# INV-03 Manage ABC Classes, Assignment Groups, & Classification Sets

## Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step explanation on how to Manage ABC classes, Assignment groups, and Classification Sets in the North Carolina Financial System (**NCFS**).

## Introduction and Overview

This QRG covers how to manage ABC classes, assignment groups, & classification sets NCFS.

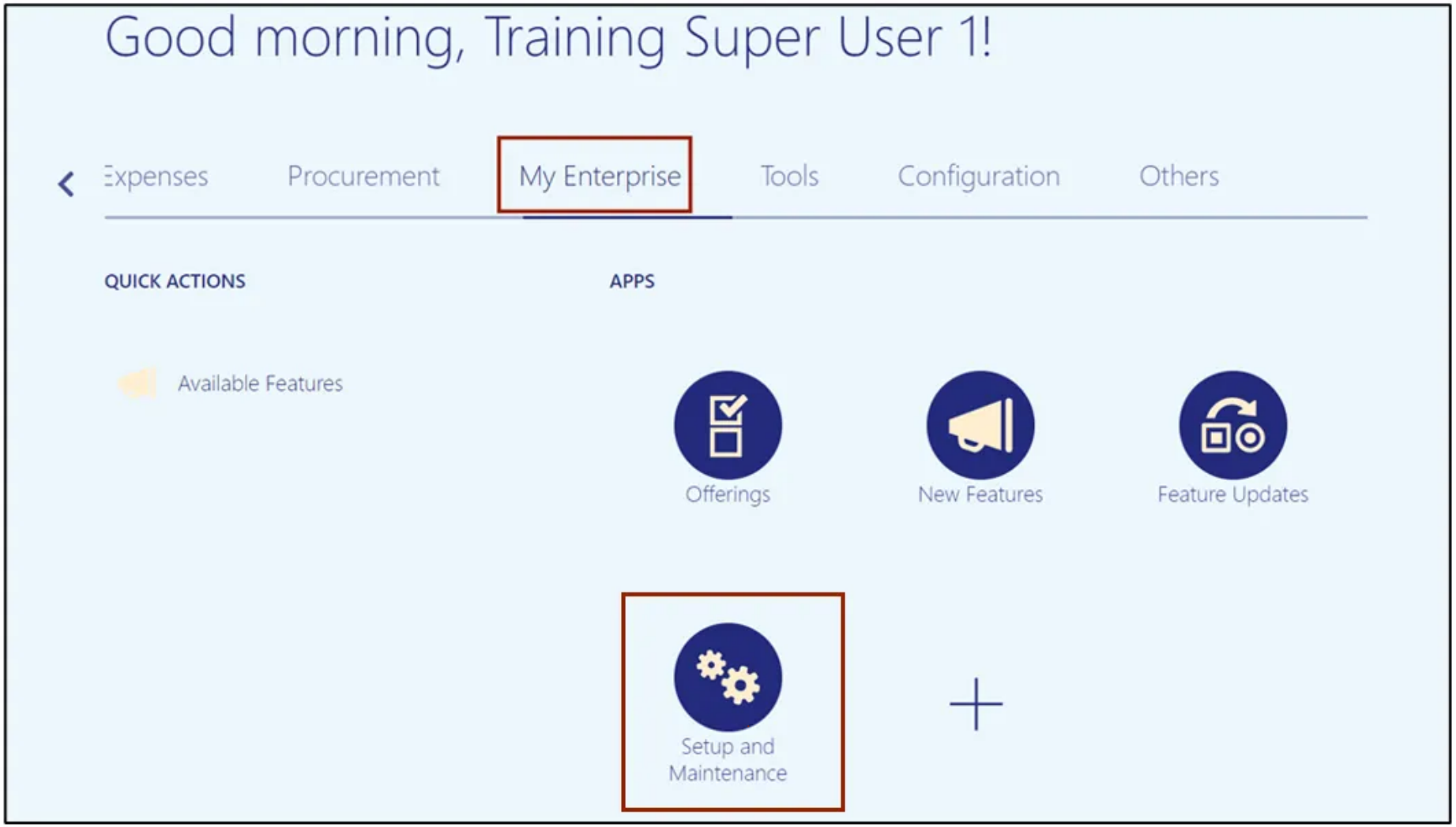
## Manage ABC Classes, Assignment Groups, & Classification Sets

To manage ABC classes, assignment groups, & classification sets in NCFS, please follow the steps below. There are 14 steps to complete this process.

Step 1. Log in to the NCFS portal with your credentials to access the system.

