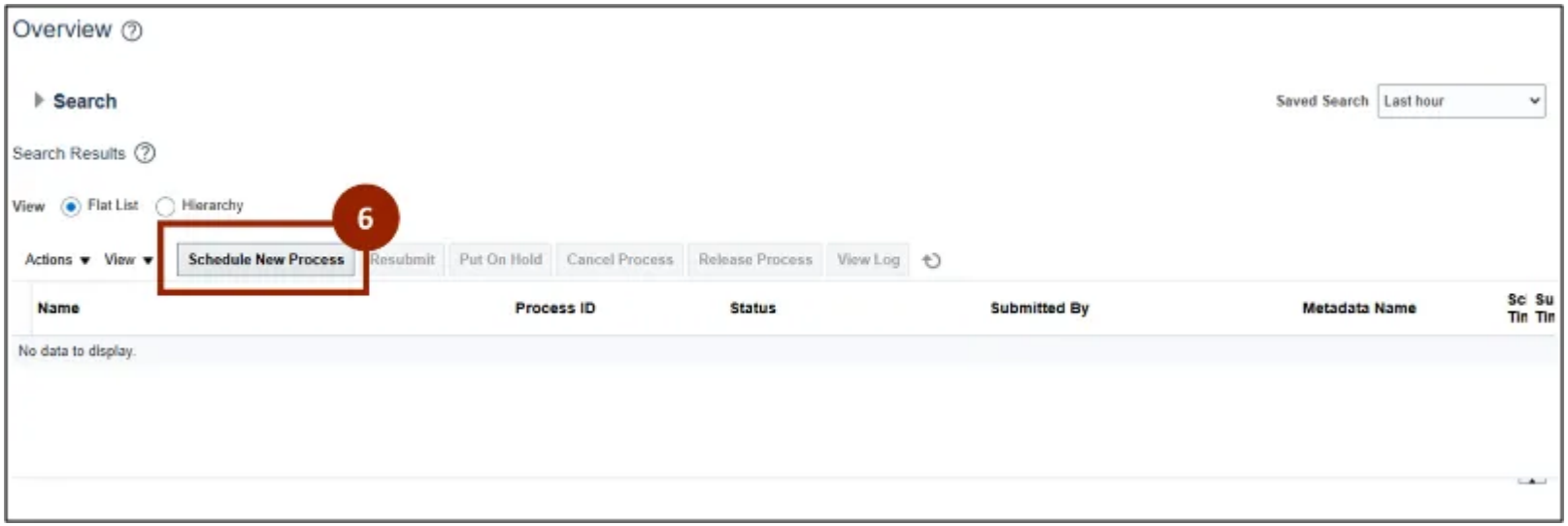
Step 5. Click **Scheduled Processes**.

Image



Step 6. The Scheduled Process page appears, click **Schedule New Process**.

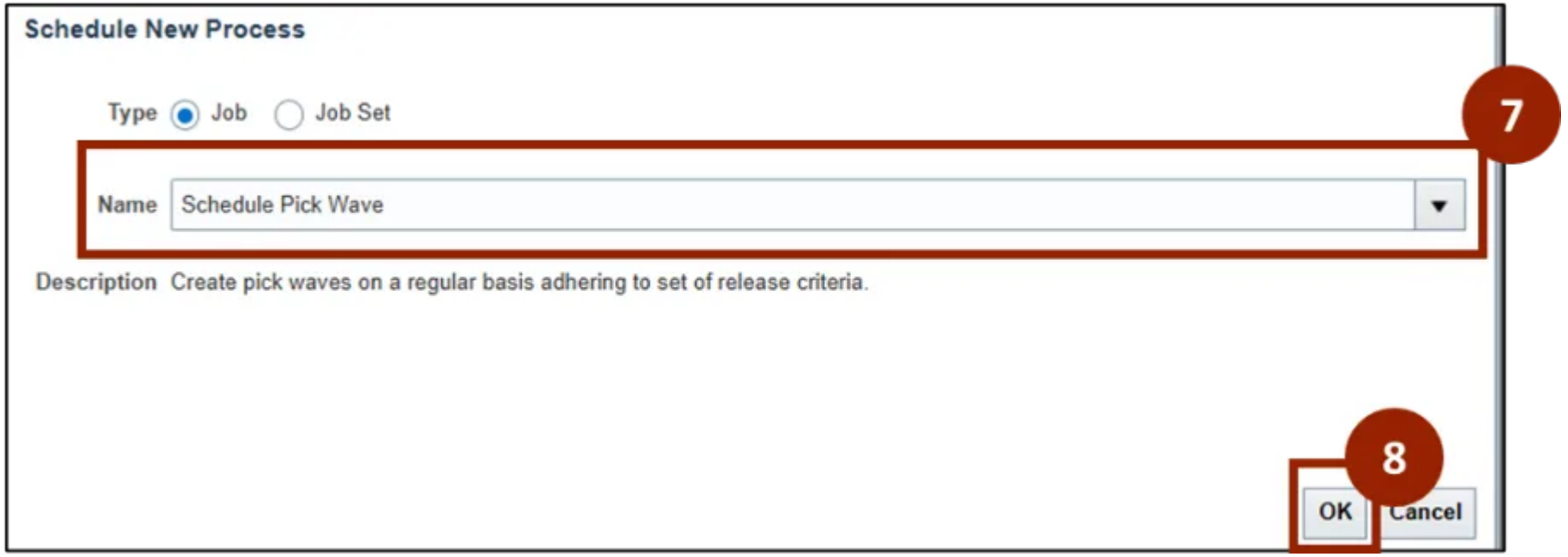
Image



Step 7. From the Name drop-down, select **Schedule Pick Wave**.

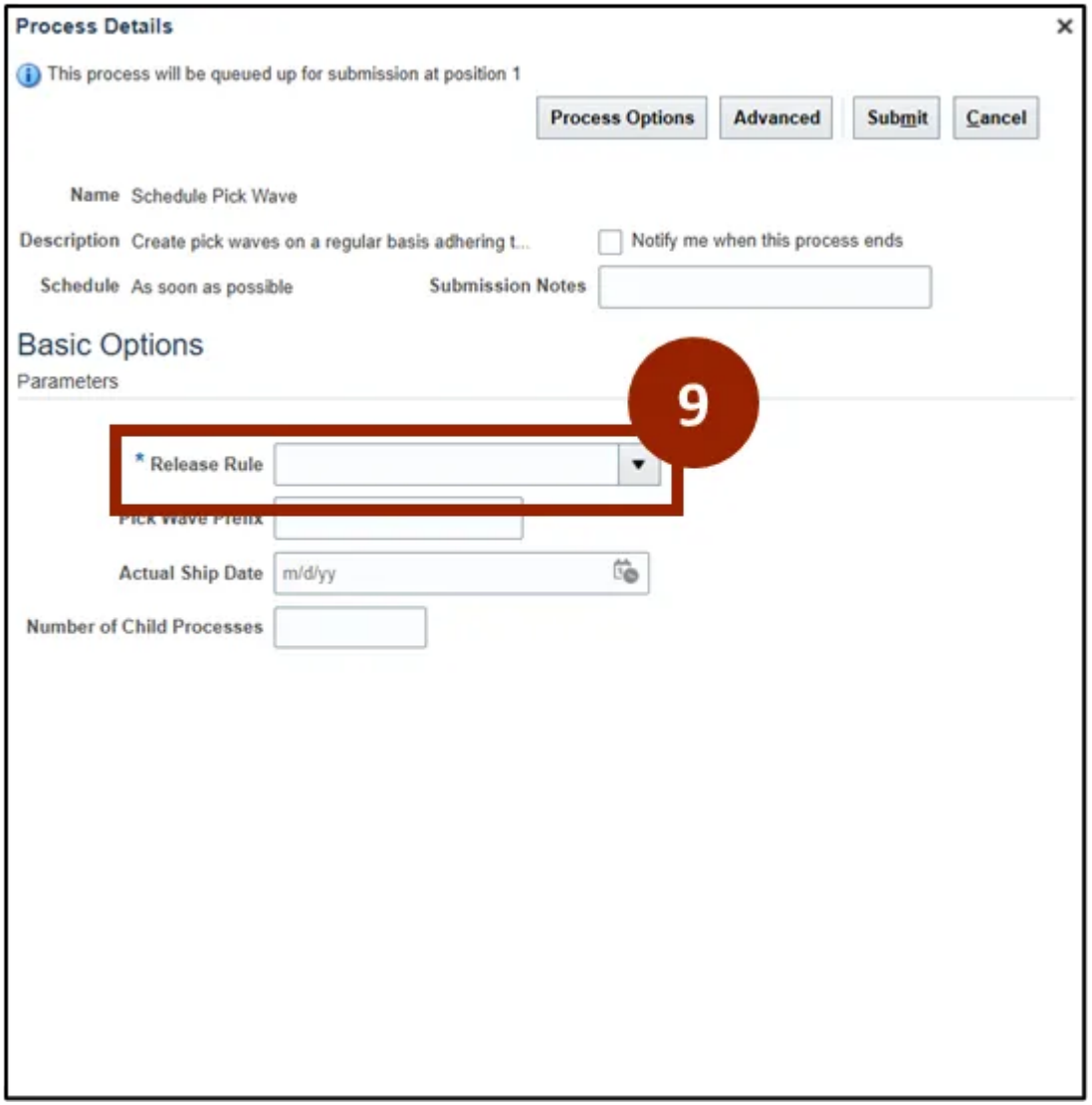
Step 8. Click **OK**.

