

MFG-09 Material Assignment Process Workbench

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step guide of how to locate Material Availability Assignment information in the North Carolina Financial System (**NCFS**).

Introduction and Overview

This QRG covers the material assignment process workbench. This process provides information on raw materials as they relate to Work Orders, including raw materials currently allotted to production, priority of materials used in manufacturing, and expected raw material supplies that have been ordered.

Material Assignment Process Workbench

To access Material Availability Assignments in NCFS, please follow the steps below. There are 32 steps to complete this process.

- Step 1. Log in to the NCFS portal using the **Company Single Sign-On (SSO)** button.
- Step 2. Enter your **@dac.nc.gov** email address.
- Step 3. Click **Next**, then enter your **password**.

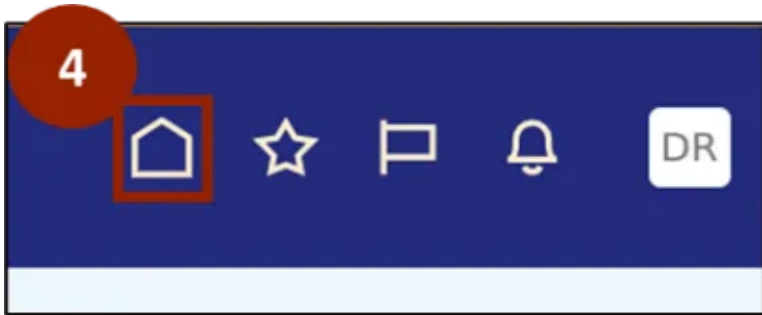
Note: The system will automatically sign on using SSO and log in to NCFS. After the first login using SSO, future access may not require credentials. If SSO is not available, enter credentials manually within the Username and Password fields, then click **Sign-In**.

Step 4. Navigate to the Home page.

Step 5. Click on the **Supply Chain Execution** tab.

Step 6. Click on **Work Execution**.