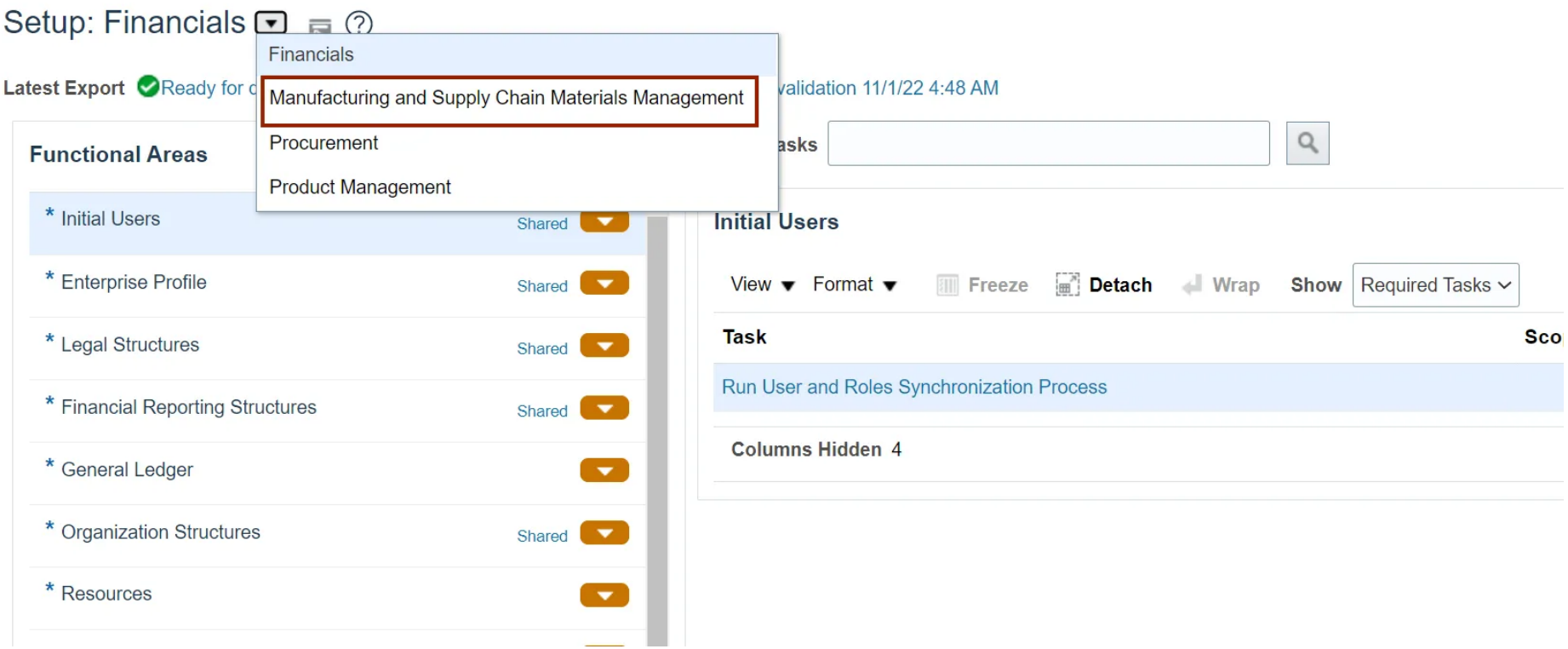
Step 2. On the **Home** page, under the **My Enterprise** tab, click the **Setup and Maintenance** app.

Image



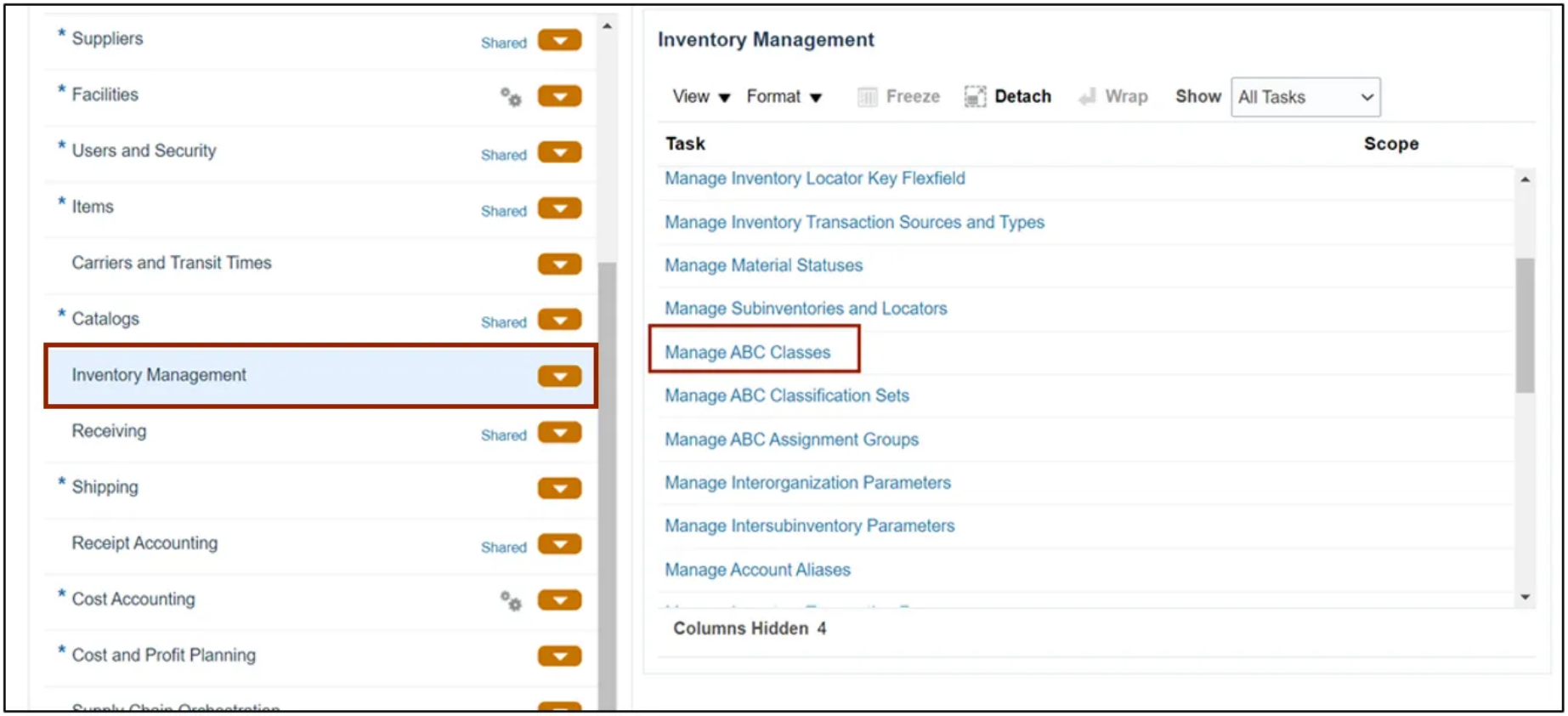

Step 3. Select the **Manufacturing and Supply Chain Materials Management** option from the *Setup: Financials* drop-down choice list.