Image



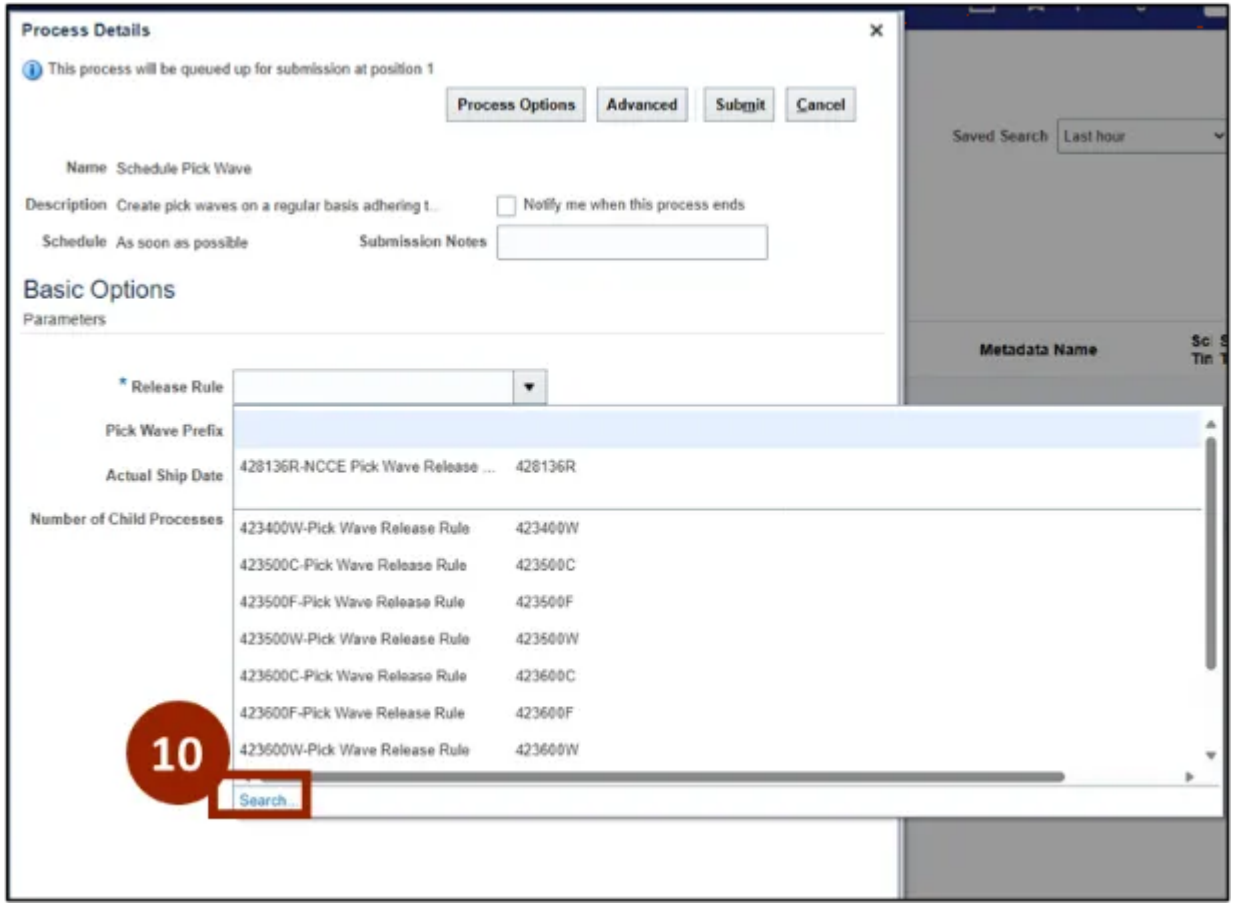
Step 9. Select the Release Rule drop-down.

Image



Step 10. Select **Search** to select the appropriate rule.

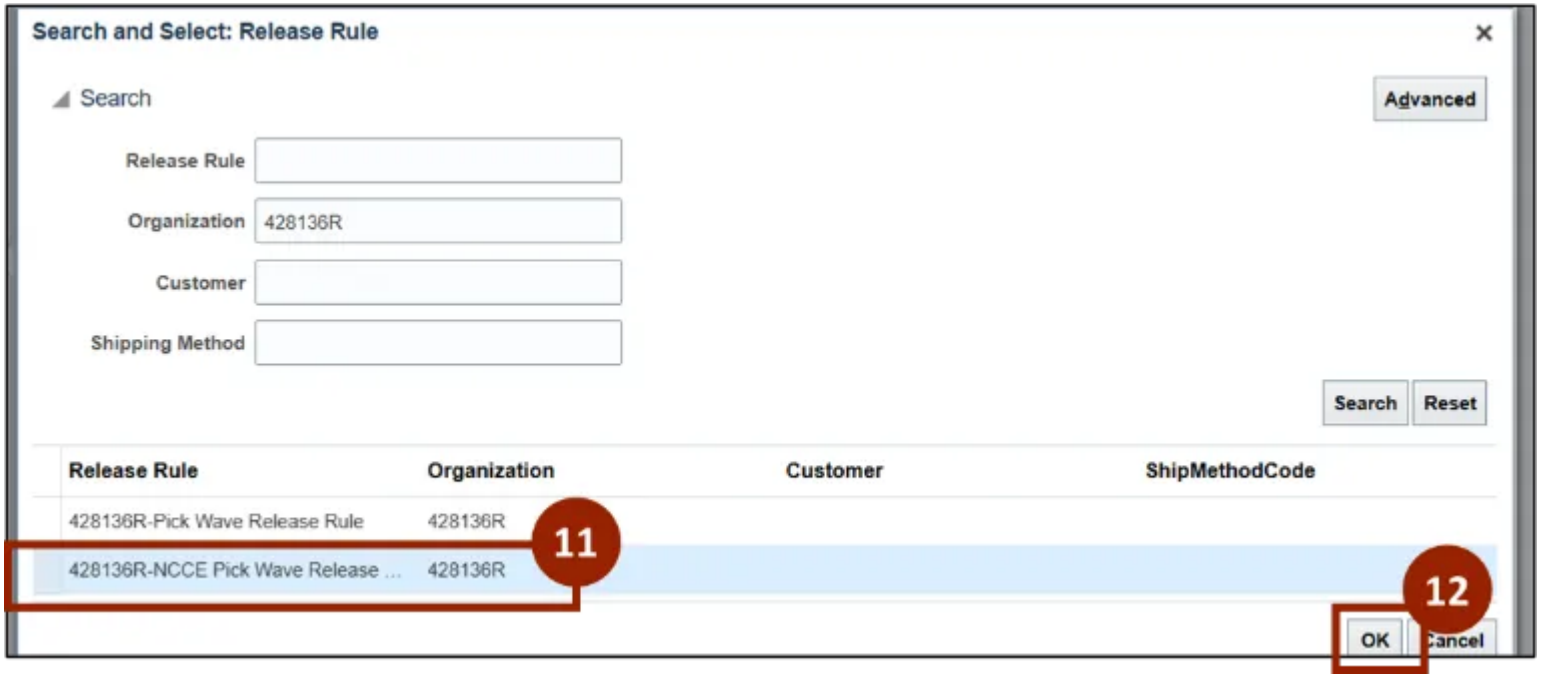
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Step 11. The Search and Select: Release Rule notification appears, select **(Organization Number)-NCCE Pick Wave Release**.