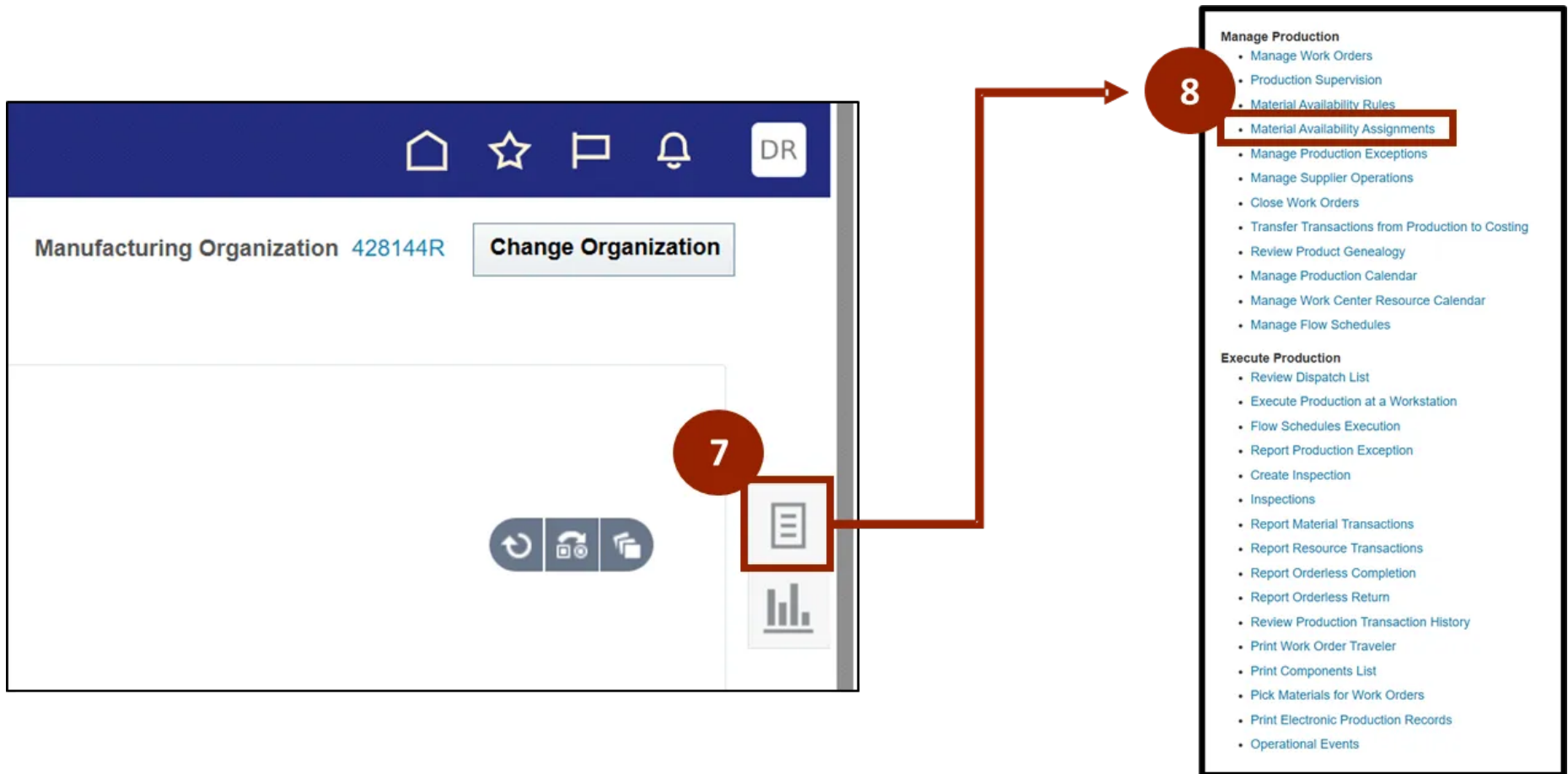
Image



Step 7. Click on the **Task** icon on the right-hand side of the screen.

Step 8. Under Manage Production, click on **Material Availability Assignments**.

Image



Step 9. On the Material Availability Assignments page, take note of the last time these assignments were calculated.

Step 10. Click on **Calculate Material Availability** to get the most up-to-date information.

Note: You may need to click on **Refresh** to update.