Image



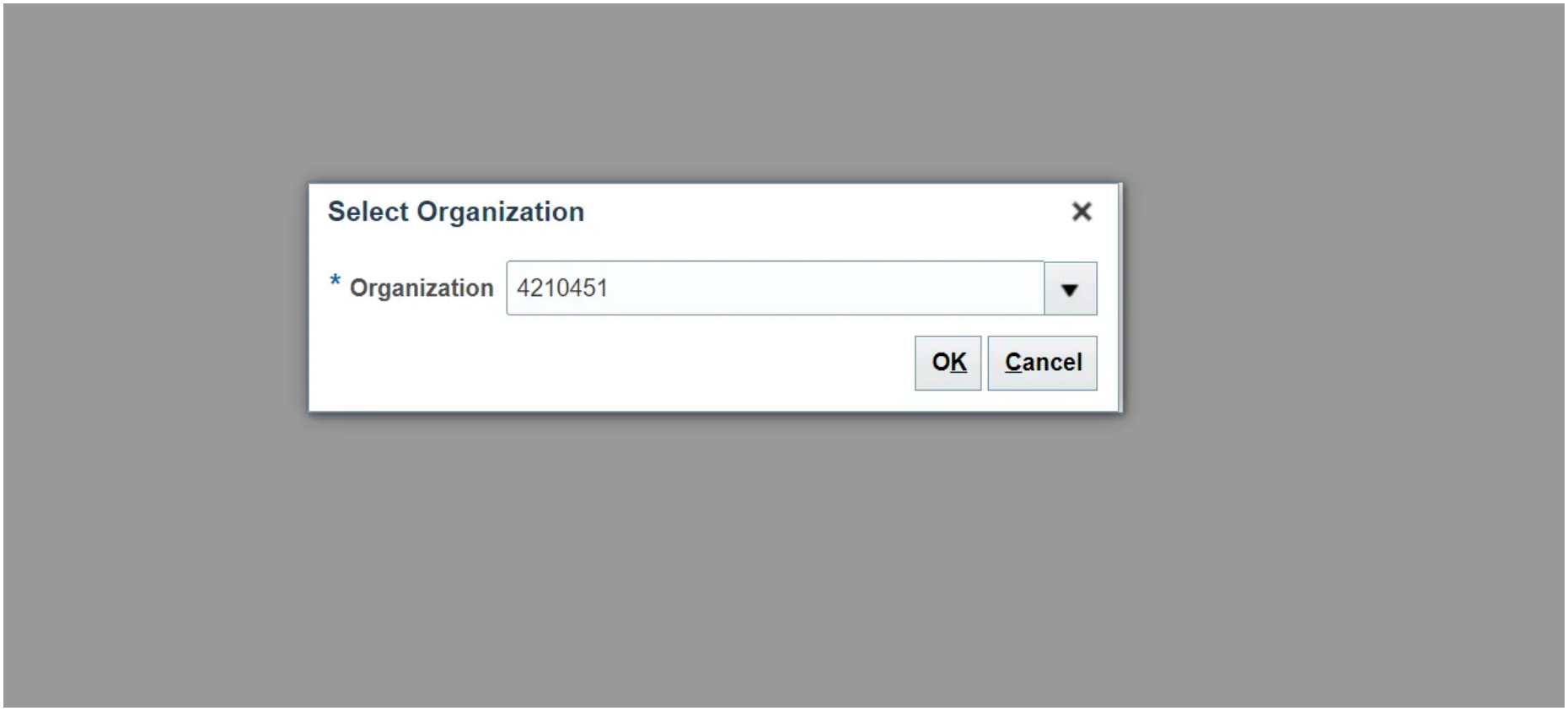

Step 4. In the **Inventory Management** section, click the **Manage ABC Classes** link.