Step 12. Click **OK**.

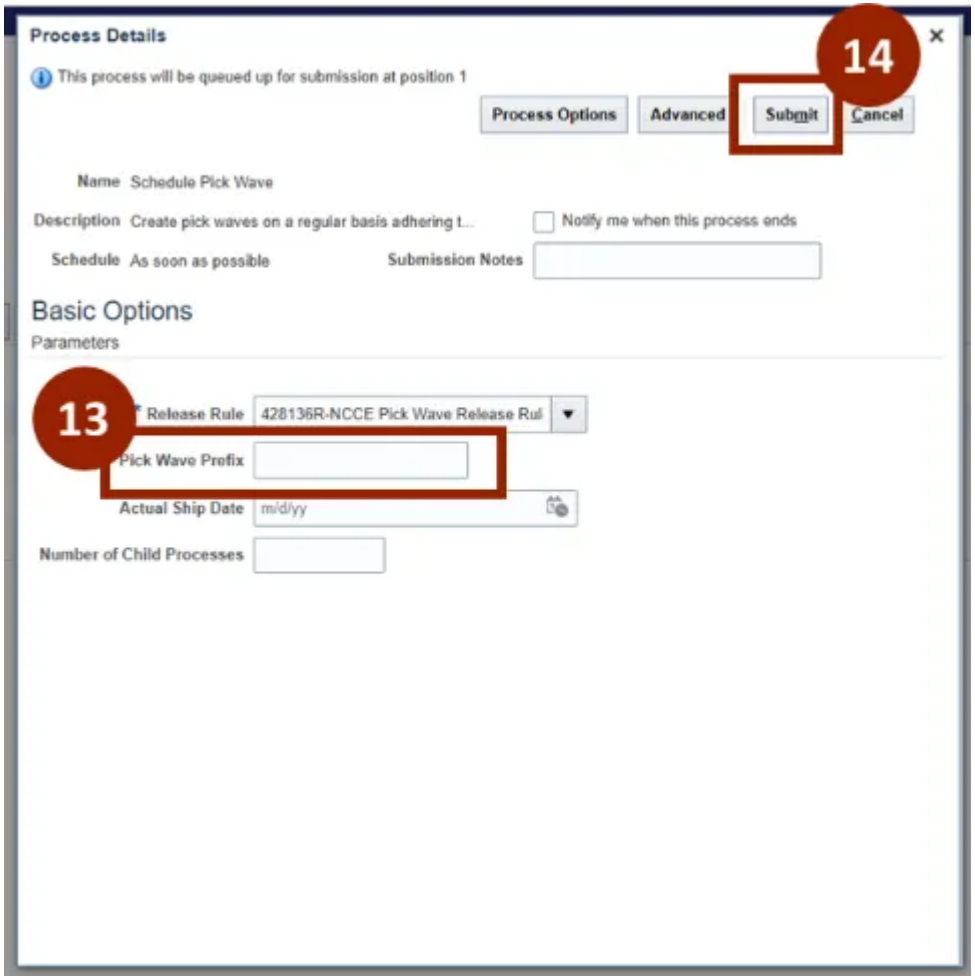
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Step 13. In the Pick Wave Prefix field, enter a **Pick Wave Prefix** name.

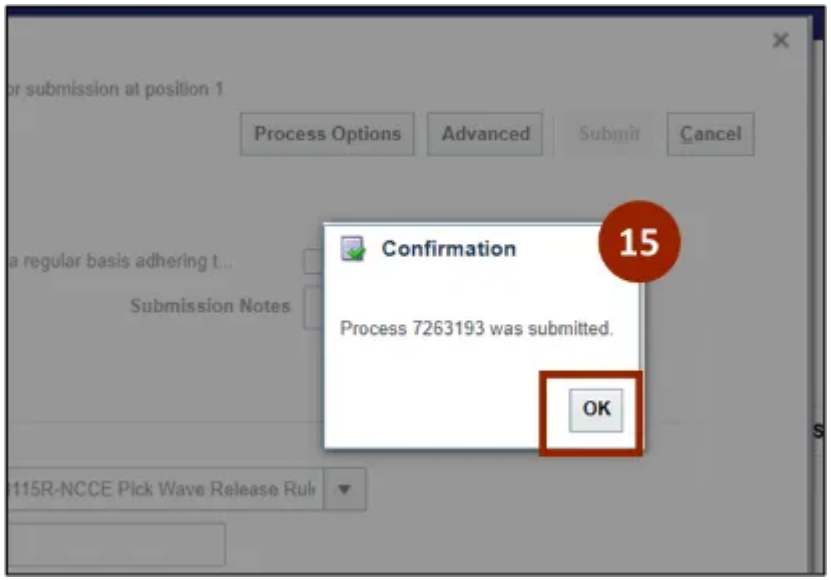
Step 14. Select **Submit**.

Image



Step 15. The Confirmation notification appears, select **OK**.

Image



Pick Release: Assign a Shipping Method

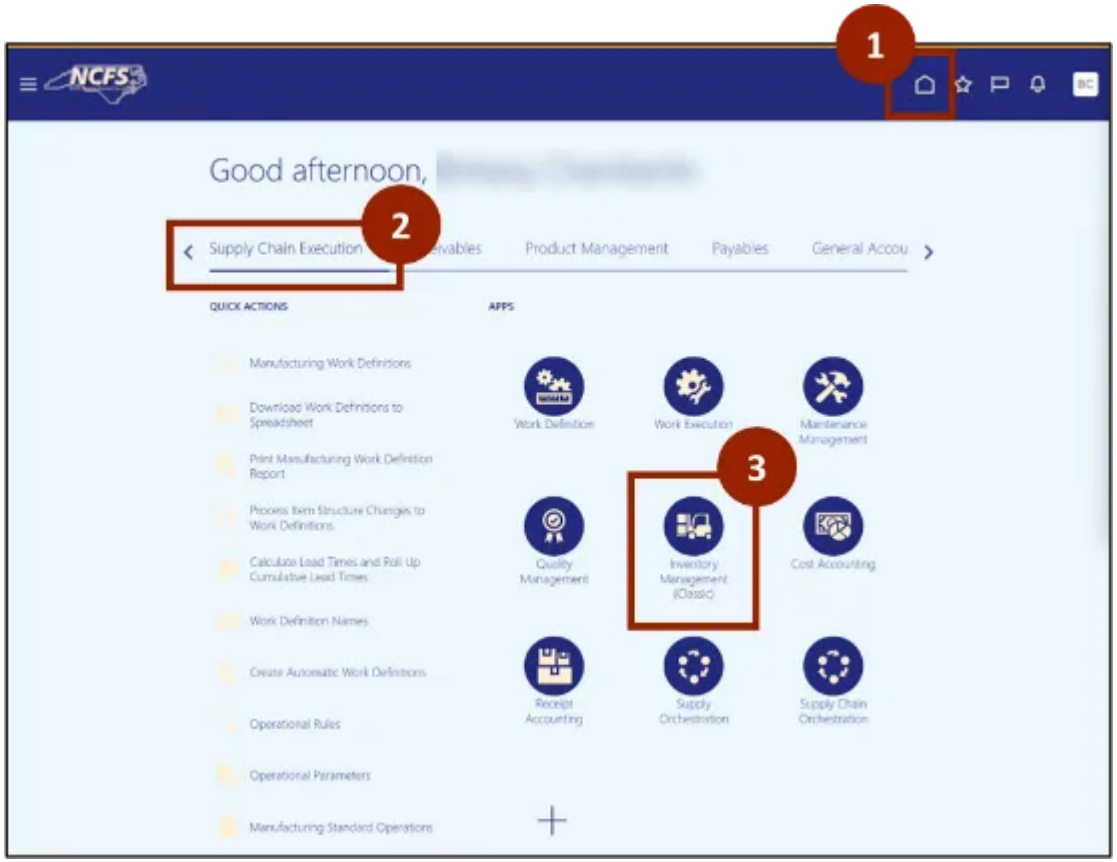
There are 12 steps to complete this process.