Image

Material Availability Assignments

Mass Action Refresh Calculate Material Availability Done

Last Calculated: Yesterday 3:08 PM

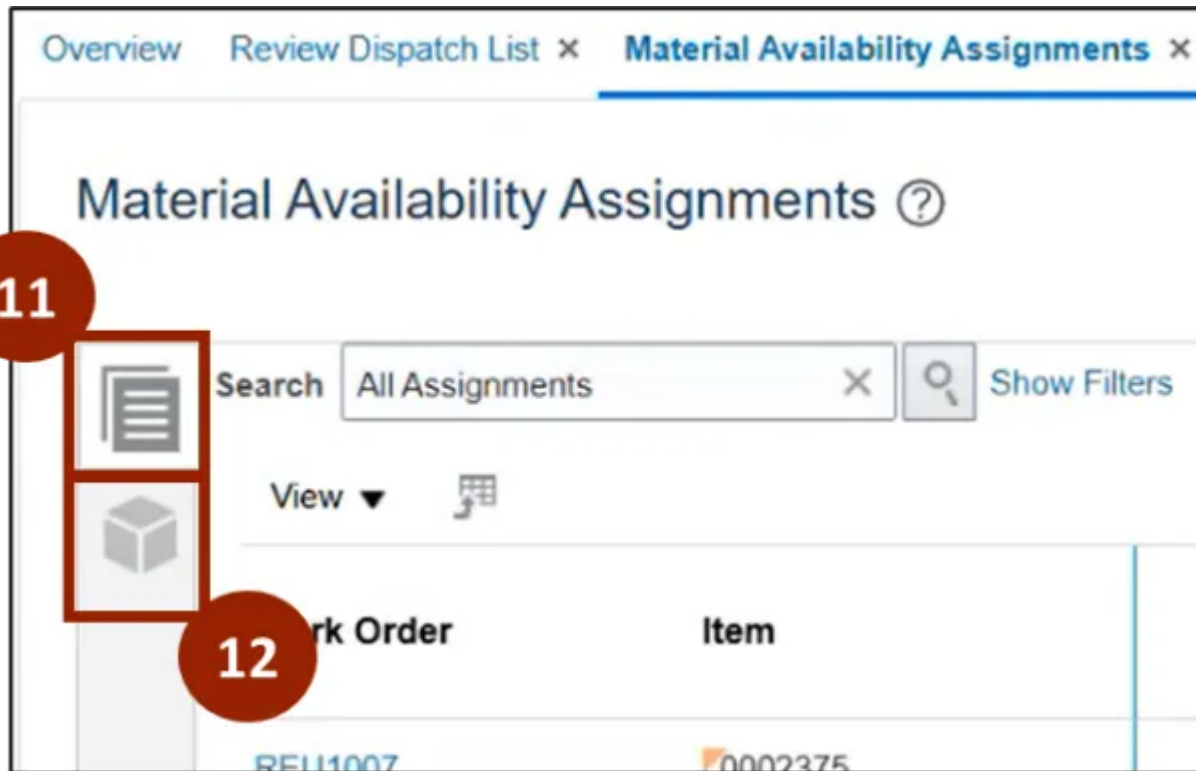
Work Order	Item	Quantity	UOM	Status	Start Date	Completion Date	Assignment Priority	Substitutes	Materials Available	Rese Mater Manu
REU1007	P0002375	3	Dozen	Unreleased	4/4/25 2:16 AM	4/4/25 2:16 AM	1		✓	
REU1008	P0014429	2	BAG	Released	4/4/25 2:17 AM	4/4/25 2:17 AM	2		✓	
REU1009	P0019064	10	EACH	Unreleased	4/4/25 2:20 AM	4/4/25 2:20 AM	3		✓	
REU1014	P0002375	5	Dozen	Released	4/4/25 11:42 AM	4/4/25 11:42 AM	4		✓	
REU1021	P0014429	5	BAG	Released	4/7/25 3:25 AM	4/7/25 3:25 AM	5		✓	
REU1022	P0014429	2	BAG	Released	4/7/25 3:37 AM	4/7/25 3:37 AM	6		✓	
REU1026	P0002375	12	Dozen	Unreleased	4/7/25 11:17 AM	4/7/25 11:17 AM	7		✓	
REU1027	P0002375	5	Dozen	Unreleased	4/7/25 11:22 AM	4/7/25 11:22 AM	8		✓	
REU1028	P0002375	10	Dozen	Unreleased	4/7/25 11:25 AM	4/7/25 11:25 AM	9		✓	

There are two tabs where information related to **Material Availability Assignments** is shown.

Step 11. The default tab displays details about Work Orders, including their associated material requirements and assignments.

Step 12. The second tab provides a focused view of Material Availability Assignments for each raw material, showing how individual materials are allocated across various Work Orders.

Image



Step 13. Click the **number in the Expected Supplies** column, a pop-up will appear with more information.

Step 14. Click **OK** to close the window.

Image

The image shows a software interface with two main components. On the left is a sidebar titled 'Expected Supplies' containing a list of values: 15, 0, 0, 2,480 (highlighted with a red box and labeled 13), 1,522, and 0. A red arrow points from this list to a larger window on the right titled '0010694: Expected Supplies'. This window contains a table with the following data:

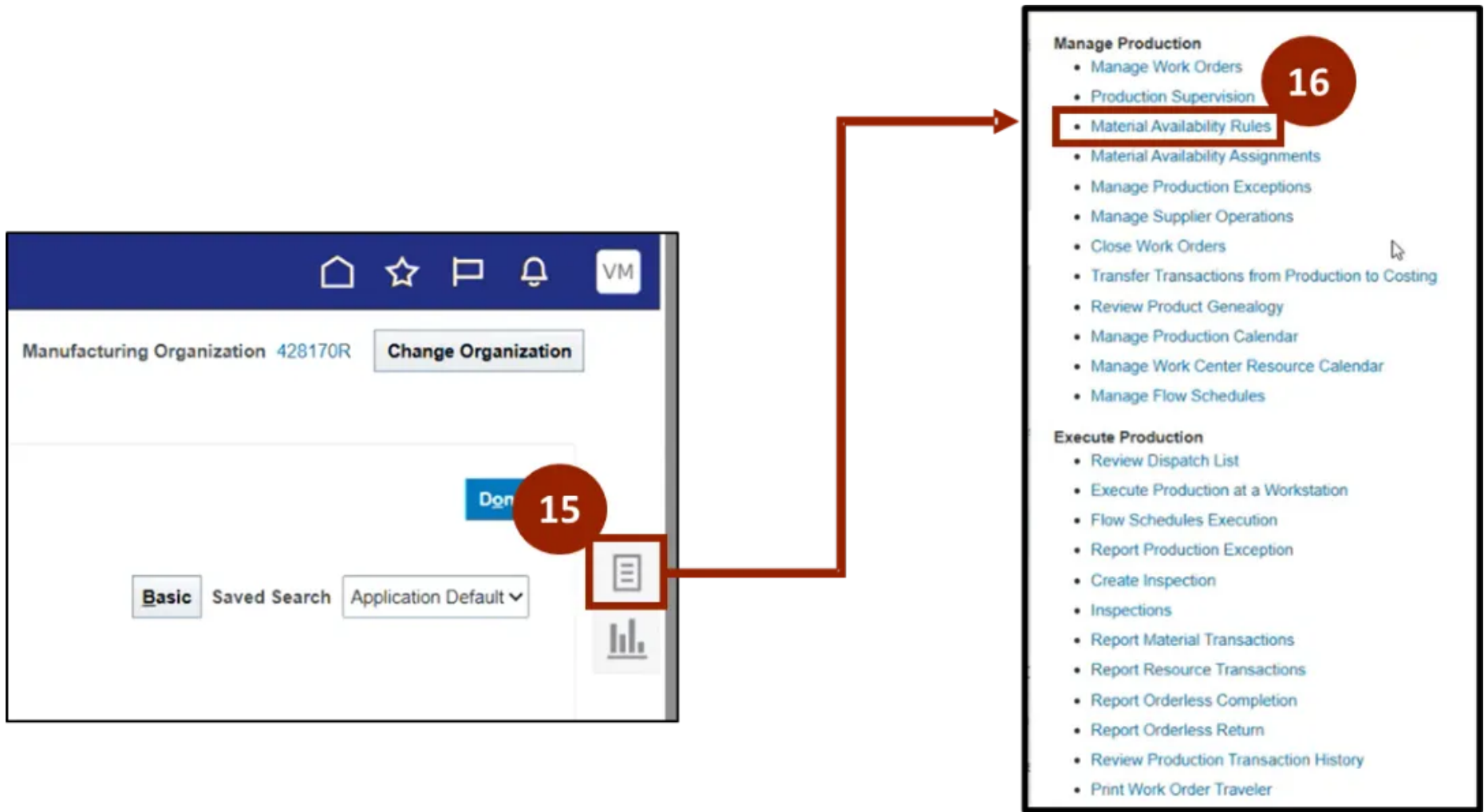
Document Type	Document Number	Expected Quantity	UOM	Expected Date
Purchase Order	NC542660	2,480	EACH	10/1/24

Below the table is an empty row. In the bottom right corner of the window, there is an 'OK' button (labeled 14) and a close 'X' icon in the top right corner. A mouse cursor is visible over the empty row in the table.

Step 15. To create or edit Material Availability Rules, click on the **Task** icon on the right-hand side of the screen.

Step 16. Click on **Material Availability Rules**.

Image



Step 17. Navigate to the **Forced Assignment Criteria** tab. This is where users can create rules affecting the assignment of materials for Work Orders.

Step 18. To add a rule, click **Add**.

Image

Overview **Material Availability Rules** x

Material Availability Rules ?