Image



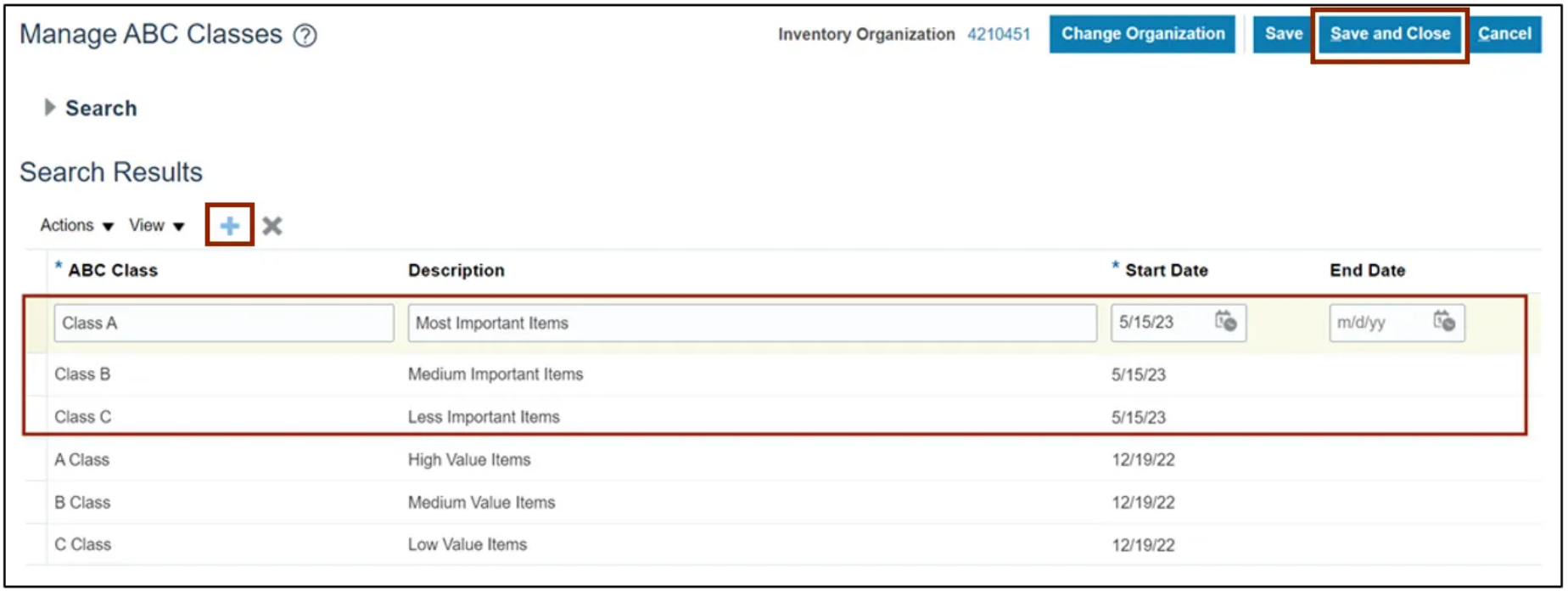

Step 5. Select the **Organization**. In this example, we chose **4210451**.

Image



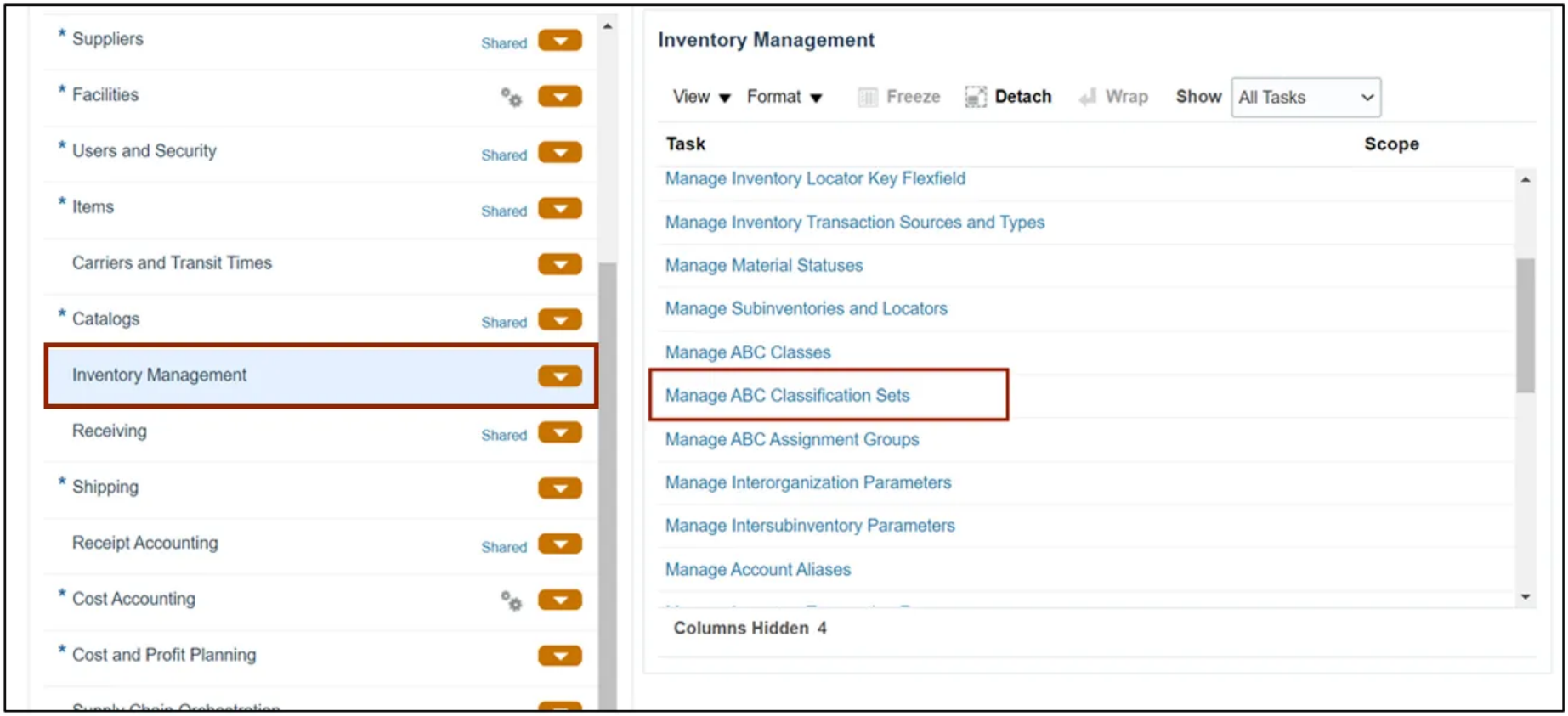

Step 6. On the **Manage ABC Classes** page, click the **Add** Icon and enter the **ABC Class** and **Description**. Click the **Save and Close** button.

Image




Step 7. In the **Inventory Management** section, click **Manage ABC Classification Sets**.