Step 1. Begin from the Home page, or click the **Home** icon.

Step 2. On the Home page, select **Supply Chain Execution**.

Step 3. Within the **Supply Chain Execution** tab, select **Inventory Management**.

Image

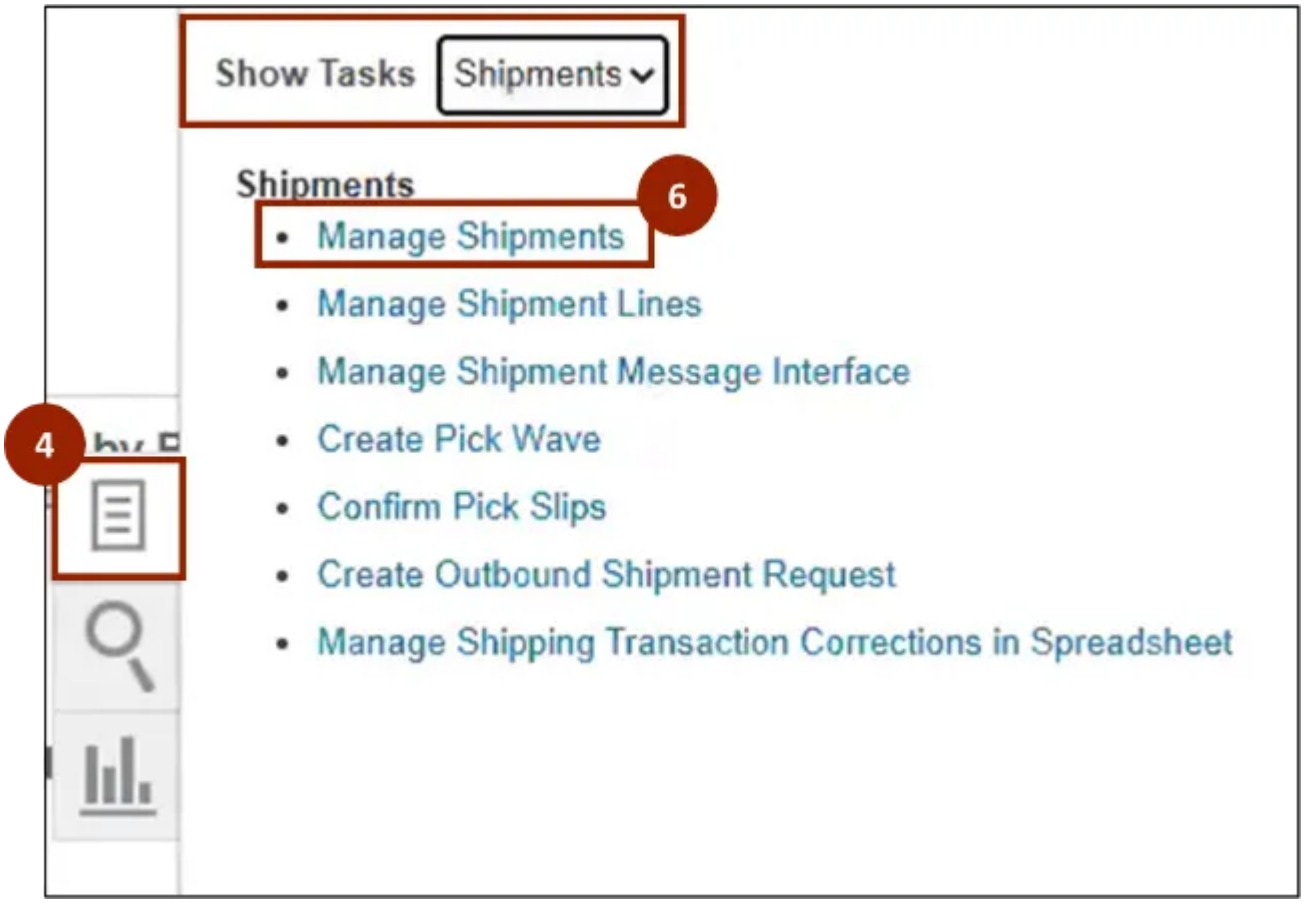


Step 4. Click the **Tasks** icon.

Step 5. In the Show Tasks field, select **Shipments** from the drop-down.

Step 6. Select **Manage Shipments**.