Save Save and Close Cancel

Forced Assignment Criteria

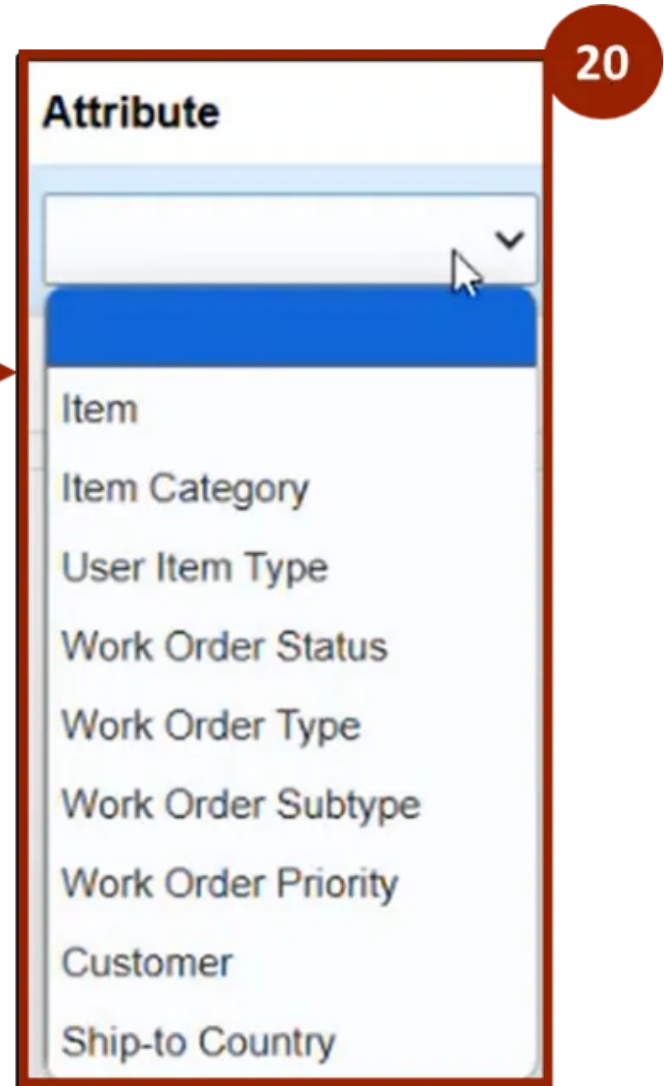
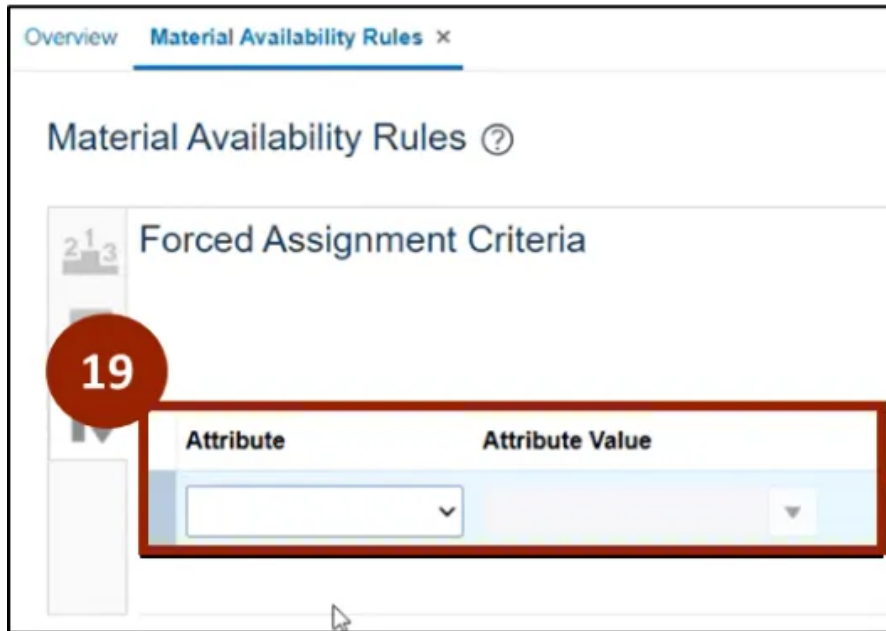
Add

Attribute	Attribute Value
No data to display.	

Step 19. A new line will appear. The first option available is to choose an Attribute to create the priority rule.

Step 20. Choose an **Attribute**.