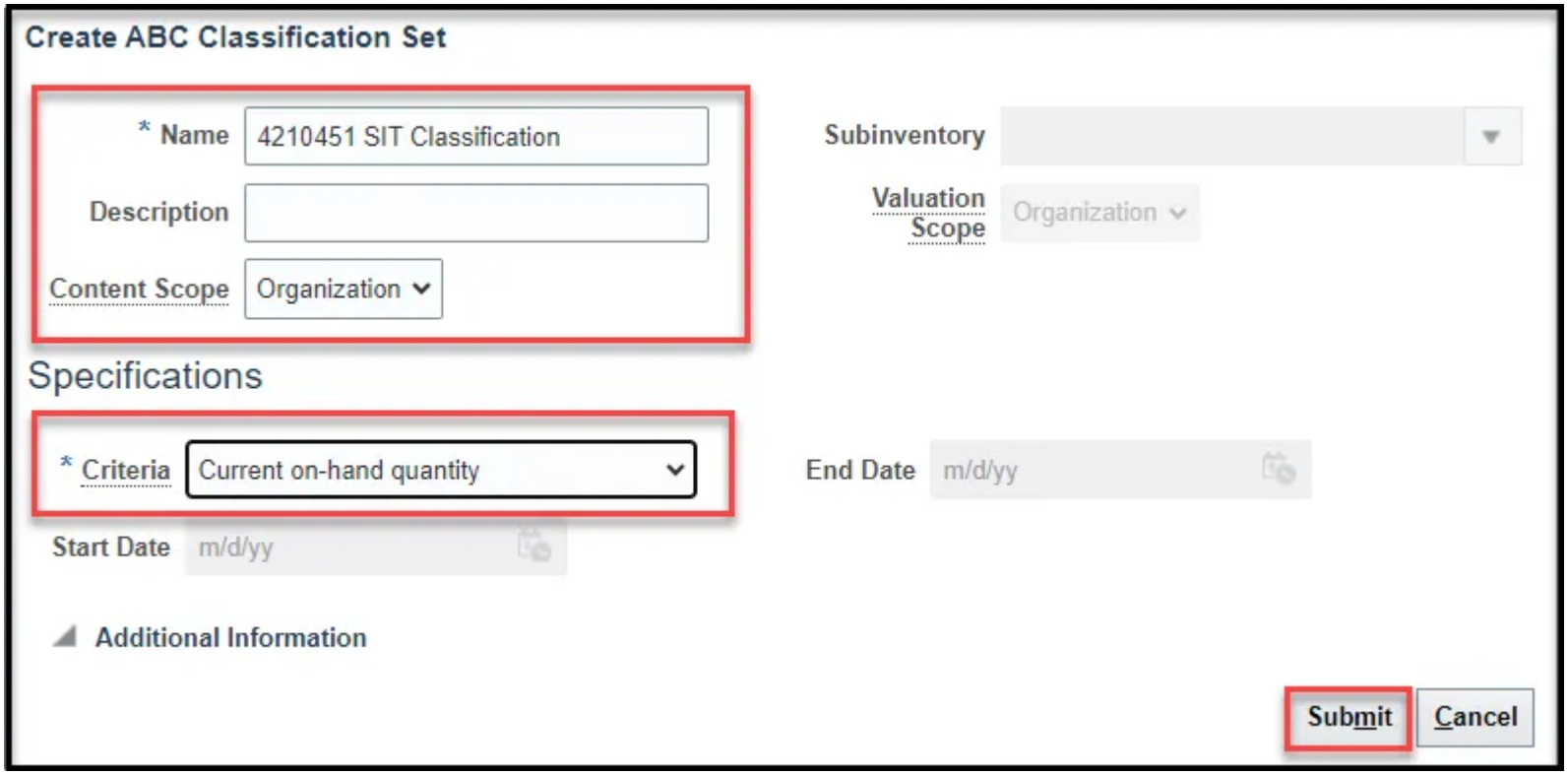
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Step 8. Enter the information in **Create ABC Classification Set** section and the **Criteria** field. Click the **Submit** button.

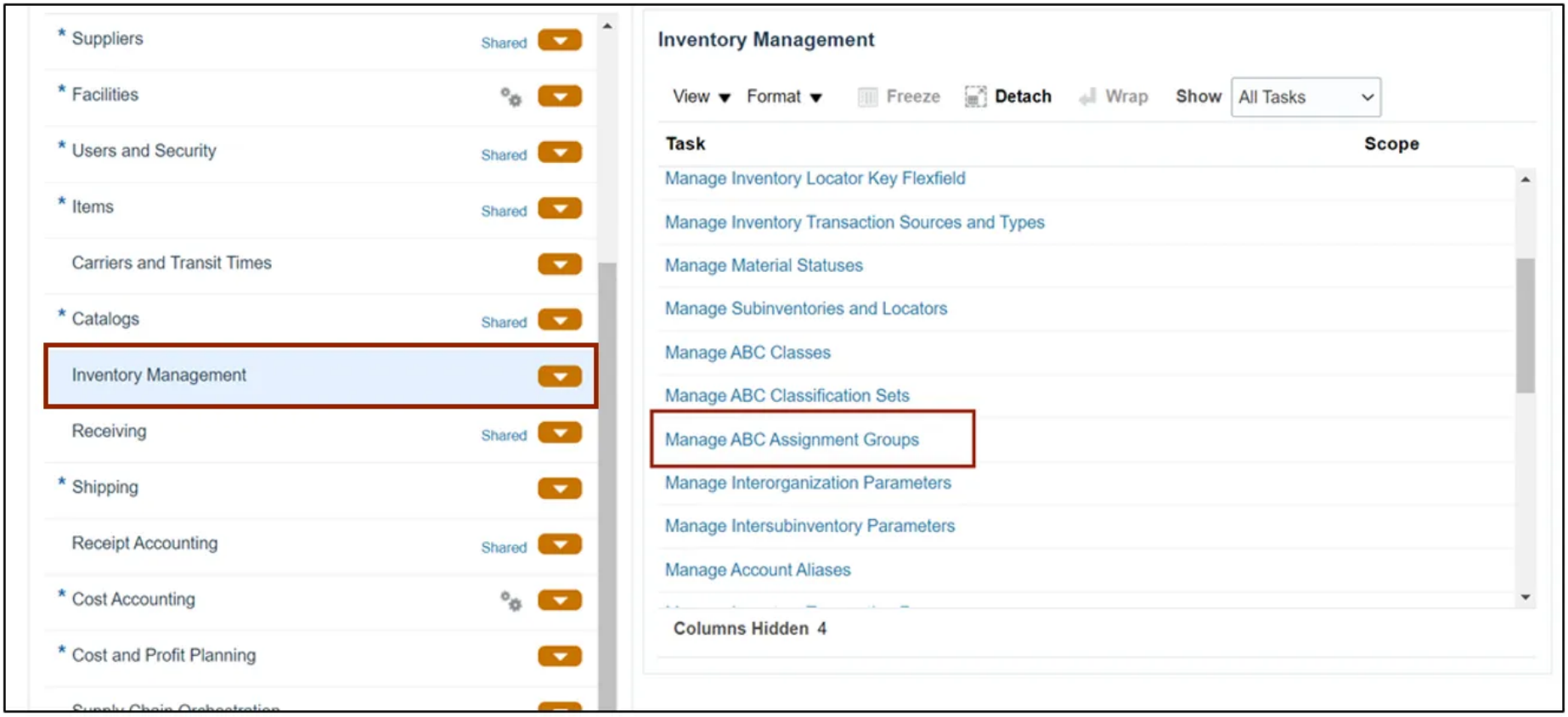
This redirects you to the **Set-up and Maintenance** page.