Image

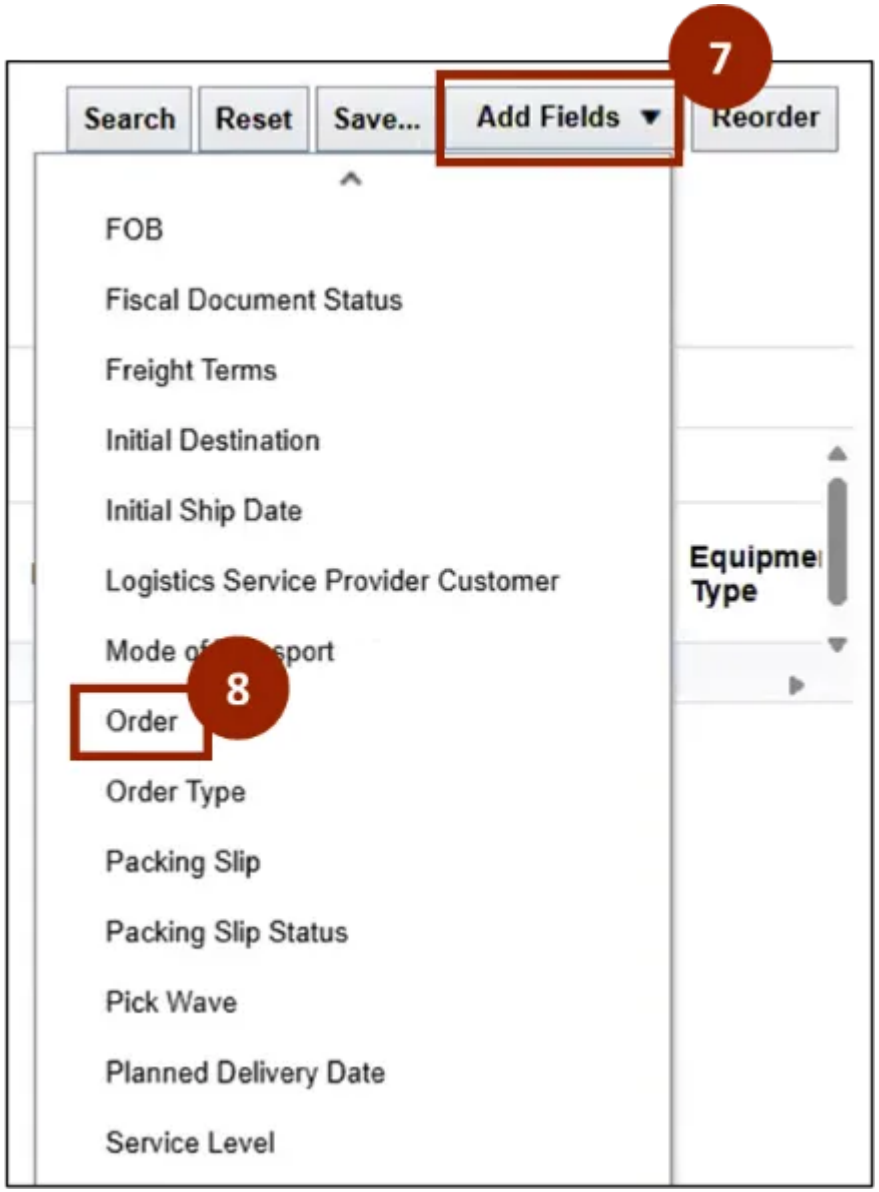


Step 7. Click the **Add Fields** drop-down.

Step 8. Select **Order**.

Note: These steps are used to search for an order number. Have the necessary order information available before beginning.

Image



Step 9. Enter the **Order Number** into the Order drop-down.

Step 10. Click **Search**.

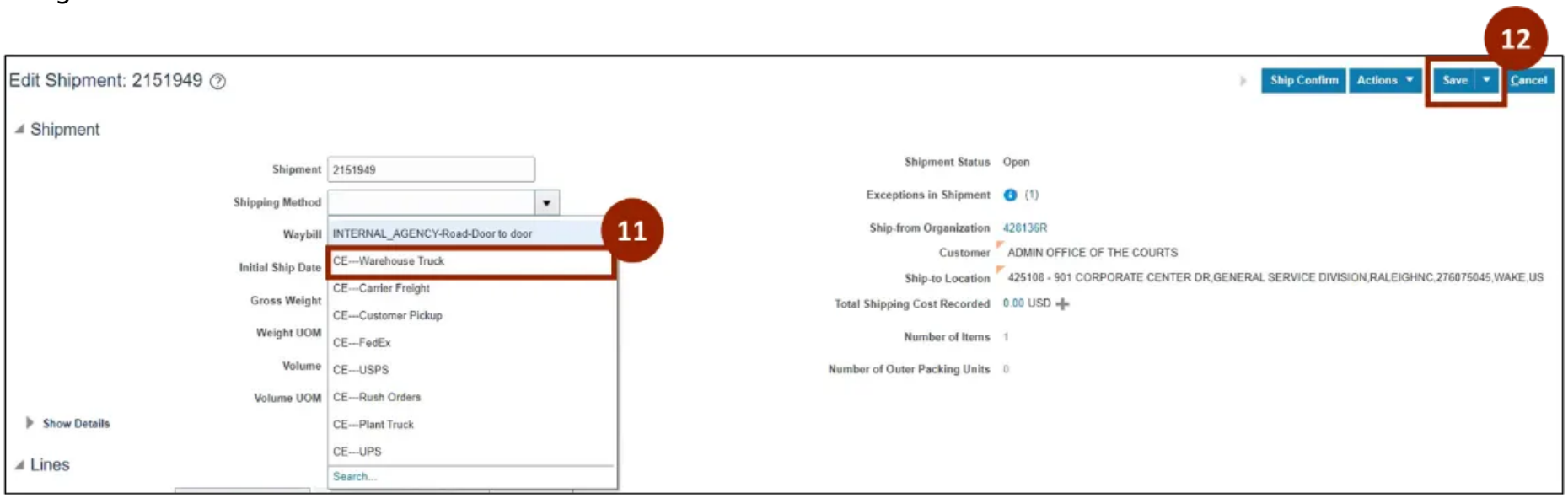
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Step 11. If the shipment is for an APEX shipment, select **Warehouse Truck** from the Shipping Method field drop-down.

Step 12. Click **Save**.

Image



Pick Release: Print a Pick Slip Report

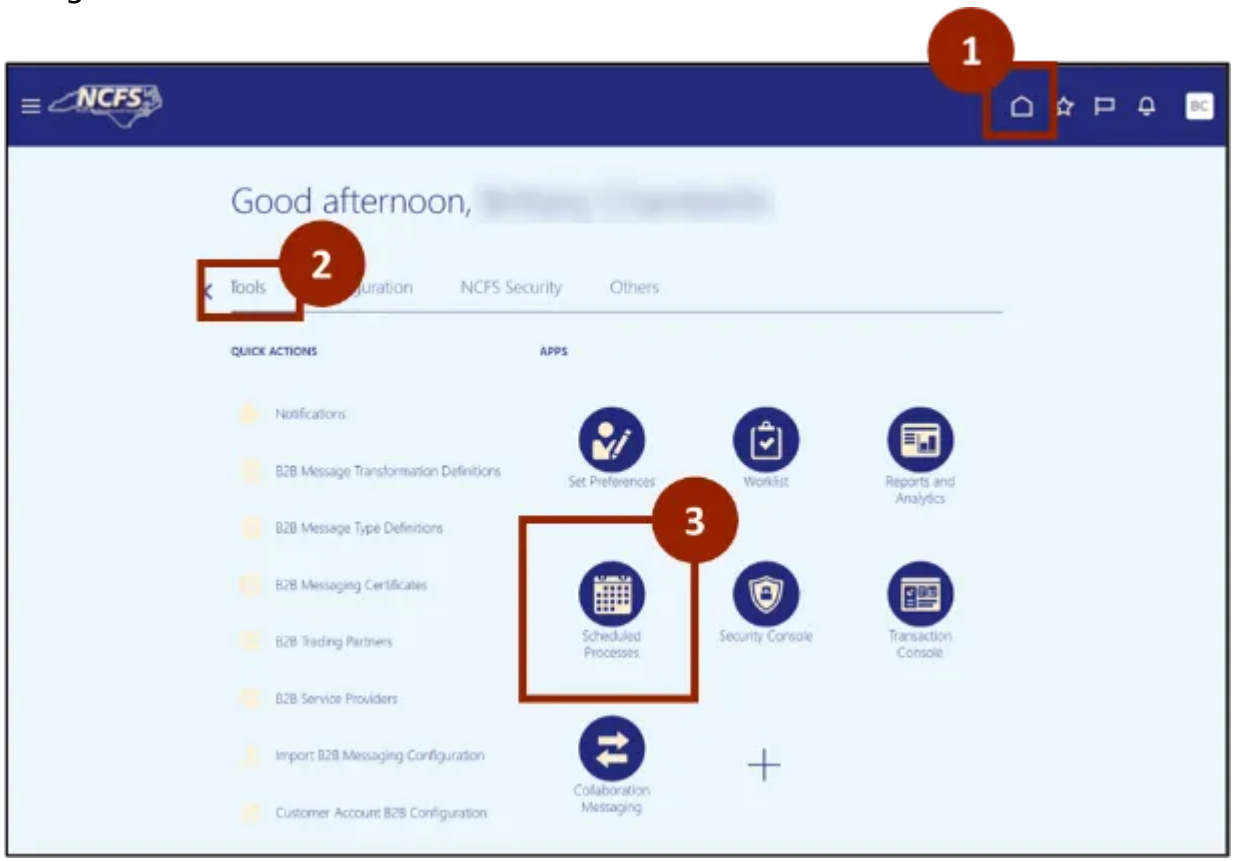
There are 16 steps to complete this process.

Step 1. Begin from the Home page, or click the **Home** icon.

Step 2. On the Home page, select **Tools**.