Image

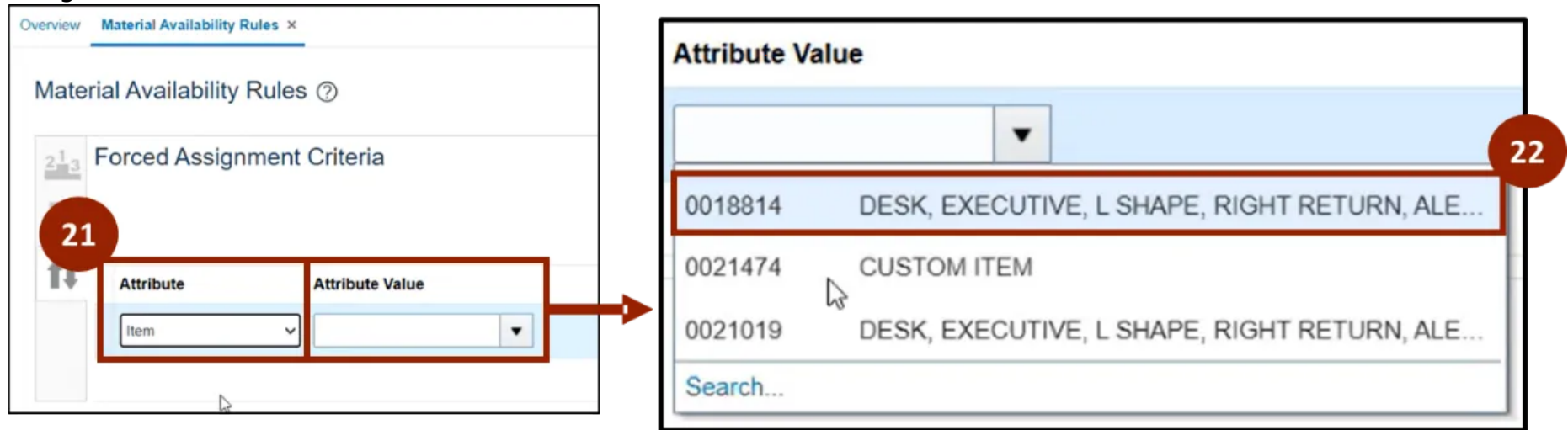


Step 21. In this instance we chose **Item** as an Attribute.

Step 22. Next, select the **Attribute Value**.

In this instance, **0018814** is selected. Now, any Work Orders containing this item will take priority.

Image



The second tab is the **Inclusion/ Exclusion Criteria** tab.

Step 23. In the Inclusion area, enter information to specific materials or orders that user wants to be able to see when creating rules.

Step 24. The Excluded Components section will exclude specific components from rules created.

Step 25. Click **Add** to add Excluded Components.

Image

The screenshot shows a software interface with a top bar indicating 'Last Saved 4/11/25 10:20 AM'. The main content area is divided into two sections. The top section, titled 'Inclusion Criteria', contains several fields: 'Work Order Date Type' (Start Date), 'Time Span (Hours Ahead)' (48), 'Work Order Status' (On Hold, Pending Approval), 'Work Order Type' (Standard), 'Work Order Subtype' (All), 'Component Supply Type' (All), and 'Build in WIP Items' (Yes/No). A red circle with the number 23 highlights the top right of this section. The bottom section, titled 'Excluded Components', has a table with columns 'Attribute' and 'Attribute Value'. The table is currently empty, with the text 'No data to display.' below it. A red circle with the number 24 highlights the table area. A red circle with the number 25 highlights the 'Add' button in the bottom right corner of the 'Excluded Components' section.

23

24

25

The last tab is **Work Order Assignment Priority**.

Step 26. To add a rule, click **Add**.

Work Order Assignment Priority allows plants to allocate raw materials to the most important Work Orders first based on the rules created.

Image

Manufacturing Organization 428136R [Change Organization](#)

Overview **Material Availability Rules** x

Material Availability Rules ?

Save Save and Close Cancel

Last Saved 4/11/25 10:20 AM

21 3 Work Order Assignment Priority

26 Add

Rule Sequence	Attribute	Sort Order	Attribute Value
No data to display.			

Step 27. Click the Attribute drop-down and select the **Attribute**.

Step 28. Click the Sort Order drop-down to choose the **Sort Order**.

Step 29. Click **Save and Close**.

Image

Attribute

Material Availability Rules x

Material Availability Rules ?