Image



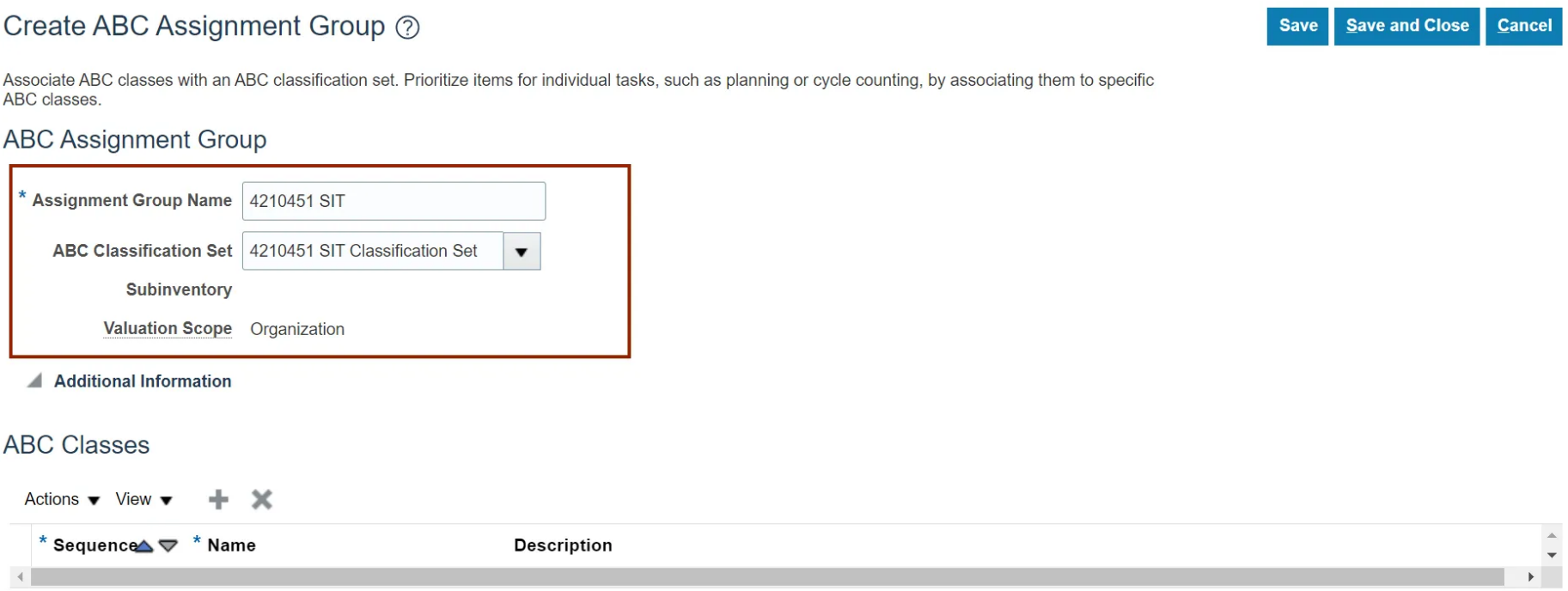

Step 9. In the **Inventory Management** section, click the **Manage ABC Assignment Groups**.