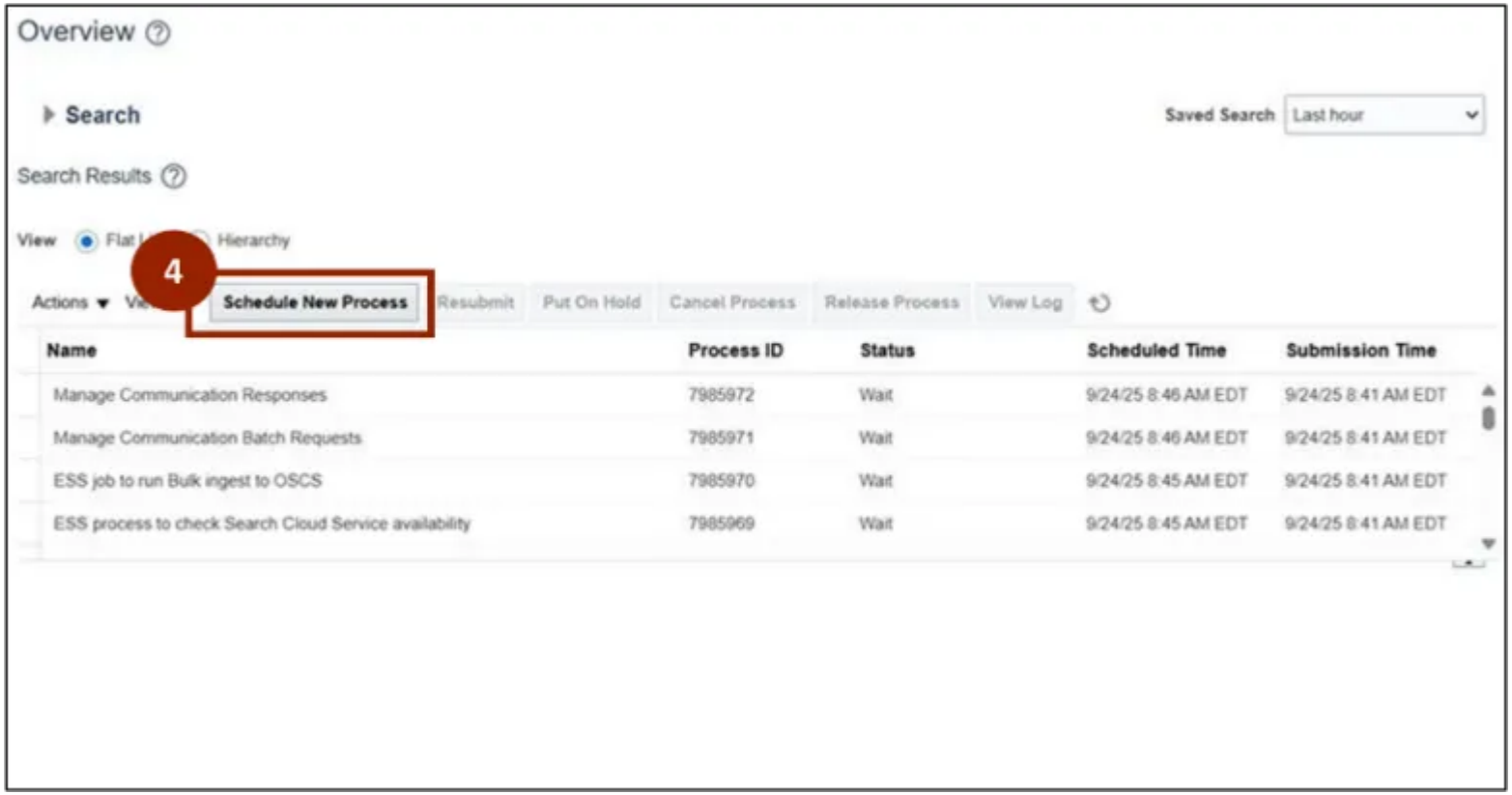
Step 3. Within the Tools tab, select **Scheduled Processes**.

Image



Step 4. Select **Schedule New Process**.

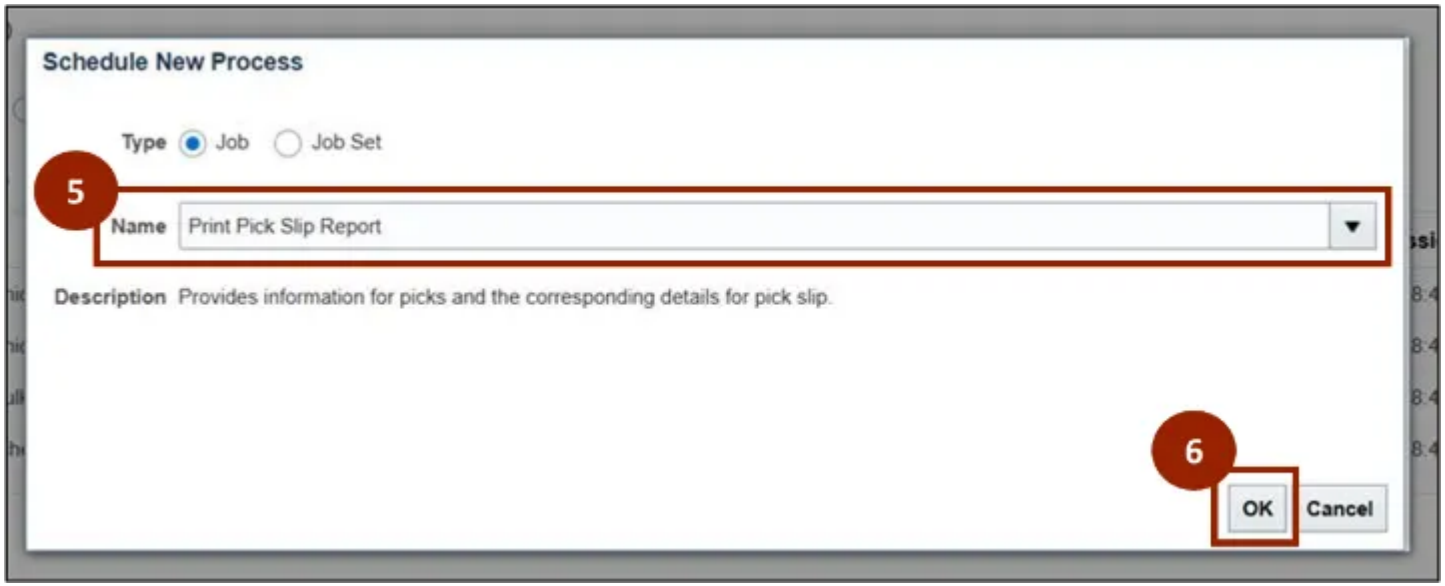
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Step 5. In the Name field, enter **Print Pick Slip Report**.

Step 6. Click **OK**.

Image



Enter the following parameters.