Save Save and Close Cancel

Last Saved 4/11/25 10:20 AM

27 28 29 Add

Work Order Assignment Priority

Sequence	Attribute	Sort Order	Attribute Value
10	Start Date	Ascending	

Attribute

- Item
- Item Category
- User Item Type
- Work Order Status
- Work Order Type
- Work Order Subtype
- Work Order Priority
- Start Date
- Completion Date
- Customer
- Ship-to Country
- Scheduled Ship Date

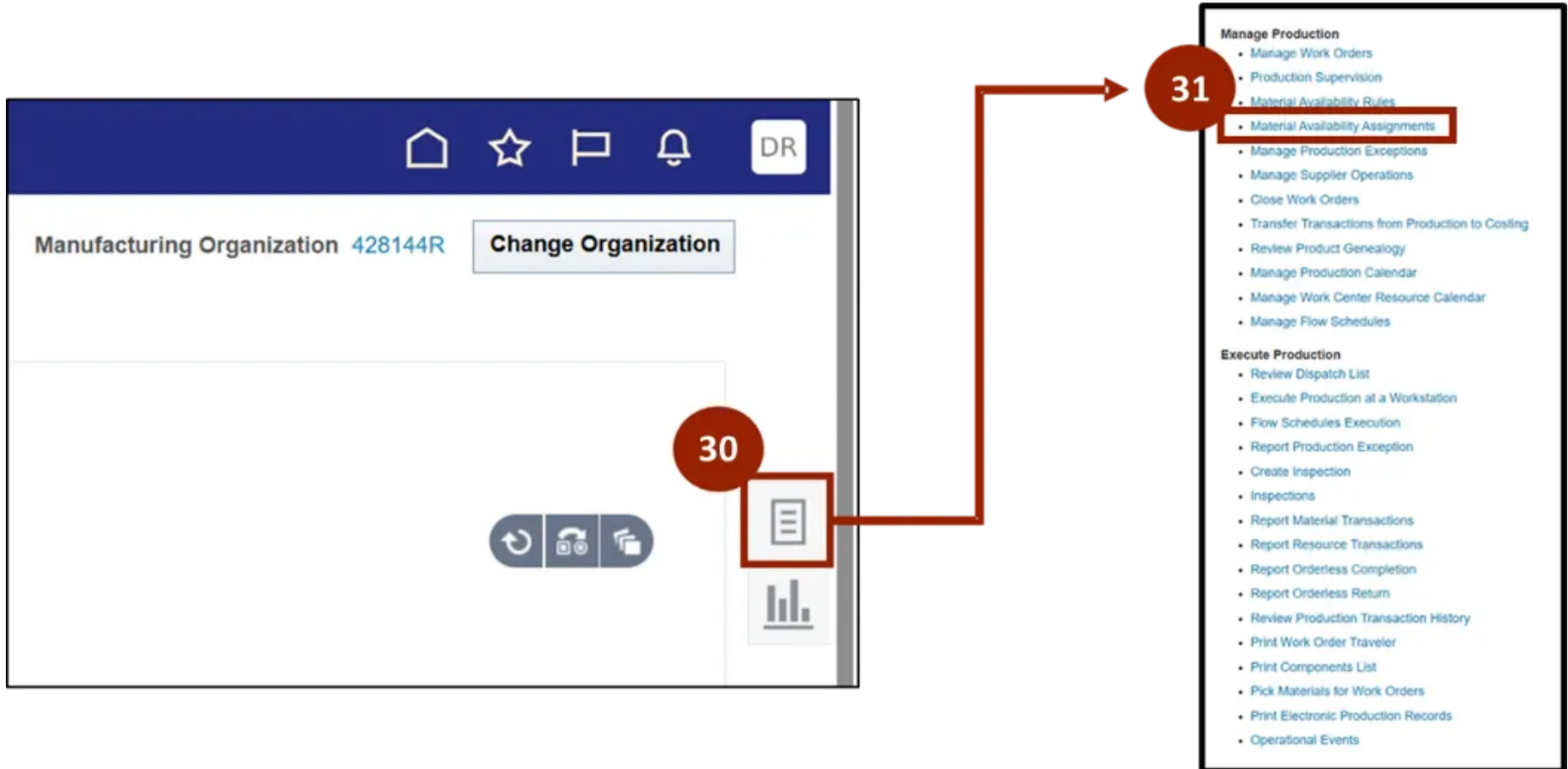
Sort Order

- Ascending
- Descending

Step 30. After selecting **Save and Close**, click on the **Task** Icon.

Step 31. Select **Material Availability Assignments**.