Image



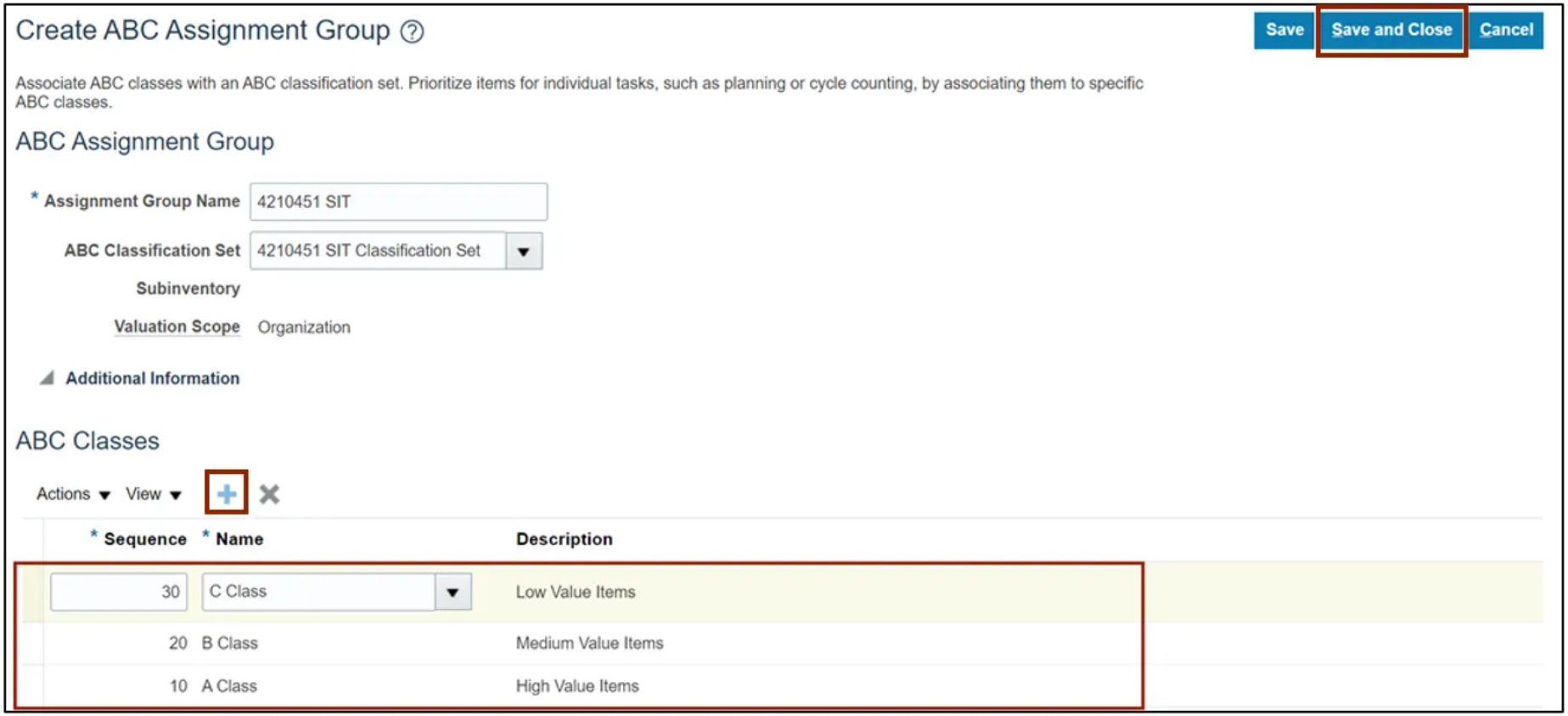

Step 10. Enter the **Assignment Group Name** and **ABC Classification Set**.

Image



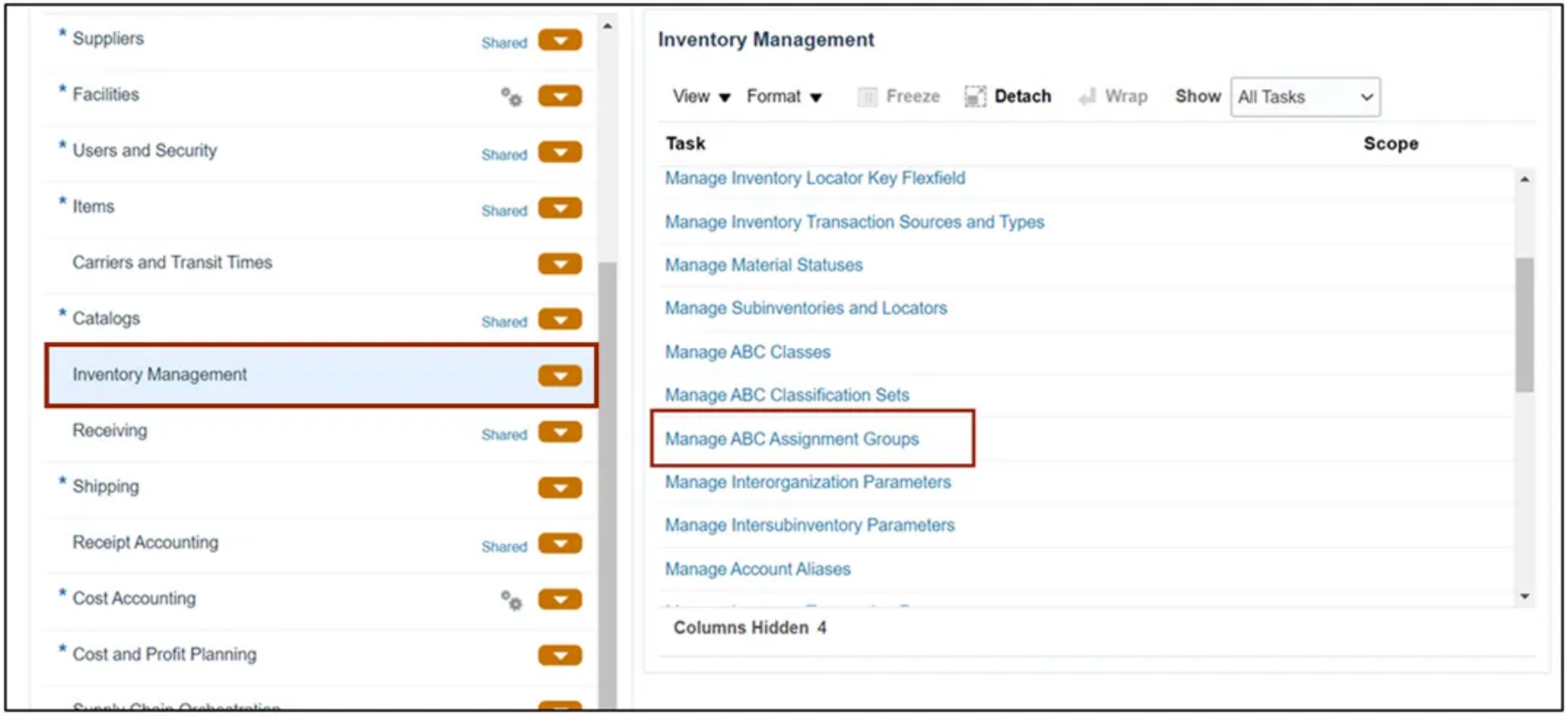

Step 11. In the **ABC Classes** section, click the **Add** icon. Enter the required details and click the **Save and Close** button.