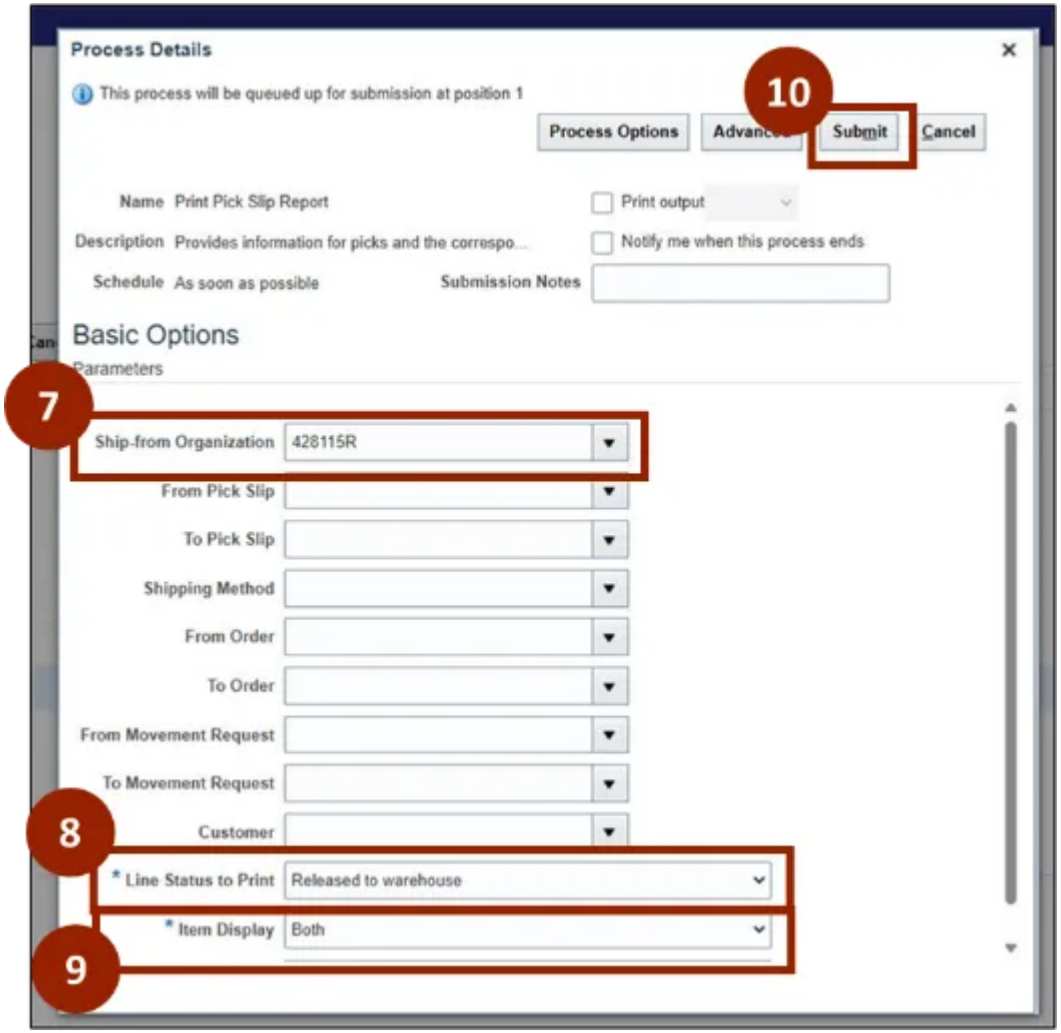
Step 7. In the Organization field, input the appropriate **Organization Code** from the drop-down.

Step 8. In the Line Status to Print field, select **Released to warehouse** from the drop-down.

Step 9. In the Item Display field, select **Both** from the drop-down.

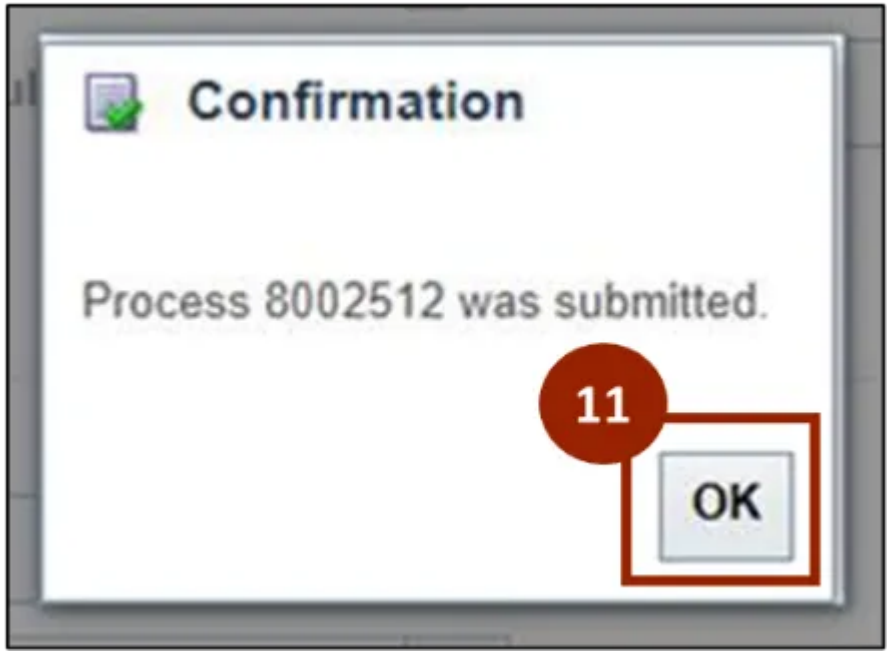
Step 10. Click **Submit**.

Image



Step 11. A Confirmation notification will appear, click **OK**.

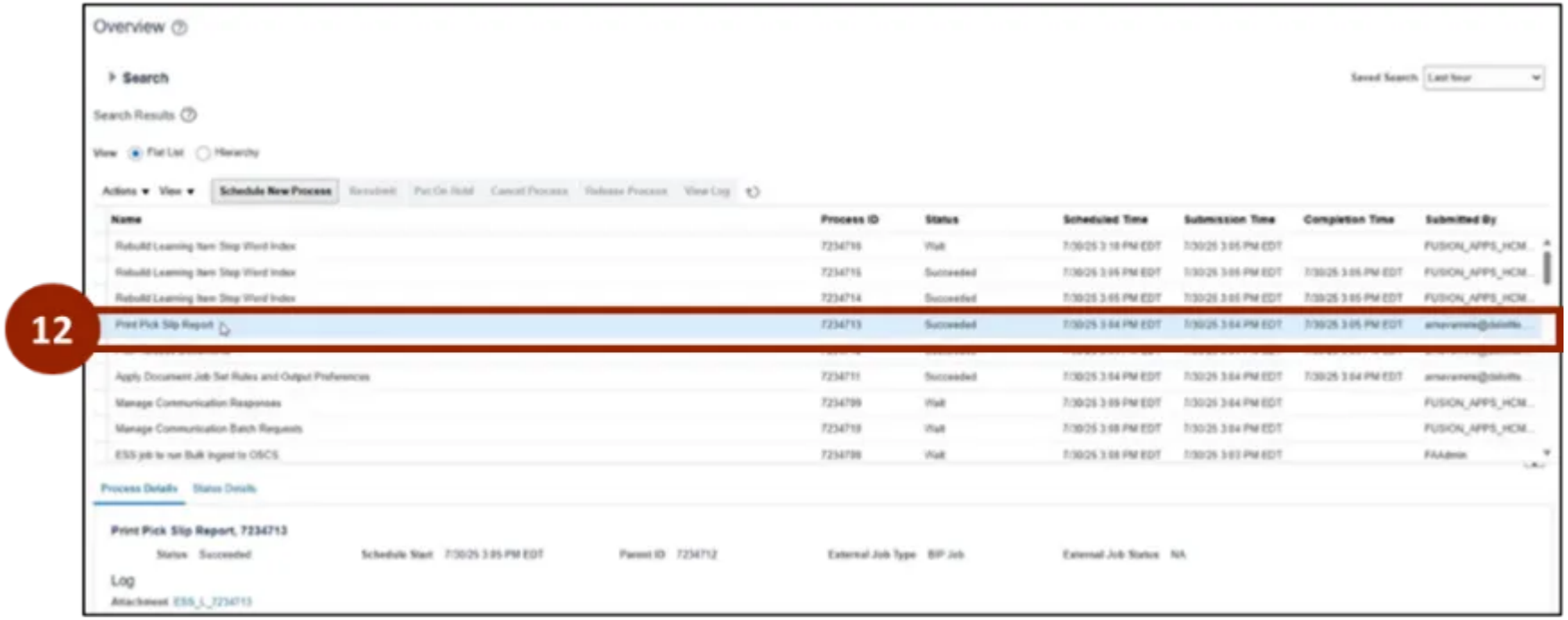
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Step 12. Select Print **Pick Slip Report**.