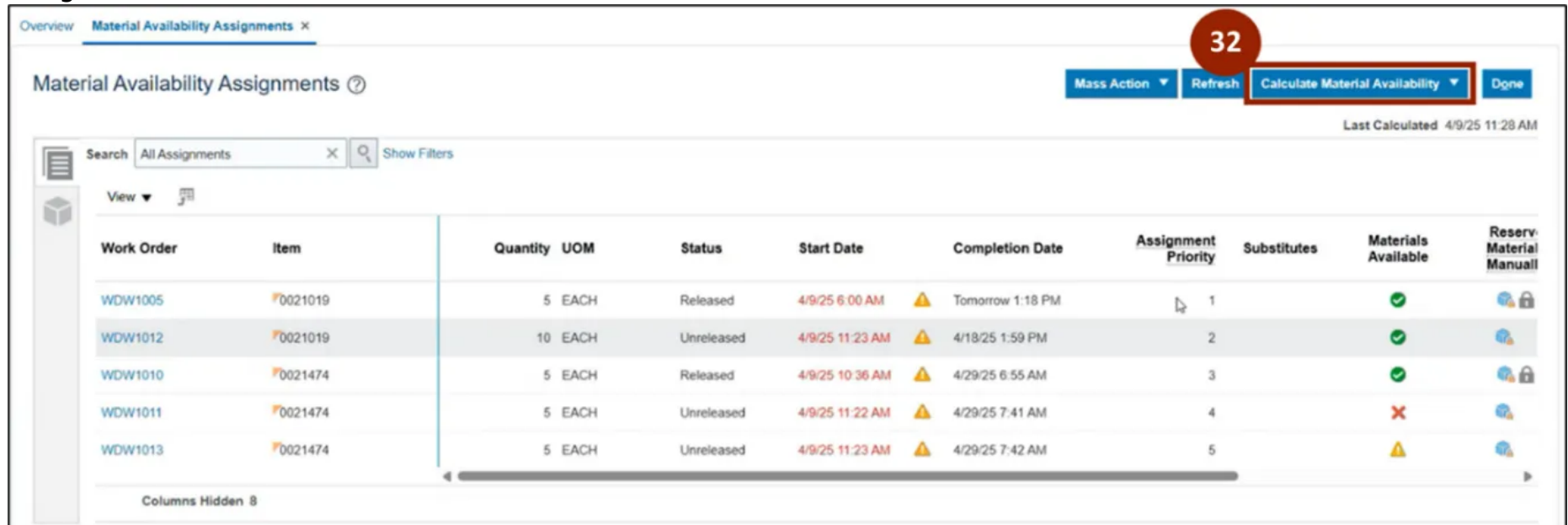
Image



Step 32. On the Material Availability Assignments page, click on **Calculate Material Availability** to update the information for your newly created rules.

Note: You may need to click on **Refresh** to update.

Image



Material Availability Assignments

Mass Action Refresh Calculate Material Availability Done

Last Calculated 4/9/25 11:28 AM

Search All Assignments Show Filters

View

Work Order	Item	Quantity	UOM	Status	Start Date	Completion Date	Assignment Priority	Substitutes	Materials Available	Reserve Material Manual
WDW1005	0021019	5	EACH	Released	4/9/25 6:00 AM	Tomorrow 1:18 PM	1		✓	
WDW1012	0021019	10	EACH	Unreleased	4/9/25 11:23 AM	4/18/25 1:59 PM	2		✓	
WDW1010	0021474	5	EACH	Released	4/9/25 10:36 AM	4/29/25 6:55 AM	3		✓	
WDW1011	0021474	5	EACH	Unreleased	4/9/25 11:22 AM	4/29/25 7:41 AM	4		✗	
WDW1013	0021474	5	EACH	Unreleased	4/9/25 11:23 AM	4/29/25 7:42 AM	5		⚠	

Columns Hidden 8

Wrap-Up

NCFS users can reference the material assignment process workbench using the steps above.

Additional Resources

- Instructor Led Training (ILT)
 - [MFG105: Execute Production](#)
- Web-based Training (WBT)
 - [MFG100: Introduction to NCFS Manufacturing](#)
 - [MFG101: The Journey Through NCFS Manufacturing](#)

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