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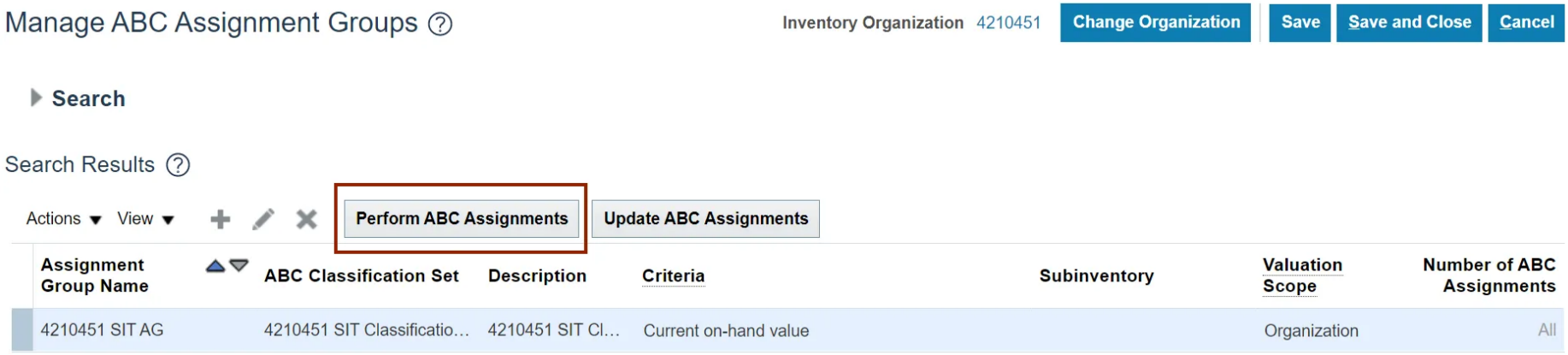

Step 12. In the **Inventory Management** section, click the **Manage ABC Assignment Groups** link.

Image



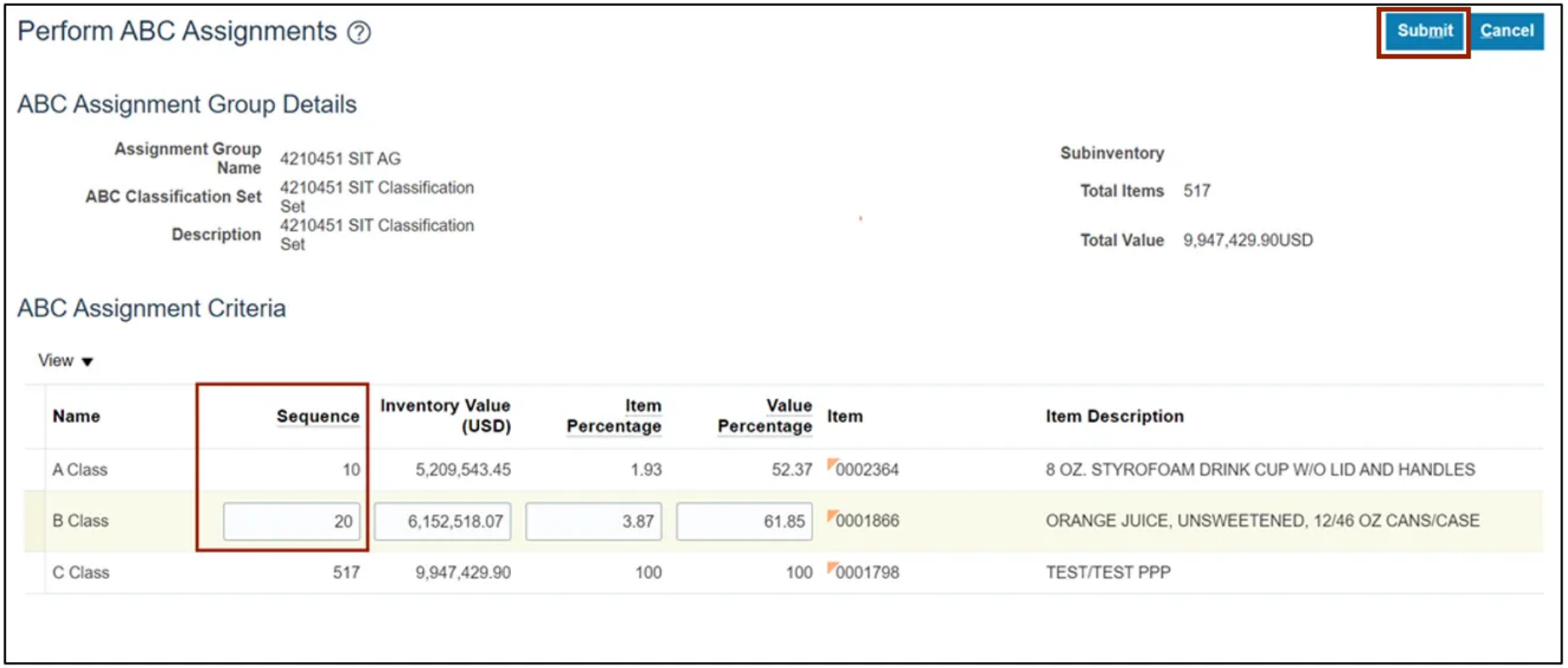

Step 13. Click the **Perform ABC Assignments** button.

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Step 14. Enter the **Sequence** number and click the **Submit** button.

Image




## Wrap-Up

Manage ABC classes, assignment groups & classification sets using the steps above in NCFS.

## Additional Resources

- Virtual Instructor-Led Training (vILT)
  - INV 101: Inventory Agency Manager
  - INV 109: Inventory Item Maintenance

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