Note: This report tells warehouse staff where to find the item in the warehouse. Staff will collect the items and move them to the staging area (the final location before shipping).

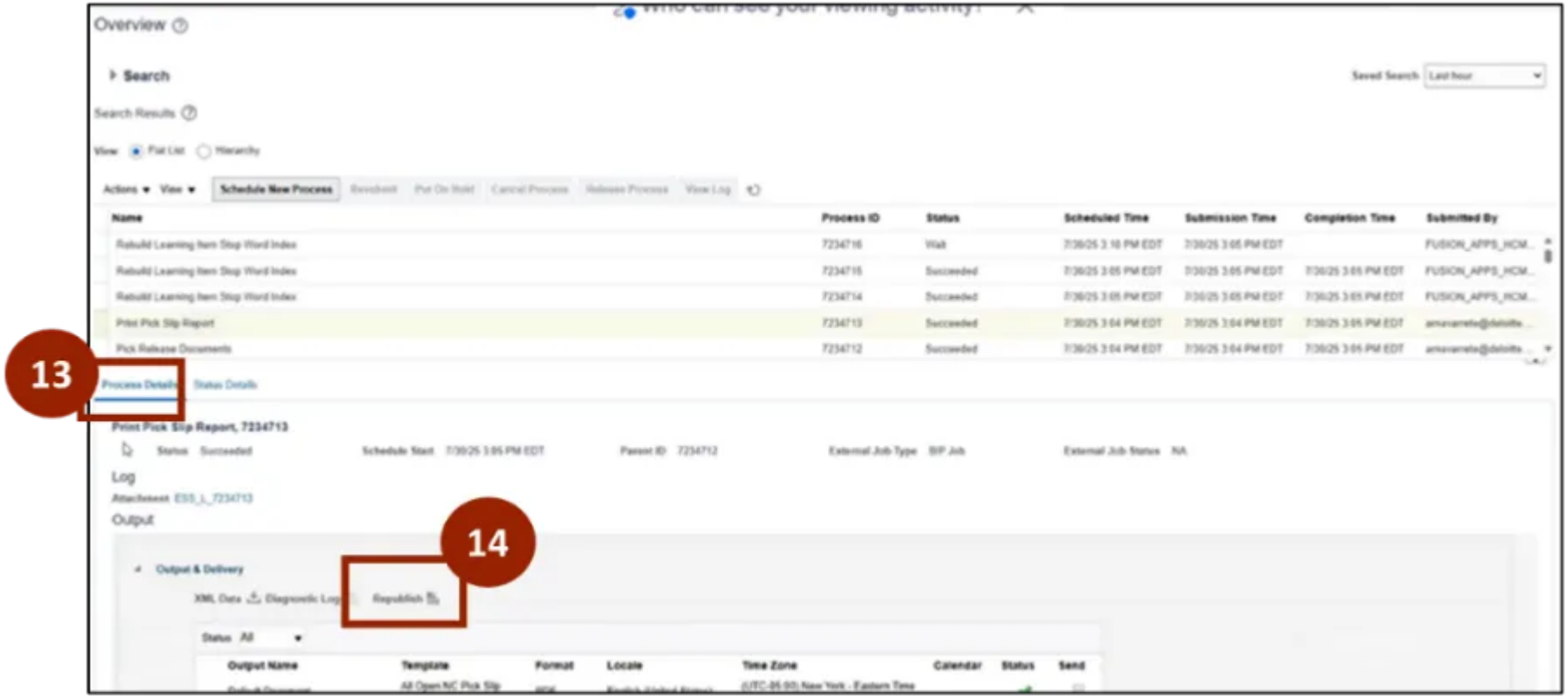
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Step 13. On the Overview page scroll down to the details area, select the **Process Details** tab.

Step 14. Select **Republish**.

Image



Step 15. Select the **notepad** icon and select **PDF**.

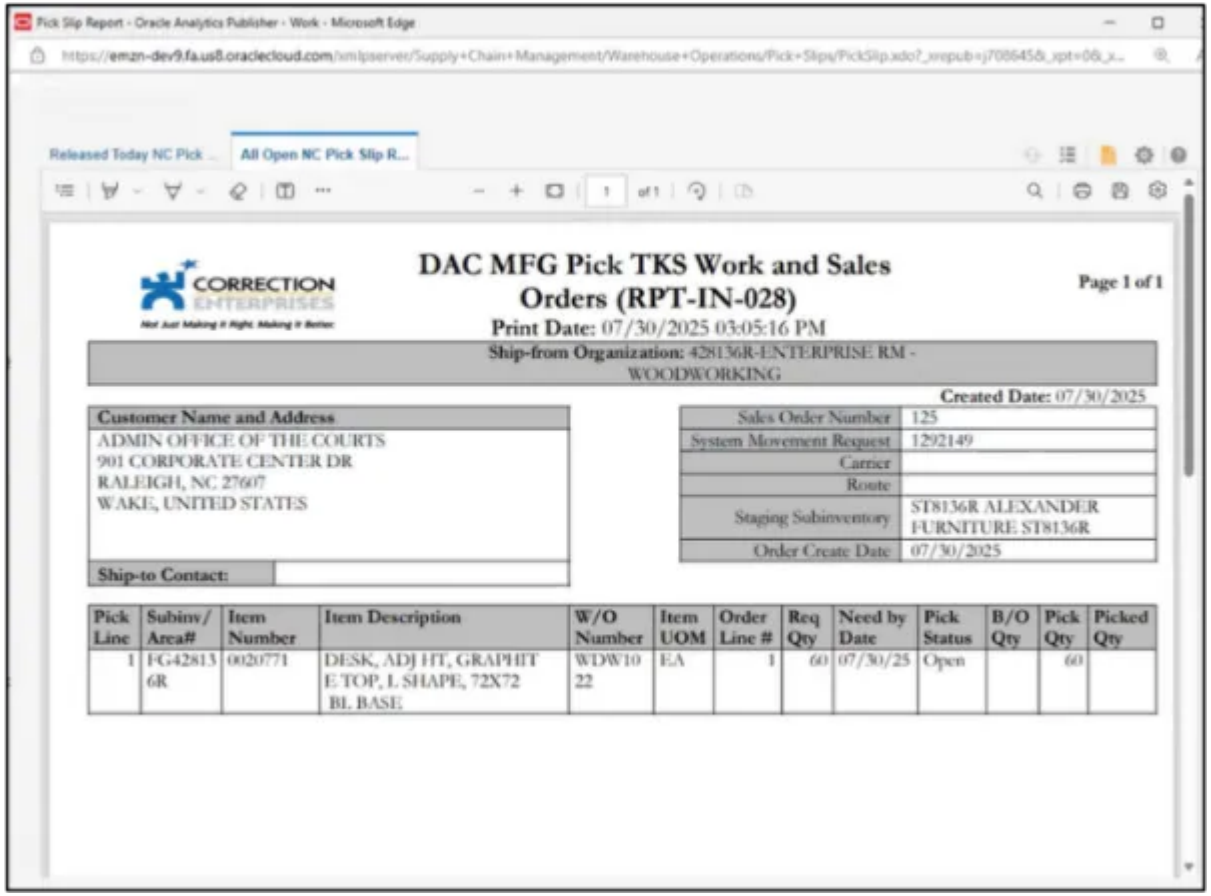
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Step 16. The DAC MFG Pick TKS Work and Sales Orders (RPT-IN-028) will display details of the sales order.

Note: In the Work Order Number Column there may be multiple Work Order Numbers in a single line.

Image



Wrap-Up

NCFS users can reference the Pick Release Process using the steps above.

Additional Resources

- Virtual Instructor Led Training (vILT)
  - MFG109: Manage Inventory 2

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